



9/18/2007

Lowe's Trading Partner,

Due to Lowe's stores opening in Canada, changes were required to several of our EDI documents. These changes impacted ALL current Lowe's trading partners that exchange these documents with us. All trading partners were required to make these changes, regardless of whether or not your company will supply our Canadian stores with product. Changes went into effect on August 12, 2007. Only the documents that changed are included in this email. If a document is not listed, it did not change.

In summary, the following changed:

1. Currency was added to several documents.
2. The remit to vendor number was added to the invoice and remittance.
3. The trace number was added to the remittance.
4. The tax information was added to the invoice as optional information.
5. The Global Trade Item Number (GTIN) was added to several documents.
6. The ship to address was added on Special Order Sales (SOS) orders that ship to a store location.
7. The format of the Postal Code is different for Canadian locations.
8. The 3 digit country code was added to several documents.

The remainder of this document is divided into two parts. The first part is for webform vendors and the second part is for EDI vendors.

## **WEBFORM VENDORS**

If you are currently using Webforms for a US vendor number you will also be able to receive orders and invoice for your Canada vendor number through this account. When your vendor number has been set up for Canada, please send an email to [webforms@lowes.com](mailto:webforms@lowes.com) asking that the vendor number be added to your existing Webforms account. We will only set up an additional Webforms account to separate the two vendor numbers if this is required by your company for handling purposes.

### **1) WEBFORM Invoice**

**STOCK** - If your stock product has been approved for sale in Canada, your sales rep had to indicate to Lowe's if your company was to be paid in Canadian dollars or US dollars for product sold in Canada. Using that information, we created a remit to vendor number and linked that specific currency type to it. The invoice must indicate the same currency as we linked to your vendor number in order for payment to be made.

**SOS** – For SOS orders purchased at a Lowe's store in Canada, you will be paid in Canadian dollars only.

Changes Include:

- a. Remit To - There are two types of webform invoices. The first type is the invoice that is automatically "turned around" from the purchase order we created. These are called Pending Invoices. The second type is the invoice that you create from scratch. To help us validate your invoice, we will require that you key in your remit to vendor number on both types of invoices. You may set the remit to as a cookie to default the field using the "Advanced Options". The currency associated with the remit to vendor

number must match the currency on the purchase order. If the currency does not match payment will not be made.

- b. Currency – In the Pending Invoice (“turn around”), the currency will be displayed in the price label. The field will contain “Price in Canadian Dollars” or “Price in US Dollars”. On the “invoice from scratch” you will be required to choose the correct currency. The currency must match the currency on the purchase order. If the currency does not match, the payment will not be made.
- c. Tax – Modifications were made to the invoice webform to allow the addition of the GST, PST or HST tax, at the summary level, as optional information.
- d. Country code – The country code was added to the store address. Since the address is automatically populated when the store number is keyed into the webform, there is no special entry that needs to be done to add the country code.
- e. GTIN – In the Pending Invoice (“turn around”), the GTIN from the PO will be automatically populated on the invoice. If the invoice is built from scratch, an additional row at the item level will provide an entry box for you to enter the GTIN. The entry box will be prefixed with “GTIN” and will have numeric validation. The box is optional and, if used, should look as follows: 00123456789012.

## 2) **WEBFORM STOCK PO**

Changes Include:

- a. Currency – The currency will be displayed in the price label. It will display as either “Price in Canadian Dollars” or “Price in US Dollars”.
- b. Country Code – Following the postal code, we added the country code to the order ship to address. The value will be USA for the United States or CAN for Canada.
- c. GTIN – Following the vendor model number, an additional row will display the GTIN, if available. If displayed, it will look as follows: 00123456789012.

## 3) **WEBFORM SOS PO/Special Order Sales**

All SOS purchase orders for Canada will be issued in Canadian dollars and paid in Canadian dollars.

