

# **Import Vendor DART Lite**

*A guide to vendor training*



**Welcome to Import Vendor DART Lite**

Import DART Lite is an online application accessible through LowesLink which allows vendors limited access to review performance reports for all products provided to Lowe’s.

A standard report will be posted to the internet weekly. These reports will contain previous week’s information to include sales, inventory on hand, and inventory on order by item.

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## I. Getting Started

### 1) Existing Users with a Digital Certificate for Secure Access to LowesLink™

**All existing users who have already been issued a LowesLink™ digital certificate and need access to the Import Vendor DART Lite application will need to send an e-mail to [loweslink@lowes.com](mailto:loweslink@lowes.com) requesting access. Please include the following information when submitting your request:**

Application Requested = Import Vendor DART Lite

Program Code = Xmk76wH5

Company Name =

User Name =

Lowe's Home Office Vendor Number =

**To access the Import Vendor DART Lite application once it has been added to your certificate, go to [www.loweslink.com](http://www.loweslink.com) and login using your digital certificate. Once you have successfully logged in, select the Import Vendor DART Lite application from the LowesLink™ application menu. Please email any questions regarding your digital certificate or access to [loweslink@lowes.com](mailto:loweslink@lowes.com).**

### 2) New Users Who Need a Digital Certificate for Secure Access to LowesLink

**Listed below are the registration instructions for users who currently do NOT have an existing digital certificate for LowesLink™. Please do not register if you currently have a digital certificate.**

**If you do NOT currently have a digital certificate for secure access to the LowesLink™ website (new users only):**

- 1. Go to [www.loweslink.com](http://www.loweslink.com).**
- 2. Review the [Lowe's Subscriber / Digital Certificate Agreement](#) information located on the right hand side of the home page under Getting Started. If your company does not currently have an Agreement on file, please fill out and submit the Agreement by registered mail to Lowe's (the address is listed on the Agreement). Your digital certificate registration request will not be processed until we have an agreement on file for your company. Please note that copies and faxes of the Agreement are not acceptable. If you are unsure if your company has a Subscriber's Agreement on file with Lowe's, please send an e-mail to [loweslink@lowes.com](mailto:loweslink@lowes.com) for assistance. Once you have confirmed that your company has an agreement on file, you may continue to Step # 3.**
- 3. Review the LowesLink™ System Requirements document located under Getting Started on the top left hand side of the home page. Once you have confirmed that your computer meets these**

requirements, click on the “Register Here” (To Register for LowesLink™ Click [Here!](#)) link also on the Getting Started page.

4. Under the Vendor Type, select Product/Merchandise in the drop down box. Then copy and paste the following code Xmk76wH5 in the Program Code field and select Continue. *You must enter this program code to ensure you are registering for the correct application. Please be sure to input the program code without any spaces.*
5. The Import Vendor DART Lite application box should be checked and displayed on the following screen if the program code was input correctly. Click Continue.
6. Complete your Vendor Profile and submit the online registration form. Please be sure to include your company’s Lowe’s Home Office Vendor Number in the Vendor Number input field when completing the registration.
7. After you click the Submit button, you will receive an enrollment registration number. *Please print this page or write down the enrollment registration number as you will need this number later to retrieve your digital certificate. You will also receive an automatic e-mail confirming your registration was submitted.*
8. Your registration will be processed and approved by the LowesLink™ team. Once your registration is approved, you will receive an e-mail with your userid and a one-time use password to retrieve your digital certificate. Instructions on how to retrieve your digital certificate will also be included in the e-mail.

