

# Lowe's In-Store Quote Process Guide

This guide outlines how to create and use a quote directly in-store at Lowe's using the Lowe's app or website. This process allows UAG members to receive the exclusive program pricing **without placing a pickup order online**.

## Before You Begin (Required Setup)

To ensure UAG pricing is applied correctly, the following setup must be completed:

- The **Business Admin** on Lowes.com must first **add the user as a Buyer** under the company account.
- Once added, the user will receive an **email invitation** from Lowe's.
- The user must:
  - Open the email and click the **invitation link**
  - Complete account setup and create a password
  - Check spam/junk folders if the email is not immediately visible

**Important:** UAG program pricing will only apply after this setup is completed.

## Where to Use This Process →

In-store at Lowe's

The Lowe's mobile app

A web browser on your phone

## Instructions for Creating & Using a Quote In-Store

1. While in the store, open the Lowe's app and select the "Quotes" icon at the bottom of the screen
  2. Tap "New Quote"
  3. Enter a project name or PO number, then click Save
  4. Select the "Add Items" button
  5. Use the barcode scanner:
    - a. Tap the barcode icon in the search bar
    - b. Scan the product barcode using your phone camera
  6. Once the item appears:
    - a. Adjust the quantity
    - b. Tap "Add to Quote"
  7. Repeat until all items are added
    - a. You can also search manually using the Item Number or Keywords
  8. Exit the quote screen
    - a. This will auto-save your quote
    - b. A quote number will be generated
  9. At checkout:
    - a. Provide the quote number to the cashier
    - b. Let them know all cart items are included in the quote
  10. The cashier will:
    - a. Retrieve the quote
    - b. Verify items
    - c. Process the transaction for payment
- i. *Tip: barcode scanning provides the fastest and most accurate experience*