

## Transacting against 3M GLOBAL issued Purchase Orders (10-digit, all numeric POs)

### Corcentric GLOBAL Account

Login to your Corcentric portal with your login and password\* using the link to Corcentric: [Corcentric: Cor360 Purchase Order Supplier Portal](#). This link can also be found on the 3M Supplier Learning Academy along with instructions for transacting within Corcentric for 3M issued purchase orders [Training for 3M Suppliers | 3M Supplier Direct](#)

### Supplier Learning Academy

[Change Supplier Direct Location >](#)

Welcome to 3M's Supplier Learning Academy designed to provide help and training for our suppliers who need to learn about various processes and systems used by suppliers in working with us.

Connect with [Supplier eCommerce Support](#) for all inquiries on transacting electronically with 3M.

#### Available Trainings

Select the tab for the training you need.

eCommerce Available LIVE Trainings

SAP Ariba Network Enterprise Account

SAP Ariba Network Standard Account

**Corcentric**

Fiori Training

eSupplier/eSettlements

Supplier Responsibility Expectations

Supply Network Collaboration (SNC)

Corcentric

[Enter ticket to Corcentric support team](#)

[3M Global User Guide for Suppliers - Corcentric \(1.6MB\)](#)

[3M U.S. User Guide for Suppliers - Corcentric \(448K\)](#)

[Quick Reference Guide - 3M US Legacy Purchase Orders - Corcentric \(197K\)](#)

[Quick Reference Guide - 3M GLOBAL Purchase Orders - Corcentric \(197K\)](#)

[Transacting Against 3M Issued Purchase Orders - Corcentric US \(834K\)](#)

[Transacting Against 3M Issued Purchase Orders - Corcentric Global \(859K\)](#)

Quick Links - Public

[Ariba](#)

[3M Citrix Applications](#)

[ERP Training](#)

**[Corcentric](#)**

[Western Union Business Solutions/GlobalPay](#)

Quick Links - Secure

[Request Additional Access](#)

\*If you do not have a login to your Corcentric portal, you must enter a ticket to Corcentric [Cor360 Purchase Order Supplier Portal: Contact Us \(corcentric.com\)](#) to get setup with a login and password.

This link is found on the Corcentric login page and on 3M Supplier Direct:

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To get started with your Corcentric account along with the User Management configuration, please see the **Corcentric User Guide, Pages 5-9, and 16**

**NOTICE:** The Corcentric system supports transacting 3M Global ERP issued Purchase Orders (10-digit, all-numeric purchase orders) in addition to 3M US issued Purchase Orders (USMM, alpha numeric POs). If your company has been setup to receive 3M issued purchase orders from either system, your login page will allow you to choose the “community” of purchase orders that you want to view, either 3M (USMMM purchase orders issued from the 3M Legacy system) or 3M GLOBAL (10-digit, all-numeric purchase orders issued from the 3M GLOBAL system). You can choose to see all purchase orders, or specific to the type of purchase order you are looking for.



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. For more details, see **Corcentric User Guide pages 10-15**

#### **Overview of PO types (Corcentric User Guide, pages 17-20 ):**

1. Original – This is an original Purchase Order, delivered to you the first time
2. Change – This order type includes changes initiated by 3M or in response to a change initiated by you via the Purchase Order Acknowledgement process. Anytime there is an update to an original PO, the type of the order will be a PO Change.
  - a. Note that a PO Change will ONLY include line items that have changed from the original order
  - b. It is required to send a POA and/or ASN each time a PO Change is delivered, and the most recent PO will always be the document needed to transact against
3. Scheduling Agreement this order type includes planning schedules and unique Purchase Orders and is initiated by your contractual relationship with 3M
  - a. **Refer to the Corcentric User Guide pages 19 and 20** for further details
4. Fabricate and Hold (Subcontract) – This type of purchase order is initiated for contracted manufacturers and initiates additional requirements with the Advanced Ship Notice Document

5. Mutually Defined – This is either defined as a limit order 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 may be yet unknown, it is still REQUIRED to acknowledge receipt of the PO via the PO Acknowledgement process. When the shipment date has been confirmed, a subsequent acknowledgement should be sent with that information. When pricing is confirmed, a subsequent POA should be sent (or both within the same change). FAILURE TO DO SO MAY RESULT IN INVOICING ISSUES AND/OR DELAYS OR QUESTIONS FROM 3M BUSINESS PARTNERS.*

The Purchase Order Acknowledgement can be sent to confirm the order as issued, or to send required changes to the below fields:

1. Quantity
2. Unit Price
3. Requested Delivery Date

If Changes to the PO are requested via the POA process, 3M will send an updated purchase order with the changes as requested, provided 3M agrees to those changes. It will be required to send an additional POA that confirms the order is now correct as issued.

**3M may issue 2 types of purchase orders that will initiate the REQUIREMENT of the Advanced Ship Notice (ASN)**

1. Purchase Orders starting with a “4” will always require the ASN
2. Purchase Orders starting with a “3” that include international shipments

The ASN is a business requirement to transact with 3M and cannot nor will not be removed upon request.

- The ASN is to be sent AT THE TIME of shipment
- The ASN will be required prior to advance to invoice submission
- For Specifics on the ASN data entry, please see the **Corcentric User Guide Pages 27-31 or Pages 32-37 for Fabricate and Hold specific ASNs**

**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 with the correct pricing.* This 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
  - a. 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** will be sent to your Corcentric account which include the specific itemized details of payment. Please ensure your appropriate Accounts Receivable contacts have user access setup to receive those details as required. 3M Accounts Payable will NOT supply remittance details when it has been provided within your Corcentric 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: ticket to Corcentric via [Cor360 Purchase Order Supplier Portal: Contact Us \(corcentric.com\)](#)
3. Receipt of PO within the eTool when 3M communicates a PO has been issued or issues with entering documents for 3M receipt: please enter a request for "**Supplier eCommerce support**" via Supplier Direct at this link: [Supplier eCommerce Support | 3M Supplier Direct](#)
4. Changes in banking or payment type: [vendorbankingsetup@mmm.com](mailto:vendorbankingsetup@mmm.com)
5. Changes in Company profile information: merger/divestiture/name change: [3mgscrr-usvr@mmm.com](mailto:3mgscrr-usvr@mmm.com)
6. Assistance with document entry after instructions do not resolve questions: ticket to Corcentric via [Cor360 Purchase Order Supplier Portal: Contact Us \(corcentric.com\)](#)