



Canada Domestic Vendor Prepared Cross-Dock (VPXD) Guidelines for RDC Shipments

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OVERVIEW:

The purpose of this document is to help vendors understand the benefits of Vendor Prepared Cross-Dock (VPXD) flow and ensure that they are able to successfully execute VPXD shipments to Lowe's Regional Distribution Center (RDC) locations. This document should be shared with your **EDI/Order Management, Warehouse Operations Management, and Shipping/Traffic Management** teams to ensure they are compliant with Lowe's requirements.

The Lowe's **Vendor Supply Chain Specialist (VSCS)/Supply Chain Analyst** for your program can help answer questions you may have about the information in this document.

WHAT IS VENDOR PREPARED CROSS-DOCK (VPXD)?

Vendor Prepared Cross-Dock (VPXD) orders are store-specific Purchase Orders that are aggregated into Truckload groupings for shipment to the Lowe's Regional Distribution Center (RDC) that services the designated group of stores.

VPXD can be used for items that are Stock in Lowe's stores (known as "**Regular VPXD and Case VPXD**"), as well as for items sold via Special Order Sales (known "**SOS VPXD**"). SOS VPXD will be described further in the SOS VPXD section of this document.

VPXD can be used for ongoing Replenishment of items through the Lowe's Regional Distribution Center (RDC) network, as well as for special events and promotions (resets, sidestack and seasonal off-shelf promotions, etc). Consult the section on **VPXD for Promotions** for additional details.

UNDERSTANDING DISTRIBUTION FLOW TYPES

Product can flow through Lowe's Regional Distribution Centers in one of three methods; Stock, 100% Cross-Dock (known as "1XD"), and Vendor Prepared Cross-Dock (known as "VPXD").

Stock:

- Items are ordered in multiples of the Master Carton Quantity or Pallet Quantity.
- Purchase Order Destination is a Lowe's Regional Distribution Center (ex: Lowe's RDC 960 Statesville, NC)
- Items are received into inventory at the Regional Distribution Center.
- Upon receipt, items are put away in a storage location.
- Items are picked from the storage location for shipment to a store with demand for the item.
- Items are picked in the Ship Unit quantity (Inner Pack, Master Carton, or Pallet Quantity).

100% Cross-Dock (1XD):

- Items are ordered in multiples of the Master Carton Quantity or Pallet Quantity.
- Purchase Order Destination is a Lowe's Regional Distribution Center (ex: Lowe's RDC 960 Statesville, NC)
- Items are received into inventory at the Regional Distribution Center.
- Lowe's allocates Purchase Order quantity to stores with demand for the item – **for 1XD the vendor does not need to label the cartons/pallets for a specific store with PO #**

- Purchase Order must be 100% allocated to stores by Lowe's prior to PO Arrival at RDC.
- Upon receipt, items are immediately cross-docked through and directed for shipment to the stores that they were allocated for.
- Items are shipped in the Ship Unit quantity (Inner Pack, Master Carton, or Pallet Quantity)

Vendor Prepared Cross-Dock (VPXD)

- The vendor builds pre-allocated, multi item pallets for shipment to a specific Lowe's store.
- purchase Order Destination is a Lowe's Store (ex: Lowe's #0595 Mooresville, NC), but order is shipped to and cross-docked through a Lowes Regional Distribution Center (ex: Lowe's RDC 960 Statesville, NC)
- Upon arrival at the RDC, items are immediately cross-docked through and directed for shipment to the specific store identified on the Purchase Order
- Vendor must label the pallets or cases with the VPXD Placard (see [Appendix A or Appendix B](#)) to help the RDC identify which store to direct the shipment to.
- ***The Purchase Order is not received into inventory at the RDC; it is received upon arrival at the final store destination.***
- Vendor Prepared pallets are shipped fully intact through the RDC and arrive at the store in the same configuration as shipped from the vendor.

The chart below highlights some of the key differences between these three methods

	Stock	100% Cross-Dock (1 XD)	Vendor Prepared Cross-Dock (VPXD)
Shipping - Purchase Order Destination	RDC	RDC	Store
Labeling - Requires pallet-specific labeling with PO # and Store #?	No	No	Yes
Receiving - Where is product received into inventory?	At RDC	At RDC	At Store
Storage - Is product stored in RDC?	Yes	No	No
Outbound Shipment - from RDC to Store	Inner Pack, Case, or Pallet Qty	Inner Pack, Case, or Pallet Qty	Shipped fully intact on vendor-prepared pallet (mixed items)

VENDOR PREPARED CROSS-DOCK FOR REGULAR REPLENISHMENT

Overview:

