

IDM Frequently Asked Questions

What is Item Data Management?

Item Data Management is an online tool for supplier partners to view, set up, and maintain product data. Product data includes marketing data, product specifications, marketing photos, and other collateral and supply chain data. This data feeds homedepot.com, supports The Home Depot supply chain initiatives, and drives the SKU setup process for merchandising.

How do suppliers enter data into Item Data Management?

Suppliers have the ability to enter data directly in the Web portal on an item-by-item basis or via spreadsheet uploads for large amounts of data.

Are there any specific system requirements for Item Data Management?

Item Data Management requires at a minimum MS Excel 2007 for mass uploads and Internet Explorer 8.

What does the Item Data Management Account number represent? Is it the same as the supplier MVendor or PVendor number?

The Item Data Management account number is a number that identifies a supplier within the Item Data Management tool. This is a unique number per supplier and does not match an existing merchandise vendor or pay-to (payables) vendor number.

What are Pvendor and Mvendor numbers?

Pvendor (Pay –to-Vendor) refers to a unique number that is used as a reference when paying or billing a Supplier for goods or services.

Mvendor (Merchandise Vendor) refers to a unique number assigned to a Supplier for use in Merchandising for setting assortments and ordering product.

Does Item Data Management apply to Canada?

No. Item Data Management only applies to items sold or displayed on homedepot.com and items sold through stores in the United States.

Third Party Representation

Do I need to continue to use a third party to submit product data to The Home Depot?

No, The Home Depot requires that all data is submitted via Item Data Management. The Home Depot no longer requires suppliers to first submit data through any third party. Item Data Management does not accept data from third party service providers. It is your decision whether to engage a third party to assist you with data compilation or maintenance.

What is the process if a certified supplier plans to utilize a Third Party or Manufacturer's Representative to input or manage data on their behalf within Item Data Management?

A Certified Item Data Management Supplier may not allow access to Item Data Management or share information or data contained therein with any third parties, including but not limited to Manufacturer's Representatives, without the express prior written consent of The Home Depot. This includes all Item Data Management training, documentation, and communications. In order to receive The Home Depot consent, the Certified Supplier is required to sign an Item Data Management Third Party Authorization Agreement. The Third Party is required to sign an Item Data Management Certified Partner Agreement. Email idsm@homedepot.com if you require the specific forms.

GLNs and GTINs

What are GLNs and GTINs? Are these required in Item Data Management?

A Global Location Number (GLN) provides a means to identify legal entities, trading partners and locations to support the flow of commerce. It is also the way in which individual accounts within Item Data Management can be segmented for item collection and data management purposes. The GLN is simply a 13-digit number used to uniquely identify a physical, legal or functional area and is a standard identifier used across the retail industry.

Components of GLN: 1. EAN.UCC Company Prefix, 2. Location Reference, 3. Check Digit

A Global Trade Item Number (GTIN) is a unique industry standard number used for trade items. It is used for identifying trade items that are sold, delivered or warehoused through retail and commercial distribution channels. A GTIN can contain 8, 12, 13 or 14 digits. Home Depot requires a 14 digit GTIN.

The format for a 14 digit GTIN is as follows:

EAN/UCC-14 (Fourteen Digits)

First digit is used to represent the packaging level

Twelve digits containing the EAN.UCC Company prefix and item reference number

One digit representing the check digit

Example GTIN (ITF-14 barcode)

GTIN Info - http://www.uc-council.org/ean_ucc_system/pdf/GTIN.pdf

GLN Info - http://www.uc-council.org/ean_ucc_system/pdf/GLN.pdf

GS1 - <http://www.gs1us.org/>

You can search for a GLN on this Web site: <http://gepir.gs1.org/v31/xx/gln.aspx?Lang=en-US>

Both GLN and GTIN will be required for every product in Item Data Management.

Channel Integration

What is the time period for Digital Content Quality Control review?

SLA is usually 1-2 days. Store items will be prioritized over Dotcom items so we are expecting >24 hours ideally.

Which Workflow States are eligible for fines within the 3 business day grace period?

