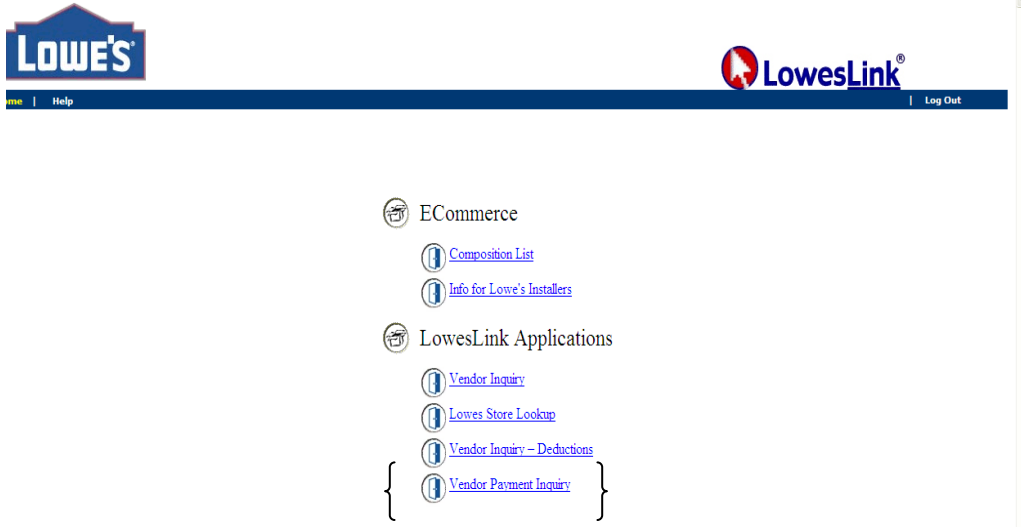
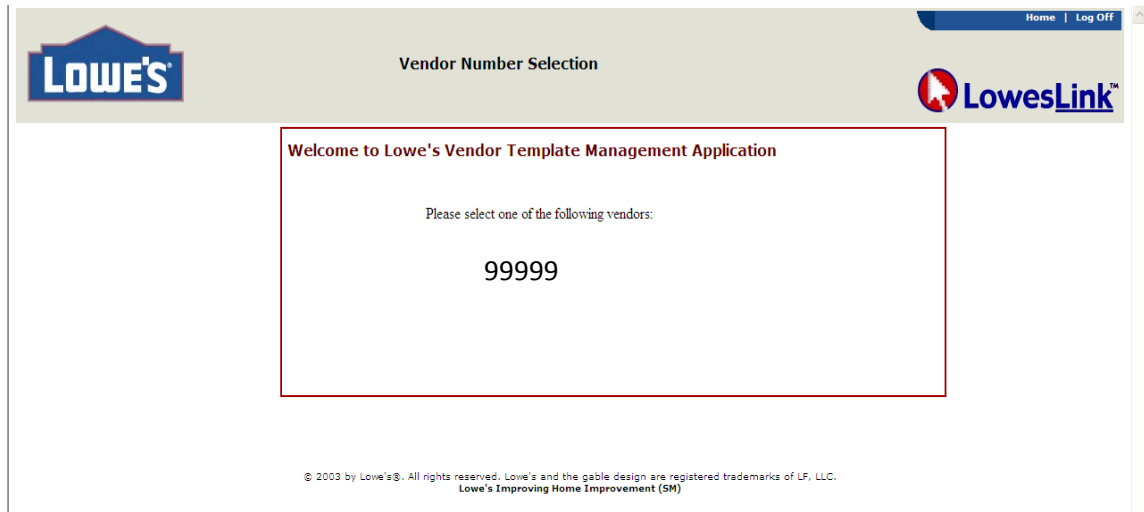


Lowe'sLink® - Vendor Payment Inquiry
"Best Practices" for Vendors (US Only)
Questions: Email Vendor.Inquiry@Lowe's.com

- Log into www.Lowe'sLink.com. The application will be available from 8:00 A.M. – 6:30 P.M. EST.
- Select **Vendor Payment Inquiry** from the application menu options. (Note: Application options vary based on your specific Digital Certificate.)



- Select **Remit Vendor Number** related to inquiry. (Note: Only Remit Vendor numbers linked to your specific Digital Certificate will be displayed.)



