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#### **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: <a href="https://www.3m.com/supplierdirect">www.3m.com/supplierdirect</a>



\* If you do not have a login to 3M's secured website, you must request a registration code from eCommerceAmericas via the <u>webform</u>. 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.

# Manage Orders - Purchase Orders

- Click the Manage Orders link
- Click the Purchase Orders link

		Home	Add to Favorites
Menu 🗖			
Search:	Main Menu >		
───── ≫	💋 Manage Orders		
Maintain Supplier Information	View and download purchase orders, enter acknowledgements and create advance shipment notices for custom	ier orders.	
<ul> <li>Manage Orders</li> <li>Purchase Orders</li> </ul>	Purchase Orders Review and take action on customer purchase orders.	owledgments.	View Order Summary View PO schedules by Item and due date.
<ul> <li>Acknowledge Purchase</li> <li>Orders</li> </ul>	· · · · · · · · · · · · · · · · · · ·		
- <u>View Order Summary</u> - View Receipts	View Receipts		
▷ Review Payment Information			

- Enter criteria Filter Options
  - $\circ~$  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)
  - o Buyer
  - o Contract ID
  - Click search

ORACLE'		
Menu 🗖 Search:		
	Purchase Orders	
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<ul> <li>Purchase Orders</li> <li>Acknowledge Purchase</li> </ul>	VENDOR NAME	
Orders - View Order Summany	Enter search criteria and	click on Search. Leave blank for all values.
- <u>View Receipts</u>	Search Criteria	
Review Payment Information		<b>—</b> ———————————————————————————————————
	From PO ID:	PO's Waiting Acknowledgement
	To PO ID:	
	OM Order Nbr:	
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	From Date:	02/18/2010 (example: 01/31/2000)
	To Date:	03/18/2010 (example: 01/31/2000)
	Buyer:	Q
	Contract ID:	٩
	Search	

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.

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Click on the Purchase	e Order hyperli	nk to display t	he Purchase Order	Details.	Set filt Purct	er options hase Order List Details Header I Purchase Order Stat	Details <u>US</u>	
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	Line Status	Item ID	Description	Qu	antity	Amount	Co	mments
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			0.000					
	No Invoices Found							
	Return to Purchase	Order List						
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- 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.

#### 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
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Search:	
())	
	Acknowledge Purchase Orders
T Hanaga Orders	Rearch/Eilter Asknowledgmente
- Purchase Orders	Search/Filter Acknowledgments
<ul> <li>Acknowledge Purchase Orders</li> </ul>	VENDOR NAME
- View Order Summary	From PO ID: Contract
View Receipts     Review Payment Information	From Date: 02/15/2010 🕅 To Date: 03/15/2010 🕅
	Buyer;
	Vendor Location:
	View Current Acknowledgements
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	PO Acknowledgement List Customize   Find   🚟 First 🗹 1 of 1 🕨 Last
	Acknowledgments Buyer (1990)
	Purchase Order Dispatched Date/Time PO Status Acknowledgement Acknowledgement Acknowledgement

- 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.
  - o 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
  - $\circ$  View History
    - Displays history of POAs regardless of status
- Click search

Acknowledge	Purchase Orders						
Search/Filt	er Acknowledg	ments					
VENDOR NA	ME						
From PO ID:		C To PO ID:		Q			
From Date:	02/15/2009	To Date:	03/15/201	0 😟			
Buyer:			Q				
Vendor Location:			*				
C View History	O View Current Acknowledgements       Image: Supplier Review       Image: Supplier Review						
Acknowledgm	ents Buyer I		Customize   Find		1-3 of 3 🗀 Last		
Purchase Order	Dispatched Date/Time	PO Status	Acknowledgment Status	Acknowledge Date	Source of Acknowledgement		
USMMMEA090	10/05/2009 2:12:06PM	Dispatched	New				
USMMMEA339	07/30/2009 4:47:27PM	Dispatched	New				
USMMMEA294	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.

Acknowledgmen	t Summary			
VENDOR NAME				
PO Number:	USMMMEA090	PO Date:	10/05/2009	
Acknowledgement Status:	New	Acknowledge Date:		
POA Response:	Accepted	Reset to PO Values	Reject All	
PO Header Detail				
Standard BU Comments				
<ul> <li>PO Header Comments</li> </ul>			Find View All	First 🗹 1 of 1 🕩 Last
Click on the purchase order line POA Lines	number to see more details and to make any mo	difications.	re   Fird   \/iew Al	First 4 and 4 1 ast
Click on the purchase order line POA Lines Line Details Extension	number to see more details and to make any mo	difications. Custom	ize   Find   View All   🛗	First 4 1 of 1 D Last
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Clock on the purchase order line POA Lines Line Item ID Line Item ID Line VDR ITEM ID Comments Save St	number to see more details and to make any mo Pescription test for printing PO from eSupplier we & Send Acknowledgement	difications. Custom <u>PO.9tv</u> 10000.1234	Acknowledge Quantity 10000.1234 EA	First 🕙 1 of 1 🗈 Last POA Response Accepted

