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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

Science. Applied to Life."		Q	US - EN
Products Industries Brands		5	Q Account ^
3M Supplier Direct			Sign In
Applied to Life."			
PRODUCTS FOR PRODUCTS FOR ABOUT US ABOUT US ABOUT US	Search	Q.	
United States > 3M Supplier Direct > Suppliers 3M Supplier Direct OVERVIEW > SUPPLIER SUPPLIER PROSPECTIVE SUPPLIERS	▼ RESOURCES ▼ CONTACT 3M >		
Suppliers		Quick Links - Public	
Registration Instructions D		Ariba 3M Citrix Applications	
		ERP Training Corcentric Western Union Business Solutions	
Source to Pay Transactions Packaging	Shipping & Transportation		
Explore here to find the tools and information you need, from purchase orders to payment status. This area includes Purchase Order/Scheduling Agreement Terms & Conditions, Secured procurement tools	Il find Look here for information such as routing instructions, shipping requirements, Cargo g SOPs Security Programs and Advance Electronic Cargo Data Reporting Requirements for int Imports where provided	Quick Links - Secure	

*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

ORACLE'				
			Home	Add to Favorites
Menu 🗖	Main Menu >			
D Maintain Supplier	View and download purchase orders, enter acknowledgements a	nd create advance shipment notices for customer orders.		
 Manage Orders Purchase Orders Acknowledge Purchase Orders 	Purchase Orders Review and take action on customer purchase orders.	Acknowledge Purchase Orders Create online purchase order acknowledgments.	V.	Tiew Order Summary View PO schedules by Item and due date.
 <u>View Order Summary</u> <u>View Receipts</u> ▷ Review Payment Information 	View Receipts. View customer receipts.			

- Enter criteria Filter Options
 - $\circ~$ 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)
 - o Buyer

•

- o Contract ID
- Click search

ORACLE'		
Menu Search: Manage Orders - Purchase Orders - Acknowledge Purchase Orders - View Order Summary	Purchase Orders Filter Options VENDOR NAME Enter search criteria and	click on Search. Leave blank for all values.
- <u>View Receipts</u> Review Payment Information	Search Criteria From PO ID: To PO ID: OM Order Nbr: Item ID: Vendor Item ID: From Date: To Date: Buyer: Contract ID: Search	PO's Waiting Acknowledgement PO's Waiting Acknowledgement O2/18/2010 (example: 01/31/2000) O3/18/2010 (example: 01/31/2000) Q

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.

						<u>Home</u>	Add to Fa	wortes
Menu 🖃								
Search:								
	Purchase Orders							
✓ Manage Orders	Purchase Order List							
- Purchase Orders	VENDOR NAME							
Orders								
 View Order Summary View Receipts 	Set filter options Purchase Order List		(Default View for Cl	hange Orders: All I	ines		
Review Payment Information	PO Details Header Details				Customize Eng V	ew Al 📫 👘	st C 13 of 3 C Last	
	Purchase Order Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status		Printable Format	1
	USMMMEA090 Dispatched	10/05/2009 2:12:06PM	1	100,002,468.52	USD Supplier Responded	View PDF	Printable Format	
	USMMMEA339 Dispatched	07/30/2009 4:47:27PM	1	1,500.00	USD New	View PDF	Printable Format	
	USMMMEA294 Dispatched	07/14/2009 9:27:28AM	2	15,000.00	USD New	View PDF	Printable Format	
	View Selected POs in Downloada	ble Format o	efault Vie only the lat	w for Change Ordest changes. (This	Same option is also used	to control the onlin	rated shows all lines or te view of the PO.)	
ORACLE								
Honu 🗖							Home A	NOC TO Fav
Search:								
	Purchase Orders							
✓ Manage Orders	Purchase Order Lis	st						
Purchase Orders Acknowledge Purchase Orders	VENDOR NAME							
- <u>View Order Summary</u>	Set filter options			Default View f	for Change Orders:	All lines		
- <u>View Receipts</u> Review Payment Information	Purchase Order List	-			Customize Find Vie	ew All 📔 🛛 Fi	rst 🗹 1-3 of 3 🕨 Last	
	PO Details Header Details		1	-	1		5	7
	Purchase Order	PO Business Unit	Purch	ase Order Date	Buyer Name	-	Payment Terms	3
		00001	10/05	2009	DEBERTIN,MARIDE		Net 60	
		00001	07/30	2009	Heath Dawn D		Net 60	
	USMMMEA294	00001	07/14	2009	mean,Dawn D		Net 60	

