COR360 Purchase Order Supplier Portal

USER GUIDE

Created for

3M Global Suppliers

by Corcentric

Updated April, 2023

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Introduction

Thank you for choosing Corcentric's Cor360 Purchase Order Supplier Portal as an efficient, cost-effective way to comply with 3M Global's requirement for Electronic Data Interchange (EDI). A web browser and Internet access are all that is required to utilize the Cor360 Purchase Order Supplier Portal service. Our web offering enables you to trade documents electronically with accuracy and efficiency. Your service agreement with Corcentric includes the processing of your 3M Global purchase orders, purchase order changes, planning schedules, purchase order acknowledgments, advance ship notices, invoices, and remittance advice. Additional details and instruction regarding each document type can be found in this instructional document. Please note that the 3M Global Cor360 Purchase Order Supplier Portal site is like the 3M US Cor360 Purchase Order Supplier Portal site, but the business rules and requirements are different.

***Corcentric offers a CSV transmission method option. This means you can download your 3M Purchase Order and Purchase Order change to your computer and upload the Purchase Order Acknowledgement, Advance Ship Notice, and Invoices. If you are interested in more information, please contact Corcentric Support.*

Purchase Orders, Purchase Order Changes, Planning Schedules

Corcentric will receive your electronic purchase orders, purchase order changes, and planning schedules from 3M Global and immediately make them available to you in your Cor360 Purchase Order Supplier Portal Inbox. You will receive an email each time a document has been distributed to your Cor360 Purchase Order Supplier Portal Inbox.

Purchase Order Acknowledgment (POA)

Your PO will indicate if you need to complete a POA for each purchase order. A POA is generally required to confirm that you can complete the order. ***PLEASE NOTE:*** ***The required documents indicator is by line. When you click on the POA wizard you may or may not see all the lines from the PO. If the line doesn't require a POA then you will not see it in the wizard.***

Advance Shipment Notice (ASN)

CLICK HERE FOR A TUTORIAL:

https://s3.amazonaws.com/CorcentricUniversity/2019/Cor360%20Purchase%20Orders/Videos/White%20Label/2021/Supplier%20Portal%20Welcome%20-%203M%20Global.mp

Your PO will also indicate if you need to complete an ASN for each purchase order. The ASN will include shipping details. The POA, if required will need to be created before the ASN. ***PLEASE NOTE:*** ***The required documents indicator is by line. When you click on the ASN wizard you may or may not see all the lines from the PO. If the line doesn't require an ASN then you will not see it in the wizard.***

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Invoices

To submit an invoice to 3M Global, you will use Corcentric's Cor360 Purchase Order Supplier Portal. You will enter the appropriate invoice information using the corresponding purchase order as a reference thereby ensuring accuracy and compliance to the 3M Global invoicing standards. Once you have submitted an invoice, Corcentric will transmit the invoice via EDI to 3M Global. You can monitor the status of your invoices from your Outbox. Please note that invoices are processed several times throughout the day. A status of "Acknowledged" assures you that your invoice has been received and acknowledged by 3M Global.

Remittance

You will receive your remittance advice from 3M in your inbox.

The following Cor360 Purchase Order Supplier Portal instructional document is a valuable reference that provides information and detailed instructions for the Cor360 Purchase Order Supplier Portal service. You will find information on how to get started, how to use your Inbox and Outbox, how to access your purchase orders, and how to complete and send invoices, POAs, and ASNs to 3M Global.

Should you have additional questions, you may contact Corcentric Customer Care at

P: 216-525-0240

Webform: https://cor360supplier.corcentric.com/iformsnet/generalcontactus.aspx

Thank you again for your business. We are excited to begin working with you and appreciate the opportunity to be of service. Welcome to the Corcentric community!

First Steps

Once your signed Subscriber Agreement/Registration Form is received at Corcentric, an Implementation Specialist will register you as a member of the 3M Global Cor360 Purchase Order Supplier Portal community. The Implementation Specialist will then email you when you can begin receiving purchase orders and sending invoices.

When you receive your first 3M Global purchase order, you will be notified via an automated email. Additionally, a Corcentric representative will call you to walk you through the Cor360 Purchase Order Supplier Portal application and answer any questions that you may have.

Browser Requirements

Corcentric supports the latest version of these listed browsers for Cor360 Purchase Order Supplier and Customer Portals.

- Microsoft Edge - 89.0.774.48
- Chrome - 89.0.4389.72
- Firefox – 86.0
- Safari – 5.1.7

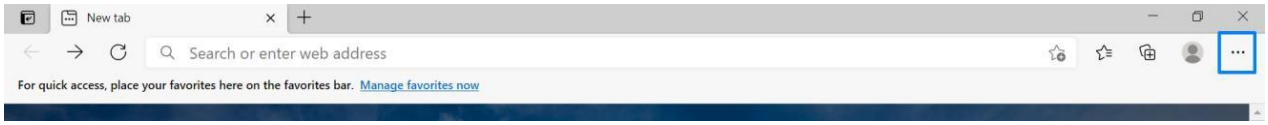
Pop-Up Blocker Settings

To view your documents, you must allow pop-ups for the website. Locate your browser type from the list below and follow the instructions.

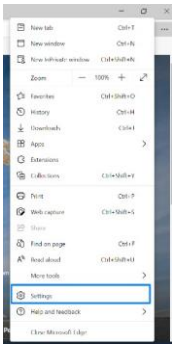
MICROSOFT EDGE

Microsoft Edge will block all pop-ups unless you make the necessary adjustments.

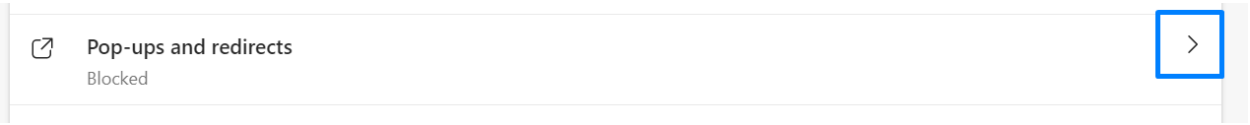
1. Open the login page using Edge. Click the ellipses … (3 dots) on the top right corner ofthe Edge browser. Select **Settings.**



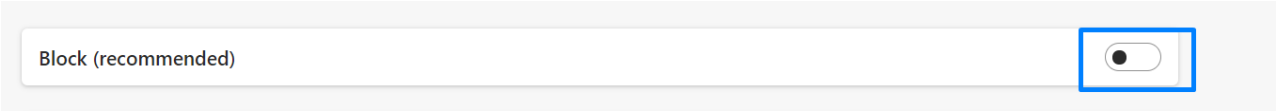
2. Scroll down to the bottom and click **Settings**.



3. Scroll to **Cookies and Site Permissions** and locate **Pop-ups and redirects**.



4. Make sure **Block** is **Off**.

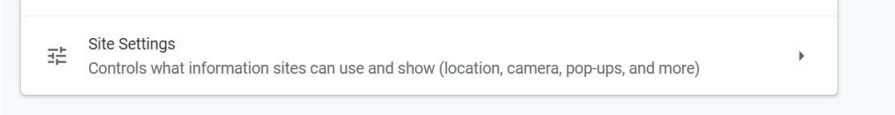


CHROME

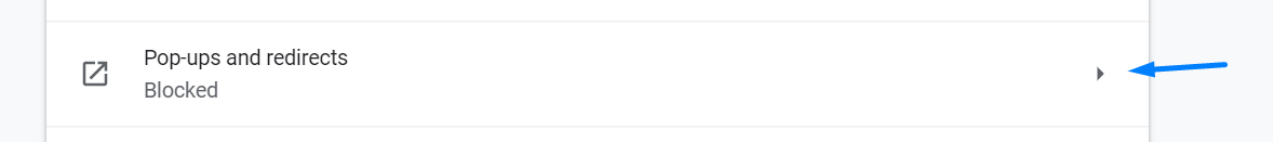
1. Open Chrome. Click on the icon with dots, then select **Settings**.

2. Scroll to the bottom and click **Advanced**.

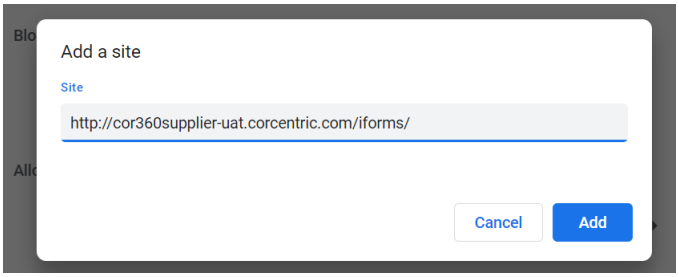
3. Next, under Privacy and Security, select **Site Settings**.



4. Click the arrow next to **Popups and redirects**, then click **Add** next to Allow.

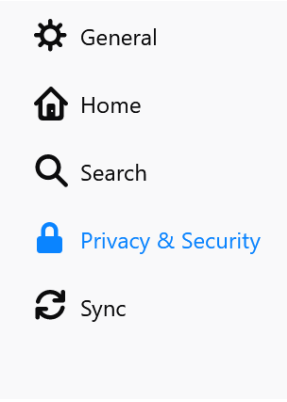


5. Enter http://cor360supplier.corcentric.com/iforms/ and click **Add**.

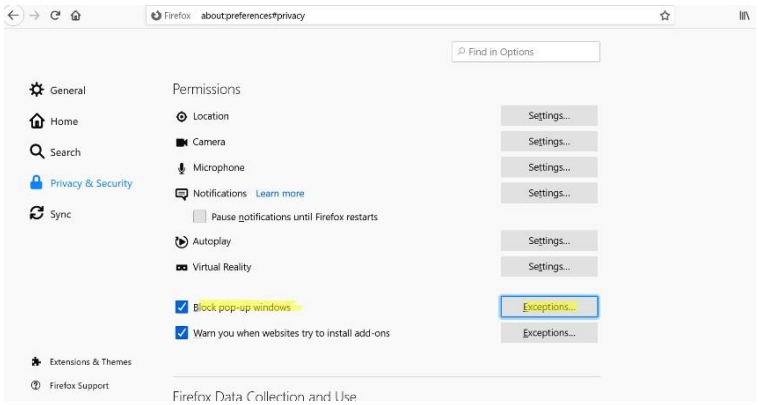


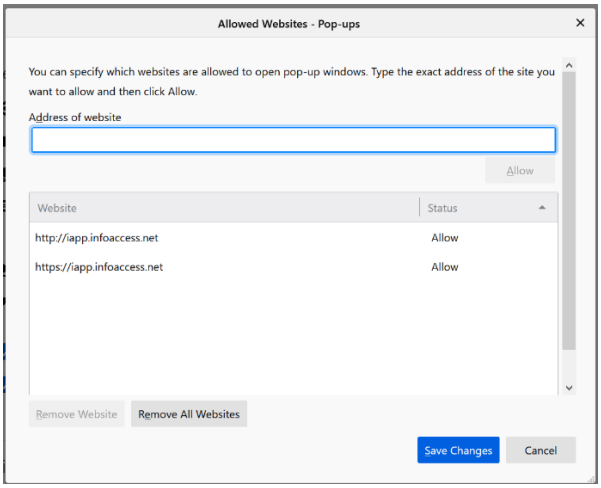
FIREFOX

1. Open Firefox. Click the Hamburger icon ☰ (usually in upper right corner) and select **Options**, then **Privacy & security**.



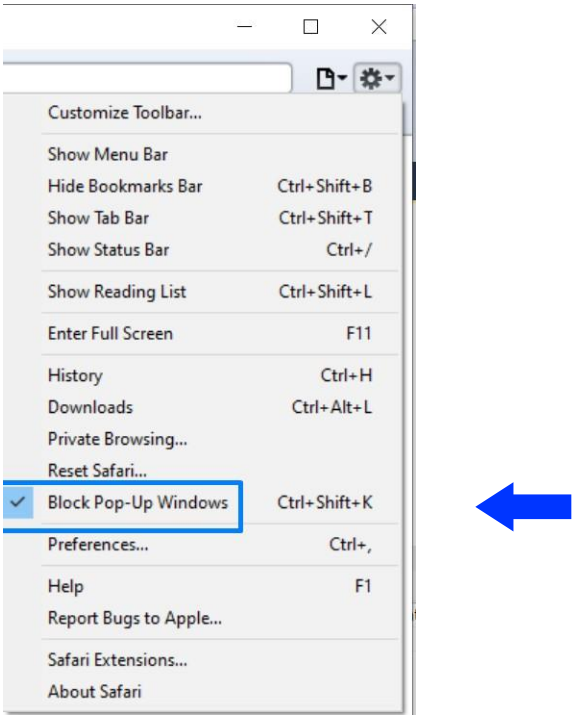
2. Scroll down to **Permissions** section and locate **Block pop-up windows**. Click **Exceptions**. In *Address of website,* type http://cor360supplier.corcentric.com/iforms/ click **Allow,** then**Save changes**.





