

New Vendor: On-Boarding Checklist

Updated 12/2014

- 1. Request a [Master Standard Buying Agreement \(MSBA\)](#) from your merchant. Sign and return two copies by mail.
- 2. Complete the [Vendor Information Sheet \(VIS\)](#), which includes Defective Return Policy, Allowances and Payment Terms. Return to your merchant via email.
- 3. Return the signed [Consignment Agreement](#) to your merchant, if applicable, which is needed for any vendor providing consignment products.
- 4. Review the [EDI Quick Reference](#) document to find contact information to begin implementation and testing.
- 5. Review the [Corporate Payables](#) requirements – Electronic Data Interchange, Vendor Payment Inquiry and Store Look-Up application.

**After steps 1-5 are completed with Merchandising, a VBU (Vendor Business Unit) will be assigned. VBUs are also referred to as Vendor Number.*

VENDOR STEPS WITH PRODUCT INFORMATION

*Please note, these instructions are intended for a domestic, data pool vendor

- 6. Contact [GS1](#) to obtain a GLN (Global Location Number) and barcodes, and select a Solution Provider ([List of Providers](#)).
- 7. Register for a User ID and password for FootPrints. See [FootPrints Overview](#).
 - If your **brand** does not already exist on the Lowe's Controlled Brand List, create a new ticket in FootPrints to request it to be added.
- 8. Once assigned a vendor number (VBU), access [LowesLink.com](#) and select "Getting Started" from the header menu. Then, select "Register Here" to obtain a username and request access to Lowe's systems – Product Content Management and Product Information Tool Kit
- 9. Login to [LowesLink®](#) and navigate to [Product Content Management](#) (PCM) to activate your vendor number (VBU #).
 - Add GLN Information through Stock Registration link at top left of page – *be sure to save.*
- 10. Complete and publish item information (GDSN) through your Solution Provider.
- 11. Login to [LowesLink®](#) and navigate to [Product Information Tool Kit](#) and download [PI Builder](#). The Builder is used to submit your item setup and marketing data to Product Information.
- 12. Build and complete the file, and upload your images and PDFs to PCM.

- 13.** Submit the completed file to Product Information via FootPrints, directing it to the appropriate Merchandising Division and Subdivision.
- 14.** Product Information will subscribe to the GTINs. If any fail validations, you will be contacted to review and correct (login to PCM to review the notification tab for GTIN failures). Pending no validation failures, the GTINs will go into PCM for approval.
- 15.** If you have hazardous products, check your PCM Notifications tab for any requests labeled **Hazardous Materials Information Request**. Open and complete the Hazardous Material Safety Data Sheet Template linked within the notification and mail it to the address provided.
- 16.** Barring any issues with publication, the GTINs are synchronized. Product Information uploads the marketing data to PCM.
- 17.** Product Information will contact you if there are any issues with the marketing data and/or images and PDFs.

NOTE: For additional information, contact Product Information through FootPrints or PCMSupport@lowes.com.

VENDOR LAST STEPS WITH MERCHANDISING

- 19.** Review the [Product Returns and Buybacks](#) document on [LowesLink.com](https://loweslink.com).
- 20.** Review the Lowe's [Partnership Manual](#) and the [Logistics Vendor Requirements](#) deck contained within. Contact your Vendor Supply Chain Specialist (VSCS) with questions.
- 21.** Vendor schedule time with your VSCS to review [Lowe's Logistics 101](#) and/or visit FDC/RDC, if applicable – [Distribution Center Info](#).
- 22.** Contact [Vendor Dart](#) team for access to [Point of Sale](#) data – licenses are limited, other options are available.

New Vendor: Acronyms & Terms

Digital Assets	Images of a product, product manuals, installation guides, etc., that are submitted with marketing data and uploaded to PCM by the vendor.
eCat – Electronic catalog (special order catalog)	Lowe’s system that controls pricing and cost for Special Order Sales (SOS) products.
EDI – Electronic Data Interchange	Lowe’s system to receive vendor’s orders.
FootPrints – Also referred to as Product Information Support Portal. Website: www.lowespcm.nfpondemand.com	A system designed to house requests (tickets), track tickets and send out confirmation emails so the end user can see where the request is at any given time. This system is used for submitting the PI Builder File, communicating with your Product Information Specialist and submitting a brand name request.
GDSN – Global Data Synchronization Network	Electronic transfer of standardized product and location data that maintains continuous synchronization with the ability to update information. GDSN is used at Lowe’s to refer to basic item information including barcode, dimensions, model number, vendor number, etc.
GLN – Global Location Number	Globally unique number assigned by company location. Lowe’s uses the Information Provider GLN for all GDSN transactions.
GTIN – Global Trade Identification Number	Globally unique number for each packaging level of an item. A different GTIN (barcode) is assigned to each level of a hierarchy per item: pallet, case, inner pack, and each.
LowesLink® – Website www.loweslink.com	A website used for internal and external use. Lowe’s has public pages available for everyone and secured pages that require a username and password for access.
MS – Merchandising Specialist	Acts as the Merchandising liaison between vendors, Marketing, Logistics, Planogram, all support groups and the stores.
PCM – Product Content Management	Lowe’s application for its internal management of the data synchronization process. Vendors access this through LowesLink®.
PI Builder File	A set of ‘smart’ Excel spreadsheets used to submit product data to Lowe’s.
Product Information Specialist	Responsible for collecting and processing accurate vendor product data to complete the item setup process.
Product Information Tool Kit	Product Information’s application for collecting marketing data on LowesLink®. Houses the PI Builder and GDSN and Marketing Data information.
Solution Provider – Data Sync Company	Third party that is paid to assist vendors successfully publish/synchronize GDSN data.
SOS – Special Order Sales	Sale of product that is not stocked in Lowe’s stores.
VBU – Vendor Business Unit (Lowe’s Vendor Number)	Vendor Number assigned by Lowe’s and used solely by Lowe’s. A company can have more than one VBU.