

LOWES HOW TO GUIDE
BACK TO WORK

W: www.lowesbacktowork.com.au E: corporatewear@lowes.com.au

STEP ONE



Go to www.lowesbacktowork.com.au and select Log in.

STEP TWO

Log in.

30-Day Account

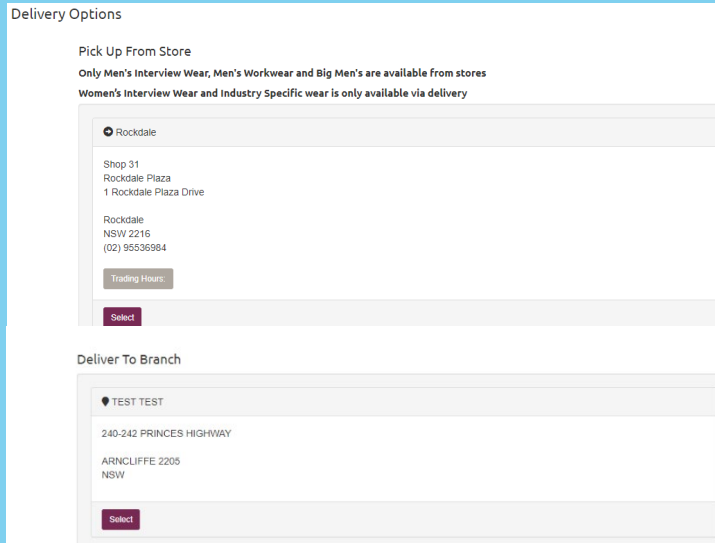
Password

Remember me?

Log in with your unique Account Number and Password.

If you don't have your login details please email corporatewear@lowes.com.au.

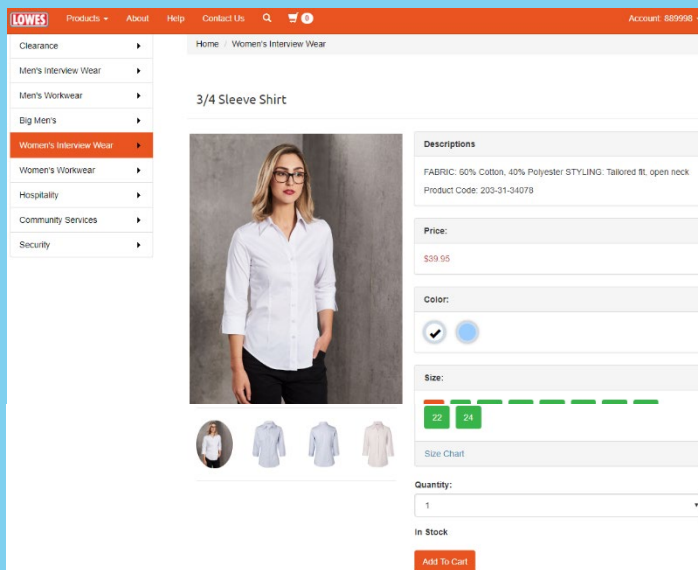
STEP THREE



Select your preferred Delivery Method. You have two options;
1. Pick Up from a Lowes Store
2. Branch Delivery directly to your office site

All orders placed for delivery before 12pm AEDT/AEST will be delivered within 24-28 hours to your site.

STEP FOUR



Navigate the product catalogue via the tabs on the left and select the products you would like to order.

Select, Colour, Size, Quantity.

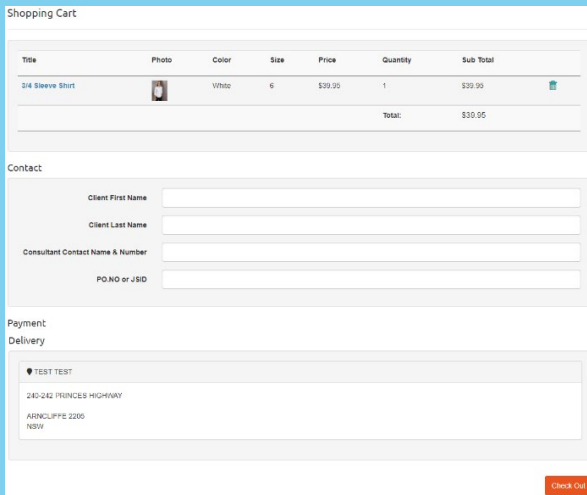
Add to Cart.


