# Cor360 Purchase Order Supplier Portal User Guide: 3M

Created for 3M's Suppliers by Corcentric

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# Getting Started

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### 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 <a href="https://cor360supplier.corcentric.com/iformsnet/generalcontactus.aspx">https://cor360supplier.corcentric.com/iformsnet/generalcontactus.aspx</a>.

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!

### 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 of the Edge browser. Select **Settings.** 



2. Scroll down to the bottom and click Settings.

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	New tab			Ctrl+1		
	New window			Ctrl+N		
18	New InPrivate wi	nitow	Ctil	Shift+N	e (	
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3. Scroll to Cookies and Site Permissions and locate Pop-ups and redirects.

Ø	Pop-ups and redirects	>	
	blocked		

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



### **CHROME**

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

corcentric <sup>.</sup> Cor360	Purchase Order r Portal	-0	New tab New window New incognito win	idow	Ctrl+ Ctrl+ Ctrl+Shift+	T N N
Login About the Supplier Portal Browse Regarements & Diagnostics Supplier Portal Demo	Velcome to Your Supplier Portal  Velcome to Cor360 User Name: Password: Submit Sptions Velcome Lockup Password: Lockup Password: Lockup Postaword: Lockup Po	Corcentric Cor360 Purchase Ord Supplier Portal	History Downloads Bookmarks Zoom Print Cast Find More tools Edit Settings	- 100% Cut	Ctrl+ Ctrl+ Ctrl+ Ctrl+	J P F Jaste
A CORCENTRIC PAYABLES AUTOMATIN	ON SOLUTION		Help			1

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

빌	Site Settings Controls what information sites can use and show (location, camera, pop-ups, and more)	•	
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4. Click the arrow next to Popups and redirects, then click Add next to Allow.

5. Enter <u>http://cor360supplier.corcentric.com/iforms/</u> and click Add.

## Getting Started

Blo	Add a site Site		
Allo	http://cor360supplier-uat.corcentric.com/iforms/		
		Cancel	Add

### **FIREFOX**

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

then Privacy & security.



 Scroll down to Permissions section and locate Block pop-up windows. Click Exceptions. In Address of website, type <u>http://cor360supplier.corcentric.com/iforms/</u>click Allow, thenSave changes.

< → ♂ ⊕	Sirefox aboutpreferences#privacy		☆ IIN	Allowed Websites - Pop-up	5	×
		₽ Find in Options		You can specify which websites are allowed to open pop-up window want to allow and then click Allow	ws. Type the exact address of the	e site you ^
🔅 General	Permissions			Address of website		
Home Home	Location	Settings				
Q Search	Camera	Settings			É	Allow
0	Microphone	Settings		Website	Status	
Privacy & Security	Notifications Learn more	Settings		http://iapp.infoaccess.net	Allow	
C Sync	Pause notifications until Firefox restarts			https://iapp.infoaccess.net	Allow	
	Autoplay	Settings				
	🗖 Virtual Reality	Se <u>t</u> tings				
	Block pop-up windows	Exceptions				
	Warn you when websites try to install add-ons	Exceptions		Remove Website Remove All Websites		*
🎓 Extensions & Themes						
⑦ Firefox Support	Firefox Data Collection and Use				Save Changes	Cancel

## Getting Started

### **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 <u>www.corcentric.com</u>.

### **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.



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.

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Main 🕨 🕦	ox Outbox	Draft	Archive	User Manageme
About the support Portal FAGs Use A Form Request Open PO(s) - 3M US Only Archived Messages	Outbox         @ Unread;           @ Read;         Total:           Outbox         @ Unacknowledged;           @ Acknowledged;         Total:	upplier Portal 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Tips user provide a truer pless through the content HLL above at a provides d you in usin 0 Sen Man 0 Change 0 Change 0 Change 0 Change 0 Downlog	fint-kine Supplier Portal te take a minute to load: P. <u>click here</u> or click hep y click here or click hep y click here or click hep tals and instructions to i the Supplier Porter Message appenent Contact Info Contact Info

### Cor360 Purchase Order Supplier Portal Main Menu

## Using Cor360 Purchase Order Supplier Portal: Inbox and Outbox

<u>Inbox</u>: 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.

