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

Revised: October 8th, 2021

Version 3
3M Billing Guide Index

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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](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.

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
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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
<th>Contact(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Process – Q/A</td>
<td>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.</td>
<td><a href="mailto:D2L.Inquiry@data2logistics.com">D2L.Inquiry@data2logistics.com</a></td>
</tr>
<tr>
<td>In Process – Audit/Coding</td>
<td>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.</td>
<td><a href="mailto:D2L.Inquiry@data2logistics.com">D2L.Inquiry@data2logistics.com</a></td>
</tr>
<tr>
<td>In Process – Client Action Required</td>
<td>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.</td>
<td><a href="mailto:3Mcarriersupport@mmm.com">3Mcarriersupport@mmm.com</a></td>
</tr>
<tr>
<td>In Process – Carrier Action Required</td>
<td>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.</td>
<td><a href="mailto:D2L.Inquiry@data2logistics.com">D2L.Inquiry@data2logistics.com</a></td>
</tr>
<tr>
<td>In Process – Invoice Repair</td>
<td>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.</td>
<td><a href="mailto:D2L.Inquiry@data2logistics.com">D2L.Inquiry@data2logistics.com</a></td>
</tr>
<tr>
<td>In Process – Ready to Close</td>
<td>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.</td>
<td><a href="mailto:D2L.Inquiry@data2logistics.com">D2L.Inquiry@data2logistics.com</a></td>
</tr>
<tr>
<td>Closed – Client Issues Payment</td>
<td>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.</td>
<td><a href="mailto:3Mcarriersupport@mmm.com">3Mcarriersupport@mmm.com</a></td>
</tr>
<tr>
<td>Closed – Previously Paid</td>
<td>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.</td>
<td><a href="mailto:D2L.Inquiry@data2logistics.com">D2L.Inquiry@data2logistics.com</a></td>
</tr>
<tr>
<td>Electronic return to Carrier</td>
<td>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.</td>
<td><a href="mailto:D2L.Inquiry@data2logistics.com">D2L.Inquiry@data2logistics.com</a></td>
</tr>
<tr>
<td>Returned to Client</td>
<td>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.</td>
<td>Please review remittance file.</td>
</tr>
</tbody>
</table>
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:

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:

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.

2. Example: 1002850292
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:

   ![Collect Freight Example]

   Requirements:
   1. Freight Terms: Collect

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:

   ![Third Party Freight Example]

   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:

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.

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.

Requirements:

1. **Freight Terms:**
   Collect or Third Party.

2. **Purchase order number:**
   3M reference number.
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.