3M Science. Applied to Life.™

bCom User Guide

Nov 2024

Index

bCom is designed to be viewed on a desktop, tablet or mobile device.

Introduction

This guide provides an overview of bCom and will help the user effectively navigate and understand the site.

After reviewing this document, the user will:

- Understand the major features and services offered by bCom

- Know how to order products

- Understand how to view order status

- Know where to find Help

Notice: This user guide is only available in English. For local support documents, please visit the bCom Training page on the bCom website for your country/locale. Features shown within this user guide may not be available in all countries and users may not have access to all options. Some functions may be limited depending upon the user's security role and the nature of the customer's business with 3M.

This document is for bCom registered users only.

bCom Quick Tips

Click on each link to learn more about these functions.

- [Search](#)

- [Searching Multiple IDs](#)

- [Scrolling Solutions](#)

- [Updating Shipping Address](#)

- [Order Status](#)

- [Order Tracking and Packing Lists](#)

- [Assortable Product Details](#)

- [Price File Download](#)

- [Managing Catalog Numbers](#)

- [bCom Support Center](#)

- [Switching Between Agreements](#)

Note: bCom Quick Tips in your local language can be obtained by visiting the Training page on the bCom website for your country/locale.

3M

bCom Videos

Click on each link to view the short instructional videos.

- [bCom Overview](#)

- [Finding Products](#)

- [Creating an Order](#)

- [Viewing Order Status](#)

- [Finding a Certificate](#)

- [Price File Download](#)

- [Price File Download – Filtering Data in Microsoft Excel](#)

- [Special Pricing Authorizations](#)

- [Point of Sale Upload](#)

- [Configurable Products – Quick Order](#)

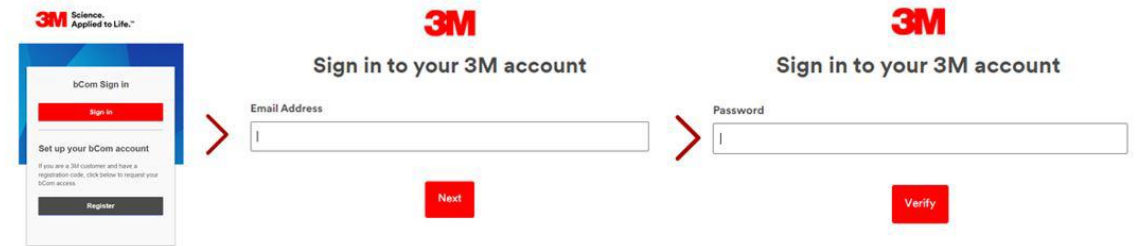- [Configurable Products – Models](#)

- [Checkout](#)

- [Request a Return](#)

Note: bCom Videos in your local language can be obtained by visiting the Training page on the bCom website for your country/locale.

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Sign in and Registration

- Click on Sign In button and enter your Email Address and Password.
- If you do not have an account, register by clicking the "Register" button.
  - User will need their company code as this is a required field on the registration form. As a new user, contact Customer Service or, if applicable , your company's Delegated Visitor Administrator(DVA), to obtain the company code for your account.
- Users can also click the "Forgot password?" link to reset their password. After entering your email address, click "Send me an email" and then enter the verification code sent to your email to set anew password.
  - Note: After 10 incorrect login attempts, users will be locked out for 60 minutes. After this period, they can try again with the correct credentials or reset their password.

Features shown on this page may not be available in all countries and users may not have access to all options.

Sign-In

Register

Main Features and Services

News and Announcements

The **News and Announcements** section provides information about the site features, product promotions, new product introductions, training courses and so much more! Visit this section often as it is updated frequently.

News and Announcements are located on the left side of the Homepage. Click "View All" to access all articles posted.

Click on the article title or the "Continue Reading" link to view the entire announcement.

News and Announcements (continued)

On the News and Announcements page, you can filter news items by:

- Categories (News, bCom Updates, Promotions, Pricing and more),

- Product Groups

- Priority (Newest to Oldest, Oldest to Newest and Article Type)

Product Catalog Navigation

The **Product Catalog** is the visual display of products on the website. It allows users to search, view, compare, and add products to a shopping cart or a shopping list.

To open the Product Catalog from anywhere on the site, click on **Products** then choose from the categories listed.
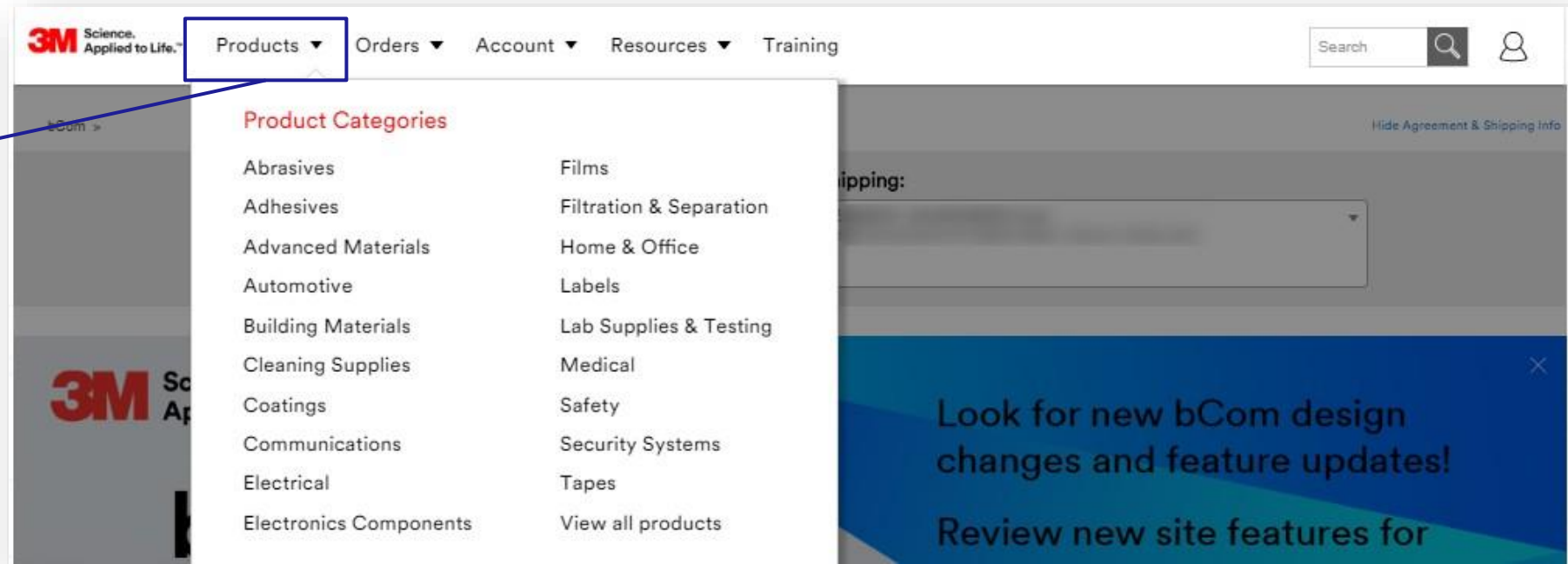
Product Search

Product Search is a quick way to find a specific product by specifying a key word, phrase or Product Identification Number, Customer Catalog Number, or 3M Stock Number.
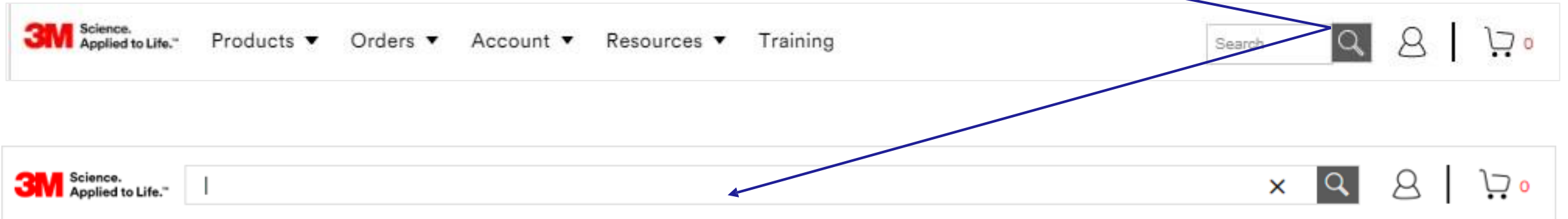
Finding Products in the Catalog

In the Product Catalog, the user can utilize the left-side filter options to narrow the results. The catalog can be filtered by available product categories and then by subcategory. As each filter is applied, the available subcategories are displayed.

Before proceeding with a product search, select the appropriate **Agreement** and **Shipping** option so the correct product, pricing and other data appears. Click the twistie to the right of each menu to switch between options. **Shipping** option also includes instructions to add a new shipping address.
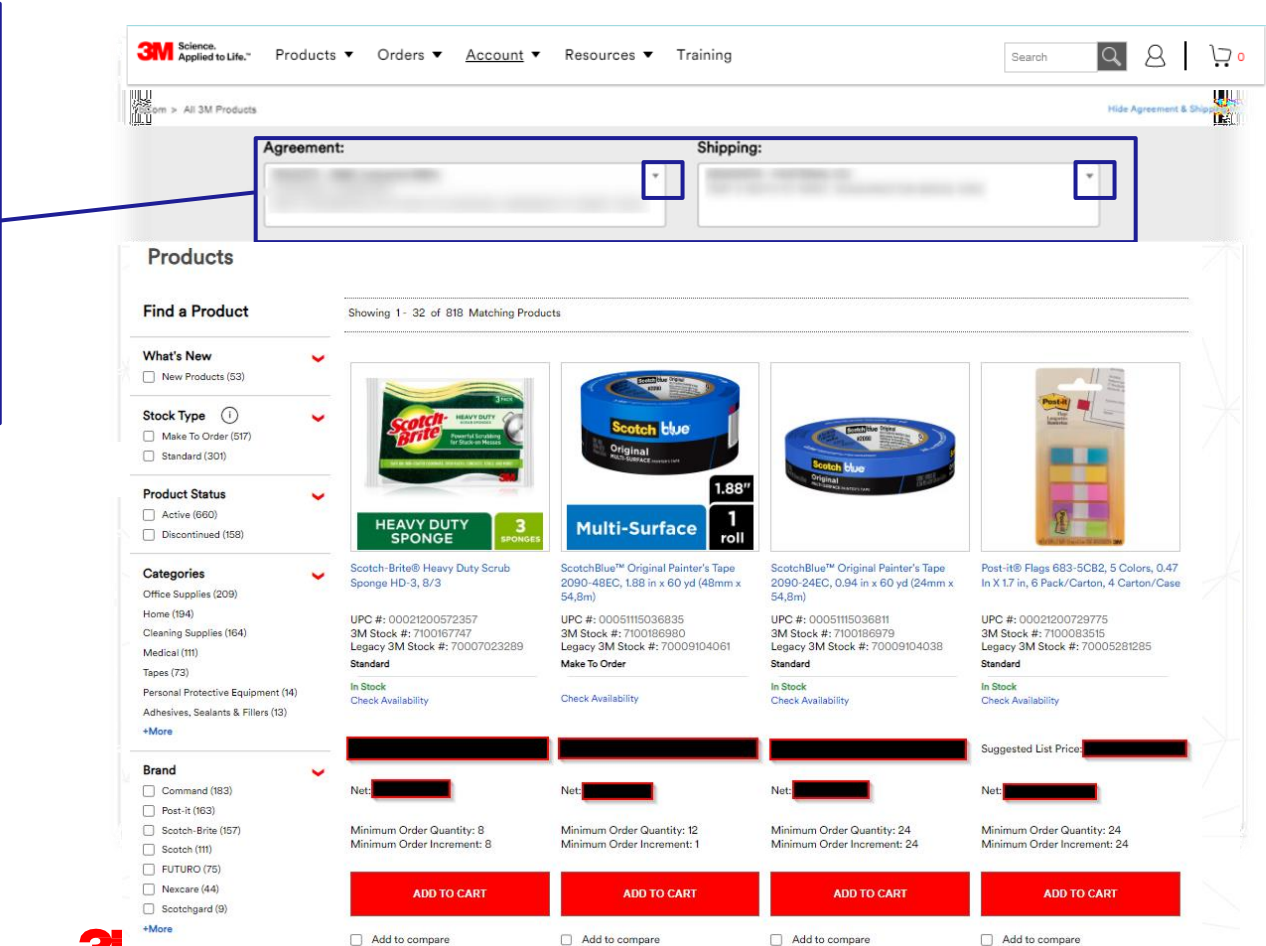
Finding Products in the Catalog (continued)