<u>Outbox</u>: 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.

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Optio	ns	Trading	Partner	Doc	ument Name	Status	Document Ty	pe Date I	Received 🔻	None 🗸
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⊻	3M			USMMMJ	EB11AAAC	Unread	Purchase Order	r 3/1	2/2021 10:06 AM	
⊻	3M			USMMMM	EO39TEST	Unread	Purchase Order		3/9/2021 2:00 PM	
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#### **Cor360 Purchase Order Supplier Portal Inbox**

#### **Cor360 Purchase Order Supplier Portal Outbox**

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Page	1 🗸 of 1				Search by	Document Name 🗸		Search
Options	Trading	Partner	Document Name	Document Reference	<u>Status</u>	Document Type	Date Submitted	None 🗸
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Ð	зм		USMMMJXP3M	USMMMJXP3M	Waiting	Purchase Order Acknowledgement	2/19/2021 9:49 AM	
B	3M Health Int System	formation	HQMMMB1MEO	HQMMMB1MEO	Waiting	Purchase Order Acknowledgement	2/19/2021 7:49 AM	
Ð	3M Health Int System	formation	TESTME01	HQMMMB1MEO	FA Received	Invoice	2/13/2021 10:45 AM	
Ð	3M Health Int System	formation	HQMMMB1MEO	HQMMMB1MEO	FA Received	Purchase Order Acknowledgement	2/13/2021 10:44 AM	
e	3M Health Int System	formation	TEST997	HQMMMB12AB	Waiting	Invoice	2/12/2021 10:16 AM	
Ð	3M Health Int System	formation	HQMMMB12AB	HQMMMB12AB	Waiting	Purchase Order Acknowledgement	2/12/2021 10:15 AM	
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	3M Health Int	formation				4 A	2/12/2021 3:35	

### **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 <u>Read</u>, <u>Unread</u>, or <u>View All</u>. For example, to view only Unread documents, click on <u>Unread</u>.

## Using Cor360 Purchase Order Supplier Portal: Inbox & Outbox

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

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Page 1 🗸 of 1	1	1	Search by Document Nan	ne:	Search
Options Tradi	ng Partner Document	Name Status	Document Type	Date Saved	None 🗸
в ЗМ	TEST 855	Draft Purch	ase Order Acknowledgement	5/13/2021 1:47 PM	
Page 1 🗸 of 1			Search by Document Nan	ne:	Search
A CORCENTRIC PA	VABLES AUTOMATION SOL	UTION			

### 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**

2327-Sonron			/endor   © Change Com	y    Help    Contact Sup	@Logout
Main	Inbox	Outbox	Draft	Archive User	agement
Archive Filter Inbox ● <u>Outbox</u> ● <u>Draft</u>	Options <u>View All Documents</u>	Key Read Document	Parent PO's 🔞 PO Acknowledge	iii Invoices/A **	
Page 1 🗸 of 1	Total 1 record.		Search by Document	Name:	Search
Page 1 v of 1 Options Tradi	Total 1 record. <u>ng Partner Document N</u>	ame Xref Number	Search by Document T	Name: <u>ype Date Received</u> 💌	None V
Page 1 V of 1 Options <u>Tradi</u>	Total 1 record. ng Partner Document N FEB08Web	ame Xref Number	Search by Document T <u>Status</u> <u>Document T</u> Unread Purchase Order	Name:	None V

#### **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.

## Using Cor360 Purchase Order Supplier Portal: Draft & Archive

- 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:** <u>View All Documents</u>: Click <u>View All Documents</u> 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:

<u>Contact Info</u>: 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 <u>View All Documents</u>.

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

<u>Change Email Address</u>: 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.

<u>Change Security Question & Answer:</u> 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.)

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

<u>Enrolled Trading Partners</u>: 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**

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, <u>Create P.O. Ack from Purchase Order</u>. 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.

