Merchandising Execution Third-Party Labor Guide

Rules of Engagement/Code of Conduct

- Please refer to your individual In-Store Services Agreement and ISSA Attachment-B for full contacts, project details and expectations.
- Unless otherwise specified in project details and conversations, the in-store contact for questions regarding project details is the in-store Merchandising Service Manager (MSM).
- Vendors should review Lowe's Vendor Code of Conduct (below) as well as expectations laid out in the aforementioned agreements before providing in-store service.

LOWE'S
VENDOR CODE OF CONDUCT

This Vendor Code of Conduct ("Code of Conduct") applies to all vendors ("Vendors") who provide services and goods to Lowe's Companies, Inc. or any of its subsidiaries ("Lowe's"). Vendors must be committed to the highest standards of ethical conduct when dealing with employees, suppliers and customers. This Code of Conduct sets forth the basic requirements that all Vendors must comply with in order to do business with Lowe's. If Lowe's believes that any Vendor has violated this Code of Conduct, Lowe's has the right to terminate its business relationship with the Vendor and to proceed to secure any and all other rights and remedies available to it. Lowe's reserves the right to reasonably change the requirements of the Code of Conduct and, in such an event, expects the Vendor to accept such reasonable changes.

1. **Compliance with Laws and Lowe's Policies:** Vendors must fully comply with all applicable national and/or local laws and regulations and Lowe's policies. To the extent that Lowe's policies impose a higher standard than what is required by applicable national and/or local laws and regulations on its Vendors, such higher standard will prevail.
2. **Forced Labor:** Vendors shall not use any form of forced, bonded, indentured, trafficked, slave or prison labor, with the exception of government approved programs that utilize convicts or prisoners on parole, supervised release or on probation or in any penal or reformatory institution. All work must be voluntary and workers shall be free to leave work or terminate their employment with reasonable notice. All workers must not be required to surrender any government-issued identification, passports or work permits as a condition of employment.
3. **Child Labor:** Child labor is strictly prohibited. The minimum age for employment shall be the higher of 16 years of age, the minimum age for employment in that country or the minimum age for completing compulsory education in the country of manufacture.
4. **Compensation:** Vendors shall pay all workers at least the minimum wage and benefits required by applicable laws and regulations. Workers shall be compensated for overtime hours at the premium rate required by applicable laws and regulations.
5. **Freedom of Association:** Vendors must respect the rights of all employees to lawfully associate or not to associate with groups of their choosing, as long as such groups are permitted by law. Vendors should not unlawfully interfere with, obstruct or prevent legitimate, lawful employee associations and related activities.
6. **Employment Practices:** Vendors must have hiring practices that verify accurately age and ability to work legally.
7. **Acceptance of Gifts and Benefits:** Lowe's prohibits giving or accepting gifts or entertainment exceeding nominal value to or from any of its Vendors unless applicable law prohibits the giving or accepting of gifts or entertainment of nominal value. This applies to Lowe's employees, agents, contractors, and each of their immediate family members. The following types of gifts and entertainment may never be offered, regardless of value: cash or cash equivalents (i.e. gift cards); any gifts that are or could be illegal; any gifts or entertainment (including meals, transportation and travel accommodations) offered in connection with an inspection, audit, during a bidding process involving the Vendor, or to a Lowe's agent or consultant working on behalf of Lowe's. This policy does not change during traditional gift-giving seasons.
8. **Sourcing:** Lowe's requires all Vendors supplying goods and services to Lowe's stores or facilities to share Lowe's commitment of utilizing small business in subcontracting opportunities relating to their Lowe's contracts. If any subcontracting occurs, the performance of such subcontractors, consultants, agents or representatives ("Subcontractors") must be consistent with Vendors' performance of their contracts with Lowe's. For information regarding this requirement, Vendors supplying or seeking to supply goods and services to U.S. stores or facilities should consult Lowe's Supplier Diversity Program.

(Continued)

9. **Conflict Minerals:** The term "Conflict Minerals" means cassiterite (tin), columbite-tantlite (a/k/a coltan or tantalum), gold, or wolframite (tungsten). Vendor shall not provide products to Lowe's that contain Conflict Minerals sourced from the Democratic Republic of the Congo or an adjoining country, including Angola, Burundi, Central African Republic, Republic of the Congo, Rwanda, South Sudan, Tanzania,
Uganda and Zambia (collectively and with the Democratic Republic of the Congo, the "Covered Countries") unless the Conflict Minerals are sourced from a certified mine or a conflict free smelter.

   Vendor shall have programs in place that satisfy this requirement, and part of such programs shall include:
   (i) maintenance of records that support Vendor's obligation to provide products to Lowe's that do not contain Conflict Minerals originating in Covered Countries unless the Conflict Minerals are sourced from a certified mine or a conflict free smelter and (ii) participation in any information requests by Lowe's related to the inclusion of Conflict Minerals in Vendor's products.
10. **Health and Safety:** Vendors shall provide all workers with a safe work environment and shall provide all workers with appropriate personal protective equipment and workplace health and safety information and training.
11. **Environment:** Vendors must comply with all national and local environmental laws applicable to air emissions, waste handling and disposal, water use, wastewater discharges, and hazardous and toxic substances. Vendors shall also validate and maintain records demonstrating that source materials were harvested in accordance with all international treaties in addition to national and local laws.
12. **Conflicts of Interest:** Vendors shall not engage in any activity with an employee of Lowe's which could create a real or perceived conflict of interest.
13. **Subcontractors:** If permitted by the terms of its agreement with Lowe's, Vendors shall not retain any Subcontractors without a thorough documented examination of the Subcontractors' person, reputation and integrity. In addition, Vendors shall not retain any Subcontractors in connection with their provision of services or goods to Lowe's unless the Subcontractors comply with the Code of Conduct. Vendors must remain responsible for ensuring that their Subcontractors comply with the Code of Conduct.
14. **Anti-Corruption:** Vendors must not tolerate, permit, or engage in bribery, corruption or unethical practices whether in dealings with public officials or individuals in the private sectors. Vendors must conduct business in compliance with all applicable laws and shall avoid engaging in any activity which could be deemed a corrupt and/or unethical practice. Vendors must maintain integrity, transparency and accuracy in all records of matters relating to their business with Lowe's. For the purpose of obtaining or retaining business for the benefit of Lowe's, Vendors must not make or receive, offer to make or receive, or cause another to make or receive, payments or anything of value, to or from any public or private officials.
15. **Confidentiality and Intellectual Property:** All Vendors and their representatives are expected to maintain the confidentiality of information entrusted to them by Lowe's or its customers. Vendors must respect and protect Lowe's intellectual property rights and maintain the confidentiality of trade secrets and other Lowe's proprietary information which includes any information that is nonpublic or not easily obtained or determined. Vendor shall not use stolen or misappropriated technology.
16. **Monitoring and Enforcement:** Lowe's, by itself or with the assistance of a third party, will take affirmative measures, such as announced and unannounced inspections of production facilities, to ensure compliance with this Code of Conduct. Vendors must maintain all documents to demonstrate compliance with this Code of Conduct and shall make such documents available to Lowe's upon request.
17. **Whistleblower Protection:** Vendors shall create programs to ensure the protection of worker whistleblower confidentiality and prohibit retaliation against workers who participate in such programs in good faith or refuse an order that is in violation of the Code of Conduct. Vendors shall provide an anonymous complaint mechanism for workers to report workplace grievances and Code of Conduct violations in accordance with local laws and regulations.

