

# **Best Buy Canada/ Canada Post Job Aid - Using Macro for Creating Shipping Labels**



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Last Update: **Monday, October 3, 2022**

## PURPOSE

The functionality of this macro is to enable you to automatically upload all your Best Buy shipping labels into Canada Post EST (Electronic Shipping Tools), thereby, eliminating the need to manually key in each shipment record separately. We hope this will eliminate part of the manual work involved and improve the usability in CanadaPost.

Entering the tracking numbers back into Commerce Hub is a separate process and we do not have a solution at this time so manual work is still required for shipping the PO in Commerce Hub.

**TOOLS REQUIRED:** Microsoft Excel 2003 onwards, Canada Post EST Desktop 2.0, Macro as provided by Best Buy Canada: **Best Buy Macro (All Lines Imported) V2.0**

THIS MACRO ENABLES YOU TO UPLOAD ALL YOUR SHIPPING LABELS INTO CANADA POST EST DESKTOP

## STEP 1: EXPORTING UNDELIVERED ORDER FILE FROM COMMERCE HUB.

The report will be displayed as an Inquiry on vendor's dashboard. The vendor should search the report by using the following comment: **"Undelivered Order Search used for Canada Post"**.

This report needs to be exported first thing in the morning before you download the orders in your system i.e. packing slips. It pulls the UNDELIVERED status PO's which means PO's that have not been viewed yet in Commerce Hub. If you happen to open some PO's, the status will change AND will not appear on the export file.

Select your Best Buy account to view all the UNDELIVERED orders and export the file as CSV. Savethe file.

| VENDOR          | STATUS      | LINE COUNT | ORDER DATE | DOWNLOAD DATE/TIME |
|-----------------|-------------|------------|------------|--------------------|
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 3          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 16         | 06/06/2013 | N/A                |
| Core Micro (CA) | undelivered | 1          | 06/06/2013 | N/A                |

**SUGGESTION:** Create a folder called “Canada Post Upload BBY” and save the export file as “CHUBUPLOAD AUG 8.CSV” so it can be easily found. If EST 2.0 is on a different computer, make sure the folder/files you created can be accessed on the Canada Post EST computer.

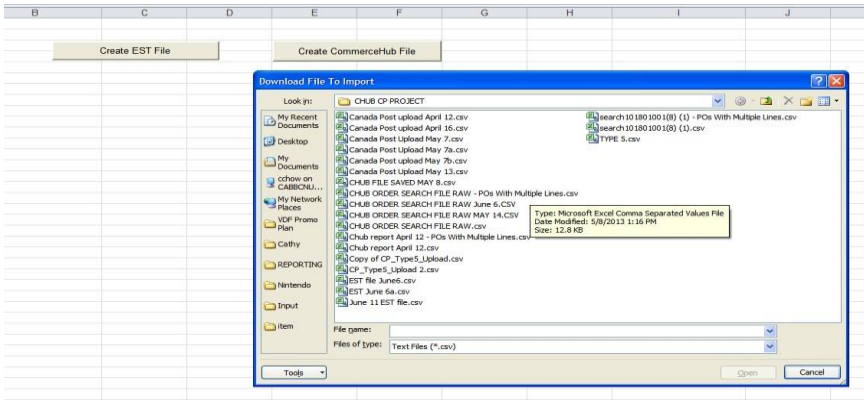
If you open the file in EXCEL, it will be in this format. DO NOT MAKE ANY EDITS. Make sure the .CSV file is closed before running macro.

