

BEST BUY MEXICO

CROSS BORDER SHIPPING GUIDE

**Best Buy Imports,
AVENIDA SANTA FE NO. 440 PISO 2 OFNA 202 Y 203 P3 Y P4
COLONIA SANTA FE CUAJIMALPA, C.P. 05348
DELEGACION CUAJIMALPA DE MORELOS
MEXICO, DISTRITO FEDERAL**

February 2018

Information Page
Please read before going any further!

The scope of this Shipping Guide covers shipments of Best Buy orders from the U.S. to Mexico. Best Buy Imports Mexico requires vendors to carefully read and comply with this document, which can be found at: <http://www.extendingthereach.com/mexico>

Current Updates

This current Best Buy Mexico Vendor Direct Import Shipping Guide was published on the Best Buy's Mexico vendor extranet site on March 2018. Compliance with any new requirements stated in this guide is required immediately or as soon as reasonably practicable.

Future Updates

Updates to the guide occur annually and on an as needed basis in which a notification to vendors will be distributed.

Failure to comply with changes/updates within 90 days will result in Logistics Compliance Program charge backs as set forth in the guide.

Update Schedule:

Published March 2018

Requirements

It is expected that all shipments from all vendors to all Best Buy Mexico's facilities will be in compliance with the requirements as set forth in this guide.

Table of Contents

Introduction	5
Section 1 Corporate Contact Information	7
Section 2 Product Information	9
2.0 Product information and classification	9
2.1 NAFTA requirements	9
Section 3 Document Information	13
3.0 Exports from the US to Best Buy Mexico Imports	14
3.1 Automated Export System (AES) filing:	14
3.2 Presentation of Documents	14
3.2A Land and Air Freight	14
3.3 Required Shipping Documents	14
3.4 Commercial Invoice	16
3.4A Commercial Invoice Example - If FCA-Laredo	16
3.5 Packing List	16
3.5A Packing List Example	17
3.6 Serial Number List	17
3.7 Courier Shipments	17
3.8 Sample shipments	18
3.9 Other Notations, Declarations, Statements, Certificates and Forms	18
3.9A Convict, Forced and Child Labor Statement	18
3.9B Statement of Wood Packing Material	18
3.9C New IATA Air Cargo Shipping Requirement for Lithium Batteries	19
3.9D Country of Origin	19
3.10 Turnover of documentation to Best Buy Mexico's Customs Broker	20
3.10A Consignee Name and Address	20
3.10B Notify Party	20
Section 4 Transportation	21
4.0 Shipment Information	22
4.0A Timelines	22
4.1 Land	22
4.1A Consolidation of Less than Truck Load (LTL) Shipment	22

4.1B	Full Truck Load (FTL shipments)	23
4.1C	Palletizing Requirements	23
4.1D	Split PO Vendor Process	23
4.2	Air	24
4.2A	Air Shipment Booking Procedures	24
Section 5	Carrier Contacts	25
5.0	Land Service Provider list for LTL and FTL shipings	26
Section 6	Packaging and Label Requirements	27
6.0	Packaging Requirements	28
6.1	General Labeling Requirements	28
6.2	Product Labeling Requirements	29
Section 7	Warranties & Manuals	30
7.0	Best Buy Mexico NOM Certification Approval Program - Cross Border	31
7.1	Nom Certification Process	31
7.2	Energy Consumption Process	32
7.3	Warranties & Manuals	32
7.3A	Warranties	32
7.3B	Manuals	32
7.3C	Warnings	32

Introduction

Dear Vendor:

Best Buy Imports Mexico wants to build strong relationships with our vendors as it continues developing the consumer electronics and appliance retail market in Mexico. As business expands, it is critical that we maintain a strong focus on operational efficiency. By working together we can bring product to our sales floor as efficiently and timely as possible. This is critical for providing value to our customers.

The Cross Border Shipping Guide is a comprehensive source of information on how to interface with Best Buy. Our requirements reflect our commitment to reduce the time and effort involved in transporting and processing your product through the supply chain, and controlling unnecessary freight and labor expenses. The requirements set forth in this guide are definitive, clear and consistent with the standard practices prevalent throughout the retail industry. Your compliance to the policies and procedures contained in this guide will help ensure that these goals are achieved.

When a purchase order is accepted, the requirements of the Import Shipping Guide are accepted. Best Buy monitors all inbound shipments to Best Buy facilities to ensure they are in alignment with all our requirements. As always, we are willing to work with you to establish proper shipping procedures that will comply with our requirements.