Violations of Lowe's Code of Conduct can be reported confidentially in a local language. To report suspected violations of the Lowe's Vendor Code of Conduct, please contact Lowe's through one of the following means:

Via the internet: www.ethicspoint.com

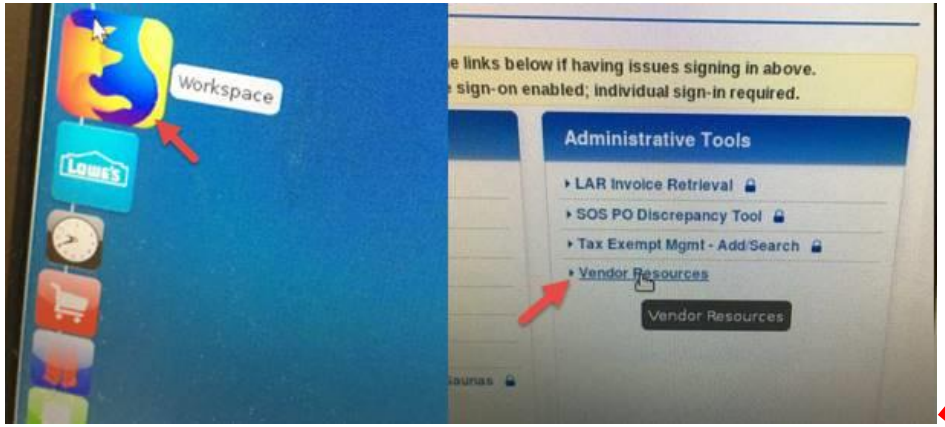
Via the telephone: 800-784-9592 for the U.S. and Canada; 10-800-120-1239 for Southern China; 10-800-712-1239 for Northern China; 800-964214 for Hong Kong; 0018008407907 or 001-866-737-6850 for Mexico; 00801-13-7956 for Taiwan; 1-800-808641 for Malaysia; 001-803-011-3570 or 007-803-011-0160 for Indonesia; 120-11067 for Vietnam; 001-800-12-0665204 for Thailand; 000-800-100-1071 or 000-800-0016112 for India; 01800-9-155860 for Colombia; 0800-8911667 for Brazil or 503-6191883 for use internationally.

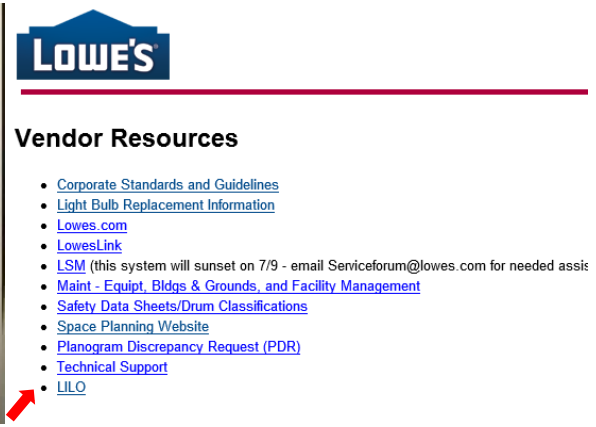
Revised 5.15.2014

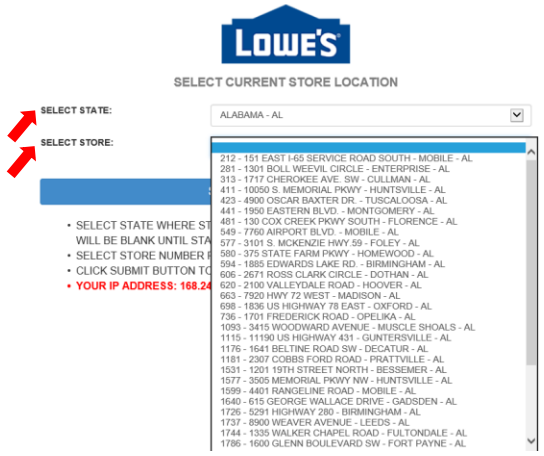
Table of Contents

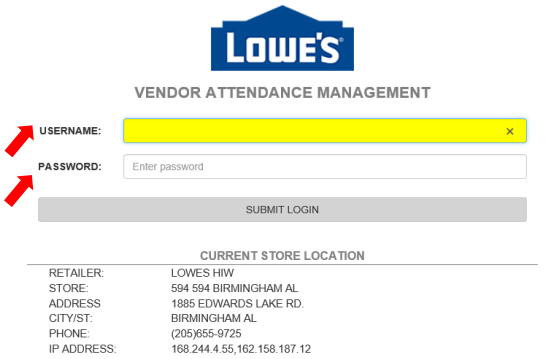
SmartProject LILO Process

- Utilize Smart Project LILO (log in log out) function daily to reflect hours worked.
- Once your company has been setup in the system, your main company contact will receive full instructions on management of associates in SmartProject. For any questions on getting started or adding associates, please contact Mark Payne.
- If a new associate needs to be added to LILO, the lead can clock that individual in and out on their first day. By the end of their first shift, the associate needs to be set up in LILO.
- Please review Lowe's LILO Basic Functionality and Lowes LILO Login and Out documents for basic functionality of the LILO process.









Safety

Review all safety standards detailed in Lowe's Vendor & Contractor Safety Standards, Lowe's Merchandising Standards, as well as additional safety standards below:

General Safety Standards

All ISSG/PVDs are required to abide by all federal, state, and local safety laws and regulations while on Lowe's premises. ISSG/PVDs must also ensure that their representatives maintain the safety of their work areas during their visit and leave their work areas in a safe and clean condition when they leave Lowe's premises.

- All ISSG/PVDs must ensure that their representatives abide by Lowe's ISSG and PVD Safety Standards, which include General Safety, Merchandising, Power Equipment, Facilities, and OSHA Requirements.
- ISSG/PVDs should avoid engaging in conduct that poses a risk of bodily harm to customers, Lowe's employees, other ISSG/PVDs, contractors, and themselves.
- ISSG/PVDs must inform the Store Manager or an Assistant Store Manager of any incidents involving bodily injury and should contact the proper medical personnel immediately.
- ISSG/PVDs should notify Lowe's Asset Protection or Store Management of any potential safety hazards.
- For safety reasons, smoking is prohibited on Lowe's property, including the parking lot, at all times.
- Vendors must not wear headphones or earbuds while performing work at store locations as awareness of surroundings is important for maintaining a safe work environment.

Beams, J-Pins & Beam Bolts

Beams - Beams with visible screw holes need to be used as back beams and solid beams used on the front elevations. If existing front beams have visible screw holes they need to be puttied, sanded and painted.

J-Pins/Beam Bolting - All front beams above 8' in Lawn & Garden, Flooring and Lumber/Building materials should now be bolted to the upright and a J-Bolt should be installed in the back beams. In all other departments, J-Bolts should be installed on **all** 5.5 beams (front and back) and **all** elevations above 8'.
See Installer Instructions Beam Bolting for more info.

Securing Dividers - All dividers must be tightened and secured to the beams in all sets where used. These should be secured in the bolt opening closest to the bottom of the beam.

FBMO's (Front to Back Members)

Front to Back Members (FBMO's) are steel supports that hold the front and back beams in racking together. The FBMO's keep the beams from spreading apart due to the weight of the product in the bay. They can either hook into slots on the inner lip of the beam or they can overlap the front of the beam, depending on the manufacturer.

FBMO's provide extra support for heavy products and help to keep beams from spreading under load, which could possibly cause wooden deck boards or metal grid decking panels to drop.

FBMO's do not add to the weight capacity of the beams. However, they must be used as required below in order for the racking to function properly as a system. Without the proper use of FBMO's a system's weight capacity may be compromised.

See FBMO Requirements for more information.

