Actual Vendors View of New Master Vendor Set-up

STEP BY STEP Instructions for Vendor Set-up

This job aid will walk through the steps a Vendor will need to complete in order to be added as a new Best Buy (BBY)vendor.

After the Vendor Set-up form is kicked off, the Vendor will receive a system generated email from Best Buy.

Initial Email example:



1

Step 1: Select the link "create temporary password". You will be directed to create a temporary password for the vendor set-up form. This password reset link can only be used once. If you get an error message, go back to the initial email and follow the instructions.

	Password Reset
Passwc • P • N • N • N • N	ord must meet the following requirements: revious 6 passwords are not allowed. Ainimum lowercase letters : 1 Ainimum number of characters : 8 Ainimum number of digits : 1 Ainimum uppercase letters : 1
New Pa	assword [•] New Password
Confirr	n New Password
Conf	irm New Password
	Reset Password

Once you select Reset Password, the below will appear on the page. Close the screen.



Shortly after, you will receive an email that the temporary password step was completed. Go back to the initial email.

Best Buy Temporary Password Reset Notification							
noreply.vendorldentity@bestbuy.com	٢	5	Reply	→ Forw	ırd 🚺	;	
To Truss, Cheryl				Fri	0/25/202	24 1:4	17 PM
(i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.							
⊠ the Interior							
ines.							
Dear Hello cheryl truss,							
The temporary password associated with your Best Buy vendor set-up form has been updated. If you made this change, no action is needed. If you didn?t make th change, please contact <u>Merchant Support</u> . This password reset is for your vendor set-up form only and does not affect other passwords you might have with Best F	his Buv.						
	,						
The livial image const be displayed. The file may have been moved, researd, or deleted, verify that the loss points to the context file and locators.							
Copyright ©2024 Best Buy. All rights reserved.							



Step 2: Log in Using Chrome. If you have issue with the url, copy and paste the Vendor Set-up URL into Incognito (using Chrome).

Select the link "Vendor Set-up Form" in the initial email. You will be directly to Vendor Identity Login. Type or copy and paste the TID into the Username field and the Temporary Password into the Password field. Select "Sign In".

If you forgot your password do not select Forgot Password on this page. Go back to the initial email and follow steps on who to contact.

Vendor Identity Login					
Username					
	Show password				
Password					
orgot Password?					
	Cian In				

Important to know:

The Temporary Password you created and Vendor Set-up form link are valid **for 3 weeks**. Vendor Set-up forms not submitted in full before they expire will need to be canceled and a new set-up form will need to be kicked off including new New Logins and New URLs. **Temporary logins can not be retriggered. Once it expires it is no longer available.**

If you forgot yout Temporary Password or have issues go back to the intial email and follow the steps in the email.

The vendor will be directed to the Vendor Onboarding landing page.



How to read the onboarding landing page:

- o Green box: vendor name on the set-up form entered by the BBY Merchant
- o Red box: BBY contacts. If questions, contact your BBY Merchant.
- o Black box: (Click here) department and class this set-up is for
- Purple box: (Complete Set-Up Form) select to launch the vendor set-up form
- Orange box: (Action items for All Partners) steps needed by all vendors
- o Blue Box: (Additional Action Items for SDF Partner) steps needed by SDF Vendors

	Best Buy Merchant Contacts
Partner Set-up Form for BPMS Master Test ('#-`;&\).,/	Charact Trans
	Merchant Team Submitter
Click Here It view the department(s) and class(es) that are being set up for	Cheryl.Truss@bestbuy.com
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You will need a GLN to complete the form. Don't have a GLN? Create one here.	Beturn Expense Contact
terration when the state of the	Cheryl.Truss@bestbuy.com
This form must be filled out using Google Chrome. Ensure you have cleared your	
cache (all history) from your chrome browser to avoid system issues.	Cheryl Truss
Complete Set-Up Form	CheryLTruss@bestbuy.com
	Cheryl Truss
	Cheryl Truss Bestbury com
	Chervi Truss
	Merchant Director
action Items for All Partners	Cheryl.Truss@bestbuy.com
omplete all steps below:	
1 Review the:	
Standard Bardinana and Changing Standards and the	
vendor Performance and Operations Standards and the Traditional Domestic Vendor Onboarding Guide	
· · · · · · · · · · · · · · · · · · ·	
2 Follow additional requirements in system-generated Vendor Set-Up emails.	
3 if required:	
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Example of Click here (Black box). Select X to close the box



