



# EDI WebForms

[www.loweslink.com](http://www.loweslink.com)

## Welcome to LowesLink® EDI WebForms!

Lowe's WebForms allows our vendor to receive purchase orders from Lowe's, send purchase orders to Lowe's, and invoice purchase orders through our secure LowesLink® portal. WebForms automates the ordering process and eliminates faxed or phoned purchase orders and invoices. Lowe's created WebForms to offer a low cost EDI solution to our smaller vendors. Through a web browser users are able to interact with our EDI WebForms system. WebForms are intended to provide all Lowe's trading partners with a way to achieve 100% EDI compliance with Lowe's standards. This document should provide you with the necessary tools to become familiar with Lowe's WebForms and begin using the features found within Lowe's WebForms.

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.

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## REGISTERING FOR WEBFORMS

To gain access to WebForms, you must be a registered user of LowesLink®. If you are not a registered user, follow the easy on-line registration steps below to obtain your self-managed digital certificate which is your passport to secure LowesLink®.

1. Visit [www.loweslink.com](http://www.loweslink.com). From the **Getting Started** menu on the home page, review the → [LowesLink® FAQ's](#) document.
2. Review our → [LowesLink® System Requirements](#) document to determine if your computer meets Lowe's requirements to use the WebForms applications. Your system must meet the requirements outlined in this document in order for you to download the digital certificate and to run the WebForms application. If your computer does not meet these requirements, it will be necessary to modify your computer before completing the online digital certificate registration form.
3. Complete the online digital certificate registration by clicking on → [Register Here](#) under **Getting Started**. Use this program code – **tana9!uQ** – to register for EDI WEBFORMS. You will need to know your Lowe's assigned vendor number to complete the registration.
4. When you submit your online registration, a registration number will be displayed on your computer screen. **Please write this number down as you will be asked to reference this number later.**
5. Within 10 business days, a self-managed digital certificate will be issued to you by Lowe's Data Security. You will receive an email with instructions on how to retrieve your digital certificate (this is called enrollment). These instructions expire so it is important that you complete the enrollment as soon as possible.
6. Once you have completed the registration and enrollment, you will have access to LowesLink® and the WebForm application and can begin testing.

## ACCESSING WEBFORMS



1. Open your internet browser. Navigate to [www.loweslink.com](http://www.loweslink.com) home page and login by clicking the login box on the left or the  **Login** link in the upper right corner.
2. Click [Login with your new self-managed certificate](#). NOTE: If a security alert pop-up box appears letting you know that "you are about to view pages over a secure internet connection", click OK.
3. From the pop-up certificate dialog box select your certificate and click OK.
4. You have successfully logged into LowesLink® and the main **ECommerce** menu should be displayed. From your access list, select **EDI WebForms**.



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## WEBFORMS TESTING

### PURCHASE ORDER TEST

1. From your company's WebForm Main Menu, choose **Create Test PO**. By doing so, you will receive an automatic e-mail notification to let you know there is a new test purchase order to be viewed on LowesLink®. This e-mail will also contain the test purchase order instructions. **NOTE:** *Anytime you click this link, you will receive the e-mail notification for testing, even after your company is moved to production on EDI WebForms. If your company has been moved to production and you receive this e-mail, it is ok to delete the e-mail and disregard. One of your users may have clicked on **Create Test P** in error.*
2. Select **Continue** at the bottom of the test purchase order instructions to see test Order# 123456789 for Store#701. Click on the Order# to view the order details. **NOTE:** *The purpose of this self-test is to familiarize you with the WebForm tool and the PO process. The information contained in the test order does not reflect actual item numbers or costs. In production, you will receive your own item information and costs which will be displayed as USD (US dollars) or CAD (Canadian dollars).*
3. By clicking **Accept and Print** an automatic acknowledgment will be sent to Lowe's telling them you have accepted the order. The order will then be placed in the **PO History** folder. If you will be completing the invoice test, please refer to the invoice testing section for instructions.
4. An automated email will be sent to Lowe's alerting them of your PO test completion. Your Lowe's EDI Coordinator will let you know when you will be moved to production and begin receiving live orders from Lowe's via WebForms. *Orders placed prior to your account being moved to production will **NOT** be available via WebForms.*

