

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

Table of Contents

<u>Registration and Log in Steps</u>	<u>2</u>
<u>Manage Orders - Purchase Orders</u>	<u>3</u>
<u>Manage Orders - Acknowledge Purchase Orders</u>	<u>6</u>
<u>Manage Orders - View Order Summary</u>	<u>10</u>
<u>Manage Orders - View Receipts</u>	<u>11</u>
<u>Review Payment Information - Invoices</u>	<u>12</u>
<u>Review Payment Information - Payments</u>	<u>15</u>
<u>Review Payment Information - Account Balances</u>	<u>17</u>
<u>Self-Service Invoice - Create Invoice</u>	<u>18</u>
<u>Self-Service Invoice - View Invoice</u>	<u>22</u>
<u>Self-Service Invoice - Delete Invoice</u>	<u>23</u>
<u>Self-Service Invoice - Print Invoice</u>	<u>24</u>
<u>Self-Service Invoice - Correct Invoice</u>	<u>25</u>
<u>Contact 3M</u>	<u>25</u>

Reference Guide - 3M eSettlements

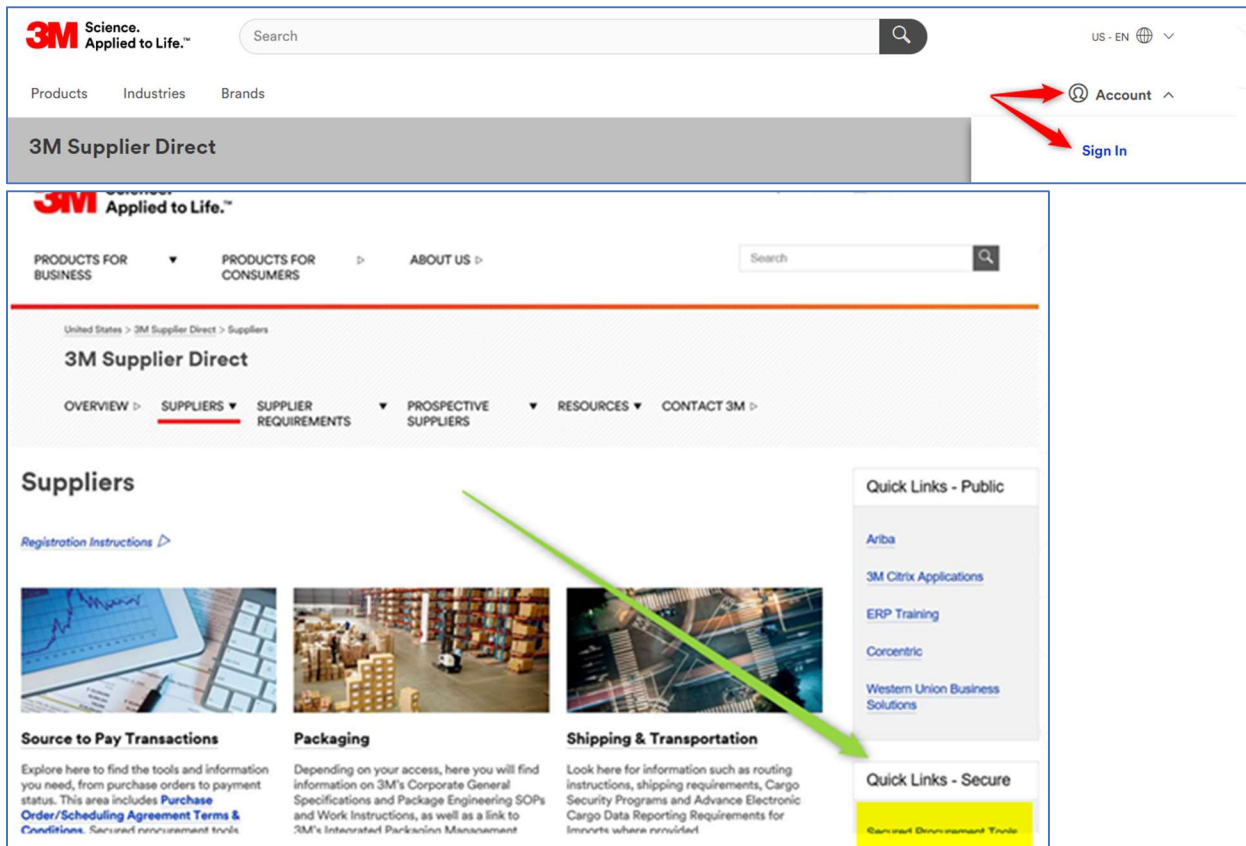
3M Legacy Purchase Orders (10-digit, Alphanumeric, Beginning USMMM)

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.

Reference Guide - 3M eSettlements

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

Manage Orders - Purchase Orders

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

The screenshot shows the Oracle Manage Orders dashboard. On the left is a 'Menu' sidebar with a search bar and a tree view containing 'Maintain Supplier Information', 'Manage Orders' (highlighted), 'Acknowledge Purchase Orders', 'View Order Summary', 'View Receipts', and 'Review Payment Information'. The main content area is titled 'Manage Orders' and includes a description: 'View and download purchase orders, enter acknowledgements and create advance shipment notices for customer orders.' Below this are three links: 'Purchase Orders' (highlighted with a red box and described as 'Review and take action on customer purchase orders.'), 'Acknowledge Purchase Orders' (described as 'Create online purchase order acknowledgments.'), and 'View Order Summary' (described as 'View PO schedules by item and due date.'). There is also a 'View Receipts' link described as 'View customer receipts.'

