








# Australia ERP Deployment Supplier Reference Guide-Manual Transaction

Sep 2024

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# We're making it easier to do business together



- We value the relationship with our suppliers and strive to keep you informed about the processes you will see. In this document you will find clear, accessible details about the process guideline.
- This document and additional information regarding the Australia supplier reference guide- Manual Transaction via this link:
- : [https://www.3m.com.au/3M/en\\_AU/suppliers-direct/](https://www.3m.com.au/3M/en_AU/suppliers-direct/)

# Supplier Process



## Purchase Order (PO)

- POs will be received by the Supplier via email.
- PO number contain 10 digits length

## Purchase Order Acknowledgement (POA)

- Supplier will send a POA via email to confirm receipt of the PO and agreement to the price, quantity, and due date listed on the PO.
- Any change to the PO, such as partial receipt or partial invoice communicate via email

## Advanced Shipping Notice (ASN)

- Supplier sends ASN template (if applicable) within 48 hours for shipment or on the day the goods is shipped out from international locations via email to GSC Buyer stated in PO. Further explanation can be found in the following slide 11- 14

## Invoice

- Invoices must be submitted to [AU-INVOICE@MMM.COM](mailto:AU-INVOICE@MMM.COM) via email

## Payment Status

- Payment status is communicated via email.

# Purchase orders



## PO Requested Delivery Dates

- Due Date on PO delivery date means the goods arrive to 3M location
- Supplier will have to do backward calculation by using In-Transit LT file, to arrange Freight Forwarder collection of goods from manufacturing plant
- More detail on slide 6 & 7

## PO Line Numbers

- PO line numbers begin with 1 and increment by 10 (eg. 1, 10, 20, 30, 40). Additional lines added per change order increment by 1 (eg. 11, 12, 31).

## 3M Material Numbers

- 3M materials will have a 10–digit format stated on the PO
- Both the old 11–digit and new 10–digit material numbers will be stated on the PO and should be included in the description on your invoice and shipping documents.

## Shipping Documentation

- Shipping documentation such as Packing List, COA, COO should be sent with the pre-alert Freight booking and attached with physical goods
- Packing List should include Bill of Lading and Container number, batch information, if any, further detail will be explained in the following slide

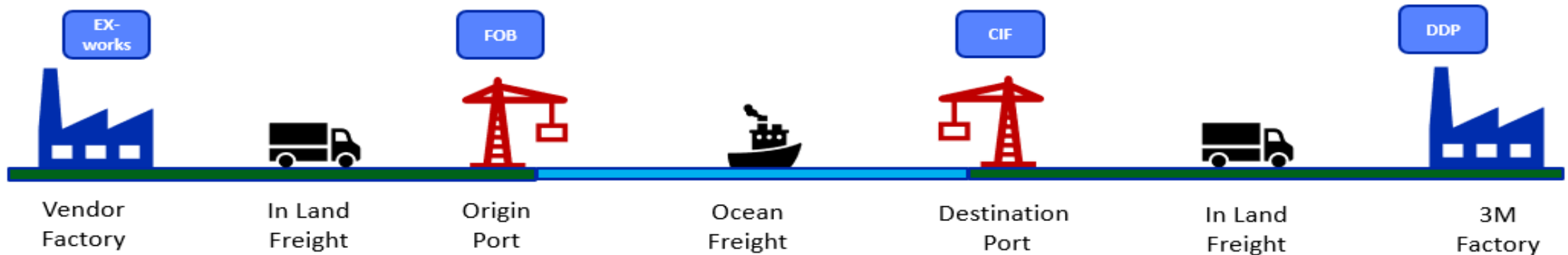
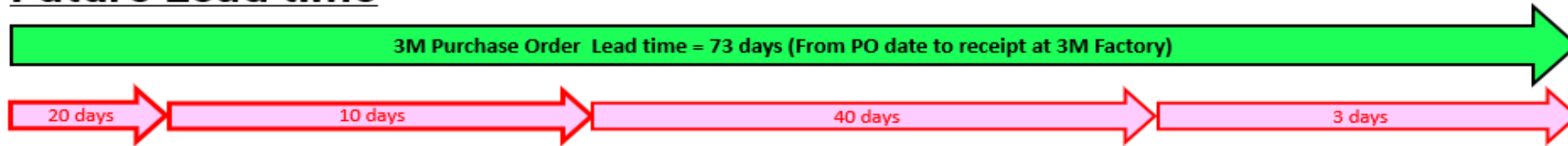
# PO Requested Delivery Dates

## 3M Purchase Order Lead Time vs Vendor Lead time for Overseas supplier

- Existing Lead time



- Future Lead time





# PO Requested Delivery Dates

## 3M Purchase Order Delivery date

**3M Purchase Order:**  
No.: 4801960280  
The above number must appear on all related correspondence, shipping papers and invoices.