Launch the Vendor Set-Up form

To access the vendor set-up form, select "Complete Set-Up form" (purple box)

- If "Complete Set-Up form" is missing, copy and paste the Vendor Set-up URL into Incognito (using Chrome)
- If you still have issues, contact Merchant Support



Important items to know about the vendor set-up form:

- Vendor must use CHROME when filling out the set-up form
- Vendor set-up forms are valid for 3 weeks and unique to each set-up request
- If you forget your temporary password, contact Merchant Support
- The form will autosave ever minute
- Select Submit to send the information back to BBY
- You must fill out the required (*) fields before you can move to the next page

Log out of the Vendor Set-up Form or Continue filling out the Form

At the bottom of each page on the set-up you can select Previous, Next or Submit.

- Next the form will go to the next page if you have all required fields for the page completed
- Previous will bring you to the previous page
- **Submit** will send the information to BBY
- Log Out via Profile you will need to use the original email to log back into the Partner Portal site

Error message: If you receive the below error message log out and log back in to ensure your data does not get lost.

Attention Due to inactivity, your session has expired. Please refresh your screen to proceed.

Error Message: If you receive the below error message you must click "Extend" to continue to input data and for it to be saved. If you do not click "Extend" any further input will be lost (not saved).



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VENDOR SET-UP FORM:

Page 1 – General Information

- You are **required** to accept: EDI, EFT and PDM.
 - Select Click here to see high level information about EDI, EFT and PDM
- Under Company Information you will be asked about the Legal Company Name, Legal Entity Organized under US or Non-US Law, Legal Company Address and Legal Entity Type. Refer to your W9 or W8BEN for this information.
 - o Legal Company Name: Legal Name you are organized under by the IRS
 - Legal Entity Organized Under US or Non-US: Select US or Non-US based on your W9/W8BEN
 - Legal Company Address: address listed on the W9/ W8BEN
 - Legal entity type: filing type on the W9/ W8BEN (e.g. Incorporated, LLC, etc.)
- The Vendor Set-Up Form will not move forward if a Global Location Number (GLN) and Name is not filled in. Please have this number available before you complete the online form. *If you do not have a GLN follow the steps on this page to create one. <u>https://partners.bestbuy.com/-/vendor-performance-and-operation-standards</u>

NOTE: If your legal information, GLN Name and/or GLN Number are incorrect it will delay the vendor set-up. It could also cause the set-up to be canceled and start over. If contacted regarding your GLN reply back timely to not delay set-up.

Master Setup Form



General Information

All fields marked with * are required.

Best Buy Requirements

In addition to completing the Master Vendor Agreement, Vendor Program Agreement, and other applicable contracts, the following requirements must be met in order to be accepted to do business with Best Buy. Please check each box to confirm that you are in agreement with fulfilling these requirements.

EDI Agreement

Vendor agrees to utilize one of the two EDI (Electronic Data Interchange) options to transmit orders and invoices: Web enabled EDI or Traditional EDI.*

Click here for more details on EDI options.

EFT Agreement

Vendor agrees to accept payments via EFT(Electronic Funds Transfer). Formal documents will be provided upon approval for set-up.

Click here for more details on EFT.

PDM Agreement

Vendor agrees to utilize PDM (Product Data Management) Tool to set up SKUs. *

Click here for more details on PDM.

Company Information

This section contains questions about general company information.

Legal Company Name: *

Legal Entity Organized Under US or Non-US Law?

The Legal Country and State should match you	ur company's W8/W9			
Legal Country *				
Choose an Option	٥			
Legal State: *				
Choose an Option	•			
Legal Entity Type: *				
Doing Business As:				
Parent Company:		Subsidiaries:	D	Select + sign to add additional subsidiaries / - to remove
		Click on "+" to add more subsidiaries.		