- 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 screenshot shows the 'Purchase Orders Filter Options' page. It has a sidebar menu similar to the first screenshot, with 'Purchase Orders' selected. The main content area is titled 'Purchase Orders Filter Options' and 'VENDOR NAME'. Below this is a section for 'Search Criteria' with the instruction: 'Enter search criteria and click on Search. Leave blank for all values.' The search criteria section contains the following fields:

- From PO ID: [text box]
- To PO ID: [text box]
- OM Order Nbr: [text box]
- Item ID: [text box with magnifying glass icon]
- Vendor Item ID: [text box with magnifying glass icon]
- From Date: [calendar icon] 02/18/2010 (example: 01/31/2000)
- To Date: [calendar icon] 03/18/2010 (example: 01/31/2000)
- Buyer: [text box with magnifying glass icon]
- Contract ID: [text box with magnifying glass icon]

A 'Search' button is at the bottom left of the search criteria section. There is also a checkbox labeled 'PO's Waiting Acknowledgement'.

Reference Guide - 3M eSettlements

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

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.

Oracle

Menu
Search: []

Manage Orders
Purchase Orders
Acknowledge Purchase Orders
View Order Summary
View Receipts
Review Payment Information

Purchase Orders
Purchase Order List
VENDOR NAME

Set filter options
Default View for Change Orders: All lines
Customize | Find | View All | First 1-3 of 3 Last

Purchase Order List

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status	Printable Format
<input type="checkbox"/> USMMMFA090	Dispatched	10/05/2009 2:12:06PM	1	100,002,468.52 USD	Supplier Responded	View PDF Printable Format
<input type="checkbox"/> USMMMFA339	Dispatched	07/30/2009 4:47:27PM	1	1,500.00 USD	New	View PDF Printable Format
<input type="checkbox"/> USMMMFA294	Dispatched	07/14/2009 9:27:28AM	2	15,000.00 USD	New	View PDF Printable Format

☒ Select All ☐ Clear All
[View Selected POs in Downloadable Format](#)

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders, the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

Not Enabled

Oracle

Menu
Search: []

Manage Orders
Purchase Orders
Acknowledge Purchase Orders
View Order Summary
View Receipts
Review Payment Information

Purchase Orders
Purchase Order List
VENDOR NAME

Set filter options
Default View for Change Orders: All lines
Customize | Find | View All | First 1-3 of 3 Last

Purchase Order List

Purchase Order	PO Business Unit	Purchase Order Date	Buyer Name	Payment Terms
<input type="checkbox"/> USMMMFA090	00001	10/05/2009	DEBERTIN, MARIDEE	Net 60
<input type="checkbox"/> USMMMFA339	00001	07/30/2009		Net 60
<input type="checkbox"/> USMMMFA294	00001	07/14/2009	Meath, Dawn D	Net 60

Reference Guide - 3M eSettlements

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

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

ORACLE

Menu

Search:

Manage Orders

- Purchase Orders
 - Acknowledge Purchase Orders
 - View Order Summary
 - View Receipts

[Set filter options](#)
Purchase Order List

PO Details	Purchase Order	Status
<input type="checkbox"/>	USMMME090	Dispatched
<input type="checkbox"/>	USMMME0339	Dispatched
<input type="checkbox"/>	USMMME0294	Dispatched

Purchase Orders

Purchase Order Details

VENDOR NAME

PO Number: USMMME0339

PO Status: Dispatched

Buyer:

Billing Location: 3MREMIT

Payment Terms: Net 60

Purchase Order Date: 07/30/2009

Last Dispatch: 07/30/09 4:47:27PM

Purchase Order Total

Merchandise Amt:	1,500.00
Freight/Tax/Misc.:	0.00
Total Amount:	1,500.00 USD

Standard BU Comments

This Purchase Order is 3M's offer to Seller, and will be a binding contract on the terms herein and on the Purchase Order Terms found at www.3M.com/suppliertax on Seller's acceptance, which may be Seller's verbal, written or electronic acknowledgement of, or Seller's initiation of performance under, this Purchase Order. No additional or conflicting term in any Seller acknowledgement, proposal or other documentation binds 3M unless 3M specifically agreed to it in writing. If this Purchase Order is tax exempt or direct pay, the appropriate supporting document can be found at www.3M.com/suppliertax.

Header Comments Find | View All | First 1 of 1 Last

Justification Comments

Purchase Order Lines Customize | Find | View All | First 1 of 1 Last

Line	Status	Item ID	Description	Quantity	EA	Amount	USD	Comments
1	Active	VENDOR ITEM ID	Test PO for eSupplier training	12.0000	EA	1,500.00	USD	

Invoice List Customize | Find | View All | First 1 of 1 Last

Invoice	Invoice Date	Amount	Due Date	Appr. Stat	Voucher
		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.

Reference Guide - 3M eSettlements

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

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.

The screenshot shows the Oracle Acknowledge Purchase Orders web application. On the left is a navigation menu with options: Manage Orders, Purchase Orders, Acknowledge Purchase Orders, View Order Summary, View Receipts, and Review Payment Information. The main content area is titled 'Acknowledge Purchase Orders' and 'Search/Filter Acknowledgments'. It includes search filters for Vendor Name, From PO ID, To PO ID, From Date (02/15/2010), To Date (03/15/2010), Buyer, and Vendor Location. There are radio buttons for 'View Current Acknowledgements' (with sub-options 'New/Supplier Review' and 'Supplier Respond/Buyer Accept') and 'View History'. A 'Search' button is present. Below the search filters is a 'PO Acknowledgement List' table with columns: Purchase Order, Dispatched Date/Time, PO Status, Acknowledgment Status, Acknowledgement Date, and Source of Acknowledgement. The table shows one entry with a status of '1 of 1'.