We appreciate your cooperation and hope that the successful partnership between us continues to grow.



Saul Ortiz Izquierdo
Sub-Director, Supply Chain
Best Buy Mexico

Section 1

Corporate Contact Information

Supply Chain

BBY Mexico Logistics and Compliance Group	
Patricia Aguilar Valdez Main Day-to-Day Contact Imports Compliance Analyst patricia.aguilar@bestbuy.com Phone: (55) 8850 2189	Iray Hinojosa Logistics and Compliance Supervisor iray.Hinojosa@bestbuy.com Phone: (55) 885 02079 Nextel. 72*786290*5
Mexico Trade Services Department: mexicocompliance@bestbuy.com	

BBY US Contact
Jerusa Carswell Ocean Logistics Manager jerusa.carswell@bestbuy.com Phone: (612) 291-6850

Section 2

Product Information

2.0 Product Information and Classification

All vendors, including those selling non-retail product, must provide detailed product specifications to Best Buy Mexico in order to allow for product classification for import into Mexico.

For retail product, upon request, vendors are required to provide a sample for each new item to Best Buy's appointed certification service provider, RADAR CUSTOMS & LOGISTICS, S.A.P.I. DE C.V.

Purchase orders will be cut once samples and product specifications are received and product classification has been completed. No P.O.s will be cut until a sample is received by RADAR CUSTOMS & LOGISTICS, S.A.P.I. DE C.V.

RADAR CUSTOMS & LOGISTICS, S.A.P.I. DE C.V will advise the Mexico Import Compliance Department that it received its sample and the Mexico Import Compliance Department will advise the merchants to cut the P.O.

2.1 NAFTA Requirements

North American Free Trade Agreement (NAFTA)

The vendor is required to provide Best Buy Mexico an original, complete, and accurate NAFTA Certificate of Origin for all goods qualifying for NAFTA treatment to Best Buy Mexico at mexicocompliance@bestbuy.com. The NAFTA form should also be sent to RADAR CUSTOMS & LOGISTICS, S.A.P.I. DE C.V along with other commercial documents. Best Buy expects vendors to provide a blanket NAFTA. The NAFTA CO must be completed and signed by the exporter of the goods. Vendor must provide Best Buy with a renewed blanket NAFTA prior to the expiration of the form on file. Vendors must notify Best Buy of any change that could affect the NAFTA's accuracy or validity.

2.1A General Guidelines about NAFTA Certificate of Origin Fields

Below is an explanation of the information required for each field on the NAFTA Certificate of Origin (CF 434).

Field 1

Tax Identification taxation number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number (RFC); and in the United States, employer's identification number or Social Security Number and email.

Field 2

Indicate a period of **one (1) calendar** year. Dates: **Use the format DD/MM/YY** i.e. the Blanket Period **should be 01/01/18 TO 31/12/18**.

Field 3

If the producer is unknown, it is acceptable to state "UNKNOWN" or "AVAILABLE UPON CUSTOMS REQUEST". If you have the producer information please state: Tax Identification taxation number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number

(RFC); and in the United States, employer's identification number or Social Security Number and email.

Field 4:

If the importer is not known, state "UNKNOWN"; if multiple importers, state "VARIOUS". If the you have the importer information please state: Tax Identification number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number

Field 5:

The description of the goods must be complete, accurate and state all the details relating to the merchandise. No abbreviations should be used and an additional sheet detailing the goods should be attached if needed. In addition, descriptions and/or reference numbers must correlate with the descriptions/references provided on other Customs documents, such as the commercial invoice.

Field 6:

For each good described in Field #5, identify the H.S. tariff classification to six digits. The tariff classification must be consistent with the description of the goods.

Field 7:

For each good described in Field #5, state which preference criterion (A through F) is applicable; each letter represents a criterion qualifying a good for benefits under NAFTA.

In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.

Preference Criteria

A The good is "wholly obtained or produced entirely" in the territory of one or more of the NAFTA countries; this includes raw materials grown or mined in a NAFTA country. **Note: Criterion A applies to products that are 100% made in the region. Usually criterion A applies to products such as oranges grown in Florida, fish caught in Mexican waters, or lumber cut in Canada.**

B The good is produced entirely in the territory of one or more of the NAFTA countries and satisfies the specific rule of origin, set out in Annex 401, that applies to its tariff classification. The rule may include a tariff classification change, regional value-content requirement, or a combination thereof.

