

BEST BUY ISUPPLIER USER GUIDE



Last Updated: April 21, 2025
Version: 8.0

Contents

General Information	5
iSupplier Introduction	5
Intent	6
Password Reset or Forgotten Username	6
Best Buy iSupplier FAQ	7
Navigation Tips	8
Search Features	8
Introducing iSupplier	9
Initial Supplier Login	9
iSupplier Splashpage/Homepage	11
Notifications	12
Orders at a Glance	12
Homepage Links	13
Actions by Tab	13
Preferences	14
Viewing and Managing Purchase Orders	16
Purchase Order Status Definitions	18
Purchase Order Status and Definitions	18
Requesting Purchase Order Changes	19
Purchase Order Document Types	19
Purchase Order Line Statuses	19
Price Purchase Order Change	21
Quantity Purchase Order Change	23
Requesting Global Blanket Purchase Order Changes	24
View Purchase Order Change History	30
View Purchase Order Changes	31
Requesting Purchase Order Cancellations	32
Cancel Purchase Order Line	32
Cancel Entire Purchase Order	35
Submitting Invoices	38
View Invoice Status	42
Other Invoice Search Options	43
***iSupplier for Item Purchase Orders	44
Process Flows	45
PO Download	46
Store List Download	48
PO Change Requests	50
Receipt Uploader - Consolidator	53

PO Confirmation	56
PO Confirmation Loader	57
Advanced Shipment and Billing Notice (ASBN)	60
Advanced Shipment Notice (ASN) - Inventory	62
Pick Ticket Download - Inventory	64
Ship Confirmation - Inventory	65
Ship Confirmation Loader - Inventory	67
Invoice Uploader - Inventory	69
View Payment	71
Other Payment Search Options	72
Payment Hold Status Definitions	73

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, create invoices and view payment information. iSupplier will be the primary source for answering the following questions:

What has been ordered from Best Buy?

When did I invoice Best Buy?

How much was I paid?

When was I paid?

What was I paid for?



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:

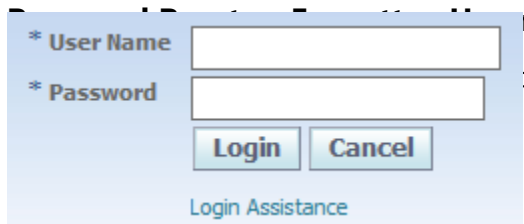
Email: BBY_iSupplierSupport@BestBuy.com

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

For Questions Regarding the Status of an Invoice or Payment:

Email: AccountsPayable@bestbuy.com

For Questions Regarding specific Purchase Orders, please contact the buyer directly (pg 11)



* User Name

* Password

Login Cancel

Login Assistance

name

word or username click on Login Assistance to reset.

Then enter information as needed.

Login Assistance

* Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

Forgot Password

Forgot User Name

Enter the email address associated with your account, your user name will be emailed to you.

Email

Forgot User Name

(Example: first.last@domain.com)

Please contact the Best Buy Procurement Team if you require further assistance to password or username. Email: BBY_iSupplierSupport@BestBuy.com

Best Buy iSupplier FAQ

Q: What do I do if the price on an order is wrong?

A: Contact the Buyer listed on the Purchase Order.

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

A: Contact Best Buy Procurement Team at BBY_iSupplierSupport@bestbuy.com.

Q: What do I do if I am unable to invoice against a purchase order because there isn't an available quantity?

A: Submit a Purchase Order Change Request

OR Contact the Buyer listed on the Purchase Order

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

A: Contact the Buyer listed on the Purchase Order

If the new date is acceptable, submit a Purchase Order Change Request

If not, cancel the purchase order

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.

Navigation Tips

The following information will assist you while navigating through iSupplier.

Back Button

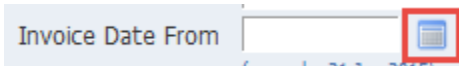


Do not use the Back button on your browser as this can cause errors in the application.

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.

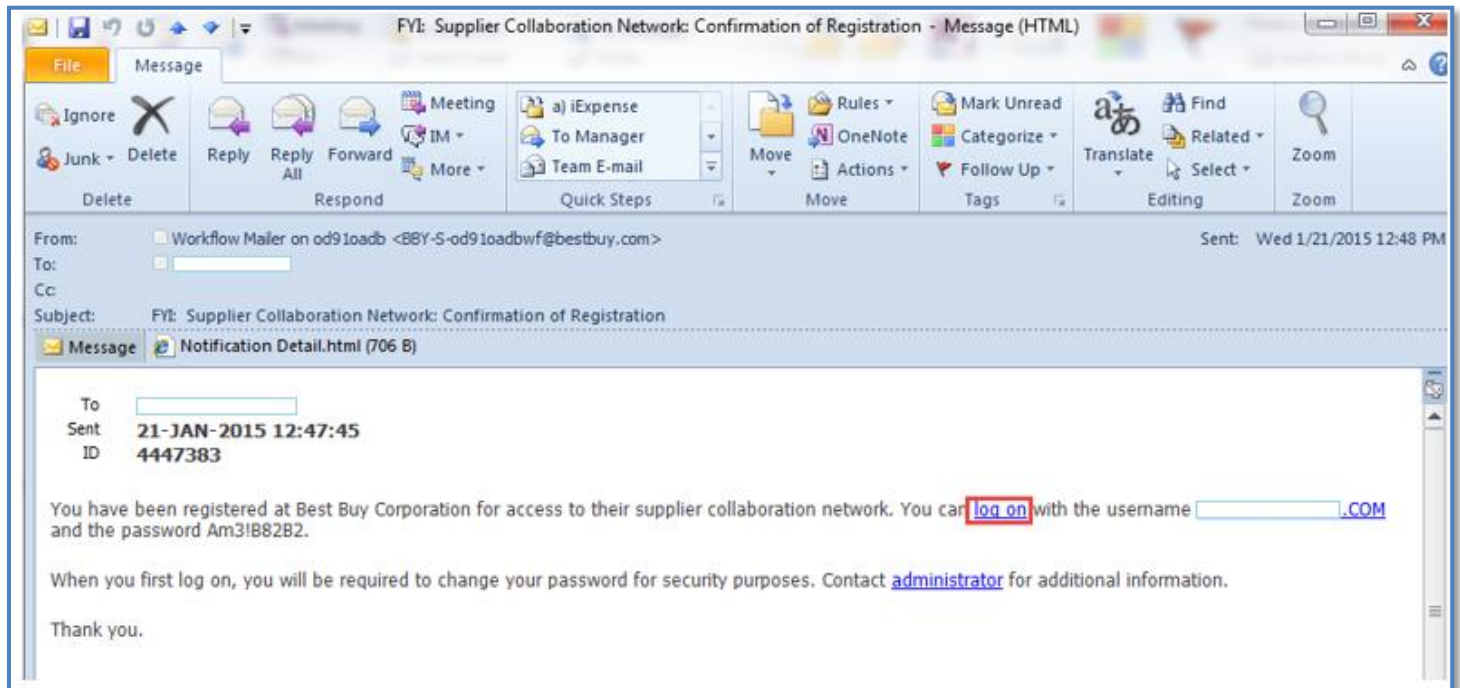
Introducing iSupplier

Initial Supplier Login

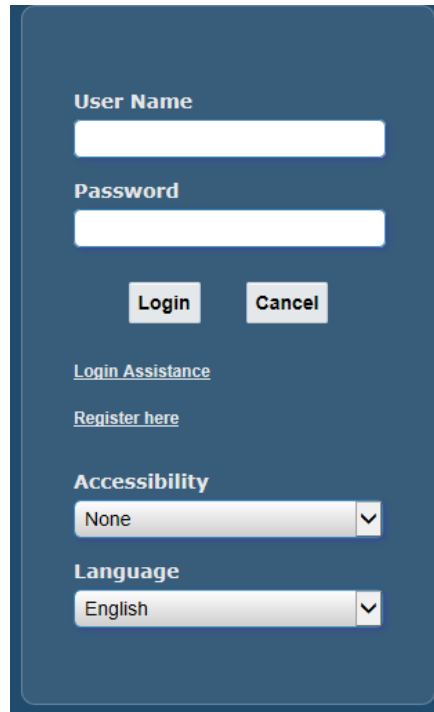
You will receive an e-mail from Best Buy which contains the URL to iSupplier.

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

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 Cancel

[Login Assistance](#)

[Register here](#)

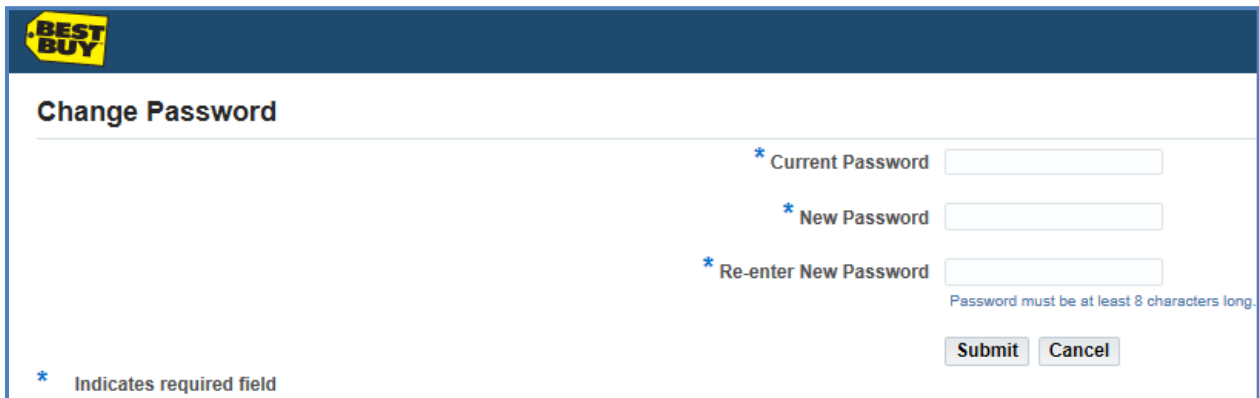
Accessibility

None

Language

English

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.

Submit Cancel

* Indicates required field

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

- **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 page.

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	17-Oct-2017	

☒ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

User responsibilities are listed under the Main Menu. Under responsibilities, modules will be listed for Item Purchase Orders. [See Item Purchase Orders section.](#)

To get to the iSupplier Home Page, click Home Page.

iSupplier Homepage

You are now on the iSupplier Homepage.

Notifications

Subject	Date
Best Buy Corporation Supplier Collaboration Network: Confirmation...	17-Oct-2017 09:29:21

Orders At A Glance

PO Number	Description	Order Date
1493681		23-Sep-2017 18:15:57
1493613		23-Sep-2017 16:36:06
1493596		23-Sep-2017 16:35:03
1493594		23-Sep-2017 15:45:56
1493581		23-Sep-2017 15:31:25

Planning

- Orders**
 - Agreements
 - Purchase Orders
 - Purchase History
- Shipments**
 - Delivery Schedules
 - Overdue Receipts
- Receipts**
 - Receipts
 - Returns
 - On-Time Performance
- Invoices**
 - Invoices
- Payments**
 - Payments

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
BBY - US Operating Unit - Standard Purchase Order 765136, 0	20-Jan-2015 13:59:27
BBY - US Operating Unit - Standard Purchase Order 765132, 1	20-Jan-2015 10:33:02
BBY - US Operating Unit - Standard Purchase Order 765117, 0	16-Jan-2015 08:06:39
BBY - US Operating Unit - Standard Purchase Order 765116, 0	16-Jan-2015 08:03:33
BBY - US Operating Unit - Standard Purchase Order 765113, 0	15-Jan-2015 16:04:06

*To turn off email notifications please see Preferences section pg 14. Email 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 to display all Orders. The Export option is located within the Full List. This allows users to export information within the orders view.

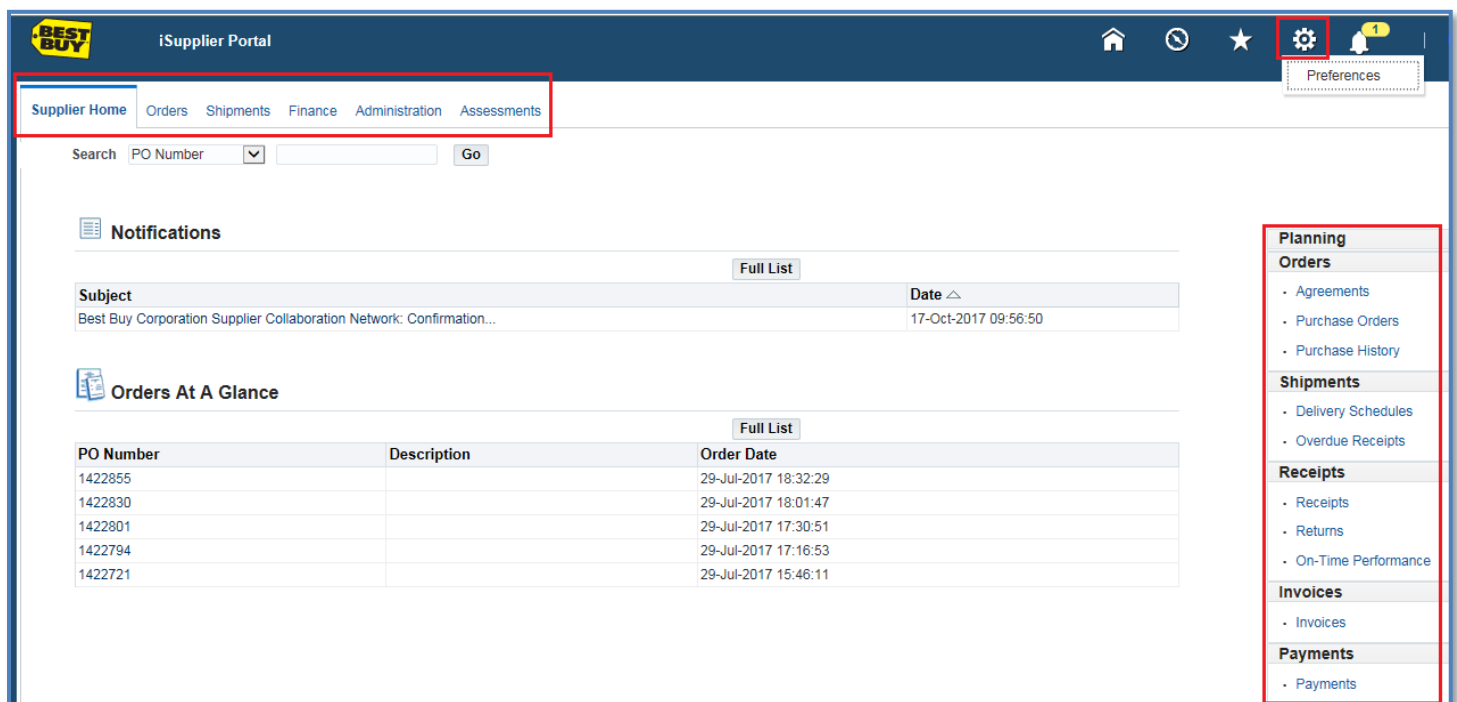
2. To view a Purchase, click the Purchase Order Number hyperlink.



PO Number	Description	Order Date
765136		20-Jan-2015 13:59:12
765132		20-Jan-2015 10:32:52
765117		16-Jan-2015 08:06:31
765116		16-Jan-2015 08:03:17
765115		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, Shipments and Finance. 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, Shipment Number, Invoice or Payment
- 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.
- Acknowledge of Purchase Order (*not required*).
- View Change History

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

- View and Search receipt information.

- In some cases, we require the Best Buy Requester to complete a receipt before payment will be released. This tab will allow you to view this information.
- Submit an Advanced Shipment Notice (*not required*).

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

- Create, search and view invoices
- View and search payments

Preferences

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

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 (17-Oct-2017)

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

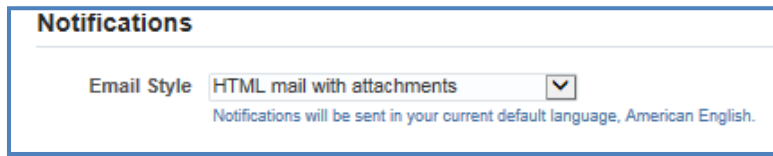
Start Page

Responsibility

Page

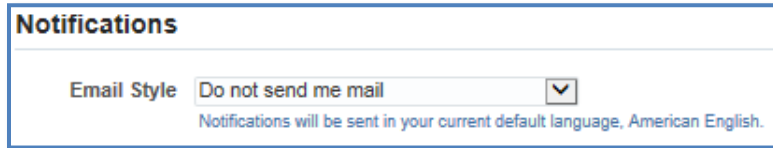
You can change the following areas: Notifications.

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



The screenshot shows a 'Notifications' settings panel. At the top, the title 'Notifications' is displayed. Below it, the 'Email Style' is set to 'HTML mail with attachments' via a dropdown menu. A small blue note at the bottom states: 'Notifications will be sent in your current default language, American English.'

