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Applied to Life.™

Australia ERP Deployment Supplier Reference Guide

May 2024

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Key: ▬ Same Process ◤ Change Process

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We're making it easier to do business together

We are implementing a new global Enterprise Resource Planning (ERP) system, one that will link business processes, countries, people and information through a single, integrated platform. We value the relationship with our suppliers and strive to keep you informed about the changes you will see. In this document you will find clear, accessible details about upcoming changes.

This document and additional information regarding the Australia ERP Deployment may be found at 3M.com/Supplier Direct:

https://www.3m.com.au/3M/en_AU/suppliers-direct/

eCommerce: Supplier collaboration

3M is expanding the use of eCommerce supplier collaboration tools and increasing our electronic trading relationships with suppliers. The use of eCommerce to transact business with 3M is expected.

These tools will enable suppliers to view and transact electronically:

- Purchase Orders (PO) – view, download or interface directly into a Supplier's ERP system
- Purchase Order Acknowledgments (POA) – confirm and/or correct details of purchase orders
- Advanced Shipping Notices (ASN) – confirm details of shipment quantities and dates prior to shipment
- Invoices – send electronic invoices that match POs and actual shipments
- Electronic Funds Transfer – electronic payment of invoices via ACH or wire
- Online catalogs – supplier provided in collaboration with 3M

The benefits to 3M and our suppliers will be:

- Real-time communication and visibility of purchasing data
- Reduction in paper, manual data processing and lost paperwork
- Early identification and correction of errors in purchasing data
- Reduction in receiving and invoice match exception errors
- Improvement in data processing accuracy and efficiency
- Enable invoices to be paid on time

Questions? Please contact : STPeCommerceAPAC@mmm.com

eCommerce transaction requirements

Current State	Future State

Purchase Order (PO)

- Supplier receives PO via email or
- No Purchase Order is created to make a purchase

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- POs will be received by the Supplier via eCommerce tool: ARIBA/COUPA/SNC.

Purchase Order Acknowledgement (POA)

- Supplier acknowledges the PO due date, price and quantity within 2 days via email/web portal or
- Supplier do not acknowledge receiving of Purchase order at all

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- Supplier will send a POA via eCommerce 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 requires a new POA.

Advanced Shipping Notice (ASN)

- Supplier sends ASN within 48 hours for domestic shipment and on the day the goods is shipped out from international locations via email.

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- Suppliers must send the ASN prior to the shipment for POs which include 3M material identification numbers.

Invoice

- Invoices submitted to apayable@mmm.com via email
- Some supplier invoices submitted only to the Requester email.

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- Supplier invoice is submitted electronically via eCommerce tool.

Payment Status

- Payment status is communicated via email.

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- Payment status can be viewed via eCommerce tool.

Purchase orders

Current State	Future State

PO Requested Delivery Dates

- PO due date with many different definitions across Business and supplier eg. ex-plant/port of export/ETA to 3M facilities.

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- Due Date on PO will mean the date products are **due to arrive** at the 'Ship To' on the PO
- Have to do backward calculation to estimate goods need to be shipped out from manufacturing location after deduction In-transit LT.
- Make sure goods will arrive to 3M location as stated in the PO delivery date(More detail on slide 7 & 8)

PO and Line Numbers

- PO number ranging from 6 to 9 digit
- PO line is according to numeric order continuous number e.g: 1,2,3.

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- PO number will be 10 digit
- 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)
- To indicate the correct PO and line number in Packing /shipping documents
- To indicate Legacy PO# and SAP PO# for PO are created before SAP Go Live

3M Material Numbers

- 3M Material Number is the 11- digit number stated on the PO.