C The good is produced entirely in the territory of one or more of the NAFTA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition of "wholly produced or obtained." For example, a metal part is made in the U.S. of German steel. Since the steel has undergone significant transformation, it completes an eligible shift in the tariff classification and is considered origination in the U.S. This metal part is in turn incorporated into a final product in Mexico.

D Goods are produced in the territory of one or more of the NAFTA countries but do not meet the applicable rule of origin, set out in Annex 401, because certain non-

originating materials do not undergo the required change in tariff classification. The goods do nonetheless meet the regional value-content requirement specified in Article 401(d). This criterion is limited to the following two circumstances:

1. The good was imported into the territory of a NAFTA country in an unassembled or disassembled form but was classified as an assembled good, pursuant to H.S. General Rule of Interpretation 2(a), or
2. The good incorporated one or more non-originating materials, provided for as parts under the H.S., which could not undergo a change in tariff classification because the heading provided for both the good and its parts and was not further subdivided into subheadings, or the subheading provided for both the good and its parts and was not further subdivided.

E Certain automatic data processing goods and their parts, specified in Annex 308.1, that do not originate in the territory are considered originating upon importation into the territory of a NAFTA country from the territory of another NAFTA country when the most-favored-nation tariff rate of the good conforms to the rate established in Annex 308.1 and is common to all NAFTA countries.)

F The good is an originating agricultural good under preference criterion A, B, or C above and is not subject to a quantitative restriction in the importing NAFTA country because it is a "qualifying good" as defined in Annex 703.2, Section A or B (please specify). A good listed in Appendix 703.2B.7 is also exempt from quantitative restrictions and is eligible for NAFTA preferential tariff treatment if it meets the definition of "qualifying good" in Section A of Annex 703.2. **NOTE 1: This criterion does not apply to goods that wholly originate in Canada or the United States and are imported into either country. NOTE 2: A tariff rate quota is not a quantitative restriction.**

Field 8

For each good described in Field #5, state "YES" if you are the producer of the good. If you are not the producer of the good, state "NO" followed by (1), (2), or (3), depending on whether this certificate was based upon:

- (1) Your knowledge of whether the good qualifies as an originating good
- (2) Your reliance on the producer's written representation (other than a Certificate of Origin) that the good qualifies as an originating good
- (3) a completed and signed Certificate for the good, voluntarily provided to the exporter by the producer.

Field 9

For each good described in field #5, where the good is subject to a regional value content (RVC) requirement, indicate "NC" if the RVC is calculated according to the net cost method; otherwise, indicate "NO".

Field 10

Identify the name of the country ("MX" or "US" for agricultural and textile goods exported to Canada; "US" or "CA" for all goods exported to Mexico; or "CA" or "MX" for all goods exported to the United States) to which the preferential rate of CBP duty applies. This field must not be confused with the method used to determine the preference criteria of field 7. Although similar, the country of origin is based on a hierarchical approach based on the rules in the U.S. Customs Regulations (19 CFR 102.11). Suppliers are required to exercise due diligence for claiming NAFTA, as

Best Buy will determine NAFTA eligibility of finished products based on NAFTA Certificates provided by suppliers.

Field 11

Exporter Information

11a Authorized Signature

11b Company

11c Name

11d Title

11e DATE Format: DD/MM/YY and blank period should read: 31/12/18

11f Telephone and Facsimile

Section 3

Document Information

3.0 Exports from the US to Best Buy Mexico Imports

Vendors will be responsible for exporting these goods from the US to Best Buy Mexico Imports.

At a minimum, the vendors will have the following responsibilities:

- Create export documentation
- Produce Free Trade Agreement documentation (if the product is eligible)
- Assign Schedule B classification numbers to products
- Assign any applicable Export Control Classification Numbers (ECCNs) to products
- Apply for licenses if applicable (generally for electronics type products)
- File export declarations via the Automated Export System (AES)
- Provide the AES ITN# to GRUPO ED

3.1 Automated Export System (AES) filing:

Vendors must process an Automated Export System (AES) filing. The vendor can do this itself, have its freight forwarder file it or have Best Buy's customs broker, GRUPO ED, in Laredo file the AES on their behalf. The AES must be filed within two days of the shipment departure for Laredo. If the vendor requires RADAR CUSTOMS & LOGISTICS, S.A.P.I. DE C.V to file the AES, a signed Export Agent Power of Attorney (PoA) authorizing ED GROUP & TFS CUSTOMS BROKER INC to act on its behalf must be provided. The vendor can contact the RADAR CUSTOMS & LOGISTICS, S.A.P.I. DE C.V representatives in Section 3.10B directly for a copy of an Export PoA. The vendor will be charged back for any storage charges incurred due to delayed AES filing.

