

# ERP Deployment Supplier Reference Guide

For Scott Technologies, Inc.  
a subsidiary of 3M Company

August 2021



# We're making it easier to do business together






We are implementing a new global Enterprise Resource Planning (ERP) system, one that will link business processes, countries, people and information through a single, integrated platform. We value the relationship with our suppliers and strive to keep you informed about the changes you will see. In this document you will find clear, accessible details about upcoming changes.

**Scott Technologies, Inc., a subsidiary of 3M Company (“3M Scott Fire & Safety”)** is moving to the 3M ERP in 2022

This document and additional information regarding the ERP Deployment may be found at [3M.com/Supplier](https://www.3m.com/Supplier) under Scott Technologies ERP Deployment



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Key:  Same Process

 Change Process

# eCommerce: Supplier collaboration



Suppliers to 3M Scott Fire & Safety will become part of the larger 3M supply community and will be contacted about eCommerce enablement and any additional transactional/data changes required

**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? Please contact [ScottSafety3M\\_eTransition@mmm.com](mailto:ScottSafety3M_eTransition@mmm.com)**

# eCommerce purchase-to-pay transactions

## Purchase Order (PO)

- Receive the PO via eCommerce Tool

## Purchase Order Acknowledgement (POA)

- Respond to the PO and all PO changes via eCommerce tool within 2 business days of receipt to acknowledge the details of the order

## Advanced Ship Notice (ASN)

- Send the ASN via eCommerce prior to shipment of products with material numbers
- ASN is required to enable invoice submission via eCommerce

## Invoice

- Submit the invoice via eCommerce tool in a timely fashion

## Payment

- Receive electronic payment (ACH or wire) and check payment status via eCommerce tool



# Purchase Order

No.: [Redacted]

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

Scott Technologies, Inc.  
(a subsidiary of 3M Company)  
4320 Goldmine Road  
Monroe, NC 28110-7355

# PO Example

Ordering Company Address

Purchase Order #

TO:

[Redacted]  
86 DENISON STREET  
114 99  
TURKEY

Ship To:

3M Monroe  
4320 Goldmine Road  
MONROE NC 28110  
USA

Shipping Address

Supplier Address

Date: 05.07.2021  
Payment Terms: Net 30 Days  
Freight Terms: EXW ORIGIN  
Ship Via: Truck/Air Freight

Bill To:

Scott Technologies, Inc.  
(a subsidiary of 3M Company)  
4320 Goldmine Road  
Monroe, NC 28110-7355

Billing Address

Buyer:

Send Invoice To:

Scott Technologies  
Accounts Payable  
PO Box 33986  
St. Paul MN, 55133-3986

Invoicing Address (note: different from billing address)

Buyer Contact Details (Name & E-mail Address)

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
10	7100005327 SL8803/08-11DN5-00 = TACBL,30AWG,4PR,2000' EAN/UPC:00051144020027	20 LB	1,000.00 per 1 LB	30.07.2021	20,000.00
<b>Total PO Amount (Before Tax) Currency</b>					<b>20,000.00 EUR</b>
<b>Important Information</b>					

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

Terms and Conditions:  
Purchase Order/Scheduling Agreement Terms and Conditions please visit <http://3m.com/supplierterms>



# Purchase orders



## Current State

## Future State

### Purchase Order (PO) Output

POs are currently sent via email or fax



POs will be received via eCommerce tool

### Dates

PO currently displays 'Dock Date', meaning of this date may vary



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 for parts or materials

### PO Line Numbers

PO line numbers begin with 10, incrementing by 10 (e.g. 10, 20, 30, etc.)



PO line numbers begin with 1 and increment by 10 (eg. 1, 10, 20, 30, 40). Additional lines added per change order increment by 1 (eg. 11, 12, 31)

### 3M Scott Fire & Safety Material Numbers

Material number format varies by type of material  
Vendor part number may also be included



3M materials will have a 10-digit format stated on the PO, and will not include specification revision levels  
Both the 3M Scott Fire & Safety number 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



## Current State

## Future State

### Freight Terms

Freight terms are not currently shown on the PO



Freight terms will be displayed on the PO. 3M uses INCOTERMS language for both domestic and international shipment. Example: EXW, DAP, etc.

