

# BEST BUY ISUPPLIER USER GUIDE-Vendor Provided Parts (VPP)



Last Updated: February 5, 2019  
Version: 1.0

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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 and submit shipment information.

## 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](mailto:OraclePurchasingSupp@BestBuy.com) (also assign administrator access)

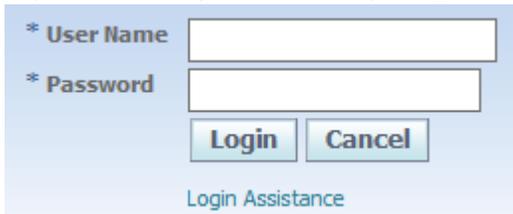
Hours of Operation: Monday through Friday, 8:00 am – 4:00pm CST.

For Questions Regarding iSupplier Navigation and uploads:

Email: [BBY\\_iSupplierSupport@bestbuy.com](mailto:BBY_iSupplierSupport@bestbuy.com)

## Password Reset or Forgotten Username

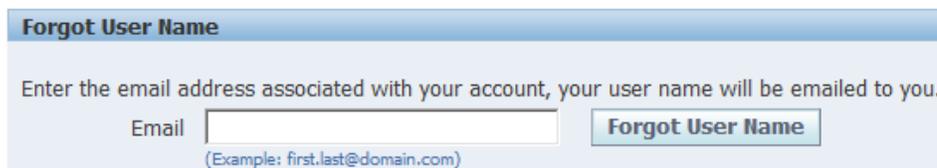
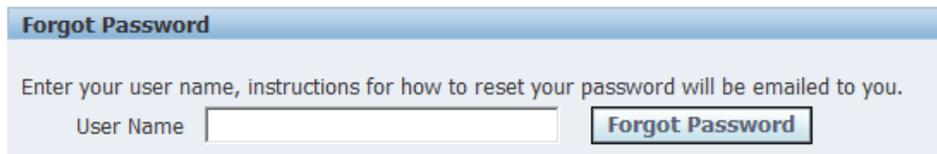
If you have forgotten either your password or username click on Login Assistance to reset.



Then enter information as needed.

### Login Assistance

\* Indicates required field



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

## Best Buy iSupplier FAQ

**Q:** What do I do if I receive an error logging in?

**A:** Contact Best Buy Procurement Team at [OraclePurchasingSupp@bestbuy.com](mailto:OraclePurchasingSupp@bestbuy.com).

**Q:** What do I do if I get an error or warning when uploading shipment information (ASBN)?

**A:** Validate upload file for correctness and adjust based on the error/warning message or contact [BBY\\_iSupplierSupport@bestbuy.com](mailto:BBY_iSupplierSupport@bestbuy.com)

**Q:** What do I do if I can't ship by the need by date?

**A:** Submit a Purchase Order Change Request

**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.

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## 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 to drill down to specifically what you need/are looking for.

# Introducing iSupplier

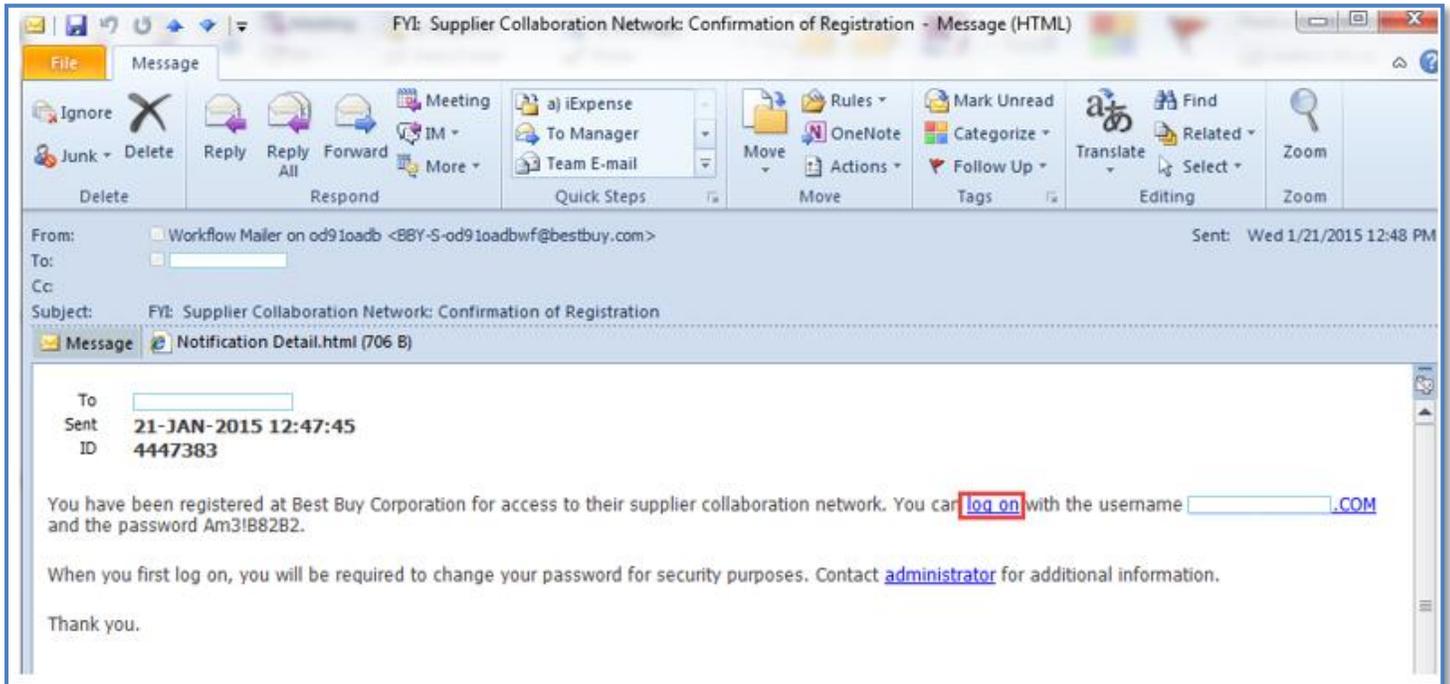
## Initial Supplier Login

You will receive an e-mail from Best Buy which contains the URL to iSupplier.

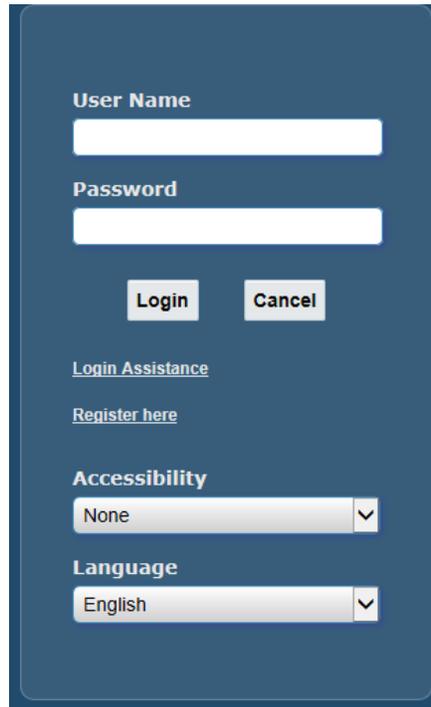
The subject line will display: *FYI: Supplier Collaboration Network: Confirmation of Registration.*

Note: Your company's administrator will be responsible for setting up additional users.

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.



User Name

Password

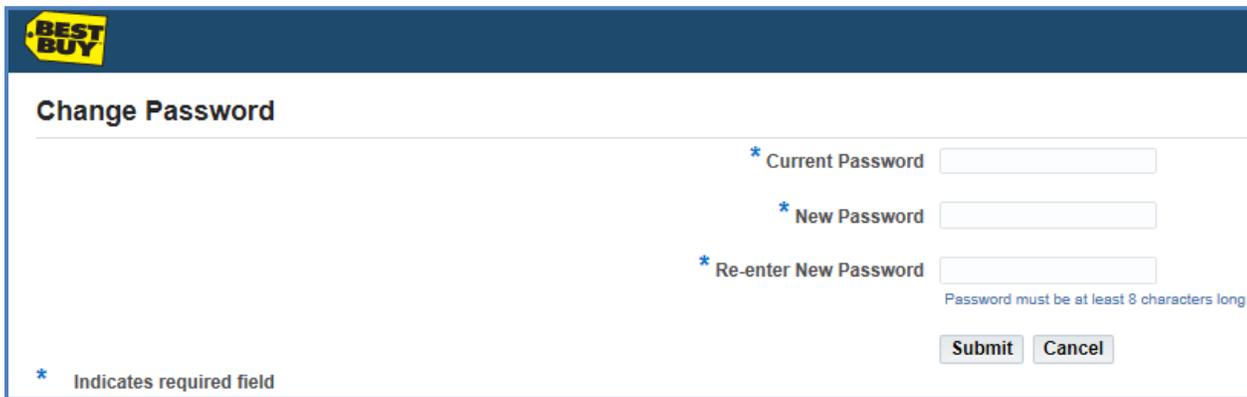
[Login Assistance](#)

[Register here](#)

Accessibility

Language

3. You will be prompted to change your password.



**BEST BUY**

### Change Password

\* Current Password

\* New Password

\* Re-enter New Password

Password must be at least 8 characters long.

