Science.
Applied to Life.™

SAP Training
Source To Pay

STP500: SAP Business Network Enterprise Account

User's Guide
Version: 6.3
Last Updated: 21-Aug-2023

3M Business Transformation & Information Technology
Progress set in motion>

Table of Contents

Guidelines for transacting in SAP Business Network Enterprise Account are outlined by module. The links below can be used to navigate directly to each module.

Overview

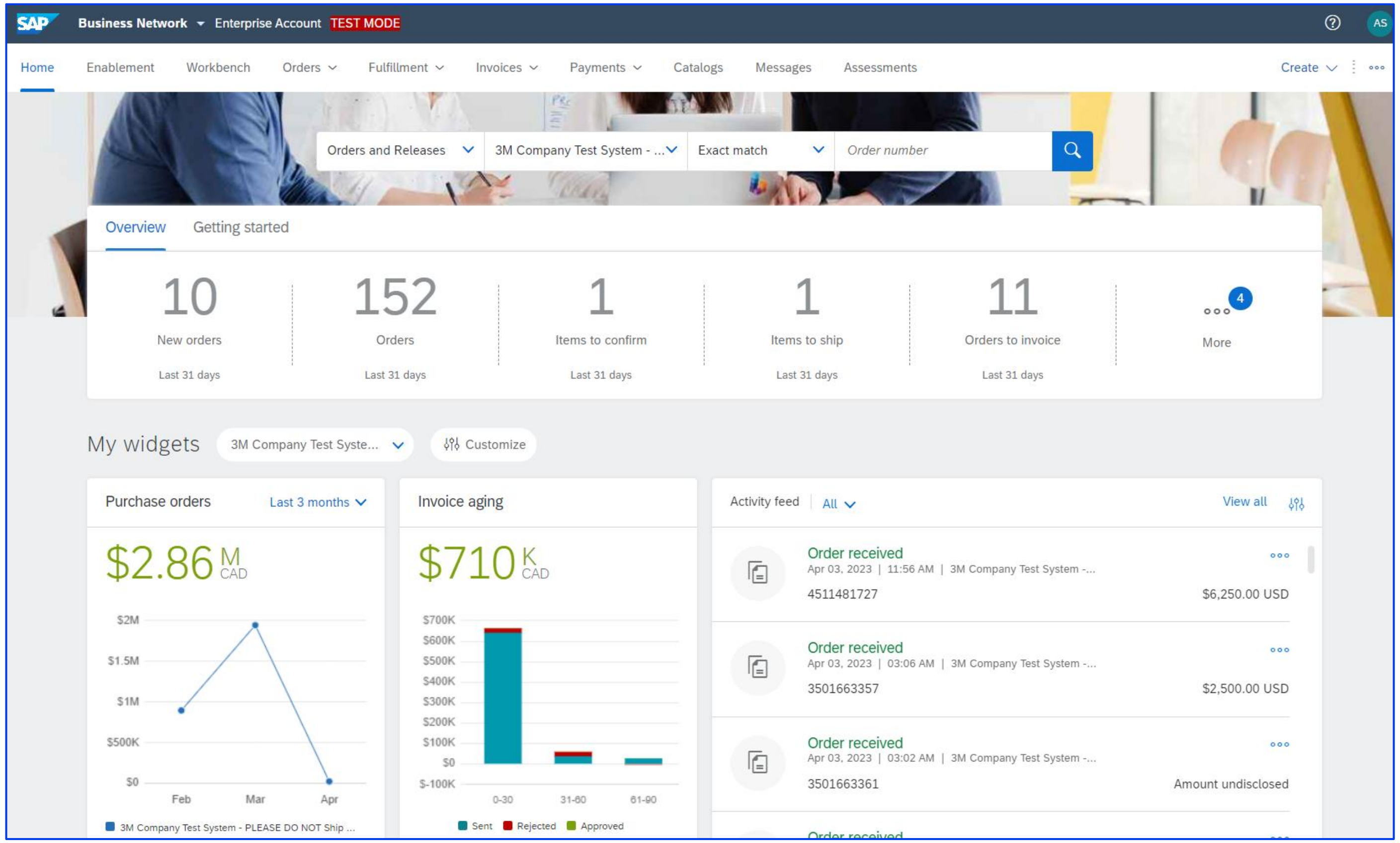
This document contains training for your organization about transacting with 3M through the SAP Business Network - Enterprise Account using online web forms.

When transacting with 3M through the SAP Business Network - Enterprise 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.

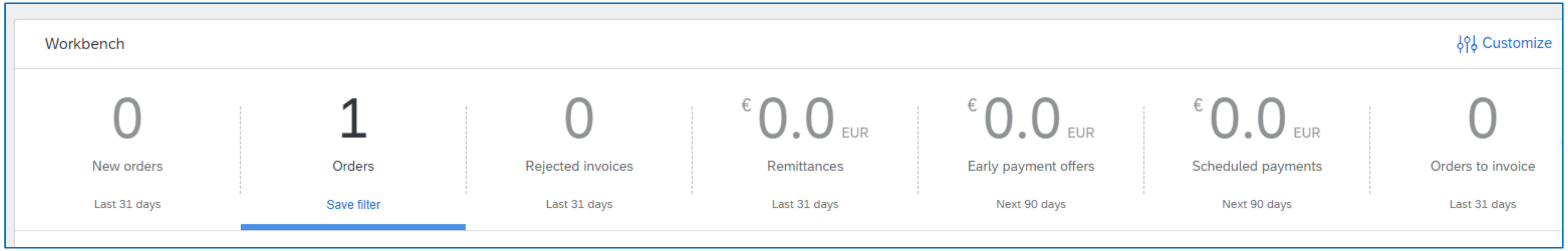
Dashboard: Overview

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

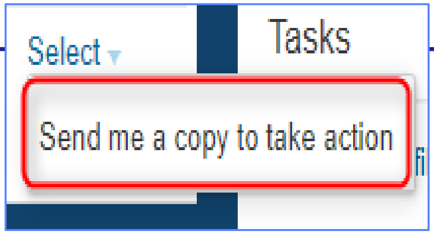


Dashboard: Workbench

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



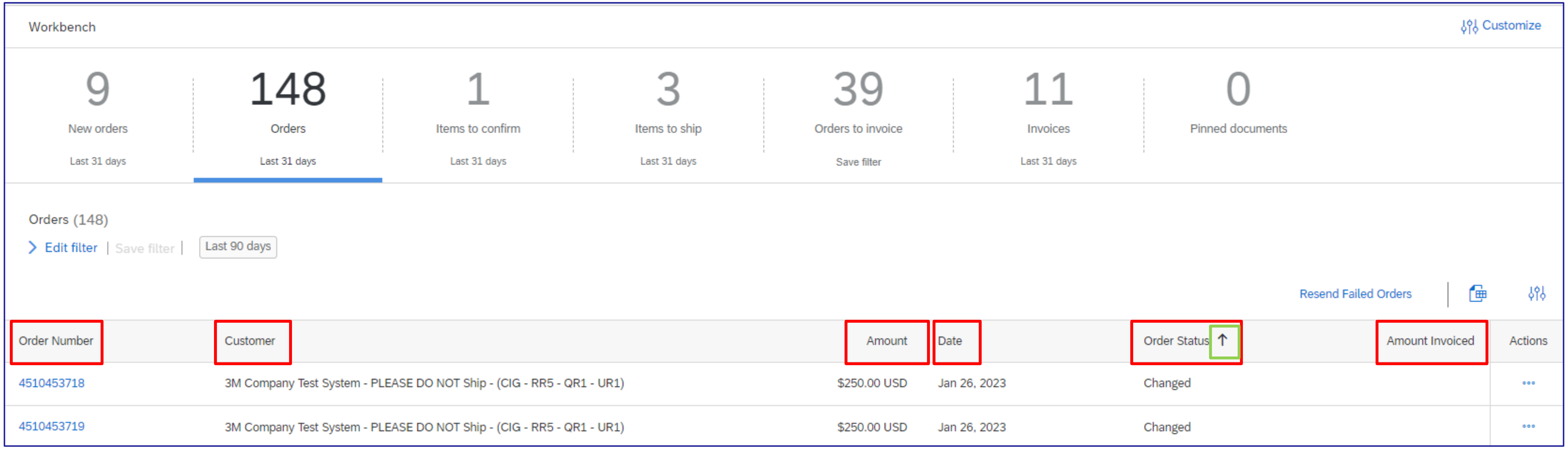
Note: You can access your 3M POs from **Workbench** tiles or via the link on your order emails. You can have this email resent to you by browsing for the order in the dashboard and clicking **Send me a copy to take action.** Please note that the number of POs displayed on your dashboard may be restricted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

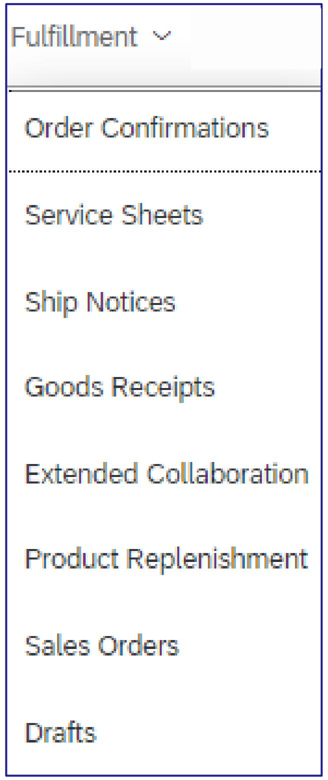


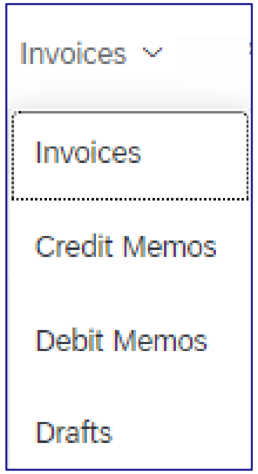
Back to Table of Contents

Dashboard: Fulfillment and Invoices

Using the **Fulfillment** drop-down box, you can view documents you have sent to 3M regarding the order processing (fulfillment), including Order Confirmations, Service Sheets, and Ship Notices.

The **Invoices** drop-down box will show you the invoices and credit memos sent to 3M.





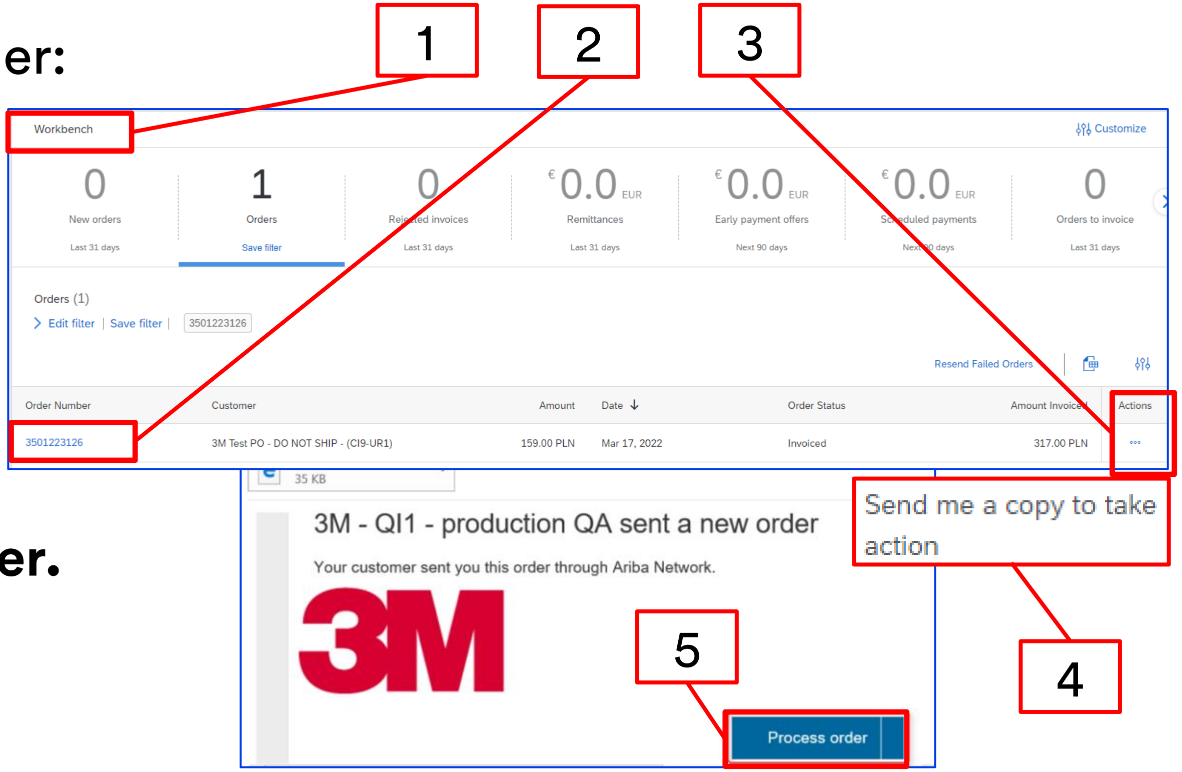
Navigating to Orders

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.**

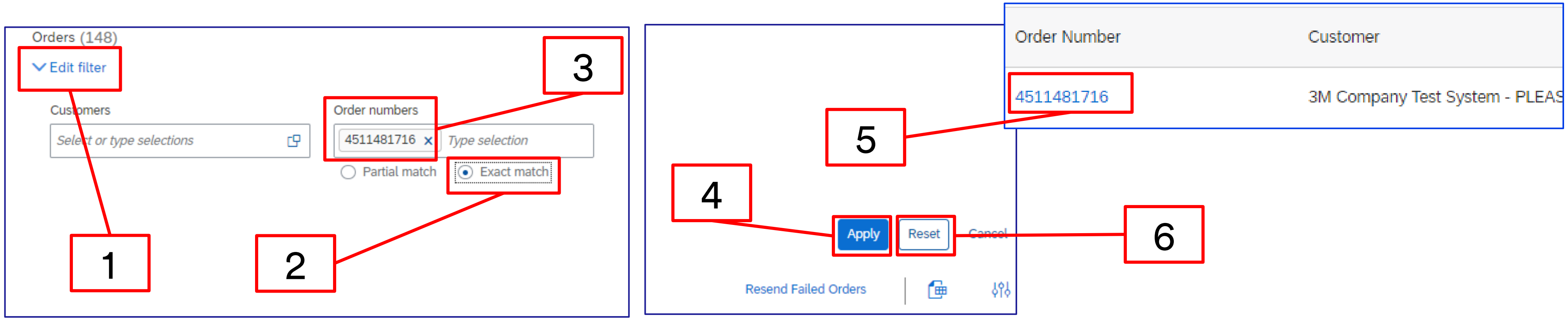


Navigating to Orders - *Continued*

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.

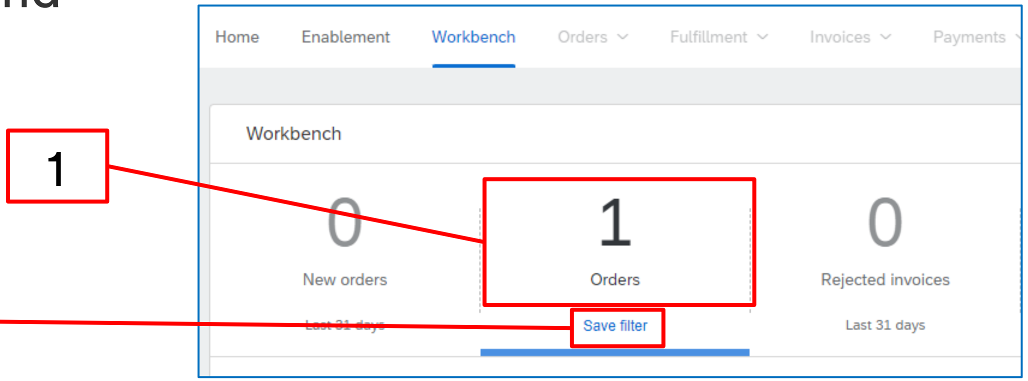


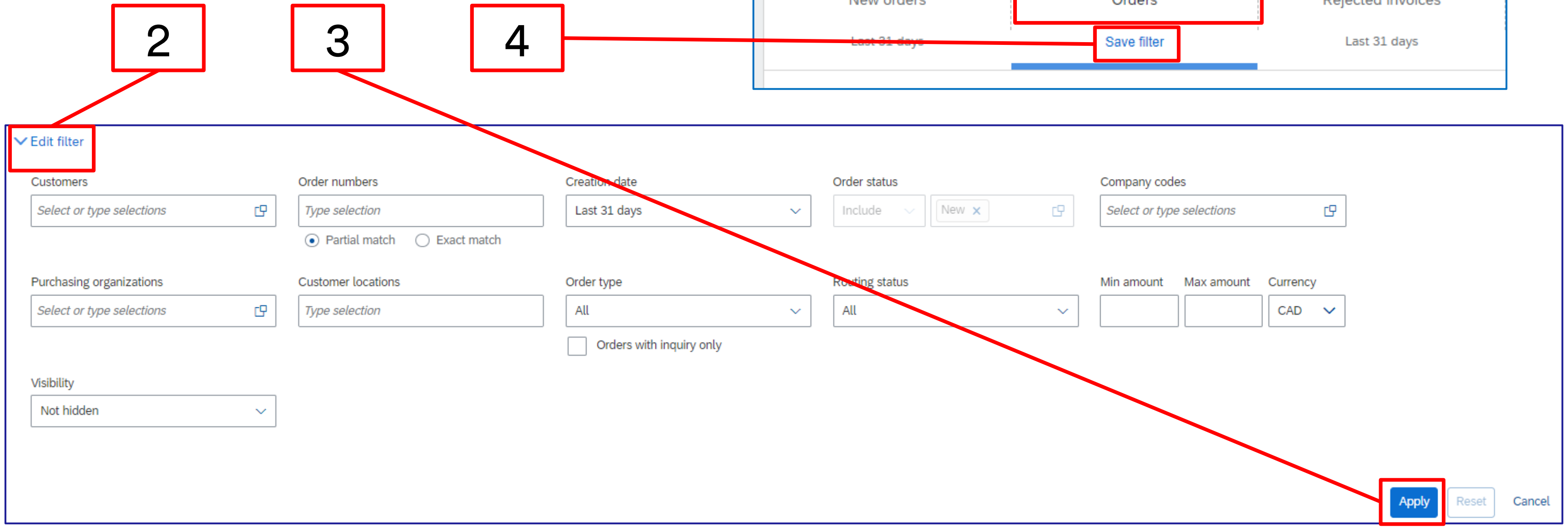
Navigating to Orders - *Continued*

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.**

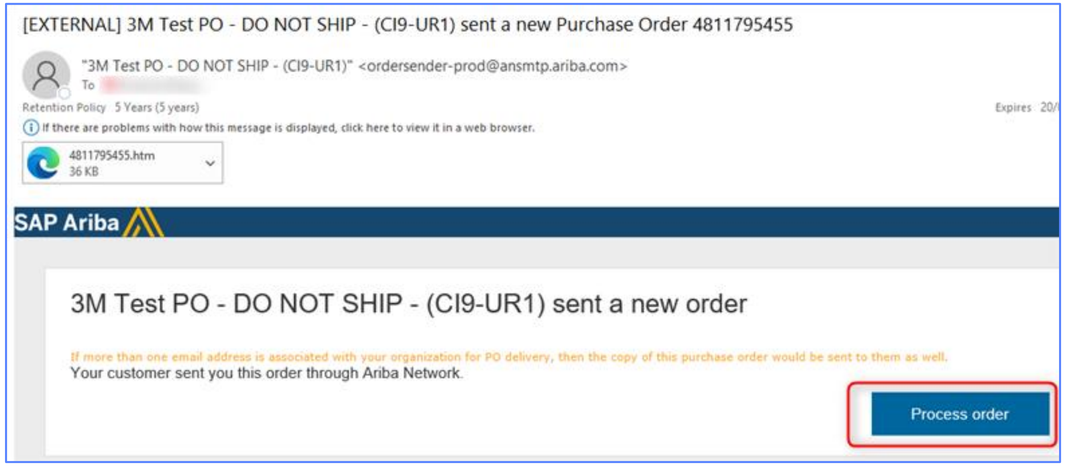
If the subtitle needs to be changed, click on the subtitle, rename it, then click **Save.**

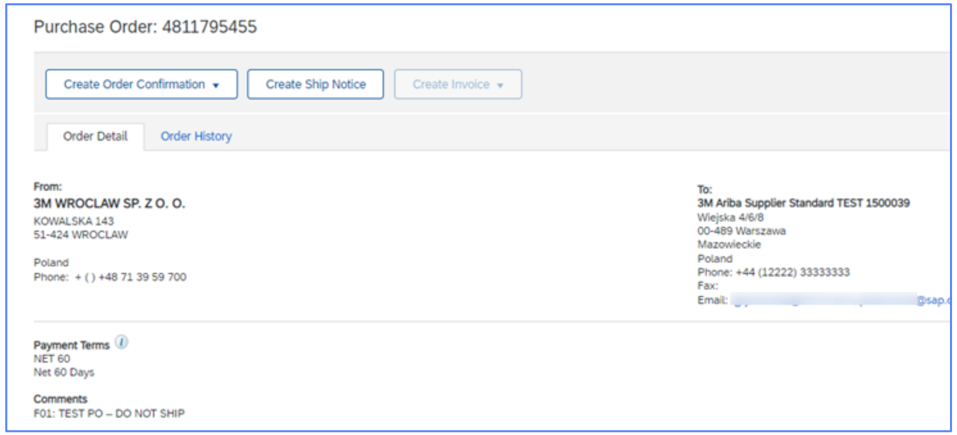




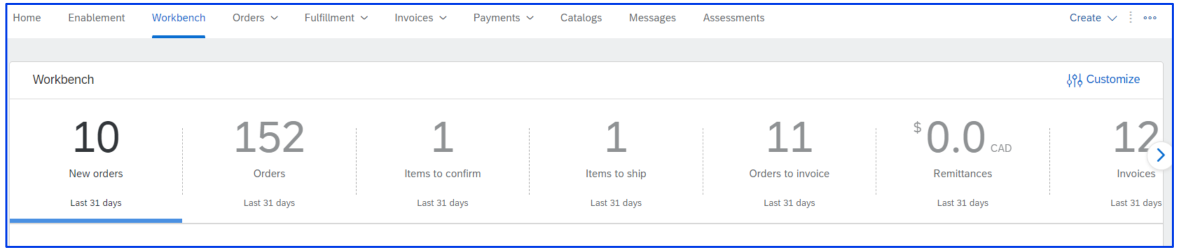
Identifying Order Types

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





Or log into your Enterprise 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

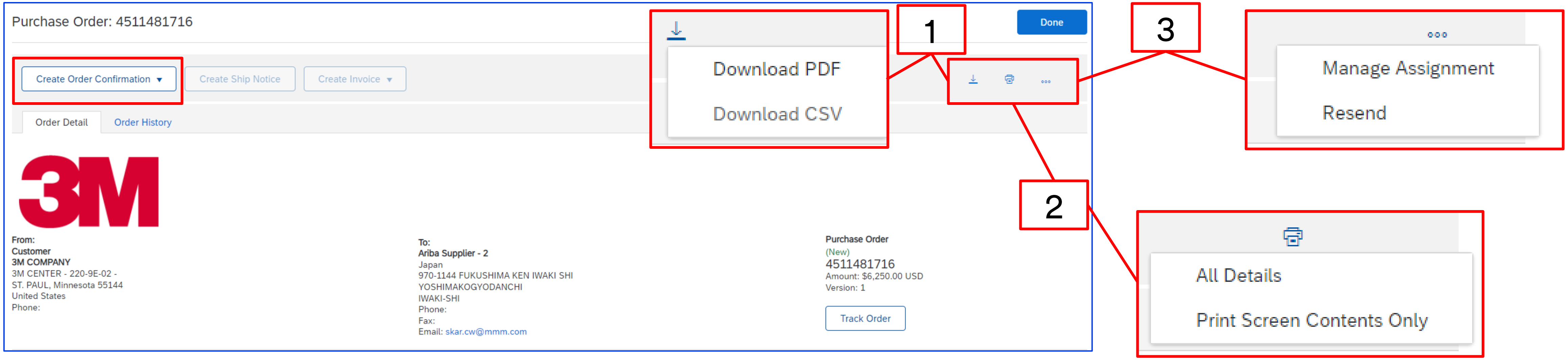
Line #	Part #	Customer Part #	Type	Return	Revision Level
1	Non Catalog Item		Material		

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:

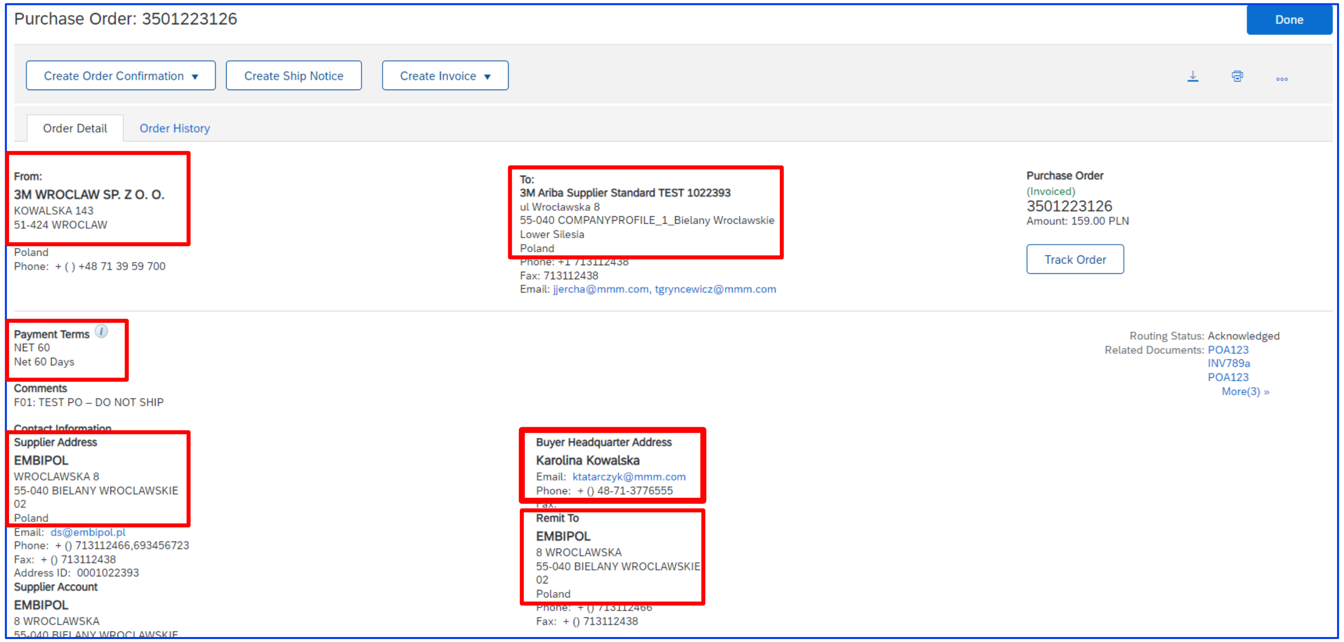
1. **Download PDF / Download CSV** to save a copy of the PO to your computer.
2. **Print** to print all order details or print screen contents only.
3. **Resend** to reprocess POs with a **Failed** status that were not sent properly to your email.



Purchase Order 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



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.

Purchase Order
(New)
4511481801
Amount: $125,000.00 USD
Version: 1
Track Order

Purchase Order
(Confirmed)
4510454448
Amount: $431,250.00 USD
Version: 1
Track Order

Purchase Order
(Shipped)
4511481703
Amount: $500.00 USD
Version: 1
Track Order

Purchase Order
(Invoiced)
4511481704
Amount: $500.00 USD
Version: 1
Track Order

Purchase Order
(→ Changed)
4814597253
Amount: $4,977.00 USD
~~Amount: $5,082.00 USD~~
Version: 2 (Previous Version)
Track Order

Purchase Order
(→ Cancelled)
3501514299
Amount:Undisclosed
Version: 2 (Previous Version)

Click on (Previous Version) to see the PO version before the changes were applied.

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

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	Details

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.

Accounting

GL Account	0007530010
CostCenter	1000105203
Percentage	100.00

Schedule Lines

Schedule Line #	Delivery Date	Ship Date
1	4 Feb 2018 6:00 PM CST	

Other Information

Tax Status:	Taxable
AccountCategory:	K
ReceivingType:	4
External Line Number:	00008
Estimated days for inspection:	0

Tax

Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount	Tax Location	De
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				

Accounting

GL Account	0007530010
CostCenter	1000105203
Percentage	100.00

Schedule Lines

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*

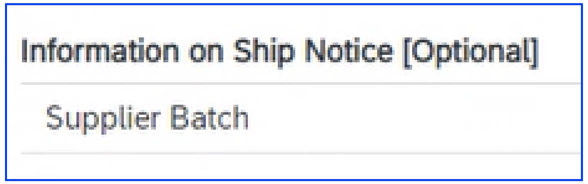
To view additional information at the *Line-Item Level*, click **Details.**

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.

Information on Ship Notice [Optional] Supplier Batch: This shows the material is Batch Managed and requires Batch information on the ASN.



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.

