Reference Guide - 3M Supplier
3M Legacy Purchase Orders (10-digit, Alphanumeric, Beginning USMMM)

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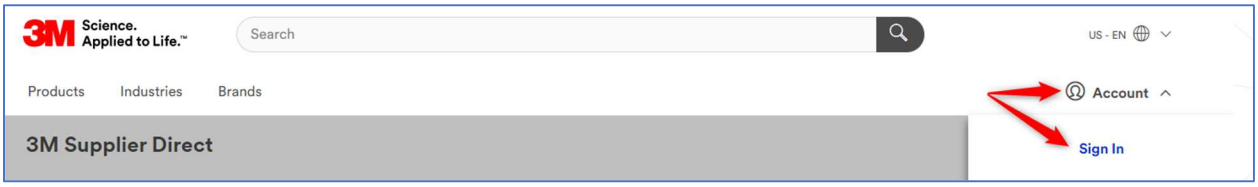
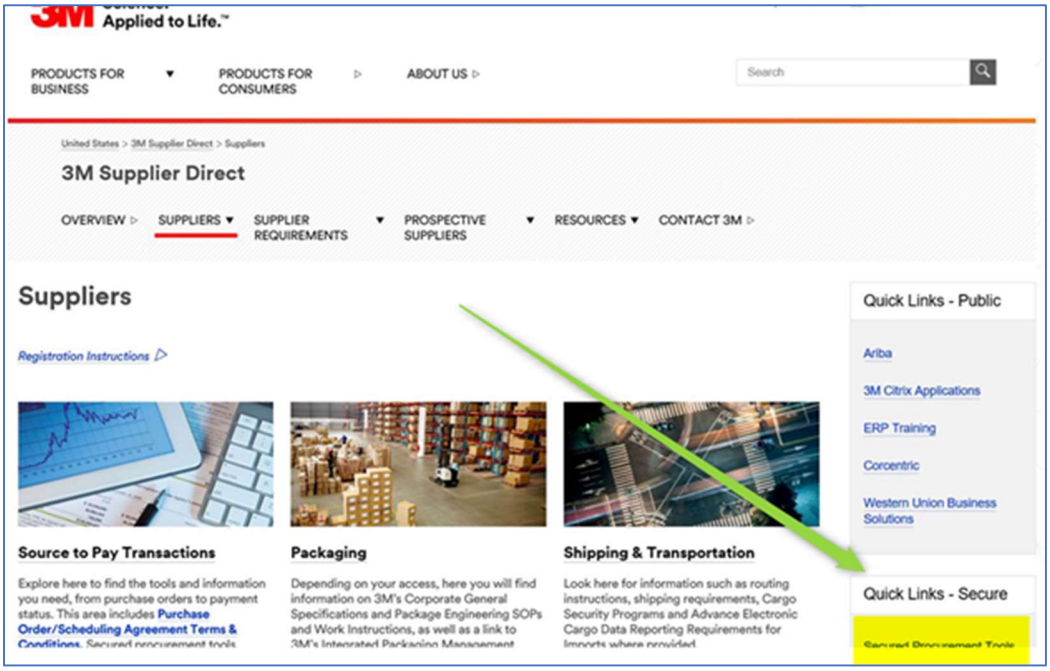
Registration and Log in Steps

The system works best with Microsoft Edge or Google Chrome. Disable any pop-up blockers/allow pop-ups from 3M.com.

Login to the 3M portal with your login and password* using the link to 3M's secured website: www.3m.com/supplierdirect





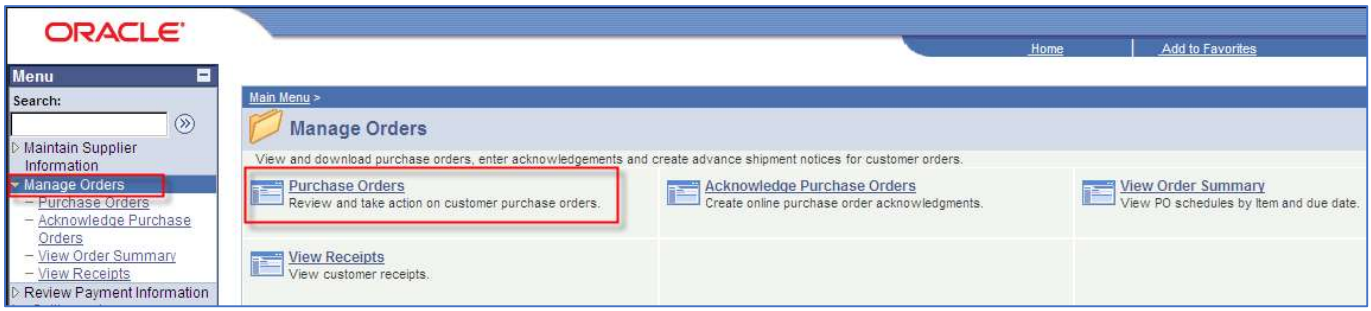
*If you do not have a login to 3M's secured website, you must register at https://solutions.3m.com/wps/portal/3M/en_US/Visitor/ **The Registration Code is in the email from STPeCommerceAmericas@mmm.com.**

Registration Tips:

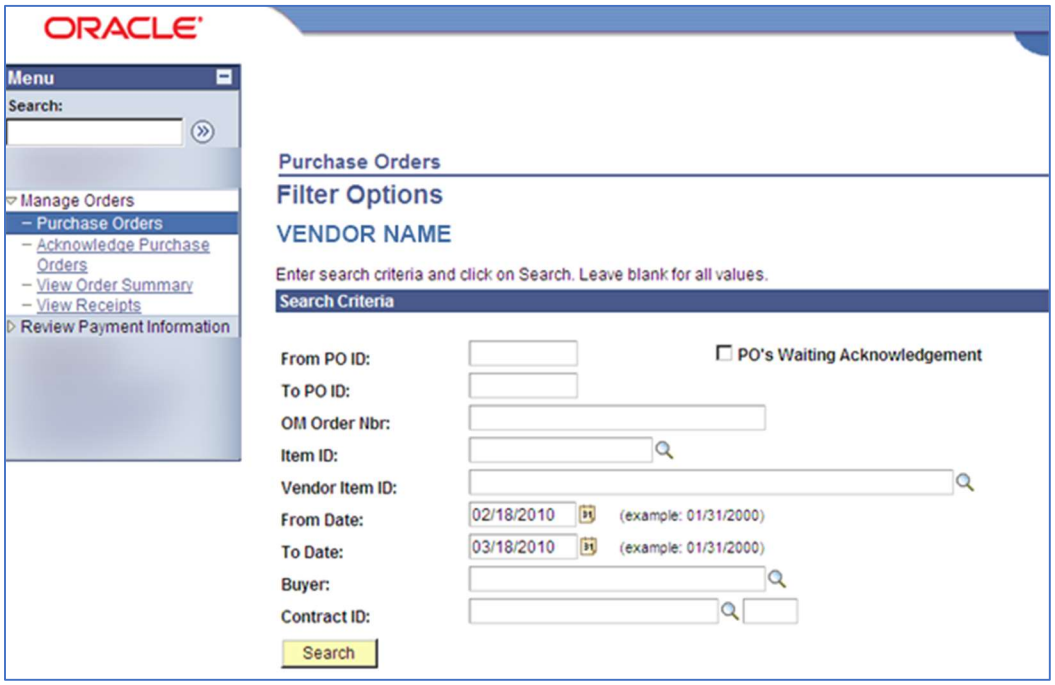
- 3M security policy dictates that each user accessing this database acquire his/her individual Username and Password and **not use as a shared account**. This enables traceability of access of possible abuse in case of termination from a company. Please have each user register individually. Similarly, a single person cannot have multiple User IDs.
- 3M does not allow generic first and Last name use for departments.
- Company Name should be as shown on your purchase order.
- 3M Customer Account Number is your 3M vendor ID.
- At the end of the form is an Extranet Access Agreement form. Review this agreement, click on the "I accept the Extranet Access Agreement" checkbox, and click on the Submit button at the bottom left.