Waterfall Decking 1 FBMO

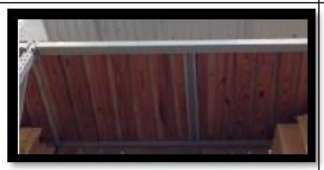
FBMO Requirements for Wire Decking

Upright Depth	Beam Size	Beam Length	FBMOs
All uprights	5.5"	Any	No FBMO required (Read Below)
All uprights 24" and deeper	2.5" & 3.5"	Any	1 under flush decking

FBMO Requirements for Wood Decking

Upright Depth	Beam Size	Beam Length	FBMOs
All upright depths	2.5"	Any	None
All uprights 24" and deeper	2.5" & 3.5"	Any	1 under flush decking
24" and 34"	3.5"	Longer than 120"	1
42" and deeper	3.5"	97" and longer	1
42" and deeper	5.5"	84" and shorter	2
42" and deeper	5.5"	84" to 124"	4

Pallet Racks with Wood Decking

Upright Size	Beam Size	FBMO's	CORRECT	INCORRECT
All upright depths	2.5	No FBMO's		
Upright depths of 24" and 34"	3.5	1 FBMO - beams longer than 120"		
All Uprights 42" and deeper	3.5	1 FBMO - beams 97" and longer		
All Uprights 42" and deeper	5.5	2 FBMO - beams 84" and shorter		
All Uprights 42" and deeper	5.5	4 FBMO - beams 84" to 124" long		

Peg Inserts

All "fashion" areas (walls and windows, home org, lighting, etc.) of the store should have gray pegboard installed on the decking where called for on the POG and "rough" areas (building materials, lumber, 1x aisle, etc.) should have brown pegboard installed. Pegboard should be secured with self-tapping lath screws and mounted flush to the front top edge of the beam. The front and visible side edges of gray pegboard should be painted gray in order to give a finished appearance.

1. Secure the frame covered with pegboard (peg insert) in the space desired at the appropriate recess with 1½-in. or 2-in. self-tapping screws through the top and the bottom of the frame and into the decking (Either through the wood decking or, if wire deck panels, cut and install strips of melamine or MDF (painted gray) about 3- in. wide and cut to fit the depth of the upright)

Scenario 1 - Peg Inserts with decking above and below:

2. Mount these cut strips under the wire decking and screw through cut strips and through pegboard frame above and below the insert

3. To build a peg insert for a bay, either use a pre-built peg insert or construct a frame out of 1x4's for the measured area in which the insert will be installed; support in the inside corners by 2x4 blocks, using screws and not nails for the frame.

4. Cut and attach the sheet or sheets of pegboard (painted gray/black per POG) to one side of the frame using screws spaced about 8 in. apart

Scenario 2 - Peg Inserts with no decking above and recessed to the back of the upright:

*Secure to the decking through the bottom of the peg insert and bolt on each side of the insert. This method is used when the insert should be recessed to the back of the upright

Scenario 3 - Peg Inserts with no decking above and **not** recessed to the back of the upright:

*Secure to the decking through the bottom of the peg and install gray 1x boards on the inside of the upright bolted front and back. This method should ONLY be used when there is no decking above and the peg insert is not recessed to the back of the upright.

5. Secure the frame covered with pegboard.

Cabling

Netting or cabling that is taken down during a reset or remerch must be replaced after the job is complete.

Black electrical tape should be wrapped around the end of each safety cable to secure the loose ends and prevent the cable from separating.

All product standing four feet tall or taller must have either a proper restraining cable or beam placed in front of product to prevent it from falling. Some items such as doors can be book ended instead of cabled. Items capable of sliding under cable must have a toe kick installed if above floor level.

Rack safety arms are used instead of a safety cable in some areas of the store. In general, rack safety arms are used to secure heavy forward-facing merchandise where bay heights permit. Examples are doors and fencing. If a rack safety arm is required it will be indicated on POG. Sticker number #G247111and #G247112 should be attached to each set of rack safety arms.

View the Securing Vertically Stored Merchandise Guide for specific policies.

Lift Equipment

ISSG/PVDs are prohibited from operating Lowe's power equipment during normal business hours; however, they may work off an order-picker if a properly certified Lowe's associate is operating the equipment. Only two persons (the operator and one passenger) are permitted on the equipment at a time. When working off an order-picker at any height, the operator and passenger shall wear a full body harness connected to a self- retracting lifeline. The self-retracting lifeline shall be attached to the designated anchor point on the order- picker.

Power Equipment certified Lowe's associates may operate power equipment and assist ISSG/PVD/suppliers with their work. The decision to allocate power equipment and operators to assist an ISSG/PVD/supplier is solely at the discretion of the Store Management.
ISSG/PVDs may operate Lowe's power equipment (except as otherwise noted in these standards) during new store set and when the store is closed to customers (during night resets). However, the ISSG/PVDs must be able to provide licensure proving that the operators who will be working on the equipment have successfully completed an OSHA compliant power equipment training course. ISSG/PVDs should always ask for an employee to spot/assist when down-stocking heavy objects or using a ladder.

Only licensed ISSG/PVDs may operate Lowe's power equipment during these specified time frames:

- During rack sets, merchandising, and general set up processes for a new store opening.
- During resets ***only*** after store hours when there are no customers on premise.

Aisle blockers, spotters and power equipment escorts must be used when power equipment (i.e., forklifts, reach trucks, order pickers and motorized hand trucks) is operated in customer areas during business hours. It is the escort's responsibility to notify customers that power equipment is being driven in the area. At Lowe's, we require at least a 10-foot cushion of space between power equipment and any person. Being a power equipment escort is a very important responsibility.

ISSG/PVDs may operate ISSG/PVD-supplied power equipment, such as scissor or man lifts, during store operating hours as long as they understand and observe the requirements outlined in the following policies:

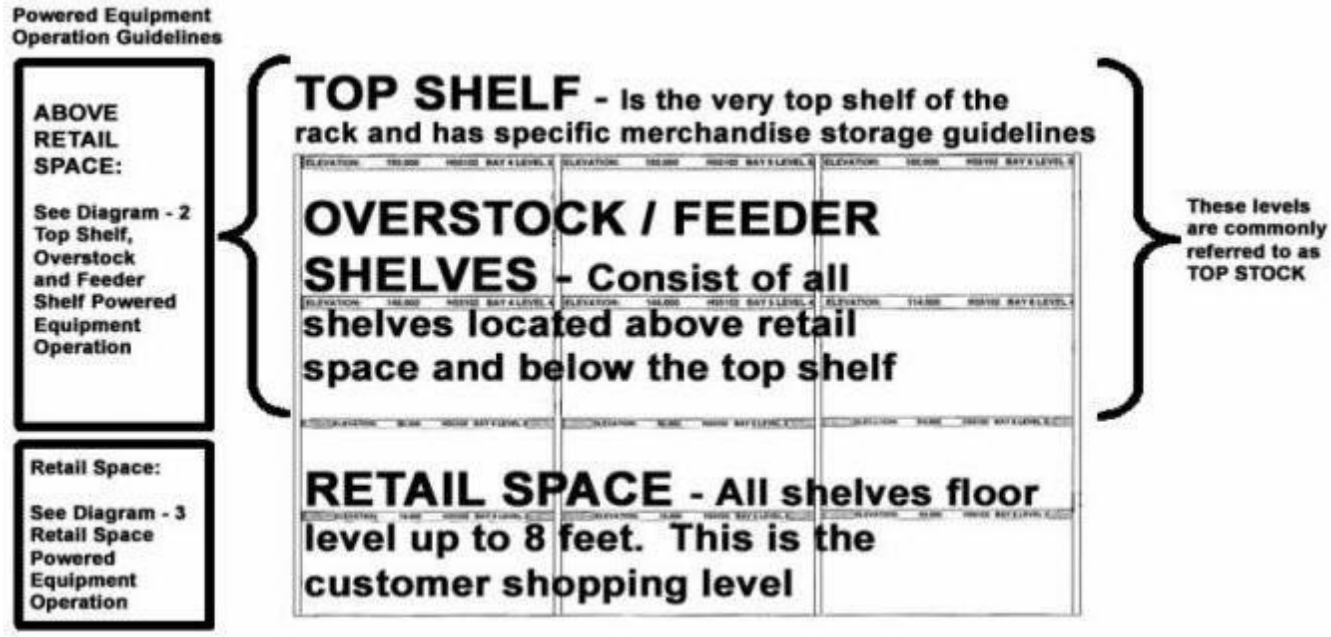
- Aisle Blockers, Spotters and Escorts Policy
- Power Equipment Responsibilities and Operator Requirements Policy
- Power Equipment Safety Rules Policy

Top Stock

- ISSG/PVDs must make sure that each load in top stock is banded, shrink-wrapped, interlocked, or pyramid stacked.
- Top stock must either be shrink-wrapped or banded when on pallets or when hand-stacked boxes are stored in racking; as a general rule, they should not be stacked higher than 4-feet or 4 times the height of the base.
- Any stacks that are leaning or unstable must also be repackaged or restacked.
- Crushed boxes should never be used as the base for palletized loads or hand-stacked merchandise and when possible, should be removed from top stock.
- It's extremely important to avoid restricting or blocking any fire safety systems with merchandise; as a rule, top stock must not be stored within 36 inches of sprinklers.
- Do not place hand-stacked merchandise in the same bay as palletized merchandise.

Hand stacked merchandise which is out of the box, such as, cleaning supplies, pesticides, etc. must be secured in half cut cartons when stored over the eight-foot retail level. Verify top stock in each bay is the same core product stocked in that bay. If overflow product from another product group must be placed in top stock it should be placed in overstock on the top level only. This will help create a billboard effect for each bay.

View the TopStock Policy for more info.



Racking

Damaged Racks

Any person who damages a rack or is aware of rack damage must immediately report it to the Store Manager, the Assistant Store Manager or the Asset Protection Manager. Damaged racks will be marked with the red letters "TBR1" or "TBR2" (TBR = To Be Replaced)* and with the date the inspection occurred by a member of Store Management.

Note – Beams marked with "TBR1" must have the product removed only from the effected bays as soon as the damages are discovered. Beams or uprights marked with "TBR2" are not required to have the product removed until the replacement parts arrive. No one should ever attempt to fix or repair any piece of the racking system. Any damaged component of the racking system must be replaced.

Yellow caution tape is then put on the damaged rack to warn others not to reload it. In areas where counterbalance lift trucks are operated, (e.g., Quikcrete aisle, Outside Lawn and Garden Center, etc.) yellow landscape timbers are used **in front** of damaged rack uprights as warning. These are to be connected to the uprights with heavy-duty zip ties.

Upright and Cantilever Rack Anchoring - All uprights and cantilevers* should be properly anchored. All uprights, including 60-in. tall racking, should be anchored on the front and back feet (right).
New hardware (bolts, washers & nuts) must be used each time cantilever racking is moved

Please see [Lowe's Racking Upright and Beam Capacity Information] for more.

How to read the capacity information for uprights, example:

48 inch deep bay with a 16 foot, or 192 inch upright

The "36" is code for 36000 pounds	This upright has a total weight capacity, when the beams are installed vertically spaced 48 inches apart as required of 36000 pounds
48 x 192 x 36 Gray	36000 @ 48" beam spacing

How to read the capacity information for beams, example:

This beam is 5.5 inches in height and 108 inches long. The combined weight capacity of two beams, a front beam, and a back beam is 7500 pounds.

5.5 X 108 Gray	7,500

Safety Strips / Under Wood Decking - Wood 1x2 safety strips need to be installed under the decking at the front and back of the bay where vertical merchandise can be lifted and possibly knock out the wood decking.
Note: These strips need to be cut and installed between the FBMO's, so they do not lift the FBMO preventing it from locking in the beam.

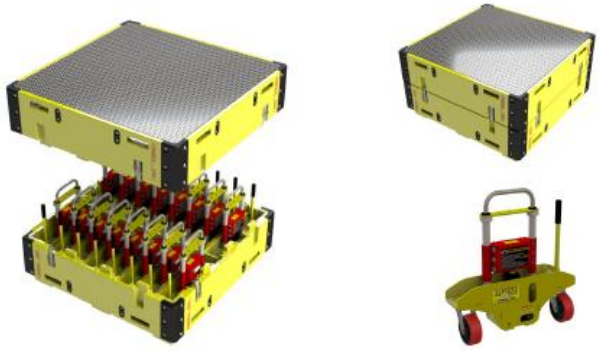
Rack Skates

- Use the provided rack skates to move racking
- For further instructions on how to use rack skates please partner with your company lead.
- All companies were provided with instructional videos prior to the execution of this project.

GONDOLASKATE®
Fixture Mobilization Experts

Rhino II Pallet Rack Mobilization System

Dimensions: 61x44x50
Weight: 1537 Lbs.



Rhino I Pallet Rack Mobilization System

Dimensions: 51x51x29
Weight: 1380 Lbs.

Fall Protection

ISSG / PVD must wear ANSI approved fall protection anytime they are working on an order-picker. This includes all times that the power equipment is moving at ground level, as well as when it is raised for retrieving or stocking merchandise.

Not for Lowe's employees

In order to complete their job, ISSG/PVDs may need to work inside the rack during the rack set or in some cases, when conducting a reset or display install. This step requires the use of a secondary beam choker and tether. The ISSG/PVD would attach the beam choker to the 5.5-inch beam and attach the second tether to the beam choker before unhooking from the first tether. The beam choker used for attaching personal fall arrest equipment must be independent of any anchorage being used to support or suspend platforms and be capable of supporting at least 5,000 (22.2kN) pounds per employee attached.

Please read entire section on fall protection in the Vendor & Contractor Safety Standards document.

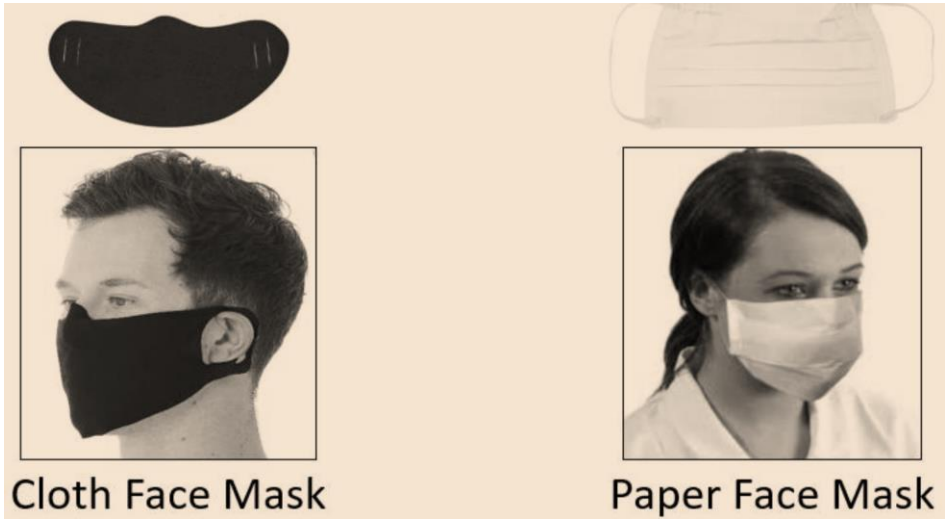
PPE Addendum – COVID-19

As a commitment to the safety of our associates, customers and vendors during the COVID-19 pandemic, Lowe's has asked vendors and contractors to provide their employees with a CDC-approved face covering, which must be worn at all times while inside a Lowe's store.

