



CROSS BORDER DOCUMENTATION

Lowe's Mexico requires all imported products must be classified before purchase order is generated. Please contact your Lowe's Mexico Supply Chain Operations at MexicoSC@lowes.com to provide necessary information (material, specifications, dimensions, use, final project, pictures, installation instructions, etc.) to assign the proper HTS Code.

Certificate of Origin:

Lowe's Mexico requires vendors to provide a Certificate Of Origin (based on country of manufacturing) with the correct format (NAFTA format for US, CA and MX items, or Free format for any other country of origin) to your Lowe's Mexico Supply Chain Operations at MexicoSC@lowes.com for all the products Lowe's Mexico will be working and clearing (based on the classification process, in the previous point) before purchase order is generated.

- To obtain a NAFTA format, please download this document from the US Customs and Border Protection webpage: http://forms.cbp.gov/pdf/CBP_Form_434.pdf or from the Appendix section in LowesLink Mexico.
- To obtain a Non-Nafta format, please request it to your Lowe's Mexico Supply Chain Operations at MexicoSC@lowes.com

Lowe's Mexico requires vendors fill the Certificate of Origin out using the confirmed product in the classification process.

IMPORTANT:

- Please add your complete company information as the Exporter in section 1. Tax Id is required.
- Into the period section (2), Lowe's Mexico requires vendors to provide Certificates of Origin with validation for one year using Gregorian calendar (i.e. from 1/1/2009 to 31/12/2009) and renew the Certificate 45 days (November 15 of each year) prior expiration. Vendor must use the following date format: DD/MM/YYYY. (i.e. 31/12/2009).
- Please add the manufacturer information as Producer in section 3. If you want this information to be confidential, it is acceptable to state "Available to CBP upon request".
- Please add the Lowe's Mexico company as Importer in section 4, based on the Purchase Order you received.
- Country of Origin must be stated using the international codes. Example: MX for Mexico, US for United States of American, CA for Canada, CN for China, etc.
- Certificate must be hand signed by a legal representative of your company in section 11.a.

Please remember to complete and provide an annual Certificate of Origin with all the products you are selling to Lowe's Mexico every November 15th.

Invoice:

For Product Support Material (including assets and consumables), Lowe's Mexico requires vendors to provide a Commercial Invoice to your Lowe's Mexico Supply Chain Operations at MexicoSC@lowes.com as soon as product is shipped. For Customs purposes, Lowe's Mexico requires vendors to provide an Invoice with the confirmed product in the classification process.

For all the products, please refer to "Payment Information" located in Lowe's Mexico Partnership Book to review details related to Invoices.

Packing Slip or Packing List:

Lowe's Mexico requires vendors to provide a Packing Slip or Packing List for each shipment (per Purchase Order). If there are multiple purchase orders in a shipment, each PO must have a separate packing slip.

Packing Slip or Packing List must contain the following information:

- Ship To:** Store Number, Address, Attn: Store Manager
- Order #** Lowe's Mexico PO Number
- Ship Date:**
- Ship Via:** Lowe's Mexico Core Carrier
- Lowe's Item Number (if applicable):**
- Item Description:**
- Order Qty:**
- UOM Qty:**
- UOM Description:**
- Ship Qty:**
- Backorder Qty:**

Please make sure your ship quantity is based on the Unit of Measure (UOM) stated on the Purchase Order. Contact your Lowe's Mexico Supply Chain Operations at MexicoSC@lowes.com for any questions.

The Packing Slip must be machine printed and legible to the user.

The packing slip must be clearly located in a plastic "packing slip enclosed" pouch on the exterior of the first carton of each PO and visible to the loader. For truckload shipments, the cartons containing packing slips must be easily accessible prior to unloading.

NOM Certificates

If your product requires technical laboratory testing, a NOM Certificate named on behalf of the Lowe's Mexico company must be provided to your Lowe's Mexico Planner at MexicoSC@lowes.com before the purchase order is created.

Please remember the NOM Certificates are issued in a yearly basis, so vendors must provide renewed valid Certificates 2 weeks before the expiration of the certificate.

If your Certificate is updated (new models, countries, etc. are added), please provide the certificate to your Lowe's Mexico Supply Chain Planner as soon as is available.

For general products, Lowe's Mexico could request the NOM certificate to make sure packaging accomplish NOM standards.

Please refer to "NOM Guide" located in Lowe's Mexico Partnership Book to review details related to NOM compliance.

Letter of Treatment for Wood Products

For wood products, Lowe's Mexico requires vendor to provide a formal Letter with the specifications of the treatment and humidity that your products contain.

Lowe's Mexico requires vendors to provide a Letter for each shipment (per Purchase Order). If there are multiple purchase orders in a shipment, each PO must have a separate letter.

Please make sure this letter is generated with your company header, add the date where your product is shipped and hand-signed.

Lowe's Mexico requires vendors to provide a Letter to your Lowe's Mexico Supply Chain Operations at MexicoSC@lowes.com as soon as product is shipped.