



# COR360 Purchase Order Supplier Portal USER GUIDE

Created for  
3M Global Suppliers  
by Corcentric

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# INTRODUCTION

## 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.***

# INTRODUCTION

## 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/ifformsnet/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!

# GETTING STARTED

## 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

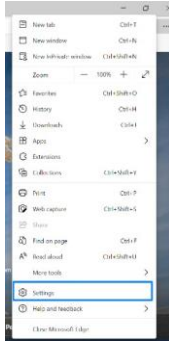
Microsoft Edge will block all pop-ups unless you make the necessary adjustments.

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

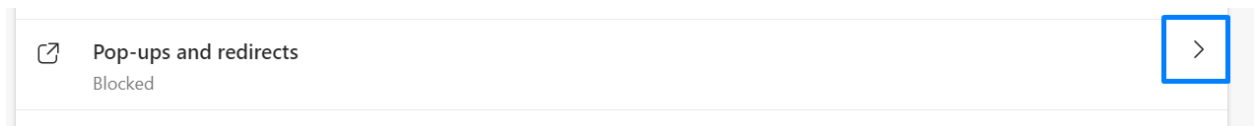


2. Scroll down to the bottom and click **Settings**.

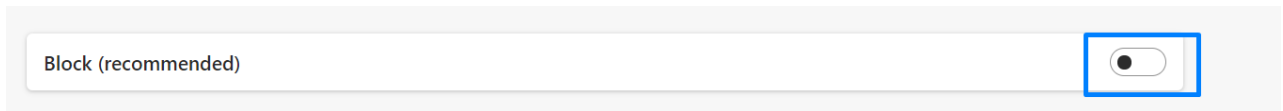
# GETTING STARTED



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



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



## CHROME

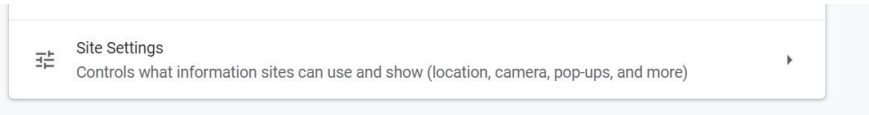
1. Open Chrome. Click on the icon with dots, then select **Settings**.



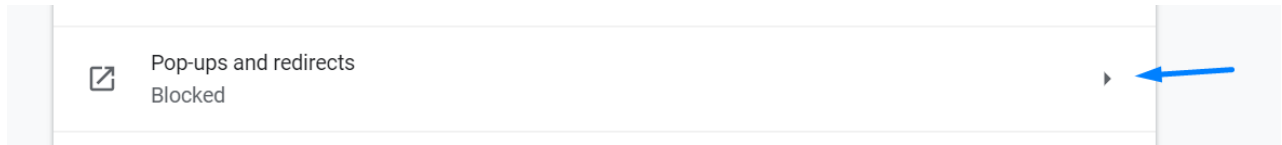
2. Scroll to the bottom and click **Advanced**.

# GETTING STARTED

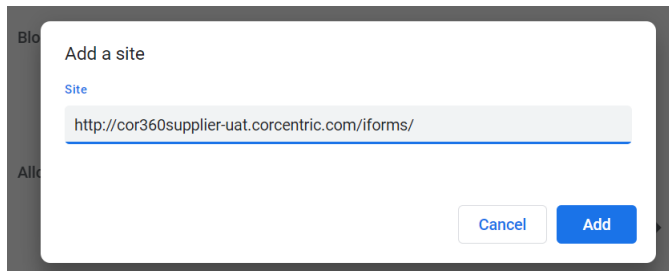
3. Next, under Privacy and Security, select **Site Settings**.



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

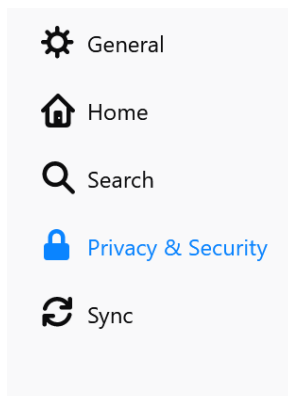


5. Enter <http://cor360supplier.corcentric.com/iforums/> and click **Add**.



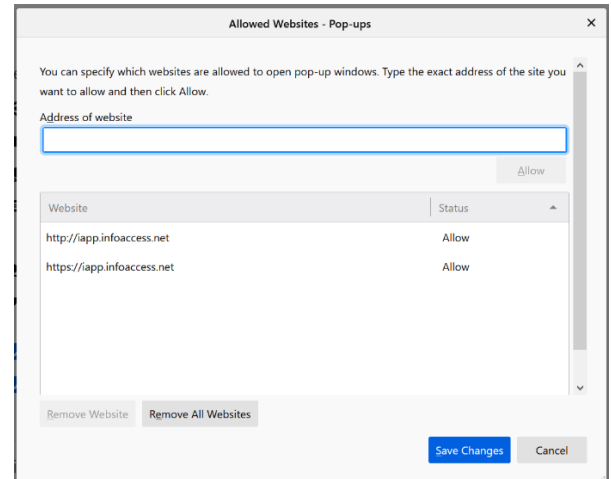
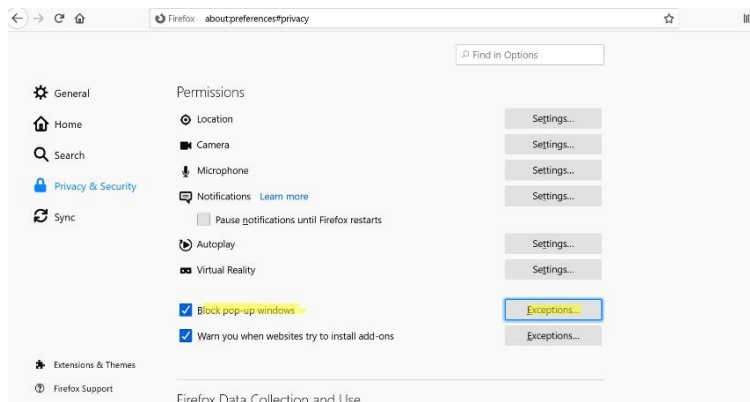
## FIREFOX

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




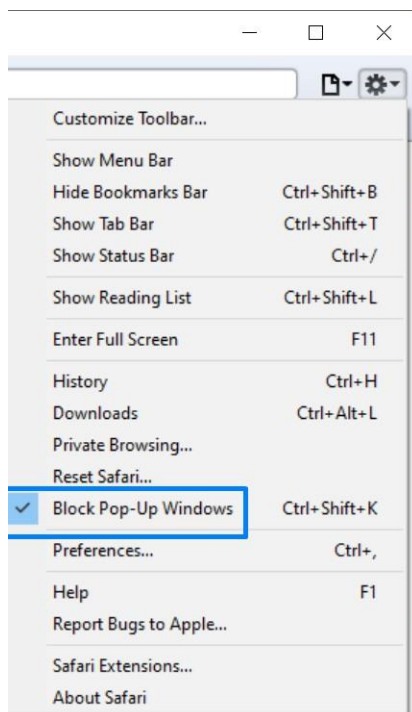
2. Scroll down to **Permissions** section and locate **Block pop-up windows**. Click **Exceptions**. In *Address of website*, type <http://cor360supplier.corcentric.com/iforums/> click **Allow**, then **Save changes**.

