



## GNFR Routing, Shipping and Labeling Guide

### Good Not For Resale Domestic Guide:

- Shipping To **Consolidator/TPL** for merch kit or inventory products
- Shipping **Direct to Store**
- **Consolidator** labeling instructions- (RDC Label and Flat File format requirements)



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## Introduction

This document is controlled and issued as part of the Production Management Team in Procurement. If you have any questions in regards to this document, please contact their Quality Representative or any other member of that team.

### Corporate Address:

Best Buy Corp  
7601 Penn Avenue South  
Richfield, MN 55423

**References:** Please reference the Best Buy US Domestic Routing and Shipping Guide in addition to this document.

### Revision Control History

This document originated January 17, 2007

REVISION HISTORY below:

| Rev./Active Date        | Initiator                         | Description of Change  |
|-------------------------|-----------------------------------|--|
| 2/18/2010               | DC/Print Shop Management          | Removed sections no longer accurate, consolidated print shop with DC info, added Vendor packaging / label section, reference US Domestic Guide as needed. GNFR changed name to Deployment Solutions. |
| 1/14/2011               | Quality Manager                   | Remove DC & Print shop add in Consolidator/TPL and other updates to labels section contacts etc.   |
| 9/19/2011               | Quality Manager                   | Revised packaging options for ship to Consolidator/TPL.  |
| 4/5/2012                | Purchasing Req.                   | Update Consolidator/TPL move and Franklin removal  |
| 6/26/2012               | Expediting                        | Green label changed text   |
| 10/4/2012<br>Rev 06     | Expediting/ Quality               | Label additions and general updates from DS to GBS. Exeter label, item 4 updated. Packing slip requirements updated.   |
| Rev 07-<br>June, 2014   | Production Management-<br>Quality | Complete rewrite to simplify details   |
| Rev 10 -<br>April, 2014 | Production Management             | Refresh of Guide (including but not limited to; label formats, packaging requirements, BOL and packing list requirements, etc.)  |



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# Section 1.0 Shipping to Consolidator/TPL

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1.1 Consolidator/TPL Ship to Address:  
2360 Pilot Knob Road, Suite C  
Dock Door 66  
Mendota Heights, MN 55120

1.2 Driving Directions:  
From 35W and 494 interchange take Hwy 494 East to Pilot Knob Road  
Pilot Knob Road North to 2360, Suite C  
Delivery dock doors Dock doors 55-77 (East side of building)  
Driver entrance located near dock 66

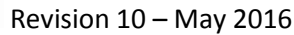
1.3 Contacts:  
Appointments: [bestbuyinbound@GroupO.com](mailto:bestbuyinbound@GroupO.com)  
Inbound Scheduling Department: **1(309)736-8439**  
Best Buy Transportation: [NSOTransportation@bestbuy.com](mailto:NSOTransportation@bestbuy.com)

General Warehouse Manager: **1(309)736-8790**  
Facility Supervisor: **1(309)736-8431**  
Operations Support: **1(309)736-8384**

## 1.4 Receiving Constraints and hours

- Consolidator/TPL utilizes Forklifts and pallet jacks to offload product at Facility. The facility is not equipped with a drive up ramp. Please consider equipment/facility constraints when shipping.
- Consolidator/TPL Scheduling/Receiving Hours Monday-Friday 8:00 AM - 4:00 PM (CST)  
These hours represent the time at which receiving hours begin and the time the receiving hours end.
- ETAs on appointment request forms are to be within receiving hours as listed above. If ETAs are after receiving hours, the ETA will be considered as the following business day and appointments will be granted as such. In some cases we will have same day appointments during the business hours noted above.

*Appointment form Example next page:* To obtain an excel version of the request form please e-mail [bestbuyinbound@GroupO.com](mailto:bestbuyinbound@GroupO.com)

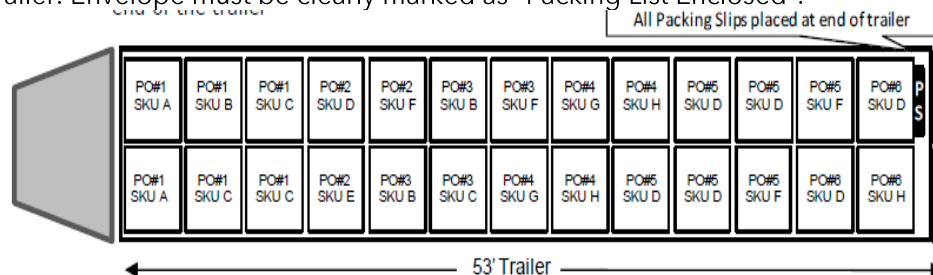


- Best Buy prefers that our vendor partners utilize industry standard seals on all truckload trailers delivered to Consolidator/TPL. Failure to utilize industry standard seals may cause delays in receiving the goods.

