



SUPPLIER TRAINING

ISUPPLIER FOR ITEM POS

APRIL 2017

ISUPPLIER **INTRODUCTION**



INTRODUCTION

Beginning May 1, 2017: all purchase orders for Graphics, Fixtures, Electronics and Supplies (including Vendor Provided Parts/Vendor Provided Displays) will be sent to you from Best Buy's Oracle system and will be visible to you in iSupplier.

Suppliers will begin utilizing Oracle iSupplier for the following:

- Viewing Purchase Order, Invoice and Payment Status and history
- Viewing and Downloading Purchase Orders and Managing Change Requests
- Uploading Shipment and Billing Notices/Invoices
- Bulk Inventory Suppliers Only:
 - Downloading Pick Tickets and Entering or Uploading Ship Confirmations

All open purchase orders still in ePartner at the time of conversion will appear in iSupplier with a **"P" prefix** to identify them. Suppliers will invoice in iSupplier against those purchase orders. In order to ensure a smooth transition, we recommend you stay as current as possible on invoicing.

WHAT IS CHANGING

On May 1, Best Buy is transitioning its supplier portal from ePartner to Oracle iSupplier. **This change affects Merch Kit POs and ePartner POs.**

What does this mean for Suppliers?

- April 21 (as of 5pm CDT): **Suppliers will no longer have access to ePartner**
- **Between April 21 and May 1:**
 - Suppliers should continue to ship as normal.
 - Best Buy will continue to request shipping details via the current process
- **May 1:** Suppliers will start using iSupplier. During the week of May 1, Suppliers should enter shipment and invoicing details for any shipments that occurred during the systems outage.

BLACKOUT PERIOD 4/21/17 - 5/1/17

- Suppliers will be able to ship during the blackout, but will be unable to enter shipping and invoicing information until we are live on iSupplier on May 1.
- **“Catch-up Week:”** Between May 1 and May 5, Best Buy will allow Suppliers to back-date shipment notices and invoices for shipments that occur during the blackout.
- By EOD Friday, May 5, Suppliers should be current on shipment and invoicing. After this date Suppliers will no longer be able to back-date invoices.

ISUPPLIER
**SUPPLIER SET-UP
AND PROCESS**



SET UP IN ISUPPLIER

Suppliers received an email from Best Buy (OraclePurchasingSupp@bestbuy.com) to set up access to iSupplier Administrator.

Supplier Access for Required Users:

Administrator (Supplier): The person who will be managing the user rights and responsibilities. (Best Buy does not set up the supplier's users; this is the Admin's responsibility).

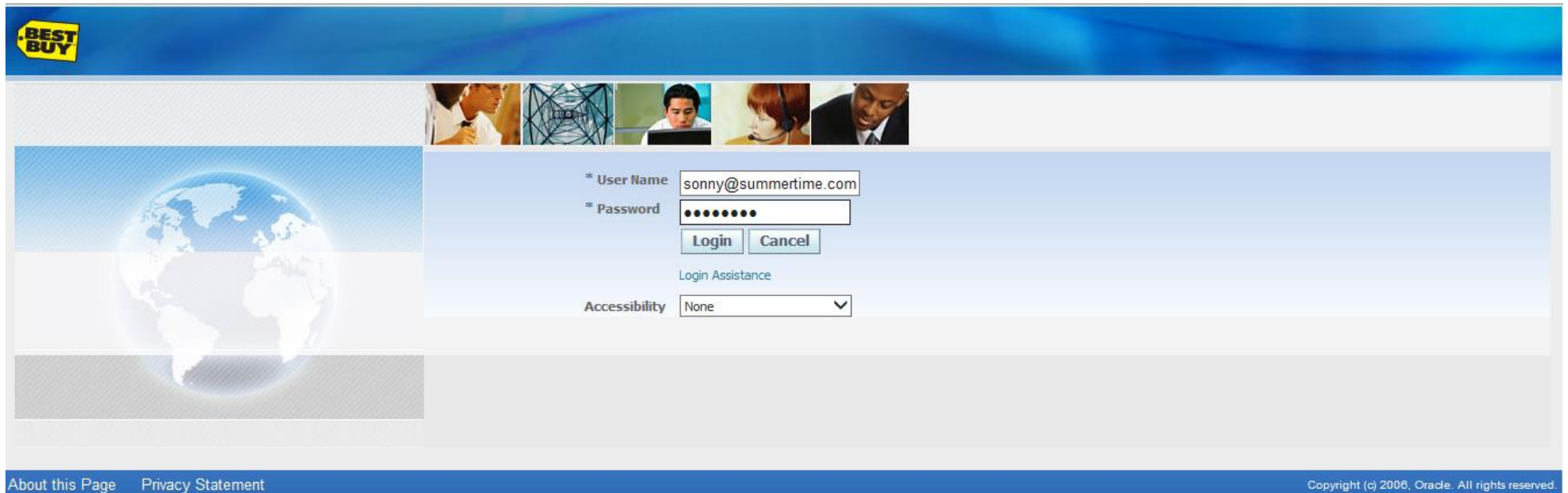
PO Fulfillment (Supplier): The user who will be viewing purchase orders: pick tickets, fulfillment, change requests and cancellations.

Invoicing (Supplier): The user who will be submitting their ASBN/invoice against the purchase order in iSupplier.

ACCESS TO ISUPPLIER

When logging into Oracle iSupplier, the Supplier's Administrator must sign in using the iSupplier login credentials emailed to you from: BBY-S-WFMailer@bestbuy.com.

Reset your password and set up your other users. All users will log in to iSupplier on this page.



BEST BUY

* User Name

* Password

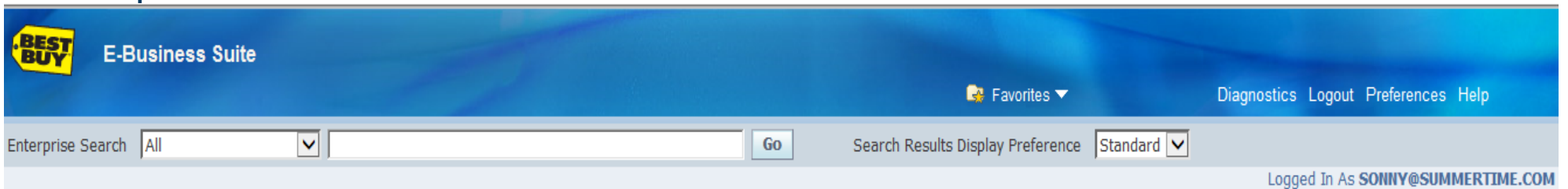
[Login Assistance](#)

