

U.S. ERP Deployment Supplier Toolkit

2022





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 the 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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Key:



Same Process



Change Process

eCommerce: Supplier collaboration



3M is expanding the use of eCommerce supplier collaboration tools and increasing our electronic trading relationships with suppliers. The use of eCommerce to transact business with 3M is expected.

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/or correct details of purchase orders
- Advanced Shipping Notices (ASN) – confirm details of shipment quantities and dates prior to shipment
- Invoices – send electronic invoices that match POs and actual shipments
- Electronic Funds Transfer – electronic payment of invoices via ACH or wire
- Online catalogs – supplier provided in collaboration with 3M

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

Questions? Please watch for 3M communication regarding your eCommerce tools. If you have not received communication prior to or within 4 weeks of toolkit receipt, please enter as request for “Supplier eCommerce Support via Supplier Direct at this link [Supplier eCommerce Support | 3M Supplier Direct](#)”



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 eCommerce

Purchase Order Acknowledgement (POA)

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



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

Advanced Shipping Notice (ASN)

ASNs are not consistently supplied



Supplier will send the ASN via eCommerce prior to shipment of products with material numbers
ASN is required to enable invoice submission via eCommerce

Invoice

Invoices submitted electronically or via postal mail to 3M



Supplier will submit Invoices on a timely basis via eCommerce

Payment

Payments received electronically or via check



Payments will be received via ACH or wire, and remittance via eCommerce



Purchase orders



Current State

Future State

Purchase Order (PO) Output

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



POs will be received via eCommerce tool

Dates

Due Date on PO may mean the date products are due to arrive, or releases may be requested for multiple delivery dates based on manufacturing need (blanket order)



Due Date on PO will mean the date products are due to arrive at the 'Ship To' on the PO
Blanket orders are no longer used

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 materials have an 11-digit reference ID



3M materials will have a 10-digit format stated on the 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



Purchase orders



Current State

Future State

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 Order Acknowledgement (POA)

Some POAs are sent via eCommerce or provided via phone call or email



Supplier will send a POA via eCommerce for each PO and for each PO change
The POA confirms receipt of the PO and agreement to the price, quantity, and due date listed on the PO
Any change to the PO, such as partial receipt or partial invoice requires a new POA

Buyer Contact

The 3M Buyer name and 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 or invoice for the PO

Order Review

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



View PO information via eCommerce
eSupplier Connect System is not available for SAP POs





PO requested delivery dates

Example of PO lead time vs. vendor lead time for international shipments

Current lead time

Vendor lead time @ FOB incoterms® = 30 days

Future lead time

3M Purchase Order lead time = 73 days (from PO date to receipt at 3M factory)



EX- Works



Vendor
Factory

FOB



Inland
Freight



Origin
Port



Ocean
Freight

CIF



Destination
Port



Inland
Freight

DDP



3M Factory

PO requested delivery dates



3M Purchase Order example

3M
Purchase Order:
No.: [REDACTED]
The above number must appear on all related correspondence, shipping papers and invoices.

TO: [REDACTED]

Date: 26.07.2016

Payment Terms: 2% 10 Days, Net 30
Freight Terms: FOB FOB TW
Ship via: [REDACTED]

Buyer: [REDACTED]

3M Company
3M Center, 220-9E-02
St. Paul, MN 55144

Ship To:
3M [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Bill To:
3M Company
3M Center, 220-9E-02
St. Paul, MN 55144

Send Invoice To:
[REDACTED]

Line	Item Description	Quantity	Unit Price	Due Date (MM/DD/YYYY)	Item Total
10	[REDACTED]	110 EA	20.00 per 1 EA	06/29/2016	2,200.00

Purchase order date

Delivery due at Ship To location

Incoterms®	Vendor lead time difference vs 3M Due Date lead time <i>EXAMPLES</i>	Remarks
DDP	None	Same as existing vendor lead time
CIF	3 days	Includes destination customs clearance and destination inland transportation
FOB	43 days	Includes origin and destination customs clearance, overseas freight and destination inland transportation
EXW	53 days	Includes origin and destination customs clearance, origin and destination inland transportation and overseas freight

Due Date on 3M Purchase Order is the date the goods are expected at the Ship To location



Accounts payable



Current State

Future State

Accounts Payable Contacts

3M Sourcing Response Center Phone: (612)-326-3839
Or via “Oracle/PeopleSoft eSupplier/eSettlements”



The 3M Buyer will be your first point of contact for any questions or issues related to the order
For general accounts payable inquiries or invoice/payment status: 3MAPGSCUS@mmm.com

Invoices and Credit Memo ‘Bill To’

Invoices reflect 3M Company as the ‘Bill To’



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

Invoice Submission

Most invoices are sent electronically; paper invoices *by exception only* are sent to the PO Box listed on the PO.



