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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

1. **Commodity Category L2 ***
 - a. Select the category most closely aligned to the goods or services your supplier provides.
2. **Commodity Category L3 ***
 - a. Once L2 is chosen, this field is displayed to select the sub-category from the drop-down list. Select the goods or service most aligned with what your supplier provides.
3. **Supplier's Legal Name ***
 - a. Enter Supplier's Legal Name using upper-case letters, numbers, or special characters
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) *

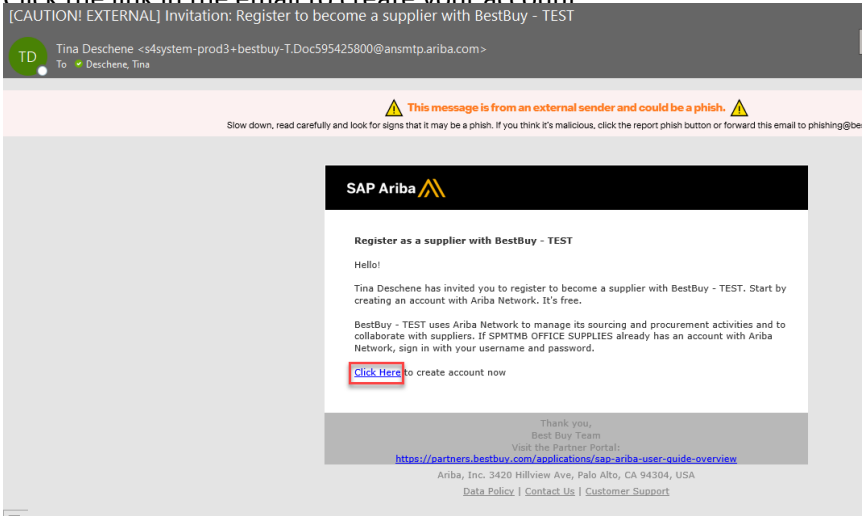
17. Click Submit

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.

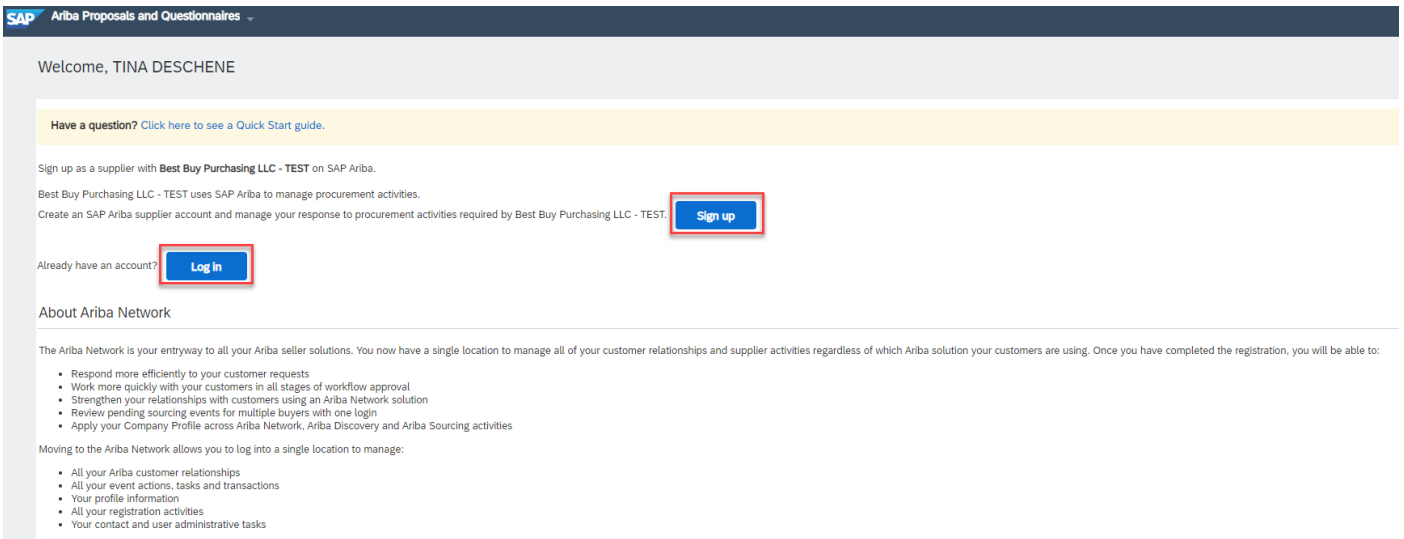
REGISTRATION

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

- a) 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

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.