### INVOICE TEST

From your company's WebForm Main Menu, choose **WebForms Invoice**. If you have begun to receive live orders, you can open the **Pending Invoices** folder and use an invoice shell from a live PO for your practice invoice. If you do not have a production PO, you will need to open the "Invoice From Scratch" folder to submit your practice invoices.

#### Pending Invoice Folder

1. From **Pending Invoice** list, click the order number that you are ready to invoice. This will open the invoice shell that reflects information from the PO that you accepted.
2. Complete all the required fields. If necessary, the fields that were filled from the PO information may be edited and additional line items may be added. *(See **Invoice From Scratch –Entry Tips** for additional information on specific fields.)*
3. For test purposes, add a \$25 freight charge to your practice invoice.
4. Click **Submit** to send your invoice to Lowe's or **Save and Close** if you need to complete at a later date.
5. This test will be reviewed by your Lowe's EDI coordinator. If the test is acceptable, you will receive a Lowe's Electronic Invoicing Agreement to complete, sign and return. This will mark your invoicing live date.

| Invoice#  | Order# | Store# | Status  | Action Date             | Re |
|-----------|--------|--------|---------|-------------------------|----|
| 500000005 | 1234   | 1234   | pending | 2007-09-06 21:25:15.889 |    |
| 500000006 | 1234   | 1234   | pending | 2007-09-06 21:25:15.846 |    |
| 500000007 | 37     | 37     | pending | 2007-09-06 21:25:15.79  |    |
| 500000002 | 37     | 37     | pending | 2007-09-06 21:23:07.522 |    |

## INVOICE FROM SCRATCH – Blank Form

(Refer to page 5 for corresponding entry tips)

Advanced Options -

|  |  |
|--|--|
| <p>1 Remit To <input type="text"/></p> <p>3 Invoice Type <span>Regular (Default) ▾</span></p> <p>4 PO Date <input type="text"/></p> <p>4 PO Actual Ship Date <input type="text"/></p> <p>5 Buying Store <input type="text"/> <input type="button" value="Search"/></p> | <p>2 Currency Code <span>USD ▾</span></p> <p>4 PO Number <input type="text"/></p> <p>4 PO Received Date <input type="text"/></p> <p>4 Invoice Date <span>2009-06-11</span> <input type="text"/></p> <p>6 Invoice Number <input type="text"/></p> |
|--|--|

| 7 SKU   | 7 GTIN | 7 Description | 7 Quantity | 7 Unit | 8 Price |                                       |
|---|--------|---------------|------------|--------|---------|---------------------------------------|
|   |        |               |            | EA ▾   |         | <input type="button" value="Delete"/> |
| <input type="button" value="Add more items"/> 9 |        |               |            |        |         |                                       |

| 10 Allowance/Charge A/C Code                                   | A/C Description      | Amount               |                                       |
|--|----------------------|----------------------|---------------------------------------|
| <input type="text"/>   | <input type="text"/> | <input type="text"/> | <input type="button" value="Delete"/> |
| <input type="button" value="Add Additional Allowance/Charge"/> |                      |                      |                                       |

