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Lowe's Item Management Application App

Lowes Item Management Application App User Guide

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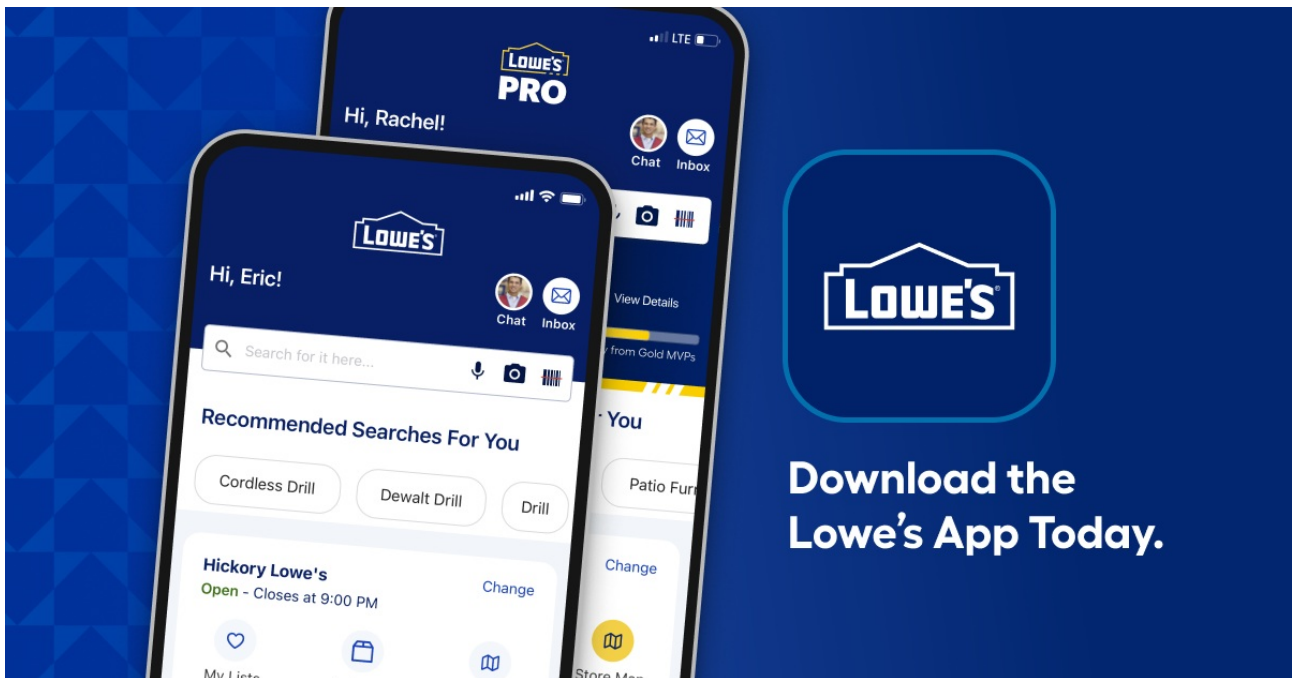
Lowes Item Management Application App

Specifications

- **Product Name:** Item Management Application
- **Version:** Jav18
- **Repository Location:** Vendor Library
- **Pages:** 12

FAQs

- **Q: Can partial saves be made when updating item spec attributes?**
  - **A:** No, partial save is not enabled. All required and conditionally required attributes must be completed before saving the data.
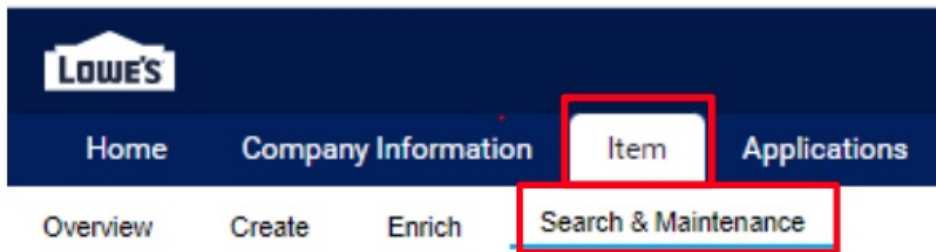
PRODUCT USING INSTRUCTIONS

About Job Aid

- This job aid will provide instructions on navigating the Search & Maintenance tab in the Item Management Application.

