Cor360 Purchase Order Supplier Portal User Guide: 3M

Created for

3M's Suppliers

by Corcentric

Updated September 2022

Getting Started

Webform: https://cor360supplier.corcentric.com/iformsnet/generalcontactus.aspx *P: (216) 525-0236*

Introduction

Dear 3M Supplier:

Thank you for choosing Corcentric's Cor360 Purchase Order Supplier Portal as an efficient, cost-effective way to comply with 3M's requirement for Electronic Data Interchange (EDI). Our Web Offering enables you to trade documents electronically with accuracy and efficiency. Your service agreement with Corcentric includes the processing of your 3M purchase orders, purchase order acknowledgments, and invoices. Additional details and instruction regarding each document type can be found in the following Welcome Packet.

Purchase Orders

Corcentric will receive your electronic purchase orders from 3M and immediately make them available to you in your Cor360 Purchase Order Supplier Portal Inbox. You will receive an email each time a purchase order has been distributed to your Cor360 Purchase Order Supplier Portal Inbox. Upon opening the purchase order, 3M receives a 997 (Functional Acknowledgment) that lets them know you have received and opened the PO. (These 997 documents are sent by Corcentric, not by you.) 3M requests that you open each PO within 24 hours of receiving it.

Purchase Order Acknowledgments

Upon receiving each purchase order, 3M requires that you send an 855 (Purchase Order Acknowledgment) confirming the content of the PO. You may choose to accept the purchase order 'as is', reject it, or submit changes such as delivery date, price, or item substitution.

Invoices

You cannot invoice a purchase order until you have sent an acknowledgment to 3M and if necessary, received a corrected version of the PO. To submit an invoice to 3M, you will use Corcentric)'s Cor360 Purchase Order Supplier Portal. You can enter the appropriate invoice information using the most recent corresponding purchase order as a reference thereby ensuring accuracy and compliance to the 3M invoicing standards. Once you have submitted an invoice, Corcentric will transmit the invoice via EDI to 3M. You can monitor the status of your invoices from your Outbox. A status of "Acknowledged" assures you that your invoice has been received and acknowledged by 3M. Please note that questions regarding the payment of your invoices should continue to be directed to 3M's procurement hotline: 651-575-6450.

The following Cor360 Purchase Order Supplier Portal Welcome Packet is a valuable reference that provides information and detailed instructions for the Cor360 Purchase Order Supplier Portal service. Should you have additional questions, you may contact Corcentric Customer Care at 216-525-0236 or https://cor360supplier.corcentric.com/iformsnet/generalcontactus.aspx.

Thank you again for your business. We are excited to begin working with you and appreciate the opportunity to be of service. Welcome to the Corcentric community!

Webform: https://cor360supplier.corcentric.com/iformsnet/generalcontactus.aspx **P**: *(216) 525-0236*

First Steps

Once you have enrolled as an Cor360 Purchase Order Supplier Portal user through the auto-enrollment process, you should verify your web browser settings.

Web Browser Requirements & Settings

To ensure that you are always accessing the latest version of our web page, please use one of the following browsers:

- Microsoft Edge - 89.0.774.48
- Chrome - 89.0.4389.72
- Firefox – 86.0
- Safari – 5.1.7

Pop-Up Blocker Settings

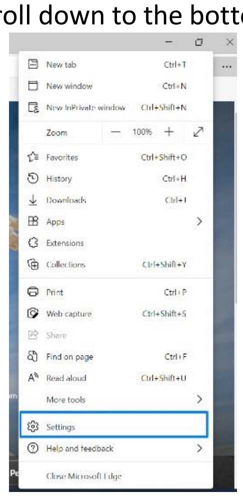
To view your documents, you must allow pop-ups for the website. Locate your browser typefrom the list below and follow the instructions.

MICROSOFT EDGE

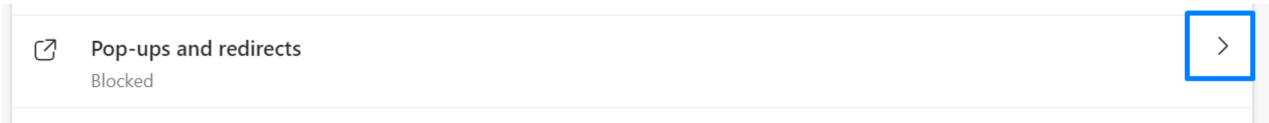
Microsoft Edge will block all pop-ups unless you make the necessary adjustments.

1. Open the login page using Edge. Click the ellipses … (3 dots) on the top right corner ofthe Edge browser. Select **Settings.**

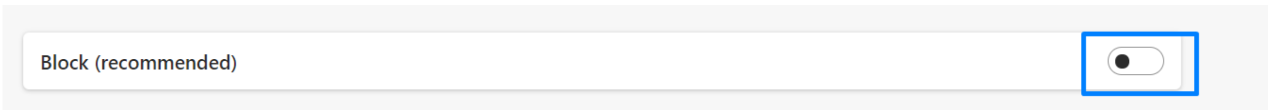
2. Scroll down to the bottom and click **Settings**.



3. Scroll to **Cookies and Site Permissions** and locate **Pop-ups and redirects**.



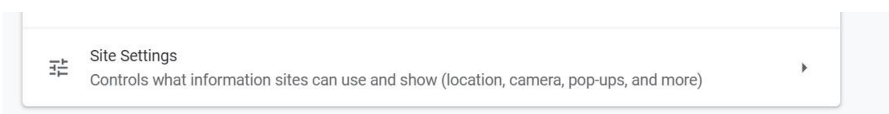
4. Make sure **Block** is **Off**.



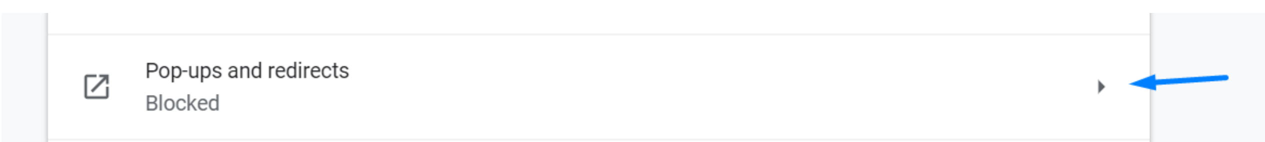
CHROME

1. Open Chrome. Click on the icon with dots, then select **Settings**.

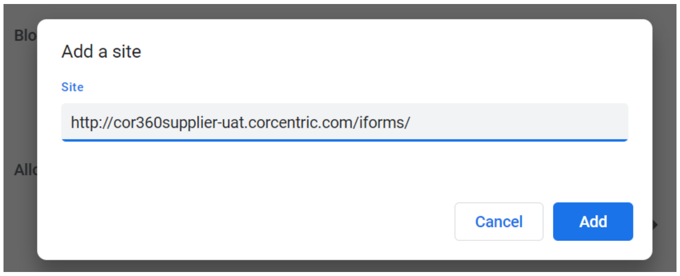
2. Scroll to the bottom and click **Advanced**.
3. Next, under Privacy and Security, select **Site Settings**.



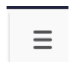
4. Click the arrow next to **Popups and redirects**, then click **Add** next to Allow.



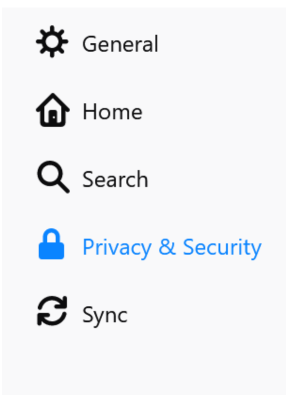
5. Enter http://cor360supplier.corcentric.com/iforms/ and click **Add**.



