



SAP Business Network Supplier Guide Add-On

Your companion guide for transacting with Best Buy Purchasing LLC

Welcome!

Congratulations on joining SAP Business Network as a supplier. You're now part of a global network of 4 million companies. Leading businesses like yours have leveraged their SAP Business Network Enterprise Accounts to grow their business, improve operational efficiencies, and deliver a better experience to their customers.

Your supplier account has been designed to make transacting with your customers as easy as possible. To get started and trained on how to use your SAP Business Network account with Best Buy Purchasing LLC, please follow the steps below:

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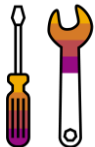


Visit our [Supplier Training page](#)

Learn how to set up and operate your supplier account on our detailed Supplier Training Page. If the above hyperlink doesn't work, copy-paste the following link in your browser instead:

https://support.ariba.com/Adapt/Ariba_Network_Supplier_Training/

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Review the specifics of transacting with Best Buy Purchasing LLC

Make sure to read through the present document to become familiar with all business specific actions and requirements set up by your customer. This document will help you navigate through the detailed content of our Supplier Training Page.

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SCOPE OF BEST BUY PURCHASING LLC'S PROJECT

This section specifies which documents will be transacted through SAP Business Network. Some of them will be mandatory, others will simply be available and considered optional.

Supported Documents On this SAP Business Network relationship	Not Supported Documents On this SAP Business Network relationship
<p>Purchase Orders (PO)</p> <p>Order Confirmations (OC)</p> <ul style="list-style-type: none">Order Confirmations are preferred but not required.You may send order confirmations for material orders at either the header level or line-item level.You may send order confirmations for service orders at the header level.You may update the line items via price change. <p>Ship Notices (ASN)</p> <ul style="list-style-type: none">Ship notices are preferred but not required.You must provide an actual or estimated shipping date on ship notices. <p>Invoices (including the below scenarios)</p> <ul style="list-style-type: none">Invoices are <i>required</i> via the SAP Business NetworkPartial InvoicesInvoices including service information <p>Line-Item Credit Memos</p> <ul style="list-style-type: none">You can create a credit memo at the line-item level for price or quantity adjustments.Line-item credit memos should be submitted when the PO is available on the SAP Business Network <p>Header Level Credit Memos</p> <ul style="list-style-type: none">Header level credit memos should only be submitted when the PO is not available on the SAP Business Network.Header level credit memo should be submitted if only tax amount should be refunded-BBY to confirm scenario	<p>Blanket Purchase Order (BPO)</p> <p>Non-PO Invoices (Invoices submitted without a PO that has been sent via the SAP Business Network)</p> <p>Contract Invoices</p> <p>Invoicing for Purchasing Cards (P-Cards)</p> <p>Summary or Consolidated Invoices</p> <p>Service Sheets (SES)</p> <p>Remittance Advice</p> <p>Goods Receipt Notices</p> <p>Schedule Payments</p>

SETTING UP YOUR ACCOUNT

This section covers the recommended configurations for your SAP Business Network account.

Please make sure you complete at least the following chapters of the *Account Administration* section on the [Supplier Training Page](#).

- Complete your Company Profile
- Complete your Enablement Tasks
- Configure your Email Notifications
- Configure Electronic Order Routing and Notifications
- Configure Electronic Invoice Notifications (including Tax Details)
- Configure your Remittance Information and Payment Methods
 - You must provide a Remit To address on all invoices.

- Please note that you should always confirm your preferred payment method or any changes to your preferred payment method directly with your customer. Payments are not issued through the SAP Business Network.
- Set up a TEST Account
 - This is only required if you are publishing an electronic catalog or starting an integration project with your customer.

TRANSACTIONING ON SAP BUSINESS NETWORK

This section mentions the specifics of transacting with Best Buy Purchasing LLC on SAP Business Network once your account has been set up. You'll find detailed instructions in the Transacting section of the [Supplier Training Page](#) in addition to the content provided in the [Best Buy Purchasing, LLC Supplier Information Portal](#).

Specific Instructions for Invoicing Best Buy Purchasing, LLC

Detailed instructions on how to perform multiple types of invoicing are available on our [Supplier Training Page](#), under the *Invoicing* section in addition to the content provided in the [Best Buy Purchasing, LLC Supplier Information Portal](#).

- Invoicing through SAP Business Network is *required*.
- Best Buy Purchasing LLC will no longer accept paper invoices and requires invoices to be submitted electronically through SAP Business Network.
- You may be required to submit an attachment with your invoice.
- A new and unique invoice number must be provided for each invoice; duplicate invoices will be rejected unless resubmitting a corrected invoice that previously had a failed/rejected status on the Network.
- Invoices can be up to 50 characters in length including numbers and uppercase letters. Special characters are not permitted with the exception of a dash (-) if needed. Lowercase letters are not permitted.
- You may enter taxes at the header or line-item level.
- Tax can be entered as a percentage or dollar amount.
- When tax is included, **Sales Tax** is the only tax type that should be selected.
- If tax should not be included, remove the tax from either the header or line-item level.

HELP & SUPPORT

- The **Help Center** is located within your account and used to access documentation, FAQs and tutorials. If you have an Enterprise account, you can create a service request via the Help Center. Once submitted, a member of customer support will contact you via your preferred method: phone, chat, or email.
- Learn how to set up and operate your supplier account on our detailed [Supplier Training Page](#)
- For general support information go to [SAP Help Portal](#)
- For additional information about transacting with Best Buy Purchasing, LLC, please visit the [Best Buy Purchasing, LLC Supplier Information Portal](#).

For assistance regarding business processes, please contact Best Buy Purchasing, LLC project team at the following email address: bbyprocurement@bestbuy.com.

www.sap.com/contactsap

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