Searching Items

1. Select the Item tab to navigate to the Item Management Application
2. Select the Search & Maintenance page
3. Enter Search Criteria
4. Select Search

- **Notes:**
  - Must search by category to see category-specific attributes. When exported there will be two tabs, Core & Enrich listing your attributes.
  - When the Data Quality filter is selected a Category must also be selected.
  - Can search by as many Brands as desired.
  - Can only search one Category at a time.
  - Can search Sub-Division by number or name.
5. Scroll down to review Search Results
  - **Note:** Results can be reviewed by Item Spec, Digital Assets, or Restrictions.

- **Note:** The Equivalent Item Number (Eq#) (SOS item number of a Stock/SOS flip) is shown to the right of the Stock Item Number while on the Item Spec tab.

Note: This is also available on the downloaded spreadsheet.

Exporting Items

Note: To search for specific downloaded files, users can implement additional filtering options by clicking on the space next to the File Types field and selecting additional filter criteria.

Updating Item Spec Attributes in the User Interface (UI)

1. Enter Search Criteria
2. Select Search
3. Scroll down to view the search results

4. Update editable attributes by clicking in cells or clicking on the hyperlinked item number to open the single-item edit page functionality

5. Select Save

- **Notes:**
  - White cells are Non-Editable, orange cells are Conditionally Required, and green cells are Mandatory.
  - Must select buttons (1,2,3, etc.) to update those attributes. (Example: Core, Pricing, Fulfillment, etc.).
    - To update attributes in button 5 (Enrichment), a category must be selected in the search criteria above.
    - Pricing information in the #2 Pricing button becomes static after Business Awarding. To get current pricing information or to make price and cost updates please reach out to your Merchandising team.
  - Changing the Product Category will erase all previously collected enriched data for the item, best practice is to download all enriched data prior to updating the Category in case of needing to revert back to the previous Product Category.
  - If correcting DQ errors, you must correct all errors for an item before you can save.
- **Single Item Edit Page:**
  - Update all attributes on one single page.
  - Does not require a category to be entered.
  - Use tabs to access different types of attributes (Core, Pricing, etc.).
  - Use the Add Hierarchy buttons at the top of the Packaging Hierarchy & Barcode page to add additional hierarchy levels to the existing hierarchy.

  - Use the New Hierarchy buttons at the bottom of the page to add a brand-new hierarchy to the item.

  - **Note:** Partial save is not enabled on this page. All required and conditionally required attributes must be completed before the app will save the data and push it to downstream applications.
- **Updating Digital Assets:**
  - Select the Product Assets tab.
  - There are two sections, Mandatory Assets and Optional Assets.
  - To know how many assets are required in the Mandatory Assets section refer to the asset counter.

For example; 1/2 or 2/2.
- To learn more about adding and assigning digital assets please see that help document and training video under the Digital Assets tab on the Search & Maintenance page.

6. Validate updates made are displayed on screen

Updating Item Spec Attributes in Bulk

This feature gives the user the ability to make edits in bulk right within the UI.

1. Select Search
2. Scroll down to view the search results

Note: If you want to pull back ALL items don't add any search criteria.

3. Under the Item Spec tab locate the button containing the attributes you would like to update; select the items you would like to bulk edit by checking the box next to the item(s)

- **Note:** Only the attributes under the selected button (1,2,3, etc.) can be updated.
- (**Example:** Core, Pricing, Fulfillment, etc.). Not all attributes are editable. To update an un-editable attribute please submit a ticket on the Vendor Gateway or reach out to your Onboarding & Maintenance Analyst.
- To update attributes in button 5 (Enrichment), a category must be selected in the search criteria above.

4. Select the Bulk Edit button

5. Fill in attributes to bulk edit
6. Select Apply

- **Note:** Bulk means the SAME updated values will be applied to all selected items.
- A max of 100 items can be updated at one time using the Bulk Edit function.

7. Confirm updates on the screen in the UI

Mass Maintenance

1. Search for items using any of the search criteria in the box at the top of the page.

- **Note:** Mass Maintenance can be performed on Core and Enrichment attributes. Core attributes will export when the product category search field is left blank. When you choose a product category, you will be able to export core and enrichment attributes.

2. Click Download to export all the selected items.
   - **Note:** You can use the checkboxes beside the items to select specific items, or you can download all the search results.