# GETTING STARTED



## 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*.





# GETTING STARTED

## Login to Supplier Portal

1. To access Corcentric's Cor360 Purchase Order Supplier Portal from your web browser, go to [www.corcentric.com](http://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

The screenshot shows the login interface for the Corcentric Cor360 Purchase Order Supplier Portal. The page has a blue header with the Corcentric logo and the text 'Cor360 Purchase Order Supplier Portal'. On the left, there is a vertical navigation menu with links: 'Login', 'About the Supplier Portal', 'General Requirements & Diagnostics', 'Supplier Portal Demo', 'User Terms of Service', and 'Contact Support'. The main content area is divided into two sections. The left section is titled 'Welcome to Your Supplier Portal' and contains a 'Welcome to Cor360' message, a 'User Name:' field, a 'Password:' field, and a 'Submit' button. Below these fields are three links: 'User Name Lookup', 'Forgot Password', and 'Contact Support'. The right section features the Corcentric logo and the text 'Cor360 Purchase Order Supplier Portal'. At the bottom of the page, there is a footer with the text 'A CORCENTRIC PAYABLES AUTOMATION SOLUTION' and 'SAT WEB 01'.

- If you forget your password, click the Forgot 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.*

## 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**

**Corcentric** | Cor360 Purchase Order Supplier Portal

255 GLOBAL DEMO CO | [Help](#) | [Contact Support](#) | [Logout](#)

**Main** | **Inbox** | **Outbox** | **Draft** | **Archive** | **User Management**

**Main Page**

- About the Supplier Portal
- FAQs
- Use A Form
- Archived Messages
- Define Document Upload Formats
- Upload Documents
- Document Upload Documentation

**Welcome to Your Supplier Portal**

**Inbox**

Unread:	0
Read:	3
<b>Total:</b>	<b>3</b>

**Outbox**

Unacknowledged:	116
Acknowledged:	0
<b>Total:</b>	<b>116</b>

**Tips**  
If you are a first-time Supplier Portal user, please take a minute to look through the online help. To access the online HELP, [click here](#) or click help above at any time. The **HELP** section provides details and instructions to assist you in using the Supplier Portal.

**User Management**

- [Change Password](#)
- [Change Contact Info](#)
- [Change Email Address](#)

**Links**

- [Download Acrobat Reader](#)

A CORCENTRIC PAYABLES AUTOMATION SOLUTION

# INBOX AND OUTBOX

## 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:** Your 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**

1002-Sonron | [Change Vendor](#) | [Change Community](#) | [Help](#) | [Contact Support](#) | [Logout](#)

**Main** | **Inbox** | **Outbox** | **Draft** | **Archive** | **User Management**

**Inbox Filter**  
• [Read](#)  
• [Unread](#)  
[View All](#)

**Options**  
• [Check New Documents](#)  
• [View All Documents](#)

**Key**  
• [Read Document](#)  
• [Unread Document](#)  
• [Parent PO's](#)  
• [Original PO](#)  
• [Restored Document](#)  
• [Remittance Information](#)  
• [Admin Status Change](#)  
• [Detail view of 3 Way Match](#)  
• [PO Acknowledgement Detail](#)  
• [Invoices/ASNs](#)

**Note 3M Vendors:**  
The 997 Functional Acknowledgment will be sent after the Purchase Order Document has been read.

Page 1 of 3 | Total 81 records. | All Document Types | Search by Document Name: | Search

Options	Trading Partner	Document Name	Status	Document Type	Date Received	None
	3M Global	2000541929	Read	Remittance Advice	9/15/2020 2:39 PM	<input type="checkbox"/>
	3M (United States, GOLDEN VALLEY)	3501008603	Read	Purchase Order (Acknowledged)	9/14/2020 2:45 PM	<input type="checkbox"/>
	3M Global	2000539443	Read	Remittance Advice	9/11/2020 2:39 PM	<input type="checkbox"/>
	3M (United States, GOLDEN VALLEY)	3501005495	Read	Purchase Order (Acknowledged)	9/9/2020 10:19 AM	<input type="checkbox"/>
	3M (United States, GOLDEN VALLEY)	3500985572	Read	Purchase Order Change (Acknowledged)	9/4/2020 6:19 PM	<input type="checkbox"/>
	3M Global	2000533774	Read	Remittance Advice	9/3/2020 2:39 PM	<input type="checkbox"/>
	3M (United States, GOLDEN VALLEY)	3501001789	Read	Purchase Order (Acknowledged)	9/2/2020 6:19 PM	<input type="checkbox"/>

**Cor360 Purchase Order Supplier Portal Outbox**

InfoAccess.net1 | [Change Community](#) | [Help](#) | [Contact Support](#) | [Logout](#)

**Main** | **Inbox** | **Outbox** | **Draft** | **Archive** | **User Management**

**Outbox Filter**  
• [Acknowledged](#)  
• [Unacknowledged](#)  
[View All](#)

**Options**  
• [Check New Documents](#)  
• [View All Documents](#)

**Key**  
• [Document](#)  
• [Remittance Information](#)  
• [Advance Ship Notice Labels](#)  
• [Restored Document](#)  
• [Admin Status Change](#)  
• [Detail view of 3 Way Match](#)

**Outbound Document:**  
These are your documents that you have submitted.

**Archiving:**  
Documents that have been acknowledged can be archived.

First | Next | Previous | Last | You are viewing page 1 of 2 for 59 documents.

