

Reference Guide - 3M eSupplier
3M USA Legacy Purchase Orders (10-digit, Alpha-Numeric, Beginning USMMM)

Table of Contents

Registration and Log in Steps	2
Manage Orders - Purchase Orders	3
Manage Orders - Acknowledge Purchase Orders	6
Manage Orders - View Order Summary	10
Manage Orders - View Receipts	11
Review Payment Information - Invoices	12
Review Payment Information - Payments	15
Review Payment Information - Account Balances	17
Contact 3M	17

Reference Guide - 3M eSupplier

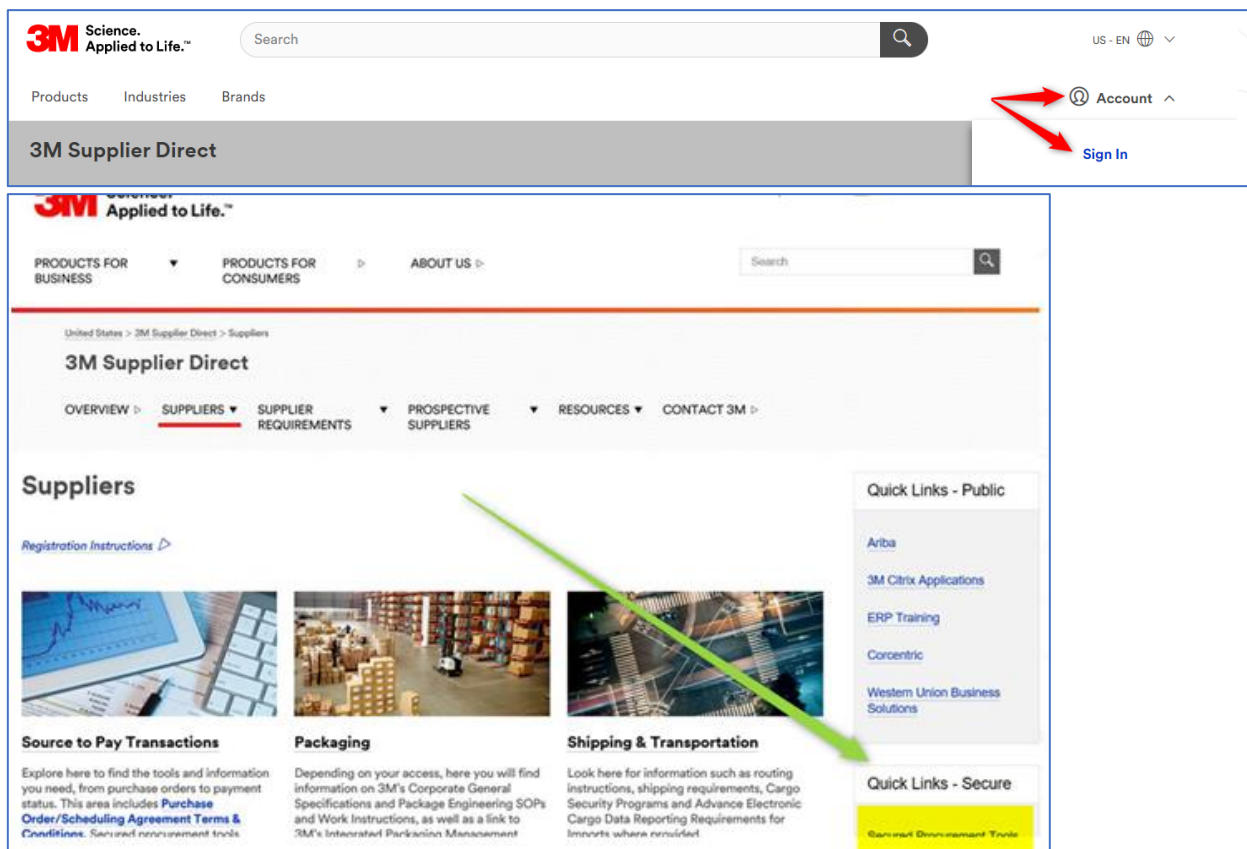
3M USA Legacy Purchase Orders (10-digit, Alpha-Numeric, Beginning USMMM)

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 request a registration code from eCommerceAmericas via the [webform](#). Please ensure you select the Americas region.

