

# Lowe's Vendor Onboarding Checklist

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Vendor Partners follow an Onboarding process to provide required documents and data needed to successfully setup a company as an approved vendor or supplier and to enable your organization to efficiently conduct business and selling product to Lowe's.

## Vendor Required Documents

1. Request a Master Standard Buying Agreement (MSBA) from your Merchant.
2. Complete the Vendor Information Sheet (VIS), which includes Defective Return Policy, Allowances and Payment Terms. Return to your Merchandising Specialist.
3. Review [EDI Requirement](#) documents to begin implementation and testing.
4. Review [Corporate Payables Requirements](#) – Electronic Data Interchange, Vendor Payment Inquiry, and Store Look-Up application.

- After steps 1-4 are completed a VBU (Vendor Business Unit) will be assigned.

**\*NOTE:** All documentation and information that you will need during Vendor Onboarding, Item Setup, etc is available on [Lowe'slink](#). Signup for access and Lowe'slink ID for critical information and documents necessary to have a successful business with Lowe's.

## VENDOR ONBOARDING WITH ITEM SETUP/PRODUCT INFORMATION

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.

5. Contact [GS1](#) to obtain Global Location Number (GLN) and barcodes, and select a [Solution Provider](#).
6. Once assigned a vendor number (VBU), access [Lowe'slink](#) and select “Getting Started” from the header menu. Then select “Continue Here” to obtain a username and “Change My Access” to Lowe's systems – **Product Content Management** and **Product Information Tool Kit**.
7. Login to [Lowe'slink](#) and navigate to **Product Content Management (PCM)** to activate your vendor number (VBU).
  - Add GLN information through **Stock Registration->GLN Information->Add and Save**.
    - Ensure your brand exists on the Lowe's Controlled Brand List. [Add or Update Brand Name](#)
8. Complete and email the **Vendor Quote Template (VQT)** to your Merchandising Specialist.
  - Obtain from [Lowe'slink](#) -> **Product Information Tool Kit** -> **Vendor Quote Template**
9. Access [Edgenet's Supplier Portal](#) to populate initial GDSN data and Marketing Data
10. Item Setup Specialists will approve/reject vendor provided marketing data.

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## VENDOR ONBOARDING WITH EDGENET SUPPLIER PORTAL

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

### 11. 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.

## VENDOR ONBOARDING WITH EDI (ELECTRONIC DATA INTERCHANGE)

Being a Vendor Partner with Lowe's, it is necessary to be setup with EDI. This will allow vendors and Lowe's to communicate electronically submitting Purchase Orders, Invoices, and Functional Acknowledgement. **\*\*NOTE:** Getting setup through EDI can occur at anytime during the Vendor Onboarding process. Lowe's offers 2 options which allow vendors to meet EDI requirements.

- Traditional EDI
- Loweslink Webforms

12. Login to [Loweslink](#) and navigate to **Electronic Data Interchange (EDI)** -> select **"Traditional EDI"** -> select **"Vendor EDI Registration"**, complete, and return to [EDI-Implementation@Lowe.com](mailto:EDI-Implementation@Lowe.com). Users will follow the same steps for Webforms, by selecting the **"Webforms"** link.

13. Once the appropriate registration form is received, along with the information below, EDI-Implementation will begin the EDI/WebForm testing process with your company.
- **Stock Vendors** must have a valid item and Lowe's Merchandising Program available to begin testing.
    - Your Lowe's Merchandising contact will let you know once this is available.
  - **SOS Vendors** must have an electronic catalog set up with Lowe's to begin testing.
    - Your Lowe's Merchandising/SOS contact will work with you to set up this catalog.
    - EDI will notify **CommerceHub** for SOS Business. Any questions regarding SOS setup/business contact > [commercehubsupport@lowes.com](mailto:commercehubsupport@lowes.com)

## VENDOR ONBOARDING WITH SUPPLY CHAIN

Vendors should review the below steps to ensure a high-level understanding of the on-boarding process with the Supply Chain department. **\*NOTE:** While working on the Merchandising and Item Setup on-boarding processes, each vendor should be simultaneously working on the [Supply Chain on-boarding](#) processes.

14. Determine the channel and shipment method that the company will use. Vendors will work with their Merchants and Supply Chain teams during Item Setup to determine the most optimal option.
15. For import vendors (only) signup for **TradeStone**: which provides information for vendor setup, product development, factory certification, product testing, purchase order placement, pre-shipment inspection

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activities, shipping instruction, to documentation and ASN's, and all other critical processes related to import transactions.

- **External** users to Lowe's
  - Home Office (HO) Primary Contact authorization is needed.
  - Primary Contact emails an **LGS Vendor Workbook (LowesLink > LG Sourcing > Forms)** to the International Sourcing (IS) or International Merchandising Manager (IMM) with the TSS tab completed
  - **Training** resources (Training Modules / software simulation and printable **User Guides**) are available in LowesLink secure sign-in > **TradeStone Information**

16. Confirm company is ready to receive Purchase Orders (POs) through the EDI

- Vendors will work with their EDI partners to ensure their system is setup correctly and ready to receive Purchase Orders through the Lowe's EDI system.

17. Ensure products are ready to complete the sample process

- Work with your Supply Chain Planner to ensure product/shipping complies with Lowe's operating standards.
- Review the [General Packaging Requirements](#) to ensure you are compliant

18. \*Review the [Vendor Data Options](#) to determine the best option for the company

- Vendor Dart
- Vendor Dart Lite: Import/Nursery vendors

19. Review the [Vendor Compliance Policy](#) and ensure setup to receive a report card

- Monthly Report Cards
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