

Table of Contents

Overview.....	1
Create A Supplier Request	2
Registration.....	5
Appendix.....	13
Training Materials and Helpful Links.....	13
Support	13

OVERVIEW

SAP Supplier Lifecycle Management (SLM)

The Supplier Lifecycle Management module allow suppliers to self-register as a GNFR Supplier to do business with Best Buy. SAP Ariba Supplier Lifecycle and Performance provides comprehensive tools to better manage your company's information. This will reduce the turnaround time on updating company information within Best Buy's ERP system.

The capabilities of the SLM module at a high level is listed below:

- Access to self-managed portal to update your company information.
- Provide you with a single, up-to-date supplier record
- Make it easy for your company to maintain information such as:
 - Diversity Classification
 - Address
 - Business Contacts
 - Remit to Address
 - Name Changes
 - Email & Phone Numbers

CREATE A SUPPLIER REQUEST

Your Best Buy contact can provide you with a link to submit a supplier request to start the process of becoming a GNFR supplier with Best Buy.

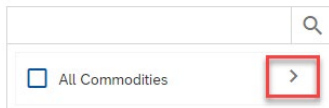
Populate all the mandatory fields identified with a red asterisk (*) within the various sections. If you have the information, also populate the optional fields as extra details are valuable to Best Buy and the registration process.

Supplier self-registration request form

Commodity *	<input type="text"/> <input type="button" value="Q"/>
Is this a VPP vendor? * ⓘ	<input type="radio"/> Yes <input checked="" type="radio"/> No
Supplier Name * ⓘ	<input type="text"/>
Supplier Requestor First Name * ⓘ	<input type="text"/>
Supplier Requestor Last Name * ⓘ	<input type="text"/>
Supplier Requestor Email * ⓘ	<input type="text"/>
Supplier Type *	<input type="text"/> ▼
Description of Services *	<input type="text"/>
Description of materials *	<input type="text"/>
Diverse? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
URL or Website	<input type="text"/>
Duns#	<input type="text"/>
Supplier's Legal Location *	<input type="text"/> ▼
Tax ID or EIN Or International Tax ID * ⓘ	<input type="text"/>
Select the country where Services are provided AND/OR Goods are delivered (Geo Location) *	<input type="text"/> <input type="button" value="Q"/>
Internal Best Buy Contact Name	<input type="text"/>
Internal Best Buy Contact Email	<input type="text"/>
General Comments	<input type="text"/>

1. Commodity *

- a. Click on the **Magnifying glass** > Select **All Commodities** > Select the **commodity** most closely aligned to the goods or services you provide ****Do not select All Commodities; you must drill to the next level**

**2. Is this a VPP vendor? ***

- a. Select **Yes** if you supply Vendor Provided Parts to Best Buy

3. Supplier Name *

- a. Enter Supplier's Legal Name using **upper-case letters**, numbers, or special characters
b. Use Name on line 2 or W9/line 3 of W8 – if blank, use name on Line 1

4. Supplier Requestor First Name *

- a. Enter your First Name

5. Supplier Requestor Last Name *

- a. Enter your Last Name

6. Supplier Requestor Email *

- a. Enter your email address

7. Supplier Type *

- a. Select an option from the drop-down list that best is aligned with the good or services you provide

8. Description of Services *

- a. Provide details about the services you provide, enter N/A if this is Not Applicable

9. Description of materials *

- a. Provide details about the type of materials you provide, enter N/A if this is Not Applicable

10. Diverse? *

- a. Select **Yes** if you are diverse supplier

11. Diversity Classification (all) *

- a. If Diverse response is **Yes**, then this field will appear. Select **all** that apply

12. URL or Website (Optional)**13. Duns# (Optional)**

- a. Enter the Global Recognized Supplier ID managed by Dun & Bradstreet

14. Supplier's Legal Location *

- a. Select the country you do business from

15. Tax ID or EIN Or International Tax ID *

16. Select the country where Services are provided AND/OR Goods are delivered (Geo Location) *

- a. Select the country name for where your supplier would be providing goods/services to Best Buy. Select **all** that apply

1) Type in the country name and select from options listed.

OR

- 2) Click on the **Magnifying glass** > Select **All** > The **region** where the country is located > and finally, select the **country(s)**.

Select the country where Services are provided AND/OR Goods are delivered (Geo Location) *

The screenshot shows a web interface for selecting a country. At the top, there is a search bar with a magnifying glass icon. Below the search bar, there are two columns of checkboxes. The first column has 'All' selected. The second column has 'North America' selected. The third column has 'United States of America' selected. Below the checkboxes, there is a text input field with 'United States of Amer...' and a close button.