Filter categories on left side of page:

Finding Products in the Catalog (continued)

This shows what appears for "abrasive belt" after selections are made from the Width and Length options in the left navigation.

After selecting the filtering options, search results for "abrasive belt" went down from 7,072 to 9 matches.

Search Results for: "abrasive belt"

Showing 1-24 of 7072 Matching Products

Search Results for: "abrasive belt"

Showing 1-9 of 9 Matching Products

3M Science. Applied to Life.™   Search

Find a Product

Your Selections: X Abrasives   X 609.6 mm   X 25.4 mm   Clear All

Search Results for: "abrasive belt"

Showing 1-9 of 9 Matching Products

What's New
- ☐ New Products (1221)

Viewing
- ◉ My Products
- ○ All 3M Products

Stock Type ⓘ
- ☐ Make To Order (35506)
- ☐ Standard (15806)
- ☐ Configurable (4941)

Product Status
- ☐ Active (40158)
- ☐ Discontinued (16095)

Categories
- Abrasives (37039)
- Tapes (4675)
- Filtration & Separation (2739)
- Personal Protective Equipment (2546)
- Tools & Equipment (2370)
- +More

Length (Metric)
- ☑ 609.6 mm
- ☐ 1066.8 mm (61)
- ☐ 3352.8 mm (48)
- ☐ 1828.8 mm (37)
- ☐ 279.4 mm (35)
- ☐ 762 mm (34)
- ☐ 457.2 mm (27)
- ☐ 1524 mm (17)
- +More

3M™ Cubitron™ II Cloth Belt 947A, 1 in x 24 in, 60+ X-weight

3M Stock #: 7010536914
Previous 3M Stock #: CY998796825
3M Catalog #: 51119239775
UPC #: 00051119239775

Make To Order

Est. Lead Time: Not Available

List: $
Net: $

Minimum Order Quantity: 200
Minimum Order Increment: 200

ADD TO CART

☐ Add to compare

3M™ Trizact™ Cloth Belt 237AA, 1 in X 24 in A45 X-weight

3M Stock #: 7010513272
Previous 3M Stock #: CY998823736
3M Catalog #: 51119145830
UPC #: 00051119145830

Make To Order

Est. Lead Time: Not Available

List: $
Net: $

Minimum Order Quantity: 200
Minimum Order Increment: 200

ADD TO CART

☐ Add to compare

3M™ Trizact™ CF Cloth Belt 347FC, 1 in x 24 in, A160 X-weight

3M Stock #: 7010516271
Previous 3M Stock #: CY998864334
3M Catalog #: 51119173444
UPC #: 00051119173444

Make To Order

Est. Lead Time: Not Available

List: $
Net: $

Minimum Order Quantity: 100
Minimum Order Increment: 100

ADD TO CART

☐ Add to compare

3M™ Cloth Belt 777F, 1 in X 24 in P180 YF-weight

3M Stock #: 7010517537
Previous 3M Stock #: CY998883326
3M Catalog #: 51119313697
UPC #: 00051119313697

Make To Order

Est. Lead Time: Not Available

List: $
Net: $

Minimum Order Quantity: 200
Minimum Order Increment: 200

ADD TO CART

☐ Add to compare

Displaying Product Details

The Product Details page displays the available content associated with the product. Content that displays is dependent on 3M business relationships, user access, and the data available for each product.

Content may include:
- Product Images and product videos
- Product Name
- Product Identifiers
- Your Catalog #
- Product Benefits
- Product Type (Stock, Make To Order, or Configurable)
- Inventory Availability
- Pricing (if authorized to buy)
- Create Product (Price) page – e-mail and print
- Specifications
- Details
- Resources (brochures, catalogs, safety data sheets, etc.)

Displaying Product Details (continued)

To open the Product Details page for a product, click the image or click the product name hyperlink.

View estimated lead time, when available

To compare the available content associated with two or three products, select the **add to compare** check boxes.

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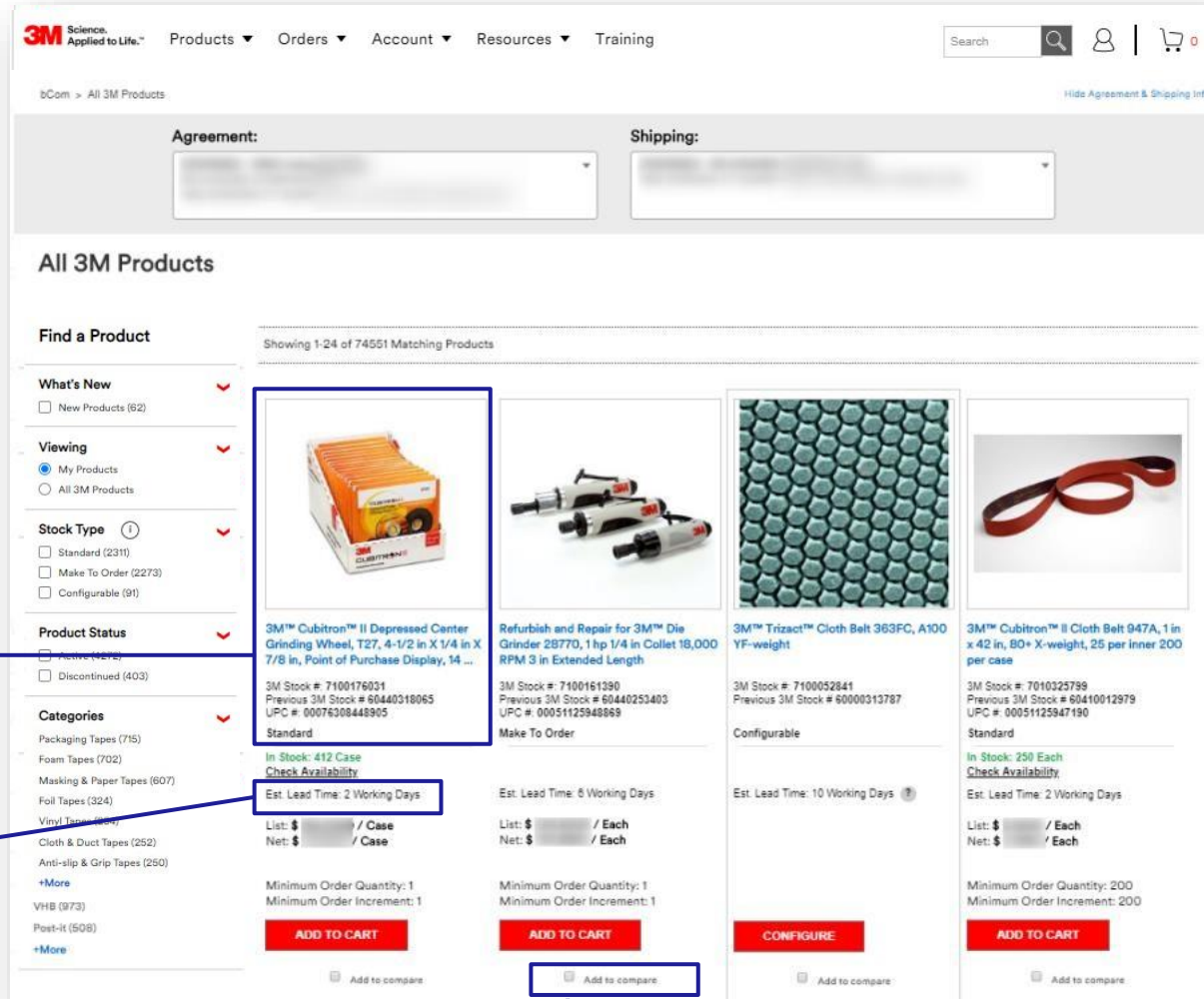
Displaying Product Details (continued)
Accessing Safety Data Sheets (SDS) and Regulatory Data Sheets (RDS)

3M™ Hi-Strength 90 Spray Adhesive Clear, Net Wt 17.6 oz, 12 cans per case, NOT FOR SALE OR USE IN CA & OTHER STATES. CONSULT LOCAL AIR QUALITY RULES BEFORE USE.

