

Lowe's Vendor Onboarding Checklist

Vendor Partners follow an Onboarding process to provide required documents and data needed to successfully setup a company as an approved vendor or supplier and to enable your organization to efficiently conduct business and selling product to Lowe's.

Vendor Required Documents

1. Log into Zycus ISupplier (link -> [Zycus ISupplier](#)) and register as a supplier. This is mandatory of all active and potential vendors conducting business with Lowe's. All Legal documents will be completed via Zycus IContract.
2. Our Merchandising Support Team will electronically send the Non-Disclosure Agreement(NDA), Master Buy Agreement(MBA), and Vendor Information Sheet(VIS) all via IContract.
3. To legally participate in a Product Line Review, vendors are required to have a signed Non-Disclosure Agreement(NDA) on file with Lowe's. Once PLR decisions have been communicated a Master Buying Agreement(MBA) and Vendor Information Sheet(VIS) will be required to be completed via IContract.
4. Complete both the Master Buying Agreement(MBS) and the Vendor Information Sheet(VIS), which includes Defective Return Policy, Allowances and Payment Terms. Return to your assigned Merch Support Merchandising Specialist via IContract.
5. Review [EDI Requirement](#) documents to begin implementation and testing.
6. Review [Corporate Payables Requirements](#) – Electronic Data Interchange, Vendor Payment Inquiry, and Store Look-Up application.
 - After steps 1-4 are completed a VBU (Vendor Business Unit) will be assigned.

***NOTE:** All documentation and information that you will need during Vendor Onboarding, Item Setup, etc is available on [Lowe'sLink®](#). Signup for access and [Lowe'sLink®](#) ID for critical information and documents necessary to have a successful business with Lowe's.

VENDOR ONBOARDING WITH ITEM SETUP

Item Setup Data includes GDSN (barcodes, dimensions, logistical information, etc.) and Marketing Data (product data used to sell and market) which promote product selling through every channel Lowe's serves. You will receive an email from Item Setup Onboarding with guidance for completing the following required steps covering GDSN and Marketing Data.

7. Register your company with GS1 to obtain a Global Location Number (GLN) and UPCs
8. Register your GLN with a GS1 certified Data Pool directly or through a 3rd Party Solution Provider
9. Register your GLN in the Lowe's Product Content Management (PCM) system – accessed through [Lowe'sLink®](#)
10. Submit your brand(s) to be added to the Lowe's Controlled Brand List.
11. Complete Item Setup New Vendor workbook and return to Item Setup Onboarding team
12. Lowe's Item Setup Onboarding will submit your vendor details to Syndigo and Syndigo Onboarding will contact you for onboarding guidance there for Marketing Data submission-maintenance.

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VENDOR ONBOARDING WITH EDI (ELECTRONIC DATA INTERCHANGE)

Being a Vendor Partner with Lowe's, it is necessary to be setup with EDI. This will allow vendors and Lowe's to communicate electronically submitting Purchase Orders, Invoices, and Functional Acknowledgement. ****NOTE:** Getting setup through EDI can occur at anytime during the Vendor Onboarding process. Lowe's offers 2 options which allow vendors to meet EDI requirements.

- Traditional EDI
- [LoweLink®](#) Webforms

13. Login to [LoweLink®](#) and navigate to **Electronic Data Interchange (EDI)** -> select **"Traditional EDI"** -> select **"Vendor EDI Registration"**, complete, and return to EDI-Implementation@Lowe.com. Users will follow the same steps for Webforms, by selecting the **"Webforms"** link.

14. 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** must have a valid item and Lowe's Merchandising Program available to begin testing.
 - Your Lowe's Merchandising contact will let you know once this is available.
 - **SOS Vendors** must have an electronic catalog set up with Lowe's to begin testing.
 - Your Lowe's Merchandising/SOS contact will work with you to set up this catalog.

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.

15. 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.
16. 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 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 ([LoweLink®](#) > **LG Sourcing > Forms**)** 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 [LoweLink®](#) secure sign-in > **LG Sourcing Information**
17. 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.

18. Ensure products are ready to complete the sample process

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- 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
19. *Review the [Vendor Data Options](#) to determine the best option for the company
- Vendor Dart
 - Vendor Dart Lite: Import/Nursery vendors
20. Review the [Vendor Compliance Policy](#) and ensure setup to receive a report card
- Monthly Report Cards
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