17. Internal Best Buy Contact Name

- a. Name of the Best Buy employee that you are working with

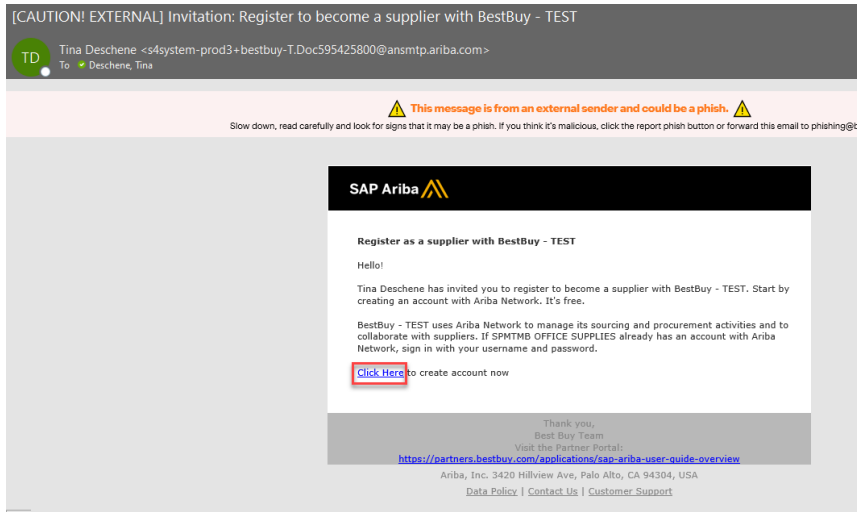
18. Internal Best Buy Contact Email**19. General Comments****20. Click Submit**

A page will display confirming your request for registration is complete. A Best Buy Supplier Management team will review your request details and make decision. The decision will be sent to your email. If accepted, you will receive a system generated email to register with Best Buy.

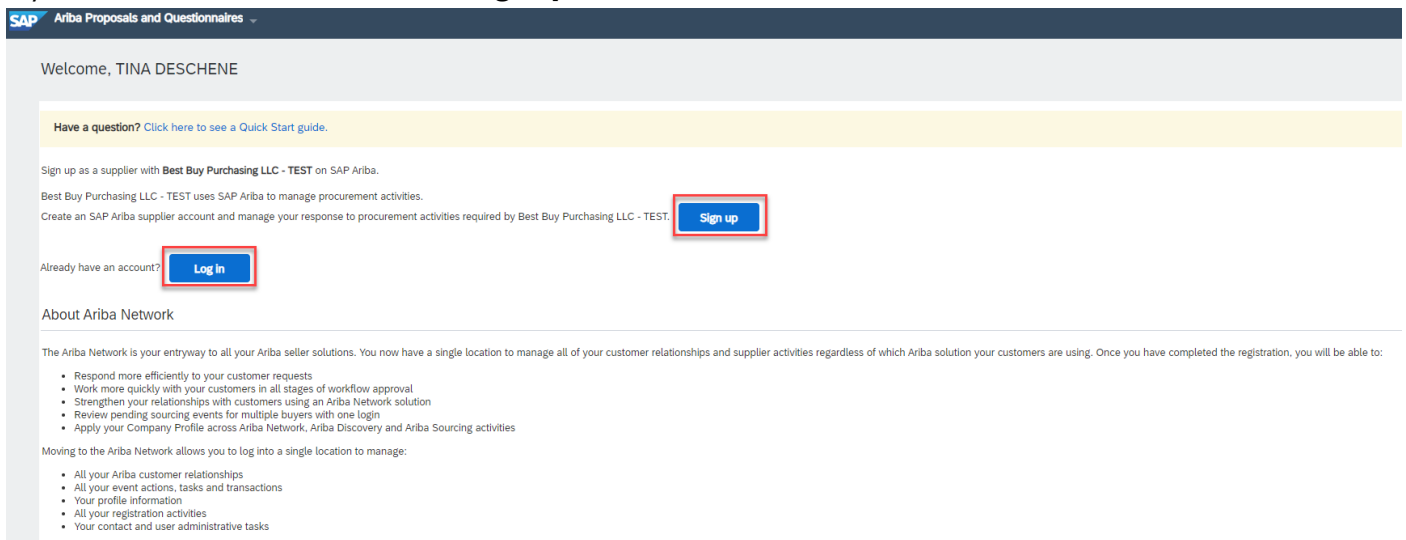
REGISTRATION

Once you receive your system generated email from a Best Buy representative follow the steps below to register as a supplier with Best Buy.

