BEST BUY ISUPPLIER USER GUIDE

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General Information

iSupplier Introduction

iSupplier is a self-service, web based application which can be accessed through a secure interface with Best Buy. iSupplier will allow you to view Purchase Orders, create invoices and view payment information. iSupplier will be the primary source for answering the following questions:

What has been ordered from Best Buy?
When did I invoice Best Buy?
How much was I paid?
When was I paid?
What was I paid for?

Intent

The intent of this manual is to act as a training and user guide for the Best Buy iSupplier application.

Login URL

https://isupplier.bestbuy.com/
System Availability: 24/7 (With Monthly Scheduled Maintenance Outages)

Contact Information

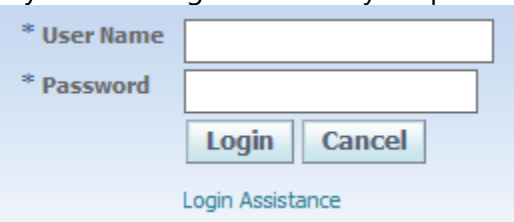
For Questions Regarding iSupplier or System Outages:
Email: OraclePurchasingSupp@BestBuy.com
Hours of Operation: Monday through Friday, 8:00 am – 4:00pm CST.

For Questions Regarding the Status of an Invoice or Payment:
Email: nmpcustsvc@bestbuy.com

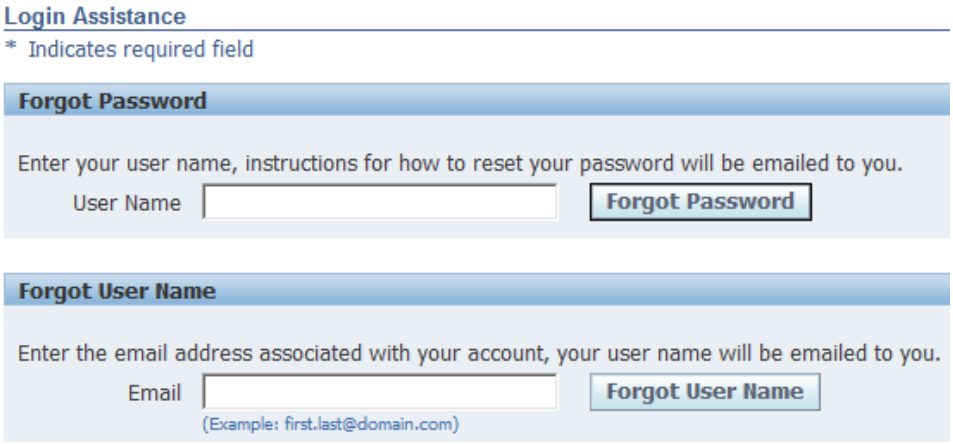
For Questions Regarding specific Purchase Orders, please contact the buyer directly (pg 11)

Password Reset or Forgotten Username

If you have forgotten either your password or username click on Login Assistance to reset.



Then enter information as needed.



Please contact the Best Buy Procurement Team if you require further assistance to password or username.
Email: OraclePurchasingSupp@BestBuy.com

Best Buy iSupplier FAQ

Q: What do I do if the price on an order is wrong?
A: Contact the Buyer listed on the Purchase Order.

Q: What do I do if I receive an error logging in?
A: Contact Best Buy Procurement Team at OraclePurchasingSupp@bestbuy.com.

Q: What do I do if I am unable to invoice against a purchase order because there isn't an available quantity?
A: Submit a Purchase Order Change Request
OR Contact the Buyer listed on the Purchase Order

Q: What do I do if I can't ship by the need by date?
A: Contact the Buyer listed on the Purchase Order
If the new date is acceptable, submit a Purchase Order Change Request
If not, cancel the purchase order

Q: Who do I contact if I have questions regarding an order?
A: Contact the Buyer listed on the Purchase Order

Note → Cancellation and Change requests will only be accepted through the iSupplier tool. Best Buy will not accept requests via email, fax, nor phone.

Navigation Tips

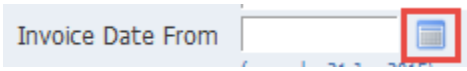
The following information will assist you while navigating through iSupplier.

Back Button

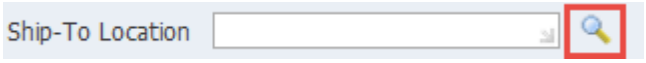
Do not use the Back button on your browser as this can cause errors in the application.

Icons

An asterisk (*) prior to a field name indicates the field is required and must be populated with the information requested.



Click on the calendar icon to select a date.



The magnifying glass icon allows you to search a field for a list of values. If you know the field value, begin typing it, click the tab key and the field will populate. If you do not know the value, click the magnifying glass icon and the Search and Select screen will display. Click Go to select from the list of values. Click Quick Select to populate the value in the field.

Use the percent sign **%** to perform a search with incomplete information.
Example: To search for Jim Smith, type either: Jim% or %Smith. We refer to this functionality as a Wildcard search.

Search Features

Simple Search: From the Home Page click the Full List button, located under Orders at a Glance. This feature allows you to search for the following: All Purchase Orders, Purchase Orders to Acknowledge and Purchase Orders Pending Supplier Change.

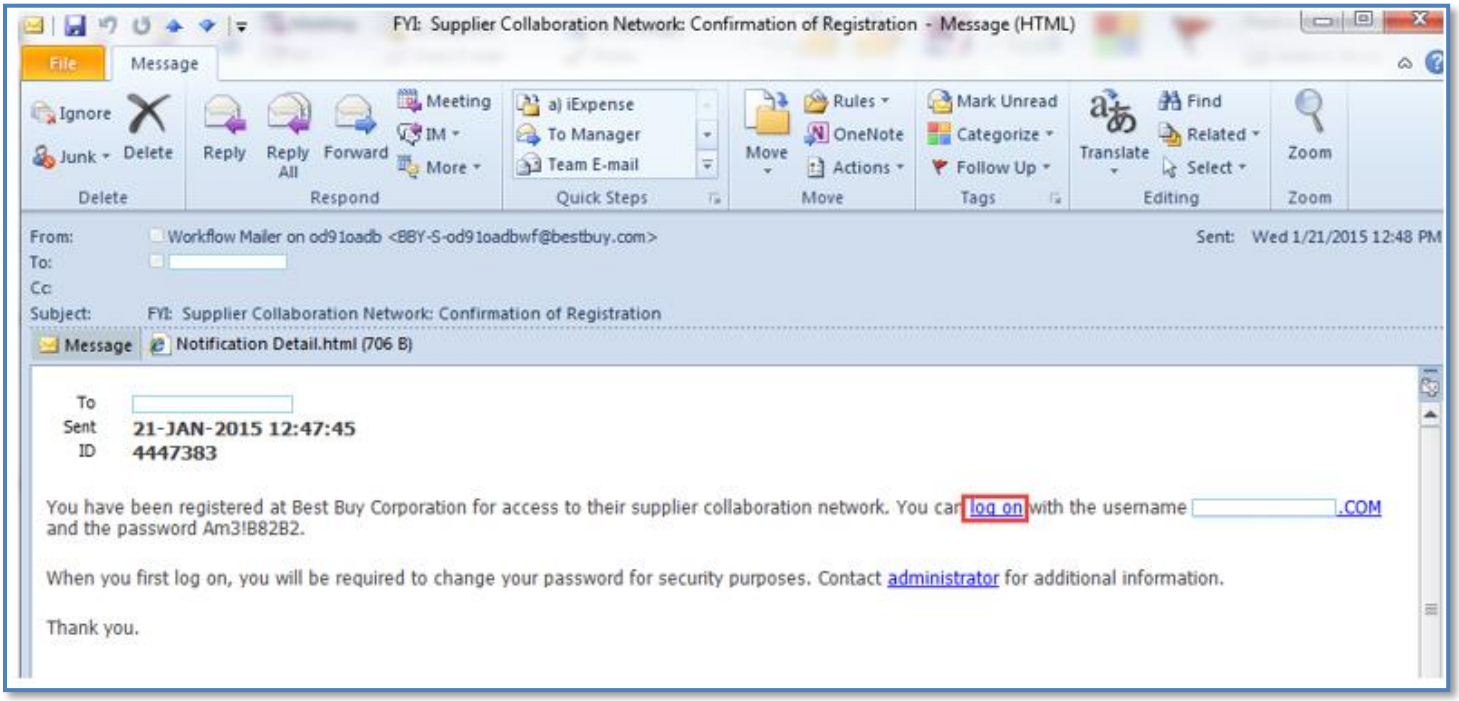
Advanced Search: From the Home Page click the Full List, located under Orders at a Glance. Then click on the Advanced Search button. You can now enter various search criteria and add additional search parameters.

Introducing iSupplier

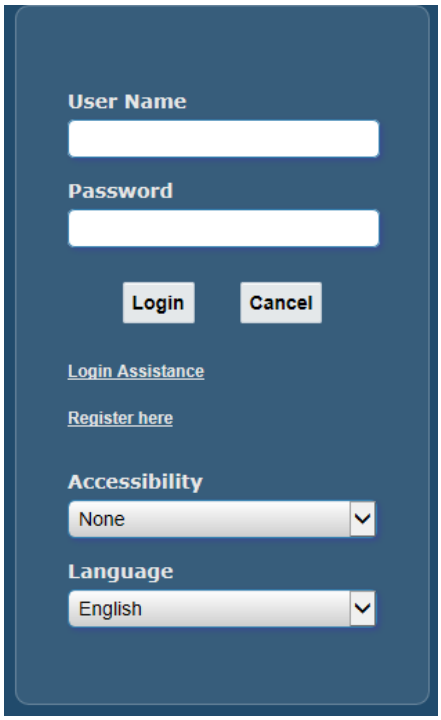
Initial Supplier Login

You will receive an e-mail from Best Buy which contains the URL to iSupplier.
The subject line will display: *FYI: Supplier Collaboration Network: Confirmation of Registration*.

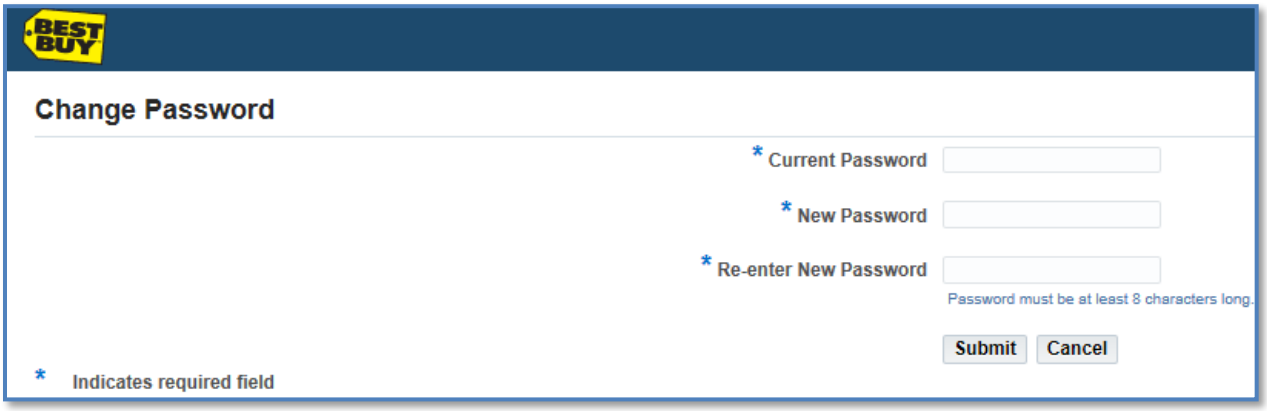
1. Click on the log on link contained within the email.



2. Log on to iSupplier using your User Name and the temporary password provided in the Registration Notice received via email.



3. You will be prompted to change your password.

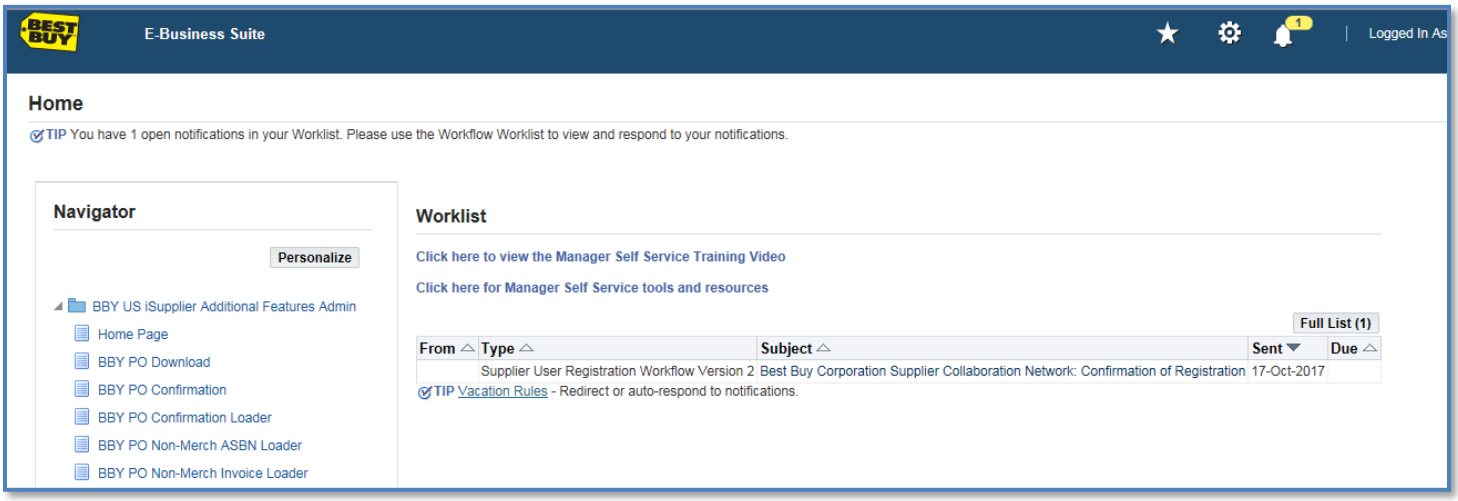


4. Enter a new password, re-enter the new password and then click Apply.

- **Please be sure to enter a password that meets the following criteria:**
  - must be 8 characters long
  - must be different from previous 6 passwords
  - must contain at least 1 uppercase character (A-Z)
  - must contain at least 1 lowercase character (a-z)
  - must contain a leading letter (a-z or A-Z)
  - must contain at least 1 number (0-9)
  - may contain up to 2 special characters ($ or # only)
  - must not have adjacent repeating characters
  - must be different from user ID

iSupplier Splash Page

Once you log into iSupplier, you will be at the splash page.

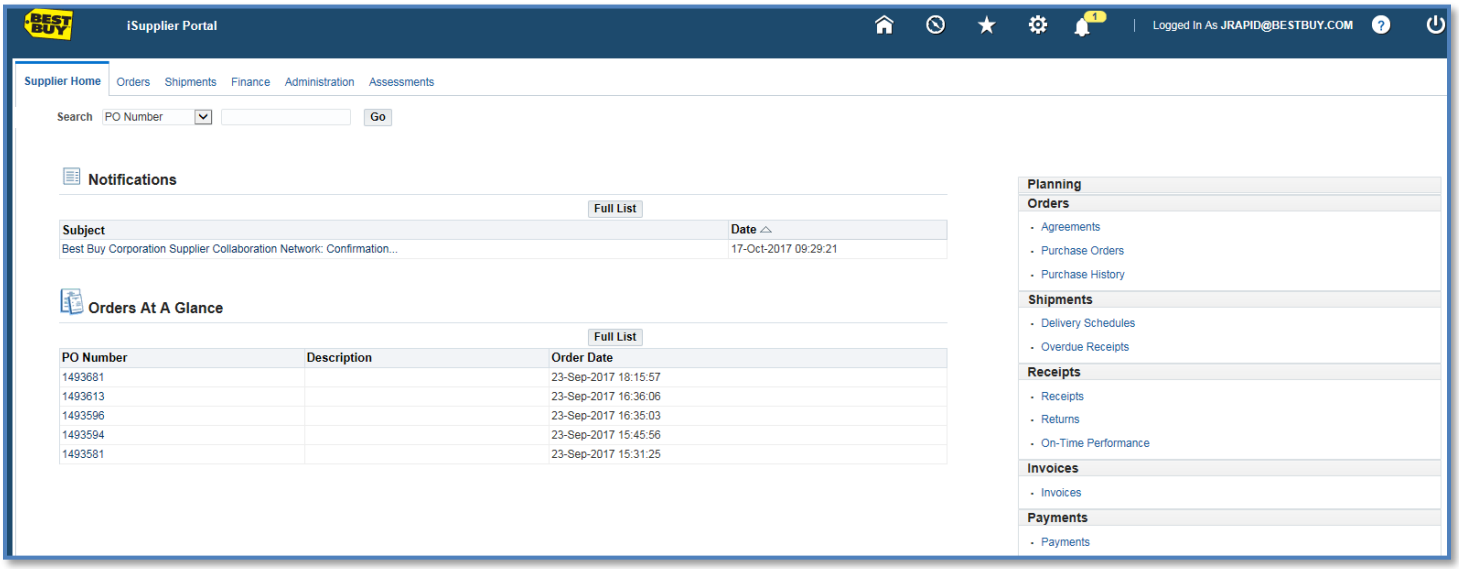


User responsibilities are listed under the Main Menu. Under responsibilities, modules will be listed for Item Purchase Orders. See Item Purchase Orders section.

To get to the iSupplier Home Page, click Home Page.

iSupplier Homepage

You are now on the iSupplier Homepage.

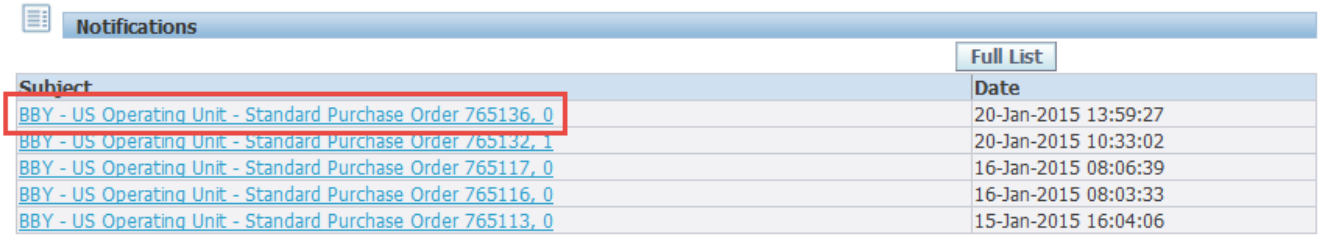


Notifications

Notifications are a way of communicating information to you and will be available in iSupplier when changes are made which impact the Supplier (Purchase Orders, Purchase Order changes, etc.). You will receive an email notification* in addition to the system notifications.

The Notifications view on the Home tab will display your five most recent Notifications. The full list of Notifications can be viewed by clicking Full List.

1. To view the notification, click the Subject hyperlink.



*To turn off email notifications please see Preferences section pg 14. Email notifications will still populate in this section even if email notifications sent to you are turned off.

Orders at a Glance

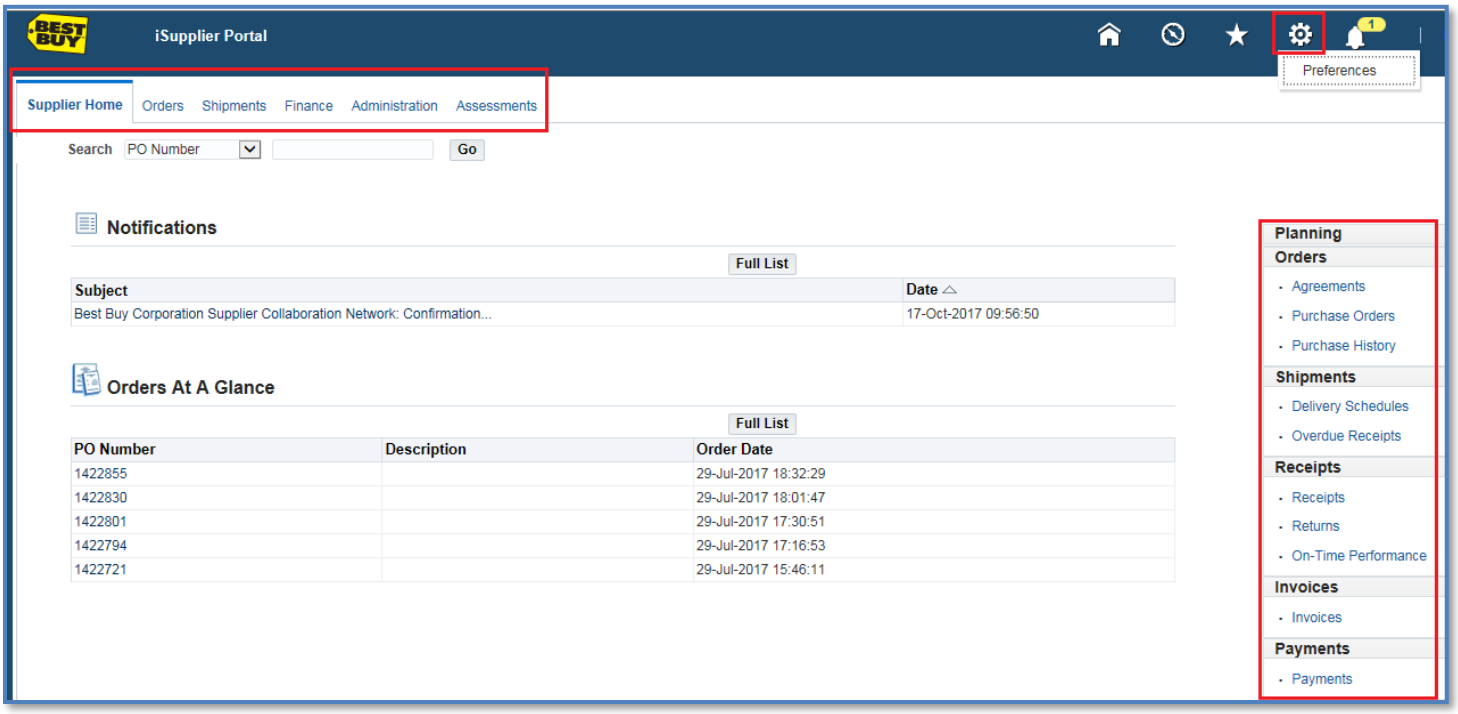
Orders at A Glance display your five most recent Orders.

1. Select the Full List button to display all Orders. The Export option is located within the Full List. This allows users to export information within the orders view.

2. To view a Purchase, click the Purchase Order Number hyperlink.

Homepage Links

Documents or information can be accessed from the tabs across the top left or from the navigation menu to the right of the Home Page. You will see Orders, Shipments and Finance. Within those sections are hyperlinks which can be used to access specific information.



Actions by Tab

From the **Home Tab**, you can take the following actions:

- View and search by Purchase Order Number, Shipment Number, Invoice or Payment
- View Notifications
- View Orders At A Glance

From the **Orders Tab**, you can take the following actions:

- View Purchase Orders. Request changes or a cancellation to a Purchase Order.
- Acknowledge of Purchase Order *(not required)*.
- View Change History

From the **Shipments Tab**, the information below is available:

- View and Search receipt information.

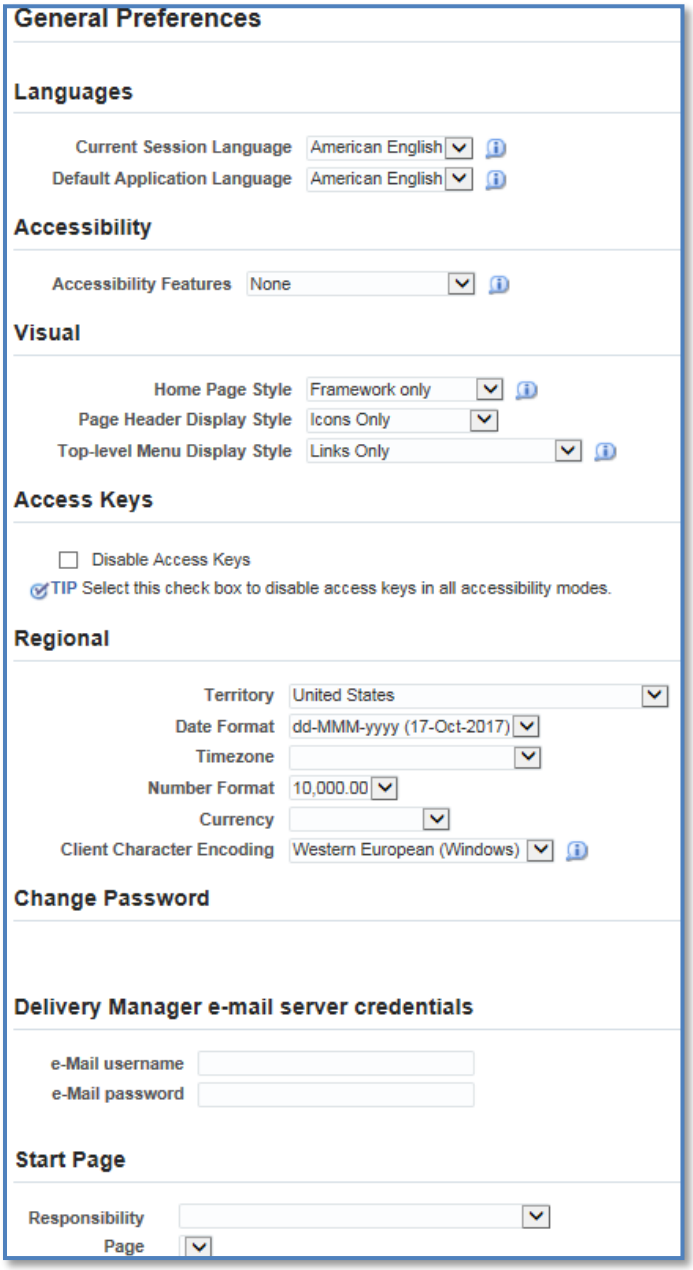
- In some cases, we require the Best Buy Requester to complete a receipt before payment will be released. This tab will allow you to view this information.
- Submit an Advanced Shipment Notice *(not required)*.

From the **Finance Tab**, you can take the following actions:

- Create, search and view invoices
- View and search payments

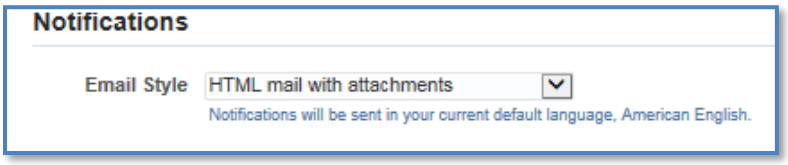
Preferences

Please do not change the following areas: Languages, Languages, Accessibility, Visual, Access Keys, Regional Delivery Manager email server credentials or Start page.

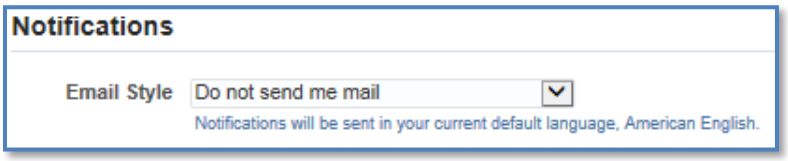


You can change the following areas: Notifications.

To receive email notifications set to: HTML mail with attachments.



To disable email notification set to: Do not send me mail.



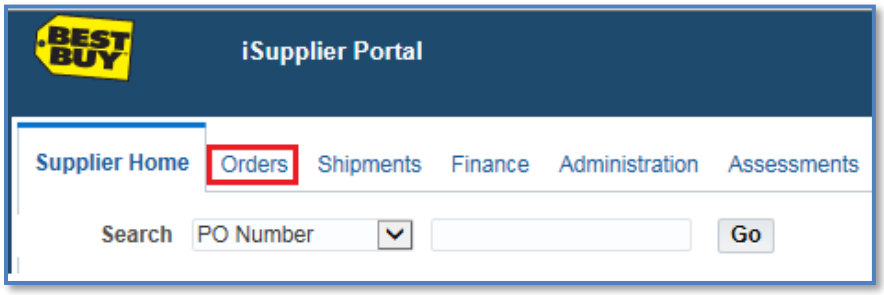
By updating your e-mail notification settings a notification will still appear on the portal – but the notifications that are sent to your email address will not be sent if you perform the process change below.

Click the **Apply** button after any update.

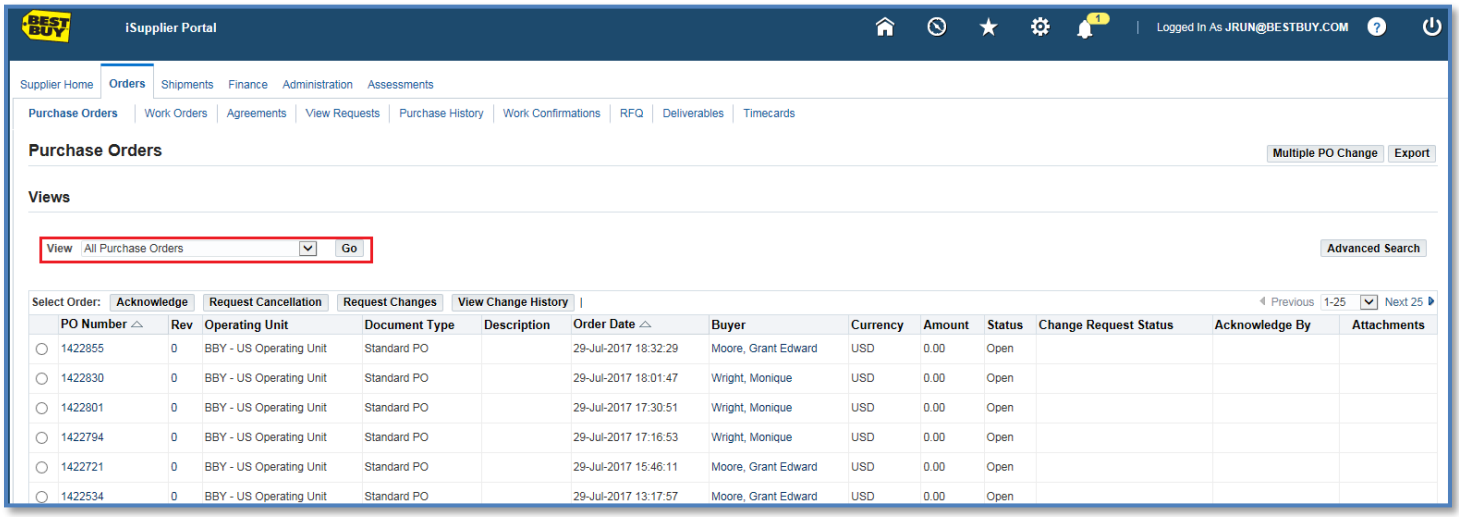
Viewing and Managing Purchase Orders

Follow the steps below to view a Purchase Order, Print a Purchase Order or View a Buyer.

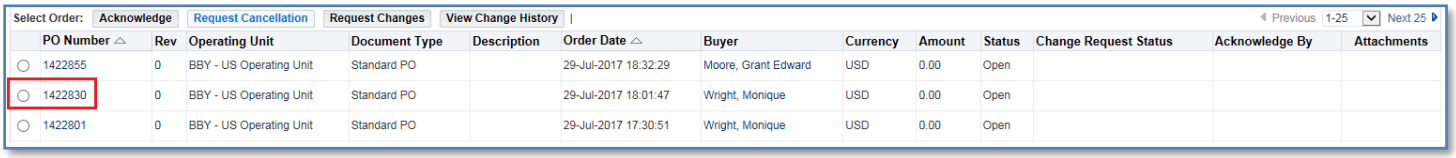
1. Click on the Orders tab.



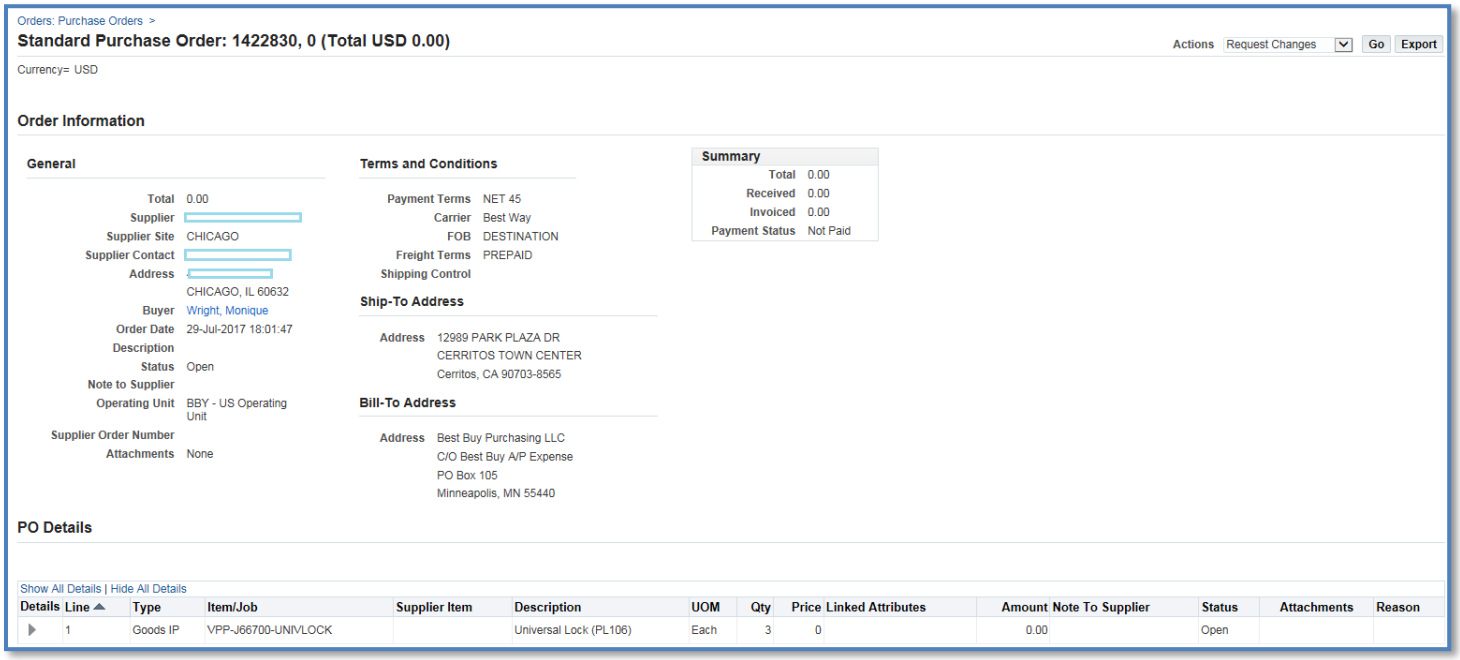
2. The view will default to All Purchase Orders. Click the drop down box to refine the results view.