Anything under Data Quality Workflow. Items in the maintenance workflow will be moved to data quality at the end of 30 calendar days.

Which items will be automatically made Store Browse and which items will actually show on the website as Store Browse?

All items will be made Store Browse. The items will not actually show on the website unless the item has a THD SKU # in 100 – Active, 200 - In Season, 300 – Out of Season, or 400 – Inactive status. If the sku is not in any of those statuses and the item is Store Browse only, it will not show online.

At what point in Initiating a new item in .com and store channels can a THD sku can be assigned?

A THD SKU cannot be created until the item is through the store onboarding process and in Existing. Once that happens the item will enter the new Dotcom Wait for THD SKU # state until a sku is assigned then it will get pushed onto the website as store browse once the sku is in any of the following statuses: 100 – Active, 200 - In Season, 300 – Out of Season, or 400 – Inactive status.

The Collection Process

Does Item Data Management provide email notification when there is action required from a vendor?

It is the responsibility of the supplier to review and work action items within the left navigation workflow and to consistently monitor the Vendor Resources section on the Item Data Management homepage for communications from the Item Data Management Team. However, the Item Data Management Team does provide information about workflow action items in the vendor scorecard portion of the weekly communications.

How long does the approval process take?

The length of the approval process varies depending upon information required.

What is the difference between blue and red numbers in the left navigation?

In each step of the workflow process, blue numbers indicate items that have not failed a validation within that workflow, and red numbers represent items that have been flagged as incorrect and require additional information. The blue and red numbers combine to equal the total number of products within a specific status. Please note that red and blue numbers will require action until they move to the Existing section.

What is YOW SKU?

It is the “Your Other Warehouse” SKU and only pertains to selected vendors.

What does OMSID mean?

Order Management System ID. This is the unique ID given to an item.

Does Item Data Management address Account Payable, Account Receivable, Commerce Hub, or Inventory Planning issues?

No. The process will remain the same and Item Data Management only affects the process used by merchandising vendors, and approved third parties, to directly submit and maintain product information to The Home Depot.

What is the discontinued or obsolescence process?

In order to allow suppliers to Discontinue items, we have added a new attribute called “Discontinued Item?” to the top of the Core Attributes tab in the Enrich Items workflow, Maintenance, Existing, and all areas of Data Quality. If an item is not discontinued, the value should stay null or blank on the item. In order to discontinue an item, set this value to “Y”. Then, you will notice the item shows as a discontinued item flagged as ‘Y’. The attribute is set to ‘Y’ and a second attribute called “Replacement OMSID” appears. If the item being discontinued has a replacement model available within IDM, you have the ability to enter the OMSID of the newer model in this field. Though this value is not required, it will be used by the website to link the two items should a customer search for the old discontinued item. To discontinue the item, set the flag to 'Y' and then click on the 'Discontinue' item at the bottom of the screen.

.com Items

- If the item is in Dotcom as Store Browse only and Active in any store, you will receive a real-time error notifying you to contact the Merchant Assistant to update the SKU status of the item before the item can be obsoleted in IDM.
- If the item is in Dotcom as Store Browse only and not active in all stores, the item will be automatically obsoleted from Dotcom.
- If the item is in the Dotcom channel as sellable online, the item will enter a Dotcom Discontinue Review state where the Digital Content team will verify that the item has zero inventory.
- All Major Appliance items will be automatically removed from the website

Store Items/Special Order

Store Obsolete Review: Items will enter the Store Obsolete Review state if they are inactive in the Store. This state is for IDM Support to verify if the item has recently been purchased by The Home Depot. If the item has recent purchases, it will be rejected from this state and will remain in the Existing Items section of the portal in the error section. The item will also go back into the error section of Maintenance and/or Data Quality states if previously in those states when submitted as Discontinued.

If the item has not recently been purchased by The Home Depot; the item will be obsoleted for the Store channel. If the item is not in any other channel, or is obsoleted for all channels, you will no longer see this item in the Vendor Portal.

