

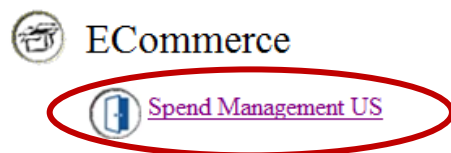
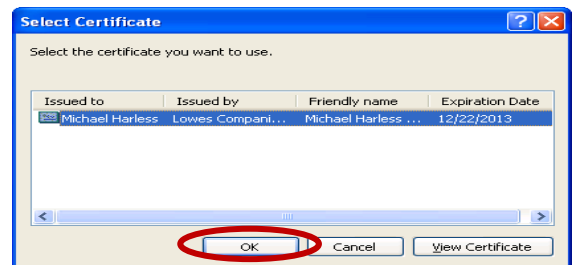
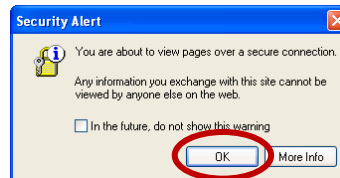
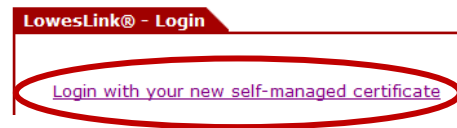


Strategic Sourcing Bidder Registration Guide (Bidders Only)

Prior to registering as a Bidder with Lowe's, you must have registered with LowesLink® to obtain a digital certificate for your computer.

After downloading your LowesLink digital certificate, you will need to complete the bidder registration steps below to gain access to the Lowe's Spend Management system.

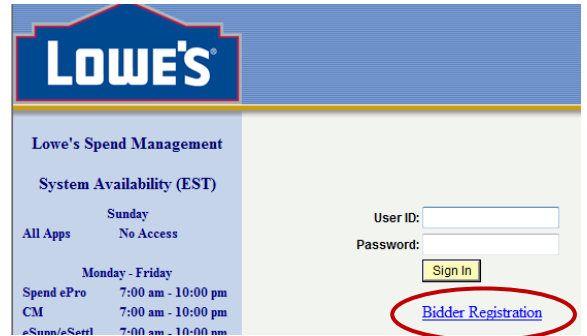
1. Go to www.loweslink.com
2. Click on *Login to LowesLink*
3. On the next page, click on *Login with your new self-managed certificate* link
4. If the Security Alert window pops up click **OK** or if the Security Warning window pops up select **NO** to show all delivered content
5. It may take several seconds for the Certificate window to open, when the window opens select your certificate and click **OK**
6. When the next page opens click on *Spend Management US*
 - a. If you do not see Spend Management US under ECommerce please contact procurement@lowes.com to have it added





Strategic Sourcing Bidder Registration Guide (Bidders Only)

7. This will take you to the Lowe's Spend Management login page.
 - a. At this time you **do not** have a User ID or password
8. Please click the Bidder Registration link to create your bidder profile



Completing the Strategic Sourcing Bidder Registration pages

9. Complete registration steps 1 through 8 to create your bidder profile

PLEASE PAY SPECIAL ATTENTION TO:

Step 2 – Please use the unique identifier supplied by LowesLink for your “User ID”

Step 6 – Take this opportunity to designate small and/or diverse business statuses. You will be able to update this information at a later date if necessary.

Step 7 - Select the best possible category that reflects your business. You will be able to update this information at a later date if necessary.

User Information

*First Name [Delete](#)

*Last Name

Title

*Email ID

*Telephone Ext

Fax

*User ID (User's account login name.)

*1. Are you a certified MBE Company?

| Country | Description | VAT ID | Home Country | |
|---------|----------------------|----------------------|--------------------------|------------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | Delete |

[Add Row](#)

More About Your Organization (Optional)

HUBZone Program:

Sm Disadvantaged Business Prog:

Size of Small Business:

Other Preference Programs:

Veteran-Owned Small Business:

Women-Owned Business

Emerging Small Business

Strategic Sourcing Tree

- Sourcing - Sourcing Categories
 - Buy Categories
 - Sell Categories
 - 94000000 - DUES-SUBSCRIPTION & STORE ONL
 - 92000000 - SECURITY & SAFETY SVCS
 - 82000000 - ADVERTISING-GRAPHIC DESIGN SV
 - 81000000 - ENGINEERING & TECHNOLOGY SVCS
 - 14000000 - PAPER MATERIALS & PRODUCTS



Strategic Sourcing Bidder Registration Guide (Bidders Only)

Once you have completed Step 8 by agreeing to the Terms and Conditions and clicking the **Finish** button to submit your registration, your registration will be forwarded to an Administrator for review and approval.

Once your registration is approved you will receive an email notice with your login ID and password information. You can then log into the Lowe's Spend Management system through www.loweslink.com (please **DO NOT** follow any shortcuts or links). Your password is a onetime password so the system will prompt you to create a new password with your first login.

Bidder Registration Approved

Your application to become a sourcing bidder has been

| User ID and Password |
|--|
| User ID: LOWTES Password: LOWTES88 |
| URL |
| Login to strategic sourcing application. |

For additional guidance in accessing and navigating the Strategic Sourcing system please refer to [Logging in and Entering Bid Responses](#) on LowesLink, path below:

www.loweslink.com → Partner Information tab → Spend Management link → Strategic Sourcing: Registration and Bid Opportunities link

For support with Lowe's Strategic Sourcing Bidder Registration, please contact Michael Harless at Michael.S.Harless@lowes.com , Casey Grandelli at Casey.Grandelli@lowes.com or Donna Miller at Donna.J.Miller@lowes.com.