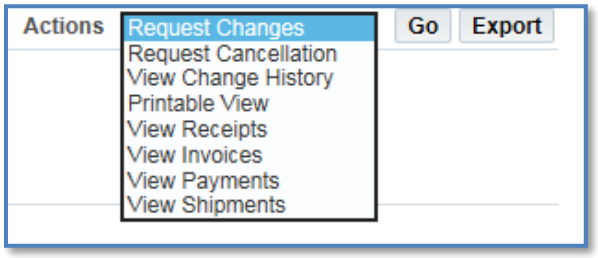
3. Locate the Purchase Order to review. Click the Purchase Order number hyperlink to view Order Information and Purchase Order Details.



4. The Purchase Order Information and Details will display.



5. The following Actions are available from the Actions drop down list of values. Note: You can only request changes to Purchase Orders in "Open" status. You can also Export any of the results.



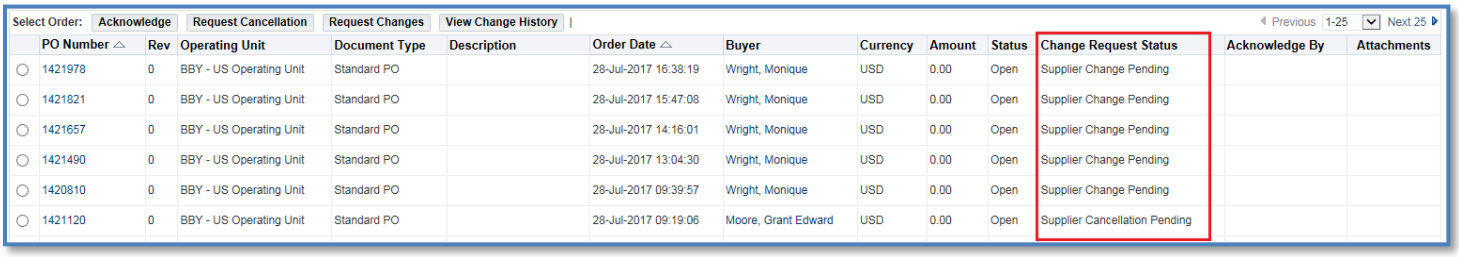
Note → The Printable View value allows the Supplier to view or print the Purchase Order.

6. The Buyer is listed on the Purchase Order, however, the buyer is not typically the individual who placed the order (the Requester is). Click the Buyer hyperlink on the Purchase Order details page to view the Buyer's name, phone number and email address. The buyer can assist with communications between the supplier and the requester if needed.

Purchase Order Status Definitions

The Orders tab provides you with a Full List of the Purchase Orders you've received.

There are a variety of Purchase Order Statuses. The list below provides you with a brief definition for each status. If you have questions regarding the status of a Purchase Order, please contact the Buyer indicated on the Purchase Order.



Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History | Previous 1-25 Next 25

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
1421978	0	BBY - US Operating Unit	Standard PO		28-Jul-2017 16:38:19	Wright, Monique	USD	0.00	Open	Supplier Change Pending		
1421821	0	BBY - US Operating Unit	Standard PO		28-Jul-2017 15:47:08	Wright, Monique	USD	0.00	Open	Supplier Change Pending		
1421657	0	BBY - US Operating Unit	Standard PO		28-Jul-2017 14:16:01	Wright, Monique	USD	0.00	Open	Supplier Change Pending		
1421490	0	BBY - US Operating Unit	Standard PO		28-Jul-2017 13:04:30	Wright, Monique	USD	0.00	Open	Supplier Change Pending		
1420810	0	BBY - US Operating Unit	Standard PO		28-Jul-2017 09:39:57	Wright, Monique	USD	0.00	Open	Supplier Change Pending		
1421120	0	BBY - US Operating Unit	Standard PO		28-Jul-2017 09:19:06	Moore, Grant Edward	USD	0.00	Open	Supplier Cancellation Pending		

Purchase Order Status and Definitions

Open: The Purchase Order has been created and the payment has not yet been made.

Closed: The Purchase Order has been created and is closed for invoicing.

Cancelled: The Purchase Order has been cancelled and Goods / Services are no longer needed.

Accepted: Contract record status. The document type will indicate Contract vs. Standard Purchase Order.

Supplier Change Pending: The Supplier has requested a change to a Purchase Order and the Buyer has not yet taken action.

Buyer Change Pending: The customer / buyer has requested a change and is waiting for the Buyer to take action.

Requesting Purchase Order Changes

Purchase Order Document Types

Global Blanket Agreement: This is a document type which is used to make Best Buy's catalog items available to our internal customers within our Purchasing system. Within the Global BPA the supplier can update:

Description, Price, Unit of Measure, Category, and other fields, Inactivate or end date catalog lines, or add new catalog lines.

Global Contract Agreement: This is a document type which is used to create a contract record within Best Buy's Purchasing system. Please do not request any changes or cancellations to this type of document type.

Standard PO: This is a document type which is used to generate a Purchase Order from Best Buy to the Supplier. Changes and / or cancellations can be submitted for this type of document.

> **Note** → If you experience any issues with the submission of price or quantity changes or cancellations, please direct them to the Buyer listed on the Purchase Order.

Purchase Order Line Statuses

Closed: If the Purchase Order is fully matched to a supplier invoice, the status of the Purchase Order will be closed. If necessary, the Supplier can contact the Buyer to open the Purchase Order. When open, the Supplier may only submit a change to the following fields; Supplier Item, Quantity Ordered, Promised Date, and the Additional Change Requests field, the system will not allow a Price change.

The system will not allow the Purchase Order to be canceled, even if the status has changed to open, when the goods have been received or services rendered because the Purchase Order has been matched.

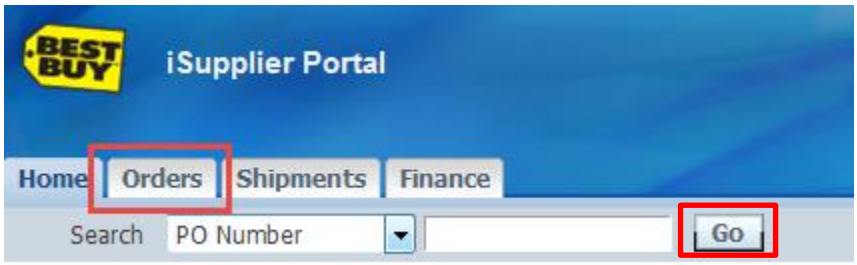
Closed for Invoicing: If the Purchase Order is partially matched, the status of the Purchase Order will be Closed for Invoicing.

Suppliers may only submit a change to the following fields; Supplier Item, Quantity Ordered, Promised Date, and the Additional Change Requests field. The system will not allow a Price change.

Closed for Receiving: If a Best Buy employee has systematically received against the Purchase Order (3-Way match – requires system receipt) or the Purchase Order does not require a system receipt (2-Way match), the status of the Purchase Order will be Open, but the line status will show Closed for Receiving.

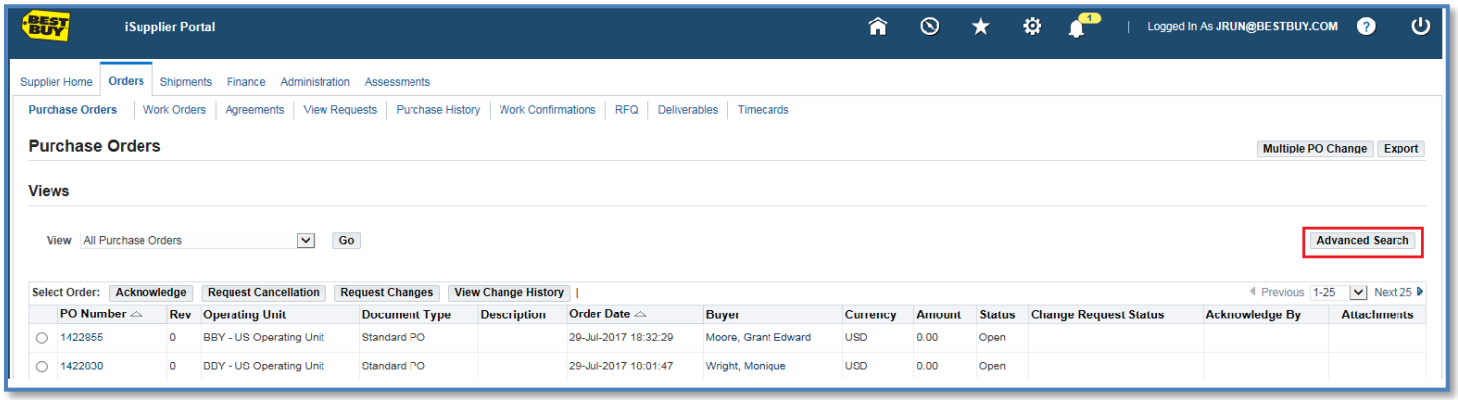
When open, the Supplier can submit a change to the following fields: Supplier Item, Quantity Ordered, Promised Date, and the Additional Change Requests field.

1. To submit a Purchase Order change, click on the Orders tab.

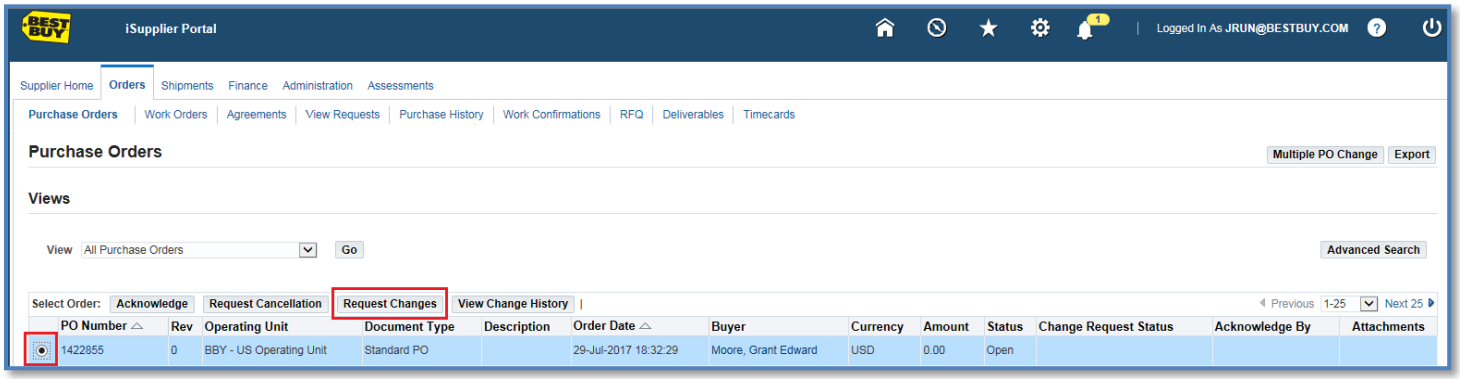


2. The default view is All Purchase Orders. To display all Purchase Orders click Go.

Note → Use the Advanced Search button to search for a particular Purchase Order.



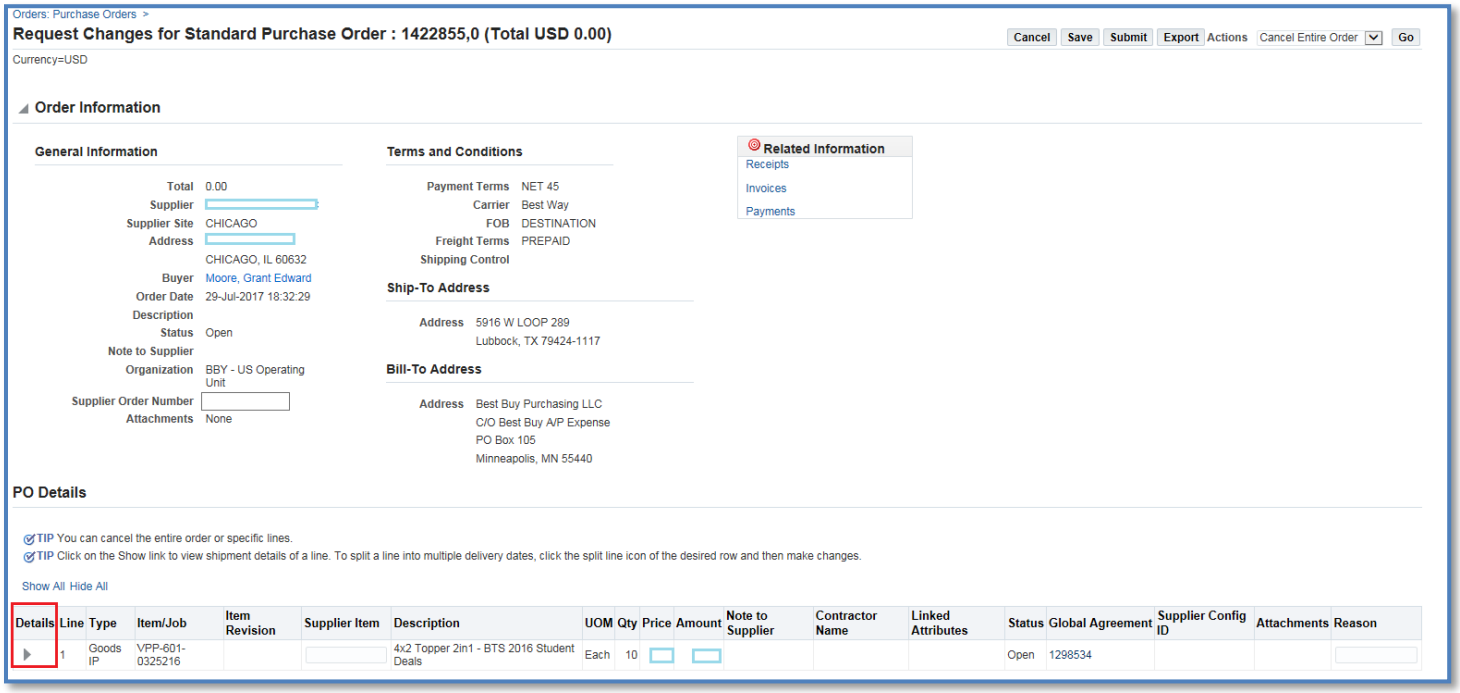
3. Select the Purchase Order to change by enabling the radio button next to the number, then click the Request Changes button.



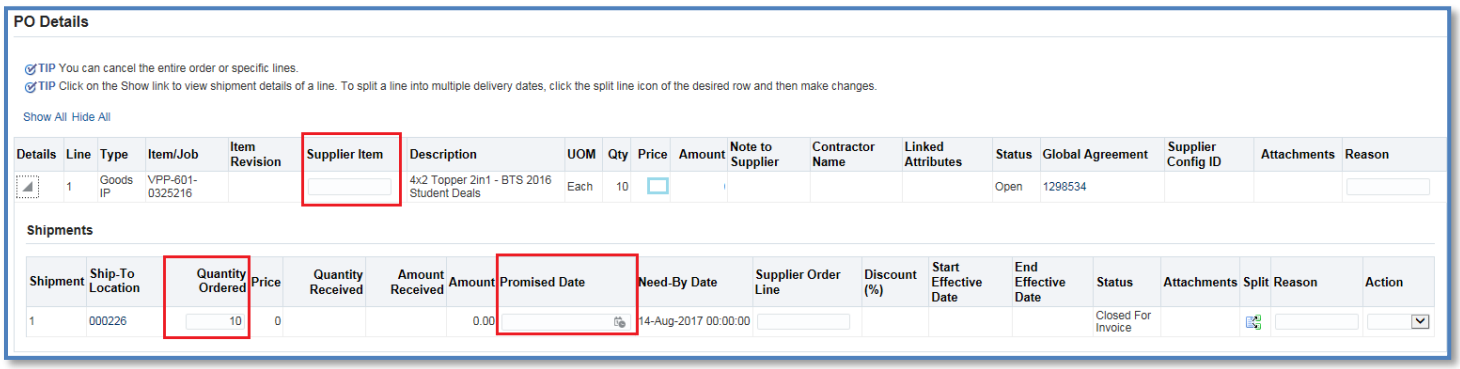
Note → The Request Change option is available on Purchase Orders with a status of Open. This option is not available on Purchase Orders with the following statuses: Cancelled, Closed, Supplier Changes Pending or Purchase Orders which have already been received.

Note → If an item is no longer available for ordering within Best Buy's catalog the system will prohibit changes to a Purchase Order with which item number.

4. Click on the plus sign (+) in the Show field to view all fields for each line(s).

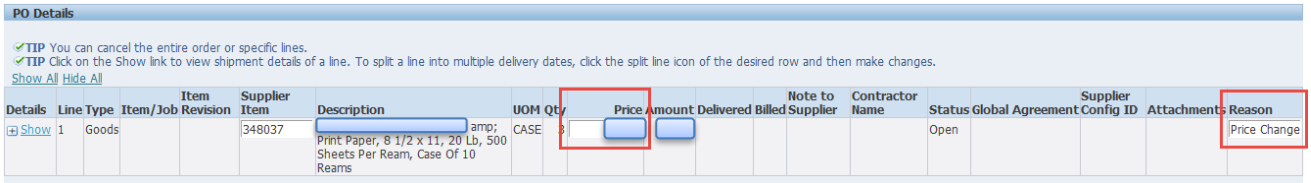


Changes can be made to the open fields, Price, Quantity, Promised Date and Supplier Item Number.

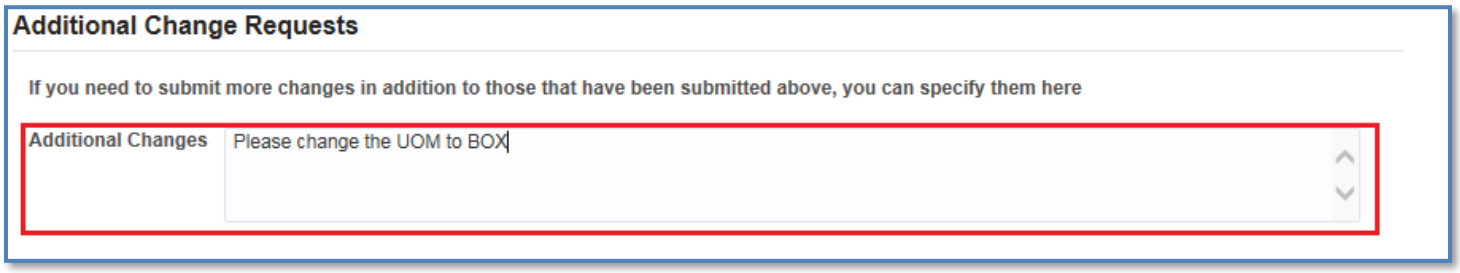


Price Purchase Order Change

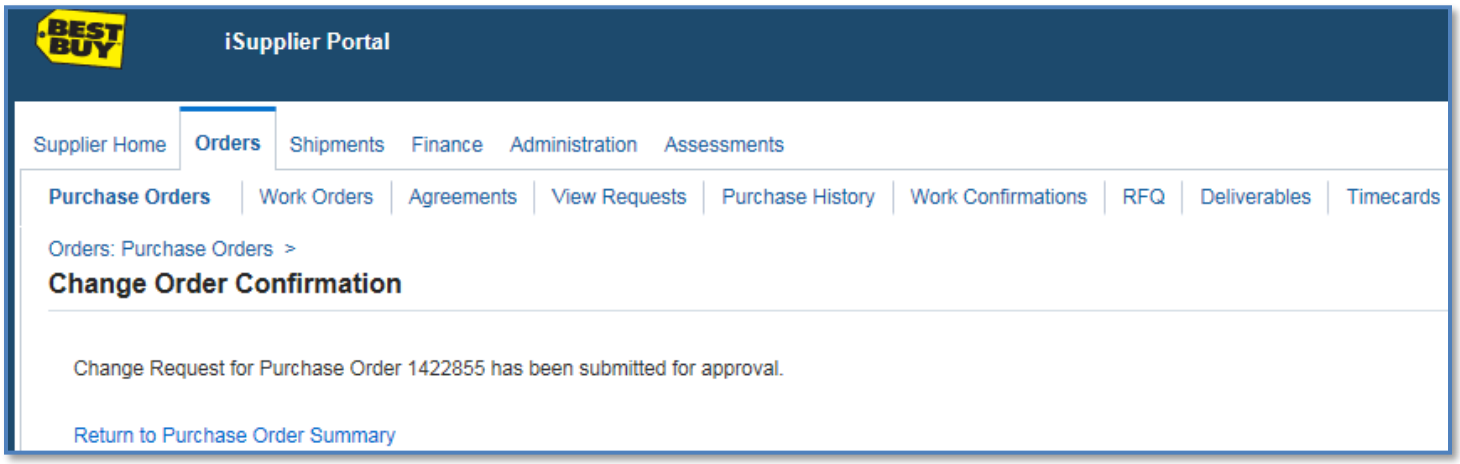
1. For price changes enter the new price in the Price field and a reason for the price change in the Reason field.



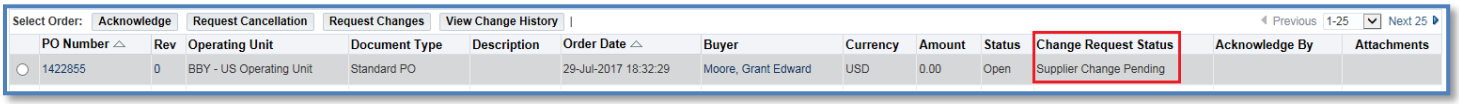
2. If additional changes are needed such as Unit of Measure (UOM) or description, specify them in the Additional Change Requests field below before submitting the request.



3. Click the **Submit** button. You will receive a Change Order Confirmation.



The Purchase Order status has now changed from Open to Supplier Change Pending.



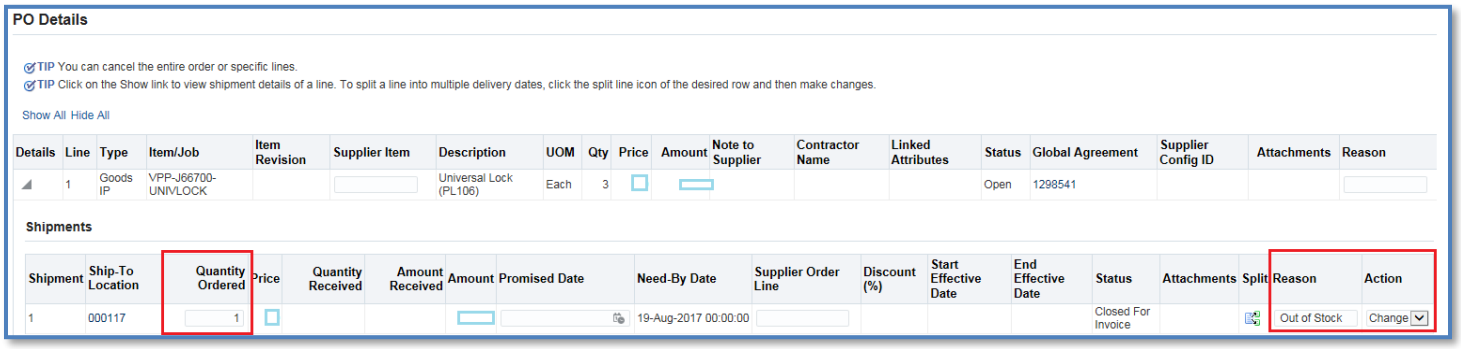
Your change request has been routed to the Best Buy Buyer for review. The Buyer is able to accept or reject the change request. Once action has been taken, you will receive a response notification via email and the status of the Purchase Order will return to Open.

The subject line on the email will indicate:
FYI: Response to your change request for Standard PO 765136 (PO Number)

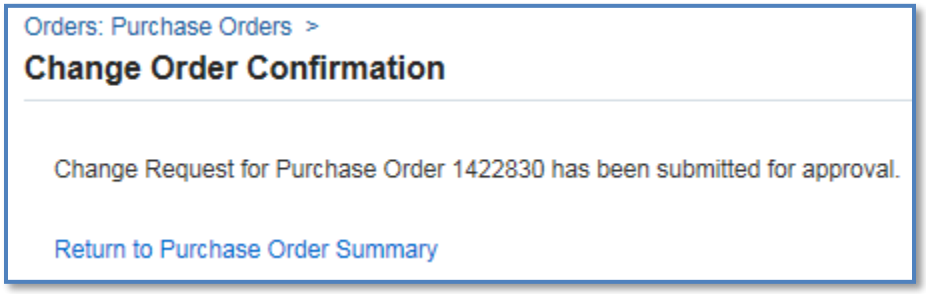
Note → If the Price, Quantity, Supplier Item and/or Promised Date change was accepted by the Buyer, a revised copy of the Purchase Order will automatically be sent to the Supplier via email, as long as the Supplier does not normally receive their Purchase Order's via OSN.

Quantity Purchase Order Change

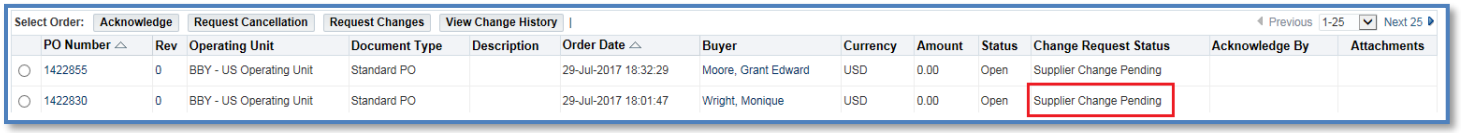
1. For quantity changes, enter the new quantity in the Quantity Ordered field and a reason for the quantity change in the Reason field. Choose Change from the Action drop down list of values.



2. Click the **Submit** button. The supplier will receive a Change Order Confirmation.



The Purchase Order status has changed from Open to Supplier Change Pending



Your change request has routed to the Best Buy Buyer for review. The Buyer is able to accept or reject the change request. Once action has been taken, you will receive a response notification via e-mail and the status of the Purchase Order will return to Open.

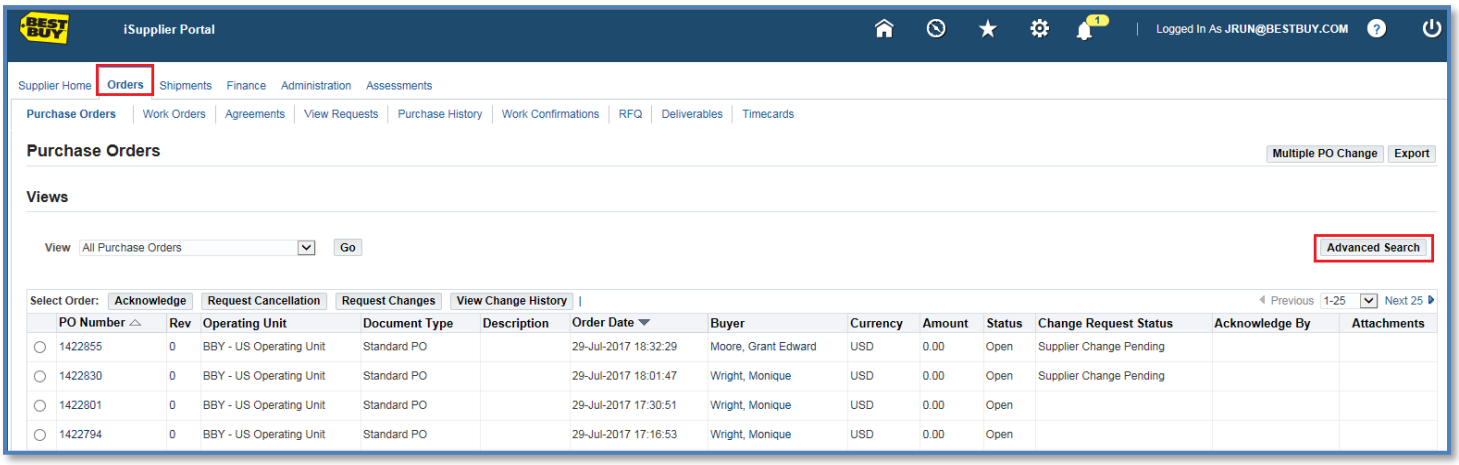
The subject line on the email will indicate:
FYI: Response to your change request for Standard PO 765141 (PO Number)

Note → If the Price, Quantity, Supplier Item and / or Promised Date change was accepted by the Buyer via email, a revised copy of the Purchase Order will automatically be sent to the Supplier, as long as they do not normally receive their Purchase Order's via OSN.

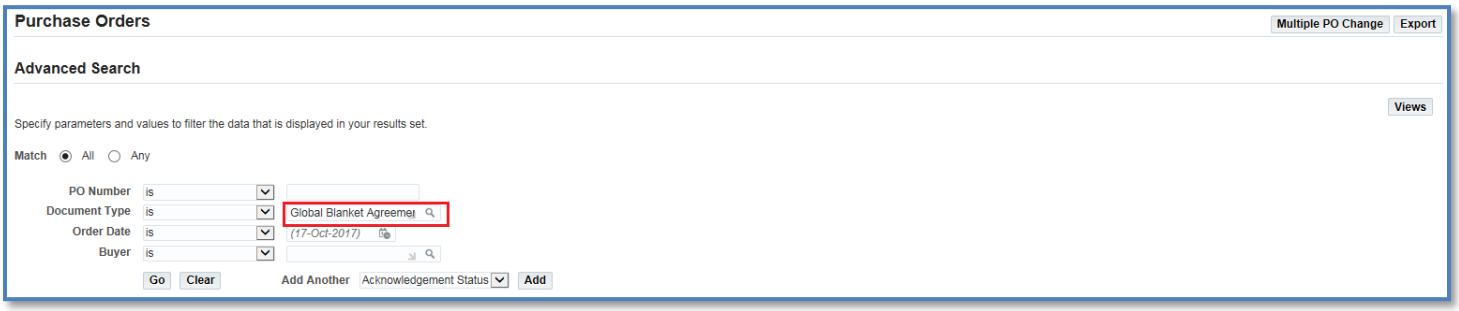
Requesting Global Blanket Purchase Order Changes

Here you are updating the BPA or what may be referred to as your catalog.

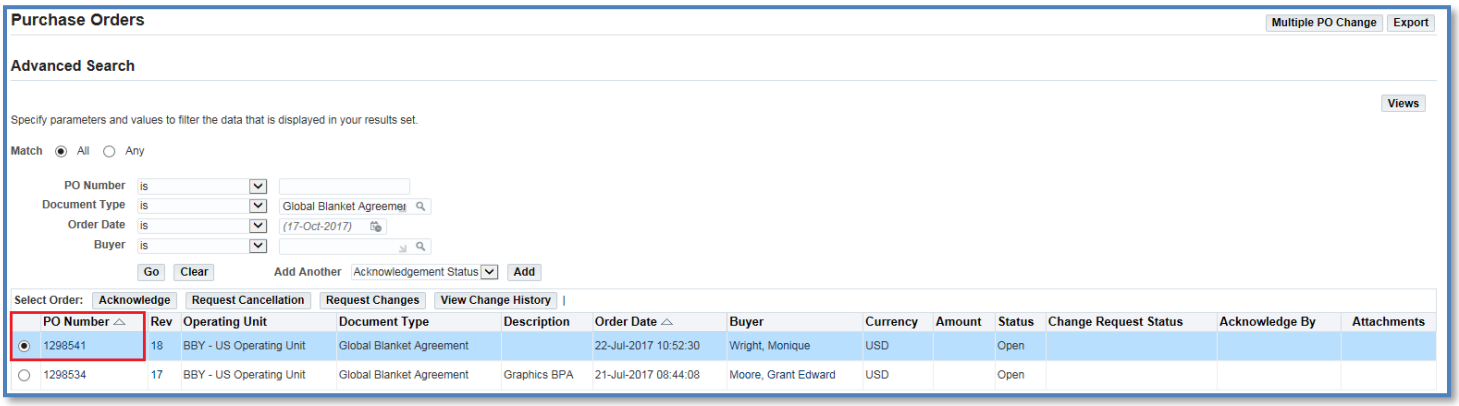
1. Within the **Orders** tab click on the **Advanced Search** button



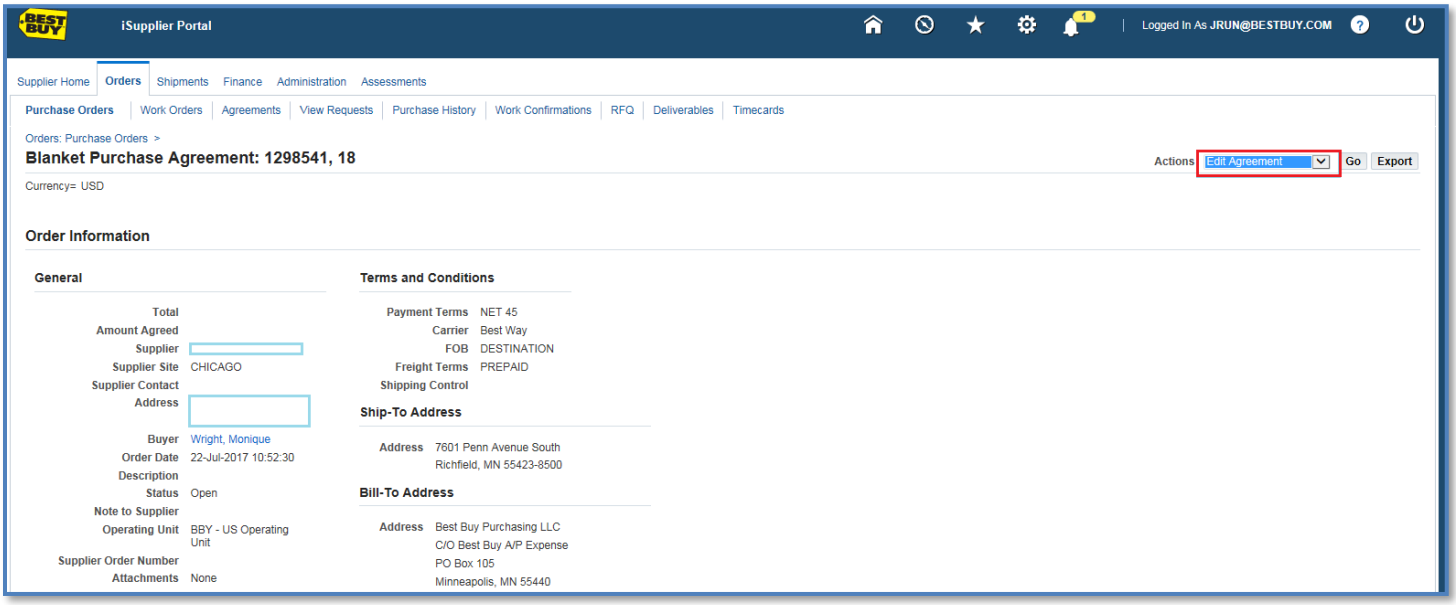
2. Type/select 'Global Blanket Purchase Agreement' as the document type and click '**Go**'.



