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OVERVIEW

SAP Supplier Lifecycle Management (SLM)

SAP Supplier Lifecycle Management (SLM) allows suppliers to register as Goods Not for Resale (GNFR) suppliers and manage their company information through a self-service portal. Keeping this information current helps maintain accurate supplier records and supports timely updates to Best Buy's enterprise resource planning (ERP) system. This job aid guides you through creating or linking an SAP Business Network account and completing the Best Buy Supplier Registration Questionnaire.

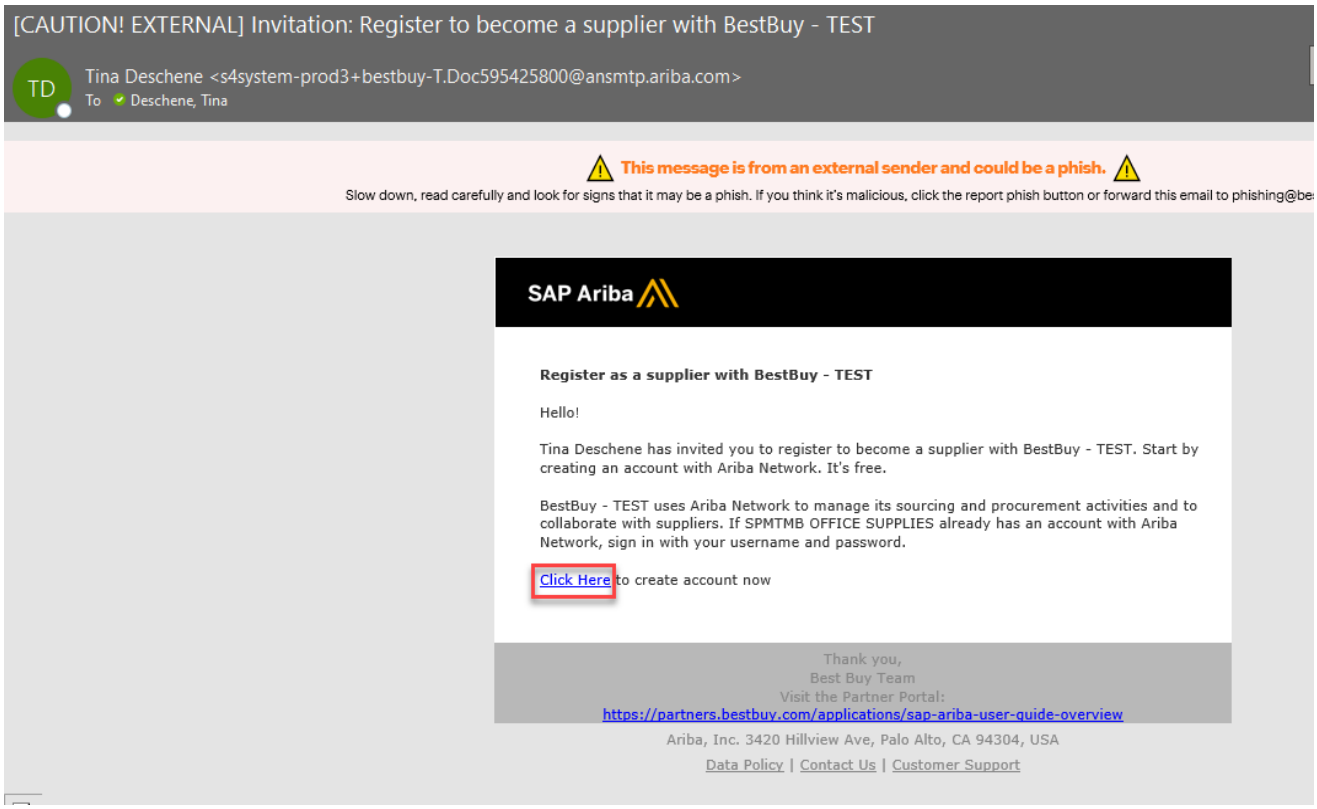
Key capabilities of SLM include:

- Manage your company information through a self-service portal.
- Maintain one accurate, up-to-date supplier record.
- Update company information, including:
  - Diversity classifications
  - Company addresses
  - Business contacts
  - Remittance addresses
  - Legal name changes
  - Email addresses and phone numbers

REGISTRATION

Once you receive the system-generated email from a Best Buy representative, follow the steps below to register as a supplier with Best Buy.

