



EXECUTION GUIDE

PROVIS Application for Prospective Vendors



Created: 06/06/2025

Introduction

- PROVIS is an application used by prospective vendors interested in providing Lowe's Private Branded products.
 - Existing vendors can access the PROVIS application within their existing Vendor Gateway account.
 - New vendors must first complete the registration process using the instructions below to ensure PROVIS access is included if they are approved for Vendor Gateway.
- In the PROVIS application, vendors can monitor the status of their application and track its progress as well as be assigned a point of contact to assist them throughout the process.

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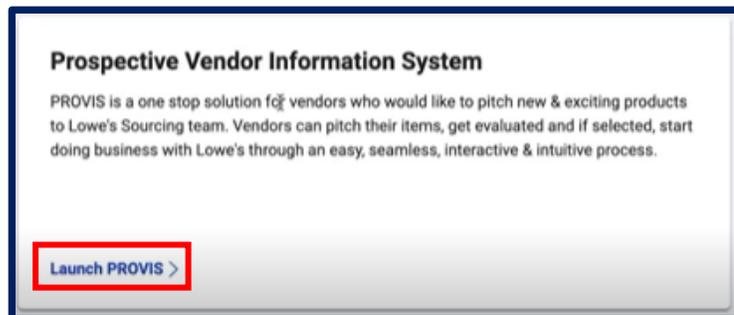
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Access for Existing Vendors

1. Existing vendors can access the PROVIS application in the Applications tab in [Lowe's Vendor Gateway](#). Scroll to the bottom to the Prospective Vendor Information System application. If needed, have your company admin provide access to the application. Then refresh and click **Launch PROVIS**.



Registration for New Vendors

1. On the Prospect Vendor Application Form, fill out the required information, click **Preview**, and then **Submit**.

Prospect Vendor Application Form

An Important Next Step:

Please complete the Prospect Vendor Application form in full. The information you provide will help determine your eligibility as a vendor with Lowe's. Be sure to include accurate contact information so we can keep our records up to date.

1. Company
Tell us about your company.

2. Address
Share the home office location of your company.

3. Contact
Provide the primary point of contact for Lowe's to reach out to.

1. Company

Are you an active product vendor with Lowe's?

Yes
 No

Are you interested in providing Lowe's Private Branded products?

Yes
 No

Will you be shipping Domestic or Import?

Domestic
 Import

What type of items would you like to provide?