SAFARI

1. Open Safari and go to the website for the Cor360 Purchase Order Supplier or CustomerPortal.
2. Click the Tool icon ⚙ and **uncheck** *Block Pop-Up Windows.*



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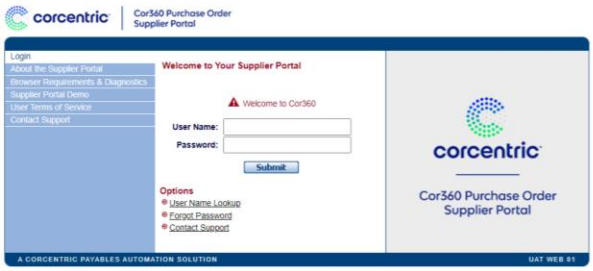
Login to Supplier Portal

1. To access Corcentric's Cor360 Purchase Order Supplier Portal from your web browser, go to www.corcentric.com .
2. Enter your User Name and Password, then click the *Submit* button. Please note that your password is case-sensitive.

Log-in Screen



- If you forget your password, click the Forget Password link from the login screen. Enter your username and email address and click *Submit*. If the provided username and password exist in the system a temporary password will be emailed to you. If you forget your username, click on the *Username* Lookup link from the login screen. Enter your email address and click *Submit.* ***Please note:*** *Temporary Password will expire in 2 days.*

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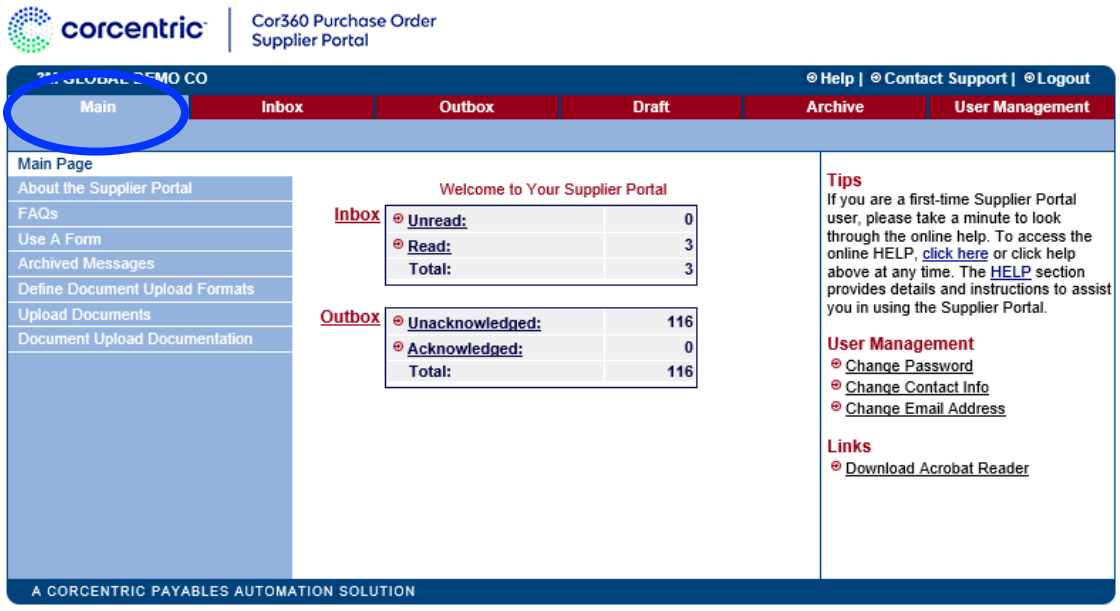
Using Cor360 Purchase Order Supplier Portal: Main Menu

Upon logging into Cor360 Purchase Order Supplier Portal, you are at the Main Menu. The Main Menu provides direct access to your Inbox and Outbox, as well as several User Management functions including *Change Password*. For quick access to your various document types, such as Unread or Unacknowledged, click directly on the hyperlinks.

To access the online Help files, click on *Help* in the upper right corner. You may also click the *Contact Support* link to complete an email form with questions or issues. Click on the *Log Out* button in the upper right corner to exit Cor360 Purchase Order Supplier Portal at any time.

Cor360 Purchase Order Supplier Portal Main Menu



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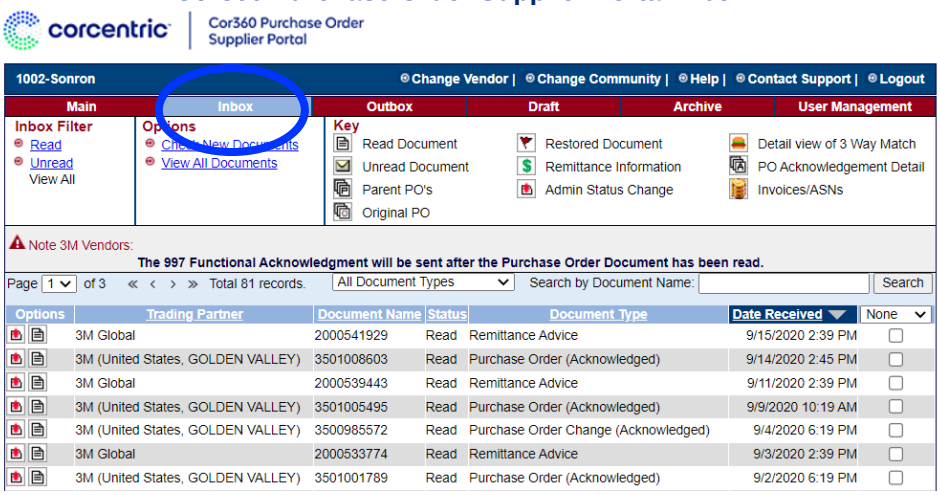
Using Cor360 Purchase Order Supplier Portal: Inbox and Outbox

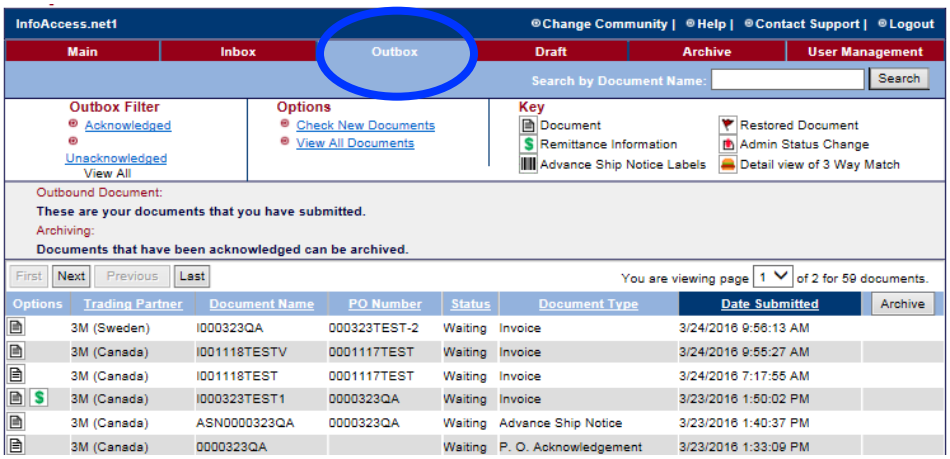
Inbox: You will receive an email each time you receive a purchase order, purchase order change, remittance advice or planning schedule from 3M Global. (Planning schedules may be sent by 3M Global to indicate the quantity and dates for shipment of blanket purchase orders.) The email contains a hyperlink that you can click on to log into Cor360 Purchase Order Supplier Portal. The new document will be in your Inbox. You can view it from the Inbox by clicking on the icon in the Options column next to the corresponding document.

Outbox: You Outbox stores all of your outgoing documents including invoices, purchase order acknowledgments (POAs) and advance ship notices (ASNs). Once you have submitted a document to 3M Global using Cor360 Purchase Order Supplier Portal, you can view the document and its status by clicking on the icon in the Options column next to the corresponding document.

Cor360 Purchase Order Supplier Portal Inbox



Cor360 Purchase Order Supplier Portal Outbox



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Content

The Inbox and Outbox contain the following columns of information:

- **Options:** Clicking on the icon in this column allows you to view the formatted document. A red flag indicates that this document has been restored from the Archives section. **(INBOX ONLY):** If applicable, a coin icon will display a list of invoices associated to that purchase order.
- **Trading Partner:** The name of your Trading Partner is 3M. The country of origin and party to receive city will follow in parenthesis. For example, 3M (United States, Charlotte).
- **Document Name:** The document name or number, such as PO number or invoice number, is listed here.
- **Document Reference (OUTBOX):** The Purchase Order associated to that document.
- **Status (INBOX):** The status of each document will be Read or Unread. The status changes to Read once you have viewed the document.
- **Status (OUTBOX):** The status of your document is reflected in the Status column of the Outbox. Standard status descriptions are:
- **Waiting:** Your document is being sent to 3M Global. All necessary processing, including data transformation, is taking place.
- **Ack Received:** Your document has been successfully sent to 3M Global, and 3M Global has acknowledged the receipt of it.
- **Document Type (INBOX):** The type of document, such as purchase order, purchase order change, is listed in this column. The documents processed against them, if any, will be in parenthesis. For example, Purchase Order (Acknowledged) (ASN).
- **Document Type (OUTBOX):** The type of document, such as invoice, PO acknowledgement or Advance Ship Notice that was processed.
- **Date Received (INBOX):** The Date Received column lists the date and time your purchase order, purchase order change, remittance or planning schedule were received in your Inbox.
- **Date Submitted (OUTBOX):** The date and time your POA, ASN or invoice was submitted to 3M Global through Corcentric is listed in this column.
- **Archive:** To Archive a document, click the corresponding check box, then click on the *Archive* button at the top or bottom of the column. You may archive multiple documents at once by checking multiple boxes. Note: If you accidentally Archive an Cor360 Purchase Order Supplier Portal document, you may restore it from the Archive section.

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Features & Functionality

Additionally, there are several features to help you maneuver throughout your Inbox and Outbox:

- **Filter (INBOX):** On the left part of the screen, you can filter the Inbox by clicking on Read, Unread, or View All. For example, to view only Unread documents, click on Unread.
- **Filter (OUTBOX):** On the left part of the screen, you can filter your Outbox by clicking on one of the links: Acknowledged, Unacknowledged, or View All. For example, to view only Unacknowledged documents, click on Unacknowledged.
- **Check New Documents:** At any time, you may click on this link to update your Inbox or Outbox with any new documents received or submitted.
- **View All Documents:** To view older documents not showing in your Inbox or Outbox, click View All Documents. ***Tip:*** You can change the length of time documents display in your Inbox and Outbox. Go to User Management and enter the number of months you would like to see.
- **Search by Document Name:** To locate a specific document, enter the document name (such as PO number or invoice number) in the designated field. Then click the *Search* button.
- **Sort:** You can sort by any column by clicking on the column header. Click once to sort your Inbox or Outbox in descending order. Click twice to sort in
- **First/Next/Previous/Last:** First takes you to the first page. Previous takes you to the previous page documents. Next takes you to the next page of documents, and Last takes you to the last page.
- **Page:** Choose a page number from the drop-down menu to quickly access another page.

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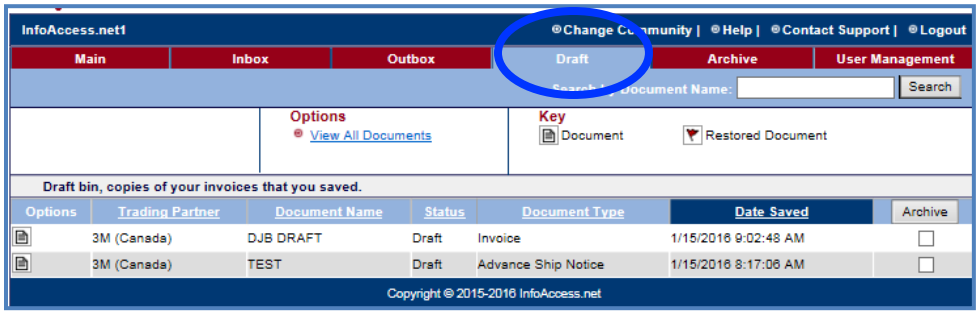
Using Cor360 Purchase Order Supplier Portal: Drafts

When creating an invoice, POA or ASN, you have the option to submit the document or to save it as a draft. When you click on the link, *Save as Draft*, you will be prompted to provide a name for the draft. It is suggested that you use the document name, for example, the invoice number. Once you have named your draft, it is stored in the 'Draft' section.

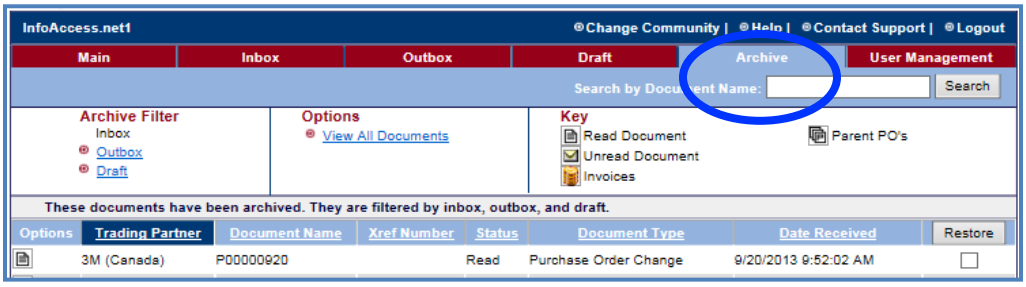
Cor360 Purchase Order Supplier Portal Draft Section



Using Cor360 Purchase Order Supplier Portal: Archive

The Archive section stores all archived documents. To access or restore an archived document, go to the Archive section.

Cor360 Purchase Order Supplier Portal Archive Section



Content

The Draft and Archive sections contain the following columns of information:

- **Option:** Clicking on the icon in this column allows you to view the formatted document that you saved as a draft. A red flag in the View column indicates that this document has been restored from the Archive section.