Changes Include:

- a. Currency – The currency will be displayed in the price label: “Price in Canadian Dollars”.
- b. Country – Before, we only sent the ship to address for a direct to customer delivery. Now, we will send the ship to address for store orders as well. All orders will have the country code. The value will be USA for the United States or CAN for Canada.
- c. GTIN – Following the vendor model number, an additional row will display the GTIN, if available. If sent, it will look as follows: 00123456789012.

**If you only use WebForms and do not exchange any traditional EDI documents with Lowe’s, there is no need to read any further.**

## **EDI VENDORS**

**Please note that the specs and business examples for the documents below have been updated on our website, [www.loweslink.com](http://www.loweslink.com). Our specs and business examples cover both domestic and international business.**

Lowe’s does not have a new EDI ID for Canadian orders.  
To distinguish US from Canadian orders:

1. You can use the ship from vendor number, if it is unique for our Canadian locations only.
2. The Lowe's location number can be put in a cross reference file for Canadian locations.
3. The country code will be transmitted in the N4-04.
4. GTIN will be transmitted in the PO1-11, if one was provided by the vendor.

**1) 210 Freight Invoice**

Each SCAC code will be assigned a specific currency. The freight invoice must indicate the same currency type as we linked to your SCAC code in order for payment to be made.

Changes Include:

- a. Currency - In order to handle the different currencies, we added a C3 segment in the header of the 210 as a mandatory segment. The first field should contain a CAD for freight invoices to be paid using Canadian currency or a USD for freight invoices to be paid using US currency. Example: C3\*CAD\
- b. Postal Code - You must return the postal code in the correct format for payment to be made. Please see note number 7 below on Postal Codes.
- c. Country Code – Please see note number 8 below on Country Codes.

**2) 810 Invoice**

**STOCK** - If your stock product has been approved for sale in Canada, your sales rep had to indicate to Lowe's if your company was to be paid in Canadian dollars or US dollars for product sold in Canada. Using that information, we created a vendor number and linked that specific currency type to it. The invoice must indicate the same currency as we linked to your vendor number in order for payment to be made.

**SOS** – For SOS product shipped to Canada, you will be paid in Canadian dollars only.

Changes Include:

- a. Currency - In order to handle the different currencies, we added a CUR segment in the header of the 810 as a mandatory segment. It will have an SE in the first field. The second field should contain a CAD if the invoice is to be paid in Canadian dollars or USD if the invoice is to be paid in US dollars. Example: CUR\*SE\*CAD\
- b. Remit To - To help us validate your 810, we require that you send us your remit to vendor number. Therefore, we added an N1 segment in the header of the 810 as a mandatory segment. It contains an RI in the first field. The second is blank. The third field contains a 94. The fourth field contains your remit to vendor number. Example: N1\*RI\*\*94\*12345\
- c. Tax – Because some Canadian invoices will include a special tax, we have added the TXI segment. The first field can contain a CG (Federal/GST tax), PG (Province/PST tax) or ZZ (Harmonized/HST tax). Examples are as follows:  
TXI\*CG\*3.90\  
TXI\*PG\*5.20\  
TXI\*ZZ\*9.10\
- d. Address - We added address as optional in the header of the 810. Please see notes 7 and 8 below on Postal Codes and Country Codes.  
The Lowe's location name in the N1-02 of the ship to N1 segment is optional.  
Example: N1\*ST\*\*94\*701\  
The N3 segment is optional. Example: N3\* 2003 US HIGHWAY 421\  
The N4 segment is optional. Example: N4\*WILKESBORO\*NC\*28697\*USA\

- e. GTIN - We added the GTIN as optional information in the IT1 segment. If sent, a qualifier of UK should be used in the 10<sup>th</sup> field and the GTIN number should be sent in the 11<sup>th</sup> field. Example: IT1\*\*104\*EA\*5.97\*\*CB\*12345\*\*\*UK\*00123456789012\

### **3. 820 Remittance Advice**

If the 810 was correctly sent to Lowe's, we will create the 820 using the currency linked to your vendor number.

