Table of Contents

GENERAL INFORMATION

iSupplier Introduction

iSupplier is a self-service, web based application that is accessed through a secure interface with Best Buy. Using this application provides the ability to view Purchas Orders (PO), create and submit invoices, and view payment information.

As part of the iSupplier enablement process, each Supplier designates an individual for the iSupplier Administrator role. This person is responsible for granting iSupplier access to others within their company by creating and maintaining users in the iSupplier portal. (Best Buy only manages iSupplier Administrator access; Best Buy does not manage any other user access for your company.)

This manual guides you through the process for creating and maintaining user access.

NOTE: Notify Best Buy immediately if the designated administrator needs to change for any reason (i.e. employment terminated, role change, etc.). Send the full name and email for the Supplier Administrator to remove along with the full name and email of the new or interim Supplier Administrator to OraclePurchasingSupp@BestBuy.com.

Requirements

The Admin will need the following to perform the iSupplier Administrator tasks:
1. Login credentials from OraclePurchasingSupport@bestbuy.com email group.
2. Access to the internet through Internet Explorer (I.E.) or Google Chrome.
3. iSupplier Login URL: https://isupplier.bestbuy.com/
4. First & Last Name and Company email address for each employee(s) to add or modify in iSupplier

PROCESS FLOW
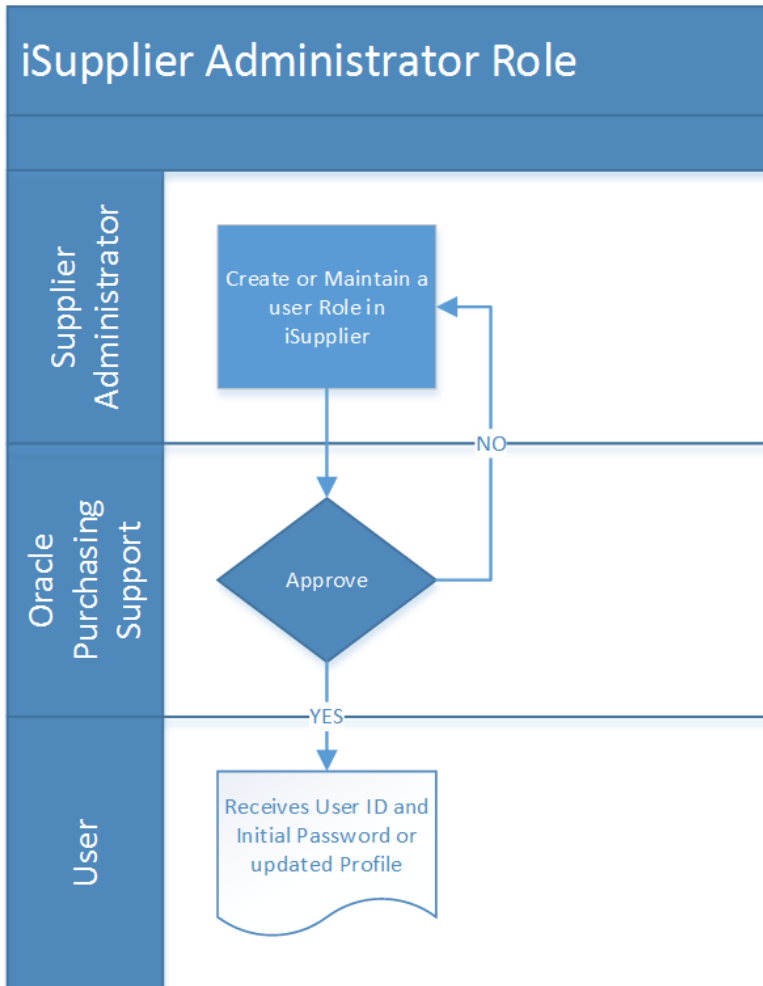
The iSupplier Administrator creates new users and maintains existing user accounts.

Requests are systematically submitted to Best Buy via iSupplier.

Best Buy Oracle Purchasing Support team will review the request.

- If approved, the end user's record will be created or modified as requested.
- If the request cannot be completed, the support team will reject the request and notify the iSupplier Administrator.

