



FREIGHT BILLING GUIDE

VERSION 1.1

Freight Billing Instructions

For the account of 3M Canada

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Freight Billing Instructions

For the account of 3M Canada

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

Freight Billing Instructions For the account of 3M Canada

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

Freight Billing Instructions

For the account of 3M Canada

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

| SHIPPING ORDER STRAIGHT BILL OF LADING | | 3M BILL OF LADING NO. BGND647415 | |
|--|---------------------|---|-------------------|
| FROM AT | | 4501 HIGHWAY 377 S | |
| 3M | | BROWNWOOD TX 768015907 | |
| CHARGES TO BE | CARRIER REF. NUMBER | INSIDE DEL. | DEL APPT. |
| COLLECT | | N | |
| CONSIGNEE | | MODE | SCAC-CARRIER NAME |
| 3M CANADA COMPANY C/O ADVANCED CONVERTING TECH 201 STRONACH CRESCENT LONDON | | LT | |
| ON NSV 305 | | CAR OR VEHICLE INITIALS & NO. | PAGE |
| DEST COUNTRY | | | 1 of 2 |
| CA | | DATE SHIPPED 10-14-2019 | |
| SPECIAL INSTRUCTIONS CES4978: DIRECT SHIPMENTS BILL 3M CANADA 3MAUDIT@ORCA.BI | | | |
| PACKAGES | HM | DESCRIPTION OF MATERIALS, SPECIAL MARKS, AND EXCEPTIONS | MAIN A/C |
| NO. KIND | | | SUB A/C |
| | | | WEIGHT (LBS.) |
| | | | CLASS |
| | | | FCC |

Freight Billing Instructions For the account of 3M Canada

Example 2: From Vendor

NUCO INC. **BILL OF LADING** (5)

SHIPPING DATE: Sept. 23rd 2019
ORDER: 790522

CONSIGNEE: 3M - Milton, ON

SHIPPING POINT:
Nuco Inc.
150 Curtis Drive
Guelph, Ontario N1K 1N5
Tel: 519-823-4994
Fax: 519-823-1099

CONSIGNEE ADDRESS: 3M Canada Company
Milton Distribution Centre
2751 Peddie Road
Milton, On L9T 0K1

POINT OF ORIGIN: Guelph, Ontario
DESTINATION: Milton
PROVINCE: Ontario

NAME OF CARRIER: [REDACTED]

COLLECT

R117

| PIECES/ Pckg's | DESCRIPTION OF GOODS | WEIGHT | Carrier's Use Only |
|-------------------|---|----------|--------------------|
| 315 cases | <p>PO# 4806715781 3M 150+ 10.1 oz Blue cartridges 3M Part # XE-1014-9427-8</p> <p>TRAILER SUBJECT TO INSPECTION DA 09/27/2019 TRAILER KRA 1040 1100</p> <p>on 3 skids , total weight: 4215 lbs</p> <p>Confirm pickup time: _____</p> <p>Confirm trailer # _____</p> <p>Confirm tracking # _____</p> <p>Infotrac 24 hour emergency contact #800-535-5053</p> | 4095 lbs | |

3x 48x48x40

For Motor Carrier
Service _____ total weight of the shipment, unless declared valuation states otherwise.

NOTICE IF CLAIM a) No carrier is liable for loss, damage, or delay to any goods carried under the Bill of Lading unless notice thereof setting out particulars of the origin, destination and date of shipment of the goods and the estimated amount claimed in respect of such loss, damage, or delay if given in writing to the originating carrier or the delivering carrier within sixty (60) days after the delivery of the goods, or, in the case of failure to make delivery, within nine (9) months from the date of shipment. Shipper's NO _____

b) The final statement of the claim must be filed within nine (9) months from the date of shipment together with a copy of the paid freight bill.

