Quick Reference Card

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Tips

- Ensure your PO routing email is set up correctly so that you will receive email notifications.
- Your Ariba Network inbox is where all POs and their current statuses will be shown, you can access all documents from the inbox.
- All POs and PO Changes must be confirmed in Ariba Network within 24 hours.
- ASN must be created prior to shipment of goods. Invoices can only be created once a POA and ASN have been sent (required for orders starting 48...).

Help Information

- For help on using the application - Use the Ariba Help Center
- Click on Contact Support to submit a ticket referencing 3M
- For any business-related questions, contact your 3M Sourcing Professional.
- Contact the Buyer stated on the Purchase Order for all Order related questions
- Email us at stpcommerceemea@3M.com (EMEA) or stpcommerceamericas@3M.com (The Americas)
- Go to our 3M supplier Direct website to download full training documents: http://3m.com/supplierdirect > select your country > under Quick Links select ERP Training

Confirm a Purchase Order

This is where you confirm orders for 3M, so you are letting the 3M buyer/planner know that you are able to accept the PO and fulfil it within the dates specified or amended by you. Please note that a confirmation is required within 24 hours of receipt of order.

To confirm the entire order

1. Once you have logged into Ariba Network - Go to your Inbox
2. Click on the PO number you wish to confirm, you can use the search functionality.
3. The PO details will be displayed
4. Select Create Order Confirmation
5. A drop-down will appear. Click Confirm Entire Order
6. Enter your PO confirmation number
7. Enter Est Delivery date
8. Enter any comments if necessary
9. Click Next
10. The PO confirmation page will be displayed – showing you the information that will be sent to 3M. Review and click Submit

To confirm part of an order or propose a different unit price, delivery date or quantity

The Ariba Network allows you to confirm part of an order – however, a line item can ONLY have 1 status, so for each line it must be all “Confirmed” or all “Backordered” (backordered is the status you use if you cannot fulfil the order with the dates on the PO and you need to specify different dates). Never reject an order.

1. Select
2. A drop-down will appear. Click Update Line Items
3. Enter your PO confirmation number
4. Enter Est Delivery date (when the goods will be at the requested destination)
5. Enter any comments if necessary
6. In the line item details for the first line on the order enter the confirmed qty – this must be the full qty for the line
7. Click Details to propose different qty and price for line item.
8. In the line item that you wish to enter a backordered qty – enter the qty as the full qty of the line (as the amount that will be confirmed for a later date)
9. You should not use several statuses for a single Line Item. Contact your 3M Sourcing Representative for assistance
10. Click
11. For the backordered qty – enter the Est Delivery date and any relevant comments, click OK
12. For the Confirmed qty, verify the details entered and if applicable, adjust price and dates
13. Once you have verified details – Click Next
14. The order confirmation page will be displayed for you to review.
15. Click Submit
16. Click Done to finish

The PO has now been updated at 3M with your confirmation.
Create an Advanced Shipping Notice

Ship Notices (ASNs) are required prior to invoicing for all Material POs that contain a Customer Part Number and orders without a Customer Part Number that ship across borders. The ASN must be completed and submitted BEFORE the goods arrive at the 3M location (24 hours prior to shipment). If you are working on a service PO you can skip this step.

1. Click Create Ship Notice button
2. Enter your Packing Slip ID number (this is your delivery note reference number)
3. Enter Actual Delivery Date
4. In the Tracking section, enter Carrier Name (choose from drop-down)
5. If 3M pays the carrier costs, select Other and enter Freight Vendor ID in the text field below. If you pay the carrier costs, choose the appropriate carrier.
6. Choose Shipping Method from the drop-down menu.
7. Enter Shipping Qty (Note: Partial shipments are accepted)
8. Required for batch managed products: enter Batch ID (if a 3M batch number: maximum 10 digits with no special characters, spaces or leading zeros) and Production Date. Also add Expiry Date, if material is shelf-life managed.
9. Specify the Trailer ID in the Equipment Identification Code field. Must contain no special characters or spaces.
10. Add multiple batch IDs to each line by selecting
11. Click Next
12. A confirmation page is displayed showing all details you have entered – verify the details
13. Once you have verified details, click to send the document
14. Click to finish

Create and Send an Invoice

1. Click Create Invoice
2. A drop-down will appear. Choose “Standard Invoice”
3. Enter your Invoice # (Note: do not use leading zeros, spaces, lower-case letters or special characters and no more than 16 digits)
4. Enter Invoice Date
5. Select line level tax
6. Ensure the VAT ID is displayed correctly (include country prefix, no spaces and no special characters)
7. If VAT ID is missing or incorrect, edit via Company Settings > Company Profile > “Business” tab (top right corner of the screen)
8. Scroll down to Line Items
9. Verify the Quantity, Unit of Measure and Unit Price, amend if necessary and then skip to step 12
10. Enter a Description for your General Service line
11. Enter Quantity as 1, Unit (same as seen in the PO – note this is case sensitive. Any discrepancy may result in the invoice being rejected by 3M) and Unit Price (invoice total exc. VAT)
12. Click Update
13. Check the box next to Tax Category and choose your Tax Rate from the drop-down box
14. Click Add to Included Lines (this will then apply Tax to the line as selected)
Create and Send an Invoice (continued)

15. Click Next

16. A confirmation page is displayed showing all details you have entered – verify the details

17. Once you have verified details, click Submit to send the document and Done to finish

Create and Send a Credit Memo

1. Once you have logged into Ariba Network - Go to your Outbox
2. Select the invoice you want to submit the credit memo against - you can use the search functionality.
3. Click
4. Enter Credit Memo # and Credit Memo Date:
5. If adding shipping charges to the credit memo, click on the Header lever shipping radio button
6. Scroll down to Line Items. By default, the original invoice values auto-populate (in a negative value).
7. Click the marker to include or exclude the Line Item from the credit memo:
   - Green = Include on credit memo
   - Grey = Exclude from credit memo
8. Review Quantity and Unit Price
9. Click Next
10. Review Credit Memo summary
11. Click Submit

Ariba Account Setup

Add your company VAT ID

1. Go to Company Settings
2. Select Company Profile
3. Select the “Business” tab
4. Scroll down to “Tax Information” and enter your VAT ID. Ensure your VAT ID include a country prefix, no spaces and no special characters
   - Vat Id: GB123456789
5. Click Save

Set up your Electronic Invoice Routing

1. Select
2. Select tab “Electronic Invoice Routing”:
3. Scroll down to “Notifications”
4. Check the boxes for “Send a notification when invoices are undeliverable or rejected” and “Send a notification when invoice statuses change”. Enter your chosen email address for the respective notifications.
5. Click Save