For items sold through The Home Depot US stores, submit a ticket (Ticket Action: Data Problems, Ticket Reason: Obsolete Item) and indicate the OMSID you wish to obsolete.

Things to know when placing items in discontinued or obsolete status

- Suppliers can discontinue an item from Enrich, Maintenance, Existing Items, and any section under Data Quality
- Once items are obsolete in all channels or Dotcom Discontinued, they no longer show in the Vendor Portal. However, the item will continue to show online as a reference.
- Obsolete and/or Discontinued items can be re-initiated in the Initiate section of the portal for any channel
- Dotcom Discontinued items will remain on the website as Discontinued and will not be orderable
- If any item is submitted as Discontinued and remains in the left-hand navigation for any section, reference the Process Notes of the item to determine why the item was not Discontinued/Obsoleted

How do Home Depot Direct items get linked to the appropriate warranty, service and parts PDFs and digital assets?

Home Depot Direct items are linked with their associated documents and digital assets via a cross reference of SKU, UPC, and Department/Class/Subclass information.

Can cost be entered through Item Data Management?

Cost for E-Com item is optional. All non E-Com items will have the cost entered by their merchant or merchant assistant.

What is the difference between '.com', 'Store', 'Special Order', and 'Browse Only' items?

- .com items are sold or displayed on Homedepot.com.
- Store items are sold in stores.
- Special Order items are included in an approved Home Depot SOM and are available to be ordered via the Special Order process in Home Depot stores.
- Browse Only items are displayed on Homedepot.com and can be browsed but are not sold on Homedepot.com.

We have items that are shown at Homedepot.com as 'Browse only' items. Should we pick '.com' channel for this? How does The Home Depot determine if an item should be 'Browse only' or '.com'?

Yes, you will need to pick .com channel for Browse only items. Your Direct Fulfillment Merchant will determine what items will be Browse Only and what will be .com.

How do we know if our items are sold online? If they are not sold online, then how do we secure the ability for our items to be sold online?

Please refer to the Export All Products Report in the Reports tab of Item Data Management to view the online status of your items. More details are available in the User Guide and the Quicksheets Reference Guide. You will need to partner with your Direct Fulfillment Merchant to change the online status of items. If you are unsure who that is, you can call the support line at 877-355-5839.

The Maintenance Process

How do I update existing items or items in Maintenance?

Select the items that you wish to update by first selecting the blue or red columns next to "Items" from the Data Quality & Maintenance section in the left navigation. Updating items in the Maintenance workflow is similar to managing items in the Vendor Enrich stage. You may use QuickSheets or update the items individually through the Item Data Management portal. Submit changes. The items will then move from Maintenance to THD Review Changes to be reviewed and approved by The Home Depot teams.

Items in maintenance will be allotted 30 calendar days prior to moving into data quality. Once in Data Quality, the items are subject to fines after three business days.

Super SKUs

How do I re-categorize Super SKUs or Super SKU items?

Submit a ticket with the necessary details via Item Data Management.

What if a good category does not exist for my item?

Submit a ticket with the necessary details via Item Data Management.

Store

Can I expedite Items for a THD SKU in the Store Channel?

To help ensure that the content and data is accurate, items are not expedited unless approved by the Store Merchant or Store Merchant Assistant. Therefore, please partner with the Merchant Assistant to escalate items in IDM to add a THD SKU.

Item Relationships

Who should I contact if I am having issues with setting up Item Relationships within the Item Data Management portal?

Contact the Item Data Management Support team by submitting a ticket, calling the support line or via Chat.

Who should I contact if I have questions about what items make sense as required items and accessories?

You should contact your Digital Content Analyst (DCA) with these questions.

New Collection Taxonomy

What do I do if one or more required attributes do not apply to my product?

You can change the categorization and attributes of your product by clicking on the 'Change Product Category' at the bottom of the 'Enrich Items' workflow. If your item is in the correct category and the available attributes are still not applicable, you can create a support ticket through the submit ticket tab within Item Data Management. Select Ticket Action: Attribute Questions, Ticket Reason: Attribute Change Request. To accurately resolve the issue, we require the following details in the describe issue details field:

- OMSID for all affected products
- List of all inappropriate attributes tied to each product
- List what you believe to be the correct categorization for each product. To view a list of up-to-date categorizations, go to the Initiate Item screen and select View All above the categorization.