Options	Trading Partner	Document Name	PO Number	Status	Document Type	Date Submitted	Archive
	3M (Sweden)	I000323QA	000323TEST-2	Waiting	Invoice	3/24/2016 9:56:13 AM	<input type="checkbox"/>
	3M (Canada)	I001118TESTV	0001117TEST	Waiting	Invoice	3/24/2016 9:55:27 AM	<input type="checkbox"/>
	3M (Canada)	I001118TEST	0001117TEST	Waiting	Invoice	3/24/2016 7:17:55 AM	<input type="checkbox"/>
	3M (Canada)	I000323TEST1	0000323QA	Waiting	Invoice	3/23/2016 1:50:02 PM	<input type="checkbox"/>
	3M (Canada)	ASN0000323QA	0000323QA	Waiting	Advance Ship Notice	3/23/2016 1:40:37 PM	<input type="checkbox"/>
	3M (Canada)	0000323QA		Waiting	P. O. Acknowledgement	3/23/2016 1:33:09 PM	<input type="checkbox"/>

# INBOX AND OUTBOX

## 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.

# INBOX AND OUTBOX

## 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.

# DRAFT AND ARCHIVE

## 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

Options	Trading Partner	Document Name	Status	Document Type	Date Saved	Archive
	3M (Canada)	DJB DRAFT	Draft	Invoice	1/15/2016 9:02:48 AM	<input type="checkbox"/>
	3M (Canada)	TEST	Draft	Advance Ship Notice	1/15/2016 8:17:06 AM	<input type="checkbox"/>

## 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

Options	Trading Partner	Document Name	Xref Number	Status	Document Type	Date Received	Restore
	3M (Canada)	P00000920		Read	Purchase Order Change	9/20/2013 9:52:02 AM	<input type="checkbox"/>

## 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.

# DRAFT AND ARCHIVE

- **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.

# USER MANAGEMENT

## 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**

corcentric<sup>™</sup> Cor360 Purchase Order Supplier Portal

3M GLOBAL DEMO CO Help | Contact Support | Logout

Main Inbox Outbox Draft Archive **User Management**

**Contact Info**

- Company Info
- Change Email Address
- Change Security Answer & Question
- Change Password
- Enrolled Trading Partners

**User Contact Information**

Name: D Budnick

Phone: 216-328-0100

Fax:

You can set the number of months that documents will appear in Cor360 Purchase Order Supplier Portal.

Months: 24

You can activate messages to appear in Cor360 Purchase Order Supplier Portal.

Unread documents will be marked as read: True

Submit

A CORCENTRIC PAYABLES AUTOMATION SOLUTION



# PURCHASE ORDERS, PO CHANGES, PLANNING SCHEDULES

## 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)".

# 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)”

## Sample PO: Header Information

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

3M		Purchase Order
<b>Vendor Information #9999997</b> INFOACCESS.NET1 360 WOODLAWN RD W GUELPH ON N1H 7K3 CA		<b>Order Information</b> P.O. Number: 0000323QA Purpose: Original P.O. Type: Purchase Order P.O. Date: 03/23/2016 (MM/DD)
<b>Ship To #2005</b> 3M Morden 400 Route 100 Morden Manitoba MB R6M 1Z9 CA District: Company		<b>Contact Information</b> Buyer Name Or Department: D Budnick Telephone: (513)267-5300 EXT 6637 Facsimile: (519) 452-6557 Electronic Mail: dbudnick@infoaccess.net
<b>Invoicing Party #9999997</b> INFOACCESS.NET1 360 WOODLAWN RD W GUELPH ON N1H 7K3 CA		<b>FOB Information</b> 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
<b>Bill-to-Party</b> 3M CANADA COMPANY P.O. BOX 6840 LONDON ON N6A 5S2 CA		<b>Carrier Details</b> Routing: Truck
		<b>Terms of Sale</b> Terms Type: Discount Not Applicable Terms Basis: Invoice Date Net Days: 60 Day of Month: 0 Terms Description: Net 60 Days
		<b>Reference Numbers</b> 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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<https://cor360supplier.corcentric.com/iforamsnet/generalcontactus.aspx>

P: (216) 520-0240

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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 only 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.

Options	Trading Partner	Document Name	Status	Document Type	Date Received	None
<input checked="" type="checkbox"/>	3M (United States)	48Demowards1	Unread	Purchase Order	12/6/2022 6:51 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M Global	A49112151MS	Read	Inbound Advance Ship Notice	11/28/2022 7:57 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M Global	A49112151MS	Read	Inbound Advance Ship Notice	11/28/2022 7:47 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	49112151MS	Unread	Purchase Order (Acknowledged) (ASN)	11/28/2022 7:17 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	48112150AD	Unread	Purchase Order (Acknowledged)	11/28/2022 7:05 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M Global	48112150AB100	Read	Inbound Advance Ship Notice	11/28/2022 5:41 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M Global	48112150AB100	Read	Inbound Advance Ship Notice	11/28/2022 5:35 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M Global	48112150AB1010	Read	Inbound Advance Ship Notice	11/28/2022 5:17 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M Global	48112150AB00	Read	Inbound Advance Ship Notice	11/25/2022 9:35 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M Global	48112150AB	Read	Inbound Advance Ship Notice	11/25/2022 5:41 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	48112150AB	Unread	Purchase Order (Acknowledged) (ASN)	11/24/2022 1:05 PM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	48112150AA	Unread	Purchase Order (Acknowledged)	11/24/2022 2:47 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	49112150MS	Unread	Purchase Order (Acknowledged) (ASN)	11/11/2022 5:15 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	48112150MS	Unread	Purchase Order	10/3/2022 7:09 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	48FHPIDEC S3S	Unread	Purchase Order (Acknowledged) (ASN)	9/23/2022 9:18 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	48FHPIDEC S2S	Unread	Purchase Order (Acknowledged) (ASN)	9/23/2022 9:08 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	48FHPIDEC S1S	Unread	Purchase Order (Acknowledged) (ASN)	9/23/2022 6:00 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M Global	916Aasn	Read	Inbound Advance Ship Notice	9/16/2022 9:36 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	916A	Unread	Purchase Order Change (ASN)	9/16/2022 9:45 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	916A	Unread	Updated Purchase Order (ASN)	9/16/2022 9:10 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3M (United States)	SI N/A	Unread	Purchase Order	9/16/2022 7:51 AM	<input type="checkbox"/>



# PURCHASE ORDERS, PO CHANGES, PLANNING SCHEDULES

## 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.

**Purchase Order** **Sample Blanket PO**

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

**3M** **Planning Schedule**

**Buying Party (Purchaser)**  
Name: 3M  
Address: 3M Building  
City: St Paul  
State: MN  
Zip: 55121  
Country: US

**Vendor** 450012345678  
Name: 3M  
Address: 3M Building  
City: St Paul  
State: MN  
Zip: 55121  
Country: US

**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)

**Line Item Information**

Line Item	Quantity	Unit	Material	Price	Zone
1	1000	EA	1000000000000000	1.0000	1
2	1000	EA	1000000000000000	1.0000	2
3	1000	EA	1000000000000000	1.0000	3