UPC Code: 00021200822193, 3M Catalog #: 1696253, 3M Stock#: 7000023924, Previous 3M Stock #: 62494249501 , Your Catalog #: Manage

Specifications

⊖ Details

- Overview
- **Specifications**
- Details
- Resources
- Pricing

Industries	Construction, Furniture, General Industrial, MRO, Specialty Vehicle, Transportation, Woodworking
Application Method	Spray
Product Form	Aerosol
Applications	Edge Band Wood Panel Bonding, Gasket Assembly, Large Surface Lamination Assembly
Size	Aerosol
Color	Clear
Substrate 1	High Pressure Laminate, Metal, Paper & Cardboard, Plastics (ABS, PVC, Acrylic), Rigid Foam (Urethane), Rubber (Except EPDM), Wood
Substrate 2	High Pressure Laminate, Metal, Paper & Cardboard, Plastics (ABS, PVC, Acrylic), Rigid Foam (Urethane), Rubber (Except EPDM), Wood

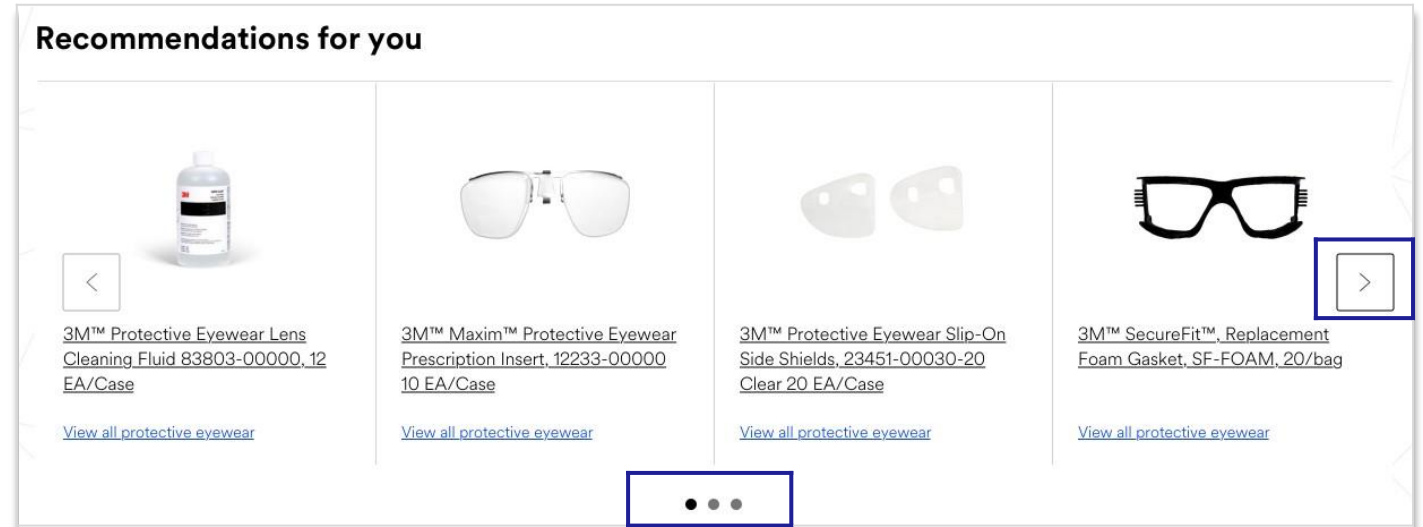|	
Substrates	Metal, Paper & Cardboard, Rubber (Except EPDM)
Open Time	1 to 10 minutes
Volume	24 Fluid Ounce
Environmental Considerations	Helps contribute to LEED® credits
Volatile Organic Compounds (VOCs)	See Safety Data Sheet, Regulatory Data Sheet
Flame Retardant	Flammable
Net Weight	17.6 oz
Solids Weight Percent (Approximate)	13 Percent

On the Product Details page, the VOC area of the Specification / Details section indicates whether there is a Safety Data Sheet (SDS) and/or a Regulatory Data Sheet (RDS) for the product.

For this product, there is both an SDS and an RDS. Links to these files appear further down this page in the **Resources** section. SDS can also be found in the bCom footer under the **Regulatory** section or go directly to www.3M.com/regs

Displaying Product Details (continued)
Product Recommendations

- Search will generate product recommendations at the bottom of the homepage
- Suggested products will be determined based on the user's previous purchase history
- Paginated view allows user to scroll easily through any additional recommended products

Recommendations for you

3M™ Protective Eyewear Lens Cleaning Fluid 83803-00000, 12 EA/Case

View all protective eyewear

3M™ Maxim™ Protective Eyewear Prescription Insert, 12233-00000 10 EA/Case

View all protective eyewear

3M™ Protective Eyewear Slip-On Side Shields, 23451-00030-20 Clear 20 EA/Case

View all protective eyewear

3M™ SecureFit™, Replacement Foam Gasket, SF-FOAM, 20/bag

View all protective eyewear

Displaying a Discontinued Product

For products that are discontinued:

- A message displays on page

- 3M Stock IDs have clickable "Replacement Available" message linking directly to the replacement's Product Details Page

Note: please contact Customer Service if there isn't a replacement available.

Configurable Products

If an item is a Configurable Product, the user is prompted to enter Configuration Details to specify the manufacturing characteristics, such as width and length.

The way one product is configured may be different from another product, and this will dictate the way the configurable product is ordered. The different methods to place a configurable product are on the following pages and you will be guided through the appropriate process.

Configurable features shown on pages 21-26 may not be available in all countries and users may not have access to all options.

3M

Configurable Product Details

The **Configuration Details** options that display may vary based on the product attributes established. This displays on all pages where configurable products can be added to the cart.

Each entry is validated for allowable values after the user tabs or clicks out of the field. Any errors must be corrected.

Click **Validate** when **Configuration Details** are complete to verify the specifications meet the rules for manufacturing the product (such as Minimum Order Quantity), view packaging information (if available), and to calculate the price.

Configurable Product Details (continued)

The Product Details page displays the validated **Configuration Details.** To add the item to the shopping cart, click **Buy Now.**

The price and **Pricing** section display post-configuration.

To modify any characteristics, click **Edit Configuration.**

Scotch® Vinyl Color Coding Electrical Tape 35, Blue, Configurable

3M Catalog #: 35-CONFIG-BL, 3M Stock #: 7100123691, Previous 3M Stock #: 80000001281, Your Catalog #: Manage

Overview

Configure

Pricing

Specifications

Details

Net Price: $ ⬛⬛⬛⬛ / Roll

View pricing options

Configurable

Est. Lead Time: 21 Working Days ?

ADD TO CART   ♡ Add to Favorites

Add to list ▾   ➔ Share ⬇ Download ▤ Product Details

For industrial/occupational use only. Not for consumer sale or use.

Terms and Conditions

View Images

The **Configuration Details** entered on the previous window display.

Configuration

Configuration Details

Edit Configuration

| Order Qty | 4 | Standard Length | 66 FT |
| Width Range (Increment) | 1/2 - 48 in (1/8 in) | Length | 60 |

Orders Navigation

The Orders navigation includes a set of tools and services that relate to purchasing products from 3M.

Some of the features include:

- Simple order entry through Quick Order
- Order Status for order tracking
- Lists and Carts management
- Bulk upload of products to the Shopping Cart
- Fast access to invoices
- Account correspondence
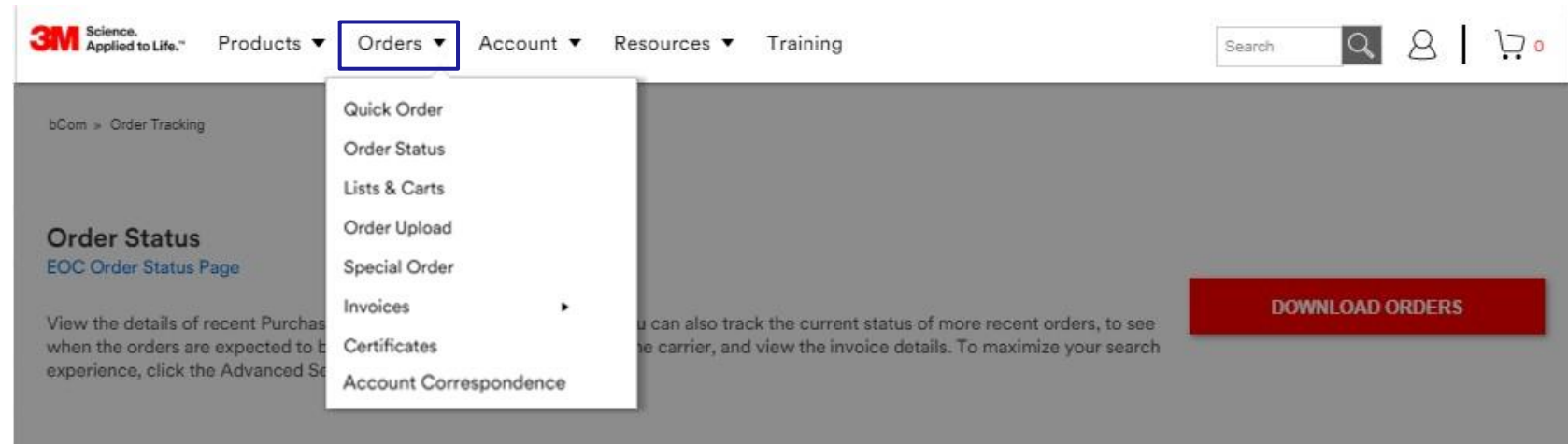
Orders

Before placing an order, it's important to select the appropriate **Agreement** and **Shipping** option so the correct product, pricing and other data appears.

Click the twistie to the right of each menu to switch between options.
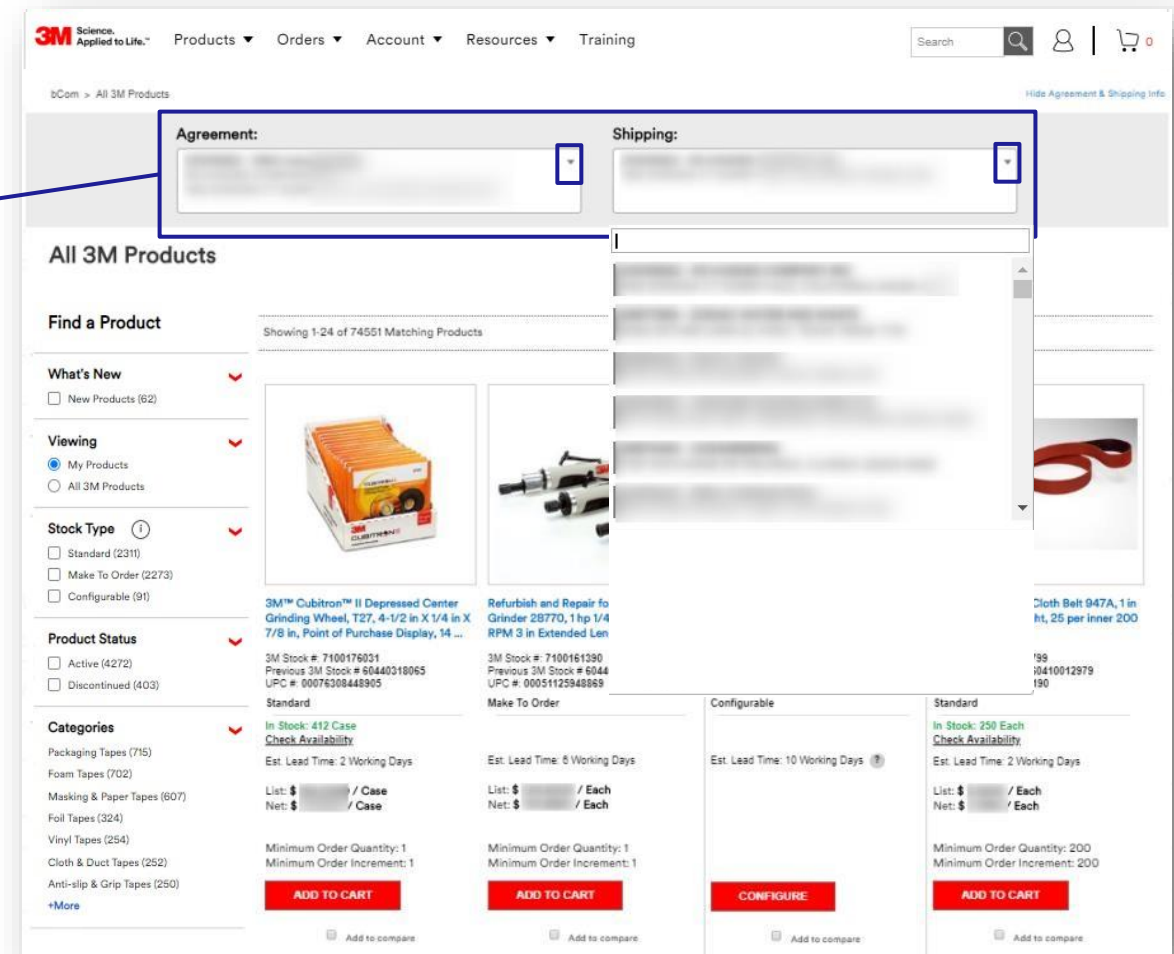
Features shown on this page may not be available in all countries and users may not have access to all options.