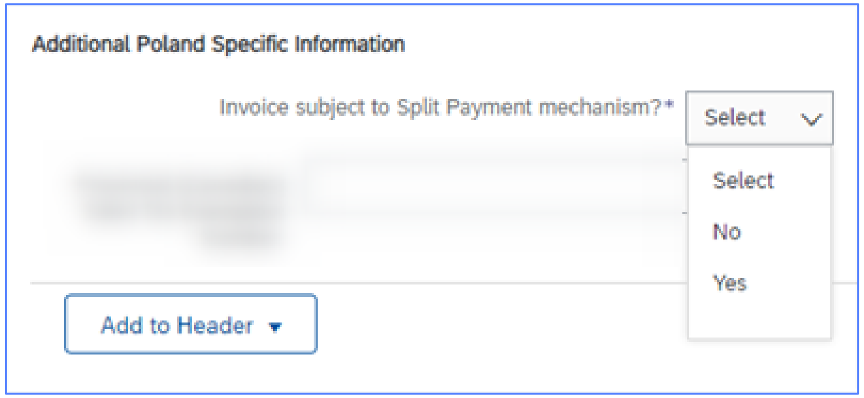
For invoices where VAT is applicable, the **Supplier VAT/Tax ID** field is **mandatory.** You can automatically default your VAT ID onto the invoice by adding it to your company profile. VAT numbers cannot contain spaces, hyphens, or any special characters. If these fields are not applicable, leave the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

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

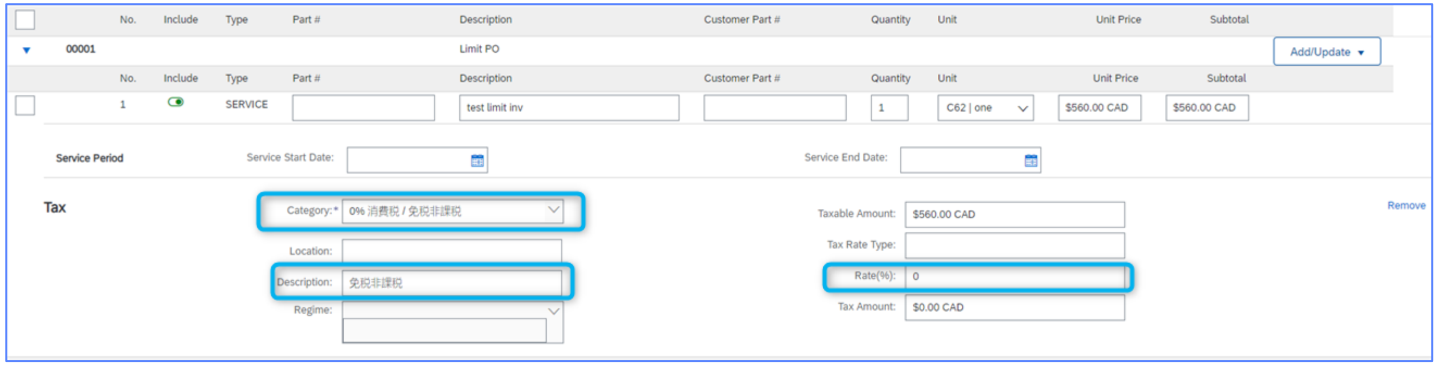
- **Date of Supply** (*Header* and *Line-Item Level*)
- The **Supplier Commercial Registration ID** (if applicable to your country)

Country-Specific Invoicing Rules for 3M

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



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

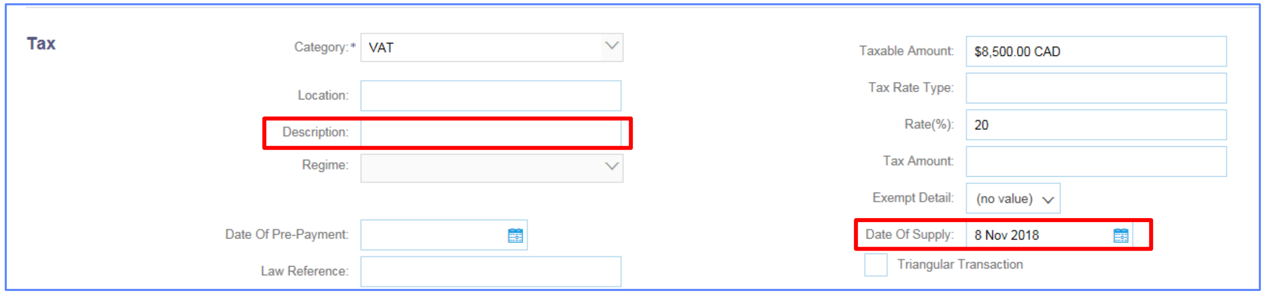


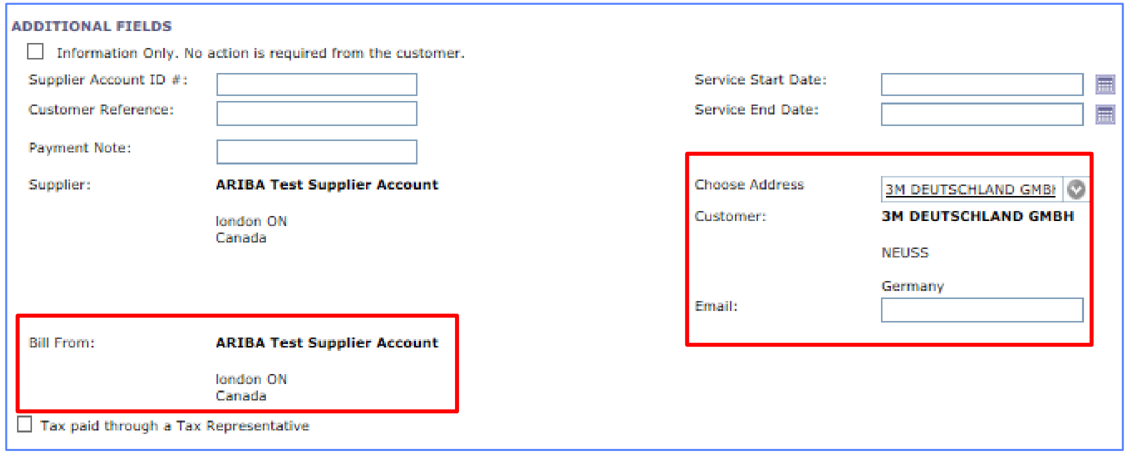
Country-Specific Invoicing Rules for 3M

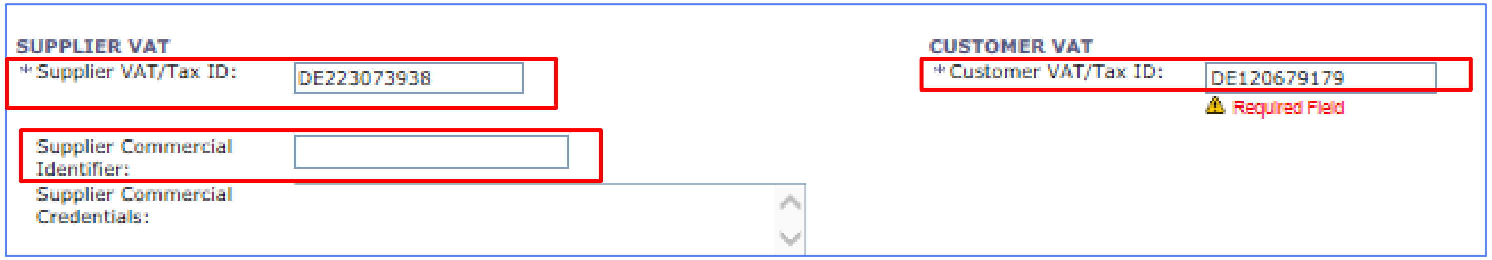
EU Requirement

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.**







Country-Specific Invoicing Rules for 3M

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).

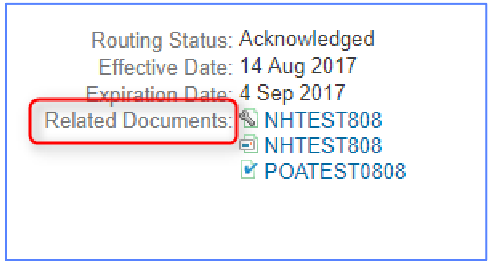
Check Invoice History

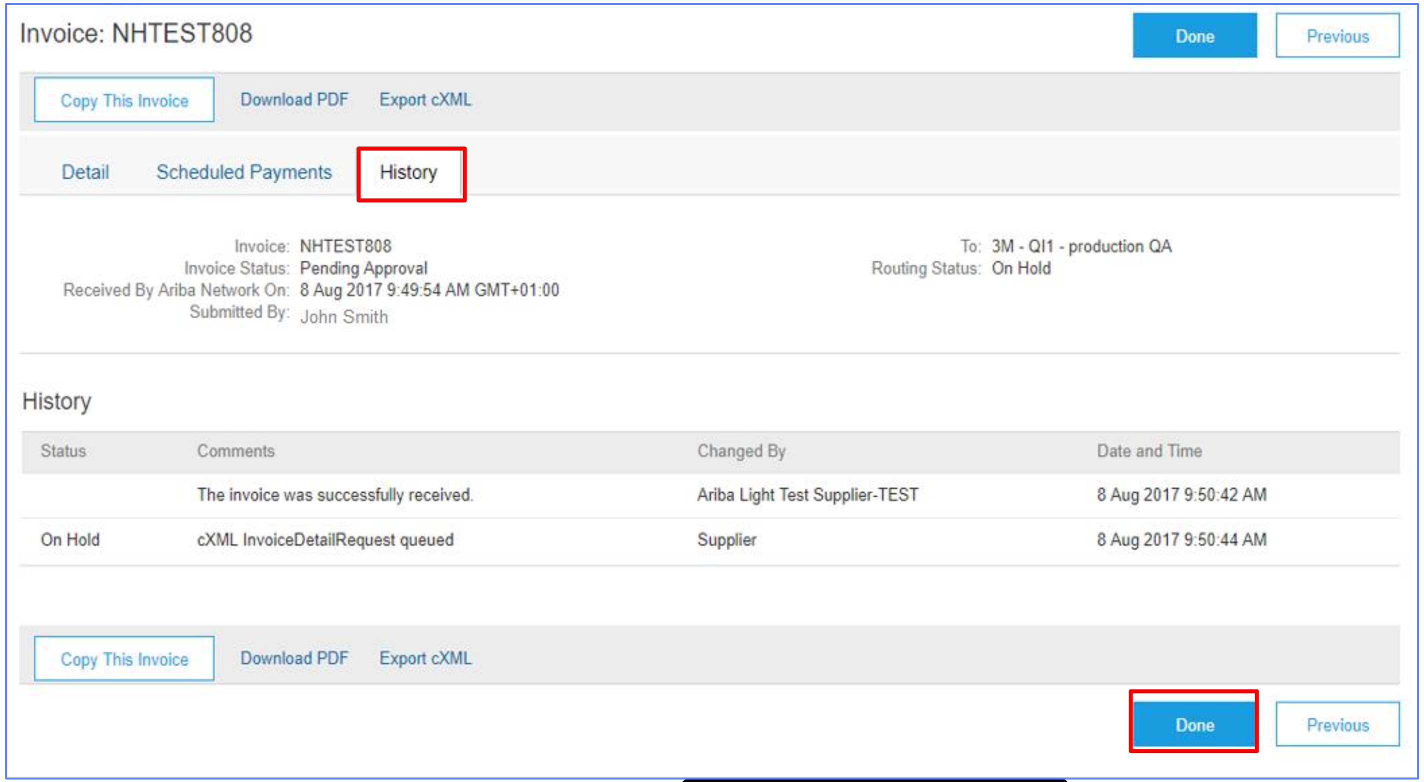
Open your order and select your invoice in the **Related Documents** section.

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.**





Back to Table of Contents

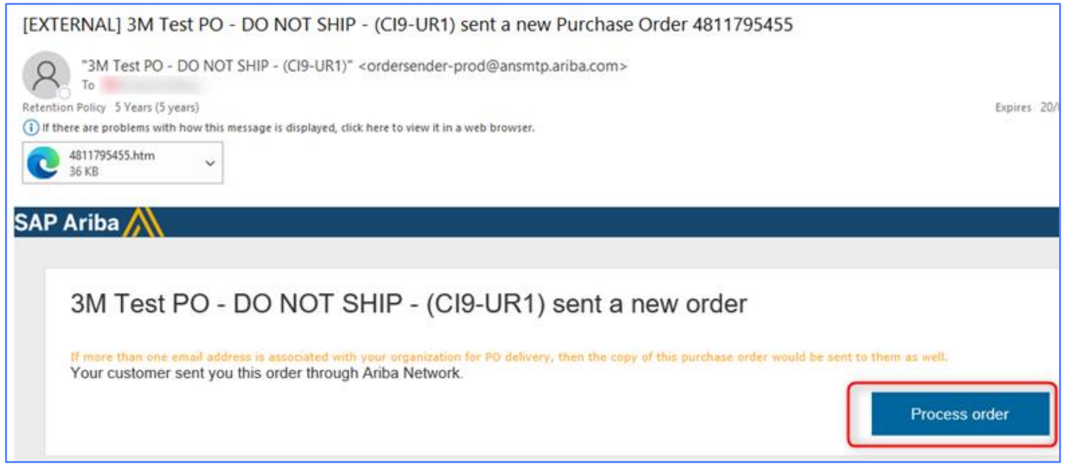
Limit Order: Overview

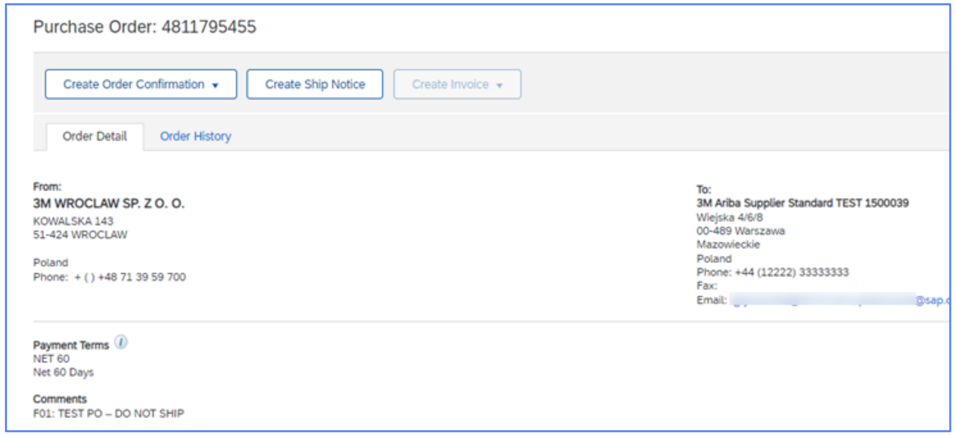
Limit Orders are used when 3M is requesting a service from you in which the total service is unknown or when the service extends over multiple payment periods and multiple payments are made.

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

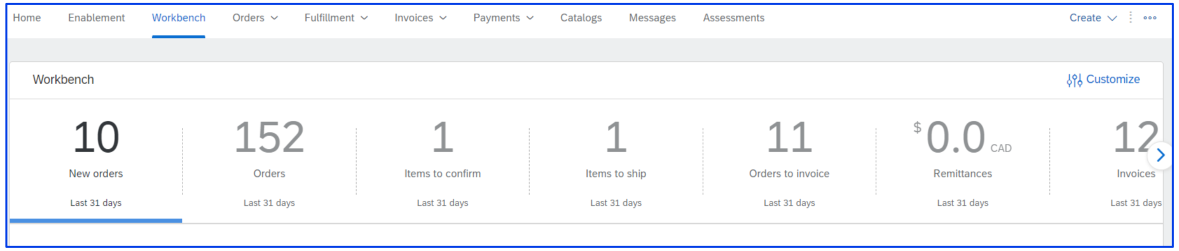
Limit Order: Purchase Order Review

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





Or log into your Enterprise 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*

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.

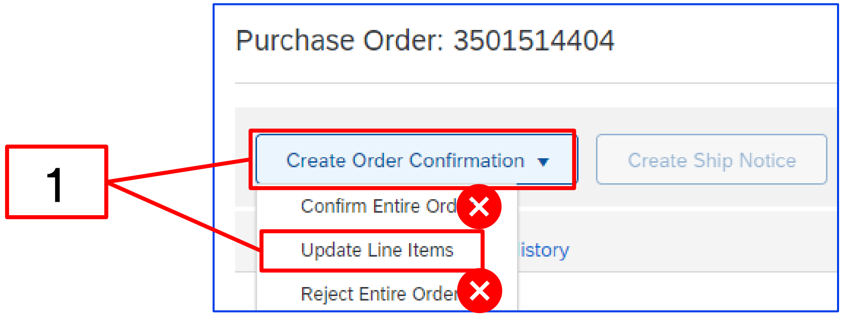
Limit Order: Order Confirmation - *Continued*

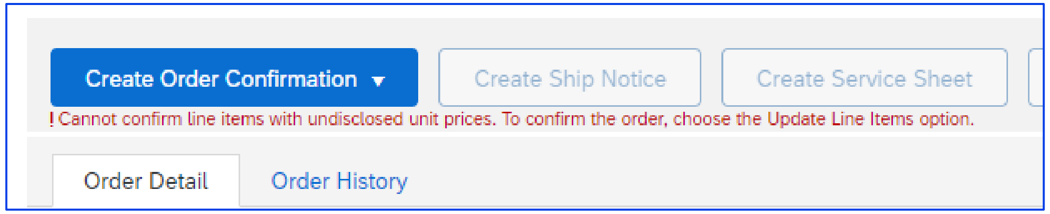
The steps for confirming Limit Orders are:

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.

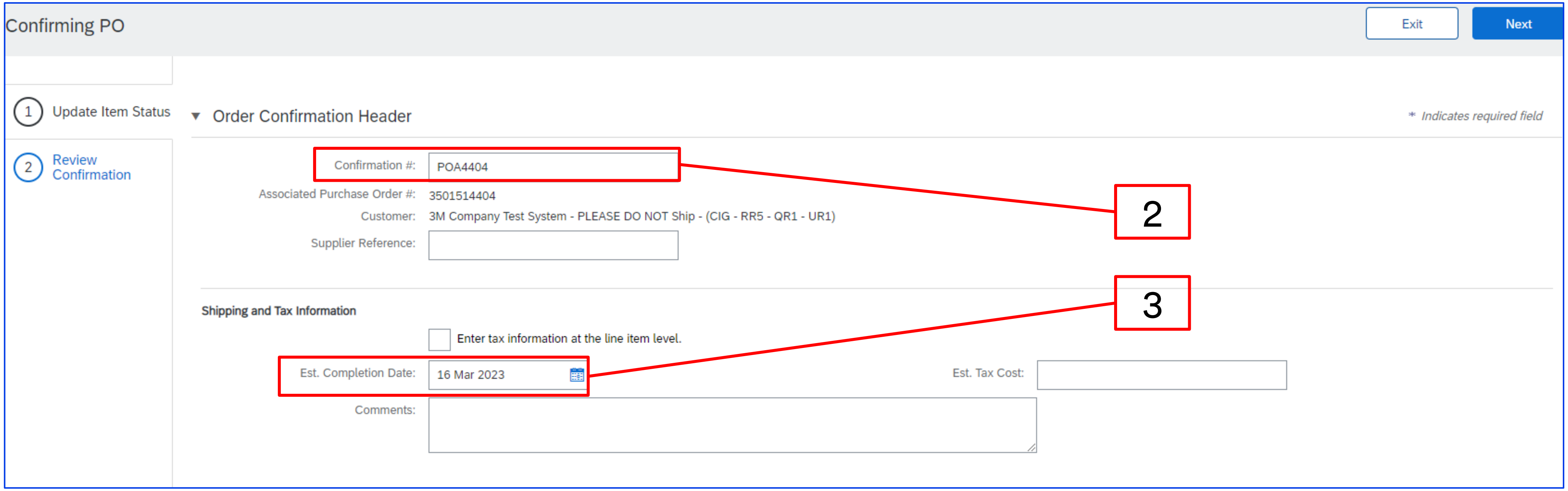
Note: Limit POs must be confirmed at the line-item level. Selecting the **Confirm Entire Order option** will cause an error.





Limit Order: Order Confirmation - *Continued*

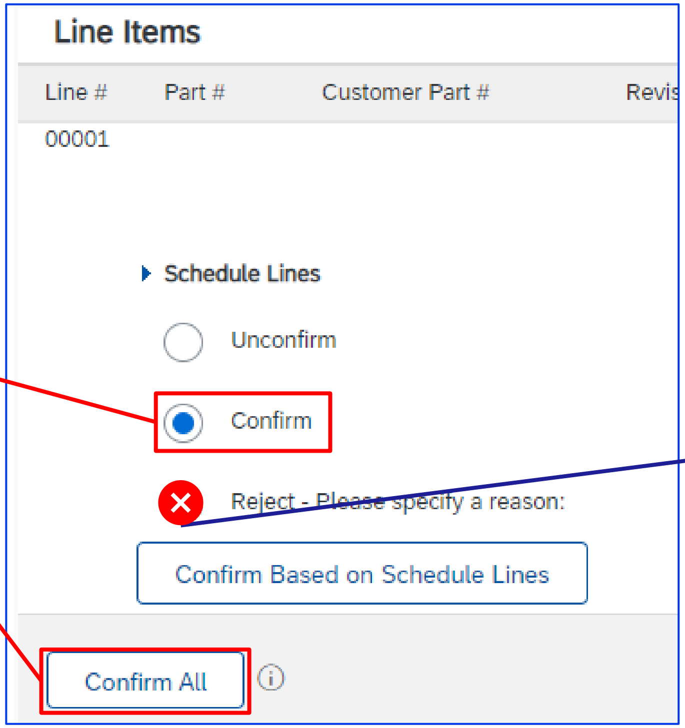
2. The *Order Confirmation Header* displays. Enter the **Confirmation #,** which is any number you use to identify the order confirmation not to exceed 10 characters.
3. Enter the **Est. Completion Date,** this should be the same as the need-by date. It is applied to all line items.



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.

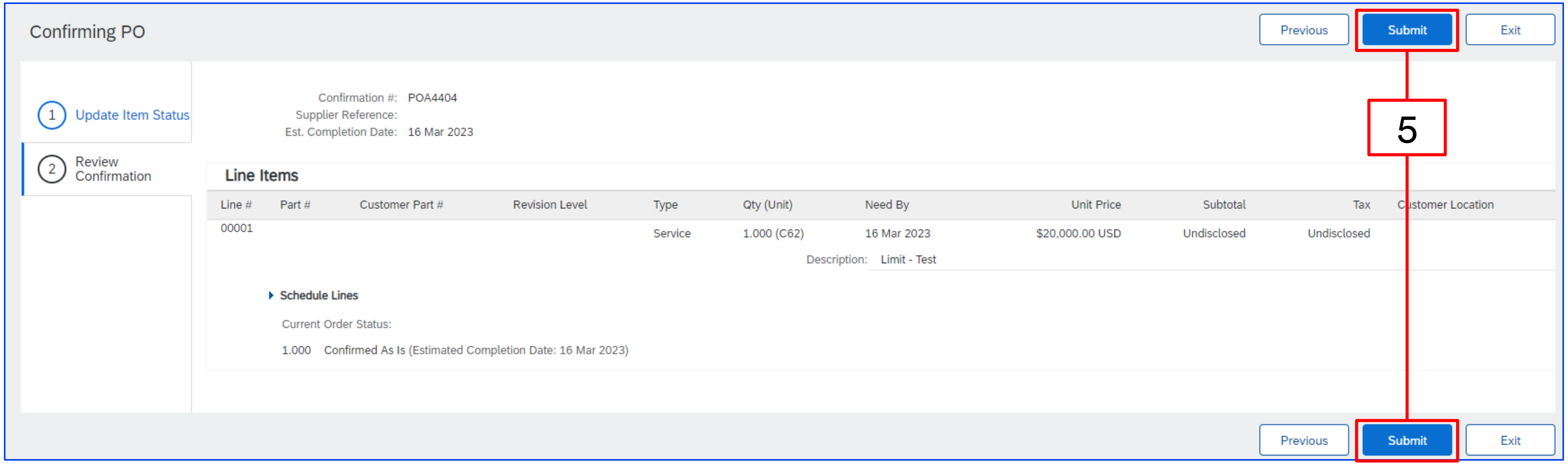
4



Note: Do not use the Reject status. 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.

Limit Order: Order Confirmation - *Continued*

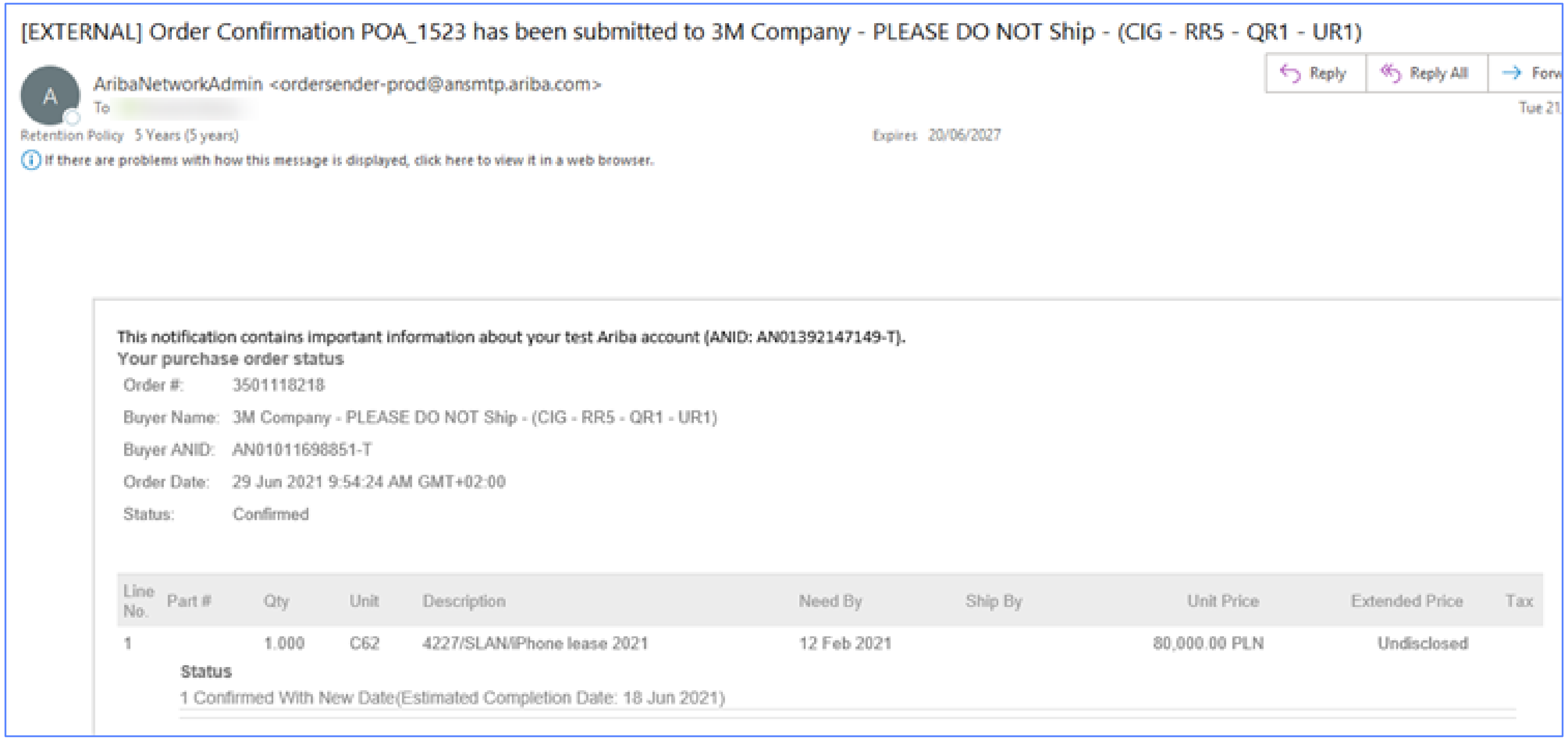
5. Once finished, click **Next** to proceed to the review page. Review the order confirmation and click **Submit.** Your order confirmation is sent to 3M.



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

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.

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/iPhone 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.

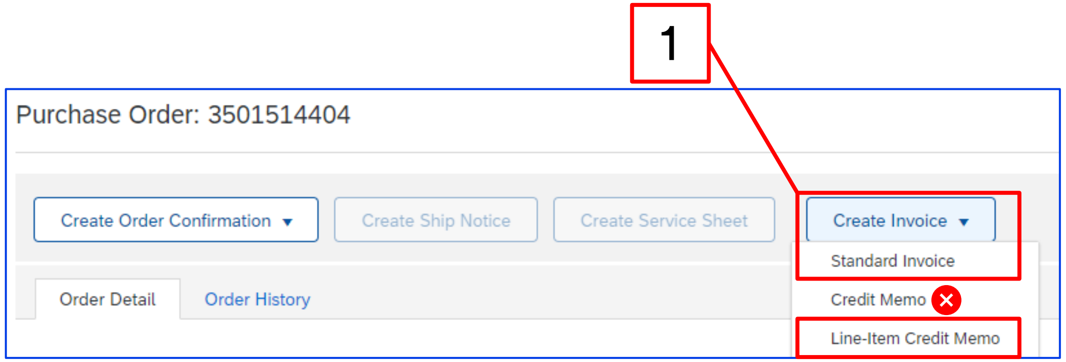
Note: If you need to create a credit on a Limit Order, always use Line-Item Credit for the entire invoiced amount. Then, if the credit value is less than the actual credit amount, create an invoice for the balance owed.

Limit Order: Invoicing - *Continued*

The steps for creating an invoice are:

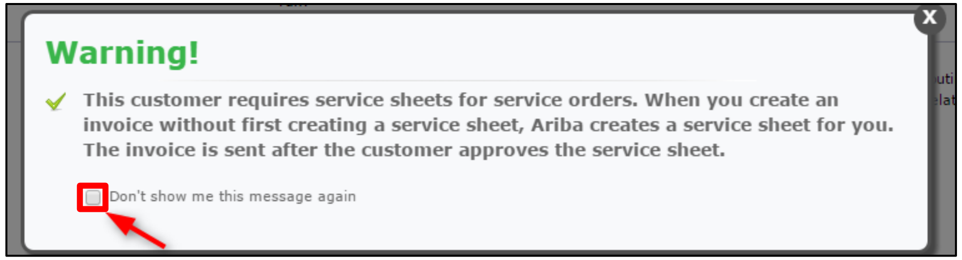
1. Navigate to your 3M PO. Click the **Create Invoice** drop-down menu and select the **Standard Invoice** Option.

   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.