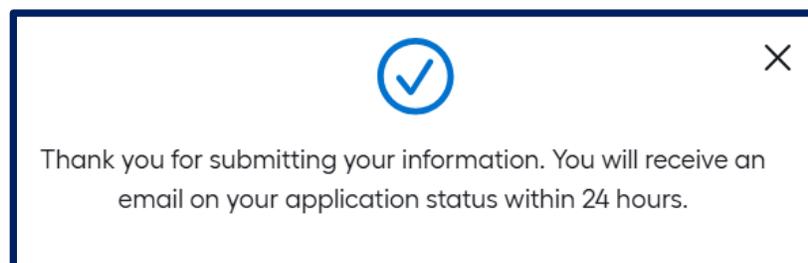
Stock
 Consumer-SOS

Company Legal Name Subsidiary Name - Optional

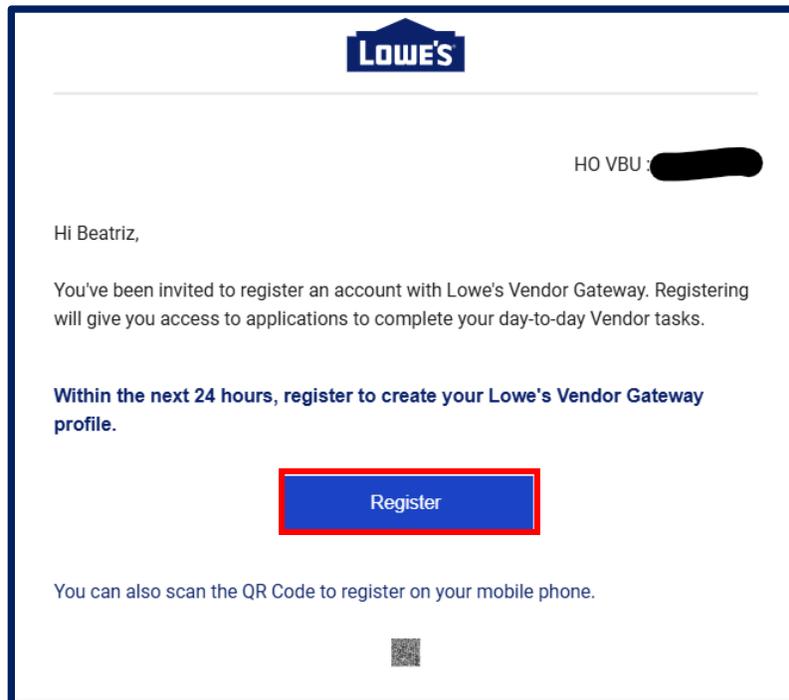
Company Established Date DUNS ID - Optional Company Website - Optional

DBA Name - Optional How did you hear about Lowe's?

2. If application submission is successful, you will receive a pop up message.



3. Check your email for a message from noreply@lowes.com email address. Open the email, click **Register** or scan the QR code provided to register on your mobile device.



- Complete registration by entering a password. In order to proceed, you must review the Terms & Conditions. Click the hyperlink to access Terms & Conditions window and scroll through to view. You must click **I Accept** when finished. Then click **Register**.

The image shows two overlapping windows. The background window is the 'Register' form, and the foreground window is the 'Terms & Conditions' pop-up.

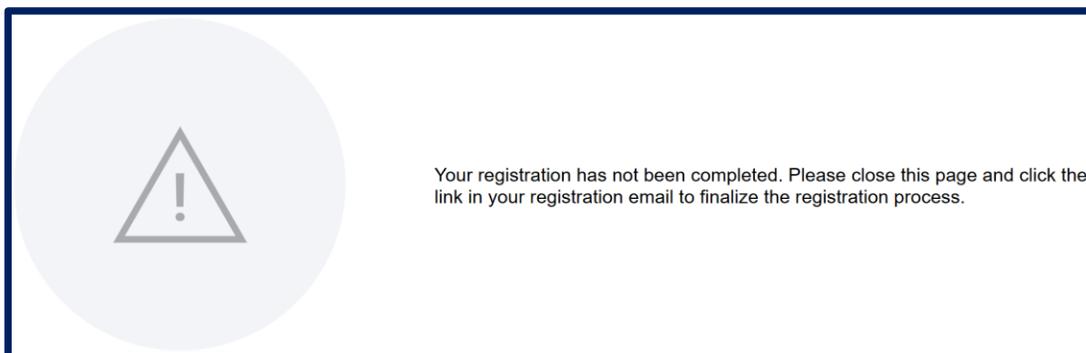
Register Form:

- First Name: Beatriz
- Last Name: Hernandez
- Email Address: [Redacted]
- Password: [Redacted] (with 'Show' button)
- Confirm Password: [Redacted] (with 'Show' button)
- Terms & Conditions Accepted:
- Click [here](#) to review and accept the Terms & Conditions
- Register button

