

SAP Training
Source To Pay

STP500: SAP Business Network Enterprise Account

Quick Reference Guide

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Purchase Order (PO)

Purchase Order Detail: Header

Limit Order

Line Items 00001, 00002, etc

- 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 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, Remit To** information, **Transport Terms** instructions on how to ship, **Comments** (if applicable).
 - **3M Buyer Contact** for all questions, comments, or changes regarding the PO.
 - 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.

Free Text Description Service Order

Line Items 10001, 10002, etc

- Free Text Description Service Orders are used when 3M is requesting a fixed-rate service with defined start and end dates.
- 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, Remit To** information, **Transport Terms** instructions on how to ship, **Comments** (if applicable).
 - **3M Buyer Contact** for all questions, comments, or changes regarding the PO.
 - 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.

Material Order

Line Items 1, 2, etc

- Material Orders are used when 3M is purchasing tangible goods/materials.
 - Free Text Description Material Orders: 3M is ordering a material that is not in your catalog.
 - Catalog Material Orders: 3M is ordering a material with a Supplier part number pulled from your catalog.
 - 3M Material Orders: 3M is ordering a material with a 3M part number pulled from 3M Master Data.
- 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, Remit To** information, **Transport Terms** instructions on how to ship, **Comments** (if applicable).
 - **3M Buyer Contact** for all questions, comments, or changes regarding the PO.
 - 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.

Purchase Order (PO)

Purchase Order Detail: Line Items

Limit Order

Line Items 00001, 00002, etc

- 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.
- The **Type** will be displayed as **Service**.
- Click **Details** to view additional information at the *Line-Item Level*, including:
 - Unit Details
 - Pricing Details
 - Comments (full item description)
 - Tax Details (only available for United States and Canada transactions)
- The **Tax Status** displays on the order line item if applicable to the Supplier's country, and the Tax details are based on country requirements.

Free Text Description Service Order

Line Items 10001, 10002, etc

- 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.
- The **Type** will be displayed as **Service**.
- Click **Details** to view additional information at the *Line-Item Level*, including:
 - Unit Details
 - Pricing Details
 - Comments (full item description)
 - Tax Details (only available for United States and Canada transactions)
- The **Tax Status** displays on the order line item if applicable to the Supplier's country, and the Tax details are based on country requirements.

Material Order

Line Items 1, 2, etc

- 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.
- The **Type** will be displayed as **Material**.
- Click **Details** to view additional information at the *Line-Item Level*, including:
 - Unit Details
 - Pricing Details
 - Comments (full item description)
 - Tax Details (only available for United States and Canada transactions)
- The **Tax Status** displays on the order line item if applicable to the Supplier's country, and the Tax details are based on country requirements.

Order Confirmation

Limit Order

Line Items 00001, 00002, etc

- 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.
- If you are unable to fulfill a line item, or 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.**
- 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 PO* 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.
- Keep the Unit of Measure (UOM) as shown on the PO.
- **Do not Reject the entire order.**
- Limit POs must be confirmed at the line-item level. Do **not** select Confirm Entire Order.

Free Text Description Service Order

Line Items 10001, 10002, etc

- 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.
- If you are unable to fulfill a line item, or 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.**
- Quantity and Price
 - You must contact the 3M Buyer to change the quantity or price.
 - 3M issues a *Change PO* 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.
- Verify the UOM on the PO is the UOM to be used on the invoice.
 - If the UOM is incorrect, you must be in direct contact with the 3M Buyer and specify the UOM needed in the **Comments**. You **cannot** invoice with a different UOM than shown on the PO.

Material Order

Line Items 1, 2, etc

- 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.
- If you are unable to fulfill a line item, or 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.**
- Quantity and Price
 - You may propose changes to delivery date, quantity, and price on the Material Order: Order Confirmation.
 - 3M issues a *Change PO* 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.
- Verify the UOM on the PO is the UOM to be used on the invoice.
 - If the UOM is incorrect, you must be in direct contact with the 3M Buyer and specify the UOM needed in the **Comments**. You **cannot** invoice with a different UOM than shown on the PO.

Order Confirmation

Continued

Limit Order

Line Items 00001, 00002, etc

The steps for confirming Limit Orders are:

1. From the *PO view*, click **Create Order Confirmation** and select **Update Line Items**.
2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, not to exceed 10 characters.
3. Enter the **Est Completion Date**, which should be the same as the need-by date.
4. Scroll down to view the *Line Items* and choose either **Confirm** or **Confirm All**.
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.

