A large warehouse filled with tall blue metal shelving units stacked with cardboard boxes. Three workers in blue shirts are visible: one on the left holding a clipboard, one in the center pushing a cart, and one on the right pushing a cart loaded with boxes. A yellow outline of a house with a chimney is superimposed over the scene, framing the central text.

ONLINE GUIDE FOR LOWESPROSUPPLY.COM

The logo features the word "LOWE'S" in white, bold, sans-serif capital letters, enclosed within a yellow outline of a house with a chimney. To the right of this icon, the words "PRO SUPPLY" are written in white, bold, sans-serif capital letters.

LOWE'S PRO SUPPLY™



REQUESTING AN ONLINE ACCOUNT

- All users are required to have an online username and password to place orders via the website
- On the tool bar, click on the link to "Request Online Login".
- Once you have clicked on the link, fill in all the account information required. Information requested includes; name, position with the property, email, and address.
- Once all information has been filled out, select the button to "Request Online Account". Please note that an online username and password will be sent back to you within one business day of your request.





USER ADMINISTRATION

- Admin users will have access to create users internally with their logins. This feature is great for properties that require more than one user to have ordering access.
- Under the My Account link, select User Administration.
- Select link to Create New User. Once user information is filled in, select payment method (if applicable). Account Activation email option will be checked by default. Please do not uncheck the box. The last information required will be selecting the role of the user.
 - **Administrator**- Able to place quotes & orders, view invoices.
 - **Buyer 1**- can place quotes & orders with approval required
 - **Buyer 2**- can place quotes and orders can be controlled by budgets
 - **Buyer 3**- can place quotes and orders no approval required and can approve
- Once all information is filled out, select the link to “Create User”. A link will be sent to the email address listed. The email will allow users to activate their accounts and log in to begin browsing. **Please Note:** activation emails may go to “junk folder. Please check junk folders for email. If emails are found in junk or SPAM, please work with your IT team to whitelist lowesprosupply.com



LOGGING IN

- Launch your web browser and navigate to <http://lowesprosupply.com>, and then click **Log In** in the upper right corner of the page
- Type your **Email** and **Password** (keep in mind that these are case sensitive) and click **Sign In**
- Logins from Supplyhq.com are the same for Lowesprosupply.com
- When logging in for the first time, you can bookmark this page to appear on the Favorites menu of your web browser. To do this, click **Add to Favorites** and specify where to create the link.
- Once you have logged in, if you have access to multiple bill or ship to's, you will need to select your **Billing & Shipping** address. Once you have selected the two, click continue. You can begin an order by entering an item number and quantity, searching for an item, browsing the item catalog, or ordering from your order history list.

A screenshot of the Lowe's Pro Supply website's login page. The top navigation bar is dark blue with a white "Login" button (person icon) highlighted by a red box, and a "Cart(0)" button (shopping cart icon). The main content area has a white background with the heading "SIGN IN" in large blue letters. Below the heading are two input fields: "Email" with the placeholder "customer@email.com" and "Password" with masked characters. There is a "Remember Me" checkbox and a "Forgot Password" link. A yellow "Sign In" button is at the bottom right.

Login

Cart(0)

