



FREIGHT BILLING GUIDE VERSION 1.1

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Scope

The following document addresses how to submit freight bills to 3M Canada Company for payment. It is 3M's expectation that all invoices be submitted with correct information. Failure to do so may cause a delay in payment. Please comply with the following directions to ensure prompt payment of your freight bills.

These instructions apply to all freight invoices payable only by 3M Canada.

Instructions

- 1. Invoice Submission
- 2. Inbound Collect Invoices
 - From 3M US to 3M Canada
 - From Vendors to 3M Canada
 - Material Returns (customer to 3M Canada)
- 3. Outbound Prepaid Invoices
 - Outbound prepaid invoices
 - Outbound prepaid paper invoices
 - EMSO's (Miscellaneous non-sales shipments)
- 4. Third Party Invoices
- 5. Exception and Balance Due Invoices
- 6. Past Due Invoices
- 7. Bill of Lading Requirements
- 8. Statement Requirements
- 9. Remittance Advice

1. Invoice submission

Invoices can be submitted as an EDI invoice or paper invoice.

All 3M Canada Freight invoices must be submitted to 3M Canada C/O ORCA Intelligence.

For EDI Guide please Contact: ORCA Intelligence

Email: 3MAUDIT@ORCA.BI

Mailing Address for paper invoices:

3M Canada Company c/o ORCA Intelligence 4-60 North Center Road PO Box 27027 London, ON N5X 3X5

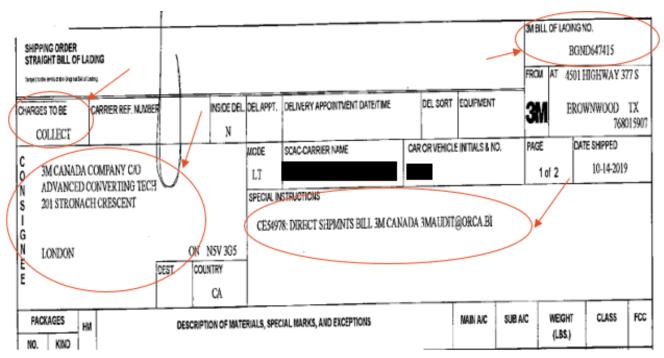
2. Inbound Collect Invoices

Inbound collect invoices are those which have 3M Canada as Consignee coming from 3M US sites, vendor sites and customers (Material Returns).

Inbound invoices must meet the following requirements:

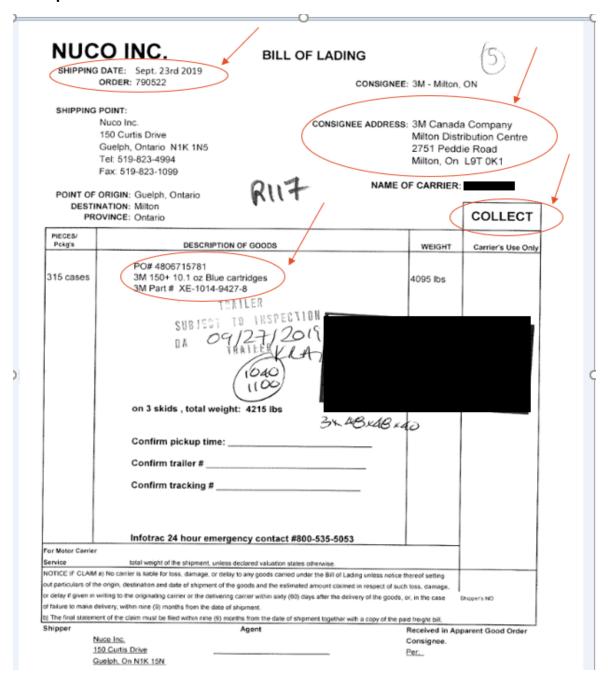
- Consignee should be 3M Canada plants/sites or Special Instruction of "Direct shipment Bill to 3MAUDIT@ORCA.BI or Bill to 3M Canada Company.
- Charge to be/Freight term as "Collect".
- Correct Bill of Lading number.
- Freight BOL consigned to Vendor location must have "3M Canada Company C/O" to be paid.

Example 1: From 3M US





Example 2: From Vendor



Note: Vendor's BOL documents may vary from vendor to vendor above is only an example from one of our vendors.