1. Click the link in the email to create your account.



2. If you already have an SAP Business Network account, click **Log in**. You will be asked to link your account to Best Buy's SAP Ariba system. If you do not have an account, click **Sign up**.
3. Populate all mandatory fields identified with a red asterisk (*) in each section. If the information is available, also populate the optional fields. Some fields will be pre-populated from the request form; update them as needed.
   a. **Company Information**
      1) **Company Name** *
      2) **Country/Region** *
         a) If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.
      3) **Address** *
      4) **City** *
      5) **State** *
      6) **ZIP Code** *
   b. **User Account Information**
      1) **Name** *
         a) Enter your first name.

b) Enter your last name.

2) Email *

a) Pre-populated from the request form. If this needs to be changed, please contact BBYProcurement@BestBuy.com to have a new invitation sent to the correct email address.

3) Use my email as my username

a) Select this box if you would like to use your email address as your username.

4) Username *

a) Must be in email format (e.g., john@newco.com).

5) Password *

a) Passwords must contain a minimum of eight characters including upper- and lower-case letters, numeric digits, and special characters.

6) Repeat Password *

7) Language

a) Select the language Ariba will use for configurable notifications. This setting is separate from your web browser language.

8) Email orders to *

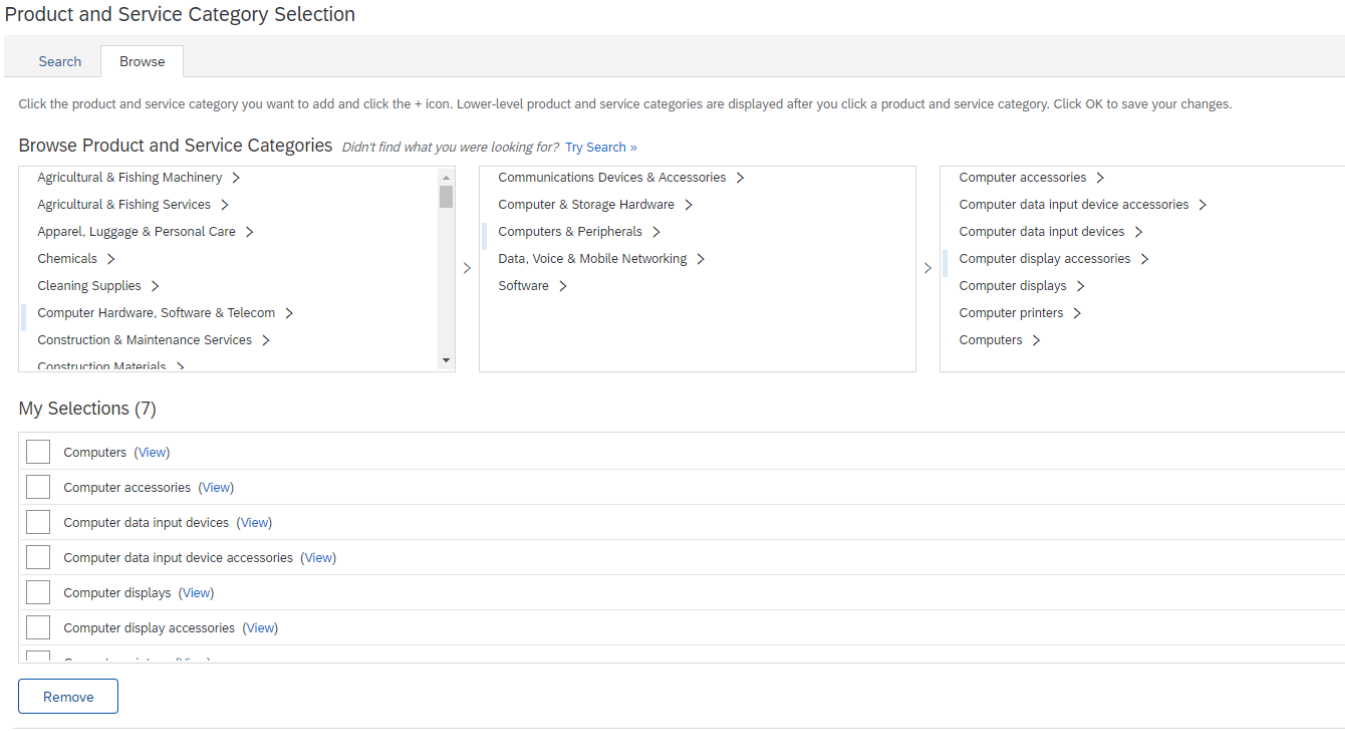
a) Customers may send you their orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

