

Enterprise Resource Planning (ERP)

Reference Guide

Use to identify any changes needed to your systems or processes and as a reference for new information appearing on your documents

Deploying a New Enterprise Resource Planning System

3M is transforming our company to deliver superior service, with improved speed and agility to position both of our companies for future growth.





As part of this transformation, we are implementing an Enterprise Resource Planning (ERP) system which will allow for streamlined transactions with you.

Our ERP roll out in the U.S. is scheduled in three phases, over the next several years, starting with ordering and transactional activities, followed by distribution centers, and ending with our manufacturing plants.





3M's New ERP Enables our Transformation

Enterprise Resource Planning (ERP) system is used to automate business process and applications and is the foundation of our global operations.

The ERP will deliver:

- Global systems connected worldwide
- Consistency across all our operations
- Improved ease of doing business with 3M
- Higher quality of service
- Increased speed and agility to respond to your needs





While Most Things Stay the Same, You Will Notice a Few Changes

Documents



Consistent look across documents

3M ID Numbers



Addition of 10-digit 3M ID number on documents and labels

Order Dating



Order timing now calculated to a delivery date

Certificates



New information appears on certificates

Shelf life will be expressed as an expiration date



New Online Partner Portal

Order Numbering

Order Number Delivery Number Invoice Number



Invoice number is applied at billing rather than at order entry



Contents of 3M ERP Reference Guide

Processes	Page
Order Numbering Fields	P1
Product and Order Numbering Details	P2
Customer-Requested Ship Dates	P3
Order Status	P4
Product Description	P5
Unit of Measure Format	P6
Shelf Life	P7
Partner Portal	P8
EDI (Electronic Data Interchange)	P9

Documents	Page
Order Confirmation	D1
Certificates	D3
Labels	D4
Packing Slip	D5
Bill of Lading	D6
Ship Notice	D7
Invoice	D9
Return Goods Authorization	D11
Credit Memo	D12
Debit Memo	D14
Account Statement	D16



Highlights of key changes that cover multiple documents or transactions





Process: New Fields on Order, Shipping and Billing Documents

- Current: Invoice number is assigned at order entry and appears on all documents.
- Future: Order number appears at order entry, delivery number is added at shipping, invoice number is assigned at billing.

Ordering Order Number assigned to Purchase Order



Order Confirmation Order Nbr

Shipping Delivery Number Added to each Shipment

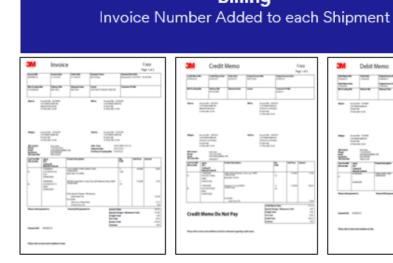


Packing List Ship Ref Nbr



Bill of Lading Ship Ref Nbr









Billing







Process: Product and Order Numbering Details

	Current	Future
ЗМ ID	11-digit numeric	10-digit random numeric — both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use the 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number. For abrasives materials, continue to use SPID Number, SPR Number and/or SPID UPC.
Invoice Number	7-digit alphanumeric (AB12345) included on most order and shipping documents. Number is sequential for related shipments and prefix is significant to designate most manufacturing sites.	10-digit numeric (9234567891) randomly assigned, non-sequential. Billing documents such as the invoice, debit memo and credit memo begin with "9". Invoice number will no longer appear on order documents or shipping documents.
3M Order Number	Does not exist	10-digit numeric (4234567891) beginning with "4" referenced on most documents associated with a 3M order.
3M Delivery Number	Does not exist	10-digit numeric (8234567891) beginning with "8" assigned to orders processed for shipping from deployed sites. If shipped from non-deployed sites, the format is 7-digit alphanumeric (AB12345). The Delivery Number is used similarly to the former 3M Invoice Number.
Shipment Number	Does not exist	10-digit numeric (1234567891) assigned at shipping from a deployed site. If shipped from a distribution center (DC) or non-deployed manufacturing site, the format is 10-digit alphanumeric (ABCD123456). Multiple Delivery Numbers can be associated with one Shipment Number.
Ship Reference Number	Does not exist	10-digit numeric (8234567891) beginning with "8" if shipped from deployed sites, which will match the Delivery Number on other documents. If shipped from non-deployed sites the format will show 7-digit alphanumeric (AB12345) that corresponds to the former 3M invoice number.



Process: Customer-Requested Ship Dates

Current



Future

Customers send a requested ship date and/or requested delivery date:

Ship on date: Order to ship on this day

Ship by date: Order to ship on this day or before

Deliver on date: Order to be delivered on this date

Deliver by date: Order to be delivered on this date or before

Customers are asked to provide only delivery dates if requesting a date. Any date a customer sends will be used as a requested delivery date.

Delivery date: Order to be delivered on this date **Delivery date:** Order to be delivered by this date

	Example of Customer Requested Dates:						
	Assumes 2 day transit time	Monday	Tuesday	Wednesday	Thursday	Friday	
Current	Customer requests ship date of Wednesday			Order Shipped		Order Delivered	
	Customer requests ship date of Wednesday	Order shipped		Order Delivered			
uture	ERP automatically turns ship date into delivery date	Order snipped		Order Delivered			
ш							
	Customer requests delivery date of Wednesday	Order Shipped		Order Delivered			



Process: Order Status

Current

Order statuses appear on order acknowlegments and reacknowledgments and are shown on partner portals when checking order status. Examples include:

A: Allocated (stocked item)

B: Backordered

K: Allocated (non-standard, make-to-order item)

S: Shipped

Q: Cancelled



Future

Order statuses do not appear on order acknowledgments or reacknowledgments; status is indicated by delivery date. Order statuses appearing on bCom reflect order processing status:

Received: Order received

In Process: Order currently being processed

In Review: Order being checked for completeness
Cancelled: Entire order has been rejected or canceled

Partially Shipped: Partial order shipped

Shipped: Order shipped



Process: Product Descriptions

Future

For some products, product descriptions on the packing list and/or label may vary from the product descriptions on the order confirmation, ship notice and/or invoice.