SIGN IN

Email

customer@email.com

Password

••••••••

☐ Remember Me

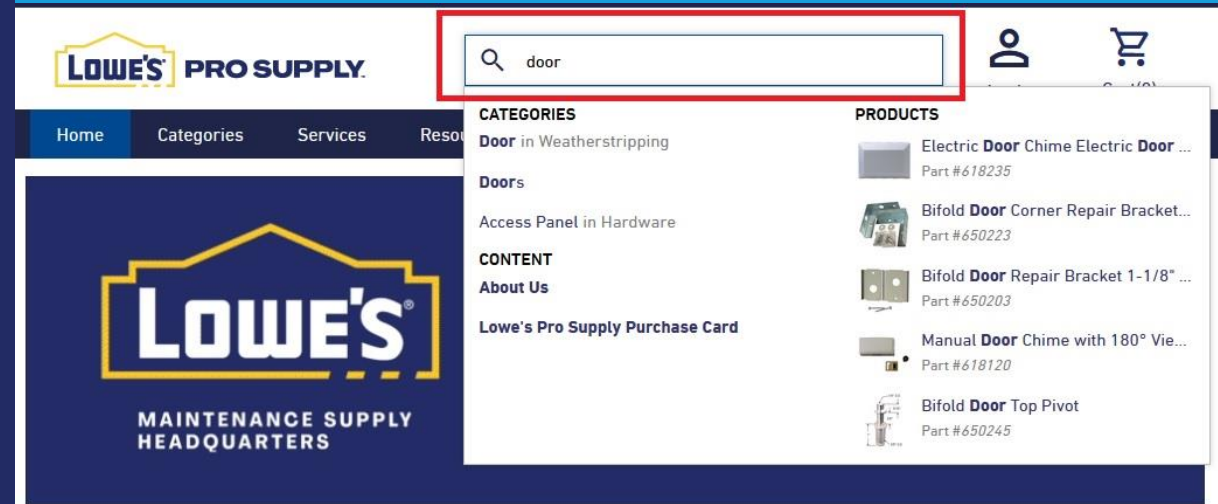
[Forgot Password](#)

Sign In



SEARCHING FOR ITEMS

- Search for items using the search field in the top of the website. Type all or part of the item number or keywords to search for an item. As you type the number or letters, predictive search will begin to suggest items.
- Items can be selected from the drop down list
- Clicking the magnifying glass or pressing enter will display a search results page





PRODUCT DETAIL PAGE

- Clicking on a product will provide more details
- Click on the brand to shop all products within that brand
- Stock status will be displayed as In Stock/ Low Stock/ Out of Stock
- Tabs at the bottom of the page will product additional information such as Bulleted information, various attributes, and documents such as Safety Data Sheets.
- Adjust the quantity needed and add to your shopping cart or list.
- Share the product by entering an email.

Home > Janitorial > Cleaning Chemicals > All Purpose > CarrollCLEAN EnviroPatrol Multi-Purpose Cleaner Gallon



CarrollCLEAN

CarrollCLEAN EnviroPatrol Multi-Purpose Cleaner Gallon

500515

\$20.93 / Each

In Stock

QTY

1

Add To Cart

+ Add to List

Share



Purchasing Convenience!

An exclusive way to add more buying convenience to your account, in-store or online at Lowe's

Enroll Now

Additional Product Information

Specifications

Documents



USING THE ORDER PAD

- The Quick Order pad can be used to quickly enter part numbers to add to an order.
- Display up to 100 lines for bulk entry
- Add product numbers to the item boxes or utilize search to find items.
- Add all items to the cart

Quick Order Pad



Search...

Home Categories Services Resources

Home > Quick Order

QUICK ORDER

To add an item to your quick order form, search by keyword or item # then click

Rows to display ☐ 15 ☐ 25 ☐ 50 ☐ 100

ITEM	QTY
1234	<input type="text" value="1"/>
 Moen Genuine Two Handle Ceramic Disc Cartridge 770504	<input type="text" value="1"/>
Search...	<input type="text" value="1"/>
Search...	<input type="text" value="1"/>



REVIEWING YOUR SHOPPING CART

- Click on the shopping cart in the top right corner to navigate to your shopping cart
- The quantity of the item(s) can be adjusted from the cart
- Individual items can be added to a list from the cart
- From the cart you can check out to create an order, Request a quote to create a quote, Save the order to come back to the order later, add all of the items in the cart to a list, or remove everything from the cart.


