Spend Management Supplier Requirements

The purpose of the following data processing requirements is to provide Lowe's Procurement Suppliers with guidelines to ensure we are exchanging data timely and accurately. Each Supplier should take the necessary steps to comply with these business rules.

General Rules – Electronic Data Interchange (EDI) versus eSupplier

Lowe's Non-Trade (product/services not re-sellable in Lowe's stores in the USA and Canada) Suppliers must receive and transmit business documents with Lowe's in an electronic format. Two options are available to exchange data electronically with Lowe's using either EDI or the Oracle PeopleSoft eSupplier/eSettlements Portal application. For large volume Suppliers, Electronic Data Interchange (EDI) offers an automated solution to exchange data with Lowe's. EDI formatted documents follow ANSI standards and are exchanged via the internet using AS2 protocol. For smaller volume Suppliers, eSupplier/eSettlements Portal offers an easy web-enabled solution to exchange data with Lowe's. eSupplier/eSettlements Portal allows a non-EDI capable Supplier to manually review and submit documents via Lowe's PeopleSoft system via the internet. For large volume Suppliers, the Supplier should consider EDI as their method to exchange data with Lowe's.

Lowe's Procurement team and your Lowe's Direct Contact will work with each Supplier to determine the best method for exchanging data with Lowe's based on volume and dollar amount of the transactions. Typically, it is the Supplier's decision on the method used. Initially, the Supplier could be setup on eSupplier and then migrated to EDI if needed. If the Supplier opts to exchange data via EDI, this requires all documents to be exchanged via EDI. A combination of EDI and eSupplier is not allowed.

When EDI is used to exchange data, Lowe's EDI team will notify the Supplier of Lowe's EDI requirements for Procurement and will work with the Supplier to test and implement the documents into production. If the eSupplier/eSettlements method is used, Lowe's Procurement team will work with the vendor to establish this connection.

To assist the Supplier in reviewing Lowe's EDI requirements, the EDI specifications and business examples can be found on LowesLink® http://www.loweslink.com/edi.htm in the Procurement (Expense Vendor – products not for resale) section.

General Rules

1) The Supplier must comply with the signed master agreement contract between Lowe's and the Supplier as this document will govern the relationship between Lowe's and the Supplier.
2) Substitute items are not allowed.
3) Backordered items are those that cannot be shipped by the Purchase Order delivery date and will be handled via a new Purchase Order. *More information to follow below on this process.*
4) Partial shipments are allowed when the full ordered quantity is delivered by the Purchase Order delivery date.
5) All bills of lading must include the PO# to help simplify accurate receiving.
6) Documents required by all Procurement Suppliers include *(both EDI and eSupplier, excluding Application Advice and Functional Acknowledgments for eSupplier users)*
   a. **Purchase Orders** will include the purchase order number, item information, quantity ordered per line item, ship-to information, schedule numbers, freight line items if a special delivery method is needed, and delivery date, buyer, freight method of payment and other information such as comments as well.
   b. **Purchase Order Change** can be released by the Buyer when there are changes from the previous purchase order. The entire Purchase Order will be included in the Purchase Order Change. The Supplier should use the most current Purchase Order to ship the goods.

    c. **Purchase Order Acknowledgment (POA)** indicates the Supplier's ability to delivery the product as ordered. It acknowledges whether the Supplier has accepted the Purchase Order without any changes, accepted all or some of the line items on the Purchase Order with changes, or has rejected all or some of the line items on the Purchase Order. Note, this is a different transaction than the Functional Acknowledgment. Each Purchase Order and Purchase Order Change document requires a POA document to be sent by the Supplier. All items sent in the Purchase Order and Purchase Order Change documents should be included in the POA. Partially acknowledging items in the Purchase Order or Purchase Order Change documents is not allowed.

    d. **Return Authorization Request** (also referred to as Return to Vendor, Return Authorization, RMA, RTV, or RA) is submitted to the Supplier when an item discrepancy occurs for a Purchase Order. The fields in this document can be used to track Supplier returns.

    e. **Advance Ship Notice (ASN)** notifies Lowe's of the product being shipped to a specific location, when it should be shipped, and includes tracking information. The ASN is a key EDI document that allows Lowe's to plan, track, and receive shipments from your company. It should be sent to Lowe's as soon as the truck/ship unit is sealed or before the shipment leaves the vendor's facility. It is preferred the ASN arrive at least one day prior to delivery in most cases.

    f. **Invoices** are submitted by the Supplier when the product has been shipped from their facility.

    g. **Application Advice** is used by Lowe's for reporting Procurement EDI 810 Invoice data errors to your company. The 810 data validation will be based on the requirements included in the 810 Invoice Implementation Guide. The initial data validation performed is the first step in processing your 810. If there are Accounting data issues identified after your 810 is passed to the application, you will be notified separately of those data issues by Lowe's Accounting team.

    h. **Functional Acknowledgments** are required by both Lowe's and the Supplier to acknowledge receipt of each inbound transaction (requirement for EDI Suppliers only). Note, this is a different transaction than the Purchase Order Acknowledgment.

7) Lowe's PeopleSoft application downloads Purchase Orders and Purchase Order Changes to EDI hourly. EDI transmits these transactions within 15 minutes from receiving the file.

8) Return Authorization Requests from Lowe's are processed once daily, approximately 10:00 p.m. ET.

9) Purchase Order Acknowledgments and Advance Ship Notices that are transmitted from the Supplier to Lowe's are processed hourly.

10) Invoices are received by Lowe's EDI throughout the day with a cut-off time of 6:30 p.m. for these transactions to be processed once daily with Lowe's nightly processing cycle. Following the invoice processing, any initial 810 data errors are sent to the supplier in the 824 Application Advice EDI document.