Multiple Methods to Add Items to Cart

Method	Description
Quick Order	Allows multiple lines to be added to the cart at once; enables searching for products by partial ID; and provides visibility of product description.
Buy Now	Enables users to add an item directly from the Product Catalog and view detailed information about the product.
Shopping List	A list created by users to access frequently ordered items or a system-generated *Previously Purchased Items* Re-Buy List.
Order Items Not in Catalog	Allows users to add an item with product details for products that are not found on bCom. Select Special Order under the Orders tab.
Upload Order File	Submit a file to bulk load items into the Shopping Cart.
Reorder	Allows users to reorder items on a previous bCom order from the recent order section on the homepage, or select Order Status under the Orders tab.

Features shown on this page may not be available in all countries and users may not have access to all options.

3M

Adding Items via Quick Order

Quick Order displays on the homepage and is a fast way for a user to add an item to their cart when the product number is known.

Choose the type of Product ID being entered:
- Your Catalog Number (Customer Part Number)
- 3M Catalog Number
- 3M Stock Number
- UPC

Quantity must be entered, but **Contract #** (number) is optional.

Click **Add to Cart** when the required fields are entered.

If the information matches one exact product, the Mini-Cart opens briefly to display that the item has been added to the cart. If one exact match is not found, the user is automatically brought to the Quick Order window where the search results are displayed to allow final product selection.

Adding Items via Quick Order (continued)

Quick Order can be accessed from the Orders navigation or from the Quick Order tab.

The **Product ID Type** can be changed from line to line.

If multiple matches are found, search results show the Product IDs and Descriptions to help the user select the correct item.

A full or partial product number can be entered.

After all items are entered, click **Add to Cart.**

Adding Items within the Product Catalog

The **Add to Cart button** displays on the Product Details window within the Product Catalog if the user is authorized to purchase the product.
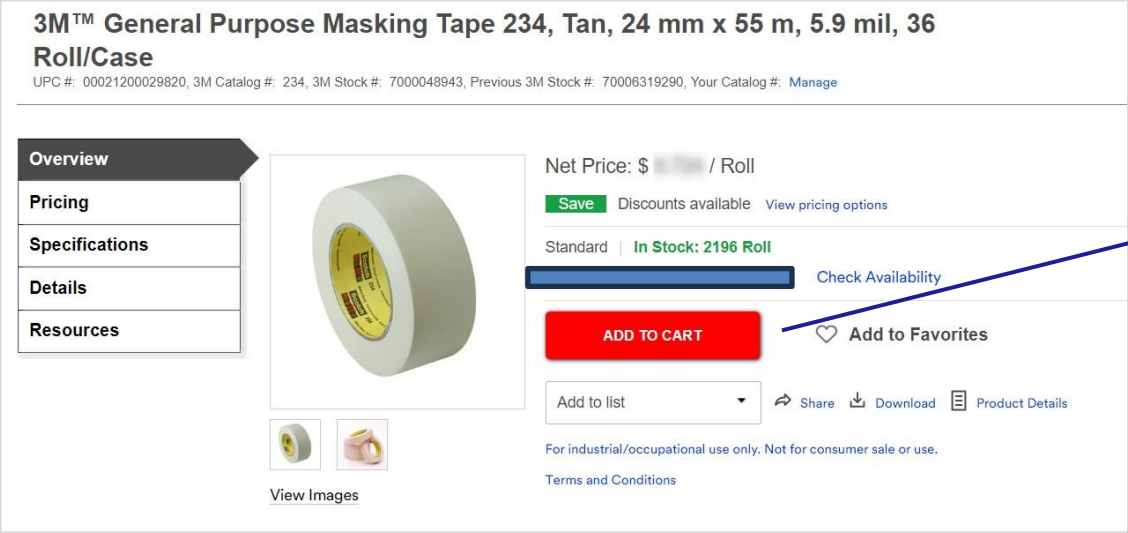
Clicking **Add to Cart** opens a dialog box showing the customer price and unit of measure details.

Quantity (and an alternate Unit of Measure or a SPA # if applicable) can be entered.
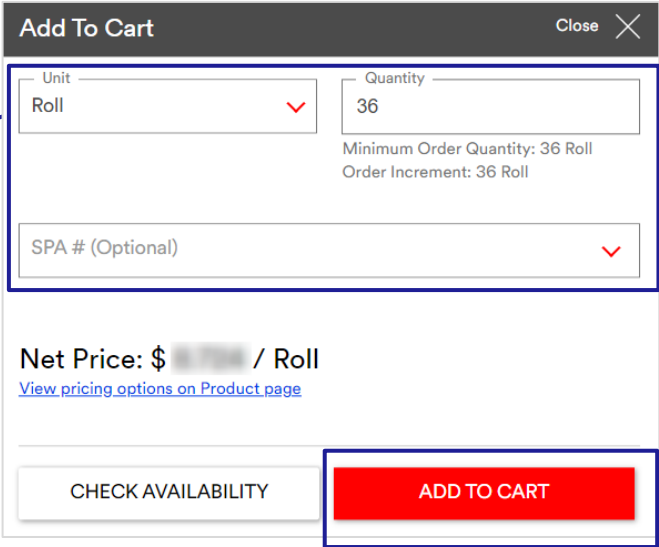
Clicking **Add to Cart** places the item in the cart and closes the dialog box.

See slide 30 for additional information

Adding Items within the Product Catalog (continued)

- Includes Minimum Order Quantity that defaults into Quantity field.

  - Note: Validations occur on Minimum Order Quantity (MOQ) and Minimum Order Increment (MOI) when quantity is updated.

- May include option to enter Special Pricing Authorization (SPA) number.

- May include option to Check Availability.

Adding Items to Cart via Shopping Lists

Users can maintain Shopping Lists for quick access to frequently ordered items. An entire Shopping List or selected products within the list can be added to the cart. Access to Shopping Lists can be found within the Orders navigation, Lists and Carts.

Enter a **Quantity** for each product to be added to the cart.

A **SPA#** (Contract Number) may be added and an alternate **Unit of Measure** may be selected.

Clicking **Add to Cart** adds all items with entered quantities to the cart.

Shopping Lists

Create New List

Lists ▼   Number of Items ▼ Delete

Monthly Re-Buy List   2   🗑

Monthly Re-Buy List
(Edit Name)
Sort By   [Newest   ▼]   Delete Items   Add To Cart

Add a Product to this List   ⌄

3M™ Venture Tape™ Metal Building Facing Tape 1547CW, White, 72 mm x 45.7 m, 16 rolls per case   Remove ✕

3M Stock #: 7100043931   3M Catalog: 1547CW   Your Catalog: UPC: 00051128957202

Unit
[Roll   ▼]   [Quantity]   [SPA # (Optional) ▼]   Price Available in Shopping Cart

Standard

Products are saved within the shopping list but quantities and contract numbers are not saved for future use. For a variable configuration item, the quantity will be saved.
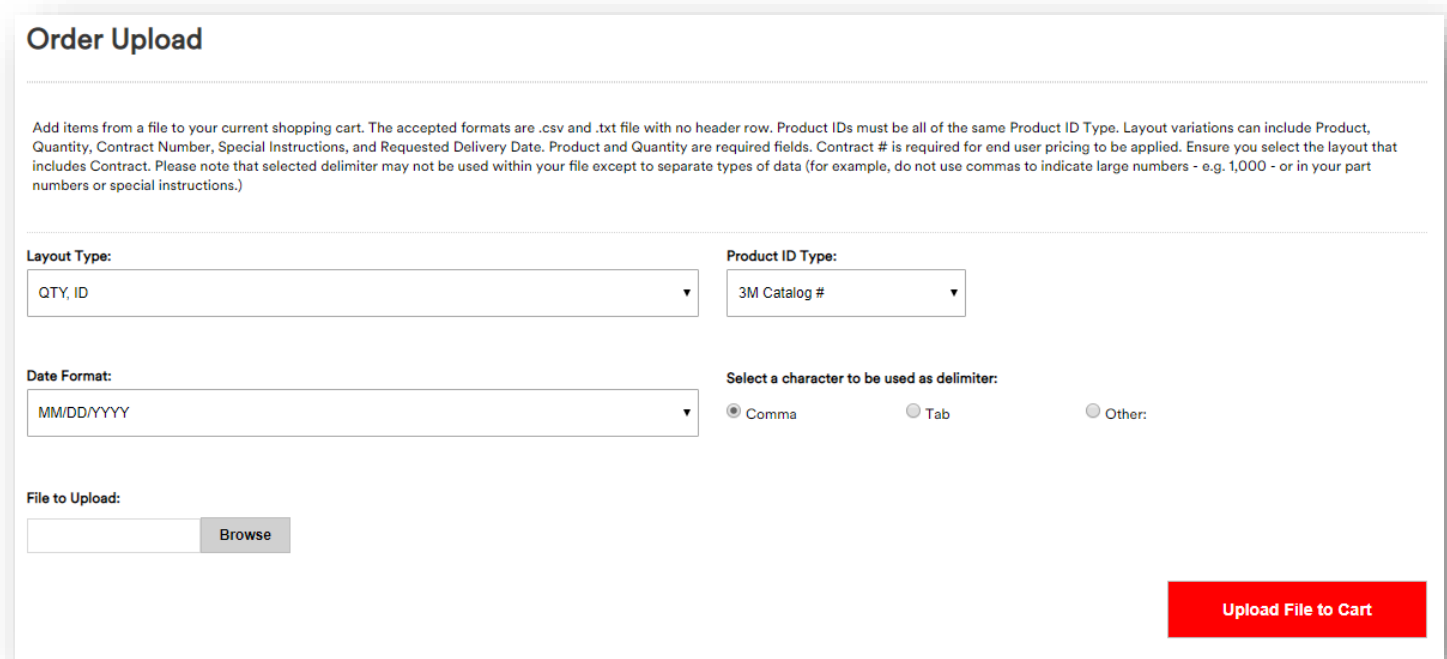
Adding Items via Uploading an Order File

The Upload Order File feature can be used to load a spreadsheet of products directly into a Shopping Cart. This feature is located within the Orders menu.

The user must format their file as listed on the instructions on the page.

The user:
- Selects the **Layout Type** to indicate the sequence in which the fields display on the file.
- Selects the **Product ID Type** of the items in the file.
- Browses for the **File to Load.**
- Clicks **Upload File to Cart.**

Order Upload

Add items from a file to your current shopping cart. The accepted formats are .csv and .txt file with no header row. Product IDs must be all of the same Product ID Type. Layout variations can include Product, Quantity, Contract Number, Special Instructions, and Requested Delivery Date. Product and Quantity are required fields. Contract # is required for end user pricing to be applied. Ensure you select the layout that includes Contract. Please note that selected delimiter may not be used within your file except to separate types of data (for example, do not use commas to indicate large numbers - e.g. 1,000 - or in your part numbers or special instructions.)

