

COUPA SUPPLIER PORTAL - TRAINING GUIDE



General Guidelines

- ✓ Feel free to use the Chatbox to post any questions
- ✓ To ask questions verbally, do use the 'raise your hand' feature in Teams, for the Trainer to “Unmute” you
- ✓ All queries posted on the chatbox will be answered during the Q&A session - post every subject
- ✓ **Do not disclose your Company Name/Information or Personal Name/Information** while asking questions via chat or verbally to the Instructor



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Training Topics

- About Coupa
- Coupa Supplier Portal - Registration Process and Inviting Users
- Hands-on Registration & Linkage request to 3M
- Create Public Profile And Setup Legal Entity
- Coupa – Home Page Overview

Break – 10mins

- Purchase Orders – View, Change & Acknowledge
- Advance Ship Notice – View, Creation, Batch & Non-Batch Managed

Break – 5mins

- Invoice – Creation and Credit Notes
- Invoice Payments and Notifications
- Feedback and Learning Assessment
- Next Actions



**We will have an Online Demo of each topic, followed by
FAQ and Q&A**



Coupa Supplier Portal (CSP)

What is Coupa?

It is a world-class “Procure To Pay” (P2P) system that offers an eCommerce solution, for 3M to interact with its suppliers collaboratively.

Benefits of using Coupa Supplier Portal:

- Receive and View 3M **Purchase Order (PO)**
- Identify PO and easily *communicate corrections and updates on price, quantity, and delivery date*, back to 3M, **Purchase Order Acknowledgement (POA)**
- Confirm shipment quantity and date for goods receipt at 3M, **Advance Ship Notice (ASN – if applicable)**
- Submit **electronic Invoice (eInvoice)** to 3M, to enable accurate and On-Time payments – *no lost paper or email Invoices, and view invoice payments and receive payment notification*
- Adopt a consistent business process with 3M worldwide

3M sends to Supplier:

- Purchase Orders
- Purchase Order Changes
- Invoice Status
- Remittance Advice

Supplier sends to 3M:

- Purchase Order Acknowledgement (POA)
- Purchase Order Changes
- Advanced Ship Notice (ASN where applicable)
- Invoice (For Singapore and Malaysia Only)

Coupa Supplier Portal (CSP) is accessible @ <https://supplier.coupahost.com/>

Coupa Hosted Training content is available @ https://success.coupa.com/Suppliers/For_Suppliers

Key Terminologies



Terminologies

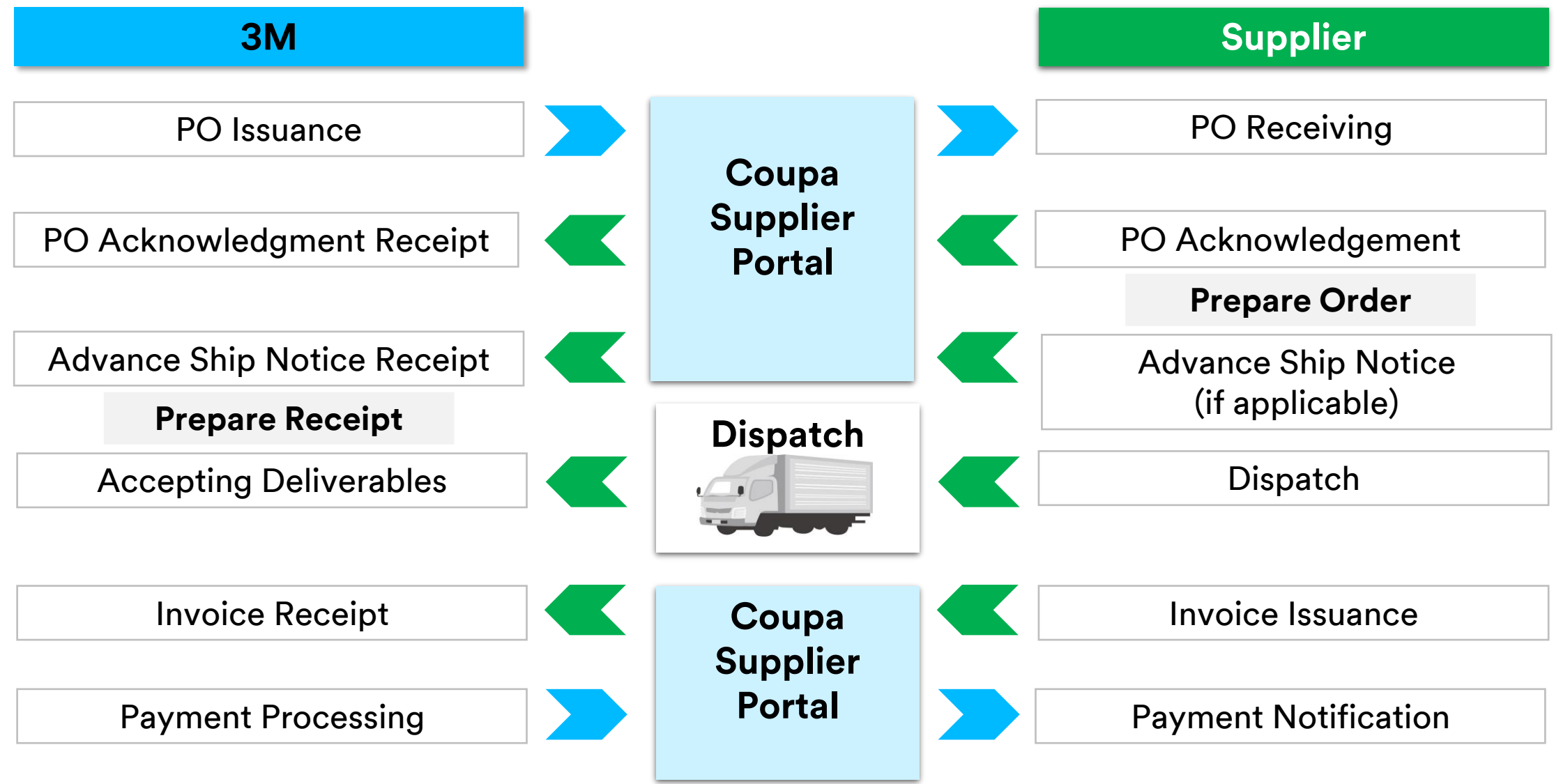
Terms	Description
Purchase Order (PO)	<ul style="list-style-type: none">A legal and commercial document sent from customer to a supplier, committing 3M's purchase of goods &/or services
Coupa Supplier Portal (CSP)	<ul style="list-style-type: none">A web portal for suppliers to manage business with customers. Suppliers can view & track the PO issued by 3M, as well as create & manage the invoice/credit note on the portal
Supplier Actionable Notification (SAN)	<ul style="list-style-type: none">Notification's suppliers receive via email to manage and acknowledge POs and create Invoices
PO Acknowledgement (POA)	<ul style="list-style-type: none">For a supplier to confirm receipt of the PO, after which the effectiveness of this PO will be admitted
Advance Ship Notice (ASN)	<ul style="list-style-type: none">Advance notification of a shipment to the customer
Invoice	<ul style="list-style-type: none">Billing document issued to 3M, stating financial obligations for goods received or services performed
Disputed Invoice	<ul style="list-style-type: none">An Invoice rejected and sent back by customer, for supplier to re-submit the new invoice
Credit Note	<ul style="list-style-type: none">An Invoice with negative value, to offer a credit to the customer or to resolve the issue



Flow Chart



Source to Pay – Flow Chart



Key Icons - Coupa Supplier Portal



Coupa Icons

Icon	Action/Function
	Transaction Hyperlinks take you to the View page of the transaction
	Edit
	Save
	Print
	Void (Cancel)
	Create Invoice against the PO

Icon	Action/Function
	View
	Delete
	Download the report
	Expand Table
	Calendar
	Mark as read

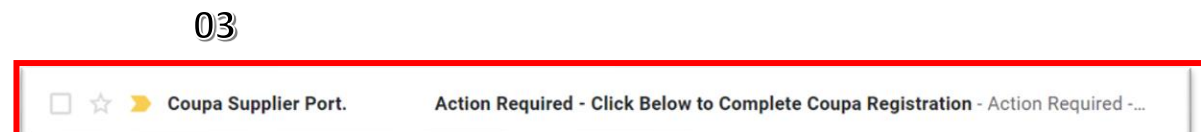
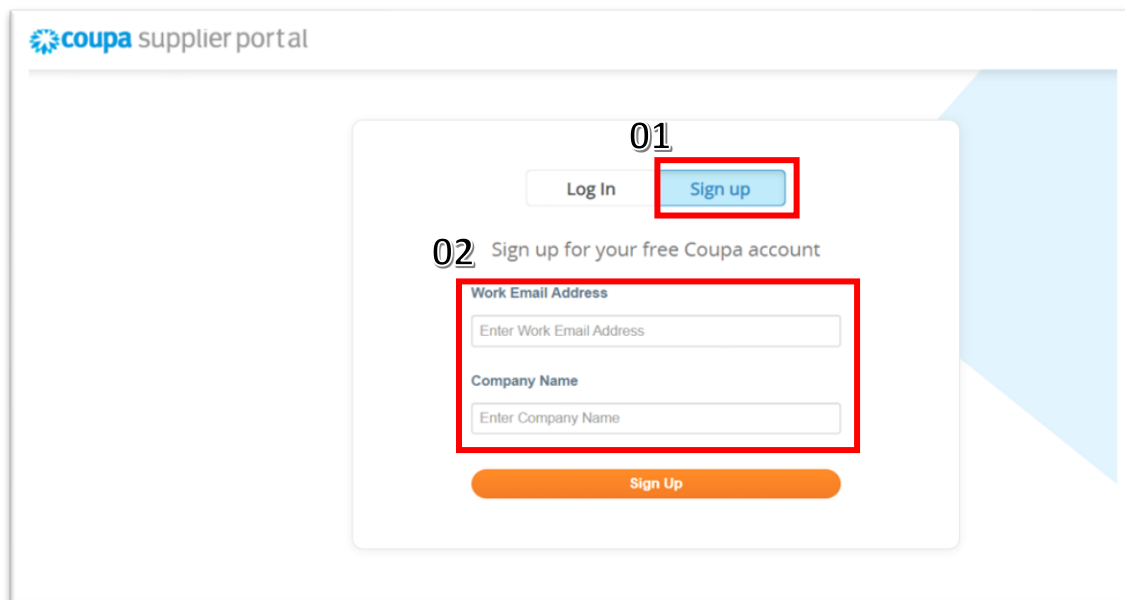


You can hover over the icon to see explanation of the icon.

Coupa Supplier Portal

- Registration process &
Inviting further users

Step 1 – Register on Coupa Supplier Portal



01. **Open Coupa Supplier Portal Link** - <https://supplier.coupahost.com/>. Click on the Sign-up tab
02. **Input the required fields** i.e., Email Address and Company Name
 - **Note: Suppliers should use their primary contact email address to register**
All PO's created will be sent to this email address and visible on the CSP account
 - The **primary contact email address will become the ADMIN** & have **full access** to all CSP functions, including user administration (inviting more users to use CSP with different permissions)
03. **Once registered, the supplier will receive an email from Coupa Supplier Portal**
 - **Note:** If you have registered and haven't received an email from Coupa, please check your Spam or Junk items folder



Step 2 – Confirm email sent to registered mail ID

Coupa Supplier Portal

<do_not_reply@supplier.coupahost.com>

to me

▼

Wed, Aug 4, 11:18 PM (18 hours ago)

☆

↩

⋮

Inbox

×

Action Required - Click Below to Complete Coupa Registration

Thank you for initiating the registration process with Coupa. To complete this request, click on the Confirm Email button below.

Note that most actions in Coupa require that you be linked to a Coupa buying organization. However, until then you can still keep your profile up-to-date and help buying organizations find and connect with you, as well as set up your account security and early payment preferences through the Admin tab.

Once linked to customers, you can view and manage purchase orders, create and manage invoices, get real-time SMS alerts for these transactions, and much more. Contact your customer to request them to link to your account.

