

Lowes's Live Nursery Tagging/Shipping Policy and Procedures

Lowes's Live Nursery Tagging and Shipment Requirements

Per the Vendor Compliance Policy: see also Live Nursery Business Rules (via RTR site)

Bar Coding, Packaging, & Tagging Requirements – All products are required to have a unique, scan able bar code according to the Uniform Code Council's specifications affixed to the package for product identification at the sales register. Lowes's accepts only UPC Version A, UPC Version E, EAN 8, and EAN13 bar code symbologies at point of sale. All standard shipping containers (master cartons, bundles, pallets, inner packs, etc.) containing fixed multiples of the same item must have an Interleaved 2 of 5 (SSC-14) Shipping Container Code placed on the packaging according to the Uniform Commercial Council's specifications. All cartons must be packed on the pallet with the barcode facing outward. **All nursery products must also be properly labeled and tagged with Lowes's approved care tag instructions.** Vendors pre-pricing items must ensure the pricing is correct for both the item and advertising patch area.

A) Pre-pricing:

Prices should only be displayed on the tag and not on the UPC. Vendors found with product in Lowes's stores not complying with this policy will be fined.

B) Fining Methodology:

Bar Coding, Packaging, & Tagging Requirements – A fine of up to \$1,000 will be applied for each purchase order containing non-compliant bar coding, packaging, or tagging.

Tag Forecasts

Vendors are required to purchase 100% of the forecast in tags and bar codes for their items. Please note, generic tags will only be acceptable if the product quality does not meet Lowes's standards. Also, please follow all State and/or Federal regulations with regards to the bar codes.

Transportation

If vendors experience issues in getting the adequate amount of trucks, especially in the spring, please contact your Vendor Supply Chain Specialist at (704) 758.2179. You can also contact our Lowes's Transportation Team at (336) 658.6421.

Empty Cart Pick-up

Lowes's wants to help ensure the repeated use of the vendors cart assets as well as preserve the appearance of stores for all of our customers. Vendors are required to pick up carts within 10 days of initial delivery. Any vendor with carts remaining at the stores past 10 days will be contacted by store personnel or by Lowes's corporate to pick up the carts within 48 hours or be subject to fines. The Lawn & Garden Service Representative will be taking a count of all empty carts during each store visit. This information will be available to vendors daily on the RTR site by clicking the Grower Carts link. Vendors should monitor this link and schedule cart pick up accordingly. Any vendor found to be picking up another vendor's carts, including a third party's rental carts without permission, may be dismissed as a Lowes's vendor immediately. Any vendors needing to pick up their wooden racks need to make arrangements with the store, otherwise stores will dispose of the racks after receipt and processing of the product.

Empty Cart Fines: (per the Vendor Compliance Policy)

Failure to comply with the cart pick up policy in a timely manner will result in either disposal of the carts or up to a \$500 monetary fine at the discretion of the Vendor Supply Chain Specialist.

Purpose

In our continued efforts to separate Lowes's from the competition, we have created this Tagging and Shipping policy to help guide vendors in our expectations on product appearance. Below you will find examples of how finished product should look before being shipped into Lowes's stores.

Examples

Garden Club Select (GCS)

1 Gallon GCS: Annuals and Perennials (shown)

Qt. GCS: Annuals and Perennials

Pint and Premium Accent GCS

- Tag should be centered over “Lowe’s Garden Club Select” logo on pot.
- The “mustache clips” on the tag should be securely clipped on the edge of the pot.
- Pots should be arranged in trays so that tags are facing out where the GCS logo is visible to customer.



Basic Annuals and Perennials

1 Gal, 5", 6", 8"



- Tag should be securely inserted into dirt, but not so as to hide the valuable information on the tag (see photos).
- Bar code should be attached to side of pot.

6-Pack Tags and Trays



- Tags should be placed in middle slot in each individual 6-pack.
- Tag should be securely inserted into dirt, but not so as to hide the information on the tag.
- Tray Placement: 6-packs should be placed in trays so that the tags are facing outward (see photo, left).

Handle Tags (9 packs)



- Handle tags should be positioned in the slots on the tray with product information facing outward. (see photo on left)
- The packs should be aligned on the trays so that the handle tags are facing the same direction. (see photo on right)
- Place UPC on the pot, **not** the handle tag.

Hanging Basket Tags



- Tag should be clipped onto one of the three “arms” from the actual hanger, where it connects to the pot.
- Do **not** place tag over the hook at the top of the basket, this puts the tag out of the view of the customer when on the HB racks.
- No UPC should be placed on the hang tag.

Tree Tags and Wraps

- Tags and bar codes should be securely fastened to a “substantial” tree branch and easily accessible to customer. Tag and bar code should also be placed on same branch.
- The bottom of the tree wrap should be “resting” on top of the dirt.



Shrubs

- Tags should be securely attached to a “substantial” branch on the plant and in clear view of customer.
- Bar code should be attached to pot with Lowe’s specific information.



Cart Shipments and Labels

Cart Label Appearance (Example)

Date	Cart 1 of 5
Vendor Name	
1	
Lowe’s Store # _____	
City, State	

Cart labels should be attached to each cart with the information displayed in the example label. Attaching this information will help the LNS as they receive shipments and display the product.

Cart Appearance upon Shipment

Our goal is to get the product from the carts to the tables as quick as possible. Below are some of our requirements of the vendors to make this happen.

Annuals and Perennials:



- Make sure old labels are removed from carts before shipping again.
- Place same varieties of product on same cart, grouped together. Avoid placing same varieties on more than one cart, this will allow the LNS to use only one cart to display that particular variety on the table.
- Place all shade plants on same carts and all sun plants on same carts, but do **not** place shade product on top rack of cart.
- All items should be shipped in shelf quantities. However, Job Lot items should be shipped in half cart quantities and store front items should be shipped in single varieties with no more than two colors.
- The UPC should be applied to the pots, either by adhesive or pre-printed on the pots.

Shrubs:



- Limit the number of varieties (items) per cart, by grouping carts by shrub types. For example, if there are multiple types of boxwoods on the Purchase Order then put them all on the same cart (sorted by size).
- The UPC should be applied to the pots, either by adhesive or pre-printed on the pots.