






Singapore ERP Deployment Supplier Reference Guide

25th October 2021

Table of contents

Contents	Page	
eCommerce supplier collaboration	4 ~ 5	
Purchase Orders	6~ 9	
Accounts Payable	10~ 11	
Advanced Shipping Notices	12	
Frequently Asked Questions (FAQs)	13 ~ 17	

Key:



Same Process



Change Process

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.

This document and additional information regarding the Singapore ERP Deployment may be found at 3M.com/Supplier Direct:

https://www.3m.com.sg/3M/en_SG/suppliers-direct/



eCommerce: Supplier collaboration



3M is expanding the use of eCommerce supplier collaboration tools and increasing 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? Please contact : STPe-commerceSG@mmm.com

eCommerce transaction requirements



Current State

Future State

Purchase Order (PO)

- Supplier receives PO via email.



- POs will be received by the Supplier via eCommerce tool: ARIBA/COUPA/SNC.

Purchase Order Acknowledgement (POA)

- Supplier acknowledges the PO due date, price and quantity within 2 days via email/web portal.



- Supplier will send a POA via eCommerce to confirm 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.

Advanced Shipping Notice (ASN)

- Supplier sends ASN within 48 hours for domestic shipment and on the day the goods is shipped out from international locations via email.



- Suppliers must send the ASN prior to the shipment for POs which include 3M material identification numbers.

Invoice

- Invoices submitted to sginv@mmm.com via email
- Some supplier invoices submitted only to the Requester email.



- Supplier invoice is submitted electronically via eCommerce tool.

Payment Status

- Payment status is communicated via email.



- Payment status can be viewed via eCommerce tool.



Purchase orders



Current State

Future State

PO Requested Delivery Dates

- PO due date with many different definitions across Business and supplier eg. ex-plant/port of export/ETA to 3M facilities.



- 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.
- More detail on slide 7 & 8

PO Line Numbers

- PO line is according to numeric order continuous number e.g: 1,2,3.



- 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 Material Numbers

- 3M Material Number is the 11- digit number stated on the PO.



- 3M materials will have a 10–digit format stated on the PO and will no longer include specification revision levels.
- 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.



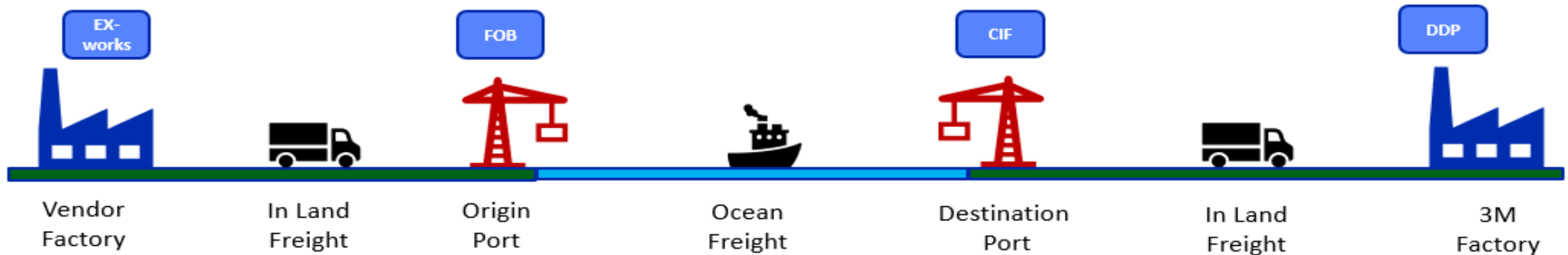
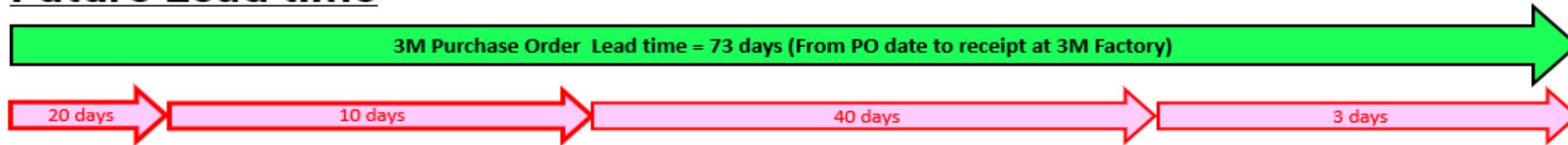
PO Requested Delivery Dates

3M Purchase Order Lead Time vs Vendor Lead time for Overseas supplier

- Existing Lead time



- Future Lead time



PO Requested Delivery Dates

3M Purchase Order Delivery date

3M Purchase Order:
No.: 4801960280
The above number must appear on all related correspondence, shipping papers and invoices.

