

# Quick Reference Guide - Corcentric - GLOBAL Account

## 3M GLOBAL 10-Digit, All-Numeric Purchase Orders

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Login to your Corcentric portal with your login and password using the link to Corcentric: [Corcentric: Cor360 Purchase Order Supplier Portal](#). Instructions for transacting within Corcentric for 3M-issued POs. [Training for 3M Suppliers | 3M Supplier Direct](#)

The Corcentric system has three "Communities" available:

- 3M - 3M United States Legacy system (alpha-numeric PO numbers, beginning USMMM)
- 3M Global - 3M Global ERP system (10-digit, all-numeric PO numbers).
- All Communities - 3M transactions in both 3M systems

Your Corcentric Account contains an inbox and an outbox. The inbox will display all documents sent from 3M; the outbox contains all documents returned to 3M. Navigate to your inbox to see all purchase orders with the associated hyperlink to transact against the purchase order. ([3M Global Corcentric User Guide, pages 10-13](#))

### OVERVIEW OF PO TYPES ([3M Global Corcentric User Guide, pages 17-20](#)):

1. Original
  - Delivered to you the first time
2. Change
  - Any updates to Original POs are Change Orders
  - Only has line items that have changed from the Original Order
  - POAs and/or ASNs are REQUIRED each time a PO Change is delivered
  - The most-recent PO should always be the document used for transactions.
3. Blanket Order (Scheduling Agreement) ([3M Global Corcentric User Guide, pages 19 and 20](#))
  - Planning schedules and unique Purchase Orders
  - Initiated by your contractual relationship with 3M
4. Fabricate and Hold (Subcontract)
  - Initiated for contracted manufacturers
  - Additional requirements with the Advance Ship Notice (ASN) Document ([3M Global Corcentric User Guide, pages 32-37](#))
5. Mutually Defined
  - **Either** a limit order with an overall PO amount for a period that allows multiple invoices to be issued
  - **OR** a service purchase order for services requested

**3M business processes require the return of a Purchase Order Acknowledgement (confirmation) to be sent within 48 hours of purchase order receipt.**

*If the shipment date is estimated or final pricing is as yet unknown, it is still REQUIRED to acknowledge receipt of the PO via the PO Acknowledgement process. When the shipment date is known or when the pricing has been confirmed, a subsequent POA should be sent with that information. The shipment date and final pricing information can also be sent within the same POA. **FAILURE TO DO SO MAY RESULT IN INVOICING ISSUES AND/OR DELAYS OR QUESTIONS FROM 3M BUSINESS PARTNERS.***

**Purchase Order Acknowledgements** ([3M Global Corcentric User Guide, pages 21-26](#)) either confirm the order as issued or to send required changes for the quantity, unit price, or requested delivery date.

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**Advance Ship Notices (ASN)** are **REQUIRED** for all PO numbers starting with a "4" and PO numbers starting with "3" which include international shipments. (3M Global Corcentric User Guide, pages 27-31) The ASN is a business requirement to transact with 3M and cannot nor will not be removed upon request. An ASN is to be sent AT THE TIME of shipment and is required prior to invoice submission. The ASN is a business requirement to transact with 3M and cannot nor will not be removed upon request.

#### **CONSIDERATIONS FOR INVOICING:** (3M Global Corcentric User Guide, pages 38-44)

1. The POA and ASN (when initiated) are REQUIRED to be submitted prior to invoicing.
2. *If you have submitted a PO Acknowledgement with the corrected pricing but have NOT received an updated Purchase Order, you may still submit the invoice with the correct pricing.* The invoice will go into an exception review by 3M prior to successful posting.
3. Invoices should be dated for the appropriate date of invoice submission, even if that date is prior to the entry date.
  - 3M will pay the invoice according to the invoice date and the NET PAYMENT TERMS on the PO. 3M does not calculate the payment date, as electronic payment receipt depends on the banking institution accepting the payment.
4. If an invoice remains in "SENT" status and has not been acknowledged, please contact the Buyer on the PO with questions

**REMITTANCE DETAILS**, which include the specific itemized details of payment, will be sent to your Corcentric account. 3M Accounts Payable will NOT supply remittance details when it has been provided to your Corcentric account. (3M Global Corcentric User Guide, pages 45-46)

#### **COMMUNICATION TO 3M:**

1. Issues with pricing/quantity/unit of measure when POA has not resulted in the correction needed, or concern with invoice not accepted by 3M within payment terms: 3M Buyer listed on the PO
2. User login additions or changes to existing login: [3mglobalsupport@corcentric.com](mailto:3mglobalsupport@corcentric.com)
3. Receipt of PO within the eTool when 3M communicates a PO has been issued or issues with entering documents for 3M receipt: [STPeCommerceAmericas@mmm.com](mailto:STPeCommerceAmericas@mmm.com)
4. Changes in banking or payment type: [vendorbankingsetup@mmm.com](mailto:vendorbankingsetup@mmm.com)
5. Changes in Company profile information: merger/divestiture/name change: [vendormaster@mmm.com](mailto:vendormaster@mmm.com)
6. Assistance with document entry after instructions do not resolve questions: [3mglobalsupport@corcentric.com](mailto:3mglobalsupport@corcentric.com)

#### **USEFUL LINKS:**

- [Corcentric: Cor360 Purchase Order Supplier Portal](#)
- [3M Global Corcentric User Guide](#)
- [Training for 3M Suppliers | 3M Supplier Direct](#)