

3M Science.
Applied to Life.™

**Doing business
together.**

**It becomes simpler
and more efficient.**



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.

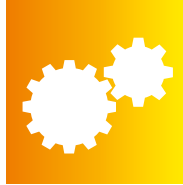
For more information please visit:

www.3M.be/vendorinfo

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

Better simplicity.

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**A portal, just for you:
Supplier Direct.**

www.3M.be/SupplierDirect

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 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, Supply Network Collaboration or EDI) play an important role in this initiative. They are designed to improve our digital business communication with you.

In the near future 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

Now orders, order confirmations, shipping notes and invoices can be sent electronically.



Previously

Today – after system conversion

Sending Orders

You have received orders from 3M per 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 to detect any abnormalities at an early stage.

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 payment process.

Invoices

You have been sending your invoices to 3M Nederland B.V.



You will send all invoices electronically using one of the new eCommerce solutions. Until then, please send your paper invoices to the new Send-invoice-to address. The Bill-to address remains the same.



3M Purchase order
No.: 2490196

3M-Supplier Number: 3000000001
Date: 15.11.2015
Buyer: [Name]
Telephone: [Number]
Freight Terms: [Code]
Payment Terms: [Code]

Item	Material	Description	Quantity	Unit	Delivery Date	Unit Price	Net value
10000	22480100	kg	22480100	kg	05.06.2016	EUR	22480100

Total net value EUR: 22480100
incl. tax: EUR: 22480100

3M Purchase Order:
No.: 4800574847

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

Buyer: [Name]
[Address]
[Phone]

Line	Item description	Quantity	Unit Price	Due Date	Item Total
1	[Description]	25.000 KG	147.00	05.10.2015	3.675.00
Total PO Amount (Before Tax)					3.675.00
					Currency: EUR

Important Information

Terms and Conditions

Previously

You have received our purchase orders

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

Today – after system conversion

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

- Ariba Network,
- Supply Network Collaboration,
- directly via EDI,
- per Fax or email.

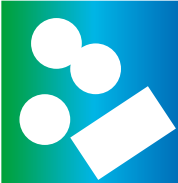
The delivery address will be repeated on the order.



New Order Management



Previously	Today – after system conversion
Our orders have been in Dutch or English.	Our orders will be in English.
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. 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 from now on the new number 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 local 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 administrative contact person will change. Your commercial contact remains the same.
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 Belgium .



Previously

Today – after system conversion

Bill-To address

3M Belgium bvba/sprl
Accounts Payable
Hermeslaan 7
1831 Diegem
Belgium
E-mail: cred.adm@mmm.com
Phone: +32 2 722 5104



The Bill-To address remains the same.

3M Belgium bvba/sprl
Accounts Payable
Hermeslaan 7
1831 Diegem
Belgium
Email: cred.adm@mmm.com
Phone: +32 2 722 5104

NOTE: The address to send the invoice to has changed. See below for Send-Invoice-To address.

Send-Invoice-To address

You have sent all your invoices to 3M Belgium.



New address:
3M Global Service Centre
Skr. Pocz. 179
53-350 Wroclaw 15
Poland

NOTE: It could be that this new address is not visible on the Purchase Order from day one that the new system is live. We advise you to use this new shipping address from 1 August.

Electronic Invoicing and Payment Status

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

For further information please visit:
3M.be/vendorinfo



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