Example 3: Material Return from customer

<u>5</u>								
			Service Level					
			Standard					
	Bill of Lading - 6 Shipper's Nam	d Sho Ion N	ort Form Original ng of lebbs "not evaluate in all service areas Ar polar of Fick Up					
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	Address or P.O Bo	ENO.		6000330228				
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			Reference no. 6000330228	101				
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	-3		Customs Broker		CON US			
	1		Special Instructions 75 X75 X58	100	C.O.D. Collection Fee			
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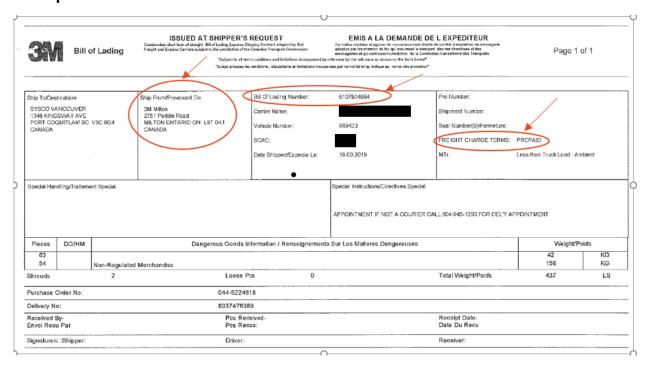
3. Outbound Prepaid Invoices

Outbound prepaid invoices should have 3M Canada listed as the Shipper.

Outbound prepaid invoices must meet the following requirements:

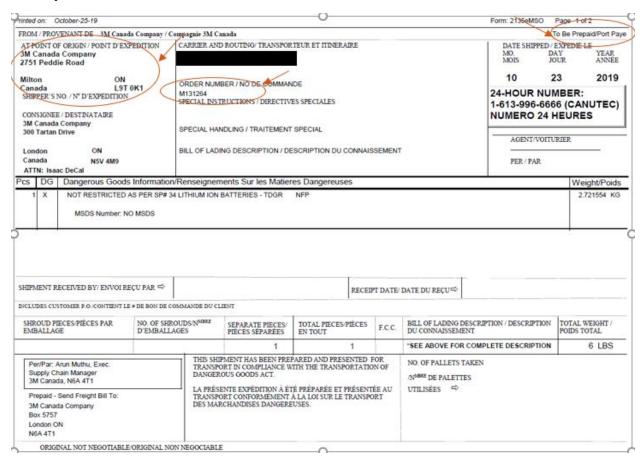
- Shipper or Ship From must have 3M Canada Company or 3M Canada plant or site.
- Outbound prepaid Bill of Lading will have freight terms on the top right corner of the Bill of Lading.
- Charge to be / Freight charge term as "Prepaid" or "To Be Prepaid" (eMSO).
- Correct Bill of Lading (BOL) Number.
- Freight BOL consigned from Vendor locations must have "3M Canada Company C/O" in order to get paid.

Example:1





Example:2





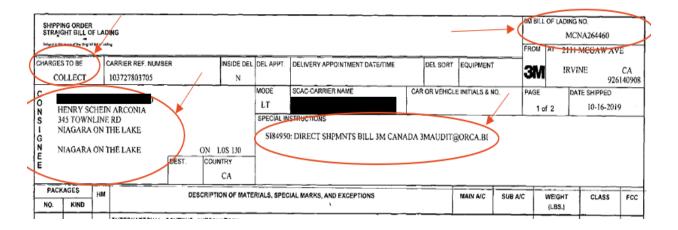
4. Third Party Invoices

Third Party Billing is when 3M Canada is neither the Shipper nor the Consignee but is the bill-to party. Freight term or Freight Charges must state "Third Party" or "Collect" with special instruction "Direct shipment bill to 3MAUDIT@ORCA.BI" or "Bill to 3M Canada Company"

- The Shipper's BOL number is required on all third-party billing. If the Bill of Lading (BOL) number is not available, the Carrier Pro Bill number is to be used as Bill of Lading number.
- A third-party invoice must be supported by Bill of Lading document containing 3M References in order to confirm that the shipment belongs to 3M Canada Company and it is payable by 3M Canada Company.
- 3M references can be: Purchase Order number, ASN number, or order confirmation number.