1. Click the link in the email to create your account.



2. If you already have an SAP Network account, click **Log in**, you will be asked to link to our SAP Ariba System. If you do not have an account, click **Sign up**.



3. Populate all the mandatory fields identified with a red asterisk (*) within the various sections. If you have the information, also populate the optional fields. Some fields will be pre-populated from your request form. Update these fields as needed.

a. Company information

1) Company Name*

2) Country/Region *

- a) If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

3) Address *

4) City *

5) State *

6) Zip *

b. User Account information

1) Name *

- a) Enter your First Name
b) Enter your Last Name

2) Email *

- a) Pre-populated from request form. If this needs to be changed, please contact BBYProcurement@BestBuy.com to have a new invite send to the correct email.

3) Use my email as my username

- a) Check this box if you would like to use your email as your username

4) Username *

- a) Must be in email format (e.g john@newco.com)

5) Password *

- a) Passwords must contain a minimum of eight characters including upper- and lower-case letters, numeric digits, and special characters.

6) Repeat Password *

7) Language

- a) The language used when Ariba sends you configurable notifications. This is different than your web browser.

8) Email orders to *

- a) Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

c. Tell us more about your business

1) This is not specific to products/services you provide to Best Buy. This profile will be searchable by any user on the SAP Ariba Network.

2) Product and Service Categories *

a) Enter product and Service Categories or use the Browse link. You may enter a many or as few categories you would like associated with your profile.

Product and Service Category Selection

Search Browse

Click the product and service category you want to add and click the + icon. Lower-level product and service categories are displayed after you click a product and service category. Click OK to save your changes.

Browse Product and Service Categories *Didn't find what you were looking for? Try Search »*

Agricultural & Fishing Machinery >	Communications Devices & Accessories >	Computer accessories >	Computer display glare screens
Agricultural & Fishing Services >	Computer & Storage Hardware >	Computer data input device accessories >	Monitor arms or stands
Apparel, Luggage & Personal Care >	Computers & Peripherals >	Computer data input devices >	
Chemicals >	Data, Voice & Mobile Networking >	Computer display accessories >	
Cleaning Supplies >	Software >	Computer displays >	
Computer Hardware, Software & Telecom >		Computer printers >	
Construction & Maintenance Services >		Computers >	
Construction Materials >			

My Selections (7)

- ☐ Computers (View)
- ☐ Computer accessories (View)
- ☐ Computer data input devices (View)
- ☐ Computer data input device accessories (View)
- ☐ Computer displays (View)
- ☐ Computer display accessories (View)

Remove

Cancel OK

3) Ship-to or Service Locations *

a) Enter Ship-to or Service Location(s) or use the Browser link.

Ship-to or Service Location Selection

Select the territories that your company serves. If your company offers global coverage, choose Global.

- ☐ Global
- ☒ Select Ship-to or Service Locations

Click a country/region to add and click the + icon. States or provinces are displayed after you click a country/region. Click OK to save your changes.

North America >	United States >	
Central America >	Bermuda >	
South America >	Canada >	
The Caribbean >	Greenland >	
Northern Europe >	Mexico >	
Western Europe >	Saint Pierre and Miquelon >	
Eastern Europe >	All of the above >	
Central Europe >		

My Selections (1)

- ☒ United States

Remove

Cancel OK

4) Tax ID (optional)

a) Enter your nine-digit Company Tax ID number.

5) DUNS Number (optional)

a) Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account.

6) Check the 2 boxes that you agree to **Terms of Use and **SAP Business Network Privacy Statement****

7) Click **Create account and continue**

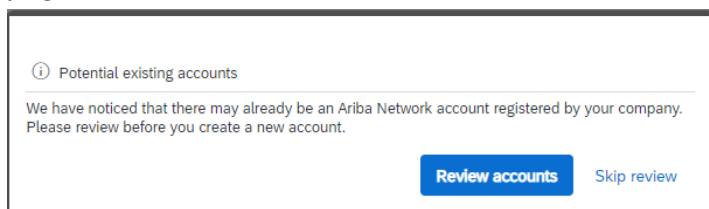


☐ I have read and agree to the [Terms of Use](#)

☐ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

[Create account and continue](#) [Cancel](#)

You may receive a pop up letting you know that there may already be an Ariba Network account registered by your company. If you know there are no existing accounts associated with your company, you can click **Skip Review**. If you are unsure and would like to verify, click **Review Accounts** and follow the instructions on that page.



Potential existing accounts

We have noticed that there may already be an Ariba Network account registered by your company. Please review before you create a new account.