**Required:**

|   |   |  |  |
|---|---|--|--|
| 11 Terms Type: <input type="text"/>             | 11 Terms Description: <input type="text"/>  | 17 Total Due: <input type="text"/>                                     | <input type="button" value="recalculate"/> |
| 12 Net Due Date: <input type="text"/>           | 12 Net Days Due: <input type="text"/>       | GST Tax  | PST Tax                                    |
| Clear Net Due Date or <input type="text"/>      |   | <input type="text"/>   | <input type="text"/>                       |
| <b>Required if Terms Discount Offered:</b> 13   |   |  |  |
| 13a Discount Due Date: <input type="text"/>     | 13a Discount Days Due: <input type="text"/> | Amount used to calculate terms discount (if different from total due): |  |
| Clear Discount Due Date or <input type="text"/> |   | 13d <input type="text"/>   |  |
| 13b Discount Amount: <input type="text"/>       | 13c Discount Percent: <input type="text"/>  |  |  |

|   |   |    |                                    |
|---|---|----|------------------------------------|
| Shipment Payment Method: <input type="text"/> | Carrier SCAC: <input type="text"/>                        | or | Carrier Name: <input type="text"/> |
| 14  | 15  |    | 15                                 |
| Bill Of Lading Number: <input type="text"/>   | 1Z Barcode (For UPS shipments only): <input type="text"/> |    |                                    |
| 15  |   |    |                                    |

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## INVOICE FROM SCRATCH – Entry Tips

If you receive manual (faxed) orders from Lowe's, this feature will permit you to create your invoice and submit to Lowe's electronically.

- [1] Enter your remit to vendor number with Lowe's.
- [2] Choose your currency code from the drop down.
- [3] Choose your invoice type from the drop down.
- [4] Enter PO number and associated PO dates. All dates are in CCYYMMDD (20070101) format. Actual Ship Date must be greater than PO Received Date.
- [5] Enter Lowe's store or distribution center number from the PO. This is the final destination of the shipment.
- [6] Invoice number can be alpha-numeric and up to 12 digits in length.
- [7] SKU is Lowe's item number from the PO. When invoicing an SOS item and no SKU is available, 99999 may be used as a valid SOS item number. If there are multiple items on the order, 99999 can be used for each item on the invoice if necessary.
- [8] Price is entered as "per unit price".
- [9] Use this button to add additional line items to the invoice.

| SKU            | Description    | Quantity | Unit | Price  |        |
|----------------|----------------|----------|------|--------|--------|
| 99999          | Cordless Drill | 121      | EA   | 111.95 | Delete |
| Add more items |                |          |      |        |        |

- [10] Allowance – Charge information is optional. If adding an allowance or charge to an invoice it must be pre-approved by your Lowe's Merchant, all fields are required. **PLEASE SUBMIT A PRACTICE INVOICE WITH A \$25.00 FREIGHT CHARGE.**

| Allowance/Charge A/C Code:      | A/C Description | Amount |        |
|---------------------------------|-----------------|--------|--------|
| Charge                          | FREIGHT         | 25.00  | Delete |
| Add Additional Allowance/Charge |                 |        |        |

- [11] Select Terms Type and enter terms description (example: "NET 30" or "1% 30 NET 31").

- [12] Enter Net due date OR Net due days....not both.

- [13] If you offer a terms discount, you must complete this section which pertains to the discount.

- a. Enter Discount due date OR days....not both.
- b. Enter discount amount in dollars (Ten dollars and 50 cents is 10.50).
- c. Enter discount per cent as a number (2% is entered as 2). Do not use %.
- d. Only enter Amount used to calculate terms discount if different from total invoice amount.

| Required:                           |                    |  |             |
|-------------------------------------|--------------------|--|-------------|
| Terms Type:                         | Terms Description: | Total Due:   | recalculate |
| Discount Not Applicable             | Net Days Due:      |  |             |
| Basic Discount Offered              | or                 |  |             |
| Proximo                             |                    |  |             |
| Required if Terms Discount Offered: |                    |  |             |
| Discount Due Date:                  | Discount Days Due: | Amount used to calculate terms discount (if different from total due): |             |
| Clear Discount Due Date             | or                 |  |             |
| Discount Amount:                    | Discount Percent:  |  |             |

- [14] Select option that best describes your payment method.