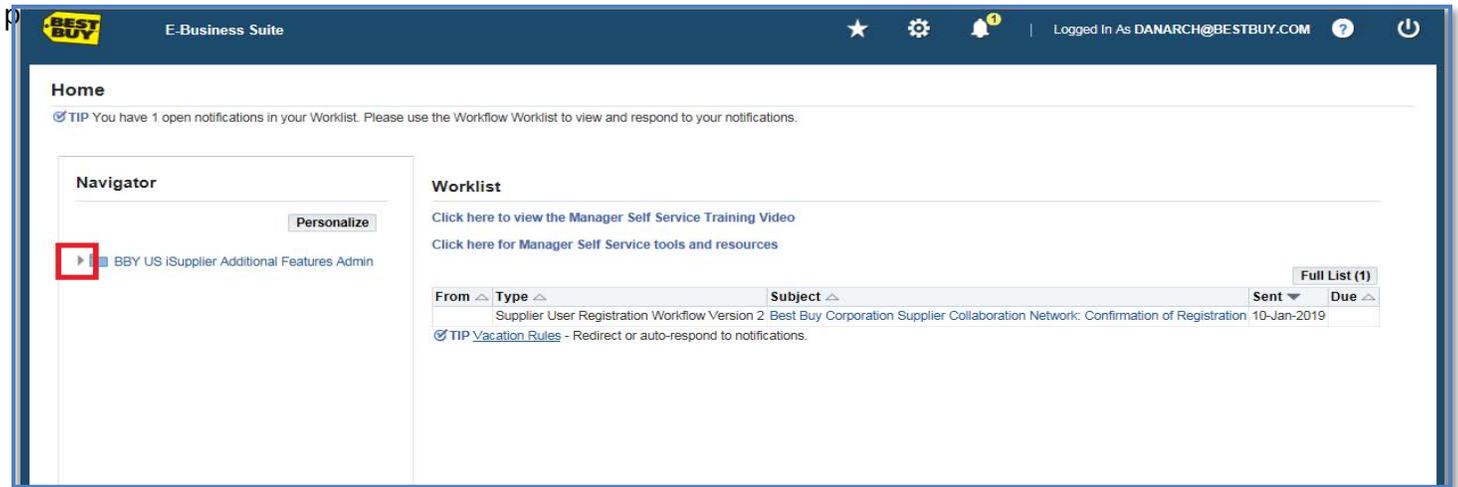
\* Indicates required field

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

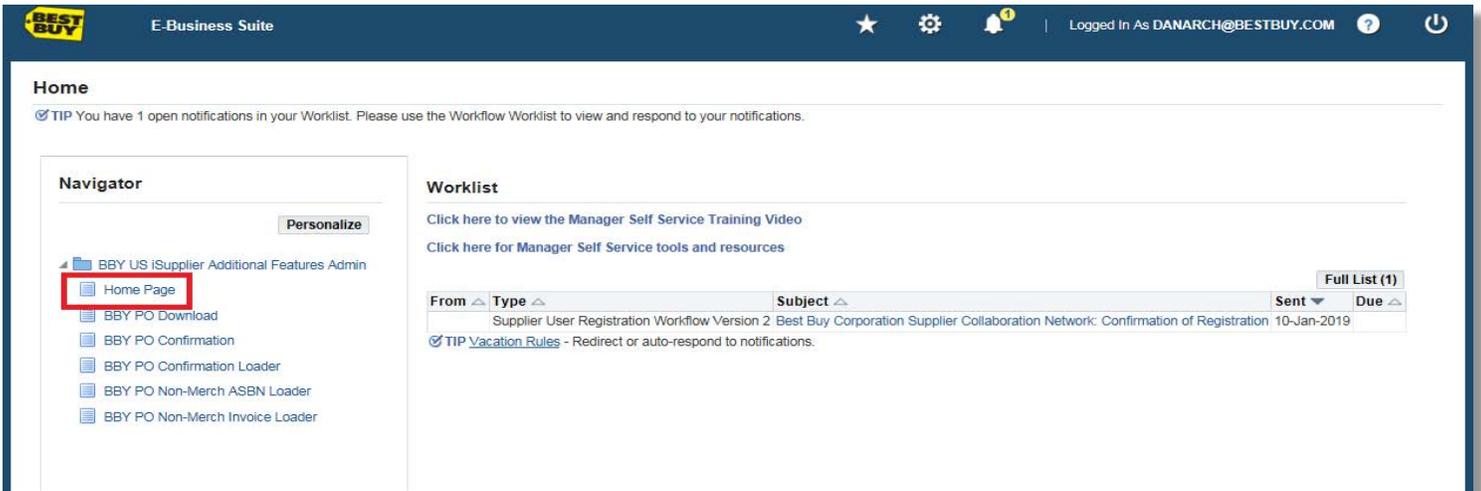
- **Please be sure to enter a password that meets the following criteria:**
  - must be 8 characters long
  - must be different from previous 6 passwords
  - must contain at least 1 uppercase character (A-Z)
  - must contain at least 1 lowercase character (a-z)
  - must contain a leading letter (a-z 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.



Click the Drop down: User responsibilities will be detailed out in the Navigator window.  
To get to the iSupplier Home Page, click Home Page.



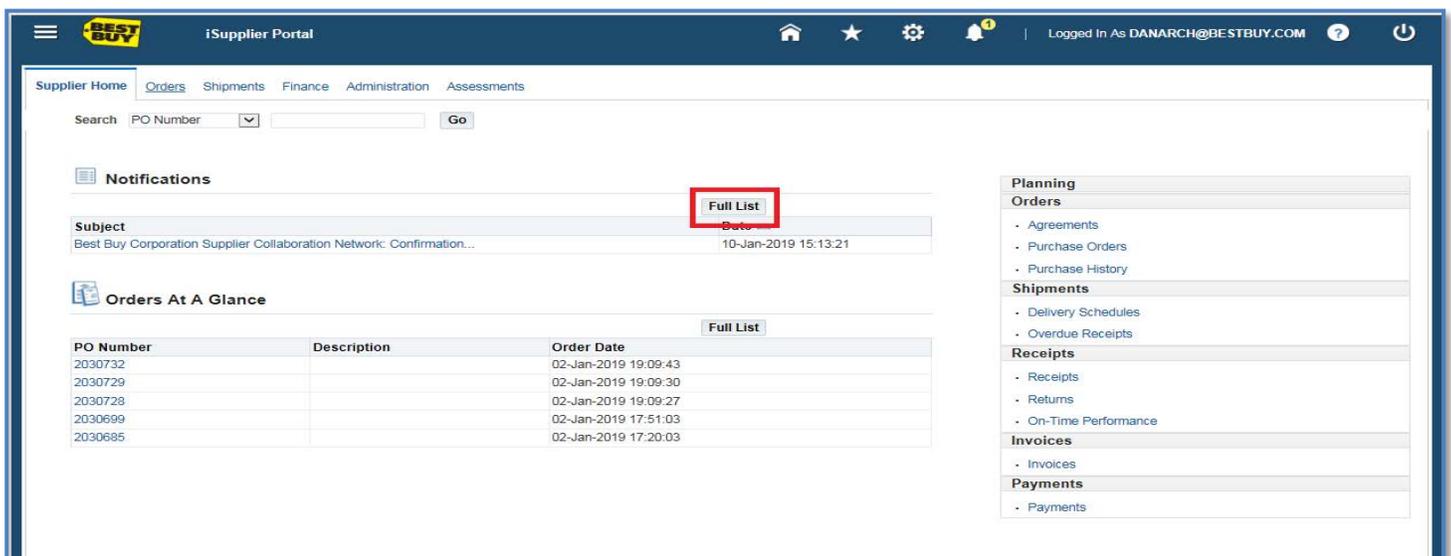
# iSupplier Homepage

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.

Notifications		Full List
Subject		Date
<a href="#">BBY - US Operating Unit - Standard Purchase Order 765136, 0</a>		20-Jan-2015 13:59:27
<a href="#">BBY - US Operating Unit - Standard Purchase Order 765132, 1</a>		20-Jan-2015 10:33:02
<a href="#">BBY - US Operating Unit - Standard Purchase Order 765117, 0</a>		16-Jan-2015 08:06:39
<a href="#">BBY - US Operating Unit - Standard Purchase Order 765116, 0</a>		16-Jan-2015 08:03:33
<a href="#">BBY - US Operating Unit - Standard Purchase Order 765113, 0</a>		15-Jan-2015 16:04:06

**\*To turn off email** notifications please see Preferences section. 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 or Orders Tab to display all Orders. The Export option is located within the Full List. This allows users to export information within the orders view.

