

# Being a 3M Supplier

United States

# Welcome to 3M's Supplier Community!

We are pleased that you have chosen to become a supplier to 3M. You are part of a community valued by 3M and we look forward to collaborating with you to enable both our companies to grow as we serve our customers.

Within this document, you will find vital information that will help you to become a successful supplier to 3M. *If you supply 3M sites in both Canada and the US, you may find that you will be working with sites in the US which are operating on different procurement systems. This will continue for a time until all US sites are deployed on the global 3M ERP.*

Please review the content of this document carefully and contact us with your questions.



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# Initial Transactions

- Initial Purchase Orders (POs) received from 3M will be sent via fax or email depending on the information provided to 3M
- Until your company is set up on an electronic commerce (eCommerce) tool, you can expect to transact via manual methods, including submitting invoices via postal mail
- Invoices *must* reference the 3M PO number and be sent to the correct address, see ‘Send Invoice To’ section on the PO. An example PO is shown on the following page.
- Once the invoice is received and approved, 3M will issue payment based on standard payment terms from the date on the invoice.
- Global 3M Terms and Conditions are available on our Supplier Website; select your country to begin
  - [www.3M.com/supplierdirect/terms and conditions](http://www.3M.com/supplierdirect/terms%20and%20conditions)
- Your account will be set up to remit payment via Electronic Funds Transfer (EFT)

Avoid errors and delays, request eCommerce set up now! Contact [STPeCommerceAmericas@mmm.com](mailto:STPeCommerceAmericas@mmm.com)

## PO Example



### Purchase Order

No.: [Redacted]

The above number must appear on all related correspondence, shipping papers and invoices.

Purchase Order Number

3M Company  
3M Center, 220-9E-02  
St. Paul, MN 55144

Ordering Company Address

TO: [Redacted] Supplier Address

Ship To: [Redacted] Delivery Address

201-3E-03 (E332)  
201 3M CENTER  
MAPLEWOOD MN 55144  
USA

Date: [Redacted]  
Payment Terms: [Redacted]  
Freight Terms: [Redacted]  
Ship Via: [Redacted]

Bill To:  
3M Company  
3M Center, 220-9E-02  
St. Paul, MN 55144

Buyer: [Redacted] Buyer Contact Details

Send Invoice To:  
3M ACCOUNTS PAYABLE  
PO BOX 33118  
ST PAUL, MN 55133-3118

Invoicing Address  
(note: different from  
billing address)

Purchase Details  
(description, line item, UOM, price  
per unit, due date, item total & taxes)

Line	Item Description	Quantity <small>Point is the decimal separator</small>	Unit Price	Due Date (at Ship to location) <small>(MM.DD.YYYY)</small>	Item Total
1	Vendor SKU: [Redacted] [Redacted] Tax Rate: Direct Pay Permit	1 EA	1,648.00 per 1 EA	12/07/2020	1,648.00
2	Vendor SKU: [Redacted] [Redacted] Tax Rate: Direct Pay Permit	1 EA	672.00 per 1 EA	12/07/2020	672.00
Total PO Amount (Before Tax) Currency					2,320.00 USD

## PO Example

Illustration shows an example of a 3M Purchase Order sent directly from our system via email or fax. The image will look different if received from an eCommerce tool.

# Transitioning to eCommerce

3M uses eCommerce supplier collaboration tools and actively works to increase our electronic trading relationships with suppliers. The use of eCommerce to transact business with 3M is expected.

