



Dear Vendor,

This letter was updated on 1-5-07. The Canadian bank we have chosen can not accept the EFT pre-note. Therefore, we will have to send an EFT penny voucher. The instructions below reflect this updated piece of information.

Welcome to Lowe's as a new Canadian supplier! Below are the steps to get started as a Lowe's Trading Partner:

**Steps Required:**

**Step 1: EDI Vendor Registration Form – All Vendors**

To get started you will need to fill out the EDI Vendor Registration Form. It is located at [www.LowesLink.com](http://www.LowesLink.com), in the EDI box of the home page. To fill out the EDI Vendor Registration Form successfully you will need answers to the following:

- a. Have your sales rep verify with Lowe's Merchant if you will receive orders from Lowe's or be responsible for submitting orders to Lowe's using a Reverse PO.
- b. Have your sales rep verify if your company will be responsible for shipping vendor prepared cross dock (VPXD) orders to Lowe's.
- c. Have your sales rep verify if you want Lowe's to pay you in US Dollars or Canadian dollars. This is critical information in order to set you up correctly in our system.
- d. You must choose to use WebForms or Traditional EDI and an explanation of each are below.

Note: Please provide an estimate, as closely as possible, of a test date, so we can properly manage the on-boarding of all the new Canadian vendors.

Once Lowe's receives the EDI Vendor Registration we will send you information to register for LowesLink™, EFT, and WebForm/EDI.

**Step 2: LowesLink™ Registration – All vendors**

- Visit [www.LowesLink.com](http://www.LowesLink.com). Click **Getting Started** for information on system requirements, Digital Certificate Agreement and filling out the online registration.
- Applications you are sure to need are: Product Content Management, Vendor Inquiry- RTM Comp. List and Store Lookup
- For more detailed information about LowesLink™, please see the FAQ at [www.LowesLink.com](http://www.LowesLink.com).

**Step 3: Electronic Funds Transfer (EFT) Agreement – All vendors**

- LowesLink™ Team will send you the EFT Agreement to be filled out.
- Once the completed document is received, signed, and the information is added to Lowe's system, a penny voucher will be sent.
- If you choose to receive the 820 – Remittance Advice via EDI – the 820 will be set up prior to the penny voucher being sent.

- The contact name provided on the EFT Agreement will receive an email with the projected EFT Production Date.

Below is a summary explanation of each process and the steps you need to take to sign up for WebForms or EDI.

### **WebForm Implementation**

For smaller vendors, who are not EDI capable, we have developed webforms that will enable you to be compliant with Lowe's but not require you to purchase EDI software. The webform solution is free, however, you will need a computer and access to the internet in order to be eligible to use our webforms. We will issue you a digital certificate that will enable you to retrieve your purchase orders from the LowesLink website. You will be notified by email when a purchase order has been placed on the website. If you are also signed up for webform invoicing, once you accept the purchase order, we will automatically convert it into an invoice for you. You will be able to edit certain fields on the invoice and then submit it to Lowe's. If you will be required to submit a reverse PO to Lowe's, the website will also allow you to enter a PO to send to us. If you are signed up for webform invoicing, we will convert a reverse PO into an invoice as well.

Please note: You must test the webform ASN before we will move your webform PO to production.

Please keep in mind that the webform is for smaller vendors, because the webform solution is a manual process. **There is no way to download the webform purchase orders and automatically populate your system with them.**

If you have decided that you want to use our webform solution, please fill out the registration form in the Getting Started box of the home page at [www.LowesLink.com](http://www.LowesLink.com). You will then be contacted with the next steps you need to take. They will include:

#### **Step 4: TESTING WEBFORM PO**

- You will perform an on-line self testing for Purchase Orders.

#### **Step 5: TESTING WEBFORM Invoice**

- Lowe's will compare data transmitted on the PO to the information returned on the Invoice. You will be notified of any errors and we will request a corrected test to be retransmitted.
- The SAC segment must be tested in case your company ever needs to send Lowe's an allowance or charge on an invoice.
- Once Lowe's has received a clean test then you will receive an "Invoicing Agreement" to sign and return prior to moving into Production on EDI Invoicing.

#### **Step 6: TESTING WEBFORM ASN**

- You will be required to test the ASN WebForm Application.

If you choose the WebForm Solution there is no need to continue reading the email below.

### **EDI Implementation**

#### **EDI Guidelines and Business Examples**

All our EDI Specifications and Business Examples are located at [www.LowesLink.com](http://www.LowesLink.com), under the EDI tab.

**Step 4: TESTING 850/PO**

- If you will be using a direct AS2 connection, we will send you a separate email with our test AS2 profile information and test certificate. We can only establish a direct AS2 connection with your company if you use Drummond Certified AS2 software.
- If you will be using a third party (VAN Gateway Service) AS2 connection, please let us know which one. We have most of the major VAN Gateway Services in production already.
- A minimum of 3 test 850s will be sent – direct to DC, direct to store, new store. Vendor-prepared cross dock certification is optional and completed at time of on-boarding at the request of the Logistics Specialist.
- 997's are required for each test.

**Step 5: TESTING 810/Invoice**

- Lowe's will compare data transmitted on the PO to the information returned on the Invoice. You will be notified of any errors and we will request a corrected test to be retransmitted.
- The SAC segment must be tested in case your company ever needs to send Lowe's an allowance or charge on an invoice.
- Once Lowe's has received a clean test then you will receive an "Invoicing Agreement" to sign and return prior to moving into Production on EDI Invoicing.

**Step 6: TESTING 856/ASN and 824/Application Advice**

- We will ask you to fill out an ASN vendor profile. Based on that profile, you will be required to test the ASN according to the way you ship product to Lowe's.
- For each ASN format, you must send an original ASN with an error that produces an 824, acknowledge the 824, correct errors in the ASN and resend as a replacement. That replacement must not generate an 824.
- If sending a detailed ASN, you must submit your UCC-128 label for format approval and scan-ability.

**Production**

We can test and move each document to production separately or simultaneously. All documents will have a T in the ISA-15 until we have confirmed that the document is ready for production. At that time, we will change the T to a P.

We look forward to testing with you and thank you for your assistance with this project!