



FREIGHT BILLING GUIDE FOR THE ACCOUNT OF 3M PARENT COMPANY 3MCP01 & 3MCP16

Revised: September 22th, 2022

Version 4

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Introduction

Purpose

The purpose of this document is to provide the necessary steps to guide the carrier on how to submit invoices to Data2Logistics (3M's Third-Party Auditor) for payment.

Please refer to the shipper's BOL to verify which 3M account should be billed and indicate it correctly when submitting invoices to Data2Logistics for processing.

Effective August 5, 2019 3M Parent Company has elected to use a third-party provider, Data2Logistics, to manage its freight billing activity for US prepaid as well as collect invoices.

Non-3M Parent account information can be found in the SUBSIDIARY FREIGHT BILLING GUIDE at:

https://www.3m.com/3M/en_US/suppliers-direct/

→ Navigate to the Suppliers tab

→ Shipping and Transportation

Escalation Path

Data2Logistics Contacts:

Website: <http://www.data2logistics.com>

Phone number:

Fort Myers: 239-936-2800

Salt Lake City: 801-287-8400

Email: D2L.Inquiry@data2logistics.com

Escalation Issues: jennifer.prendergast@data2logistics.com

3M Contacts:

3M Accounts Payable: 3mcarriersupport@mmm.com

3M BOL Desk: 3mboldesk@mmm.com

Prepaid Outbound / Third-party and Collect Inbound Billing

Invoices may be sent via EDI (preferred method), email or mail to account 3MCP01 at Data2Logistics. Invoices for prepaid shipments must reference a valid 3M BOL number. Invoices for collect or third-party shipments must reference a valid 3M PO number.

Please see more detail on valid reference information in the following section. If a valid reference number is not provided on the invoice, it will be rejected.

Submission Process

Invoice via EDI Connection (preferred)

Contact: Jennifer Prendergast
Phone: 1-239-425-8040
Email: jennifer.prendergast@data2logistics.com

Invoice via Email

The guidelines to participate in this improved process are below:

- Email your invoices to ftm-invoicescan@data2logistics.com
 - All other email addresses must be on the “CC” line.
 - Do not include any other email address in the “TO” line of your email.
- Please enter **the client name, 3M Company-3MCP01**, in the subject line of your email.
- The invoice document should contain the client’s name (**3M Company**).
- The invoice must be the first page and all backup should follow within the same document.
- Multiple invoices may be in the same email, but each needs to have a unique name.
- File name cannot contain any special characters, only letters, numbers, and spaces.
- Zipped files cannot be accepted.
- The **Minimum email size is 10 KB** and the **Maximum email size is 5 MB**.
- **Acceptable document formats are: PDF and TIFF.**
- **All scanned documents should be in Black & White at 200 dpi Grayscale copies can come out illegible.**
- All documents must be standard 8.5 x 11 inch dimensions (Paper Stock at 100% view).
- There will **not be** a response to this email as it goes through an automated submission process.
- If your email fails for not containing an attachment or is over the size limit you will receive a rejection warning email that your submission failed.
- **SUMMARY STATEMENTS & AGING REPORTS** should not be emailed in this process, contact the main line telephone number below for further instructions.

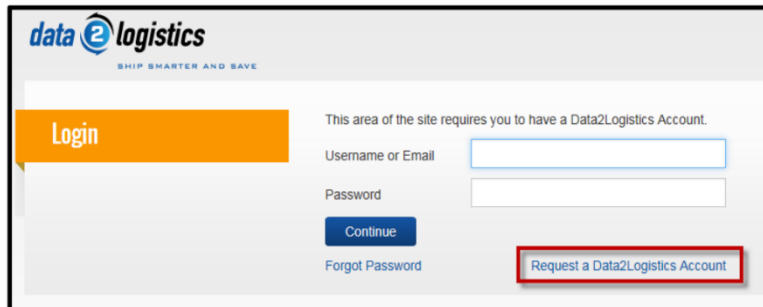
Upload Invoice

For accounts where paper invoices are permitted to be sent to Data2Logistics, Upload Invoice allows users to upload an electronic copy of an invoice to Data2Logistics for processing versus emailing (**Note: do not submit through both Upload Invoice, Emailing, and/out via EDI as this created duplicates**). If you are uncertain on an account's eligibility to submit paper or

electronic invoices, please contact Data2Logistics for further assistance.