11) For all inbound transactions sent to Lowe's, a 997 Functional Acknowledgment is immediately returned to the supplier.

12) For all outbound transactions sent by Lowe's, the Supplier should return the 997 Functional Acknowledgments within 24 hours of the transaction being transmitted to the Supplier.

General Rules – Purchase Orders (for both EDI and eSupplier)

1) The Supplier must comply with the Lowe's Standard Purchase Order Terms and Conditions for both USA and Canada. Orders are subject to the Master Agreement. If no Master Agreement exists for a Supplier, then see http://www.loweslink.com/llmain/spd.htm

2) When Purchase Orders are released for a Supplier, the orders are available via EDI or eSupplier **hourly, 6 days a week**.

3) Orders placed on weekends or holidays are to be processed the next business day by the Supplier.

4) It is recommended for the Supplier to retrieve Purchase Orders throughout the day to ensure the delivery schedules are met. A minimum of once each business day is required by the Supplier.

5) The Supplier will not skip steps in the Purchase Order lifecycle from receipt of the Purchase Order to payment. For example, do not ship or invoice until the Purchase Order Acknowledgment has been submitted and confirmed with a Purchase Order Change document if needed.

6) A Purchase Order can include one location or multiple locations for the same purchase order number.

7) Each ship-to location/delivery date has a unique schedule number.

8) When a Purchase Order includes multiple ship-to locations, it is possible the same line number may be repeated within a Purchase Order.

9) The Supplier will honor the price sent on the Purchase Order. Supplier pricing discrepancies will be resolved between the Buyer and Supplier prior to the shipment of goods or delivery of service. The Supplier must contact the buyer directly. We reserve the right to deduct for over charges.

10) If the Supplier cannot fulfill a Purchase Order as ordered, the Supplier will ship as much of the ordered quantity as possible to meet the Purchase Order delivery date. When this occurs, the Supplier should contact the Purchase Order Buyer to notify them when the remaining product will be available. The Supplier should submit an 'Item Accepted with Change' status in the EDI 855 Purchase Order Acknowledgment which includes the quantity available to ship. The Buyer has two options to order the remaining product:

   a) Option 1: The Buyer or Requestor can change the Delivery Date on the Purchase Order which will generate an 860 PO change document to be sent to the Supplier. This would allow the original ordered quantity to be shipped when the Supplier has that amount available to ship.

   b) Option 2: The Buyer will release another Purchase Order (different Purchase Order Number) for the remaining product with a new Delivery Date.

11) If the Supplier can ship some of the ordered quantity earlier than the Purchase Order delivery date, it is acceptable to ship in 'partial shipments' so long as all of the ordered quantity is delivered by the Purchase Order delivery date. When this occurs, partial shipments must be delivered and invoiced using the original Purchase Order Number. The packing slip for the initial shipment must clearly indicate the remaining items and quantities to be delivered by the Purchase Order delivery date.

12) The item information included in the Purchase Order is based on the type of catalog used to create the Purchase Order.

   a) Special Request Purchase Orders should include a Lowe's/Vendor Item # (supplier's model/catalog number). While Lowe's Buyer is instructed to always include a Lowe's/Vendor Item # for each item in this type of order, it is possible only the item description will be included. The vendor's manufacturer item number is not included in the purchase order. The maximum length of the model/catalog number is 48 for this alpha-numeric data field.

   b) Catalog Purchase Orders will include a Lowe's Assigned Item Identifier and may include a Lowe's/Vendor Item #.

   c) Direct Connect Orders will include a Vendor Item #.

   d) For EDI, the Lowe's/Vendor Item # and the Vendor Item # are identified by a 'VC' qualifier in the 850 document. The Lowe's Assigned Item Identifier is identified by a 'CB' qualifier in the 850 document.

   e) The format of the Lowe's Assigned Item Identifier can vary but it will always include a length of 18 alphanumeric positions, with the second part of the item ID fluctuating between a minimum of 1 digit to a maximum of 3 digits, and the third part can include

leading zeroes and will vary between a minimum of 11 digits to a maximum of 13 digits. These are examples of the possible formats for the Lowe's assigned item identifier.

CM_9_9999999999999
CM_99_999999999999
CM_999_99999999999

   f) Additional data fields may be populated in the EDI 850 PO1 segment that can be used to identify the product requested on the PO. All data values included in the PO1 segment must be returned in the 855 POA or the POA will reject.

13) Expedited freight will be an additional line item on the Lowe's Purchase Order for each ship-to location that requires special delivery. The special handling does not apply to the entire order when there are multiple ship-to locations in the Purchase Order. The Supplier must comply with the request. If the Purchase Order does not include the expedited freight item, the Purchase Order will be shipped with the agreed ship method. If the Supplier cannot ship the item via expedited freight, the Supplier must contact the buyer directly with the reason.

14) The Supplier must work the <u>Critical Items Shipped Report</u> **daily**. Critical orders are flagged by the addition of an overnight item or two-day ship item included in the order. The Supplier will ship the entire Purchase Order as overnight/two-day depending on the expedited freight required for the Purchase Order.

15) For EDI suppliers, also see section on **EDI 850 Purchase Order Rules** and **EDI 860 Purchase Order Change Rules.**

General Rules – Ship-to Location Information

1) Supplier must work the <u>Location Address Audit Report</u> daily. Utilize the report by inputting a date range for the location changes. Procurement **will not** notify Suppliers of any changes. All additions and deletions are included on the <u>Location Address Audit Report</u>.

