



**We are transforming  
our world to better  
serve our customers.**

**Introducing 3M's Enterprise  
Resource Planning (ERP) System.**

**3M Deutschland GmbH,  
Site Wuppertal**





**Simply easier.  
Just better.**

**3M continues to  
transform our company.**

With the help of a modern, global ERP system that will help us to manage our business transactions more effectively. In many German sites, the new system is already in place; for the Wuppertal site we anticipate the deployment date to be in second half of 2018, and will provide confirmation six weeks prior to the date. And because you are important to us, we want to inform you now of the exact changes this will mean for you in a clear and easy-to-understand manner.

For more information please visit:  
**[www.3M.de/lieferanteninfo](http://www.3M.de/lieferanteninfo)**

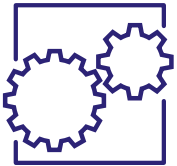
This is where you will also find future information updates along with this presentation. In addition, you can download and view our future partner platform „Supplier Direct“ (see page 4).

Your 3M contact will be happy to answer any further questions you may have.





**There are few areas where you will see changes.**



**Supplier Direct**



**New eCommerce**



**New Order Management**



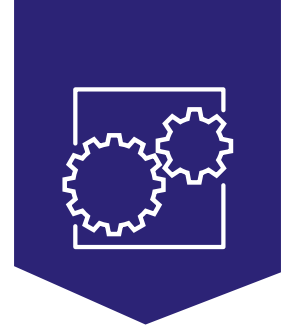
**New Accounting System**



**3M Invoice/  
Credit Note Content Requirements**



# Supplier Direct



**A portal, just for you:  
Supplier Direct.**

**[www.3mdeutschland.de/3M/en\\_DE/suppliers-direct](http://www.3mdeutschland.de/3M/en_DE/suppliers-direct)**

**Your advantages:** Just one portal for all information related to your business transactions with 3M – with the click of a button.

Supplier Direct contains information regarding our business principles and policies in terms of delivery and invoicing (including the General Terms and Conditions for purchase orders and delivery schedules), packaging, shipping and transport.

Furthermore, you will find information and access to the eCommerce solutions for our suppliers like SNC and Ariba Network.

Your 3M contact will be happy to answer any further questions you may have.



# New eCommerce



## eCommerce supplier collaboration

As part of our transition to our new Enterprise Resource Planning (ERP) system, 3M is introducing eCommerce supplier collaboration tools that will enable electronic trading relationships with our suppliers.

These tools will enable suppliers to view documents electronically. The use of eCommerce will become a mandatory expectation for all suppliers.

- **Purchase orders** – view, download or interface directly into a supplier's ERP system
- **Purchase order acknowledgements** – confirm details of purchase orders
- **Advanced shipping notifications** – confirm details of shipment information
- **Invoices** – send electronic invoices
- **On-line catalogues**

### The benefits to our suppliers:

- 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
- Improved data processing accuracy and efficiency

We have three different tools that enable the electronic delivery and exchange of purchase orders, purchase order acknowledgements, advanced shipping notifications and invoices between 3M and our suppliers.

The appropriate tool will be determined based on type of activity and volumes. Suppliers will be approached by the 3M regional eCommerce team, as appropriate. We look forward to your support of our transition to our new ERP system.

#### • **Ariba Network**

Covers most purchases (direct, indirect, but not sub-contracting purchase orders (POs))

#### • **Electronic Data Interchange (EDI)**

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))

If you have any questions regarding eCommerce, please send an email to:

**STPeCommerceEMEA@3M.com**



# New eCommerce



If linked to our eCommerce solutions, both you and we can now transmit order confirmations, shipping notes and invoices electronically.

Until now

In the future – after system conversion

## Sending Orders

You have received orders from 3M per email or fax, with a shipping address for one of 3M's production sites or offices.

You will receive orders via one of our **eCommerce solutions.**

## Purchase Order Acknowledgments (POA)

We have not always received an order acknowledgment.

