Shipping Instruction

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Important Notes

Invoice MUST be scanned to sginv@mmm.com for payment process and do contact Buyer (as stated on the PO) for any PO or payment inquiry.

Kindly note that payment is based on payment term against invoice data and upon receipt of soft copy invoices. For large files, please zip and keep to file size of 4 MB for each email. Invoice Hardcopy is NOT required.

Vendors must acknowledge the Quantity, Price and Due date stated in the PO within 48hr upon receipt of 3M PO.
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1. 3M's receiving time is:

   YCH Warehouse – 0800 hours – 1130 hours and 1300 hours – 1630 hours, Monday to Friday. 0800 hours - 1130 hours on Saturday. Closed on Sunday and Public Holiday.

   Woodland Plant - 0800hours - 1130 hours and 1300 hours - 1530hours, Monday to Friday. Closed on Saturday, Sunday and Public Holiday.

   Tuas Plant – 0900 hours – 1130 hours and 1300 hours -1700 hours, Monday to Friday. 0900 hours - 1130 hours on Saturday. Closed on Sunday and Public Holiday.

   All deliveries must go to the Warehouse Department of the 3M location specified in the Purchase order.

2. Vendors to transmit Advance Shipment Notice (ASN) using designated eCommerce Tools or email to Warehouse Department of the 3M location 1 week before delivery.

   Add the following information for the “Notify Party” in the Bill of Lading:

   For FCL shipments
   YCH Global Logistics Pte Ltd
   8 Bulim Ave, #08-01
   Supply Chain City,
   Singapore 648166
   UEN 197301672W
   Email: gp_3m_haulage@ych.com

   For LCL shipments
   CEVA LOGISTICS SOLUTIONS SINGAPORE PTE LTD
   101 Alps Avenue #03-01,
   Airport Logistics Park
   Singapore 498793
   Attn: 3M Import team
   Tel: +65 6427 8238/8203/8209/8255
   Email: DL-SIN-3MOCEANIMPORT@Cevalogistics.com

3. Vendors are to present DELIVERY ORDER/PACKING LIST/ORIGINAL INVOICE upon delivery and indicate all of the following information. Each invoice should correspond to only one Purchase Order
   - 3M Stock number
   - Product/Services description as shown on the Purchase order.
   - 3M PO number
   - Quantities
   - Unit of Measure
   - Unit Price
   - Total Amount
   - Lot number and its respective quantity per Pallet where applicable on the Packing List
   - Country of Origin
   - NCR# (Applicable to Chemicals, if available)

4. All materials delivered to 3M must comply to the following criteria. Non-conformance with these criteria may lead to delivery rejects.
   - All external packaging must be clean.
     There must not be visible dust or particles on the surface. Should there be any unacceptable level of cleanliness received, the delivery person shall perform necessary cleaning
   - All external packaging must be stain-free
   - All external packaging must be dry
   - Need to ensure the cargos are packed as per agreed quantity and size.
   - Need to ensure the pallets are in good condition
   - Need to ensure the materials are safely secured on the pallet (with strap / shrink wrap)

5. Vendors must indicate following information on physical packaging label which is to be on individual packing such as boxes, bags, drums or carbons
   - 3M stock number with <Bar Code>
   - Product description as printed on the purchase orders.
   - Quantity per packing in the same unit of measurement as printed on purchase order.
   - Indicate lot number <Bar Code> and date of manufacturing, date of expiry where applicable.

6. Vendor shall ensure all chemical containers are labeled strictly in accordance with applicable laws and regulations, including but not limited to relevant Singapore Standards such as SS286 Parts 1, 2 and 5, and with the following information:
   - Name and address of chemical manufacturer
   - Chemical name
   - Individual drum to have GHS label on outer packages**.**
   - Appropriate hazard warnings - any words, pictures, and / or symbols that describe the hazard(s) of the chemicals. "Hazard Warning" means a word or statement that conveys the hazard of the chemical and is intended to include the target organ effects - such as "carcinogen", "eye irritant", or "lung sensitization". Phrases such as "caution", "danger", or "harmful if inhaled" are not adequate because these are precautionary statements, not hazard warnings.
   - Updated softcopy of MSDS must be sent to 3M

7. Certificate of Origin (COO) and Certificate of Analysis (COA) must accompany delivery where applicable.
   (A soft copy to be sent to sg-coa@mmm.com)

8. Vendors must label and segregate different lot numbers clearly.

9. For local delivery to 3M warehouse, Vendors are requested to bring own material handling equipment (e.g. hand pallet jack, trolley) to unload delivered materials and adhere to 3M Safety Standard.

   EHS requires all parties who are going into warehouse marked area to put on the high visibility vest on top of safety shoes & goggles.

10. Vendors are responsible for staging the materials at warehouse staging areas and hand over to 3M warehouse for receiving.

11. Vendors are requested to deliver promptly on the due date (not more than 2 days in advance) or to inform the respective Buyers immediately if vendors are unable to deliver the goods on the due date.

13. Vendors are requested to notify 3M of <u>any changes that the vendors have made to the process, products, or services that they provide to 3M. A written approval from 3M is required prior to implementing the changes.</u>

14. Failure to comply with items 1-13 will cause the delivery to be rejected.

15. Delivery of converted goods will be deemed as incomplete until all have been physically received and accepted by 3M. The converter will be liable for any loss and defects unless otherwise accepted by 3M as production loss.