



Lowe'sLink[®]

Spend Management (SM)

Accepting the Supplier Agreement – Canada

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 > 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 > 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 > 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.

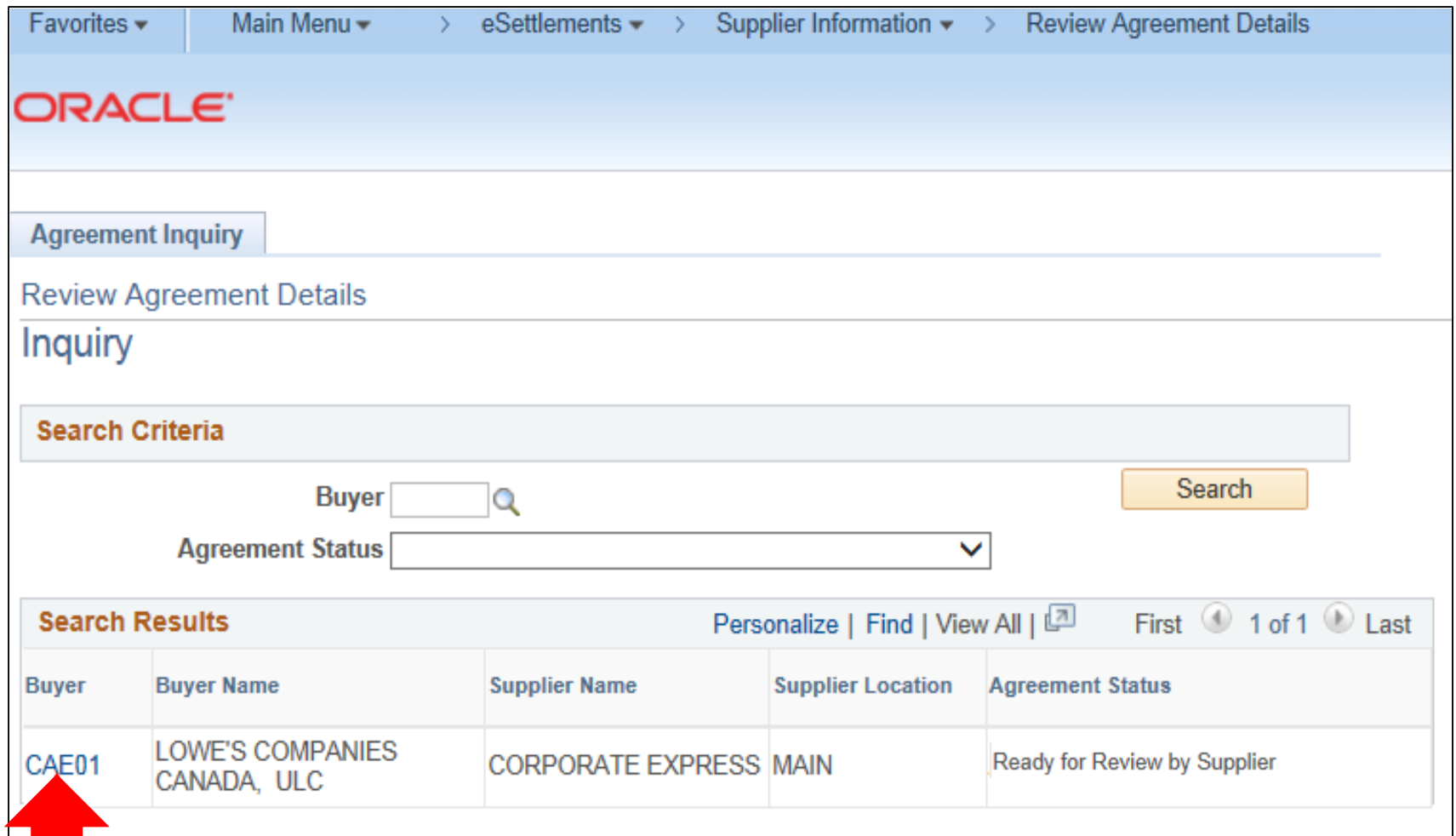
Navigate to eSettlements

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

The screenshot displays the Oracle Supplier Portal interface. On the left, there is a navigation sidebar with sections for 'Favorites', 'Top Menu Features', 'Highlights', and 'Breadcrumbs'. The 'Main Menu' is expanded, showing a 'Search Menu' field and a list of categories. The 'eSettlements' category is highlighted in yellow. A sub-menu for 'eSettlements' is open, listing 'Supplier Information', 'Invoices', 'Payments', 'Supplier Dashboard', and 'Self-Service Invoice'. The 'Supplier Information' sub-menu is also open, showing 'Supplier Change Request' and 'Review Agreement Details'. A red arrow points to the 'Review Agreement Details' option. The background shows a 'Welcome' message and an 'Upcoming Events' section.

Accessing the Supplier Agreement

- Click the **CAE01** link to access the agreement for Canada Suppliers.



The screenshot shows the Oracle Supplier Information Review Agreement Details page. The breadcrumb trail is: Favorites > Main Menu > eSettlements > Supplier Information > Review Agreement Details. The Oracle logo is visible in the top left. The page title is "Review Agreement Details Inquiry". Below the title is a "Search Criteria" section with a "Buyer" search box containing a magnifying glass icon, an "Agreement Status" dropdown menu, and a "Search" button. The "Search Results" section shows a table with one result. A red arrow points to the "CAE01" link in the first column of the table.

Buyer	Buyer Name	Supplier Name	Supplier Location	Agreement Status
CAE01	LOWE'S COMPANIES CANADA, ULC	CORPORATE EXPRESS	MAIN	Ready for Review by Supplier

Accepting the Supplier Agreement

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

ORACLE

Supplier

Agreement Reference

Buyer CAE01 LOWE'S COMPANIES CANADA, ULC
Supplier 10 Digit Supplier # Displays Here Supplier Name Displays Here Location MAIN

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 4 ▶ Last

Payment Terms

Payment Terms effective as of 01/08/2014

[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 - Canada:

Email ExpenseSSI@lowes.com

or

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