- **Trading Partner:** The name of your Trading Partner is 3M. The country of origin will follow in parenthesis. For example, 3M (Canada).
- **Document Name:** The document name or number, such as invoice number, is listed here.
- **PO (OUTBOX):** The Purchase Order associated to that document.
- **Status:** The status of the document such as 'Draft'.
- **Document Type:** The type of document, such as purchase order, is listed in this column.
- **Date Saved (DRAFT) or Date Received (ARCHIVE):** This column lists the date and time the document was saved as a draft or the date and time the document was received.
- **(DRAFT MENU ONLY) Archive:** If you no longer need the draft, you may Archive it by clicking the corresponding check box, then clicking on the *Archive* button at the top of the column. You may archive multiple documents at once by checking multiple boxes.
- **(ARCHIVE MENU ONLY) Restore:** To restore a document to its original section (Inbox, Outbox, or Draft), click the corresponding check box, then click on the *Restore* button at the top of the column. You may restore multiple documents at once by checking multiple boxes.

Features & Functionality

Additionally, the Draft and Archive sections have several features:

- **(ARCHIVE MENU ONLY) Archive Filter:** You can filter your Archived documents by the original document location: Inbox, Outbox, or Draft. Click on the appropriate hyperlink in the upper left section of the page.
- **Options: View All Documents**: Click View All Documents to display older documents not shown.
- **Search by Document Name:** To locate a specific document, enter the document name (such as PO number) in the designated field. Then click the *Search* button.
- **Sort:** You can sort by any column by clicking on the column header. Click once to sort by in descending order. Click twice to sort in ascending order.
- **First/Next/Previous/Last:** First takes you to the first page. Previous takes you to the previous page documents. Next takes you to the next page of documents, and Last takes you to the last page.
- **Page:** Choose from the drop-down menu to quickly access another page.

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Using Cor360 Purchase Order Supplier Portal: User Management

The User Management tab is designed to allow you to maintain your user information. The following functionality is available:

Contact Info: This link displays the name, phone, and fax associated with your username. If you make any changes, click on the Submit button to update the system. Additionally, you may limit the number of documents stored in your Inbox, Outbox, Archive and Draft folder by entering the number of months that you would like to appear. For example, to always see the last year, enter 12 months. You will still be able to view the older documents within each tab by clicking View All Documents.

Company Info (Read Only): This link displays your company information. It is informational only; the users cannot make changes.

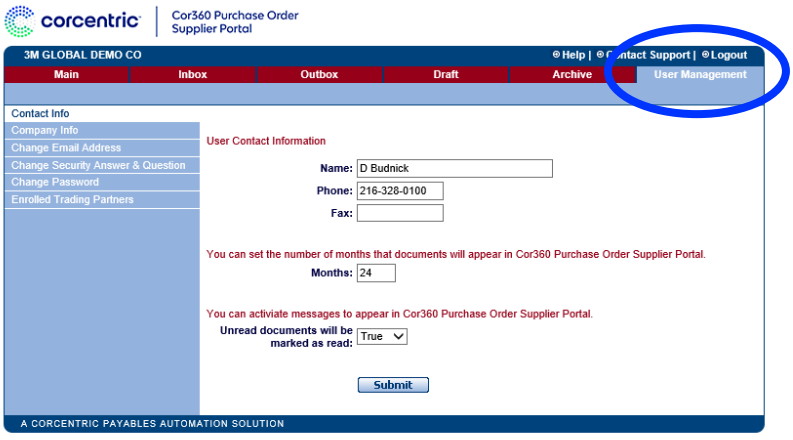
Change Email Address: To change the email address associated with your username, click on this link and enter the appropriate information. If you would like to receive email notifications each time a new document is received in your Inbox, be sure to check the corresponding box.

Change Security Question & Answer: If you would like to make changes to the security question and answer associated with you username, use this link. The security question and answer are used if you forget your password. (There is a Password Lookup link on the login page.)

Change Password: To change your password, click on the Change Password link and fill in the appropriate information.

Enrolled Trading Partners: This link displays the list of Corcentric's Cor360 Purchase Order Supplier Portal communities. There is a green check next to the communities to which you are currently assigned.

User Management



Purchase Orders

You will receive an email each time you receive a purchase order from 3M Global. The email contains a hyperlink that you can click on to log into Cor360 Purchase Order Supplier Portal. The new document will be in your Inbox. You can view the purchase order from the Inbox by clicking on the icon in the Options column next to the corresponding document.

To print a copy of the purchase order, scroll to the bottom of the document and click on Create PDF, and then use your browser's Print function.

Your PO should be reviewed carefully, with close attention to each field. The **P.O. Type** will be identified in the upper right box. You will see one of the following types:

- Original
- Drop Ship
- Blanket Order (Scheduling Agreement)
- Subcontract (Fabricate and Hold)
- Mutually Defined (Limit Order/Indirect)

Please note that purchase orders defined as "**Blanket Order**" will reference a start and end date.

Please note that purchase orders defined as "**Mutually Defined**" could have additional requirements for the POA. Be sure to review the special instructions in the section of this document called "Purchase Order Acknowledgement (POA)".

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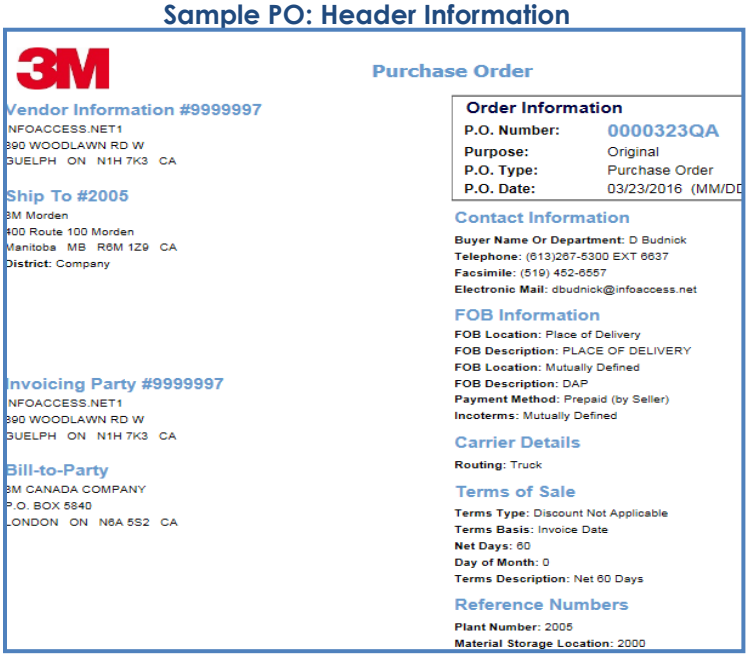
PURCHASE ORDERS, PO CHANGES, PLANNING SCHEDULES

Please note that purchase orders defined as “Subcontract (**Fabricate and Hold)**” will have additional requirements for the ASN. Be sure to review the special instructions in the section of this document called “Advance Ship Notice (ASN)”

Additional key elements of the PO header include:

- **Ship To**
- **Party to Receive PO**
- **Invoicing Party**
- **Bill-to Party**
- **Contact Information (for 3M Global)**
- **FOB Information**
- **Carrier Details**
- **Terms of Sale**
- **Reference Numbers**
  - **Plant Number**
  - **Material Storage Location**

Sample PO: Header Information



3M

Purchase Order

Vendor Information #9999997
NFOACCESS.NET1
390 WOODLAWN RD W
GUELPH ON N1H 7K3 CA

Ship To #2005
3M Morden
400 Route 100 Morden
Manitoba MB R6M 1Z9 CA
District: Company

Invoicing Party #9999997
NFOACCESS.NET1
390 WOODLAWN RD W
GUELPH ON N1H 7K3 CA

Bill-to-Party
3M CANADA COMPANY
P.O. BOX 5840
LONDON ON N6A 5S2 CA

Order Information
P.O. Number: 0000323QA
Purpose: Original
P.O. Type: Purchase Order
P.O. Date: 03/23/2016 (MM/DD

Contact Information
Buyer Name Or Department: D Budnick
Telephone: (613)267-5300 EXT 6637
Facsimile: (519) 452-6557
Electronic Mail: dbudnick@infoaccess.net

FOB Information
FOB Location: Place of Delivery
FOB Description: PLACE OF DELIVERY
FOB Location: Mutually Defined
FOB Description: DAP
Payment Method: Prepaid (by Seller)
Incoterms: Mutually Defined

Carrier Details
Routing: Truck

Terms of Sale
Terms Type: Discount Not Applicable
Terms Basis: Invoice Date
Net Days: 60
Day of Month: 0
Terms Description: Net 60 Days

Reference Numbers
Plant Number: 2005
Material Storage Location: 2000

The item details contain the standard item information including quantity, UOM, BP number, unit price and requested ship date. Additional details are listed under each item including the UPC code, **Replaced Part Number** (which displays 3M Global’s legacy system’s part number), additional pricing info, and tax data. ***When a Purchase Order is Batch Managed and/or Serial Number Required it will be indicated next to Reference at the line-item level.***

Line Item Detail

Line Item Information

Buyer Currency: USD

Line #	Quantity Ordered	UOM	Bp	Unit Price	Requested Delivery Date (MM/DD/YYYY)
00010	800	KIT	7112345678	12.55542	07/27/2022

Changes to Line Item

Uk: 51987654321
Rp: 60455555555
Pricing Information: UNIT COST PRICE 12,555.42 **Quantity:** 800 **Unit of Measure:** KIT **Selling Multiplier** 1000
Description: 26325, PPS 2.0 Lg (28oz,850mL) Kit,125u
Documents Required (POA/ASN/BOTH): BOTH
Reference: SERIAL NUMBER REQUIRED
Reference: BATCH MANAGED
Tax Information: Tax Type: MUTUALLY DEFINED **Tax Exempt Status:** YES (TAX EXEMPT)

Order Summary
Number of Line Items: 1

P.O. Acknowledgment Wizard

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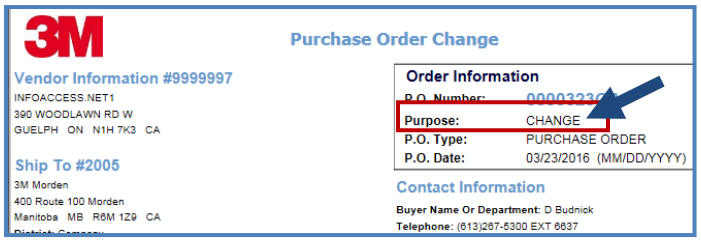
PURCHASE ORDERS, PO CHANGES, PLANNING SCHEDULES

Purchase Order Changes

You will receive an email each time you receive a purchase order change from 3M Global. Just like the PO, the email contains a hyperlink that you can click on to log into Cor360 Purchase Order Supplier Portal. The PO Change will be in your Inbox. You can view it by clicking on the icon in the Options column next to the corresponding document. To print a copy, scroll to the bottom of the document and click on Create PDF, and then use your browser's Print function.

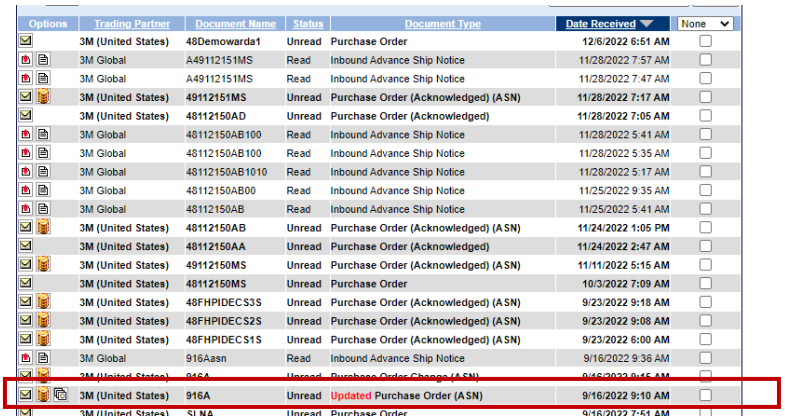
The purpose of a PO Change will say "CHANGE". **The PO Change will include o*nly the line items that have changed*.** It should not be considered a replacement document. For example, if your original PO has 3-line items, and the quantity changes for line item 2, you will only see line item 2 on the PO Change.



IMPORTANT: ***You will need to send a POA for every PO change you receive.*** When you are ready to complete an ASN, or an invoice, you should locate the original PO in your Inbox (not the PO Change). Once you click on the link to complete the corresponding document, the original PO and any changes will be merged. For example, if you receive a PO change to remove line item 2, you will not see line item 2 at the time of invoicing.