3.2 Presentation of documents

3.2A Land and Air Freight

The documents listed in section 3.3 "Required shipping documents" must be sent via email to invoices.bestbuy@tfs.grupo-ed.com for air or truck shipments no later than 48 hours prior to truck or air departure. It is Best Buy Mexico's preference that the commercial invoice and packing list are prepared in an Excel format.

If the vendor is paid by a letter of credit, the vendor must follow the instructions on the letter of credit.

3.3 Required shipping documents:

1. Commercial Invoice
2. Packing List
3. Serial Number List (If Applicable)
4. NAFTA (If applicable)
5. AWB (Way Bill)

3.4 Commercial Invoice

Best Buy Mexico's commercial invoices must be prepared in English. Commercial invoices submitted for Customs clearance must be identical in quantity, price, and model/article to the invoice submitted for payment to Best Buy for open account payment terms.

Only one PO per invoice and one invoice per PO is to be submitted to the customs broker. Multiple POs on one shipment are allowed, provided that separate invoices are created for each PO. In the case that a P.O. must be split across more than one truck, each truck must have a separate commercial invoice reflecting the contents of each truck.

At a minimum for all shipments, the commercial invoice must include the following information in English:

- Vendor/Seller name and address
- Vendor/Seller Tax ID number
- Consignee's (Best Buy) name and address (See Section 3.10A)
- Consignee's (Best Buy) TAX ID (See Section 3.10A)
- If Incoterm is FCA-Laredo, include "Ship To" destination
- If Incoterm is FCA -Vendor's Dock, do not include "Ship To" destination
- Invoice number
- Invoice date - must be recorded as the estimated date of departure
- Country of manufacture/production
- PO number
- SKU Number
- Quantity of pieces per Article
- Clear and detailed description of the merchandise
- Incoterm
- Unit Price in USD
- Total value of invoice in USD
- Carton marks and numbers noted in Section 6
- If invoice is more than two pages, each page must show the invoice number and a page number in consecutive order
- For samples or articles provided free of charge, a fair market value must be stated for customs purposes

3.5A Packing List Example

Packing List					
Vendor/Seller: XYZ Corporation 123 Industrial Park Tucson, AZ PO: 4000123456		Consignee: BEST BUY IMPORTS S. DE R.L. DE C.V. AVENIDA SANTA FE NO. 440 PISO 2 OFNA 202 Y 203 P3 Y P4 COLONIA SANTA FE CUAJIMALPA, C.P. 05348, DEMARCACIÓN CUAJIMALPA DE MORELOS, MEXICO, CIUDAD DE MÉXICO RFC: BBI0802114Q2			
	Detailed Description	SKU Quantity	Carton QTY	Net Weight	Gross Weight
Seal Number: 67545 Truck Number: HTGY14537654	Cordless Telephone with Answering Machine Article: 1000123456	10,000 units	10,000 cartons	2500 kg	2650 kg
TOTAL		10,000	10,000	2500 kg	2650 kg

3.6 Serial Number List

For those products with serial numbers, Mexican Customs requires that the importer of record report these serial numbers to Mexican Customs at the time of entry. The vendor is required to reflect the serial number as well as the Article, brand and the model of **each** item on a separate list or spreadsheet. Commercial Invoice number must be noted on the Serial Number document.

Sample Serial Number List				CI # ABCD1234
Line	Article	Brand	Model	Serial #
1	1234567	Dynex	DX-123	
	A000001			
	A000002			
	A000003			
2	7654321	Dynex	DX-321	
	B000001			
	B000002			
	B000003			

3.7 Courier Shipments

General Courier Shipments

To expedite shipment delivery, it is requested that vendor utilize UPS. The use of other couriers will result in document turn-over delays. If vendors select to use others couriers Best Buy Mexico requires that the shipment be turned over to

Expeditors International for customs clearance. Vendor must arrange with courier that all shipping and customs clearance expenses be billed back to vendor (refer to UPS Free Domicile shipping term).

3.8 Sample Shipments

Samples Required for NOM Certification and Review

One sample must be sent to the lab in order to conduct testing to confirm the product meets the designated NOM certification requirement. Sample must be sent prepaid via UPS with all charges billed to shipper (refer to UPS Free Domicile shipping terms).