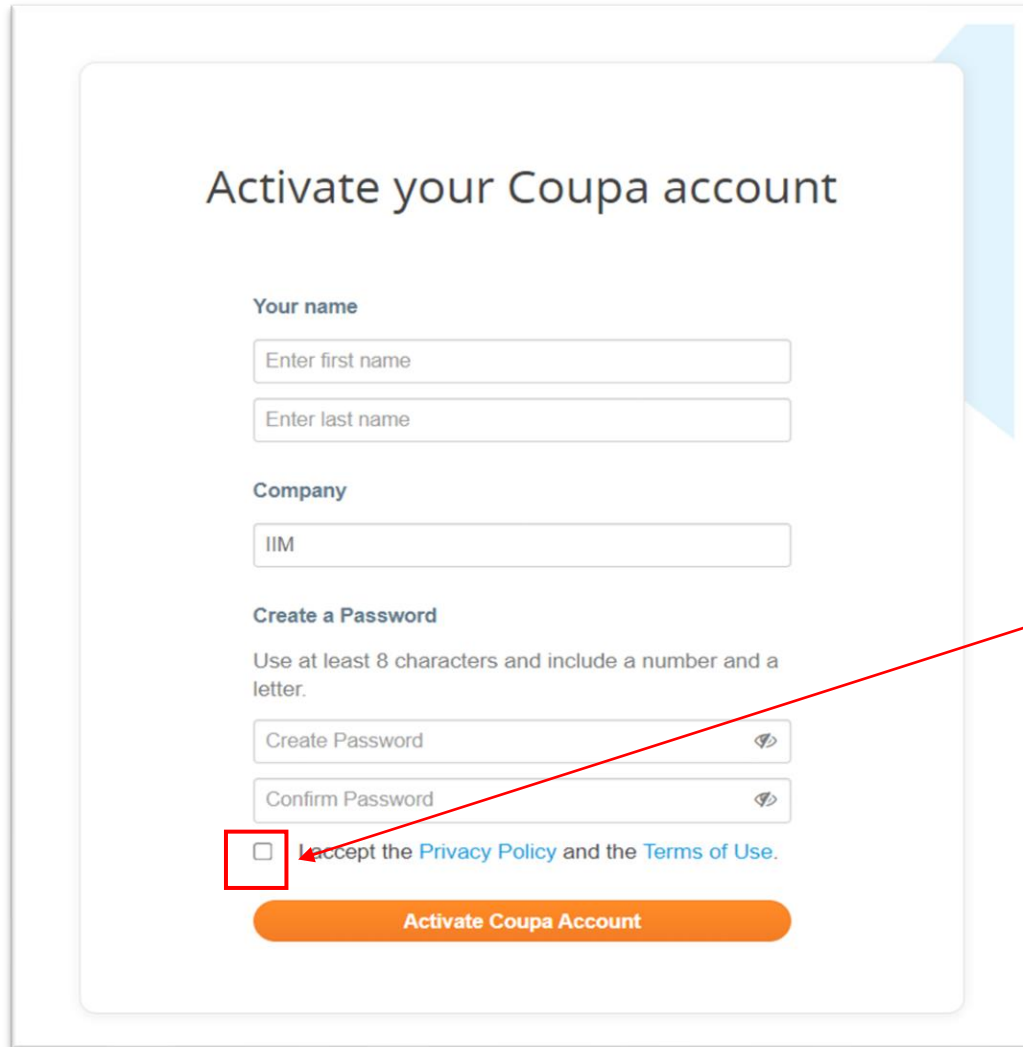
If you are participating in a Public Event, you will receive an email invitation once the buyer has accepted your request.

The Coupa Supplier Portal is completely free and helps you better transact and communicate electronically. Find out more using the links below. Welcome!

Confirm Email

Click on the Confirm Email link

Step 3 – Input Mandatory Information & Create Password



Activate your Coupa account

Your name

Enter first name

Enter last name

Company

IIM

Create a Password

Use at least 8 characters and include a number and a letter.

Create Password

Confirm Password

☐ I accept the [Privacy Policy](#) and the [Terms of Use](#).

Activate Coupa Account

- Clicking on the “Confirm Email” link, will redirect to the **“Activate your Coupa account”** page
- Input your First & Last Name and Company
- Create your Password (8 characters long - use combination of number and letter – Uppercase and Lowercase)
- **Tick the check box “I accept”** to accept the Privacy Policy and Terms of Use
- **Click “Activate Coupa Account”**

Note: This becomes the default admin account for your company. Once set up, you can add users and assign them roles, including account administration

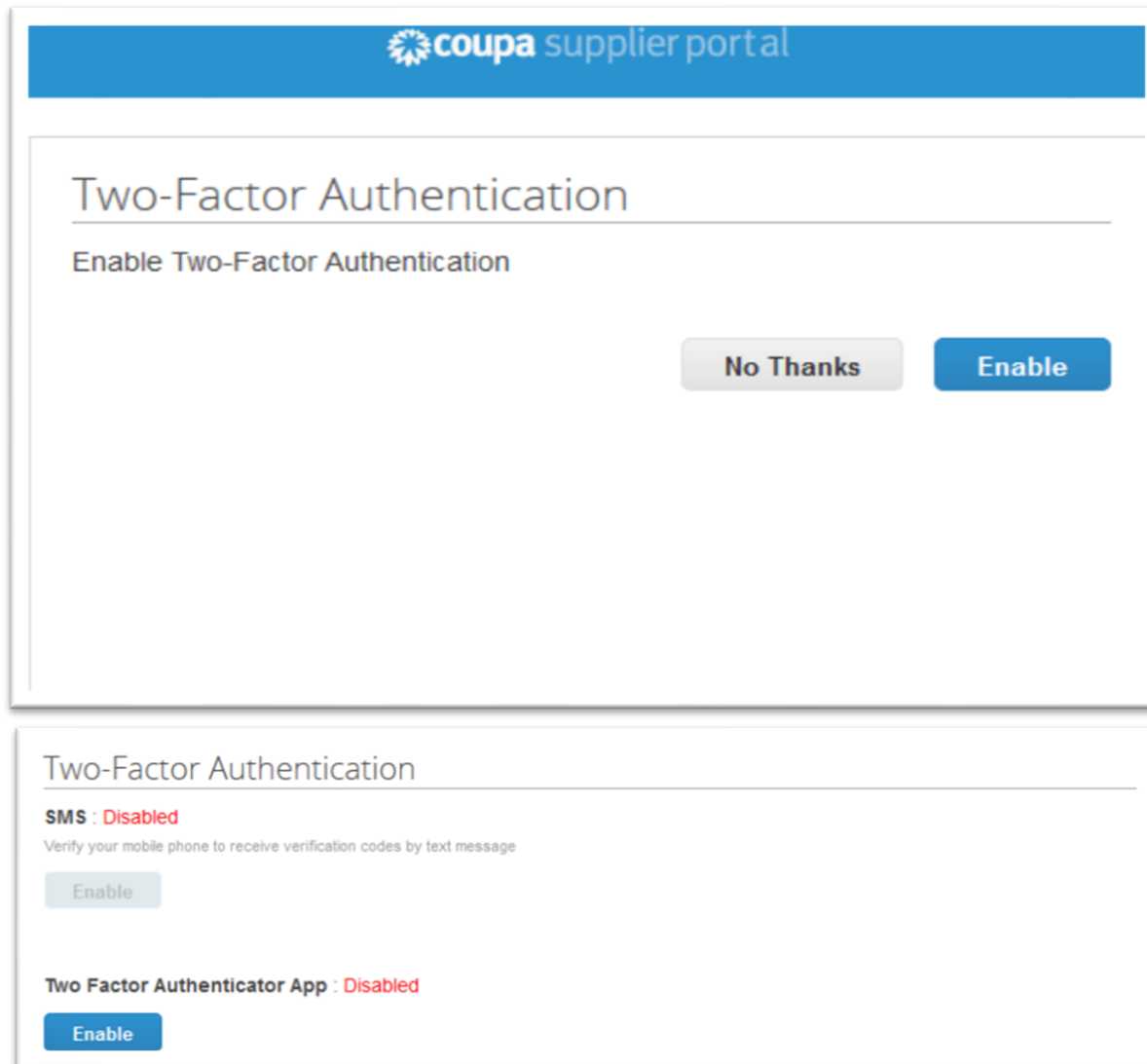


Step 4 – Log-in to CSP with email ID and password

The screenshot shows the Coupa Supplier Portal login interface. At the top left is the 'coupa supplier portal' logo. In the center, there is a white box containing the login options. A blue 'Log In' button is highlighted with a red rectangular border, next to a grey 'Sign up' button. Below these buttons is the text 'Login to your Coupa account'. Underneath, there are two input fields: 'Email Address' with the placeholder 'Enter email address' and 'Password' with the placeholder 'Enter password'. Below the password field is a blue link for 'Forgot Password?'. At the bottom of the white box is a large orange button labeled 'Log In'.

- Coupa Supplier Portal Link:
<https://supplier.Coupahost.com/>
- Enter your Registered Email Address and Password created in the previous step
- Click on the Log-In tab

Step 5 – Two-Factor Authentication



The screenshot shows the 'coupa supplier portal' header. Below it, the 'Two-Factor Authentication' section has the heading 'Enable Two-Factor Authentication'. At the bottom of this section are two buttons: 'No Thanks' and 'Enable'.

Two-Factor Authentication

Enable Two-Factor Authentication

No Thanks Enable

Two-Factor Authentication

SMS : Disabled
Verify your mobile phone to receive verification codes by text message

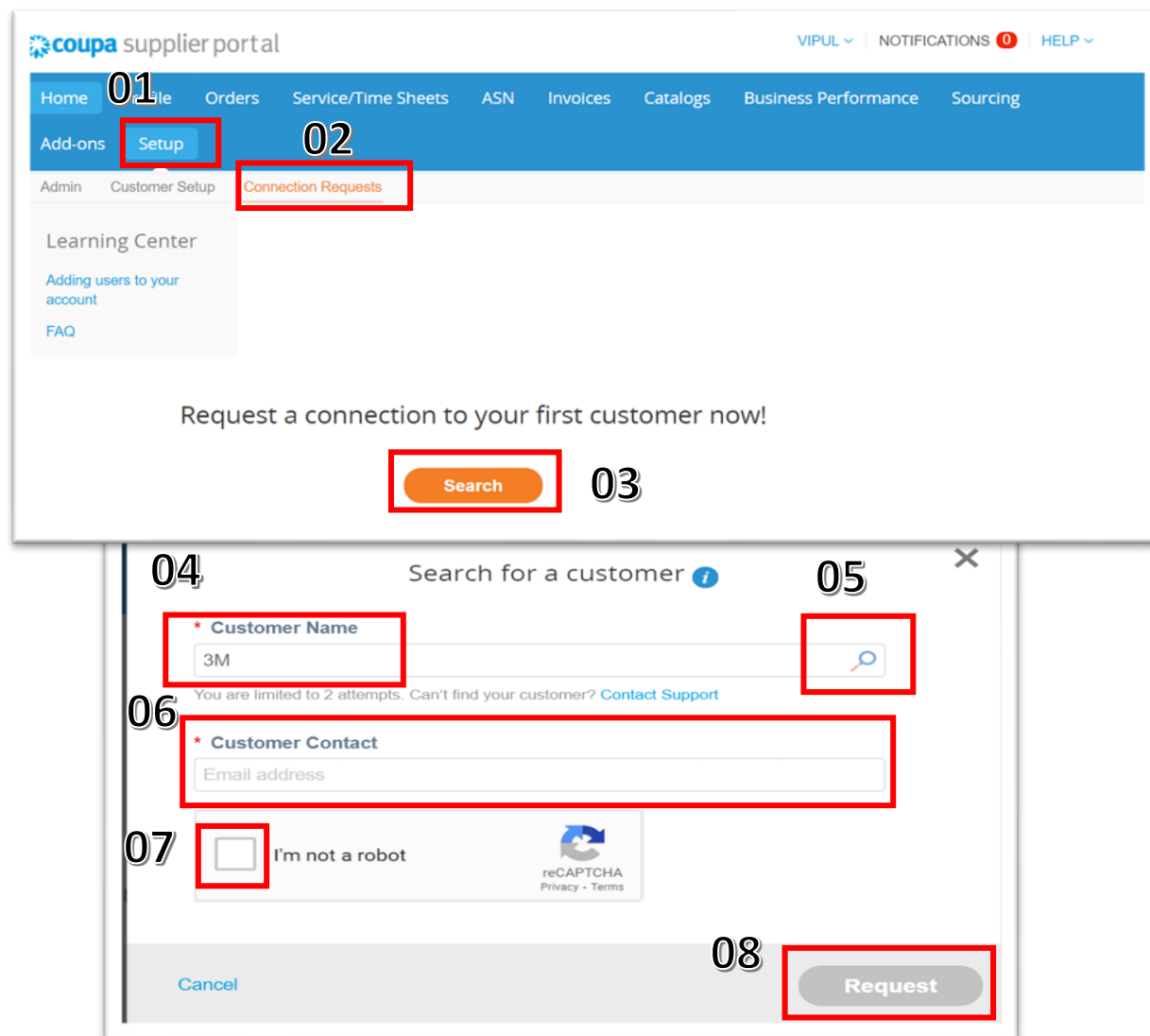
Enable

Two Factor Authenticator App : Disabled

Enable

- During your first log-in, the User will be prompted to enable Two-Factor Authentication (2FA)
 - You may click the “Enable” tab, for additional security control on your account
- OR
- You may click “No Thanks” if you wish not to enable 2FA
- 2FA is a security system that requires two distinct forms of identification, to access something
- It strengthens your **Coupa Account security**, by asking 2 types of information from the user — **Password AND Personal Identification Number (PIN)** or Code generated from Google Authenticator Application
- For more information, see the link :
[Enable or Disable Two-Factor Authentication](#)

Step 6 : Linking Coupa Account (CSP) with 3M



The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Home, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, and Sourcing. The 'Setup' link is highlighted with a red box and labeled '01'. Below the navigation bar, the 'Connection Requests' link is highlighted with a red box and labeled '02'. A 'Search' button is highlighted with a red box and labeled '03'. The 'Search for a customer' modal is open, showing the 'Customer Name' field with '3M' entered, highlighted with a red box and labeled '04'. The 'Search' icon is highlighted with a red box and labeled '05'. The 'Customer Contact' field is highlighted with a red box and labeled '06'. The 'I'm not a robot' checkbox is highlighted with a red box and labeled '07'. The 'Request' button is highlighted with a red box and labeled '08'.

