

# Production Information Vendor Onboarding Job Aid

## Item Setup Checklist

### ABOUT THIS JOB AID

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Vendors follow a Product Information Vendor Onboarding process in order for customers to purchase products through Lowe's selling channels.

### PURPOSE OF JOB AID

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The purpose of this job aid is to provide a high-level process checklist to utilize during Lowe's Item Setup. Contact your Merchandising Specialist or [PCMSupport@lowes.com](mailto:PCMSupport@lowes.com) for additional support.

1. [Merchandising](#)
2. [Item Setup Process](#)
3. [Edgenet Supplier Portal](#)
4. [Product Information Key Terms](#)

### 1. MERCHANDISING

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- 1. Request a Master Standard Buying Agreement (MSBA) from your merchant. Sign and return two copies by mail
- 2. Complete the Vendor Information Sheet (VIS), which includes Defective Return Policy, Allowances and Payment Terms. Return to your merchant via email

**NOTE:** A VBU (Vendor Business Unit) or Vendor Number will be assigned once **Steps 1 & 2** are completed.

- 3. Return the signed Consignment Agreement to your merchant, if applicable, which is needed for any vendor providing consignment products
- 4. Review the [EDI Quick Reference](#) document to find contact information to begin implementation and testing
- 5. Review the [Corporate Payables](#) requirements – Electronic Data Interchange, Vendor Payment Inquiry and Store Look-Up application
- 6. Acquire the Vendor Quote Template from [Lowe'sLink](#) → PI Tool Kit or email your Merchandising Specialist

**NOTE:** Your Merchandising Specialist might have already sent this during your Product Line Review (PLR).

### 2. ITEM SETUP PROCESS

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Product Information Setup refers to Item Setup Data (barcodes, dimensions, logistical information, etc.) and Marketing Data (product data used to sell and market) which promotes the selling through Lowe's. The following list is intended for Domestic, Data Pool Vendors.

- 7. Contact [GS1](#) to obtain a GLN (Global Location Number) and Barcodes
- 8. Select a [Solution Provider](#) and publish item information (GDSN)
- 9. Complete and Email the Vendor Quote Template to your Merchandising Specialist

## Production Information Vendor Onboarding Job Aid **continued**

- 10. Once assigned a Vendor Number (VBU), access [LowesLink](#) → **Getting Started**
  - Select **Continue Here** to obtain a username and **Change My Access** to access Lowe’s systems – **Product Content Management** and **Product Information Tool Kit**
- 11. Login to [LowesLink®](#) and navigate to **Product Content Management (PCM)** to activate your VBU
  - Add GLN Information through **Stock Registration** – *be sure to save*
  - Ensure your brand exists on the Lowe’s Controlled Brand List
    - Review [Brand Name Quick Reference Guide](#)
    - Review the [Add or Update a Brand Name Job Aid](#)
- 12. Access Edgenet’s [Supplier Portal](#) to populate initial GDSN data and Marketing Data
- 13. Product Information will subscribe to the GTIN’s

If	Then
Failed validations	Review your PCM <b>Notifications</b> tab for GTIN failures Partner with your Solution Provider to correct and republish errors
No validation failures	The GTIN’s will go into PCM for Item Setup approval

- 14. If you have hazardous products, review your PCM **Notifications** tab for any requests labeled **Hazardous Materials Information Request**.
  - Open and complete the **Hazardous Material Safety Data Sheet Template** linked within the notification and mail it to the address provided
- 15. Item Setup Specialists will approve/reject vendor provided marketing data.

### 3. EDGENET SUPPLIER PORTAL

The Item Setup Process is initiated and completed after providing Marketing Data into Edgenet’s system.

- 16. Access Edgenet’s [Supplier Portal](#)
  - Populate initial GDSN data
  - Populate Marketing Data
    - Review account for *Lowe’s Notes* that rejects Marketing data
    - Make edits, certify, and send the corrections, as necessary
  - Upload Digital Assets
  - Certify and Send Marketing Data to Lowe’s

**NOTE:** For Supplier Portal support contact [pccsupport@edgenet.com](mailto:pccsupport@edgenet.com) or call 877-EDGENET



## Production Information Vendor Onboarding Job Aid continued

### 4. PRODUCT INFORMATION KEY TERMS

Lowes Term:	Definition:
<b>Digital Assets</b>	Images of a product, product manuals, installation guides, etc., that are submitted with marketing data and uploaded to Edgenet's Supplier Portal by the vendor.
<b>Digital Certificate</b> – For use on LowesLink®	Used to access secured (behind-the-firewall) applications of LowesLink®. Vendors must have digital certificates to access applications like the Marketing Data Tool and PCM.
<b>eCat</b> – Electronic catalog (special order catalog)	Lowes's system that controls pricing and cost for Special Order Sales (SOS) products.
<b>EDI</b> – Electronic Data Interchange	Lowes's system to receive vendor's orders.
<b>Edgenet Supplier Portal</b>	Product data management platform for vendors to manage products and send marketing data.
<b>GDSN – Global Data Synchronization Network</b>	Electronic transfer of standardized product and location data that maintains continuous synchronization with the ability to update information. GDSN is used at Lowes's to refer to basic item information, including barcode, dimensions, model number, vendor number, etc.
<b>GLN – Global Location Number</b>	Globally unique number assigned by company location. Lowes's uses the Information Provider GLN for all GDSN transactions.
<b>GTIN – Global Trade Identification Number</b>	Globally unique number for each packaging level of an item. A different GTIN (barcode) is assigned to each level of a hierarchy per item: pallet, case, inner pack and each.
<b>LowesLink®</b> – <a href="http://www.loweslink.com">www.loweslink.com</a>	A website used for internal and external use. Lowes's has public pages available for everyone and secured pages that require digital certificates for access.
<b>MS – Merchandising Specialist</b>	Acts as the Merchandising liaison between vendors, Marketing, Logistics, Planogram, all support groups and the stores.
<b>PCM – Product Content Management</b>	Lowes's application for its internal management of the data synchronization process. Vendors access this through LowesLink®.
<b>Product Information Tool Kit</b>	Product Information's application for collecting marketing data on LowesLink®. Houses the PI Builder and GDSN and Marketing Data information
<b>Solution Provider – Data Sync Company</b>	Third party that is paid to assist vendors successfully publish/synchronize GDSN data.
<b>SOS – Special Order Sales</b>	Sale of product that is not stocked in Lowes's stores.
<b>VBU – Vendor Business Unit (Lowes's Vendor Number)</b>	Vendor Number assigned by Lowes's and used solely by Lowes's. A company can have more than one VBU.
<b>VQT – Vendor Quote Template</b>	Omni-Channel document that collects supply chain, GDSN, and cost information. Obtain from <a href="#">LowesLink</a> → PI Tool Kit or from Merchandising Specialist (Domestic), International Merchant (Import), or Sourcing Specialist (Import)