[Review accounts](#) [Skip review](#)

You will receive a system generated email from Ariba Commerce Cloud welcoming you to the Ariba Commerce Cloud and providing you with your ANID and username along with some additional information about the SAP Ariba Network.

4. Continue your registration with Best Buy by filling out the Supplier registration questionnaire. Populate all the mandatory fields identified with a red asterisk (*) within the various sections. If you have the information, also populate the optional fields. Some information will be pre-populated, please validate, and update as needed. Ensure to complete within 2 weeks from receipt.

a. Organization Unit - defaults to GNFR

1) Supplier Information for GNFR

a) Provide meaningful responses to these questions. Ensure to complete within 2 weeks of receipt.

b) Supplier's Name * (This needs to be entered with all capital letters)

i. Use Name on line 2 or W9/line 3 of W8 – if blank, use name on Line 1

c) Supplier Requestor First Name *

d) Supplier Requestor Last Name *

e) Supplier Requestor Email *

f) Commodity*

g) Supplier's Legal Location *

i. Must match legal address that is on W8/W9

2) General Registration

a) **ERP Legal Address ID** – leave blank or what has defaulted

b) **Legal Address and Contact Information ***

- i. Street – enter only street name
- ii. House Number – enter only house number
- iii. Postal code (zip code)
- iv. City
- v. Country/Region (select from dropdown)
- vi. State/Province/Region (Select from dropdown)

c) **COUNTRY LEGAL ADDRESS SHOULD BE THE SAME AS LEGAL LOCATION**

- i. Verify you entered the same country for both legal address and legal location.
These must match, then use dropdown to select **Yes**

d) **Tax ID or EIN or Internal Tax ID US**

e) **Tax Reporting Name –**

- i. Line 1 on W9

f) **Supplier Legal Entity Type**

- i. Use dropdown to select Entity – must match what is on your W8/W9

g) **Please provide W8/W9 *** (Use the most up to date version)

- i. Click **Attach a file**
 - 1. Click **Choose File** to upload a PDF of your W8/W9 **OR**
 - 2. Drop a copy of W8/W9 in the designated box
 - 3. Click **OK**

Add Attachment

OK

Cancel

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment: No file chosen
Or drop file here

h) **Formally DBA (Doing Business As)**

- i. If you were previously doing business under a different name enter it here

i) **Supplier Type ***

- i. Select an option from the drop-down list that best is aligned with the good or services you provide.

j) **Description of Services ***

- i. Provide details about the services you provide, enter N/A if this is Not Applicable

k) **Description of Materials ***

- i. Provide details about the type of materials you provide, enter N/A if this is Not Applicable
- ii.

l) Diversity Section *

- i. Select **Yes** if you are diverse supplier (if no, skip to step 12)
 - 1. A diverse supplier is a business that is at least 51% **owned, operated, and managed** by a U.S Citizen individual or group that is part of a traditionally underrepresented or underserved group (minority, women, persons with disabilities, LGBTQ, veteran).

m) Select all classifications that may apply ***n) For each diverse certification selected you will need to enter the following**

- i. Certificate Upload
 - 1. Attach a copy of your certificate
- ii. Certificate #
- iii. Issuing Authority
- iv. Expiry Date (if no expiry date, specify one year from today)

o) If Other Diverse is selected, describe diverse status ***p) Subclass for MBE Classification (If Applicable) ***

- i. Select from dropdown list

q) If you select No to are you a small and/or diverse supplier follow the next steps**r) Do you have a formal small and/or small supplier diversity program?**

- i. If you select **Yes**, select all the classifications that may apply and follow steps 9-11

s) Do you have a formal small and/or supplier diversity program?

- i. If you select **Yes**, answer question 15, if **No**, skip to 16

t) Do you have a tier 2 program?

- i. A diverse company who is awarded a contract by a BBY's non-diverse Tier 1/prime supplier.

u) URL or Website**v) Duns#**

- i. Enter the Global Recognized Supplier ID managed by Dun & Bradstreet

w) NAICS Code

- i. The North American Industry Classification System or NAICS is a classification of business establishments by type of economic activity.

x) Select the country where Services are provided AND/OR Goods are delivered (Geo Location) *

- i. Default is NAMER (North America) Need to drill down at least 1 more level where you can select Canada, Caribbean and United States

Choose Values for Region

Add to Currently Selected
Region

Description ↑	Region
<input type="checkbox"/> Central America	CEMER
<input type="checkbox"/> Europe	EMEA
<input type="checkbox"/> North America	NAMER
<input type="checkbox"/> Canada	CAN
<input type="checkbox"/> Caribbean	CRBN
<input type="checkbox"/> United States of America	USA
<input type="checkbox"/> South America	SA

Currently Selected
☒ Description ↑ Region
☒ North America NAMER

y) Are you compliant with Section 889? *

- i. Section 889 of the 2019 National Defense Authorization Act (NDAA) prohibits US federal government agencies, contractors, and grant and loan recipients from procuring or using certain covered telecommunications equipment and services as described in the statute.

