

Product Content Management (PCM) Job Aid

Web Vendor

ABOUT THIS JOB AID

The Product Content Management (PCM) application is Lowe's internal management of the data synchronization process of Vendor items which feeds directly into Lowe's Mainframe.

Before beginning work in the Product Content Management (PCM) system, the Vendor needs to send a completed PI Builder File to Product Information via [FootPrints](#). The PI Specialist will then create a subscription for the highest-level barcode.

- The Vendor will log into PCM to complete the GDSN data
- The Vendor selects the barcode in the Vendor (GTIN) Data column of the WorkList and completes all the required pages listed

PURPOSE OF JOB AID

The purpose of this job aid is to provide steps for a Web Vendor to upload Vendor (GTIN) Data to the Product Content Management (PCM) system.

1. [Packaging Hierarchy](#)
2. [Basic Information](#)
3. [Indicators / Identifiers](#)
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8. [Handling and Storage](#)
9. [Ordering and Distribution](#)
10. [Product Measurement](#)
11. [Hazardous Information](#)
12. [Source Tagging](#)
13. [Product History](#)
14. [Submission and Confirmation](#)

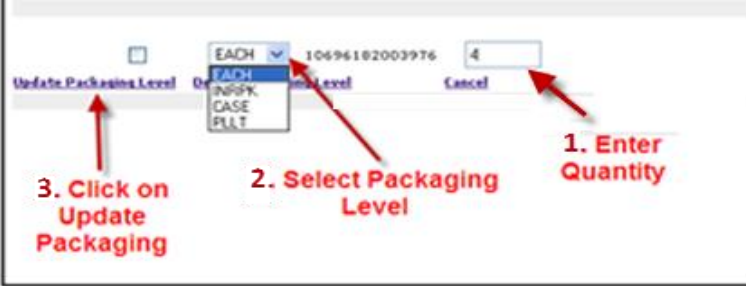

PCM NAVIGATION TIPS

- To move from page to page, select **Next**
- For additional information on each attribute, select the attribute itself.
 - A yellow help box will explain the attribute
- Remember to **Save** your work frequently
- Once you have completed all listed screens, **Submit** and **Confirm** your work.

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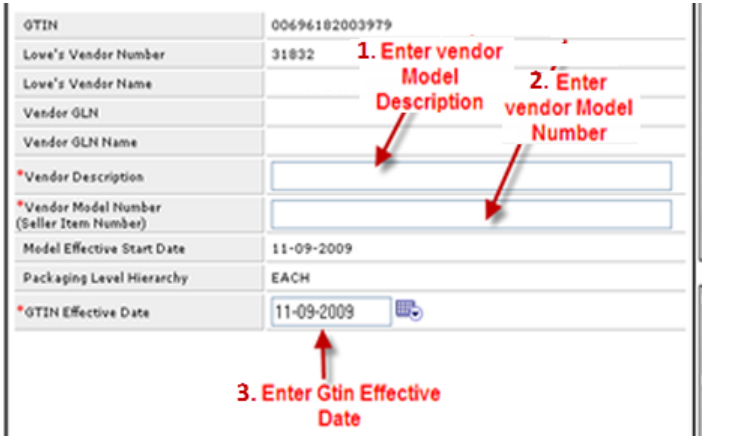
1. PACKAGING HIERARCHY

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Step	Action / Screen
<ol style="list-style-type: none"> 1. Enter the quantity of the packaging level 2. Select the appropriate Packaging Level (Each, Inner Pack, Case or Pallet) using the drop-down 3. Select Update Packaging Level 	
<ol style="list-style-type: none"> 4. When entering your Each UPC barcode, check the box to select the Vendor Consumer Unit <p>NOTE: Your each-level barcode should always be an EAN/UCC 12 or 13-digit barcode</p> <ol style="list-style-type: none"> 5. Enter 1 for quantity, then select Add Packaging Level 	