Note: All other product-related references (e.g. UPC) will remain consistent.

E	d O finns - 4i		Desembetion
Example: Ord	der Confirmation	i ana/or invoice	Description

Example: Packing List and/or Label Description

3M™ Cubitron™ II Flap Disc 967A, 4-1/2in x 7/8in, 40+ Y-weight, T27, 10 per case

40+Y 3M967A FLAP DISC T27

4 ½ X 7/8

3M™ Coban™ Self Adherent Wrap, 1 inch x 5 yards, 30 Rolls/Case, 1581

1581 COBAN SELF ADH WRAP 1INX5YD, 30RL/CS



Process: Unit of Measure Format

Current



Units of measure are in various formats.



Future

Units of measure are in standard ISO format.

Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers may continue to use existing format.

Example: Customers who order by case may see CV instead of CA or CS; customers who order by box may see PAC for pack or CAR for carton instead of BOX.





Process: Shelf Life

Current

Shelf life is expressed as a period of time from date of manufacture or date of shipment.

Example: 24 Months from Date of Manufacture



Future

Shelf life is expressed as a date corresponding to a time period from date of manufacture.

Certificates of lot conformance or certificates of analysis from deployed sites will always show a date of manufacturing and will either have an explicit calendar date for the shelf life expiry date or will display "Not Determined" in the shelf life expiry date field. Refer to the 3M technical data sheet for more information.

Example

Date of Manufacture: 17-Oct-2016 Shelf Life/Expiry Date: 17-Oct-2018



Process: Partner Portal

Customers who currently use 3M's partner portal will be contacted with detailed change information.

Current	Future
Order 3M products online via EOC, EPC, one or more partnership sites.	Order through our new partner portal (bCom)— a single 3M customer experience, 24/7 anywhere access.
Multiple portals required to access 3M information.	One-stop-shop, state of the art experience to check product availability, place orders, check order status, view real time price lists or product information. Also access agreements, pricing extracts, Point of Sale (POS) data, product files and information, news and announcements and more.
Desktop-based platforms.	Accessed securely using a computer, tablet or mobile device.
Upload your order, or manually entered product codes each time you want to place an order.	Can upload your order file, or create a list of frequently ordered products to make the ordering process seamless and efficient.
Search for 3M products using limited search capability.	A searchable catalog - look for products by entering a key word, product ID number, your own code or other product characteristics.
Work with 3M Customer Service to register and manage site users within your organization.	Ability to manage your own site users 24/7 – registration, login, updates, etc.









Process: EDI Transactions

Current



Future

Purchase Order Acknowledgment (POA) – 867 Transaction

Date of Shipment:

Current: 011 - Estimated Ship Date or 068 - Current Schedule Ship

Vendor Sales Order Number:

Current: DH64278

Future: 067 - Current Scheduled Delivery Date

Date sent will be estimated delivery date, qualifier may change to 067

Future: 4002504198

Format of sales order number is changing

Advance Ship Notice (ASN) – 820 Transaction

REF Segment:

Current: REF*IV*RK15382~

Future: REF*IV*8012037935~

REF*IV qualifier is sent with a delivery number instead of order/invoice

number.

Shipment ID (ASN Number/BSN02) for small-package shipments:

Current: RK15382 (invoice number)

Future: 8015049938 (outbound delivery number)

Shipment ID (ASN Number/BSN02) for non-small-package shipments:

Current: FYCF115754 (Bill of Lading)

Future: FYCF115754 123456 or FYCF115754123456

10-digit Bill of Lading number followed by 8-digit ship-to account number.

Format may contain a space after Bill of Lading number

Trailer Number: Current: TD3*TL*CNWY*90948~

Future: TD3*TL*CNWY*Y90948~

Format change to include the last character of the trailer prefix (SCAC) if

the trailer ID is 5 digits.



Process: EDI Transactions

Current



Future

Invoice - 810 Transaction

Invoice Number:

Current: 7 digit alpha numeric (KM54564)

Product Description:

Current: 1860 HEALTH CARE PARTICULATE RESPIRATOR & SURGICAL

MASK 120/CS

Payment Terms Text:

Current: NET 30 PPI MED

PO Line Numbers:

Current: Line numbers are in sequence

Future: 10-digit numeric (9401234567)

Future: 1860 HEALTH CARE RESPIRATOR / MASK

Format may show shortened description.

Future: Net 30 Days

Format contains mixed case text.

Future: Lines may not be in sequence if lines were cancelled on the

purchase order



Document: Order Confirmation

Future

3M Order Number

- Current: Does not exist
- Future: 10-digit numeric (4234567891) beginning with "4" referenced on most documents associated with a 3M order.

