

HD Supply Canada | Requesting Online Access

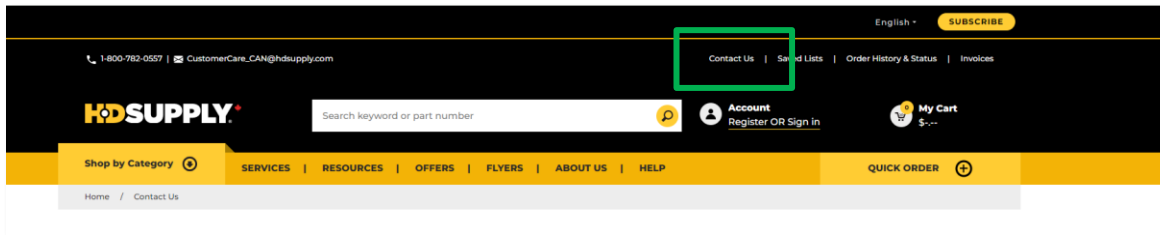
Requesting Online Access For Your Company

Online Access:

- To create your online account simply email or call our customer service team at customercare_can@hdsupply.com or 1-800-782-0557 and let us know you have an existing account with HD Supply and need access to purchase online

OR

- Go to hdsuppliesolutions.ca and click on “contact us” at the top right hand side of the home page. A customer service team member will contact you to setup your online account



Information needed to setup the account:

- Account Number
- Users email address that require online access
- Account permissions needed
 - Purchase on account
 - Purchase using credit card
 - Address of ship to's you need access to (*only needed if there is more than one ship to*)
 - Accounts payables (*allows your accounts payables team to review all paid and open invoices along with account balance*)
 - Admin Role (*this is a super user and can add and remove users in the future*).
 - Do you require an approval flow, if so what is the dollar threshold and who are the approvers.

Adding Another User to an Existing Account

Adding Additional Users:

- To add additional users to your online account simply email or call our customer service team at customercare_can@hdsupply.com or 1-800-782-0557 and let us know you'd like to add an additional user to your online account

OR

- Log in to your online account and click on “Add New User”, found on the home page. Then fill out the form and submit!.