Select your company's region
Americas
Filter region
Americas

Registration Tips:

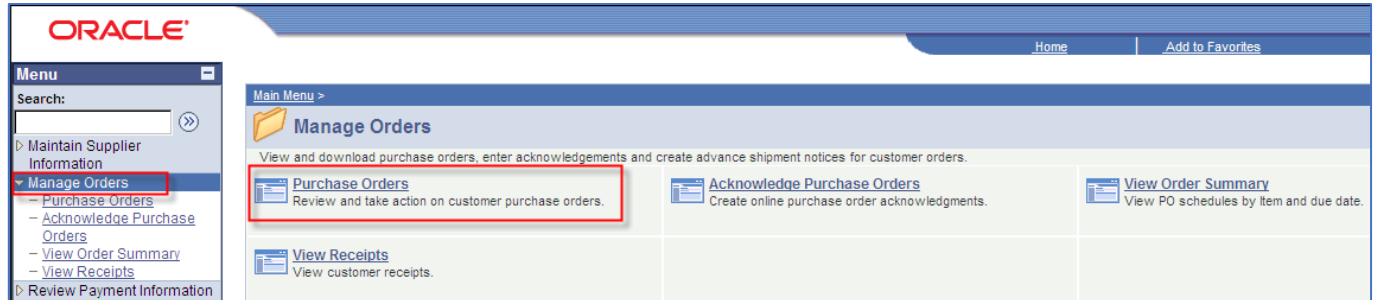
- 3M security policy dictates that each user accessing this database acquire his/her individual Username and Password and **not use as a shared account**. This enables traceability of access of possible abuse in case of termination from a company. Please have each user register individually. Similarly, 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.

Reference Guide - 3M eSupplier

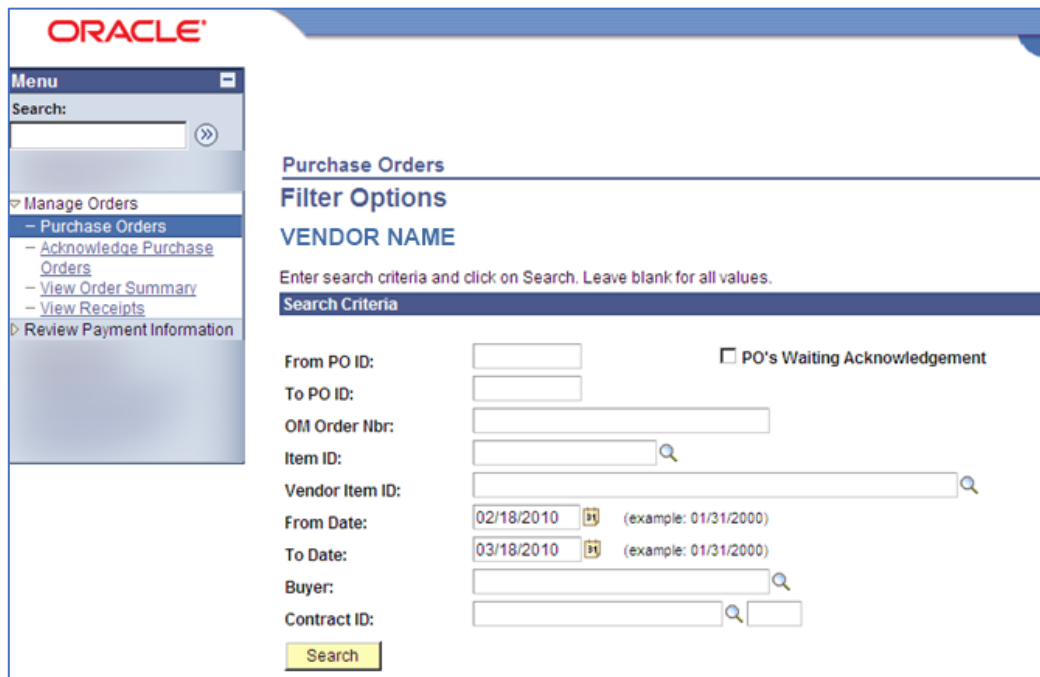
3M USA Legacy Purchase Orders (10-digit, Alpha-Numeric, Beginning USMMM)

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



Reference Guide - 3M eSupplier

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

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.

