

3M Science.
Applied to Life.™

**Supplier
&
Profile
QRG**



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Introduction to GEP Business Network- Overview

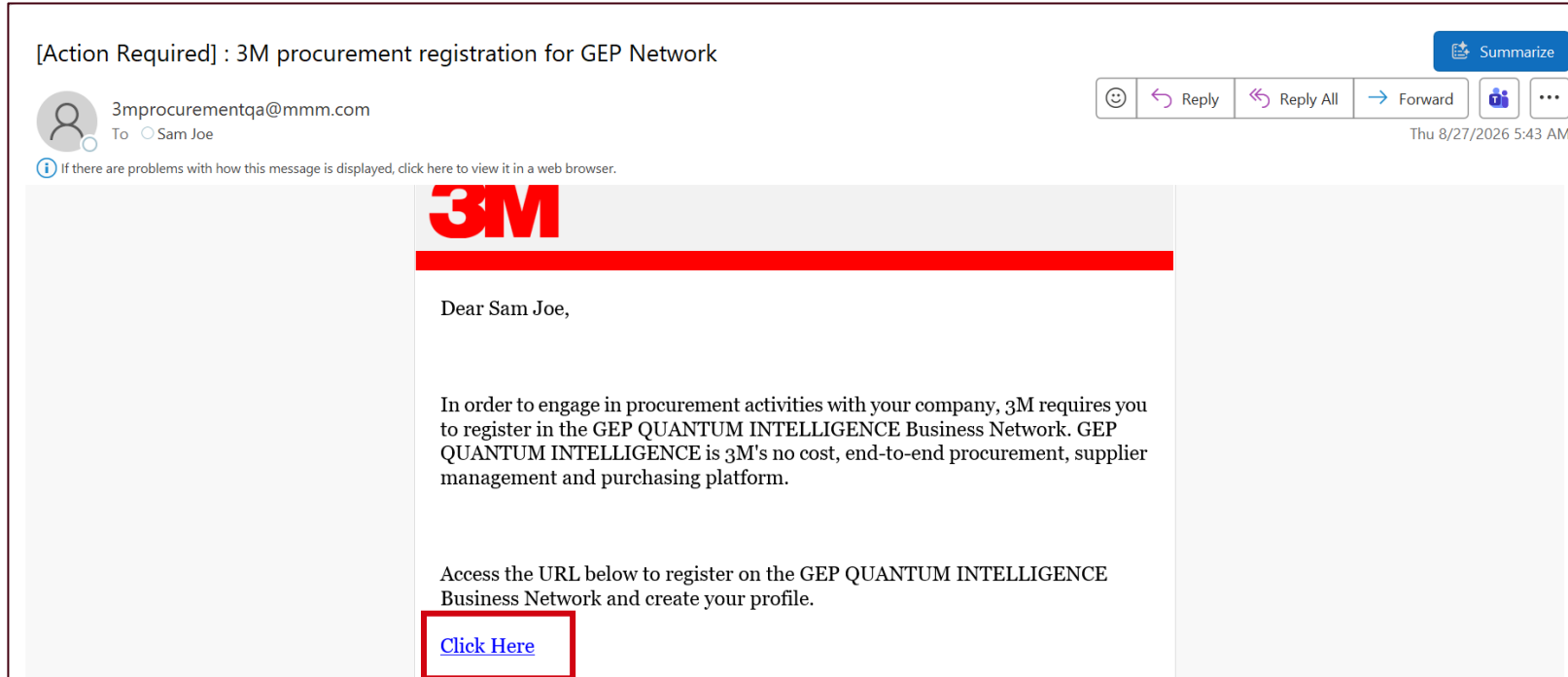


Introduction to the GEP Business Network

- The GEP Business Network is a secure online platform that 3M uses to work with its suppliers — one place to manage sourcing events, proposals, onboarding, contracts, and offboarding tasks.
- Instead of emails, spreadsheets, or disconnected systems, everything is handled in a single, centralized platform, making the process clearer, more efficient, and easier to track for both 3M and its suppliers. Registration and use of the platform are free of charge.
- By joining the GEP Business Network, you can respond to sourcing events and submit proposals, view and manage contracts and risk forms, track the status of your submissions in real time, and complete required compliance and risk forms.
- Note: Some topics are not in scope of the Aug'26 go-live, like responding to risk forms and creating tickets — though suppliers can view and respond to assigned tickets. From the next phase, suppliers can also use GEP to manage P2O processes such as Purchase Order acknowledgement, Advance Shipment Notification (ASN), and invoice sharing.

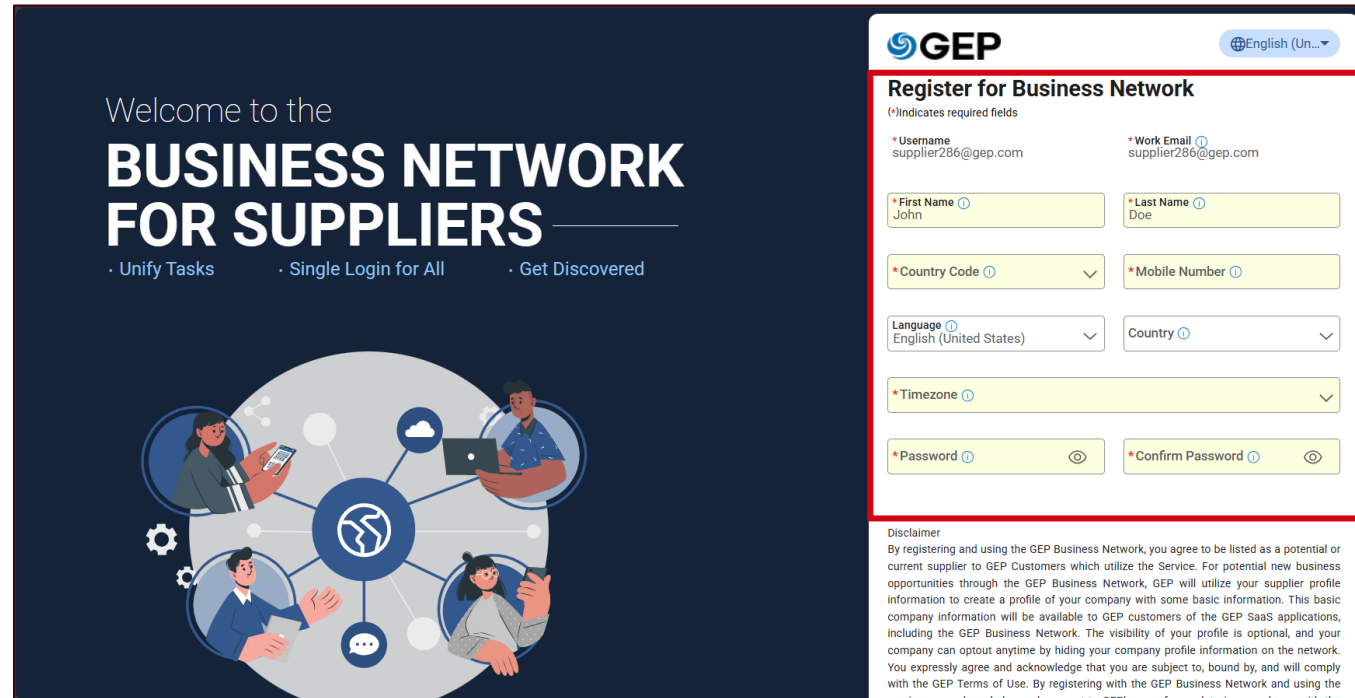
Supplier Registration

Registration via Invitation Email



- Refer to the invitation email containing the link to register for GEP. Select Click Here to access the registration portal.

Registration via Invitation Email



Welcome to the

BUSINESS NETWORK FOR SUPPLIERS

· Unify Tasks · Single Login for All · Get Discovered

GEP English (Un... ▼

Register for Business Network

(*) Indicates required fields

* Username * Work Email

* First Name * Last Name

* Country Code * Mobile Number

Language Country

* Timezone

* Password * Confirm Password

Disclaimer

By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the

- Enter the required details — the highlighted fields must be completed to register.
- Review the disclaimer carefully. The Terms & Conditions, Privacy Policy, and Non-Disclosure Agreement (NDA) are provided as hyperlinks that open in a new browser tab.

Registration via Invitation Email

Disclaimer

By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

☒ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#).

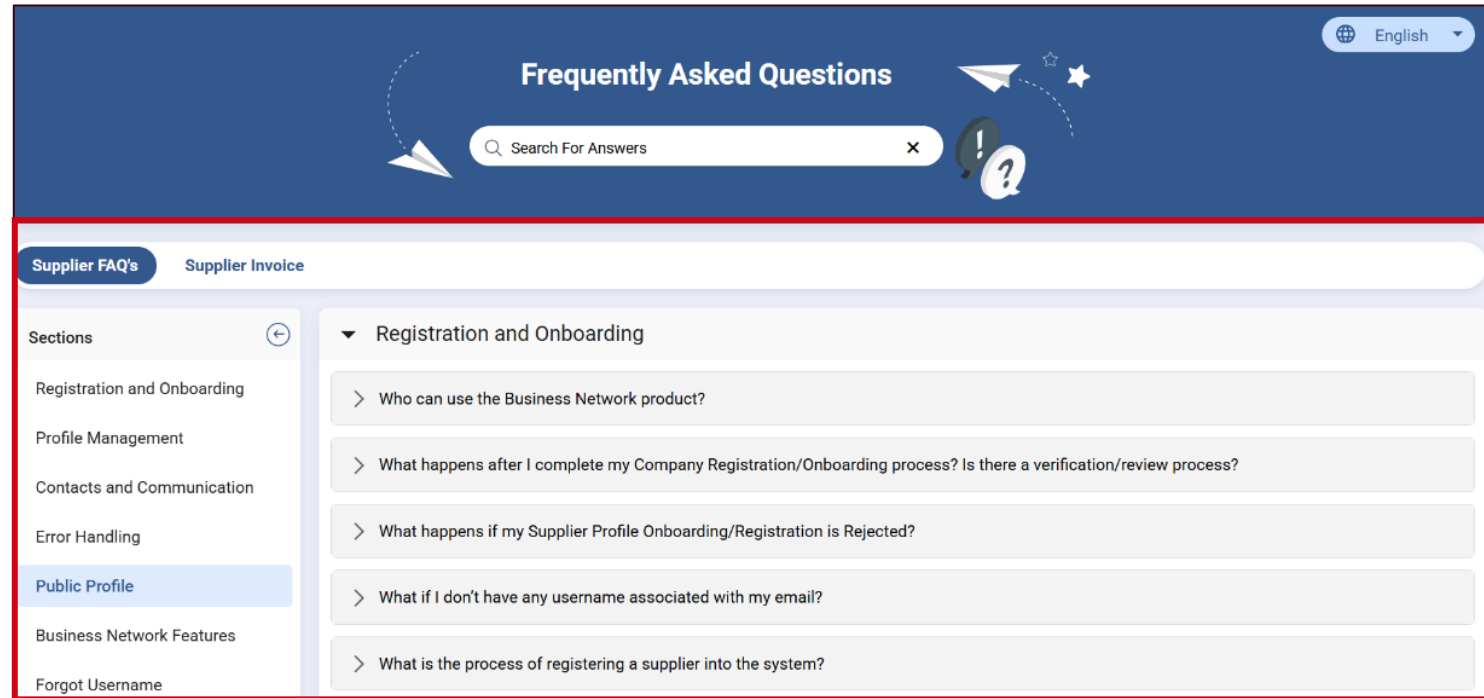
☒ I have read and agree to AdobeSandbox [Non Disclosure Agreement \(NDA\)](#).