3M	Purchase Ord	ler			
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 588299239 USA	Orde P.O. N Purpo P.O. T P.O. D Invoice	er Inform lumber: ise: ype: late: e Type:	ation USMMMEO39TE ORIGINAL STAND-ALONE ORDER 3/3/2021 INVOICE ELECTRONICA	EST	
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Message Details This Purchase order is any offer to seller, purchaseorder terms found at www.am.com. OR ELECTRONG ACKNOWLEDGEMENT OF OR SELL CONFLICTING TERM IN ANY SELLER ACKNOWLEDGE AGREED TO IT IN WRITING. IF THIS PURCHASE ORDE FOUND AT WWW.3M.COMSUPPLIETTX.FOR TRANS TR.3M.COMTRAVELE IF OR ALL SIM Detric Scommo COAS. J10.1.2020 PO UNIT PRICE CHANGED TO 748.4	AND WILL BE A BINDING CON ISUPPLIERTERMS ON SELLE ER'S INITIATION OF PERFOR MENT, PROPOSAL OR OTHEF R IS TAX EXEMPT OR DIREC PORTATION GUIDANCEPLEAS 3 TO 3M, THE 3M PURCHASE 3 TO 3M, THE 3M PURCHASE 7 USD LINE2 PER POA. DO N	ITRACT ON R'S ACCEPT MANCE UND R DOCUMEN T PAY, THE A SE SEE 3M'S ORDER NUI ING LABELS OT DUPLICA	THE TERMS HEREIN AND ON TH NACE, WHICH MAY BE SELLER'S ER, THIS PURCHASE ORDER. N TATION BINDS 3M UNLESS 3M PROPRIATE SUPPORTING DO CORPORATE TRANSPORTATIO MBER, 3M ITEM ID, AND THE MA, AND ON THE CERTIFICATES O TE PO. MDINARTE	IE S VERBAL, WRITTEN IO ADDITIONAL OR SPECIFICALLY ICUMENT CAN BE IN WEBSITE ATHTP TERIAL LO IF ANALYSIS	
Line Item Information			Buyer C	urrency: USD	
Line # Quantity Ordered UOM BU	YER'S PART NUMBER	ENGI	NEERING CHANGE LEVEL	Unit Price	
SOLVENT GP 1505- LINX 8900 PRINTER	11004238730		02/03/2017	40.00	_
Line #         Quantity Ordered         UOM         BU           00201         2         LITER            BLK INK PLASTIC ADHERENT 1014 LINX 8900	YER'S PART NUMBER 11004238744	ENGI	02/03/2017	Unit Price 749.47	
Order Summary Number of Line Items: 2	<u>Create</u> Note: Inv	P.O. Ack Fr	om Purchase Order be created from this Purchase Ord	ier because a Purcha Create PDF	- se Order Acknowledgment has not been sent.

### Sample Purchase Order

### 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, <u>Create</u> <u>P.O. Ack from Purchase Order</u>, 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.
  - ✓ <u>Type A: ACKNOWLEDGE- NO DETAIL OR CHANGE</u>: Use when accepting the PO 'as is'.
  - ✓ <u>Type B: ACKNOWLEDGE- WITH EXCEPTION DETAIL ONLY</u>: Use when making changes to the purchase order detail such as item quantity, price, or delivery date, or when adding comments.
  - ✓ <u>Type C: REJECTED- NO DETAIL</u>: Use when you wish to cancel the entire PO.

### **PO Acknowledgment Wizard: Header Information**

P.O. Acknowledgn	nent Wizard - Step 1	Header Information	
Purchase Order Number Purchase Order Date: Purpose Code: Acknowledgment Type: Contract Number: Acknowledgment Date:	: USMMMMEO39TEST 03/03/2021 ORIGINAL 05/13/2021	Cptional	
Comments Comment:			
Supplier			
Name: Supplier ID:	2327-SONRON 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 - Step 1 Header Information					
Purchase Order Number Purchase Order Date: Purpose Code: Acknowledgment Type: Contract Number:	USMMMME039TEST 03/03/2021 ORIGINAL ACKNOWLEDGE - NO DETAIL OR CHANGE Option				
Acknowledgment Date: Comments Comment:	05/13/2021				
Supplier					
Name: Supplier ID:	2327-SONRON D41127 008				
To accept the order "as is", choose <b>ACKNOWLEDGE- NO</b> <b>DETAIL OR CHANGE</b> , and click <b>Continue</b> to be taken directly to the summary screen. Click <b>Send P.O.</b> <b>Acknowledgment</b> to finish.					