01. Click on Setup

02. Click on Connection Request

03. Click on Search

04. Write "3M" in the Customer Name field.

05. Click on the "Search" icon

06. Enter below in the Customer Contact Field (depending on the Country) ;

07. Tick Checkbox "I'm not a robot"

08. Click on the "Request" tab

01. Click on Setup
02. Click on Connection Request
03. Click on Search
04. Write "3M" in the Customer Name field.
05. Click on the "Search" icon
06. Enter below in the Customer Contact Field (depending on the Country) ;

STPeCommerceSG@mmm.com

STPeCommerceMY@mmm.com

STPeCommerceVN@mmm.com

07. Tick Checkbox "I'm not a robot"
08. Click on the "Request" tab

Link Request will be sent to the 3M and 3M will start accepting the connection request from 25-Jul-2022.

Inviting Additional Users on CSP

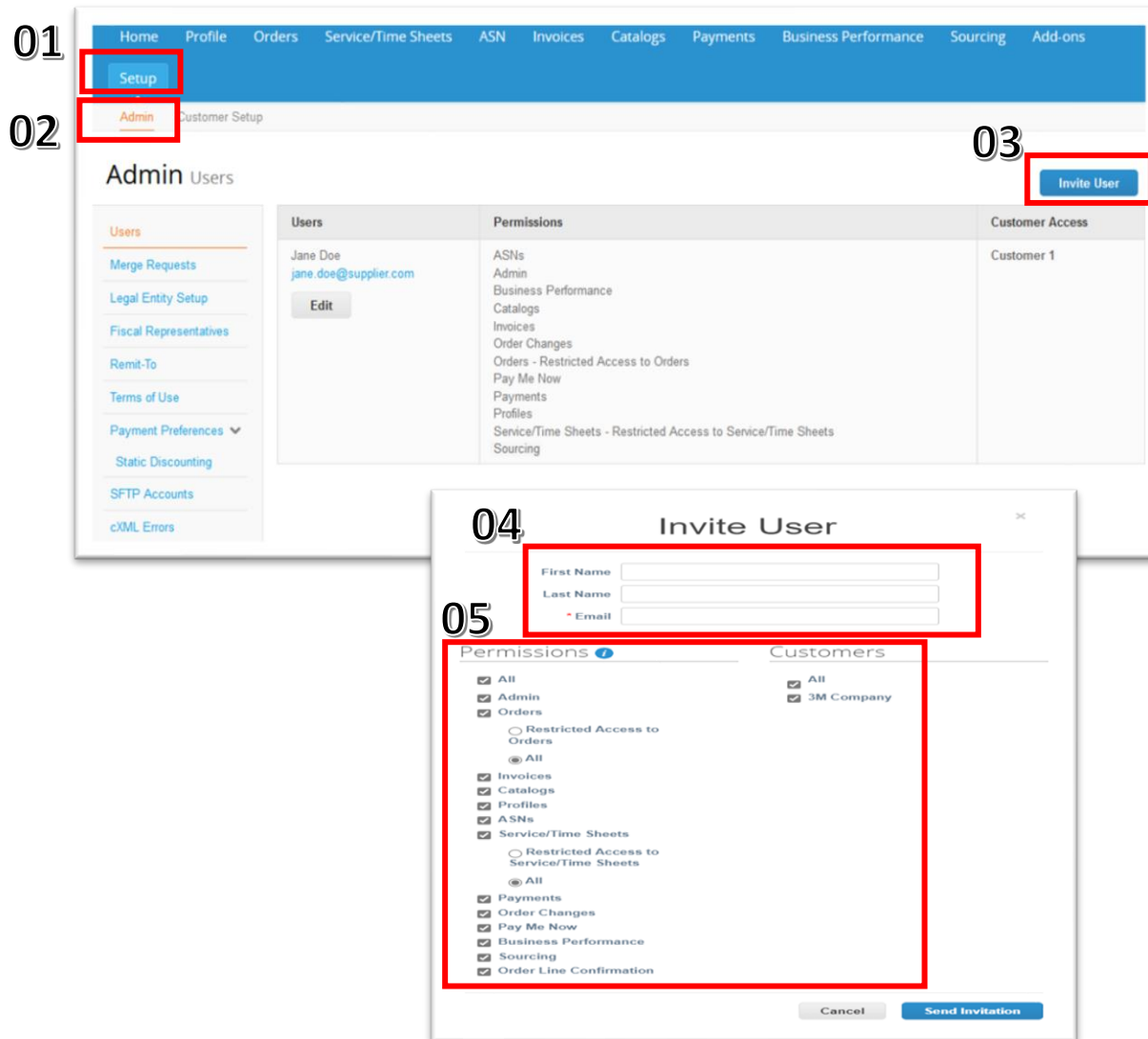
01 Click on Setup

02 Click on Admin

03 Click on Invite User

04 Enter First Name, Last Name & User email address

05 Click the checkbox to control the permissions & access



Users	Permissions	Customer Access
Jane Doe jane.doe@supplier.com <button>Edit</button>	ASNs Admin Business Performance Catalogs Invoices Order Changes Orders - Restricted Access to Orders Pay Me Now Payments Profiles Service/Time Sheets - Restricted Access to Service/Time Sheets Sourcing	Customer 1

- Supplier Admin can manage "User Permissions" and "Customer Access" by assigning certain users to only certain customers, limiting documents access and the functions they can perform basis assigned customers.

Steps:

01. Click on Setup
02. Click on Admin
02. Click on Invite Users
04. Enter First Name, Last Name & User email address
05. Click the checkbox to control the permissions & access

For more information, see the link :

[Manage Users - Coupa Success Portal](#)

FAQ - Registration

1. Why am I not receiving the email invitation to join Coupa?

[Answer]: Check your spam/junk email folder, emails sometimes get flagged as spam

2. I am already using Coupa Supplier Portal for other customers. Can I use the same account for 3M?

[Answer]: Yes, you may use the same account. Please send linkage request to 3M via your existing Coupa CSP Account

3. Can we register more than 1 person for Coupa?

[Answer]: Yes. You may register any number of participants to the Coupa Supplier Portal

4. Is Coupa Portal free for Suppliers?

[Answer]: Yes, Coupa Supplier Portal is free for suppliers with no limit on the # of transactions

5. When will COUPA be implemented and ready for use?

[Answer]: 3M will start transacting using Coupa from 01-Aug-2022 for 3M Singapore, Malaysia and Vietnam.

6. Is this new system for APAC only or would it also be implemented in other markets, e.g., Australia, etc.?

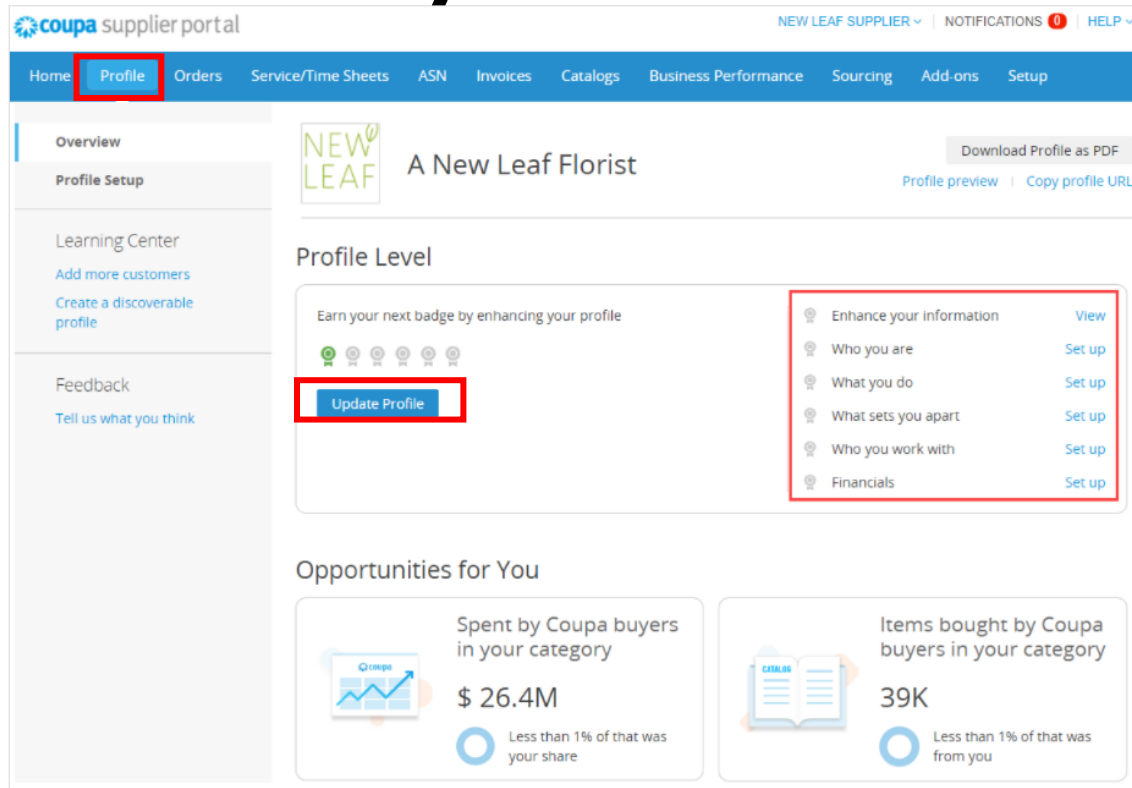
[Answer]: This initiative is focused on 3M Malaysia, Singapore, and Vietnam. Other 3M companies will be deployed in their timeline, and you will receive further communication at the appropriate time if you supply to any other 3M company

Q&A Session

Coupa Registration And Inviting Users

Create Public Profile & Setup Legal Entity

Create your Public Profile (Optional)



coupa supplier portal NEW LEAF SUPPLIER NOTIFICATIONS 0 HELP

Home **Profile** Orders Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Overview
Profile Setup
Learning Center
Add more customers
Create a discoverable profile
Feedback
Tell us what you think

NEW LEAF A New Leaf Florist
Download Profile as PDF
Profile preview | Copy profile URL

Profile Level
Earn your next badge by enhancing your profile

Update Profile

- Enhance your information View
- Who you are Set up
- What you do Set up
- What sets you apart Set up
- Who you work with Set up
- Financials Set up

Opportunities for You

Spent by Coupa buyers in your category
\$ 26.4M
Less than 1% of that was your share

Items bought by Coupa buyers in your category
39K
Less than 1% of that was from you

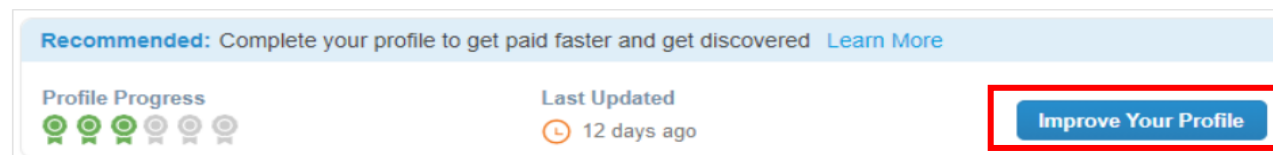
- In CSP, you have a Public Profile that is visible in the CSP Directory and allows potential customers to find your profile
- Having a complete profile provides customers with relevant information to do business with your organization
- Better the profile, better are the chances of landing new customers

For more information, see the link :

[Create Your Public Profile - Coupa Success Portal](#)

[View and Update Your Public Profile - Coupa Success Portal](#)

- A summary of the Profile information is seen on the Homepage
- The top section displays Profile Completeness (indicated by filled in badges under Profile Progress) and when the profile was last updated
- You can click "Improve Your Profile" to open your profile



Recommended: Complete your profile to get paid faster and get discovered [Learn More](#)

Profile Progress
Last Updated
12 days ago

Improve Your Profile

Legal Entity Setup (Mandatory-3M Singapore/Malaysia)

01 Setup

02 Admin

03 Legal Entity Setup

04 Add Legal Entity

Legal Entity

Let's get your company setup for electronic invoicing!
We'll walk you through what's needed & keep it as short as possible.

The first thing you'll need to do is add a legal entity.

Please note, if you are a European Company, or have any operations in Europe, and you are based in one country/region but are registered for VAT in more than one country/region, you must complete your fiscal representatives before you set up your legal entity. Once you set those up, follow the E-Invoicing Setup to continue.

Where's your business located?

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

05 Legal Entity Name

06 Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

Cancel Continue

- Legal Entity is the official name of your business registered with the local government (legal entity name)
- **Setting up your business details in Coupa will help you meet your customer's Invoicing needs**
- Complete as much information as possible

Steps:

01. Click on Setup
02. Click on Admin
03. Click on the Legal Entity Setup tab
04. Click on Add Legal Entity tab
05. Enter your Legal Entity Name – Official Name of your business
06. Country/Region – a Registered country of your legal entity



Legal Entity Setup (Mandatory-3M Singapore/Malaysia)

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

☒ All
 ☒ 3M Company

What address do you invoice from?