The screenshot shows the Oracle 3M eSupplier interface. On the left is a menu with options like 'Manage Orders', 'Purchase Orders', 'Acknowledge Purchase Orders', 'View Order Summary', 'View Receipts', and 'Review Payment Information'. The main area is titled 'Purchase Orders' and 'Purchase Order List'. Below this is a 'VENDOR NAME' field. A 'Set filter options' link is present. The 'Default View for Change Orders' is set to 'All lines'. A table displays three purchase orders. The 'PO Details' tab is selected. A red box highlights the 'Purchase Order' column. Another red box highlights the 'Printable Format' column, which contains 'View PDF' and 'Printable Format' links. A red box with the text 'Not Enabled' is overlaid on the 'View PDF' link. Below the table are 'Select All' and 'Clear All' buttons, and a 'View Selected POs in Downloadable Format' button. A note at the bottom explains the 'View PDF' button functionality.

Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	Acknowledge Status	Printable Format
USMMMFA090	Dispatched	10/05/2009 2:12:06PM	1	100,002,468.52 USD	Supplier Responded	View PDF Printable Format
USMMMFA339	Dispatched	07/30/2009 4:47:27PM	1	1,500.00 USD	New	View PDF Printable Format
USMMMFA294	Dispatched	07/14/2009 9:27:28AM	2	15,000.00 USD	New	View PDF Printable Format

[Select All](#) [Clear All](#)

[View Selected POs in Downloadable Format](#)

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders, the generated report shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

The screenshot shows the same Oracle 3M eSupplier interface, but with the 'Header Details' tab selected. The table displays the same three purchase orders. A red box highlights the 'Header Details' tab. Another red box highlights the 'Buyer Name' column. A third red box highlights the 'Payment Terms' column. The data in the table is as follows:

Purchase Order	PO Business Unit	Purchase Order Date	Buyer Name	Payment Terms
USMMMFA090	00001	10/05/2009	DEBERTIN, MARIDEE	Net 60
USMMMFA339	00001	07/30/2009		Net 60
USMMMFA294	00001	07/14/2009	Meath, Dawn D	Net 60

Reference Guide - 3M eSupplier

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

Click on the Purchase Order hyperlink to display the Purchase Order Details.

ORACLE

Menu

Search:

Manage Orders

 Purchase Orders

 Acknowledge Purchase Orders

 View Order Summary

 View Receipts

Purchase Orders

Purchase Order Details

VENDOR NAME

PO Number: USMMMEA339

PO Status: Dispatched

Buyer:

Billing Location: 3MREMIT

Payment Terms: Net 60

Purchase Order Date: 07/30/2009

Last Dispatch: 07/30/09 4:47:27PM

Purchase Order Total

Merchandise Amt:	1,500.00
Freight/Tax/Misc.:	0.00
Total Amount:	1,500.00 USD

Standard BU Comments

This Purchase Order is 3M's offer to Seller, and will be a binding contract on the terms herein and on the Purchase Order Terms found at www.3M.com/suppliertax on Seller's acceptance, which may be Seller's verbal, written or electronic acknowledgement of, or Seller's initiation of performance under, this Purchase Order. No additional or conflicting term in any Seller acknowledgement, proposal or other documentation binds 3M unless 3M specifically agreed to it in writing. If this Purchase Order is tax exempt or direct pay, the appropriate supporting document can be found at www.3M.com/suppliertax.

Header Comments Find | View All | First 1 of 1 Last

Justification Comments

Purchase Order Lines Customize | Find | View All | First 1 of 1 Last

Line	Status	Item ID	Description	Quantity	EA	Amount	USD	Comments
1	Active	VENDOR ITEM ID	Test PO for eSupplier training	12.0000	EA	1,500.00	USD	

Invoice List Customize | Find | View All | First 1 of 1 Last

Invoice	Invoice Date	Amount	Due Date	Appr. Stat	Voucher
		0.000			

No Invoices Found

[Return to Purchase Order List](#)

- 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.

