



**855 PURCHASE ORDER ACKNOWLEDGMENT
PO RESERVATION APPLICATION**

PO RESERVATION

For Reverse PO Program

INTRODUCTION

The following documentation is for all vendors who send the 855 Reverse Purchase Order to Lowe's using traditional EDI. Lowe's now requires that all purchase order numbers sent in the 855 be unique. In order to ensure that unique PO numbers are used, a centralized numbering system has been implemented. The tool to reserve the PO numbers to be sent in the EDI 855 is on LowesLink[®] and the application is called "PO Reservation." This documentation will explain how the system will work, how to register for the PO Reservation application and how to use it.

To ensure that the numbers you send will not be rejected, a reservation process has been implemented to allow vendors to reserve blocks of numbers for their orders. The system will validate that purchase order numbers sent to Lowe's have not been used before and that they are being sent from the vendor who actually reserved the number. This will eliminate the possibility of another vendor sending in a new (non-duplicate) number that could have passed the validation process but was reserved by a different vendor.

The PO Reservation application is accessible through LowesLink[®]. Each vendor will login and request an amount of numbers to be reserved at the home office level. It is the responsibility of the vendors to coordinate the use of numbers across their ship-from locations. It is acceptable for the home office to reserve all numbers and to assign them to the various locations. If preferred, each ship-from location can login and reserve their own PO numbers. However, each home office vendor is limited to the volume of numbers they can reserve. This number will be set to 75% of the annual volume of purchase orders sent to Lowe's. If you have any questions concerning the amount of PO numbers available to you to be reserved, please contact your Inventory Fulfillment Manager who can modify this number. If you aren't sure who to contact, please call 336-658-2700 and ask for the Inventory Fulfillment Manager for your product.

Also, available through the PO Reservation application, vendors will be able to see the blocks of numbers they have reserved that are still available. This information will be current as of the most recent 855 processing, (Monday through Saturday, around 7PM eastern), but would obviously not reflect any purchase order numbers that were sent to Lowe's but had not yet been processed. You will also have visibility to the maximum limit of numbers that can be reserved, the amount currently reserved and the amount available to reserve.

You will be notified when your order is rejected. Information on Reverse PO exception reporting is provided in the 'Best Practices and Common Errors' documentation which can be located in the 855 Reverse Purchase Order section on LowesLink[®] under the EDI tab.

In the event of problems with LowesLink[®] or if there are problems accessing the internet, Inventory Fulfillment Managers will have the capability of reserving numbers for specific vendors. They will also have visibility to the blocks of numbers that have previously been reserved.

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Some important notes to remember:

1. This is a realtime reserve application. Therefore, these PO numbers can be used in 855 documents created the same day as the numbers were reserved.
2. The PO numbers do not have to be used in any particular order.
3. Any 855 documents that are changes or deletes will not be treated as duplicate entries.
4. Reserved PO numbers will expire one year from date of issue. There is a column on the form that provides the expiration date for the PO numbers already reserved.

INSTRUCTIONS ON HOW TO SIGN UP FOR PO RESERVATION

All 855 vendors must follow the instructions below. All 855 trading partners are required to have two users with access to PO Reservation on LowesLink®. By following the instructions below, you will be given access to PO Reservation, Transportation Information and Store Lookup.

1. If you are an existing LowesLink® user but you do not have the PO Reservation application, log in to LowesLink® and choose ‘**Change My Access**’ to request PO Reservation.
2. If you do not currently have access to secure LowesLink® please register immediately.

To register for PO Reservation (new users only):

1. Go to www.loweslink.com
2. Click on the section titled ‘**LowesLink® Getting Started**’
3. Complete the online registration
4. Once your registration has been processed, you will be able to log in and request PO Reservation under ‘Change My Access’.

Please email any questions that you have to loweslink@lowes.com.



