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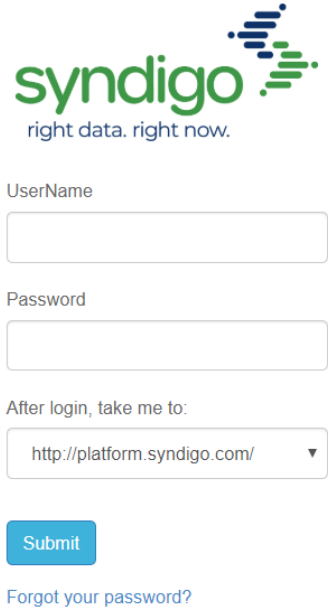
This document aids suppliers with the systematic collection of required data used by internal teams for business planning purposes. Once business is awarded, additional communication will provide details and requirements to complete vendor onboarding and item setup.

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.
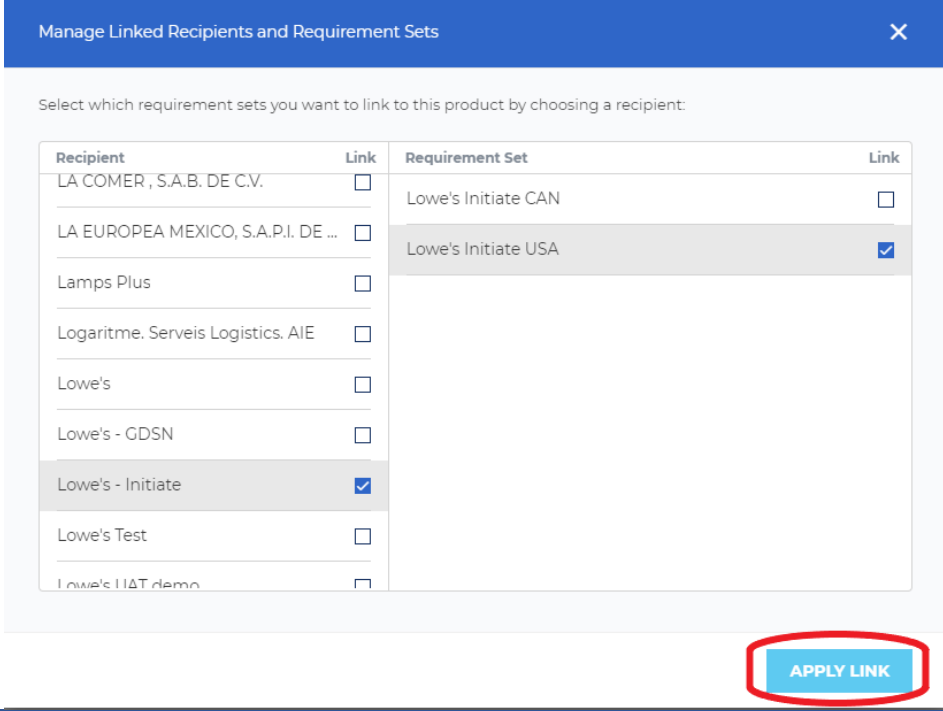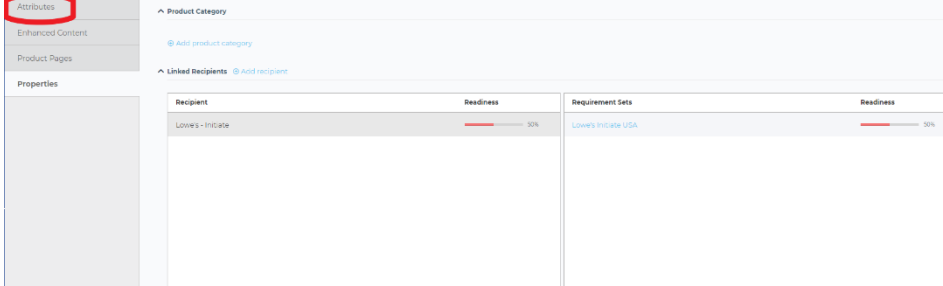