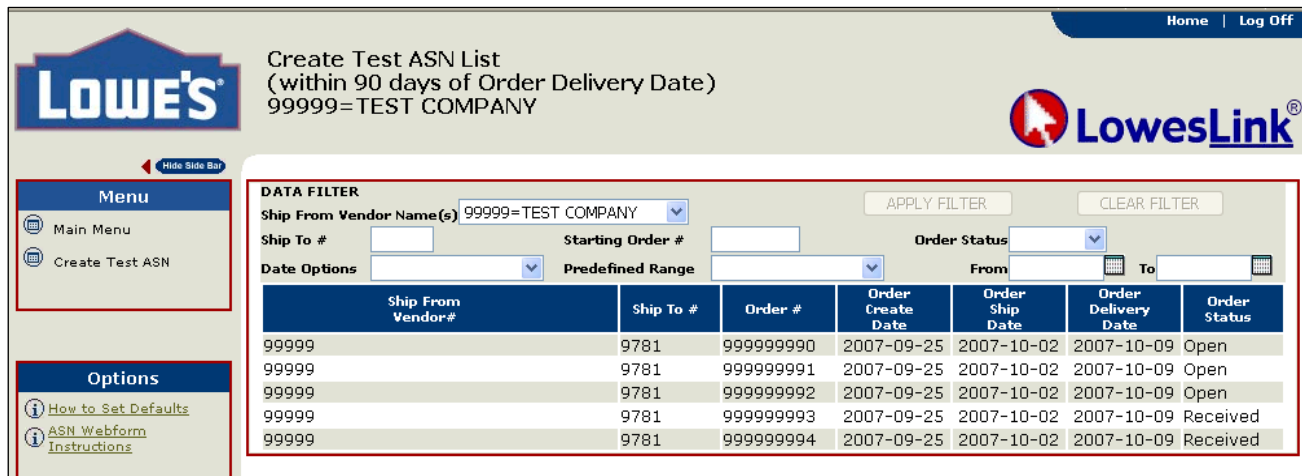
- [15] Enter Carrier SCAC code or carrier name. If you are using your own truck, "COMPANY TRUCK" is acceptable. If Lowe's is responsible for the shipment, "LOWES TRUCK" is acceptable. If you are shipping via UPS, provide the tracking number.

- [16] Action buttons – If you are not finished with this invoice, click "Save Invoice in Progress". The invoice will be posted in Invoices Pending folder for you to edit later. If your invoice is complete, click "Submit" to send to Lowe's for processing.

- [17] Use the Recalculate button to generate your invoice total.