Note: If there is no 3M reference on the BOL. Please contact the shipper for the reference. 3M Canada Company will not be able to pay any third-party invoice without a reference number.

Example 1: Shipment from 3M US





Example 2: B2B Shipment

		Service	Level			
	Standa	rd 🗹	Express*			
	Time S	ensitive* 🔲	Intermodal*			
Shipper Provided Short Form Original Bill of Lading - Non Negotiable	* not availa	able in all service are	as			
Shipper's Name			At point of Pici	k Up		
Advanced Converting Technological	gies Inc.					
Address						
201 Stronach Cres.						
City	ProvState		estal Gode-Zip Gode			
London	ON	N 5 V	3 G 5	This s	hinment ie eublact ovrhu	ively to the Uniform Bill of La
Consignee			At Point of Delh	rery SE limitality	limitations and all other	r applicable provisions of this including NMF 100 series.
James Packaging				Name of the last o	dat and conscive tarris,	including review 100 series.
Address					Freight	Charges
575 Industrial Road			.,		llect Pre	epaid 3rd Part
City	ProvState ON		stal Code-Zip Code	i ([7	
London	ON	N 5 V	1 V 2	<u> </u>		see charge
Attention			Telephone Number	NOTE:	Shipper shall be responsible to shipments for which the carde	or charges on all freight collect and 3rd r does not get paid.
Charge to for invoice (if not the same as indi	ated above for P/U or dellu	very address)		Shippe	r's Number or B.O.L. Nu	mber Purchase Order
3M Canada Company				6663		4805245878
Address or P.O. Box No.						
Police of Prof. Dok Ho.					Temperatu	re Control
City	ProvState	Pe	stal Code-Zip Code	—— Dry	Heat*	Cooler* Froze
			1 1 1 1			
London	ON			* not	available in all service are	as
Received subject to the Clessification and lawfully filed Teriffs condition of contents of package unknown), marked, consignit to be carried by another centre or note to said destination, in using this Shert Form Bill of Lading, the Shipper, Consigne are incorporated herein with like force and effect or if they we may be, between all who are or may become parties to this 81 It is acknowledged by all parties having an interest in this ship (neoperated and applicable to the present contract of carriago	d and destined as indicated s, and Holder hereof agree se written at length herein, a If of Lading as tully as if this ment that the specifications	d herein, which the cards that all the terms and co and all such terms and c s Bill of Lading had been s, conditions and gesticil	er aggrees to carry and to d inditions of Cauter's regular anditions so incorporated by a prepared on the Cauter's re-	eliver to the consigned at Long/Short form Sill of L y reference are agreed be equiar Long/Short form E	t the said destination, if on it's o ading, normally used in the ser y the Shipper to be binding and till of Lading.	wn authorised route, or otherwise to co vice for which this Bill of Lading is issue to govern in the relations, whatever th
Pieces HM Shipping Name, Primery	Class, Subsidiary Class	s(es), UN Number F	Packing Group		ib Weight	Declared Valuation -
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2 PO# 4805245878	-11000 - GIGI	y - 00 DOXES	TOUR AUGU	~~		

5. Exceptions and Balance Due Invoices

Invoices with accessorial charges such as Detention, Appointments, Tailgate etc. are expected to be included with the original freight invoice. Please do not send multiple invoices or payment might be delayed.

If a second invoice with additional charges must be submitted, these documents must meet the following requirements:

- There must be documentation to substantiate the accessorial charges such as Letter of Authorization or copy of email from a 3M representative approving charges (N.O.S. in the agreement between the carrier and 3M).
- The subsequent invoice should have the same Bill of Lading number as the original freight invoice.
- If the invoice is sent through EDI transmission the invoice indicator must state
 'AR Balance Due invoice'.
- Balance due invoices must be for a minimum of \$10.00 to be processed for payment.

6. Past Due Invoices

If a payment is past due, first check with Orca Intelligence at <u>3MAUDIT@ORCA.BI</u> to confirm that the invoice was in fact received.

If the invoice has been received but payment has not been made, please contact your assigned 3M Canada Freight Settlement Analyst for assistance.

