



# Vendor Onboarding Activity Guide (Traditional Domestic Core Vendor)

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## Notes:

- This list of activities applies only to Domestic Core Vendors where Best Buy takes ownership of inventory and fulfills through the brick & mortar and dot-com channels. This does not apply to SDF (Supplier Direct Fulfillment) Vendors.
- Some steps occur in conjunction with other steps. Please review the entire guide to ensure that the correct people on your teams are involved and aware.
- All activities must be complete prior to sale of product.

## Key Requirements and Activities:

### 1) Best Buy's Values and Initiatives:

- **Diversity:** If you are a certified Diverse Supplier, please provide the name of the organization you are certified with to the Best Buy Category Lead or Merchandising Analyst.
- **Responsible Sourcing:** Provide a Vendor contact who deals with product sourcing to the Category Lead or Merchandising Analyst. A survey will be sent to the Vendor contact provided.
- **Internet of Things (Interconnectivity and customer data):** This information is important to Best Buy, and Vendors will be asked questions around this during SKU set-up if their products access the internet, mobile networks independently, or through attachments or other devices or system.

### 2) In order to become a Domestic Core Vendor where Best Buy takes ownership of inventory and fulfills through the brick & mortar and dot-com channels, Vendors are required to accept the following:

- EDI (Electronic Data Exchange) – For transmission of data.
- EFT (Electronic Funds Transfer through Western Union) – System that Best Buy uses to pay invoices, deduct payables, and wire transfers.
- PDM (Product Data Management) – System that Best Buy uses for SKU and content set-up.

### 3) Best Buy Category Team kicks off the Vendor onboarding process:

- To begin, the main contact for the Vendor will be the Best Buy Category Lead or Merchandising Analyst (unless otherwise noted).

### 4) Vendor is required to provide the following when filling out the online Vendor set-up form:

- An auto-generated email is sent to the Vendor with a link, temporary ID, and password to fill out this company information. These temporary credentials are valid for only 3 weeks.
- Legal Company Information – Found on W9 (US Vendor)/W8-BEN (non-US Vendor)
  - Legal company name, address, legal entity type, DBA, parent company.
  - Legal entity country that Vendor is organized under.
  - Doing Business As (DBA), subsidiary, brand name.
- Other address and information
  - Correspondence, payment, EDI, return address, contact name, email address, phone, fax.

- Financial information
  - Provide bank name, address, contact name, email, phone number, fax number.
  - Audit firm, 2-3 trade references, company URL.
  - Dunn & Bradstreet (D&B) number.
- Global Location Number (GLN)
  - Provides a standard means to identify legal entities, trading parties and locations to support the requirements of electronic commerce. Each GLN is unique and cannot be used by other companies.
  - i. Note: If the Vendor does not have a GLN, they can create a GLN at: [create a GLN](#) with [GS1](#).
    - Phone: + 1 609 620 0200.
    - Email: [info@gs1us.org](mailto:info@gs1us.org)
    - Website: [www.gs1us.org](http://www.gs1us.org)
- Return to Vendor Carrier Information.

**5) Sign Best Buy's VMA (Vendor Master Agreement) Where Applicable:**

- The VMA is the legal agreement between the Vendor and Best Buy which defines operational and legal terms required to do business with Best Buy.
  - The VMA is signed at the company level and covers all Master and Department Vendor numbers (and associated Vendor Program Agreements) that are set-up for a particular business entity.
  - This document is non-negotiable with Vendor partners and should be signed as is.
  - Note: VMAs do not have an expiry date and will last as long as the relationship exists or until expressly terminated by a party.
  - If you are a current CORE Vendor at Best Buy and your new set-up is in the same department, you will not need to sign another Best Buy VMA. Your Category Team member will communicate if this document is needed.
- The Best Buy Category Lead or Merchandising Analyst will email this to the Vendor.

**6) Provide a copy of the company's COI (Certificate of Insurance):**

- Vendor needs to provide commercial general liability insurance and the required insurance level \$2M/\$5M/\$10M will vary based upon the product type.
- If you are a current CORE Vendor at Best Buy and your new set-up is in the same department, you may not need to provide another COI. Your Category Team member will communicate if this document is needed.
- The Best Buy Category Lead or Merchandising Analyst will email the Vendor Insurance Standards to the Vendor.

**7) Sign Best Buy agreement electronically for VPA (Vendor Program Agreement):**

- The VPA is an addendum to the VMA that is negotiated between the Category Team and Vendor. It defines applicable business terms such as payment and freight terms, discounts, returns, and key Vendor funding components provided by the Vendor.
- VPAs usually span two (2) fiscal years and are negotiated every two (2) years for every Department-Vendor-Class combination.
- Vendor electronically signs agreements via DocuSign.