Submit

For help: [Supplier FAQs: Quick Guide](#)

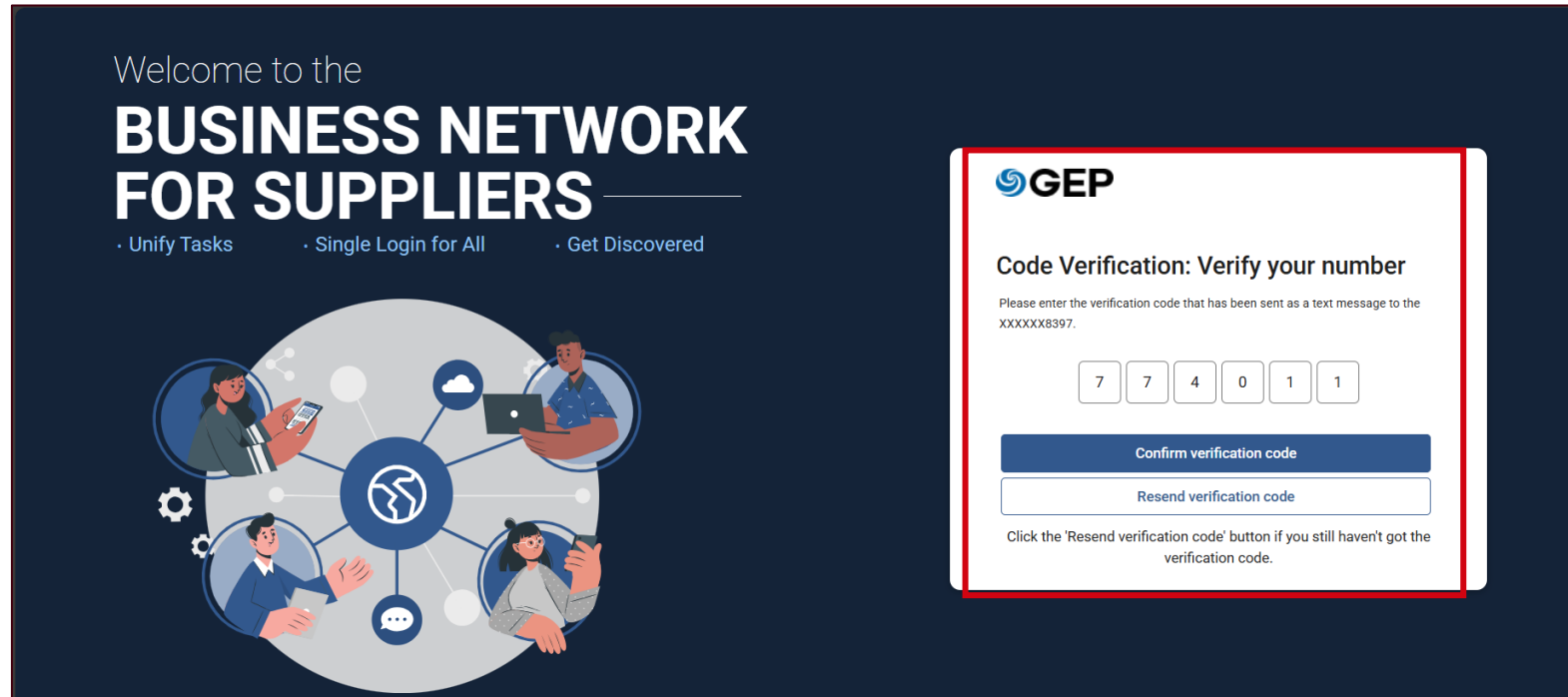
- Click Supplier FAQs: Quick Guide for additional resources to assist with the registration process.

Registration via Invitation Email



- The Frequently Asked Questions (FAQ) page opens in a new browser tab, providing practical guidance and answers to common questions on registration, profile management, and system functionality.

Registration via Invitation Email



- After submitting your registration, a verification code is sent to your registered mobile number. Enter the six-digit code and select Confirm Verification Code.

Registration via Invitation Email

Workbench / Supplier Profile

← Holistic Molding Co (PC00001499) **Invited**

Discussion Forum More **Edit Profile**

Supplier

SECTIONS

- * Basic Details
- * Identification Information
- Business Information
- * Contact Information (1)
- Certificates
- Onboarding Details
- Notes and Attachments
- Related Content

Basic Details

* Indicates required fields

* Legal Company Name ⓘ	Doing Business As	Origination	* Partner Status	Small Business Enterprise ⓘ
Holistic Molding Co	-	GEP	Invited	No

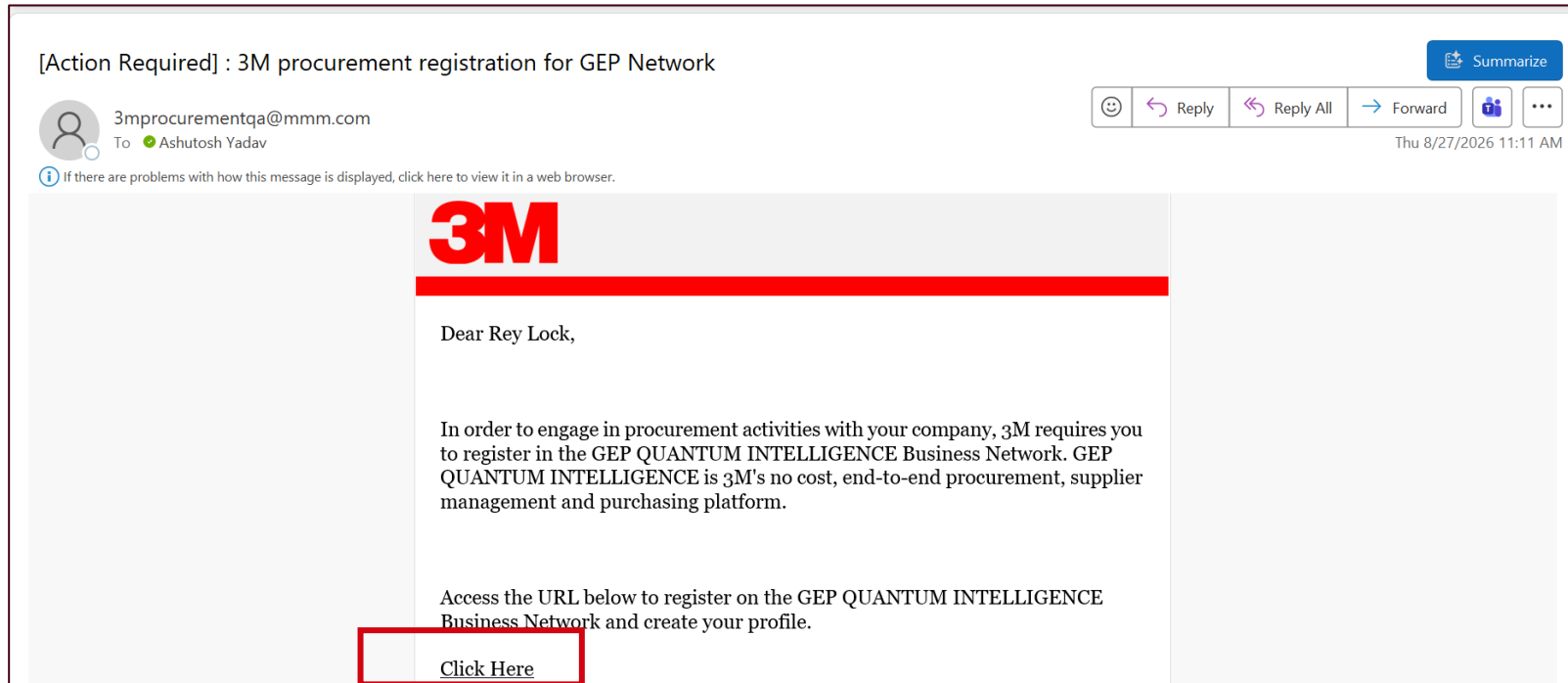
Identification Information ⓘ Add Delete

ⓘ The Identification Information section allows suppliers to easily update various country-specific identification types and numbers, including VAT, PAN, GST, TIN, and more

* Country	* Identification Type	* Identification Number
No Rows To Show		

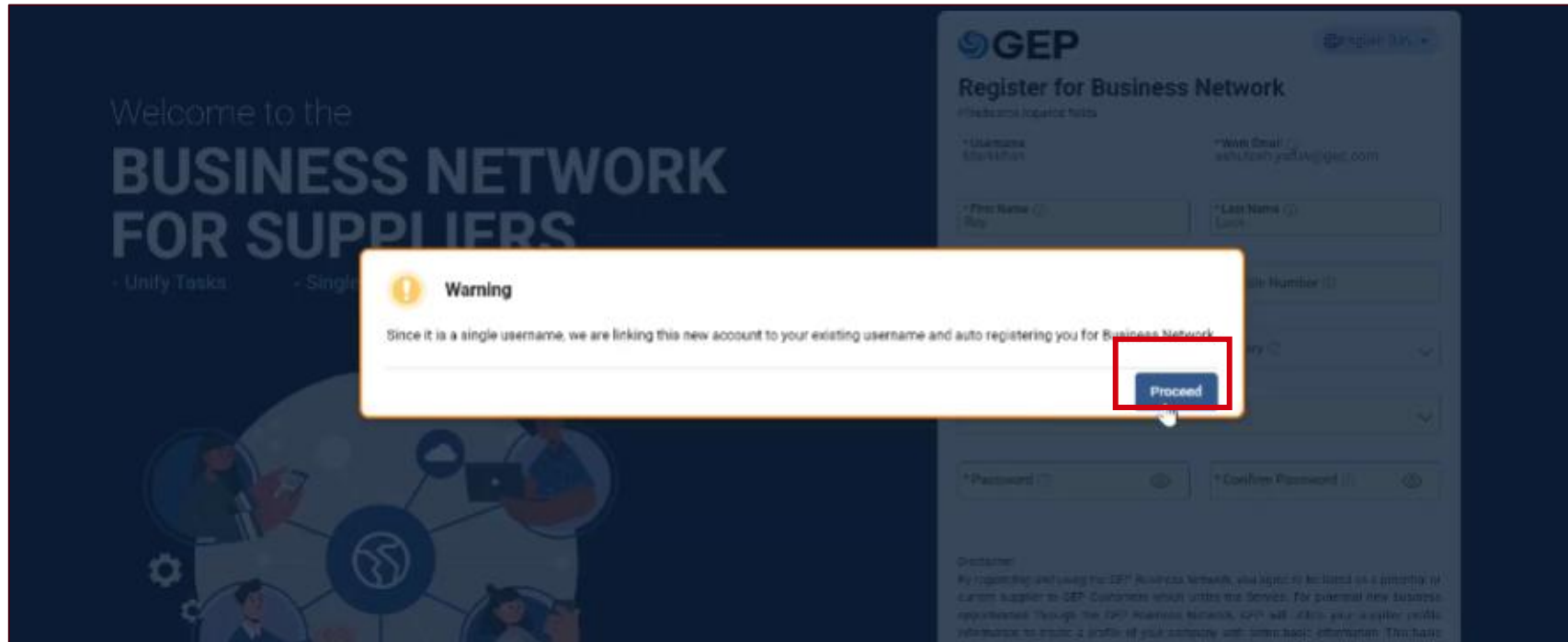
- Once verification is complete, your supplier profile opens in Invited status. Click Edit Profile to review and edit your supplier profile.
- Note: Both Supplier and Buyer (3M) must fill in all mandatory fields — the profile can only be submitted once complete, changing the status from Invited to GEP Registered.