**An order acknowledgment will be compulsory.**  
You can easily view, correct and accept order details, such as quantity, price or delivery date.  
This will help us reduce mistakes to a minimum.

## Advance Shipping Notes (ASN)

We have rarely received a shipping note.

**A shipping note will be compulsory,**  
prior to dispatching the delivery. This will help us optimize the invoicing and payment process.

## Invoices


You have been sending your invoices to Deutschland GmbH, site Wuppertal.

**You will send all invoices electronically using one of the new eCommerce solutions.**



# New Order Management





**Separation und Pflanzung**  
**Sciences Division**

3M Deutschland GmbH  
Oder Straße 28  
42289 Wuppertal  
Germany

+49 (0)202 6099-0  
+49 (0)202 6099-241  
Internet: www.3m.com/Marketreise  
E-Mail: innovation.de@3m.com  
WEER-Reg.-Nr. DE 39953167  
VAT-ID: DE 120579178

Schicken Sie diesen Kupon zu: 3M AG  
Wuppertal 42289

Bitte liefern Sie an:  
3M Deutschland GmbH  
Oder Straße 28  
42289 Wuppertal

**Bestellung**

Bestellnummer / Datum (mit Rückfragen bitte immer angeben!)

Bestellanforderung  
0010139690  
Anspruchspartner  
Name  
Telefon  
Fax  
E-Mail

Unsere UBStundnummer  
DE120678178

Ihre Lieferantennummer bei uns

Ihre Faxnummer

Warennahme:  
montags - mittwochs  
donnerstags - freitags

Tankungslieferung:  
montags - freitags

Lieferbedingung:  
Zahlungsbedingung:

7:00 bis 14:30 Uhr  
7:00 bis 13:00 Uhr

Frachtfrei Wuppertal

Währung EUR

Wir bestellen zu den Allgemeinen Einkaufsbedingungen der 3M Deutschland GmbH.


**EINSCHLIESSLICH VERPACKUNG**

Pos.	Material	Bestellmenge	Einheit	Preis	Währung	Preiseinheit	Nettowert
00010		300,000	ST		EUR	pro 1 ST	

**Liefertermin 21.08.2017**

BRUNNEN, 08/08/2017 10:00:00  
BRUNNEN, 08/08/2017 10:00:00

Ritz: 41403 Neues - Handelsregister B 1876 Amtsgericht Neuss  
Geschäftsführer: Dr. Jörn Bröckhoff, Dr. Jürg Döhrle, Michael Pösch, Rüd Schöcker  
Vorsitzender der Geschäftsführung: Dr. Jörn Bröckhoff - Vorsitzender des Aufsichtsrates: Dieter Dreßler  
IBAN-Konto für 55052521 01 - BLZ 250 700 19 - Deutsche Bank Düsseldorf - IBAN DE86 3007 0010 0086 5205 01 - Swift Code DEUTDE33XXX  
LRO Konto für 55052521 01 - BLZ 250 700 19 - Deutsche Bank Düsseldorf - IBAN DE81 3007 0010 0086 5205 01 - Swift Code DEUTDE33XXX



# Purchase Order:

No.: 4800574847

The above number must appear on all related correspondence, shipping papers and invoices.

**3M Deutschland GmbH**  
Carl Schurz Strasse 1  
41453 Neuss, Germany  
Tel: + 49 (0)2131 14 0  
Fax: + 49 (0)2131 14 2  
VAT DE120679179

**To:**

TOTAL PETROCHEMICALS AND  
REFINING SA  
WILHELMSTRASSE 12  
40774 DUISBURG  
GERMANY

**Ship To:**

3M Deutschland GmbH  
Oder Str. 28  
42289 Wuppertal  
Germany

**Date:** 27.09.2017

**Payment Terms:** 30 Days

**Freight Terms:** DDP PLACE OF DESTINATION

**Ship via:** Truck

**Bill To:**

3M Deutschland GmbH  
Oder Str. 28  
42289 Wuppertal  
Germany

**Buyer:**

3M  
3M Deutschland GmbH  
P.O. Box 100554  
41059 Neuss  
Germany

**Send Invoice To:**

3M Deutschland GmbH  
P.O. Box 100554  
41059 Neuss  
Germany

Line	Item description	Quantity	Unit Price	Due Date	Item Total
1	Old Material No: Tax Rate: 0,00%	25.000 KG	147,20 per 1000 KG	29.09.2017	3.675,00
Total PO Amount (Before Tax)					3.675,00
Currency					EUR