VPXD for Regular Replenishment provides numerous benefits to vendors and can improve your overall program profitability with Lowe's:

- **Lower freight costs** (Truckload shipments versus multiple Less-Than-Truckload shipments)
- **Improved tracking and visibility of shipments** (Fewer TL shipments to track versus tracking Less-Than-Truckload Shipments for each store)
- **Potential to reduce damages** (Shipments are unitized into mixed item pallets that remain intact from vendor's facility all the way to final store destination)

VPXD for Regular Replenishment is best suited for programs that meet the following criteria:

- Short Replenishment Lead Time (less than one week Vendor Processing Time)
- Product that is capable of being unitized on pallets
- Programs in which the average weekly store demand across all items in the vendor's program is sufficient to build a minimum of 1 full pallet per store per week.

Regular VPXD can be used for:

- Ongoing Regular Replenishment of items through the Lowe's Regional Distribution Center (RDC)
- Reset shipments of multiple items
- Sidestack and seasonal off-shelf promotions, etc. – *Consult the section on VPXD for Promotions for additional details.*

Palletization Requirements – Regular Replenishment and Reset Orders

- All Regular Replenishment and Reset VPXD shipments must be palletized
- Lowe's requires use of a standard GMA wooden 40" x 48" 4-way entry pallet. Please consult the [LowesLink Palletization and Shipping Guidelines](#) for detailed pallet specifications.
- **Any exceptions to use of the standard pallet for Regular VPXD must be approved by the Lowe's Vendor Supply Chain Specialist**
- **VPXD Pallets must not exceed 92" Pallet Height** (87" of Product + 5" Height of Wooden Pallet). *This is maximum height to accommodate roll-door trailers used for outbound shipments from Lowe's RDCs to stores.*

Labeling Requirements – Regular Replenishment and Reset Orders

The VPXD Placard facilitates the execution of the cross-docking process at the RDC by alerting RDC Employees to the final store destination for each pallet.

Accurate and complete VPXD placards are essential to successful execution of the inbound trailer unloading and outbound trailer loading processes in the RDCs.

- All VPXD Pallets must be labeled with the Lowe's VPXD Placard
 - see Appendix A for example of regular VPXD

- Placards should be printed on 8.5" x 11" paper and securely affixed to each pallet
- The placard must contain the following information.
 - **Store #**
 - **PO #**
 - **Pallet Count** (ex: *Pallet 1 of 4, Pallet 2 of 4, Pallet 3 of 4, Pallet 4 of 4*)
 - **Vendor Name** (Ship-From Vendor Name)
 - **Vendor Contact Phone #** (in case there are questions or issues)

- Text should be in Arial or Times New Roman font
- **Minimum 22 point font size** (helps RDC employees easily identify during unloading/shipping process)
- The individual VPXD placards need to be affixed to product on pallet under layer of shrink wrap
- **Do not** tape placards to outside of shrink wrap – it will get torn off or lost!

Shipping Requirements for Regular VPXD:

- Vendor must submit **one Master Bill of Lading per trailer. DO NOT submit individual Bill Of Lading for each Purchase Order.**
- **DO NOT split Purchase Orders containing multiple pallets/units across multiple trailers.** All units ordered under a given Purchase Order must be contained on the same trailer. This ensures that the order will reach stores/customers on-time and 100 % complete.
- Each order will be assigned a Truckload Reference Number.
- **All Purchase Orders with the same Truckload Reference Number **MUST** be grouped for shipment together on the same trailer.**
- *If you find that you are unable to fit all Purchase Orders with the same Truckload Reference Number on the trailer, contact the Lowe's Replenishment Specialist to cancel the overflow orders and re-issue under a new Truckload Reference Number grouping.*

The following additional requirements apply specifically to **Freight Collect shipments (Lowe's is paying the freight)**:

- Lowe's Transportation Truckload Load Planner will lineup a Lowe's preferred truckload carrier to pickup on

the specified ship date designated by Lowe's on the purchase order.

- If there are multiple loads for pickup on the same ship date, then the vendor should communicate with Lowe's Transportation Department to setup a pickup schedule.
- The vendor must notify the Lowe's Replenishment Specialist of any problems or delays in shipping the Cross Dock orders a minimum of 3 days prior to the scheduled ship date.
- If Lowe's schedules a carrier to pickup on the scheduled ship date and the order is not ready, then the vendor will be charged for a truck ordered and not used by Lowe's.
- Vendors should reference the **Lowe'sLink Routing Guide** for additional information on Lowe's Transportation requirements.

RDC Service Area Changes for Regular VPXD:

Lowe's periodically reassigns stores to be serviced by a different Lowe's Regional Distribution Center. This process is known as a Distribution Service Area Change (SAC). Service Area Changes can be planned or unplanned.

