



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

bCom



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



Images of new documents and highlights of key fields that are changing

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

3M Order Confirmation

Order Number: 123456789

Item	Description	Quantity	Unit Price	Total Price
1	3M 123456789	10	10.00	100.00
2	3M 987654321	5	20.00	100.00

Order Confirmation
Order Nbr

Shipping

Delivery Number Added to each Shipment

3M Packing List

Item	Description	Quantity	Unit Price	Total Price
1	3M 123456789	10	10.00	100.00
2	3M 987654321	5	20.00	100.00

Packing List
Ship Ref Nbr

3M Bill of Lading

Item	Description	Quantity	Unit Price	Total Price
1	3M 123456789	10	10.00	100.00
2	3M 987654321	5	20.00	100.00

Bill of Lading
Ship Ref Nbr

3M Ship Notice

Item	Description	Quantity	Unit Price	Total Price
1	3M 123456789	10	10.00	100.00
2	3M 987654321	5	20.00	100.00

Ship Notice
Order Nbr
Delivery Nbr

Billing

Invoice Number Added to each Shipment

3M Invoice

Item	Description	Quantity	Unit Price	Total Price
1	3M 123456789	10	10.00	100.00
2	3M 987654321	5	20.00	100.00

Invoice
Order Nbr
Delivery Nbr
Shipment Nbr

3M Credit Memo

Item	Description	Quantity	Unit Price	Total Price
1	3M 123456789	10	10.00	100.00
2	3M 987654321	5	20.00	100.00

Credit Memo
Order Nbr
Delivery Nbr

3M Debit Memo

Item	Description	Quantity	Unit Price	Total Price
1	3M 123456789	10	10.00	100.00
2	3M 987654321	5	20.00	100.00

Debit Memo
Order Nbr
Delivery Nbr

Process: Product and Order Numbering Details

	Current	Future
3M 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:	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.
Ship on date: Order to ship on this day	Delivery date: Order to be delivered on this date
Ship by date: Order to ship on this day or before	Delivery date: Order to be delivered by this date
Deliver on date: Order to be delivered on this date	
Deliver by date: Order to be delivered on this date or before	

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
Future	Customer requests ship date of Wednesday	Order shipped		Order Delivered		
	ERP automatically <i>turns ship date into delivery date</i>					
	Customer requests delivery date of Wednesday	Order Shipped		Order Delivered		

Process: Order Status

Current

Order statuses appear on order acknowledgments 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.

Example: Order Confirmation and/or Invoice Description

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

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

Example: Packing List and/or Label Description

40+Y 3M967A FLAP DISC T27 4 ½ X 7/8

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

Order 3M products online via EOC, EPC, one or more partnership sites.

Multiple portals required to access 3M information.

Desktop-based platforms.

Upload your order, or manually entered product codes each time you want to place an order.

Search for 3M products using limited search capability.

Work with 3M Customer Service to register and manage site users within your organization.



Future

Order through our new partner portal (bCom)– a single 3M customer experience, 24/7 anywhere access.

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.

Accessed securely using a computer, tablet or mobile device.

Can upload your order file, or create a list of frequently ordered products to make the ordering process seamless and efficient.

A searchable catalog - look for products by entering a key word, product ID number, your own code or other product characteristics.

Ability to manage your own site users 24/7 – registration, login, updates, etc.



Process: EDI Transactions

Current

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

Advance Ship Notice (ASN) – 820 Transaction

REF Segment:

Current: REF*IV*RK15382~

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

Current: RK15382 (invoice number)

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

Current: FYCF115754 (Bill of Lading)

Trailer Number:

Current: TD3*TL*CNWY*90948~



Future

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

Future: REF*IV*8012037935~

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

Future: 8015049938 (outbound delivery number)

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

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

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

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.

New Format

3M Order Confirmation

3M Company
3M Center
ST. PAUL, MN 55144
USA

03/23/2017

Ship From See Below		Order Date 03/23/2017	Customer PO Nbr 0904172877	3M Order Nbr 4001884825
Payment Terms Net 30 Days		Incoterms DAP PREPAID		3M Customer Service Contact Name: Jack Jones Phone: 1-651-555-5819 Fax: e-mail: JACKJONES@MMM.COM
Sold To: CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55144		Bill To: CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55144		Ship To: CUSTOMER NAME INC INNOVATION ROAD ST PAUL MN 55144
Account Nbr: 16076402		Account Nbr: 16076402		Account Nbr: 26172815
Order Notes:				

Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Order Qty Unit	Qty To Deliver Unit	Customer Requested Date	Delivery Date	Unit Price Currency
001 10	7010358000 0005111551028 9DC-H-6 7010358000	Cust. Part Nbr: 000020657 9DC-H-6 FILTER(ET) MICRO PARTICLE REDUCTION FILTER 16 IN X 20 IN X 1 IN (40,6 CM X 50,8 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	96 EA*	96 EA*	03/20/2017	03/31/2017	10.0000 USD
002 20	7010294000 0005111551035 7DC-H-6 7010294000	Cust. Part Nbr: 000020664 7DC-H-6 FILTER(ET) MICRO PARTICLE REDUCTION FILTER 16 IN X 25 IN X 1 IN (40,6 CM X 63,5 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	120 EA*	120 EA*	03/20/2017	03/31/2017	10.0000 USD
003 30	7010358000 0005111551042 SDC-H-6 7010358000	Cust. Part Nbr: 000020671 SDC-H-6 FILTER(ET) MICRO PARTICLE REDUCTION FILTER 20 IN X 20 IN X 1 IN (50,8 CM X 50,8 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	168 EA*	168 EA*	03/20/2017	04/13/2017	10.0000 USD
004 40	7010358000 0005111551059 3DC-H-2-6 7010358000	Cust. Part Nbr: 000000678 3DC-H-2-6 FILTER(ET) MICRO PARTICLE REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50,8 CM X 63,5 CM X 2,5 CM) 70006905000 Ship From: 1102 Roanoke, TX Contract Nbr: 00005221	240 EA*	240 EA*	03/20/2017	04/13/2017	10.0000 USD
005 50	7010358000 00051141910970 AX00DC-4-A 0005553	Cust. Part Nbr: 0005553 AX00DC-4-A FILTER(ET) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 25 IN X 1 IN (40,6 CM X 63,5 CM X 2,5 CM) 70006904000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	240 EA*	240 EA*	03/20/2017	03/31/2017	10.0000 USD

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.

3M Order Confirmation						New Format	
<small>3M Company 3M Center ST. PAUL, MN 55144 USA</small>							
Ship From See Below		Order Date 03/23/2017		Customer PO Nbr 0904172877		3M Order Nbr 4001884825	
Payment Terms Net 30 Days		Incoterms DAP PREPAID		3M Customer Service Contact Name: Jack Jones Phone: 1-651-555-5819 Fax: e-mail: JACKJONES@3M.COM			
Sold To: CUSTOMER NAME INC PO BOX ABC ST PAUL, MN 55144		Bill To: CUSTOMER NAME INC PO BOX ABC ST PAUL, MN 55144		Ship To: CUSTOMER NAME INC INNOVATION ROAD ST PAUL, MN 55144			
Account Nbr: 16076402		Account Nbr: 16076402		Account Nbr: 26172815			
Order Notes:							
Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Order Qty Unit	Qty To Deliver Unit	Customer Requested Date	Delivery Date	Unit Price Currency
001 10	7010258000 00051111551028 9DC-H-6 7010258000	Cust. Part Nbr: 000020657 9DC-H-6 FILTER(ET) MICRO PARTICLE REDUCTION FILTER 16 IN X 20 IN X 1 IN (40,6 CM X 50,8 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	96 EA*	96 EA*	03/20/2017	03/31/2017	10.0000 USD
002 20	7010294000 00051111551035 7DC-H-6 7010294000	Cust. Part Nbr: 000020664 7DC-H-6 FILTER(ET) MICRO PARTICLE REDUCTION FILTER 16 IN X 25 IN X 1 IN (40,6 CM X 63,5 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	120 EA*	120 EA*	03/20/2017	03/31/2017	10.0000 USD
003 30	7010258000 00051111551042 SDC-H-6 7010258000	Cust. Part Nbr: 000020671 SDC-H-6 FILTER(ET) MICRO PARTICLE REDUCTION FILTER 20 IN X 20 IN X 1 IN (50,8 CM X 50,8 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	168 EA*	168 EA*	03/20/2017	04/13/2017	10.0000 USD
004 40	7010258000 00051111551059 3DC-H-6 7010258000	Cust. Part Nbr: 000006678 3DC-H-6 FILTER(ET) MICRO PARTICLE REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50,8 CM X 63,5 CM X 2,5 CM) 70006905000 Ship From: 1102 Roanoke, TX Contract Nbr: 00005221	240 EA*	240 EA*	03/20/2017	04/13/2017	10.0000 USD
005 50	7010258000 00051141910970 AX00DC-4-A 0005553	Cust. Part Nbr: 0005553 AX00DC-4-A FILTER(ET) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 25 IN X 1 IN (40,6 CM X 63,5 CM X 2,5 CM) 70006904000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	240 EA*	240 EA*	03/20/2017	03/31/2017	10.0000 USD

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.