**TO:**  
~~PT. CEVA LOGISTICS INDONESIA~~  
~~KOMPLEK PERGUDANGAN~~  
~~WIDYA SAKTI KUSUMA BLOK B 01~~  
~~J. RAYA BEKASI KM 28~~  
~~J. WAHAB ALFAN, PONDOK UNGU~~  
~~17132 BEKASI-JAWA BARAT~~  
~~INDONESIA~~

**Ship To:**  
PT. CEVA LOGISTICS INDONESIA  
Komplek Pergudangan  
Widya Sakti Kusuma Blok B 01  
J. Raya Bekasi KM 28  
J. Wahab Alfan, Pondok Ungu  
17132 BEKASI-JAWA BARAT  
INDONESIA

**Bill To:**  
P.T.3M Indonesia  
Perkantoran Hijau Arkadia Tower  
F.Ll.8 & 9 J.Let Jend TB  
Simatupang Kav 88,Kebagusan  
Pasar Minggu,Jakarta Selatan,  
12520 DKI Jakarta

**Send Invoice To:**  
P.T.3M Indonesia  
Perkantoran Hijau Arkadia Tower  
F.Ll.8 & 9 J.Let Jend TB  
Simatupang Kav 88,Kebagusan  
Pasar Minggu,Jakarta Selatan,  
12520 DKI Jakarta  
Email: idrv@m3m.com

**Buyer:**  
Arif Prabowo  
arprabowo@m3m.com  
63-2-4090900

**Date:** 19.09.2017  
**Payment Terms:** Net 30 Days  
**Freight Terms:** DDP PLACE OF DESTINATION  
**Ship Via:** Truck

**Delivery date at 3M Factory**

Line	Item description	Quantity	Unit Price	Due Date	Item Total
10	7100040844 ID-AF10 Penghanum Ruangan Seri 1 Test - Item text Change Old Material No: UU001552684 Tax Rate: 10.00% 08992806139218 Item Changed	2,007 EA	5,000 per 1 EA	07.12.2017	10,035,000
Total PO Amount (Before Tax) Currency					10,035,000 IDR

**Important Information**  
Text - Header Text Change

**Terms and Conditions**  
Purchase Order/Scheduling Agreement Terms and Conditions please visit <http://3m.com/supplierterms>

Incoterms	Existing Vendor Lead Time difference vs 3M Delivery date	Remarks
DDP	None	Same as existing vendor lead time
CIF	3 days	Includes destination custom clearance and destination in-land transportation
FOB	43 days	Includes origin and destination custom clearance, overseas freight and destination in-land transportation
EXW	53 days	Includes origin and destination custom clearance, origin and destination in-land transportation and overseas freight

### Note:

- Due Date on 3M Purchase order** is the expected receipt of goods at 3M Factory

# Purchase orders



## Freight Terms

- Freight terms and Incoterms stated on the PO.

## PO Term and Condition

- PO/ Scheduling Agreement Terms and Conditions, please visit: [purchase-order-terms-and-conditions-australia.pdf \(3m.com\)](https://www.3m.com/purchase-order-terms-and-conditions-australia.pdf)

## GSC Buyer Contact

- **GSC Buyer stated on the PO, will be your first point of contact** for any questions or issues related to the order or invoice for the PO.

## Order Review

- PO is reviewed via email communication



# 3M Batch Requirements

The source of supply location is responsible for the creation of the batch. When batches are created, they must adhere to the following requirements to enable proper flow of material and information throughout the extended value streams.

The Batch ID/Lot Number being created for a material must:

1. Be no greater than 10 characters
2. Not contain spaces
3. Only contain alphanumeric characters
  - 3.1 A through Z and 0 through 9 only
  - 3.2 No special characters i.e. -, \_, /, \, \$, \*, #, @, etc.
4. Not start with leading zeros if entirely numeric (e.g. 09192020)
5. Contain one and only one Date of Manufacture 1
6. Be included on the labeling of the batch managed material

1 It is best practice that Expiry Date be derived from date of manufacture and if the Expiry Date is derived from an input material the output batch should derive the date of manufacture from the input batch.