- In the event of a Service Area Change, the new servicing RDC will be assigned as the Ship-To RDC Location via the EDI Stock 850.
- Additionally, we recommend that vendors check the Lowe'sLink Store Lookup Application at www.loweslink.com to find information on Service Area Changes.

VENDOR PREPARED CROSS-DOCK FOR CASE REPLENISHMENT

Overview:

Case VPXD can be a cost-effective way to ship multiple Item through the Regional Distribution centre network. If you planning a Case VPXD shipment, consult your supply chain analyst to determine if Vendor prepared Cross-Dock will be the preferred distribution method. Case VPXD also provides numerous benefits to vendors and can improve your overall program profitability with Lowe's:

- **Lower freight costs** (Small parcel shipments versus multiple Less-Than-Truckload shipments)
- **Improved tracking and visibility of shipments** (Fewer TL shipments to track versus tracking Less-Than-Truckload Shipments for each store)
- **Potential to reduce damages** (Shipments are unitized into mixed item pallets that remain intact from vendor's facility all the way to final store destination)

Case VPXD is best suited for programs that meet the following criteria:

- Short Replenishment Lead Time (less than one week Vendor Processing Time)
- Product that is capable of being packed in a box

- Programs in which the average weekly store demand across all items in the vendor's program is sufficient to build a minimum of 1 full case per store per week.

Case VPXD can be used for:

- Ongoing Regular Replenishment of items through the Lowe's Regional Distribution Center (RDC)
- Reset shipments of multiple items
- Sidestack and seasonal off-shelf promotions, etc. – *Consult the section on VPXD for Promotions for additional details.*

Palletization Requirements – Regular Replenishment and Reset Orders

- All Regular and Case Replenishment and Reset VPXD shipments must be palletized
- Lowe's requires use of a standard GMA wooden 40" x 48" 4-way entry pallet. Please consult the [LowesLink Canada Palletization and Shipping Guidelines](#) for detailed pallet specifications.
- **Any exceptions to use of the standard pallet for Regular and Case VPXD must be approved by the Lowe's Vendor Supply Chain Specialist**
- **VPXD Pallets must not exceed 92" Pallet Height** (87" of Product + 5" Height of Wooden Pallet). *This is maximum height to accommodate roll-door trailers used for outbound shipments from Lowe's RDCs to stores.*

Labeling Requirements – Regular and Case Replenishment and Reset Orders

The Case VPXD Placard facilitates the execution of the cross-docking process at the RDC by alerting RDC Employees to the final store destination for each case.

Accurate and complete Case VPXD placards are essential to successful execution of the inbound trailer unloading and outbound trailer loading processes in the RDCs.

- All VPXD Pallets must be labeled with the Lowe's VPXD Placard
 - see Appendix B for example of Case VPXD
- Placards should be printed on 8.5" x 11" paper and securely affixed to each pallet
- The placard must contain the following information.
 - o **Store #**
 - o **PO #**
 - o **Case Count** (ex: **Case 1 of 4, Case 2 of 4, Case 3 of 4, Case 4 of 4**)
 - o **Vendor Name** (Ship-From Vendor Name)
 - o **Vendor Contact Phone #** (in case there are questions or issues)
- Text should be in Arial or Times New Roman font
- The individual Case VPXD placards need to be affixed to product on each case under layer of shrink wrap
- **Do not** tape placards to outside of shrink wrap – it will get torn off or lost!

Shipping Requirements for Case VPXD:

- Vendor must submit **one Master Bill of Lading per trailer. DO NOT submit individual Bill Of Lading for each Purchase Order.**
- **DO NOT split Purchase Orders containing multiple pallets/units across multiple trailers.** All units ordered under a given Purchase Order must be contained on the same trailer. This ensures that the order will reach stores/customers on-time and 100 % complete.
- Each order will be assigned a Truckload Reference Number.
- **All Purchase Orders with the same Truckload Reference Number **MUST** be grouped for shipment together on the same trailer.**
- *If you find that you are unable to fit all Purchase Orders with the same Truckload Reference Number on the trailer, contact the Lowe's Replenishment Specialist to cancel the overflow orders and re-issue under a new Truckload Reference Number grouping.*

The following additional requirements apply specifically to **Freight Collect shipments (Lowe's is paying the freight):**

- Lowe's Transportation Truckload Load Planner will lineup a Lowe's preferred truckload carrier to pickup on the specified ship date designated by Lowe's on the purchase order.
- If there are multiple loads for pickup on the same ship date, then the vendor should communicate with Lowe's Transportation Department to setup a pickup schedule.
- The vendor must notify the Lowe's Replenishment Specialist of any problems or delays in shipping the Cross Dock orders a minimum of 3 days prior to the scheduled ship date.
- If Lowe's schedules a carrier to pick up on the scheduled ship date and the order is not ready, then the vendor will be charged for a truck ordered and not used by Lowe's.
- Vendors should reference the **Lowe'sLink Routing Guide** for additional information on Lowe's Transportation requirements.

