

## Quick Reference Guide - Corcentric - 3M Account

### Alpha-Numeric POs, beginning USMMM

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Login to your Corcentric portal using your login and password\* using the link to Corcentric: [Corcentric: Cor360 Purchase Order Supplier Portal](#). Instructions for transacting within Corcentric for 3M issued purchase orders. [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 U.S. Corcentric User Guide, pages 11-13](#))

#### OVERVIEW OF PO TYPES ([3M U.S. Corcentric User Guide, page 17](#)):

1. Original  
Delivered to you the first time
2. Change –
  - Any updates to Original POs are Change Orders
  - POAs are REQUIRED each time a PO Change is delivered
  - The most-recent PO should always be the document used for transactions.

**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 U.S. Corcentric User Guide, pages 18-22](#)) either confirm the order as issued or to send required changes for the quantity, unit price, or requested delivery date.

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#### CONSIDERATIONS FOR INVOICING: (3M U.S. Corcentric User Guide, pages 23-26)

1. The POA is 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 MUST CONTACT THE BUYER ON THE PO PRIOR TO INVOICING AS YOU CANNOT SUBMIT AN INVOICE WITH A DIFFERENT PRICE.*
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 is determined by the banking institution accepting the payment.
4. *The Corcentric invoicing process will PRE-POPULATE the remitting address on your invoice. For 3M to successfully receive your invoice, the remitting address MUST match what 3M has on record. IF YOUR REMITTANCE INFORMATION HAS CHANGED, PLEASE CONTACT [3mglobalsupport@corcentric.com](mailto:3mglobalsupport@corcentric.com) to have it modified and match 3M systems PRIOR to invoicing. It will be communicated back to you when updates have been made.*

**REMITTANCE DETAILS** in the 3M US Legacy system are handled through Western Union. If you need remittance information or payment details, please contact Western Union through their [web portal](#). The link is also in 3M Supplier Direct: [Training for 3M Suppliers | 3M Supplier Direct](#)

#### 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 U.S. Corcentric User Guide](#)
- [Training for 3M Suppliers | 3M Supplier Direct](#)
- [Western Union Business Solutions Web Portal](#)