**Important Information**

**Terms and Conditions**

Purchase Order/Scheduling Agreement Terms and Conditions please visit <http://3m.com/supplierterms>

Sitz: 41453 Neuss - Handelsregister: HRB 1878 Amtsgericht Neuss Vorsitzender des Aufsichtsrates: Kurt-Henning Wierhoff Geschäftsführer: Reza Vaziri, Dr. Joerg Dederichs, Michael Peters, Stefan Schulz - Vorsitzender der Geschäftsführung: Reza Vaziri

Page 1 of 1

## Until now

**You have received our purchase orders**

- per email or fax,
- with delivery address to a 3M location (warehouse, production site or office)

In the future – after system conversion

**You will receive purchase orders** from 3M Germany via one of our eCommerce solutions:

- Ariba Network,
- SNC,
- or directly via EDI or
- per Fax and email (without eCommerce solution).

The delivery address will be repeated in the PO.



# New Order Management



Until now		In the future – after system conversion
Our orders have been in English.	=	No changes: our orders will continue to be in English.
We have been using 9-digit ID numbers that can be found on the order form.	➔	<p><b>We will switch to 10-digit ID numbers for all direct materials (raw and semi-finished materials).</b></p> <p>During the transition period, you will find <b>both numbers</b>, the old 9-digit one and the new 10-digit ID number, on the order form. Please indicate both numbers on your invoices and shipping notes.</p>
The agreed packaging units (i.e. boxes, cartons, etc.) have been listed on the order form.	=	No changes
Our buyer and his/her contact details have been included on the order form.	➔	<p><b>Our buyer, who is responsible for the order will be shown on the order sheet</b>, including his/her contact details.</p> <p>He/she will be your contact person for all questions regarding the order. Please note: for your future orders your contact person will be located in our 3M Service Center in Poland.</p>
In some cases, you may also receive orders from us placed by other national 3M companies.	➔	<p>The changes listed in this document will only <b>apply to 3M Germany and other transitioned 3M subsidiaries.</b></p> <p>Regulations pertaining to deliveries shipped to other national 3M companies will remain unchanged until further notice.</p>



# New Order Form



**3M**

**Purchase Order:**

**No.:** 4800574847

The above number must appear on all related correspondence, shipping papers and invoices.

**TO:**

TOTAL PETROCHEMICALS AND  
REFINING SA  
TÖRTESSCHENSTRASSE 12  
40174 DUISBURG  
GERMANY

3M Deutschland GmbH  
Carl-Schurz-Strasse 1  
41453 Neuss, Germany  
Tel: +49 (0)2131 14 0  
Fax: +49 (0)2131 14 2  
VAT DE120679179

Orderer's address

**Ship To:**

3M Deutschland GmbH  
Öhder Str. 28  
42289 Wuppertal  
Germany

Shipping address may vary from order to order

**Bill To:**

3M Deutschland GmbH  
Öhder Str. 28  
42289 Wuppertal  
Germany

Billing address

**Send Invoice To:**

3M Deutschland GmbH  
P.O. Box 100954  
41409 Neuss  
Germany

Invoice recipient may be different from the billing address

**Buyer:**

Joerg Dederichs  
joerg.dederichs@3m.com  
+49 2131 14 151

Buyer contact details (normally a person of the 3M Service Center in Poland)

Line	Item description	Quantity <small>Comma is the decimal separator</small>	Unit Price	Due Date <small>(DD.MM.YYYY)</small>	Item Total
1	Old Material No: Tax Rate: 0,00%				
Total PO Amount (Before Tax) Currency					3.875,00 EUR
Important Information					

New 10-digit ID number

Old 9-digit ID number

To make things easier, both the old 9-digit product IDs as well as the new 10-digit ones will be used during the transition period

Value-added tax may vary depending on the shipping address; this is why only the net total is shown.