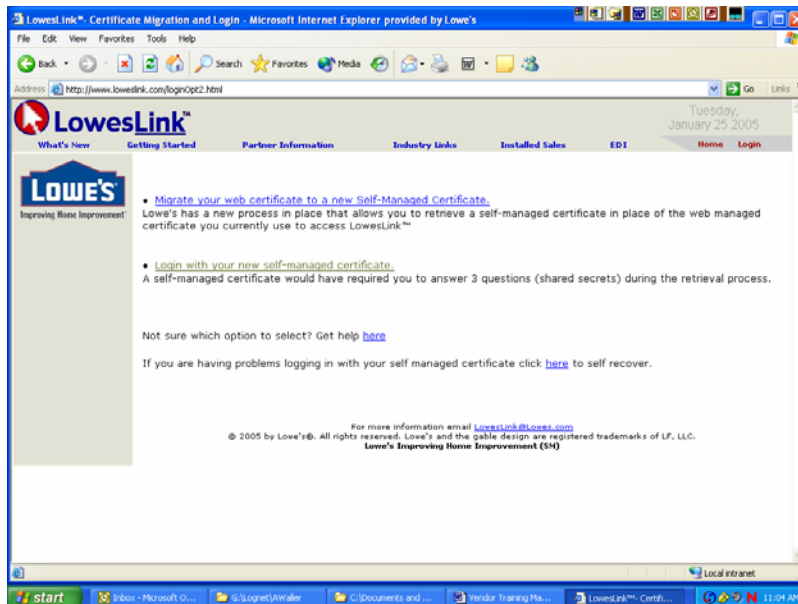
## II. Access & Download Data

### Access Report(s)

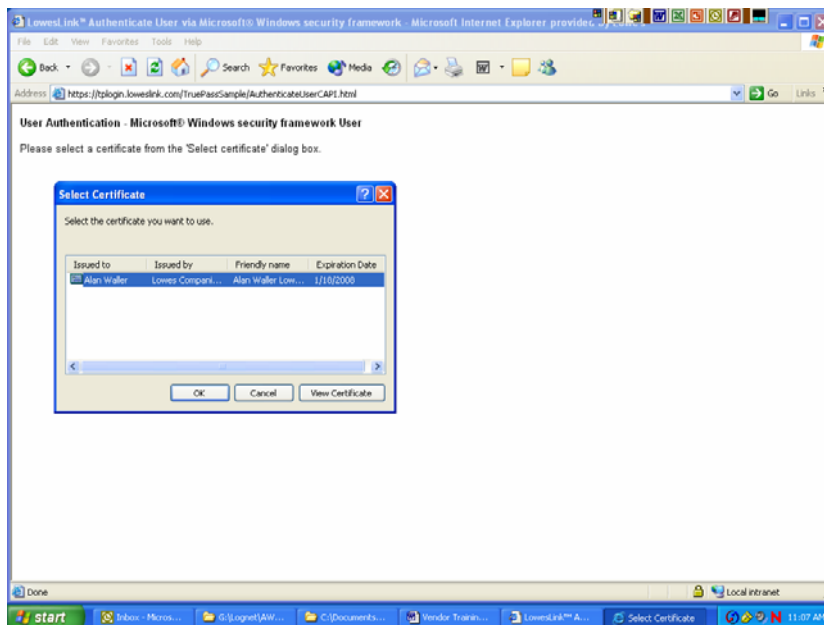
Step One: Log-in to Loweslink.com



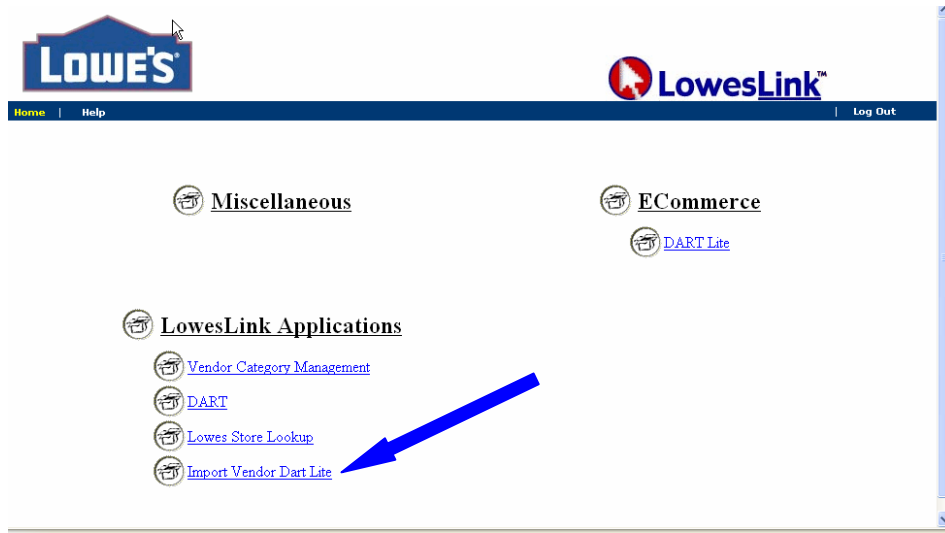
## Step Two: Login using the new self-managed certificate



## Step Three: Select the appropriate certificate to access the report (Note: information will be shared with you upon certificate completion)



Step Four: Select the Import Vendor DART Lite function to access the report



## Download Data

Step One: Select Import Dart Lite Report by Vendor Number. Steps 1 – 4 must be repeated for each vendor number.

Step Two: “Open” or “Save” your report

- Select “Open” to open the report in MS Excel without saving to your personal folder
- or select “Save” to save directly to your personal folder as an MS Excel document.