2 The date of manufacture and expiry dates may be expressed in month-year (i.e. 03-2020) on the labeling, even though in SAP they must be defined to the day (i.e. 31/03/2020).

# Shipper Label and Product Label



## Current State

## Future State

### Barcode scanning

1. If currently using in house printer for shipper label
2. If Current Barcode software using GTIN-14
3. Only has Legacy SKU ID



1. Supplier may continue to use the same format but must have all the information stated in GTIN-14 or GS1-128 requirement
2. Barcode software using GS1-128  
Include: GTIN14, Expiration date, Lot#
3. Have cross reference Legacy and SAP SKU ID

### Barcode GTIN(Global Trade Identification Numbers )-14 Requirement

1. Supplier is allowed to continue use GTIN-14 if you do not have GS1-128 software
2. To continue use legacy label template, retain legacy SKU ID and adding SAP SKU ID in another row
3. Add Batch No. above the barcode
4. Each piece of manufacturing data needs to be prefaced with an identification symbol (see beside)
5. Products/materials that are 3M batch managed must include a Lot/Batch Number and Manufacturing date on the shipper label. The lot number must conform to the 3M Batch Management standards. Please refer to batch requirement slide
6. Refer to next slide for sample

Manufacturing Symbols

Manufacturing Data Types	Manufacturing Symbols
Lot Number	
Serial Number	
Manufacture Date	
Expiration Date	

### Barcode GS1-128 Requirement

- Please refer to next slide for GSI-128 artwork template

### Product Label Requirement

- Please refer to next slide for Product label artwork template



# Legacy Barcode GTIN-14

**3M | Trademark™**

Generic: Product Name/Additional Descriptor  
Generic: Product Name/Additional Descriptor  
Generic: Product Name/Additional Descriptor  
Generic: Product Name/Additional Descriptor  
Generic: Product Name/Additional Descriptor

0000 mm x 0000 m / 0000 IN x 0000 YD (total volume)

