



August 20, 2018

Dear Supplier,

As previously communicated, 3M is pleased to announce the deployment of a new global Enterprise Resource Planning (ERP) system which we are implementing in the U.S. location by location. Please note that you may continue to interact with 3M using both current and new ERP processes and tools, and may be impacted by multiple deployments in the U.S. or international locations.

Our next ERP deployment will take place on November 2, 2018. Please note this date and prepare to take action according to the information below and any specific actions requested by your 3M contact.

The intent of this letter is to provide information which covers the situations which will require your attention. However, your 3M contact may ask you to take specific actions which pertain only to your business or certain 3M purchase orders.

#### Purchase Orders

- USMMM format: continue to process these orders per your current process and eCommerce tools unless specifically instructed otherwise.
- All Numeric format: new 3M purchase orders may be created beginning on November 2, 2018. If you are using an eCommerce tool which requires you login via your web browser, please begin the new process on this date. Review all new 3M POs carefully.

#### Shipments

- Shipments to the Distribution Center buildings located at 1250 Macom Dr in DeKalb, IL between October 29 and November 1, 2018 will not be received. Do not ship products for arrival at this location during this time period.

#### Invoices

- Please ensure timely submittal of all invoices via eCommerce or to the proper address shown on the 3M purchase order.
- The eCommerce tools and postal addresses for invoices differ between USMMM and All Numeric purchase orders.

Please refer to [3M.com/SupplierDirect](http://3M.com/SupplierDirect) to review the Supplier Toolkit and additional information regarding deployed locations in the U.S.

We will continue to communicate additional information as we progress toward November 2nd. Please contact your 3M Sourcing Representative should you have any questions. Thank you for your support.

Sincerely,

A handwritten signature in black ink that reads 'Debora Fronczak'.

Debora Fronczak  
Vice President, Strategic Sourcing & Packaging Solutions  
3M Corporate Headquarters – St. Paul, MN