

- 1. Each time you punchout you be required to enter a Destination Zip Code (where the product will be delivered or picked up)
- 2. Click "Set As My Store" to shop from that location.



- 3. View the Contract Price on the Item Detail Page.
- 4. Check Availability and see Delivery Options.



5. Check Store Availability shows the quantity at the 5 nearest stores. If store is changed for one item it will be changed for entire order.



*System will not allow an order for more than what is available when choosing store pickup or delivery

6. Available Fulfilment Methods vary by product. Verify the method by product in the Cart. **Parcel shipping is not available for all items.**



Lowes PunchOut Quick Reference Guide



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7. Select Parcel Shipping Options in the Secure Check out. **Parcel shipping is not available for all items.**

UNIVERSITY



8. Confirm everything on your order is correct. Once it is Submitted back to your system for approval it cannot be edited or modified.

9. Your Confirmation Email indicates that Lowe's has successfully received your order. When picking up an order in store, please be sure to have the Lowe's Order Number and a Company ID. All pick ups will be done at the Internet Fulfillment Pick-Up desk.





Your Order Is in Process

Lowe's Delivery					
Products Ordered	Item #	Model #	Unit Pric	e Quantity	Tota
Chateau White/walnut 4-Shelf Bookcase	727950	W15373	\$133.16	3	\$399.44
Delivery To ABC University 123 Main St Facilities Department Anytown, ST 12345		Delivery Date 07.24.2018 06500 AM - 06:00 PM Your considered annual time will be refined to a 2-hour window and previded to you the evening prior to or moming of your delivery. Your driver will call you when they in thanks to you delivery. Your driver will call you when they in thanks to you delivery. Your driver will call you when they in thanks to you delivery. Your driver will call you when they in thanks to you delivery. You driver will call you when they in thanks to you delivery. You driver will call you when they in thanks to you delivery. You driver will be refined to a 2-hour window and previded to you that 1-800-810-6110 or email us at overdeality or you drivery on you delivery.			
Order Level Charges					
Sold To	Tender Infe	ormation			Billing Summary
ABC University	LAR	1234	\$399.48	Subtotal:	\$399.48
555-555-5555	PO #:		ABC1234	pping / Delivery:	\$0.00
				I otal Tax:	\$0.00
anedoe@abc.edu				Total:	\$399.48

Tax Exempt # 11111111

Important: Lowe's does not receive notification of cancelled orders in Jaggaer, to cancel an order, contact the store in which was placed, please provide the Lowe's order number

Order or Technical Questions should be directed to: eProSupport@Lowes.com



Purchasing Quick Tips



- When when picking up an order in store:
 - Buyers will go to the Internet Fulfillment Pick Up desk at the front of the store
 - Buyers will have a copy of the Lowe's order confirmation
 - Buyers should have a School ID, but should not be turned away if they do not
- When picking up an order at the store, if additional items are needed, please do not add items to the PO. Additional items should be purchased only through the portal or by using another form of payment.
- There are no change orders allowed on Lowes POs. A return or new PO will need to be processed for the change.
- If an item or order needs to be cancelled or not available:
 - No substitutions are allowed
 - If item cannot be fulfilled, buyer will be contacted, the line must be cancelled on both Lowe's and BobcatBUY
 - All cancellations will be communicated back to buyer so a new PO can be submitted for replacement or substitute items



Invoicing Quick Tips



- When invoices are submitted into the portal, the format we submit them will include a preceding '9'.
 - Example: '9'12345
- Lowe's will occasionally recycle invoice numbers. In the event that an invoice is duplicated on our side, we will submit the invoice into the portal with an 8-digit date at the end of the invoice number.
 - Example: 912345'08152018' <- Date is 08/15/2018
- When a return is processed at the store, the associated PO should also be presented at the time of the return. Or, during a return, please request to have the Lowe's employee look up the PO to include on the return. This will make it easier to match credits to debit charges.
- Sometimes an order will be split resulting in multiple invoices on one 1 Purchase Order
- Can a credit invoice be accepted if Lowe's submits it through the portal?
 - When an order is canceled, it will generate a debit and credit. If Lowe's invoices the credit and the debit on the same PO, the customer can take the credit against the debit. Or Lowe's can have Synchrony apply the credit to the debit on the back end to 'WASH' the entire transaction for cancelled orders.
- Business purchases can be made using the Ohio University contract at the local retail stores using your pcard. OHIO buyers must request a Lowes key fob from the Purchasing Department. The key fob will give the buyer a 7% discount on top of sale prices. When checking out and presenting your key fob, you will receive the discount. You must also remind the cashier that this purchase is tax exempt





The next few slides will provide a more detailed guide to using the functionality in the punch-out catalog.