The commercial invoice must reflect the bulleted points shown in Section 3.6.

If these products meet NAFTA eligibility requirements the vendor must provide a NAFTA form. Please review Sections 2.1 and 2.2 for more details about NAFTA.

Please send NOM sample to the following address:

Best Buy Imports, S. DE R.L. DE C.V.
Ave Santa Fe NO. 440, Piso 2, OFNA 202 Y 203, P3 Y P4
Col. Santa Fe Cuajimalpa
C.P. 05348 Deleg. CUAJIMALPA DE MORELOS
MEXICO, Ciudad de México

3.9 Other Declarations

3.9A Convict Labor and Manufacturing Agreement Statements

The following beneficiary statements must be on vendor letter head or written on commercial invoice or packing list, reference the specific shipment's PO, and be signed.

- "Convict labor or forced labor or illegal child labors were not used in the production or assembly of the merchandise for this Best Buy Imports S de RL de CV shipment."

3.9B Statement of Wood Packing Material

Best Buy generally does not allow the use of wood packing material with any shipment.

In the instances where no wood packing material is used the following statement must appear on company letterhead, the commercial invoice or the packing list:

- "No wood packing materials were used in this shipment."

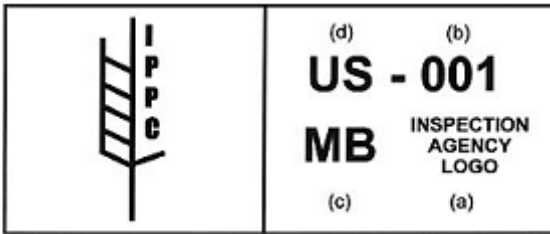
The vendor must have Best Buy's approval to any use of wood packing material before a shipment departs.

If an exception is made and wood packing material is approved by Best Buy for use, the vendor is responsible for making sure the shipment complies with regulations for Wood Packing Materials outlined in ISPM #15. In addition, all shipments that use wood packing material must include the following statement on the commercial invoice, packing list or separate company letterhead:

- “Wood packing materials were used for this shipment and have been appropriately marked according to IPPC standards.”

The regulations require that all wood packing material be treated before export, no matter what the country of origin.

Effective September 16, 2005, all wood packing material (with the exception of manufactured wood material, barrels for wine or whiskey and materials made of very thin pieces of wood (6mm or less)) must be either heat treated or fumigated according to the standards set forth by the IPPC (International Plant Protection Convention). The wood packing material must be marked with the IPPC logo, ISO country code, unique treatment facility number and the method of treatment (Image 1.0). The mark must be permanent and clearly visible (see below).



3.9C New IATA Air Cargo Shipping Requirement for Lithium Batteries

All air shipments of Lithium Batteries to Best Buy must meet the new requirements set forth by ICAO Technical Instructions and IATA DGR According to the 50th Edition (2009) of the IATA Dangerous Goods Regulations (DGR) effective January 1, 2009

Please see attached IATA Guidance document.



GuidanceDocument
onthetransport...

3.9D Country of Origin Marking

If the Article has multiple components, the country of origin must be listed for each component. For example, if a product contains a bag and a pair of headphones manufactured in different countries, the product needs to be marked: “Headphones made in China; Bag made in Taiwan.”

3.10 Turnover of documentation to Best Buy's Customs Brokers

Below are the names and addresses of the appropriate Consignee and Notify Parties for Best Buy Mexico shipments.

3.10A Consignee Name and Address

BEST BUY IMPORTS S. DE R.L. DE C.V.
AVENIDA SANTA FE NO. 440 PISO 2 OFNA 202 Y 203 P3 Y P4
COLONIA SANTA FE CUAJIMALPA, C.P. 05348, DEMARCACIÓN
CUAJIMALPA DE MORELOS, MEXICO, CIUDAD DE MÉXICO

BBY Mexico Logistics and Compliance Group	
Patricia Aguilar Valdez Main Day-to-Day Contact Imports Compliance Analyst patricia.aguilar@bestbuy.com Phone: (55) 8850 2189	Iray Hinojosa Logistics and Compliance Supervisor iray.hinojosa@bestbuy.com Phone: (55) 885 02079 Nextel. 72*786290*5
Mexico Trade Services Department: mexicocompliance@bestbuy.com	

Tax ID #BBI0802114Q2

3.10B Notify party:

Truck Shipments

Best Buy in Care of GRUPO ED
Attn: Brenda Pacheco
Phone: +52 (867) 712.0151 Ext. 1504
Email: Brenda.pacheco@radarholding.com

Best Buy in Care of GRUPO ED
Attn: Teresa Alarcon
Servicio al cliente
México + 52(55) 5884 3355 Ext. 1896
N: +52(55) 4613 3568
Email: teresaa@grupo-ed.com

Section 4

Transportation

4.0 Shipment Information

Upon terms of sale agreement, Best Buy Mexico and their carriers will move all shipments from the product delivery point to Mexico. Penalties will be imposed if outside carriers are utilized.