Certificate of Lot Conformance

CUSTOMER NAME INC
INNOVATION ROAD
ANYTOWN MN 54144 USA

3M Company
St. Paul MN 55144
USA

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 time of manufacture.

3M Delivery Number 8010514721	Customer PO Number 12345	Customer Part Number 99999
3M Stock Number 7100026831	GTIN Number 04046719497096	3M's Legacy 11 -digit Stock Number DH888840294

Product Description :

3M™ Transpore™ White 1in x 10yds 12 Rolls/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.

Warranty and Limited Remedy: Unless stated otherwise in 3M's product literature, packaging inserts or product packaging for individual products, 3M warrants that each 3M product meets the applicable 3M specifications at the time 3M ships the product. Individual products may have additional or different warranties as stated on product literature, package inserts or product packaging. 3M MAKES NO OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTY OR CONDITION ARISING OUT OF A COURSE OF DEALING, CUSTOM OR USAGE OF TRADE. User is responsible for determining whether the 3M product is fit for a particular purpose and suitable for user's application. If the 3M product is shown to be nonconforming within the warranty period, your exclusive remedy and 3M's sole obligation will be, at 3M's option, to replace the nonconforming 3M 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 3M 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.

New Format

3M PACKING LIST

P.O. NUMBER 1111222233
Printed on 06/20/2017 10:29:05 AM



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

SHIPPING REFERENCE #: 8012043873
SHIP FROM LOC: DAC
WAVE #: 0620_02
WORK LIST ID #: 00000
EMPLOYEE #: 0000000
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 UNIT	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

NOTES:
QUESTION? CALL YOUR 3M CUSTOMER SERVICE REP
Jack Jones
PHONE 1-651-555-5819

Thank you for your order

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 non-deployed 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 non-deployed manufacturing site, the format is 10-digit alphanumeric (ABCD123456).

Format Unchanged

STRAIGHT BILL OF LADING - SHORT FORM ORIGINAL - NON NEGOTIABLE										BACF012345		
CHARGES TO BE PREPAID		CARRIER REF. NUMBER	INSIDE DEL.	DEL. APPT.	DELIVERY APPOINTMENT DATE/TIME 06:00-12:00		DEL. SORT	EQUIPMENT	FROM AT 4500 Nordport Drive Roanoke TX 762624493			
C O N S I G N E E	CUSTOMER NAME INC			MODE	SCAC-CARRIER NAME		CAR OR VEHICLE INITIALS & NO.		PAGE	DATE SHIPPED		
	INNOVATION ROAD ST PAUL MN 551441234			M	RBTW C H ROBINSON WOR		RBTW 246958		1 of 1	8-3-2017		
	DEST. COUNTRY CUST US			SPECIAL INSTRUCTIONS ** SEAL ** 0017935								
				Load # 123456 8016170202: DO NOT USE SPRINTER OR REEFER TRAILERS 8016170202: DELIVER BY 8/04/17! 8016170202: 2 DAY EMAIL FOR APPT, EMAIL BEFORE NOON!								
PACKAGES NO. KIND		HM	DESCRIPTION OF MATERIALS, SPECIAL MARKS, AND EXCEPTIONS					MAIN A/C	SUB A/C	WEIGHT (LBS.)	CLASS	FCC
56 BOX			FILTERS, NOI, AIR FILTERS, NOI; DENSITY 2 LT 4 LBS/CU FT SHIP REF/CUSTOMER P.O. NUMBERS INCLUDED ON THIS BILL OF LADING: 8016112345/002880612345 Pieces: 56 Weight: 9800.0 ADDITIONAL SPECIAL INSTRUCTIONS: 8016112345: EMAIL APPTS END OF SPECIAL INSTRUCTIONS. 56 PALLETS AND DUNNAGE WEIGHING 2240 POUNDS. 56 CAPPED AND/OR STRETCH-WRAPPED PALLETS AND 0 LOOSE PIECES.							9800.0	250.0	A87
24-HOUR EMERGENCY CONTACT: CALL CHEMTREC 1-800-424-9300 or +1-703-527-3887 3M CHEMTREC CONTRACT NUMBER: 14721												
SUBJECT TO SECTION 1 OF CONDITIONS OF APPLICABLE BILL OF LADING. IF THIS SHIPMENT IS TO BE DELIVERED TO THE CONSIGNEE WITHOUT RESOURCES ON THE CONSIGNOR, THE CONSIGNOR SHALL SIGN THE FOLLOWING STATEMENT: THE CARRIER MAY DELIVER TO MAKE DELIVERY OF THIS SHIPMENT WITHOUT PAYMENT OF FREIGHT AND ALL OTHER LAWFUL CHARGES.				THE FINE EXCISE USED FOR THIS SHIPMENT CONFORMS TO THE SPECIFICATIONS SET FORTH IN THE BOX MANUFACTURER'S CERTIFICATION THEREON, AND ALL OTHER REQUIREMENTS OF THE UNIFORM FREIGHT CLASSIFICATION.				TOTAL PIECES		TOTAL WEIGHT		16:18
PER <i>AH Johnson</i> SIGNATURE OF CONSIGNOR				IF PREPAID SEND FREIGHT BILL TO: PERMANENT POST OFFICE ADDRESS OF SHIPPER: ST. PAUL, MINNESOTA 55133				PER <i>AH Johnson</i> REGULATORY MANAGER 3M COMPANY		56 12040		8-3-2017 CUST_01234
								CARRIER CERTIFICATION CARRIER ACKNOWLEDGES RECEIPT OF PACKAGES AND REQUIRED PLACARDS. CARRIER CERTIFIES EMERGENCY RESPONSE INFORMATION HAS BEEN AVAILABLE AND/OR CARRIER HAS THE DUTY EMERGENCY RESPONSE BUDDYBOOK OR EQUIVALENT DOCUMENT IN THE VEHICLE.		NUMBER OF PKGS DATE		

