Lowes Punchout Quick Tips



1. Choose the Zip Code of the location where you want to shop. This will be where the product will be delivered or picked up.



- 2. On every return visit, you can Confirm Your Location or enter the Zip for a new shipping location.
- Begin Searching by entering a Keyword. Suggested terms will auto-populate. Select the term to search or hover to view product detail.



4. View the Contract Price on the Item Detail Page



- Check Availability and see Delivery Options
 *System will not allow an order for more than what is available when choosing store pickup or delivery
- 6. Available Fulfilment Methods vary by product. Verify the method by product in the Cart



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7. Select Shipping Options for your entire order in the Secure Check out.



8. Confirm everything on your order is correct. Clicking Submit Requisition will return the order back to your procurement system.



- 9. View your Account details in My Account including:
 - Your Account Manager
 - Order History





10. Search by PO and view all orders that have been submitted and received by Lowe's. View shipment details by order.

Order History

View completed orders made by yourself, by a group, or all users in your group/organization.

Search By	Search				
PO NUMBER V	PO Number/Order Number	SEARCH			
Date	Order Number	PO Number	Total		
03/14/2019	415943943	RPO10450	\$3.39		
03/14/2019	415943942 10	RPO10311	\$5.68		
03/13/2019	415943845	RPO10704	\$12.18		

11. Your Confirmation Email indicates that Lowe's has successfully received your order. Please be sure to have the Lowe's Order Number and ID when picking up your order at the Pro Desk.



Lowes Order #: 353180447 Number Invoice #: 98765 Order Date: 7/132018 Order Total: \$399.48

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Your Order Is in Process

Lowe's Delivery						
Products Ordered	Item #	Model #	Unit Price	Quantity	Total	
Chateau White/wainut 4-Shelf Bookcase	727950	W15373	\$133.16	3	\$399.48	
Delivery To	Delivery Date					
ABC University 123 Main St			07/24/2018 08:00 AM - 08:00 PM			

Order or Technical Questions should be directed to: eStores_Team@osu.edu