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Legal Company Address

Legal Company Address Line 1 *			
Legal Company Address Line 2			
Legal Company City *	Legal Company Country 📩	Legal Company State/Province	*
	Choose an Option	\$ Choose an Option	¢
Brand *			

🔾 Yes 🛛 🔾 No

If your company does not have a C-TPAT number, select "No". A C-TPAT is not required to be onboarded at Best Buy.



Select Next to go to the next page

Page 2 – Payment Address Information

Fill in the company payment information. If it is the same as the company information check Same as Company Information. The address block will collapse. The form will send the address used on the company information back to BBY to be used for option this is selected at. Select Next to go to the next page. Select Previous to go back to the previous page.

formation	Payment Address Information	Account Receivable Primary Contact	EDI Information	Return Information	Bank Information	Carrier Returns Information	Vendor Financial Information	Vendor Financial Informatior Cont'd
	2	3	4	5	6	7	8	9
Payme	ent Addre	ess Inform	nation					
Indicates R	equired Fields							
Credit Mana	ger First Name 🙁				Credit Ma	nager Last Name 🙁		
First Nar	me				Last N	ame		
ayment Off	fice Phone 📩		Payment Exte	nsion		Payment Email	*	
ayment Fax you don't f vithout any Paym emit To	Number *	nput 10 nines						
		rmation						
ayment San) Same as	ne as Company Info Company Informa	ation						
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ayment San Same as ayment Addre ayment Addre	ne as Company Info Company Informa ess Line 1 * ess Line 2	ation Pa	yment Country * Choose an Option	÷	Payment S Choose	state/Province *	¢	

To go back to the previous page, select Previous. To go to the Next Page, select "Next".

imagine that.

Page 3 – Accounts Receivable Information

Fill in the company's A/R Contact information. If it is the same as the company information check Same as Company Information. Select Next to go to the next page. Select Previous to go back to the previous page.

Master Setup Form

General	Payment Address Information	Account Receivable Primary Contact	EDI Information	Return Information	Bank Information	Carrier Returns Information	Vendor Financial Information	Vendor Financial Informatio Cont'd
		3	4	5	6	7	8	9
Δοσομ	Int Receiv	vable Prir	mary Cont	act				
* Indicates Re	equired Fields							
A/R Contact	First Name 🜟			A/R	Contact Last Name	• *		
First Nan	ne			La	st Name			
A/R Office Pl	10ne 苯		A/R Extension		A/R Emai	I *		
Digits only, n code if non-l	o special character JS phone number.	s (ex. XXXXXXXXX	X). Include country	A/R	Mobile Phone			
A/R Fax Num	ıber 苯							
If you don't h without any o	ave a fax number in dashes in the field.	nput 10 nines						
A/R Same as	Company Inform	nation						
A/R Address L	ine 1 *	rmation						
A/R Address L	ine 2							
A/R City 苯			A/R Country 😤			A/R State/Provir	nce 🙁	
			Choose an Opt	tion	\$	Choose an Op	otion	¢
Previous	Next							

Page 4 – EDI & GLN Information

Enter the EDI and GLN information. If it is the same as the company information check Same as Company Information. If there is no EDI information use "NA" for first and last name, Company Corporate phone for phone numbers, and <u>na@na.com</u> for email addresses. Select Next to go to the next page. Select Previous to go back to the previous page.

GLN Name and Number are Required fields. If you don't have one go back to the link in this job aid and request one. GLN Name must match the legal name. If it doesn't match you will receive an email asking for additional details, if needed.