Manage Orders - Purchase Orders

- Click the Manage Orders link
- Click the Purchase Orders link

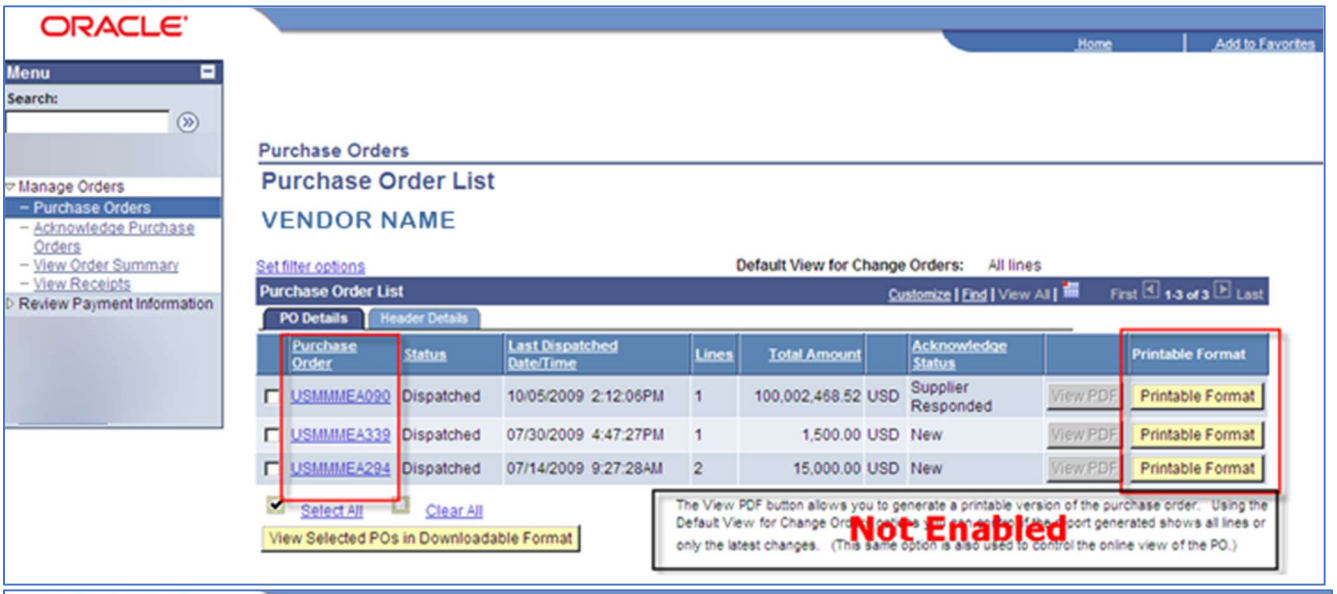


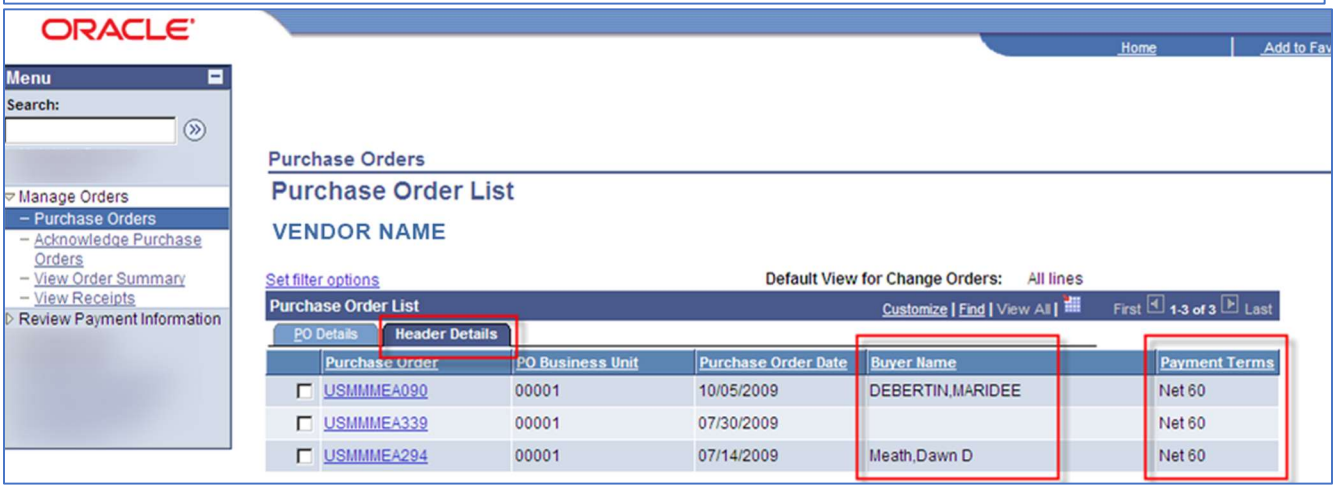
- Enter criteria - Filter Options
  - From Date and To Date range – PO Date
  - From PO ID and To PO ID – Enter the same PO number in both fields, when searching by individual PO.
  - OM Order Number (3M COMS Number)
  - Item ID (3M 11-Digit Part Number)
  - Buyer
  - Contract ID
- Click search



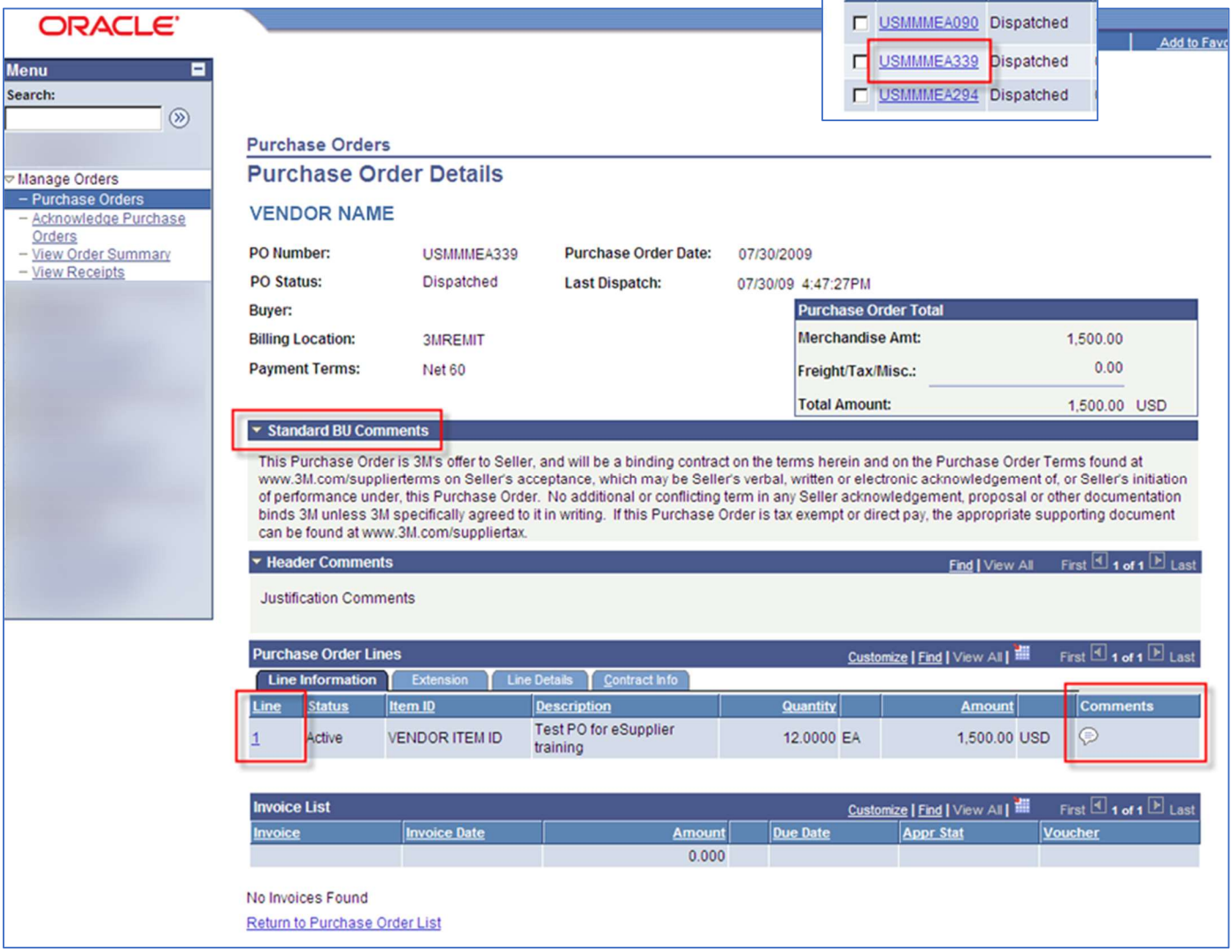
The Purchase Order List page displays PO Details and Header Details Tabs.