3. Click on the PO Number link of the catalog to be updated.

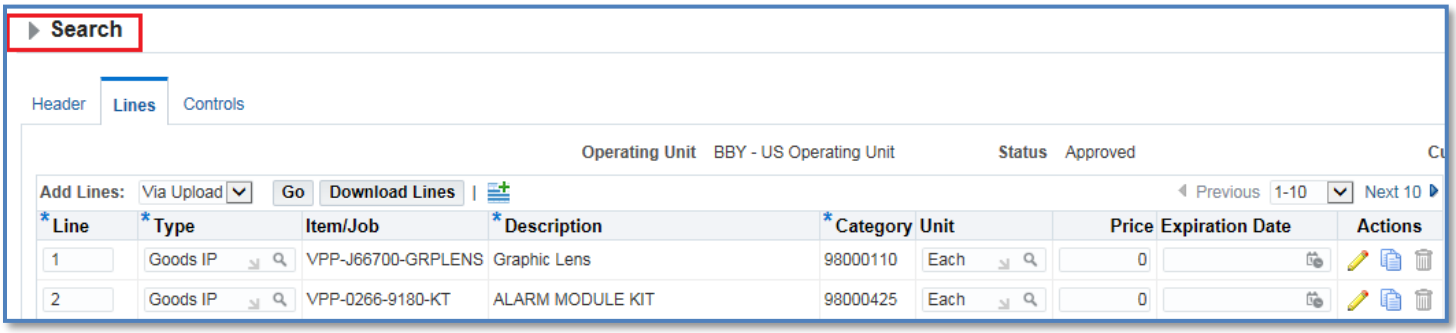


4. In the Actions list of values select 'Edit Agreement' and click '**Go**'.

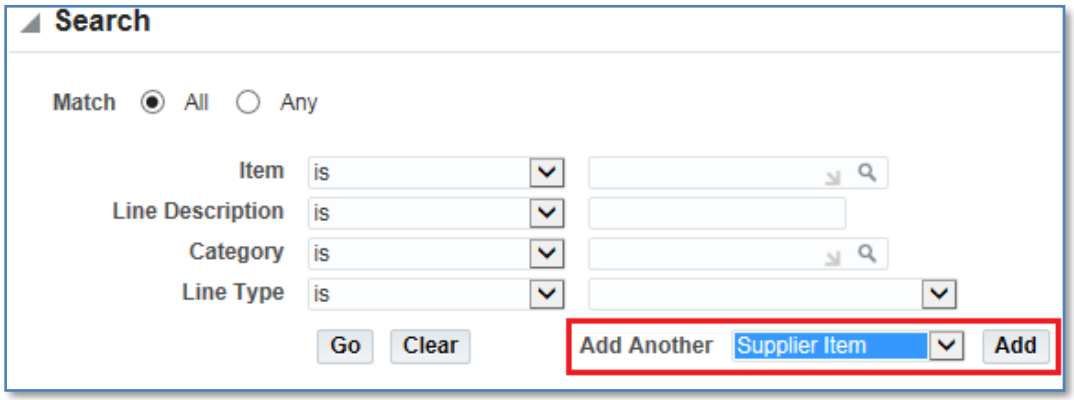


Data Updates – Description, Price, Unit of Measure, Category, etc.

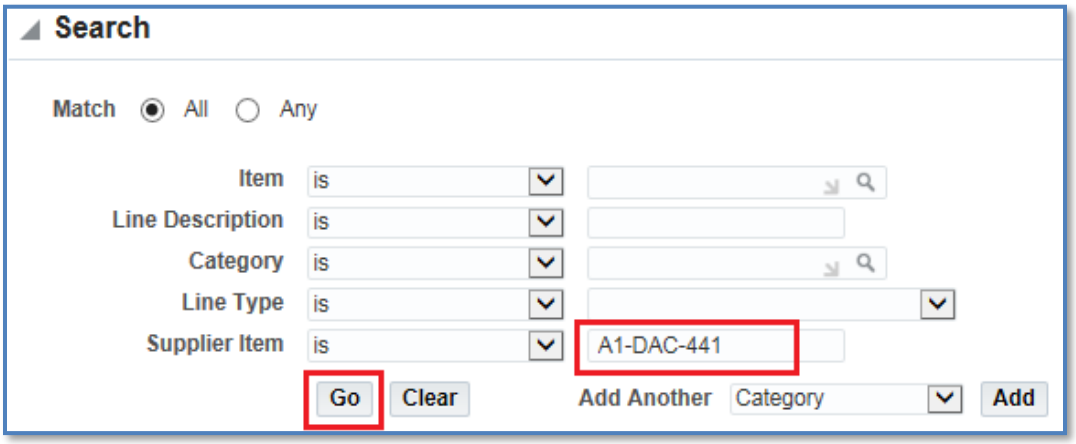
5. Click on the Search ▶ sign to search by Supplier Item #.



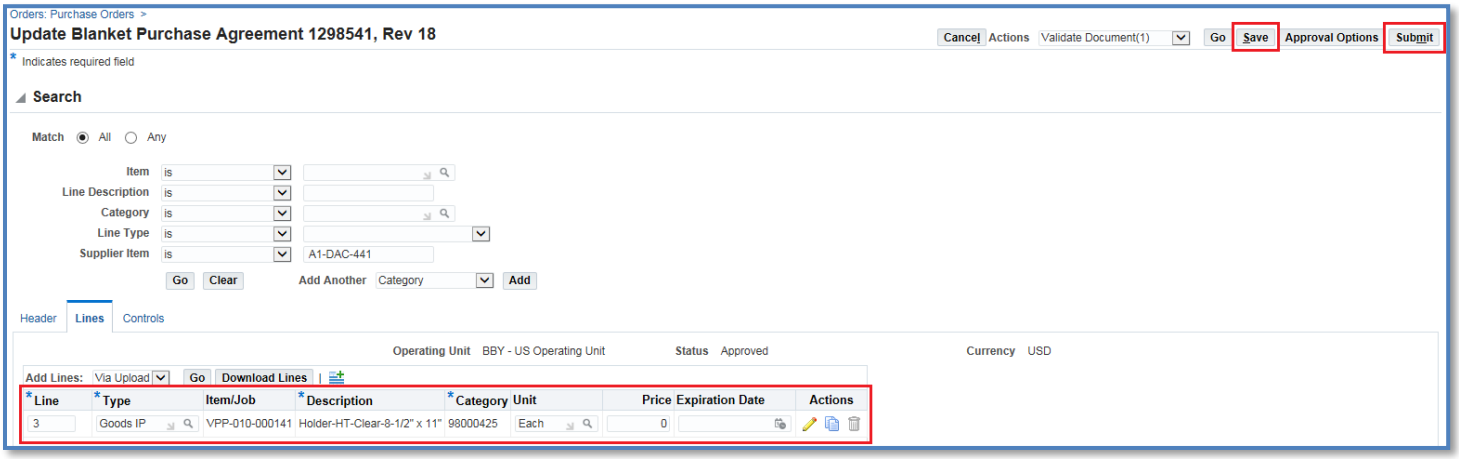
6. Choose to add another search field in the list of values as 'Supplier Item' and press the **Add** button.



7. Put your Supplier # in the field and press **Go**:

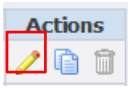


8. Make changes to the content on the screen:

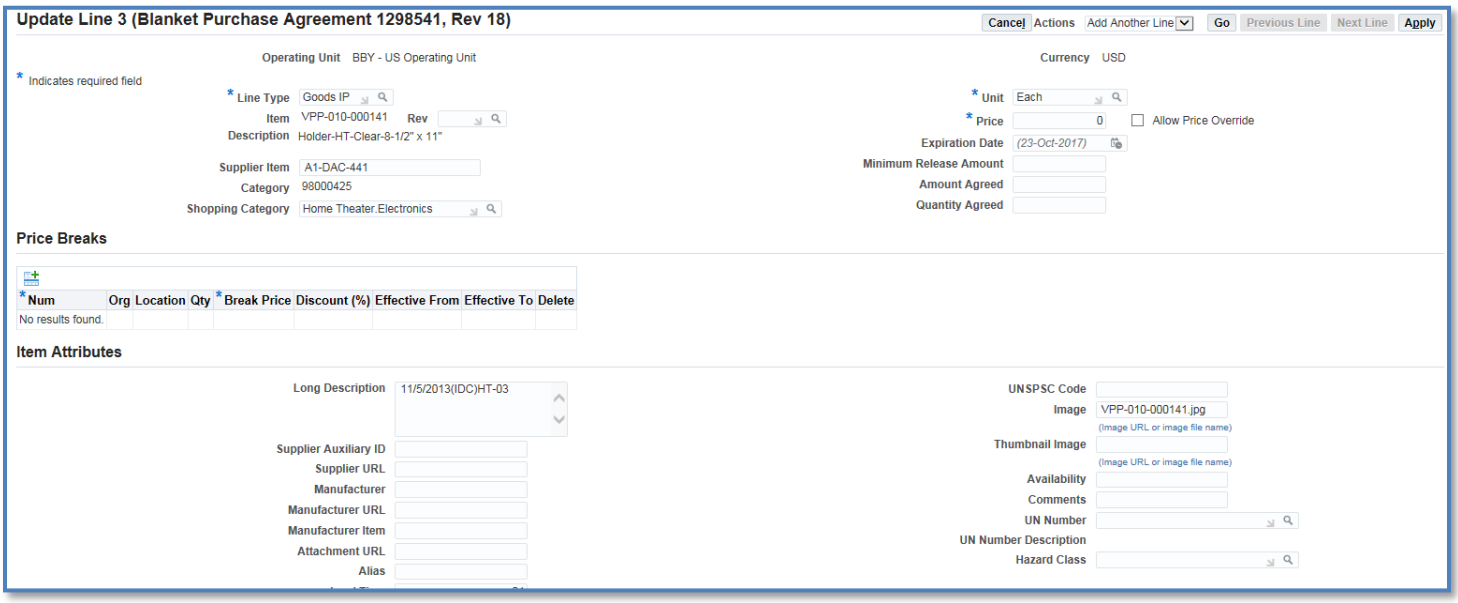


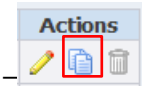
Line/Type – Please do not change what is on the screen.
Item/Job – Used for consulting services only.
Description – Add or update the description, (Space limited to 240 bytes).
Supplier Item – Change part numbers if necessary (Space limited to 25 bytes).
Category – Please use the magnifying glass to search for a category if different than what is listed.
Unit - Please use the magnifying glass to search for a unit of measure if different than what is listed.
Price – The price BBY will pay can update here.
Expiration Date – To end date an item from the catalog enter a date here. Use the calendar Icon to select a date.

Under Actions:

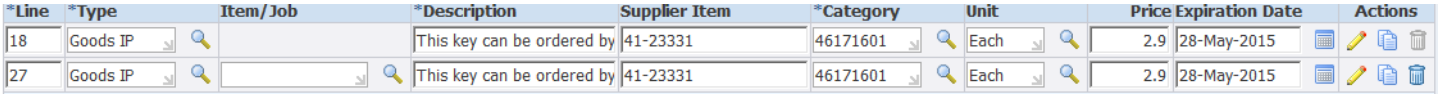
Pencil - 

For additional changes to data not seen click on the pencil and add your data.
Please Note: Image files will still need to be sent to OraclePurchasingSupp@bestbuy.com to be uploaded into the catalog.



Duplicate – 

to duplicate a line click on here to add a duplicate line. Please only duplicate one line at a time. Then click Apply. Repeat this process as necessary to add additional lines.

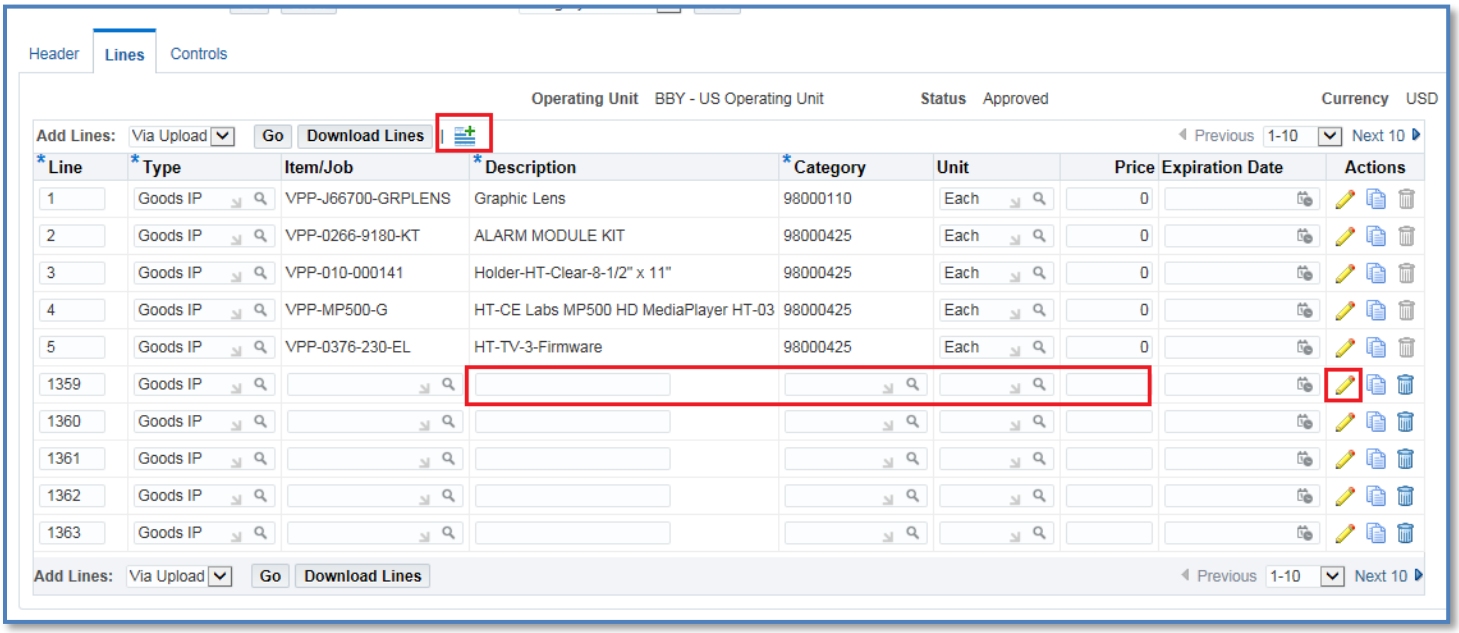


Trash Can –
To remove a line that has not been already saved/submitted click on the trash can.

9. Once changes have been made to your line data click on the **Save** button at the top or bottom of the page. Use the Search tool to find additional lines to update. Use the Clear button to clear the search fields and press Go to search for all Items in your catalog. Use the **Submit** button only when all items have been saved and ready to send to the Buyer for approval.

Add New Catalog Lines

1. Click on Add 5 Rows' button at the top of the first page



2. Add the following information:

Line: System generates the number

Type: select 'Goods' (if not populated)

Item/Job: Used for Contract/Project Labor.

Description: enter the catalog line description (less than 240 bytes)

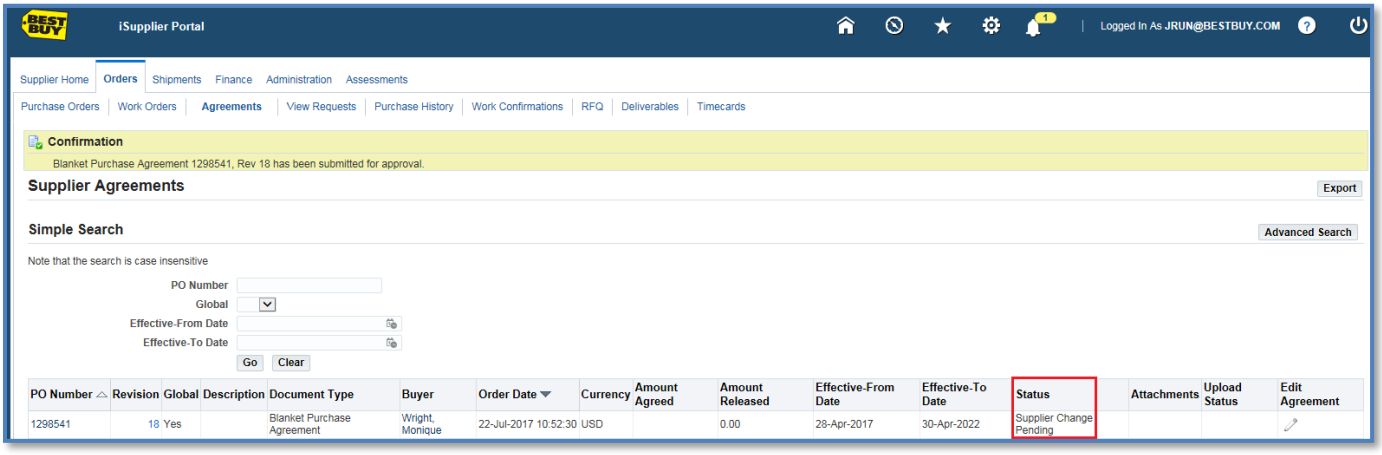
Supplier Item: Enter your supplier item here, MFG item can be added using the pencil. (less than 25 bytes)

Category: Select the appropriate category (UNSPSC code) Choose from the list of values.

Price: Enter the catalog line price (do not enter a $ sign)

Pencil: Add additional information for the record.

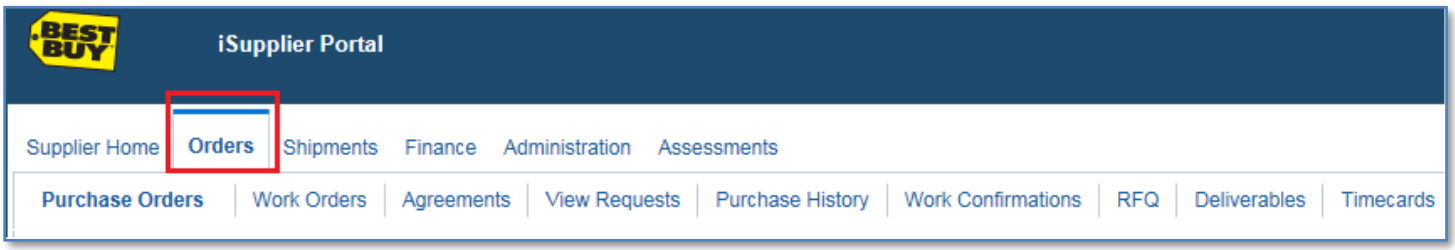
3. After all changes / updated are completed, Click 'Submit' to send your request to the Buyers for approval. Review the confirmation that the changes are submitted for approval and the status will be indicated as 'Supplier Change Pending'.



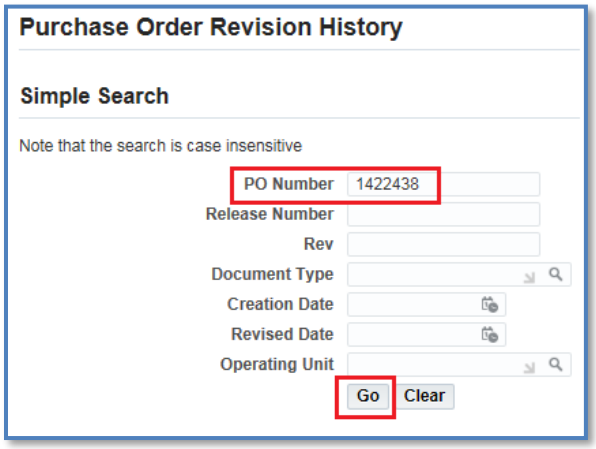
On approval by the Buyer at Best Buy, these changes will be reflected on the catalog and the status will change to Approved.

View Purchase Order Change History

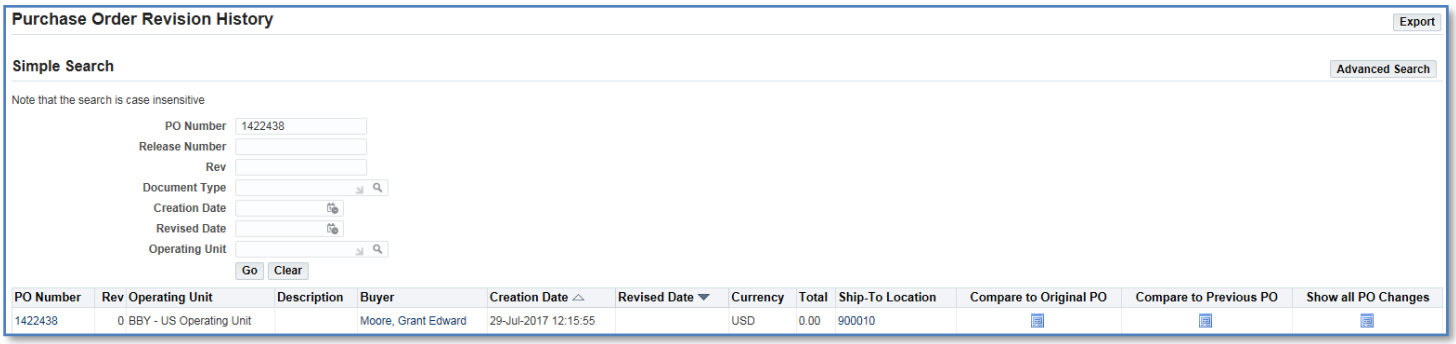
1. Click the Orders tab, then click the Purchase History link.



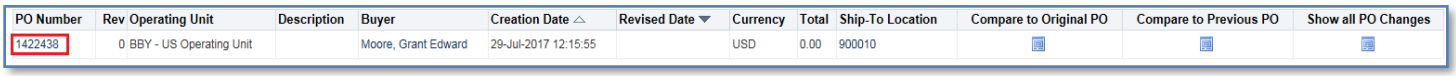
2. Enter the Purchase Order number, then click Go.



Only approved changes will be viewable. Use the Export button if you want to export the results to a spreadsheet.



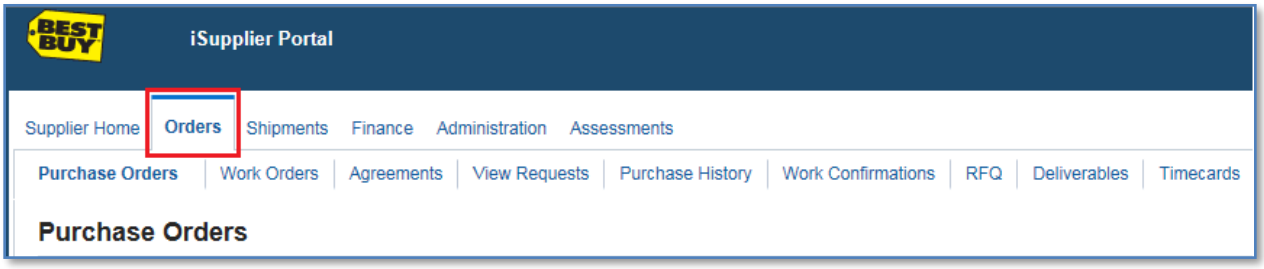
3. Click the Purchase Order hyperlink to view the Purchase Order details.



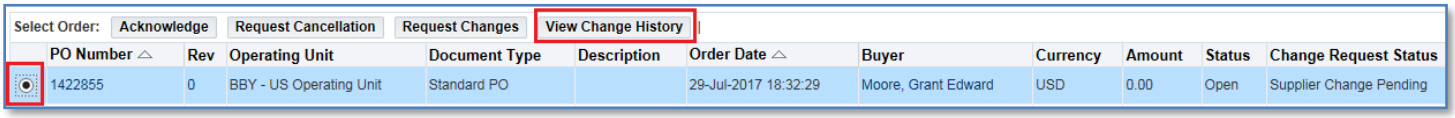
Note → This view displays the requests which have been approved and / or rejected. Scroll to the right to view additional fields (Additional Changes, Buyer Response, etc.).

View Purchase Order Changes

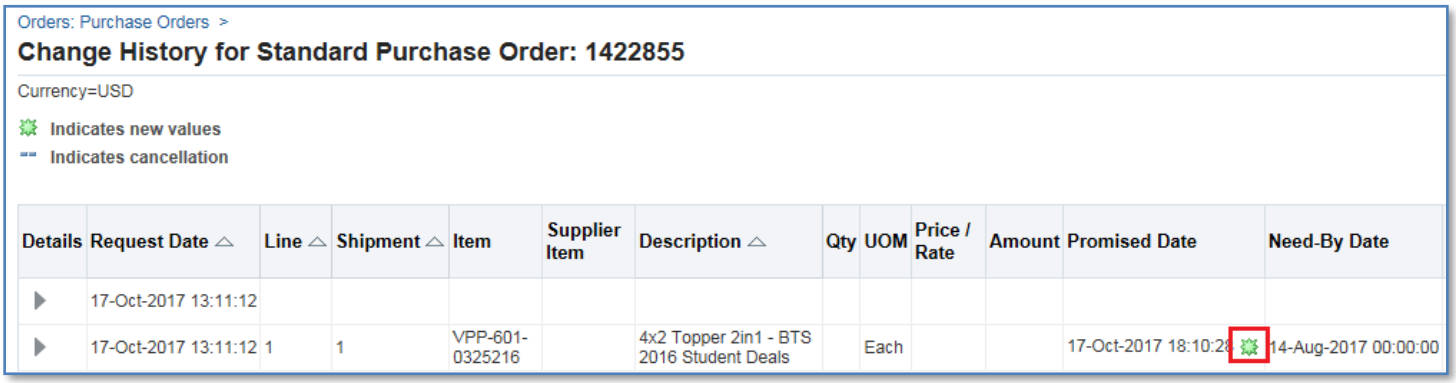
1. Click on the Orders tab.



2. Select a Purchase Order and then click on the View Change History button.



The green star icon indicates the change submitted.



Note → This view will display those requests which have been approved and / or rejected.

3. Click OK to return to previous screen.

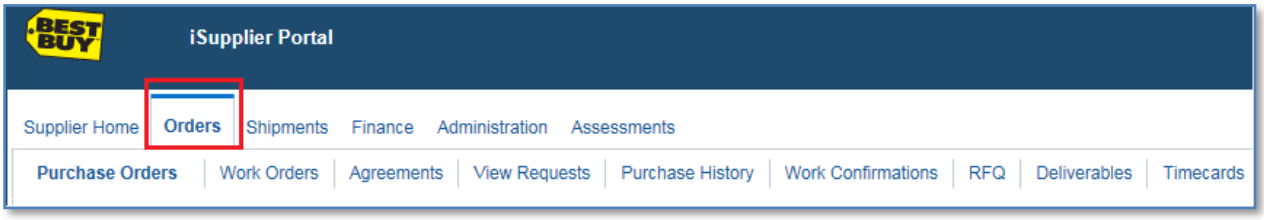
Requesting Purchase Order Cancellations

There may be instances where it is necessary to submit a request to the buyer to cancel an entire Purchase Order or to cancel Purchase Order lines. When you request a cancellation of a Purchase Order or Purchase Orders lines, the request is submitted to the Buyer listed on the Purchase Order. If the Buyer approves the request the Purchase Order or Purchase Order lines will be cancelled.

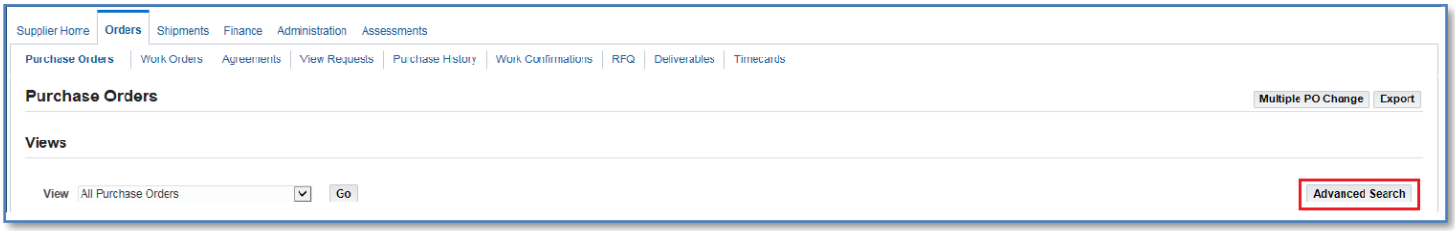
> **Note** → Cancellation requests will only be accepted through the iSupplier tool. Best Buy will not accept requests via email, fax, nor phone.

Cancel Purchase Order Line

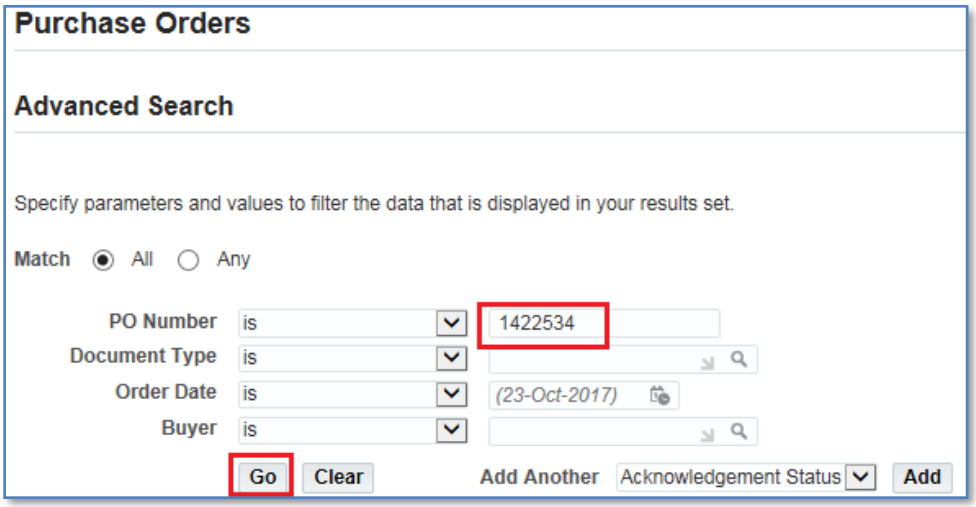
1. To submit a request to the buyer to cancel Purchase Order lines, click on the Orders tab.



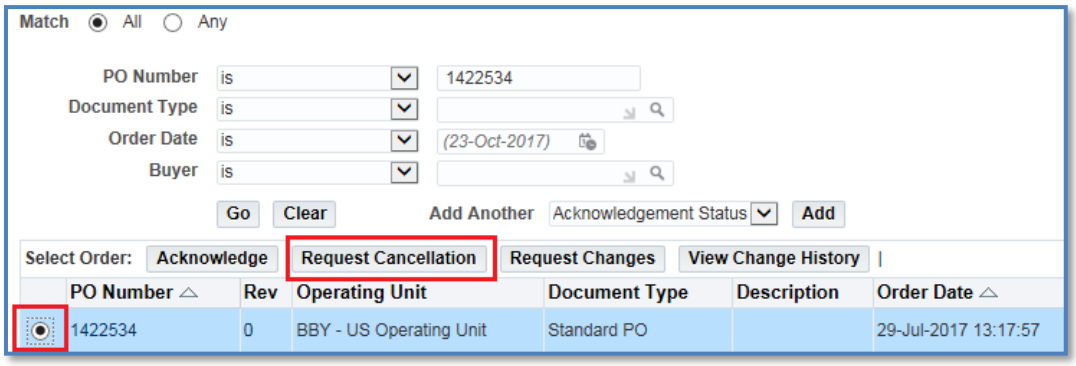
2. The default view will show all Purchase Orders. To search for a specific Purchase Order click on the Advanced Search button.