### Purchase Order Acknowledgement (POA)

Confirmation of PO receipt is sent via email with PDF attachment



Supplier will send a POA via eCommerce for each PO and for each PO change within 2 business days of receipt  
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 Buyer's name, phone number and email address are included on the PO



The 3M Buyer name and email address is stated on the PO and will be a different name with ERP deployment  
**The new 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

Reference PDF attachment on email



View PO information via eCommerce tool or on emailed PO





# Advanced shipping notices



## Requirements for Each Shipment of Goods with Material Numbers\*

### Purchase Order Information

- Purchase Order Number
- Material Identification Number(s) – 10 digits only
- Quantity Shipped – number and unit of measure must match purchase order and physical shipment
- Net weight and gross weight
- Due date - delivery date at 'Ship To' location

### Manufacturing Data

- **All data sent on ASN must match PO as well as product and shipper labels**
- Batch Number – 10 or fewer alphanumeric characters only, for batch-managed products only
- Date of Manufacture – must be included with batch-managed products

### Freight Information

- Carrier and Bill-of-Lading number
- Small Parcel – tracking number
- Full Truckload – trailer and seal number
- Less-than-Truckload – pro number
- Ocean – container number
- Air – airway bill

**ASN Detail must match physical shipment detail, labels & PO information including PO delivery date  
– No special characters in any data fields**

**\*'Description only' goods shipments which cross international borders also require an ASN**

# Invoice/Credit Memo Information

## 3M Purchase Order

**No.:** [Redacted]  
The above number must appear on all related correspondence, shipping papers and invoices.

Scott Technologies, Inc.  
(a subsidiary of 3M Company)  
4320 Goldmine Road  
Monroe, NC 28110-7355

**TO:**

[Redacted]  
86 DENISON STREET  
114 99  
TURKEY

**Ship To:**

3M Monroe  
4320 Goldmine Road  
MONROE NC 28110  
USA

Your invoice must display the 3M PO number without spaces or special characters

**Date:** 05.07.2021  
**Payment Terms:** Net 30 Days  
**Freight Terms:** EXW ORIGIN  
**Ship Via:** Truck/Air Freight

**Bill To:**

Scott Technologies, Inc.  
(a subsidiary of 3M Company)  
4320 Goldmine Road  
Monroe, NC 28110-7355

**Buyer:**

[Redacted]

**Send Invoice To:**

Scott Technologies  
Accounts Payable  
PO Box 33986  
St. Paul MN, 55133-3986

Your invoice must be remitted via eCommerce. Suppliers not yet enabled on eCommerce must mail to the "Send Invoice To" address listed on the 3M PO

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
10	7100005327 SL8803/08-11DN5-00 = TACBL,30AWG,4PR,2000' EAN/UPC:00051144020027	20 LB	1,000.00 per 1 LB	30.07.2021	20,000.00
<b>Total PO Amount (Before Tax) Currency</b>					<b>20,000.00 EUR</b>
<b>Important Information</b>					

Your invoice lines must match the 3M PO lines

Your invoice must display the same currency as displayed on the 3M PO

To help you locate the key details required on your invoice or credit memo, they are illustrated on our example purchase order on this page.

- All invoices/credit memos must include the 3M Purchase Order (PO) number
  - Invoices/credit memos without the 3M PO number will be rejected to the Supplier
  - Do not include any spaces or special characters in the 3M PO or invoice number
  - Do not send a paper copy of the invoice in addition to electronic invoice
- Currency, Quantity, Unit of Measure and Price must match the 3M PO
- All discounts should be reflected in the Unit Price, and any changes should be submitted on a Purchase Order Acknowledgement (POA) to ensure the change is reflected on the 3M PO prior to shipment and invoicing
- **Invoices for eCommerce enabled suppliers that are sent in any other manner will be rejected. The PO Box is only used for suppliers that have not yet been enabled on an eCommerce tool.**
- **No handwritten information is allowed on any invoice**
- **Information applies to both invoices and credit memos**

**Terms and Conditions:**  
Purchase Order/Scheduling Agreement Terms and Conditions please visit <http://3m.com/supplierterms>



# Accounts payable



## Current State

## Future State

### Accounts Payable Contacts

All inquiries and questions are sent to [scottap@mmm.com](mailto:scottap@mmm.com)



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: [scottap@mmm.com](mailto:scottap@mmm.com)

### Invoices and Credit Memo 'Bill To'

Invoices reflect various Scott Technologies legal entities



Invoices must reflect the 'Bill To' shown on the PO

### Invoice Submission

Invoices (PDF) sent via email to [scottinvoices@mmm.com](mailto:scottinvoices@mmm.com) or are sent via postal mail.