Layout Type:

QTY, ID

Product ID Type:

3M Catalog #

Date Format:

MM/DD/YYYY

Select a character to be used as delimiter:

● Comma   ○ Tab   ○ Other:

File to Upload:

[   ] Browse

Upload File to Cart

If no errors are found in the Order File, the items are added to the active Shopping Cart. Errors display on an error page requiring additional entry to resolve issues. A template option is available to save the specific format for future use.

Shopping Cart Validation

The user must either correct the data for the items that do not pass validation and click **Update** or delete the items. When all the errors are corrected or deleted, the cart can be checked out.

After changes are made, click **Update**, if needed.

Choose **Remove** to remove an item from cart.

The **Quantity, Unit,** and **SPA Number** fields are editable from within the Shopping Cart.

Shopping Cart and Checkout

Once items are added to the shopping cart, the checkout process begins.

Ship-To address can be updated.

Delivery service and delivery dates can be selected.
See slides 38-39

Shopping Cart and Checkout – Delivery Date

Users have the ability to choose between "Deliver On" and "Deliver By" on the shipping page when specifying Requested Delivery Date.

Features shown on this page may not be available in all countries and users may not have access to all options.

Shopping Cart and Checkout (continued)

Contract Number and Promo code, if available, can be entered. Certificates can also be requested.

Shopping Cart and Checkout – Payment Method

The **Order Payment** type may include invoice or credit card.

Shopping Cart and Checkout – Place Order

This is the final page of the order. Once reviewed, click **Submit** to place the order.

Order Status

The homepage shows the most recent orders. This includes all orders submitted online and offline (EDI, ePOP, Manual, bCom).

Users can view full order details by clicking on the hyperlink of the Order Number in the **3M Order #** column.

To access the full order history list, click the **Orders** navigation option and select Order Status OR click the **>** on the Recent Order header.

Order Status List Page

The Order Status List shows all orders for all accounts for which the user has access.

Search by:
- Orders
- Order Lines

Download Orders provides an Excel file of all orders including shipping and delivery information.

Search attributes:
- Search All
- PO #
- 3M Order #
- Invoice #
- Shipping Reference #

In the **3M Order #** column, click an Order Number to view Order Status Details of an order.

Click **>** to view Order Status Details.

Order Status definitions

Received	Your Order has been received.
In Process	We are currently processing your order.
In Review	Your order is being checked for completeness.
Partially Shipped	A portion of your order has been shipped.
Cancelled	Your entire order has been rejected or canceled.
Shipped	Your order has been shipped.

Viewing Order Status Details and Invoices

The Order Status Details page displays current information about the order.

Overall status of the order

Order information

Item details

Shipment information includes: shipped quantity, estimated or actual ship date, estimated delivery date, bill of lading number, track shipment number and carrier, and Packing List number.

Request a Return link

A **Track Shipment** link opens the carrier tracking website if available.

The **Invoice Number** hyperlink opens a PDF of the invoice.

Features shown on this page may not be available in all countries and users may not have access to all options.

Invoices

Users with the **Invoice Viewer** role will have the ability to view and filter invoices, email, print to PDF and export to Excel. Users will be able to view invoices on the Order Status page as well.
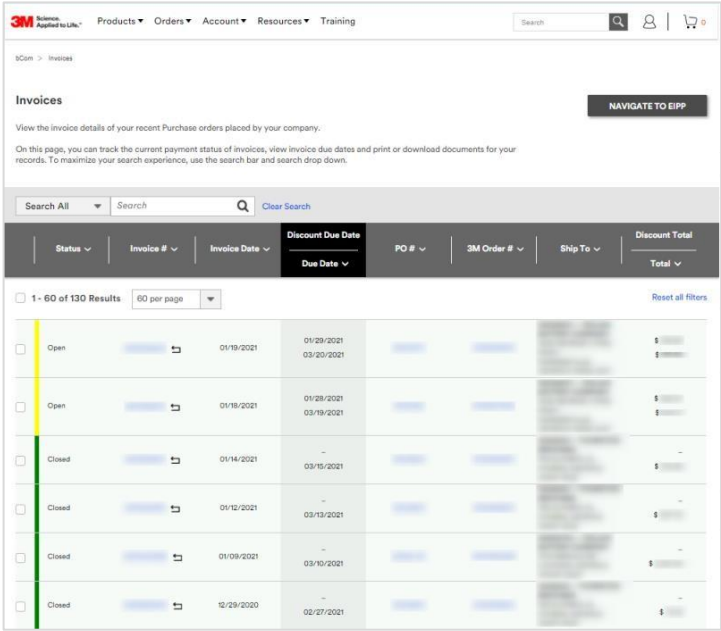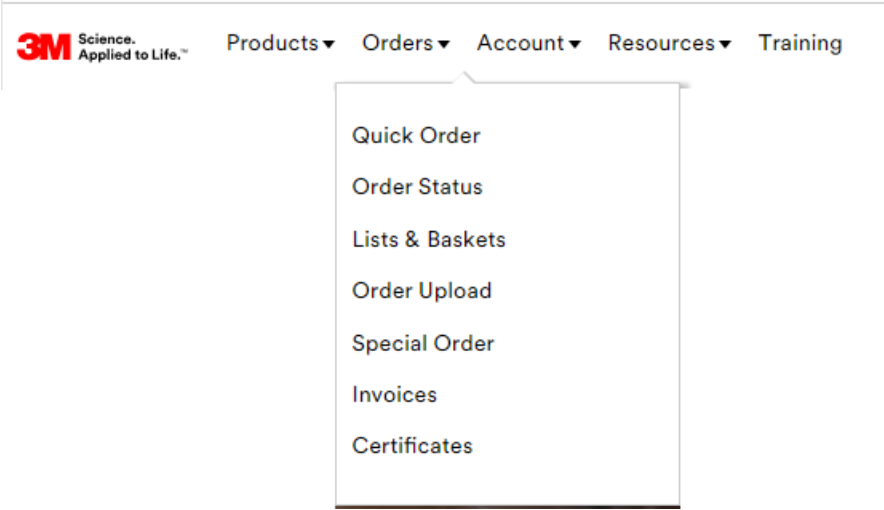
Notice: Users may not have access to all features and options shown. Some functions may be available or limited depending upon the user's security role and the nature of the customer's business with 3M. Invoices features shown may not be available in all countries and users may not have access to all options. This document is for bCom registered users only.

Invoices (continued)

Users may have access to Invoice Discount Date and Invoice Discount Amount

Includes Credit and Debit order types related to an invoice if there are any ("+" indicates there are debit/credit memos and clicking on the "+" will show them)

Sorting and Filtering Invoices

- Click on column headers to sort and filter

- Refine search to Search All, Invoice #, PO # using drop-down

- Search for invoices by Status of invoice

- Sort invoices by Invoice Date by selecting All or creating a date range

- Sort invoices by Invoice Due Date by selecting All or creating a date range
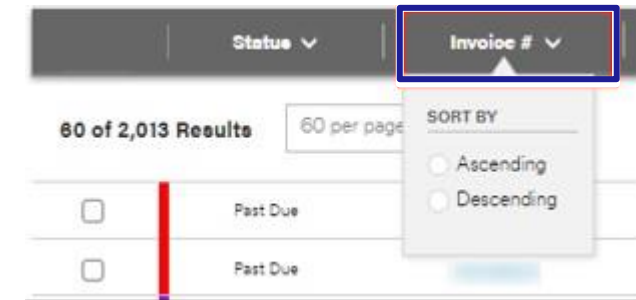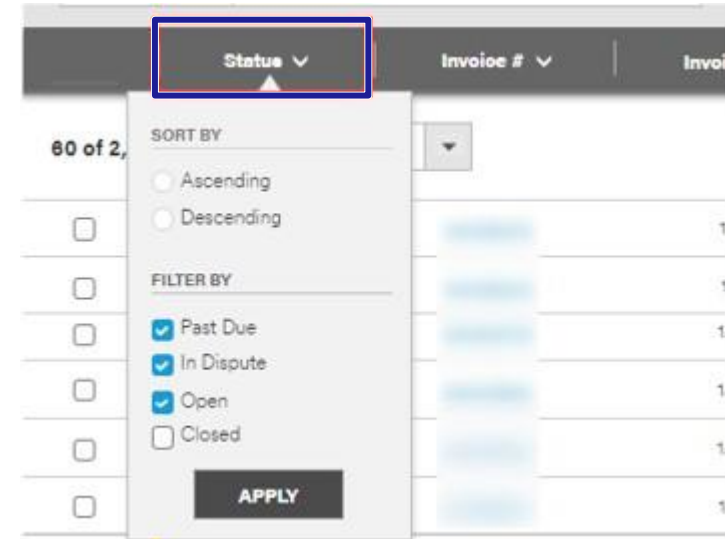
Emailing Invoice(s)

- Select the appropriate invoice(s)

- Click on the Email button

Emailing Invoice(s)

- Complete the Email form fields

- Note: "To" and "From" fields are mandatory, email addresses will need to be entered

- Click Send

- Generated email will include "Invoice File" link

  - Note: After clicking link in email, an ENL page will appear – user will need to log in with credentials
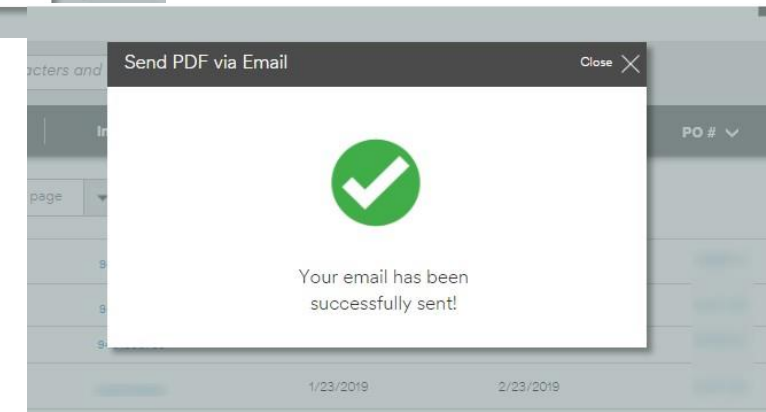
Example Invoice Received via Email Link

Generating PDF of Invoice

- Select the appropriate invoice(s)

- Click on the Print PDF button

Generating PDF of Invoice

Opening Invoice PDF

- Click on the PDF link to open the file
- Note: link to file will disappear after clicking

Example PDF of Invoice

Exporting Invoices

- Select the appropriate invoice(s)

- Click on the Export to Excel button

Exporting Invoice Excel File

Opening Invoice Excel File

Click on the xlsx link to open the file

Certificates

Using various search terms, users can locate and view certificates.

Features shown on this page may not be available in all countries and users may not have access to all options.

Certificates (continued)

During the order process, you may also request certificates.