Reference Guide - 3M eSupplier

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

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.

ORACLE Home

Menu
Search: []

- Manage Orders
 - Purchase Orders
 - Acknowledge Purchase Orders
 - View Order Summary
 - View Receipts
- Review Payment Information

Acknowledge Purchase Orders

Search/Filter Acknowledgments

VENDOR NAME

From PO ID: [] To PO ID: []

From Date: 02/15/2010 To Date: 03/15/2010

Buyer: []

Vendor Location: []

☒ View Current Acknowledgements

- ☒ New/Supplier Review
- ☐ Supplier Respond/Buyer Accept

☐ View History

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgement Status	Acknowledge Date	Source of Acknowledgement
1117					

- 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

Reference Guide - 3M eSupplier

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

Acknowledge Purchase Orders

Search/Filter Acknowledgments

VENDOR NAME

From PO ID: To PO ID:
From Date: 02/15/2009 To Date: 03/15/2010
Buyer:
Vendor Location:

☒ View Current Acknowledgements
☒ New/Supplier Review ☐ Supplier Respond/Buyer Accept
☐ View History

PO Acknowledgment List

Purchase Order	Dispatched Date/Time	PO Status	Acknowledgment Status	Acknowledge Date	Source of Acknowledgement
USMMME090	10/05/2009 2:12:06PM	Dispatched	New		
USMMME0339	07/30/2009 4:47:27PM	Dispatched	New		
USMMME0294	07/14/2009 9:27:28AM	Dispatched	New		

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.

Acknowledge Purchase Orders

Acknowledgment Summary

VENDOR NAME

PO Number: USMMME090 PO Date: 10/05/2009
Acknowledgement Status: New Acknowledge Date:
POA Response: Accepted

PO Header Detail
Standard BU Comments
PO Header Comments First 1 of 1 Last

justification comment

Click on the purchase order line number to see more details and to make any modifications.

POA Lines First 1 of 1 Last

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	VDR ITEM ID	test for printing PO from eSupplier	10000.1234	10000.1234	EA	Accepted

Comments

[Return to Search Acknowledgment](#)

- If no changes are required, click the Return button

Reference Guide - 3M eSupplier

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

- Due Date & Quantity tab
 - Click on the calendar to the right of the Acknowledgement Due Date field to change due date
 - Change quantity in Acknowledge Quantity field

Acknowledge Purchase Orders

Acknowledgment Details

VENDOR NAME

Item Detail Find | View All First 1 of 1 Last

Line Number: 1 Reset Item to PO values Reject Item

Unit of Measure: Each Item Response: Accepted

Item ID: Vendor Item ID: VDR ITEM ID

Spec Rev Level: Extension:

Description: test for printing PO from eSupplier

More Item Details

Schedules Customize | Find | View All First 1 of 1 Last

Order Sched	Sched	Order Due Date	Order Due Time	Order Quantity	Acknowledge Due Date	Acknowledge Quantity	POA Status	Split Line
1	1	10/26/2009		10000.1234	10/26/2009	10000.1234		

Return

- Price tab
 - Click in price field to modify unit price

Acknowledge Purchase Orders

Acknowledgment Details

VENDOR NAME

Item Detail Find | View All First 1 of 1 Last

Line Number: 1 Reset Item to PO values Reject Item

Unit of Measure: Each Item Response: Accepted

Item ID: Vendor Item ID: VDR ITEM ID

Spec Rev Level: Extension:

Description: test for printing PO from eSupplier

More Item Details

Schedules Customize | Find | View All First 1 of 1 Last

Order Sched	Sched	Order Due Date	Order Price	Order Ship Method	Acknowledge Price	Acknowledge Ship Method
1	1	10/26/2009	10,000.12345	3M LTL	10,000.12345	3M LTL

Return

- Reset to PO Values button clears all unsaved changes and restores the original PO values
- Click Return button when completed

Reference Guide - 3M eSupplier

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

The screenshot shows the 'POA Lines' interface. At the top, there are tabs for 'Line Details' and 'Extension'. Below the tabs is a table with the following columns: Line, Item ID, Description, PO Qty, Acknowledge Quantity, UOM, and POA Response. The first row (Line 1) has the following values: VDR ITEM ID, test for printing PO from eSupplier, 10000.1234, 10000.1234, EA, and Accepted - Changes Made. The 'POA Response' cell is highlighted with a red border. Below the table, there is a 'Comments' section and two buttons: 'Save' and 'Save & Send Acknowledgement'.

