



Enterprise Resource Planning (ERP)

Reference Guide

For Separation and Purification Sciences Products

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

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



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.



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.
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	<i>No immediate impact for SPSP products.</i> 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	<i>No immediate impact for SPSP products.</i> 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	<i>No immediate impact for SPSP products.</i> 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: 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™ Liqui-Cel™ G280 2.5X8 CN X40 PP NPT PTFE CL

Example: *Packing List and/or Label Description*

G280 2.5X8 CN X40 PP NPT PTFE CL

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.



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3M Order Confirmation

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

New Format

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 00051111551028 9DC-H-6 7010358000	Cust. Part Nbr. 000020657 9DC-H-6 FILTRETRE(R) 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 FILTRETRE(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 Ship From: 1102 Roanoke,TX Contract Nbr: 00000221	120 EA*	120 EA*	03/20/2017	03/31/2017	10.0000 USD
003 30	7010358000 00051111551042 5DC-H-6 7010358000	Cust. Part Nbr. 000020671 5DC-H-6 FILTRETRE(R) MICRO PARTICLE REDUCTION FILTER 20 IN X 20 IN X 1 IN (50,8 CM X 50,8 CM X2,5 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 00051111551059 3DC-H2-6 7010358000	Cust. Part Nbr. 00000678 3DC-H2-6 FILTRETRE(R) MICRO PARTICLE REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50,8 CM X 63,5 CM X2,5 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 FILTRETRE(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 Ship From: 1102 Roanoke,TX Contract Nbr: 00000221	240 EA*	240 EA*	03/20/2017	03/31/2017	10.0000 USD

If you would like additional information, please contact Customer Service.

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.



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If you would like additional information, please contact Customer Service. 7

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 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

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

3M Contact: Jack Jones
Phone: 1 1651555819
Email: JACK.JONES@3M.COM
Incoterms: DAP PREPAID
3M Order Nbr: 4001501041

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

Cust 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 5-DRAPE TOWEL DRAPE 10/BX 70200010007 Batch Nbr: 212109BD	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 County Tax @ 2%			17.57 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: 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

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

3M Contact: Jack Jones
Phone: 1 1651555819
Email: JACKJONES@3M.COM
Incoterms: DAP PREPAID
3M Order Nbr: 4001501041

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

Cust 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 5-DRAPE TOWEL DRAPE 10/BX 70200010007 Batch Nbr: 212109BD	4 CAR	24.0000	96.00
20	7000000005 51707387767711 24685 70200070007	3M(TM) Coban(TM) LF Latex Free Self-Adherent Wrap 24685 70200070007 Order Special Charges / Allowances Small Order Fee Tax Details State Tax @ Mixed Rate County Tax @ 2%	1 CV	71.8500	71.85
					125.00
					17.57
					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: Packing Lists and Labels

Packing Lists and Labels

Ship Reference

- **Current:** Invoice Number(s) are usually included on the shipping label
- **Future:** *No immediate impact for SPSPD products.* 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:** *No immediate impact for SPSPD products.* 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.

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.

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

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

www.3M.com