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.

Free Text Description Service Order

Line Items 10001, 10002, etc

The steps for confirming Free Text Description Orders are:

1. From the *PO view*, click **Create Order Confirmation** and select either **Confirm Entire Order** to confirm at the *Header Level* or **Update Line Items** to confirm or make modifications at the *Line-Item Level*.
2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, not to exceed 10 characters.
 - **Confirm Entire Order:**
 - Enter the **Est Completion Date**, which should be the same as the need-by date.
 - Click **Next**.
 - **Update Line Items:**
 - Scroll down to view the line items and choose: **Confirm Based on Schedule Lines** (Confirm based on Schedule lines uses the need-by date. Continue to update the status for each line item.) or **Confirm All** (You received the PO and will perform the requested work.)
 - Once finished, click **Next**.
3. Review the order confirmation and click **Submit**. Your order confirmation is sent to 3M.

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.

Material Order

Line Items 1, 2, etc

The steps for confirming Material Orders are:

1. From the *PO view*, click **Create Order Confirmation** and select either **Confirm Entire Order** to confirm at the *Header Level* or **Update Line Items** to confirm or make modifications at the *Line-Item Level*.
2. The *Order Confirmation Header* displays. Enter the **Confirmation #**, not to exceed 10 characters.
 - **Confirm Entire Order:**
 - Enter the **Est Completion Date**, which should be the same as the need-by date.
 - Click **Next**.
 - **Update Line Items:**
 - Scroll down to view the line items and choose: **Confirm** (Enter the quantity) or **Confirm with change in Unit Price, Delivery Date, or Quantity** (Click on **Details** to propose changes. If the Delivery date is not changed, enter need-by date). Repeat for all lines.
 - Once finished, click **Next**.
 - 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**.
3. Review the order confirmation and click **Submit**. Your order confirmation is sent to 3M.

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.

Ship Notice (ASN)

Limit Order

Line Items 00001, 00002, etc

- Not applicable

Free Text Description Service Order

Line Items 10001, 10002, etc

- Ship Notices will only be required for Free Text Description Service Orders when materials goods are being shipped across international borders.
- Ship Notices (ASNs) are required 24 hours prior to the shipment arriving at 3M's dock.
- The PO will determine if a Ship Notice (ASN) is required. If applicable, the Ship Notice (ASN) is required prior to invoicing.

The steps for creating a ship Notice (ASN) are:

1. From the *PO view*, click **Create Ship Notice**.
2. The *Ship Notice Header* displays. Enter the **Packing Slip ID**, not to exceed 35 characters.
3. Enter the **Deliver Date**, which should represent your best estimate of the delivery date to the 3M location.
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](#) and [change the location based on the ship-to Country](#).
 - If the Carrier is not listed, contact the 3M Buyer.
6. Enter the **Tracking No.** Do **not** include special characters or spaces.

Material Order

Line Items 1, 2, etc

- Ship Notices (ASNs) are required 24 hours prior to the shipment arriving at 3M's dock.
- The PO will determine if a Ship Notice (ASN) is required. If applicable, the Ship Notice (ASN) is required prior to invoicing.

The steps for creating a ship Notice (ASN) are:

1. From the *PO view*, click **Create Ship Notice**.
2. The *Ship Notice Header* displays. Enter the **Packing Slip ID**, not to exceed 35 characters.
3. Enter the **Deliver Date**, which should represent your best estimate of the delivery date to the 3M location.
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](#) and [change the location based on the ship-to Country](#).
 - If the Carrier is not listed, contact the 3M Buyer.
6. Enter the **Tracking No.** Do **not** include special characters or spaces.
7. The **Bill of Lading No.** is required. Do **not** include special characters or spaces.

Ship Notice (ASN)

Continued

Limit Order

Line Items 00001, 00002, etc

- Not applicable

Free Text Description Service Order

Line Items 10001, 10002, etc

7. The **Bill of Lading No.** is required. Do **not** include special characters or spaces.
8. Choose a **Shipping Method** from the drop-down menu.
9. The *Delivery and Transport information* section should remain with the system default values.
10. Enter the Trailer ID in the **Equipment Identification Code** field. Do **not** include special characters or spaces.
11. Scroll down to the *Order Items* section and 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 10 digits and alpha numeric. It cannot begin with the number zero nor include special characters or spaces.
 - On the PO, *Line-Item Level*, click **Details** to view **Information on Ship Notice [Optional]**.
 - If you have questions about 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.

