



# Enterprise Resource Planning (ERP)

## Reference Guide

Use to identify any changes needed to your systems or processes and as a reference for new information appearing on your documents

# 3M's New ERP Enables our Transformation

Enterprise Resource Planning (ERP) system is used to automate business process and applications and is the foundation of our global operations.

The ERP will deliver:

- Global systems connected worldwide
- Consistency across all our operations
- Improved ease of doing business with 3M
- Higher quality of service
- Increased speed and agility to respond to your needs





# Deploying a New Enterprise Resource Planning System

3M is transforming our company to deliver superior service, with improved speed and agility to position both of our companies for future growth.



As part of this transformation, we are implementing an Enterprise Resource Planning (ERP) system which will allow for streamlined transactions with you.

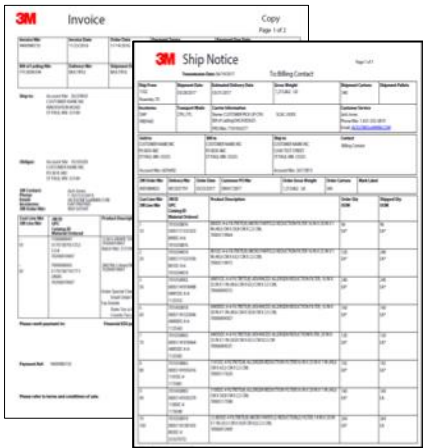


Our ERP roll out in the U.S. is scheduled in three phases, over the next several years, starting with ordering and transactional activities, followed by distribution centers, and ending with our manufacturing plants.



# While Most Things Stay the Same, You Will Notice a Few Changes

## Documents



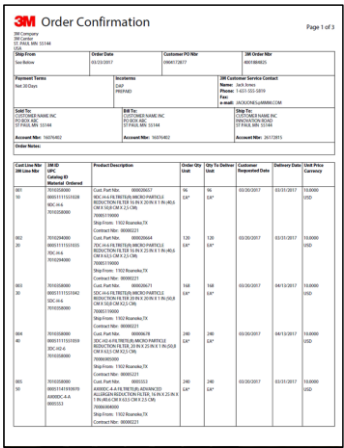
Consistent look across documents

## 3M ID Numbers



Addition of 10-digit 3M ID number on documents and labels

## Order Dating



Order timing now calculated to a delivery date

## Certificates



New information appears on certificates

Shelf life will be expressed as an expiration date

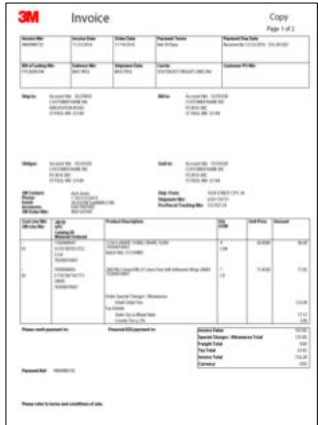
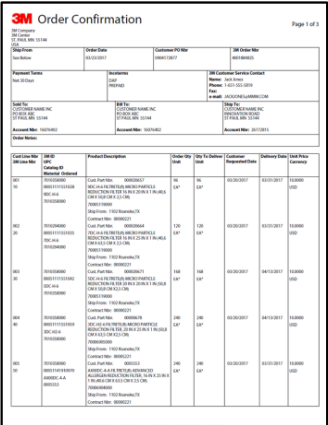
## bCom



New Online Partner Portal

## Order Numbering

Order Number → Delivery Number → Invoice Number



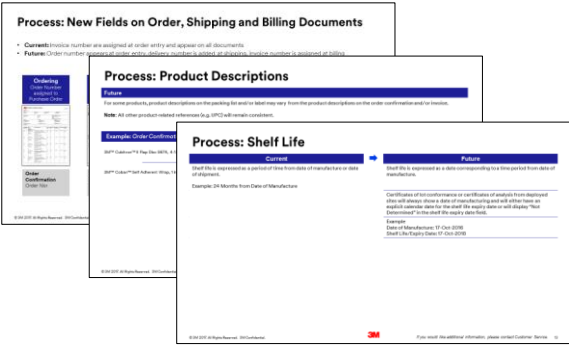
Invoice number is applied at billing rather than at order entry



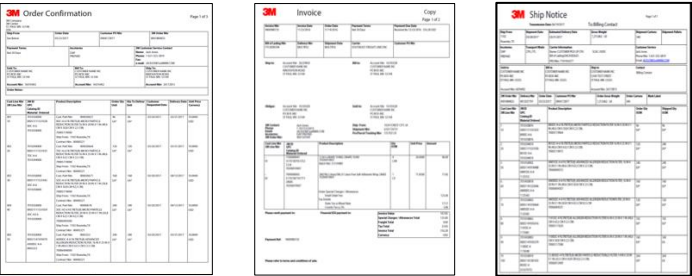
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Highlights of key changes that cover multiple documents or transactions



Images of new documents and highlights of key fields that are changing

3M sites that have implemented the ERP system will be referred to as "deployed sites;" sites that have not will be referred to as "non-deployed sites."

# Process: New Fields on Order, Shipping and Billing Documents

- **Current:** Order number appears at order entry; invoice number is assigned at billing.
- **Future:** Order number appears at order entry, delivery number is added at shipping, invoice number is assigned at billing.

## Ordering

Order Number assigned to Purchase Order

The 3M Order Confirmation form displays a table of ordered items with columns for Item Number, Description, Quantity, Unit, Price, and Total. It includes a header section for customer and ship-to information, and a footer with contact details.

**Order Confirmation**  
Order Nbr

## Shipping

Delivery Number Added to each Shipment

The 3M Packing List and 3M Ship Notice forms provide details about the shipped items, including item numbers, descriptions, quantities, and delivery dates. The Ship Notice form also includes a section for the delivery number.

**Packing List**  
Ship Ref Nbr

**Bill of Lading**  
Ship Ref Nbr

**Ship Notice**  
Order Nbr  
Delivery Nbr

## Billing

Invoice Number Added to each Shipment

The 3M Invoice, 3M Credit Memo, and 3M Debit Memo forms show the financial details of the transaction, including item numbers, descriptions, quantities, and prices. The Invoice form also includes a section for the invoice number.