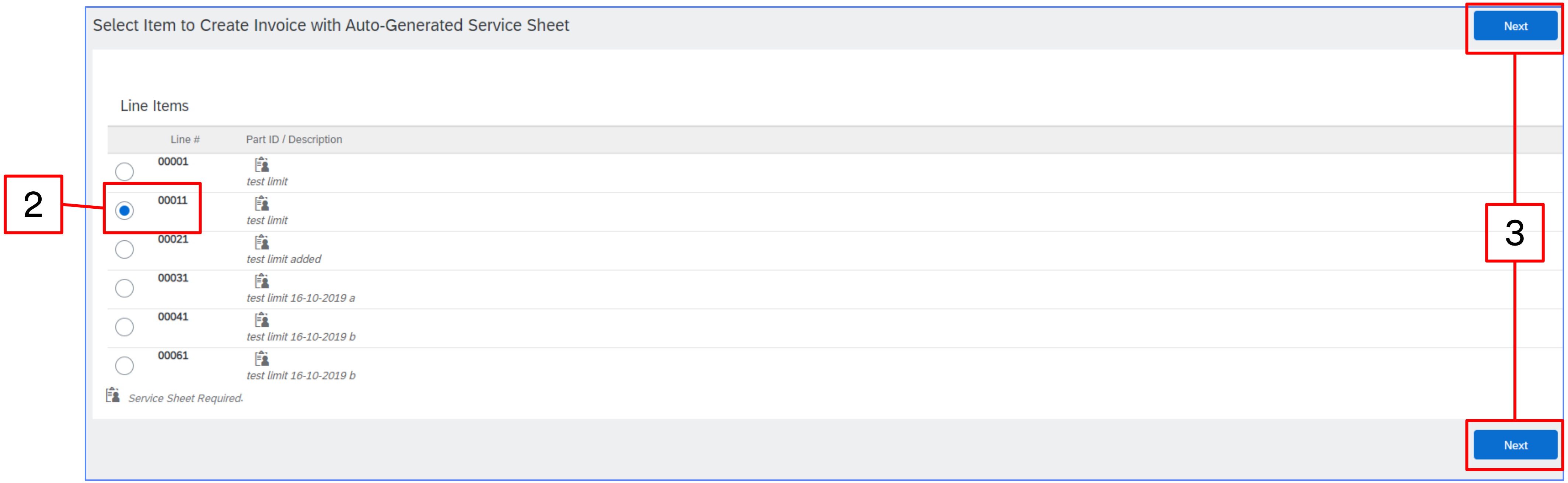
A pop-up warning displays indicating the invoice will generate the Service Entry Sheet for you. The invoice is sent after 3M approves the Service Entry Sheet.

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.**

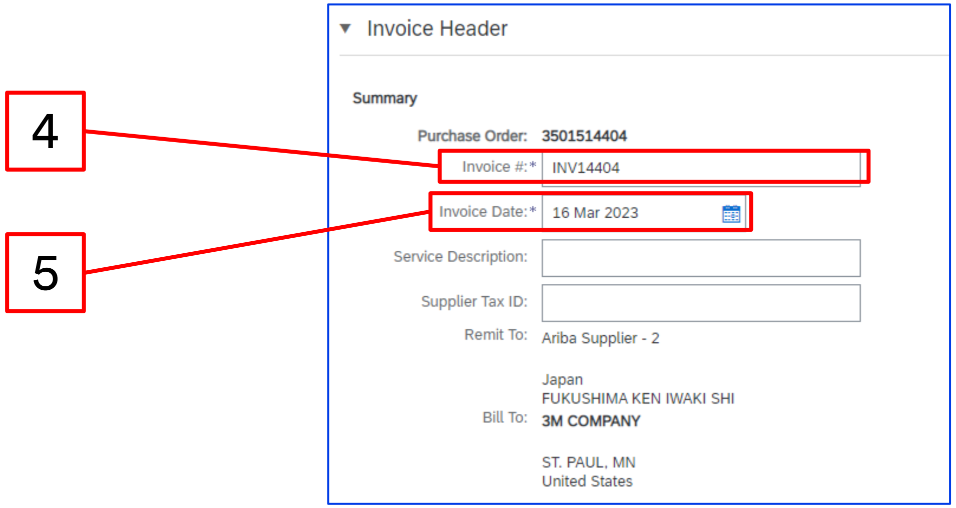


Limit Order: Invoicing - *Continued*

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.

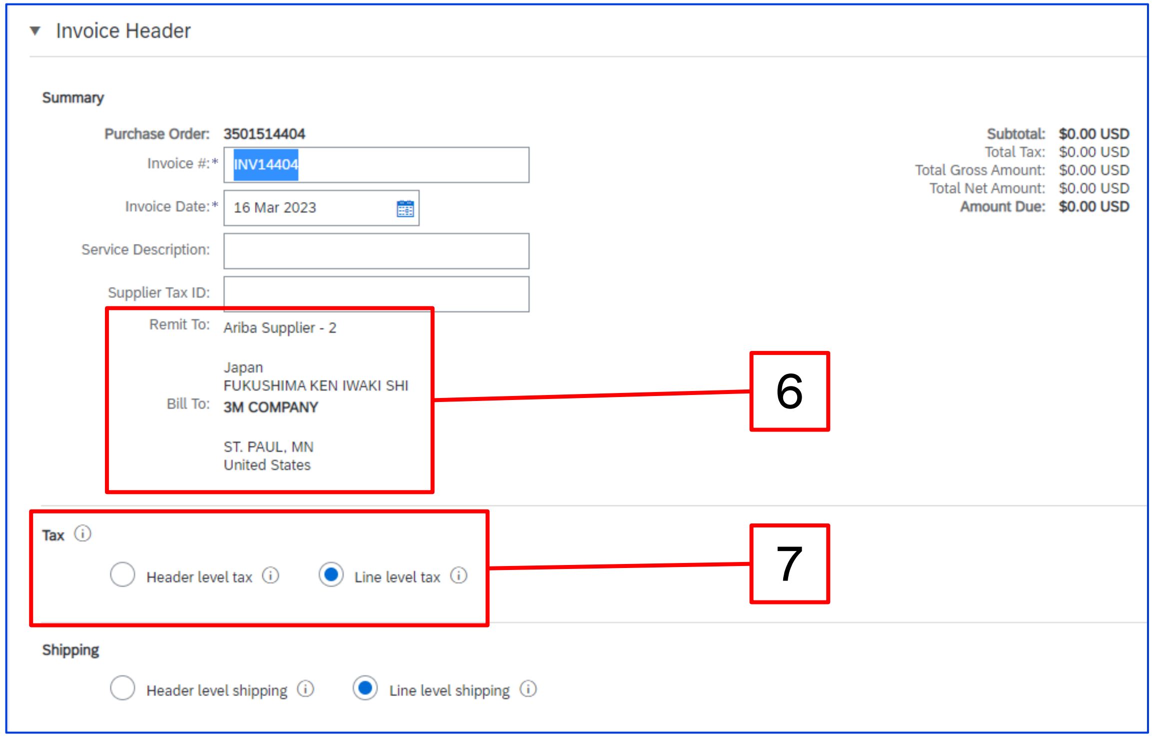


Limit Order: Invoicing - *Continued*

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.

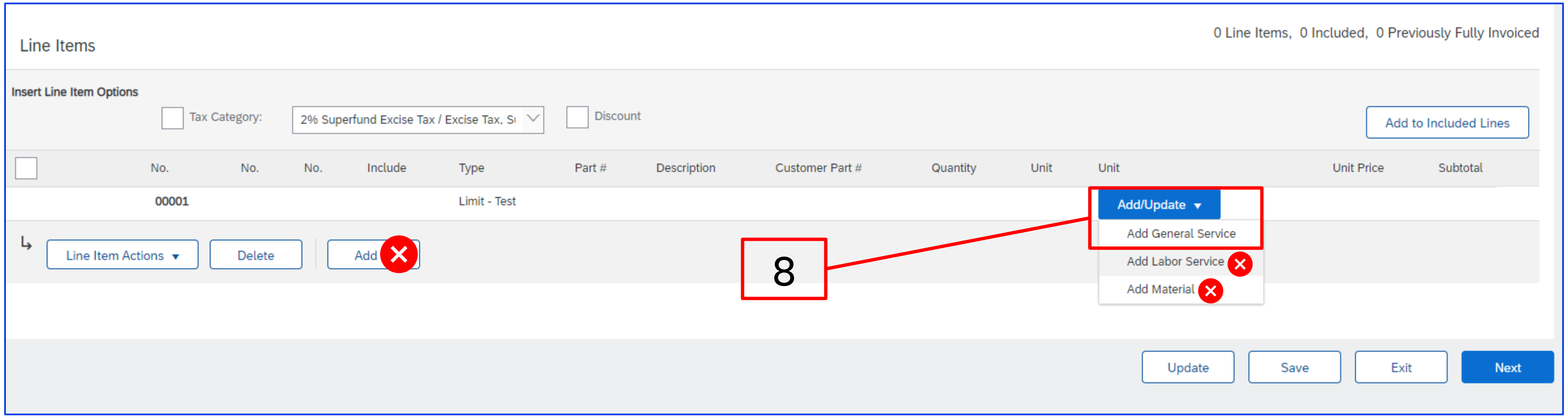


<u>VERY IMPORTANT</u>:

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.

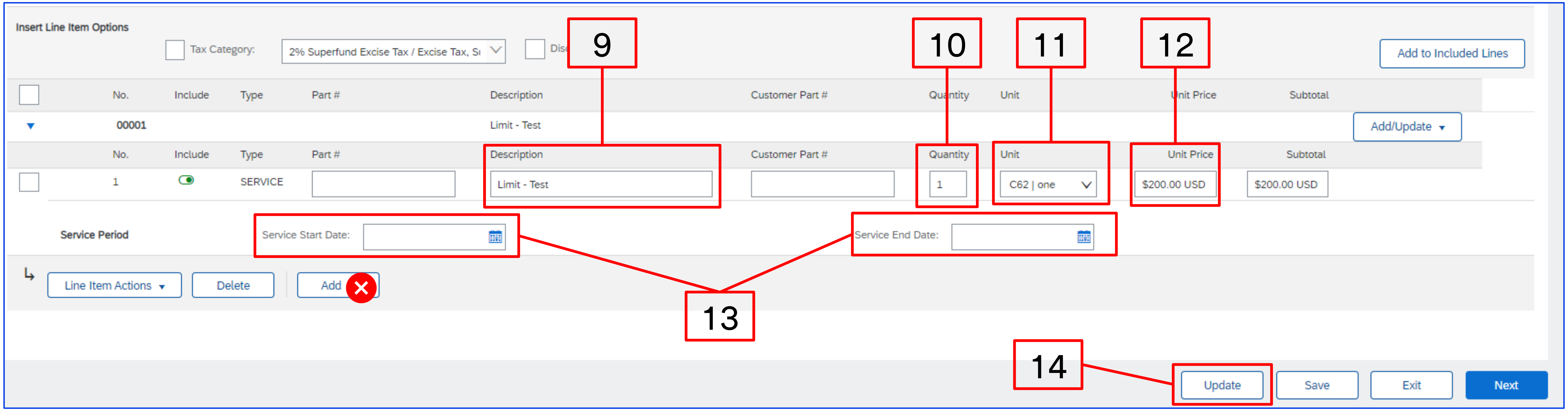


Note: Please make sure you only ever use **Add/Update** and **Add General Service** in your Service Invoice. Any other options will cause the invoice to fail. **If this button is not available, STOP and contact your 3M Buyer.**

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

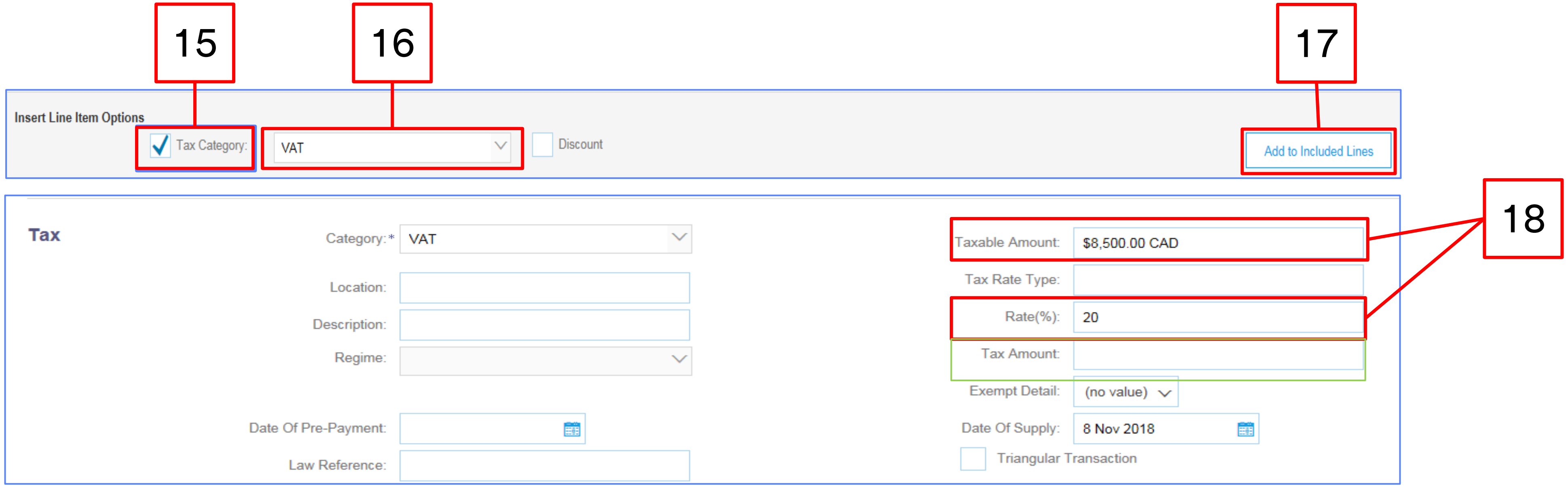
Limit Order: Invoicing - *Continued*

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.



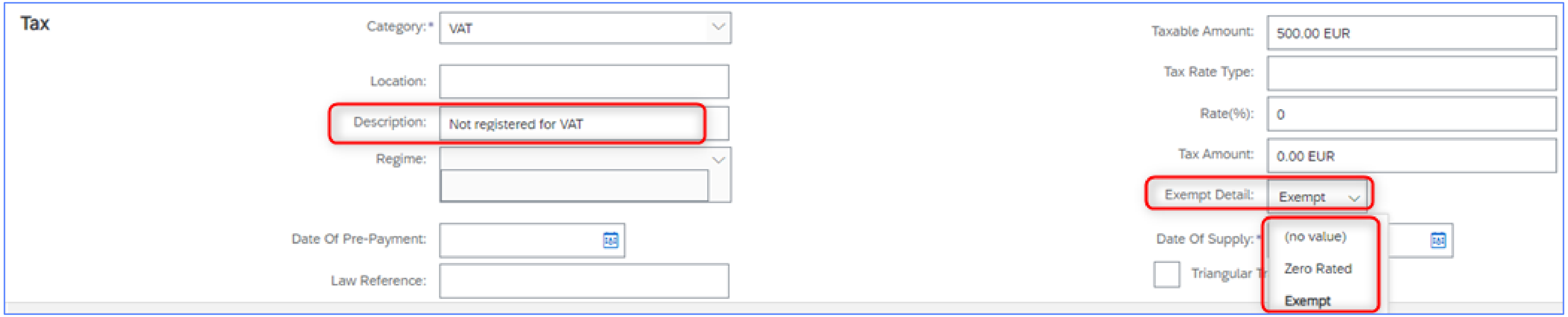
Limit Order: Invoicing - *Continued*

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 %** .

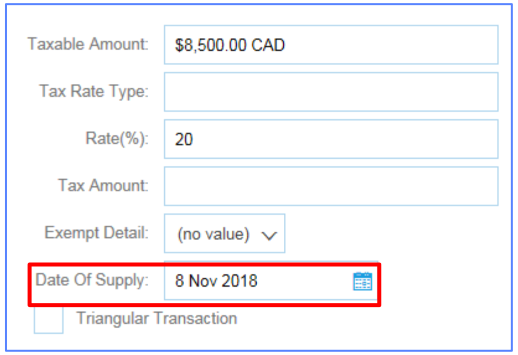


Limit Order: Invoicing - *Continued*

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.

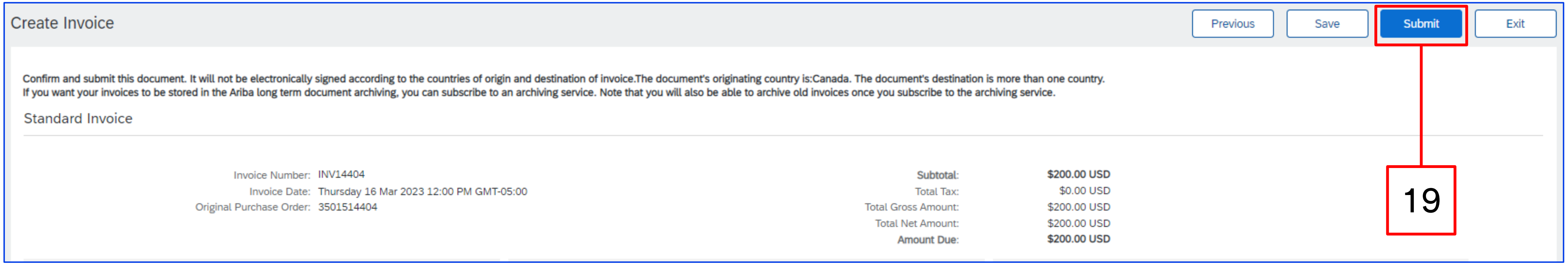


Date of Supply is an EU directive for applicable countries.



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.

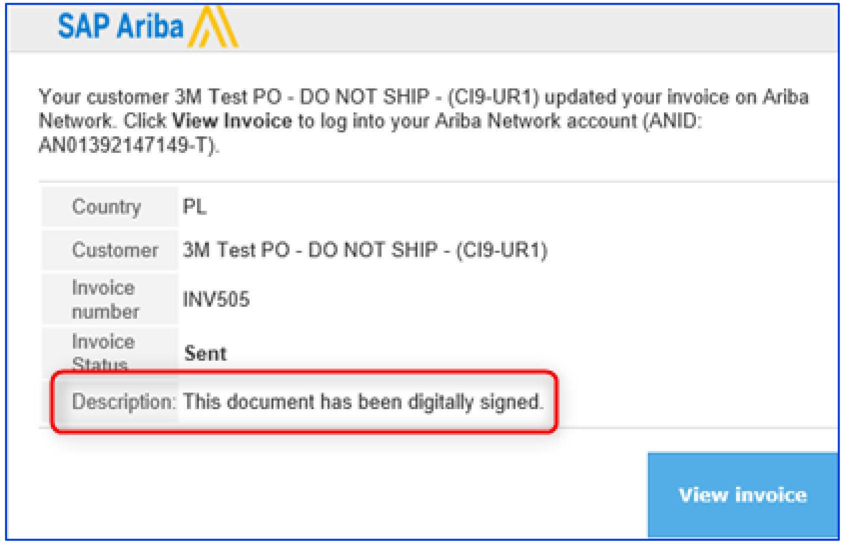


Click **Previous** to continue editing the invoice. Clicking **Save** puts the invoice into **Drafts** (Fulfillment Menu Option > Drafts > Invoices tab); however, this is not recommended.

Limit Order: Invoicing - *Continued*

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

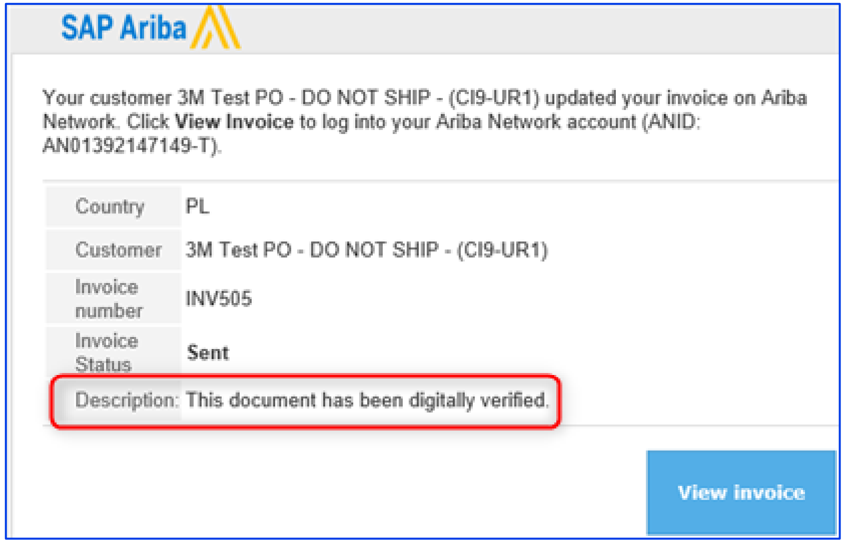
- Signed
- Verified
- Pending


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.

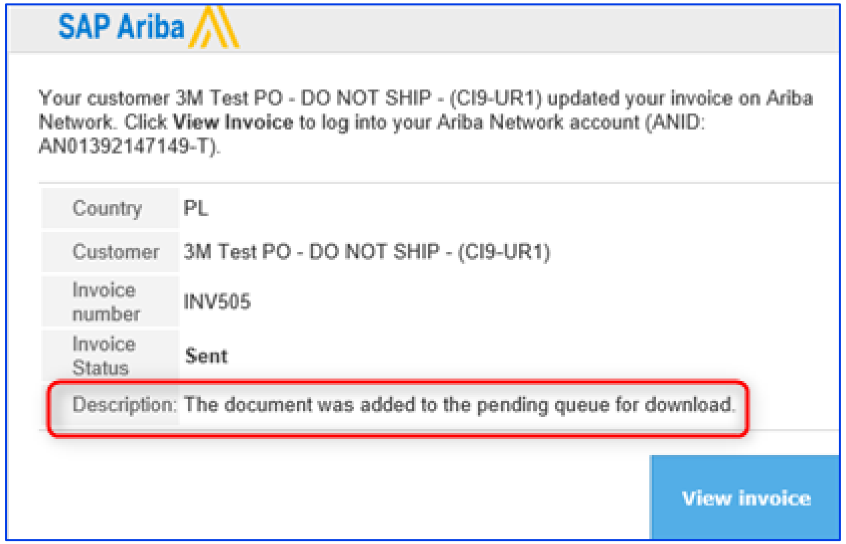
View invoice


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 - 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

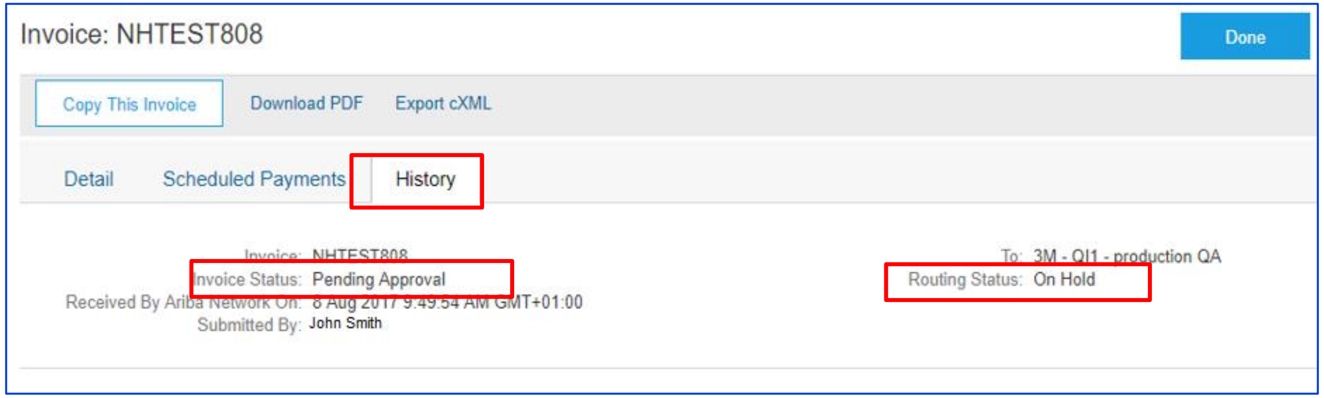
Limit Order: Invoicing - *Continued*

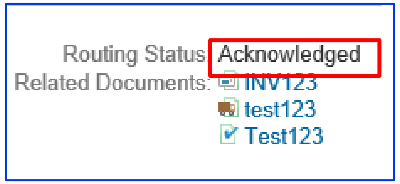
From the *PO view*, select your invoice in the *Related Documents* section.

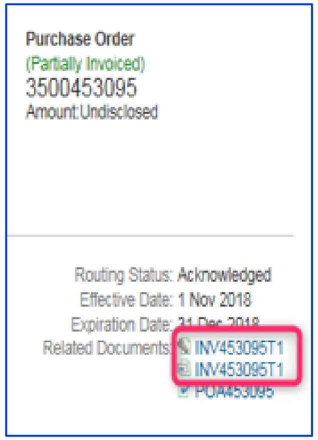
The invoice opens, click the **History** tab to view the routing and invoice status. The invoice **Routing Status** remains **On Hold** and **Invoice Status** is **Pending Approval** until the Service Entry Sheet is approved by 3M.

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.**







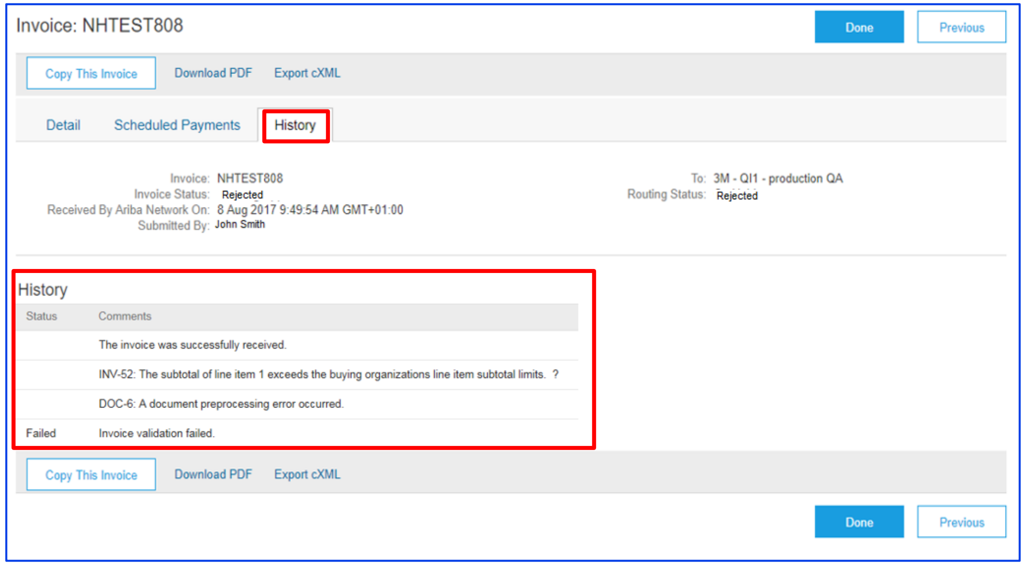
Back to Table of Contents

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.



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:

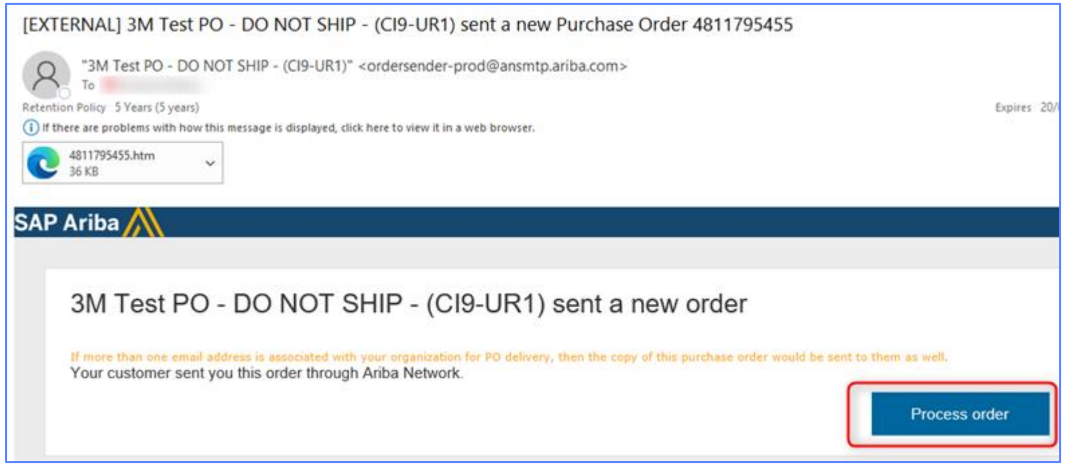
IMPORTANT: Ship Notices (ASNs) will only be required for Material Type Orders when material goods are being shipped across international borders.
Use the Material Order instructions to create an ASN.