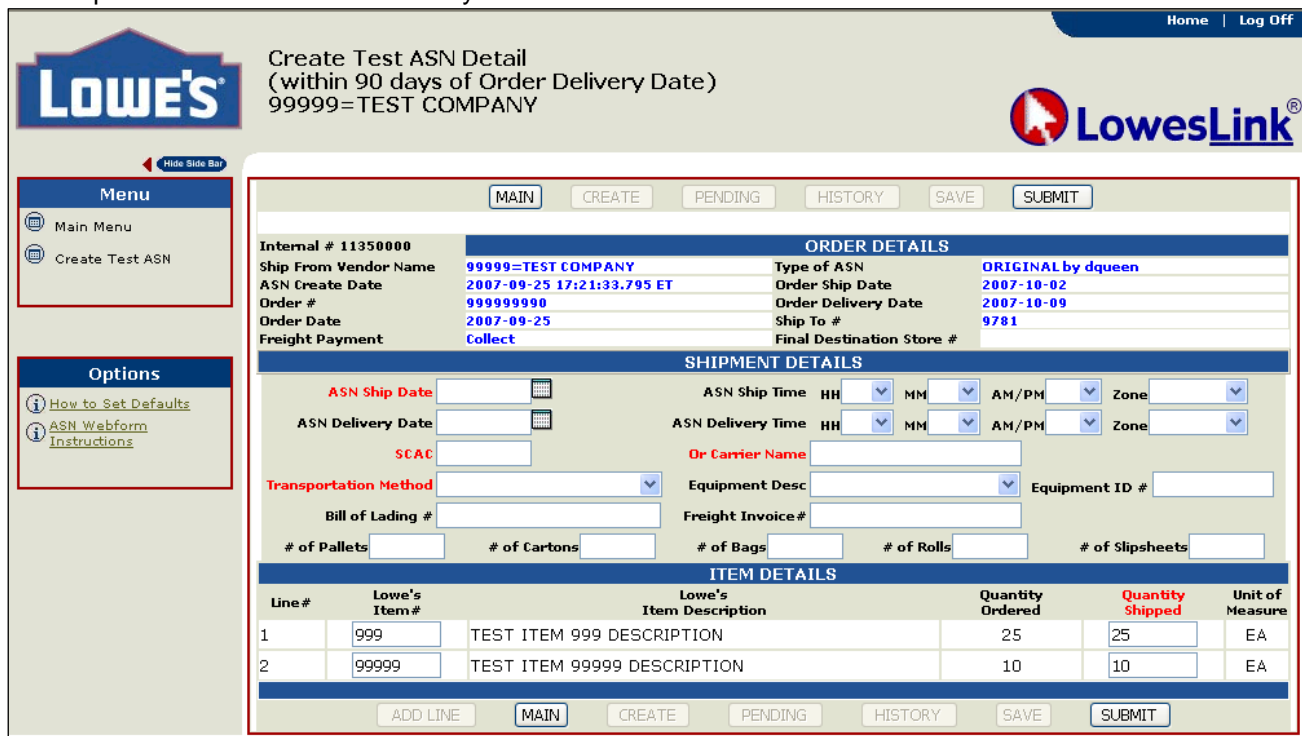
## ADVANCE SHIPMENT NOTICE TEST

1. From your Lowe'sLink Applications access list, click on "ASN WebForm".
2. Click on the link "Create Test ASN" to view the "Create Test ASN List". **Create Test ASN** link can be used at any time by any user. The test ASN will continue to be available after you move to production. Remember anything that you do in the test screen will not be processed. Review the ASN WEBFORM Instructions for more information on using the ASN WEBFORM solution found in the options box.



| Ship From Vendor# | Ship To # | Order #   | Order Create Date | Order Ship Date | Order Delivery Date | Order Status |
|-------------------|-----------|-----------|-------------------|-----------------|---------------------|--------------|
| 99999             | 9781      | 999999990 | 2007-09-25        | 2007-10-02      | 2007-10-09          | Open         |
| 99999             | 9781      | 999999991 | 2007-09-25        | 2007-10-02      | 2007-10-09          | Open         |
| 99999             | 9781      | 999999992 | 2007-09-25        | 2007-10-02      | 2007-10-09          | Open         |
| 99999             | 9781      | 999999993 | 2007-09-25        | 2007-10-02      | 2007-10-09          | Received     |
| 99999             | 9781      | 999999994 | 2007-09-25        | 2007-10-02      | 2007-10-09          | Received     |

3. Select an Order to proceed to the next step – "create Test ASN Detail". The Order Details section has no fields that require data entry. The fields in red in the Shipment Details and Item Details are required. Additional line items may be added.



| Line # | Lowe's Item # | Lowe's Item Description     | Quantity Ordered | Quantity Shipped | Unit of Measure |
|--------|---------------|-----------------------------|------------------|------------------|-----------------|
| 1      | 999           | TEST ITEM 999 DESCRIPTION   | 25               | 25               | EA              |
| 2      | 99999         | TEST ITEM 99999 DESCRIPTION | 10               | 10               | EA              |

4. Complete all required fields and any of the optional fields and click SUBMIT. If you receive a prompt to correct keying errors, make the corrections, and click the Submit button again.
5. After submitting the ASN, you will be returned to the Create Test ASN List screen. You will receive a message indicating testing is complete. The first completion of the ASN test for your company will generate a message to the Lowe's EDI department. You are now ready to create and submit ASNs in production.



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## WEBFORMS IN PRODUCTION

### PURCHASE ORDERS IN PRODUCTION

When the PO test has been completed AND your company has been moved to production on WebForms for Purchase Orders, your Lowe's Replenishment Specialist will be notified of your status. From this point forward all stock orders will be sent to your EDI WEBFORM account.

- Each user will receive a "New Purchase Order" email notification when a new order is available for you on WEBFORMS.
  - Lowe's expects users to ACCEPT new orders within two business days. You will receive EDI OVERDUE NOTICES via email when new purchase orders have not been reviewed in a timely manner.
  - Accepting an order simply tells Lowe's EDI department that you are aware of this order; it does not necessarily mean that you "accept" the details of the order. Should you discover discrepancies on an order, you must contact the buyer (Replenishment Specialist) to resolve.
- To view the new purchase orders you will need to login to LowesLink®, select **EDI WebForms** and select **Purchase Order**.
- Select **New Purchase Order** to view the list of all new purchase orders not yet accepted.
- To accept one order at a time, click on any Order# to display the order details. To accept the displayed order, click the **Accept and Print** button. The accepted order will be moved to the **Purchase Order History** folder, an invoice shell will be placed in the **Pending Invoices** folder and you will be returned to the **New Purchase Order** list. To accept and print multiple orders at a time, check the check box next to the purchase orders you wish to accept and click the **Accept Selected Orders** button. The selected purchase orders can be printed by clicking the print button on the next screen. **NOTE: The multiple accept/print feature is only available from the New PO folder. Please be sure your printer is online and is loaded with paper.**
- Select **Purchase Order History** any time you wish to view a previously accepted purchase order.
- Questions regarding a purchase order should be directed to the buyer (Replenishment Specialist) named in the order.

### INVOICES IN PRODUCTION

Per Lowe's Electronic Invoicing Agreement, all invoices must be electronic after your "go live" date. Use the "invoice from scratch" feature if it is necessary to invoice an order that was not received in your EDI WEBFORM account.

- You will receive from the Payables system INVOICE ERROR/REJECTION emails when an invoice has been rejected by the payables system.
- *Invoice status inquiries should be directed to Vendor Inquiry at 336.658.2121 or [vendor.inquiry@lowes.com](mailto:vendor.inquiry@lowes.com).*

| Invoice# | Order#    | Store# | Status    | Action Date       |
|----------|-----------|--------|-----------|-------------------|
| TEST0001 | 123456789 | 123    | submitted | 2007-11-28 06:04: |
| 123TEST  | 12345678  | 701    | submitted | 2007-10-17 00:42: |
|          | 234567890 | 1415   | deleted   | 2007-10-11 09:22: |
| 2192     | 0         | 1925   | deleted   | 2007-08-17 11:25: |

### Invoices History Folder -

Submitted invoices are automatically moved from the Invoices Pending folder to the Invoice History folder and are stored for 90 days. From this folder you are able to view a list of submitted invoices. Click on an invoice number to view the details of the invoice. If you discover that you have submitted an invoice incorrectly, from this folder you may

modify and **re-submit an invoice**. **Delete an Invoice** by clicking the delete button at the bottom of the invoice. This will only delete the invoice from your screen it does not remove it from Lowe's Payables system. The delete feature is only available while viewing the details of an invoice.



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**Setting Invoice Defaults** - To avoid keying mandatory fields over and over again, you can set defaults through *Advanced Options* at the very top of the page of your invoice. You will need to set your defaults by clicking "**Set Defaults to Current**". Defaults can be turned on or off by clicking "**Defaults Currently Off**" or "**Defaults Currently On**"

|                  |   |
|------------------|---|
| Advanced Options | - |
|------------------|---|

## ADVANCE SHIPMENT NOTICES (ASNs) IN PRODUCTION

If you are shipping stock product to a Lowe's facility, each shipment must be accompanied by an ASN. Special orders, replacement part orders and expense orders do NOT require an ASN. Accurate and timely ASN's will help Lowe's to better plan for the receipt of your shipments.