Master Setup Form Vendor Account Payment Receivable Carrier Vendor Financial Address Bank Financial Information General EDI Returns Primary Return Information Information Contact Information Information Information Information Information Cont'd 5 6 7 8 9 **EDI Information** * Indicates Required Fields E-Business Contact First Name 芣 E-Business Contact Last Name 粩 First Name Last Name EDI Extension EDI Office Phone * EDI Email * **EDI Mobile Phone** Digits only, no special characters (ex. XXXXXXXXX). Include country code if non-US phone number. EDI Fax Number 粩 If you don't have a fax number input 10 nines without any dashes in the field. Global Location Number(GLN) * This 13-digit number is required to provide security access to Best Buy applications. Contact gds@bestbuy.com with questions. Your GLN information will be verified by Best Buy. The GLN name and Number must match the legal name. If the information is incorrect, you will receive an email to provide correct data. Your vendor onboarding will not move forward until this is resolved. GLN Name **EDI Same as Company Information** Same as Company Information EDI Address Line 1 * EDI Address Line 2 EDI Country * EDI City * EDI State/Province * \$ Choose an Option \$ Choose an Option Next 12 imagine that.

Page 5 – Return Information Returns can only be shipped in the US

Best Buy Agreements with the vendor dictate how vendor defective and overstock product is returned to the vendor from our Return Centers. However, the vendors primary return contact and address is required to complete your vendor onboarding. The returns address must be in the United States. Select Next to go to the next page. Select Previous to go back to the previous page.

Ship to Name: Must be Vendors Legal Name Master Setup Form

eneral	Payment Address Information	Account Receivable Primary Contact	EDI Information	Return Informatic	Bank on Inforr	nation	Carrier Returns Information	Vendor Financial Information	Vendor Financial Information Cont'd
	— <u> </u>		~	5		6	7	8	9
Dotur	o Informo	tion							
Return	n morma	tion							
indicates R	equired Fields								
Best Buy Ag	preements with the v	endor dictate how	vendor defective ar	nd overstock (product is retu	rned to the	vendor from our I	Return Centers. Hov	wever, the
vendors prin	mary return contact	and address is req	uired to complete y	our vendor or	boarding. The	returns ad	dress must be in t	he United States.	rmation per
department	after submitting on	step 9.	w. <u>Il you are beilig</u>	<u>set-up under</u>	<u>munipie depa</u>	<u>ir timents, y</u>	<u>ou wii neeu to pr</u>	ovide address into	mation per
Return Cont	tact First Name 粩				Return Contac	t Last Nam	ie *		
First Nar	me				Last Name	e			
Return Offic	e Phone 苯		Return Extens	on		Return Ema	ail ★		
Digits only	no special obaractor	re (py ¥¥VVVVVV			Return Mobile	Phone			
code if non-	-US phone number.	3 (C	A). Include country						
Ship To Nam	ne 🕇			Re	turn Fax Numb	er ★			
Must be Ven	idors Legal Name			lf y fie	you don't have : Id.	a fax numb	er input 10 nines w	ithout any dashes in	the
Return Sam	ne as Company Inf	ormation							
Same a	as Company Info	rmation							
NOTE: Return	n address must be ir	the United States.							
Return Addre	ess Line 1 苯								
Return Addre	ess Line 2								
Return City	*		Return Country			_	Return State/Provir	nce 🙁	
			United State	es			Choose an Optio	n	\$
Return Posta	al Code 苯								
Previou	IS Next								
	imog	ino that	79			13			
	imag	me mat	•						

Page 6 – Bank Information

Provide bank information. You will receive an error if you input ampersand (&), you will need to type the word AND. Select Next to go to the next page. Select Previous to go back to the previous page.

General nformation	Payment Address Information	Account Receivable Primary Contact	EDI Information	Return Information	Bank Information	Carrier Returns Information 7	Vendor Financial Information 8	Vendor Financial Information Cont'd 9
Bank I	nformatio	on	_					
* Indicates R	equired Fields							
Please provi are approve	de your bank inforn d as a vendor.	nation in this sectio	on. This information	is used to assist w	th the financial revi	ew performed by B	lest Buy before you	
Bank Name	*		Bank Office P	hone 🜟		Bank Extensior	1	
				Digits only, no spe phone number.	cial characters (ex.	XXXXXXXXXX). Inc	lude country code	if non-US
Bank Conta	et First Name 粩			Banl	Contact Last Nam	e *		
First Na	ne			La	ast Name			
Bank Email	k			Banl	: Fax Number 🙁			
				lf yo field	u don't have a fax n	umber input 10 nin	es without any dasl	hes in the
ank Addre	ss Line 1 🏲							
	as Line 2							
ank Addre								
ank Addre								
ank Addre: ank City 🙁			Ba	ink Country 🕇			Bank St	ate/Province



