

UNIVERSITY OF DELAWARE **EXCHANGE**

Shopping the Lowe's Pro Punchout Catalog

What's different in UD Exchange?

Buying from Lowe's store

Previously, to buy at a Lowe's store, the user needed a p-card for standard pricing, or authorization for a blanket order

Now, in UD Exchange, a user can place an order with our UD pricing, have it approved, and pick it up in the store at the Lowe's Pro desk



UNIVERSITY OF DELAWARE

EXCHANGE

Requisition Number

Search (Alt+Q)

0.00 USD

5

15

Logout

Shop

Shopping

Shopping Home

Shopping Home Page

Welcome to the University of Delaware Exchange!

Here you'll find the goods and services you need. The greatly expanded **University of Delaware Exchange** provides a familiar online shopping experience and negotiated pricing from UD's preferred suppliers.

You can search for items by keyword or item number. When you find the item you need, just put it in your shopping cart, and assign or submit. If you can't find what you need, click on the Non-Catalog Item link, or

Guided Buying Checklists

Commodity Code-Account Crosswalk

Non-Catalog Item

Request New Supplier

Request Contract

My Resources

Product Release Library

UDExchange@udel.edu

Site Map

Select the **Lowe's Pro** punchout tile from your **Shopping Home Page**.

Catalog & Forms Showcase (Under Development)

Office/Misc Supplies & Copiers

amazon

Canon

Digital Office Solutions

Hillyard's

xerox

MRO/Facilities

FERGUSON

GRAINGER

Lowe's PRO

TRI-DIM

Computer HW/SW

My Draft Carts

View: All Drafts

Number	Cart	Date	Total
3000069	UDX TRAINING DAY 2 NON CATALOG VENDOR	7/8/2020	16,695.00 USD
3005628	Performance Space - UDX Outreach	7/13/2020	500.00 USD
2997223	Martin Lab Data Supplies July	7/6/2020	379.31 USD
2986888	July Kitchen Supplies	6/25/2020	126.44 USD
3016965	August Martin Lab Gas	7/20/2020	211.20 USD

Page 1 of 2

1-5 of 8 Results

5 Per Page

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WELCOME TO LOWE'S

Click the **Shop the Lowes Catalog** button.



Shop the Lowes Catalog

Access a Lowes Quote

Please enter your Quote reference below.

Quote Number Here

Phone Number Here

SUBMIT

To request a quote, please send an email to eProQuotes@lowes.com. Download a pdf of the latest upgrades to the punchout catalog below.

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GET IMPORTANT UPDATES FOR YOUR
NEW **E-PROCUREMENT EXPERIENCE**

[Learn More](#)





SHOP BY
DEPARTMENT

Search for it here ...

You may be asked to confirm or even select a store. Even if you are having items shipped, it will come from the store and availability will be shown.

Please Confirm

You are shopping in 19711:

Newark Lowe's
2000 Ogletown Rd.
Newark, DE 19711,
Store #2258

CONTINUE SHOPPING

Change your store:

Enter the ZIP code or city and state of the shipping, delivery or pickup destination for accurate pricing and fulfillment options.

ZIP Code or City, State

SUBMIT

POPULAR CATEGORIES





SHOP BY
DEPARTMENT

Search for it here ...



HELLO MARGOT
MY ACCOUNT

QUICK
ORDER LIST



TESTEPRO University of Delaware

Contract:
E&I Contract

TESTEPRO University of
Delaware

Contract: E&I Contract

My Order History

Catalogs

From the Lowe's Pro Homepage you can shop by department, search for specific items, review your order history, view your shopping cart, and create a Quick Order List.

Feedback

POPULAR CATEGORIES



<https://www.lowesforpros.com/account/login>





SHOP BY
DEPARTMENT

Search for it here ...



HELLO MARGOT
MY ACCOUNT

QUICK
ORDER LIST



Cleaning Supplies > All-Purpose Cleaners

All-Purpose Cleaners

Refine

Brand

- ☐ Fabuloso (5)
- ☐ Simple Green
- ☐ Meguiar's
- ☐ MRS MEYERS CLEAN DAY (3)
- ☐ 30 SECONDS (2)

More

Application Method

☒ Available for Pickup at:
Newark Lowe's

Sort by

FEATURED



Item # 1435018 | Model # 2710100448041

★★★★☆ (65)

Simple Green 1-Gallon Sassafras Dilutable All-

\$8.48

Includes Contract Price

Shop for the item you want and click the **ADD TO CART** button.

☐ Compare

ADD TO CART



Item # 214388 | Model # 2770202713005

★★★★☆ (197)

\$8.48

Includes Contract Price





SHOP BY

HELLO, MARY GOTT

QUICK
ORDER LIST



✓ 1 Item Added!



Simple Green 1-Gallon Sassafras Dilutable All-Purpose Cleaner
\$8.48

✕ Remove

CONTINUE SHOPPING

VIEW CART

Wait! Don't forget these...

You have the option to click **CONTINUE SHOPPING**, or if you have finished shopping, you can click **VIEW CART**.