- The ASN should be submitted from ASN WEBFORMS when the shipment leaves your loading dock.

## GENERAL INFORMATION & FAQs

- ① **Lowe's Contact Info** – refer to the [EDI Quick Reference](#) posted on [www.LowesLink.com](http://www.LowesLink.com).
- ① **Company Contact Info** – Lowe's uses email extensively for communications. It is CRITICAL that you keep your contact information current at all times. When you receive an email from Lowe's that requests your response, please do so promptly.
- ① **Technical Issues** – If you are experiencing technical issues accessing LowesLink® in general or a specific application on LowesLink®, please email [loweslink@lowes.com](mailto:loweslink@lowes.com).
- ① **Add new user** – any person interested in using secure LowesLink® needs to complete the online registration to obtain their own self-managed certificate. Self-managed certificates should not be shared with other persons in your office.
- ① **Add new application** – any registered LowesLink® user who wishes to add an application to their access list needs to simply email the request to [loweslink@lowes.com](mailto:loweslink@lowes.com). Do not complete the online registration
- ① **Security** – Information on LowesLink® is secure. It is your responsibility to notify [loweslink@lowes.com](mailto:loweslink@lowes.com) of persons who are no longer in your employ to have their access to your secure data revoked.



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## REVERSE PURCHASE ORDER WEBFORM PROGRAM

*Select vendors will be requested to use WebForms to send reverse purchase orders. These orders are specifically for when a Lowe's store calls to request product or when your field representative identifies product to be replenished. If you have been requested to send orders in this manner, please proceed with the following steps.*

### REVERSE PURCHASE ORDER TEST

The reverse PO certification requires that you submit actual data for your test. The instructions that follow are the same procedures to use to submit live reverse purchase orders. You will work together with your EDI Coordinator and your replenishment specialist to complete this certification. The certification will consist of an original reverse order, a change to the reverse order and a cancellation to the reverse order.

1. From the **EDI WebForms** main menu, choose **Reverse Purchase Order**. *If this option is not available, you have not been approved to create Reverse Purchase Orders. Please send an e-mail to [webforms@lowes.com](mailto:webforms@lowes.com) for assistance.*
2. Select **Create New Reverse Purchase Order**. A purchase order number will be automatically created in the **Purchase Order Number** field.
3. Choose your vendor number in the **Vendor Number** drop down box. A few trading partners will have more than one vendor number available to select.
4. Choose an **Order Type**<sup>1</sup> of **Direct**. If you will be sending Cross-Dock orders<sup>4</sup>, contact your Lowe's EDI Coordinator to discuss this testing process.

The screenshot shows a web form with a light blue background. At the top, there is a dropdown menu for 'Order Type' with 'Direct' selected, labeled with a red '1'. Below this are two columns of fields. The left column has 'Purchase Order Number' (text input), 'Ship to Location #' (dropdown menu), and a red '3' next to it. The right column has 'Lowe's Reference Number' (dropdown menu), 'Final Destination Location #' (dropdown menu), and a red '4' next to it. At the bottom, there is a text input field for a truck load number, labeled with a red '4'. A note at the bottom of the form reads: 'Please enter the same truck load # for all PO's to be shipped on the same shipment'.

