



MAGNOLIA[®]

U.S. Direct to Store Shipping Guide

This Best Buy Direct to Store (DTS) Shipping Guide is intended to assist vendors and carriers with understanding the processes of shipping to Best Buy stores including details about location information, package labels, and packing slips. This guide should be referenced for core product Purchase Orders, not for SDF (Supplier Direct Fulfillment) orders.

If you are shipping an SDF (Supplier Direct Fulfillment) order for a customer to pick up at a Best Buy store, please reference the SDF Onboarding Guide at <https://partners.bestbuy.com/-/supplier-direct-fulfillment-sdf>.

If you are shipping to a Best Buy RDC (Regional Distribution Center) or DDC (Delivery Distribution Center), please review those specific Inbound Shipping Guides which can be found on the Best Buy Partner Portal.

1.0 Store Location Information

- The Best Buy Partner Portal is a one-stop shop for all of Best Buy's supplier policies, guidelines, and any other information or support needed.
- To view Best Buy store location numbers, location names, and addresses, go to the Partner Portal at <https://partners.bestbuy.com/>.
 - Type 'Location Search' in the Search box at the top of the page
OR
 - Scroll to the bottom of the main page and click on 'Location Search' in the Helpful Links section
- General access to the Partner Portal is available to everyone but logins are assigned after the vendor set-up concludes and a supplier number is assigned. For additional logins to the Partner Portal:
 - Contact your company's Vendor Security Admin (VSA).
 - If you do not know your company's VSA, contact PartnerSupport@bestbuy.com.

2.0 Packaging and Labels

- Shipments must include only one PO per individual shipping carton (box).
- Multiple products may be in the same box as long as they are included on the same PO.
- The label must include the following information:
 - Accurate ship-to Best Buy store address
 - Vendor name
 - Best Buy Purchase Order (6-character alpha PO)
- To avoid a poor customer experience, do not affix labels directly onto the surface of sellable units.
- When possible, labels should be placed on the outside surface of non-sellable cartons. Labels should not cross any carton seams or edges.

3.0 Packing Slips

- Packing Slip definition: Per individual shipping carton (box), it is an accurate and itemized list of goods, prepared by the shipper and used as a checklist for the purpose of tallying delivered goods at the item level.
- Packing slip in the individual shipping carton (box) must include:
 - Ship From information
 - Ship To information
 - Best Buy Purchase Order (6-character alpha PO)
 - Best Buy SKU number(s)
 - Product UPC(s)
 - Product model number or description
 - Product unit quantities
- For multiple carton shipments, a copy of the packing list should be included with each carton and/or the shipping label must identify the number of cartons associated with the purchase order.
- Note: Before shipping product to Best Buy, PO must be created in Best Buy system. This enables seamless and more accurate receiving.

4.0 Vendor EDI Requirements

- Note: For vendors that have already shipped to Best Buy RDCs and DDCs, the below EDI requirements should already have been met.
- Electronic Data Interchange (EDI) is the computer-to-computer exchange of business data in standard formats. It is the way to speed the flow of data by exchanging documents electronically, thus eliminating the need for manual processes.
- As part of the Vendor Master Agreement (VMA), Best Buy requires an E-Business solution to be in place for the following required documents within the designated timeframes as a means to conduct business. The following documents are mandatory either via Traditional EDI or via Web-based EDI.

EDI Feed	Vendor EDI Expectations
Purchase Order (850)	Must be in production prior to the first PO being cut to the Trading Partner. Vendors must not accept verbal POs unless confirmed by an EDI850.
Purchase Order Change (860)	Must be in production prior to the first PO being cut to the Trading Partner.
Invoice (810)	Must be in production prior to the first PO being cut to the Trading Partner. Each PO must have a separate invoice and must transmit on the day of the shipment.

Application Advice (824)	Must be in production prior to the first PO being cut to the Trading Partner.
Advance Ship Notice [ASN] (856)	Must be in production prior to the first PO being cut to the Trading Partner. The SSCC-18 barcode label must be used for all shipments.
Functional Acknowledgement (997)	Must be in production prior to the first PO being cut to the Trading Partner. Vendors must send an EDI997 within 24 hours in acknowledgement of EDI documents sent from Best Buy to vendor.

- Prior to the first PO being cut, EDI850, EDI860, EDI810, EDI824, EDI856 and EDI997 transmissions must all be in production. Completed testing for all EDI transmission types must occur and is coordinated with Best Buy’s EDI Team at (EDISupport@bestbuy.com).

5.0 DTS Shipper Processes

- A “shipper” is a self-contained, corrugate display that features retail products for sale.
- All shippers must be approved by Best Buy.
- Best practice is for one shipper to contain one Purchase Order.
 - If there are multiple Purchase Orders on one shipper, then there must be a label on the outside packaging stating this.
- Note: If the shipper is being sent to a Best Buy DDC (instead of a store location), a different process must be followed. Please contact your Best Buy Demand Planner for details about this process.

If you have any questions about the information in this Best Buy Direct to Store Shipping Guide, please contact RetailOperations-Inventory@bestbuy.com.