

Getting Started

Please read this document prior to completing the forms contained within the LG Sourcing LowesLink® site.

If you have any questions, please contact your LG Sourcing representative

The information in this document outlines the requirements for all LG Sourcing vendors. Vendors and/or their representatives are responsible for compliance with all aspects of LG Sourcing requirements. In the event vendors are unable to meet or accommodate these requirements, contact your LG Sourcing representative immediately. In addition, vendors are responsible for the completion of forms / documents required for vendor setup and submission of item offers as well as other documents as identified. Referenced documents are located within the LG Sourcing LowesLink® site.

BUSINESS POLICIES / REGULATIONS AND REQUIRED FORMS

- All vendors must agree to and abide by the LGS Business Ethics Policy (**Business Ethics Statement**)
- So that we may send you 2 copies of the “LG Sourcing Master Standard Buying Agreement” (MSBA), please provide:
 - Mailing address
 - Whether your organization is a corporation, partnership, LLC, etc
 - State of jurisdiction
 - Name of person that will sign the MSBA

Please obtain the appropriate signatures on the LG Sourcing MSBA and return both signed originals. A signed copy will be returned to you for your records.

- All vendors must agree to and comply with the **Import Payment Structure**
- Complete and return the **LGS Vendor Workbook** to your LG Sourcing representative contact (International Merchandising (IM) or International Sourcing (IS)). It has 5 tabs of information:
 1. Instructions
 2. VSS – Vendor Setup Sheet – one for each Home Office and Ship From location
 3. VFS – Vendor Factory Setup - one for each factory that will be producing product.
 4. TSS – TradeStone Software user list
 5. Company Statistics
- Complete and return the **IOS/Builder** to your IM or IS contact.
 - If replacement parts are to be provided, also complete and submit the **Replacement Parts List**
- Complete the **Hazmat Form** – this is a reference for the Lowe’s codes for PCM data entry, if the item is a Hazmat item.
- Complete and return the **Product Specification Form** to your LG Sourcing representative.
- **Factory Certification / Product Testing:** As an LGS vendor you will be required to satisfactorily complete the following certification / tests. If you are unable to meet these requirements, notify your LGS representative immediately to discuss.
 - **Factory Certification:** LGS Factory Certification must be completed by LGS before mass production begins. An LGS representative will contact you to complete this process.
 - **Product Testing: Testing Program Overview** and **Testing Procedure** outlines product testing requirements and processes
 - Complete **Testing Request Form** (MTL, etc.) and **submit product for testing as soon as you receive final selections from Merchandising**. Testing should be completed as soon as possible prior to mass production. All product testing must be complete and approved. **NO EXCEPTIONS**. Submit this form with your sample to the testing lab.

11/09/2016

- Read, understand, and comply with Carton Specification, Loading and Shipping Requirements.
- Read, understand, and comply with Product Identification and Traceability Program (**Product Codes**).
- Comply with all customs and security requirements to include those outlined in:
 - **Wood Packing Material Regulations**
 - **CTPAT documents** – send to CTPAT@Lowe.com

PROCESS PRIOR TO SHIPMENT

- Confirm your container booking with the appropriate LG Sourcing office.
- Schedule your pre-shipment inspection with your LGS office representative. Vendor (Factory) is required to email the **Inspection Advice** to the respective LGS office at least **SEVEN WORKING DAYS** prior to date of final inspection. LGS expects to inspect all items on the purchase orders during one visit only. Orders must be at least 80% complete at the time of inspection. Contact the LGS office if all items will not be ready.
- Read, understand, and comply with **Documentation Requirements**
- Upload docs into TradeStone within 2 days of shipment.
- Complete **TSS entry for each shipment** within 48 hours before vessel departure.

If you have any questions please feel free to contact your LG Sourcing representative.

Thank you,

LG Sourcing, Inc.

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