Invoicing should be done electronically. If you are not enabled for electronic business, the invoice should be mailed to the PO Box listed on the PO

Payments

Payments received via Electronic Funds Transfer (ACH or wire) or paper check

You may be able to see the payment status and payment date via “Oracle/PeopleSoft eSupplier/eSettlements”



Payments will be received via Electronic Funds Transfer (ACH or wire)

You will be unable to view payment date electronically. Payment date is calculated based upon the Invoice date and PO payment terms



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 the 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 to match the PO
- 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 via electronic Purchase Order Acknowledgement (POA) to ensure the change is reflected on the PO prior to shipment and invoicing
- All invoices/credit memos must be submitted via eCommerce
- **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, South Dakota, Texas, West Virginia, Wisconsin: 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/*
- 3M Company is also subject to many manufacturing and other sales tax exemptions in the states in which we operate
- Any changes which need to be made to the invoice must first be reflected in a Purchase Order Acknowledgement (POA) to ensure the PO is updated before a new invoice is submitted
- If sales tax is charged incorrectly, a request for a corrected invoice will be sent to your organization
 - *If the corrected invoice request is for 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

- **All data sent on ASN must match PO as well as product and shipper labels**
- Batch Number – 10 or fewer alphanumeric characters only, for batch-managed products only
- Date of Manufacture – must be included with batch-managed products
- Shelf Life – included only if applicable to batch-managed products
- Dates follow MM-DD-YY format

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, labels & PO information including PO delivery date
– No special characters in any data fields such as: @ # \$ % & *, etc.**

***'Description only' goods shipments which cross international borders also require an ASN**



Frequently asked questions and answers



Questions

Answers

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

Regardless of eCommerce tool, there are identifying characteristics of the POs which can be used to differentiate between originating systems. For example:
old POs begin with USMMM, new SAP POs are all numeric

What changes need to be made regarding 10-digit vs 11-digit material numbers?

There may be changes to packaging and labeling due to change in 3M material numbers. If applicable, we will provide additional information later regarding these changes.

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

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

Who do I contact regarding billing questions?

For questions regarding payment status or remittance information, send an email to: 3MAPGSCUS@mmm.com

Who do I contact about eCommerce questions?

If you are not actively transacting with 3M on an eCommerce tool, 3M eCommerce or 3M third party providers will contact you within 4 weeks of ERP Announcement. If you have not been contacted, please enter a request for “Supplier eCommerce Support” via SupplierDirect at this link: [Supplier eCommerce Support | 3M Supplier Direct](#)



Frequently asked questions and answers



Questions

Answers

Why do I need to send an electronic POA?

- The electronic Purchase Order Acknowledgement (POA) is required to ensure that the ERP has the correct data for efficient processing and planning.
- The POA 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 buyer listed on the PO must be provided with an explanation for any material shortage.
 - If the PO quantity, price, or delivery date are inaccurate on the original PO, you must correct those inaccuracies via the POA to 3M. 3M will initiate a change to the PO to reflect the corrected values. You must submit another POA to confirm the PO reflects the intended and accurate fulfillment updates.
 - The transaction path is PO, POA, ASN and Invoice. Example: if a POA is not submitted, you will not be able to continue through the flow until it is received.
 - The POA must be sent within 48 hours of receipt of the PO.

Frequently asked questions and answers



Questions

Answers

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, 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 within 3M.
- The ASN is required for all shipments of goods with a material number. In addition, the ASN is required for 'description only' goods shipments which cross country borders.
- If PO details (quantity, ship to location, price, delivery date, etc.) on the ASN do not match the information on the PO, the ASN will be rejected in the 3M ERP.
- If changes are needed on the PO, this must occur at the time of the POA and prior to the ASN.
- If the ASN is not received in the ERP, you will be unable to submit an invoice against the PO until the ASN is corrected and re-submitted.
- The ASN must be submitted via the eCommerce tool no later than 24 hours after supplier shipment.



Frequently asked questions



Questions

Answers

What does the eCommerce requirement mean for me?

Some suppliers will have no change in their current transaction methods and some will need to change their current method. Your eCommerce tool will not be assigned without input from you. 3M eCommerce will recommend the tool that will work for the ways in which you transact with 3M now and in the future, but different options can be explored at your request.

Why haven't I been contacted by 3M eCommerce?

The contact information that 3M has on file may not be current. Please check with others in your company who work with 3M, and if no communication has been received within 4 weeks of receiving the ERP Announcement, please enter a request for "Supplier eCommerce support" via Supplier Direct at this link: [Supplier eCommerce Support | 3M Supplier Direct](#)

I was contacted by Corcentric/Ariba on behalf of 3M. Should I respond?

Yes! If you have been contacted by either third party partner, it has been done at the request of 3M eCommerce. If you question whether it is the correct tool for you, please enter a request for "Supplier eCommerce support" via Supplier Direct at this link: [Supplier eCommerce Support | 3M Supplier Direct](#)

If I have questions not covered here, who do I contact?

Send additional questions to us_splr_readiness@mmm.com



**With your partnership,
a bright future is ahead.**

Thank you.