Accessibility ▼

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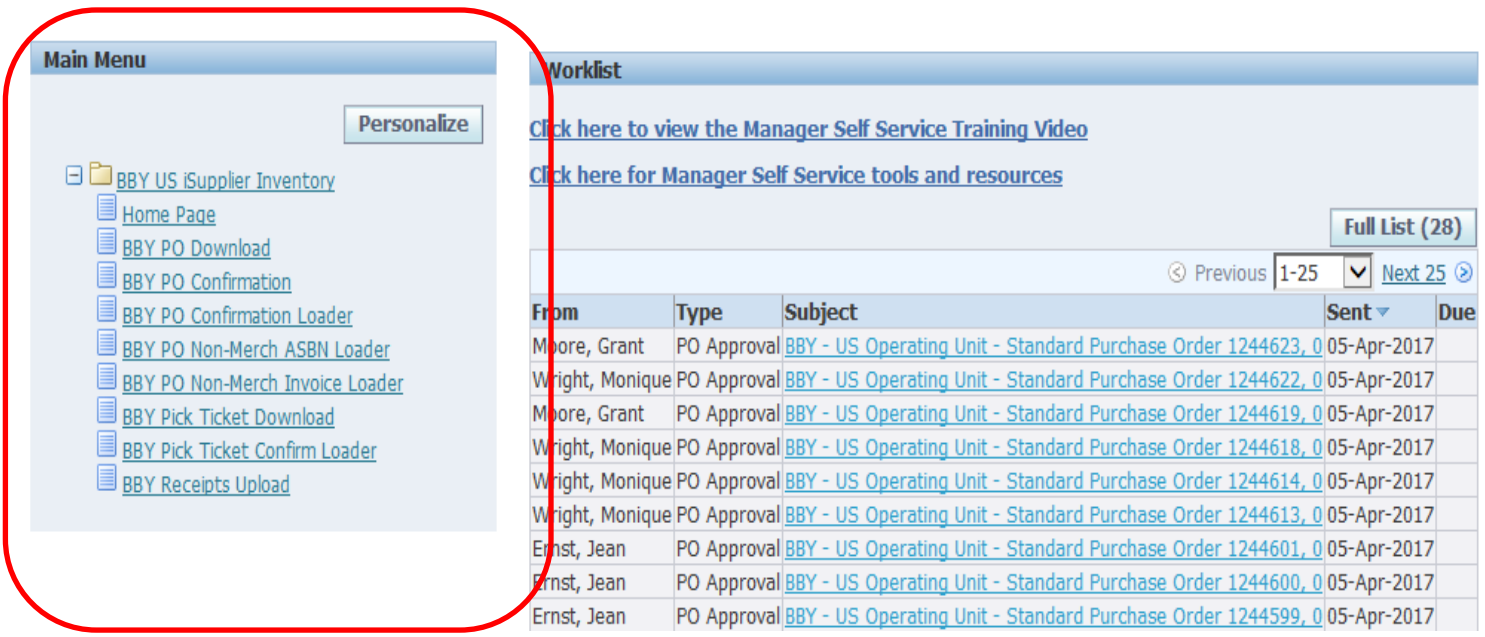
ISUPPLIER HOME MAIN MENU

Under the Main Menu, you will find your iSupplier Responsibilities to download POs, Confirm POs, Invoice and Ship Orders.



Oracle Applications Home Page

 **TIP** You have 28 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.



Main Menu

[Personalize](#)

- BBY US iSupplier Inventory
 - Home Page
 - BBY PO Download
 - BBY PO Confirmation
 - BBY PO Confirmation Loader
 - BBY PO Non-Merch ASBN Loader
 - BBY PO Non-Merch Invoice Loader
 - BBY Pick Ticket Download
 - BBY Pick Ticket Confirm Loader
 - BBY Receipts Upload

Worklist

[Click here to view the Manager Self Service Training Video](#)

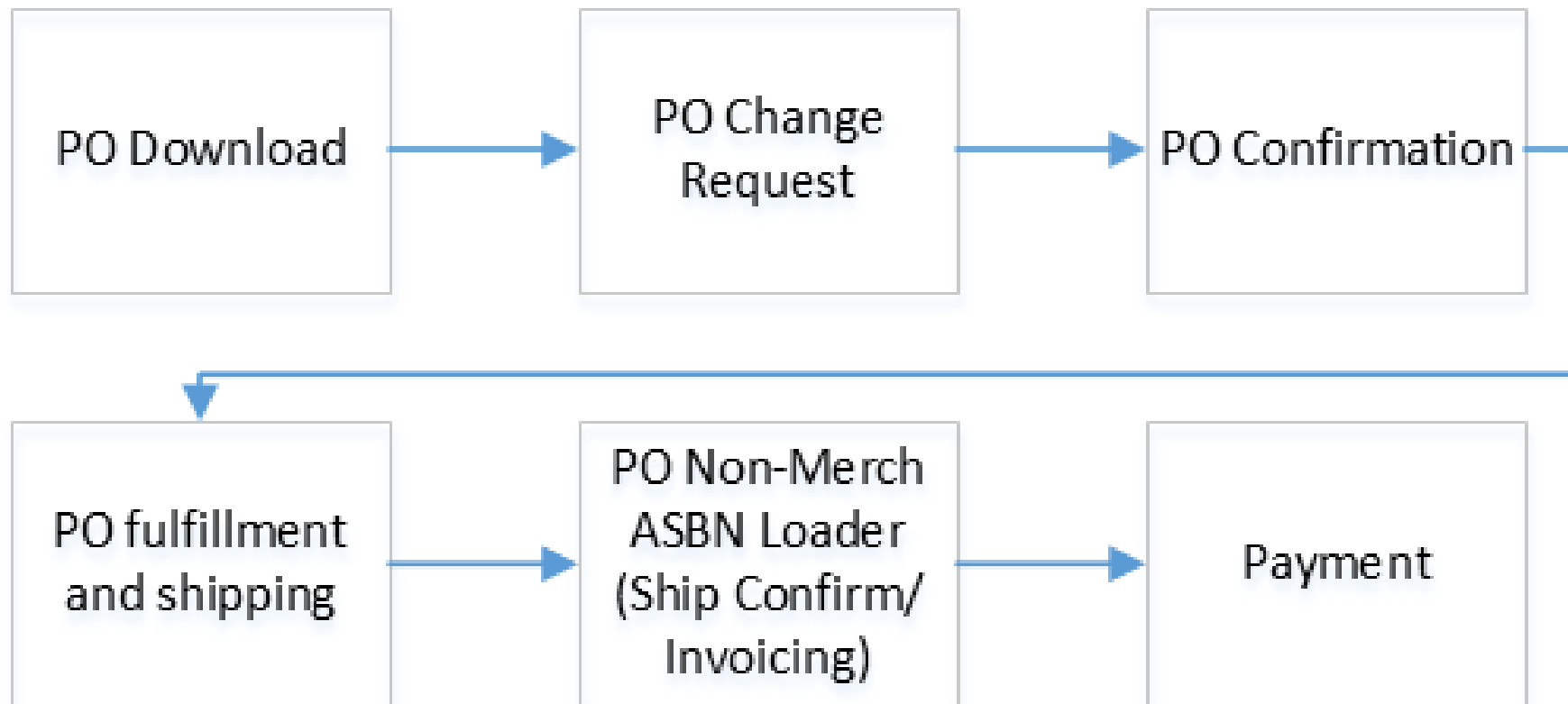
[Click here for Manager Self Service tools and resources](#)

[Full List \(28\)](#)

