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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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Access for Existing Vendors

1. Existing vendors can access the PROVIS application in the Applications tab in <u>Lowe's Vendor Gateway</u>. 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**.

Lowe's	
Prospect Vendor Application Form An Important Next Step: Please complete the Prospect Vendor Application form in can keep our records up to date.	n 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
1 Company Tell us about your company. 2 Address Share the home office location of your company. 3 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? Stack @ Company Legal Name Duny Established Date DUNS ID - Optional DBA Name - Optional

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





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

Lowe's	
но	VBU :
Hi Beatriz,	
You've been invited to register an account with Lowe's Vendor Gat will give you access to applications to complete your day-to-day V	eway. Registering endor tasks.
Within the next 24 hours, register to create your Lowe's Vend profile.	or Gateway
Register	
You can also scan the QR Code to register on your mobile phone.	



4. 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**.

Lowe's		
Register	Terms & Conditions Review the Terms & Conditions and select Accept to proceed with registra	xtion.
First Name Beatriz Last Name Hemandez	having proper jurisdiction. If any portion of this section is determined by a court to be inapplicable or invalid, then the remainder will be given full force and effect. If this arbitration provision is held to have been walved or to be unenforceable, then the courts in Charlotte, North Carolina will have exclusive jurisdiction over all dispute between you and Lowe's, and you and Lowe's each hereby consent to the jurisdiction of those courts.	those rules applicable to large and/or complex cases, the arbitrators may also apply the Federal Rules of Evidence, and the losing party may have the award reviewed in accordance with the review procedures set forth in the selected arbitrator's rules. Any arbitration will be confidential, and neither you nor Lowe's may disclose the existence, content, or results of any arbitration, except as may be required by law or for purposes of enforcement or appeal of the arbitration award. The decisions of the arbitrators will be binding and
Password Show	Lowe's Vendor Code of Conduct You must comply with Lowe's Vendor Code of Conduct (the "VCC") during the entire period that you do business with Lowe's. The VCC is available at https://www.loweslink.com/ilmain/pubdocuments/lgsbusinessethics.pdf	conclusive upon all parties involved, and any judgment or decision on any arbitration may be entered in and specifically enforced in any court having proper jurisdiction. If any portion of this section is determined by a court to be inapplicable or invalid, then the remainder will be given full force and effect.
 Must be at least 15 characters. Must contain 3 of the following: Capital Letter Lowercase letter Number Special character: 1, @, #, \$, %, ^, &, *, (.), -, +, {.} 	and will otherwise be provided upon request.	If this arbitration provision is held to have been vailed or to be unenforceable, then the courts in Charlotte, North Carolina will have exclusive juricitation over all disputes between you and Lowe's, and you and Lowe's each hereby consent to the jurisdiction of those courts. Lowe's Vendor Code of Conduct You must comply with Lowe's Vendor Code of Conduct (the "VCC") during the entire period that you have access to the Website. The VCC is available https://www.loweslink.com/ilmain/pubdocuments/lpsbusinessethics.pdf and will otherwise be provided upon request.
Confirm Password Show Show	By clicking accept, you agree to the Vendor Access Terms on behalf of the company you represent. You also represent and warrant to Lowe's that you are authorized to bind your company to these Terms. <u>USER ACCEPTAN</u>	By clicking accept, you agree to the Third Party Provider Access Terms on behalf of the company you represent. You also represent and warrant to Lowe's that you are authorized to bind your company to these Terms.
Register	By selecting I Accept, you agr	se to the Terms & Conditions

5. 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**.

Lowe's	
Success Message	
One Time Passcode	
	Success Message One Time Passcode SUBMIT OTP RESEND 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.

or			
2	3	(4)	5
Complete Profile	Factory Disclosure	First Cost and Packaging	Lowe's Ready
All Documents			
			Q
	Dr 2 Complete Profile All Documents	Dr 2 Complete Profile Factory Disclosure All Documents	2 3 4 Complete Profile Factory Disclosure First Cost and Packaging All Documents All Documents

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

Factory Disclosure				
FACTORY DISCLOSURE				
Factory Disclosure 1				
Factory/Manufacturing Country Of Origin	Factory Name	Factory Address		
What percent of the raw materials are sourced locally?	How much production capacity is available for Lowe's today?	Factory Ownership		
Upload Factory Video/Image (Optional)				
Previous				
			Cancel	Complete Profile

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

Current Status				
1	2	3	4	5
Application Submission	Complete Profile	Factory Disclosure	First Cost and Packaging	Lowe's Ready
Edit Vendor Profile	Create New Appl	ication All Docume	ents	
Search for rows				Q

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Created by: Merchandising Support



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

Lowe's Prospective Vendor	
Item Submission	
Item Submission Form	Review & Submit
Enter Item Information	All items have been grouped by the Lowe's Merchandise Division for your review. After submission, an application will be created at the Merchandise Division level, including the associate items. Lowe's will review each application, and you can track the status within your profile.
Select Lowe's related Item	Merchandise Division-SEASONAL & OUTDOOR LIVING
Manufacturing Information	Add.Item
4 Review & 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.

Current Status	5						
1		2	(3	(4)-		5
Application Submissio	n Cor	mplete Profile	Factory I	Disclosure	First Cost and Pa	ckaging	Lowe's Ready
Edit Vendor P	rofile C	reate New Applicat					
Search for rows							Q
Search for rows	Status	Phase	Vendor Na	Assignee	Modified D	Action Pen	Q Action





6. 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.

Frospective vendo	r						
Current Status							
1		2	3)	4)		5
Application Submission	Co	omplete Profile	Factory Di	isclosure	First Cost and Pac	kaging	Lowe's Ready
Edit Vendor Profile	Create N	ew Application	All Documents				
Edit Vendor Profile	Create N	ew Application	All Documents				٩
Edit Vendor Profile Search for rows Application ID	Create N Status	ew Application Phase	All Documents Vendor Name	Assignee Name	Modified Date(Action Pendin	Q

7. 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.

Current Status							
1		2	3)	4		5
Application Submission	Co	mplete Profile	Factory D	isclosure	First Cost and Pack	aging	Lowe's Ready
Edit Vendor Profile	Create No	ew Application	All Documents				
Edit Vendor Profile	e Create No	ew Application	All Documents				Q
Edit Vendor Profile Search for rows Application ID	Create No	ew Application	All Documents Vendor Name	Assignee Name	Modified Date(Action Pendin	Q.



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.

Current Status							
1		2	3)	4		5
Application Submission	c	omplete Profile	Factory Di	sclosure	First Cost and Pack	kaging	Lowe's Ready
Edit Vendor Profi	le Create l	New Application	All Documents				
Edit Vendor Profi	le Create I	New Application	All Documents				Q
Edit Vendor Profi	le Create l	New Application	All Documents Vendor Name	Assignee Name	Modified Date(Action Pendin	Q. Action

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.