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).

New Format

3M Ship Notice		Transmission Date: 06/19/2017		To: Billing Contact	
Ship From 1102 Roanoke, TX	Shipment Date 03/28/2017	Estimated Delivery Date 03/31/2017	Gross Weight 1,213.862 LB	Shipment Cartons 340	Shipment Pallets
Incoterms DAP PREPAID	Transport Mode CPU_FTL	Carrier Information Name: CUSTOMER PICK UP CPU Bill of Lading: DCA302635 PRO Nbr: 7101416377	SCAC: XXXX	Customer Service Jack Jones Phone Nbr: 1-651-555-5819 Email: JACKJONES@MMM.COM	
Sold to CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55555	Bill to CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55555	Ship to CUSTOMER NAME INC 12345 TEST STREET ST PAUL MN 55555	Contact Billing Contact		
Account Nbr: 6076402		Account Nbr: 26172815			
3M Order Nbr 4001884625	Delivery Nbr 8012037791	Order Date 03/23/2017	Customer PO Nbr 0904172877	Order Gross Weight 1,213.862 LB	Order Cartons 340
Mark Label					
Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Order Qty UOM	Shipped Qty UOM	
1 10	7010358876 50051111551023 800DC-H-6 7010358876	800DC-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) 70005119964	96 EA*	96 EA*	
2 20	7010294019 50051111551030 801DC-H-6 7010294019	801DC-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) 70005119972	120 EA*	120 EA*	
5 50	7010358902 00051141918488 AW01DC-4-A 1125553	AW01DC-4-A 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) 70006904315	240 EA*	240 EA*	
6 60	7010430818 00051141323046 AW00DC-4-A 1125560	AW00DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 20 IN X 1 IN (40.6 CM X 50.8 CM X 2.5 CM) 70006904307	160 EA*	160 EA*	
7 70	7010358903 00051141918464 AW03DC-4-A 1125585	AW03DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50.8 CM X 63.5 CM X 2.5 CM) 70006904331	120 EA*	120 EA*	
8 80	7010358865 00051141935416 1101DC-4 1175981	1101DC-4 FILTRETE(R) ALLERGEN REDUCTION FILTERS 16 IN X 25 IN X 1 IN (40.6 CM X 63.5 CM X 2.5 CM) 70005117620	192 EA*	192 EA*	
9 90	7010430803 00051141935379 1100DC-4 1176048	1100DC-4 FILTRETE(R) ALLERGEN REDUCTION FILTERS 16 IN X 20 IN X 1 IN (40.6 CM X 50.8 CM X 2.5 CM) 70005117588	160 EA*	160 EA*	
10 100	7010358919 00051141381435 805DC-4 551679753	(1) 805DC-4 FILTRETE(R) MICRO PARTICLE REDUCTION(2) FILTER, 14 IN X 20 IN X 1 IN (35.5 CM X 50.8 CM X 2.5 CM) 70006912409	264 EA*	264 EA*	

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.

