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Best Buy/SAP Ariba Source-to-Pay Supplier F.A.Q.

I received a notification from Best Buy about transacting on the SAP Ariba Network. What does this mean?

This is an alert to notify you that Best Buy is starting its transition to the SAP Ariba Network for transacting for Goods Not for Resale (GNFR) suppliers. Eventually, post full implementation, the only way to transact (receipt of POs, submit invoices, receive payments, receive and respond to RFX, establish contracts, and other related activities) will be through the SAP Ariba network.

What is the SAP Ariba Network?

SAP Ariba Network is the world's largest web-based trading community which connects suppliers and their clients for all key business collaboration/transaction needs. It supports everything from trading partner discovery and e-procurement to e-invoicing and working capital management, allowing participants to buy, sell, and perform multiple other business transactions effectively. SAP Ariba Network enhances efficiencies for both buyers and sellers and offers unparalleled reach and flexibility. Today, more than 7 million companies and roughly 75% of Best Buy top transaction Suppliers use SAP Ariba Network to streamline and automate their business processes.

Why is Best Buy moving to SAP Ariba?

Implementing SAP Ariba is part of our effort to continuously improve our operational efficiencies. SAP Ariba integrates and simplifies purchasing processes from RFP, to contracting, to POs and invoice payment into a one-stop shop enabling a world class experience and significant efficiencies for both, our internal users and suppliers.

Does this transition apply to all Best Buy suppliers?

This transition impacts ALL GNFR suppliers conducting business with Best Buy US. Suppliers doing business with Best Buy Canada as well as in support of products sourced by Exclusive Brands are impacted for some of their transactions. Goods for Resale (GFR) suppliers are not impacted. There are several other exceptions such as government fees, utilities, etc.

My company transacts with Best Buy in both, the GNFR and GFR space. How does this transition impact my company?

You will be expected to transact with Best Buy via the SAP Ariba network for all transactions that fall within the GNFR space. The process to transact for all products within the GFR space will remain unchanged.

What date will I start transacting with Best Buy over the SAP Ariba Network?

Estimated Go-Live date will be done in a phased approach for Corporate and Retail employees. On October 23rd Best Buy Corporate employees will begin creating orders in SAP Ariba. In January of 2024 Retail and Field employees will begin using the system to create orders. Suppliers may receive Purchase Orders in both SAP Ariba and Oracle until final cutover in January 2024.

Currently, I receive POs and submit invoices to Best Buy via Oracle iSupplier. What impact does this transition have to how I transact and what historical information will I have access to once transition is complete?

You will continue to transact via Oracle iSupplier until SAP Ariba go-live date. After the go-live date you will transact with Best Buy via the SAP Ariba network for new transactions. You will continue to have access to legacy transactions in Oracle iSupplier for a period, after which all access will be removed. Invoice payment information currently provided via Account Payable Visibility (APV) will continue to be available for historical data. We encourage you to ensure that you maintain legacy information in your own system.

Currently, I submit invoices to Best Buy via TradeShift. What impact does this transition have to how I transact and what historical information will I continue to have access to via TradeShift?

You will continue to transact via TradeShift until the go-live date. After the go-live date you will submit invoices via the SAP Ariba network and will need to have a corresponding PO and/or Contract for all invoices. Invoice payment information currently provided via Account Payable Visibility (APV) will continue to be available for historical data. We encourage you to ensure that you maintain legacy information in your own system.

I frequently receive invitations to respond to RFPs within one of several Best Buy Sourcing Platforms (Scout RFP, Jaeger, or other). Will I be able to receive these RFPs after the transition to SAP Ariba, and will I have access to any historical information in such other platforms?

Over the coming months we will transition all sourcing activities to the SAP Ariba network. Once fully transitioned, you can expect to receive invitations to respond to RFPs via SAP Ariba. You will not have access to any historical information on any of

the currently used Sourcing platforms once such sourcing platforms are retired. We encourage you to ensure that you have access to such information within your own systems.

Will my method of payment be impacted?

The method of payment will not be impacted.

Does my company have to be on the SAP Ariba Network to transact with Best Buy?

Yes. If you are a supplier providing goods or services classified as GNFR, you must transact with Best Buy on the SAP Ariba Network.

What steps do I need to follow to prepare my organization for transacting with Best Buy via SAP Ariba?

1. Identify the right contact(s) within your organization to own the SAP Ariba Network registration.
2. Review all available SAP Ariba account and integration options.
3. Accept the Trading Relationship with Best Buy when the Ariba Invitation is received.
4. Identify the desired integration option and register with SAP Ariba accordingly.
5. Partner with Best Buy to complete integration and testing if your organization selects the integrated option.
6. Identify and communicate to the users within your organization about the new process.

What resources are required to enable a successful registration with the SAP Ariba network?

1. Full integration - requires IT support with extensive testing, and socialization and training of the relevant business contacts.
2. PO Flipper – limited configuration by your organization, and socialization and training of the relevant business contacts
3. Standard Account - only requires acceptance of the trading relationship, and socialization and training of the relevant business contacts.

Can my company start transacting with Best Buy via the SAP Ariba Network prior to Go-Live?

No. You will not be able to transact with Best Buy via SAP Ariba Network prior to the go-live date. Go-live is the date Best Buy begins transacting with All GNFR suppliers, currently targeting the fourth quarter of 2023 for Corporate orders and the first quarter of 2024 for Retail orders.

Will I be able to submit invoices for goods or services without a corresponding PO?