- PO Details enables suppliers to view the purchase order number, total dollar amount and PO dispatch status.
- Header Details enables the supplier to view the Business Unit, Purchase Order Date, Buyer Name, and Payment Terms for each purchase order.





Click on the Purchase Order hyperlink to display the Purchase Order Details.



- Expand the Standard BU Comments section to view purchase order comments made by 3M.
- Click the Line link to access the Purchase Order Schedule page, which displays schedule details for the line item.
- Click the comment bubble to view purchase order line comments and/or attachments (ie: pdf, jpg).
  NOTE: The comments bubble will contain lines if comments or attachments exist.
- The Invoice List will be empty if no invoices have been processed against the purchase order.
  Click on the invoice link to access Invoice Details.

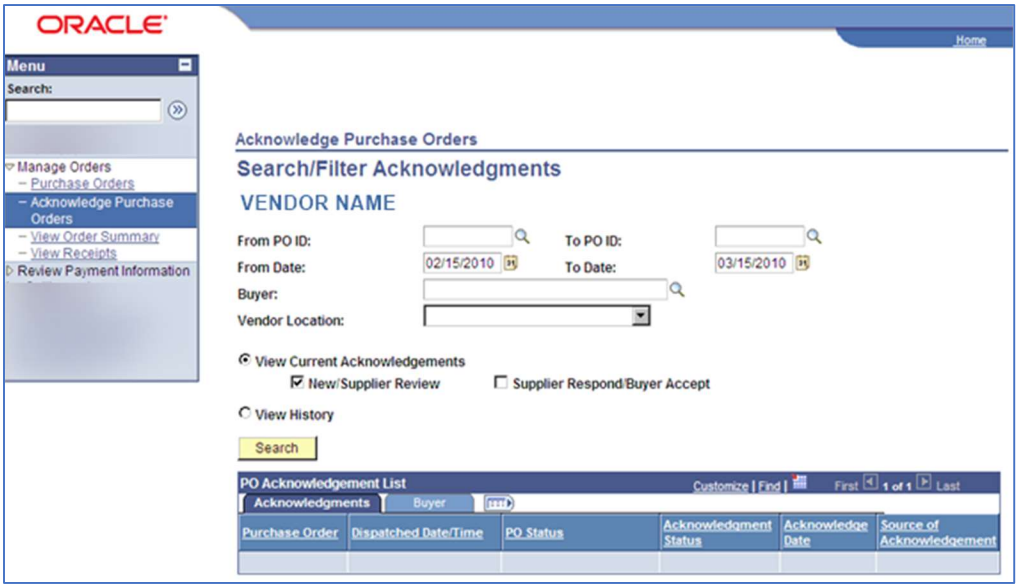
Manage Orders - Acknowledge Purchase Orders

3M business processes require the return of a Purchase Order Acknowledgement (POA) to be sent within 48 hours of purchase order receipt*

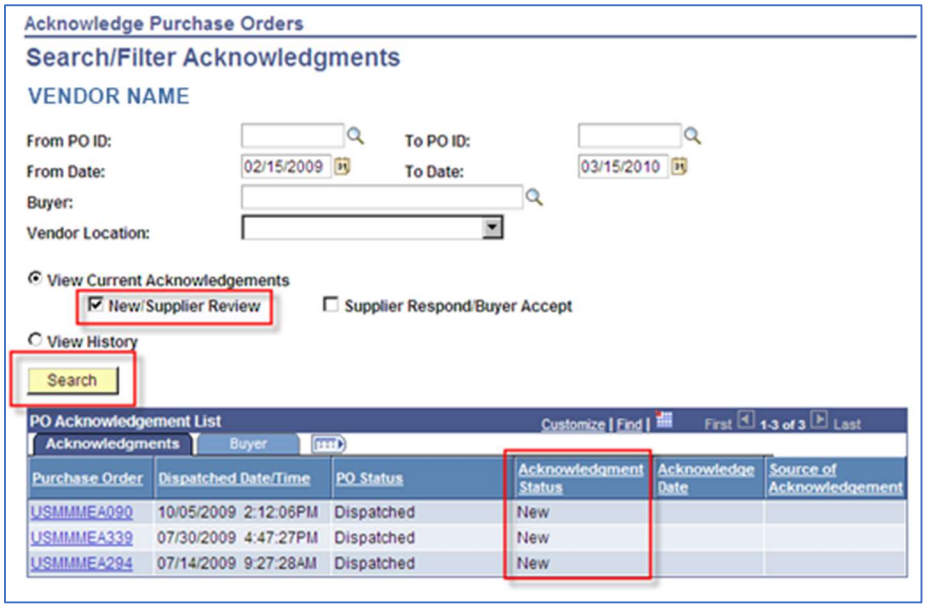
If the shipment date is estimated or final pricing may be yet unknown, ***it is still REQUIRED to acknowledge receipt of the PO via the PO Acknowledgement process.***

- *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, DELAYS, AND/OR QUESTIONS FROM 3M BUSINESS PARTNERS.

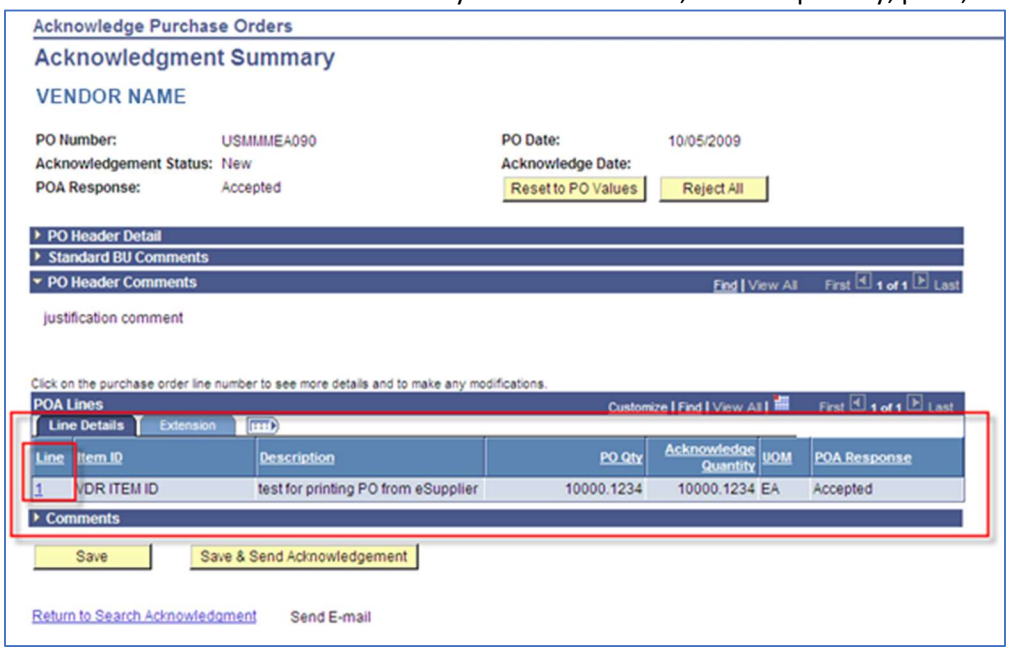


- Click the Manage Orders link
- Click the Acknowledge Purchase Orders link
- Enter criteria - Filter Options
  - From Date and To Date range – PO Date
  - From PO ID and To PO ID – Enter the same PO number in both fields, when searching by individual PO.
  - Buyer
- Select one of the radio-button options
  - View Current Acknowledgements - New/Supplier Review
    - No POAs have been submitted
  - View Current Acknowledgements - Supplier Respond/Buyer Accept
    - POA has been submitted and Buyer accepted
  - View History
    - Displays history of POAs regardless of status
- Click search



