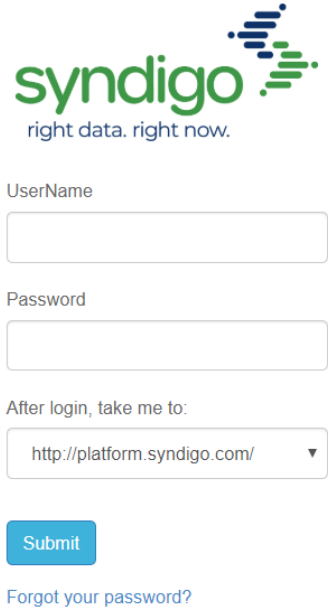


Lowes's Initiate Process with Syndigo

This document aids suppliers with the systematic collection of required data used by internal teams for business planning purposes. Once business is awarded, additional communication will provide details and requirements to complete vendor onboarding and item setup.

All suppliers must comply with entering "initiate data" in the CXH platform as requested by your Lowe's Merchant. As an existing Syndigo customer, please submit a Support Request Form at <https://www.syndigo.com/support/> for further assistance.

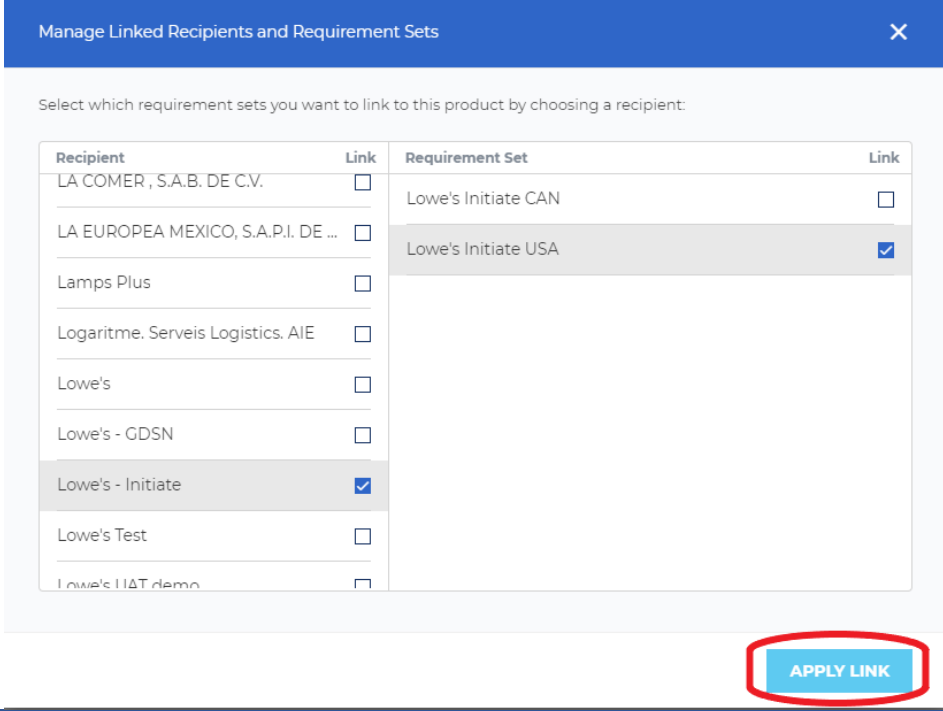
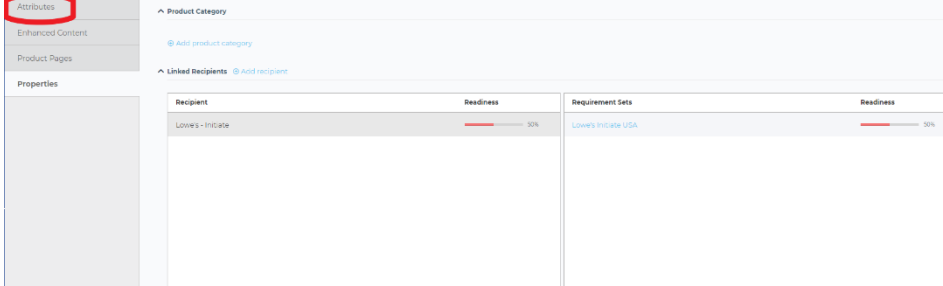
Task/Step	Action/Screen
<p>First log into the CXH platform</p> <p>https://platform.syndigo.com</p>	