- Invoice Detail Section

- Invoice or Deduction Number
- Invoice or Deduction Date (format mm/dd/yyyy)
- Invoice or Deduction Amount (enter without commas and dollar signs). Deductions should be entered with the negative sign in front of the number (ex: -50.00).
- Lowe's Location Number and Purchase Order Number

(Note: If inquiring on a debit, enter the location and purchase order number listed on the debit even if it differs from the location and purchase order number on the invoice.)

- Comment section is optional and provided for your internal use only.

Vendor Inquiry Form

Enter Inquiry Details

Fields marked in (*) are mandatory.

Vendor Name - BLANKET VENDOR NUMBER W/OS ONLY
 Vendor Number - 99999
 Vendor Contact* -
 Vendor Phone Number* - (Example: 999-999-9999)
 Vendor Fax Number - (Example: 999-999-9999)
 Vendor Email Address* -
 Vendor Inquiry Date - 12/15/2010

Line Number	Invoice or Deduction Number*	Invoice or Deduction Date*	Invoice or Deduction Amount*	Lowe's Location Number*	Lowe's Purchase Order Number*	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Buttons: Clear, Submit, Add Rows

- Example of a completed template. Submit once all the information has been entered.

Vendor Inquiry Form

Enter Inquiry Details

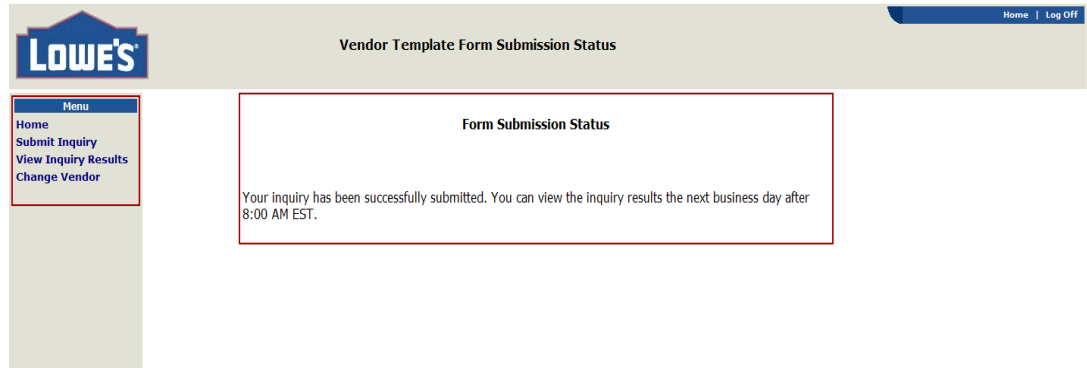
Fields marked in (*) are mandatory.

Vendor Name - BLANKET VENDOR NUMBER W/OS ONLY
 Vendor Number - 99999
 Vendor Contact* - Jane Doe
 Vendor Phone Number* - 123-456-7890 (Example: 999-999-9999)
 Vendor Fax Number - 234-567-8901 (Example: 999-999-9999)
 Vendor Email Address* - janedoe@blanketvendor.com
 Vendor Inquiry Date - 12/15/2010

Line Number	Invoice or Deduction Number*	Invoice or Deduction Date*	Invoice or Deduction Amount*	Lowe's Location Number*	Lowe's Purchase Order Number*	Comments
1	80993	10/06/2010	5706.00	2666	101511153	
2	81034	10/08/2010	5707.80	2666	101511153	
3	81497	11/17/2010	5707.80	2666	103731229	
4						
5						
6						
7						
8						
9						
10						

