

Import Vendor DART Lite Training Manual



Welcome to Import Vendor DART Lite

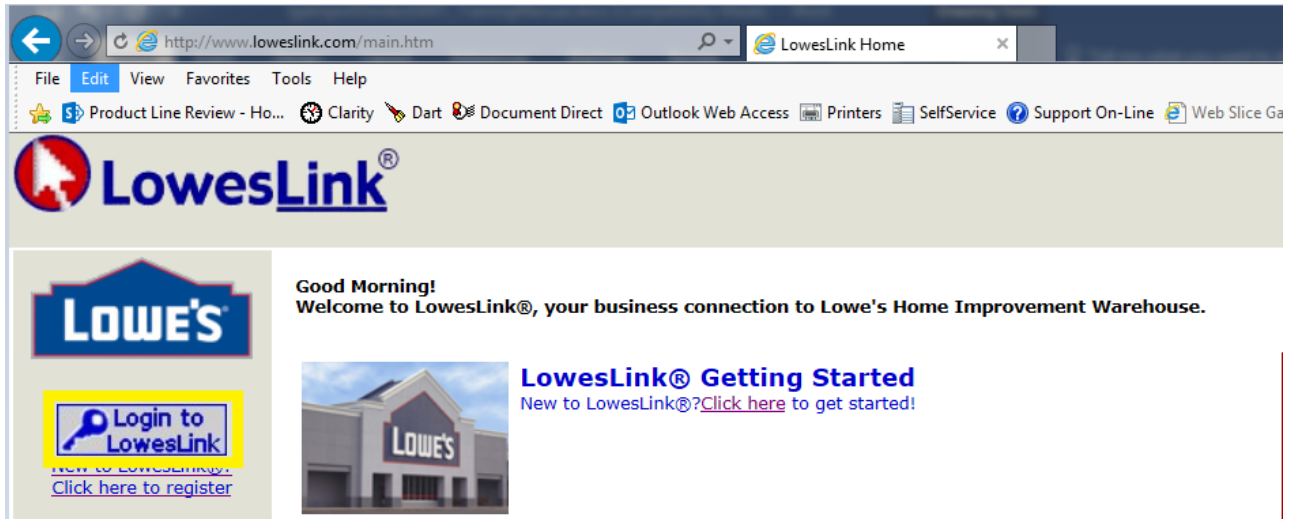
Import Vendor DART Lite is an online application accessible through LowesLink which allows vendors limited access to review performance reports for all products provided to Lowe's.

A standard report will be posted to the internet weekly and daily metrics will be updated daily. Depending on the metric, these reports will contain previous week or previous day information to include location count, sales, inventory on hand, and inventory on order by item.

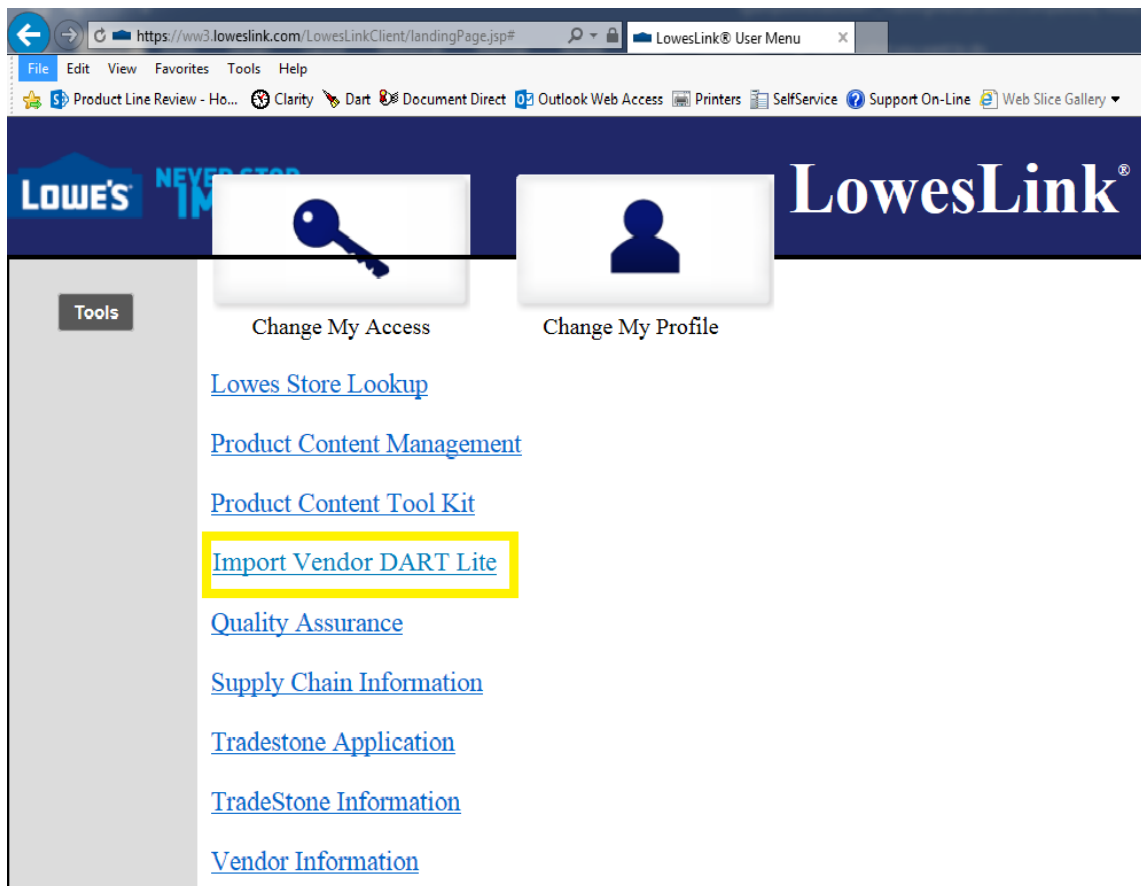
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Step 2: Login using the *Login to LowesLink* link in the upper left corner.



