

[Date]

Dear Supplier,

3M continues to transform our company, focusing on improving speed and agility to enable both of our companies to enhance growth. As part of this transformation, we have begun implementing an Enterprise Resource Planning (ERP) system in the U.S. which will enable us to streamline our interactions with you.

The ERP will expand the use of eCommerce solutions that enable the electronic exchange of purchasing data including purchase orders and acknowledgements, advanced shipping notices and invoices. We expect our suppliers to engage in this increased electronic communication.

We are implementing our ERP in the U.S. by location. Please note that in the U.S., you may continue to interact with 3M using both current and new ERP processes and tools.

The ERP deployment for the locations listed below will take place in the Third Quarter of 2020.

3M Columbia – 5400 Paris Rd Columbia, MO 65202

Purchase Order Numbering

- **USMMM format:** continue to act on these orders per your current process and eCommerce tool through invoicing and payment.
- **All Numeric format:** purchase order numbers for the new ERP will be all numeric. 3M eCommerce will be contacting you regarding eCommerce options.
- If you are currently receiving orders in both formats and transacting via eCommerce, no further action is required unless you are contacted directly.
- Review all new 3M POs carefully and process them according to their numbering format.

Invoices

- Please ensure timely submittal of all invoices via current remit method.
- The submission method for invoices may differ between USMMM and All Numeric purchase orders depending on the eCommerce method used.

eCommerce

- The 3M eCommerce team will be contacting you to discuss your eCommerce tool options. Please respond promptly to ensure timely access to new ERP purchase orders.

Please refer to 3M.com/SupplierDirect to review the Supplier Toolkit and additional information regarding deployed locations in the U.S.

We will communicate additional information as we progress toward the deployment in the Third Quarter of 2020. Please contact your 3M Sourcing Representative should you have any questions. Thank you for your support.

Sincerely,



Debora Fronczak
Vice President, Strategic Sourcing & Packaging Solutions
3M Corporate Headquarters – St. Paul, MN