



Registering and placing bids

Lowe's Companies, Inc.



Entering Bid Responses for Lowe's Strategic Sourcing Events



Registering and placing bids

1. Go to LowesLink www.loweslink.com

LowesLink Home - Microsoft Internet Explorer provided by Lowe's

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail PC

Address <http://www.loweslink.com/> Go Links

Wednesday, May 13 2009

What's New Getting Started Partner Information Lowe's Canada Installed Sales EDI Home Login

LowesLink®

Good Afternoon!
Welcome to LowesLink®, your business connection to Lowe's Home Improvement Warehouse.

LowesLink® Getting Started
How to sign up for LowesLink access. Recommended for all Lowe's approved vendors.
→ [Register Here](#)
→ [LowesLink® System Requirements](#)
→ [LowesLink® FAQ's](#)

TradeStone
Click [here](#) for more information about TradeStone.

Partner Information
Valuable Lowe's trading partner information.
→ [Lowe's Partnership Book \(Vendor Requirements\)](#)
→ [Lowe's Routing Requirements Manual](#)
→ [Translations](#)
→ [Vendor Inquiry Demo](#)

Data Synchronization
Click [here](#) for further details on Data Synchronization and the new Marketing Data Pool Initiative.

Installed Sales
If you are interested in learning more about our Installed Sales Program, click [here](#).

EDI WEBFORMS
Lowe's WebForms allow our vendors to receive and send orders and invoices through our secure LowesLink® portal.
Click [here](#) for more information
EDI
Click [here](#) to explore cost saving Electronic Data Interchange options.

Lowe's Canada
→ [Canada Partnership Book](#)
→ [Vendor On Boarding Presentation](#)
→ [FAQ from Vendor On Boarding Sessions](#)
→ [Canada FAQ's for LowesLink](#)
→ [Canadian Rebate Application](#)

Recent Activity
→ [LowesLink® System Requirements](#)
→ [LowesLink® FAQ's](#)
→ [Vendor User Enablement Form](#)
→ [LowesLink® FAQ's](#)
→ [LowesLink® FAQ's](#)

Get **ADOBE® READER®**

Gift Card
Lowe's gift cards are a great way to reward your people.

Local intranet

start Microsoft Of... Microsoft Excel Internet Exp... 100% 1:49 PM

Click on the “Login to Loweslink” in the upper left hand corner. (Circled above)



Registering and placing bids

The next screen will ask that you log in with your new self-managed certificate. Click on the link circled below.

LowesLink® - Login - Microsoft Internet Explorer provided by Lowe's

File Edit View Favorites Tools Help

Address <http://www.loweslink.com/login.html>

Wednesday, May 13 2009

Home Login

LowesLink®

- [Login with your new self-managed certificate.](#)
A self-managed certificate would have required you to answer 3 questions (shared secrets) during the retrieval process.

ATTENTION: First time using IE7 on LowesLink®? Please click [here](#) for important information.

ATTENTION: Due to a LowesLink® software upgrade please verify your [SUN Java version](#) and clear temporary internet files from your computer

From your browser menu:

1. Tools => Internet Options => Delete Files (under Temporary Internet Files)
2. Check the option 'Delete all offline content'
3. Click OK
4. Close Internet Explorer
5. Open Internet Explorer
6. Type www.loweslink.com in the web address line
7. Click on Login to LowesLink®

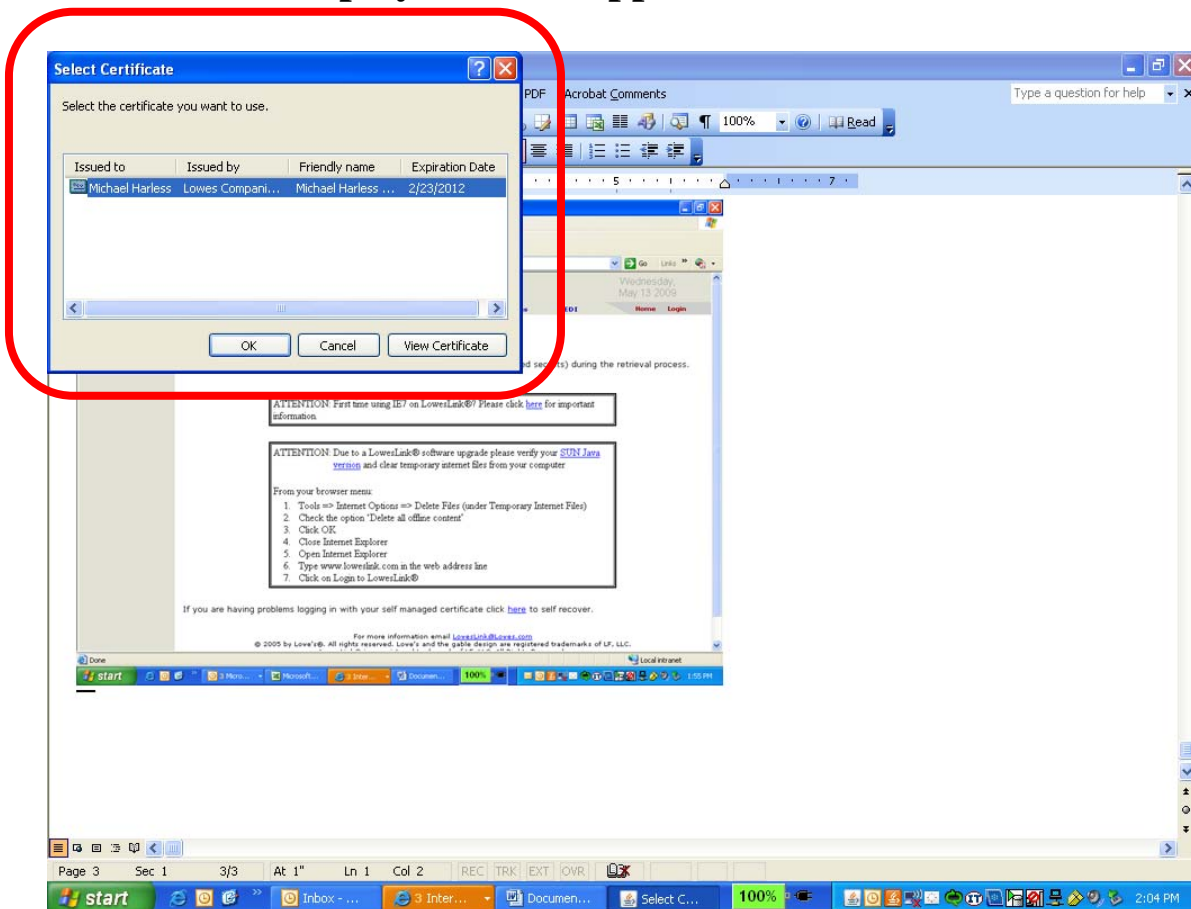
If you are having problems logging in with your self managed certificate click [here](#) to self recover.