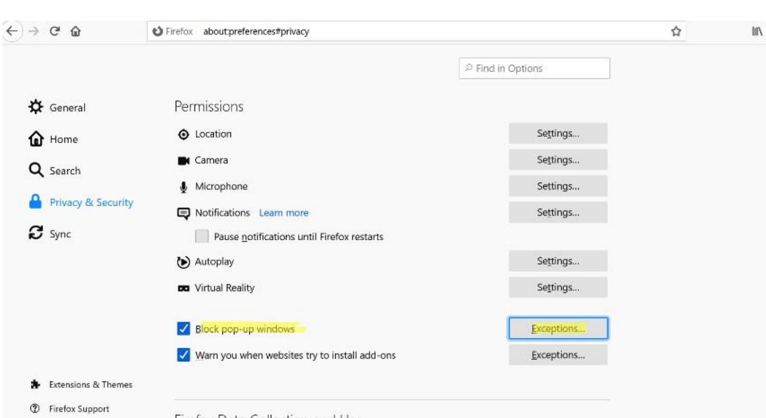
FIREFOX

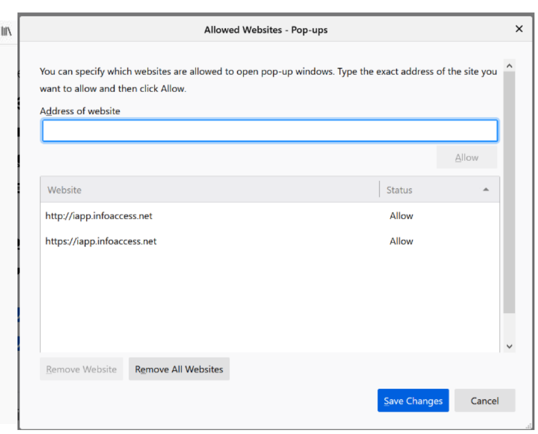
1. Open Firefox. Click the Hamburger icon  (usually in upper right corner) and select **Options**,

   then **Privacy & security**.



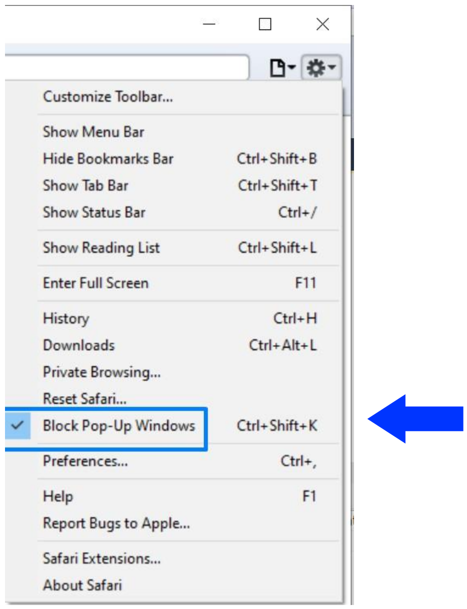
2. Scroll down to **Permissions** section and locate **Block pop-up windows**. Click **Exceptions**. In *Address of website,* type http://cor360supplier.corcentric.com/iforms/ click **Allow,** then**Save changes**.





SAFARI

1. Open Safari and go to the website for the Cor360 Purchase Order Supplier or CustomerPortal.
2. Click the Tool icon  and **uncheck** *Block Pop-Up Windows.*



Logging In

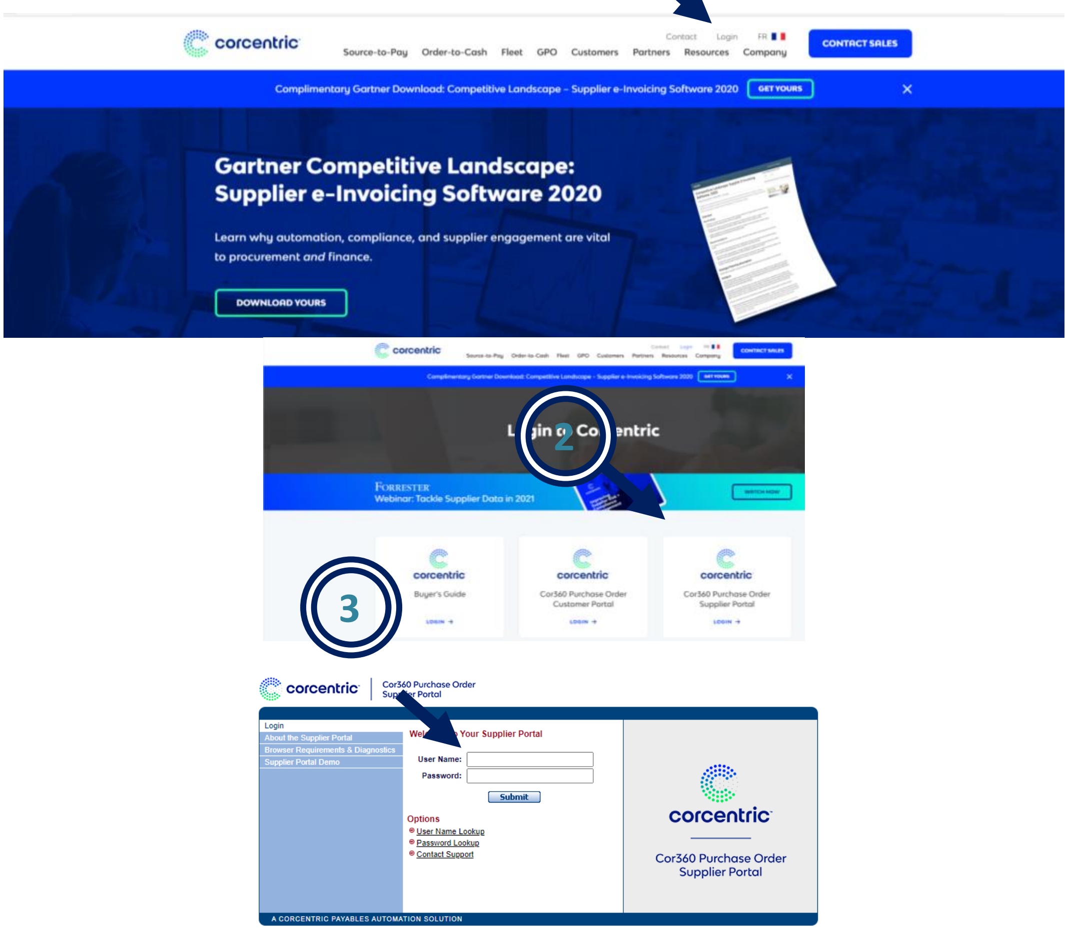
To access the Corcentric Cor360 Purchase Order Supplier Portal from your web browser, go to Corcentric's website at www.corcentric.com.

Login Steps

1. From the above website, click on *Log In*.
2. Choose *Cor360 Purchase Order Supplier Portal.* The Username and Password screen is displayed.
3. Enter your Username and Password (the system is case sensitive) and click the *Submit* button. The Cor360 Purchase Order Supplier Portal web page is displayed. You are now logged in to the Supplier Portal.