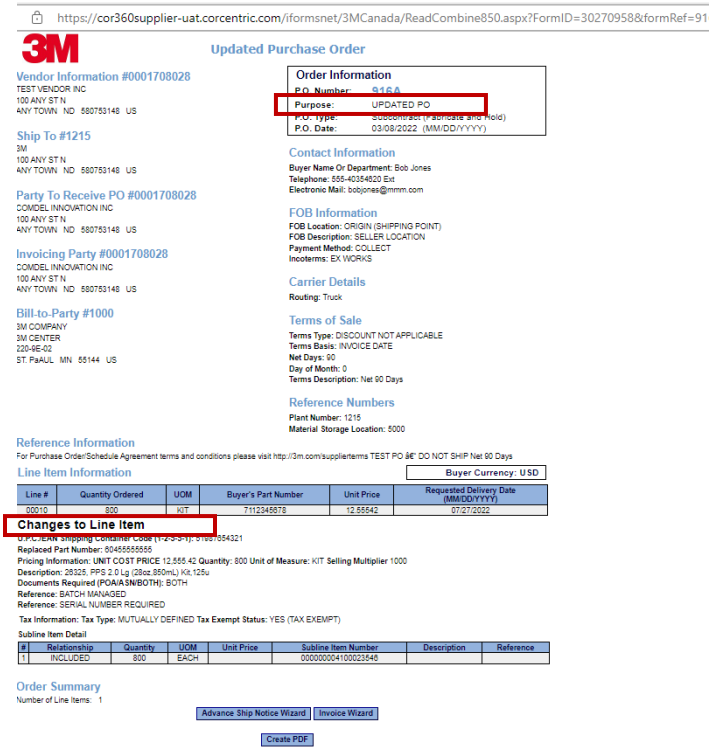
Updated Purchase Order

If a PO has changes associated to it, you will see a new Document Type of **Updated** Purchase Order. The portal will create a new document which will show the entire PO and any changes received.



PURCHASE ORDERS, PO CHANGES, PLANNING SCHEDULES

When you click on the envelope icon to open the PO, the Purpose will be Updated PO and any lines that have changed/deleted will be indicated in the line-item detail.



If you want to see the original PO, click on the icon under the Options column. **Please note: You will still have to acknowledge the original PO and the PO change, but you will be able to create the Advance Ship Notice and Invoice from the updated PO.**

Planning Schedules

You will receive an email each time you receive a planning schedule from 3M Global. A Planning Schedule may be sent if you have received a Blanket Order (Scheduling Agreement). A Blanket Order is identified in the P.O. Type field in the upper right corner of the PO.

Sample Blanket PO

Purchase Order

Order Information

P.O. Number:	5500000035
Purpose:	Original
P.O. Type:	Blanket Order/ Estimated Quantities (Not Firm Commitment)
P.O. Date:	11/07/2016 (MM/DD/YYYY)

You can view the Planning Schedule from the Inbox by clicking on the icon in the Options column next to the corresponding document. To print a copy of the document, scroll to the bottom and click on **Create PDF**, and then use your browser's Print function.

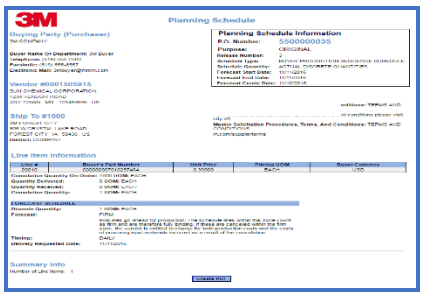
The Planning Schedule will include key data elements such as the quantity, timing, and date of requested delivery.

The Planning Schedule can contain three types of forecasting:

1. **FIRM -** Indicates go ahead for production: The schedule lines within this zone count as firm and are therefore fully binding. If these are cancelled within the firm zone, the vendor is entitled to charge for both production costs and the costs of procuring input materials incurred because of the cancellation.
2. **PLANNING -** Indicates forecast: All schedule lines that lie beyond the first two zones (delivery is tentatively scheduled into the future) fall within the planning forecast zone. The vendor is not entitled to charge for any costs items that fall in the planning forecast zone.
3. **MUTUALLY DEFINED** - Indicates go-ahead for procurement of input materials: This is the 'semi-firm' zone, giving the vendor the go-ahead to procure necessary input materials to manufacture the item ordered. If cancellation is within this semi-firm zone, the vendor is only entitled to charge for material costs.

To invoice, you will go to the original blanket purchase order and use the Invoice Wizard.

Sample Planning Schedule



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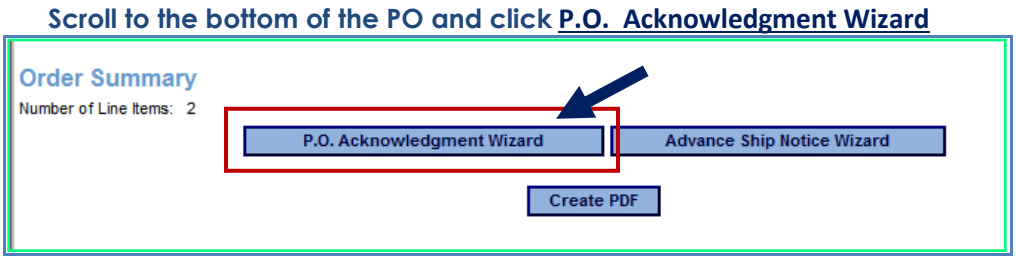
Purchase Order Acknowledgment (POA)

3M Global may require a Purchase Order Acknowledgment for each PO and PO Change. If the PO Acknowledgment Wizard link is at the bottom of the PO, then this document is required. If 3M Global has indicated that a POA is required, you must complete the POA Wizard, even if you do not have any changes. ***The first POA must be sent to 3M within 48 hours of receipt of the PO.*** Please note that the Cor360 Purchase Order Supplier Portal application will not allow you to complete an invoice if you have not completed the required steps.

> ***PLEASE NOTE:*** ***The required documents indicator is by line. When you click on the POA wizard you may or may not see all the lines from the PO. If the line doesn't require a POA then you will not see it in the wizard.***

When you complete a POA, you will have the opportunity to accept the PO (or PO Change), or to communicate changes to 3M Global. To begin, open the purchase order (or PO Change) from your Inbox. Then click the **P.O. Acknowledgment Wizard** at the bottom of the screen.



1 Step 1 Header Information

Step 1 contains the header information. There are two fields that you may edit:

- **Purpose Code**: This field defaults to ORIGINAL if you are acknowledging a PO. It will default to CHANGE when you acknowledge a PO Change or if you are sending an additional POA.
- **Add Comments**: To add any comments or details that are pertinent to the header information, click on ***Add Comments*** and enter the necessary information.

Click ***Continue*** to go to the next step or click the Detail tab at the top of the screen.

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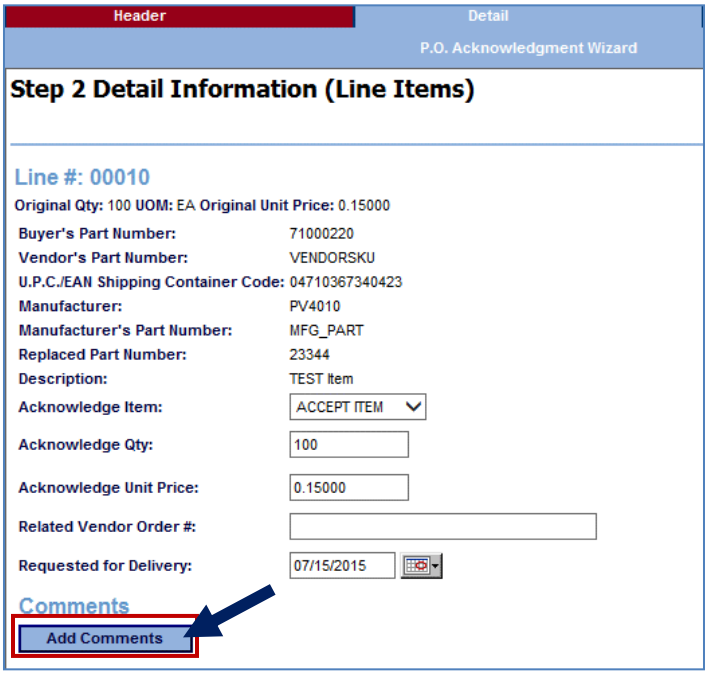
PURCHASE ORDER ACKNOWLEDGMENT (POA)

POA Step 1: Header Information

Step 2 Detail Information (Line Items)

Step 2 is where you can review the quantity, price, and delivery date for each line item. Complete the appropriate fields based on the instruction below. ***Please note if your Purchase Order or Purchase Order Change includes Subline Item Detail, and you need to make a change to the information, please click on Add Comments to relay the changes to 3M Global.***

Sample POA- Step 2



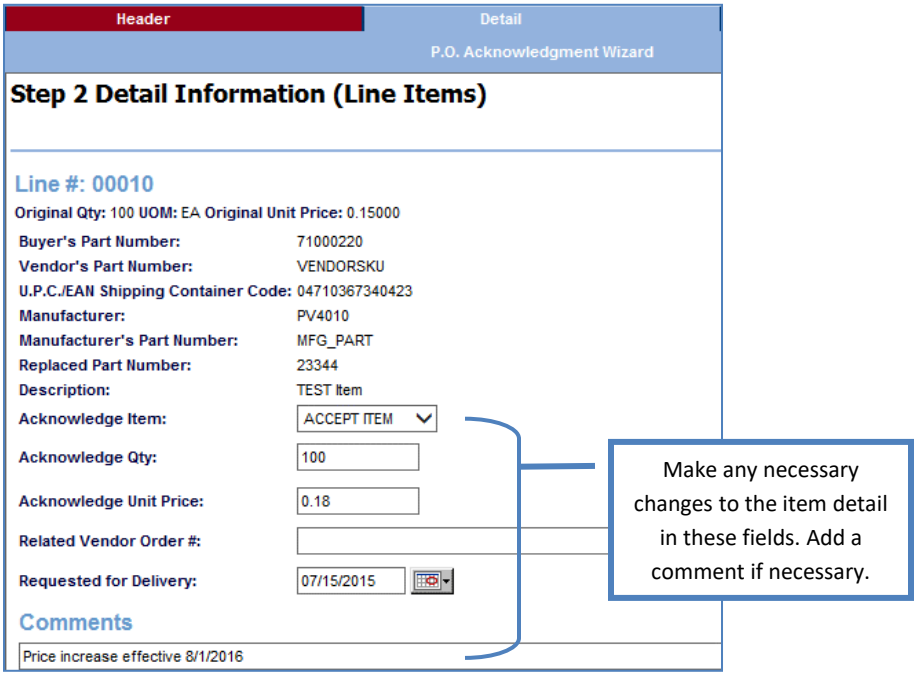
Accept Item: The 'Acknowledge Item' field defaults to **ACCEPT ITEM**. Use this option if you are accepting the item as is, or if you are making an update to the item quantity, price, or

delivery date. If there are updates, make the changes to the appropriate fields; otherwise, continue to the next item.

Changes to the fields listed below are permitted. The other fields are pulled from the purchase order. Additionally, you may click on ***Add Comments*** to include any corresponding details.

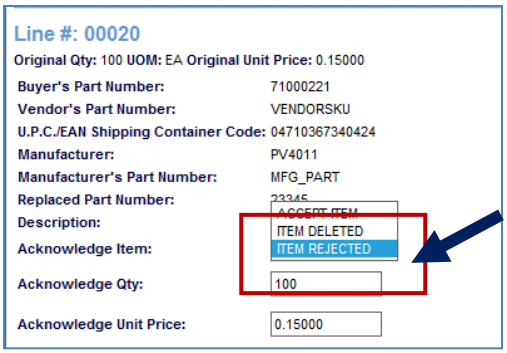
- Qty
- Unit Price
- Related Vendor Order # (Optional)
- Requested for Delivery (Date)

Sample POA- Step 2



Item Deleted/Rejected: If you cannot fill the item requested, select **ITEM REJECTED or ITEM DELETED** from the 'Acknowledge Item' field. You may click on ***Add Comments*** to include any corresponding details.

After you have carefully reviewed each item, click ***Continue*** to go to the next step or click on the Summary tab at the top of the screen.



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PURCHASE ORDER ACKNOWLEDGMENT (POA)

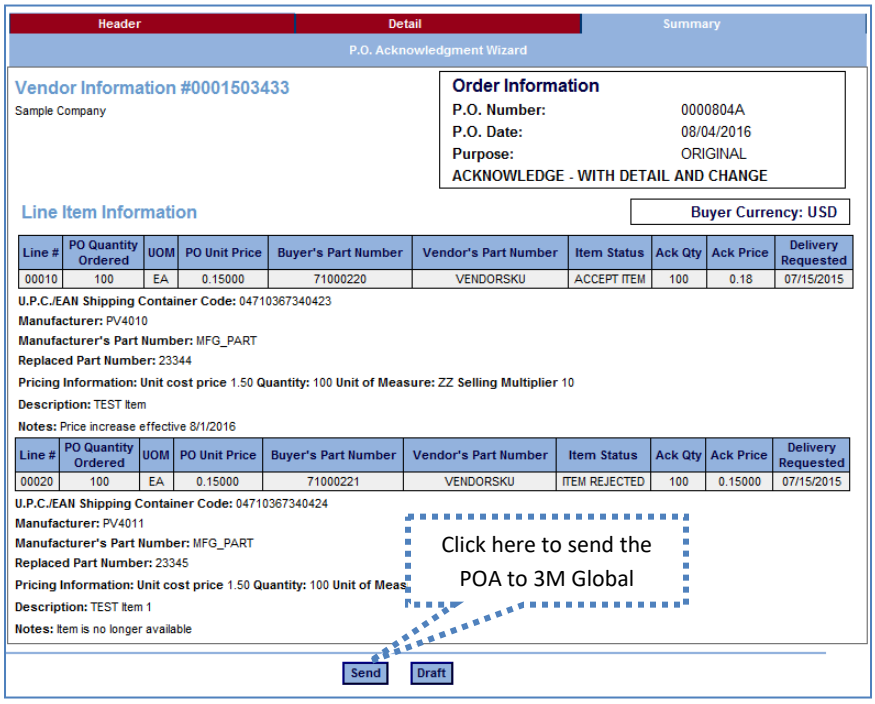
Step 3 Summary of Entered Information

The last step includes a summary of your POA. To make changes, click ***Edit Header Information***, or ***Edit Line Items***.