**Summary**  
Total Quantity: 3000  
Total Price: 3.0000

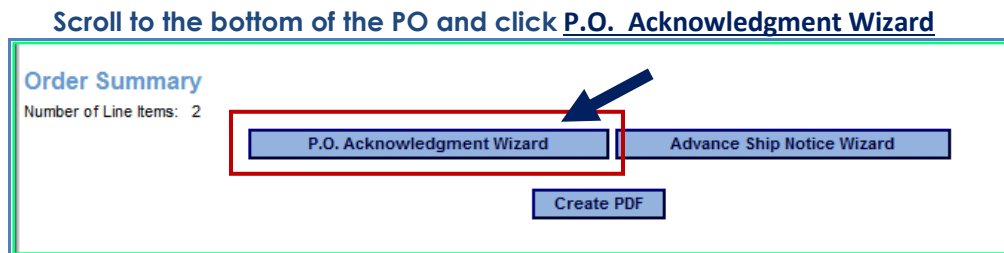
# PURCHASE ORDER ACKNOWLEDGMENT (POA)

## 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.



### 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.

# PURCHASE ORDER ACKNOWLEDGMENT (POA)

## POA Step 1: Header Information




Header	Detail	Summary
P.O. Acknowledgment Wizard		
<b>Step 1 Header Information</b>		
Purpose: <span>ORIGINAL</span>		
<b>Comments</b> <span>Add Comments</span>		
* Required <span>Continue</span>		
<b>Vendor Information</b> Vendor Information #0001503433 Sample Company		<b>Purchase Order Information</b> P.O. Number: 0000804A P.O. Date: 08/04/2016 Acknowledgment Type: ACKNOWLEDGE - WITH DETAIL AND CHANGE Buyer's Currency: USD

## 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

Header	Detail
P.O. Acknowledgment Wizard	
<b>Step 2 Detail Information (Line Items)</b>	
<b>Line #: 00010</b>	
Original Qty: 100 UOM: EA Original Unit Price: 0.15000	
Buyer's Part Number: 71000220	
Vendor's Part Number: VENDORSKU	
U.P.C./EAN Shipping Container Code: 04710367340423	
Manufacturer: PV4010	
Manufacturer's Part Number: MFG_PART	
Replaced Part Number: 23344	
Description: TEST Item	
Acknowledge Item: <span>ACCEPT ITEM</span>	
Acknowledge Qty: <input type="text" value="100"/>	
Acknowledge Unit Price: <input type="text" value="0.15000"/>	
Related Vendor Order #: <input type="text"/>	
Requested for Delivery: <input type="text" value="07/15/2015"/> 	
<b>Comments</b> <span>Add Comments</span>	

**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

# PURCHASE ORDER ACKNOWLEDGMENT (POA)

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

**Header** **Detail**

P.O. Acknowledgment Wizard

**Step 2 Detail Information (Line Items)**

**Line #: 00010**  
Original Qty: 100 UOM: EA Original Unit Price: 0.15000

Buyer's Part Number: 71000220  
Vendor's Part Number: VENDORSKU  
U.P.C./EAN Shipping Container Code: 04710367340423  
Manufacturer: PV4010  
Manufacturer's Part Number: MFG\_PART  
Replaced Part Number: 23344  
Description: TEST Item  
Acknowledge Item:     
Acknowledge Qty:   
Acknowledge Unit Price:   
Related Vendor Order #:   
Requested for Delivery:

**Comments**  
Price increase effective 8/1/2016

Make any necessary changes to the item detail in these fields. Add a comment if necessary.

**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.

**Line #: 00020**  
Original Qty: 100 UOM: EA Original Unit Price: 0.15000

Buyer's Part Number: 71000221  
Vendor's Part Number: VENDORSKU  
U.P.C./EAN Shipping Container Code: 04710367340424  
Manufacturer: PV4011  
Manufacturer's Part Number: MFG\_PART  
Replaced Part Number: 23344  
Description:     
Acknowledge Item:     
Acknowledge Qty:   
Acknowledge Unit Price:



# 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.

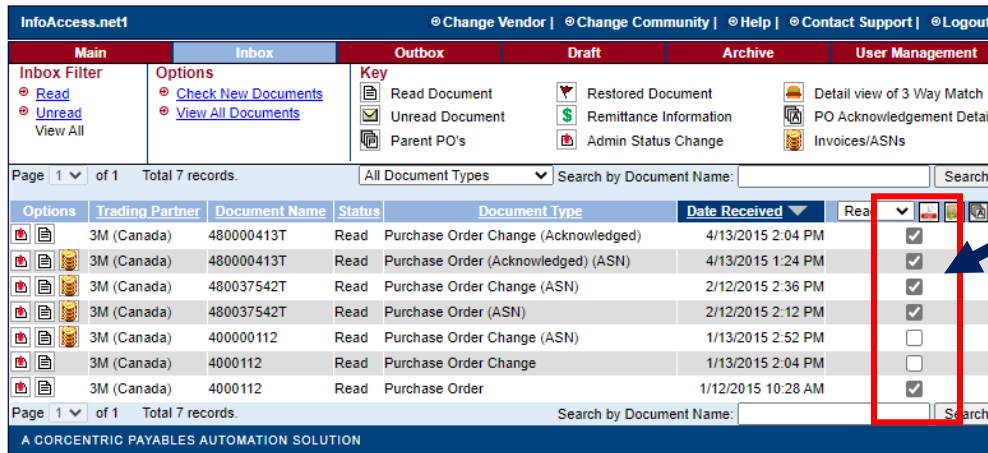
### Sample POA- Summary of Entered Information

Header		Detail		Summary					
P.O. Acknowledgment Wizard									
<b>Vendor Information #0001503433</b> Sample Company			<b>Order Information</b> P.O. Number: 0000804A P.O. Date: 08/04/2016 Purpose: ORIGINAL ACKNOWLEDGE - WITH DETAIL AND CHANGE						
<b>Line Item Information</b>			Buyer Currency: USD						
Line #	PO Quantity Ordered	UOM	PO Unit Price	Buyer's Part Number	Vendor's Part Number	Item Status	Ack Qty	Ack Price	Delivery Requested
00010	100	EA	0.15000	71000220	VENDORSKU	ACCEPT ITEM	100	0.18	07/15/2015
U.P.C./EAN Shipping Container Code: 04710367340423 Manufacturer: PV4010 Manufacturer's Part Number: MFG_PART Replaced Part Number: 23344 Pricing Information: Unit cost price 1.50 Quantity: 100 Unit of Measure: ZZ Selling Multiplier 10 Description: TEST Item Notes: Price increase effective 8/1/2016									
Line #	PO Quantity Ordered	UOM	PO Unit Price	Buyer's Part Number	Vendor's Part Number	Item Status	Ack Qty	Ack Price	Delivery Requested
00020	100	EA	0.15000	71000221	VENDORSKU	ITEM REJECTED	100	0.15000	07/15/2015
U.P.C./EAN Shipping Container Code: 04710367340424 Manufacturer: PV4011 Manufacturer's Part Number: MFG_PART Replaced Part Number: 23345 Pricing Information: Unit cost price 1.50 Quantity: 100 Unit of Meas Description: TEST Item 1 Notes: Item is no longer available									
<div>Click here to send the POA to 3M Global</div>									
<div>Send Draft</div>									