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

Summary of Enter	ed Information		
Purchase Order Number Purchase Order Date: Purpose Code: Acknowledgment Type: Contract Number:	: USMMMME039TEST 03/03/2021 ORIGINAL ACKNOWLEDGE - NO DETAI	L OR CHANGE	
Acknowledgment Date:	05/13/2021		
Supplier			
Name:	2327-SONRON		
Remit To ID:	D41127 008		
Edit Header Information			
Line Items			1
Line Item Number: 00	101		
Original Qty: 5	UOM: LT	Original Unit Price: 48.88	3
Price Basis:	PRICE PER ORDER UNIT		
Buyers Part Number: 11	004238736		
Item Status: ITEM AC	CEPTED		
Quantity: 5	UOM: LT		
Unit Price: 48.88			
Date Quainter: REQUES	TED FOR DELIVERY Date: 10/	05/2020	
Line Item Number: 00	0201		
Original Qty: 2	UOM: LT	Original Unit Price: 749.43	47
Price Basis:	PRICE PER ORDER UNIT		
Buyers Part Number: 11	004238744		
Item Status: ITEM AC	CEPTED		
Quantity: 2	UOM: LT		
Unit Price: 749.47			
Date Qualifier: REQUES	TED FOR DELIVERY Date: 10/	35/2020	
	Send P.O. Acknowledgement	Save As Draft	
	Send P.O. Acknowledgment	Save AS brail	
3			

### 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.

### 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. Acknowledgn	nent Wizard - Step 1 Header Information			
Purchase Order Number Purchase Order Date:	r: USMMMME039TEST 03/03/2021 0BIGINAL	o reject the entire PC JECTED- NO DETAIL.	), select You are	
Acknowledgment Type:	REJECTED - NO DETAIL			
Contract Number:	Option	lired to enter a comn	nent. Click	
Acknowledgment Date:	05/13/2021 Co	<b>ntinue</b> to go to the n	ext step.	
Comments	· · · · · · · · · · · · · · · · · · ·			
Comment:	ITEM IS NOT LONGER AVAILABLE			
Supplier	2227-SONRON		You have selected REJECTED - N Reject this Purchase Order? B Acknowledgement 3M will rem	NO DETAIL. Are you sure you want to y clicking 'OK' and sending this ove this Purchase Order from their
Supplier ID:	D41127 008		system.	
				3 OK Cancel
Sumi	mary of Entered Information		You will see a warning	g asking if you are
Purcha	ase Order Number: USMMMMEO39TEST		sure you want to reject	t the PO. Click <b>OK</b>
Purpos	se Code: ORIGINAL			
Ackno	wledgment Type: REJECTED - NO DETAIL act Number:		to continue to the Si	ummary Screen.
Ackno	wledgment Date: 05/13/2021			
Comm	ents			
Comm	nent: ITEM IS NOT LONGER AVAILABLE			
Suppli	ier			
Name	: 2327-SONRON			
Kennt	101D. D41127 008			
Edit H	eader Information			
Line It	tems			
Line I	Item Number: 00101			
Price E	Basis: PRICE PER ORDER UNIT	0		
Buyers	s Part Number: 11004238736			
Item 9 Quant	Status: ITEM REJECTED ity: 5 UOM: LT			
Unit P	rice: 48.88			
Date 0	Qualifier: REQUESTED FOR DELIVERY Date: 10/05/2020			
Line I	Item Number: 00201			
Origin Price E	al Qty: 2 UOM: LI Original Unit Price: 749 Basis: PRICE PER ORDER UNIT	47		
Buyers	s Part Number: 11004238744			
Item S	Status: ITEM REJECTED			
Unit P	rice: 749.47			
Date 0	Qualifier: REQUESTED FOR DELIVERY Date: 10/05/2020			
	end P.O. Acknowledgment Save As Draft			
<u> </u>	4			
	To reject the PO, click Send			
	P.O. Acknowledgment.			