Step Three: Report will be presented as below. Format report as desired

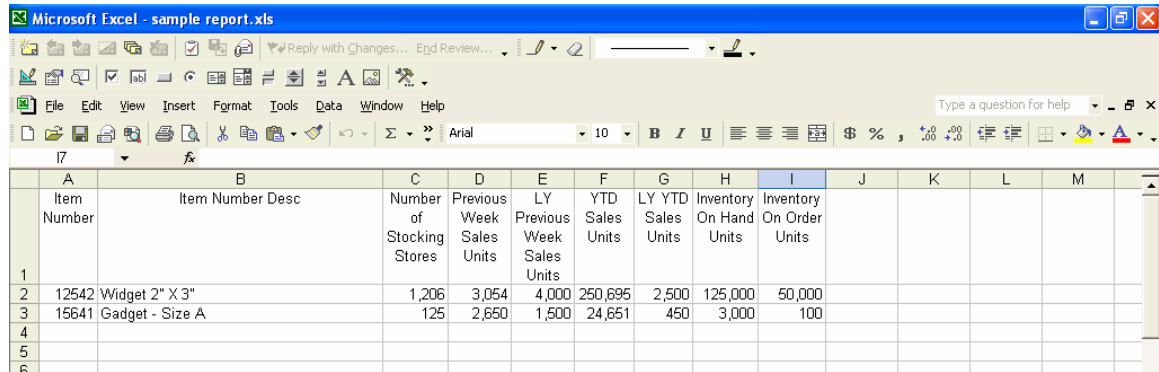
Item Num	Item Name	Number of	Previous YLY	Previous YTD Sales	YLY	YTD Sales	Inventory	Inventory On Order Units
12542	Widget 2"	1,206	3,054	4,000	250,695	2,500	125,000	50,000
15641	Gadget - S	125	2,650	1,500	24,651	450	3,000	100

Step Four: Evaluate data and coordinate with LG Sourcing, Inc. as required

### III. Report Descriptions

Reports are updated each Sunday to reflect weekly sales and inventory levels as of the previous Friday. The reporting week for Lowe's runs Saturday through Friday. No historical data will be maintained on Loweslink.com

#### ***Import DART Lite Report Layout***



The screenshot shows a Microsoft Excel window titled "Microsoft Excel - sample report.xls". The spreadsheet has columns labeled A through M. Column A is "Item Number", B is "Item Number Desc", C is "Number of Stocking Stores", D is "Previous Week Sales Units", E is "LY Previous Week Sales Units", F is "YTD Sales Units", G is "LY YTD Sales Units", H is "Inventory On Hand Units", and I is "Inventory On Order Units". Columns J through M are empty. The data rows are as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Item Number	Item Number Desc	Number of Stocking Stores	Previous Week Sales Units	LY Previous Week Sales Units	YTD Sales Units	LY YTD Sales Units	Inventory On Hand Units	Inventory On Order Units				
1													
2	12542	Widget 2" X 3"	1,206	3,054	4,000	250,695	2,500	125,000	50,000				
3	15641	Gadget - Size A	125	2,650	1,500	24,651	450	3,000	100				
4													
5													
6													

*This report has been formatted to allow full view of column headings*

#### ***Metric Definitions***

Item Number – Product item number

Item Number Description – Product description

Number of Stocking Stores – Number of Lowe's stores that stock the item

Previous Week Sales Units – Number of units sold of each item during the previous fiscal week

LY (Last Year's) Previous Week Sales Units – Number of units sold of each item during the corresponding week last year

YTD (Year to Date) Sales Units – Number of units sold of each item for the current fiscal year up to and including the most recent week

LY YTD Sales Units – Number of units of each item for the corresponding period last year

Inventory On Hand Units – Number of units the stores and distribution centers have in inventory

Inventory On Order Units – Product on order which has not been received by the distribution center and includes: on order, on water, or in transit

## **IV. Vendor Expectations**

Vendors are expected to run reports weekly and maintain data in order to facilitate established expectations.

1. Prepare internal forecast of Lowe's projected purchases to facilitate:
  - a. Collaboration of purchase forecasts
  - b. Raw materials buying and Work in Progress (WIP) planning
2. Vendor to perform comparison benchmark of monthly forecasts received from Lowe's Companies, Inc. to actual sales and inventory trends to aid improvement of purchase forecast accuracy
3. Review sales patterns / trends to facilitate growth:
  - a. Opportunities to expand market if product is not being sold in all stores
  - b. New item development and / or redesign –
    - i. Are there opportunities to develop new products that may compliment or support good selling items?
    - ii. Are there design issues or improvements that can be made to existing products that would increase vendor sales?