For more information email LowesLink@Lowe.com
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Registering and placing bids

The next window that opens will ask that you click on the certificate you wish to use that is displayed in the upper left hand corner.

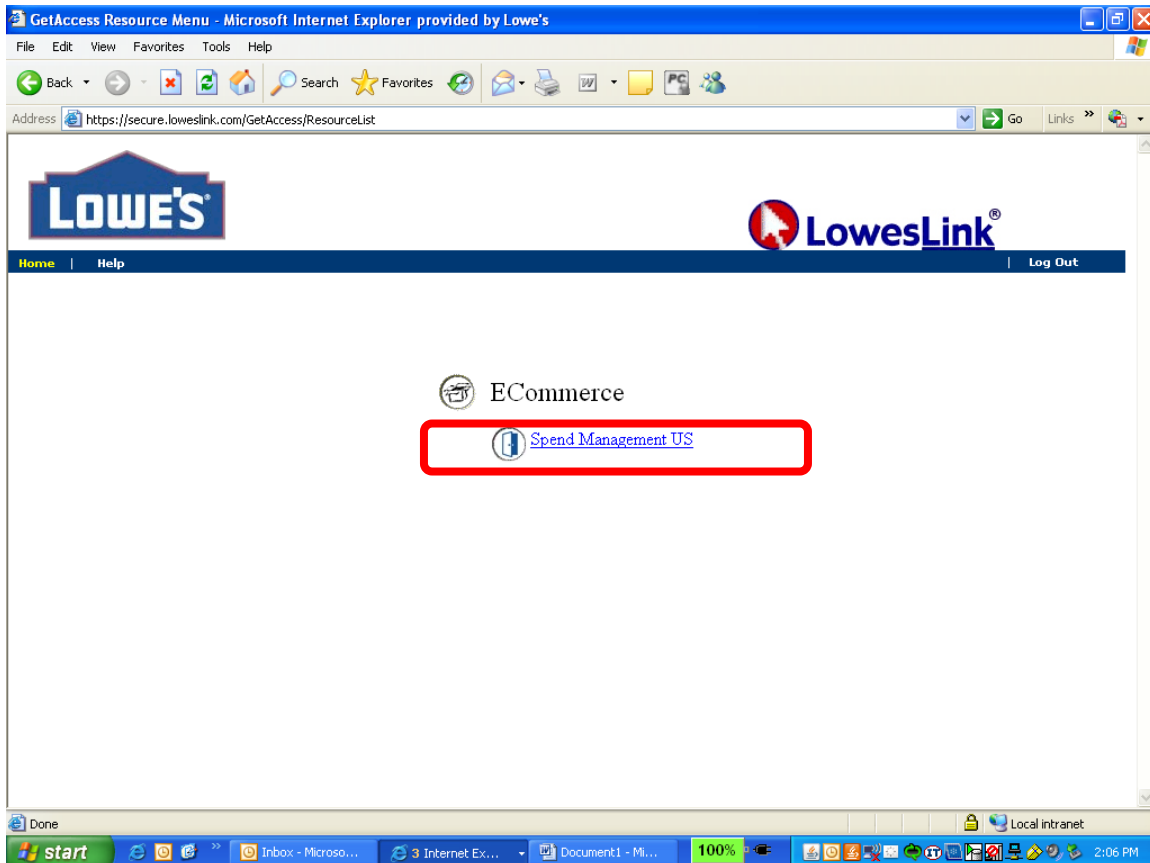


Click OK



Registering and placing bids

The Next screen that is displayed may present several options, but the one you will need to click on is located under ECommerce and the link is [Spend Management US](#)





Registering and placing bids

In order to view attachments that will be included in the RFP/Strategic Sourcing Event it may be necessary to adjust your internet browser.