**Invoice**  
Order Nbr  
Delivery Nbr  
Shipment Nbr

**Credit Memo**  
Order Nbr  
Delivery Nbr

**Debit Memo**  
Order Nbr  
Delivery Nbr

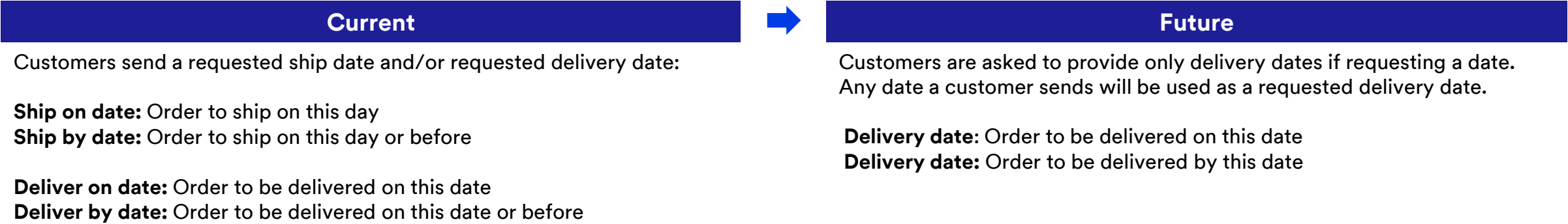


# Process: Product and Order Numbering Details

	Current	Future
3M ID	Multiple different ID#s. Some alpha-numeric.	10-digit random numeric. Customers may continue to use the 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number.
Invoice Number	6-digit	10-digit numeric (9234567891) randomly assigned, non-sequential. Billing documents such as the invoice, debit memo and credit memo begin with “9”. Invoice number will no longer appear on order documents or shipping documents.
3M Order Number	6-digit; assigned when the order is placed	10-digit numeric (4234567891) beginning with “4” referenced on most documents associated with a 3M order.
3M Delivery Number	Does not exist	10-digit numeric (8234567891) beginning with “8” assigned to orders processed for shipping from deployed sites. If shipped from non-deployed sites, the format is 7-digit alphanumeric (AB12345). The Delivery Number is used similarly to the former 3M Invoice Number.
Shipment Number	Does not exist	10-digit numeric (1234567891) assigned at shipping from a deployed site. If shipped from a distribution center (DC) or non-deployed manufacturing site, the format is 10-digit alphanumeric (ABCD123456). Multiple Delivery Numbers can be associated with one Shipment Number.
Ship Reference Number	Does not exist	10-digit numeric (8234567891) beginning with “8” if shipped from deployed sites, which will match the Delivery Number on other documents. If shipped from non-deployed sites the format will show 7-digit alphanumeric (AB12345) that corresponds to the former 3M invoice number.



# Process: Customer-Requested Ship Dates



Example of Customer Requested Dates:						
Assumes 2 day transit time		Monday	Tuesday	Wednesday	Thursday	Friday
Current	Customer requests ship date of Wednesday			Order Shipped		Order Delivered
Future	Customer requests ship date of Wednesday	Order shipped		Order Delivered		
	ERP automatically <i>turns ship date into delivery date</i>					
	Customer requests delivery date of Wednesday	Order Shipped		Order Delivered		



# Process: Order Status

## Current

Order statuses only appear on the Sales Order Tracking Inquiry screen. Customers Service manually reviews this and answers customer questions. There is no partner portal.



## Future (once fully deployed)

Order statuses do not appear on order acknowledgments or reacknowledgments; status is indicated by delivery date. Order statuses appearing on bCom reflect order processing status:

Received:	Order received
In Process:	Order currently being processed
In Review:	Order being checked for completeness
Cancelled:	Entire order has been rejected or canceled
Partially Shipped:	Partial order shipped
Shipped:	Order shipped

# Process: Product Descriptions

## Future

For some products, product descriptions on the packing list and/or label may vary from the product descriptions on the order confirmation, ship notice and/or invoice.

**Note:** All other product-related references (e.g. UPC) will remain consistent.

### Example: Order Confirmation and/or Invoice Description

3M™ Cubitron™ II Flap Disc 967A, 4-1/2in x 7/8in, 40+ Y-weight, T27, 10 per case

3M™ Coban™ Self Adherent Wrap, 1 inch x 5 yards, 30 Rolls/Case, 1581

### Example: Packing List and/or Label Description

40+Y 3M967A FLAP DISC T27                      4 ½ X 7/8

1581 COBAN SELF ADH WRAP 1INX5YD, 30RL/CS



# Process: Unit of Measure Format

## Current

Units of measure are in various formats.



## Future

Units of measure are in standard ISO format.

Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers may continue to use existing format.

Example: Customers who order by case will see CV instead of CA or CS; customers who order by box may see PAC for pack or CAR for carton instead of BOX. **Check with Kim on future UOM**



# Process: Shelf Life

## Current

Shelf life is expressed as an expiration date for a limited number of products.

Example: Product expires 17-Oct-2022



## Future

Shelf life is expressed as a date corresponding to a time period from date of manufacture.

Certificates of lot conformance or certificates of analysis from deployed sites will always show a date of manufacturing and will either have an explicit calendar date for the shelf-life expiry date or will display “Not Determined” in the shelf-life expiry date field. Refer to the 3M technical data sheet for more information.

Example  
Date of Manufacture: 17-Oct-2020  
Shelf Life/Expiry Date: 17-Oct-2022



# Process: Partner Portal

Customers who currently use 3M’s partner portal will be contacted with detailed change information.

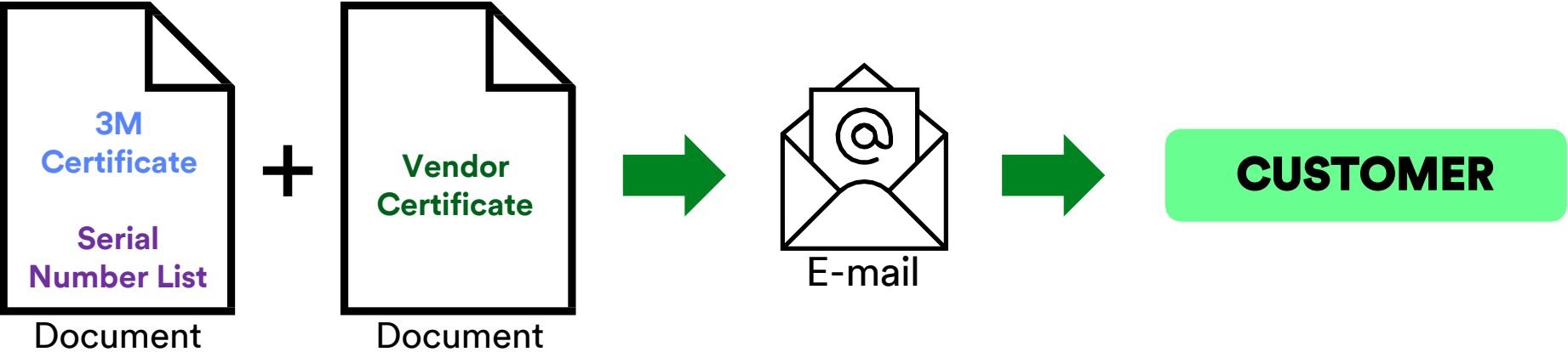
Current	Future
Customers order 3M products either by calling customer service or sending an e-mail.	Order through our new partner portal (bCom)– a single 3M customer experience, 24/7 anywhere access.
No portals exists; all questions relating to product availability, placing orders, checking order status, viewing real time price lists or product information is via a phone call or e-mail to customer service	One-stop-shop, state of the art experience to check product availability, place orders, check order status, view real time price lists or product information. Also access agreements, pricing extracts, Point of Sale (POS) data, product files and information, news and announcements and more.
No portals or platforms exist.	Accessed securely using a computer, tablet or mobile device.
Customers order 3M products either by calling customer service or sending an e-mail.	Can upload your order file, or create a list of frequently ordered products to make the ordering process seamless and efficient.
No product searchable catalog	A searchable catalog - look for products by entering a key word, product ID number, your own code or other product characteristics.
No product site exists	Ability to manage your own site users 24/7 – registration, login, updates, etc.