• If no changes are required, click the Return button

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

ENDOR NAME	1			
em Detail			Find View All	First 🕙 1 of 1 🕨 La
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 fro	m eSupplier		14 I V
More Item Details				-
Schoduloe		2 2	Customize   Find   View All   🏪	First 🕙 1 of 1 🕑 Last
achequica	Price Ship To			
Due Date & Quantity		Order Acknowledge	Acknowledge 20A	s Split Line
Due Date & Quantity Order Sched Sched Due Date	Order te Due Time	Quantity Due Date	Quantity Statu	

- Price tab
  - $\circ$   $\;$  Click in price field to modify unit price

ENDOR NAME				
em Detail			Find View Al	First 🕙 1 of 1 🕨 L
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 fro	m eSupplier		al a
More Item Details				-
Schedules			Customize   Find   View All	First 🛃 1 of 1 🕨 Last
Due Date & Quantity	Price Ship To			
Order Sched Sched Due	er 2 Date	Order Price Ship Method	Acknowledge Acknowle Price Ship Meth	dge od
		12345 3M LTI	10 000 12345 3M LTI	Q =

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

POA Lines Line Details Extension	(***)	Custom	ize   Find   View All   🎬	First 🕙 1 of 1 🕑 Last			
Line Item ID	Description	PO Qty	Acknowledge Quantity	POA Response			
1 VDR ITEM ID	test for printing PO from eSupplier	10000.1234	10000.1234 EA	Accepted - Changes Made			
Comments							
Save & Send Acknowledgement							

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

POA Lin	Lines e Details Extension [	Customize   Find   View All   H First I of 1 I Las						
Line	Item ID	Description	PO Qty	Acknowledge Quantity	POA Response			
1	VDR ITEM ID	test for printing PO from eSupplier	10000.1234	10000.1234 EA	Accepted - Changes Made			
► Cor	Comments     Save & Send Acknowledgement							

- $\circ \quad \text{If no changes were made} \\$ 
  - Sets acknowledgement status to Buyer Accepted
  - Changes POA mode from editable to view only
- o 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



# Manage Orders - View Order Summary

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Menu 🗖			Home Abb to Favorates
Search:	Main Menu >		
	Manage Orders		
	View and download purchase orders, enter acknowledgements a	ind create advance shipment notices for customer orders.	C
Manage Orders     Purchase Orders     Acknowledge Purchase     Orders	Purchase Orders Review and take action on customer purchase orders.	Acknowledge Purchase Orders Create online purchase order acknowledgments.	View PO schedules by item and due date.
- <u>View Order Summary</u> - <u>View Receipts</u> Review Payment Information	View Receipts View customer receipts.		

- 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.*

ORACLE'			
			Home
Menu 🗖			
Search:			
(>>			
	View Order Summ	nary	
✓ Manage Orders	Filter Options	;	
- Purchase Orders - Acknowledge Purchase	VENDOR NAME		
	Enter search criteria ar	nd click on Search. Leave blank for all values.	
- <u>View Receipts</u>	Search Criteria		
Review Payment Information	Include PO Data	PO Status:	
	From Date:	02/18/2009 II (example: 01/31/2000)	
	To Date:	03/18/2010 🛐 (example: 01/31/2000)	
	Item ID:	Q	
	Vendor Item ID:	٩	
	Search		

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

View Orde	r Summary									
Order So	chedule									
VENDOR NAME										
Set filter options										
Schedules							Custon	ize   Find   🖩 First 🗐 1.6 of 6 🖻 Last		
Due Date	Item ID	Description	Quantity	Business Unit	PO Number	Туре	Status	Ship To		
07/29/2009		test for multi lines, sched and dist	250.0000 EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4		
08/07/2009		test for multi lines, sched and dist	250.0000 EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4		
07/29/2009		line 2 - test for mulit lines, sched and distr	200.0000 EA	3M Company	USMMMEA294	PO	Dispatched	MAPLEWOOD-3MUS-BLDG216-DK1-4		
08/07/2009		line 2 - test for mulit 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-MO		

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

Manage Orders - View Receipts	ORACLE'
<ul> <li>Click the Manage Orders link</li> <li>Click the View Receipts link</li> </ul>	Menu Search: Search: Main Menu > Main Menu > Menu > Main Age Orders Purchase Orders Purchase Orders Purchase Orders Purchase Orders Purchase Orders Purchase Orders Purchase Orders Purchase orders. Purchase orders. Purchase orders. Purchase orders. Purchase orders. Purchase orders. Purchase orders. Main Menu > Main Menu >
<ul> <li>Enter criteria - Filter Options</li> <li>From Receipt Date and To Receipt Date rational for the state of the state of</li></ul>	nge PO number in both fields, when searching by individual PO.
<ul> <li>Vendor Item ID (3M COMS Number)</li> <li>Receipt Status</li> </ul>	Filter Options
Click search	Enter search criteria and click on Search. Leave blank for all values. Search Criteria
	From Receipt Date:         03/02/2010         iii         (example: 12/31/2000)           To Receipt Date:         03/16/2010         iii         (example: 12/31/2000)
	From PO ID:
	Shipment Number:
Review Receipts	Vendor Item ID: Q Receipt Status:
VENDOR NAME	Search
Set filter options	Customize   Find   View All
Receiver ID Received Date PO Number Ship No Item ID Desc	ription Received UOM Status
0004776983 03/16/2010 USMMMEA294 test f	or multi lines, sched and dist 250.0000 EA Received
0004776983 03/16/2010 USMMMEA294 test fi 0004776983 03/16/2010 USMMMEA294 line 2	er multi lines, sched and dist 250.0000 EA Received
0004776983 03/16/2010 USMMMEA294 distr 0004776983 03/16/2010 USMMMEA294 distr	- test for mulit lines, sched and 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.