Quick Order Pad [Saved Lists](#) | [Frequently Purchased](#) [Set Bill to / Ship to](#)

LOWE'S PRO SUPPLY Search... [K Koo](#) [Cart\(1\)](#)

[Home](#) [Categories](#) [Services](#) [Resources](#)

CART

1 Items



CarrolICLEAN
CarrolICLEAN EnviroPatrol Multi-Purpose Cleaner Gallon
Product #: 500515
In Stock
\$20.93 Each

[Add to List](#) QTY: **\$20.93**

[Continue Shopping](#)

Subtotal \$20.93

[Checkout](#)

[Request a Quote](#)

[Save Order](#)

[Add All to List](#)

[Remove All](#)



CHECKOUT

- To check out and create an order – Click the Checkout Button
- Validate your billing and shipping information then click Continue
- Select either Delivery or Pick up from the Delivery Option
- Add any notes you may want on the order
- Enter your payment information if you have access to pay via Credit card, you will see a credit card option and any saved credit cards on you account.
- Enter a PO Number if required.
- Click Place Order to create the order.

CART

1 Items



CarrollCLEAN
CarrollCLEAN EnviroPatrol Multi-Purpose Cleaner Gallon
Product #: 500515
In Stock
\$20.93 Each
Add to List

QTY: 1 \$20.93

Subtotal \$20.93

Checkout

Request a Quote

Save Order

Add All to List

Remove All

Continue Shopping

Checkout

Billing & Shipping > Payment > Confirmation

Billing Information Change

IT Test Customer
12315 Parc Crest Dr
NO NOT DELIVER
No Wheresville TX, 77077 US
28198363006328
2819836428

Shipping Information Change

IT Test Customer test
6910 Brasada
DO NOT DELIVER
Houston TX, 77085 US

Continue

DELIVERY METHOD

Select Carrier
Delivery
Pick Up
Add Order Notes(Optional)

PAYMENT DETAILS

Payment Method
Terms
Select Payment Method
None
Credit Card
Main Card (default)
PO Number

Have a Promotion Code?
Apply

ORDER SUMMARY



CarrollCLEAN
CarrollCLEAN EnviroPatrol Multi-Purpose Cleaner Gallon
Product #: 500515
\$20.93 Each

QTY: 1 \$20.93

Subtotal \$20.93
Tax \$1.73
Total \$22.66

Place Order



CREATE A SHOPPING LIST

- A shopping list can be used to save frequently ordered products or commonly used products
- The Lists can be accessed in the Header with the Saved Lists link or the My Lists link from the Account drop down.
- To Create the list, Click Create List
- Enter the name for the list and then Create List

Quick Order Pad

[Saved Lists](#) [Frequently Purchased](#) [Set Bill to / S](#)

LOWE'S PRO SUPPLY Search...

Home Categories Services Resources

K Koo Cart(1)

- Select Billing & Shipping
- User Administration
- Budget Management
- Saved Orders
- Order, Quotes, & Invoices
- My Saved Payments
- My Lists**
- Purchase Cards
- Sign Out

Home > My Account > My Lists

MY LISTS Search lists by name Sort By Last Updated - **Create L**

Create List

* is required

List Name *

Enter list name

100 characters left.

Description

300 characters left.

Cancel **Create List**



SCHEDULE EMAIL REMINDER FOR LIST

- Lists can be sent to your email on a reoccurring basis
- Click on the name of the list from My Lists
- Click Schedule Email Reminder
- Select when the email will be sent and how often.
- Click Schedule to set the schedule.

[Home](#) > [My Account](#) > [My Lists](#)

MY LISTS

Search lists by name

Sort By

Last Updated

Create List

test test

Private

Add List To Cart

Updated 2/18/2021 by Kevin Koo

Delete List

[Home](#) > [My Account](#) > [My Lists](#) > [test test](#)

TEST TEST

Schedule Email Reminder

Copy

Share

Delete

Edit

Schedule Email Reminder

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

Repeats Weekly

Every 1 week(s)

Day of the week Monday

Start Date 2/18/21

End Date ☒ No end date

☐ On

Message/Notes

300 characters left

Cancel

Schedule



UPLOAD ITEMS TO LIST

- Open the list
- Click the Upload Items link - a template for the item list upload is available in the Instructions section labeled Upload Template – Item # and Quantity are the only needed columns
- Browse to the Excel Sheet with the items.
- Click Upload items to list – If the headers were kept be sure to check the box stating “First row is column headings”

TEST UPLOAD

Updated 2/2/2021 by Kevin Koo Private ?

