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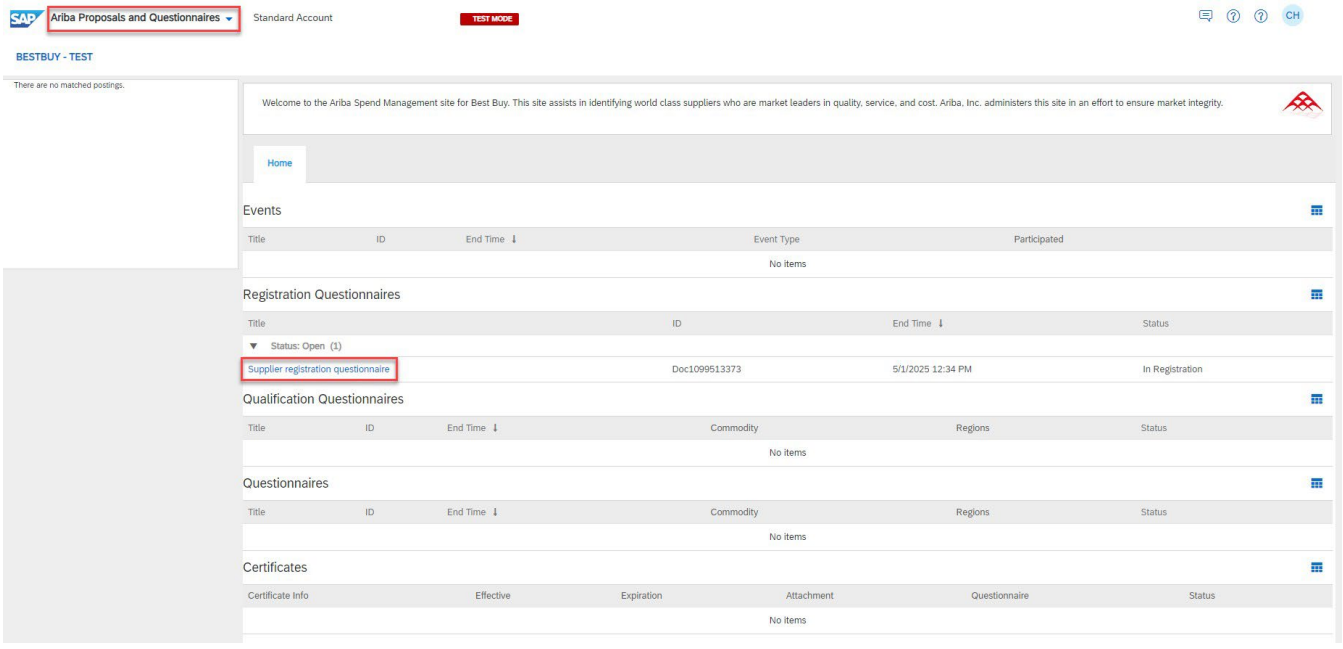
Support 2

OVERVIEW

This process should be followed to make updates to your SAP Supplier Profile for Best Buy. Changes can include, but are not limited to, Supplier Name, Address, Contact information. If you have a Tax ID change, please contact BBYSLM@bestbuy.com as this change cannot be completed by revising your Supplier Registration Questionnaire.

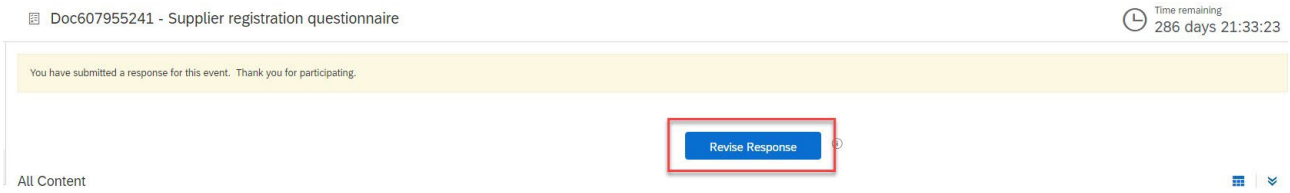
REVISE SUPPLIER REGISTION QUESTIONNAIRE

1. Login to SAP Business Network
   a. https://service.ariba.com/Sourcing.aw
2. Select **Ariba Proposals & Questionnaires** from the dropdown in the upper left
3. Click on the **Supplier registration questionnaire** link



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4. Click **Revise Response** button



5. Click **OK** to confirm that you would like to revise your response



6. Revise fields to reflect current information
7. Click **Submit Entire Response**
8. Best Buy will review your revised questionnaire and your profile will be updated once approved.

APPENDIX

Training Materials and Helpful Links

SAP Ariba Supplier Login: Ariba Sourcing

Best Buy Partner Portal: https://partners.bestbuy.com/applications/sap-network-user-guide-slm

FAQ: https://partners.bestbuy.com/applications/sap-network-user-guide-faqs

SAP Help Center: https://help.ariba.com/index.html#ariba-login

SAP Supplier Information Portal: https://support.ariba.com/item/view/204946

Support

Best Buy Supplier Management: BBYProcurement@bestbuy.com

Best Buy SLM Support: BBYSLM@bestbuy.com

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