To adjust your system to view Attachments associated with the Strategic Sourcing Event in PeopleSoft when going in through LowesLink.

Log into LowesLink, and then to the PeopleSoft sign in screen. When the sign in page comes up you should complete the process described below.

- 1) First click on **Tools** and then select the **Security Tab**. From the security page Select Internet..



Registering and placing bids

PeopleSoft 8 Sign-in - Microsoft Internet Explorer provided by Lowe's

File Edit View Favorites Tools Help

Address <https://secure2.loweslink.com/psp/fs89prd/SUPPLIER/ERP/?cmd=login>

PeopleSoft

Lowe's Spend Management

System Availability (EST)

| All Apps | Sunday |
|-----------------|--------------------|
| | No Access |
| Monday - Friday | |
| Spend ePro | 7:00 am - 10:00 pm |
| CM | 7:00 am - 10:00 pm |
| eSupp/eSettl | 7:00 am - 10:00 pm |
| PA | 7:00 am - 10:00 pm |
| SS | 7:00 am - 10:00 pm |
| Saturday | |
| Spend ePro | 7:00 am - 5:00 pm |
| CM | 7:00 am - 5:00 pm |
| eSupp/eSettl | 7:00 am - 5:00 pm |
| PA | 7:00 am - 5:00 pm |
| SS | 7:00 am - 5:00 pm |

User ID:

Password:

[Bidder Registration](#)

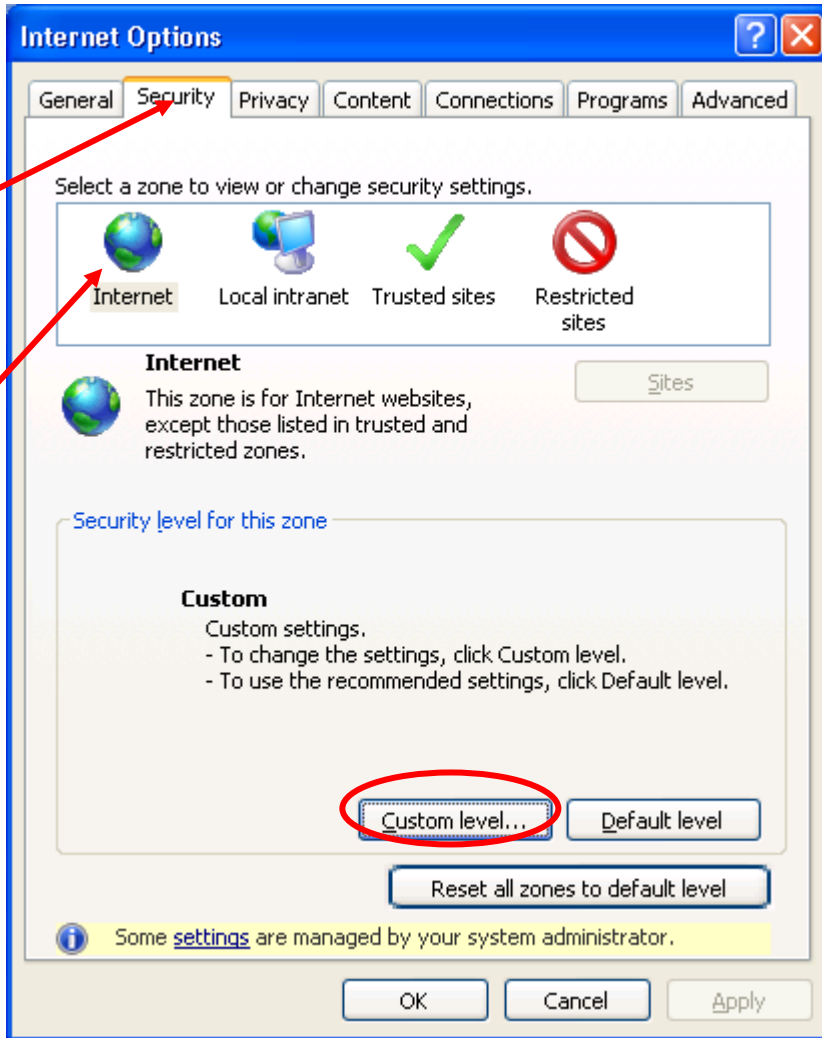
Select a Language:

- [English](#) [Español](#)
- [Dansk](#) [Deutsch](#)
- [Français](#) [Français du Canada](#)
- [Italiano](#) [Magyar](#)
- [Nederlands](#) [Norsk](#)
- [Polski](#) [Português](#)
- [Suomi](#) [Svenska](#)
- [Čeština](#) [日本語](#)
- [한국어](#) [Русский](#)
- [ไทย](#) [简体中文](#)
- [繁體中文](#) [العربية](#)

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PeopleSoft and the PeopleSoft logo are registered trademarks of PeopleSoft, Inc.

