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 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.

Execute Search - Unde	live 🛞	Execute Search - Unde	elive ×								
<u>y by Vendor</u> > Search Resu	lts										Exception Messages
											Export As <u>CSV</u>
	-	Undelivered			Order Date			Between X days ago and today	30		
	-	Core Micro (CA) (41729) PO Number Ascending									
		,									
											Edit
	VENDOR		ST	TATUS	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	
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Core Micro (CA)			undelivered			1	06/06/2013			N/A	
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antart Oustomer Support th	rough our Suppo	rt Form									

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	BOK 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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		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"

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			Tools *				2	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

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Create EST File										
N	lame of File to I	Import Into EST				? 🞽				
	Save in:	CHUB CP PROJECT				🕑 - 🖄 🗙 📑 🗉 -				
	My Recent	EST file Aug 15 Single Lin	e Orders.csv	A Ca	nada Post Upload May	7a.csv				
	Documents	EST file Aug 15 Multiple L	ine Orders.csv	™ Ca	nada Post Upload May	7.csv				
	🚱 Desktop	EST file Aug 15.csv		Щ. H	UB FILE SAVED MAY 8.	csv				
	- My	CHub file Aug 15.csv		Kali CH Maria	UB ORDER SEARCH FI	LE RAW - POs With Multiple Lines.csv				
	Documents	Halse Single Line Orders.	CSV	iesi Alian	nada Post upload April	16.csv				
	cchow on	Chub upload file July 10	igie Line Orders.csv	A calculation of the second se	ub report April 12 - PO: nada Post upload April	12.csv				
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	- Places	EST file June 18.csv		× Co	py of CP_Type5_Uploa	d.csv				
	Plan	🖲 June 11 EST file.csv		ТҮ	TYPE 5.csv					
	~~~~	EST June 6a.csv		ЩCР	圈CP_Type5_Upload 2.csv 圈CHUB ORDER SEARCH FILE RAW.csv					
	Cathy	CHUB ORDER SEARCH FI	LE RAW June 6.CSV	ЩCH						
		EST file June6.csv								
		Canada Post Upload May	13.csv							
	🛅 Nintendo		LE RAW MAY 14.CSV							
	_	Canada Post upload May	- DOs With Multiple Line	6 CEV						
	📄 Input	GCG(C)101001001(0) (1)								
	🗁 item									
	- Incini F	File <u>n</u> ame:				~				
	5	Save as type: CSV File (*.c	sv)			~				
[	Tools -					Save Cancel				

## **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>Configuration</u> <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	ted/processed Shipmer	nt(s)				Parc
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Test 9	Add'l Information					
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History	Province			-		
Address Book Background Tasks	Postal Code			Contact Phone		
Messages	Taw ID/IDC MAT					
	Tax ID/IRS/VAT					
	From			Print Retu	rn Label ————	
	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

<b>e</b>		× • • • • • • • • • • • • • • • • • • •
Steps	Choose the file to import	
1. Choose the file to import     2. Choose the destination     3. 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 Canada Post Uploa	Canada Post Upload I Canada Post Upload I Canada Post upload I CHUB FILE SAVED MA CHUB FILE SAVED MA CHUB ORDER SEARCI CHUB ORDER SEARCI CHUB ORDER SEARCI CHUB ORDER SEARCI CHUB ORDER SEARCI
	Select a file to import	
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- c. It will ask you to select destination. You can create new folder or import into existing folder.
- d. Click Next and Finish

<b>e</b>		
Steps	Choose the destination	
1. Choose the file to import 2. Choose the destination 3. Choose what you would like to do with the imported data 4. Import Delivery Request data	Import File into New Folder     Import into Existing Folder     Import into Existing Folder	Shipments           June 11 Test           June 6           May 14           May 7           May 7 2013           Orders           Test 1           tEST 8           Test 9           test3           test4           test5           test6           test7           Test8
		< <u>Prev</u> <u>Mext&gt;</u> Einish <u>Cancel</u>

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**.

<u>File Configuration Tools</u>	Help						
New Open Print/Process	Delete	Search					
Navigation	Local	Mode Searches					
III Shipments Dune 6 May 14	Exter This r	nd search to include printed and processed shipments sto nay take a few moments.	ored on the Canada Post server.				
May 7	🔲 Shipm	ents				Unreconcilable:0	Incomplete:0
Orders	Status	Order Id / Ref	То	Item	Service	PIN Number	
Test 1	Incompl	37335575	Customer Name		Expedited Parcel		DO Get all Inc
THEST 8	Incompl	37346937	Customer Name		Expedited Parcel		DC, DNS
Tect 9	Incompl	37347204	Customer Name		Expedited Parcel		DC, DNS
E test3	Incompl	37347204	Customer Name		Expedited Parcel		DC, DNS
E tosta	Incompl	37349549	Customer Name		Expedited Parcel		DC, DNS
E test	Incompl	37349737	Customer Name		Expedited Parcel		DC, DNS
E tests	Incompl	37349739	Customer Name		Expedited Parcel		DC, SO, DNS
testo	Incompl	37349766	Customer Name		Expedited Parcel		DC, DNS
test/	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	
Priments     G       Marcol     S       May 14     S       May 72013     Orders       Test 1     EST 8       Test 1     EST 8       Test 5     Est 5       Test 5     Est 7       Test 5     Est 7       Test 5     Est 7       Address Book 8     Badargound Tasks       Messages     F	eneral Customs ieneral Concerning Search Concerning Con	Parcel Information         Container         Weight (bg)       Befreich Weight         Deversaed       Width (cm)       Height (cm)         Oversaed       Width (cm)       Height (cm)         Service and Options (Domestic)       Service [Specified Parcel         Delvery confirmation       Signature         Coverage       Coverage         Coverage       Coverage         Do not safe drop I /       18 0 19         Data taf drop Joint       Delver to Post Office         Additional Information       Statistical Liference #2         Line Reference #2       11

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🛅 June 10 2013	Incomplete	242360018	Qiling He		Expedited Parcel		DC, DNS	-
🔲 June 11 2013	Incomplete	242375016	Yanick Sauro		Expedited Parcel		DC, DNS	
lune 11 pt2 2013	Incomplete	242360016	Stephen Hwang		Expedited Parcel		DC, DNS	
Iune 12 2013	Incomplete	242355006	Valerie Sedaghat		Expedited Parcel		DC, DNS	
June 12 2013	Incomplete	242355002	Greg Stec		Expedited Parcel		DC, DNS	
June 13 2015	Incomplete	242350049	Christopher Tolibas		Expedited Parcel		DC, DNS	
Une 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	Incomplete	242335028	Karim Dhallla		Expedited Parcel		DC, DNS	
Iune 7 2013	Printed	242345008	Douglas Ralph	(14 x 10 x 6)in 3lb	Expedited Parcel	1013317969859114	DC, SO, DNS	
Mar. 15 2012	Incomplete	242340007	Gurjinder Mann		Expedited Parcel		DC, DNS	
IVIAY 15 2015	Incomplete	242330060	Richard Joncas		Expedited Parcel		DC, DNS	
May 16 2013	Incomplete	242330030	Vevian De Vera		Expedited Parcel		DC, DNS	
🛅 May 17 2013	Incomplete	242335016	Quang Uy Huynh		Expedited Parcel		DC, DNS	
🛅 May 21 2013	Incomplete	242330063	Changsong Xu		Expedited Parcel		DC, DNS	
🛅 May 22 2013								
May 27 2013								

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>