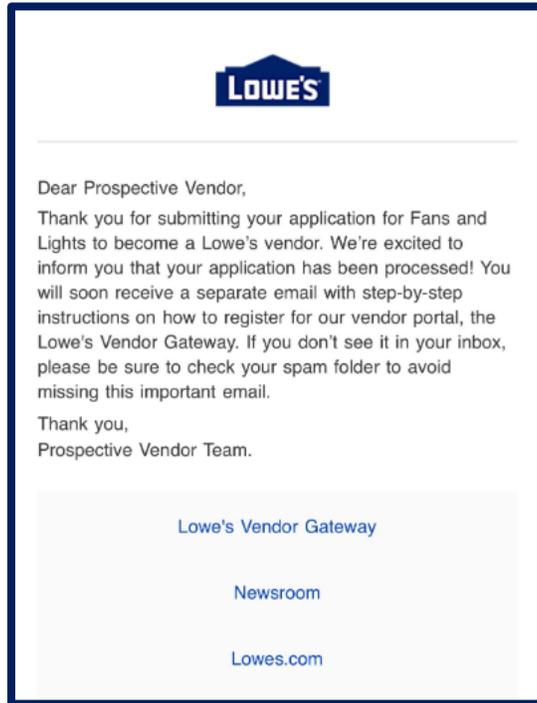
Terms & Conditions Window:

- Title: Terms & Conditions
- Text: Review the Terms & Conditions and select Accept to proceed with registration.
- Content: Multiple columns of legal text, including 'Lowe's Vendor Code of Conduct' and 'Third Party Provider Access Terms'.
- Bottom: 'USER ACCEPTANCE: Click to Accept' and a large 'I Accept' button (highlighted with a red box).

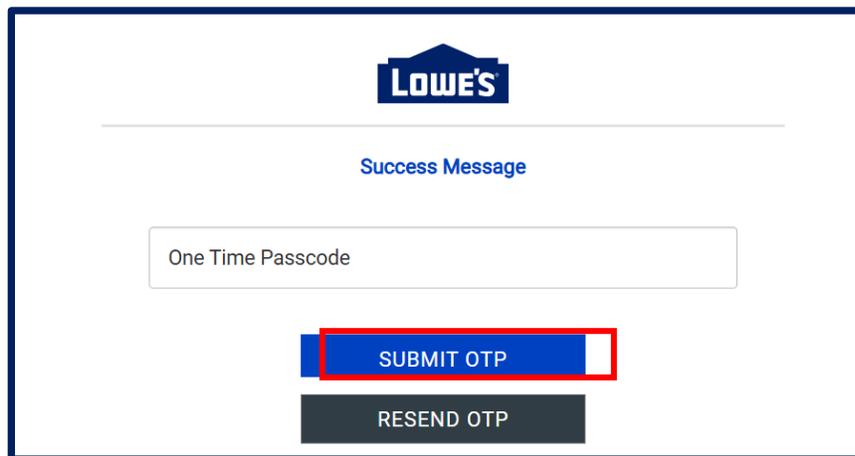
- You will then receive another pop up message. Refer back to the email and click **Register**.