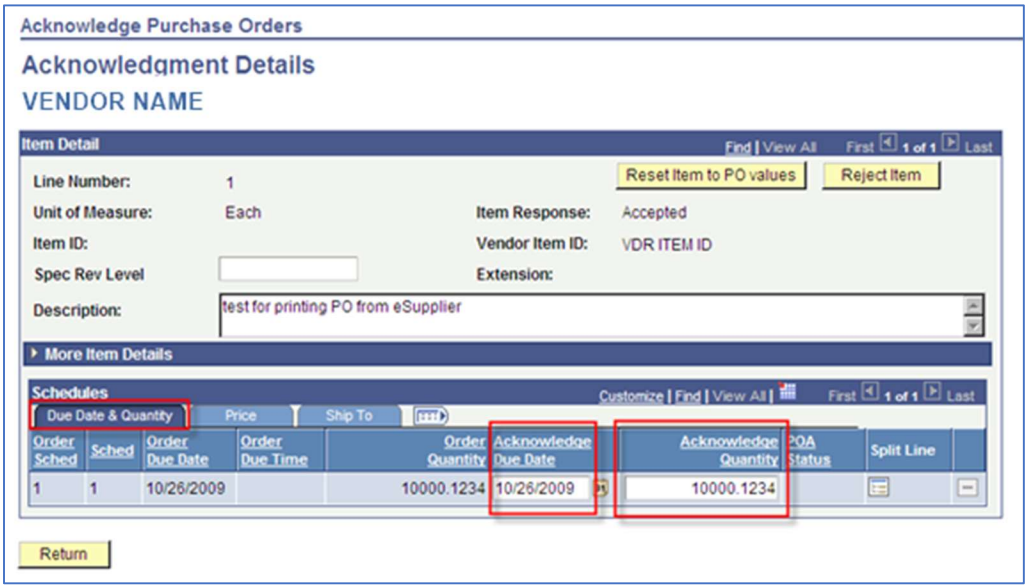
NOTE: The Acknowledgement Date and Source of Acknowledgement fields will be blank if the PO has not been acknowledged.

- Click on the Purchase Order link to view the Acknowledgement Summary page.
- Click the Line link to review and modify details of the line, such as quantity, price, and due date.

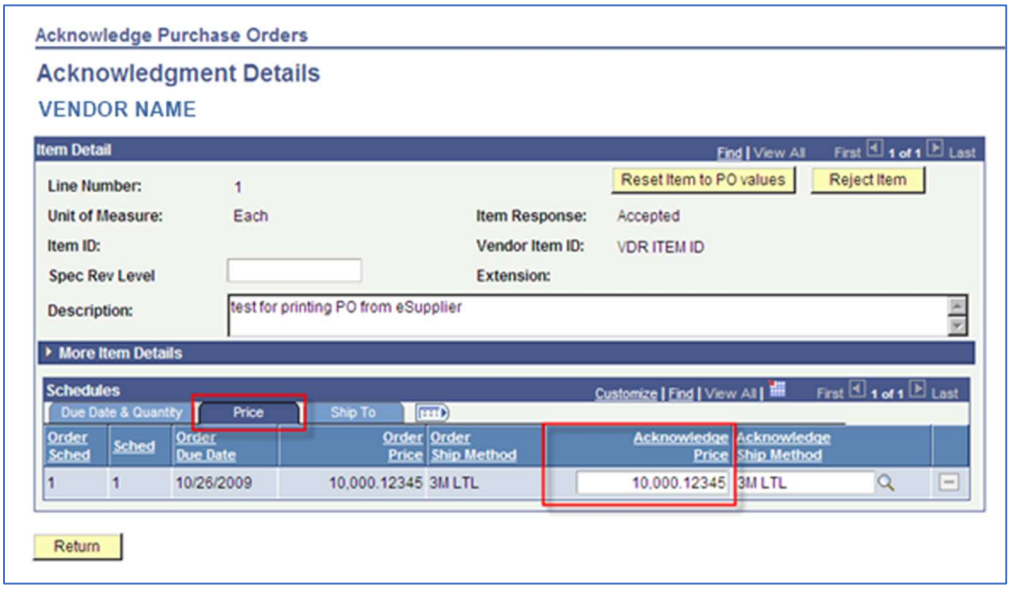


- If no changes are required, click the Return button

- Due Date & Quantity tab
  - Click on the calendar to the right of the Acknowledgement Due Date field to change due date
  - Change quantity in Acknowledge Quantity field

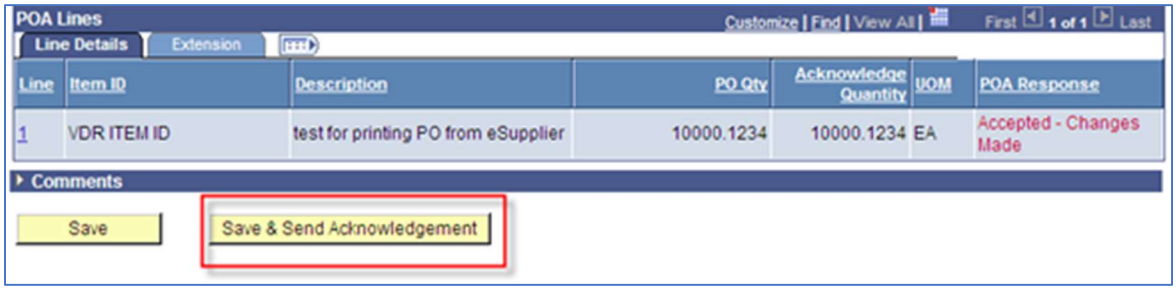


- Price tab
  - Click in price field to modify unit price

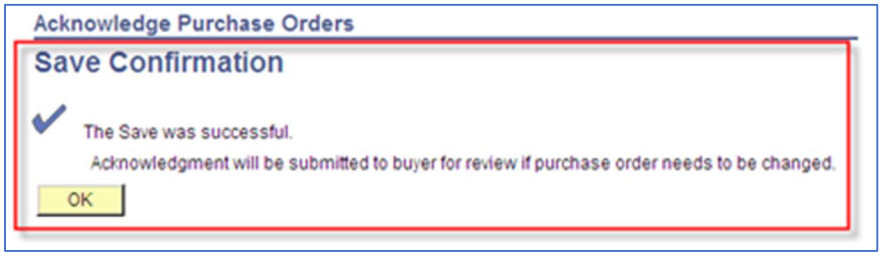


- Reset to PO Values button clears all unsaved changes and restores the original PO values
- Click Return button when completed

