



October 1, 2019

Attn: Legal Department & Sales Manager

Dear Valued Partner,

Re: Important policy changes and action required for Lithium Batteries and Product Compliance

Best Buy Canada is making changes to our Transportation and Storage of Dangerous Goods and Product Compliance policies. All updates are published under the Merchandise Management and Supply Chain & Logistics sections of Best Buy's Partner Portal (<https://partners.bestbuy.com/canada>).

The changes we have made to the [Transportation of Dangerous Goods](#) policy are in response to upcoming the International Civil Aviation Organization (ICAO) and International Air Transport Associate (IATA) regulations for *air shipments* containing lithium batteries or cells. **Effective January 1, 2020** per the IATA 60th edition in section 3.9.2.6 (g), UN Manual of Tests and Criteria, Revision and amend. 1, Part III, sub-section 38.3, paragraph 38.3.5; will require shippers to produce lithium batteries or lithium cell Test Summary documents upon request. Highlights include:

- the scope of the **new regulations** along with links to program websites; and
- new supporting document requirements SKUs with lithium batteries or cells.

The changes being made to the Environment & Sustainability section of our [Product Compliance](#) policies reinforce our status as a leader in sustainability. By increasing awareness about the impacts of product packaging on the environment, we hope to influence positive trends in waste reduction. The updates reflect the increased scope and complexity of the programs, and clarify what information is required to accurately report to government programs. Highlights include:

- more detail about the partners and programs we report into, along with links to program websites, tools and resources;
- better definitions of the types of materials required for reporting;
- reporting obligations and **new policies** where Best Buy reports on a vendor's behalf.

The Product Compliance tab of Best Buy's SKU setup form has been updated to reflect the changes to all policies.

- The new information required under the updated Transportation of Dangerous Goods policy can be included with the existing fields in the batteries section of the compliance data sheet.
- Packaging materials (defined in Product Compliance) have been updated to better reflect the material types and weights common to Best Buy's assortment.

An updated version of the SKU setup form will be available through your Best Buy Product Manager as of October 1, 2019; *we recommend you use it immediately.* Providing correct information now will minimize program costs and mitigate delays of product setup and distribution; especially when the IATA regulations take effect, **January 1, 2020.**

As a reminder, Vendors are solely responsible for ensuring the accuracy of the information required under these policies. Exhibit B of our [Warranty Returns and Service](#) policy has been updated to define our rights to return where compliance or regulatory information is incorrect and/or incomplete.

Neither Best Buy nor its' associates can provide guidance about the specific programs or their requirements. All partners should familiarize themselves with the regulations, programs and upcoming changes by visiting the appropriate authorities' web sites linked to the policies on our Vendor Portal. Questions should be directed to the governing body of the regulation or requirement in question; not to Best Buy.

We thank you for your ongoing support and cooperation.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Jason Abrams', with a long horizontal flourish extending to the right.

Jason Abrams
SVP, Merchandising