Click on the Purchase	Order hyperlin	nk to display t	he Purchase Order	Details.	Set filte Purcha Po Qu Du US	r options ase Order List Details Header urchase Sta SMMMEA090 Dis SMMMEA339 Dis	Details tus spatched spatched	Add to Fav
Search:						SMMMEA294 Dis	patched	
	Purchase Orde	rs						-
T Hanage Orders	Purchase O	rder Details						
Purchase Orders Acknowledge Purchase Orders	VENDOR NAM	1E						
- View Order Summary	PO Number:	USMMMEA339	Purchase Order Date:	07/30/200	9			
- <u>View Receipts</u>	PO Status:	Dispatched	Last Dispatch:	07/30/09	4:47:27PM			
	Buyer:				Purchase Ord	er Total		
	Billing Location:	3MREMIT		1	Merchandise /	Amt:	1,50	0.00
	Payment Terms:	Net 60		F	reight/Tax/Mi	sc.:		0.00
				1	Total Amount:		1,50	0.00 USD
	 Standard BU Cor 	mments						
and the second	This Purchase Or www.3M.com/sup of performance un binds 3M unless 3 can be found at w	der is 3M's offer to Selle plierterms on Seller's a ider, this Purchase Ord SM specifically agreed t ww.3M.com/suppliertax	er, and will be a binding contrac acceptance, which may be Selle der. No additional or conflicting to it in writing. If this Purchase (x.	t on the term r's verbal, w term in any s order is tax e	ns herein and ritten or electro Seller acknowl xempt or direc	on the Purchase C onic acknowledger edgement, propos t pay, the appropri	order Terms f ment of, or Se sal or other do ate supportin	ound at eller's initiation ocumentation og document
	 Header Comment 	nts				Find View	All First	I of 1 ▶ Last
	Justification Com	ments						
							1	7 5
	Purchase Order Li	nes	a Detaile Contract Info		Custom	ze Find View All	First L	1 of 1 🕒 Last
	Line Status	Item ID	Description	Qu	antity	Amount		omments
	1 Active	VENDOR ITEM ID	Test PO for eSupplier training	12	0000 EA	1,500.00	USD 🗭	>
							A	
	Invoice List				Custom	ze Find View All	First 🛙	I of 1 E Last
	Invoice	Invoice Date	Amount	Due	Date	Appr Stat	Vouche	£
			0.000					
	No Invoices Found Return to Purchase	Order List						

- 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.

ORACLE	Home
Menu 🗖	
Search:	
(W)	
	Acknowledge Purchase Orders
✓ Manage Orders	Search/Filter Acknowledgments
 Acknowledge Purchase Orders 	VENDOR NAME
- View Order Summary	From PO ID: Q To PO ID: Q
D Review Payment Information	From Date: 02/15/2010 To Date: 03/15/2010 T
	Buyer:
	Vendor Location:
	6 March Connect Antineurod deservate
	View Current Acknowledgements
	C Maux History
	 view history
	Search
	PO Acknowledgement List Customize Find 🚟 First 🔍 1 of 1 🕨 Last
	Acknowledgments Buyer (1999)
	Purchase Order Dispatched Date/Time PO Status Status Date Acknowledge

- 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.
 - o 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
 - \circ View History
 - Displays history of POAs regardless of status
- Click search