3. The screen will redirect you to the File Upload Status tab. From here, you can open the exported file.

4. Make changes to any editable fields. Make sure to use the Reference Data tab when applicable for acceptable values.

5. Save the file to your computer.

6. Go to the Item Spec tab and click on Upload.

		CORE					
Readiness Score	Notes	Item Number	Equivalent LIN	Brand	Sub-Brand	Country of Origin	Selling Country
		12427063		GAF		USA	USA
		1097397		Unbranded		USA	USA
		104269229		2 Plus 2		BGD	USA
		12427064		GAF		USA	USA
		9590941		Georgia-Pacific		USA	USA

- **Note:** Grayed-out columns are not editable. White columns are open to edits. Open cells below an item number appear due to this being the same item, just a different packaging hierarchy. Product Category and California Prop 65 are not editable through mass maintenance. Please use the Bulk Edit option to change the values on these attributes for your items.

7. Once the template is uploaded, your screen will display the process summary. This summary will let you know how many items were fully updated, and how many items still have errors. You can export the items with errors, correct them, and reupload them.

- **Note:** There is a systematic partial save for the mass maintenance. This will allow the user to edit and save attributes without completing others. The user will still receive an error for mandatory or conditional attributes which will need to be completed, but the submitted information will be saved.

Correcting Data Quality Errors

Locate the Data Quality (DQ) errors by selecting Items with Open Errors from the Data Quality filter drop-down. Enter a Category. Select Search. Scroll down to see the resultes table.

- **Once on the results table, under the Item Spec tab, you can review the errors by:**
    - Clicking on the error count below the Lowe's Item Number.
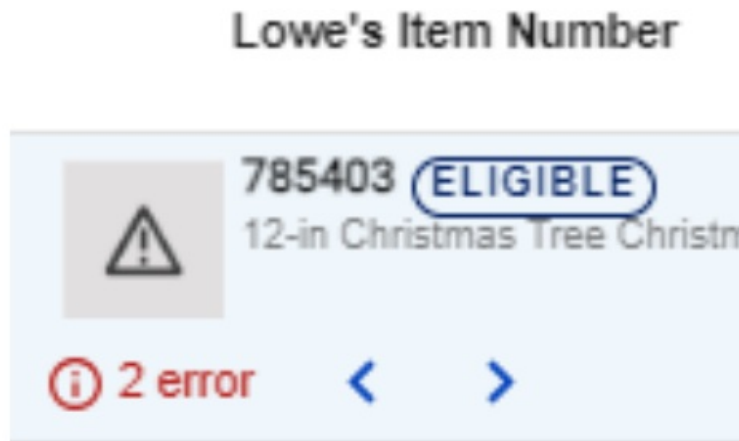
    - Clicking on the #5 button (Enrichment) and using the arrows to locate the cells in red.
    - Exporting by selecting the items, by clicking the checkboxes next to the items, and then selecting Export.
    - To update the errors simply click on the cell showing in red and make the correction. Once all errors are corrected select Save.

    - **Note:** All DQ errors for that item MUST be corrected before you can save.

Adding a Hierarchy

During item setup, you can only set up one packaging hierarchy. If you need to set up additional hierarchies once your item is set up, go to the Search & Maintenance tab. Locate your item(s), click on Button #4 (Packaging Hierarchy), and click on the +. This will take you to the Single Item Edit page on the Packaging Hierarchy tab. To learn more about this tab click here.

Updating Stock/SOS Flip – Lead Times

- A Stock/SOS flip means an item has the same barcode and model. Currently, only the stock item will show in IMA and the stock item will be used to maintain fulfillment attributes for the stock and SOS versions of the item.
- To update the SOS lead time on a Stock/SOS item please update the Customer Order Lead Time and Customer Order Lead Time UOM attributes and select Sav

Customer Order Lead Time	Customer Order Lead Time UOM

Adding Multiple Factories

- To add multiple factories, navigate to the Factory ID and select the new Factory to be added.
- Then, continue to fill out any additional mandatory or conditionally required attributes for the new factory. Once all attributes are completed select Save.