3M Ship Notice						New Format	
Transmission Date: 06/19/2017				To: Billing Contact			
Ship From 1102 Roanoke, TX	Shipment Date 03/28/2017	Estimated Delivery Date 03/31/2017	Gross Weight 1,213.862 LB	Shipment Cartons 340	Shipment Pallets		
Incoterms DAP PREPAID	Transport Mode CPU_FTL	Carrier Information Name: CUSTOMER PICK UP CPU Bill of Lading: DCA302635 PRO Nbr: 7101416377	SCAC: XXXX	Customer Service Jack Jones Phone Nbr: 1-651-555-5819 Email: JACKJONES@MMM.COM			
Sold to CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55555		Bill to CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55555		Ship to CUSTOMER NAME INC 12345 TEST STREET ST PAUL MN 55555		Contact Billing Contact	
Account Nbr: 6076402				Account Nbr: 26172815			
3M Order Nbr 4001884625	Delivery Nbr 8012037791	Order Date 03/23/2017	Customer PO Nbr 0904172877	Order Gross Weight 1,213.862 LB	Order Cartons 340	Mark Label	
Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description			Order Qty UOM	Shipped Qty UOM	
1 10	7010358876 50051111551023 800DC-H-6 7010358876	800DC-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) 70005119964			96 EA*	96 EA*	
2 20	7010294019 50051111551030 801DC-H-6 7010294019	801DC-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) 70005119972			120 EA*	240 EA*	
5 50	7010358902 00051141918488 AW01DC-4-A 1125553	AW01DC-4-A 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) 70006904315			240 EA*	240 EA*	
6 60	7010430818 00051141323046 AW00DC-4-A 1125560	AW00DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 20 IN X 1 IN (40.6 CM X 50.8 CM X 2.5 CM) 70006904307			160 EA*	160 EA*	
7 70	7010358903 00051141918464 AW03DC-4-A 1125585	AW03DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50.8 CM X 63.5 CM X 2.5 CM) 70006904331			120 EA*	120 EA*	
8 80	7010358865 00051141935416 1101DC-4 1175981	1101DC-4 FILTRETE(R) ALLERGEN REDUCTION FILTERS 16 IN X 25 IN X 1 IN (40.6 CM X 63.5 CM X 2.5 CM) 70005117620			192 EA*	192 EA*	
9 90	7010430803 00051141935379 1100DC-4 1176048	1100DC-4 FILTRETE(R) ALLERGEN REDUCTION FILTERS 16 IN X 20 IN X 1 IN (40.6 CM X 50.8 CM X 2.5 CM) 70005117588			160 EA*	160 EA*	
10 100	7010358919 00051141381435 805DC-4 551679753	(1) 805DC-4 FILTRETE(R) MICRO PARTICLE REDUCTION (2) FILTER, 14 IN X 20 IN X 1 IN (35.5 CM X 50.8 CM X 2.5 CM) 70006912409			264 EA*	264 EA*	

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.

 Invoice

New Format

Page 1 of 2

Invoice Nbr 9400980735	Invoice Date 11/23/2016	Order Date 11/14/2016	Payment Terms Net 30 Days	Payment Due Date Received By 12/23/2016 316.28 USD
Bill of Lading Nbr FYCA000194	Delivery Nbr MULTIPLE	Shipment Date MULTIPLE	Carrier SOUTHEAST FREIGHT LINES INC	Customer PO Nbr 82981

Ship to:
Account Nbr 26229450
CUSTOMER NAME INC
INNOVATION ROAD
ST PAUL MN 55144

Bill to:
Account Nbr 16105028
CUSTOMER NAME INC
PO BOX ABC
ST PAUL MN 55144

Obligor:
Account Nbr 16105028
CUSTOMER NAME INC
PO BOX ABC
ST PAUL MN 55144

Sold to:
Account Nbr 16105028
CUSTOMER NAME INC
PO BOX ABC
ST PAUL MN 55144

3M Contact:
Phone: Jack Jones
Email: 1.5651555819
JACK.JONES@3M.COM
Incoterms: DAP-PRDPAID
3M Order Nbr: 4001501041

Ship From:
1024 FOREST CITY, IA
Shipment Nbr:
6101729731
Pro/Parcel Tracking Nbr:
725792124

Cost Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Qty UOM	Unit Price	Amount
-- 10	7100000041 31707387057252 1234 70200010007	1234 S-DRAPE TOWEL DRAPE 10/EX 70200010007 Batch Nbr: 2121098D	4 CAR	24.0000	96.00
-- 20	7000000005 51707387767711 24685 70200070007	3M(TM) Coban(TM) LF Latex Free Self-Adherent Wrap 24685 70200070007	1 CV	71.8500	71.85
		Order Special Charges / Allowances			
		Small Order Fee			125.00
		Tax Details			
		State Tax @ Mixed Rate			17.57
		County Tax @ 2%			5.86

Please remit payment to:

Financial EDI payment to:

Invoice Value
Special Charges / Allowances Total
Freight Total
Tax Total
Invoice Total
Currency

Payment Ref: 9400980735

USD

Please refer to terms and conditions of sale.

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.