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- 3M materials will have a 10–digit format stated on the PO
- Both the old 11–digit (old SKU) and new 10–digit (SAP SKU) material numbers will be stated on the PO and should be included in the description on your invoice and shipping documents.
- Reprint the label with SAP SKU upon SAP Go Live date

PO Requested Delivery Dates

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

- **Existing Lead time**

  Vendor Lead time @ FOB incoterms = 30 days

- **Future Lead time**

  3M Purchase Order Lead time = 73 days (From PO date to receipt at 3M Factory)

  | 20 days | 10 days | 40 days | 3 days |

  EX-works   FOB   CIF   DDP

  | Vendor Factory | In Land Freight | Origin Port | Ocean Freight | Destination Port | In Land Freight | 3M Factory |

PO Requested Delivery Dates
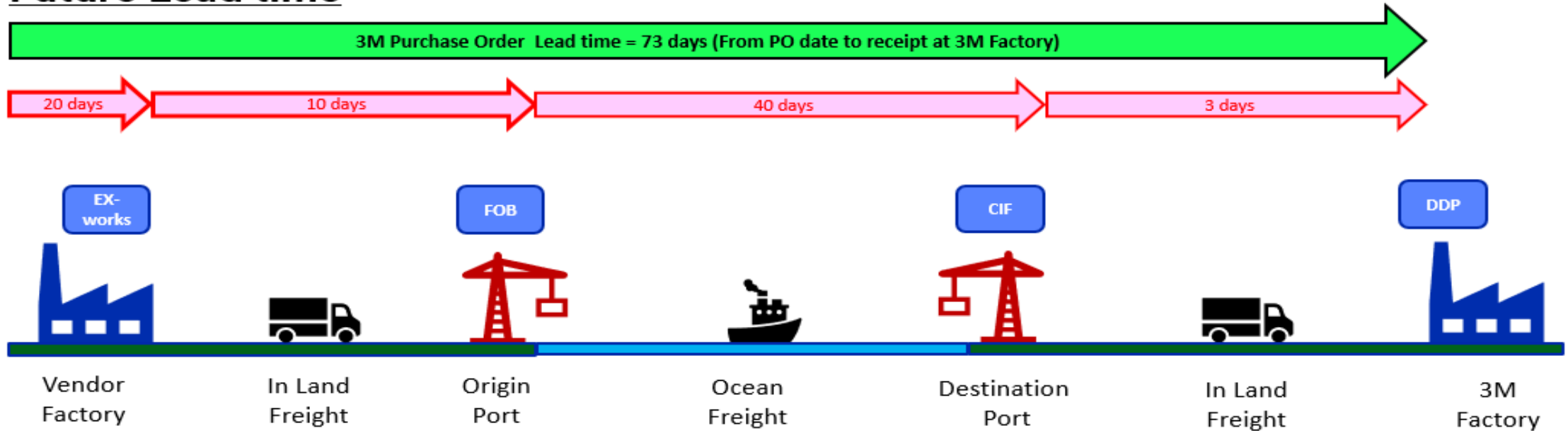
3M Purchase Order Delivery date

Incoterms	Existing Vendor Lead Time difference vs 3M Delivery date Lead time	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 date receipt of goods at 3M Factory

Purchase orders

| Current State | Future State |

Blanket Order

- In 1 Direct PO have multiple deliveries according to plant demand

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- Scheduling Agreement With Release will be deployed with multiple deliveries date as per plant requirement

Freight Terms

- Freight Terms and Inco Terms are not mentioned on PO.

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- Freight terms and Incoterms on the PO.

PO Term and Condition

- PO Terms and Conditions are stated on the PO.

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

Buyer Contact

- Supplier may not contact the main person stated in PO directly
- Supplier may contact many different 3M Contacts e.g.Supply Chain Planner , requester etc..

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- **3M 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.

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- PO Status and other detail can be viewed directly from eCommerce Tool.
- eCommerce tool is the consolidation point of all the PO change history.

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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. Current Barcode software using GTIN-14

2. Only has Legacy SKU ID

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1. Barcode software using GS1-128

Include: GTIN14, Expiration date, Lot#

2. 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. Manufacturing date and Expiration date 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	LOT
Serial Number	SN
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

SAP Barcode- GS1-128

Printout Direction

152mm

102mm

32mm

1.Power Brand Image

2 Trademark

6.