Existing Accounts with GEP



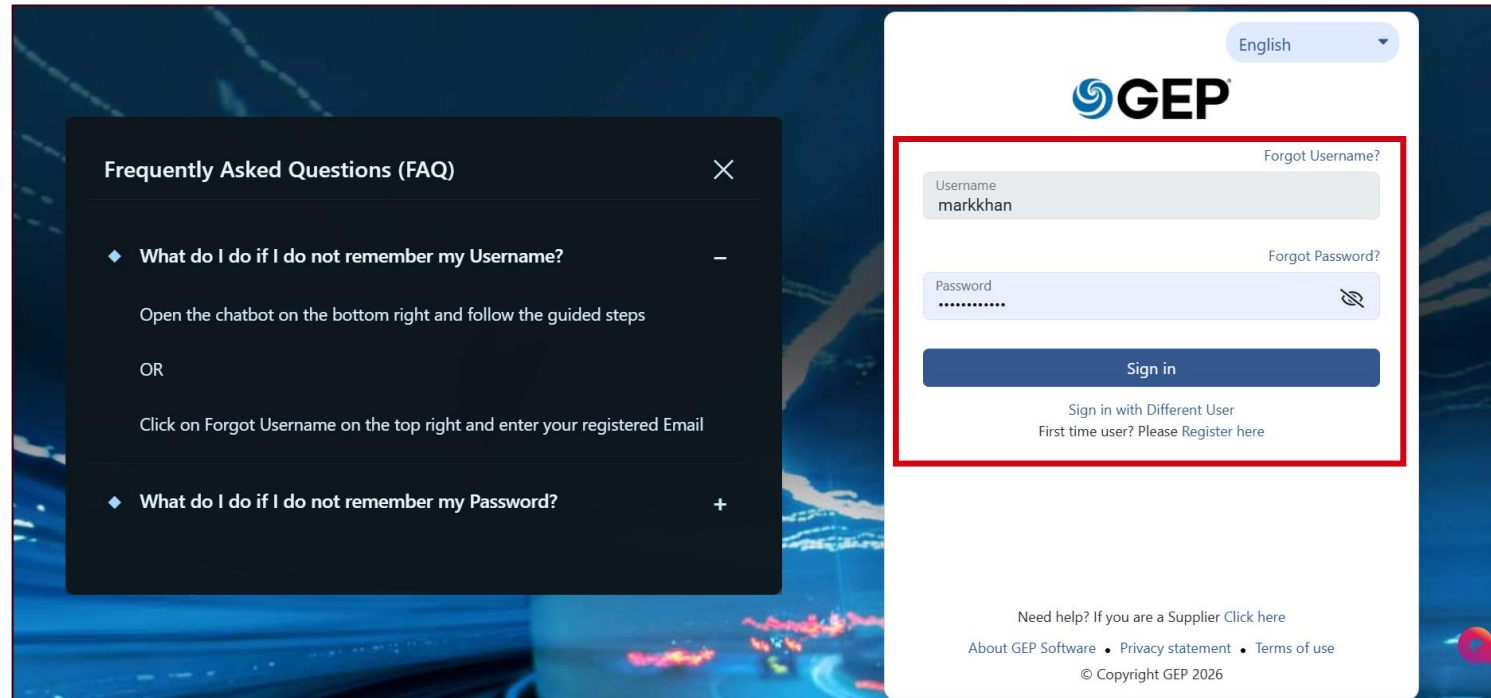
- When your supplier profile is created in GEP, you receive an email notification to register. Select the hyperlink in the email.

Existing Accounts with GEP



- When you open the registration link in your browser, a message notes that since it's a single username, the new account will be linked to your existing username and you'll be auto-registered for Business Network.

Existing Accounts with GEP



The screenshot shows the GEP login interface. On the left, a dark overlay titled 'Frequently Asked Questions (FAQ)' contains two questions: 'What do I do if I do not remember my Username?' and 'What do I do if I do not remember my Password?'. The first question's answer instructs users to use the chatbot or the 'Forgot Username' link. The second question's answer is partially visible. On the right, the login form is highlighted with a red border. It includes a language dropdown set to 'English', the GEP logo, and input fields for 'Username' (containing 'markkhan') and 'Password' (masked with dots). Links for 'Forgot Username?' and 'Forgot Password?' are positioned above their respective fields. A blue 'Sign in' button is below the password field. Below the button, there are links for 'Sign in with Different User' and 'First time user? Please Register here'. At the bottom of the login panel, there is a link for suppliers and footer text including 'About GEP Software', 'Privacy statement', 'Terms of use', and '© Copyright GEP 2026'.

Frequently Asked Questions (FAQ)

- ◆ What do I do if I do not remember my Username? —
Open the chatbot on the bottom right and follow the guided steps
OR
Click on Forgot Username on the top right and enter your registered Email
- ◆ What do I do if I do not remember my Password? +

English

GEP

Forgot Username?

Username
markkhan

Forgot Password?

Password
.....

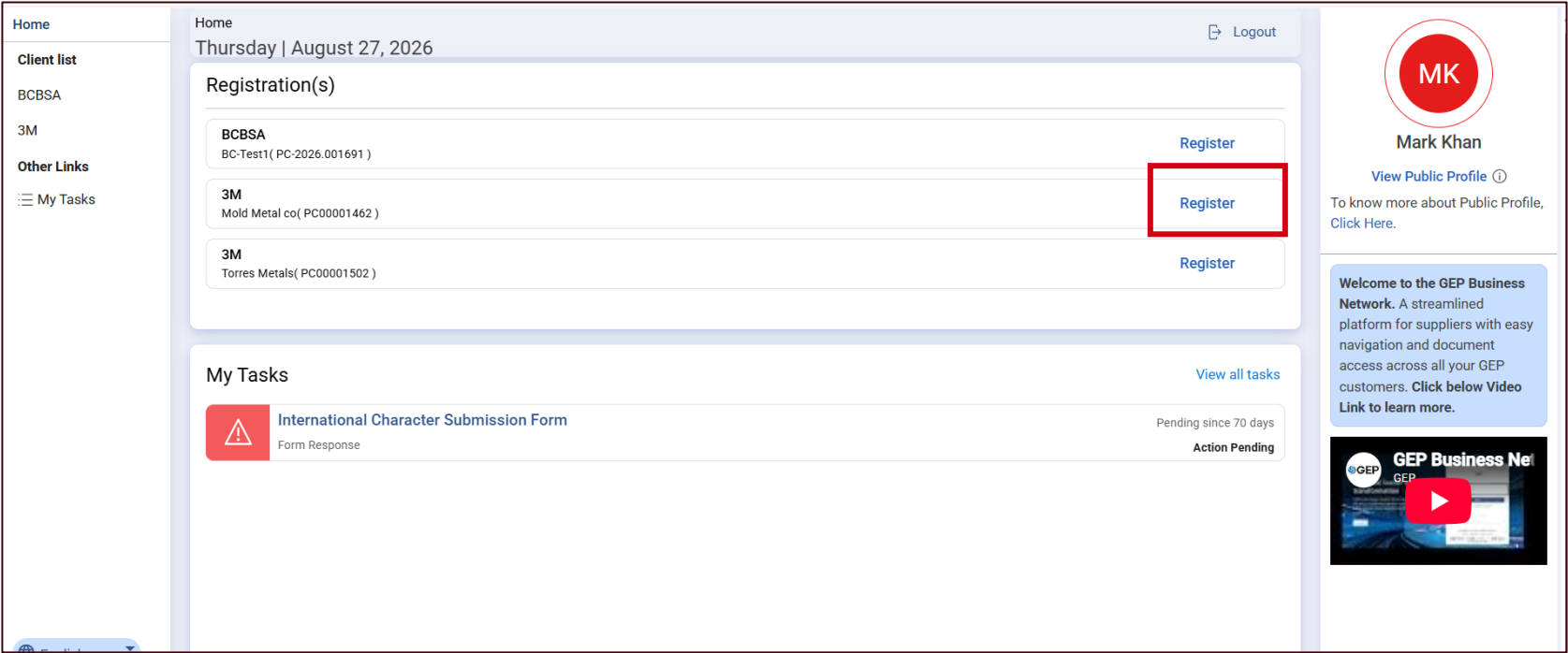
Sign in

Sign in with Different User
First time user? Please Register here

Need help? If you are a Supplier Click here
About GEP Software • Privacy statement • Terms of use
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- Log in using your existing user ID and password.

Existing Accounts with GEP



- Open the registration link mapped to the 3M client.



Existing Accounts with GEP

The screenshot shows the 3M GEP Supplier Profile interface. At the top, the 3M logo and 'Dev (2021)' are visible. The navigation bar includes 'Source to Contract', 'Supplier', 'Supplier Ticket Management', and 'Risk'. The main header shows 'Workbench / Supplier Profile' and 'Torres Metals (PC00001502) Invited'. The 'Invited' status is highlighted with a red box. To the right, there are buttons for 'Discussion Forum', 'More', and 'Edit Profile', with the 'Edit Profile' button also highlighted by a red box. The left sidebar lists sections: 'Basic Details', 'Identification Information', 'Business Information', 'Contact Information (1)', 'Certificates', 'Onboarding Details', 'Notes and Attachments', and 'Related Content'. The main content area shows 'Basic Details' with fields for 'Legal Company Name' (Torres Metals), 'Doing Business As' (-), 'Origination' (GEP), 'Partner Status' (Invited), and 'Small Business Enterprise' (No). Below this is the 'Identification Information' section, which includes a table with columns for 'Country', 'Identification Type', and 'Identification Number'. The table is currently empty, showing 'No Rows To Show'. At the bottom right, there is a '3M ASSISTANT' button.

- Your supplier profile opens in Invited status. Click Edit Profile to review and edit your supplier profile.
- Note: Both Supplier and Buyer (3M) must fill in all mandatory fields before the profile can be submitted, changing the status from Invited to GEP Registered.

Login in GEP Business Network



Logging into GEP

- Log in to GEP using your registered credentials to access your profile and dashboard.
- Your profile includes company details, tax information, compliance documents, and banking data.
- The dashboard lets you update profile and company information, participate in and manage sourcing events, and maintain compliance requirements.

Login Instructions

Universal leader in digital transformation

GEP's technology solutions boost operational efficiency and provide real-time visibility across the entire solutions boost operational efficiency and supply chain...