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



The screenshot shows the same 'Notifications' settings panel. In this instance, the 'Email Style' dropdown menu is set to 'Do not send me mail'. The same blue note at the bottom remains: 'Notifications will be sent in your current default language, American English.'

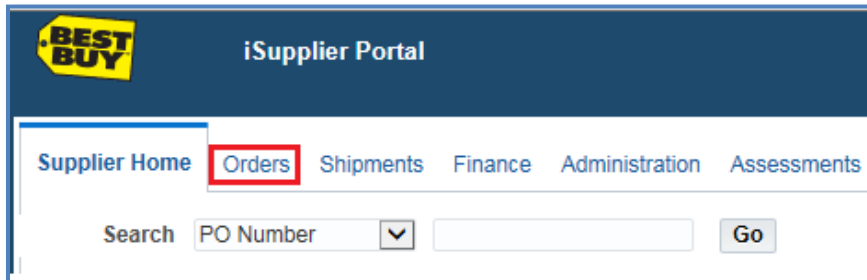
By updating your e-mail notification settings a notification will still appear on the portal – but the notifications that are sent to your email address will not be sent if you perform the process change below.

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

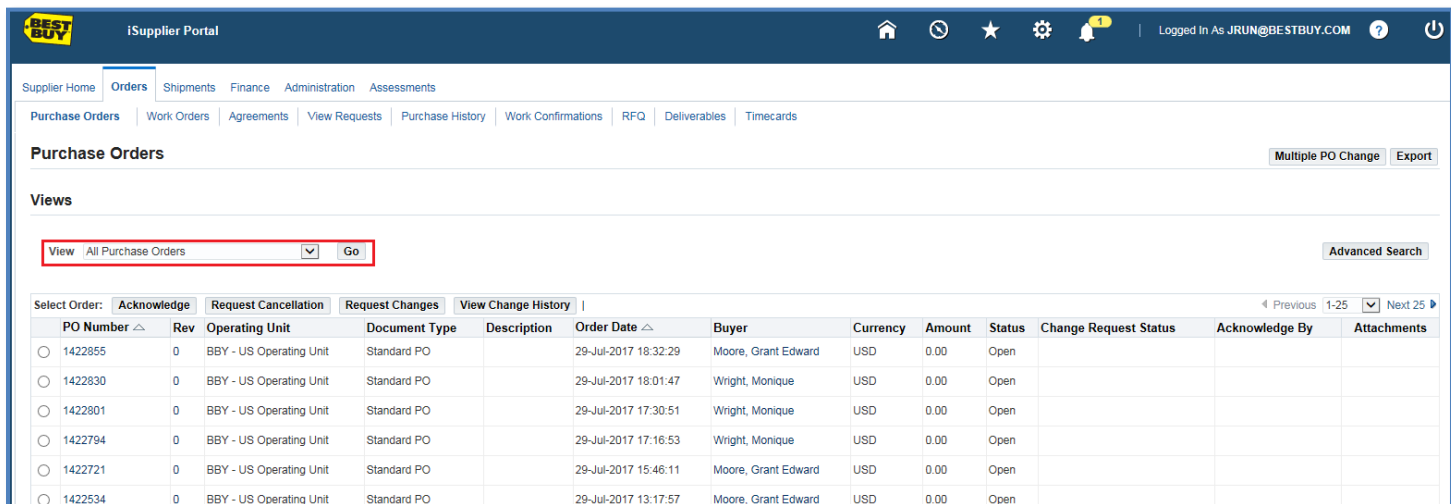
Viewing and Managing Purchase Orders

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.



3. Locate the Purchase Order to review. Click the Purchase Order number hyperlink to view Order Information and Purchase Order Details.

The screenshot shows the iSupplier Portal interface with the 'Orders' tab selected. The 'Purchase Orders' section is active. Below the navigation bar, there is a sub-navigation bar with tabs: 'Purchase Orders', 'Work Orders', 'Agreements', 'View Requests', 'Purchase History', 'Work Confirmations', 'RFQ', 'Deliverables', and 'Timecards'. Below the sub-navigation bar, there is a 'Purchase Orders' section with a 'Multiple PO Change' button and an 'Export' button. Below the 'Purchase Orders' section, there is a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below the 'Views' section, there is a table with columns: PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. The table contains 6 rows of data. The row with PO Number 1422830 is highlighted with a red box.

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			
1422830	0	BBY - US Operating Unit	Standard PO		29-Jul-2017 18:01:47	Wright, Monique	USD	0.00	Open			
1422801	0	BBY - US Operating Unit	Standard PO		29-Jul-2017 17:30:51	Wright, Monique	USD	0.00	Open			

4. The Purchase Order Information and Details will display.

Orders: Purchase Orders >
Standard Purchase Order: 1422830, 0 (Total USD 0.00)
 Currency= USD

Actions Request Changes Go Export

Order Information

General	Terms and Conditions	Summary
Total 0.00 Supplier [Link] Supplier Site CHICAGO Supplier Contact [Link] Address [Link] 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 Ship-To Address Address 12989 PARK PLAZA DR CERRITOS TOWN CENTER Cerritos, CA 90703-8565 Bill-To Address Address Best Buy Purchasing LLC C/O Best Buy A/P Expense PO Box 105 Minneapolis, MN 55440	Summary 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
- Request Cancellation
- View Change History
- Printable View
- View Receipts
- View Invoices
- View Payments
- View Shipments

Go Export

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 and the payment has not yet been made.

Closed: The Purchase Order has been created and is closed for invoicing.

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

Accepted: Contract record status. The document type will indicate Contract vs. Standard Purchase Order.

Supplier Change Pending: The Supplier has requested a change to a Purchase Order and the Buyer has not yet taken action.

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

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. Within the Global BPA the supplier can update:

Description, Price, 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.

Note → If you experience any issues with the submission of price or quantity changes or cancellations, please direct them to the Buyer listed on the Purchase Order.

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.

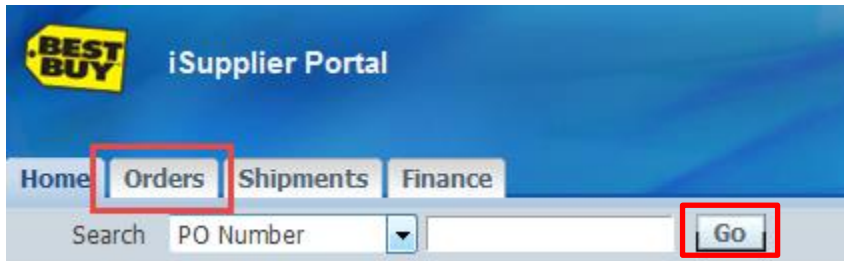
Closed for Invoicing: If the Purchase Order is partially matched, the status of the Purchase Order will be Closed for Invoicing.

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.

Closed for Receiving: If a Best Buy employee has systematically received against the Purchase Order (3-Way match – requires system receipt) or the Purchase Order does not require a system receipt (2-Way match), the status of the Purchase Order will be Open, but the line status will show Closed for Receiving.

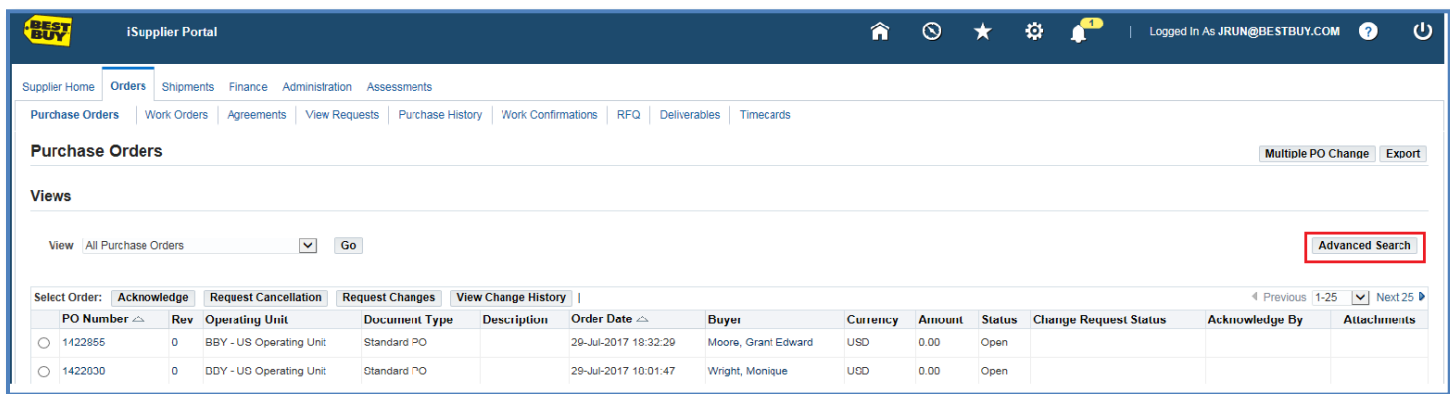
When open, the Supplier can submit a change to the following fields: Supplier Item, Quantity Ordered, Promised Date, and the Additional Change Requests field.

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

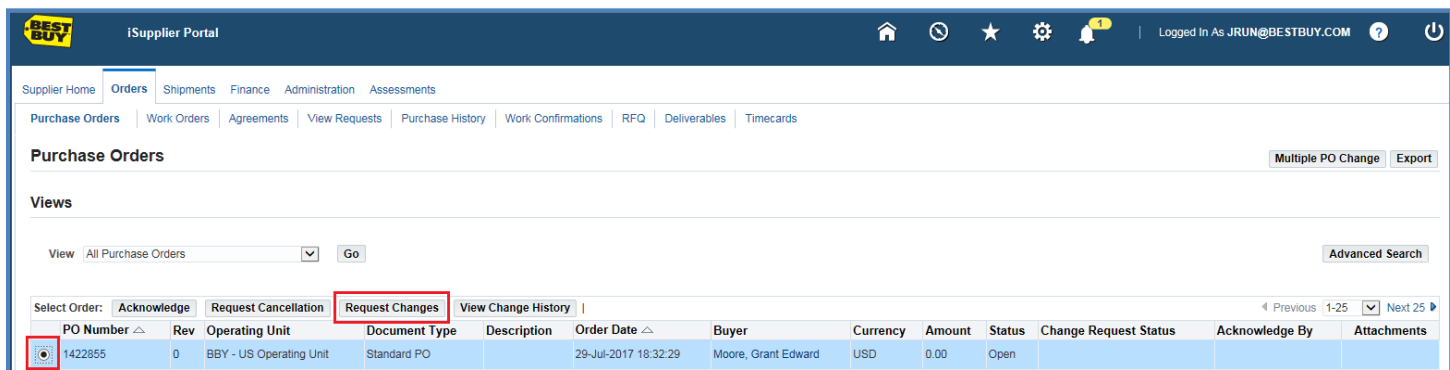


2. The default view is All Purchase Orders. To display all Purchase Orders click Go.

Note → Use the Advanced Search button to search for a particular Purchase Order.



3. Select the Purchase Order to change by enabling the radio button next to the 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 changes to a Purchase Order with which item number.

- Click on the plus sign (+) in the Show field to view all fields for each line(s).

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 1422855,0 (Total USD 0.00)

Cancel Save Submit Export Actions Cancel Entire Order Go

Currency=USD

Order Information

General Information

Total 0.00

Supplier

Supplier Site CHICAGO

Address

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

Attachments None

Terms and Conditions

Payment Terms NET 45

Carrier Best Way

FOB DESTINATION

Freight Terms PREPAID

Shipping Control

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

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. 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	<input type="text"/>	<input type="text"/>				Open	1298534			<input type="text"/>

Changes can be made to the open fields, Price, Quantity, Promised Date and Supplier Item Number.

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	<input type="text"/>	4x2 Topper 2in1 - BTS 2016 Student Deals	Each	10	<input type="text"/>					Open	1298534			<input type="text"/>

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	000226	<input type="text"/>	10	0		0.00	<input type="text"/>	14-Aug-2017 00:00:00	<input type="text"/>				Closed For Invoice		<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Price Purchase Order Change

- For price changes enter the new price in the Price field and a reason for the price change in the Reason field.

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	Delivered	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
Show	1	Goods			348037	Print Paper, 8 1/2 x 11, 20 Lb, 500 Sheets Per Ream, Case Of 10 Reams	CASE		<input type="text"/>	<input type="text"/>				Open				<input type="text"/>

- If additional changes are needed such as Unit of Measure (UOM) or description, specify them in the Additional Change Requests field below before submitting the request.

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Please change the UOM to BOX

- Click the **Submit** button. You will receive a Change Order Confirmation.

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](#) >

Change Order Confirmation

Change Request for Purchase Order 1422855 has been submitted for approval.

[Return to Purchase Order Summary](#)

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

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	
1422855	0	BBY - US Operating Unit	Standard PO		29-Jul-2017 18:32:29	Moore, Grant Edward	USD	0.00	Open	Supplier Change Pending			

Your change request has been routed to the Best Buy Buyer for review. The Buyer is able to accept or reject the change request. Once action has been taken, you will receive a response notification via email and the status of the Purchase Order will return to Open.

The subject line on the email will indicate:

FYI: Response to your change request for Standard PO 765136 (PO Number)

Note → If the Price, Quantity, Supplier Item and/or Promised Date change was accepted by the Buyer, a revised copy of the Purchase Order will automatically be sent to the Supplier via email, as long as the Supplier does not normally receive their Purchase Order's via OSN.

Quantity Purchase Order Change

- For quantity changes, 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

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

Orders: Purchase Orders >

Change Order Confirmation

Change Request for Purchase Order 1422830 has been submitted for approval.

[Return to Purchase Order Summary](#)

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

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"/>	1422855	0	BBY - US Operating Unit	Standard PO		29-Jul-2017 18:32:29	Moore, Grant Edward	USD	0.00	Open	Supplier Change Pending		
<input type="radio"/>	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 has routed to the Best Buy Buyer for review. The Buyer is able to accept or reject the change request. Once action has been taken, you will receive a response notification via e-mail and the status of the Purchase Order will return to Open.

The subject line on the email will indicate:

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

Note → If the Price, Quantity, Supplier Item and / or Promised Date change was accepted by the Buyer via email, 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 Global Blanket Purchase Order Changes

Here you are updating the BPA or what may be referred to as your catalog.

1. Within the **Orders** tab click on the **Advanced Search** button

The screenshot shows the iSupplier Portal interface. The 'Orders' tab is highlighted in the top navigation bar. Below it, the 'Purchase Orders' section is visible. In the 'Views' area, there is a dropdown menu set to 'All Purchase Orders' and a 'Go' button. To the right of this, the 'Advanced Search' button is highlighted with a red box. Below the search area, there is a table with columns: PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. The table contains four rows of data.

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		
1422801	0	BBY - US Operating Unit	Standard PO		29-Jul-2017 17:30:51	Wright, Monique	USD	0.00	Open			
1422794	0	BBY - US Operating Unit	Standard PO		29-Jul-2017 17:16:53	Wright, Monique	USD	0.00	Open			

2. Type/select 'Global Blanket Purchase Agreement' as the document type and click 'Go'.

The screenshot shows the 'Advanced Search' form. The 'Document Type' field is set to 'Global Blanket Agreement', which is highlighted with a red box. The 'Go' button is visible at the bottom of the form.

Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

PO Number is

Document Type is

Order Date is

Buyer is

3. Click on the PO Number link of the catalog to be updated.

The screenshot shows the 'Advanced Search' results. The 'PO Number' field is highlighted with a red box, and the value '1298541' is selected. The table below shows the search results.

Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

PO Number is

Document Type is

Order Date is

Buyer is

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
1298541	18	BBY - US Operating Unit	Global Blanket Agreement		22-Jul-2017 10:52:30	Wright, Monique	USD		Open			
1298534	17	BBY - US Operating Unit	Global Blanket Agreement	Graphics BPA	21-Jul-2017 08:44:08	Moore, Grant Edward	USD		Open			

4. In the Actions list of values select 'Edit Agreement' and click 'Go'.

BEST BUY

iSupplier Portal

Home | Clock | Star | Gear | Bell (1) | Logged In As JRUN@BESTBUY.COM | ? | Power

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

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

Orders: Purchase Orders >

Blanket Purchase Agreement: 1298541, 18

Currency= USD

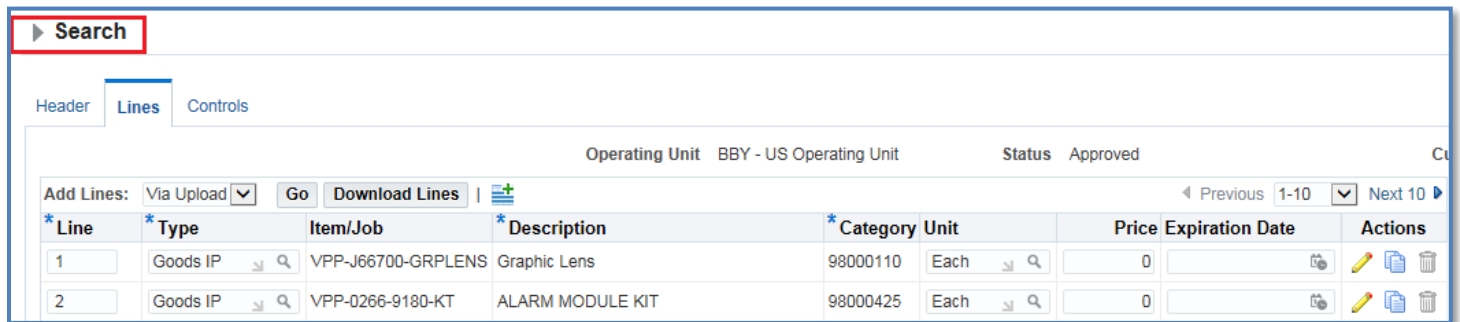
Actions Edit Agreement Go Export







Order Information

General Total Amount Agreed Supplier <input type="text"/> Supplier Site CHICAGO Supplier Contact Address <input type="text"/> Buyer Wright, Monique Order Date 22-Jul-2017 10:52:30 Description Status Open Note to Supplier Operating Unit BSY - 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 7601 Penn Avenue South Richfield, MN 55423-8500 Bill-To Address Address Best Buy Purchasing LLC C/O Best Buy A/P Expense PO Box 105 Minneapolis, MN 55440
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

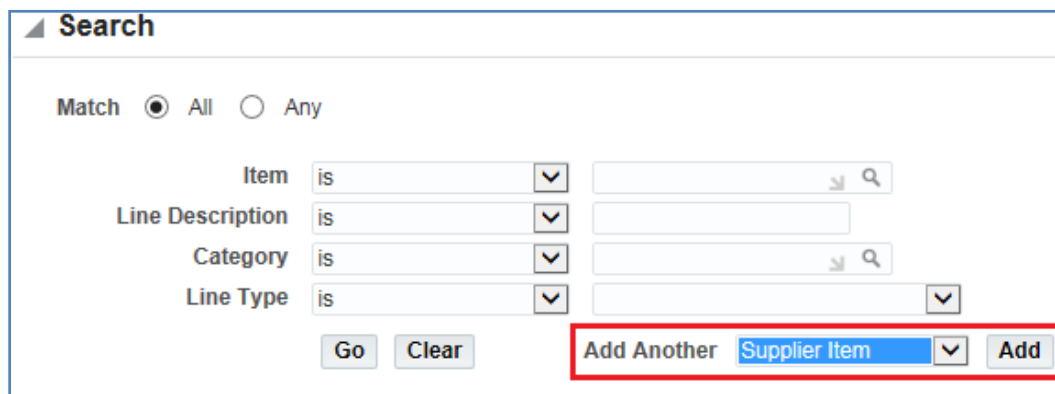
Data Updates – Description, Price, Unit of Measure, Category, etc.

- Click on the Search  sign to search by Supplier Item #.



*Line	*Type	Item/Job	*Description	*Category	Unit	Price	Expiration Date	Actions
1	Goods IP	VPP-J66700-GRPLENS	Graphic Lens	98000110	Each	0		  
2	Goods IP	VPP-0266-9180-KT	ALARM MODULE KIT	98000425	Each	0		  

- Choose to add another search field in the list of values as 'Supplier Item' and press the **Add** button.



Match ☒ All ☐ Any

Item is

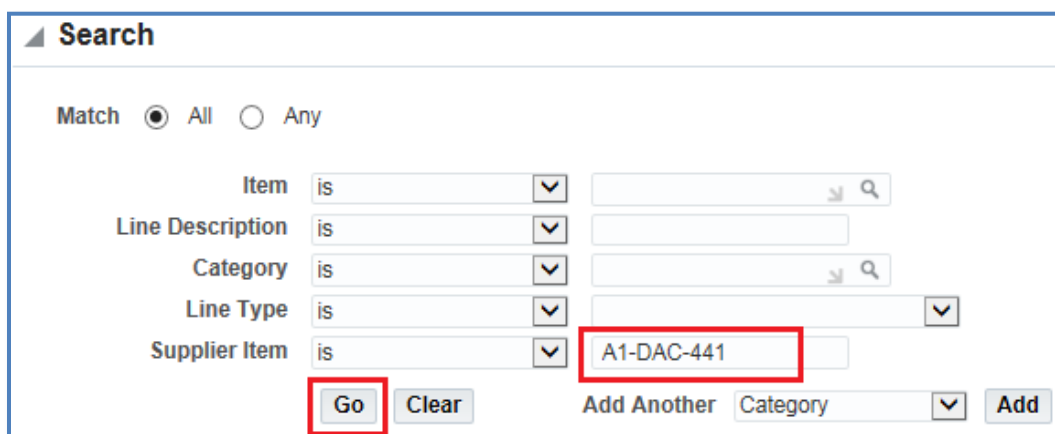
Line Description is

Category is

Line Type is

Go Clear Add Another Supplier Item Add

- Put your Supplier # in the field and press **Go**:



Match ☒ All ☐ Any

Item is

Line Description is

Category is

Line Type is

Supplier Item is

Go Clear Add Another Category Add

8. Make changes to the content on the screen:

Orders: Purchase Orders >

Update Blanket Purchase Agreement 1298541, Rev 18

Cancel Actions Validate Document(1) Go **Save** Approval Options **Submit**

* Indicates required field

Search

Match ☒ All ☐ Any

Item is

Line Description is

Category is

Line Type is

Supplier Item is A1-DAC-441

Add Another

Header **Lines** Controls

Operating Unit BBY - US Operating Unit Status Approved Currency USD

Add Lines: Via Upload Download Lines

*Line	*Type	Item/Job	*Description	*Category	Unit	Price	Expiration Date	Actions
3	Goods IP	VPP-010-000141	Holder-HT-Clear-8-1/2" x 11"	98000425	Each	0		<input type="button" value="Q"/> <input type="button" value="P"/> <input type="button" value="E"/> <input type="button" value="D"/>

Line/Type – Please do not change what is on the screen.

Item/Job – Used for consulting services only.

Description – Add or update the description, (Space limited to 240 bytes).

Supplier Item – Change part numbers if necessary (Space limited to 25 bytes).

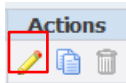
Category – Please use the magnifying glass to search for a category if different than what is listed.

Unit - Please use the magnifying glass to search for a unit of measure if different than what is listed.

Price – The price BBY will pay can update here.

Expiration Date – To end date an item from the catalog enter a date here. Use the calendar icon to select a date.

Under Actions:



Pencil - For additional changes to data not seen click on the pencil and add your data.

Please Note: Image files will still need to be sent to BBY_iSupplierSupport@bestbuy.com to be uploaded into the catalog.

Update Line 3 (Blanket Purchase Agreement 1298541, Rev 18) Cancel Actions Add Another Line Go Previous Line Next Line Apply

Operating Unit BBY - US Operating Unit Currency USD

* Indicates required field

* Line Type Goods IP
Item VPP-010-000141 Rev
Description Holder-HT-Clear-8-1/2" x 11"
Supplier Item A1-DAC-441
Category 98000425
Shopping Category Home Theater.Electronics

* Unit Each
* Price 0 ☐ Allow Price Override
Expiration Date (23-Oct-2017)
Minimum Release Amount
Amount Agreed
Quantity Agreed

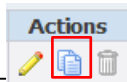
Price Breaks

* Num	Org Location Qty	* Break Price Discount (%)	Effective From	Effective To	Delete
No results found.					

Item Attributes

Long Description 11/5/2013(IDC)HT-03
Supplier Auxiliary ID
Supplier URL
Manufacturer
Manufacturer URL
Manufacturer Item
Attachment URL
Alias

UNSPSC Code
Image VPP-010-000141.jpg
(Image URL or image file name)
Thumbnail Image
(Image URL or image file name)
Availability
Comments
UN Number
UN Number Description
Hazard Class




Duplicate - to duplicate a line click on here to add a duplicate line. Please only duplicate one line at a time. Then click Apply. Repeat this process as necessary to add additional lines.

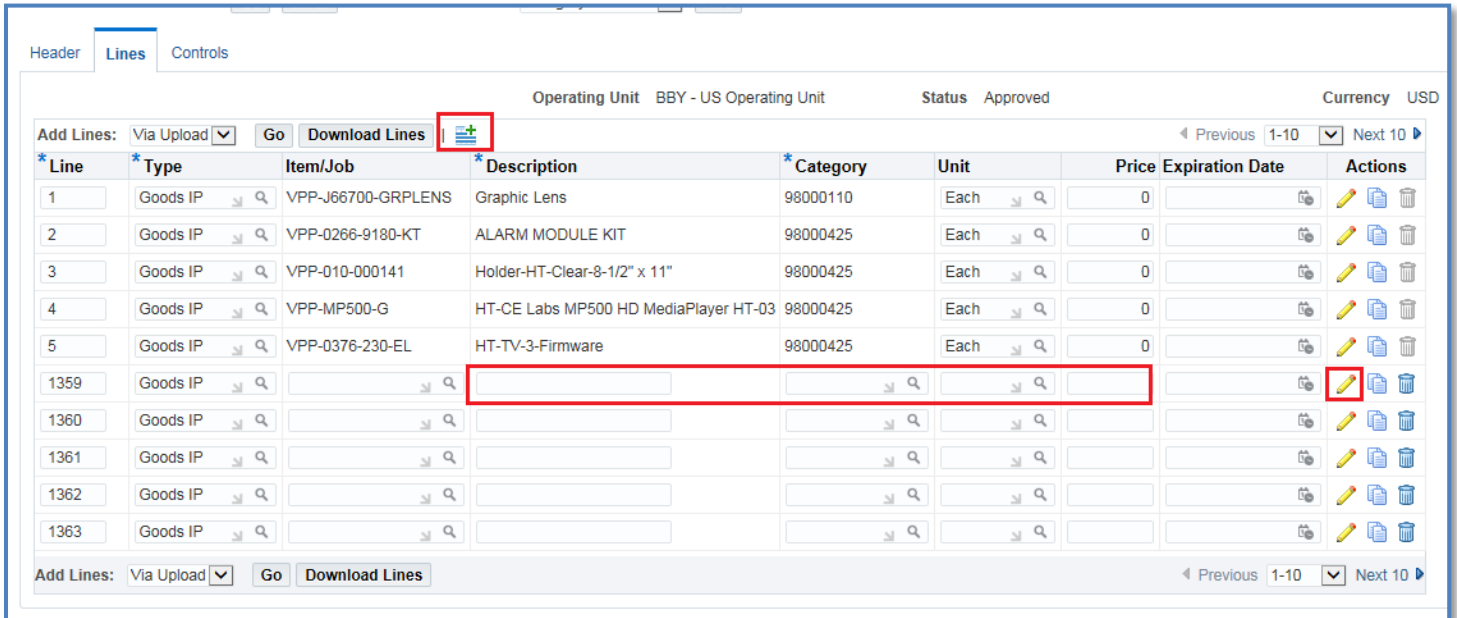
*Line	*Type	Item/Job	*Description	Supplier Item	*Category	Unit	Price	Expiration Date	Actions
18	Goods IP		This key can be ordered by	41-23331	46171601	Each	2.9	28-May-2015	
27	Goods IP		This key can be ordered by	41-23331	46171601	Each	2.9	28-May-2015	

Trash Can - To remove a line that has not been already saved/submitted click on the trash can.

- Once changes have been made to your line data click on the **Save** button at the top or bottom of the page. Use the Search tool to find additional lines to update. Use the Clear button to clear the search fields and press Go to search for all Items in your catalog. Use the **Submit** button only when all items have been saved and ready to send to the Buyer for approval.

Add New Catalog Lines

1. Click on Add 5 Rows' button  at the top of the first page



*Line	*Type	Item/Job	*Description	*Category	Unit	Price	Expiration Date	Actions
1	Goods IP	VPP-J66700-GRPLENS	Graphic Lens	98000110	Each	0		
2	Goods IP	VPP-0266-9180-KT	ALARM MODULE KIT	98000425	Each	0		
3	Goods IP	VPP-010-000141	Holder-HT-Clear-8-1/2" x 11"	98000425	Each	0		
4	Goods IP	VPP-MP500-G	HT-CE Labs MP500 HD MediaPlayer HT-03	98000425	Each	0		
5	Goods IP	VPP-0376-230-EL	HT-TV-3-Firmware	98000425	Each	0		
1359	Goods IP							
1360	Goods IP							
1361	Goods IP							
1362	Goods IP							
1363	Goods IP							

2. Add the following information:

Line: System generates the number

Type: select 'Goods' (if not populated)

Item/Job: Used for Contract/Project Labor.

Description: enter the catalog line description (less than 240 bytes)

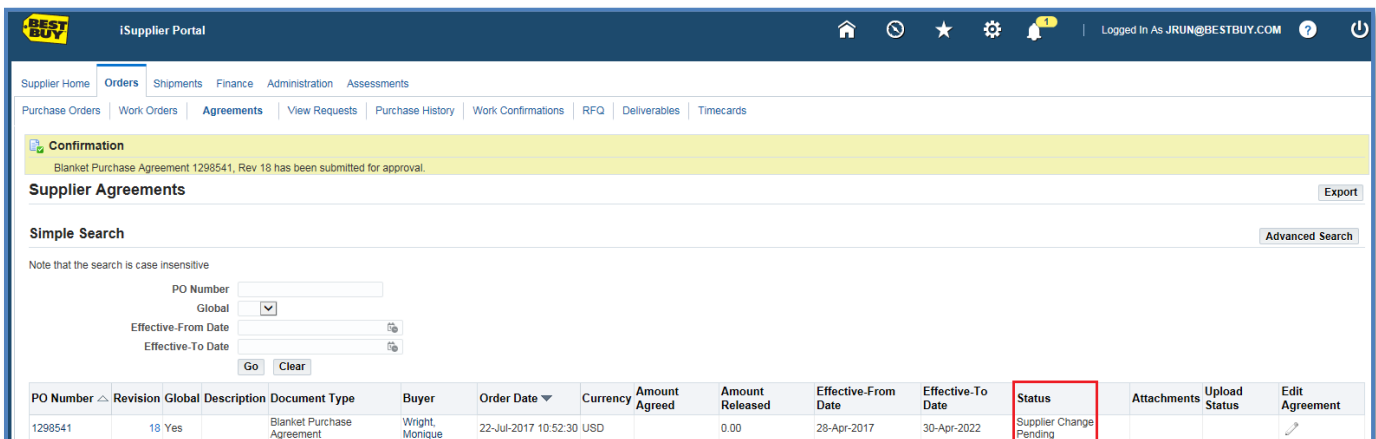
Supplier Item: Enter your supplier item here, MFG item can be added using the pencil. (less than 25 bytes)

Category: Select the appropriate category (UNSPSC code) Choose from the list of values.

Price: Enter the catalog line price (do not enter a \$ sign)

Pencil: Add additional information for the record.

3. After all changes / updated are completed, Click 'Submit' to send your request to the Buyers for approval. Review the confirmation that the changes are submitted for approval and the status will be indicated as 'Supplier Change Pending'.

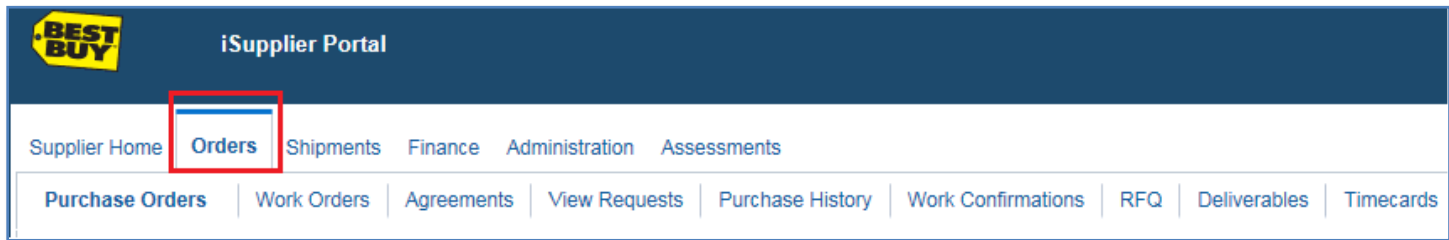


PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status	Edit Agreement
1298541	18	Yes		Blanket Purchase Agreement	Wright, Monique	22-Jul-2017 10:52:30	USD		0.00	28-Apr-2017	30-Apr-2022	Supplier Change Pending			

On approval by the Buyer at Best Buy, these changes will be reflected on the catalog and the status will change to Approved.

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 results table. The table has columns: PO Number, Rev Operating Unit, Description, Buyer, Creation Date, Revised Date, Currency, Total, Ship-To Location, Compare to Original PO, Compare to Previous PO, and Show all PO Changes. The first row of data is for PO Number 1422438, Rev Operating Unit 0 BBY - US Operating Unit, Description Moore, Grant Edward, Creation Date 29-Jul-2017 12:15:55, Currency USD, Total 0.00, Ship-To Location 900010. The 'Go' button in the search form 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	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.