3. Enter the Purchase Order Number and click Go.



4. Select a Purchase Order by enabling the radio button then click on the Request Cancellation button.

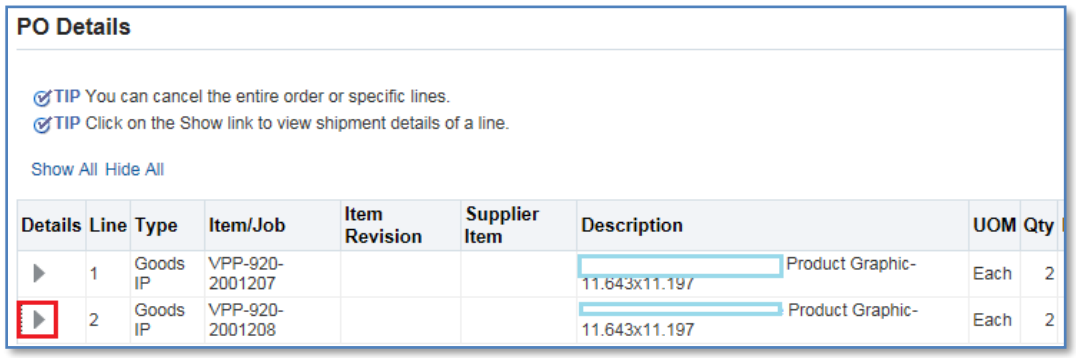


Note → Before submitting the request for cancellation the Supplier needs to be aware if there is an invoice already submitted and matched to the Purchase Order; the Buyer will reject the request for the cancellation until a credit memo invoice is issued by the Supplier. Once the credit memo invoice is processed the Supplier can re-submit the cancellation request.

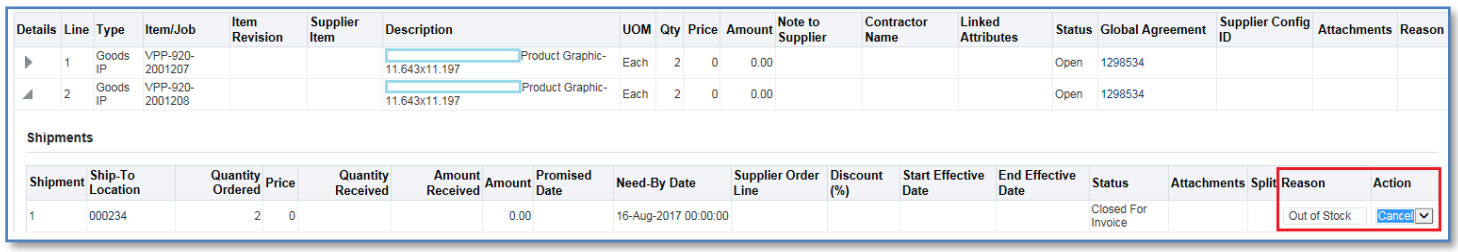
If an invoice and a credit have already been issued and matched, the Buyer will process the request to cancel the Purchase Order.

If an invoice has not been submitted and matched to the Purchase Order, the Buyer will process the request to cancel the Purchase Order.

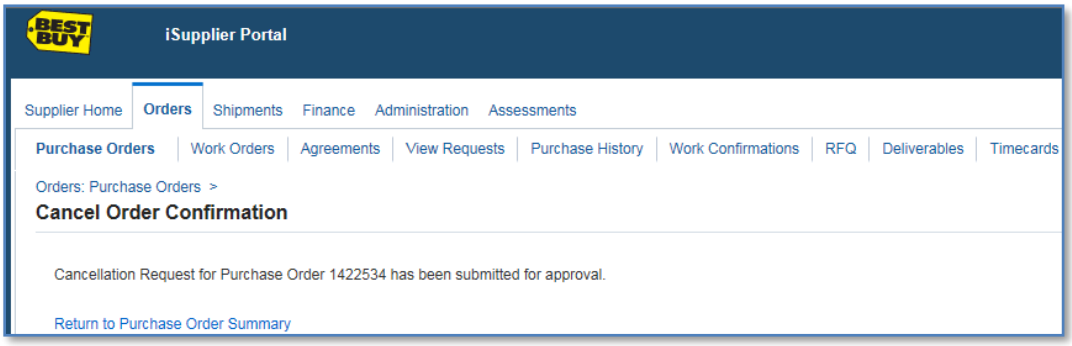
5. In the Purchase Order details click on the Show button to view all fields.



6. Enter the reason for the cancelation in the open field and choose Cancel from the Action drop down box. Click on the Submit button.

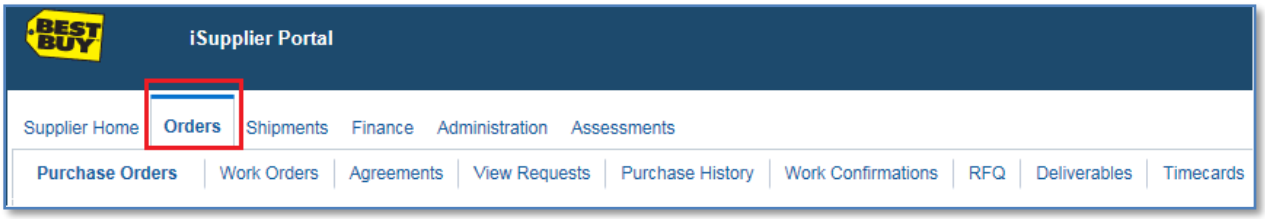


7. A confirmation message will display indicating the cancellation request has been submitted to the Buyer for approval. Once the Buyer accepts (or rejects) the request, the Supplier will be notified.

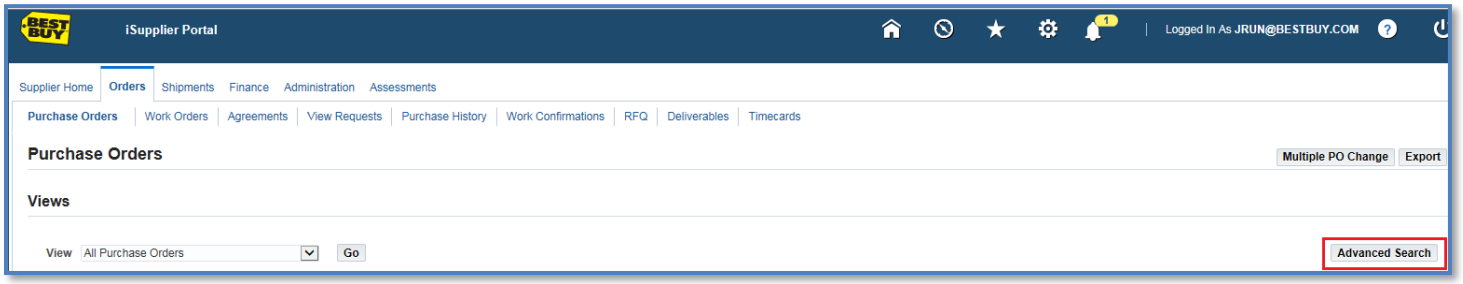


Cancel Entire Purchase Order

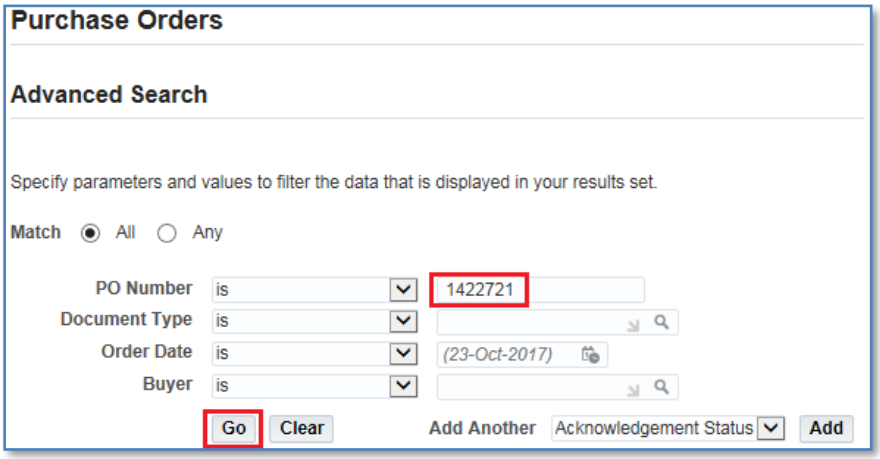
1. To submit a Purchase Order cancellation to the Buyer, click on the Orders tab.



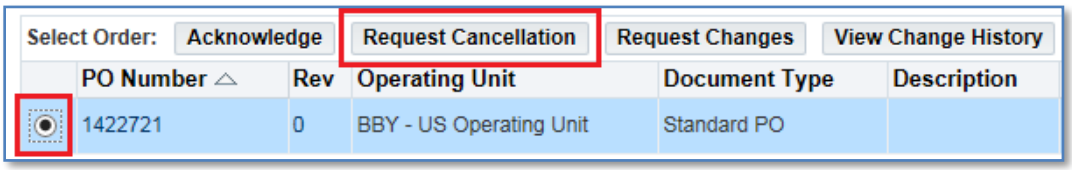
2. The default view will show all Purchase Orders. To search for a specific Purchase Order click on the Advanced Search button.



3. Enter the Purchase Order Number and click Go.



4. Select a Purchase Order by enabling the radio button then click on the Request Cancellation button.

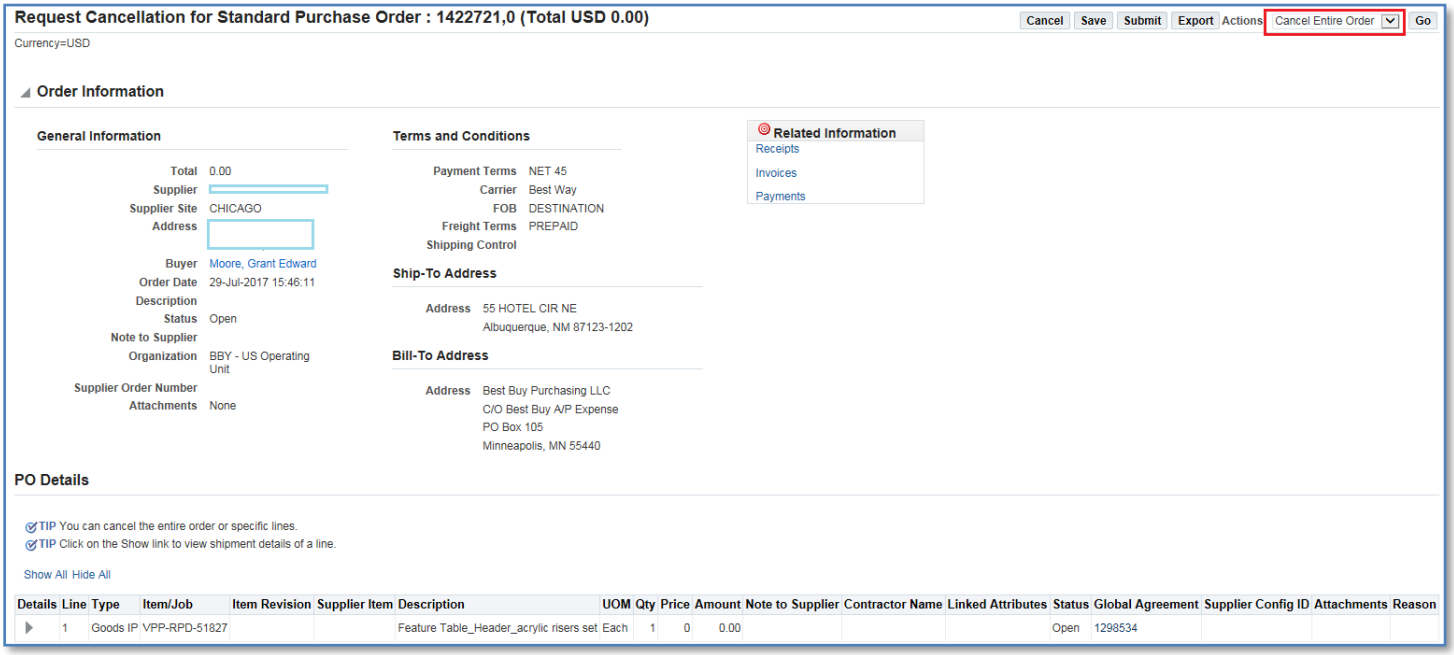


Note → Before submitting the request to cancel a Purchase Order, be aware if an invoice has already been submitted and matched to the Purchase Order, the Buyer will reject the request until a credit memo invoice is issued by the Supplier. Once the credit memo invoice is processed, the Supplier can re-submit the cancellation request.

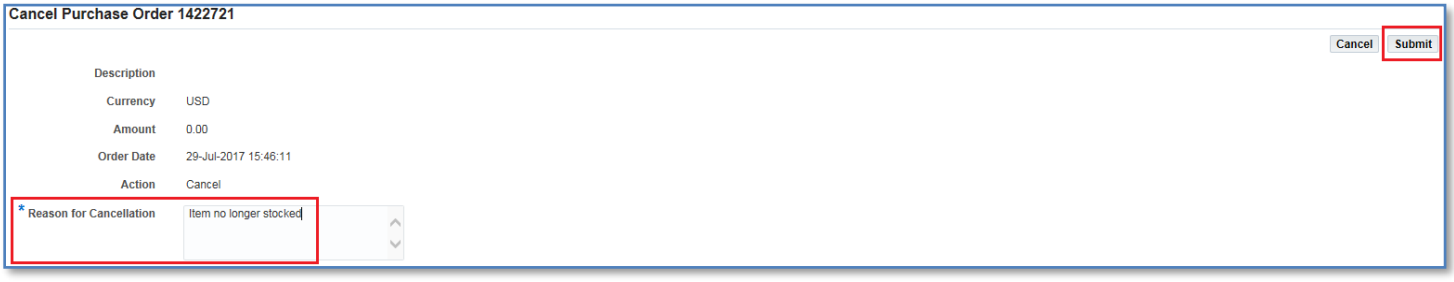
If an invoice and a credit have already been issued and matched, the Buyer will process the request to cancel the Purchase Order.

If an invoice has not been submitted and matched to the Purchase Order, the Buyer will process the request to cancel the Purchase Order.

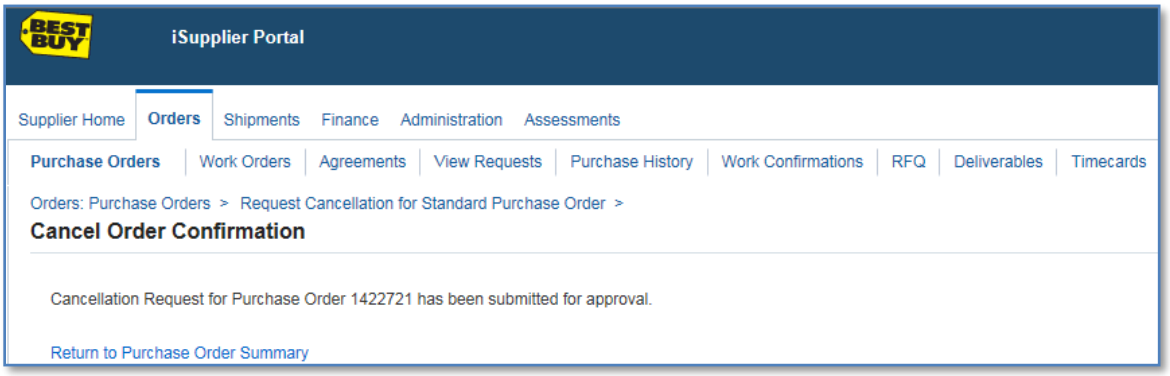
5. Click on the Cancel Entire Order button.



6. Enter a reason in the Reason for Cancellation box and then click on the Submit button.



7. A confirmation message will display that the cancellation request has been submitted to the Buyer for approval. Once the Buyer accepts (or rejects) the request, the Supplier will be notified.



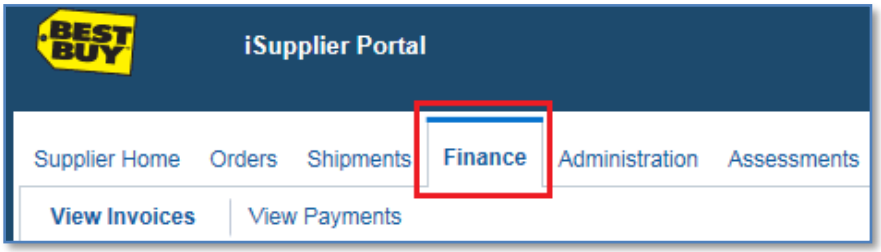
Submitting Invoices

iSupplier allows you to create and submit standard invoices and credit memo invoices to Best Buy systematically. The system will not allow any overbilling against a Purchase Order based on either the price or the quantity ordered.

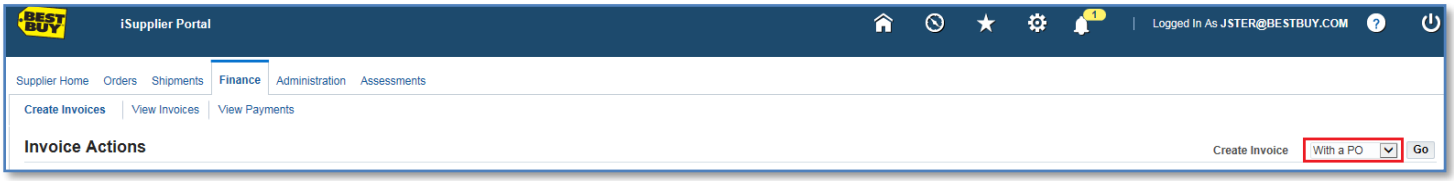
If it is necessary to invoice Best Buy for more than what the Purchase Order states you must submit a Purchase Order change request in iSupplier prior to entering the invoice in the system. See the Purchase Order Changes section in this manual.

Note: Invoice View Only access is granted to suppliers who have other routes for transmitting invoices to or with Best Buy Co., Inc. Invoices submitted via those other routes can be reviewed under the finance tab but submitting an invoice through the portal will not be possible.

1. To create and submit a standard invoice or credit memo invoice, click on the Finance tab.



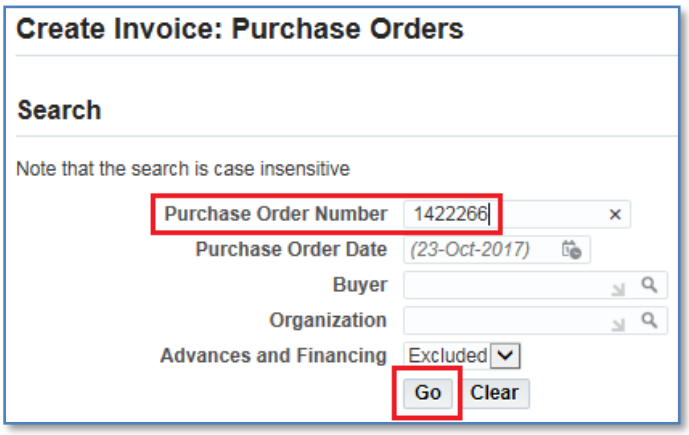
2. Click the Go button to get to the next screen to enter your Purchase Order number.



3. The invoices screen will display providing you with the four step process:

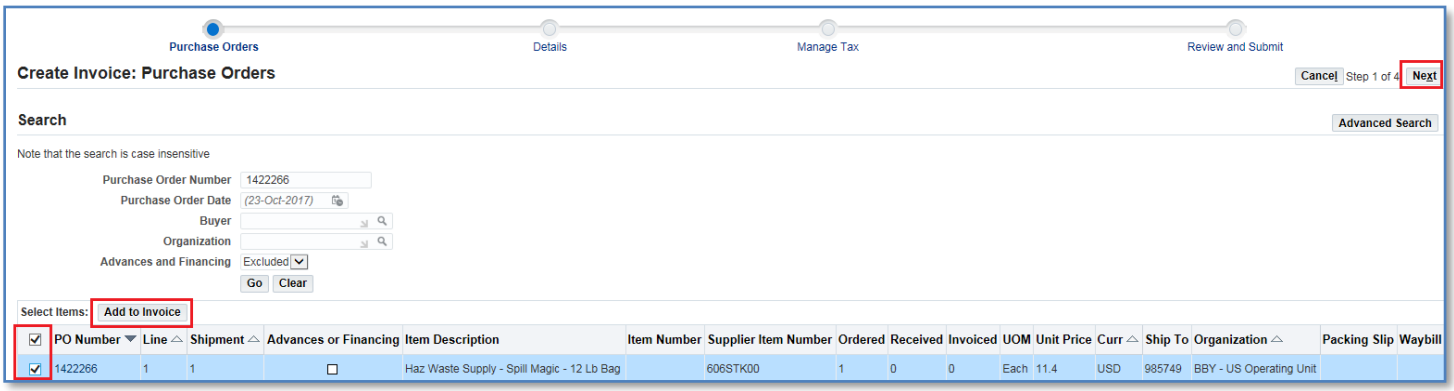
   - Purchase Orders
   - Details
   - Manage Tax (Enter ONLY if you have not been provided a Tax Exemption/Resale Certificate from Best Buy)
   - Review and Submit

4. Enter your Purchase Order number and then click Go.



Note → An Invoice cannot be created using multiple Purchase Orders.

5. Check the box next to the Purchase Order number to select, then click Next or click on the Add to Invoice button.



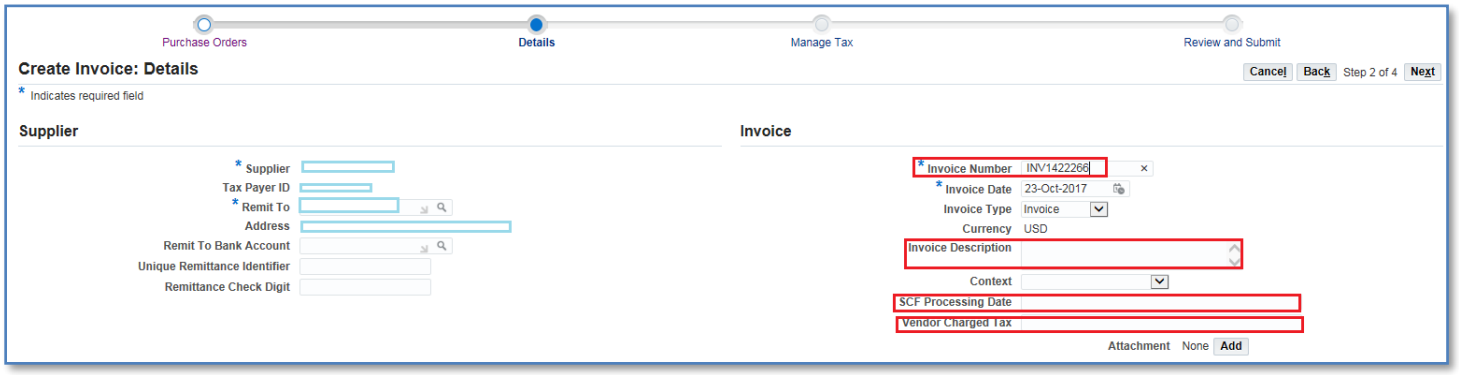
6. Enter the Invoice Number (required), an Invoice Description (optional) and Vendor Charged Tax amount (if applicable).

   Note → Invoice numbers should be alpha-numeric. Alpha characters must be in CAPS. Dashes and dots are acceptable, but no other special characters should be used.

   Note → Vendor Charged Tax field - If your company has Best Buy's tax exemption/resale certificate on file, do not enter sales tax in the "Vendor Charged Tax" field.

   Note → Disregard the SCF Processing Date field.

   Note → Those using Chrome must turn off ad blocker for tax to be entered.

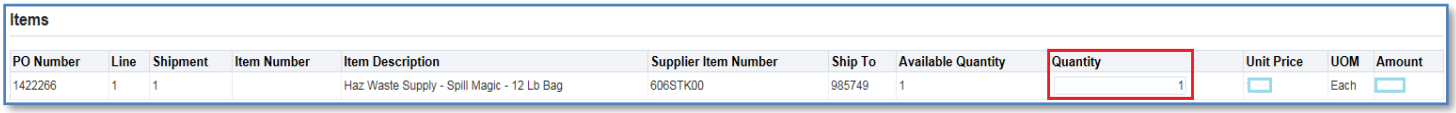


   Note → If the invoice submitted is a Credit, choose Credit Memo from the Invoice Type drop down box. Enter a negative value using a hyphen in the Quantity field (example: -1).

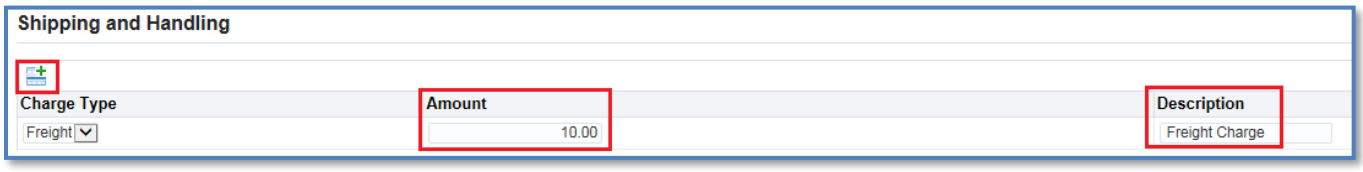
iSupplier allows you to create a credit memo invoice against a Purchase Order which has been fully invoiced.

In this circumstance, contact the Buyer listed on the Purchase Order by submitting a change request for that Purchase Order. You must request the Buyer to initiate a return of receipts against the Purchase Order in order for you to proceed with entering the credit invoice. Once you receive the approval from the Buyer that the return of receipts has been processed, you will be able to create the credit memo.

7. Scroll down to Items. If it is necessary to modify the invoiced quantity, enter the new quantity in the Quantity field at the bottom of the page.

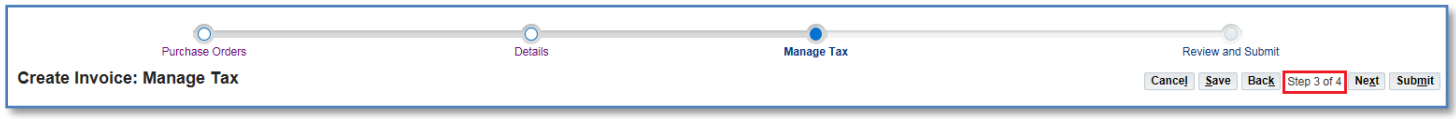


8. If it is necessary to add Freight or a Miscellaneous charge, click on the Add Row button to populate those charge fields. Add the dollar amount for the charge and enter a description. Add as many rows as necessary. Click on the Next button.

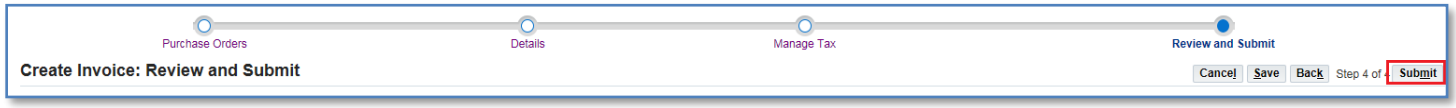


9. Click "Next" in the Manage Tax screen.

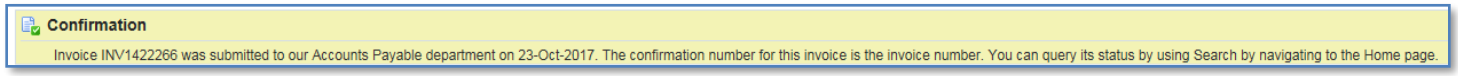
Note → If your company has Best Buy's tax exemption/resale certificate on file, do not enter sales tax in the "Vendor Charged Tax" field.



10. Review the invoice total. If all amounts are correct, click on the Submit button.

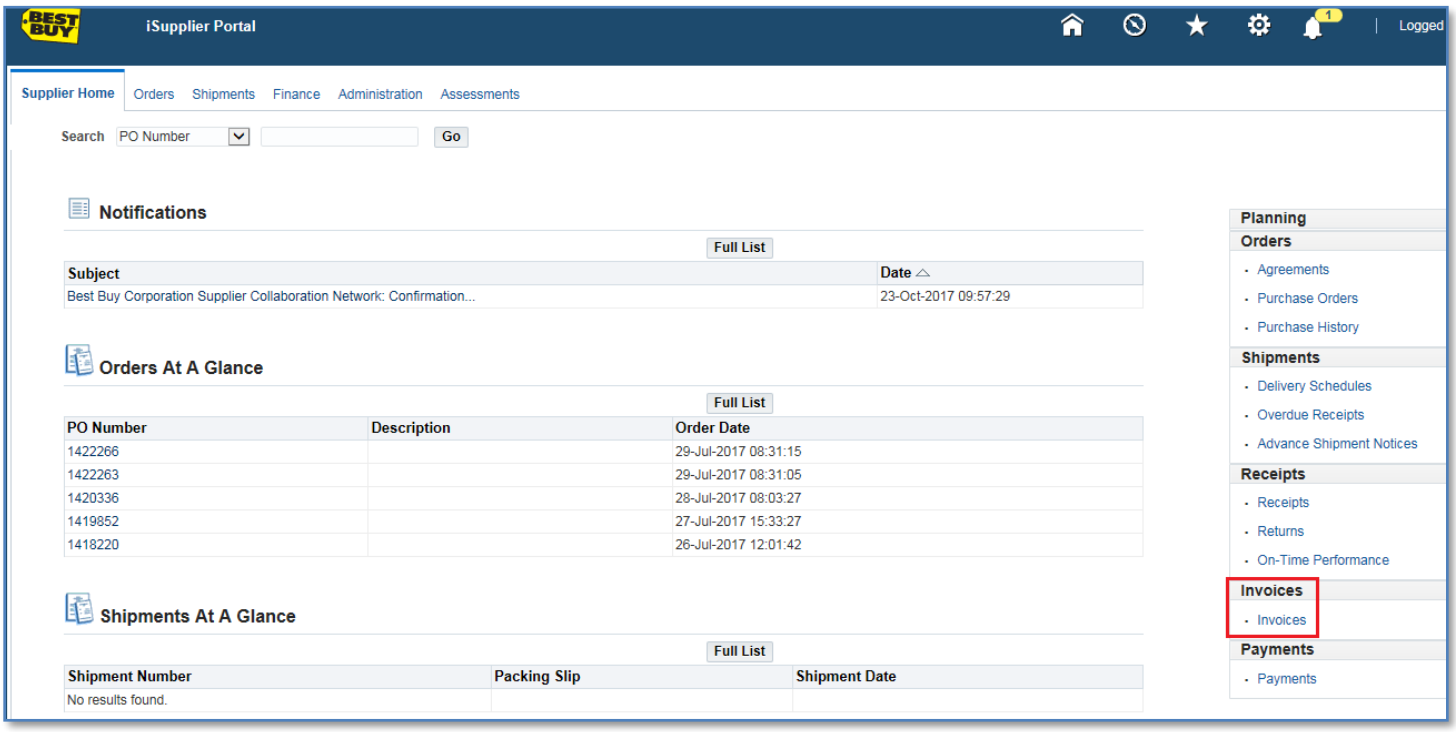


11. A confirmation notice will display that your invoice was submitted to our Accounts Payable department for processing.

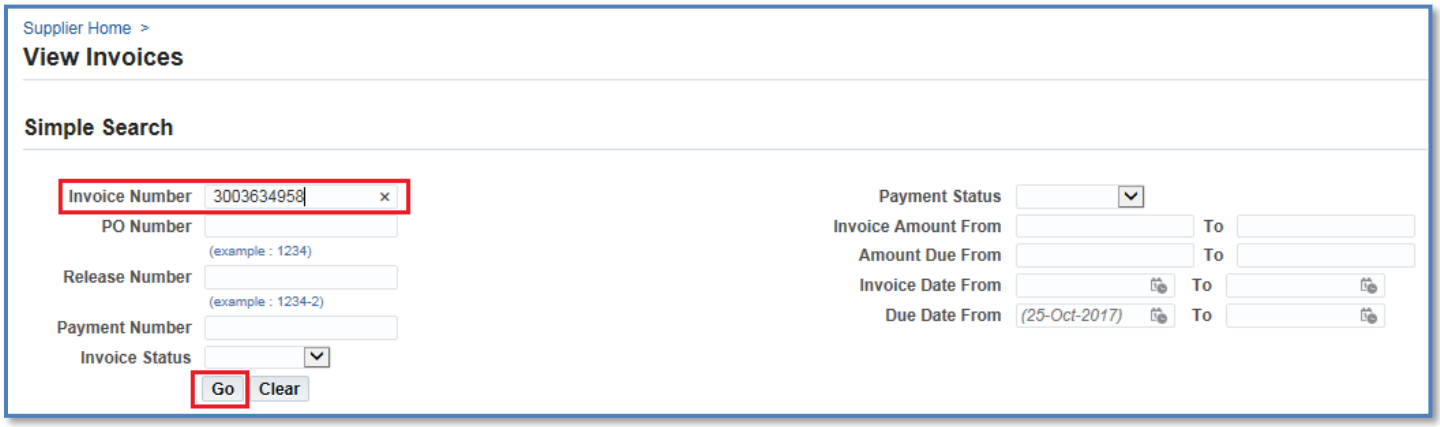


View Invoice Status

1. Click on the Home tab. Then click on the Invoices hyperlink.

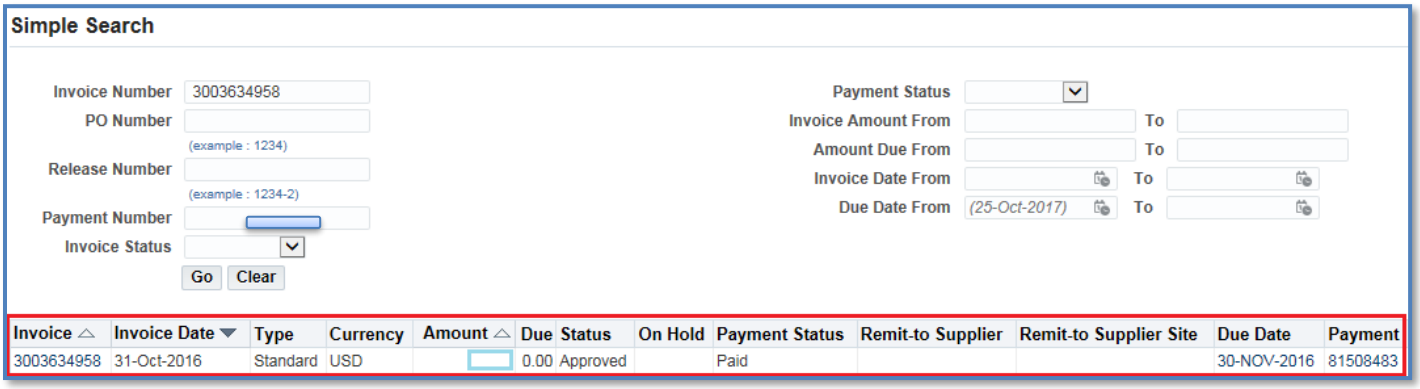


2. Enter your Invoice number search criteria. To return all of your invoices, enter the % (wildcard) in the Invoice Number field and click Go.