- 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

Reference Guide - 3M eSettlements

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

Acknowledge Purchase Orders

Search/Filter Acknowledgments

VENDOR NAME

From PO ID: To PO ID:
From Date: To Date:
Buyer:
Vendor Location:

☒ View Current Acknowledgements
☒ New/Supplier Review ☐ Supplier Respond/Buyer Accept

☐ View History

PO Acknowledgement List

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgment Status	Acknowledge Date	Source of Acknowledgement
USMMME090	10/05/2009 2:12:06PM	Dispatched	New		
USMMME0339	07/30/2009 4:47:27PM	Dispatched	New		
USMMME0294	07/14/2009 9:27:28AM	Dispatched	New		

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.

Acknowledge Purchase Orders

Acknowledgment Summary

VENDOR NAME

PO Number: USMMME090 PO Date: 10/05/2009
Acknowledgement Status: New Acknowledge Date:
POA Response: Accepted

PO Header Detail
Standard BU Comments
PO Header Comments Find | View All First 1 of 1 Last

justification comment

Click on the purchase order line number to see more details and to make any modifications.

POA Lines Customize | Find | View All First 1 of 1 Last

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	VDR ITEM ID	test for printing PO from eSupplier	10000.1234	10000.1234	EA	Accepted

Comments

[Return to Search Acknowledgment](#) [Send E-mail](#)

- If no changes are required, click the Return button

Reference Guide - 3M eSettlements

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

- 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

Acknowledge Purchase Orders

Acknowledgment Details

VENDOR NAME

Item Detail Find | View All First 1 of 1 Last

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 eSupplier

More Item Details

Schedules Customize | Find | View All First 1 of 1 Last

Order Sched	Sched	Order Due Date	Order Due Time	Order Quantity	Acknowledge Due Date	Acknowledge Quantity	POA Status	Split Line
1	1	10/26/2009		10000.1234	10/26/2009	10000.1234		

Return

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

Acknowledge Purchase Orders

Acknowledgment Details

VENDOR NAME

Item Detail Find | View All First 1 of 1 Last

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 eSupplier

More Item Details

Schedules Customize | Find | View All First 1 of 1 Last

Order Sched	Sched	Order Due Date	Order Price	Order Ship Method	Acknowledge Price	Acknowledge Ship Method
1	1	10/26/2009	10,000.12345	3M LTL	10,000.12345	3M LTL

Return

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

Reference Guide - 3M eSettlements

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

The screenshot shows the 'POA Lines' interface. At the top, there are tabs for 'Line Details' and 'Extension'. Below the tabs is a table with the following columns: Line, Item ID, Description, PO Qty, Acknowledge Quantity, UOM, and POA Response. The first row (Line 1) has the following values: VDR ITEM ID, test for printing PO from eSupplier, 10000.1234, 10000.1234, EA, and Accepted - Changes Made. The 'POA Response' cell is highlighted with a red border. Below the table is a 'Comments' section with two buttons: 'Save' and 'Save & Send Acknowledgement'.

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	VDR ITEM ID	test for printing PO from eSupplier	10000.1234	10000.1234	EA	Accepted - Changes Made

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

This screenshot is identical to the previous one, but the 'Save & Send Acknowledgement' button in the 'Comments' section is highlighted with a red border.

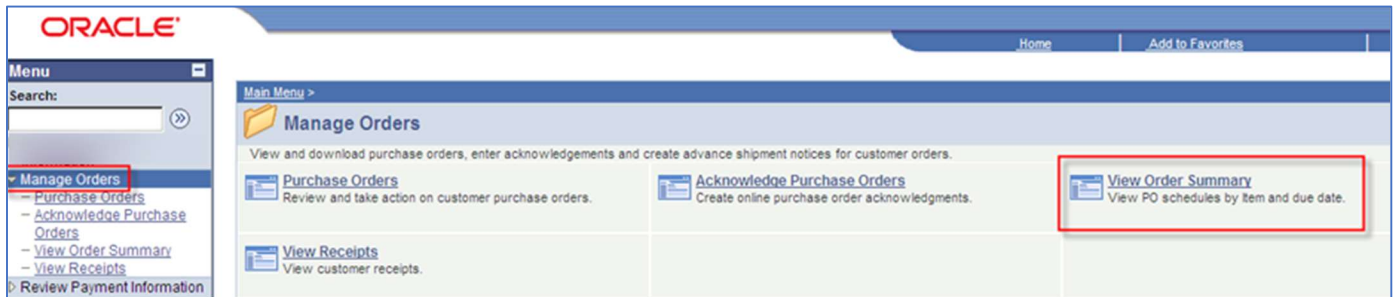
- If no changes were made
 - Sets acknowledgement status to Buyer Accepted
 - Changes POA mode from editable to view only
- If changes were entered
 - Saves changes
 - Changes POA mode from editable to view only
 - Sets acknowledgement status to Supplier Responded
 - Notification is sent to the 3M Buyer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

The screenshot shows a 'Save Confirmation' dialog box. It has a title bar that says 'Acknowledge Purchase Orders'. Inside the dialog, there is a checkmark icon and the text: 'The Save was successful. Acknowledgment will be submitted to buyer for review if purchase order needs to be changed.' At the bottom of the dialog is an 'OK' button.