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

PO Number	Description	Order Date
<a href="#">765136</a>		20-Jan-2015 13:59:12
<a href="#">765132</a>		20-Jan-2015 10:32:52
<a href="#">765117</a>		16-Jan-2015 08:06:31
<a href="#">765116</a>		16-Jan-2015 08:03:17
<a href="#">765115</a>		16-Jan-2015 08:02:46

## 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 and Shipments. Within those sections are hyperlinks which can be used to access specific information.

**Supplier Home** | Orders | Shipments | Finance | Administration | Assessments

Search PO Number

**Notifications**

Subject	Date
Best Buy Corporation Supplier Collaboration Network: Confirmation...	17-Oct-2017 09:56:50

**Orders At A Glance**

PO Number	Description	Order Date
1422855		29-Jul-2017 18:32:29
1422830		29-Jul-2017 18:01:47
1422801		29-Jul-2017 17:30:51
1422794		29-Jul-2017 17:16:53
1422721		29-Jul-2017 15:46:11

**Planning**

**Orders**

- Agreements
- Purchase Orders
- Purchase History

**Shipments**

- Delivery Schedules
- Overdue Receipts

**Receipts**

- Receipts
- Returns
- On-Time Performance

**Invoices**

- Invoices

**Payments**

- Payments

## Actions by Tab

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

- View and search by Purchase Order Number or Shipment Number
- 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
- View Purchase Orders status
- View Change History

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

- View and Search receipt information.
- Submit an Advanced Shipment Notice

## Settings-Preferences-Used to adjust notification preferences



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

Supplier Home Orders Shipments Finance Administration Assessments

General

Display Preferences

Application

Catalog Preferences

Purchasing Defaults

Purchasing CLM Defaults

### General Preferences

#### Languages

Current Session Language American English ⓘ

Default Application Language American English ⓘ

#### Accessibility

Accessibility Features None ⓘ

#### Visual

Home Page Style Framework only ⓘ

Page Header Display Style Icons Only ⓘ

Top-level Menu Display Style Links Only ⓘ

#### Access Keys

Disable Access Keys

TIP Select this check box to disable access keys in all accessibility modes.

#### Regional

Territory United States ⓘ

Date Format dd-MMM-yyyy (25-Jan-2019) ⓘ

Timezone ⓘ

Number Format 10,000.00 ⓘ

Currency ⓘ

Client Character Encoding Western European (Windows) ⓘ

#### Change Password

#### Delivery Manager e-mail server credentials

e-Mail username

e-Mail password

#### Start Page

Responsibility

Page

#### Notifications

Email Style HTML mail with attachments ⓘ

Notifications will be sent in your current default language, American English.

**You can change the following areas:** Notifications.

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

### Notifications

Email Style HTML mail with attachments ⓘ

Notifications will be sent in your current default language, American English.

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

### Notifications

Email Style Do not send me mail ⓘ

Notifications will be sent in your current default language, American English.

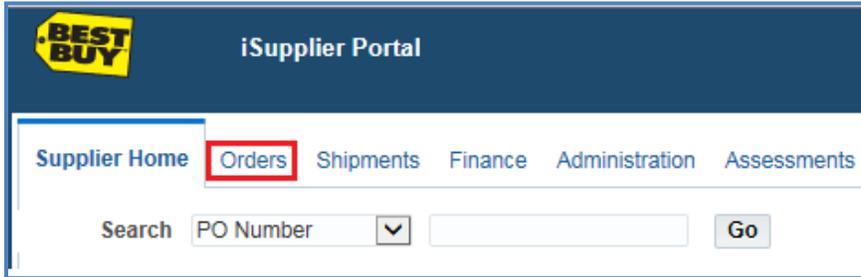
By updating your e-mail notification settings a notification will still appear on the portal – but the notifications that are sent to your email address will stop

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

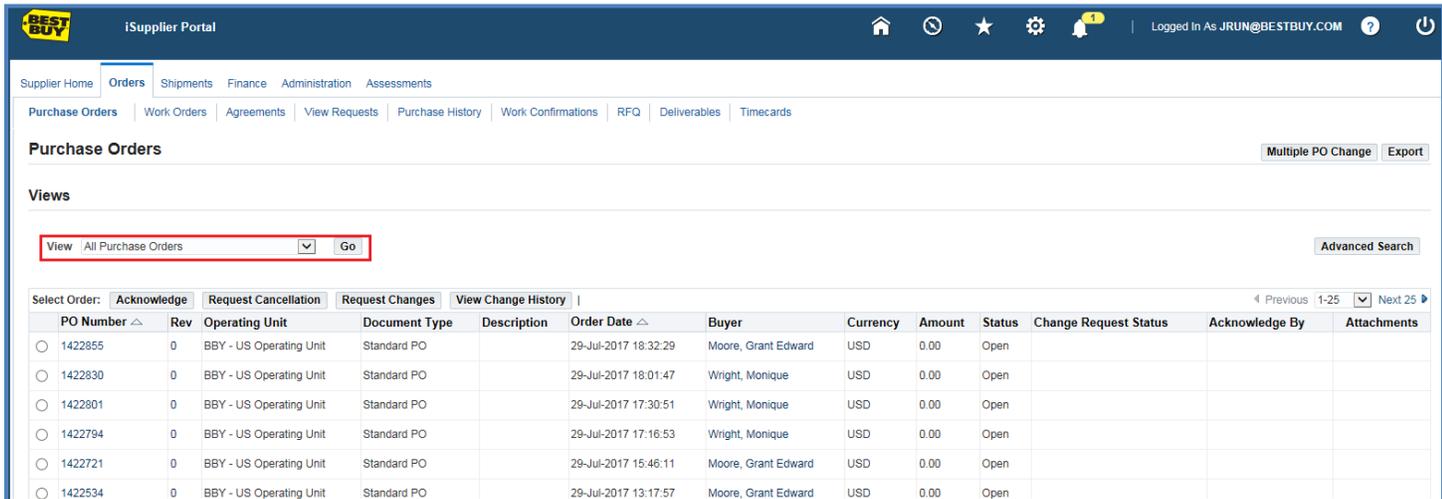
# Viewing and Managing Purchase Orders

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 or click on Advanced Search to narrow down your results further.



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 be displayed.

Orders: Purchase Orders >  
**Standard Purchase Order: 1422830, 0 (Total USD 0.00)** Actions Request Changes Go Export  
 Currency= USD

**Order Information**

General	Terms and Conditions	Summary
Total 0.00 Supplier [Redacted] Supplier Site CHICAGO Supplier Contact [Redacted] Address [Redacted] CHICAGO, IL 60632 Buyer Wright, Monique Order Date 29-Jul-2017 18:01:47 Description Status Open Note to Supplier Operating Unit BBY - US Operating Unit Supplier Order Number Attachments None	Payment Terms NET 45 Carrier Best Way FOB DESTINATION Freight Terms PREPAID Shipping Control <b>Ship-To Address</b> Address 12989 PARK PLAZA DR CERRITOS TOWN CENTER Cerritos, CA 90703-8565 <b>Bill-To Address</b> Address Best Buy Purchasing LLC C/O Best Buy A/P Expense PO Box 105 Minneapolis, MN 55440	Total 0.00 Received 0.00 Invoiced 0.00 Payment Status Not Paid

**PO Details**

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Linked Attributes	Amount	Note To Supplier	Status	Attachments	Reason
1	Goods IP	VPP-J66700-UNIVLOCK		Universal Lock (PL106)	Each	3	0		0.00		Open		

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.

**Actions** Request Changes Go Export

- Request Cancellation
- View Change History
- Printable View
- View Receipts
- View Invoices
- View Payments
- View Shipments

**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
<input type="radio"/>	1421978	0	BBY - US Operating Unit	Standard PO	28-Jul-2017 16:38:19	Wright, Monique	USD	0.00	Open	Supplier Change Pending		
<input type="radio"/>	1421821	0	BBY - US Operating Unit	Standard PO	28-Jul-2017 15:47:08	Wright, Monique	USD	0.00	Open	Supplier Change Pending		
<input type="radio"/>	1421657	0	BBY - US Operating Unit	Standard PO	28-Jul-2017 14:16:01	Wright, Monique	USD	0.00	Open	Supplier Change Pending		
<input type="radio"/>	1421490	0	BBY - US Operating Unit	Standard PO	28-Jul-2017 13:04:30	Wright, Monique	USD	0.00	Open	Supplier Change Pending		
<input type="radio"/>	1420810	0	BBY - US Operating Unit	Standard PO	28-Jul-2017 09:39:57	Wright, Monique	USD	0.00	Open	Supplier Change Pending		
<input type="radio"/>	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.

**Closed:** The Purchase Order has been created and was either closed by the buyer or shipment data was uploaded (ASBN upload performed).

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

**Accepted:** Contract record status.

**Supplier Change Pending:** The Supplier has requested a change to a Purchase Order and the system has yet to auto approve.

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

## 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.

The screenshot shows the Purchase Order Revision History search form. The 'PO Number' field is filled with '1422438' and the 'Go' button is highlighted with a red box.

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

The screenshot shows the Purchase Order Revision History search results table. The 'PO Number' field is highlighted with a red box.