The end user will receive their login credentials directly from BBY-S-WFMailer@bestbuy.com

If you do not receive this email, check your Spam folder. If you still need assistance, email OraclePurchasingSupport@bestbuy.com

Tip: It's a good idea to add both email addresses above to your contacts so emails do not get marked as spam, junk or clutter.

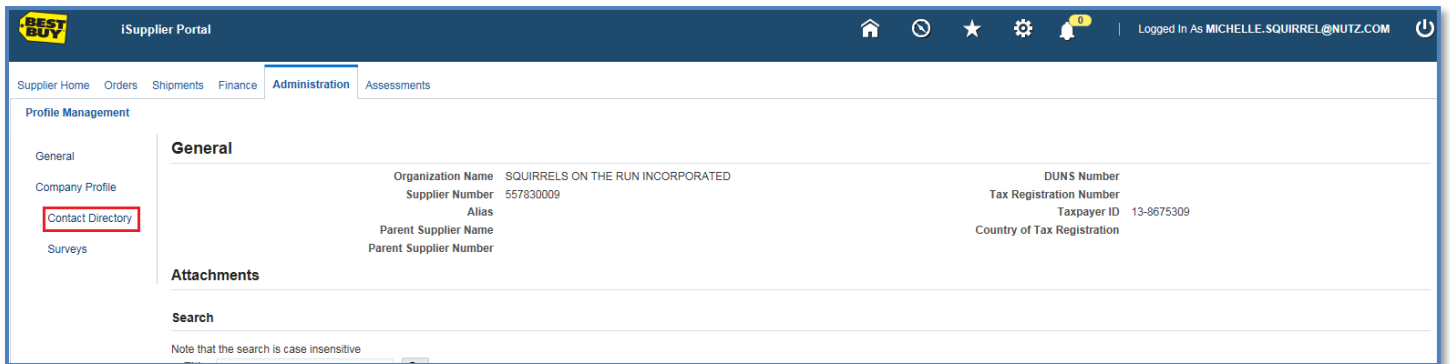# ISUPPLIER ADMINSTRATOR TASKS

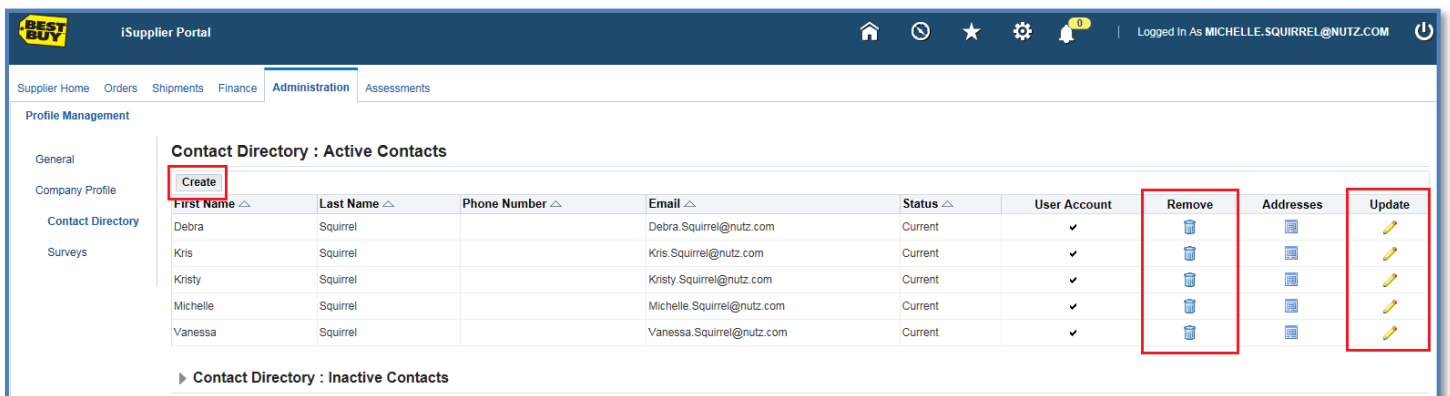## Access user list

After logging into iSupplier:

1. Select the **Administration** tab
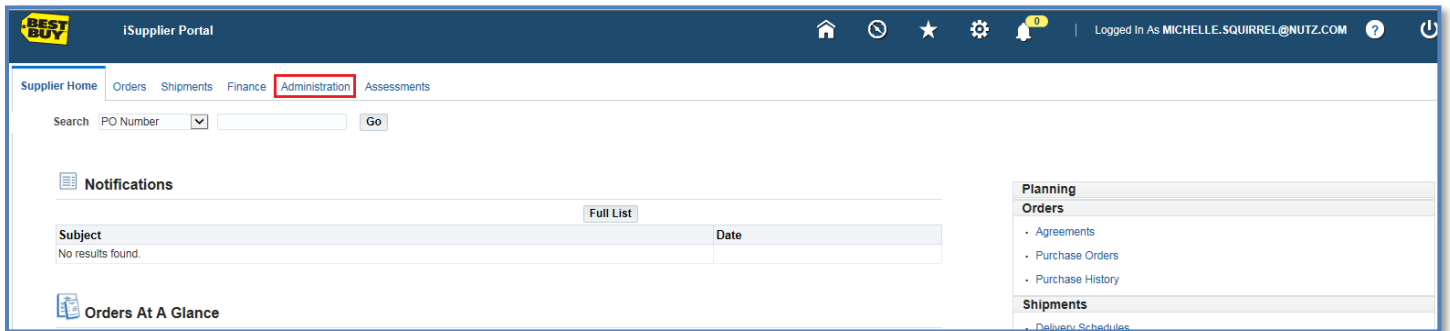
2. Click **Contact Directory** on the left side of the screen

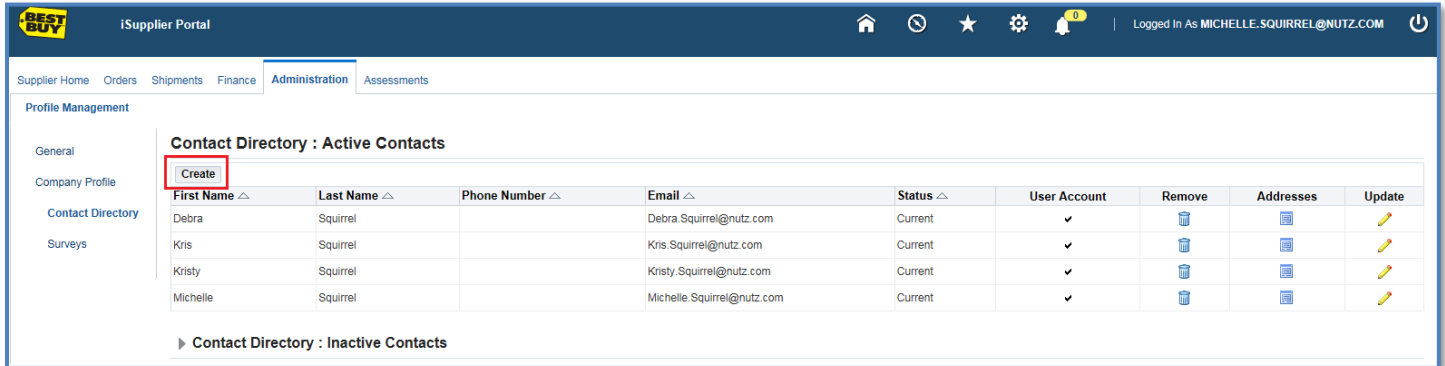3. The Contact Directory lists all the users for your company

From here you can create a new user or maintain your existing user list.

Create New Users

To create a New User:

