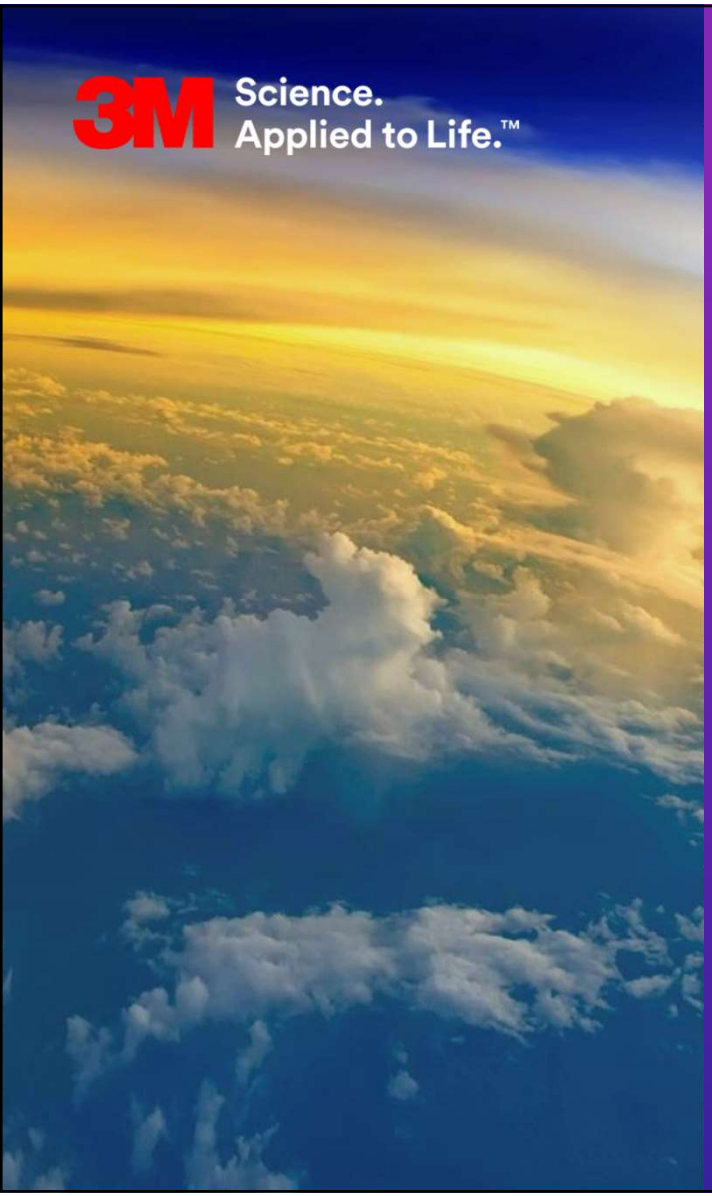

Thailand ERP Deployment Supplier Reference Guide

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 Thailand ERP Deployment may be found at 3M.com/Supplier Direct: https://www.3m.co.th/3M/en_TH/suppliers-direct/

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Key: Same Process Change Process

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Supplier Change Impact

Current State	Future State
Purchase Order (PO)	
• Supplier receives PO via email. • PO number contain 5 digit and below	• POs will be received by the Supplier via email. • PO number contain 10 digits length
Purchase Order Acknowledgement (POA)	
• Supplier acknowledges the PO due date, price and quantity within 2 days via email/web portal.	• Supplier will send a POA via email to confirm receipt of the PO and agreement to the price, quantity, and due date listed on the PO. • Any change to the PO, such as partial receipt or partial invoice communicate via email
Advanced Shipping Notice (ASN)	
• Supplier sends ASN within 48 hours for domestic shipment and on the day the goods is shipped out from international locations via email.	• Supplier sends ASN template (if applicable) within 48 hours for shipment and on the day the goods is shipped out from international locations via email to GSC Buyer stated in PO
Invoice	
• Invoices submitted to GSC-AP SharePoint • Some supplier invoices submitted only to the Requester email	• Invoices must be submitted in PDF format to **thinv@mmm.com** via email for Overseas suppliers • Domestic Supplier will submit via hardcopy together with shipment
Payment Status	
• Payment status is communicated via email	• Payment status is communicated via email.

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Purchase orders

Current State	Future State
PO Requested Delivery Dates	
• Due Date on PO delivery date will mean the goods are **due to arrive** at 3M location	• Due Date on PO delivery date will mean the goods are **due to arrive** at 3M location • More detail on slide 6 & 7
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 • 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.
Shipping Documentation	
• Shipping documentation such as Packing List should be attached with physical goods is not consistent • Packing List include batch information, if any, is not consistent	• Shipping documentation such as Packing List should be attached with physical goods • Packing List should include batch information, if any

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PO Requested Delivery Dates

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

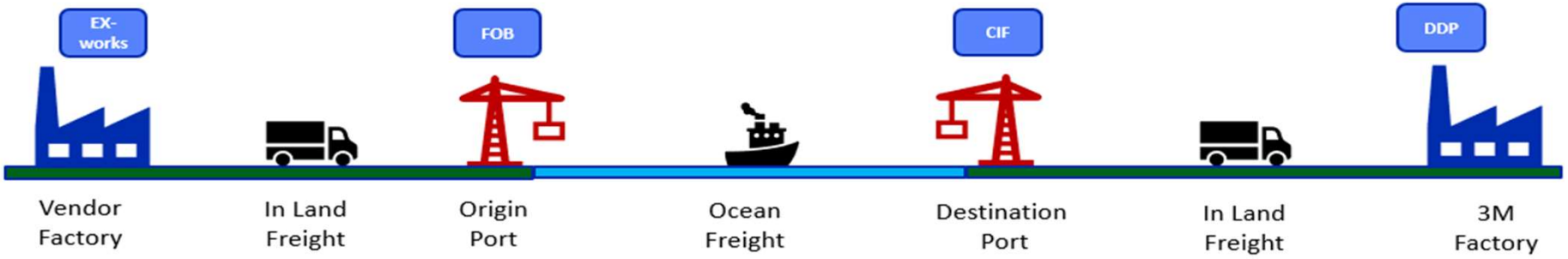
- **Existing Lead time**

Vendor Lead time @ FOB incoterms = 30 days

- **Future Lead time**

3M Purchase Order Lead time = 73 days (From PO date to receipt at 3M Factory)

20 days | 10 days | 40 days | 3 days



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PO requested delivery dates

3M Purchase Order example

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

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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.th/3M/en_TH/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 is reviewed via email communication

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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 Accounts Payable will be your first point of contact for any** questions or issues related to the order. • For general accounts payable inquiries or invoice/payment status write to : thapgsc@mmm.com
Invoices	
• 1 invoice document reference to 1 PO number only	• 1 invoice document reference to 1 PO number only during submission to thinv@mmm.com
Payments	
• Payments will be received via Electronic Funds Transfer (ACH or wire).	• 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 email
- **No** handwritten information is allowed on invoices
- Net amount, total amount and tax amount should be stated on the invoice

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Frequently asked questions- Contact Information

Questions	Answers
Who do I contact if I have a question about the PO?	Direct questions regarding purchase orders and invoices to the 3M Buyer whose name and contact information is on each purchase order.
Who do I contact regarding billing questions?	For questions regarding payment status or remittance information, send an email to: thapgsc@mmm.com

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a bright future is ahead.
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