

SAP Training  
Source To Pay

# STP501: SAP Business Network Standard Account

User's Guide

Version: 6.3

Last Updated: 21-Aug-2023

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Guidelines for transacting in Ariba Standard Account are outlined by module. The links below can be used to navigate directly to each module.

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# Overview

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This document contains training for your organization about transacting with 3M through the SAP Business Network - Standard Account using online web forms.

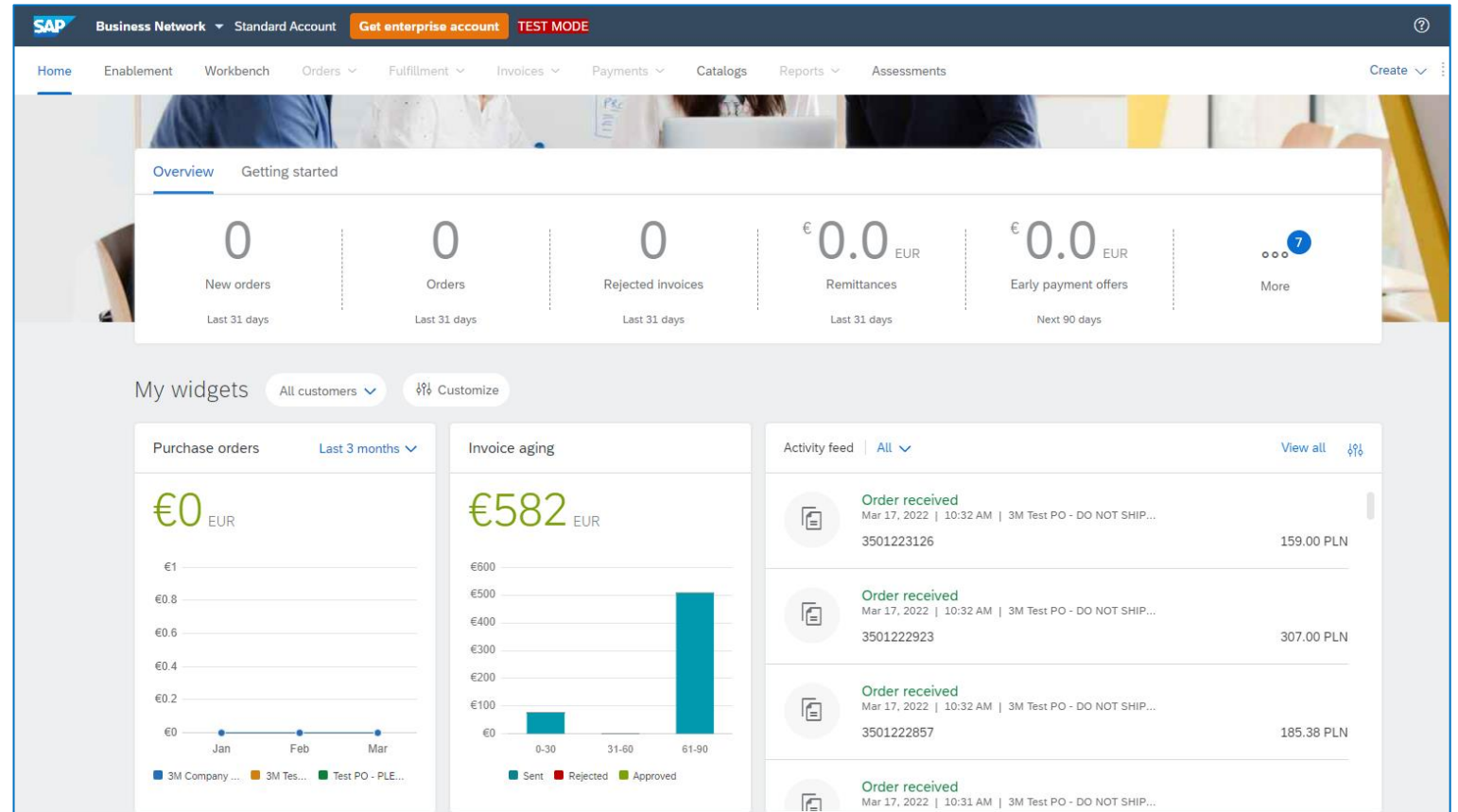
When transacting with 3M through the SAP Business Network - Standard Account, the types of orders you may receive are:

- **Service**
  - **Limit Orders:** Used when the total service is unknown or when the service extends over multiple periods.
  - **Free Text Description:** Services are described by the Requester.
- **Material**
  - **Free Text Description:** Materials are described by the Requester.
  - **Catalog:** Description and Supplier part numbers are pulled from the Supplier's catalog.
  - **3M Material:** Description and 3M part numbers are pulled from 3M Master Data.

# Dashboard: Overview

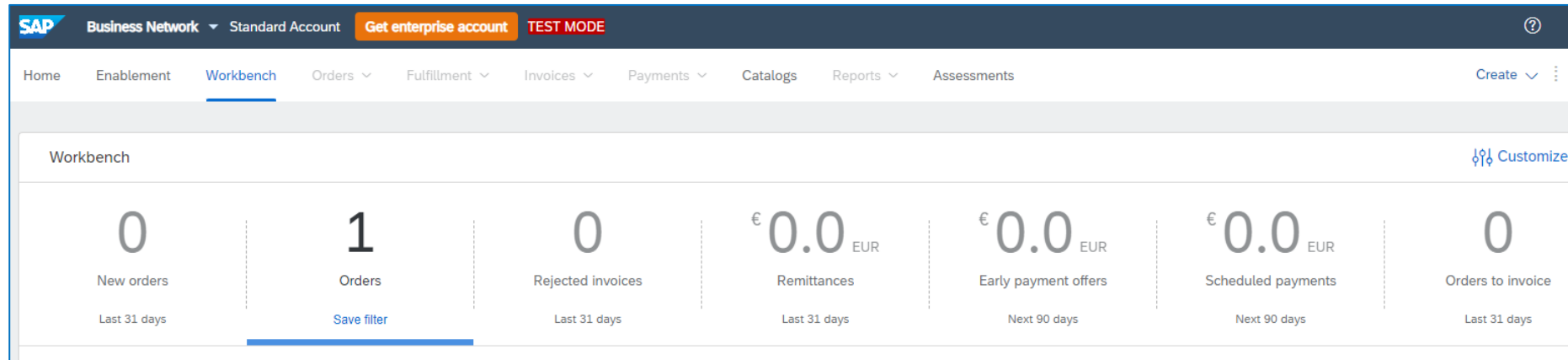
After logging in to your Standard Account, a dashboard will be available on the *Home* screen providing an overview of your account and orders.

Please note that some functionalities are greyed out as they are only available in the Enterprise account version.

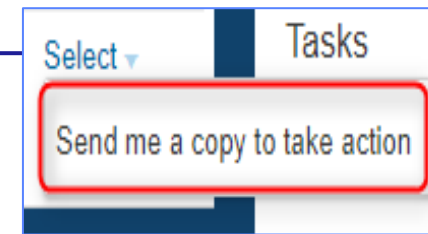


# Dashboard: Workbench

Your orders, invoices and payments are listed in different categories (tiles). These can be customized in **Workbench**.



**Note:** You can access your 3M POs from **Workbench** tiles or via the link on your order emails. You can have this email resent to you by browsing for the order in the dashboard and clicking **Send me a copy to take action**. Please note that the number of POs displayed on your dashboard may be restricted due to applied filters.



# Dashboard: Workbench - Continued

After you have set your search criteria and applied the filter, you can sort data at the column headings.

Click column headings to sort the data by that column. The small arrow indicates the sort order, ascending or descending.

Workbench Customize

9  
New orders  
Last 31 days

148  
Orders  
Last 31 days

1  
Items to confirm  
Last 31 days

3  
Items to ship  
Last 31 days

39  
Orders to invoice  
Save filter

11  
Invoices  
Last 31 days

0  
Pinned documents

Orders (148)  
Edit filter | Save filter | Last 90 days

Resend Failed Orders

Order Number	Customer	Amount	Date	Order Status	Amount Invoiced	Actions
<a href="#">4510453718</a>	3M Company Test System - PLEASE DO NOT Ship - (CIG - RR5 - QR1 - UR1)	\$250.00 USD	Jan 26, 2023	Changed		...
<a href="#">4510453719</a>	3M Company Test System - PLEASE DO NOT Ship - (CIG - RR5 - QR1 - UR1)	\$250.00 USD	Jan 26, 2023	Changed		...

# Navigating to Orders

To work on your 3M orders, access them by searching in the **Workbench** menu. Once you customize the tiles, your orders are accessible based on the status in which they are categorized.

Please note that the number of POs displayed on your dashboard may be restricted due to filter criteria applied.

If you want to have an emailed copy of your order:

1. Go to the **Workbench** of your Ariba account.
2. Locate your PO in the relevant tile.
3. Click on **Actions** (the 3 dots) on right column
4. Choose **Send me a copy to take action**.
5. When the email arrives, click on **Process order**.

The screenshot displays the SAP Business Network Workbench interface. At the top, the 'Workbench' menu is highlighted with a red box and labeled '1'. Below it, a dashboard shows various tiles. The 'Orders' tile, labeled '2', is selected. It displays a table of orders. The first order, with number '3501223126', is highlighted with a red box and labeled '3'. To the right of this order, the 'Actions' menu (three dots) is highlighted with a red box. A callout box labeled '4' points to the 'Send me a copy to take action' option in the Actions menu. Below the main interface, a preview of an email is shown. The email header reads '3M - Q11 - production QA sent a new order'. The body text says 'Your customer sent you this order through Ariba Network.' and features the 3M logo. At the bottom of the email preview, a 'Process order' button is highlighted with a red box and labeled '5'.

# Navigating to Orders - *Continued*

To look up a specific 3M PO number, use the **Search Filters** which allow you to search using multiple criteria.

1. Click on *Edit filter*.
2. Select the **Exact Match** radio button.
3. Enter 3M order number in field
4. Use the button **Apply** to search
5. Open the order by clicking on the order number link
6. If needed, click **Reset** to clear the filter criteria

**Note:** Depending on how you configured your Electronic Order Routing preferences, you may additionally receive a copy of the PO by e-mail, fax, or cXML.

The screenshot shows the SAP Business Network Orders search interface. On the left, the 'Orders (148)' section has an 'Edit filter' link (1). Below it, the 'Customers' section has a 'Select or type selections' dropdown (2). The 'Order numbers' section has a text input field containing '4511481716' (3) and two radio buttons: 'Partial match' and 'Exact match' (4). The 'Exact match' radio button is selected. Below the radio buttons are 'Apply' (5) and 'Reset' (6) buttons. On the right, a table displays the search results. The first row shows the 'Order Number' '4511481716' (5) and the 'Customer' '3M Company Test System - PLEAS' (6).

Order Number	Customer
4511481716	3M Company Test System - PLEAS



# Navigating to Orders - Continued

You can edit the filter on some tiles, while others have set filters that cannot be changed. For example, the **New orders** tile is pre-set with the **New** status so that you only view new orders. The filters available are based on the tile type.

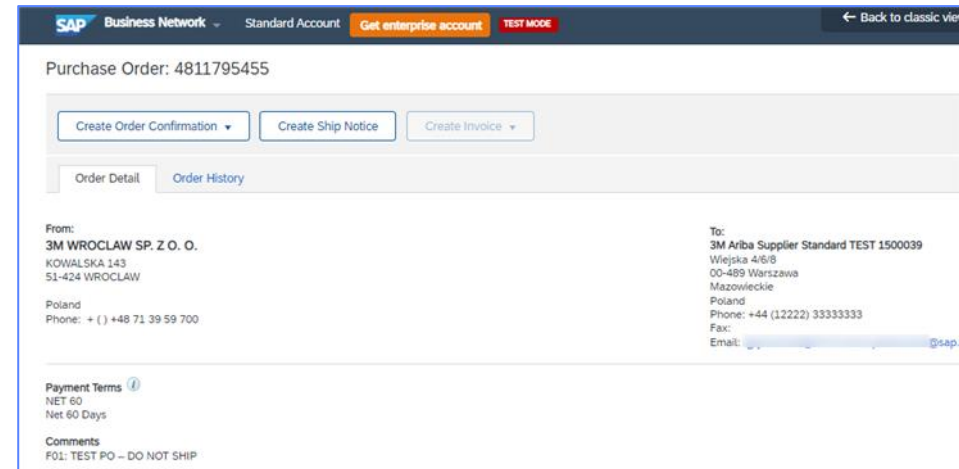
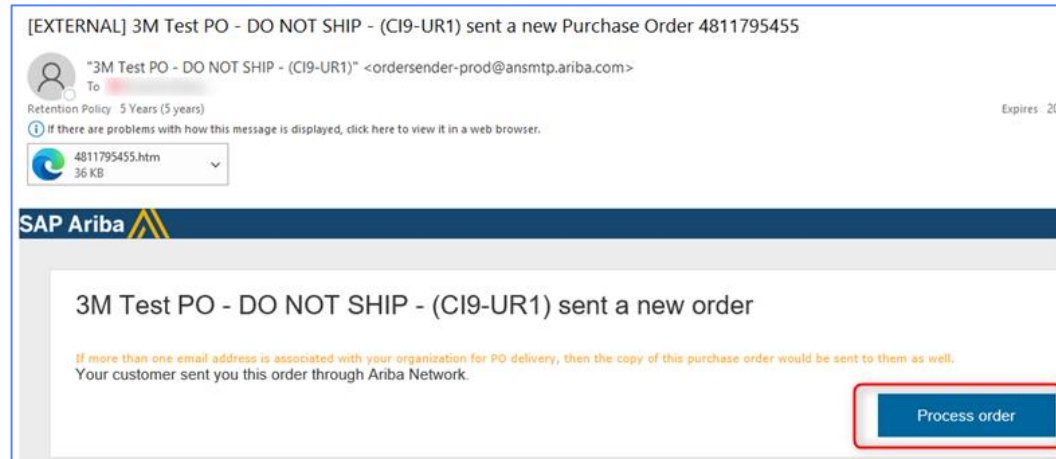
1. On the **Workbench** page, all 3M POs can be found in the **Orders** tile.
2. If you want to apply filters. Click **Edit filter**.
3. Set filters as needed, then click **Apply**.
4. Click **Save filter**.

If the subtitle needs to be changed, click on the subtitle, rename it, then click **Save**.

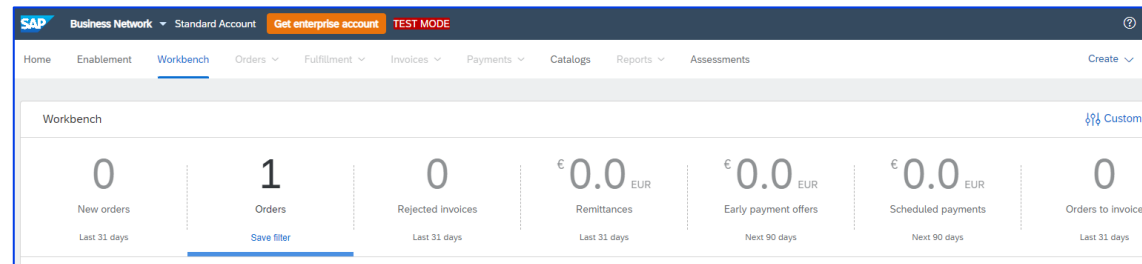
The screenshot displays the SAP Workbench interface. At the top, a navigation bar includes 'Home', 'Enablement', 'Workbench' (selected), 'Orders', 'Fulfillment', 'Invoices', and 'Payments'. Below this, the 'Workbench' section shows three tiles: 'New orders' (0), 'Orders' (1), and 'Rejected invoices' (0). The 'Orders' tile is highlighted with a red box labeled '1'. Below the tiles, a 'Save filter' button is highlighted with a red box labeled '4'. A red line connects this button to the 'Apply' button in the filter configuration panel below. The filter configuration panel is titled 'Edit filter' (labeled '2') and contains various filter options: 'Customers' (Select or type selections), 'Order numbers' (Type selection, Partial match selected, Exact match), 'Creation date' (Last 31 days), 'Order status' (Include, New x), 'Company codes' (Select or type selections), 'Purchasing organizations' (Select or type selections), 'Customer locations' (Type selection), 'Order type' (All), 'Routing status' (All), 'Min amount' and 'Max amount' (input fields), 'Currency' (CAD), and 'Visibility' (Not hidden). At the bottom right of the panel, the 'Apply' button is highlighted with a red box labeled '3', along with 'Reset' and 'Cancel' buttons.

# Identifying Order Types

Locate the email you received informing you about your new PO from 3M.  
Click **Process Order**. The *PO view* displays.



Or log into your Standard Account and open the Purchase Order from the Workbench:



# Identifying Order Types - *Continued*

Scroll down to the *Line Items* section to identify the PO type: Service or Material.

For service orders, there are two fields that will help you identify the order type:

- The **Type** field will indicate **Service** for Free Text Description Service Orders and Limit Orders.
- The **Line #** field will be populated with:
  - 00001, 00002, 00003, etc for Limit Orders.
  - 10001, 10002, 10003, etc for Free Text Description Service Orders.

Line Items						Limit Order	
Line #	Change	Manufacturer Part ID	Part #	Customer Part #	Type		
00001					Service		

Line Items					Free Text Description Service Order		
Line #		Part #	Customer Part #	Type	Return		
▼ 10001				Service			

Line Items						Material Order	
Line #	Part #	Customer Part #	Type	Return	Revision Level		
1	Non Catalog Item		Material				

# Purchase Order Detail

The **Create Order Confirmation** is available. The **Create Ship Notice** and **Create Invoice** buttons are greyed out. You must submit an Order Confirmation first then the Ship Notice, where required, prior to invoicing 3M.

The actions available on the Order include:

1. **Download PDF / Download CSV** to save a copy of the PO to your computer.
2. **Print** to print all order details or print screen contents only.
3. **Resend** to reprocess POs with a **Failed** status that were not sent properly to your email.

Purchase Order: 4511481716

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

**3M**

From: Customer  
3M COMPANY  
3M CENTER - 220-9E-02 -  
ST. PAUL, Minnesota 55144  
United States  
Phone:

To: Ariba Supplier - 2  
Japan  
970-1144 FUKUSHIMA KEN IWAKI SHI  
YOSHIMAKOGYODANCHI  
IWAKI-SHI  
Phone:  
Fax:  
Email: skar.cw@mmm.com

Purchase Order (New)  
4511481716  
Amount: \$6,250.00 USD  
Version: 1

Track Order

Download PDF  
Download CSV

1

2

3

Manage Assignment  
Resend

All Details  
Print Screen Contents Only

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# Purchase Order Detail: Header

The order information available on the **Order Details** tab at the *Header Level* includes:

- **3M Company** who issued PO
- **Ship To** location
- **Payment terms**
- **Supplier Address**
- **3M Buyer Contact** for all questions, comments, or changes regarding the PO
- **Remit To** information
- **Transport Terms** instructions on how to ship
- **Comments**, if applicable

Purchase Order: 3501223126 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

[Order Detail](#) [Order History](#)

<b>From:</b> 3M WROCLAW SP. Z O. O. KOWALSKA 143 51-424 WROCLAW Poland Phone: + ( ) +48 71 39 59 700	<b>To:</b> 3M Ariba Supplier Standard TEST 1022393 ul Wroclawska 8 55-040 COMPANYPROFILE_1_Bielany Wroclawskie Lower Silesia Poland Phone: + ( ) 713112438 Fax: 713112438 Email: jjercha@mmm.com, tgryncewicz@mmm.com	<b>Purchase Order</b> (Invoiced) 3501223126 Amount: 159.00 PLN <a href="#">Track Order</a>
---	---	--

**Payment Terms** ⓘ  
NET 60  
Net 60 Days

**Comments**  
F01: TEST PO – DO NOT SHIP

**Contact Information**

<b>Supplier Address</b> EMBIPOL WROCLAWSKA 8 55-040 BIELANY WROCLAWSKIE 02 Poland Email: ds@embipol.pl Phone: + ( ) 713112466,693456723 Fax: + ( ) 713112438 Address ID: 0001022393 <b>Supplier Account</b> EMBIPOL 8 WROCLAWSKA 55-040 BIELANY WROCLAWSKIE	<b>Buyer Headquarter Address</b> Karolina Kowalska Email: ktatarczyk@mmm.com Phone: + ( ) 48-71-3776555 Fax: <b>Remit To</b> EMBIPOL 8 WROCLAWSKA 55-040 BIELANY WROCLAWSKIE 02 Poland Phone: + ( ) 713112466 Fax: + ( ) 713112438
--	--

**Routing Status:** Acknowledged  
**Related Documents:** POA123  
INV789a  
POA123  
[More\(3\) »](#)

## Transport Terms Information

Delivery Terms: Transport Condition  
Transport Terms: DAP ( Delivered at Place )  
Transport Location: PLACE OF DESTINATION

freightTerm: For Purchase Order/Schedule Agreement terms and conditions please visit  
<http://3m.com/supplierterms> :

# Purchase Order Detail: Header - *Continued*

The **Order Status** also displays on the **Order Details** tab at the *Header Level* of the order. Possible orders statuses are:

- **New:** Initial state, new order.
- **Confirmed:** All quantities confirmed.
- **Shipped:** All quantities have been shipped .
- **Invoiced:** All ordered quantities have been invoiced.
- **Changed.** The original order is marked with an **Obsolete** status and replaced by this subsequent (changed) order.
- **Cancelled:** Order has been canceled.
- **Failed:** SAP Business Network experienced a problem routing the order to your account. You can resend failed orders after correcting the issue.