To send the POA to 3M Global, click, **Send**. The POA will be stored in your Outbox where you can view it and monitor the status.

To save a draft of the document, click, **Draft**. You will be prompted to provide a name for the draft. To retrieve the document later, go to the Drafts tab.

Sample POA- Summary of Entered Information



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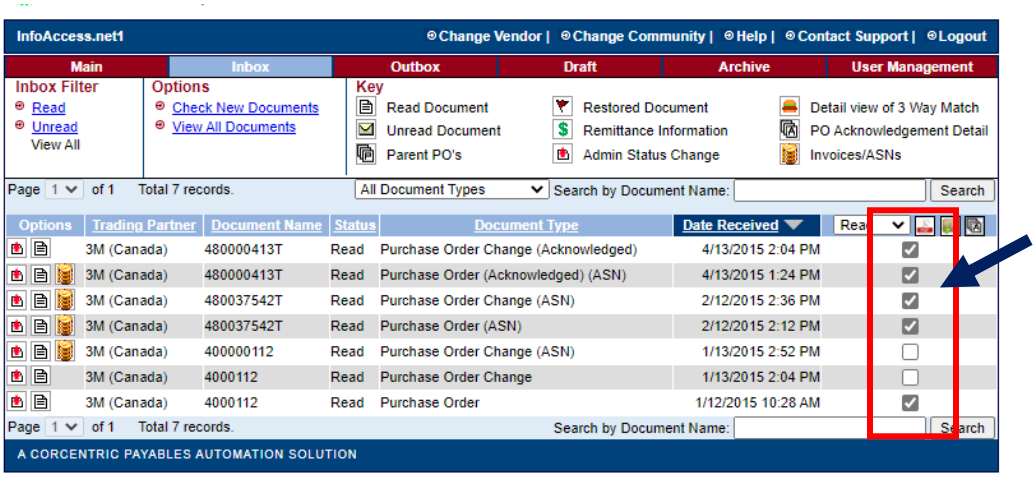
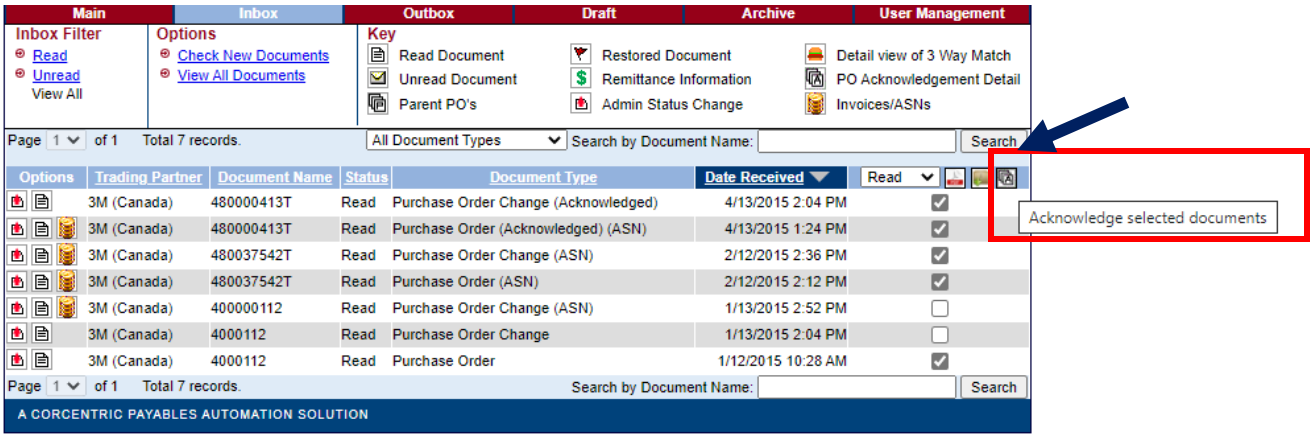
PURCHASE ORDER ACKNOWLEDGMENT (POA)

NEW FEATURE: If you have multiple ***Read*** PO's that you want to acknowledge without any changes you can do that from the inbox without having to open each one and create individual POA's.

1. Click on the checkbox at the end of each line of the ***Read*** PO's or PO changes that you are acknowledging without any changes.

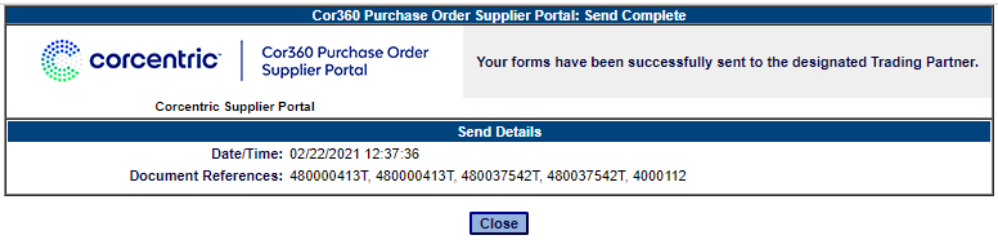


2. Click on the button.

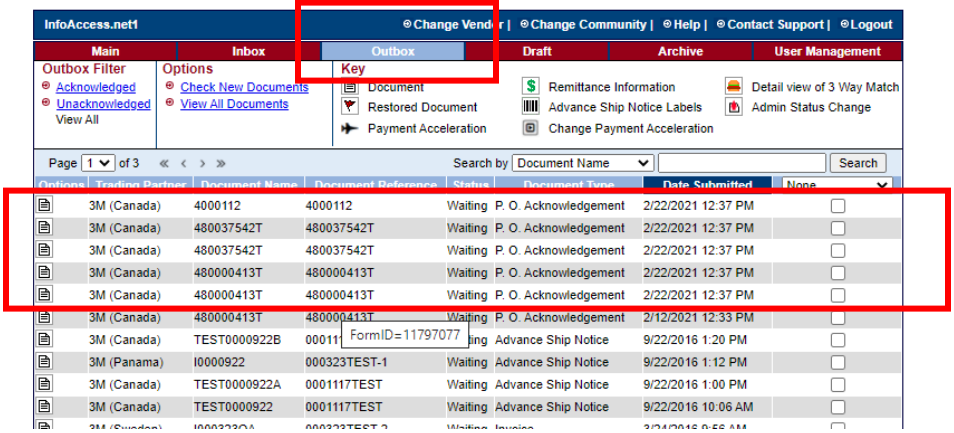


PURCHASE ORDER ACKNOWLEDGMENT (POA)

3. Once the system has generated the POA's the system will let you know that they were created.



4. You will still have visibility of those POA's in your outbox.

5. 

Advance Ship Notice (ASN)

CLICK HERE FOR A TUTORIAL:

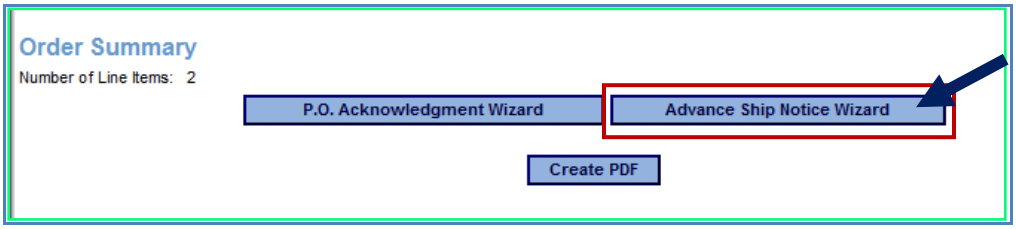
https://s3.amazonaws.com/CorcentricUniversity/2019/Cor360%20Purchase%20Orders/Videos/White%20Label/2021/Supplier%20Portal%20Welcome%20-%203M%20Global.mp

3M Global may require an Advance Shipment Notice for each PO. Please note: the POA will need to be sent before an ASN can be created. If the Advance Ship Notice Wizard link is at the bottom of the PO, then this document is required. If 3M Global has indicated that an ASN is required, you must complete the ASN Wizard prior to invoicing.

> ***PLEASE NOTE:*** ***The required documents indicator is by line. When you click on the ASN wizard you may or may not see all the lines from the PO. If the line doesn't require an ASN then you will not see it in the wizard.***

To begin, locate the original or updated PO in your Inbox. Open the document and click on the **Advance Ship Notice Wizard** at the bottom of the screen. ***Please note – The ASN should be sent to 3M 24 hours prior to shipment arriving at 3M Dock.***

Scroll to the bottom of the PO and click on Advance Ship Notice Wizard



Please Note: You can copy and paste information from your system into the portal to fill in the necessary information for the Advance Ship Notice.

1 Step 1 Header Information

Step 1 contains the header information. Complete each field as directed below and click, ***Continue,*** to go to the next step or click through the tabs at the top.

- **Shipment Identification (Required)**: This field should contain *your* unique shipping identifier for this order.
- **Date (Required):** Enter the date of your ASN
- **Time (Required):** Enter the time of your ASN

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Carrier Details

- **Packaging Code (Required):** Select from the drop-down menu. Options are:
  - Carton
  - Mixed Container Types
  - Package
  - Pallet
- **Lading Quantity (Required):** Enter qty here. Please note the Lading qty is the number of pieces expected to be delivered for the shipment. Such as the number of pallets or loose cartons.
- **Equipment Description (Required):** Select from the drop-down menu. Options are:
  - 20 FT. IL CONTAINER (CLOSED TOP)
  - 40 FT. IL CONTAINER (CLOSED Top)
  - AIR FREIGHT (BREAK BULK)
  - FLAT BED TRAILER
  - TANK CAR
  - TRAILER, DRY FREIGHT
  - TRAILER, HEATED/INSULATED/VENTILATED
  - TRAILER, REFRIDGERATED
  - TRUCK, VAN

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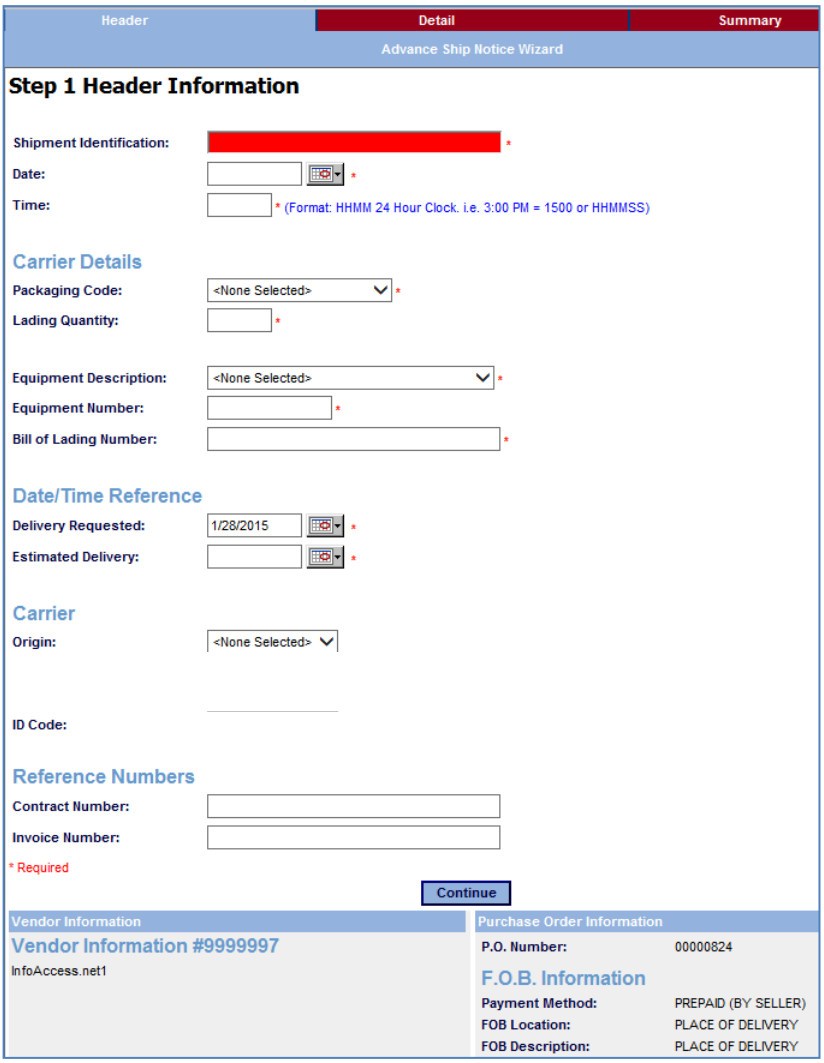
- **Equipment Number (Required):** Enter equipment number here.

- **Bill of Lading Number (Required):**
- BOL cannot have any special characters.
- Enter bill of lading number here. If not available, use the following:
    - **Small Parcel/Carrier Shipments =** Tracking Number
    - **Full Truckload =** Trailer and seal number
    - **Less-than-Truckload =** Pro Number
    - **Ocean =** Container Number
    - **Air –** Airway Bill

Sample ASN- Step 1 Header Information



Date/Time Reference

- **Delivery Requested (Required):** This date defaults to the requested date from the PO.