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
1422438	0	BBY - US Operating Unit		Moore, Grant Edward	29-Jul-2017 12:15:55		USD	0.00	900010			

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

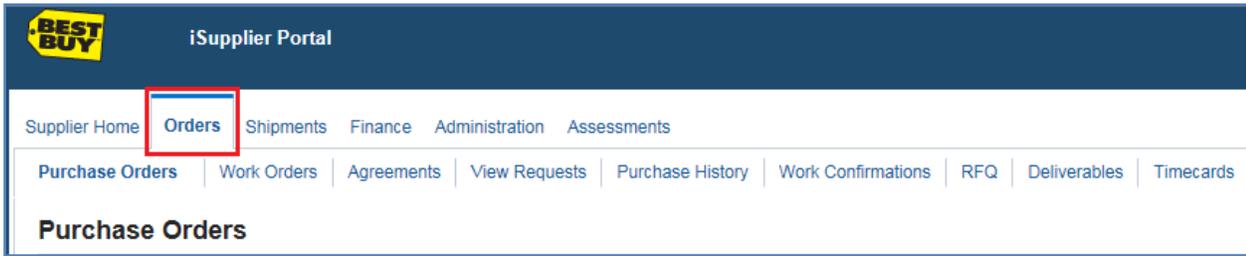
The screenshot shows the Purchase Order Revision History search results table. The 'PO Number' field is highlighted with a red box.

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
1422438	0	BBY - US Operating Unit		Moore, Grant Edward	29-Jul-2017 12:15:55		USD	0.00	900010			

**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.

Select Order:										
Acknowledge		Request Cancellation		Request Changes		View Change History				
PO Number ^	Rev	Operating Unit	Document Type	Description	Order Date ^	Buyer	Currency	Amount	Status	Change Request Status
1422855	0	BBY - US Operating Unit	Standard PO		29-Jul-2017 18:32:29	Moore, Grant Edward	USD	0.00	Open	Supplier Change Pending

The green star icon indicates the change submitted.

Orders: Purchase Orders >

### Change History for Standard Purchase Order: 1422855

Currency=USD

 Indicates new values  
 Indicates cancellation

Details	Request Date ^	Line ^	Shipment ^	Item	Supplier Item	Description ^	Qty	UOM	Price / Rate	Amount	Promised Date	Need-By Date
▶	17-Oct-2017 13:11:12											
▶	17-Oct-2017 13:11:12	1	1	VPP-601-0325216		4x2 Topper 2in1 - BTS 2016 Student Deals		Each			17-Oct-2017 18:10:28	14-Aug-2017 00:00:00

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

3. Click OK to return to previous screen.

# BEST BUY ISUPPLIER USER GUIDE – FOR ITEM PURCHASE ORDERS

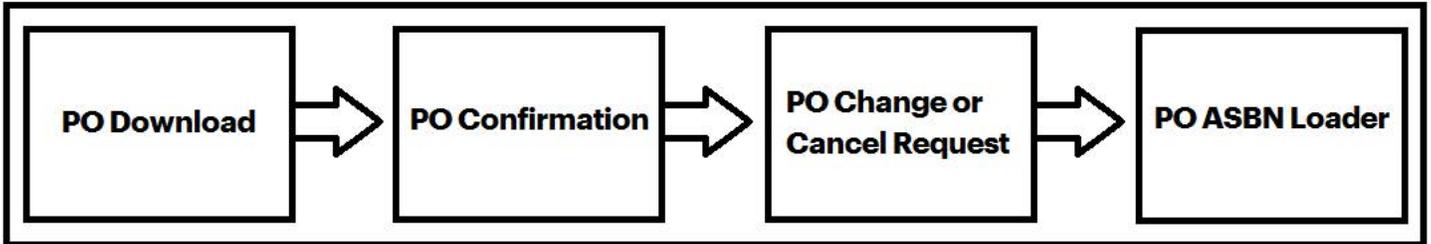


Last Updated: February 5, 2019  
Version: 1.0

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## iSupplier for Item POs – Process Flows

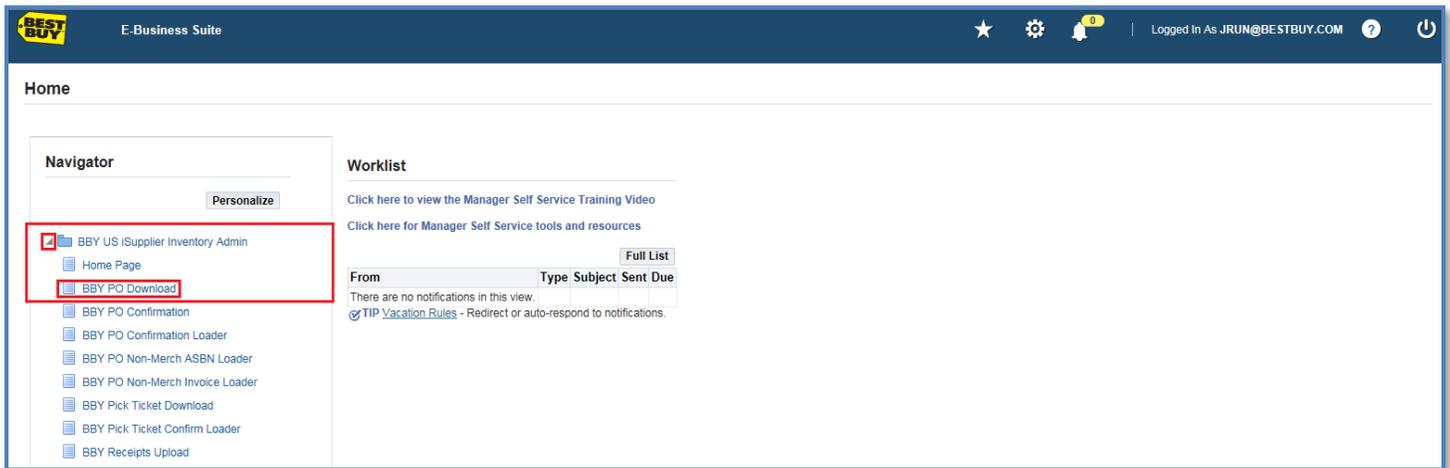
### Direct Ship:



**Note: If PO's do not need to be adjusted or canceled the third step would be skipped all together**

## PO Download – Item POs

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



3. BBY PO Download:

**PO Search**

Note that the search is case insensitive

\* Required Date From: 06-Apr-2017  
Date range is restricted to 90 days

\* Required Date To: 17-Jun-2017

\* PO Type: All

Go Clear

PO Number:

PO Status: All

PO Confirmed Status: Not Confirmed

Item Number:

Ship To Org:

Vendor Site:

Store List	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	<input type="text"/>		1289073	1	1	Each	<input type="text"/>	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	<input type="text"/>		1288767	1	1	Each	<input type="text"/>	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
	<input type="text"/>		1344059	1	2	Each	<input type="text"/>	20-35-00346-080	Cart-WondersledIII-Completw/HD Casters	26-Jun-2017	02-Jun-2017	2	0	0	STREATER INC	
	<input type="text"/>		1318986	1	4	Each	<input type="text"/>	20-10-57940-nan	Inline-Hbay-2848Deck	23-Jun-2017	17-May-2017	0	4	0	Best Buy Stores	

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 which is restricted to 180 days
  - 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, or All
  - g. Item Number: Enter Item # if looking for a specific item. However, if doing so your returned data will only pull in the PO(s) that contain that item and not any other subsequent items on the same PO that are not that searched item.
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:

- Supplier- Supplier Name
- PO Confirm Status – Blank (no action taken), Accepted
- PoConfirmStatusCode– Blank=no action taken, A=Accepted
- 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 and you 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
  - 989514= Not a valid ship to indicates a store list is attached
- Ship To Address1:
  - THIRD PARTY DIRECT SHIP= Multiple stores on PO
  - TPLXXX= 3<sup>rd</sup> 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.

**PO Search**  
Note that the search is case insensitive

\* Required Date From: 06-Apr-2017  
Date range is restricted to 90 days  
\* Required Date To: 17-Jun-2017  
\* PO Type: All

PO Number:   
PO Status: All  
PO Confirmed Status: Not Confirmed

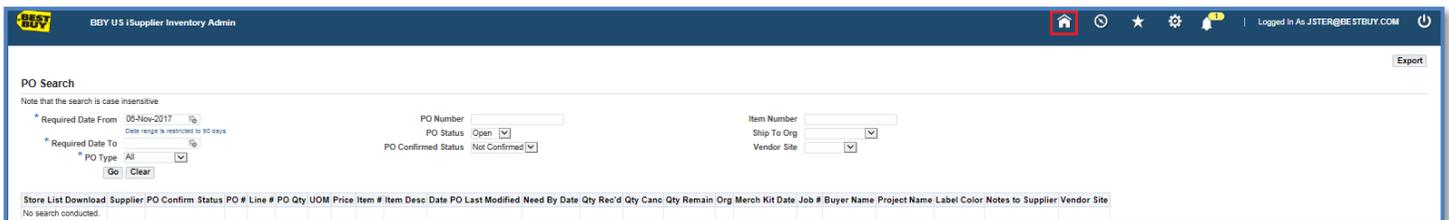
Item Number:   
Ship To Org:   
Vendor Site:

Go Clear

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
<a href="#">Store List</a>	<input type="text"/>		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
<a href="#">Store List</a>	<input type="text"/>		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
	<input type="text"/>		1344059	1	2	Each		20-35-00346-080	Cart-WondersledIII-Completerw/HDCasters	26-Jun-2017	02-Jun-2017	2	0	0	STREATER INC	
	<input type="text"/>		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
    - 989514= Direct ship PO indicator that store list is attached
  - Ship To Address1:
    - THIRD PARTY DIRECT SHIP= Multiple stores on PO
    - TPLXXX= 3<sup>rd</sup> party consolidator
    - 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: Complete PO Confirmation for all PO's. See PO Confirmation / PO Confirmation Loader. Then if a change needs to be made to a PO for Quantity reduction and/or Need By Date or Cancellation see applicable PO Change Request, otherwise go straight to the ASBN loader.

