



# **ACCOUNT TIPS AND TRICKS**

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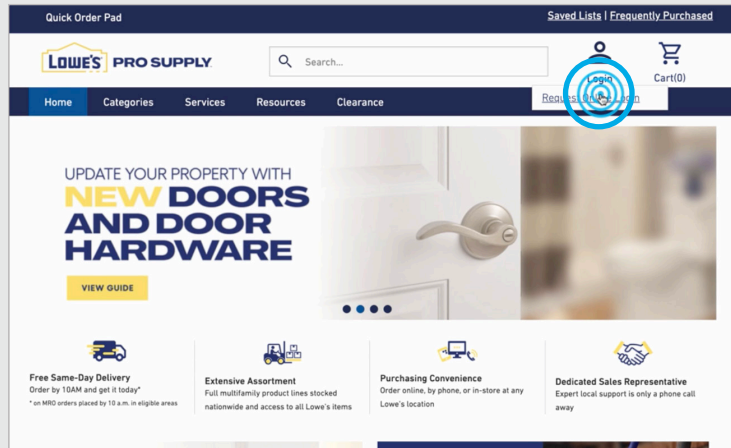


# CREATE AN ONLINE ACCOUNT

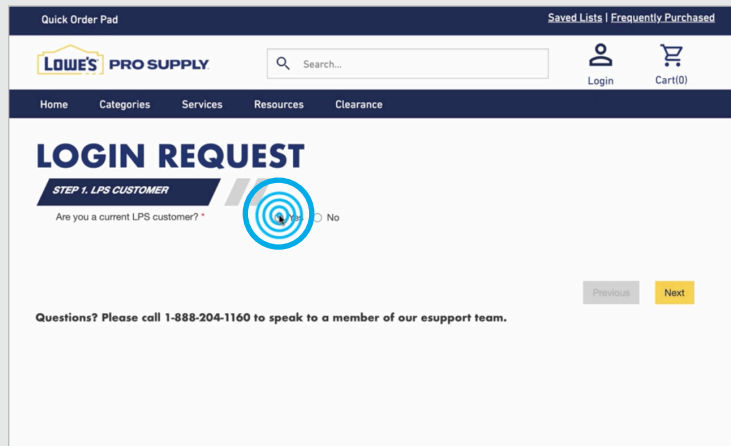
With an online account at LowesProSupply.com, Pros have even more ways to shop, get quotes and stay organized.



- Use your account to shop LowesProSupply.com
- Tap into helpful online tools
- View orders, quotes and invoices



To create your online account, go to the Login icon and click Request Online Login.



Choose the Yes or No radio button to let us know if you're a current customer, and select Next to continue.

# CREATE AN ONLINE ACCOUNT



3

If you have your customer number, choose Yes and complete the required fields.

4

If we can't verify your information right away, we'll ask for more details. Click Previous to try again, or complete the fields and choose Next.



# CREATE AN ONLINE ACCOUNT



**LOGIN REQUEST**

**STEP 2. CUSTOMER NUMBER**

Do you have a customer number? \*

For current LPS customers, including your customer number, will expedite the login request process.

Property Name\*

Test

Property Phone Number\*

Property Address 1\*

Property Address 2

City\*

State\*

Zip Code\*

5

If you have an account but don't have your customer number, you'll follow the same steps, filling in the required fields and submitting your request.

First Name\*

Last Name\*

Customer

Title\*

Mr

Email Address\*

Requestor Phone Number\*

Access Level\*

All

Payment Method\*

Terms

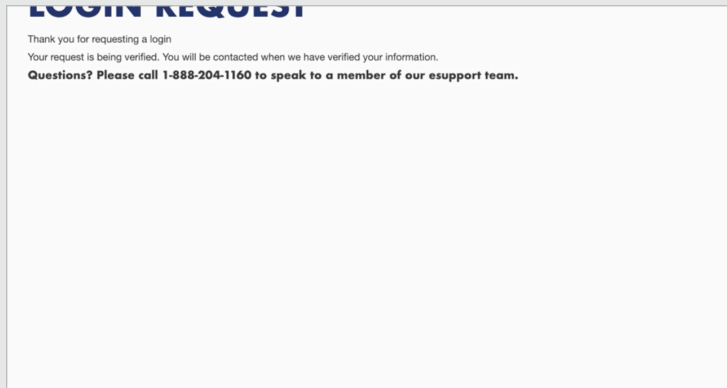
Comments

Previous

6

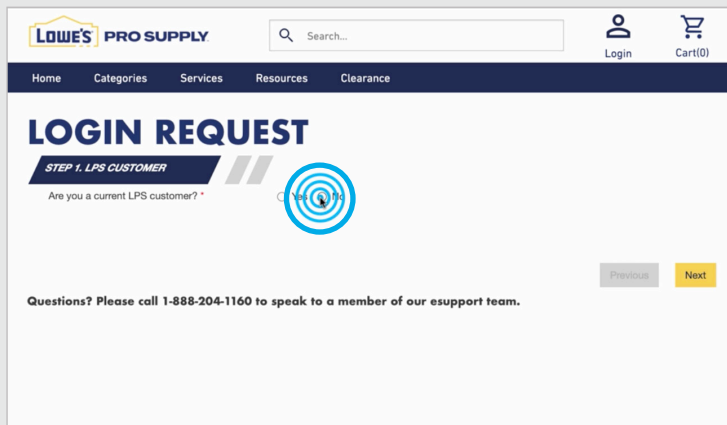
Once you've completed this step, we'll verify your request...

# CREATE AN ONLINE ACCOUNT



7

...and we'll send you an email with instructions to activate your account and set your password.



8

If you don't yet have a Lowe's Pro Supply business account, just return to the Login icon, click Request Online Login, select No and Next, complete the required fields and click Submit Request.

# CREATE AN ONLINE ACCOUNT



**Account Application**  
 Fax: 1.866.634.6747  
 Phone: 281.983.6300  
 Email: NewAcctApp@LoweProSupply.com

TRADE NAME: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 MANAGEMENT COMPANY/OWNER NAME: \_\_\_\_\_ FEE MANAGED ONLY ☐ PHONE: \_\_\_\_\_  
 LEGAL ENTITY NAME: \_\_\_\_\_ FAX: \_\_\_\_\_  
 PLEASE SELECT ONE: ☐ OWNER ☐ MANAGER ☐ BOTH ☐ COURT APPOINTED TRUSTEE ☐ OTHER \_\_\_\_\_  
 RET: ☐ YES ☐ NO PUBLICLY TRADED SYMBOL: \_\_\_\_\_ CORPORATION ☐ PARTNERSHIP ☐ OTHER \_\_\_\_\_  
 COUNTRY: \_\_\_\_\_ FIRM: \_\_\_\_\_ DATE OF ACQUISITION: \_\_\_\_\_ SALES TAX EXEMPT ☐ YES ☐ NO  
 DELIVERY ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 BILLING ADDRESS (if different from above): \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 NAME OF PRIMARY CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 PRIMARY CONTACT EMAIL ADDRESS: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

CONTACTS			
APP CONTACTS	EMAIL ADDRESS	PHONE	FAX
COMMUNITY ASSOCIATES	EMAIL ADDRESS	PHONE	FAX
TECHNOLOGY SUPPORT	EMAIL ADDRESS	PHONE	FAX

9

Then fill out the account application, and a member of our e-support team will contact you with next steps.



## HOW-TO VIDEO: CREATE AN ONLINE ACCOUNT

Scan the code for a video walk-through to get your account up and running.



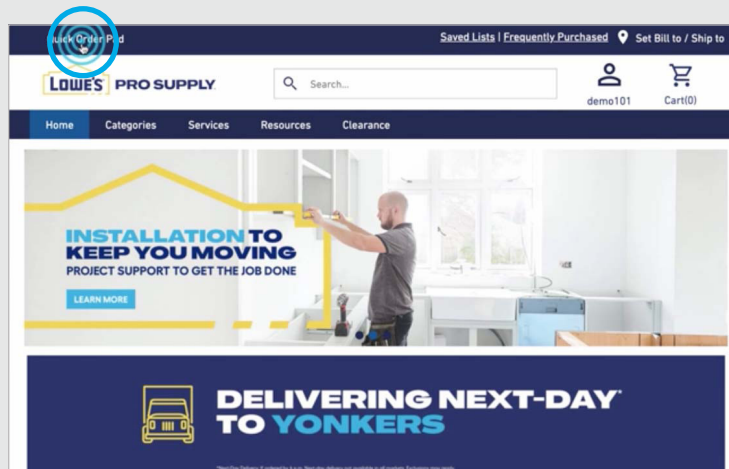


# QUICK ORDER PAD



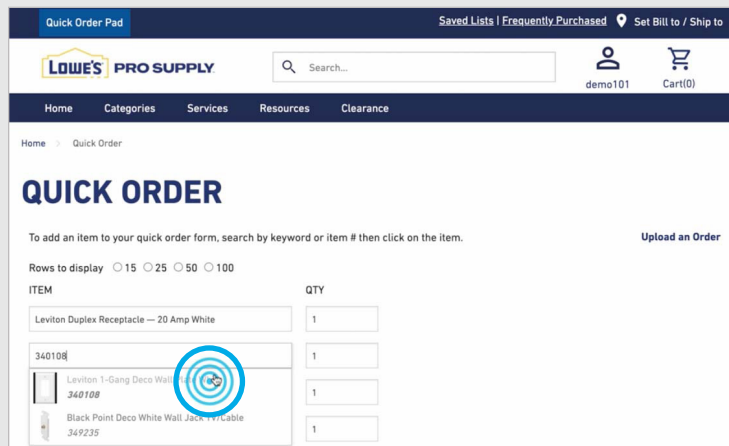
The Quick Order Pad is a great shortcut when you know exactly what products and quantities you need.