- **Estimated Delivery (Required):** Enter your estimated delivery date at 3M location.

Carrier

Carrier information is required when using a 3M carrier, 3M is paying for the freight, or you are shipping cross country borders.

For All 3M Locations: There are Shipping and Transportation information on 3M Supplier Direct website:

Link to 3M Shipping &Transportation (Select appropriate 3M Location and then go to Shipping Instruction

- Choose Carrier Name.
- ID code will be populated based on carrier name chosen.

Reference Numbers

- Enter your contract number and invoice number here, if known. These fields are optional.

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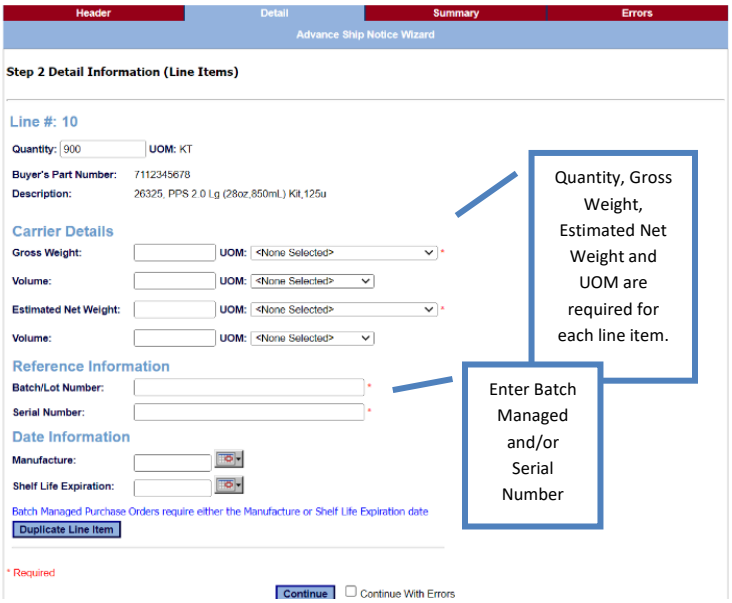
Vendor Information, PO Information and F.O.B. Information

- The data here is pulled from the purchase order. It is not available for you to modify.

Sample ASN for Standard PO- Step 2



2 Step 2 Detail Information (Line Items)

Step 2 contains the detail shipping information for each item on the purchase order. Complete the required fields as directed, then click ***Continue*** to go to the Summary step, or click the Summary tab at the top.

Fields Pulled from the Purchase Order

These fields are pulled from the PO: Line Item Number, Buyer's Part Number, Vendor's Part Number, Quantity (Field can be edited), UOM, and Description. ***Please note if the buyer and/or vendor part number have not been sent on the purchase order, you will need to enter in your vendor part number in step 2 of the ASN. If no vendor part number, then enter NA.***

Fields for you to Complete

- **Quantity:** Adjust the quantity to reflect the quantity in the shipment. ***Please note if you are only shipping 1 line on a multiple line PO enter 0 in the quantity field for the line(s) you are not shipping.***

Carrier Details

- **Gross Weight & UOM (Required)**: Enter weight and choose the UOM from the drop-down menu.
- **Volume and UOM for the Gross Weight (Optional):** Enter volume and select the UOM from the drop-down menu.
- **Estimated Net Weight & UOM (Required):** Enter weight and select the UOM from the drop-down menu.
    - ***Please note – if you are unsure of the Estimated Net Weight and UOM you can enter in the same value as the Gross Weight.***
- **Volume & UOM for the Estimated Net Weight (Optional):** Enter volume and select the UOM from the drop-down menu.

Reference Information

- **Batch/Lot Number (Required if material is batch managed**): Enter your batch number here. **Important!** If you are shipping a single line item as separate batches, you must enter the data for each batch.
- Batch number limited to 10 characters. **Please note** 3M will only load the first 10 characters into their system.

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- Batch number cannot begin with the number zero or include special characters.
- **Serial Number (Required if material is Serial Number Required**): Enter your serial number here. **Important!** If you are shipping a single line item as separate serial numbers, you must enter the data for each serial number.
- Serial number limited to 10 characters. **Please note** 3M will only load the first 10 characters into their system.
- Serial number cannot begin with the number zero or include special character.
- Click on ***Duplicate Line Item*** to enter the necessary additional data.

Date Information – If the PO is Batch Managed then one of the below dates are required.

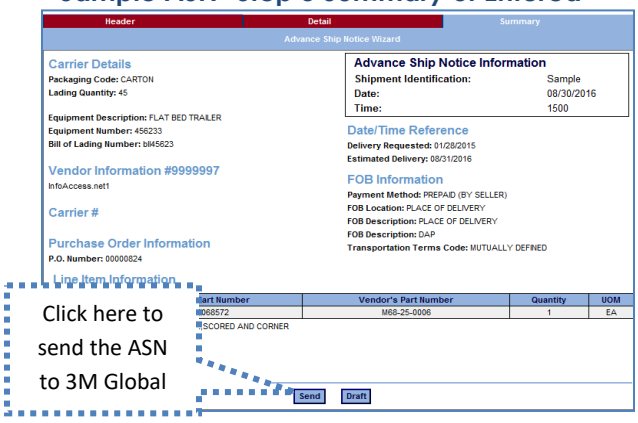
- **Manufacture:** Enter (or select) the date the item was manufactured.
- **Shelf Life Expiration:** Enter (or select) the date the item expires.

Step 3 Summary of Entered Information

This last step summarizes the data that you have entered.

- To make changes to any field, click on the ***Header*** *or* ***Detail*** tabs at the top***.***
- To send the ASN to 3M Global, click, ***Send.*** You can view and track the status of this document in your Outbox.
- If you are not ready to send this document to 3M Global, you may save it as a draft by clicking ***Draft***. You will be prompted to provide a name for the document. You can later retrieve the document from the Draft tab to continue working on it.
- If you need to later edit this document and resend it to 3M Global, locate the ASN in your Outbox, open it, then click ***Review and Send***.

Sample ASN- Step 3 Summary of Entered



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ADVANCED SHIP NOTICE: SUBCONTRACT (FABRICATE AND HOLD)

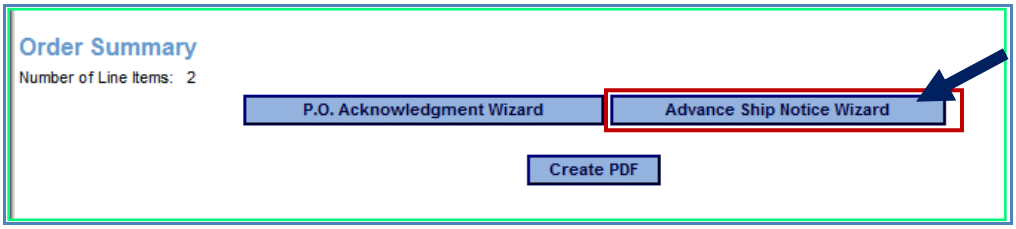
Advance Ship Notice: Subcontract (Fabricate and Hold)

3M Global may require an Advance Shipment Notice for each PO. If the Advance Ship Notice Wizard link is at the bottom of the PO, then this document is required. If 3M Global has indicated that an ASN is required, you must complete the ASN Wizard prior to invoicing. ***Please note: A Purchase Order Acknowledgement will need to be created before an ASN can be created.***

PLEASE NOTE: The required documents indicator is by line. When you click on the ASN wizard you may or may not see all the lines from the PO. If the line doesn't require an ASN then you will not see it in the wizard.

To begin, locate the original or updated PO in your Inbox. Open the document and click on the **Advance Ship Notice Wizard** at the bottom of the screen. ***Please note – The ASN should be sent to 3M 24 hours prior to shipment arriving at 3M Dock.***

Scroll to the bottom of the PO and click on Advance Ship Notice Wizard



Subcontract (Fabricate and Hold) purchase orders require additional fields to be completed with the ASN. You can check if you have a Subcontract (Fabricate and Hold) PO by reviewing the **P.O. Type** in the upper right corner of your PO document.

Please Note: You can copy and paste information from your system into the portal to fill in the necessary information for the Advance Ship Notice.

1 Step 1 Header Information

Step 1 contains the header information. Complete each field as directed below and click, ***Continue,*** to go to the next step or click through the tabs at the top.

- **Shipment Identification (Required)**: This field should contain *your* unique shipping identifier for this order.
- **Date (Required):** Enter the date of your ASN
- **Time (Required):** Enter the time of your ASN

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ADVANCED SHIP NOTICE: SUBCONTRACT (FABRICATE AND HOLD)

Carrier Details

- **Packaging Code (Required):** Select from the drop-down menu.

- **Lading Quantity (Required):** Enter qty here. Please note the Lading qty is the number of pieces expected to be delivered for the shipment. Such as the number of pallets or loose cartons.

- **Equipment Description (Required):** Select from the drop-down menu.

- **Equipment Number (Required):** Enter equipment number here.

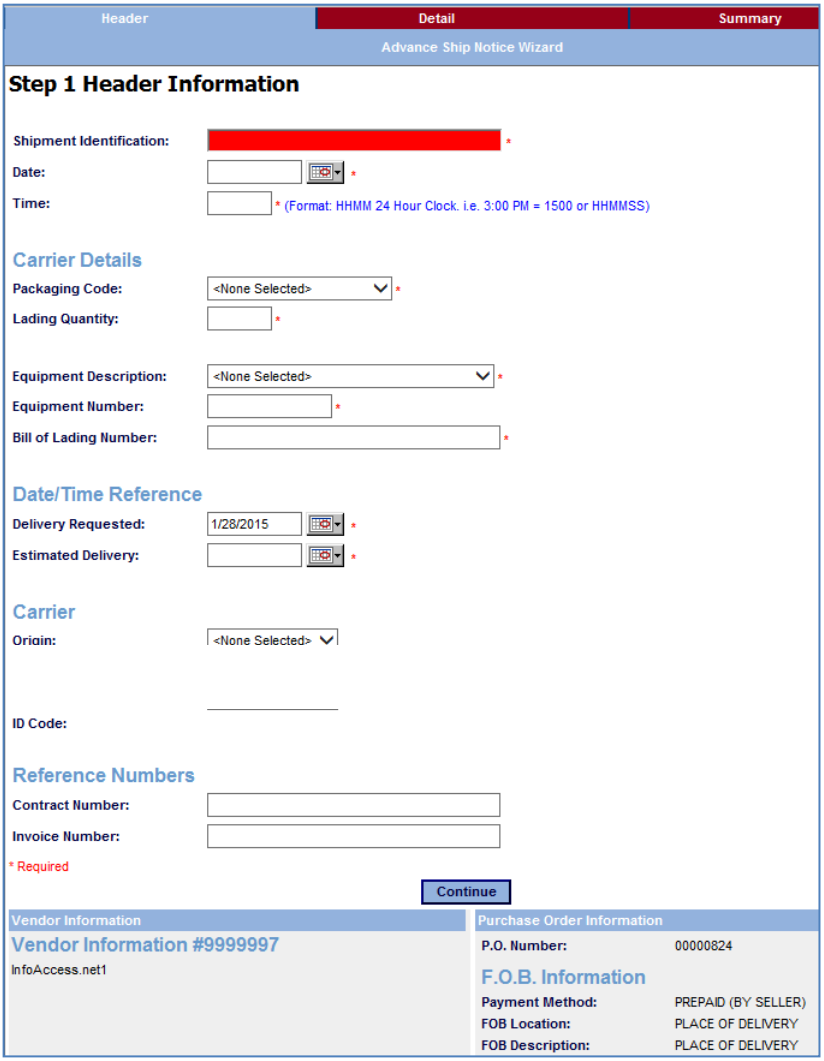
- **Bill of Lading Number (Required):**
- BOL no special characters.
- Enter bill of lading number here. If not available, use the following:
    - **Small Parcel/Carrier Shipments =** Tracking Number
    - **Full Truckload =** Trailer and seal number
    - **Less-than-Truckload =** Pro Number
    - **Ocean =** Container Number
    - **Air –** Airway Bill

Date/Time Reference

- **Delivery Requested (Required):** This date defaults to the requested date from the PO.

- **Estimated Delivery (Required):** Enter your estimated delivery date at 3M location.

Sample ASN- Step 1 Header Information



ADVANCED SHIP NOTICE: SUBCONTRACT (FABRICATE AND HOLD)

Carrier

Carrier information is required when using a 3M carrier, 3M is paying for the freight, or you are shipping cross country borders.

For All 3M Locations: There are Shipping and Transportation information on 3M Supplier Direct website:
Link to 3M Shipping &Transportation (Select appropriate 3M Location and then go to Shipping Instruction

- Choose Carrier Name.
- ID code will be populated based on carrier name chosen.

Reference Numbers

- Enter your contract number and invoice number here, if known. These fields are optional.

Vendor Information, PO Information and F.O.B. Information

- The data here is pulled from the purchase order. It is not available for you to modify.

2 Step 2 Detail Information (Line Items)

Step 2 contains the detail shipping information for each item on the purchase order. Complete the required fields as directed, then click ***Continue*** to go to the Summary step, or click the Summary tab at the top.