Best Buy's carrier will not book shipments to Mexico if a PO has not been issued. If the vendor ships the goods without a PO, any resulting demurrage or other costs will be charged back to the vendor.

For items that require a NOM, Best Buy Mexico's customs broker has been instructed not to book a shipment to Mexico until confirmation that the NOM certificate is on hand. If the vendor ships the goods to Best Buy's customs broker without a NOM, any resulting demurrage or other costs will be charged back for these extra costs.

4.0A Timelines:

To ensure immediate receipt of orders at Best Buy's Laredo customs broker location, vendor can deliver in a schedule from 9:00 am to 4:00 pm in RADAR's CUSTOMS & LOGISTICS, S.A.P.I. DE C.V facilities. Otherwise, trucker waiting time is possible accruing additional cost to vendors.

4.1 Land

The vendor is responsible to move product to Best Buy Mexico's customs broker appointed consolidation freight station for Less-than-Truck-Loads (LTL) or to the exporting port for Full-Truck-Loads in Laredo, TX, unless otherwise negotiated.

All Best Buy vendors are recommended to contact the following representative for any situation related to the delivery:

Best Buy in Care of GRUPO ED GRUPO ED

Attn: **Brenda Pacheco**

Phone: +52 (867) 712.0151 Ext. 1504

Email: Brenda.pacheco@radarholding.com

4.1A Consolidation of Less than Truck Load (LTL) Shipments

The vendor is responsible to deliver finished product to the custom broker's consolidation facility in Laredo, TX. Best Buy's carrier will be responsible for consolidating multiple vendor orders into full truck load shipments based on the required delivery dates. The carrier is responsible for moving freight to the port for importation. The carrier must move cargo from Laredo, TX within 7 days after cargo delivered to the customs broker's appointed consolidation freight station, unless approved by BBY MX (7 days is the maximum)

The use of the consolidator's facility requires timeliness on the part of each vendor. A delay can set the entire shipment off schedule, resulting in warehouse and storage charges.

To avoid delays, vendors are required to deliver the finished goods to the consolidator by the agreed delivery date between Best Buy and vendor. **The PO DC Date is the date vendors must deliver PO to the consolidator.**

4.1B Full Truck Load (FTL) Shipments

All vendor loaded trucks must be palletized trucks. Ensure trucks are free from serious defects like holes, splinters, snags, dents, or bulges. Equipments must be clean and free of residue from previous shipments. If there are any holes in the truck do not load the product, instead request new equipment from the freight line. All spaces and gaps in the loaded truck must be secured with braces or ballast's to prevent shifting of loads.

At the time of loading, record the truck number and seal associated with each SKU and include it on the packing list. It is very important that this information is accurate and complete to assist in efficient receiving at the distribution centers.

4.1C Palletizing Requirements

Palletized product must be palletized according to the following requirements:

1. Pallets must conform to the GMA standard pallet specifications and must be 40" X 48" in size and must be sanitized and stamped.
 - **NOTE:** Block pallets are unacceptable.
 2. The pallet height restriction is 6.5' (2.0 mts)
 3. Overhang is not to exceed 1" on each of the 4 sides of the pallet.
 4. Banding of product to pallets is not acceptable.
 5. The use of cardboard corner-boards is acceptable if necessary to stabilize the pallet. If corner-boards are used, the height of the corner boards is not to exceed 60" in height and is not to be any taller than the pallet itself.
- * For statement of wood packing material requirements, see Section 3/Document Information

4.1D Split PO VENDOR-PROCESS

It is Best Buy Mexico's preference **not** to accept partial shipments.

When the vendor books a partial PO shipment with the customs broker this booking will be flagged as a booking exception. The customs broker will confirm with vendor that BBY MX does not allow partial shipments. This booking exception will be communicated to the Imports Compliance Supervisor in Mexico, Iray Hinojosa and keep in copy Patricia Aguilar.