To request a certificate, click **Request Certificates** in the Shopping Cart.

The cart will expand to show an area with a **Request Certificates** section. Click Request to see a dialog box with the certificate request form.

Features shown on this page may not be available in all countries and users may not have access to all options.

Account Navigation

The Account navigation includes a set of tools and services that relate to purchasing products from 3M.

Some of the features include:

- Pricing
- Point of Sale
- Address Book

Features shown on this page may not be available in all countries and users may not have access to all options.
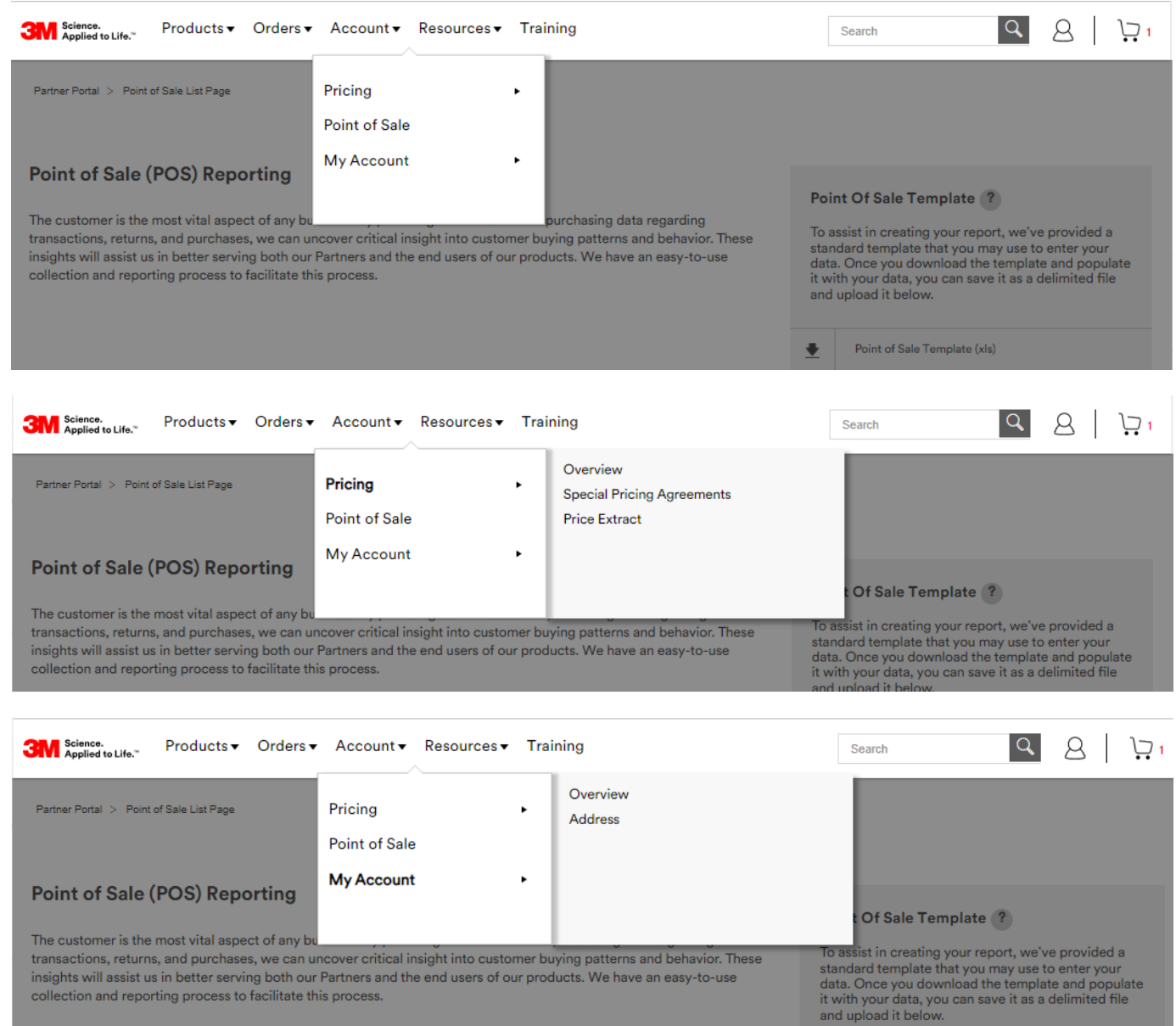
Pricing

The **Pricing** section displays the available price information if a user has been assigned the relevant pricing role.

Content may include:

- Option to display multiple prices (List Price, Net Price, Scale and Promotion Discount percent, Special Pricing Authorizations – Deals, Deal Scales, and Chargebacks).

- For configurable IDs, prices, MOQ, and MOI will display post configuration.

- Assortment details display for quantity assortment, value assortments, and mixed pallet discounts.

Features shown on this page may not be available in all countries and users may not have access to all options.

Accessing Price Reports

From the Account navigation, select **Pricing,** and then click **Price Report.**
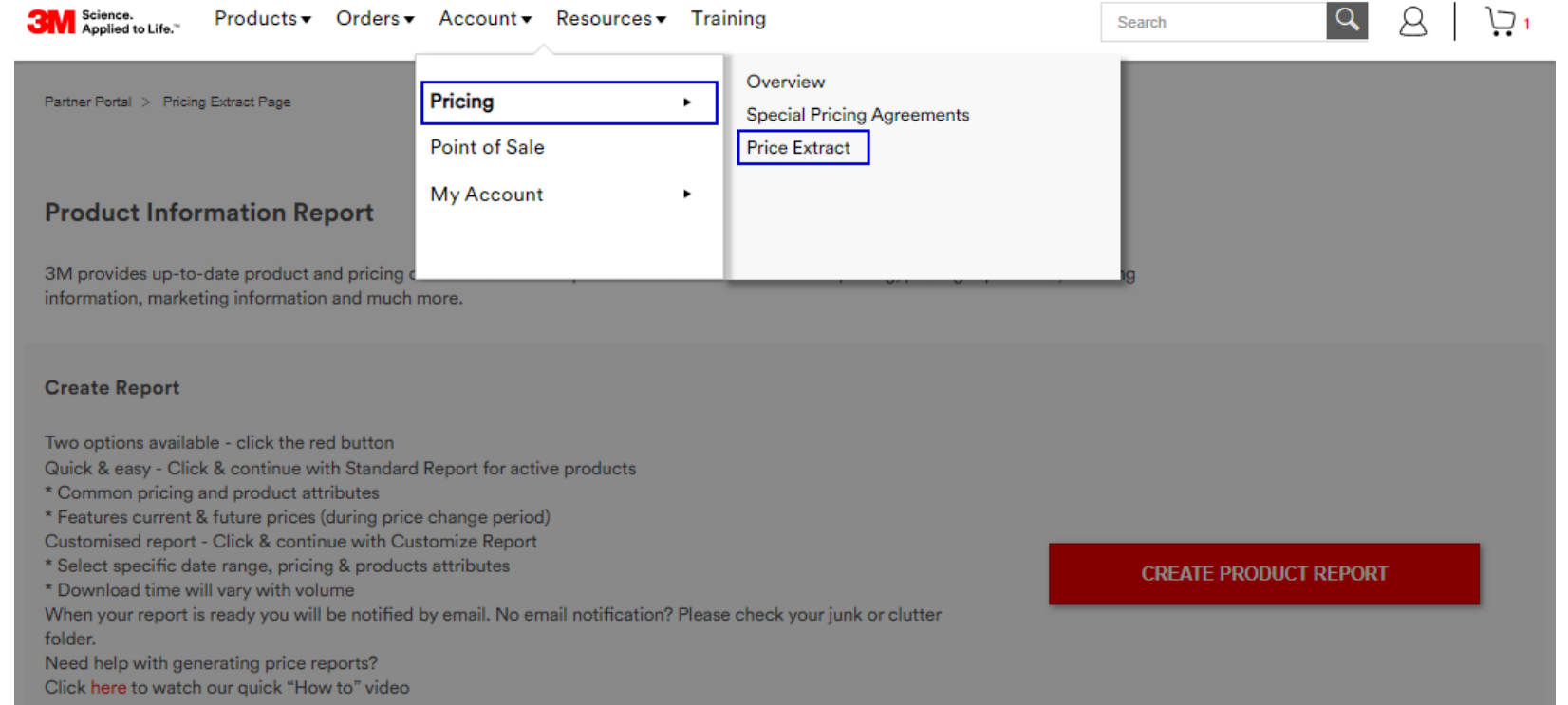
Accessing Previously Created Price Reports

Reports created for you are highlighted in yellow.

Note: if you do not have any highlighted reports, see instructions on the following pages.

Click the download arrow to export Price Report

Creating an On-Demand Price Report

Two different types of price reports can be generated by choosing the **Create Product Report** button.

Creating a Standard Price Report

Standard Report:
report with pre-determined attributes that provides a list of active materials currently available to your company.

- Choose "Standard Report (Active)" button

- Ensure correct Agreement and Language is selected

- Request Report

Users will be notified by email when their report is ready for download.

Creating a Customized Price Report

Choose **Customize Report** to generate a customized report and select your own fields.

Available report types include:

- **Active** – all products available to your company
- **12 Months** – products purchased in the last 12 months
- **24 Months** – products purchased in the last 24 months
- **Volume Buy** – products that include volume discounts
- **Discontinued** – products discontinued with replacement material number, if available

Creating a Customized Price Report (continued)

Select products via the "Product Categories" or "Search by Catalog or SKU Value Range" choices.