2) Temporary addresses may be used for stores that are not open to accept deliveries. This report should be used to ensure the correct address is used for all shipments.

3) For EDI suppliers, it is suggested to always use the ship-to address in the EDI Purchase Order to ensure the correct addressed is used for shipping the goods.

4) See **General Rules - Invoices** for information on handling transactions with an alpha or alpha-numeric format for the Ship To value.

General Rules - Purchase Order Acknowledgment (POA) (for both EDI and eSupplier)

1) For each Purchase Order and Purchase Order Change document, the Supplier will submit a POA within **24-hours** from the time the orders are released by Lowe's.

2) For Purchase Orders and Purchase Order Changes that are released by Lowe's on weekends or holidays, those should be acknowledged via the POA the next business day.

3) If a Supplier rejects an item on a Purchase Order or Purchase Order Change, the Supplier must contact the Buyer with a detailed reason before submitting the POA.

4) All items sent in the Purchase Order and Purchase Order Change documents should be acknowledged. Partially acknowledging items in the Purchase Order or Purchase Order Change documents is not allowed.

5) There are only three fields that can be changed in the POA from what was sent in the Purchase Order and Purchase Order Change documents. Those three fields are quantity, price, and delivery date.

6) If the POA includes changed/rejected line item(s), Lowe's will send a Purchase Order Change document to confirm the changes/rejects included in the POA.

7) The Supplier should not ship the Purchase Order when a POA is submitted with changes/rejects until processing the follow-up Purchase Order Change from Lowe's. The Purchase Order Change will confirm the approval of the changes/rejects submitted in the POA.

8) The POA does not automatically update Lowe's system with changes/rejects. Lowe's Buyer will review the POA and update the Purchase Order as required by Lowe's.

9) For EDI suppliers, also see section on *EDI 855 Purchase Order Acknowledgment (POA) Rules.*

General Rules – Advance Ship Notice (for both EDI and eSupplier)

1) The ASN is required for all Purchase Orders with the request for goods. This is not necessary for orders settling outstanding Invoices.
2) The ASN should be sent to Lowe's as soon as the truck/ship unit is sealed or before the shipment leaves the vendor's facility. It is preferred the ASN arrive at least one day prior to delivery in most cases.
3) For EDI suppliers, also see section on *EDI 856 Advance Ship Notice (ASN) Rules.*

General Rules – Return Authorization Request (for both EDI and eSupplier)

1) Note the Return Authorization Request may also be referred to as Return to Vendor, Return Authorization, RMA, RTV, or RA.
2) Supplier will provide Return Merchandise Authorization (RMA) numbers to Lowe's via the phone. Lowe's associate will contact the Supplier directly to receive an RMA number and will file it on Lowe's eProcurement system.
3) The RTV transaction will be sent via EDI for EDI supplies and email for eSupplier vendors.
4) The next payment to the vendor will be debited the amount of the submitted RTV.
5) For EDI suppliers, also see section on *EDI 180 Return Authorization Request Rules.*

General Rules – Invoices (for both EDI and eSupplier)

1) When the Supplier is setup to submit invoices via EDI or via eSupplier, the Supplier should no longer send paper invoices to Lowe's.
2) The Supplier must process all invoices within 30 days of the initial shipment.
3) Returns will be credited, not replaced, by the Supplier. The Lowe's associate will order replacement product on a separate eProcurement requisition (new purchase order with a different purchase order number).
4) For all returns, Lowe's will debit the Supplier's account; a credit invoice should not be submitted by the Supplier.
5) For EDI suppliers, also see section on *EDI 810 Invoice Rules.*
6) When a Spend Management purchase order has a Ship To value that is in an alpha or alpha-numeric format, Suppliers will not be able to submit an EDI invoice; for example 'TSC3178', 'MASCO', or 'ARCHWAYBP1'. The workaround for this will be to do a Self Service Invoice (SSI). The below link will give you instructions on how to create a SSI.
   http://www.loweslink.com/llmain/pubdocuments/spmCreateSelfServiceInvoice.pdf
   If you are an EDI supplier, you will need to be fully on-boarded to Spend Management to use SSI. Please email us at procurement@lowes.com if you need to be on-boarded for SSI.

   For all other transactions (850 PO, 860 PO Change, 855 PO Acknowledgment for the 850 and 860, 180 RTV, and 856 ASN) that are exchanged for purchase orders that contain an alpha or alpha-numeric format, those transactions should be exchanged via EDI.

   When the Ship To value contains only a numeric value, all transactions related to that purchase order should be exchanged via EDI.

General Rules – EDI

1) Lowe's EDI id will vary based on Lowe's internal system that releases the Purchase Order (USA versus Canada). It is important the same EDI id for Lowe's be returned by the Supplier in all transactions sent to Lowe's the same as received by the Supplier on the transactions from Lowe's.
   a) USA transactions: **Lowe's id 6135830004 with 08 qualifier**
   b) Canada transactions: **Lowe's id 6135830006 with 08 qualifier**

2) Vendor must successfully complete each document they are required to test before they are moved to the production stage.
3) Suppliers must receive their Purchase Orders via EDI to be able to invoice via EDI.
4) All documents must be exchanged via EDI for Suppliers that select EDI as their communication method.
5) When sending inbound documents to Lowe's, an interchange should include only one document type. For example, do not include 997s or 810s or 855s or 856s in the same interchange. You can include multiples of the same document type in an interchange but do not mix the document types.
6) When including the Currency Code of USD for USA or CAD for Canada, it is IMPORTANT that the value is submitted with an uppercase font.
7) All of the EDI Implementation Guides and EDI Business Examples can be found on LowesLink® http://www.loweslink.com/edi.htm and reviewing each of the EDI documents under the Procurement (Expense Vendor – products not for resale) section.