**These tools will enable suppliers to view and transact electronically:**

- Purchase Orders (PO) – view, download or interface directly into a Supplier’s ERP system
- Purchase Order Acknowledgments (POA) – confirm and/or correct details of purchase orders
- Advanced Shipping Notices (ASN) – confirm details of shipment quantities and dates prior to shipment
- Invoices – send electronic invoices that match POs and actual shipments
- Electronic Funds Transfer – electronic payment of invoices via ACH or wire
- Online catalogs – supplier provided in collaboration with 3M

**The benefits to 3M and our suppliers will be:**

- Real-time communication and visibility of purchasing data
- Reduction in paper, manual data processing and lost paperwork
- Early identification and correction of errors in purchasing data
- Reduction in receiving and invoice match exception errors
- Improvement in data processing accuracy and efficiency
- Enable invoices to be paid on time

Questions? Contact [STPeCommerceAmericas@mmm.com](mailto:STPeCommerceAmericas@mmm.com)

# eCommerce Options and Information

eCommerce Option	Transacts US Legacy (USMMM) PO's?	Transacts Global (10 digit) PO's?	Comment	Link to information
Corcentric	Yes	Yes	Available all PO types	<a href="#">Corcentric Information</a>
Ariba	No	Yes	Limited PO types	<a href="#">Ariba information</a>
SNC	No	Yes	Enabled for specific PO's	Contact STPeCommerceAmericas@mmm.com
eSupplier	Yes	No	Enabled by exception for Legacy only	<a href="#">eSupplier</a>

Contact STPeCommerceAmericas@mmm.com for information on options!

# eCommerce transaction requirements

Oracle/PeopleSoft

Global 3M ERP

## Purchase Order (PO)

POs received via eCommerce, fax or paper

POs will be received by the Supplier via eCommerce

## Purchase Order Acknowledgement (POA)

PO acknowledgement may or may not be supplied to acknowledge the order

Supplier will respond to the PO and all PO changes via eCommerce within 48 hours of receipt to acknowledge the details of the order

## Advanced Shipping Notice (ASN)

ASNs are not consistently supplied

Supplier will send the ASN via eCommerce prior to shipment of products with material numbers. ASN is required for certain types of POs and may be needed to enable invoice submission via eCommerce.

## Invoice

Invoices submitted electronically or via postal mail to 3M

Supplier will submit Invoices on a timely basis via eCommerce

## Payment

Payments received electronically or via check

Payments will be received via ACH or wire, and remittance via eCommerce



# Purchase Orders

Oracle/PeopleSoft

Global 3M ERP

## Purchase Order (PO) Output

POs received from 3M U.S. via eCommerce or Fax

POs will be received via eCommerce tool

## Dates

Due Date on PO may mean the date products are due to arrive, or releases may be requested for multiple delivery dates based on manufacturing need (blanket order)

Due Date on PO will mean the date products are due to arrive at the 'Ship To' on the PO  
Blanket orders are no longer used

## PO Line Numbers

PO line numbers increment by 1 (eg. 1,2,3,4,5...)

PO line numbers increment by 10 (eg. 10, 20, 30, 40)

## 3M Material Numbers

3M materials have an 11-digit reference ID

3M materials will have a 10-digit format stated on the PO  
Initially both the old 11-digit and new 10-digit material numbers will be stated on the PO and should be included in the description on your invoice and shipping documents

# Purchase Orders

Oracle/PeopleSoft

Global 3M ERP

## Freight Terms

Domestic freight terms are shown on the PO, such as:  
Collect, PP&A, etc.

All freight terms will use Incoterms language, such as:  
EXW, DAP, etc.

## Purchase Order Acknowledgement (POA)

Some POAs are sent via eCommerce or provided via  
phone call or email

Supplier will send a POA via eCommerce for each PO and  
for each PO change  
The POA confirms receipt of the PO and agreement to  
the price, quantity, and due date listed on the PO  
Any change to the PO, such as partial receipt or partial  
invoice requires a new POA

## Buyer Contact

The 3M Buyer name and phone number is stated on the  
PO

The 3M Buyer name and contact information is stated on  
the PO

The 3M Buyer will be your first point of contact for any  
questions or issues related to the order or invoice for the  
PO

## Order Review

View POs using the “Oracle/PeopleSoft eSupplier  
Connect System”