Product Categories: choose from the different product category levels

Search by Catalog or SKU Value Range: select the Product ID Type then enter a comma separated list of products to be included

Creating a Customized Price Report (continued)

Select the desired information fields associated with each specific product.
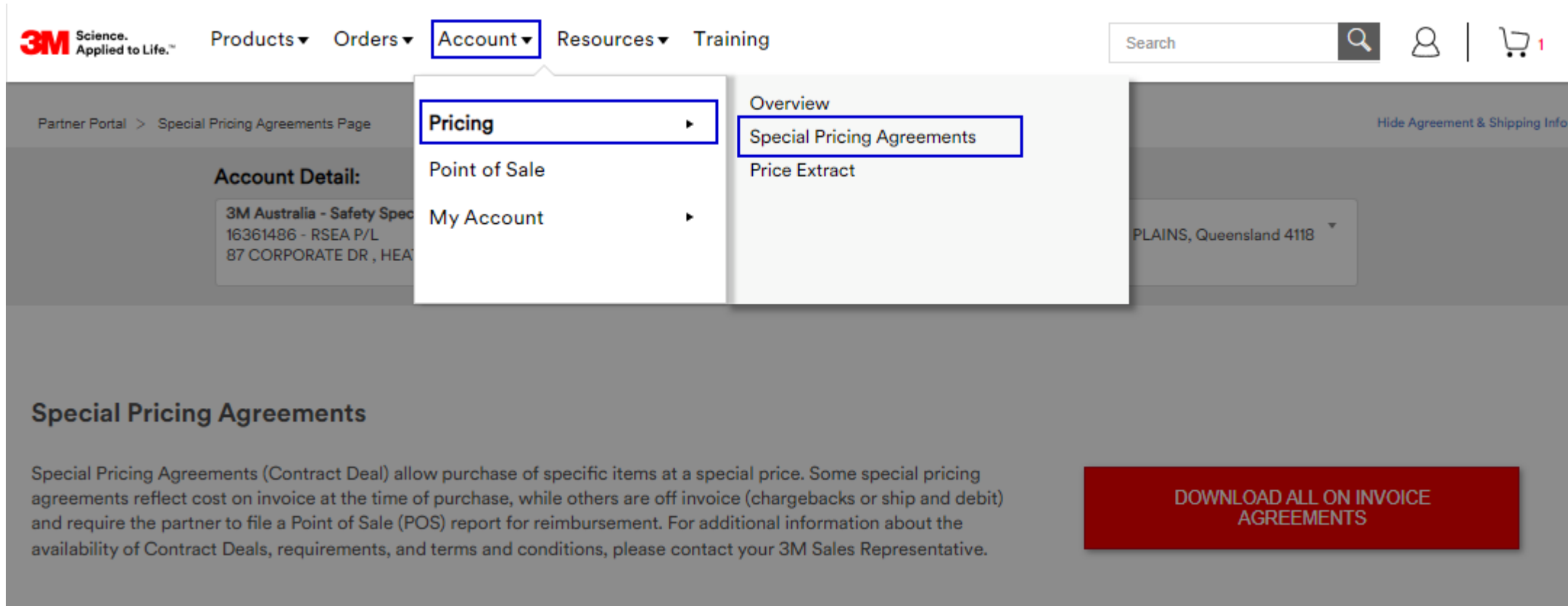
Click **Save and Generate**

Users will be notified by email when their report is ready for download.

Accessing Special Pricing Agreements (SPA)

From the Account navigation, select Pricing and then click Special Pricing Authorizations.

Special Pricing Agreements features shown on pages 72-80 may not be available in all countries and users may not have access to all options.

View all SPAs – Download Report

From the Special Pricing Authorizations page, click on **Off Invoice** or **On Invoice.** This lets the user toggle between the two types of SPAs.

Off Invoice SPAs require the user to file a POS report for reimbursement;
On Invoice SPAs reflect cost on invoice at time of purchase.

From the Special Pricing Authorizations page, click on the red DOWNLOAD. On clicking the DOWNLOAD, the user sees a modal that helps them narrow down the SPAs for download.

When the file is ready for download, it will appear below the red 'DOWNLOAD' button.

Special Pricing Agreements

Special Pricing Agreements (Contract Deal) allow purchase of specific items at a special price. Some special pricing agreements reflect cost on invoice at the time of purchase, while others are off invoice (chargebacks or ship and debit) and require the partner to file a Point of Sale (POS) report for reimbursement. For additional information about the availability of Contract Deals, requirements, and terms and conditions, please contact your 3M Sales Representative.

Recent updates may not be reflected until the next business day.

DOWNLOAD ALL ON INVOICE AGREEMENTS

SPA_Agreements_List_US_Roberts_30Au...

Agreement

Off Invoice | On Invoice (634)

SPA #   Search   Advanced Clear   Sort Results

SPA #	SPA Name	Customer Name Account #	Address	Validity Dates	Type
NEW				09/01/2021 - 01/31/2022	Channel Partner
				02/01/2021 - 12/31/2021	Channel Partner
				02/01/2021 - 12/31/2021	Channel Partner

SPAs – Search and Advanced Search

Users can search for a specific SPA based on SPA Number, Customer Name or Account Number. (Minimum of 3 characters required to conduct a search)

The **Advanced** search link allows users to narrow down their search and find specific SPAs.

Special Pricing Agreements

Special Pricing Agreements (Contract Deal) allow purchase of specific items at a special price. Some special pricing agreements reflect cost on invoice at the time of purchase, while others are off invoice (chargebacks or ship and debit) and require the partner to file a Point of Sale (POS) report for reimbursement. For additional information about the availability of Contract Deals, requirements, and terms and conditions, please contact your 3M Sales Representative.

Recent updates may not be reflected until the next business day.

DOWNLOAD ALL ON INVOICE AGREEMENTS

SPA_Agreements_List_US_Roberts_30Au...

Agreement

Off Invoice | On Invoice (634)

SPA #   Search   Advanced Clear

Sort Results

SPA #	SPA Name	Customer Name Account #	Address	Validity Dates	Type
				02/01/2021 - 12/31/2021	Channel Partner
				02/01/2021 - 12/31/2021	Channel Partner
				02/01/2021 - 12/31/2021	Channel Partner

Off Invoice SPAs – Advanced Search (continued)

Users can perform an Advanced Search to narrow down the search for Off Invoice SPAs. This supports partial word searches.

View all SPAs – Download Report

When the download is being processed, the button is grayed out and disabled.

The status of the download is changed to 'Processing' until the file is ready.

Special Pricing Authorizations

Special Pricing Authorizations (SPA) allow purchase of specific items at a special price. Some special pricing authorizations reflect cost on invoice at the time of purchase, while others are off invoice (Chargebacks or Ship-&-Debit) and require the partner to file a Point of Sale (POS) report for reimbursement. For additional information about the availability of SPAs, requirements, and terms and conditions, please contact your 3M Sales Representative.

Recent updates may not be reflected until the next business day.

DOWNLOAD ALL ON INVOICE AGREEMENTS

⚡ Processing ...

Agreement [_____] ▼

Off Invoice | On Invoice (634)

SPA # ▼   Search 🔍   Advanced Clear

Sort Results ▼

SPA #	SPA Name	Customer Name Account #	Address	Validity Dates	Type ❓	
				02/01/2021 - 12/31/2021	Channel Partner	>
				02/01/2021 - 12/31/2021	Channel Partner	>
				02/01/2021 - 12/31/2021	Channel Partner	>

Access SPAs – Filter, Sort, Group or Load More

The user can sort, group, or load additional SPAs on the Special Pricing Authorizations page.
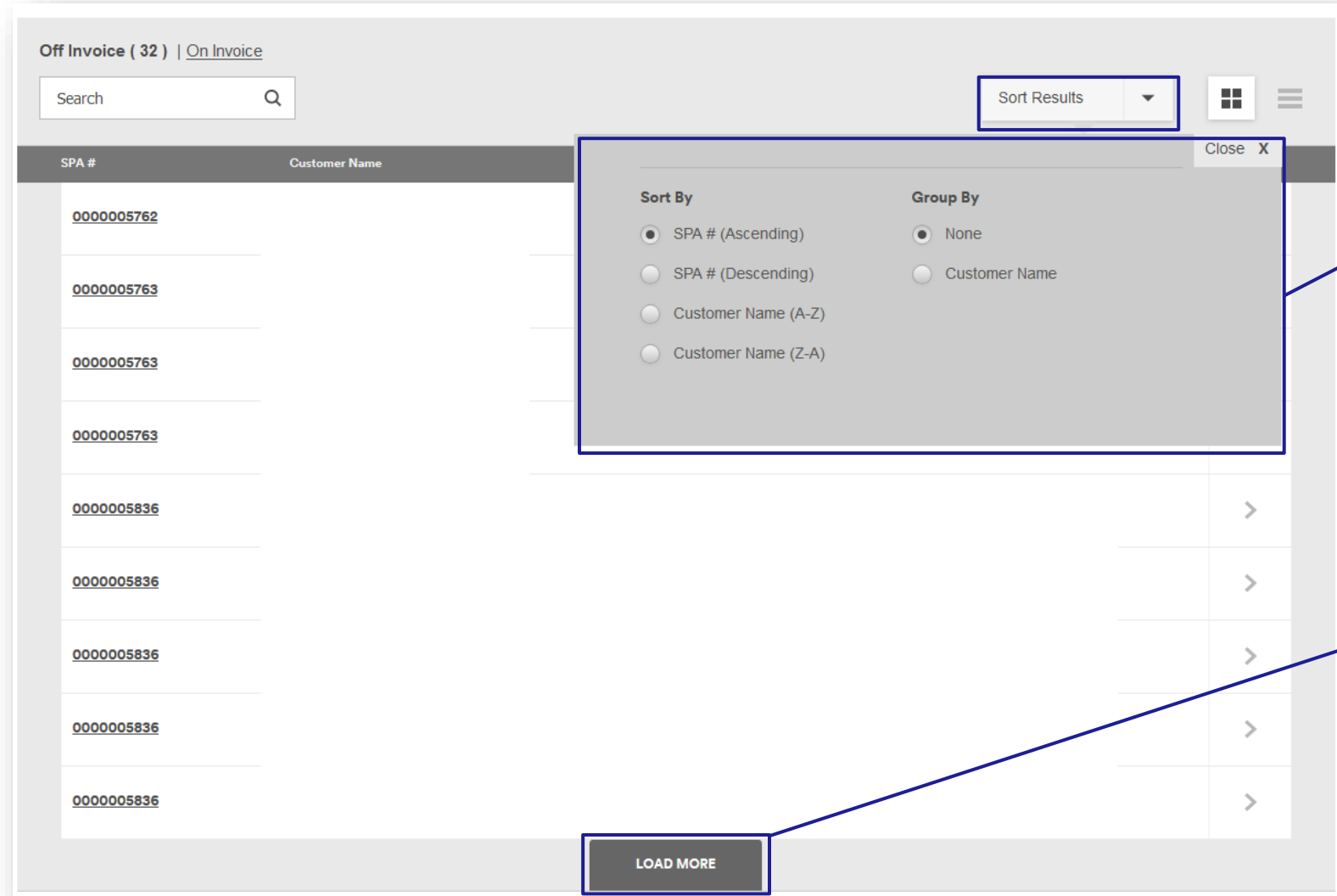
Click **Sort Results** to see **Sort By** and **Group By** options.

To view additional SPAs, click **LOAD MORE**.

SPA Details – Tiered Chargebacks (Off Invoice SPAs)

Some Off Invoice SPAs may have tiers associated to them. Tiers are against either the customer or customer list.

Tier information

Products maintained against the tier associated to the customer/customer list.

Features shown on this page may not be available in all countries and users may not have access to all options.

SPA Details – Deal Scale Expansion (On Invoice Only)

Some Deals (On Invoice SPAs) may have scale pricing associated with some of the products.

Scale pricing available for this product.

Details of Scale pricing.

SPA Details Download – Excel Spreadsheet

Once the SPA file is ready for download, it can be saved on the user's computer.