| Order Date | PO Number | UPC      | Vendor SKU        | Status      | ShipTo Name   | ShipTo Address1          | ShipTo Ad | ShipTo City        | ShipTo State | ShipTo Postal Code | Order Line | Quantity | Shipping Code                                       |
|------------|-----------|----------|-------------------|-------------|---------------|--------------------------|-----------|--------------------|--------------|--------------------|------------|----------|---|
| 4/3/2013   | 37335575  | 8.86E+11 | LS00-GREE         | undelivered | CUSTOMER NAME | 17 MEADOWCREEK LANE      | N/A       | CAMBRIDGE          | ON           | N3H 4R8            | 1          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/3/2013   | 37346937  | 9.49E+10 | VMS-004D          | undelivered | CUSTOMER NAME | 15 EGLINGTON             | N/A       | LINDSAY            | ON           | K9V 6K6            | 1          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/3/2013   | 37347204  | 8.86E+11 | LS00-GREE         | undelivered | CUSTOMER NAME | 31618 HARMONY CRT        | N/A       | ABBOTSFORD         | BC           | V2T 6S7            | 1          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/3/2013   | 37347204  | 8.86E+11 | LS00-ITAL         | undelivered | CUSTOMER NAME | 31618 HARMONY CRT        | N/A       | ABBOTSFORD         | BC           | V2T 6S7            | 2          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/4/2013   | 37349549  | 8.80E+11 | FR ECHO SG        | undelivered | CUSTOMER NAME | 309 - 15150 29A AVE      | N/A       | SURREY             | BC           | V4P 3B1            | 1          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/4/2013   | 37349737  | 8.16E+11 | SWPRO-661CAM      | undelivered | CUSTOMER NAME | 613 ESTATE STREET        | N/A       | PORTAGE LA PRAIRIE | MB           | R1N3H1             | 1          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/4/2013   | 37349739  | 8.16E+11 | SWDVK-426004-C    | undelivered | CUSTOMER NAME | P.O. BOX 1350, 54 BRIDGE | N/A       | STELLARTON         | NS           | B0K 1S0            | 1          | 1        | 1 Canada Post - Expedited Parcel Signature Required |
| 4/4/2013   | 37349766  | 5.02E+10 | 44125             | undelivered | CUSTOMER NAME | 1438 BRANT HWY. 54       | N/A       | CALEDONIA          | ON           | N3W 2G9            | 1          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/4/2013   | 37349799  | 8.43E+11 | CMMICROSDCL4/     | undelivered | CUSTOMER NAME | 3 DIGGATE BLVD           | N/A       | SCARBOROUGH        | ON           | M1S 2W7            | 1          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/4/2013   | 37349803  | 6.86E+10 | SP - 5G - ANTI-GL | undelivered | CUSTOMER NAME | UNIT 5 CA-350 BRITANNIA  | N/A       | MISSISSAUGA        | ON           | L4Z 1X9            | 1          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/4/2013   | 37349804  | 7.75E+11 | 6660B             | undelivered | CUSTOMER NAME | 2773 MULLINS             | N/A       | MONTREAL           | QC           | H3K3G8             | 1          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/4/2013   | 37349805  | 7.72E+11 | BEC-4816          | undelivered | CUSTOMER NAME | 2773 MULLINS             | N/A       | MONTREAL           | QC           | H3K3G8             | 1          | 1        | 1 Canada Post - Expedited Parcel                    |
| 4/4/2013   | 37349949  | 6.16E+10 | 106891B5          | undelivered | CUSTOMER NAME | 6211 BARNARD DRIVE       | N/A       | RICHMOND           | BC           | V7C 5P8            | 1          | 1        | 1 Canada Post - Expedited Parcel                    |