Step 3: Select the *Import Vendor DART Lite* application listed under the *LowesLink Applications* section to access the report(s).



Download Data

Step 1: Select the appropriate Import DART Lite report by selecting the Home Office Vendor Number. Steps 1 - 4 must be repeated for each Home Office Vendor Number.

Import Dart Lite

If you have problems accessing this data, please send an e-mail to: PCSupport@lowes.com

Last Updated: 8/1/2011

Select the Home Office Vendor Number for the report you want to retrieve

[255 - Import Dart Lite](#)

[25888 - Import Dart Lite](#)

Additional Information

- * [Download Estimator](#)
- * [Directions to Open or Save documents](#)
- * [Import Vendor DART Training Manual](#)

Step 2: Once you select the Home Office Vendor Number that you want to retrieve the report for, a pop-up box will display that the report is *Processing* as seen below.

Wait Page - Windows Internet Explorer provided by Lowe's

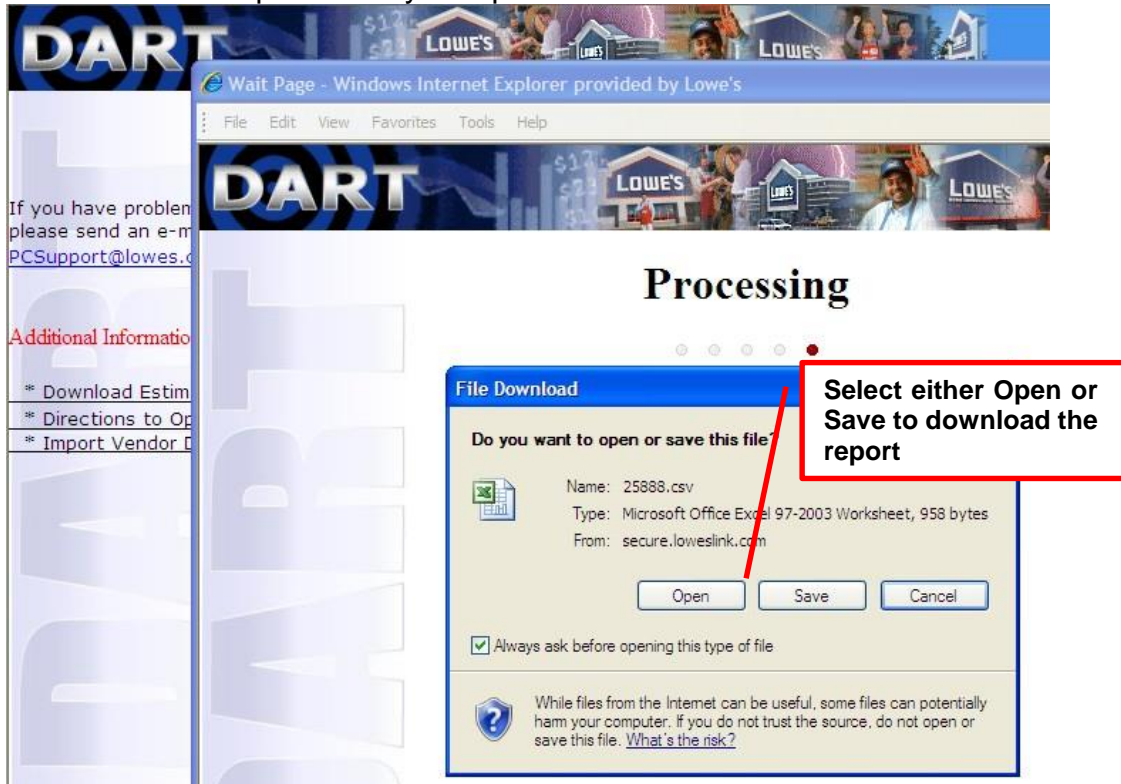
File Edit View Favorites Tools Help

Processing

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Step 3: Either the report will automatically download to MS Excel or you will be prompted to *Open* or *Save* the report.

- If it is automatically downloaded to excel, please navigate to MS Excel to retrieve your report.
- If you are prompted to either *Open* or *Save* the report, select *Open* to open the report in MS Excel without saving it to a personal folder. Select *Save* to save the report directly to a personal folder as an MS Excel document.



Step 4: The report will be downloaded as seen below and can be formatted as desired.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
	Item Number	Item Number Desc	Number of Stocking Stores	Previous Week Sales Units	LY WTD Sales Units	YTD Sales Units	LY YTD Sales Units	Inventory On Hand Units	Inventory On Order Units
1	1234	Example1	1,731	9,416	4,208	336,778	327,550	141,596	8,925
2	12345	Example2	1,731	8,482	4,035	344,948	340,131	140,085	7,725
3									
4									

This report has been formatted to allow full view of column headings.

III. Report Descriptions

Reports are updated and posted each Sunday to reflect weekly metrics as of the previous Friday, while daily metrics are updated daily according to previous day data. The reporting week for Lowe’s runs Saturday through Friday. No historical data will be maintained on LoweLink. Please make sure to download and save the report if you will need to keep a history of the data.

Import Vendor DART Lite Report Layout

	A	B	C	D	E	F	G	H	I
	Item Number	Item Number Desc	Number of Stocking Stores	Previous Week Sales Units	LY WTD Sales Units	YTD Sales Units	LY YTD Sales Units	Inventory On Hand Units	Inventory On Order Units