The view provides you with the Payment Status, Due Date and Payment Number (if applicable at the time of query)

Note → Click on the hyperlinks for the Invoice Number or Due Date to view additional details. The Export option is available and allows you to export the information in the view.



Other Invoice Search Options

Purchase Order: To view the invoice related to a specific Purchase Order, enter the Purchase Order Number. If you do not know the number, enter the % (wildcard) in the Purchase Order Number field.

Payment Status: Statuses include: Not Paid, Partially Paid and Paid.

Invoice Date Range: Enter a single date or, alternatively enter a start and an end date.

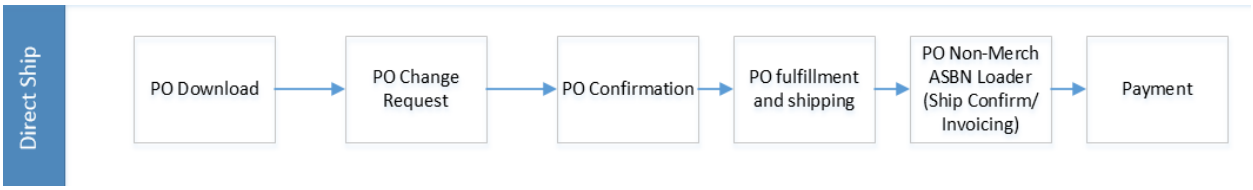
BEST BUY ISUPPLIER USER GUIDE – FOR ITEM PURCHASE ORDERS

Last Updated: April, 2017

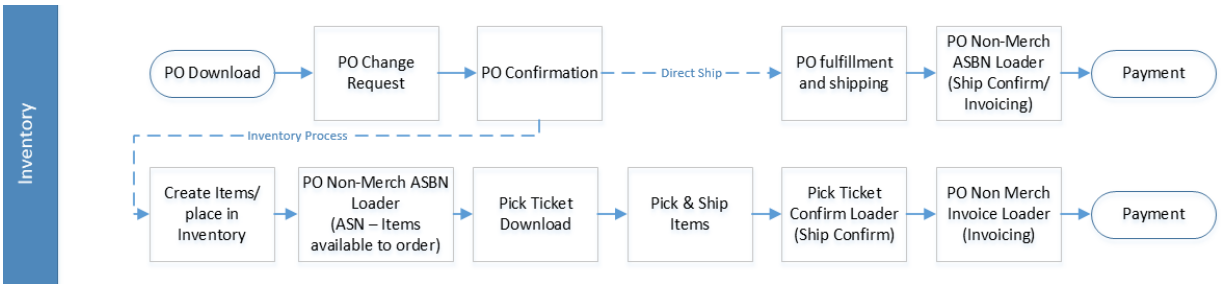
Version: 7.0

iSupplier for Item POs – Process Flows

Direct Ship:



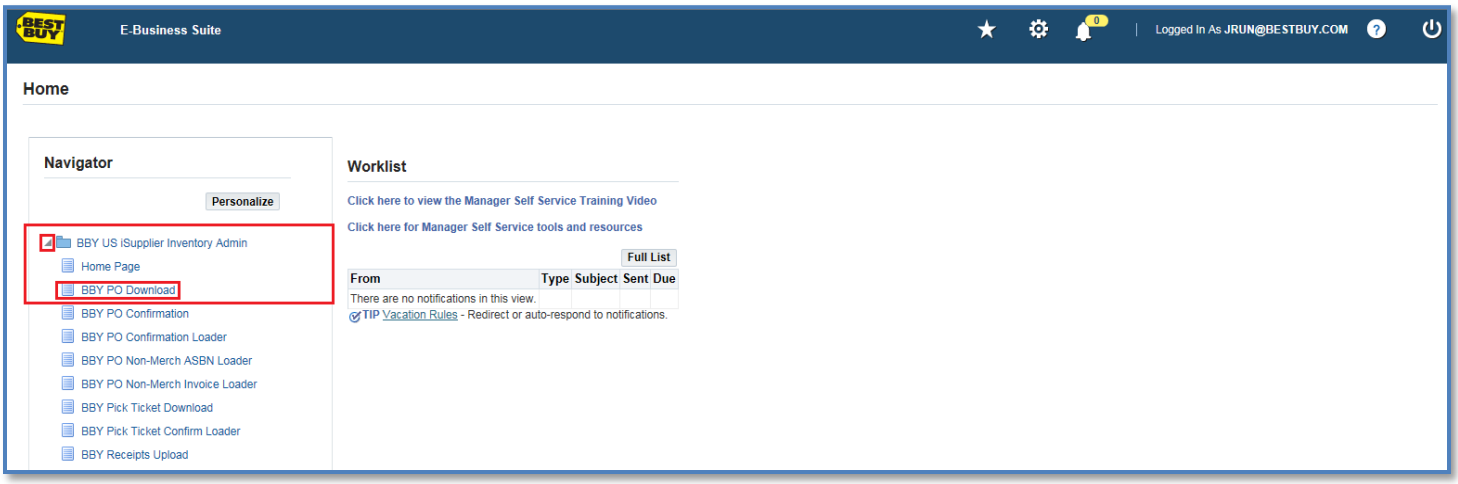
Inventory:



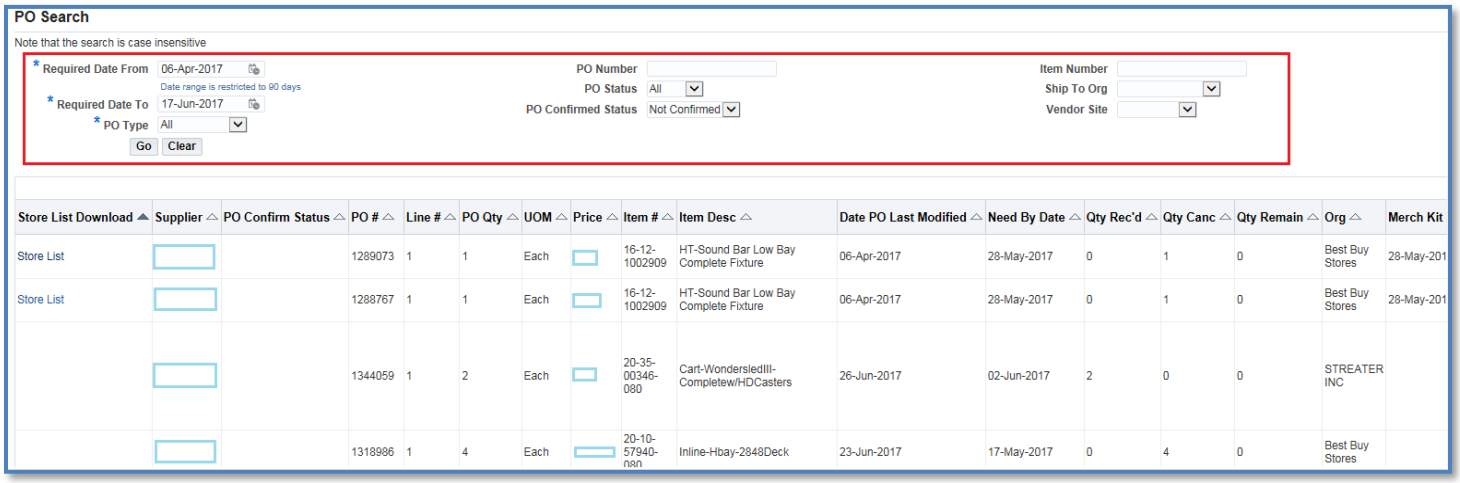
Consolidator:

PO Download – Item POs

1. Log onto iSupplier:
2. Main Menu: Click BBY PO Download



3. BBY PO Download:



4. Enter your Search Options, Click Go:
    a. *Required Date From: This is a required field meaning Need By Date
    b. Required Date To: enter a date here if you would like to look at a specific time frame
    c. *PO Type: This is a required field. Defaults to All. Can choose All, NonMerch Kit, or Merch Kit
    d. PO Number: Enter a PO# if searching for a specific PO
    e. PO Status: Defaults to Open. Can choose Open, Closed, or All
    f. PO Confirmed Status: Defaults to Not Confirmed. Can choose Not Confirmed, Confirmed, Rejected, or All
    g. Item Number: Enter Item # if looking for a specific Item
    h. Ship To Org: Only used by Consolidator Suppliers.

5. Export the PO Download: You will need to Click Export to see the complete file, what is visible online does not include the ship to address details. This will download in CSV format. Save and Open- this will save into your download folder- you may need to empty that folder from time to time for space.

    Details of each column here.

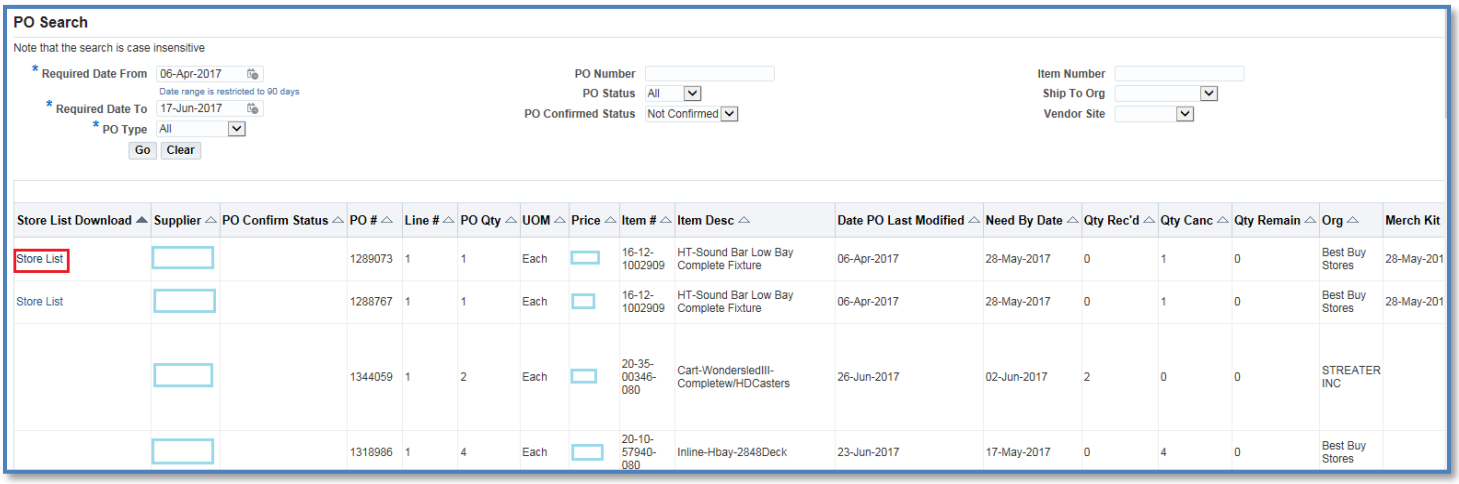
- Supplier- Supplier Name
- PO Confirm Status – Blank (no action taken), Accepted, Rejected
- PoConfirmStatusCode– Blank=no action taken, A=Accepted, R=Rejected
- PoConfirmedFlag- Blank=no action taken, Y=Yes, N=No
- PO #
- Line # - Line # on the PO
- Ship # - will always be 1
- PO Qty - PO Quantity
- UOM – Unit of Measure
- Price
- Item #
- Item Descr – Item Description
- Date PO Last Modified
- Need by Date
- Qty Rec'd – Quantity Received
- Qty Canc – Quantity Cancelled
- Qty Remain
- Org:
    - Best Buy Stores = A single store or multiple stores (if multiple stores there will be a hyperlink in the Store List Download column with detail – see step 6)
    - TPL Merch = Group O Merch Kit
    - TPL R&M = Group O Repair and Maintenance
    - TPL Project = Group O Projects
    - Your Company = For suppliers who hold BBY inventory only.
- Sub-Inv: Blank or INV = Inventory held at supplier
- Merch Kit Date: Only if the PO is for a Merch Kit
- Job #: Job number from the buyer workbench- reference when speaking to the buyer
- Buyer Name: Buyer listed on the PO, who you should reach out to for questions
- Project Name: MK=Merch Kits, P=Transformations, Q=Remodel, N=Reload/New Store, S=Special Project
- Label Color – If label color column is blank look at Notes to Supplier field.
    - Project name = Green
    - Blank = Red
- Notes to Supplier

The below are not visible on the screen, need to download the PO to see the following:

- Ship To Location: Located in column F of the file. Ship To Location:
    - Store # (i.e. 15=store 15)
    - 989508=TPL Merch Kit
    - 989533=TPL R&M
    - 989534=TPL Projects
    - 98XXXX= BBY Inventory held at supplier
- Ship To Address1:
    - THIRD PARTY DIRECT SHIP= Multiple stores on PO
    - TPLXXX= 3rd party consolidator
    - Your company address = Held inventory
    - Store address

- Ship To Address2
- Ship To City
- Ship To State
- Ship To Postal
- Ship To Country

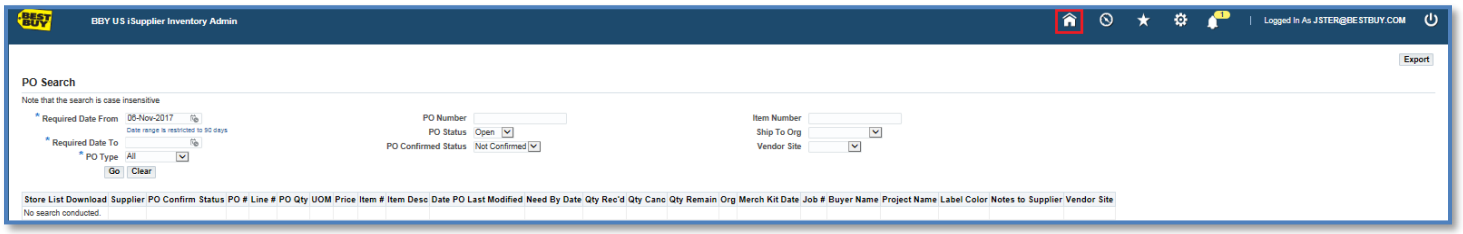
Store List Download: *ONLY PO'S FOR MERCH KITS THAT ARE DIRECT SHIP WILL HAVE THE STORE LIST LINK.* If a PO has a store list attached, you will see a hyperlink to that file in the first column of the PO Download, "Store List Download". Click the hyperlink. Save and Open - this will save into your download folder- you may need to empty that folder from time to time for space.



Store List Download	Supplier	PO Confirm Status	PO #	Line #	PO Qty	UOM	Price	Item #	Item Desc	Date PO Last Modified	Need By Date	Qty Rec'd	Qty Canc	Qty Remain	Org	Merch Kit
Store List			1289073	1	1	Each		16-12-1002909	HT-Sound Bar Low Bay Complete Fixture	06-Apr-2017	28-May-2017	0	1	0	Best Buy Stores	28-May-201
Store List			1288767	1	1	Each		16-12-1002909	HT-Sound Bar Low Bay Complete Fixture	06-Apr-2017	28-May-2017	0	1	0	Best Buy Stores	28-May-201
			1344059	1	2	Each		20-35-00346-080	Cart-WondersledIII-Completew/HDCasters	26-Jun-2017	02-Jun-2017	2	0	0	STREATER INC	
			1318986	1	4	Each		20-10-57940-080	Inline-Hbay-2848Deck	23-Jun-2017	17-May-2017	0	4	0	Best Buy Stores	

a. Details of Store List columns are the same except for the ship to detail:
   - Ship To Location: Located in column F of PO download file.
     - Store # (i.e. 15=store 15)
     - 989508=TPL Merch Kit
     - 989533=TPL R&M
     - 989534=TPL Projects
     - 98XXXX= BBY Inventory held at supplier
   - Ship To Address1:
     - THIRD PARTY DIRECT SHIP= Multiple stores on PO
     - TPLXXX= 3rd party consolidator
     - Your company address = Held inventory
     - Store address
   - Ship To Address2
   - Ship To City
   - Ship To State
   - Ship To Postal
   - Ship To Country

6. You now have all information for the PO. Click Home in the top right to get back to the main menu.



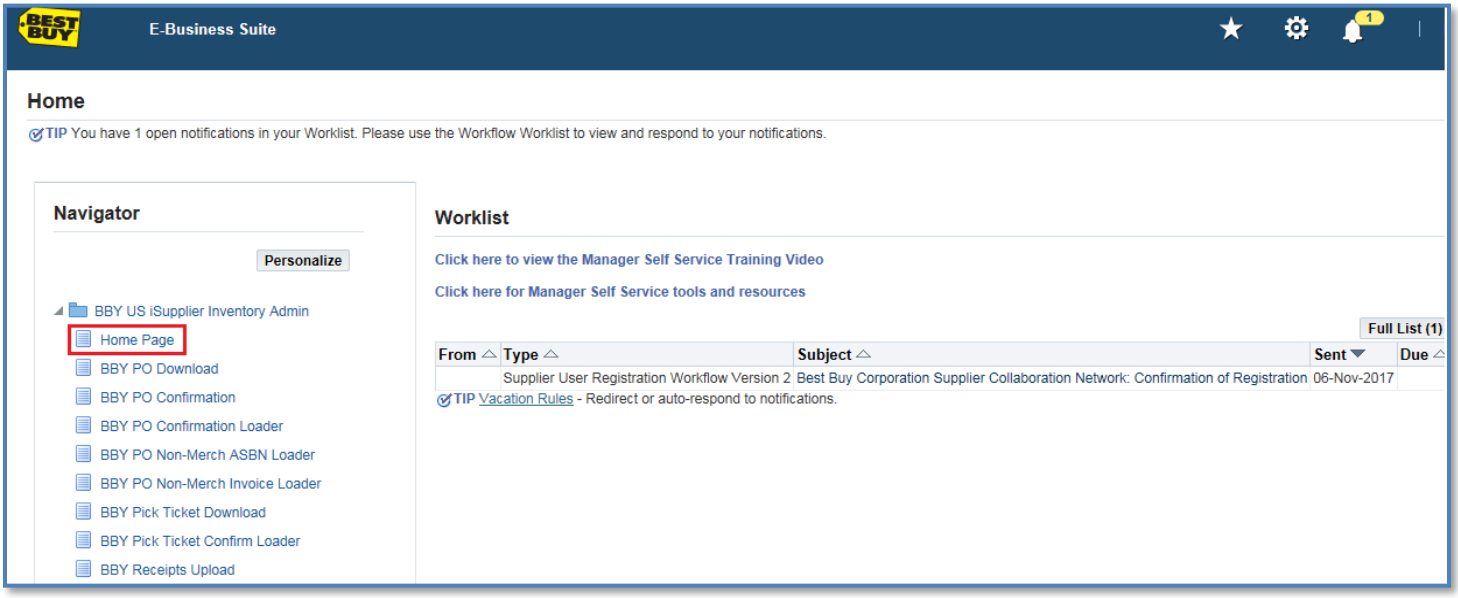
Next steps: If a change needs to be made to a PO for Quantity, Price, and/or Need By Date see Change Request OR if no changes are needed proceed to PO Confirmation. See PO Confirmation / PO Confirmation Loader.

PO Change Request – Item POs

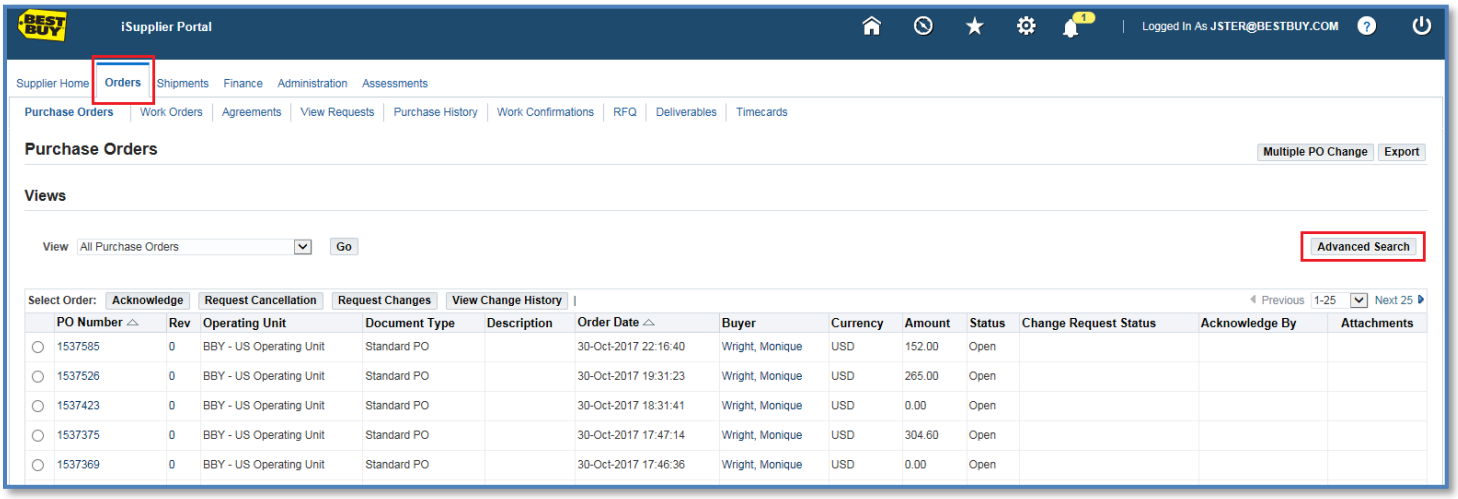
If a change request needs to be submitted for a PO; submit the change request after downloading the PO and before confirming or rejecting a PO. Change Requests may be submitted for the below reasons:

a. Quantity Change
b. Price Change
c. Need By Date Change – Cannot meet date needed by

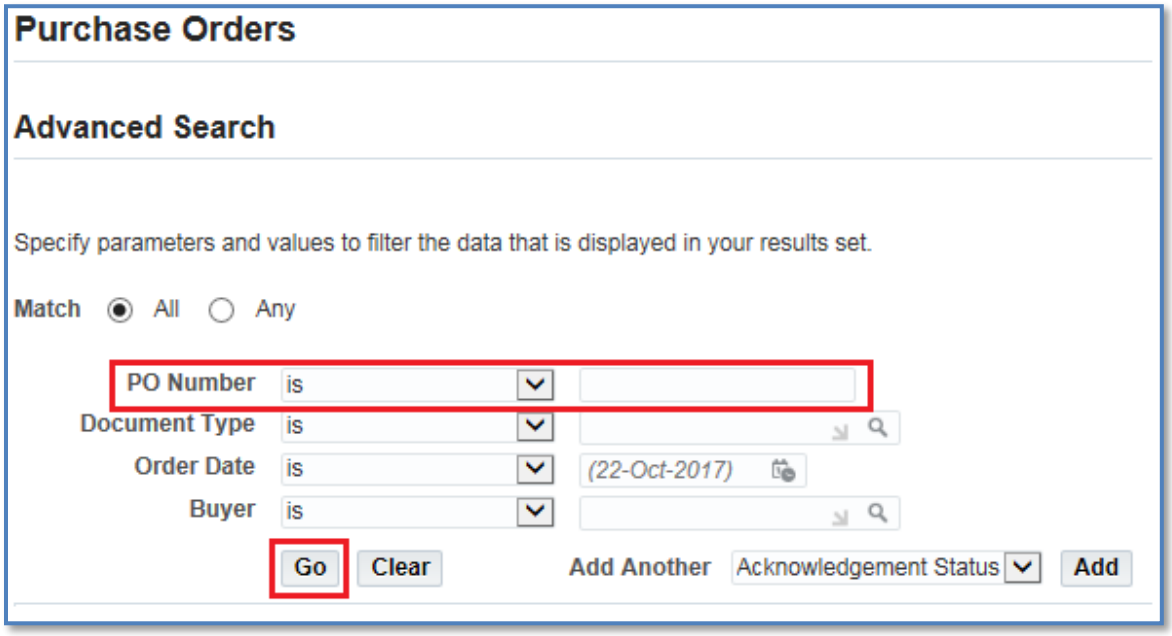
1. Log onto iSupplier:
2. Go to Main Menu, click Home Page



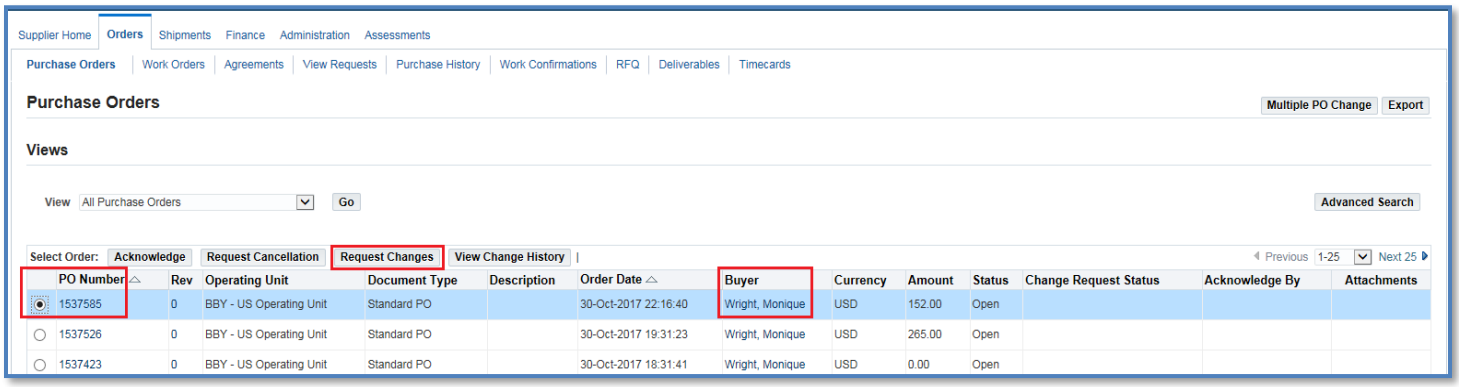
3. Click Orders, Advanced Search (if needed) or select PO.



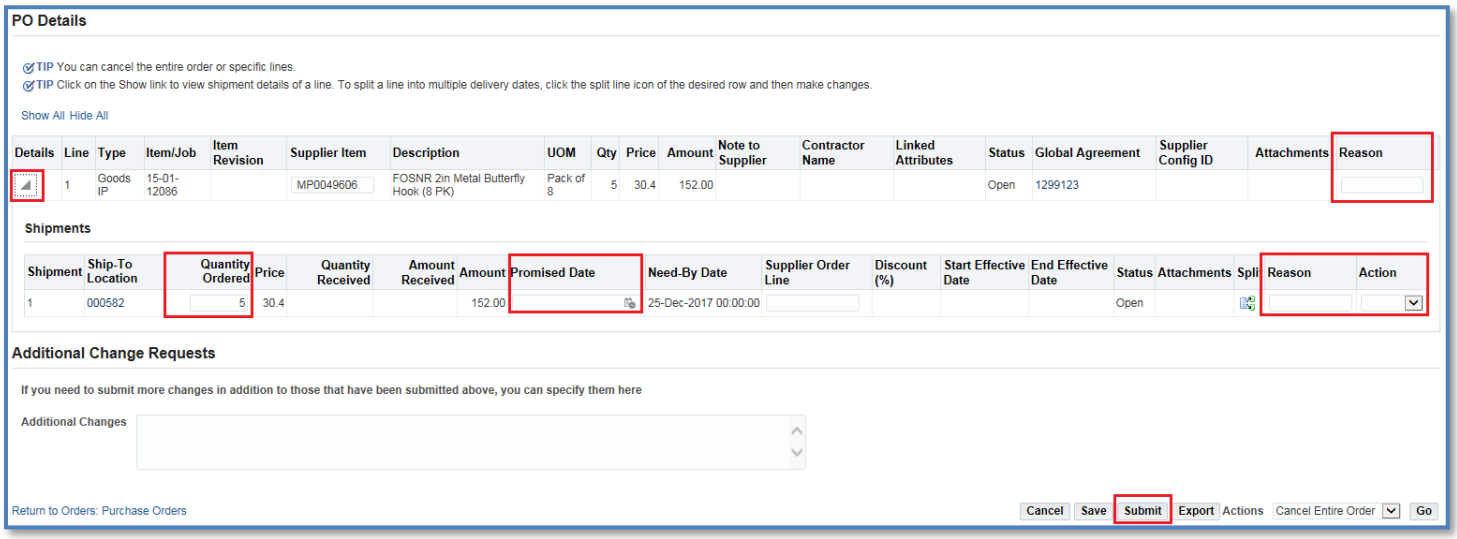
4. For Advanced Search: Enter the PO number, click Go.



5. Select the PO (take note of the buyer listed on the PO, if you click this hyperlink the buyers email address is here) and click Request Changes.



6. The information of the PO is visible. Click the hyperlink under Details and update the Quantity Ordered, Promise Date (Need by date), the Reason as to the change, and the action is either Cancel or Change. You may enter additional information regarding your request in the Additional Change Request. Click submit.

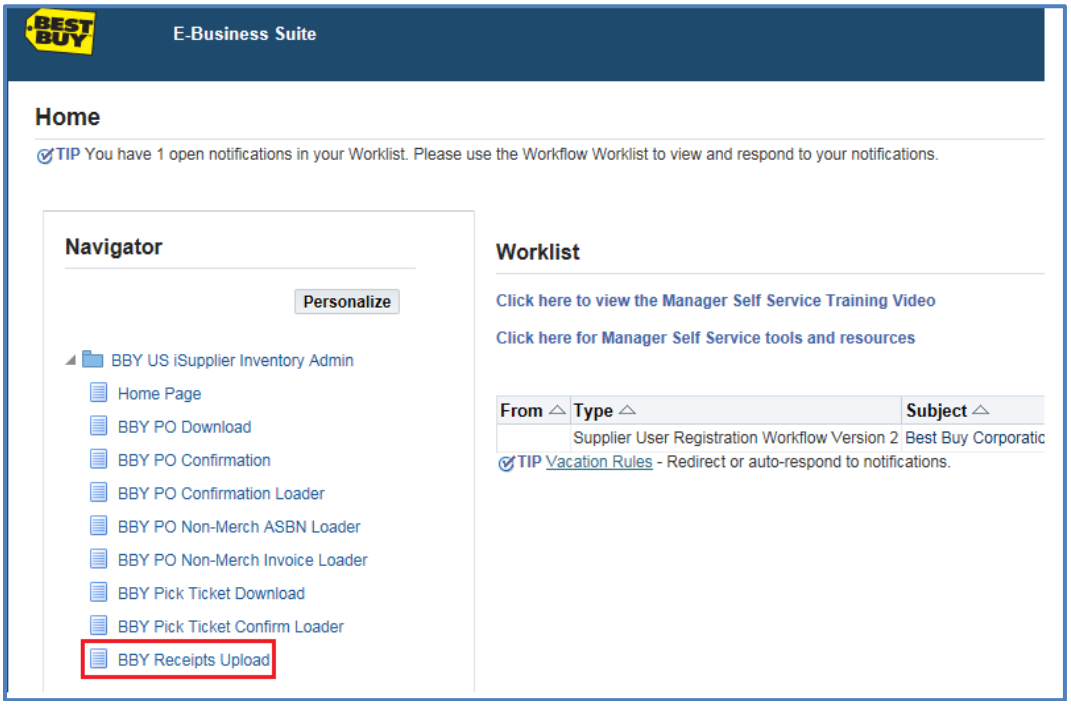


7. Next Steps: Once completed, if Best Buy approves your Change Request, you will receive a revised PO and should accept at this time, assuming you are accepting the terms of the revised PO; for Revised PO, see PO Download.

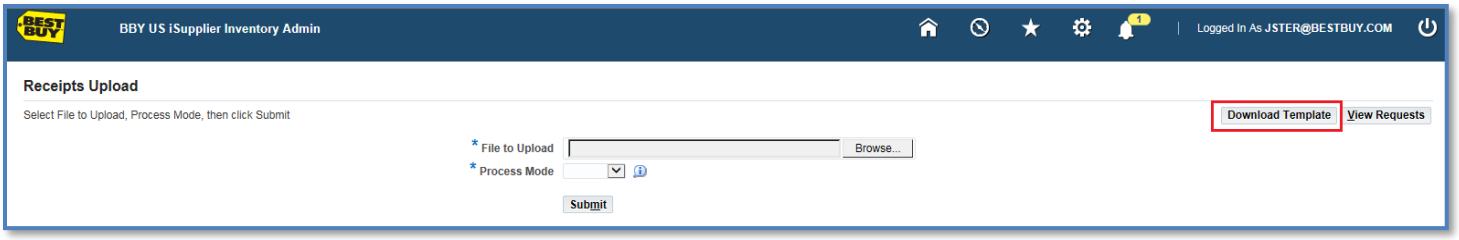
Receipt Upload – Consolidator Only – Item POs

To confirm receipt of items you have received from other Suppliers into the system (excluding Merch Kit POs), upload the receipts using the PO information from the PO Download. For POs issue to your Company (Consolidator), see iSupplier BBY Change Requests and/or iSupplier BBY PO Confirmation.

