



# Vendor Instruction Manual

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## DATA CORRECTION/UPDATE

**Corrections Needed:** We found Incorrect or Missing “Marketing/Digital assets” data for your items on Lowes.com which are impacting Sales and Online customer experience for them.

**Action Required by YOU:**

- ✓ Review – Please review GTINs from the attachment and make necessary corrections in Vendor Gateway within next 48 hours.
- ✓ Publish Items - Please ensure you have published the necessary changes to Lowes.com.

Link to Vendor Gateway : <https://vendorgateway.lowes.com/gateway/home>

(Please use Google Chrome, clear your cache /cookies)

## ATTRIBUTE(S) UPDATE

**Corrections Needed:** We found that the following attribute(s) needs to be updated for your items on Lowes.com.

**Action Required by You:**

- ✓ Please update the **PEI Rating** for your items mentioned on the attached excel file .
- ✓ *If response is "not rated", then you must update **Type** attribute response to Wall (only).*
- ✓ Update the attribute with appropriate value on Vendor Gateway portal (IMA) and click on save changes, for the changes to flow to Lowes downstream system.

Link to Vendor Gateway : <https://vendorgateway.lowes.com/gateway/home>

(Please use Google Chrome, clear your cache /cookies)

For assistance on [Vendor gateway portal \(IMA\)](#) please use the ticketing services option available on the portal.