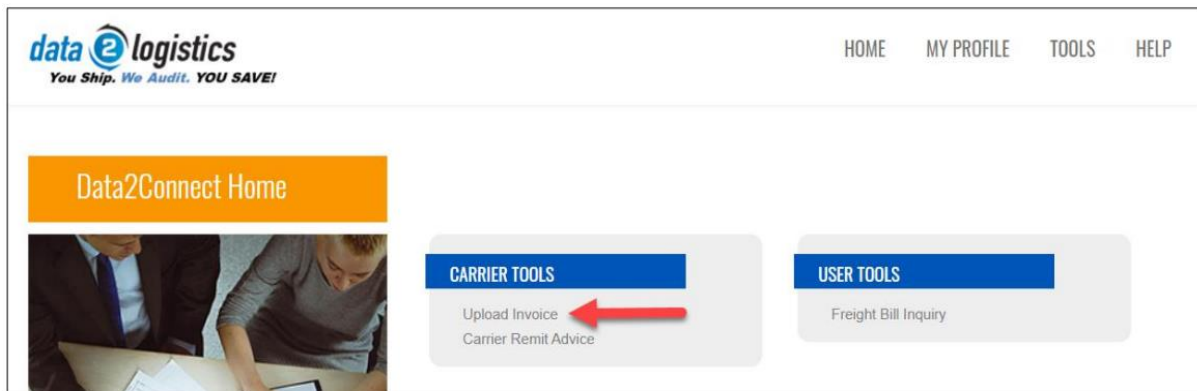
To upload an invoice, log into our website at www.data2logistics.com

A username and password are required to access **Data2ConnectSM**. If you do not have a username and password, click [Client Login](#), and select the 'Request a Data2Logistics Account' to fill out your information and send a request for access

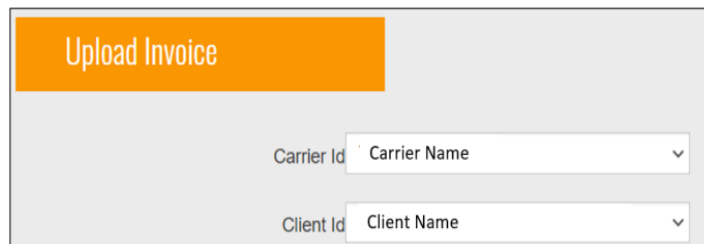


You will receive an email within 48 hours to confirm your email address and then another once your access setup is complete. Use your email and password to log into Data2ConnectSM as mentioned above.

Upon logging in, click the [Upload Invoice](#) option through the **Data2Connect** home page menu.



If you have more than one Data2Logistics' account you work with, the carrier dropdown will show multiple carrier accounts. Any Client with the selected Carrier ID authorized through Data2Logistics, will be displayed in the client dropdown.



- Click the [Select Files](#) button to find the desired file(s) on your system. You can upload up to 5 attachments in a single submission

- Select open after selecting the file
 - File type must be pdf or tiff
 - Files must be under 5 MB in size
 - Zip'd files cannot be uploaded
 - Invoice and backup must be in the same attachment and sent in order
- Select the '[Submit Invoice](#)' button when finished attaching file(s)

A status message will appear to advise the file uploaded successfully. Your submissions for the last 120 days will also display in the grid below.

User	Carrier ID	Client ID	Upload Date	Email Attachment
[Redacted]	TEST 1 - TEST1	ACME SALT LAKE CITY - ACME01	08/23/2021	[Redacted]_Test Bill.pdf
[Redacted]	TEST 1 - TEST1	ACME SALT LAKE CITY - ACME01	08/23/2021	Upload Invoice Example _ [Redacted].tiff

*Note: this queue display is what the user successfully uploaded to Data2Logistics. The automation will submit the attachment(s) for processing. Visibility on Freight Bill Inquiry should be within 3-5 days after compliant submission.

Questions? Use one of the following numbers for assistance:

Fort Myers: 239-936-2800

Salt Lake City: 801-287-8400

Invoice via Mail

Send invoice along with the shipper's BOL to the following address:

3M Company (3MCP01)

C/O Data2Logistics

PO Box 61050

Fort Myers, FL 33906

Invoice Status

Upon becoming a provider for 3M, the carrier should reach out to Data2Logistics and register for the online, self-service tool to review invoice status. Please refer to the document below to learn how to check invoice statuses online:

At this time, Data2Logistics also requests the carrier to use a tool called Invoice-Repair. This allows the carrier to go into a web portal to review invoices with issues and correct the error without requiring invoice resubmission.