00000	000	000	000	B.U. 0000
-------	-----	-----	-----	-----------

**LOT** 0000000000 YYYY-MM-DD YYYY-MM-DD 80 Grit

5 0 0 5 1 1 4 1 2 3 8 5 0 5

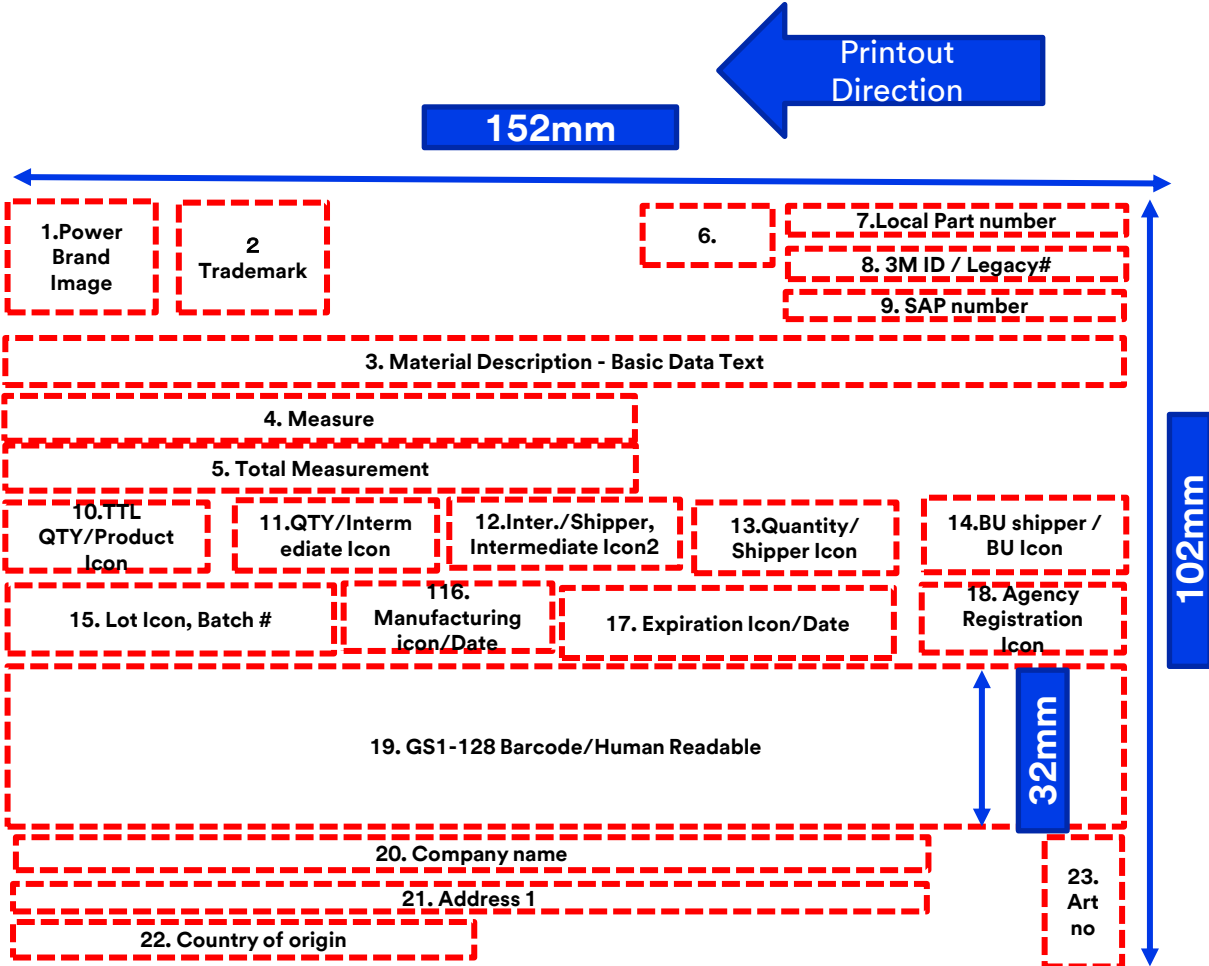
Address Line Information Other Declarations