Invoice

New Format

Page 1 of 2

Invoice Nbr 9400980735	Invoice Date 11/23/2016	Order Date 11/14/2016	Payment Terms Net 30 Days	Payment Due Date Received By 12/23/2016 316.28 USD
Bill of Lading Nbr FYCA000394	Delivery Nbr MULTIPLE	Shipment Date MULTIPLE	Carrier SOUTHEAST FREIGHT LINES INC	Customer PO Nbr 82981

Ship to:
Account Nbr: 26229450
CUSTOMER NAME INC
INNOVATION ROAD
ST PAUL, MN 55144

Bill to:
Account Nbr: 16105028
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

Obligor:
Account Nbr: 16105028
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

3M Contact:
Phone: Jack Jones
Email: 1.865.555.5819
JACK.JONES@3M.COM
Incoterms: DAP PREPAID
3M Order Nbr: 4001501041

Sold to:
Account Nbr: 16105028
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

Ship From: 1024 FOREST CITY, IA
Shipment Nbr: 6101729731
Pro/Parcel Tracking Nbr: 725792124

Est Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Qty UOM	Unit Price	Amount
10	7100000041 31707387057252 1234 70200010007	1234 S-DRAPE TOWEL DRAPE 10/6X 70200010007 Batch Nbr: 2121098D	4 CAR	24.0000	96.00
20	7000000005 31707387767711 24685 70200070007	3M(TM) Coban(TM) LF Latex Free Self-Adherent Wrap 24685 70200070007	1 CV	71.8500	71.85
Order Special Charges / Allowances					
Small Order Fee					125.00
Tax Details					
State Tax @ Mixed Rate					17.57
County Tax @ 2%					5.86

Please remit payment to:

Financial EDI payment to:

Invoice Value	167.85
Special Charges / Allowances Total	125.00
Freight Total	0.00
Tax Total	23.43
Invoice Total	316.28
Currency	USD

Payment Ref: 9400980735

Please refer to terms and conditions of sale.



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.

 Return Goods Authorization

Date: 03/24/2017 Page 1/3

Please attach this form to the goods that are being returned

Document from		Original Document Reference				
Name :	CSR PRIMARY CARE	Invoice No :	9401072829			
Phone :	6515555380	Inv. Date :	03/21/2017			
Fax :	6515554444	PO No :	4509261234			
Email :	custserv@mnm.com					
Sold to Party		Return Contact				
CUSTOMER NAME INC ATTN: A/P INNOVATION ROAD ST PAUL MN 55144		Name: RETURN CONTACT Phone: 8475557849 Fax: 8475557226 Email:				
Returned from		Pick up Details				
CUSTOMER NAME INC INNOVATION ROAD PAUL MN 55144		Pick up by Date : Pick up Time : Pick up Type :				
No	Quantity	Unit	3M SKU Line Invoice	Description Catalog ID UPC Customer Part Number Serial Number	DG Indicator	Weight
140	2	CV	7000030142 9401072829	3M™ Comply™ Sterilization Load Labels 1257W 1257W 1257W -	Not Dangerous Goods	1.832 KG
150	10	CV	7000053520 9401072829	1269R STERILIZATION LABELS, RED, 12 RLS-CASE 1269R 1269R -	Not Dangerous Goods	9,117,000 G
180	2	CV	7000138233 9401072829	1355 LEAD FREE INDICATOR TAPE 18MM X 55M : 18MM X 55M 1355-18MM 1355-18MM -	Not Dangerous Goods	9,126 KG
310	11	CV	7000002874 9401072829	3M(TM) Tegaderm(TM) Transparent Film Dressing Frame Style 1626W 1626W 1626W -	Not Dangerous Goods	15,719 KG

New Format

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.



Credit Memo

New Format

Page 1 of 2

Credit Memo Nbr 9720097629	Credit Memo Date 03/09/2017	Order Date 03/09/2017	Original Invoice Nbr 9401072643	Original Invoice Date 03/08/2017
Bill of Lading Nbr	Delivery Nbr 8012035486	Shipment Date	Carrier	Customer PO Nbr 563697-2

Ship to:

Account Nbr: 26229367
CUSTOMER NAME INC
INNOVATION ROAD
ST PAUL, MN 55144

Bill to:

Account Nbr: 16076761
CUSTOMER NAME INC
ATTN ACCTS PAYABLE
PO BOX ABC
ST PAUL, MN 55144

Obligor:

Account Nbr: 16076761
CUSTOMER NAME INC
ATTN ACCTS PAYABLE
PO BOX ABC
ST PAUL, MN 55144

Sold to:

Account Nbr: 16076761
CUSTOMER NAME INC
ATTN ACCTS PAYABLE
PO BOX ABC
ST PAUL, MN 55144

3M Contact:

Jack Jones
1-651-555-5618
JACK.JONES@3M.COM

3M Order Nbr:

7000368571

Cur Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Qty UOM	Unit Price	Amount
10	7100087000 50707387774000 50000 70200791000	2468 Full Body Blanket, 10 per case, 50000 70200791000 Batch Nbr: F10318	1 CV	75.5000	75.50
20	7100029000 00707387020000 MX00 70200473000	Strapping 3" x 25 yds MX00 70200473000	11 EA	17.8200	196.02
Tax Details State Tax @ 7%					19.00

Credit Memo Value

271.52

Special Charges / Allowances Total

0.00

Freight Total

0.00

Tax Total

19.00

Credit Total

290.52

Currency

USD

Credit Memo Do Not Pay

Please refer to terms and conditions of sale for statement regarding credit memo.

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.



Credit Memo

New Format

Page 1 of 2

Credit Memo Nbr 9720097629	Credit Memo Date 03/09/2017	Order Date 03/09/2017	Original Invoice Nbr 9401072643	Original Invoice Date 03/08/2017
Bill of Lading Nbr	Delivery Nbr 8012035486	Shipment Date	Carrier	Customer PO Nbr 563697-2

Ship to:

Account Nbr 26229367
CUSTOMER NAME INC
INNOVATION ROAD
ST PAUL, MN 55144

Bill to:

Account Nbr 16076761
CUSTOMER NAME INC
ATTN ACCTS PAYABLE
PO BOX ABC
ST PAUL, MN 55144

Obligor:

Account Nbr 16076761
CUSTOMER NAME INC
ATTN ACCTS PAYABLE
PO BOX ABC
ST PAUL, MN 55144

Sold to:

Account Nbr 16076761
CUSTOMER NAME INC
ATTN ACCTS PAYABLE
PO BOX ABC
ST PAUL, MN 55144

3M Contact:

Jack Jones
Phone: 1-651-555-5618
Email: JACKJONES@MMM.COM

3M Order Nbr:

7000368571

Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Qty UOM	Unit Price	Amount
10	7100087000 50707387774000 50000 70200791000	2468 Full Body Blanket, 10 per case, 50000 70200791000 Batch Nbr: F10318	1 CV	75.5000	75.50
20	7100029000 00707387020000 MX00 70200473000	Strapping 3" x 25 yds MX00 70200473000	11 EA	17.8200	196.02
		Tax Details State Tax @ 7%			19.00

Credit Memo Value

271.52

Special Charges / Allowances Total

0.00

Freight Total

0.00

Tax Total

19.00

Credit Total

290.52

Currency

USD

Credit Memo Do Not Pay

Please refer to terms and conditions of sale for statement regarding credit memo.

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.



Debit Memo

New Format

Page 1 of 2

Debit Memo Nbr 9760028751	Order Date 11/04/2016	Original Invoice Nbr 9760028751	Payment Terms Net 30 Days	Payment Due Date Received By 12/04/2016 9:00 USD
Debit Memo Date 11/04/2016		Original Invoice Date 11/04/2016		
Bill of Lading Nbr	Delivery Nbr	Shipment Date	Carrier	Customer PO Nbr 800410

Ship to:

Account Nbr: 16109491
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

Bill to:

Account Nbr: 16109491
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

Obligor:

Account Nbr: 16109491
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

Sold to:

Account Nbr: 16109491
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

3M Contact:

Jack Jones
1 555555819
JACKJONES@MMM.COM
DAP PREPAID
7000112258

Ship From:

1999, MN

Cost Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Qty UOM	Unit Price	Amount
10	6010002000	TOWEL DRAPS 10/EX 70099967000	3 EA	5.0000	15.00

Please remit payment to:

Financial EDI payment to:

Debit Memo Value 15.00
Special Charges / Allowances Total 0.00
Freight Total 0.00
Tax Total 0.00
Debit Memo Total 15.00
Currency USD

Payment Ref: 9760028751

Please refer to terms and conditions of sale.

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.

3M

Debit Memo

New Format

Page 1 of 2

Debit Memo Nbr 9760028751	Order Date 11/04/2016	Original Invoice Nbr 9760028751	Payment Terms Net 30 Days	Payment Due Date Received By 12/04/2016 9:00 USD
Debit Memo Date 11/04/2016		Original Invoice Date 11/04/2016		
Bill of Lading Nbr	Delivery Nbr	Shipment Date	Carrier	Customer PO Nbr 80041b

Ship to:

Account Nbr: 16109491
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

Bill to:

Account Nbr: 16109491
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

Obligor:

Account Nbr: 16109491
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

Sold to:

Account Nbr: 16109491
CUSTOMER NAME INC
PO BOX ABC
ST PAUL, MN 55144

3M Contact:

Jack Jones
1 8555555819
JACKJONES@MMM.COM
DAP PREPAID
7000312258

Ship From:

1999, MN

Cost Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Qty UOM	Unit Price	Amount
10	6010002000 --- 6010002000	TOWEL DRAPES 10/EX 70099967000	3 EA	5.0000	15.00

Please remit payment to:

Financial EDI payment to:

Debit Memo Value
Special Charges / Allowances Total
Freight Total
Tax Total
Debit Memo Total
Currency

15.00
0.00
0.00
0.00
15.00
USD

Payment Ref: 9760028751

Please refer to terms and conditions of sale.