- Easy to access
- Search by product or item number
- Upload spreadsheet orders



1

Just click the Quick Order Pad button at the top left, and your order form will pop right up if you're already logged in. You can also log in directly from the Quick Order Pad window.

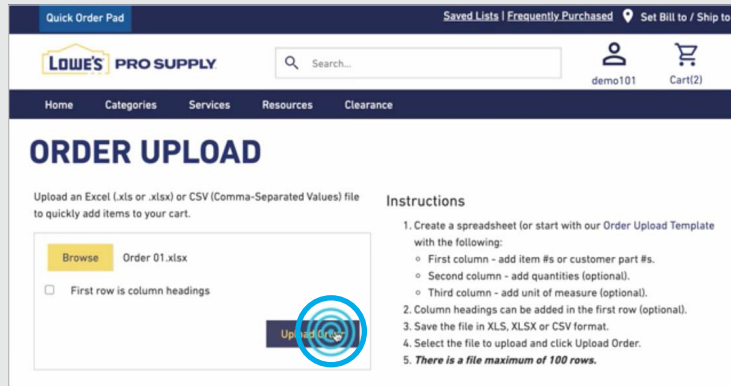


2

Search by keyword or item number, choose your quantities and then click Add All to Cart & Check Out.

# ONLINE GUIDE

## QUICK ORDER PAD



3

You can also upload multiple items using an Excel spreadsheet or CSV file. Just click Upload an Order and follow the directions.



## HOW-TO VIDEO: QUICK ORDER PAD

Scan the code for a video tutorial to help you take advantage of this great shortcut.



# REQUEST A QUOTE

Whether you're pricing materials for a new project, requesting a PO or compiling a supply list for approval, Lowe's Pro Supply makes it easy to request a quote and share it.

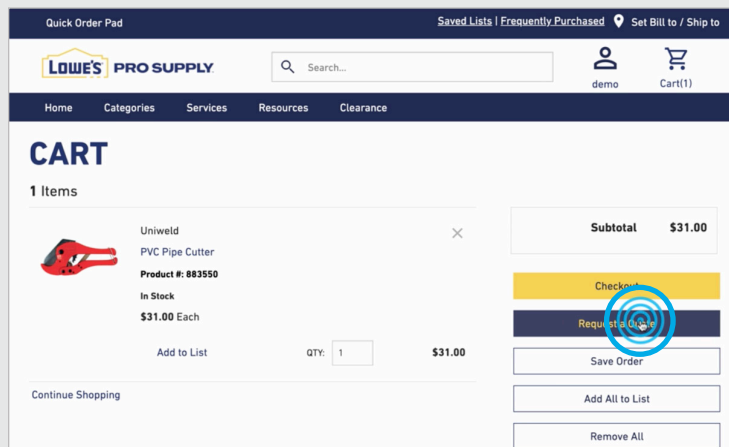


- Easily search for items
- Add items to your cart for approval
- Email or print quotes



1

Use the Search bar at the top of the page to find the items you'd like to be included in the quote, and select the yellow Add To Cart button for each product.



2

Once you've added all of the desired items to your cart, select Request a Quote instead of Checkout.



## ONLINE GUIDE

# REQUEST A QUOTE



3

Verify your billing and shipping information and choose Continue.

4

Review the Quote Summary and select Submit Quote.

## ONLINE GUIDE

# REQUEST A QUOTE



**Request a Quote**    Billing & Shipping > Review > Confirmation

[Continue Shopping](#)

Quote Number: 9764507-00  
Status: Quote  
Quote Date : 8/8/21

**Billing Information**  
Select Customer  
1435 Peach Ridge Road  
Houston, TX 77060  
US  
281-964-6600  
lprosupply@lowesprosupply.com

**Shipping Information**  
Select Customer  
1435 Peach Ridge Road  
Houston, TX 77060  
US  
281-964-6600  
lprosupply@lowesprosupply.com

**Delivery Method**  
Delivery

5

This generates a Quote Number and shows the Status and Date.

Quick Order Pad    Saved Lists | Frequently Purchased    Set Bill to / Ship to

**LOWE'S PRO SUPPLY**    Search...    demo    Cart(0)

Home    Categories    Services    Resources    Clearance

Home > My Account > Orders, Quotes, & Invoices

## ORDERS, QUOTES, & INVOICES

Displaying for Current Bill To Selection

Select Customer  
1435 Peach Ridge Road  
Houston, TX 77060  
United States

**ORDERS & QUOTES**

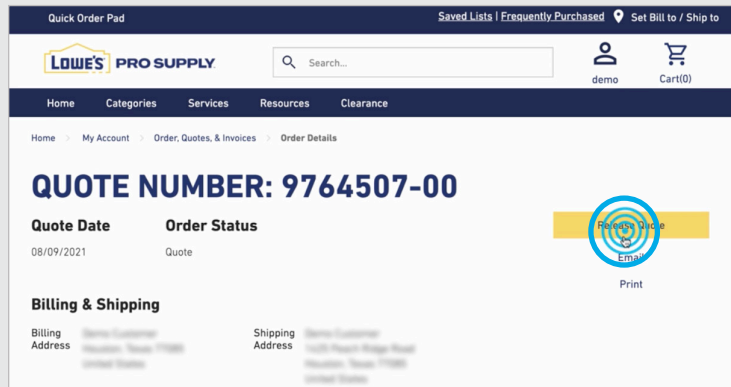
All    My Orders    Filter    Sort by Date Descending    Search PO #

Date	Order #	Status	PO #	Payment	Total
08/09/2021	9764507-00	Quote	--	--	\$33.56

6

Now, when you navigate to Orders, Quotes, & Invoices using the drop-down menu, your quote is right there.

## ONLINE GUIDE REQUEST A QUOTE



7

You can choose Release Quote to convert it to an active order, or Email or Print to share it for approval.



### HOW-TO VIDEO: REQUEST A QUOTE

Scan the code for video instructions to generate a quote and convert to an order.



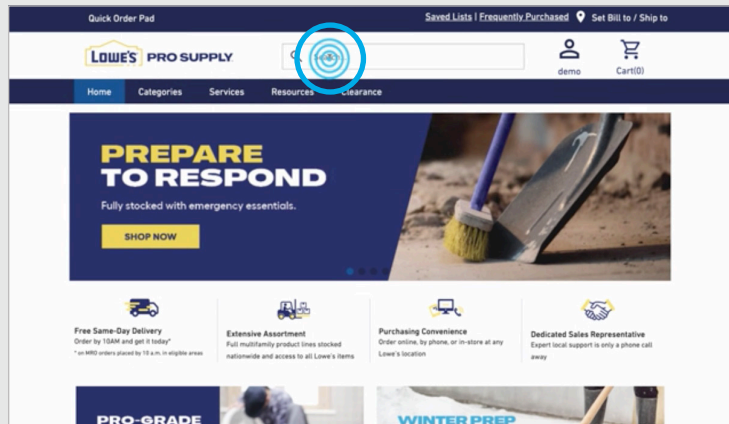


# COMPETITOR PRODUCT LOOKUP



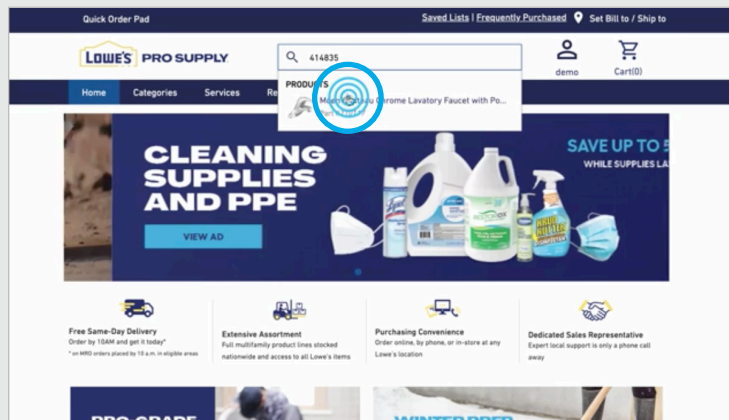
If you're looking for a product that you previously ordered from another supplier, our new Competitor Product Lookup feature makes it easy to find the corresponding part number on LowesProSupply.com

- Search products by other suppliers' part numbers
- Easily find and order from Lowe's Pro Supply instead



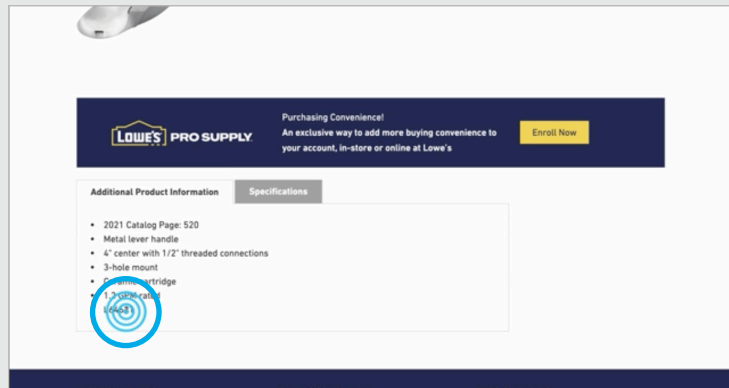
1

To get started, simply go to LowesProSupply.com and enter the other supplier's part number in our Search bar.



