



Lowe'sLink[®]

Spend Management

Maintaining Supplier Information

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.

Introduction

Maintaining Supplier Information allows suppliers to edit contact information.

This information is used in the distribution of purchase order (PO) confirmation and dispatch communications.

Maintaining Supplier Information

- Navigate: Main Menu > Maintain Supplier Information > Addresses.
- This page will list all of the addresses that Lowe's has as part of the expense vendor profile.

The screenshot shows the Oracle Supplier Portal interface. The top navigation bar includes 'Favorites', 'Main Menu', and 'Home'. A 'Search Menu' box is present. The 'Main Menu' is expanded, showing a list of options: 'Supplier Portal Configuration', 'Maintain Supplier Information' (highlighted), 'Manage Events and Place Bids', 'Manage Orders', 'Review Payment Information', 'eSettlements', 'Worklist', 'Reporting Tools', 'PeopleTools', 'View Terms & Conditions', 'Change My Password', 'My Personalizations', 'My System Profile', 'My Dictionary', and 'My Feeds'. The 'Maintain Supplier Information' option is further expanded to show 'Supplier Change Request', 'Addresses' (indicated by a red arrow), and 'Contacts'. The left sidebar contains sections for 'Top Menu Features', 'Highlights', 'Recently Used', and 'Breadcrumbs'. The right sidebar features 'Announcements' and 'Upcoming Events'.

Maintaining Supplier Information

- Navigate: Main Menu > Maintain Supplier Information > Addresses.
- This page will list all of the addresses that Lowe's has as part of the expense vendor profile.
- Notice the Remit Address Edit and Inactive options cannot be changed.

The screenshot shows the Oracle 'Maintain Supplier Information' page. The breadcrumb trail is 'Main Menu > Maintain Supplier Information > Addresses'. The page title is 'Maintain Addresses' with a subtitle 'Current Addresses' and a note 'Supplier Name Displays Here'. Below this is the 'Address List' table with columns for 'Description', 'Address Type', and actions. The 'REMIT' row has disabled 'Edit' and 'Inactive' buttons, while the 'ORDER' row has active buttons. A 'Add a New Address' button is located at the bottom left of the table area.

Description	Address Type		
REMIT	Business	<input type="button" value="Edit"/>	<input type="button" value="Inactive"/>
ORDER	Business	<input type="button" value="Edit"/>	<input type="button" value="Inactive"/>

Edit Order Address

- The REMIT address information can **not** be edited. If there are any issues with this address, please contact the Lowe's Buyer.
- The Order address can be edited.

The screenshot shows the Oracle 'Maintain Addresses' interface. The breadcrumb trail is 'Favorites > Main Menu > Maintain Supplier Information > Addresses'. The page title is 'Maintain Addresses' with a sub-section 'Current Addresses' and the note 'Supplier Name Displays Here'. Below this is an 'Address List' table with columns for 'Description' and 'Address Type'. The table contains two rows: 'REMIT' (Business) and 'ORDER' (Business). Each row has 'Edit' and 'Inactive' buttons. A red arrow points to the 'Edit' button for the 'ORDER' address. At the bottom left, there is a button labeled 'Add a New Address'.

Description	Address Type		
REMIT	Business	Edit	Inactive
ORDER	Business	Edit	Inactive

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Edit Order Address

- Edit the necessary fields then click the Save button at the bottom left of the screen.
- Any changes made to this page are effective immediately.

Note:
The information populated for this example is for Lowe's Companies, Incorporated.

This contains the Email ID field- the email address that the PO confirmation / dispatch emails are sent to.

*Type	Prefix	Phone	Ext		
Business Phone	336	658-4000	1234	Add	Delete
Other	336	658-1122		Add	Delete

Date Change Will Take Effect: 06/13/2017 (example: 12/31/2000)

Return to Current Addresses Future Address

Save **When updates are complete, click the Save button.**

* Required Field

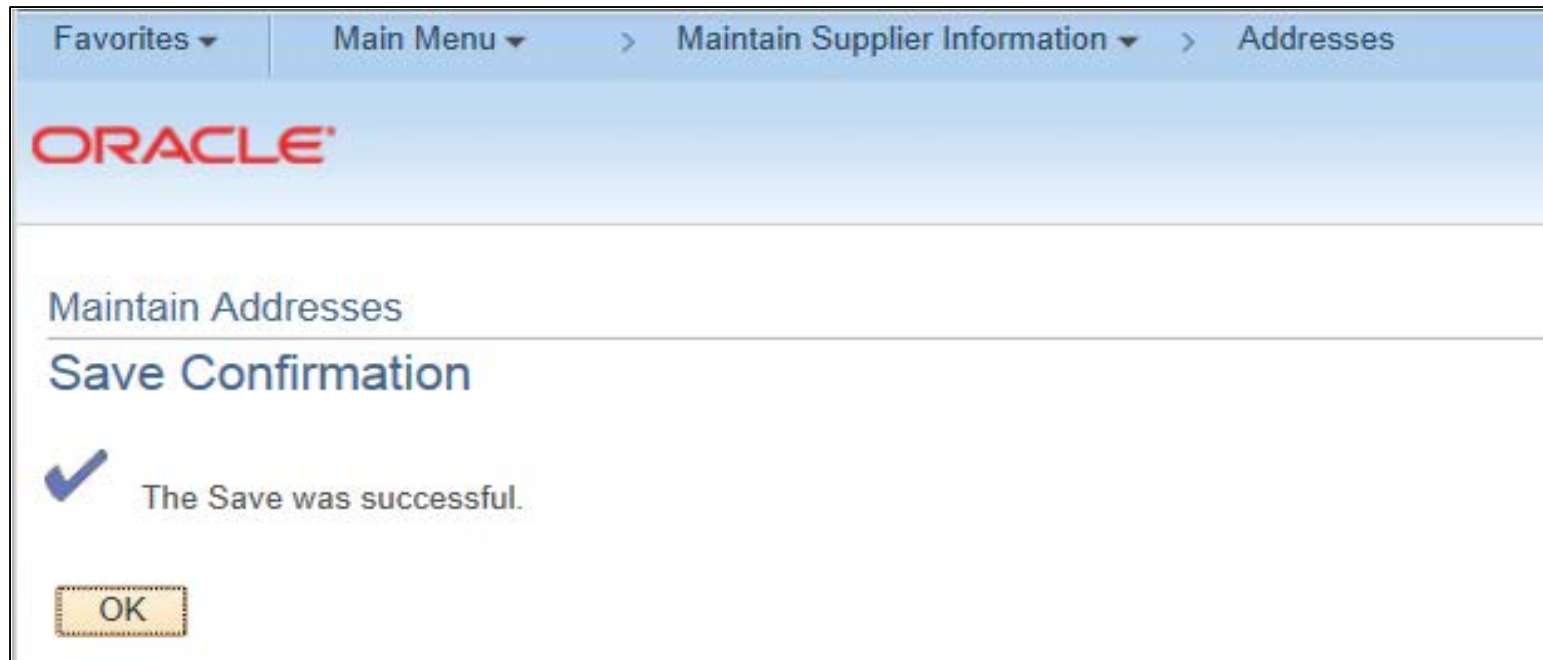
Email ID Field

- *Order* address contains the *Email ID* field. This is the email address to which the PO confirmation/dispatch emails are sent.
- Note: The Email ID field can contain up to 60 characters, which may include multiple email addresses.

Email ID

Save Confirmation

- Click the OK button when the Save Confirmation displays.



For Assistance with Maintaining Supplier Information:

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)