

## Procurement Transaction Expectations for Suppliers to 3M Company – United States

This document is intended to provide guidelines for suppliers regarding procurement transactions and what is expected in each stage of the 3M procurement process.

### Electronic Commerce (eCommerce)

Suppliers who transact with 3M are expected to participate in the use of electronic commerce tools. Utilizing eCommerce tools enables more accurate, efficient, and effective communication between 3M and its suppliers. The transactions described in this document include the expectation of eCommerce enablement. If you have not been enabled on an eCommerce tool with 3M, refer to the eCommerce Supplier Collaboration section found at [https://www.3m.com/3M/en\\_US/suppliers-direct/suppliers/source-to-pay/](https://www.3m.com/3M/en_US/suppliers-direct/suppliers/source-to-pay/).

### Purchase Order (PO)

The 3M purchase order (PO) is a legally binding agreement between the supplier and 3M. Applicable 3M terms and conditions are referenced via URL on the PO and are linked below this document in the Source to Pay Transactions page within 3M Supplier Direct. [https://www.3m.com/3M/en\\_US/suppliers-direct/suppliers/source-to-pay/terms-and-conditions/](https://www.3m.com/3M/en_US/suppliers-direct/suppliers/source-to-pay/terms-and-conditions/).

### Freight Terms

3M uses Incoterms® listed on the PO to define the responsibilities for tasks, costs and risk associated with the transportation and delivery of goods in international movement of purchased goods. When the shipment is domestic, the Incoterms® define the responsibilities for transportation and related costs.

### Delivery Date

The delivery date listed on the PO is *the date 3M expects the material to be delivered at the “ship to” location listed on the PO*. When acknowledging a delivery date on a PO, include the estimated transit time as part of calculating when the shipment will arrive at the requested destination.

### Purchase Order Acknowledgement (POA)

The POA is an acknowledgement of the order and agreement to the requested delivery date, quantity, and price. All POAs are expected to be returned to 3M within 2 business days of receiving a new PO or a change to an existing PO. Should the supplier disagree with details listed on the PO, 3M expects to receive a POA with the requested changes. Upon the 3M buyer's approval of the requested changes, a changed PO will be issued to the supplier. Should the supplier determine that they can no longer meet the acknowledged delivery date, the supplier must send a new POA with the new expected delivery date. POAs with delivery dates in the past will not be accepted.

### Freight Process and Charges

When 3M is responsible for paying freight and transportation charges, suppliers will use the Transportation Routing Guides found on the Shipping and Transportation page within 3M Supplier Direct. [https://www.3m.com/3M/en\\_US/suppliers-direct/suppliers/shipping-transportation/](https://www.3m.com/3M/en_US/suppliers-direct/suppliers/shipping-transportation/). Enter the shipment information to obtain the preferred carrier. The supplier is responsible to contact the carrier and arrange for shipment to be picked up and the carrier will bill 3M directly.

Include the following directions on the Bill of Lading:

Bill To: 3M Company (3MCP01)  
c/o DATA2LOGISTICS  
PO Box 61050  
Fort Meyers, FL 33906  
Purchase Order Number #:

**It is critical that the PO number(s) related to the shipment are clearly referenced on your shipping documentation.** In situations where 3M is not paying for freight and transportation separately, please address questions to your 3M Sourcing contact.

Carrier information is required on all 3M Purchase Orders requiring an Advanced Shipping Notice (ASN). All shipments must include the bill of lading, an itemized packing list and any certification or customs paperwork necessary based on location and the goods being shipped.

### Advanced Shipping Notice (ASN)

*POs for goods ordered using a 3M material ID (10-digit number):* The supplier will send an ASN to 3M when the supplier is aware of the shipping arrangements and details for goods in the shipment. The ASN will include carrier name, quantity shipped, expected delivery date, and batch\* information if required. 3M expects to receive the ASN at least 24 hours prior to the shipment arriving at the 3M “ship to” location listed on the PO. The supplier must send the ASN prior to submitting the associated invoice to 3M.

*POs for goods ordered using only a text description (no 10-digit number):* The supplier will provide an ASN as described above only if the shipment moves internationally.

*\*Batch managed materials:* All batch managed material requires an ASN. Batch numbers must be included on the ASN along with either a date of manufacture or a shelf-life expiration date. Materials requiring batch information are identified on the PO.

### Invoicing

3M expects to receive invoices within 30 days of receiving goods or services. Any issues with submitting invoices should be addressed to your eCommerce provider. If resubmitting an invoice, use the original invoice date for prompt payment. If the invoice does not match the PO in all respects, do not submit the invoice. Contact the buyer listed on the PO for assistance with the necessary changes which must be made to the PO prior to invoicing.

### Credits

If you have been informed of or requested an invoice to be deleted out of the 3M system, please be sure to apply any credits or adjustments internally and rebill if necessary. If a credit or deduction is observed on your remittance advice, contact the buyer listed on the PO to request a copy. In this situation, suppliers must process the credits only as an internal transaction. The transaction at 3M has already been completed and will be duplicated if a credit memo is sent to 3M.

### Payment

The preferred payment method for all 3M suppliers is Electronic Funds Transfer (EFT). 3M requires a bank account and routing number for US payments and a SWIFT code and bank account number for any non-US payments.

Suppliers receiving paper checks should request electronic payment by sending an email requesting the change to [3mvendordataquality@mmm.com](mailto:3mvendordataquality@mmm.com) for further instructions.

### Remittance Advice

Suppliers will receive remittance advice via their eCommerce tool or via email. Updates to supplier email addresses for remittance advice received from [sopesystemssupport@mmm.com](mailto:sopesystemssupport@mmm.com) should contact the buyer listed on the PO. All other updates to email address remittance should be directed to the eCommerce provider.

### Supplier Information Changes

The supplier is responsible for informing the 3M buyer if their address, contact information, company name, or tax ID requires change or correction. If there are questions about purchase orders, invoices, or payments, the first point of contact is the buyer listed on the PO in question.