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INSTRUCTIONS ON HOW TO USE PO RESERVATION

Now that you have access to the PO Reservation application listed, below are two sets of instructions on how to reserve your first set of PO numbers. The first set is for vendors who have exchanged orders with Lowe's in the past. The second set is for vendors who are new to Lowe's. If you are new to Lowe's, please skip to page 10.

Vendors who have previously exchanged orders with Lowe's:

If your company has more than one home office vendor number, you will see a drop down box next to Home Office Vendor Name and Number. Using the drop down box, choose the home office vendor number you want. In the example below, Osram Sylvania, Inc. was selected.

If you only have one Home Office Vendor Name and Number, you will only see that one and it will not appear in a drop down box.

The screenshot shows the 'RESERVE PURCHASE ORDER NUMBER - Main Menu' page. At the top left is the Lowe's logo. To its right is the title 'RESERVE PURCHASE ORDER NUMBER - Main Menu'. At the top right are links for 'Home' and 'Log Off'. Below the title is a 'Lowe'sLink' logo. On the left side, there is a 'Menu' section with 'Main Menu' and an 'Instant Help' section with a checked checkbox. The main content area features a dropdown menu for 'Home Office Vendor Name and Number' with the text 'PLEASE SELECT A VENDOR'. Below this is a paragraph of instructions: 'Vendors must reserve Purchase Order numbers to ensure unique numbers are used. The vendors must coordinate the use of numbers across their ship-from locations. It is acceptable for the home office to reserve all numbers and assign them to their various locations. Or each ship-from location can log in and reserve their own numbers. However, each home office vendor can only reserve up to 75% of the annual volume of purchase orders sent to Lowe's. Unused reserved PO numbers will expire 1 year from the date of issue.' Below the instructions is a table with four rows: 'Maximum PO numbers that can be reserved:' with value '0', 'Total PO numbers currently reserved:' with value '0', 'Current PO numbers available to reserve:' with value '0', and 'How many PO numbers would you like to reserve?'. At the bottom, there is a section titled 'PO Numbers Currently Reserved and Available:' with a table header containing 'Start', 'End', 'Exp. Date', and 'Amounts Reserved'.

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Once chosen, the boxes next to “Maximum PO numbers that can be reserved” and “Current PO numbers available to Reserve” will populate. (If you only have one vendor number, the boxes automatically populate.) Initially, the boxes will populate with the same number. Please note that the Maximum PO numbers that can be reserved is equal to 75% of the total number of orders exchanged with Lowe's in the last 52 rolling weeks. If you need this number increased, please contact the Inventory Fulfillment Manager for that product. If you aren't sure who to contact, please call 336-658-2700 and ask for the Inventory Fulfillment Manager for that product.

Fill in the amount of PO numbers you would like to reserve in the “How many PO numbers would you like to reserve” box. Then click the “Reserve POs” button to the right of the box you just filled in.

Notice if you move the cursor over the boxes that display amounts, a description is provided in the Instant Help box. You can check or uncheck the box, by clicking on it, to display the description or turn off the description.

The screenshot shows the 'RESERVE PO NUMBER - Vendor Detail Menu' interface. At the top left is the Lowe's logo. The page title is 'RESERVE PO NUMBER - Vendor Detail Menu'. On the right, there are links for 'Home' and 'Log Off', and the 'Lowe'sLink' logo. A sidebar on the left contains a 'Menu' section with a 'Main Menu' link and an 'Instant Help' section with a checked checkbox. The main content area features a dropdown menu for 'Home Office Vendor Name and Number' set to '3 OSRAM SYLVANIA, INC.'. Below this is a paragraph of instructions: 'Vendors must reserve Purchase Order numbers to ensure unique numbers are used. The vendors must coordinate the use of numbers across their ship-from locations. It is acceptable for the home office to reserve all numbers and assign them to their various locations. Or each ship-from location can log in and reserve their own numbers. However, each home office vendor can only reserve up to 75% of the annual volume of purchase orders sent to Lowe's. Unused reserved PO numbers will expire 1 year from the date of issue.' A table displays reservation statistics: 'Maximum PO numbers that can be reserved: 30000', 'Total PO numbers currently reserved: 0', and 'Current PO numbers available to reserve: 30000'. Below the table is a form with an input field for 'How many PO numbers would you like to reserve?' and a 'Reserve POs' button. At the bottom, a section titled 'PO Numbers Currently Reserved and Available:' contains a table with columns for 'Start', 'End', 'Exp. Date', and 'Amounts Reserved'.