[Learn More](#)

English

GEP

[Need Help?](#) [Forgot Username](#) | [Forgot Password](#)

Username
supplier258@gep.com

Next

[Click here to register as a supplier](#)

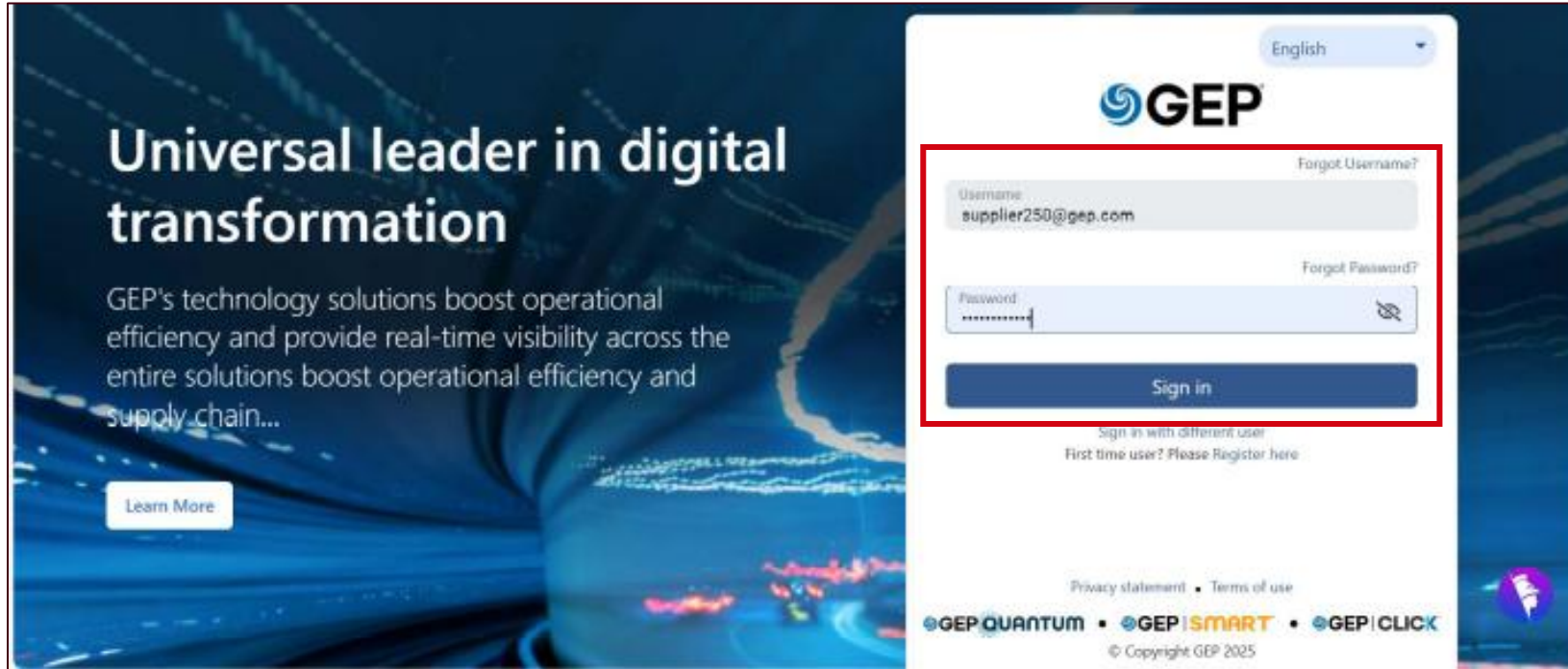
[Privacy statement](#) • [Terms of use](#)

GEP QUANTUM • **GEP SMART** • **GEP CLICK**

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- Access the link provided by your 3M Supplier Manager and enter your username to log in to GEP.

Login Instructions



The image shows the GEP login page. On the left, there is a blue background with the text "Universal leader in digital transformation" and "GEP's technology solutions boost operational efficiency and provide real-time visibility across the entire solutions boost operational efficiency and supply chain...". Below this is a "Learn More" button. On the right, there is a white login form. The form has a "Username" field with the value "supplier250@gep.com" and a "Forgot Username?" link. Below that is a "Password" field with a masked password "*****" and a "Forgot Password?" link. A "Sign in" button is located below the password field. At the bottom of the form, there are links for "Sign in with different user" and "First time user? Please Register here". At the very bottom of the page, there are links for "Privacy statement" and "Terms of use", and logos for "GEP QUANTUM", "GEP SMART", and "GEP CLICK". The copyright notice "© Copyright GEP 2025" is also present.

English

GEP

Forgot Username?

Username
supplier250@gep.com

Forgot Password?

Password

Sign in

Sign in with different user
First time user? Please Register here

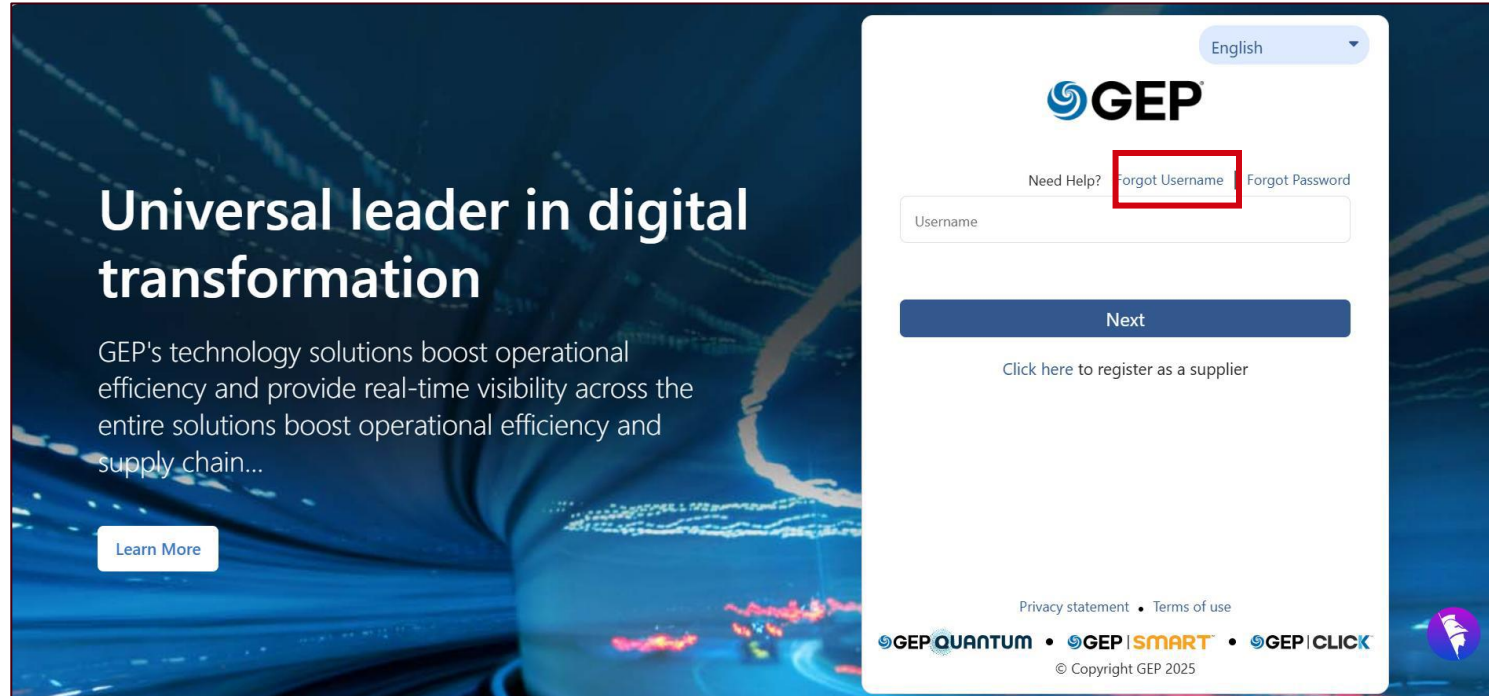
Privacy statement • Terms of use

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© Copyright GEP 2025

- Enter your password and click Sign in.

Forgot Username



The screenshot shows the GEP login interface. On the left, a dark blue banner features the text "Universal leader in digital transformation" and "GEP's technology solutions boost operational efficiency and provide real-time visibility across the entire solutions boost operational efficiency and supply chain..." with a "Learn More" button. On the right, a white login panel contains the GEP logo, a language dropdown set to "English", and links for "Need Help?", "Forgot Username" (highlighted with a red box), and "Forgot Password". Below these links is a "Username" input field, a "Next" button, and a link to "Click here to register as a supplier". At the bottom of the panel are links for "Privacy statement" and "Terms of use", logos for "GEP QUANTUM", "GEP SMART", and "GEP CLICK", and a copyright notice "© Copyright GEP 2025".

English

GEP

Need Help? **Forgot Username** Forgot Password

Username

Next

[Click here to register as a supplier](#)

[Privacy statement](#) • [Terms of use](#)

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- Click Forgot Username on the login screen.

Forgot Username

English

GEP

Forgot Password | **Forgot Username**

Enter email

Cancel Submit

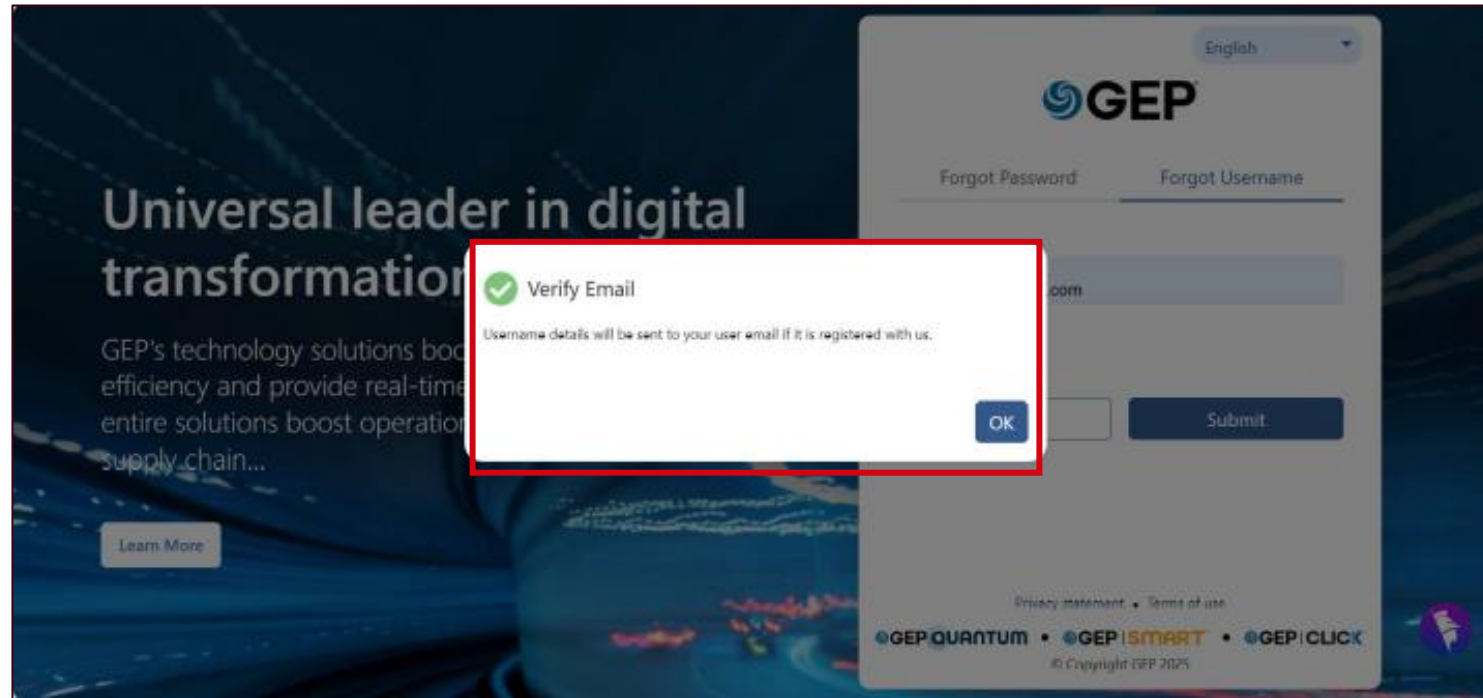
[Privacy statement](#) • [Terms of use](#)