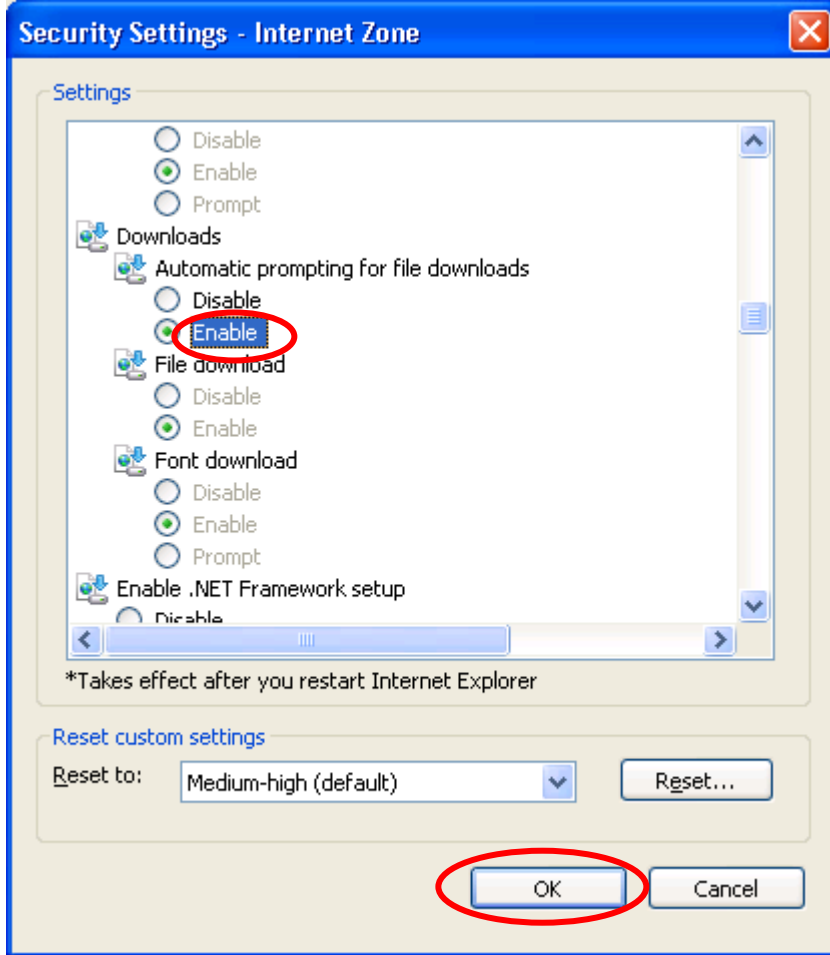
Done Local intranet

start 100% 8:31 AM



Make sure you select **Internet** as Zone as shown above, the word **Internet** should be highlighted when you click on it and then click on **Custom Level**. If Custom Level is “grayed out” you may need to contact your system administrator to allow the Custom Level to be opened for selection.

When the next page (Security Settings – Internet Zone) opens, scroll down the list until you locate **Downloads**. Directly under Downloads you should see **Automatic prompting for file downloads**. You will need to check **Enabled** as shown below.



Click **OK** and proceed to log into PeopleSoft.



Registering and placing bids

Enter your new ID and Password.


If you have forgotten your ID or Password you may e-mail michael.s.harless@lowes.com to have it reset.

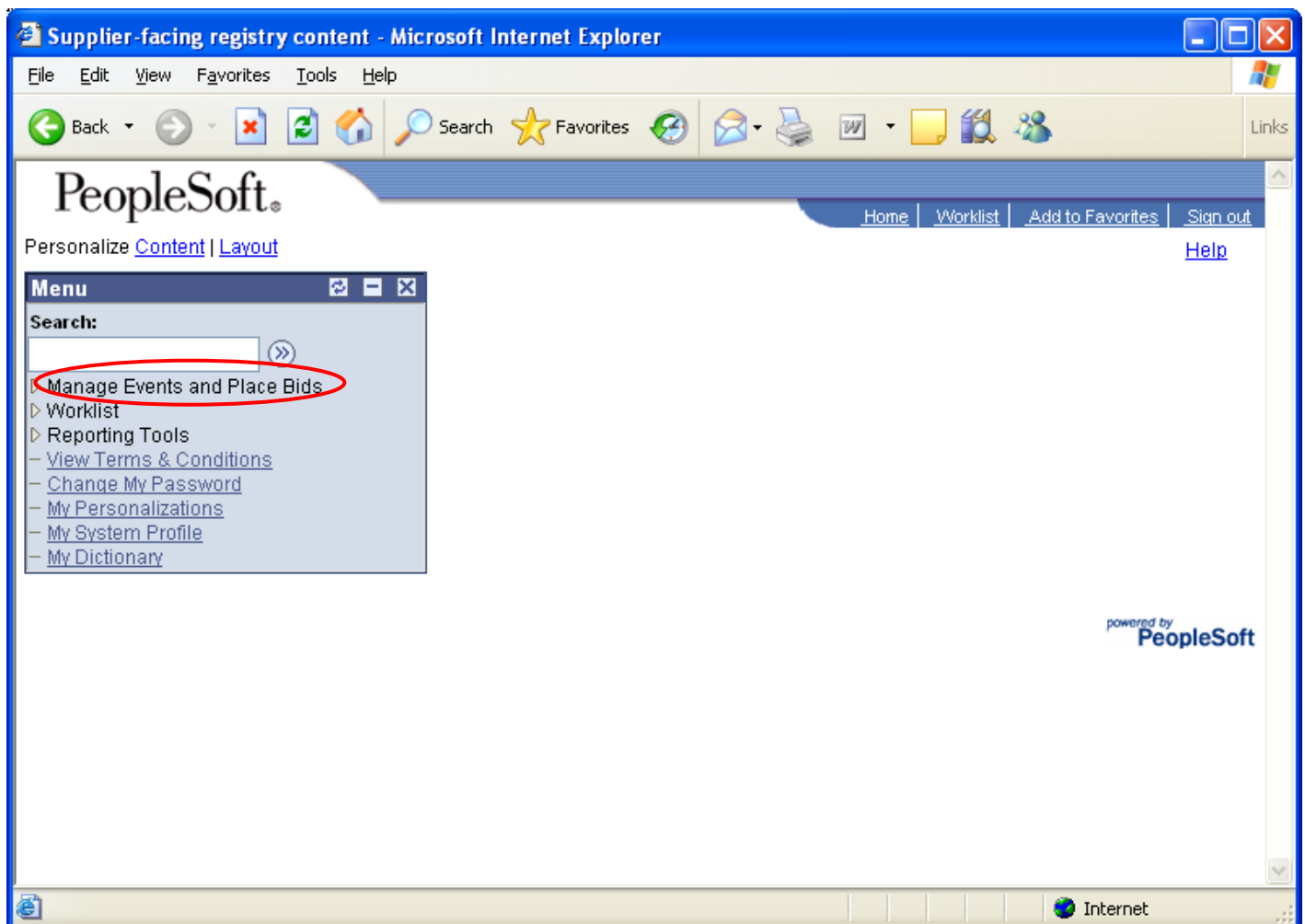
Please note the System Availability times listed. If you attempt to enter the system during times when the system is unavailable you will get an error message that your user ID or Password is invalid. The times listed are EST.



