



December 3, 2018

Dear Supplier,

3M continues to transform our company, focusing on improving speed and agility to enable both of our companies to optimize growth. As part of this transformation, we have begun implementing an Enterprise Resource Planning (ERP) system in the U.S. which will enable us to streamline our interactions with you. The ERP will expand the use of eCommerce solutions that enable the electronic exchange of purchasing data including purchase orders and acknowledgements, advanced shipping notices and invoices. We expect our suppliers to engage in this increased electronic communication.

We are undertaking our global ERP implementation in the U.S., location by location. Please note that in the U.S., you may continue to interact with 3M using both current and new ERP processes and tools.

Our next ERP deployment will take place per the dates and locations listed below. Please prepare to take action according to the information below and any specific actions requested by your 3M contact.

The following distribution centers are impacted by this deployment:

3M East DC	51 Commerce Dr	Mechanicsburg, PA	17404
3M West DC	5151 E Philadelphia St	Ontario, CA	91761

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 the Purchase Orders Begin date in the table below. If you are using an eCommerce tool which requires you to 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 the addresses shown above between the dates listed in the Shipment Blackout column in the table below will not be received. Do not ship products for arrival at these locations during this time period.

Location	Shipment Blackout	Purchase Orders Begin
3M East DC	February 5-10	February 11, 2019
3M West DC	February 8-17	February 18, 2019

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 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 the deployment dates listed above. Please contact your 3M Sourcing Representative should you have any questions. Thank you for your support.

Sincerely,

Debora Fronczak
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3M Corporate Headquarters – St. Paul, MN