Best Buy is actively phasing out the processing of non-PO payments to take advantage of the benefits that electronic invoicing provides to our business and our suppliers. There will be a several-month grace period after go-live before transitioning to an operating state where you will no longer be able to invoice Best Buy without a corresponding PO and/or Contract.

Are we going to receive Purchase Orders from the SAP Ariba Network?

Yes. POs generated by Best Buy for any products and/or services that fall under the GNFR categorization will process through the SAP Ariba network.

Are there Fees to suppliers to conduct business through the SAP Ariba Network?

Supplier fees vary depending on the level of service, integration, and transaction volume, with a no-fee option available should a supplier opt in for such an option. Suppliers can choose one of the following account types:

- Standard Account is available for no transaction fees. Your company will be unable to integrate with Best Buy via the SAP Ariba Network which will limit efficiencies. Standard Accounts are recommended for low volume transaction suppliers.
- Enterprise Accounts will be charged based on the service tier your organization selects. In this option, your organization will have the ability to integrate your system to the SAP Ariba Network.
- Account for Diverse Certified Suppliers – In support of Best Buy's diversity goals, SAP Ariba will waive all transaction fees for suppliers who meet the diverse supplier requirements.

What are the different service tiers available via the SAP Ariba Network and how do suppliers obtain access to specific features or services available at their subscription level?

SAP Ariba offers five subscription levels: Standard, Bronze, Silver, Gold, and Platinum. The subscription level each supplier receives is aligned with the transaction volume and number of documents they transact on the SAP Ariba Network as well as their technology usage. For answers to more specific questions regarding service tiers or fees, suppliers may sign into their SAP Ariba Network account or contact SAP Ariba Support via the Help Center.

What are the fees for transacting via SAP Ariba?

There are no fees for 'Standard Accounts.' For integrated, Enterprise Accounts, fees are calculated based on "transaction volume" and "document counts." To learn more

about the options and understand how fees are calculated, please visit the subscription and pricing page: <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>

How are “transaction volume” and “document counts” calculated?

1. Transaction volume is calculated as the total financial value (in the USD currency), including any taxes such as value-added taxes (VAT), of the total financial value of all POs (excluding cancelled orders) or all invoices generated from a PO, whichever is greater, plus all non-PO invoices (if any) sent over the SAP Ariba Network for the preceding 12 months. To avoid double counting, PO-based invoices sent via the SAP Ariba Network are not included in the transaction volume.
2. Document count is the number of POs and all invoices (both PO-based and non-PO-based invoices) for the preceding 12 months. Order acknowledgements, change orders, advance ship notifications, and settlement/payment remittance advice documents are excluded from the document count; suppliers may transact an unlimited number of these at no cost.

What is an ANID number, and how does it impact how supplier fees are calculated?

An SAP Ariba Network Identification (ANID) number is a unique identifier of an SAP Ariba Network account. Suppliers may maintain multiple ANIDs for distinct reasons. For each of these ANIDs, purchase orders and invoices – as well as transaction (monetary) volume – are counted for each customer relationship to determine when the thresholds are reached for supplier fees. Once the supplier reaches the chargeability thresholds in at least one relationship, transaction and subscription fees are assessed across all relationships within the same ANID. Suppliers with multiple ANIDs may roll up their accounts into a “multi-org” parent-child relationship to take advantage of per-relationship caps.

What happens if my company already has an SAP Ariba account?

1. Your account administrator is responsible for setting up new users on the account and defining their roles/permissions. Each account can have up to 250 users but only one administrator.
2. You should check “Review Accounts” first to determine list of matching accounts for your company. After reviewing, you have the option to log in using an existing account to establish a trading relationship with Best Buy (this will need to be done by the account administrator) or create a new account.

How can I find out who the account administrator for my company is?

Reach out to your internal resources who are managing the SAP Ariba account. If you are unable to identify the administrator, contact SAP Ariba support.

What happens if a supplier does not pay their SAP Ariba Network Fees?

The suppliers account will be suspended. They will not be able to use SAP Ariba Network to receive purchase orders, submit invoices, or engage in any transactions. Best Buy will be notified of their account suspension.

Will there be training offered to teach me how to use the SAP Ariba Network?

Yes. Best Buy and SAP Ariba will facilitate training sessions to teach suppliers how to use the SAP Ariba Network. You can expect additional details about the available training closer to go-live date.

What if my company does not want to participate?

Best Buy is committed to the success of this initiative and is working hard to make the transition as seamless for our GNFR suppliers as possible. As we complete the transition to SAP Ariba network, we will no longer support any other channels for transacting and thus expect that all suppliers wishing to continue doing business with Best Buy will comply with this process change.

How secure is the SAP Ariba Network?

The SAP Ariba Network uses Secure Hypertext Transfer Protocol (HTTPS) for all communication between procurement applications, suppliers, and the SAP Ariba Network. HTTPS is the standard for secure Internet communication and uses Secure Socket Layer (SSL) with RSA Labs encryption. Additionally, accounts on the SAP Ariba Network are password protected.

Will my company have to agree to any Terms and Conditions for use of the SAP Ariba Network?

You will be prompted to agree to the SAP Ariba T&C's when you setup your Ariba account.

Who do I contact for more information?

Contact the Best Buy Administrator at bbyprocurement@bestbuy.com

The Supplier FAQs are intended to be a living document that should be reviewed regularly. At this point, Best Buy recommends a quarterly review of this document. Once the implementation starts and through six months post Go Live, Best Buy recommends a monthly review of this document.