View PO information via eCommerce  
(eSupplier Connect System is not available for SAP POs)

# Accounts Payable

Oracle/PeopleSoft

Global 3M ERP

## Accounts Payable Contacts

3M Sourcing Response Center Phone: (612)-326-3839  
Or via “Oracle/PeopleSoft eSupplier/eSettlements”

The 3M Buyer will be your first point of contact for any questions or issues related to the order  
For general accounts payable inquiries or invoice/payment status: [3MAPGSCUS@mmm.com](mailto:3MAPGSCUS@mmm.com)

## Invoices and Credit Memo ‘Bill To’

Invoices must reflect the ‘Bill To’ shown on the PO

Invoices must reflect the ‘Bill To’ shown on the PO

## Invoice Submission

Most invoices are sent electronically; paper invoices *by exception only* are sent to:

US – 3M Company  
3M Accounts Payable  
PO BOX 33121  
St Paul, MN 55133-3121

Most invoices are sent electronically; paper invoices *by exception only* are sent to the Send Invoice To: address listed on the PO

## Payments

Payments received via Electronic Funds Transfer (ACH or wire) or paper check

You may be able to see the payment status and payment date via “Oracle/PeopleSoft eSupplier/eSettlements”

Payments will be received via Electronic Funds Transfer (ACH or wire)

You will be unable to view payment date electronically. Payment date is calculated based upon the Invoice date and PO payment terms

# Accounts Payable

## Invoice and credit memo requirements

- All invoices/credit memos **must** include the Purchase Order (PO) number
  - Invoices/credit memos without the PO number will be rejected to the supplier
  - **Do not** include any spaces or special characters such as :#) – in the PO or invoice number
  - **Do not** send a paper copy of the invoice in addition to the electronic invoice
- Currency, Quantity, Unit of Measure and price must match the PO
- Only **one** PO per invoice/credit memo
- If the PO contains more than one line, you may submit one or more lines on each invoice/credit memo to match the PO
- Freight charges may not be billed as a line unless the PO has a line for freight charges
- All price discounts should be reflected in the Unit Price, and any changes should be submitted via electronic Purchase Order Acknowledgement (POA) to ensure the change is reflected on the PO prior to shipment and invoicing
- All invoices/credit memos must be submitted via eCommerce
- **No** handwritten information is allowed on invoices

# Key tax information

- 3M Company has Direct Pay Permits in the following list of states. Subject to specific exclusions set out by each state, we ask that you do not charge sales tax in these states:
  - *Alabama, Arkansas, Iowa, Minnesota, Nebraska, North Carolina, South Dakota, Texas, West Virginia, Wisconsin: 3M Company's direct pay permits can be found at [https://www.3m.com/3M/en\\_US/suppliers-direct/suppliers/source-to-pay/3m-sales-tax-information/](https://www.3m.com/3M/en_US/suppliers-direct/suppliers/source-to-pay/3m-sales-tax-information/)*
- 3M Company is also subject to many manufacturing and other sales tax exemptions in the states in which we operate
- Any changes which need to be made to the invoice must first be reflected in a Purchase Order Acknowledgement (POA) to ensure the PO is updated before a new invoice is submitted
- If sales tax is charged incorrectly, a request for a corrected invoice will be sent to your organization
  - *If the corrected invoice request is for another exemption type, the appropriate tax exemption certificate will be provided.*

# Freight transaction requirements

## Freight Transaction Requirements

Domestic U.S. 3M LTL Collect and Third-Party Shipments must follow the below instructions. Please follow guidelines for A, B or C depending on size and weight of shipment.

A) Non-Palletized freight weighing less than 200 lbs please ship via UPS collect ground service using account number (V6A466).

B) For shipments between 200 lbs and 20,000 lbs or greater than 24 pallets, please use the 3M website at [trr.3m.com](http://trr.3m.com). At this website enter the requested origin, destination and shipment information and a routing will be provided.