Account Number

- Current: 7-digit alphanumeric (ABC1234)
- Future: 8-digit numeric (12345678). Customers may continue using existing account numbers. Only new account numbers will appear on documents.
- Current: Customer account assignments have two designations. The same account number may be used for both:
 - Charge-To account number: Where AR posts and where the invoice is sent.
 - Ship-To account number: Where products will be shipped.
- Future: Customer account assignments will have four designations. The same account number may be used multiple times:
 - Sold-To account number: Where AR posts.
 - · Bill-To account number: Where the invoice is sent.
 - Ship-To account number: Where products will be shipped.
 - Obligor account number: Legal entity obligated to pay the invoice.

NOTE: Order confirmation will not display the Obligor account number.

3M ID

- Current: 11-digit numeric
- Future: 10-digit random numeric both the 11-digit and 10-digit 3M ID will be referenced during the
 transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part
 Number. For abrasives materials, continue to use SPID Number, SPR Number, and/or SPID UPC.



Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Customer Requested Date	Delivery Date	Currency		
001	7010358000	Cust. Part Nbr. 000020657	96	96	03/20/2017	03/31/2017	10.0000
10	00051111551028 9DC-H-6 7010358000	9DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 20 IN X 1 IN (40,6 CM X 50,8 CM X 2,5 CM)	EA*	EA*			USD
	/010358000	70005119000					
		Ship From: 1102 Roanoke,TX					
		Contract Nbr: 00000221					
002	7010294000	Cust. Part Nbr. 000020664	120	120	03/20/2017	03/31/2017	10.0000
20	00051111551035 7DC-H-6 7010294000	7DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 25 IN X 1 IN (40,6 CM X 63,5 CM X 2,5 CM) 70005119000	EA*	EA*			USD
		Ship From: 1102 Roanoke,TX					
		Contract Nbr: 00000221					
003	7010358000	Cust. Part Nbr. 000020671	168	168	03/20/2017	04/13/2017	10.0000
30	00051111551042	SDC-H-6 FILTRETE(R) MICRO PARTICLE	EA*	EA*			USD
	5DC-H-6 7010358000	REDUCTION FILTER 20 IN X 20 IN X 1 IN (50,8 CM X 50,8 CM X2,5 CM)					
	7010336000	70005119000					
		Ship From: 1102 Roanoke,TX					
		Contract Nbr: 00000221					
004	7010358000	Cust. Part Nbr. 00000678	240	240	03/20/2017	04/13/2017	10.0000
40	00051111551059 3DC-H2-6	3DC-H2-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50,8 CM X 63,5 CM X2,5 CM)	EA*	EA*			USD
	7010358000	70006905000					
		Ship From: 1102 Roanoke,TX					
		Contract Nbr: 00005221					
005	7010358000	Cust. Part Nbr. 0005553	240	240	03/20/2017	03/31/2017	10.0000
50	00051141910970 AX00DC-4-A 0005553	AXXXXV.4.4 FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 25 IN X 1 IN (40.6 CM X 63.5 CM X 2.5 CM) 70006904000	EA*	EA*			USD
		Ship From: 1102 Roanoke TX					
		Contract Nbr: 00000221					



Document: Order Confirmation

Future

Order Quantity Unit

 Future: Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers can continue to use existing format.

Customer Requested Date

- · Current: Deliver By or Deliver On date if requested by the customer
- Future: Estimated delivery date if requested by the customer. If customer provides requested ship
 date it will be used as requested delivery date. If customer doesn't provide a date, date is order
 processing date.

Delivery Date

- · Current: Does not exist
- Future: 3M estimated delivery date. If customer sends a requested ship date instead of a delivery date, the Delivery Date will contain the requested ship date.

NOTE: Invoice number is assigned at billing and consequently will no longer be shown on order confirmation. Most order documents reference a 3M order number.

If items are shipping from a non-deployed location, the Delivery Date will show "TBD" until date is confirmed by site.

If customer is set up with re-acknowledgements, including EDI:

Updated Order Confirmation is sent with changes identified by asterisks** resulting from Line additions/deletions, Date, Quantity and Material changes.

Orders with multiple shipping methods will split into multiple confirmations.



Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Order Qty Unit	Qty To Deliver Unit	Requested Date	03/31/2017	Currency
001	7010358000	Cust. Part Nbr. 000020657	96	96	03/20/2017	03/31/2017	10.0000
10	90C-H-6	6 REDUCTION FILTER 16 IN X 20 IN X 1 IN (40,6 CM X 50,8 CM X 2.5 CM)		EA*			USD
	7010358000	70005119000					
		Ship From: 1102 Roanoke,TX					
		Contract Nbr: 00000221					
002	7010294000	Cust. Part Nbr. 000020664	120	120	03/20/2017	03/31/2017	10.0000
20	00051111551035 7DC-H-6 7010294000	7DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 25 IN X 1 IN (40,6 CM X 63,5 CM X 2,5 CM) 70005119000	EA*	EA*			USD
		Ship From: 1102 Roanoke,TX					
		Contract Nbr: 00000221					
003	7010358000	Cust. Part Nbr. 000020671	168	168	03/20/2017	04/13/2017	10.0000
30	00051111551042	SDC-H-6 FILTRETE(R) MICRO PARTICLE	EA*	EA*			USD
	SDC-H-6 7010358000	REDUCTION FILTER 20 IN X 20 IN X 1 IN (50,8 CM X 50,8 CM X2,5 CM)					
	7010358000	70005119000					
		Ship From: 1102 Roanoke,TX					
		Contract Nbr: 00000221					
004	7010358000	Cust. Part Nbr. 00000678	240	240	03/20/2017	04/13/2017	10.0000
40	00051111551059 3DC-H2-6	3DC-H2-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50,8 CM X 63,5 CM X2,5 CM)	EA*	EA*			USD
	7010358000	70006905000					
		Ship From: 1102 Roanoke,TX					
		Contract Nbr: 00005221					
005	7010358000	Cust. Part Nbr. 0005553	240	240	03/20/2017	03/31/2017	10.0000
50	00051141910970 AX00DC-4-A 0005553	AXXXXX AND AXXXX AXXX AXXX AXXX AXXX AXX	EA*	EA*			USD
	WW3303	70006904000					
		Ship From: 1102 Roanoke,TX					
		Contract Nbr: 00000221					



Document: Certificates

Future

Certificate of Lot Conformance/Certificate of Conformance/Certificate of Analysis

3M Delivery/Invoice Number

10-digit numeric (8234567891) beginning with "8" assigned to orders processed for shipping from deployed sites. If shipped from non-deployed sites, the format will show 7-digit alphanumeric (AB12345).