**1.5 Pack List Requirement** Failure to comply with requirements listed below may result in refusal of shipment, receiving delays, etc. Any count variance between physical count and issued PO quantity for shipments arriving without accompanying packing list will be viewed as a production vendor error and thus be the production vendors sole responsibility to provide outstanding quantities.

- All shipments to Best Buy stores or Consolidator/TPL must be accompanied by a packing list. No handwritten packing lists.
- One purchase order per packing list.
- The Best Buy Purchase Order number must be clearly noted along with barcode scan version next to it for easy of receipt.
- Packing list must match the contents of the shipment. Both in content and quantity.
- Packing lists for partial shipments must only detail items contained within the shipment.
  - Backordered quantities MUST be clearly marked.
- Placement of Packing List on Shipment

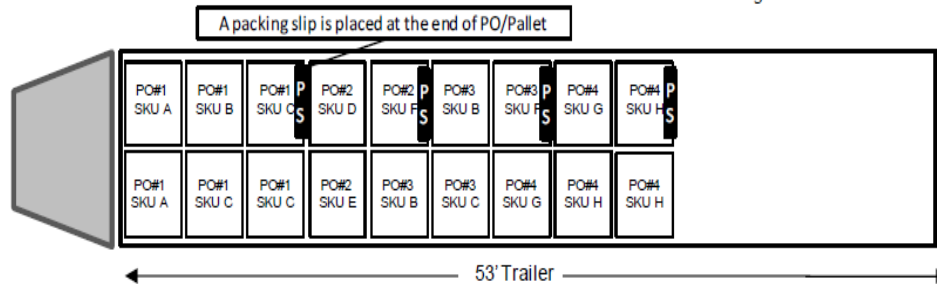
*Truckload* - Packing list is to be placed in a removable envelope or pouch and must be attached to the outside facing surface of the carton/pallet located at the tail end of the trailer. Envelope must be clearly marked as "Packing List Enclosed".





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*Less-Than-Truckload* – Packing list is to be placed in a removable envelope or pouch and must be attached to the outside facing surface of the last pallet of that shipment. Envelope must be clearly marked as “Packing List Enclosed”.



*Small Package/Express* – The packing list is to be located in a removable envelope or pouch on the outside of the carton. Envelope must be clearly marked as “Packing List Enclosed”. In the event a packing list is placed within a carton the carton containing the packing list must clearly be marked “Packing List Enclosed”.

## 1.6 Standard Packing list example:

|   |                           |   |                           |   |                        |                       |
|---|---------------------------|---|---------------------------|---|------------------------|-----------------------|
| <b>Vendor name</b><br>(Vendor shipping address<br>City, State and Zip code) |                           | <b>Bill To:</b><br>Best Buy Purchasing<br>ETC as directed |                           | <b>Ship To:</b><br>Consolidator/TPL<br>2360 Pilot Knob RD<br>Suite C<br>Mendota Heights, MN 55120-1283<br>USA |                        |                       |
| <b>Date:</b><br>6/9/14  | <b>Order #</b><br>XXXXXXX | <b>PO Number:</b><br>XXXXXXX                              | <b>Total Cartons</b><br>5 | <b>Ship via:</b><br>Priority<br>courier   | <b>Weight:</b><br>1.00 |                       |
| <b>Line</b>   | <b>Item:</b>              | <b>Description</b>  | <b>Unit of Measure</b>    | <b>Qty. ordered</b>   | <b>Qty. Shipped</b>    | <b>Qty. Backorder</b> |
| 1   | 1941-0231440              | CONS-Shelf<br>Liner-White-<br>24x12                       | EA                        | 90  | 80                     | 10                    |
| 2   | 001-16-00                 | Sign Stock-<br>Cass/MD<br>Divider Card<br>Labels          | BD                        | 50  | 50                     | 0                     |
|   |                           |   |                           |   |                        |                       |
|   |                           |   |                           |   |                        |                       |

## 1.7 Shipment Scheduling Guidelines for Consolidator/TPL shipments

Please schedule one trailer load as one appointment. The following process should be followed to receive a delivery appointment.