Shipper: Nuco Inc.
150 Curtis Drive
Guelph, On N1K 1N5

Agent: _____

Received in Apparent Good Order
Consignee:
Per: _____

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



Freight Billing Instructions For the account of 3M Canada

Example 3: Material Return from customer

| <p>Division of TST Robinson L.P. Shipper Provided Short Form Original Bill of Lading - Non Negotiable</p> | | <p align="center">-- Service Level -- Standard <small>*not available in all service areas</small></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------|---|--|---|---|---|--|------|-----|--|---|--|--------------------------|--|--|--|--|------------------------|--|--|--|--|---------------------------|--|--|--|--|----------------|--|--|--|--|--|--|--|--------------|--|--|------------|--|--|--|-----------------------------|
| <p>Shipper's Name TIM HORTONS 104657</p> | | <p>At point of Pick Up</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Address 6833 177 STREET</p> | | <p>City EDMONTON Prov./State AB Postal Code - Zip Code T 5 T 4 K 3</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Consignee 3M Canada Returns</p> | | <p>At point of Delivery</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Address 2751 Peddie Road Suite 400, Dock # 1</p> | | <p>City MILTON Prov./State ON Postal Code - Zip Code L 9 T 0 K 1</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Telephone Number</p> | | <p>Telephone Number</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Charge to - for Invoice 3M CANADA <small>(Not the case as indicated above for PU or delivery address)</small></p> | | <p>Note: Shipper shall be responsible for charges on all freight collect and 3rd party shipments for which the carrier does not get paid.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Address or P.O. Box No.</p> | | <p>Shipper's Number or B.O.L. Number 6000330228</p> | <p>Purchase Order No.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>City</p> | | <p>Temperature Control <input checked="" type="checkbox"/> Dry <input type="checkbox"/> Heat*</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><small>Receiver subject to the Classification and liability limit Terms in effect on the date of issue of this Bill of Lading, both the carriage mentioned herein, the property herein described, in apparent good order, except as noted (conditions and condition of contents of packages unknown, marked, consigned and declared as indicated herein, which the carrier agrees to carry and to deliver to the consignee at the said destination, if on its own authorized route, or otherwise to cause to be carried by another carrier en route to said destination. In using this Short Form Bill of Lading, the Shipper, Consignee and Holder hereof agree that all the terms and conditions of Carrier's regular Long/Short form Bill of Lading, normally used in the service for which this Bill of Lading is issued, are incorporated herein with like force and effect as if they were written at length herein, and all such terms and conditions so incorporated by reference are agreed by the Shipper to be binding and govern in the relations, whatever they may be, between all who are or may become parties to this Bill of Lading as fully as if this Bill of Lading had been prepared on the Carrier's regular Long/Short form Bill of Lading. It is acknowledged by all parties having an interest in this shipment that the specifications, conditions and restrictions of the form shown in Schedule B of the Trucking Regulation (O.C. 47-46, January 10, 1991) are hereby accepted, incorporated and applicable to the present contract of carriage as if written herein at length.</small></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Pieces</th> <th>DG</th> <th>UN Number, Shipping Name, Primary Class, Subsidiary Class(es), Packing Group</th> <th>Weight lb. <input checked="" type="checkbox"/> kg. <input type="checkbox"/></th> <th>Declared Valuation - Maximum liability of (\$2.00 per pound) / \$4.41 per kg; unless declared valuation states otherwise.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>SKID</td> <td>100</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td>Reference no. 6000330228</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>3 boxes to be returned</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>24-HOUR TELEPHONE NUMBER:</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Customs Broker</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Special Instructions 25" x 25" x 58" 22" x 32" x 17"</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>100</td> <td></td> </tr> </tbody> </table> | Pieces | DG | UN Number, Shipping Name, Primary Class, Subsidiary Class(es), Packing Group | Weight lb. <input checked="" type="checkbox"/> kg. <input type="checkbox"/> | Declared Valuation - Maximum liability of (\$2.00 per pound) / \$4.41 per kg; unless declared valuation states otherwise. | 1 | | SKID | 100 | | 3 | | Reference no. 6000330228 | | | | | 3 boxes to be returned | | | | | 24-HOUR TELEPHONE NUMBER: | | | | | Customs Broker | | | | | Special Instructions 25" x 25" x 58" 22" x 32" x 17" | | | Total | | | 100 | | <p>Declared Valuation - Maximum liability of (\$2.00 per pound) / \$4.41 per kg; unless declared valuation states otherwise.</p> | | <p>WEB Reference Number</p> |
| Pieces | DG | UN Number, Shipping Name, Primary Class, Subsidiary Class(es), Packing Group | Weight lb. <input checked="" type="checkbox"/> kg. <input type="checkbox"/> | Declared Valuation - Maximum liability of (\$2.00 per pound) / \$4.41 per kg; unless declared valuation states otherwise. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | SKID | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | Reference no. 6000330228 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 3 boxes to be returned | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 24-HOUR TELEPHONE NUMBER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Customs Broker | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Special Instructions 25" x 25" x 58" 22" x 32" x 17" | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | <p>C.O.D.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | <p>Amount Funds Type (check one only) <input type="checkbox"/> CAN <input type="checkbox"/> US</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | <p>C.O.D. Collection Fee Collect Prepaid <input type="checkbox"/> <input type="checkbox"/></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>NOTICE OF CLAIM a) No carrier is liable for loss, damage or delay to any goods carried under the Bill of Lading unless notice thereof setting out particulars of the origin, destination and date of shipment of the goods and the estimated amount claimed in respect of such loss, damage or delay is given in writing to the originating carrier or the delivering carrier within sixty (60) days after the delivery of the goods, or, in the case of failure to make delivery, within nine (9) months from the date of shipment. b) The final statement of the claim must be filed within nine (9) months from the date of shipment together with a copy of the paid weight bill.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Number of Seal used</p> | | <p>% Cube of Trailer Actual Dimensions</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



