☑		**SPEND MANAGEMENT VENDOR'S EDI PRE-CERTIFICATION CHECKLIST** *This checklist is for Lowe's Spend Management Vendor's usage in developing their EDI processes to meet Lowe's EDI requirements.* *The vendor should contact Lowe's EDI Implementation Coordinator if they cannot successfully complete all items on the checklist.*
	1	Review Lowe's Spend Management Supplier Requirements and Lowe's EDI Implementation Guidelines and understand the requirements for all inbound/outbound EDI documents. These are the links: http://www.loweslink.com/llmain/ediprocurement.htm http://www.loweslink.com/llmain/pubdocuments/spmSpendManagementSupplierRequirements10-30-13.pdf
	2	Lowe's EDI Spend Management program operates in a real-time environment and my company will retrieve/send EDI transactions multiple times throughout the business week day. Review Lowe's EDI schedule on page 2 for Procurement vendors http://www.loweslink.com/llmain/pubdocuments/EDI_QUICK_REFERENCE.pdf
	3	All EDI transactions for USA will be exchanged using Lowe's EDI ID 6135830004-08 and for Canada Lowe's EDI ID 6135830006-08. We will also provide Lowe's our unquie EDI IDS for both USA and Canada, if applicable.
	4	AS2 Communications Test protocol will be used for testing EDI transactions with Lowe's and we have successfully exchanged both an inbound/outbound EDI 997 FA with Lowe's to confirm AS2 is established. After we complete our EDI testing, we will switch to Lowe's Production AS2 protocol, test a preliminary EDI 997 FA with Lowe's to confirm we have replaced AS2 Test with AS2 Production.
	5	EDI documents will not be mixed within the same ISA. For example, will not send 855s and 997s in the same interchange. Lowe's also requires unique EDI ISA and GS Control Numbers for original and replacement transactions that are resent to Lowe's.
	6	For both testing and production, we will include a 'P' in the ISA-15 for all transactions we send to Lowe's. During testing, the transactions Lowe's will send to our company will include a 'T' in the ISA-15. Lowe's will be change ISA-15 to a 'P' when we are ready to move to production on EDI.
	7	We can process these types of EDI 850 PO and EDI 860 PO Change transactions. • PO with a single Ship To location, with a single item or multiple items, and with different delivery dates. • PO with more than one Ship To location with a single item or with multiple items, and with different delivery dates. • PO with a Temporary Ship to Address which will NOT include an actual Ship To location number as explained in the EDI 850 Specs. • PO that includes overnight delivery item detail. • PO with an alpha or alpha-numeric value for shipping to a consolidation location as explained in the EDI 850 Specs N1 segment.
	8	We will use the last EDI 860 PO Change document received for shipping, submitting the EDI 856 ASN, and invoicing. We understand changes can be applied to most of the data fields within the EDI 860 PO Change transactions from a previously received transaction.
	9	For each EDI 850 PO and EDI 860 PO Change transaction, we will return the EDI 855 PO Acknowledgment within 24-hours after the PO is transmitted to our company. When this is not feasible on weekends, it will be sent the morning of the next business day.
	10	We understand the only types of line item data changes that can be sent in the 855 are quantity, price, and delivery date. All data exceptions for the PO and PO Change will be communicated in the EDI 855.
	11	When a PO includes multiple Ship To locations, one 855 will include all of the Ship To location numbers for the order. For this scenario, we understand individual 855 transactions are NOT allowed as these will overwrite the previous 855 for the PO.
	12	The EDI 855 PO Acknowledgment will include both an Order Status and an Item Status for each item sent in the PO and PO Change. We will send these type of Statuses: • When a PO with multiple line items has an item with a change, the order level status=AC (acknowledge with change); the changed item has an item level status=IC (item changed) and all other items without a change have an item level status=IA (item accepted). • When an item is rejected for a multi-line PO, the order level status=AC (acknowledge with change); the rejected line item has an item level status=IC (item changed) plus the Quantity=Zero; all other items without a change have an item level status=IA (item accepted). • When all items are accepted on a PO without changes, the order level status=AD (acknowledge with no change) and the line item status=IA (item accepted). • When all items are rejected on a PO, the order level status=RD (rejected) and the line item status=IR (item rejected) and the Quantity=Zero. Only use RD/IR statuses when the entire PO is rejected.