3M Stock Number

- Current: 11-digit numeric
- Future: 10-digit random numeric both the 11-digit and 10-digit 3M ID will be referenced during the transition.

Certificate of Lot Conformance/Certificate of Conformance

If shipping from deployed sites: Return address on the document will change from the shipping location (e.g. Forest City) to St. Paul, MN. Shelf life will change to an explicit calendar date calculated from date of manufacture. Product storage conditions will no longer show on the certificate – refer to the 3M technical data sheet.

Certificate of Lot Conformance/Certificate of Analysis

Certificates of lot conformance or certificates of analysis from deployed sites will always show a date of manufacturing and will either have an explicit calendar date for the shelf life expiry date or will display "Not Determined" in the shelf life expiry date field – refer to the 3M technical data sheet.

Certificate of Analysis

As manufacturing sites deploy, customers will see a change in the format of the CoA documents.



CUSTOMER NAME INC INNOVATION ROAD ANYTOWN MN 54144 USA 3M Company St. Paul MN 55144

Date certificate is prepared: 21-Dec-2016

The 3M product listed below was produced in accordance with standard manufacturing processes for the product in effect at the

3M Delivery Number	Customer PO Number	Customer Part Number		
8010514721	12345	99899		
3M Stock Number 7100026831	04046710407006			

Product Description

3MTM TransporeTM White 1in x 10yds 12 Rolls/Carton 10 Cartons/Case 1534-1

Additional Product Information

Batch Identifier: 201907UA Date of Manufacture:01-Jul-2016 Shelf Life/Expiry Date: 01-Jul-2019

Please contact your 3M Customer Service Representative if you have any questions.

Watzant; and Limited Remedy; Unless stated otherwise in 3M's product literature, packaging inserts or product packaging for individual products, 3M watzants that each 5M product mere the applicable 5M specifications at the time 5M chips the product, habitdual products may have additional or different watznation as stated on product literature, package inserts or product packages. 5M AMAKES NO OTHER WARRANTES OR CONDITIONS, EXPRESS OR DIPLED, DVCLUDENG, BUT NOT LIMITED TO, ANY DIPLED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR ANY DIPLED WARRANTY OR CONDITION ARISING OUT OF A COURSE OF DEALING, CUSTOM OR USAGE OF TRADE. User is responsible for determining whether the 5M product is first a particular purpose and suitable for user's application. If the 5M product is shown to be amacanforming within the watznaty period, your exclusive remedy and 5M's sole obligation will be, at 5M's option, to replace the nonconforming 5M product or refund the purchase price.

Limitation of Liability: Except where prohibited by law, 3M will not be liable for any loss or damage arising from the 3M product, whether direct, indirect special, incidental or consequential, regardless of the legal theory asserted, including warranty, contract, negligence or strict liability.

This certificate or any information contained in it does not amend or change any applicable VM terms and conditions of sale.



Document: Labels

Shipping Label

Ship Reference

- Current: Invoice Number(s) are usually included on the shipping label
- Future: Ship Reference Number is 10-digit numeric (8234567891)
 beginning with "8" if shipped from deployed sites, which will match the
 Delivery Number on other documents. If shipped from non-deployed sites,
 the format is 7-digit alphanumeric (AB12345).

3M ID

- Current: 11-digit numeric
- Future: 10-digit random numeric both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number. For abrasives materials, continue to use SPID Number, SPR Number and/or SPID UPC.

Example: Carton Label



11-digit ID New 10-digit ID

Additional Labels



Product Level Labeling

If 3M ID is printed on the product, the 10-digit stock number will be updated at a later date.



Primary/Inner Packaging/Labeling

If the 3M ID is printed on the inner pack, the 10-digit stock number will be added at a later date.



Shipper Case Label

For most labels, the 10-digit 3M ID will be printed in addition to the existing 11-digit 3M ID. Pre-printed labels will be updated at a later date.



Transit/Transportation Labels & Documents

The 10-digit 3M ID will be printed in addition to the 11-digit 3M ID where it currently appears.



Document: Packing List

Future

Shipping Reference

Now: Does not exist

Future: 10-digit numeric (8234567891) beginning with "8" if shipped from deployed sites, which will match the Delivery Number on other documents. If shipped from non-deployed sites the format will show 7-digit alphanumeric (AB12345) that corresponds to the former 3M invoice number.

Product

Future: Displays 10-digit random numeric – both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number. For abrasives materials, continue to use SPID Number, SPR Number and/or SPID UPC.