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

Line Items 1, 2, etc

8. Choose a **Shipping Method** from the drop-down menu.
9. The *Delivery and Transport information* section should remain with the system default values.
10. Enter the Trailer ID in the **Equipment Identification Code** field. Do **not** include special characters or spaces.
11. Scroll down to the *Order Items* section and 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 10 digits and alpha numeric. It cannot begin with the number zero nor include special characters or spaces.
 - On the PO, *Line-Item Level*, click **Details** to view **Information on Ship Notice [Optional]**.
 - If you have questions about 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.

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.

Ship Notice (ASN)

Continued

Limit Order

Line Items 00001, 00002, etc

- Not applicable

Free Text Description Service Order

Line Items 10001, 10002, etc

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

15. Click **Add Details**.
16. Click **PACKAGING** to enter applicable information.
17. Enter **Weight** (Net Weight) as a numeric value.
18. Enter the **Gross Weight** as a numeric value. This must be a higher value than the Weight (Net Weight).
19. Begin typing the **Unit** (weight unit of measure) then select from the available list.
20. Once finished, click **Next** to proceed to the *Ship Notice Summary* page.
21. Review the Ship Notice (ASN) and click **Submit**. Your Ship Notice (ASN) is sent to 3M.

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**.

Material Order

Line Items 1, 2, etc

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

15. Click **Add Details**.
16. Click **PACKAGING** to enter applicable information.
17. Enter **Weight** (Net Weight) as a numeric value.
18. Enter the **Gross Weight** as a numeric value. This must be a higher value than the Weight (Net Weight).
19. Begin typing the **Unit** (weight unit of measure) then select from the available list.
20. Once finished, click **Next** to proceed to the *Ship Notice Summary* page.
21. Review the Ship Notice (ASN) and click **Submit**. Your Ship Notice (ASN) is sent to 3M.

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**.

Country-Specific Invoicing Rules for 3M for All Types of Purchase Orders

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 must provide this information, per EU directives:

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

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.

EU Requirement: Invoices originating from EU countries must 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.**

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).

Invoicing

Limit Order

Line Items 00001, 00002, etc

- An invoice cannot be created until the order is confirmed.
- **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.
- If you need to create a credit, always use Line-Item Credit for the complete 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

Line Items 10001, 10002, etc

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

Material Order

Line Items 1, 2, etc

- An invoice cannot be created until the Purchase Order Confirmation and the Ship Notice (ASN) have been completed.
- Before you start creating your invoice, please review the Country Specific Invoicing Rules for 3M to determine if any apply to your organization.
- 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.
- The SAP Business Network **does not** Support:
 - Paper invoices
 - Header or Summary invoices with no line-item details.
 - Summary or Consolidated invoices against multiple purchase orders
 - Invoicing for Purchasing Cards (P-Cards)
 - Duplicate invoices
 - Cancel invoices: Suppliers must issue a Line-Item Credit Memo for previously submitted invoices.
 - Non-PO invoices
 - Attachments

Invoicing

Continued

Limit Order

Line Items 00001, 00002, etc

The steps for creating an invoice are:

1. From the *PO view*, click **Create Invoice** and select **Standard Invoice**.
2. Select a line item to invoice. You can only invoice for one line item at a time. If there are multiple lines on the order, you will need to complete the invoicing steps again for each additional line.
3. Click **Next**.
4. On the *Invoice Header*, enter the **invoice #**. It 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 **Invoice Date**. The **Invoice Date** cannot be backdated more than 364 days.
6. Verify the **Remit To** address.
7. Tax can be submitted at the *Header Level* or at the *Line-Item Level*. Select the appropriate option and category. Refer to Country Specific Invoicing Rules for 3M, if applicable.
8. Scroll down to add invoicing details at the *Line-Item Level*. Click **Add/Update** and select **Add General Service**.

Only use **Add/Update** and **Add General Service**. 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 system and will result in your being rejected by 3M.