1	1234	Example1	1,731	9,416	4,208	336,778	327,550	141,596	8,925
2	12345	Example2	1,731	8,482	4,035	344,948	340,131	140,085	7,725
3									
4									

This report has been formatted to allow full view of column headings.

Metric Definitions

Item Number – Product item number

Item Number Description – Product item description

Number of Stocking Stores – Number of Lowe’s locations (stores and distribution centers) that are reporting data based on vendor reporting logic (this is not the number of locations where the item is stocked)

Previous Week Sales Units – Number of units sold during the previous fiscal week this year

LY WTD (Last Year’s Week to Date) Sales Units – Number of units sold week to date last year starting from the beginning of last year’s corresponding current fiscal week up to last year’s corresponding previous day

YTD (Year to Date) Sales Units – Total number of units sold this year starting from the beginning of Lowe’s fiscal calendar up to previous day

LY YTD (Last Year’s Year to Date) Sales Units – Total number of units sold last year starting from the beginning of last year’s Lowe’s fiscal calendar up to last year’s corresponding previous day

Inventory On Hand Units – Number of units the stores and distribution centers have on hand based on previous day

Inventory On Order Units – Number of units on direct order to the distribution centers or the stores based on previous day

Weekly and Daily Metrics

Weekly Metrics - Updates according to Previous Week data

- Previous Week Sales Units

Daily Metrics - Updates according to Previous Day data

- Number of Stocking Stores
- LY WTD Sales Units
- YTD Sales Units
- LY YTD Sales Units
- Inventory On Hand Units
- Inventory On Order Units

IV. Vendor Expectations

Vendors are expected to run reports weekly and maintain data in order to facilitate established expectations.

1. Prepare internal forecast of Lowe's projected purchases to facilitate:
 - a. Collaboration of purchase forecasts
 - b. Raw materials buying and Work in Progress (WIP) planning
2. Vendor to perform comparison benchmark of monthly forecasts received from Lowe's Companies, Inc. to actual sales and inventory trends to aid improvement of purchase forecast accuracy
3. Review sales patterns / trends to facilitate growth:
 - a. Opportunities to expand market if product is not being sold in all stores
 - b. New item development and / or redesign –
 - i. Are there opportunities to develop new products that may compliment or support good selling items?
 - ii. Are there design issues or improvements that can be made to existing products that would increase vendor sales?