

# 3M Korea ERP Deployment Supplier Reference Guide

April 2023

# We're making it easier to do business together






We are implementing a new global Enterprise Resource Planning (ERP) system, one that will link business processes, countries, people and information through a single, integrated platform. We value the relationship with our suppliers and strive to keep you informed about the changes you will see. In this document you will find clear, accessible details about upcoming changes.

This document and additional information regarding the Singapore ERP Deployment may be found at 3M.com/Supplier Direct:

[https://www.3m.co.kr/3M/en\\_KR/suppliers-direct/](https://www.3m.co.kr/3M/en_KR/suppliers-direct/)



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**Key:**  Same Process  Change Process

# eCommerce: Supplier collaboration



**3M is expanding the use of eCommerce supplier collaboration tools and increasing our electronic trading relationships with suppliers. The use of eCommerce to transact business with 3M is expected.**

**These tools will enable suppliers to view and transact electronically:**

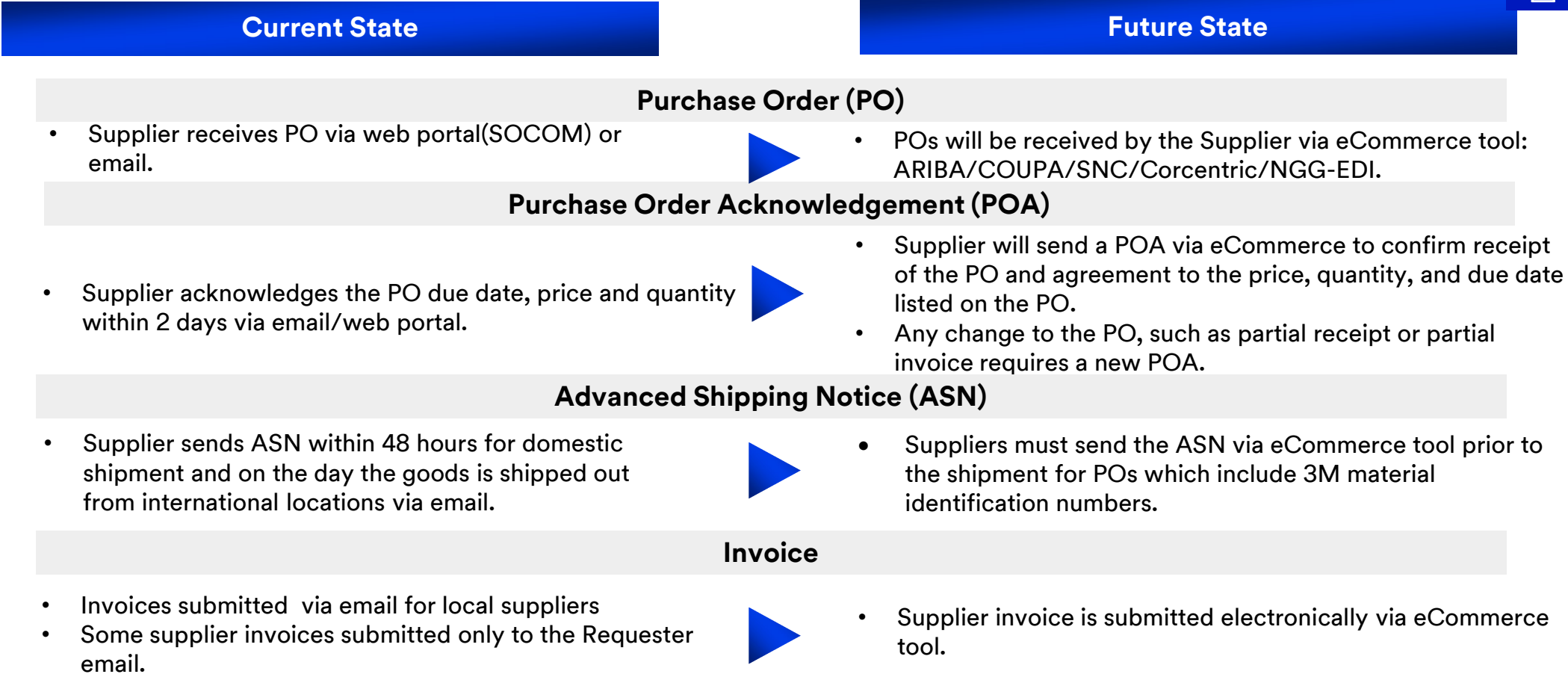
- Purchase Orders (PO) – view, download or interface directly into a Supplier's ERP system
- Purchase Order Acknowledgments (POA) – confirm and/or correct details of purchase orders
- Advanced Shipping Notices (ASN) – confirm details of shipment quantities and dates prior to shipment
- Invoices – send electronic invoices that match POs and actual shipments
- Electronic Funds Transfer – electronic payment of invoices via ACH or wire
- Online catalogs – supplier provided in collaboration with 3M