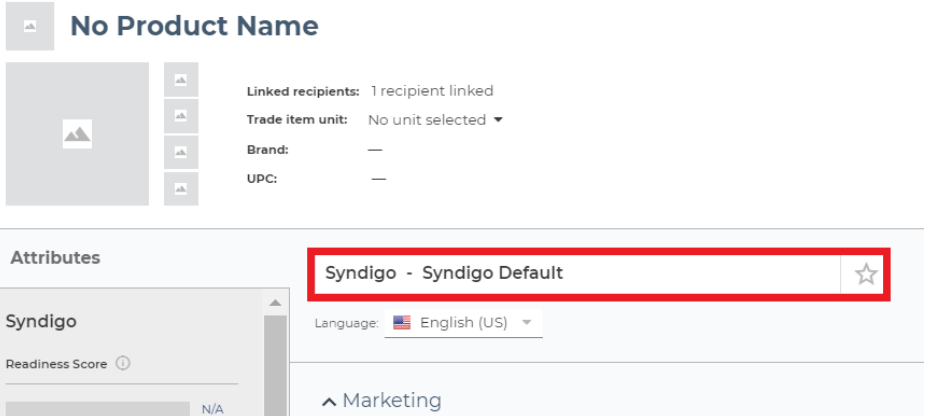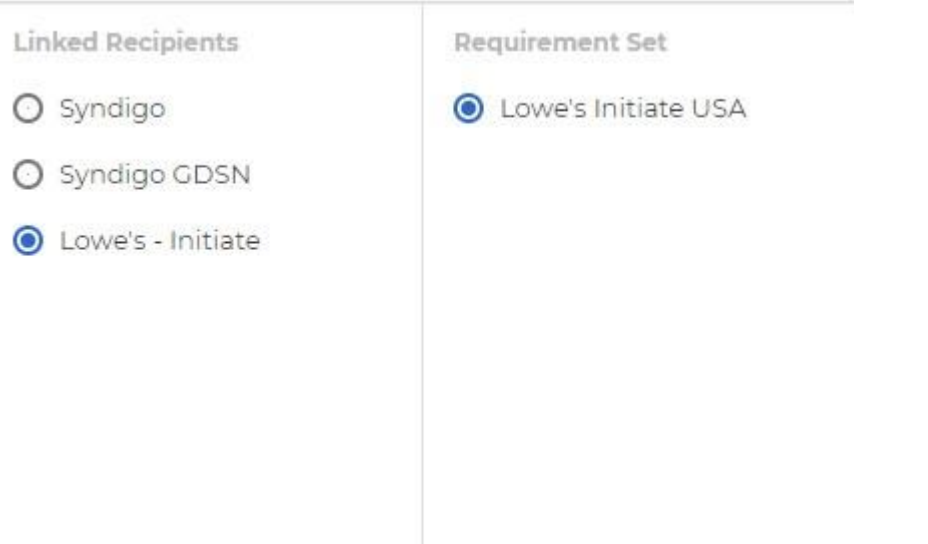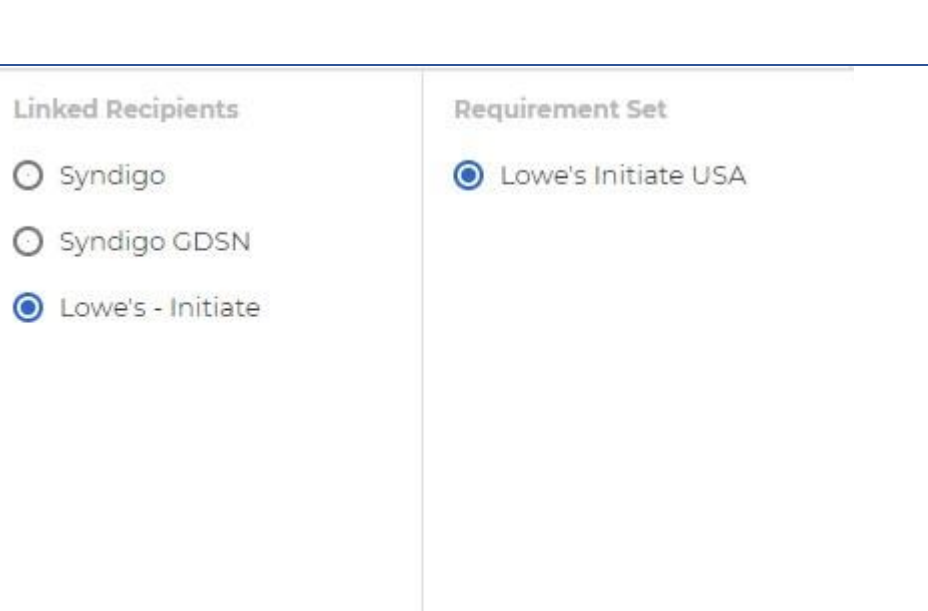| Task/Step	Action/Screen
First log into the CXH platform https://platform.syndigo.com	**UserName** **Password** After login, take me to: http://platform.syndigo.com/ Submit Forgot your password?

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
Select *Create New* radio button on the right side. Select *Single Item*	
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.	
On the next screen select *Add Recipient*.	