STEP FIVE



At the top of the screen click on your Cart to proceed to the check out to complete your order.

STEP SIX



Title	Photo	Color	Size	Price	Quantity	Sub Total
3/4 Sleeve Shirt		White	6	\$39.95	1	\$39.95
Total:						\$39.95

Contact

Client First Name

Client Last Name

Consultant Contact Name & Number

PO.NO or JSID

Payment

Delivery

TEST TEST
240-242 PRINCES HIGHWAY
ARNCLIFFE 2205
NSW

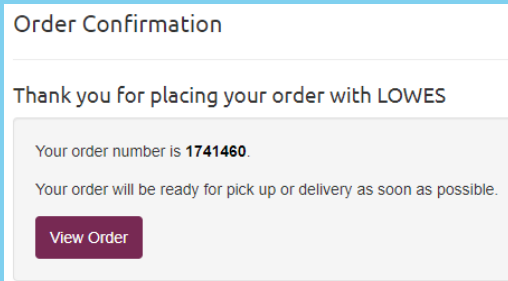
[Check Out](#)

All the following fields must be completed for you order to be processed; Client First Name, Client Last Name, Consultant Contact Name & Number, PO.NO or JSID

Payment method will default to your Lowe's 30-Day Account.

Confirm your Delivery Selection is correct then select Check Out.

ORDER CONFIRMATION



Order Confirmation

Thank you for placing your order with LOWES

Your order number is **1741460**.

Your order will be ready for pick up or delivery as soon as possible.

[View Order](#)

An Order Confirmation will appear when you've successfully checked out.

Make note of your Order Number for any queries. The View Order button enables you to view your order again.

Pick Up Orders – Within 20 minutes of placing an order for Pick Up from a Lowe's Store, you can send your client to collect their order. Your client must provide ID Verification and orders must be collected within 10 days or they will be cancelled.

ORDER HISTORY

The portal captures all orders that have been made on your 30-Day Account through the portal. These orders can be accessed at any time so you can track, review and report with an on-demand record of your order history.



LOWES Products ▾ About Help Contact Us 🔍 🛒 0 Account: 8810010 ▾

Delivery Options

Pick Up From Store











Order History
Delivery Option
Log off

Next to each order there are three button options; View, Exchange and Pay.

Next to the status of all Delivery Orders is a blue 'i' icon that links to the courier tracking page for that order.

Order History

From: To: First Name: Last Name:

Order ID	Invoice No.	Order Date	Name	Delivery	Total	Status			
1715003	4183697	02-10-2019		Delivery	\$89.00	Completed 	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>
1715141	4183696	03-10-2019		Delivery	\$89.00	Completed 	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>
1715978	4183908	08-10-2019		Delivery	\$189.90	Completed 	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>
1718336	4184756	16-10-2019		PickUp	\$69.95	Completed	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>
1720899	4185834	28-10-2019		Delivery	\$89.00	Completed 	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>
1726463	4187700	15-11-2019		Delivery	\$206.90	Completed 	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>
1727464	4190639	20-11-2019		Delivery	\$169.90	Completed 	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>
1733080	4190151	13-12-2019		Delivery	\$103.95	Completed 	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>
1733722	4190366	17-12-2019		Delivery	\$89.00	Completed 	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>
1734407	4190572	23-12-2019		Delivery	\$178.90	Completed 	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>
1740676	4191778	20-1-2020	Delivery	\$89.00	Completed 	<input type="button" value="View"/>	<input type="button" value="Exchange"/>	<input type="button" value="Pay"/>	



HOW TO GUIDE

VIEW

Tax Invoice

LOWES
Lowe's Manhattan Pty Ltd
311 030 337 699
P: 02 9562 1159

Order No: [Redacted]
Order Status: Completed
Invoice Number: [Redacted]
Delivery Option: DeliveryWithSignature
Branch Name: [Redacted]
Branch Address: [Redacted]
Phone No.: [Redacted]
Provider Contact Detail: [Redacted]
Order Date: [Redacted]
P.O. Number: [Redacted]
Name: [Redacted]
30-Day Account: [Redacted]