Below are the Data2Logistics invoice statuses, with definition, and appropriate contact information should there be questions.

Status	Definition	Contact(s)
In Process – Q/A	This freight bill is being converted, entered and or validated for accuracy. The data on the invoice may change prior to being processed. Once complete the invoice will continue on to an In-Process state or be returned to you for further action	D2L.Inquiry@data2logistics.com
In Process – Audit/Coding	The freight bill is currently being reviewed for accuracy including proper allocation coding and audited for appropriate rates and accessorial charges. Once complete, the invoice will move to either a closed status pending payment or be returned to you for further action	D2L.Inquiry@data2logistics.com
In Process – Client Action Required	been referred electronically to the client. The client is reviewing the freight bill and once the disposition of the invoice has been determined, it will move to an active processing condition based on the action taken and the information provided by the client.	3Mcarriersupport@mmm.com
In Process – Carrier Action Required	The freight bill has been identified by Data2Logistics as requiring carrier action and has been referred electronically to the carrier portal. The carrier is reviewing the freight bill and once the disposition of the invoice has been determined, it will move to an active processing condition based on the action taken and the information provided by the carrier.	D2L.Inquiry@data2logistics.com
In Process – Invoice Repair	The freight bill has been identified by Data2Logistics as requiring carrier repair. The carrier is reviewing the freight bill and once the disposition of the invoice has been determined, it will move to an active processing condition based on the action taken and the information provided by the carrier.	D2L.Inquiry@data2logistics.com
In Process – Ready to Close	The freight bill has been processed and is scheduled to close however due to Client requirements there are shipments on this same invoice that need resolution before the complete invoice can be closed. Click on the Invoice Number within these results to query all pending shipments and their current status	D2L.Inquiry@data2logistics.com
Closed – Client Issues Payment	The freight bill has been completed processed and approved by Data2Logistics. A file has been sent to our client who will issue payment directly to you. If Data2Logistics receives the check numbers for this payment, it will be posted here 1 business day post receipt of the check number	3Mcarriersupport@mmm.com
Closed – Previously Paid	Our system indicates that this bill has been previously submitted to Data2Logistics and has already been paid. If you have questions concerning this information call the office that the bill was originally submitted to. The number for our processing site can be found by returning to our Payment Inquiry page and click on the Site column for the row that this bill was found in.	D2L.Inquiry@data2logistics.com
Electronic return to Carrier	The freight bill will not be paid as it failed to meet the criteria set forth by our client. If you have questions, contact the SITE that processed your submitted bill. The number of the processing site can be found on the Payment Inquiry page by clicking on the data displayed under the SITE column for the row which this bill is displayed	D2L.Inquiry@data2logistics.com
Returned to Client	The freight bill did not meet the processing criteria established by our client. As a result, the carrier has been notified via a remittance file that this invoice requires resubmission. The remittance file identifies the reason for the invoice not being accepted. Processing of this bill has been terminated until carrier resubmits bill with proper information and data	Please review remittance file.

Short-Pays and Rejections.

Please direct your short-pay or rejection questions to D2L.Inquiry@data2logistics.com so that D2L can consult with the 3M rate auditor. Please also refer to the remittance files being sent by D2L and review your account on invoice repair to help determine how to correct the billing error.

Payment Remittance and Advise

Carriers will receive remittance, in one of the following forms, based on vendor setup:

- Email
- EDI 820 (Integrated EDI with VAN Provider)
- CTX (sent to vendor's bank with payment)

If you did not receive a payment remittance or would like to update how it is received, contact information is provided below based on the 3M payment reference number:

- For 10 digit all numeric payment references please contact 3mcarriersupport@mmm.com
- For 6-character alpha/numeric payment references please contact our payment agent Western Union Business Solutions at 1-800-815-2460

Reference Numbers for Invoice Submission

Prepaid Outbound Shipments.

Invoices must be transmitted with a complete and accurate:

- 3M Standard BOL Or VICS BOL number.
1. Standard BOL numbers are either a 10-digit number beginning with a 6 (see subsection on Return Shipments) or more commonly 2-4-digit alpha-numeric prefix followed by 6 trailing numbers (regular shipments).