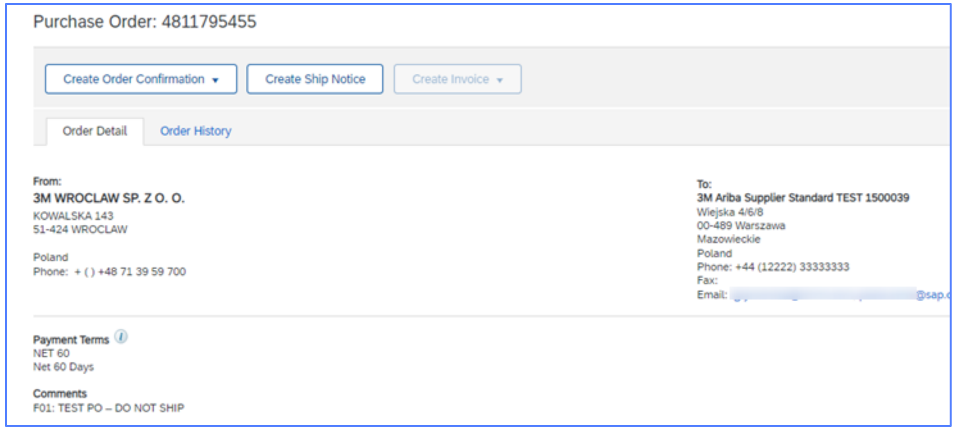
Back to Table of Contents

Free Text Description Service Order: Purchase Order Review

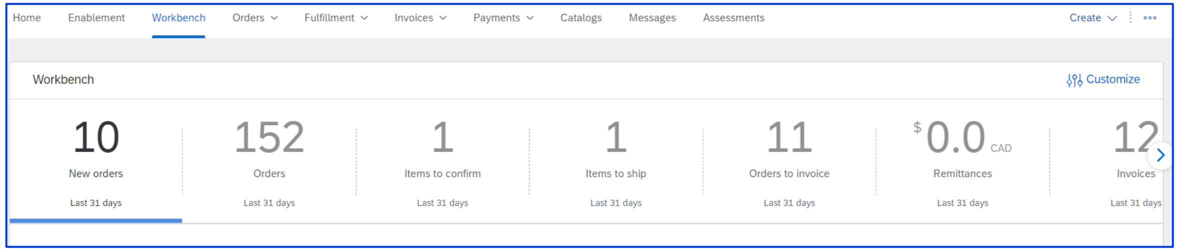
Purchase Order Review | Order Confirmation | Invoicing

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





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



Free Text Description Service Order: Order Confirmation

Purchase Order Review | **Order Confirmation** | Invoicing

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):

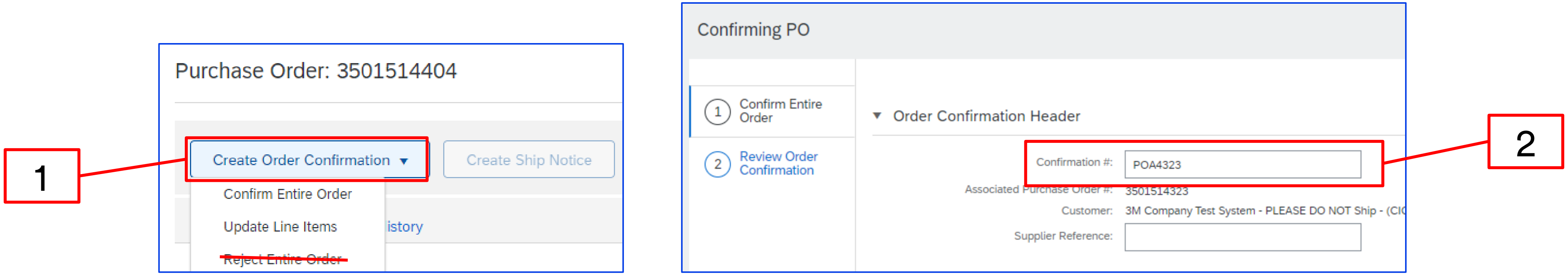
- Review the UOM on the PO and verify it will be the UOM used when invoicing.
- If the UOM is incorrect, you must be in direct contact with the 3M Buyer and specify the correct UOM needed in the **Comments.**
- You will **not** be able to invoice in a different UOM than the UOM specified on the order.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

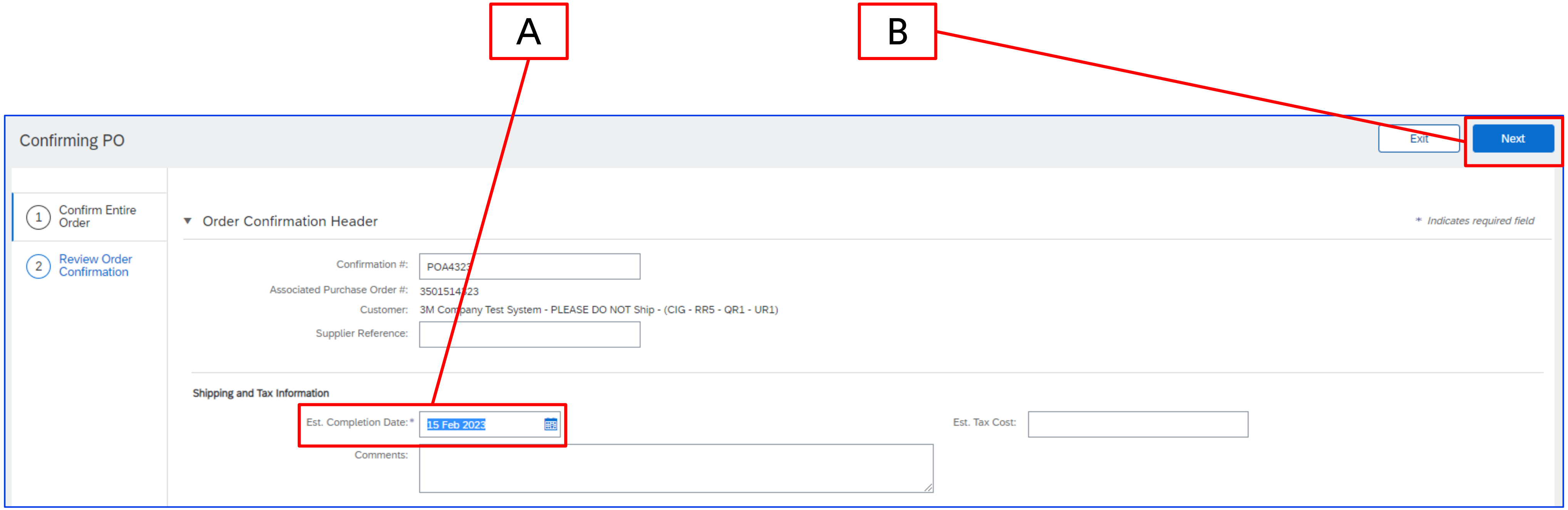


Free Text Description Service Order: Order Confirmation - *Continued*

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.**



Free Text Description Service Order: Order Confirmation
- Continued

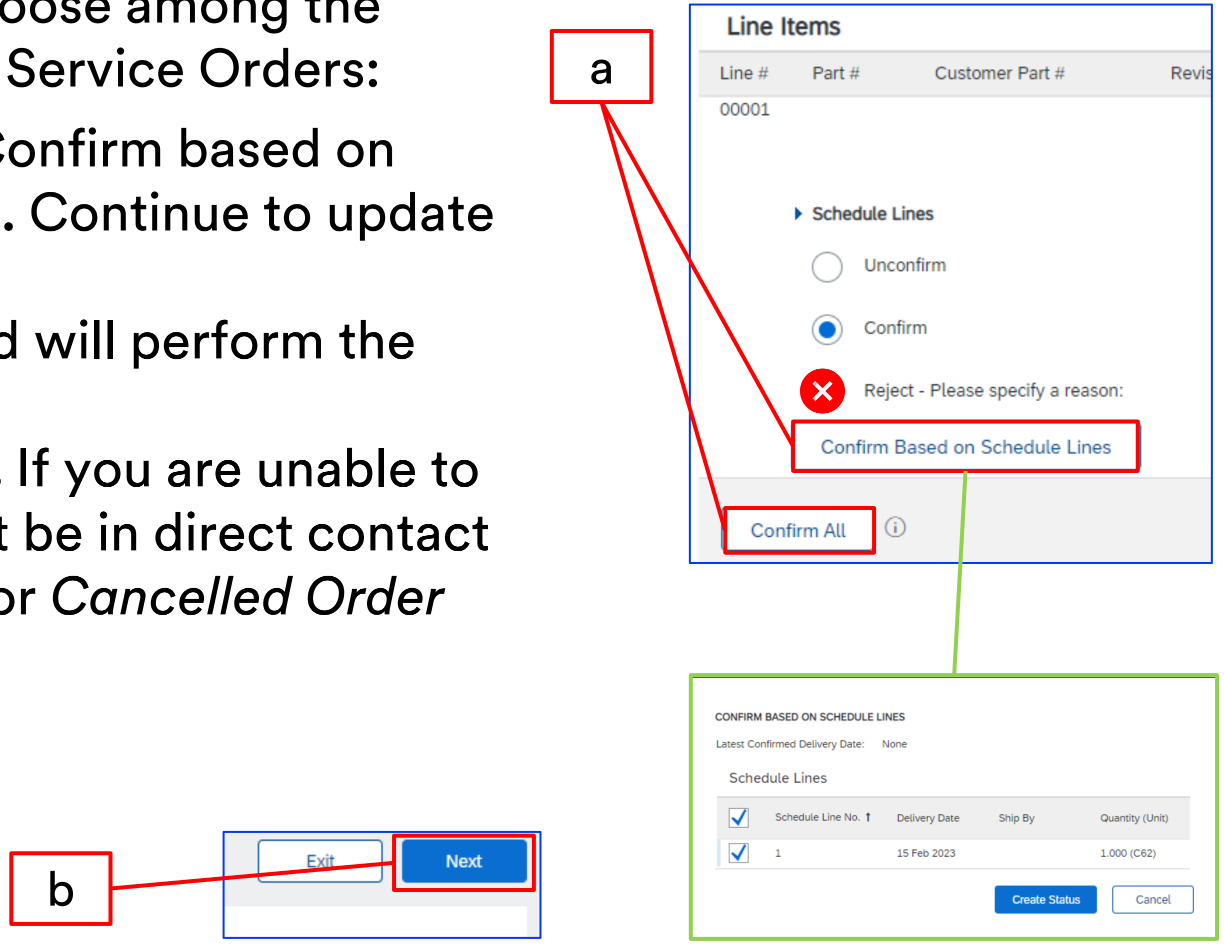
Update Line Items

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.

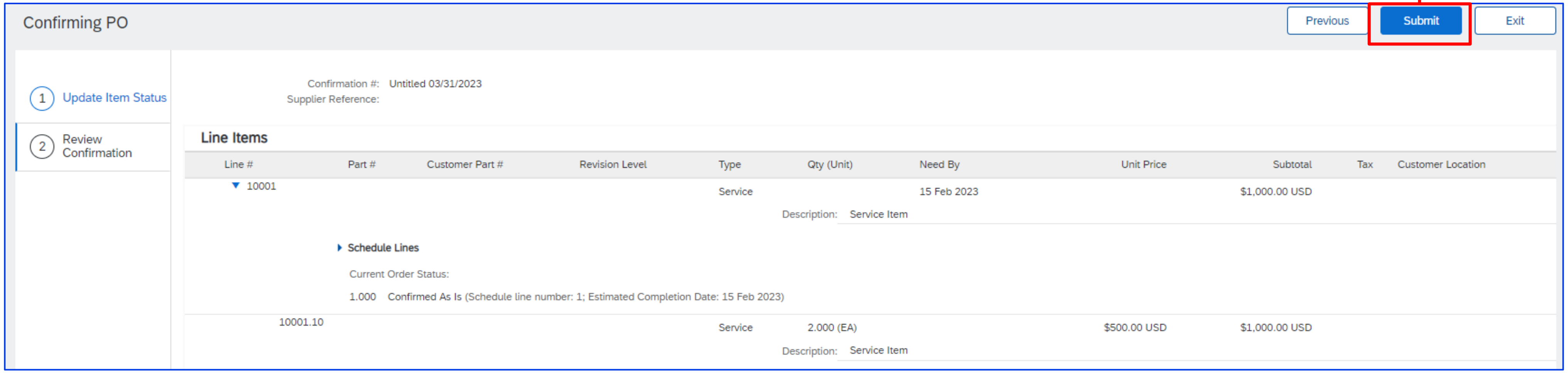
b. Click **Next**



Free Text Description Service Order: Order Confirmation *- Continued*

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

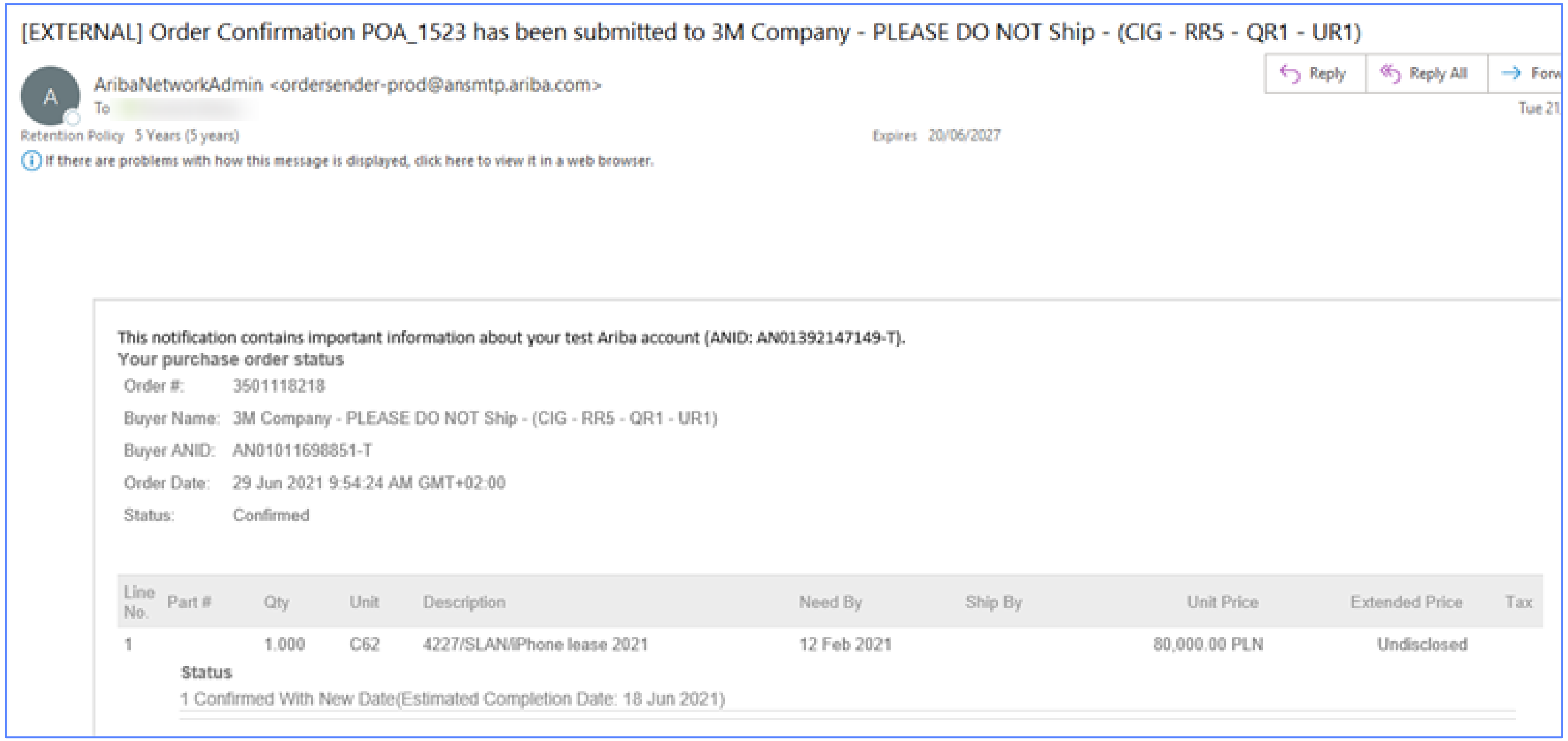
3



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

Reply | Reply All | Forw

Tue 21

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.

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/iPhone 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

Purchase Order Review → Order Confirmation → 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*

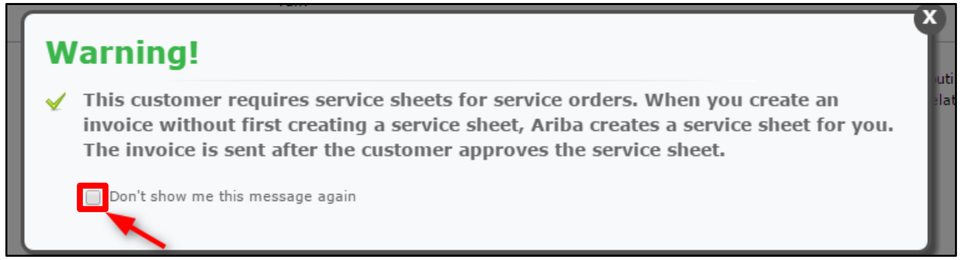
The steps for creating an invoice are:

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.

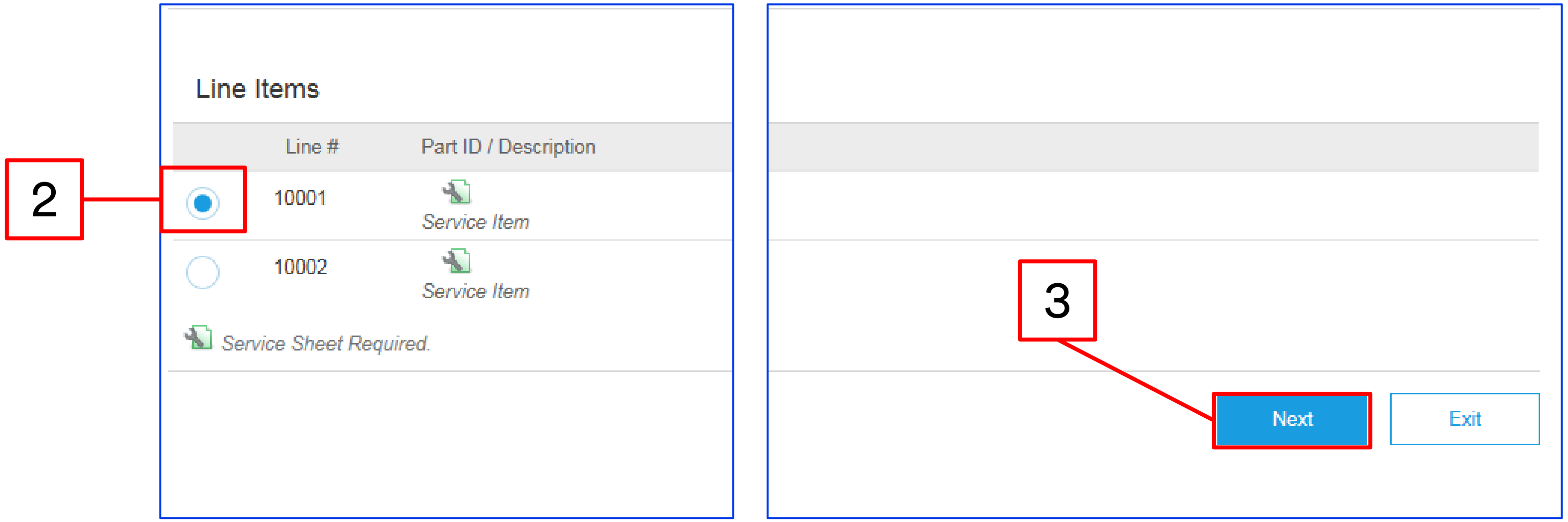
Click the **Don't show me this message again** checkbox to disable the warning in the future.



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.**

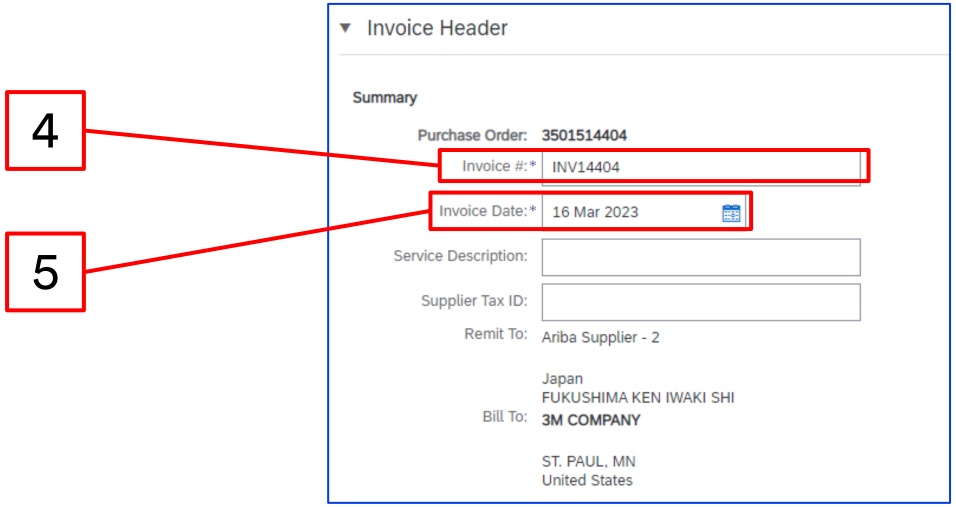


Free Text Description Service Order: Invoicing - *Continued*

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.

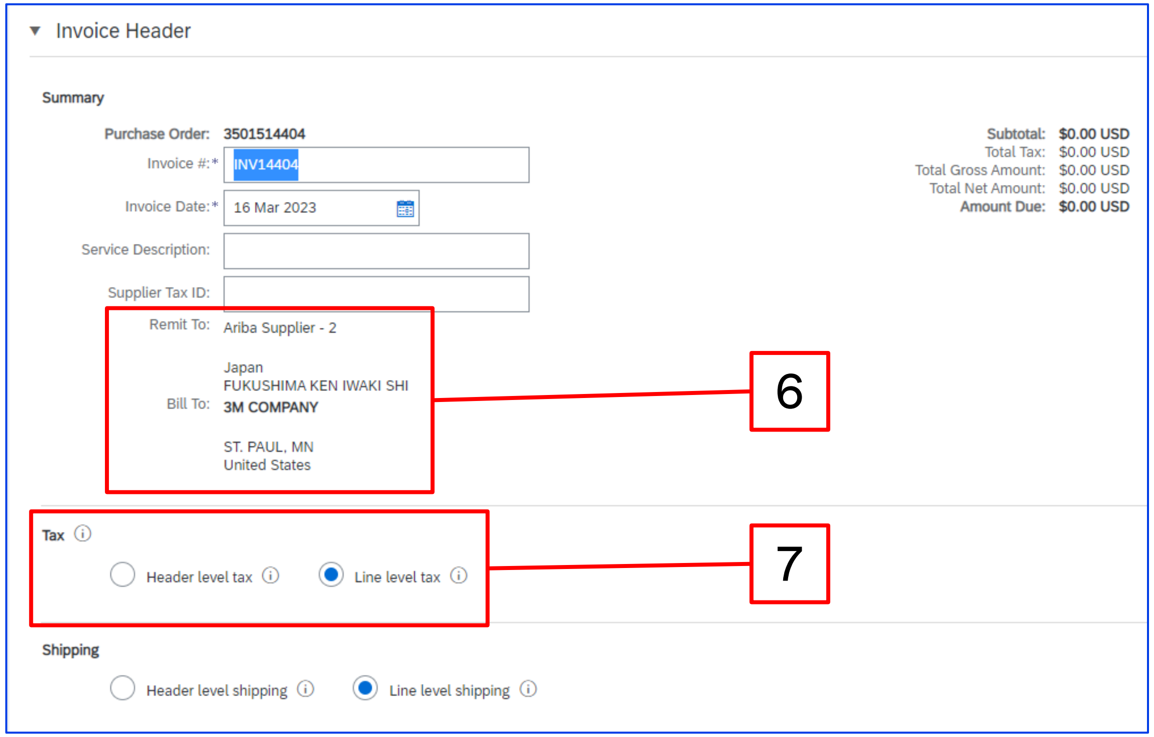


Free Text Description Service Order: Invoicing - *Continued*

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.

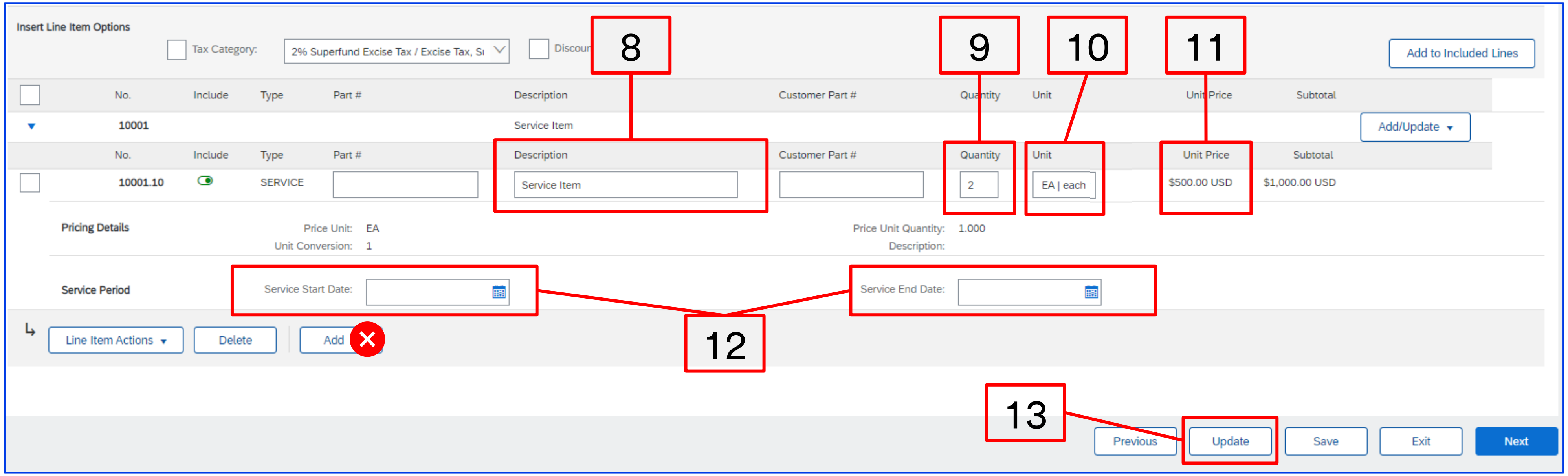


VERY IMPORTANT:

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.**

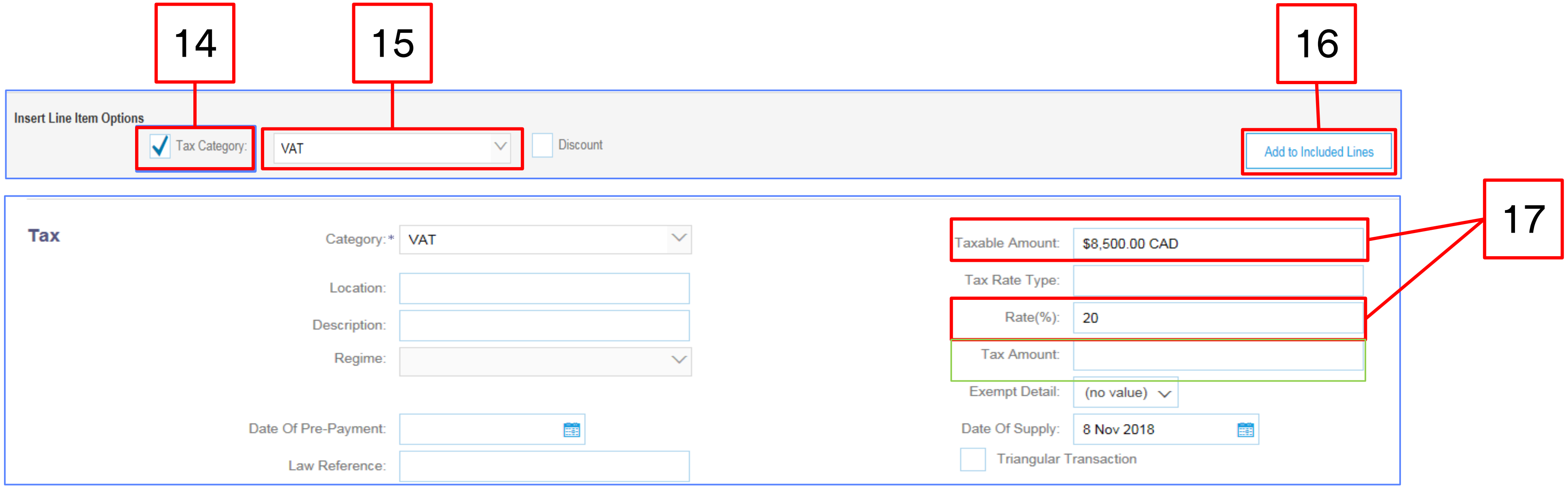
Free Text Description Service Order: Invoicing - *Continued*

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.



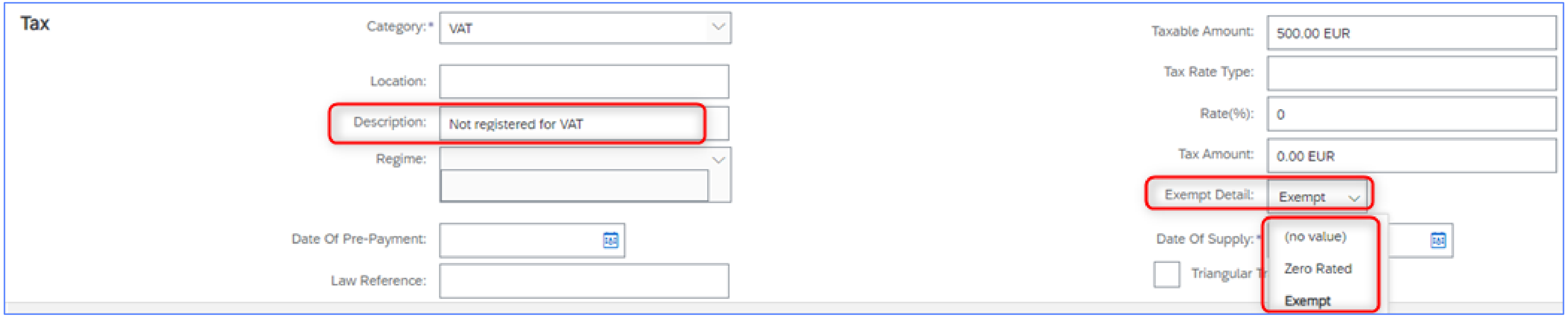
Free Text Description Service Order: Invoicing - *Continued*

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 %** .

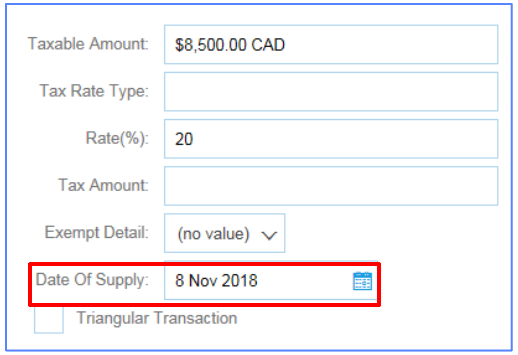


Free Text Description Service Order: Invoicing - *Continued*

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.

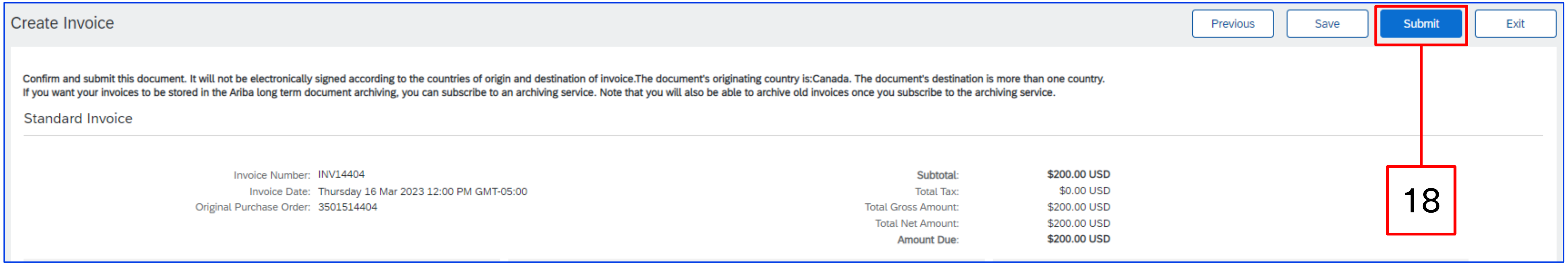


Date of Supply is an EU directive for applicable countries.