1. Click the **Create** button just below the Contact Directory: Active Contacts header

2. Enter the user's information – Best Buy requires the completion of the fields in bold
   - **First Name**
   - **Last Name**
   - **Contact Email –** Company email address only. No personal accounts allowed (i.e. Gmail, Yahoo) Additional Fields can be completed but are not required
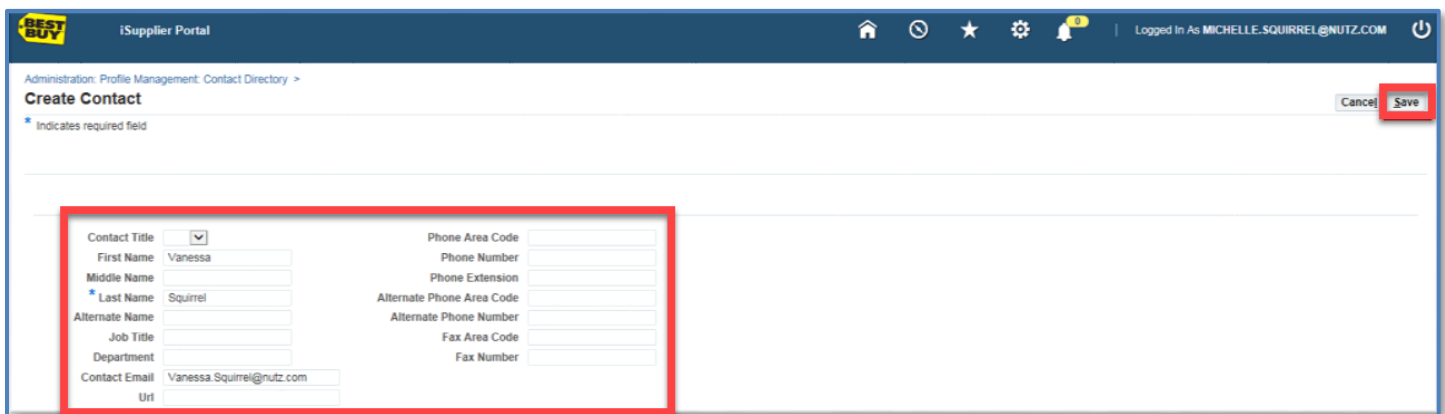
3. Click the **Save** button when completed.

4. A Confirmation message will appear on the screen

Once approved, Best Buy will send login credentials and information directly to the new user via the company email address provided.

TIP: To avoid rejections, be sure to provide the First & Last name of the user along with their Company email address. Do not use personal email accounts.
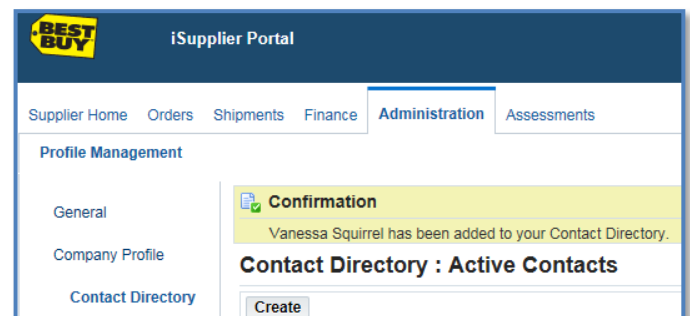
Manage Existing Users

You can remove or update existing users' information by selecting the respective icon for that line.

To **Remove** a user:

1. Click the **trash can** icon in the Remove column on the line with that user's name

- The entire line will move to the Inactive Contacts section
- The status will change to Pending
- A confirmation message will appear at the top of the screen confirming the action

To **Update** information:

1. Click the **Pencil** icon in the Update column on the line with that user's name
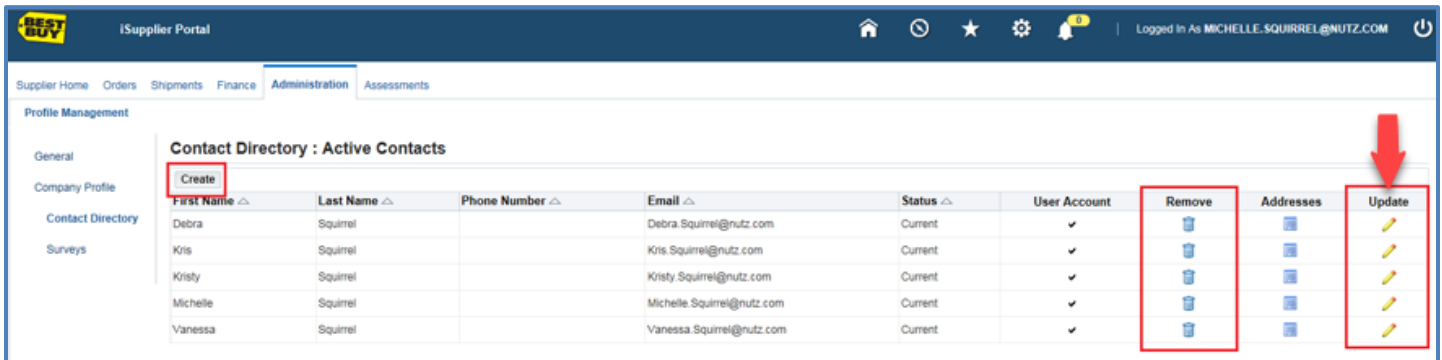
2. Update the information
3. Click the **Save** button