RDC Service Area Changes for Case VPXD:

Lowe's periodically reassigns stores to be serviced by a different Lowe's Regional Distribution Center. This process is known as a Distribution Service Area Change (SAC). Service Area Changes can be planned or unplanned.

- In the event of a Service Area Change, the new servicing RDC will be assigned as the Ship-To RDC Location via the EDI Stock 850.
- Additionally, we recommend that vendors check the Lowe'sLink Store Lookup Application at www.loweslink.com to find information on Service Area Changes.

Multiple Cases VPXD on a standard pallet (no mini-pallet)

- If using this option, you must attach **one Case VPXD placard** (see [Appendix B](#)) to each **Case**

The individual Case VPXD placards need to be applied to the box itself not the shrink holding the boxes on the skid.

- **Additionally**, you **MUST** attach the **Multiple POs Per Pallet VPXD Placard** (see below and [Appendix C](#)) underneath the top layer of shrink wrap



- The Placard is essential to alert RDC that there are multiple POs on same pallet that must be shipped to different stores.
- **Prior to shipping, you MUST present a photo of palletized product, labeled with both VPXD Placard (see [Appendix B](#)) and Green Mixed Pallet Placard (see [Appendix C](#)), for approval by your Vendor Supply Chain Specialist.**

VPXD FOR PROMOTIONS (SIDESTACKS AND OFF-SHELF PROMOTIONS)

Vendor Prepared Cross-Dock can be a cost-effective way to ship multiple item sidestack promotions through the Regional Distribution Center network. **If you are planning a promotion for a sidestack containing multiple items, consult your Vendor Supply Chain Specialist to determine if Vendor Prepared Cross-Dock will be the preferred distribution method.**

Palletization Requirements – Sidestacks and Off-Shelf Promotions

- VPXD Pallets must not exceed 92” Pallet Height (87” of Product + 5” Height of Wooden Pallet).
- **You MUST consult with your Vendor Supply Chain Specialist to determine the optimal method.** For VPXD Sidestack Displays **weighing more than 70 lbs (including weight of product):** • You MUST use a Lowe’s approved mini-pallet under each display – consult [LowesLink Canada Palletization and Shipping Guidelines](#) for detailed mini-pallet specifications.

For VPXD Sidestack Displays **weighing less than 70 lbs (including weight of product)**, there are 2 palletization options available. **Check with your Lowe’s VSCS for the optimal method for your program:**

Option #1 – Use mini-pallet under each display

- If using mini-pallet, attach the VPXD placard (see [Appendix A](#)) to each display and then shrink wrap the display.
- The placard must contain the following information.
 - **Store #**
 - **PO #**
 - **Pallet Count** (ex: *Pallet 1 of 4, Pallet 2 of 4, Pallet 3 of 4, Pallet 4 of 4*)
 - **Vendor Name** (Ship-From Vendor Name)
 - **Vendor Contact Phone #** (in case there are questions or issues)

Please consult the [LowesLink Canada Palletization and Shipping Guidelines](#) for detailed mini-pallet specifications.

Option #2 – Multiple displays on a standard pallet (no mini-pallet)

- If using this option, you must attach **4 copies of the VPXD placard** (see [Appendix A](#)) to each **display** – one on each side
- The individual VPXD placards need to be applied to the boxes themselves not the shrink holding the boxes on the skid.
- **Additionally**, you **MUST** attach the **Multiple POs Per Pallet VPXD Placard** (see below and [Appendix C](#)) underneath the top layer of shrink wrap



- The Green Placard is essential to alert RDC that there are multiple POs on same pallet that must be shipped to different stores.
- **Prior to shipping, you MUST present a photo of palletized product, labeled with both VPXD Placard (see [Appendix A](#)) and Green Mixed Pallet Placard (see [Appendix C](#)), for approval by your Vendor Supply Chain Specialist.**

Shipping Requirements for Promo VPXD:

- Vendor must submit **one Master Bill of Lading per trailer. DO NOT submit individual Bill Of Lading for each Purchase Order.**
- **DO NOT split Purchase Orders containing multiple pallets/units across multiple trailers.** All units ordered under a given Purchase Order must be contained on the same trailer. This ensures that the order will reach stores/customers on-time and 100 % complete.
- Each order will be assigned a Truckload Reference Number.
- **All Purchase Orders with the same Truckload Reference Number **MUST** be grouped for shipment together on the same trailer.**
- *If you find that you are unable to fit all Purchase Orders with the same Truckload Reference Number on the trailer, contact the Lowe's Replenishment Specialist to cancel the overflow orders and re-issue under a new Truckload Reference Number grouping.*

The following additional requirements apply specifically to **Freight Collect shipments (Lowe's is paying the freight)**:

- Lowe's Transportation Truckload Load Planner will lineup a Lowe's preferred truckload carrier to pickup on the specified ship date designated by Lowe's on the purchase order.
- If there are multiple loads for pickup on the same ship date, then the vendor should communicate with Lowe's Transportation Department to setup a pickup schedule.
- The vendor must notify the Lowe's Replenishment Specialist of any problems or delays in shipping the Cross Dock orders a minimum of 3 days prior to the scheduled ship date.
- If Lowe's schedules a carrier to pickup on the scheduled ship date and the order is not ready, then the vendor will be charged for a truck ordered and not used by Lowe's.
- Vendors should reference the **Lowe'sLink Routing Guide** for additional information on Lowe's Transportation requirements.

RDC Service Area Changes for Promo VPXD:

Lowe's periodically reassigns stores to be serviced by a different Lowe's Regional Distribution Center. This process is known as a Distribution Service Area Change (SAC). Service Area Changes can be planned or unplanned.

- In the event of a Service Area Change, the new servicing RDC will be assigned as the Ship-To RDC Location via the EDI Stock 850.
- Many promotional sidestacks are ordered with a longer vendor processing lead time than normal Replenishment orders.
- **It is extremely important that you check the Supporting RDC assignment in Lowe'sLink store lookup at www.loweslink.com prior to shipping to ensure proper Ship-To RDC location.**

SPECIAL ORDER SALES VENDOR PREPARED CROSS-DOCK (SOS-VPXD)

Overview:

Special Order Sales Vendor Prepared Cross-Dock (SOS-VPXD) provides numerous benefits to vendors and can improve the profitability of your Special Order Sales program with Lowe's. Leveraging the economies of centralized distribution will allow you the flexibility to offer customers a wide array of products via Special Order Sales, while minimizing total supply chain costs allow for more competitive retail pricing. The major benefits of SOS-VPXD are detailed below

- **Lower freight costs** for vendors
 - Fewer Truckload (TL) shipments for SOS VPXD versus multiple Less-Than-Truckload (LTL) shipments on SOS Direct to store
- **Improved tracking and visibility of shipments**
 - Fewer TL shipments to track versus tracking Less-Than-Truckload Shipments for each store
- **Potential to reduce damages**
 - Truckload movements inbound to RDCs versus LTL or Small Parcel deliveries to stores

Special Order Sales vendors must receive approval from their Lowe's Vendor Supply Chain Specialist before initiating a SOS-VPXD program

Palletization Requirements – SOS VPXD (applicable for palletized items)

- Lowe's requires use of a standard GMA wooden 40" x 48" 4-way entry pallet. Please consult the [LowesLink Canada Palletization and Shipping Guidelines](#) for detailed pallet specifications.
- **Any exceptions to use of the standard pallet for Regular VPXD must be approved by the Lowe's Vendor Supply Chain Specialist**
- **SOS-VPXD Pallets must not exceed 92" Pallet Height** (87" of Product + 5" Height of Wooden Pallet).
This is maximum height to accommodate roll-door trailers used for outbound shipments from Lowe's RDCs to stores.

Labeling Requirements – SOS VPXD

SOS Vendor Prepared Cross-Dock orders are not received at the RDC; they are cross-docked through the RDC upon arrival and loaded onto outbound store trailers. They are received upon arrival at the Lowe's store.

The VPXD Placard facilitates the execution of the cross-docking process at the RDC by alerting RDC Employees to the final store destination for each pallet.

Accurate and complete placards are essential to successful execution of the inbound trailer unloading and outbound trailer loading processes in the RDCs.