* Address Line 1

Address Line 2

* City

State

* Postal Code

Country/Region Singapore

☒ Use this address for Remit-To
 ☒ Use this for Ship From address

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents.

What is your Tax ID?

Country/Region Singapore

* GST ID

☐ I don't have GST ID Number

Miscellaneous

Invoice From Code

Preferred Language English (Singapore)

Field/ Checkbox	Description
Which customers do you want to see this?	<ul style="list-style-type: none"> Select all or the specific customer(s) that you want to see your legal entity information.
What address do you invoice from?	<ul style="list-style-type: none"> Required for invoicing. Is critical for compliance in some countries. Registered address of your legal entity. This is the same location where you receive government documents. It might differ from the physical address. Sometimes this is called your address of record or registered company address. Address line 1, city, and postal code are mandatory.
Use this address for Remit-To*	<ul style="list-style-type: none"> Selected by default. Deselect it if your remit-to address is different from your invoice-from address or you have more than one remit-to locations.
Use this for Ship From address*	<ul style="list-style-type: none"> Selected by default. Deselect it if your ship-from address is different from your invoice-from address or you have more than one location.
What is your Tax ID?	<ul style="list-style-type: none"> Enter your tax/VAT ID. Note: If you are exempt from tax registration in some regions/countries, select the I don't have TAX ID Number checkbox and enter your local tax ID or write N/A in the appearing Local Tax ID field

Legal Entity Setup (Mandatory-3M Singapore/Malaysia)

Where do you want to receive payment?

1 2 3 4

* Payment Type Address

What is your Remit-To Address?

Address Line 1 Singapore

Address Line 2

City Singapore

State

Postal Code 641667

Country/Region Singapore

Cancel Save & Continue

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status	
Address	Singapore Singapore 641667 Singapore	Active	Manage

Deactivate Legal Entity Cancel Next

- Mentioned 2 sections are not relevant for 3M
 - Invoices will be paid only to the Bank Accounts provided to 3M irrespective of the information provided here
 - To change/update your bank account details, please contact 3M representative
- Click **Next** to add the address where you want to ship goods from

Legal Entity Setup (Mandatory-3M Singapore/Malaysia)

Where do you ship goods from? ×

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From


Title	Status
Singapore	Active
Singapore	
641667	
Singapore	

Manage

Deactivate Legal Entity Done

Setup Complete

1 2 3 4



Congratulations!

This legal entity can now be used on new invoices.

Once you are invited to do business on the Coupa Supplier Portal by your customer(s), this information will be available for you to share with them and use on invoices. Request an invitation from your customer(s) today to start transacting.

Go to Orders Go to Invoices Return to Admin Done

- Click “Add Ship From” location if Ship From is different than your Invoice From address
- Fill in the mandatory fields and click “Continue”
- After completing the legal entity setup by clicking “Done” (i.e: after adding a legal entity), you may use it on new invoices
- From the Setup Complete page, you can choose to Go to Orders, Go to Invoices, or Return to Admin page

For more information, see the link :

[Set up Legal Entities - Coupa Success Portal](#)

Manage Legal Entity-Add 3M after Linkage Request is approved

SU LUNG
NOTIFICATIONS 92
HELP

Home
Profile
Orders
Service/Time Sheets
ASN
Invoices
Catalogs
Business Performance
Sourcing
Add-ons
Setup

Admin
Customer Setup
Connection Requests

02
Legal Entity Setup

Users
Merge Requests
Legal Entity Setup
Fiscal Representatives
Remit-To
Terms of Use
Payment Preferences
Static Discounting
sFTP Accounts

Legal Entity
Test Company

Invoice From	Remit-To Accounts	Locations	Customers
Shanghai China 999999 China	<div>Address</div> <div>Remit-To Address</div>	<div>1 customer</div> <div>Shanghai China 999999 China Active</div>	<div>3M Company</div>

03

Add Legal Entity

Actions
Manage Legal Entity
Manage Remit-To Accounts
Deactivate Legal Entity

Which customers do you want to see this?

04

☒ All
☒ 3M Company

What address do you invoice from?

Address Line 1 Shanghai
Address Line 2

REQUIRED FOR INVOICING

In case, Supplier do not find “3M” customer on legal entity.

Follow below steps to add Customer “3M” after your linkage request is approved.

Steps:

01. Click on Setup
02. Click on the Legal Entity Setup tab
03. Click on Manage Legal Entity tab
04. Click on “3M Customer” checkbox on Page 2

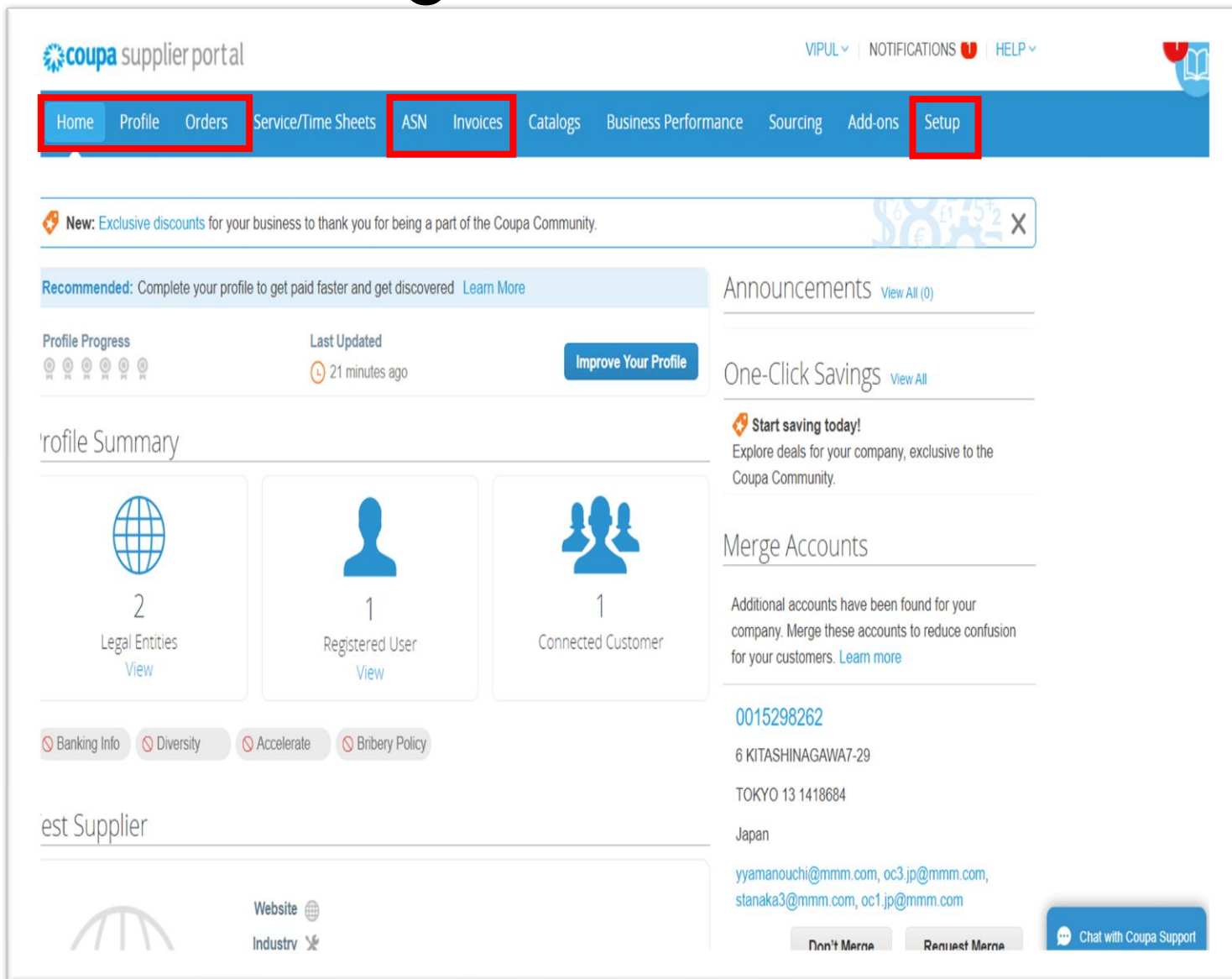
27

Q&A Session

Create Public Profile and Setup Legal Entity

Coupa Homepage Overview

Home Page Overview



The screenshot shows the Coupa Supplier Portal home page. The top navigation bar is blue with white text for various tabs: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The 'Home', 'ASN', and 'Setup' tabs are highlighted with red boxes. Below the navigation bar, there's a 'New' banner about exclusive discounts. A 'Recommended' section suggests completing the profile. The 'Profile Progress' section shows five progress indicators, with the last one updated 21 minutes ago, and a button to 'Improve Your Profile'. The 'Profile Summary' section displays three cards: '2 Legal Entities' (with a 'View' link), '1 Registered User' (with a 'View' link), and '1 Connected Customer'. Below these are tags for Banking Info, Diversity, Accelerate, and Bribery Policy. The 'Best Supplier' section is partially visible at the bottom left. On the right side, there are sections for 'Announcements', 'One-Click Savings', 'Merge Accounts', and a contact information block for 3M in Japan, including email addresses and a 'Chat with Coupa Support' button.

Home: View and improve the public profile and see the list of connected company

Profile: Create and manage your profile, including addresses and contacts.

Orders: View and access the purchase orders you received from different customers.

ASN: Create Advance Ship Notice

Invoices: Create and manage invoices

Setup: Manage users, legal entity, merge requests, etc

Note:

3M is not using the below tabs for now ;

- Service/Time Sheets, Catalogs, Business Performance, Sourcing and Add-Ons

Home Page Overview

TOOL DEMO SUPPLIER | NOTIFICATIONS HELP

Performance Sourcing Add-ons Setup

Announcements [View All \(0\)](#)

One-Click Savings [View All](#)

Start saving today!
Explore deals for your company, exclusive to the Coupa Community.

Merge Accounts

If your company has more than one CSP account, we try to list it below. Consider merging them to reduce confusion for existing and potential customers.

Not seeing the account you want to merge with? [Click here.](#)

Latest Customers

3M

Chat with Coupa Support

- **Settings & Notification:** Using this, the Account settings can be managed. and Notifications viewed and customized
- **Announcements:** View 3M Announcements to suppliers here
- **Merge Accounts:** If a company has more than one CSP account, they can be merged to reduce confusion for existing potential customers
- **Latest Customers:** Shows the latest customer added by the supplier account
- **Chat With Coupa Support:** Connect with the Coupa support team to resolve any technical issues
- **Change Language:** Select the preferred language for CSP
- For more information, see link : [Get Started with the CSP - Coupa Success Portal](#)

Latest Customers

3M Company

Dansk (Danmark)
Deutsch (Belgien)
Deutsch (Deutschland)
Deutsch (Luxemburg)
Deutsch (Schweiz)
Deutsch (Österreich)
English (Australia)
English (Canada)
English (US)

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BREAKTIME

10:00

mins: secs: type:



Breaktime for PowerPoint by Flow Simulation Ltd.

