

How to Synchronize Data and Setup New Items

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How to Initiate Data Synchronization

1. Obtain your digital certificate or EDI Web form from LowesLink®:
http://www.loweslink.com/llmain/edi_webforms.htm.
2. Obtain a GLN through GS1 at the Web site: www.gs1us.org/standards/barcodes/ean_upc.
NOTE: if you have any other GLN questions, more information can be found here:
www.gs1us.org/standards/identification_numbers/global_location_number.
3. Login to PCM to activate your Vendor Number.
4. Determine your GDSN Solution Provider and contact them register. Lowe's preferred GDSN Solution Provider is 1SYNC. The Solution Provider/Third Party Contact List document details recommended parties to assist with your GDSN services.
5. Determine if you are a Data Pool or Web vendor. For **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. For **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. Utilize either the Data Pool or Web vendor sections below to complete data synchronization.
6. Make sure your brand name is on the Lowe's Controlled Brand List. If not, you need to submit it to be added. Please see the [Lowe's Controlled Brand List](#) where you can view the list and learn about submitting a new brand. For more information on Lowe's brand process and how to troubleshoot, please see the [How to Add or Update a Brand Name](#).

Data Synchronization Steps

GDSN Data Sync (You must sync GDSN data to *sell* your item with Lowe's):

1. Once you are registered with your Solution Provider, you will publish your data into their Data Pool.
2. Request that your Solution Provider assist you with pulling a Publication Report, a report that Lowe's requires to validate that you have published your data.
3. Request your Merchandising Specialist (MS) send you the Item Set-Up Sheet or find the [PCM Item Set-Up Sheet](#) posted on the Product Information site on LowesLink®.
4. Fill out the Item Set-Up Sheet, and copy and paste the Publication Report from Step 6 into the last tab labeled GDSN Publication. Send this information to your MS when complete. Please note, if you have questions about what tabs or columns need to be filled out, contact your MS.
5. The MS sets-up the items in Lowe's PCM system, assigns Lowe's item numbers and subscribes to the data. The MS notifies you when he/she has subscribed and you are also notified via your Solution Provider.



6. Once the MS subscribes, you need to check your Solution Provider's Data Pool to review the status of your items. Be sure to check the status of your items daily. If your data fails validations, Lowe's will not be able to sell your item until the data is corrected.

- **Accept** = Lowe's has received the data and is reviewing it.
- **Review** = data failed validations and you need to correct and re-publish.
- **Synchronized** = data passed all validations and is synchronized with Lowe's.

Keep in mind your GDSN data goes through automated validations and Lowe's validations. You will receive notifications via your Solution Provider and in PCM if your data fails validations. At this point, you should contact your Solution Provider for assistance in correcting the data and re-publishing it to Lowe's.

7. When your data is synchronized, you are complete with the GDSN data sync process and your items can be sold at Lowe's.

For SOS items only, complete Step 8.

8. You will need to set up SOS costs, lead time, direct delivery, etc. If you need additional assistance, visit the Frequently Asked Questions about Special Order Sales under the Help tab on LowesLink®.

You must submit the cost spreadsheet to eCatUpload@Lowe.com and it must be accepted in **30 days** from the time your GDSN data is synchronized with Lowe's.

How to Set-Up New Items at Lowe's

Data Pool Vendors

For 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 Specialist (MS). This includes costs for stock products. You can now publish to Lowe's (unless already published to Lowe's in Step 3).
5. Your Lowe's MS will issue a subscription for the highest-level GTIN provided on your Item Set-Up sheet.
6. Your GDSN data must be published successfully to Lowe's (all errors handled) within one week or less of Lowe's MS subscription. *Please note: 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) to resolve.



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, your item setup is complete and you will receive an approval notification in PCM.
10. For SOS product, please submit the eCat Cost Spreadsheet to eCatUpload@Lowe.com.

Web Vendors

For 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 Specialist (MS). This includes costs for stock products.
3. Your Lowe's MS will issue a subscription for the highest-level barcode provided on your Item Set-Up sheet.
4. Login to PCM [daily](#) to see if you have worklist tasks to complete.
5. Once the MS 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 setup.
6. Provide [all required](#) product data via PCM Web forms and submit. For additional information, please see the [PCM Overview for Web Vendors](#).
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, your item setup is 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, Contact

- Lowe's Product Information:
Web site: www.LowesLink.com
Support Portal: <http://lowespcm.nfpondemand.com>
Phone: 866.808.7104
- 1SYNC (Lowe's Preferred Data Pool):
Web site: www.1SYNC.org
Email: LowesInfo@1SYNC.org
Phone: 866.280.4013

