



# **Lowe'sLink<sup>®</sup>**

## **Spend Management (SM)**

**Accepting the Supplier Agreement – United States**

**Effective Date: June 26, 2017**

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# Agenda

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# Expectations

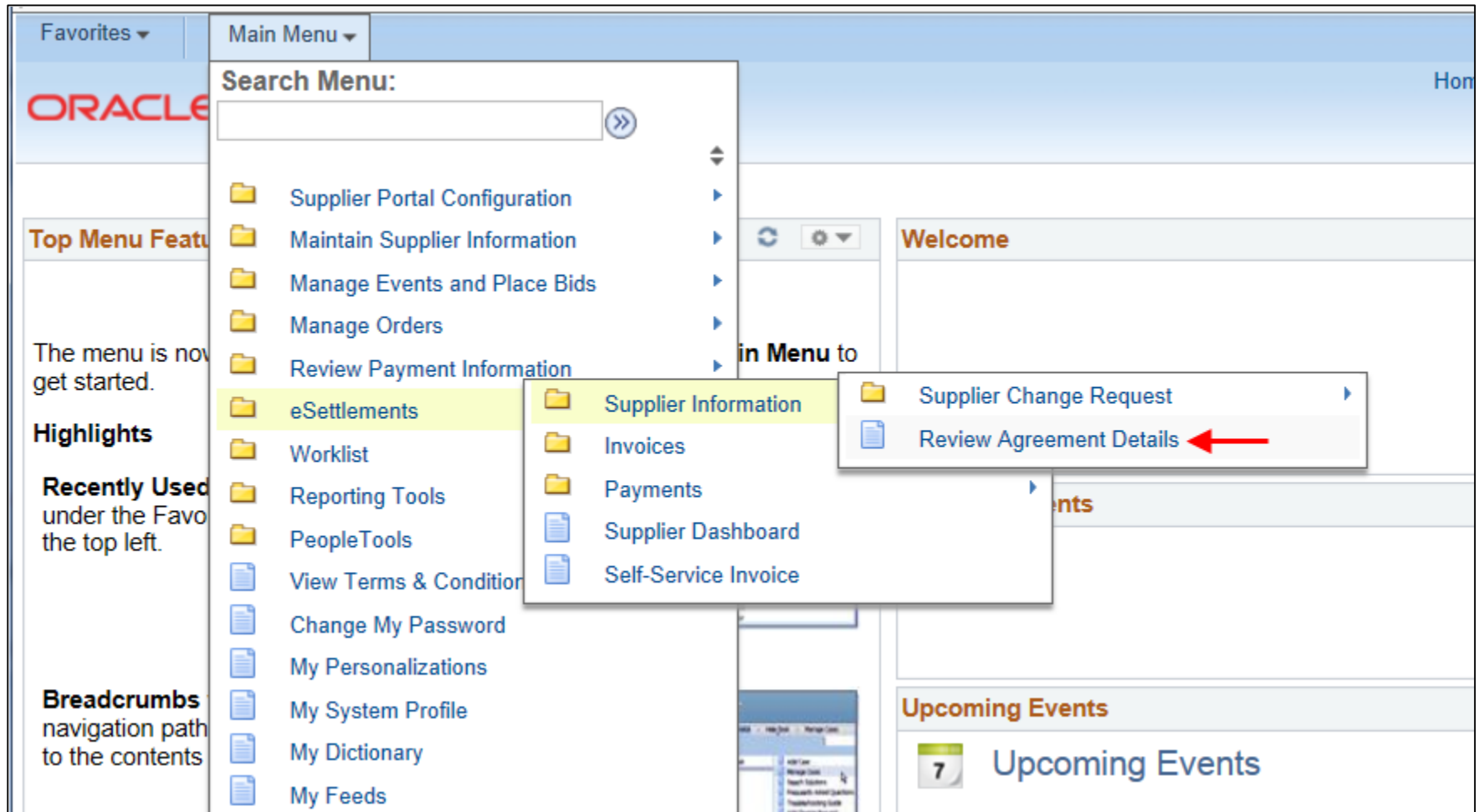
- This guide is written with the expectation that the user is registered for Spend Management.
- If not registered, please refer to the *LowesLink® Registration and Requesting Access to Spend Management* document located at [www.LowesLink.com](http://www.LowesLink.com) > Existing Partner Information > Spend Management Expense Vendor Information > For New Vendors.
- Also, that the user is familiar with logging into LowesLink®, locating the Spend Management US & Canada link, and logging into Oracle.
- If unfamiliar with logging in, please refer to the ***Logging into LowesLink® and Spend Management*** document located at [www.LowesLink.com](http://www.LowesLink.com) > Existing Partner Information > Spend Management Expense Vendor Information > Job Aids.
- If having login issues, please refer to the ***Login Password Issues*** document located at [www.LowesLink.com](http://www.LowesLink.com) > Existing Partner Information > Spend Management Expense Vendor Information > Job Aids.