2. BASIC INFORMATION

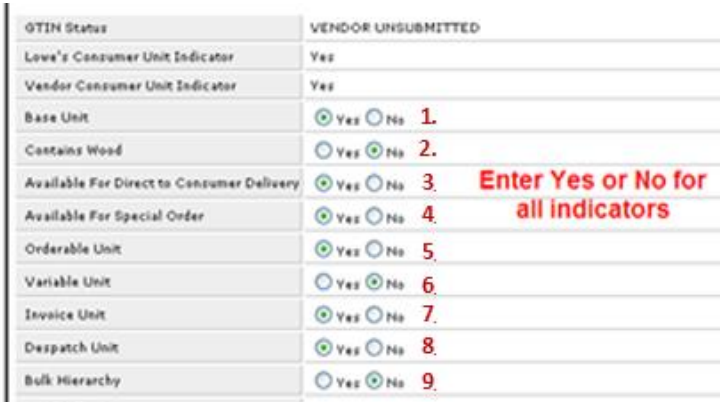
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Step	Action / Screen
<ol style="list-style-type: none"> 1. Enter the Vendor Description for the model that is used by your company 2. Enter the Vendor Model Number for this product 3. Enter the GTLN Effective Date (current or future date, if the product is not available yet) 	


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3. INDICATORS / IDENTIFIERS

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Step	Action / Screen																								
<ol style="list-style-type: none"> 1. Select Yes on Base Unit at the UPC levels; No for all others 2. Select Yes on Contains Wood if the product is made with wood; No for all other materials 3. Select Yes on Available for Direct Consumer Delivery if product is shipped to customer's home; No if you will only ship to Lowe's 4. Select Yes on Available for Special Order if product is available for Special Order Sales (SOS); No if it is not 5. Select Yes on Orderable Unit if this is the level Lowe's will order the product from; No if it is not 6. Select Yes on Variable Unit if your quantity will be shipped at a at a different quantity each time (i.e. A roll of carpet may be 100 square feet when first shipped, and 110 sq. ft. the next.); No if the quantity or length will be the same each time shipped 7. Select Yes on Invoice Unit if this packaging level will appear on your invoice to Lowe's; No if it is not 8. Select Yes on Dispatch Unit if packaging level is the shipping level (i.e. if you ship from two different packaging levels, you will say yes to both.); No if it is not 9. Select Yes on Bulk Indicator if this item is sold by the linear foot; No if it is sold by the piece 	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">GTIN Status</th> <th style="text-align: left;">VENDOR UNSUBMITTED</th> </tr> </thead> <tbody> <tr> <td>Lowe's Consumer Unit Indicator</td> <td>Yes</td> </tr> <tr> <td>Vendor Consumer Unit Indicator</td> <td>Yes</td> </tr> <tr> <td>Base Unit</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No 1.</td> </tr> <tr> <td>Contains Wood</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No 2.</td> </tr> <tr> <td>Available For Direct to Consumer Delivery</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No 3. Enter Yes or No for all indicators</td> </tr> <tr> <td>Available For Special Order</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No 4.</td> </tr> <tr> <td>Orderable Unit</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No 5.</td> </tr> <tr> <td>Variable Unit</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No 6.</td> </tr> <tr> <td>Invoice Unit</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No 7.</td> </tr> <tr> <td>Dispatch Unit</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No 8.</td> </tr> <tr> <td>Bulk Hierarchy</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No 9.</td> </tr> </tbody> </table>	GTIN Status	VENDOR UNSUBMITTED	Lowe's Consumer Unit Indicator	Yes	Vendor Consumer Unit Indicator	Yes	Base Unit	<input checked="" type="radio"/> Yes <input type="radio"/> No 1.	Contains Wood	<input type="radio"/> Yes <input checked="" type="radio"/> No 2.	Available For Direct to Consumer Delivery	<input checked="" type="radio"/> Yes <input type="radio"/> No 3. Enter Yes or No for all indicators	Available For Special Order	<input checked="" type="radio"/> Yes <input type="radio"/> No 4.	Orderable Unit	<input checked="" type="radio"/> Yes <input type="radio"/> No 5.	Variable Unit	<input type="radio"/> Yes <input checked="" type="radio"/> No 6.	Invoice Unit	<input checked="" type="radio"/> Yes <input type="radio"/> No 7.	Dispatch Unit	<input checked="" type="radio"/> Yes <input type="radio"/> No 8.	Bulk Hierarchy	<input type="radio"/> Yes <input checked="" type="radio"/> No 9.
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Step	Action / Screen
<p>10. Select Yes on Recall Indicator if this item has been recalled in past; No if this item has never been recalled</p> <p>11. Select how you want returned goods handled from the Suggested Return Policy drop-down</p> <p>12. Select Yes on US Patent if product has a United States patent; No if this product does not</p> <p>13. Select the correct Environmental Identifier from the drop-down</p> <p>14. Select Add Selection(s)</p>	

