



May 23, 2019

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.

The ERP deployment for the locations listed below will take place on August 12, 2019.

3M Automotive Innovation Center	19469 Victor Pkwy	Livonia, MI
3M Innovation Center	1425 K St	Washington, D.C.

#### Purchase Orders

- **USMMM format:** continue to process these orders per your current process and eCommerce tool through invoicing and payment.
- **All Numeric format:** new 3M purchase orders may be created beginning August 12. 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.

#### 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.

#### eCommerce

- If you have any questions about which eCommerce tool you will be using to access new ERP purchase orders, please contact [STPeCommerceAmericas@mmm.com](mailto:STPeCommerceAmericas@mmm.com) Your eCommerce tool is «TO\_BE\_USED\_FOR\_LETTERS\_DELETE\_COLUMN\_WH»

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

Sincerely,

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

CC: «Supplier\_Email\_Grp»