



LOWE'S MEXICO
PLANOGRAM FACILITY

**VENDOR / SUPPLIER
GUIDE**

Updated: October 5, 2011

Line Review Details
Merchandiser:
Phone:
Email
Category to Review:

About the Planogram Facility

It is a Lowe's Mexico Merchandising standard practice to provide an onsite facility for merchants and vendors to work together during the Line Review process. This facility provides a "store" setting for vendors to temporarily display product for evaluation by Lowe's Mexico.

Be advised that this facility has not been created to scale with the Lowe's Planogram Centre in the US. It is intended to support a representation of the potential product selection being reviewed by Lowe's Mexico and the Line Review process for our merchants/vendors.

Vendors are expected to remove any products, samples, display materials, tools, etc., within 15 days upon completion of the line review. After 15 days, any product or material that have been abandoned on our site without further response will be disposed of based on Lowe's company policy and procedures.

Lowe's Mexico is not responsible for damage or loss to any property of supplier located in, on or about the premises of the Planogram Facility.

Hours of Operation

- Receiving:
8:00 a.m. to 4:30 p.m. – Monday through Friday
(Excluding corporately observed holidays)
- Product Sets and Meetings:
8:00 a.m. to 5:30 p.m. – Monday through Fridays
(Excluding corporately observed holidays)

Any work or meetings outside of normal operating hours must be at least 1 day preapproved by emailing your Mexico Merchandising contact via email (MexicoMerch@lowes.com). Requests must be submitted by Lowe's Mexico personnel and received thirty minutes before closing. Any after hours work or meetings require the presence of the requesting Lowe's Mexico personnel 100% of the time. No Vendor/Service Group employees may be left unattended in the facility after or before normal operating hours.

Contact Information

Your category Merchandiser is your main contact for all information.

Address

Lowe's México
Av. Gomez Morin 955 Sur Planta Baja
Col. Monte bello
San Pedro Garza García, Nuevo Leon
México

TEL: +52(81)8215 7801

Location

We are located at Torre Gomez Morin in the first level.

Instructions

Please ensure that shipments are clearly labeled including the following information:

- **Receiver's Name (Merchandiser)*****
 - Address
 - Aisle & Bay Numbers (see Line Review Details above)
 - Pallet /Carton / Sku count & description
 - Shipper's Information (Company Name, address and contact information)
 - Shipments must be clearly labeled and dropped in the "POG area" in the Planogram Facility.

General Operating Procedures

- No climbing on the racking
- Use of approved ladders only
- On a daily basis, you must ensure aisles and work areas remain consistently clean and free of any debris, chairs, etc. Cluttered aisles pose a safety risk.
- Cardboard should be broken down and placed in the cardboard bin provided. Other packing material should be placed in receptacles marked for disposal. If packing boxes and skids are to be left they must be put on skids and clearly marked and moved to a non traffic area.
- You will NOT be permitted to photograph any of the displays or materials in the Planogram room unless accompanied by a member of the merchandising team.
- Samples provided by suppliers, or potential suppliers, whether solicited or unsolicited; Lowe's Mexico is not responsible for damages or losses caused within the premises of Planogram Facility.
- Every person working and/or visiting Planogram Facility must be 18 years old

Responsibilities

- Deliver this document signed to the corresponding Merchandiser, before the shipping.
- Be familiar with the procedures outlined in this guide.

- You are responsible for any and all costs associated with shipping product to and from our Planogram facility. All freight should be clearly labeled with the merchant's name and shipped pre-paid by your company / organization.
- You will be required to supply all provisions you deem necessary to set up your product assortment. This includes displays, fixtures, in-bay lighting, carpentry work, paint, tools and labor.
- You will be responsible (in conjunction with your merchant) for the set up and tear-down of your product displays in a timely manner. Due to limited space, please allow no more than 2 days for Setup and 1 day for teardown.
- Ensure product is shipped when it's required and does not arrive weeks prior to the line review. Shipments should arrive no more than **3 Days** prior to set up and must be packaged, loaded and shipped back to vendor as soon as the line review has been completed.
- When arrived, you must:
 - Sign in upon arrival at the Receptionist Desk (including vehicle tag number)
 - Leave a copy of photo ID (per visitor)
 - Leave a copy of Social Security Registration (IMSS)

Room Specifications & Supplies

Note: Please review the attached floor plan for exact specifications (HxWxD)

- Contact your Merchandiser for The Lowe's Visual Standards Guide.
- Space is limited and in some cases will not allow for multiple bay displays
- Please be advised that height restrictions may impact some product display and POP materials.
 - Bays (Length x Height x Depth):
 - (57) 97" x 144" x 42"
 - (12) 102" x 144" x 42"
 - (4) 84" x 144" x 42"
 - Fire regulations prohibit stacking product higher than 88" or 7' 3" (18-inch clearance from the ceiling)

Available:

- Extra beams to adjust shelf heights

Not Available:

- Tarps to hide your displays (required)
- In-Bay lighting

- o Peg Board
- o Shadow boxes
- o Hooks
- o Tools for set-up