



Ordering

All Lowes Mexico product requests must have a Purchase Order, for products that are sold in stores as well for any material to support the store operations or selling products. Lowes Mexico Supply Chain will generate Purchase Orders based on the vendor product mix and merchandising negotiation with providers.

The frequency and the quantity of all Purchase Orders will be based on the sales records, unless a Merchandising representative and Supply Chain specify and agree a change. This will not apply for all initial orders or orders that will send direct to New or Remodeled Stores.

Lowe's requires our suppliers to notify Merchandising the shorter time for delivery of its merchandise through the IUS format that is specified in the Business Guide.

1. Suppliers with freight collect. Lowe's will define the delivery time as the calendar days number between the Purchase Order create date and the Supplier shipment date.
2. Suppliers with freight prepaid. Lowe's will define the delivery time as the calendar days number between the Purchase Order create date and the Supplier arrival at the location indicated.

Lowe's requires that the number of items packed match the number of items in the Purchase Order. It is necessary that suppliers provides to Lowes Mexico Merchandising department the correct parts quantity and measures in the following information formats, before the purchase order is generated: Inner case, case Master, bed and pallet.

Lowes Mexico requires that all transactions (purchase orders, invoices and shipping notices) will be handle as an electronically exchange, either using the electronic data exchange (EDI) via the AS2 protocol or Lowes Vendor Portal system. For more information about Lowes e-commerce systems, please go to EDI and/ or Vendor Portal section at LowesLink ® Mexico.

It is expected that all suppliers keep the levels of inventory required to ensure all Warehouse and Stores shipments will be complete and on Time base on the Location and Delivery Date and shown in the Purcchase Order.

Lowe's will not accept deliveries after the first receipt date or backorders under the original purchase order number. It is necessary the supplier gets in contact with Lowes Mexico Merchadising department for all situations related to items that will not be handled 60 days before.

Items and/or Model Number changes substitution will not be permitted without a Lowes Mexico Merchandising Authorization, 60 days before their last delivery.

Vendors are not allowed to add any item to the purchase order without the prior authorization of Lowes Mexico Supply Chain Planner. Any item that is not in existence and which is sent but has not been ordered, will be returned to the provider with freight collect.

Lowe's requires a notification 80 days for any case of delay in the shipping or manufacturing, due to the Plant closure or holidays, physical inventories, union trade negotiations, or any other circumstances that may affect the availability and delivery of the product.

Providers are responsible to notify in a hard copy format too Lowes Mexico, any important changes or discontinuation of any product that Lowes Mexico sale as part of its Products mix. Also, the provider will accept the return of any product discontinued if change or discontinuation adversely affects the ability of Lowes Mexico of putting the product on the market. If this happens, the provider will take all the inventory that was purchased within 60 days of the notice of discontinuance (under its own cost). Lowes Mexico will have 60 days after notification to return merchandise. Under the agreement of both parties, the supplier can provide discounts on the price instead of returning the product.

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