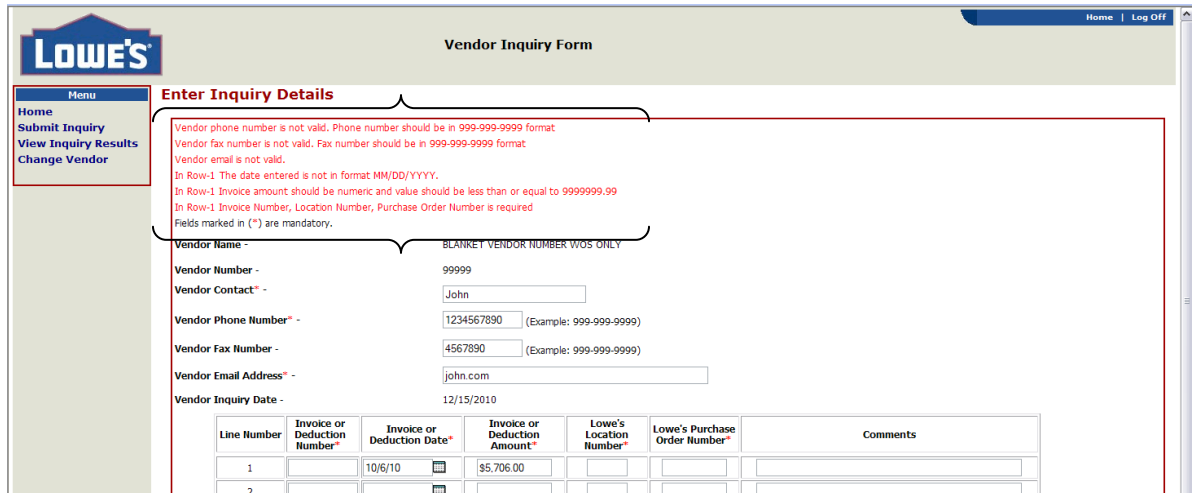
Buttons: Clear, Submit, Add Rows

- Status message will be displayed notifying of successful submission. The results of the inquiry will be available the next business day.

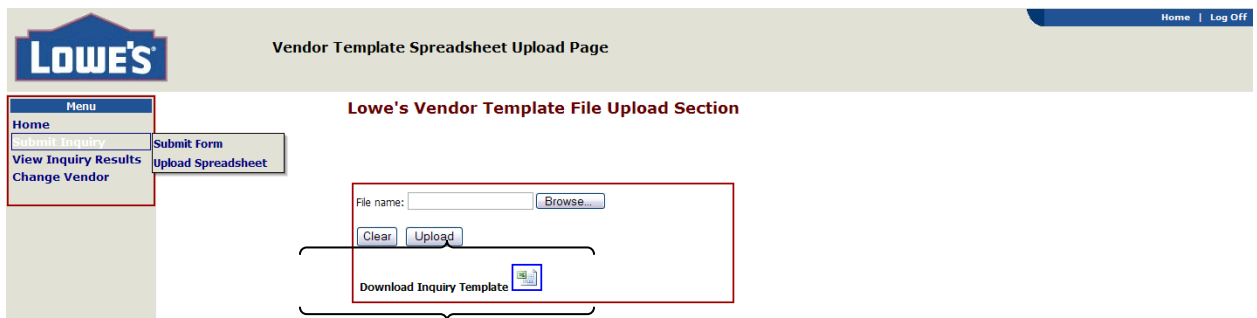


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Lowe's Improving Home Improvement (SM)

- If the template has not been completed correctly, error messages will be displayed for each incorrect or incomplete field. After completing corrections, re-submit.

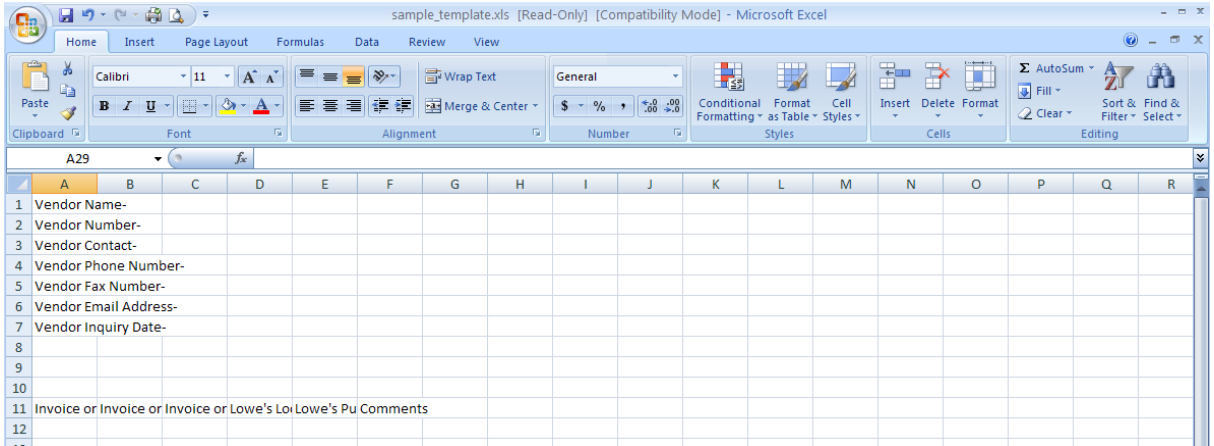


- Upload Spreadsheet** – After selecting the menu option to upload a spreadsheet, download the inquiry template in ensure the file contains formatting required by Lowe's system.