GEP QUANTUM • **GEP SMART** • **GEP CLICK**

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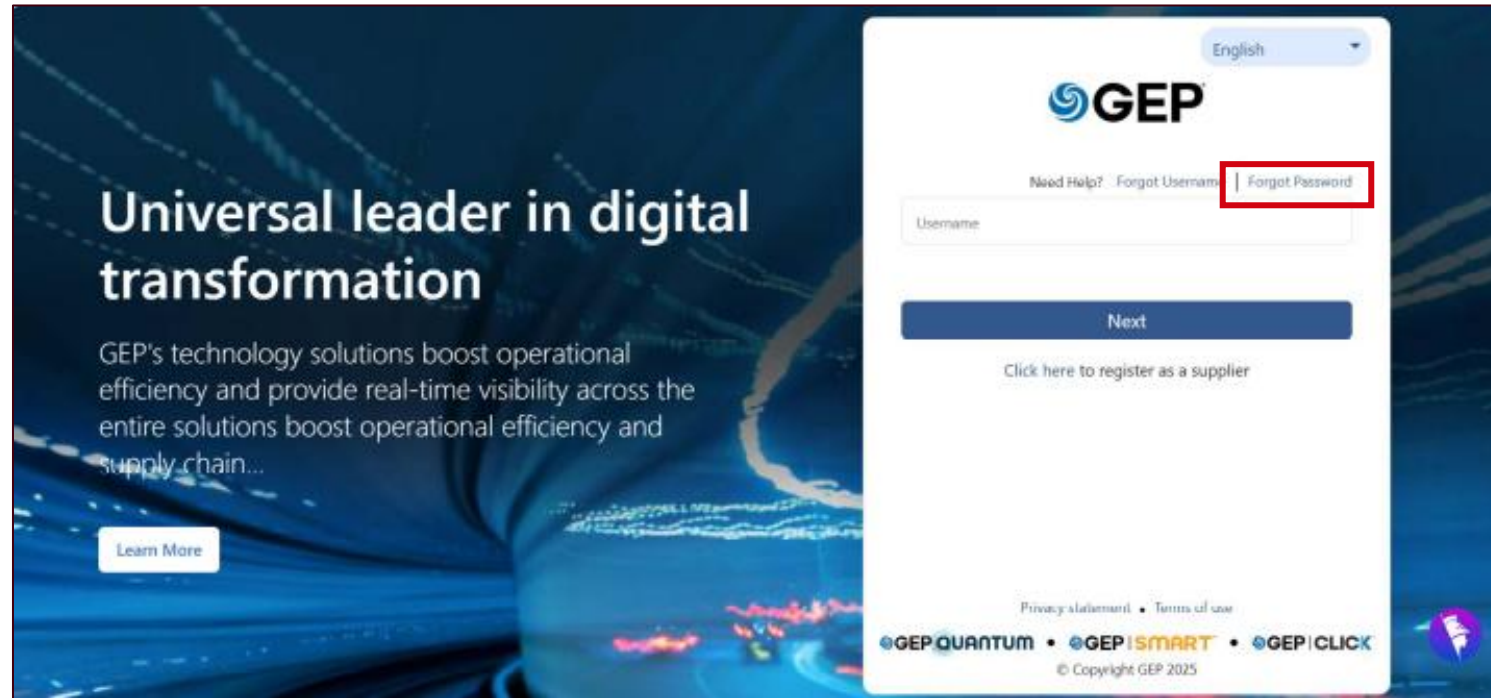
- Enter your registered email address and click Submit to retrieve your username.

Forgot Username



- The system triggers a username retrieval email to your registered email address.
- Note: If you don't see the email in your inbox, check your Spam or Junk folder.

Forgot Password



- Click Forgot Password on the login screen.
- Resetting your password is secure and fully automated — for added security, you may be required to complete multi-factor authentication (MFA) during the reset process.

Forgot Password

End-to-End Supply Chain Management Platform for the Connected Enterprise

Build on foundation of data, artificial intelligence and cognitive technologies and turn them into a competitive advantage...

Learn More

English

GEP

Forgot Password | Forgot Username

Enter email

OR

Enter username

Cancel | Submit

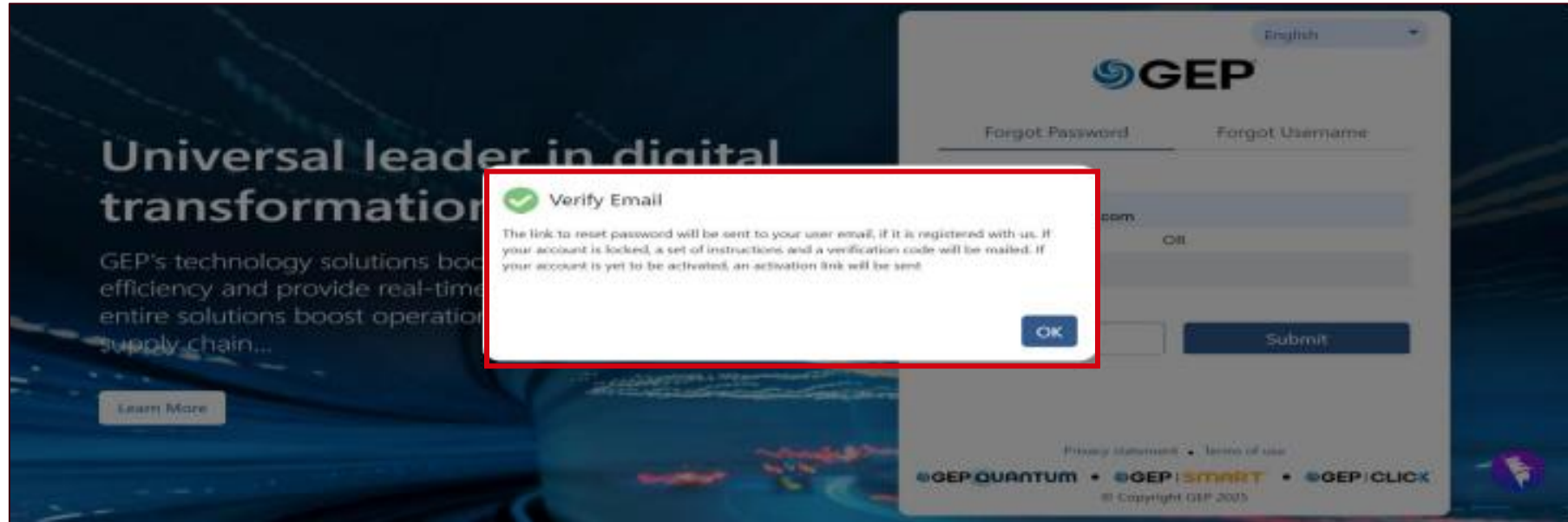
Privacy statement • Terms of use

GEP QUANTUM • GEP SMART • GEP CLICK

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- Enter your registered email or username and click Submit.

Forgot Password



- You will receive an email to reset your password.

Supplier Profile Management – Change Management



Supplier Profile Management

- Supplier Profile Management is a core feature that simplifies and centralizes supplier information, enabling seamless collaboration with 3M.
- Through a secure, cloud-based platform, suppliers can create a comprehensive profile that highlights their capabilities, certifications, and compliance credentials.
- The sections a Supplier can view depend on the relationship type — see the visibility matrix on the next page.

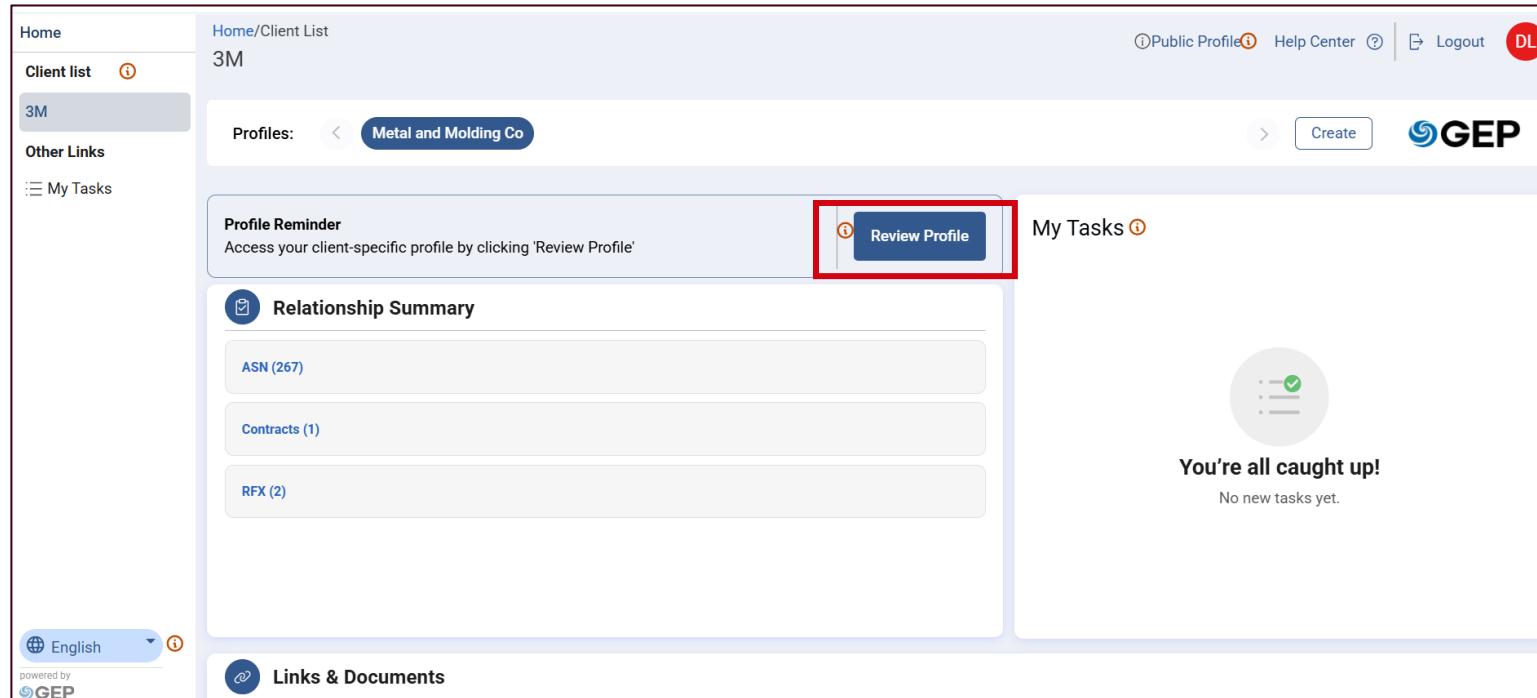
Section Visibility by Relationship Type

Sections	Lite Onboarding	Full Onboarding	Payee	Intercompany Vendor
Basic Details	Yes	Yes	Yes	Yes
Contact Information	Yes	Yes	Yes	Yes
Identification Information	Yes	Yes	Yes	Yes
Certificates	Yes	Yes	Yes	Yes
Business Information	Yes	Yes	Yes	Yes
Banking	No	Yes	Yes	Yes
Location > Location Details	No	Yes	Yes	No
Location > Address	No	Yes	Yes	No
Location > Roles & Contacts	No	Yes	Yes	No
Notes and Attachments	Yes	Yes	Yes	Yes
Related Content	Yes	Yes	Yes	Yes
Onboarding Details	Yes	Yes	Yes	Yes

Changes to Supplier Profile - Overview

- When specific profile details are updated, the changes are automatically submitted as a Change Request and must be approved before taking effect.
- Changes in these sections require 3M's approval before they reflect on the Supplier's profile: Basic Details, Identification Information, Location (Location Details, Address, Roles & Contacts), Certificate, Banking Information, Business Information, and Contact Information.
- Approval is not required for changes to: Notes and Attachments, Onboarding Details (non-editable), and Related Content (non-editable).

Supplier Profile – How to navigate to Supplier profile



- From the Supplier Landing Page, click the Review Profile button to access your Supplier Profile.