Line	Item ID	Description	PO Qty	Acknowledge Quantity	UOM	POA Response
1	VDR ITEM ID	test for printing PO from eSupplier	10000.1234	10000.1234	EA	Accepted - Changes Made

- The POA Response has changed to Accepted - Changes Made
- Click Save & Send Acknowledgement button

This screenshot is identical to the previous one, but the 'Save & Send Acknowledgement' button is highlighted with a red border.

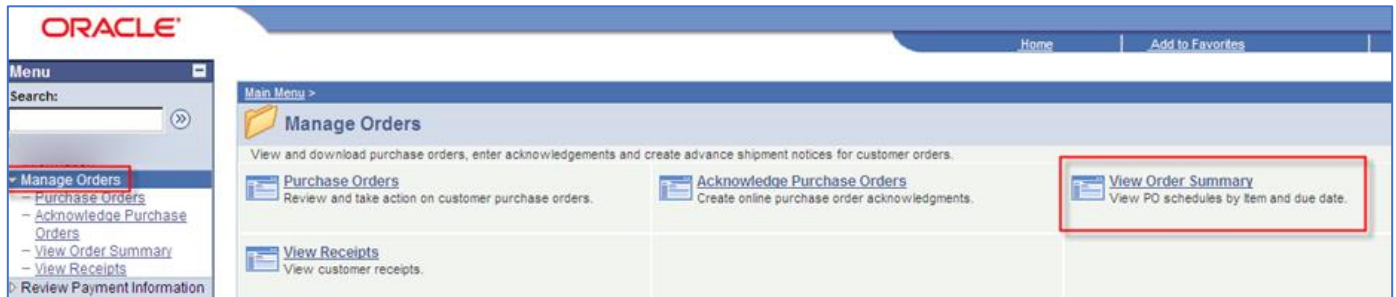
- If no changes were made
 - Sets acknowledgement status to Buyer Accepted
 - Changes POA mode from editable to view only
- If changes were entered
 - Saves changes
 - Changes POA mode from editable to view only
 - Sets acknowledgement status to Supplier Responded
 - Notification is sent to the 3M Buyer indicating a POA needs to be reviewed
- At the Save Confirmation, click the OK button to return to the Search/Filter Acknowledgement page

The screenshot shows a 'Save Confirmation' dialog box. It has a title bar that says 'Acknowledge Purchase Orders'. Inside the dialog, there is a checkmark icon and the text: 'The Save was successful. Acknowledgment will be submitted to buyer for review if purchase order needs to be changed.' At the bottom of the dialog is an 'OK' button.

Reference Guide - 3M eSupplier

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

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.

View Order Summary

Filter Options

VENDOR NAME

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

☒ Include PO Data

PO Status:

From Date: (example: 01/31/2000)

To Date: (example: 01/31/2000)

Item ID:

Vendor Item ID:

The Order Schedule page enables suppliers to view Shipment Due Dates and Ship To addresses.

View Order Summary

Order Schedule

VENDOR NAME

[Set filter options](#)

Due Date	Item ID	Description	Quantity	Business Unit	PO Number	Type	Status	Ship To
07/29/2009		test for multi lines, sched and distr	250.0000 EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
08/07/2009		test for multi lines, sched and distr	250.0000 EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
07/29/2009		line 2 - test for mult lines, sched and distr	200.0000 EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
08/07/2009		line 2 - test for mult lines, sched and distr	300.0000 EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
08/03/2009		Test PO for eSupplier training	12.0000 EA	3M Company	USMMMEA339	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4
10/26/2009		test for printing PO from eSupplier	10,000.1234 EA	3M Company	USMMMEA090	PO	Dispatched	NEVADA-3M NEVADA-3MUS-MQ

