



Science.
Applied to Life.™

Things go click now!

Doing business together.
It just got even easier and better.



Simply better.

We want to make doing business together even better and more simple ...

... with the help of a modern, global ERP system that will help us to manage our business transactions more effectively. In Germany, the new system is expected to go live in the first few months of 2016. And because you are important to us, we want to inform you now of the exact changes this will mean for you in a clear, easy-to-understand and timely manner.

For more information please visit:






www.3M.de/lieferanteninfo

This is where you will also find future information updates along with this presentation. In addition, you can download and view our future partner platform „Supplier Direct“ (see following page).

Your 3M contact will be happy to answer any further questions you may have.

Better simplicity.

Contents Page

Supplier Direct	3	
New eCommerce	4	
New Order Management	6	
New Accounting System	9	
Important Deadlines about the Conversion	10	





A portal, just for you: Supplier Direct.

www.3mdeutschland.de/3M/en_DE/suppliers-direct

Your advantages: Just one portal for all information related to your business transactions with 3M – with the click of a button.

Supplier Direct contains information regarding our business principles and policies in terms of delivery and invoicing (including the General Terms and Conditions for purchase orders and delivery schedules), packaging, shipping and transport.

Furthermore, you will find a password-protected area. Here you can review your order and payment status at any time, as well individual packaging specifications and much, much more.

Your 3M contact will be happy to answer any further questions you may have.





Your advantages:

It's simple. It's standardized. It's consistent. Our system conversion is intended to optimize the processes in our delivery chain. We will link all business functions worldwide and increase our IT capacities so that we are able to react to our customer's needs even faster and more effectively.

The eCommerce solutions (for example, Ariba Network, SNC or EDI) play an important role in this initiative. We will introduce them in a later correspondence. They are designed to improve our digital business communication with you.

During the launch phase we will contact you once again to request that you also adopt our eCommerce solutions.

If you have any questions regarding eCommerce, please send an e-mail to:

STPeCommerceEMEA@3M.com

With the eCommerce solutions you can:

- view, download or transfer your orders into your ERP system at any time
- easily correct or reconfirm order confirmations
- quickly identify and correct any mistakes in your order
- confirm shipping notices – in terms of shipping quantities, arrival dates and other information
- replace manual data processing with maximum precision and efficiency
- send your invoices electronically



Both you and we can now transmit order confirmations, shipping notes and invoices electronically.



Until now

In the future – after system conversion

Sending Orders

You have received orders from 3M per email or fax, with a shipping address for one of 3M's production sites or offices.



You will receive orders via one of our **eCommerce solutions, per fax or email.**

Purchase Order Acknowledgments (POA)

We have not always received an order acknowledgment.



An order acknowledgment will be compulsory. You can easily view, correct and accept order details, such as quantity, price or delivery date. This will help us reduce mistakes to a minimum.

Advance Shipping Notes (ASN)

We have rarely received a shipping note.



A shipping note will be compulsory, prior to dispatching the delivery. This will help us optimize the invoicing and payment process.

Invoices

You have been sending your invoices to 3M Deutschland GmbH.



You will send all invoices electronically using one of the new eCommerce solutions. Until then, please continue to send your paper invoices to the known addresses.





3M Purchase order
No.: 2490196

3M Deutschland GmbH
Carl-Schurz-Str. 1
41453 Neuss

Telephone: +49 (0)2131 14 2
Telefax: +49 (0)2131 14 2
http://www.3m.com
WUSA-Reg. No. 28 4881547
VAT ID: DE 120679179

Ship to:
3M Deutschland GmbH
Werk Hilden 1
Düsseldorfer Str. 121-125
40721 HILDEN
DUITLAND

3M-Supplier Number: 000017000

Date: 15.12.2015 **Buyer:** [Name]
Telephone: [Number]

Freight Terms: DDP

Payment Terms: [Terms]

Item	Material	Description	Quantity	Unit	Delivery Date	Unit Price	Net value
	2248100	kg	25.000	KG	05.10.2015	EUR	2.500,00

Total net value EUR: 2.500,00

Important:

3M Purchase Order:
No.: 4800574847

3M Deutschland GmbH
Carl-Schurz-Strasse 1
41453 Neuss, Germany
Tel: +49 (0)2131 14 2
Fax: +49 (0)2131 14 2
VAT DE120679179

TO:
TOTAL PAPERCONVERSION AND
REPRODUCTION
POSTAL SERVICE
40721 HILDEN
GERMANY

Ship To:
3M DE Hilden
Düsseldorfer Str. 121-125
40721 HILDEN
GERMANY

Date: 27.09.2015
Payment Terms: [Terms]
Freight Terms: DDP PLACE OF DESTINATION
Ship via: Truck

Buyer:
[Name]
[Address]
[Phone]

Send Invoice To:
3M Deutschland GmbH
P.O. Box 100954
41459 Neuss
Germany

Line	Item description	Quantity	Unit Price	Due Date	Item Total
1	[Description] Old Material No: Tax Rate: 0.00%	25.000 KG	EUR	05.10.2015	2.500,00
Total PO Amount (Before Tax)					2.500,00
Currency					EUR

Important Information

Terms and Conditions
Purchase Order/Scheduling Agreement Terms and Conditions please visit <http://3m.com/supplierterms>
Sitz: 41453 Neuss - Handelsregister: HRB 1878 Amtsgericht Neuss Vorsitzender des Aufsichtsrates:
Kurt-Herwig Wierhoff Geschäftsführer: Reza Vaziri, Dr. Joerg Dederichs, Michael Peters, Stefan Schulz -
Vorsitzender der Geschäftsführung: Reza Vaziri

Page 1 of 1

Until now

You have received our purchase orders

- per email or fax,
- with delivery address to a 3M location (warehouse, production site or office)

In the future – after system conversion

You will receive purchase orders from 3M Germany via one of our eCommerce solutions:

- Ariba Network,
- SNC,
- or directly via EDI or
- per Fax and email.