Supplier Profile – Edit Profile

Workbench / Supplier Profile

← Torres Metals (PC00001502) GEP Registered Discussion Forum More Edit Profile

Supplier

SECTIONS

- *Basic Details
- *Identification Information
- *Contact Information
- Certificates
- Onboarding Details
- Notes and Attachments
- Related Content

Basic Details

* Indicates required fields

*Legal Company Name ⓘ	Doing Business As	Origination	*Partner Status	Small Business Enterprise ⓘ
Torres Metals	-	GEP	GEP Registered	No

Identification Information

The Identification Information section allows suppliers to easily update various country-specific identification types and numbers, including VAT, PAN, GST, TIN, and more

*Country	*Identification Type	*Identification Number
No Rows To Show		

- Click the Edit Profile button in the top-right corner to update your profile information.
- Note: Some fields are read-only and can only be updated by 3M. Fields marked with an asterisk (*) require your update, and fields highlighted in yellow are fields you can edit.

Supplier Profile – Basic Details

Workbench / Supplier Profile

← Torres Metals (PC00001502) GEP Registered Discussion Forum More ▾ Cancel Submit

Supplier

SECTIONS

- *Basic Details ✓
- *Identification Information (1) ✓
- Business Information ✓
- *Contact Information (1)

Basic Details

* Indicates required fields

* Legal Company Name ⓘ Torres Metals	Doing Business As	Origination GEP	* Partner Status GEP Registered	Small Business Enterprise ⓘ No
---	-------------------	--------------------	------------------------------------	-----------------------------------

- **Basic Details** — update the highlighted fields and make sure your information is up to date.

Supplier Profile – Identification Information

The screenshot shows the 'Supplier Profile' page for 'Torres Metals (PC00001502)'. The 'Identification Information (1)' section is expanded, showing a table with columns for Country, Identification Type, and Identification Number. A red box highlights the first row, which contains error messages. The error messages are: '3 Error(s) | Line 1: Country Please Select Valid Country'. The table also shows a '3' in a red box next to the first row, indicating the number of errors. The 'Business Information' section is partially visible below.

Workbench / Supplier Profile
Torres Metals (PC00001502) GEP Registered

Discussion Forum More Cancel Submit

Supplier

SECTIONS

- *Basic Details
- *Identification Information (1)
- Business Information
- *Contact Information (1)
- Certificates
- *Onboarding Details
- Notes and Attachments
- Related Content

Identification Information (1)

The Identification Information section allows suppliers to easily update various country-specific identification types and numbers, including VAT, PAN, GST, TIN, and more

3 Error(s) | Line 1: Country Please Select Valid Country

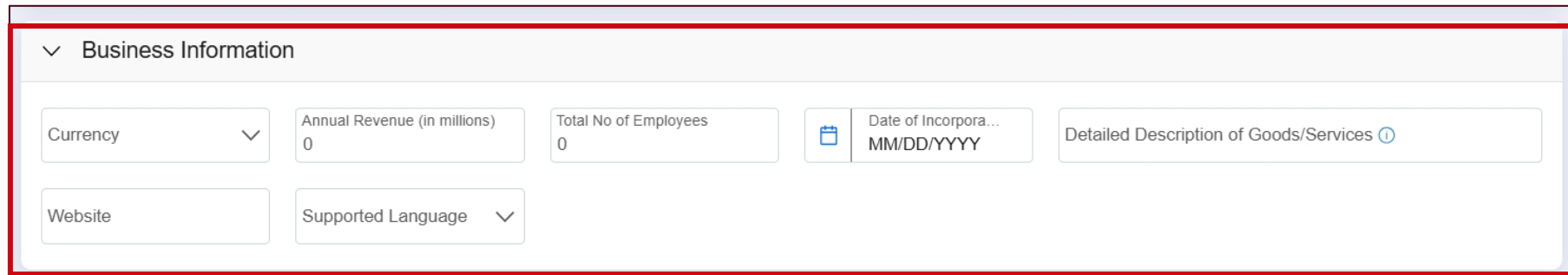
*Country	*Identification Type	*Identification Number

Business Information

Currency Annual Revenue (in millions) Total No of Employees Date of Incorporat... Detailed Description of Goods/Services

- **Identification Information** is a mandatory section and must be completed accurately. Click Add — the Identification Type varies depending on the country selected.

Supplier Profile – Business Information



The screenshot shows a web form titled "Business Information" with a dropdown arrow. The form contains several input fields: "Currency" with a dropdown arrow, "Annual Revenue (in millions)" with the value "0", "Total No of Employees" with the value "0", "Date of Incorpora..." with a calendar icon and the format "MM/DD/YYYY", "Detailed Description of Goods/Services" with an information icon, "Website", and "Supported Language" with a dropdown arrow.

Business Information				
Currency	Annual Revenue (in millions) 0	Total No of Employees 0	Date of Incorpora... MM/DD/YYYY	Detailed Description of Goods/Services ⓘ
Website	Supported Language			

- **Business Information** — enter or select the Supplier's business information. These are generic details typically filled in by the 3M Supplier contact.

Supplier Profile – Contact Information

▼ Contact Information (1)

 Invite Supplier

 Delete

 Add

 The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information

Contact Mapping

▲	Select	Mark as Primary	* First Name	* Last Name	* Email Id	Code	Status	Save	Invite
	☐		Joe	Mach		CC-2026.006755	Registered		

- **Contact Information** — shows Supplier points of contact (email, phone, title) for efficient communication. Every profile needs at least one primary contact; additional contacts can be added as secondary.

Supplier Profile – Contact Mapping

▼ Contact Information (1)

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information

Contact Mapping

▲	Full Name	≡	Code	Personas	Role	Sut	Delete	Actions
	Joe Mach		CC-2026.006755	-	Delivery	▼	Wo	 

- **Contact Mapping** — map Supplier contacts to different 3M roles, helping assign contacts to the right assignments, such as Accounts Receivable or Delivery.
- Note: When making changes to the profile, Supplier must first submit the changes and get the newly added contact approved by 3M before sending invitations.

Supplier Profile - Location

Location				Manage Location Defaults	+ Add	Delete
▲	Select	*Location Name	Type	Location Code	Phone Numbers	
	☐	Location LC.2026-261853	Headquarter +1 More	LC.2026-261853		

- **Location** — the central place for managing Supplier sites, plants, or offices, each with independent transactional and compliance information. Subsections: Location Details, Address, and Roles & Contact.

Supplier Profile – Location | Add Location

Workbench / Supplier Profile

← Metal and Molding Co (PC00001223) GEP Registered

Discussion Forum

Save Location

Cancel

Supplier

Location

SECTIONS

* Location Details

* Address

* Roles & Contacts (1)

Location Details

* Indicates required fields

* Location Name

Location LC.2026-218390

Location Code

LC.2026-218390

* Location Type

Headquarter Location

Primary Business Phone

Primary Number Extn

Fax Number

Supported Currencies

Address

* Country

CA-Canada

* Street 1

Canadian Tire, Parkedale Avenue

State

Ontario

Street 2

* City

Brockville

* Zip/Postal Code

K6V 7J5

PO Box Number

PO Box Postal Code

Invoice Partner Name

?

3M ASSISTANT

- Click **Add Location** to navigate to the Locations tab, then click each section shown to add or update information.

Supplier Profile – Location | Location Details

Location Details

* Indicates required fields

* Location Name

Location LC.2026-218390

Location Code

LC.2026-218390

* Location Type

Headquarter Location

Primary Business Phone

Primary Number Extn

Fax Number

Supported Currencies

- Location Details** — this section contains mandatory Supplier location-related information; select or enter information in each field.

3M

Supplier Profile – Location | Address

▼ Address

* Country
US-USA

* Street 1
1160 Estero Blvd

* State
Florida ▼

Street 2

* City
Fort Myers Beach

* Zip/Postal Code
33931

PO Box Number

PO Box Postal Code

Invoice Partner Name

- **Address** — enter the Supplier's physical and mailing address, required for logistics and tax documentation, such as City, Country, and Zip Code.

Supplier Profile – Location | Roles and Contacts

Roles & Contacts (1)

⊕ Add

🗑 Delete

* Indicates required fields

▲ Select	* Org Entity(ies) ↓↑	* Contact Role ↓↑	* Contacts Names ↓↑
☐	1000 - 3M Company	Accounts Receivable	Madison Carroll

- Roles and Contacts** — specify the Supplier point of contact and role assigned to a location, such as Plant Manager or Invoicing Contact. You can also add Role and Contacts here.

Supplier Profile – Location | Save Location

The screenshot displays the 'Supplier Profile - Location' page for 'Metal and Molding Co (PC00001223)'. The page is divided into a left sidebar and a main content area. The sidebar, under the 'Location' tab, lists 'SECTIONS' including 'Location Details' (selected), 'Address', and 'Roles & Contacts (1)'. The main content area is titled 'Location Details' and contains several input fields. The 'Location Name' field is filled with 'Location LC.2026-218390', and the 'Location Code' is 'LC.2026-218390'. The 'Location Type' dropdown is set to 'Headquarter Location'. Other fields include 'Primary Business Phone', 'Primary Number Extn', and 'Fax Number'. Below this, the 'Address' section is expanded, showing 'Country' as 'CA-Canada', 'Street 1' as 'Canadian Tire, Parkedale Avenue', 'State' as 'Ontario', and 'City' as 'Brockville'. The 'Zip/Postal Code' is 'K6V 7J5'. Other address-related fields like 'PO Box Number', 'PO Box Postal Code', and 'Invoice Partner Name' are also present. In the top right corner, the 'Save Location' button is highlighted with a red rectangular box, next to a 'Cancel' button. A 'Discussion Forum' link is also visible in the top right area.

- Once location information is filled out, click **Save Location**. You'll return to the Supplier Profile page to fill in other onboarding details.

Supplier Profile - Certificates

Certificates (1) ⊕ Add 🗑 Delete

▲ *Select ↓↑	*Certificate Category ↓↑	*Certificate Type ↓↑ ≡	*Certificate Sub Type ↓↑ ≡	*Issuing Authority Clone ↓↑	*Expiration Status ↓↑
☐	Professional Certificate	Professional Certificate	Professional Certificate	Mark 	

- Certificate** — captures the Supplier's professional certification details, including expiration date, status, compliance requirements, and issuing authority. Certificates fall under two business categories: Professional Certificate and Business Size Certificate.

Supplier Profile – Onboarding Details

▼ Onboarding Details

Select	Relationship Type	Onboarding Status	Onboarding Forms	Risk/Control Count	Approver Comment
☐	Registration	---	---		
☐	Lite Onboarding	Approved for Lite Onboardi...	---	5	
☐	Full Onboarding	Approved for Full Onboardi...	---	4	

- **Onboarding Details** — shows the Supplier's onboarding workflow information, including relationship type, onboarding status, onboarding form, risk/control, and approver comments.

Supplier Profile – Notes and Attachment

Notes and Attachments 

Search

+

Add

Delete

Attachments

Notes

Select	File Name	Classification	Visibility	Uploaded By	Uploaded On	File Size
☐	Banking Information.docx	Banking Information	Public	Dan Leo	09/06/2026	16.82 KB

- **Attaching** support documents is mandatory to proceed with the full onboarding relationship — the expectation is for the Supplier to attach documents in their profile rather than send them to 3M separately.
- 3M provides guidance on which supporting documents are required — hover over the red exclamation icon in the Attachments section for details.

