

Use of TradeStone Software for import task collaboration requires the use of a LoweLink® digital certificate.

As soon as possible, each import vendor-user that supports import tasks with Lowe's; will need to get a digital certificate with the TradeStone program code.

You may not share your digital certificate (it is user specific).

This digital certificate process could take several days depending on the response time of the external user, LoweLink® support, and TradeStone Software Support at Lowe's.

Please see the instructions if you:

- **DO have a LoweLink® digital certificate without the TradeStone program code...** [see page #2](#)
- **DO NOT have a LoweLink® digital certificate** (you are new to Lowe's)... [see page #3](#)

Existing LowesLink® user with a digital certificate (that do not have access to TradeStone Software)

All existing users who have already been issued a LowesLink® digital certificate and need access to TradeStone Software will need to send an e-mail to loweslink@lowes.com requesting access.

Please include the following information when submitting your request:

Email loweslink@lowes.com the following information:	
1) Application Requested	TradeStone
2) Program Code	=rA&Ras9
3) Company Name	
4) User Name	
5) Lowe's Home Office Vendor Number	
6) Specify role: <ul style="list-style-type: none">• Home office and factory OR• Factory only (Purchase Order processes only) <i>(see descriptions on page 4)</i>	

You will receive an email from TradeStone@Lowes.com with "next step" instructions approximately 1 business day after the LowesLink® digital certificate update. ***

Please email any questions regarding your digital certificate or access to loweslink@lowes.com.

New import-vendor user who needs a LowesLink® digital certificate with the TradeStone program code

Listed below is the registration instruction for a user who currently do NOT have an digital certificate for LowesLink®.

Please do not register if you currently have a LowesLink® digital certificate.

If you do NOT currently have a digital certificate for secure access to the LowesLink® website (new users only):

- 1) Go to www.loweslink.com
- 2) Review the → [LowesLink® System Requirements](#) document located under Getting Started on the top left hand side of the home page. Once you have confirmed that your computer meets these requirements, continue click on the → Register Here ('To Register for LowesLink® Click Here!' link also on the top navigation / 'Getting Started' link).
- 3) Click the radio button to accept the subscriber agreement.
- 4) Click the radio button for the **program code** (this will open up a block for you to make the following entry)

Enter the program code field =**rA&Ras9** (equal sign must be part of the program code) and select Continue.

You must enter this program code to ensure you are registering for the correct application. Please be sure to input the program code without any spaces.

- 5) The TradeStone application box should be checked and displayed on the following screen if the program code was input correctly. Click Continue.

6) Complete your Vendor Profile and submit the online registration form.
Please input:

- **Vendor Number** – your company’s Lowe’s Home Office Vendor Buying Unit (VBU) number(s)
 - If you are a new vendor to Lowe’s and you do not yet have a VBU, enter VBU **99999**
- **Comments** field – indicate your role as one of the following:
 1. **Vendor** role
 - a. Confirm Purchase Orders received from Lowe’s
 - b. Review vessel schedules
 - c. View Inspection Data such as the requested inspection, scheduled inspection, etc.
 - d. Create AMS (Advanced Manifest Submission)
 - e. Create Packing List
 - f. Review LC/OA
 - g. Create ASN (Advance Shipment Notice)
 - h. Create Commercial Invoice
 - i. Upload Documents into TradeStone
 2. **Factory** role
 - a. Factory user CAN
 - i. Review new purchase orders without pricing information and limited to their own items.
 - ii. Review vessel schedule
 - iii. View Inspection Data such as the requested inspection, scheduled inspection, etc. – (Limited to their own items)
 - iv. Create AMS – only when all items on Planned AMS are produced by the factory of the user.
 - v. Create Packing List - only when all items on the AMS are produced by the factory of the user
 - b. Factory user CANNOT
 - i. See pricing information
 - ii. Review LC/OA, Create ASN, Create Commercial Invoice. Upload documents into TradeStone
 - 3.

7) After you click the Submit button, you will receive an enrollment registration number. *Please print this page or write down the enrollment registration number as you will need this number later to retrieve your digital certificate.* You will also receive an automatic email confirming your registration was submitted.

8) Your registration will be processed and approved by the LowesLink® team. Once your registration is approved, you will receive an e-mail with your user id and a one-time use password to retrieve your digital certificate.

Instructions on how to retrieve your digital certificate will also be included in the e-mail.

- 9) You will receive an email from TradeStone@Lowe.com with "next step" instructions approximately 1 business day after the LoweLink® digital certificate update. ***

The instructions above are ONLY for the LoweLink® digital certificate process.

***** If approved, access to TradeStone Software may become available approximately one business day AFTER the LoweLink® digital certificate setup.**

- Further TradeStone instructions will be emailed upon the TradeStone user profile setup.
- You may start referencing the '**TradeStone Information**' (TradeStone Software training materials) at your LoweLink® ECommerce menu (after the LoweLink® digital certificate sign-in).
- Attempting to enter TradeStone Software before receiving your email from TradeStone@Lowe.com will return the following message:

**A problem was encountered while processing your request.
Your user-id has been disabled**

(This is an indication the TradeStone user setup is not yet completed)

Other supporting references:

1. TradeStone information at <http://www.LoweLink.com/ts.htm>
2. LoweLink® Digital Certificate System Requirements at http://www.LoweLink.com/llmain/pubdocuments/System_requirements.pdf
3. LoweLink® FAQs at <http://www.LoweLink.com/llmain/pubdocuments/LoweLinkFAQs.pdf>

Disclaimer: All of the information related to the TradeStone system is proprietary to Lowe's Companies, Inc. and/or one or more of its wholly owned subsidiaries (collectively "Lowe's"). You agree to protect the proprietary information, but in no event, less than a commercially reasonable degree of care. You shall not reproduce, copy, disclose or use the this proprietary information in anyway except for the benefit of Lowe's nor shall you reproduce, copy or disclose the proprietary information to any third party or permit any third party to use the proprietary information. If you become aware of any unauthorized use of this information, you must immediately notify Lowe's in writing. LowesLink® is a registered trademark of LF, LLC. All Rights Reserved.