4. BARCODES


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Step	Action / Screen
<p>Enter your UCC Manufacturer's ID.</p> <p>If you do not have an UCC Manufacturer's ID, check the Unassigned box</p>	

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5. Additional Descriptions

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Step	Action / Screen
<p>1. Select your Brand Name from the drop-down. If you do not have a brand name, select Unbranded.</p> <p>NOTE: Select here for instructions on how to add your brand name to the Lowe's Controlled Band List.</p> <p>2. Enter your Extended Product Description, if your product is branded, as you want it to appear to the industry.</p>	

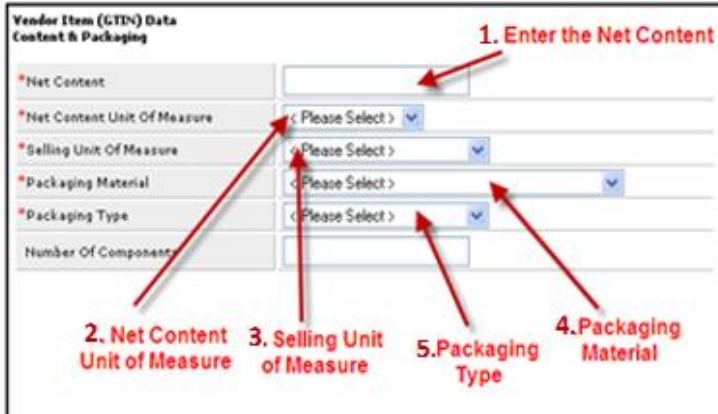
6. WARRANTY AND AD PRICING

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There are no mandatory fields on this page. Complete fields as needed.

7. CONTENT AND PACKAGING

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Step	Action / Screen
<p>1. Enter the Net Content quantity for the packing level (each, inner pack, case or pallet) you are working on (i.e. A <u>case</u> level containing two 24-packs has a net content of 48)</p> <p>2. Select the correct Net Content Unit of Measure from the drop-down (i.e., fluid ounce is a Net Content Unit of Measure for the each level. The case or pallet Net Content Unit of Measure is each)</p> <p>3. Select the correct Selling Unit of Measure from the drop-down (i.e. pack is a selling unit of measure)</p> <p>4. Select the correct Package Material from the drop-down (i.e., plastic)</p> <p>5. Select the correct Packaging Type from the drop-down (i.e., stretch wrap)</p>	

8. HANDLING AND STORAGE

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There are no mandatory fields on this page. Complete fields as needed.

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9. Ordering and Distribution

