

US ERP Deployment Supplier Toolkit- Manual Transaction



Table of contents

Contents	Page	
Supplier process	4	
Purchase Orders	5~ 8	
Accounts Payable	18~19	
Frequently Asked Questions and Contact information	20	
		
		
		



We are implementing a new global Enterprise Resource Planning (ERP) system, one that will link business processes, countries, people and information through a new procurement and inventory management system.

We value the relationship with our suppliers and strive to keep you informed about the changes you will see. In this document you will find clear, accessible details about upcoming changes.

Please note that you may be transacting with 3M in more than one system for a period of time.

This document and additional information regarding the US ERP Deployment may be found at [3M Supplier Direct](#)

Supplier Process



Purchase Order (PO)

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

Purchase Order Acknowledgement (POA)

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

Advanced Shipping Notice (ASN)

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

Invoice

- Invoices must be submitted to via email 3mapgscus@mmm.com.

Payment Status

- Payment status is communicated via email.

Purchase orders



PO Requested Delivery Dates

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

PO Line Numbers

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

3M Material Numbers

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

Shipping Documentation

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

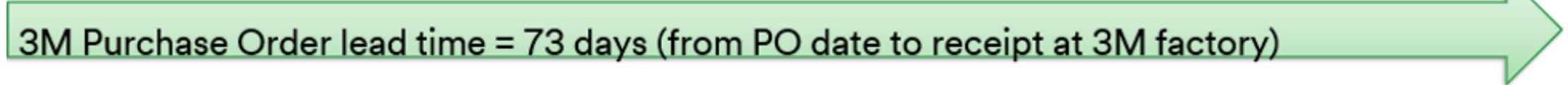
PO requested delivery date

Example of PO lead time vs. vendor lead time for international shipments

Current lead time



Future lead time



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 :3mapgscus@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 3mapgscus@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)
- Payment date is calculated upon the Invoice date is received by 3M and PO payment terms

Accounts payable



Invoice and credit memo requirements

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

Frequently asked questions- Contact Information

Questions	Answers
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: 3mapgscus@mmm.com .

With your partnership,
a bright future is ahead.

Thank you.