How should I proceed if none of the drop-down choices for a specific attribute apply to my product? How can I add a new choice?

Create a support ticket. Select Ticket Action: Attribute Questions, Ticket Reason: Attribute Change Request. To accurately resolve the issue, we require the following details in the describe issue details field:

- OMSID for all affected products
- Affected attributes
- Requested values to be added

How should I proceed if my product does not fit into any of the listed categories?

Create a support ticket through the submit ticket tab within Item Data Management. Select Ticket Action: Attribute Questions, Ticket Reason: Attribute Change Request. To accurately resolve the issue, we require the following details in the describe issue details field:

- Product Description
- Suggestion for new category. To view a list of up-to-date categorizations go to the Initiate Item screen and select View All above the categorization.

How should I proceed if my product is incorrectly classified? How can I reclassify or change the product category?

Change the classification of your product by clicking on the 'Change Product Category' button at the bottom of the Enrich Items workflow. If the classification you require is unavailable, create a support ticket through the submit ticket tab within Item Data Management. Select Ticket Action: Attribute Questions, Ticket Reason: Attribute Change Request. To accurately resolve the issue, we require the following details in the describe issue details field:

- OMSID for all affected products

- Suggestion for the correct category. To view a list of up-to-date categorizations, go to the Initiate Item screen and select View All above the categorization.

QuickSheets

How many items can I download per QuickSheet?

There is no limit to how many items can be uploaded or downloaded using a Quicksheet.

Can I insert and delete columns in the QuickSheets?

No. There are detailed validations built into the QuickSheets, and they allow for very little manipulation.

Can I pull a specific product type into the QuickSheets? For example, if I want to generate a QuickSheet of all drills with 18V products, can I do that?

Yes. You may select the items individually and then click Generate QuickSheet. To select the items, click on them and they will turn gray. Cntrl+click to select multiple.

If I populate part of my Vendor Enrich QuickSheet and then upload it, will the partial entry appear in the Item Data Management portal screen?

Yes. You can click the item in the Enrich Items workflow to view and complete the partial entry online. However, incomplete items will appear in red in the Enrich Items error workflow due to missing attributes.

What does Product State “skipped” mean in the error status message?

Skipped means that the uploaded information could not be updated, and an error will usually accompany this type of message. Nothing will be updated if a product is skipped.

If a cell is highlighted in yellow, does that mean there is an error?

Yes, this means there is an error. Please review and revise information before uploading.

Does copy/paste functionality work for both editable and non-editable cells within the QuickSheets?

Yes, you now have functionality to copy and paste from editable and non-editable cells within the QuickSheet.

Does vlookup functionality work within QuickSheets?

Vlookup functionality currently exists only within Initiate QuickSheets. However, vlookups for Enrich can be done using the Vendor Account Export Report.

Hazmat

How do I know if my item is regulated or hazardous?

Based on the type of material an item contains, its unit of measure, or other physical and chemical properties, Item Data Management will determine if your item requires classification in the WERCs Smart Portal.

NOTE: The term regulated as it applies here indicates product may have transportation, fire code, and/or waste / disposal requirements and restrictions.

The first step to determine if classification within the WERCs Smart Portal is required for your item is to select the Hazmat tab and accurately answer the following questions:

- Is the item an aerosol or contain an aerosol?
- Is the item a chemical / solvent or contain a chemical / solvent?
- Is the item a pesticide or contain a pesticide, herbicide, fungicide?
- Is the item or does the item contain a battery (lithium, alkaline, lead-acid, etc.)?
- Does the item contain Mercury (ex: fluorescent light bulb, HVAC, switch, thermostat)?
- Is the item or does the item contain a compressed gas?
- Is the item a liquid or contain a liquid (this does not include appliances or heaters that contain totally enclosed liquids)?