1. Delivery appointment is required for delivery at Consolidator/TPL. E-mail [bestbuyinbound@GroupO.com](mailto:bestbuyinbound@GroupO.com) for appointment.



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2. Consolidator/TPL will respond to your request within 1 hour.
3. Same day appointment requests will be granted if available.
4. Once the carrier has a firm ETA, the appointment request form needs to be sent to Consolidator/TPL. Please note the following based on carrier Type/mode:
  - a. *Truckload* - TL carriers can deliver products to Consolidator/TPL providing they have the required information from the BBY supplier, as reported in the Request Form as agreed upon by Consolidator/TPL.
  - b. *Less-Than-Truckload* - LTL carriers are to request an appointment only when all freight that is going to be delivered on the trailer is at the delivery terminal and a valid ETA can be given.
  - c. *Express* - Express mode carriers would follow the same instructions as the LTL carriers.
5. If the carrier misses their appointment for any reason, the load needs to be rescheduled. The carrier can request same day delivery if time is available.
6. Only UPS and FedEx shipments are allowed to deliver without an appointment.

### 1.8 Carton Shipping Label (ship to)-Consolidator/TPL

A. General info to include on pallet and carton labels as well as packing slips.


- **The verbiage "pallet X of N" where X is the sequential pallet number and N is the total number of pallets on the shipment.**
- **The verbiage "X cartons on pallet" where X is the total number of cartons contained on each pallet.**

**Note: If shipping UPS or Fed Ex, the PO numbers must be referenced on the carriers shipping label, either in reference field number 1 or 2.**

B. Carton content label

Suppliers must label every box with a label similar to this sample:

Label Size: 4 x 6 inch label

|   |                               |
|---|-------------------------------|
| <b>Part Number:</b>   | 1941-0269985                  |
|  |                               |
| <b>Description:</b>   | CDS 2.0-SHOP ASSIST DECAL KIT |
| <b>UOM:</b>   | EA                            |
| <b>PO#:</b>   | 1500610                       |
| <b>Quantity:</b>  | 1                             |
| <b>Date/MFG:</b>  | 4/25/2014                     |



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### **Content Label Information Clarified**

1. Format Text = Arial, 22 pt. unless otherwise stated.
2. Part Number = Best Buy Part Number
3. Barcode info: Part number in barcode readout per Standard GSI-128, encoded 128-B  
Specifications can be located at <http://www.gs1.org/barcodes>
4. **Description:** "Best Buy Part Description" as noted on Purchase Order.
5. **UOM:** unit of measure in which the item was produced (i.e. EA, BD, PD, RL, etc.)
6. **PO #:** Best Buy PO#
7. **Qty:** quantity of item contained within carton in UOM
8. **Date/MFG:** Actual date manufactured
9. Labeled end of the box must be facing out on the skid if possible.

**Label Placement** Recommended placement on the shorter end of the carton, on the lower right hand corner. Labeled end of the box must be facing out on the skid if possible. Box tape must not cover the labels. Top placement only when carton dimensions prohibit ability to label carton side.

#### **Side Placement:**

**Top Placement:** In the event label is placed on the top of a box. Label must be located so as not to destroy the p/n barcode when and if the box is cut open.



### **1.9 Trailer Requirements**

All shipments must comply with the following requirements. Failure to do so could result in refusal of the freight.

#### **Truckload, Less-than-truckload and Container shipments**

- Low boy trailers are unacceptable.
- Trailer bed must be flat (trailers with an "Annie's attic" are not acceptable).
- Trailer bed must be between 46" and 52" high from the ground.
- Inside trailer must have a height of at least 100".
- Trailer beds must be free from debris and loose nails/wood.





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- Trailer beds must be sturdy and strong enough to support the use of electric equipment during unloading.

### **Express mode shipments - Courier, FedEx or UPS**

- Vans are acceptable only if each carton meets the following requirements:
  - a) Consolidator/TPL does NOT have a drive-up door.
  - b) Each carton weighs less than 50 pounds.
  - c) Each carton does not exceed 40" in length.
  - d) Low boy trailers are unacceptable.
- Trailer bed must be between 46" and 52" high from the ground.
- Trailer beds must be free from debris and loose nails/wood.