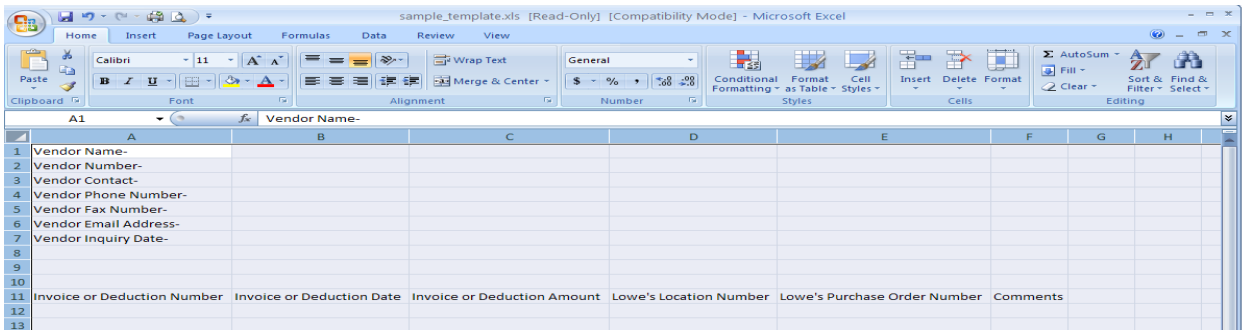


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Lowe's Improving Home Improvement (SM)

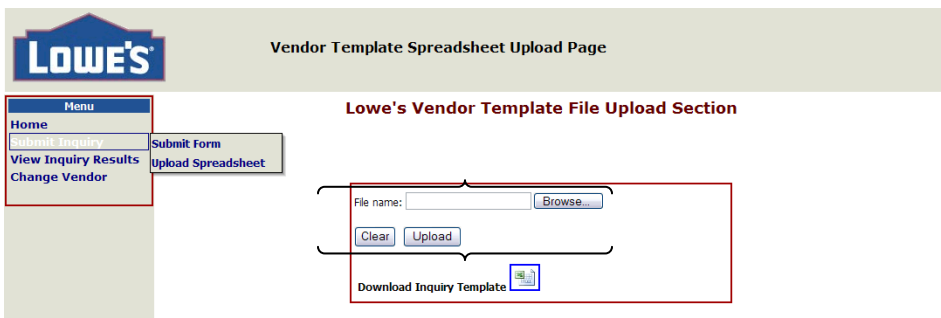
- Expand all columns when the template opens in XLS format.
 - Original view:



- Expanded view:



- All fields except the Vendor Fax Number and Comment section on the template are required.
- Save the template on your computer so it can be uploaded. (Caution: Do not use special characters in the file name.)
- Return to Vendor Template Spreadsheet Upload Page.
- Browse your computer for the file and select it.
- Click Upload button.



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Lowe's Improving Home Improvement (SM)

- Status message will be displayed notifying of successful submission. The results of the inquiry will be available the next business day.

The screenshot shows the 'Vendor Template Management Spreadsheet Upload Status' page. On the left is a menu with options: Home, Submit Inquiry, View Inquiry Results, and Change Vendor. The main content area is titled 'File Upload Status' and contains the message: 'Your inquiry has been successfully submitted. You can view the inquiry results the next business day after 8:00 AM EST.' At the bottom, there is a copyright notice: '© 2003 by Lowe's®. All rights reserved. Lowe's and the gable design are registered trademarks of LF, LLC. Lowe's Improving Home Improvement (SM)'.

- If the template has not been completed correctly, error messages will be displayed for each incorrect or incomplete field. After completing corrections to the spreadsheet, upload again.