6. You will receive an email from a Lowe's once your application has been received.

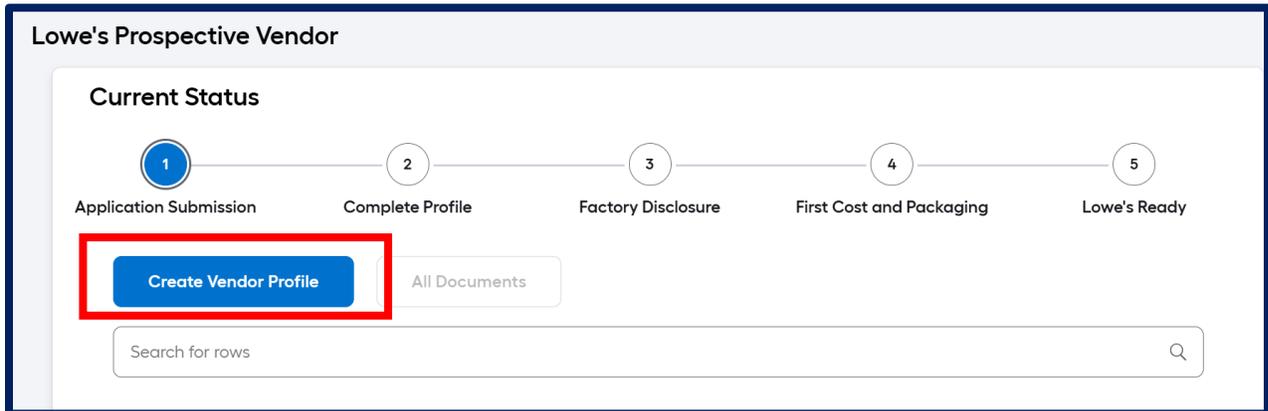


7. You will receive a one time passcode at the email provided. Enter the passcode and click **Submit OTP**.

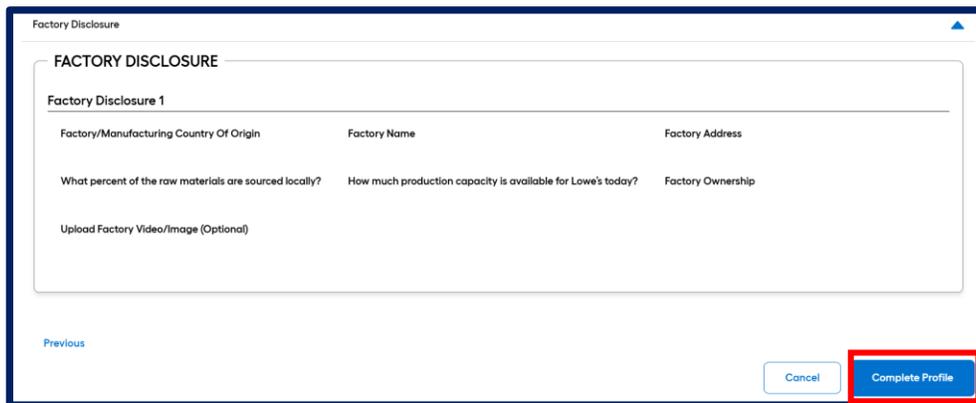


PROVIS Application Submission for New and Existing Vendors

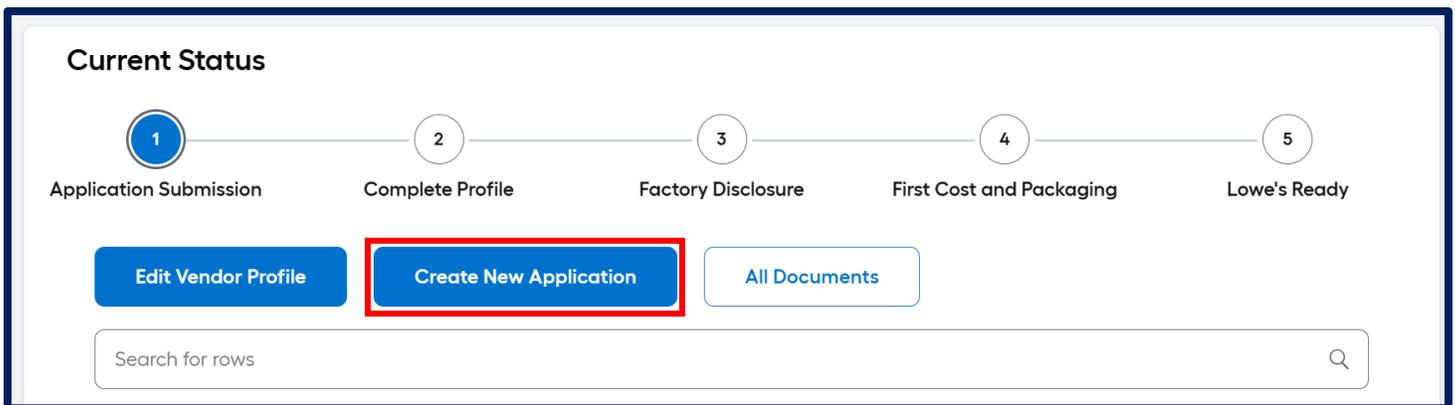
1. All vendors will start by creating their vendor profile. Click **Create Vendor Profile** to get started. Enter all required information in each stepper: Qualifying Questions, Company Information, Company Capabilities, Factory Review.