# Process: Certificates for Cylinders

# Upcoming Changes

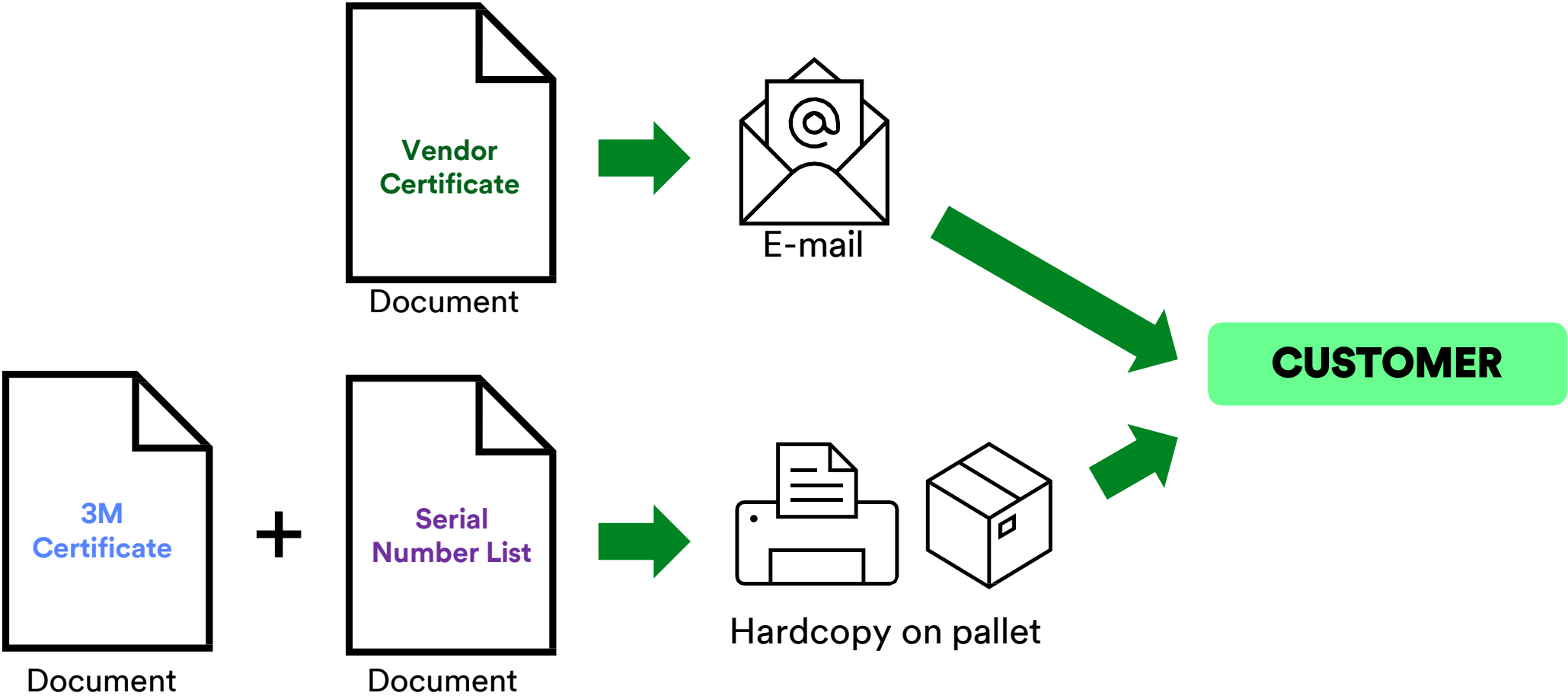
## Current State



# Process: Certificates for Cylinders

# Upcoming Changes

## Future State



# Document: Order Confirmation

Future

### 3M Order Number

- **Current:** Order number is assigned when the order is placed
- **Future:** 10-digit numeric (4234567891) beginning with “4” referenced on most documents associated with a 3M order.

### Account Number

- **Current:** 6-digit alphanumeric (ABC123)
- **Future:** 8-digit numeric (12345678). Customers may continue using existing account numbers. Only new account numbers will appear on documents.
- **Current:** Customer account assignments have three designations. Each designation has a unique account number:
  - Bill-To account number: Where AR posts and where the invoice is sent.
  - Sold-To account number: Location that places the order.
  - Ship-To account number: Location products will be shipped (may or may not be the same as the Bill-To or Sold-to).
- **Future:** Customer account assignments will have four designations. The same account number may be used multiple times:
  - Sold-To account number: Where AR posts and is the ordering account number.
  - Bill-To account number: Where the invoice is sent (may be the same as the Sold-To).
  - Ship-To account number: Where products will be shipped.
  - Obligor account number: Legal entity obligated to pay the invoice.

**NOTE:** Order confirmation will not display the Obligor account number.

### 3M ID

- **Current:** Multiple different ID#s. Some alpha-numeric.
- **Future:** 10-digit random numeric – both the current alpha-numeric and 10-digit 3M ID will be referenced during the transition. Customers may continue to use alpha-numeric ID, UPC, and/or 3M Catalog Number.



## Order Confirmation

New Format

3M Company  
3M Center  
ST. PAUL, MN 55144  
USA

<b>Ship From</b> See Below	<b>Order Date</b> 03/23/2017	<b>Customer PO Nbr</b> 0904172877	<b>3M Order Nbr</b> 4001884825
<b>Payment Terms</b> Net 30 Days	<b>Incoterms</b> DAP PREPAID		<b>3M Customer Service Contact</b> <b>Name:</b> Jack Jones <b>Phone:</b> 1-651-555-5819 <b>Fax:</b> <b>e-mail:</b> JACKJONES@MMM.COM
<b>Sold To:</b> CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55144	<b>Bill To:</b> CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55144		<b>Ship To:</b> CUSTOMER NAME INC INNOVATION ROAD ST PAUL MN 55144
<b>Account Nbr:</b> 16076402	<b>Account Nbr:</b> 16076402		<b>Account Nbr:</b> 26172815
<b>Order Notes:</b>			

Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Order Qty Unit	Qty To Deliver Unit	Customer Requested Date	Delivery Date	Unit Price Currency
001 10	7010358000 00051111551028 9DC-H-6 7010358000	Cust. Part Nbr: 000020657 9DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 20 IN X 1 IN (40,6 CM X 50,8 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	96 EA*	96 EA*	03/20/2017	03/31/2017	10.0000 USD
002 20	7010294000 00051111551035 7DC-H-6 7010294000	Cust. Part Nbr: 000020664 7DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 25 IN X 1 IN (40,6 CM X 63,5 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	120 EA*	120 EA*	03/20/2017	03/31/2017	10.0000 USD
003 30	7010358000 00051111551042 SDC-H-6 7010358000	Cust. Part Nbr: 000020671 SDC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 20 IN X 20 IN X 1 IN (50,8 CM X 50,8 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	168 EA*	168 EA*	03/20/2017	04/13/2017	10.0000 USD
004 40	7010358000 00051111551059 3DC-H2-6 7010358000	Cust. Part Nbr: 00000678 3DC-H2-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50,8 CM X 63,5 CM X 2,5 CM) 70006905000 Ship From: 1102 Roanoke, TX Contract Nbr: 00005221	240 EA*	240 EA*	03/20/2017	04/13/2017	10.0000 USD
005 50	7010358000 00051141910970 AX00DC-4-A 0005553	Cust. Part Nbr: 00005553 AX00DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 25 IN X 1 IN (40,6 CM X 63,5 CM X 2,5 CM) 70006904000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	240 EA*	240 EA*	03/20/2017	03/31/2017	10.0000 USD





# Document: Order Confirmation

Future

## Order Quantity Unit

- Future:** Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers can continue to use existing format.

## Customer Requested Date

- Current:** Deliver By or Deliver On date if requested by the customer
- Future:** Estimated delivery date if requested by the customer. If customer provides requested ship date it will be used as requested delivery date. If customer doesn't provide a date, date is order processing date.

## Delivery Date

- Current:** Customer specifies ship date or delivery date
- Future:** 3M estimated delivery date. If customer sends a requested ship date instead of a delivery date, the Delivery Date will contain the requested ship date.

**NOTE:** Invoice number is assigned at billing and consequently will no longer be shown on order confirmation. Most order documents reference a 3M order number.

If items are shipping from a non-deployed location, the Delivery Date will show “TBD” until date is confirmed by site.

If customer is set up with re-acknowledgements, including EDI:  
Updated Order Confirmation is sent with changes identified by asterisks\*\* resulting from Line additions/deletions, Date, Quantity and Material changes.

Orders with multiple shipping methods will split into multiple confirmations.

3M

Order Confirmation

3M Company  
3M Center  
ST. PAUL MN 55144  
USA

New Format

Ship From  
See Below

Order Date  
03/23/2017

Customer PO Nbr  
0904172877

3M Order Nbr  
4001884825

Payment Terms  
Net 30 Days

Incoterms  
DAP  
PREPAID

3M Customer Service Contact  
Name: Jack Jones  
Phone: 1-651-555-5819  
Fax:  
e-mail: JACKJONES@MMM.COM

Sold To:  
CUSTOMER NAME INC  
PO BOX ABC  
ST PAUL MN 55144

Bill To:  
CUSTOMER NAME INC  
PO BOX ABC  
ST PAUL MN 55144

Ship To:  
CUSTOMER NAME INC  
INNOVATION ROAD  
ST PAUL MN 55144

Account Nbr: 16076402

Account Nbr: 16076402

Account Nbr: 26172815

Order Notes:

Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Order Qty Unit	Qty To Deliver Unit	Customer Requested Date	Delivery Date	Unit Price Currency
001 10	7010358000 00051111551028 9DC-H-6 7010358000	Cust. Part Nbr: 000020657 9DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 20 IN X 1 IN (40,6 CM X 50,8 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	96 EA*	96 EA*	03/20/2017	03/31/2017	10.0000 USD
002 20	7010294000 00051111551035 7DC-H-6 7010294000	Cust. Part Nbr: 000020664 7DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 25 IN X 1 IN (40,6 CM X 63,5 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	120 EA*	120 EA*	03/20/2017	03/31/2017	10.0000 USD
003 30	7010358000 00051111551042 SDC-H-6 7010358000	Cust. Part Nbr: 000020671 SDC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 20 IN X 20 IN X 1 IN (50,8 CM X 50,8 CM X 2,5 CM) 70005119000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	168 EA*	168 EA*	03/20/2017	04/13/2017	10.0000 USD
004 40	7010358000 00051111551059 3DC-H2-6 7010358000	Cust. Part Nbr: 000006678 3DC-H2-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50,8 CM X 63,5 CM X 2,5 CM) 70006905000 Ship From: 1102 Roanoke, TX Contract Nbr: 00005221	240 EA*	240 EA*	03/20/2017	04/13/2017	10.0000 USD
005 50	7010358000 00051141910970 AX00DC-4-A 0005553	Cust. Part Nbr: 0005553 AX00DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 25 IN X 1 IN (40,6 CM X 63,5 CM X 2,5 CM) 70006904000 Ship From: 1102 Roanoke, TX Contract Nbr: 00000221	240 EA*	240 EA*	03/20/2017	03/31/2017	10.0000 USD

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If you would like additional information, please contact Customer Service.

D2

# Document: Certificates

## Future

### Certificate of Lot Conformance/Certificate of Conformance/Certificate of Analysis

#### 3M Delivery/Invoice Number

10-digit numeric (8234567891) beginning with “8” assigned to orders processed for shipping from deployed sites.

#### 3M Stock Number

- **Current:** Multiple different ID#s. Some alpha-numeric.
- **Future:** 10-digit random numeric; legacy alpha-numeric will be referenced in the product description.

### Certificate of Lot Conformance/Certificate of Conformance

**If shipping from deployed sites:** Return address on the document will change from the shipping location (e.g. Forest City) to St. Paul, MN. Shelf life will change to an explicit calendar date calculated from date of manufacture. Product storage conditions will no longer show on the certificate – refer to the 3M technical data sheet.

### Certificate of Lot Conformance/Certificate of Analysis

Certificates of lot conformance or certificates of analysis from deployed sites will always show a date of manufacturing and will either have an explicit calendar date for the shelf life expiry date or will display “Not Determined” in the shelf life expiry date field – refer to the 3M technical data sheet.

#### Certificate of Analysis

As manufacturing sites deploy, customers will see a change in the format of the CoA documents.



### Certificate of Lot Conformance

CUSTOMER NAME INC  
INNOVATION ROAD  
ANYTOWN MN 54144 USA

3M Company  
St. Paul MN 55144  
USA

Date certificate is prepared: 21-Dec-2016

The 3M product listed below was produced in accordance with standard manufacturing processes for the product in effect at the time of manufacture.

3M Delivery Number 8010514721	Customer PO Number 12345	Customer Part Number 99899
3M Stock Number 7100026831	GTIN Number 04046719497096	3M's Legacy 11 -digit Stock Number DH888840294
Product Description : 3M™ Transpore™ White 1in x 10yds 12 Rolls/Case 1534-1		
Additional Product Information :		

Batch Identifier: 201907UA Date of Manufacture: 01-Jul-2016 Shelf Life/Expiry Date : 01-Jul-2019

Please contact your 3M Customer Service Representative if you have any questions.