The screenshot shows the 'Vendor Template Management Spreadsheet Upload Status' page with error messages. The menu on the left is the same as in the previous screenshot. The main content area is titled 'Template Upload Status' and lists several errors in red text: 'Vendor phone number is not valid. Phone number should be in 999-999-9999 format', 'Vendor fax number is not valid. Fax number should be in 999-999-9999 format', 'Vendor email is not valid.', 'In Row-12 Invoice amount should be numeric and value should be less than or equal to 9999999.99', 'In Row-12 Invoice Number, Location Number, Purchase Order Number is required', 'In Row-13 Invoice amount should be numeric and value should be less than or equal to 9999999.99', 'In Row-13 Invoice Number, Location Number, Purchase Order Number is required', 'In Row-14 The date entered is not in format MM/DD/YYYY.', 'In Row-14 Invoice amount should be numeric and value should be less than or equal to 9999999.99', and 'In Row-14 Invoice Number, Location Number, Purchase Order Number is required'. A 'Back To Upload Spreadsheet' button is located at the bottom of the error list. The copyright notice at the bottom is the same as in the previous screenshot.

- View Inquiry Results** – Select from the menu options. Last 10 inquiry responses will be visible.

The screenshot shows the 'Inquiry History' page. The menu on the left has 'View Inquiry Results' highlighted with a red box. The main content area is titled 'Inquiry History' and contains two links: '[Inquiry Result_16-Dec-2010_NEW!](#)' and '[Inquiry Result_16-Dec-2010](#)'. The copyright notice at the bottom is the same as in the previous screenshots.

- Select the inquiry response you would like to review and the results will be shown in the format below. Option to download into an Excel format is available (bottom left corner).

LOWE'S Inquiry Results

Inquiry Results

Tracking Number - 2010121510646

Vendor Name -

Vendor Number -

Vendor Contact - Jane Doe

Vendor Phone Number - 123-456-7890

Vendor Fax Number - 234-567-8901

Vendor Email Address - janedoe@blanketvendor.com

Vendor Inquiry Date - 12/15/2010

Showing 1 - 3 of 3
Page 1 of 1
Jump to page

VENDOR REQUEST					LOWE'S RESPONSE				
Invoice or Deduction Number	Invoice or Deduction Date	Invoice or Deduction Amount	Lowe's Location Number	Lowe's Purchase Order Number	Processed or Suspended Invoice Number	Paid Amount	Check Number	Check Date or Due Date	Lowe's Response
80993	10/06/2010	\$706.00	2666	101511153					STORE/PO COMBINATION IS INVALID - NEED CORRECT
81034	10/08/2010	\$707.80	2666	101511153					STORE/PO COMBINATION IS INVALID - NEED CORRECT
81497	11/17/2010	\$707.80	2666	103731229					STORE/PO COMBINATION IS INVALID - NEED CORRECT

Download Inquiry Results

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- Expand the cells once the template opens for a clearer view of the header fields.
 - Lowe's responses will appear in column F-J.

A	B	C	D	E	F	G	H	I	J	
1	Tracking Number	2010121510646								
2	Vendor Name	Blanket Vendor Number								
3	Vendor Number	99999								
4	Vendor Contact	Jane Doe								
5	Vendor Phone Number	123-456-7890								
6	Vendor Fax Number	234-567-8901								
7	Vendor Email Address	janedoe@blanketvendor.com								
8	Vendor Inquiry Date	12/15/2010								
9										
10	Invoice or Deduction Num	Invoice or Deduction Date	Invoice or Deduction Am	Lowe's Location Num	Lowe's Purchase Order Num	Processed or Suspended Invoice Num	Paid Amount	Check Num	Check Date or Due D	Lowe's Response
11	80993	10/06/2010	\$706.00	2666	101511153					STORE/PO COMBINATION IS INVALID - NEED CORRECT INFORMATION, INVOICE AND POD
12	81034	10/08/2010	\$707.80	2666	101511153					STORE/PO COMBINATION IS INVALID - NEED CORRECT INFORMATION, INVOICE AND POD
13	81497	11/17/2010	\$707.80	2666	103731229					STORE/PO COMBINATION IS INVALID - NEED CORRECT INFORMATION, INVOICE AND POD
14										
15										
16										
17										