Unless required by state or local order, wearing a face mask or covering is optional when working outside on store premises (e.g., garden center, parking lot, front apron).

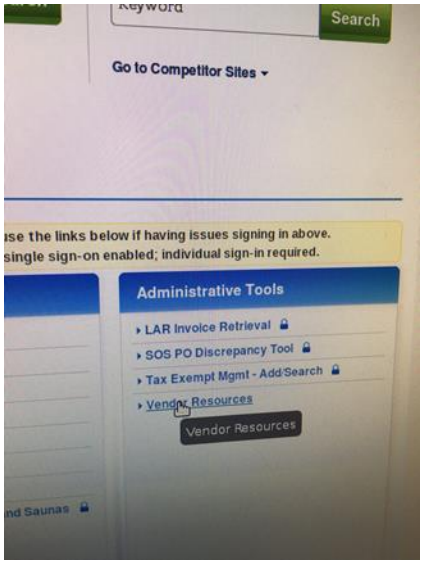
This guidance applies to all U.S. store vendors and affects all on and off the clock activity, including store locations with and without state or local mask orders in place. Wearing a mask while working is considered an essential function of an associate's job.

a. Because masks are considered required equipment, the associate must not be permitted to work inside a store until they are able or willing to obtain a mask.
b. Associates are not required to use a mask when consuming food or drink during break or meal periods or while working outside on store premises.
c. Social distancing guidelines (e.g., 6-foot distancing from another associate) must be adhered to.

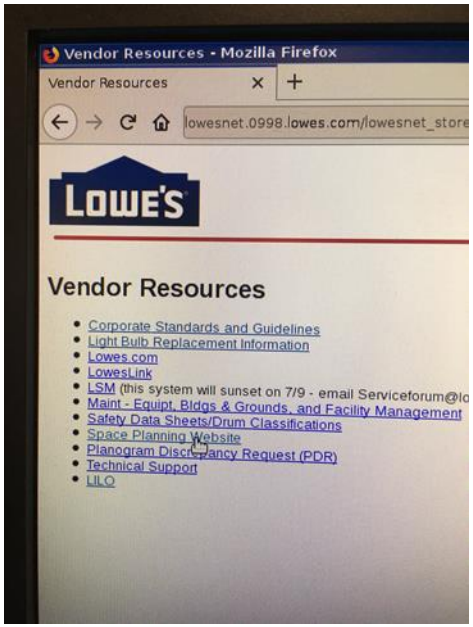


Planograms (POGs)