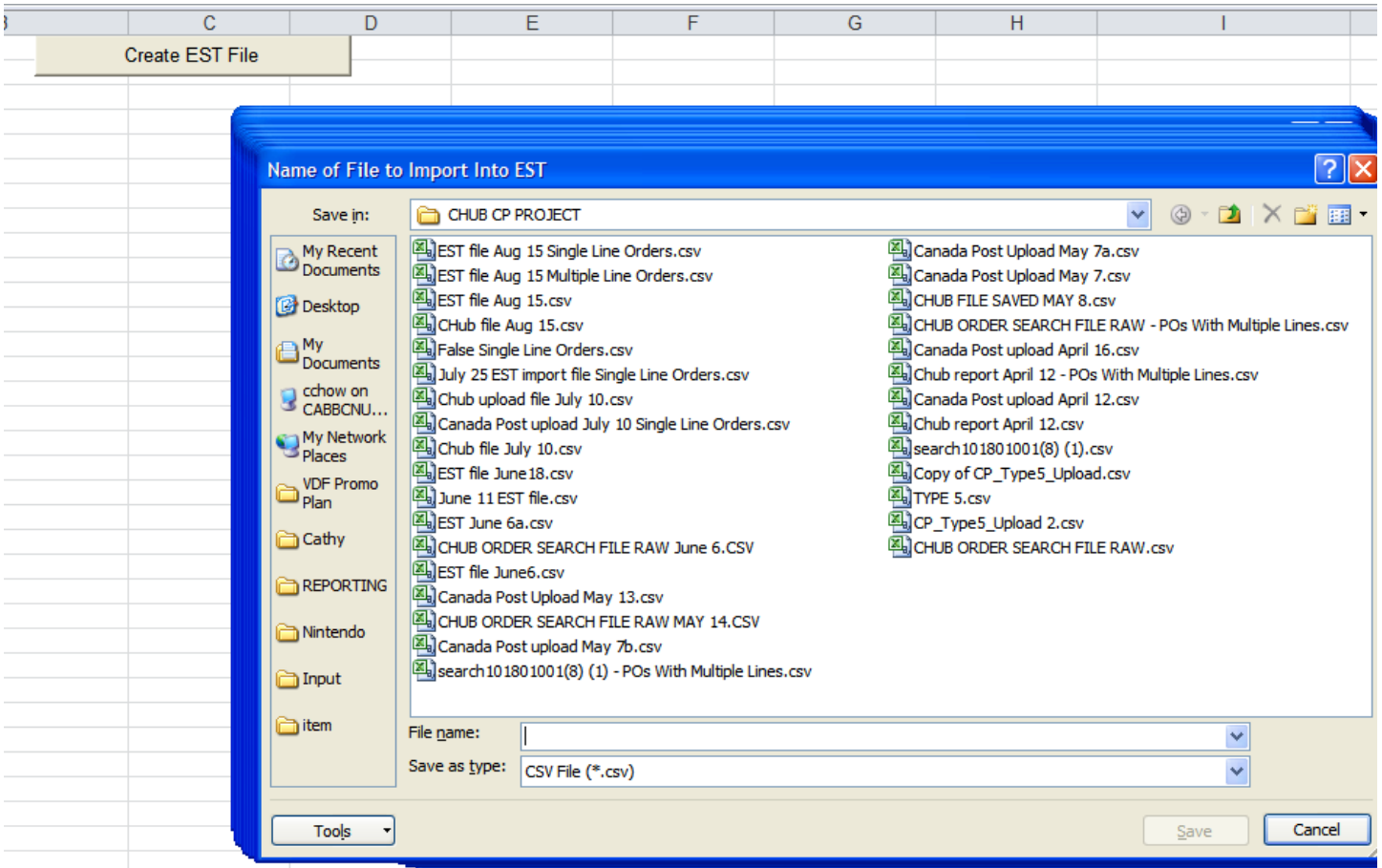
## STEP 2 - RUN MACRO

- Open Macro (File Name **Best Buy Macro (All Lines Imported) V2.0**)

- b. Click on the Create EST File button
- c. A pop up window will appear asking for the file to import. Find the Commerce Hub Export file i.e. "CHUB UPLOAD AUG 8.CSV"

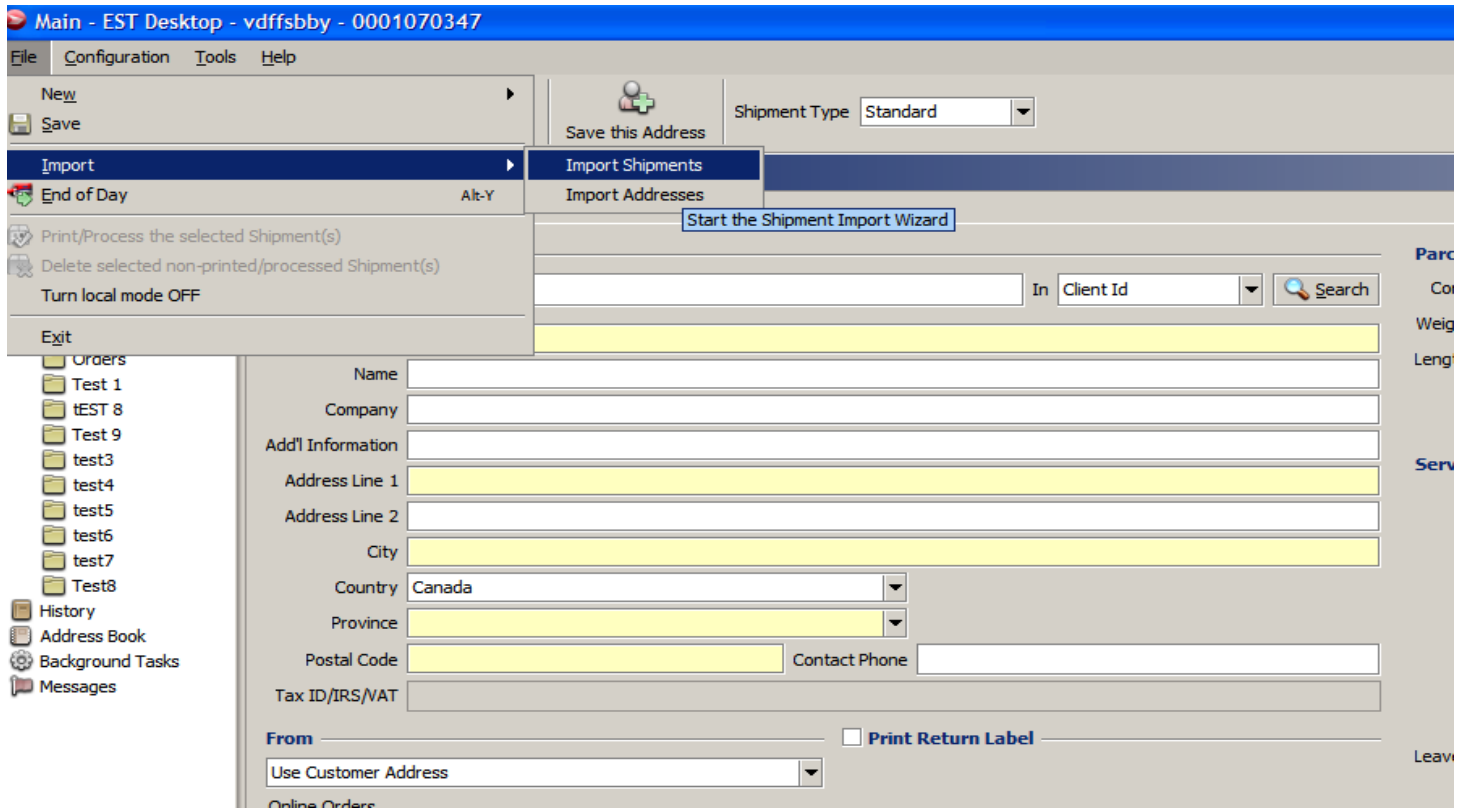


- d. A second pop-up will appear asking to create a filename to be uploaded to EST.  
**Suggestion: EST UPLOAD AUG 8.CSV**

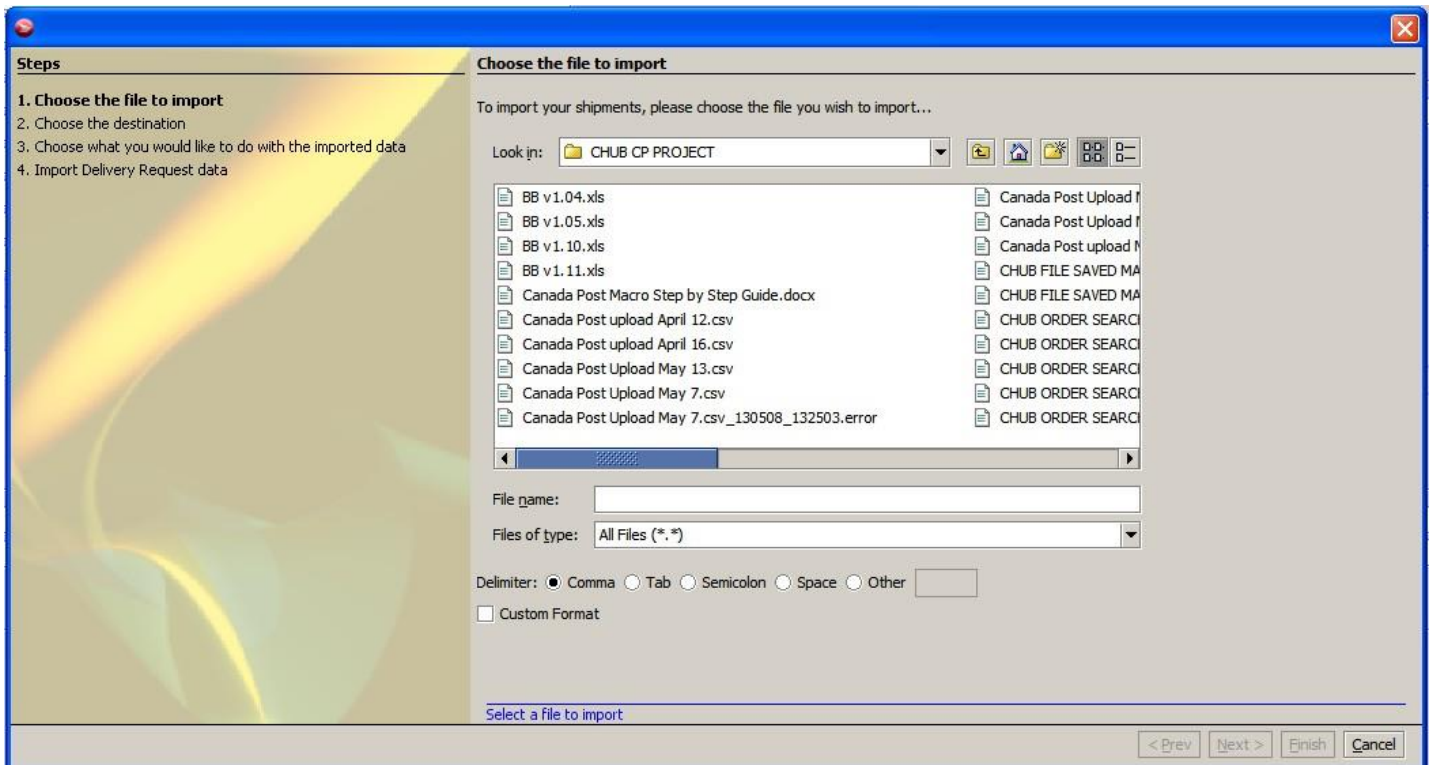


## STEP 3 – IMPORT SHIPMENTS INTO EST DESKTOP 2.0

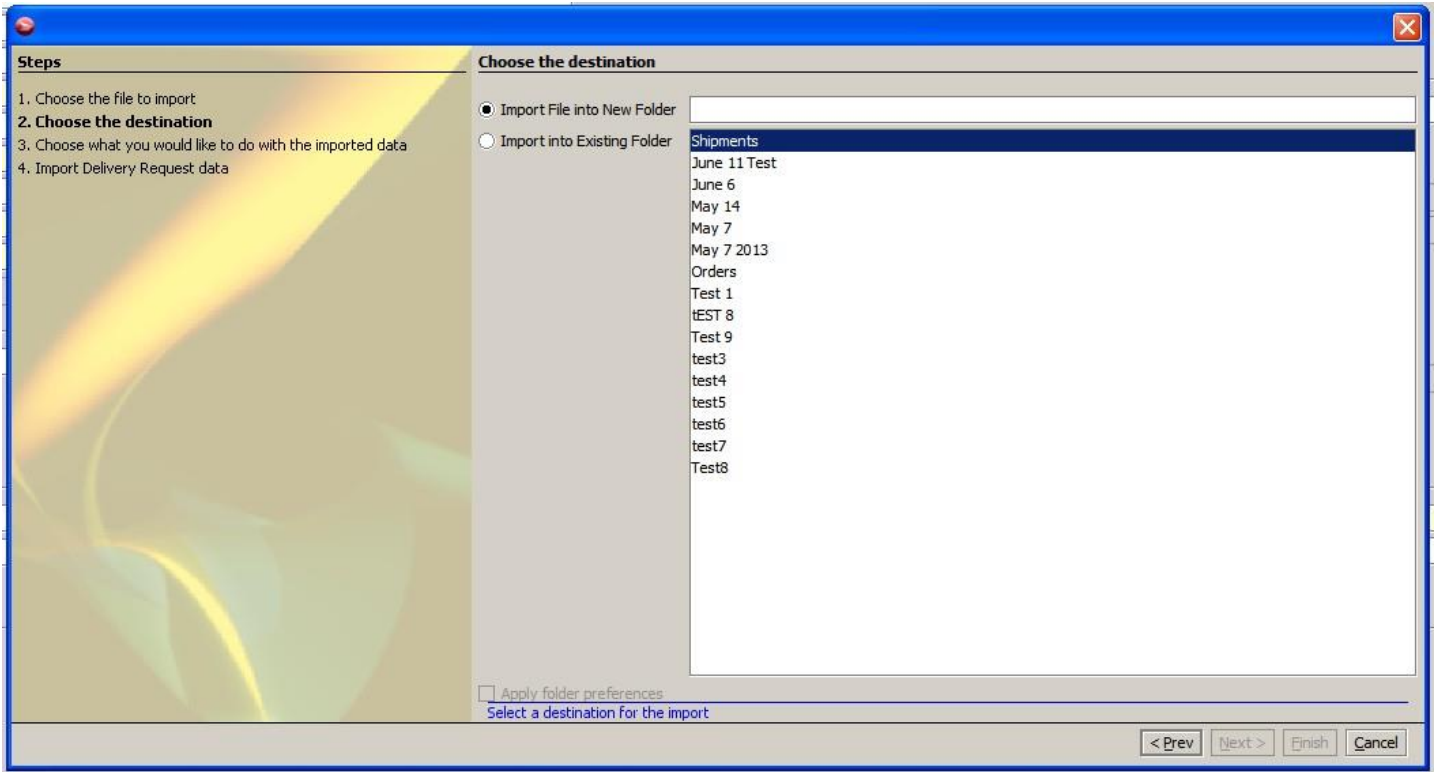
- a. Log into EST Desktop. Select File – Import – Import Shipments



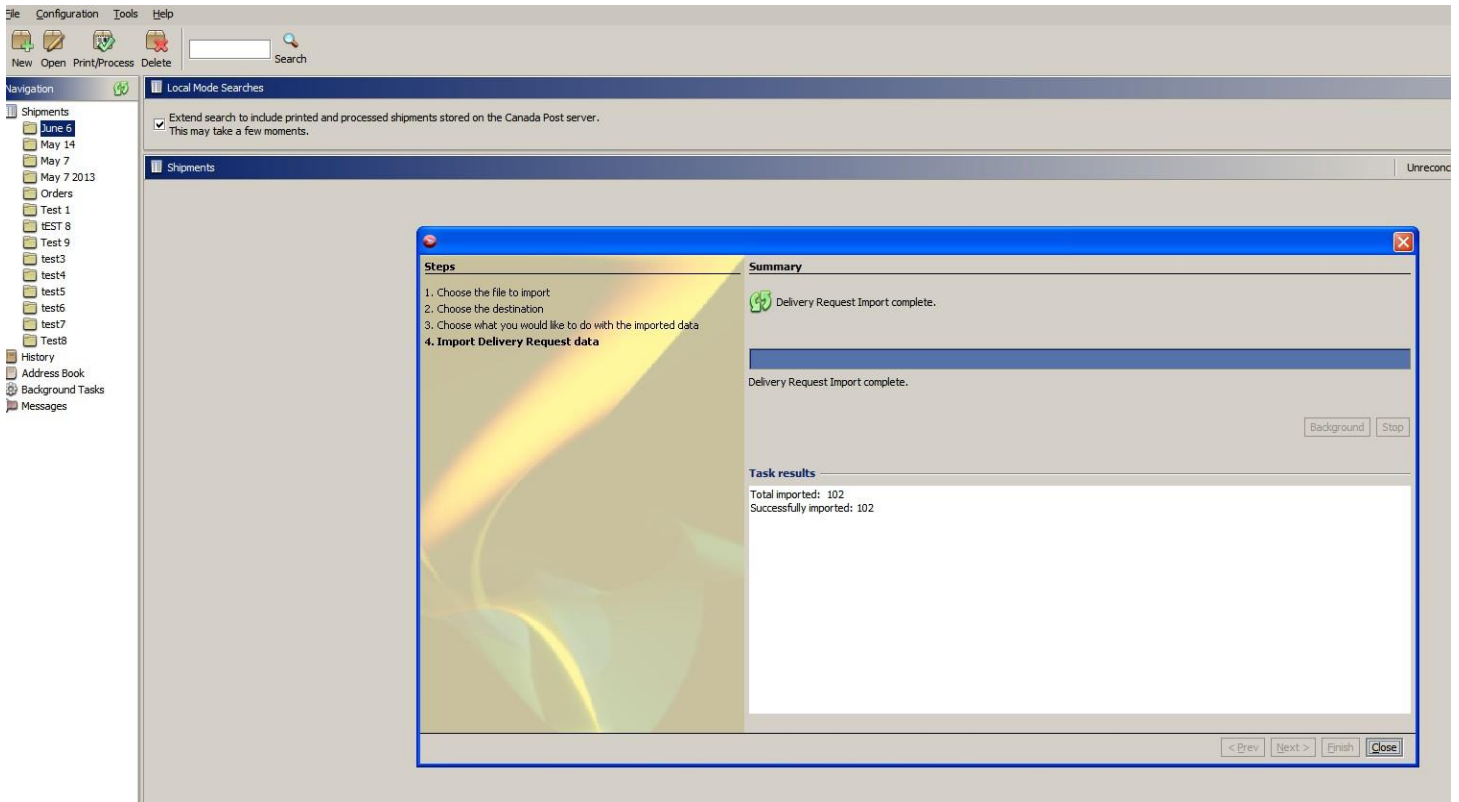
- b. Select the EST file you saved (Suggestion: EST UPLOAD JUNE 10.CSV), click Next
  - Ensure “Delimiter” button is set to Comma



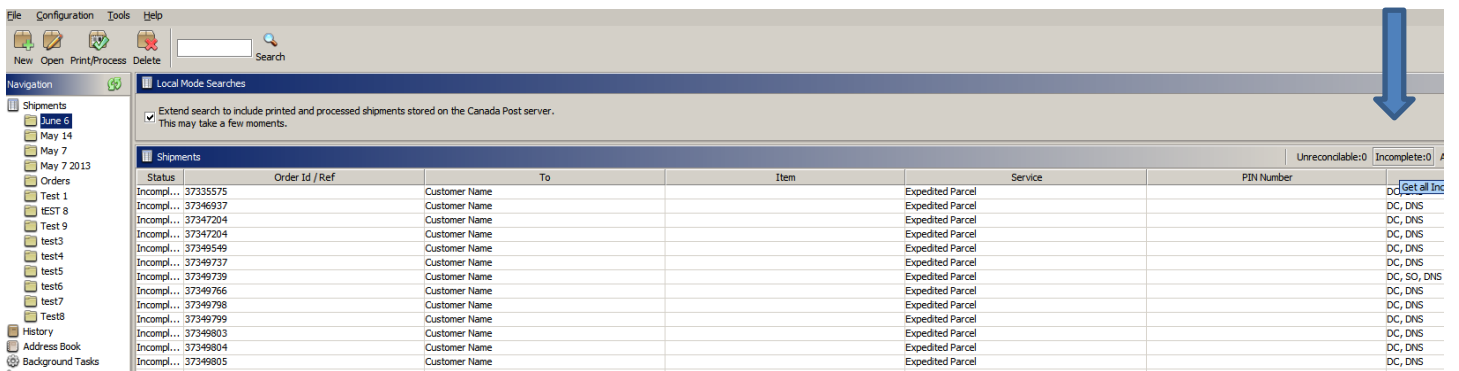
- c. It will ask you to select destination. You can create new folder or import into existing folder.
- d. Click Next and Finish