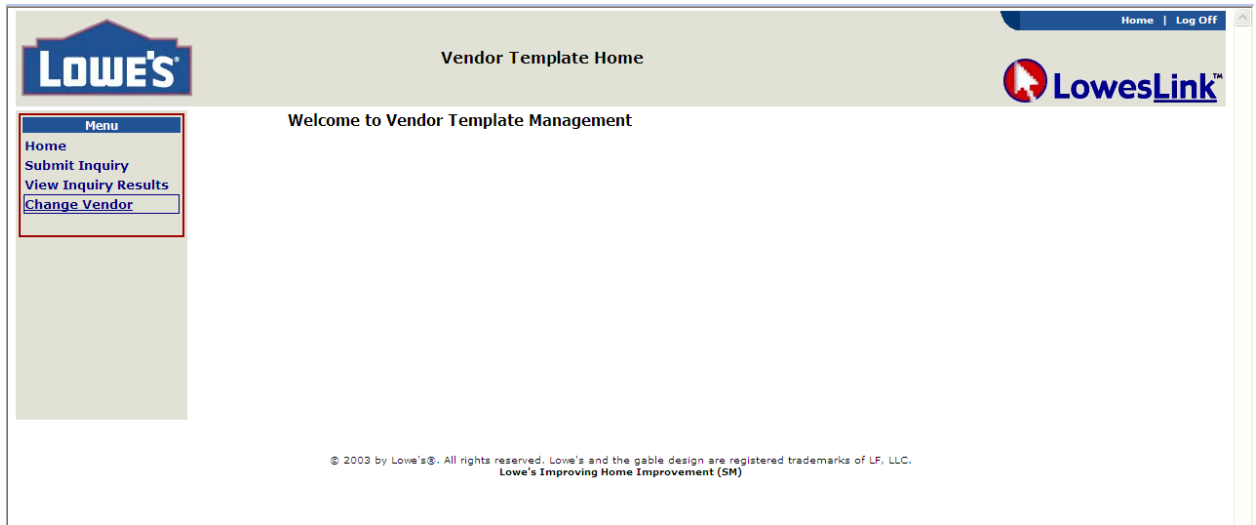
- Response examples are listed below.

INVOICE PREVIOUSLY DELETED. TRANSMIT EDI OR MAIL INV AND POD TO LOWE'S CORP TRADE PAYABLES PO BOX 1765 N.WILKESBORO, NC 28659
OPEN PO. TRANSMIT EDI OR MAIL INVOICE TO LOWE'S CORP TRADE PAYABLES PO BOX 1765 N.WILKESBORO, NC 28659
PO NOT IN OUR SYSTEM. TRANSMIT EDI OR MAIL INV AND POD TO LOWE'S CORP TRADE PAYABLES PO BOX 1765 N.WILKESBORO, NC 28659
PREVIOUS INV PROCESSED ON THIS STORE/PO COMBO. PROVIDE ALL REQUESTED INFO VIA THE LOWESLINK VENDOR INQUIRY PROB INV APP.
RECORD NOT ON FILE. INVALID STORE/PO COMBINATION. PROVIDE REQUESTED INFO VIA THE LOWESLINK VENDOR INQUIRY PROB INV APP.
INVALID STORE/PO COMBINATION. VALIDATE AND MAKE CORRECTIONS VIA THE LOWESLINK VENDOR INQUIRY PROB INV APP.

*****Due to character limit constraints, the error messages above were condensed. The chart below displays additional information.**

VENDORS WHO ARE CAPABLE OF TRANSMITTING THEIR INVOICES ELECTRONICALLY WILL BE ASSESSED A \$10 PROCESSING FEE FOR EACH PAPER INVOICE KEYED BY LOWE'S.
INQUIRIES ON CASH DISCOUNTS MUST BE EMAILED TO VENDOR.INQUIRY@LOWES.COM FOR PROCESSING. THESE REQUESTS CANNOT BE COMPLETED THROUGH THE VENDOR TEMPLATE TOOL
INVOICES THAT HAVE BEEN PREVIOUSLY DELETED FROM THE LOWE'S SYSTEM WERE REMOVED BECAUSE A RESPONSE TO OUR REQUEST FOR ADDITIONAL INFORMATION WAS NOT RECEIVED WITHIN 60 DAYS OF INITIAL INQUIRY DATE.

- **Change Vendor** – Selecting this option will allow switching to another remit vendor if multiple vendor numbers are included on your Digital Certificate.



Questions: Email Vendor.Inquiry@Lowe.com