Registering and placing bids

Procedure

| Step | Action |
|------|---|
| 1. | Begin by navigating to the Event Details page. Click the Manage Events and Place Bids link.  |

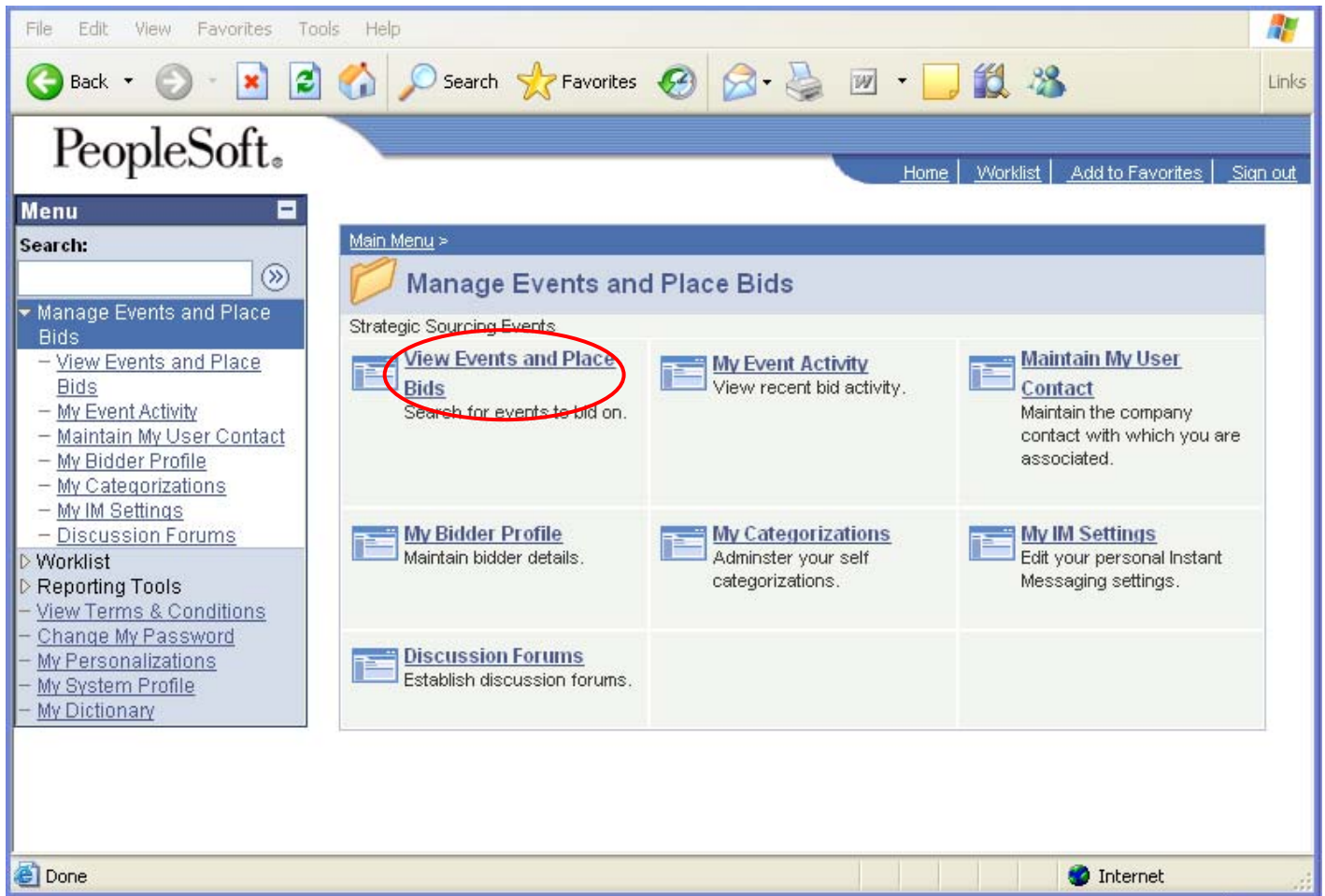


Click on Manage “**Events and Place Bids**”.