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Page 7 – Carrier Returns Information – Carrier Information for eligible returns

Best Buy Requires carrier information to be on file for eligible returns including, but not exclusive to defective goods, product recalls, or vendor requested send backs. Please input your current carrier information. For carrier types that you are not currently using input NA for the vendor account #, carrier name, and the contact first and last name. Input 10 nines without the dashes in the phone number fields. Best Buy Agreements with a vendor dictate how customer returns are returned to vendor from our Return Centers. Select Next to go to the next page.

Master Setup Form



Carrier Returns Information

All fields marked with * are required.

Carrier Information for eligible Returns:

Best Buy requires carrier information to be on file for eligible returns including, but not exclusive to defective goods, product recalls or vendor requested send backs. Please input your current carrier information. For carrier types that you are not currently using input NA for the vendor account #, carrier name, and the contact first and last name. Input 10 nines without the dashes in the phone number fields. Best Buy Agreements with a vendor dictate how customer returns are returned to vendor from our Return Centers.

Truckload Shipments

Vendor Account#: *	Office Phone *
Carrier Name: *	
Contact Name: *	*
First Name	Last Name
Additional Information:	
	1

Maximum 150 characters

Less Than Truckload (LTL) Shipments

Vendor Account#: *	Office Phone: *
Carrier Name: *	
Contact Name : *	*
First Name	Last Name
Additional Information:	
Maximum 150 characters	

Small Package Shipments

Vendor Account#: *	Office Phone: *	
Carrier Name: *		
Contact Name 🕇	*	
First Name	Last Name	
Additional Information:		
Maximum 150 characters	11	

< Previous

Next>

Page 8 – Vendor Financial Information

This information is required for Best Buy to perform a background check on your company prior to setting you up as a vendor. Trade References are also called Credit References. Business that you, the vendor currently pays for services and does business with that report to Dun & Bradstreet. If a field does not pertain to your company enter the data as follows: NA for the Audit Firm and Trade Reference Name(s), input NA for the contact first and last name(s), input <u>NA@NA.com</u> for the email address, and 10 nines without the dashes in the fax number and phone number fields. You will receive an error if you input ampersand (&), you will need to type the word AND. Select Next to go to the next page. Select Previous to go back to the previous page.



Page 9 – Vendor Financial Information

This is additional information required for AP to conduct their financial background review. Ensure you provide an accurate Dunn and Bradstreet (D&B) number, or it will delay the vendor onboarding. **Select Previous to go back to the previous page.**

You must select "Submit" to send the completed form to Best Buy. If you do not, your vendor onboarding will not move forward. Once you select submit your screen should update with "In Progress". If you do not see this screen, please login to your original vendor set-up email and check for missing data.

Once you select Submit you cannot make changes. Make sure information is accurate before you select Submit.



Additional Return page (If Set-up for Multiple Departments)

If the vendor set-up has multiple departments the vendor will be prompted to provide a second address after they select submit on page 9. The return address they entered on page 5 (Returns Information) will pre-populate but can be modified by the vendor. **Select Submit once you are done. This will send the form to BBY for review.**

Note: When on the 2nd returns page there is no way to go back and change the first 9 pages of information.

- If the users make changes and gets kicked out before they select submit changes will not save
- This page does NOT autosave and there is no save option.

Best Buy Agreements with the vendor dictate how vendor defective and overstock product is returned to the vendor from our Return Centers. However, the vendors primary return contact and address is required to complete your vendor onboarding. The returns address must be in the United States.

