



Supplier Requirements for GNFR shipments when Incoterms are FCA/FOB or BBY Canada's UPS Account is used

Purpose: This one pager provides general information to assist GNFR suppliers with Best Buy Canada's requirements for shipping GNFR goods to Canada via UPS (when BBY Canada's UPS shipping number/account are used) and Incoterms of FCA/FOB are negotiated.

Incoterms:

FCA = Free Carrier (for air freight/truck)

FOB = Free on Board (for ocean freight)

- The seller (Supplier) is responsible for export clearance and delivery to an agreed point at origin.
- The buyer (BBY CA) is responsible for moving product from the agreed point at origin all the way to the final destination in Canada.
- The buyer (BBY CA) handles and pays for all transportation costs, import customs clearance formalities and any import duties/taxes and acts as the Importer of Record (IOR) into Canada.

Commercial Invoice Requirements:

The Supplier is responsible for creating a commercial invoice. If the Supplier uses the UPS shipping system to create their commercial invoice, the same commercial invoice requirements apply. Below fields appear in UPS' shipping system. **To ensure timely delivery and to prevent shipping and Customs clearance delays, the Supplier must fill in all of the fields listed below in UPS's Shipping system:**

- **Supplier** (In UPS shipping system this is the FROM field) – where the goods are shipping from. This should also be who BBY Canada is purchasing the goods from.
 - Include the full Supplier's name, shipping address, contact name and contact phone number.
- **Ship To** (In UPS shipping system this is the SHIP TO field) – the Best Buy location in Canada where the goods are being shipped to.
 - Include the full name, address, contact name and contact phone number (as shown on the Purchase Order or whoever your BBY Canada contact is)
- **Sold To** (In the UPS shipping system this is the SOLD TO field) -The Best Buy Canada entity that has purchased the goods.

- **Incoterms** (Must be FCA/FOB if you were given Best Buy's UPS account number to use)
- **Invoice number and date**
- **Best Buy PO number**
- **Description of Goods/Part No.** – this should be a clear and detailed description of the goods being shipped. Also include any SKU, model number or brand name in this field. The description should explain 1) what the item is 2) what material it's made of and 3) what it's used for
- **Units** – indicate the quantity of the merchandise (i.e., the number of individual items being shipped)
- **U/M** – unit of measure (pieces, rolls, bundles etc.)
- **Unit Value and Total Value**
 - For samples or articles of no commercial value, a retail or fair market value must be stated for customs purposes.
- **Country of Origin** (In UPS shipping system this is the C/O field) the country where the goods are manufactured.
- **Notify Party/Customs Broker** (In UPS shipping system you can add this under the ADDITIONAL COMMENTS field)
 - List Best Buy Canada's Customs Broker: Expeditors Int'l (YVR-Traffic@Expeditors.com)
- **Total weight**

For additional guidance on how to complete a commercial invoice in UPS's Shipping system, you can review UPS guide to **“Everything you need to know about completing a commercial invoice:”**

https://www.ups.com/assets/resources/webcontent/en_US/Commercial_Invoice_Guide.pdf

Important Best Buy Contacts:

BBY CA Transportation (Road): DL-CA-CHQ-Transportation@bestbuy.com

BBY CA Transportation (Air/Ocean): supplychainoperations@bestbuycanada.ca

Supplier Agreements: Procurement scm@bestbuycanada.ca

GNFR Procurement Operations: Purchasing@bestbuycanada.ca

Import/Export Logistics & Transportation: CHQTransportation@bestbuy.com

Global Trade Compliance: CAImportCompliance@bestbuy.com