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.

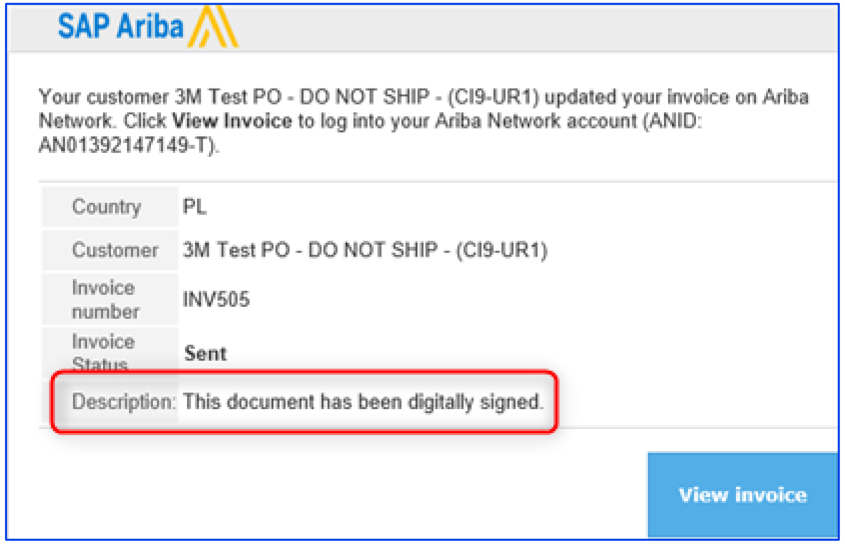


Click **Previous** to continue editing the invoice. Clicking **Save** puts the invoice into **Drafts** (Fulfillment Menu Option > Drafts > Invoices tab); however, this is not recommended.

Free Text Description Service Order: Invoicing - *Continued*

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

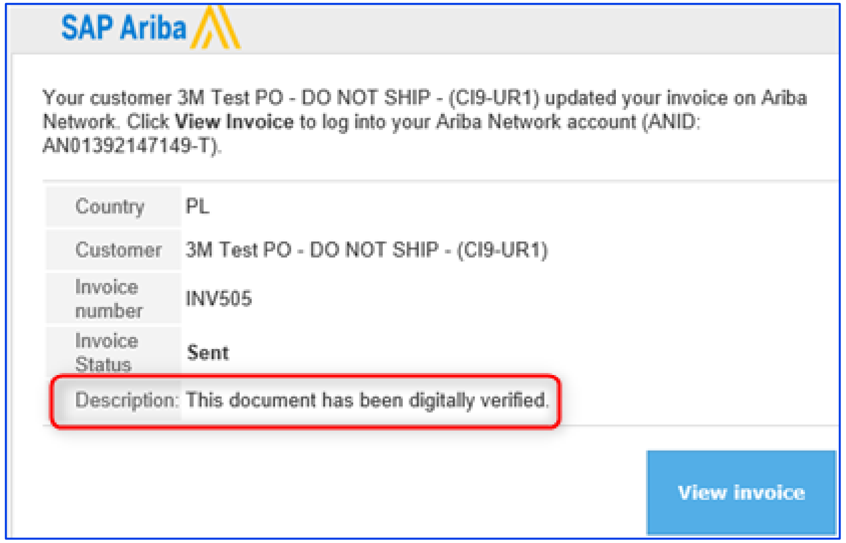
- Signed
- Verified
- Pending


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.

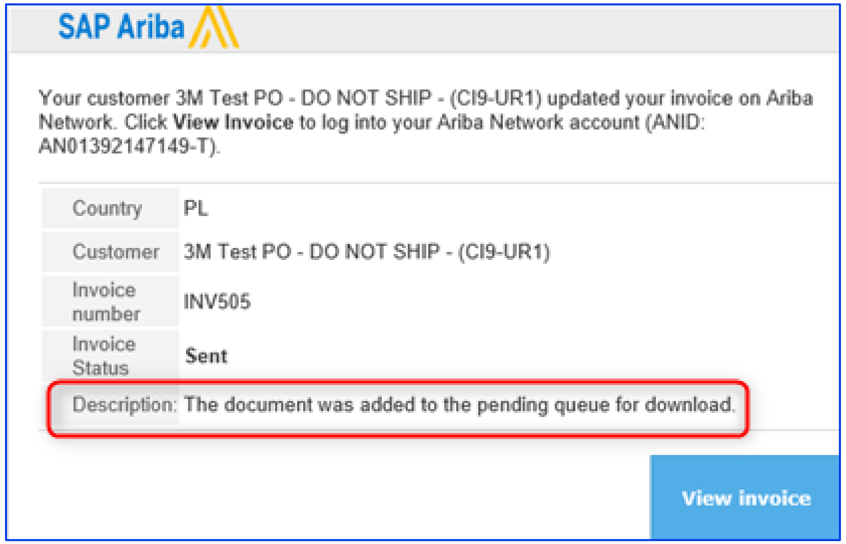
View invoice


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*

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

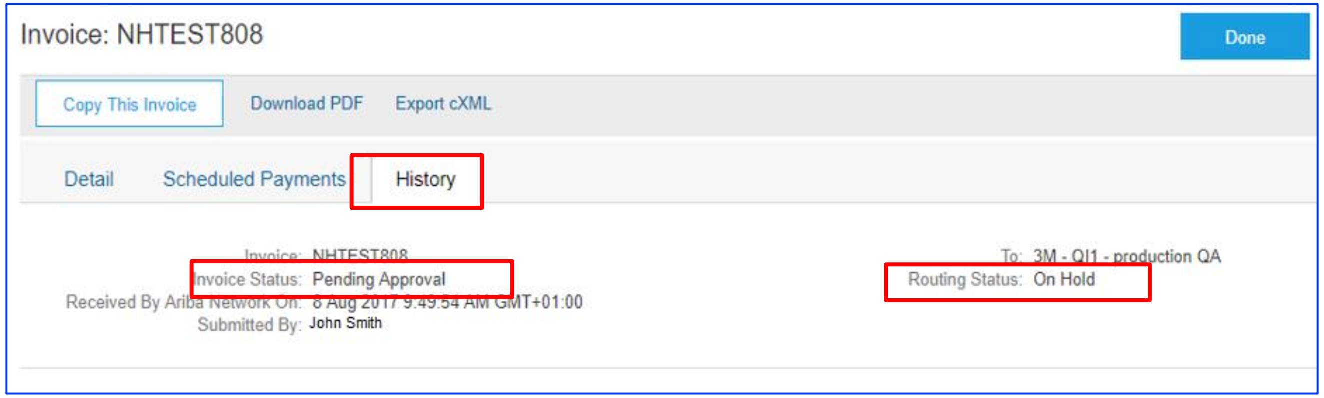
Free Text Description Service Order: Invoicing - *Continued*

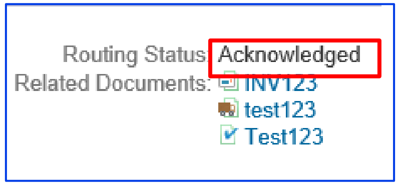
From the *PO view*, select your invoice in the *Related Documents* section.

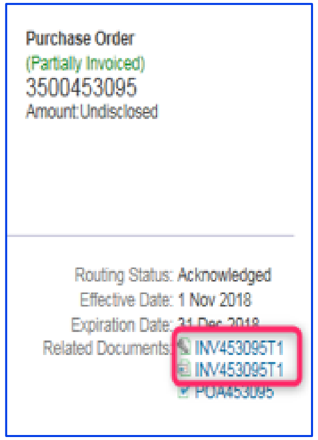
The invoice opens, click the **History** tab to view the routing and invoice status. The invoice **Routing Status** remains **On Hold** and **Invoice Status** is **Pending Approval** until the Service Entry Sheet is approved by 3M.

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.**





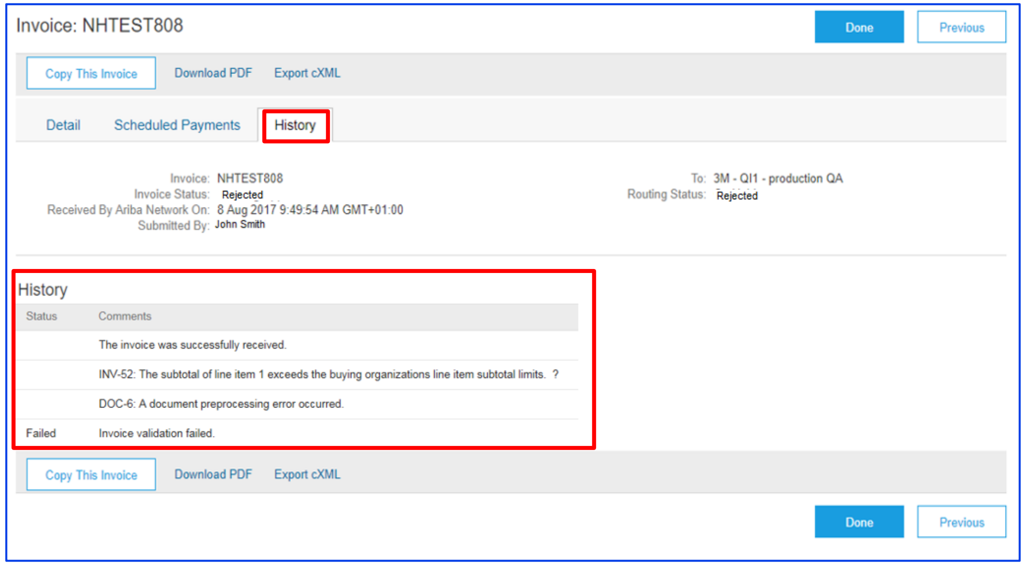


Free Text Description Service Order: Invoicing - *Continued*

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.



Free Text Description Service Order: Invoicing - *Continued*

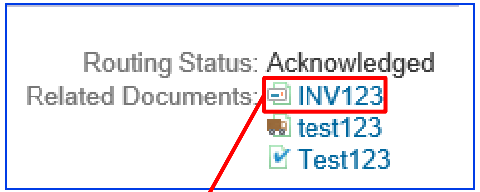
Additional Invoices

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.

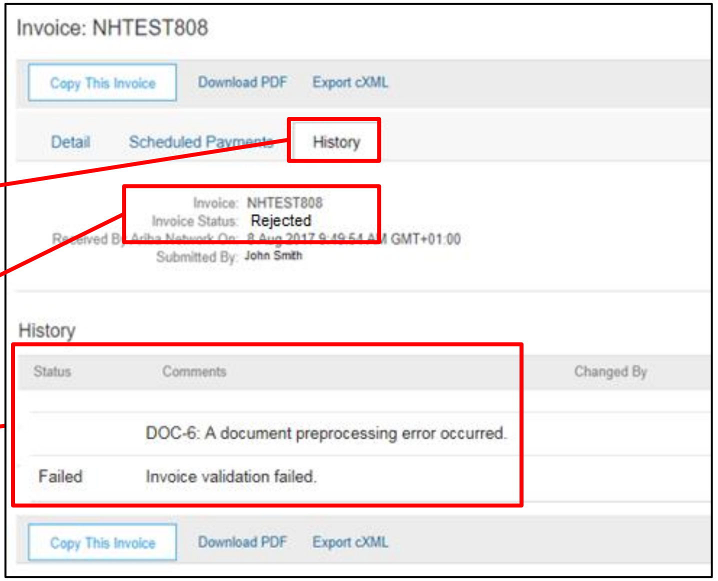


1

2

3

4



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:

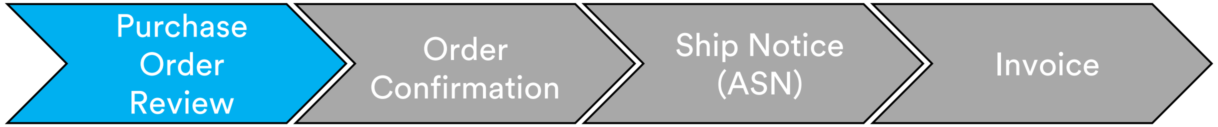
Purchase Order Review

Order Confirmation

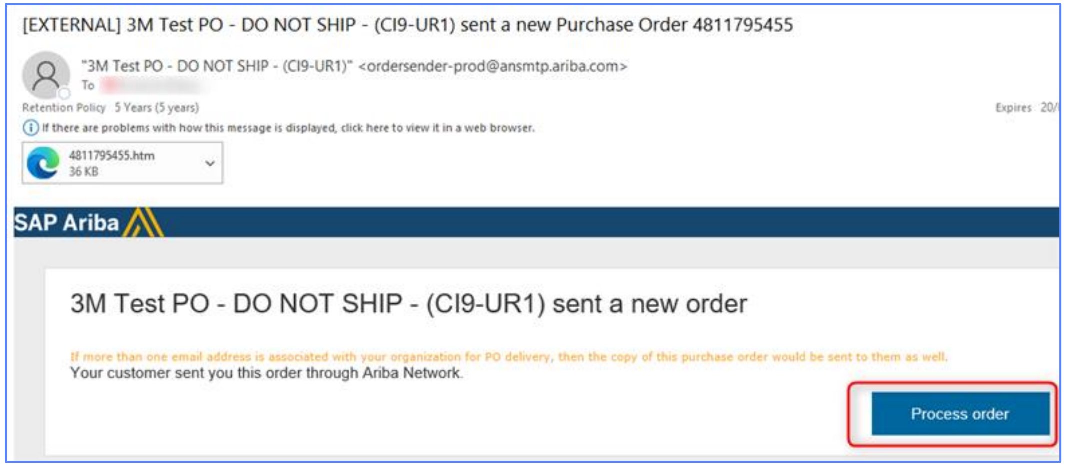
Ship Notice (ASN)

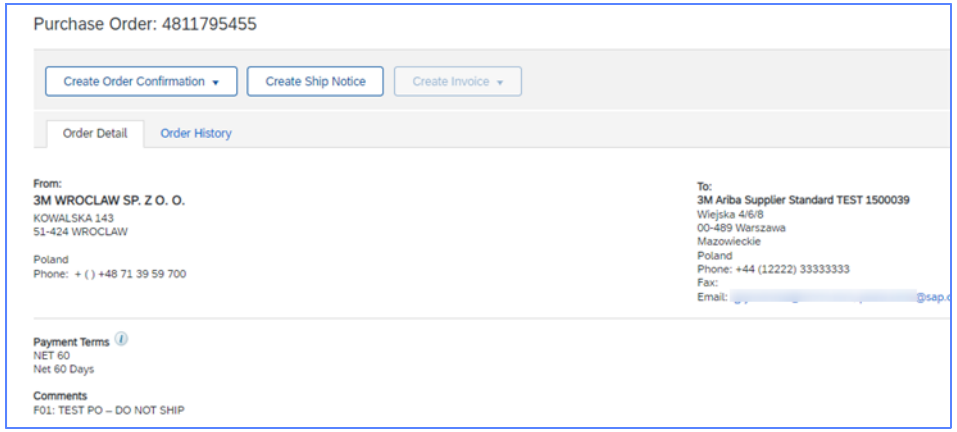
Invoicing

Material Order: Purchase Order Review

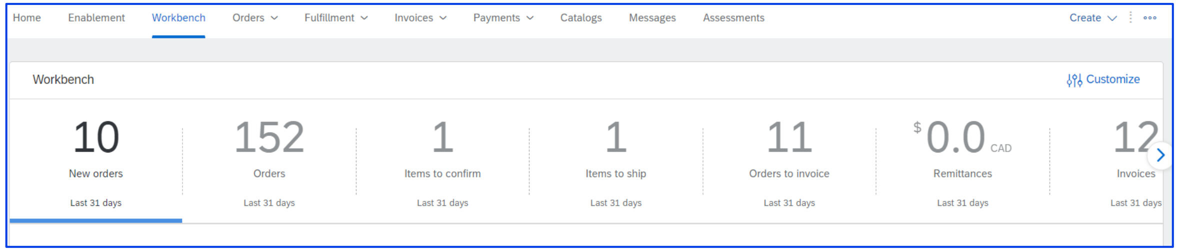


Locate the email you received informing you about your new PO from 3M.
Click **Process Order.** The *PO view* displays.





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



Material Order: Order Confirmation

Purchase Order Review → **Order Confirmation** → Ship Notice (ASN) → Invoice

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*

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):

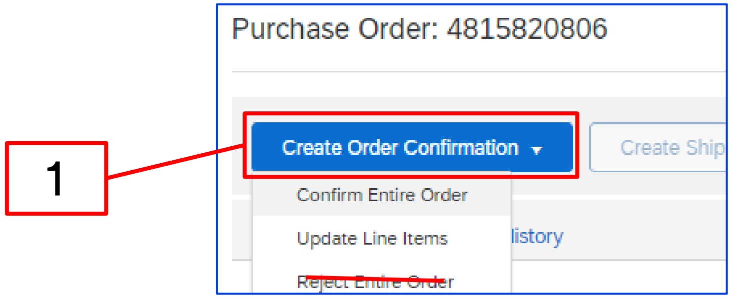
- Review the UOM on the PO and verify it will be the UOM used when invoicing.
- If the UOM is incorrect, you must be in direct contact with the 3M Buyer and specify the correct UOM needed in the **Comments.**
- You will **not** be able to invoice in a different UOM than the UOM specified on the order.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

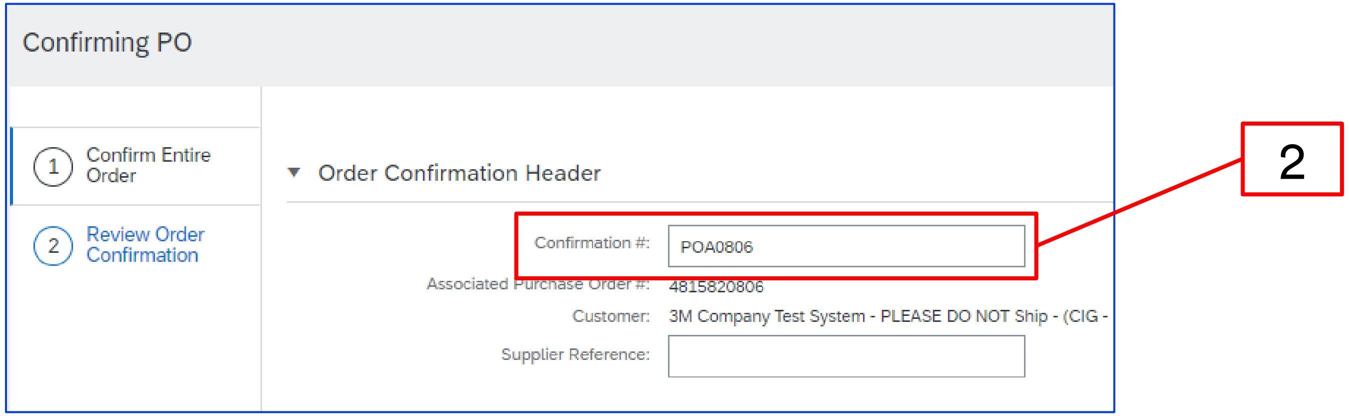
Material Order: Order Confirmation - *Continued*

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.



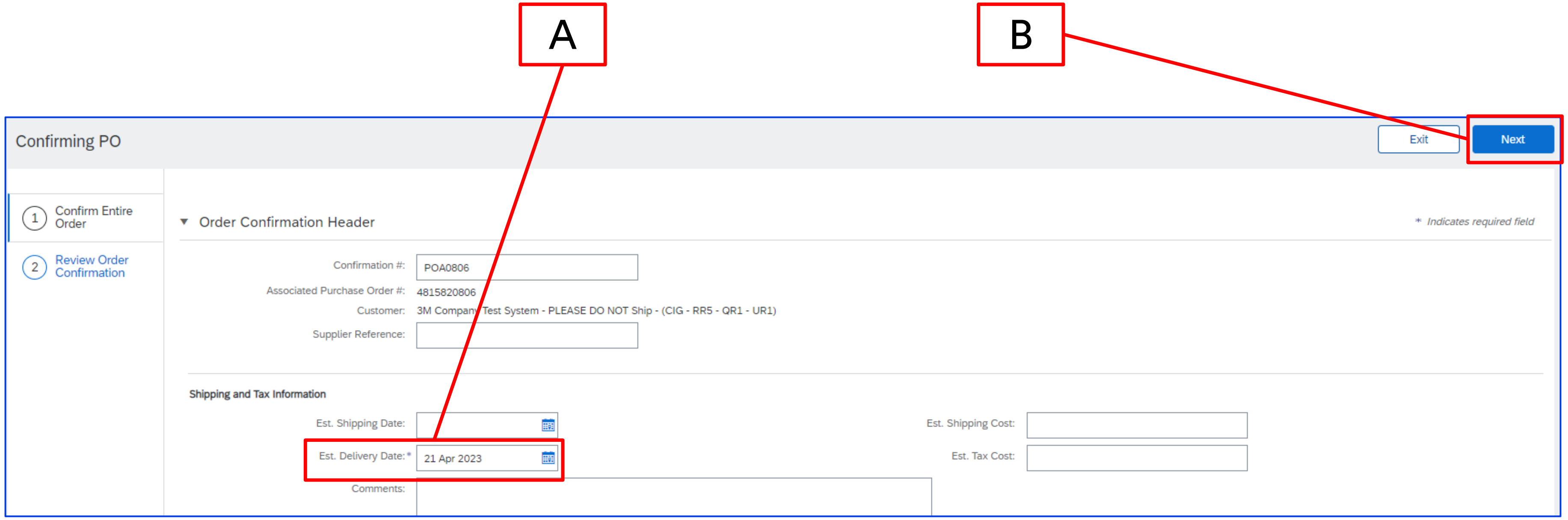


Material Order: Order Confirmation - *Continued*

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.**

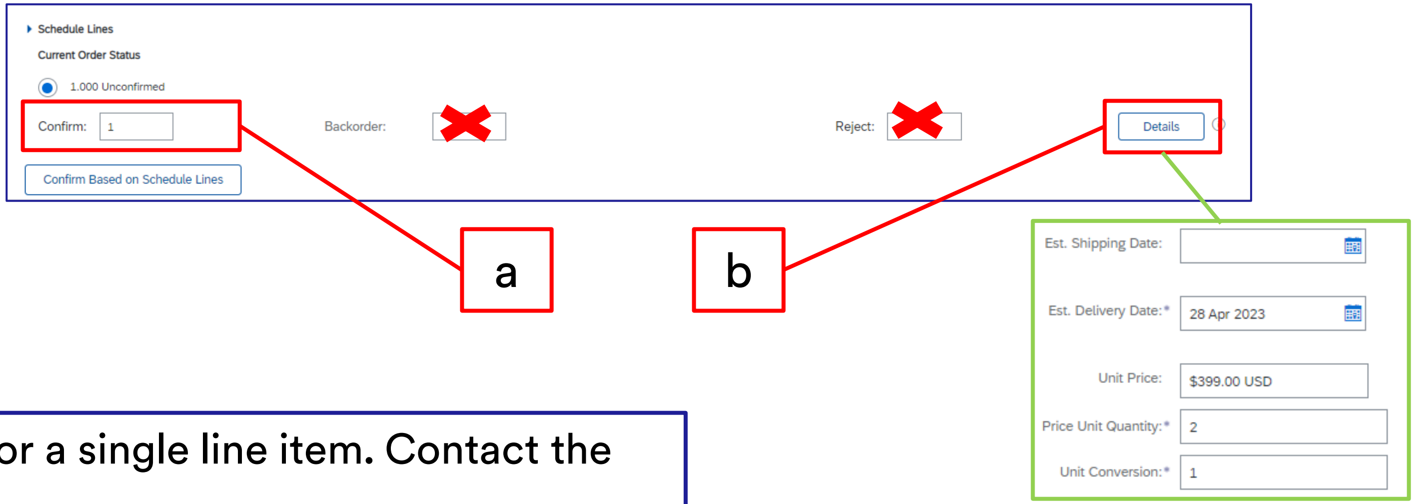


Material Order: Order Confirmation - *Continued*

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.

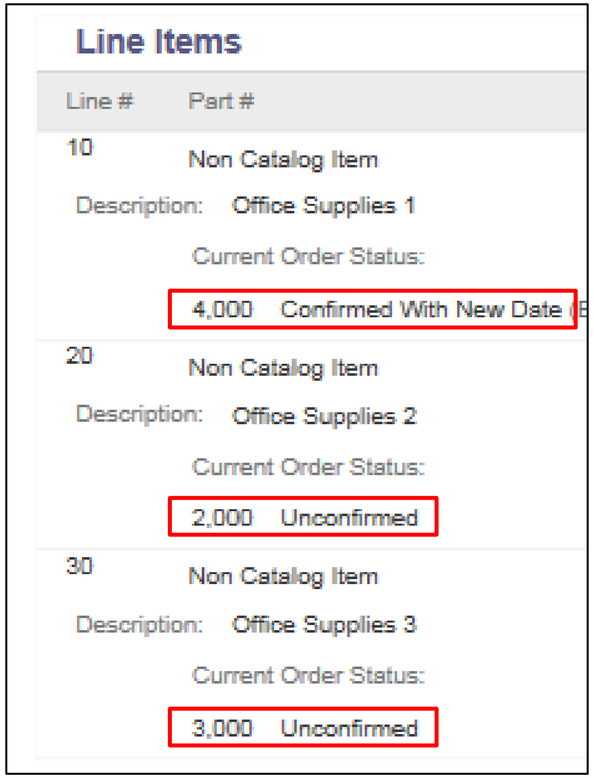


Note: You should not use several statuses for a single line item. Contact the Buyer list on the PO for assistance.

Material Order: Order Confirmation - *Continued*

Update Line Items Continued

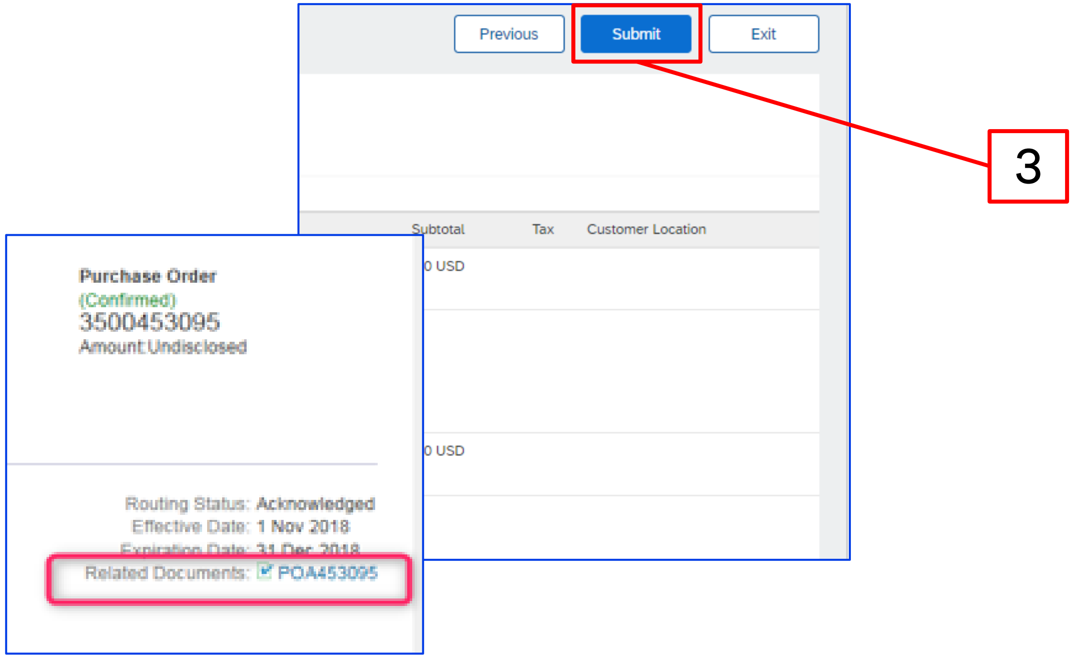
- If you confirmed only some lines of a multi-line PO, the **Current Order Status** of those lines will show **Confirmed,** while the others will remain **Unconfirmed.**



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.



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]

Reply | Reply All | Fo

Retention Policy 5 Years (5 years) Expires 26/07/2027

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)

 SAP Business Network Privacy Statement Security Disclosure

Material Order: Ship Notice

Purchase Order Review → Order Confirmation → **Ship Notice (ASN)** → Invoice

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.

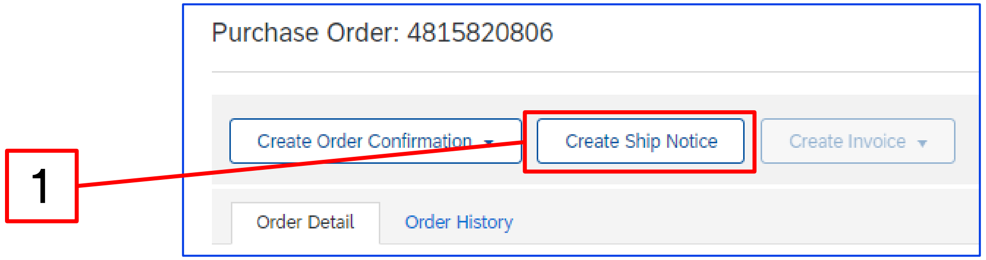
ASNs must be accurate. 3M receiving processes are tied directly to information on the ASN. Accuracy is monitored closely.