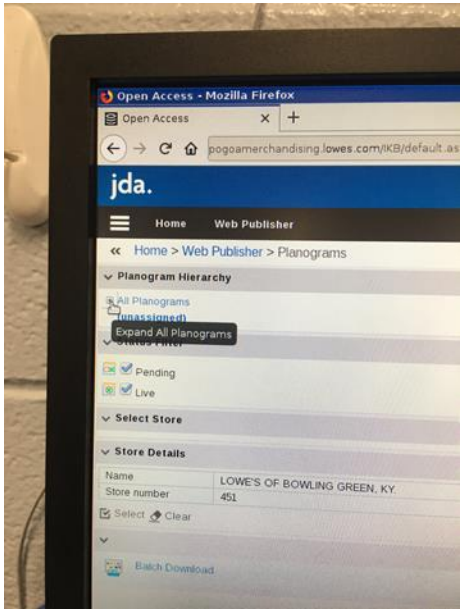
Accessing and Printing Planograms



1. From any Lowes computer click on the Vendor Resources Page link



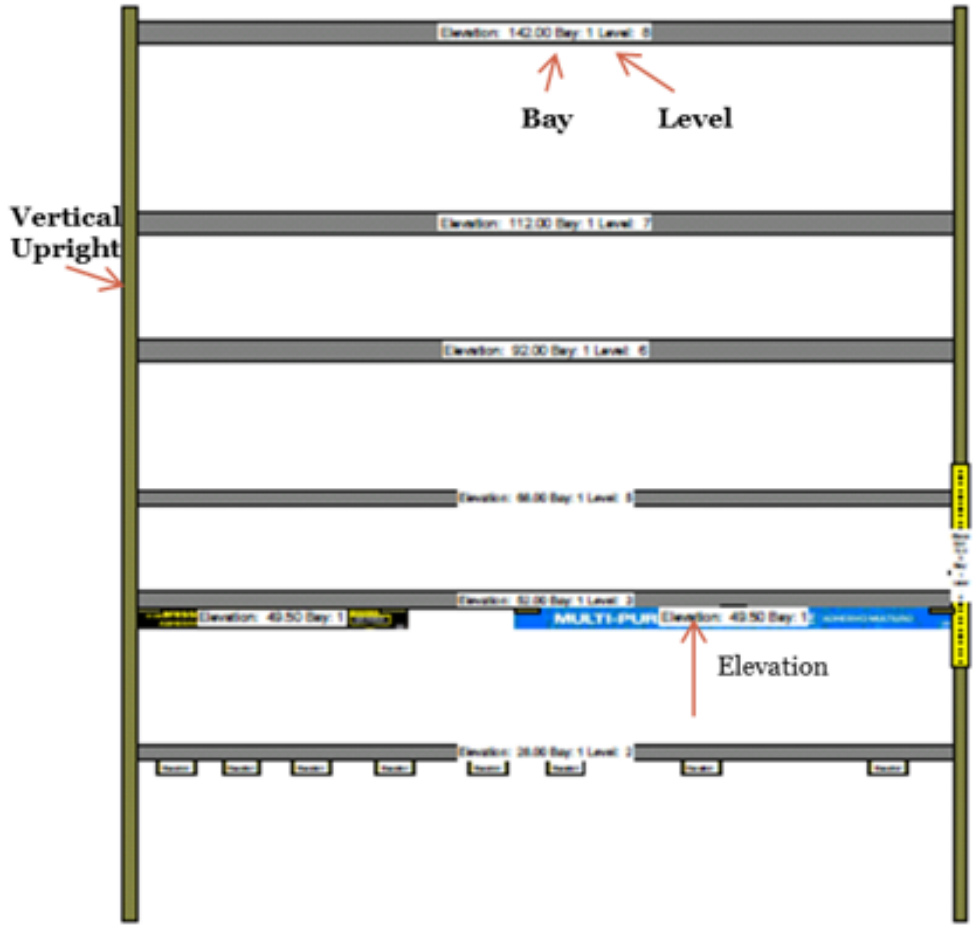
2. Go to Space Planning Tab



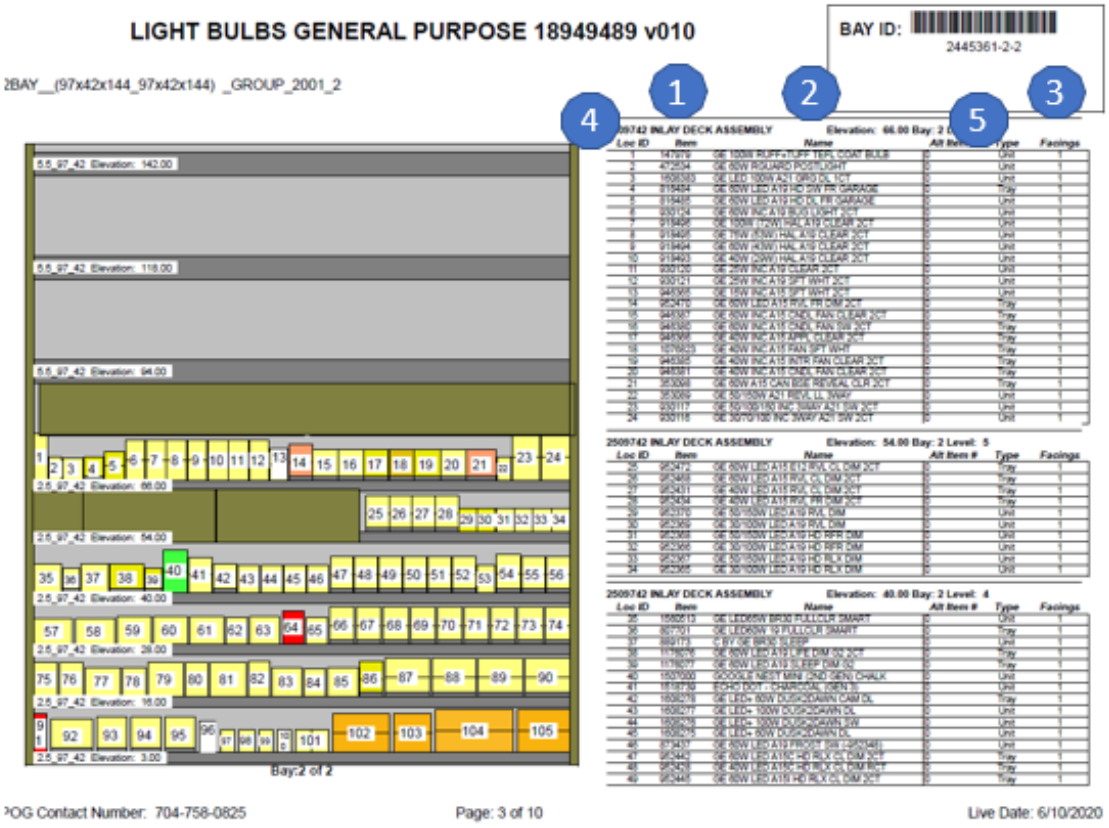
3. Select Department
4. Select Planogram
5. Select Print for Paper Copy

Reading Planogram

- The Anatomy of a Bay
  - Broken Down into 3 Basic Components
    - Reports
    - Elevation Picture Page(s)
    - Product Picture Page(s)
  - Terms
    - Bay
    - Elevation= Measured to top of beam
    - Fixture Type
    - F= Fixture, Display or Sample
      - G= Signage
      - P= POP fixture
      - RCK Racking Component



Reading Planogram (cont'd)



1	Item Number	Every item in the Store carries its own unique identifier, the Item #. This item # will appear
2	Description	Product name and brief description
3	Facings	Number of units wide a product is designated
4	Location ID	Numeric value or product is placed on POG
5	Sign stock type	Type of label printed for this product

Price Labels

Single-Label (Genesis)

- Locate bin location in Genesis
    - Go to 5.7.4 to assign bin locations
    - Enter item number
    - **Use the tab key to move the next field to enter information
        - B/P Field: Always, always, always…….put a “B” here, then press tab again
        - Aisle Field: Enter the aisle number, then press tab again
        - Bay Field: Enter the bay letter, then press tab again
        - Loc. Field: Enter the location number
            - Remember that the labels on the shelf must be odd numbered when finished
            - Example: #123456……B…….4…..A……13, indication the item number, “B” for bin, 4 for the aisle number, A for the Bay, and 13 for the location
            - Qty. Field: Always leave this field blank
    - Press the tab button to enter the next item number to be bin located
    - Hit F9 when done, *note that this does not generate labels for you only sets the bin location
- Using Genesis menu 5.) Inventory/ Pricing Menu (Hit 5 and then enter)
- Next, select option 7.) Store Signage Menu
- From this menu, there are 3 options which you will most commonly use.
    - **PCIL** - Select Stock/ SOS/ Install Bin/Beam/Sign Qty
- 6.) **PCLP** – Print Bin/Beam/Sign
- 8.) **PCST** – Sidestack Sign Maintenance
- PCIL will be used to manually enter an item number on the spot and select the label type and quantity to print.
- 6.) PCLP is the most commonly used, to access and print off labels that you have cued up and scanned using an LRT Gun, or store iPhone. This menu can be accessed any time after scanning labels/ products to print new labels.
- 8.) PCST will be used to manually make 7x10 “sidestack” labels, when PCIL or the LRT/iPhone does not give us the option to print 7x10's. We print these often for the Quick Load area and sidestack displays.

Single-Label (Genesis) – cont'd

Making Labels via 1.) PCIL

- From **5.7**, hit **1** and enter.
- Type in your **Item #** and hit enter.
- Now, if available, the option to make **Bin, Beam, 3x5, 5x7 2x10 or 7x10**. To select one or more of these options, simple **TAB over to the size** you need, **enter the quantity** needed, and then **hit F9** to process. (If you need a 7x10, but this menu does not have that option, you will need to use menu 5.7.8) Now **hit F3** and **select 6.) PCLP**, hit **Enter**.

Printing Labels via 6.) PCLP

- From **5.7**, hit **6** and enter.
- In this menu, **TAB** down to **USER REQUESTED, type "S"**.
- **TAB** once more to **SELECT LABEL CATEGORY**. If you need a regular white label, **type "S"**, if you need a yellow Clearance label, TAB to that selection and type "S" three times to select all three most common yellow labels.
- Since you will most likely be printing from the Garden Print Station, **TAB** down to **"PRINTER NUMBER", type "2"** (if you are using the Hardware/Tools printer set it to Printer 1), and finally, **hit F9**.
- Now **TAB** to your **requested label** (select one at a time if you have multiple sizes!) and **type "S". Load up the printer with the correct label sheets and hit F9**. Now your labels will print.

Making 7x10 Sidestack Labels via 8.) PCST

- From **5.7,** hit **8** and enter.
- In this menu, **hit F6** to ADD SIDESTACKS.
- From here, **type the Item #**, and hit **enter**. If you need more than one of this label, TAB over to QTY and type in the quantity needed. **Hit F9** to Process.
- This will bring you back to the previous menu. There will most likely be a list of other items, you will need to **TAB down to the Item # you entered, type "S", hit F9**. This will Que up the label to be printed. Now **hit F3**.
- **To print the label, just follow the steps above for Printing Labels via 6.) PCLP**

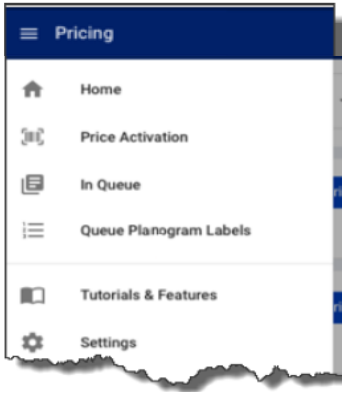
SOS/Installs Labels

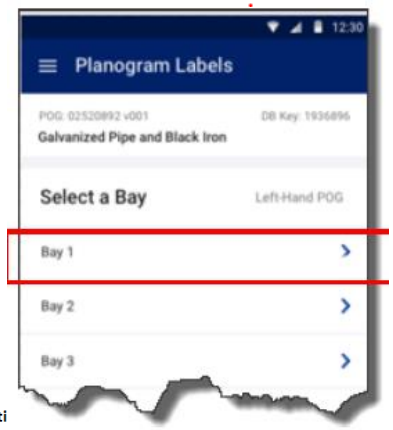
- Log into genesis
- Go to 5.7.12
- Press F5 for “new sign”
- Fill out the “sign name” field with whatever you want to call it,**this is not what will appear on the label**
- Tab and select the “sign format field”
    - Will have all sign sizes for either SOS or install labels; if you want an SOS label use the F keys till you find what you want and then select it
    - “V” means label will print out vertically
    - “H” means label will print out horizontally
- Next, press the tab button till your cursor is in the “Item No.” column and either……
    - Enter the SOS item number and hit enter
        - Then select vendor name (should automatically pop up) and press enter
        - Finally, find the model number of the item you want and then select it
        - Next, fill out each field in the information screen such as Description, Size, Price, Available in ??? Days, and description of the features; when done press F9
            - ***Whatever you type in this screen will appear exactly as you type it on the label
        - Press F9 again and it will save it in the master list to print
- Enter the SOS item number and press enter IF it brings you automatically to the “Item Information” screen this mean you need to fill it out with what you want it to say and then press F9
        - ***Whatever you type in this screen will appear exactly as you type it on the label
    - Press F9 again and it will save it in the master list to print
- Walk to a label print and log back into 5.7.12 and find the sign you saved by the name you gave it and select it
- Press F10 to print and enter the QUANTITY not the printer number and then F9
- Finally go to 5.7.6 and print as you normally would