### **1.10 Packaging Requirements**

1. Cartons to be sealed with 3"Kraft Wet Tape or Polypropylene Clear Carton Tape (with tensile strength of 30 lbs or greater).
2. All products must be packaged to conform to good packaging procedures, as stated in the National Motor Freight Classifications (NMFC) recognized standards. See their website ([www.nmfta.org](http://www.nmfta.org)) for clarity.
3. The boxes must be recyclable corrugated cartons with minimum burst strength of 125 pounds per square inch (PSI).
4. Sometimes orders involve several parts at low quantities making it inefficient to package each into their own box. In these cases signs measuring 48 inches or less at low quantities, may be packaged each part number in their own bag. The bags must be secured so that parts do not shift and move around. Each bagged bundle must have the required label attached to it.-(see carton label specifics and sample). All bagged product must be packed into a master carton. An additional label for each part number must be attached to the outside of the master carton to show what parts are inside the carton.
5. Only one purchase order and part number per carton with exception to item 4 above.
6. Do not band cartons.
7. Each Part Number/SKU will have a specific negotiated Unit of measure (UOM) as
  - i. PO specified by Best Buy.
  - a. Suppliers can request a change to UOM in writing to purchasing at Best Buy. Requests are to be submitted to [GNFRDemandPlanning@bestbuy.com](mailto:GNFRDemandPlanning@bestbuy.com) and [PropertyRequests@bestbuy.com](mailto:PropertyRequests@bestbuy.com). If the change is accepted the PO will be changed, by Best Buy purchasing. The vendor can then begin shipping in the new approved UOM for all future shipments per PO updated requirements.

### **1.11 Pallet Requirements**

#### **Pallet Specifications**

- Dimensions 48"x 40" pallets
- Floor boards not less than 1/4"
- Four way pallets are required

#### **Pallet Building**

- **Height (max): 58" including pallet.**
- All pallets must be shrink-wrapped
- All loads must be palletized except Ocean Containers and UPS
- Load must not exceed pallet dimensions. Loads exceeding standard pallet dimensions of 48"x40" must be on oversized pallets. No overhang of load from pallets will be allowed. All pallets must be accessible by standard pallet jack.
- **Do NOT mix product types on pallet.**
- All carton labels must be visible from the outside of pallet



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- Every pallet must contain a skid sheet with the following information:
  - 1) Bill of Lading number
  - 2) PO number/ Job number
  - 3) Carton count by PO Number
  - 4) Total number of pallets per PO
  - 5) SKU, Part numbers, Reference numbers must be listed and on each carton
- No mixed cartons allowed
- Only one SKU/Part # per carton. Cartons containing multiple SKU/Part # are unacceptable.
- Items must be packaged per Best buy Packaging Specifications or as specified in the Purchase Order. If not specified, packaging must be sufficient to insure product is not damaged during the shipping and receiving process.
- Flat Stock-Best Buy preapproved (typically if product is shipped and used within 72 hours) the item can be rolled and put into a rectangular box this would make handling and storage more effective. If the item cannot be rolled (typically in rolled state longer than 72 hours) it must be shipped flat, banded with protective edges, and corners. Apply cardboard sheets covering the top and bottom of the item then shrink wrap final product.



## Section 2.0 Shipping Direct to Best Buy Stores

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### 2.1 Vendor Packaging and Labeling

- A. Packaging requirements will vary depending upon whether the shipment is going air freight, truck load (TL), or less than truckload (LTL).
  - 1. Air Freight should be shipped with as much secure packaging as possible as this freight is handled by many parties. Anything over 60 inches must ship via ground.
  - 2. TL shipments are vendor loaded and delivered straight to destination. This method is reserved for a shipment that will fill up a complete 53 foot trailer.
  - 3. LTL shipments should be shipped with as much secure packaging as possible. These are subject to being stacked and consolidated with other freight.
- B. All cartons must be shipped on pallets and labeled with the shipper and consignee information per the DS, (direct ship) label criteria.
- C. All pallets should indicate number of pieces and number of pallets. An example would be 1 of 5 pallets, followed by each pallet labeled with number of pieces, part number, and PO information.
- D. All exposed edges must be protected by corner guards.
- E. Glass fixtures must be protected by Styrofoam packaging.
- F. Flexible pieces, such as particle board, must be supported by wood or other durable material to keep the freight from bending in transit.
- G. No product shall hang over the edge of the pallet. This prevents damage to edges when loading and offloading.
- H. All shipments will have full outer packaging and be properly secured to the pallet through the appropriate means necessary in order to guarantee safe arrival. Metal banding is preferred however shrink wrap is acceptable in instances where weight and height are not an issue.
- I. **Mass Packaging**
  - 1. If multiple items are packaged separately and shipped inside one box then each individual item must have attached to it, a label for proper identification
  - 2. Identical items must be boxed together and labeled accordingly



### J. Concealed Items



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1. Skid must have documentation (part number, description and quantity consolidated to one page when applicable) that identifies which items are concealed inside.
2. Each concealed item must be packaged and labeled separately.
3. All items must be noted on the packing list.