#### **Review Payment Information - Invoices**

Menu       Main Menu >         Search:       Payment Information         View involces, check payment Information.       Payments         Involces       Payments         View involce information.       Payments	ORACLE	
Menu       Main Menu >         Search:       Payment Information         View invoices, check payment Information       View invoices, check payment and open balances.         Invoices       Payments         Payments       Account Balances         View invoice information.       Payments		Home Add to Favorites Sign
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Review Payment Information      View involces, check payments, and open balances.      Involces     View involce information.      Payments     View payment information.      Account Balances     View open account     balances.	Search:	Main Menu >
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Review Payment Information     Invoices     View invoice information.     Payments     Superstances		View invoices, check payments, and open balances.
Review Payment Information     View invoice information.     View payment information.     View open account balances.		Payments Account Balances
- Invoices balances.	- Review Payment Information	View invoice information.
- Payments	- Involces	balances.
torner delegan	- Payments	

- Click the Review Payment Information twisty
- Click the Invoices link

ORACLE		Home
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rch:		
<b>&gt;</b>		
	Review Invoices	
anage Orders	Filter Options	
view Payment Information	VENDOR NAME	
Payments	Enter search criteria and click on Search Leave blank for all values	
Account Balances	Search Criteria	
	From Invoice Number:	
	To Invoice Number:	
	Item ID:	
	Vendor Item ID:	
	From Date: 02/22/2010 B (example: 01/31/2000)	
	To Date: 03/22/2010 (example: 01/31/2000)	
	From Amount:	
	To Amount:	
	Approval Status:	

- 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)
  - o From Date and To Date invoice date range
  - From Amount and To Amount dollar value of invoice Not typically used
  - o Approval status Not typically used as the approval status is not usually known
- Click search

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

Invoice List page shows general invoice information.

- Invoice Number
- Invoice Date
- Gross Amt
- Approval Status
  - o 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

Review Invoice	es											
Invoice Det	ails											
VENDOR NA	ME			_								
Invoice Number:	31415926	5358		In	voice	Total						
Invoice Date:	02/18/201	0			ross	Amoui	nt				\$250.00	USD
Due Date:	02/18/201	0			ISCO	unc					\$0.00	USD
Discount End Date	:		-	L.	etAr	nounc	3				\$250.00	USD
Approval Status:	Approved	for Payment										
Payment Status:	Paid in Fu	11										
Terms:	Net Cash											
▼ Invoice Line De	tails						Custo	mize I	Find   View	A11	First 4	of 1 D Last
Item ID	Descrir	ation		Stat	istic	HOM		111112	Unit Price		An	nount
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	IIUA KU	nucrisator							0.00000			30.00 030
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Scheduled to Pay	Payment Num	ber	Gross	Amt		Disco		inee i	Method	Status	On Hold	Wthd
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02/10/2010	0000001004		02.01						oneen	TOIG	110	110
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Reference 1000000003		02/22	2010		_			_			Amount \$908.00 I	ISD
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<ul> <li>Purchase Order</li> </ul>	ers	-					Custor	nize   !	Find   View /	ul 🖩	First 🕙 1	of 1 🕑 Last
Purchase Order		PO Dat	2			_		status				
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✓ Receipts							Custor	nize   !	Find   View /	u i 🖩	First 🕙 1	of 1 🕑 Last
Received Date	Rece	hipt Number		Bill o	Lad	ing		Pack	ing Slip			
NO RECEIPTS FOUN	a											
Return to Invoice I	ist											

Invoice Details

- Approval Status
  - Matching Exception Price, quantity, or amount of invoice does not match the PO Contact the 3M Buyer for assistance
  - $\circ$  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
  - $\circ$   $\ \ \,$  To be paid Invoice is ready to be paid on the due date
  - Paid in full Invoice has been paid
  - o 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

## **Review Payment Information - Payments**

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

ORACLE'	Home Add to Favorites Sign out
Menu 🗖	
Search:	Main Menu > Review Payment Information
- Review Payment Information	View invoices, check payments, and open balances.
- <u>Invoices</u> - <u>Payments</u>	