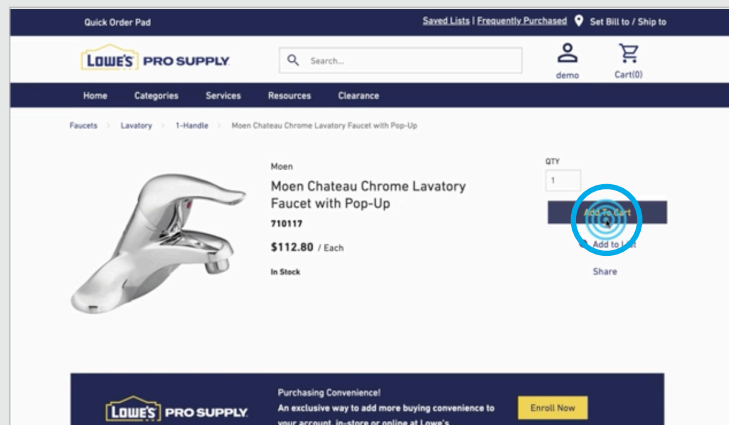
2

If it's a product we carry, the name, image and specifications — along with the Lowe's Pro Supply part number — should pop right up.



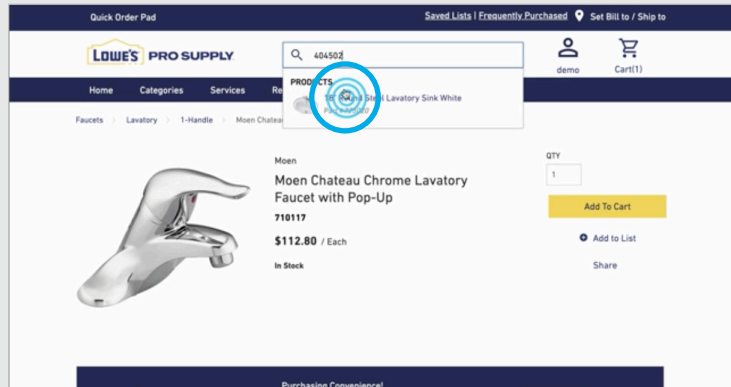
3

It's a good idea to verify the specs and quantities to make sure it's a match.



4

We recommend logging in to your account so that you can easily select Add to Cart, Add to List or Share.



5

Repeat the process for every product you'd like to look up. Our team updates competitor crossover part numbers on a regular basis to keep up with new products.



## HOW-TO VIDEO: COMPETITOR PRODUCT LOOKUP

Scan the code for a video demonstration of crossover part numbers at [LowesProSupply.com](https://LowesProSupply.com).





# ORDERS, QUOTES AND INVOICES

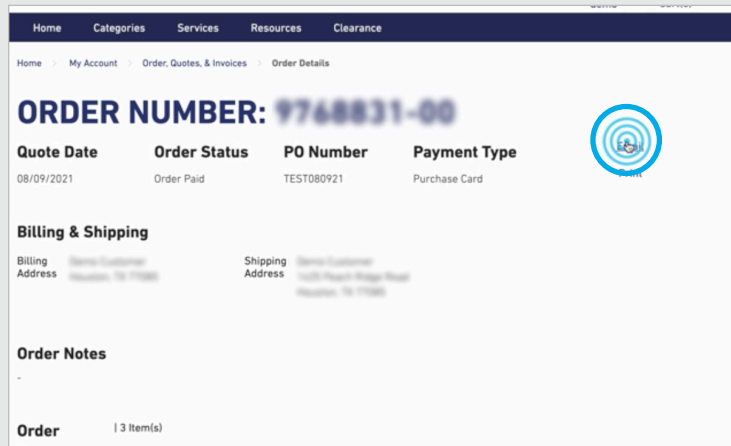


Need to approve an order or email a quote?  
All your orders, quotes and invoices are as close as your account dashboard.

- 2 ways to access
- Approve orders from other users
- View, print and pay invoices

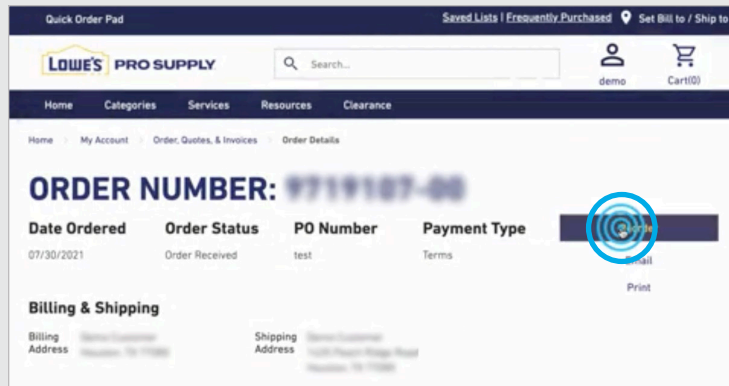


You can find them under Quick Links, or use the pull-down menu on your account icon.



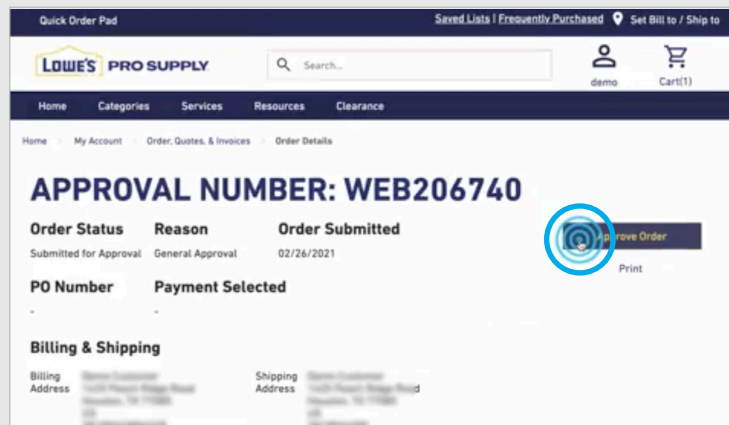
Just select the order or quote you're looking for, and email or print it on the spot.

# ORDERS, QUOTES AND INVOICES



3

You can also reorder this way by clicking the yellow button.



4

Or scroll down to Approve Order to authorize orders submitted by other users.

# ONLINE GUIDE ORDERS, QUOTES AND INVOICES



Filter Sort by Date Descending Search Approval #

Date	Approval #	Submitted By	Reason	Payment	Total
02/26/21	WEB206740		General Approval	--	\$58.07
02/12/21	WEB199452		General Approval	--	\$2,844.62
02/03/21	WEB193416		General Approval	--	\$50.31
02/03/21	WEB193366		General Approval	--	\$1,486.43

4 Items / Page   of 1

## INVOICES

Click the button below to access your invoices through **Billtrust**. Simply search, view, or make payments online.

[Continue to Billtrust Invoices](#)

If you need assistance or have questions, contact Account Services at 1-877-633-6747 or the Credit Team directly at 281-564-9700, Monday - Friday, 8am to 5pm CT.

5

Invoices are easy to manage too — with robust functionality that lets you search, view, print and pay.



## HOW-TO VIDEO: ORDERS, QUOTES AND INVOICES

Scan the code for a video guide to viewing, authorizing, reordering and more.

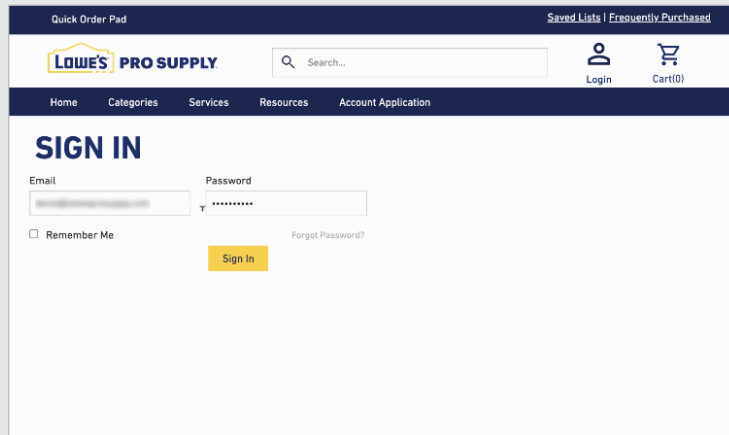


# ORDER TINTABLE PAINT ONLINE

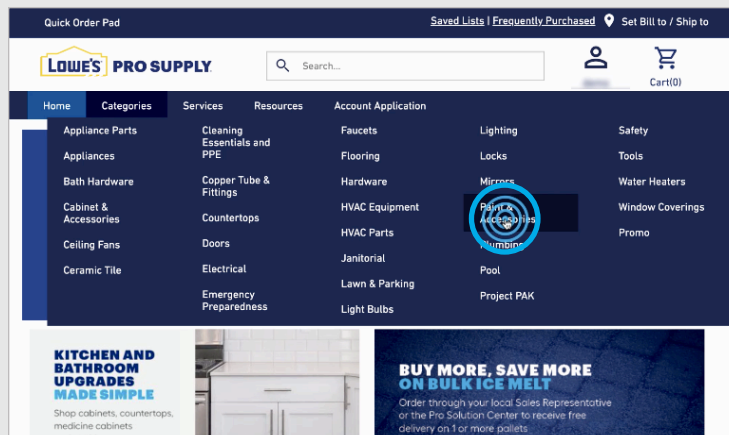
Whether you're prepping for a large exterior paint project or a single makeready, it's easy to order tintable paint online at [LowesProSupply.com](https://LowesProSupply.com) — with direct-to-jobsite delivery as fast as the next business day.\*\*



- Tintable interior and exterior paints
- Industry-leading brands
- Broad range of colors
- Next-day delivery directly to your jobsite



Log in to your account for full access and ordering functionality.