Maximum PO numbers that can be reserved:	30000
Total PO numbers currently reserved:	0
Current PO numbers available to reserve:	30000
How many PO numbers would you like to reserve?	<input type="text"/>

Reserve POs

Start	End	Exp. Date	Amounts Reserved
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Let's say you want to reserve 500 PO numbers. Key in 500 in the box next to "How many PO numbers would you like to reserve?" Click on the "Reserve POs" box.

Home | Log Off

LOWE'S RESERVE PO NUMBER - Vendor Detail Menu **LowesLink™**

Menu
Main Menu

Instant Help

Home Office Vendor Name and Number : 3 OSRAM SYLVANIA, INC.

Vendors must reserve Purchase Order numbers to ensure unique numbers are used. The vendors must coordinate the use of numbers across their ship-from locations. It is acceptable for the home office to reserve all numbers and assign them to their various locations. Or each ship-from location can log in and reserve their own numbers. However, each home office vendor can only reserve up to 75% of the annual volume of purchase orders sent to Lowe's. Unused reserved PO numbers will expire 1 year from the date of issue.

Maximum PO numbers that can be reserved:	30000	
Total PO numbers currently reserved:	0	
Current PO numbers available to reserve:	30000	
How many PO numbers would you like to reserve?	500	Reserve POs

PO Numbers Currently Reserved and Available:

Start	End	Exp. Date	Amounts Reserved
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A confirmation pop up box will appear. It will provide the first and last PO numbers in the block of numbers you just reserved. Notice that they match the first and last PO numbers under "PO Numbers Currently Reserved and Available on the screen behind the pop up box. Click the OK button in the pop up box.

Home | Log Off

LOWE'S RESERVE PO NUMBER - Vendor Detail Menu **LowesLink™**

Home Office Vendor Name and Number : 3 OSRAM SYLVANIA, INC.

Vendors must reserve Purchase Order numbers to ensure unique numbers are used. The vendors must coordinate the use of numbers across their ship-from locations. It is acceptable for the home office to reserve all numbers and assign them to the vendors. Each vendor must reserve their own numbers. However, each home office must reserve their own numbers. However, purchase orders sent to Lowe's. Unused reserved PO numbers.

Microsoft Internet Explorer
You have reserved the block of PO Numbers 101187548-101188047

Maximum PO number
Total PO numbers
Current PO numbers available to reserve: 29500
How many PO numbers would you like to reserve? Reserve POs

PO Numbers Currently Reserved and Available:

Start	End	Exp. Date	Amounts Reserved
101187548	101188047	2006-04-05	500

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Notice that the box titled “Total PO numbers currently reserved” now shows 500 and the box titled “Current PO numbers available to reserve” has been reduced from 30000 to 29500. Across the bottom of the page, under “PO Numbers Currently Reserved and Available”, the first and last PO numbers available in the range of 500 are now displayed.

As a reminder:

1. This is a realtime reserve application. Therefore, these PO numbers can be used in 855 documents created the same day as the numbers were reserved.
2. The PO numbers do not have to be used in any particular order or sequence.
3. Any 855 documents that are changes or deletes will not be treated as duplicate entries.
4. Reserved PO numbers will expire one year from date of issue. There is a column on the form that provides the expiration date for the PO numbers already reserved.