Reference Guide - 3M eSettlements

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

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 screenshot shows the Oracle View Order Summary Filter Options page. The 'Include PO Data' checkbox is checked. The page includes search criteria for Vendor Name, From Date, To Date, Item ID, and Vendor Item ID. The 'Search' button is highlighted.

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

The screenshot shows the Oracle View Order Summary Order Schedule page. The 'Ship To' column is highlighted. The table displays order schedules with columns for Due Date, Item ID, Description, Quantity, Business Unit, PO Number, Type, Status, and Ship To.

Due Date	Item ID	Description	Quantity	Business Unit	PO Number	Type	Status	Ship To
07/29/2009		test for multi lines, sched and distr	250.0000 EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
08/07/2009		test for multi lines, sched and distr	250.0000 EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
07/29/2009		line 2 - test for mult lines, sched and distr	200.0000 EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
08/07/2009		line 2 - test for mult 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-MQ

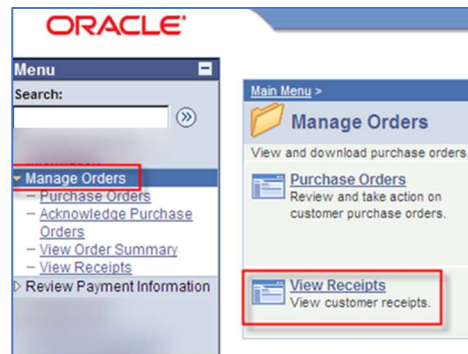
To view the physical Shipping Address, click on the Ship-to link

Reference Guide - 3M eSettlements

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

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



Review Receipts

Filter Options

VENDOR NAME

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From Receipt Date: (example: 12/31/2000)

To Receipt Date: (example: 12/31/2000)

From PO ID:

To PO ID:

Shipment Number:

Item ID:

Vendor Item ID:

Receipt Status:

Search

Review Receipts

Receipt Lines

VENDOR NAME

[Set filter options](#)

Receiver ID	Received Date	PO Number	Ship No	Item ID	Description	Received	UOM	Status
0004776983	03/16/2010	USMMMEA294			test for multi lines, sched and dist	250.0000	EA	Received
0004776983	03/16/2010	USMMMEA294			test for multi lines, sched and dist	250.0000	EA	Received
0004776983	03/16/2010	USMMMEA294			line 2 - test for mult lines, sched and distr	200.0000	EA	Received
0004776983	03/16/2010	USMMMEA294			line 2 - test for mult lines, sched and distr	300.0000	EA	Received

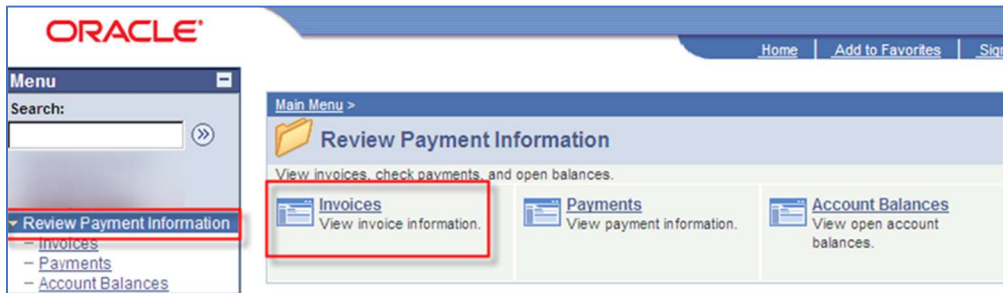
Click on the Receiver ID link to view the Receipt Details associated with a receipt line. The information includes: PO Number, Due Date, Quantity, Ship To address, Ship Via, Freight Term, Price, and Amount. A receipt is created only after the shipment has been received by 3M.

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.

Reference Guide - 3M eSettlements

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

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

Reference Guide - 3M eSettlements

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

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

Reference Guide - 3M eSettlements

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

Review Invoices
Invoice Details

VENDOR NAME

Invoice Number: 314159265358
Invoice Date: 02/18/2010
Due Date: 02/18/2010
Discount End Date:
Approval Status: **Approved for Payment**
Payment Status: **Paid in Full**
Terms: Net Cash

Invoice Total

Gross Amount: \$250.00 USD
Discount: \$0.00 USD
Net Amount: \$250.00 USD

Invoice Line Details

Item ID	Description	Statistic Amount	UOM	Unit Price	Amount
	flux condensator			0.00000	\$0.00 USD

Payment Schedule

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
02/19/2010	0000001654	\$250.00 USD	\$0.00 USD	Check	Paid	No	No

Payments Made

Reference	Date	Amount
1000000003	02/22/2010	\$908.00 USD

Purchase Orders

Purchase Order	PO Date	Status
No Purchase Orders Found		

Receipts

Received Date	Receipt Number	Bill of Lading	Packing Slip
No Receipts Found			

[Return to Invoice List](#)

Invoice Details

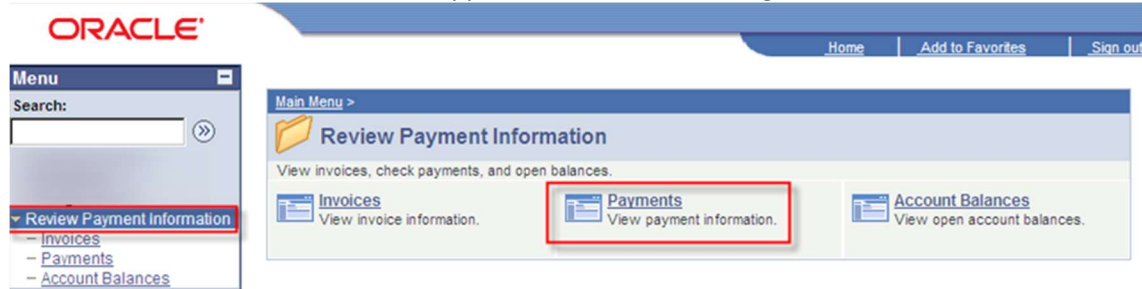
- Approval Status
 - Matching Exception - Price, quantity, or amount of invoice does not match the PO
Contact the 3M Buyer for assistance
 - Approved for Payment - Invoice is ready to be paid on the due date
 - Denied - Invoice did not match or could not match against the PO
Contact the 3M Buyer for 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