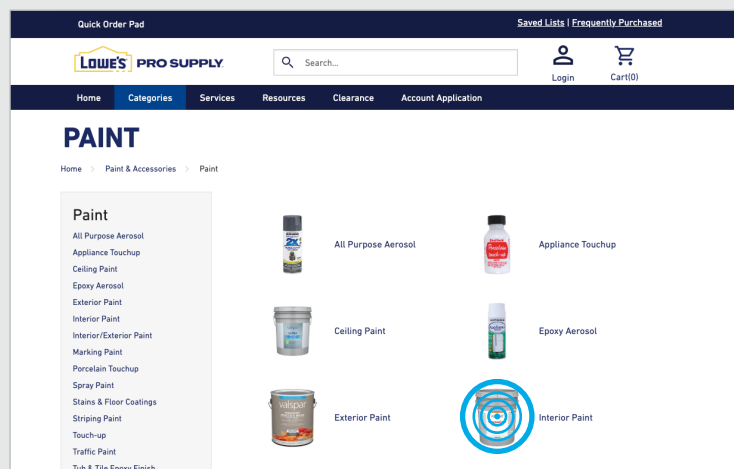


Use the main navigation bar to select Categories, then move your cursor down to click on the Paint & Accessories category.

\*\*See page 25 for details.

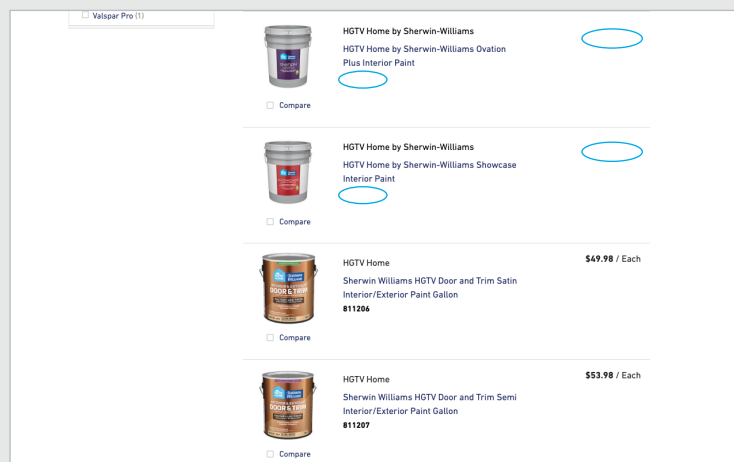
# ONLINE GUIDE

## ORDER TINTABLE PAINT ONLINE



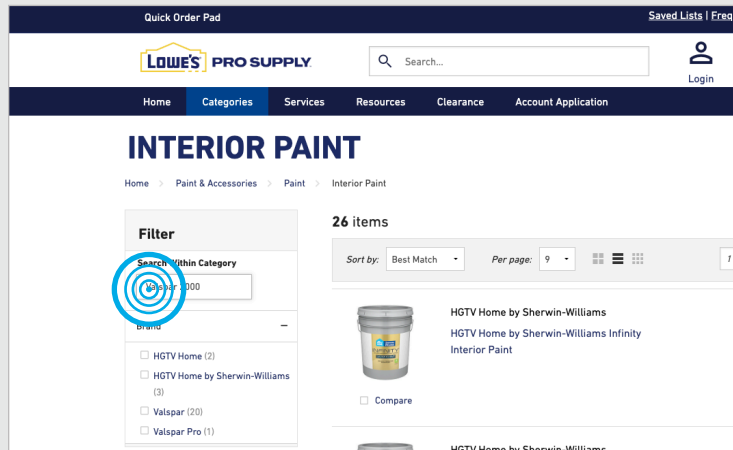
3

From there, choose Paint, followed by Interior or Exterior Paint.



4

Now, you're ready to select your base paint. To identify tintable products, just look for paints without prices or product numbers.



5

If you're looking for a specific base paint, it's easy to search by Product Number or Name.

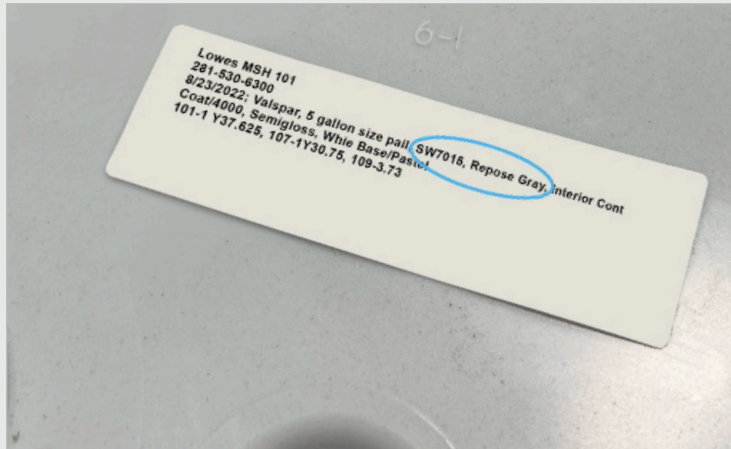


6

Your pricing will appear after you choose your Size, Sheen and Color from the product page.



# ORDER TINTABLE PAINT ONLINE



7

You can use the Catalog feature to search standard colors by name or code.

### The Perfect Color Every Time

Paint color is calibrated at your local branch by a trained expert using state-of-the-art color-matching equipment.

- Allow 3 business days for each new color match
- Submit a wet sample for the best match
- Let your Sales Representative handle the details
- You'll have the final say when it comes to approval
- We store your color profiles for effortless reordering

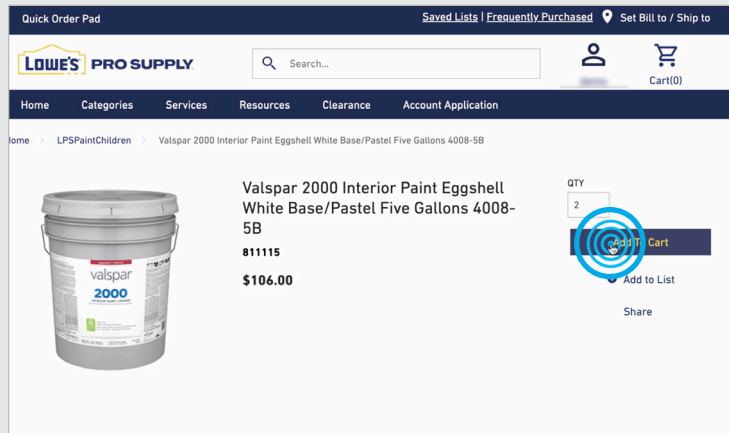
From accurate color samples to color renderings that bring your larger jobs to life, Lowe's Pro Supply has what you need to get the job done fast.

8

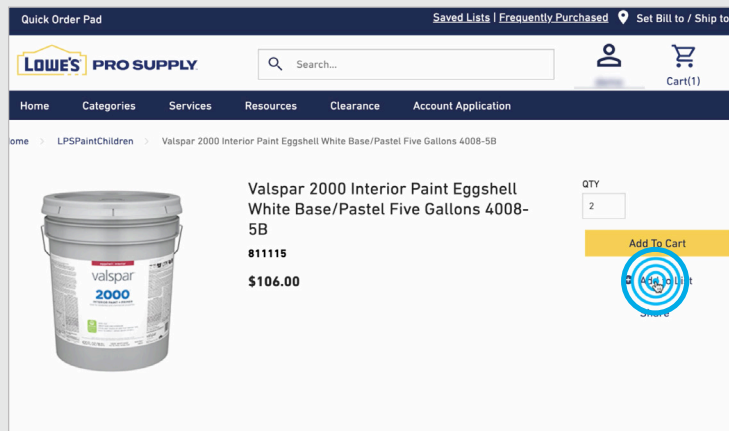
Need a custom color? We can still help. Just call 833-PAINT-51.

# ONLINE GUIDE

## ORDER TINTABLE PAINT ONLINE

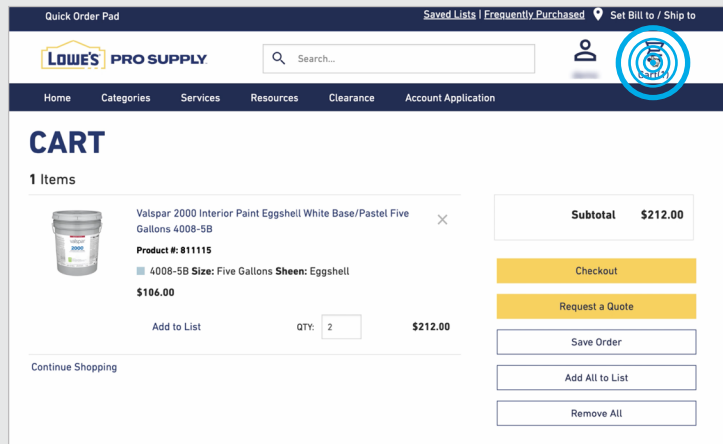


Once you're happy with your tintable paint specs, just enter your desired Quantity and click Add To Cart.



If it's a paint you plan to order again, you can also select Add to List to make reorders even easier.

# ORDER TINTABLE PAINT ONLINE



11

Then simply check out as usual, and sit back and relax, knowing that your paint will be mixed to order and delivered directly to your jobsite.



## HOW-TO VIDEO: ORDER TINTABLE PAINT ONLINE

Scan the code for a video demonstration of online ordering for tintable paint.

**\*\*Free Next-Day Paint Delivery:** Must purchase by 12 noon for delivery by end of next business day. Next-day delivery valid in select markets, on select paints only and subject to availability. More restrictions apply. Ask your Lowe's Pro Supply Representative for details. Offer subject to change. Regular MRO orders will be delayed when combined with next-day paint orders.