SHIP TO:

CUSTOMER NAME INC 12345-ABC INNOVATION ROAD ST PAUL MN, US CHARGE TO: CUSTOMER NAME INC 12345-ABC INNOVATION ROAD ST PAUL MN, US

New Format

SHIPPING REFERENCE #: 8012043873

SHIP FROM LOC: DAC WAVE #: 0620_02 WORK LIST ID #: 00000

PRINTING #: 1
FORM #: A1

CUSTOMER ORDER DATE: 04/21/2017

SHIP DATE: 06/20/2017

ORIG SHIP REF #:

THIS PACKING LIST CONTAINS

Pieces: 21 Weight: 104.16

MARK SHIPPING LABEL:

LINE NBR	YOU ORDERED	SHIPPED	BACK ORDERED	BILL	UPC / 3M-ID	PRODUCT	TOT LINE WEIGHT	TOTAL PIECES
000004	126.00	126.00		EA	0-00-51111-55105-9	803DC-H2-6 MCR PRTCL RDCTN 20IN X25IN 70-0069-0591-6 7010358904	104.16	21.00
QU Jac	TES: ESTION? CAL k Jones ONE 1-651-55		CUSTOMER SE	RVICE	REP			
Thar	ık you for	your orde	er		PAGE	1 of 1 Thank you	for your	order

Document: Bill of Lading

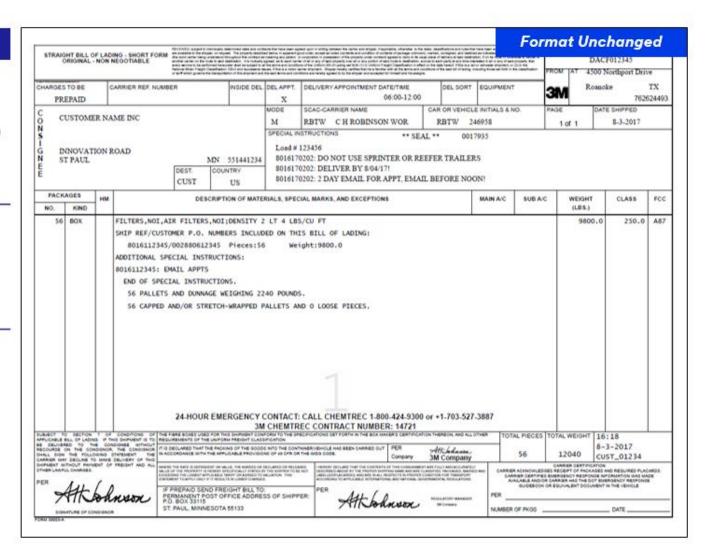
Future

Shipping Reference

- Current: Invoice Number(s) are typically included on the Bill of Lading.
- Future: Shipping Reference Number is 10-digit numeric (8234567891) beginning with "8" if shipped from deployed sites, which will match the Delivery Number on other documents. If shipped from nondeployed sites, the format is 7-digit alphanumeric (AB12345).

3M Bill of Lading No.

- Current: 10 digit alphanumeric (ABCD123456)
- Future: 10-digit numeric (1234567890) if shipped from a deployed manufacturing site. If shipped from a distribution center (DC) or nondeployed manufacturing site, the format is 10-digit alphanumeric (ABCD123456).





Document: Ship Notice

Future

Account Number

- Current: 7-digit alphanumeric (ABC1234)
- Future: 8-digit numeric (12345678). Customers may continue using existing account numbers. Only new account numbers will appear on documents.
- Current: Customer account assignments have two designations. The same account number may be used for both:
 - · Charge-To account number: Where AR posts and where the invoice is sent.
 - · Ship-To account number: Where products will be shipped.
- Future: Customer account assignments will have four designations. The same account number may be used multiple times:
 - Sold-To account number: Where AR posts.
 - · Bill-To account number: Where the invoice is sent.
 - Ship-To account number: Where products will be shipped.
 - · Obligor account number: Legal entity obligated to pay the invoice.

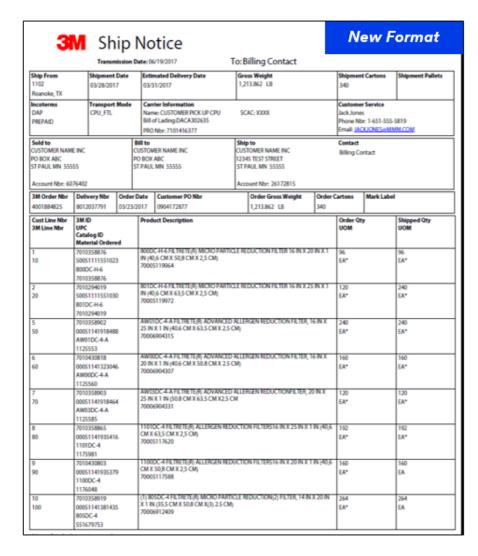
NOTE: Ship Notice will not display the Obligor account number.

3M Order Number

- Current: Does not exist
- Future: 10-digit numeric (4234567891) beginning with "4" referenced on most documents associated with a 3M order.

Delivery Number

- · Current: Does not exist
- Future: 10-digit numeric (8234567891) beginning with "8" assigned to orders processed for shipping from deployed sites. If shipped from non-deployed sites it will contain a 7-digit alphanumeric (AB12345).