**8) When complete, a Best Buy Vendor Supplier ID number will be generated and sent to the Vendor via email.**

**You will need a Vendor Supplier ID number and a Vendor Security Administrator to complete activities 9 – 19.**

**9) Vendor is Required to assign a Vendor Security Administrator (VSA) Request in the Vendor Identity Portal:**

- At the end of the Vendor set-up process, you will receive a Welcome Email with the Vendor numbers and steps on how to request a Vendor Security Admin (VSA). Link for more information <https://partners.bestbuy.com/united-states/merchandising>
- The VSA is responsible for managing the Best Buy application access, granting/removing user access, performing scheduled user audits, updating company information, and communicating Best Buy news and updates to the appropriate Vendor contacts.
- This request will provide access to the following:
  - Product Data Management (PDM).
  - Icertis Contract Management (ICM).
  - Secure information on the Partner Portal: <https://partners.bestbuy.com/>.

**10) Product Portal (PDM) – SKU Setup:**

- The Merchandising Analyst works with the PDM Team and Vendor to make sure this is complete.
- PDM provides visibility to Best Buy's data requirements and in-system validations. It offers a streamlined approach, allowing Vendors to create and update item information for SKUs sold to Best Buy.
- Once a Vendor number is generated, the Vendor-designated VSA (Vendor Security Admin) will need to request Product Portal access.
  - **Additional information** can be found here: <https://partners.bestbuy.com/applications/pdm-user-guide-how-to-get-access>
  - **PDM Resource Page:** <https://partners.bestbuy.com/group/guest/unitedstates/merchandising/product-management> (login credentials required for access)
  - **PDM User Guide:** <https://partners.bestbuy.com/applications/pdm-user-guide-overview>
  - **For questions** getting access or using the PDM Tool, you can contact [PDMBusinessSupport@bestbuy.com](mailto:PDMBusinessSupport@bestbuy.com) or to setup time with the support team, you can Book Office Hours (login credentials required for access) <https://outlook.office365.com/owa/calendar/PDMBusinessSupport1@bestbuy.onmicrosoft.com/bookings/>

**11) EDI Setup and Testing:**

- Prior to receiving the first Purchase Order from Demand Planning, an EDI connection must be tested and in production.
- EDI documents required to trade with Best Buy:
  - EDI 850: Purchase Orders
  - EDI 860: Purchase Order Changes
  - EDI 810: Invoice
  - EDI 824: Application Advice
  - EDI 856: Advance Ship Notice (ASN)

- For information on the technical requirements of the EDI 856, please reference the EDI 856 Implementation Guide on the Partner Portal.
    - EDI 997: Functional Acknowledgement
- A Best Buy Vendor number is required before the EDI go-live.
- Link for more information <https://partners.bestbuy.com/group/guest/united-states/merchandising/edi>.
  - Note: A login to the Partner Portal is required for this page.
- For questions about EDI, contact [EDIsupport@bestbuy.com](mailto:EDIsupport@bestbuy.com).

**12) Vendor onboarding now moves to the Supply Chain activities:**

- Category Team will discuss the following with the Vendor (Primary contact will be the Demand Planning Analyst).
  - Determine order cycle and lead times.
    - Discuss processing time on Vendor side for PO's.
    - Discussing shipping days (how best to optimize to each Best Buy location if Vendor has multiple warehouses).
  - Review and confirm case pack quantities.
  - Determine when initial PO's will be placed along with delivery date(s).

**13) Confirm Freight Term with Best Buy Category Lead or Demand Planning Analyst – Prepaid or Collect**

- **Prepaid Freight Term Requirements**
  - Prepaid = Vendor transports freight to Best Buy facilities. Vendor retains control and responsibility of freight until it is received at the Best Buy RDC/DDC.
  - Vendor is responsible for the carrier relationship. Vendor must ensure that the carrier is educated on:
    - Shipping expectations as outlined in the Inbound Shipping Guides.
    - Appointment scheduling processes as listed on the Partner Portal.
    - Ship It Right shipping compliance program expectations.
- **Collect Freight Term Requirements**
  - Collect = Best Buy picks up freight from the Vendor facility. Best Buy takes responsibility for freight once it is loaded onto the trailer.
  - Training with Collect Transportation team must occur prior to Demand Planner placing PO's.
  - For questions about Collect Transportation, contact [CTMSupport@bestbuy.com](mailto:CTMSupport@bestbuy.com).