	1	2	3	4	5	6	7	8	9
1	The information contained here has been assembled for your convenience. While every effort has been made to ensure data accuracy, 3M is not responsible for errors in the data, and prices in 3M's systems prevail. 3M reserves the right to change these prices.								
2	SPA Number	Customer Name	Shipping Address	Type	Effective Start Date	Expiration Date	Account Number	Distribution Agreement	3M Stock
3	BCOMMAR			On Invoice	03/09/2020	12/31/9999		null	7100012257
4	BCOMSM			On Invoice	09/06/2019	12/31/9999		null	7100073066
5	BCOMVCMANUAL			On Invoice	09/18/2019	12/31/9999		null	7010379322
6	BCOMVCMANUAL			On Invoice	09/18/2019	12/31/9999		null	7100012428
7	C001437941			On Invoice	03/26/2019	03/31/2020		null	7000124087
8	C001437941			On Invoice	03/26/2019	03/31/2020		null	7010352903

12	13	14	15	16	17	18	19
Description	Currency	Contract Price	Price is P	U	Unit Description	Scale 1 Quantity	Scale 1 Price
8F68-12-CES0161	USD		1	EA	Each	100+	
3M™ Twin Axial Cable Assembly for Internal miniSAS Applications, 8F68-16-CES0161	USD		1	EA	Each	50+	
3M™ Twin Axial Cable Assembly for Internal miniSAS Applications, 8F68-01CES0161	USD		1	EA	Each	600+	
3M™ Twin Axial Cable Assembly for Internal miniSAS Applications, 8F68-02CES0161	USD		1	EA	Each	510+	
3M™ Acrylic Foam Tape GT7140, Gray, 4.0 mm, 300 mm x 15 M	USD		1	RO	Roll	4+	
3M™ Acrylic Foam Tape PX5005, Dark Gray, 0.5 mm	USD		1	RO	Roll	17+	

Point of Sale

By using a pre-defined file format, users can submit their Point of Sale information to 3M.

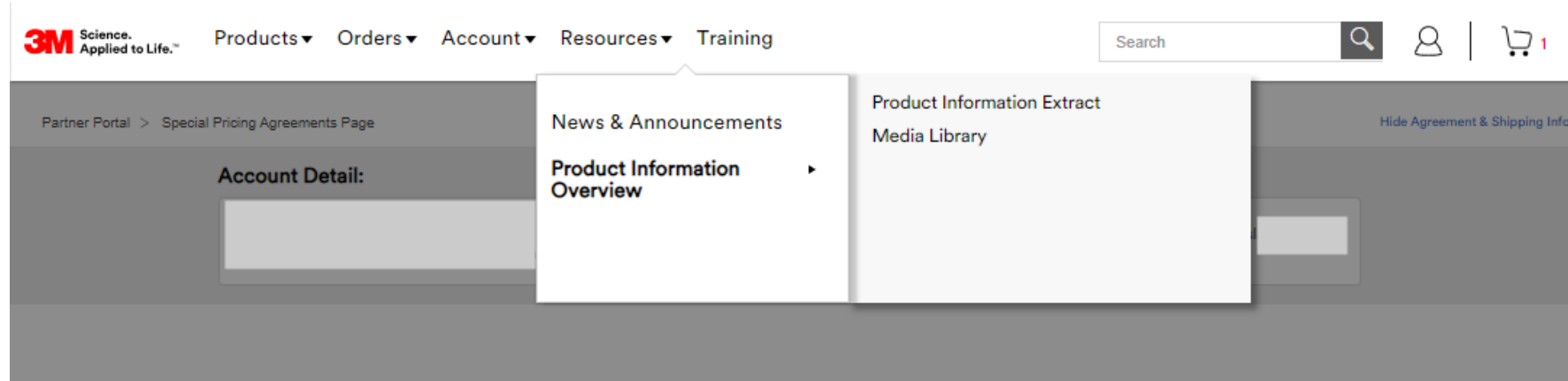Features shown on this page may not be available in all countries and users may not have access to all options.

Resources Navigation

The Resources navigation includes a set of tools and services that provide access to an up-to-date digital media library and product content to help the user enhance their site to stimulate interest and purchases.

The image to the right displays the list of features available at this time for some users:
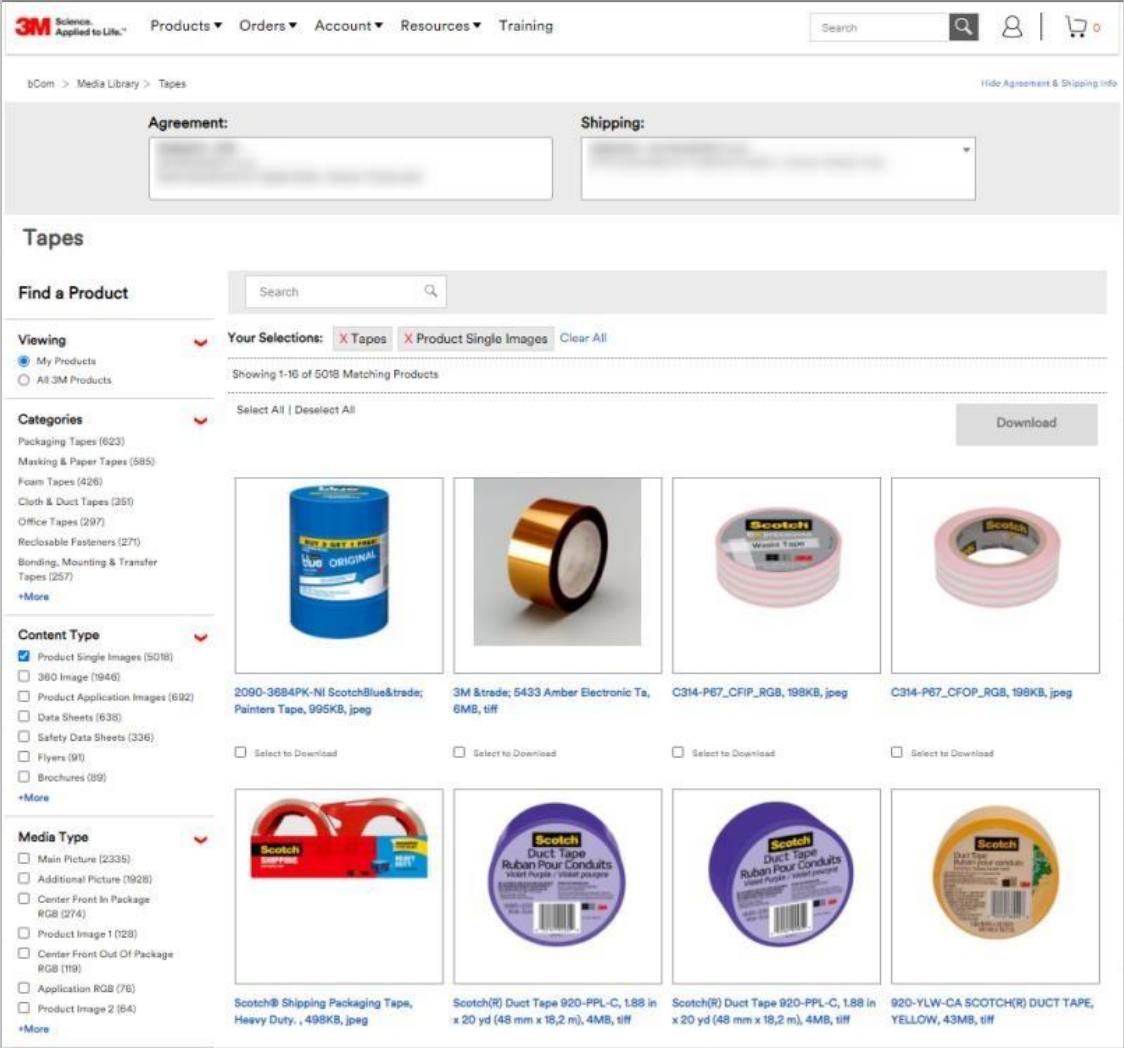
- Product Information
- Media Library

Features shown on this page may not be available in all countries and users may not have access to all options.

Resources – Media Library

The media library is used to download specific assets such as images, data sheets, package inserts, and more.

Training

The Training page can be used to access the bCom User Guide, Quick Tips, FAQs, How to Videos and link to the 3M Academy.

Footer Navigation

Footer Navigation, located at the bottom of every page, displays the hierarchy of features represented as text links as well as administrative content; copyright statements, terms of use, legal disclaimers, website feedback links, and more.

Clicking on the "TOP" button will bring you to the top of the page.
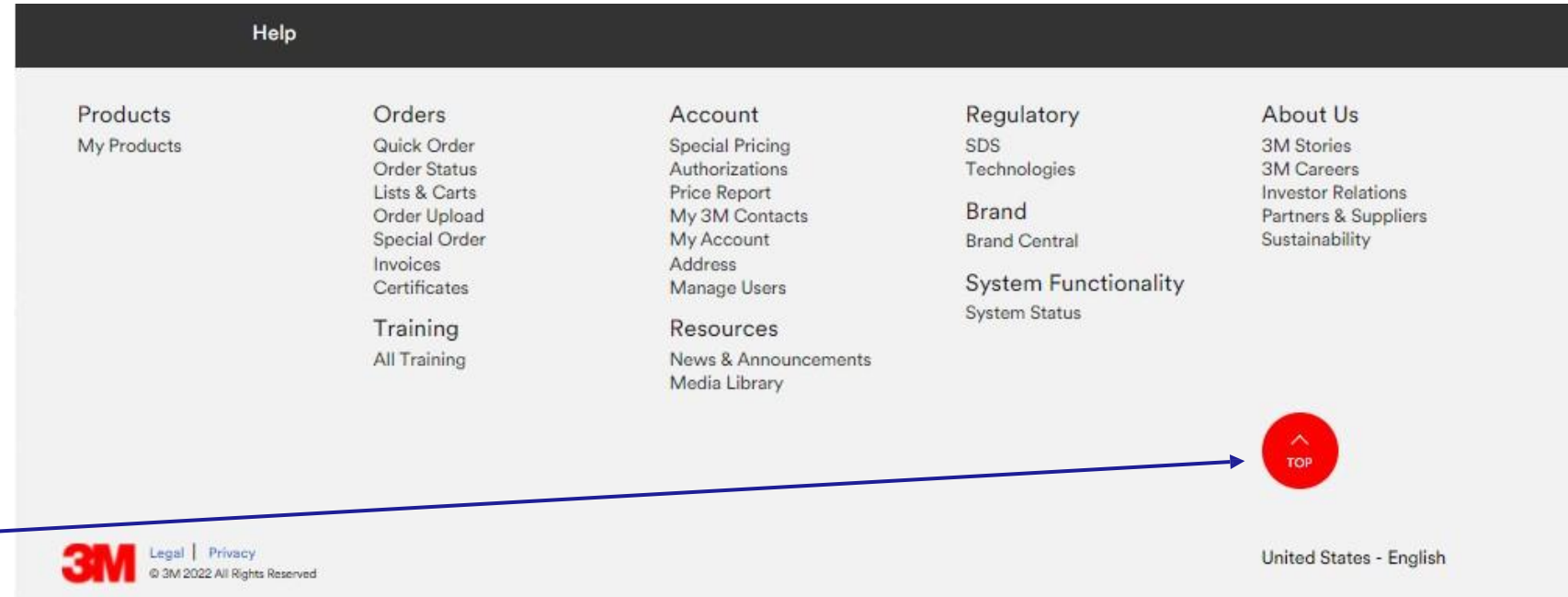
3M Virtual Intelligent Assistant (VIA)

3M's Virtual Intelligent Assistant (VIA) is available 24/7 and can assist with a variety of topics including:

- New or existing orders
- Help with 3M products
- Site support for bCom
- Check open and closed inquiries
- File a complaint or request a return

Click on the icon to get started.

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