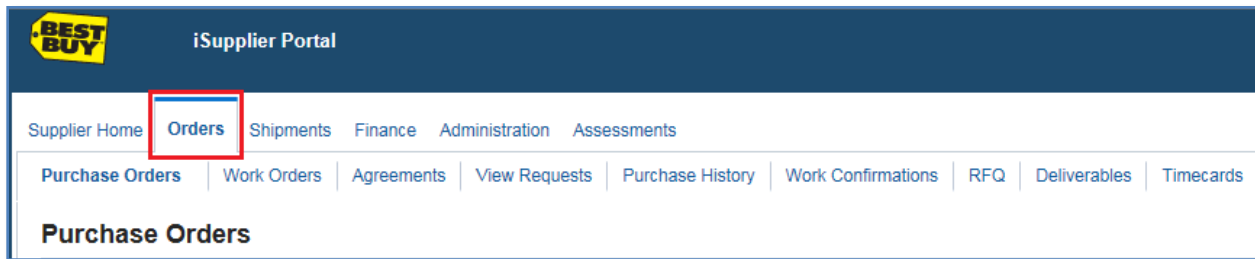
The screenshot shows the Purchase Order details table. The table has columns: PO Number, Rev Operating Unit, Description, Buyer, Creation Date, Revised Date, Currency, Total, Ship-To Location, Compare to Original PO, Compare to Previous PO, and Show all PO Changes. The first row of data is for PO Number 1422438, Rev Operating Unit 0 BBY - US Operating Unit, Description Moore, Grant Edward, Creation Date 29-Jul-2017 12:15:55, Currency USD, Total 0.00, Ship-To Location 900010. The 'PO Number' 1422438 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	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.

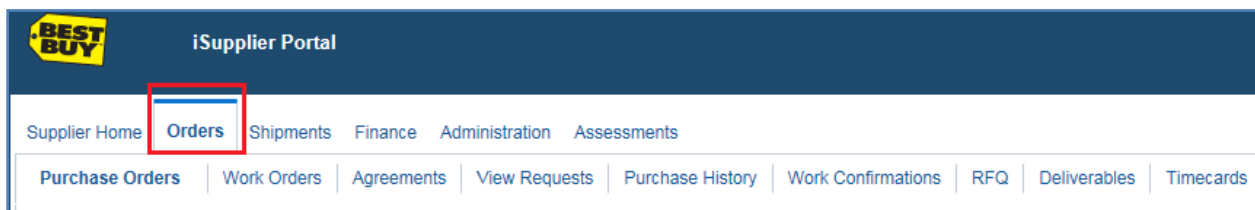
Requesting Purchase Order Cancellations

There may be instances where it is necessary to submit a request to the buyer 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 submitted to the Buyer listed on the Purchase Order. If the Buyer approves the request the Purchase Order or Purchase Order lines will be cancelled.

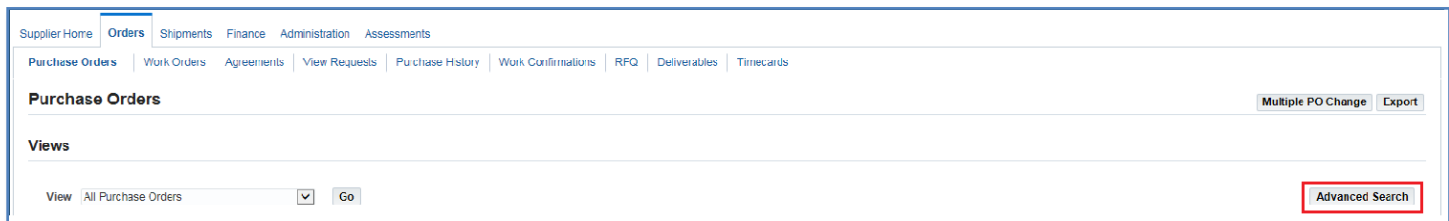
Note → Cancellation requests will only be accepted through the iSupplier tool. Best Buy will not accept requests via email, fax, nor phone.

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 click Go.

A screenshot of the 'Advanced Search' form in the iSupplier Portal. The form is titled 'Purchase Orders' and 'Advanced Search'. It includes a instruction: 'Specify parameters and values to filter the data that is displayed in your results set.' Below this, there is a 'Match' section with radio buttons for 'All' (selected) and 'Any'. The form contains several input fields: 'PO Number' with a dropdown set to 'is' and the value '1422534' entered; 'Document Type' with a dropdown set to 'is'; 'Order Date' with a dropdown set to 'is' and the value '(23-Oct-2017)' entered; and 'Buyer' with a dropdown set to 'is'. At the bottom of the form, there is a 'Go' button highlighted with a red rectangular box, a 'Clear' button, an 'Add Another' button, an 'Acknowledgement Status' dropdown, and an 'Add' button.

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

Match ☒ All ☐ Any

PO Number is

Document Type is

Order Date is

Buyer is

Acknowledgement Status

Select Order: ☒ Acknowledge ☒ Request Cancellation ☐ Request Changes

PO Number	Rev	Operating Unit	Document Type	Description	Order Date
<input checked="" type="radio"/> 1422534	0	BBY - US Operating Unit	Standard PO		29-Jul-2017 13:17:57

Note → Before submitting the request for cancellation the Supplier needs to be aware if there is an invoice already submitted and matched to the Purchase Order; the Buyer will reject the request for the cancellation until a credit memo invoice is issued by the Supplier. Once the credit memo invoice is processed the Supplier can re-submit the cancellation request.

If an invoice and a credit have already been issued and matched, the Buyer will process the request to cancel the Purchase Order.

If an invoice has not been submitted and matched to the Purchase Order, the Buyer will process the request to cancel the Purchase Order.

- In the Purchase Order details click on the Show button to view all fields.

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
	1	Goods IP	VPP-920-2001207			11.643x11.197 Product Graphic-	Each	2
	2	Goods IP	VPP-920-2001208			11.643x11.197 Product Graphic-	Each	2

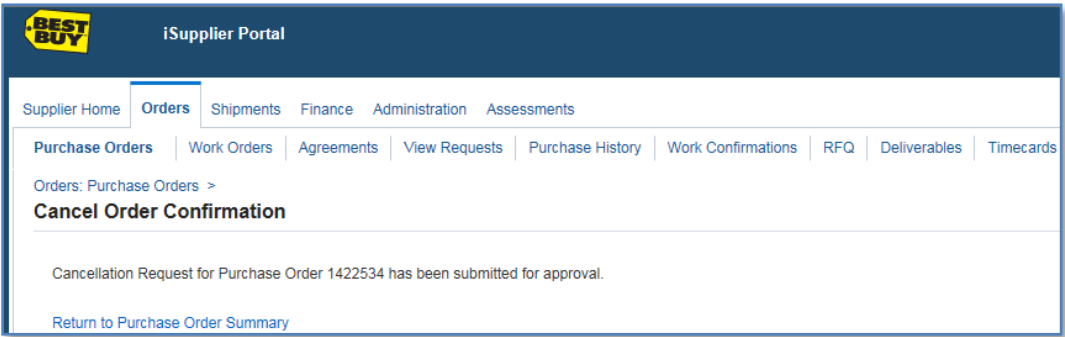
- Enter the reason for the cancelation in the open field and choose Cancel from the Action drop down box. Click on the Submit button.

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-920-2001207			11.643x11.197 Product Graphic-	Each	2	0	0.00				Open	1298534			
	2	Goods IP	VPP-920-2001208			11.643x11.197 Product Graphic-	Each	2	0	0.00				Open	1298534			

Shipments

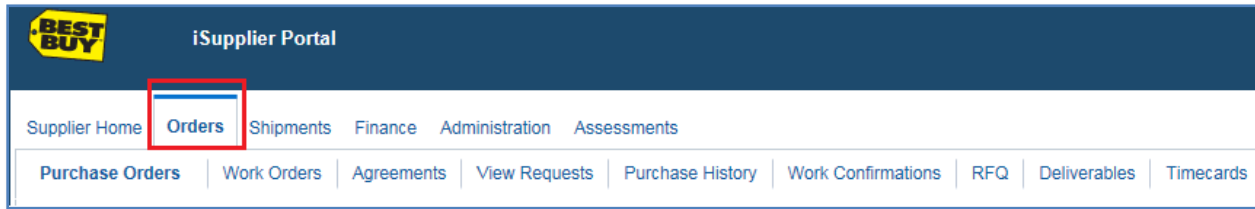
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	000234	2	0			0.00		16-Aug-2017 00:00:00					Closed For Invoice			Out of Stock	<input type="button" value="Cancel"/>

7. A confirmation message will display indicating the cancellation request has been submitted to the Buyer for approval. Once the Buyer accepts (or rejects) the request, the Supplier will be notified.

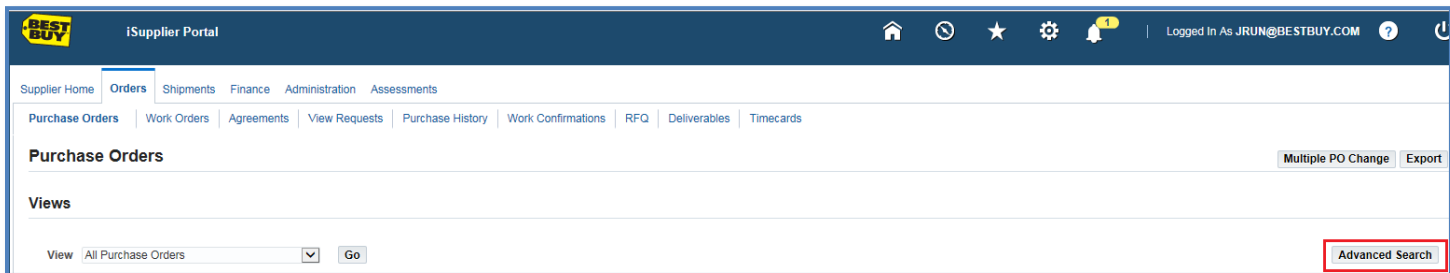


Cancel Entire Purchase Order

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.

Purchase Orders

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

PO Number is

Document Type is

Order Date is

Buyer is

4. Select a Purchase Order by enabling the radio button then click on the Request Cancellation button.

Select Order: <input type="button" value="Acknowledge"/> <input checked="" type="button" value="Request Cancellation"/> <input type="button" value="Request Changes"/> <input type="button" value="View Change History"/>				
PO Number ^	Rev	Operating Unit	Document Type	Description
<input checked="" type="radio"/> 1422721	0	BBY - US Operating Unit	Standard PO	

Note → Before submitting the request to cancel a Purchase Order, be aware if an invoice has already been submitted and matched to the Purchase Order, the Buyer will reject the request until a credit memo invoice is issued by the Supplier. Once the credit memo invoice is processed, the Supplier can re-submit the cancellation request.

If an invoice and a credit have already been issued and matched, the Buyer will process the request to cancel the Purchase Order.

If an invoice has not been submitted and matched to the Purchase Order, the Buyer will process the request to cancel the Purchase Order.

5. Click on the Cancel Entire Order button.

Request Cancellation for Standard Purchase Order : 1422721,0 (Total USD 0.00) Cancel Save Submit Export Actions **Cancel Entire Order** Go

Currency=USD

Order Information

General Information

Total 0.00

Supplier

Supplier Site CHICAGO

Address

Buyer Moore, Grant Edward

Order Date 29-Jul-2017 15:46:11

Description

Status Open

Note to Supplier

Organization BBY - 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 55 HOTEL CIR NE
Albuquerque, NM 87123-1202

Bill-To Address

Address Best Buy Purchasing LLC
C/O Best Buy A/P 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 VPP-RPD-51827			Feature Table_Header_acrylic risers set	Each	1	0	0.00				Open	1298534			

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

Cancel Purchase Order 1422721 Cancel **Submit**

Description

Currency USD

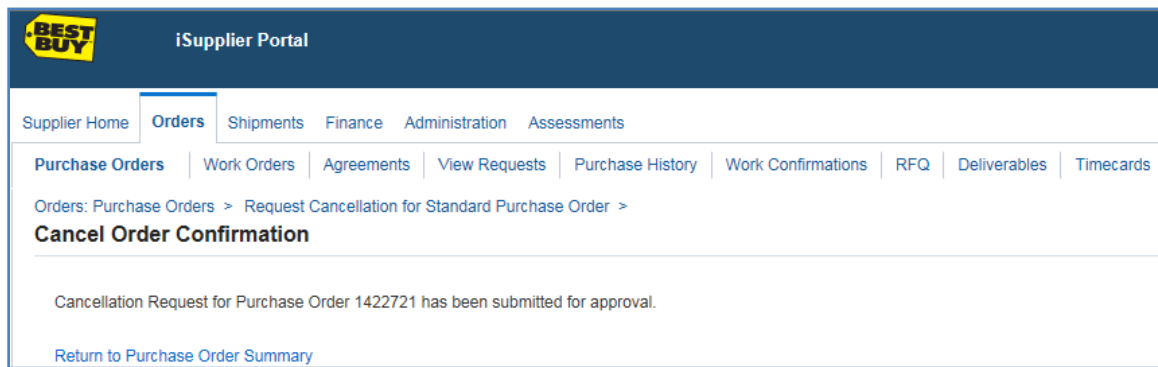
Amount 0.00

Order Date 29-Jul-2017 15:46:11

Action Cancel

* Reason for Cancellation

7. A confirmation message will display that the cancellation request has been submitted to the Buyer for approval. Once the Buyer accepts (or rejects) the request, the Supplier will be notified.



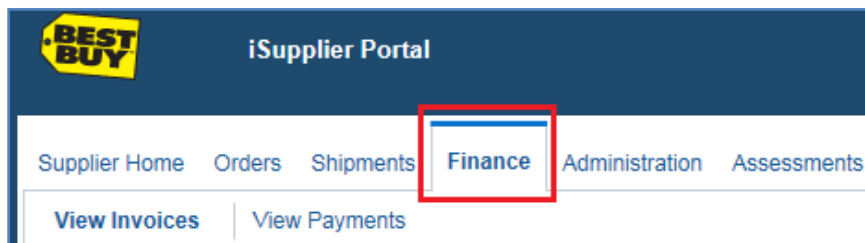
Submitting Invoices

iSupplier allows you to create and submit standard invoices and credit memo invoices to Best Buy systematically. The system will not allow any overbilling against a Purchase Order based on either the price or the quantity ordered.

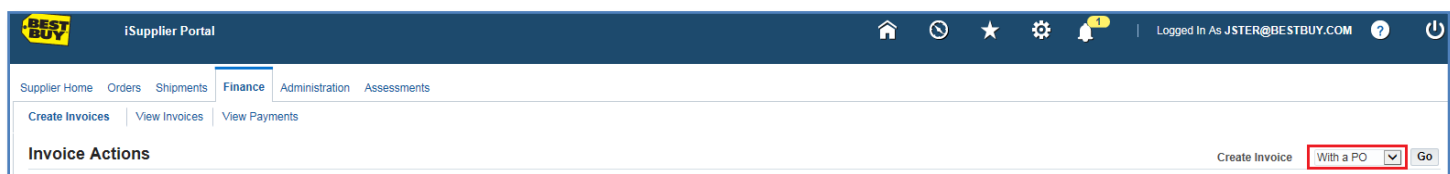
If it is necessary to invoice Best Buy for more than what the Purchase Order states you must submit a Purchase Order change request in iSupplier prior to entering the invoice in the system. See the Purchase Order Changes section in this manual.

Note: Invoice View Only access is granted to suppliers who have other routes for transmitting invoices to or with Best Buy Co., Inc. Invoices submitted via those other routes can be reviewed under the finance tab but submitting an invoice through the portal will not be possible.

1. To create and submit a standard invoice or credit memo invoice, click on the Finance tab.



2. Click the Go button to get to the next screen to enter your Purchase Order number.



3. The invoices screen will display providing you with the four step process:
 - Purchase Orders
 - Details
 - Manage Tax (Enter ONLY if you have not been provided a Tax Exemption/Resale Certificate from Best Buy)
 - Review and Submit

4. Enter your Purchase Order number and then click Go.

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number x

Purchase Order Date 📅

Buyer 🔍

Organization 🔍

Advances and Financing ▼

Note → An Invoice cannot be created using multiple Purchase Orders.

5. Check the box next to the Purchase Order number to select, then click Next or click on the Add to Invoice button.

Create Invoice: Purchase Orders

Purchase Orders Details Manage Tax Review and Submit

Cancel Step 1 of 4 **Next**

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date 📅

Buyer 🔍

Organization 🔍

Advances and Financing ▼

Select Items:

<input checked="" type="checkbox"/>	PO Number ▼	Line ▲	Shipment ▲	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr ▲	Ship To	Organization ▲	Packing Slip	Waybill
<input checked="" type="checkbox"/>	1422266	1	1	<input type="checkbox"/>	Haz Waste Supply - Spill Magic - 12 Lb Bag		606STK00	1	0	0	Each	11.4	USD	995749	BBY - US Operating Unit		

6. Enter the Invoice Number (required), an Invoice Description (optional) and Vendor Charged Tax amount (if applicable).

Note → Invoice numbers should be alpha-numeric. Alpha characters must be in CAPS. Dashes and dots are acceptable, but no other special characters should be used.