Getting Started

Corcentric Website and Login Screen



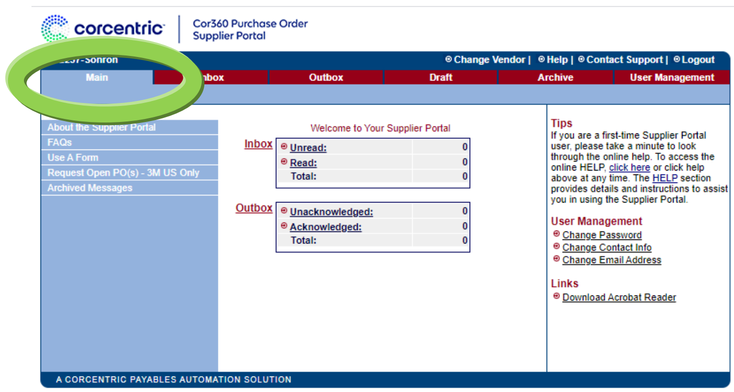
If you forget your username or password, you may click on the ***User Name Lookup*** or ***Password Lookup*** and you will be prompted with your security questions.

Using Cor360 Purchase Order Supplier Portal: Main Menu

Upon logging into Cor360 Purchase Order Supplier Portal, you are at the Main Menu. The Main Menu provides direct access to your Inbox and Outbox, as well as several User Management functions including *Change Password*. For quick access to your various document types, such as Unread or Unacknowledged, click directly on the hyperlinks.

To access the online Help files, click on *Help* in the upper right corner. You may also click the *Contact Support* link to complete the online webform with questions or issues. Click on the *Log Out* button in the upper right corner to exit Cor360 Purchase Order Supplier Portal at any time.

Cor360 Purchase Order Supplier Portal Main Menu



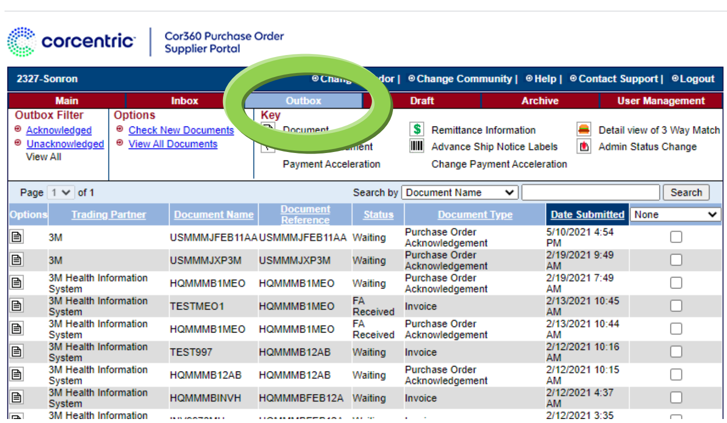
Using Cor360 Purchase Order Supplier Portal: Inbox and Outbox

Inbox: You will receive an email each time you receive a purchase order from 3M. The email contains a hyperlink that you can click on to log into Cor360 Purchase Order Supplier Portal. The new document will be in your Inbox. You can view it from the Inbox by clicking on the icon in the Options column next to the corresponding document.

Outbox: You Outbox stores all your outgoing documents including invoices. Once you have submitted an invoice to 3M using Cor360 Purchase Order Supplier Portal, you can view the document and its status by clicking on the icon in the Options column next to the corresponding document.

Cor360 Purchase Order Supplier Portal Inbox

Cor360 Purchase Order Supplier Portal Outbox



Content

The Inbox and Outbox contain the following columns of information:

- **Options:** Clicking on the icon in this column allows you to view the formatted document. A red flag indicates that this document has been restored from the Archives section. **(INBOX ONLY):** If applicable, a coin icon will display a list of invoices associated to that purchase order.
- **Trading Partner:** The name of your Trading Partner is 3M.
- **Document Name:** The document name or number, such as PO number or invoice number, is listed here.
- **PO Number (OUTBOX):** The Purchase Order associated to that document.
- **Status (INBOX):** The status of each document will be Read or Unread. The status changes to Read once you have viewed the document.
- **Status (OUTBOX):** The status of your document is reflected in the Status column of the Outbox. Standard status descriptions are:
  - → **Waiting:** Your document is being sent to 3M. All necessary processing, including data transformation, is taking place.
  - → **FA Received:** Your document has been successfully sent to 3M, and 3M has acknowledged the receipt of it.
- **Document Type:** The type of document, such as purchase order or invoice, is listed in this column.
- **Date Received (INBOX):** The Date Received column lists the date and time your purchase order was received in your Inbox.
- **Date Submitted (OUTBOX):** The date and time your invoice was submitted to 3M through Corcentric is listed in this column.
- **Archive:** To Archive a document, click the corresponding check box, then click on the *Archive* button at the top or bottom of the column. You may archive multiple documents at once by checking multiple boxes. Note: If you accidentally Archive an Cor360 Purchase Order Supplier Portal document, you may restore it from the Archive section.

Features & Functionality:

Additionally, there are several features to help you maneuver throughout your Inbox and Outbox:

- **Filter (INBOX):** On the left part of the screen, you can filter the Inbox by clicking on Read, Unread, or View All. For example, to view only Unread documents, click on Unread.

- **Filter (OUTBOX):** On the left part of the screen, you can filter your Outbox by clicking on one of the links: Acknowledged, Unacknowledged, or View All. For example, to view only Unacknowledged documents, click on Unacknowledged.

- **Check New Documents:** At any time, you may click on this link to update your Inbox or Outbox with any new documents received or submitted.

- **View All Documents:** To view older documents not showing in your Inbox or Outbox, click View All Documents. ***Tip:*** You can change the length of time documents display in your Inbox and Outbox. Go to User Management and enter the number of months you would like to see.

- **Search by Document Name:** To locate a specific document, enter the document name (such as PO number or invoice number) in the designated field. Then click the *Search* button.

- **Sort:** You can sort by any column by clicking on the column header. Click once to sort your Inbox or Outbox in descending order. Click twice to sort in ascending order.

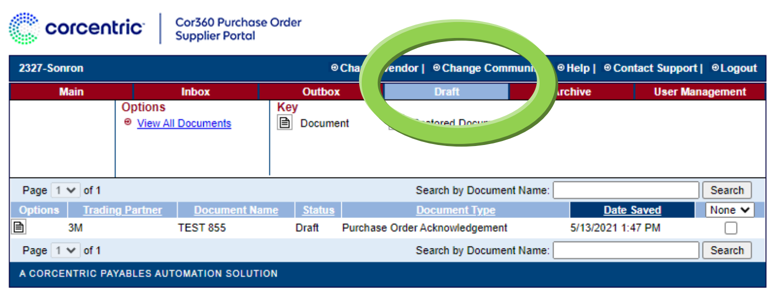
- **Previous/Next:** Previous takes you to the previous page of documents. Next takes you to the next page of documents.

- **Page:** Choose a page number from the drop-down menu to quickly access another page.

Using Cor360 Purchase Order Supplier Portal: Drafts

When creating an invoice, you have the option to submit the document or to save it as a draft. When you click on the link, *Save as Draft*, you will be prompted to provide a name for the draft. It is suggested that you use the document name, for example, the invoice number. Once you have named your draft, it is stored in the 'Draft' section.

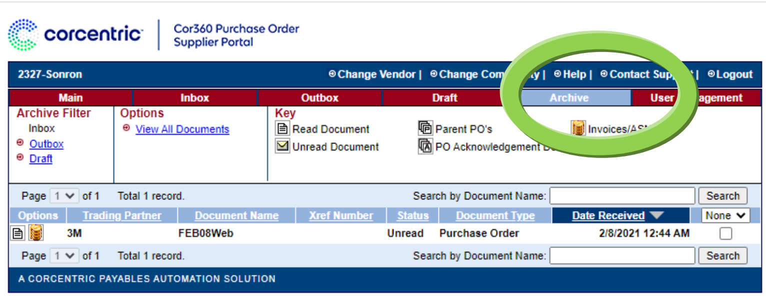
Cor360 Purchase Order Supplier Portal Draft Section



Using Cor360 Purchase Order Supplier Portal: Archive

The Archive section stores all archived documents. To access or restore an archived document, go to the Archive section.