The delivery address will be repeated in the PO.



New Order Management



Until now	In the future – after system conversion
Our orders have been in German.	No changes: our orders will continue to be in German.
We have been using 11-digit ID numbers that can be found on the order form.	We will switch to 10-digit ID numbers for all direct materials (raw and semi-finished materials). During the transition period, you will find both numbers , the old 11-digit one and the new 10-digit ID number, on the order form. Please indicate both numbers on your invoices and shipping notes.
The agreed packaging units (i.e. boxes, cartons, etc.) have been listed on the order form.	No changes
Our buyer and his/her contact details have been included on the order form.	Our buyer, who is responsible for the order will be shown on the order sheet , including his/her contact details. He/she will be your contact person for all questions regarding the order. Please note: for your future orders your contact person may change.
In some cases, you may also receive orders from us placed by other national 3M companies.	The changes listed in this document will only apply to 3M Germany . Regulations pertaining to deliveries shipped to other national 3M companies will remain unchanged until further notice.





3M
Purchase Order:
No.: 4800574847
The above number must appear on all related correspondence, shipping papers and invoices.

TO:
 TOTAL RETROCHEMICALS AND
 SERVICES SA
 SOUTH SUBSIDIARY
 (GERMANY)

Date: 27.09.2015
Payment Terms: Net 30 Days
Freight Terms: DDP PLACE OF DESTINATION
Ship via: Truck

Buyer:
 (faded text)

3M Deutschland GmbH
 Carl-Schurz-Strasse 1
 41453 Neuss, Germany
 Tel: +49 (0)2131 14 0
 Fax: +49 (0)2131 14 2
 VAT DE120679179

Ship To:
 3M DE Hilden
 Düsseldorf Str. 121-125
 40721 HILDEN
 GERMANY

Bill To:
 3M Deutschland GmbH
 P.O. Box 100954
 41409 Neuss
 Germany

Send Invoice To:
 3M Deutschland GmbH
 P.O. Box 100954
 41409 Neuss
 Germany

Line	Item description	Quantity <small>Comma is the decimal separator</small>	Unit Price	Due Date <small>(DD.MM.YYYY)</small>	Item Total
1	Old Material No: Tax Rate: 0,00%	25.000 KG	147,00 <small>(net 1400 KG)</small>	05.10.2015	3.675,00
Total PO Amount (Before Tax)					3.675,00
Currency					EUR
Important Information					

Terms and Conditions
 Purchase Order/Scheduling Agreement Terms and Conditions please visit <http://3m.com/supplierterms>
 Sitz: 41453 Neuss - Handelsregister: HRB 1878 Amtsgericht Neuss Vorsitzender des Aufsichtsrates:
 Kurt-Henning Wiethoff Geschäftsführer: Reza Vaziri, Dr. Joerg Dederichs, Michael Peters, Stefan Schulz -
 Vorsitzender der Geschäftsführung: Reza Vaziri

Page 1 of 1

Orderer's address

Shipping address may vary from order to order

Billing address

Invoice recipient may be different from the billing address

Buyer contact details

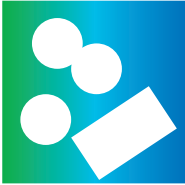
New 10-digit ID number

Old 11-digit ID number

Value-added tax may vary depending on the shipping address; this is why only the net total is shown.

To make things easier, both the old 11-digit product IDs as well as the new 10-digit ones will be used during the transition period





Until now

In the future – after system conversion

Creditor Contact

3M Kreditorenbuchhaltung Deutschland

Email: 3mapgermany@mmm.com
Phone: +49 2131 14-3735
+49 2131 14-3736
+49 2131 14-3737



No changes:

3M Kreditorenbuchhaltung Deutschland

Email: 3mapgermany@mmm.com
Phone: +49 2131 14-3735
+49 2131 14-3736
+49 2131 14-3737

Invoices

You have sent all your invoices to 3M Germany.



No changes:

Please continue sending all invoices to 3M Germany.

Electronic Invoicing and Payment Status

In the „eCommerce“ chapter (page 4) you will find additional information on the advantages of our electronic invoicing process.



Important Deadlines about the Conversion

January
February
2016

	Site Neuss	Site Hilden	Site Kamen
Last inbound shipment:	28 th January 2016	28 th January 2016	28 th January 2016
First new inbound shipment:	2nd February 2016	2nd February 2016	2nd February 2016
Last outbound shipment to subcontractor:		27 th January 2016	26 th January 2016
Last inbound shipment from subcontractor:		27 th January 2016	27 th January 2016
Last order:	28 th January 2016	28 th January 2016	28 th January 2016
First new order:	2nd February 2016	2nd February 2016	2nd February 2016
Last invoice process:	28 th January 2016	28 th January 2016	28 th January 2016
First new invoice process:	2nd February 2016	2nd February 2016	2nd February 2016



For further information please visit:
www.3M.de/lieferanteninfo

Your 3M contact will be happy to answer
any further questions you may have.



3M Deutschland GmbH
Carl-Schurz-Straße 1, 41453 Neuss, Germany

Phone: +49 2131 14-0
Web: www.3M.de