**The benefits to 3M and our suppliers will be:**

- Real-time communication and visibility of purchasing data
- Reduction in paper, manual data processing and lost paperwork
- Early identification and correction of errors in purchasing data
- Reduction in receiving and invoice match exception errors
- Improvement in data processing accuracy and efficiency
- Enable invoices to be paid on time

**Questions? Please contact : [STPecommerceAPAC@mmm.com](mailto:STPecommerceAPAC@mmm.com)**

# eCommerce transaction requirements



# Purchase orders



## Current State

## Future State

### PO Requested Delivery Dates

- PO due date with many different definitions across Business and supplier eg. ex-plant/port of export/ETA to 3M facilities.



- Due Date on PO will mean the date products are **due to arrive** at the 'Ship To' on the PO
- More detail on slide 7 & 8

### PO Line Numbers

- PO line is according to numeric order continuous number e.g: 1,2,3.



- PO line numbers begin with 1 and increment by 10 (eg. 1, 10, 20, 30, 40). Additional lines added per change order increment by 1 (eg. 11, 12, 31).

### 3M Material Numbers

- 3M Material Number is the 11- digit number stated on the PO.



- 3M materials will have a 10–digit format stated on the PO and will no longer include specification revision levels.
- Both the old 11–digit and new 10–digit material numbers will be stated on the PO and should be included in the description on your invoice and shipping documents.



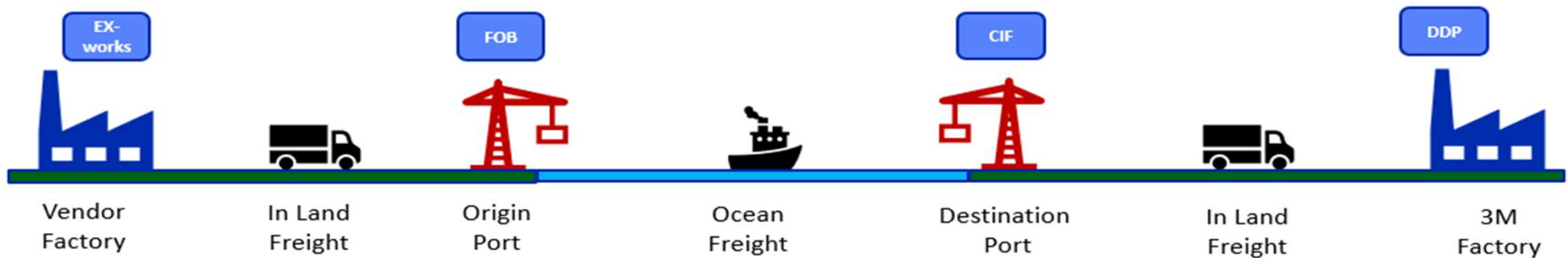
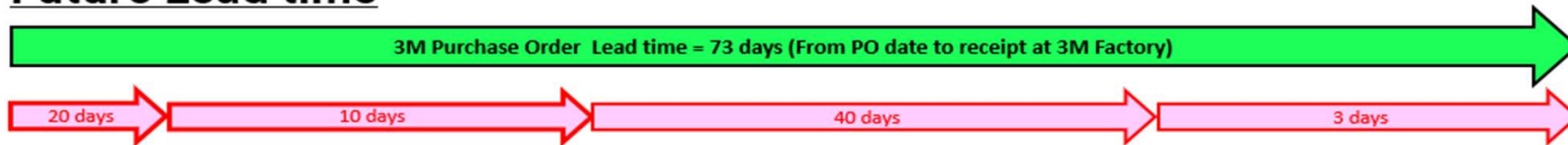
# PO Requested Delivery Dates

## 3M Purchase Order Lead Time vs Vendor Lead time for Overseas supplier

- Existing Lead time



- Future Lead time





# PO requested delivery dates

## 3M Purchase Order example

**3M**  
Purchase Order:  
No.: [REDACTED]  
The above number must appear on all related correspondence, shipping papers and invoices.