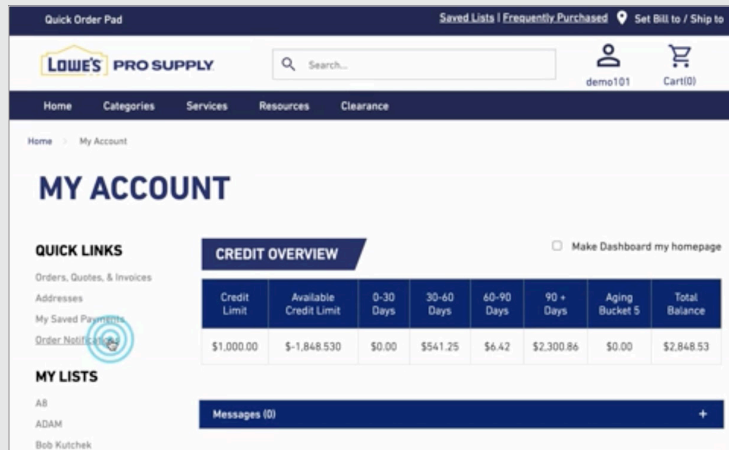


# ORDER NOTIFICATIONS



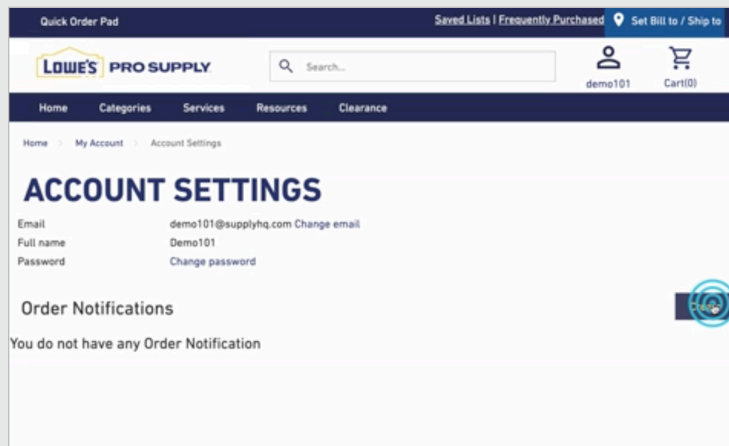
Order Notifications makes it easy to keep up through automated email alerts.

- Quickly set up email alerts
- Easily add, delete or edit



1

To set up notifications, go to the Quick Links navigation on your account dashboard.



2

Select Create, along with the Bill To and Ship To info for your notifications.

## ONLINE GUIDE

# ORDER NOTIFICATIONS



Order Notification

Select Bill To  
2 IT Test Customer zctest 12315 Parc Crest Dr NO NOT DELIVER

Select Ship To  
IT Test Customer test 6910 Brasada DO NOT DELIVER Houston, TX

Email Addresses

Create

3

Then enter one or more email addresses to receive alerts whenever your order is processed, picked, shipped, delivered, invoiced and paid.

ACCOUNT SETTINGS

Email demo101@supplyhq.com Change email  
Full name Demo101  
Password Change password

Order Notifications

Create

IT Test Customer test  
Shipto: 6910 Brasada, Houston, Texas, 77085  
Email Notifications: hivoyid178@eyeremind.com

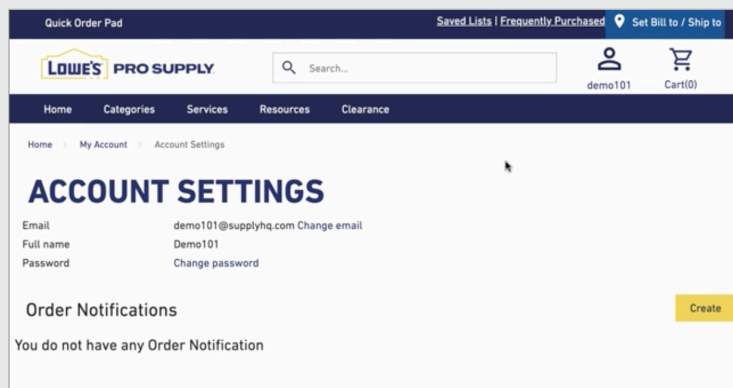
Delete

4

You can delete or edit alerts at any time.

## ONLINE GUIDE

# ORDER NOTIFICATIONS



5

As long as an alert is active, you'll get these important notifications to help you manage supplies — for everyday needs or special projects.



## HOW-TO VIDEO: ORDER NOTIFICATIONS

Scan the code for a video walk-through to set automated alerts about your orders.





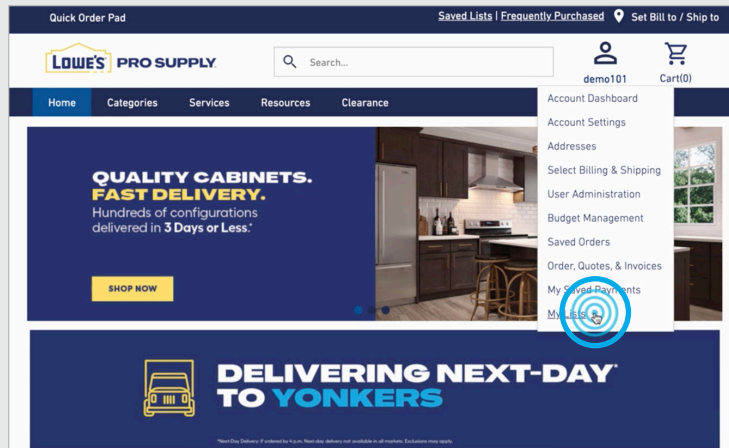
## ONLINE GUIDE

# SAVED LISTS



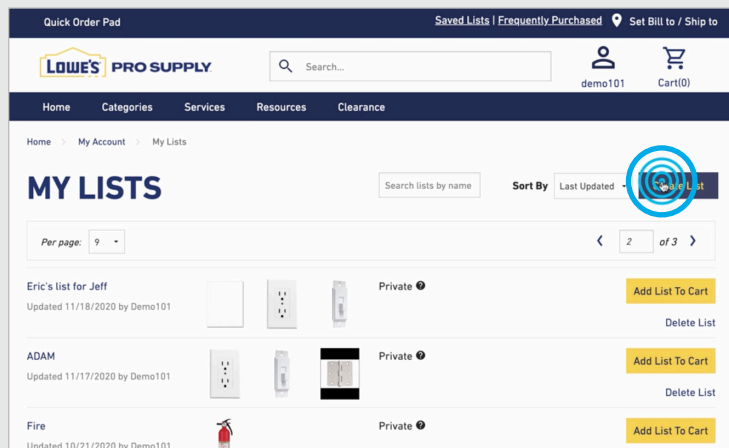
Saved Lists can be a big time saver for groups of products you frequently order together.

- **3 ways to access**
- **Create and customize**
- **Set email reminders**



1

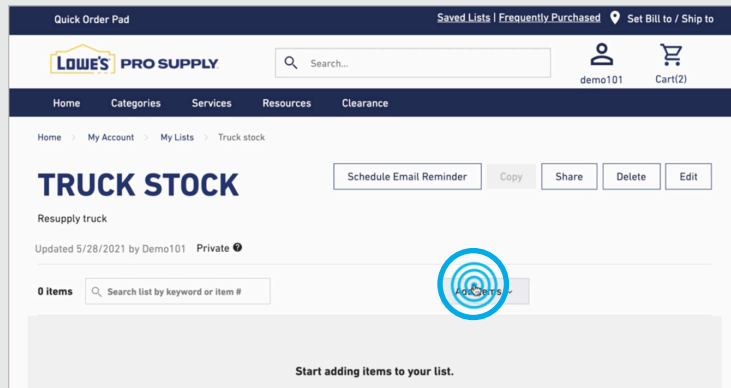
The Saved List link is always available in the top-level header. You can also drag down to My Lists under the log-in icon or find it on your account dashboard.



2

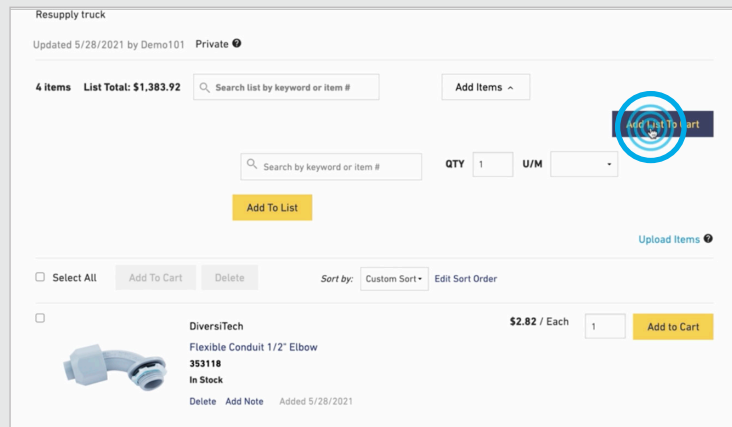
To add new shopping lists, click Create List. Be sure to give it a clear name and description to help streamline reorders.

## ONLINE GUIDE SAVED LISTS



3

Click Add Items to search by product name or keyword, then Add To List. You can also choose to upload items using an Excel spreadsheet or CSV file.



4

Add the entire list to your cart, or pick and choose individual products. You can also delete, copy or customize lists as your needs change.

## ONLINE GUIDE SAVED LISTS



Home Categories

demo101 Cart(5)

Share List: Invite others to view or edit

Your Name\*

Demo

Recipient Email Address\*

To add multiple addresses, separate with commas.

Message

I'd like to invite you to my shared list of products.

247 characters left.