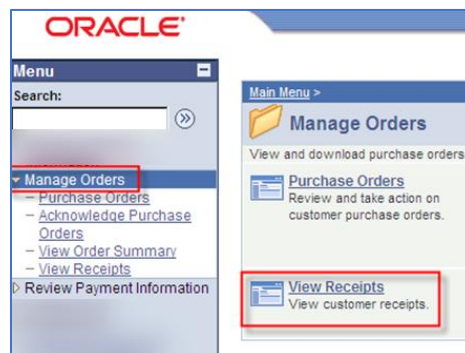
To view the physical Shipping Address, click on the Ship-to link.

Reference Guide - 3M eSupplier

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

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



Review Receipts

Filter Options

VENDOR NAME

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From Receipt Date: (example: 12/31/2000)

To Receipt Date: (example: 12/31/2000)

From PO ID:

To PO ID:

Shipment Number:

Item ID:

Vendor Item ID:

Receipt Status:

Search

Review Receipts

Receipt Lines

VENDOR NAME

[Set filter options](#)

Receiver ID	Received Date	PO Number	Ship No	Item ID	Description	Received	UOM	Status
0004776983	03/16/2010	USMMMEA294			test for multi lines, sched and dist	250.0000	EA	Received
0004776983	03/16/2010	USMMMEA294			test for multi lines, sched and dist	250.0000	EA	Received
0004776983	03/16/2010	USMMMEA294			line 2 - test for multilines, sched and distr	200.0000	EA	Received
0004776983	03/16/2010	USMMMEA294			line 2 - test for multilines, sched and distr	300.0000	EA	Received

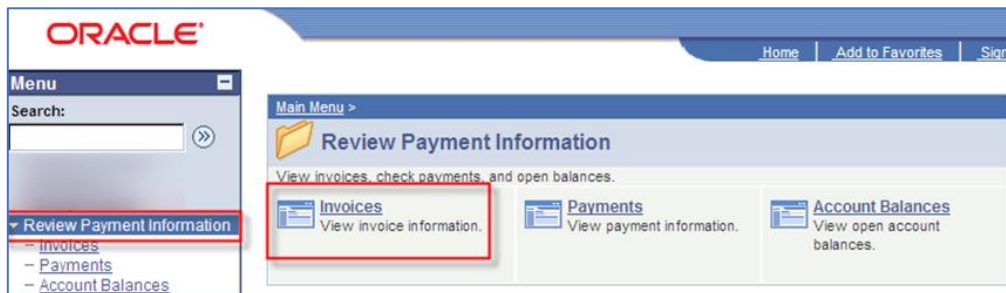
Click on the Receiver ID link to view the Receipt Details associated with a receipt line. The information includes: PO Number, Due Date, Quantity, Ship To address, Ship Via, Freight Term, Price, and Amount. A receipt is created only after the shipment has been received by 3M.

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.

Reference Guide - 3M eSupplier

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

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
 - The invoice number can contain alpha and numeric characters, but it **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.
 - 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

Reference Guide - 3M eSupplier

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

Review Invoices

Invoice List

VENDOR NAME

[Set filter options](#)

Customize Find First 1-16 of 16 Last						
Invoice Number	Invoice Date	Gross Amt		Approval Status	Due Date	Voucher
354873049	03/04/2010	\$-5,000.00	USD	Approved	05/03/2010	08200443
350	02/18/2010	\$350.00	USD	Approved	02/18/2010	08200294
47021810135945	02/18/2010	\$650.00	USD	Denied	02/18/2010	08200295
44021810140119	02/18/2010	\$695.00	USD	Pending	02/18/2010	08200297
314159265358	02/18/2010	\$250.00	USD	Approved	02/18/2010	08200298
979323846264	02/18/2010	\$658.00	USD	Approved	02/18/2010	08200299
338327950288	02/18/2010	\$750.00	USD	Approved	02/18/2010	08200301
INVOICE4	02/16/2010	\$195.00	USD	Approved	04/17/2010	08200264
INVOICE3	02/16/2010	\$160.00	USD	Approved	04/17/2010	08200266
40211101435358	02/11/2010	\$1,000.00	USD	Approved	04/12/2010	08199968
73021110143456	02/11/2010	\$100.00	USD	Approved	04/12/2010	08199969
76101110142227	02/11/2010	\$50,000.00	USD	Approved	04/12/2010	08199972
60021110142155	02/11/2010	\$125.00	USD	Approved	04/12/2010	08199976
60021110141913	02/11/2010	\$5,500.00	USD	Approved	04/12/2010	08199977
52021110141640	02/11/2010	\$200.00	USD	Approved	04/12/2010	08199985
50021110140859	02/11/2010	\$600.00	USD	Approved	04/12/2010	08199986

