



Date: 11/01/2022

To: Caltech Campus TechMart Users

From: Caltech Procurement Services

Subject: Lowe's Punchout

We are writing you to inform you that officially, and effective immediately, we will no longer be utilizing Lowe's as a punchout supplier. The Lowe's "tile" has been removed from the TechMart homepage. Although, we are removing Lowe's as a punchout supplier, you will still be able to order from them if you wish to do so.

If you plan on ordering from Lowe's, you can do so by ordering directly from their public website and using your P-Card to pay for the transaction. To order from their website, you do need to set up a **business account** with them.

By setting up a business account, you will still be able to receive discounted pricing and shipping perks, just like if you were using the punchout. Please see page (2) to set up your Lowe's business account.

If you have any questions, please email or call the Procurement Services Hotline at procurementservices@caltech.edu / 626-395-8900.

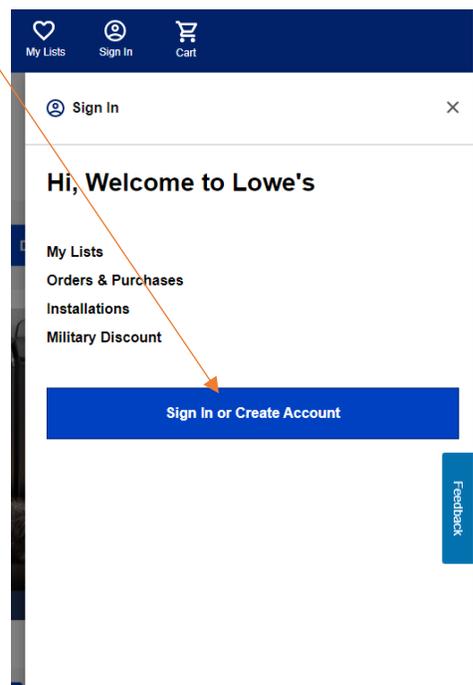
Thank you.

How to set up a Lowe's business account:

1. Go to the Lowe's website: www.lowes.com
2. Navigate to "sign in" on the upper right of their homepage and click:



3. Next, click "sign in or create account."



4. Here, if you already have an existing business account just sign in. If you do not have an existing business account, click on “create account” and follow the next steps.

LOWE'S

Hi, Welcome to Lowe's

Email Address

Password

Remember me [Forgot Password?](#)

By signing in to Lowes.com, you're agreeing to our [Terms of Use](#) and [Privacy Policy](#).

[Sign In](#)

[Sign In With One-Time Passcode](#)

[Don't have a Lowe's Account?](#)

[Create Account](#)

5. If you selected “create account” in step 4, you will be taken to this next screen in which you will need to select “business account” and click “continue.”

LOWE'S

Create Account

Personal account
I'm shopping for myself.

Business account
I'm purchasing for my business.

[Continue](#)

[Already have an account?](#)

[Sign In](#)

6. Once you have made your selection, you will be taken to the **“Create a Business Account”** page. Here you will need to input your assigned Caltech e-mail address, and click, continue.

Lowe's PRO

Create a Business Account

Enter an email address that isn't associated with another account. If you are already using your business email for your personal account, please **sign in** and change it before continuing.

Continue

7. Once you have selected continue in the above step, you will be directed to “Create a Business Account”. Here you will have to input Caltech’s Pro Account ID number, which is **832A3D4EF5**, to join our existing organization. Then click “Join Org”. You will not have to fill out the below “required fields,” entering the Pro Account ID number is the route you want to take.

LOWE'S PRO

Create a Business Account

Join an existing organization or enter your business information to create a new account.

Business Email Address [Edit](#)
csierra@caltech.edu

Join an existing organization

Enter Pro Account ID ⓘ [Join Org](#)

OR

Choose a new organization type

Business
 Government/Non-Profit Organization

**Required Fields*

*Business Name

*Business Address Line 1

Business Address Line 2

8. One you have entered your Pro Account ID number and clicked Join Org; you will now be required to enter your own personal information for the account. Once your information has been entered, click **“create account.”**

Create a Business Account

Join an existing organization or enter your business information to create a new account.

Business Email Address [Edit](#)

csierra@caltech.edu

Join an existing organization

Enter Pro Account ID
832A3D4EF5

Join Org

Organization

California Institute of Technology

Not your organization? [Please try again.](#)

**Required Fields*

*First Name
John

*Last Name
Smith

*Industry
School - College/University

*Phone Number
626-395-4679

*Password

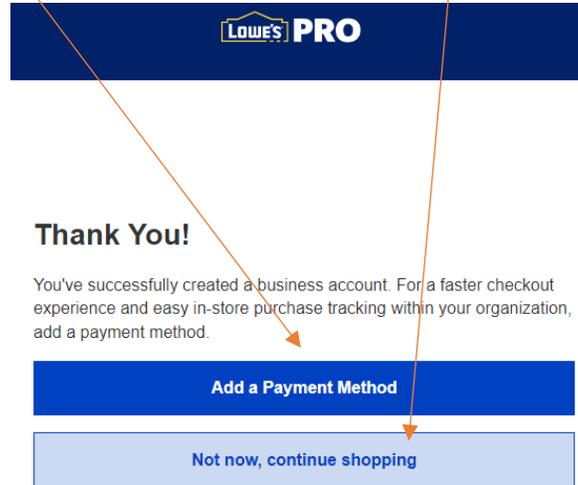
Passwords are case-sensitive and must:

- ✔ Be 8 to 12 characters in length
- ✔ Include at least 1 letter and 1 number
- ✔ Contain no spaces
- ✔ Maximum of 3 consecutive characters

By completing this form and signing up for MVPs Pro Rewards, you agree to Lowe's [Terms of Use](#) and [Privacy Statement](#), including receiving promotional emails from Lowe's.

Create Account

9. ***You have now successfully created your Lowe's Business Account!*** in the next step you can add your payment method/P-Card for future use. If you do not wish to save your P-Card information, you can simply click "not now, continue shopping."



10. **Congratulations, the steps are now completed in setting up your account. You can now utilize your business account for shopping. If you have any questions regarding this process or your Lowe's Business Account, please reach out to, Christopher Sierra, within the Procurement Office: csierra@caltech.edu or 626-395-4679.**