Product ID	Title	Color	Size	Price	Quantity	Notes On Item	Sub Total
44057	King Gee Ladies Shoe	Black	9.5	\$89.00	1		\$89.00
						Discount:	\$0.00

Banking Details of Lowe's Manhattan Pty Ltd

Account Name: Lowe's Manhattan Pty Ltd
BSN Number: 612 395
Account Number: 0307 74647
Bank: ANZ Banking Group
Branch: 401 Princes Highway, Rockdale NSW

Please remit funds as per above banking details.
For over the phone Credit Card payments, call 02 9562-1171

Print

Your **Tax Invoice** will open in a new tab. This can be printed or saved as a PDF for your reference.

The Invoice Number will generate after the below has occurred:

- **Pick Up Orders:** order has been collected from store
- **Delivery Orders:** order has been received by the site

EXCHANGE

Exchange

Order No: [Redacted]
Order Status: Completed
Invoice Number: [Redacted]
Delivery Option: DeliveryWithSignature
Branch Name: [Redacted]
Branch Address: [Redacted]
Phone No.: [Redacted]
Order Date: 20/01/2020 10:11:27 AM
P.O. Number: [Redacted]
Name: [Redacted]
30-Day Account: [Redacted]

Product ID	Title	Color	Size	Price	Quantity	Returns/Exchange ?	Note
44057	King Gee Ladies Shoe	Black	8	\$89.00	1	<input type="checkbox"/> Return <input type="checkbox"/> Exchange <input type="checkbox"/> Keep	

Consultant Name:

Site OR Consultant Email:

Comment:

Submit Request

An **Exchange and Return form** will open in a new tab. The Exchange

The Exchange button will be disabled once our 21 day return and exchange policy has been surpassed.

Further information about lodging Returns & Exchanges can be found in our Returns & Exchanges Guide.



HOW TO GUIDE

PAY

The screenshot shows a payment checkout interface. At the top is the LOWES logo. Below it is a 'Payment Checkout' section with the amount '\$89.00 (AUD)'. The main section is 'Credit Card Payment' with fields for 'Card Number*', 'Name On Card*', 'Expiry Date*' (with dropdowns for 01 and 20), and 'CVC*' (with a 'What is this?' link). A red 'Submit' button is present, along with a 'Cancel Payment' link. At the bottom are the 'paymentexpress' logo and logos for VISA, Mastercard, American Express, and JCS.

The **Pay** option allows you to pay for individual orders at any time, instead of waiting for your accounts end of month statement.

The **Pay** button will grey out and be inaccessible for all orders that have already been paid – whether that be via monthly statement or pay button.

HELPFUL RESOURCES

The Help tab at the top of the screen is full of resources to assist with your ordering. This includes sizing charts and videos, How to Guide and Returns & Exchanges Guide.



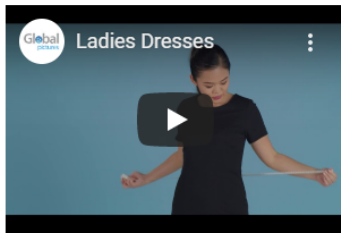
Helpful Resources

Is there anything you are unsure about on the Back to Work Portal?

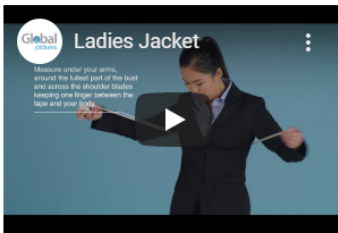
Don't worry! Here we have compiled a list of useful resources for you to view, download and even print if you wish to.

- [Portal How-To Guide](#)
- [Return & Exchange](#)
- [Footwear Size Chart](#)
- [Size Chart](#)
- [Size Conversion Chart](#)

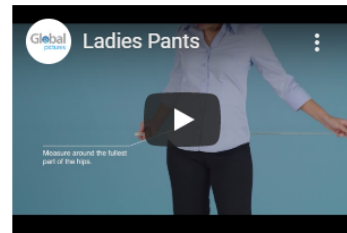
Sizing Videos



Ladies Dresses | MP4



Ladies Jacket | MP4



Ladies Pants | MP4