- All SOS VPXD Pallets must be labeled with the Lowe's VPXD Placard – see [Appendix A](#) for example
- Placards should be printed on 8.5" x 11" paper and securely affixed to each pallet

- If automated labeling systems are available, you may generate printed labels instead of adhering placards with tape
- The placard **MUST** contain the following information.
 - o **Store #**
 - o **PO #**
 - o **For Palletized Items, use Pallet Count** (ex: *Pallet 1 of 4, Pallet 2 of 4, Pallet 3 of 4, Pallet 4 of 4*)
 - o **For Large, Unpalletized Items (e.g. Appliances), use Piece Count** (ex: *Piece 1 of 4, Piece 2 of 4, Piece 3 of 4, Piece 4 of 4*)
 - o **Vendor Name** (Ship-From Vendor Name)
 - o **Vendor Contact Phone #** (in case there are questions or issues)
- Text should be in Arial or Times New Roman font if possible. If alternate font is chosen, it must be legible for RDC and Store Employees
- **Minimum 22 point font size** (helps RDC employees easily identify during unloading/shipping process)
- The individual VPXD placards need to be affixed to product on pallet under layer of shrink wrap
- **Do not** tape placards to outside of shrink wrap – it will get torn off or lost!

Shipping Requirements for SOS-VPXD:

- Vendor must submit **one Master Bill of Lading per trailer. DO NOT submit individual Bill Of Lading for each Purchase Order.**
- **DO NOT split Purchase Orders containing multiple pallets/units across multiple trailers.** All units ordered under a given Purchase Order must be contained on the same trailer. This ensures that the order will reach stores/customers on-time and 100 % complete.

RDC Service Area Changes for SOS-VPXD:

Lowe's periodically reassigns stores to be serviced by a different Lowe's Regional Distribution Center. This process is known as a Distribution Service Area Change (SAC). Service Area Changes can be planned or unplanned.

- In the event of a Service Area Change, you will be notified by your Lowe's Vendor Supply Chain Specialist which stores will be moving to a new Service Area
- **The EDI SOS 850 transaction will NOT tell you the new Ship To RDC location**
- **It is extremely important that you update the cross-reference table you maintain for stores and Ship-To RDC information.**
- Supporting RDC assignments are available in the LowesLink Store Lookup Application at www.loweslink.com

EDI REQUIREMENTS FOR VENDOR PREPARED CROSS-DOCK

EDI Testing Requirements:

This applies to Regular Replenishment VPXD, Promo VPXD, and Special Order Sales VPXD (SOS VPXD) programs.

- Vendors must complete EDI Testing through Lowe's EDI Group to validate that vendor's EDI system is configured properly to receive Vendor Prepared Cross-Dock orders.
- To initiate a request for VPXD Testing, please contact the Lowe's EDI Coordinator for your program.
- Lowe's EDI Contacts are listed on [LowesLink EDI Quick Reference Document](#)
- Lowe's cannot release VPXD orders until the vendor is in EDI Production status for VPXD orders

EDI 850 for Regular VPXD (i.e. Items that are Stock in Lowe's Stores)

- The stock VPXD 850 is different from both the Direct 850 and the SOS VPXD 850.
 - o The **stock 850** includes **both the SHIP TO DC location as well as the ultimate destination of the order**. These are conveyed in the N1*ST and N1*MA segments.
 - o The **stock 850** will also convey a **truckload reference number** to identify orders that are shipping to the same DC location and can be grouped together in the same trailer. This is conveyed in the REF*AN segment.
- The VPXD shipment will impact the 810 and the 856.
 - o The **810** requires that you use the ultimate destination. You must map the location number in the N1*MA to the 810.
 - o The **856** requires mapping of both the N1*ST location and the N1*MA locations.
- Stock VPXD orders require placement of the standard VPXD placard – see [Appendix A](#)

EDI SOS 850 for SOS VPXD (i.e. Items Ordered as Special Order Sales, not Stock in Lowe's Stores)

- The **SOS 850** conveys only the retail location number of the ultimate destination of the PO in an N1*ST segment.
- The SOS 850 **DOES NOT** convey to which DC you must ship the PO for cross docking to that retail location.
- You must maintain a cross reference table on the back end.
- SOS VPXD orders require placement of the standard VPXD placard – see [Appendix A](#)

ASN REQUIREMENTS FOR VENDOR PREPARED CROSS-DOCK:

This applies to Regular Pallet and Case VPXD, Promo VPXD, and Special Order Sales VPXD (SOS VPXD) programs.

Vendors must e-mail a copy of the Vendor Prepared Cross-Dock Advance Ship Notice form to the Receiving and Traffic mailboxes at the RDC a **minimum of 24 hours prior to PO Arrival**. See [Appendix E](#) for RDC e-mail addresses and additional information.

- ASN for Regular Pallet and Case VPXD must include the Truckload Reference Number that groups together all the Purchase Orders on that trailer.
- ASN for SOS VPXD will **not** contain a Truckload Reference Number since the vendor arranges the truckload grouping as a Freight Prepaid program (vendor pays the freight).
- ASNs must be complete and accurate – the RDCs use the ASN information to land the Purchase Orders. The ASN must match what is actually shipped on the trailer.
- Repeated instances of incorrect ASNs may result in the RDC assessing labor charges against vendor for the extra labor required to process the cross-dock shipments.