Brand

☐ Fabuloso

☐ Simple Green (5)

☐ Meguiar's (4)

☐ MRS MEYER'S
CLEAN DAY (3)

☐ 30 SECONDS (2)

More

Application Method

Zep 32-oz Plastic
Spray Bottle

\$3.28

ADD TO CART

Contractor's
Choice Contractor
24-Pack 42-Gallo...

\$14.98

ADD TO CART

United Solutions 5-
Gallon General
Bucket

\$3.48

ADD TO CART

ProLine 24-Pack
Cotton Towels

\$9.98

ADD TO CART

FEATURED

\$8.48

Includes Contract Price

ADD TO CART

\$8.48

Includes Contract Price

Item # 214388 | Model # 2770202713005

★★★★☆ (197)





SHOP BY
DEPARTMENT

Search for it here ...



HELLO MARGOT
MY ACCOUNT

QUICK
ORDER LIST



Shopping Cart

3 Items | Remove 3 Items



Item # 1435018 | Model # 2710100448041
**Simple Green 1-Gallon Sassafras Dilutable
All-Purpose Cleaner**

\$8.48
Includes Contract
Price

1

\$8.48

Pickup

☒ **FREE Store Pickup - Available**

☐ Truck Delivery - Available

☐ Shipping - Available

Order Summary

Estimated Total \$36.19

SUBMIT REQUISITION

E&I Contract

Choose Your Cart Preference

Selecting this option will change your
entire cart to Pickup or Delivery.

PICKUP

DELIVERY

You can **select your pickup/delivery preference by item or for the entire cart.**



Item # 1085847 | Model # 14715BLK4L
**Cosco Indoor Black Metal Solid Standard
Folding Chair**

\$9.88
Includes Contract
Price

1

\$9.88

View Cart By

All Items
3 Items

Pickup is the
DEFAULT
setting; items
will be held at
the store
unless
delivery is
selected.

Enter the name of the person who will be picking the order up from the store if applicable.

Hassle-free returns made easy.

Item Total \$36.19

Estimated Tax ⓘ \$0.00

Estimated Total \$62.18

Who will be picking up this order?

First Name

Margot

Last Name

Martin

Availability, taxes and pricing are estimated and not final until the order is completed.

 SUBMIT REQUISITION

Feedback





SHOP BY
DEPARTMENT

Search for it here ...



HELLO MARGOT
MY ACCOUNT

QUICK
ORDER LIST



Shopping Cart

3 Items | [Remove 3 Items](#)



Item # 1435018 | Model # 2710100448041
**Simple Green 1-Gallon Sassafras Dilutable
All-Purpose Cleaner**

\$8.48
Includes Contract
Price

1

\$8.48

SUBMIT REQUISITION

E&I Contract



Pickup

Click Submit Requisition to place your order.

☒ **FREE Store Pickup - Available**

☐ **Truck Delivery - Available**

☐ **Shipping - Available**

[Remove](#) | [Save for Later](#)



Item # 1085847 | Model # 14715BLK4L
**Cosco Indoor Black Metal Solid Standard
Folding Chair**

\$9.88
Includes Contract
Price

1

\$9.88

Choose Your Cart Preference

Selecting this option will change your
entire cart to Pickup or Delivery.

PICKUP

DELIVERY

View Cart By

**All Items
3 Items**

Feedback



UNIVERSITY OF DELAWARE

EXCHANGE

All

Search (Alt+Q)

9.33 USD

1

Shopping Cart

Shopping Cart

All changes saved

Assign Cart

Proceed To Checkout

Simple

Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name

November Lowe's Supplies

Description

Multi-Invoice/Payment

☐

Details

For

Suzie Shopper

Estimate (9.33 USD)

Subtotal

9.33

Total

9.33

USD

Name your cart (changes will save automatically)

1 Item

LOWE'S HOME CENTERS INC · 1 Item · 9.33 USD

SUPPLIER DETAILS

CC-1605 CURTIS BRIDGE ROAD : 1605 CURTIS BRIDGE...

Contract

no value

PO Number

To Be Assigned

Quote number

Need to make changes?

MODIFY ITEMS

VIEW ITEMS

Item(s) was retrieved on: 11/11/2021 2:55:47 PM

1-Gallon Sassafras Liquid All-Purpose Cleaner

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 1-Gallon Sassafras Liquid All-Purpose Cleaner	1435018	EA	9.33	Qty: 1 EA	9.33	

ITEM DETAILS

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UNIVERSITY OF DELAWARE EXCHANGE

All ▾

Search (Alt+Q)

9.33 USD

1

Shopping Cart • Shopping Cart ▾

Multi-Invoice/Payment ☐

1 Item ☐

LOWE'S HOME CENTERS INC • 1 Item • 9.33 USD ☐

SUPPLIER DETAILS CC-1605 CURTIS BRIDGE ROAD : 1605 CURTIS BRIDGE... ▾

Contract	no value	PO Number	To Be Assigned
Q			
Need to			
• 1-Ga			
1			

ITEM DETAILS

Supplier Part Auxiliary ID Ac618d74fdc54b8/0

more info...