Entire POG

If partnering with a store associate to print labels for an entire POG, please follow the process for printing on the Zebra device:

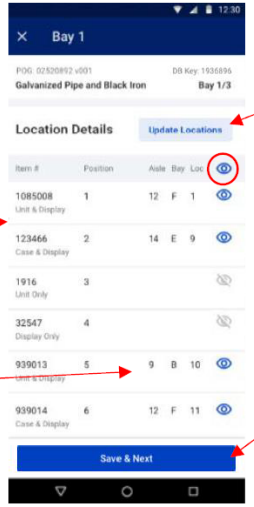
1. Open Pricing App – Click on Gable to change location. Log in with s0998 (or have ASM/DS log in)
2. For full POG printing open drop down menu and choose "Queue Planogram Labels"
3. Scan POG barcode or key in barcode number (barcode can be scanned off laptop screen)
4. POG info will load and be broken down by bay. You can queue and print one bay or multiple.
5. Select the first bay





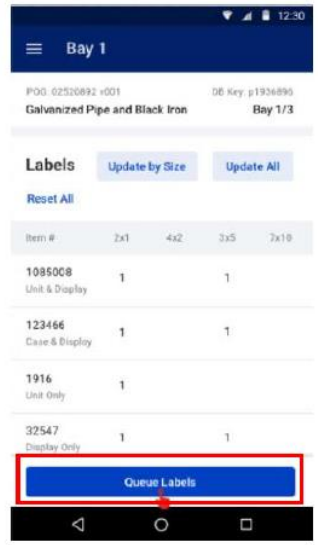
6. If the product has no bin locations just ensure the eyeball is gray and select and next.

- Items are listed only once per page and in shelf placement item position order.



- View **merch type** (unit, case, tray, loose, etc.). Multiple mech types can display.
- View **current Bin Location (Aisle, Bay and Loc) in Genesis.**
- Use **Update Locati** to create new Bin Locations.
- Use the **location toggle** ( ) to manage what items receive Bin Locations
- Use **Save & Next** to update new Bin Locations to Genesis.

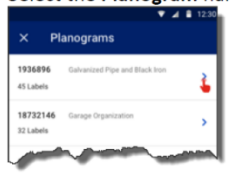
7. The next screen will allow you to edit qty of labels or size of labels
8. If you want to print the size and qty the POG calls for hit queue labels.
9. Repeat for remaining bays



- Print multiple queued POG following directions above
- Or Print each POG as you go by choosing "print queued labels"
- Select the Print button for the label type you want to print first. Select the proper mobile printer for the label type or load label sheets and select standard label printer

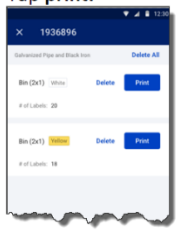
1. From left main navigation menu, tap **In Queue**.
2. Tap into **top right menu,** .
3. Select **Planograms** queue.

4. Select the **Planogram** name.



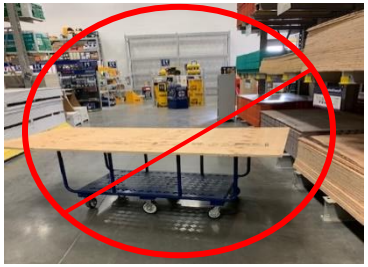
5. View queued labels.

6. Tap **print.**



Efficient Bay Move Technique

- NEVER use a flat blue lumber cart with a piece of plywood on top to move product
    - Where possible, use a Garden Center Cart

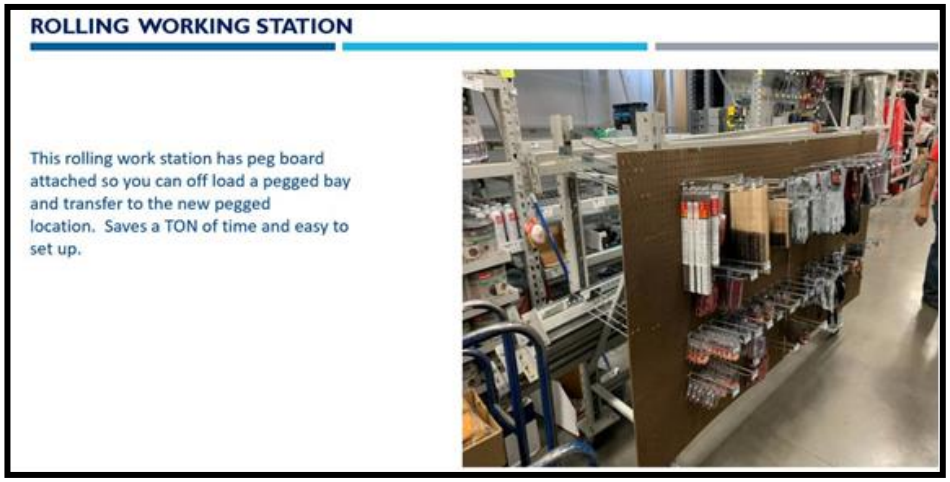


Lumber Cart

Garden Center Cart

- When extra 2860 uprights are available, add a 2x6 with casters to make a portable temporary rack to help move product and temporarily house product.

- If moving product on peg hooks, attach a piece of pegboard on the ends of the cart and temp rolling rack for product movement. When placing the items on the temp pegboard, keep in order of POG placement (right).



- When stores are open, keep aisles shoppable when moving product and working in aisles. Ensure aisles are cleaned and shoppable before going on break.

- Keep all pallets and materials to one side of the aisles to allow customers to navigate the aisle.

- After each shift, please ensure all shopping carts, lumber carts and flat carts are empty and ready for our customers (and staged in lumber per store standards).

- Don't bring out all pallets for the reset at one time as this will block the aisle.

- Always move top stock at the same time you move the product, but move product information/aisle signs after completing bay moves.

- **Always sweep out the bays and wipe down all front/back uprights and cross members.**

Item Lookup

When looking for an item's location in the store, it's important to make sure the item is available. Use these methods to locate an item in the store:

LRT

1. Use Vendor Login and Password
2. Press 1 - Enter
3. Press 4 - Enter
4. Scan Product or Enter Item Number

The log on instructions for the LRT you received is as follows:

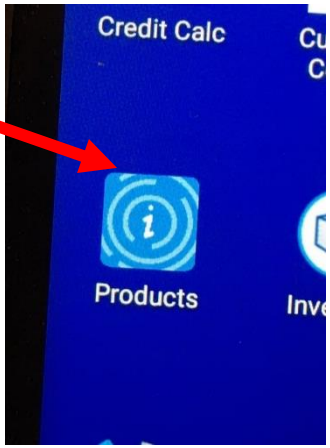
To Log On to ***9090CE***, press

To Log On to ***9060L***, type "1"

To Log On to ***PDT6846***, type "1"