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:

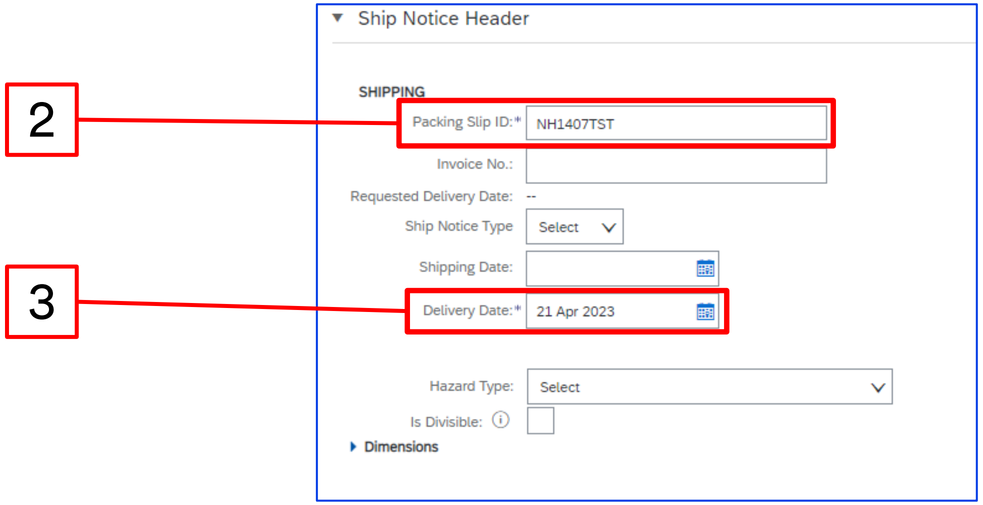
1. From the *PO view*, click **Create Ship Notice.**



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.



Back to Table of Contents

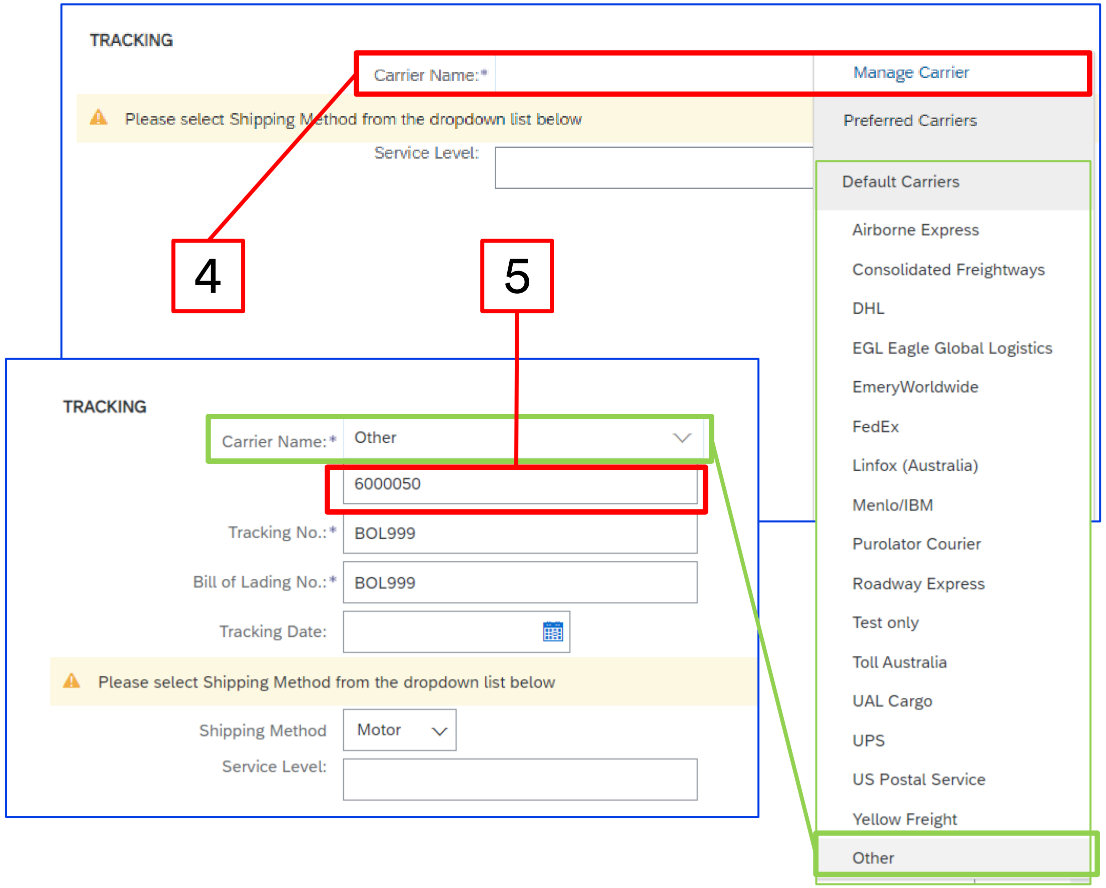
Material Order: Ship Notice - *Continued*

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).

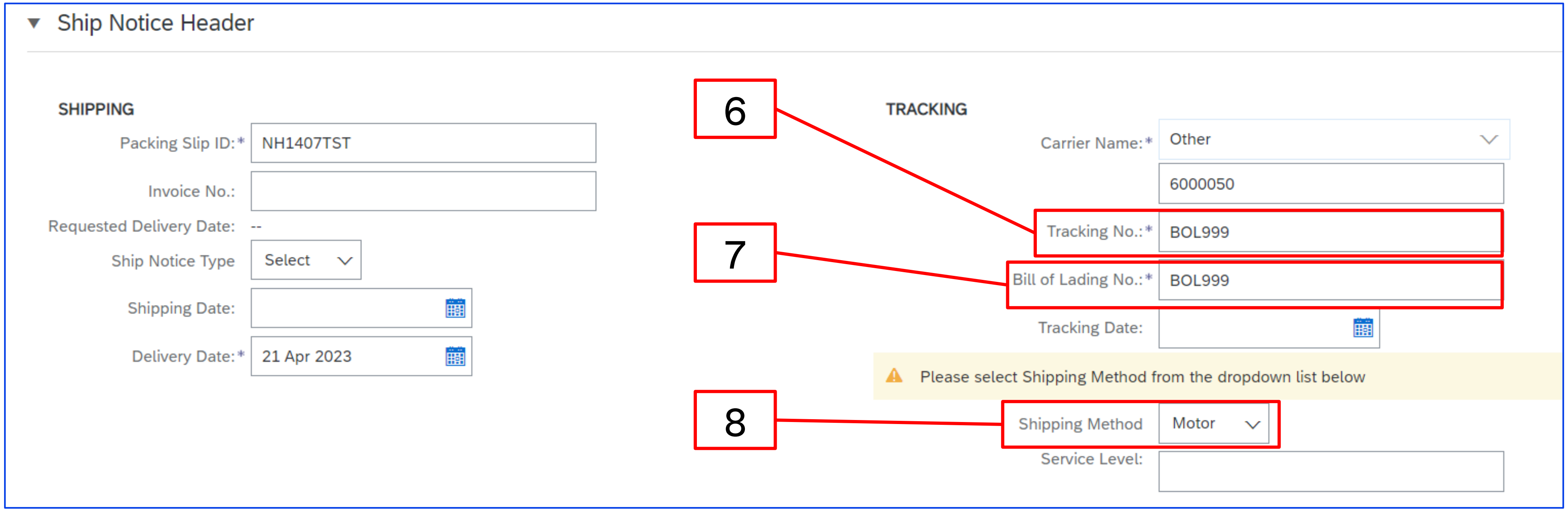
   If you do not know the **Carrier Vendor ID,** refer to the **3M Carrier Vendor ID List** on 3M's [Shipping & Transportation Requirements | 3M Supplier Direct]website.
   Reminder: For accurate information, change the [Supplier Direct Location based on the ship-to Country].

   If the carrier is not listed, contact the 3M Buyer.



Material Order: Ship Notice - *Continued*

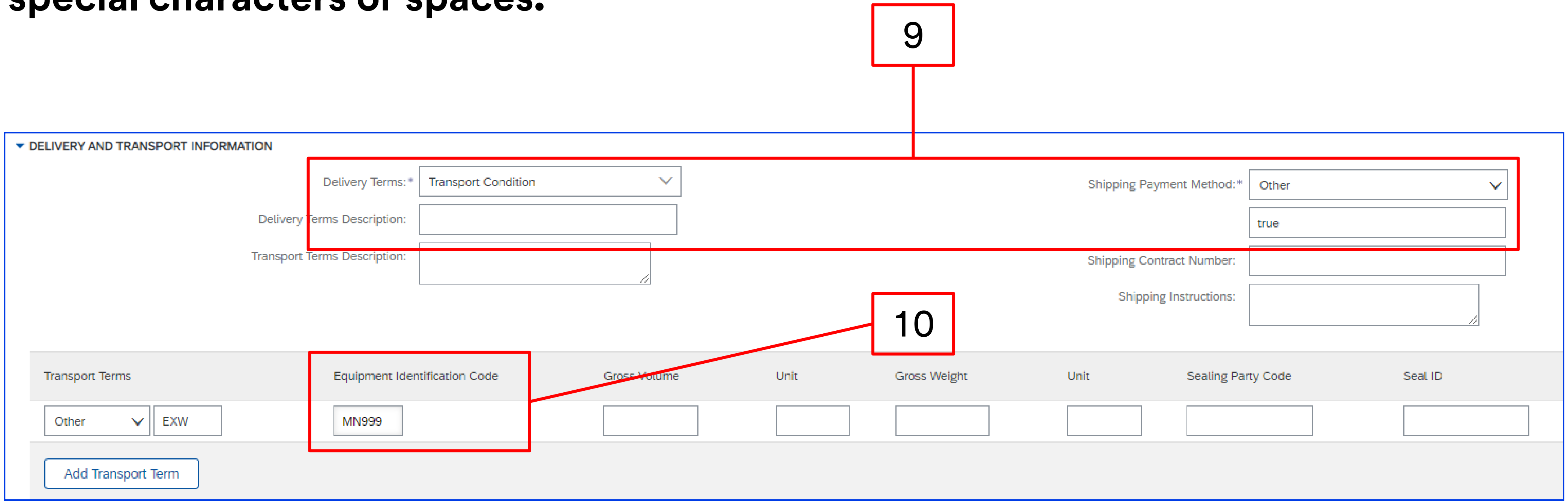
6. The **Tracking No.** is a required field. **Do not include special characters or spaces.**
7. The **Bill of Lading No.** is a required field. **Do not include special characters or spaces.**
8. Choose a **Shipping Method** from the drop-down menu.



Material Order: Ship Notice - *Continued*

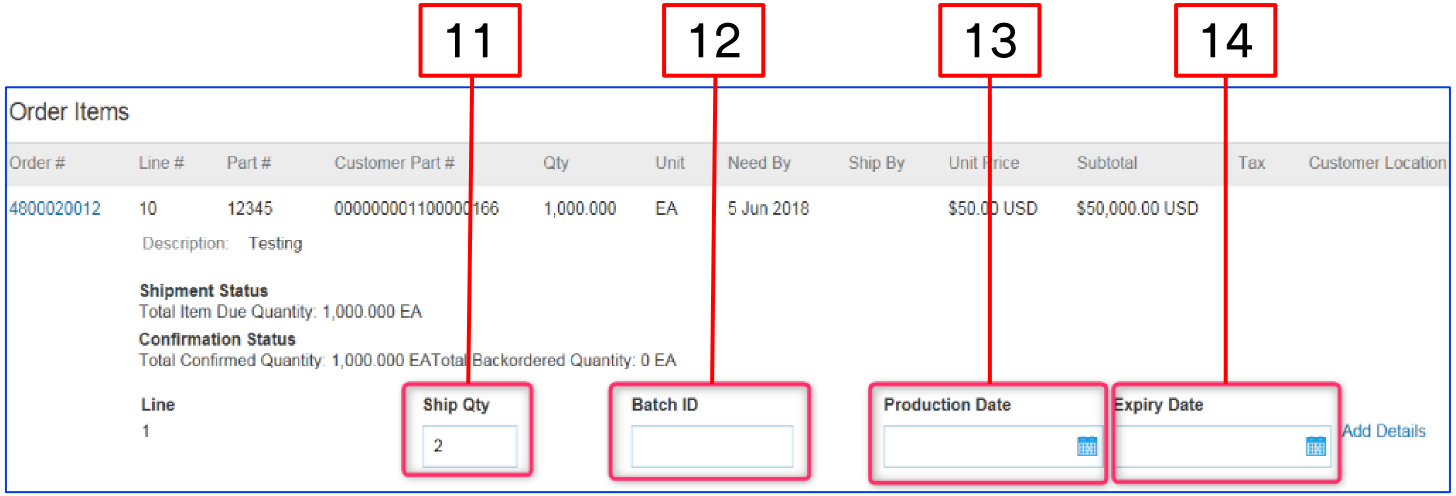
9. The highlighted fields in the *Delivery and Transport information* section should remain with the system default values. These fields are not used by 3M but are required fields in the SAP Business Network.

10. 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.**

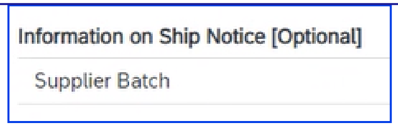


Material Order: Ship Notice - *Continued*

11. Scroll down to the *Order Items* section. Update the quantity shipped for each line item in the **Ship Qty** field.
12. 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.
13. Enter the **Production Date,** if applicable.
14. The **Expiry Date** is required if the material is shelf-life managed.



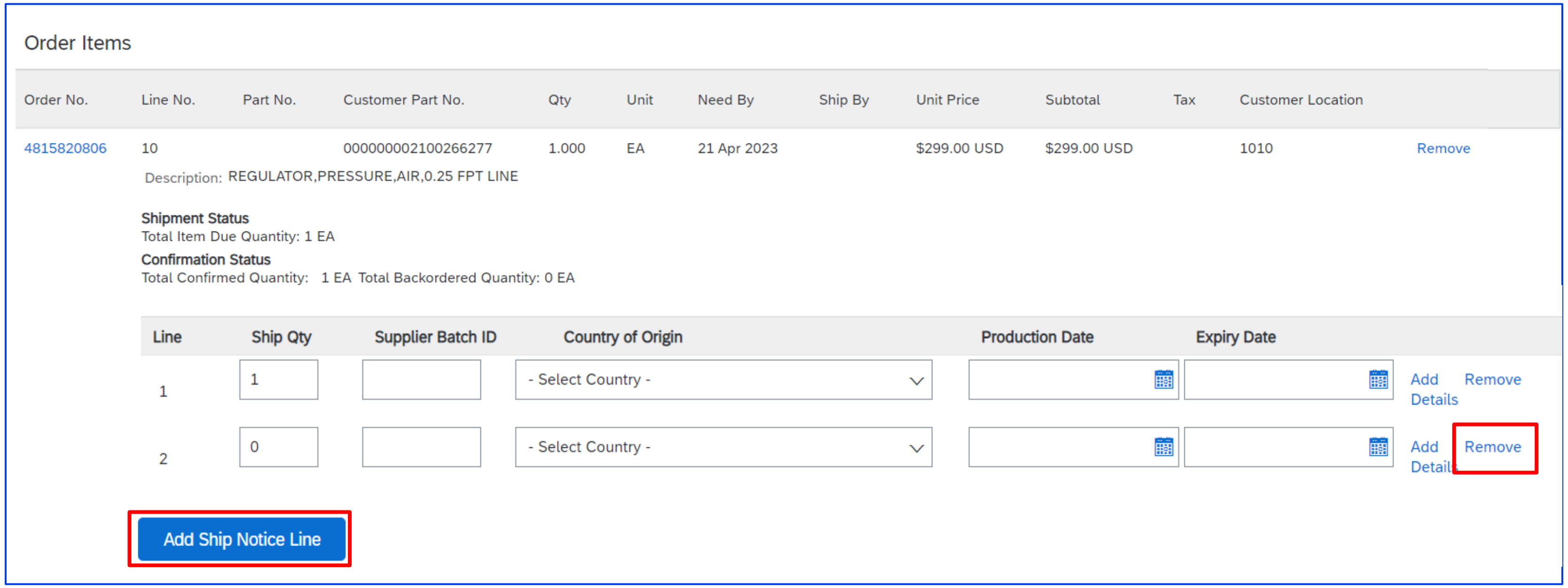
On the PO, *Line-Item Level*, click **Details** to view **Information on Ship Notice [Optional].**



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.



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

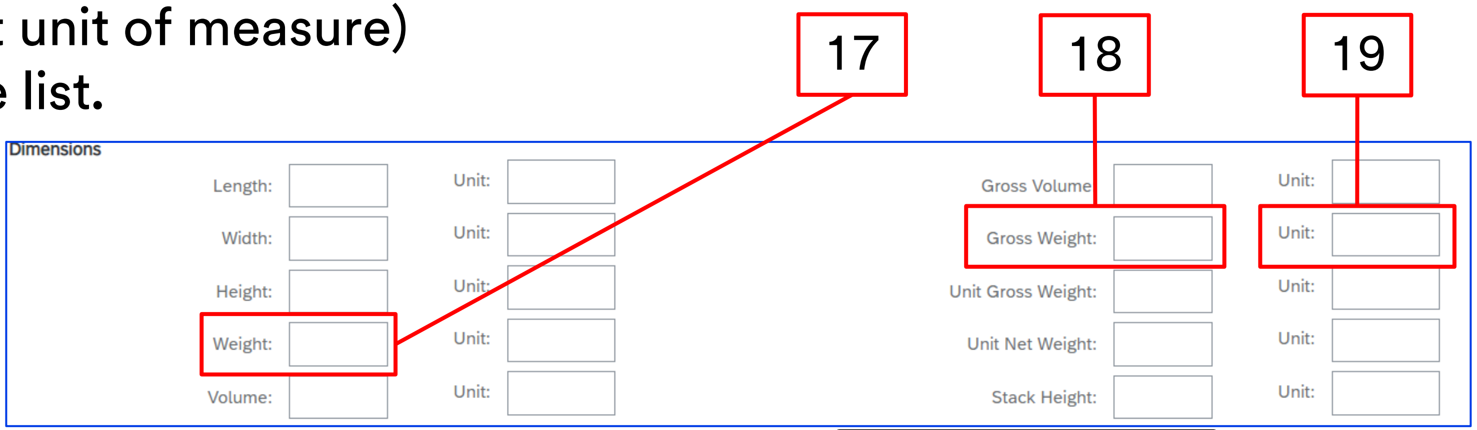
Material Order: Ship Notice - *Continued*

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

15. Click **Add Details.**

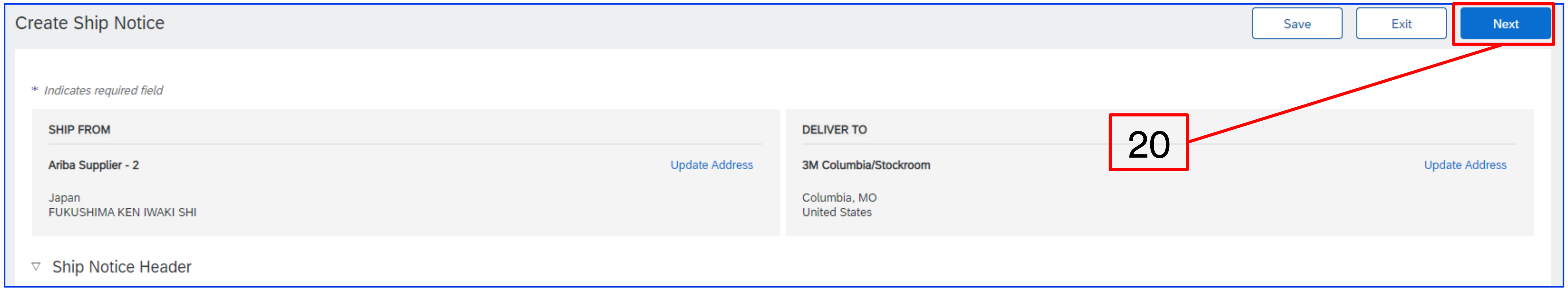
16. Click **PACKAGING** to enter the applicable information.

17. Enter the **Weight** (Net Weight). This must be a numeric value.
18. Enter the **Gross Weight.** This must be a numeric value and a higher value than the Weight (Net Weight).
19. Begin typing the **Unit** (weight unit of measure) then select from the available list.

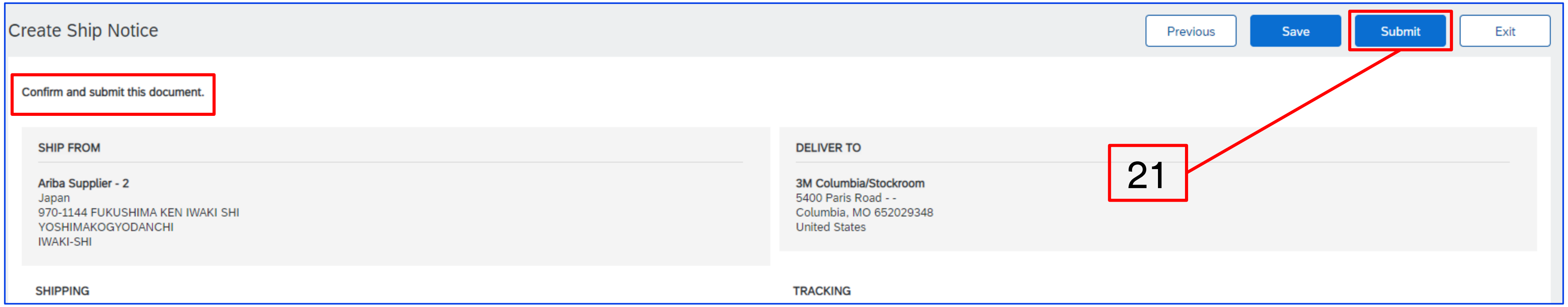


Material Order: Ship Notice - *Continued*

20. Click **Next.**



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

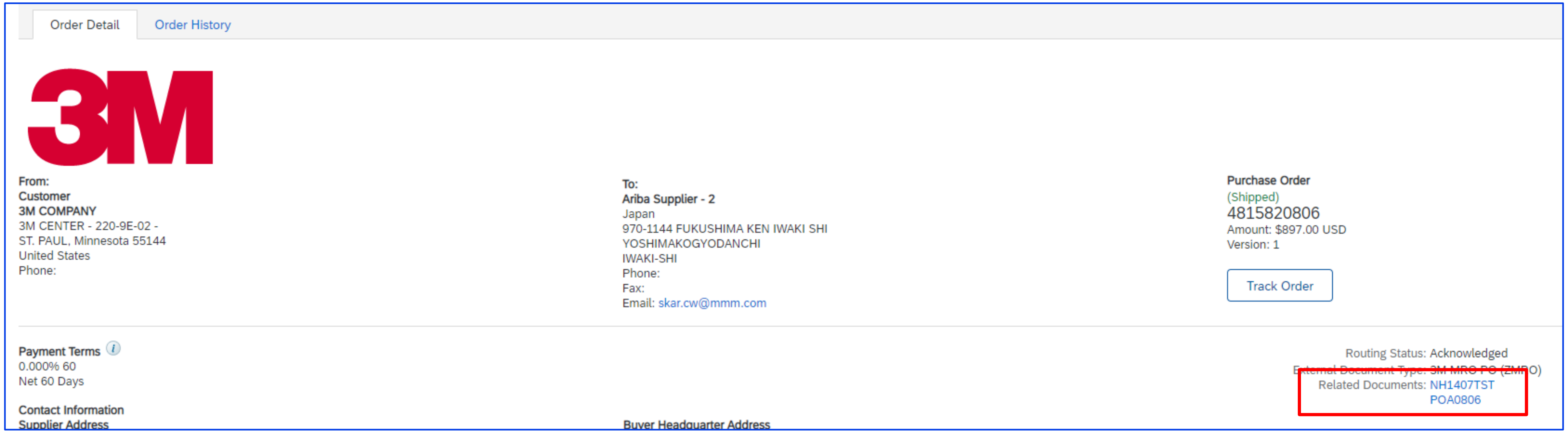


Click **Previous** to continue editing the Ship Notice. Clicking **Save** puts the invoice into **Drafts** (Fulfillment Menu Option > Drafts > Ship Notices tab); however, this is not recommended.

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.



Material Order: Invoicing Overview

Purchase Order Review → Order Confirmation → Ship Notice (ASN) → **Invoice**

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:

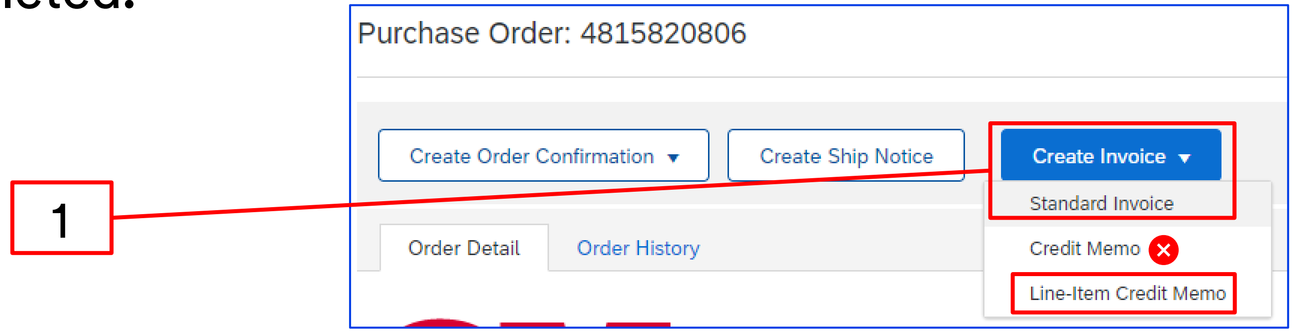
- **Paper Invoices:** Once enabled on the network, 3M will no longer accept paper invoices for POs sent through SAP Business Network.
- **Header or Summary Invoices:** A single invoice that does not provide line-item details.
- **Summary or Consolidated Invoices:** Invoices that apply against multiple 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.



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*

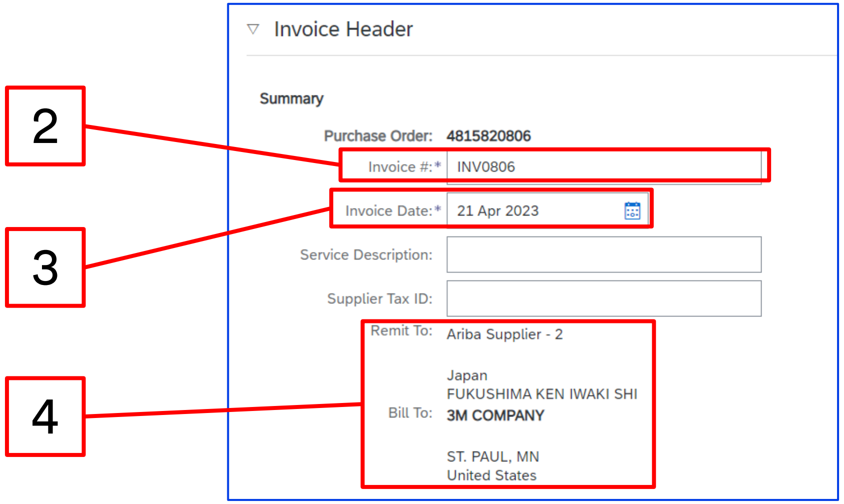
The *Invoice Header* displays. Information from the PO defaults into the invoice.
Fields with an asterisk (*) are required.

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.

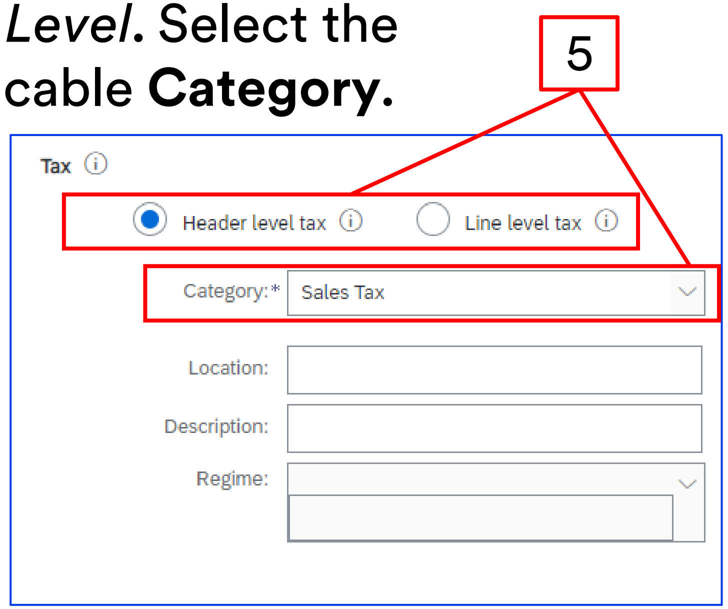
4. Verify the **Remit To** address.
   If you have configured several addresses, select one from the drop-down list that displays.

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



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.

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.**

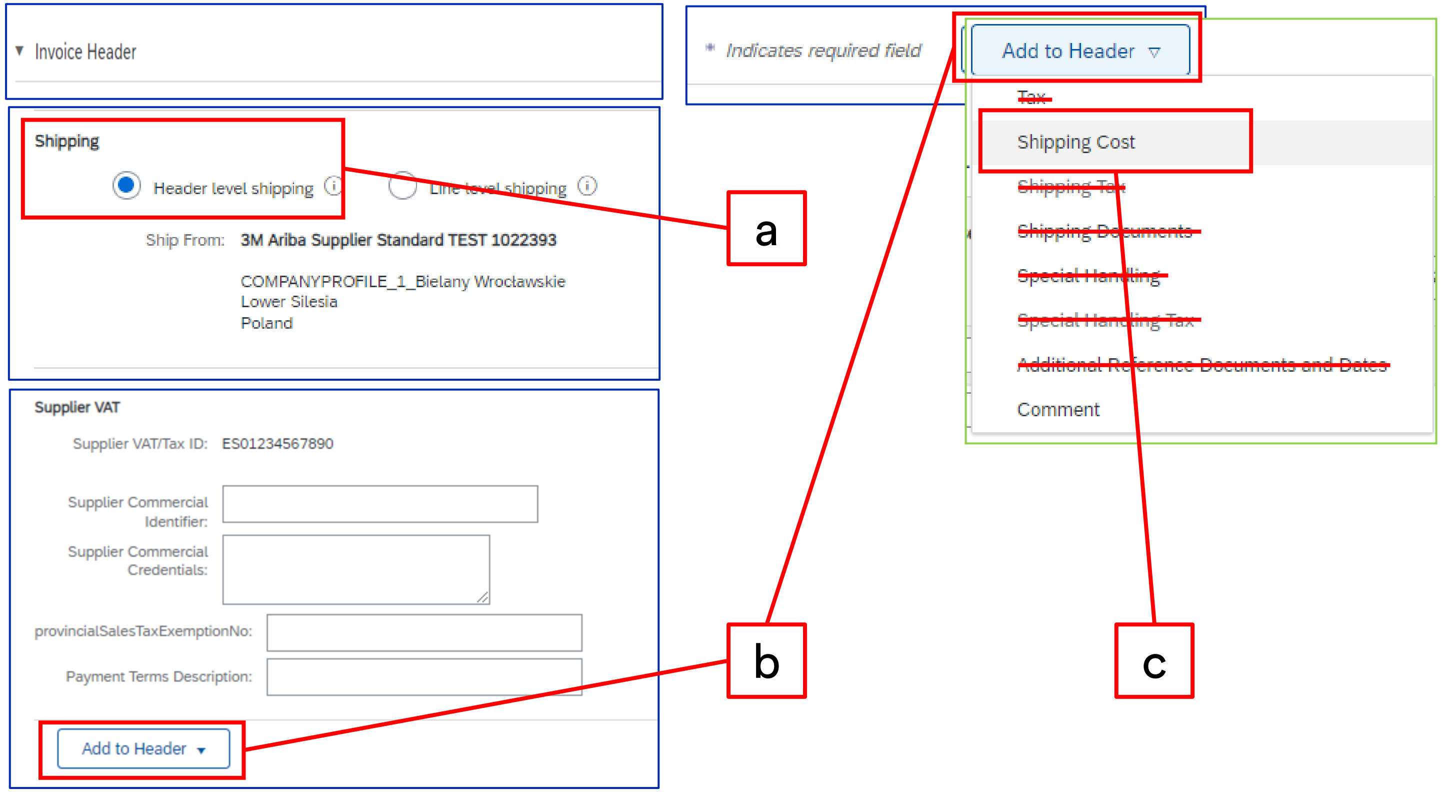
Material Order: Invoicing - *Continued*

6. Shipping Costs must be entered at the *Header Level* unless you are an integrated Supplier. If you are an integrated Supplier, enter shipping charges at the Line-Item Level.

   a) Choose **Header level** shipping.

   b) Click on **Add to Header.**

   c) Select the **Shipping Cost** in the drop-down menu.