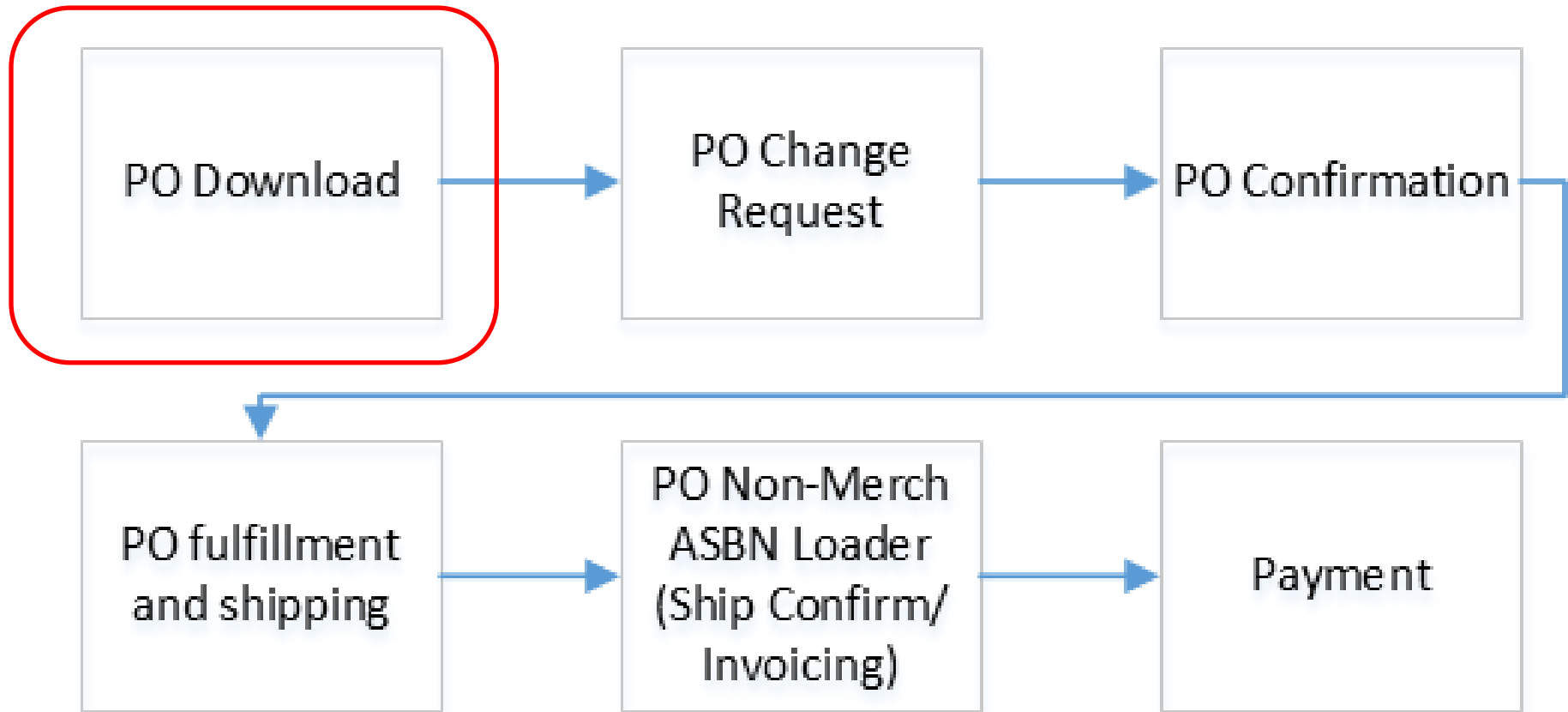
Previous 1-25 Next 25

From	Type	Subject	Sent	Due
Moore, Grant	PO Approval	BBY - US Operating Unit - Standard Purchase Order 1244623, 0	05-Apr-2017	
Wright, Monique	PO Approval	BBY - US Operating Unit - Standard Purchase Order 1244622, 0	05-Apr-2017	
Moore, Grant	PO Approval	BBY - US Operating Unit - Standard Purchase Order 1244619, 0	05-Apr-2017	
Wright, Monique	PO Approval	BBY - US Operating Unit - Standard Purchase Order 1244618, 0	05-Apr-2017	
Wright, Monique	PO Approval	BBY - US Operating Unit - Standard Purchase Order 1244614, 0	05-Apr-2017	
Wright, Monique	PO Approval	BBY - US Operating Unit - Standard Purchase Order 1244613, 0	05-Apr-2017	
Ernst, Jean	PO Approval	BBY - US Operating Unit - Standard Purchase Order 1244601, 0	05-Apr-2017	
Ernst, Jean	PO Approval	BBY - US Operating Unit - Standard Purchase Order 1244600, 0	05-Apr-2017	
Ernst, Jean	PO Approval	BBY - US Operating Unit - Standard Purchase Order 1244599, 0	05-Apr-2017	

ISUPPLIER PROCESS FLOW



ISUPPLIER PROCESS FLOW



ISUPPLIER PO DOWNLOAD

To view Best Buy POs, use the PO Downloader to access POs and Store Lists issued to your company.

Best Practice:

- Download the POs daily until a business cadence is established.
- Best Buy's expectation is that the suppliers respond to PO's by the end of business the day following the PO issuance.
- Whether that response be accepted (no issues), or a change request (some type issue), or lastly a rejection (cannot fulfill).
- Suppliers will also be emailed the PO as well; you may turn this feature off in Preferences in iSupplier.

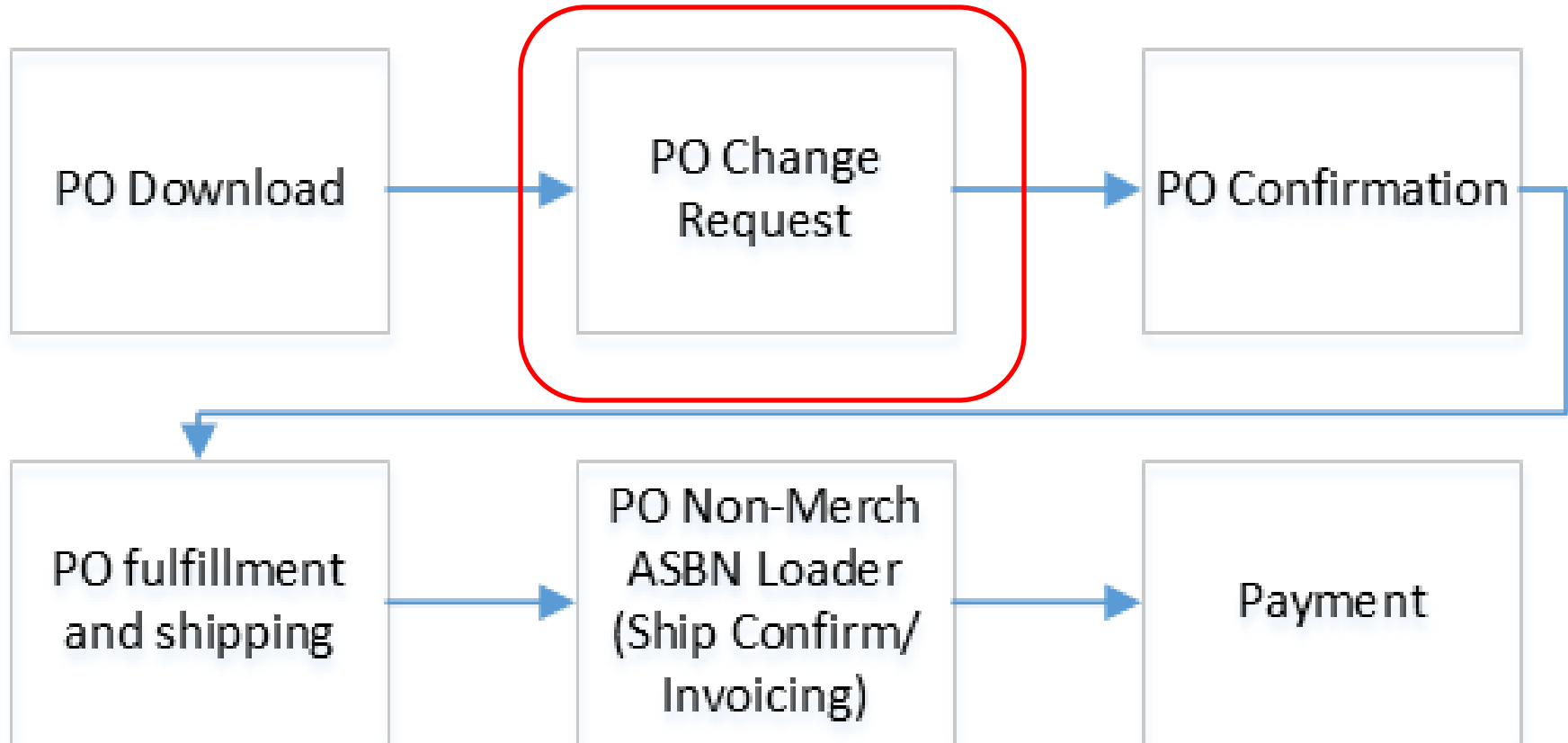
ISUPPLIER
PO DOWNLOAD
DEMO



ISUPPLIER PO DOWNLOAD QUESTIONS



ISUPPLIER PROCESS FLOW



ISUPPLIER CHANGE REQUESTS

If a change request needs to be submitted for a PO, submit the change request after downloading the PO and before accept/reject the PO.