Free Text Description Service Order

Line Items 10001, 10002, etc

The steps for creating an invoice are:

1. From the *PO view*, click **Create Invoice** and select **Standard Invoice**.
2. Select a line item to invoice. You can only invoice for one line item at a time. If there are multiple lines on the order, you will need to complete the invoicing steps again for each additional line.
3. Click **Next**.
4. On the *Invoice Header*, enter the **invoice #**. It 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 **Invoice Date**. The **Invoice Date** cannot be backdated more than 364 days.
6. Verify the **Remit To** address.
7. Tax can be submitted at the *Header Level* or at the *Line-Item Level*. Select the appropriate option and category. Refer to Country Specific Invoicing Rules for 3M, if applicable.
8. Verify the **Description**.
9. Verify the **Quantity**.
10. Verify the **Unit** (Unit of Measure). 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.

Material Order

Line Items 1, 2, etc

The steps for creating an invoice are:

1. From the *PO view*, click **Create Invoice** and select **Standard Invoice**.
 - The **Create Invoice** selection will not be available until the Ship Notice (ASN) has been completed.
2. On the *Invoice Header*, enter the **invoice #**. It 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.
3. Enter the original **Invoice Date**. The **Invoice Date** cannot be backdated more than 364 days.
4. Verify the **Remit To** address.
5. Tax can be submitted at the *Header Level* or at the *Line-Item Level*. Select the appropriate option and category. Refer to Country Specific Invoicing Rules for 3M, if applicable.
6. Shipping Costs must be entered at the *Header Level*. Choose **Header level** shipping, click on **Add to Header**, select the appropriate option in the drop-down menu, and enter the **Shipping Amount** and **Shipping Date** in the *Shipping Cost* Section.
 - If you are an integrated Supplier, you can enter shipping charges at the Line-Item Level.
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.

Invoicing

Continued

Limit Order

Line Items 00001, 00002, etc

9. Enter a **Description**.
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 State Date** and the **Service End Date**.
14. Click on **Update** to allow Ariba to complete calculations.
15. If you selected the **Line Level tax** radio button at the *Header Level*, click the **Tax Category** checkbox.
16. Select the tax type you want to apply.
17. Click **Add to Included Lines**.
18. The *Tax* section displays. Review the **Taxable Amount**. Enter the tax rate in the **Rate %** field.
 - If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu, select **Exempt** or **Zero Rated**. In the **Description** field, provide the reason. **Date of Supply** is an EU directive for applicable countries.
19. Once finished, click **Next** to proceed to the review page. Review the invoice and click **Submit**. Your invoice is sent to 3M.

Free Text Description Service Order

Line Items 10001, 10002, etc

11. Verify the **Unit Price**.
12. Optional: Enter the **Service State Date** and the **Service End Date**.
13. Click on **Update** to allow Ariba to complete calculations.
14. If you selected the **Line Level tax** radio button at the *Header Level*, click the **Tax Category** checkbox.
15. Select the tax type you want to apply.
16. Click **Add to Included Lines**.
17. The *Tax* section displays. Review the **Taxable Amount**. Enter the tax rate in the **Rate %** field.
 - If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu, select **Exempt** or **Zero Rated**. In the **Description** field, provide the reason. **Date of Supply** is an EU directive for applicable countries.
18. Once finished, click **Next** to proceed to the review page. Review the invoice and click **Submit**. Your invoice is sent to 3M.

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.

Material Order

Line Items 1, 2, etc

- If you selected the **Line level tax** radio button at the *Header Level*, you need to add tax lines to every line item you will invoice.
8. Click the **Tax Category** checkbox.
 9. Select the tax type you want to apply.
 10. Click **Add to Included Lines**.
 11. The *Tax* section displays. Review the **Taxable Amount**. Enter the tax rate in the **Rate %** field.
 - If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu, select **Exempt** or **Zero Rated**. In the **Description** field, provide the reason. **Date of Supply** is an EU directive for applicable countries.
 12. Scroll down to the *Line Items* section.
 - If the **green toggle** is visible, the line item is included on the invoice.
 - If the **grey toggle** is visible, the line item is excluded from the invoice
 - Select the **checkbox** to the left of the item and click **Delete** to remove the line item from the invoice.
 13. If needed, update the **Quantity** for each line item.
 14. To add miscellaneous charges (except shipping charges), select **Add Material** from the **Add** drop-down menu.
 - Do **not** use Add General Service or Add Labor Service for shipping costs. **Shipping costs must be added at the Header Level**.
 15. Once finished, click **Next** to proceed to the review page. Review the invoice and click **Submit**. Your invoice is sent to 3M.