#### K. Kit Packaging

1. All fixtures that are purchased as kits must be packaged as kits whenever possible
2. If it's not possible to package the entire kit in one box or on the same skid, then **each** kit component must be labeled separately with its individual BBY item number not the kit item number. Kits must be clearly itemized on the packing list.



## 2.2 Labels and Packing lists Requirements



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A. Required Types of Labels & Documents

| Shipping/Skid Label  | Colored Label  | Part Labeling  | Packing List /BOM- Bill of Materials  |
|--|--|--|---|
| Includes: <ul style="list-style-type: none"> <li>Ship From Location</li> <li>Ship To Location</li> <li>Skid # (if applicable)</li> <li>Purchase Order #</li> </ul> | Includes: <ul style="list-style-type: none"> <li>ATTN to (when applicable)</li> <li>Type of work</li> <li>Store # (<u>not</u> needed if being shipped through our RDC)</li> <li>Box #. Either: <ul style="list-style-type: none"> <li>Box # assigned to box OR</li> <li>Box 1 of 2, 2 of 2, etc</li> </ul> </li> <li>Merch Kit Date</li> <li>Department</li> </ul> | Includes: <ul style="list-style-type: none"> <li><b>Signage</b> must have Best Buy Part Number printed on the sign</li> <li><b>Fixture and ITS parts</b> must have Best Buy Part Number on part (or on box at minimum)</li> <li><b>Parts that come in a box</b> must have Best Buy Part label on the box and image of part on the box</li> </ul> | Includes: <ul style="list-style-type: none"> <li>BBY Part Number</li> <li>BBY Part Description</li> <li>Qty</li> <li>Manufacturer name and Number (if applicable)</li> <li>Backorder quantity (NA for Graphics)</li> <li>Number of boxes</li> </ul> |

B. Shipping/Skid Label(s) Shipping direct to stores

1. Required label for all Shipments designated for Best Buy stores
2. All Shipping/Skid labels must:
  - a) Be placed on load sides of skid (one on each side)
  - b) Be a white label
  - c) Do not combine items on pallet unless it is clearly divided
  - d) Have legible font sizes
  - e) Include the following:
    - Ship From Location
    - Ship To Location
    - Skid # (if applicable)
    - Purchase Order #
    - Part #
    - Quantity
    - Part Description

|   |                                |
|---|--------------------------------|
| Supplier's Address  | Hawb: 1720745<br>Pieces 1 of 3 |
| <b>268</b><br>#268 Best Buy Store<br>8210 Concord Mills Blvd<br>Charlotte, NC 28027 |                                |
| Description: First reorder  |                                |

### 2.3 Special Colored Coded carton Labels

All shipments must have a specific color specific label applied to all boxes.



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Your Best Buy Purchasing Representative will provide you with:

- The color of label to place on each BOX . A colored label must be applied to SKIDS if it is exclusively for Project Team or 3<sup>rd</sup> Party.
- Attention to (if needed)
- Type of work (i.e. Revision, Transition, etc)
- Store List (to input store number). A store # is not needed if it is going through our RDC.
- Box number (i.e. Box 12 ) or number of boxes (i.e. 1 of 6, 2 of 6, etc.)
- Merch Kit Date
- Dept it goes to

**Note:** If label content has not been provided within purchase order notes please contact your Best Buy representative.

### 2.4 Vendor label creation requirements:

- Print/Procure the label.
- Use either a 4 X 6 or 8.5 X 9.5 size label
- Input all fields on label (per Attention fields and/or general notes on Purchase Order issued)
- A colored label must be placed on each BOX
- A colored label must be applied to SKIDS if it is exclusively for Project Team or 3<sup>rd</sup> Party
- Note below the different colored labels and their format. Please create them as shown.

