

Transacting against 3M issued Purchase Orders – Ariba Network (Enterprise Account)

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

Available Trainings

Select the tab for the training you need.

The screenshot displays the SAP Ariba Network Enterprise Account Training interface. On the left, a sidebar lists training categories: SAP Ariba Network Enterprise Account Training (highlighted), SAP Ariba Network Standard Account Training, Corcentric Training, Fiori Training, Supplier Responsibility Expectations, and Supply Network Collaboration (SNC). The main content area is titled 'SAP Ariba Network Enterprise Account Training' and lists three courses: 'Course STP500 Ariba Enterprise/Full Account Network Collaboration (5M) - EN' (highlighted), 'Course STP500 3M Ariba Network-Zusammenarbeit für Lieferanten (5M) - DE', and 'STP500: Aribaエンタープライズ/フルアカウント ネットワークコラボレーション (9M) - JP'. Below the courses is a 'Quick Reference' section with links to 'SAP Ariba Network Enterprise Quick Reference Guide (1.5M)', 'STP500 and STP501 - Common Troubleshooting Issues Job Aid (227K)', and 'Ariba Ticket Creation: Supplier.Ariba.com (627K)'. On the right, a 'Quick Links - Public' section includes links for 'Ariba' (highlighted), '3M Citrix Applications', 'ERP Training', 'Corcentric', and 'Western Union Business Solutions'.

*If you do not have a login to your Ariba portal, you must contact your INTERNAL Ariba administrator. If you do not know who this is within your company, contact STPeCommerceAmericas@mmm.com

To configure your account for correct users, notifications, and company profile, please refer to **Ariba User instructions**.

- Remember to keep your company profile information updated on your Ariba Network account. (Configuration > Basic Information)
- Please review your order routing settings for Purchase Orders on your production account to ensure they are set up properly. (Configuration > Electronic Order Routing)
- Please review your Notification settings on your production account to ensure they are set properly. (Configuration > Email Notifications)

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. For more details on the **inbox and outbox**, please see the Ariba User Instructions.

Overview of PO types (Ariba User Instructions):

1. **Limit Order (Ariba User Instructions)** – this order type includes an overall PO amount for a period that allows multiple invoices to be issued
 - a. These orders are identified with line number 00001, 00002, 00003, etc
 - b. The Unit of Measure (UoM) will ALWAYS be C62 and should not be changed
2. **Service Order (Ariba User Instructions)** – this order type includes line values that are a fixed price with a quantity of 1 EA. *If there will be more than one invoice per line on these POs, please notify your 3M buyer and if known, the 3M person requesting the PO as the PO type will require modification to eliminate potential issues with invoicing.*
 - a. These orders are identified with line number 10001, 10002, 10003, etc.

- b. The Unit of Measure (UoM) will ALWAYS be “EA” on each line and should not be changed
- 3. **Material Orders (Ariba User Instructions)** – this order type will state “MATERIAL” in the order type field
 - a. These orders are for unique materials and have varying UoM, price and quantities

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.

For changes needed to a MATERIAL order, you must CONFIRM the order with changes in price, quantity, or delivery date on the PO Acknowledgement (Confirmation) so 3M may revise the order as needed (screenshot below included in Ariba quick reference guide: [SAP Ariba Network Enterprise Account Quick Reference Guide \(3m.com\)](#)). 3M will send an updated PO with the changes as requested, which you will need to RE-CONFIRM is now correct.



How to create a Confirmation for a Material Order

1. Click **Create Order Confirmation** and select **Update Line Items**:



2. Enter your Confirmation #:

Confirmation #:

3a. To confirm an Order “As Is”:

Click **Confirm All**:

Line #	Part #	Customer Part #	Revision Level
10	ACU5050A-R2	000000002100001754	

Description: BLACK BOX

Current Order Status:

10,000,000 Unconfirmed

Confirm: Backorder:

Click:

Review the summary page and click:

3b. To confirm a different quantity, delivery date or price

For each Line Item: In the **Confirm** field, enter your **Quantity** and click on **Details**:

Line #	Part #	Customer Part #	Revision Level	Qty (UoM)	Need By	Unit Price	Subtotal	Tax	Customer Location
10	Non Catalog Item			1,000,000	16 Feb	133.00	133,000.00		

Description: 9376 IMPRINT 8 LIGHT BODY A6A

Current Order Status:

1,000,000 Unconfirmed

Confirm: Backorder: Reject:

Enter the **Est. Delivery Date**.

If required, also update the **Unit Price**:

Line #	Part #	Customer Part #	Qty	UoM	Need By	Unit Price
10	Non Catalog Item		1,000,000	EA	16 Feb 2020	133.00 EUR

Description: 9376 IMPRINT 8 LIGHT BODY A6A

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity:

Click:

On the next page click:

Review the summary page and click:

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 **Ariba User Instructions**

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

- **Ariba User Instructions** for Limit Orders
- **Ariba User Instructions** for Service Orders
- **Ariba User Instructions** for Material Orders

Considerations for invoicing:

1. *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.* This invoice will go into an exception review by 3M prior to successful posting
2. 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
3. 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 Ariba 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 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. 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
3. Changes in banking or payment type: vendorbankingsetup@mmm.com
4. Changes in Company profile information: merger/divestiture/name change: vendormaster@mmm.com

5. Assistance with document entry after instructions do not resolve questions:
STPeCommerceAmericas@mmm.com
6. Questions on invoices for Ariba usage or inquiry on fees: Request to Ariba
 - By Web Form
 - Go to <http://supplier.ariba.com>
 - Log in with your company's username 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