Cor360 Purchase Order Supplier Portal Archive Section



Content

The Draft and Archive sections contain the following columns of information:

- **Option:** Clicking on the icon in this column allows you to view the formatted document that you saved as a draft. A red flag in the View column indicates that this document has been restored from the Archive section.
- **Trading Partner:** The name of your Trading Partner is 3M.
- **Document Name:** The document name or number, such as invoice number, is listed here.

- **PO Number (OUTBOX):** The Purchase Order associated to that document.
- **Status:** The status of the document such as 'Draft'.
- **Document Type:** The type of document, such as purchase order, is listed in this column.
- **Date Saved (DRAFT) or Date Received (ARCHIVE):** This column lists the date and time the document was saved as a draft or the date and time the document was received.
- **(DRAFT MENU ONLY) Archive:** If you no longer need the draft, you may Archive it by clicking the corresponding check box, then clicking on the *Archive* button at the top of the column. You may archive multiple documents at once by checking multiple boxes.
- **(ARCHIVE MENU ONLY) Restore:** To restore a document to its original section (Inbox, Outbox, or Draft), click the corresponding check box, then click on the *Restore* button at the top of the column. You may restore multiple documents at once by checking multiple boxes.

Features & Functionality:

Additionally, the Draft and Archive sections have several features:

- **(ARCHIVE MENU ONLY) Archive Filter:** You can filter your Archived documents by the original document location: Inbox, Outbox, or Draft. Click on the appropriate hyperlink in the upper left section of the page.
- **Options: View All Documents**: Click View All Documents to display older documents not shown.
- **Search by Document Name:** To locate a specific document, enter the document name (such as PO number) in the designated field. Then click the *Search* button.
- **Sort:** You can sort by any column by clicking on the column header. Click once to sort by in descending order. Click twice to sort in ascending order.
- **Previous/Next:** Previous takes you to the previous page of documents. Next takes you to the next page of documents.
- **Page:** Choose from the drop-down menu to quickly access another page.

Using Cor360 Purchase Order Supplier Portal: User Management

The User Management tab is designed to allow you to maintain your user information. The following functionality is available:

Contact Info: This link displays the name, phone, and fax associated with your username. If you make any changes, click on the Submit button to update the system. Additionally, you may limit the number of documents stored in your Inbox, Outbox, Archive and Draft folder by entering the number of months that you would like to appear. For example, to always see the last year, enter 12 months. You will still be able to view the older documents within each tab by clicking View All Documents.

Company Info (Read Only): This link displays your company information. It is informational only; the users cannot make changes.

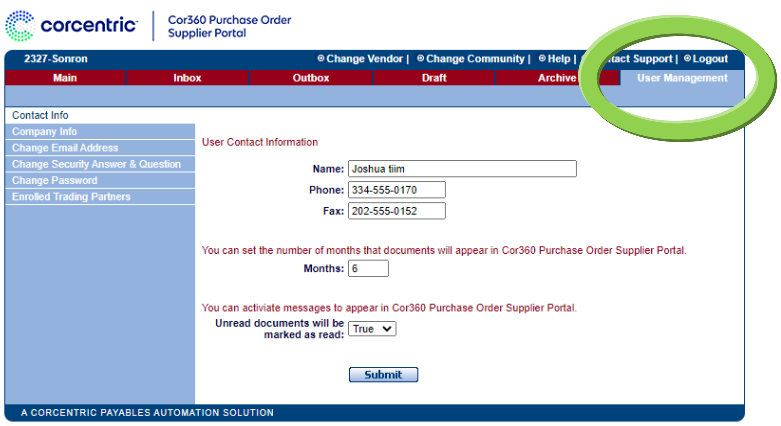
Change Email Address: To change the email address associated with your username, click on this link, and enter the appropriate information. If you would like to receive email notifications each time a new document is received in your Inbox, be sure to check the corresponding box.

Change Security Question & Answer: If you would like to make changes to the security question and answer associated with your username, use this link. The security question and answer are used if you forget your password. (There is a Password Lookup link on the login page.)

Change Password: To change your password, click on the Change Password link and fill in the appropriate information.

Enrolled Trading Partners: This link displays the list of Corcentric's Cor360 Purchase Order Supplier Portal communities. There is a green check next to the communities to which you are currently assigned.

User Management



Purchase Orders

You will receive an email each time you receive a purchase order from 3M. The email contains a hyperlink that you can click on to log into Cor360 Purchase Order Supplier Portal. The new document will be in your Inbox. You can view the purchase order from the Inbox by clicking on the icon in the Options column next to the corresponding document.

To print a copy of the purchase order, scroll to the bottom of the document and click on Adobe Print, and then use your browser Print function.

Once you have reviewed each purchase order, 3M requires that you complete a Purchase Order Acknowledgment by clicking on the link, Create P.O. Ack from Purchase Order. Clicking on this link takes you to the Purchase Order Acknowledgment Wizard. The Purchase Order Acknowledgment fields that relate to the purchase order are filled in automatically for you. The next section instructs you on how to complete and send an acknowledgment.

Sample Purchase Order

3M

Purchase Order

Order Information

P.O. Number:	USMMMMEO39TEST
Purpose:	ORIGINAL
P.O. Type:	STAND-ALONE ORDER
P.O. Date:	3/3/2021
Invoice Type:	INVOICE ELECTRONICALLY

Ship To
Ship To Code: 01P0M100
3M CUMBERLAND-3MUS-WI (ADDR PROT CD)
WAREHOUSE
3M CUMBERLAND-3MUS-WI (ADDR PROT CD)
1640 WESTERN AVE
CUMBERLAND WI 548299239 USA

Supplier
Supplier Code: D41127 008
DIAGRAPH MARKING AND CODING
1 MISSOURI RESEARCH PARK DR
ST CHARLES MO 633045685 USA

Terms of Sale
Terms Type: DISCOUNT NOT APPLICABLE
Terms Basis: INVOICE DATE
Net Days: 60
Description: NET 60 DAYS

Date Information
DUE DATE: 10/5/2020

Contact Information
INFORMATION CONTACT: DINARTE, MARIA FERNANDA
ELECTRONIC MAIL: ASIMA.ALI@TENPEARLS.COM

Tax Information
State/Province: WI
Tax Exempt Code: YES (TAX EXEMPT)

FOB Information
Location: ORIGIN (SHIPPING POINT)
Payment Method: COLLECT
FOB Description: FOB ORIGINCOLLECT