<b>Purchase Order</b> (New) 4511481801 Amount: \$125,000.00 USD Version: 1 <a href="#">Track Order</a>	<b>Purchase Order</b> (Confirmed) 4510454448 Amount: \$431,250.00 USD Version: 1 <a href="#">Track Order</a>	<b>Purchase Order</b> (Shipped) 4511481703 Amount: \$500.00 USD Version: 1 <a href="#">Track Order</a>	<b>Purchase Order</b> (Invoiced) 4511481704 Amount: \$500.00 USD Version: 1 <a href="#">Track Order</a>	<b>Purchase Order</b> ( → Changed) 4814597253 Amount: \$4,977.00 USD <del>Amount: \$5,082.00 USD</del> Version: 2 (Previous Version) <a href="#">Track Order</a>	<b>Purchase Order</b> ( → Cancelled) 3501514299 Amount: Undisclosed Version: 2 (Previous Version) <div>Click on (Previous Version) to see the PO version before the changes were applied.</div>
---	---	---	--	--	--

# Purchase Order Detail: Line Items

On the **Order Details** tab, scroll down to view the *Line Items* section. Each line describes a quantity of items 3M wants to purchase.

The Summary level of the order displays the 3M Item ID materials or services, **Customer Part Number** (if applicable), and description. For Material POs, the **Type** will be displayed as **Material**; for Service POs, the **Type** will display as **Service**.

Line Items										<a href="#">Show Item Details</a>	
Line #	Change	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	Tax		
10	→ Edited	9876542 Non-Catalog Item CLP-06661 EBLB 111 NB BF6 S1 97262181	000000007100062723	Material	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD	<a href="#">Details</a>	

# Purchase Order Detail: Line Items - *Continued*

The **Tax Status** displays on the order line item if applicable to the Supplier's country, and the Tax details display based on country requirements.

<b>Accounting</b>	
GL Account	0007530010
CostCenter	1000105203
Percentage	100.00

<b>Schedule Lines</b>		
Schedule Line #	Delivery Date	Ship Date
1	4 Feb 2018 6:00 PM CST	

<b>Other Information</b>	
Tax Status:	Taxable
AccountCategory:	K
ReceivingType:	4
External Line Number:	00008
Estimated days for inspection:	0

<b>Tax</b>				
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location
CA - LOS ANGELES (COUNTYWIDE), COUNTY SALES/USE TAX	0.250			
CA - LOS ANGELES COUNTY TRANSPORTATION COMMISSION (LATC, LACT), DISTRICT SALES/USE TAX	0.250			
CA - LOS ANGELES COUNTY TRANSPORTATION COMMISSION (LATC, LACT), DISTRICT SALES/USE TAX	0.500			
CA - LOS ANGELES COUNTY TRANSPORTATION COMMISSION (LATC, LACT), DISTRICT SALES/USE TAX	1.000			
CA - LOS ANGELES, CITY SALES/USE TAX	1.000			
CA - STATE SALES/USE TAX	6.000			

<b>Accounting</b>	
GL Account	0007530010
CostCenter	1000105203
Percentage	100.00

<b>Schedule Lines</b>			
Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	4 Feb 2018 6:00 PM CST		1.000 (EA)



# Purchase Order Detail: Line Items - *Continued*

To view additional information at the *Line-Item Level*, click **Details**.

Details include:

- **Unit Details**
- **Pricing Details**
- **Comments** (full item description)
- **Tax Details** (only available for US and Canada transactions)

The **Control Key** specified on the PO indicates if Order Confirmations and Ship Notices (ASNs) are allowed or not for the PO item.

Line Items										Show Item Details
Line #	Change	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	Tax	
10	→ Edited	9876542 Non-Catalog Item CLP-06661 EBLB 111 NB BF6 S1 97262181	000000007100062723	Material	10.000 (RO)	25 Apr 2016	\$100.00 CAD	\$1,000.00 CAD	\$0.00 CAD	<a href="#">Details</a>

Status		1 Invoiced	Invoiced Amount: \$6,000.00 USD
		1.000 Confirmed With New Date	(Estimated Delivery Date: 4 Feb 2018 )

Control Keys		Order Confirmation: allowed
		Ship Notice: not allowed
		Invoice: is not ERS

Ship To		Okrusko,D/Okrusko,Daniel
		St Paul, 55144
		United States
Ship To Code:		1338

Tax		Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	Dr
		CA - LOS ANGELES (COUNTYWIDE), COUNTY SALES/USE TAX	0.250				
		CA - LOS ANGELES COUNTY TRANSPORTATION COMMISSION (LATC, LACT), DISTRICT	0.250				

# Country-Specific Invoicing Rules for 3M

## Belgium and Europe

**3M Belgium:** If not included in the material prices, tolls levied when materials are transported by road in a large truck should be included in the shipping charges.

**Europe (All):** If the billing Supplier is in Europe and sending an invoice to any European 3M entity, both Supplier VAT registration number and 3M VAT registration number must be included in the Ariba invoice.

For invoices where VAT is applicable, the **Supplier VAT/Tax ID** field is **mandatory**. You can automatically default your VAT ID onto the invoice by adding it to your company profile. VAT numbers cannot contain spaces, hyphens, or any special characters. If these fields are not applicable, leave the fields blank. Do not enter NA.

In addition, invoices that originate from EU countries should provide this information, per EU directives:

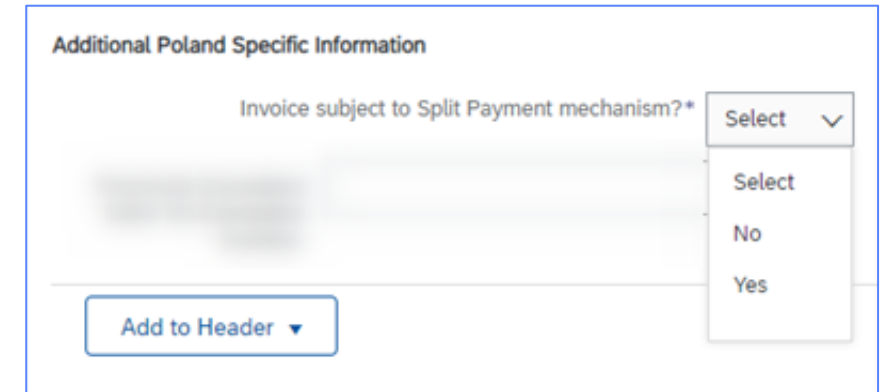
- **Date of Supply** (*Header and Line-Item Level*)
- **The Supplier Commercial Registration ID** (if applicable to your country)

The screenshot displays the 'Tax' section of an SAP Ariba invoice. It includes fields for 'Category' (set to VAT), 'Location', 'Description', 'Regime', 'Date Of Pre-Payment', and 'Law Reference'. On the right, it shows 'Taxable Amount' (¥5,906,516 JPY), 'Tax Rate Type', 'Rate(%)' (19), 'Tax Amount' (¥1,122,238 JPY), 'Exempt Detail' (no value), and 'Date Of Supply' (26 May 2022). A red box highlights the 'Date Of Supply' field and the 'Triangular Transaction' checkbox below it.

# Country-Specific Invoicing Rules for 3M

Poland

**Poland Split Payment mechanism:** Select Yes or No to confirm if your invoice is subject to the Polish Split Payment mechanism or not.

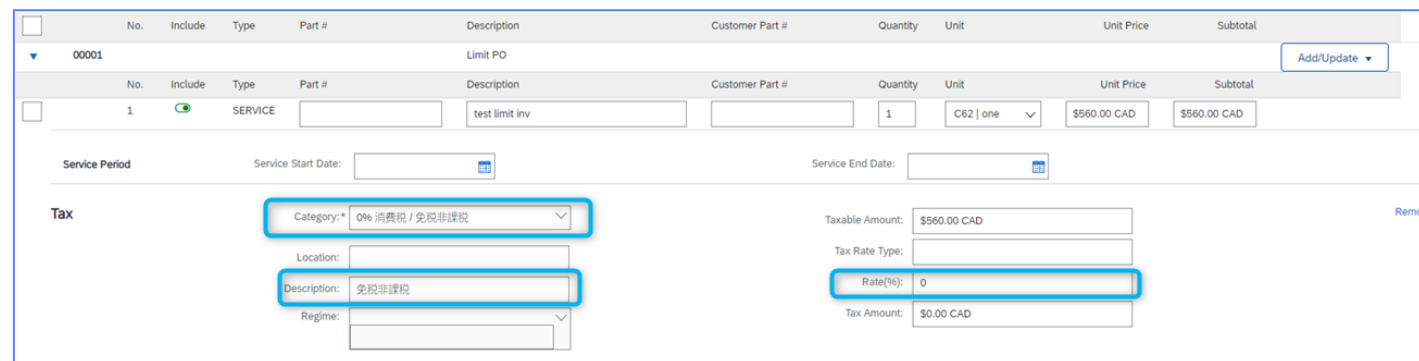


Additional Poland Specific Information

Invoice subject to Split Payment mechanism?\* Select ▼

Add to Header ▼

The Reason for tax exemption (*Header or Line-Item Level*) in **Tax Description** field.



No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
00001				Limit PO					
1	✓	SERVICE		test limit inv		1	C62   one	\$560.00 CAD	\$560.00 CAD

Service Period: Service Start Date: [ ] Service End Date: [ ]

**Tax**

Category: 0% 消費税 / 免税非課税  
Location: [ ]  
Description: 免税非課税  
Regime: [ ]

Taxable Amount: \$560.00 CAD  
Tax Rate Type: [ ]  
Rate(%): 0  
Tax Amount: \$0.00 CAD

Remove

# Country-Specific Invoicing Rules for 3M

## EU Requirement

Invoices originating from EU countries should provide this information, per EU directives:

- **Date of Supply** (Header and Line-Item level).
- The Reason for tax exemption (Header or Line-Item level) in **Tax Description** field.
- The **Customer Address** which determines the **Customer VAT** or **Tax ID** based on the Customer **Bill To** Address.
- The **Supplier Commercial Registration ID** (if applicable).
- The **Supplier VAT/Tax ID**.
- The **Customer VAT/Tax ID**.

The screenshot displays a SAP Business Network invoice form with several sections. The 'Tax' section at the top includes fields for Category (VAT), Location, Description (highlighted with a red box), Regime, Date Of Pre-Payment, and Law Reference. To the right, it shows Taxable Amount (\$8,500.00 CAD), Tax Rate Type, Rate (%) (20), Tax Amount, Exempt Detail (no value), Date Of Supply (8 Nov 2018, highlighted with a red box), and a checkbox for Triangular Transaction. The 'ADDITIONAL FIELDS' section contains checkboxes for 'Information Only' and 'Tax paid through a Tax Representative', along with fields for Supplier Account ID #, Customer Reference, Payment Note, Supplier (ARIBA Test Supplier Account), Service Start/End Dates, and a 'Choose Address' dropdown (3M DEUTSCHLAND GMBH, highlighted with a red box). Below this, the 'Bill From' field is also highlighted with a red box. The bottom section is divided into 'SUPPLIER VAT' and 'CUSTOMER VAT'. The 'SUPPLIER VAT' section includes fields for Supplier VAT/Tax ID (DE223073938, highlighted with a red box) and Supplier Commercial Identifier (highlighted with a red box). The 'CUSTOMER VAT' section includes a field for Customer VAT/Tax ID (DE120679179, highlighted with a red box) and a 'Required Field' warning icon.

# Country-Specific Invoicing Rules for 3M

*Latin America*

**Mexican Third-Party Providers selling to 3M Panama Pacifico and shipping to San Luis Potosi in Mexico** must include the following **Header** comment on your invoice:

- OPERACION EFECTUADA AL AMPARO DEL ARTICULO 105 Y 112 DE LA LEY ADUANERA, ARTICULO 29 FRACCION I.
- DE LA LEY DEL IVA. ARTICULO 156 DEL REGLAMENTO DE LA LEY ADUANERA 5.1.3., 5.2.2, 5.2.3 Y 4.3.22 DE.
- LAS REGLAS DE CARÁCTER GENERAL EN MATERIA DE COMERCIO EXTERIOR VIGENTE.
- In addition, Vendor should include IMMEX Number for 3M Purification S de RL de CV (2679-2006).

# Check Invoice History

Open your order and select your invoice in the **Related Documents** section.

Click the **History** tab to view status details and invoice history.

Transaction history can be used in problem determination for failed or rejected transactions.

When you are finished reviewing the history, click **Done**.

Routing Status: Acknowledged  
Effective Date: 14 Aug 2017  
Expiration Date: 4 Sep 2017  
Related Documents: NHTEST808  
 NHTEST808  
 POATEST0808

Invoice: NHTEST808 Done Previous

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: NHTEST808  
Invoice Status: Pending Approval  
Received By Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

To: 3M - Q11 - production QA  
Routing Status: On Hold

History

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	Ariba Light Test Supplier-TEST	8 Aug 2017 9:50:42 AM
On Hold	cXML InvoiceDetailRequest queued	Supplier	8 Aug 2017 9:50:44 AM

Copy This Invoice Download PDF Export cXML

Done Previous

# Limit Order: Overview

Limit Orders are used when 3M is requesting a service from you in which the total service is unknown or when the service extends over multiple payment periods and multiple payments are made.

The requirements for processing a Limit Order through the SAP Business Network are:



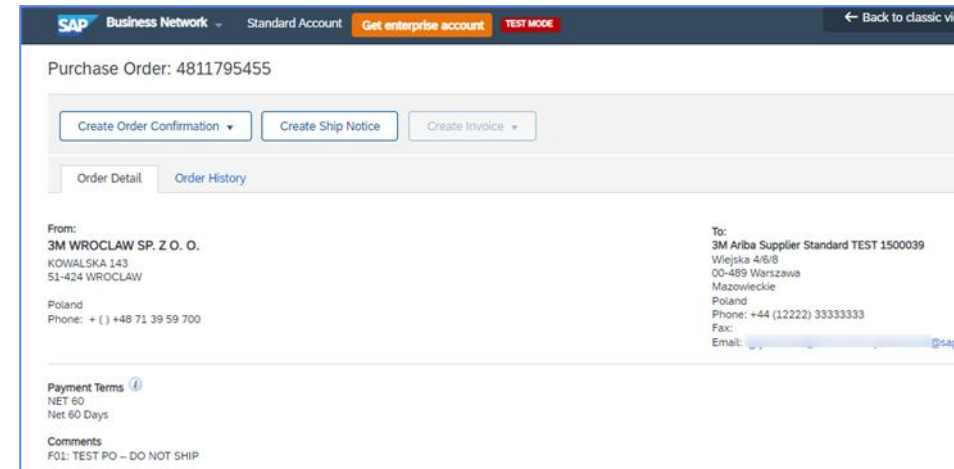
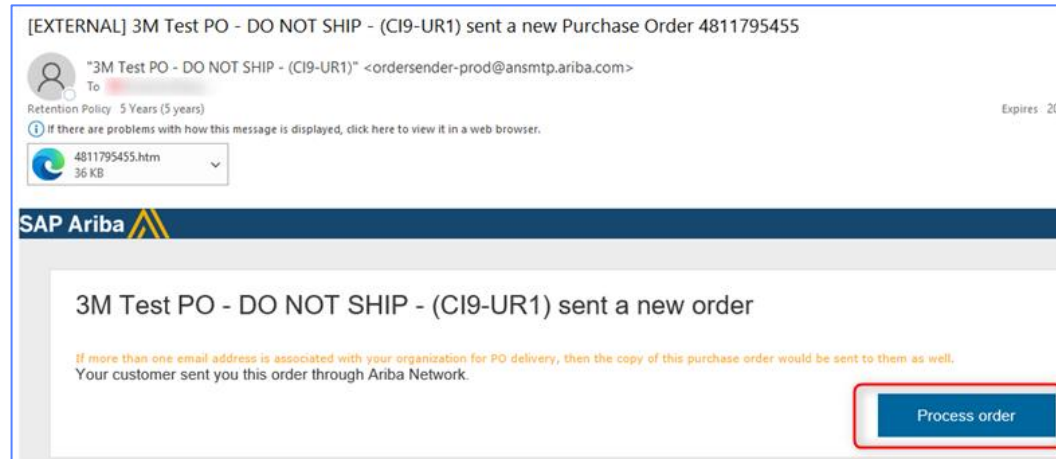
# Limit Order: Purchase Order Review

Purchase  
Order  
Review

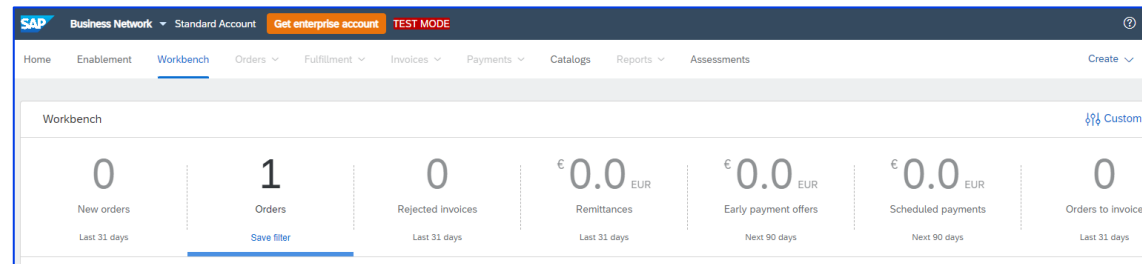
Order  
Confirmation

Invoicing

Locate the email you received informing you about your new PO from 3M.  
Click **Process Order**. The *PO view* displays.



Or log into your Standard Account and open the Purchase Order from the Workbench:





# Limit Order: Order Confirmation



Order Confirmations (POAs) are required to be completed prior to invoicing for all POs and PO changes. Order Confirmations must be submitted within 48 hours of PO receipt.

Multiple Order Confirmations are not recommended for when the status is the same on all lines. For example, all lines are back-ordered or accepted.

- If you are unable to fulfill a line item, or if the amount or UOM is incorrect, you must be in direct contact with the 3M Buyer. A *Change Order* or *Cancelled Order* will be issued.
- **Do not reject any Purchase Order line items through the SAP Business Network.**

# Limit Order: Order Confirmation - *Continued*

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## **Delivery Date:**

- You may propose changes to the delivery date on the order confirmation. The delivery date on a limit order simply denotes the start of period when you begin invoicing 3M.
- 3M issues a *Change Order* if the changes are agreed to and approved through the order confirmation or through direct contact (for exceptions) with your 3M Buyer.
- All *Change Orders* require a new order confirmation prior to submission of the invoice.

## **Unit of Measure (UOM):**

- When confirming a Limit Order, keep the Unit of Measure (UOM) as shown on the PO.

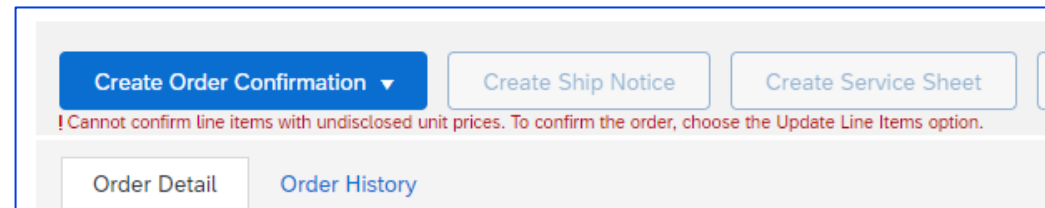
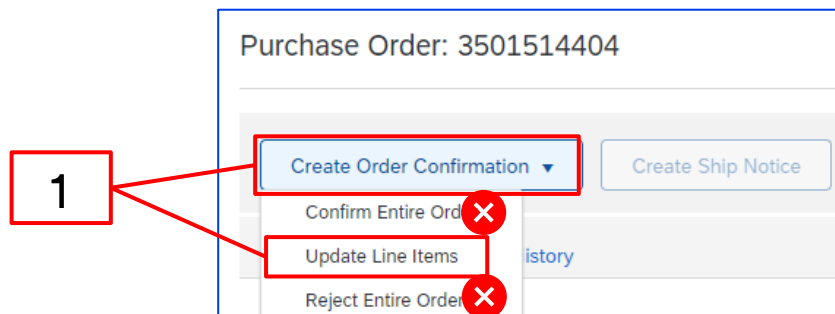
# Limit Order: Order Confirmation - *Continued*

The steps for confirming Limit Orders are:

1. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select the **Update Line Items** option.

**Do not Reject Entire Order.** If you are unable to fulfill a line item or the amount, UOM is incorrect, you must be in direct contact with the 3M Buyer. A *Change Order* or *Cancelled Order* will be issued.

**Note:** Limit POs must be confirmed at the line-item level. Selecting the **Confirm Entire Order** option will cause an error.



# Limit Order: Order Confirmation - *Continued*

2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, which is any number you use to identify the order confirmation not to exceed 10 characters.
3. Enter the **Est. Completion Date**, this should be the same as the need-by date. It is applied to all line items.

The screenshot shows the 'Confirming PO' interface. On the left, a sidebar contains two steps: '1 Update Item Status' and '2 Review Confirmation'. The main area is titled 'Order Confirmation Header' and includes a legend '\* Indicates required field'. The 'Confirmation #' field is highlighted with a red box and labeled '2'. Below it, the 'Associated Purchase Order #' is 3501514404, and the 'Customer' is '3M Company Test System - PLEASE DO NOT Ship - (CIG - RR5 - QR1 - UR1)'. The 'Supplier Reference' field is empty. A section titled 'Shipping and Tax Information' contains a checkbox for 'Enter tax information at the line item level.' and the 'Est. Completion Date' field, which is highlighted with a red box and labeled '3' and contains the date '16 Mar 2023'. The 'Est. Tax Cost' field is also empty. A 'Comments' text area is at the bottom.

