

How to Set-Up New Items at Lowe's

Dear Lowe's Supplier Partner,

As a result of Lowe's move to data synchronization, our item set-up processes have changed. Below are the steps we must jointly perform in order to effectively set-up your new items at Lowe's, and expedite making your products available to our mutual customers.

Data Pool Vendors

Product data is shared electronically with Lowe's through the Global Data Synchronization Network (GDSN). This is preferred and ideal for vendors supplying data to more than one retailer in the GDSN, and/or vendors supplying multiple products to Lowe's.

1. Reach agreement with Merchandising on what products / GTINs you will be selling to Lowe's.
2. Notify the person at your company responsible for data sync of the new products / GTINs you will be selling to Lowe's. **(This is important!)**
3. If they have not already, your data sync person should immediately register those products, submit the data, and indicate Lowe's as a recipient via your solution provider / data pool.
 - *In addition, you may be able to publish your GTIN data to Lowe's at this time, in advance of Lowe's subscription – check with your data pool on their solution offering. **(If possible, publish!)***
4. Complete the shortened Item Set-Up sheet and submit to your Merchandising Assistant (MA). This includes costs for stock products. You can now publish to Lowe's (unless already published to Lowe's in step 3).
5. The Lowe's MA will issue a subscription for the highest level GTIN provided on your Item Set-Up sheet.
 - *If your Merchandising Division is active in our Marketing Data Initiative via Big Hammer, you will also receive subscriptions for marketing data and images via Big Hammer. For more information on Lowe's Marketing Data Initiative, please visit <http://www.bighammer.com/lowes>.*
6. Your GDSN data must be published successfully to Lowe's (all errors handled) within one week or **less** of Lowe's MA subscription.
 - *Even if your data passed validations at your data pool, your publication must also pass Lowe's validations.*
7. Login to PCM daily to see if you have worklist tasks and / or notifications (this includes error messaging).
8. If your data fails Lowe's validations, you will receive a "Review" message via your data pool, and a notification in PCM providing more detail on the validation issue(s). Please address the issue(s) and republish.
9. Once your data passes validations and is approved by Lowe's staff, your item set-up will be complete and you will receive an approval notification in PCM.
10. For SOS product, please submit the eCat Cost Spreadsheet to eCatUpload@lowes.com.

Web Vendors

Product data is manually entered directly into Lowe's PCM application for Lowe's use only. This is an acceptable approach for small suppliers providing very few products exclusively to Lowe's.

1. Reach agreement with Merchandising on what products / barcodes you will be selling to Lowe's.
2. Complete the shortened Item Set-Up sheet or Item Offer Sheet (for Import Vendors) and submit to your Merchandising Assistant (MA). This includes costs for stock products.
3. The Lowe's MA will issue a subscription for the highest level barcode provided on your Item Set-Up sheet.
 - *If your Merchandising Division is active in our Marketing Data Initiative via Big Hammer, you will also receive subscriptions for marketing data and images via Big Hammer. For more information on Lowe's Marketing Data Initiative, please visit <http://www.bighammer.com/lowes>*
4. Login to PCM daily to see if you have worklist tasks.
5. Once the MA issues the subscription, you will receive a worklist task in PCM. This is a link that will take you directly to the data screens for submitting your product information to Lowe's for item set-up..
6. Provide all required product data via PCM webforms and submit. For additional information, please see the PCM Web Vendor Quick Reference Guide – New Item Set-Up at: www.loweslink.com/VendorDataSynchronization.htm
7. As you enter your data, you may receive error messages as PCM will be working through Lowe's validations. Please correct your data as necessary.
8. Once your data is submitted and is approved by Lowe's staff, your item set-up will be complete and you will receive an approval notification in PCM.
9. For SOS product, please submit the eCat Cost Spreadsheet to eCatUpload@lowes.com.

For Additional Information

Lowe's Product Information Team

- Website: www.loweslink.com
- Email: http://lowespcm.ecusthelp.com
- Phone: 866-808-7104

1SYNC (Lowe's Preferred Data Pool)

- Website: www.1sync.org
- Email: lowesinfo@1sync.org
- Phone: 866-280-4013