EDI 850 Purchase Order Rules (outbound from Lowe's to Supplier)
1) This is a required document for EDI Suppliers.
2) The EDI Purchase Order will be accepted by the Supplier per the Buyer-to-Supplier agreements.
3) An 850 EDI Purchase Order can include one location or multiple locations for the same purchase order number.
4) If the ship to addresses are stored within your systems instead of extracted from each EDI Purchase Order, the shipment has the potential to be delivered to the incorrect location. It is the responsibility of the Supplier to ensure it is delivered to the address in the EDI Purchase Order.
5) A Lowe's assigned item identifier may be included in the EDI Purchase Order. This is a number that is assigned by Lowe's system to the item that is cross-referenced internally to the Supplier's model number. It is not the line number that is sent in the EDI 850. See the EDI 850 Implementation Guide for information on the format for this data field.
6) When a Purchase Order includes multiple ship-to locations, it is possible the same line number may be repeated within a Purchase Order.
7) It is possible a Purchase Order can include line items with multiple ship-to locations as well as line items with single ship-to locations.
8) A Purchase Order can include catalog items, special request items, direct connect items, and special delivery (expedited freight) items.
9) For Direct Connect Purchase Orders, only one ship-to location will be included in a Purchase Order. It will not include multiple ship-to locations in one Direct Connect Purchase Order.
10) Both Special Request Purchase Orders and Catalog Purchase Orders may include single ship-to locations in a Purchase Order as well as multiple ship-to locations in a Purchase Order.
11) For non-catalog items, only the product description may be included for a line item; excluding the Lowe's assigned item identifier and Supplier's item number.
12) The buying agreement id and buying agreement line item number may be included in the EDI Purchase Order when a contract exists for a Supplier.
13) Each ship-to location/delivery date has a unique schedule number in the EDI Purchase Order. The schedule number is included in all of the outbound EDI documents except the 180 Return Authorization Request document. It is required back from the Supplier in all of the inbound EDI documents the Supplier sends to Lowe's. The schedule number along with other fields in the Purchase Order and Purchase Order Change documents are used for matching the Supplier's inbound data to the Purchase Order; therefore, it is vital the data in the Supplier's inbound transactions match the values transmitted in the Purchase Order and Purchase Order Change documents.

14) For all inbound documents to Lowe's, please ensure the same data value is returned for the item information as sent in the EDI 850 PO. All of the data fields in the PO line item detail must be returned in the EDI 855 POA or the POA transaction will reject.

15) The Supplier will submit a 997 Functional Acknowledgment to Lowe's within **24-hours** of the 850 Purchase Order being transmitted to the Supplier. This will confirm the Supplier has received the 850 document.

16) See the 997 Functional Acknowledgment section in this document for information on resending Purchase Orders.

17) Comments on the PO must be displayed on the packing slip of the product.

EDI 855 Purchase Order Acknowledgment (POA) Rules (inbound from Supplier to Lowe's)

1) This is a required document for EDI Suppliers.

2) The 855 POA is not the same type of acknowledgment as the 997 Functional Acknowledgment. Both documents are required by Lowe's.

3) Supplier will submit an 855 POA within **24-hours** for each 850 Purchase Order and each 860 Purchase Order Change document.

4) For 850 Purchase Orders and 860 Purchase Order Changes that are released by Lowe's on weekends or holidays, the 855 POA should be submitted the next business day.

5) All items sent in the Purchase Order and Purchase Order Change documents should be included in the POA. Partially acknowledging items in the Purchase Order or Purchase Order Change documents is not allowed.

6) There are only three fields that can be changed in the POA from what was sent in the Purchase Order and Purchase Order Change documents. Those three fields are quantity, price, and delivery date. If there are other changes in the 855 POA, those are ignored by Lowe's. For example, if the vendor sends a change for Lowe's assigned item identifier, the item description, the vendor model #, or the unit of measure, those are not recognized by Lowe's system. The value for those fields from the 850 Purchase Order and 860 Purchase Order Change documents are used to process the POA.

7) When a purchase order includes multiple ship-to locations, **one** 855 should include all of the ship-to location numbers for an order. Individual 855's are not allowed as these will overwrite the previous 855 for the purchase order.

8) See the EDI 855 Specifications for the type of acknowledgment statuses that can be provided at the <u>order level and item level</u>. The possible options for 855 POA order and item level statuses include the following.
   a) Order Accepted with no Changes – Order Level=AD, Each Item Level=IA
   b) Order Accepted with Changes – Order Level=AC, Each Item Level with a Change=IC, Each Item Level with no Change=IA, Each Item Level with a Reject=IC with Qty of zero
   c) Order Rejected – Order Level = RD, Each Item Level=IR with Qty of zero

9) If one schedule for a line item is rejected, the line item status should include ACK01=IC and the Quantity in the SCH segment should include zero (SCH01=0). Sending a value of IC instead of a value of IR in the ACK01 is mandatory when the vendor rejects only one schedule for a line item, and it is IMPORTANT to include a value of zero for the Quantity.

10) All of the data fields in the line item detail must be returned in the POA or the POA will reject. For example, 855 PO1-18 with a qualifier of 'TP' and a value populated in 855 PO1-19 (amount only indicator) should be included in the 855 transaction when the 850 PO transaction includes a value in the PO1-18 with a qualifier of 'TP' and a value populated in 850 PO1-19. This rule is the same for the 860 but the data field positions are different from those in the 850 field positions. Regardless of optional/conditional field settings, if the data exist in the 850/860, it is necessary to return it in the 855 POA. To ensure there are no delays in processing your 855 POA data, please ensure ALL of the fields in the 855 POA are populated if those same fields are sent in the 850 PO or 860 PO Change.