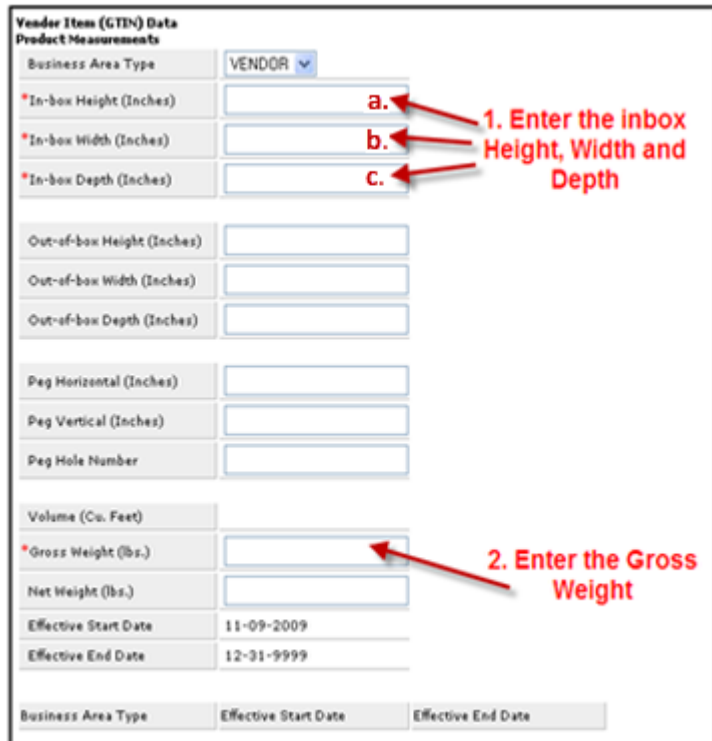
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Step	Action / Screen
<ol style="list-style-type: none"> 1. Enter Order Quantities for Stock or Special order types <ol style="list-style-type: none"> a. Minimum: Lowest number quantity allowed for Lowe's order b. Multiple: Number that is divisible by the minimum (i.e. If minimum is 20 then the multiple could be 2, 5 or 10) c. Lead Time: Amount of time (in days) it will take to get the order to Lowe's 2. Select the Order Unit of Measure used for ordering the item. 3. Enter the Truck Load Quantity as the number of items needed for a full vehicle load 4. Enter Total Quantity of Layer per Trade Item as the number of layers a pallet contains (Only required for pallet GTINs) 5. Enter Total Quantity of Trade Items per Layer as the number of each's per layer for a case or pallet 6. Select the Import Classification Type from the drop-down if an item is shipped from outside of the United States 7. Select the Country of Origin from the drop-down where the goods have been produced or manufactured Select Add Selection(s) 8. Enter the Vendor Harmonized Tariff ID when an item is produced or manufactured in a country other than the United States 9. Select Add to List for import items. 	
	<p>NOTE: Fields marked with a red asterisk are required to complete.</p>

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10. PRODUCT MEASUREMENTS

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Step	Action / Screen
<ol style="list-style-type: none"> 1. Enter In-box data fields: <ol style="list-style-type: none"> a. In-box Height (Inches): Vertical dimension from lowest extremity to the highest extremity b. In-box Width (Inches): Dimension from left to right c. In-box Depth (Inches): Measurement from the front to the back of the trade item 2. Gross Weight (lbs.): Weight of the product including all packaging materials 3. Net Weight (lbs.): Weight of the product excluding all packaging materials 	 <p>NOTE: Fields marked with a red asterisk are required to complete.</p>

11. Hazardous Information

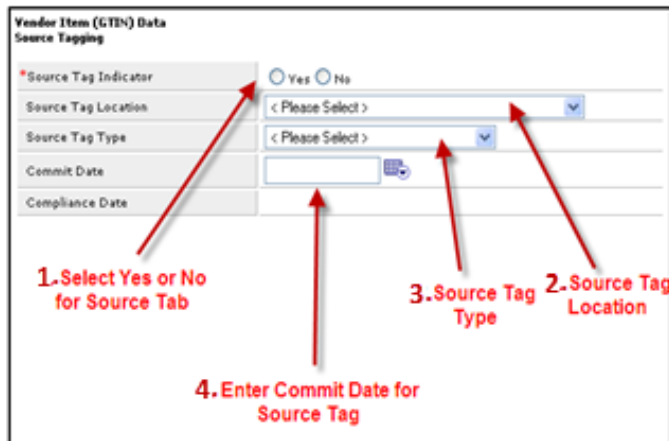
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Step	Action / Screen
<ol style="list-style-type: none"> 1. Select the best Hazardous Material Identifier from the drop-down 2. Enter the DOT Dangerous Goods Number if the Hazardous Material Identifier is set to anything other than No 	

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12. Source Tagging

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Step	Action / Screen
<ol style="list-style-type: none"> 1. Select Yes on Source Tag Indicator if your product contains a security tag; No if your product does not. 2. Select the Source Tag Location (if applicable) from the drop-down 3. Select Source Tag Type Acousto Magnetic Eas from drop-down 4. Enter the Commit Date of when the vendor signed the source tag commitment form. 	

13. PRODUCT HISTORY

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Step	Action / Screen
<p>Enter the Availability Start Date when the product can be first ordered from the buyer</p>	

14. SUBMISSION AND CONFIRMATION

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Once you have completed the **Product History** screen and are ready to submit your work.

Select **Submit** at the top of the screen.

The next screen will ask you to **Confirm** that you are submitting your data