



Vendor Information Guide

Expense Payables

CANADA

Last revised – August 2007

TABLE OF CONTENTS

Introduction..... 3
Statement of Business Ethics 5
Expense Vendor Information Guide 8



TO: LOWE'S VENDORS / SUPPLIERS /CONTRACTORS

Lowe's Companies Inc. and its subsidiaries (Lowe's) have a solid reputation for honesty, social responsibility and ethical dealings, and we are justifiably proud of this reputation. We believe everyone doing business with Lowe's should be aware of our Company's policies regarding ethical behavior in business relationships. I've enclosed our Statement of Business Ethics in order to familiarize you with our standards, and to emphasize our commitment to these standards. Please make certain that all representatives of your company who deal with Lowe's are also aware of our policies.

The enclosed policy emphasizes a number of specific requirements that must be complied with by all Lowe's personnel. These requirements also extend to members of their immediate family. Lowe's personnel are expected to exercise sound judgment in the areas covered in the Policy Statement, and at all times avoid any situation that might be subject to question.

I know you will agree that we share a mutual responsibility to maintain a high standard of business conduct. Our internal efforts and policies require your support. Public confidence in business institutions and practices, and the strengthening of this public confidence, is essential. I ask for your understanding and cooperation as our employees seek to comply with Lowe's standards. If you are aware of any deviations from the enclosed policy by our employees or any individual or organization, please contact Lowe's Internal Audit Department at (704) 758-2634 or contact our independent business abuse information clearinghouse at (800) 784-9592 or www.ethicspoint.com.

I look forward to a long and prosperous relationship with your organization.

Sincerely,

Lowe's Companies, Inc.

A handwritten signature in black ink, appearing to read "RANiblock".

**Robert A. Niblock
Chairman and CEO**

Enclosure

LOWE'S COMPANIES CANADA, ULC STATEMENT OF BUSINESS ETHICS

LOWE'S POLICY STATEMENT: All employees of Lowe's are expected to be honest and act in good faith, and to conduct themselves in such a manner to avoid any situation in which his or her interest or the interest of his or her family might adversely affect the best interests of the Company. The following statements support this policy. *All vendors and suppliers are also expected to support and comply with these policies. Failure to do so may result in discontinuance of business relationships.*

1. BUSINESS INTERESTS - Employees and their immediate family are prohibited from having any personal financial dealings with any individual or business organization furnishing or seeking to furnish merchandise, supplies, property or services to Lowe's, other than ownership of a small minority equity interest in a publicly traded company. Additionally, Employees should not act on behalf of Lowe's in any transaction with another organization in which their immediate family member has a material financial interest or by which an immediate family member is employed in a management or sales and marketing position. Immediate family includes parents, children, spouses, siblings, in-laws and anyone (other than a domestic employee) who shares an Employee's home.

2. ACCEPTANCE OF GIFTS OR OTHER BENEFITS - Lowe's has a policy on conflicts of interest that is part of Lowe's Code of Business Conduct and Ethics that provides, in general, that Employees and members of their immediate families should not request or accept gifts or other personal benefits from any of Lowe's vendors or service providers. For information regarding this policy, persons doing business or seeking to do business with Lowe's should consult the Code of Business Conduct and Ethics that is posted on Lowe's corporate web site at <http://www.shareholder.com/lowes/ethics.cfm>.

3. CORPORATE FUNDS - Lowe's employees are prohibited from maintaining or authorizing disbursements of Company funds that are not recorded on its books and records. Any Lowe's liability to the supplier is to be satisfied only by submission of an appropriately detailed invoice to Lowe's.

4. CORPORATE SOURCING POLICY - It is corporate policy that Lowe's only purchase products and services from vendors whose labor force is made up of employees with a minimum age of no less than 16 years, and that its vendors' or suppliers' labor in producing the goods is not furnished, wholly or in part, by convicts or prisoners, except convicts or prisoners on parole, supervised release, or probation, or in any penal or reformatory institution.

All vendors and suppliers are expected to comply with all applicable laws and regulations in the conduct of their business with Lowe's.

If you are subjected to or are aware of a violation of this policy, please report it by contacting our independent business abuse information clearinghouse at 1-800-784-9592 or www.ethicspoint.com.

Lowe's Companies Canada, ULC Expense Vendor Information Guide

Information Required on Invoice

- Please provide the following information:
 - Invoice prepared billed to Lowe's Companies Canada, ULC
 - Vendor Name, phone number and fax number
 - Vendor remit address
 - Lowe's PO Number (if applicable)
 - Vendor GST number

Invoice Processing

- Invoice only for merchandise shipped or services performed
- Lowe's only pays from original invoices, and does not pay from statements. Please do not attach invoices to monthly statements
- Products or services must be received or completed prior to payment being issued
- All miscellaneous charges must be detailed separately on the invoice (GST, PST, Freight, Duty, etc.)
- Credit memos must reference the original invoice number to which the credit is to be applied
- Paper Invoices and Credit Memos should be mailed to:
 - Lowe's Companies Canada, ULC
Attn: Canada AP
P.O. Box 1941
North Wilkesboro, NC 28659

Payment Options and Information

- Electronic Funds Transfer – (preferred method of payment vs. a paper cheque option)
 - The Canada Accounts Payable team will contact all new vendors to establish electronic payment options
 - Electronic payments are generated 5 days per week
 - Good funds settlement date will be three calendar days from payment release date
 - Benefits of EFT Payments include:
 - Payments are automatically deposited
 - Eliminates lost or stolen checks
 - Enhances cash flow management
- Paper Cheque
 - Paper cheque payments are generated one time per week
 - Cheques will be mailed from the Lowe's Companies North Carolina – USA via postal service
- Visa Purchasing Card
 - Orders for Merchandise / Services initiated by a Lowe's store can be paid by a Visa Purchasing Card
 - Benefits of P-Card include:
 - Real time payment received by Vendor
 - Reduced invoice processing
- Payments will be generated based on payment due date. (Invoice date plus vendor terms)

- Payments from Lowe's Canada will not be combined with payments from Lowe's US. If a vendor is performing services for both Lowe's US and Lowe's Canada, separate payments will be processed by each company.

Discrepancy Resolution

- If a payment discrepancy is identified a deduction could be issued. Deduction disputes can be emailed to the canadaap@lowes.com mailbox with an explanation for the dispute.

Accounts Payable Contact Information

- Canadaap@lowes.com – Any Inquiries (i.e. general information, invoice concerns, payment or deduction inquiries)
- In Canada, please call 416-730-7474 – choose option 2 for Canada
- In the United States please call 336-658-2121 – choose option 2 for Canada
- Send faxes to 336-903-7397