Notes:

- IMA only displays the most recently added Factory but Lowe's does have the complete list of Factories that have been added.
- If the Factory or Shipping Port needed are not showing in the dropdown in IMA they will first need to be added in the vendor's Vendor Gateway Company Information tab. Please see the training video listed in the Quick Training Clips & FAQs document on the Insights tab for guidance.
- To update the Stock lead time on a Stock/SOS item please update the Vendor Processing Time and Vendor Processing Time UOM attributes and select Save.
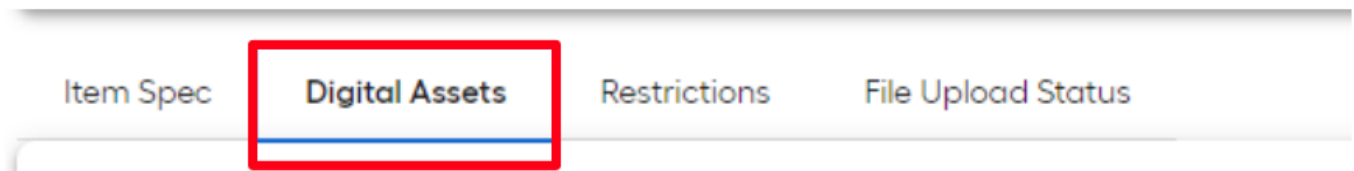
Vendor Processing Time	Vendor Processing Time UOM

- **Note:** The Equivalent Item Number (Eq#) (SOS item number of a Stock/SOS flip) is shown to the right of the Stock Item Number while on the Item Spec tab.
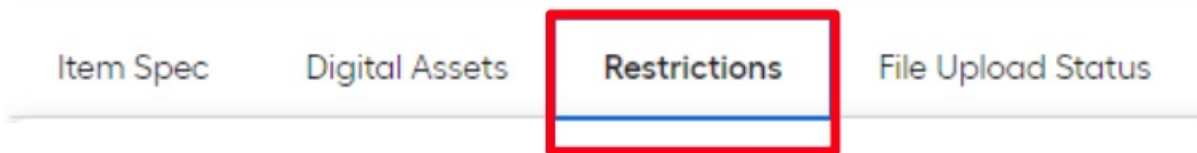

Digital Assets Tab

- Please refer to the Item Management Digital Assets Job Aid (Help Document listed on each Digital Assets tab/page).
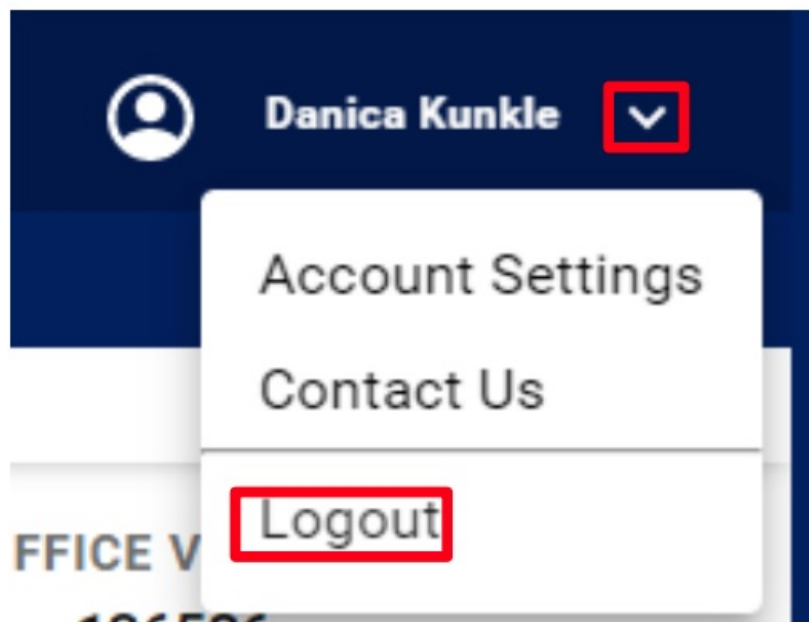
Restrictions Tab

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Please refer to the Item Management Restrictions Job Aid (Help Document listed on each Restrictions tile/page).

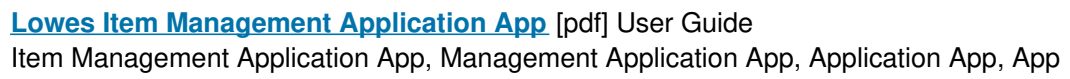**Logging Out of IMA**

1. Select username dropdown
2. Select Logout

- For questions or issues please submit a ticket in the Vendor Gateway's Ticket Management system.

File Name: Vendor_Search & Maintenance_Jav18
Repository Location: Vendor Library, Item Management Application

Documents / Resources

[Lowes Item Management Application App](#) [pdf] User Guide
Item Management Application App, Management Application App, Application App, App

References

- **[User Manual](#)**