Ship to Name: Must be Vendors Legal Name

Dept:	5 - PHOTO/CO	DIMINIDITIES				
*Contact Name	na	na	*Office	Phone:	9999999999	
	First Name	Last Name			Number Digita only,no agecial charactera(ex.0000000000).incly non-US phone number.	Extension ade country code if
*Email:	na@na.com		Mobile	Phone:		
*Ship To Name:	ship to name must	be vndrs nam	*Fax N	lumber:	9999999999	
*Address:	Note:Return Advess must be in the United States attn: jennifer green					
	12345 Penn Avenue	5BA#./				
*City,State:	na	Arkansas \$				
*Postal Code:	88888					
*Country:	United States					
*Country: Dept: *Contact Name	United States		ATR *Office	Phone:	999999999	
*Country: Dept: *Contact Name	United States 14 - MAGNOL na First Name	IA HOME THE na Last Name	EATR *Office	Phone:	9999999999 Number Digita onjuna apetiti afrastaraje.2000000000,irelu novi 3 phare umber.	Extension Lide country code If
"Country: Dept: "Contact Name "Email:	United States 14 - MAGNOLI na First Name na@na.com	IA HOME THE na Last Name	EATR *Office Mobile	Phone:	SSSSSSSS Number Digita onjune agestel energieu 2000000000, inelu renul2 ghene number.	Extension ude country code if
"Country: Dept: "Contact Name "Email: "Ship To Name:	United States 14 - MAGNOLI na First Name na@na.com ship to name must	IA HOME THE na Last Name be vndrs nam	EATR *Office Mobile	Phone: Phone: lumber:	9999999999 Number Digita onjuna speciali nen-US phone number. 9999999999	Extension ude country code If
"Country: Dept: "Contact Name "Email: "Ship To Name: "Address.	United States 14 - MAGNOL na First Name na@na.com ship to name must tatto legnific reage	IA HOME THE na Last Name be vndrs nam	EATR	Phone: Phone: lumber:	9999999999 Number Bigits envires special nen-US phone number.	Extension vde country code If
"Country: Dept: "Contact Name "Smail: "Ship To Name: "Address:	United States 14 - MAGNOL na First Name na@na.com ship to name must tessReturn Advas must be attn: jennifer green	IA HOME THE na Last Name be undrs nam	EATR TOffice Mobile Fax N	Phone: Phone: lumber:	9999999999 Number Digits onlyne special enwester Kjeutococococo inetu enwester Kjeutococococo inetu enwester Kjeutocococo inetu enwester Kjeutocococo inetu	Extension vde country code If
"Country: Dept: "Contact Name "Email: "Ship To Name: "Address:	United States 14 - MAGNOL na First Name na@na.com ship to name must attn: jennifer green 12345 Penn Avenue	IA HOME THE na Last Name be vndrs nam	EATR	Phone: Phone: lumber:	9999999999 Number Digita onjune agetali nen-45 ghene number.	Extension ude country code If
"Country: Dept: "Contact Name "Email: "Ship To Name: "Address: "City,State:	United States 14 - MAGNOL na First Name na@na.com ship to name must ship to name must statn: jennifer green 12345 Penn Avenue na	IA HOME THE na Last Name be vndrs nam in the United States SBA#/ Arkansas *	EATR	Phone: Phone: lumber:	9999999999 Number Bigits envires special nen-US phone number.	Extension ude country code If
"Country: Dept: "Contact Name "Email: "Ship To Name: "Address: "City,State: "Postal Code:	United States 14 - MAGNOL na First Name Rirst Name ship to name must attn: jennifer green 12345 Penn Avenue na 88888	IA HOME THE na Last Name be vndrs nam be vndrs nam in the United States	EATR	Phone: Phone:	9999999999 Number Bigte anine special energiestation generative according to the second provide anitation 9999999999	Extension de country code IT
"Country: Dept: "Contact Name "Email: "Ship To Name: "Address: "City,State: "Postal Code: "Country:	United States 14 - MAGNOL na First Name Right Name Righ	IA HOME THE na Last Name be vndrs nam tin the United States ISBA#/ Arkansas =	EATR	Phone: Phone:	9999999999 Number Bigts anina agettil enerstration agettil senerstration occorrections in the seneration of the seneration 99999999999	Extension vde country code If



NOTE: Once you select submit, you cannot go back and make changes. You will be brought back to the vendor onboarding page.