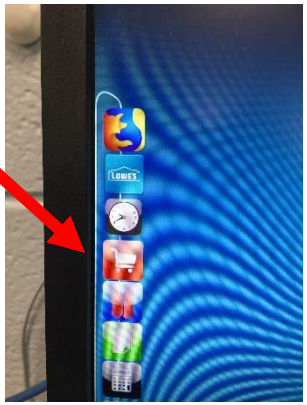
Zebra

1. Log in with ID Vendor and Password.
2. Select Products App
3. Use Vendor Login Again
4. Scan Items or Type in Item Number

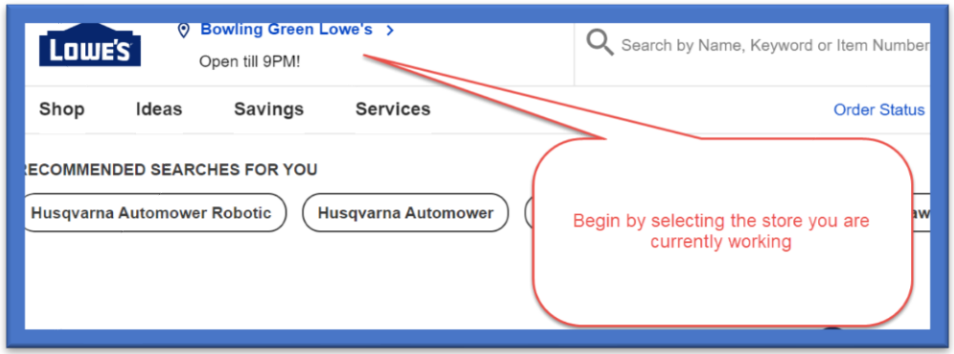


Genesis

1. Choose the Shopping Cart
2. Use Vendor Login
3. Go to 5.1 screen
4. Enter Item Number



Lowe's.com and Lowe's Mobile App



Mobile App – Select Location and Enter item #

$8.98

Aisle 12 Bay 1

Was: $9.98

Save 10%

Includes 10% Employee Savings

GE Basic 60-Watt EQ A19 Daylight LED Light Bulb (8-Pack)

Item #: 1176084 | Model #: 93097653

★★★★★ (177)

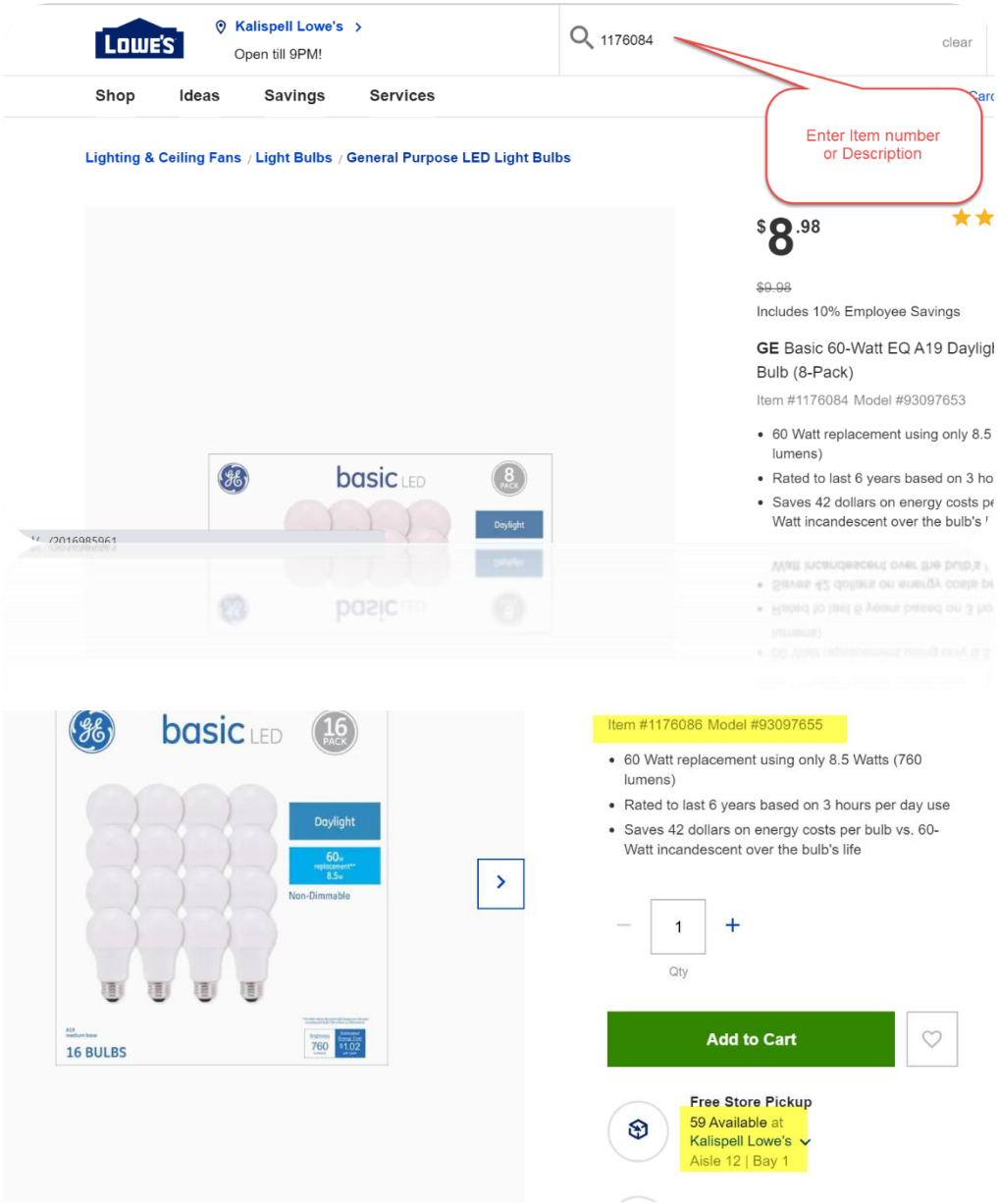
Order Now For Pickup

Delivery & Pickup Options

49 In Stock at Kalispell Lowe's >

1 + Add to Cart

Shop Saved Cart Stores Account



Work-Ready

Work Attire

Contractors should arrive to work wearing their vendor-supplied shirt and name tag in accordance with the Vendor & Contractor Safety Guidelines as well as the vendor's service contract.

Tools

Vendors shall provide the below tools and incidental materials required to perform services as listed below, per the Service Agreement.

Items needed for all projects

- Tape Measure (25')
- Claw Hammer (16 oz.)
- Screwdriver Set (flat head and Phillips head)
- Rubber Mallet (16 oz.)
- Slip Joint Pliers
- Utility Knife
- Level (48")
- Dry Erase Markers
- Permanent Marker
- Ink Pen
- Carpenter Pencil
- Work gloves
- Pry Bar (24")
- Approved Fall Protection Harness
- Cordless Drill 20v item
- Drill Bit Set (14 piece - assorted sizes)
- Hex Key Set (metric)
- Hex Key Set (standard SAE)
- Needle Nose Pliers
- Socket Set (Phillips, Flat, Torx)
- Wrench Set (3 piece)
- Bump Cap (hard hat) – When moving steel
- Safety glasses - When cutting steel
- Hammer Drills – When needed and not each person
- Impact Drills – When needed and not each person
- Porta-bans – When needed and not each person

Appendix

Lowe's LILO Basic Functionality
Lowe's LILO LOGIN and OUT
Vendor and Contractor Safety Standards
Lowe's Merchandising Standards
Installer Instructions Beam Bolting
FBMO Requirements
Securing Vertically Stored Merchandise
Aisle Blockers, Spotters and Escorts Policy
Power Equipment Responsibilities and Operator Requirements Policy
Power Equipment Safety Rules Policy
Top Stock Policy
Racking Upright and Beam Capacity Information