	Purchase Orders				
Search/Fill	ter Acknowledg	ments			
VENDOR NA	AME				
From PO ID:		C To PO ID:		Q	
From Date:	02/15/2009	To Date:	03/15/201	0 📴	
Buyer:			Q		
Vendor Location			×		
New/	Supplier Review	Supplier Respond	Buyer Accept		
C View History	Supplier Review	Supplier Respond	l'Buyer Accept		
C View History Search PO Acknowledge Acknowledge	Supplier Review	Supplier Respond	IBuyer Accept Customize Find	₩ First •	1-3 of 3 🕨 Last
C View History Search PO Acknowledge Acknowledgen Purchase Order	Supplier Review I ement List ents Buyer Ta Dispatched Date/Time	Supplier Respond D PO Status	I Buyer Accept Customize Find Acknowledgment Status	₩ First ◀ Acknowledge Date	1-3 of 3 D Last
C View History Search PO Acknowledgm Acknowledgm Purchase Order USMMMEA090	ement List ents Buyer In Dispatched Date/Time 10/05/2009 2:12:06PM	Supplier Respond Dispatched	I Buyer Accept Customize I Find I Acknowledgment Status New	H First Acknowledge Date	1-3 of 3 D Last Source of Acknowledgement
C View History Search PO Acknowledgm Purchase Order USMMMEA090 USMMMEA339	Supplier Review Freent List Freents Buyer Free Buyer Fr	Supplier Respond PO Status Dispatched Dispatched	IBuyer Accept Customize Find Acknowledgment Status New New	# First •	1-3 of 3 D Last Source of Acknowledgement

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.

Acknowledgmen	t Summary			
VENDOR NAME				
PO Number:	USMMMEA090	PO Date:	10/05/2009	
Acknowledgement Status:	New	Acknowledge Date:		
POA Response:	Accepted	Reset to PO Values	Reject All	
PO Header Detail				
Standard BU Comments				
PO Header Comments			Find View All	First 🕙 1 of 1 🕑 Last
Click on the purchase order line POA Lines	number to see more details and to make any mo	difications.	na Find 1 fam: 43 🕌	En la stall Land
Click on the purchase order line POA Lines Line Details Extension	number to see more details and to make any mo	difications. Customi	ze Find View Al 🛗	First I of 1 D Last
Ilick on the purchase order line POA Lines Line Details Extension	number to see more details and to make any mo	difications. Customi PO.Qty	Acknowledge Quantity	First 1 of 1 D Last
Ilick on the purchase order line POA Lines Line Details Extension Line Item ID 1 VDR ITEM ID	number to see more details and to make any mo (TTTP) Perscription test for printing PO from eSupplier	Sifications. Custom PO.Qty 10000.1234	Acknowledge Quantity 10000.1234 EA	First 4 of 1 Last
Click on the purchase order line POA Lines Line Details Extension Line Item ID VDR ITEM ID Comments	number to see more details and to make any mo <u>(TITP)</u> <u>Perscription</u> test for printing PO from eSupplier	Sifications. Customi PO.Qty 10000.1234	Acknowledge Quantity 10000.1234 EA	First C 4 of 4 D Last POA Response Accepted
Click on the purchase order line POA Lines Line Details Extension Line Item ID 1 VDR ITEM ID Comments Save St	number to see more details and to make any mo Pescription test for printing PO from eSupplier ave & Send Acknowledgement	Sifications. Custom PO.Otx 10000.1234	ze Find View Al # Acknowledge Quantity 10000.1234 EA	First I t of t E Last POA Response Accepted

• If no changes are required, click the Return button

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

cknowled	gment	Details								
ENDOR N	AME									
em Detail							End Vi	W AI	First 🕙 1 of 1	Ŀ١
Line Number:	1	r -					Reset Item to PO valu	es	Reject Item	
Unit of Measure	E	Each			Item Response:		Accepted			
Item ID:					Vendor Item ID:		VDR ITEM ID			
Spec Rev Level					Extension:					
Description:	te	est for printing	PO from	eSupplier						
More Item Deta	ails									
Schedules	_					Cus	tomize Find View All	1	First I of 1	Last
Due Date & Quar	itity F	rice	Ship To	(III)	_	1.6		-		
Order Sched Sched	<u>Order</u> Due Date	Order Due Time		<u>Orde</u> Quantit	er Acknowledge by Due Date	Ш	Acknowledge Quantity	20A Statu	Split Line	
1 1 1	0/26/2009			10000.123	4 10/26/2009	3	10000.1234			Ξ
					-					