Carrier Details
Routing: WWW.3M.COM/SUPPLIERS US ONLY

Message Details
THIS PURCHASE ORDER IS 3M'S OFFER TO SELLER, AND WILL BE A BINDING CONTRACT ON THE TERMS HEREIN AND ON THE PURCHASEORDER TERMS FOUND AT WWW.3M.COM/SUPPLIERTERMS ON SELLER'S ACCEPTANCE, WHICH MAY BE SELLER'S VERBAL, WRITTEN OR ELECTRONIC ACKNOWLEDGEMENT OF, OR SELLER'S INITIATION OF PERFORMANCE UNDER, THIS PURCHASE ORDER. NO ADDITIONAL OR CONFLICTING TERM IN ANY SELLER ACKNOWLEDGEMENT, PROPOSAL OR OTHER DOCUMENTATION BINDS 3M UNLESS 3M SPECIFICALLY AGREED TO IT IN WRITING. IF THIS PURCHASE ORDER IS TAX EXEMPT OR DIRECT PAY, THE APPROPRIATE SUPPORTING DOCUMENT CAN BE FOUND AT WWW.3M.COM/SUPPLIERTAX.FOR TRANSPORTATION GUIDANCEPLEASE SEE 3M'S CORPORATE TRANSPORTATION WEBSITE ATHTTP: TRR.3M.COM/TRRWEB/ FOR ALL SHIPMENTS COMING TO 3M, THE 3M PURCHASE ORDER NUMBER, 3M ITEM ID, AND THE MATERIAL LOT NUMBER MUST BE CLEARLY STATED ON THE BOL/PACKING LIST, ON THEPACKAGING LABELS, AND ON THE CERTIFICATES OF ANALYSIS (COAS.)10.1.2020 PO UNIT PRICE CHANGED TO 749.47 USD LINE2 PER POA. DO NOT DUPLICATE PO. MDINARTE

Line Item Information

Buyer Currency: USD

Line #	Quantity Ordered	UOM	BUYER'S PART NUMBER	ENGINEERING CHANGE LEVEL	Unit Price
00101	5	LITER	11004238736	02/03/2017	48.88

SOLVENT GP 1505- LINX 8900 PRINTER

Line #	Quantity Ordered	UOM	BUYER'S PART NUMBER	ENGINEERING CHANGE LEVEL	Unit Price
00201	2	LITER	11004238744	02/03/2017	749.47

BLK INK PLASTIC ADHERENT 1014 LINX 8900

Order Summary
Number of Line Items: 2

Create P.O. Ack From Purchase Order

Note: Invoice can not be created from this Purchase Order because a Purchase Order Acknowledgment has not been sent.

Create PDF

Purchase Order Acknowledgments

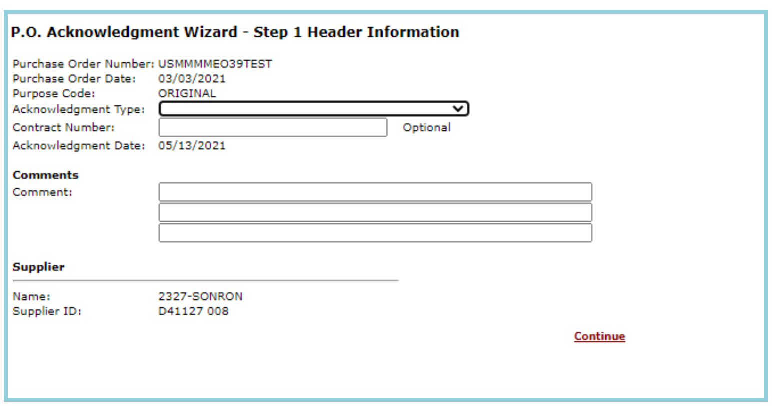
3M requires that at least one PO Acknowledgment must be sent to 3M within 48 hours of receipt of the PO. When you send the first acknowledgment, if you indicate that changes to the PO are required, 3M should send you an updated copy of the PO. Once you receive an updated PO, you do not need to send an additional PO acknowledgment unless further changes are required.

- To begin the process of creating and sending a PO Acknowledgment to 3M, click on the link, **Create P.O. Ack from Purchase Order**, at the bottom of your purchase order.

- Next, select the appropriate type of acknowledgment from the Acknowledgment Type field. Details regarding each type begin on the following page.

  - ✓ Type A: ACKNOWLEDGE- NO DETAIL OR CHANGE: Use when accepting the PO 'as is'.
  - ✓ Type B: ACKNOWLEDGE- WITH EXCEPTION DETAIL ONLY: Use when making changes to the purchase order detail such as item quantity, price, or delivery date, or when adding comments.
  - ✓ Type C: REJECTED- NO DETAIL: Use when you wish to cancel the entire PO.

PO Acknowledgment Wizard: Header Information



P.O. Acknowledgment Wizard - Step 1 Header Information

Purchase Order Number: USMMMMEO39TEST
Purchase Order Date: 03/03/2021
Purpose Code: ORIGINAL
Acknowledgment Type:
Contract Number: Optional
Acknowledgment Date: 05/13/2021

Comments
Comment:

Supplier
Name: 2327-SONRON
Supplier ID: D41127 008

Continue

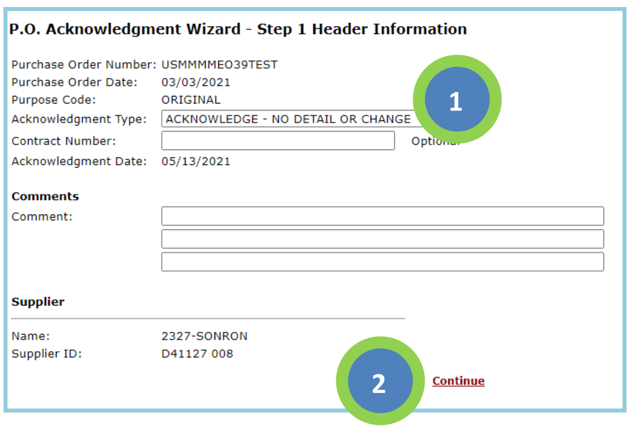
- Beneath the Acknowledgment type field is an optional field for Contract Number.

- Next, enter comments (optional) if there is additional information that you need to transmit back to 3M. For example, if you need to add a line item to your PO, enter the details in the comment section. Please note that if select *Acknowledge- No Detail or Change*, you will not be able to add comments.

TYPE A: ACKNOWLEDGE- NO DETAIL OR CHANGE

To accept the 3M purchase order without any changes, choose the acknowledgment type, ACKNOWLEDGE- NO DETAIL OR CHANGE. Then click ***Continue*** and you will be taken directly to a summary screen. You will notice that there are no fields available for editing since this acknowledgment type is used when no changes need to be made. Once you are at the summary screen, scroll to the bottom and click the link **Send P.O. Acknowledgment.** If you wish to review and submit later, click **Save as Draft**.

P.O. Acknowledgment Wizard –ACKNOWLEDGE- NO DETAIL OR CHANGE

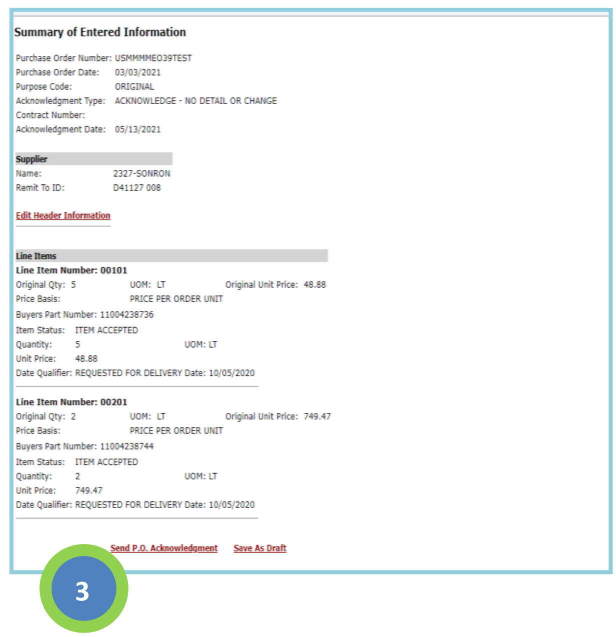

P.O. Acknowledgment Wizard - Step 1 Header Information

Purchase Order Number: USMMMMEO39TEST
Purchase Order Date: 03/03/2021
Purpose Code: ORIGINAL
Acknowledgment Type: ACKNOWLEDGE - NO DETAIL OR CHANGE
Contract Number: Option...
Acknowledgment Date: 05/13/2021

