

Accept Amendment

The intent of this job aid is to highlight key steps required in accepting an Amendment. An Amendment is created by the requester and is required if any contractual information such as rates or date information on the work order need to be changed. If the Amendment changes the budgetary requirements from the original job requisition, 3M's approval will be required. The supplier must accept any Amendment changes before they can become effective.

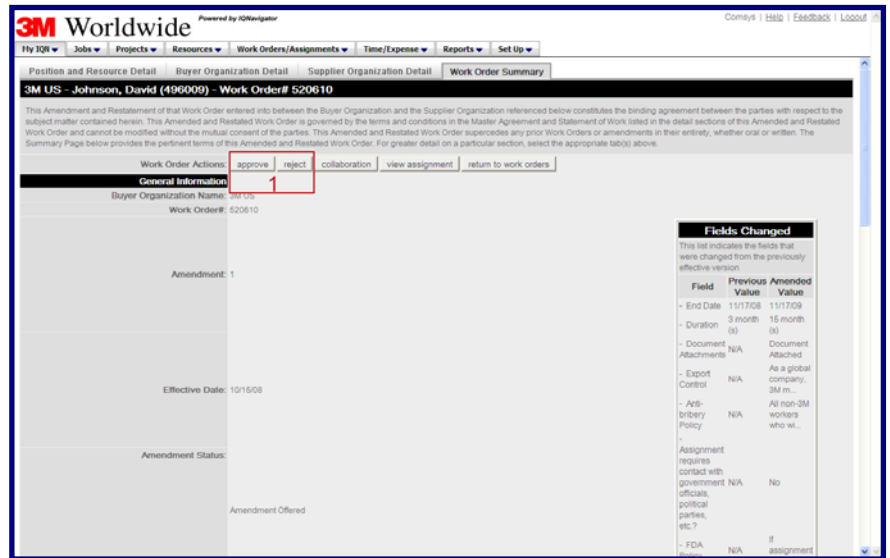
In order to login to the N3M Workforce System web-based application, see 'Login to the N3M Workforce System' job aid for instructions.

Accept Amendment:

From Email Approval:

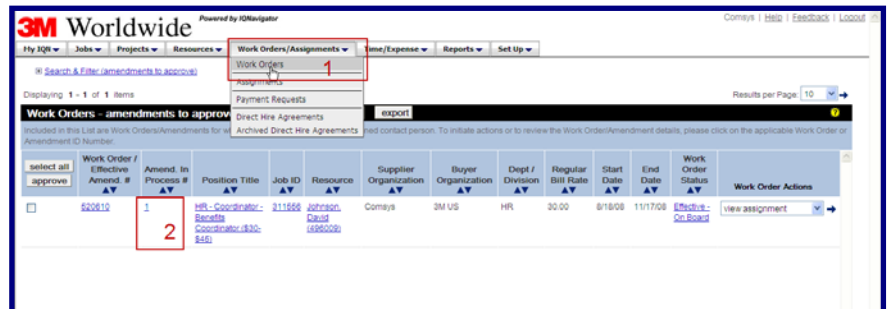
- 1 You may accept or reject the Amendment by clicking on the link provided in the email. The link will navigate to the login screen where you will be prompted to enter your username and password. Review the Amendment for rates and dates, then click **approve** or **reject** at the top of the screen.

(Note: If approved, the Amendment will become effective once the effective date has been reached.)



By Logging into the System:

- 1 Under the **Work Orders/Assignments** tab choose the **Work Orders** sub-menu link.
- 2 Amendments needing approval will appear in the 'Amendment in Process #' column. Click on the **number** hyperlink to view the Amendment. The number reflects how many Amendments have been made to the work order.



Accept Amendment

- Review the Amendment terms in the 'Fields Changed' box for accuracy. This will reflect the previous value(s) on the work order and the amended value(s).
- Click **approve** or **reject**. If the Amendment is rejected provide a reason code why.

(Note: If approved, the Amendment will become effective once the effective date is reached.)

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Position and Resource Detail | Buyer Organization Detail | Supplier Organization Detail | Work Order Summary

3M US - Johnson, David (496009) - Work Order# 520610

This Amendment and Restatement of that Work Order entered into between the Buyer Organization and the Supplier Organization referenced below constitutes the binding agreement between the parties with respect to the subject matter contained herein. This Amended and Restated Work Order is governed by the terms and conditions in the Master Agreement and Statement of Work listed in the detail sections of this Amended and Restated Work Order and cannot be modified without the mutual consent of the parties. This Amended and Restated Work Order supercedes any prior Work Orders or amendments in their entirety, whether oral or written. The Summary Page below provides the pertinent terms of this Amended and Restated Work Order. For greater detail on a particular section, select the appropriate tab(s) above.

Work Order Actions: **approve** | reject | collaboration | view assignment | return to work orders

General Information

Buyer Organization Name: 3M US
Work Order#: 520610

Amendment: 1

Effective Date: 10/15/08

Amendment Status: Amendment Offered

Work Assignment

Position Title: HR - Coordinator - Benefits Coordinator (\$30-\$45)
Position ID#: 311555
Employment Type: Contract
Compensation Rate: Rate Type: Hourly Currency: USD
Rate Card Identifier: 3M

Rate Card Rates:	Regular Hours Pay Rate:	21.13	Regular Hours Mark-Up:	42%	Regular Hours Bill Rate:	30.00
	Overtime Hours Pay Rate:	21.13	Overtime Hours Mark-Up:	42%	Overtime Hours Bill Rate:	30.00

Compensation/Rates:	Regular Pay Rate	Regular Mark-Up	Regular Bill Rate	Contracted Fee	Reimbursement Rate
	21.13	41.98%	30.00	0.26 (0.85%)	29.74
	OT Pay Rate	OT Mark-Up	OT Bill Rate	Contracted Fee	OT Reimbursement Rate
	21.13	41.98%	30.00	0.26 (0.85%)	29.74

Start Date: 8/15/08
Duration: 15 month(s)
End Date: 11/17/09

Travel

Travel and Expense Expected? No
Allow expense entry? No
Travel Time Reimbursable? No
Travel required to which location?
Misc. Terms/Conditions:

Fields Changed

This list indicates the fields that were changed from the previously effective version.

Field	Previous Value	Amended Value
- End Date	11/17/08	11/17/09
- Duration	3 month (s)	15 month (s)
- Document Attachment	N/A	Document Attached
- Export Control	N/A	As a global company, 3M m...
- Anti-bribery Policy	N/A	All non-3M workers who w...
- Assignment requires contact with government officials, political parties, etc?	N/A	No
- FDA Policy	N/A	If assignment is subject...