**Warranty and Limited Remedy:** Unless stated otherwise in 3M's product literature, packaging inserts or product packaging for individual products, 3M warrants that each 3M product meets the applicable 3M specifications at the time 3M ships the product. Individual products may have additional or different warranties as stated on product literature, package inserts or product packaging. 3M MAKES NO OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR ANY IMPLIED WARRANTY OR CONDITION ARISING OUT OF A COURSE OF DEALING, CUSTOM OR USAGE OF TRADE. User is responsible for determining whether the 3M product is fit for a particular purpose and suitable for user's application. If the 3M product is shown to be nonconforming within the warranty period, your exclusive remedy and 3M's sole obligation will be, at 3M's option, to replace the nonconforming 3M product or refund the purchase price.

**Limitation of Liability:** Except where prohibited by law, 3M will not be liable for any loss or damage arising from the 3M product, whether direct, indirect, special, incidental or consequential, regardless of the legal theory asserted, including warranty, contract, negligence or strict liability.

This certificate or any information contained in it does not amend or change any applicable 3M terms and conditions of sale.

# Document: Labels

## Shipping Label

### Ship Reference

- **Current:** Sales order number, product description, lot number included on the shipping label
- **Future:** Ship Reference Number is 10-digit numeric (8234567891) beginning with “8” if shipped from deployed sites, which will match the Delivery Number on other documents.

### 3M ID

- **Current:** Multiple different ID#s. Some alpha-numeric.
- **Future:** 10-digit random numeric; legacy alpha-numeric will be referenced in the product description. Customers may continue to use alpha-numeric 3M ID, UPC, and/or 3M Catalog Number.

## Example: Carton Label



Alpha Numeric  
New 10-digit ID

## Additional Labels



SCBA

### Product Level Labeling

If 3M ID is printed on the product, the 10-digit stock number will be updated at a later date.



### Primary/Inner Packaging/Labeling

If the 3M ID is printed on the inner pack, the 10-digit stock number will be added at a later date.



### Shipper Case Label

For most labels, the 10-digit 3M ID will be printed in addition to the existing 11-digit 3M ID. Pre-printed labels will be updated at a later date.



### Transit/Transportation Labels & Documents

The 10-digit 3M ID will be printed in addition to the 11-digit 3M ID where it currently appears.

# Document: Packing List

## Future

### Shipping Reference

**Now:** All sales order information except pricing  
**Future:** 10-digit numeric (8234567891) beginning with “8” if shipped from deployed sites, which will match the Delivery Number on other documents.

### Product

**Future:** 10-digit random numeric; legacy alpha-numeric will be referenced in the product description.  
Customers may continue to use alpha-numeric 3M ID, UPC, and/or 3M Catalog Number.

## New Format

### 3M PACKING LIST

P.O. NUMBER 1111222233  
Printed on 06/20/2017 10:29:05 AM



SHIP TO:  
CUSTOMER NAME INC  
12345-ABC  
INNOVATION ROAD  
ST PAUL MN, US

CHARGE TO:  
CUSTOMER NAME INC  
12345-ABC  
INNOVATION ROAD  
ST PAUL MN, US

SHIPPING REFERENCE #: 8012043873  
SHIP FROM LOC: DAC  
WAVE #: 0620\_02  
WORK LIST ID #: 00000  
EMPLOYEE #: 0000000  
PRINTING #: 1  
FORM #: A1  
CUSTOMER ORDER DATE: 04/21/2017  
SHIP DATE: 06/20/2017  
ORIG SHIP REF #:

#### THIS PACKING LIST CONTAINS

Pieces: 21  
Weight: 104.16

#### MARK SHIPPING LABEL:

LINE NBR	YOU ORDERED	SHIPPED	BACK ORDERED	BILL UNIT	UPC / 3M-ID	PRODUCT	TOT LINE WEIGHT	TOTAL PIECES
000004	126.00	126.00		EA	0-00-51111-55105-9	803DC-H2-6 MCR PRTCL RDCTN 20IN X25IN 70-0069-0591-6 7010358904	104.16	21.00

NOTES:  
QUESTION? CALL YOUR 3M CUSTOMER SERVICE REP  
Jack Jones  
PHONE 1-651-555-5819

Thank you for your order

PAGE 1 of 1

Thank you for your order







# Document: Ship Notice

## Future

### Account Number

- Current:** 7-digit alphanumeric (ABC1234)
- Future:** 8-digit numeric (12345678). Customers may continue using existing account numbers. Only new account numbers will appear on documents.
- Current:** Customer account assignments have two designations. The same account number may be used for both:
  - Charge-To account number: Where AR posts and where the invoice is sent.
  - Ship-To account number: Where products will be shipped.
- Future:** Customer account assignments will have four designations. The same account number may be used multiple times:
  - Sold-To account number: Where AR posts.
  - Bill-To account number: Where the invoice is sent.
  - Ship-To account number: Where products will be shipped.
  - Obligor account number: Legal entity obligated to pay the invoice.


**NOTE:** Ship Notice will not display the Obligor account number.

### 3M Order Number

- Current:** Does not exist
- Future:** 10-digit numeric (4234567891) beginning with “4” referenced on most documents associated with a 3M order.

### Delivery Number

- Current:** Does not exist
- Future:** 10-digit numeric (8234567891) beginning with “8” assigned to orders processed for shipping from deployed sites. If shipped from non-deployed sites it will contain a 7-digit alphanumeric (AB12345).