**Terms and Conditions**

Purchase Order/Scheduling Agreement Terms and Conditions please visit <http://3m.com/supplierterms>  
Sitz: 41453 Neuss - Handelsregister: HRB 1878 Amtsgericht Neuss Vorsitzender des Aufsichtsrates:  
Kurt-Henning Wiethoff Geschäftsführer: Reza Vaziri, Dr. Joerg Dederichs, Michael Peters, Stefan Schulz -  
Vorsitzender der Geschäftsführung: Reza Vaziri



# New Accounting



Until now

In the future – after system conversion

## Invoices

You have sent all your invoices to  
3M Deutschland GmbH in Wuppertal.



Send all invoices by postal mail to

**3M Deutschland GmbH, P.O. Box 100954  
41409 Neuss, Germany**

or as PDF by e-mail to

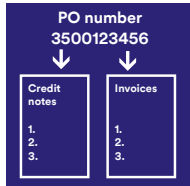
**3mapgermany@mmm.com**

## Electronic Invoicing and Payment Status

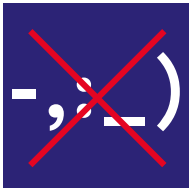
In the „eCommerce“ chapter (page 5) you will find additional information on the advantages of our electronic invoicing process.



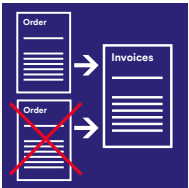
# 3M Invoice/Credit Note Requirements



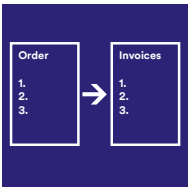
1. All invoices must include the 3M Purchase Order (PO) number. The same applies to credit notes, related to a PO. Invoices/credit notes without the 3M PO number will be returned to you unprocessed.



2. Do not include any special characters (such as: -), punctuation or spaces in the 3M PO number.



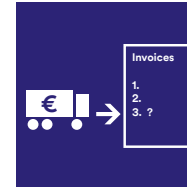
3. Send a separate invoice for each PO, do not send collective invoices.



4. If the 3M PO contains more than one line item, you may submit one or more line items on each invoice/credit note. Please indicate clearly which invoice line item refers to which PO line item.



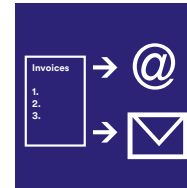
5. Currency, quantity, units of quantity and price must match the 3M PO.



6. Freight charges may not be billed as a line item unless otherwise agreed with 3M.



7. All discounts should be reflected in the unit price. Any changes should be submitted on a Purchase Order Acknowledgement (POA) to ensure the change is reflected on the 3M PO prior to shipment and invoicing.



8. All invoices/credit notes must be submitted either via one of our eCommerce portals, as a paper invoice sent to the “Send invoice to” address provided on the 3M PO or as PDF via e-mail to **3mapgermany@mmm.com**. In the latter case, insert the following text into the subject line of the e-mail: “Invoice” and your company name, e.g. “Invoice Sample Company Ltd”.



9. We cannot process handwritten information on invoices or credit notes.



**If you have questions, please feel free to  
contact your 3M contact person.**

Or look here:

**[www.3M.de/lieferanteninfo](http://www.3M.de/lieferanteninfo)**

**3M Deutschland GmbH**  
Carl-Schurz-Straße 1, 41453 Neuss, Germany

Site Wuppertal:  
Öhder Straße 28, 42289 Wuppertal, Germany

Telefon: +49 202 6099 0  
Webseite: [www.3M.de](http://www.3M.de)

**3M** Science.  
Applied to Life.™