**14) Vendor is required to review the Inbound Shipping Guides:**

- The RDC (Regional Distribution Center) and DDC (Delivery Distribution Center) guides are located on the Partner Portal: <https://partners.bestbuy.com/>. Search by "Inbound Shipping Guides".
- The guides include information about topics such as receive-ready shipments, labeling, pallets, scheduling appointments, approved-to-drop carrier list, courier door requirements, and Best Buy RDC/DDC and store location addresses.
  - It is imperative that the supply chain/logistics contacts on the Vendor teams review all the information in the guides and adhere to the procedures listed. Failure to follow these could result in receiving delays and violations.
  - Note: When a PO is accepted by the Vendor, the requirements of the Inbound Shipping Guides are also accepted.

- For Prepaid Vendors: Ensure that any carrier you choose is familiar with the Inbound Shipping Guides and Best Buy expectations.
- For questions about topics included in the Inbound Shipping Guides, refer to the contact listed at the top of each section in the guides.

**15) AP Visibility tool – Vendor must obtain access:**

- Link: [https://www.enabletrading.com/sscripts100B/tg\\_prod.wsp/logon.htm](https://www.enabletrading.com/sscripts100B/tg_prod.wsp/logon.htm)
- The AP Visibility tool is a third-party entity. It is the required tool for viewing the status of Vendor account(s) and disputes. Includes access to paid and unpaid invoices, deduction details, open receipts, returns information, and online forms for disputes and inquiries along with visibility to dispute statuses.
- Vendor should contact their AP Visibility VSA or [AccountsPayable@bestbuy.com](mailto:AccountsPayable@bestbuy.com) to provide them with access. The AP Visibility VSA and the Partner Portal VSA are not necessarily the same person(s).
- If you do not have a login for the AP Visibility tool, contact [AccountsPayable@bestbuy.com](mailto:AccountsPayable@bestbuy.com).

**16) Partner Portal – Vendor must obtain access:**

- Link: <https://partners.bestbuy.com/>
- The Partner Portal is a Best Buy site and one-stop shop for all Best Buy’s supplier policies, guidelines, and any other information or support you need.
- General access is available to everyone, but logins will not be available until after the Vendor set-up concludes and a supplier number is assigned.
- For access for additional people on the Vendor side, the Vendor should contact its Partner Portal Vendor Security Admin (VSA) first or otherwise contact [PartnerSupport@bestbuy.com](mailto:PartnerSupport@bestbuy.com).
  - Note: VSA sessions are hosted by the Partner Support team each month to answer questions.

**17) Vendor is required to review Ship It Right shipping compliance documents:**

- Documents are located on the Partner Portal: <https://partners.bestbuy.com/applications/ship-it-right-user-guide-overview>.
- The Ship It Right program introduction, training guide, and weekly Vendor reports will require a login to the Partner Portal.
  - Vendors will be held accountable to the expectations of the program.
- The Vendor Operations Team is available for additional training and to answer questions regarding this program. It is recommended that all new Vendors attend a training call with the team.
  - To set up a training call, contact [ShipltRight@bestbuy.com](mailto:ShipltRight@bestbuy.com).

**18) Sales and Inventory Information via EDI 852 Sales and Inventory (optional data transmission):**

- EDI 852 Sales and Inventory is an informational data transmission that provides sales and inventory quantities or product activity data at the location level. There is no fee for this transmission.
- Details about the data available can be found on the Partner Portal in the 852 Sales & Inventory Guide under EDI Guidelines and Specifications for Merchandising Partners.
  - Note: Sales and inventory data provided by Best Buy may be different based on the source of the information, but all data is accurate based on the intended purpose (e.g., CPFR vs. EDI 852 data).
- For additional questions, contact [EDIsupport@bestbuy.com](mailto:EDIsupport@bestbuy.com).

**19) Importance of CPFR (Collaborative Planning, Forecasting, and Replenishment) program:**

- This collaborative program provides Vendors with visibility to Best Buy data such as Point of Sale (POS) forecasts, receipt forecasts, sales, and inventory. Vendor files are published daily with a 10-day rolling history and can be downloaded via the Best Buy Portal. There is no fee for the CPFR program and files.
  - Note: CPFR reporting is not currently available for SDF (Supplier Direct Fulfillment) Vendors.
- For questions about the CPFR program, Vendor files, and data metrics, contact [CPFR@bestbuy.com](mailto:CPFR@bestbuy.com).
- For questions about users and access to CPFR in the Best Buy Partner Portal, contact [PartnerSupport@bestbuy.com](mailto:PartnerSupport@bestbuy.com).