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

Reference Guide - 3M eSupplier

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

Review Invoices

Invoice Details

VENDOR NAME

Invoice Number: 314159265358
Invoice Date: 02/18/2010
Due Date: 02/18/2010
Discount End Date:
Approval Status: **Approved for Payment**
Payment Status: **Paid in Full**
Terms: Net Cash

Invoice Total

Gross Amount:	\$250.00	USD
Discount:	\$0.00	USD
Net Amount:	\$250.00	USD

Invoice Line Details

Item ID	Description	Statistic Amount	UOM	Unit Price	Amount
	flux kondensator			0.00000	\$0.00 USD

Payment Schedule

Scheduled to Pay	Payment Number	Gross Amt	Discount	Method	Status	On Hold	Withd Hold
02/19/2010	0000001854	\$250.00 USD	\$0.00 USD	Check	Paid	No	No

Payments Made

Reference	Date	Amount
1000000003	02/22/2010	\$908.00 USD

Purchase Orders

Purchase Order	PO Date	Status
----------------	---------	--------

No Purchase Orders Found

Receipts

Received Date	Receipt Number	Bill of Lading	Packing Slip
---------------	----------------	----------------	--------------

No Receipts Found

[Return to Invoice List](#)

Invoice Details

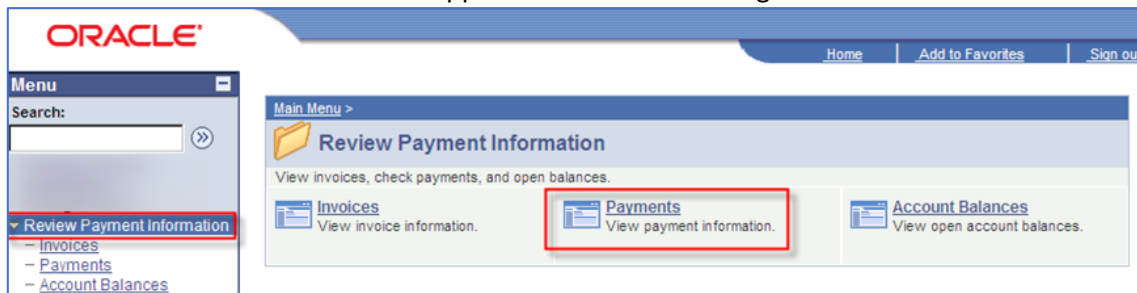
- Approval Status
 - Matching Exception - Price, quantity, or amount of invoice does not match the PO
Contact the 3M Buyer for assistance
 - Approved for Payment - Invoice is ready to be paid on the due date
 - Denied - Invoice did not match or could not match against the PO
Contact the 3M Buyer for 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