 Ship Notice

New Format

Transmission Date: 06/19/2017

To: Billing Contact

Ship From 1102 Roanoke, TX	Shipment Date 03/28/2017	Estimated Delivery Date 03/31/2017	Gross Weight 1,213.862 LB	Shipment Cartons 340	Shipment Pallets	
Incoterms DAP PREPAID	Transport Mode CPU_FTL	Carrier Information Name: CUSTOMER PICK UP CPU Bill of Lading: DACA302635 PRO Nbr: 7101416377	SCAC: XXXX	Customer Service Jack Jones Phone Nbr: 1-651-555-5819 Email: <a href="mailto:JACK.JONES@MMM.COM">JACK.JONES@MMM.COM</a>		
Sold to CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55555		Bill to CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55555	Ship to CUSTOMER NAME INC 12345 TEST STREET ST PAUL MN 55555		Contact Billing Contact	
Account Nbr: 6076402		Account Nbr: 26172815				
3M Order Nbr 4001884825	Delivery Nbr 8012037791	Order Date 03/23/2017	Customer PO Nbr 0904172877	Order Gross Weight 1,213.862 LB	Order Cartons 340	
Mark Label						
Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description			Order Qty UOM	Shipped Qty UOM
1 10	7010358876 50051111551023 800DC-H-6 7010358876	800DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 20 IN X 1 IN (40.6 CM X 50.8 CM X 2.5 CM) 70005119964			96 EA*	96 EA*
2 20	7010294019 50051111551030 801DC-H-6 7010294019	801DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 25 IN X 1 IN (40.6 CM X 63.5 CM X 2.5 CM) 70005119972			120 EA*	240 EA*
5 50	7010358902 00051141918488 AW01DC-4-A 1125553	AW01DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 25 IN X 1 IN (40.6 CM X 63.5 CM X 2.5 CM) 70006904315			240 EA*	240 EA*
6 60	7010430818 00051141323046 AW00DC-4-A 1125560	AW00DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 20 IN X 1 IN (40.6 CM X 50.8 CM X 2.5 CM) 70006904307			160 EA*	160 EA*
7 70	7010358903 00051141918464 AW03DC-4-A 1125585	AW03DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50.8 CM X 63.5 CM X 2.5 CM) 70006904331			120 EA*	120 EA*
8 80	7010358865 00051141935416 1101DC-4 1175981	1101DC-4 FILTRETE(R) ALLERGEN REDUCTION FILTERS 16 IN X 25 IN X 1 IN (40.6 CM X 63.5 CM X 2.5 CM) 70005117620			192 EA*	192 EA*
9 90	7010430803 00051141935379 1100DC-4 1176048	1100DC-4 FILTRETE(R) ALLERGEN REDUCTION FILTERS 16 IN X 20 IN X 1 IN (40.6 CM X 50.8 CM X 2.5 CM) 70005117588			160 EA*	160 EA
10 100	7010358919 00051141381435 805DC-4 551679753	(1) 805DC-4 FILTRETE(R) MICRO PARTICLE REDUCTION(2) FILTER, 14 IN X 20 IN X 1 IN (35.5 CM X 50.8 CM X(3) 2.5 CM) 70006912409			264 EA*	264 EA

# Document: Ship Notice

Future

## 3M ID

- **Current:** 11-digit numeric
- **Future:** 10-digit random numeric – both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number.

## Unit of Measure

- **Future:** Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers can continue to use existing format.



## Ship Notice

New Format

Transmission Date: 06/19/2017

To: Billing Contact

Ship From 1102 Roanoke, TX		Shipment Date 03/28/2017		Estimated Delivery Date 03/31/2017		Gross Weight 1,213.862 LB		Shipment Cartons 340		Shipment Pallets			
Incoterms DAP PREPAID		Transport Mode CPU_FTL		Carrier Information Name: CUSTOMER PICK UP CPU Bill of Lading:DACA302635 PRO Nbr: 7101416377				SCAC: XXXX  Customer Service Jack Jones Phone Nbr: 1-651-555-5819 Email: <a href="mailto:JACK.JONES@MMM.COM">JACK.JONES@MMM.COM</a>					
Sold to CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55555				Bill to CUSTOMER NAME INC PO BOX ABC ST PAUL MN 55555				Ship to CUSTOMER NAME INC 12345 TEST STREET ST PAUL MN 55555		Contact Billing Contact			
Account Nbr: 6076402				Account Nbr: 26172815									
3M Order Nbr 4001884825		Delivery Nbr 8012037791		Order Date 03/23/2017		Customer PO Nbr 0904172877		Order Gross Weight 1,213.862 LB		Order Cartons 340		Mark Label	
Cust Line Nbr 3M Line Nbr		3M ID UPC Catalog ID Material Ordered		Product Description						Order Qty UOM		Shipped Qty UOM	
1 10		7010358876 50051111551023 800DC-H-6 7010358876		800DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 20 IN X 1 IN (40.6 CM X 50.8 CM X 2.5 CM) 70005119964						96 EA*		96 EA*	
2 20		7010294019 50051111551030 801DC-H-6 7010294019		801DC-H-6 FILTRETE(R) MICRO PARTICLE REDUCTION FILTER 16 IN X 25 IN X 1 IN (40.6 CM X 63.5 CM X 2.5 CM) 70005119972						120 EA*		240 EA*	
5 50		7010358902 00051141918488 AW01DC-4-A 1125553		AW01DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 25 IN X 1 IN (40.6 CM X 63.5 CM X 2.5 CM) 70006904315						240 EA*		240 EA*	
6 60		7010430818 00051141323046 AW00DC-4-A 1125560		AW00DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 16 IN X 20 IN X 1 IN (40.6 CM X 50.8 CM X 2.5 CM) 70006904307						160 EA*		160 EA*	
7 70		7010358903 00051141918464 AW03DC-4-A 1125585		AW03DC-4-A FILTRETE(R) ADVANCED ALLERGEN REDUCTION FILTER, 20 IN X 25 IN X 1 IN (50.8 CM X 63.5 CM X 2.5 CM) 70006904331						120 EA*		120 EA*	
8 80		7010358865 00051141935416 1101DC-4 1175981		1101DC-4 FILTRETE(R) ALLERGEN REDUCTION FILTERS 16 IN X 25 IN X 1 IN (40.6 CM X 63.5 CM X 2.5 CM) 70005117620						192 EA*		192 EA*	
9 90		7010430803 00051141935379 1100DC-4 1176048		1100DC-4 FILTRETE(R) ALLERGEN REDUCTION FILTERS 16 IN X 20 IN X 1 IN (40.6 CM X 50.8 CM X 2.5 CM) 70005117588						160 EA*		160 EA	
10 100		7010358919 00051141381435 805DC-4 551679753		(1) 805DC-4 FILTRETE(R) MICRO PARTICLE REDUCTION(2) FILTER, 14 IN X 20 IN X 1 IN (35.5 CM X 50.8 CM X 2.5 CM) 70006912409						264 EA*		264 EA	



# Document: Invoice

## Future

### Invoice Number

- **Current:** 7-digit alphanumeric (AB12345), sequential for related shipments or backorders. Prefix significant to designate most manufacturing sites.
- **Future:** 10-digit numeric (9234567891) beginning with “9”. Randomly assigned, non-sequential. Invoice number will no longer appear on order or shipping documents.

### Delivery Number

- **Current:** Does not exist
- **Future:** 10-digit numeric (8234567891) beginning with “8” assigned to orders processed for shipping from deployed sites. If shipped from non-deployed sites, it will contain a 7-digit alphanumeric (AB12345).

### Account Number

- **Current:** 7-digit alphanumeric (ABC1234)
- **Future:** 8-digit numeric (12345678). Customers may continue using existing account numbers. Only new account numbers will appear on documents.
- **Current:** Customer account assignments have two designations. The same account number may be used for both:
  - Charge-To account number: Where AR posts and where the invoice is sent.
  - Ship-To account number: Where products will be shipped.
- **Future:** Customer account assignments will have four designations. The same account number may be used multiple times:
  - Sold-To account number: Where AR posts.
  - Bill-To account number: Where the invoice is sent.
  - Ship-To account number: Where products will be shipped.
  - Obligor account number: Legal entity obligated to pay the invoice.