7.Local Part number

8. 3M ID / Legacy#

9. SAP number

3. Material Description - Basic Data Text

4. Measure

5. Total Measurement

10.TTL QTY/Product Icon

11.QTY/Intermediate Icon

12.Inter./Shipper, Intermediate Icon2

13.Quantity/Shipper Icon

14.BU shipper / BU Icon

15. Lot Icon, Batch #

116. Manufacturing icon/Date

17. Expiration Icon/Date

18. Agency Registration Icon

19. GS1-128 Barcode/Human Readable

20. Company name

21. Address 1

22. Country of origin

23. Art no

Label Dimension : SHP_102x152_ANZ
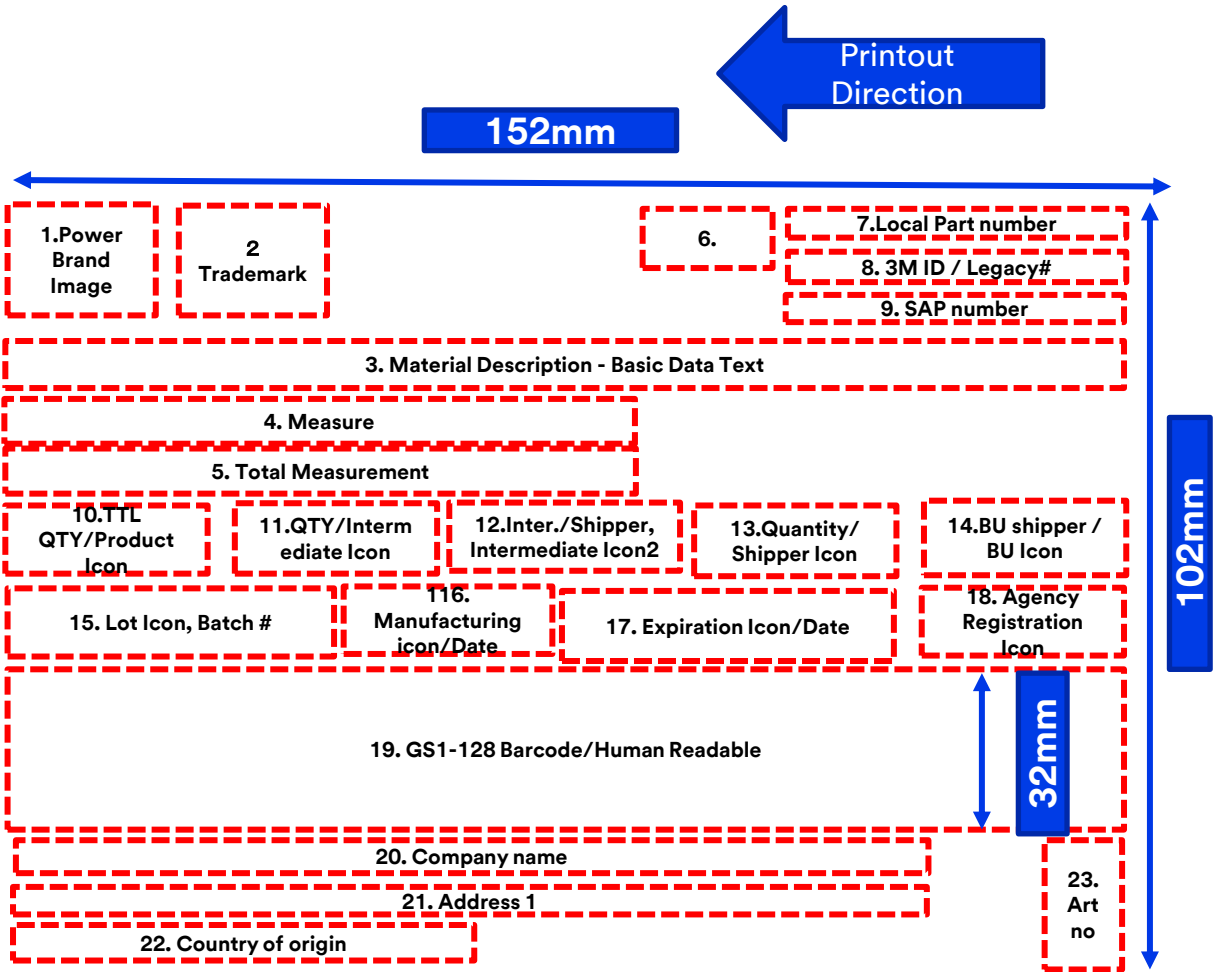
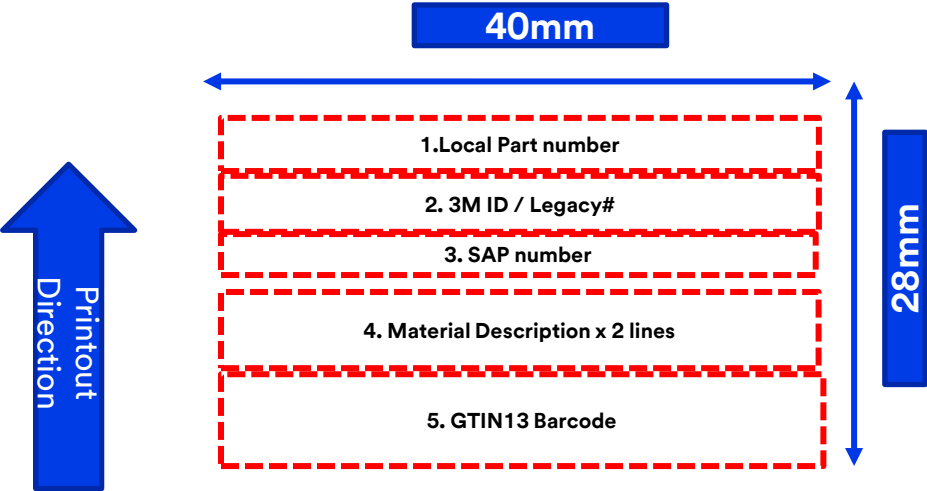|			
1	Powerbrand	MAIN_MAIN_G_WA_FINAL_POWERBRAND	SAP Field
2	Trademark	MAIN_MAIN_G_WA_FINAL_TRADEMARK	SAP Field
3	Material Description	MAIN_MAIN_G_WA_FINAL_TRADEMARKTXT	SAP Field
4	Measure	MAIN_MAIN_G_WA_FINAL_MEASURE	SAP Field
5	Total Measurement	MAIN_MAIN_G_WA_FINAL_TOTMEAS	SAP Field
6	Product Indicator 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