Comments
Comment:

Supplier
Name: 2327-SONRON
Supplier ID: D41127 008

1
2
Continue


Summary of Entered Information

Purchase Order Number: USMMMMEO39TEST
Purchase Order Date: 03/03/2021
Purpose Code: ORIGINAL
Acknowledgment Type: ACKNOWLEDGE - NO DETAIL OR CHANGE
Contract Number:
Acknowledgment Date: 05/13/2021

Supplier
Name: 2327-SONRON
Remit To ID: D41127 008

Edit Header Information

Line Items
Line Item Number: 00101
Original Qty: 5 UOM: LT Original Unit Price: 48.88
Price Basis: PRICE PER ORDER UNIT
Buyers Part Number: 11004238736
Item Status: ITEM ACCEPTED
Quantity: 5 UOM: LT
Unit Price: 48.88
Date Qualifier: REQUESTED FOR DELIVERY Date: 10/05/2020

Line Item Number: 00201
Original Qty: 2 UOM: LT Original Unit Price: 749.47
Price Basis: PRICE PER ORDER UNIT
Buyers Part Number: 11004238744
Item Status: ITEM ACCEPTED
Quantity: 2 UOM: LT
Unit Price: 749.47
Date Qualifier: REQUESTED FOR DELIVERY Date: 10/05/2020

Send P.O. Acknowledgment Save As Draft

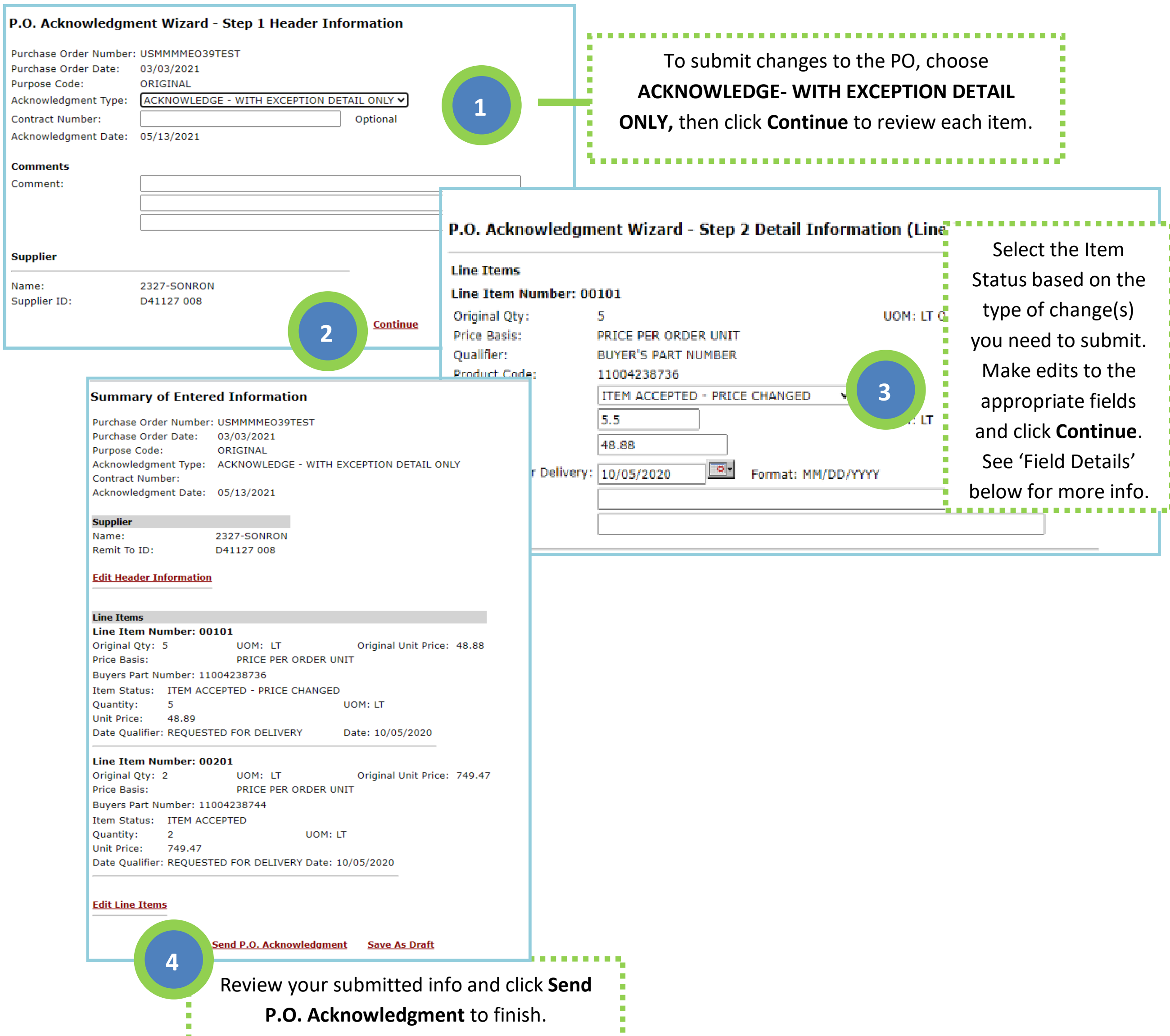
3

To accept the order "as is", choose **ACKNOWLEDGE- NO DETAIL OR CHANGE**, and click **Continue** to be taken directly to the summary screen. Click **Send P.O. Acknowledgment** to finish.

TYPE B: ACKNOWLEDGE- WITH EXCEPTION DETAIL ONLY

If you would like to submit changes to your 3M PO, select the acknowledgment type, ACKNOWLEDGE-WITH EXCEPTION DETAIL ONLY. Click **Continue**, and you will be taken through additional screens with the option to change specific fields. Remember, if you submit changes to a 3M purchase order, you need to wait until 3M has sent an updated or corrected purchase order before invoicing.

P.O. Acknowledgment Wizard –ACKNOWLEDGE- WITH EXCEPTION DETAIL ONLY



Field Details

- **Item Status:** Choose the appropriate item status for each item on the purchase order. The default is 'ITEM ACCEPTED'. Once you choose the status, you should make the appropriate changes to the quantity, price, requested delivery date and note any item substitutions. For example, if you choose, 'ITEM ACCEPTED- PRICE CHANGED', you should then adjust the unit price field. If you have more than one change to the item, such as quantity *and* price, you should choose the status, 'ITEM ACCEPTED- CHANGES MADE' and make the appropriate changes to those fields.

- **Qty:** This is the quantity ordered by 3M. If you choose 'ITEM ACCEPTED- QUANTITY CHANGED' as your item status, you should make the quantity adjustment here.

- **Unit Price:** This is the price from the 3M PO. If you choose 'ITEM ACCEPTED- PRICE CHANGED' as your item status, you should make the price adjustment here.

- **Requested for Delivery:** This is the requested delivery date from the 3M PO. If you choose 'ITEM ACCEPTED- DATE RESCHEDULED' as your item status, you should make the date adjustment here.

- **Comments:** The comments section may also be used for information on any item changes.

Once you have selected the appropriate item status and made the necessary changes, click **Continue** to view the Summary Section.

The Summary section displays all the information that will be sent to 3M and provides links to go back to edit the header or items. If you are satisfied with the information, scroll to the bottom of the screen and click **Send P.O. Acknowledgment**. Click **Save as Draft** if you wish to edit and send later.