## Invoice

## New Format

Page 1 of 2

Invoice Nbr 9400980735	Invoice Date 11/23/2016	Order Date 11/14/2016	Payment Terms Net 30 Days	Payment Due Date Received By 12/23/2016 316.28 USD
Bill of Lading Nbr FYCA000394	Delivery Nbr MULTIPLE	Shipment Date MULTIPLE	Carrier SOUTHEAST FREIGHT LINES INC	Customer PO Nbr 82981

Ship to: Account Nbr 26229450  
CUSTOMER NAME INC  
INNOVATION ROAD  
ST PAUL MN 55144

Bill to: Account Nbr 16105028  
CUSTOMER NAME INC  
PO BOX ABC  
ST PAUL MN 55144

Obligor: Account Nbr 16105028  
CUSTOMER NAME INC  
PO BOX ABC  
ST PAUL MN 55144

Sold to: Account Nbr 16105028  
CUSTOMER NAME INC  
PO BOX ABC  
ST PAUL MN 55144

3M Contact: Jack Jones  
Phone: 1 1651555819  
Email: JACK.JONES@3M.COM  
Incoterms: DAP PREPAID  
3M Order Nbr: 4001501041

Ship From: 1024 FOREST CITY, IA  
Shipment Nbr: 6101729731  
Pro/Parcel Tracking Nbr: 725792124

Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Qty UOM	Unit Price	Amount
10	7100000041 31707387057252 1234 70200010007	1234 5-DRAPE TOWEL DRAPE 10/BX 70200010007 Batch Nbr: 212109BD	4 CAR	24.0000	96.00
20	7000000005 51707387767711 24685 70200070007	3M(TM) Coban(TM) LF Latex Free Self-Adherent Wrap 24685 70200070007  Order Special Charges / Allowances Small Order Fee Tax Details State Tax @ Mixed Rate County Tax @ 2%	1 CV	71.8500	71.85
					125.00
					17.57
					5.86

Please remit payment to:

Financial EDI payment to:

Invoice Value	167.85
Special Charges / Allowances Total	125.00
Freight Total	0.00
Tax Total	23.43
Invoice Total	316.28
Currency	USD

Payment Ref: 9400980735

Please refer to terms and conditions of sale.





# Document: Invoice

## Future

### 3M Order Number

- **Current:** Does not exist
- **Future:** 10-digit numeric (4234567891) beginning with “4” referenced on most documents associated with a 3M order.

### Shipment Number

- **Current:** Does not exist
- **Future:** 10-digit numeric (1234567891) assigned at shipping from a deployed site. If shipped from a distribution center (DC) or non-deployed manufacturing site, the format is 10-digit alphanumeric (ABCD123456). Multiple Delivery Numbers can be associated with one Shipment Number.

### 3M Line Number

- **Future:** Sequential in increments of 10

### 3M ID

- **Current:** 11-digit numeric
- **Future:** 10-digit random numeric – both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number. For abrasives materials, continue to use SPID Number, SPR Number and/or SPID UPC.

### Unit of Measure

- **Future:** Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers can continue to use existing format.

**NOTE:** Unit prices will be displayed with 4 decimals; invoice line amount will be calculated to 2 decimals.



## Invoice

## New Format

Page 1 of 2

Invoice Nbr 9400980735	Invoice Date 11/23/2016	Order Date 11/14/2016	Payment Terms Net 30 Days	Payment Due Date Received By 12/23/2016 316.28 USD
Bill of Lading Nbr FYCA000394	Delivery Nbr MULTIPLE	Shipment Date MULTIPLE	Carrier SOUTHEAST FREIGHT LINES INC	Customer PO Nbr 82981

Ship to: Account Nbr 26229450  
CUSTOMER NAME INC  
INNOVATION ROAD  
ST PAUL MN 55144

Bill to: Account Nbr 16105028  
CUSTOMER NAME INC  
PO BOX ABC  
ST PAUL MN 55144

Obligor: Account Nbr 16105028  
CUSTOMER NAME INC  
PO BOX ABC  
ST PAUL MN 55144

Sold to: Account Nbr 16105028  
CUSTOMER NAME INC  
PO BOX ABC  
ST PAUL MN 55144

3M Contact: Jack Jones  
Phone: 1 1651555819  
Email: JACKJONES@3M.COM  
Incoterms: DAP PREPAID  
3M Order Nbr: 4001501041

Ship From: 1024 FOREST CITY, IA  
Shipment Nbr: 6101729731  
Pro/Parcel Tracking Nbr: 725792124

Cust Line Nbr 3M Line Nbr	3M ID UPC Catalog ID Material Ordered	Product Description	Qty UOM	Unit Price	Amount
10	7100000041 31707387057252 1234 70200010007	1234 5-DRAPE TOWEL DRAPE 10/BX 70200010007 Batch Nbr: 212109BD	4 CAR	24.0000	96.00
20	7000000005 51707387767711 24685 70200070007	3M(TM) Coban(TM) LF Latex Free Self-Adherent Wrap 24685 70200070007  Order Special Charges / Allowances Small Order Fee Tax Details State Tax @ Mixed Rate County Tax @ 2%	1 CV	71.8500	71.85
					125.00
					17.57
					5.86

Please remit payment to:

Financial EDI payment to:

Invoice Value	167.85
Special Charges / Allowances Total	125.00
Freight Total	0.00
Tax Total	23.43
Invoice Total	316.28
Currency	USD

Payment Ref: 9400980735

Please refer to terms and conditions of sale.



# Document: Return Goods Authorization

## Future

### Return Goods Authorization Number

- **Current:** 14 digit alphanumeric
- **Future:** 10-digit numeric (6234567891) beginning with “6”.

### Original Document Reference

#### Invoice Number:

- **Current:** 7-digit alphanumeric (ABC1234), sequential for related shipments or backorders, prefix significant
- **Future:** 10-digit numeric (9234567891) beginning with “9”. Randomly assigned, non-sequential.

### Unit of Measure

- **Future:** Nomenclature for some units of measure may appear differently depending on order placement method, for example electronic, fax, etc. Customers can continue to use existing format.

### 3M SKU

- **Current:** 11-digit numeric
- **Future:** 10-digit random numeric – both the 11-digit and 10-digit 3M ID will be referenced during the transition. Customers may continue to use 11-digit 3M ID, UPC, 3M Catalog Number and/or Customer Part Number. For abrasives materials, continue to use SPID Number, SPR Number and/or SPID UPC.