Note → Vendor Charged Tax field - If your company has Best Buy's tax exemption/resale certificate on file, do not enter sales tax in the "Vendor Charged Tax" field.

Note → Disregard the SCF Processing Date field.

Note → Those using Chrome must turn off ad blocker for tax to be entered.

Supplier

Supplier
Tax Payer ID
Remit To
Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

Invoice Number: INV1422266
Invoice Date: 23-Oct-2017
Invoice Type: Invoice
Currency: USD
Invoice Description
Context
SCF Processing Date
Vendor Charged Tax
Attachment: None Add


Note → If the invoice submitted is a Credit, choose Credit Memo from the Invoice Type drop down box. Enter a negative value using a hyphen in the Quantity field (example: -1).

iSupplier allows you to create a credit memo invoice against a Purchase Order which has been fully invoiced.

In this circumstance, contact the Buyer listed on the Purchase Order by submitting a change request for that Purchase Order. You must request the Buyer to initiate a return of receipts against the Purchase Order in order for you to proceed with entering the credit invoice. Once you receive the approval from the Buyer that the return of receipts has been processed, you will be able to create the credit memo.

7. Scroll down to Items. If it is necessary to modify the invoiced quantity, enter the new quantity in the Quantity field at the bottom of the page.

Items											
PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
1422266	1	1		Haz Waste Supply - Spill Magic - 12 Lb Bag	606STK00	985749	1	1		Each	

8. If it is necessary to add Freight or a Miscellaneous charge, click on the Add Row button  to populate those charge fields. Add the dollar amount for the charge and enter a description. Add as many rows as necessary. Click on the Next button.

Shipping and Handling		
Charge Type	Amount	Description
Freight	10.00	Freight Charge

9. Click "Next" in the Manage Tax screen.

Note → If your company has Best Buy's tax exemption/resale certificate on file, do not enter sales tax in the "Vendor Charged Tax" field.

Purchase Orders	Details	Manage Tax	Review and Submit
Create Invoice: Manage Tax			
<div>Cancel Save Back Step 3 of 4 Next Submit</div>			

10. Review the invoice total. If all amounts are correct, click on the Submit button.

Purchase Orders	Details	Manage Tax	Review and Submit
Create Invoice: Review and Submit			
<div>Cancel Save Back Step 4 of 4 Submit</div>			

11. A confirmation notice will display that your invoice was submitted to our Accounts Payable department for processing.

Confirmation
Invoice INV1422266 was submitted to our Accounts Payable department on 23-Oct-2017. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

View Invoice Status

1. Click on the Home tab. Then click on the Invoices hyperlink.

The screenshot shows the iSupplier Portal dashboard. The top navigation bar includes the Best Buy logo, the text 'iSupplier Portal', and icons for home, notifications, star, settings, and a logged-in user. Below the navigation bar, there are tabs for 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration', and 'Assessments'. The 'Supplier Home' tab is active. On the left, there is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. Below the search bar, there are sections for 'Notifications', 'Orders At A Glance', and 'Shipments At A Glance'. On the right, there is a sidebar with a 'Planning' section containing links for 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments'. The 'Invoices' link is highlighted with a red box.

2. Enter your Invoice number search criteria. To return all of your invoices, enter the % (wildcard) in the Invoice Number field and click Go.

The screenshot shows the 'View Invoices' search form. The form has a 'Simple Search' section with fields for 'Invoice Number', 'PO Number', 'Release Number', 'Payment Number', and 'Invoice Status'. The 'Invoice Number' field is highlighted with a red box and contains the text '3003634958'. Below the 'Invoice Number' field, there is a 'Go' button and a 'Clear' button. To the right of the search fields, there are fields for 'Payment Status', 'Invoice Amount From', 'Amount Due From', 'Invoice Date From', and 'Due Date From'. The 'Due Date From' field is set to '25-Oct-2017'.

The view provides you with the Payment Status, Due Date and Payment Number (if applicable at the time of query)

Note → Click on the hyperlinks for the Invoice Number or Due Date to view additional details. The Export option is available and allows you to export the information in the view.

Simple Search

Invoice Number

3003634958

PO Number

(example : 1234)

Release Number

(example : 1234-2)

Payment Number

Invoice Status

Go

Clear

Payment Status

Invoice Amount From

To

Amount Due From

To

Invoice Date From

To

Due Date From

(25-Oct-2017)

To

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment
3003634958	31-Oct-2016	Standard	USD		0.00	Approved		Paid			30-NOV-2016	81508483

Other Invoice Search Options

Purchase Order: To view the invoice related to a specific Purchase Order, enter the Purchase Order Number. If you do not know the number, enter the % (wildcard) in the Purchase Order Number field.

Payment Status: Statuses include: Not Paid, Partially Paid and Paid.

Invoice Date Range: Enter a single date or, alternatively enter a start and an end date.

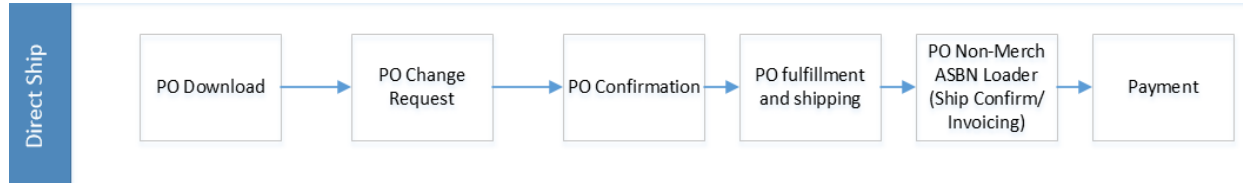
BEST BUY ISUPPLIER USER GUIDE – FOR ITEM PURCHASE ORDERS



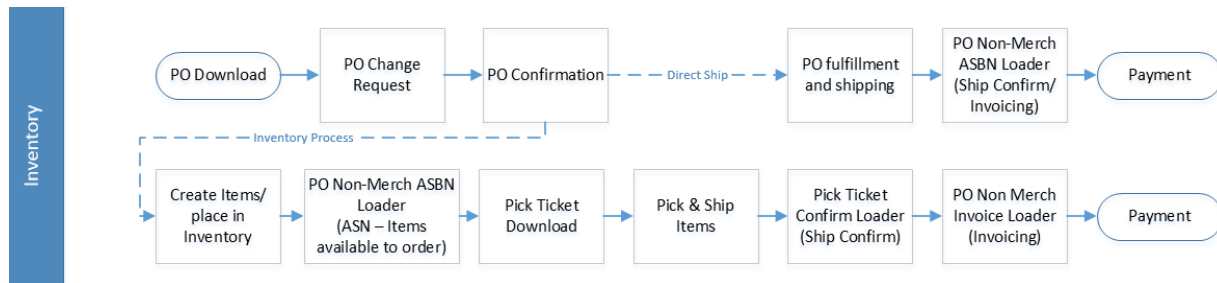
Last Updated: April, 2025
Version: 8.0

iSupplier for Item POs – Process Flows

Direct Ship:



Inventory:

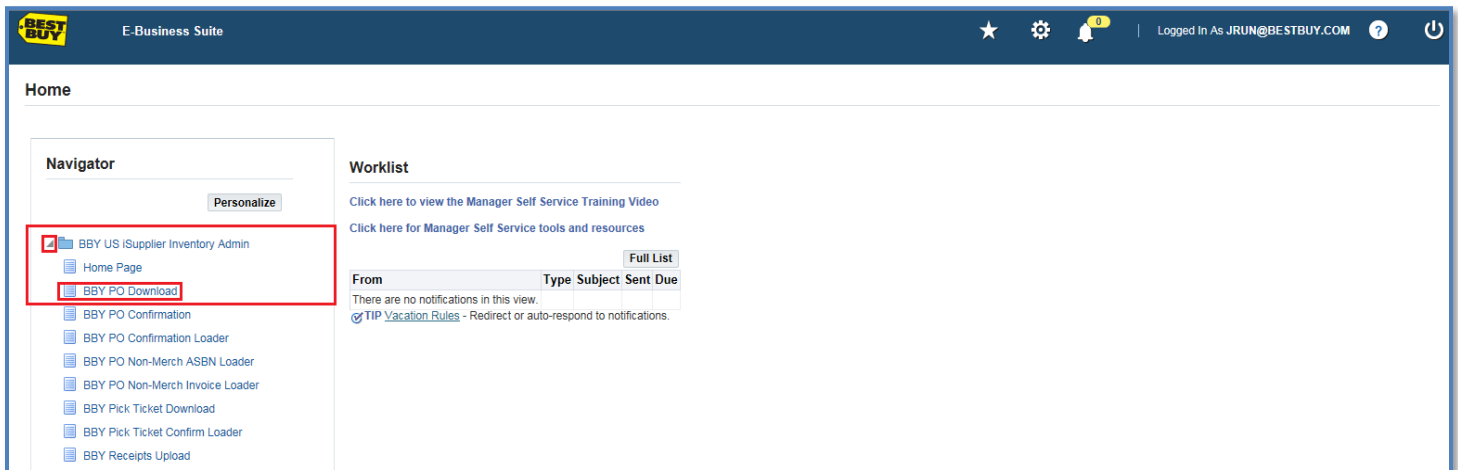


Consolidator:



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 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
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/HDCasters	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 here if you would like to look at a specific time frame
 - 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, Rejected, or All
 - g. Item Number: Enter Item # if looking for a specific Item
 - h. Ship To Org: Only used by Consolidator Suppliers.

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 here.

- Supplier- Supplier Name
- PO Confirm Status – Blank (no action taken), Accepted, Rejected
- PoConfirmStatusCode– Blank=no action taken, A=Accepted, R=Rejected
- 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 workbook- 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, 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
 - 98XXXX= BBY Inventory held at supplier
- Ship To Address1:
 - THIRD PARTY DIRECT SHIP= Multiple stores on PO
 - TPLXXX= 3rd 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

* 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 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
<div>Store List</div>	<div></div>		1289073	1	1	Each	<div></div>	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
<div>Store List</div>	<div></div>		1288767	1	1	Each	<div></div>	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
	<div></div>		1344059	1	2	Each	<div></div>	20-35-00346-080	Cart-WondersledIII-Completew/HDCasters	26-Jun-2017	02-Jun-2017	2	0	0	STREATER INC	
	<div></div>		1318986	1	4	Each	<div></div>	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
 - 989533=TPL R&M
 - 989534=TPL Projects
 - 98XXXX= BBY Inventory held at supplier
 - Ship To Address1:
 - THIRD PARTY DIRECT SHIP= Multiple stores on PO
 - TPLXXX= 3rd party consolidator
 - Your company address = Held inventory
 - 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.

The screenshot shows the 'BEBY U3 Supplier Inventory Admin' web application. The top navigation bar includes a home icon, a clock, a star, a settings gear, a notification bell, and a user profile icon. The user is logged in as 'JSTER@BEBY.COM'. The main section is titled 'PO Search' and includes a note: 'Note that the search is case insensitive.' Below this, there are search filters: 'Required Date From' (set to 05-Nov-2017), 'Required Date To' (set to All), 'PO Number' (empty), 'PO Status' (set to Open), 'PO Confirmed Status' (set to Not Confirmed), 'Item Number' (empty), 'Ship To Org' (set to a dropdown), and 'Vendor Site' (set to a dropdown). There are 'Go' and 'Clear' buttons. At the bottom, there is a table header with columns: '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 Date', 'Job #', 'Buyer Name', 'Project Name', 'Label Color', 'Notes to Supplier', and 'Vendor Site'. Below the header, it says 'No search conducted.'

Next steps: If a change needs to be made to a PO for Quantity, Price, and/or Need By Date see [Change Request](#) OR if no changes are needed proceed to PO Confirmation. See [PO Confirmation / PO Confirmation Loader](#).

PO Change Request – Item POs

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

- a. Quantity Change
- b. Price Change
- c. Need By Date Change – Cannot meet date needed by

1. Log onto iSupplier:
2. Go to Main Menu, click Home Page

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 Inventory 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
- 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 (1)

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

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

3. Click Orders, Advanced Search (if needed) or select PO.

iSupplier Portal

Supplier Home **Orders** Shipments Finance Administration Assessments

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

Purchase Orders

Multiple PO Change Export

Views

View All Purchase Orders Go

Advanced Search

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	
1537585	0	BBY - US Operating Unit	Standard PO		30-Oct-2017 22:16:40	Wright, Monique	USD	152.00	Open				
1537526	0	BBY - US Operating Unit	Standard PO		30-Oct-2017 19:31:23	Wright, Monique	USD	265.00	Open				
1537423	0	BBY - US Operating Unit	Standard PO		30-Oct-2017 18:31:41	Wright, Monique	USD	0.00	Open				
1537375	0	BBY - US Operating Unit	Standard PO		30-Oct-2017 17:47:14	Wright, Monique	USD	304.60	Open				
1537369	0	BBY - US Operating Unit	Standard PO		30-Oct-2017 17:46:36	Wright, Monique	USD	0.00	Open				

4. For Advanced Search: Enter the PO number, click Go.

Purchase Orders

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

PO Number is

Document Type is

Order Date is (22-Oct-2017)

Buyer is

Acknowledgement Status

5. Select the PO (take note of the buyer listed on the PO, if you click this hyperlink the buyers email address is here) and click Request Changes.

Supplier Home **Orders** Shipments Finance Administration Assessments

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

Purchase Orders

Views

View All Purchase Orders

Select Order: ☒ Acknowledge ☐ Request Cancellation ☒ Request Changes ☐ View Change History

<input checked="" type="radio"/> PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/> 1537585	0	BBY - US Operating Unit	Standard PO		30-Oct-2017 22:16:40	Wright, Monique	USD	152.00	Open			
<input type="radio"/> 1537526	0	BBY - US Operating Unit	Standard PO		30-Oct-2017 19:31:23	Wright, Monique	USD	265.00	Open			
<input type="radio"/> 1537423	0	BBY - US Operating Unit	Standard PO		30-Oct-2017 18:31:41	Wright, Monique	USD	0.00	Open			

- The information of the PO is visible. Click the hyperlink under Details and update the Quantity Ordered, Promise Date (Need by date), the Reason as to the change, and the action is either Cancel or Change. You may enter additional information regarding your request in the Additional Change Request. Click submit.

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	15-01-12086		MP0049606	FOSNR 2in Metal Butterfly Hook (8 PK)	Pack of 8	5	30.4	152.00				Open	1299123			

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	000582	5	30.4			152.00		25-Dec-2017 00:00:00					Open				

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Return to Orders: Purchase Orders

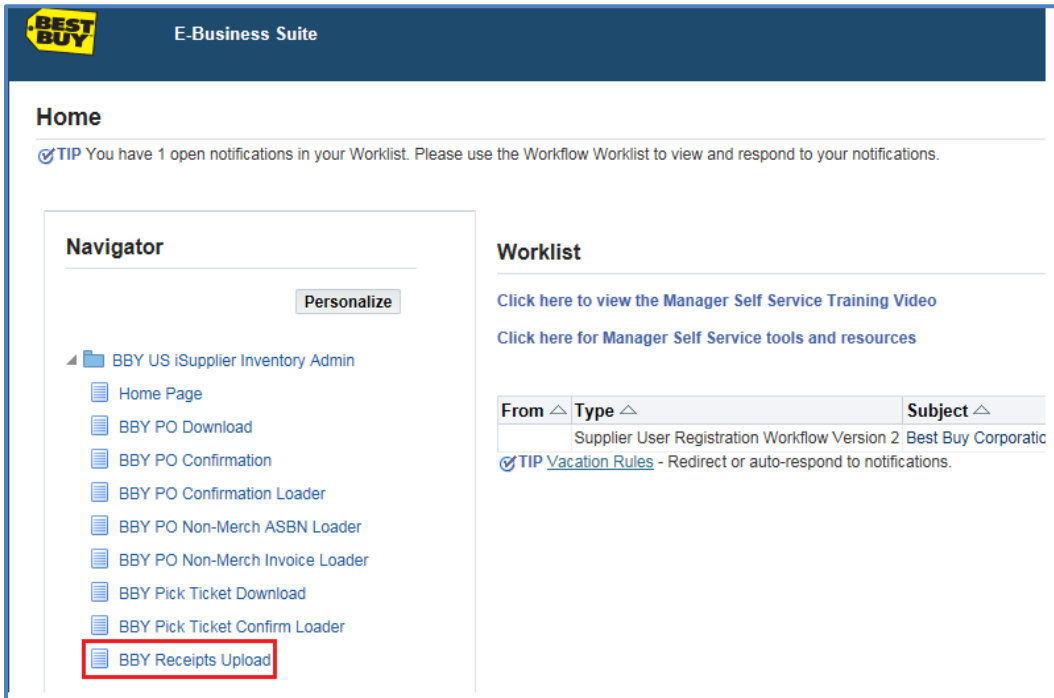
Cancel
Save
Submit
Export
Actions
Cancel Entire Order
Go

- Next Steps: Once completed, 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; for Revised PO, see [PO Download](#).