Reference Guide - 3M eSettlements

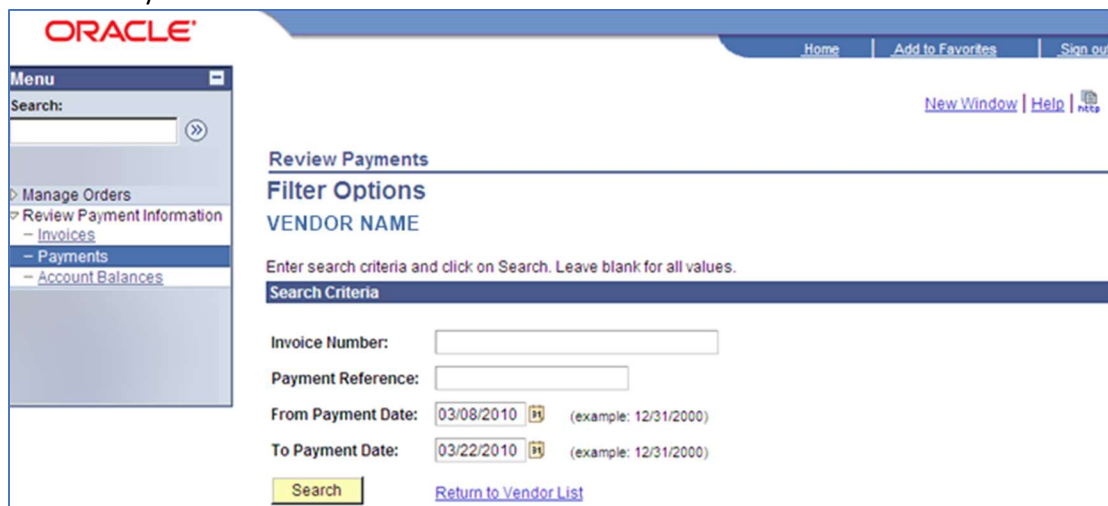
3M Legacy Purchase Orders (10-digit, Alphanumeric, Beginning USMMM)

Review Payment Information - Payments

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



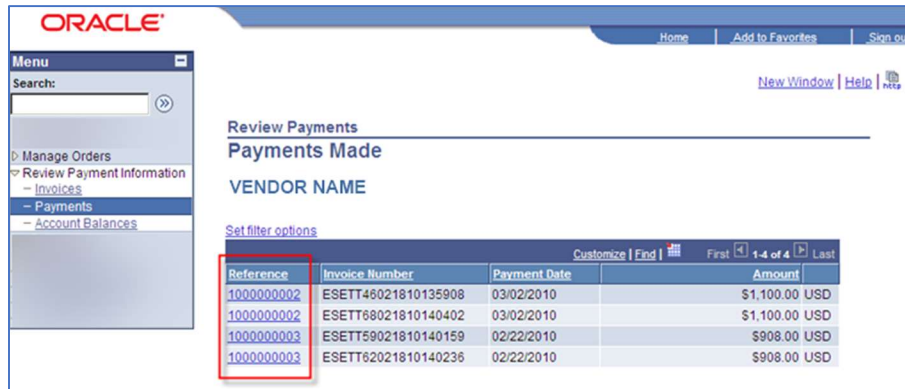
- Click the Review Payment Information twisty
- Click the Payments link



- 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

Reference Guide - 3M eSettlements

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



ORACLE

Home Add to Favorites Sign out

Menu

Search: []

New Window Help

Review Payments

Payments Made

VENDOR NAME

Set filter options

Reference	Invoice Number	Payment Date	Amount
1000000002	ESETT46021810135908	03/02/2010	\$1,100.00 USD
1000000002	ESETT68021810140402	03/02/2010	\$1,100.00 USD
1000000003	ESETT59021810140159	02/22/2010	\$908.00 USD
1000000003	ESETT62021810140236	02/22/2010	\$908.00 USD

- 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

VENDOR NAME

1000000002

Invoice Number: ESETT46021810135908 Payment Date: 03/02/2010

Method: Check Pay Status: Paid

Amount: \$1,100.00 USD

Paid To: ESETTLEMENT VENDOR

Country: USA United States

Address 1: 123 ESETTLEMENT ST

Address 2:

Address 3:

City: ST PAUL

County: Postal: 55144

State: MN Minnesota

From: JP Morgan Chase

Payment Advice

Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
ESETT460218101	1,100.000	0.000	0.000	1,100.000

No Advices Found

[Return to Payments Made](#)

Reference Guide - 3M eSettlements

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

Review Payment Information - Account Balances

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

The screenshot shows the Oracle 3M eSettlements interface. The 'Main Menu' on the left includes 'Manage Orders', 'Review Payment Information' (highlighted), 'Invoices', 'Payments', and 'Account Balances'. The 'Review Payment Information' section on the right includes 'Invoices', 'Payments', and 'Account Balances' (highlighted). The 'Account Balances' link is highlighted with a red box.