11) Lowe's will send a 997 Functional Acknowledgment to the Supplier for each 855 POA within 15-minutes of receiving the 855 POA.

EDI 860 Purchase Order Change Rules (outbound from Lowe's to Supplier)

1) This is a required document for EDI Suppliers.
2) Lowe's Buyer will change a Purchase Order as deemed necessary from requests by Lowe's Business Unit or from changes suggested from the Supplier's 855 POA.
3) If the Supplier submitted changes/rejects on the 855 POA, the Supplier can expect to receive an 860 Purchase Order Change within 1-2 days from the time Lowe's receives the 855 POA.
4) It is possible almost any field in the EDI 860 Purchase Order Change transaction can be changed from the previous EDI 850 Purchase Order or previous EDI 860 Purchase Order Change transaction. This includes most fields in the entire EDI 860 Purchase Order Change transaction. While this should not be typical in the production environment, it is important to be aware that changes can be applied to most of the data fields within the EDI 860 Purchase Order Change transaction from a previously received transaction. If your company will use the latest 860 Purchase Order Change to process the order, it may not be necessary to identify the changes from the previously transmitted document to fulfill the order. However, if this is needed, please compare each data field in the 860 Purchase Order Change to the previously transmitted 850 Purchase Order or 860 Purchase Order Change to identify changes for fulfilling the order.
5) The EDI 860 Purchase Order Change could include changes other than at the line item. If there are changes at the header level, there is not an indicator of what was changed from the previous transaction. The line item detail will indicate whether the information for each line item included in the 860 Purchase Order Change includes a change for one of its data fields, does not have a change, or if the line item has been cancelled from the order. It is important to compare each data field in the 860 Purchase Order Change document to the previous transaction your company received for the order to identify changes included in the 860 Purchase Order Change document.
6) The Supplier will accept any Purchase Order Changes submitted by Lowe's, no exceptions unless the Purchase Order Change document is transmitted by Lowe's at the same time the product has either been manufactured or shipped.
7) If a Supplier receives a Purchase Order Change document at the same time the product has either been manufactured or shipped, the Supplier should submit the 855 Purchase Order Acknowledgment with a reject status at the order level as well as a reject status for each line item in the 860 Purchase Order Change. When the product has already been shipped in this scenario, the Supplier should have submitted their Advance Ship Notice for the Purchase Order. Additionally, the Supplier should not receive another 860 to confirm the 855 rejected status since Lowe's Buyer will contact the vendor to confirm the reason for the rejected Purchase Order Change. The Buyer would then continue using only the Original Purchase Order to track the shipment.
8) If a Supplier has any issues with the Purchase Order Change document, they must contact the Buyer listed on the Purchase Order Change document. Any concerns regarding the handling of the Purchase Order Change documents should be resolved between the Supplier and Lowe's Buyer.
9) The entire purchase order will be included in the Purchase Order Change document. The most recent Purchase Order Change document should replace any previous Original Purchase Order/Purchase Order Change documents received by the Supplier. The date/time in the 860 should be used to identify the most recent 860 Purchase Order Change Request to ensure the Supplier has the most current transaction for processing the shipment.
10) For all inbound documents to Lowe's, please ensure the same data value is returned for the item information as sent in the EDI 860 PO Change. All of the data fields in the PO Change line item detail must be returned in the EDI 855 POA or the POA transaction will reject.

11) The Supplier will submit a 997 Functional Acknowledgment to Lowe's within **24-hours** of the 860 Purchase Order Change being transmitted to the Supplier. This will confirm the Supplier has received the 860 document.
12) See the 997 Functional Acknowledgment section in this document for information on resending Purchase Order Changes.

EDI 856 Advance Ship Notice (ASN) Rules (inbound from Supplier to Lowe's)
1) This is a required document for EDI Suppliers.
2) The 856 ASN is required for all 850 Purchase Orders with the request for goods. This is not necessary for 850s settling outstanding Invoices.
3) The EDI 856 ASN should represent items/quantities being shipped to a specific location for the carrier assigned tracking number. Lowe's will NOT require detail ASNs that identifies product within their shipping unit and will NOT require GS1-128 Serialized Shipping Container Bar Code labeling at this time.
4) The ASN should be sent to Lowe's as soon as the truck/ship unit is sealed or before the shipment leaves the vendor's facility. It is preferred the ASN arrive at least one day prior to delivery in most cases.
5) Lowe's prefers to receive one Original ASN for a shipment that is accurate and timely. If a change needs to be made to the Original ASN that was transmitted to Lowe's or the Original ASN was in error, another Original ASN (different ASN with a different Shipment ID in the BSN02) should be submitted. Lowe's does not accept cancellation or replacement type ASNs.
6) If the same Shipment ID (BSN02) is used in multiple ASNs, they will not be processed. The Shipment ID (BSN02) must be unique and not repeated for a minimum of two years.
7) ASNs should be sent to Lowe's only for shipments to a Lowe's facility. ASNs should not be sent to Lowe's for product a vendor sends to a consolidator to ship-to Lowe's.
8) If a vendor is outsourcing their shipments to Lowe's, either the vendor or third party must provide the ASN shipment data to Lowe's. Ultimately, the vendor is responsible for making certain that Lowe's receives ASN shipment data for all shipments they are responsible for shipping.
9) For shipments Lowe's will pick up from the vendor, an ASN is not needed.
10) Each ASN can represent only ONE of the following:
    a) Purchase Order Number
    b) Ship-to (Receiving) Location
    c) Ship Unit Tracking Number (PRO #) in the 856 MAN segment
8) For Purchase Orders with multiple Ship-To Locations, an individual EDI 856 ASN must be submitted for each Ship-To Location.
9) When multiple shipments are required to fulfill a purchase order for a shipping location, each shipment requires a unique Original ASN.
10) If the EDI 856 ASN includes multiple Purchase Orders within an ASN, it will reject.
11) If multiple shipments are being delivered to one location, each shipment requires its own ASN.
12) Multiple ASNs can be transmitted within one EDI interchange, but only one ASN for one order/one receiving location can be included within an ST Transaction loop.
13) The Ship Unit Tracking Number (PRO #) in the EDI ASN MAN segment at the item level must be unique within the EDI ASN and it is a required field. The same tracking number must be repeated for each item in the ASN. This value must match the tracking number affixed to the ship unit. The number can be repeated in the same ASN when multiple items are being shipped with the same Ship Unit Tracking Number. However, if different Ship Unit Tracking Numbers are used to ship items for a purchase order, different ASNs are required for each unique Ship Unit Tracking Number. Different Ship Unit Tracking Numbers cannot be sent in the same ASN. When two Purchase Orders are shipped in the same package, each Purchase Order requires its own ASN with the same Ship Unit Tracking Number included in each ASN.