0 items

Search list by keyword or item #

Add Items ^

Search by keyword or item #

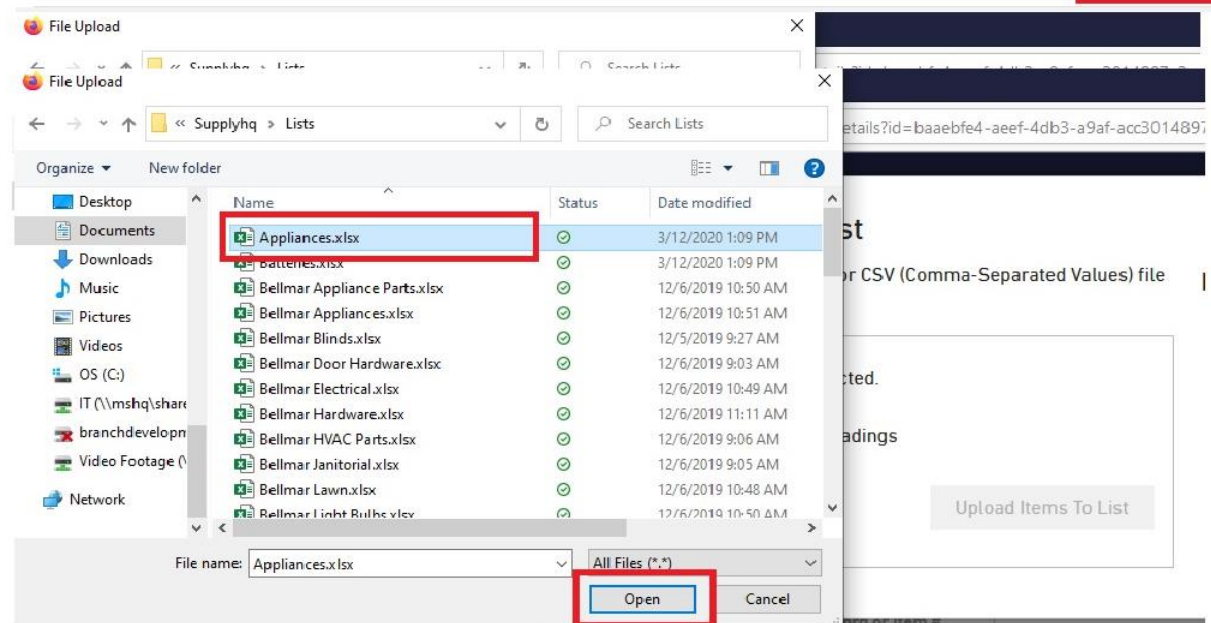
QTY

1

U/M

Add To List

Upload Items ?



Upload Items To List

Upload an Excel (.xls or .xlsx) or CSV (Comma-Separated Values) file according to the instructions.

Browse Appliances.xlsx

☒ First row is column headings

Upload Items To List

Instructions

1. Create a spreadsheet (or start with our Upload Template with the following:
 - First column - add item #s or customer part #s.
 - Second column - add quantities (optional).
 - Third column - add unit of measure (optional).
2. Column headings can be added in the first row (optional).
3. Save the file in XLS, XLSX or CSV format.
4. Select the file to upload and click Upload Order.
5. **There is a file maximum of 499 rows**



VIEW ORDERS AND QUOTES

- Click Orders, Quotes, & Invoices from the Account Drop Down
- Orders and Quotes can be filtered to narrow down specific orders or quotes.
- Status can be filtered to show Quotes or specific statuses for Orders
- Quotes and Orders can be limited only Quotes and Orders you placed by clicking the My Orders tab.
- Open the specific Quote or Order by Clicking the date or Order number.