Contract: Select price or contract...

Commodity Code

Structures, Building, Construction, Manufacturing Components & Supplies

Internal Note/Business Justification

1000 characters remaining [expand](#) | [clear](#)

External Note

1000 characters remaining [expand](#) | [clear](#)

PO Type Override ☐

Details ▾

For Suzie Shopper

Estimate (9.33 USD) ▾

Subtotal	9.33
Total	9.33 USD

Assign Cart

Proceed To Checkout

1. To add information such as a detailed business justification, scroll down to line details and complete **Internal Note/Business Justification**

2. When done, click **Proceed to Checkout**

1

2

UNIVERSITY OF DELAWARE

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UNIVERSITY OF DELAWARE EXCHANGE

All ▾

Search (Alt+Q)

9.33 USD

Requisition • 151075119 ▾

Summary

PO Preview

Comments

Attachments

History

General

Cart Name
November Lowe's Supplies

Description
no value

Priority
Normal

Prepared by
Rachel Requester

Prepared for
Suzie Shopper

Purchasing Bus

eBuilder Proces

Multi-Invoice/P

Shipping

Ship To
no address
Required

Delivery Options

Billing

Bill To
Accounts Payable
accountspayable@udel.edu
222 South Chapel Street
Newark, DE 19716
United States

Assign Cart

Place Order

1

2

3

Correct these issues.
You are unable to proceed until addressed.

Required: Shipping address

Required: SpeedType

Required: Account Code (Line 1)

Be aware of these issues.
You may review and proceed.

Empty: Internal Note/Business Justification

Total (9.33 USD)

Subtotal

9.33

9.33

What's next for my order?

Next Step
Wait for Validation Response

Approvers
There are no approvers

Workflow

Draft

Active
Rachel Requester
On behalf of: Suzie Shopper

Start - Parallel Steps

1. Enter additional information to complete each section on the Draft Requisition Page (See [Adding Details to Shopping Carts](#) for additional info)

2. **Note** that if you indicated **In-Store Pick-up** on the Lowes site, your items will **not** be shipped to your campus address but you still need to enter a ship to address if one does not default for you.

3. When done:

- If you are a Requester, click **Place Order**
- If you are a Shopper, click **Assign Cart** to assign it to a Requester

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DELAWARE

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Lowe's Pro Details

- Next day in-store pickup is available for in stock items.
- You can call the store directly for curbside pickup or same-day rush orders.
 - Recommended timeframe is between 8am-3pm
- In-person pickup is located at the ***Pro Desk***, not the general Customer Service Pickup area.
 - Applies to all stores, not just the Newark, DE location.
- For pickup, just bring a copy of the order and your ID (UDID is acceptable).
- Users will receive an email order confirmation and an email when the item is ready for pickup.



<do-not-reply@lowes.com>

125249271

ere to view it in a web browser.



It's Ready – We'll See You Soon

- Please bring your photo ID (state driver's license, military or state ID) — and the order number or this confirmation email.
- For your protection, only the cardholder or an authorized user of the credit card may pick up this purchase.
- We'll hold onto your item(s) in our pickup area for 7 days. Any items not picked up within this time will be canceled.



Order # 425249271

The Lowe's order confirmation will be sent to the "Prepared For" user's email address. The user will receive another email when the order is ready to be picked up, and another email when it has been picked up.

If the Shopper or Requester cannot pick up the order, they can send someone else as long as that person has ID and the order confirmation.



Returning items and Invoices/Credits

- To return an item, take it back to the store with the original order email/documentation.
- All Lowe's purchases are charged/credited to a central purchasing card. We automatically create invoices for Lowe's, so it will show in your payment data before it is picked up and charged.
- If you have returned an item, or the order was canceled because it wasn't picked up, Lowe's sends us a weekly report for our AP team to adjust purchase orders and vouchers. Please put a comment on the PO and tag Procurement Help if you don't see a credit but have documentation for the return or cancellation.



Local Lowe's Pro Contact Information

Newark, Delaware

Main 302-781-1154

Pro Desk 302-781-1182

Pro Mobile 302-268-0070

Pro Supervisor:

Phillip Clay phillip.clay@store.lowes.com

Lewes, Delaware

Main 302-645-0900

Pro Desk 302 360-6021

Pro Mobile 302-245-1309

Pro Supervisor:

Andrew Peak andrew.peak@store.lowes.com

Seaford, Delaware

Main 302-536-4000

Pro Desk 302-536-4028

Pro Mobile 302-396-3289

Pro Supervisor:

William Foraker william.foraker@store.lowes.com

Millsboro, Delaware

Main 302-934-3740

Pro Desk 302-934-3768

Pro Mobile 302-448-5086

Pro Supervisor:

Stuart Brittingham stuart.brittingham@store.lowes.com



Resources

[Procurement Services](#)
procurement@udel.edu

