

Get Setup for Lowe's Purchasing

1. [Request a P-Card](#)
2. To link your card with the Rowan University account, email the OC&P your:
 - Full P-Card number, expiration date, and CVV
 - First and last name
 - Rowan University email address
 - Department name
 - *Group administrator- this is the person in charge of purchasing in your department
*if applicable
3. OC&P will send you a key fob to use at the point-of-sale in-store.
4. [Create a Lowe's Pro account](#)
 - Choose **Lowe's Pro Business Account**.
 - Click **Create Your Account**
 - Enter your Rowan University email address
 - Join an Existing account
 - Enter Pro Account ID **A42DA89EE2**
 - Enter an industry type that best describes your department
 - Complete name, phone, and create a password
 - Create an Account
5. Add your Rowan University P-Card to your Lowe's Pro account wallet.
 - **Add a Payment Method** or click on your name in the top right corner, then choose Wallet → Payment Methods.
 - This will save your card information and connect all online and in-store P-Card purchases to your Lowe's Pro account. This is the *only* allowable method of payment. *(A PO should be used for fixed-asset, grant purchases **only**).*
6. Close any open purchase orders with Lowe's and start making purchases with your P-Card.



Making Purchases

- In-store
 - Present key fob to receive 7% NASPO discount.
 - Use P-Card to complete transaction.
 - Tax will be automatically deducted from the purchase.
 - No verbal confirmation of PO number will be necessary
- Online (Preferred)
 - 7-20% NASPO discount will automatically be applied to order.
 - Tax will be automatically deducted from the purchase.
 - Use saved P-Card to complete purchase.
 - You may pick up in-store or schedule a delivery. A \$20 delivery fee will be charged on all delivery orders.

All transactions must be finalized in the [Bank of America Works](#) system.

Each department has the ability to set up groups within the Rowan University Lowe's business account. Groups may have one or more administrators who are able to manage members and view group member purchases.

Lowe's Account Manager

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COUNT ON US TO HELP YOU SAVE TIME AND MONEY.

Check out these benefits just for



EVERYDAY SAVINGS

Get bulk savings when you buy contractor packs or place large orders and save every day. Receive discounts up to 10% on certain products when shopping on [Lowe's.com](https://www.lowes.com)



CONVENIENT ORDERING AND PICK UP

Stay on time and get everything you need without having to leave the jobsite by ordering online, or by phone or fax. Plus, we have dedicated Pro loaders, pro parking and curbside pickup.



DEDICATED PRO ASSOCIATES

Pro associates help expedite your order, source materials, and provide you with solutions to get you back to the job.



FIND WHAT YOU NEED.

Get the supplies and materials you need with thousands of in-stock products and job-lot quantities.

REGISTER FOR A PRO ACCOUNT TODAY AND START SAVING.

1. Go to [Lowe's.com](https://www.lowes.com) and select **Create Account**.
2. Choose **Business Account** and select **Continue**.
3. Enter Pro Account ID:
in the **Join Existing** field and select **Next**.
4. Enter all required fields to create login and password.
5. Go to **My Account** and select **Wallet**.
6. Under **Payment Methods**, click **+ Add New Card** and enter your information.

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