5. Choose a valid **Lowe's Reference Number**<sup>2</sup>. A list of valid reference numbers should be provided to you by your Lowe's Replenishment Specialist.
6. Choose a valid **Ship to Location** #<sup>3</sup> from the drop down box.
7. Click **Continue** to proceed to the next screen.
8. On the next screen, select the calendar button to the left of the **PO Scheduled Ship Date** field to choose a valid ship date. Then select a valid **PO Scheduled Delivery Date**. If the goods are prepaid, the **PO Scheduled Ship Date** field will not be visible.
9. For testing purposes, enter your name as the **Name of Person Requesting Order**.
10. Identify the items to be shipped on this order.
  - A list of valid items will be displayed by clicking the drop down box beside the **Item #** field. Select the Lowe's item number for the product you are shipping (or optionally key in the Lowe's item number). The system will automatically populate the item number, description, unit and price fields. Enter the quantity shipped. Repeat process for each item being shipped.
  - The order is defaulted to 5 blank item entry lines. To add additional item entry lines (in increments of 5), select the **Add Line Items** button at the bottom of the purchase order screen.
  - To quickly add a select grouping of item numbers to the purchase order, select the **Add Selected Items to Form** button located under the **Name of Person Requesting Order** field. This selection allows you to add a group of item numbers to the purchase order at one time.



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11. When all line items have been entered, you can print a copy of the purchase order using the print button on your Internet browser. Click **Submit** to send the order to Lowe's. If you would like to save the data you have entered without submitting the purchase order at this time, click **Save** instead of Submit. The purchase order will be moved to the **Reverse PO Pending** folder. When you are ready to submit the order you saved, enter the **Reverse PO Pending** folder and select the order you would like to submit, complete the order, and then click Submit to send the order to Lowe's.
12. After submitting, the purchase order will be moved to the **Reverse PO History** folder, a copy of the order will be placed in the **Change/Cancel PO** folder and an invoice shell will be created and placed into the **Pending Invoices** folder. *(To view the pending invoice automatically created, click on the **Invoice Menu** from the **EDI WebForms** main menu. If you are already live on WEBFORM invoicing, please delete this invoice shell. If you are not, you may use this invoice shell as a practice invoice. Complete the appropriate fields on the pending invoice and select Submit to invoice your test purchase order.)*
13. After receiving approval from your coordinator that the original has been successfully loaded, continue the certification with a PO change. From the **Change/Cancel PO** folder, click on the PO# to view details and make change. For testing, select at least one of the following changes – new ship or delivery dates, delete an item or add an item. To submit the PO with the changes, select the **Resubmit Order** button.
14. After receiving approval from your coordinator that the change has been successfully loaded, continue the certification with a PO cancel. From the **Change/Cancel PO** folder, click on the PO# to view details. The purchase order can be cancelled and removed from the system by selecting **Cancel Order**.
15. Your coordinator will notify you and your replenishment specialist when you are live on reverse orders.

## REVERSE PURCHASE ORDERS IN PRODUCTION

Once you have been notified by your Lowe's EDI Coordinator that you are in production for reverse purchase orders via WebForms, please follow these steps to create a new reverse purchase order to send to Lowe's.

- **Reverse orders are processed nightly (Monday thru Saturday) and the orders are available to the stores the next business day. To avoid store receiving delays it is imperative that reverse orders be submitted at least one day prior to shipping and by 6:30 PM EST.**
- If you decide you need to make any changes or cancel a purchase order that has already been submitted, you can select the **Change/Cancel PO** folder to change or cancel the purchase order. *Once an order has been invoiced, it will no longer be available in the Change/Cancel PO folder for you to change or cancel. Once you cancel an order, it will be completely removed from the Lowe's system.*
- When making a change to a purchase order, please make sure to include the name of the person requesting the change. **Remember, all changes must be submitted one day prior to shipping and by 6:30pm EST!** Examples of purchase order changes include changing the ship or delivery dates, deleting item numbers, adding additional item numbers, and changing quantities. *You will not be able to make a change to the price, this will require you to contact your Merchandising Assistant.*
- To view the purchase orders that have been submitted, resubmitted, or cancelled, select the **Reverse PO History** screen.
- On the **Reverse PO Pending**, **Change/Cancel PO** and **Reverse PO History** screens, you may sort by the Order#, Store#, Status, and Action Date columns. To sort a column, simply move your cursor to the column title and click. Each time you click, the list will be resorted from first to last and vice versa.