4. Status has changed to: Change Pending
5. A Confirmation message will appear on the screen
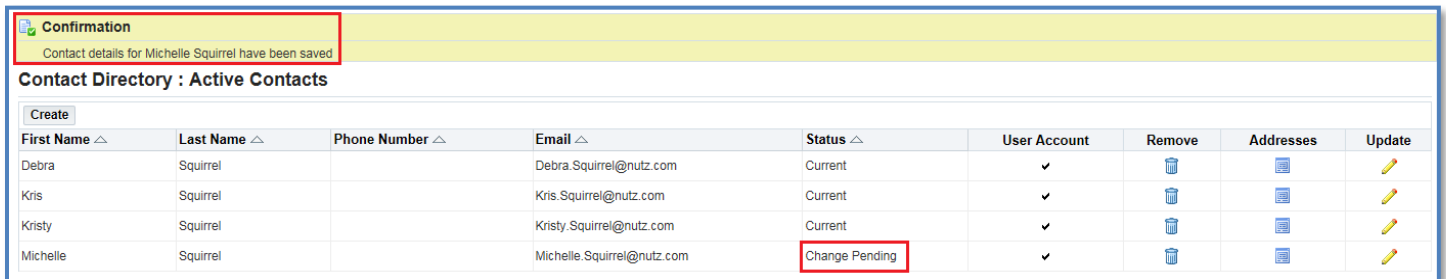
Once Approved/Rejected, the updates will show on this screen and Status will be current.
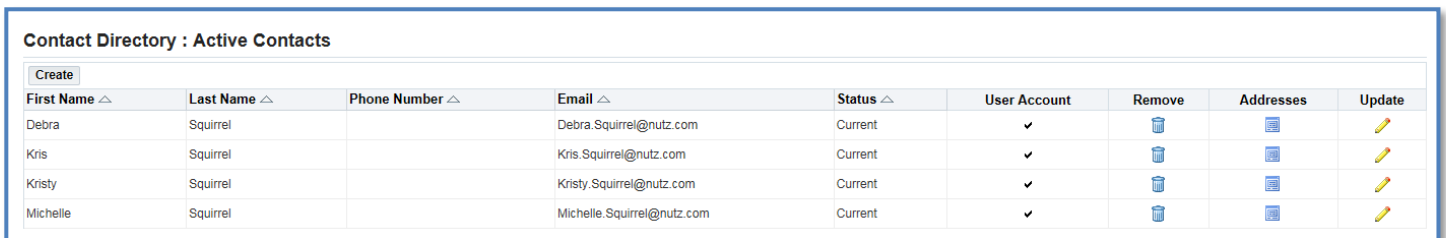
SUPPORT

Procedures & Guides are posted on ExtendingTheReach.com:
https://www.extendingthereach.com/wps/portal/!ut/p/b1/04_SjzQ0sTC1NDIwMTDUj9CPykssy0xPLMnMz0vMAfGjzOJdXR2DLY28jA0sjMwNDDwNDA2CDYydjAz8jfVzoxwVAWDkPSE!/?catalog.contentURL=/nonsecure/na/us/bby/gnfr/1portlet/GNFR_Sup_Sys_US_BBY.htm

iSupplier Login URL: https://isupplier.bestbuy.com

System issues / support:
Oracle iSupplier Support: OraclePurchasingSupp@BestBuy.com

PO issues or support questions:
Email the Requester listed on the PO

Buying Services mailbox: BBY-S-BuyingServices@bestbuy.com

Invoicing:
AP Customer Service mailbox: NMPCustSvc@bestbuy.com

Back to Top