

**State of Maine
Contract
With Lowe's Home Centers**

Maine contract # MA 18P121115000000000000141



Contract Specifics

- A discount contract has been established with Lowe's for walk-in building supplies. State agencies should still use the best value building supply vendor. This is not to be confused with the Industrial Supplies contracts with Fastenal & Grainger. Even though Lowes will have industrial supplies you will need to still use the Fastenal & Grainger contracts for these products. There may be other items at Lowes that are on other contracts so please check our website at <http://www.maine.gov/purchases/contracts/pals.html> before you head out to Lowes. As always anything over \$5,000 will still need to bid out by the Division of Purchases and if you have any questions please contact the buyer associated with the commodity you are interested in for assistance.



Contract Specifics

- All Lowe's locations support this contract
- Walk-In building supplies, orders can be placed via: phone, fax, email and walk-in at Lowe's stores
- 5% Immediate, Point of Sale (POS) discount, on all orders or QSP pricing on orders over \$2,500
- For state agency purchasers, not to exceed \$5,000
- Discount & Contractual compliance is driven by Key-Fob, presented at Point of Sale
- Register for contract use and order Key-fobs at <http://www.lowesforpros.com/wsca>
- Eligible Political Sub-divisions allowed to participate



Contract Specifics, continued

- Multiple forms of tender accepted, including P-card
- Lowe's Accounts Receivable(LAR) account holders can receive a 2% prompt payment discount, in addition to the 5% Point of Sale discount. Register your LAR accounts at <http://www.lowesforpros.com/specialprograms> select reason code "1004".
- Delivery fee discounts:
 - Orders over \$500-free delivery within 20 miles.
 - Orders under \$500 are \$20 dollars within 20 miles
 - All deliveries, farther than 20 miles will incur a \$1 per loaded mile, additional charge



Register and Order Key-fobs

- To register for use of this contract and to order Key-fobs visit <http://www.lowesforpros.com/wsca>
 - Enter contract # MA 18P12111500000000000141
 - Select Maine
 - Select agency name or political subdivision name
 - Enter contact information
 - Select desired quantity of Key-fobs
 - Click Submit
- Key-fobs will arrive in 2-3 weeks
- For contract compliance and to receive discounted prices, Key-fobs will need to be used on **ALL** transactions



Processing Transactions

- Purchases can be made at any register in all Lowe's stores
- Declare transaction as tax exempt and identify the government entity you are purchasing for
- Present Key-fob to be scanned prior to presenting form of tender
- Present, form of tender (P-card, LAR account or other)
- If requesting delivery, request the discounted or free delivery pricing
- Verify that discount has been applied, by checking your register receipt



Lowe's, In Store Support

- Every Lowe's store has a Pro Services Desk at the lumber end of the building
- The Pro Services Desk should be utilized for:
 - Delivery Orders
 - Bulk Orders
 - Special order, non-stock E-catalog items
 - Emergency orders
 - QSP pricing
 - Lowe's Account Receivable(LAR) set-up
 - Contract registration



Lowes's Quote Support Program (QSP)

- Lowes's has a, large order, discounting procedure called: Quote Support Program (QSP)
- This procedure can be utilized when placing orders greater than \$2,500
- For state agency purchasers, not to exceed \$5,000
- Contract users can request that their material list or list of items can be submitted for QSP pricing
- Discount, from current shelf, will be based on the category and quantity of product, discounts up to 15%
- QSP discount will not be in addition to the Key-Fob driven 5% contract discount
- Key-fob MUST be scanned on QSP orders



Use of a Purchase Order

- Lowe's can accept Purchase Orders in conjunction with a Lowe's account (LAR,LBA)
- Utilization of a Purchase Order, will result in delayed fulfillment for the purpose of review
- Lowe's will review the Purchase Order and any Terms and Conditions that are associated with the P.O
- This delay in fulfillment could be up to two business days