1. CREATING A NEW PRODUCT (SINGLE)

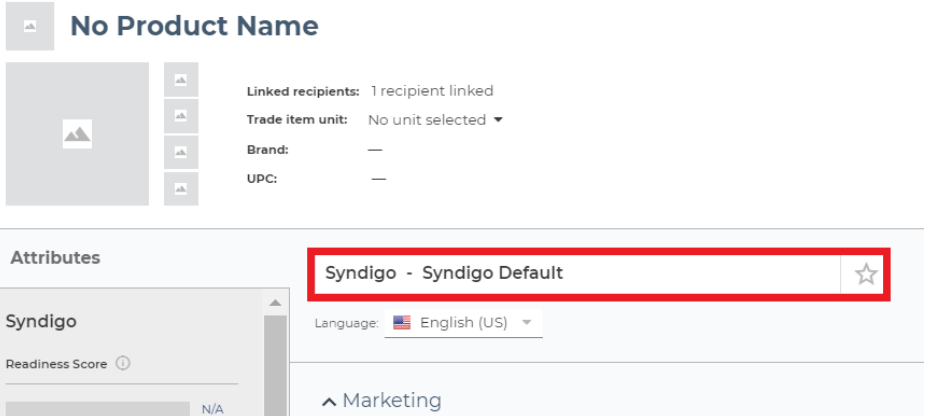
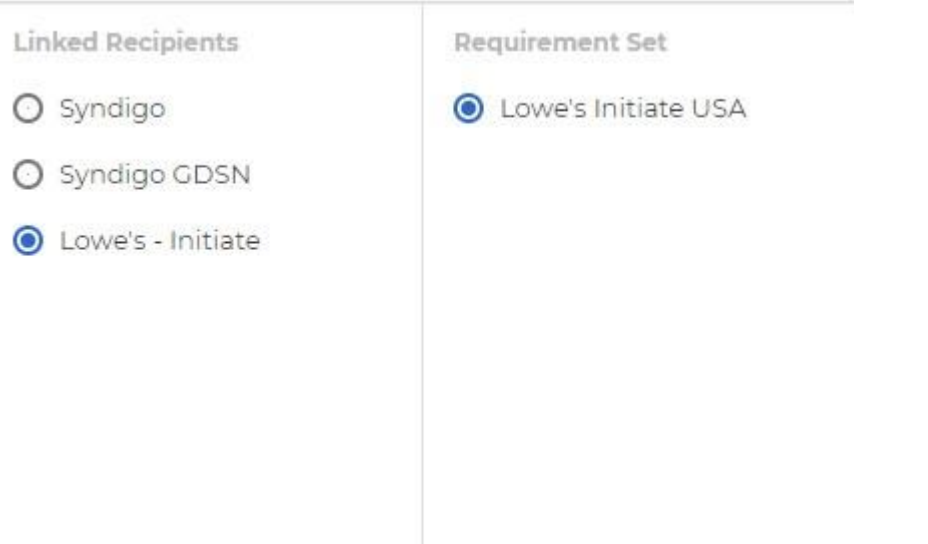
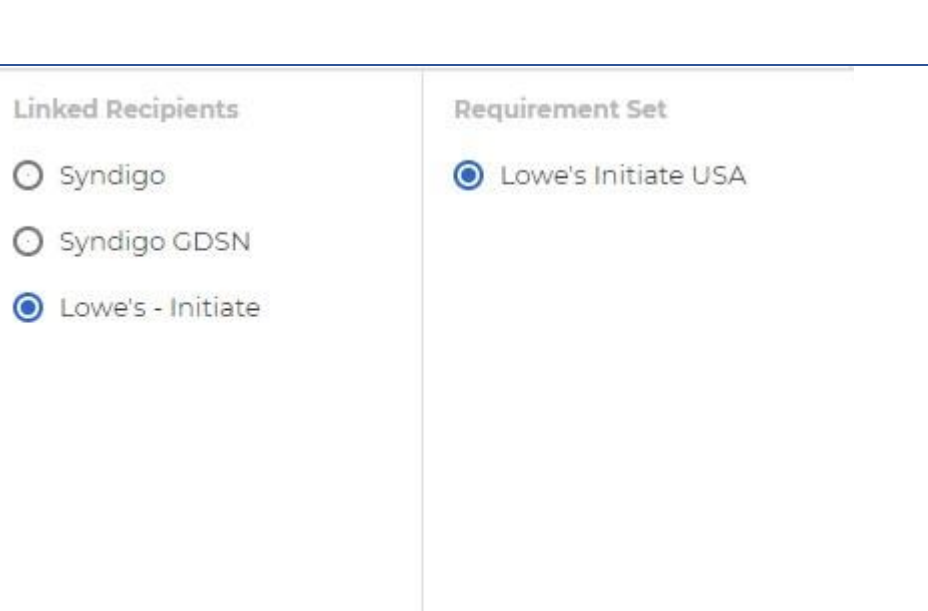
This section will show the user how to create a new single product in Syndigo's CXH platform. This new process is used when the base unit or each level GTIN is not synchronized in Lowe's PCM.