4) Tax ID (optional)

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

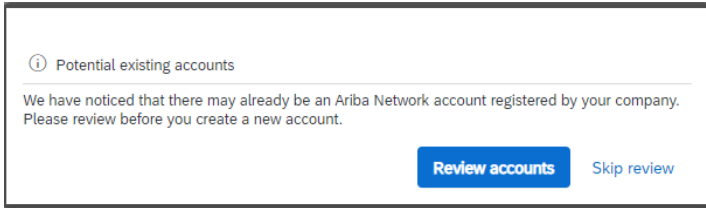
5) DUNS Number (optional)

- 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

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.



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) Supplier Information for GNFR

1) Supplier's Legal Name *

- a) Name from Line 1 of W8/W9

2) Supplier Requestor First Name *

3) Supplier Requestor Last Name *

4) Supplier Requestor Email *

5) Commodity Category L2 *

6) Commodity Category L3 *

7) Supplier's Legal Location *

8) Tax ID or EIN or International Tax ID US *

9) Tax Reporting Name *

- a) Name listed on line 1 of your W8/W9

10) Supplier Legal Entity Type *

- a) Use dropdown to select Entity

b) General Registration

1) Legal Address and Contact Information *

- a) Enter full address in the Street Field (do not need to use House Number field)
 b) Postal code (zip code)
 c) City
 d) Country/Region (select from dropdown)
 e) State/Province/Region (Select from dropdown)

2) Please provide W8/W9 *

- a) 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

3) Formally DBA (Doing Business As)

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

4) Supplier Type *

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

5) Description of Services *

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

6) Description of Materials *

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

7) Diverse? *

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

8) Diverse Classification (all) *

- a) Select **all** that apply

9) URL or Website

10) Duns#

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

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

- a) Click **select** if you need to add more locations.

12) Are you compliant with Section 889? *

- a) 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.

c) Purchasing Address Section

1) ERP Purchase Site (non-editable)

2) Purchase Business Name *

- a) Name that will be displayed on Purchase Orders.

3) Purchasing Address *

- a) Address that will be displayed on Purchase Orders

4) PO Notification Email Address *

- a) Email address where PO's will be sent

5) Purchase Contact Name/Group *

- a) Purchasing Contact First and Last Name or Group Name

- 6) **Purchase Email Address**
 - a) Email address of Purchasing Contact or Group for purchase related questions
- 7) **Purchase Contact Fax Number**
- 8) **Purchase Contact Phone Number**
- d) **Remittance Address Section**
 - 1) **Remittance Business Name ***
 - a) Name listed on your invoice in the Remit to section
 - 2) **Remittance Address ***
 - a) Address listed on your invoice in the Remit to section
 - 3) **Default Remittance Address ***
 - a) Yes – this should be the default remit to address used
 - b) 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.
 - 4) **AR Contact Name/Group ***
 - a) Accounts Receivable Name or Group
 - 5) **AR Contact Email ***
 - 6) **AR Contact Fax Number**
 - 7) **AR Contact Phone Number**
 - 8) **Is your Remittance Bank outside the United States or Puerto Rico?**
 - a) 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:
 - 9) **Is there a second remittance address?**
 - a) If **Yes**, provide new address
- e) **Supplier Contact Information**
 - 1) 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.

- 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.

QUALIFICATION

Once Best Buy has reviewed and approved your registration, you will be sent an email from Ariba Administrator to complete an External Supplier Qualification Diversity questionnaire. Click the form name to take you directly to the form. Your registration will not be complete until this questionnaire has been submitted.