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Product Label: PRD_28x40_ANZ

40mm

28mm

Printout Direction

1. Local Part number

2. 3M ID / Legacy#

3. SAP number

4. Material Description x 2 lines

5. GTIN13 Barcode

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	SAP Field
		MAIN_MAIN_G_WA_FINAL_MAKTX2	
5	EAN Barcode - GTIN13	MAIN_MAIN_G_WA_FINAL_ARTNO1	SAP Field

AT010705260
TA560F04:GN
CAP PP1CF FIRST AID +
CROSS

9 311969 041459

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Advanced shipping notices

Requirements for Each Shipment of Goods with Material Numbers*

Purchase Order Information

- Purchase Order Number
- Material Identification Number(s) – 10 digits only
- Quantity Shipped – number and unit of measure must match purchase order and physical shipment
- Net weight and gross weight
- Due date - delivery date at 'Ship To' location

Manufacturing Data

- **All data sent on ASN must match PO as well as product and shipper labels**
- Batch Number – 10 or fewer alphanumeric characters only, for batch-managed products only
- Date of Manufacture – must be included with batch-managed products
- Dates follow YYYY-MM-DD format

Freight Information

- Carrier and Bill-of-Lading number
- Small Parcel – tracking number
- Full Truckload – trailer and seal number
- Less-than-Truckload – pro number
- Ocean – container number
- Air – airway bill

ASN Detail must match physical shipment detail, labels & PO information including PO delivery date – No special characters in any data fields
*'Description only' goods shipments which cross international borders also require an ASN

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Accounts payable

Current State	Future State

Accounts Payable Contacts

- Multiple points of contact regarding payment issues such as Requestor/ GSC Buyer/Planner/ GSC AP & Sourcing.