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

ENDOR NAME				
em Detail			End View	All First 🗹 1 of 1 🕨 L
Line Number:	1		Reset Item to PO values	Reject Item
Unit of Measure:	Each	Item Response:	Accepted	
Item ID:		Vendor Item ID:	VDR ITEM ID	
Spec Rev Level		Extension:		
Description:	test for printing PO from	m eSupplier		2
More Item Details				
Schedules			Customize Find View All 🎬	First 🕙 1 of 1 🕑 Last
Due Date & Quantity	Price Ship To			
Order	er Date	Order Order Price Ship Method	Acknowledge Acknow Price Ship Me	thod
Sched Sched Du		and the second design of the s		

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

Line	Item ID	Description	PO Qty	Acknowledge Quantity	POA Response
1	VDR ITEM ID	test for printing PO from eSupplier	10000.1234	10000.1234 EA	Accepted - Change Made
Co	mments				mage

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

POA Lin	Lines e Details Extension	Customize Find View All First 🗹								
Line	Item ID	Description	PO Qty	Acknowledge Quantity	POA Response					
1	VDR ITEM ID	test for printing PO from eSupplier	10000.1234	10000.1234 EA	Accepted - Changes Made					
Cor	mments									
	Save &	Send Acknowledgement								

- $\circ \quad \text{If no changes were made} \\$
 - 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

ORACLE'	
Menu 🗖	Home Add to Favorites
Search:	Main Menu >
	Manage Orders
	View and download purchase orders, enter acknowledgements and create advance shipment notices for customer orders.
 Manage Orders Purchase Orders 	Purchase Orders Review and take action on customer purchase orders.
- Acknowledge Purchase	
- <u>View Order Summary</u> - View Receipts	View Receipts
Review Payment Information	There waawines reverges.

- 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.

ORACLE'			
Menu			Home
▼ Manage Orders	View Order Summ Filter Options	nary	
 Purchase Orders Acknowledge Purchase Orders View Order Summary 	VENDOR NAME Enter search criteria ar	nd click on Search. Leave blank for all values.	
View Receipts Review Payment Information	Search Criteria	PO Status:	
	From Date: To Date:	02/18/2009 IM (example: 01/31/2000) 03/18/2010 IM (example: 01/31/2000)	
	Item ID: Vendor Item ID:	q	Q
	Search		

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

View Orde	r Summary							
Order So	chedule							
VENDOR	NAME							
Set filter option	ns							
Schedules							Cust	orgize Find 🕮 First 🗐 1.6 of 6 🕑 Last 🚽
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	ORACLE'
 Click the Manage Orders link Click the View Receipts link 	Menu ■ Search: > Wain Menu > Main Menu > Manage Orders Purchase Orders Acknowledge Purchase Orders View And take action on customer purchase orders. View Order Summary View Receipts
 Enter criteria - Filter Options From Receipt Date and To Receipt Date rational options From PO ID and To PO ID – Enter the same Item ID (3M 11-Digit Part Number) Vendor Item ID (3M COMS Number) 	ange e PO number in both fields, when searching by individual PO. Review Receipts Filter Options
 Receipt Status Click search 	VENDOR NAME Enter search criteria and click on Search. Leave blank for all values. Search Criteria
	From Receipt Date: 03/16/2010 (example: 12/31/2000) From PO ID:
	Shipment Number:
Review Receipts Receipt Lines VENDOR NAME	Receipt Status:
Set filter options	Customize End View All # First 🗹 1-4 of 4 🕒 Last
Received Date PO Number Ship No Item ID Des 0004776993 03/16/2010 USMMMEA294 test test 0004776993 03/16/2010 USMMMEA294 test 0004776993 03/16/2010 USMMMEA294 test	Received UOM Status Ifor multi lines, sched and dist 250.0000 EA Received Ifor multi lines, sched and dist 250.0000 EA Received 2 - test for multi lines, sched and 200.0000 EA Received
0004776983 03/16/2010 USMMMEA294 dist	2 - test for mulit lines, sched and 300,0000 EA Received