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" 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

OA: Payment on Account

CR: Credit Adjustment



3M Company

CUSTOMER ACCOUNT STATEMENT

New Format

Customer Account ID: 12345689As of Date: 09/12/18

Remit To: 3M Company
P.O. Box 842689
DALLAS TX 75284-2689

Customer Name: ABC COMPANY
ACCOUNTS PAYABLE
PO BOX 1234
ANYTOWN MN 55555

Direct Inquiries to: Jack Jones
3M Customer Financial Services
3M Company
15. PAUL
MIN 55144-1000
Email: jackson@mmm.com
Phone: 857-555-1234

Invoice Date	Invoice Number	Item Type	Customer PO Number	Payment Due Date	Past Due	Reference Number	Rcd	Doc Cnt	Amount Due (Document)	Amount Due (LOGS)
03/10/2017	8500001234	ZY11	KL0217	04/09/2017	417	JX5249C		USD	-33.43	-33.43
07/19/2017	8500005432	ZY11	KL0617	08/18/2017	286	JX7860C		USD	-22.16	-22.16
11/14/2017	8700000123	Y111		11/14/2017	198	0918MR321		USD	-44.32	-44.32
11/09/2017	9676543210	RV01	2000100	12/09/2017	152	9676543210		USD	910.04	910.04
04/04/2018	9676512345	RV01	2000500	05/04/2018	27	9676512345		USD	4,642.86	4,642.86
04/10/2018	9675432198	RV01	2000500	05/10/2018	21	9675432198		USD	417.00	417.00
04/02/2018	9675412345	RV01	2000500	05/02/2018	1	9675412345		USD	165.42	165.42
05/23/2018	9671234512	RV01	2000500	06/21/2018	-21	9671234512		USD	293.20	293.20
05/24/2018	9676543219	RV01	2000500	06/23/2018	-23	9676543219		USD	281.67	281.67
Total By USD									6,610.28	
Grand Total										6,610.28

Item Type Key	Description	Rcd+Reason Code	Reason Description
RV01	Invoice		
Y111			
ZY11	Legacy Credit Memo		

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.



3M Company

NEW FORMAT

CUSTOMER ACCOUNT STATEMENT

Customer Account ID: 12345689

As of Date: 09/10/2018

Customer Name: ABC COMPANY
ACCOUNTS PAYABLE
PO BOX 1234
ANYTOWN MN 55555

Remit To: 3M Company
P.O. Box 842689
DALLAS TX 75284-0689

Direct Inquiries to: Jack Jones
3M Customer Financial Services
3M Company
25 Park
MN 55144-1000
Email: jackjones@mmm.com
Phone: 855-555-1234

Invoice Date	Invoice Number	Item Type	Customer PO Number	Payment Due Date	Paid Due	Reference Number	Rcd	Doc Cnt	Amount Due (Document)	Amount Due (Local)
03/10/2017	850001234	ZY11	KL0217	04/09/2017	417	JX5249C		USD	-33.43	-33.43
07/19/2017	850005432	ZY11	KL0617	08/18/2017	286	JX7960C		USD	-22.16	-22.16
11/14/2017	870000123	Y111		11/14/2017	196	0918R9321		USD	-44.32	-44.32
11/30/2017	9876543210	RV01	2000100	12/30/2017	152	9876543210		USD	910.04	910.04
04/04/2018	9876512345	RV01	2000500	05/04/2018	27	9876512345		USD	4,642.86	4,642.86
04/10/2018	9875432198	RV01	2000500	05/10/2018	21	9875432198		USD	417.00	417.00
04/30/2018	9875412345	RV01	2000500	05/30/2018	1	9875412345		USD	165.42	165.42
05/23/2018	9871234512	RV01	2000500	06/21/2018	-21	9871234512		USD	293.20	293.20
05/24/2018	9876543219	RV01	2000500	06/23/2018	-23	9876543219		USD	281.67	281.67
Total By USD									6,610.28	
Grand Total										6,610.28

Item Type Key	Description	Rcd*Reason Code	Reason Description
RV01	Invoice		
Y111			
ZY11	Legacy Credit Memo		

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

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

www.3M.com