Receipt Upload – Consolidator Only – Item POs

To confirm receipt of items you have received from other Suppliers into the system (excluding Merch Kit POs), upload the receipts using the PO information from the PO Download. For POs issue to your Company (Consolidator), see iSupplier BBY Change Requests and/or iSupplier BBY PO Confirmation.

1. Log onto iSupplier:
2. Go to Main Menu, click BBY Receipts Upload



3. Click Download Template, Save As, and save Receipts Upload Template to your computer in CSV format.



4. Using information found in the PO Download, enter the PO information (only for POs from other Suppliers – Not POs to you, the Consolidator) that you are receiving into the template: PO Number, PO Line Number, PO Shipment Number, Item Number, and Quantity Received. Save the template.

	A	B	C	D	E
1	PO Number	PO Line Number	PO Shipment Number	Item Number	Quantity Received
2					
3					
4					
5					
6					
7					

5. Click Home (top right) to go back to the Main Menu and select BBY Receipt Upload again.

6. Upload the Receipt Upload File by clicking Browse, select file, and Open. Select Process Mode as Preview. Click Submit.

7. 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 10.

8. If the status is Warning, that means there are errors in the file and that the entire file did not pass. Right click on the icon in Output and open link in another tab.

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.

Note

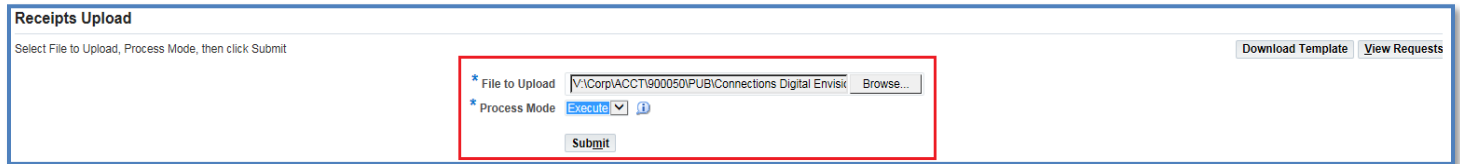
*** NOTE: Entire File rejected due to errors during Pre-Validation ***

No of PO Receipt Import Lines Failed Pre-Validation => 1

RCV TRANSACTION	Interface Trx Id	Line Trx Type	Trx Date	Item	Auto Transact Code	Shipment Num	PO Num	PO Line Num	PO Shipment Num	Subinventory	Quantity	From Org	To Org	Ship to Loc	Staging Record Id	Error Message
LINE ==>		RECEIVE	25-MAR-17		DELIVER		12345	1	456		4				12753	Invalid Item Number;Invalid PO Number;

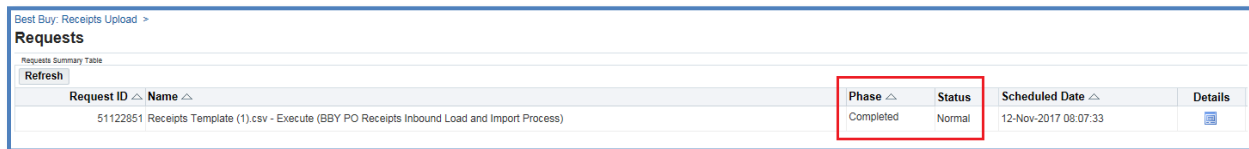
9. If the status is Error, this means the file formatting is incorrect (the wrong template/file was uploaded). Select the correct file and repeat step 6.

10. Once the Summary Table states Phase Completed, Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit.



The image shows a web form titled "Receipts Upload". Below the title is a subtitle: "Select File to Upload, Process Mode, then click Submit". On the right side of the form, there are two links: "Download Template" and "View Requests". In the center, there are two fields: "File to Upload" with a text input containing a file path and a "Browse..." button, and "Process Mode" with a dropdown menu set to "Execute" and a "Submit" button below it. A red rectangular box highlights the "File to Upload" and "Process Mode" sections.

11. Click Refresh until Phase is Completed. Phase and Status should read Completed and Normal. The file has successfully uploaded the Receipts into the system.



The image shows a web interface titled "Best Buy: Receipts Upload >". Below the title is a section labeled "Requests". Under "Requests" is a "Requests Summary Table". There is a "Refresh" button to the left of the table. The table has four columns: "Request ID", "Name", "Phase", and "Status". The first row of data shows "51122851 | Receipts Template (1).csv - Execute (BBY PO Receipts Inbound Load and Import Process)" in the "Request ID" column, "Completed" in the "Phase" column, "Normal" in the "Status" column, and "12-Nov-2017 08:07:33" in the "Scheduled Date" column. A red rectangular box highlights the "Phase" and "Status" columns.

Request ID	Name	Phase	Status	Scheduled Date	Details
51122851 Receipts Template (1).csv - Execute (BBY PO Receipts Inbound Load and Import Process)		Completed	Normal	12-Nov-2017 08:07:33	

12. Next steps – enter PO information into your company system(s)/inventory. Run Picket Tickets, see Pick Ticket Download.

PO Confirmation – Item POs

You must either confirm or reject your POs. NOTE! If you are only going to make a Change Request – do not complete the PO Confirmation! See [PO Change Request](#). Note: *Consolidators* do not confirm Merch Kit POs.

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

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 all Rejections together).

- a. Accept- click the Select button for each PO you are accepting. Click Accept.
- b. Reject- click the Select button for each PO you are rejecting AND enter a PO Rejection Reason for that PO. Click Reject.

The list of PO Reject Reasons is:
Discontinued: not making/don't support anymore
Material no longer supported
Other
Not our part/wrong supplier

PO Confirmation Loader: This is helpful when you have a number of POs to confirm. If you have multiple POs to confirm, you may also export the PO list and enter the status in a CSV. 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.

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.

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, R=Reject (if you type out the whole word, it will fail) and Reject Reason. Save.

PO Confirmation Upload

Select File to Upload, Process Mode, then click Submit

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

* File to Upload Browse...

* Process Mode ⓘ

Reject Reason Codes: Case and format sensitive.

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

2. Example of PO Confirmation template filled out:

PO #	PO Confirmation Status	Reject Reason
1219719	A	
1223552	A	
1223554	R	DISCONTINUED
P2025964	A	
P2025970	A	

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

Refresh

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		

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

Best Buy: PO Confirmation Upload >

Requests

Requests Summary Table

Refresh

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, 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 V:\Corp\ACCT\900050\IPUB\Connections Digital Envisir Browse...

* Process Mode Execute

Submit

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

Refresh

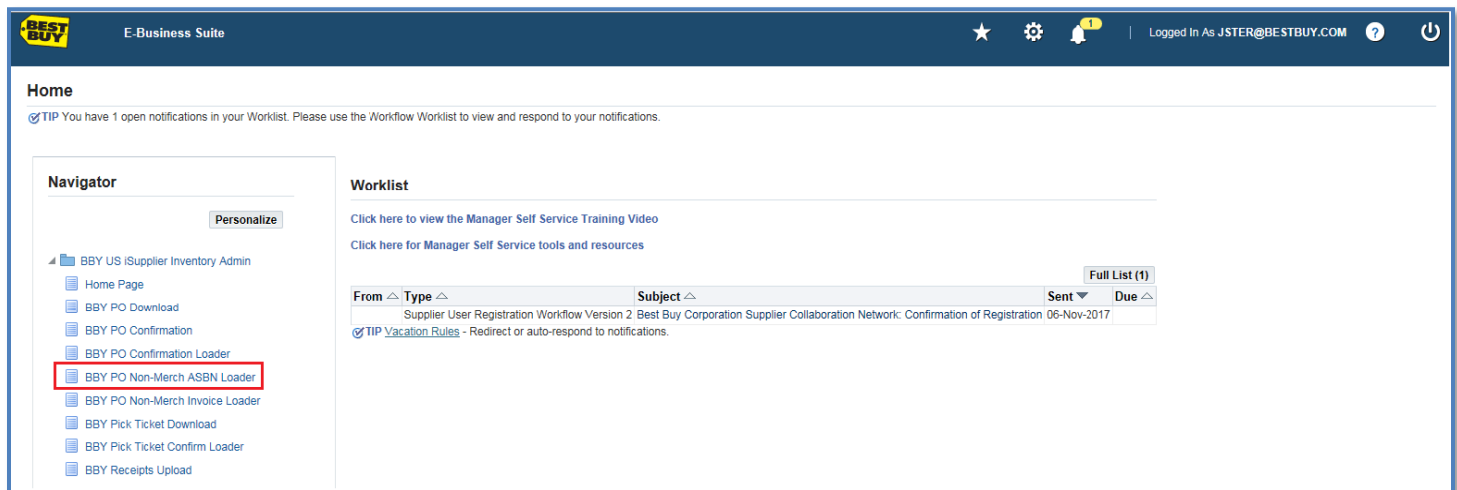
Request ID ^	Name ^	Phase ^	Status	Scheduled Date ^	Details	Output ^
51122872	PO Confirmation Template (1).csv - Preview (BBY iSupplier PO Confirmation)	Completed	Normal	12-Nov-2017 09:41:17		

10. Next steps – enter PO information into your company system(s). Fulfill POs, issue invoice in your company system(s), see Advanced Shipment and Billing Notice ASBN.

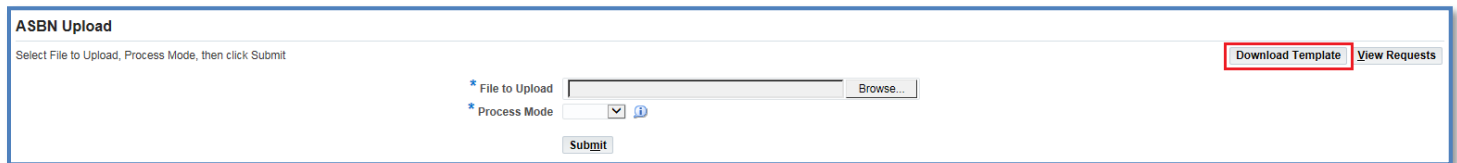
Advanced Billing and Shipment Notice (ASBN) – Item POs

An Advance Shipment and Billing Notice (ASBN) is to be used by suppliers when completing both shipping and invoicing steps. Have shipment, PO, and invoice information available to complete.

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 will enter data into:

Shipping Information:

- Shipment Number: Number provided by you. Could be shipping number from your system or order number (BOL).
- Shipment Date: Date Shipped
- Expected Receipt Date: Date expected to reach Best Buy's Dock.
- Freight Carrier: Who will ship the PO. See Freight Carrier List and Codes.
- Waybill / Airbill: Tracking Number

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

- PO Number: Needs to be a valid Purchase Order number
- PO Line Number: line of PO for each item
- PO Shipment Number: Always 1
- Ship To Location (Store #): Location number you are physically shipping product. Do not need leading zeros.
- Quantity Shipped: Actual quantity shipped to location
- Supplier Item Number: Not required/optional
- Line Tax (AP Invoice): Do not use – this is line level taxation.
- ASN Comments: Optional

Billing Information (invoice info from your system) Note: Zero Dollar invoices must complete this process:

- Invoice Number: Invoice number generated from your system
- Total Inv. Amount: Total Invoice amount. Copy total invoice amount across all lines
- Invoice Date: Today's date or future date.
- Tax Amount: Should be blank. Enter tax of whole invoice if you are NOT tax exempt.
- Freight Amount: Total Freight amount on each line. Copy total invoice amount across all lines
- INV Comments: Optional

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	[icon]	[icon]

7. If the status is Warning, that means there are errors in the file. Click on the icon in Output, open and save. This is the Error Report.

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.

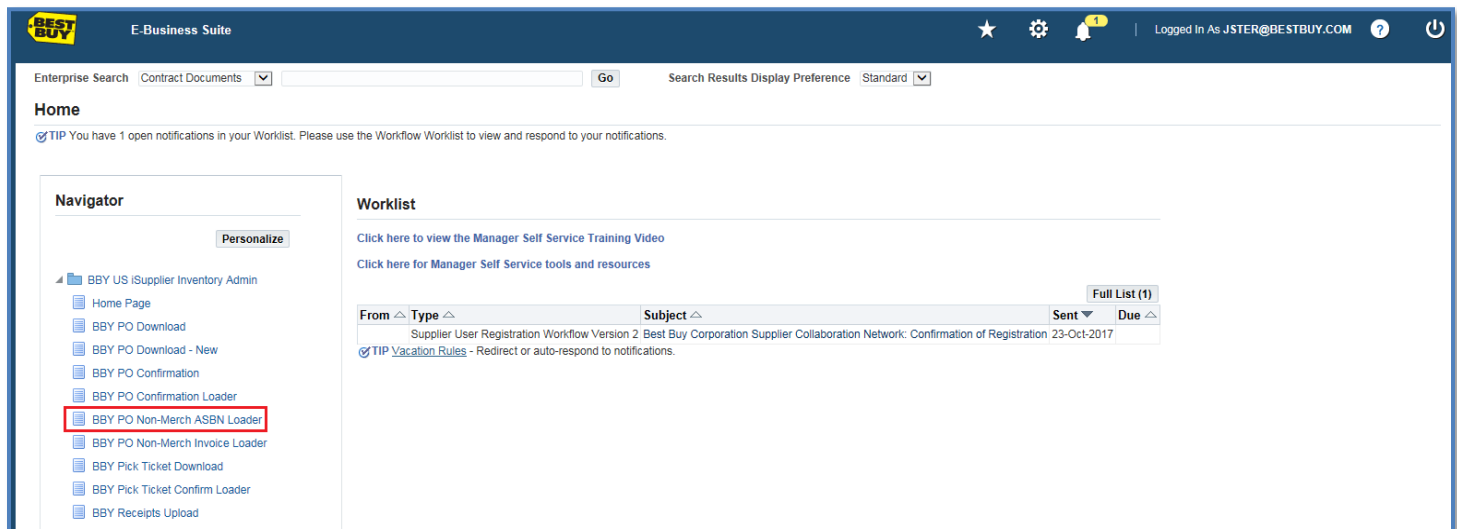
8. Reopen your file and correct the errors. Once the Request Summary Table states Phase Completed/ Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit. If no errors occur change Process Mode to Execute and Submit.

Advance Shipment Notice – Inventory – Item POs

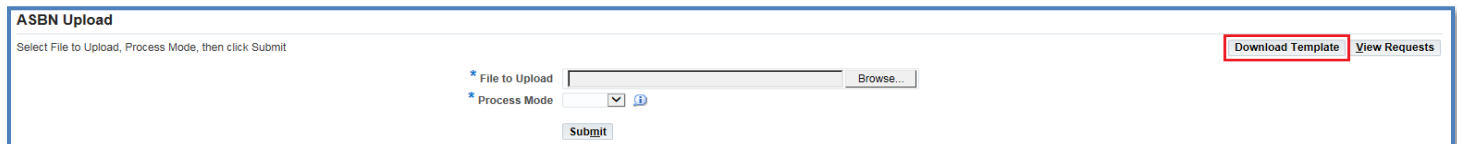
To be used for Advance Shipping Notice (ASN).

An ASN is to be used by suppliers holding their own inventory (invoicing later in the process).

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 will enter data into:

Shipping Information: You will need to complete this section when holding inventory items.

- Shipment Number: Number provided by you. Could be shipping number from your system or order number (Bill of Lading).
- Shipment Date: Date its placed in inventory
- Expected Receipt Date: Date its available to order from
- Freight Carrier: Select Inventory (INV)
- Waybill / Airbill: Tracking Number

PO Information (found in PO download and Store List Download (store list for Merch Kit only):

- PO Number: Needs to be a valid Purchase Order number
- PO Line Number: Line of PO for each item
- PO Shipment Number: Always 1
- Ship To Location (Store #): Location number you are physically shipping product. Do not need leading zeros.
- Quantity Shipped: Actual quantity shipped to location
- Supplier Item Number: Not required/optional
- Line Tax (AP Invoice): Do not use – this is line level taxation.
- ASN Comments: Not required/optional

Billing Information When holding inventory, do NOT complete the below fields. You will issue an invoice once the items have been released from your inventory:

- Invoice Number: ASBN only. Invoice number generated from your system
- Total Inv. Amount: ASBN only. Total Invoice amount. Copy total invoice amount across all lines
- Invoice Date: ASBN only. Today's date or future date.
- Tax Amount: ASBN only. Should be blank. Enter tax of whole invoice if you are NOT tax exempt.
- Freight Amount: ASBN only. Total Freight amount on each line. Copy total invoice amount across all lines
- INV Comments: ASBN only. Optional.

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.

7. If the status is Warning, that means there are errors in the file. Right click on the icon in Output and open link in another tab. 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.

If the status is Error, this means that the template loaded is incorrect formatting. Validate that you uploaded the correct file. Reopen your file and correct the errors.

