

# U.S. ERP Deployment Supplier Toolkit

December 2017








**We're making it  
easier to do  
business  
together**

We are implementing a new global Enterprise Resource Planning (ERP) system, one that will link business processes, countries, people and information through a single, integrated platform. We value our relationship with our suppliers and strive to keep you informed about the changes you will see. In this document you will find clear, accessible details about upcoming changes.

*Please note that you may be transacting with 3M in more than one system for a period of time.*

This document and additional information regarding the US ERP Deployment may be found at [3M.com/Supplier Direct](https://www.3m.com/SupplierDirect).

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# eCommerce: Supplier Collaboration



3M is expanding the use of eCommerce supplier collaboration tools, increasing our electronic trading relationships with suppliers. The use of eCommerce to transact business with 3M is a mandatory expectation of all suppliers.

These tools will enable suppliers to view and transact electronically:

- Purchase Orders (PO) – view, download or interface directly into a Supplier’s ERP system
- Purchase Order Acknowledgments (POA) – confirm and correct details of purchase orders
- Advanced Shipping Notices (ASN) – confirm details of shipment quantities, dates prior to shipment
- Invoices – send electronic invoices
- Electronic Funds Transfer – electronic payment of invoices
- Online catalogs – view products and product details 24/7 online

The benefits to 3M and our suppliers will be:

- Real-time communication and visibility of purchasing data
- Reduction in paper, manual data processing and lost paperwork
- Early identification and correction of errors in purchasing data
- Reduction in receiving and invoice match exception errors
- Improvement in data processing accuracy and efficiency
- Enable invoices to be paid on time

eCommerce Tools:

- Ariba Network – covers most purchases (direct, indirect) but **not** sub-contracting POs
- Electronic Data Interchange (EDI) – covers all purchases (direct, indirect, sub-contracting POs)
- Corcentric – covers all purchases (direct, indirect, sub-contracting POs)
- Supply Network Collaboration (SNC) – covers sub-contracting POs. Also supports inventory collaboration with suppliers (sharing of net demand, Supplier Managed Inventory (SMI))

Questions? Contact: [STPeCommerceAmericas@mmm.com](mailto:STPeCommerceAmericas@mmm.com)

# eCommerce Transaction Requirements



## Current State

## Future State

### Purchase Order (PO)

POs received via eCommerce, fax or paper



POs will be received by the Supplier via one of our eCommerce solutions

### Purchase Order Acknowledgement (POA)

PO acknowledgement may or may not be supplied to acknowledge the order



Supplier will respond to the PO via eCommerce tool within 48 hours of receipt to acknowledge the details of order

### Advanced Shipping Notice (ASN)

ASNs are not consistently supplied



Supplier will send the ASN via eCommerce tool prior to shipment of products with material numbers to confirm shipping details

### Invoice

Invoices submitted electronically or via postal mail to 3M



Supplier will submit Invoices on a timely basis via eCommerce tool to 3M

### Payment

Payments received electronically or via check



Payments will be received electronically





# Purchase Orders



## Current State

## Future State

### Purchase Order (PO) Dispatch

POs received from 3M U.S. via eCommerce, Fax, or paper



POs will be received via eCommerce tool

### Dates

Due Date on PO means date products are due to arrive at the 3M facility



Due Date on PO will mean the date products are due to arrive at the 'Ship To' on the PO

### PO Line Numbers

PO line numbers increment by 1 (eg. 1,2,3,4,5...)



PO line numbers increment by 10 (eg. 10, 20, 30, 40)

### 3M Material Numbers

3M uses an 11-digit material number format as stated on PO



3M will use a 10-digit material number format as stated on PO

Initially both the old 11-digit and new 10-digit material numbers will be stated on the PO and should be included in the description on your invoice and shipping documents

### Freight Terms

Domestic freight terms are shown on the PO, such as: Collect, PP&A, etc



All freight terms will use Incoterms language, such as: EXW, DAP, etc.



# Purchase Orders



## Current State

## Future State

### Purchase Order Acknowledgement (POA)

Some POAs are sent via eCommerce or provided via phone call



Supplier will send a POA for each PO to confirm receipt and to confirm/correct price, quantity, due date. Any change requires a new POA as soon as the change is known.

### Buyer Contact

The 3M Buyer phone number is stated on the PO



The 3M Buyer name and contact information is stated on the PO

The 3M Buyer will be your first point of contact for any questions or issues related to the order.

*Please note:*

*You will have a new 3M Buyer contact on your future orders*

### Working with Other 3M Locations

POs received from other 3M U.S. locations and/or other countries



If you are supplying other 3M locations inside or outside of the U.S., these changes do not affect those locations

### Order Review

View POs using the “Oracle/PeopleSoft eSupplier Connect System”



View PO information using your eCommerce Tool or contact 3M Buyer listed on the PO with questions



# Accounts Payable



## Current State

## Future State

### Accounts Payable Contacts

3M Sourcing Operations Response Center (SORC) Phone:  
(651)-575-6450  
Or via “Oracle/PeopleSoft eSupplier/eSettlements”



For general accounts payable inquiries or invoice/payment status: [3MAPGSCUS@mmm.com](mailto:3MAPGSCUS@mmm.com)

### Invoices and Credit Memo ‘Bill To’

Invoices reflect 3M Company as the ‘bill to’



Invoices must reflect the ‘Bill To’ as shown on the PO.