## PO Confirmation – Item POs

You must confirm **ACCEPT** all your POs. Accepting the PO does NOT mean that you can fulfill the order, it is simply acknowledging that it has been received.

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

The screenshot shows the BBY E-Business Suite interface. The top navigation bar includes the BBY logo, 'E-Business Suite', and utility icons. The main content area is titled 'Home' and features a 'Navigator' sidebar on the left and a 'Worklist' on the right. In the 'Navigator', the 'BBY PO Confirmation' option is highlighted with a red box. The 'Worklist' contains a table with one notification entry.

From	Type	Subject	Sent	Due
		Supplier User Registration Workflow Version 2 Best Buy Corporation Supplier Collaboration Network: Confirmation of Registration	06-Nov-2017	

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 NOT REJECT ANY PO's-If you can't fulfill please submit PO Change request after ACCEPTING PO(s).**

- a. Accept- click the Select button for each PO you are accepting. Click Accept.

The screenshot shows the 'PO Confirmation Search' form. It includes search criteria for 'Required Date From', 'Required Date To', 'PO Number', and 'Vendor Site'. Below the form is a table with columns for 'PO #', 'Project Name', 'Need By Date', 'PO Confirm Status', and 'PO Reject Reason'. Three POs are listed with 'Need By Date' of 07-Jan-2019.

PO #	Project Name	Need By Date	PO Confirm Status	PO Reject Reason
1911092		07-Jan-2019		
1918514		07-Jan-2019		
1918549		07-Jan-2019		

**Note** → Disregard the **Reject** button

**PO Confirmation Loader:** This is helpful when you have a number of POs to confirm where you export the PO list and enter the status in a CSV. file. 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.

**PO Confirmation Search**

Note that the search is case insensitive

\* Required Date From: 12-Nov-2017  
 Required Date To:   
 PO Number:   
 Vendor Site:   
 Include Confirmed POs

Go Clear

Select POs to ... Accept Reject

PO #	Project Name	Need By Date	PO Confirm Status	PO Reject Reason
<input type="checkbox"/>	1536347	17-Dec-2017		
<input type="checkbox"/>	1536948	24-Dec-2017		
<input type="checkbox"/>	1537099	21-Dec-2017		

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.

**BEST BUY** E-Business Suite

**Home**

TIP You have 1 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

**Navigator**

Personalize

- BBY US iSupplier Additional Features Admin
  - Home Page
  - BBY PO Download
  - BBY PO Confirmation
  - BBY PO Confirmation Loader**
  - BBY PO Non-Merch ASBN Loader
  - BBY PO Non-Merch Invoice Loader

**Worklist**

Click here to view the Manager Self Service Training Video

Click here for Manager Self Service tools and resources

Full List (1)

From	Type	Subject	Sent	Due
		Supplier User Registration Workflow Version 2: Best Buy Corporation Supplier Collaboration Network: Confirmation of Registration	10-Jan-2019	

TIP Vacation Rules - Redirect or auto-respond to notifications.

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 (if you type out the whole word, it will fail)). Save as CSV.

**PO Confirmation Upload**  
 Select File to Upload, Process Mode, then click Submit

[Download Template](#) [View Requests](#)

\* File to Upload  Browse...

\* Process Mode  [?](#)

**Code: Case and format sensitive.**

<b>PO Confirmation Status (use in upload)</b>	<b>Definition</b>
A	Accepted

2. Example of PO Confirmation template filled out:

PO #	PO Confirmation Status	Reject Reason
1219719	A	
1223552	A	

**Note** → Please ignore the **Reject Reason** field as this should not be used

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

**PO Confirmation Upload**  
 Select File to Upload, Process Mode, then click Submit

[Download Template](#) [View Requests](#)

\* File to Upload  Browse...

\* Process Mode  [?](#)

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.

Best Buy: PO Confirmation Upload >

**Requests**

Requests Summary Table

Request ID	Name	Phase	Status	Scheduled Date	Details	Output
51122860	PO Confirmation Template.csv - Preview (BBY iSupplier PO Confirmation)	Pending	Normal	12-Nov-2017 09:18:06	<a href="#">?</a>	

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

Best Buy: PO Confirmation Upload >

**Requests**

Requests Summary Table

Request ID	Name	Phase	Status	Scheduled Date	Details	Output
51122869	PO Confirmation Template (1).csv - Preview (BBY iSupplier PO Confirmation)	Completed	Warning	12-Nov-2017 09:31:29		

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 and Status=Normal, upload the file again (click browse, select file, and Open) select **Execute**. Click Submit.

**PO Confirmation Upload**

Select File to Upload, Process Mode, then click Submit

[Download Template](#) [View Requests](#)

\* File to Upload  [Browse...](#)

\* Process Mode Execute

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

Best Buy: PO Confirmation Upload >

**Requests**

Requests Summary Table

Request ID	Name	Phase	Status	Scheduled Date	Details	Output
51122872	PO Confirmation Template (1).csv - Preview (BBY iSupplier PO Confirmation)	Completed	Normal	12-Nov-2017 09:41:17		

10. Next steps – Perform necessary PO Change Requests if needed for any PO's that need the quantity reduced, date moved out/up or Cancelled. Then enter shipment information (Carrier, tracking and PO info) into iSupplier, see [Advanced Shipment and Billing Notice ASBN](#).

---

## 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. If any of the below need to be updated please submit an updated VPP handoff form to the appropriate MPM or GNFR Project Manager calling out the specific changes.

Description, Lead Time, 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.

### 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:** All VPP PO's will reflect this line status when opened.

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.

## PO Change Request – Item POs

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

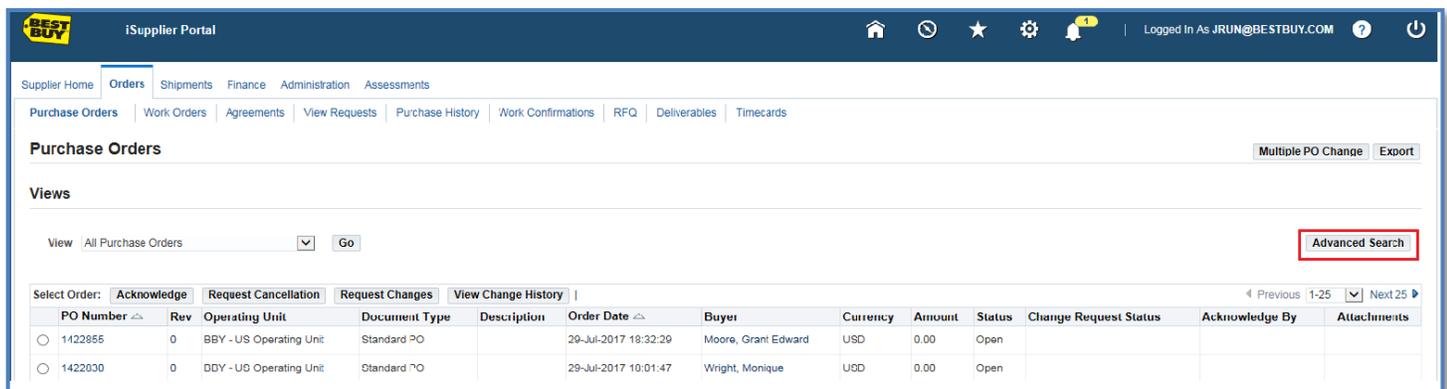
- a. Quantity Change-Reduction only
- b. Need By Date Change – Cannot meet date needed by
- c. Cancellation-See **Requesting PO Cancellation**