Task/Step	Action/Screen
<p>Select Create New radio button on the right side.</p> <p>Select Single Item</p>	<p>The screenshot shows the top navigation bar with 'Product Set: All Products (9,138)' and 'Active Products (9,125)'. A 'CREATE NEW' button is circled in red, with a dropdown menu showing 'Single Item' and 'Bulk Add' options. Below the navigation bar, there are tabs for 'Image', 'Product Name', 'Model Number', and 'Description'.</p>
<p>To add a recipient select Properties at the bottom-left of your product page. This is important to complete for the correct required attributes to populate.</p>	<p>The screenshot shows a 'No Product Name' page with various attributes and marketing sections. The 'Properties' tab is circled in red at the bottom-left of the page. The 'Marketing' section includes fields for 'Product Name*', 'Short Description*', 'Marketing Copy*', and three 'Feature - Benefit Bullet' fields.</p>
<p>On the next screen select Add Recipient.</p>	<p>The screenshot shows a dialog box for adding a recipient. The 'Add recipient' button is circled in red. Below the dialog box, there is a table with columns for 'Recipient' and 'Readiness'.</p>

Task/Step	Action/Screen																																								
Select <i>Lowe's Initiate</i>	<div style="border: 1px solid #0070C0; padding: 5px;"> <div style="background-color: #0070C0; color: white; padding: 2px 5px; display: flex; justify-content: space-between; align-items: center;"> Manage Linked Recipients and Requirement Sets ✕ </div> <p style="margin-top: 10px;">Select which requirement sets you want to link to this product by choosing a recipient:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Recipient</th> <th style="width: 5%;">Link</th> <th style="width: 45%;">Requirement Set</th> <th style="width: 5%;">Link</th> </tr> </thead> <tbody> <tr> <td>LA COMER , S.A.B. DE C.V.</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Lowe's Initiate CAN</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>LA EUROPEA MEXICO, S.A.P.I. DE ...</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Lowe's Initiate USA</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Lamps Plus</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Logaritme. Serveis Logistics. AIE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Lowe's</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Lowe's - GDSN</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Lowe's - Initiate</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Lowe's Test</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Lowe's UAT demo</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> APPLY LINK </div> </div>	Recipient	Link	Requirement Set	Link	LA COMER , S.A.B. DE C.V.	<input type="checkbox"/>	Lowe's Initiate CAN	<input type="checkbox"/>	LA EUROPEA MEXICO, S.A.P.I. DE ...	<input type="checkbox"/>	Lowe's Initiate USA	<input type="checkbox"/>	Lamps Plus	<input type="checkbox"/>			Logaritme. Serveis Logistics. AIE	<input type="checkbox"/>			Lowe's	<input type="checkbox"/>			Lowe's - GDSN	<input type="checkbox"/>			Lowe's - Initiate	<input checked="" type="checkbox"/>			Lowe's Test	<input type="checkbox"/>			Lowe's UAT demo	<input type="checkbox"/>		
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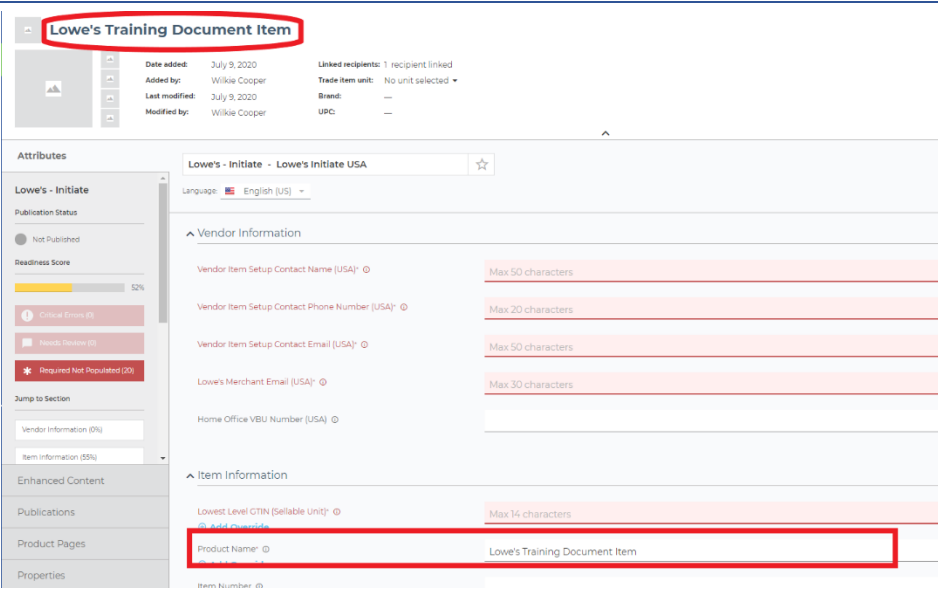
Task/Step	Action/Screen
<p>Select Apply Link after desired requirement set is selected.</p>	
<p>After the correct Recipient and Requirement Set has been applied, select Attributes to return to the main product page.</p>	