PO Change Requests can be electronically submitted through iSupplier for:

- Quantity Changes
- Price Changes
- Need By Date Changes

For other types of changes/questions, contact the Buyer listed on the PO for further direction.

Please note: If Best Buy approves your Change Request, you will receive a revised PO and should accept at this time, assuming you are accepting the terms of the revised PO.

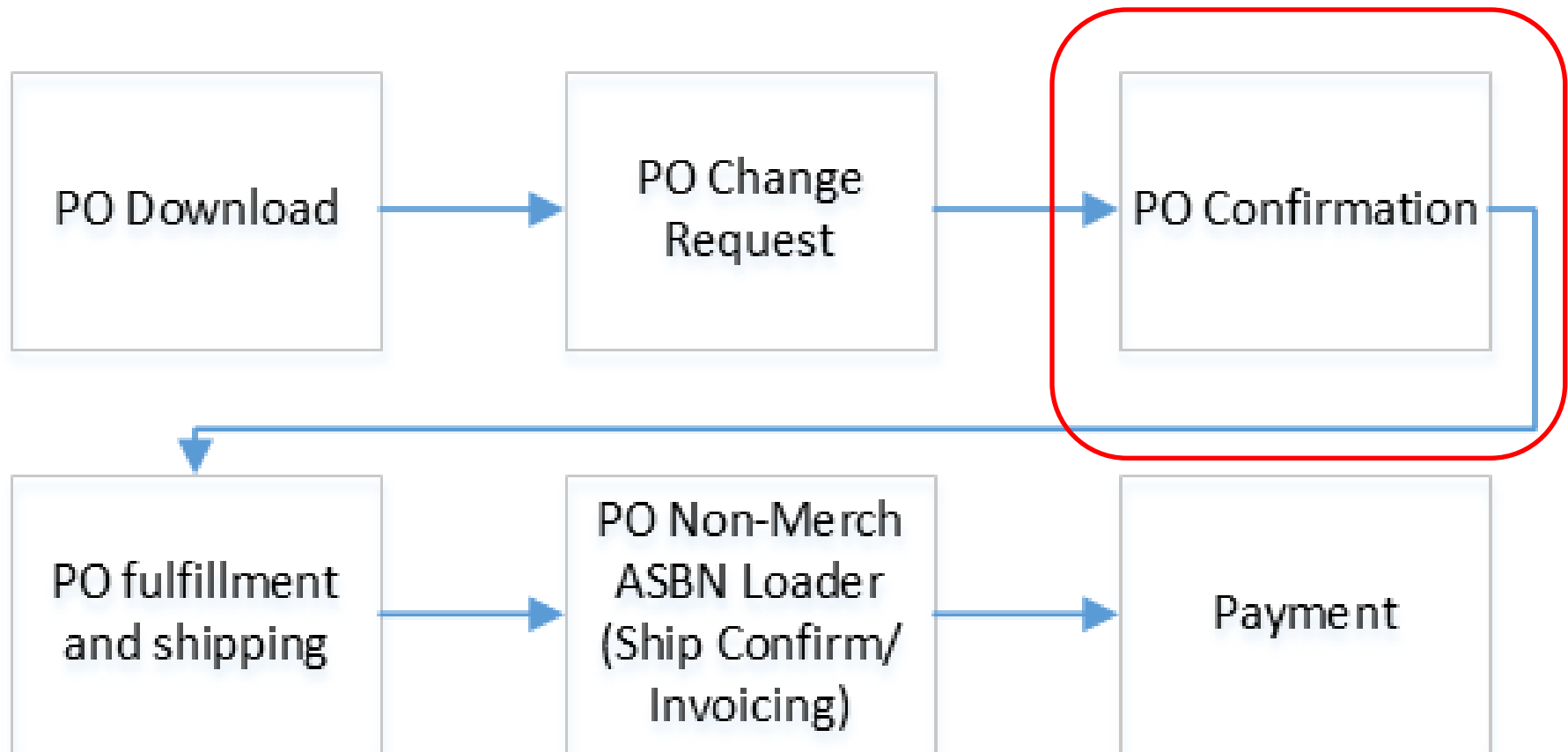
ISUPPLIER
PO CHANGE REQUESTS
DEMO



ISUPPLIER
PO CHANGE REQUESTS
QUESTIONS



ISUPPLIER PROCESS FLOW



ISUPPLIER PO CONFIRMATION

PO Confirmation Process:

- Supplier must either Accept or Reject POs.
- Only Accept the PO if you are accepting the terms as is (i.e., you are accepting the quantity, pricing and dates)
- If you need to submit a Change Request, do not accept or reject the PO. If Best Buy approves your Change Request, you will receive a revised PO and should accept at this time, assuming you are accepting the terms of the revised PO.
- Only Reject the PO if you are not planning to fulfill this order (e.g., the part is obsolete).
- Reject Codes for PO Confirmation can be found in the PO Confirmation SOP.

