



August 23, 2021

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 November 1, 2021 at 3M Ames as noted below:

- 900 Dayton Ave, Ames, IA 50010-6407

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](#) and the information below, on or after the deployment date.

Purchase Orders

Your company may continue to transact with 3M with various types of purchase orders. Please note the following:

- **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 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.
- **Questions regarding Purchase Orders:** Direct all questions regarding POs to the buyer listed on the PO.

Shipments

- Shipments to this location after the date listed in the *Shipment Receiving Ends* column in the table below **will not be received**. Do not ship products for arrival at this location between the dates listed below.
- **The dates below may vary based on ramp-down/ramp-up schedule; additional instructions may be provided by your 3M contact.**
- When shipping resumes, it is important that you are careful to ship against the proper PO number per note above.

Shipment Receiving Ends	Purchase Orders Begin	Shipment Receiving Begins
October 26, 2021	November 1, 2021	November 1, 2021

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 may differ between USMMM and All Numeric purchase orders, check the Supplier Toolkit for additional information.

Please refer to [3M.com/SupplierDirect](https://www.3m.com/SupplierDirect) and look under US ERP Deployment to review the Supplier Toolkit and additional information regarding deployed locations in the U.S.

Questions?

- Purchase Orders/invoices: to the Buyer listed on the 3M PO
- All others: refer to the Supplier Toolkit for information and additional contacts

Sincerely,

A handwritten signature in black ink that reads "Debora Fronczak". The signature is written in a cursive style with a horizontal line underneath the name.

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