2. Review the information provided and click **Complete Profile**.
Note: To edit your response or selections, click on the section you wish to edit.

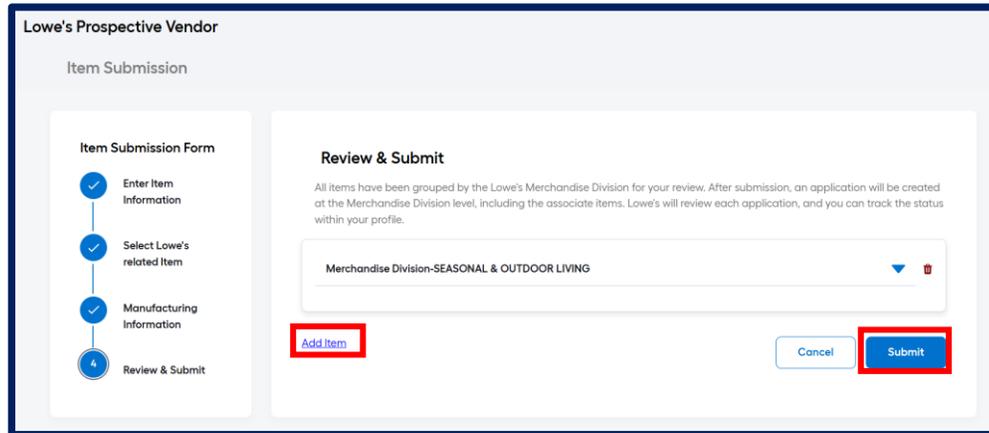


3. Once the vendor profile is complete, click **Create New Application** and follow each step.

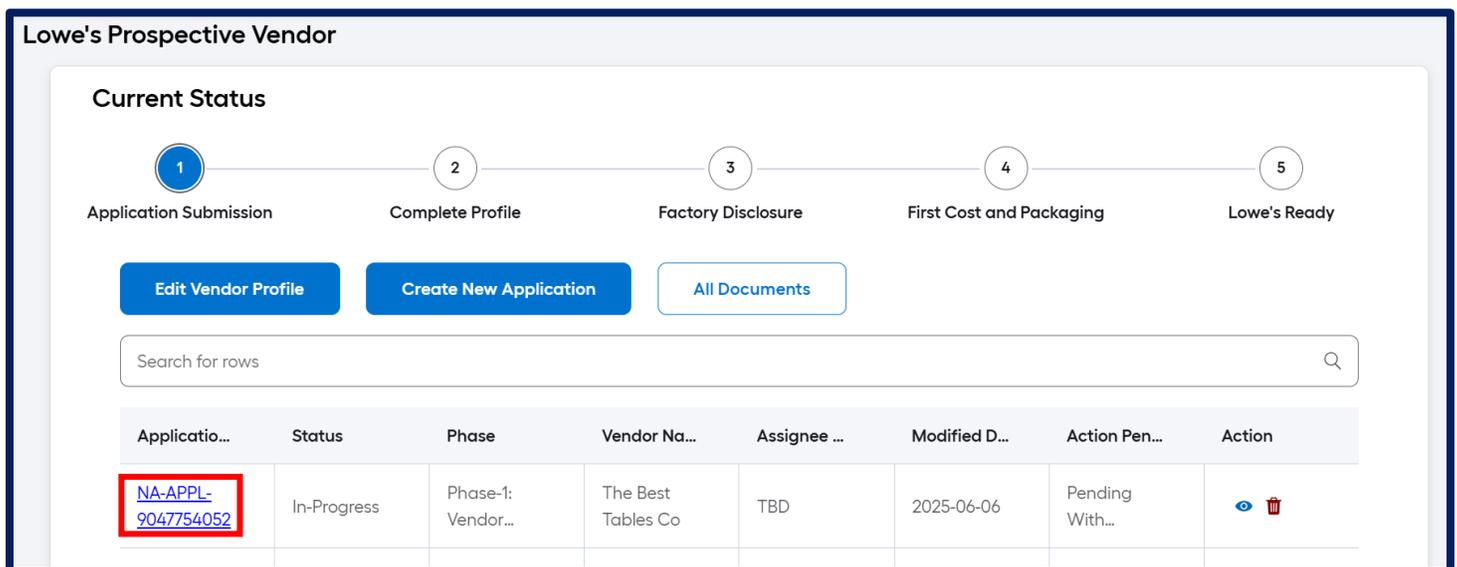


4. In the 'Item Submission' section, enter items that are **representative of the items** that your company produces. You do not need to enter all items or item variations. You are allowed to propose a maximum of 5 items for each Lowe's Merchandising Division.

Once you're at the Review & Submit stage, you can add additional items, by clicking **Add Item**. Once items are entered, click **Submit**.



5. An Application ID will be created. The ID is a combination of the region of your company's headquarters and the merchandising division aligned to the items proposed.
 - a. The application contains all items you proposed for each merchandising division.
 - b. Each application is evaluated objectively by sourcing analysts particular to each category or merchandising division.
 - c. If an application is failed or rejected, it cannot be resubmitted in the same category/division until a period of 6 months has passed.
 - d. You can delete an application prior to it being assigned to a Lowe's associate. After the application is assigned, email the associate to request support or changes.



- Throughout the application process, there will be actions for the vendor and the sourcing team. In the 'Action Pending By' column, you will see who is responsible for the next step in the process.

Lowe's Prospective Vendor

Current Status

1 Application Submission 2 Complete Profile 3 Factory Disclosure 4 First Cost and Packaging 5 Lowe's Ready

[Edit Vendor Profile](#) [Create New Application](#) [All Documents](#)

Search for rows

Application ID	Status	Phase	Vendor Name	Assignee Name	Modified Date(...)	Action Pending...	Action