BILL OF LADING REQUIREMENTS FOR VENDOR PREPARED CROSS-DOCK:

This applies to Regular Pallet and Case VPXD, Promo VPXD, and Special Order Sales VPXD (SOS VPXD) programs.

- Vendor must instead list all POs on one Master Bill Of Lading.
- Please consult LowesLink Transportation information for examples of the VICS Master Bill of Lading format.

PACKING LIST REQUIREMENTS FOR VENDOR PREPARED CROSS-DOCK:

This applies to Regular Pallet and Case VPXD, Promo VPXD, and Special Order Sales VPXD (SOS VPXD) programs.

- **Each store Purchase Order must have a packing slip highly visible and firmly attached to the carton.**
- Lowe's cannot receive any product without a packing slip.
- The packing slip should be placed **under** the last layer of shrink wrap to ensure it stays attached to the product during transit.
- **Do not** attach packing slip to the shrink-wrap or to the freight bill – it will get torn off and lost

LIABILITY FOR DAMAGES

- If Lowe's RDC notes vendor damage upon receipt, the RDC is still required to ship the product to stores.
- The RDC will complete a Cross-Dock damages form to alert stores that damage was noted upon arrival at RDC.
- The store will have the option to file a claim against the vendor.
- **Concealed damage is always the responsibility of the vendor.**

CONTACTS FOR VENDOR-PREPARED CROSS-DOCK ISSUES:

Contact the following personnel at Lowe's for information concerning your Vendor Prepared Cross-Dock orders:

Issue Type	Lowe's Contact	E-Mail/Website	Telephone #
Purchase Order Inquiries	Lowe's Replenishment Specialist		336-658-2700
Transportation Issues •Carrier Selection •Routing Questions (TL versus LTL) •Pickup Schedules	Lowe's Truckload Load Planning Specialist	Transportation@lowes.com	336-658-2222
EDI Transmission Issues	Lowe's EDI Coordinator	EDI@lowes.com or Lowe'sLink EDI Quick Reference Guide	
Billing and Payment Issues	Lowe's Corporate Trades Payables	Vendor.Inquiry@lowes.com	336-658-2121
Logistics/Distribution Issues • Packaging Questions • Palletization Questions • Unitization Questions • RDC Handling Questions	Lowe's Vendor Supply Chain Specialist for you program/ Canadian Supply Chain Analyst	If you do not know the name of your Vendor Supply Chain Specialist, please e-mail Vendor Compliance mailbox and request the name of your VSCS. For Canadian Supply Chain Analysts e-mail Canada Vendor Compliance CanVndrCmplnc@Lowes.com	

Appendix A – Lowe’s VPXD Placard – Affix placard to each pallet/handling unit

LOWE’S RDC LOCATION # _____

VENDOR PREPARED CROSS-DOCK ORDER



ATTENTION STORE ASSOCIATES:

THIS IS A DIRECT PURCHASE ORDER. YOU MUST RECEIVE ON P.O. LISTED BELOW

STORE #: _____

P.O. #: _____

PALLET COUNT: # _____ of _____

VENDOR NAME: _____

VENDOR CONTACT #: () _____ - _____


Vendors can also create their own placard but the

placard MUST contains all required information.

Appendix B— Lowe’s Case VPXD Placard—Affix to each case

LOWE’S RDC LOCATION # _____

CASE-VENDOR PREPARED CROSS-DOCK ORDER



- **ATTENTION STORE ASSOCIATES:**
 - ***THIS IS A DIRECT PURCHASE ORDER. YOU MUST RECEIVE ON P.O. LISTED BELOW***
- **STORE #:**

- **P.O. #:**

- **CASE COUNT:**
#____ of _____
- **VENDOR NAME:**

- **VENDOR CONTACT #:**
(____) ____ - _____

Vendors can also create their own placard but the placard MUST contains all required information.

Appendix C—Multiple POs per Pallet Placard (applicable only for Sides tacks/Promos)

- *Placard must be printed on bright green card stock or paper*
- ***MUST BE 8.5" x 11"** – example below is to scale.*
- *Placard must be visible on at least 2 sides of the pallet*
- *Attach under the top layer of shrink wrap.*
- *DO NOT tape this placard outside of shrink wrap – it will get torn or lost in transit*



Vendors can also create their own label but the placard **MUST** contains all required information.