Pin controls when stopped ☒

Purchase Orders

- View 3M Purchase Order (PO)
- Purchase Order Acknowledgement (POA)
- Purchase Order (PO) Change Request

View 3M PO & Acknowledge—From Email (using SAN)

EXTERNAL] 3M Company Purchase Order #4812287002



3M <do_not_reply@mmm-test.coupa.com>

To Vipul Maheshwari

Retention Policy 90 Days (90 days)

Expires 3/28/2022

If there are problems with how this message is displayed, click here to view it in a web browser.



purchase_order.html
10 KB

Powered by  coupa



3M Company Purchase Order #4812287002

Order Summary

Date 12/24/21

PO Total 47,300 JPY

Shipping GAP
Terms

Payment Z113-End of Next Month Payment
Terms

Contact Jingyao Samoy
jsamoy@mmm.com

Manage Order

Create Invoice

Order details below



Acknowledge
PO



Add
Shipment
Tracking



Accelerate
Payment



Add
Comment

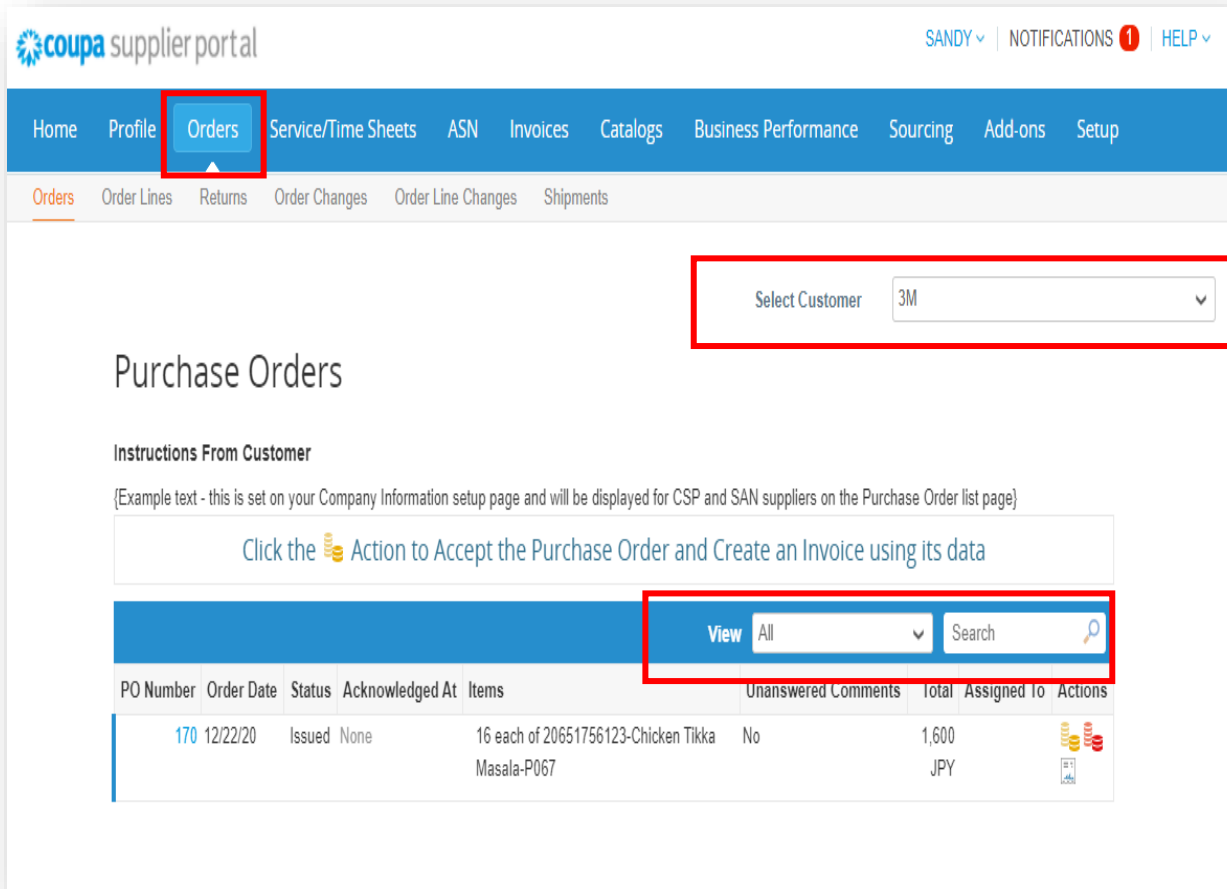
 coupa

- **Supplier will receive an email notification** whenever a PO is sent to their Primary Email registered with 3M & the CSP Account Users
- **Manage Order:** Click on the button to get an electronic view of the PO
- **PO Print will be attached to the email in HTML format** which can be viewed, saved, and printed
- **Acknowledge PO:** Click on the tab to acknowledge the PO directly from the email

Note:

- PO details should be checked for accuracy. Ex: Item description, Price, Ship To Address, Delivery Dates etc
- After reviewing & if accurate - Click on the Acknowledge PO tab

View 3M Purchase Orders – From CSP



coupa supplier portal SANDY | NOTIFICATIONS 1 | HELP


Home Profile **Orders** Service/Time Sheets ASN Invoices Catalogs Business Performance Sourcing Add-ons Setup

Orders Order Lines Returns Order Changes Order Line Changes Shipments


Select Customer 3M

Purchase Orders

Instructions From Customer
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Click the  Action to Accept the Purchase Order and Create an Invoice using its data

View All Search

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
170	12/22/20	Issued	None	16 each of 20651756123-Chicken Tikka Masala-P067	No	1,600 JPY		

To view a 3M Purchase Order in CSP:

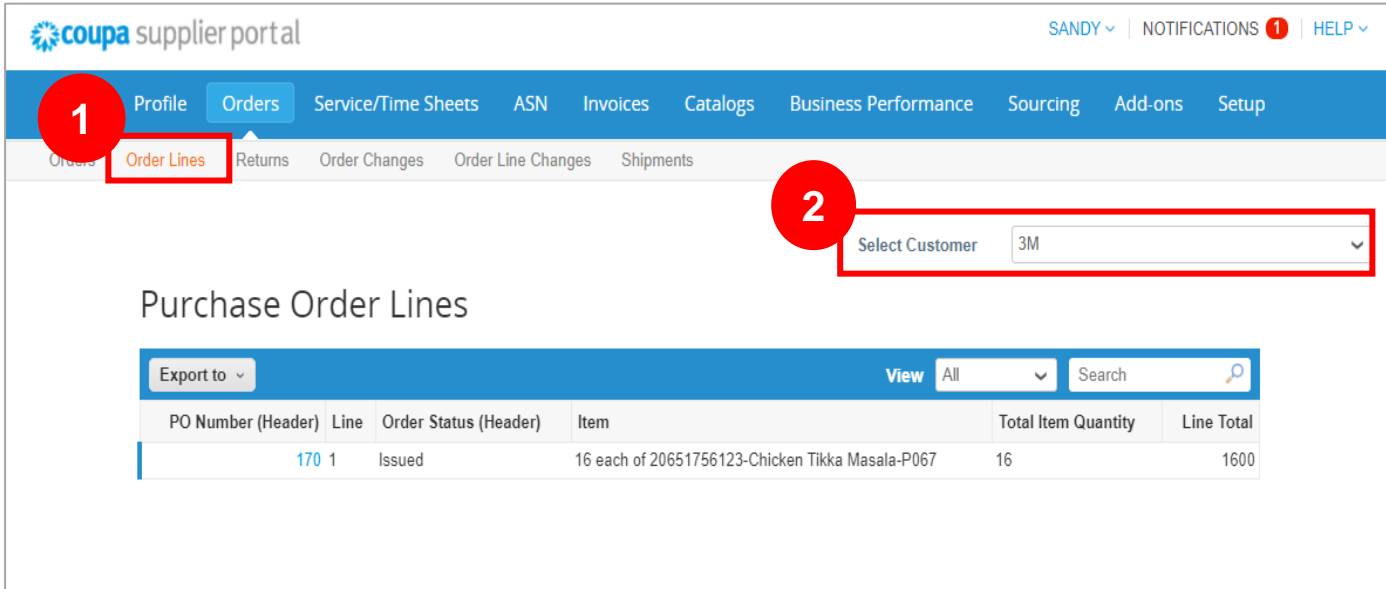
1. Login to CSP
2. Click on the **Orders** tab on the CSP homepage. The Purchase Orders page would appear
3. Select 3M from the **Select Customer** drop-down list in the top right corner
4. Filter the table by columns, use the search bar to find a specific PO **OR** Click on the **View** drop-down list to select a filter on applicable orders
5. For more details on a specific PO, click on the PO Number hyperlink to open the PO details

For more information, see link ;

[Create Custom Views - Coupa Success Portal](#)

Note: If you have other customers in Coupa (other than 3M), it will show you the POs from the company you selected the last time you visited the page

View 3M Purchase Order Lines

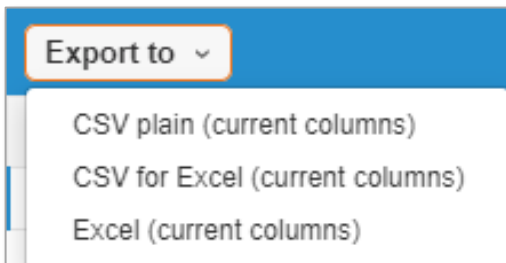


The screenshot shows the Coupa Supplier Portal interface. The top navigation bar includes links for Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. The 'Orders' tab is selected, and the 'Order Lines' sub-tab is highlighted. A red circle with the number '1' points to the 'Order Lines' sub-tab. Below the navigation bar, there is a 'Select Customer' dropdown menu with '3M' selected. A red circle with the number '2' points to this dropdown. The main content area is titled 'Purchase Order Lines' and features an 'Export to' dropdown, a 'View' dropdown set to 'All', and a search bar. Below these controls is a table with the following data:

PO Number (Header)	Line	Order Status (Header)	Item	Total Item Quantity	Line Total
170	1	Issued	16 each of 20651756123-Chicken Tikka Masala-P067	16	1600

Steps:

1. Click on the Order Lines tab to see PO Line details
2. Select “3M” from the Select Customer drop-down list



The screenshot shows the 'Export to' dropdown menu with the following options:

- CSV plain (current columns)
- CSV for Excel (current columns)
- Excel (current columns)

Note: You can export the PO or PO Lines table in CSV or Excel format by clicking on Export to

Purchase Order #4812140448

Select Customer

3M Company

General Info

Status Issued - Sent via Email

Order Date 16/11/21

Revision Date 16/11/21

Requester Jinggoy Samoy

Email jcsamoy@mimm.com

Payment Term Z118-Net 30 Days

Validity Start Date None

Validity End Date None

Header Text Buyer Phone Info: 63-2-79089498 ; || Incoterms: FOB
PORT OF EXPORT || HEADER TEXT: TEST PO –
DO NOT SHIP

Attachments None

Acknowledged ☒

Shipping

Ship-To Address 〒252-5285
Kanagawa3-8-8 Minamihashimoto Chuo-ku
Sagamihara-shi
Japan
Location Code: 6013-2000
Attn: Jinggoy Samoy

Terms FOB

Shipment Tracking + Add

No delivery tracking.

Lines

Type	Item	Qty	Unit	Price	Total	Invoiced
	7012411928 9226 H/M PGII/PGIILT DUMP VALVE KIT 1/CV	3	KT	16.36	49.08	0.00

Need By 16/11/21

Part Number None

Manufacturer Name None

Manufacturer Part Number None

Delivery Address 3M Japan Innovation Limited Sagamihi, 3-8-8 Minamihashimoto Chuo-ku, Sagamihara-shi, 252-0253, JP

Batch No

Line Text Alternative Material ID: 62922669908 || EAN/UPC: 50021200217062 || Incoterms: FOB - PORT OF EXPORT || Means of Transport: Ocean ||

ECC PO Line Num 00010

Per page 15 | 45 | 90

01 Create Invoice

02 Request Change

03 Save

04 Print View

Total USD 49.08

Comments

Mute Comments

Enter Comment

Send comment notification to a user by typing @name (ex. @JohnSmith)

Attachments Add File | URL

PO Number ▲	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
4812140447	16/11/21	Issued	16/11/21	3 KT of 7012411928 9226 H/M PGII/PGIILT DUMP VALVE KI...	No	49.08 USD		
4812140448	16/11/21	Issued	16/11/21	3 KT of 7012411928 9226 H/M PGII/PGIILT DUMP VALVE KI...	No	49.08 USD		

At the bottom of the PO page there are 4 buttons for action ;

1. **Create Invoice** – one of three options on how to create an invoice from a PO
2. **Request Change** – Change can be requested for Quantity, Need by Date, and Price
3. **Save** – Save your draft PO Changes
4. **Print View** – You may also print POs if required

Important: Do not create Invoices directly, without PO Acknowledgement (POA) and Advance Ship Notice (ASN)

PO Acknowledgement – From CSP

Purchase Order #4812140448

Order acknowledged ✕

General Info

Shipping

Status Issued - Sent via Email

Order Date 16/11/21

Revision Date 16/11/21

Requester Jinggoy Samoy

Email jcsamoy@mmm.com

Payment Term Z118-Net 30 Days

Validity Start Date None

Validity End Date None

Header Text Buyer Phone Info: 63-2-79089498 ; || Incoterms: FOB
PORT OF EXPORT || HEADER TEXT: TEST PO –
DO NOT SHIP

Attachments None

Acknowledged ☒

Ship-To Address 〒252-5285
Kanagawa3-8-8 Minamihashimoto Chuo-ku
Sagamihara-shi
Japan
Location Code: 6013-2000
Attn: Jinggoy Samoy

Terms FOB

Shipment Tracking + Add

No delivery tracking.

Comments

Mute Comments ▼

Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnS)

Attachments Add [File](#) | [URL](#)

Add Comment

3M requires a PO Acknowledgement within 2 Business days from the date of receipt of a PO

From the Purchase Order View in CSP, if you agree with the details of the PO, tick the **Acknowledged** checkbox. This will generate a success message to confirm the PO acknowledgment was recorded

Note:

*PO details should be reviewed to ensure accuracy e.g., item description, price, ship to address, delivery dates etc. If the information is accurate, **Click Acknowledged***

Note:

Supplier may submit PO Change Request if the PO Details are not accurate. PO Change is subject to 3M Approvals - see the next page for details



3M does not use Coupa Comments feature, please drop an email to Buyer for any clarification.

Note: Suppliers cannot reject a PO, but if you do not accept it, you can email to the Buyer.

Request a Purchase Order Change

Total USD 49.08

1 **Request Change** Save Print View

Lines

Type	Item	Qty	Unit	Price	Total
1	7012411928 9226 H/M PGII/PGIILT DUMP VALVE KIT 1/CV	3.000	KT	16.360000	49.08

Need By Date

16/11/21

3 **Reason for Change**

Cannot fulfill order quantity/amount
The ordered item is no longer available
Cannot fulfill orders by the Need-by date
Other

4 **Submit Change Request**

Cancel Request PO Cancellation Save Change Request

Purchase Orders

Change request for Purchase Order #4800021770 has been submitted for approval.