Registering and placing bids

| Step | Action |
|------|---|
| 2. | Click the View Events and Place Bids link. |
| 3. | The system populates the View Events and Place Bids search page with an event that you have been invited to. |



| Step | Action |
|------|--|
| 4. | Or simply press Search Button to view all the available events. |



Registering and placing bids

Menu

Search:

- Manage Events and Place Bids
 - View Events and Place Bids
 - My Event Activity
 - Maintain My User Contact
 - My Bidder Profile
 - My Categorizations
 - My IM Settings
 - Discussion Forums
- Worklist
- Reporting Tools
 - View Terms & Conditions
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

View Events and Place Bids

Enter search criteria to locate an event for viewing or placing bids.

Search Criteria

Use Saved Search:

Event ID: -

Event Name:

Event Type:

Event Status:

Include Declined Invitations?

Results Should Include:

- Sell Event
- Purchase Event
- Request For Information

[Manage Saved Searches](#) [Save Search Criteria](#) [Advanced Search Criteria](#)

| Search Results | | | | | | First <input type="button" value="◀"/> 1-8 of 8 <input type="button" value="▶"/> Last |
|----------------------------------|---|--------|---------|--------------------------|----------|---|
| Event ID | Event Name | Format | Type | End Date | Status | |
| FIN01-0000000124 | Demo:Responding to RFx Event | Sell | RFx | 01/15/2009 06:05 AM EST | Accepted | Discuss |
| FIN01-0000000125 | Demo: Responding to Auction | Sell | Auction | 01/15/2009 06:12 AM EST | Winning | Discuss |
| FIN01-0000000126 | Demo:Responding to Auction(Proxy Bidding) | Sell | Auction | 01/15/2009 06:16 AM EST | Accepted | Discuss |
| FIN01-0000000127 | Demo:Responding to RFI | RFI | RFx | 01/15/2009 06:19 AM EST | | Discuss |
| FIN01-0000000128 | Responding to RFx | Sell | RFx | 21 hrs, 47 mins, 10 secs | | Discuss |
| FIN01-0000000129 | Responding to Auction | Sell | Auction | 22 hrs, 5 mins, 10 secs | | Discuss |
| FIN01-0000000130 | Responding to an Proxy Enabled | Sell | Auction | 22 hrs, 24 mins, 10 secs | | Discuss |
| FIN01-0000000131 | Responding to an RFI | RFI | RFx | 22 hrs, 30 mins, 10 secs | | Discuss |

Make sure that under “Results Should Include:” the box for “**Sell Event**” is checked. If this box is not checked the Event ID may not display

Click on the Event ID that you have been invited to participate in.



Registering and placing bids

When the Event Details page displays, please click on “**Accept Invitation**” if you plan on participating. This will update the event in our system to show us that you have been able to log in and view the event. If you decide you do not wish to participate, please click on the “**Decline Invitation**” button. If you wish to review the RFX prior to Accepting the Invitation you may click on “**Bid on Event**” and then make your decision once you have review the documents.

Event Details



Bidding Shortcuts: [View Event Activity](#)

| | | | |
|---------------------------|--|---------------------------------|---------|
| Event Name: | Responding to RFX | My Bid Status: | |
| Event ID: | FIN01-0000000128 | | |
| Event Format/Type: | Sell Event RFX | | |
| Event Round: | 1 | | |
| Event Version: | 1 | | |
| Event Start Date: | 01/13/2009 1:32AM EST | | |
| Event End Date: | 21 hrs, 30 mins, 59 secs | | |
| Event Description: | | | |
| Responding to RFX | | | |
| Contact: | TST Event Buyer | Payment Terms: | |
| Phone: | | My Bids: | 0 |
| Email: | | Edits to Submitted Bids: | Allowed |
| Online Discussion: | Discuss Event in Forum | Multiple Bids: | Allowed |
| Live Chat Help: | | | |

★ Bid Required Line Comments/Files

Find | View All | First 1 of 1 Last

| Line Description | Unit | Requested Quantity | Start Price | Extended Price | Status |
|---|------|--------------------|-------------|----------------|--------|
| 1 INSTRUCTION- LANGUAGE LINE PHONE HANDSET QUICK 3/PK | PK | 50.0000 | 1.25000 | 62.5000 USD | |

[Return to Event Search](#)



Registering and placing bids

Notes:

Accept Invitation

Accepts the invitation to bid on this event. Use this if you are not ready to prepare Clients bids, but want to indicate their intentions to participate in the event. You are not required to accept the invitation before preparing their bids.

Decline Invitation

Select to decline the invitation to bid on this event.

If you are invited to an event and decline the event invitation, you can continue receiving updates on the event. Also, you can accept the invitation later and enter a bid for that event.


Bid on Event

Click to enter a bid response.

When you click on the **Accept Invitation** button it will take you back to the Manage Events page. Click on the Event ID again to get back into the event.



