



## **LOWE'S WEBFORMS INTRO**

WebForms allow vendors to use a web browser to interact with our EDI system over the Internet

### **HOW IT WORKS:**

- ***Please view before Registering:*** [Lowe'sLink® Requirements](#) and [How to Register](#)
- You will need to register at [www.loweslink.com](http://www.loweslink.com). On the home page under **Getting Started**, select **Click Here to Register**. Please complete and submit the online registration. Please do not have another person register for you. The registration information will need to be in your name only. Once your registration has been processed, you will be sent your username/user id via email.
- Once you have received your Lowe'sLink® username/user id and have successfully logged in, click on **Change My Access** to request additional Lowe'sLink® applications needed. *NOTE – Not all applications will apply to each company.* If in doubt about an application **do NOT** add it to your requested list.
- Your company will then be set up in the Lowe's WebForm system.
- Your EDI Coordinator will send an email to the person who registered with directions for you to self test the 850 (purchase order), 810 (invoice), and 856(Advanced Shipment Notice).
- Once testing has been successfully completed your company will be moved into production to receive Live Orders and to send Live Invoices and Advanced Shipment Notices via WebForms.
- You will receive an e-mail each time Lowe's creates production Purchase Orders for your company notifying you that there are orders waiting to be picked up.
- Simply login to [www.loweslink.com](http://www.loweslink.com) using your Lowe'sLink® username/user id assigned to you by Lowe's – for security. With the username/user id no one can look at your PO's/Invoices but you!
- You will see your *new PO's* in Pending PO's and from here you will be able to print the PO's! Once your PO's have printed you will view them in the PO History Screen.
- You will be able to *turn around ASN's and invoices* from these PO's (located in your ASN WebForms or Pending Invoices Screen) or create your own *Invoices from Scratch* (most often used for Special Order Invoices).
- The Invoice History will display the Invoices you have submitted to Lowe's.
- And it is all ***FREE!***

### **WHAT YOU NEED:**

- Personal Computer with printer – [Check System Requirements Here](#)
- Internet access using web browser – Internet Explorer 8 – 11

**TO FIND OUT MORE INFORMATION VISIT OUR WEBSITE.**

**IF YOU HAVE QUESTIONS, SEND AN E-MAIL WITH YOUR COMPANY NAME AND CONTACT INFORMATION TO [WebForms@lowes.com](mailto:WebForms@lowes.com) .**

# WebForm FAQ

**1. Q. What are WebForms?**

A. WebForms are webpages which are designed to look like paper PO's, Invoices, and Advance Shipment Notices.

**2. Q. Why would I want to do this?**

A. By using WebForms you will be complying with Lowe's EDI requirements because behind the scenes the WebForms are EDI data. You will receive access to your orders as soon as they are available, creating faster turnaround times. This process also allows you to go back and re-print orders if needed. The turnaround invoicing feature will eliminate keying errors and speed up the entire process.

**3. Q. What is required to use WebForms?**

A. Only 3 basic things: 1) A personal computer 2) Internet access using web browser – Internet Explorer 8 - 11 > [Check System Requirements Here](#) 3) A printer

**4. Q. How do I determine if I am a WebForm candidate?**

A. If you currently fax, mail, or Email your purchase orders or invoices to Lowe's you will probably use the WebForms interface to receive PO's and respond with invoices.

**5. Q. Are there any restrictions for vendors using WebForms?**

A. Ideally, the most suitable candidate for WebForms receives less than 1000 purchase orders per year and no more than 600 purchase orders at a time. If your expected order volume is greater than this, please contact your Lowe's EDI Coordinator to discuss other EDI options.

**6. Q. Can I integrate my accounting system into WebForms?**

A. No. WebForms are designed for our smaller vendors. If you would like this option you will need to inquire about an EDI solution.

**7. Q. Will other people be able to see the information I'm sending/receiving over WebForms?**

A. No. Security is a top priority at Lowe's. Vendors will have access to only their own information. To ensure this, we require proof of identity by using a username/user id. Only trading partners with a username/user id issued by Lowe's will have access to WebForms. Password Protection is also used, requiring vendors to enter a password matching their username/user id.

**8. Q. Is the system difficult to use?**

A. No, it is as simple as a point and a click.

**9. Q. How does it work?**

A. You will need to complete the LowesLink® registration in your own name and submit for approval. Once Lowe's receives your registration and you have been approved by the LowesLink® Team, you will receive instructions via email on how to login with your LowesLink® username/user id. Login and click *Change My Access* to request the applications needed (i.e. Webforms). After these steps are completed and testing is finished, you will receive an e-mail notification when Lowe's creates orders for your company. The email will let you know that you have orders waiting to be picked up. Then, simply login to Lowes Link using your username/user id. Your new PO's will appear in the PO's Pending screen for you to print! You will find your turnaround invoice in your Invoice Pending screen.

**10. Q. How will Lowe's and its vendors know when documents are sent/received?**

A. Vendors will receive an e-mail notification that orders are available to be picked up. After these orders are accepted and printed a message is sent to Lowe's showing the orders as processed. If you don't accept and print the PO's within 2 business days, you will receive an email from Lowe's saying you have late PO's to print. Invoice History will show the Invoices you have submitted to Lowe's.

**11. Q. Who should I call with the rest of my questions?**

A. Your Lowe's EDI coordinator. A list of the coordinators can be found on [www.loweslink.com](http://www.loweslink.com) under EDI Quick Reference.