Instructions From Customer
(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

You may request a PO change if you are unable to deliver the products by the Need by Date, or the order details are incorrect. To begin, the Supplier must log in to CSP Account. **PO Change cannot be submitted via the email notifications button.**

Steps :

1. Click **Request Change** on the PO details page
2. Edit the fields that are enabled for change, such as Quantity, Price and Need By Date

Note: Suppliers cannot reduce the quantity/amount below the values already received or invoiced against

3. Select a Reason for Change from the drop-down list
4. Click on the Submit Change Request Button

Note: If "Other," you also need to provide a comment

The PO change will go through an Approval Process which can either be Approved or Rejected by the buyer

Note:

- Request Change button is greyed-out for PO's with an ongoing Change Request
- When approved by 3M Buyer, the PO and its Revision History will be updated with the changes

View PO Revision Details

Purchase Order #2819 | Revision 2 (Current) Aug 30

There is a pending change request on this purchase order. [Click to view pending change](#)

Status Issued - Sent via Email Shipping

Purchase Orders #2819

Pending Change Request

Initiated By Supplier
Submitted On 09/11/19
Change Reason Cannot fulfill orders by the Need-by date
Justification

General Info Shipping

Change Status Pending Approval Address
Status Issued - Sent via Email
Order Date 07/31/19
Revision Date 08/30/19 Terms
Requisition # 3048

Service Manager Email
None

Total 8,000.00 SGD

Withdraw

- Changes are effective, post change request approval
- When a PO change request is Approved or Rejected, **Suppliers will receive the Order change request - Approved or Rejected Notification**
- After submitting a PO Change request & awaiting 3M's approval, you may view the Pending Changes tab
- **Click to view pending change** at the top of the PO
- You may also select a PO revision to view, by clicking the drop-down list next to the PO number
- **Pending Change Request page** shows PO number, revision date, change request submission date, the reason for the change, change status, change type, etc
- Supplier can withdraw the change request by **clicking Withdraw** at the bottom of the page

Key Points–PO Acknowledgement & Change Request

- PO should be acknowledged within 2 Business Days if suppliers agree on all aspects of the PO
- **PO Acknowledgement** applies to **all lines on the purchase order**
- If Suppliers do not agree on the PO, **Change request** should be raised OR email Buyers for any clarifications, **within 2 Business Days**
- Supplier can modify the Quantity, Price, and Need by Date on the existing lines OR Delete the existing lines on the PO via PO Change. ***The addition of lines is possible only by 3M Buyers***
- In case you cannot deliver the full quantity by the required Need by Date, Suppliers should email Buyers to split the PO Lines according to the new Delivery Date and acknowledge PO
- 3M does not currently use the Coupa Comments feature on transactions. In case of any concerns, please contact buyers via phone or email.

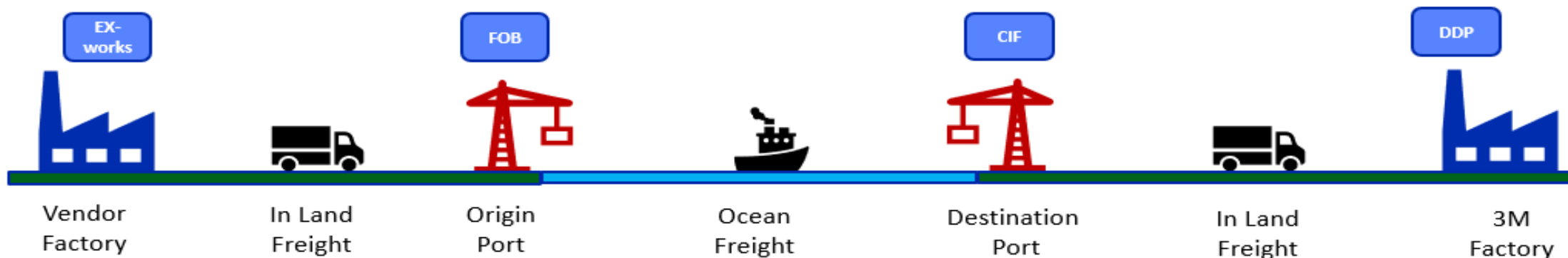
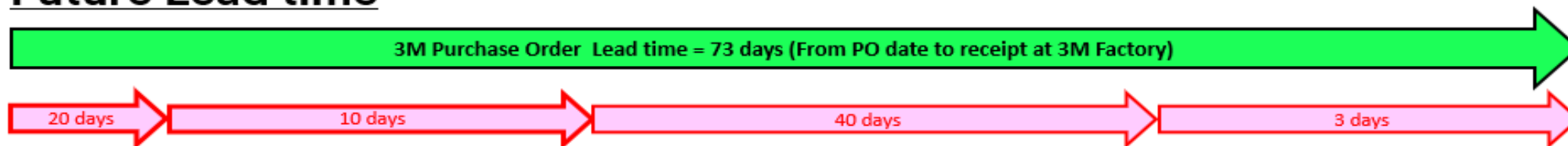
PO Requested Delivery Dates

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

- Existing Lead time



- Future Lead time



Key Point– PO Requested Delivery Dates

3M Purchase Order Delivery date

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

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

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

Date: 19.09.2017
Payment Terms: Net 30 Days
Freight Terms: DDP PLACE OF DESTINATION
Ship Via: Truck

Delivery date at 3M Factory
Important Information
Test - Header Text Change

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

Page 1 of 1

Existing Vendor Lead Time		
Incoterms	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 mentioned on 3M's Purchase Order - is the expected receipt of goods at 3M Factory /Warehouse

FAQ : Orders

1. Does Coupa send an email to Suppliers when 3M issues a new Purchase Order?

[Answer]: Suppliers can get various email notifications from Coupa, including PO.

After creating a CSP account, suppliers can set notification preferences. In addition to email, they can choose to get notifications online in the CSP or through SMS.

Each supplier user controls which notifications to get. Most email and online notifications are "on" by default.

2. Can I acknowledge the PO via email?

[Answer] : Yes, Coupa email has actionable buttons, and you can acknowledge the PO via email, apart from acknowledging the PO via CSP too.

3. If a PO Change Request for Quantity & Delivery Date is rejected, can I assume the PO is cancelled and no further action is needed?

[Answer] : No, if a PO Change is rejected, it means the original PO is still valid unless the Original PO is cancelled.

Buyers will reach out to Suppliers in case 3M rejects the PO to find an alternate solution. If no alternate way is found, 3M will cancel the Original PO.

4. In the case of Blanket PO (for Services), is it possible to have one PO with many Invoice numbers for payment?

[Answer] : Any Blanket POs for Indirect Services will be replaced with Limit PO's, after Go-Live. 3M personnel will inform you accordingly.

E.g., PO meets certain criteria like if the price is estimated for the service to be provided within a certain period.

3M will issue PO according to the quantity needed and provide a specific delivery date.

Q&A Session

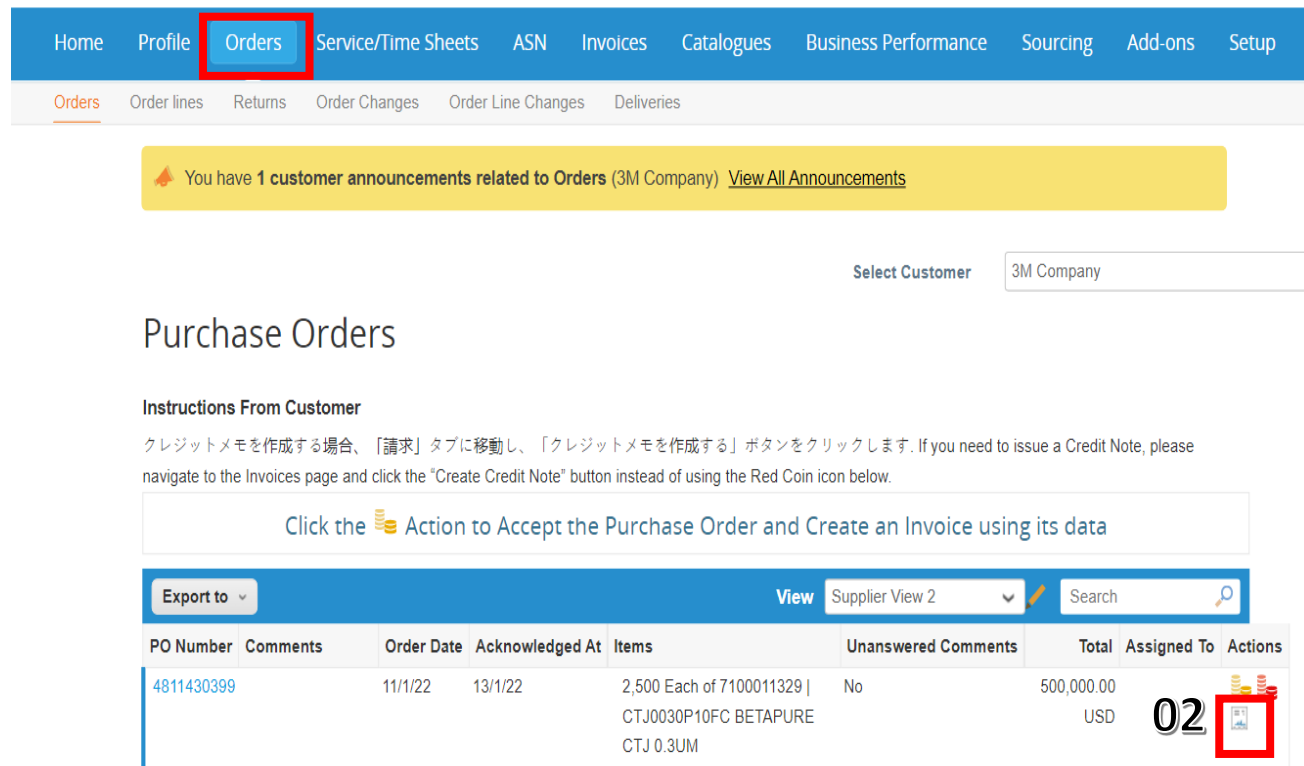
Purchase Orders

Advance Ship Notice (ASN)


- ASN creation
- View and Manage ASN
- ASN without Batch Managed Materials
- ASN for Single Batch Managed Material
- ASN for Multiple Batch Managed Materials

Creating an Advance Ship Notice (ASN)

01



The screenshot shows the 'Orders' tab selected in the top navigation bar. Below the navigation bar, there is a yellow banner indicating '1 customer announcements related to Orders'. A 'Select Customer' dropdown is set to '3M Company'. The main content area is titled 'Purchase Orders' and includes instructions from the customer. Below the instructions, there is a button to 'Click the Action to Accept the Purchase Order and Create an Invoice using its data'. At the bottom, there is a table with columns: PO Number, Comments, Order Date, Acknowledged At, Items, Unanswered Comments, Total, Assigned To, and Actions. The first row shows PO Number 4811430399, Order Date 11/1/22, Acknowledged At 13/1/22, and a total of 500,000.00 USD. The 'Actions' column for this row contains a 'Flip to ASN' icon, which is highlighted with a red box and labeled '02'.

PO Number	Comments	Order Date	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
4811430399		11/1/22	13/1/22	2,500 Each of 7100011329 CTJ0030P10FC BETAPURE CTJ 0.3UM	No	500,000.00 USD		

- The purpose of an ASN is to advance notify 3M of the deliveries suppliers will make
- Create an ASN when you know exactly what you are going to ship to 3M
- The 3M PO will determine when an ASN is required (Refer to below table)
- To create an ASN for the PO from CSP:
 1. Navigate to the Orders tab and search for the PO where an ASN is required
 2. Click the Flip to ASN icon

Supplier Type	ASN Applicable
All Suppliers (Direct POs starting 48XXXXXXXXX and 70XXXXXXXXX)	YES
Local Suppliers (Indirect POs starting 35XXXXXXXXX or 45XXXXXXXXX)	NO
Foreign Suppliers (Only Indirect Materials POs starting 35XXXXXXXXX or 45XXXXXXXXX)	YES


Creating an Advance ship notice (ASN)


Create Advance Ship Notice

General Info

* ASN #

Status Draft

Ship Date 

Delivery Date 

* Bill of Lading

* Trailer/Transport ID

* Means of Transport

* Carrier

test

Enter the Delivery Date and the Tracking Number before submitting ASN.

事前出荷通知提出前に納品日と追跡番号が入力されていることを確認してください。

If multiple batch splits will be required for a single ASN, please upload the attached document here. If only a single batch exists, enter the relevant details at the ASN Line Level below.