TO:
 PT GLORY OFFSET PRESS
 JL PINANG BLOK F20 15
 KAWASAN INDUSTRI DEL
 17550 BEKASI
 INDONESIA

Date: 19.08.2017
Payment Terms: Net 30 Days
Freight Terms: DDP PLACE OF DESTINATION
Ship Via: Truck

Buyer:
 Arif Prabowo
 anprabowo@mmm.com
 63-2-9089090

P.T.3M Indonesia
 Perkantoran Hijau Arkadia Tower
 F Lt.8 & 9 Jl.Let.Jend TB
 Simatupang Kav.88, Kebagusan
 Pasar Minggu, Jakarta Selatan,
 12520 DKI Jakarta
 NPWP : 01.000.560.1-052.000

Ship To:
 PT. Ceva Logistics Indonesia
 Komplek Pergudangan
 Widya Sakti Kusuma Blok B 01
 Jl. Raya Bekasi KM 28
 Jl. Wahab Affan, Pondok Ungu
 17132 BEKASI-JAWA BARAT
 INDONESIA

Bill To:
 P.T.3M Indonesia
 Perkantoran Hijau Arkadia Tower
 F Lt. 8 & 9 Jl.Let.Jend TB
 Simatupang Kav.88,Kebagusan
 Pasar Minggu,Jakarta Selatan
 12520 DKI Jakarta

Send Invoice To:
 P.T.3M Indonesia
 Perkantoran Hijau Arkadia Tower
 F Lt.8 & 9 Jl.Let.Jend TB
 Simatupang Kav.88,Kebagusan
 Pasar Minggu,Jakarta Selatan,
 12520 DKI Jakarta
 Email:idiniv@mmm.com

Line	Item description	Quantity <small>Point to the decimal separator</small>	Unit Price	Due Date <small>(DD.MM.YYYY)</small>	Item Total
10	7100040844 ID-AF10 Pengharum Ruangan Seri 1 Test - Item text Change Old Material No: UU001552884 Tax Rate: 10.00% 08992806139218 Item Changed	2,007 EA	5,000 per 1 EA	07.12.2017	10,035,000
Total PO Amount (Before Tax) Currency					10,035,000 IDR

Important Information
 Test - Header Text Change

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

Incoterms	Existing Vendor Lead Time difference vs 3M Delivery date		Remarks
		Lead time	
DDP		None	Same as existing vendor lead time
CIF		3 days	Includes destination custom clearance and destination in-land transportation
FOB		43 days	Includes origin and destination custom clearance, overseas freight and destination in-land transportation
EXW		53 days	Includes origin and destination custom clearance, origin and destination in-land transportation and overseas freight

Note:

- **Due Date on 3M Purchase order** is the expected receipt of goods at 3M Factory

Purchase orders



Current State

Future State

Freight Terms

- Freight Terms and Inco Terms are not mentioned on PO.



- Freight terms and Incoterms on the PO.

PO Term and Condition

- PO Terms and Conditions are stated on the PO.



- PO/ Scheduling Agreement Terms and Conditions, please visit:
https://www.3m.com.sg/3M/en_SG/suppliers-direct/

Buyer Contact

- Supplier may not contact the main person stated in PO directly
- Supplier may contact many different 3M Contacts e.g. Supply Chain Planner , requester etc..



- **3M Buyer stated on the PO, will be your first point of contact** for any questions or issues related to the order or invoice for the PO.

Order Review

- PO is reviewed via email communication.



- PO Status and other detail can be viewed directly from eCommerce Tool.
- eCommerce tool is the consolidation point of all the PO change history.



Accounts payable



Current State

Future State

Accounts Payable Contacts

- Multiple points of contact regarding payment issues such as Requestor/ GSC Buyer/Planner/ GSC AP & Sourcing.



- **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 write to :
SG-APQUERY@MMM.COM

Invoices

- 1 invoice document reference to 1 PO number only during submission to Sginv@mmm.com.



- 1 Invoice document should reference 1 PO number only, during submission in the eCommerce tool or if not enabled on an eCommerce tool to sginv@mmm.com

Payments

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



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



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 # in one Invoice document/credit memo
- If the PO contains more than one line, you may submit one or more lines on each invoice document/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
- Net amount, total amount and tax amount should be stated on the invoice

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
- Dates follow YYYY-MM-DD format

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**

Frequently asked questions and answers



Questions

Answers

What does the eCommerce requirement mean for me?

- Transacting electronically is a requirement for all 3rd Party Suppliers doing business with 3M.
- This includes the Purchase Order, Purchase Order Acknowledgement (POA), Advanced Ship Notice (ASN), Invoice, and Payment.
- The ability and willingness to transact electronically will be a criteria for supplier selection and consolidation.
- Efficient and effective end-to-end processing for 3M and the supplier, reduce processing error rate, make supplier payments on-time.
- 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.

What changes need to be made regarding 10-digit vs 11-digit material numbers?

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.

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 48 hours 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 24 hours before supplier shipment.



Frequently asked questions- Contact Information

Questions	Answers
Who do I contact about eCommerce questions?	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 : STPeCommerceSG@mmm.com
Why haven't I been contacted by 3M eCommerce?	The contact information that 3M has on file may not be current. Please check with others in your company who work with 3M, and if no communication has been received, send an email to: STPeCommerceSG@mmm.com
I was contacted by Ariba/Coupa/Corcentric/on behalf of 3M. Should I respond?	Yes! If you have been contacted by 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 STPeCommerceSG@mmm.com

Frequently asked questions- Contact Information

Questions	Answers
Who do I contact if I have a question about the PO?	Direct questions regarding purchase orders and invoices to the 3M Buyer whose name and contact information is on each purchase order.
Who do I contact regarding billing questions?	For questions regarding payment status or remittance information, send an email to: SG-APQUERY@MMM.COM
If I have questions not covered here, who do I contact?	Send additional questions to : STPe-commerceSG@mmm.com <u>For non eCommerce, send questions to : vwjiong@mmm.com</u>

With your partnership,
a bright future is ahead.

Thank you.