Reference Guide - 3M eSupplier

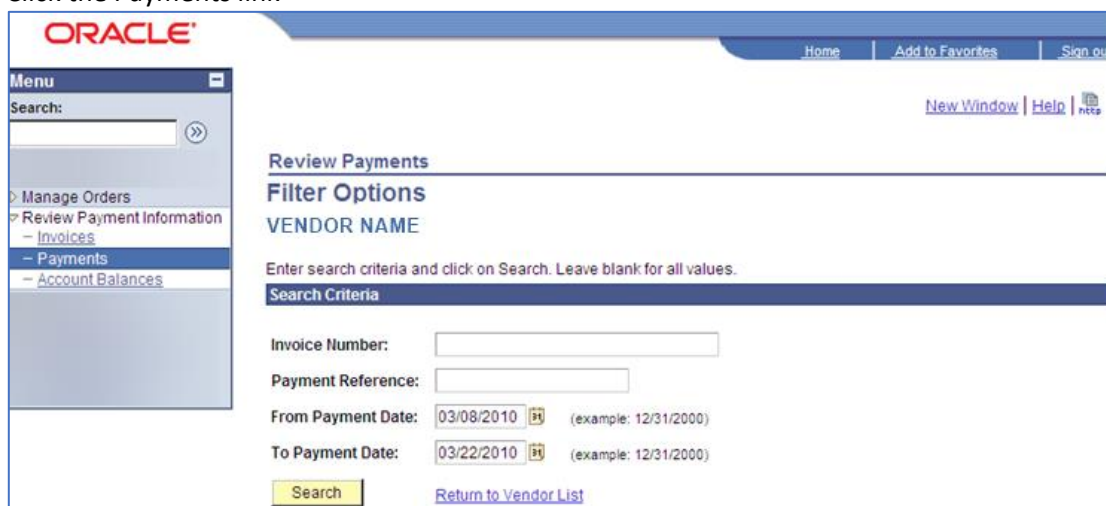
3M USA Legacy Purchase Orders (10-digit, Alpha-Numeric, Beginning USMMM)

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

Reference Guide - 3M eSupplier

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

ORACLE®

Home | Add to Favorites | Sign out

Menu

Search: []

New Window | Help | []

Review Payments

Payments Made

VENDOR NAME

Set filter options

Reference	Invoice Number	Payment Date	Amount
1000000002	ESETT46021810135908	03/02/2010	\$1,100.00 USD
1000000002	ESETT68021810140402	03/02/2010	\$1,100.00 USD
1000000003	ESETT59021810140159	02/22/2010	\$908.00 USD
1000000003	ESETT62021810140236	02/22/2010	\$908.00 USD

- 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 Payments

Payment Details

VENDOR NAME

1000000002

Invoice Number: ESETT46021810135908 | Payment Date: 03/02/2010

Method: Check | Pay Status: Paid

Amount: \$1,100.00 USD

Paid To: ESETTLEMENT VENDOR

Country: USA | United States

Address 1: 123 ESETTLEMENT ST

Address 2:

Address 3:

City: ST PAUL

County: | Postal: 55144

State: MN | Minnesota

From: JP Morgan Chase

Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
ESETT460218101	1,100.000	0.000	0.000	1,100.000

No Advices Found

[Return to Payments Made](#)

Reference Guide - 3M eSupplier

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

Review Payment Information - Account Balances

The Account Balances link enables suppliers to view outstanding balance details.

Account Balances Invoice List

VENDOR NAME

Amount: \$54,225.00 USD

Invoice Number	Invoice Date	Amount	Due Date	Status	Voucher
354873049	03/04/2010	\$-5,000.00 USD	05/03/2010	Approved	08200443
44021810140119	02/18/2010	\$695.00 USD	02/18/2010	Pending	08200297
47021810135945	02/18/2010	\$650.00 USD	02/18/2010	Denied	08200295
INVOICE3	02/16/2010	\$160.00 USD	04/17/2010	Approved	08200266
INVOICE4	02/16/2010	\$195.00 USD	04/17/2010	Approved	08200264
40211101435358	02/11/2010	\$600.00 USD	04/12/2010	Approved	08199986
73021110143456	02/11/2010	\$200.00 USD	04/12/2010	Approved	08199985
76101110142227	02/11/2010	\$5,500.00 USD	04/12/2010	Approved	08199977
60021110142155	02/11/2010	\$125.00 USD	04/12/2010	Approved	08199976
60021110141913	02/11/2010	\$50,000.00 USD	04/12/2010	Approved	08199972
52021110141640	02/11/2010	\$100.00 USD	04/12/2010	Approved	08199969
50021110140859	02/11/2010	\$1,000.00 USD	04/12/2010	Approved	08199968

Click the Invoice Number link to view detailed information, such as invoice line and payment schedule detail.

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.
- Changes in Company profile information: Merger/divestiture/name change: 3M Buyer listed on the PO.