# Limit Order: Order Confirmation - *Continued*

4. Scroll down to view the *Line Items* and choose among the possible values for Limit Order POs:
- **Confirm:** You received the PO and will perform the requested work.
  - **Confirm All:** You received the PO and will perform the requested work on all PO lines.

4

**Line Items**

Line #	Part #	Customer Part #	Revis
00001			

► Schedule Lines

☐ Unconfirm

☒ Confirm

☒ Reject - Please specify a reason:

Confirm Based on Schedule Lines

Confirm All ⓘ

**Note: Do not use the Reject status.**  
If you are unable to fulfill a line item, you must be in direct contact with the Buyer. A *Change Order* or *Cancelled Order* will be issued.

# Limit Order: Order Confirmation - *Continued*

5. Once finished, click **Next** to proceed to the review page. Review the order confirmation and click **Submit**. Your order confirmation is sent to 3M.

Confirming PO

Confirmation #: POA4404  
Supplier Reference:  
Est. Completion Date: 16 Mar 2023

1 Update Item Status  
2 Review Confirmation

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00001				Service	1.000 (C62)	16 Mar 2023	\$20,000.00 USD	Undisclosed	Undisclosed	

Description: Limit - Test

► Schedule Lines

Current Order Status:  
1.000 Confirmed As Is (Estimated Completion Date: 16 Mar 2023)

Previous Submit Exit


Previous Submit Exit

**Note:** If you need to make further changes, click **Previous** to navigate back to the *Update* window. Click **Exit** to completely exit the order confirmation. SAP Business Network will not save the order confirmation.

# Limit Order: Order Confirmation - *Continued*

Order confirmation notifications are submitted based on your Supplier Profile configuration. Upon completing your order confirmation, you will receive an email notifying you that an order confirmation has been submitted.

[EXTERNAL] Order Confirmation POA\_1523 has been submitted to 3M Company - PLEASE DO NOT Ship - (CIG - RR5 - QR1 - UR1)

 AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>  
To: [Redacted]  
Retention Policy: 5 Years (5 years) Expires: 20/06/2027  
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

[Reply](#) [Reply All](#) [Forward](#) Tue 21

This notification contains important information about your test Ariba account (ANID: AN01392147149-T).

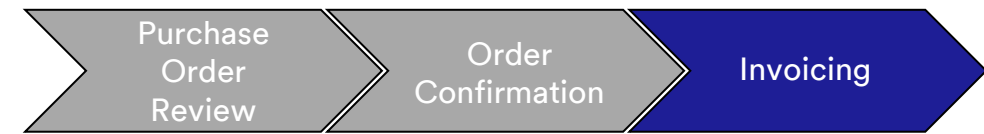
**Your purchase order status**

Order #: 3501118218  
Buyer Name: 3M Company - PLEASE DO NOT Ship - (CIG - RR5 - QR1 - UR1)  
Buyer ANID: AN01011698851-T  
Order Date: 29 Jun 2021 9:54:24 AM GMT+02:00  
Status: Confirmed

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price	Tax
1		1.000	C62	4227/SLAN/Phone lease 2021	12 Feb 2021		80,000.00 PLN	Undisclosed	

**Status**  
1 Confirmed With New Date(Estimated Completion Date: 18 Jun 2021)

# Limit Order: Invoicing



Once an order is confirmed and services are rendered, create an invoice. An invoice **cannot** be created until the order is confirmed.

**Important:** Once you submit an invoice to 3M, a Service Entry Sheet (SES) is automatically generated and routed to 3M for review and approval.

Before you start creating your invoice, please review the [Country Specific Invoicing Rules](#) for 3M to determine if any apply to your organization.

**Note:** If you need to create a credit on a Limit Order, always use Line-Item Credit for the full invoiced amount. Then, if the credit value is less than the actual credit amount, create an invoice for the balance owed.

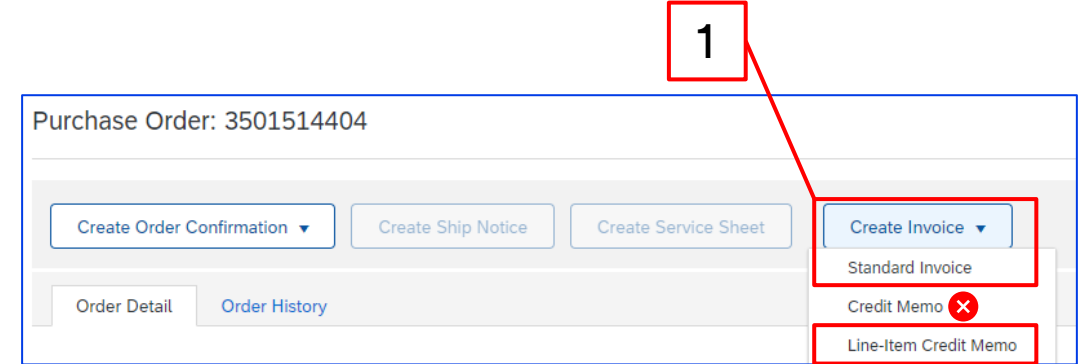


# Limit Order: Invoicing - Continued

The steps for creating an invoice are:

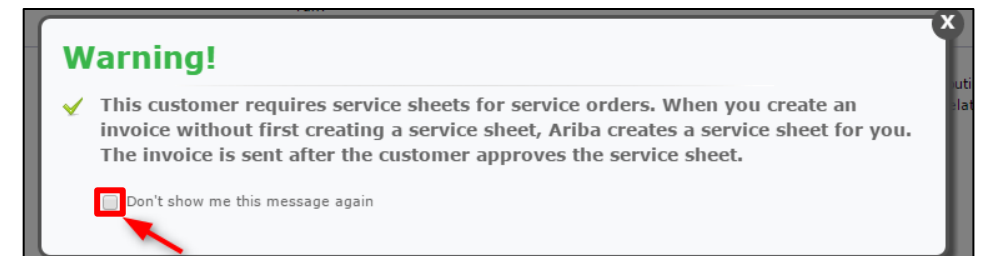
1. Navigate to your 3M PO. Click the **Create Invoice** drop-down menu and select the **Standard Invoice** Option.

**Reminder:** If you need to create a credit on a limit-order, use *Line-Item Credit Memo*. If you use *Credit Memo*, it will be rejected by 3M.



A pop-up warning displays indicating the invoice will generate the Service Entry Sheet for you. The invoice is sent after 3M approves the Service Entry Sheet.

Click the **Don't show me this message again** checkbox to disable the warning in the future.



# Limit Order: Invoicing - *Continued*

2. Select a line item to invoice. You can only invoice for one line item at a time on a Limit Order. If there are multiple lines on the order, you will need to complete the invoicing steps again for each additional line.
3. Click **Next**.

Select Item to Create Invoice with Auto-Generated Service Sheet

Line Items

Line #	Part ID / Description
<input type="radio"/> 00001	test limit
<input checked="" type="radio"/> 00011	test limit
<input type="radio"/> 00021	test limit added
<input type="radio"/> 00031	test limit 16-10-2019 a
<input type="radio"/> 00041	test limit 16-10-2019 b
<input type="radio"/> 00061	test limit 16-10-2019 b

Service Sheet Required.

Next

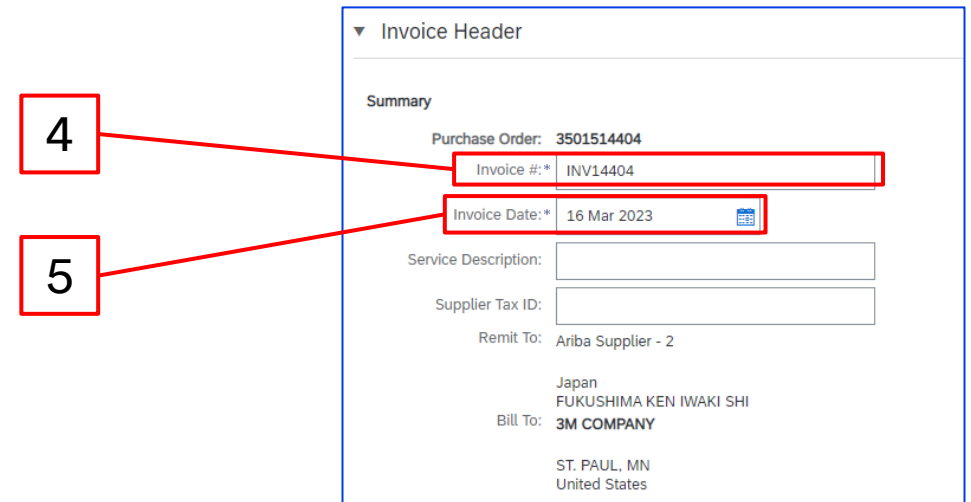
3

Next

# Limit Order: Invoicing - Continued

The *Invoice Header* displays. Information from the PO defaults into the invoice. Fields with an asterisk (\*) are required.

4. Enter the **Invoice #**. The **Invoice #** cannot exceed 16 characters. It can contain alpha and numeric characters, but it **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters. Use a modified number if creating a replacement invoice. For example, an A behind the original invoice number.
5. Enter the original **Invoice Date**.  
The **Invoice Date** cannot be backdated more than 364 days.



The screenshot shows the 'Invoice Header' form in SAP. A red box labeled '4' points to the 'Invoice #:\*' field, which contains the value 'INV14404'. Another red box labeled '5' points to the 'Invoice Date:\*' field, which contains the value '16 Mar 2023' and has a calendar icon. The form also displays the 'Purchase Order: 3501514404', 'Service Description', 'Supplier Tax ID', 'Remit To: Ariba Supplier - 2', and 'Bill To: 3M COMPANY, ST. PAUL, MN, United States'.

# Limit Order: Invoicing - Continued

6. Verify the **Remit To** address.  
If you have configured several addresses, select one from the drop-down list that displays.

The **Bill To** address defaults from the PO.

7. Tax can be submitted at the *Header Level* or at the *Line-Item Level*. Select the appropriate option.

The screenshot shows the 'Invoice Header' form in SAP. The 'Summary' section contains fields for Purchase Order (3501514404), Invoice # (INV14404), Invoice Date (16 Mar 2023), Service Description, and Supplier Tax ID. On the right, a summary of amounts is shown: Subtotal: \$0.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$0.00 USD, Total Net Amount: \$0.00 USD, and Amount Due: \$0.00 USD. The 'Remit To' section is highlighted with a red box and labeled '6'. It shows 'Ariba Supplier - 2' with a dropdown menu open, displaying 'Japan', 'FUKUSHIMA KEN IWAKI SHI', and '3M COMPANY'. Below this, the 'Bill To' address is shown: 'ST. PAUL, MN', 'United States'. The 'Tax' section is highlighted with a red box and labeled '7'. It contains two radio buttons: 'Header level tax' (unselected) and 'Line level tax' (selected). Below the 'Tax' section, the 'Shipping' section is visible with two radio buttons: 'Header level shipping' (unselected) and 'Line level shipping' (selected).

## VERY IMPORTANT:

For invoices originating from the **European Union (EU)**, countries must provide additional information on invoices when applicable as advised by **EU directives**. Refer to the [Country Specific Invoicing Rules for 3M](#). Enter the applicable information in the *Additional Fields* section e.g.: **Date of Supply**, **Supplier VAT ID** (can be defaulted to your invoice from your Company Profile), **Customer VAT ID** etc.

# Limit Order: Invoicing - Continued

8. Scroll down to add invoicing details at the *Line-Item Level*. Click the **Add/Update** drop-down menu and select the **Add General Service** option to add a general service line to the invoice.

The screenshot shows the SAP Line Items interface. At the top, it says "Line Items" and "0 Line Items, 0 Included, 0 Previously Fully Invoiced". Below this is a section for "Insert Line Item Options" with a checkbox for "Tax Category" (set to "2% Superfund Excise Tax / Excise Tax, Si") and a checkbox for "Discount". There is a button "Add to Included Lines". Below this is a table with columns: No., No., No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit, Unit Price, Subtotal. The first row is for line item "00001" with description "Limit - Test". Below the table, there are buttons for "Line Item Actions", "Delete", and "Add" (with a red X). A red box with the number "8" is placed over the "Add" button. A red arrow points from the "Add/Update" dropdown menu to the "Add General Service" option. The dropdown menu also shows "Add Labor Service" and "Add Material", both with red X's. At the bottom right, there are buttons for "Update", "Save", "Exit", and "Next".

**Note:** Please make sure you only ever use **Add/Update** and **Add General Service** in your Service Invoice. Any other options will cause the invoice to fail. **If this button is not available, STOP and contact your 3M Buyer.**

**Do not use the Add button.** Using **Add** causes a blank line to come into 3M's ERP and will result in your invoice being rejected by 3M.

# Limit Order: Invoicing - Continued

9. Enter a **Description** of service provided.
10. Enter the **Quantity**.
11. Select the **Unit** (Unit of Measure) from the drop-down menu.
12. Enter the **Unit Price**.
13. Optional: Enter the **Service Start Date** and the **Service End Date**.
14. Click on **Update** to allow Ariba to complete calculations.

The screenshot shows the 'Insert Line Item Options' form in SAP Business Network. The form includes a table for line items and a 'Service Period' section. Red boxes and numbers 9-14 highlight the steps for entering a service line item:

- 9**: Description (Limit - Test)
- 10**: Quantity (1)
- 11**: Unit (C62 | one)
- 12**: Unit Price (\$200.00 USD)
- 13**: Service Period (Service Start Date and Service End Date)
- 14**: Update button

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
00001				Limit - Test					
1	<input checked="" type="checkbox"/>	SERVICE		Limit - Test		1	C62   one	\$200.00 USD	\$200.00 USD

Service Period

Service Start Date:

Service End Date:

Line Item Actions:

Update Save Exit Next

# Limit Order: Invoicing - Continued

15. To add tax information to the line item, verify you have selected the **Line level tax** radio button at the *Header Level* of the invoice. Click the **Tax Category** checkbox.
16. Select the tax type you want to apply from the drop-down list.
17. Click **Add to Included Lines** to include the tax line.
18. The *Tax* section displays under the service line. Review the **Taxable Amount** (this should be the same as the **Subtotal** amount). Enter the tax rate in the **Rate %** field. The Tax Amount will be calculated automatically by the system after you enter the **Rate %**.

The screenshot displays the SAP Business Network interface for adding tax information to a line item. The interface is divided into two main sections: 'Insert Line Item Options' and 'Tax'.

**Insert Line Item Options:**

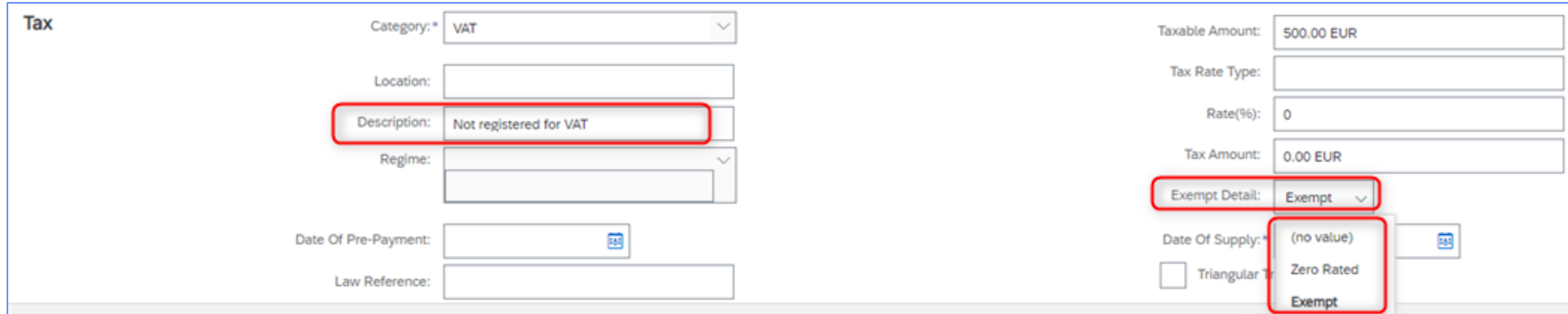
- 15:** A red box highlights the 'Tax Category' checkbox, which is checked.
- 16:** A red box highlights the 'VAT' dropdown menu.
- 17:** A red box highlights the 'Add to Included Lines' button.

**Tax Section:**

- Category:\*** VAT (dropdown)
- Location:** (text field)
- Description:** (text field)
- Regime:** (dropdown)
- Date Of Pre-Payment:** (calendar icon)
- Law Reference:** (text field)
- Taxable Amount:** \$8,500.00 CAD (highlighted with a red box and number 18)
- Tax Rate Type:** (text field)
- Rate(%):** 20 (highlighted with a red box and number 18)
- Tax Amount:** (text field)
- Exempt Detail:** (no value) (dropdown)
- Date Of Supply:** 8 Nov 2018 (calendar icon)
- Triangular Transaction:** (checkbox)

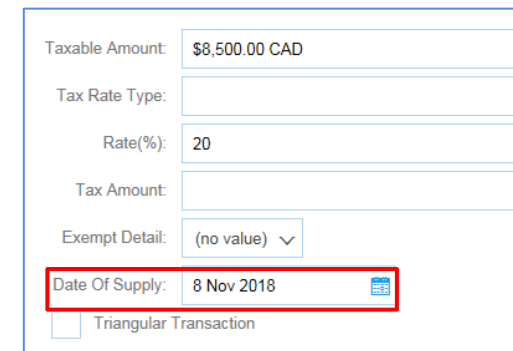
# Limit Order: Invoicing - *Continued*

**Tax Exempt Only:** If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu select **Exempt** or **Zero Rated**. In the **Description** field, provide a reason for tax exemption.



A screenshot of a SAP tax exemption form. The form is divided into two main sections. The left section contains fields for 'Category: VAT', 'Location:', 'Description: Not registered for VAT' (highlighted with a red box), 'Regime:', 'Date Of Pre-Payment:', and 'Law Reference:'. The right section contains fields for 'Taxable Amount: 500.00 EUR', 'Tax Rate Type:', 'Rate(%): 0', 'Tax Amount: 0.00 EUR', 'Exempt Detail: Exempt' (highlighted with a red box), 'Date Of Supply: (no value)' (highlighted with a red box), and a 'Triangular Transaction' checkbox. The 'Exempt Detail' dropdown menu is open, showing options: '(no value)', 'Zero Rated', and 'Exempt'.

**Date of Supply** is an EU directive for applicable countries.



A screenshot of a SAP tax form. The form contains fields for 'Taxable Amount: \$8,500.00 CAD', 'Tax Rate Type:', 'Rate(%): 20', 'Tax Amount:', 'Exempt Detail: (no value)', 'Date Of Supply: 8 Nov 2018' (highlighted with a red box), and a 'Triangular Transaction' checkbox.



# Limit Order: Invoicing - *Continued*

19. Once you have completed all applicable fields, click **Next** at the bottom of the page. The *Review* page displays. Review your invoice for accuracy. Scroll down to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the invoice to 3M.

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Canada. The document's destination is more than one country. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number:	INV14404	Subtotal:	\$200.00 USD
Invoice Date:	Thursday 16 Mar 2023 12:00 PM GMT-05:00	Total Tax:	\$0.00 USD
Original Purchase Order:	3501514404	Total Gross Amount:	\$200.00 USD
		Total Net Amount:	\$200.00 USD
		Amount Due:	\$200.00 USD

19

Click **Previous** to continue editing the invoice. Clicking **Save** puts the invoice into **Drafts** (Fulfillment Menu Option > Drafts > Invoices tab); however, this is not recommended.

# Limit Order: Invoicing - Continued

When an invoice is submitted, you will receive email notifications that inform you of the status:

- Signed
- Verified
- Pending

**SAP Ariba**

Your customer 3M Test PO - DO NOT SHIP - (CI9-UR1) updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01392147149-T).

Country	PL
Customer	3M Test PO - DO NOT SHIP - (CI9-UR1)
Invoice number	INV505
Invoice Status	Sent

Description: This document has been digitally signed.

[View invoice](#)

**SAP Ariba**

Your customer 3M Test PO - DO NOT SHIP - (CI9-UR1) updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01392147149-T).

Country	PL
Customer	3M Test PO - DO NOT SHIP - (CI9-UR1)
Invoice number	INV505
Invoice Status	Sent

Description: This document has been digitally verified.

[View invoice](#)

**SAP Ariba**

Your customer 3M Test PO - DO NOT SHIP - (CI9-UR1) updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01392147149-T).

Country	PL
Customer	3M Test PO - DO NOT SHIP - (CI9-UR1)
Invoice number	INV505
Invoice Status	Sent

Description: The document was added to the pending queue for download.

[View invoice](#)

# Limit Order: Invoicing - *Continued*

---

If you opted to receive invoice notifications, you will receive emails regarding invoice status.

The **Invoice Statuses** are:

- **Sent / Processing:** The invoice has been received and is being processed.
- **Pending Approval:** The Service Sheet has been routed for approval.
- **Approved:** The invoice has been processed and invoice amounts approved.
- **Rejected:** The invoice has been rejected because it did not pass validation or the Buyer/Accounts Payable canceled the invoice. The **Comments** contain text explaining why the invoice was rejected and the actions you should take to resubmit a corrected invoice. You may use the same invoice number for **Rejected** or **Failed** invoices.
- **Paid:** The invoice amounts have been paid.