添付はCSVファイルフォーマットのみが許容されます。

Batch File Attachment No file chosen

Please refer to 3M Batch File attachment

Ship To

Address 〒283-0052
TOGANE-SHI719-3 NINOFUKURO
Japan
Location Code: 6140-

Shipping Info

Tracking Number

Carrier

Shipping Method

Ship Note

- **ASN Number:** Enter up to 10-digit alphanumeric number, not including special symbols (**MANDATORY**)
- **Ship Date:** Enter date when goods are shipped from location (**Coupa will accept only current & next day**) (**OPTIONAL**)
- **Delivery Date:** Enter expected delivery date at 3M Warehouse (**MANDATORY**)
- **Bill of Lading:** Input text “**DUMMY**” for domestic transactions that are not imported (**MANDATORY**)
- **Trailer/Transport ID:** Please enter Truck/Vehicle Number (**MANDATORY**). Input text “**DUMMY**” if not applicable
- **Mode of Transport:** Select from the drop-down list as applicable (**MANDATORY**)
- **Carrier:** Select from the drop-down menu. If none of the above apply, select “**OTHER**” (**MANDATORY**)

ASN – Non-Batch Managed Materials

2
Description
7100189942 | 371+ HIGH TACK BST CL CONFIG ROLL

Quantity
0.000

UOM
RO

Received Quantity
0

Status
Draft

Supplier Part Number
None

PO #
4811429924

PO Line
2

PO Line Quantity
1000.0

Invoice No. Reference

Invoice

Invoice Line

Invoice Line Qty

ECC PO Line Num
00020

Batch
☐

Delivery Address
3M Japan Products Limited Yamagata

Vendor Batch Number

Manufacture Date
d/m/yy

Shelf Life Expiration
d/m/yy

3M Batch Number

Serial Number

Comments

Cancel
Save
Submit

- Validate and change the Quantity, if needed, on the ASN Line Level
 - **Note:** There is no need to populate the Vendor Batch Number, Manufacturer Date, Shelf-Life Expiration, 3M Batch Number, or Serial Number if Batch Check Box is not checked
- Delete the additional ASN Lines if the ASN is not applicable for that PO Line
- Scroll to the bottom of the ASN Page and click Submit
- *ASN submitted successfully*" message will be displayed once ASN is successfully recorded

Advance Ship Notices

Advance Ship Notice submitted successfully

ASN – Single Batch Managed Material

Lines

1	Description	Quantity	UOM	Received Quantity	Status
	7010658318-RS S3 MOLDED RUBBER RAIN SHADE(100)-6014	0.000	Each	0	Draft
Supplier Part Number		PO #	PO Line	PO Line Quantity	
VENDMAT-1		4810983931	1	1000.0	
Invoice No. Reference		Invoice	Invoice Line	Invoice Line Qty	
ECC PO Line Num		Batch	Delivery Address	Vendor Batch Number	
00010		<input checked="" type="checkbox"/>	3M Japan Products Limited, 5500 OAZI	<input type="text"/>	
Manufacture Date		Shelf Life Expiration	3M Batch Number	Serial Number	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	

Advance Ship Notices

Advance Ship Notice submitted successfully

If the ASN only contains a single batch managed material, enter the details directly into the CSP ASN line screen to capture the batch details:

- Validate and change the Quantity if needed on the ASN Line Level and populate the additional fields:
 - **Vendor Batch Number (MANDATORY)** – [Refer to Slide 52 for batch naming convention](#)
 - **Manufacture Date (MANDATORY)**
 - Input Shelf-Life Expiration, 3M Batch Number, and Serial Number (if applicable)
- Delete the additional ASN Lines if it's not applicable for that PO Line
- Scroll to the bottom of the ASN Page and click Submit



ASN – Multiple Batch Managed Materials

01

A	B	C	D	E	F	G	H	I	J
ASN/Delivery Line Number	Vendor Material Number	Purchase Order	PO Line	Material	Quantity	UOM	Vendor Batch	Mfg Date	Expiry Date

02

CORP_3M_

CSV (Comma delimited) (*.csv)

Save

More options...

03

Batch File Attachment

Choose File

No file chosen

Please refer to 3M Batch File attachment

Lines

1	Description	Quantity	UOM	Received Quantity	Status
	20651756123-Chicken Tikka Masala-P067	16		0	draft

04

Cancel

Save

Submit

Advance Ship Notices

Advance Ship Notice submitted successfully

If the ASN contains multiple batch managed materials per line with multiple splits, a **CSV file** needs to be uploaded to capture the necessary information (“[Coupa ASN Upload Template](#)” is available on the Supplier Direct Website)

Steps :

01. Populate the columns of the file, and follow the below logic to ensure the ASN is successfully processed by 3M:
 - If a PO Line is split among multiple batches, create multiple records with the same PO Line number and unique Batch numbers with the appropriate Quantity
02. Save the template file in CSV format Only
03. On ASN Header Level, click **Choose File** and select the file
04. Scroll to the bottom of the ASN Page and click **Submit**

Note: "Advance Shipment Notice submitted successfully" message will be displayed once ASN is successfully recorded.



ASN – Upload Template Explanation

ASN/Delivery Line Number	Vendor Material Number	Purchase Order	PO Line	Material	Quantity	UOM	Vendor Batch	Mfg Date	Expiry Date	3M Batch	Serial Number
1		4811596688	10	3XXXXXXXXXX	2000	EA	123456	20210430			

Header Name	Header Name Description	Mandatory
ASN/Delivery Line Number	Enter, 1, 2 3... As sequence depending on the number of lines being entered	Yes
Vendor Material Number	Material number if maintained by the vendor	Not Required
Purchase Order	Purchase Order # provided in the 3M PO copy	Yes
PO Line	ECC PO Line Num # available in the 3M PO copy	Yes
Material	SKU # available in the 3M PO Copy	Yes
Quantity	Actual Quantity to be shipped to 3M (No Special characters allowed ,only whole number)	Yes
UOM	Unit of measure as mentioned in the 3M PO Copy	Yes



ASN – Upload Template Explanation

ASN/Delivery Line Number	Vendor Material Number	Purchase Order	PO Line	Material	Quantity	UO M	Vendor Batch	Mfg Date	Expiry Date	3M Batch	Serial Number
1		4811596688	10	3XXXXXXXXXX	2000	EA	123456	20210430			

Header Name	Header Name Description	Mandatory (Yes /No)
Vendor Batch	Vendor Batch # should be a maximum of 10-digit alpha-numeric. No special characters	Yes
Mfg Date	Manufacturing date of the batch # mentioned above should not be later than the ASN date with format YYYYMMDD, “/” should not be used	Yes
Expiry Date	Expiry Date of the product. Format YYYYMMDD, “/” should not be used	No
3M Batch	3M Batch id , if provided by 3M	No
Serial Number	Serial Number available if any	No
HU	HU Label # if Any	Not Required
Qty per Case	Batch quantity	Not Required
UOM	Unit of measure as mentioned above	Not Required
Package Material	packaging Material	Not Required

ASN - Multiple Batch Managed Materials

Example:

General Info

Supplier

SUMIKA-KAKOUSHI CO LTD_0001843881

Status

Pending Receipt

Uom

Gross Weight

Ship Date

01/12/22

Expected Delivery Date

01/13/22

* Bill of Lading

BOL12345

* Trailer/Transport ID

BOL12345

* Means of Transport

motor

* Carrier

YOSHIMI UNSO KK (IWAKI SHI)

Enter the Delivery Date and the Tracking Number before submitting ASN.

事前出荷通知提出前に納品日と追跡番号が入力されていることを確認してください。

If multiple batch splits will be required for a single ASN, please upload the attached document here. If only a single batch exists, enter the relevant details at the ASN Line Level below.

添付はCSVファイルフォーマットのみが許容されます。

Batch File Attachment

1141100112.csv

Lines

1

Description

7010658316-RS S3 MOLDED RUBBER RAIN SHADE(100)-6014

Quantity

0.000

UOM

Each

Received Quantity

0

Status

Draft

Supplier Part Number

VENDMAT-1

PO #

4810983931

PO Line

1

PO Line Quantity

1000.0

Invoice No. Reference

Invoice

Invoice Line

Invoice Line Qty

ECC PO Line Num

00010

Batch

☒

Delivery Address

3M Japan Products Limited, 5500 OAZI

Vendor Batch Number

Free Text

Manufacture Date

d/m/yy

Shelf Life Expiration

d/m/yy

3M Batch Number

Serial Number

ASN/Delivery Line Number	Vendor Material Number	Purchase Order	PO Line	Material	Quantity	UOM	Vendor Batch	Mfg Date	Expiry Date	3M Batch	Serial Number	HU	Qty Per case	UOM	Package Material
1		4810983931	00010	7010658316	100	Each	BATCH1	20220101							
2		4810983931	00010	7010658316	200	Each	BATCH2	20220102							
3		4810983931	00010	7010658316	100	Each	BATCH3	20220104							
4		4810983931	00010	7010658316	250	Each	BATCH4	20220107							
5		4810983931	00010	7010658316	350	Each	BATCH5	20220108							

Batch Managed – Key Points

The Batch ID/Lot Number is created for material must:

- Not be greater than 10 characters
- Not contain spaces
- Only contain alphanumeric characters
 - A through Z and 0 through 9 only
 - No special characters, i.e., -, _, /, \, \$, *, #, @, etc.
- Not start with leading zeros if entirely numeric (e.g., 09192020)
- Contain one (and only one) Date of Manufacture
- Contain no more than one Expiry Date

View/Manage PO ASN

YOSHIKI

NOTIFICATIONS 14

HELP

Home

Profile

Orders

Service/Time Sheets

ASN

Invoices

Catalogs

Business Performance

Sourcing

Add-ons

Setup

02

Select Customer

3M

03

Export to

View

All

Search

ASN Number	Status	Delivery Date	Last Updated By	Last Updated Date	Actions
None	Draft	None	Yoshiki Tsumura	02/04/21	
None	Draft	None	Yoshiki Tsumura	02/04/21	
ASN123	Pending Receipt	12/20/20	Yoshiki Tsumura	12/17/20	
ASN1356	Pending Receipt	12/23/20	Yoshiki Tsumura	12/21/20	
TestASN	Pending Receipt	02/12/21	Yoshiki Tsumura	02/10/21	

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Steps:

- Click on the **ASN tab** in CSP. The Advance Ship Notice page appears
- From the **Select Customer drop-down** list in the top right corner, **select 3M**
- You can filter the table by columns, use the search bar to filter with a search term or click on the View drop-down list to perform advanced filtering

Note:

- ASN Status will remain in Pending Receipt after submission. It does not mean that the Goods are not received by 3M*
- Suppliers should not edit the ASN once it is submitted. In case of any correction, please email to the Buyers who will assist in canceling the OLD ASN. Supplier can thereafter submit the new ASN*

FAQ - ASN

1. Is the ASN number auto-generated or need to be entered manually?

[Answer]: Suppliers need to enter the ASN Number in Coupa along with other mandatory fields. You may enter any unique number

2. Can we create an ASN once PO is acknowledged, without waiting for the delivery date?

[Answer]: No, ASN should be submitted when you are ready for shipping, wherein you will be required to submit shipment details also, which will be available only during delivery

3. How do we process partial deliveries? Example: PO qty: 100K split into 3 to 4 dates, but the dates are not confirmed & depend on 3M pull in the schedule.

[Answer]: Supplier should ask Buyer to raise PO change request to split lines according to delivery dates

4. Should we print the ASN # on the packaging label for each shipment?

[Answer]: No, it's not required

5. Our goods are collected by 3M appointed transporter. Will the transporter pick up goods based on the ASN information?

[Answer]: Yes, you should load the goods according to the ASN provided

Q&A Session

Advance Ship Notice



BREAKTIME

05:00

mins: secs: type:

 Breaktime for PowerPoint by Flow Simulation Ltd.

Pin controls when stopped ☒

Invoices

- Create Invoice



Create Invoice

01

Choose Invoicing Details

* Legal Entity [+ Add New](#)

* Remit-To

* Ship-From Address

02

General Info

* Invoice #

* Invoice Date

Payment Term

Date of Supply

* Currency

Delivery Number

Status

Image Scan No file chosen

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

From

* Supplier

Supplier Tax Number

* Invoice From Address

* Remit-To Address

* Ship From Address

To

03

03

Type	Description	Qty	UOM	Price
	7100189942 371+ HIC	<input type="text" value="1"/>	RO	10.00

04

Taxes

GST Rate	GST Amount	Tax Reference
<input type="text" value="7.0%"/>	<input type="text" value="0.70"/>	<input type="text"/>

Once a PO Flip has been completed, the below key information is required to process the invoice:

01: Choose the Legal Entity, Remit To, and the Ship-From Address as we created on [Slide 22](#).

02: Populate the mandatory General Information including:

- Invoice # - Enter your specific invoice number
- Invoice Date – Date when the invoice was created

Note- Invoice Date should not be in the future.

Note - Invoice Number should be unique and no special characters

Note- Supplier should not attach another invoice to this transaction as the Coupa generated PDF is your and 3M legal invoice.

Suppliers may attach other documents e.g., Delivery Slips, Custom Slips, etc. if required)

03: Validate the Invoice Quantity at the Invoice Line level.

(Note- Supplier may delete additional PO Lines if not billing)

04: Select the Tax Rates for Invoices.