The tracking number is mandatory in the ASN and the ASN should not be sent to Lowe's until this information is available for the ASN.

14) Each ASN must include the date the order has shipped. The expected Arrival Date or Delivery Date for the order is not currently required in the EDI ASN.

15) If an item requested on the 850 PO or 860 PO Change is not shipped, exclude it from the ASN. The ASN should include only what is actually shipped.

16) If the 850 PO or 860 PO Changes includes an expedited freight item number, it should be excluded from the ASN.

17) For shipments Lowe's will pick-up from a supplier, the EDI ASN is not required.

18) See the section '***Carrier Information for Spend Management Suppliers***' for the value to populate for the Carrier Name in the EDI 856 ASN TD503. If values other than these are included in the ASN, the transaction will reject.

19) For your ASN to process correctly, please ensure it complies with the data requirements outlined in the EDI 856 ASN Implementation Guide.

20) Please modify your packing slip that is sent with the actual shipment to include the additional fields as outlined in the EDI 856 ASN Implementation Guide.

EDI 180 Return Authorization Request Rules (outbound from Lowe's to Supplier)

1) Note the Return Authorization Request may also be referred to as Return to Vendor, Return Authorization, RMA, RTV, or RA.

2) This is a required document for EDI Suppliers.

3) Lowe's may use one Purchase Order per 180 Return Authorization Request document. If multiple ship-to locations exist for a Purchase Order, Lowe's may submit all of the locations for the Purchase Order in one 180 or submit one 180 per location for the Purchase Order.

4) Multiple requests for Return Authorization may be sent for the same purchase order referencing different items on the Purchase Order.

5) Only original 180 documents will be sent to the Supplier.

6) The ship sequence number is used in relation with the Carrier Reference Number (Pro Number). More than one Pro Number can exist, and for each additional Pro Number, the Ship Sequence Number will increase by 1.

7) The Return Disposition Code in the 180 indicates when the vendor will issue a credit and Lowe's will either return the product to the Supplier or Lowe's will not be required to return the product to the Supplier.

8) The Return Request Reason Codes in 180 will indicate the problem(s) with a shipment.

9) Additional allowances/charges are included in the SAC segment in the 180.

10) If a different Lowe's Buyer releases the Return Authorization Request from the Buyer that released the Purchase Order, it is possible the business unit field will contain a different value from the 850 in the 180. The 850 PO business unit value should be used for all inbound transactions from the Supplier.

11) The Supplier will submit a 997 Functional Acknowledgment to Lowe's within **24-hours** of the 180 Return Authorization Request being transmitted to the Supplier. This will confirm the Supplier has received the 180 document.

12) See the 997 Functional Acknowledgment section in this document for information on resending the 180.

EDI 810 Invoice Rules (inbound from Supplier to Lowe's)

1) This is a required document for EDI Suppliers.

2) An invoice number should only be used one time.

3) Suppliers must use one Purchase Order per invoice. If multiple ship-to locations exist for a Purchase Order, the Supplier has the option to submit all of the locations for the Purchase Order in one Invoice or submit one Invoice per location for the Purchase Order.

4) Use the TXI segment to identify the correct tax values/codes to include in the 810.
5) Additional freight/service charges should be sent in the SAC segment.
6) It is important the Merchandise Amount in the PAM segment is accurate. Multiply the line item price by the line item quantity to calculate the merchandise amount.
7) Please ensure the value in the TDS segment includes the Gross Invoice Amount. This amount is the total of the merchandise amount (PAM segment) plus any sales tax, freight, or miscellaneous charges in the TXI and SAC segments.
8) If an item that was included in the Purchase Order was not shipped, do not include it in the 810 Invoice. The item quantity should not be included in the 810 with a zero quantity.
9) For all 810 documents, please ensure the same data value is returned for the item information as sent in the EDI 850 PO.
10) It is IMPORTANT the Currency Code is submitted using an uppercase font. For example, use 'USD' for USA or 'CAD' for Canada.
11) For your invoice to process correctly, it must include all of the data fields as outlined in the EDI 810 Specifications.
12) Lowe's will send a 997 Functional Acknowledgment to the Supplier for each 810 Invoice within 15-minutes of receiving the 810 Invoice.
13) The UOM of the item on the PO must match the UOM of the item on the invoice.
14) If an EDI vendor continues to sends duplicate invoices, Lowe's has the right to charge the vendor a fee to cover the costs of the corrective actions.
15) When a Spend Management purchase order has a Ship To value that is in an alpha or alpha-numeric format, Suppliers will not be able to submit an EDI invoice; for example 'TSC3178', 'MASCO', or 'ARCHWAYBP1'. The workaround for this will be to do a Self Service Invoice (SSI). The below link will give you instructions on how to create a SSI.
http://www.loweslink.com/llmain/pubdocuments/spmCreateSelfServiceInvoice.pdf
If you are an EDI supplier, you will need to be fully on-boarded to Spend Management to use SSI. Please email us at procurement@lowes.com if you need to be on-boarded for SSI.