Freight Billing Instructions

For the account of 3M Canada

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

| 3M Bill of Lading | | ISSUED AT SHIPPER'S REQUEST | | EMIS A LA DEMANDE DE L'EXPEDITEUR | | Page 1 of 1 | |
|---|-------|---|---|--|--|---|----|
| Ship To/Destination: SYSCO VANCOUVER 1348 KINGSWAY AVE FORT COQUITLAM BC V5C 6G4 CANADA | | Ship From/Provenant De: 3M Milton 2751 Peedle Road MILTON ONTARIO ON L9T 0K1 CANADA | | Bill Of Lading Number: 6107924954 Carrier Name: [REDACTED] Vehicle Number: 889423 SCAC: [REDACTED] Date Shipped/Expedie Le: 18.09.2019 | | Pre Number: Shipment Number: Seal Number(S)/Fermeture: FREIGHT CHARGE TERMS: PREPAID MTx: Less than Truck Load - Ambient | |
| Special Handling/Traitement: Special | | | | Special Instructions/Directives Special | | | |
| | | | | APPOINTMENT IF NOT A COURIER CALL 604-645-1293 FOR DELY APPOINTMENT | | | |
| Pieces | DG/HM | Dangerous Goods Information / Renseignements Sur Les Matieres Dangereuses | | | | Weight/Poids | |
| 63 | | | | | | 42 | KG |
| 54 | | Non-Regulated Merchandise | | | | 156 | KG |
| Strouds | 2 | Loose Pcs | 0 | Total Weight/Poids | | 437 | LB |
| Purchase Order No: | | 044-5224818 | | | | | |
| Delivery No: | | 8037476369 | | | | | |
| Received By- Envoi Recu Par | | Pcs Received- Pcs Recus: | | Receipt Date- Date Du Recu | | | |
| Signatures: Shipper: | | Driver: | | Receiver: | | | |

Freight Billing Instructions For the account of 3M Canada

Example:2

Printed on: October-25-19 Form: 2135eMSO Page: 1 of 2

FROM / PROVENANT DE 3M Canada Company / Compagnie 3M Canada

AT POINT OF ORIGIN / POINT D'EXPEDITION
3M Canada Company
2751 Peddie Road

Milton ON
Canada L9T 0K1

SHIPPER'S NO. / N° D'EXPEDITION

CONSIGNEE / DESTINATAIRE
3M Canada Company
300 Tartan Drive

London ON
Canada N5V 4M9

ATTN: Isaac DeCal

CARRIER AND ROUTING/ TRANSPORTEUR ET ITNERAIRE

ORDER NUMBER / NO DE COMMANDE
M131264

SPECIAL INSTRUCTIONS / DIRECTIVES SPECIALES

SPECIAL HANDLING / TRAITEMENT SPECIAL

BILL OF LADING DESCRIPTION / DESCRIPTION DU CONNAISSEMENT

DATE SHIPPED / EXPEDIE LE
MO DAY YEAR
MOIS JOUR ANNEE

10 23 2019

To Be Prepaid/Port Paye

24-HOUR NUMBER:
1-613-996-6666 (CANUTEC)
NUMERO 24 HEURES

AGENT/VOITURIER

PER / PAR

| Pcs | DG | Dangerous Goods Information/Renseignements Sur les Matieres Dangereuses | Weight/Poids |
|-----|----|---|--------------|
| 1 | X | NOT RESTRICTED AS PER SP# 34 LITHIUM ION BATTERIES - TDGR NFP MSDS Number: NO MSDS | 2.721554 KG |