- Click the Review Payment Information twisty
- Click the Payments link

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Menu E Search:						New Windov	y   <u>Help</u>   💼
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Manage Orders	Filter Options						
Review Payment Information – <u>Invoices</u>	VENDOR NAME						
<ul> <li>Payments</li> <li>Account Balances</li> </ul>	Enter search criteria an	d click on Search. L	eave blank for all	values.			
	Search Criteria						
	Invoice Number:						
	Payment Reference:						
	From Payment Date:	03/08/2010	(example: 12/31/20	000)			
	To Payment Date:	03/22/2010	(example: 12/31/20	000)			
	Search	Return to Vendor I	ist				

- Filter options include
  - o Invoice Number
  - o Payment Reference 3M Check or EFT number
  - o From Payment Date and To Payment Date range
- Enter Criteria and click Search

				Home	Add to Favorites	Sign ou
Menu E Search:					New Window	Help   🖳
0	Review Pay	ments				
Manage Orders	Payment	ts Made				
and the base of the particular sector and the sector sec						
Review Payment Information – Invoices – Raymonte	VENDOR	NAME				
Review Payment Information     - Invoices     - Payments     - Account Balances	VENDOR Set filter option	NAME				
<ul> <li>Review Payment Information         <ul> <li>Involces</li> <li>Payments</li> <li>Account Balances</li> </ul> </li> </ul>	VENDOR Set filter option	NAME	Cust	omize   Find   🎬	First 🔍 1-4 of 4 🕒 Last	
Review Payment Information − Invoices − Payments − Account Balances	VENDOR Set filter option	NAME S	Custo Payment Date	omize   Find   🎬	First 4 1-4 of 4 D Last	
Review Payment Information − Invoices − Payments − Account Balances	VENDOR Set filter option	NAME S Invoice Number ESETT46021810135908	Custo Payment Date 03/02/2010	omize   Find   🛗	First 1 -4 of 4 D Last Amount \$1,100.00 USD	
<ul> <li>Review Payment Information         <ul> <li>Invoices</li> <li>Payments</li> <li>Account Balances</li> </ul> </li> </ul>	VENDOR Set filter option Reference 100000002 100000002	NAME s Invoice.Number ESETT46021810135908 ESETT68021810140402	Cust Payment Date 03/02/2010 03/02/2010	omize   Find   🕌	First      1-4 of 4     Last     Amount     S1,100.00     USD     \$1,100.00     USD	
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• 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 Paym	ents					
Payment D	etail	s				
VENDOR NA	ME					
100000002						
Invoice Number:	ESET	FT46021810135908	Payment Date:	03/02/2010		
Method:	Chec	*	Pay Status:	Paid		
Amount:		\$1,100.00 U	SD			
Paid To:	ESET	ITLEMENT VENDOR				
Country:	USA	United States				
Address 1:	123 E	SETTLEMENT ST				
Address 2:						
Address 3:						
City:	ST PA	UL				
County:			Postal:	55144		
State:	MN	Minnesota				
From:	JP Mor	rgan Chase				
Payment Advice						
Invoice		Gross Amoun	t	Discount	Discount Taken	Paid Amount
ESETT4602181	01	1,100.000	)	0.000	0.000	1,100.000
No Advices Foun	d					
Return to Paymer	nte Mad	10				
- solution anniel	no mau	<u>12</u>				