Appendix E– RDC E-Mail Contacts for Advance Shipment Notice (ASN)

- Vendors should e-mail the spreadsheet Advance Shipment Notice document to **both** the Receiving and Traffic e-mail boxes at each RDC
- E-Mail subject header should be formatted as follows:
 - “VPXD ASN – (Vendor Name) – (Ship From VBU#) – (Date)”
 - Example: “**VPXD ASN – Best Manufacturing – VBU #55555 – 6/1/2009**”
- If any changes occur after the original document is sent, please re-send and include a comment to indicate “CORRECTION TO ASN”
- ASNs should be sent with as much advance notice as possible, preferably as soon as the Purchase Order leaves your shipping dock.

RDC Name	RDC Location	Traffic E-Mail Box	Receiving E-Mail Box
RDC 955	Mt. Vernon, TX	Traffic0955@lowes.com	Rec0955@lowes.com
RDC 960	Statesville, NC	Traffic0960@lowes.com	Rec0960@lowes.com
RDC 961	Minersville, PA	Traffic0961@lowes.com	Rec0961@lowes.com
RDC 962	Valdosta, GA	Traffic0962@lowes.com	Rec0962@lowes.com
RDC 965	Cheyenne, WY	Traffic0965@lowes.com	Receiving0965@lowes.com
RDC 966	Perris, CA	Traffic0966@lowes.com	Rec0966@lowes.com
RDC 990	Findlay, OH	Traffic0990@lowes.com	Rec0990@lowes.com
RDC 992	North Vernon, IN	Traffic0992@lowes.com	Rec0992@lowes.com
RDC 1419	Kissimmee, FL	Traffic1419@lowes.com	Receiving.1419@lowes.com
RDC 1420	Garysburg, NC	Traffic1420@lowes.com	Receiving1420@lowes.com
RDC 1421	Plainfield, CT	Traffic1421@lowes.com	Receiving1421@lowes.com
RDC 1436	Lebanon, OR	Traffic1436@lowes.com	Receiving1436@lowes.com
RDC 1440	Rockford, IL	Traffic1440@lowes.com	Receiving1440@lowes.com
RDC 1449	Pittston, PA (opened 2008)	Traffic1449@lowes.com	Receiving1449@lowes.com
RDC 1469	Milton, Ontario (Canada)	Traffic1469@lowes.com	Receiving1469@lowes.com

Appendix F– Helpful Hints - Vendor Checklist for Initial VPXD Shipments (for Vendor Internal Use only)

The purpose of this checklist is to help vendors successfully execute their initial VPXD shipments. **Vendors are NOT required to submit the checklist to Lowe’s** – it is intended solely as a helpful resource for your internal teams to make sure all necessary steps are being followed.

Check when Completed (9)	Task	Phase	Date Completed
	<ul style="list-style-type: none"> • Contact EDI@lowes.com to set up your Vendor Number (VBU) to receive VPXD orders – • Allow minimum of 2 weeks for certification process! • Reference EDI section on LowesLink for more info 	Initial Set-Up	
	<ul style="list-style-type: none"> • Confirm palletization/unitization of initial VPXD orders with your Lowe’s Vendor Supply Chain Specialist. • Ensure pallet design and pallet height meet Lowe’s requirements. 	Initial Set-Up	
	<ul style="list-style-type: none"> • Confirm that both Store Location and Cross-Dock Location are visible on EDI Transmission. • (NOTE: For SOS- VPXD the Cross-Dock location will not transmit. You must maintain a cross reference table internally) 	Order Receipt	
	<ul style="list-style-type: none"> • Confirm that Truckload Reference Number is visible (NOTE: SOS-VPXD will not have Truckload Reference Number) • Truckload Reference Number will indicate which POs need to be grouped on the same trailer. 	Order Receipt	
	<ul style="list-style-type: none"> • Verify that each pallet is labeled with the Cross-Dock Placard (see Appendix A). • Placards must be placed under stretch wrap. 	Order Shipment	
	<ul style="list-style-type: none"> • Verify that each Purchase Order has a Packing List firmly attached to the pallet. • Packing list should be placed underneath stretch wrap so it will not get lost 	Order Shipment	
	<ul style="list-style-type: none"> • Verify that outbound trailers have been loaded according to the Lowe’s Truckload Reference Number groupings. 	Order Shipment	
	<ul style="list-style-type: none"> • Verify that the Manual ASN spreadsheet(s) (Appendix D) are completed and accurate – must match what is on the trailer. 	Order Shipment	
	<ul style="list-style-type: none"> • Verify that ASNs have been e-mailed to the Traffic and Receiving mailbox addresses in Appendix E • ASN should be sent when trailer leaves your facility. 	Order Shipment	