Back Cancel Add List To Cart

TRUCK STOCK

Resupply truck

Updated 5/28/2021 by Demo101

2 Items List Total: \$1,251.80

Select All Add To Cart Delete Sort by: Custom Sort Edit Sort Order Upload Items

5

It's also easy to share lists with other authorized account users, or with others via email.

## HOW-TO VIDEO: SAVED LISTS

Scan the code for a video tutorial to help you streamline product reorders.



Home Categories Services

Home My Account My Lists Trucks

TRUCK STOCK

Resupply truck

Updated 5/28/2021 by Demo101

2 Items List Total: \$1,251.80

Select All Add To Cart Delete Sort by: Custom Sort Edit Sort Order Upload Items

Schedule Email Reminder

Send reminders when it's time to reorder this list.

Repeats Monthly

Every 1 month(s)

Day of the month 5

Start Date 5/28/21

End Date No end date

Message/Notes

Check on truck resupply

277 characters left

Cancel Schedule

6

And be sure to schedule your own email reminders to help you stay prepared before the busy seasons kick in.

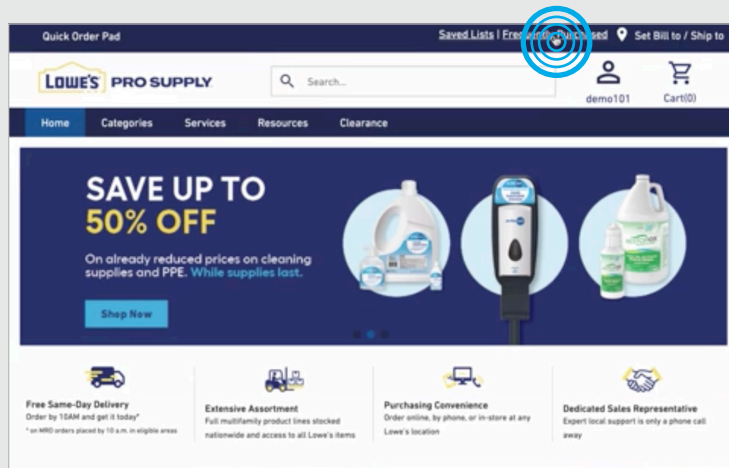


# FREQUENTLY PURCHASED



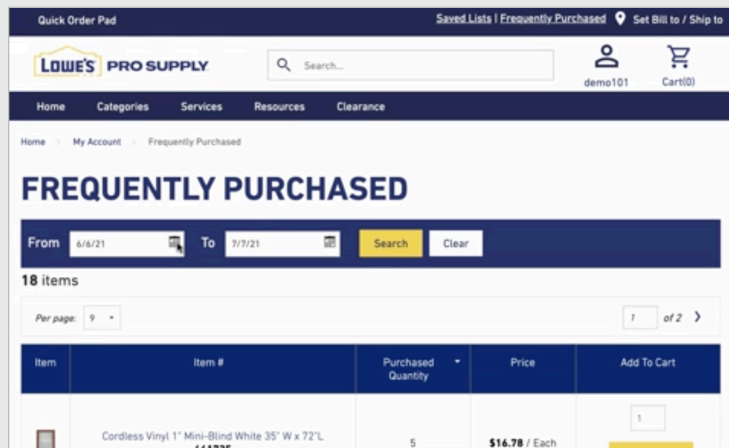
Our Frequently Purchased feature makes it fast and easy to reorder everyday MRO supplies.

- Fast to access
- Search by date range
- Quickly add to cart



1

Just select the top-header link from any page at [LowesProSupply.com](https://LowesProSupply.com).

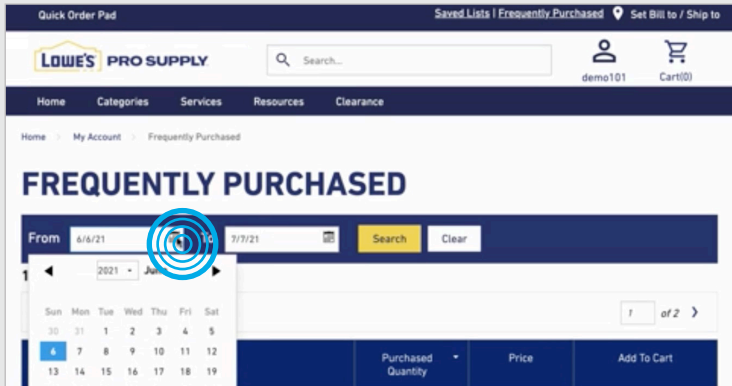


2

Your most frequently purchased items are right there.

## ONLINE GUIDE

# FREQUENTLY PURCHASED

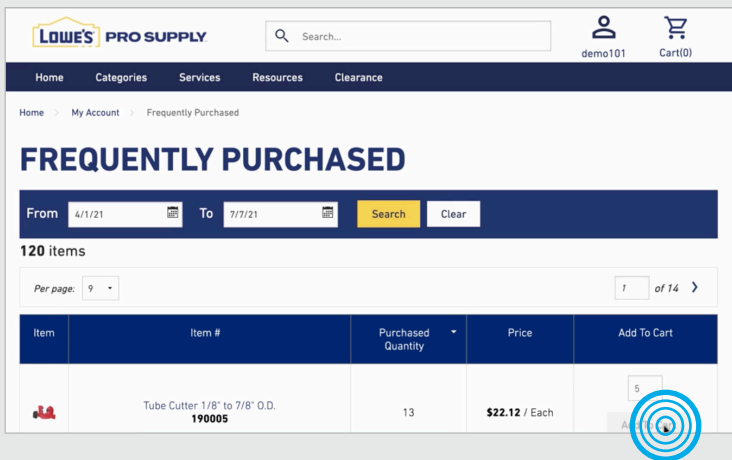


3

The Calendar function lets you search by date range to narrow things down. Or simply scroll or toggle through the pages.

## HOW-TO VIDEO: FREQUENTLY PURCHASED

Scan the code for video instructions on fast reorders of supplies you use the most.



4

When you find what you're looking for, enter your quantity, select Add To Cart, then keep shopping or check out.

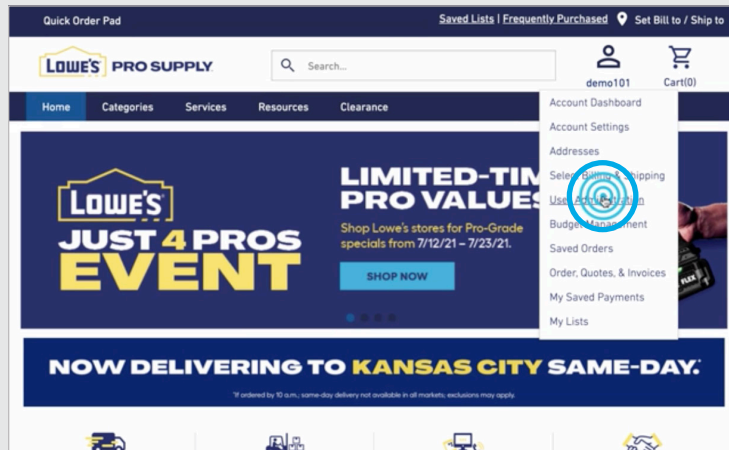


# USER ADMINISTRATION

Your account includes User Administration features that make it easy to control which users can add items to a cart, place orders or print invoices.

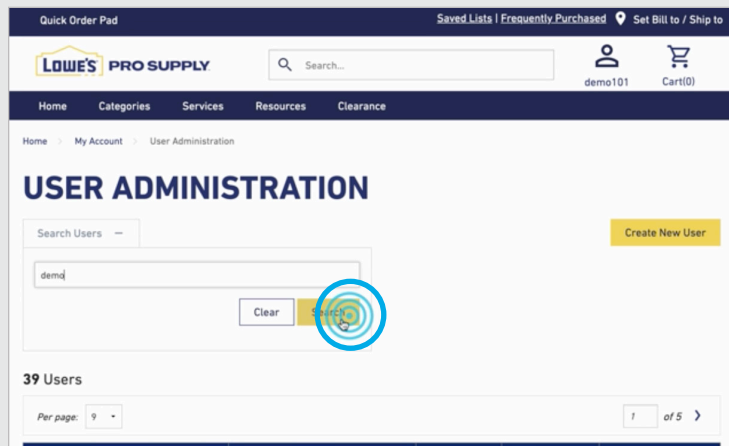


- Access from pull-down menu
- Easily search or create users
- Assign user roles and payment methods



1

Just select User Administration from the pull-down menu on your account to get started.



2

To search for an existing user, enter a first or last name under the Search Users header, and select the yellow Search button to bring up related user names.



## ONLINE GUIDE

# USER ADMINISTRATION



Quick Order Pad Saved Lists | Frequently Purchased Set Bill to / Ship to

LOWE'S PRO SUPPLY Search...

demo101 Cart(0)

Home Categories Services Resources Clearance

Home > My Account > User Administration

### USER ADMINISTRATION

Search Users

demo

Clear Search

1 Users

Create New User

3

You can also add a new team member by selecting the Create New User button to the right.

Return to User Administration

#### User Information

\* Required

Email Address \* screendemo@protonmail.com

First Name \* Demo

Last Name \* 2

#### Payment Methods \*

Credit Card

Terms

#### Account Activation

Send Activation Email ☒

4

Complete all required fields, and select Credit Card and/or Terms to specify the user's payment options.

## ONLINE GUIDE

# USER ADMINISTRATION



The screenshot shows a form with the following sections:

- Payment Methods \***
  - Credit Card ☐
  - Terms ☒
- Account Activation**
  - Send Activation Email ☒
- Settings**
  - Assign User Role
  - Assign Approver

At the bottom, there are two buttons: "Cancel" and "Create User". The "Create User" button is highlighted with a blue circle.