Registering and placing bids

| Step | Action |
|------|--|
| 5. | Click the Bid on Event button.  |
| 6. | Use the Event Details—Create Bid Response page to enter bids on the event. |
| | |

Once you have clicked on the **Bid on Event Button** the **Event Details** page will display.



Registering and placing bids

PeopleSoft®

Home Worklist Sign out

New Window | Help | Customize Page

Menu

Search:

- Manage Events and Place Bids
 - View Events and Place Bids
 - My Event Activity
 - Maintain My User Contact
 - My Bidder Profile
 - My Categorizations
 - Discussion Forums
- Worklist
- Reporting Tools
 - View Terms & Conditions
 - Change My Password
 - My Personalizations
 - My System Profile

Event Details

Submit Bid Save for Later Validate Entries

| | | | |
|---------------------------|-------------------------|----------------------|---------------|
| Event Name: | Employee Lockers | Bid ID: | New |
| Event ID: | FIN01-2008-622 | Bid Date: | |
| Event Format/Type: | Sell Event RFX | Bid Currency: | USD US Dollar |
| Event Round: | 1 | | |
| Event Version: | 1 | | |
| Event Start Date: | 01/27/2009 11:00AM PST | | |
| Event End Date: | 02/16/2009 03:00 PM PST | | |

[View/Add General Comments and Attachments](#)

[Hide Additional Event Info](#)

Description:
This Request for Proposal (RFP) covers the acquisition of Lockers used by all Lowe's store employees.

By Clicking on the **View/Add General comments and Attachments** link you will be shown the various attachments associated with the event, including the RFP and other important information that you must review before placing your bid.



Registering and placing bids

PeopleSoft Home Worklist Sign Out

New Window | Help | Customize P.

General Comments and Attachments

Business Unit: FIN01 Event ID: 2008-622

Attachments

| Attached File | Attachment Description | View |
|---|------------------------|----------------------|
| RFP_Employee_Lockers_08-622.pdf | | View |
| Attachment_A-Pricing_Sheet.xls | | View |
| Attachment_B-Specification_Sheet.xls | | View |
| Attachment_C-Vendor_Assessment.xls | | View |
| Attachment_D-Intent_to_Participate.doc | | View |
| Attachment_E-Lowes_US_PSA_template.pdf | | View |
| Attachment_F-PSA_Acknowledgement_Form.doc | | View |

Add New Attachments

| Attached File | Attachment Description | Upload | View | |
|---------------|------------------------|------------------------|----------------------|--|
| | | Upload | View | Add New Attachments Delete |

Comments

By clicking on the view button to the right of the attached file you should be able open the attachment.

If the attachment fails to open, you may want to double check that you had adjusted your internet browser as described earlier. If this does not work, please notify the person at Lowe's who sent out the event

In this screen you can save any of the attached files to your computer and respond to any questions or required information. Once you have saved the file, you can click on the Add New Attachment link and download the attachment you may have updated to the event. You can also use this area to download any files that you wish to send to support your proposals.

Click OK at the bottom of this page to get back to the Event Details Page. By scrolling down the page you can respond to the questions asked, upload attachments you may want to add and enter pricing.



Registering and placing bids

General Event Questions 2
 Required Questions 2

[Hide Event Questions](#)

Event Questions

★ Bid Required 📌 Ideal Response Required

Previous Questions 1-2 of 2 Next Questions

★ 📌 Are you currently working with customers in countries outside the US?

Response:

Ideal: Yes

Weighting 50.00000
[Add Comments or Attachments](#)

★ 📌 State the number of employees in your company?

Response:

Ideal:

Weighting 50.00000
[Add Comments or Attachments](#)

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event: 1
 Your Total Line Pricing: 0.0000 USD

[Hide Line Detail](#)

★ Bid Required 💬 Line Comments/Files

Previous Lines 1 of 1 Next Lines

| Line Description | Unit | Requested Quantity | Your Bid Quantity | Unit Start Price | Your Unit Bid Price | Your Total Bid Price | |
|---|------|--------------------|-------------------------------|------------------|-------------------------------|----------------------|--|
| 1 INSTRUCTION- LANGUAGE LINE PHONE HANDSET QUICK 3/PK | PK | 50.0000 | <input type="text" value=""/> | 1.250000 | <input type="text" value=""/> | 0.0000 USD | Bid <input type="button" value="💬"/> |

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

[Return to Event Search](#)



Registering and placing bids

Notes:

Submit Bid

Click this button to submit the bid. Upon posting, you will receive a confirmation email containing the bid details.

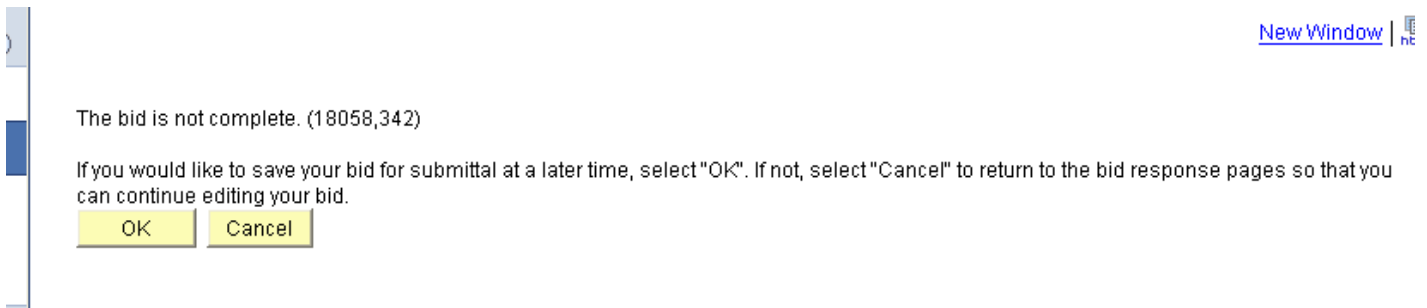
Save for Later

Click this button to save the bid before posting it. This is helpful to protect data already entered, take a break from the work, or research the answer to a certain bid factor. To return to the bid and complete it, you must access the Search Event page to edit the particular bid.