C) Shipments greater than 20,000 lbs or 24 pallets please call the 3M shipment control center at 1-800-328-1355 (651-575-5252 for MN) at least 72 hours prior to ship date.

The 3M purchase order number is required on the shipping documents and when calling for a routing.

# Freight transaction requirements

The following instructions are required on the bill of lading:

Send Freight bill to:  
3M Company (3MCP01)  
c/o Data2Logistics  
P.O. BOX 61050  
Fort Myers, FL 33906  
3M Purchase Order number: \_\_\_\_\_

- Any deviation from the shipping instructions may result in charges back to suppliers for the difference in freight costs.
- Suppliers must use appropriate packaging for the mode of transportation specified.
- If in the event you cannot comply, please contact the 3M transportation department at 800-328-1355 for further instructions.

# Freight transaction requirements

## Billing & Invoice Instructions:

To ensure prompt and correct payment, all invoices, packing lists, bills of lading, freight bills and other correspondence must include the following:

- 1) PO #
  - 2) PO Line Item #
  - 3) PO Line Item Unit
  - 4) 11-Digit part # (if applicable)
  - 5) One PO # per invoice and/or packing list
- Supplier quotes are referenced for scope and price information only, payment terms are determined by 3M company guidelines and/or contracts and assigned to PO accordingly.
  - To avoid payment delays, please make sure your invoice matches exactly how PO reads, line for line. Invoice must match to the penny, please do not round up or down, match to the exact amount shown on PO.
  - If you have any questions, please call the Sourcing helpline before billing at 612-326-3839.

3M Shipping 800-328-1355

3M Helpline 612-326-3839



# Frequently asked questions and answers

Questions	Answers
<b>How will we be able to determine from which system the PO is issued ?</b>	Regardless of eCommerce tool, there are identifying characteristics of the POs which can be used to differentiate between originating systems. For example: Oracle/PeopleSoft POs begin with USMMM, 3M ERP POs are all numeric
<b>What changes need to be made regarding 10-digit vs 11-digit material numbers?</b>	There may be changes to packaging and labeling due to change in 3M material numbers. If applicable, we will provide additional information later regarding these changes.
<b>Who do I contact if I have a question about the PO?</b>	Direct questions regarding purchase orders and invoices to the 3M Buyer whose name and contact information is on each purchase order.
<b>Who do I contact regarding billing questions?</b>	For questions regarding payment status or remittance information, send an email to: <a href="mailto:3MAPGSCUS@mmm.com">3MAPGSCUS@mmm.com</a>
<b>Who do I contact about eCommerce questions?</b>	If you are not actively transacting with 3M on an eCommerce tool, please send an email to <a href="mailto:STPeCommerceAmericas@mmm.com">STPeCommerceAmericas@mmm.com</a>

# Contact Us – PO & Invoice

**For all questions please email:**

**A portal, just for you: Supplier Direct**

**Accounts payable contact for Invoice and credit inquiries**

The Buyer listed on the Purchase Order	<a href="http://www.3M.com/supplierdirect">www.3M.com/supplierdirect</a>	<a href="mailto:3MAPGSCUS@mmm.com">3MAPGSCUS@mmm.com</a>
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Purchase Orders (PO), Purchase Order Acknowledgements (POA), or Advanced Shipment Notices (ASN)

Just one portal for all information related to your business transactions with 3M – at the click of a button. Select the Country you wish to view.

Supplier Direct contains information regarding our business principles, policies in terms of delivery and invoicing (including general terms and conditions for purchase orders and delivery schedules), packaging, shipping and transport.

Invoice questions, payment status, remittance advice

**The Buyer listed on the PO should be the first point of contact for any inquiry including invoices and payments**

\*Do not send invoices to this e-mail address as they will not be processed. See invoicing instructions on previous slides.



**With your partnership,  
a bright future is ahead.**

**Thank you.**