**Note:** You will frequently receive specific label color requests for shipments of graphics/signage, fixtures, electronic parts and displays. The colors designations are critical for routing of shipments to the appropriate teams within Best Buy facilities.

| For Merch Team    |  |                |  |
|-------------------|--|----------------|--|
| <b>ATTN:</b>      |  |                |  |
| Ad/Set Temp Signs |  | Revision       |  |
| R&M               |  | Transition     |  |
| NSO/Remodel       |  | Transformation |  |
|                   |  |                |  |
| <b>Store:</b>     |  | <b>Box:</b>    |  |
| <b>MKD:</b>       |  | <b>Dept:</b>   |  |

All **red** labeled packages are to be taken, unopened, to the designated Warehouse area for the Merch Team.

| For Project Team  |  |                |  |
|-------------------|--|----------------|--|
| <b>ATTN:</b>      |  |                |  |
| Ad/Set Temp Signs |  | Revision       |  |
| R&M               |  | Transition     |  |
| NSO/Remodel       |  | Transformation |  |
|                   |  |                |  |
| <b>Store:</b>     |  | <b>Box:</b>    |  |
| <b>MKD:</b>       |  | <b>Dept:</b>   |  |

All **green** labeled packages are to be taken to the designated Warehouse area for the Project Team. The shipments are not to be opened and no paperwork is to be removed from them.



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### For BBY Mobile SAS (Stand Alone Store)

|                   |  |                |                      |
|-------------------|--|----------------|----------------------|
| <b>ATTN:</b>      |  |                |                      |
| Ad/Set Temp Signs |  | Revision       |                      |
| R&M               |  | Transition     |                      |
| NSO/Remodel       |  | Transformation |                      |
|                   |  |                |                      |
| <b>Store:</b>     |  | <b>Box:</b>    |                      |
| <b>MKD:</b>       |  | <b>Dept:</b>   | <b>BBYMobile SAS</b> |

All **magenta** labeled packages should be received at Best Buy Mobile Stand Alone stores ONLY. If you are a Big Box location and receive a shipment with a Magenta label, contact the SAS store.

### For 3rd Party

|                   |  |                |  |
|-------------------|--|----------------|--|
| <b>ATTN:</b>      |  |                |  |
| Ad/Set Temp Signs |  | Revision       |  |
| R&M               |  | Transition     |  |
| NSO/Remodel       |  | Transformation |  |
|                   |  |                |  |
| <b>Store:</b>     |  | <b>Box:</b>    |  |
| <b>MKD:</b>       |  | <b>Dept:</b>   |  |

All **blue** labeled packages are to be taken to the designated Warehouse area for 3rd Party. The shipments are not to be opened and no paperwork is to be removed from them.

### For PAC Sales Team

|                   |  |                |  |
|-------------------|--|----------------|--|
| <b>ATTN:</b>      |  |                |  |
| Ad/Set Temp Signs |  | Revision       |  |
| R&M               |  | Transition     |  |
| NSO/Remodel       |  | Transformation |  |
|                   |  |                |  |
| <b>Store:</b>     |  | <b>Box:</b>    |  |
| <b>MKD:</b>       |  | <b>Dept:</b>   |  |

All **yellow** labeled packages are to be taken to the designated Warehouse area for the PAC Sales Team. The shipments are not to be opened and no paperwork is to be removed from them.

### For MDC Services Team

|                   |  |                |  |
|-------------------|--|----------------|--|
| <b>ATTN:</b>      |  |                |  |
| Ad/Set Temp Signs |  | Revision       |  |
| R&M               |  | Transition     |  |
| NSO/Remodel       |  | Transformation |  |
|                   |  |                |  |
| <b>Store:</b>     |  | <b>Box:</b>    |  |
| <b>MKD:</b>       |  | <b>Dept:</b>   |  |

All **orange** labeled packages are to be taken to the designated Warehouse area for the MDC Installer Team. The shipments are not to be opened and no paperwork is to be removed from them.