# **Review Payment Information - Account Balances**

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

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A syment information voices arments ccount Balances	Account Balance Invoice List VENDOR NAME Amount: Invoice Number 354873049	\$5 Invoice Date 03/04/2010	4,225.00 USD Amount S-5.000.00 USD	Due Date 05/03/2010	Status Approved	Voucher 08200443	-
where the symmetry of the symm	Account Balance Invoice List VENDOR NAME Amount Invoice Number 354873049 44021810140119	\$ invoice.Date 03/04/2010 02/18/2010	4,225.00 USD Amount \$-5,000.00 USD \$695.00 USD	Due Date 05/03/2010 02/18/2010	Status Approved Pending	Voucher 08200443 08200297	-
New Payment Information Notices arments ccount Balances	Account Balance Invoice List VENDOR NAME Amount Invoice Number 35487304 44021810140119 47021810135945	5 55 103/04/2010 02/18/2010 02/18/2010	4,225.00 USD Amount 5-5,000.00 USD \$655.00 USD \$650.00 USD	Due Date 05/03/2010 02/18/2010 02/18/2010	Status Approved Pending Denied	Voucher 08200443 08200297 08200295	-
Ariew Payment Information hydroses lavments account Balances	Account Balance Invoice List VENDOR NAME Amount: Invoice Number 354873049 4402181014019 47021810135945 INVOICE3	\$55 Invoice Date 03/04/2010 02/18/2010 02/18/2010 02/18/2010	4,225.00 USD Amount \$-5,000.00 USD \$695.00 USD \$650.00 USD \$160.00 USD	Due Date 05/03/2010 02/18/2010 02/18/2010 04/17/2010	Status Approved Pending Denied Approved	Voucher 08200443 08200297 08200295 08200285	-
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view Payment Information nvolces Parments Vecount Balances	Account Balance Invoice List VENDOR NAME Amount: Invoice Number 354873049 44021810140119 47021810135945 INVOICE3 INVOICE3 INVOICE4 4021110143558 73021110143456 76101110142227 60021110142155	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	4,225.00 USD Atmount \$-5,000.00 USD \$6650.00 USD \$195.00 USD \$600.00 USD \$200.00 USD \$5,500.00 USD \$125.00 USD	Duc.Date 05/03/2010 02/18/2010 02/18/2010 04/17/2010 04/17/2010 04/12/2010 04/12/2010 04/12/2010	Staturs Approved Pending Denied Approved Approved Approved Approved	Voucher 08200443 08200297 08200295 08200266 08200264 0819986 0819986 08199977 08199976	-
wiew Payment Information revices auments Account Balances	Account Balance: Invoice List VENDOR NAME Amount: Invoice Number 354873049 44021810140119 47021810135945 INVOICE3 INVOICE3 INVOICE3 INVOICE4 40211101435358 73021110143555 60021110142155 60021110142155	S Invoice.Date 03/04/2010 02/18/2010 02/18/2010 02/18/2010 02/18/2010 02/11/2010 02/11/2010 02/11/2010 02/11/2010	4,225.00 USD Amount \$-5,000.00 USD \$650.00 USD \$160.00 USD \$195.00 USD \$200.00 USD \$200.00 USD \$125.00 USD \$5,50.000 USD \$50,000.00 USD \$50,000.00 USD	Due Date           05/03/2010         02/18/2010         02/18/2010         04/17/2010         04/17/2010         04/12/2010	Status Approved Pending Denied Approved Approved Approved Approved Approved	Voucher 08200443 08200297 08200295 08200266 08200264 0819986 0819985 08199977 08199972	-
Inview Payment Information notices Parments Account Balances	Account Balance Invoice List VENDOR NAME Amount: Invoice Number 354873049 44021810140119 4702181013945 INVOICE3 INVOICE3 INVOICE3 INVOICE3 INVOICE4 4021110143558 73021110143555 60021110142227 50021110142155 60021110141640	\$	4,225.00 USD Amount \$-5,000.00 USD \$6805.00 USD \$180.00 USD \$195.00 USD \$200.00 USD \$200.00 USD \$125.00 USD \$125.00 USD \$100.00 USD \$100.00 USD	Due Date 05/03/2010 02/18/2010 02/18/2010 04/17/2010 04/17/2010 04/12/2010 04/12/2010 04/12/2010 04/12/2010	Status Approved Pending Denied Approved Approved Approved Approved Approved Approved	Votecher           08200443           08200297           08200295           08200266           08200266           08199986           08199986           08199977           08199976           08199972           08199969	-

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

#### **Self-Service Invoice - Create Invoice**

• Click the Create Invoice link

Menu 🗖							
Search:	Calf Camilaa la						
Nanage Orders	Self-Service In	/oice			-		
Review Payment Information	Invoice Acti	ons					
eSettlements     b Supplier Information     b Invoices     Payments     _supplier Dashboard     SetFService Invoice     PeopleTools     - My Personalizations     My Sustem Profile	Create Invoice Create a new invoice.	View Invoice View and modify invoices that have not become vouchers in the system yet.	Delete Invoices Remove invoices (initiated Build Status only) from the system.	Print Invoice Print a hardcopy of an Invoice.			
		Create Invoice					
		Invoice Entry	4				
		Invoice Header Infor	mation				
	Correct Invoice				ManaharalDa	LUTION IN	
	Correct errors found during	*Supplier:	Supplier	~	voucher iD:	NEXI	
	invoice	Location:	~		*Buyer:	3M Company	~
	processing.		DFT-DFT-DFT-DFT-	EML		3M MAPLEWOOD-3MUS-MN OFFICE	3M HEAD
		7	Supplier address			MAPLEWOOD, MN 5514410	00 USA
			will go here		Currency:	USD 🔍 US Dollar	
		*Invoice ID:	123456		*Requester:		Q
		*Invoice Date:	10/07/2015 🛐				
		Add a New Invoi	ce Line	Copy from a Purch	ase Order	Copy from a Pa	cking Slip
		Invoice Details		-		Find   View All   🛗 🛛 First 🗹 1	of 1 🚺 Last
		Invoice Lines	Additional Information    PO	Details 📔 Receiver De	tails 💷		_
		Item ID	*Description	Quan	tity UOM	Unit Price *Amount Curr	Tax?
		Q		Q .	Q		
		Settlement Informat	lion				
		Payment Terms:	Net 60 Days	Total	Amount:	0.00	USD 🗘
		Payment Method:	System Check	Sales	Tax Amount:	0.00	USD
				Shippi	ing Amount:	0.00	USD
				Misc.	Charge Amount	: 0.00	USD 📾
				Gross	Amount:		USD