If my product is not hazardous, can I skip the Hazmat tab in Enrich Items?

You still will be required to accurately answer the listed Hazmat questions about your product.

Supply Chain

Is the hierarchy type on the Enrich Items for Supply Chain page referring to how the product is packaged and sold to the retailer or to the consumer?

The Supply Chain tab is where you provide hierarchy detail for how the product is shipped to the retailer.

Is the assembled dimension of a product the same as its shipping dimension?

No, the assembled dimension refers to the product after the customer assembles it. The supply chain tab refers to the shipping dimensions for an Each, Inner Pack, Case, or Pallet.

What is the difference between the three sets of dimensional information in the Enrich Items for Supply Chain screen?

- Assembled Height/Width/Depth (Core Attributes tab In Enrich Items) – Dimensions of the item fully assembled, Ex: Dimensions of fully assembled grill
- Height/Width/Depth (Enrich Items for Supply Chain) – Dimensions of item as package and sold to the consumer in The Home Depot store or online, Ex: Dimensions of packaged grill
- .com Shipping Height/Width/Depth (Enrich Items for Supply Chain) – Dimensions of item as shipped to the consumer when purchased on HomeDepot.com, Ex: Dimensions of packaged grill in an over box

What supply chain hierarchy levels (Each, Inner Pack, Case, Pallet) are required?

All Supply Chain hierarchy levels (Each, Inner Pack, Case, Pallet) are required for all items. If you do not have data for all hierarchy levels, at a minimum, we required all levels that you ship to The Home Depot. This information will be used by the Supply Chain team for order and shipping optimization purposes.

How do I enter details for a complex hierarchy?

If you need to add complex hierarchies, follow the instructions in the 'Enriching Items for Supply Chain' Guide here: <https://thdidm.zendesk.com/hc/en-us/articles/210361653>

How do I enter details for an item that varies in weight?

Enter your best approximate value for weight. As we verify submitted weights are within 4% margin of error of the actual product, we will not scrutinize products that vary in weight with as much detail.

Images and Digital Assets

What images and digital assets are required?

For more info on Images and digital assets, see the informational article here: <https://thdidm.zendesk.com/hc/en-us/articles/208791206>

Can images be deleted from the system?

Yes. Images that are not attached to a product can be deleted from the system. Please see the Digital Asset Management webinar for additional details.

How do I upload video into Item Data Management?

Videos cannot be uploaded directly into Item Data Management. However, if you'd like to display video for your .com item, please see the Video Upload Portal Procedures document. If you have questions, please contact Vendor_Video_Request@homedepot.com.

Will there be a "preview" of the HomeDepot.com product page to see the location on the page of the image fields?

Yes, there is a proof view screen available to preview your entry as it will appear on HomeDepot.com.

What are the image requirements?

Images must be at least 1000 x 1000 pixels (72dpi) and in a .jpg format. Refer to the Data Quality Kit for further details.

Super SKUs (SSKU)

Who do I contact if I need to create/edit/remove Super SKUs or Super SKU Items?

Contact your DCA.

Why does my Super SKU not have an Super SKU Items tab?

If you are having trouble with Super SKUs, please see the Super SKU help documents here:

<https://thdidm.zendesk.com/hc/en-us/articles/208778496>

and here: <https://thdidm.zendesk.com/hc/en-us/articles/210360963>

Search

See the Item Search document here: <https://thdidm.zendesk.com/hc/en-us/articles/208778276>

Are Search and Advanced Search functionality case-sensitive?

Search and Advanced Search functionality are not case-sensitive.

Can wildcard searches be performed for Search and Advanced Search?

Yes. You can use an * (asterisk) to complete wildcard searches for both Search and Advanced Search. Please refer to the User Guide for more details.

Administration

How do I obtain a user name and password?

Account administrators are responsible for adding additional users to their account. Account Administrators will assign new users an initial user name and password. Users can update passwords through the portal. Call the support line at (877) 355-5839 for assistance with initial vendor setup.

What contacts should be included in the Administration tab?