Task/Step	Action/Screen
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<p>At the product page, to change to the applied recipient, first select the recipient above the language selector.</p>	
<p>Select Lowe's Initiate as the Linked Recipient.</p>	
<p>Select the Requirement Set previously linked. (This should be the only available Requirement Set)</p>	

Create a **Product Name** under **Item Information**.

Note:
This will appear at the top banner on the product page. The Product Name is not associated to the Lowe's Product Description on lowes.com



Lowe's Training Document Item

Date added: July 9, 2020
Added by: Wilkie Cooper
Last modified: July 9, 2020
Modified by: Wilkie Cooper

Linked recipients: 1 recipient linked
Trade item unit: No unit selected
Brand: --
URC: --

Attributes: Lowe's - Initiate - Lowe's Initiate USA

Language: English (US)

Vendor Information

Vendor Item Setup Contact Name (USA)*: Max 50 characters

Vendor Item Setup Contact Phone Number (USA)*: Max 20 characters

Vendor Item Setup Contact Email (USA)*: Max 50 characters

Lowe's Merchant Email (USA)*: Max 30 characters

Home Office VBU Number (USA):

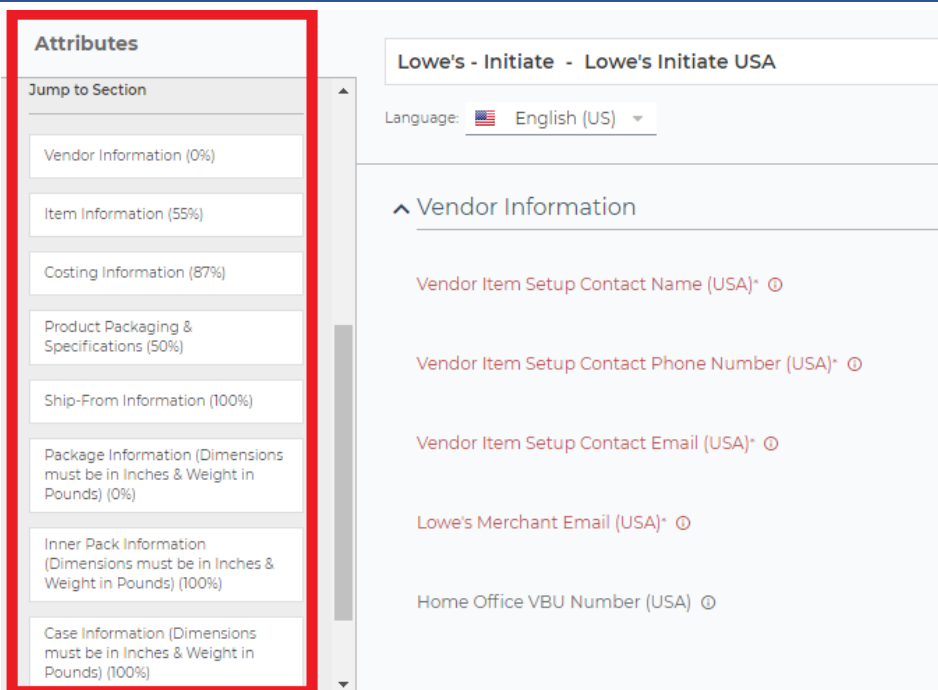
Item Information

Lowest Level GTIN (Sellable Unit): Max 14 characters

Product Name*: Lowe's Training Document Item

Product information can now be completed.

