

**Lowe's Companies Special Order Sales
Vendor Model Requirements**

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Element Name Data	Description	Max. Char.	Rqr'd (Y/N)
Master Vendor #	The unique 5 digit identifier (vendor number) assigned to you by Lowe's.	5	Y
Lowe's SOS Item	The item number carries a specific margin %. This number will be assigned to you by the merchandising team.	9	Y
Model ID	The unique number assigned by the vendor for this particular product. Example: E15-AB. All of your models/parts must have a unique model ID. Do not use special characters in this field (see last sheet).	19	Y
Activity (02=add, 03=delete, 04=change)	This field will indicate your purpose behind placing a particular model ID on the spreadsheet. The only valid entries are: '02' (to add a model ID to the electronic catalog), '03' (to delete a model ID from the electronic catalog), or '04' (to change a piece of data for a model ID that is already in the electronic catalog). '2' or '3' or '4' are not valid entries.	2	Y
Activity Effective Date	The date you wish the action/specified activity to be effective. Supply a true date format of CCYYMMDD. Enter only a string of numbers without any spaces or characters between the numbers. For example, December 26, 2007 becomes '20071226'. The date entered must be a present or future date.	8	Y
Bar Code Type	Code identifying the type of bar code for this specific model ID. The only valid entries are ' EN ' (European Article Number (EAN) and ' UP ' (U.P.C. consumer package code). They are both to be in ALL CAPS .	2	Y
Bar Code	The code applied to this product by the manufacturer or vendor that uniquely identifies it. Enter bar codes with the correct number of digits to match the type. For example, UPC bar codes should be entered as 12 digits. Enter only a string of numbers without any spaces or characters between the numbers. A valid barcode must be entered for all models.	12 for UPC codes or 13 for EANs	Y
Bar Code Quantity	The item quantity associated with the specified bar code representing the smallest quantity of the specified item which may be sold by Lowe's. Defaults to 1 . Enter only a number in this field. Do not leave blank.	4	Y
Manufacturer ID	The unique identifier for the manufacturer of this product assigned by the UCC. The Manufacturer ID can vary from a six to eleven digit number. If the Manufacturer ID is less than 6 digits, precede the number with zeros as needed to make a 6 digit number. For example, '17' would become '000017'. The manufacturer's ID # is usually the first six digits of the barcode.	15	Y
Product Description	Description indicating what the product is, the purpose of the product, and/or further information about the product. Use only alphanumeric characters where possible. Do not use brackets, angle brackets, braces, asterisks, or tildes. If your description is over 20 characters only the first 20 characters will be viewable by the stores.	20	Y
Color	The color of the product. If not applicable or available, enter 'NA'.	15	Y
Brand	A vendor assigned brand to the model ID.	15	N
Series / Line	A vendor assigned grouping of products by certain characteristics. Example: S Series. If series / line information is unavailable, leave blank.	15	N
Unit Pack	Describes how Lowe's will sell the model. If an invalid entry is keyed into this field the "Unit Pack" will default to "EA". The only valid entries are: 'BAG' (bag), 'BDL' (bundle), 'BOX' (box), 'CLF' (one hundred	3	Y