# Limit Order: Invoicing - Continued

For Service Entry Sheets, you will receive email notifications that inform you of the status:

- Added to the pending queue. This means the document has been sent to 3M.
- Accepted means it has been received by 3M.

Purchase Order #: 3500281834

Service Sheet #: NHTEST808

Service Sheet Status: Sent

Description: The document was added to the pending queue for download.

More details about the service outline line items are listed below:

Service Sheet Line #: 1

Service Sheet Line Description: Painting Offices Building A

Customer: 3M - Q11 - production QA

Purchase Order #: 3500281834

Service Sheet #: NHTEST808

Service Sheet Status: Sent

Description: Accepted

More details about the service outline line items are listed below:

Service Sheet Line #: 1

Service Sheet Line Description: Painting Offices Building A

# Limit Order: Invoicing - Continued

From the *PO view*, select your invoice in the *Related Documents* section.

The invoice opens, click the **History** tab to view the routing and invoice status. The invoice **Routing Status** remains **On Hold** and **Invoice Status** is **Pending Approval** until the Service Entry Sheet is approved by 3M.

Once the Service Entry Sheet is **Approved**, the invoice transmits to 3M. The **Routing Status** changes to **Acknowledged** and **Invoice Status** to **Sent**.

The Invoice and Service Entry Sheet are linked under the *Related Documents* section. The status of the order displays as **Partially Serviced** and when Service Entry Sheet is approved by 3M, the status changes to **Partially Invoiced**.

Invoice: NHTEST808 Done

[Copy This Invoice](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Invoice: NHTEST808  
Invoice Status: Pending Approval  
Received By: Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

To: 3M - Q11 - production QA  
Routing Status: On Hold

Routing Status: Acknowledged

Related Documents:

- INV123
- test123
- Test123

Purchase Order  
(Partially Invoiced)  
3500453095  
Amount: Undisclosed

Routing Status: Acknowledged  
Effective Date: 1 Nov 2018  
Expiration Date: 31 Dec 2018

Related Documents:

- INV453095T1
- PO453095

# Limit Order: Invoicing - *Continued*

If a Service Entry Sheet has incorrect information, it will be rejected by 3M. The invoice **Routing Status** is changed to **Rejected** and the **Invoice Status** to **Rejected**.

Click the **History** tab to view **Comments**, which explain why the invoice was rejected and the actions you should take to resubmit a corrected invoice.

Contact the 3M Buyer for clarification.

Invoice: NHTEST808

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **History**

Invoice: NHTEST808  
Invoice Status: **Rejected**  
Received By Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

To: 3M - Q11 - production QA  
Routing Status: **Rejected**

**History**

Status	Comments
	The invoice was successfully received.
	INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits. ?
	DOC-6: A document preprocessing error occurred.
Failed	Invoice validation failed.

Copy This Invoice Download PDF Export cXML

Done Previous

# Free Text Description Service Order: Overview

Free Text Description Service Orders are used when 3M is requesting a fixed-rate service with defined start and end dates.

The requirements for processing a Free Text Description Service Order through the SAP Business Network are:

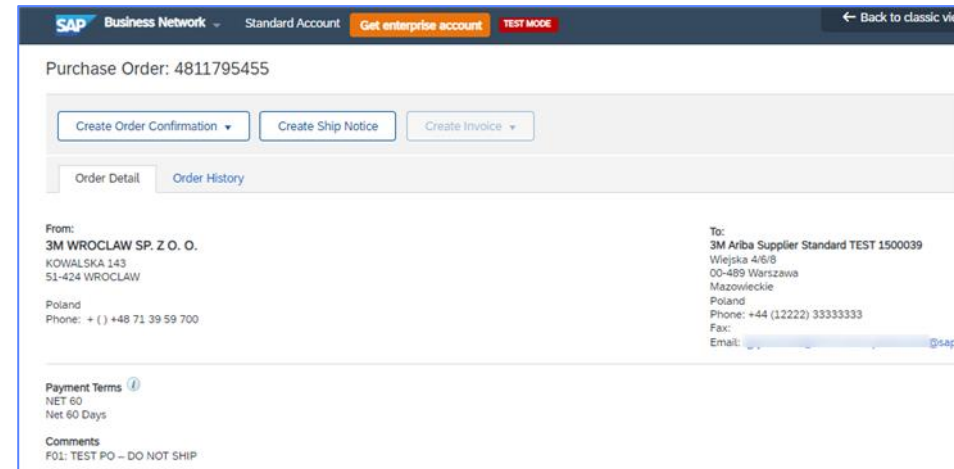
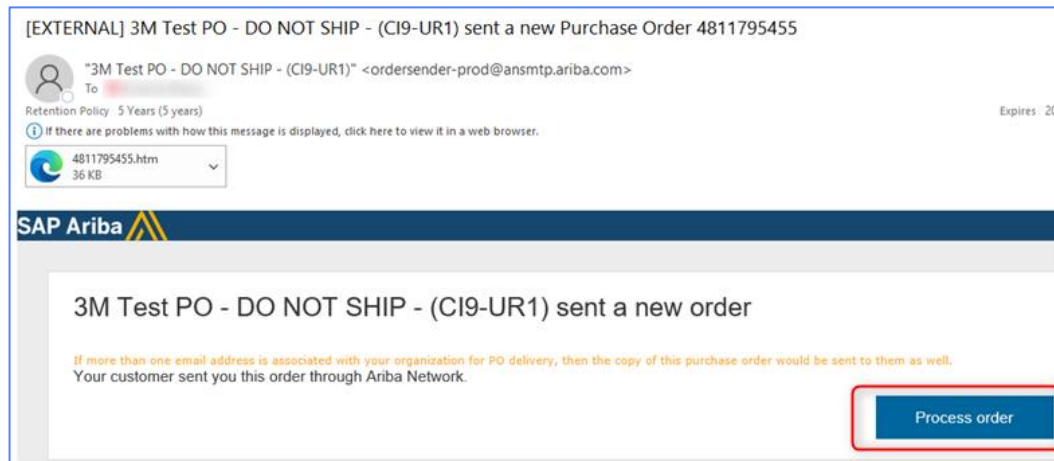
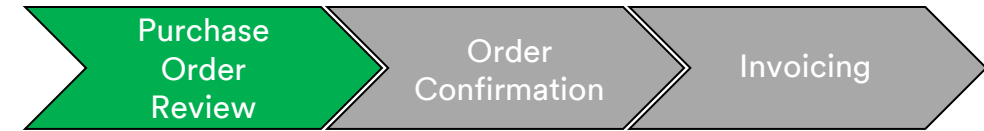


**IMPORTANT:** Ship Notices (ASNs) will only be required for Material Type Orders when material goods are being shipped across international borders.

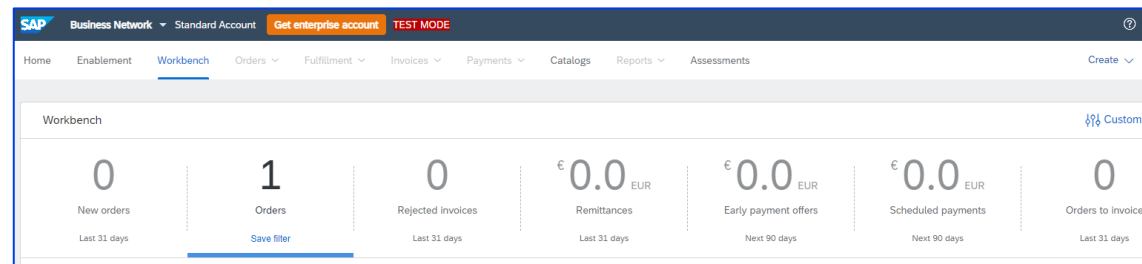
[Use the Material Order instructions to create an ASN.](#)

# Free Text Description Service Order: Purchase Order Review

Locate the email you received informing you about your new PO from 3M.  
Click **Process Order**. The *PO view* displays.

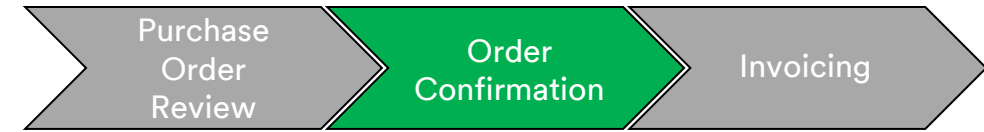


Or log into your Standard Account and open the Purchase Order from the Workbench:





# Free Text Description Service Order: Order Confirmation



Order Confirmations (POAs) are required to be completed prior to invoicing for all POs and PO changes. Order Confirmations must be submitted within 48 hours of PO receipt.

Multiple Order Confirmations are not recommended for when the status is the same on all lines. For example, all lines are back-ordered or accepted.

- If you are unable to fulfill a line item, or if the amount or UOM is incorrect, you must be in direct contact with the 3M Buyer. A *Change Order* or *Cancelled Order* will be issued.
- **Do not reject any Purchase Order line items through the SAP Business Network.**

# Free Text Description Service Order: Order Confirmation

## - *Continued*

### Quantity and Price:

- You must contact the 3M Buyer to change the quantity or price.
- 3M issues a *Change Order* if changes are agreed to and approved through the order confirmation or through direct contact (for exceptions) with your 3M Buyer.
- All *Change Orders* require a new order confirmation prior to submission of the invoice.

### Unit of Measure (UOM):

- Review the UOM on the PO and verify it will be the UOM used when invoicing.
- If the UOM is incorrect, you must be in direct contact with the 3M Buyer and specify the correct UOM needed in the **Comments**.
- You will **not** be able to invoice in a different UOM than the UOM specified on the order.
- Invoices in a different UOM will be rejected.

# Free Text Description Service Order: Order Confirmation

## - Continued

The steps for confirming Free Text Description Service Orders are:

1. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select either:
  - **Confirm Entire Order** to confirm the order at the *Header Level*.
  - **Update Line Items** to confirm or make modifications at the *Line-Item Level*.
2. The *Order Confirmation Header* displays, enter the **Confirmation #**, which is any number you use to identify the order confirmation not to exceed 10 characters.

The image contains two screenshots of the SAP Business Network interface. The left screenshot shows a 'Purchase Order: 3501514404' with a dropdown menu for 'Create Order Confirmation' highlighted by a red box and labeled with a red '1'. The dropdown menu includes options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order' (which is crossed out). The right screenshot shows the 'Confirming PO' screen with the 'Order Confirmation Header' section. A red box highlights the 'Confirmation #' field, which contains the value 'POA4323', and is labeled with a red '2'. Other fields visible include 'Associated Purchase Order #: 3501514323', 'Customer: 3M Company Test System - PLEASE DO NOT Ship - (CIC)', and 'Supplier Reference:'.

# Free Text Description Service Order: Order Confirmation

## - Continued

### Confirm Entire Order

- A. Enter the **Est. Completion Date**, this should be the same as the need-by date. It is applied to all line items.
- B. Click **Next**.

The screenshot shows the 'Confirming PO' screen in SAP. On the left, there is a navigation pane with two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains several input fields: 'Confirmation #' (POA432), 'Associated Purchase Order #' (3501514), 'Customer' (3M Company Test System - PLEASE DO NOT Ship - (CIG - RR5 - QR1 - UR1)), and 'Supplier Reference'. Below this is the 'Shipping and Tax Information' section, which includes 'Est. Completion Date: \*' (15 Feb 2023), 'Est. Tax Cost', and a 'Comments' text area. A red box labeled 'A' points to the 'Est. Completion Date' field. Another red box labeled 'B' points to the 'Next' button in the top right corner. The 'Next' button is highlighted with a red border.

# Free Text Description Service Order: Order Confirmation

- Continued

*Update Line Items*

- a. Scroll down to view the line items and choose among the possible values for Free Text Description Service Orders:
- **Confirm Based on Schedule Lines:** Confirm based on Schedule lines uses the need-by date. Continue to update the status for **each line item**.
  - **Confirm All:** You received the PO and will perform the requested work.
  - **Reject:** Do not use the Reject status. If you are unable to fulfill the requested service, you must be in direct contact with the 3M Buyer. A *Change Order* or *Cancelled Order* will be issued.

**Note:** You cannot use several statuses for a single line item. Contact the Buyer listed on the PO for assistance.

Line Items

Line #	Part #	Customer Part #	Revis
00001			

► Schedule Lines

☐ Unconfirm

☒ Confirm

☒ Reject - Please specify a reason:

Confirm Based on Schedule Lines

Confirm All ⓘ

CONFIRM BASED ON SCHEDULE LINES

Latest Confirmed Delivery Date: None

Schedule Lines

<input checked="" type="checkbox"/>	Schedule Line No. ↑	Delivery Date	Ship By	Quantity (Unit)
<input checked="" type="checkbox"/>	1	15 Feb 2023		1.000 (C62)

Create Status Cancel

Exit Next

b. Click **Next**

# Free Text Description Service Order: Order Confirmation

## - Continued

3. Review the order confirmation and click **Submit**.  
Your order confirmation is sent to 3M.

Confirming PO

Confirmation #: Untitled 03/31/2023  
Supplier Reference:

1 Update Item Status  
2 Review Confirmation

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10001				Service		15 Feb 2023		\$1,000.00 USD		
Description: Service Item										
Schedule Lines										
Current Order Status:										
1.000 Confirmed As Is (Schedule line number: 1; Estimated Completion Date: 15 Feb 2023)										
10001.10				Service	2.000 (EA)		\$500.00 USD	\$1,000.00 USD		
Description: Service Item										

Previous Submit Exit


**Note:** If you need to make further changes, click **Previous** to navigate back to the *Update* window. Click **Exit** to completely exit the order confirmation. SAP Business Network will not save the order confirmation.

# Free Text Description Service Order: Order Confirmation

## - Continued

Order confirmation notifications are submitted based on your Supplier Profile configuration. Upon completing your order confirmation, you will receive an email notifying you that an order confirmation has been submitted.

[EXTERNAL] Order Confirmation POA\_1523 has been submitted to 3M Company - PLEASE DO NOT Ship - (CIG - RR5 - QR1 - UR1)

 AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>  
To: [Redacted]  
Retention Policy: 5 Years (5 years)  
Expires: 20/06/2027

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

[Reply](#) [Reply All](#) [Forward](#)

Tue 21

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This notification contains important information about your test Ariba account (ANID: AN01392147149-T).

**Your purchase order status**

Order #: 3501118218

Buyer Name: 3M Company - PLEASE DO NOT Ship - (CIG - RR5 - QR1 - UR1)

Buyer ANID: AN01011698851-T

Order Date: 29 Jun 2021 9:54:24 AM GMT+02:00

Status: Confirmed

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price	Tax
1		1.000	C62	4227/SLAN/Phone lease 2021	12 Feb 2021		80,000.00 PLN	Undisclosed	

**Status**

1 Confirmed With New Date(Estimated Completion Date: 18 Jun 2021)

# Free Text Description Service Order: Invoicing



Once an order is confirmed and services are rendered, create an invoice. An invoice **cannot** be created until the order is confirmed.

If Material goods are being shipped across international borders, Ship Notices (ASNs) will be required for Material Type Orders before the invoice can be created. [Use the Material Order instructions to create an ASN.](#)

**Important:** Once you submit an invoice to 3M, a Service Entry Sheet (SES) is automatically generated and routed to 3M for review and approval.

Before you start creating your invoice, please review the [Country Specific Invoicing Rules for 3M](#) to determine if any apply to your organization.

**Note:** If you need to create a credit on a Free Text Description Service Order, always use Line-Item Credit for the entire invoiced amount. Then, if the credit value is less than the actual credit amount, create an invoice for the balance owed.

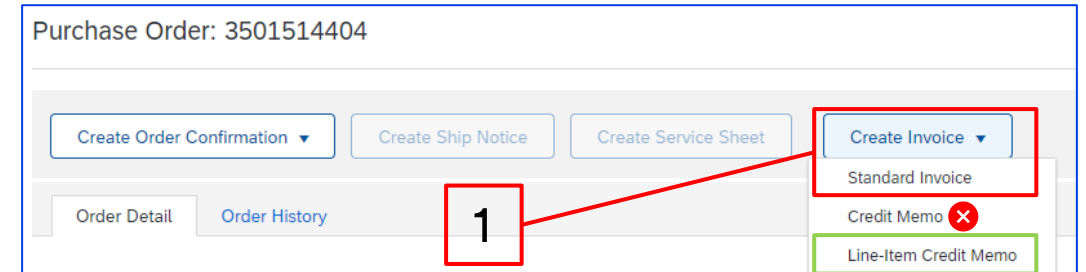


# Free Text Description Service Order: Invoicing - *Continued*

The steps for creating an invoice are:

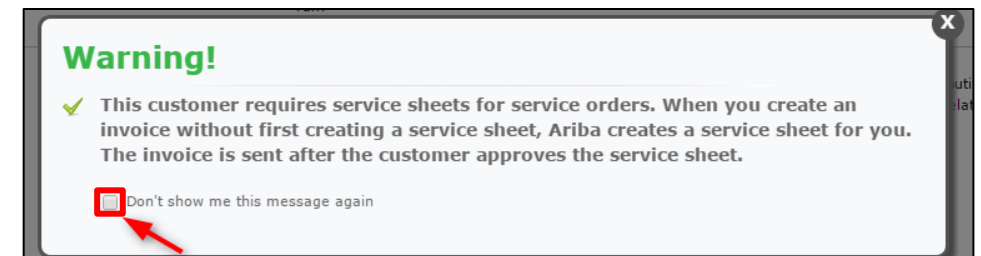
1. Navigate to your 3M PO. Click the **Create Invoice** drop-down menu and select the **Standard Invoice** Option.

**Reminder:** If you need to create a credit on a limit-order, use *Line-Item Credit Memo*. If you use *Credit Memo*, it will be rejected by 3M.



A pop-up warning displays indicating the invoice will generate the Service Entry Sheet for you. The invoice is sent after 3M approves the Service Entry Sheet.

Click the **Don't show me this message again** checkbox to disable the warning in the future.



# Free Text Description Service Order: Invoicing - *Continued*

2. Select a line item to invoice. You can only invoice for one line item at a time on a Free Text Description Service Order. If there are multiple lines on the order, you will need to complete the invoicing steps again for each additional line.
3. Click **Next**.

Line Items	
Line #	Part ID / Description
10001	Service Item
10002	Service Item

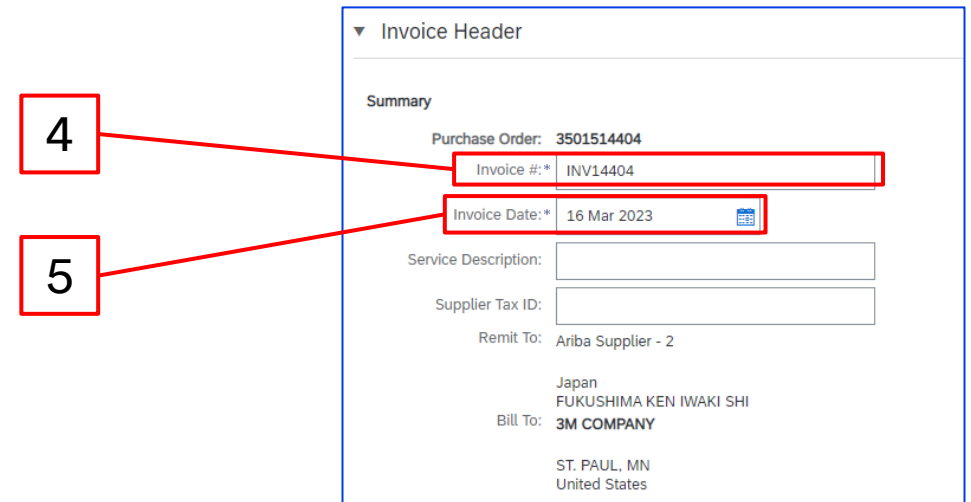
Service Sheet Required.

Next Exit

# Free Text Description Service Order: Invoicing - *Continued*

The *Invoice Header* displays. Information from the PO defaults into the invoice. Fields with an asterisk (\*) are required.

4. Enter the **Invoice #**. The **Invoice #** cannot exceed 16 characters. It can contain alpha and numeric characters, but it **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters. Use a modified number if creating a replacement invoice. For example, an A behind the original invoice number.
5. Enter the original **Invoice Date**.  
The **Invoice Date** cannot be backdated more than 364 days.



The screenshot shows the 'Invoice Header' form in SAP. A red box labeled '4' points to the 'Invoice #:\*' field, which contains the value 'INV14404'. Another red box labeled '5' points to the 'Invoice Date:\*' field, which contains the date '16 Mar 2023' and a calendar icon. The form also displays the 'Purchase Order: 3501514404', 'Service Description', 'Supplier Tax ID', 'Remit To: Ariba Supplier - 2', and 'Bill To: 3M COMPANY, ST. PAUL, MN, United States'.

# Free Text Description Service Order: Invoicing - *Continued*

6. Verify the **Remit To** address.  
If you have configured several addresses, select one from the drop-down list that displays.

The **Bill To** address defaults from the PO.