The screenshot shows the 'Account Balances' section. The 'Invoice List' table displays the following data:

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
354873049	03/04/2010	\$-5,000.00 USD	05/03/2010	Approved	08200443
44021810140119	02/18/2010	\$695.00 USD	02/18/2010	Pending	08200297
47021810135945	02/18/2010	\$650.00 USD	02/18/2010	Denied	08200295
INVOICE3	02/16/2010	\$160.00 USD	04/17/2010	Approved	08200266
INVOICE4	02/16/2010	\$195.00 USD	04/17/2010	Approved	08200264
40211101435358	02/11/2010	\$600.00 USD	04/12/2010	Approved	08199986
73021110143456	02/11/2010	\$200.00 USD	04/12/2010	Approved	08199985
78101110142227	02/11/2010	\$5,500.00 USD	04/12/2010	Approved	08199977
60021110142155	02/11/2010	\$125.00 USD	04/12/2010	Approved	08199976
60021110141913	02/11/2010	\$50,000.00 USD	04/12/2010	Approved	08199972
52021110141640	02/11/2010	\$100.00 USD	04/12/2010	Approved	08199969
50021110140859	02/11/2010	\$1,000.00 USD	04/12/2010	Approved	08199968

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

Reference Guide - 3M eSettlements

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

Self-Service Invoice - Create Invoice

- Click the Create Invoice link

Menu

Search:

- Manage Orders
- Review Payment Information
- eSettlements**
 - Supplier Information
 - Invoices
 - Payments
 - Supplier Dashboard
 - Self-Service Invoice**
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Self-Service Invoice

Invoice Actions

- Create Invoice**
Create a new invoice.
- View Invoice
View and modify invoices that have not become vouchers in the system yet.
- Delete Invoice
Remove invoices (Initiated Build Status only) from the system.
- Print Invoice
Print a hardcopy of an invoice.

Create Invoice

Invoice Entry

Invoice Header Information

*Supplier: Voucher ID: NEXT
Location: *Buyer:
Supplier address will go here 3M MAPLEWOOD-3MUS-MN 3M HEAD OFFICE
Currency: US Dollar
*Invoice ID: *Requester:
*Invoice Date:

Add a New Invoice Line **Copy from a Purchase Order** Copy from a Packing Slip

Invoice Details

Invoice Lines Additional Information PO Details Receiver Details

Item ID	Description	Quantity	UOM	Unit Price	*Amount	Curr	Tax?

Settlement Information

Payment Terms: Net 60 Days Total Amount: 0.00 USD
Payment Method: System Check Sales Tax Amount: 0.00 USD
Shipping Amount: 0.00 USD
Misc. Charge Amount: 0.00 USD
Gross Amount: USD

- Supplier - Supplier name will auto-populate
- Buyer - Choose 3M Company (POs beginning USMMM) or 3M Health Information Services (POs beginning with HQMMM)
- Location - Do not modify - Location will default from the PO
- Currency - Do not modify - Currency will default from the PO
- Requester - Do not modify, even though there is an asterisk - Do not modify - Leave empty
 - Entering a Requester or any data will delay payment of the invoice. Leave this field blank!
- Invoice ID - Supplier's 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 cause mismatch issues and possible payment delays.
- Invoice Date - Defaults with current date. Adjust to the correct invoice date.
 - Cannot be earlier than the date of the PO
- Click on Copy from a Purchase Order button

Reference Guide - 3M eSettlements

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

Look Up A Purchase Order

Search Criteria

Buyer: 00001 3M Company

Supplier: 0000108934 ESETTLEMENT VENDOR

PO Unit: 00001 3M Company

PO Number: USMMM5CA37

*PO Date: No Date

Item ID:

Description:

Search Results Display: ☒ Header ☐ Detail

Search Clear

[Return to Invoice Details](#)

- Enter the PO Number. If PO is not known, click on the search icon to the right of the field.
Business Rule - Only one PO can be referenced on an invoice.
 - If the required PO is not found
 - Expand the date search.
 - Delete your temporary internet cookies/cache/files.
Navigate directly to the 3M secured website www.3m.com/supplier without using bookmarks/favorites.
Try again with expanded date search
 - Contact the 3M Buyer for assistance.

- Click Search

Search Results

Select	PO Business Unit	Purchase Order	PO Date	Supplier	Supplier Name	Gross In
<input checked="" type="checkbox"/>	00001	USMMM5CA37	08/28/2008	0000108934	ESETTLEMENT VENDOR	

☒ Select All ☐ Clear All

Copy To Invoice

- Select the Lines to invoice against by putting a checkmark in the checkbox.
 - Select All will put all PO lines on the invoice
 - Clear All will not put any PO lines on the invoice*IF A LINE HAS BEEN CANCELED, you must make sure the checkbox is empty, so it is not copied to the invoice.*
 - If you need to bill for an item which is not on the PO, you must first submit a PO acknowledgement.
- Click on the Copy To Invoice button.