c. **Tell Us More About Your Business**

1) This is not specific to products/services you provide to Best Buy. This profile will be searchable by any user on the SAP Ariba Network.

2) Product and Service Categories *

a) Enter product and service categories or use the **Browse** link. You may enter as many or as few categories as you would like associated with your profile.



3) **Ship-to or Service Locations** *
   a) Enter ship-to or service locations or use the **Browse** link.
4) **Tax ID (optional)**
   a) Enter your nine-digit Company Tax ID number.
5) **D-U-N-S Number (optional)**
   a) Enter the nine-digit number issued by Dun & Bradstreet. By default, "-T" is appended to the D-U-N-S number in a test account.
6) Select both boxes to confirm that you agree to the **Terms of Use** and the **SAP Business Network Privacy Statement**.
7) Click **Create account and continue**

You may receive a pop-up notification that an Ariba Network account may already be registered by your company. If you know there are no existing accounts associated with your company, click **Skip Review**. If you are unsure and would like to verify, click **Review Accounts** and follow the instructions on that page.
You will receive a system-generated email from Ariba Commerce Cloud welcoming you to the service and providing your ANID, username, and additional information about the SAP Ariba Network.

4. Continue your registration with Best Buy by completing the Supplier Registration Questionnaire. Populate all mandatory fields identified with a red asterisk (*) in the various sections. If the information is available,

also populate the optional fields. Some information will be pre-populated; validate it and update it as needed. Complete the questionnaire within two weeks of receipt.

a. **Organization Unit** – defaults to GNFR

1) Supplier Information for GNFR

a) Provide meaningful responses to these questions. Complete the questionnaire within two weeks of receipt.

b) Supplier's Name * (Enter the name in all capital letters.)

i. Use the name on line 2 of Form W-9 or line 3 of Form W-8. If that line is blank, use the name on line 1.

c) Supplier Requestor First Name *

d) Supplier Requestor Last Name *

e) Supplier Requestor Email *

f) Commodity *

g) Supplier's Legal Location *

i. Must match the legal address on Form W-8 or Form W-9.

2) General Registration

a) ERP Legal Address ID – leave blank or retain the default value.

b) Legal Address and Contact Information *

i. Street – enter only street name

ii. House Number – enter only house number

iii. Postal Code (ZIP Code)

iv. City

v. Country/Region (select from the drop-down list)

vi. State/Province/Region (select from the drop-down list)

c) COUNTRY LEGAL ADDRESS SHOULD BE THE SAME AS LEGAL LOCATION

i. Verify that you entered the same country for both the legal address and legal location. These entries must match. Then select **Yes** from the drop-down list.

d) Tax ID or EIN or Internal Tax ID US

e) Tax Reporting Name –

i. Line 1 on Form W-9

f) Supplier Legal Entity Type

i. Use the drop-down list to select the entity type. It must match Form W-8 or Form W-9.

g) Provide Form W-8 or Form W-9 * (Use the most up-to-date version.)

i. Click **Attach a file**

1. Click **Choose File** to upload a PDF of Form W-8 or Form W-9; or
2. Drag and drop a copy of Form W-8 or Form W-9 into the designated box.

3. Click **OK**

h) Formerly DBA (Doing Business As)

i. If you previously did business under a different name, enter it here.

i) Supplier Type *

i. Select the option from the drop-down list that best aligns with the goods or services you provide.

j) Description of Services *

i. Provide details about the services you provide. Enter N/A if this field is not applicable.

k) Description of Materials *

i. Provide details about the materials you provide. Enter N/A if this field is not applicable.

l) Diversity Section *

i. Select **Yes** if you are a diverse supplier. If no, skip to step 12.