7. Tax can be submitted at the *Header Level* or at the *Line-Item Level*. Select the appropriate option.

The screenshot shows the 'Invoice Header' form in SAP. The 'Summary' section contains the following fields: Purchase Order: 3501514404, Invoice #: INV14404, Invoice Date: 16 Mar 2023, Service Description, and Supplier Tax ID. On the right, a summary of amounts is shown: Subtotal: \$0.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$0.00 USD, Total Net Amount: \$0.00 USD, and Amount Due: \$0.00 USD. The 'Remit To' section is highlighted with a red box and labeled with a red '6'. It contains the text: 'Remit To: Ariba Supplier - 2', 'Japan', 'FUKUSHIMA KEN IWAKI SHI', 'Bill To: 3M COMPANY', 'ST. PAUL, MN', and 'United States'. The 'Tax' section is highlighted with a red box and labeled with a red '7'. It contains two radio buttons: 'Header level tax' (unselected) and 'Line level tax' (selected). The 'Shipping' section is also visible with two radio buttons: 'Header level shipping' (unselected) and 'Line level shipping' (selected).

## VERY IMPORTANT:

For invoices originating from the **European Union (EU)**, countries must provide additional information on invoices when applicable as advised by **EU directives**. Refer to the [Country Specific Invoicing Rules for 3M](#). Enter the applicable information in the *Additional Fields* section e.g.: **Date of Supply**, **Supplier VAT ID** (can be defaulted to your invoice from your Company Profile), **Customer VAT ID** etc.

# Free Text Description Service Order: Invoicing - *Continued*

8. Verify the **Description**.
9. Verify the **Quantity**.
10. Verify the **Unit** (Unit of Measure/UOM); it will default from the order. You will **not** be able to invoice in a different UOM than the UOM specified on the order. Invoices in a different UOM will be rejected.
11. Verify the **Unit Price**.
12. Optional: Enter the **Service Start Date** and the **Service End Date**.
13. Click on **Update** to allow Ariba to complete calculations.

Insert Line Item Options

☐ Tax Category: 2% Superfund Excise Tax / Excise Tax, Si ☐ Discour

8

9

10

11

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
10001				Service Item					
10001.10	<input checked="" type="checkbox"/>	SERVICE		Service Item		2	EA   each	\$500.00 USD	\$1,000.00 USD

Pricing Details

Price Unit: EA  
Unit Conversion: 1

Price Unit Quantity: 1.000  
Description:

Service Period

Service Start Date:

Service End Date:

12

13

Line Item Actions

# Free Text Description Service Order: Invoicing - *Continued*

14. To add tax information to the line item, verify you have selected the **Line level tax** radio button at the *Header Level* of the invoice. Click the **Tax Category** checkbox.
15. Select the tax type you want to apply from the drop-down list.
16. Click **Add to Included Lines** to include the tax line.
17. The *Tax* section displays under the service line. Review the **Taxable Amount** (this should be the same as the **Subtotal** amount). Enter the tax rate in the **Rate %** field. The Tax Amount will be calculated automatically by the system after you enter the **Rate %**.

The screenshot displays the SAP Business Network interface for adding tax information to a service line item. The interface is divided into two main sections: 'Insert Line Item Options' and 'Tax'.

**Insert Line Item Options:**

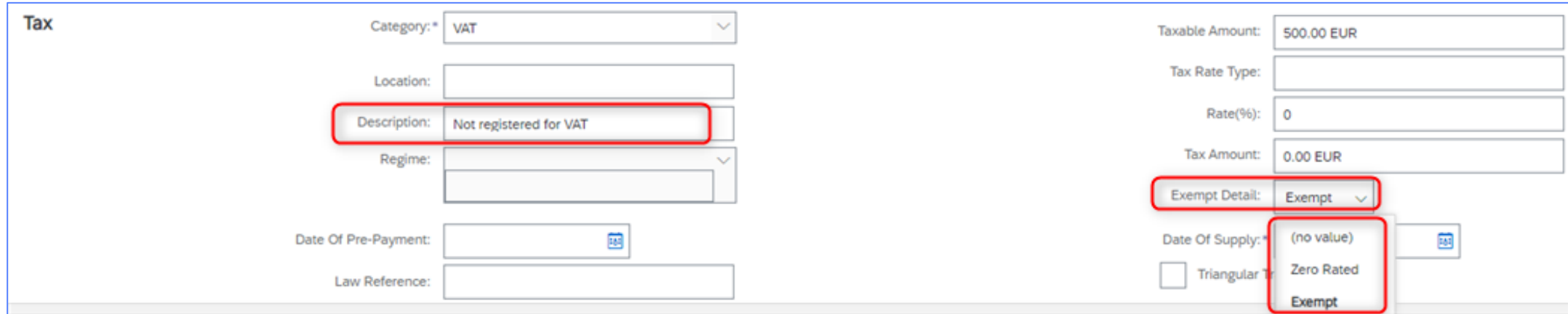
- 14: A red box highlights the 'Tax Category' checkbox, which is checked.
- 15: A red box highlights the 'VAT' dropdown menu.
- 16: A red box highlights the 'Add to Included Lines' button.

**Tax Section:**

- 17: A red box highlights the 'Taxable Amount' field, which displays '\$8,500.00 CAD'.
- Below the 'Taxable Amount' field, there is a 'Tax Rate Type' field.
- Below the 'Tax Rate Type' field, there is a 'Rate(%)' field, which displays '20'.
- Below the 'Rate(%)' field, there is a 'Tax Amount' field.
- Below the 'Tax Amount' field, there is an 'Exempt Detail' dropdown menu, which displays '(no value)'.
- Below the 'Exempt Detail' dropdown menu, there is a 'Date Of Supply' field, which displays '8 Nov 2018'.
- Below the 'Date Of Supply' field, there is a 'Triangular Transaction' checkbox, which is unchecked.

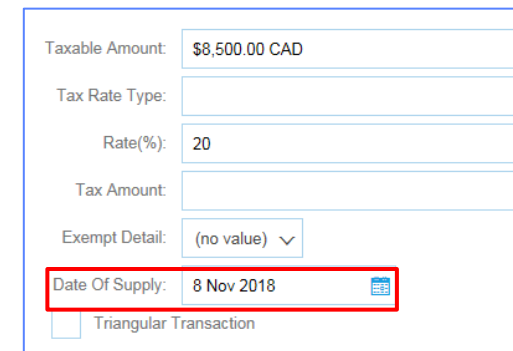
# Free Text Description Service Order: Invoicing - *Continued*

**Tax Exempt Only:** If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu select **Exempt** or **Zero Rated**. In the **Description** field, provide a reason for tax exemption.



The screenshot shows a SAP tax exemption form. On the left, under the 'Tax' header, there are fields for 'Category: \*' (set to 'VAT'), 'Location:', 'Description:' (containing 'Not registered for VAT' and highlighted with a red box), 'Regime:', 'Date Of Pre-Payment:', and 'Law Reference:'. On the right, there are fields for 'Taxable Amount:' (500.00 EUR), 'Tax Rate Type:', 'Rate(%):' (0), 'Tax Amount:' (0.00 EUR), 'Exempt Detail:' (a dropdown menu with 'Exempt' selected and highlighted with a red box), 'Date Of Supply:' (a date field with a calendar icon, highlighted with a red box), and a 'Triangular Transaction' checkbox.

**Date of Supply** is an EU directive for applicable countries.



The screenshot shows a SAP tax form. It includes fields for 'Taxable Amount:' (\$8,500.00 CAD), 'Tax Rate Type:', 'Rate(%):' (20), 'Tax Amount:', 'Exempt Detail:' (a dropdown menu with '(no value)' selected), 'Date Of Supply:' (8 Nov 2018, highlighted with a red box), and a 'Triangular Transaction' checkbox.

# Free Text Description Service Order: Invoicing - *Continued*

18. Once you have completed all applicable fields, click **Next** at the bottom of the page. The *Review* page displays. Review your invoice for accuracy. Scroll down to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the invoice to 3M.

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is: Canada. The document's destination is more than one country. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number:	INV14404	Subtotal:	\$200.00 USD
Invoice Date:	Thursday 16 Mar 2023 12:00 PM GMT-05:00	Total Tax:	\$0.00 USD
Original Purchase Order:	3501514404	Total Gross Amount:	\$200.00 USD
		Total Net Amount:	\$200.00 USD
		Amount Due:	\$200.00 USD

18

Click **Previous** to continue editing the invoice. Clicking **Save** puts the invoice into **Drafts** (Fulfillment Menu Option > Drafts > Invoices tab); however, this is not recommended.



# Free Text Description Service Order: Invoicing - *Continued*

When an invoice is submitted, you will receive email notifications that inform you of the status:

- Signed
- Verified
- Pending

**SAP Ariba**

Your customer 3M Test PO - DO NOT SHIP - (CI9-UR1) updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01392147149-T).

Country	PL
Customer	3M Test PO - DO NOT SHIP - (CI9-UR1)
Invoice number	INV505
Invoice Status	Sent

Description: This document has been digitally signed.

[View invoice](#)

**SAP Ariba**

Your customer 3M Test PO - DO NOT SHIP - (CI9-UR1) updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01392147149-T).

Country	PL
Customer	3M Test PO - DO NOT SHIP - (CI9-UR1)
Invoice number	INV505
Invoice Status	Sent

Description: This document has been digitally verified.

[View invoice](#)

**SAP Ariba**

Your customer 3M Test PO - DO NOT SHIP - (CI9-UR1) updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01392147149-T).

Country	PL
Customer	3M Test PO - DO NOT SHIP - (CI9-UR1)
Invoice number	INV505
Invoice Status	Sent

Description: The document was added to the pending queue for download.

[View invoice](#)

# Free Text Description Service Order: Invoicing - *Continued*

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If you selected to receive invoice notifications, you will receive emails regarding invoice status.

The **Invoice Statuses** are:

- **Sent / Processing:** The invoice has been received and is being processed.
- **Pending Approval:** The Service Sheet has been routed for approval.
- **Approved:** The invoice has been processed and invoice amounts approved.
- **Rejected:** The invoice has been rejected because it did not pass validation or the Buyer/Accounts Payable canceled the invoice. The **Comments** contain text explaining why the invoice was rejected and the actions you should take to resubmit a corrected invoice. You may use the same invoice number for **Rejected** or **Failed** invoices.
- **Paid:** The invoice amounts have been paid.

# Free Text Description Service Order: Invoicing - *Continued*

For Service Entry Sheets, you will receive email notifications that inform you of the status:

- Added to the pending queue. This means the document has been sent to 3M.
- Accepted means it has been received by 3M.

Purchase Order #: 3500281834

Service Sheet #: NHTEST808

Service Sheet Status: Sent

Description: The document was added to the pending queue for download.

More details about the service outline line items are listed below:

Service Sheet Line #: 1

Service Sheet Line Description: Painting Offices Building A

Customer: 3M - QI1 - production QA

Purchase Order #: 3500281834

Service Sheet #: NHTEST808

Service Sheet Status: Sent

Description: Accepted

More details about the service outline line items are listed below:

Service Sheet Line #: 1

Service Sheet Line Description: Painting Offices Building A

# Free Text Description Service Order: Invoicing - *Continued*

From the *PO view*, select your invoice in the *Related Documents* section.

The invoice opens, click the **History** tab to view the routing and invoice status. The invoice **Routing Status** remains **On Hold** and **Invoice Status** is **Pending Approval** until the Service Entry Sheet is approved by 3M.

Once the Service Entry Sheet is **Approved**, the invoice transmits to 3M. The **Routing Status** changes to **Acknowledged** and **Invoice Status** to **Sent**.

The Invoice and Service Entry Sheet are linked under the *Related Documents* section. The status of the order displays as **Partially Serviced** and when Service Entry Sheet is approved by 3M, the status changes to **Partially Invoiced**.

Invoice: NHTEST808

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **History**

Invoice: NHTEST808  
Received By: Ariba Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

To: 3M - Q11 - production QA  
Invoice Status: Pending Approval  
Routing Status: On Hold

Routing Status: **Acknowledged**

Related Documents: INV123  
test123  
Test123

Purchase Order  
(Partially Invoiced)  
3500453095  
Amount: Undisclosed

Routing Status: Acknowledged  
Effective Date: 1 Nov 2018  
Expiration Date: 21 Dec 2018  
Related Documents: INV453095T1  
PO4453095

# Free Text Description Service Order: Invoicing - *Continued*

If a Service Entry Sheet has incorrect information, it will be rejected by 3M. The invoice **Routing Status** is changed to **Rejected** and the **Invoice Status** to **Rejected**.

Click the **History** tab to view **Comments**, which explain why the invoice was rejected and the actions you should take to resubmit a corrected invoice.

Contact the 3M Buyer for clarification.

Invoice: NHTEST808

Done Previous

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **History**

Invoice: NHTEST808  
Received By: Andia Network On: 8 Aug 2017 9:49:54 AM GMT+01:00  
Submitted By: John Smith

To: 3M - Q11 - production QA  
**Routing Status: Rejected**

**Invoice Status: Rejected**

**History**

Status	Comments
	The invoice was successfully received.
	INV-52: The subtotal of line item 1 exceeds the buying organizations line item subtotal limits. ?
	DOC-6: A document preprocessing error occurred.
Failed	Invoice validation failed.

Copy This Invoice Download PDF Export cXML

Done Previous

# Free Text Description Service Order: Invoicing - *Continued*

## *Additional Invoices*

Once the remaining services are performed, a second invoice will need to be created for the balance. Ariba will allow you to create an invoice for more than the remaining balance on the PO, but the invoice will be rejected by 3M. After you have submitted the second invoice, verify the invoice has been approved.

To verify the invoice status:

1. From the *PO View*, click the **Invoice**.
2. Click the **History** tab.
3. If you have over invoiced the **Invoice Status** shows as **Rejected**.
4. View the comments to view the error details.

To submit a corrected invoice, create a new invoice from the Purchase Order.

The screenshot displays the SAP Business Network interface for an invoice. On the left, a 'Routing Status: Acknowledged' box shows 'Related Documents' with links for 'INV123', 'test123', and 'Test123'. A red box labeled '1' points to the 'INV123' link. On the right, the 'Invoice: NHTEST808' page is shown. It has tabs for 'Detail', 'Scheduled Payments', and 'History'. A red box labeled '2' points to the 'History' tab. Below the tabs, the 'Invoice Status' is 'Rejected'. A red box labeled '3' points to this status. Below the status, the 'History' table is visible. A red box labeled '4' points to the first row of the history table, which contains the comment 'DOC-6: A document preprocessing error occurred.' and the status 'Failed'.

Status	Comments	Changed By
Failed	DOC-6: A document preprocessing error occurred.	
Failed	Invoice validation failed.	

# Material Order: Overview

Material Orders are used when 3M is purchasing tangible goods/materials. There are three types of Material Orders:

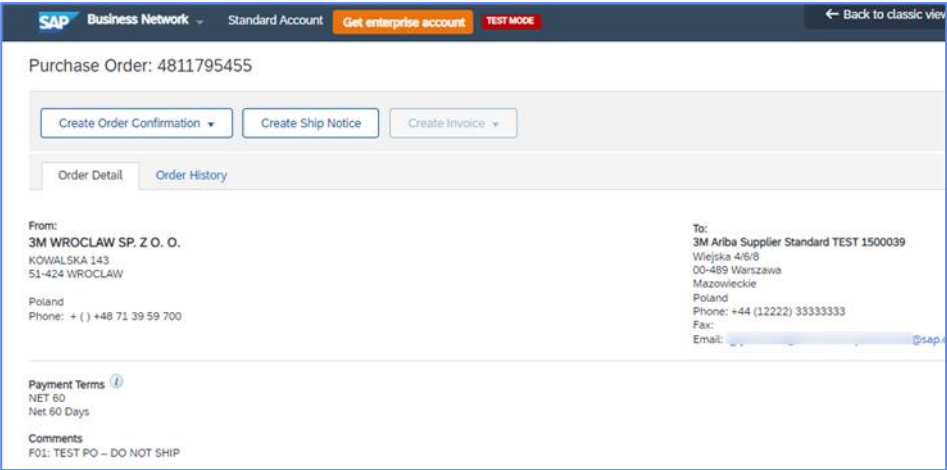
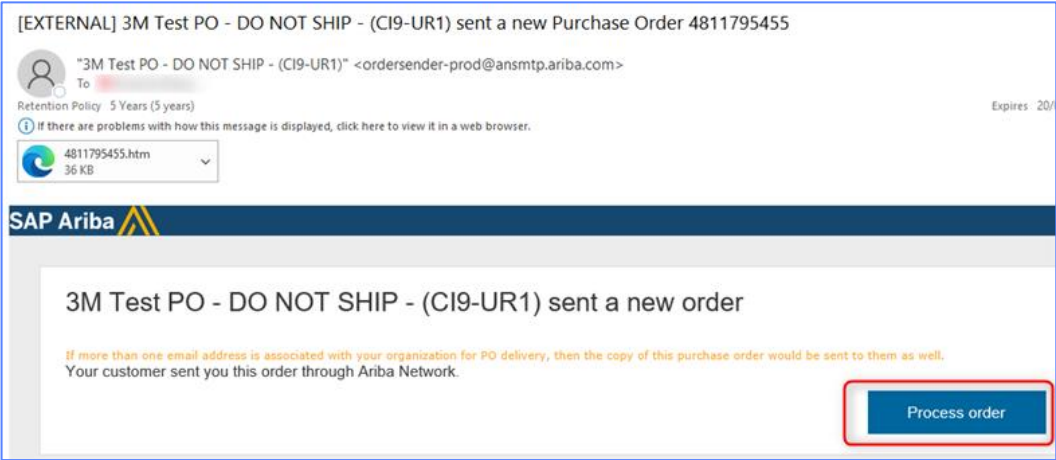
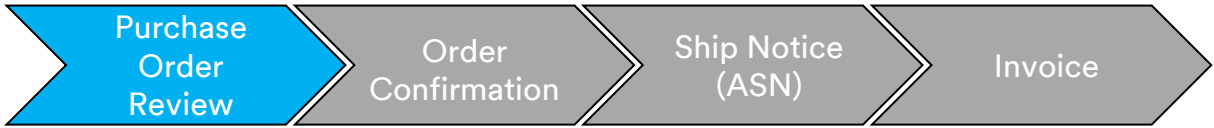
- **Free Text Description Material Orders** are used when 3M is requesting a material that is not in your catalog.
- **Catalog Material Orders** are used when 3M is requesting a material in which the Description and Supplier part numbers are pulled in from your catalog data.
- **3M Material Orders** are used when 3M is requesting a material in which the Description and 3M part numbers are pulled in from 3M Master Data.

The requirements for processing a Material Orders through the Ariba Business Network are:

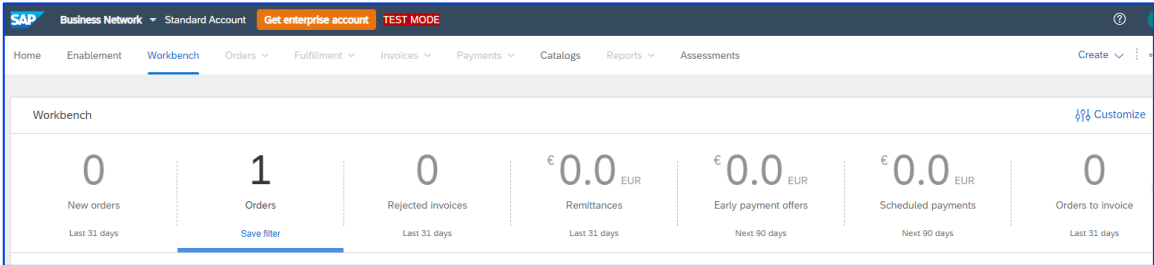


# Material Order: Purchase Order Review

Locate the email you received informing you about your new PO from 3M.  
Click **Process Order**. The *PO view* displays.



Or log into your Standard Account and open the Purchase Order from the Workbench:





# Material Order: Order Confirmation



Order Confirmations (POAs) are required to be completed prior to submitting Advance Ship Notices and invoices for all POs and Change Orders. Order Confirmations must be submitted within 48 hours of PO receipt.

Multiple Order Confirmations are not recommended for when the status is the same on all lines. For example, all lines are back-ordered or accepted.

- If you are unable to fulfill a line item, or if the amount or UOM is incorrect, you must be in direct contact with the 3M Buyer. A *Change Order* or *Cancelled Order* will be issued.
- **Do not reject any Purchase Order line items through the SAP Business Network.**

# Material Order: Order Confirmation - *Continued*

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## Quantity and Price: Purchase Order Changes:

- You may propose changes to delivery date, quantity, and price on the Material Order: Order Confirmation.
- 3M issues a *Change Order* if changes are agreed to and approved through the order confirmation or through direct contact (for exceptions) with your 3M Buyer.
- All *Change Orders* require a new order confirmation prior to submission of the invoice.

## Unit of Measure (UOM):

- Review the UOM on the PO and verify it will be the UOM used when invoicing.
- If the UOM is incorrect, you must be in direct contact with the 3M Buyer and specify the correct UOM needed in the **Comments**.
- You will **not** be able to invoice in a different UOM than the UOM specified on the order.
- Invoices in a different UOM will be rejected.

# Material Order: Order Confirmation - *Continued*

The steps for confirming Material Orders are:

1. From the *PO view*, click the **Create Order Confirmation** drop-down menu and select either:
  - **Confirm Entire Order** to confirm the order at the *Header Level*.
  - **Update Line Items** to confirm or make modifications at the *Line-Item Level*.
2. The *Order Confirmation Header* displays, enter the **Confirmation #**, which is any number you use to identify the order confirmation not to exceed 10 characters.