Fields Pulled from the Purchase Order

These fields are pulled from the PO: Line Item Number, Buyer's Part Number, Vendor's Part Number, Quantity (Field can be edited), UOM, and Description. ***Please note if the buyer and/or vendor part number have not been sent on the purchase order, you will need to enter in your vendor part number in step 2 of the ASN.***

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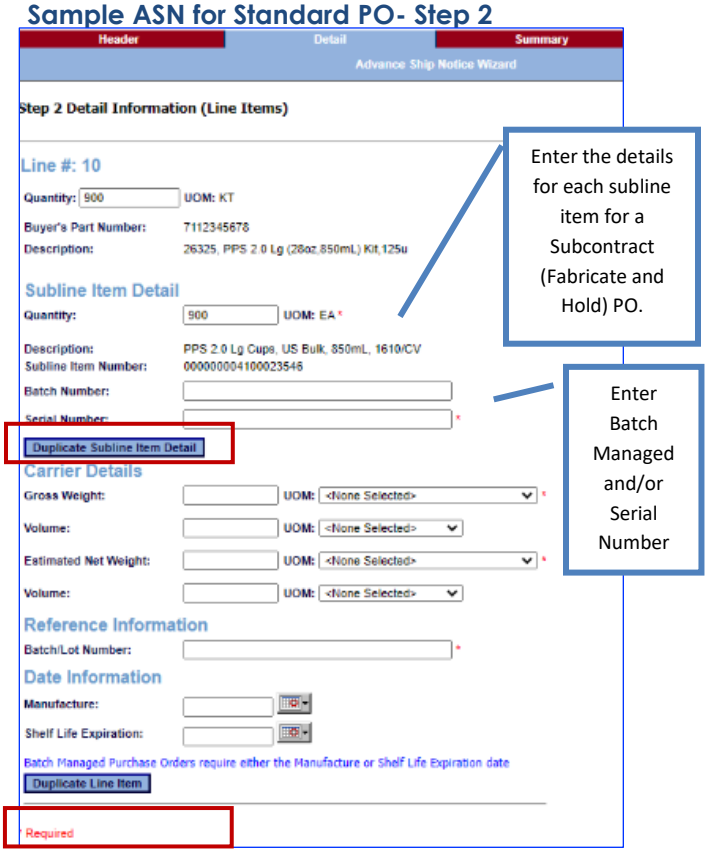
ADVANCED SHIP NOTICE: SUBCONTRACT (FABRICATE AND HOLD)

Fields for you to Complete

- **Quantity:** Adjust the quantity to reflect the quantity in the shipment. ***Please note if you are only shipping 1 line on a multiple line PO enter 0 in the quantity field for the line(s) you are not shipping.***

Sample ASN for Standard PO- Step 2



Subline Item Detail

- If your purchase order is a "Subcontract (Fabricate and Hold)" PO, you will see additional fields in the Detail screen and have the option to enter **3M's unique batch** number and/or Serial Number for each of the sublines. (See Reference Information below). ***Please Note: If not shipping an item in the Subline Item Detail enter 0 in the qty.***

Carrier Details

- **Gross Weight & UOM (Required)**: Enter weight and choose the UOM from the drop-down menu.
- **Volume and UOM for the Gross Weight (Optional):** Enter volume and select the UOM from the drop-down menu.
- **Estimated Net Weight & UOM (Required):** Enter weight and select the UOM from the drop-down menu.
    - ***Please note – if you are unsure of the Estimated Net Weight and UOM you can enter in the same value as the Gross Weight.***
- **Volume & UOM for the Estimated Net Weight (Optional):** Enter volume and select the UOM from the drop-down menu.

Reference Information

- **Batch/Lot Number (Required if material is batch managed**): Enter your batch number here. **Important!** If you are shipping a single line item as separate batches, you must enter the data for each batch.
- Batch number limited to 10 characters. **Please note** 3M will only load the first 10 characters into their system.
- Batch number cannot begin with the number zero or include special characters.
- **Serial Number (Required if material is Serial Number Required**): Enter your serial number here. **Important!** If you are shipping a single line item as separate serial numbers, you must enter the data for each serial number.
- Serial number limited to 10 characters. **Please note** 3M will only load the first 10 characters into their system.

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- Serial number cannot begin with the number zero or include special character.
- Click on ***Duplicate Line Item*** to enter the necessary additional data.

Date Information – If the PO is Batch Managed then one of the below dates are required.

- **Manufacture:** Enter (or select) the date the item was manufactured.
- **Shelf Life Expiration:** Enter (or select) the date the item expires.

.

Please note: All components specified on the Purchase Order must be returned on the ASN. If one or more of the components are not consumed, the vendor should enter 0 in the quantity, gross weight and estimated net weight.

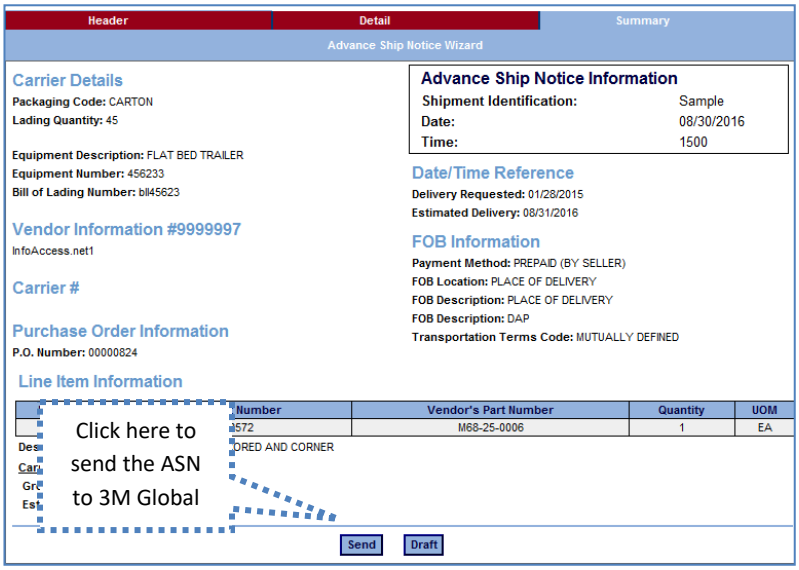
3 Step 3 Summary of Entered Information

This last step summarizes the data that you have entered.

- To make changes to any field, click on the ***Header*** *or* ***Detail*** tabs at the top***.***

Sample ASN- Step 3 Summary of Entered

- To send the ASN to 3M Global, click, ***Send.*** You can view and track the status of this document in your Outbox.
- If you are not ready to send this document to 3M Global, you may save it as a draft by clicking ***Draft***. You will be prompted to provide a name for the document. You can later retrieve the document from the Draft tab to continue working on it.



- If you need to later edit this document and resend it to 3M Global, locate the ASN in your Outbox, open it, then click ***Review and Send***

Invoicing

To submit an invoice to 3M Global, begin by selecting the original or updated purchase order from your Inbox. Next, click on the *Invoice Wizard* link at the bottom of the purchase order. ***PLEASE NOTE!*** **The Invoice Wizard will not be visible until you have completed the required steps such as a PO Acknowledgment and/or an Advance Ship Notice.**

PLEASE NOTE! **If you have not sent an Advance Ship Notice for each of the lines you will not be able to invoice. For example, if a PO has 5 lines and you have sent an ASN for 2 of lines those are the only lines you will be able to invoice.**

Most of the invoice fields throughout the invoice wizard have already been populated with the data from your 3M Global purchase order.

Please Note: You can copy and paste information from your system into the portal to fill in the necessary information for the Invoice.

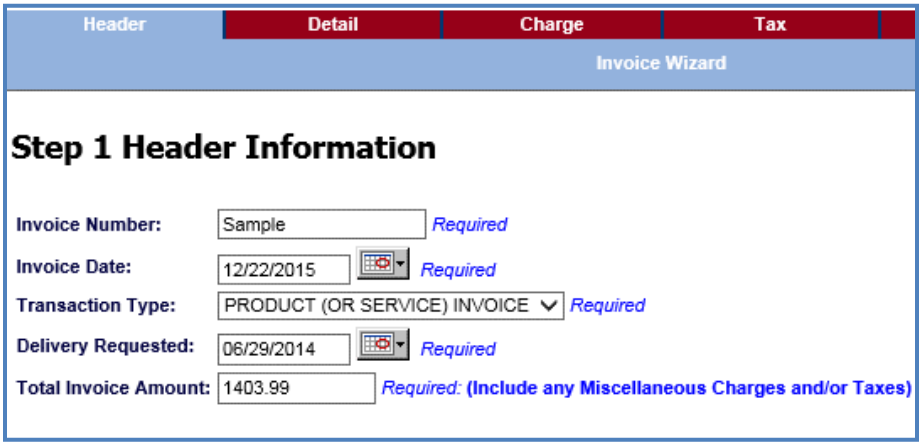
To use the Invoice Wizard, simply address the fields in each section and click on *Continue* when each section is complete. You can also navigate through the sections by clicking on the tabs across the top. If you have not completed a mandatory field, such as invoice number or invoice date, you will receive an error message in red. The error message will instruct you how to proceed. The Invoice Wizard has four steps: **1)** Header Information **2)** Detail Information (Line Items) **3)** Summary Information (Charges) and **4)** Summary Information (Taxes). If you do not have any extra charges or taxes, you can skip these sections.

1 Step 1 Header Information

The fields in the Header section are described below:

- **Invoice Number (Required):** Enter a unique invoice number. ***Note:*** Cannot send dashes, slashes, spaces, period, or any other special character in the invoice number.
- **Invoice Date (Required):** Enter the invoice date using the MM/DD/YYYY format.

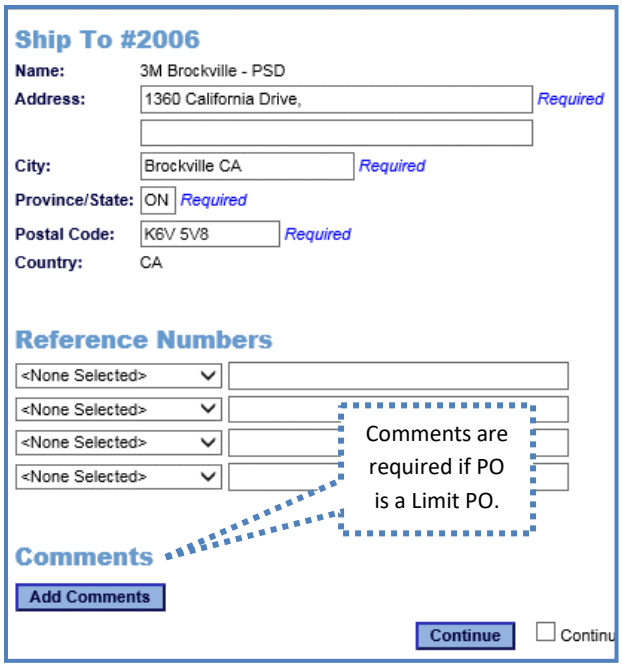
Invoice Header



Please note you cannot future date your invoice, and you may not back-date your invoice more than 365 days.

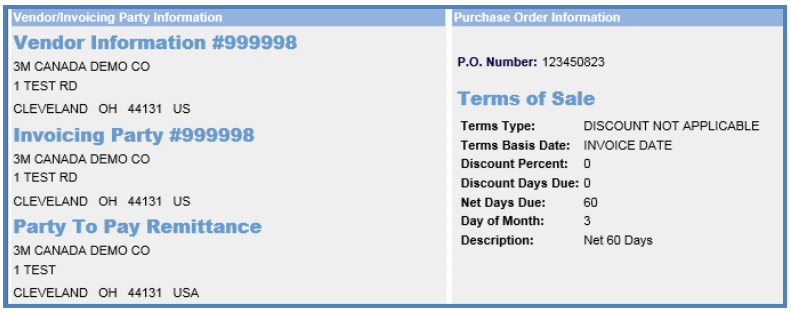
- **Transaction Type (Required):** Choose either PRODUCT (OR SERVICE) INVOICE or CREDIT MEMO from the drop-down menu.
- **Delivery Requested:** Defaults to the date on the PO.
- **Total Invoice Amount (Required):** Enter in the total invoice amount for your invoice including extra charges and tax (s). We will use that total to compare what you entered and what our system calculated on the summary screen. If the total's do not match you will need to return to this step and fix the total invoice amount or change the data that you entered in steps 2 and 3.
- The fields for the **Ship To** are automatically populated from the purchase order.
- To include any Reference Information, select from the drop down and enter the corresponding data. This is optional.
- You may include comments pertinent to the header by clicking
- ***Add Comments***. ***PLEASE NOTE: COMMENTS ARE REQUIRED IF THE PO IS A Mutually Defined PO (LIMIT PO)***. *A limit PO is used for services and will cover an extended period. 3M will issue this PO for a service and typically will expect the supplier to generate several invoices back to 3M based on the service that is provided at that time. The invoices could be weekly, monthly, or as supplied, depending on the type of service that is being purchased.*

Invoice Wizard Step 1 Header Information



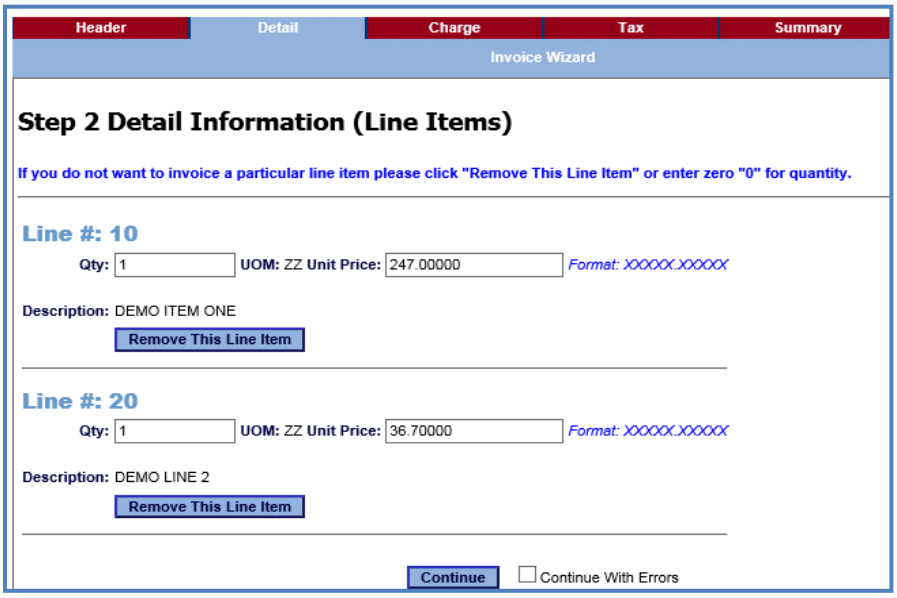
- The fields in the bottom sections, Vendor/Invoicing and Purchase Order Information are pulled from the purchase order and cannot be changed. If your company has multiple remit tos you will be able to choose from a drop-down menu. **If the remit to is incorrect, do not proceed - please contact your 3M Global buyer.**
- Click ***Continue*** to go to the next step, or click on the **Detail** tab.