The screenshot shows the 'RESERVE PO NUMBER - Vendor Detail Menu' interface. At the top, there is a navigation bar with 'Home' and 'Log Off' links. The Lowe's logo is on the left, and the 'Lowe'sLink' logo is on the right. A dropdown menu for 'Home Office Vendor Name and Number' is set to '3 OSRAM SYLVANIA, INC.'. Below this, a paragraph of text explains the reservation process: 'Vendors must reserve Purchase Order numbers to ensure unique numbers are used. The vendors must coordinate the use of numbers across their ship-from locations. It is acceptable for the home office to reserve all numbers and assign them to their various locations. Or each ship-from location can log in and reserve their own numbers. However, each home office vendor can only reserve up to 75% of the annual volume of purchase orders sent to Lowe's. Unused reserved PO numbers will expire 1 year from the date of issue.'

Maximum PO numbers that can be reserved:	30000
Total PO numbers currently reserved:	500
Current PO numbers available to reserve:	29500
How many PO numbers would you like to reserve?	<input type="text"/> Reserve POs

PO Numbers Currently Reserved and Available:

Start	End	Exp. Date	Amounts Reserved
101187548	101188047	2006-04-05	500

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Following the same instructions, an additional 100 order numbers were reserved.

1. The most current numbers reserved have moved to the top.
2. The amount reserved changed to 600 and the number available to reserve was reduced to 29400.
3. Please note that the numbers are not continuous for the two blocks of numbers reserved.
4. Again, the numbers do not have to be used in any particular order.

The screenshot shows the 'RESERVE PO NUMBER - Vendor Detail Menu' page for a vendor named '3 OSRAM SYLVANIA, INC.'. The page includes a sidebar with 'Menu' and 'Instant Help' options. The main content area displays reservation statistics and a table of reserved PO numbers.

Home Office Vendor Name and Number : 3 OSRAM SYLVANIA, INC.

Vendors must reserve Purchase Order numbers to ensure unique numbers are used. The vendors must coordinate the use of numbers across their ship-from locations. It is acceptable for the home office to reserve all numbers and assign them to their various locations. Or each ship-from location can log in and reserve their own numbers. However, each home office vendor can only reserve up to 75% of the annual volume of purchase orders sent to Lowe's. Unused reserved PO numbers will expire 1 year from the date of issue.

Maximum PO numbers that can be reserved:	30000
Total PO numbers currently reserved:	600
Current PO numbers available to reserve:	29400
How many PO numbers would you like to reserve?	<input type="text"/> Reserve POs

PO Numbers Currently Reserved and Available:

Start	End	Exp. Date	Amounts Reserved
101218021	101218120	2006-04-05	100
101187548	101188047	2006-04-05	500

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Vendors who are new to Lowe's:

If you have never exchanged PO's with Lowe's, when you open the application, the boxes next to "Maximum PO numbers that can be reserved" and "Current PO numbers available to Reserve" will be zero. Since we have no history of orders with your company, the system does not know how many PO numbers to make available to you. You must contact the Inventory Fulfillment Manager for your product. If you aren't sure who to contact, please call 336-658-2700 and ask for the Inventory Fulfillment Manager for your product. The Inventory Fulfillment Manager will set the number for you. Once you see a number populated in the boxes mentioned above, please return to page 3 for instructions on reserving PO numbers.

RESERVE PO NUMBER - Vendor Detail Menu

Home Office Vendor Name and Number : 14267 COLOR STAR GROWERS

Vendors must reserve Purchase Order numbers to ensure unique numbers are used. The vendors must coordinate the use of numbers across their ship-from locations. It is acceptable for the home office to reserve all numbers and assign them to their various locations. Or each ship-from location can log in and reserve their own numbers. However, each home office vendor can only reserve up to 75% of the annual volume of purchase orders sent to Lowe's. Unused reserved PO numbers will expire 1 year from the date of issue.

Maximum PO numbers that can be reserved:	0
Total PO numbers currently reserved:	0
Current PO numbers available to reserve:	0
How many PO numbers would you like to reserve?	No PO History Available, Please contact your Replenishment Manager to reserve PO Numbers. Application PO Reservations

PO Numbers Currently Reserved and Available:

Start	End	Exp. Date	Amounts Reserved
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