### Exception only email invoice address:

Not currently used



Exception only process for sending an invoice via email:  
[3MInvoicesUS@mmm.com](mailto:3MInvoicesUS@mmm.com)

### Exception only paper invoice address:

Most invoices are sent electronically; paper invoices *by exception only* are sent to:  
3M ACCOUNTS PAYABLE  
PO BOX 33121  
ST PAUL, MN 55133-3121



**Invoices will be sent electronically**  
Paper invoices sent by exception only to the ‘Send Invoices To’ address on the PO

### Payments

Payments received via Electronic Funds Transfer, wire, or paper check



Payments will be received via Electronic Funds Transfer or wire, and by exception only, paper check





# Accounts Payable



## Invoice and Credit Memo Requirements

- All invoices/credit memos **must** include the Purchase Order (PO) number
  - Invoices/credit memos without the PO number will be rejected to the supplier
  - **Do not** include any spaces or special characters such as :#) – in the PO or invoice number
  - **Do not** send a paper copy of the invoice in addition to the electronic invoice
- Currency, Quantity Unit of Measure and price must match PO
- Only **one** PO per invoice/credit memo
- If the PO contains more than one line, you may submit one or more lines on each invoice/credit memo
- Freight charges may not be billed as a line unless the PO has a line for freight charges
- All price discounts should be reflected in the Unit Price, and any changes should be submitted on a Purchase Order Acknowledgement (POA) to ensure the change is reflected on the PO prior to shipment and invoicing
- All invoices/credit memos must be remitted via eCommerce or sent to the ‘Send Invoice to’ address listed on the PO (by exception only)
- **No** handwritten information is allowed on invoices

# Key Tax Information

- 3M Company has Direct Pay Permits in the following list of states. Subject to specific exclusions set out by each state, we ask that you do not charge sales tax in these states:
  - Alabama, Arkansas, Iowa, Minnesota, Nebraska, North Carolina, Texas, West Virginia, Wisconsin
- 3M Company is also subject to many manufacturing and other sales tax exemptions in the states in which we operate
- If sales tax is charged incorrectly, a request for a corrected invoice will be sent to your organization
  - If the reason for corrected invoice is due to direct pay permit, 3M Company's direct pay permits can be found at [https://www.3m.com/3M/en\\_US/suppliers-direct/suppliers/source-to-pay/3m-sales-tax-information/](https://www.3m.com/3M/en_US/suppliers-direct/suppliers/source-to-pay/3m-sales-tax-information/)
- If the reason for corrected invoice is another exemption type, the appropriate tax exemption certificate will be provided

# Advanced Shipping Notices



## Requirements for Each Shipment of Goods with Material Numbers\*

### Purchase Order Information

- Purchase Order Number
- Material Identification Number(s) – 10 digits only
- Quantity Shipped – number and unit of measure must match purchase order and physical shipment
- Net weight and gross weight
- Due date - delivery date at 'Ship To' location

### Manufacturing Data

- Batch Number – 10 or fewer alphanumeric characters only, for batch-managed products only
- Date of Manufacture – must be included with batch-managed products
- Dates follow YYYY-MM-DD format
- All data sent on ASN must match product and shipper label

### Freight Information

- Carrier and Bill-of-Lading number
- Small Parcel – tracking number
- Full Truckload – trailer and seal number
- Less-than-Truckload – pro number
- Ocean – container number
- Air – airway bill

ASN Detail must match physical shipment detail – No special characters in any data fields

\*ASN is recommended, not required, for 'description only' goods shipments



## Questions

## Answers

### Why do I need to send an electronic POA?

The electronic POA is required to ensure that the ERP has the correct data for efficient processing and planning.

- It confirms that the PO quantity, price and delivery date are accurate, the date the order is due at the 'Ship To' location will be met, and provides an opportunity for any necessary corrections or changes
- The first POA must be sent within 48 hours of receipt of the PO
- Any subsequent change (delivery date, quantity, etc.) requires a new POA be sent as soon as the change is known

### Why and when do I need to send an electronic ASN?

The Advanced Shipping Notice (ASN) alerts 3M of the inbound delivery data and details, further enabling efficient planning and processing.

- ASN details, carrier information, Bill-of-Lading, Batch and other important data are automatically transmitted into the ERP for use by various functions
- ASN is required for all shipments of goods with a material number. ASN is encouraged for all 'description only' goods shipments.
- ASN must be sent a minimum of 24 hours before delivery of goods to the address shown on the PO

# FAQ



## Questions

## Answers

**How will we be able to determine from which ERP the PO is issued ?**

Regardless of eCommerce tool being utilized, there are identifying characteristics of the POs which can be used to differentiate between originating systems. For example:

- Legacy POs begin with USMMM, new ERP POs are all numeric
- ‘Bill To’ addresses are different PO Box numbers

**What changes need to be made regarding 10 digit vs 11 digit IDs?**

There may be changes to packaging and labeling due to change in 3M Material IDs, etc. If applicable, we will provide additional information at a later date regarding these changes.

**Who do I contact if I have a question about the PO?**

Direct questions regarding the purchase order to the 3M Buyer, whose name and contact information is on each purchase order.

**Who do I contact regarding billing questions?**

For general accounts payable inquiries or invoice/payment status: [3MAPGSCUS@mmm.com](mailto:3MAPGSCUS@mmm.com)

**Who do I contact about eCommerce questions?**

[STPeCommerceAmericas@mmm.com](mailto:STPeCommerceAmericas@mmm.com)