ISUPPLIER

PO CONFIRMATION/

PO CONFIRMATION LOADER

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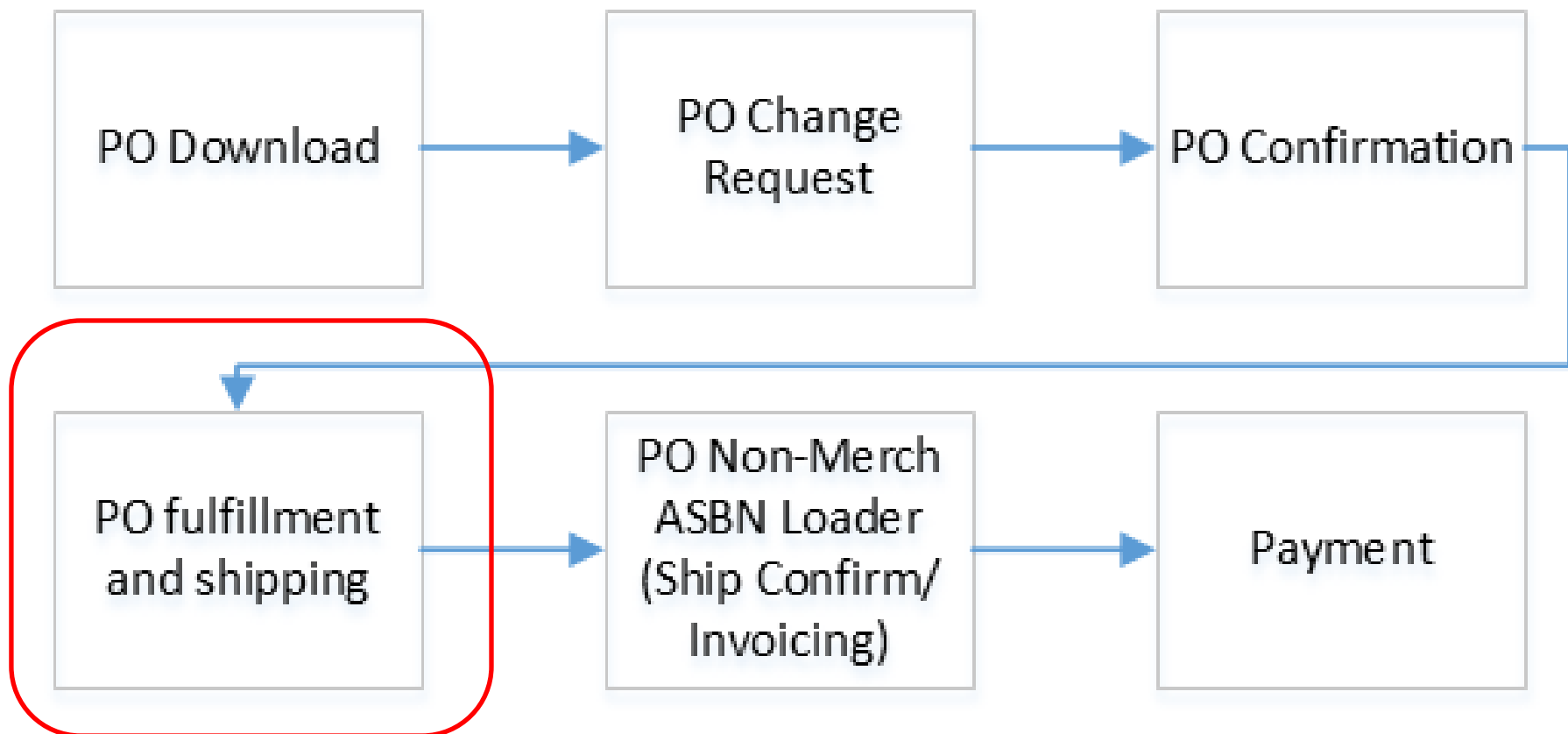
ISUPPLIER
**PO CONFIRMATION
QUESTIONS**



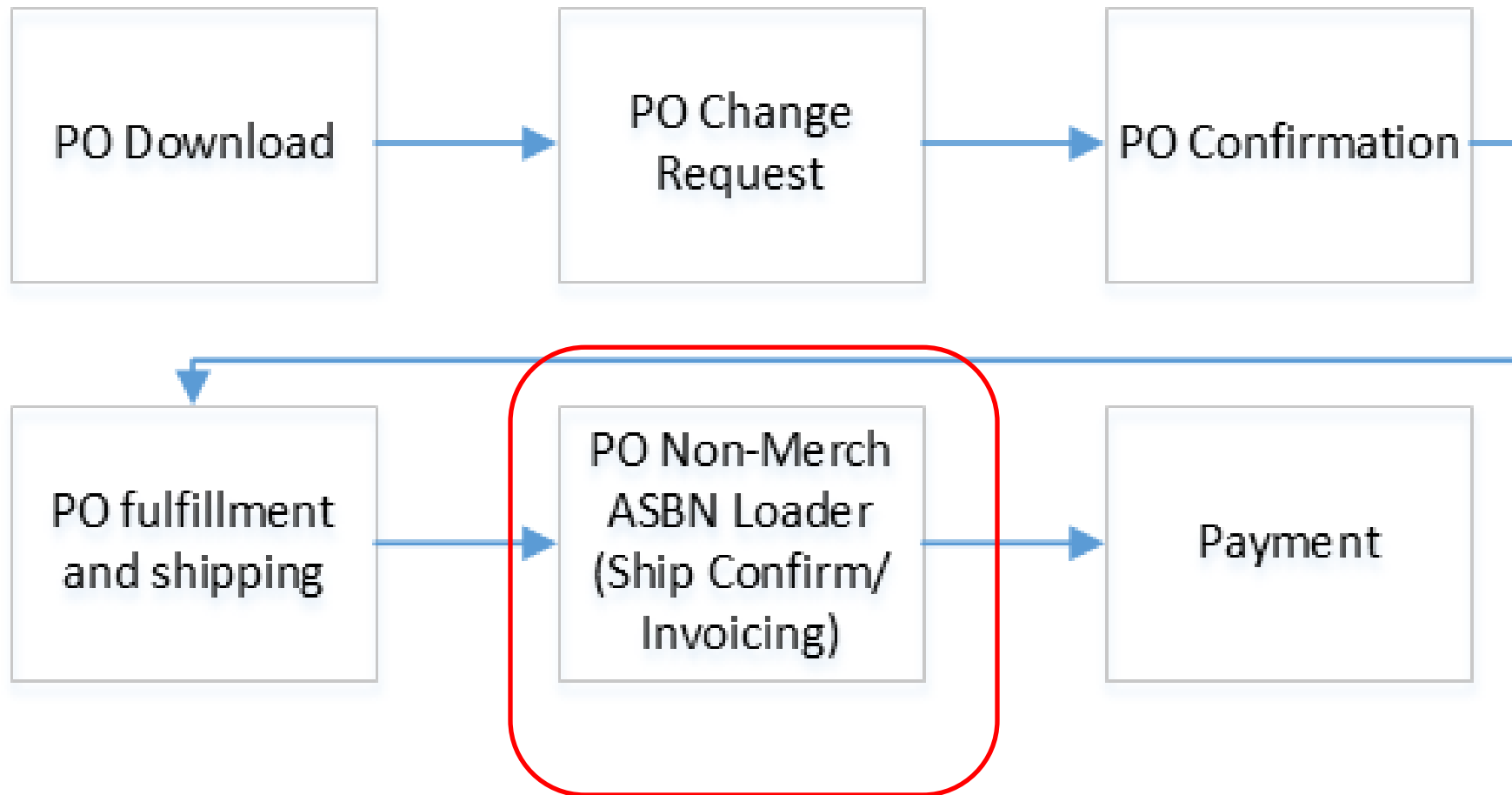
ISUPPLIER PROCESS FLOW

Next steps are for the supplier to fulfill, ship, and invoice.

Once complete, enter the information from your system into iSupplier by using the PO Non-Merch ASBN Loader.



ISUPPLIER PROCESS FLOW



ISUPPLIER ASBN LOADER

An Advance Shipment and Billing Notice (ASBN) is to be created by suppliers for all orders when completing shipping and invoicing.

- Information needed to complete this step:
 - Shipping Information - shipment info from the suppliers system, see freight list
 - PO Information-PO info from the PO download/Store List download
 - Billing Information - invoice information from the supplier's system
- Please note: Suppliers who need to provide shipment information only (no invoicing), including VPP and VPD parts will also follow this process. These Suppliers will fill out the shipment details and will leave the invoicing fields blank.

