DOING BUSINESS WITH LOWE’S IN MAINESTREET MARKETPLACE

PURCHASE ORDERS (HARD COPY) REQUIRED FOR ALL ORDERS

DELIVERIES: Orders $500 and higher – free up to 20 miles, $1.00 per loaded mile over 20.
Orders less than $500 - $20 delivery fee up to 20 miles, $1.00 per loaded mile over 20.

There are multiple options for doing business with Lowe’s.

SHOP USING THE MARKETPLACE CATALOG

- **Have Your Order Delivered.** The PO will dispatch via eMail to proservicessupport@lowes.com. Lowe’s will process your order through the Lowe’s store closest to you and deliver it.

- **Pick Your Order Up at the Store.** On the Requisition, change the Shipping Information (your Ship To Address) by selecting one of the following “LOWE’S CUSTOMER PICK-UP” codes:
  - LOWE’S_AUBURN
  - LOWE’S_AUGUSTA
  - LOWE’S_BANGOR
  - LOWE’S_BREWER
  - LOWE’S_BRUNSWICK
  - LOWE’S_PORTLAND
  - LOWE’S_PRESQUE ISLE
  - LOWE’S_SANFORD
  - LOWE’S_SCARBOROUGH
  - LOWE’S_THOMASTON
  - LOWE’S_WINDHAM

  See instructions on next page for how to change the Shipping Information

These Lowe’s Codes state: **CUSTOMER PICK-UP** with the Lowe’s store#/address you wish to use. The PO will dispatch via eMail to proservicessupport@lowes.com. Your order will be filled and held for pick-up. **DO NOT GO TO THE STORE UNTIL YOU HAVE RECEIVED NOTIFICATION VIA EMAIL THAT YOUR ORDER IS READY.**

NON-CATALOG ORDERS: Select the fulfillment address for the store you want to use. **Non-Catalog orders must include Stock Numbers and Detailed Descriptions.** The PO will dispatch via eMail to steven.hallett@lowes.com If you wish to pick-up your order at the Store, on the Requisition, change the Shipping Information as instructed above. **DO NOT GO TO THE STORE UNTIL YOU HAVE RECEIVED NOTIFICATION VIA EMAIL THAT YOUR ORDER IS READY.**

SHOP OFF-THE-SHELF. **LOWER DISCOUNT APPLIES.** Allows shopping off-the-shelf based on an estimated “not to exceed” amount. This is a Non-Catalog PO.

Using the **Non-Catalog** form or **Non Catalog Item**, create a PO

**Supplier:** Lowe’s Home Centers Inc (select the fulfillment address for the store you want to use).

**Distribution Method:** Modify the dispatch method so the PO comes to you and can be hand carried to the store.

**Product Description:** Miscellaneous Supplies for (brief description of what the supplies are for). Authorized Buyer (name of person going to Lowe’s to shop). Amount Not To Exceed: $XXX.XX (maximum amount this purchase should not exceed). **Do NOT flip Qty and Unit Price.** Qty should always be 1 and Unit Price should be the PO Amount Not to Exceed.

**Commodity Code:** as appropriate

The PO (hard copy) must be presented to the Pro Service Desk upon checkout in order to complete the purchase.
In the **Shipping** section of the requisition click the edit button.

In the “**Or select a new address.....**” section enter **LOWE'S** in the **Nickname / Address Text** field and click **Search**.

All 11 Lowe’s stores in Maine are available. Click the **Use** button next to the store where you wish to pick up your order. In this example we will select the Brunswick store.

The PO will be sent to the Lowe’s store selected, filled, and held for pick up. **NOTE:** To prevent mix ups in case there are multiple orders at Lowe’s it is recommended that you know and can confirm your PO# when you arrive to pick up the order. **DO NOT** go to the store until you have been notified from Lowe’s that the order is ready.