In the case that the Imports Compliance Supervisor in Mexico confirms that partial PO needs to be accepted, the original PO will be cancelled and two new POs will be cut reflecting the split quantities for the original PO. PO 1 will be the first quantity to ship and PO 2 will be the balance quantity to ship.

The two new POs will be communicated to the customs broker and the vendor. The vendor will then be able to make a delivery for these two new POs and the customs broker will accept the delivery – provided the delivery matches the PO detail.

4.2 Air

If FCA Vendor's dock, all Best Buy vendors must contact Best Buy Mexico to quote and nominate the freight forwarder that will move the freight to the broker's facility. Under FCA terms of Sale, the vendor is the exporter of record.

4.2A Air Shipment Booking Procedures

Ongoing airfreight programs will be arranged well in advance of the start date to ensure proper execution by all parties. One-time shipments will be pre-arranged with Mexico Trade Services Department, and all excess charges incurred will be reviewed and allocated properly. Shipments will be booked as origin airport collect unless other arrangements have been made. The vendor is responsible to pay all origin charges. It is also the vendor's responsibility to deliver the shipment to the origin airport and surrender documents to the carrier.

Section 5

Carrier Contacts

5.0 Land Service Provider List for LTL and FTL Shipments

GRUPO ED Locations and Contacts for arranging delivery to the GRUPO ED cross border facility and air carrier bookings:

Laredo, TX

Best Buy C/O Grupo ED – TFS
8301 Killam Industrial Blvd
Killam Industrial Park
78045 – 1812
Laredo TX
Attn: Brenda Pacheco
Phone: +52 (867) 712.0151 Ext. 1504
Email: brendap@grupo-ed.com

GRUPO ED Email Contact for submitting all shipment documents:
invoices.bestbuy@tfs.grupo-ed.com

Section 6

Packaging and Labeling Requirements

6.0 Packaging Requirements

- a) All products must be packaged to conform with good packaging procedures, the requirements of carriers and to the National Motor Freight Classifications (NMFC) requirements. See their website (www.nmfta.org) for classification listings.
- b) All products must be packaged in recyclable corrugated cartons with minimum burst strength of 125 pounds per square inch (PSI).
- c) Only one model/UPC per carton. Cartons containing multiple models are unacceptable.
- d) Only one purchase order per carton. Cartons containing multiple purchase orders are unacceptable.
- e) Partial cartons are unacceptable.
- f) Banding of cartons is unacceptable.
 - a. Banding may be necessary for multi-carton models. If necessary, bands must be plastic and corner protectors are to be used on all the banded edges to avoid possible damage to the product.
 - b. Metal banding is not acceptable.
 - c. Logistics is to be notified of all multi-carton models that will require banding. Please send notification to the Logistics Compliance Program Department (see section 1).
 - d. EXCEPTION: Banding of plasma and projection TV cartons with plastic bands (maximum of 3 per carton) is acceptable and does not need to be pre-approved by the Logistics Compliance Program Department.
- g) Each model/UPC will have a specific negotiated Case Pack Quantity (CPQ) as approved by Best Buy Marketing. Each model/UPC must ship in the specific CPQ on every Best Buy shipment.
 - a. Any change requests to specific models CPQ must be sent in writing to Best Buy Marketing. If the change is accepted in writing by Best Buy Marketing, the vendor can then begin shipping in the new approved CPQ for all future shipments and must cease shipping that model to Best Buy in the old CPQ.

6.1 General Labeling Requirements

1. All product (individual units, inners cartons and master cartons) must be appropriately labeled according to the below detailed requirements.
2. Information can be either pre-printed on the product/carton, applied in the form of a label, or a combination there-of. Most labels are 4"x6" in size. Label can be located anywhere on the carton except the bottom.
3. Special handling notations should be on any and all cartons if applicable. Examples of such notations are:
 - a. Fragile
 - b. This end up
 - c. Do not clamp on sides
 - d. Do not stack more than X units high
 - e. Protect from heat
4. Best Buy China Ltd cartons must be marked with the production date code.

6.2 Product Labeling Requirements

If the vendor is shipping in a case pack quantity of one, the following guidelines apply. If the product is shipped in sellable units (case pack quantity = 1) and all carton label requirements are preprinted on the sellable unit, no additional label needs to be applied.

