# Reference Guide - 3M eSettlements

## 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.

![Purchase Order List Page](image1)

![Purchase Order List Page](image2)
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
  o Click on the calendar to the right of the Acknowledgement Due Date field to change due date
  o Change quantity in Acknowledge Quantity field

• Price tab
  o 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
  
  o If no changes were made
    - Sets acknowledgement status to Buyer Accepted
    - Changes POA mode from editable to view only
  
  o 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.

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
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.
Self-Service Invoice - Create Invoice

- Click the Create Invoice link

  ![Create Invoice Screen]

- 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 correct invoice date
- Click on Copy from a Purchase Order button
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

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.
• Invoice Lines tab - Verify the information copied from the PO is correct
  o 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.
  o 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.
  o 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.
  o Do not modify the value in the Total Amount. Click on the refresh icon to the right of the field.
  o 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.
• If a miscellaneous charge needs to be added, click on the miscellaneous charge icon to the right of the Misc Charge Amount field.

![Miscellaneous Charges](image)

- 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

![Additional Information](image)

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

![PO Details](image)

• 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.
eSettlements - Self-Service Invoice - View Invoice

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

- 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.
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.

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.
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.

- 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.
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