**NOTE:** Return value will not appear on the Return Goods Authorization document.



## Return Goods Authorization

## New Format

Date: 03/24/2017 Page 1/3

Please attach this form to the goods that are being returned

#### Document from

Name : CSR PRIMARY CARE  
Phone : 6515555380  
Fax : 6515554444  
Email : custserv@mmm.com

#### Original Document Reference

Invoice No : 9401072829  
Inv. Date : 03/21/2017  
PO No : 4509261234

#### Sold to Party

CUSTOMER NAME INC  
ATTN: A/P  
INNOVATION ROAD  
ST PAUL MN 55144

#### Return Contact

Name: RETURN CONTACT  
Phone: 8475557849  
Fax: 8475557226  
Email:

#### Returned from

CUSTOMER NAME INC  
INNOVATION ROAD  
PAUL MN 55144

#### Pick up Details

Pick up by Date :  
Pick up Time :  
Pick up Type :

No	Quantity	Unit	3M SKU Line Invoice	Description Catalog ID UPC Customer Part Number Serial Number	DG Indicator	Weight
140	2	CV	7000030142 9401072829	3M™ Comply™ Sterilization Load Labels 1257W 1257W 1257W -	Not Dangerous Goods	1.832 KG
150	10	CV	7000053520 9401072829	1269R STERILIZATION LABELS, RED, 12 RLS/CASE 1269R 1269R -	Not Dangerous Goods	9.117.000 G
180	2	CV	7000138233 9401072829	1355 LEAD FREE INDICATOR TAPE 18MM X 55M : 18MM X 55M 1355-18MM 1355-18MM -	Not Dangerous Goods	9.126 KG
310	11	CV	7000002874 9401072829	3M(TM) Tegadern(TM) Transparent Film Dressing Frame Style 1626W 1626W 1626W -	Not Dangerous Goods	15.719 KG



# Document: Account Statement

Future

Customer Account ID

Current: 6-digit numeric (123456)

Future: 8-digit numeric (12345678). Customers may continue using existing account numbers.

Invoice Number

Current: Item ID: 7-digit alphanumeric (AB12345) sequential for invoices and credit memos.

Future: 10-digit numeric (9234567891) referencing items such as an invoice (beginning with a “9”), credit, deduction, etc. Randomly assigned, non-sequential. Invoice number will no longer appear on order or shipping documents.

Note: For items that were transitioned to the new ERP, refer to “Reference Number” field for original item number:

8500: Invoice

8700: Credit memo

Item type

Current: ET (Entry Type)

IN: Invoice

DE: Deduction

DR: Debit Adjustment

Future: Item type ending in:

01: Invoice

06; 08: Deduction

11: Credit memo

15: Unapplied payment

16: Payment difference

OA: Payment on Account

CR: Credit Adjustment

3M

3M Company

New Format

CUSTOMER ACCOUNT STATEMENT

Customer Account ID: 12345689

As of Date: 05/31/2018

Remit To:

3M Company  
P.O. Box 842689  
DALLAS TX 75284-2689

Customer Name:

ABC COMPANY  
ACCOUNTS PAYABLE  
PO BOX 1234  
ANYTOWN MN 55555

Direct Inquiries to:

Jack Jones  
3M Customer Financial Services  
3M Company  
St. Paul,  
MN 55144-1000  
Email: jackjones@mmm.com  
Phone: 651-555-1234

Invoice Date	Invoice Number	Item Type	Customer PO Number	Payment Due Date	Past Due	Reference Number	Rcd	Doc Curr	Amount Due (Document)	Amount Due (Local)
03/10/2017	8500001234	ZY11	KL0217	04/09/2017	417	JX5249C		USD	-33.43	-33.43
07/19/2017	8500005432	ZY11	KL0617	08/18/2017	286	JX7860C		USD	-22.16	-22.16
11/14/2017	8700000123	Y111		11/14/2017	198	0918MR321		USD	-44.32	-44.32
11/30/2017	9876543210	RV01	2000100	12/30/2017	152	9876543210		USD	910.04	910.04
04/04/2018	9876512345	RV01	2000500	05/04/2018	27	9876512345		USD	4,642.86	4,642.86
04/10/2018	9875432198	RV01	2000500	05/10/2018	21	9875432198		USD	417.00	417.00
04/30/2018	9875412345	RV01	2000500	05/30/2018	1	9875412345		USD	165.42	165.42
05/22/2018	9871234512	RV01	2000500	06/21/2018	-21	9871234512		USD	293.20	293.20
05/24/2018	9876543219	RV01	2000500	06/23/2018	-23	9876543219		USD	281.67	281.67
Total By USD									6,610.28	
Grand Total										6,610.28

Item Type Key	Description	Rcd=Reason Code	Reason Description
RV01	Invoice		
Y111			
ZY11	Legacy Credit Memo		



# Document: Account Statement

Future

Reference Number

Current: Contract/Reference

Future: Dispute reference number sent by customer.

Note: This field may also contain the original invoice number.

Rcd

Current: Does not exist

Future: Dispute reason code.

3M

3M Company

CUSTOMER ACCOUNT STATEMENT

New Format

Customer Account ID: 12345689

As of Date: 05/31/2018

Remit To: 3M Company  
P.O. Box 842689  
DALLAS TX 75284-2689

Customer Name: ABC COMPANY  
ACCOUNTS PAYABLE  
PO BOX 1234  
ANYTOWN MN 55555

Direct Inquiries to: Jack Jones  
3M Customer Financial Services  
3M Company  
St. Paul,  
MN 55144-1000  
Email: jackjones@mmm.com  
Phone: 651-555-1234

Invoice Date	Invoice Number	Item Type	Customer PO Number	Payment Due Date	Past Due	Reference Number	Rcd	Doc Curr	Amount Due (Document)	Amount Due (Local)
03/10/2017	8500001234	ZY11	KL0217	04/09/2017	417	JK5249C		USD	-33.43	-33.43
07/19/2017	8500005432	ZY11	KL0617	08/18/2017	286	JK7860C		USD	-22.16	-22.16
11/14/2017	8700000123	Y111		11/14/2017	198	0918MR321		USD	-44.32	-44.32
11/30/2017	9876543210	RV01	2000100	12/30/2017	152	9876543210		USD	910.04	910.04
04/04/2018	9876512345	RV01	2000500	05/04/2018	27	9876512345		USD	4,642.86	4,642.86
04/10/2018	9875432198	RV01	2000500	05/10/2018	21	9875432198		USD	417.00	417.00
04/30/2018	9875412345	RV01	2000500	05/30/2018	1	9875412345		USD	165.42	165.42
05/22/2018	9871234512	RV01	2000500	06/21/2018	-21	9871234512		USD	293.20	293.20
05/24/2018	9876543219	RV01	2000500	06/23/2018	-23	9876543219		USD	281.67	281.67
Total By USD									6,610.28	
Grand Total										6,610.28

Item Type Key

RV01  
Y111  
ZY11

Description

Invoice  
  
Legacy Credit Memo

Rcd=Reason Code

Reason Description



**If you have questions, please  
contact your Customer Service  
representative.**

Pimbo Road  
West Pimbo  
Skelmersdale  
Lancashire  
WN8 9RA

Telephone: +44 (0)1695 727171