# Information Regarding Accepting the Supplier Agreement

- Lowe's Expense SSI adds the agreement in the system.
- Accepting the Supplier Agreement **must** be completed in order to submit an invoice for payment via the Self-Service Invoice process.
- This process only needs to be completed once.
- Any registered user for each supplier (vendor) number may complete the agreement.

# Navigate to Review Agreement Details

Navigate: eSettlements > Supplier Information > Review Agreement Details option.



# Accessing the Supplier Agreement

- Click the *EXP01* link to access the agreement for US Suppliers.

Favorites ▾ | Main Menu ▾ > eSettlements ▾ > Supplier Information ▾ > Review Agreement Details


**ORACLE**

Agreement Inquiry


Review Agreement Details

Inquiry

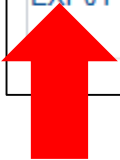
**Search Criteria**

Buyer  

Agreement Status

**Search Results** Personalize | Find | View All |  First ◀ 1 of 1 ▶ Last

Buyer	Buyer Name	Supplier Name	Supplier Location	Agreement Status
<a href="#">EXP01</a>	Lowes US Expenses	Supplier Name Displays Here	MAIN LOCATION	Ready for Review by Supplier



# Accepting the Supplier Agreement

Favorites ▾ Main Menu ▾ > eSettlements ▾ > Supplier Information ▾ > Review Agreement Details

**ORACLE**

Supplier

**Agreement Reference**

Buyer EXP01 Lowes US Expenses  
Supplier **10 Digit Supplier # Displays Here** **Supplier Name Displays Here** Location MAIN LOCATION

**Comments**

Customer Ref ID   
Comments   
254 characters remaining

**Agreement Information**

Remit Supplier Used  
Supplier Name   Location  ▾  
 Copy from one PO Only

**Payment Terms Options**

Use Payment Terms From  ▾

**Supplier Payment Terms** First ◀ 1 of 12 ▶ Last

Payment Terms NET 030 DAYS  
Payment Terms effective as of 01/11/2012

[Return to Agreement Registration Inquiry](#)

- Click the Accept Agreement button to approve.

# Once the Supplier Agreement is Accepted

- Once the supplier accepts the agreement, an email will automatically be sent to Lowe's Expense SSI who will then accept on behalf of Lowe's.
- Note: This is a one time step for both the supplier and Lowe's.
- Once Lowe's has accepted the agreement, an email will automatically be sent to the supplier notifying them they can now begin submitting invoices.



# For Assistance with Accepting the Supplier Agreement – United States:

Email [ExpenseSSI@lowes.com](mailto:ExpenseSSI@lowes.com)

or

Call our Finance Resource Center at 336-658-2121,  
select option 3 for LowesLink<sup>®</sup> then  
select option 3 for Spend Management (Expense SSI)