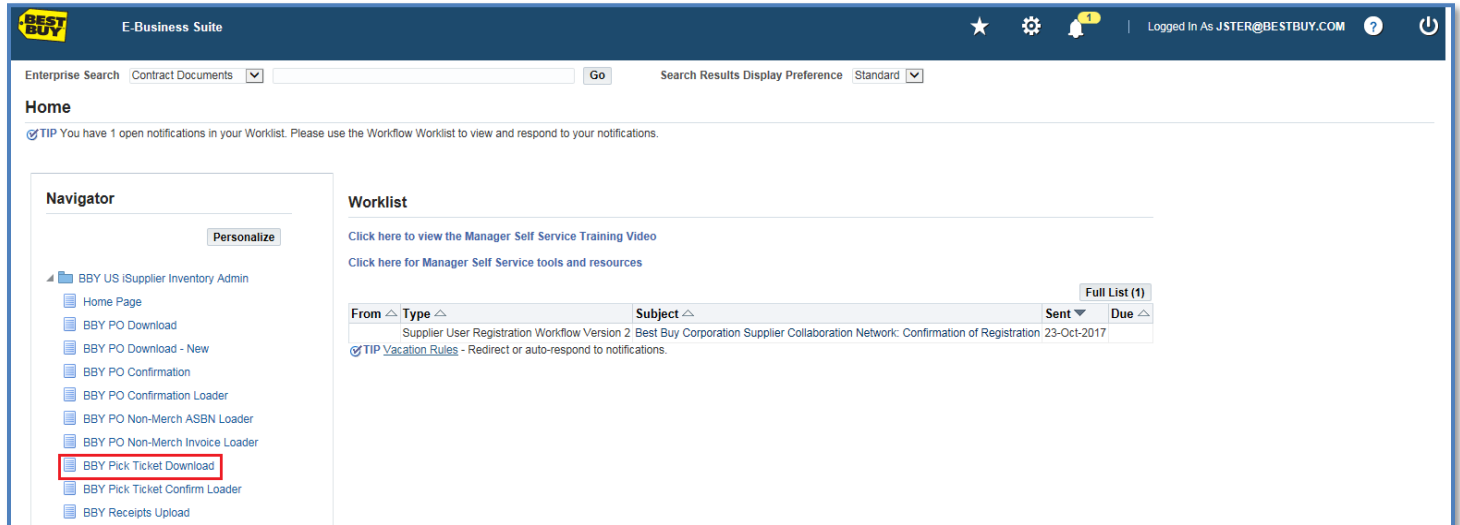
8. Once the Request Summary Table states Phase Completed/ Status Normal, upload the file again (click browse, select file, and Open) select Execute. Click Submit.

9. Next Steps: Pick Ticket Download.

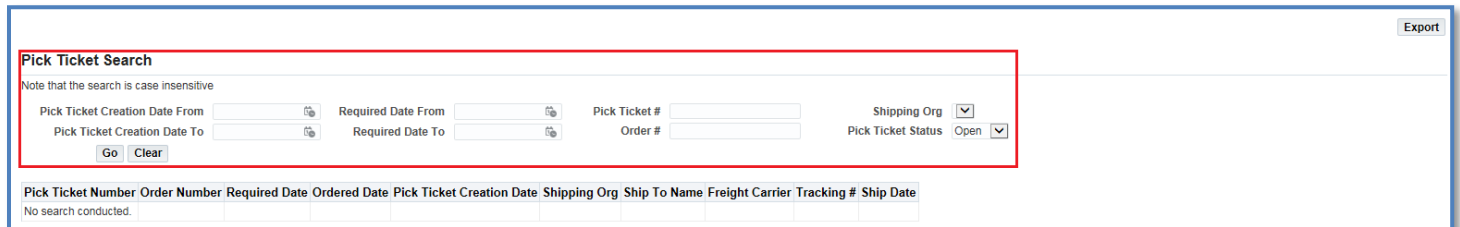
Pick Ticket Download – Inventory – Item POs

To be used when fulfilling/shipping orders from Best Buy inventory items you are holding at your facility.

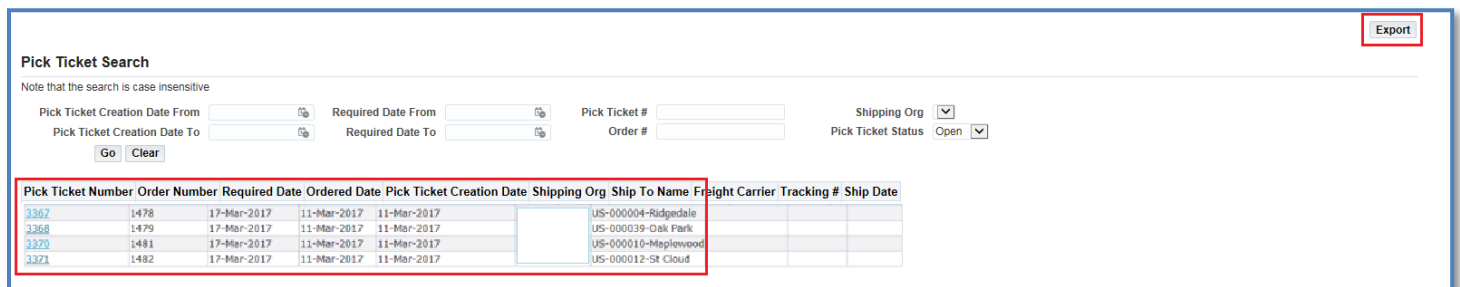
1. Log onto iSupplier:
2. Main Menu: Click BBY Pick Ticket Download



3. BBY Pick Ticket Download. Enter search criteria. Click Go.



4. Results will display as below. Click Export.



User will see message of "Do you want to save pick_ticket_download.csv with Save and Cancel option.

9. Click on dropdown arrow of Save option and select Save As and save file to your desktop. (This is considered best practice).



Now click Open to view Pick Ticket information. By downloading information additional fields will display.



A CSV file will open with all Pick Tickets and information. Use to fulfill orders.

Ship Confirmation – Inventory – Item POs

To be used when shipping orders from Best Buy inventory items you are holding at your facility.

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

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 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 (1)

From	Type	Subject	Sent	Due
Supplier User Registration Workflow Version 2	Best Buy Corporation Supplier Collaboration Network: Confirmation of Registration	30-Nov-2017		

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

3. BBY Pick Ticket Download. Enter search criteria. Click Go.

Pick Ticket Search

Note that the search is case insensitive

Pick Ticket Creation Date From Required Date From Pick Ticket # Shipping Org

Pick Ticket Creation Date To Required Date To Order # Pick Ticket Status

Go Clear

Pick Ticket Number **Order Number** **Required Date** **Ordered Date** **Pick Ticket Creation Date** **Shipping Org** **Ship To Name** **Freight Carrier** **Tracking #** **Ship Date**

No search conducted.

4. Results will display as below.

Pick Ticket Search

Note that the search is case insensitive

Pick Ticket Creation Date From 01-Nov-2017 Required Date From Pick Ticket # Shipping Org

Pick Ticket Creation Date To Required Date To Order # Pick Ticket Status

Go Clear

Pick Ticket Number	Order Number	Required Date	Ordered Date	Pick Ticket Creation Date	Shipping Org	Ship To Name	Freight Carrier	Tracking #	Ship Date
102909	55143	26-Dec-2017	31-Oct-2017	01-Nov-2017		US-000255-Humble			
102910	54975	27-Dec-2017	30-Oct-2017	01-Nov-2017		US-001413-Cypress			
102911	55037	06-Nov-2017	31-Oct-2017	01-Nov-2017		US-001441-Beaumont			

5. Click individual Pick Ticket Number to Enter Ship Confirmation Details. Note: for multiple pick tickets, see step 8.

Confirm Shipment Cancel

Pick Ticket Ship Confirmation

Pick Ticket Number 102909

Order Number	55143	Shipping Org	
Ordered Date	31-Oct-2017	Ship to Address1	20408 HIGHWAY 59 N
Required Date	26-Dec-2017	Ship to Address2	DEARBROOK POWER CENTER
Pick Ticket Creation Date	01-Nov-2017	Ship to City, State Zip	Humble, TX 77338-2411
		Ship to Country	US

Enter Ship Confirmation Details

* Carrier

* Tracking Number

* Ship Date

Line Number	Item Number	Item Description	Vendor Part Number	Required Date	Delivery Instructions	UOM	Qty To Pick	* Qty Shipped
1	16326	Security-Cage-HighSecurity		26-Dec-2017		Each	1	<input type="text"/>

6. Enter required field of: Freight Carrier (See Freight Carrier List and Codes), Tracking Number, Ship Date and Qty Shipped. Note: Ship Date should be current date or prior. Qty Shipped cannot be greater than Qty To Pick.

Confirm Shipment Cancel

Pick Ticket Ship Confirmation

Pick Ticket Number 102909

Order Number	55143	Shipping Org	
Ordered Date	31-Oct-2017	Ship to Address1	20408 HIGHWAY 59 N
Required Date	26-Dec-2017	Ship to Address2	DEARBROOK POWER CENTER
Pick Ticket Creation Date	01-Nov-2017	Ship to City, State Zip	Humble, TX 77338-2411
		Ship to Country	US

Enter Ship Confirmation Details

* Carrier Best Way

* Tracking Number 123456

* Ship Date 30-Nov-2017

Line Number	Item Number	Item Description	Vendor Part Number	Required Date	Delivery Instructions	UOM	Qty To Pick	* Qty Shipped
1	16326	Security-Cage-HighSecurity		26-Dec-2017		Each	1	1

7. Click Confirm Shipment. You will see a Confirmation message. This will return you to the Pick Ticket Search screen where you will have to click Go again to bring up individual Pick Tickets.

Confirmation
 Successfully ship confirmed Pick Ticket Number 102910

Export

Pick Ticket Search

Note that the search is case insensitive

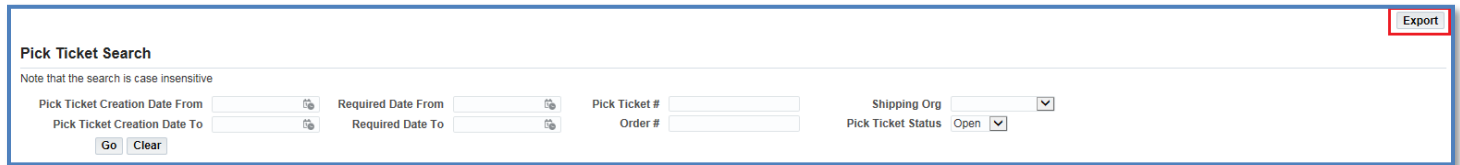
Pick Ticket Creation Date From <input type="text"/>	Required Date From <input type="text"/>	Pick Ticket # <input type="text"/>	Shipping Org <input type="text"/>
Pick Ticket Creation Date To <input type="text"/>	Required Date To <input type="text"/>	Order # <input type="text"/>	Pick Ticket Status Open <input type="text"/>

Go Clear

Pick Ticket Number	Order Number	Required Date	Ordered Date	Pick Ticket Creation Date	Shipping Org	Ship To Name	Freight Carrier	Tracking #	Ship Date
No search conducted.									

To complete multiple Ship Confirmations:

For multiple pick tickets, export the file (see below). You can export by clicking the Export button (top right).



The screenshot shows a 'Pick Ticket Search' form. It includes a note that the search is case insensitive. There are input fields for 'Pick Ticket Creation Date From', 'Pick Ticket Creation Date To', 'Required Date From', 'Required Date To', 'Pick Ticket #', and 'Order #'. There are also dropdown menus for 'Shipping Org' and 'Pick Ticket Status' (set to 'Open'). At the bottom left are 'Go' and 'Clear' buttons. At the top right is an 'Export' button highlighted with a red box.

User will see message of "Do you want to save pick_ticket_download.csv with Save and Cancel option. Click on dropdown arrow of Save option and select Save As and save file to your desktop. (This is considered best practice).



The screenshot shows a save dialog box asking if the user wants to save 'pick_ticket_download.csv' from 'dtl01ebsap003.na.bestbuy.com?'. There are 'Save' and 'Cancel' buttons. The 'Save' button has a dropdown arrow.

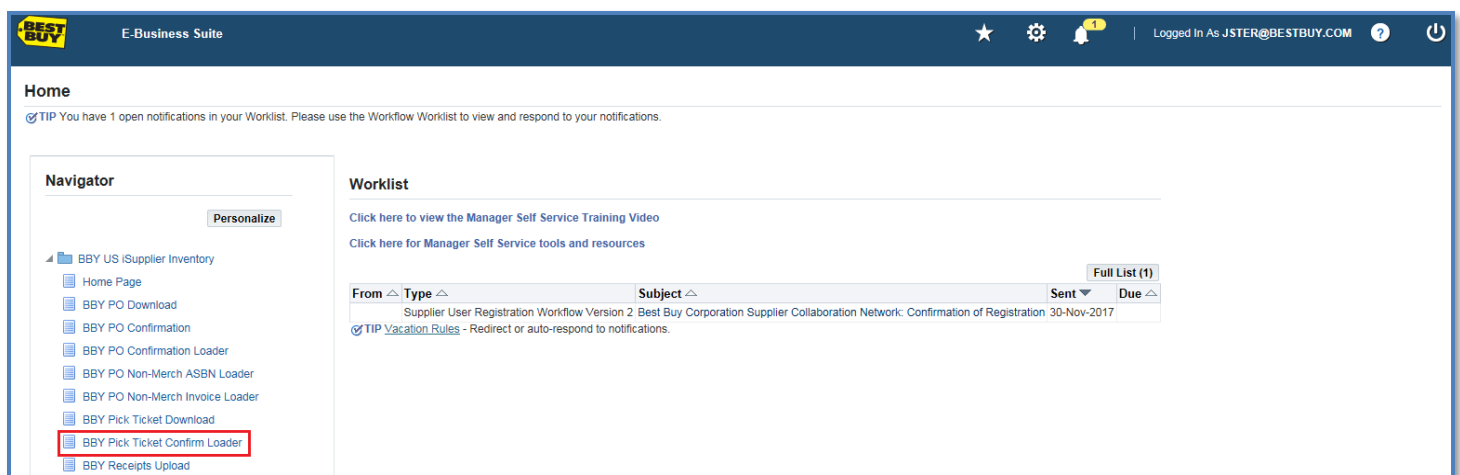
Now click Open to view Pick Ticket information. By downloading information additional fields will display.



The screenshot shows a message box stating 'The pick_ticket_download.csv download has completed.' There are 'Open', 'Open folder', and 'View downloads' buttons. The 'Open' button has a dropdown arrow.

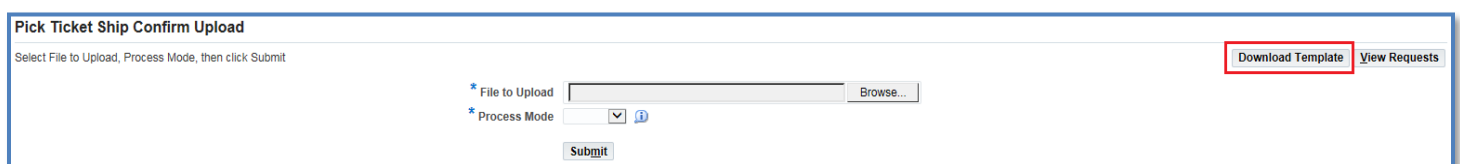
To complete multiple Ship Confirm select BBY Pick Ticket Confirm Loader:

1. Main Menu: Click BBY Pick Ticket Confirm Loader



The screenshot shows the 'Home' page of the 'E-Business Suite'. On the left is a 'Navigator' menu with a 'Personalize' button. The 'BBY Pick Ticket Confirm Loader' option is highlighted with a red box. On the right is a 'Worklist' section with a table of notifications. The table has columns for 'From', 'Type', 'Subject', 'Sent', and 'Due'. One notification is visible: 'Supplier User Registration Workflow Version 2 Best Buy Corporation Supplier Collaboration Network: Confirmation of Registration 30-Nov-2017'.

2. Click Download Template. This is a template you can use over and over again.
Repeat steps as above for saving this template to your desktop or where you choose.



The screenshot shows the 'Pick Ticket Ship Confirm Upload' form. It includes a note: 'Select File to Upload, Process Mode, then click Submit'. There are input fields for 'File to Upload' and 'Process Mode'. There is a 'Browse...' button next to the 'File to Upload' field. At the bottom is a 'Submit' button. At the top right are 'Download Template' and 'View Requests' buttons. The 'Download Template' button is highlighted with a red box.

3. In the template, enter Pick Ticket Number, Line Number (Optional), Part Number, Qty Shipped, Freight Carrier (See Freight Carrier List and Codes), Tracking Number, Ship Date. Save file.

Note: Line Number - If a pick ticket has the same part number on two lines then you must enter Line Number to avoid errors.

4. Select Browse to find Pick Ticket Ship Confirm file to upload.
5. For Process Mode, select Preview until comfortable with process of doing uploads. Preview only tests to make sure file will upload, you will still have to do again in Execute mode. If comfortable then begin using Execute mode from start to finally submit the file.