Vendor Set-up Form Status Change on PP site (No action needed)

After you submit the form, the screen will update to In Progress.



If you refresh or log out and log back in the form will change to Complete. This means the form has been submitted to BBY. If you do not see Completed after you refresh please contact Merchant Support.



Vendor Approved Email - New Master Vendor Receives the Following Email with Action Items.

Once you have passed the financial review, you will receive a second system generated email with specific next steps to be completed before obtaining your vendor number. Please carefully review this email and complete the required items.

Vendor Set-up is Complete - Welcome Vendor Email with Vendor Number and final Steps is sent to the Vendor.

An email is also sent to the **Vendor** with their new **Purchase Order (aka Retek)** and **Oracle** numbers. If the Vendor is NEW they will be added to the BBY Security (VIAM) via an overnight process. In addition, they will receive additional emails from BBY Security with next steps.

If Vendor is a New Business Model (with the same GLN) the new Vendor Number will be added to BBY Security (VIAM) via the nightly batch run. Vendors can then add skus. Once the sku set-up is complete and your VPA is in Complete Status you can place orders.

New to BBY and NEW GLN FINAL SECURITY EMAIL – PDM and other system access

All system generated emails are send to the Vendor Contact on the Set-Up form. The vendor will receive the Welcome Email the <u>day before</u> they receive the Vendor Security Email. The vendor will receive 2 Security Emails within minutes of each other. In addition to 2 more emails once they complete steps. (A total of 4 to set-up the VSA). If the Vendor <u>does not</u> receive the below email they need to go back to the "Welcome email" and follow the instructions on how to obtain VSA access.

If the set-up is **NEW To BBY** or a **NEW Business Model set-up with a NEW GLN (under an existing Super)** the vendor will receive the below emails from Vendor Security.

If this is an **Existing Vendor with a New Business Model (Same GLN)** the Vendor Number will be added to VIAM via the nightly batch run, they will not receive the below emails.

1st Email provides the Vendor contact with the Temporary VSA access and a Link to create a Password to obtain Permanent VSA access.



2nd Email tells the Vendor they have been added to the Portal as a Temporary VSA and next steps to get Permanent VSA access.

(<u>TEMP</u> VSA ACCESS GRANTED – 3 minutes later)
From: <u>VendorIdentitySupport@bestbuy.com</u> To: Vendor Contact from set-up form Subject: Best Buy Vendor Account Created
Your Best Buy Vendor account has been successfully created.
Organization: Super Vendor Name - MERCH VENDORS User Login: VID
Next steps:
 Visit the Best Buy Partner Portal to request application access related to your roles and responsibilities: https://partners.bestbuy.com/applications
 You may also request application access by visiting the <u>Best Buy Vendor Identity</u>. Click on "Manage Access" and select "Request Application Access".
Best Buy Vendor Identity
This is an automated notification, please do not reply to this e-mail. For assistance, contact the Help Desk at 1-866-HELP-BBY (1- 866-435-7229).
Note: Merch Partners, please contact MerchantSupport@bestbuy.com for assistance

3rd Email: Below email stated the user now have Permanent VSA access. They will receive once more step after this.

From: <u>VendorIdentitySupport@bestbuy.com</u> To: Vendor Contact from set-up form Subject: Invitation to Register with Best Buy	
Hello,	
You have been invited to create a Vendor Identity Account with Best Buy. Please click 'Get Started' below and follow the instructions to register your account and gain access to Best Buy resources.	
GET STARTED	
Note that the above link expires in 30 days.	
Best Buy Vendor Identity	
This is an automated notification, please do not reply to this e-mail. For assistance, contact the Help Desk at 1-866-HELP-BBY (1-866-435-7229).	
Note: Merch Partners, please contact MerchantSupport@bestbuy.com for assistance	

4th **email:** Below is part of the Permanent VSA registration. The user who is given Permanent access will receive the below and need to follow steps. Now the user can request access to systems and set-up skus.