Topics include:

- Store locater start page
- Welcome page
- Search filters
- Product detail page
- Check store availability
- Fulfillment methods by Item
- Secure Checkout
- Confirmation email





- Each time you punchout you be required to enter a Destination Zip Code (where the product will be delivered or picked up)
- Click "Set As My Store" to shop from that location

Shipping Zip Code		_	
19148	x	- 8	Submit
	OF	2	
City and State			
Q City and Sta	te		Search

6			
	Change Store		Need Hel
luick Orders v	28117	C	h for produc
	A Lowe's of Mooresville, NC	Set As My Store	
Popular Categorie	509 River Highway Main Phone: (704) 660-7177	Show Details 👻	
	B Lowe's of Troutman, NC	Set As My Store	
	1041 Charlotte Highway Main Phone: (704) 980-5000	Show Details 👻	
	Content of Huntersville, NC 16830 Statesville Road Main Phone: (704) 892-9449	Set As My Store	
Paint	Lowe's of E. Lincoln County, NC 7144 Highway 73	Set As My Store	✓ ^{1Ces}
Cleaning Cloths	<	>	
Spray Paint	Fluorescent Lighting & Accessories	Refrigerators	
Stains & Sealers	LED Light Bulbs		



Welcome Page



- Begin your Search by Keyword or SKU, or search your past orders and frequently ordered items
- · Additional options are available for your convenience
- All Order and Technical questions should be directed to eProSupport@lowes.com





Search Filters



- Use the filters on the left side to narrow down your search results
- To filter items stocked at that store, check "View In-Stock Products"

Lowe's Pro	Services			Wy Store : Lowe's of Huntersville NC	⊠ eProSupport@lo
					Contract: No C
	Departments	Quick Orders		Search for products	GO
me > Tools > Hand Tools > Hami	mers & Sledgehammers				
Hammers & Slee Narrow Your Search Go Brand Vaughan & Bushnell (31) Kobalt (25) Estwing (20) NUPLA (18) Stanley Tools (10)	Popular Hammers & Sledgehammers Catego	ries	Ball & Peen Hammers	Vaughan & Bushnell Mfg.	Kobali
JC Hammer (8) WORKPRO (5) Invin Tools (5) Plumb (3) K Tool International (2)	View In-Stock Products (82) Mooresville, NC				1 - 40 of 135 J



Product Detail Page



- View contract pricing
- Check store availability

• See fulfillment methods for the item

• Lead time for the item (times can vary by product)





Check Store Availability



- Shows the available quantity at the 5 nearest stores
- If store is changed for one item it will be changed for entire order
- System will not allow an order for more than what is available when choosing store pickup or delivery
- Choose Parcel Shipping and allow our systems to source for you







- Available fulfillment methods vary by product
- · Choose a fulfillment method across the entire order with one click







- Parcel Shipping Options:
 - Standard shipping is free for all orders
 - Expedited services available at an discounted rate
- Confirm everything on your order is correct. Once it is Submitted back to your system for approval it cannot be edited or modified





Confirmation Email – Store Pick up



Order #: 353180447

Page 1 of 2

Invoice #: 98765

Order Date: 7/13/2018 Order Total: \$399.48

- Once Lowe's successfully receives your order, you will receive a confirmation email
- When contacting the store about your order, please reference the Lowe's Order Number
- Please bring a copy of the Email Confirmation or Lowes Order Number along with your official Company ID to pick up your order at the Internet Fulfillment Pick Up desk



Your Order Is in Process

Lowe's Delivery					
Products Ordered	Item #	Model #	Unit Price	Quantity	Total
Chateau White/walnut 4-Shelf Bookcase	727950	WI5373	\$133.16	3	\$399.48
Delivery To			Delivery Date		
ABC University 123 Main St			07/24/2018 08:00 AM - 08:00 PI	м	
Facilities Department Anytown, ST 12345			Your scheduled arrival t the evening prior to or n in transit to your destina scheduled arrival time. I at 1-800-810-6102 or er	ime will be refined noming of your deli ition. Actual deliver f you have any que mail us at lowesdel	to a 2-hour window and provided to you very. Your driver will call you when they are y completion may extend past the stions, please call Lowe's Delivery Services ivervisor/vice/blowes.com.

Order Level Charges							
Sold To	Tender In	Tender Information					
ABC University	LAR	1234	\$399.48	Subtotal:	\$399.48		
555-555-5555	PO #:		ABC1234	pping / Delivery:	\$0.00		
in the Only of the				I otal Tax:	\$0.00		
Janedoe@abc.edu				Total:	\$399.48		
Tax Exempt # 11111111							

Billing Information

Charges will apply to your credit card at time of fulfillment. Picked up or shipped orders will be charged when pickup or shipping processes begin. Lowe's delivery orders will charge up to 48 hours before your scheduled delivery. For installation projects, see contract for details. If any part of your order is canceled prior to fulfillment your pending charges will be adjusted. If you have any questions about your order please call Customer Care