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

ORACLE	
	Home Add to Favorites Sign
Menu 🗖	
Search:	Main Menu >
Sector 2010	Review Payment Information
	View invoices, check payments, and open balances.
 Review Payment Information 	View invoice information.
- invoices	balances.
- Payments	
- Account Balances	

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

				Home
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U.S.	Review Invoices			
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w Payment Information				
oices	VENDOR NAME			
count Balances	Enter search criteria and	I click on Search. Leave blank for all values.		
	Search Chtena			
	From Invoice Number:			
	To Invoice Number:			
	Item ID:	Q		
	Vendor Item ID:		Q	
	Frem Date:	02/22/2010 (example: 01/31/2000)		
	From Date:			
	To Date:	03/22/2010 (example: 01/31/2000)		
	From Amount:			
	To Amount:			
	Approval Status:			

- 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
 - \circ Approval status Not typically used as the approval status is not usually known
- Click search

Review Invoices						
Invoice List						
VENDOR NAME						
Set filter ontions						
Ser inter options		C	otomia	l Find I	First 🗐	AC -EAC E Last
		<u></u>	Storniz	Approval		
Invoice Number	Invoice Date	<u>Gross Amt</u>		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
<u>47021810135945</u>	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
 - o 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

nvoice Details /ENDOR NAME nvoice Number: 314159265358 mvoice Date: 02/18/2010 Due Date: 02/18/2010 Discount: \$250.00 USD Discount: \$20.00 USD Discount: \$250.00 USD Discount: \$250.00 USD Net Amount: \$250.00 USD Payment Schedule Customize End View Al # First \$1 of 1 \$Last Scheduled to Pay Payment Number Gross Amt Discount: Method Status On Hold Withd No No Payment Shade Customize End View Al # First \$1 of 1 \$Last Customize	Review Invoic	es											
Arrowice Number: 314159265358 nvoice Date: 02/18/2010 Due Date: 02/18/2010 Discount: \$250.00_USD Payment Status: Paid in Full Permems: Net Cash * Invoice Line Dotails Customize Fmd View Al # First * 1 of 1 * Last Rem 10 Description Statistic UoM Unit Price Amount * Payment Schedule Customize Fmd View Al # First * 1 of 1 * Last Scheduled to Pay Payment Mumber Gross Ams Discount Method Status On Mod Withd 02/19/2010 0000001654 \$250.00_USD S0.00_USD Check * Paid No No * Payments Made Date Amount First * 1 of 1 * Last Amoun	Invoice Det	tails											
Invoice Number: 314159265358 mvoice Date: 02/18/2010 Due Date: 02/18/2010 Discount: S250.00 Payment Status: Paid in Full Terms: Net Cash * Invoice Line Details Customize Find View Al] # First < 1 of 1 Last Scheduled to Pay Payment Number Gross Amt Discount Method Status On Hold Status Scheduled to Pay Payment Number Gross Amt Discount Discount Method Status On Hold Status On Hold	VENDOR NA	ME											
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Invoice Details

- Approval Status
 - Matching Exception Price, quantity, or amount of invoice does not match the PO Contact the 3M Buyer for assistance
 - \circ 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
 - \circ $\ \ \,$ To be paid Invoice is ready to be paid on the due date
 - Paid in full Invoice has been paid
 - \circ $\;$ 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.

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	To Payment Date:	03/22/2010 🕅	(example: 12/31/2000)			
	Search	Return to Vendor	List			

- 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

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	100000003	ESETT59021810140159	02/22/2010		\$908.00 USD	
	100000003	ESETT62021810140236	02/22/2010		\$908.00 USD	
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• 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 Payments									
Payment Details									
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Review Payment Information - Account Balances

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

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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: <u>STPeCommerceAmericas@mmm.com</u>
- Changes in banking or payment type: <u>vendorbankingsetup@mmm.com</u>
- Changes in Company profile information: merger/divestiture/name change: vendormaster@mmm.com