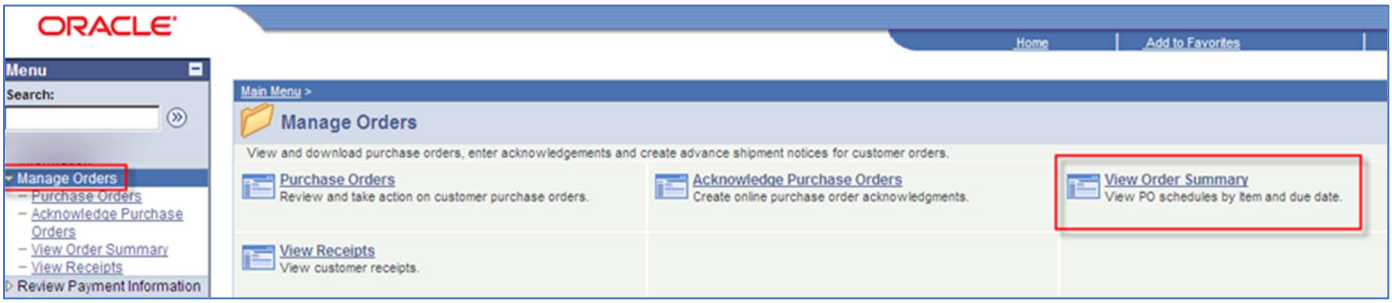
- The POA Response has changed to Accepted - Changes Made
- Click Save & Send Acknowledgement button



  - If no changes were made
    - Sets acknowledgement status to Buyer Accepted
    - Changes POA mode from editable to view only
  - If changes were entered
    - Saves changes
    - Changes POA mode from editable to view only
    - Sets acknowledgement status to Supplier Responded
    - Notification is sent to the 3M Buyer indicating a POA needs to be reviewed
- At the Save Confirmation, click the OK button to return to the Search/Filter Acknowledgement page

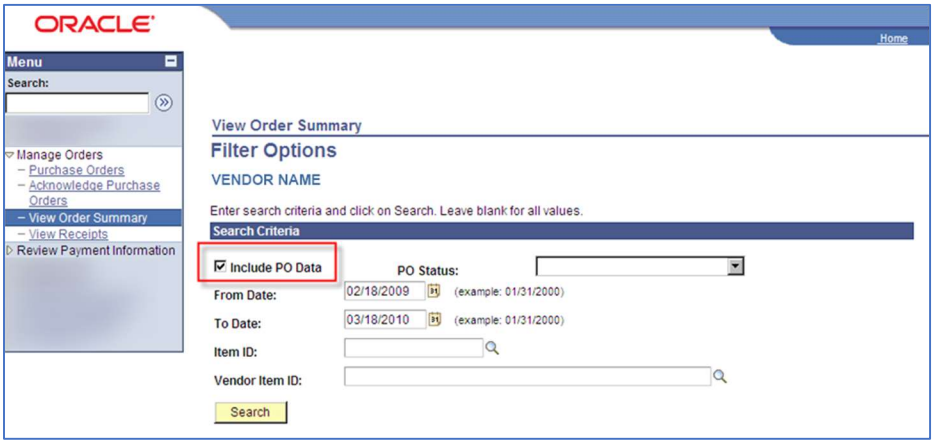


Manage Orders - View Order Summary

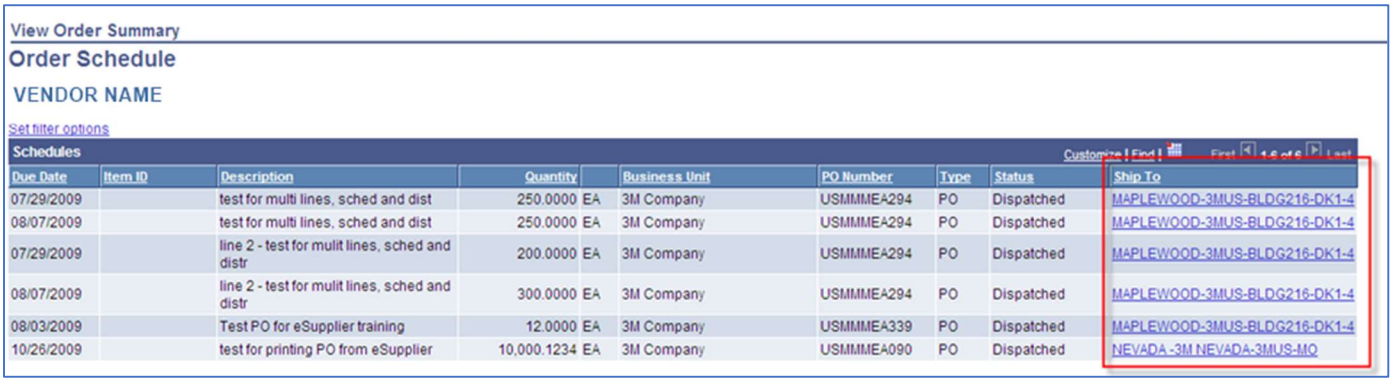


- Click the Manage Orders link
- Click the View Order Summary link
- Enter criteria - Filter Options
  - From Date and To Date range - Shipped Due Date
  - Item ID (3M 11-Digit Part Number)
  - Vendor Item ID (3M COMS Number)
  - PO Status Drop Down Box
- Click search

NOTE: The "Include PO Data" box MUST be checked for data to appear.



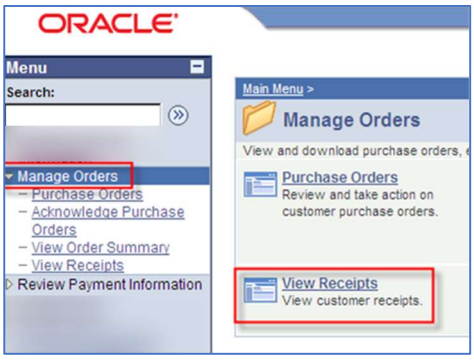
The Order Schedule page enables suppliers to view Shipment Due Dates and Ship To addresses.



Due Date	Item ID	Description	Quantity		Business Unit	PO Number	Type	Status	Ship To
07/29/2009		test for multi lines, sched and dist	250.0000	EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
08/07/2009		test for multi lines, sched and dist	250.0000	EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
07/29/2009		line 2 - test for mulit lines, sched and distr	200.0000	EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
08/07/2009		line 2 - test for mulit lines, sched and distr	300.0000	EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
08/03/2009		Test PO for eSupplier training	12.0000	EA	3M Company	USMMMEA339	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
10/26/2009		test for printing PO from eSupplier	10,000.1234	EA	3M Company	USMMMEA090	PO	Dispatched	NEVADA -3M NEVADA-3MUS-MO

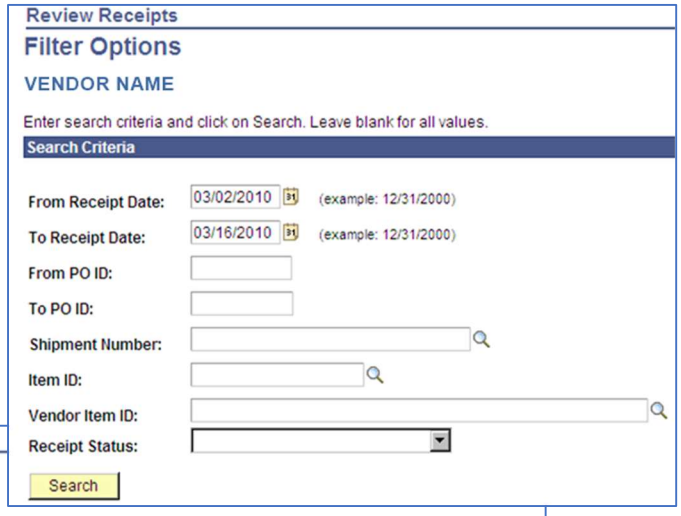
To view the physical Shipping Address, click on the Ship-to link