Supplier Profile – Notes and Attachment

Notes and Attachments

Search

Add

Delete

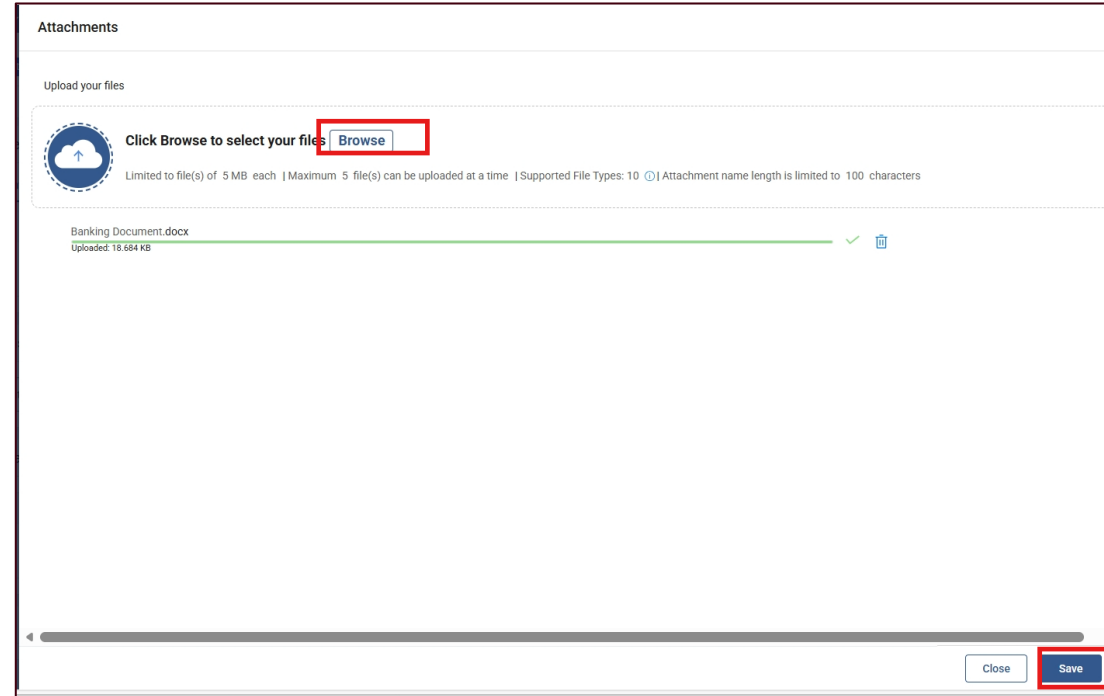
Attachments

Notes

Select	File Name	↓↑	Classification	↓↑	Visibility	↓↑	Uploaded By	↓↑	Uploaded On	↓↑	File Size	↓↑
No Rows To Show												

- To upload a document, click the **Add** icon.

Supplier Profile - Notes and Attachment



The screenshot shows a web interface titled "Attachments". Below the title is a section labeled "Upload your files". Inside this section, there is a blue circular icon with a white cloud and an upward arrow. To the right of the icon, the text "Click Browse to select your files" is displayed, with a red rectangular box highlighting the word "Browse". Further right is a button labeled "Browse". Below this text, a smaller line of text provides upload guidelines: "Limited to file(s) of 5 MB each | Maximum 5 file(s) can be uploaded at a time | Supported File Types: 10 | Attachment name length is limited to 100 characters". Below the guidelines, a file named "Banking Document.docx" is shown with a green progress bar and a green checkmark, indicating successful upload. Below the progress bar, it says "Uploaded: 18.684 KB". At the bottom right of the interface, there are two buttons: "Close" and "Save", with the "Save" button highlighted by a red rectangular box.

- Click **Browse** to select the document (or drag and drop it), then click Save and Close once the upload is complete.

Supplier Profile - Notes and Attachment

Notes and Attachments

Search

AddDelete

AttachmentsNotes

Select	File Name	Classification	Visibility	Uploaded By	Uploaded On	File Size
☐	Banking Information.docx	Banking Information	Public	Dan Leo	08/27/2026	16.82 KB

- Once uploaded, specify the document's Classification Type and Visibility — for example, select Banking Information for a banking-related document.
- Visibility has three options: Public (Supplier and Buyer users can view), Buyer Only (all 3M users with access can view), and Confidential (only the uploader can access it).

Supplier Profile - Notes and Attachment

Notes and Attachments

Search

+ Add

🗑 Delete

Attachments Notes

Select	File Name	Classification	Visibility	Uploaded By	Uploaded On	File Size
☒	Banking Information.docx	Banking Information	Public	Dan Leo	08/27/2026	16.82 KB

- To delete an existing attachment, select it and click Delete, then confirm in the dialog that appears.

Supplier Profile - Notes and Attachment

Notes and Attachments

Attachments Notes

* Indicates required fields

*Note Name *Description *Classification

Visibility Public Criticality Standard Add Note

Note Name	Description	Classification	Visibility	Criticality	Added By
No Rows To Show					

- **Notes** — click Notes, enter a Name and Description, select the Classification type, Visibility, and Criticality, then click Add Note.

Supplier Profile - Notes and Attachment

Attachments

Notes

* Indicates required fields

* Note Name

* Description

* Classification

Visibility
Public

Criticality
Standard

Add Note

Classification	↓↑	Visibility	↓↑	Criticality	↓↑	Added By	↓↑	Added On	↓↑	Actions
Other		Public		Standard		Dan Leo		2026-08-28		

- In the Notes table, scroll right and click the edit icon to modify an existing note, or the delete icon to remove it.

Supplier Profile – Banking Information

Workbench / Supplier Profile

← Metal and Molding Co (PC00001223) GEP Registered Discussion Forum More Cancel Submit

Supplier

SECTIONS

- * Basic Details
- * Identification Information (1)
- Business Information
- * Contact Information (5)
- * Location
- Certificates
- Onboarding Details
- Notes and Attachments
- Banking Information**
- Related Content

No Rows To Show

Banking Information

+ Add - Delete Default To Location

Select	Client Bank Reference ID	Country	Bank Name	Bank Branch	Swift BIC	Bene
No Rows To Show						

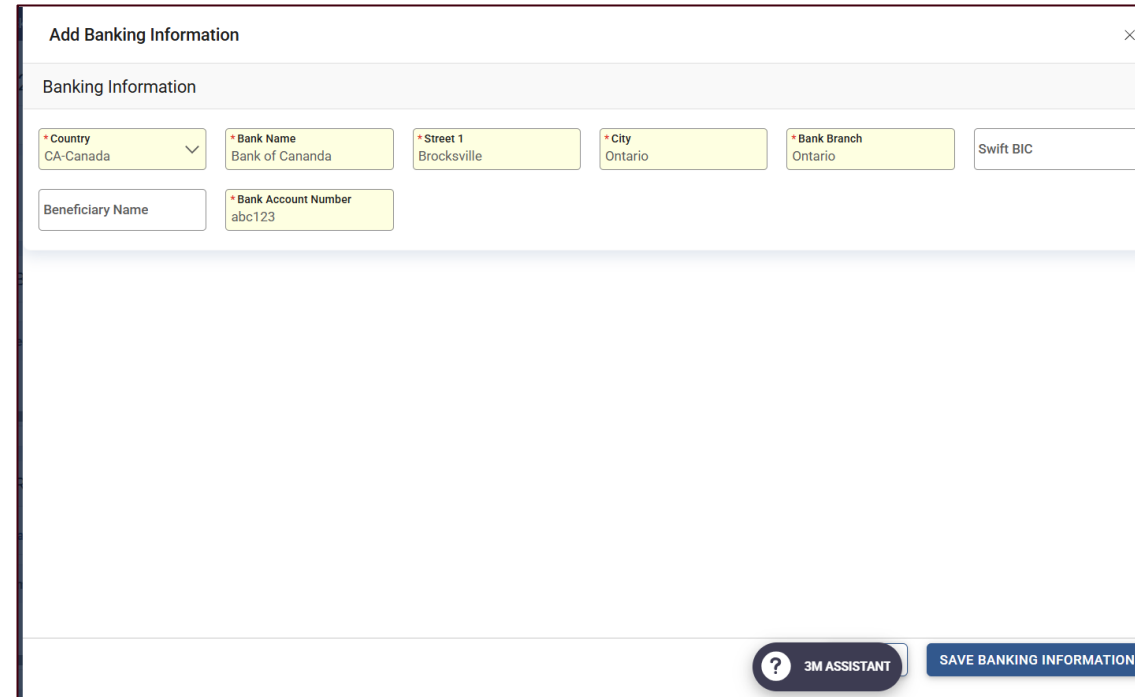
Related Content

Contract Forms Ticket Management Scorecard

Form Document

- **Banking Information** — go to the Banking Information section and click Add.

Supplier Profile – Banking Information



The screenshot shows a web form titled "Add Banking Information" with a close button (X) in the top right corner. The form is divided into a header section labeled "Banking Information" and a main input area. The input area contains several fields: a dropdown menu for "Country" (currently showing "CA-Canada"), text boxes for "Bank Name" (Bank of Canada), "Street 1" (Brocksville), "City" (Ontario), "Bank Branch" (Ontario), "Swift BIC", "Beneficiary Name", and "Bank Account Number" (abc123). At the bottom right of the form, there is a dark blue button with a question mark icon and the text "3M ASSISTANT", and a blue button labeled "SAVE BANKING INFORMATION".

- Select the country, provide the banking details, and click **Save Banking Information**.

Supplier Profile – Related Content

Related Content							
ContractFormsTicket ManagementScorecard							
Contract Number	Contract Name	Status	Contract Type	Contract Sub-Type	Created by	Effective Date	
CDR0008216	Child of PRQ-005280	Live	Standard	3M Paper	Savio Macwan	08/20/2026	

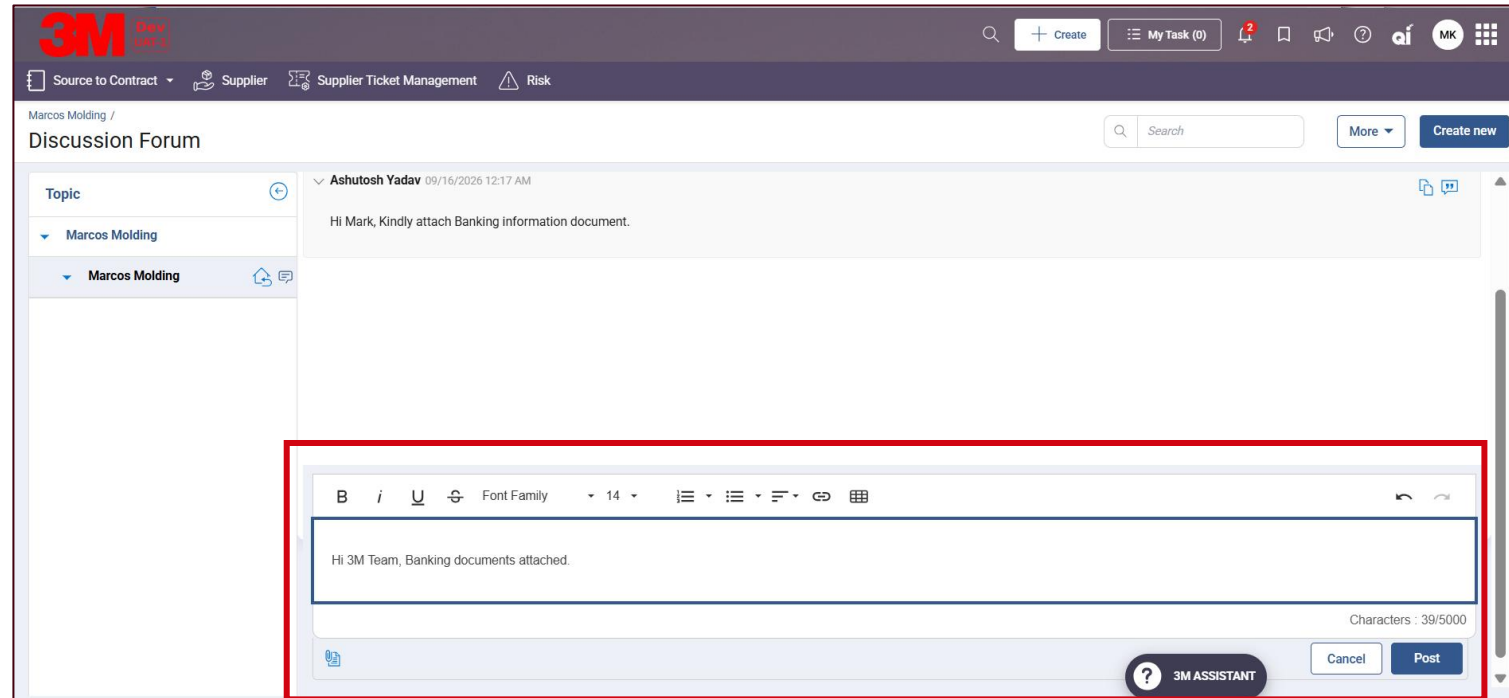
- Related Content** — displays all documents related to a Supplier, such as RFx, Contracts, Forms, Ticket Management, Scorecard, Invoice Order, Project, and Catalog. Click a tab to view the associated documents.