# 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.



InfoAccess.net1    @ Change Vendor | @ Change Community | @ Help | @ Contact Support | @ Logout

Main    **Inbox**    Outbox    Draft    Archive    User Management

Inbox Filter: **Read** (selected), Unread, View All

Options: **Check New Documents** (selected), View All Documents

Key: Read Document, Unread Document, Parent PO's, Restored Document, Remittance Information, Admin Status Change, Detail view of 3 Way Match, PO Acknowledgement Detail, Invoices/ASNs

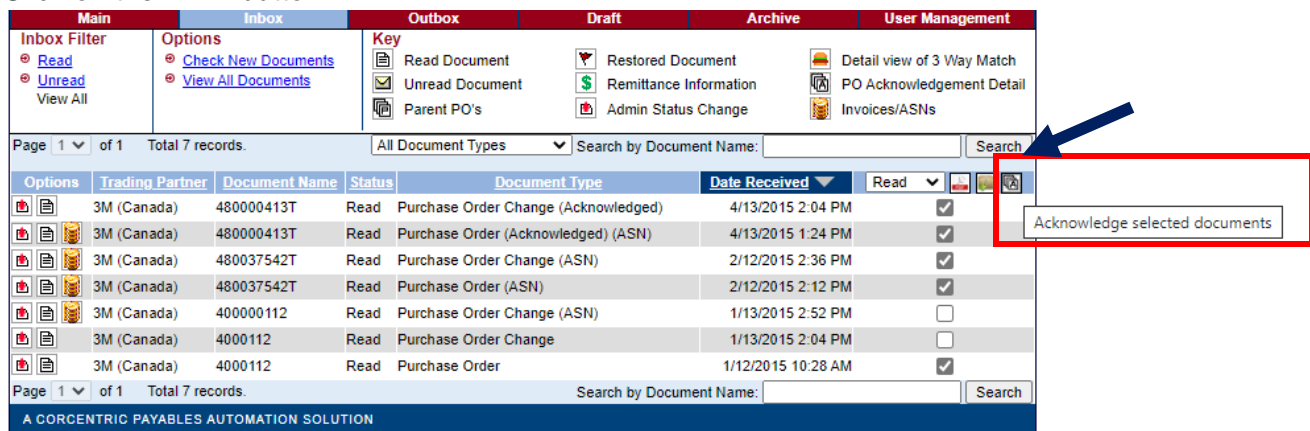
Page 1 of 1    Total 7 records.    All Document Types    Search by Document Name:    Search

Options	Trading Partner	Document Name	Status	Document Type	Date Received	Read
	3M (Canada)	480000413T	Read	Purchase Order Change (Acknowledged)	4/13/2015 2:04 PM	<input checked="" type="checkbox"/>
	3M (Canada)	480000413T	Read	Purchase Order (Acknowledged) (ASN)	4/13/2015 1:24 PM	<input checked="" type="checkbox"/>
	3M (Canada)	480037542T	Read	Purchase Order Change (ASN)	2/12/2015 2:36 PM	<input checked="" type="checkbox"/>
	3M (Canada)	480037542T	Read	Purchase Order (ASN)	2/12/2015 2:12 PM	<input checked="" type="checkbox"/>
	3M (Canada)	400000112	Read	Purchase Order Change (ASN)	1/13/2015 2:52 PM	<input type="checkbox"/>
	3M (Canada)	4000112	Read	Purchase Order Change	1/13/2015 2:04 PM	<input type="checkbox"/>
	3M (Canada)	4000112	Read	Purchase Order	1/12/2015 10:28 AM	<input checked="" type="checkbox"/>

Page 1 of 1    Total 7 records.    Search by Document Name:    Search

A CORCENTRIC PAYABLES AUTOMATION SOLUTION

2. Click on the  button.



Main    **Inbox**    Outbox    Draft    Archive    User Management

Inbox Filter: **Read** (selected), Unread, View All

Options: **Check New Documents** (selected), View All Documents

Key: Read Document, Unread Document, Parent PO's, Restored Document, Remittance Information, Admin Status Change, Detail view of 3 Way Match, PO Acknowledgement Detail, Invoices/ASNs

Page 1 of 1    Total 7 records.    All Document Types    Search by Document Name:    Search

Options	Trading Partner	Document Name	Status	Document Type	Date Received	Read
	3M (Canada)	480000413T	Read	Purchase Order Change (Acknowledged)	4/13/2015 2:04 PM	<input checked="" type="checkbox"/>
	3M (Canada)	480000413T	Read	Purchase Order (Acknowledged) (ASN)	4/13/2015 1:24 PM	<input checked="" type="checkbox"/>
	3M (Canada)	480037542T	Read	Purchase Order Change (ASN)	2/12/2015 2:36 PM	<input checked="" type="checkbox"/>
	3M (Canada)	480037542T	Read	Purchase Order (ASN)	2/12/2015 2:12 PM	<input checked="" type="checkbox"/>
	3M (Canada)	400000112	Read	Purchase Order Change (ASN)	1/13/2015 2:52 PM	<input type="checkbox"/>
	3M (Canada)	4000112	Read	Purchase Order Change	1/13/2015 2:04 PM	<input type="checkbox"/>
	3M (Canada)	4000112	Read	Purchase Order	1/12/2015 10:28 AM	<input checked="" type="checkbox"/>


Page 1 of 1    Total 7 records.    Search by Document Name:    Search

A CORCENTRIC PAYABLES AUTOMATION SOLUTION

Acknowledge selected documents

# PURCHASE ORDER ACKNOWLEDGMENT (POA)

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

<b>Cor360 Purchase Order Supplier Portal: Send Complete</b>	
 <b>corcentric</b>	<b>Cor360 Purchase Order Supplier Portal</b>
Your forms have been successfully sent to the designated Trading Partner.	
Corcentric Supplier Portal	
<b>Send Details</b>	
Date/Time: 02/22/2021 12:37:36	
Document References: 480000413T, 480000413T, 480037542T, 480037542T, 4000112	
<a href="#">Close</a>	

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

[InfoAccess.net1](#)
[Change Vendor](#)
[Change Community](#)
[Help](#)
[Contact Support](#)
[Logout](#)

Main	Inbox	Outbox	Draft	Archive	User Management
<b>Outbox Filter</b> <a href="#">Acknowledged</a> <a href="#">Unacknowledged</a> <a href="#">View All</a>	<b>Options</b> <a href="#">Check New Documents</a> <a href="#">View All Documents</a>	<b>Key</b> Document Restored Document Payment Acceleration	Remittance Information Advance Ship Notice Labels Change Payment Acceleration	Detail view of 3 Way Match Admin Status Change	