7. Bill of Lading Requirements

To ensure payment, you must reference an accurate BOL number as noted below:

- All invoices must reference the shipper's Bill of Lading number a minimum of 10-digits (except inbound from Vendors and third party invoices).
- Do not maintain spaces or special characters in BOL numbers.
- Material returns invoices must have 6000***** material return number or Pro Bill number as Bill of Lading number.

OUTBOUND

3M Canada Locations are:

3M Milton DC 2751 Peddie Road, Milton ON

3M London 1840 Oxford street east, London ON

3M Brockville – Personal Safety Division 1360 California Ave, Brockville, ON

3M Brockville – Tape 60 California Ave, Brockville, ON

3M Manufacturing 6300 Edwards Blvd Unit 2, Mississauga, ON

3M Perth 2 Craig Street, Perth, ON

3M Morden 400 Route 100 Morden, Manitoba



- For outbound shipments from 3M there is always a 3M Bill of Lading provided by the 3M shipping location. Please refer to the 3M Bill of Lading number on the Bill of Lading document.
- All BOLs will have both a Master and a Delivery BOL, and both documents will
 be labeled per the below highlighted terminology. Please ensure they are
 applied accordingly. Invoices will be delayed if the incorrect BOL reference is
 used.
- There are different modes of transport used by 3M Canada and each mode has different BOL number requirements.

From a 3M Canada Company facility direct to one consignee shipping LTL use 3M Canada's Bill of Lading number (10 digits):

- 610XXXXXXX series BOL from Milton
- 100XXXXXXX series from other 3M locations

From a 3M Canada Company facility to multiple consignees or Full Truckload:

Reference 3M Canada Company's Master Bill of Lading Number (12 digits). For example: 200000890393

OR

Reference 3M Canada Company's Master Bill of Lading number (13 digits). For example: 3000000524320



INBOUND

- Invoices from a 3M US location must have 3M US BOL number located at top right corner of the 3M US Bill of Lading e.g.: CINA705714, 9GH111565, 1C123456.
- 600XXXXXXX series for return deliveries from customers.
- For all other inbound collect to 3M Canada use shippers BOL number. If a shippers BOL is not available use the number as per the mode of transport shown below.
 Provide the appropriate 3M references to support that the invoice is for 3M Canada Company to pay.

Small Parcel - Tracking number

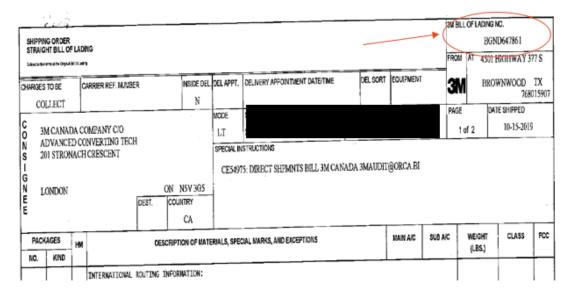
LTL - Carrier Pro number/Invoice number

Full Truckload – Trailer number

Ocean - Container number

Air – Airway bill number

Example 1: Inbound from 3M US





Inbound Shipment from Vendor

- For inbound Collect invoices from Vendors to 3M Canada use shippers BOL number. If not available use carrier pro bill number or invoice number. For those invoices without vendors BOL, please provide appropriate 3M references to support that the invoice is for 3M Canada Company to pay. Example: 3M PO number
- Vendors Bill of Lading number must be 4 digits as minimum.
- Shipment from Vendors location to customers must have 3M Bill of Lading number
- If the shipper BOL is an alpha-numeric please do not change it

Invoices with accurate Bill of Lading numbers will be processed first. If any BOL number is not meeting above requirements, please contact 3M Canada Freight Settlement Analyst

8. Statement Requirements

Every carrier must provide an updated statement bi-weekly in Excel format listing all outstanding invoices. This statement must include only invoices payable by 3M Canada.

Statements must be sent to corresponding Freight Settlement Analyst and cc: 3MAUDIT@ORCA.BI.

Your statement must include:

- Account number
- Invoice number
- Invoice date
- Pick up date
- Bill of Lading number
- Paid amount
- Open amount
- Freight term
- Currency
- Due date

Any additional information such as PO number, tax amount, accessorial amount, etc.are also useful and can be included on the statement.

9. Remittance Advices

3M Canada will provide remittance advices to Carriers for every paid invoice.

Should you require any additional information please contact your assigned Freight Settlement Analyst.