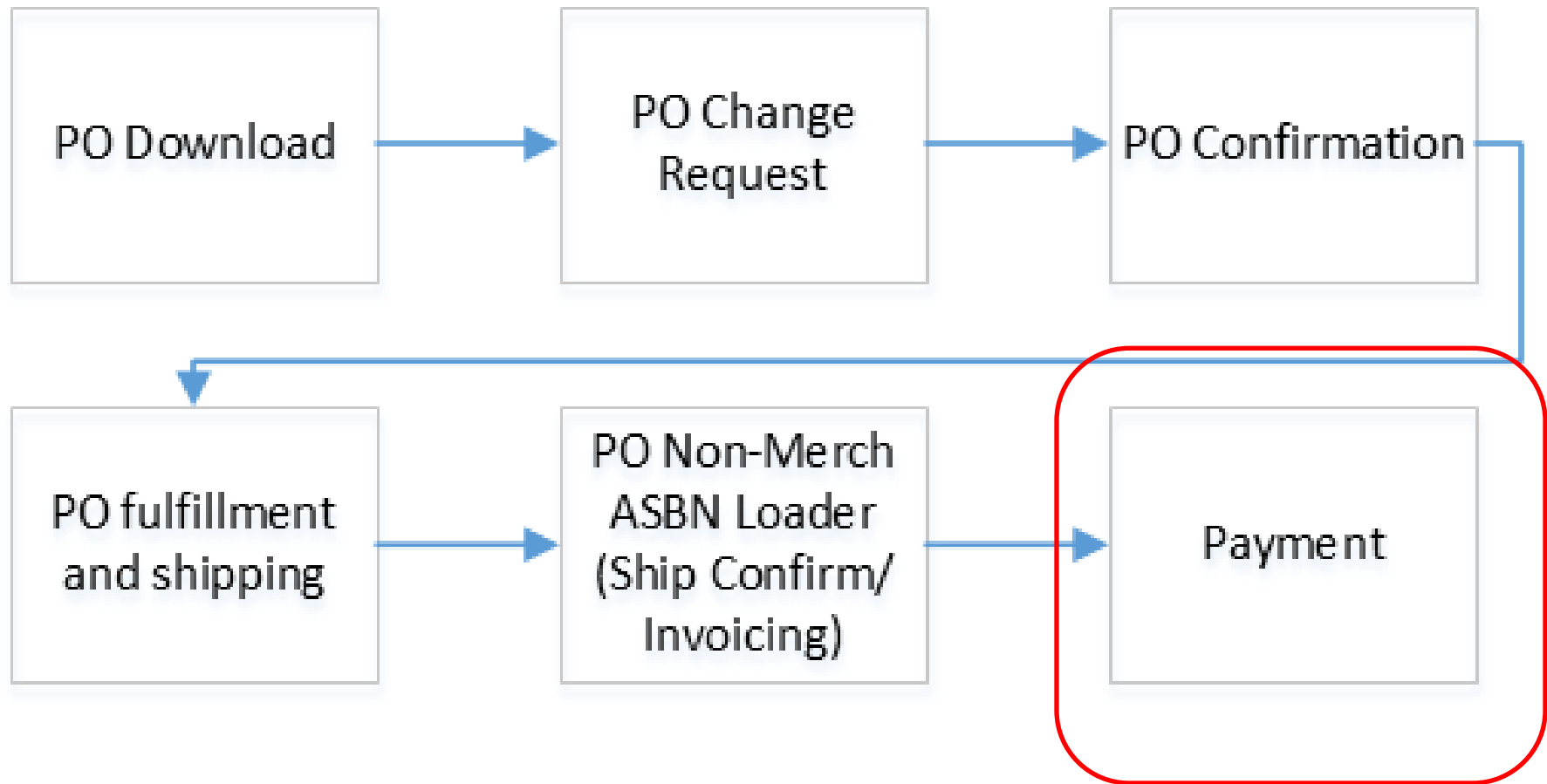
ISUPPLIER
ASBN UPLOADER
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ISUPPLIER
ASBN UPLOADER
QUESTIONS



ISUPPLIER PROCESS FLOW

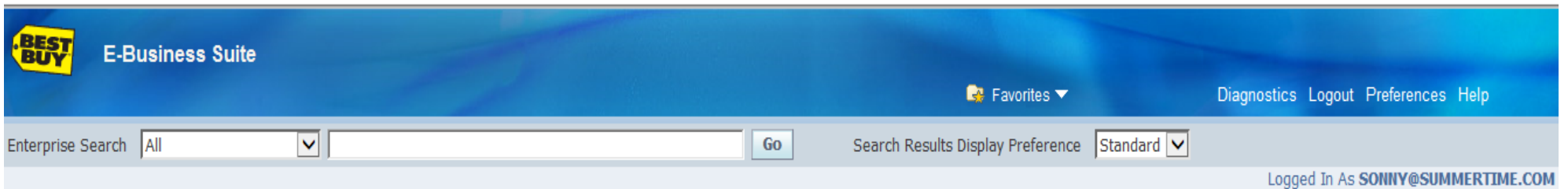


ISUPPLIER **PAYMENT**




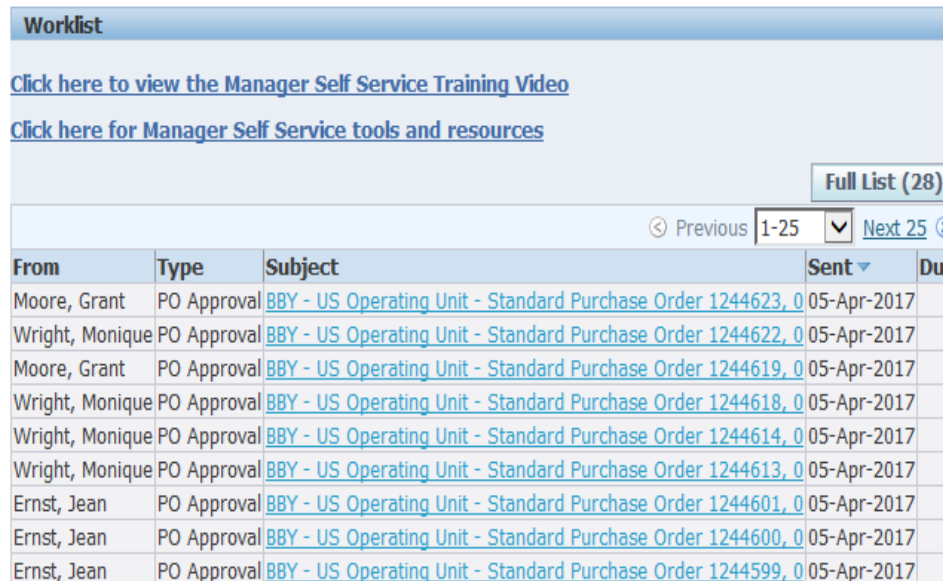
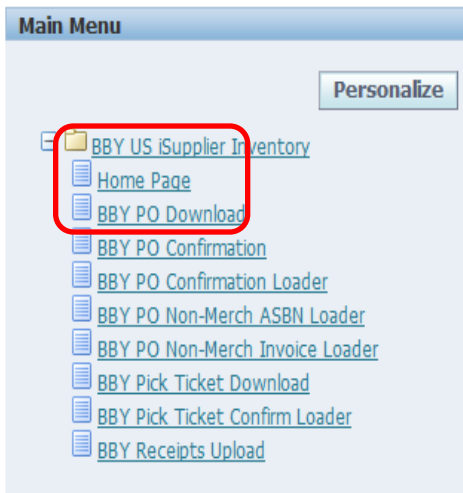
ISUPPLIER HOME TAB

Under the Main Menu, click on the Home Page link.



Oracle Applications Home Page

 **TIP** You have 28 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.



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Ernst, Jean	PO Approval	BBY - US Operating Unit - Standard Purchase Order 1244599, 0	05-Apr-2017	

FINANCE TAB-PAYMENT

- From the **Finance Tab**, you can take the following actions:
 - Search and view invoice, payments, and due date information
- iSupplier does not change the current payment methods (EFT, etc.) you have with Best Buy.
- Searches can be made by Payment Number, Invoice Number, PO Number, Payment Amount and Payment Date Ranges.