The screenshot displays the SAP Business Network interface for confirming a purchase order. On the left, a sidebar shows the 'Purchase Order: 4815820806' with a dropdown menu for 'Create Order Confirmation'. A red box labeled '1' highlights this button. The main area shows the 'Confirming PO' screen with a sidebar on the left containing '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main content area is titled 'Order Confirmation Header' and contains a 'Confirmation #' input field with the value 'POA0806'. A red box labeled '2' highlights this input field. Below the input field, there are fields for 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'.

# Material Order: Order Confirmation - *Continued*

## ***Confirm Entire Order***

- A. Enter the **Est. Delivery Date**. Use the need-by date. If you require a change, do not confirm entire order. Go back and use *Update Line items*, which applies the changes to all line items.
- B. Click **Next**.

The screenshot shows the 'Confirming PO' interface. On the left, a sidebar contains two steps: '1 Confirm Entire Order' (active) and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains several input fields: 'Confirmation #' (POA0806), 'Associated Purchase Order #' (4815820806), 'Customer' (3M Company Test System - PLEASE DO NOT Ship - (CIG - RR5 - QR1 - UR1)), and 'Supplier Reference'. Below this is the 'Shipping and Tax Information' section, which includes 'Est. Shipping Date', 'Est. Delivery Date\*' (highlighted with a red box and labeled 'A'), 'Est. Shipping Cost', and 'Est. Tax Cost'. At the bottom right, there are 'Exit' and 'Next' buttons. The 'Next' button is highlighted with a red box and labeled 'B'. A red line connects box 'A' to the 'Est. Delivery Date\*' field, and another red line connects box 'B' to the 'Next' button.

# Material Order: Order Confirmation - *Continued*

## *Update Line Items*

- Scroll down to view the line items and choose among the possible values for Material Orders:
  - a. **Confirm:** Enter the Quantity
  - b. **Confirm with change in Unit Price, Delivery date, or Quantity:** Click on **Details**, to propose changes. If the Delivery date is not changed, enter the need-by date.
- x. **Do not use the Backorder or Reject statuses.** If you are unable to fulfill a line item, you must be in direct contact with the 3M Buyer. A *Change Order* or *Cancelled Order* will be issued.

- Continue to update the status for **each line item**.
- Once finished, click **Next** to proceed to the *Review* page.

Schedule Lines

Current Order Status

☒ 1,000 Unconfirmed

Confirm:  Backorder:  Reject:  Details

Confirm Based on Schedule Lines

Est. Shipping Date:

Est. Delivery Date:

Unit Price:

Price Unit Quantity:

Unit Conversion:

**Note:** You should not use several statuses for a single line item. Contact the Buyer list on the PO for assistance.

# Material Order: Order Confirmation - *Continued*

## *Update Line Items Continued*

- If you confirmed only some lines of a multi-line PO, the **Current Order Status** of those lines will show **Confirmed**, while the others will remain **Unconfirmed**.

Line Items	
Line #	Part #
10	Non Catalog Item
Description: Office Supplies 1	
Current Order Status:	
4,000	Confirmed With New Date (E
20	Non Catalog Item
Description: Office Supplies 2	
Current Order Status:	
2,000	Unconfirmed
30	Non Catalog Item
Description: Office Supplies 3	
Current Order Status:	
3,000	Unconfirmed

# Material Order: Order Confirmation - *Continued*

3. Review the order confirmation and click **Submit**. Your order confirmation is sent to 3M.

The order confirmation is visible under the *Related Documents* section of the order.

Previous Submit Exit

Subtotal Tax Customer Location

Purchase Order  
(Confirmed)  
3500453095  
Amount Undisclosed


Routing Status: Acknowledged  
Effective Date: 1 Nov 2018  
Expiration Date: 31 Dec 2018  
Related Documents: ☒ POA453095

**Note:** If you need to make further changes, click **Previous** to navigate back to the *Update* window. Click **Exit** to completely exit the order confirmation. SAP Business Network will not save the order confirmation.

# Material Order: Order Confirmation - *Continued*

Order confirmation notifications are submitted based on your Supplier Profile configuration. Upon completing your order confirmation, you will receive an email notifying you that an order confirmation has been submitted.

[EXTERNAL] Order Confirmation null has been submitted to 3M Test PO - DO NOT SHIP - (CI9-UR1)

 AribaNetworkAdmin <ordersender-prod@ansmtp.ariba.com>

To [redacted]

Retention Policy 5 Years (5 years)

Expires 26/07/2027

Reply

Reply All

Forward

If there are problems with how this message is displayed, click here to view it in a web browser.

This notification contains important information about your test Ariba account (ANID: AN01392147149-T).

Your purchase order status

Order #: 4811795453

Buyer Name: 3M Test PO - DO NOT SHIP - (CI9-UR1)

Buyer ANID: AN01012457484-T

Order Date: 17 Mar 2022 3:35:20 AM GMT-07:00

Status: Confirmed

Line No.	Part #	Qty	Unit	Description	Need By	Ship By	Unit Price	Extended Price	Tax
10	Non Catalog Item	30,000.000	EA	VALVE SS CLEANER & POLISH 600ML	20 May 2021		170.00 PLN	5,100.00 PLN	

Status

30,000 Confirmed As Is(Schedule line number: 1; Estimated Delivery Date: 20 May 2021 - defaulted from Requested Delivery Date in order)

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[SAP Business Network Privacy Statement](#)

[Security Disclosure](#)



# Material Order: Ship Notice



Ship Notices also referred to as Advance Ship Notice (ASNs), are required 24 hours prior to the shipment arriving at 3M's dock.

An Order Confirmation (POA) is required before you can submit a Ship Notice.

The PO will determine whether a Ship Notice (ASN) is required. If applicable, the Ship Notice is required prior to invoicing.

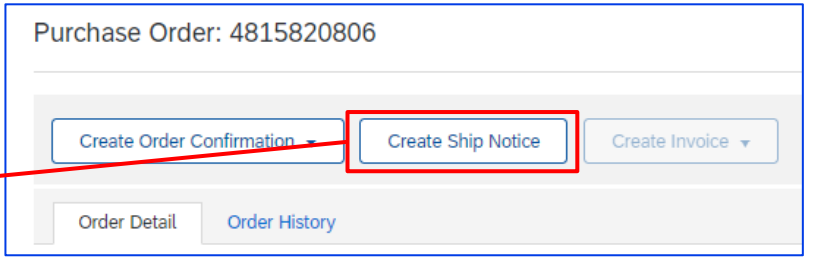
ASNs must be accurate. 3M receiving processes are tied directly to information on the ASN. Accuracy is monitored closely.

**Note:** Create Ship Notice (ASN) 24 hours prior to the the goods arriving at the 3M location.

# Material Order: Ship Notice - *Continued*

The steps for creating a Ship Notice (ASN) for Material Orders are:

1. From the *PO view*, click **Create Ship Notice**.



Purchase Order: 4815820806

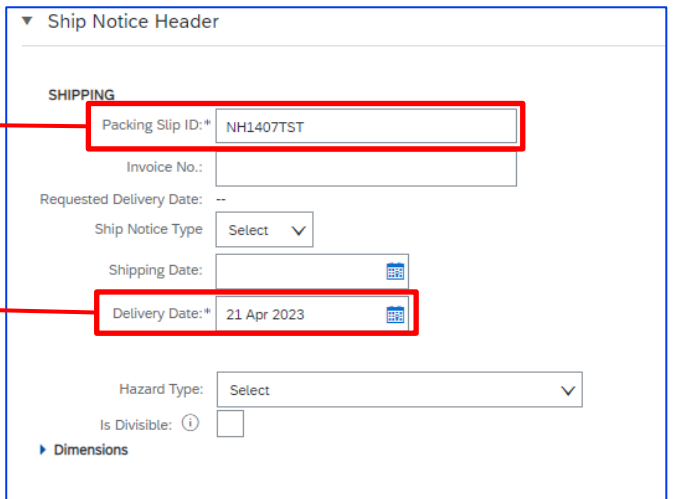
Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

1

The *Ship Notice Header* screen displays.

2. Enter a unique **Packing Slip ID**. Do not exceed 35 characters.
3. Enter the **Delivery Date**. The date selected should represent your best estimate of the delivery date to the 3M location.



Ship Notice Header

SHIPPING

Packing Slip ID:\* NH1407TST

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:

Delivery Date:\* 21 Apr 2023

Hazard Type: Select

Is Divisible: ☐

Dimensions

2

3

# Material Order: Ship Notice - Continued

4. If you are paying the freight, choose one of the options from the **Carrier Name** drop-down list or select **Manage Carrier** to create a new carrier.
5. If freight is paid directly to the carrier by 3M, select **Other** from the **Carrier Name** drop-down list and enter the **3M Carrier Vendor ID** (provided by 3M).

If you do not know the **Carrier Vendor ID**, refer to the **3M Carrier Vendor ID List** on 3M's [Shipping & Transportation Requirements | 3M Supplier Direct](#) website.

**Reminder:** For accurate information, change the [Supplier Direct Location based on the ship-to Country](#). If the carrier is not listed, contact the 3M Buyer.

The screenshot displays the 'TRACKING' form in SAP. At the top, there is a 'Carrier Name: \*' dropdown menu and a 'Manage Carrier' button. A red box highlights the 'Carrier Name: \*' dropdown, and a red arrow points from it to a second screenshot below. The second screenshot shows the 'Carrier Name: \*' dropdown with 'Other' selected. A red box highlights the 'Other' option, and a red arrow points from it to a third screenshot. The third screenshot shows the '3M Carrier Vendor ID' field with the value '6000050' entered. The 'Tracking No.: \*' field contains 'BOL999'. The 'Shipping Method' dropdown is set to 'Select', and the 'Service Level' dropdown is also set to 'Select'. A list of carriers is visible on the right side of the form, including Airborne Express, Consolidated Freightways, DHL, EGL Eagle Global Logistics, EmeryWorldwide, FedEx, Linfox (Australia), Menlo/IBM, Purolator Courier, Roadway Express, Test only, Toll Australia, UAL Cargo, UPS, US Postal Service, Yellow Freight, and Other.

# Material Order: Ship Notice - *Continued*

6. The **Tracking No.** is a required field. **Do not include special characters or spaces.**
7. Choose a **Shipping Method** from the drop-down menu.

▼ Ship Notice Header

**SHIPPING**

Packing Slip ID:*	NH1407TST
Invoice No.:	
Requested Delivery Date:	--
Ship Notice Type	Select ▼
Shipping Date:	
Delivery Date:*	21 Apr 2023
Gross Volume:	
Gross Weight:	

Unit:

Unit:

Carrier Name: \* Other ▼

Tracking No.:\* BOL999

Tracking Date:

Shipping Method Motor ▼

Service Level:

⚠ Please select Shipping Method from the dropdown list below

# Material Order: Ship Notice - Continued

8. The highlighted fields in the *Delivery and Transport information* section should remain with the system default values. These fields are not used by 3M but are required fields in the SAP Business Network.
9. You should specify the ID or License Plate Number of the trailer, container or vehicle delivering the goods to 3M in the **Equipment Identification Code** field. **Do not include special characters or spaces.**

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:\* Transport Condition

Shipping Payment Method:\* Other

Delivery Terms Description:

Transport Terms Description:

Shipping Contract Number:

Shipping Instructions:

Transport Terms

Equipment Identification Code

Gross Volume

Unit

Gross Weight

Unit

Sealing Party Code

Seal ID

Other EXW

MN999

Add Transport Term

# Material Order: Ship Notice - *Continued*

10. Scroll down to the *Order Items* section. Update the quantity shipped for each line item in the **Ship Qty** field.
11. The **Batch ID** and **Production Date** are required if the material is 3M batch managed. The Supplier Batch number should be entered into the **Batch ID** field. The **Batch ID** must be alpha numeric and not exceed 10 digits. It cannot begin with the number zero nor include special characters or spaces. If you have questions on batch management, contact the 3M Buyer.
12. Enter the **Production Date**, if applicable.
13. The **Expiry Date** is required if the material is shelf-life managed.

The screenshot shows the 'Order Items' section of a SAP interface. It contains a table with columns: Order #, Line #, Part #, Customer Part #, Qty, Unit, Need By, Ship By, Unit Price, Subtotal, Tax, and Customer Location. The first row shows Order # 4800020012, Line # 10, Part # 12345, Customer Part # 000000001100000166, Qty 1,000.000, Unit EA, Need By 5 Jun 2018, Unit Price \$50.00 USD, Subtotal \$50,000.00 USD, and Tax USD. Below the table, there are sections for 'Description: Testing', 'Shipment Status' (Total Item Due Quantity: 1,000.000 EA), and 'Confirmation Status' (Total Confirmed Quantity: 1,000.000 EA, Total Backordered Quantity: 0 EA). At the bottom, there are four input fields: 'Ship Qty' (with a value of 2), 'Batch ID', 'Production Date', and 'Expiry Date'. Red boxes with numbers 10, 11, 12, and 13 are placed above the table, with red lines pointing to the 'Ship Qty', 'Batch ID', 'Production Date', and 'Expiry Date' fields respectively. The 'Add Details' button is located to the right of the 'Expiry Date' field.

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4800020012	10	12345	000000001100000166	1,000.000	EA	5 Jun 2018		\$50.00 USD	\$50,000.00 USD		

Description: Testing

**Shipment Status**  
Total Item Due Quantity: 1,000.000 EA

**Confirmation Status**  
Total Confirmed Quantity: 1,000.000 EA  
Total Backordered Quantity: 0 EA

Line 1

Ship Qty: 2

Batch ID:

Production Date:

Expiry Date:

Add Details

# Material Order: Ship Notice - Continued

## Add Lines

Use **Add Ship Notice Line** if you are shipping in different quantities or for any amount with a different batch ID or production date.

Order Items

Order No.	Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
4815820806	10		000000002100266277	1.000	EA	21 Apr 2023		\$299.00 USD	\$299.00 USD		1010
Description: REGULATOR,PRESSURE,AIR,0.25 FPT LINE											
Shipment Status Total Item Due Quantity: 1 EA											
Confirmation Status Total Confirmed Quantity: 1 EA Total Backordered Quantity: 0 EA											

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	<input type="text" value="1"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	Add Remove Details
2	<input type="text" value="0"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	Add Remove Details

Add Ship Notice Line

Click on **Remove** if shipping **Ship Qty** in full.

# Material Order: Ship Notice - *Continued*

Additional line-item details are **required** on Ship Notices (ASNs).

14. Click **Add Details**.

Shipment Status  
Total Item Due Quantity: 1 EA

Confirmation Status  
Total Confirmed Quantity: 1 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date
1	1		- Select Country -		

14

Add Details

15. Click **PACKAGING** to enter the applicable information.

16. Enter the **Weight** (Net Weight). This must be a numeric value.

17. Enter the **Gross Weight**. This must be a numeric value and a higher value than the Weight (Net Weight).

18. Begin typing the **Unit** (weight unit of measure) then select from the available list.

HAZARD DETAILS  
DELIVERY DETAILS  
PACKAGING

15

Dimensions

Length:		Unit:	
Width:		Unit:	
Height:		Unit:	
Weight:		Unit:	
Volume:		Unit:	

16

Gross Volume:		Unit:	
Gross Weight:		Unit:	
Unit Gross Weight:		Unit:	
Unit Net Weight:		Unit:	
Stack Height:		Unit:	

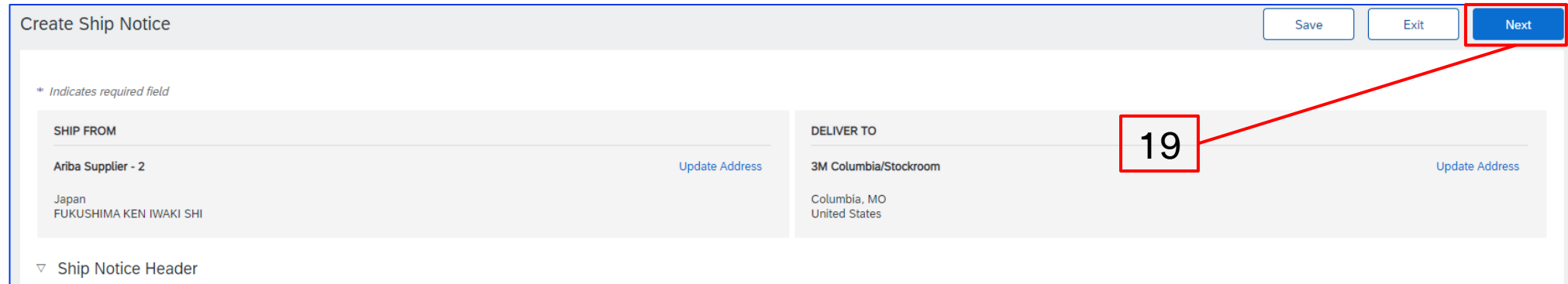
17

18



# Material Order: Ship Notice - *Continued*

## 19. Click **Next**.



Create Ship Notice

Save Exit **Next**

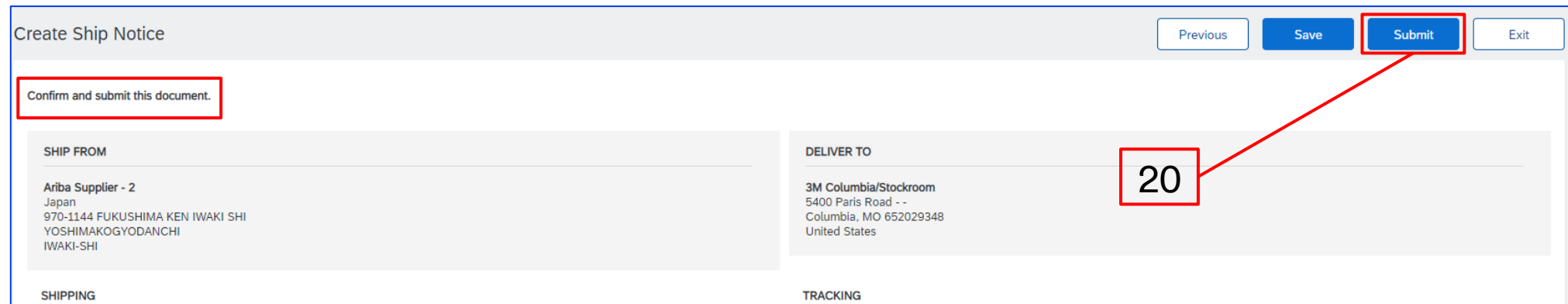
\* Indicates required field

<b>SHIP FROM</b> Ariba Supplier - 2 Japan FUKUSHIMA KEN IWAKI SHI <a href="#">Update Address</a>	<b>DELIVER TO</b> 3M Columbia/Stockroom Columbia, MO United States <a href="#">Update Address</a>
--	---

19

▽ Ship Notice Header

## 20. Review the *Ship Notice Summary* page for Ship Notice (ASN) accuracy then click **Submit**.



Create Ship Notice

Previous **Save** **Submit** Exit

Confirm and submit this document.

<b>SHIP FROM</b> Ariba Supplier - 2 Japan 970-1144 FUKUSHIMA KEN IWAKI SHI YOSHIMAKOGYODANCHI IWAKI-SHI	<b>DELIVER TO</b> 3M Columbia/Stockroom 5400 Paris Road -- Columbia, MO 652029348 United States
--	---

SHIPPING TRACKING

20


Click **Previous** to continue editing the Ship Notice. Clicking **Save** puts the invoice into **Drafts** (Fulfillment Menu Option > Drafts > Ship Notices tab); however, this is not recommended.

# Material Order: Ship Notice - *Continued*

After submitting your Ship Notice (ASN), the **Purchase Order Status** updates to **Shipped**. If items are partially shipped, the **Purchase Order Status** updates to **Partially Shipped**.

Submitted Ship Notices (ASNs) can be viewed by clicking on the **hyperlink** under **Related Documents** on the *PO view*. If the ASN routing status is **Failed** or **Rejected**, click on **History** to review details on the failure.

[Order Detail](#) [Order History](#)



**From:**  
Customer  
3M COMPANY  
3M CENTER - 220-9E-02 -  
ST. PAUL, Minnesota 55144  
United States  
Phone:

**To:**  
Ariba Supplier - 2  
Japan  
970-1144 FUKUSHIMA KEN IWAKI SHI  
YOSHIMAKOGYODANCHI  
IWAKI-SHI  
Phone:  
Fax:  
Email: [skar.cw@mmm.com](mailto:skar.cw@mmm.com)

**Purchase Order**  
(Shipped)  
4815820806  
Amount: \$897.00 USD  
Version: 1

[Track Order](#)

**Payment Terms** ⓘ  
0.000% 60  
Net 60 Days

**Contact Information**  
[Supplier Address](#)

[Buyer Headquarter Address](#)

Routing Status: Acknowledged  
External Document Type: 3M MRO PO (ZMRPO)  
Related Documents: [NH1407TST](#)  
[POA0806](#)

# Material Order: Invoicing Overview



Once an order is confirmed and a Ship Notice (ASN) created, create an invoice. For Material Orders, an invoice **cannot** be created until the Purchase Order Confirmation **and** Ship Notice (ASN) have been completed.

## The SAP Business Network Supports:

- **Detail Invoices:** Apply against a single PO referencing line-item information.
- **Partial Invoices:**
  - Apply against specific line items from a single Purchase Order.
  - Partial quantity or subset of line items from a single Purchase Order.
- **Credit Memo:**
  - Credit Memo (PO or Invoice) Line-Item Level.