An example of a Standard BOL number and where it is located on the paperwork is below:

SHIPPING ORDER STRAIGHT BILL OF LADING subject to the terms on the Original Bill of Lading		CARRIER & ROUTE ABC Inc.	SCAC ABCD	CAR OR VEHICLE INITIALS AND NO. SS- 77	CHARGES TO BE PREPAID
<small>DISCLAIMER: Subject to individually developed rates and contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available in the tariff, on request. The property described below, in shipment good order, except as noted, for terms and conditions of carriage, including but not limited to, weight, measurement, and liability, is hereby accepted by the shipper. The shipper agrees to indemnify the carrier for any loss or damage to the property of the carrier or third parties, including but not limited to, theft, fire, and other causes, and to hold the carrier harmless for any loss or damage to the property of the carrier or third parties, including but not limited to, theft, fire, and other causes, and to hold the carrier harmless for any loss or damage to the property of the carrier or third parties, including but not limited to, theft, fire, and other causes.</small>		DEST/ FACILITY CODE 3M Chemical Div.		SHIPPER'S NO. PAGE 1 OF 3	6H 419215
CONSIGNEE TO: Customer Name Customer Address City, State ZIP 54701 COUNTRY CODE		1400 State Docks Road Decatur AL 35601-8807		ALL LETTERS AND NUMBERS IN ABOVE AREA MUST SHOW ON FREIGHT BILL	
INVOICE NO.	CUSTOMER PURCHASE ORDER NUMBER	MODE	CONT.	MAIN A/C	SUB A/C
				PROJECT	DATE (MM/DD/YY)

2. VICS BOL numbers are 17 numeric digits long and always start with the numbers 0212. VICS BOL numbers are primarily used for shipments going to a retail customer.

An example of a VICS BOL number and where it is located on the paperwork is below:

Date: 10-26-2018		Shipper Provided Short Form		BILL OF LADING		SHIPPING ORDER		Page: 1 of 1	
SHIP FROM		SHIP TO		THIRD PARTY CHARGES BILL TO		Bill of Lading Number:		0212000006631212	
Name: COPAC SHARONVILLE		Name: Customer Name		Name:		CARRIER NAME: ABC Inc.		Trailer number:	
Address: 12110 CHAMPION WAY		Address: Customer Address		Address:		Trailer number: 159500191		Seal number(s):	
City/State/Zip: SHARONVILLE		City/State/Zip: 705700578		City/State/Zip:		SCAC: ABCD		Pre number: 159500191	
City/State/Zip: SHARONVILLE		City/State/Zip: 705700578		City/State/Zip:		Freight Charge Terms: (freight charges are prepaid unless marked otherwise)		Prepaid <input checked="" type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>	
City/State/Zip: SHARONVILLE		City/State/Zip: 705700578		City/State/Zip:		Master Bill of Lading: with attached underlying Bills of Lading		<input type="checkbox"/> (check box)	

ALL INVALID BOL FORMATS WILL BE AUTOMATICALLY REJECTED BACK TO THE CARRIER. PLEASE BE SURE TO CONFIRM THE BOL NUMBER IS ACCURATE AND MATCHES THE FORMAT ABOVE.

Return Shipments.

Return goods shipments will either have a 10-digit BOL reference beginning with either a 1 or 6.

1. Example: 6107232369

Please note in the case of 61 shipments, the origin will **NOT** be a 3M shipping site, but the shipment will still be on a 3M prepaid BOL and freight should be charged to 3M.

STRAIGHT BILL OF LADING - SHORT FORM ORIGINAL - NON NEGOTIABLE							3M BILL OF LADING NO. 6107232369	
CHARGES TO BE PREPAID	CARRIER REF. NUMBER	INSIDE DEL.	DEL. APPT.	DELIVERY APPOINTMENT DATE/TIME	DEL. SORT	EQUIPMENT LTL	FROM 3M	AT AT FOUNTAIN VALLEY PAINT 11271 SLATER AVE FTN VALLEY, CA 92708-5421
C O N S I G N E E	DeKalb (DK) 3060 Corporate Drive DEKALB, IL 60115-9299	MODE LTL		SCAC-CARRIER NAME ABC Freight Company	CAR. OR VEHICLE INITIALS & NO. ABCD		PAGE 1 of 1	DATE SHIPPED 07.29.2019
	DEST. COUNTRY US	SPECIAL INSTRUCTIONS						