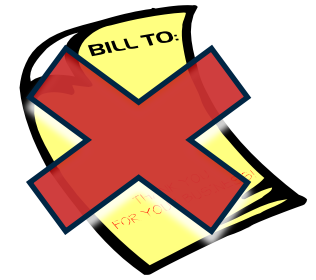
The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the Best Buy logo and the text 'iSupplier Portal'. Below this, there are several tabs: 'Home', 'Orders', 'Shipments', 'Finance', and 'Assessments'. The 'Finance' tab is highlighted with a red box. To the right of the navigation bar, there are links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Help', and 'Diagnostics'. Below the navigation bar, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and contains a 'Search' button (highlighted with a red box) and a 'Create Invoice' button with a dropdown menu set to 'With a PO' and a 'Go' button. Below the search button, there is a note: 'Note that the search Supplier'. The search form includes fields for 'Invoice Number', 'Invoice Date From', 'Invoice Date To', 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To', and 'Currency'. There are 'Go' and 'Clear' buttons at the bottom of the search form. Below the search form, there is a table with the following columns: 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', 'Status', 'Withdraw', 'Cancel', 'Update', and 'View Attachments'. The table currently shows 'No search conducted.' at the bottom left. At the bottom right, there is another 'Create Invoice' button with a dropdown menu set to 'With a PO' and a 'Go' button.

- Supplier payment terms are based on Invoice Date and terms set up in our system.

FINANCE TAB

Invoice Holds:

- Invoices are matched to the PO.
- If a discrepancy is found, the invoice will be placed on hold.



Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Receipt	Discoun Date
INVOICE	22-Jan-2015	Standard	USD	68.19	68.19 In-Process		Not Paid			01-FEB-2015	765141		
KAYLATESTINVOICE	16-Jan-2015	Standard	USD	15.59	15.59 Approved		Not Paid			26-JAN-2015	765117		
WalkthroughTest2-BTG	15-Jan-2015	Standard	USD	14.53	14.53 Approved		Not Paid			25-JAN-2015	765108		
BBY INVOICE	15-Jan-2015	Standard	USD	14.53	14.53 Approved		Not Paid			25-JAN-2015	765087		
OntTimeTest1	15-Jan-2015	Standard	USD	10.00	10.00 In-Process	BBY NTL Error	Not Paid			25-JAN-2015	765105		
TESTIG	09-Jan-2015	Standard	USD	14.53	14.53 In-Process	Qty Rec	Not Paid			19-JAN-2015	765070		
WalkthroughTest1-BTG	08-Jan-2015	Standard	USD	14.53	14.53 In-Process	Qty Rec	Not Paid			18-JAN-2015	765093		
337400633001	29-Dec-2014	Standard	USD	22.95	22.95 In-Process	Price	Not Paid			08-JAN-2015	765042		
337400635001	29-Dec-2014	Standard	USD	26.82	26.82 In-Process	Price	Not Paid			08-JAN-2015	765044		
337400637001	29-Dec-2014	Standard	USD	10.73	10.73 Approved		Not Paid			08-JAN-2015	765045		
TAXTESTIG	23-Dec-2014	Standard	USD	12.99	12.99 In-Process	Qty Ord	Not Paid			02-JAN-2015	765044		
IGTAXTEST7	18-Dec-2014	Standard	USD	19.24	19.24 In-	BBY NTL	Not Paid			28-DEC-	764904		

- If you have questions regarding the Hold status on an invoice, please contact: NMPCustSvc@bestbuy.com

ISUPPLIER
ERROR CODE
DEMO



CHANGES EFFECTIVE MAY 1ST 2017

- You have been enrolled in iSupplier and will now have online access to Oracle Purchase Orders, Invoicing, and Payment History
- As of May 1, Suppliers should now submit ASBNs (combined ASN and Billing Notice) in iSupplier within 1 business day of shipment.
- You will no longer need to complete the Order Status Report from Best Buy in a Spreadsheet. Instead you will enter relevant shipping details directly into iSupplier.

ADDITIONAL CHANGES

- Merch Kit Suppliers will no longer receive the store list via e-mail. The Store List will be available as an attachment in iSupplier in the PO Download.
- Merch Kit Suppliers will need to enter shipment information for each store from the Store List.
- Label Colors: If label color is blank on the PO Download, look in Notes to Supplier field.
 - If Notes to Supplier field is Blank = Label Color is Red.
 - If Notes to Supplier field contains text with Project Name = Label Color is Green

WHERE CAN I GO IF I HAVE QUESTIONS?

Training Material is posted on ExtendingTheReach.com:

https://www.extendingthereach.com/wps/portal/!ut/p/b1/04_SjzS0NDMzNDQw0l_Qj8pLLMtMTyzJzM9LzAHxo8ziXV0dgy2NvlwNLlzMDQw8DQwNgg2MnYwM_I31c6McFQE6kP8M/?catalog.contentURL=/nonsecure/na/us/bby/gnfr/1portlet/GNFR_Sup_Sys_US_BBY.htm

PO issues or questions: Email Your Buyer, the Buyer listed on the PO

Buying Services mailbox (primary support): bby-s-buyingservices@bestbuy.com

Invoicing:

AP/Invoice mailbox (for invoice questions): NMPCustSvc@bestbuy.com

iSupplier log-in questions:

Oracle iSupplier Support: OraclePurchasingSupp@BestBuy.com

iSupplier system issues or questions about iSupplier:

BBY_iSupplierSupport@bestbuy.com

Tax exemption/resale certificate: taxexemptioncertificates@bestbuy.com

TIPS & TRICKS

Tip	Trick
<ul style="list-style-type: none">• If the PO is a Merch Kit to more than one location it will have a Store List hyperlink for you to download the details.	<ul style="list-style-type: none">• The shipping information on the PO download will direct you back to the Store List.
<ul style="list-style-type: none">• When saving files onto your computer, clicking Save will save them to your download file which may fill up fast.	<ul style="list-style-type: none">• When saving files onto your computer, click Save As, rename and save the file in a specific location.
<ul style="list-style-type: none">• When accepting/rejecting a PO, you must do this action for the whole PO. See Reject Codes listed in SOP.	<ul style="list-style-type: none">• If a Change Request is needed for any line of the PO, submit a Change Request.
<ul style="list-style-type: none">• When uploading a file to iSupplier, if there are any errors on the file, the whole file will fail to upload.	<ul style="list-style-type: none">• Enter the correct information into the file and resubmit, use the Error Code messages to find and remedy each issue. See list of Error Codes.
<ul style="list-style-type: none">• When completing the ASBN, choose the correct freight carrier	<ul style="list-style-type: none">• See list of Freight Carriers
<ul style="list-style-type: none">• If you are shipping a part that ships in more than one box	<ul style="list-style-type: none">• Use Comment fields in ASBN for additional tracking details, or other info

CALENDAR OF EVENTS

- **March 25-April 7:** iSupplier Administrator Set Up. Suppliers will receive an email from Best Buy (OraclePurchasingSupp@bestbuy.com) to set up access to iSupplier Administrator before training. Your iSupplier Administrator will then be able to add additional users for your company.
- **April 17-28:** Training- Suppliers will receive an invitation for web-hosted training sessions. Multiple dates will be offered. Please plan on attending.
- **April 21:** Last day you will have access to ePartner. The system will be unavailable after 5:00 p.m. CDT.
- **April 22-30: Black Out Period** - Suppliers will not have access to our systems. Note: this only impacts processes moving from ePartner to iSupplier. Suppliers will still be able to transact during this time for processes already live on iSupplier.
- **May 1: GO LIVE** on Oracle iSupplier. During the week of May 1, Suppliers will be able to enter shipping details and invoices for any shipments that occurred during the systems blackout period.
- **May 1-12:** Suppliers will be able to e-mail questions/issues to an iSupplier Support mailbox.