5

We recommend selecting the Send Activation Email checkbox. This sends the user an email with a link to activate the new user's account.

The screenshot shows the same form as above, but with the following changes:

- The "Active" checkbox is now checked.
- The "Send Activation Email" checkbox is now unchecked.
- The "Assign User Role" dropdown menu is open, showing the following options: "Select User Role", "Administrator", "Buyer1", "Buyer2", and "Buyer3". The "Administrator" option is highlighted with a blue circle.

6

Once the new user has been added, you can select their role and assign an approver for transparency and accountability. You can also deactivate users by unchecking the blue Active box.

## ONLINE GUIDE

# USER ADMINISTRATION



Credit Card Terms ☒

**Account Activation**

Send Activation Email ☐

**Settings**

Assign User Role   
Buyer2

Assign Approver   
demo101@supplyhq.com

Cancel

7

Be sure to select the yellow Save Changes button when you're done.



## HOW-TO VIDEO: USER ADMINISTRATION

Scan the code for a video demonstration to adjust shopping privileges by user.

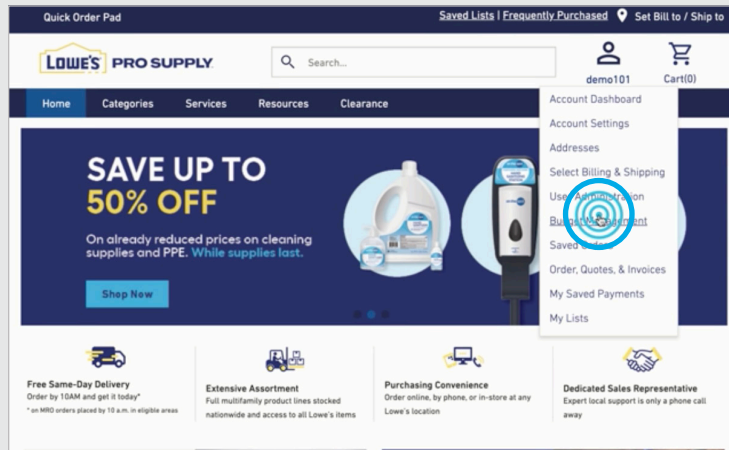


# BUDGET MANAGEMENT



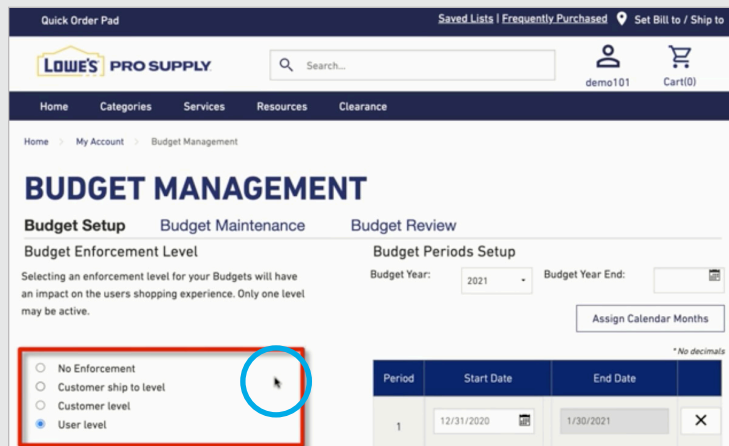
With the Budget Management feature, it's easy to set budget controls on your Lowe's Pro Supply account.

- Easily access and set budget controls
- Manage by customer, address or user
- View current and past spending



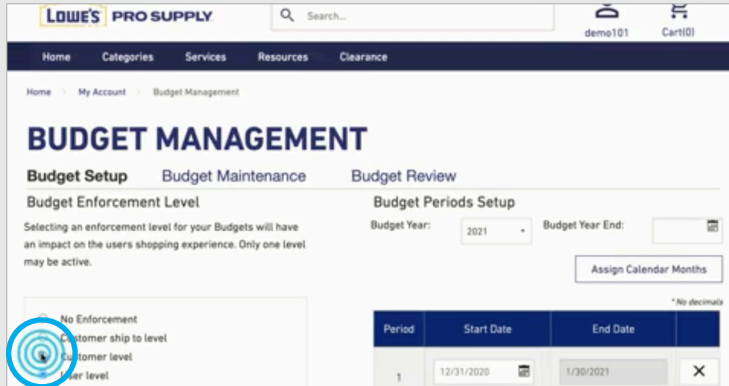
1

To get started, use the pull-down menu on your account icon and select Budget Management.



2

Only one Budget Enforcement Level may be active on your account, and each one affects the user's shopping experience in a different way — so choose the one that works best for you based on these considerations:



**BUDGET MANAGEMENT**

**Budget Setup** Budget Maintenance Budget Review

**Budget Enforcement Level**

Selecting an enforcement level for your Budgets will have an impact on the users shopping experience. Only one level may be active.

☐ No Enforcement  
☒ Customer ship to level  
☐ Customer level  
☐ User level

**Budget Periods Setup**

Budget Year: 2021 Budget Year End: 1/30/2021

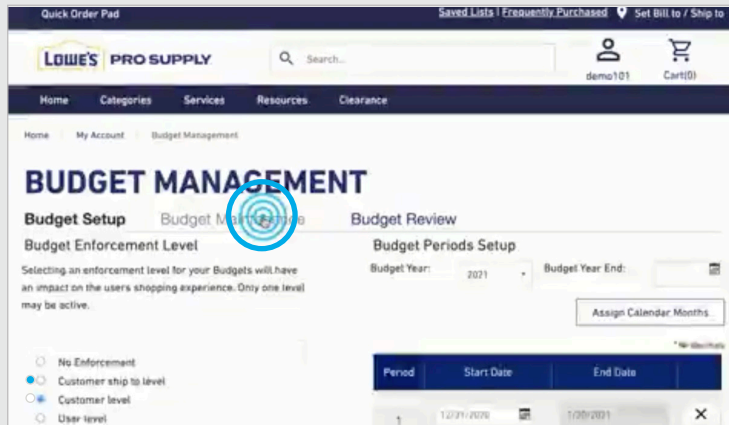
Assign Calendar Months

\*No decimals

Period	Start Date	End Date
1	12/31/2020	1/30/2021

3

The Customer level is the broadest level for budget setup, incorporating all ship-tos and users under a single overarching budget.



**BUDGET MANAGEMENT**

**Budget Setup** Budget Maintenance Budget Review

**Budget Enforcement Level**

Selecting an enforcement level for your Budgets will have an impact on the users shopping experience. Only one level may be active.

☐ No Enforcement  
☐ Customer ship to level  
☒ Customer level  
☐ User level

**Budget Periods Setup**

Budget Year: 2021 Budget Year End: 1/30/2021

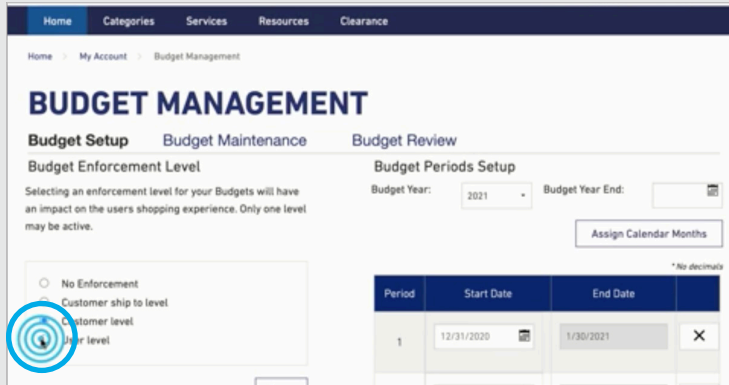
Assign Calendar Months

\*No decimals

Period	Start Date	End Date
1	12/31/2020	1/30/2021

4

At the Customer ship to level, each address must have its own budget set up, and everyone who makes purchases under that address is subject to the overall budget.



**BUDGET MANAGEMENT**

**Budget Setup** Budget Maintenance Budget Review

**Budget Enforcement Level**

Selecting an enforcement level for your Budgets will have an impact on the users shopping experience. Only one level may be active.

☐ No Enforcement  
☐ Customer ship to level  
☐ Customer level  
☒ User level

**Budget Periods Setup**

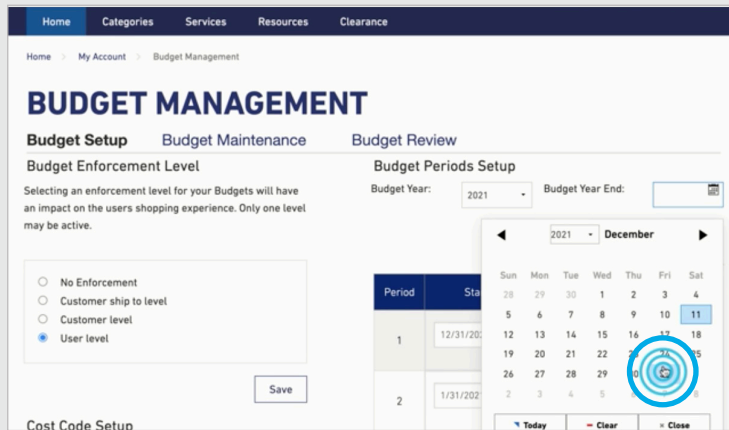
Budget Year: 2021 Budget Year End:

Assign Calendar Months

Period	Start Date	End Date
1	12/31/2020	1/30/2021

5

And when you select the User level, you'll need to set individual budgets for each user with a login.