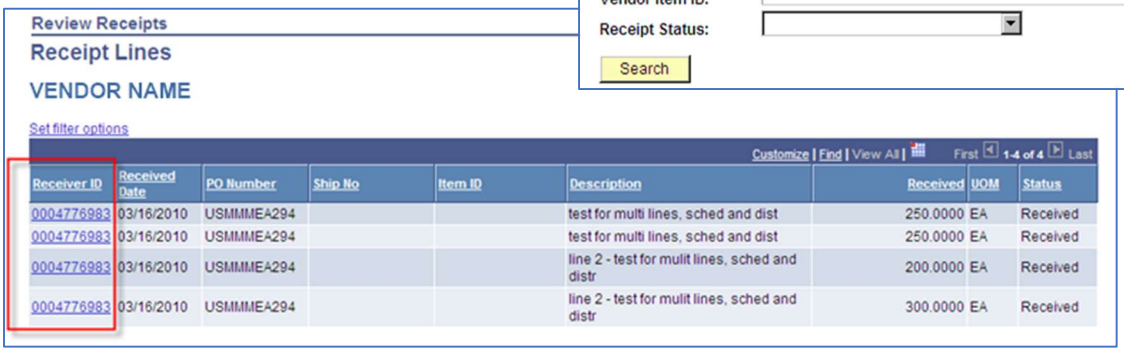
Manage Orders - View Receipts



- Click the Manage Orders link
- Click the View Receipts link

- Enter criteria - Filter Options
  - From Receipt Date and To Receipt Date range
  - From PO ID and To PO ID – Enter the same PO number in both fields, when searching by individual PO.
  - Item ID (3M 11-Digit Part Number)
  - Vendor Item ID (3M COMS Number)
  - Receipt Status
- Click search

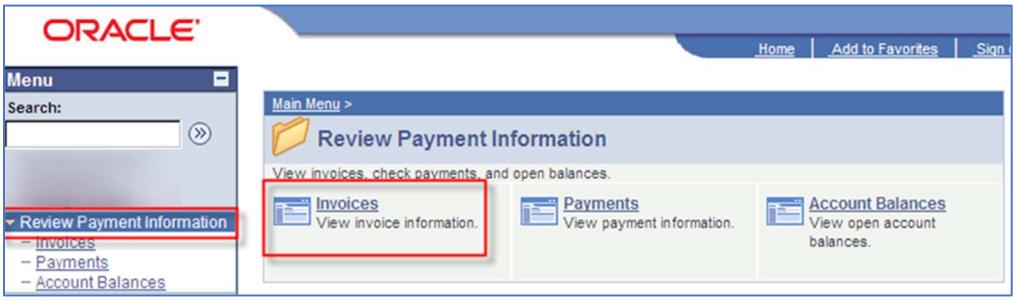




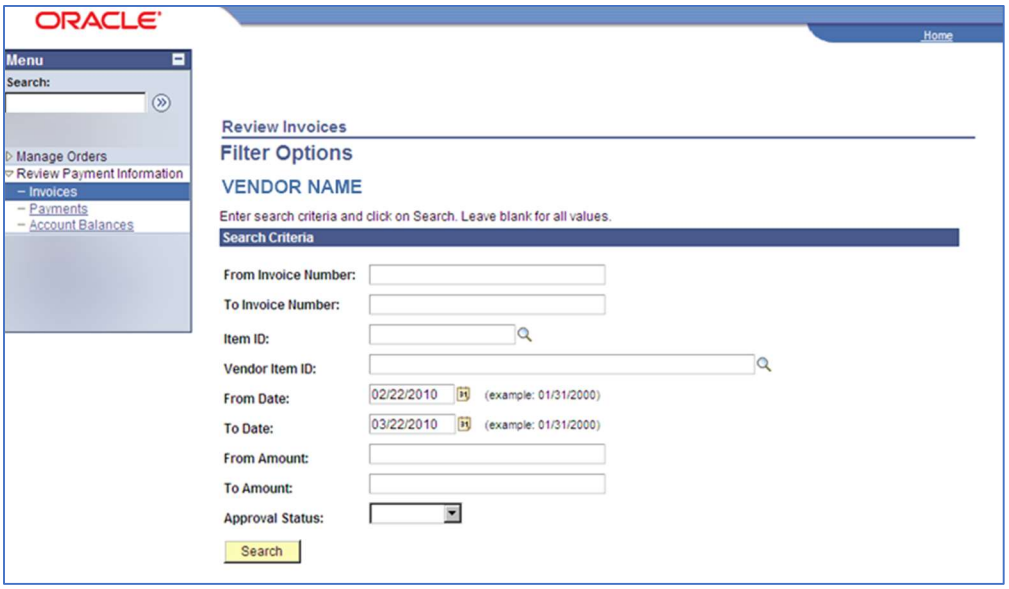
Click on the Receiver ID link to view the Receipt Details associated with a receipt line. The information includes: PO Number, Due Date, Quantity, Ship To address, Ship Via, Freight Term, Price, and Amount. A receipt is created only after the shipment has been received by 3M.

Note: The Invoice Lines section will only be displayed if the supplier has sent an invoice to 3M and the invoice has been entered into the system.

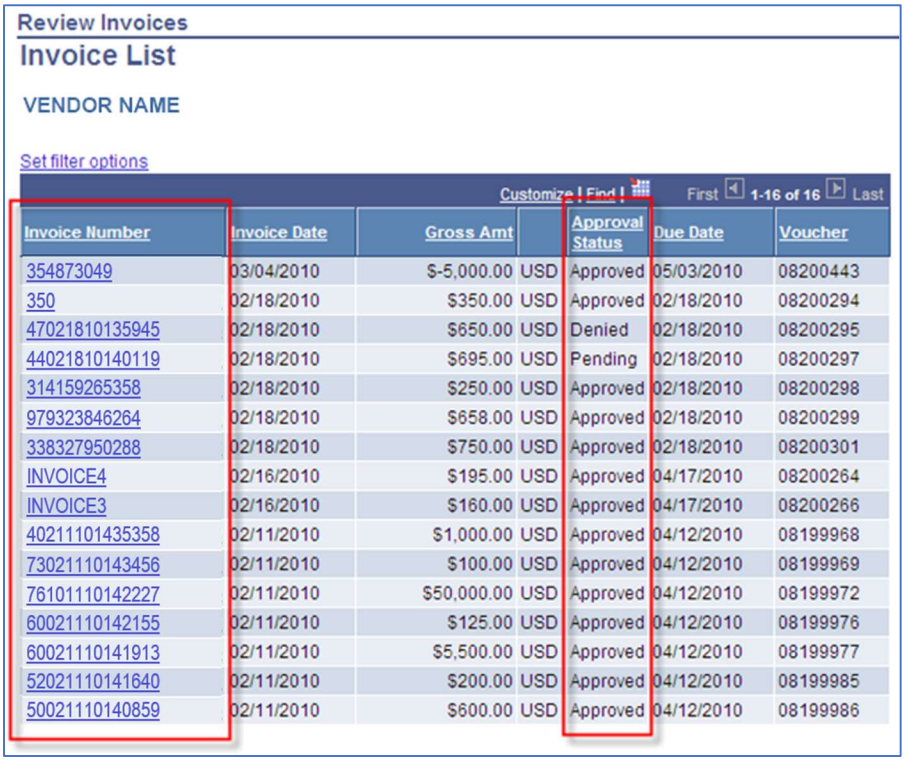
Review Payment Information - Invoices



- Click the Review Payment Information twisty
- Click the Invoices link



- Enter criteria - Filter Options
  - From Invoice Number To Invoice Number
    - Enter the same invoice number in both fields when searching for a single invoice number
    - *Invoice numbers are alpha/numeric only with no leading zeros. Alpha characters MUST be entered in all CAPS (Caps Lock on). Entering spaces, special characters, or lowercase letters will return NO results.*
  - Item ID (3M 11-Digit Part Number)
  - Vendor Item ID (3M COMS Number)
  - From Date and To Date - invoice date range
  - From Amount and To Amount - dollar value of invoice - Not typically used
  - Approval status - Not typically used as the approval status is not usually known
- Click search