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- **The 3M 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

Invoices

- 1 invoice document reference to 1 PO number only during submission to apayable@mmm.com
- For Freight invoice email to apayableaufreight@mmm.com

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- 1 Invoice document should reference 1 PO number only**,** during submission in the eCommerce tool
- If not enabled on an eCommerce tool :General PO Email to apayable@mmm.com

Payments

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

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

- Supplier do not receive Purchase Order before invoicing 3M

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- Supplier will receive a Purchase order and indicate in Invoice before submission of payment to 3M

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Accounts payable

- 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 eCommerce
- **No** handwritten information is allowed on invoices
- Net amount, total amount and tax amount should be stated on the invoice

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Frequently asked questions and answers

Questions	Answers
What does the eCommerce requirement mean for me?	• Transacting electronically is a requirement for all 3rd Party Suppliers doing business with 3M. • This includes the Purchase Order, Purchase Order Acknowledgement (POA), Advanced Ship Notice (ASN), Invoice, and Payment. • The ability and willingness to transact electronically will be a criteria for supplier selection and consolidation. • Efficient and effective end-to-end processing for 3M and the supplier, reduce processing error rate, make supplier payments on-time. • 3M eCommerce will recommend the tool that will work for the ways in which you transact with 3M now and in the future, but different options can be explored at your request.
What changes need to be made regarding 10-digit vs 11-digit material numbers?	There may be changes to packaging and labeling due to change in 3M material numbers. If applicable, we will provide additional information later regarding these changes.

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Frequently asked questions and answers

Questions	Answers
Why do I need to send an electronic POA?	The electronic Purchase Order Acknowledgement (POA) is required to ensure that the ERP has the correct data for efficient processing and planning.

- The POA confirms that the PO **quantity, price and delivery date** are accurate, the date the order is due at the 'Ship To' location will be met and provides an opportunity for any necessary corrections or changes. **The buyer listed on the PO must be provided with an explanation for any material shortage.**
- If the PO quantity, price, or delivery date are inaccurate on the original PO, you must correct those inaccuracies via the POA to 3M. 3M will initiate a change to the PO to reflect the corrected values. You must submit another POA to confirm the PO reflects the intended and accurate fulfillment updates.
- The transaction path is PO, POA, ASN and Invoice. Example: if a POA is not submitted, you will not be able to continue through the flow until it is received.
- The POA must be sent within 48 hours of receipt of the PO.

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Frequently asked questions and answers

Questions	Answers
Why and when do I need to send an electronic ASN?	The Advanced Shipping Notice (ASN) alerts 3M of the inbound delivery data and details, enabling efficient planning and processing. • ASN details, carrier information, Bill-of-Lading, Batch and other important data are automatically transmitted into the ERP for use by various functions within 3M. • The ASN is required for all shipments of goods with a material number. In addition, the ASN is required for 'description only' goods shipments which cross country borders. • If PO details (quantity, ship to location, price, delivery date, etc.) on the ASN do not match the information on the PO, the ASN will be rejected in the 3M ERP. • If changes are needed on the PO, this must occur at the time of the POA and prior to the ASN. • If the ASN is not received in the ERP, you will be unable to submit an invoice against the PO until the ASN is corrected and re-submitted. • The ASN must be submitted via the eCommerce tool 24 hours before supplier shipment.

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Frequently asked questions- Contact Information

Questions	Answers
Who do I contact about eCommerce questions?	If you are not actively transacting with 3M on an eCommerce tool, 3M eCommerce or 3M third party providers will contact you. If you have not been contacted, send an email to : STPecommerceAPAC@mmm.com
Why haven't I been contacted by 3M eCommerce?	The contact information that 3M has on file may not be current. Please check with others in your company who work with 3M, and if no communication has been received, send an email to: STPecommerceAPAC@mmm.com
I was contacted by Ariba/Coupa/Corcentric/on behalf of 3M. Should I respond?	Yes! If you have been contacted by third party partner, it has been done at the request of 3M eCommerce. If you question whether it is the correct tool for you, send an email to STPecommerceAPAC@mmm.com

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Frequently asked questions- Contact Information

Questions	Answers
Who do I contact if I have a question about the PO?	Direct questions regarding purchase orders and invoices to the 3M Buyer whose name and contact information is on each purchase order.
Who do I contact regarding billing questions?	For questions regarding payment status or remittance information, send an email to: 3manzapquery@mmm.com
If I have questions not covered here, who do I contact?	Send additional questions to :STPecommerceAPAC@mmm.com For supplier related, send questions to :

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With your partnership,
a bright future is ahead.

Thank you.