Home > My Account > Orders, Quotes, & Invoices

ORDERS, QUOTES, & INVOICES

Displaying for Current Bill To Selection

IT Test Customer,
12315 Parc Crest Dr,
NO NOT DELIVER,
No Wheresville, TX 77077,
United States

ORDERS & QUOTES

All My Orders Filter Sort by Date Descending Search PO #

Ship To Address: Show All

Order #:

Order Total: Select

Status: Select

Product #: Search...

Date Range: 8/2/20 To

Clear Search

Date	Order #	Status	PO #	Payment	Total
02/18/2021	8901535-00	Order Received	031274265020210218	Purchase Card	\$7.12
02/18/2021	8901573-00	Order Received	031277040820210218	Purchase Card	\$13.23
02/18/2021	8901668-00	Order Received	031285265020210218	Purchase Card	\$7.12
02/17/2021	8899300-00	Order Received	031086234820210217	Purchase Card	\$0.62
02/17/2021	8899379-00	Order Received	031095234820210217	Purchase Card	\$0.62
02/16/2021	8896631-00	Order Paid	1234567 FDOOR	Purchase Card	-\$7.13
02/15/2021	8890780-00	Order Cancelled	MUI-GOES-HERE	Purchase Card	\$0.00
02/15/2021	8891133-00	Order Invoiced	1234567 FDOOR	Purchase Card	\$7.13
02/13/2021	8888542-00	Order Paid	TEST	Purchase Card	-\$0.80

9 Items / Page 1 of 38



ORDER APPROVAL & INVOICES

- In the Orders, Quotes, & Invoices section you can also Approve Orders and View Invoices
- Click on the Date or Approval # to review the order and approve the order.
- Click on Continue to Billtrust & Invoices to navigate to Billtrust to download and pay on invoices

HomeCategoriesServicesResources

Home > My Account > Orders, Quotes, & Invoices

ORDERS, QUOTES, & INVOICES

Displaying for Current Bill To Selection

IT Test Customer,
12315 Parc Crest Dr,
NO NOT DELIVER,
No Wheresville, TX 77077,
United States

ORDERS & QUOTES

AllMy Orders

Filter

Sort byDate Descending

Search PO #

Ship To Address

Show All

Order #

Order Total

Select

Status

Select

Product #

Search...

Date Range

8/2/20

To

Clear

Search

Date	Order #	Status	PO #	Payment	Total
02/18/2021	8901535-00	Order Received	031274265020210218	Purchase Card	\$7.12
02/18/2021	8901573-00	Order Received	031277040820210218	Purchase Card	\$13.23
02/18/2021	8901668-00	Order Received	031285265020210218	Purchase Card	\$7.12
02/17/2021	8899300-00	Order Received	031086234820210217	Purchase Card	\$0.62
02/17/2021	8899379-00	Order Received	031095234820210217	Purchase Card	\$0.62
02/16/2021	8896631-00	Order Paid	1234567 FDOOR	Purchase Card	-\$7.13
02/15/2021	8890780-00	Order Cancelled	MUI-GOES-HERE	Purchase Card	\$0.00
02/15/2021	8891133-00	Order Invoiced	1234567 FDOOR	Purchase Card	\$7.13
02/13/2021	8888542-00	Order Paid	TEST	Purchase Card	-\$0.80

9 Items / Page

9

1

of 38

Account Dashboard
Account Settings
Addresses
Select Billing & Shipping
User Administration
Budget Management
Saved Orders
Order, Quotes, & Invoices
My Saved Payments



GET MORE OF WHAT YOU NEED. FASTER.