



August 3, 2022

Dear Supplier,

3M continues to transform our company, focusing on improving speed and agility to enable both of our companies to enhance growth. As part of this transformation, we have begun implementing an Enterprise Resource Planning (ERP) system in the U.S. which will enable us to streamline our interactions with you.

The ERP will expand the use of eCommerce solutions that enable the electronic exchange of purchasing data including purchase orders and acknowledgements, advanced shipping notices and invoices. We expect our suppliers to engage in this increased electronic communication.

We are implementing our ERP in the U.S. by location. Please note that in the U.S., you may continue to interact with 3M using both current and new ERP processes and tools.

The ERP deployment for the location(s) listed below will take place on February 1, 2023.

PLANT NAME	PLANT ADDRESS	NEW ERP PLANT CODE
CHARLOTTE, NC	13840 South Lakes Drive, Charlotte, NC 28273	1337
CLINTON, TN	400 JD Yarnell Industrial Parkway, Clinton, TN 37716	1109
HARTFORD CITY, IN	0304 S 075 E, Hartford City, IN 47348	1027
ST. PAUL, MN DC	1927 Case Ave E, St. Paul, MN 55119	1077
VALLEY, NE	600 East Meigs Street, Valley, NE 68064	1047

Purchase Order Numbering

- USMMM format: continue to act on these orders per your current process and eCommerce tool through invoicing and payment.
- All Numeric format: purchase order numbers for the new ERP will be all numeric. 3M eCommerce will be contacting you regarding eCommerce options.
- If you are currently receiving orders in both formats and transacting via eCommerce, no further action is required unless you are contacted directly.
- Review all new 3M POs carefully and process them according to their numbering format.

Invoices

- Please ensure timely submittal of all invoices via current remit method.
- The submission method for invoices may differ between USMMM and All Numeric purchase orders depending on the eCommerce method used.

eCommerce

- The 3M eCommerce team will be contacting you to discuss your eCommerce tool options. Please respond promptly to ensure timely access to new ERP purchase orders. If you are already using an eCommerce solution to conduct business with 3M, there will be no action required.

Please refer to [3M.com/SupplierDirect](https://www.3m.com/SupplierDirect) to review the **Supplier Toolkit** and additional information regarding deployed locations in the U.S.

We will communicate additional information as we progress toward the deployment. Please contact your 3M Sourcing Representative should you have any questions. Thank you for your support.

Sincerely,

Rhondia Turano
Senior Vice President, Strategic Sourcing & Packaging Solutions
3M Corporate Headquarters – St. Paul, MN