SHIPMENT RECEIVED BY/ ENVOI REÇU PAR ⇌

RECEIPT DATE/ DATE DU REÇU ⇌

INCLUDES CUSTOMER P.O./CONTIENT LE # DE BON DE COMMANDE DU CLIENT

| SHROUD PIECES/PIÈCES PAR EMBALLAGE | NO. OF SHROUDS/N° D'EMBALLAGES | SEPARATE PIECES/PIÈCES SEPARÉES | TOTAL PIECES/PIÈCES EN TOUT | F.C.C. | BILL OF LADING DESCRIPTION / DESCRIPTION DU CONNAISSEMENT | TOTAL WEIGHT / POIDS TOTAL |
|------------------------------------|--------------------------------|---------------------------------|-----------------------------|--------|---|----------------------------|
| | | 1 | 1 | | *SEE ABOVE FOR COMPLETE DESCRIPTION | 6 LBS |

Per/Par: Arun Muthu, Exec.
Supply Chain Manager
3M Canada, N6A 4T1

Prepaid - Send Freight Bill To:
3M Canada Company
Box 5757
London ON
N6A 4T1

THIS SHIPMENT HAS BEEN PREPARED AND PRESENTED FOR TRANSPORT IN COMPLIANCE WITH THE TRANSPORTATION OF DANGEROUS GOODS ACT.

LA PRÉSENTE EXPÉDITION À ÉTÉ PRÉPARÉE ET PRÉSENTÉE AU TRANSPORT CONFORMÉMENT À LA LOI SUR LE TRANSPORT DES MARCHANDISES DANGEREUSES.

NO. OF PALLETS TAKEN
N° DE PALETTES UTILISÉES ⇌

ORIGINAL NOT NEGOTIABLE/ORIGINAL NON NEGOCIABLE

Freight Billing Instructions

For the account of 3M Canada

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

| SHIPPING ORDER STRAIGHT BILL OF LADING | | | | | | | | | | 3M BILL OF LADING NO. MCNA264460 | | |
|---|---|-------------------------------------|---|--|--------------------------------|-------------------------------|----------------|----------------------------|----------------------|-------------------------------------|-------|-----|
| CHARGES TO BE COLLECT | | CARRIER REF. NUMBER 103727803705 | INSIDE DEL N | DEL APPT. | DELIVERY APPOINTMENT DATE/TIME | DEL SORT | EQUIPMENT | 3M | FROM AT IRVINE CA | 2111 MCGAW AVE 926140908 | | |
| C O N S I G N E E | HENRY SCHEIN ARCONIA 345 TOWNLINE RD NIAGARA ON THE LAKE NIAGARA ON THE LAKE | | | MODE LT | SCAC-CARRIER NAME | CAR OR VEHICLE INITIALS & NO. | PAGE 1 of 2 | DATE SHIPPED 10-16-2019 | | | | |
| | ON LOS 110 DEST. COUNTRY CA | | | SPECIAL INSTRUCTIONS S184950: DIRECT SHPMNTS BILL 3M CANADA 3MAUDIT@ORCA.BI | | | | | | | | |
| PACKAGES | | HM | DESCRIPTION OF MATERIALS, SPECIAL MARKS, AND EXCEPTIONS | | | | | MAIN A/C | SUB A/C | WEIGHT (LBS.) | CLASS | FCC |
| NO. | KIND | | | | | | | | | | | |