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

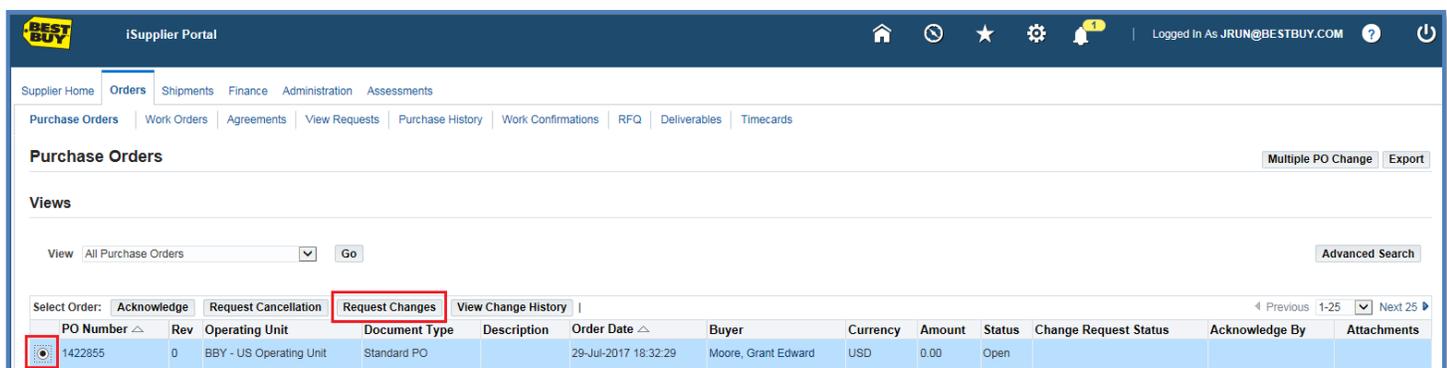


2. The default view is All Purchase Orders. To display all Purchase Orders click Go.

**Note** → Use the Advanced Search button to assist in drilling down to specific PO(s).



3. Select the Purchase Order to change by enabling the radio button next to the PO 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 PO changes

4. Click on the arrow sign (>) in the Details column to view all fields for each line(s).

Orders: Purchase Orders >  
**Request Changes for Standard Purchase Order : 1422855,0 (Total USD 0.00)**  
 Currency=USD

Cancel Save Submit Export Actions Cancel Entire Order Go

**Order Information**

**General Information**

Total 0.00  
 Supplier [input]  
 Supplier Site CHICAGO  
 Address [input]  
 CHICAGO, IL 60632  
 Buyer Moore, Grant Edward  
 Order Date 29-Jul-2017 18:32:29  
 Description  
 Status Open  
 Note to Supplier  
 Organization BBY - US Operating Unit  
 Supplier Order Number [input]  
 Attachments None

**Terms and Conditions**

Payment Terms NET 45  
 Carrier Best Way  
 FOB DESTINATION  
 Freight Terms PREPAID  
 Shipping Control

**Related Information**

Receipts  
 Invoices  
 Payments

**Ship-To Address**

Address 5916 W LOOP 289  
 Lubbock, TX 79424-1117

**Bill-To Address**

Address Best Buy Purchasing LLC  
 C/O Best Buy A/P Expense  
 PO Box 105  
 Minneapolis, MN 55440

**PO Details**

TIP You can cancel the entire order or specific lines.  
 TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Config ID	Attachments	Reason
>	1	Goods IP	VPP-601-0325216			4x2 Topper 2in1 - BTS 2016 Student Deals	Each	10						Open	1298534			

The information of the PO is visible. Changes can be made to the following:

- Quantity Ordered
- Promise Date (Need by date)
- Reason as to the change
- Action to "Change"

**Note** → If you reduce the quantity and or enter a new promise date and select Cancel under the Action drop down you will get an error. However if you want to cancel the line do not change the quantity or promise date, but instead fill out a Reason for the cancellation and select Cancel under the Action drop down.

Supplier Home Orders Shipments Finance Administration Assessments  
 Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timetables

Orders: Purchase Orders >  
**Request Changes for Standard Purchase Order : 2030732,0 (Total USD 0.00)**  
 Currency=USD

Cancel Save Submit Export Actions Cancel Entire Order Go

**Order Information**

**General Information**

Total 0.00  
 Supplier ARCHWAY MARKETING SERVICES  
 Supplier Site ROGERS  
 Address 19650 S DIAMOND LAKE RD  
 ROGERS, MN 55374  
 Buyer Moore, Grant Edward  
 Order Date 02-Jan-2019 19:09:43  
 Description  
 Status Open  
 Note to Supplier  
 Organization BBY - US Operating Unit  
 Supplier Order Number [input]  
 Attachments None

**Terms and Conditions**

Payment Terms NET 45  
 Carrier Best Way  
 FOB DESTINATION  
 Freight Terms PREPAID  
 Shipping Control

**Related Information**

Receipts  
 Invoices  
 Payments

**Ship-To Address**

Address 3902 13TH AVE S  
 STE 600  
 Fargo, ND 58103-7530

**Bill-To Address**

Address Best Buy Purchasing LLC  
 C/O Best Buy A/P Expense  
 PO Box 105  
 Minneapolis, MN 55440

**PO Details**

TIP You can cancel the entire order or specific lines.  
 TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Config ID	Attachments	Reason
>	1	Goods IP	VPP-RPO-52556A			MSFT Surf Book 2 Security Sensor Screen+USB-C (DNL920G)	Each	3	0	0.00				Open	1413859			

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promise Date	Need By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	000013	3	0.00				05-Jan-2019 00:00:00						Open				

5. For quantity changes (reductions only), 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.

**PO Details**

TIP You can cancel the entire order or specific lines.  
TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

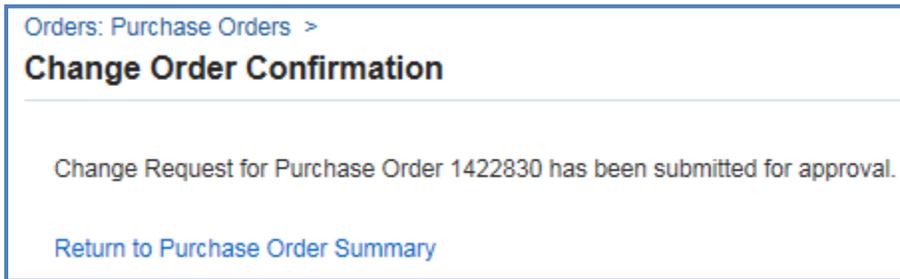
Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods IP	VPP-J66700-UNIVLOCK			Universal Lock (PL106)	Each	3						Open	1298541			

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	000117	1						19-Aug-2017 00:00:00					Closed For Invoice			Out of Stock	Change

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



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

Select Order:	Acknowledge	Request Cancellation	Request Changes	View Change History															
PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments							
1422855	0	BBY - US Operating Unit	Standard PO		29-Jul-2017 18:32:29	Moore, Grant Edward	USD	0.00	Open	Supplier Change Pending									
1422830	0	BBY - US Operating Unit	Standard PO		29-Jul-2017 18:01:47	Wright, Monique	USD	0.00	Open	Supplier Change Pending									

Your change request will route to Best Buy and once auto approved, you will receive a response notification via e-mail and the status of the Purchase Order will return to Open and status Approved

The subject line on the email will indicate:

**FYI: Response to your change request for Standard PO 765141 (PO Number)**

**Note** → When the Quantity, Supplier Item and / or Promised Date change gets accepted (auto approves every five minutes) 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.

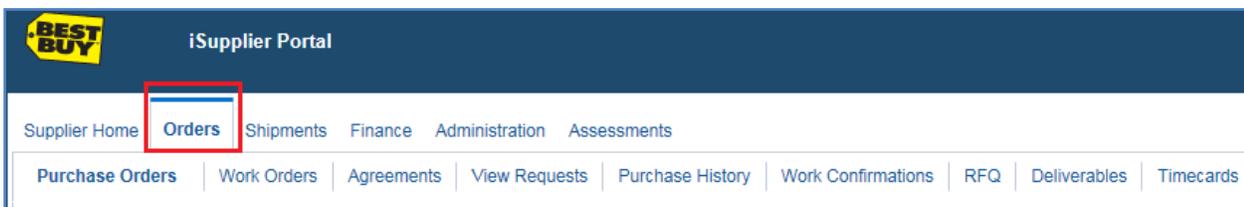
## Requesting Purchase Order Cancellations

There may be instances where it is necessary to submit a request 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 auto approved and the PO will update status in the system in five minutes.

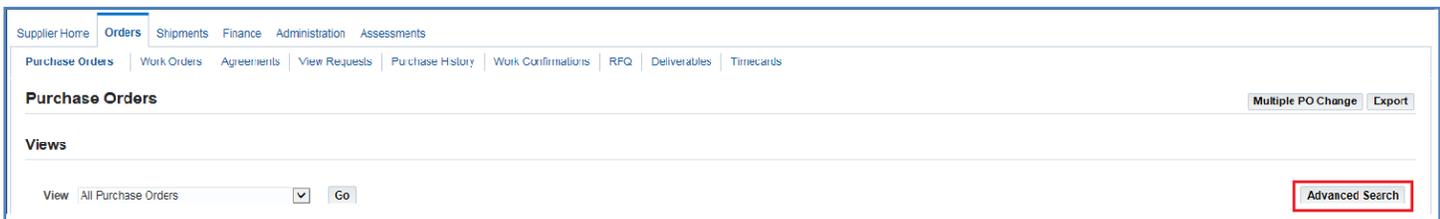
**Note** → Cancellation requests will only be accepted through the iSupplier tool. Best Buy will not accept requests via email, fax, nor phone.