Page 1 of 3    Search by Document Name    Search

Outbox	Trading Partner	Document Name	Document Reference	Status	Document Type	Date Submitted	None
	3M (Canada)	4000112	4000112	Waiting	P. O. Acknowledgement	2/22/2021 12:37 PM	<input type="checkbox"/>
	3M (Canada)	480037542T	480037542T	Waiting	P. O. Acknowledgement	2/22/2021 12:37 PM	<input type="checkbox"/>
	3M (Canada)	480037542T	480037542T	Waiting	P. O. Acknowledgement	2/22/2021 12:37 PM	<input type="checkbox"/>
	3M (Canada)	480000413T	480000413T	Waiting	P. O. Acknowledgement	2/22/2021 12:37 PM	<input type="checkbox"/>
	3M (Canada)	480000413T	480000413T	Waiting	P. O. Acknowledgement	2/22/2021 12:37 PM	<input type="checkbox"/>
	3M (Canada)	480000413T	480000413T	Waiting	P. O. Acknowledgement	2/12/2021 12:33 PM	<input type="checkbox"/>
	3M (Canada)	TEST0000922B	000111 FormID=11797077	Waiting	Advance Ship Notice	9/22/2016 1:20 PM	<input type="checkbox"/>
	3M (Panama)	I0000922	000323TEST-1	Waiting	Advance Ship Notice	9/22/2016 1:12 PM	<input type="checkbox"/>
	3M (Canada)	TEST0000922A	0001117TEST	Waiting	Advance Ship Notice	9/22/2016 1:00 PM	<input type="checkbox"/>
	3M (Canada)	TEST0000922	0001117TEST	Waiting	Advance Ship Notice	9/22/2016 10:06 AM	<input type="checkbox"/>
	3M (Canada)	TEST0000922	000323TEST-2	Waiting	Advance Ship Notice	9/22/2016 10:06 AM	<input type="checkbox"/>

- 5.

# ADVANCED SHIP NOTICE (ASN)

## Advance Ship Notice (ASN)

CLICK HERE FOR A TUTORIAL:

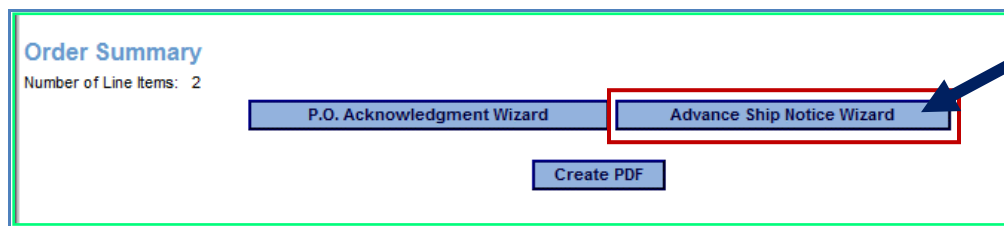
<https://s3.amazonaws.com/CorcentricUniversity/2019/Cor360%20Purchase%20Orders/Videos/White%20Label/2021/Supplier%20Portal%20Welcome%20-%203M%20Global.mp>

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.**



### 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

# ADVANCED SHIP NOTICE (ASN)

## 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)	○ TRAILER, DRY FREIGHT
○ 40 FT. IL CONTAINER (CLOSED Top)	○ TRAILER, HEATED/INSULATED/VENTILATED
○ AIR FREIGHT (BREAK BULK)	○ TRAILER, REFRIDGERATED
○ FLAT BED TRAILER	○ TRUCK, VAN
○ TANK CAR	

# ADVANCED SHIP NOTICE (ASN)

- **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

## 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.

**Sample ASN- Step 1 Header Information**

Header	Detail	Summary
Advance Ship Notice Wizard		
<b>Step 1 Header Information</b>		
<b>Shipment Identification:</b> <input style="width: 150px;" type="text" value=""/>		
<b>Date:</b>	<input style="width: 60px;" type="text" value=""/>	<input style="width: 20px;" type="button" value=""/>
<b>Time:</b>	<input style="width: 60px;" type="text" value=""/>	<input style="width: 20px;" type="button" value=""/>
<small>*(Format: HHMM 24 Hour Clock. I.e. 3:00 PM = 1500 or HHMMSS)</small>		
<b>Carrier Details</b>		
<b>Packaging Code:</b>	<input style="width: 100px;" type="text" value="&lt;None Selected&gt;"/>	
<b>Lading Quantity:</b>	<input style="width: 60px;" type="text" value=""/>	
<b>Equipment Description:</b>	<input style="width: 100px;" type="text" value="&lt;None Selected&gt;"/>	
<b>Equipment Number:</b>	<input style="width: 60px;" type="text" value=""/>	
<b>Bill of Lading Number:</b>	<input style="width: 100px;" type="text" value=""/>	
<b>Date/Time Reference</b>		
<b>Delivery Requested:</b>	<input style="width: 60px;" type="text" value="1/28/2015"/>	<input style="width: 20px;" type="button" value=""/>
<b>Estimated Delivery:</b>	<input style="width: 60px;" type="text" value=""/>	<input style="width: 20px;" type="button" value=""/>
<b>Carrier</b>		
<b>Origin:</b>	<input style="width: 100px;" type="text" value="&lt;None Selected&gt;"/>	
<b>ID Code:</b>	<input style="width: 100px;" type="text" value=""/>	
<b>Reference Numbers</b>		
<b>Contract Number:</b>	<input style="width: 150px;" type="text" value=""/>	
<b>Invoice Number:</b>	<input style="width: 150px;" type="text" value=""/>	
<small>* Required</small>		
<input type="button" value="Continue"/>		
<b>Vendor Information</b>		
<b>Vendor Information #9999997</b>		
InfoAccess.net1		
<b>Purchase Order Information</b>		
<b>P.O. Number:</b> 00000824		
<b>F.O.B. Information</b>		
<b>Payment Method:</b> PREPAID (BY SELLER)		
<b>FOB Location:</b> PLACE OF DELIVERY		
<b>FOB Description:</b> PLACE OF DELIVERY		

# ADVANCED SHIP NOTICE (ASN)

## 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.



## 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.**

## Sample ASN for Standard PO- Step 2

### 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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# ADVANCED SHIP NOTICE (ASN)