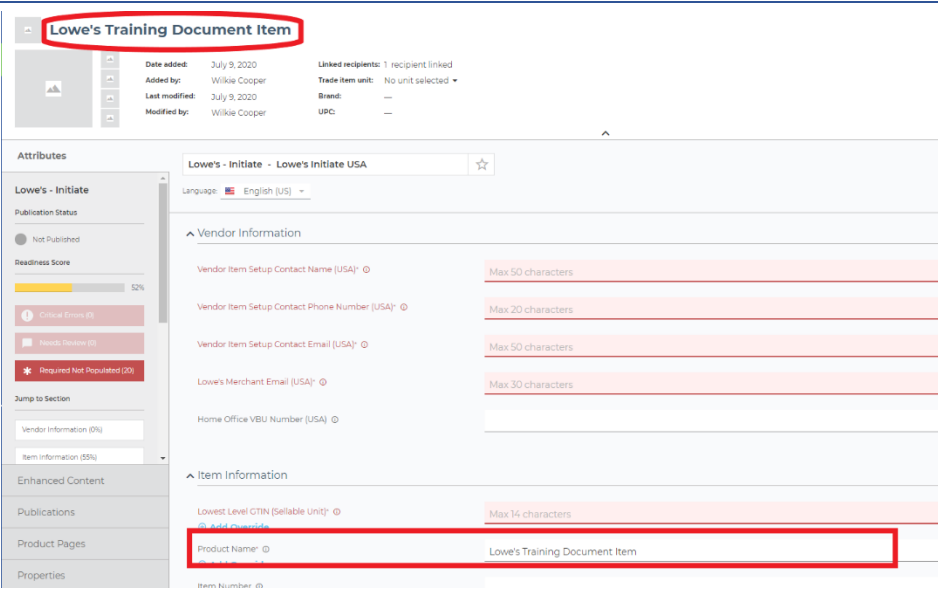| Task/Step	Action/Screen
Select *Lowe's Initiate*	**Manage Linked Recipients and Requirement Sets** ✕ Select which requirement sets you want to link to this product by choosing a recipient: | Recipient	Link		Requirement Set	Link
LA COMER , S.A.B. DE C.V.	☐		Lowe's Initiate CAN	☐
LA EUROPEA MEXICO, S.A.P.I. DE …	☐		Lowe's Initiate USA	☐
Lamps Plus	☐			
Logaritme. Serveis Logistics. AIE	☐			
Lowe's	☐			
Lowe's - GDSN	☐			
Lowe's - Initiate	☑			
Lowe's Test	☐			
Lowe's UAT demo	☐				 **APPLY LINK**
Select desired ***Requirement Set*** (For USA items select ***Lowe's Initiate USA***) (For CAN items select ***Lowe's Initiate CAN***)	**Manage Linked Recipients and Requirement Sets** ✕ Select which requirement sets you want to link to this product by choosing a recipient: | Recipient	Link		Requirement Set	Link
LA COMER , S.A.B. DE C.V.	☐		Lowe's Initiate CAN	☐
LA EUROPEA MEXICO, S.A.P.I. DE …	☐		**Lowe's Initiate USA**	☑
Lamps Plus	☐			
Logaritme. Serveis Logistics. AIE	☐			
Lowe's	☐			
Lowe's - GDSN	☐			
Lowe's - Initiate	☑			
Lowe's Test	☐			
Lowe's UAT demo	☐				 **APPLY LINK**

Task/Step	Action/Screen
Select *Apply Link* after desired requirement set is selected.	
After the correct *Recipient* and *Requirement Set* has been applied, select *Attributes* to return to the main product page.	

Task/Step	Action/Screen

At the product page, **to change to the applied recipient**, **first** select the recipient above the language selector.	**No Product Name** Linked recipients: 1 recipient linked Trade item unit: No unit selected ▾ Brand: — UPC: — Attributes Syndigo - Syndigo Default ☆ Syndigo Readiness Score ⓘ Language: 🇺🇸 English (US) ▾ N/A ⌃ Marketing
Select **Lowe's Initiate** as the Linked Recipient.	**Linked Recipients** ◯ Syndigo ◯ Syndigo GDSN ◉ Lowe's - Initiate **Requirement Set** ◉ Lowe's Initiate USA
Select the **Requirement Set** previously linked. (This should be the only available Requirement Set)	**Linked Recipients** ◯ Syndigo ◯ Syndigo GDSN ◉ Lowe's - Initiate **Requirement Set** ◉ Lowe's Initiate USA

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

Product information can now be completed.

Red* - required information

Select **Save Changes** to save this product.

Lowe's Training Document Item

SAVE CHANGES   VERIFY   PUBLISH

Linked recipients: 1 recipient linked
Trade item unit: No unit selected ▾
Brand: —
UPC: —

Select **Publish** to send Initiate data to Lowe's

Lowe's Training Document Item

SAVE CHANGES   VERIFY   PUBLISH

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: —

⊖ Add to eCatalog   ⊖ Add to product set
⊖ Duplicate   ⊖ Add to product pages
⊖ Manage Lifecycle   ⊖ Archive
⊖ Fitments   ⊖ Packaging Hierarchy

Attributes   Lowe's - Initiate - Lowe's Initiate USA   ☆   Search Attributes   🔍

Lowe'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.	