**BUDGET MANAGEMENT**

**Budget Setup** Budget Maintenance Budget Review

**Budget Enforcement Level**

Selecting an enforcement level for your Budgets will have an impact on the users shopping experience. Only one level may be active.

☐ No Enforcement  
☐ Customer ship to level  
☐ Customer level  
☒ User level

**Budget Periods Setup**

Budget Year: 2021 Budget Year End:

Assign Calendar Months

Period	Start Date	End Date
1	12/31/2020	1/30/2021
2	1/31/2021	

Cost Code Setup

6

Let's say you'd like to set controls at the User level. Just select and save this option, then go to Budget Periods Setup to choose your Budget Year, Assign Calendar Months and Save your preferred time frames.



## ONLINE GUIDE

# BUDGET MANAGEMENT



Home > My Account > Budget Management

### BUDGET MANAGEMENT

Budget Setup   **Budget Maintenance**   Budget Review

Your Budget Enforcement is set to: User level

No budget configured. Please configure a budget to continue.

Select User

Or  
Select Ship To Address

Budget Year: 2021 -

7

Then, to manage individual users, navigate to the Budget Maintenance tab, use the pull-down menu and select View Budget to adjust controls.

9	<input type="text" value="9/29/21"/>	<input type="text" value="1000"/>
10	<input type="text" value="10/30/21"/>	<input type="text" value="800"/>
11	<input type="text" value="11/29/21"/>	<input type="text" value="1000"/>
12	<input type="text" value="12/30/21"/>	<input type="text" value="1000"/>

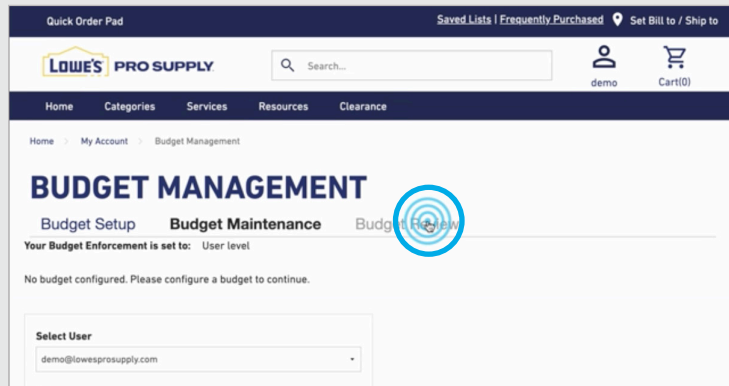
**NEED HELP?**  
Orders: 866.630.6747  
Web Support: 888.204.1160

**THE COMPANY**  
About Us  
Careers

**RESOURCES**  
My Account  
Product Catalog Request

8

Be sure to Save your settings.



You can also navigate to Budget Review for a snapshot of current spending, maximum amounts and historical data by user.



## HOW-TO VIDEO: BUDGET MANAGEMENT

Scan the code for a video guide on setting budget controls and viewing spending data.

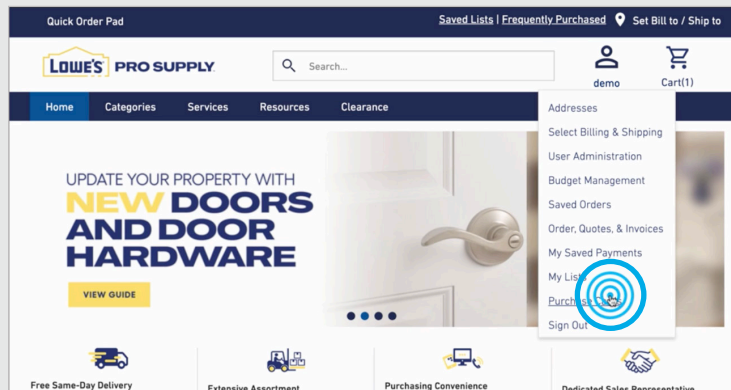


# LOWE'S PRO SUPPLY PURCHASE CARD MANAGEMENT

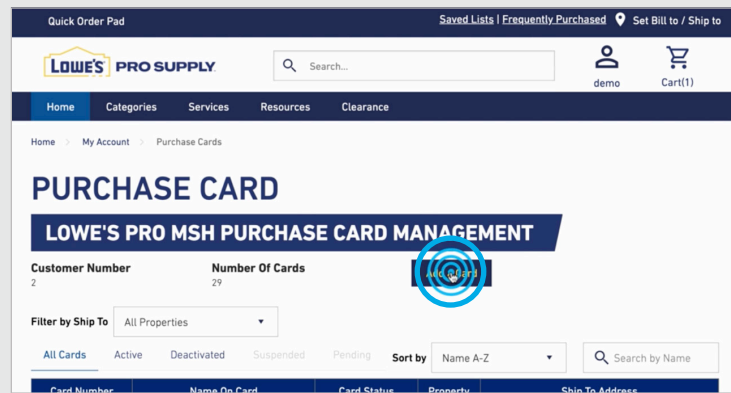
Managing your Lowe's Pro Supply Purchase Cards is as easy as logging in to your account at [LowesProSupply.com](https://LowesProSupply.com).



- Easily add, deactivate or suspend cards
- Assign and organize by property
- Maximize shopping convenience at Lowe's and [Lowe.com](https://Lowe.com)



Simply use the pull-down menu on your account icon to select Purchase Cards



Have a new team member? Just click the Add a Card button.

# LOWE'S PRO SUPPLY PURCHASE CARD MANAGEMENT



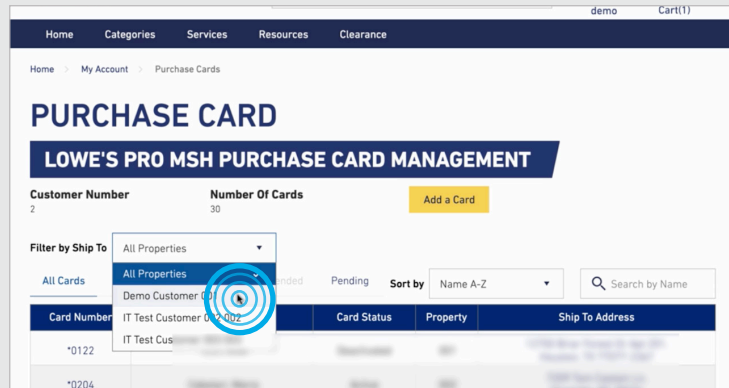
3

Then fill out the cardholder information, including optional Budget Control totals — either monthly, per transaction or both. Please note that your total monthly spend cannot exceed the account limit for your property.

4

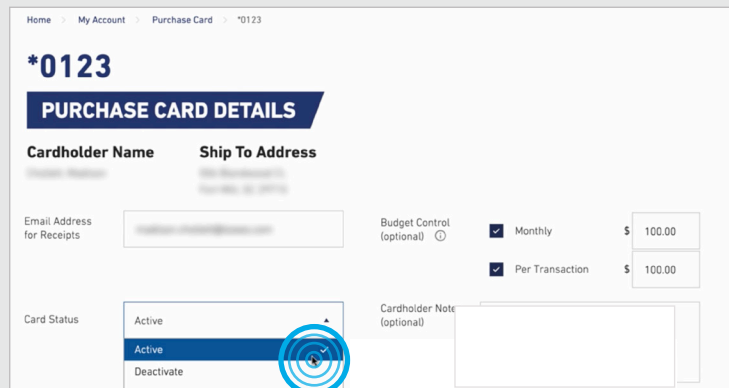
You can choose to have cards delivered to a Ship To Address using the pull-down menu — or to the corporate office using the checkbox. Then choose Submit.

# LOWE'S PRO SUPPLY PURCHASE CARD MANAGEMENT



5

You can view cards and cardholders for all properties, or filter by Ship To Addresses. To manage existing cards, select the Card Number for the user whose privileges you'd like to adjust.



6

You can request to Deactivate, Suspend or Replace a card from this page.

# LOWE'S PRO SUPPLY PURCHASE CARD MANAGEMENT



☒ Check to mail to a corporate office address

Mailing Address 1\* 506 Blandwood Ct

Mailing Address 2 Mailing Address 2

Mailing Address City\* Fort Mill

Mailing Address State\* South Carolina

Mailing Address Country\* United States

Mailing Address Postal Code\* 29715

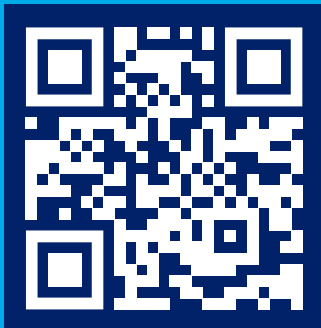
**Email Notification Preferences** ^

Select which email notifications you would like to receive for this purchase card.

Card Spending Limit Changes	<input checked="" type="radio"/> Yes <input type="radio"/> No	Purchase Card Released	<input type="radio"/> Yes <input checked="" type="radio"/> No
Purchase Card Profile Info Changes	<input checked="" type="radio"/> Yes <input type="radio"/> No	Purchase Card Deactivated	<input type="radio"/> Yes <input checked="" type="radio"/> No
Card Replacement Request	<input type="radio"/> Yes <input checked="" type="radio"/> No	Purchase Approved	<input type="radio"/> Yes <input checked="" type="radio"/> No
Purchase Card Suspended	<input type="radio"/> Yes <input checked="" type="radio"/> No	Purchase Denied	<input type="radio"/> Yes <input checked="" type="radio"/> No

7

It's also the place where you can adjust Budget Controls, make notes or adjust email notifications you'd like to receive for activity on each Purchase Card.



## HOW-TO VIDEO: PURCHASE CARD MANAGEMENT

Scan the code for a video walk-through on adding cards and managing user privileges.