For all other transactions (850 PO, 860 PO Change, 855 PO Acknowledgment for the 850 and 860, 180 RTV, and 856 ASN) that are exchanged for purchase orders that contain an alpha or alpha-numeric format, those transactions should be exchanged via EDI.

When the Ship To value contains only a numeric value, all transactions related to that purchase order should be exchanged via EDI.

EDI 824 Application Advice for reporting 810 Invoice Data Errors (outbound from Lowe's to Supplier)
1) This is a required document for EDI Suppliers.
2) Lowe's will perform data validations before passing your invoice to Lowe's Accounting system. If there are data errors with your 810 Invoice transaction, the 824 Application Advice EDI document will be used to notify you of those errors. This document will simplify the process of notifying you of data errors and will allow a faster turnaround of a corrected 810 from your company.
3) An EDI 997 Functional Acknowledgment will be required from your company to indicate receipt of the 824 EDI transaction.
4) The initial data validation performed is the first step in processing your 810. If there are Accounting data issues identified after your 810 is passed to the application, you will be notified separately of those data issues by Lowe's Accounting team.
5) If there are data discrepancies with the 810 data, the 997 that Lowe's returns for the 810 Invoice will always include an E to indicate the 810 data was rejected. The 824 should be used to address any data discrepancies with the 810.
6) The 810 Invoices that are reported in the 824 have a rejected status. The corrected 810 Invoice should be sent in a new interchange to Lowe's. For rejected 810 transactions, the

trading partner should identify what caused the error and make the necessary system application changes to eliminate the error in future EDI 810 Invoice transactions. The entire invoice should be resent. For Invoice with a rejected status as communicated in the EDI 824 document, it is acceptable to resend the Invoice using the same Invoice # as included in the original Invoice.

EDI 997 Functional Acknowledgment Rules (outbound from Lowe's to Supplier and inbound from Supplier to Lowe's) and Resending Transactions Rules
1) This is a required document for EDI suppliers.
2) For all outbound EDI documents from Lowe's to the Supplier, an EDI 997 document is required from the Supplier **within 24-hours from receiving Lowe's inbound transactions**. For Suppliers that are not capable of sending the 997 during non-business hours, the 997 should be transmitted the next business day. Lowe's monitors the 997 to ensure it is received as required. The bullets below outline the steps for unacknowledged documents.
3) The Supplier has the option of sending a summary level 997 or a detail level 997.
4) For all inbound EDI documents from the Supplier to Lowe's, an EDI 997 document will be transmitted within 24-hours from Lowe's to the Supplier. Note, Lowe's will send the 997 within 15-minutes from receiving the Supplier's documents but the 24-hour window allows for any additional processing required by the vendor to transmit the data to Lowe's and process the 997 from Lowe's. The following bullets outline the steps for unacknowledged documents.
5) Unacknowledged 850 and 860 - If Lowe's emails the Supplier about an unacknowledged 850 Purchase Order or 860 Purchase Order Change document, the Supplier should research their inbound files to determine if they received the transaction. One of the following should occur:
   a. If found, Lowe's prefers the 997 to be transmitted.
   b. If the Supplier cannot send the 997 but has the data, they should reply to the unacknowledged email inquiry and let the EDI team know they have the transactions and request them to be manually acknowledged by Lowe's.
   c. If the data is not found, the Supplier should contact the Buyer to resend the transaction(s). Note, Lowe's EDI team cannot reprocess the 850 or 860 EDI transactions since it is possible there were Purchase Order Changes released after the unacknowledged transactions were first transmitted. The Supplier should reply of their action taken to the email received on the unacknowledged documents. This will let Lowe's EDI team know that you have taken action on processing the 997. The Supplier should send the 997 immediately upon receiving the documents.
6) Unacknowledged 180 and 824 - If Lowe's emails the Supplier about an unacknowledged 180 Return Authorization Request document or an unacknowledged 824 Application Advice document, the Supplier should also research their inbound files to determine if they received the transaction. One of the following should occur:
   a. If found, Lowe's prefers the 997 to be transmitted.
   b. If the Supplier cannot send the 997 but has the data, they should reply to the unacknowledged email inquiry and let the EDI team know they have the transactions and request them to be manually acknowledged by Lowe's.
   c. If the data is not found, the Supplier should contact Lowe's EDI team to resend the transaction(s). Note, the Buyer cannot reprocess the 180 or 824 documents. The Supplier should send the 997 immediately upon receiving the documents.
7) Unacknowledged 855, 856, and 810 – If the Supplier does not receive the 997 for the 855 POA, 856 ASN, or 810 Invoice within 24-hours from transmitting the documents to Lowe's, Lowe's did not receive the documents. See notes above on 997's from Lowe's. These are the steps to ensure the data made it to Lowe's.
   a. The Supplier should first confirm they received an MDN via AS2. The MDN lets the Supplier know that the data was sent successfully via the internet to Lowe's. If an

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MDN was not received, the Supplier should check internally and resend the interchange.

b. If an MDN was received, the Supplier should contact Lowe's EDI to determine the reason the 997 was not transmitted.

c. It is important the Supplier does not resend the 810 or 855 or 856 if the 997 is not received without determining the cause for the missing 997. Additional transactions may be treated as duplicates and would not be processed.