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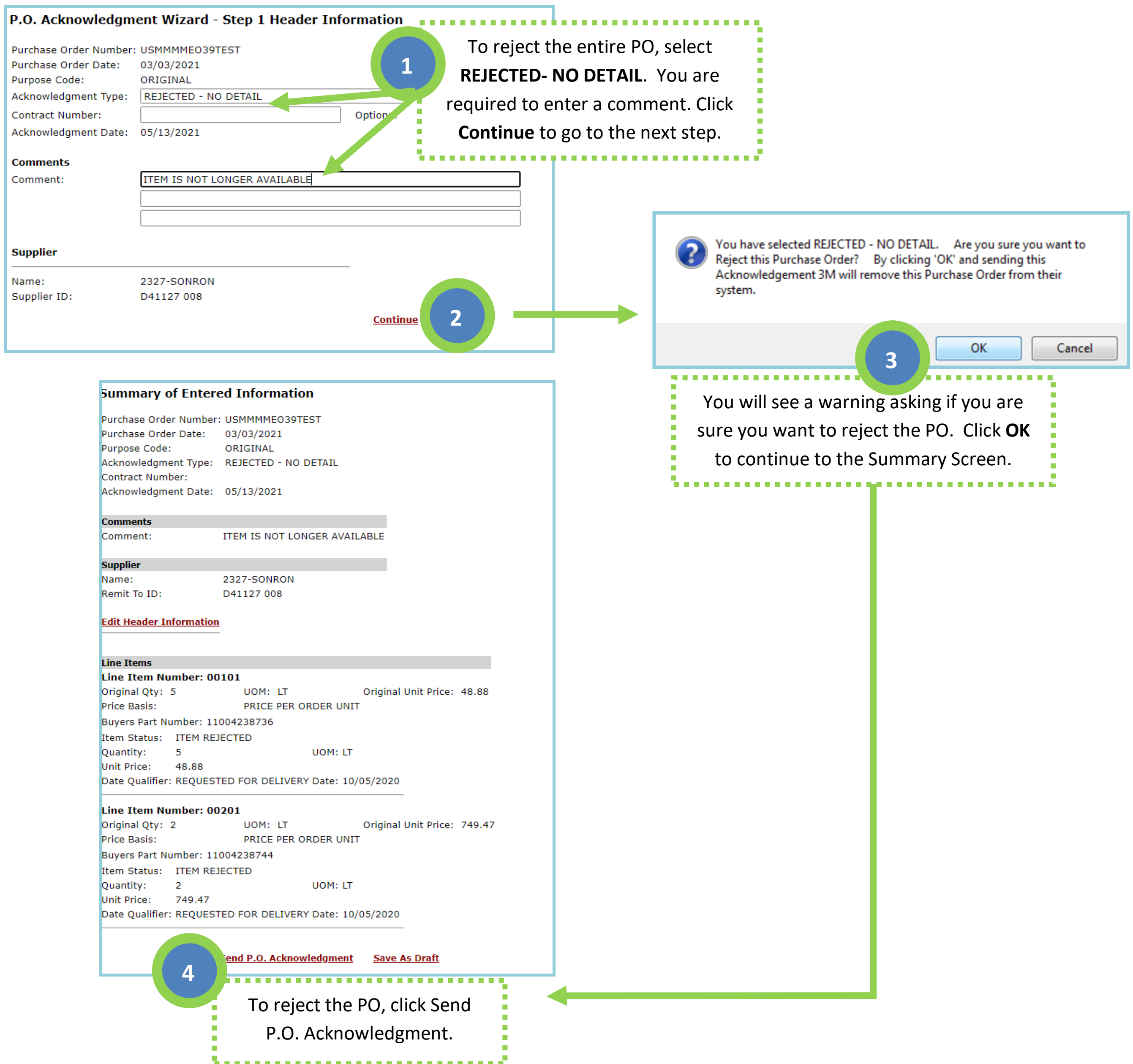
TYPE C: REJECTED- NO DETAIL

If you choose the acknowledgment type, REJECTED- NO DETAIL, you must include the reason for the rejection in the comments section. Click **Continue**, and you will see a warning screen. Click *OK* to go to the summary page. You will not see any fields available for editing since this acknowledgment type is used when you wish to reject the entire purchase order. Click **Send P.O. Acknowledgment** to reject the PO or **Save as Draft** if you wish to review and submit later.

P.O. Acknowledgment Wizard –REJECTED- NO DETAIL



Invoicing

Clicking on the link, **Invoice Wizard,** at the bottom of the purchase order will begin the process of creating an invoice. You should always choose the most recently received copy of the purchase order. Remember, you cannot invoice a purchase order until you have sent an acknowledgment to 3M and if necessary, received a corrected version of the PO. Most of the invoice fields throughout the invoice wizard have been populated with the data from your 3M purchase order.

To use the Invoice Wizard, simply address the fields in each section and click **Continue** when each section is complete. If you have not completed a mandatory field, such as invoice number or invoice date, you will receive an error message in red. The error message will instruct you how to proceed. The Invoice Wizard has five sections detailed below.

Please note that **Canadian and Foreign Suppliers** should use US currency.

1

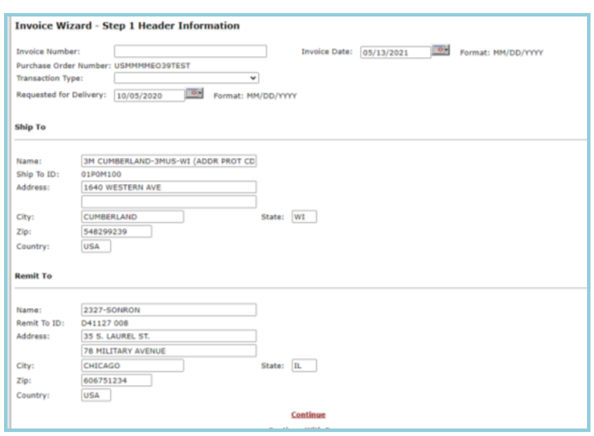
Section 1 Header Information

To complete the first section, fill in the following fields:

- **Invoice Number:** Your invoice number
- **Invoice Date:** The date the invoice is generated (in MMDDYYYY format)
- **Transaction Type:** Select *Product (or Service) Invoice* or *Credit*
- **Requested for Delivery:** The date the products were shipped (in MMDDYYYY format)

The Ship To and Remit To fields are populated from the purchase order. Click **Continue** to go to the next section.

Invoice Wizard- Header Information


Invoice Wizard - Step 1 Header Information

Invoice Number:
Invoice Date: 05/13/2021 Format: MM/DD/YYYY
Purchase Order Number: USMMMMEO39TEST
Transaction Type:
Requested for Delivery: 10/05/2020 Format: MM/DD/YYYY

Ship To

Name: 3M CUMBERLAND-3MUS-WI (ADDR PROT CD
Ship To ID: 01P0M100
Address: 1640 WESTERN AVE
City: CUMBERLAND State: WI
Zip: 548299239
Country: USA

Remit To

Name: 2327-SONRON
Remit To ID: D41127 008
Address: 35 S. LAUREL ST.
78 MILITARY AVENUE
City: CHICAGO State: IL
Zip: 606751234
Country: USA

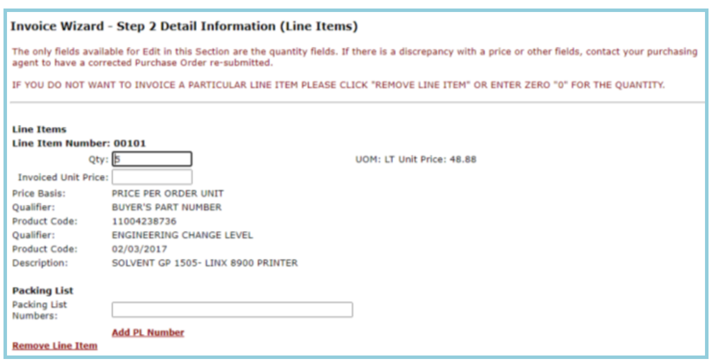
Continue

2 *Section 2 Detail Information (Line Items)*

This section is populated with the item information from the associated purchase order. Click **Continue** when you have completed the necessary fields.