Reference Guide - 3M eSettlements

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

ORACLE

Home | Add to Favorites

New Window | Help | Custom

Create Invoice

Invoice Entry

Invoice Header Information

*Supplier: Voucher ID: NEXT
Location: *Buyer:
DFT-DFT-DFT-DFT-EML
Supplier address: will go here
Currency: US Dollar
*Invoice ID: *Requester:
*Invoice Date:

Add a New Invoice Line Copy from a Purchase Order Copy from a Packing Slip

Invoice Details Customize | Find | View All | First 1 of 1 Last

Invoice Lines Additional Information PO Details Receiver Details

Item ID	Description	Quantity	UOM	Unit Price	*Amount	Curr	Tax?
<input type="text"/>	<input type="text" value="Goods or Service"/>	<input type="text" value="100"/>	<input type="text" value="EA"/>	<input type="text" value="10"/>	<input type="text" value="1000.00"/>	<input type="text" value="USD"/>	<input type="checkbox"/>

Settlement Information

Payment Terms: Net 60 Days Total Amount: USD

Payment Method: System Check Sales Tax Amount: USD

Shipping Amount: USD

Misc. Charge Amount: USD

Gross Amount: USD


Save and Submit Save for Later

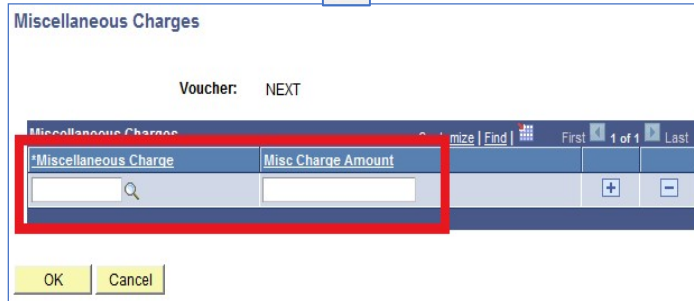
[Return to Self-Service Invoice](#)

- Invoice Lines tab - Verify the information copied from the PO is correct
 - Quantity adjustments may be needed for POs which will be invoiced multiple times
Business Rule - The invoiced quantity cannot exceed the remaining quantity open on the PO.
If the quantity is incorrect, contact the 3M Buyer to verify the 3M purchase order number.
 - Price adjustments will require a Purchase Order Acknowledgement before the invoice is created.
Changing the price on an invoice may cause PO mismatch errors and delay payment.
 - Do not change the Item ID, Description, or UOM (Unit of Measure)
If any of these are incorrect, contact the 3M Buyer to verify the 3M purchase order number.
 - Do not modify the value in the Total Amount. Click on the refresh icon to the right of the field.
 - If the PO is taxable, the Tax? checkbox will be checked on each line.
- Total Amount - Do not modify! - Click the refresh icon to the right of the line.
- Sales Tax Amount - If applicable, enter total value of sales tax being billed.
- Shipping Amount - Freight charges cannot be a separate invoice. If freight charges are not known, click the Save for Later button and view the invoice when ready to add the shipping amount.

Reference Guide - 3M eSettlements

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

- If a miscellaneous charge needs to be added, click on the miscellaneous charge icon to the right of the Misc Charge Amount field. 

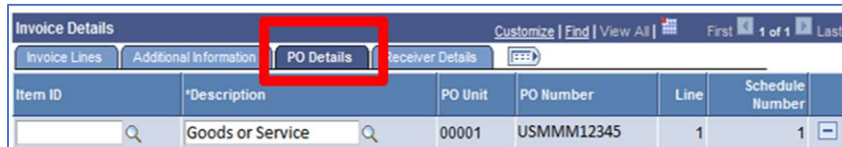



- Enter the Miscellaneous Charge Code (or search for it)
 - Enter the dollar value of the miscellaneous charge
 - This should NOT include tax or freight.
 - *Business Rule - The same Miscellaneous Charge code cannot repeat on a single invoice*
 - Click OK button when finished

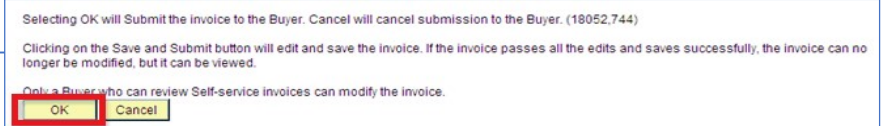
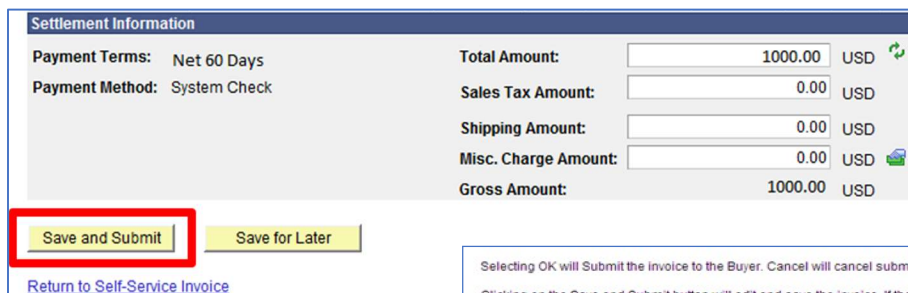
- Additional Information tab - Optional - If comments or attachments are needed
Business rule: There can only be one comment and one attachment per invoice line



- PO Details tab - If there are multiple schedules/shipments, remove the ones not being billed on the invoice.



- Click on the refresh icon to the right of Total Amount to ensure the amounts being billed equal the Gross Amount. 
- If everything is correct, click the Save and Submit button.
 - Once you submit the invoice, you cannot make changes.
 - NOTE: Using the Save for Later button will NOT submit the invoice to 3M. 3M has no visibility to invoices which have not been submitted to 3M.



Reference Guide - 3M eSettlements

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

eSettlements - Self-Service Invoice - View Invoice

A list of invoices will automatically display. Enter additional information to search for specific invoice(s).

Self-Service Invoice
View Invoice
View and modify invoices that have not become vouchers in the system yet.