Who to Contact with Questions

1) Determining which method to use to exchange data electronically via EDI or eSupplier - call 336.658.4180 or email the Procurement central email address: eProcurement@lowes.com
2) Contents of the Purchase Order or Purchase Order Change– Contact Lowe's Buyer. The Buyer's name and telephone number will be included in the EDI transaction.
3) Contents of the Return Authorization Requests – Contact Lowe's Buyer.
4) Contents of the Advance Ship Notice – Contact Lowe's Buyer.
5) EDI Testing/Implementing Transactions - email EDI-Implementation@Lowes.com
6) EDI Production questions – email EDI-Production@Lowes.com
7) Invoices – Contact Lowe's Buyer.
8) eSupplier questions - If a Supplier has a question about the functions of the eSupplier connection systems, all Suppliers are required to use the HELP function on PeopleSoft first before contacting the Lowe's eSystems team. After reviewing the HELP function and there are remaining questions, call 336.658.4180 or email the Procurement central email address: eProcurement@lowes.com for assistance.
9) Gaining access to eSupplier – contact Lowe's Buyer.
10) Resending transactions – see 997 section above.
11) EDI Implementation Guides and EDI Business Examples can be found on LowesLink® http://www.loweslink.com/edi.htm in the Procurement (Expense Vendor – products not for resale) section.

Carrier Information for Spend Management Suppliers

Use the following table to populate the Carrier Name in the EDI 856 ASN TD503. If a value other than these are included in the ASN, the transactions will reject. For questions on the carrier name, please email RFOSuppliercommunications@lowes.com.

Use the columns labeled 'Country' and 'EDI ASN TD503 CARRIER NAME' to identify the carrier name used for your shipments and populate the ASN TD503 accurately.

Country	SetID	EDI ASN TD503 CARRIER NAME	Description for Vendor Reference
USA	EXP01	**AMERICAN**	AMERICAN FREIGHTWAYS
USA	EXP01	**AVERITT EX**	AVERITT EXPRESS
USA	EXP01	**BUNZL**	BUNZL
USA	EXP01	**BURLINGTON**	BURLINGTON
USA	EXP01	**CARDINAL**	CARDINAL
USA	EXP01	**CENTRAL**	CENTRAL FREIGHT LINES
USA	EXP01	**CH ROBINSO**	CH ROBINSON
USA	EXP01	**CHEETAH**	CHEETAH TRANSPORT
USA	EXP01	**COASTAL**	COASTAL TRANSPORT
USA	EXP01	**CUSTOMER**	CUSTOMER PICKUP
USA	EXP01	**D. M. KAYE**	D. M. KAYE & SONS
USA	EXP01	**DAYTON**	DAYTON
USA	EXP01	**DELTA**	DELTA SOUTHERN

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USA	EXP01	**EPES**	EPES TRUCKING
USA	EXP01	**ESTES**	ESTES
USA	EXP01	**FEDERAL**	FEDERAL EXPRESS
USA	EXP01	**FEDERAL FRT**	FEDERAL EXPRESS FREIGHT
USA	EXP01	**FLEETWOOD**	FLEETWOOD
USA	EXP01	**GENERAL**	GENERAL OFFICE MAIL
USA	EXP01	**GI TRUCK**	GI TRUCKING
USA	EXP01	**LOWES**	LOWES TRAFFIC DEPT.
USA	EXP01	**MCELROY**	MCELROY
USA	EXP01	**NA**	NOT APPLICABLE
USA	EXP01	**OVERNITE**	OVERNITE
USA	EXP01	**PREPAY**	PREPAY, ADD
USA	EXP01	**RPS**	RPS
USA	EXP01	**SAIA**	SAIA
USA	EXP01	**SB**	SEE BELOW
USA	EXP01	**SOUTH**	SOUTHEASTERN
USA	EXP01	**TCI**	TCI
USA	EXP01	**TEAM AIR**	TEAM AIR
USA	EXP01	**UPS**	UNITED PARCEL SERVICE
USA	EXP01	**UPS NEXT D**	UPS NEXT DAY
USA	EXP01	**UPS RUSH**	UPS RUSH
USA	EXP01	**UPS 2DAY**	UPS SECOND DAY
USA	EXP01	**USPS**	UNITED STATES POSTAL SERVICE
USA	EXP01	**VIKING**	VIKING FREIGHT
USA	EXP01	**WESTSIDE**	WESTSIDE
USA	EXP01	**YELLOW**	YELLOW FREIGHT
USA	EXP01	**YOUR**	YOUR VEHICLE
CAN	CAE01	**BUNZL**	BUNZL
CAN	CAE01	**CANADAPOST**	CANADA POST
CAN	CAE01	**CNTRL FRGT**	CENTRAL FREIGHT LINES
CAN	CAE01	**CUSTOMER**	CUSTOMER PICKUP
CAN	CAE01	**ESTES**	ESTES
CAN	CAE01	**FEDEX**	FEDERAL EXPRESS
CAN	CAE01	**LANDDUTYPD**	LANDED DUTY PAID
CAN	CAE01	**UPS NXT DY**	UPS NEXT DAY