- Supplier Supplier name will auto-populate
- Buyer Choose 3M Company (POs beginning USMMM) or 3M Health Information Services (POs beginning with HQMMM)
- Location Do not modify Location will default from the PO
- Currency Do not modify Currency will default from the PO
- Requester Do not modify, even though there is an asterisk Do not modify Leave empty
   Entering a Requester or any data will delay payment of the invoice. Leave this field blank!
- Invoice ID Supplier's 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).
- Invoice Date Defaults with current date. Adjust to the correct invoice date.
- Cannot be earlier than the date of the PO
- Click on Copy from a Purchase Order button

Search Crite	ria		
Buyer: Supplier: PO Unit:	00001 0000108934	3M Company ESETTLEMENT VENDOR	
PO Number: PO Date:	USMMM5CA37 No Date		
Item ID: Description: Search Resu	ults Display: ⓒ Header	Q Q Detail	Search Clear

- Enter the PO Number. If PO is not known, click on the search icon to the right of the field. *Business Rule - Only one PO can be referenced on an invoice.* 
  - $\circ \quad \text{If the required PO is not found} \\$ 
    - Expand the date search.
    - Delete your temporary internet cookies/cache/files.
    - Navigate directly to the 3M secured website <u>www.3m.com/supplier</u> without using bookmarks/favorites. Try again with expanded date search
    - Contact the 3M Buyer for assistance.
- Click Search

Search Criter	ria					
Buyer:	00001	3M Com	pany			
Supplier:	0000108934	ESETTL	EMENT VEND	OR		
PO Unit:	00001	3M Com	pany			
PO Number:	USMMM5CA37	Q				
*PO Date:	No Date	•	(iii)			
Item ID:			Q			
Description:			Q			
Search Resu	Its Display: 💿 Hea	ader O Detail			Search	Clear
Search Resu	ılts				Customize   Find   \	/iew All
Select	PO Business Unit	Purchase Order	PO Date	Supplier	Supplier Name	Gross
<b>ସ</b>	00001	USMMM5CA37	08/28/2008	0000108934	ESETTLEMENT VENDOR	
Select All	Clear All					
Copy To Invo	ice					

- Select the Lines to invoice against by putting a checkmark in the checkbox.
  - Select All will put all PO lines on the invoice
  - Clear All will not put any PO lines on the invoice

IF A LINE HAS BEEN CANCELED, you must make sure the checkbox is empty, so it is not copied to the invoice.

o If you need to bill for an item which is not on the PO, you must first submit a PO acknowledgement.

• Click on the Copy To Invoice button.

[									
ORACLE'							llerer	1 44	
Monu							Home	Add	to Favori
Search:							New Window	N Heir	
	Create Invoice							1 1 101	1 00000
Administration									
Manage Orders Review Payment Information	Invoice Entry								
✓ eSettlements	Invoice Header Inform	ation							
Supplier Information	*Supplier:	Supplier		<ul><li>\</li></ul>	Voucher ID:	NEXT			
Payments	Location:	001 🗸		*	Buver:	3M Comp	any	~	
- Supplier Dashboard		DFT-DFT-DFT-DFT-EM	L			3M MAPLE	WOOD-3MUS-MN	3M HEA	D
- Change My Password						OFFICE MAPLEW(	OOD MN 55144100	0 USA	
- My Personalizations		Supplier address		(	Currency:	USD	US Dollar	000	
<ul> <li>My System Profile</li> <li>My Dictionary</li> </ul>	*Invoice ID:	123456			*Romucetor		50 Donai		
	*Invoice Date:	10/07/2015 🛐			Nequester.				
	Add a New Invoice	Line	Copy from	n a Purchas	se Order		Copy from a Pac	king Sli	ip
	Invoice Details				Customize	Find View A	ul 🔠 🛛 First 🖾 1	of 1 🚺	Last
	Invoice Lines Ad	ditional Information PO D	etails   R	eceiver Deta	ils 💷				
	Item ID	*Description		Quantit	y UOM	Unit Price	*Amount Curr	Tax?	
	Q	Goods or Service	Q	. 100	EAQ	10	1000.00 USD		
	Settlement Informatio	n							
	Payment Terms: N	et 60 Days		Total An	nount:		1000.00	USD	4
	Payment Method: Sy	stem Check		Sales Ta	ax Amount:		0.00	USD	
				Shippin	g Amount:		0.00	USD	
				Misc. Cl	harge Amoun	t	0.00	USD	
				Gross A	mount:		1000.00	USD	
	Save and Submit	Save for Later							
	Return to Self-Service I	nvoice							

- Invoice Lines tab Verify the information copied from the PO is correct
  - Quantity adjustments may be needed for POs which will be invoiced multiple times
     Business Rule The invoiced quantity cannot exceed the remaining quantity open on the PO.
     If the quantity is incorrect, contact the 3M Buyer to verify the 3M purchase order number.
  - Price adjustments will require a Purchase Order Acknowledgement before the invoice is created. *Changing the price on an invoice may cause PO mismatch errors and delay payment.*
  - Do not change the Item ID, Description, or UOM (Unit of Measure)
     If any of these are incorrect, contact the 3M Buyer to verify the 3M purchase order number.
  - $\circ$   $\;$  Do not modify the value in the Total Amount. Click on the refresh icon to the right of the field.
  - $\circ$   $\;$  If the PO is taxable, the Tax? checkbox will be checked on each line.
- Total Amount Do not modify! Click the refresh icon to the right of the line.
- Sales Tax Amount If applicable, enter total value of sales tax being billed.
- Shipping Amount Freight charges cannot be a separate invoice. If freight charges are not known, click the Save for Later button and view the invoice when ready to add the shipping amount.