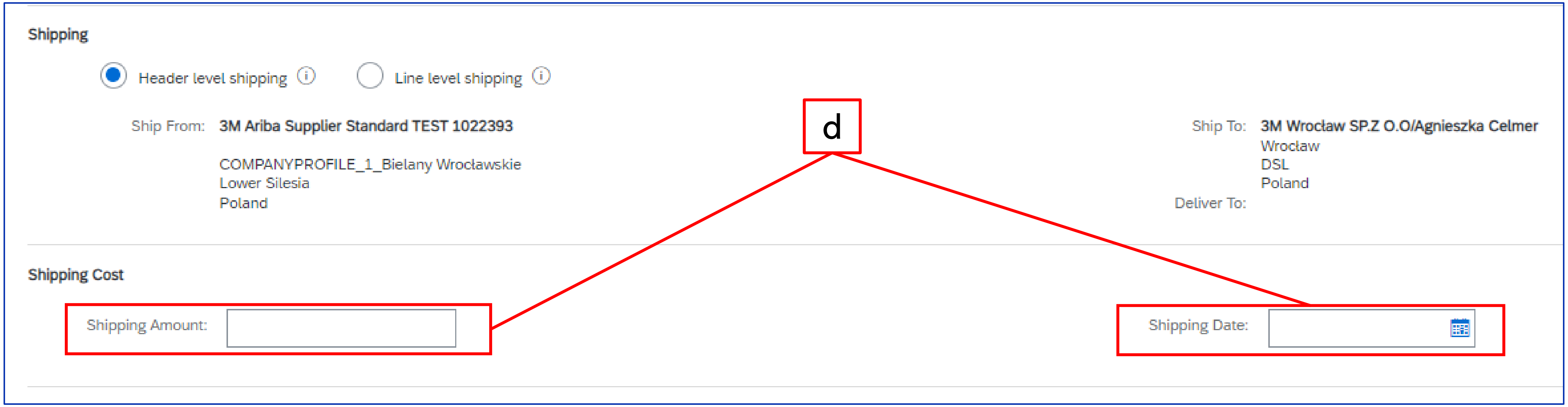


Note: Adding the shipping costs at the Line Level will cause your invoice to be delayed or rejected by 3M.

Material Order: Invoicing - *Continued*

6. Shipping Costs must be entered at the *Header Level* unless you are an integrated Supplier. If you are an integrated Supplier, enter shipping charges at the Line-Item Level.
   - *Continued*

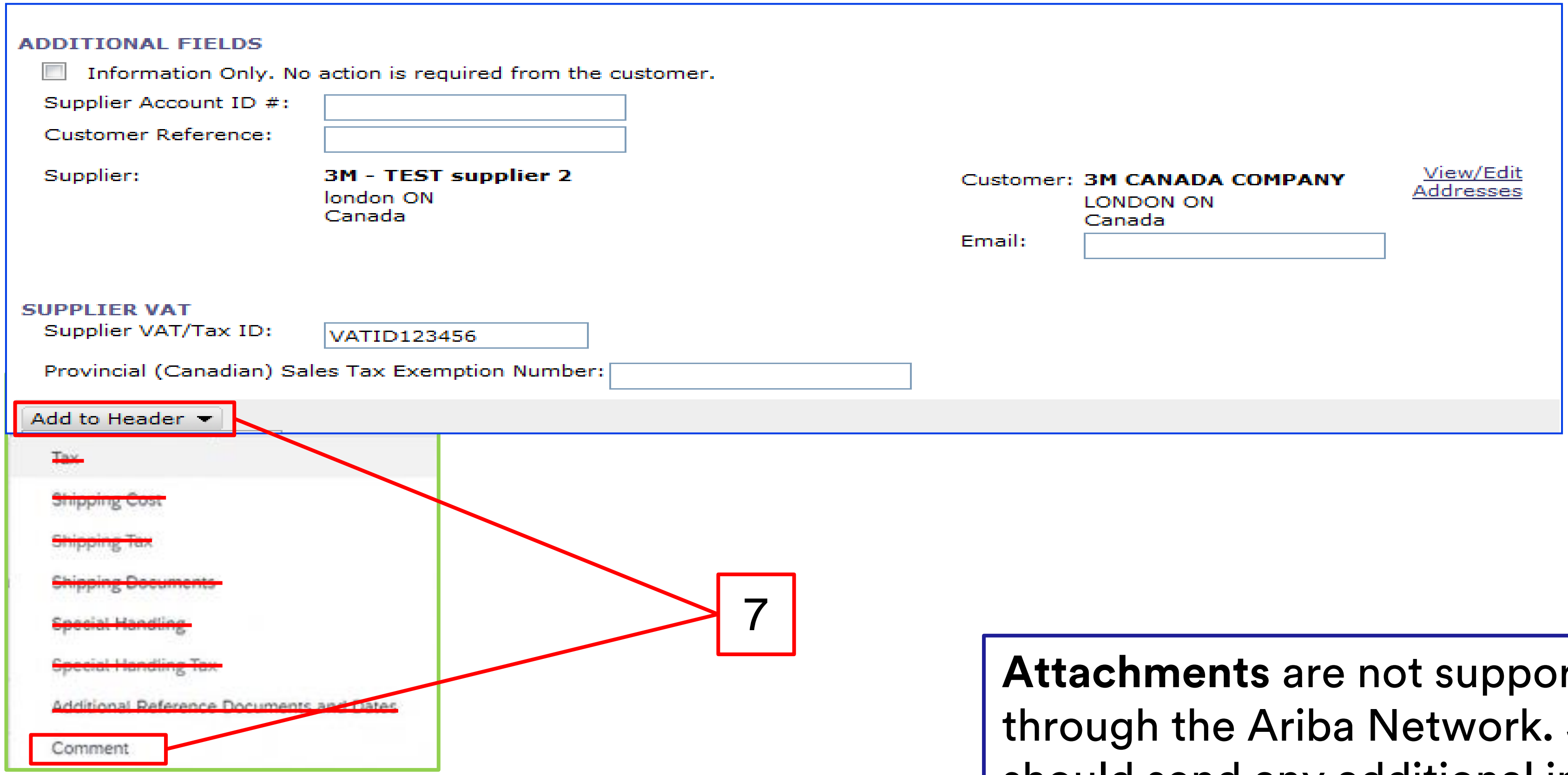
   d) Enter the **Shipping Amount** and **Shipping Date** in the *Shipping Cost* section.



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*

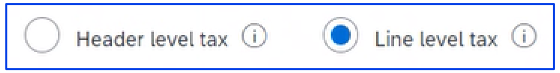
7. Comments can be added to the *Header Level* by selecting from the **Add to Header** drop-down list.



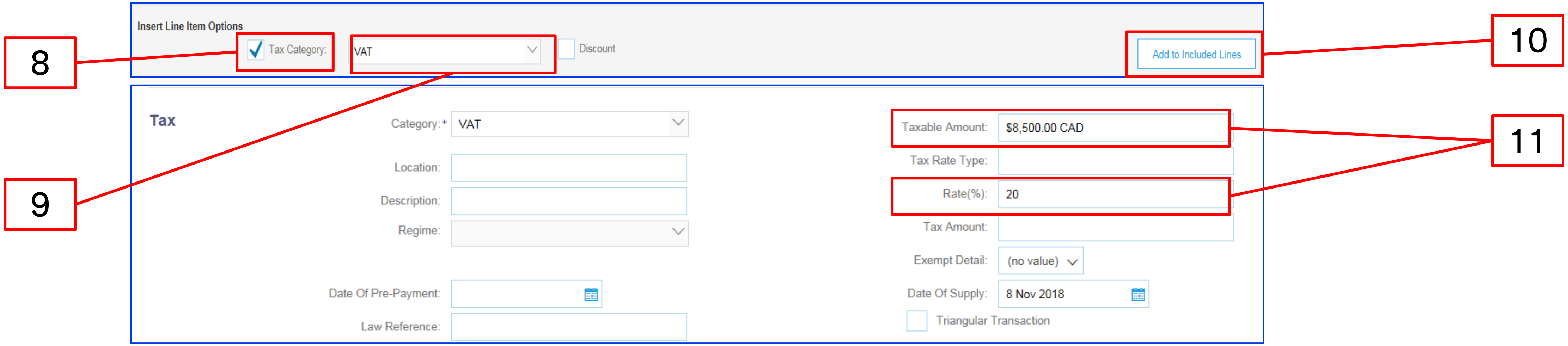
Attachments are not supported by 3M through the Ariba Network. Suppliers should send any additional information to their appropriate 3M representative.

Material Order: Invoicing - *Continued*

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

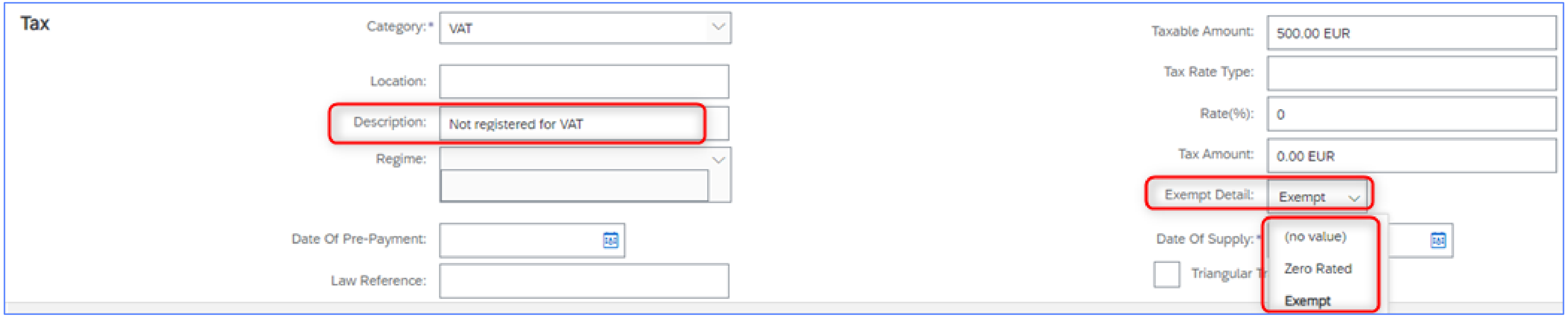


8. To add tax information to the line item, verify you have selected the **Line level tax** radio button at the *Header Level* of the invoice. Click the **Tax Category** checkbox.
9. Select the tax type you want to apply from the drop-down list.
10. Click **Add to Included Lines** to include the tax 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 %** .

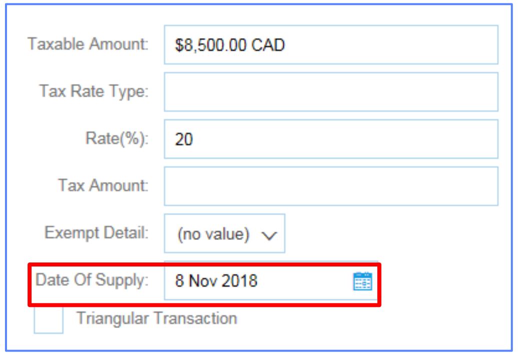


Material Order: Invoicing - *Continued*

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.



Date of Supply is an EU directive for applicable countries.

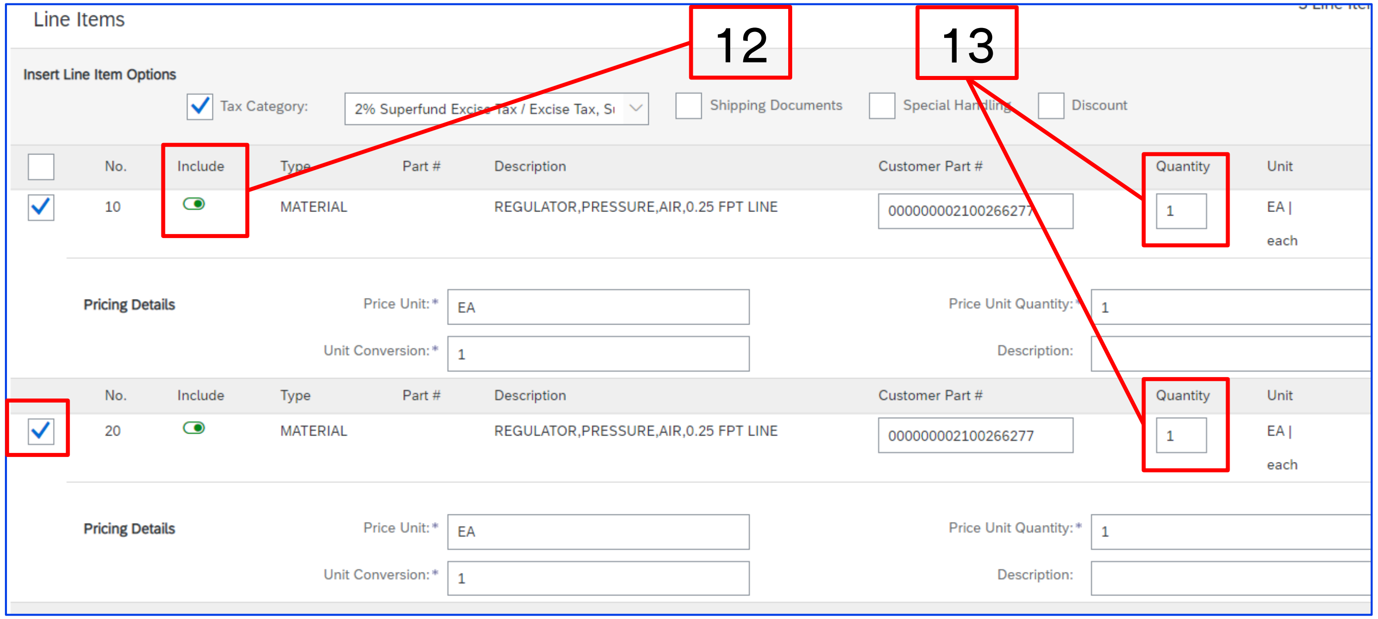


Material Order: Invoicing - *Continued*

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.

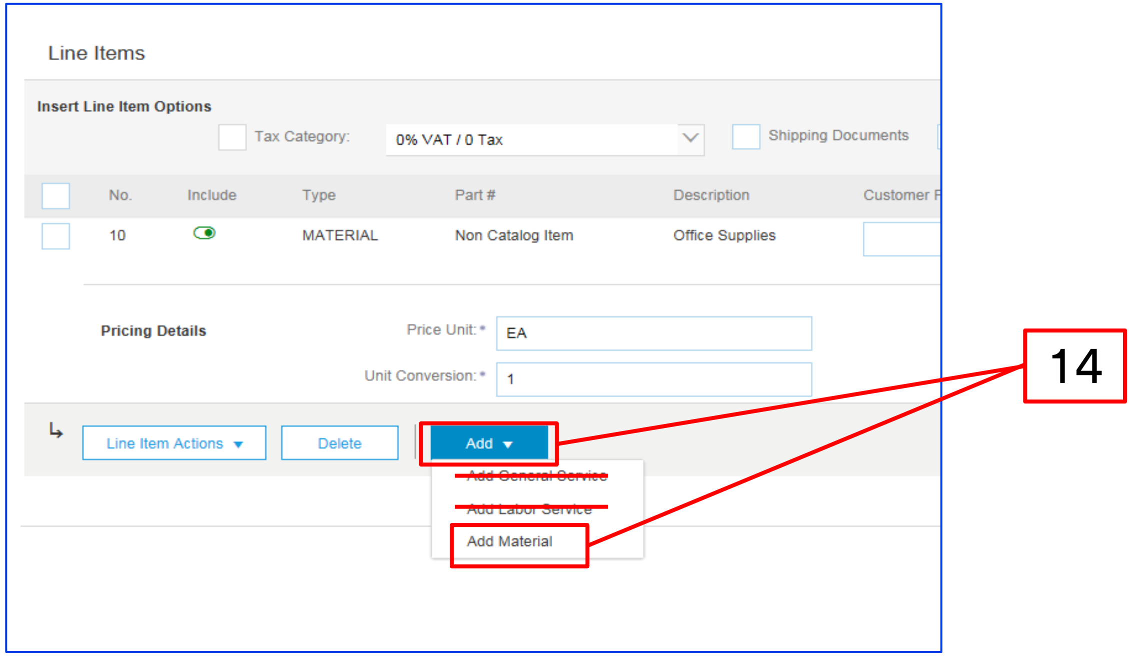


Material Order: Invoicing - *Continued*

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

    Additional fields are available for miscellaneous charges:

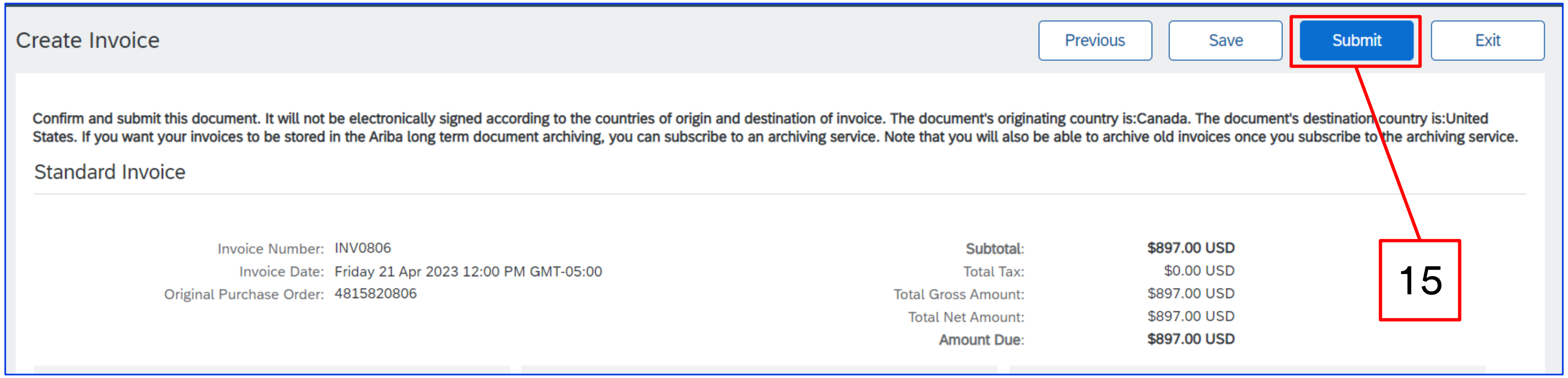
    - Assist
    - Commissions
    - Insurance
    - Packaging and Packing
    - Royalties and License Fees
    - Tax Related Charges
    - Other



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.

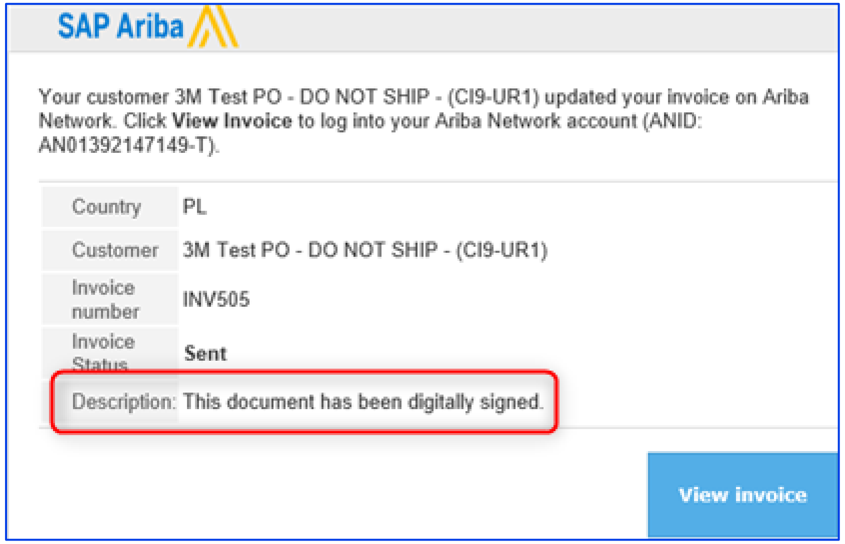


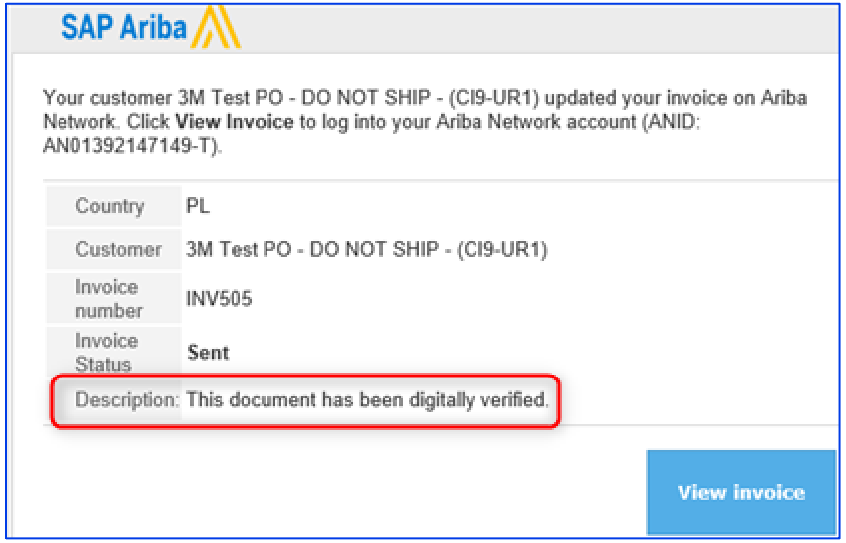
Click **Previous** to continue editing the invoice. Clicking **Save** puts the invoice into **Drafts** (Fulfillment Menu Option > Drafts > Invoices tab); however, this is not recommended.

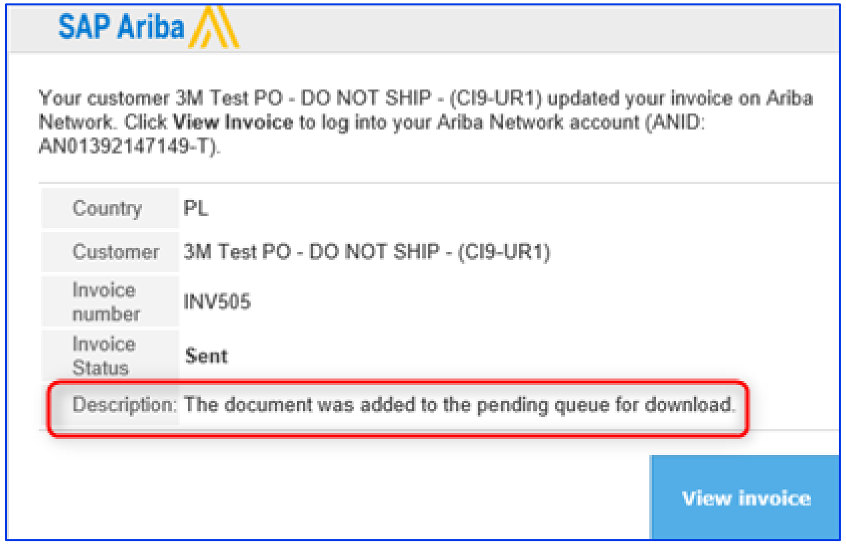
Material Order: Invoicing - *Continued*

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

- Signed
- Verified
- Pending







Material Order: Invoicing - *Continued*

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

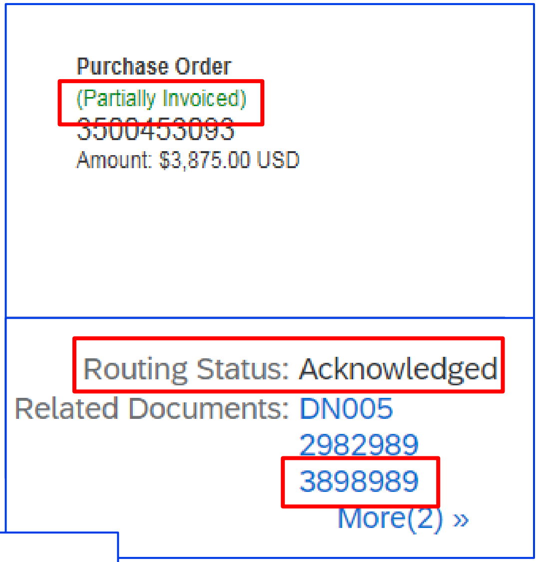
The **Invoice Statuses** are:

- **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*

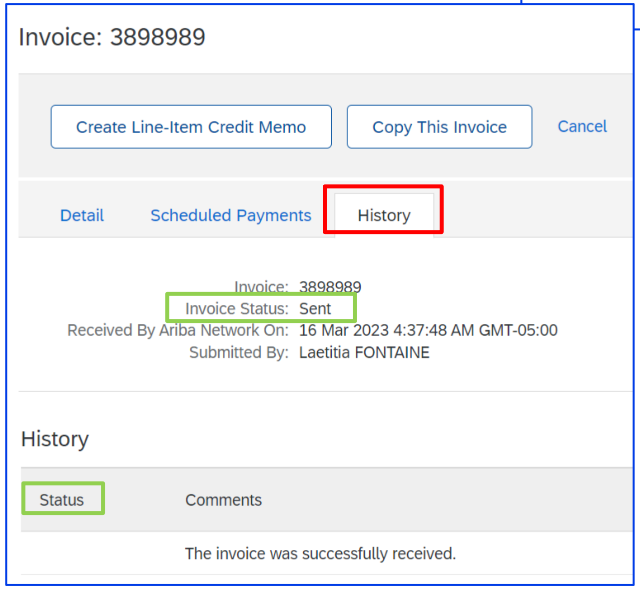
Once the invoice transmits to 3M, the **Routing Status** changes to **Acknowledged.**

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.



Material Order: Invoicing - *Continued*

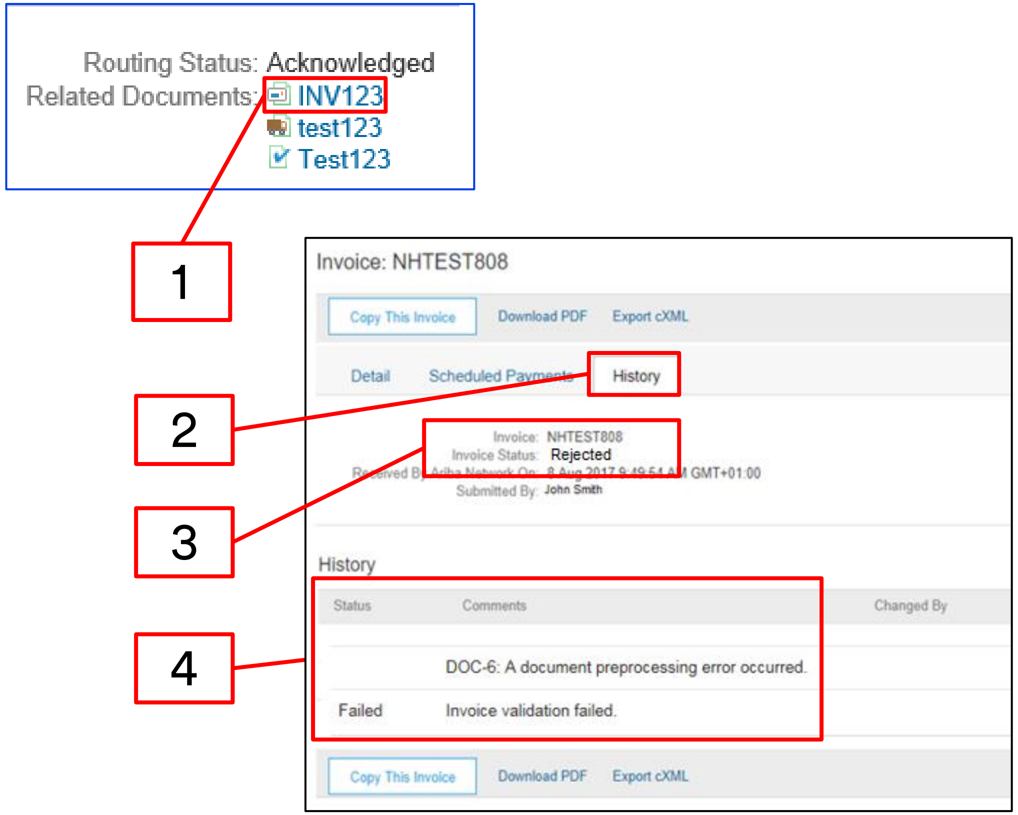
Additional Invoices

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.

