



Reporting Vendor Data Options

Vendors have been provided with two main options to receive item data. These options offer a range of data types and retrieval methods. Descriptions of each option can be found below along with a link to application instructions. Vendors who receive item data are expected to use the data to improve production planning.

Vendor DART

Description: Vendor DART is a tool that provides domestic and import vendors with quick and easy access to Lowe's data. DART stands for Data Access Reporting Tool and is a web-based application on LowesLink that is accessed through your internet browser. This tool is designed to help your company gather basic data about your business with Lowe's. This data includes Sales, Inventory, Store Presentation Management, Purchase Orders, Locations & Products, and Forecasts.

Vendor DART is not designed for analyzing large amounts of information or applying complicated formatting. The application utilizes the functionality of your internet browser to provide a quick and easy format to extract data. If you require a large data download, please see information below on how to set up an EDI 852 data feed.

Requesting Access:

- To request access to the Vendor Dart application, you must utilize **ServiceNow**: [Click Here](#)
 - If you do not have a ServiceNow account, you will need to register for one following the instructions below. *Please note - If you have registered in ServiceNow to submit rebuttals, the same account will work for Vendor Dart support requests.*
- Log In to your ServiceNow Account
- Click on Vendor DART Inquiry
- Fill in the required information and select New User Request as the Issue Type
- Attach the Vendor DART **New User Request Form**: [Click Here](#)

Registering for ServiceNow:

**Please do not use Internet Explorer as your browser when utilizing ServiceNow.*

- Click on the Register link at the top right corner of the ServiceNow homepage.
- The registration code will be one of your companies Ship-From VBUs.
 - Your Ship-From VBU can be found on any PO.
- You only need to register once per email address. This will give you full access to submit tickets for any of your companies VBUs.
- Once your ServiceNow registration has been submitted, log in credentials will be sent to the email used to complete registration information within 24-48 hours. Please make sure to also check spam folders for this email.

Third Party Access

Description: Third Parties require additional approvals for access to Vendor Dart. When a 3rd Party is looking to access a Vendor's information via Vendor Dart, we need the following things:

- VP Approval Letter (PDF format) from company giving permission
- MVP Approval via email
- VP Merchandise Operations Approval via email

3rd Party Vendor Request process:

Step #1 – 3rd party must obtain a PDF copy of a letter, signed by the Vice President of the vendor they are representing, approving the 3rd party access to data for specific VBU number(s) at Lowes.

Vendor Data Options, Continued

- Step #2 – 3rd party should email the signed vendor PDF approval to the supporting merchant.
- Step #3 – Merchant will forward the vendor PDF approval and request a letter of joint approval from their Merchandising VP AND the VP of Merchandise Operations.
- Step #4 – Merchant to consolidate approvals into one document and email to the 3rd party representative.
- Step #5 – 3rd party to submit a ticket in ServiceNow via the Vendor Dart Inquiry form requesting access to data for specific VBU number(s) at Lowes. PDF copies of all approval documentation must be attached to the ticket. Please also include the Name and User ID of the 3rd Party requesting access.

Vendor Approval Letter Template: Below is a template for the Vendor Approval Letter for Vendors to approve Third Party data access.

(Vendor Letterhead)

Date: (Date of Request)

(Lowe's MVP Name)
Lowe's Companies, Inc.
1000 Lowe's Blvd.
 Mooresville, NC 28117

Dear (Lowe's MVP Name):

(Vendor Name) ("Vendor") has entered into a contract with (3rd Party Company Name – do not list individuals) ("3rd Party"). Please give them access to data for the following Home Office Vendor Numbers: (List Home Office Vendor Numbers Only – No Ship From Vendor Numbers).

Vendor acknowledges its responsibility to ensure the confidentiality of information supplied to 3rd Party, as required by Vendor's contracts with Lowe's, Lowe's Vendor Code of Conduct, and applicable law. Upon Vendor's termination of this contract with 3rd Party, Vendor is responsible for notifying Lowe's Vendor DART Team (<https://lowesprod.service-now.com/scm>) in order to get the HOVBU removed from 3rd Party's security filter access.

Sincerely,

(Signature of VP level or higher individual)

(Print Name of VP level or higher individual)

(Title of VP level or higher individual)

(Company Name)

Vendor Data Options, Continued

EDI 852

Description: Transmissions through EDI can provide sales and inventory data at the company or store level by Home Office VBU. EDI Transmissions can push large amounts of data to vendors that may exceed the capacity of other options. The data is available for both US and Canada.

Additional information including the setup form and implementation guide can be found in the below link under the “**852 Product Activity (POS) Data**” tab.

Additional Information - [Click Here](#)