Invoicing

Continued

Limit Order

Line Items 00001, 00002, etc

- **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.
 - **Paid:** The invoice amounts have been paid.
- Statuses of **Service Entry Sheets** are:
 - **Added to the pending queue.** This means the document has been sent to 3M.
 - **Accepted:** It has been received by 3M.
 - **Approved:** The document has been reviewed and approved by 3M.
- Routing Statuses of **Invoices** are:
 - **On Hold:** Waiting for approval of the Service Entry Sheet.
 - **Acknowledged:** Service Entry Sheet is approved.
 - **Rejected:** Service Entry Sheet has incorrect information and was rejected by 3M.

Free Text Description Service Order

Line Items 10001, 10002, etc

- If the PO was not invoiced in full, create additional invoices for the remaining balance.
- Note:** 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.
- **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.
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 - Statuses of **Service Entry Sheets** are:
 - **Added to the pending queue.** This means the document has been sent to 3M.
 - **Accepted:** It has been received by 3M.
 - **Approved:** The document has been reviewed and approved by 3M.
 - Routing Statuses of **Invoices** are:
 - **On Hold:** Waiting for approval of the Service Entry Sheet.
 - **Acknowledged:** Service Entry Sheet is approved.
 - **Rejected:** Service Entry Sheet has incorrect information and was rejected by 3M.

Material Order

Line Items 1, 2, etc

- If the PO was not invoiced in full, create additional invoices for the remaining balance.
- Note:** 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.
- **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.
 - **Paid:** The invoice amounts have been paid.
 - Routing Statuses of **Invoices** are:
 - **Acknowledged:** The invoice has been transmitted to 3M.
 - **Rejected:** The invoice was rejected by 3M.

Line-Item Credit Memo for All Types of Purchase Orders

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 **Create Invoice** and select **Line-Item Credit Memo**. Do NOT use *Credit Memo*.
2. Click the radio button to the left of the **Invoice Number** to which the credit will be issued against.
3. Click **Create Line-Item Credit Memo**.
4. On the *Create Line-Item Credit Memo Header*, enter the **Credit Memo #**. It 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.

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.

7. Shipping Costs must be entered at the *Header Level*. (If you are an integrated Supplier, you can enter shipping charges at the *Line-Item Level*.) Choose **Header level** shipping, click on **Add to Header**, select the appropriate option in the drop-down menu, and enter the **Shipping Amount** and **Shipping Date** in the *Shipping Cost Section*.
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.
9. Tax credit can be submitted at the *Header Level* or at the *Line-Item Level*. Select the appropriate option.
 - If submitting at the *Header Level*, once you adjust the line-item quantity and value, the **Taxable Amount** and **Tax Amount** will automatically recalculate.
 - If VAT is applicable, the **Supplier VAT/Tax ID** field is mandatory. Use NA when shipping to the United States. Leave the fields blank if not applicable.
 - Refer to Country Specific Invoicing Rules for 3M, if applicable.
10. If you selected the **Line Level tax** radio button at the *Header Level*, you need to add tax lines to every line item included on the Line-Item Credit Memo. Click the **Tax Category** checkbox.
11. Select the tax type you want to apply.
12. Click **Add to Included Lines**.

Line-Item Credit Memo for All Types of Purchase Orders

Continued


13. The *Tax* section displays. Review the **Taxable Amount**. Enter the tax rate in the **Rate %** field.
 - If a Line Item is tax exempt, from the **Exempt Detail** drop-down menu, select **Exempt** or **Zero Rated**. In the **Description** field, provide the reason. **Date of Supply** is an EU directive for applicable countries.
14. Scroll down to the *Line Items* section.
 - 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.
 - Select the **checkbox** to the left of the item and click **Delete** to remove the line item from the invoice.
15. Update the **Quantity**. It will fill automatically with a negative value.
16. Adjust the **Unit Price**, if applicable. 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.
19. To add miscellaneous charges (except shipping charges), select **Add Material** from the **Add** drop-down menu.
20. Once finished, click **Next** to proceed to the review page. Review the Line-Item Credit Memo and click **Submit**. Your Line-Item Credit Memo is sent to 3M.

Additional Information

The first point of contact for all PO-related questions/issues is the 3M Buyer listed on the purchase order.

Contact your internal Account Admin for Ariba-related issues, including but not limited to the workbench, tiles, and roles.

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.



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