

## **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** 

**Rowan University Point of Contact** 

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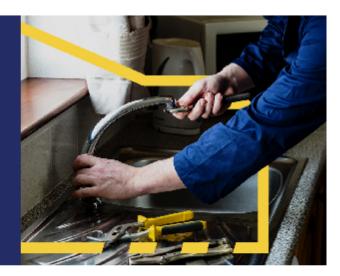
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#### FIND WHAT YOU NEED.

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# REGISTER FOR A PRO ACCOUNT TODAY AND START SAVING.

- 1. Go to Lowes.com and select Create Account.
- 2. Choose Business Account and select Continue.
- 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.
- Under Payment Methods, click + Add New Card and enter your information.

FOR MORE INFORMATION: