Best Buy Canada/ Canada Post Job Aid -

Using Macro for Creating Shipping Labels



Disclaimer: This is property of Best Buy Canada. Usage of the macro provided should only be used for creating Best Buy Canada shipments into Canada Post EST. Only individuals currently assigned on account by Best Buy Canada Ltd. may access this macro. All users must protect and keep confidential all information, data, and other materials including without limitation all personal information of any kind. By continuing to use this macro you indicate your understanding of, and consent to be bound by, these terms and conditions.

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 POin 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 INTOCANADA 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 thereport by using the following comment: **"Undelivered Order Search used for Canada Post".**

This report needs to be exported first thing in the morning <u>before you download the orders in your system i.e</u> <u>packing slips</u>. 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 ANDwill 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.

| ndor > Search Resi | ults | | | | | ⊠ Ex | ception Mes |
|--------------------|----------------------------------|-------------|------------|------------|---------------------------------|--------------------|-------------|
| | | | | | | | Export As |
| | | | | | | | |
| | - Undelivered | | Order Date | | Between X days 30 ago and today | | |
| | = Core Micro (C/ PO Number As | | | | | | |
| | | | | | | | |
| | 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 | |
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| Core Micro (CA) | | undelivered | 1 | 06/06/2013 | | N/A | |
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| 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 | |
| | | 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 thefolder/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.

| Search Name | e: Canada Pos | t Export 1 | | | | | | | | | | | |
|---------------|---------------|------------|-------------------|-------------|---------------|--------------------------|-----------|--------------------|--------------|--------------------|------------|----------|---|
| Exported at (| 04/04/2013 05 | :32 PM | | | | | | | | | | | |
| Search Crite | ria: | | | | | | | | | | | | |
| Status = Ur | ndelivered | | | | | | | | | | | | |
| 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 | 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 | 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 | 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 | 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 | 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 | Canada Post - Expedited Parcel |
| 4/4/2013 | 37349739 | 8.16E+11 | SWDVK-426004-0 | undelivered | CUSTOMER NAME | P.O. BOX 1350, 54 BRIDGE | N/A | STELLARTON | NS | B0K 1S0 | 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 | Canada Post - Expedited Parcel |
| 4/4/2013 | 37349799 | 8.43E+11 | CMMICROSDCL4/ | undelivered | CUSTOMER NAME | 3 DIBGATE BLVD | N/A | SCARBOROUGH | ON | M1S 2W7 | 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 | Canada Post - Expedited Parcel |
| 4/4/2013 | 37349804 | 7.75E+11 | 6660B | undelivered | CUSTOMER NAME | 2773 MULLINS | N/A | MONTREAL | QC | H3K3G8 | 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 | Canada Post - Expedited Parcel |
| 4/4/2013 | 37349949 | 6.16E+10 | 106891BS | undelivered | CUSTOMER NAME | 6211 BARNARD DRIVE | N/A | RICHMOND | BC | V7C 5P8 | 1 | 1 | Canada Post - Expedited Parcel |

STEP 2 - RUN MACRO

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

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| - (0 | f_x | | | | | | |
| | В | С | D | E | F | G | Н |
| | | Create EST File | | | | | |

- 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"

| В | C | D | E | F | G | н | 1 | J |
|---|-----------------|----------------|---|--|---|---|--|---------------|
| | Create EST File | | Create Comme | erceHub File | | | | |
| | | | Download File To Imp | ort | | | _ | ? 🛛 |
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| | | | Tools * | | | | | en Cancel |

d. A second pop-up will appear asking to <u>create</u> a filename to be uploaded to EST.

Suggestion: EST UPLOAD AUG 8.CSV

| Create EST File Name of File to Import Into EST Image: Control Contrelector Control Control Cont | С | D | E | F | G | Н | |
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STEP 3 - IMPORT SHIPMENTS INTO EST DESKTOP 2.0

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

| Main - EST Desktop - | vdffsbby - 0001 | 070347 | | | | |
|---|-------------------|--------|-------------------|----------------------------|---------------------|---------|
| <u>File</u> <u>C</u> onfiguration <u>T</u> ools | <u>H</u> elp | | | | | |
| Ne <u>w</u> <u>S</u> ave | | • | Save this Address | Shipment Type Standard | • | |
| <u>I</u> mport | | • | Import Shipments | | | |
| 🚭 End of Day | | Alt-Y | Import Addresses | | | |
| Print/Process the selecte | d Shipment(s) | | Start | the Shipment Import Wizard | | |
| Delete selected non-print | | nt(s) | | | | Parc |
| Turn local mode OFF | | | | | In Client Id 💌 🔍 Se | arch Co |
| Exit | | | | | | Weig |
| Urders | | | | | | Leng |
| 🛅 Test 1 | Name | | | | | |
| 🛅 tEST 8 | Company | | | | | |
| Test 9 | Add'l Information | | | | | |
| 🛅 test3 | Address Line 1 | | | | | Serv |
| test5 | Address Line 2 | | | | | _ |
| test6 | | | | | | _ |
| 🛅 test7 | City | | | | | |
| 🔄 🛅 Test8 | Country | Canada | | - | | |
| History Address Book | Province | | | - | | |
| Address Book Background Tasks | Postal Code | | | Contact Phone | | |
| Messages | Tax ID/IRS/VAT | | | | | |
| | Tax ID/IRS/VAT | | | | | |
| | From | | | Print Retu | rn Label | Leave |
| | Use Customer Ad | dress | | • | | Leave |
| | Online Orders | | | | | |

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

| e | | X X |
|--|---|--|
| Steps | Choose the file to import | |
| Choose the file to import Choose the destination Choose what you would like to do with the imported data | To import your shipments, please choose the file you wish to import. | |
| 4. Import Delivery Request data | BB v1.04.xls BB v1.05.xls BB v1.05.xls BB v1.10.xls BB v1.11.xls Canada Post Macro Step by Step Guide.docx Canada Post upload April 12.csv Canada Post upload April 16.csv Canada Post Upload May 13.csv Canada Post Upload May 7.csv_130508_132503.error Canada Post Upload May 7.csv_130508_132503.error File name: Files of type: All Files (*.*) Delimiter: © Comma © Tab © Semicolon © Space © Other Custom Format | Canada Post Upload Canada Post Upload Canada Post Upload Canada Post Upload CHUB FILE SAVED MA CHUB FILE SAVED MA CHUB ORDER SEARC CHUB ORDER SEARC CHUB ORDER SEARC CHUB ORDER SEARC CHUB ORDER SEARC CHUB ORDER SEARC |
| | Select a file to import | |
| | | <pre> < Prev </pre> Einish Cancel |

- 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 youhave to go into each record and key in the weight. **This is mandatory**.

| Ele Configuration Too | | G Search | | | | |
|-----------------------|--|---|---------------------------------|------|------------------|---------------------------------|
| Navigation 😥 | Local Mode Searche | 5 | | | | |
| Shipments | Extend search to in This may take a few | dude printed and processed shipments st moments. | ored on the Canada Post server. | | | • |
| May 7 | Shipments | | | | | Unreconcilable:0 Incomplete:0 A |
| Orders | Status | Order Id / Ref | То | Item | Service | PIN Number |
| Test 1 | Incompl 37335575 | | Customer Name | | Expedited Parcel | DC,Get all Inc |
| tEST 8 | Incompl 37346937 | | Customer Name | | Expedited Parcel | DC, DNS |
| Test 9 | Incompl 37347204 | | Customer Name | | Expedited Parcel | DC, DNS |
| test3 | Incompl 37347204 | | Customer Name | | Expedited Parcel | DC, DNS |
| test4 | Incompl 37349549 | | Customer Name | | Expedited Parcel | DC, DNS |
| | Incompl 37349737 | | Customer Name | | Expedited Parcel | DC, DNS |
| test5 | Incompl 37349739 | | Customer Name | | Expedited Parcel | DC, SO, DNS |
| test6 | Incompl 37349766 | | Customer Name | | Expedited Parcel | DC, DNS |
| test7 | Incompl 37349798 | | Customer Name | | Expedited Parcel | DC, DNS |
| Test8 | Incompl 37349799 | | Customer Name | | Expedited Parcel | DC, DNS |
| History | Incompl 37349803 | | Customer Name | | Expedited Parcel | DC, DNS |
| Address Book | Incompl 37349804 | | Customer Name | | Expedited Parcel | DC, DNS |
| Background Tasks | Incompl 37349805 | | Customer Name | | Expedited Parcel | DC, DNS |
| | | | | | | |

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

| lavigation 🚯 🔳 | Shipment - Incomplete | |
|--|---|-----------------------|
| May 14 S May 17 May 7 2013 Orders Test 1 Est 18 Est | eneral Customs ind To Core To Name Costomer Name Concore Concore Core To Cor | Item Reference #2 1_1 |

| gation 😚 | 🔲 Shipmer | nts | | | | Incomplete Accepted | Printed Processed In | n Progress 💮 |
|--------------------|------------|----------------|---------------------|---------------------|------------------|---------------------|----------------------|--------------|
| hipments | Status | Order Id / Ref | То | Item | Service | PIN Number | Options | Shipment S |
| June 10 2013 | Incomplete | 242360018 | Qiling He | | Expedited Parcel | | DC, DNS | |
| June 11 2013 | Incomplete | 242375016 | Yanick Sauro | | Expedited Parcel | | DC, DNS | |
| June 11 pt2 2013 | Incomplete | 242360016 | Stephen Hwang | | Expedited Parcel | | DC, DNS | |
| June 12 2013 | Incomplete | 242355006 | Valerie Sedaghat | | Expedited Parcel | | DC, DNS | |
| June 13 2013 | Incomplete | 242355002 | Greg Stec | | Expedited Parcel | | DC, DNS | |
| | | 242350049 | Christopher Tolibas | | Expedited Parcel | | DC, DNS | |
| June 18 2013 | Incomplete | 242345021 | Marco Zuccaro | | Expedited Parcel | | DC, DNS | |
| 🛅 June 18 pt2 2013 | Incomplete | 242345038 | S Gill | | Expedited Parcel | | DC, DNS | |
| 🗐 June 3 2013 | Incomplete | 242345031 | Mireille Poirier | | Expedited Parcel | | DC, DNS | |
| 📃 June 4 2013 | Incomplete | 242345022 | Monique Belanger | | Expedited Parcel | | DC, DNS | |
| 🛅 June 5 2013 | Incomplete | 242335026 | Michael Gardner | | Expedited Parcel | | DC, DNS | |
| 🗎 June 6 2013 | | 242335028 | Karim Dhallla | | Expedited Parcel | | DC, DNS | |
| June 7 2013 | Printed | 242345008 | Douglas Ralph | (14 x 10 x 6)in 3lb | Expedited Parcel | 1013317969859114 | DC, SO, DNS | |
| May 15 2013 | Incomplete | 242340007 | Gurjinder Mann | | Expedited Parcel | | DC, DNS | |
| | Incomplete | 242330060 | Richard Joncas | | Expedited Parcel | | DC, DNS | |
| May 16 2013 | Incomplete | 242330030 | Vevian De Vera | | Expedited Parcel | | DC, DNS | |
| 🗐 May 17 2013 | | 242335016 | Quang Uy Huynh | | Expedited Parcel | | DC, DNS | |
| 🛅 May 21 2013 | 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>