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. If Status is Normal, change Process Mode to Execute. Click Submit.

Best Buy: Pick Ticket Ship Confirm Upload >

Requests

Requests Summary Table

Refresh

Request ID	Name	Phase	Status	Scheduled Date	Details	Output
51238318	Pick Ticket Ship Confirm Template.csv - Preview (BBY iSupplier Pick Ticket Ship Confirm)	Pending	Normal	30-Nov-2017 12:24:15		

7. If Status is a Warning the file has not loaded. There is an error in the file.

Best Buy: Pick Ticket Ship Confirm Upload >

Requests

Requests Summary Table

Refresh

Request ID	Name	Phase	Status	Scheduled Date	Details	Output
51238318	Pick Ticket Ship Confirm Template.csv - Preview (BBY iSupplier Pick Ticket Ship Confirm)	Completed	Warning	30-Nov-2017 12:24:15		

8. If the status is Warning, this means there are errors in the file. Right click on the icon in Output and open link in another tab. This is the Error Report.

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.

Note

*** NOTE: Entire File rejected due to errors during File Load ***

No of Pick Ticket Ship Confirm Lines Failed to Load from File => 1

Pick Ticket Number	Line Number	Part Number	Qty Shipped	Freight Carrier	Tracking Number	Ship Date	INB_FILE_DATA_ID	ERROR_MESSAGE
					7896-Nov-17		12957912	Column DELIVERY_NAME [Pick Ticket Number] is required;Column ITEM_NUMBER [Part Number] is required;Column SHIPPED_QUANTITY [Qty Shipped] is required;Column FREIGHT_CODE [Freight Carrier] is required;

No of Ship Confirm Lines Failed Pre-Validation => 2

Pick Ticket Number	Line Number	Part Number	Qty Shipped	Freight Carrier	Tracking Number	Ship Date	Error Message
102909	1	16326	1	One of a kind	123	8-NOV-17	Invalid Freight Carrier Code
102911	1	16326	1	One of a kind	434	8-NOV-17	Invalid Freight Carrier Code

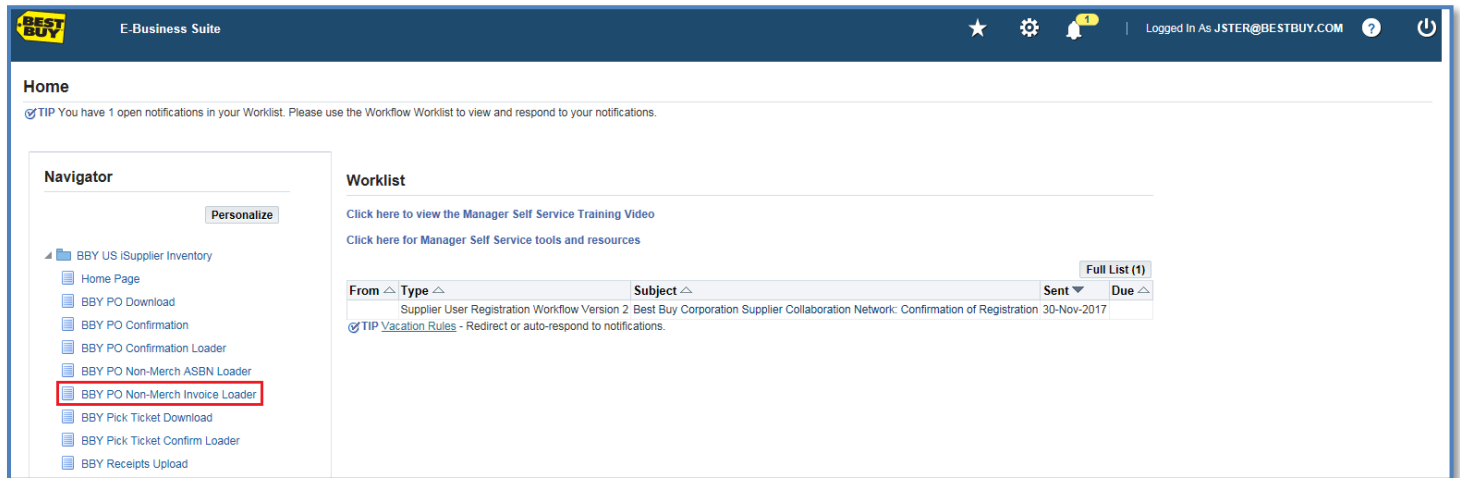
If the status is Error, this means that the template loaded is incorrect formatting. Validate that you uploaded the correct file.

9. 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.
10. Next Steps: See Invoice Loader.

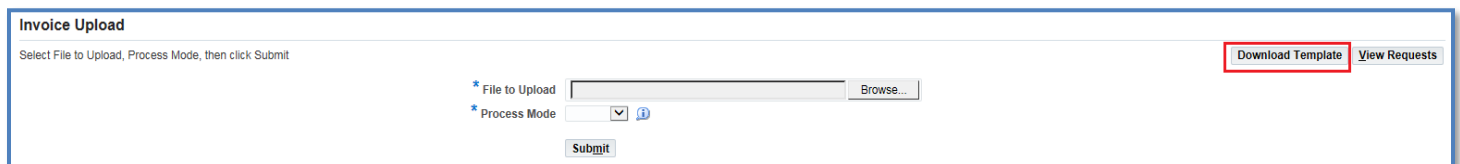
Invoice Loader – Inventory – Item POs

To be used to invoice for the Best Buy inventory items once they have been shipped from your facility.

1. Log onto iSupplier:
2. Main Menu: Click BBY PO Non-Merch Invoice Loader



3. Click Download Template. This is an Invoice Upload template you can use over and over again. Repeat steps as above for saving this template to your desktop or where you choose.



4. The Invoice Template contains the following columns that you will enter data into:

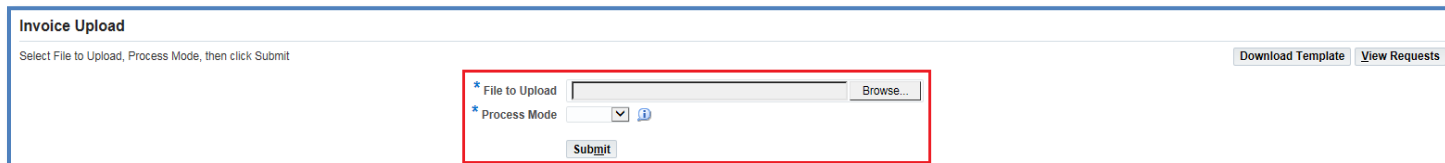
Billing Info:

- Invoice Number: Invoice number generated from your system.
- Total Inv. Amount: Total Invoice amount. Copy total invoice amount across all lines.
- Invoice Date: Today's date or future date.
- Tax Amount: Should be blank. Enter tax of whole invoice if you are NOT tax exempt.
- Freight Amount: Total Freight amount on each line. Copy total freight amount across all lines.
- INV Comments: Optional.

PO Information (found in PO download and Store List (if direct ship to store):

- PO Number: Needs to be a valid Purchase Order number.
- PO Line Number: Line of PO for each item.
- PO Shipment Number: Always 1
- Ship To Location (Store #): Location number you are physically shipping product. Do not need leading zeros.
- Quantity Shipped: Actual quantity shipped to location.
- Supplier Item Number: Not required/optional.
- Line Tax (AP Invoice): Do not use – this is line level taxation.

5. Upload the Invoice 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.

The screenshot shows a web form titled "Invoice Upload". Below the title is a subtitle: "Select File to Upload, Process Mode, then click Submit". In the top right corner, there are two links: "Download Template" and "View Requests". The main form area contains two fields: "File to Upload" with a text input and a "Browse..." button, and "Process Mode" with a dropdown menu and an information icon. A "Submit" button is located below these fields. A red rectangular box highlights the "File to Upload" and "Process Mode" fields.

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.

If the status is Warning, this means there are errors in the file. Right click on the icon in Output and open link in another tab. This is the Error Report.

If the status is Error, this means that the template loaded is incorrect formatting. Validate that you uploaded the correct file.

7. 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.

View Payment

1. Click on Home Page.

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 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

From	Type	Subject	Sent	Due
Full List (1)				
Supplier User Registration Workflow Version 2. Best Buy Corporation Supplier Collaboration Network: Confirmation of Registration 30-Nov-2017				

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

Then click on the Payments hyperlink.

iSupplier Portal

Supplier Home Orders Shipments Finance Assessments

Search PO Number Go

Notifications

Full List

Subject	Date
Best Buy Corporation Supplier Collaboration Network: Confirmation...	30-Nov-2017 11:05:03

Orders At A Glance

Full List

PO Number	Description	Order Date
1547374		06-Nov-2017 13:20:46
1547345		06-Nov-2017 13:05:09
1547312		06-Nov-2017 12:49:09
1547270		06-Nov-2017 12:18:35
1547218		06-Nov-2017 12:02:26

Planning

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices

Payments

- Payments

2. Enter your search criteria. To return all payments, enter the % (wildcard) in the Payment Number field and click Go.

Supplier Home Orders Shipments Finance Assessments

View Invoices View Payments

Supplier Home >

View Payments Export

Simple Search Advanced Search

Note that the search is case insensitive

Payment Number %

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Go Clear

Status

Payment Amount From To

Payment Date From To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.										

The view provides you with the Payment Date, Amount and Status, etc.

Note → Click on the hyperlinks for Payment or Invoice to view additional details. The Export option is available and allows you to export the information in the view.

Supplier Home Orders Shipments Finance Assessments

View Invoices View Payments

Supplier Home >

View Payments Export

Simple Search Advanced Search

Note that the search is case insensitive

Payment Number %

Invoice Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Go Clear

Status

Payment Amount From To

Payment Date From (30-Nov-2017) To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
5000423394		CHICAGO	15-Nov-2017	USD	653,504.27	Check	Negotiable	15-Nov-2017	EXPENSE DUMMY EFT(Expense)	Multiple	Multiple
5000423123		CHICAGO	06-Nov-2017	USD	91,360.73	Check	Negotiable	06-Nov-2017	EXPENSE DUMMY EFT(Expense)	Multiple	Multiple
5000422991		CHICAGO	03-Nov-2017	USD	119,307.50	Check	Negotiable	03-Nov-2017	EXPENSE DUMMY EFT(Expense)	Multiple	Multiple
5000422799		CHICAGO	02-Nov-2017	USD	458,647.69	Check	Negotiable	02-Nov-2017	EXPENSE DUMMY EFT(Expense)	Multiple	Multiple
5000422686		CHICAGO	01-Nov-2017	USD	15,957.57	Check	Negotiable	01-Nov-2017	EXPENSE DUMMY EFT(Expense)	Multiple	Multiple
5000422479		CHICAGO	30-Oct-2017	USD	83,878.24	Check	Negotiable	30-Oct-2017	EXPENSE DUMMY EFT(Expense)	Multiple	Multiple

Other Payment Search Options

Purchase Order: To view the payment related to a specific Purchase Order, enter the Purchase Order Number. If you do not know the number, enter the % (wildcard) in the Purchase Order Number field.

Payment Amount Range: Enter a single amount or an amount range.

Payment Date Range: Enter a single date or, alternatively enter a start and an end date.

Payment Hold Status Definitions

1. To retrieve a list of all your invoices, click on the Home tab, then click on the Invoices link.

The screenshot shows the iSupplier Portal interface. The top navigation bar includes the Best Buy logo, the text 'iSupplier Portal', and user information 'Logged In As JSTER@BESTBUY.COM'. Below the navigation bar, there are tabs for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Assessments'. The 'Supplier Home' tab is active. On the left side, there is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. Below the search bar, there are sections for 'Notifications' and 'Orders At A Glance'. The 'Notifications' section shows a notification from 'Best Buy Corporation Supplier Collaboration Network: Confirmation...'. The 'Orders At A Glance' section shows a table of orders with columns for 'PO Number', 'Description', and 'Order Date'. On the right side, there is a navigation menu with links for 'Planning', 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments'. The 'Invoices' link is highlighted with a red box.

PO Number	Description	Order Date
1547374		06-Nov-2017 13:20:46
1547345		06-Nov-2017 13:05:09
1547312		06-Nov-2017 12:49:09
1547270		06-Nov-2017 12:18:35
1547218		06-Nov-2017 12:02:26

2. Enter the wildcard (%) in the Invoice Number field to retrieve a list of all invoices, regardless of status.

The screenshot shows the 'View Invoices' page in the iSupplier Portal. The 'Finance' tab is active. The page has a 'Simple Search' section with fields for 'Invoice Number', 'PO Number', 'Release Number', 'Payment Number', and 'Invoice Status'. The 'Invoice Number' field is highlighted with a red box and contains the wildcard character (%). There are also fields for 'Payment Status', 'Invoice Amount From', 'Amount Due From', 'Invoice Date From', and 'Due Date From'. The 'Go' button is highlighted with a red box. Below the search fields, there is a table with columns for 'Invoice', 'Invoice Date', 'Type', 'Currency', 'Amount', 'Due', 'Status', 'On Hold', 'Payment Status', 'Remit-to Supplier', 'Remit-to Supplier Site', 'Due Date', 'Payment', 'PO Number', 'Receipt', 'Attachments', 'Discount Date', and 'Available Discount'. The table shows 'No search conducted.'

- In some instances you may see invoices are On Hold. Click the On Hold hyperlink to view the reason for the hold.

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	Discount Date	Available Discount
912727254	31-Oct-2017	Standard	USD	2,664.33	2,664.33	In-Process	Qty Rec	Not Paid			15-DEC-2017		1440797				
912727268	31-Oct-2017	Standard	USD	88.01	88.01	Approved		Not Paid			15-DEC-2017		1532497				
912721197	30-Oct-2017	Standard	USD	361.46	361.46	Approved		Not Paid			14-DEC-2017		1536473				
912721179	30-Oct-2017	Standard	USD	3,542.27	3,542.27	Approved		Not Paid			14-DEC-2017		1515196				
912719447	28-Oct-2017	Standard	USD	68.60	68.60	Approved		Not Paid			12-DEC-2017		1534091				
912713927	27-Oct-2017	Standard	USD	37.08	37.08	Approved		Not Paid			11-DEC-2017		1532496				
912713858	27-Oct-2017	Standard	USD	16,400.21	16,400.21	In-Process	Amt Rec	Not Paid			11-DEC-2017		1524264				
912713873	27-Oct-2017	Standard	USD	68.60	68.60	Approved		Not Paid			11-DEC-2017		1532495				
912713891	27-Oct-2017	Standard	USD	0.00	0.00	Cancelled		Not Paid			11-DEC-2017		1532719				
912713909	27-Oct-2017	Standard	USD	1,742.96	1,742.96	Approved		Not Paid			11-DEC-2017		1532497				
912713891CAN	27-Oct-2017	Standard	USD	68.60	68.60	Approved		Not Paid			11-DEC-2017		1532719				
912709379	26-Oct-2017	Standard	USD	97.49	97.49	Approved		Not Paid			10-DEC-2017		1532494				
912709431	26-Oct-2017	Standard	USD	18,274.12	18,274.12	In-Process	Amt Rec	Not Paid			10-DEC-2017		1525067				
912709414	26-Oct-2017	Standard	USD	97.49	97.49	Approved		Not Paid			10-DEC-2017		1532722				
912709395	26-Oct-2017	Standard	USD	681.98	681.98	Approved		Not Paid			10-DEC-2017		1532497				

- If you have questions regarding the Hold status on an invoice, please contact the Buyer indicated on the Purchase Order.

Supplier Home
Orders
Shipments
Finance
Assessments

Create Invoices
View Invoices
View Payments

Finance: View Invoices >

Standard Invoice: 912713858 (Total USD 16,400.21)
Export

Currency= USD

General

Invoice Date 27-Oct-2017
Status In-Process
On Hold Amt Rec
Batch PO-201650
Attachments None
Supplier
Supplier Site DALLAS
Address

Amount Summary

Item 16,400.21
Freight 0.00
Miscellaneous 0.00
Tax 0.00
Prepayment 0.00
Retainage 0.00
Withholding Tax 0.00
Total 16,400.21

Payment Information

Paid 0.00
Discount Taken 0.00
Due 16,400.21
Status Not Paid
Payment Date
Payment
Term NET 45

Invoice Lines
Scheduled Payments
Hold Reasons

Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
AMT REC	Amount billed is greater than amount received * (1 + %received tolerance)	02-Nov-2017			

Return to Finance: View Invoices

Below are the three most common Invoice Hold Statuses and their definitions:

Price: The invoice price exceeds the Purchase Order price. The invoice will remain on hold until it is determined what action should be taken.

Quantity Received: The quantity invoiced exceeds the quantity received on the Purchase Order. You will see this hold when the customer has not gone into Oracle and correctly received the goods/services. The invoice will remain on hold until proper receiving is done.

Quantity Ordered: The quantity invoiced exceeds the quantity received on the Purchase Order. The invoice will remain on hold until it is determined what action should be taken.