

Lumber and Construction Supplies Contracts

The State of Iowa has contracts with several suppliers for the purchase of lumber and other construction materials and supplies. These contracts allow State Entities to purchase from these vendors with pre-negotiated discounts. Please use the guide below for information on how to register with the vendors and use your new account online and in-store.

Lowe's

1. Useful sites:

- Tax-Exempt Management System: <https://www.lowes.com/l/Pro/tax-exempt-management-system>
- NASPO Registration: <https://www.lowesforprosforms.com/forms/government/NASPO>

2. Tax Exempt Account Setup:

- Click Sign In in the top right corner of the Lowe's website.
- Click Create Account.
- Select Business Account.
- Enter your email address and click Create Account.
- Select "New Government/Non-Profit Account" and fill in your contact information. For "Purchasing Contract" select NASPO.


Once you are logged in, you can manage users for your organization, set purchasing limits and approval settings, and update the account administrator. You can also shop online and receive the appropriate discounts.

Account Administration:

The screenshot shows the 'Organization Settings' page for the 'State of Iowa' account. The page has a header with 'Organization Settings' and tabs for 'Organization Information', 'Groups', and 'Users'. Below the header, there's a profile section with a circular profile picture placeholder (150px X 150px) and the text 'State of Iowa' with an 'Edit' link. Below this, it shows '1 Users | 0 Groups | 0 Catalogs' and an 'Upload (5mb)' button. The main content area is divided into several sections: 'Organization Information' (Pro Account ID: 707F651017, Organization Type: Govt/Non-Profit, Contract Name: NASPO, Join Group Purchasing Organization (GPO) button), 'Address' (Organization address: 1305 E Walnut St, Des Moines, IA 50319, (515) 721-7856, Update address in address book >), 'Purchasing Settings' (Purchase Limit (optional), checkboxes for Allow Payment During Approval and All Purchase Require a PO#, Save button), 'EIN/Federal Tax ID' (Enter EIN/Tax ID, Save button), 'Email Notifications' (Send purchase approvals to the following: All Administrators, Edit >), 'Primary Admin' (A primary admin is the main contact and administrator for an organization. When a change is made below only the newly designated person will be able to make changes to the primary admin or organization. List of Admins dropdown, Save button), and 'Helpful Links' (Manage Users >, Manage Groups >, Receive / Decline MVPs Pro Rewards >).

Organization Settings

Organization Information Groups Users

 150px X 150px **State of Iowa** [Edit](#)

1 Users | 0 Groups | 0 Catalogs

[Upload \(5mb\)](#)

Organization Information

Pro Account ID: 707F651017

Organization Type: Govt/Non-Profit [?](#)

Contract Name: NASPO

Join Group Purchasing Organization (GPO):

[?](#)

Address

Organization address:

1305 E Walnut St
Des Moines, IA 50319
(515) 721-7856

[Update address in address book >](#)

Purchasing Settings

[?](#)

☐ Allow Payment During Approval [?](#)

☐ All Purchase Require a PO# [?](#)

EIN/Federal Tax ID

Email Notifications [?](#)

Send purchase approvals to the following:

All Administrators

[Edit >](#)

Primary Admin

A primary admin is the main contact and administrator for an organization.

When a change is made below only the newly designated person will be able to make changes to the primary admin or organization.

[v](#)

Helpful Links

[Manage Users >](#)

[Manage Groups >](#)

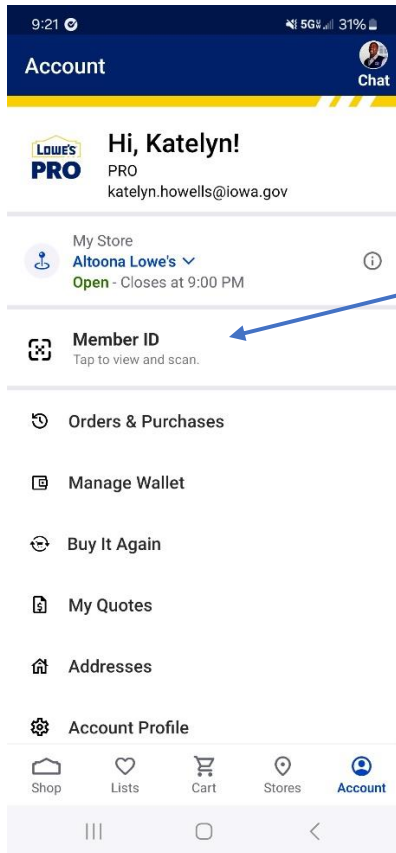
[Receive / Decline MVPs Pro Rewards >](#)

3. Purchasing in-store

OPTION 1:

Download the Lowe's app on your phone and log in.

When you are ready to check out, tap "Member ID" - This will show a QR Code for you or the cashier to scan. (screenshot below)



OPTION 2:

Go to <https://www.lowesforprosforms.com/forms/government/NASPO> and enter your information. You will be mailed a key fob with a barcode to scan at the register to receive the appropriate discounts.