TO: [REDACTED]

3M Company  
3M Center, 220-9E-02  
St. Paul, MN 55144

Ship To:  
3M [REDACTED]  
3M [REDACTED]  
2 [REDACTED]  
A [REDACTED]  
L [REDACTED]

Bill To:  
3M Company  
3M Center, 220-9E-02  
St. Paul, MN 55144

Date: 26.07.2016  
Payment Terms: 2% 10 Days, Net 30  
Freight Terms: FOB FOB TW  
Ship via: [REDACTED]

Buyer: [REDACTED]

Good Invoice To: [REDACTED]

**Delivery due at Ship To location**

Line	Item Description	Quantity <small>(Print in the decimal places)</small>	Unit Price	Due Date <small>(MM/DD/YYYY)</small>	Item Total
10	[REDACTED]	110 EA	20.00 per 1 EA	06/29/2016	2,200.00

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Incoterms®	Vendor lead time difference vs 3M Due Date lead time	Remarks
DDP	None	Same as existing vendor lead time
CIF	3 days	Includes destination customs clearance and destination inland transportation
FOB	43 days	Includes origin and destination customs clearance, overseas freight and destination inland transportation
EXW	53 days	Includes origin and destination customs clearance, origin and destination inland transportation and overseas freight

**Due Date on 3M Purchase Order is the date the goods are expected at the Ship To location**



# Purchase orders



## Current State

## Future State

### Freight Terms

- Freight Terms and Inco Terms are not mentioned on PO.



- Freight terms and Incoterms on the PO.

### PO Term and Condition

- PO Terms and Conditions are stated on the PO.



- PO/ Scheduling Agreement Terms and Conditions, please visit:  
[https://www.3m.co.kr/3M/en\\_KR/suppliers-direct/](https://www.3m.co.kr/3M/en_KR/suppliers-direct/)

### Buyer Contact

- Supplier may not contact the main person stated in PO directly
- Supplier may contact many different 3M Contacts e.g. Supply Chain Planner, requester etc..



- **3M Buyer stated on the PO, will be your first point of contact** for any questions or issues related to the order or invoice for the PO.

### Order Review

- PO is reviewed via email communication.



- PO Status and other detail can be viewed directly from eCommerce Tool.
- eCommerce tool is the consolidation point of all the PO change history.



# Accounts payable



## Current State

## Future State

### Accounts Payable Contacts

- Multiple points of contact regarding payment issues such as Requestor/ GSC Buyer/Planner/ GSC AP & Sourcing.



- **The 3M Account Payable will be your first point of contact for any questions.**
- For general accounts payable inquiries or invoice/payment status write to : [ph-gsc-ap-3mkorea@mmm.com](mailto:ph-gsc-ap-3mkorea@mmm.com)

### Invoices

- 1 invoice document reference to 1 PO number only during submission to [KRinv@mmm.com](mailto:KRinv@mmm.com).



- 1 Invoice document should reference 1 PO number only, during submission in the eCommerce tool or if not enabled on an eCommerce tool to [ph-gsc-ap-3mkorea@mmm.com](mailto:ph-gsc-ap-3mkorea@mmm.com)

### Payments

- Payments will be received via Electronic Funds Transfer (ACH or wire).



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# Accounts payable



## Invoice and credit memo requirements

- All invoices/credit memos **must** include the Purchase Order (PO) number
  - Invoices/credit memos without the PO number will be rejected to the supplier
  - **Do not** include any spaces or special characters such as :#) – in the PO or invoice number
  - **Do not** send a paper copy of the invoice in addition to the electronic invoice
- Currency, Quantity, Unit of Measure and price must match the PO
- Only **one** PO # in one Invoice document/credit memo
- If the PO contains more than one line, you may submit one or more lines on each invoice document/credit memo to match the PO
- Freight charges may not be billed as a line unless the PO has a line for freight charges
- All price discounts should be reflected in the Unit Price, and any changes should be submitted via electronic Purchase Order Acknowledgement (POA) to ensure the change is reflected on the PO prior to shipment and invoicing
- All invoices/credit memos must be submitted via eCommerce
- **No** handwritten information is allowed on invoices
- Net amount, total amount and tax amount should be stated on the invoice

# Advanced shipping notices



## Requirements for Each Shipment of Goods with Material Numbers\*

### Purchase Order Information

- Purchase Order Number
- Material Identification Number(s) – 10 digits only
- Quantity Shipped – number and unit of measure must match purchase order and physical shipment
- Net weight and gross weight
- Due date - delivery date at 'Ship To' location

### Manufacturing Data

- **All data sent on ASN must match PO as well as product and shipper labels**
- Batch Number – 10 or fewer alphanumeric characters only, for batch-managed products only
- Date of Manufacture and Shelf Life Expiration– must be included with batch-managed products
- Dates follow YYYY-MM-DD format

### Freight Information

- Carrier and Bill-of-Lading number
- Small Parcel – tracking number
- Full Truckload – trailer and seal number
- Less-than-Truckload – pro number
- Ocean – container number
- Air – airway bill

**ASN Detail must match physical shipment detail, labels & PO information including PO delivery date  
– No special characters in any data fields**