 If a miscellaneous charge needs to be added, click on the miscellaneous charge icon to the right of the Misc Charge Amount field.

Miscellaneous Charges				
Voucher:	NEXT			
Miccollanoous Chargos	<u>^</u>	mize   Find   🕮	First 🚺 1 of 1	🗈 Last
*Miscellaneous Charge	Misc Charge Amount			
Q			+	-
		_		
OK Cancel				

- Enter the Miscellaneous Charge Code (or search for it).
- Enter the dollar value of the miscellaneous charge - This should NOT include tax or freight.
- Business Rule The same Miscellaneous Charge code cannot repeat on a single invoice.
- Click OK button when finished.
- Additional Information tab Optional If comments or attachments are needed Business rule: There can only be one comment and one attachment per invoice line



• PO Details tab - If there are multiple schedules/shipments, remove the ones not being billed on the invoice.

Invoice Details				<u>c</u>	ustomize   Find   View All	1	First 🚺 1 of 1 🕨 Last
Invoice Lines Addition	al Information	PO Details	Receiver	Details			
ltem ID	*Description			PO Unit	PO Number	Line	Schedule Number
Q	Goods or S	ervice Q		00001	USMMM12345	1	1 🗖

- Click on the refresh icon to the right of Total Amount to ensure the amounts being billed equal the Gross Amount.
- If everything is correct, click the Save and Submit button.
  - Once you submit the invoice, you cannot make changes.
  - NOTE: Using the Save for Later button will NOT submit the invoice to 3M. 3M has no visibility to invoices which have not been submitted to 3M.

Settlement Information				
Payment Terms: Net 60 Days	Total Amount:	1000.00	USD 🍫	
Payment Method: System Check	Sales Tax Amount:	0.00	USD	
	Shipping Amount:	0.00	USD	
	Misc. Charge Amount:	0.00	USD 📾	
	Gross Amount:	1000.00	USD	
Save and Submit Save for Later				
	Selecting OK will Submit the invoice	to the Buyer. Cancel will	cancel submiss	ion to the Buyer. (18052,744)
Return to Self-Service Invoice	Clicking on the Save and Submit bu longer be modified, but it can be vie	tton will edit and save the wed.	invoice. If the in	voice passes all the edits and saves successfully, the invoice c
	Only a Buyer who can review Self-se OK Cancel	ervice invoices can modif;	the invoice.	

#### eSettlements - Self-Service Invoice - View Invoice

A list of invoices will automatically display. Enter additional information to search for specific invoice(s).

Self-Service	Invoice									
View Invo	ice									
View and modify i	nvoices tha	t have not beco	me vouchers in the s	ystem	yet.					
Search Criteria										
Buyer:		Q	Invoice ID:				Q Sea	arch		
Supplier:		Q	Source:			•		ear	1	
Supplier Locati	on:	Q							-	
Invoices					_	<u>Customize</u>	Find View All	1	First 🛃 1-2	of 2 🕨 Last
Invoice ID	<u>Buyer</u>	Invoice Date	Supplier Name		Supplier Location	<u>Source</u>	Amount	<u>Curr</u>	Voucher ID	<u>Build</u> <u>Status</u>
<u>123</u>	00001	08/29/2008	ESETTLEMENT VENDOR		DFT-DFT-DFT-DFT- DFT	Self Serve	500.00	USD	08176800	To Build
<u>456</u>	00001	08/29/2008	ESETTLEMENT VENDOR		DFT-DFT-DFT-DFT- DFT	Self Serve	100.00	USD	08176801	Initiated
Return to Self-Se	ervice Invo	ice								

- Invoice ID: Your invoice number.
- Buyer: The Buyer ID from the Agreement.
- Invoice Date: The date of your invoice.
- Supplier Name: Your company name.
- Supplier Location: 3M's Core attributes populated from the Agreement.
- Source: Method on how the invoice was entered. Will always be "Self Serve".
- Amount: Gross amount of your invoice
- Curr: Currency code.
- Voucher ID: The internal 3M Voucher number assigned to your self-service invoice.
- Build Status:
  - To Build: In 3M's system, waiting for overnight batch processing. No changes can be made.
  - Initiated: Waiting for you to Save and Submit the invoice to 3M. Changes can be made to this type of invoice from this screen.

#### **Self-Service Invoice - Delete Invoice**

NOTE: If the invoice has been submitted to 3M, you cannot delete the invoice. Only invoices with a Build Status of initiated can be deleted.