The Administration tab is a great way to update and manage all contacts that work with The Home Depot. Users should include Account/Sales Managers, associates managing Supply Chain data, associates providing Data Management Roles, and certified Third Party Suppliers that manage data within Item Data Management.

Are contacts within Item Data Management market specific?

No. Contacts are specific to each Item Data Management account and are added by the Department/Class and GLN that they support.

How do I add an account administrator?

See the user administration document here: <https://thdidm.zendesk.com/hc/en-us/articles/208791446>

You should then submit a ticket through the Submit Ticket Tab (Account Management/Update Account Administrator)

Supplier Compliance

What is the supplier compliance program?

The supplier compliance program is designed to allow vendors a way to view their expected performance through the onboarding process. This program will be integrated with the existing Supplier Scorecard currently in place with the Global Supplier Performance team.

What if I am not already part of the Supplier Compliance Scorecarding?

Suppliers involved with the Item Collection that currently do not have their PVendor setup with the Global Supplier Compliance team will be contacted to have their information setup. If a call is not received, an email can be sent to supplier_performance@homedepot.com. The email should include PVendor, Company Name and contact information.

Training

What training is available for Item Data Management?

Webinars are conducted periodically to provide additional training for new and existing users. Additionally, please refer to the Vendor Resources section in Item Data Management for Webinar slides, the User Guide, and the Data Quality Standards document.

Are Webinars archived for future viewing?

Yes, recorded webinars are available for viewing in the Knowledge Base.

Where can a full instruction manual be found on how to create or update an item?

You can find the full Vendor Portal User Guide here: <https://thdidm.zendesk.com/hc/en-us/articles/210353863>

Key Terms

Active Synch – The Active Synch process ensures that all active items with recent purchases are added to the Store channel within Item Data Management.

Attribute – refers to a specific characteristic about a product. Examples include height, weight, product name, model # and GLN. Required attributes in Item Data Management are noted with a red asterisk (*)

Barcode (ITF14/ I2of5) – refers to the 14-digit barcode used to identify the each, pack, case or pallet packaging hierarchy level. In many instances, this will be the same as your 14 digit GTIN.

Categorization – refers to the structured way a product is categorized or classified during the collection process. The categorization is utilized to identify item specific details that are critical to the customer. An example of a categorization is Appliances > Laundry Care > Dryers > Electric. Categorization can also be referred to as taxonomy.

Channel Assignment – a new channel can be assigned to an item through the Channel tab on Item Enrich.

Channels – refers to how an item is sold through The Home Depot. .com items are sold or displayed on Homedepot.com, Store items are sold in stores, Special Order items are included in an approved Home Depot SOM and are available to be ordered via the Special Order process in Home Depot stores, and Browse Only items are displayed on Homedepot.com and can be browsed but are not sold on Homedepot.com.

Coordinating Items – refers to items in the same “Family” of products. An example would be patio furniture. “Melbourne” has many items that make up the “Melbourne” family of products.

Digital Asset – refers to an image in a .jpg format or an item’s supporting documentation in a .pdf format. Examples include the following: Product Image (.jpg), Side View (.jpg), Bottom View (.jpg), Assembly Guide (.pdf), Warranty Information (.pdf), etc.

GLN – A Global Location Number (GLN) also referred to as a sellable GTIN is a unique 13-digit identifier used to define a supplier’s location. The collection of GLNs will help The Home Depot to standardize and improve the way we organize vendor accounts. Merchandise and pay to (Mvendor and Pvendor) numbers have been rolled up into vendor GLNs to structure the Item Data Management account. This critical data drives homedepot.com and other parts of our enterprise. A GLN will be required for each product in Item Data Management.

For more information regarding GLN's, including their purpose and benefit, visit the following:

<http://www.gs1.org/barcodes/technical/idkeys/gln>

<http://www.gs1.org/glnrules>

You can search for a GLN on this website:

<http://gepir.gs1.org/v31/xx/gln.aspx?Lang=en-US>

GTIN – A Global Trade Identification Number (GTIN) is a globally unique 14-digit number used to identify trade items, products, or services. A GTIN will be required for each product in Item Data Management. For more information on GTIN visit the following website for additional information:

<http://www.gs1.org/productssolutions/barcodes/technical/idkeys/gtin.html>

IDM – abbreviation for Item Data Management

Item Relationships – Relationships between multiple items that drive cross-item sales. Examples include Required Items, Accessory Items, and Collections.

