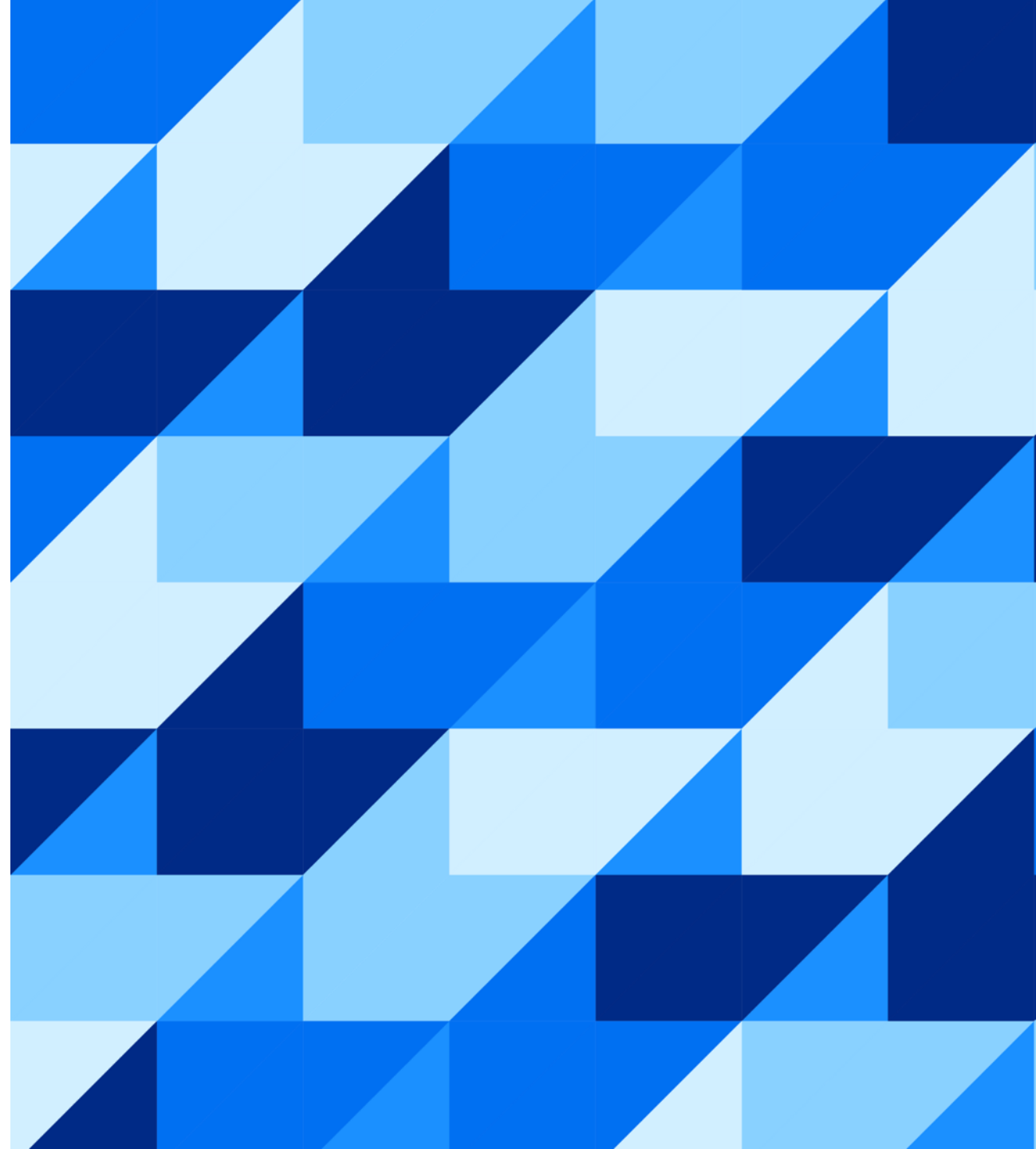


Best Buy Purchasing, LLC SAP Business Network Functional Training

SAP

Public



Today's Agenda



Basic Account Overview

- Accounts Settings Menu
- Viewing Customer Relationships & Transaction Rules
- Supplier Information Portal
- Configuring Notifications – Electronic Order Routing/Electronic Invoice Routing

Utilizing the Workbench

- Configuring Tiles and your Preferred View
- Utilizing the Search Features/Setting Search Criteria

Transacting

- Submitting an Order Confirmation
- Submitting an Advanced Ship Notice (Material Orders)
- Submitting an Invoice – Partial and Full Invoice
- Submitting a Credit Memo – Quantity or Price Adjustment

Help Center

- How to Submit a Service Request

Q&A

Helpful Links for Trading Partners



<https://support.riba.com/item/view/204946> - Best Buy Supplier Information Portal

Please contact bbyprocurement@bestbuy.com with any questions specific to your company's account

<https://support.riba.com/item/view/207528> - How to Confirm a Service Order

<https://support.riba.com/item/view/207513> - How to Confirm a Service Order (Update Line Items)

<https://support.riba.com/item/view/207514> - How to Invoice a Service Order (Including information for partial invoicing)

<https://support.riba.com/item/view/207529> - How to Create a Line-Item Credit Memo for a Service PO

<https://support.riba.com/item/view/207482> - How to Confirm a Material Order (Entire Order)

<https://support.riba.com/item/view/207509> - How to Confirm a Material Order (Update Line Items)

<https://support.riba.com/item/view/207486> - How to Create a Ship Notice

<https://support.riba.com/item/view/207511> - How to Invoice a Material Order (Partial Invoicing included)

<https://support.riba.com/item/view/207512> - How to Create a Line-Item Credit Memo for a Material Order