#### P.O. Acknowledgment Wizard -REJECTED- NO DETAIL

## Invoicing

### Invoicing

1

Clicking on the link, <u>Invoice Wizard</u>, 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 <u>Continue</u> 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.

## 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 Wia	ard - Step 1 Header Information
Invoice Numbe Purchase Orde Transaction Tyj Requested for Ship To	r: Invesion Date: 05/13/2021 Termat: H94/DD/YYYY Number: USH9H94609TEST et: V Delivery: 10/05/2020 Termat: H94/DD/YYYY
Name: Ship To ID: Address: City: Zip: Country: Remit To	IM CUMBERLAND-39/US-WI (ADDR PROT CC) 01/09/UD0 [1640 WESTERN AVE 
Name: Remit To ID: Address: City: Zip: Country:	2327-50480H 04127-008 35 %_LUARE_5T. 27 MULTARY AVENUE CHICADO State: EL 0606731234 USA
	Continue

#### **Invoice Wizard- Header Information**

## 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 - Step 2 Detail Information (Line Items)					
The only fields available for Edit in this Section are the quantity fields. If there is a discrepancy with a price or other fields, contact your purchasing agent to have a corrected Purchase Order re-submitted.					
IF YOU DO NOT WANT TO INVOICE A PARTICULAR LINE ITEM PLEASE CLICK "REMOVE LINE ITEM" OR ENTER ZERO "O" FOR THE QUANTITY.					
Line Items					
Line Item Numb	ber: 00101				
0	2ty: 5 UOM: LT Unit Price: 48.88				
Invoiced Unit Pri	ice:				
Price Basis:	PRICE PER ORDER UNIT				
Qualifier:	BUYER'S PART NUMBER				
Product Code:	11004238736				
Qualifier:	ENGINEERING CHANGE LEVEL				
Product Code:	02/03/2017				
Description:	SOLVENT GP 1505- LINX 8900 PRINTER				
Packing List					
Packing List Numbers:					
	Add PL Number				
Remove Line Iten	<u>A</u>				

#### **Invoice Wizard- Line Item Information**

### Section 3 Allowances and Charges

3

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 Continue			



## 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			

### 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.

Summary of En	tered Information		
Invoice Number: Invoice Date: Purchase Order Nun Transaction Type: Requested for Delive Buyer's Currency:	45 05/13/2021 hbr:USMMMME039TEST PRODUCT OR SERVICE INVOICE HY: 10/05/2020 BUYING PARTY (PURCHASER): USD		
Ship To Name: 3M Ship To ID: 018 Address: 164	CUMBERLAND-3MUS-WI (ADDR PROT CD) 10M100 10 WESTERN AVE		
City: CU State: WI Zip: 544 Country: US	MBERLAND 1299239 A		
Remit To           Name:         23;           Remit To ID:         D4           Address:         35           Oity:         78           City:         CH           State:         IL           Zip:         604           Country:         US	17-SONBON 1127 DOB S. LAUREL ST MILITARY AVENUE ICAGO A A		
Terms of Sale Terms Type: Discount Percent: Discount Days Due: Description: Day of Month:	DISCOUNT NOT APPLICABLE 60 NET 60 DAYS		
Line Items Line Item Number Qty: 5 Price Basis: Buyers Part Number Engineering Change Description: SOLVENT GP 1505-	: 00101 UON: LT Unit Price: PRICE PER ORDER UNIT : 11004238736 Level: 02/03/2017 IIXX 8900 PRINTER	48.88	
Line Item Number Qty: 2 Price Basis: Buyers Part Number Engineering Change Description: BLK INK PLASTIC AD	: 00201 UOM: LT Unit Price: PRICE PER ORDER UNIT : 11004238744 Level: 02/03/2017 WHERENT 1014 LINX 8900	749.47	
Edit Line Items			
Tax Information No Taxes for this Inv	oice at the Summary Level	Click Send Invoice	:0
Allowance/Charge Ir No Allowance/Charg	formation es for this Invoice	submit your invoice to	3M.
Edit Allowances/Chi	Total Invoice /	Imount: 1743.34	
	Send Invoice Save As Draft		

**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.