# Material Order: Invoicing Overview - *Continued*

---

## The SAP Business Network does not support:

- **Paper Invoices:** Once enabled on the network, **3M will no longer accept paper invoices for POs sent through SAP Business Network.**
- **Header or Summary Invoices:** A single invoice that does not provide line-item details.
- **Summary or Consolidated Invoices:** Invoices that apply against multiple POs.
- **Invoicing for Purchasing Cards (P-Cards):** An invoice for an order placed using a P-Card.
- **Duplicate Invoices:** A new and unique invoice number must be provided for each invoice. 3M rejects duplicate invoice numbers unless resubmitting a corrected invoice with a previously **Failed** or **Rejected** status on SAP Business Network.
- **Cancel Invoices:** 3M does not support the ability for Suppliers to cancel invoices. Suppliers must issue a credit memo for previously submitted invoices.
- **Non-PO Invoices:** Not supported by 3M through the SAP Business Network.
- **Attachments:** Not supported by 3M through the SAP Business Network. Suppliers should send any additional information to their appropriate 3M representative.

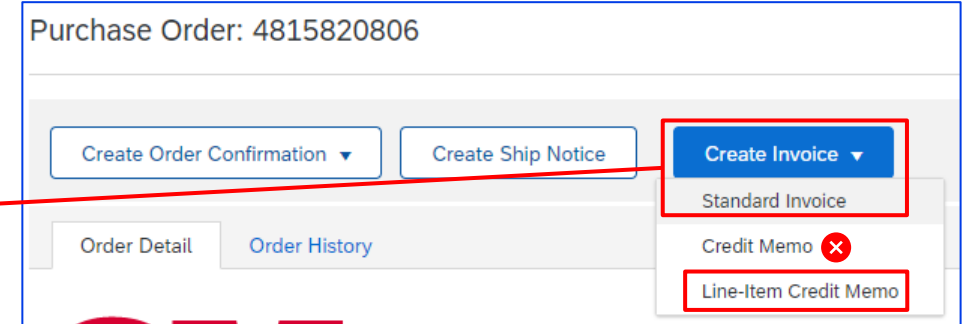
# Material Order: Invoicing

Before you start creating your invoice, please review the [Country Specific Invoicing Rules for 3M](#) to determine if any apply to your organization.

The steps for creating an invoice are:

1. Navigate to your 3M PO. Click the **Create Invoice** drop-down menu and select the **Standard Invoice** option. **Create Invoice** will not be available until the Ship Notice (ASN) has been completed.

1



**Reminder:** If you need to create a credit on a limit-order, use *Line-Item Credit Memo*. If you use *Credit Memo*, it will be rejected by 3M.

# Material Order: Invoicing - Continued

The *Invoice Header* displays. Information from the PO defaults into the invoice. Fields with an asterisk (\*) are required.

2. Enter the **Invoice #**. The **Invoice #** cannot exceed 16 characters. It can contain alpha and numeric characters, but it **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters. Use a modified number if creating a replacement invoice. For example, an A behind the original invoice number.
3. Enter the original **Invoice Date**.  
The **Invoice Date** cannot be backdated more than 364 days.
4. Verify the **Remit To** address.  
If you have configured several addresses, select one from the drop-down list that displays.

The **Bill To** address defaults from the PO.

The screenshot shows the 'Invoice Header' form in SAP. It includes a 'Summary' section with the following fields: 'Purchase Order: 4815820806', 'Invoice #: \* INV0806' (highlighted with a red box and callout 2), 'Invoice Date: \* 21 Apr 2023' (highlighted with a red box and callout 3), 'Service Description:', and 'Supplier Tax ID:'. Below these is a 'Remit To' section with a dropdown menu showing 'Ariba Supplier - 2' (highlighted with a red box and callout 4). The 'Bill To' section shows the address: 'Japan', 'FUKUSHIMA KEN IWAKI SHI', '3M COMPANY', 'ST. PAUL, MN', and 'United States'.

# Material Order: Invoicing - Continued

5. Tax can be submitted at the *Header Level* or the *Line-Item Level*. Select the appropriate **option** in the *Tax* section and choose the applicable **Category**.

For invoices where VAT is applicable, the **Supplier VAT/Tax ID** field is **mandatory**. You can automatically default your VAT ID onto the invoice by adding it to your company profile. VAT numbers cannot contain spaces, hyphens or any special characters. If these fields are not applicable, leave the fields blank. Use NA when shipping to the United States.

The screenshot shows the 'Tax' section of a form. At the top, there are two radio buttons: 'Header level tax' (selected) and 'Line level tax'. Below these is a dropdown menu labeled 'Category:\*' with 'Sales Tax' selected. Further down are input fields for 'Location:', 'Description:', and 'Regime:'. A red box labeled '5' points to the 'Header level tax' radio button and the 'Category:\*' dropdown menu.

## VERY IMPORTANT:

For invoices originating from the **European Union (EU)**, countries must provide additional information on invoices when applicable as advised by **EU directives**. Refer to the [Country Specific Invoicing Rules for 3M](#). Enter the applicable information in the *Additional Fields* section e.g.: **Date of Supply**, **Supplier VAT ID** (can be defaulted to your invoice from your Company Profile), **Customer VAT ID** etc.

# Material Order: Invoicing - Continued

6. Shipping Costs must be entered at the *Header Level*.

- Choose **Header level** shipping.
- Click on **Add to Header**.
- Select the **Shipping Cost** in the drop-down menu.

\* Indicates required field

▼ Invoice Header

Shipping

☒ Header level shipping *i* ☐ Line level shipping *i*

Ship From: 3M Ariba Supplier Standard TEST 1022993

COMPANYPROFILE\_1\_Bielany Wroclawskie  
Lower Silesia  
Poland

Supplier VAT

Supplier VAT/Tax ID: ES01234567890

Supplier Commercial Identifier:

Supplier Commercial Credentials:

provincialSalesTaxExemptionNo:

Payment Terms Description:

Add to Header ▼

Add to Header ▼

Tax

Shipping Cost

Shipping Tax

Shipping Documents

Special Handling

Special Handling Tax

Additional Reference Documents and Dates

Comment

**Note:** Adding the shipping costs at the Line-Item Level will cause your invoice to be delayed or rejected by 3M.



# Material Order: Invoicing - Continued

6. Shipping Costs must be entered at the *Header Level*. - Continued
- d) Enter the **Shipping Amount** and **Shipping Date** in the *Shipping Cost* section.

The screenshot shows the 'Shipping' section of a SAP interface. At the top, there are two radio buttons: 'Header level shipping' (selected) and 'Line level shipping'. Below this, the 'Ship From' address is listed as '3M Ariba Supplier Standard TEST 1022393', 'COMPANYPROFILE\_1\_Bielany Wrocławskie', 'Lower Silesia', and 'Poland'. To the right, the 'Ship To' address is '3M Wrocław SP.Z O.O/Agnieszka Celmer', 'Wrocław', 'DSL', and 'Poland'. Below the 'Ship To' address is the 'Deliver To' field. In the 'Shipping Cost' section at the bottom, there are two input fields: 'Shipping Amount' and 'Shipping Date'. A red box labeled 'd' is positioned above these two fields, with red lines connecting it to both the 'Shipping Amount' and 'Shipping Date' input boxes, indicating that this step involves entering both values.

**Note:** Adding the shipping costs at the Line-Item Level (if you are not integrated) will cause your invoice to be delayed or rejected by 3M.

# Material Order: Invoicing - Continued

7. Comments can be added to the *Header Level* by selecting from the **Add to Header** drop-down list.

**ADDITIONAL FIELDS**

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier: **3M - TEST supplier 2**  
london ON  
Canada

Customer: **3M CANADA COMPANY** [View/Edit Addresses](#)  
LONDON ON  
Canada

Email:

**SUPPLIER VAT**

Supplier VAT/Tax ID:

Provincial (Canadian) Sales Tax Exemption Number:

**Add to Header** ▼

- ~~Tax~~
- Shipping Cost
- ~~Shipping Tax~~
- ~~Shipping Documents~~
- ~~Special Handling~~
- ~~Special Handling Tax~~
- ~~Additional Reference Documents and Notes~~
- Comment**

7

**Attachments** are not supported by 3M through the Ariba Network. Suppliers should send any additional information to their appropriate 3M representative.

# Material Order: Invoicing - Continued

If you selected **Line level tax** at the *Header Level*, you need add tax lines to every line item on the invoice.

☐ Header level tax ⓘ ☒ Line level tax ⓘ

8. To add tax information to the line item, verify you have selected the **Line level tax** radio button at the *Header Level* of the invoice. Click the **Tax Category** checkbox.
9. Select the tax type you want to apply from the drop-down list.
10. Click **Add to Included Lines** to include the tax line.
11. The *Tax* section displays under the service line. Review the **Taxable Amount** (this should be the same as the **Subtotal** amount). Enter the tax rate in the **Rate %** field. The Tax Amount will be calculated automatically by the system after you enter the **Rate %**.

**Insert Line Item Options**

8 ☒ Tax Category: VAT ☐ Discount Add to Included Lines 10

**Tax**

9 Taxable Amount: \$8,500.00 CAD 11

Category: \* VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Tax Rate Type:

Rate(%): 20 11

Tax Amount:

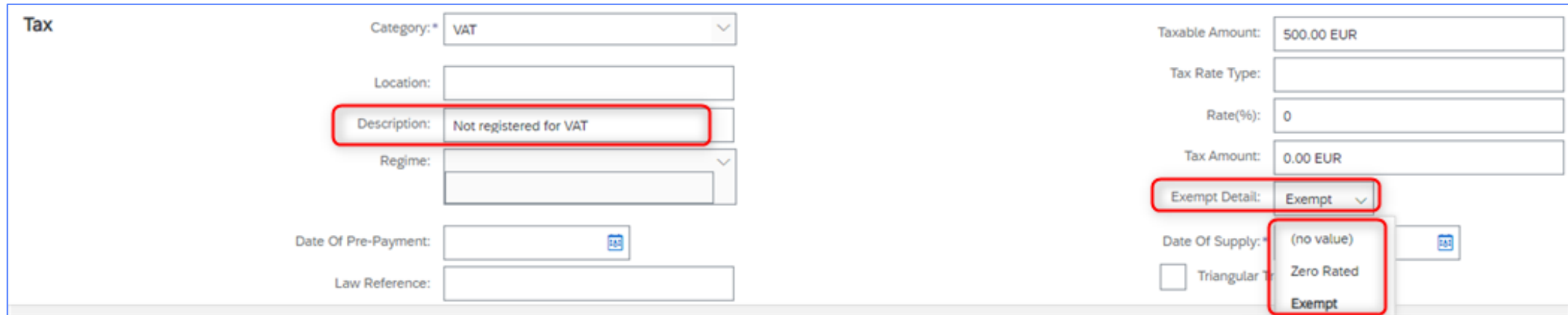
Exempt Detail: (no value) ▾

Date Of Supply: 8 Nov 2018

☐ Triangular Transaction

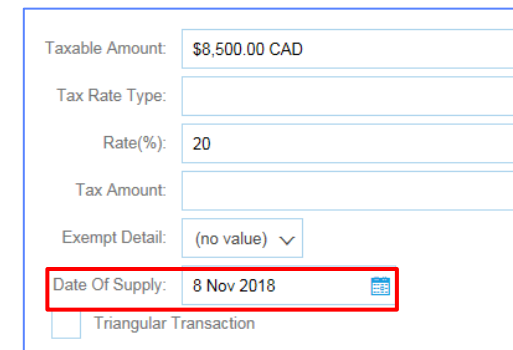
# Material Order: Invoicing - *Continued*

**Tax Exempt Only:** If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu select **Exempt** or **Zero Rated**. In the **Description** field, provide a reason for tax exemption.



The screenshot shows a SAP tax exemption form. On the left, under the 'Tax' header, there are fields for 'Category: \*' (set to 'VAT'), 'Location:', 'Description:' (containing 'Not registered for VAT' and highlighted with a red box), 'Regime:', 'Date Of Pre-Payment:', and 'Law Reference:'. On the right, there are fields for 'Taxable Amount:' (500.00 EUR), 'Tax Rate Type:', 'Rate(%):' (0), 'Tax Amount:' (0.00 EUR), 'Exempt Detail:' (a dropdown menu with 'Exempt' selected and highlighted with a red box), 'Date Of Supply:' (a date field with a calendar icon and a dropdown menu showing '(no value)', 'Zero Rated', and 'Exempt', with the dropdown highlighted by a red box), and a 'Triangular Transaction' checkbox.

**Date of Supply** is an EU directive for applicable countries.



The screenshot shows a SAP tax form. On the right, there are fields for 'Taxable Amount:' (\$8,500.00 CAD), 'Tax Rate Type:', 'Rate(%):' (20), 'Tax Amount:', 'Exempt Detail:' (a dropdown menu with '(no value)' selected), 'Date Of Supply:' (8 Nov 2018, highlighted with a red box and a calendar icon), and a 'Triangular Transaction' checkbox.

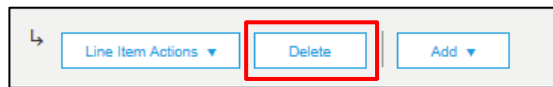
# Material Order: Invoicing - Continued

12. Scroll down to the *Line Items* section. Click on the **toggle** to include or exclude the line item from the invoice.

If the **green toggle** is visible, the line item is included on invoice.

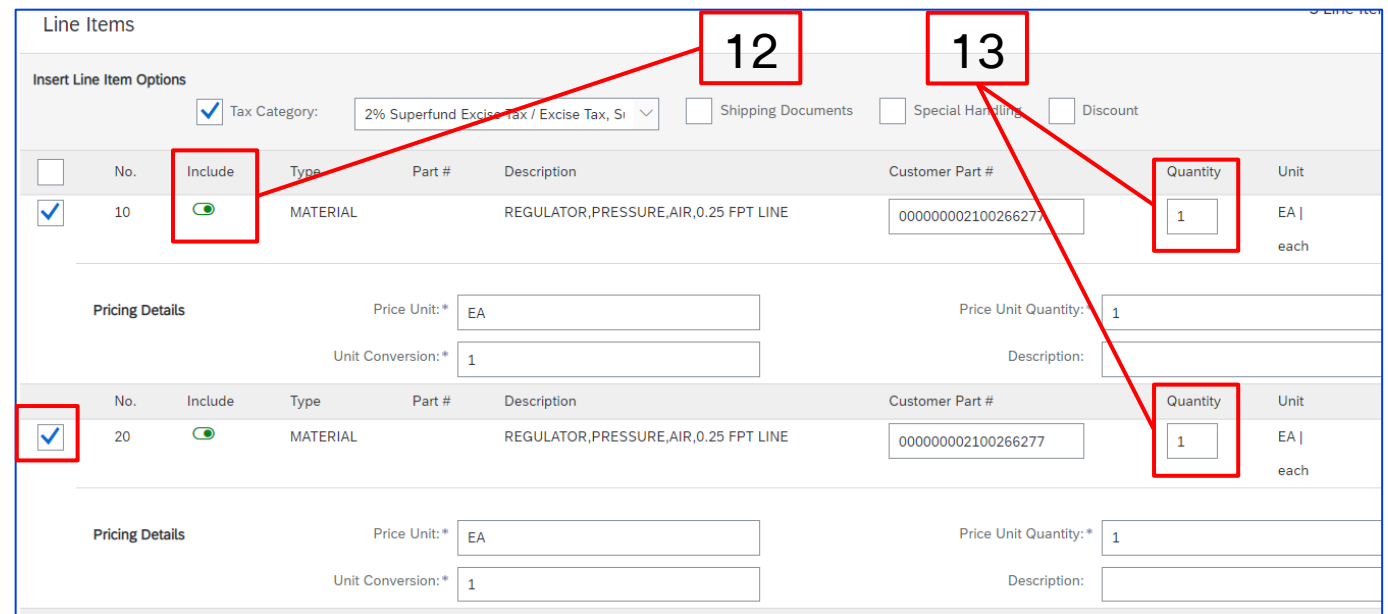
If the **grey toggle** is visible, the line item is excluded from the invoice.

You can also select the **checkbox** to the left of the item and click **Delete** to remove the line item from the invoice. You can generate another invoice later for remaining items.



It is the best practice to remove any lines from the invoice that have not been shipped.

13. Update the **Quantity** for each line item, if invoicing for part of the full quantity ordered.

A screenshot of the SAP 'Line Items' section. The interface shows a table of line items with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', and 'Unit'. Two line items are visible, both with a quantity of 1. Red boxes and arrows highlight specific elements: a red box labeled '12' points to the 'Include' column header, and a red box labeled '13' points to the 'Quantity' column header. The first line item (No. 10) has a green toggle in the 'Include' column. The second line item (No. 20) has a checkbox in the 'Include' column that is checked. Below the table, there are sections for 'Pricing Details' for each line item, including 'Price Unit' (EA) and 'Price Unit Quantity' (1).

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit
10	<input checked="" type="checkbox"/>	MATERIAL		REGULATOR,PRESSURE,AIR,0.25 FPT LINE	000000002100266277	1	EA   each
20	<input checked="" type="checkbox"/>	MATERIAL		REGULATOR,PRESSURE,AIR,0.25 FPT LINE	000000002100266277	1	EA   each

# Material Order: Invoicing - Continued

14. To add miscellaneous charges (except shipping charges), select **Add Material** from the **Add** drop-down menu.

Additional fields are available for miscellaneous charges:

- Assist
- Commissions
- Insurance
- Packaging and Packing
- Royalties and License Fees
- Tax Related Charges
- Other

The screenshot displays the 'Line Items' section of a SAP system. It includes a table with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', and 'Customer P'. A line item is visible with 'No.' 10, 'Include' checked, 'Type' MATERIAL, 'Part #' Non Catalog Item, and 'Description' Office Supplies. Below the table, there are 'Pricing Details' fields for 'Price Unit' (EA) and 'Unit Conversion' (1). At the bottom, there is a 'Line Item Actions' dropdown menu. The 'Add' option is selected, and a dropdown menu is shown with options: 'Add General Service', 'Add Labor Service', and 'Add Material'. The 'Add Material' option is highlighted with a red box. A red line connects this box to a red box containing the number '14'.

**Note:** Do not use Add General Service or Add Labor Service for shipping costs.  
**SHIPPING COSTS MUST BE ADDED AT THE HEADER LEVEL.**

# Material Order: Invoicing - *Continued*

15. Once you have completed all applicable fields, click **Next** at the bottom of the page. The *Review* page displays. Review your invoice for accuracy. Scroll down to view the line item details and invoice totals. If no changes are needed, click **Submit** to send the invoice to 3M.

Create Invoice

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Canada. The document's destination country is:United States. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number:	INV0806	Subtotal:	\$897.00 USD
Invoice Date:	Friday 21 Apr 2023 12:00 PM GMT-05:00	Total Tax:	\$0.00 USD
Original Purchase Order:	4815820806	Total Gross Amount:	\$897.00 USD
		Total Net Amount:	\$897.00 USD
		Amount Due:	\$897.00 USD

Click **Previous** to continue editing the invoice. Clicking **Save** puts the invoice into **Drafts** (Fulfillment Menu Option > Drafts > Invoices tab); however, this is not recommended.

# Material Order: Invoicing - Continued

When an invoice is submitted, you will receive emails that inform you of the status:

- Signed
- Verified
- Pending

**SAP Ariba**

Your customer 3M Test PO - DO NOT SHIP - (CI9-UR1) updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01392147149-T).

Country	PL
Customer	3M Test PO - DO NOT SHIP - (CI9-UR1)
Invoice number	INV505
Invoice Status	Sent

Description: This document has been digitally signed.

[View invoice](#)

**SAP Ariba**

Your customer 3M Test PO - DO NOT SHIP - (CI9-UR1) updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01392147149-T).

Country	PL
Customer	3M Test PO - DO NOT SHIP - (CI9-UR1)
Invoice number	INV505
Invoice Status	Sent

Description: This document has been digitally verified.

[View invoice](#)

**SAP Ariba**

Your customer 3M Test PO - DO NOT SHIP - (CI9-UR1) updated your invoice on Ariba Network. Click **View Invoice** to log into your Ariba Network account (ANID: AN01392147149-T).

Country	PL
Customer	3M Test PO - DO NOT SHIP - (CI9-UR1)
Invoice number	INV505
Invoice Status	Sent

Description: The document was added to the pending queue for download.

[View invoice](#)



# Material Order: Invoicing - *Continued*

---

If you opted to receive invoice notifications, you will receive emails regarding invoice status.

The **Invoice Statuses** are:

- **Sent / Processing:** The invoice has been received and is being processed.
- **Approved:** The invoice has been processed and invoice amounts approved.
- **Rejected:** The invoice has been rejected because it did not pass validation or the Buyer/Accounts Payable canceled the invoice. The **Comments** contain text explaining why the invoice was rejected and the actions you should take to resubmit a corrected invoice. You may use the same invoice number for **Rejected** or **Failed** invoices. If the reason is unknown, contact the 3M Buyer.
- **Paid:** The invoice amounts have been paid.

# Material Order: Invoicing - Continued

Once the invoice transmits to 3M, the **Routing Status** changes to **Acknowledged**.

If you created an invoice for less than the quantity of the PO (see next slide), the **Purchase Order** status will be **Partially invoiced**.

From the *PO view*, select your invoice in the *Related Documents* section.

The invoice opens, click the **History** tab to view the routing and invoice status.