Country of Origin Information

REF 00000  
00000000000  
00000000000

Legacy SKU ID  
SAP SKU ID

# SAP Barcode- GS1-128

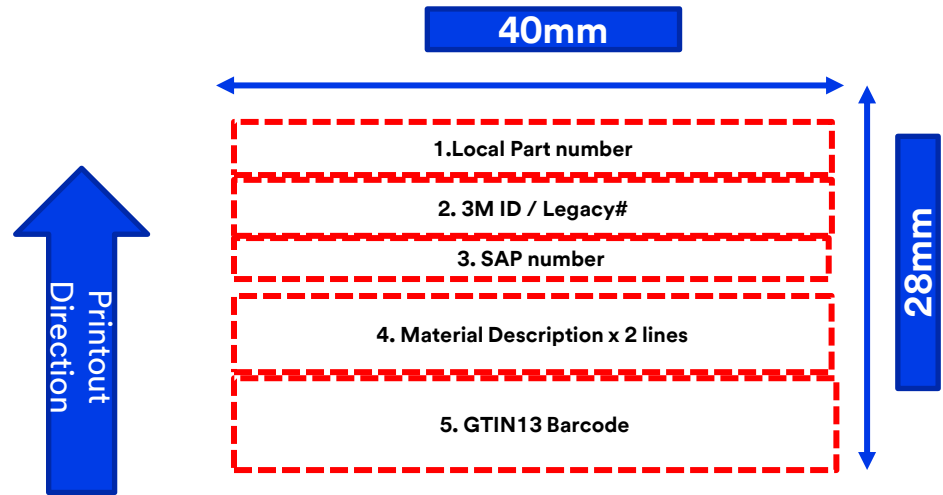


Label Dimension :  
SHP\_102x152\_ANZ

1	Powerbrand	MAIN_MAIN_G_WA_FINAL_POWERBRAND	SAP Field
2	Trademark	MAIN_MAIN_G_WA_FINAL_TRADEMARK	SAP Field
3	Material Description	MAIN_MAIN_G_WA_FINAL_TRADEMARKTXT	SAP Field
4	Measure	MAIN_MAIN_G_WA_FINAL_MEASURE	SAP Field
5	Total Measurement	MAIN_MAIN_G_WA_FINAL_TOTMEAS	SAP Field
6	Product Indicator Icon	MAIN_MAIN_G_WA_FINAL_PRDINDICON	SAP Field
7	Part Number	MAIN_MAIN_G_WA_FINAL_PRDNUMBER	SAP Field
8	3M ID / Legacy#	MAIN_MAIN_G_WA_FINAL_ZZ3MID	SAP Field
9	SAP number/Material#	MAIN_MAIN_G_WA_FINAL_MATNR	SAP Field
10	Total Units/Product Icon1	MAIN_MAIN_G_WA_FINAL_TOTQUAN MAIN_MAIN_G_WA_FINAL_PRDICON	SAP Field
11	Quantity Per Inter	MAIN_MAIN_G_WA_FINAL_QUAN MAIN_MAIN_G_WA_FINAL_PRDICON2 MAIN_MAIN_G_WA_FINAL_INTICON	SAP Field
12	Inter Per Intermediate	MAIN_MAIN_G_WA_FINAL_INTERSHIP2 MAIN_MAIN_G_WA_FINAL_INTICON MAIN_MAIN_G_WA_FINAL_INTICON2	SAP Field
13	Intermediate per Shipper	MAIN_MAIN_G_WA_FINAL_INTERSHIP MAIN_MAIN_G_WA_FINAL_INTICON2 MAIN_MAIN_G_WA_FINAL_SHIPCON	SAP Field
14	Billing Unit	MAIN_MAIN_G_WA_FINAL_BUSHIP MAIN_MAIN_G_WA_FINAL_BUICON	SAP Field
15	Lot Icon/Batch#	MAIN_MAIN_G_WA_FINAL_LOTICON MAIN_MAIN_G_WA_FINAL_CHARG	SAP Field
16	Manufacturing Icon/Date	MAIN_MAIN_G_WA_FINAL_MFGICON MAIN_MAIN_G_WA_FINAL_HSDAT	SAP Field
17	Expiration Icon/Date	MAIN_MAIN_G_WA_FINAL_EXPICON MAIN_MAIN_G_WA_FINAL_VFDAT	SAP Field
18	Agency Registration Icon	MAIN_MAIN_G_WA_FINAL_MARKING1 MAIN_MAIN_G_WA_FINAL_MARKING2	SAP Field
19	GS1-128 Barcode	MAIN_MAIN_G_WA_FINAL_ARTNO1	SAP Field
20,21	Company name / Address	MAIN_MAIN_G_WA_FINAL_COMPANY MAIN_MAIN_G_WA_FINAL_COMPANY ADDRESS	SAP Field
22	Country of origin	MAIN_MAIN_G_WA_FINAL_LANDX1	SAP Field
23	Artwork No	MAIN_MAIN_G_WA_FINAL_ARTNO	SAP Field



# Product Label: PRD\_28x40\_ANZ



1	Part Number	MAIN_MAIN_G_WA_FINAL_PRDNUMBER	SAP Field
2	3M ID / Legacy#	MAIN_MAIN_G_WA_FINAL_ZZ3MID	SAP Field
3	SAP number/Material#	MAIN_MAIN_G_WA_FINAL_MATNR	SAP Field
4	Material Description	MAIN_MAIN_G_WA_FINAL_MAKTX1 MAIN_MAIN_G_WA_FINAL_MAKTX2	SAP Field
5	EAN Barcode - GTIN13	MAIN_MAIN_G_WA_FINAL_ARTNO1	SAP Field



# ASN Template

ASN Header								ASN Line							
Vendor Number	Vendor Name	ASN Number	Delivery Date	Bill of Lading	Trailer/ Transport ID	Mode of Transport	Carrier	ASN/Delivery Line Number	Purchase Order	PO Line	Material	Quantity	UOM	Vendor Batch	Mfg Date
SAP Vendor Number	SAP Vendor Name	Alpha Numeric upto 10 Digit	Arrival Date at 3M Warehous. Format should be YYYYMMDD	Refer Instructions Sheet for BOL Details	Enter * if not available	Drop Down	Drop Down, Choose Others if not available	Running Unique Number e.g. 1,2,3 etc	PO#	PO Line #	SKU Number (11 digit)	Batch/Lot Qty - for Batch Manage SKU PO/Ship Quantity - for Non-Batch Manage SKU	Purchasing UOM as per PO	Mandatory for Batch/Lot Managed SKU's (Upto 10 Digit Alpha Numeric without Special Characters)	YYYYMMDD Mandatory for Batch/Lot Managed SKU's
100001	Test Thailand Company Pte Ltd	A123456789	20221010	999999999	SG326789	air	Others	1	909090	10	XA006813787	10	Each	X78978961	20220101
Vendor Number	Vendor Name	ASN Number	Delivery Date	Bill of Lading	Trailer/ Transport ID	Mode of Transport	Carrier	ASN/Delivery Line Number	Purchase Order	PO Line	Material	Quantity	UOM	Vendor Batch	Mfg Date



