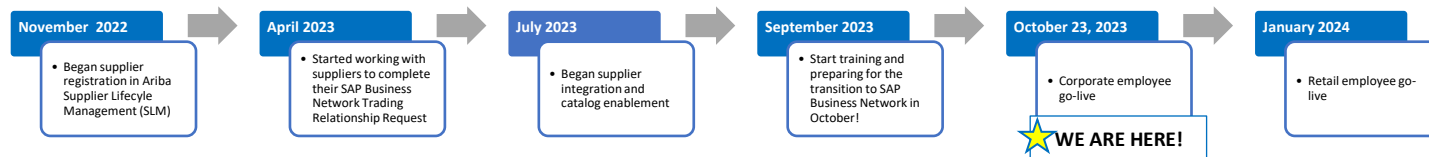


Dear Supplier,

Best Buy is moving closer to our transition to the SAP Ariba Source to Pay platform for all our Goods Not for Resale (GNFR) purchases. Together, we've accomplished quite a bit in this transition journey so far.



There are two steps suppliers need to complete to be ready to transact with Best Buy in the future. If your company intends to continue doing business with Best Buy, your action is required to complete the following:

- First, complete your registration within the Ariba Supplier Lifecycle Management (SLM). This is a Best Buy system used for maintaining information about our suppliers.
- Second, register with the SAP Business Network and accept Trading Relationship Request.

If you've already completed both steps, thank you! **If you have not completed one or both steps and you plan to transact with Best Buy in the future, please email [BBYprocurement@bestbuy.com](mailto:BBYprocurement@bestbuy.com) as soon as possible for assistance.**

We're taking a phased approach to the rollout of transacting via SAP Business Network. Best Buy corporate employees will transition to the SAP Business Network starting on **October 23, 2023**, followed by retail employees at the end of **January 2024**.

#### What does this mean for you and what should you expect?

- If you do business with any of the Best Buy Corporate Functions, **Beginning October 23, 2023**, you may start to receive Best Buy orders through the SAP Business Network as part of our regular business. If you receive an order, please move forward with processing. If you do not receive any orders, that's ok! These orders are being placed as needed, so there is no set timeline for when you will start receiving orders in the new system.
- The **October "go live"** applies to **corporate employees only**, so there may still be Best Buy purchase orders coming through Oracle iProcurement as well. Please continue to fulfill these orders as usual. Best Buy will continue to operate in both systems until we are **fully migrated** to the SAP Business Network, toward the **end of January 2024**.
- Note that as a part of this transition, Best Buy will require a purchase order before an invoice for all purchases of goods and services. This will impact a population of our suppliers who have previously invoiced without a corresponding PO by emailing Best Buy AP's invoice scanning mailbox.
- Note as well that there are certain category specific systems which will continue to be approved for use beyond transition to SAP Business Network. If you currently transact with Best Buy via any of these systems, your process within these systems will not be changed:
  - ProjectMates
  - Planview
  - Service Channel

- ServiceNow
  - Beeline
  - Tangoe
  - Lucernex
  - Passport (previously known as DataCert)
- As with any system change, there will be some bumps in the road. **Help is available!** Training, job aids, FAQs and other resources are available on the [Best Buy Purchasing Supplier Information Portal](#). We'll offer more training in October, so stay tuned!

If you have any questions, please contact [bbyprocurement@bestbuy.com](mailto:bbyprocurement@bestbuy.com).

Thank you for your continued partnership!