NA-APPL-9047754052	In-Progress	Phase-1: Vendor Review	The Best Tables Co	TBD	2025-06-06	Pending With Sourcing	

- Prior to your application being assigned, indicated by the Assignee Name being TBD, you can delete your application by clicking on the trash can in the action column. After the application is assigned, changes can not be made.

You can view your application by clicking on the eye icon in the actions column.

When you select the row for each application, the status bar at the top will update to show you where you are in the process of your application.

Lowe's Prospective Vendor

Current Status

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[Edit Vendor Profile](#) [Create New Application](#) [All Documents](#)

Search for rows

Application ID	Status	Phase	Vendor Name	Assignee Name	Modified Date(...)	Action Pending...	Action
NA-APPL-9047754052	In-Progress	Phase-1: Vendor Review	The Best Tables Co	TBD	2025-06-06	Pending With Sourcing	

- 8. A sourcing partner will be assigned to process your application and will be notified when any action is required. You will then be notified by email when action is required by the vendor to proceed to the next stage in the application process.

Lowe's Prospective Vendor

Current Status

Buttons: [Edit Vendor Profile](#), [Create New Application](#), [All Documents](#)

Search for rows

Application ID	Status	Phase	Vendor Name	Assignee Name	Modified Date(...)	Action Penden...	Action
NA-APPL-9047754052	In-Progress	Phase-2: Vendor Factory Review	The Best Tables Co	Saurabh Jain	2025-06-06	Pending With Vendor	

- 9. The sourcing partner will collaborate with other teams to assess whether your item(s) are approved or rejected.
Note: Your application may be rejected at any stage if qualifications are not met.

Contacts

For technical questions prior to making contact with the sourcing partner, email PROVISsupport@lowes.com.

Once vendors have a sourcing partner assigned to their application, they should be the primary contact for questions.