### Cancel Purchase Order Line

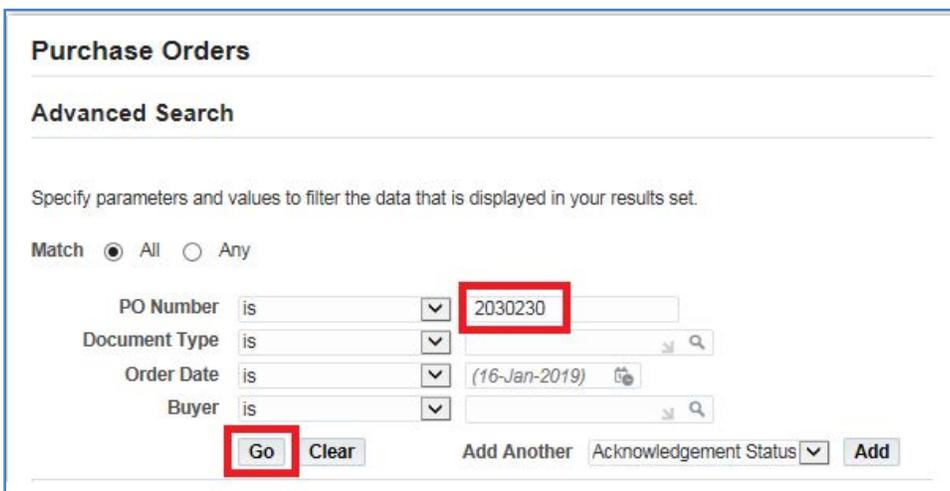
1. To submit a request to the buyer to cancel Purchase Order lines, click on the Orders tab.



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 add any additional parameters and click Go.



The screenshot shows the 'Advanced Search' form for Purchase Orders. The 'PO Number' field is highlighted with a red box and contains the value '2030230'. The 'Go' button is also highlighted with a red box. The form includes a 'Match' section with radio buttons for 'All' (selected) and 'Any'. Other fields include 'Document Type', 'Order Date' (set to '16-Jan-2019'), and 'Buyer'. There are 'Add Another' and 'Add' buttons at the bottom.

- Select a Purchase Order by clicking the radio button then click on the Request Cancellation button.

Match  All  Any

PO Number is

Document Type is

Order Date is

Buyer is

Select Order: **Request Cancellation** Request Changes View Change History

PO Number	Rev	Operating Unit	Document Type	Description
<input checked="" type="radio"/> 2030230	0	BBY - US Operating Unit	Standard PO	

**Note** → Before submitting the request for cancellation the Supplier needs to be aware that once processed the PO cannot be re-opened

- In the Purchase Order details click on the arrow (>) button for the item you want to cancel or click Show All to view all info.

**PO Details**

TIP You can cancel the entire order or specific lines.  
 TIP Click on the Show link to view shipment details of a line.

Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty
<input type="button" value="▶"/>	1	Goods IP	VPP-RPD-52531^		CPUSHP1 8" Pegs for MS Office display	Each	5
<input checked="" type="button" value="▶"/>	2	Goods IP	VPP-601-2014409^		CPUSHP1 Office Header Graphic This is your 365	Each	2
<input type="button" value="▶"/>	3	Goods IP	VPP-601-2014410^		CPUSHP1 Office Subheader Graphic Bamboo Bundle	Each	2

- Enter the reason for the cancellation in the open field and choose Cancel from the Action drop down box. Click on the Submit button in the upper right of the screen.

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Con
<input type="button" value="▶"/>	1	Goods IP	VPP-RPD-52531^		CPUSHP1 8" Pegs for MS Office display	Each	5	0	0.00				Open	1413859	
<input checked="" type="button" value="▶"/>	2	Goods IP	VPP-601-2014409^		CPUSHP1 Office Header Graphic This is your 365	Each	2	0	0.00				Open	1413859	

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	001197	2	0			0.00	31-Jan-2019 00:00:00						Closed For Invoice			Out of Stock	<input type="button" value="Cancel"/>

- A confirmation message will display indicating the cancellation request has been submitted and will run through auto approval.

**BEST BUY** iSupplier Portal

Supplier Home **Orders** Shipments Finance Administration Assessments

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders >

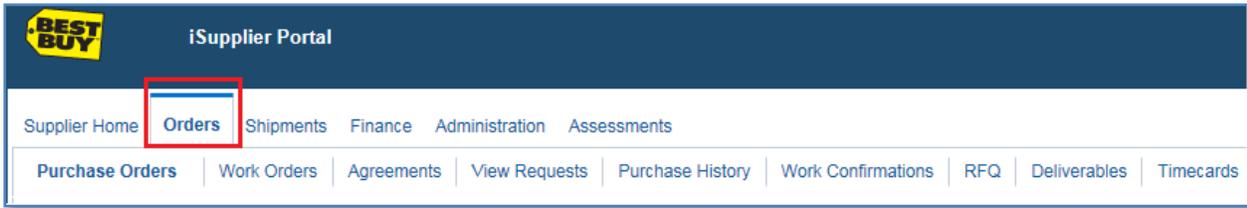
**Cancel Order Confirmation**

Cancellation Request for Purchase Order 2030230 has been submitted for approval.

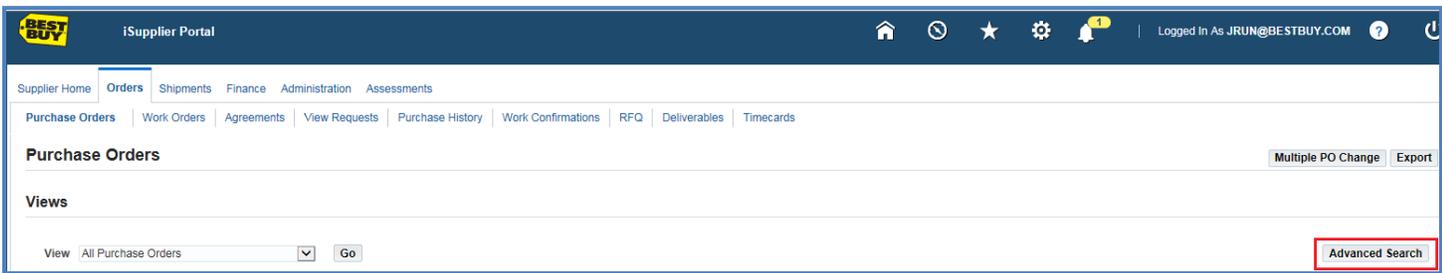
[Return to Purchase Order Summary](#)

# Cancel Entire Purchase Order

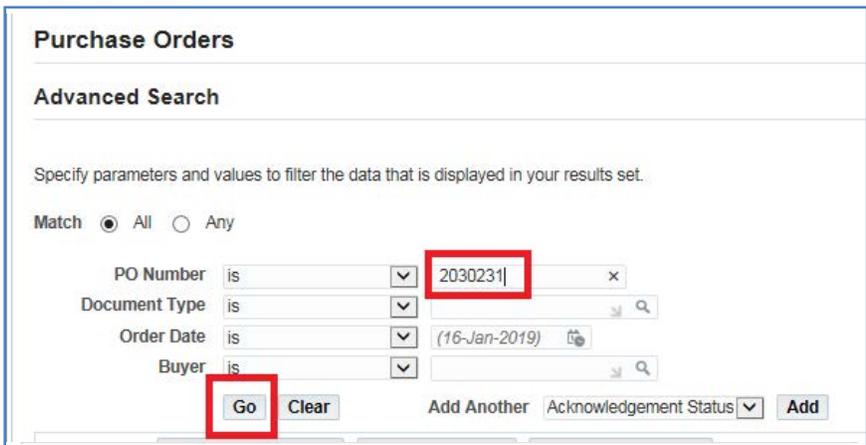
1. To submit a Purchase Order cancellation to the Buyer, click on the Orders tab.



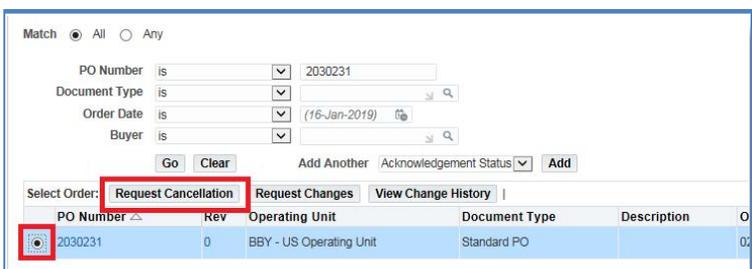
2. The default view will show all Purchase Orders. To search for a specific Purchase Order click on the Advanced Search button.