1. A diverse supplier is a business that is at least 51% **owned, operated, and managed** by a U.S. citizen or group that is part of a traditionally underrepresented or underserved group (minority, women, persons with disabilities, LGBTQ, or veterans).

m) Select all classifications that may apply *

n) For each diverse certification selected, enter the following:

i. Certificate Upload

1. Attach a copy of your certificate

ii. Certificate #

iii. Issuing Authority

iv. Expiry Date (if no expiry date, specify one year from today)

o) If Other Diverse is selected, describe diverse status*

p) Subclass for MBE Classification (if applicable) *

i. Select from the drop-down list.

q) If you select *No* for "Are you a small and/or diverse supplier?", follow the next steps.

r) Do you have a formal small and/or diverse supplier program?

i. If you select **Yes**, select all applicable classifications and follow steps 9–11.

s) Do you have a formal supplier diversity program?

i. If you select **Yes**, answer question 15. If you select **No**, skip to question 16.

t) Do you have a Tier 2 program?

i. A Tier 2 supplier is a diverse company awarded a contract by one of Best Buy's non-diverse Tier 1 or prime suppliers.

u) **URL or Website**
v) **D-U-N-S Number**
   i. Enter the Global Recognized Supplier ID managed by Dun & Bradstreet
w) **NAICS Code**
   i. The North American Industry Classification System or NAICS is a classification of business establishments by type of economic activity.
x) **Select the country where services are provided and/or goods are delivered (geographic location)** *
   i. The default is NAMER (North America). Drill down at least one more level to select Canada, the Caribbean, or the United States.
y) **Are you compliant with Section 889?** *
   i. Section 889 of the 2019 National Defense Authorization Act (NDAA) prohibits US federal government agencies, contractors, and grant and loan recipients from procuring or using certain covered telecommunications equipment and services as described in the statute.

3) **Purchasing Address** (This section relates to your company information, not Best Buy.)
   a) **ERP Purchase Site (non-editable)**
   b) **Purchase Business Name** *
      i. Name that will be displayed on purchase orders.
   c) **Purchasing Address** *
      i. Address that will be displayed on purchase orders for your company.
   d) **PO Notification Email Address** *
      i. Email address where POs will be sent.
   e) **Purchase Contact Name/Group** *
      i. Purchasing Contact First and Last Name or Group Name for your company
   f) **Purchase Email Address**
      i. Email address of Purchasing Contact or Group for purchase related questions for your company
   g) **Purchase Contact Fax Number**
   h) **Purchase Contact Phone Number**
4) **Remittance Address**
   a) **ERP 1st Remit Site ID (non-editable)**
   b) **Remittance Business Name** *
      i. Name listed on your invoice in the Remit to section
   c) **Remittance Address** *
      i. Address listed on your invoice in the Remit to section
   d) **Default Remittance Address** *
      i. Yes – this should be the default remit to address used
      ii. No – you have more than one remit to address, and another address is the default. You will also have to enter in another remittance address.
   e) **AR Contact Name/Group** *

i. Accounts Receivable Name or Group

f) **AR Contact Email** *

g) **AR Contact Fax Number**

h) **AR Contact Phone Number**

i) **Is your remittance bank outside the United States or Puerto Rico?** *

i. If **Yes**, provide the following required information:

1. Bank Account Number:
2. Bank Name:
3. Bank Address:
4. Bank Routing Number or Swift Code:
5. IBAN Number:
6. Email address for delivery of payment notice:
7. Email address for delivery of remittance information:

j) **Is there a second remittance address?**

i. If **Yes,** provide new address

5) **Supplier Contact Information**

a) To add another contact, click the **Add Supplier Contact Information** link and enter the contact information.

Submit Entire Response – This submits your response to the registration.

Save Draft – At any time during registration, you can save your answers and return later to complete the questionnaire.

Compose Message – This will send an email to a member of the Best Buy Supplier Management team. Responses will also be sent back via email.

Excel Import – You can export the registration form, complete it, and import it back into the system. However, this is not the preferred method.

5. Once you finish the questionnaire, click **Submit Entire Response**. A pop-up will ask whether you would like to submit your response. Click **OK**.

A banner will appear at the top of the screen letting you know you have submitted your response and that the status is Pending Approval.

Once approved by Best Buy, you will receive an email notification that your registration has been approved and you are now included in the supplier database for Best Buy.

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

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