	13	We understand the item description is optional in the EDI 855 but is mandatory in the EDI 856 ASN and EDI 810 Invoice. When the item description is returned to Lowe's it will match the item description as included in the PO and PO Change.
	14	For all inbound documents to Lowe's, the line item sequence and line item numbers will be returned the same as received in the PO and PO Change transactions. **We have confirmed, ALL of the data fields included for the line item in the PO or PO Change will be included in the EDI 855 PO Acknowledgment.** For example, 855 PO1-18 and PO1-19 will be populated when the 850 PO includes a value in the PO1-18 and PO1-19. This rule is the same for the 860 but the data field positions are different from those in the 850 field positions. Regardless of optional/conditional field settings, if the data exist in the 850/860, we know it is necessary to return it in the 855 POA.
	15	Before we transmit the test EDI 855 transactions, we will compare the 855 data to the PO or PO Change as well as Lowe's EDI 855 Business Example to confirm the 855 data is accurate. This is a very important step for testing.
	16	For each of the inbound transaction received from Lowe's during testing and in production, we will send an EDI 997 Functional Acknowledgement to Lowe's. It will be sent within 24-hours from the time Lowe's transmits the document to our company. When Lowe's does not receive timely 997s, we will be notified of the overdue status via email and will respond as requested in the email.

	17	During testing, Lowe's will return the EDI 997 Functional Acknowledgment for one batch of 855 transactions. If our company would like to receive additional 997s during testing, we will notify Lowe's. In production, Lowe's will send an EDI 997 FA for each inbound transaction and our company will monitor the 997s to ensure Lowe's has confirmed receipt of our transactions.
	18	We will build our 856 ASN transactions per PO per Receiving Location with the correct Ship Unit Tracking # as outlined on page 3 of the EDI 856 Specs. Lowe's Spend Management Supplier Requirements documentation for the EDI ASN has also been reviewed.
	19	With the EDI 856 ASN testing, we will also supply a copy of our Packing Slip for approval from the Spend Management Team. When the PO or PO Change includes the Requester to receive the product (N2-01 at the line item), it will be displayed on the Packing Slip.
	20	I have obtained the carrier code for USA and Canada, if applicable, to use in the EDI 856 ASN from this document http://www.loweslink.com/llmain/pubdocuments/spmSpendManagementSupplierRequirements10-30-13.pdf
	21	Before we transmit the test EDI 856 ASN transactions, we will compare the 856 data to the PO or PO Change, if sent, as well as Lowe's EDI 856 Business Example to confirm the 856 data is accurate. This is a very important step for testing.
	22	We will process the EDI 180 Return Authorization transactions as outlined in the EDI 180 Specs and Supplier Requirements. The only EDI document Lowe's requires in response to the EDI 180 is the EDI 997 FA.
	23	We have reviewed both the EDI 810 Invoice and EDI 824 Application Advice Specs and understand the 824 will transmit when the 810 has rejected. Upon receiving the EDI 824, we will send the corrected EDI 810 Invoice in its entirety. We also understand if there are additional system application errors with our 810, those will be communicated manually to our company.
	24	Before we transmit the test EDI 810 Invoice transactions, we will compare the 810 data to the PO or PO Change, if sent, and the ASN, as well as Lowe's EDI 810 Business Example to confirm the 810 data is accurate. This is a very important step for testing.
	25	Upon receiving Lowe's EDI Testing Timeline we will confirm we can meet those target dates. After all of the EDI documents are successfully tested, we will move all of the EDI documents to production at the same time.
	26	We will notify our customer support to contact our EDI Team if there are any questions from Lowe's buyer on EDI POs not being in our system. This will allow us to confirm receipt of the PO from Lowe's via EDI before they provide incorrect information to the buyer.
	27	We will develop an audit of all orders received from Lowe's to ensure the 855 POAs are returned timely and verify orders are shipped by the requested delivery date. This step should eliminate missing or delayed shipments altogether as we would be notified of an issue before Lowe's buyer recognizes their order hasn't been delivered.