- 2.5 Packing List requirement for direct to store shipments.
- A. Packing lists are required with all shipments.
- B. All Packing List's must:  
Be located on one box of a shipment. It should not be adhered to the outside of the skid.  
Include the following:
1. BBY Part Number
  2. BBY Part Description
  3. Backorder quantity (NA for Graphics)
  4. Manufacturer Number (if applicable)
  5. Image (if possible)
  6. Box Number
  7. Qty

| PACKING LIST   |                         |   |   |               |                 |
|--|-------------------------|---|---|---------------|-----------------|
| Best Buy Co., Inc.<br>Branch: 0 Default Branch<br>9901 West 74th Street<br>Eden Prairie, MN 55344<br>USA |                         |   | Invoice Number  |               |                 |
|  |                         |   | 2605178   |               |                 |
|  |                         |   | Invoice Date  | Page          |                 |
|  |                         |   | 1/11/2010 14:24:53  | 1 of 6        |                 |
|  |                         |   | ORDER NUMBER  |               |                 |
|  |                         |   | 2252834   |               |                 |
| <b>Bill To:</b><br>Best Buy Co. Inc, Store # 1541N<br>7550 Commons Blvd<br>Victor, NY 14564              |                         |   | <b>Ship To:</b><br>Best Buy Co. Inc, Store # 1541N<br>7550 Commons Blvd<br>Victor, NY 14564 |               |                 |
| Ordered By: Mr. SIGNAGE .. ORDERS  |                         |   |   |               |                 |
| Customer ID: 105909  |                         |   |   |               |                 |
| PO Number  | Order Date              | Pick Ticket No  | Primary Salesrep Name   | Taker         |                 |
| N02261 Pro Service-Scrims  | 12/3/2009 09:08:59      | 2654051   | SIGNAGE .. ORDERS   | AT54852       |                 |
| Carrier  | Carrier Tracking Number | Terms Description   | Net Due Date  | Disc Due Date | Discount Amount |
|  |                         | NET 30  | 02/10/10  | 02/10/10      |                 |
| Quantities   |                         | Item ID<br>Item Description   | UOM   |               |                 |
| Ordered  | Shipped Remaining Dtp.  |   | Unit Size   |               |                 |
| Carrier:   |                         | Tracking #:   |   |               |                 |
| 1.0000   | 1.0000 0.0000           | 1101-0137173<br>Scrim-C6-Car Electronics #1-48x72<br>EA 1.0<br>(Only for C6 stores and 1443, 1463 and 7-- (CER) |   |               |                 |





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## Section 3.0 For Consolidator/TPL or Vendor Direct Ship Through RDC's – Merch Kit/ Repair and Maintenance only.

3.1 Consolidator or Manufacturer Generated Label and Flat File requirements for direct to Store shipments routed through Best Buy Regional Distribution Centers (RDC's)

**A. Labels require 100% accountability.** If labels are not applied to **ALL** Best Buy GNFR cartons routed through the RDC's it will cause a delay in store receipts and possible loss of shipment. Label is not required for **shipments going to Consolidator/TPL first as the consolidator will apply them.**

**B. Store specific label and Flat File format:**

**Label:**

Barcode format: **CODE 128**

Carton Range: **998000 - 998999**



**Flat File format:** File to be generated for all carton labels being shipped by RDC. Files to be e-mailed to RDC Computer Operations teams Friday prior to delivery to facility. E-mail addresses can be found in "Distribution Centers and Facility Information" section.

File naming convention: **RDC XXX - MKD X-X-X - Flat File** (example "RDC 781 - MKD 5-25-16 - Flat File")

[RDC 781 - MKD 5-25-16 - Flat File.xlsx \(8 KB\)](#)



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File Format: To contain the headers of container, wave, store, carton and RDC as shown below.

|     | A             | B    | C     | D      | E   | F |
|-----|---------------|------|-------|--------|-----|---|
| 1   | Container     | Wave | Store | Carton | RDC |   |
| 230 | 0301894998136 | 3    | 1894  | 998136 | 84  |   |
| 231 | 0301894998441 | 3    | 1894  | 998441 | 84  |   |
| 232 | 0301894998477 | 3    | 1894  | 998477 | 84  |   |
| 233 | 0301894998513 | 3    | 1894  | 998513 | 84  |   |
| 234 | 0500197998362 | 5    | 197   | 998362 | 84  |   |
| 235 | 0500197998467 | 5    | 197   | 998467 | 84  |   |
| 236 | 0500197998337 | 5    | 197   | 998337 | 84  |   |
| 237 | 0500197998373 | 5    | 197   | 998373 | 84  |   |
| 238 | 0500197998409 | 5    | 197   | 998409 | 84  |   |

***\*\*Be sure to place the correct label on the appropriate store's box\*\****

- C. Place labels on top of box.** Labels must be placed on the top of the box in order for it to be scanned on our conveyer.