Document: Ship Notice

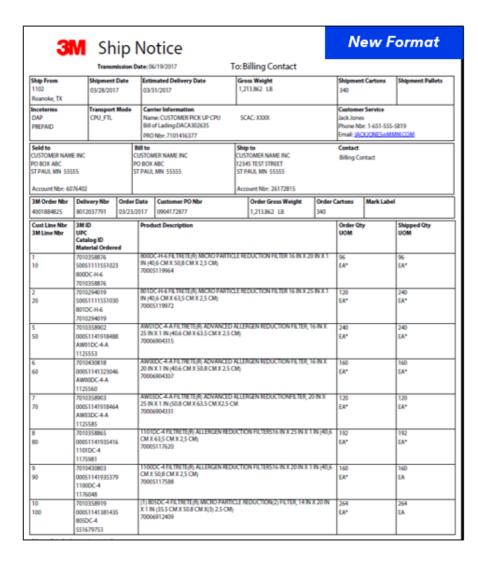
Future

3M ID

- · Current: 11-digit numeric
- Future: 10-digit random numeric both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number. For abrasives materials, continue to use SPID Number, SPR Number and/or SPID UPC.

Unit of Measure

 Future: Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers can continue to use existing format.





Document: Invoice

Future

Invoice Number

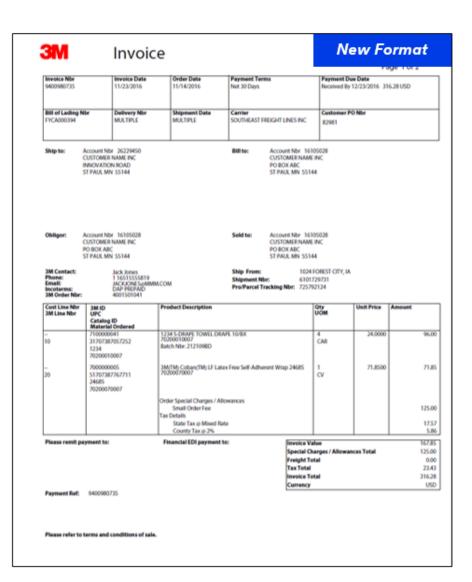
- Current: 7-digit alphanumeric (AB12345), sequential for related shipments or backorders. Prefix significant to designate most manufacturing sites.
- Future: 10-digit numeric (9234567891) beginning with "9". Randomly assigned, non-sequential.
 Invoice number will no longer appear on order or shipping documents.

Delivery Number

- Current: Does not exist
- Future: 10-digit numeric (8234567891) beginning with "8" assigned to orders processed for shipping from deployed sites. If shipped from non-deployed sites, it will contain a 7-digit alphanumeric (AB12345).

Account Number

- Current: 7-digit alphanumeric (ABC1234)
- Future: 8-digit numeric (12345678). Customers may continue using existing account numbers.
 Only new account numbers will appear on documents.
- Current: Customer account assignments have two designations. The same account number may be used for both:
 - Charge-To account number: Where AR posts and where the invoice is sent.
 - · Ship-To account number: Where products will be shipped.
- Future: Customer account assignments will have four designations. The same account number may be used multiple times:
 - Sold-To account number: Where AR posts.
 - · Bill-To account number: Where the invoice is sent.
 - · Ship-To account number: Where products will be shipped.
 - Obligor account number: Legal entity obligated to pay the invoice.





Document: Invoice

Future

3M Order Number

- · Current: Does not exist
- Future: 10-digit numeric (4234567891) beginning with "4" referenced on most documents associated with a 3M order.

Shipment Number

- · Current: Does not exist
- Future: 10-digit numeric (1234567891) assigned at shipping from a deployed site. If shipped from
 a distribution center (DC) or non-deployed manufacturing site, the format is 10-digit alphanumeric
 (ABCD123456). Multiple Delivery Numbers can be associated with one Shipment Number.

3M Line Number

Future: Sequential in increments of 10

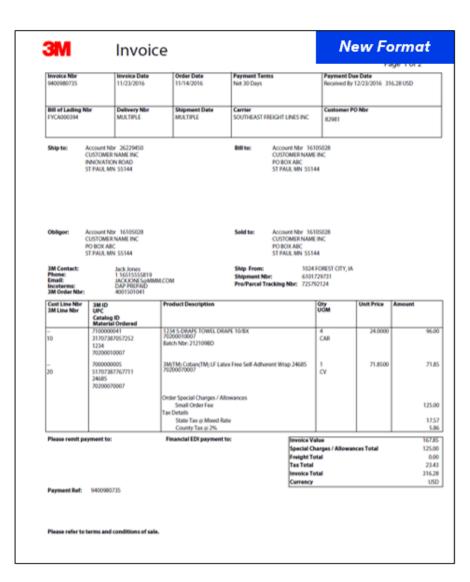
3M ID

- · Current: 11-digit numeric
- Future: 10-digit random numeric both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number. For abrasives materials, continue to use SPID Number, SPR Number and/or SPID UPC.

Unit of Measure

 Future: Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers can continue to use existing format.

NOTE: Unit prices will be displayed with 4 decimals; invoice line amount will be calculated to 2 decimals.





Document: Return Goods Authorization

Future

Return Goods Authorization Number

· Current: 14 digit alphanumeric

Future: 10-digit numeric (6234567891) beginning with "6".

Original Document Reference

Invoice Number:

- Current: 7-digit alphanumeric (ABC1234), sequential for related shipments or backorders, prefix significant
- Future: 10-digit numeric (9234567891) beginning with "9". Randomly assigned, non-sequential.

