

# Quick Reference Guide - 3M eSupplier

## 3M US Legacy Purchase Orders (10-digit, Alpha-Numeric, Beginning USMMM)

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### Purchase Orders

User Guide - 3M US Legacy POs - eSupplier - Pages 3-5 Manage Orders - Purchase Orders

- Click the Manage Orders link
- Click the Purchase Orders link
- Enter criteria - Filter Options
- Click search

### Acknowledge Purchase Orders

User Guide - 3M US Legacy POs - eSupplier - Pages 6-9 Manage Orders - Acknowledge Purchase Orders

- Click the Manage Orders > Acknowledge Purchase Orders
- Enter criteria - Filter Options
- 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
- Click search
- 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.
- Click on More Item Details to make any changes
  - If no changes are required, click the Return button
  - Due Date & Quantity tab
    - Change quantity in Quantity field
    - Click on the calendar to the right of the Due Date field to change due date
  - Price tab
    - Click in price field to modify unit price
  - Click Return button when completed
- Click Save & Send Acknowledgement button
  - No changes made
    - Sets acknowledgement status to Buyer Accepted
  - Changes entered
    - Saves changes
    - 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

### View Order Summary

User Guide - 3M US Legacy POs - eSupplier - Page 10 Manage Orders - View Order Summary

- Click the Manage Orders link
- Click the View Order Summary link
- Enter criteria - Filter Options
- Click search

**NOTE: The "Include PO Data" box MUST be checked for data to appear.**

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### Review Payment Information - Invoices

User Guide - 3M US Legacy POs - eSupplier - Pages 12-14 Review Payment Information - Invoices

- Click the Review Payment Information link
- Click the Invoices link
- Enter criteria - Filter Options
- Click search

Invoice List page shows general invoice information.

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

### Contact 3M

- Issues with pricing/quantity/unit of measure when POA has not resulted in the correction needed, or concerns with invoice not accepted by 3M within payment terms: 3M Buyer listed on the PO.
- Registration and technical eSupplier issues: Connect with [3M Supplier eCommerce Support](#).
- Banking or payment type changes are handled by Western Union (Convera): Log into [your account](#).  
If you do not have an account, please call 800-815-2460 or email [Vendormanagement@Convera.com](mailto:Vendormanagement@Convera.com).
- Changes in Company profile information: Merger/divestiture/name change: 3M Buyer listed on the PO.