1. Log onto iSupplier:
2. Go to Main Menu, click BBY Receipts Upload



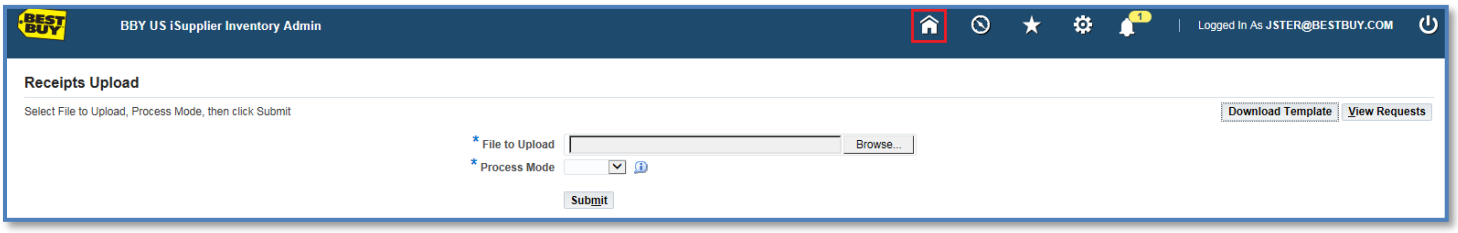
3. Click Download Template, Save As, and save Receipts Upload Template to your computer in CSV format.



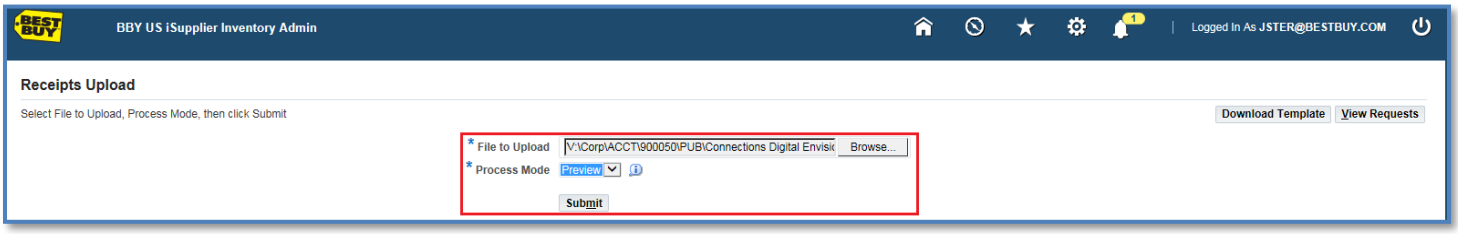
4. Using information found in the PO Download, enter the PO information (only for POs from other Suppliers – Not POs to you, the Consolidator) that you are receiving into the template: PO Number, PO Line Number, PO Shipment Number, Item Number, and Quantity Received. Save the template.

	A	B	C	D	E
1	PO Number	PO Line Number	PO Shipment Number	Item Number	Quantity Received
2					
3					
4					
5					
6					

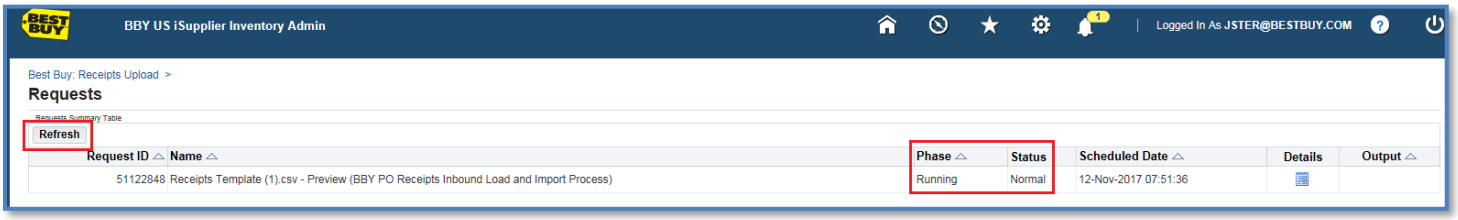
5. Click Home (top right) to go back to the Main Menu and select BBY Receipt Upload again.



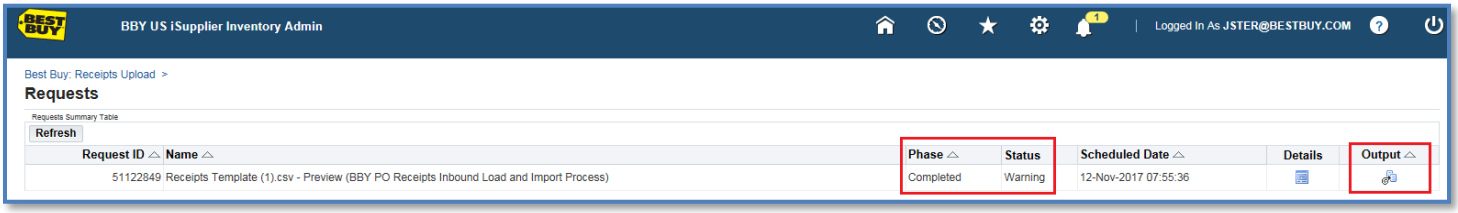
6. Upload the Receipt Upload File by clicking Browse, select file, and Open. Select Process Mode as Preview. Click Submit.



7. The Phase will state Pending/Running/Complete. The Status will state Normal/Warning/Error. Click the Refresh button until the Phase states Complete, then look at the status. If the status is Normal the file loaded correctly. See step 10.



8. If the status is Warning, that means there are errors in the file and that the entire file did not pass. Right click on the icon in Output and open link in another tab.



The Error Report will show the lines on the upload that passed and the lines that were failed. Reopen your file and correct the errors. Once the Summary Table states Phase Completed, Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit.

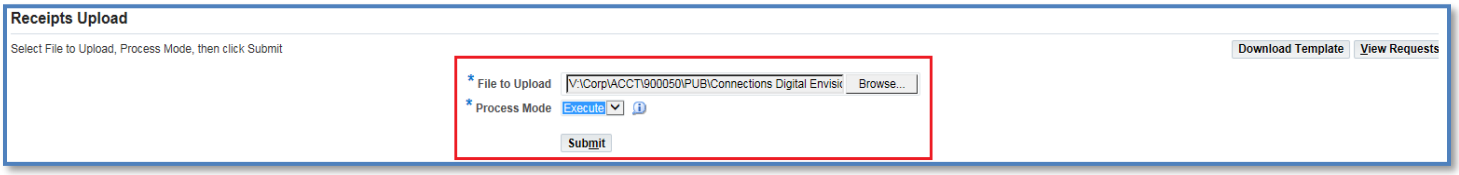
Note
*** NOTE: Entire File rejected due to errors during Pre-Validation ***

No of PO Receipt Import Lines Failed Pre-Validation => 1

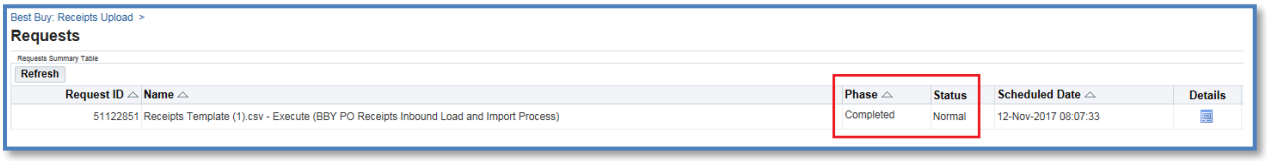
RCV TRANSACTION	Interface Trx Id	Line Trx Type	Trx Date	Item	Auto Transact Code	Shipment Num	PO Num	PO Line Num	PO Shipment Num	Subinventory	Quantity	From Org	To Org	Ship to Loc	Staging Record Id	Error Message
LINE ==>		RECEIVE	25-MAR-17		DELIVER		12345	1	456		4				12753	Invalid Item Number;Invalid PO Number;

9. If the status is Error, this means the file formatting is incorrect (the wrong template/file was uploaded). Select the correct file and repeat step 6.

10. Once the Summary Table states Phase Completed, Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit.



11. Click Refresh until Phase is Completed. Phase and Status should read Completed and Normal. The file has successfully uploaded the Receipts into the system.

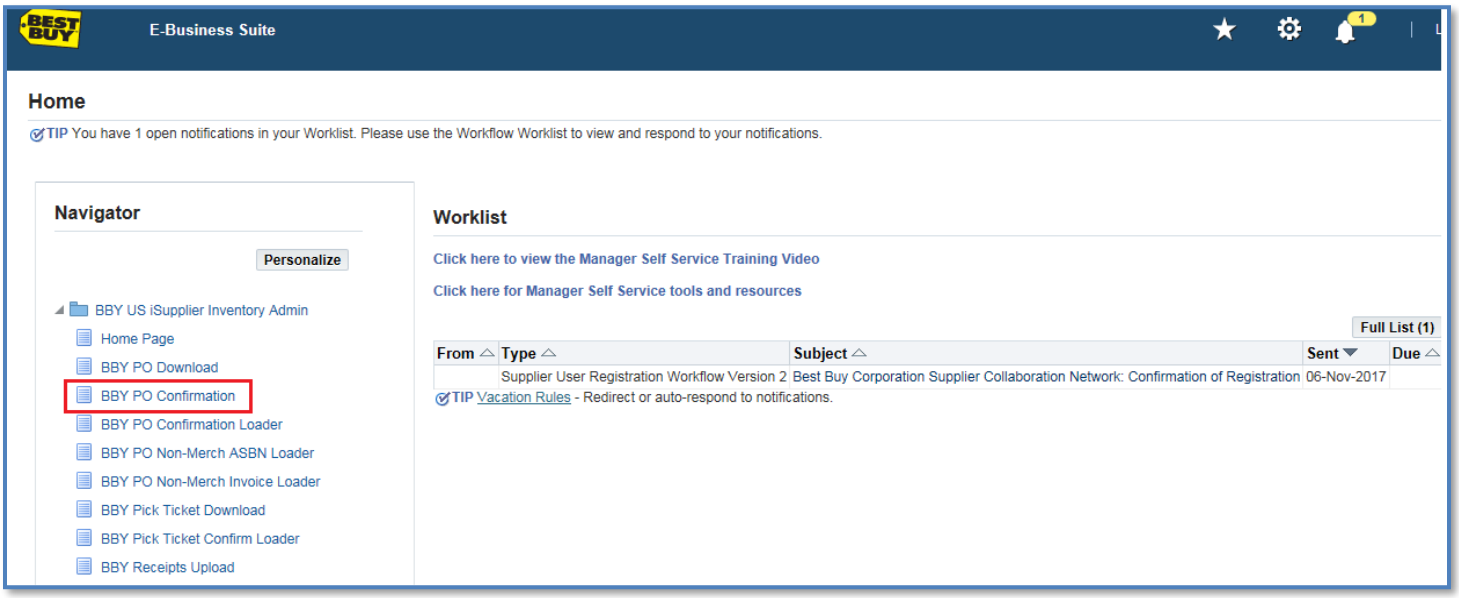


12. Next steps – enter PO information into your company system(s)/inventory. Run Picket Tickets, see Pick Ticket Download.

PO Confirmation – Item POs

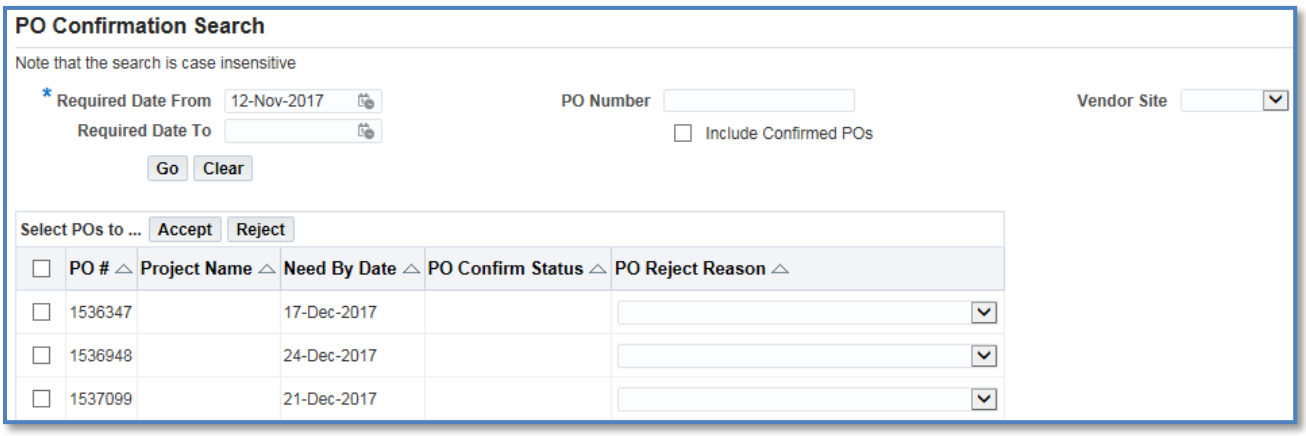
You must either confirm or reject your POs. NOTE! If you are only going to make a Change Request – do not complete the PO Confirmation! See PO Change Request. Note: *Consolidators* do not confirm Merch Kit POs.

1. Log onto iSupplier:
2. Go to Main Menu, click BBY PO Confirmation

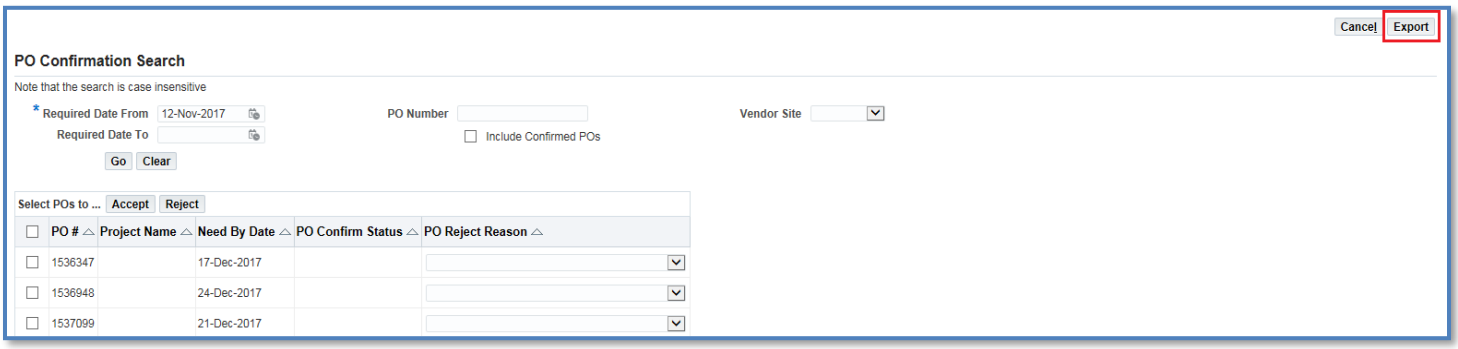


3. Enter the Required Date From (Need By Date). You may also enter Required Date To for a date range, or a PO number. Click Go. The POs will be listed below.
   NOTE: When confirming more than one PO at a time, they must all have the same status to process (do all Accepts together, do all Rejections together).
   a. Accept- click the Select button for each PO you are accepting. Click Accept.
   b. Reject- click the Select button for each PO you are rejecting AND enter a PO Rejection Reason for that PO. Click Reject.

The list of PO Reject Reasons is:
Discontinued: not making/don't support anymore
Material no longer supported
Other
Not our part/wrong supplier



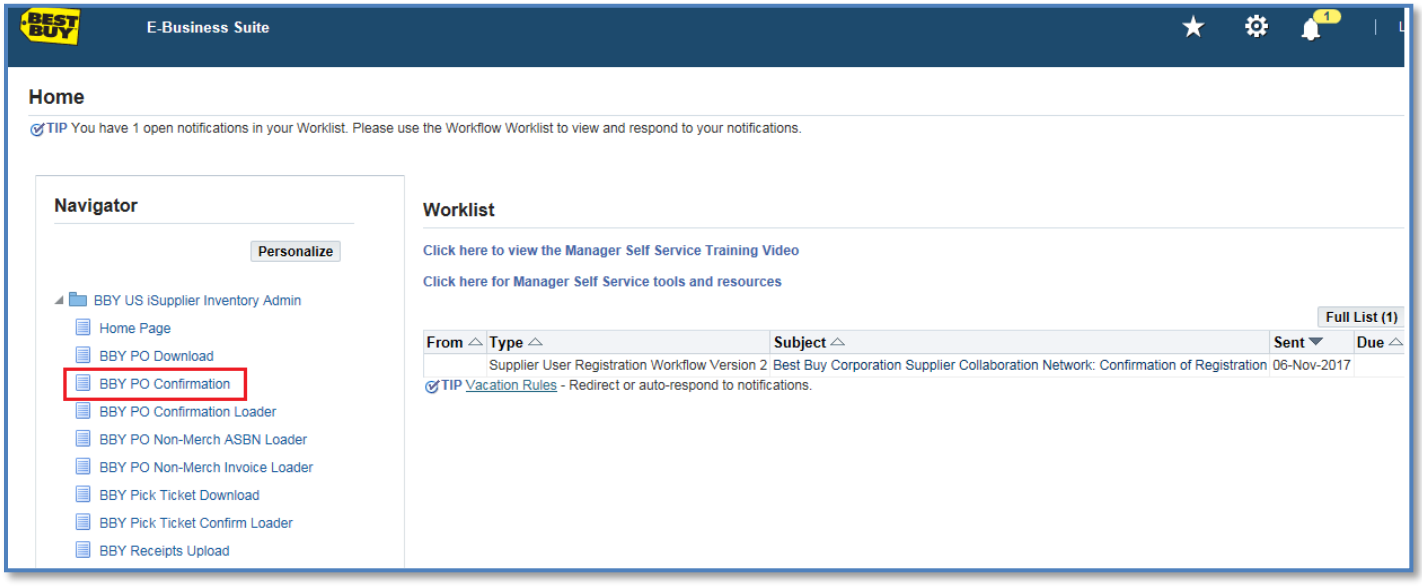
PO Confirmation Loader: This is helpful when you have a number of POs to confirm. If you have multiple POs to confirm, you may also export the PO list and enter the status in a CSV. Click Export in the top right corner, Save, Open. Note: Complete either PO Confirmation (previous), OR the PO Confirmation Loader – do not complete both steps.



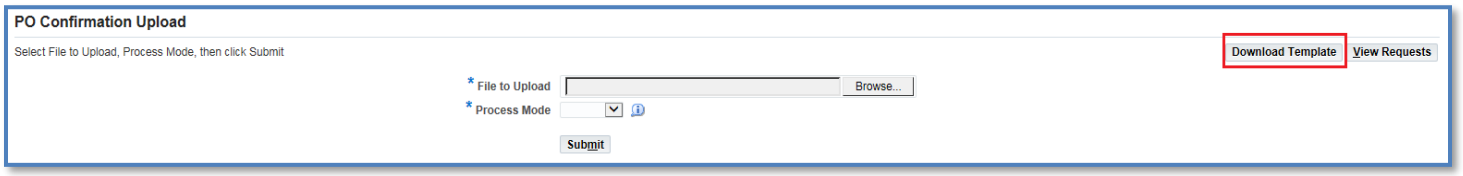
Example of CSV file:

PO #	Project Name	Need By Date	PO Confirm Status	PO Reject Reason
1219719		10-Feb-17		
1223552	MK	20-Feb-17		
1223554	JE022017	1-Mar-17		
1223575		27-Feb-17		
1223576	MK	1-Mar-17		
1223578	MK	15-Mar-17		
1223581	JE	1-Mar-17		
1223604	MK	16-Mar-17		
1223605	MK	16-Mar-17		
1223606	MK	16-Mar-17		
1223614	test	15-Mar-17		
P2025964		24-Feb-17		
P2025970		10-Feb-17		
P2025973		10-Feb-17		
P2025986		10-Feb-17		

1. Go back to the Main Menu (click Home - top right of screen), select BBY PO Confirmation Loader.



Click Download Template. The PO Confirmation Template will open in CSV format. Using the Export file (above), enter the PO information for the POs you want to confirm: PO Number, PO Confirmation Status (A=Accept, R=Reject (if you type out the whole word, it will fail) and Reject Reason. Save.



Reject Reason Codes: Case and format sensitive.

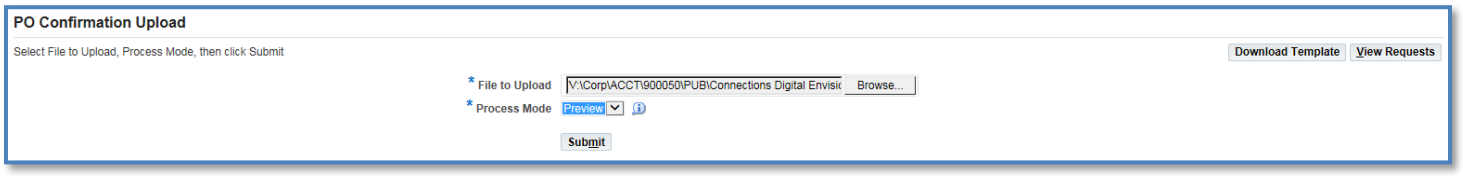
PO Confirmation Status (use in upload)	Definition
A	Accepted
R	Rejected

PO Confirmation Reason (use in mass confirmation upload)	Definition
DISCONTINUED	Discontinued: not making/don't support anymore
NO_LONGER_SUPPORTED	Material no longer supported
OTHER	Other
WRONG_PART_SUPPLIER	Not our part/wrong supplier

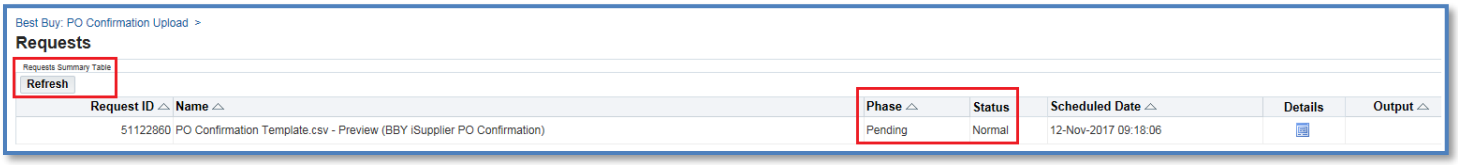
2. Example of PO Confirmation template filled out:

PO #	PO Confirmation Status	Reject Reason
1219719	A	
1223552	A	
1223554	R	DISCONTINUED
P2025964	A	
P2025970	A	

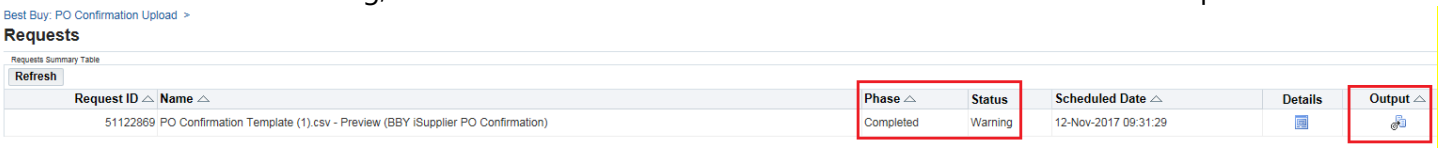
3. Upload the PO Confirmation File by clicking Browse, select file, and Open. Select Process Mode as Preview. Click Submit.



4. The Phase will state Pending/Running/Complete. The Status will state Normal/Warning/Error. Click the Refresh button until the Phase states Complete, then look at the status. If the status is Normal the file loaded correctly. See step 8.



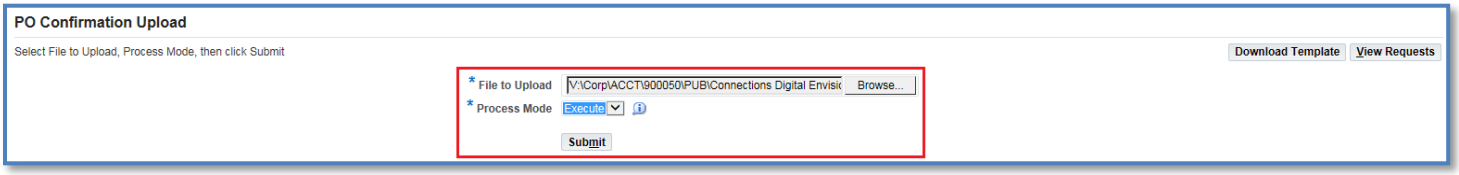
5. If the status is Warning, that means there are errors in the file. Click on the icon in Output and Save.



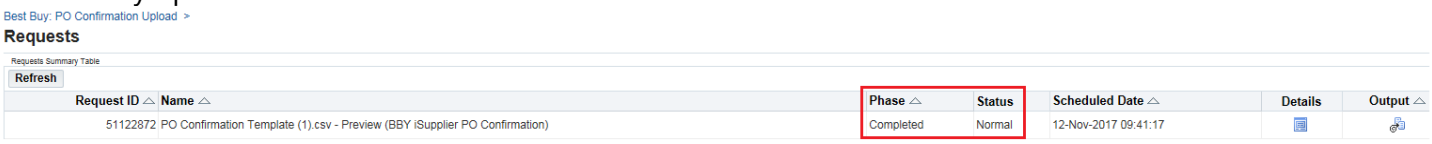
6. The Error Report will show the lines on the upload that passed and the lines that were failed. Reopen your file and correct the errors. Once the Summary Table states Phase Completed, Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit.

7. If the status is Error, this means the file formatting is incorrect (the wrong template/file was uploaded). Select the correct file and repeat step 4.

8. Once the Summary Table states Phase Completed, Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit.



9. Click Refresh until Phase is Completed. Phase and Status should read Completed and Normal. The file has successfully uploaded the PO confirmations.

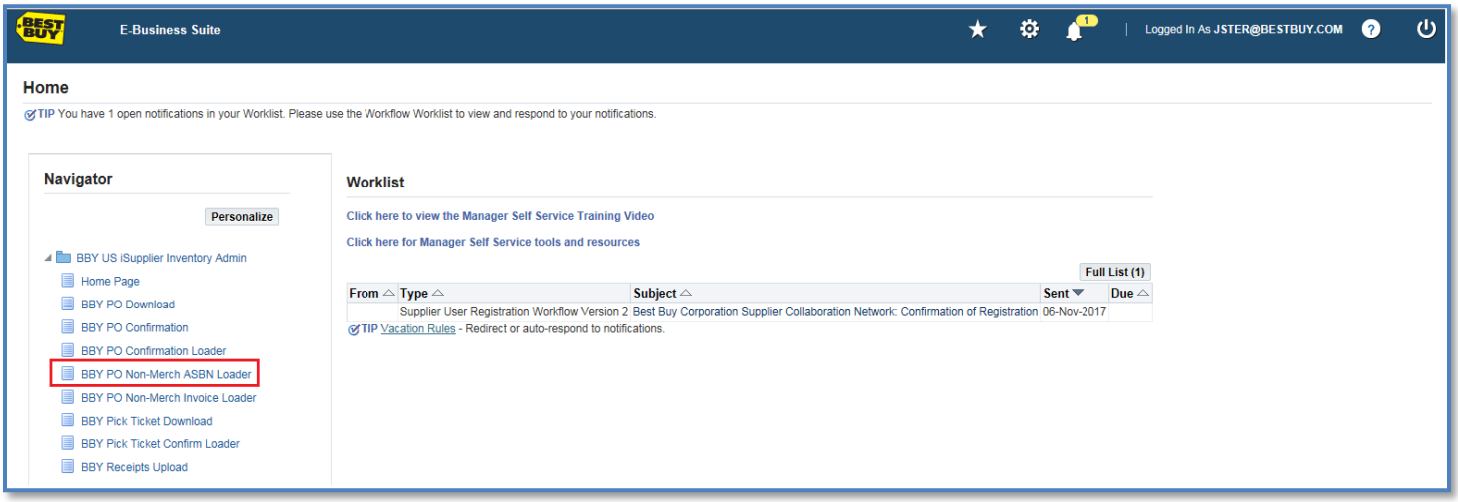


10. Next steps – enter PO information into your company system(s). Fulfill POs, issue invoice in your company system(s), see Advanced Shipment and Billing Notice ASBN.

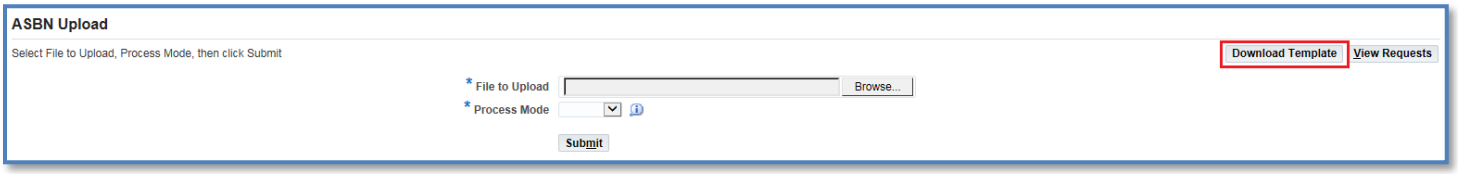
Advanced Billing and Shipment Notice (ASBN) – Item POs

An Advance Shipment and Billing Notice (ASBN) is to be used by suppliers when completing both shipping and invoicing steps. Have shipment, PO, and invoice information available to complete.

1. Log onto iSupplier:
2. Main Menu: Click BBY PO Non-Merch ASBN Loader



3. BBY PO Non-Merch ASBN Loader. Click the Download Template.



4. The ASBN Template contains the following columns that you will enter data into:

Shipping Information:

- Shipment Number: Number provided by you. Could be shipping number from your system or order number (BOL).
- Shipment Date: Date Shipped
- Expected Receipt Date: Date expected to reach Best Buy's Dock.
- Freight Carrier: Who will ship the PO. See Freight Carrier List and Codes.
- Waybill / Airbill: Tracking Number

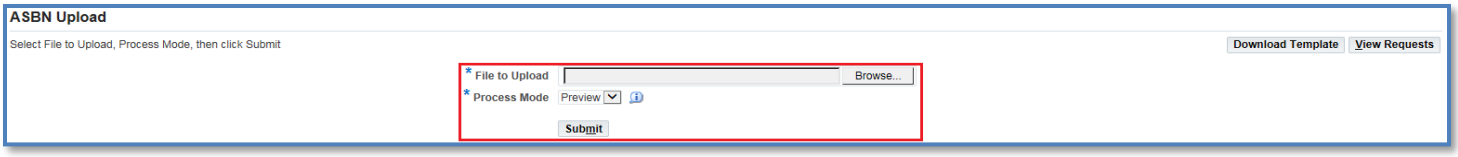
PO Information (found in PO download and Store List (Store List for Merch Kit only).

- PO Number: Needs to be a valid Purchase Order number
- PO Line Number: line of PO for each item
- PO Shipment Number: Always 1
- Ship To Location (Store #): Location number you are physically shipping product. Do not need leading zeros.
- Quantity Shipped: Actual quantity shipped to location
- Supplier Item Number: Not required/optional
- Line Tax (AP Invoice): Do not use – this is line level taxation.
- ASN Comments: Optional

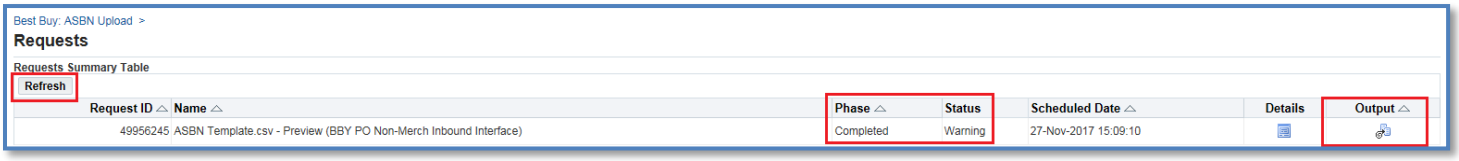
Billing Information (invoice info from your system) Note: Zero Dollar invoices must complete this process:

- Invoice Number: Invoice number generated from your system
- Total Inv. Amount: Total Invoice amount. Copy total invoice amount across all lines
- Invoice Date: Today's date or future date.
- Tax Amount: Should be blank. Enter tax of whole invoice if you are NOT tax exempt.
- Freight Amount: Total Freight amount on each line. Copy total invoice amount across all lines
- INV Comments: Optional

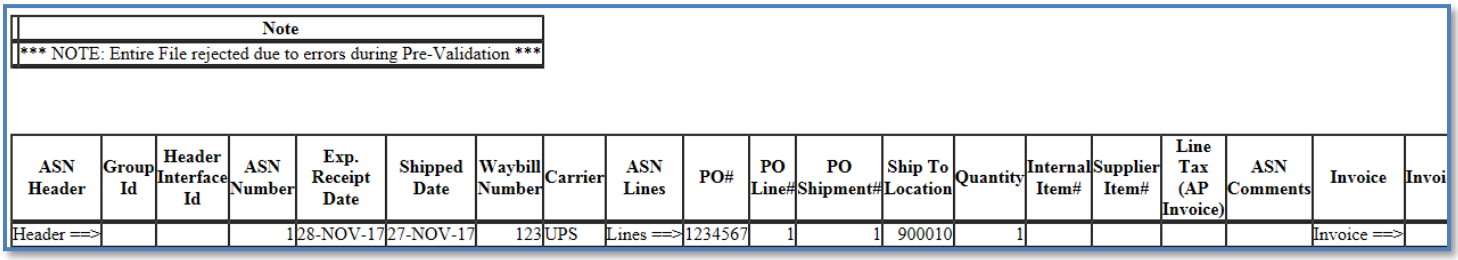
5. Upload the ASBN File by clicking Browse, select file, and Open. Select Process Mode as Preview. Click Submit. Once comfortable with this procedure you may skip Preview and only select Execute.