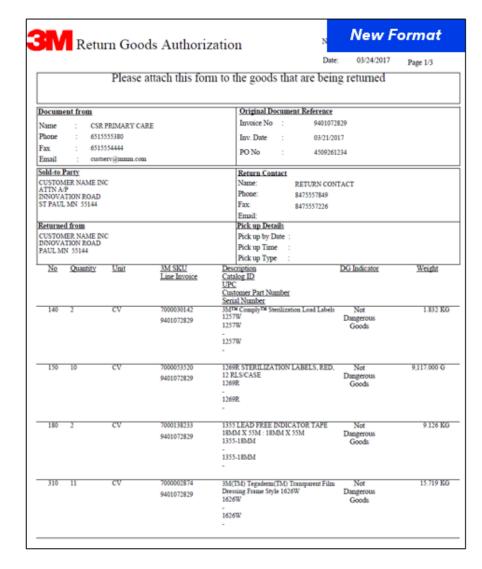
Unit of Measure

 Future: Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers can continue to use existing format.

3M SKU

- · Current: 11-digit numeric
- Future: 10-digit random numeric both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number. For abrasives materials, continue to use SPID Number, SPR Number and/or SPID UPC.

NOTE: Return value will not appear on the Return Goods Authorization document.





Document: Credit Memo

Future

Credit Memo Number

- Current: 7-digit alphanumeric (AB1234A) ending with "A".
- Future: 10-digit numeric (1234567891)

Original Invoice Number

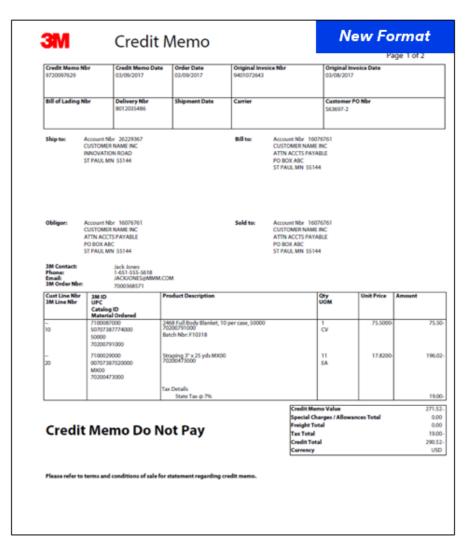
- Current: 7-digit alphanumeric (AB12345), sequential for related shipments or backorders, prefix significant.
- Future: 10-digit numeric (1234567891), randomly assigned, non-sequential.

Delivery Number

- Current: Does not exist
- Future: 10-digit numeric (8234567891) beginning with "8" assigned to orders processed for shipping. If shipped from non-deployed sites, it will contain a 7-digit alphanumeric (AB12345).

Account Number

- Current: 7-digit alphanumeric (ABC1234)
- Future: 8-digit numeric (12345678). Customers may continue using existing account numbers.
 Only new account numbers will appear on documents.
- Current: Customer account assignments have two designations. The same account number may be used for both:
 - · Charge-To account number: Where AR posts and where the invoice is sent.
 - Ship-To account number: Where products will be shipped.
- Future: Customer account assignments will have four designations. The same account number may be used multiple times:
 - Sold-To account number: Where AR posts.
 - · Bill-To account number: Where the invoice is sent.
 - Ship-To account number: Where products will be shipped.
 - Obligor account number: Legal entity obligated to pay the invoice.





Document: Credit Memo

Future

3M Order Number

- Current: Does not exist
- Future: 10-digit numeric (7234567891) beginning with "7" referenced on credit memo and debit memo transactions.

3M Line Number

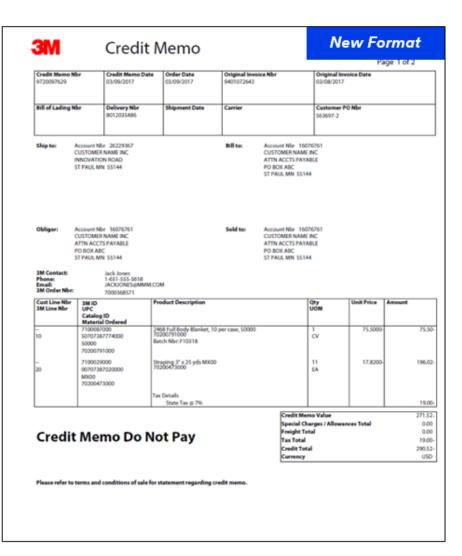
- · Current: Does not appear
- Future: Sequential in increments of 10

3M ID

- · Current: 11-digit numeric
- Future: 10-digit random numeric both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number. For abrasives materials, continue to use SPID Number, SPR Number and/or SPID UPC.

Unit of Measure

 Future: Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers can continue to use existing format.





Document: Debit Memo

Future

Debit Memo Number

- Current: 7-digit alphanumeric (AB1234A) ending with "A".
- Future: 10-digit numeric (1234567891).

Original Invoice Number

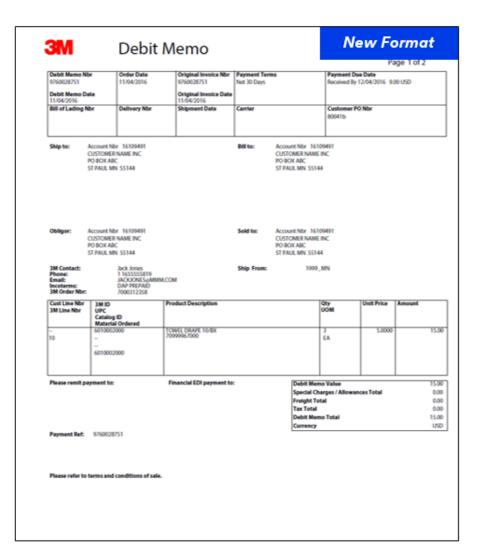
- Current: 7-digit alphanumeric (ABC1234), sequential for related shipments or backorders, prefix significant.
- Future: 10-digit numeric (1234567891), randomly assigned, non-sequential.