- 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

Header	Detail	Summary												
<b>Carrier Details</b> Packaging Code: CARTON Lading Quantity: 45  Equipment Description: FLAT BED TRAILER Equipment Number: 456233 Bill of Lading Number: 045623  <b>Vendor Information #9999997</b> InfoAccess.net1  <b>Carrier #</b>  <b>Purchase Order Information</b> P.O. Number: 00000024  <b>Line Item Information</b> <table border="1"><thead><tr><th>Part Number</th><th>Vendor's Part Number</th><th>Quantity</th><th>UOM</th></tr></thead><tbody><tr><td>0088572</td><td>M68-25-0006</td><td>1</td><td>EA</td></tr><tr><td colspan="4">SCORED AND CORNER</td></tr></tbody></table>			Part Number	Vendor's Part Number	Quantity	UOM	0088572	M68-25-0006	1	EA	SCORED AND CORNER			
Part Number	Vendor's Part Number	Quantity	UOM											
0088572	M68-25-0006	1	EA											
SCORED AND CORNER														
<b>Advance Ship Notice Information</b> Shipment Identification: Sample Date: 08/30/2016 Time: 1500  <b>Date/Time Reference</b> Delivery Requested: 01/28/2015 Estimated Delivery: 09/31/2016  <b>FOB Information</b> Payment Method: PREPAID (BY SELLER) FOB Location: PLACE OF DELIVERY FOB Description: PLACE OF DELIVERY FOB Description: DAP Transportation Terms Code: MUTUALLY DEFINED														
<p>Click here to send the ASN to 3M Global</p> <p><a href="#">Send</a> <a href="#">Draft</a></p>														



# ADVANCED SHIP NOTICE: SUBCONTRACT (FABRICATE AND HOLD)

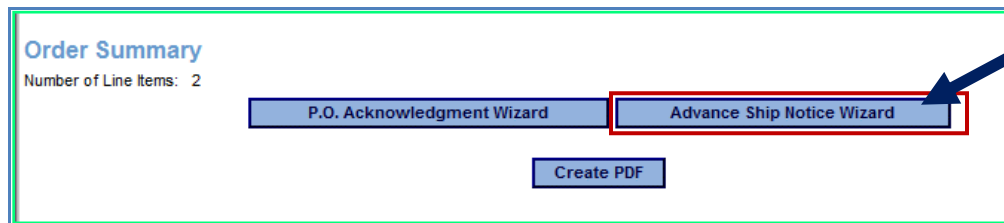
## Advance Ship Notice: Subcontract (Fabricate and Hold)

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.**

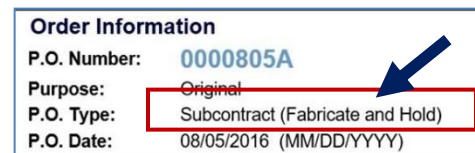
**PLEASE NOTE:** The required documents indicator is by line. When you click on the ASN wizard you may or may not see all the lines from the PO. If the line doesn't require an ASN then you will not see it in the wizard.

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

# 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**

Header	Detail	Summary
Advance Ship Notice Wizard		
<b>Step 1 Header Information</b>		
Shipment Identification: <input type="text"/>		
Date: <input type="text"/>		
Time: <input type="text"/> (Format: HHMM 24 Hour Clock, i.e. 3:00 PM = 1500 or HHMMSS)		
<b>Carrier Details</b>		
Packaging Code: <input type="text"/>		
Lading Quantity: <input type="text"/>		
Equipment Description: <input type="text"/>		
Equipment Number: <input type="text"/>		
Bill of Lading Number: <input type="text"/>		
<b>Date/Time Reference</b>		
Delivery Requested: <input type="text"/>		
Estimated Delivery: <input type="text"/>		
<b>Carrier</b>		
Origin: <input type="text"/>		
ID Code: <input type="text"/>		
<b>Reference Numbers</b>		
Contract Number: <input type="text"/>		
Invoice Number: <input type="text"/>		
* Required		
<input type="button" value="Continue"/>		
<b>Vendor Information</b>		<b>Purchase Order Information</b>
Vendor Information #9999997		P.O. Number: 00000824
InfoAccess.net1		<b>F.O.B. Information</b>
		Payment Method: PREPAID (BY SELLER)
		FOB Location: PLACE OF DELIVERY
		FOB Description: PLACE OF DELIVERY

# 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.



## 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.***

# 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.**

## 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.

## Sample ASN for Standard PO- Step 2

Header Detail Summary

Advance Ship Notice Wizard

Step 2 Detail Information (Line Items)

Line #: 10

Quantity: 900 UOM: KT

Buyer's Part Number: 7112345678

Description: 26325, PPS 2.0 Lg (28oz, 850mL) Kit, 125u

Subline Item Detail

Quantity: 900 UOM: EA \*

Description: PPS 2.0 Lg Cups, US Bulk, 850mL, 1610/CV

Subline Item Number: 000000004100023548

Batch Number:

Serial Number: \*

Duplicate Subline Item Detail

Carrier Details

Gross Weight: UOM: <None Selected> \*

Volume: UOM: <None Selected>

Estimated Net Weight: UOM: <None Selected> \*

Volume: UOM: <None Selected>

Reference Information

Batch/Lot Number: \*

Date Information

Manufacture:

Shelf Life Expiration:

Batch Managed Purchase Orders require either the Manufacture or Shelf Life Expiration date

Duplicate Line Item

Required

# ADVANCED SHIP NOTICE: SUBCONTRACT (FABRICATE AND HOLD)

- 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.**



## 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.

Header	Detail	Summary								
<b>Advance Ship Notice Wizard</b>										
<b>Carrier Details</b> Packaging Code: CARTON Lading Quantity: 45  Equipment Description: FLAT BED TRAILER Equipment Number: 456233 Bill of Lading Number: bll45623  Vendor Information #9999997 InfoAccess.net1  Carrier #  Purchase Order Information P.O. Number: 00000824  Line Item Information		<b>Advance Ship Notice Information</b> Shipment Identification: Sample Date: 08/30/2016 Time: 1500  <b>Date/Time Reference</b> Delivery Requested: 01/28/2015 Estimated Delivery: 08/31/2016  <b>FOB Information</b> Payment Method: PREPAID (BY SELLER) FOB Location: PLACE OF DELIVERY FOB Description: PLACE OF DELIVERY FOB Description: DAP Transportation Terms Code: MUTUALLY DEFINED								
<table border="1"><thead><tr><th>Number</th><th>Vendor's Part Number</th><th>Quantity</th><th>UOM</th></tr></thead><tbody><tr><td>4572</td><td>M68-25-0006</td><td>1</td><td>EA</td></tr></tbody></table>		Number	Vendor's Part Number	Quantity	UOM	4572	M68-25-0006	1	EA	
Number	Vendor's Part Number	Quantity	UOM							
4572	M68-25-0006	1	EA							
<p>Click here to send the ASN to 3M Global</p>										
<p><b>Send</b> <b>Draft</b></p>										

- 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.



