

# SDF MINIMUM PARTICIPATION REQUIREMENTS:

## ❑ **Complete Required Best Buy Program Agreements**

- Vendor Master Agreement (VMA) with Best Buy Corporation (1 per company)
- Vendor Program Agreement (VPA) for all product lines carried online (1 per Class)
- SDF Addendum (If applicable)

## ❑ **Support an economically viable SDF Product Assortment**

## ❑ **Suppliers must be able to transmit and receive all order processing messages via Best Buy's designated 3rd party interface provider, CommerceHub<sup>®</sup>**

- Daily Inventory feed (EDI 846 or equivalent)
- Purchase Order (EDI 850 or equivalent)
- Ship Notification (EDI 856 or equivalent)
- Invoice (EDI 810 or equivalent)

## ❑ **Conform to Best Buy's operational requirements:**

- Fulfill (pick, pack, and ship) products directly to BestBuy.com customers in individual unit quantities
- Ship and send ship confirmation within three (3) business days from receipt of an SDF PO
- Include BestBuy.com branded pack lists (download or replicate) and shipping labels that conform to Best Buy's branding standards with all shipments
- Maintain on hand inventory to support web demand; managing inventory is a cooperative process with the Supplier being responsible for staying in-stock
- Receive customer returned goods back in bulk (under an open RA) or negotiate DFI allowance to cover returns

## ❑ **Support SDF Program shipping requirements:**

- Support Best Buy's pre-determined SDF carriers
- Process ship speed upgrades where the customer has paid for this service (indicated on PO)
- Set freight billing up directly to Best Buy with Best Buy as the shipper of record
- Package orders to withstand individual shipment to the customer (may require over-boxing)