

Vendor & Item Set Up Check List (For Vendor Use Only)

1. Business Award

- Lowe's sends out vendor award letter to vendors after PLR finalized
- Lowe's Item# provided to vendors

2. Vendor Setup

- Vendor submits the following to Lowe's:
 - Signed MSBA (Master Standard Buying Agreement)
 - Signed COA (Confidentiality and Ownership Agreement) (if applicable)
 - Z-Score
- Vendor submits the following to Lowe's:
 - [Vendor Workbook](#)
 - Signed VSS (Vendor Setup Sheet)
- Lowe's provides VBU# (Vendor Buying Unit # /Lowe's vendor #) to vendors after finishing vendor set-up in Tradestone system
- [EDI](#) set-up
- Vendor finishes [Loweslink.com](#) registration
- PLI (Product Liability Insurance)
- New Vendor Training (in US and Overseas office)

3. Factory Setup

- Lowe's sets up factory in Tradestone System & generates factory ID
- Factory must pass Lowe's bundled audit

4. Item Setup

- Vendor acquires necessary certifications (UL, ETL, CUPC, CSA, etc.) before PO cut
- Vendor applies for GLN & UPC (Global Location Number & Universal Product Code)
- Vendor submits [IOS/Builder](#)
- Vendor finishes [PCM](#) (Product Content Management) set up
- Vendor finishes [MDS](#) (Marketing Data Spreadsheet) set up
- Item selection for lab test (product & transit test)
- Vendor submits [PS](#) (Product Specification)
- Golden sample sign off
- After Sales Customer Service (Lowe's Private Brand) – [US Presence](#) / [No US Presence](#)

**Hyperlinks are available to some above mentioned documents in the electronic version*