Search Criteria

Buyer:

Supplier:

Supplier Location:

Invoice ID:

Source:

Search

Clear

Invoices Customize | Find | View All | First 1-2 of 2 Last

Invoice ID	Buyer	Invoice Date	Supplier Name	Supplier Location	Source	Amount	Curr	Voucher ID	Build Status
123	00001	08/29/2008	ESETTLEMENT VENDOR	DFT-DFT-DFT-DFT-DFT	Self Serve	500.00	USD	08176800	To Build
456	00001	08/29/2008	ESETTLEMENT VENDOR	DFT-DFT-DFT-DFT-DFT	Self Serve	100.00	USD	08176801	Initiated

[Return to Self-Service Invoice](#)

- Invoice ID: Your invoice number.
- Buyer: The Buyer ID from the Agreement.
- Invoice Date: The date of your invoice.
- Supplier Name: Your company name.
- Supplier Location: 3M's Core attributes populated from the Agreement.
- Source: Method on how the invoice was entered. Will always be "Self Serve".
- Amount: Gross amount of your invoice
- Curr: Currency code.
- Voucher ID: The internal 3M Voucher number assigned to your self-service invoice.
- Build Status:
 - To Build: In 3M's system, waiting for overnight batch processing. No changes can be made.
 - Initiated: Waiting for you to Save and Submit the invoice to 3M. Changes can be made to this type of invoice from this screen.

Reference Guide - 3M eSettlements

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

Self-Service Invoice - Delete Invoice

NOTE: If the invoice has been submitted to 3M, you cannot delete the invoice. Only invoices with a Build Status of initiated can be deleted.

A list of invoices will automatically display.

Self-Service Invoice
Delete Invoice

Remove invoices (Initiated Build Status only) from the system.

Search Criteria

Buyer: Invoice ID: Search
Supplier: Source: Clear
Supplier Location:

Invoices Customize | Find | View All | First 1 of 1 Last

Select	Invoice ID	Buyer	Invoice Date	Supplier Name	Supplier Location	Source	Amount	Curr	Voucher ID	Build Status
<input checked="" type="checkbox"/>	456	00001	08/29/2008	ESETTLEMENT VENDOR	DFT-DFT-DFT-DFT-DFT	Self Serve	100.00	USD	08176801	Initiated

☒ Select All ☐ Clear All

Delete

Select the invoice to delete and click on the Delete button.

Note: The Build Status must be equal to "Initiated".

Additional information:

- Invoice ID: Your invoice number.
- Buyer: The Buyer ID from the Agreement.
- Invoice Date: The date of your invoice.
- Supplier Name: Your company name.
- Supplier Location: 3M's Core attributes populated from the Agreement.
- Source: Method on how the invoice was entered. Will always be "Self Serve".
- Amount: Gross amount of your invoice
- Curr: Currency code.
- Voucher ID: The internal 3M Voucher number assigned to your self-service invoice.
- Build Status:
 - To Build: Cannot delete this type of voucher. Contact the 3M Sourcing Operations Response Center (651-575-6450) for assistance.
 - Initiated: Only invoices with "initiated" build status can be deleted.

The user will then get a confirmation that the invoice was deleted.

Delete Invoice
Save Confirmation

☒ The Save was successful.

OK

Reference Guide - 3M eSettlements

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

Self-Service Invoice - Print Invoice

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

A list of invoices will automatically display.

Self-Service Invoice
Print Invoice

Print a hardcopy of an invoice.

Search Criteria

Buyer: Invoice ID:
Supplier: Source:
Supplier Location:

Invoices Customize | Find | View All | First 1-2 of 2 Last

Invoice ID	Buyer	Invoice Date	Supplier Name	Supplier Location	Source	Amount	Curr	Voucher ID	Build Status
123	00001	08/29/2008	ESETTLEMENT VENDOR	DFT-DFT-DFT-DFT-DFT	Self Serve	500.00	USD	08176800	To Build
456	00001	08/29/2008	ESETTLEMENT VENDOR	DFT-DFT-DFT-DFT-DFT	Self Serve	100.00	USD	08176801	Initiated

- Click on the Invoice ID link to view the invoice selected before printing.
- Click on your browser printer to print a copy of your invoice.
- If browser printing does not work:
 - Google Chrome
 - Drag/highlight invoice image or Press/hold Ctrl key and press A to select all.
 - Right click > Print
 - Microsoft Edge
 - Drag/highlight invoice image or Right click > Select All
 - Right click > Print Preview
 - In the dropdown, select "As selected on screen" and "100%"



- Click on the Print icon

Note: Invoices are only available to be printed from here on the day they are entered up to the point they are selected for our voucher build job. (Monday-Friday around 7:00pm CT)

Additional information:

- Invoice ID: Your invoice number.
- Buyer: The Buyer ID from the Agreement.
- Invoice Date: The date of your invoice.
- Supplier Name: Your company name.
- Supplier Location: 3M's Core attributes populated from the Agreement.
- Source: Method on how the invoice was entered. Will always be "Self Serve".
- Amount: Gross amount of your invoice
- Curr: Currency code.
- Voucher ID: The internal 3M Voucher number assigned to your self-service invoice.
- Build Status:
 - To Build: In 3M's system, waiting for overnight batch processing. No changes can be made.
 - Initiated: Waiting for you to Save and Submit the invoice to 3M. Changes can be made to this type of invoice.

Reference Guide - 3M eSettlements

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

Self-Service Invoice - Correct Invoice

This functionality is not enabled.

NOTE: If the invoice has been submitted to 3M, you cannot correct an invoice.

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