

# LOWES ORDERING

## Two Ways to Order from Lowes

1. Open Purchase Order
  - a. \$500.00 maximum
  - b. One time purchase, one purchase order per purchase.
  - c. You cannot take 3 \$500.00 purchase orders to Lowes and purchase \$1500.00 worth of supplies all at one time.
  
2. Online order with a line item purchase order.
  - a. You can place an order for any dollar amount.
  - b. You do not have to go to the store, collect the items, check out, load the vehicle, go back to your Campus, unload the vehicle and turn the paperwork into the Secretary.
  - c. Lowes will pull the order and deliver it to your Campus. If the order is over \$500.00 the delivery is free, if it is under \$500.00 the delivery is \$20.00.
  - d. Support from the Purchasing Department. If you need help placing your online order, call me. I would be happy to come to your campus and assist you with the process.
  - e. Phone support from Deborah Nash, our contact at the 242 (Woodlands) Store.

If you have any questions or encounter a problem, please call Purchasing @ 936-709-7650.

Our current Lowe's service representatives are:

Conroe – 936-442-5119

242 (The Woodlands) – Deborah Nash @ 936-271-1166,

Deborah.c.nash@store.lowes.com

# LOWE'S ORDERING INSTRUCTIONS

(District-Wide Purchases)

## RFP #17-04-03 – Building Materials, Tools, Hardware & Supplies. OR TCPN CONTRACTED PRICING

**The open PO spending limit is \$500.**

**PROCEDURE:** “Requires original written purchase order with the Store Number, name of person picking up the items printed on the order, and the Expiration Date of order.”

Please type this information in the Description area using the following sequence:

The Vendor number is #90007201

Commodity Code: 450-006 Building Materials, Tools, Hardware & Supplies

- **Description:**

Lowe's Store: # \_\_\_\_\_ (#0232 - Conroe OR #1515 - 242TW)

Name of Person to pick up the goods \_\_\_\_\_ (must show school id)

**Call Purchasing for Additional Information to be put on the Purchase Order**

**936-709-7650**

**936-709-7705**

**936-709-7868**

An employee **MUST** take the original white PO with the required signature to Lowe's Pro Desk (located by the Lumber entrance). Employee must show their CISD school badge upon checkout and it must match the shipping address on the purchase order. An open purchase order may not be used more than once. **All paperwork and receipts should be submitted to Accounts Payable within 5 days of the purchase.** Funds not used will be returned to your account upon payment of the invoice.

# **LOWE'S TCPN ON-LINE PRICING INSTRUCTIONS**

<https://lowesquotes.com/>

1. Government Customers: Click on “Continue to LQC Sign In”
2. Login:  
Contact Purchasing at 936-709-7650, 936-709-7705 or 936-709-7868 for Log-on and Password
3. Click the green box that says “Close and Continue to Sign In”
4. Click the green box that says "Request A Quote"
5. Enter you zip code location to select a store and select the Preferred Store: Lowe's of The Woodlands.
6. Search for the items requested by Keyword or Item # and click "Add to Order/Quote" box; repeat steps as necessary. Add the quantity needed. When you are finished shopping click on the “Continue” box to advance to the next screen.
7. In the “Project Name” field enter your campus/department followed by your name, for example: Technology/John Doe. Keep the other fields as is, do not change our district authorized person. If you have specific instructions for the vendor, these notes may be typed in the "General Comments" box - delivery door in back of the building, etc.
8. Click the green box that says “Review & Save Quote”. At this time print the order so you have the information necessary to enter your Purchase Requisition.
9. Click on “Save Quote”. You should see a message that says “Quote Submission, your quote has been saved. You can now Sign Out.
10. Give a copy of the cart to your School Secretary so she can enter the purchase requisition. Make sure she is aware that this order will be delivered to your campus.