MFG Model # – refers to the number designated by a manufacturer to identify their item.

Nested – refers to a supply chain term describing whether an item can ship or be stored within another. Examples include totes, buckets, trash cans, etc.

Obsolete – refers to an item that has been removed and is no longer sold or displayed on homedepot.com. Obsolete items can refer to items that are out of date, no longer valid, etc.

OMSID – abbreviation for Order Management System Identification Number. This ID uniquely refers to an item listed on homedepot.com.

Online Cost - Cost of the online item as sold to THD

Queue – refers to the listing of spreadsheets that have been uploaded or downloaded within the vendor initiate and vendor enrich steps. The queue page denotes whether the upload or download was completed successfully.

QuickSheet – MS Excel spreadsheets used to upload data for multiple items simultaneously during Vendor Initiate, Enrich, Maintenance, Existing Items, and Item Relationships stages.

Product Name (120) – refers to the given name of a Product, which has a capacity of 100 characters. The Product Name is also listed on the website directly after the Manufacturer or Brand Name.

SKU – abbreviation for Stock Keeping Unit. Refers to the identifier assigned to manage products within The Home Depot enterprise. SKUs can have multiple UPCs or represent the same item from multiple vendors.

Specs and images – Item specifications and digital assets within Item Data Management.

Suggested Retail - Price the vendor suggests Home Depot should display to customers online. Only values between \$0.01 and \$50,000 are valid. Only data in the standard currency format \$#####.## will be accepted. Note: Only the DFM sets final retail to display to customer. DFM uses this value as an input in that decision.

Super SKU – Super SKU relationships are created to manage a single product that offers multiple variations based on attributes (e.g. an item that comes in many colors or multiple sizes but is otherwise identical). Upon setup, a Super SKU is assigned common attributes which all associated Super SKU Items will inherit. In addition, variant attributes are designated which must be provided for each Super SKU Item.

Supplier SKU – identifying number of the Supplier’s item. For YOW (Your Other Warehouse), it is the part number. For a distributor or supplier, it is their internal number they want to see on an order.

THD SKU # – This column displays The Home Depot Store SKU number of the item. The value in this column is six numeric digits with no dashes. (Example- 123456)

UL Listing – refers to Underwriters Laboratory Listing. A UL Listing is a global standard for product safety. It is typically used for electrical products.

UPC – abbreviation for Universal Product Code. A UPC is a barcode that is widely used in the U.S. for tracking trade items.

Vendor Action Requested – refers to the maintenance workflow step where the vendor is requested to revise current attribute information or is requested to add new attribute item details to an existing item.

Enrich Items – refers to the new item workflow step where the vendor enters category/item specific details. This step in the workflow includes entry of Core Product Attributes, Marketing information, Images and Digital Assets, and Hazmat information. THD Enrich Items allows The Home Depot to enter product specific details concurrently with Vendor Enrich.

Enrich Items for Supply Chain - refers to the item workflow where the vendor enters the supply chain information for an item.

Onboard New Items – refers to the step when a vendor creates a new product in the system. Information required at this step includes GTIN, UPC, Product Name, GLN, Model #, and Categorization. Initiated items will be reviewed and accepted or rejected by The Home Depot.

Vendor Resources – refers to the homepage of Item Data Management, which can be accessed anytime by clicking on the logo in the upper left hand corner. Refer to this page for important announcements to the supplier community, as well as specific messages only visible to your account. Also located on this page are important reference materials, including the Item Data Management user guide, Data Quality Standards document, and frequently asked questions.

VOC – abbreviation for Volatile Organic Compound. These attributes track compliance with various state regulations regarding VOCs for specific product categories known to have VOC levels, including without limitation, architectural coatings and adhesives.