



and



**Documents required by The Home Depot to receive their open account payment:**

1. The completed draft and cover letter. This can be found on the website: [https://uat.citi.com/tts/sa/home\\_depot/](https://uat.citi.com/tts/sa/home_depot/)
2. Signed Original Commercial Invoice (Photocopy or e-copy, stamped "Original" is acceptable)
3. For goods shipping to Canada only: A Canada Customs invoice or a complete commercial invoice representing one purchase order number per a Canada Customs Invoice or Commercial Invoice.
4. 1 original Freight Forwarders Cargo Receipt (or photocopy stamped "original")

Or

1/3 set of original combined transport Bill of Lading

Or

1/3 set of clean on board marine/ocean Bill of Lading

Or

One copy of a Sea Waybill.

Or

One Original Air Waybill (or photocopy stamped "original")

Or

Original signed and dated Truck Bills of Lading (Not applicable to Canada)

Or

Signed and dated Delivery Receipt (or photocopy stamped "original") (Not applicable to Canada)

## **NOTE TO VENDOR**

*\*\*\*\*\*ONE COMPLETE SET OF THE REQUIRED DOCUMENTS MUST BE PRESENTED FOR EACH PURCHASE ORDER. FCR's combining multiple containers/PO's MUST BE REPLICATED in order to have one complete document set for each payment request\*\*\*\*\**

**Documents to match the: "Standard Document Checking Requirements" posted on this site.**