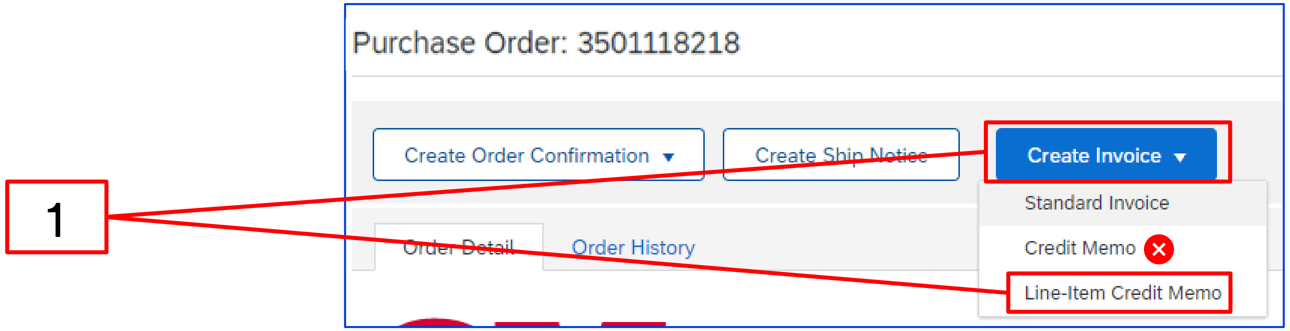


Line-Item Credit Memo

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.

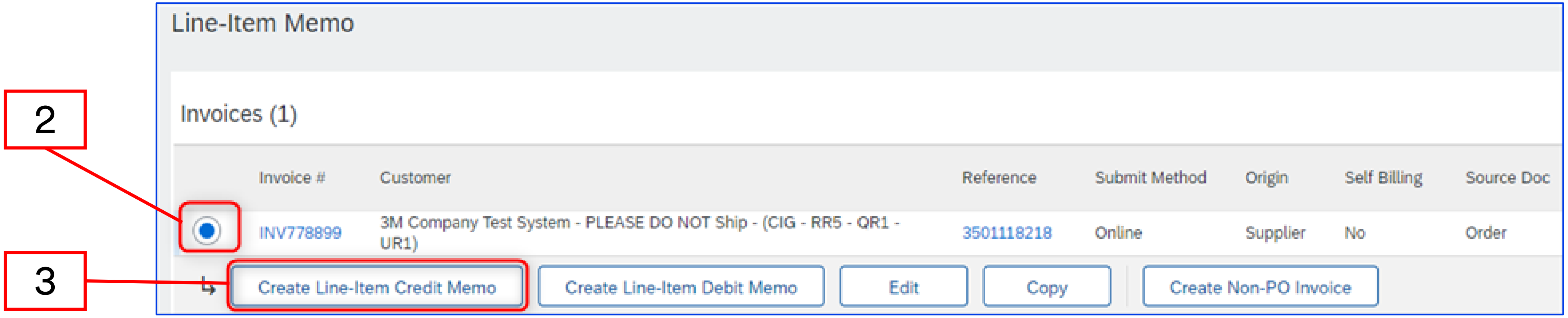


Reminder: If you need to create a credit, use *Line-Item Credit Memo*. If you use *Credit Memo*, it will be rejected by 3M.

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

Line-Item Credit Memo - *Continued*

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



Line-Item Credit Memo - *Continued*

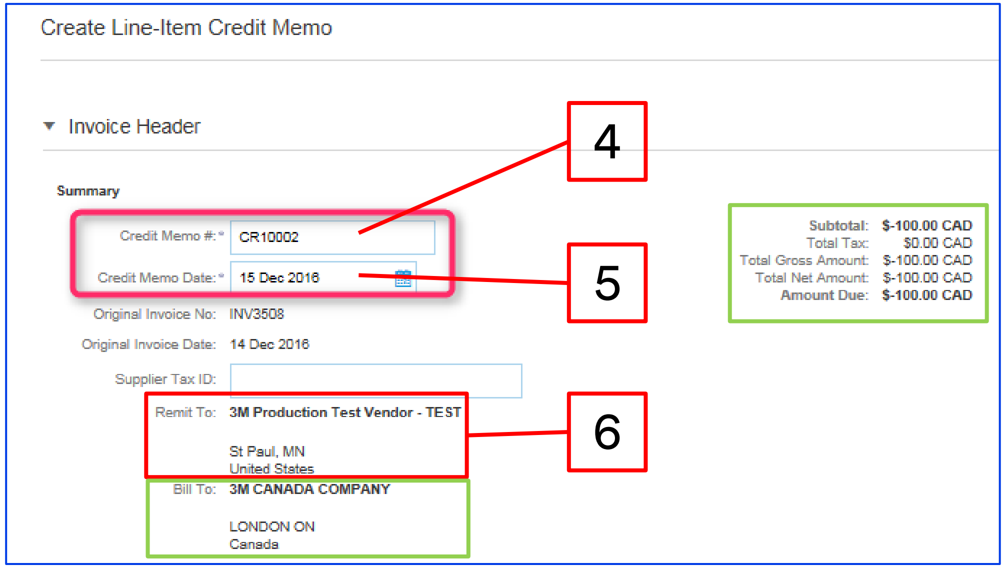
The *Create Line-Item Credit Memo Header* displays. Information from the PO defaults into the invoice. Fields with an asterisk (*) are required.

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.



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*

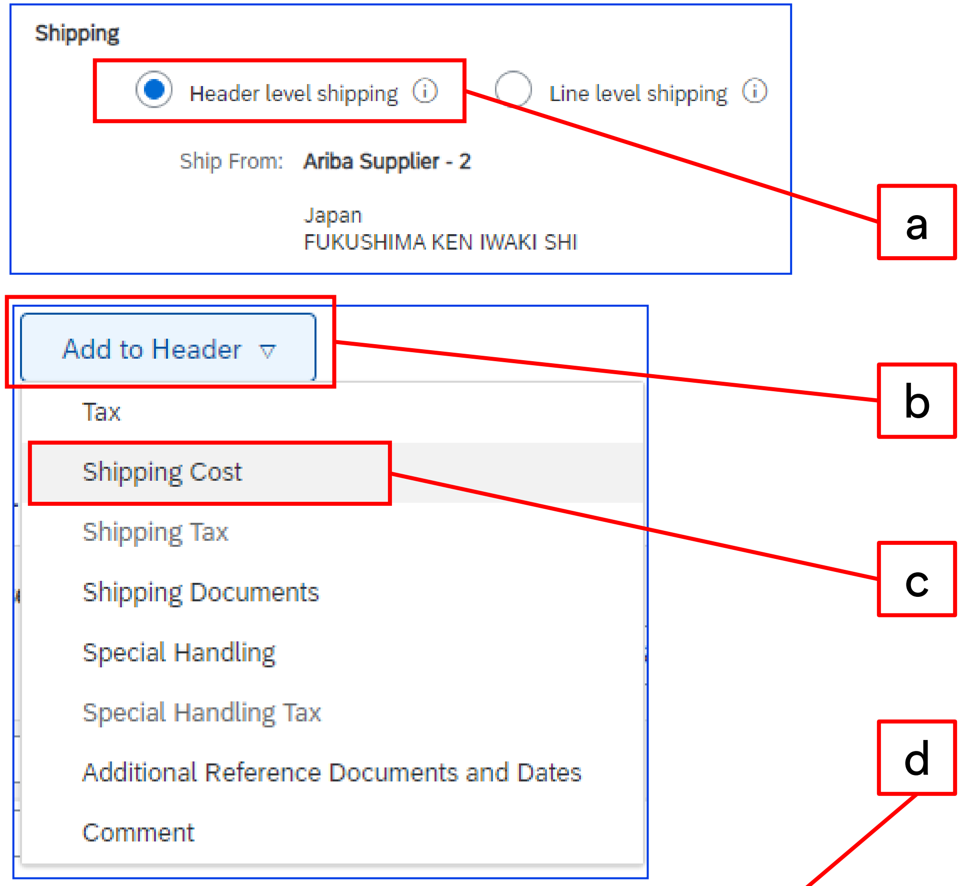
7. Shipping Costs must be entered at the *Header Level* unless you are an integrated Supplier. If you are an integrated Supplier, enter shipping charges at the Line-Item Level.

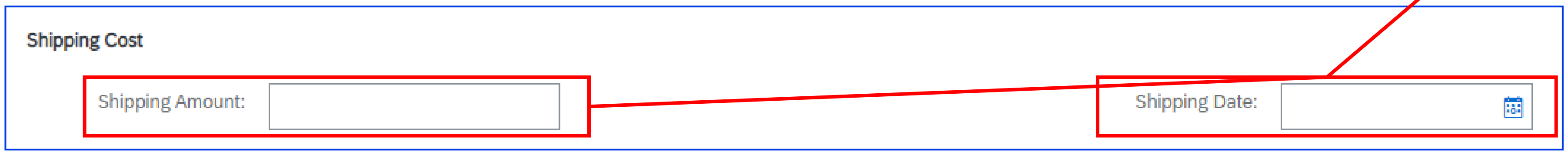
   a) Choose **Header level** shipping.

   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.

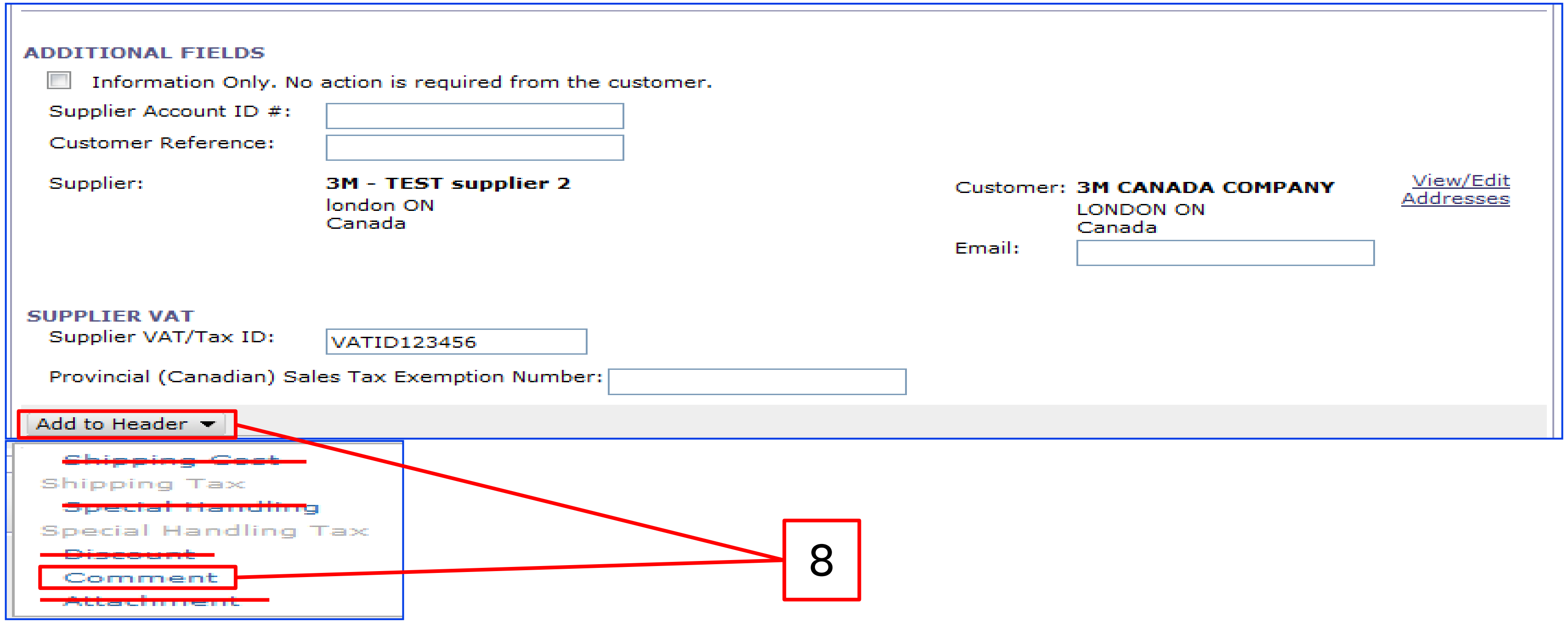




Line-Item Credit Memo - *Continued*

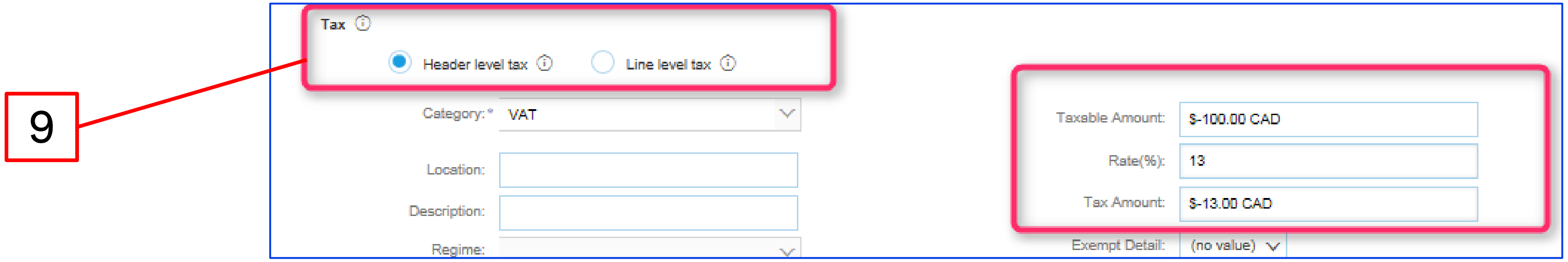
8. Comments can be added to the *Header Level* by selecting from the **Add to Header** drop-down list.

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



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.



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.

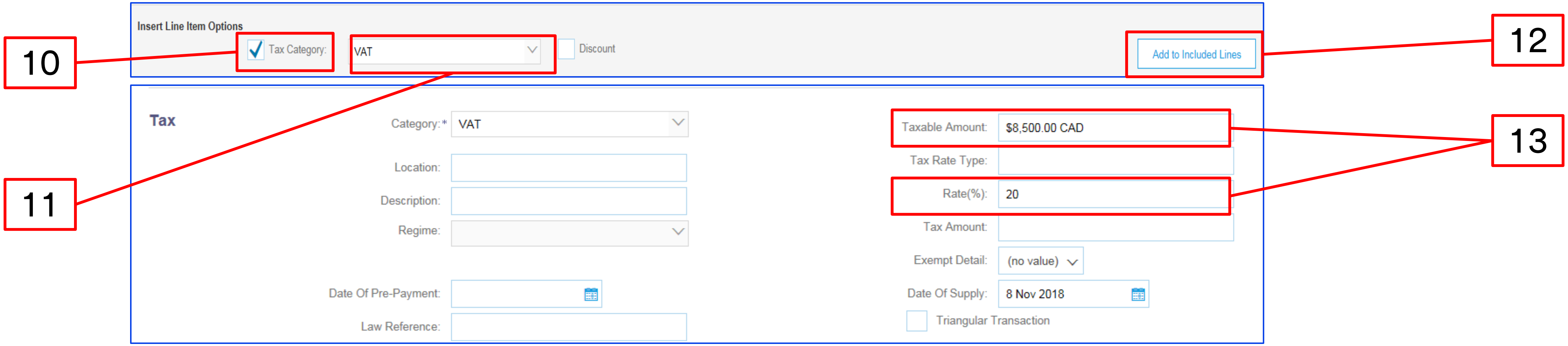
<u>VERY IMPORTANT</u>:

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*

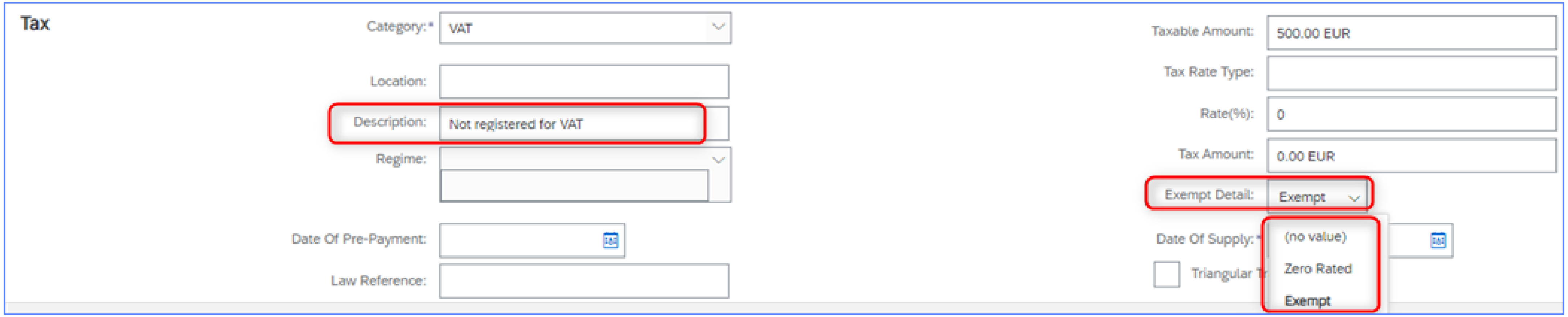
If you selected **Line level tax** at the *Header Level*, you need add tax lines to every line item on the Line-Item Credit Memo.

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 %** .

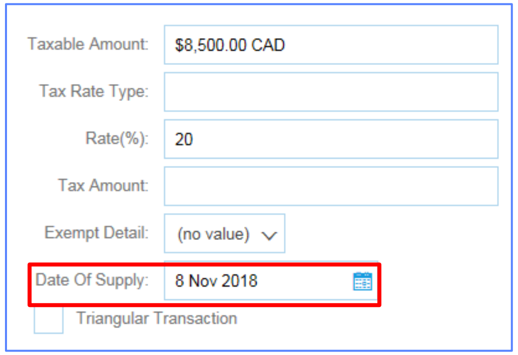


Line-Item Credit Memo - *Continued*

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.



Date of Supply is an EU directive for applicable countries.



Back to Table of Contents

Line-Item Credit Memo - *Continued*

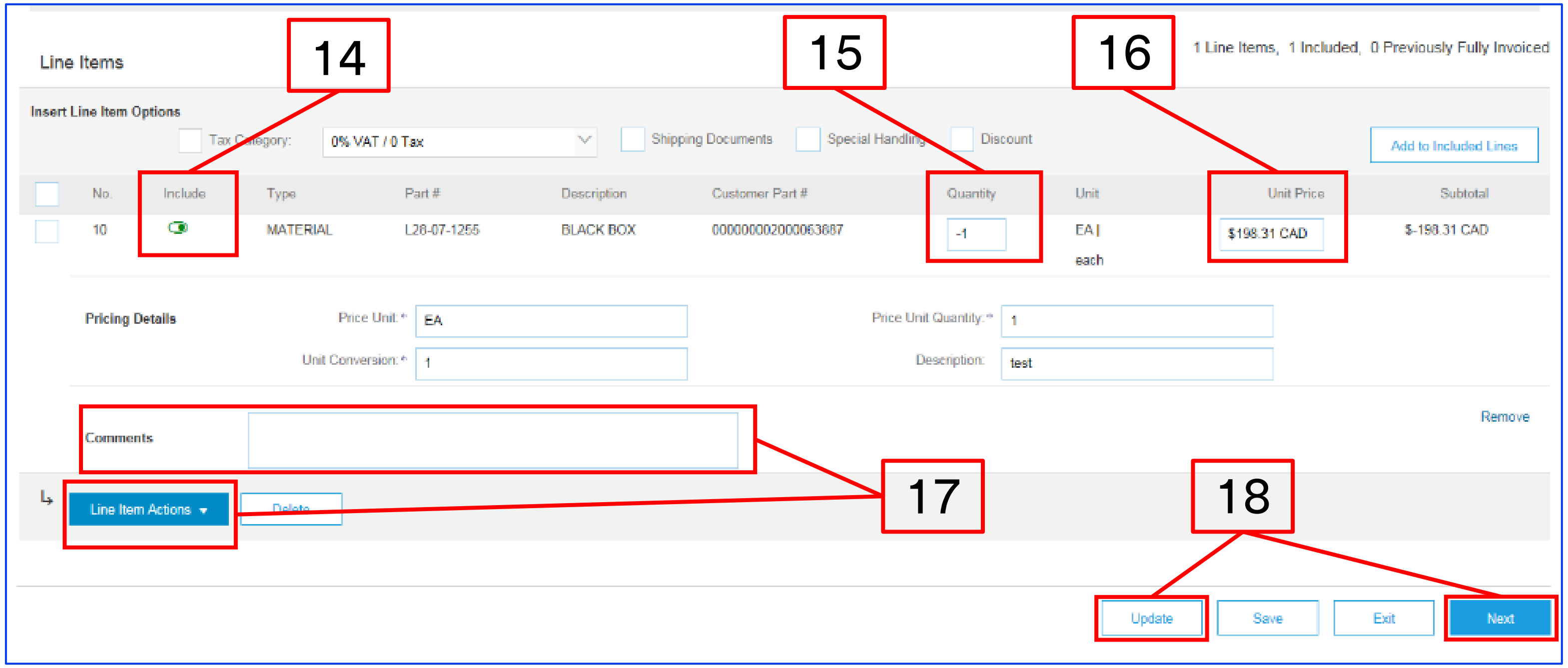
14. Scroll down to the *Line Items* section. Click on the **toggle** to include or exclude the line item from the Line-Item Credit Memo.
    If the **green toggle** is visible, the line item is included on the Line-Item Credit Memo.
    If the **grey toggle** is visible, the line item is excluded from 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.



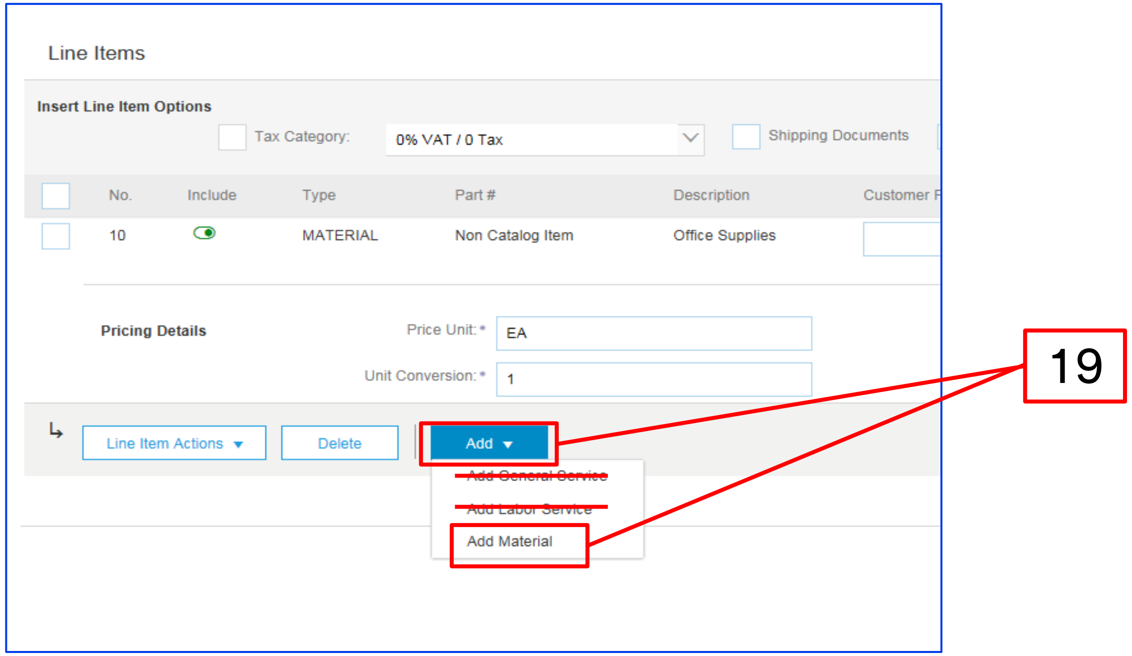
Back to Table of Contents

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

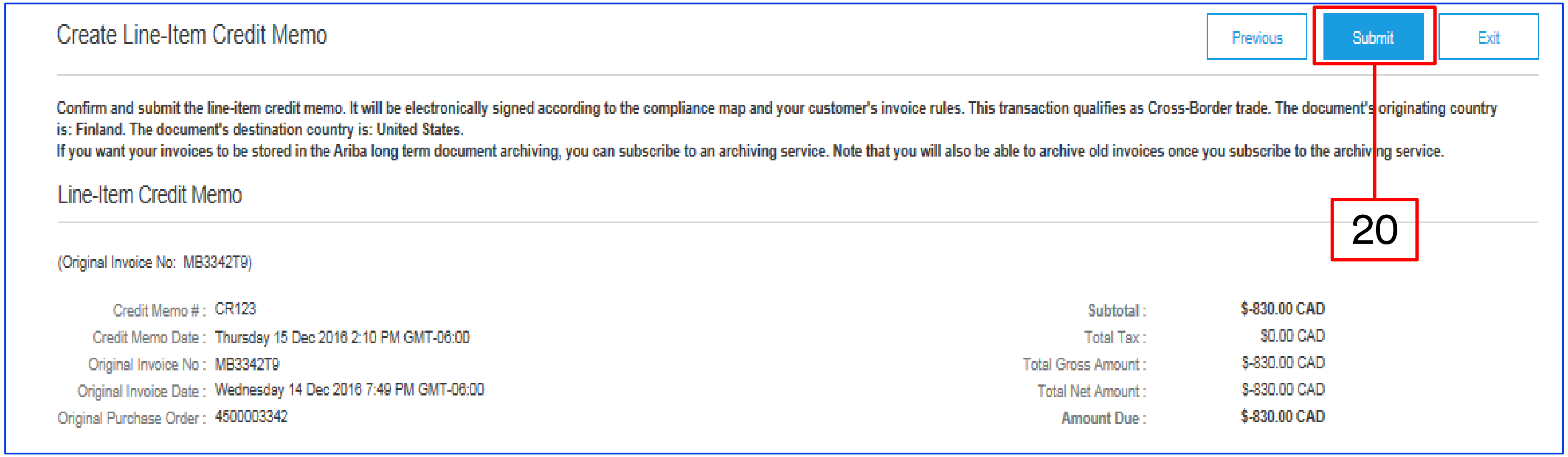


Line-Item Credit Memo - *Continued*

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.**



Next Steps

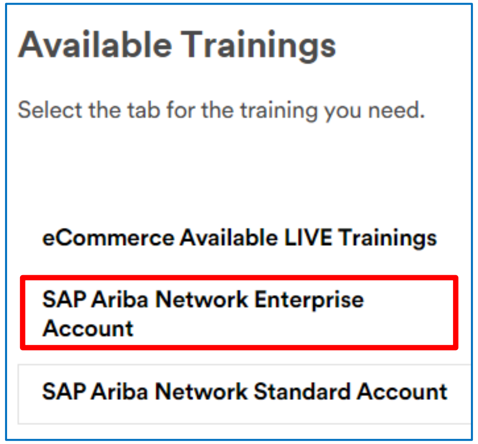
Familiarize yourself with Ariba. When 3M sends a new PO, you will receive an email from Ariba with a link to process the order. By clicking that button, you will be redirected to your Ariba Enterprise Account where the PO can be processed.

Ensure all transactions are done electronically through the SAP Ariba Network because paper/pdf documents will no longer 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/

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

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

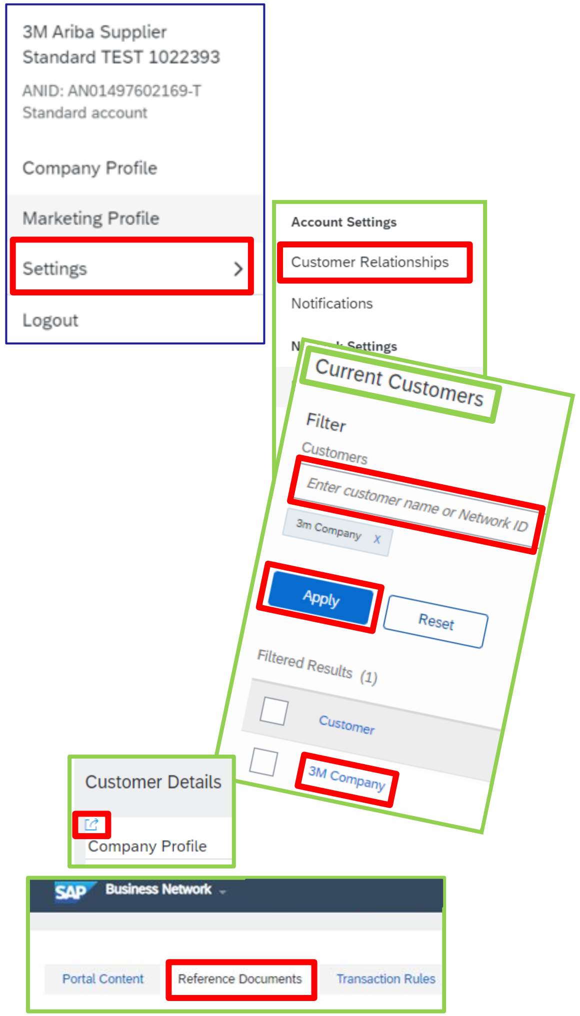


Next Steps - *Continued*

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.**

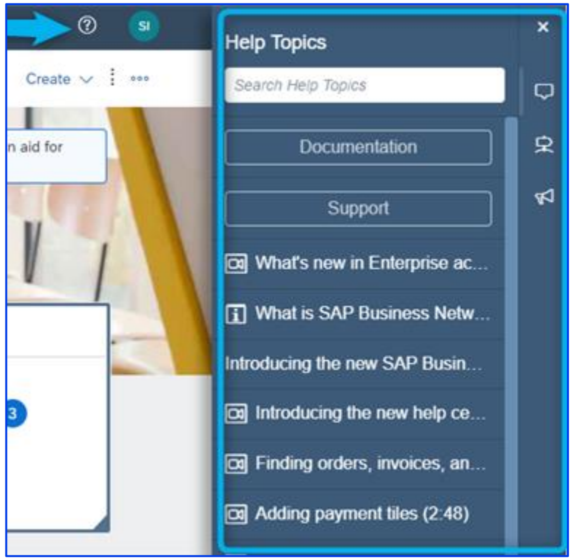
If you are a Supplier interested in using commerce eXtensible Markup Language (cXML) to transact on the SAP Business Network, refer to the cXML documents posted on the *Supplier Information Portal* and the *Help* page. This option is only available to Enterprise account holders.



☐	3M Supplier cXML Guidelines	Other	3M Company	11 May 2023
☐	3M Supplier cXML Integration Info Pack	Other	3M Company	11 May 2023

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

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.