Freight Billing Instructions

For the account of 3M Canada

Example 2: B2B Shipment

| | | | |
|--|---|---|--|
| <p align="center">-- Service Level --</p> <p>Standard <input checked="" type="checkbox"/> Express* <input type="checkbox"/></p> <p>Time Sensitive* <input type="checkbox"/> Intermodal* <input type="checkbox"/></p> <p><small>* not available in all service areas</small></p> | |  <p><small>This shipment is subject exclusively to the Uniform Bill of Lading, the liability limitations, and all other applicable provisions of this Carrier's individual and collective tariffs, including NMF 100 series.</small></p> | |
| <p>Shipper Provided Short Form Original Bill of Lading - Non Negotiable</p> <p>Shipper's Name <small>At point of Pick Up</small> Advanced Converting Technologies Inc.</p> <p>Address 201 Stronach Cres.</p> <p>City <small>Prev. State</small> <small>Postal Code-Zip Code</small> London ON N 5 V 3 G 5</p> | | | |
| <p>Consignee <small>At Point of Delivery</small> James Packaging</p> <p>Address 575 Industrial Road</p> <p>City <small>Prev. State</small> <small>Postal Code-Zip Code</small> London ON N 5 V 1 V 2</p> <p>Attention <small>Telephone Number</small></p> | | <p align="center">Freight Charges</p> <p>Collect <input type="checkbox"/> Prepaid <input type="checkbox"/> 3rd Party <input checked="" type="checkbox"/></p> <p><small>see charge to</small></p> <p><small>NOTE: Shipper shall be responsible for charges on all freight collect and 3rd party shipments for which the carrier does not get paid.</small></p> | |
| <p>Charge to for Invoice <small>(if not the same as indicated above for P/U or delivery address)</small> 3M Canada Company</p> <p><small>Address or P.O. Box No.</small></p> <p>City <small>Prev. State</small> <small>Postal Code-Zip Code</small> London ON</p> | | <p>Shipper's Number or B.O.L. Number Purchase Order No. 6663 4805245878</p> | |
| <p>Temperature Control</p> <p>Dry <input type="checkbox"/> Heat* <input type="checkbox"/> Cooler* <input type="checkbox"/> Frozen* <input type="checkbox"/></p> <p><small>* not available in all service areas</small></p> | | <p><small>Received subject to the Classification and lawfully filed Tariffs in effect on the date of issue of this Bill of Lading, from the consignor mentioned herein, the property herein described, in apparent good order, except as noted (contents and condition of contents of package unknown), marked, consigned and destined as indicated herein, which the carrier agrees to carry and to deliver to the consignee at the said destination, if on its own authorized route, or otherwise to cause to be carried by another carrier on route to said destination.</small></p> <p><small>In using this Short Form Bill of Lading, the Shipper, Consignee, and Holder hereof agree that all the terms and conditions of Carrier's regular Long/Short form Bill of Lading, normally used in the service for which this Bill of Lading is issued, are incorporated herein with like force and effect as if they were written at length herein, and all such terms and conditions so incorporated by reference are agreed by the Shipper to be binding and to govern in the relations, whatever they may be, between all who are or may become parties to this Bill of Lading as fully as if this Bill of Lading had been prepared on the Carrier's regular Long/Short form Bill of Lading.</small></p> <p><small>It is acknowledged by all parties having an interest in this shipment that the specifications, conditions and restrictions of the form shown in Schedule II of the Trucking Regulation (C.C. 47-48, January 13, 1993) are hereby accepted, incorporated and applicable to the present contract of carriage as if written herein at length.</small></p> | |
| <p>Pieces <small>HM</small></p> <p>2</p> | <p>Shipping Name, Primary Class, Subsidiary Class(es), UN Number, Packing Group</p> <p>PO# 4805245878 - 1005 - Grey - 59 Boxes - ASN# 283658</p> | <p>Weight</p> <p>lb <input checked="" type="checkbox"/> kg <input type="checkbox"/></p> <p>1000</p> | <p>Declared Valuation - <small>Maximum liability of (\$2.00 per pound) \$4.41 per kg; unless declared valuation states otherwise.</small></p> |



Freight Billing Instructions

For the account of 3M Canada

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.

Freight Billing Instructions For the account of 3M Canada

6. Past Due Invoices

If a payment is past due, first check with Orca Intelligence at 3MAUDIT@ORCA.BI 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.

Freight Billing Instructions For the account of 3M Canada

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

Freight Billing Instructions

For the account of 3M Canada

- 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

Freight Billing Instructions

For the account of 3M Canada

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

| PACKAGES | | HM | DESCRIPTION OF MATERIALS, SPECIAL MARKS, AND EXCEPTIONS | | HAIR A/C | SUB A/C | WEIGHT (LBS.) | CLASS | FCC |
|--|------|---------------------|---|--|--------------------------------|----------------|----------------------------|-------|-----|
| NO. | KIND | | | | | | | | |
| | | | INTERNATIONAL ROUTING INFORMATION: | | | | | | |
| 3M CANADA COMPANY C/O ADVANCED CONVERTING TECH 201 STRONACH CRESCENT LONDON | | ON NSV 305 | DEST. | COUNTRY | CA | | | | |
| CHARGES TO BE COLLECT | | CARRIER REF. NUMBER | INSIDE DEL. N | DEL APPT. | DELIVERY APPOINTMENT DATE/TIME | DEL SORT | EQUIPMENT | | |
| 3M | | | | MODE LT | | PAGE 1 of 2 | DATE SHIPPED 10-15-2019 | | |
| FROM AT | | 4501 HIGHWAY 377 S | | BROWNWOOD TX | | 768015907 | | | |
| SHIPPING ORDER STRAIGHT BILL OF LADING | | | | 3M BILL OF LADING NO. BGND647861 | | | | | |
| | | | | SPECIAL INSTRUCTIONS CES4975: DIRECT SHPMNTS BILL 3M CANADA 3MAUDIT@ORCA.BI | | | | | |

Freight Billing Instructions

For the account of 3M Canada

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

Freight Billing Instructions For the account of 3M Canada

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.

Freight Billing Instructions For the account of 3M Canada

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.