

Quick Reference Guide - Ariba Network (Enterprise Account)

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

Login to your Ariba portal using your login and password using the link to Ariba: [Ariba Network Supplier](#).
Instructions for transacting within Ariba for 3M-issued POs. [Training for 3M Suppliers | 3M Supplier Direct](#)

To configure your account for Users, notifications, routings, and company profile; please refer to [Ariba User instructions](#).

Your Ariba Enterprise 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 ([Ariba User instructions](#)).

PO TYPES ([Ariba User Instructions](#)):

1. Limit Order - ([Ariba User instructions](#))
 - Line numbers 00001, 00002, 00003, etc
 - UoM ALWAYS "C62" and should not be changed
2. Service Order - ([Ariba User instructions](#))
 - Line numbers 10001, 10002, 10003, etc
 - UoM will always be "EA" and should not be changed
 - Line values are a fixed price with a quantity of 1 EA
[If there will be more than one invoice per line on these POs, notify 3M buyer and, if known, the 3M person requesting the PO, as the PO type will require modifications.](#)
3. Material Order - ([Ariba User instructions](#))
 - Order type states "MATERIAL"
 - Unique materials with varying UoM, prices, and quantities
 - POA MUST be sent for changes in price, quantity, or delivery date.

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.](#)

Advance Ship Notices (ASN) are REQUIRED for all PO numbers starting with a "4" and PO numbers starting with "3" which include international shipments. ([Ariba User Instructions](#)) 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.

Quick Reference Guide - Ariba Network (Enterprise Account)

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

CONSIDERATIONS FOR INVOICING:

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 for the correct pricing.*
3. Invoices should be dated for the appropriate date of invoice submission, even if that date is prior to the entry date.
4. If an invoice remains in "SENT" status and has not been acknowledged, please contact the Buyer on the PO with questions

Invoices should be submitted in a timely manner to avoid payment delays. For specific instructions on invoicing against different order types, please see the Ariba User Instructions:

- [Ariba User Instructions](#) for invoicing against Limit Orders
- [Ariba User Instructions](#) for invoicing against Service Orders
- [Ariba User Instructions](#) for invoicing against 3 Material Orders

REMITTANCE DETAILS, which include the specific itemized details of payment, will be sent to your Ariba account. 3M Accounts Payable will NOT supply remittance details when it has been provided within your Ariba account.

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: Contact your INTERNAL Ariba administrator. If you do not know who this is within your company, contact STPeCommerceAmericas@mmm.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
4. Changes in banking or payment type: vendorbankingsetup@mmm.com
5. Changes in Company profile information: merger/divestiture/name change: vendormaster@mmm.com
6. Assistance with document entry after instructions do not resolve questions: STPeCommerceAmericas@mmm.com
7. Questions on fees or invoices for Ariba usage: Request to Ariba
 - By Web Form
 - Go to <http://supplier.ariba.com>
 - Log in with your company's user name and password
Note: If you cannot log in, click the "Account Problems" link, fill out the web form and submit
 - Once logged in, click on the "Support" link on the left-hand navigation bar
 - Completely fill out the web form and submit

USEFUL LINKS:

- [Ariba Network Supplier Login](#)
- [Ariba User Instructions](#)
- [Training for 3M Suppliers | 3M Supplier Direct](#)