[KNOWN SENDER] Tina Deschene from BestBuy - TEST invites you to participate in this proc...


 Ariba Administrator <no-reply@ansmtp.ariba.com>
To  Deschene, Tina

← Reply ← Reply All → Forward  ...

Mon 2/20/2023 11:25 AM

This is from a validated sender.

Still, read carefully and use good judgment. Click the report phish button or forward this email to phishing@bestbuy.com if you're concerned.

SAP Ariba 

Hello TINA DESCHENE,

Please fill out the listed questionnaires and return them by the specified dates. These questionnaires are necessary to complete the SM ProcessFlow Template Qualification process. Thank you for taking the time to respond to each one.

Process Overview
 Process: Qualification
 Category:
 Region:
 Business unit: Customer Strategy & Transformation Office
 Material: Not applicable
 Process owner: Tina Deschene
 Message:

Questionnaire Overview

Name	Assigned To	Respond By
External Supplier Qualification Diversity	TINA DESCHENE	March 22, 2023 at 10:24 AM

[Click Here](#) to view the process.

Best Regards,
SAP Ariba team

Thank you,
Best Buy Team
Visit the Partner Portal:
<https://partners.bestbuy.com/applications/sap-ariba-user-guide-overview>
Ariba, Inc. 3420 Hillview Ave, Palo Alto, CA 94304, USA

If you are not logged into your account, you will be prompted to login. If you forgot your Username or Password, click **Forgot Username or Password** link.

- 1. **Diversity Section**
 - a. Diverse? *
 - 1) Pre-populated from previous response, change if needed
 - b. If Diverse, please select **all** the Certifications that may apply *
 - 1) Pre-populated from previous response, change if needed
- 2. **Diverse Certificates**

- a. For each diverse certification selected you will need to enter the following
 - 1) Certificate Upload
 - a) Attach a copy of your certificate
 - 2) Certificate #
 - 3) Issuing Authority
 - 4) Expiry Date
- 3. **Subclass for MBE Classification (If Applicable) ***
 - a. Select from dropdown list
- 4. **Does your organization have an internal diversity, equity, and inclusion committee or team? ***
- 5. **Does your organization have a formal diversity and inclusion policy or initiative? ***
 - a. Please provide documentation related to diversity and inclusion.
 - 1) Click **Attach** a file to upload document
- 6. **Do you have a supplier diversity program? ***
- 7. **Does your supplier diversity cover tier one and tier two suppliers? ***
 - a. Tier 1 definition
 - 1) A diverse company who is awarded a contract to work directly with BBY
 - 2) A non-diverse company who is awarded a contract to work directly with BBY. Also known as prime supplier.
 - b. Tier 2 definition
 - 1) A diverse company who is awarded a contract by a BBY's non-diverse Tier 1/prime supplier.

When complete click **Submit Entire Response**. A pop up will appear to confirm you would like to submit your response. **Click OK**

A banner will appear confirming your response has been submitted.

You will receive an email confirmation once your qualification has been approved by Best Buy.

From your home screen, you can see both the **Supplier Registration Questionnaire** and **External Supplier Qualification Diversity** forms and what status they are in. If you have clicked **Save form** on either of these forms to fill out later, you can click on the form name to continue filling out the form.

Welcome to the Ariba Spend Management site for Best Buy. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.



[Home](#)

Events ☰

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires ☰

Title	ID	End Time ↓	Status
▼ Status: Open (1)			
Supplier registration questionnaire	Doc607955241	2/20/2024 11:19 AM	Registered

Qualification Questionnaires ☰

Title	ID	End Time ↓	Commodity	Regions	Status
No items					

Questionnaires ☰

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
External Supplier Qualification Diversity	Doc626142889	2/20/2024 11:59 AM	(no value)	All All	Approved

Certificates ☰

Certificate Info	Effective	Expiration	Attachment	Questionnaire	Status
Veteran Owned Business Enterprise				External Supplier Qualification Diversity	Valid

Supplier Lifecycle Processes

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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: [enter link to FAQ's](#)

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

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