#### A list of invoices will automatically display.

Self-Service Invoice							
Delete Invoice							
	Remove invo	ices (Initiated Build Status o	nly) from the system.				
Search Criteria							
Buyer:	Inv	oice ID:		Q	Search		
Supplier:	Q So	urce:		•	Clear	1	
Supplier Location:	Q					_	
Invoices				<u>Customiz</u>	e   Find   View All	First 🗹	l of 1 🕨 Last
Select Invoice ID Buye	Invoice Date	Supplier Name	Supplier Location	<u>Source</u>	Amount C	Curr <u>Voucher</u>	<u>Build</u> <u>Status</u>
✓ 456 0000	08/29/2008	ESETTLEMENT VENDOR	DFT-DFT-DFT-DFT- DFT	Self Serve	100.00 U	JSD 08176801	Initiated
Select All	AII.						
Delete							

Select the invoice to delete and click on the Delete button.

#### Note: The Build Status must be equal to "Initiated".

Additional information:

- Invoice ID: Your invoice number.
- Buyer: The Buyer ID from the Agreement.
- Invoice Date: The date of your invoice.
- Supplier Name: Your company name.
- Supplier Location: 3M's Core attributes populated from the Agreement.
- Source: Method on how the invoice was entered. Will always be "Self Serve".
- Amount: Gross amount of your invoice
- Curr: Currency code.
- Voucher ID: The internal 3M Voucher number assigned to your self-service invoice.
- Build Status:
  - To Build: Cannot delete this type of voucher. Contact the 3M Sourcing Operations Response Center (651-575-6450) for assistance.
  - Initiated: Only invoices with "initiated" build status can be deleted.

The user will then get a confirmation that the invoice was deleted.



#### **Self-Service Invoice - Print Invoice**

The system works best with Microsoft Edge or Google Chrome. Disable any pop-up blockers/allow pop-ups from 3M.com.

#### A list of invoices will automatically display.

Self-Service	nvoice									
Print Invoi	се									
Print a hardcopy of an Invoice.										
Search Criteria				_						
Buyer:		Q	Invoice ID:				QSe:	arch		
Supplier:		0	Source:			•		ear	1	
Supplier Locatio	n:	Q							-	
Invoices						<u>Customize</u>	Find View All		First 🖪 1-2	of 2 🕨 Last
Invoice ID	Buyer	Invoice Date	Supplier Name		Supplier Location	Source	Amount	<u>Curr</u>	Voucher ID	<u>Build</u> <u>Status</u>
<u>123</u>	00001	08/29/2008	ESETTLEMENT VENDOR		DFT-DFT-DFT-DFT- DFT	Self Serve	500.00	USD	08176800	To Build
<u>456</u>	00001	08/29/2008	ESETTLEMENT VENDOR		DFT-DFT-DFT-DFT- DFT	Self Serve	100.00	USD	08176801	Initiated

- Click on the Invoice ID link to view the invoice selected before printing.
- Click on your browser printer to print a copy of your invoice.
- If browser printing does not work:
  - Google Chrome
    - Drag/highlight invoice image or Press/hold Ctrl key and press A to select all.
    - Right click > Print
  - Microsoft Edge
    - Drag/highlight invoice image or Right click > Select All
    - Right click > Print Preview
    - In the dropdown, select "As selected on screen" and "100%"

🖨 🛕 🕥 📋 😁 🖾 1 Page View 🗸 As selected on screen 🗸 100%		A 🖪 🔅 [	🖶 🖾 1 Page View 🗸	As selected on screen $\checkmark$	100% 🗸
--	--	---------	-------------------	------------------------------------	--------

Click on the Print icon

# Note: Invoices can only be printed from this screen the day they are entered (Build Status shows Initiated or To Build) up to the point they are selected for our voucher build job. (Monday-Friday around 7:00pm CT)

Additional information:

- Invoice ID: Your invoice number.
- Buyer: The Buyer ID from the Agreement.
- Invoice Date: The date of your invoice.
- Supplier Name: Your company name.
- Supplier Location: 3M's Core attributes populated from the Agreement.
- Source: Method on how the invoice was entered. Will always be "Self Serve".
- Amount: Gross amount of your invoice
- Curr: Currency code.
- Voucher ID: The internal 3M Voucher number assigned to your self-service invoice.
- Build Status:
  - To Build: In 3M's system, waiting for overnight batch processing. No changes can be made.
  - Initiated: Waiting for you to Save and Submit the invoice to 3M. Changes can be made to this type of invoice.

#### Self-Service Invoice - Correct Invoice

This functionality is not enabled.

NOTE: If the invoice has been submitted to 3M, you cannot correct an invoice.

#### 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 eSettlements issues: Connect with <u>3M Supplier eCommerce Support</u>.
- Banking or payment type changes are handled by Western Union (Convera): Log into <u>your account</u>. If you do not have an account, please call 800-815-2460 or email <u>Vendormanagement@Convera.com</u>.
- Changes in Company profile information: Merger/divestiture/name change: 3M Buyer listed on the PO.