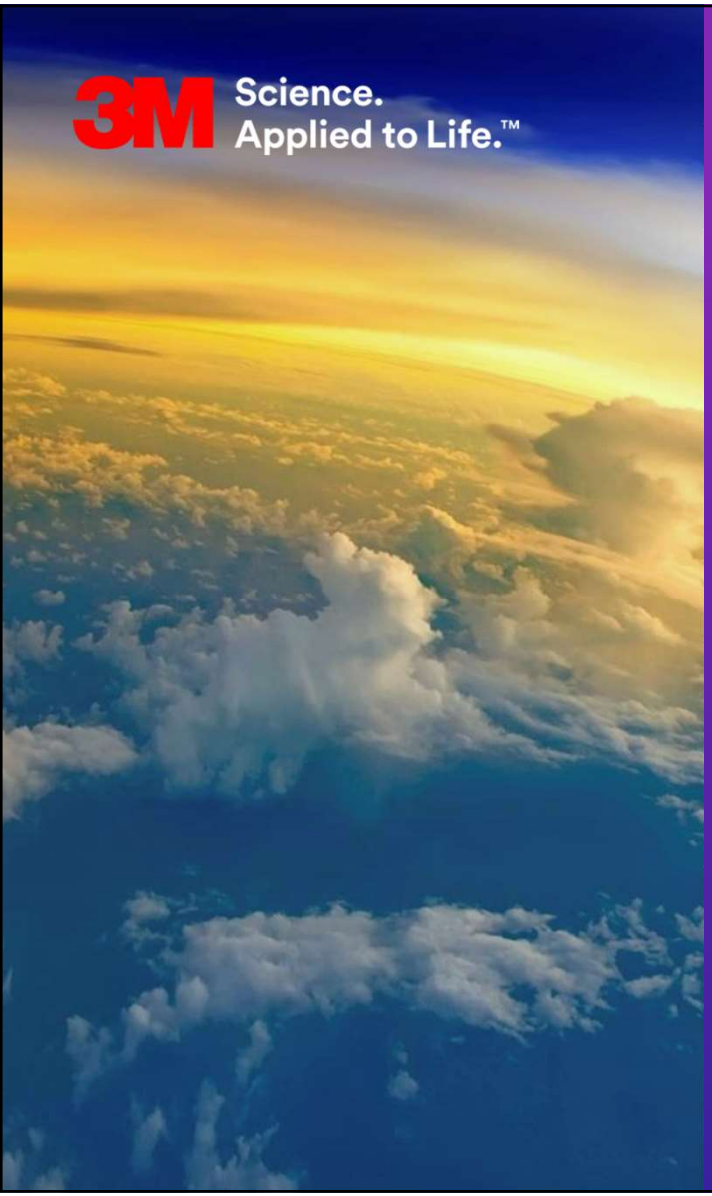

Scott Health and Safety - ERP Deployment Supplier Reference Guide-Manual Transaction

August 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.
- Non-eCommerce Suppliers may become eCommerce in the future
- This document and additional information regarding the supplier reference guide- Manual Transaction via this link:

https://www.3m.co.uk/3M/en_GB/suppliers-direct/

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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 3MGSCAPSCOTTSAFETY@MMM.COM via email

Payment Status

- Payment status is communicated via email.

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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

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PO Requested Delivery Dates

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

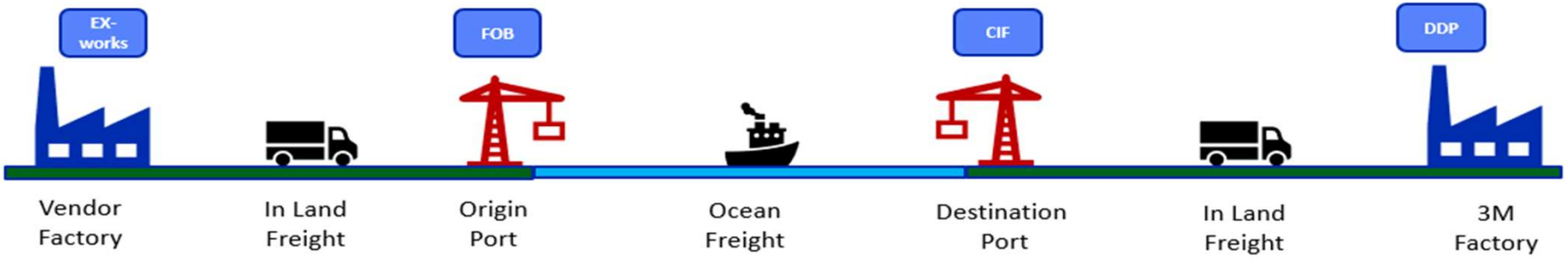
- **Existing Lead time**

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



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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.

P.T.3M Indonesia
Perkantoran Hijau Arkadia Tower
F Lt.8 & 9 Jl.Let Jend TB
Simatupang Kav.88, Kebagusan
Pasar Minggu, Jakarta Selatan,
12520 DKI Jakarta
NPWP : 01.000.560.1-052.000

TO:
[redacted]

Ship To:
PT. Ceva Logistics Indonesia
Komplek Pergudangan
Widya Sakti Kusuma Blok B 01
Jl. Raya Bekasi KM 28
Jl. Wahab Affan, Pondok Ungu
17132 BEKASI-JAWA BARAT
INDONESIA

Purchase Order Date

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

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

Buyer:
Arif Prabowo
anprabowo@mmm.com
63-2-9089090

Send Invoice To:
P.T.3M Indonesia
Perkantoran Hijau Arkadia Tower
F Lt.8 & 9 Jl.Let Jend TB
Simatupang Kav.88,Kebagusan
Pasar Minggu,Jakarta Selatan,
12520 DKI Jakarta
Email:idinv@mmm.com

Delivery date at 3M Factory

Line	Item description	Quantity	Unit Price	Due Date	Item Total
10	7100040844 ID-AF10 Pengharum Ruangan Seri 1 Test - Item text Change Old Material No: UU001552684 Tax Rate: 10.00% 8999280139218 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
Test - 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 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 receipt of goods at 3M Factory

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Purchase orders

Freight Terms

- Freight terms and Incoterms stated on the PO.

PO Term and Condition

- PO/ Scheduling Agreement Terms and Conditions, please visit: https://multimedia.3m.com/mws/media/2424597O/3m-scott-health-safety-ltd.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

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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 : 3MGSCAPSCOTTSAFETY@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 3MGSCAPSCOTTSAFETY@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).

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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

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ASN Template

ASN Header								ASN Line							
Vendor Number	Vendor Name	ASN Number	Delivery Date	Bill of Lading	Trailor/ 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	Trailor/ Transport ID	Mode of Transport	Carrier	ASN/Delivery Line Number	Purchase Order	PO Line	Material	Quantity	UOM	Vendor Batch	Mfg Date

Click here for ASN template

Microsoft Excel Worksheet

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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

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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”

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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

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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 is GSC Buyer whose name and contact information is stated on each purchase order.
Who do I contact regarding billing questions?	For questions regarding payment status or remittance information, send an email to: 3MGSCAPSCOTTSAFETY@MMM.COM
If I have questions not covered here, who do I contact?	Please contact your 3M representative

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With your partnership,
a bright future is ahead.
Thank you.
3M
3M
Global
Headquarters
Global
Headquarters