Review Invoices

Invoice List

VENDOR NAME

Set filter options

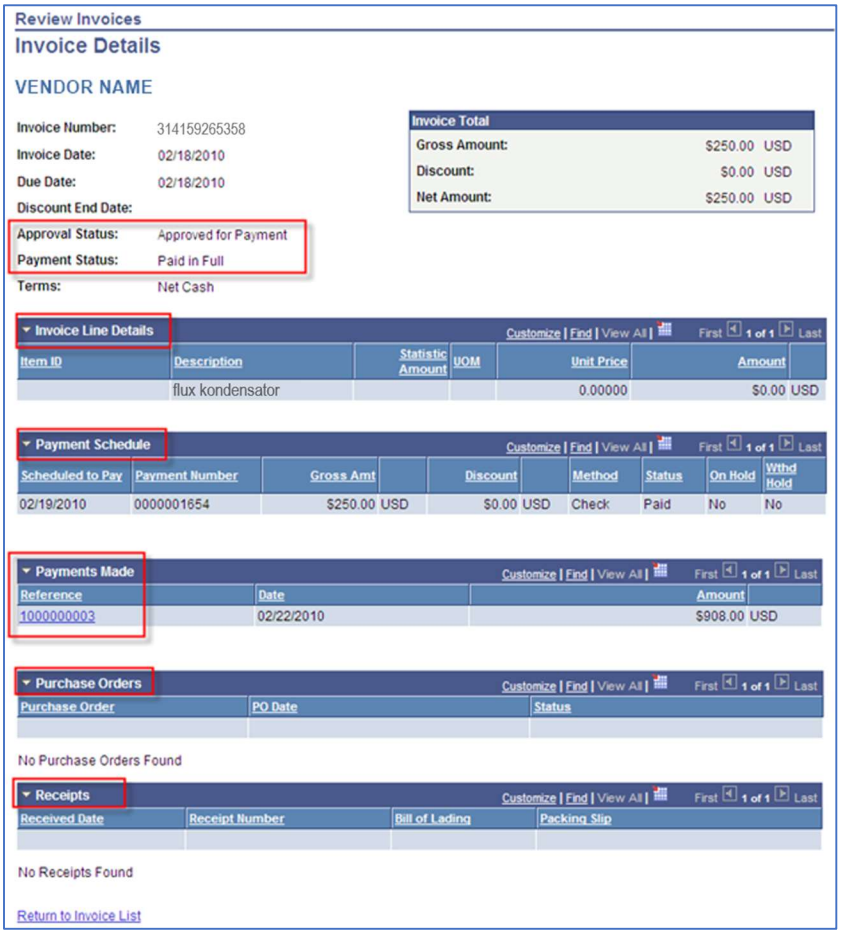
Customize | Find | First 1-16 of 16 Last

Invoice Number	Invoice Date	Gross Amt		Approval Status	Due Date	Voucher
354873049	03/04/2010	$-5,000.00	USD	Approved	05/03/2010	08200443
350	02/18/2010	$350.00	USD	Approved	02/18/2010	08200294
47021810135945	02/18/2010	$650.00	USD	Denied	02/18/2010	08200295
44021810140119	02/18/2010	$695.00	USD	Pending	02/18/2010	08200297
314159265358	02/18/2010	$250.00	USD	Approved	02/18/2010	08200298
979323846264	02/18/2010	$658.00	USD	Approved	02/18/2010	08200299
338327950288	02/18/2010	$750.00	USD	Approved	02/18/2010	08200301
INVOICE4	02/16/2010	$195.00	USD	Approved	04/17/2010	08200264
INVOICE3	02/16/2010	$160.00	USD	Approved	04/17/2010	08200266
40211101435358	02/11/2010	$1,000.00	USD	Approved	04/12/2010	08199968
73021110143456	02/11/2010	$100.00	USD	Approved	04/12/2010	08199969
76101110142227	02/11/2010	$50,000.00	USD	Approved	04/12/2010	08199972
60021110142155	02/11/2010	$125.00	USD	Approved	04/12/2010	08199976
60021110141913	02/11/2010	$5,500.00	USD	Approved	04/12/2010	08199977
52021110141640	02/11/2010	$200.00	USD	Approved	04/12/2010	08199985
50021110140859	02/11/2010	$600.00	USD	Approved	04/12/2010	08199986

Invoice List page shows general invoice information.

- Invoice Number
- Invoice Date
- Gross Amt
- Approval Status
  - Invoices will always have an approved status
  - Invoices are auto-approved as the PO is the approving document.
- Due Date
- Voucher

Select a specific invoice for more details, such as the payment status

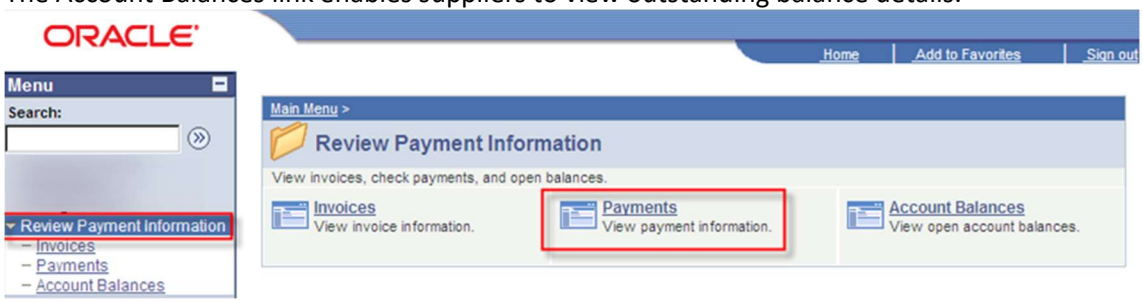


Invoice Details

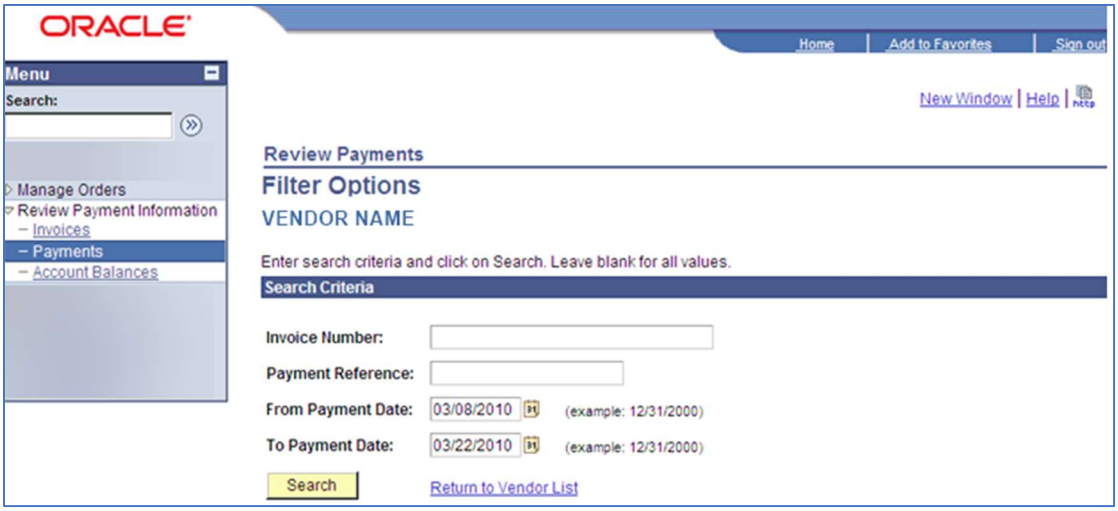
- Approval Status
  - Matching Exception - Price, quantity, or amount of invoice does not match the PO
    Contact the 3M Buyer for assistance
  - Approved for Payment - Invoice is ready to be paid on the due date
  - Denied - Invoice did not match or could not match against the PO
    Contact the 3M Buyer for assistance
  - Pending - Invoice has not yet gone through batch processes to match against the PO.
    If the invoice status remains pending for more than 72 hours, contact the 3M Buyer
- Payment Status
  - To be paid - Invoice is ready to be paid on the due date
  - Paid in full - Invoice has been paid
  - Approved for payment - Invoice is ready to be paid on the due date
- Invoice Line Details - Individual line items that were on the invoice
- Payment Schedule - Payment that is scheduled to be made for the invoice
- Payments Made - Payments associated with the invoice
  - Click link to display the Payment Details page
- Purchase Order - Click on the link to display the Purchase Order Lines page related to the invoice
- Receipts - Shipments received by 3M related to the invoice