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 for cancellation the Supplier needs to be aware that once processed the PO cannot be re-opened

5. Click on the drop down and select; Cancel Entire Order and then click Go.

**Request Cancellation for Standard Purchase Order : 2030231,0 (Total USD 0.00)**  
Currency=USD

Cancel Save Submit Export Actions **Cancel Entire Order** Go

**Order Information**

**General Information**  
Total 0.00  
Supplier ARCHWAY MARKETING SERVICES  
Supplier Site ROGERS  
Address 19850 S DIAMOND LAKE RD  
ROGERS, MN 55374  
Buyer Moore, Grant Edward  
Order Date 02-Jan-2019 13:37:33  
Description  
Status Open  
Note to Supplier  
Organization BEY - US Operating Unit  
Supplier Order Number  
Attachments None

**Terms and Conditions**  
Payment Terms NET 45  
Carrier Best Way  
FOB DESTINATION  
Freight Terms PREPAID  
Shipping Control  
**Ship-To Address**  
Address 1700 Fruitville Pike  
Lancaster, PA 17601-4098  
**Bill-To Address**  
Address Best Buy Purchasing LLC  
C/O Best Buy AP Expense  
PO Box 105  
Minneapolis, MN 55440

**Related Information**  
Receipts  
Invoices  
Payments

**PO Details**  
TIP You can cancel the entire order or specific lines.  
TIP Click on the Show link to view shipment details of a line.  
Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods IP	VFP-RPD-51167*			Backwall Gray Backer Panel	Each	2	0	0.00				Open	1413859			
2	Goods IP	VFP-RPD-51146*			CPW Premium Category Sign Holder 20x47	Each	2	0	0.00				Open	1413859			

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

**Cancel Purchase Order 2030231**

Description  
Currency USD  
Amount 0.00  
Order Date 02-Jan-2019 13:37:33  
Action Cancel

\* Reason for Cancellation We are not the supplier for these items

Cancel Submit

7. A confirmation message will display that the cancellation request has been submitted, which will auto approve every five minutes and the Supplier will then be notified once complete

**BEST BUY** iSupplier Portal

Supplier Home **Orders** Shipments Finance Administration Assessments

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Purchase Orders > Request Cancellation for Standard Purchase Order >

**Cancel Order Confirmation**

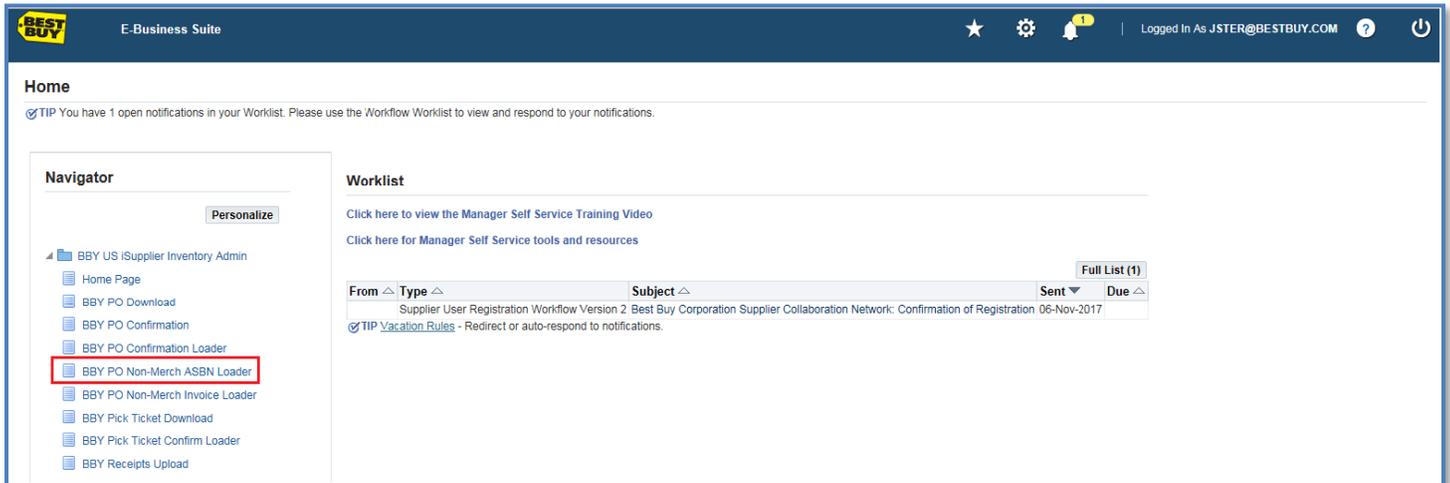
Cancellation Request for Purchase Order 2030231 has been submitted for approval.

[Return to Purchase Order Summary](#)

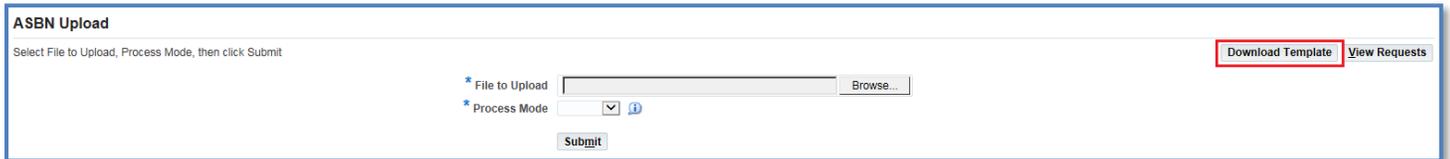
## Advanced Billing and Shipment Notice (ASBN) – Item POs

An Advance Shipment and Billing Notice (ASBN) is to be used by suppliers to upload PO shipment data (carrier, tracking and PO info), which is required to close out the PO.

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 need to enter data into: **(Columns A-J on the template)**

### Shipping Information: \* **Required**

- \*Shipment Number (column A): Number provided by you. Could be shipping number from your system or order number (BOL). **Note:** The number can be duplicated for multiple lines for one upload though can't be used again at a later date (onetime use)
- \*Shipment Date (column B): Date Shipped **Note:** Must be current date or in the past
- \*Expected Receipt Date (column C): Date expected to reach Best Buy's Dock.
- \*Freight Carrier (column D): Who will ship the PO. See Freight Carrier List and Codes in Partner Portal (case sensitive). **Note:** If shipping to a rep to install use "HAND\_CAR"
- \*Waybill / Airbill (column E): Tracking Number **Note:** If shipping to a rep to install use "rep visit xx/xx (day)"

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

**Note:** The PO information below can be copied from the PO Download (columns E through I) and pasted into the ASBN template as the columns match up.

- \*PO Number (column F): Needs to be a valid Purchase Order number
- \*PO Line Number (column G): line of PO for each item
- \*PO Shipment Number (column H): Always 1
- \*Ship To Location (Store #) (column I): Location number you are physically shipping product. Do not need leading zeros. Note: 989514-Upload must list out store per line based on downloaded store list
- \*Quantity Shipped (column J): Actual quantity shipped to location

Example Upload: Make sure to save the file as a CSV and if you use FEDEX tracking numbers **do not re-open** the file before uploading into iSupplier as the formatting of the tracking will change to a scientific number.

	A	B	C	D	E	F	G	H	I	J	K
1	Shipment Number	Shipment Date	Expected Receipt Date	Freight Carrier	Waybill / Airbill Number	PO Number	PO Line Number	PO Shipme	Ship To Location (Store #)	Quantity Shipped	Supplier It
2	1937468	1/7/2019	1/11/2019	UPS_PARCEL	1Z1286144250311141	1937468	1	1	10	1	
3	1937468	1/7/2019	1/11/2019	UPS_PARCEL	1Z1286144250184557	1937468	2	1	10	1	
4	1954458	1/7/2019	1/11/2019	UPS_PARCEL	1Z1286144249448962	1954458	1	1	111	1	
5	2017122	1/7/2019	1/11/2019	UPS_PARCEL	1Z1286144250204374	2017122	1	1	111	1	
6	2017587	1/7/2019	1/11/2019	UPS_PARCEL	1Z1286144251550784	2017587	1	1	113	1	
7	2012825	1/7/2019	1/11/2019	UPS_PARCEL	1Z1286144249588196	2012825	1	1	135	1	
8	2017627	1/7/2019	1/11/2019	UPS_PARCEL	1Z1286144249416602	2017627	1	1	153	1	

**Note: Data will only transact into the system in Execute mode and if the Phase=Completed and Status=Normal**

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.

Request ID	Name	Phase	Status	Scheduled Date	Details	Output
49956245	ASBN Template.csv - Preview (BBY PO Non-Merch Inbound Interface)	Completed	Warning	27-Nov-2017 15:09:10		

7. If the status is Warning, that means there are errors in the file. Click on the icon in Output to view the error. 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 ==>			128-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.

Phase	Status	Definition	Solve
Complete	Error	Errors exist with the template format	Download a new template
Complete	Warning	Errors exist within the data entered	View output and make necessary changes
Complete	Normal	File is in the correct format and data is valid	NA

9. Once the Request Summary Table states **Phase Completed/ Status Normal** you are done with the process and tracking has been loaded into iSupplier.