Supplier Profile – Discussion Forum

The screenshot shows the 3M Supplier Profile interface for 'Marcos Molding (PC00001088)'. The top navigation bar includes the 3M logo, a search icon, a '+ Create' button, and a 'My Task (0)' button. Below this, a breadcrumb trail shows 'Workbench / Supplier Profile'. The main header area displays the supplier name 'Marcos Molding (PC00001088)' with a 'GEP Registered' badge. A red box highlights the 'Discussion Forum' button, which has a green circle with the number '1' next to it, indicating one pending message. To the right of this button are 'More' and 'Edit Profile' options. The left sidebar lists various sections: 'Basic Details', 'Identification Information', 'Contact Information', 'Diversity', 'Onboarding Details', 'Notes and Attachments', and 'Related Content'. The main content area is divided into two sections: 'Basic Details' and 'Identification Information'. The 'Basic Details' section includes fields for 'Legal Company Name' (Marcos Molding), 'Doing Business As' (-), 'Origination' (GEP), 'Partner Status' (GEP Registered), and 'Small Business Enterprise' (No). The 'Identification Information' section contains a blue informational banner stating: 'The Identification Information section allows suppliers to easily update various country-specific identification types and numbers, including VAT, PAN, GST, TIN, and more'. Below this is a table with columns for 'Country', 'Identification Type', and 'Identification Number'. The table currently shows 'No Rows To Show'. At the bottom of the table, there is a 'Rows per page' dropdown set to '5' and a 'Page 0 of 0' indicator.

- **Discussion Forum** — review the forum to check for pending messages requiring a response, and reply by including a message and clicking Post.

Supplier Profile – Discussion Forum



- This triggers an automated email and platform notification to the 3M team. The Discussion Forum can also serve as a real-time chat, keeping all messages recorded.

Supplier Profile – Submit profile/changes

Workbench / Supplier Profile

← Metal and Molding Co (PC00001223) GEP Registered Discussion Forum More Cancel **Submit**

Supplier

SECTIONS

- *Basic Details ✓
- *Identification Information (1) ✓
- Business Information ✓
- *Contact Information (5) ✓
- *Location
- Certificates ✓
- *Onboarding Details
- Notes and Attachments
- Banking Information ✓

Basic Details

* Indicates required fields

* Legal Company Name ⓘ Metal and Molding Co Doing Business As Origination GEP * Partner Status GEP Registered Small Business Enterprise ⓘ No

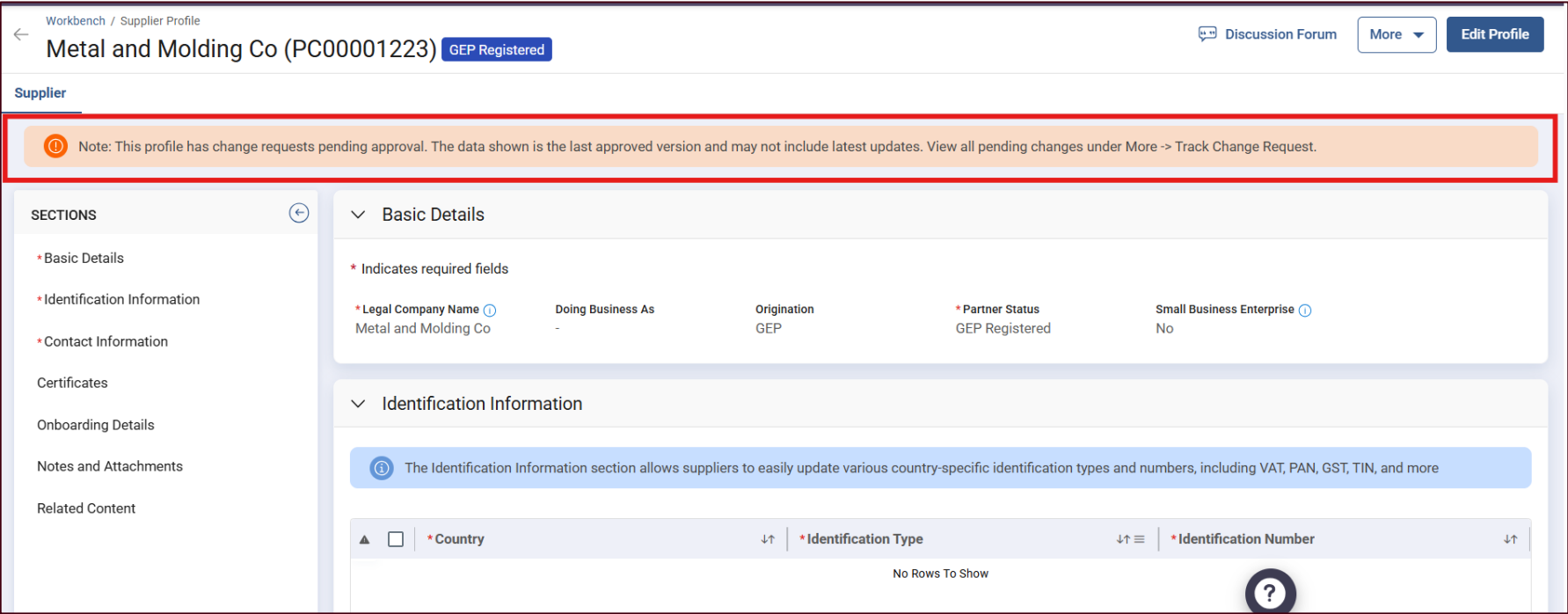
Identification Information (1) + Add 🗑 Delete

📘 The Identification Information section allows suppliers to easily update various country-specific identification types and numbers, including VAT, PAN, GST, TIN, and more

▲ ☐	* Country	↕	* Identification Type	↕	* Identification Number	↕
☐	IN-India		Not Able to Provide - Enter N/A if selected		N/A	

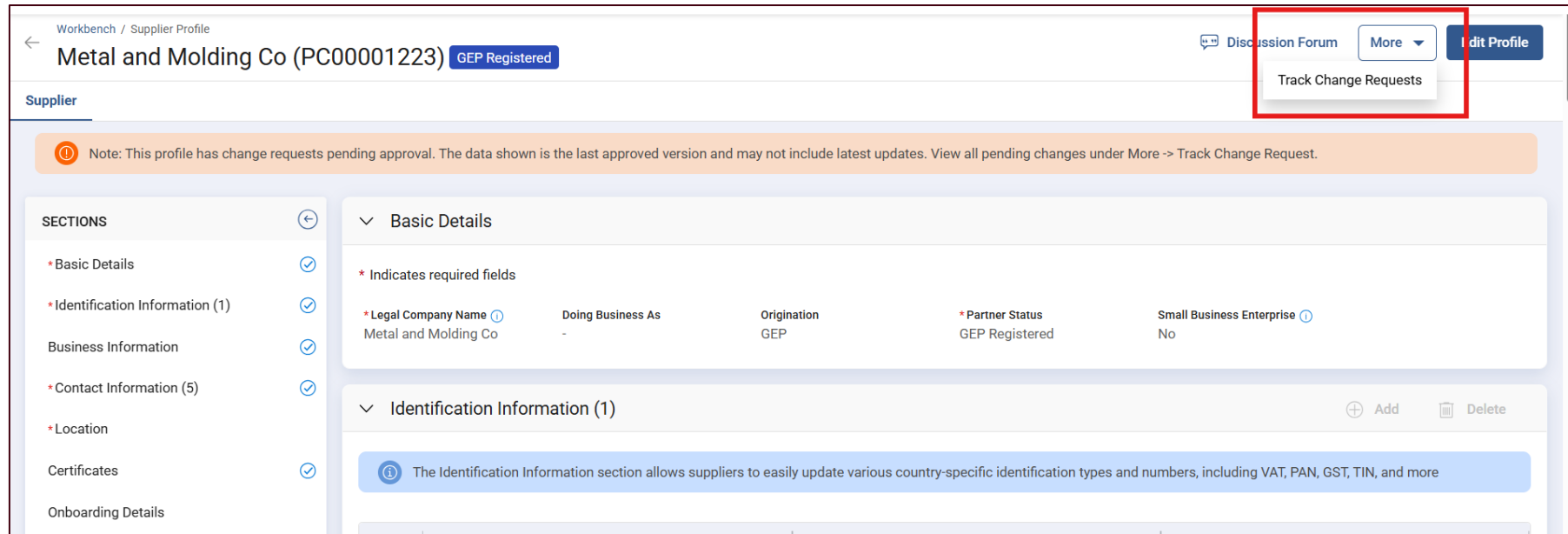
- Once changes are complete, click Submit to send the profile changes for 3M approval.

Supplier Profile – Change Request Approval



- A banner appears at the top of the Supplier profile page noting that the profile change request is pending approval.

Supplier Profile – Change Request Approval



- Click Track Change Requests to view the status of your change approval.

Supplier Profile – Change Request Approval

Workbench / Supplier Profile / Track Change Requests

←

Metal and Molding Co

Approve

Reject

<

Requested By

Version Status

Version Number

Created On

Assigned to Me

>

Reset

Save

All Filters

Change Request ID	Requester Name	Status	Created Date	Comment
9.1	Dan Leo	Approval Pending	8/28/2026	
8.1	Test PRF to CB	Approved	8/26/2026	
7.1	Aarti Matele	Approved	8/26/2026	
6.1	Aarti Matele	Approved	8/26/2026	
5.1	Aarti Matele	Approved	8/26/2026	

Rows per page

5

<<

<

1

2

>

>>

Page 1 of 2

- View the change request approval status, including any Approver comments.

Supplier Profile – Change Request Approval

Workbench / Supplier Profile / Track Change Requests

←

Metal and Molding Co

Approve

Reject

Requested By

Version Status

Version Number

Created On

Assigned to Me

Reset

Save

All Filters

Change Request ID	Requester Name	Status	Created Date	Comment
9.1	Dan Leo	Approved	8/28/2026	
8.1	Test PRF to CB	Approved	8/26/2026	
7.1	Aarti Matele	Approved	8/26/2026	
6.1	Aarti Matele	Approved	8/26/2026	
5.1	Aarti Matele	Approved	8/26/2026	

Rows per page5

<<

<

1

2

>

>>

Page1 of 2

?

3M ASSISTANT

- Once approved or rejected, the status updates and the pending-approval banner disappears — if approved, the changes begin reflecting on the Supplier profile page.

Thank You

