



Billing Requirements and Payment Information. Foreign Suppliers

Lowe's Payables department has automated systems in place to promptly and accurately process invoices that meet our billing requirements. Invoices that do not meet the requirements fall out of the automated stream and run the risk of being paid late or being returned to the vendor.

Lowe's billing requirements are as follows:

- Vendor names and fiscal address on all invoices
- Terms consistent with our buyers' purchase agreement or stores' expectations
- One invoice per purchase order; one purchase order per invoice
- No back orders – only one shipment per purchase order
- Vendor number assigned to you by Lowe's on all invoices
- Lowe's store or warehouse name, store or warehouse number, and address on invoice
- Lowe's purchase order number on invoice – no names please
- F.O.B. (freight on board) terms stated (collect or prepaid)
- Bill only for merchandise shipped
- Bill and ship in the same unit of measure as ordered
- Provide Lowe's item numbers on invoice in the same sequence as ordered
- Compute and provide applicable discounts on the invoice
- Credit memos must reference Lowe's store name, number and address, purchase order number or return material report number, rebates, allowances, debit memo number, original invoice number, etc., and should be on company stationery inclusive of vendor's letterhead.
- Notify your Lowe's Mexico Merchant or Merchandiser of any price discrepancies on the purchase order prior to shipping and invoicing.
- In case of any discrepancy, Lowes will apply the best term for Lowe's.

Electronic invoice and hard copy is Lowe's Mexico required method of receiving invoices (refer to the Electronic Data Interchange section in the Vendor Information Guide for requirements) for foreign vendors. As electronic payment is established, Lowe's expects all vendors to receive payments via Electronic Fund Transfer (EFT). WebForms allow vendors that are not EDI capable to use a web browser to interact with our EDI system and submit invoices electronically over the internet.

In addition to the electronic invoice (via EDI or Webforms), all vendors must email a copy of the paper invoices to MexicoAP@lowes.com or mail only one original invoice (do not send multi-part invoices).

All transactions regarding merchandise for resale should be invoiced and sent to:

[Bajo Imports & Exports S. de R.L. de C.V.](#)
[Attn: AP Lowe's México](#)
[Ave. Gomez Morin # 955 Sur L-104](#)
[Col. Monte bello, C.P. 66279](#)
[San Pedro Garza Garcia, N.L. México](#)
[TAX ID: BIA090603HB7](#)
[Email: MexicoAP@lowes.com](mailto:MexicoAP@lowes.com)

Invoices that cannot be processed for failure to comply with any of the above requirements may be returned for rebilling. Applicable discounts are taken when delays are caused by billing noncompliance.

Vendors with continual billing problems are subject to a processing/handling charge per transaction.



Billing Requirements and Payment Information. Foreing Suppliers

Billing Requirements and Payment Information (continued)

- **Payment Terms:** Any deviation from agreed upon standard payment terms (agreement) must be communicated in writing prior to shipping. Lowe's will be diligent in meeting the approved terms billed within guidelines.
- **Explicitly show the due date and/or the net due date.**
- **Due Date:** Lowe's interprets payment due date as the following business day from when payment/remittances are generated.
- **Debit Balances:** Due to changing business relationships or seasonal business, we sometimes find a vendor in a debit balance position (vendor owes Lowe's). If this occurs and the balance will not be or has not been cleared in 45 days by ongoing business, Lowe's requires the vendor to refund the debit balance by wire transfer. In situations where debits result in invoices being paid beyond the normal payment terms, Lowe's will still take any applicable discounts.
- **Pricing Exceptions:** Disputed pricing discrepancies deducted should be returned to Lowe's and will be forwarded to your Lowe's Mexico Merchandising representative for review.
- **Statements:** Lowe's pays by invoice and not statement. Do not attach invoices to monthly statements. Vendor statements are not reconciled on a monthly basis, but are reviewed on a regular basis.

Please do not send additional paper documents unless requested by someone in Accounts Payables. A copy will be furnished to you by submitting a request to MexicoAP@lowes.com

Our Accounts Payable analyst handles inquiries from our stores, vendors, and our merchandising department regarding unpaid invoices or payment problems. If you have questions about the handling of your account, please call (011-52) 818-215-7800 or email to MexicoAP@lowes.com.