Review Payment Information - Payments

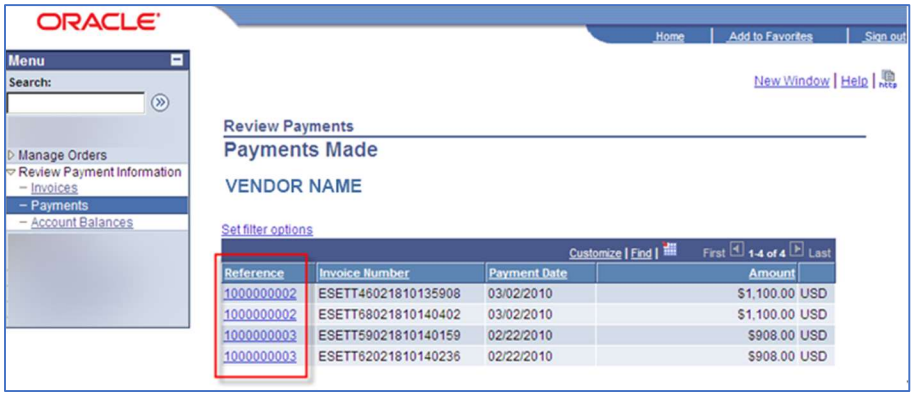
The Account Balances link enables suppliers to view outstanding balance details.



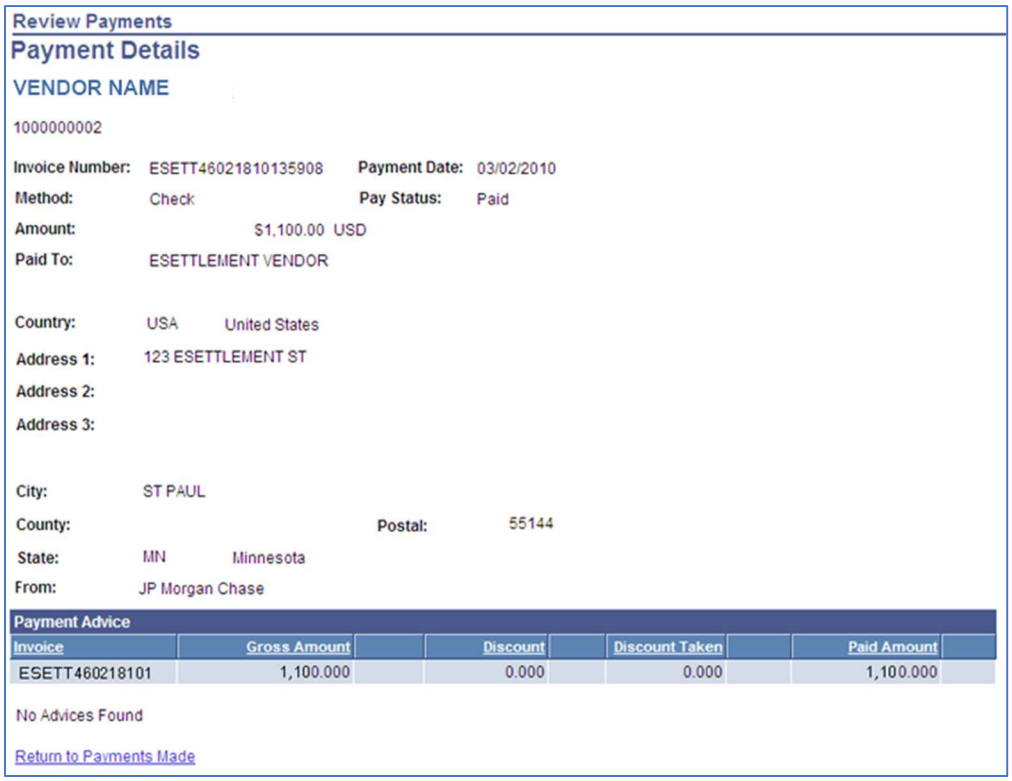
- Click the Review Payment Information twisty
- Click the Payments link



- Filter options include
  - Invoice Number
  - Payment Reference - 3M Check or EFT number
  - From Payment Date and To Payment Date range
- Enter Criteria and click Search

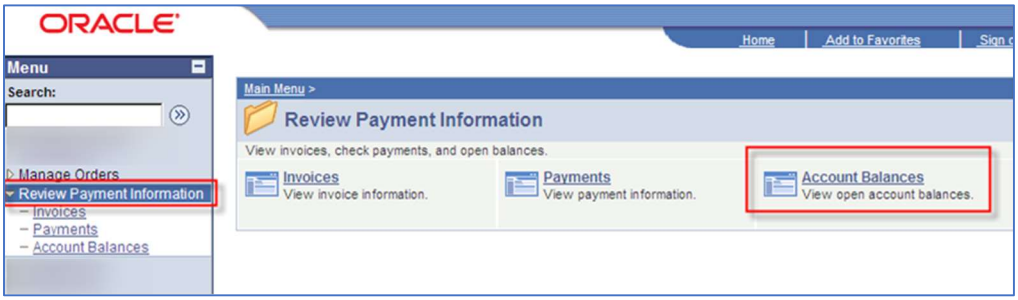


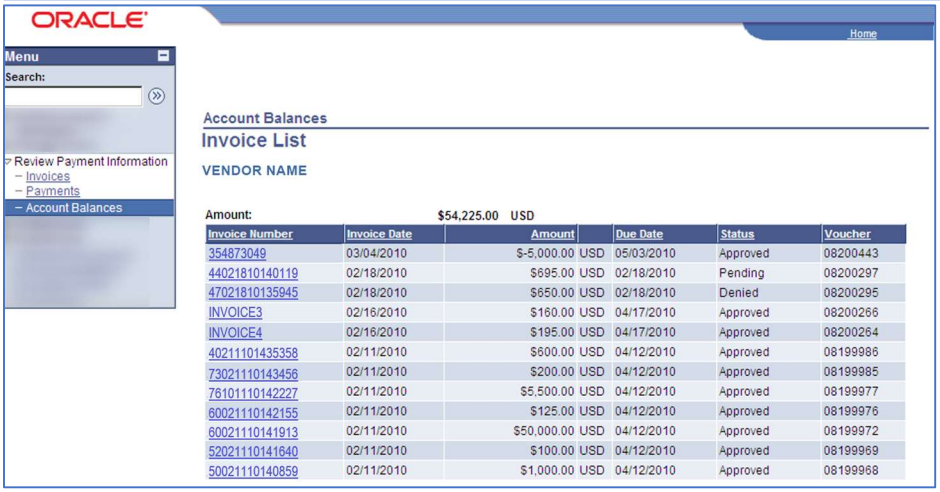
- Click the Reference link associated with the invoice number to display the Payment Details page. The payment advice on the page will include vendor address and invoice information for the payment.



Review Payment Information - Account Balances

The Account Balances link enables suppliers to view outstanding balance details.





Click the Invoice Number link to view detailed information, such as invoice line and payment schedule detail.

Contact 3M

- 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
- Registration and technical eSettlements issues: STPeCommerceAmericas@mmm.com
- Changes in banking or payment type: vendorbankingsetup@mmm.com
- Changes in Company profile information: merger/divestiture/name change: vendormaster@mmm.com