This screen will appear showing Import status



- e. Once the files are uploaded, click on the INCOMPLETE button on the far right (top)
- f. All the incomplete files will appear on a summary page. Files are INCOMPLETE because you have to go into each record and key in the weight. **This is mandatory.**



**IMPORTANT:** The macro will generate a shipping record for each line item of a purchase order. Unfortunately, this is by design. The Best Buy Canada requirement is **'One tracking number per package'** so if you can combine multiple items in one package under the same PO you will choose one record and print the shipping label. The other records will need to be **deleted** from the summary page.

- g. Click individual record. Key in weight
- h. Print record

File Configuration Tools Help

New Save Print/Process Delete Pricing Previous Next Save this Address Shipment Type Standard

Navigation Shipment - Incomplete

General \ Customs

Send To

Order Id / Ref 37335575 In Client Id Search

Name Customer Name

Company

Add'l Information

Address Line 1 17 Meadowcreek Lane

Address Line 2 N/a

City Cambridge

Country Canada

Province Ontario

Postal Code N3H4R8 Contact Phone 1111111111

Tax ID/IRS/VAT

From

Use Customer Address

Online Orders  
9200 Airport Rd  
Brampton ON L6S 6G6

Request Delivery Updates

Client #1 Delivery Update emails are sent based on your default values.

Email #2

Mailed By Behalf Of

Set/Modify

Billing Information

Parcel Information

Container

Weight (kg) Refresh Weight

Length (cm) Width (cm) Height (cm)

Over-sized

Type Document Mailing Tube Unpackaged

Service and Options (Domestic)

Service Expedited Parcel

Delivery confirmation

Signature

Coverage

COD

Proof of age required 18 19

Card for Pickup

Do not safe drop

Leave at door - do not card

Deliver to Post Office

Additional Information

Cost Centre 37335575

Item Reference #2 1\_1

New Open Print/Process Delete Search End of Day Help

Navigation Shipment - Incomplete

| Status     | Order Id / Ref | To                  | Item                 | Service          | PIN Number       | Options     | Shipment S... |
|------------|----------------|---------------------|----------------------|------------------|------------------|-------------|---------------|
| Incomplete | 242360018      | Qiling He           |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242375016      | Yanick Sauro        |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242360016      | Stephen Hwang       |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242355006      | Valerie Sedaghat    |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242355002      | Greg Stec           |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242350049      | Christopher Tolibas |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242345021      | Marco Zuccaro       |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242345038      | S Gill              |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242345031      | Mireille Poirier    |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242345022      | Monique Belanger    |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242335026      | Michael Gardner     |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242335028      | Karim Dhalla        |                      | Expedited Parcel |                  | DC, DNS     |               |
| Printed    | 242345008      | Douglas Ralph       | (14 x 10 x 6) in 3lb | Expedited Parcel | 1013317969859114 | DC, SO, DNS |               |
| Incomplete | 242340007      | Gurjinder Mann      |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242330060      | Richard Joncas      |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242330030      | Vevian De Vera      |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242335016      | Quang Uy Huynh      |                      | Expedited Parcel |                  | DC, DNS     |               |
| Incomplete | 242330063      | Changsong Xu        |                      | Expedited Parcel |                  | DC, DNS     |               |

Please note the following rules to ensure compliance:

- One tracking number per package
- “Do not Safe Drop” box must be checked
- Reference the Customer Order Number in the Canada Post reference field
- Best Buy return center address must be entered in the Ship From
- Vendor must use certified label format per Canada Post Corporation and other carriers’ standards
- Customer phone numbers are restricted in any fields on the shipping label

If you require assistance, please contact us:

VendorDirectInventory (Best Buy Canada) <vendirin@bestbuycanada.ca>

We appreciate your feedback. Feel free to contact us anytime.