6. The Phase will state Pending/Running/Complete. The Status will state Normal/Warning/Error. Click the Refresh button until the Phase states Complete, then look at the status. If the status is Normal the file loaded correctly. See step 8.



7. If the status is Warning, that means there are errors in the file. Click on the icon in Output, open and save. This is the Error Report.



Note
*** NOTE: Entire File rejected due to errors during Pre-Validation ***

ASN Header	Group Id	Header Interface Id	ASN Number	Exp. Receipt Date	Shipped Date	Waybill Number	Carrier	ASN Lines	PO#	PO Line#	PO Shipment#	Ship To Location	Quantity	Internal Item#	Supplier Item#	Line Tax (AP Invoice)	ASN Comments	Invoice	Invoi
Header ==>			1	28-NOV-17	27-NOV-17	123	UPS	Lines ==>	1234567	1	1	900010	1					Invoice ==>	

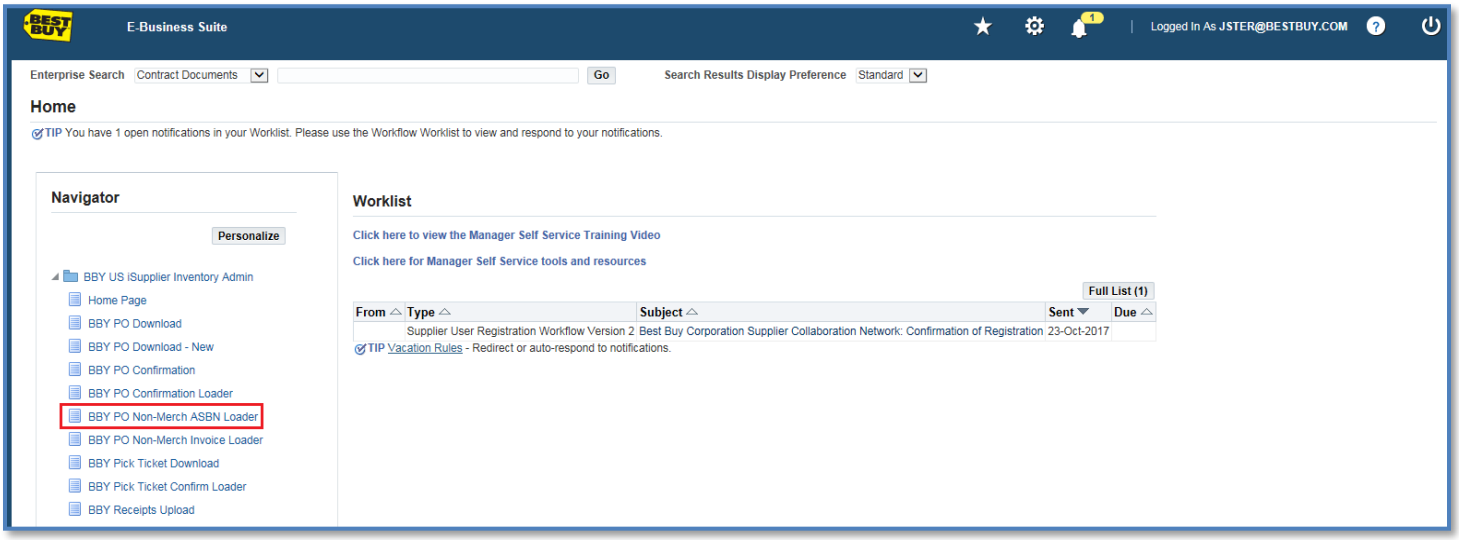
The Error Report will show the lines on the upload that passed and the lines that failed. The program runs through all validations for each line and states what is wrong with each line. A line may have one or many errors.

8. Reopen your file and correct the errors. Once the Request Summary Table states Phase Completed/ Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit.
If no errors occur change Process Mode to Execute and Submit.

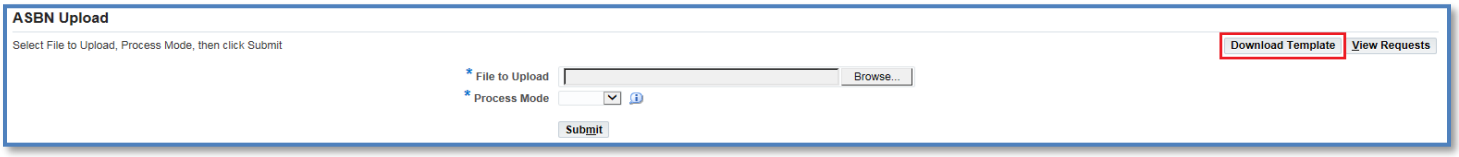
Advance Shipment Notice – Inventory – Item POs

To be used for Advance Shipping Notice (ASN).
An ASN is to be used by suppliers holding their own inventory (invoicing later in the process).

1. Log onto iSupplier:
2. Main Menu: Click BBY PO Non-Merch ASBN Loader



3. BBY PO Non-Merch ASBN Loader. Click the Download Template.



4. The ASBN Template contains the following columns that you will enter data into:

Shipping Information: You will need to complete this section when holding inventory items.

- Shipment Number: Number provided by you. Could be shipping number from your system or order number (Bill of Lading).
- Shipment Date: Date its placed in inventory
- Expected Receipt Date: Date its available to order from
- Freight Carrier: Select Inventory (INV)
- Waybill / Airbill: Tracking Number

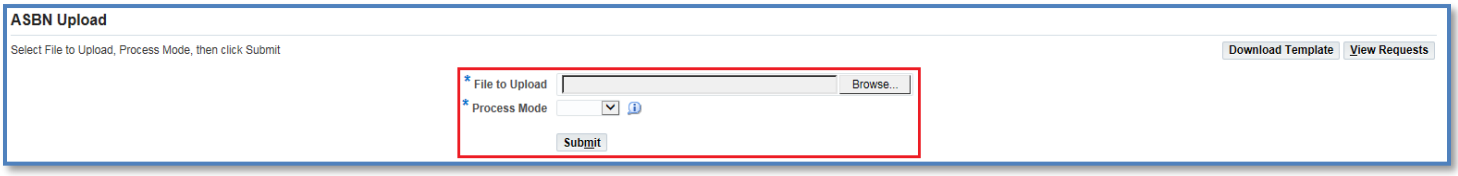
PO Information (found in PO download and Store List Download (store list for Merch Kit only):

- PO Number: Needs to be a valid Purchase Order number
- PO Line Number: Line of PO for each item
- PO Shipment Number: Always 1
- Ship To Location (Store #): Location number you are physically shipping product. Do not need leading zeros.
- Quantity Shipped: Actual quantity shipped to location
- Supplier Item Number: Not required/optional
- Line Tax (AP Invoice): Do not use – this is line level taxation.
- ASN Comments: Not required/optional

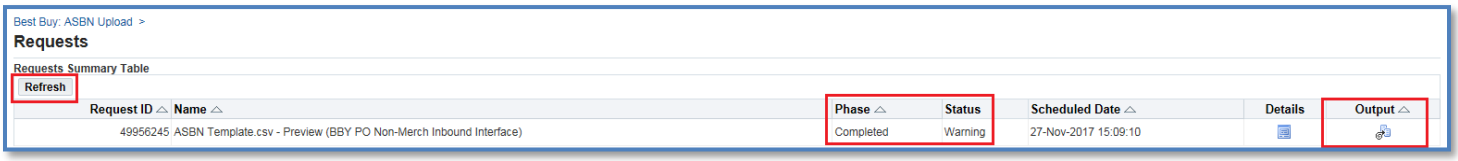
Billing Information <u>When holding inventory, do NOT complete the below fields. You will issue an invoice once the items have been released from your inventory</u>:

- Invoice Number: ASBN only. Invoice number generated from your system
- Total Inv. Amount: ASBN only. Total Invoice amount. Copy total invoice amount across all lines
- Invoice Date: ASBN only. Today's date or future date.
- Tax Amount: ASBN only. Should be blank. Enter tax of whole invoice if you are NOT tax exempt.
- Freight Amount: ASBN only. Total Freight amount on each line. Copy total invoice amount across all lines
- INV Comments: ASBN only. Optional.

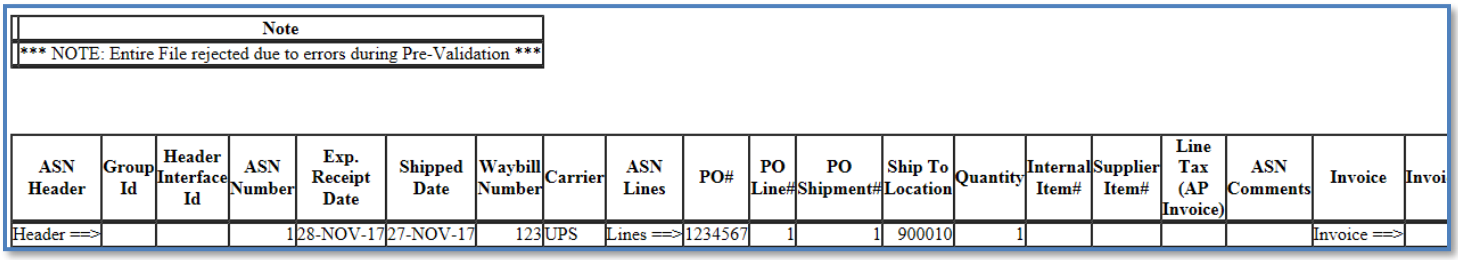
5. Upload the ASBN File by clicking Browse, select file, and Open. Select Process Mode as Preview. Click Submit. Once comfortable with this procedure you may skip Preview and only select Execute.



6. The Phase will state Pending/Running/Complete. The Status will state Normal/Warning/Error. Click the Refresh button until the Phase states Complete, then look at the status. If the status is Normal the file loaded correctly. See step 8.



7. If the status is Warning, that means there are errors in the file. Right click on the icon in Output and open link in another tab. This is the Error Report.

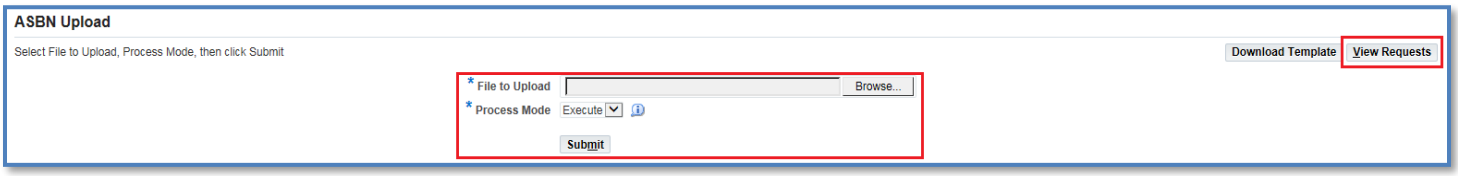


Note
*** NOTE: Entire File rejected due to errors during Pre-Validation ***

ASN Header	Group Id	Header Interface Id	ASN Number	Exp. Receipt Date	Shipped Date	Waybill Number	Carrier	ASN Lines	PO#	PO Line#	PO Shipment#	Ship To Location	Quantity	Internal Item#	Supplier Item#	Line Tax (AP Invoice)	ASN Comments	Invoice	Invoi
Header ==>			1	28-NOV-17	27-NOV-17	123	UPS	Lines ==>	1234567	1	1	900010	1					Invoice ==>	

The Error Report will show the lines on the upload that passed and the lines that failed. The program runs through all validations for each line and states what is wrong with each line. A line may have one or many errors.
If the status is Error, this means that the template loaded is incorrect formatting. Validate that you uploaded the correct file. Reopen your file and correct the errors.

8. Once the Request Summary Table states Phase Completed/ Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit.

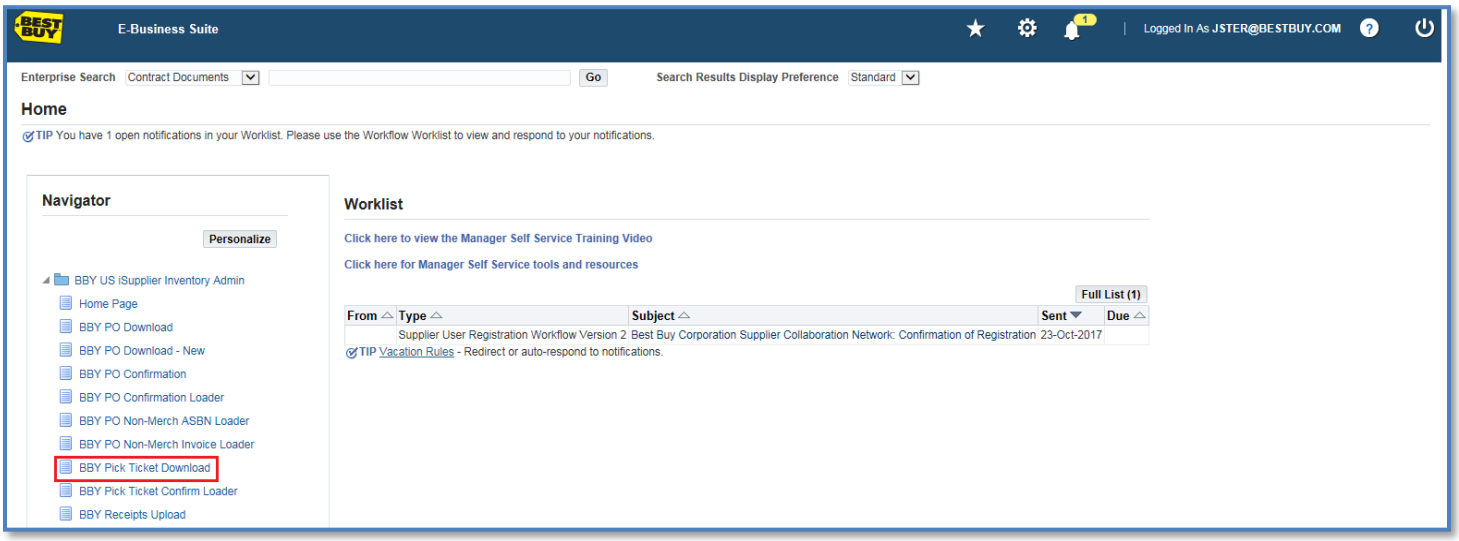


9. Next Steps: Pick Ticket Download.

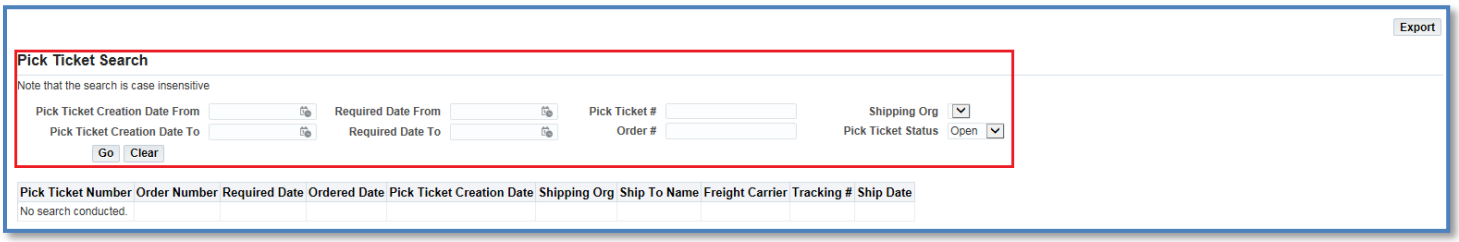
Pick Ticket Download – Inventory – Item POs

To be used when fulfilling/shipping orders from Best Buy inventory items you are holding at your facility.

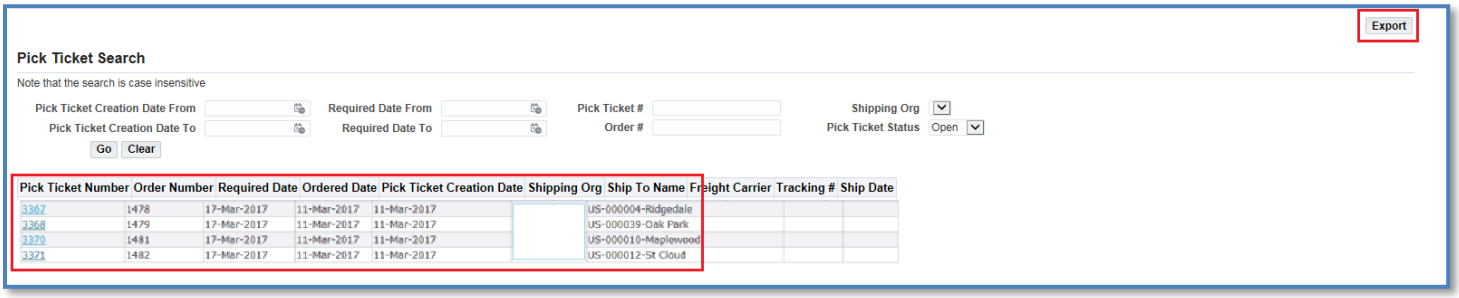
1. Log onto iSupplier:
2. Main Menu: Click BBY Pick Ticket Download



3. BBY Pick Ticket Download. Enter search criteria. Click Go.



4. Results will display as below. Click Export.



User will see message of "Do you want to save pick_ticket_download.csv with Save and Cancel option.

9. Click on dropdown arrow of Save option and select Save As and save file to your desktop. (This is considered best practice).

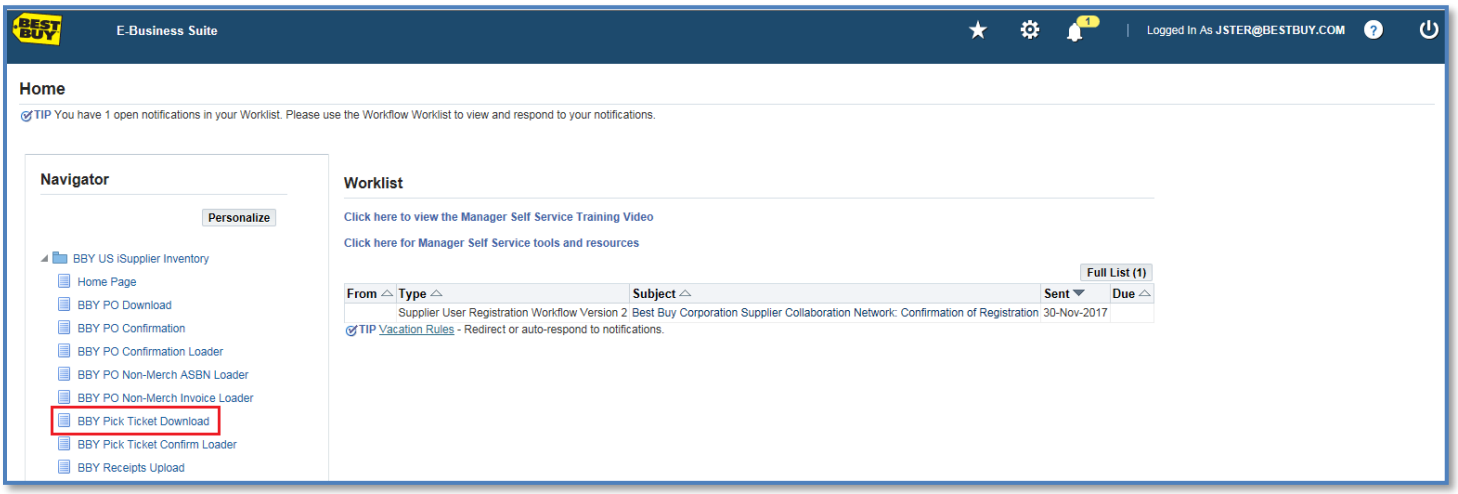
Now click Open to view Pick Ticket information. By downloading information additional fields will display.

A CSV file will open with all Pick Tickets and information. Use to fulfill orders.

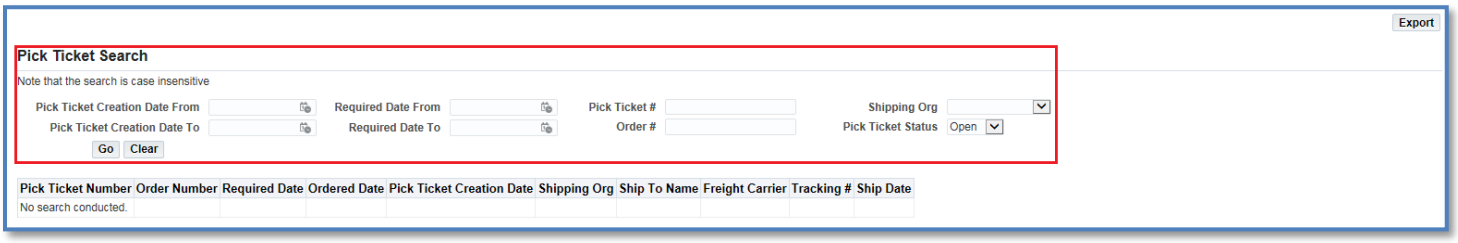
Ship Confirmation – Inventory – Item POs

To be used when shipping orders from Best Buy inventory items you are holding at your facility.

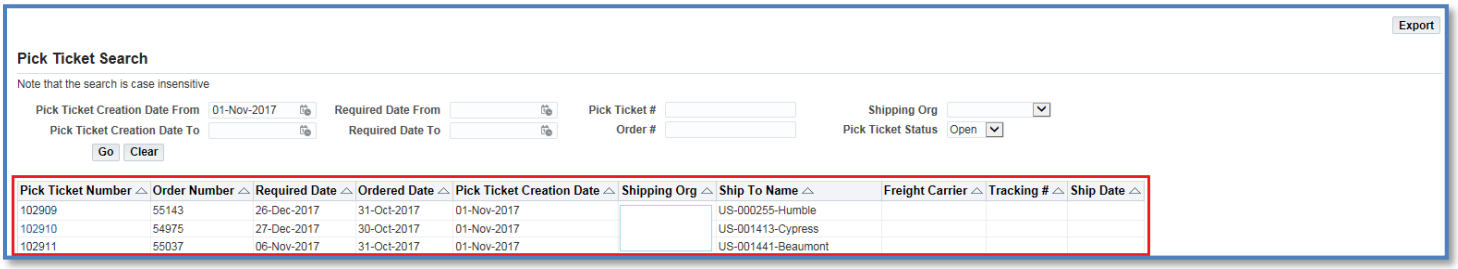
1. Log onto iSupplier:
2. Main Menu: Click BBY Pick Ticket Download



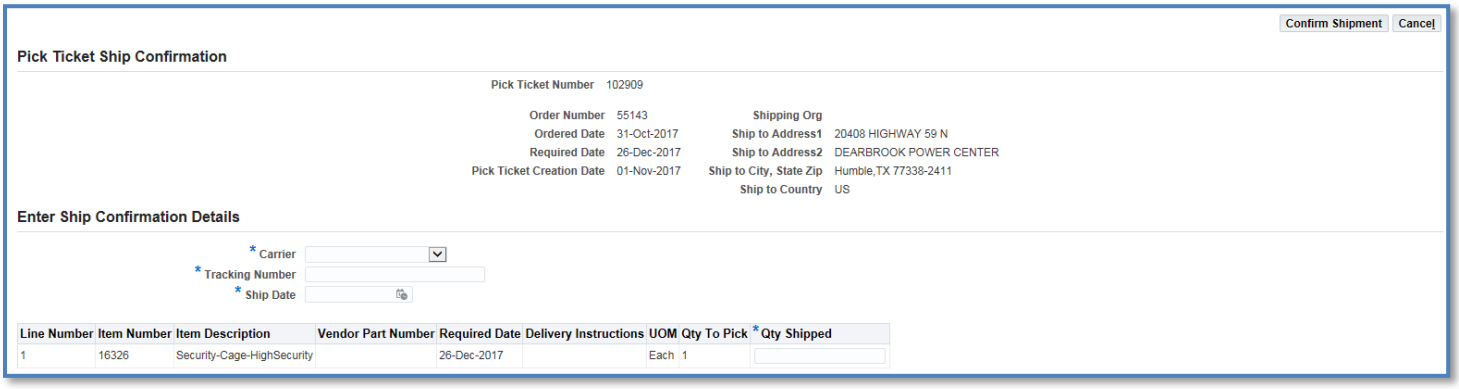
3. BBY Pick Ticket Download. Enter search criteria. Click Go.



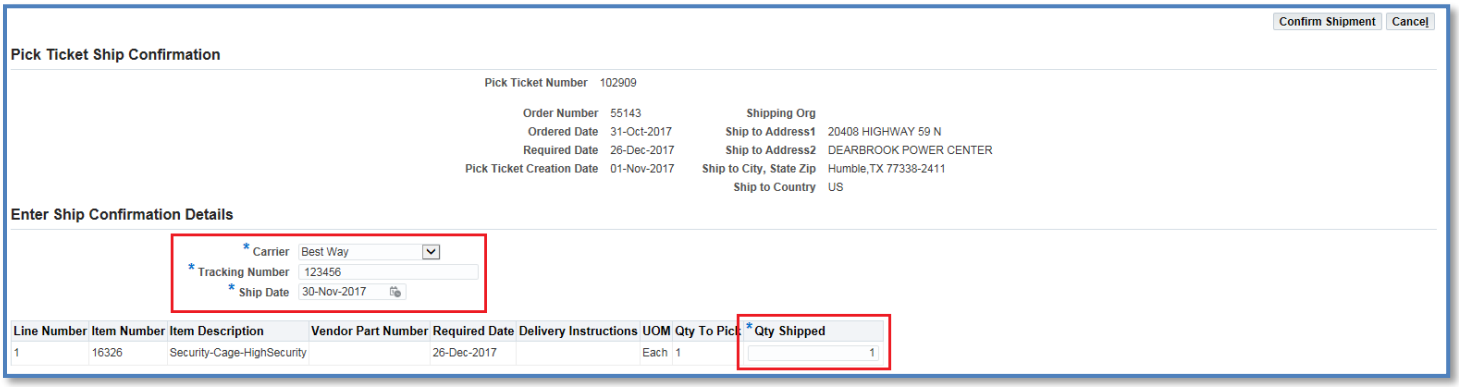
4. Results will display as below.



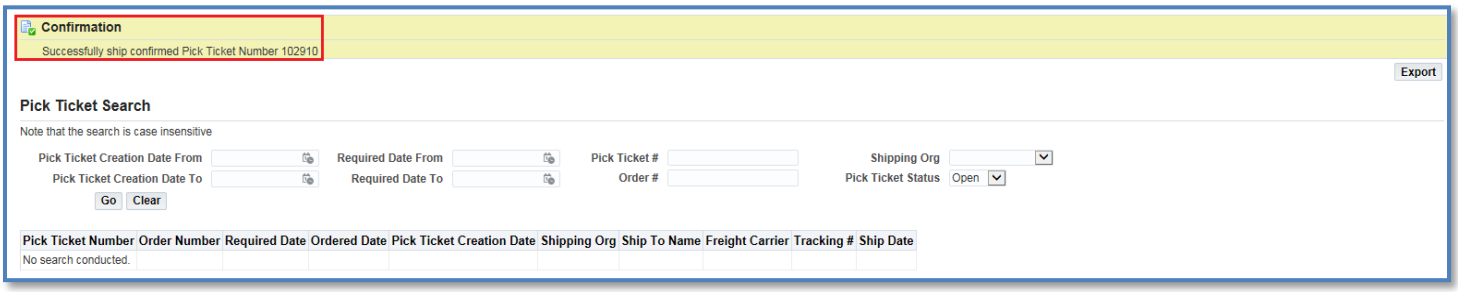
5. Click individual Pick Ticket Number to Enter Ship Confirmation Details. Note: for multiple pick tickets, see step 8.



6. Enter required field of: Freight Carrier (See Freight Carrier List and Codes), Tracking Number, Ship Date and Qty Shipped. Note: Ship Date should be current date or prior. Qty Shipped cannot be greater than Qty To Pick.

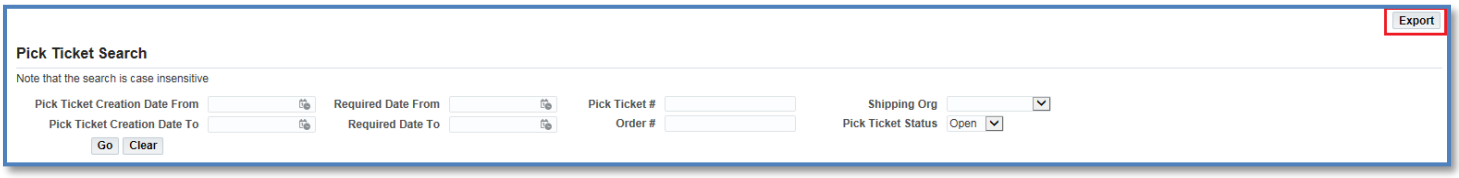


7. Click Confirm Shipment. You will see a Confirmation message. This will return you to the Pick Ticket Search screen where you will have to click Go again to bring up individual Pick Tickets.

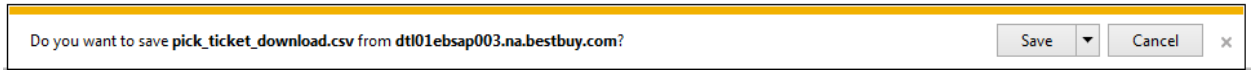


To complete multiple Ship Confirmations:

For multiple pick tickets, export the file (see below). You can export by clicking the Export button (top right).



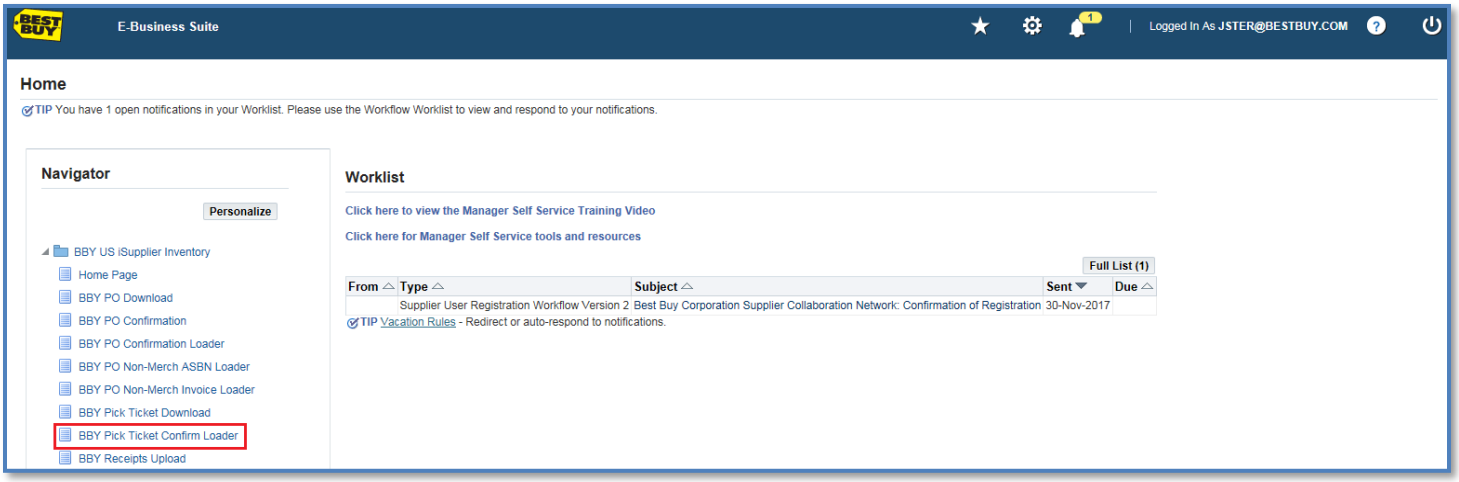
User will see message of "Do you want to save pick_ticket_download.csv with Save and Cancel option. Click on dropdown arrow of Save option and select Save As and save file to your desktop. (This is considered best practice).



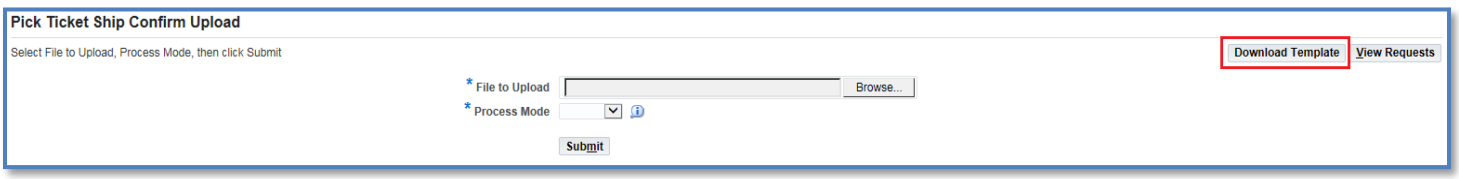
Now click Open to view Pick Ticket information. By downloading information additional fields will display.

