



**3M CANADA**  
**TRANSPORTATION FREIGHT SETTLEMENT VENDOR**  
**GUIDE**

# Vendor Shipping Instructions For the account of 3M Canada

## Scope:

This document is intended to communicate 3M Canada's requirements around Transportation Freight Payment to the Carriers. The information described in this guide would facilitate an effective and automatize payment process.

These instructions apply to 3M Canada Vendors only.



- ✓ Please use the same **Bill of lading number** in the **ASN\***, which is transmitted to 3M Canada and on the Bill of lading document handed to the designated Carrier/Driver. Duplicate numbers and documents may cause delay in the Freight Payment Process. **\*ASN: Advance shipment notice**
  
- ✓ Vendor - Please hand in to the driver the following Shipping documents:
  - Copy of the **Bill of lading**,
  - Packing Slip
  - Commercial Invoice

These documents should contain 3M Canada's references such as:

- 3M Purchase order number
- 3M Inbound Delivery number/3M Outbound delivery number
- 3M Material Number

Above information will support to identify and confirm that the shipment is for 3M.

# Vendor Shipping Instructions

## For the account of 3M Canada

- ✓ Please use the correct Carrier information on the ASN as well in the paper copy of the **Bill of lading**, inconsistency and incorrect data cause delays in Freight Settlement payment.
- ✓ If a Carrier's **Bill of Lading document** is used, ensure the number used is the same as the Bill of lading number used on the ASN transmission. The **Bill of lading number** field must be completed – a blank space - will cause failure in our system process.
- ✓ Do not use special characters "\*" on the **Bill of lading field** on the Bill of lading document
- ✓ Do not use the Account Number on the **Bill of Lading field** on the bill of lading document
- ✓ If the **Bill of lading number** is not available, please use the number as per the mode of transport below:
  - Small Parcel - Tracking number
  - LTL - Carrier Pro number/Invoice number (Use only first 10 digits)
  - Full Truckload – Trailer number
  - Ocean – Container number
  - Air – Airway bill number
- ✓ If you are unable to send an ASN or an ASN failed or if the 3M representative (Buyer) creates IBD's for you, please kindly provide via email to the Buyer, whose contact information is on the purchase order, the following documents:
  - Purchase Order Number
  - Quantity of product
  - Confirmation code
  - Trailer Number
  - Bill of lading number
  - Designated Carrier Name

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- ✓ **Direct Shipments:** For Direct shipments from Vendor Locations to 3M Canada's Customer location please provide copies of the documents listed below to the designated carrier driver. If these documents are not available, please contact your **3M Canada Representative for assistance.**
  - 3M Bill of lading,
  - 3M Master bill of lading
  - 3M Packing Slip

\*\*\*\*\* End of document \*\*\*\*\*