### 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			
Header	Detail	Charge	Tax
Invoice Wizard			
<b>Step 1 Header Information</b>			
Invoice Number:	<input type="text" value="Sample"/>	Required	
Invoice Date:	<input type="text" value="12/22/2015"/>	Required	
Transaction Type:	<input type="text" value="PRODUCT (OR SERVICE) INVOICE"/>	Required	
Delivery Requested:	<input type="text" value="06/29/2014"/>	Required	
Total Invoice Amount:	<input type="text" value="1403.99"/>	Required: (Include any Miscellaneous Charges and/or Taxes)	

# INVOICING

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.**
- 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

**Ship To #2006**

**Name:** 3M Brockville - PSD

**Address:** 1360 California Drive, *Required*

**City:** Brockville CA *Required*

**Province/State:** ON *Required*

**Postal Code:** K6V 5V8 *Required*

**Country:** CA

**Reference Numbers**

<None Selected> <None Selected> <None Selected> <None Selected>

**Comments** *Comments are required if PO is a Limit PO.*

**Add Comments** **Continue** ☐ Continu

## Invoice Wizard Step 1 Header Information



# INVOICING

Vendor/Invoicing Party Information	Purchase Order Information
<b>Vendor Information #999998</b> 3M CANADA DEMO CO 1 TEST RD CLEVELAND OH 44131 US	P.O. Number: 123450823
<b>Invoicing Party #999998</b> 3M CANADA DEMO CO 1 TEST RD CLEVELAND OH 44131 US	<b>Terms of Sale</b> Terms Type: DISCOUNT NOT APPLICABLE Terms Basis Date: INVOICE DATE Discount Percent: 0 Discount Days Due: 0 Net Days Due: 60 Day of Month: 3 Description: Net 60 Days
<b>Party To Pay Remittance</b> 3M CANADA DEMO CO 1 TEST CLEVELAND OH 44131 USA	

## 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.

Header	Detail	Charge	Tax	Summary
Invoice Wizard				
<b>Step 2 Detail Information (Line Items)</b>				
If you do not want to invoice a particular line item please click "Remove This Line Item" or enter zero "0" for quantity.				
<b>Line #: 10</b>				
Qty: <input type="text" value="1"/> UOM: ZZ Unit Price: <input type="text" value="247.00000"/> Format: XXXXX.XXXXX				
Description: DEMO ITEM ONE				
<input type="button" value="Remove This Line Item"/>				
<b>Line #: 20</b>				
Qty: <input type="text" value="1"/> UOM: ZZ Unit Price: <input type="text" value="36.70000"/> Format: XXXXX.XXXXX				
Description: DEMO LINE 2				
<input type="button" value="Remove This Line Item"/>				
<input type="button" value="Continue"/> <input type="checkbox"/> Continue With Errors				

## 3 Step 3 Summary Information (Charges)

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



## 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.

**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,

# INVOICING

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.

**Review & Send**

**Invoice Summary**

Total Invoice Amount: 100.00



**Review & Send**

Create PDF

# COUNTRY SPECIFIC RULES FOR 3M

## 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.

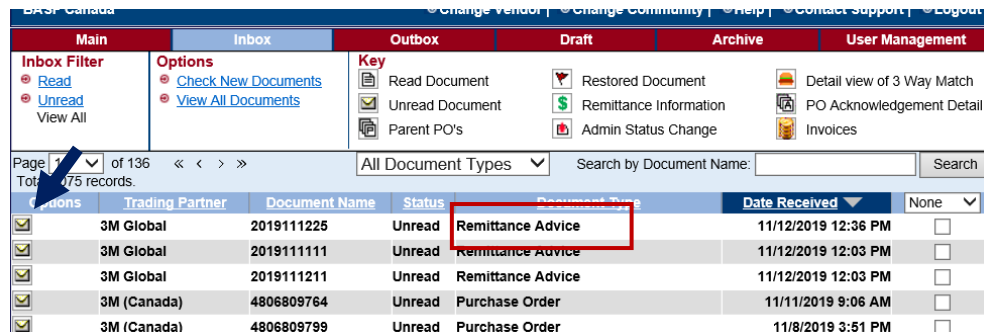
## Europe (All)

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.

## Remittance

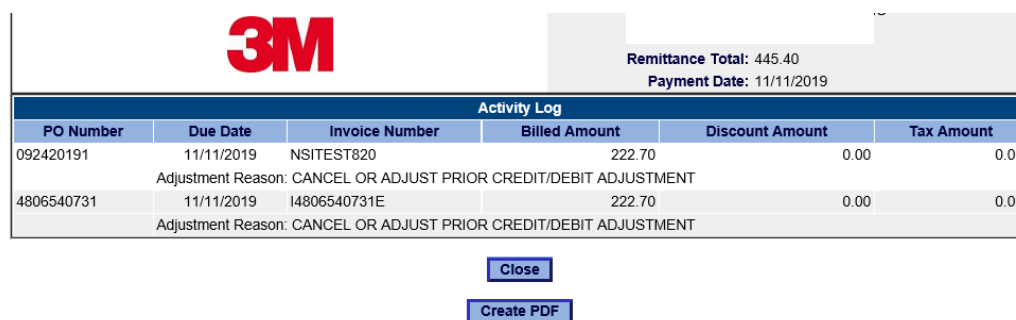
If you receive remittance information via Corcentric. There are 2 ways to view the remittance:

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



Options	Trading Partner	Document Name	Status	Document Type	Date Received	None
	3M Global	2019111225	Unread	Remittance Advice	11/12/2019 12:36 PM	<input type="checkbox"/>
	3M Global	2019111111	Unread	Remittance Advice	11/12/2019 12:03 PM	<input type="checkbox"/>
	3M Global	2019111211	Unread	Remittance Advice	11/12/2019 12:03 PM	<input type="checkbox"/>
	3M (Canada)	4806809764	Unread	Purchase Order	11/11/2019 9:06 AM	<input type="checkbox"/>
	3M (Canada)	4806809799	Unread	Purchase Order	11/8/2019 3:51 PM	<input type="checkbox"/>

- 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).



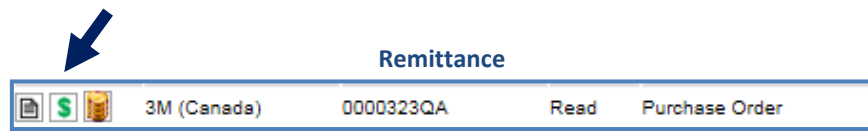
Activity Log					
PO Number	Due Date	Invoice Number	Billed Amount	Discount Amount	Tax Amount
092420191	11/11/2019	NSITEST820	222.70	0.00	0.00
Adjustment Reason: CANCEL OR ADJUST PRIOR CREDIT/DEBIT ADJUSTMENT					
4806540731	11/11/2019	I4806540731E	222.70	0.00	0.00
Adjustment Reason: CANCEL OR ADJUST PRIOR CREDIT/DEBIT ADJUSTMENT					

Close

Create PDF

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.

# REMITTANCE



- 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.