To complete multiple Ship Confirm select BBY Pick Ticket Confirm Loader:

1. Main Menu: Click BBY Pick Ticket Confirm Loader



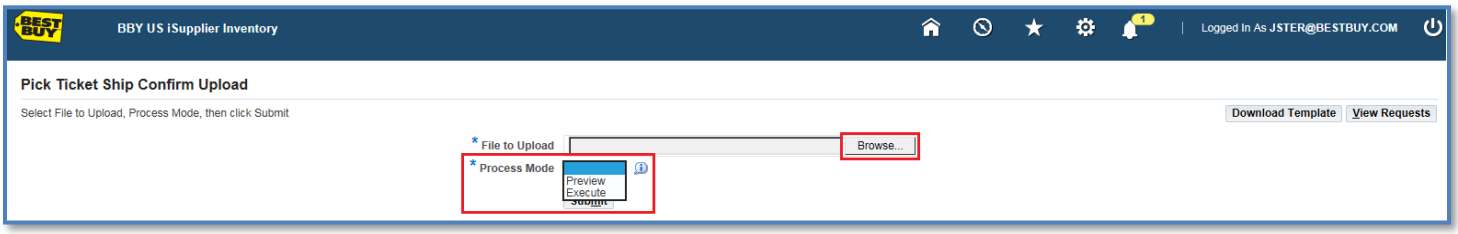
2. Click Download Template. This is a template you can user over and over again.
   Repeat steps as above for saving this template to your desktop or where you choose.



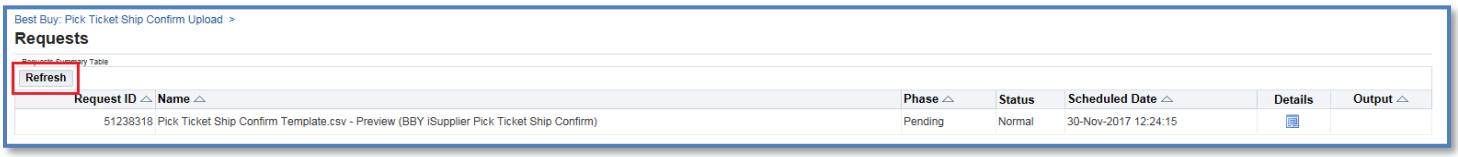
3. In the template, enter Pick Ticket Number, Line Number (Optional), Part Number, Qty Shipped, Freight Carrier (See Freight Carrier List and Codes), Tracking Number, Ship Date. Save file.

Note: Line Number - If a pick ticket has the same part number on two lines then you must enter Line Number to avoid errors.

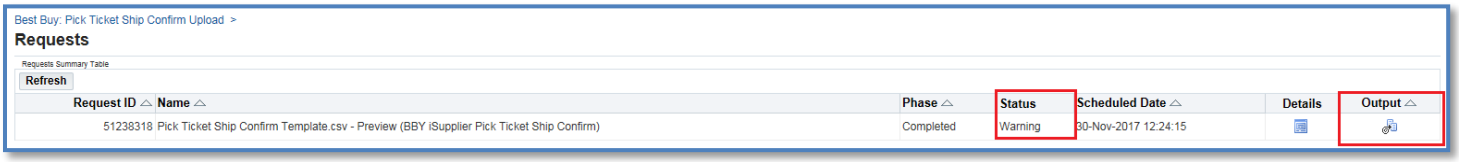
4. Select Browse to find Pick Ticket Ship Confirm file to upload.
5. For Process Mode, select Preview until comfortable with process of doing uploads. Preview only tests to make sure file will upload, you will still have to do again in Execute mode. If comfortable then begin using Execute mode from start to finally submit the file.



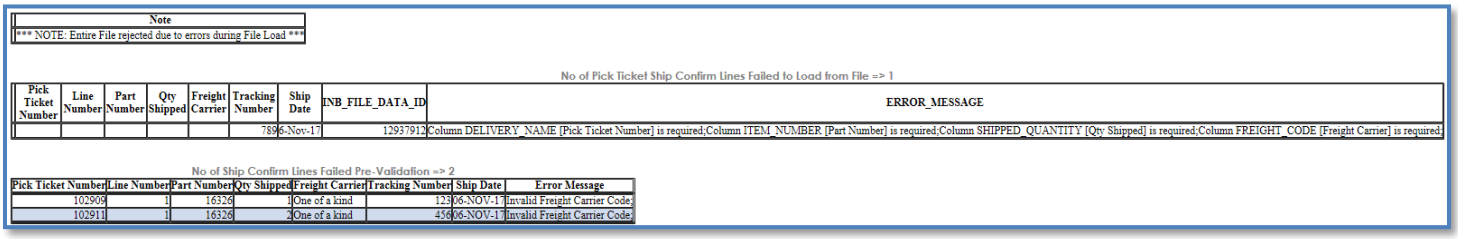
6. The Phase will state Pending/Running/Complete. The Status will state Normal/Warning/Error. Click the Refresh button until the Phase states Complete, then look at the status. If the status is Normal the file loaded correctly. If Status is Normal, change Process Mode to Execute. Click Submit.



7. If Status is a Warning the file has not loaded. There is an error in the file.



8. If the status is Warning, this means there are errors in the file. Right click on the icon in Output and open link in another tab. This is the Error Report.
The Error Report will show the lines on the upload that passed and the lines that failed. The program runs through all validations for each line and states what is wrong with each line. A line may have one or many errors.

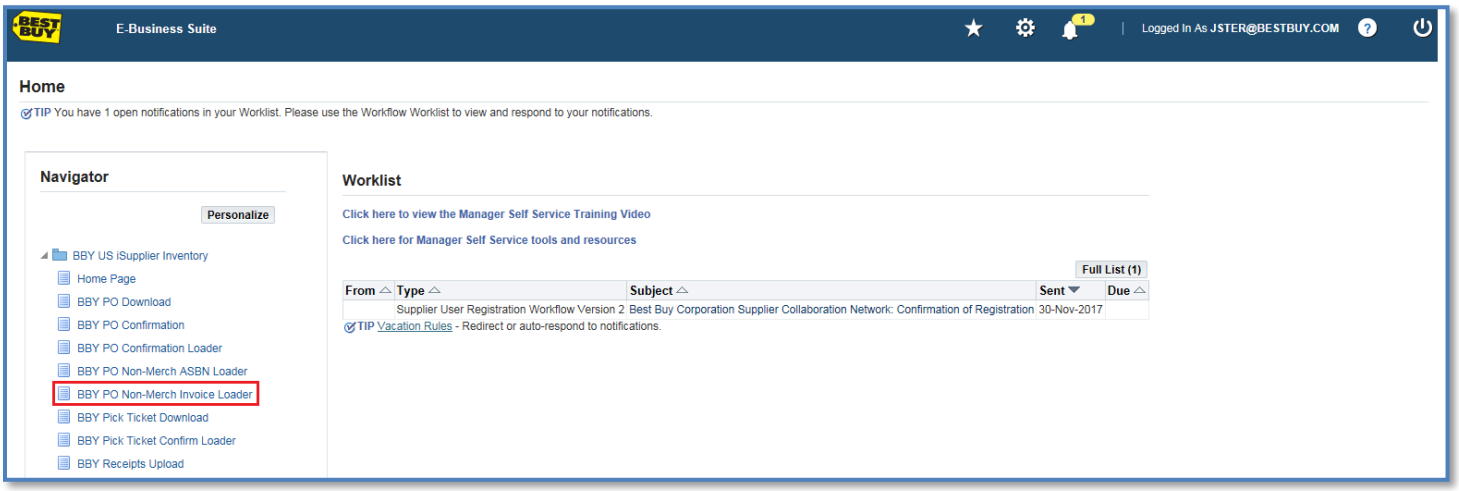


If the status is Error, this means that the template loaded is incorrect formatting. Validate that you uploaded the correct file.
9. Reopen your file and correct the errors. Once the Request Summary Table states Phase Completed/ Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit.
If no errors occur change Process Mode to Execute and Submit.
10. Next Steps: See Invoice Loader.

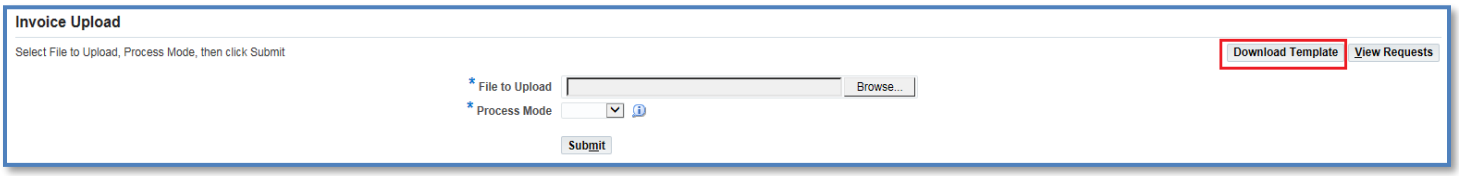
Invoice Loader – Inventory – Item POs

To be used to invoice for the Best Buy inventory items once they have been shipped from your facility.

1. Log onto iSupplier:
2. Main Menu: Click BBY PO Non-Merch Invoice Loader



3. Click Download Template. This is an Invoice Upload template you can user over and over again. Repeat steps as above for saving this template to your desktop or where you choose.



4. The Invoice Template contains the following columns that you will enter data into:

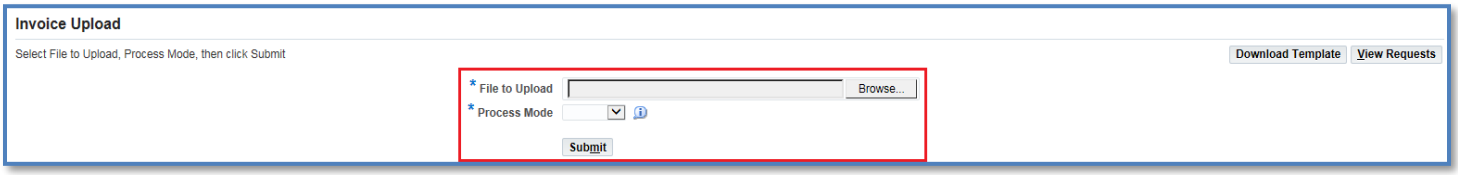
Billing Info:

- Invoice Number: Invoice number generated from your system.
- Total Inv. Amount: Total Invoice amount. Copy total invoice amount across all lines.
- Invoice Date: Today's date or future date.
- Tax Amount: Should be blank. Enter tax of whole invoice if you are NOT tax exempt.
- Freight Amount: Total Freight amount on each line. Copy total freight amount across all lines.
- INV Comments: Optional.

PO Information (found in PO download and Store List (if direct ship to store):

- PO Number: Needs to be a valid Purchase Order number.
- PO Line Number: Line of PO for each item.
- PO Shipment Number: Always 1
- Ship To Location (Store #): Location number you are physically shipping product. Do not need leading zeros.
- Quantity Shipped: Actual quantity shipped to location.
- Supplier Item Number: Not required/optional.
- Line Tax (AP Invoice): Do not use – this is line level taxation.

5. Upload the Invoice File by clicking Browse, select file, and Open. Select Process Mode as Preview. Click Submit. Once comfortable with this procedure you may skip Preview and only select Execute.

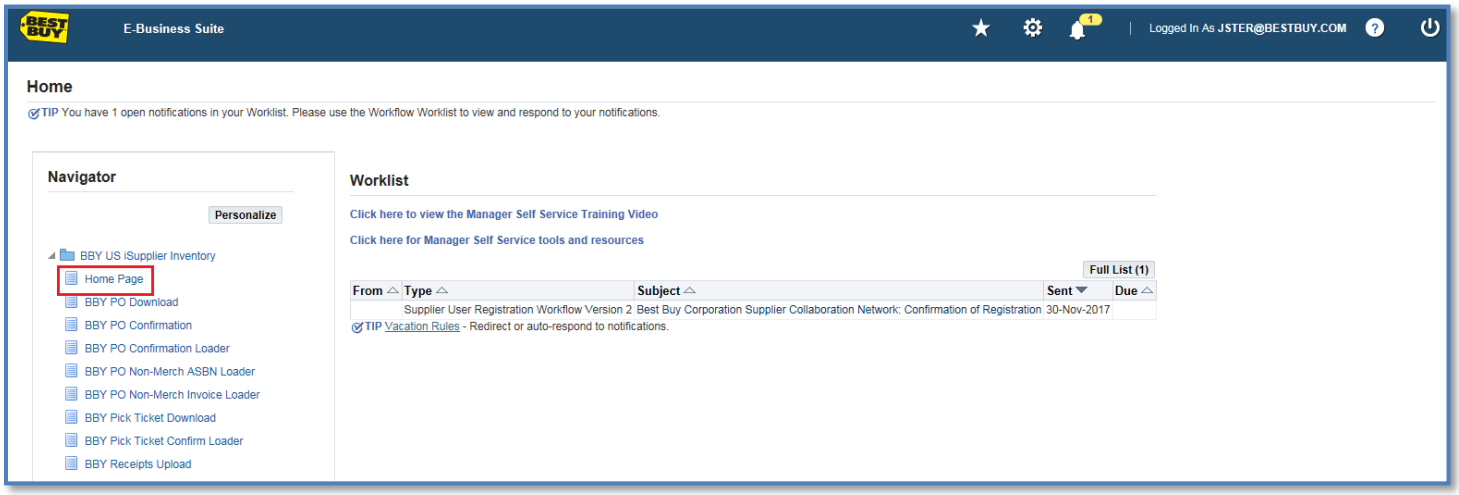


6. The Phase will state Pending/Running/Complete. The Status will state Normal/Warning/Error. Click the Refresh button until the Phase states Complete, then look at the status. If the status is Normal the file loaded correctly.
If the status is Warning, this means there are errors in the file. Right click on the icon in Output and open link in another tab. This is the Error Report.
If the status is Error, this means that the template loaded is incorrect formatting. Validate that you uploaded the correct file.

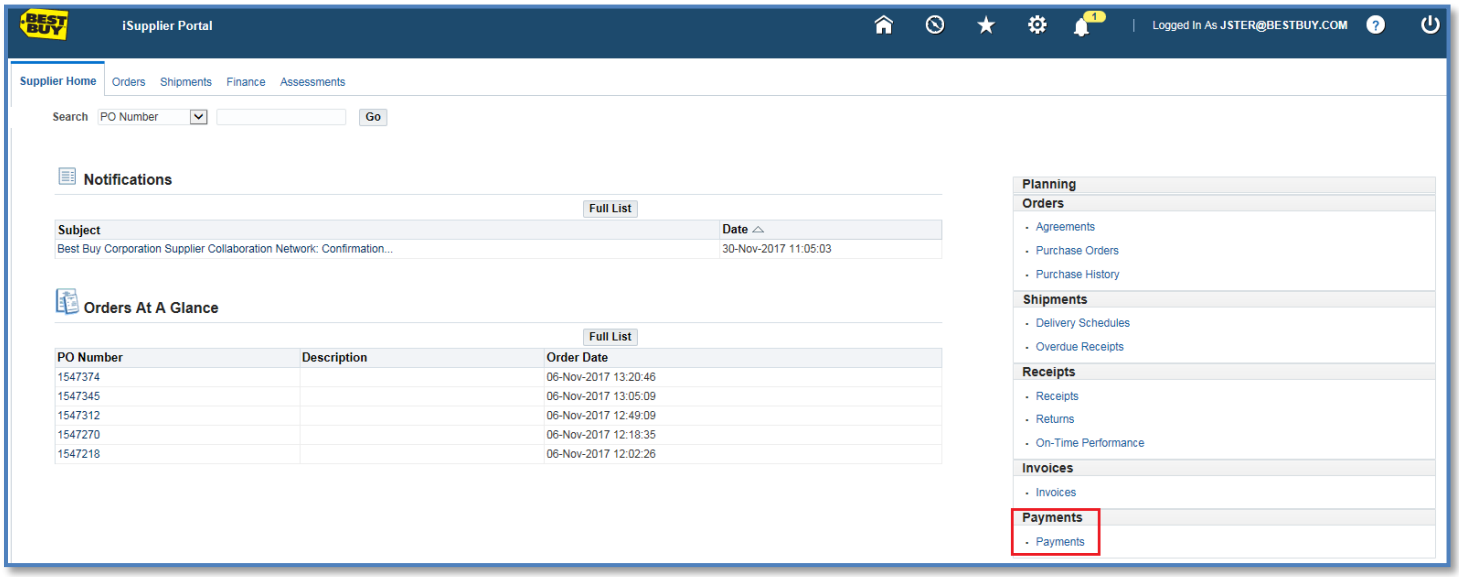
7. Reopen your file and correct the errors. Once the Request Summary Table states Phase Completed/ Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit.
If no errors occur change Process Mode to Execute and Submit.

View Payment

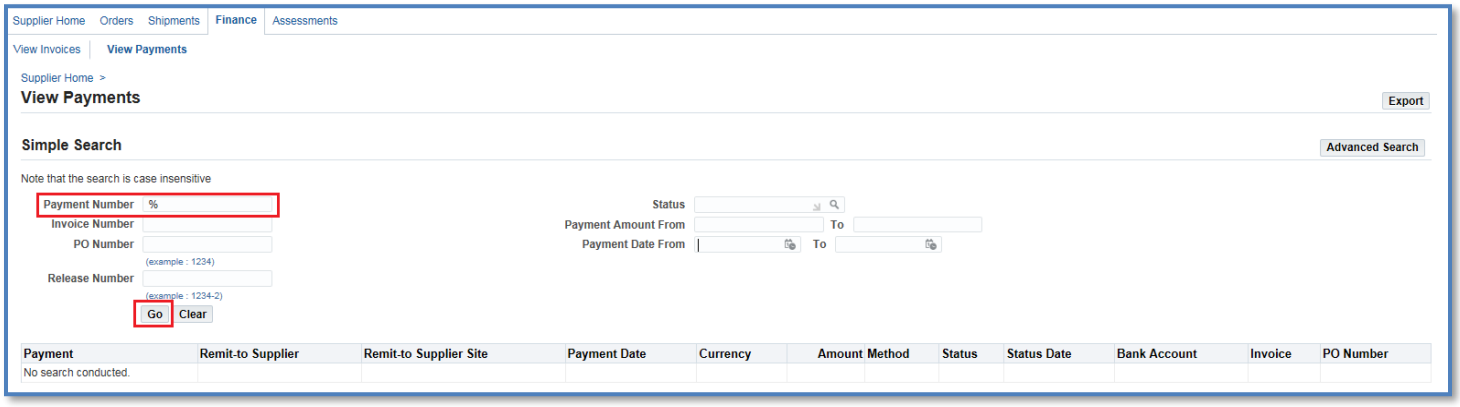
1. Click on Home Page.



Then click on the Payments hyperlink.

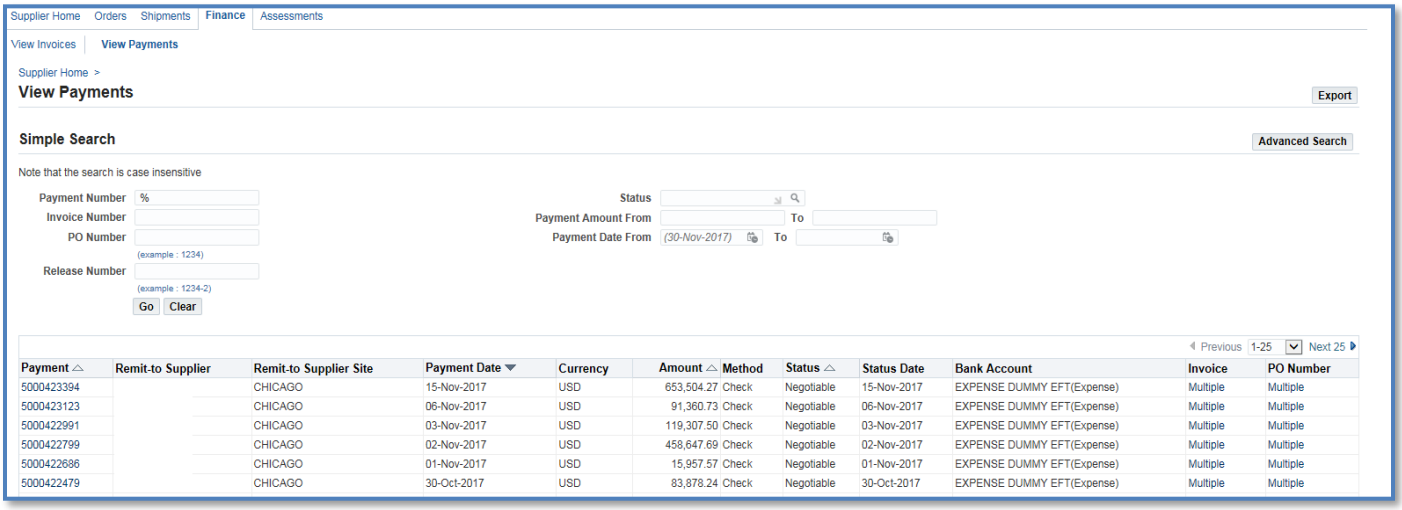


2. Enter your search criteria. To return all payments, enter the % (wildcard) in the Payment Number field and click Go.



The view provides you with the Payment Date, Amount and Status, etc.

Note → Click on the hyperlinks for Payment or Invoice to view additional details. The Export option is available and allows you to export the information in the view.



Other Payment Search Options

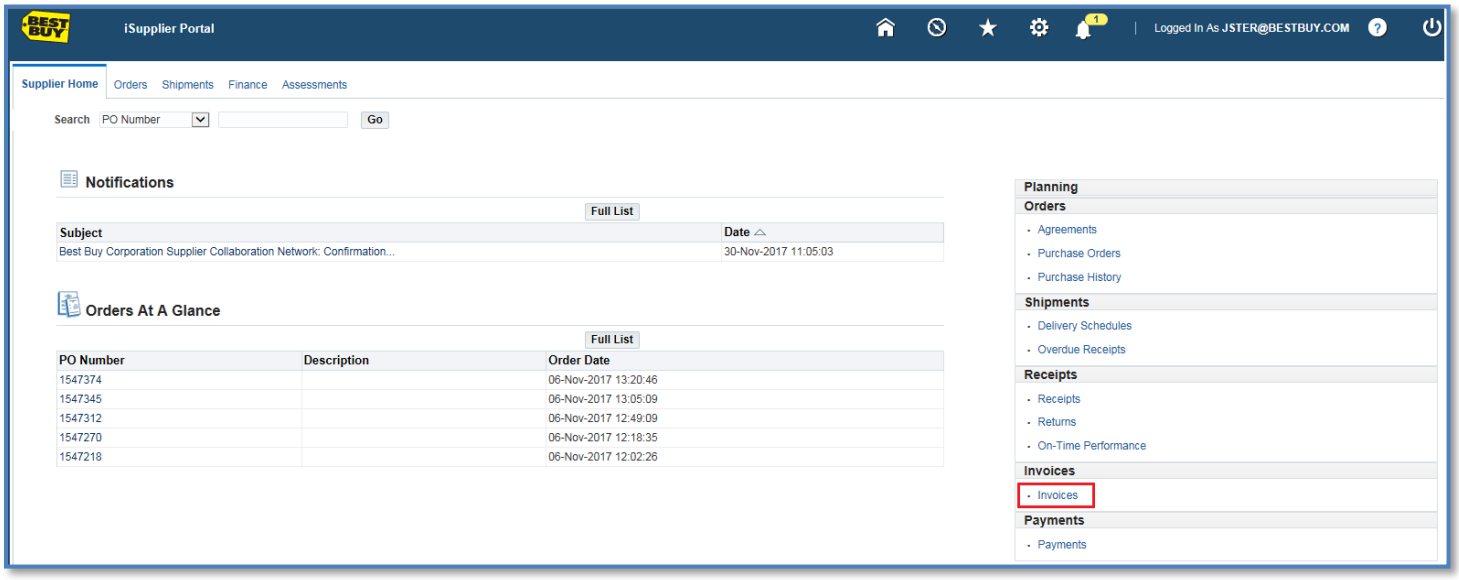
Purchase Order: To view the payment related to a specific Purchase Order, enter the Purchase Order Number. If you do not know the number, enter the % (wildcard) in the Purchase Order Number field.

Payment Amount Range: Enter a single amount or an amount range.

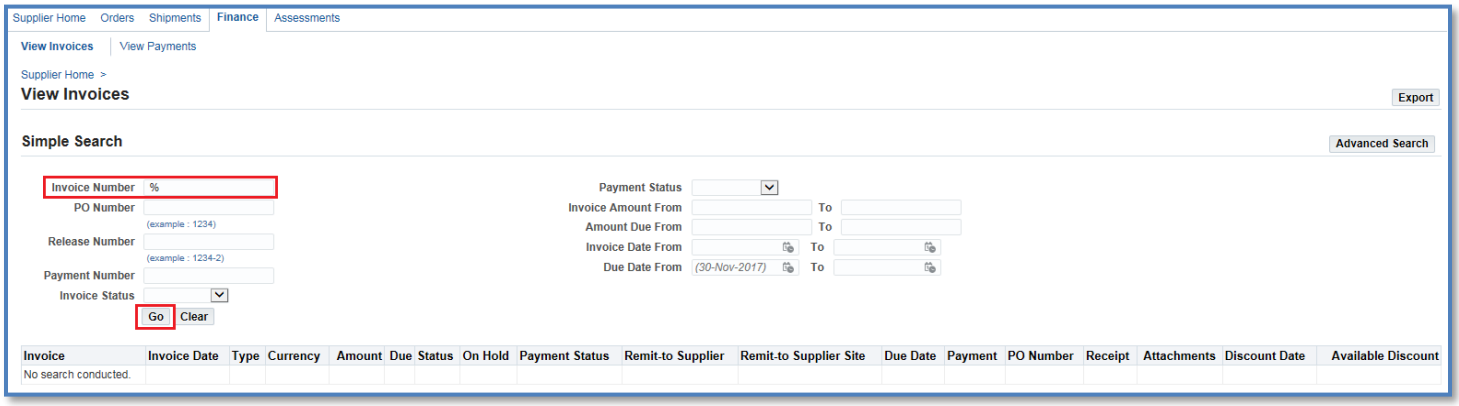
Payment Date Range: Enter a single date or, alternatively enter a start and an end date.

Payment Hold Status Definitions

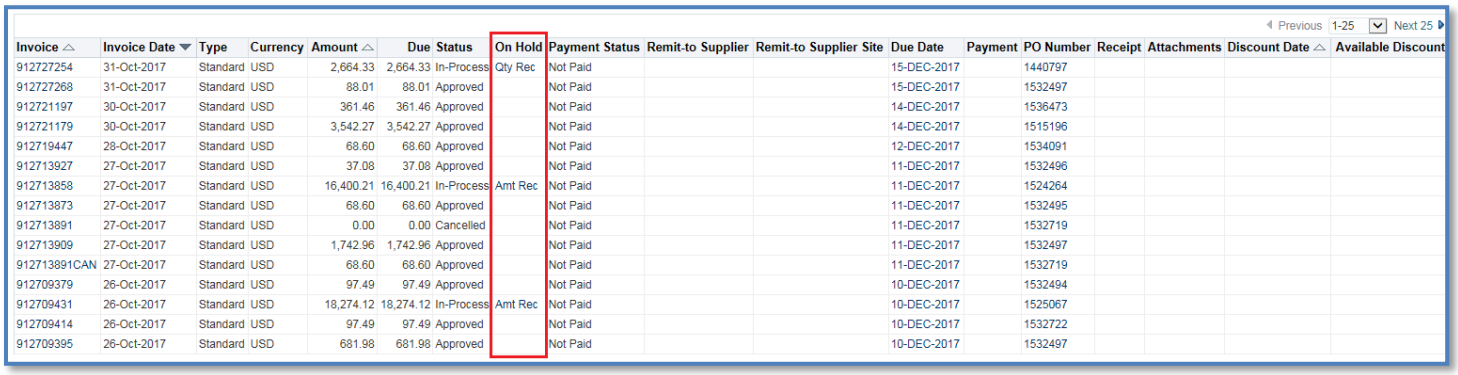
1. To retrieve a list of all your invoices, click on the Home tab, then click on the Invoices link.



2. Enter the wildcard (%) in the Invoice Number field to retrieve a list of all invoices, regardless of status.



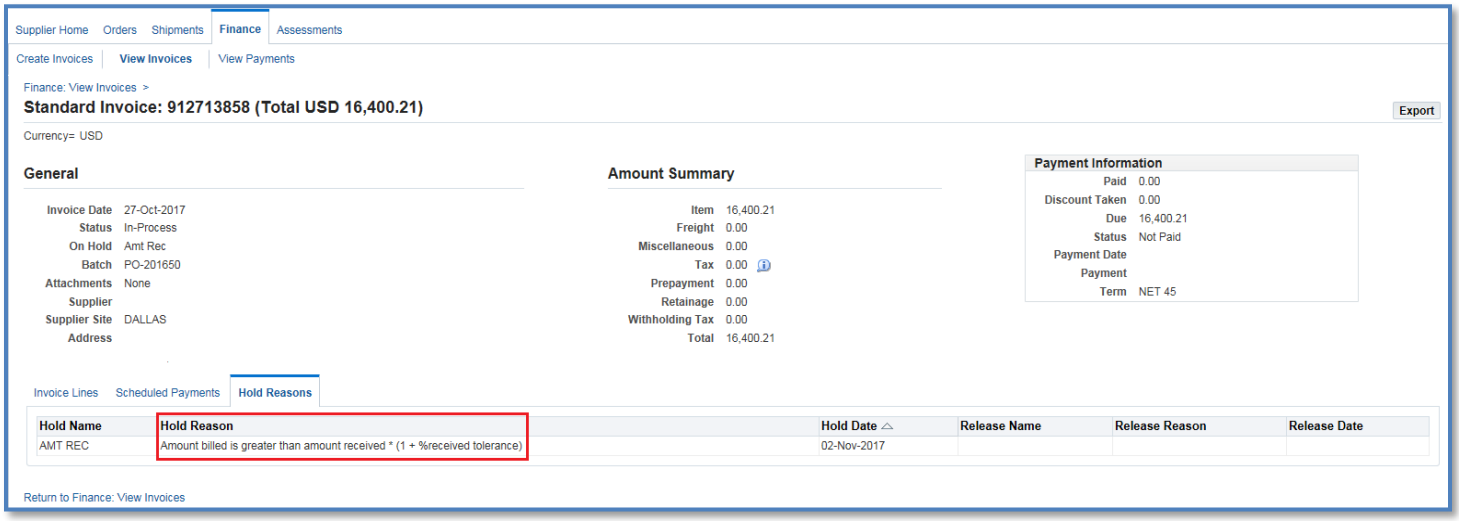
3. In some instances you may see invoices are On Hold. Click the On Hold hyperlink to view the reason for the hold.



Previous 1-25 Next 25

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	Discount Date	Available Discount
912727254	31-Oct-2017	Standard	USD	2,664.33	2,664.33	In-Process	Qty Rec	Not Paid			15-DEC-2017		1440797				
912727268	31-Oct-2017	Standard	USD	88.01	88.01	Approved		Not Paid			15-DEC-2017		1532497				
912721197	30-Oct-2017	Standard	USD	361.46	361.46	Approved		Not Paid			14-DEC-2017		1536473				
912721179	30-Oct-2017	Standard	USD	3,542.27	3,542.27	Approved		Not Paid			14-DEC-2017		1515196				
912719447	28-Oct-2017	Standard	USD	68.60	68.60	Approved		Not Paid			12-DEC-2017		1534091				
912713927	27-Oct-2017	Standard	USD	37.08	37.08	Approved		Not Paid			11-DEC-2017		1532496				
912713858	27-Oct-2017	Standard	USD	16,400.21	16,400.21	In-Process	Amt Rec	Not Paid			11-DEC-2017		1524264				
912713873	27-Oct-2017	Standard	USD	68.60	68.60	Approved		Not Paid			11-DEC-2017		1532495				
912713891	27-Oct-2017	Standard	USD	0.00	0.00	Cancelled		Not Paid			11-DEC-2017		1532719				
912713909	27-Oct-2017	Standard	USD	1,742.96	1,742.96	Approved		Not Paid			11-DEC-2017		1532497				
912713891CAN	27-Oct-2017	Standard	USD	68.60	68.60	Approved		Not Paid			11-DEC-2017		1532719				
912709379	26-Oct-2017	Standard	USD	97.49	97.49	Approved		Not Paid			10-DEC-2017		1532494				
912709431	26-Oct-2017	Standard	USD	18,274.12	18,274.12	In-Process	Amt Rec	Not Paid			10-DEC-2017		1525067				
912709414	26-Oct-2017	Standard	USD	97.49	97.49	Approved		Not Paid			10-DEC-2017		1532722				
912709395	26-Oct-2017	Standard	USD	681.98	681.98	Approved		Not Paid			10-DEC-2017		1532497				

4. If you have questions regarding the Hold status on an invoice, please contact the Buyer indicated on the Purchase Order.



Supplier Home | Orders | Shipments | Finance | Assessments

Create Invoices | View Invoices | View Payments

Finance: View Invoices >

Standard Invoice: 912713858 (Total USD 16,400.21)

Export

Currency= USD

General

Invoice Date	27-Oct-2017
Status	In-Process
On Hold	Amt Rec
Batch	PO-201650
Attachments	None
Supplier	
Supplier Site	DALLAS
Address	

Amount Summary

Item	16,400.21
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	16,400.21

Payment Information

Paid	0.00
Discount Taken	0.00
Due	16,400.21
Status	Not Paid
Payment Date	
Payment	
Term	NET 45

Invoice Lines | Scheduled Payments | Hold Reasons

Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
AMT REC	Amount billed is greater than amount received * (1 + %received tolerance)	02-Nov-2017			

Return to Finance: View Invoices

Below are the three most common Invoice Hold Statuses and their definitions:

Price: The invoice price exceeds the Purchase Order price. The invoice will remain on hold until it is determined what action should be taken.

Quantity Received: The quantity invoiced exceeds the quantity received on the Purchase Order. You will see this hold when the customer has not gone into Oracle and correctly received the goods/services. The invoice will remain on hold until proper receiving is done.

Quantity Ordered: The quantity invoiced exceeds the quantity received on the Purchase Order. The invoice will remain on hold until it is determined what action should be taken.

End of Best Buy iSupplier User Guide