The screenshot displays the SAP Business Network interface. At the top, the 'Purchase Order' is shown with a status of '(Partially Invoiced)' and a PO number of 3500453093. Below this, the 'Routing Status' is 'Acknowledged'. The 'Related Documents' section lists 'DN005' and '2982989', with the invoice number '3898989' highlighted. The main part of the screenshot shows the 'Invoice: 3898989' details. The 'History' tab is selected, showing the 'Invoice Status: Sent' and the receipt date '16 Mar 2023 4:37:48 AM GMT-05:00'. A message at the bottom states 'The invoice was successfully received.'

# Material Order: Invoicing - Continued

## Additional Invoices

If the PO was not invoiced in full, additional invoices will need to be created for the remaining balance. Ariba will allow you to create an invoice for more than the remaining quantity on the PO, but the invoice will be rejected by 3M. After you have submitted the additional invoice(s), verify that the invoice has been approved.

To verify the invoice status:

1. From the *PO View*, click the **Invoice**.
2. Click the **History** tab.
3. If you have over invoiced or if there is incorrect information, the invoice **Routing Status** is changed to **Rejected** and **Invoice Status** shows as **Rejected**.
4. View the comments to view the error details.

To submit a corrected invoice, create a new invoice from the Purchase Order.

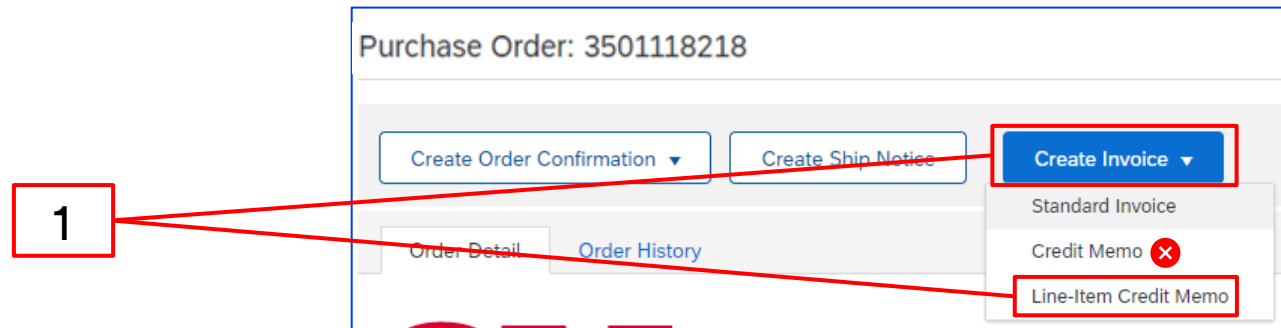
The screenshot displays the Ariba interface for invoice NHTEST808. At the top, a box shows 'Routing Status: Acknowledged' and 'Related Documents' with a list: INV123, test123, and Test123. Below this, the main invoice details show 'Invoice: NHTEST808' and 'Invoice Status: Rejected'. The 'History' tab is selected, showing a table with columns 'Status', 'Comments', and 'Changed By'. The table contains one entry: 'Failed' with the comment 'DOC-6: A document preprocessing error occurred. Invoice validation failed.' Red numbered boxes (1-4) are overlaid on the image, corresponding to the steps in the text: 1 points to the 'Invoice' link, 2 points to the 'History' tab, 3 points to the 'Rejected' status, and 4 points to the error message in the history table.

# Line-Item Credit Memo

Before you start creating your Line-Item Credit Memo, please review the [Country Specific Invoicing Rules for 3M](#) to determine if any apply to your organization.

The steps for creating a Line-Item Credit Memo are:

1. From the *PO view*, click the **Create Invoice** drop-down menu and select the **Line-Item Credit Memo** option.



**Reminder:** If you need to create a credit, use *Line-Item Credit Memo*. If you use *Credit Memo*, it will be rejected by 3M.

**Note:** *Line-Item Credit Memos* on *Limit Orders* must be for the entire invoiced amount.

# Line-Item Credit Memo - *Continued*

2. Click the **Invoice Number** radio button of the invoice against which the credit will be issued.
3. Click **Create Line-Item Credit Memo**.

The screenshot shows the 'Line-Item Memo' interface. Under the 'Invoices (1)' section, there is a table with the following data:

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc
INV778899	3M Company Test System - PLEASE DO NOT Ship - (CIG - RR5 - QR1 - UR1)	3501118218	Online	Supplier	No	Order

Below the table, there are several buttons: 'Create Line-Item Credit Memo', 'Create Line-Item Debit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'. The 'Create Line-Item Credit Memo' button is highlighted with a red box and labeled '3'. A red box labeled '2' points to the selected radio button for 'Invoice #'.

# Line-Item Credit Memo - Continued

The *Create Line-Item Credit Memo Header* displays. Information from the PO defaults into the invoice. Fields with an asterisk (\*) are required.

4. Enter the **Credit Memo #**. The **Credit Memo #** cannot exceed 16 characters. It can contain alpha and numeric characters, but it **cannot** contain lowercase letters, leading zeros, dashes, slashes, spaces, periods, or other special characters.
5. Enter the original **Credit Memo Date**.  
The **Credit Memo Date** cannot be backdated more than 364 days.
6. Verify the **Remit To** address.  
If you have configured several addresses, select one from the drop-down list that displays.  
  
The **Bill To** address defaults from the PO.

The screenshot shows the 'Create Line-Item Credit Memo' form. It has a section for 'Invoice Header' and a 'Summary' section. The 'Credit Memo #' field is highlighted with a red box and labeled '4'. The 'Credit Memo Date' field is highlighted with a red box and labeled '5'. The 'Remit To' address is highlighted with a red box and labeled '6'. The 'Bill To' address is highlighted with a green box. The 'Summary' section shows a table of values:

Summary	
Credit Memo #:	CR10002
Credit Memo Date:	15 Dec 2016
Original Invoice No:	INV3508
Original Invoice Date:	14 Dec 2016
Supplier Tax ID:	

On the right side of the form, there is a green box containing the following summary values:

Summary	
Subtotal:	\$-100.00 CAD
Total Tax:	\$0.00 CAD
Total Gross Amount:	\$-100.00 CAD
Total Net Amount:	\$-100.00 CAD
Amount Due:	\$-100.00 CAD

By default, the original invoice values display and are summarized with a negative value. Once you select your line items and adjust the **Quantity** and **Value**, the summary will update.

# Line-Item Credit Memo - Continued

7. Shipping Costs must be entered at the *Header Level*.

- a) Choose **Header level** shipping.
- b) Click on **Add to Header**.
- c) Select the appropriate **option** in the drop-down menu.
- d) Enter the **Shipping Amount** and **Shipping Date** in the *Shipping Cost* section.

The screenshot displays the SAP Business Network interface for entering shipping costs. It is divided into three main sections:

- Shipping Section:** Located at the top, it contains two radio buttons: "Header level shipping" (selected) and "Line level shipping". Below these is the text "Ship From: Ariba Supplier - 2" and "Japan FUKUSHIMA KEN IWAKI SHI". A red box labeled 'a' highlights the "Header level shipping" option.
- Add to Header Section:** Below the shipping section is a blue button labeled "Add to Header" with a downward arrow. A red box labeled 'b' highlights this button. Below the button is a drop-down menu with the following options: "Tax", "Shipping Cost" (highlighted with a red box labeled 'c'), "Shipping Tax", "Shipping Documents", "Special Handling", "Special Handling Tax", "Additional Reference Documents and Dates", and "Comment".
- Shipping Cost Section:** At the bottom, there is a section titled "Shipping Cost". It contains two input fields: "Shipping Amount:" and "Shipping Date:". A red box labeled 'd' highlights both of these fields.

Red lines connect the labels 'a', 'b', 'c', and 'd' to their respective elements in the interface.

# Line-Item Credit Memo - *Continued*

8. Comments can be added to the *Header Level* by selecting from the **Add to Header** drop-down list.

**Attachments** are not supported by 3M through the Ariba Network. Suppliers should send any additional information to their appropriate 3M representative.

**ADDITIONAL FIELDS**

☐ Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier: **3M - TEST supplier 2**  
london ON  
Canada

Customer: **3M CANADA COMPANY**  
LONDON ON  
Canada [View/Edit Addresses](#)

Email:

**SUPPLIER VAT**

Supplier VAT/Tax ID:

Provincial (Canadian) Sales Tax Exemption Number:

**Add to Header** ▼

- ~~Shipping Cost~~
- ~~Shipping Tax~~
- ~~Special Handling~~
- ~~Special Handling Tax~~
- ~~Discount~~
- Comment**
- ~~Attachment~~

8



# Line-Item Credit Memo - Continued

9. Tax credit can be submitted at the *Header Level* or at the *Line-Item Level*. Select the appropriate **option** in the *Tax* section. If submitting at the *Header Level*, once you adjust the line-item quantity and value, the **Taxable Amount** and **Tax Amount** will automatically recalculate based on the line-item value.

The screenshot shows the 'Tax' section of a SAP interface. A red box labeled '9' points to the 'Header level tax' radio button. The 'Tax' section includes a 'Category' dropdown set to 'VAT', 'Location', 'Description', and 'Regime' fields. To the right, a summary box shows 'Taxable Amount: \$-100.00 CAD', 'Rate(%): 13', and 'Tax Amount: \$-13.00 CAD'.

If VAT is applicable, the **Supplier VAT/Tax ID** field is **mandatory**. VAT numbers cannot contain spaces, hyphens or any special characters. If these fields are not applicable, leave the fields blank. Use NA when shipping to the United States.

## VERY IMPORTANT:

For invoices originating from the **European Union (EU)**, countries must provide additional information on invoices when applicable as advised by **EU directives**. Refer to the [Country Specific Invoicing Rules for 3M](#). Enter the applicable information in the *Additional Fields* section e.g.: **Date of Supply**, **Supplier VAT ID** (can be defaulted to your invoice from your Company Profile), **Customer VAT ID** etc.

# Line-Item Credit Memo - Continued

If you selected **Line level tax** at the *Header Level*, you need to add tax lines to every line item on the Line-Item Credit Memo.

10. To add tax information to the line item, verify you have selected the **Line level tax** radio button at the *Header Level* of the Line-Item Credit Memo. Click the **Tax Category** checkbox.
11. Select the tax type you want to apply from the drop-down list.
12. Click **Add to Included Lines** to include the tax line.
13. The *Tax* section displays under the service line. Review the **Taxable Amount** (this should be the same as the **Subtotal** amount). Enter the tax rate in the **Rate %** field. The Tax Amount will be calculated automatically by the system after you enter the **Rate %**.

The screenshot shows the 'Insert Line Item Options' and 'Tax' sections of the SAP interface. Red boxes and lines highlight specific elements corresponding to the numbered steps:

- 10**: Points to the 'Tax Category' checkbox, which is checked.
- 11**: Points to the 'VAT' dropdown menu in the 'Tax' section.
- 12**: Points to the 'Add to Included Lines' button.
- 13**: Points to the 'Taxable Amount' field showing '\$8,500.00 CAD' and the 'Rate(%)' field showing '20'.

The 'Tax' section includes fields for Category (\*), Location, Description, Regime, Date Of Pre-Payment, and Law Reference. The right side shows calculated fields: Taxable Amount, Tax Rate Type, Rate(%), Tax Amount, Exempt Detail, Date Of Supply, and a checkbox for Triangular Transaction.

# Line-Item Credit Memo - *Continued*

**Tax Exempt Only:** If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu select **Exempt** or **Zero Rated**. In the **Description** field, provide a reason for tax exemption.

<b>Tax</b>	Category: * VAT	Taxable Amount: 500.00 EUR
	Location:	Tax Rate Type:
	Description: Not registered for VAT	Rate(%): 0
	Regime:	Tax Amount: 0.00 EUR
	Date Of Pre-Payment:	Exempt Detail: Exempt
	Law Reference:	Date Of Supply: (no value)
		<input type="checkbox"/> Triangular Transaction

**Date of Supply** is an EU directive for applicable countries.

Taxable Amount:	\$8,500.00 CAD
Tax Rate Type:	
Rate(%):	20
Tax Amount:	
Exempt Detail:	(no value)
Date Of Supply:	8 Nov 2018
<input type="checkbox"/> Triangular Transaction	

# Line-Item Credit Memo - Continued

14. Scroll down to the *Line Items* section. Click on the **toggle** to include or exclude the line item from the Line-Item Credit Memo.

If the **green toggle** is visible, the line item is included on the Line-Item Credit Memo.

If the **grey toggle** is visible, the line item is excluded from the Line-Item Credit Memo.

15. Update the **Quantity** as a negative value.

16. Adjust the **Unit Price**, if editable. This will remain a positive value.

17. To add a comment, click **Line Item Actions** and select the **Comments** option. The **Comments** field displays at the *Line-Item Level*.

18. Click **Update** to refresh the data or **Next** to review and submit.

The screenshot shows the SAP Line Item Credit Memo interface. Red boxes and arrows highlight specific elements corresponding to the numbered steps:

- 14**: Points to the 'Include' toggle (green circle) in the 'Line Items' table.
- 15**: Points to the 'Quantity' input field, which contains '-1'.
- 16**: Points to the 'Unit Price' input field, which contains '\$198.31 CAD'.
- 17**: Points to the 'Line Item Actions' dropdown menu.
- 18**: Points to the 'Update' button at the bottom right of the interface.

The interface includes a header 'Line Items' with a status '1 Line Items, 1 Included, 0 Previously Fully Invoiced'. Below this is a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The table contains one row for a 'MATERIAL' item (L28-07-1255, BLACK BOX) with a quantity of -1 and a unit price of \$198.31 CAD. Below the table are sections for 'Pricing Details' (Price Unit: EA, Unit Conversion: 1) and a 'Comments' field. At the bottom are buttons for 'Update', 'Save', 'Exit', and 'Next'.

# Line-Item Credit Memo - *Continued*

19. To add miscellaneous charges (except shipping charges), select **Add Material** from the **Add** drop-down menu.

Additional fields are available for miscellaneous charges:

- Assist
- Commissions
- Insurance
- Packaging and Packing
- Royalties and License Fees
- Tax Related Charges
- Other

The screenshot displays the 'Line Items' section of a SAP interface. It includes a table with columns: No., Include, Type, Part #, Description, and Customer P. A line item is visible with No. 10, Type MATERIAL, and Description Office Supplies. Below the table, there are fields for 'Price Unit: EA' and 'Unit Conversion: 1'. At the bottom, there is a 'Line Item Actions' dropdown menu. The 'Add' option is selected, and a dropdown menu is open showing three options: 'Add General Service', 'Add Labor Service', and 'Add Material'. The 'Add Material' option is highlighted with a red box. A red line connects this box to a red box containing the number '19'.

# Line-Item Credit Memo - *Continued*

20. Once you have completed all applicable fields, click **Next** at the bottom of the page. The *Review* page displays. Review your Line-Item Credit Memo for accuracy. Scroll down to view the line item details and document totals.

If no changes are needed, click **Submit** to send the Line-Item Credit Memo to 3M.

Click **Previous** to continue editing the **Line-Item Credit Memo**.

Create Line-Item Credit Memo

Previous

Submit

Exit

Confirm and submit the line-item credit memo. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Cross-Border trade. The document's originating country is: Finland. The document's destination country is: United States.  
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: MB3342T9)

Credit Memo # : CR123

Credit Memo Date : Thursday 15 Dec 2016 2:10 PM GMT-06:00

Original Invoice No : MB3342T9

Original Invoice Date : Wednesday 14 Dec 2016 7:49 PM GMT-06:00

Original Purchase Order : 4500003342

Subtotal :

Total Tax :

Total Gross Amount :

Total Net Amount :

Amount Due :

\$-830.00 CAD

\$0.00 CAD

\$-830.00 CAD

\$-830.00 CAD

\$-830.00 CAD

STP501: SAP Business Network - Standard Account

3M

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# Next Steps

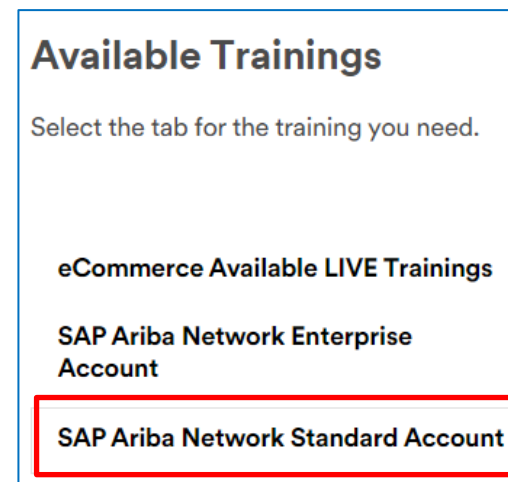
Familiarize yourself with Ariba. When 3M sends a new PO, you will receive an email from Ariba with a link to process the order. By clicking that button, you will be redirected to your Ariba Standard Account where the PO can be processed.

Ensure all transactions are done electronically through the SAP Ariba Network because paper/pdf documents will no longer be accepted by 3M.

Training documents on how to process 3M POs in Ariba can be downloaded here:  
[https://www.3m.com/3M/en\\_US/suppliers-direct/resources/supplier-learning-academy/](https://www.3m.com/3M/en_US/suppliers-direct/resources/supplier-learning-academy/)

Click on **SAP Ariba Network Standard Account** to view available tutorials.

Additional links and information are on the last page of this document.



# Next Steps - Continued

Refer to the additional documentation available on the *3M Supplier Information Portal* accessible from the *Customer Relationships* page of your AN account.

Navigation: From the Account Settings drop-down menu, select **Settings**, then **Customer Relationships**. From your *Current Customers* list, search for **3M Company** and click **Apply**. This opens the *Customer Details* of 3M's Company Profile. Click on the **Sharing Link** icon then click on **Reference Documents**.

If you are a Supplier interested in using commerce eXtensible Markup Language (cXML) to transact on the SAP Business Network, refer to the cXML documents posted on the *Supplier Information Portal* and the [Help](#) page. This option is only available to Enterprise account holders.

<input type="checkbox"/>	<a href="#">3M Supplier cXML Guidelines</a>	Other	3M Company	11 May 2023
<input type="checkbox"/>	<a href="#">3M Supplier cXML Integration Info Pack</a>	Other	3M Company	11 May 2023





# Next Steps - Continued

You can upgrade your Ariba Standard Account to an Enterprise Account any time:

[Upgrade from standard account](#)

[Learn More](#)

Review the specific functionalities to decide which offer best meets your requirements.

## Recommended Account Type

### Annual POs

0-50

50-100

100+

### Account

Standard - Web portal

Enterprise - Web portal

Enterprise - Integrated

## Upgrade to realize the full value of Ariba Network!

### STANDARD ACCOUNT

### ENTERPRISE ACCOUNT

#### FULFILLMENT

##### Orders and invoices

Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoices

Check invoice status

Skip the emails. Get and manage orders and invoices all on Ariba Network.

Use CSV uploads to manage your documents

##### Catalogs

Publish catalogs that detail your products and services

##### Integration

Integrate with your backend systems through CXML or EDI

##### Legal Archive

Access to long-term invoice archiving (regional restrictions apply)

##### Reporting

Get reports to track transactions and sales activities

##### Support

Help Center

Help Center, phone, chat, and web form

##### Fees

Free

Based on usage

#### SELLING

##### Ariba Discovery

Join our business matchmaking service to get high quality sales leads. Fees may apply

##### Sourcing, Contract Management

Attract potential customers with your profile and get invited to auctions and other events.

[Learn more](#) about all the features of Ariba Network.

# Further Information and Training

For questions on how to use Ariba, visit the **Ariba Help Center** in your account.

The Ariba **Customer Support** can be contacted via email:

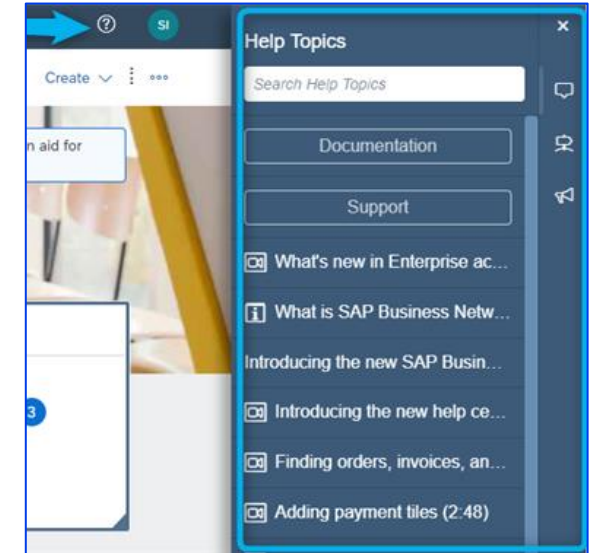
[https://support.ariba.com/interactive\\_email?locale=en](https://support.ariba.com/interactive_email?locale=en)

For a detailed overview of the *different functionalities of Ariba Standard and Enterprise Accounts* refer to:

<https://support.ariba.com/ariba-network-overview>

A demo video on how to register your Ariba Standard Account is available here:

<https://connect.ariba.com/KAAcontent/1,,170809,00.html?bypass=1>



Connect with [3M's Supplier eCommerce Support](#) for all inquiries on transacting electronically with 3M. Filter by region, so the correct 3M eCommerce Team receives your message.

A screenshot of a web form titled 'Select your company's region'. It features a dropdown menu with the label 'Filter region'. The dropdown is open, showing a list of regions: 'Americas', 'Europe', 'Middle East & Africa', and 'Asia & Pacific'. The dropdown menu has a black arrow pointing upwards on the right side.