2. Example: 1002850292

STRAIGHT BILL OF LADING - SHORT FORM ORIGINAL - NOT NEGOTIABLE							3M BILL OF LADING NO. 1002850292		
CHARGES TO BE	CARRIER REF. NUMBER 402559	INSIDE DEL.	DEL. APPT.	DELIVERY APPOINTMENT DATE/TIME	DEL. SORT	EQUIPMENT	FROM 3M	AT 3050 COSGROVE DR DEKALB IL 60115-9299	
C O N S I G N E E	3M KNOXVILLE 3406 E PLEASANT ST KNOXVILLE TN 37138-8568 USA	MODE TIR-FTL		SCAC-CARRIER NAME ABC Freight Company	CAR. OR VEHICLE INITIALS & NO. ABCD		PAGE 1 of 1	DATE SHIPPED 09.10.2019	
	DEST. COUNTRY	SPECIAL INSTRUCTIONS							
PACKAGES		NR	DESCRIPTION OF MATERIALS, SPECIAL MARKS, AND EXCEPTIONS				MAIN A/C	SUB A/C	WEIGHT (LBS.)
NO.	KIND								

Collect & Third-Party Inbound Shipments.

Collect and Third-Party Shipments are described below:

1. Collect Freight. Collect Freight indicates that the consignee or shipment receiver is responsible for the shipping charges.

An example of a Collect Freight shipment is below:

STRAIGHT BILL OF LADING

SHIPPER PLEASE NOTE FREIGHT CHARGES ARE PREPAID UNLESS **1** COLLECT

ORIGINAL - NOT NEGOTIABLE
Page 1 of 1

SHIPPER (FROM)		Dest SIC:	
STREET		STREET	
CITY/STATE/PROVINCE/ZIP/POSTAL CODE (TEL/PHONE)		CITY/STATE/PROVINCE/ZIP/POSTAL CODE (TEL/PHONE)	
2 CONSIGNEE (TO) 3M COMPANY		STREET	
STREET		STREET	
CITY/STATE/PROVINCE/ZIP/POSTAL CODE (TEL/PHONE)		CITY/STATE/PROVINCE/ZIP/POSTAL CODE (TEL/PHONE)	
3 BILL TO 3M COMPANY (3MCP01) DATA2LOGISTICS		CUSTOMS BROKER	
STREET		STREET	
CITY/STATE/PROVINCE/ZIP/POSTAL CODE (TEL/PHONE)		CITY/STATE/PROVINCE/ZIP/POSTAL CODE (TEL/PHONE)	
ACCOUNT CODE		<input checked="" type="checkbox"/> Guaranteed (G) <input type="checkbox"/> Guaranteed by Noon (G12)	

Requirements:

1. **Freight Terms:**
Collect
2. **Consignee**
3M Location.
3. **Bill to:**
3M Company (3MCP01)
C/O Data2Logistics
PO Box 61050
Fort Myers, FL 33906

2. Third Party. Third Party Freight indicates that someone other than the sender or the consignee is responsible for the shipping charges.

An example of a Third-Party Freight shipment is below:

Date: 9/26/2019 **Bill of Lading** Page 1 of 1

SHIP FROM		SHIP TO	
Name: Address: City/State/Zip: CIC#		Name: Address: City/State/Zip: CIC#	
1 THIRD PARTY FREIGHT CHARGES BILL TO		Name: Address: City/State/Zip:	
Name: 3M COMPANY Address: C/O DATA2LOGISTICS PO box 61050 FORT MYERS, FL, 33916		Carrier Name: Trailer Number: Seal Number(s): SCAC: PRO NUMBER:	
SPECIAL INSTRUCTIONS:		2 Freight Charge Terms: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect <input checked="" type="checkbox"/> Third Party	

Requirements:

1. **Bill to:**
3M Company (3MCP01)
C/O Data2Logistics
PO Box 61050
Fort Myers, FL 33906
2. **Freight Terms:**
Third Party

Reference Numbers for Invoice Submission

COLLECT & THIRD-PARTY INBOUND SHIPMENTS

Invoices must be transmitted with a complete and accurate:

1. 3M Purchase Order number.
 2. Department Number. *
- * When a Purchase order was not set up for the service.