Invoice Wizard Step 1 Header Information



2 Step 2 Detail Information (Line Items)

- The item details are pulled from the purchase order. You may edit **Qty (Quantity)** and the **Unit Price**. Make any necessary changes by clicking in the box.
- To remove a line item, enter “0” for the quantity or click the **Remove This Line Item** button.
- Click ***Continue*** to proceed to the next step or click the **Charge** tab at the top.



- If you do not have extra charges or taxes, you can skip to the **Summary** tab.

3 Step 3 Summary Information (Charges)

To add a charge to the invoice, first click ***Add Charge***. Then complete the following fields:

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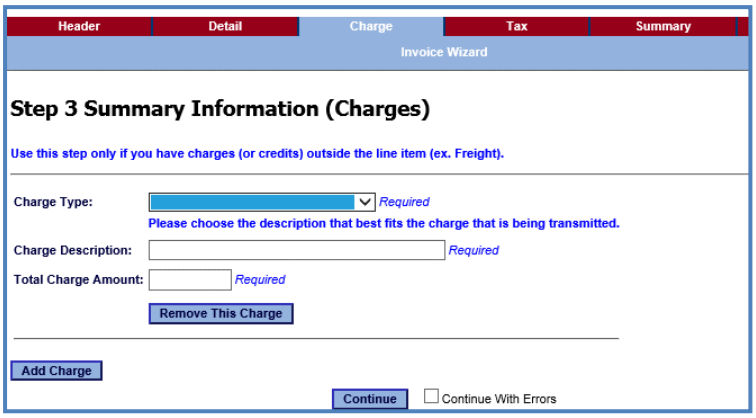
Invoice Wizard Step 3



- **Charge Type:** Select the appropriate type of charge from the drop-down menu.
- **Charge Description:** This field will automatically be populated based on the type that you select. If you choose MUTUALLY DEFINED, you will need to enter the description.
- **Charge Amount:** Enter the dollar amount of the charge.

To add additional allowances or charges, click on the ***Add Charge*** link. To remove a Charge, click on the ***Remove Charge*** link. Click ***Continue*** to go to the next step or use the tabs at the top.

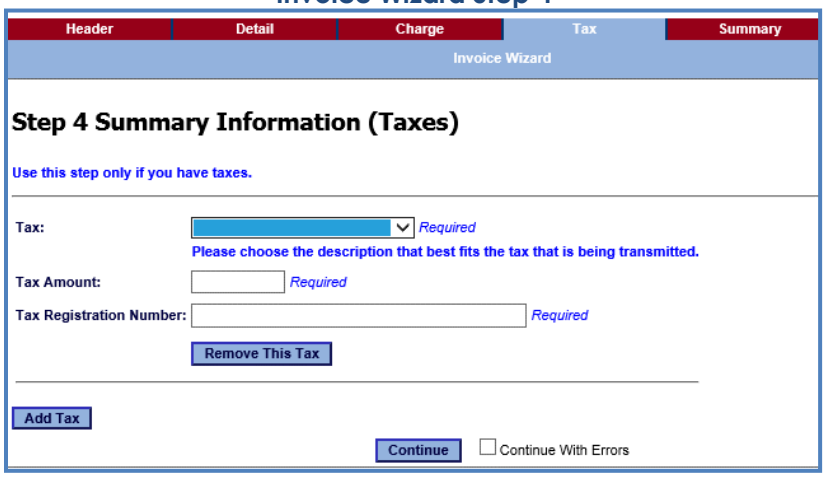
TIP: If your invoice (or credit) contains only a charge (no line items), enter a zero in the quantity field for the line items, then complete the data in Step 3.

4 Step 4 Summary Information (Taxes)

To add tax to the invoice, complete the following fields:

- **Tax:** Select the appropriate tax type from the Tax drop-down field.
- **Amount:** Enter the dollar amount of the tax.
- **Tax Registration Number:** The tax registration/reference number is required for VAT, GST, HST, or QST taxes. If you provide this information when you first registered with Cor360 Purchase Order Supplier Portal, this field should populate automatically.
- To add additional Tax, click on the ***Add Tax*** link. To remove a Tax, click on the ***Remove Tax*** link.
- Click ***Continue*** to go to the next step or use the tabs at the top of the screen.

Invoice Wizard Step 4



TIP: If your invoice (or credit) contains only tax, this must be entered in Step 3 (Charges) rather than in Step 4. In Step 3,

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Select the Charge Type as *Mutually Defined* and enter the tax amount in the Total Charge Amount field.

Summary of Entered Information

After you have completed each of the four invoice sections, the summary screen allows you to review the entered information. To make a change to any section, click on the links provided, or navigate the appropriate section by clicking on the tabs.

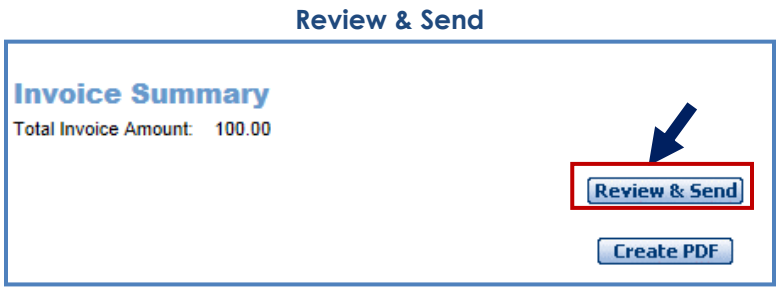
If you are satisfied with the information entered, click the ***Send*** link at the bottom of the screen. This will send your invoice to 3M Global. You can monitor the status of your invoice in your Cor360 Purchase Order Supplier Portal Outbox. Please note that 3M Global processes invoices once per night. A status of Acknowledged means that 3M Global has successfully received your invoice.

If you would like to save the invoice to review or submit later, click the ***Draft*** link at the bottom of the screen. You will be prompted to enter a draft name (such as the invoice number). The draft will be stored in the Draft section of Cor360 Purchase Order Supplier Portal.

Resending Invoices

If you discover that you have submitted an invoice that is incorrect, contact your 3M buyer and provide them with the details (invoice number and total invoice amount) and ask them to delete the invoice. Note that the buyer contact information can be found on the purchase order. Once the invoice has been deleted on the 3M side, you can go back into Cor360 Purchase Order Supplier Portal and submit a corrected invoice using the same invoice number.

To edit and resend an invoice that has already been submitted, go to the Outbox, and open the invoice by clicking on the icon in the Options column. (Please note, that you cannot resubmit an invoice that has been created within 24 hours.) Next click **Review and Send**. This will open the invoice for you to edit. Use the edit hyperlinks under the appropriate section to open the fields for editing. For example, to change the price, click on the *Edit Line Items* link. Next, make the necessary changes and continue through the invoice wizard. Click *Send Invoice* to send the edited invoice to 3M Global. You will see both copies of this invoice (original and edited) in your Outbox.



ALL

Supplier is responsible to advise 3M if submitting eInvoices is not supported legally or regulatory and provide 3M with appropriate regulation.

Latin America

If you are a Mexican 3rd party provider selling to 3M Panama Pacifico and shipping to San Luis Potosi in Mexico - please send the following header comment on your invoice:

OPERACION EFECTUADA AL AMPARO DEL ARTICULO 105 Y 112 DE LA LEY ADUANERA, ARTICULO 29 FRACCION I DE LA LEY DEL IVA. ARTICULO 156 DEL REGLAMENTO DE LA LEY ADUANERA 5.1.3., 5.2.2, 5.2.3 Y 4.3.22 DE LAS REGLAS DE CARACTER GENERAL EN MATERIA DE COMERCIO EXTERIOR VIGENTE.

In addition, vendor should include IMMEX Number for: 3M Purification S de RL de CV (2679-2006)

Panama Pacifico

If Supplier is from Panama and invoicing to 3M Panama, follow invoicing instructions to manually send in the invoice, (eInvoicing is not allowed in this situation). Panama suppliers should eInvoice non-3M Panama locations.

Mexico

If Supplier is from Mexico and invoicing to 3M Mexico (including EDUMEX), follow invoicing instructions to manually send in the invoice, (eInvoicing is not allowed in this situation). Mexican suppliers should eInvoice non-3M Mexican locations.

Swedish Suppliers

If you are a Swedish supplier and use a payment reference number (KID/FIK number) in your current invoice process, then you must include this in the EDI invoice.

3M Belgium

Toll levied when materials are transported by road in a large truck, if not included in the material prices, should be included in the shipping charges.

Europe (All)

If supplier billing entity is in Europe and sending an invoice to any European 3M entity, then both supplier VAT registration number and 3M VAT registration number must be included in the EDI invoice.

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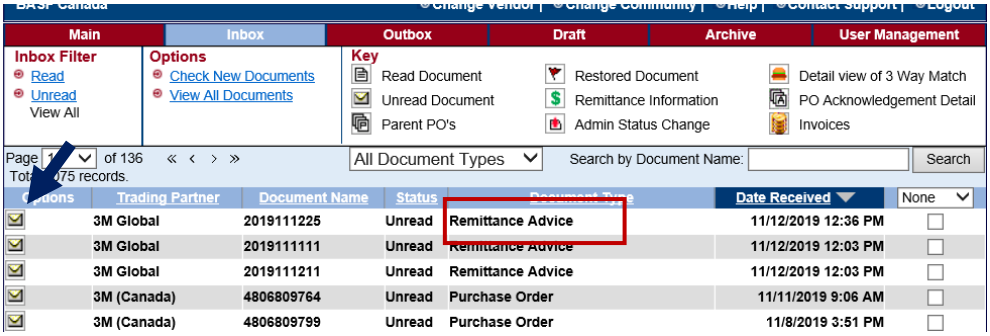
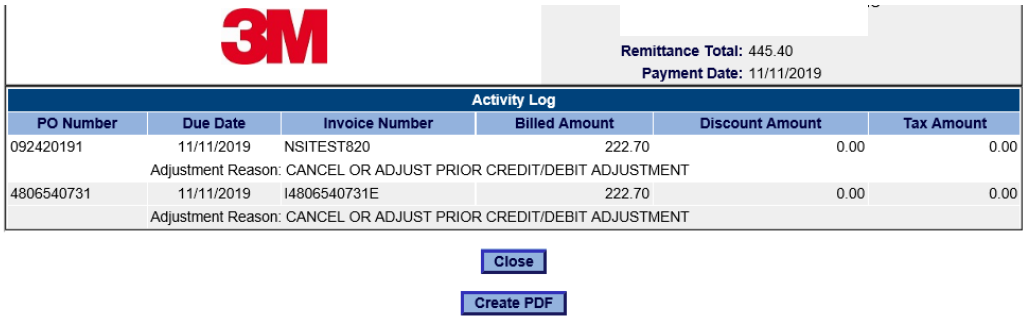
Remittance

If you receive remittance information via Corcentric. There are 2 ways to view the remittance:

1. To view the entire remittance advice, click on the envelope in the options column for the remittance document type in your inbox:



   a. Once you click on the envelope you will see all the remittance information for that remittance total.
      i. In the remittance you will see Remittance Total, Payment Date, PO (if applicable), Due Date, Invoice Number, Billed Amount, Discount Amount (if applicable) and Tax Amount (if applicable).



2. You will also be able to see remittance information when you see a green dollar sign **$** next to the corresponding PO in your Inbox or next to the corresponding invoice in your Outbox.

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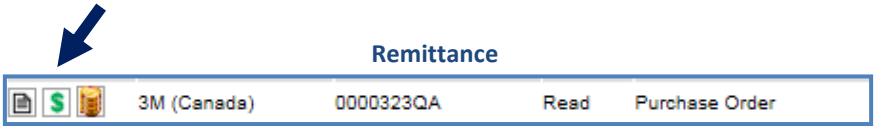

a. Once you click on the green dollar sign, you will see the details for your remittance advice. Details include remittance total, payment date, PO #, due date, invoice number, billed amount, discount amount and tax amount.

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