- **Qty:** Enter the appropriate quantity. *If you do not want to invoice a particular line item, please click "remove line item" or enter zero "0" for the quantity.*
- **If there is a discrepancy with a price or other fields not available for editing, you should send the appropriate acknowledgment indicating the changes and wait for an updated purchase order before invoicing.**
- **Packing List Numbers:** Insert the packing list number(s) here.
- **Add PL Number:** Click here to display one additional packing list number field at a time.
- **Remove A PL Number:** Click here to delete one packing list number field at a time.

Invoice Wizard- Line Item Information



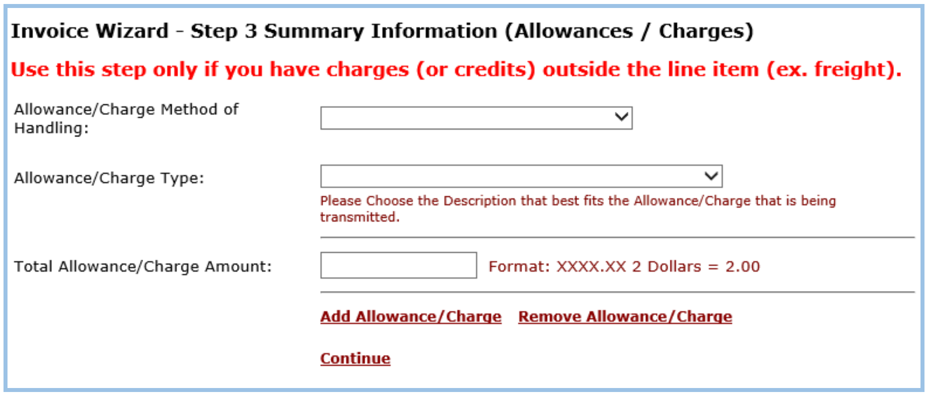
3 *Section 3 Allowances and Charges*

If you do not have allowances or charges, click **Continue** to skip this section**.** Otherwise, complete the appropriate fields, and then click **Continue.**

- **Allowance/Charge Method of Handling**: Select whether this is an allowance (credit customer account) or a charge (charge to be paid by customer).
- **Allowance/Charge Type**: Select the type of allowance or charge to be applied to the invoice from this drop-down menu.
- **Total Allowance/Charge Amt:** Enter the amount of the allowance or charge to be applied.

- **Add Allowance / Charge:** Click here to add an additional allowance / charge.
- **Remove an Allowance / Charge:** Click here to remove an allowance / charge.

Invoice Wizard- Allowance / Charges



Invoice Wizard - Step 3 Summary Information (Allowances / Charges)

Use this step only if you have charges (or credits) outside the line item (ex. freight).

Allowance/Charge Method of Handling:

Allowance/Charge Type:

Please Choose the Description that best fits the Allowance/Charge that is being transmitted.

Total Allowance/Charge Amount: Format: XXXX.XX 2 Dollars = 2.00

Add Allowance/Charge Remove Allowance/Charge

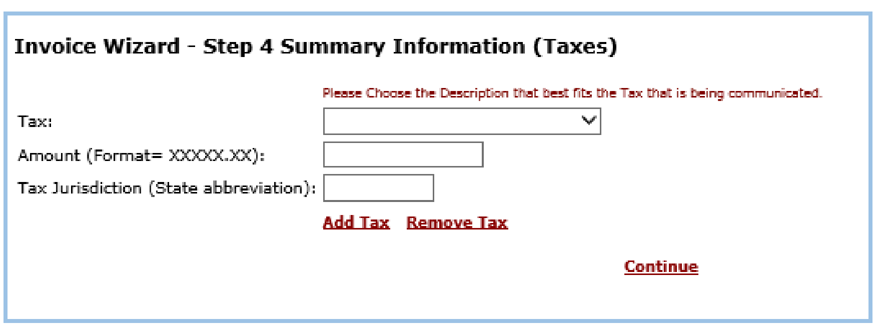
Continue

Section 4 Taxes

If you do not have tax to add to your invoice, click **Continue** to skip this section. Otherwise, fill in the appropriate fields, and then click **Continue**.

- **Tax:** Choose the type of tax from the drop-down menu.
- **Amount:** Enter the amount of tax.
- **Tax Jurisdiction:** Enter the state abbreviation.
- **Add Tax:** Click here to add an additional tax.
- **Remove Tax:** Click here to remove tax.

Invoice Wizard- Taxes



Invoice Wizard - Step 4 Summary Information (Taxes)

Please Choose the Description that best fits the Tax that is being communicated.

Tax:

Amount (Format= XXXXX.XX):

Tax Jurisdiction (State abbreviation):

Add Tax Remove Tax

Continue

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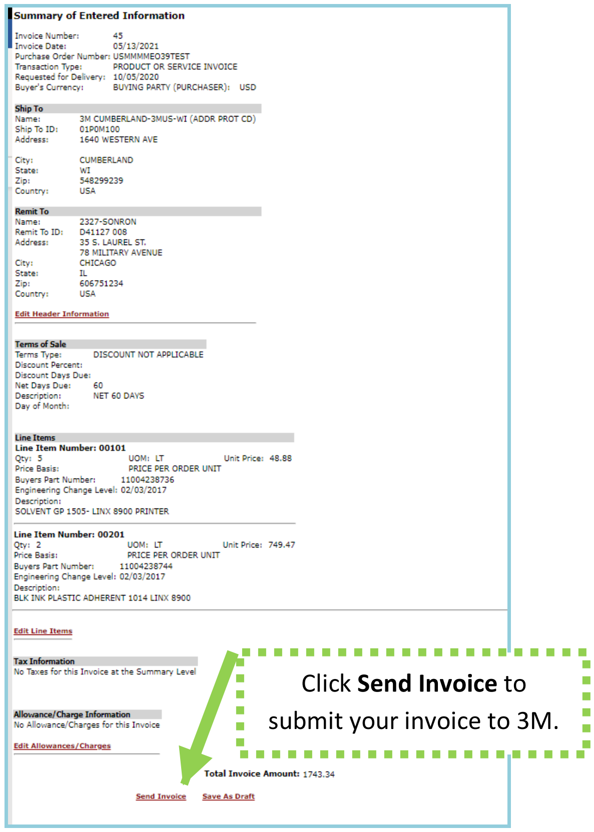
5 Section 5 Summary and Submit

The final step provides a summary of the invoice information that you have entered. If you need to make changes, click on the edit button for the corresponding section, i.e. *Edit Header Information* if you need to change the invoice date.

Invoice Summary



- After you review all the information and confirm that it is correct, click **Send Invoice** to submit the invoice to 3M. You can track the status of your invoice in your Cor360 Purchase Order Supplier Portal Outbox by reviewing the status column.
- If you would like to save the invoice as a draft and submit it later, click **Save as Draft**. You are then prompted to provide a name for the draft. Enter in the appropriate name and click **OK.** The invoice will be stored in the Draft tab.