Invoices will be sent electronically

### Payments

Payments are received by wire and paper checks



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

# Frequently asked questions and answers



Questions	Answers
<b>What determines 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: old POs are 6-digit numbers, new SAP POs have 10-digit numbers.
<b>What changes need to be made regarding 10-digit vs 3M Scott Fire &amp; Safety material numbers?</b>	There may be changes to packaging and labeling due to changes in 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. If necessary, they can work with the former 3M Scott Fire & Safety Buyer regarding any questions on old POs.
<b>Who do I contact regarding billing questions?</b>	For questions regarding payment status or remittance information, send an email to: <a href="mailto:scottap@mmm.com">scottap@mmm.com</a>
<b>Who do I contact about eCommerce questions?</b>	If you are not actively transacting with 3M on an eCommerce tool, 3M eCommerce or 3M third party providers will contact you. If you have not been contacted, send an email to <a href="mailto:ScottSafety3M_eTransition@mmm.com">ScottSafety3M_eTransition@mmm.com</a>

# Frequently asked questions and answers



## Questions

## Answers

### Why do I need to send an electronic POA?

The electronic Purchase Order Acknowledgement (POA) is required to ensure that the ERP has the correct data for efficient processing and planning.

- The POA confirms that the PO **quantity, price and delivery date** are accurate, the date the order is due at the 'Ship To' location will be met and provides an opportunity for any necessary corrections or changes. **The buyer listed on the PO must be provided with an explanation for any material shortage.**
- If the PO quantity, price, or delivery date are inaccurate on the original PO, you must correct those inaccuracies via the POA to 3M. 3M will initiate a change to the PO to reflect the corrected values. You must submit another POA to confirm the PO reflects the intended and accurate fulfillment updates.
- The transaction path is PO, POA, ASN and Invoice. Example: if a POA is not submitted, you will not be able to continue through the flow until it is received.
- The POA must be sent within 2 business days of receipt of the PO.

# Frequently asked questions and answers



## Questions

## Answers

### **Why and when do I need to send an electronic ASN?**

The Advanced Shipping Notice (ASN) alerts 3M of the inbound delivery data and details, enabling efficient planning and processing.

- ASN details, carrier information, Bill-of-Lading, Batch and other important data are automatically transmitted into the ERP for use by various functions within 3M.
- The ASN is required for all shipments of goods with a material number. In addition, the ASN is required for 'description only' goods shipments which cross country borders.
- If PO details (quantity, ship to location, price, delivery date, etc.) on the ASN do not match the information on the PO, the ASN will be rejected in the 3M ERP.
- If changes are needed on the PO, this must occur at the time of the POA and prior to the ASN.
- If the ASN is not received in the ERP, you will be unable to submit an invoice against the PO until the ASN is corrected and re-submitted.
- The ASN must be submitted via the eCommerce tool no later than 24 hours after supplier shipment.

# Frequently asked questions



Questions	Answers
<b>What does the eCommerce requirement mean for me?</b>	Some suppliers will have no change in their current transaction methods and some will need to change their current method. Your eCommerce tool will not be assigned without input from you. 3M eCommerce will recommend the tool that will work for the ways in which you transact with 3M now and in the future, but different options can be explored at your request.
<b>Why haven't I been contacted by 3M eCommerce?</b>	Please check with others in your company who work with 3M or 3M Scott Fire & Safety, and if no communication has been received, send an email to <a href="mailto:ScottSafety3M_eTransition@mmm.com">ScottSafety3M_eTransition@mmm.com</a>
<b>I was contacted by Corcentric/Ariba on behalf of 3M. Should I respond?</b>	Yes! If you have been contacted by a third-party partner, it has been done at the request of 3M eCommerce. If you question whether it is the correct tool for you, send an email to <a href="mailto:ScottSafety3M_eTransition@mmm.com">ScottSafety3M_eTransition@mmm.com</a>
<b>If I have questions not covered here, who do I contact?</b>	Send additional questions to <a href="mailto:us_splr_readiness@mmm.com">us_splr_readiness@mmm.com</a>

With your partnership,  
a bright future is ahead.

Thank you.