Changes Include:

- a. Currency - In order to handle the different currencies, we added a CUR segment in the header of the 820 as a mandatory segment. It contains a PR in the first field. The second field should contain a CAD if the invoice is to be paid in Canadian dollars or USD if the invoice is to be paid in US dollars. Example: CUR\*PR\*CAD\
- b. Trace – We added the TRN segment due to Canadian Banking Requirements. The Trace Number is the same as Lowe's Check Number. Example: TRN\*1\*0018624. This will match the Header REF02 element which contains Lowe's Check Number.
- c. Remit To – We added the N1 segment to help you validate payment. The first field will contain an RI. The second field is blank. The third field will contain a 93. The fourth field will contain your remit to vendor number. Example: N1\*RI\*\*93\*12345\
- d. Multiple payments representing different currencies or banks– A vendor could potentially receive three 820 files in the same night (payments in the same night). Example: 1) USD payment from Lowe's Wachovia Account. 2) USD payment from Lowe's New Wachovia Account paying for Canada invoices. 3) CAD payment from Lowe's Bank of Montreal Account.

### **4. 850 STOCK Purchase Order**

Changes Include:

- a. Currency - In order to handle the different currencies, we added a CUR segment in the header of the 850 as a mandatory segment. It contains an SE in the first field. The second field contains a CAD if the 850 is to be paid in Canadian dollars or USD if the 850 is to be paid in US dollars. Example: CUR\*SE\*CAD\
- b. Country Code - We added the country code in the N4-04, of the ship to address, as a mandatory field. The value will be USA for the United States or CAN for Canada. Please see the notes 7 and 8 below on Postal Codes and Country Codes. Example: N4\*WILKESBORO\*NC\*28697\*USA\
- c. GTIN - We added the GTIN in the PO1 segment as optional information. When used, we will send the UK in the 10<sup>th</sup> field and the GTIN in the 11<sup>th</sup> field. Example: PO1\*1\*25\*EA\*2.5\*\*CB\*12345\*VC\*ATT523\*UK\*00123456789012\

### **5. 850 SOS/Special Order Sales**

All SOS purchase orders for Canada will be issued in Canadian dollars and paid in Canadian dollars.

Changes Include:

- a. Currency - In order to handle the different currencies, we added a CUR segment in the header of the 850 as a mandatory segment. It contains an SE in the first field. The second field contains a CAD for Canadian dollars or USD for US dollars. Example: CUR\*SE\*CAD\
- b. Country Code – Before we only sent the ship to address for a direct to customer delivery. Now we will send the ship to address for store orders as well. All orders will have the country code in the N4-04 as a mandatory field. The value will be USA for the United States or CAN for Canada. Please see the notes 7 and 8 below on Postal Codes and Country Codes. Example: N4\*WILKESBORO\*NC\*28697\*USA\
- c. GTIN - We added the GTIN in the PO1 segment as optional information. When used, we will send the UK in the 10<sup>th</sup> field and the GTIN in the 11<sup>th</sup> field. Example: PO1\*1\*25\*EA\*2.5\*\*CB\*12345\*VC\*ATT523\*UK\*00123456789012\

**6. 852 Point of Sales**

Change:

- a. Currency - In order to handle the different currencies, we added an N9 segment to the header of the 852 as a mandatory segment. It contains a DD in the first field. For all dollar values sent in the 852, the second field contains either a CAD to indicate Canadian dollars or a USD to indicate US dollars. For those vendors who will ship product to both Canadian stores and US stores, you will receive two 852 files. One will be all Canadian store and Canadian dollars and the other will be all US stores and US dollars. Example: N9\*DD\CAD\

Please note: We will not provide the 852 document, for Canadian locations, before the fourth quarter of 2007.

**7. Postal Codes**

The Canadian Postal Code format is: ANA NAN, where A is Alpha and N is Numeric. Please note the space between the Forward Sortation Area (FSA) and the Local Delivery Unit (LDU). The postal code must be returned in this format for correct payment.

**8. Country Codes**

The outbound country code will be the 3 alpha character ISO Code 3166. Although we will be able to process an inbound two digit country code, we prefer to receive the three digit country code.

Thank you for your support!