

Vendor Onboarding Checklist

VENDOR ONBOARDING WITH EDGENET SUPPLIER PORTAL

11. Access [Supplier Portal](#)
 - Populate initial GDSN data
 - Populate Marking Data
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 - Make edits, certify, and send the corrections as necessary
 - Upload Digital Assets

NOTE: For Supplier Portal support contact pccsupport@edgenet.com or call 877-EDGENET.

VENDOR ONBOARDING WITH EDI (ELECTRONIC DATA INTERCHANGE)

Acknowledgement. **NOTE: Getting setup through EDI can occur at any time during the Vendor Onboarding process. [EDI Implementation@Lowe.com](#) vendors to meet EDI requirements.

Traditional EDI
LoweLink® Webforms

12. Login to [LoweLink®](#) and navigate to Electronic Data Interchange (EDI) - [EDI Implementation@Lowe.com](#) Traditional EDI Webforms link.
 - Vendor EDI Registration , complete, and return to [EDI-Implementation@Lowe.com](#). Users
13. Once the appropriate registration form is received, along with the information below, EDI-Implementation will begin the EDI/WebForm testing process with your company.
 - Stock Vendors
 - SOS Vendors
 - Merchandising/SOS contact will work with you to set up this catalog.
 - EDI will notify CommerceHub for SOS Business. Any questions regarding SOS setup/business contact > commercehubsupport@lowes.com

VENDOR ONBOARDING WITH SUPPLY CHAIN

Vendors should review the below steps to ensure a high-level understanding of the on-boarding process with the Supply Chain department. *NOTE: While working on the Merchandising and Item Setup on-boarding processes, each vendor should be simultaneously working on the [Supply Chain on-boarding](#) processes.

14. Determine the channel and shipment method that the company will use. Vendors will work with their Merchants and Supply Chain teams during Item Setup to determine the most optimal option.
15. For import vendors (only) signup for TradeStone: which provides information for vendor setup, product development, factory certification, product testing, purchase order placement, pre-shipment inspection

Lowe's Vendor Onboarding Checklist

activities, shipping instruction, to documentation and ASN's, and all other critical processes related to import transactions.

- **External** users to Lowe's
 - Home Office (HO) Primary Contact authorization is needed.
 - Primary Contact emails an **LGS Vendor Workbook (Lowe'sLink® > LG Sourcing** to the International Sourcing (IS) or International Merchandising Manager (IMM) with the TSS tab completed
 - **Training** resources (Training Modules / software simulation and printable **User Guides**) are available in Lowe'sLink® secure sign-in > **LG Sourcing Information**

16. Confirm company is ready to receive Purchase Orders (POs) through the EDI

- Vendors will work with their EDI partners to ensure their system is setup correctly and ready to receive Purchase Orders through the Lowe's EDI system.

17. Ensure products are ready to complete the sample process

- Work with your Supply Chain Planner to ensure product/shipping complies with Lowe's operating standards.
- Review the [General Packaging Requirements](#) to ensure you are compliant

18. *Review the [Vendor Data Options](#) to determine the best option for the company

- Vendor Dart
- Vendor Dart Lite: Import/Nursery vendors

19. Review the [Vendor Compliance Policy](#) and ensure setup to receive a report card

- Monthly Report Cards
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