Delivery Number

- · Current: Does not exist
- Future: 10-digit numeric (8234567891) beginning with "8" assigned to orders processed for shipping. If shipped from non-deployed sites, it will contain a 7-digit alphanumeric (AB12345).

Account Number

- Current: 7-digit alphanumeric (ABC1234)
- Future: 8-digit numeric (12345678). Customers may continue using existing account numbers.
 Only new account numbers will appear on documents.
- Current: Customer account assignments have two designations. The same account number may
 be used for both:
 - Charge-To account number: Where AR posts and where the invoice is sent.
 - · Ship-To account number: Where products will be shipped.
- Future: Customer account assignments will have four designations. The same account number may be used multiple times:
 - · Sold-To account number: Where AR posts.
 - Bill-To account number: Where the invoice is sent.
 - Ship-To account number: Where products will be shipped.
 - · Obligor account number: Legal entity obligated to pay the invoice.





Document: Debit Memo

Future

3M Order Number

- Current: Does not exist
- Future: 10-digit numeric (7234567891) beginning with "7" referenced on credit memo and debit memo transactions.

3M Line Number

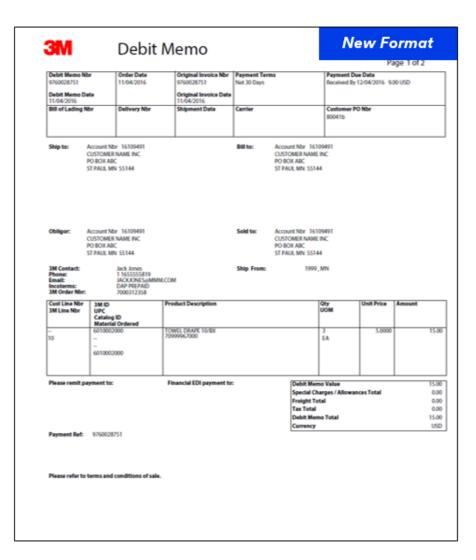
- Current: Does not appear
- · Future: Sequential in increments of 10

3M ID

- Current: 11-digit numeric
- Future: 10-digit random numeric both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number. For abrasives materials, continue to use SPID Number, SPR Number and/or SPID UPC.

Unit of Measure

 Future: Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers can continue to use existing format.





Document: Account Statement

Future

Customer Account ID

Current: 7-digit alphanumeric (ABC1234)

Future: 8-digit numeric (12345678). Customers may continue using existing account

numbers.

Invoice Number

Current: Item ID: 7-digit alphanumeric (AB12345) sequential for invoices and credit

memos.

Future: 10-digit numeric (9234567891) referencing items such as an invoice

(beginning with a "9"), credit, deduction, etc. Randomly assigned, non-sequential.

Invoice number will no longer appear on order or shipping documents.

Note: For items that were transitioned to the new ERP, refer to "Reference Number"

OA: Payment on Account

CR: Credit Adjustment

field for original item number:

8500: Invoice

8700: Credit memo

Item type

Current: ET (Entry Type)

IN: Invoice

DE: Deduction

DR: Debit Adjustment

Future: Item type ending in:

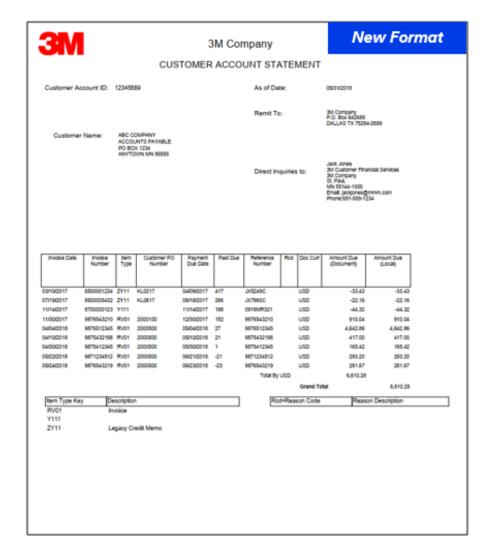
01: Invoice

06; 08: Deduction

11: Credit memo

15: Unapplied payment

16: Payment difference





Document: Account Statement

Future

Reference Number

Current: Contract/Reference

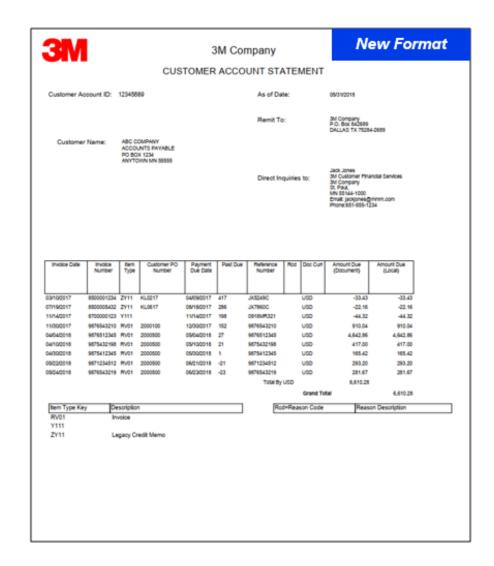
Future: Dispute reference number sent by customer.

Note: This field may also contain the original invoice number.

Rcd

Current: Does not exist

Future: Dispute reason code.





If you have questions, please contact your Customer Service representative.

3M United States 3M Center St. Paul, MN 55144

www.3M.com