Red* - required information



Attributes

Jump to Section

- Vendor Information (0%)
- Item Information (55%)
- Costing Information (87%)
- Product Packaging & Specifications (50%)
- Ship-From Information (100%)
- Package Information (Dimensions must be in Inches & Weight in Pounds) (0%)
- Inner Pack Information (Dimensions must be in Inches & Weight in Pounds) (100%)
- Case Information (Dimensions must be in Inches & Weight in Pounds) (100%)

Lowe's - Initiate - Lowe's Initiate USA

Language: English (US)

Vendor Information

Vendor Item Setup Contact Name (USA)*

Vendor Item Setup Contact Phone Number (USA)*

Vendor Item Setup Contact Email (USA)*

Lowe's Merchant Email (USA)*

Home Office VBU Number (USA)

<p>Select Save Changes to save this product.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Lowes Training Document Item <div style="text-align: right;"> SAVE CHANGES VERIFY PUBLISH </div> </div> <div style="margin-top: 10px;"> <p>Linked recipients: 1 recipient linked</p> <p>Trade item unit: No unit selected ▾</p> <p>Brand: —</p> <p>UPC: —</p> </div> </div>								
<p>Select Publish to send Initiate data to Lowe's</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Lowes Training Document Item <div style="text-align: right;"> SAVE CHANGES VERIFY PUBLISH </div> </div> <div style="margin-top: 10px;"> <table border="0"> <tr> <td>Date added: July 9, 2020</td> <td>Linked recipients: 1 recipient linked</td> </tr> <tr> <td>Added by: Wilkie Cooper</td> <td>Trade item unit: No unit selected ▾</td> </tr> <tr> <td>Last modified: July 9, 2020</td> <td>Brand: —</td> </tr> <tr> <td>Modified by: Wilkie Cooper</td> <td>UPC: —</td> </tr> </table> </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; display: flex; flex-wrap: wrap;"> <div style="width: 50%; padding: 2px;">Add to eCatalog</div> <div style="width: 50%; padding: 2px;">Add to product set</div> <div style="width: 50%; padding: 2px;">Duplicate</div> <div style="width: 50%; padding: 2px;">Add to product pages</div> <div style="width: 50%; padding: 2px;">Manage Lifecycle</div> <div style="width: 50%; padding: 2px;">Archive</div> <div style="width: 50%; padding: 2px;">Fitments</div> <div style="width: 50%; padding: 2px;">Packaging Hierarchy</div> </div> </div> <div style="margin-top: 10px;"> <p>Attributes</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input type="text" value="Lowes - Initiate - Lowe's Initiate USA"/> ☆ </div> <p style="text-align: right; font-size: small;">Search Attributes Q</p> </div> </div>	Date added: July 9, 2020	Linked recipients: 1 recipient linked	Added by: Wilkie Cooper	Trade item unit: No unit selected ▾	Last modified: July 9, 2020	Brand: —	Modified by: Wilkie Cooper	UPC: —
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Lowes's Initiate Process with Syndigo

2. CREATING A NEW PRODUCT (MULTIPLE)

The Bulk Add feature allows a user to create and upload multiple items. This user now can copy and paste into the cells directly from the vendor's source of data (Excel etc.)

Task/Step	Action/Screen																														
Select Create New Then select Bulk Add																															
At the top of the page select the recipient and requirement set next to the language selector. This will allow you to select the Recipient and Requirement Set .																															
Complete all required product information.																															
After all required information is complete, click Save Changes to save the product information.	<table border="1" data-bbox="479 1402 1421 1518"> <thead> <tr> <th>Readiness</th> <th>Image</th> <th>Product Name</th> <th>Trade Item Unit</th> <th>Lowest Level GTIN (Sel)</th> <th>Initiate Data Submissi</th> <th>Vendor Item Setup Co</th> <th>Vendor Item Setup Co</th> <th>Vendor Item Setup Co</th> <th>Low</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Lowe's Test Product</td> <td></td> <td>00781749834981</td> <td>02/18/2020</td> <td>Wilke Cooper</td> <td>9999999999</td> <td>testemail@email.com</td> <td>lowesj</td> </tr> <tr> <td></td> <td></td> <td>Lowe's Test Product</td> <td></td> <td>00781749834981</td> <td>02/18/2020</td> <td>Wilke Cooper</td> <td>9999999999</td> <td>testemail@email.com</td> <td>lowesj</td> </tr> </tbody> </table>	Readiness	Image	Product Name	Trade Item Unit	Lowest Level GTIN (Sel)	Initiate Data Submissi	Vendor Item Setup Co	Vendor Item Setup Co	Vendor Item Setup Co	Low			Lowe's Test Product		00781749834981	02/18/2020	Wilke Cooper	9999999999	testemail@email.com	lowesj			Lowe's Test Product		00781749834981	02/18/2020	Wilke Cooper	9999999999	testemail@email.com	lowesj
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