Create Invoice

05

+ Add Line
+ Pick lines from PO
+ Pick lines from Contract

05

Type	Description	Qty	UOM	Price
Qty		1.000	Each	0.00

PO Line: None [Clear](#)
 Contract:
 Supplier part number:
 Additional Charge Category:

ECC PO Line Num: None

05

Taxes

GST Rate	GST Amount	Tax Reference
7.0%	0.00	

05

Totals & Taxes

Lines Net Total	1,765
Lines CT Totals	0

Shipping

CT: 0

Tax Reference:

Handling

CT: 0

Tax Reference:

Misc

CT: 0

Tax Reference:

Total CT: 0

Net Total: 1,765

Gross Total: 1,765

06

Delete Cancel Save as Draft Calculate Submit

05: Supplier must add a line on the Invoice for additional charges e.g., Discount, Insurance, Assist, etc.

- Click on Add Line Button.
- Enter Description, Qty, and Price.
- Supplier must choose “Additional Charge Category” for these additional lines.
- Choose the Tax Rate if applicable.

OR Enter the charges in the Summary Charges for Shipping, Handling, or Misc.

06: Scroll down to the bottom of the Invoice Page and Click **Calculate** and then **Submit**.

Follow prompts to validate that you are ready to **send an Invoice** to proceed in submitting the invoice.

Note:- Once the Invoice is submitted, the Supplier cannot modify that Invoice.

Note:- Supplier should not email Invoice Copy to the 3M Invoice Email Address for Singapore and Malaysia only.

Note – Once a PO Line is fully invoiced (Approved or Pending Approval), It cannot be invoiced again.



View Payments

Coupa Supplier's will receive an email containing Payment/Remittance information.

Note: If payment method is check, email remittance will not be sent.

Invoice Status

Export to	View Pending Approval							Search
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute reason	Actions	
Test123456	29/11/21	Pending Approval	4812140449	28.21 USD	No			
24357689	29/11/21	Pending Approval	4812140449	171.01 USD	No			
35647568768	28/11/21	Pending Approval	4811428806	1,046,745.00 USD	No			
INV40448	19/11/21	Pending Approval	4812140448	53.99 USD	No			
inv5656	21/10/21	Pending Approval	4812136707	71.07 USD	No			
bankinv123	14/10/21	Pending Approval	4812130377	143.20 USD	No			
INV84656	14/9/21	Pending Approval	4812284656	21.99 USD	No			
Test Invoice	14/9/21	Pending Approval	4812122930	51.53 USD	No			

- Once an Invoice is submitted to 3M, it will be in **Pending Approval Status**
- The Status will change to **Approved** after the vendor invoice is approved and posted in the 3M system
- The **Draft** status implies that the supplier has only saved the invoice and it has not been submitted to 3M

Export to	View Approved							Search
Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions	
CREDIT1202	01/12/21	Approved	4812140760	-264,000 JPY	No			
INVOICE1203	01/12/21	Approved	4812140760	476,300 JPY	No			
CREDIT1201	30/11/21	Approved	4812140759	-264,000 JPY	No			
INVOICE1202	30/11/21	Approved	4812140759	476,300 JPY	No			
INVOICE1201	30/11/21	Approved	4812140765	1,056,550 JPY	No			
123345567	30/11/21	Approved	4812140770	1,056,000 JPY	No			
CREDIT113001	30/11/21	Approved	4812140758	-264,000 JPY	No			

Export to	View Draft							Search
Invoice #	Created Date	Status	PO #	Gross Total	Unanswered Comments	Dispute reason	Actions	
None	30/11/21	Draft	4812140769	960,000 JPY	No			
None	30/11/21	Draft	4812140770	0 JPY	No			
None	30/11/21	Draft	4812140765	960,000 JPY	No			
None	30/11/21	Draft	4812140770	0 JPY	No			
None	26/11/21	Draft	4812140739	480,000 JPY	No			

Note: The payment will be made to supplier as per their agreed contract terms

FAQ - Invoice

1. How do we submit shipping documents, besides Invoices?

[Answer]: Please send additional shipment documents to the responsible personnel per the current Process for Singapore and Malaysia. Vietnam will follow the existing process

2. Is the remittance advice automatically generated from Coupa system? OR Do we need to log in to download the remittance advice, during each time payment is remitted by 3M?

[Answer]: Remittance Advice Notification will be sent to supplier via Coupa CSP.

3. Can we fill ERP Invoice # into COUPA Invoice # ?

[Answer]: You can put the Invoice number generated from your system to Coupa Invoice Number.

Please note the Invoice generated from Coupa for Singapore and Malaysia are Legal Invoice and only Coupa Invoices must be used for tax purposes

4. How do I make a partial claim on an Invoice?

[Answer]: You can Invoice multiple times against a single PO. Just click the gold coin icon and enter the amount you'd like to appear on the Invoice

5. Once an Invoice has been approved, what do I need to do next?

[Answer]: No further action. The Invoice will be in 3M's queue, and you'll be paid based on the agreed payment terms

Q&A Session

Invoices

Credit Notes

- **Create a Credit Note**
- **Resolve a Dispute by Creating New Invoice**
- **View Existing Credit Notes**

Create Credit Note

01

Invoices

Instructions From Customer

(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page)

Create Invoices 

Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Export to

Invoice # Created Date Status PO # To

No rows.

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Credit Note

If you are issuing a credit note in regards to a problem with an invoice or goods shipped, please include the invoice number. If you are issuing a credit note purely to offer a credit to your customer please select other.

Reason ☒ Resolve issue for invoice number

Select an Option

☐ Other (e.g. rebate)

Cancel

Continue

02

Purchase Orders


Instructions From Customer

(Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Purchase Order list page)

Click the  Action to Accept the Purchase Order and Create an Invoice


View


All

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
170	12/22/20	Issued	None	16 each of 20651756123-Chicken Tikka Masala-P067	No	1,600 JPY		

Credit Note

How do you want to correct invoice "NY111" ?

☒ Completely cancel the invoice with a credit note 

☐ Adjust invoice with a credit note 

Cancel

Create

Coupa supports Credit Note functionality to perform return on an invoice. Supplier should create Credit Notes only from Invoice Screen.

01. Click on the Create Credit Note button from the Invoices page to:

- Resolve issue for (a specific) Invoice Number, or
- Choose "Other" for other credit reasons

02. Supplier should not create Credit Note from the Purchase Order Screen using Red Coin Button.

Resolve a Dispute Invoice

Select Customer3M Company

Invoices

Instructions From Customer

クレジットメモを作成する場合、「クレジットメモを作成する」ボタンをクリックします。If you need to issue a Credit Note, please click the "Create Credit Note" button below.

Create Invoices

Create Invoice from PO

Create Invoice from Contract

Create Blank Invoice

Create Credit Note

Export to

View Disputed

Search

Invoice #	Invoice Date	PO #	Total	Disputed Date	Commented	Dispute reason	Comments	Actions
INVOICE1111111	1/12/21	4811428806	2,310,000.00 USD	1/12/21	None	Invoices with total more than 99,999,999.00		
3456745765854	28/11/21	4811428806	216.00 USD	28/11/21	None	Tax rate missing or incorrect		
1INV29281	28/9/21	4812129281	143.20 USD	30/9/21	30/9/21	See comment section	SAP PI (@SAP PI) on 30/9/21 at 1:21 am Duplicate invoice. Return to vendor. Return reasons: 99 Other - See Comments Comme... View More	

Chat with Cou

- 3M may dispute a supplier-created invoice for multiple reasons. The supplier should review the dispute invoices and the reason associated and re-create new Invoice.
- Supplier do not need to act on Disputed Invoices. Supplier can directly create a new Invoice.

Total CT	210,000.00
Net Total	2,100,000.00
Gross Total	2,310,000.00

Cancel Invoice

Adjust

View Existing Credit Notes

coupa supplier portal

YOSHIKI | NOTIFICATIONS 14 | HELP

Home
Profile
Orders
Service/Time Sheets
ASN
Invoices
Catalogs
Business Performance
Sourcing
Add-ons
Setup

Invoices
Invoices Lines
Payment Receipts

Select Customer
3M

Invoices

Instructions From Customer

{Example text - this is set on your Company Information setup page and will be displayed for CSP and SAN suppliers on the Invoice list page}

Create Invoices

Create Invoice from PO
Create Invoice from Contract
Create Blank Invoice
Create Credit Note

Export to
View
All
Search

Invoice #	Created Date	Status	PO #	Total	Unanswered	Actions
3M-Invoice	02/16/21	Pending Approval	163	1,836 JPY	No	
InvoiceTesting	02/16/21	Pending Approval	180	1,728 JPY	No	
TestInv3	02/15/21	Pending Approval	179	1,728 JPY	No	
TestINV2	02/15/21	Voided	179	1,728 JPY	No	
TestCreditNote	02/15/21	Approved	152	-1,442 JPY	No	
InvoiceTest	02/15/21	Approved	152	1,442 JPY	No	
None	02/15/21	Draft	152	1,335 JPY	No	
None	12/22/20	Draft	181	1,600 JPY	No	
CN163	12/22/20	Approved	163	-1,650 JPY	No	
None	12/22/20	Draft	163	0 JPY	No	
None	12/22/20	Draft	163	0 JPY	No	
None	12/22/20	Draft	163	0 JPY	No	
None	12/22/20	Draft	163	0 JPY	No	
CN152	12/22/20	Approved	132	-1,566 JPY	No	

Steps:

1. Select Invoices page
2. Find View drop-down list to filter what type of columns you would like to be visible
3. In the appearing pop-up, choose Credit notes.

FAQ – Credit Note

1. How do I credit or cancel an invoice that has already been billed?

[Answer]: To create a credit, enter a negative quantity. See [Creating a Credit Note](#) for more info.

Once an invoice is submitted, it can't be changed in any way. However, you still have options:

- Create a new credit memo that credits the customer for the original value, and then generate a new invoice.
- See [Creating or Editing an Invoice](#) for more info.

Q&A Session

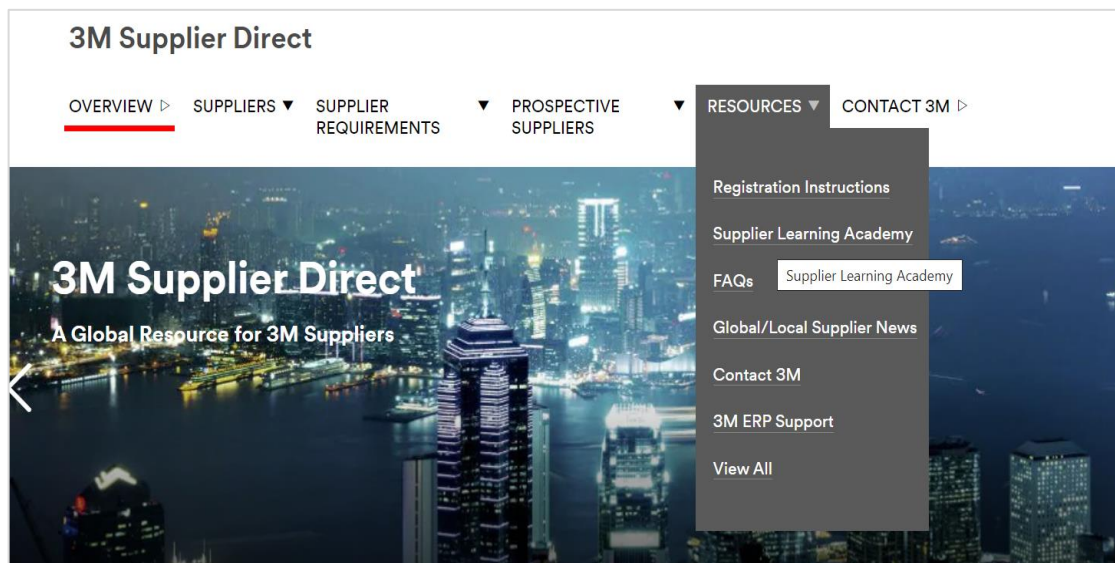
Credit Notes



Summary

- PO should be acknowledged **within 2 Business Days** if suppliers agree on all aspects of the PO
- If Suppliers do not agree on the PO, **Change request** should be raised OR email Buyers for any clarifications, **within 2 Business Days**
- 3M does not currently use the Coupa **comments** feature on transactions. In case of any concerns, please contact buyers via phone or email
- ASN must be submitted for Direct PO's (starting from 48XXXXXXXXXX) when goods are ready for ship. Foreign Supplier must submit the ASN for Indirect Material POs too
- Carefully look at the **Batch Managed Indicator** on the ASN, and mandatorily provide **batch number and manufacturing date** information
- Supplier must attach only the **.CSV file** to the multi batch attachment field
- Supplier are allowed to create **invoices** once they ship out the goods.
- Supplier should contact buyer for any clarification

Learning References



3M Learning Material is accessible @

https://www.3m.com/3M/en_US/suppliers-direct/global-landing/

- Choose your country based on the purchase order origin country

Coupa Supplier Portal (CSP) is accessible @

<https://supplier.coupahost.com/>

Coupa Hosted Training content is available @


https://success.coupa.com/Suppliers/For_Suppliers

For any eCommerce related questions, please contact:

STPeCommerceSG@mmm.com – Singapore

STPeCommerceMY@mmm.com – Malaysia

STPeCommerceVN@mmm.com – Vietnam

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Applied to Life.™

Thank You