

## Transacting against 3M US issued Purchase Orders (USMM, alpha numeric POs)

### Corcentric US Account

Login to your Corcentric portal using 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.

#### Available Trainings

Select the tab for the training you need.

SAP Ariba Network Enterprise Account Training

SAP Ariba Network Standard Account Training

Corcentric Training

Fiori Training

Supplier Responsibility Expectations

Supply Network Collaboration (SNC)

#### Corcentric Training

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

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

#### Quick Links - Public

[Ariba](#)

[3M Citrix Applications](#)

[ERP Training](#)

[Corcentric](#)

[Western Union Business Solutions](#)

#### Quick Links - Secure

[Request Additional Access](#)

\*If you do not have a login to your Corcentric portal, you must contact [3Mglobalsupport@corcentric.com](mailto:3Mglobalsupport@corcentric.com) to get setup with a login and password.

To get started with your Corcentric account along with the User Management configuration, please see the **Corcentric User Guide, Pages 4-10 and 15**

**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 11-13**

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

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

**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 (**Corcentric User Guide, Pages 18-22**) 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.

### Considerations for invoicing:

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
  - 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. 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.

Payments and remittance are handled through Western Union in the 3M Legacy system. If you need remittance information or payment details, please contact Western Union via the link and information on supplier direct: [Training for 3M Suppliers | 3M Supplier Direct](#)

Quick Links - Public

- Ariba
- 3M Citrix Applications
- ERP Training
- Corcentric
- Western Union Business Solutions

WesternUnion WU Business Solutions

GlobalPay PAYEE MANAGER

LANGUAGE  
English

USER ID

PASSWORD

ENTER

[Forgot Password](#)  
[Online Privacy Statement](#)  
[Service Agreement](#)

### 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)