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	lineal feet), 'CPC' (one hundred pieces), 'CRD' (item that hangs on a card), 'CTN' (carton), 'CWT' (one hundred weight), 'EA' (each), 'FT' (foot), 'KIT' (kit), 'MBF' (one thousand board feet), 'OZ' (ounces), 'PCS' (piece), 'PKG' (package), 'PR' (pair), 'ROL' (roll), 'SET' (set), 'TRA' (multiple items in one tray), 'WBD' (wallboard), or 'LFT' (lineal foot). Must be in ALL CAPS. * Carpet vendors only - use 'SQF' (square feet)		
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Element Name Data	Description	Max. Char.	Rqr'd (Y/N)
Height	Height measurements, expressed in decimals, of the unpackaged product in inches to three decimal places. Example: 1 foot 3.65 inches would be entered as: 15.650. If height is not applicable, enter a zero. Use only numbers and/or a decimal point. Do not include units of measure (i.e. ', ", ft, etc.).	8	Y
Width	Width measurements expressed in decimals, of the unpackaged product in inches to three decimal places. Example: 1 foot 3.65 inches would be entered as: 15.650. If width is not applicable, enter a zero. Do not include units of measure (i.e. ', ", ft, etc.). * Carpet vendors only – enter values in feet (do not include unit of measure – i.e. 'ft', 'FT')	8	Y
Length	Length measurements expressed in decimals, of the unpackaged product in inches to three decimal places. Example: 1 foot 3.65 inches would be entered as: 15.650. If depth is not applicable, enter a zero. Do not include units of measure (i.e. ', ", ft, etc.).	8	Y
Weight	Weight measurements, expressed in decimals, of the unpackaged product in pounds to three decimal places. Example: 2 pounds & 2.97 oz would be entered as: 2.186. If weight is not applicable, enter a zero. Do not include units of measure (i.e. lb., oz, etc.).	8	Y
Hazardous (D=hazardous)	'N' denotes the product is not hazardous material. Enter only an N, 1, 2, 3, or 4. '1' Denotes Hazmat Item Not Regulated By Dot '2' Denotes Hazmat Orm-D Without Ltd. Or Rq '3' Denotes Hazmat Orm-D With Ltd. Or Rq Spec Papers '4' Denotes Hazmat Special Papers To Transport	1	Y
Order Qty Multiples	The minimum number that can be ordered as expressed in multiples. For example, a 5 in this field means valid quantities in an order can be 5, 10, 15, etc. Enter only a number .	4	Y
Lead Time	Number of calendar days necessary for the vendor to ship the product from the date of the customer's order to the date of arrival of shipment. The value must be greater than zero. DO NOT SPECIFY A RANGE OF DAYS but rather the maximum of a range. For example, a valid number for a 10-14 day lead-time would be '14'. Enter only a number.	4	Y
Published Catalog ID	A unique number assigned by the vendor to the vendor's catalog containing this item. If this information is unavailable or does not apply, leave blank.	15	N*
Model Replaced	The model number being replaced. If this information is unavailable or does not apply, leave blank.	19	N*
Minimum Advertised Price	No longer applicable – leave blank		N*

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Minimum Order Quantity	The minimum quantity that has to be ordered for the vendor to ship the product. For example: the minimum order quantity is 10 therefore the customer has to order at least 10, but can order any quantity above 10, i.e. 11, 12, 13, 14, 15, etc. If this requirement is not applicable for your product, leave blank.	4	N*
Unit Pack Quantity	The number of individual pieces contained within a Unit Pack which is how the product is sold to Lowe's. Enter only a number in this field. Do not leave blank. Example: Unit Pack = EA (each), Unit Pack Quantity = 1. Unit Pack = BOX, Unit Pack Quantity = 12.	4	Y
Direct Delivery	This field will indicate whether or not the model can be shipped directly to a customer's home versus to a store for pick up. 'Y' Denotes the product can be shipped direct to the customer. 'N' Denotes the product can not be shipped direct to the customer	1	Y
Sold In	Choose the country(s) the model will be sold in. When a cell is clicked in this column, a drop down box is presented with the following options: U.S., Canada, U.S. and Canada. This must be done for each model.	*	Y

Electronic Catalog Notes

- Do not use special characters in the Model ID field such as:
 - o " o *
 - o /
 - o '
 - o _
 - o ()
- Only use numbers and letters in the Model ID field. If any special characters are needed to call out dimensions etc., they can be entered in the Product Description field.
- If the model(s) are already setup in the eCatalog, be sure to submit them the exact same as they are already entered. The eCatalog will view any variation as a new model.
- If model ID's or Descriptions are being updated, be sure to submit the old ones to be deleted from the system. If not, the stores will be able to see and sell the old models.

**Submit all Spreadsheets to
eCatUpload@Lowe.com**