**\*'Description only' goods shipments which cross international borders also require an ASN**

# Frequently asked questions and answers



Questions	Answers
<b>What does the eCommerce requirement mean for me?</b>	<ul style="list-style-type: none"><li>• Transacting electronically is a requirement for all 3rd Party Suppliers doing business with 3M.</li><li>• This includes the Purchase Order, Purchase Order Acknowledgement (POA), Advanced Ship Notice (ASN), Invoice.</li><li>• The ability and willingness to transact electronically will be a criteria for supplier selection and consolidation.</li><li>• Efficient and effective end-to-end processing for 3M and the supplier, reduce processing error rate, make supplier payments on-time.</li><li>• 3M eCommerce will recommend the tool that will work for the ways in which you transact with 3M now and in the future, but different options can be explored at your request.</li></ul>
<b>What changes need to be made regarding 10-digit vs 11-digit material numbers?</b>	<p>There may be changes to packaging and labeling due to change in 3M material numbers. If applicable, we will provide additional information later regarding these changes.</p>

# Frequently asked questions and answers



Questions	Answers
Why do I need to send an electronic POA?	<p>The electronic Purchase Order Acknowledgement (POA) is required to ensure that the ERP has the correct data for efficient processing and planning.</p> <ul style="list-style-type: none"><li>• The POA confirms that the PO <b>quantity, price and delivery date</b> are accurate, the date the order is due at the ‘Ship To’ location will be met and provides an opportunity for any necessary corrections or changes. <b>The buyer listed on the PO must be provided with an explanation for any material shortage.</b></li><li>• If the PO quantity, price, or delivery date are inaccurate on the original PO, you must correct those inaccuracies via the POA to 3M. 3M will initiate a change to the PO to reflect the corrected values. You must submit another POA to confirm the PO reflects the intended and accurate fulfillment updates.</li><li>• The transaction path is PO, POA, ASN and Invoice. Example: if a POA is not submitted, you will not be able to continue through the flow until it is received.</li><li>• The POA must be sent within 48 hours of receipt of the PO.</li></ul>

# Frequently asked questions and answers



## Questions

## Answers

### **Why and when do I need to send an electronic ASN?**

The Advanced Shipping Notice (ASN) alerts 3M of the inbound delivery data and details, enabling efficient planning and processing.

- ASN details, carrier information, Bill-of-Lading, Batch and other important data are automatically transmitted into the ERP for use by various functions within 3M.
- The ASN is required for all shipments of goods with a material number. In addition, the ASN is required for 'description only' goods shipments which cross country borders.
- If PO details (quantity, ship to location, price, delivery date, etc.) on the ASN do not match the information on the PO, the ASN will be rejected in the 3M ERP.
- If changes are needed on the PO, this must occur at the time of the POA and prior to the ASN.
- If the ASN is not received in the ERP, you will be unable to submit an invoice against the PO until the ASN is corrected and re-submitted.
- The ASN must be submitted via the eCommerce tool 24 hours before supplier shipment.





# Frequently asked questions- Contact Information

Questions	Answers
<b>Who do I contact about eCommerce questions?</b>	You may reach out to the Source to Pay eCommerce team at <a href="mailto:STPeCommerceAPAC@mmm.com">STPeCommerceAPAC@mmm.com</a> , for any queries pertaining to the eCommerce tools
<b>Why haven't I been contacted by 3M eCommerce?</b>	The contact information that 3M has on file may not be current. Please check with others in your company who work with 3M, and if no communication has been received, send an email to: <a href="mailto:STPeCommerceAPAC@mmm.com">STPeCommerceAPAC@mmm.com</a>
<b>I was contacted by Ariba/Coupa/Corcentric/on behalf of 3M. Should I respond?</b>	Yes! If you have been contacted by third party partner, it has been done at the request of 3M eCommerce. If you question whether it is the correct tool for you, send an email to <a href="mailto:STPeCommerceAPAC@mmm.com">STPeCommerceAPAC@mmm.com</a>

# Frequently asked questions- Contact Information

Questions	Answers
<b>Who do I contact if I have a question about the PO?</b>	Direct questions regarding purchase orders and invoices to the 3M Buyer whose name and contact information is on each purchase order.
<b>Who do I contact regarding billing questions?</b>	For questions regarding payment status or remittance information, send an email to: <a href="mailto:ph-gsc-ap-3mkorea@mmm.com">ph-gsc-ap-3mkorea@mmm.com</a>
<b>If I have questions not covered here, who do I contact?</b>	Send additional questions to : <a href="mailto:STPecommerceAPAC@mmm.com">STPecommerceAPAC@mmm.com</a>

With your partnership,  
a bright future is ahead.

Thank you.