**BAD**



**GOOD**





**D. Stores shipping direct via UPS still require the Store Specific Label.** Store Specific labels should be applied to boxes for the following states stores:

- **Puerto Rico**
- **Alaska**
- **Hawaii**

### Distribution Centers and Facility Information

| Regional Distribution Centers (RDCs)  |  |
|---|--|
| Location  | E-Mail   |
| <b>Consolidator/TPL</b><br>2360 Pilot Knob Road, Suite C<br>Mendota Heights, MN 55120                                       | <a href="mailto:BBYOPS@GroupO.com">BBYOPS &lt;bbyops@GroupO.com&gt;</a><br><a href="mailto:bestbuyinbound@GroupO.com">bestbuyinbound@GroupO.com</a>  |
| <b>DC 70 - Bloomington</b><br>6203 "B" West 111th Street Bloomington, MN 55438<br>Phone: (952) 324-1800 Fax: (952) 324-1809 | <a href="mailto:DC070-SHIP@bestbuy.com">*DC070-SHIP &lt;DC070-SHIP@bestbuy.com&gt;</a><br><a href="mailto:DC070ComputerOperators@bestbuy.com">*DC070 Computer Operators &lt;DC070ComputerOperators@bestbuy.com&gt;</a>     |
| <b>DC 77 - Ardmore</b><br>3211 Prairie Valley Road Ardmore, OK 73401<br>Phone: (580) 224-8000 Fax: (580) 224-8077           | <a href="mailto:DC077-SHIP@bestbuy.com">*DC077-SHIP &lt;DC077-SHIP@bestbuy.com&gt;</a><br><a href="mailto:DC077Operators@bestbuy.com">*DC077 Operators &lt;DC077Operators@bestbuy.com&gt;</a>                              |
| <b>DC 84 - Staunton</b><br>#1 Industry Way Staunton, VA 24401<br>Phone: (540) 245-2000 Fax: (540) 245-2030                  | <a href="mailto:DC084-SHIP@bestbuy.com">*DC084-SHIP &lt;DC084-SHIP@bestbuy.com&gt;</a><br><a href="mailto:DC084ComputerOperators@bestbuy.com">*DC084 Computer Operators &lt;DC084ComputerOperators@bestbuy.com&gt;</a>     |
| <b>DC 87 - Findlay</b><br>14401 County Road 212 Findlay, OH 45840<br>Phone: (419) 424-6300 Fax: (419) 424-6330              | <a href="mailto:DC087-SHIP@bestbuy.com">*DC087-SHIP &lt;DC087-SHIP@bestbuy.com&gt;</a><br><a href="mailto:DC087ComputerOperators@bestbuy.com">*DC087 Computer Operators &lt;DC087ComputerOperators@bestbuy.com&gt;</a>     |
| <b>DC 717 - Dublin</b><br>100 Best Buy Drive Dublin, GA 31021<br>Phone: (478) 296-0861 Fax: (478) 296-5936                  | <a href="mailto:DC717-SHIP@bestbuy.com">*DC717-SHIP &lt;DC717-SHIP@bestbuy.com&gt;</a><br><a href="mailto:DC717-ComputerOperators@bestbuy.com">*DC717-Computer Operators &lt;DC717-ComputerOperators@bestbuy.com&gt;</a>   |
| <b>DC 725 - Dinuba</b><br>777 Monte Vista Drive Dinuba, CA 93618<br>Phone: (559) 596-2500 Fax: (559) 596-2520               | <a href="mailto:DC725-SHIP@bestbuy.com">*DC725-SHIP &lt;DC725-SHIP@bestbuy.com&gt;</a><br><a href="mailto:DC725ComputerOperators@bestbuy.com">*DC725 Computer Operators &lt;DC725ComputerOperators@bestbuy.com&gt;</a>     |
| <b>DC 781 - Nichols</b><br>55 Berry Road Nichols, NY 13812<br>Phone: (607) 687-4142 Fax: (607) 689-8218                     | <a href="mailto:DC781-SHIP@bestbuy.com">*DC781-SHIP &lt;DC781-SHIP@bestbuy.com&gt;</a><br><a href="mailto:DC781-ComputerOperators@bestbuy.com">*DC781 - Computer Operators &lt;DC781-ComputerOperators@bestbuy.com&gt;</a> |
| <b>DC 1376 - Shepherdsville</b><br>600 Park Loop Road Shepherdsville, KY 40165<br>Phone: (502) 921-5500 Fax: (502) 921-5551 |  |