



May 27, 2020

Dear Supplier,

3M continues to transform our company, focusing on improving speed and agility to enable both of our companies to enhance growth. As we communicated previously in our Enterprise Resource Planning (ERP) announcement, this notification is part of our effort to ensure you are ready to transact with us in new ways as we continue to deploy our new ERP.

Our next ERP deployment in the U.S. will take place on August 3, 2020 at 3M Columbia, located at 5400 Paris Rd Columbia, MO 65202

Review the information below with those who support 3M in your organization and be prepared to adjust your business process to follow new requirements outlined in the Supplier Toolkit (found at [3M.com/suppliertoolkit](http://3M.com/suppliertoolkit)) and the information below, on or after the deployment date above.

#### Purchase Orders

Your company may continue to transact with 3M through various types of purchase orders.

- **USMMM format:** continue to process these orders per your current process and eCommerce tools unless specifically instructed otherwise.
- **All Numeric format:** new 3M purchase orders may be created beginning on the *Purchase Orders Begin* date in the table below. If you are using an eCommerce tool which requires you to login via your web browser, please ensure you look for new POs in the All Numeric format. Review all new 3M POs carefully.
- **Open PO Cross-reference:** Some POs which are open at the time of deployment will be converted to new PO numbers. If this should be the case for your company, you will receive a cross-reference list showing the new PO number and its corresponding old PO number. In the event of converted POs, ship against the new PO number only.

#### Shipments

- Shipments to this location between the dates listed in the Shipment Blackout column in the table below will not be received. Do not ship products for arrival at this location during this time period.
- When shipping resumes, it is important that you are careful to ship against the proper PO number per note above.
- Additional instructions may be provided by your 3M contact.

Shipment Blackout	Shipment Receiving and Purchase Orders Begin
July 27 – August 2	August 3

#### Invoices

- Please ensure timely submittal of all invoices via eCommerce or to the proper address shown on the 3M purchase order.
- The eCommerce tools and postal addresses for invoices differ between USMMM and All Numeric purchase orders.

Please refer to [3M.com/SupplierDirect](http://3M.com/SupplierDirect) to review the Supplier Toolkit and additional information regarding deployed locations in the U.S. 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