1. Individual Unit Label Requirements
 - a. UCC-12 in UPC symbology
 - b. Model # and/or product description
 - c. Country of Origin
 - d. Best Buy Mexico PO #
 - e. Article#
 - f. Carton Number ____ of ____

If the vendor is shipping in case pack quantity of more than one, the following guidelines apply. If all of the required information is preprinted on the master cartons, no additional label needs to be applied.

1. Individual Unit Label Requirements
 - a. UCC-12 in UPC symbology
 - b. Model # and/or product description
 - c. Country of Origin
2. Inner Carton Label Requirements
 - a. UCC-12 in UPC symbology
 - b. Model # and/or product description
 - c. Case Pack Quantity (CPQ in units) per Inner Carton
3. Master Carton Label Requirements
 - a. UCC-12 in UPC (magnified to 200%) symbology
 - b. Model # and/or product description
 - c. Case Pack Quantity (CPQ in units) per Master Carton
 - d. Country of Origin
 - e. Best Buy Mexico PO #
 - f. Article#
 - g. Carton Number ____ of ____

Please follow up the instructions indicated in the attached file to know how to build the pallets for consolidated PO's.



Adobe Acrobat
Document

Section 7

**NOM, Energy
Consumption,
Warranties &
Manuals**

7.0 Best Buy Mexico NOM Certification Approval Program – Cross Border

Products that are subject to Official Mexican standards or NOM (Norma Oficial Mexicana) must be accompanied by a certificate of compliance issued by a Mexican testing laboratory.

Once the SKU assortment has been confirmed, the Import Compliance Department will gather information in order to classify the goods and assign an HTS Code.

The Import Compliance Department may contact vendors requesting a detailed product description, specification sheet and an explanation of how the product is used. Best Buy may also require a sample in order to properly classify items.

NOMS are based on the type of item being handled. Best Buy's third party will confirm with the vendor which NOM applies after properly classifying the items.

7.1 NOM Certificate Process:

1. If NOM Certification is applicable, Best Buy's, will coordinate with vendors to obtain article samples in order to conduct NOM Testing.
2. Vendor provides samples for NOM testing. Please reference Section 3.8 for instructions on sending samples.
3. Testing Laboratory receives samples and initiates NOM testing process
4. Testing Laboratory provides Best Buy the Lab Testing Results and NOM Certifications
5. Best Buy provides NOM certifications to RADAR CUSTOMS & LOGISTICS, S.A.P.I. DE C.V
6. If NOM labeling is required, RADAR CUSTOMS & LOGISTICS, S.A.P.I. DE C.V will label products in Laredo, TX according to NOM Information.

7.2 Energy Consumption Process:

1. If the Energy Consumption Regulation is applicable Best Buy's will coordinate with vendors to obtain Energy Values.
2. If Vendor doesn't have Energy Values they must provide samples for testing. Please reference Section 3.8 for instructions on sending samples.
3. Testing Laboratory receives samples and initiates energy testing process
4. Testing Laboratory provides Energy Values and Energy Consumption documentation to Best Buy.
5. Best Buy files values

6. If Energy Consumption labeling is required, RADAR CUSTOMS & LOGISTICS, S.A.P.I. DE C.V will label products in Laredo, TX according to Energy values provided by Best Buy.
7. Best Buy will courier Energy Consumption Certification documentation to PROFECO and CONUEE

7.3 Warranties & Manuals

These requirements and specific detail to cover the data required below will be communicated to the vendor by Best Buy.

7.3A Warranties:

The warranty is optional and applicable only when Best Buy offers a product warranty.

For those cases, the warranty must contain at least the following information:

- a. The date when the consumer received the product
- b. Name and address of importer of record, BEST BUY IMPORTS S. DE R.L. DE C.V
- c. Brand or model of the product
- d. Name of the retailers in Mexico where the warranty is honored
- e. Name of the retailers in Mexico where consumers can obtain parts for their products
- f. Warranty period (for electric and electronic devices this can't be less than three months)
- g. Terms and conditions of the warranty
- h. Procedure to use the warranty

7.3B Manuals

Manual requirements:

- a. Must be written in Spanish
- b. Must contain clear instructions for its normal usage, maintenance and optimum use.
- c. Must provide a secure and reliable use of the product.

7.3C Warnings

Warnings can be mentioned in the product, packaging and manual but must contain the following information:

- a. Warnings to be considered to use, maintain, and enjoy the product
- b. Connectivity or assembly warnings so the product will work correctly
- c. Small parts warnings applicable only for products for children below the age of 5-years-old. Toys for children below the age of 3-years-old must not contain small pieces.