3) Purchasing Address Section (this section relates to your company information not Best Buy)

a) ERP Purchase Site (non-editable)

b) Purchase Business Name *

- i. Name that will be displayed on Purchase Orders.

c) Purchasing Address *

- i. Address that will be displayed on Purchase Orders for your company

d) PO Notification Email Address *

- i. Email address where PO's will be sent

e) Purchase Contact Name/Group *

- i. Purchasing Contact First and Last Name or Group Name for your company

f) Purchase Email Address

- i. Email address of Purchasing Contact or Group for purchase related questions for your company

g) Purchase Contact Fax Number

h) Purchase Contact Phone Number

4) Remittance Address Section

- a) ERP 1st Remit Site ID (non-editable)**
- b) Remittance Business Name ***
 - i. Name listed on your invoice in the Remit to section
- c) Remittance Address ***
 - i. Address listed on your invoice in the Remit to section
- d) Default Remittance Address ***
 - i. Yes – this should be the default remit to address used
 - ii. No – you have more than one remit to address, and another address is the default.
You will also have to enter in another remittance address.
- e) AR Contact Name/Group ***
 - i. Accounts Receivable Name or Group
- f) AR Contact Email ***
- g) AR Contact Fax Number**
- h) AR Contact Phone Number**
- i) Is your Remittance Bank outside the United States or Puerto Rico? ***
 - i. If **Yes**, provide the following information *
 - 1. Bank Account Number:
 - 2. Bank Name:
 - 3. Bank Address:
 - 4. Bank Routing Number or Swift Code:
 - 5. IBAN Number:
 - 6. Email address for delivery of payment notice:
 - 7. Email address for delivery of remittance information:
- j) Is there a second remittance address?**
 - i. If **Yes**, provide new address

5) **Supplier Contact Information**

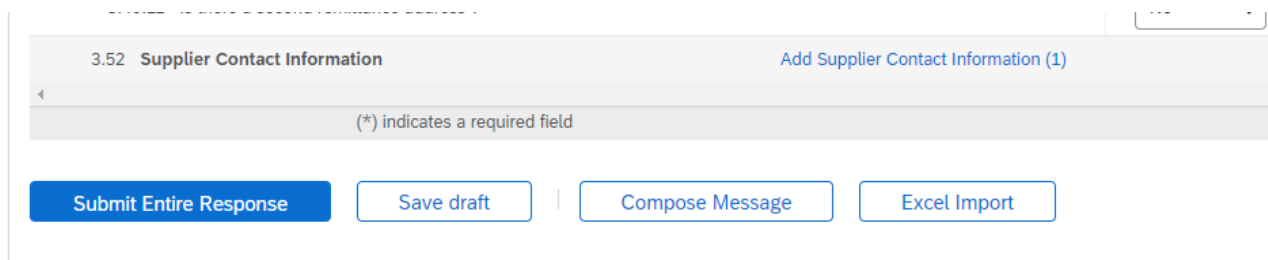
- a) If you have additional contact to add, click the Add Supplier Contact Information link and add contact information.

Submit Entire Response – This submits your response to the registration.

Save draft – Anytime during the registration, you can save your answer and return later to complete.

Compose Message – This will send an email to a member of the Best Buy Supplier Management team. Responses will also be sent back via email.

Excel Import – You can export this registration form, fill out and import the form back in. Please note, this is not the preferred method.



5. Once you finish your questionnaire, click **Submit Entire Response**. A Popup will appear asking if you would like to Submit your response. Click **OK**.

A banner will appear at the top of the screen letting you know you have submitted your response and that the status is Pending Approval.

Once approved by Best Buy, you will receive an email notification that your registration has been approved and you are now included in the supplier database for Best Buy.

APPENDIX

Training Materials and Helpful Links

SAP Ariba Supplier Login: [Ariba Sourcing](#)

Best Buy Partner Portal: <https://partners.bestbuy.com/applications/sap-network-user-guide-slm>

FAQ: <https://partners.bestbuy.com/applications/sap-network-user-guide-faqs-slm>

SAP Help Center: <https://helpcenter.ariba.com/index.html>

SAP Supplier Information Portal: <https://support.ariba.com/item/view/204946>

Support

Best Buy Supplier Management: BBYProcurement@Bestbuy.com

[Back to Top](#)