**THANK YOU
FOR ATTENDING
BEST BUY
SUPPLIER TRAINING!**



ISUPPLIER **APPENDIX**



SUPPLIER ERROR CODES

Trasaction Type	FND Message	Description
ASBN (OR) INV	XX_PO_INV_DT_AMT_REQUIRED	Invoice number, date and amount are required
ASBN (OR) INV	XX_PO_INV_INVALID_HEADER	Invoice date, amount, tax amount, frieght amount, comments should be unique for an invoice number
ASBN (OR) INV	XX_PO_INV_DT_GTHAN_SHIP_DT	Invoice date should not be less than ASN shipped date
ASBN (OR) INV	XX_PO ASN_NUMBER_NOT_UNIQUE	ASN Shipment Number and Invoice number should be unique
ASBN (OR) INV	XX_PO_INV_MERCHKIT_TOT_INV_A	Total invoice amount should match the PO Amount for quantity shipped, plus tax and freight
ASBN (OR) INV	XX_PO_INV_MERCHKIT_TOT_INV_A	Total invoice amount should match the PO Amount for quantity shipped, plus tax and freight
ASBN (OR) INV	XX_PO_INVALID_TOTAL_INV_AMOU	Total invoice amount should match the PO Amount for quantity shipped, plus tax and freight
ASBN (OR) INV	XX_PO_INV_TAX_AMT_MISMATCH	Total Line Tax amount (Line Attribute 14) does not match the Tax amount for invoice
ASBN (OR) INV	XX_PO_INVALID_CHARGE_ACCOUNT	Charge account not in Oracle
ASBN (OR) INV	XX_PO_INVALID_SUPPLIER_ITEM	Invalid Supplier Item Number
ASBN (OR) INV	XX_PO_DUPLICATE_INV_NUM	Invoice number already exists in Oracle for the same vendor
ASBN (OR) INV	XX_PO_INVALID_USER_VENDOR_ID	Vendor Id for PO Shipment in file does not match the value from ICX_SUPPLIER_ORG_ID (Securing attribute from FND USER Account)
ASBN (OR) INV	XX_PO_INV_TAX_HOLD_NOT_SETUP	Inventory Tax Hold is not setup in Oracle
ASBN (OR) INV	XX_PO_INV_FREIT_HOLD_NOT_SETUP	Inventory Freight Hold is not setup in Oracle
ASBN (OR) INV	XX_PO_INV_FREIGHT_CARRIER	Invalid Freight Carrier
ASBN (OR) INV	XX_PO_INV_INVALID_VENDOR_SITE	Pay Site is not setup for the Supplier
ASBN (OR) INV	Merch Kit Consolidator	Invalid Account: Location: XXXX Store Location: XXXXX One Time Ship To Flag: X (GL Account String)
ASBN (OR) INV	XX_PO_BYPASS_FOR_INV_AFTER_ASN	\$0 Invoice; Bypassed for Invoicing after ASN creation
ASBN (OR) ASN	XX_PO_PO_LINE_SHIPMNT_REQUIRED	PO#, Line# and Shipment# are required
ASBN (OR) ASN	XX_PO_ASN_REQUIRED	Shipment Number (ASN); Expected Receipt Date, Freight Carrier, Waybill#, Quantity Shipped are required
ASBN (OR) ASN	XX_PO_INVALID_SHIPMENT	Invalid PO - PO#, Line#, Shipment# does not exist in Oracle
ASBN (OR) ASN	XX_PO_STORE_NUM_REQUIRED	Store Number is required
ASBN (OR) ASN	XX_PO_RCPT_DT_LES_THAN_SHIP_DT	Expected Receipt Date should not be less than Shipped Date
ASBN (OR) ASN	XX_PO_ASN_ALREADY_EXISTS	ASN# already exists in Oracle
ASBN (OR) ASN	XX_PO_INVALID_STORE_NUM	Invalid Store Number; Not in Oracle
ASBN (OR) ASN	XX_PO_MKIT_TOTAL_QUANTITY	Total quantity in file exceeds PO Shipment Expected Receipt Quantity
ASBN (OR) ASN	XX_PO_INVALID_MKIT_ASN_QTY	Total ASN quantity does not match the total from all stores from Job Work Bench
ASBN (OR) ASN	XX_PO_INVALID_ASN_QTY	Total ASN line quantity exceeds Quantity Due (plus Over Receipt Tolerance) for the PO shipment in Oracle
ASBN (OR) ASN	XX_PO_MKIT_INVALID_STORE_NUM	Merch Kit - Direct Ship: Store is not part of the list of stores in job work bench
ASBN (OR) ASN	XX_PO_MKIT_DUPLICATE_STORE_NUM	Merch Kit - Direct Ship: Only one record is allowed per store # for that po shipment
ASBN (OR) ASN	XX_PO_SKIP_MULTIPLE_ERRORS	One or more lines in the file failed validation; Fix errors and reload file

ISUPPLIER PO CONFIRMATION CODES

PO Confirmation Status (use in upload)	Definition
A	Accepted
R	Rejected

PO Confirmation Reason (use in mass confirmation upload)	Definition
DISCONTINUED	Discontinued: not making/don't support anymore
NO_LONGER_SUPPORTED	Material no longer supported
OTHER	Other
WRONG_PART_SUPPLIER	Not our part/wrong supplier

ISUPPLIER FREIGHT CARRIERS & CODES

<u>Freight Carrier Name</u>	<u>Freight Carrier Code</u>	<u>Freight Carrier Name</u>	<u>Freight Carrier Code</u>
ABF Freight	ABF_FREIGHT	McCallum	MCCALLUM
AFC Trucking	AFC_TRUCKING	MVP Logistics, LLC	MVP_LOGISTICS_LL
AGS	AGS	N&M	NM
AirCareGo	AIRCAREGO	Old Dominion	OLD_DOMINION
American Fast Freight	AMERICAN_FAST_FREIGHT	Pilot Freight Services	PILOT_FREIGHT_SERVICES
Averitt	AVERITT	R&L	RL
Best Buy Transportation	BEST_BUY_TRANSPORTATION	Roadrunner	ROADRUNNER
Canada Cartage	CANADA_CARTAGE	Roadway	ROADWAY
CCX	CCX	Seko	SEKO
Con-way	CON_WAY	Southeastern	SOUTHEASTERN
Custom	CUSTOM	TNT	TNT
Estes	ESTES	Transgroup	TRANSGROUP
Expeditors	EXPEDITORS	UPS (parcel)	UPS_PARCEL
FedEx (parcel)	FEDEX_PARCEL	UPS Best Buy Account	UPS_BEST_BUY_ACCOUNT
FedEx National (LTL)	FEDEX_NATIONAL_LTL	UPS Freight (LTL)	UPS_FREIGHT_LTL
GMG Transport	GMG_TRANSPORT	USF Holland	USF_HOLLAND
Koch Logistics	KOCH_LOGISTICS	USPS	USPS
Land Air	LAND_AIR	Yellow Freight	YELLOW_FREIGHT
Logistics International	LOGISTICS_INTERNATIONAL	YRC	YRC
LTL	LTL	Vendor Truck	VEND_TRUCK
		Inventory	INV