# ASN Template Instruction

## ASN Header

- ❑ Vendor Number - should be Numeric and should not be more than 10 characters.
- ❑ ASN Number - should be Alpha Numeric and should not be more than 10 characters.
- ❑ Delivery Date - when the supplier will deliver the goods, so this should be in future date. Follow the format which is YYYYMMDD
- ❑ Bill of Lading - this is mainly needed for the overseas or import vendor. (if not applicable please enter according to below.

Small Parcel/Carrier Shipments = Tracking Number

Full Truckload = Trailer and seal number

Less-than-Truckload = Pro Number

Ocean = Container Number

Air – Airway Bill

Invoice Number - for Local Shipments Only, Enter Dummy or NA if Invoice Number is not available



# Continue

- Trailor/ Transport ID - if supplier have the vehicle # . (if not applicable put “\*”)
- Mode of Transport – how goods will be delivered, choose from the drop down.
- Carrier – which carrier supplier use to ship goods choose from the drop down. In case carrier is not on the list choose “ Others”

# ASN Template Instruction

## ASN Line

- ASN /Deliver Line Number – input a running unique number (1,2,3, ...)
- Purchase Order – Purchase Order number to be shipped
- PO Line – Purchase Order Line Number
- Material – SKU Number - should be Numeric as per 3M Purchase Order
- Quantity – total number of qty to be delivered
- UOM “ Unit Of Measure” – UOM use as per 3M Purchase Order
- Vendor Batch – sometimes called Lot Number (Mandatory for Batch Managed SKU’s up to 10 digit Alpha Numeric, no special character)
- Mfg Date – Manufacturing date, format should be YYYYMMDD

# Accounts payable



## Accounts Payable Contacts

- **GSC Buyer will be your first point of contact for any** questions or issues related to the order.
- For general accounts payable inquiries or invoice/payment status write to : [3manzapquery@mmm.com](mailto:3manzapquery@mmm.com)

## Invoices

- 1 Supplier Invoice document for payment submission should not contain multiple PO number
- 1 invoice document reference to 1 PO number only during submission to [AU-INVOICE@MMM.COM](mailto:AU-INVOICE@MMM.COM)
- Invoices submission for payment must be Tax Invoices
- Invoice format must be in PDF format

## Payments

- Payments will be received via Electronic Funds Transfer (ACH or wire).

# Accounts payable



## Invoice and credit memo requirements

- All invoices/credit memos **must** include the Purchase Order (PO) number
  - Invoices/credit memos without the PO number will be rejected to the supplier
  - **Do not** include any spaces or special characters such as :#) – in the PO or invoice number
  - **Do not** send a paper copy of the invoice in addition to the electronic invoice
- Currency, Quantity, Unit of Measure and price must match the PO
- Only **one** PO # in one Invoice document/credit memo
- If the PO contains more than one line, you may submit one or more lines on each invoice document/credit memo to match the PO
- Freight charges may not be billed as a line unless the PO has a line for freight charges
- All price discounts should be reflected in the Unit Price, and any changes should be submitted via electronic Purchase Order Acknowledgement (POA) to ensure the change is reflected on the PO prior to shipment and invoicing
- All invoices/credit memos must be submitted via email
- **No** handwritten information is allowed on invoices
- Net amount, total amount and tax amount should be stated on the invoice

# Frequently asked questions- Contact Information

Questions	Answers
<b>Who do I contact if I have a question about the PO?</b>	Direct questions regarding purchase orders and invoices to the 3M is GSC Buyer whose name and contact information is stated on each purchase order.
<b>Who do I contact regarding billing questions?</b>	For questions regarding payment status or remittance information, send an email to: <a href="mailto:AU-INVOICE@MMM.COM">AU-INVOICE@MMM.COM</a>

With your partnership,  
a bright future is ahead.

Thank you.