Validate Entries

Click this button to validate the bid for errors prior to saving or posting a bid.

Save for later procedure: To save information in a bid, click on bid on event, as you start answering the bid factor questions or entering the pricing on the event if you need to get out of the system, or just want to save the information you have entered click on the **Save For Later** button at the bottom of the screen. You will receive a “POP UP” that says your bid is not complete:



Here, you would click OK. The bid page opens back up and at the top of the page you are given the items that still need to be completed. At this point you can continue with the bid, or you can click on the link at the bottom of the page “[Return to Event Search](#)” or go to the upper right hand corner of the page and click on “[Sign Out](#)”

When you are ready to go back into the event to complete the bid, answer the bid factor questions, edit previously entered responses or update or complete pricing you would log in as usual. When you click on the Manage Events link and you see the available events, you would click on the event ID and the following page would display. Notice that now the “[Bid on Event](#)” button is no longer available.



Registering and placing bids

- Place
- Place
- Contact
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Event Details

Bidding Shortcuts: [View, Edit or Copy from Saved Bids](#)
[View Event Activity](#)
[View Event Package](#)
[Upload XML Bid Response](#)

Event Name: Vendor Event Testing
Event ID: FIN01-0000000016
Event Format/Type: Sell Event RFX
Event Round: 1
Event Version: 1
Event Start Date: 05/04/2009 12:14PM PDT
Event End Date: 08/24/2009 12:14 PM PST

My Bid Status:

Event Description:

Test event to send new bidder/vendors once they have been on boarded to insure they can access and see the Events.

To enter the event that has been saved, you would click on the first link in Bidding Shortcuts, [View, Edit or Copy from Saved Bids](#)

View, Edit or copy from Saved Bids

Welcome, HarlessMichael

| | |
|---|-----------------------------------|
| Event Name: Vendor Event Testing | Event Round: 1 |
| Event ID: FIN01-0000000016 | Event Version: 1 |
| Event Format/Type: Sell Event RFX | Multiple Bids: Not Allowed |
| Event Start Date: 05/04/2009 12:14PM PDT | Currency: US Dollar |
| Event End Date: 08/24/2009 12:14 PM PST | |

| Bid ID | Round | Version | Bid Status | Event Status | Bid Last Saved | |
|--------|-------|---------|------------|--------------|------------------------|---------------------------|
| 1 | 1 | 1 | Saved | Posted | 08/18/2009 12:33PM PDT | View/Edit |
| 2 | 1 | 1 | Saved | Posted | 08/18/2009 12:11PM PDT | View/Edit |

[Return to Event Search](#)

In the View, Edit or Copy from Saved Bids screen you will see the Bid ID listed. In most instances, there will only be one Bid ID listed. Click on the [View/Edit](#) button at the far right of the Bid ID. This will open the event so that you can resume entering responses to bid factor questions or entering pricing or loading attachments. As you continue bidding, reviewing the bid or editing bid



Registering and placing bids

information you can continue to click “**Save for Later**” and continue to update the bid information as necessary.

When you have entered all the responses to the bid factors, entered the pricing for the lines being bid on and have loaded all attachments that may be required or that you wish to load to support your Proposal click “**Submit Bid**”. Once the time has passed for submitting your Bid you can no longer edit or change the response.

| Step | Action |
|------|--|
| 7. | Click the vertical scrollbar. |
| 8. | Answer the Event Questions for Step No 1 in above screenshot. |
| 9. | Place a bid on line item 1. Click in the Your Bid Quantity field. <input type="text"/> |
| 10. | Enter the desired information into the Your Bid Quantity field. |
| 11. | Click in the Your Unit Bid Price field. <input type="text"/> |
| 12. | Enter the desired information into the Your Unit Bid Price field. |
| 13. | Click the Submit Bid button. <input type="button" value="Submit Bid"/> |
| 14. | The Bid Confirmation page appears showing the bid details and confirmation that the bid has been submitted. |


Bid Confirmation

Your bid has been successfully submitted.

| | | | |
|--------------------------|------------------------|-------------------|--------------------------|
| Bid ID: | 1 | Bid Date: | 01/13/2009 4:21:11AM EST |
| Event ID: | 0000000128 | Responding to RFx | |
| Event Format: | Sell Event | Round: | 1 |
| Start Date: | 01/12/2009 10:32PM PST | Version: | 1 |
| Your Total Price: | 55.00 USD | End Date: | 21 hrs, 10 mins, 28 secs |



Registering and placing bids

| Step | Action |
|-------------|--|
| 15. | Click the OK button.  |
| 16. | You have completed the Entering Bid Responses for RFX Events procedure. End of Procedure. |

▪