3M Purchase Order number.

The characteristics of a 3M Purchase order are.

Full length is 10 characters:

1. Starts with USMMM (followed by 5 alpha numeric characters)
2. Starts between 3500000000-3599999999
3. Starts between 4500000000-4599999999
4. Starts between 4800000000-4899999999
5. Starts between 7100000000-7199999999
6. Starts between 7400000000-7499999999

3M Purchase order can be listed as.

1. Full length Purchase order number.
2. Partial Purchase order number.

An example of full length and starts between 3500000000-3599999999 is below:

The image shows a freight bill form with several sections. Red circles highlight two specific areas: 'BILL THIRD PARTY' in the 'Freight Term' field and 'PO# 3500961680' in the 'CUSTOMER ORDER INFORMATION' table. The form includes fields for 'SHIP FROM', 'SHIP TO', and 'THIRD PARTY FREIGHT CHARGES BILL TO', each with sub-fields for Name, Address, City/State/Zip, and Phone. It also has a 'CUSTOMER ORDER INFORMATION' table with columns for # PKGS, Weight, PALLET SLIP, and ADDITIONAL SHIPPER INFO. A 'SPECIAL INSTRUCTIONS' field is at the bottom.

Requirements:

1. Freight Terms:
Third Party or Collect
2. Purchase order number:
3M reference number.

An example of a partial Purchase Order Number is below:

Purchase order number with Partial Purchase Order number listed are going to require the USMMM prefix to be added.

Sold To 3M COMPANY				Ship To 3M			
Date Shipped	Freight Terms Collect	FOB	Carrier	Trailer No	Total Shipped 3	Line Count 1	
Job Item	Part Number	Description	PO Number	Reloc	Cases @ Count	Cases @ Count	Shipped
			USMMM	DGB5W			

Requirements:

- 1. Freight Terms:**
Collect. or Third Party.
- 2. Purchase order number:**
3M reference number.

Correct Purchase order number USMMMDGB5W

Department Number.

The department number is a 6-digit number, confirmed by the 3M business contact or service requester to assign the freight charges whenever a Purchase order was not set up for the service.

Accessorial Charges

Carriers submitting invoices via EDI should include accessorial charges. Here are some examples:

- Detention (See additional instruction)
- Discount
- Lumper Charge
- Lift gate
- Storage
- Tax

Driver and Trailer Detention:

Need to be submitted to Data2Logistics with regular shipment charges.

- Backup documentation is required for driver detention. This documentation can either be sent via paper or email with the invoice, or it can be sent via EDI. If it is sent via EDI, images of the documentation must be submitted with the EDI transmission.
The electronic logging device information is required as backup documentation for all invoices submitted.
- Backup documentation is required for trailer detention. A paper invoice must be submitted with the date and time of the detention noted on the paperwork.
- Reference information must also be provided for payment. A 3M BOL number is required for payment of a prepaid shipment and a 3M PO is required for payment of a collect shipment.

TONU/Cancelled Shipment Charges:

Need to be submitted to Data2Logistics.

- Truckload/Intermodal – must provide Load Control # and email approval from 3M with invoice.
- All other modes of transportation – must provide email approval from 3M with invoice.

Special Service Charges-Site Specific (shuttling, repositioning, etc.)

- Need to be submitted to the 3M Location where charges occurred and managed through a Limit PO process via Ariba or Corcentric.

Additional Notes:

- 3M will only pay pre-approved deadhead charges. This charge must be approved at time of shipment tendering. A confirmation email from 3M Transportation approving the charges must be sent as backup documentation with the invoice.
- Out of route charges should be included with the regular freight charges. A confirmation email from 3M Transportation approving the charges must be sent as backup documentation with the invoice.

Important Notes

A VALID REFERENCE NUMBER IS REQUIRED FOR PAYMENT. PLEASE REACH OUT TO THE SHIPPER DIRECTLY TO OBTAIN THE 3M PO IF IT IS MISSING OR NOT LEGIBLE ON THE BILLING DOCUMENTATION. IF YOU RECEIVE A REJECTION THAT YOUR BOL REFERENCE IS INVALID BUT IN FACT DOES MATCH THE PAPERWORK PROVIDED BY 3M, PLEASE CONTACT THE 3M BOL DESK, 3mboldesk@mmm.com FOR ASSISTANCE.