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I. Packaging Requirements

A. Introduction
Non-regulated goods packaging and unit load requirements are listed in this section. These requirements are to be followed without deviation unless otherwise specified. If 3M packaging standards have been supplied for a specific product, the standard will overrule the requirements in this document. If a 3M-purchase order specifies a different pallet or packaging structure requirement, the information on the 3M-purchase order overrules this document. All packaging structure, unit load building and preparation of regulated materials under Department of Transportation (DOT), International Air Transport Association (IATA), or International Maritime Organization (IMO) are the shipper’s responsibility. Design and structure should meet these regulations before adhering to the marking and labeling requirements of this document.

B. Package Design
Individual and unit load packaging structure for domestic and international distribution must be capable of meeting the performance requirements of ASTM D4169 “Standard Practice for Performance Testing of Shipping Containers and Systems.”

C. Case Dimensions
Fixed case counts, product size, and product shape determine most shipper case sizes for finished goods. If a shipper case size can be designed to keep finished goods shippers in the following size and weight ranges, this will facilitate the ability to convey at distribution locations that use conveyors. Minimum size is 5” X 5” X 3” maximum size is 36” X 20” X 20”. Minimum weight is 2 lbs. And maximum weight is 50 lbs. or NIOSH lifting standard suggested maximum.


**D. Case Sealing**

Box sealing method must be adequate to contain and protect packaged material. 3M #355 or 3M #375 clear box sealing tape is highly recommended. Gluing is not preferred but acceptable. Do not use staples for finished goods shipper carton sealing. Staples are acceptable for large bulk containers of raw material or semi-finished goods. If non-clear sealing tape is used, the tape should not cover graphics. If additional guidance is needed reference RD-131.

---

**E. Finished Goods Contents Label**

For marking, labeling and printing on a 3M finished goods package, contact 3M Sourcing for specific instructions.

---

**F. Bar Code Requirements for Intermediate and Shipper Containers**

3M specifies a few different types of bar codes on the intermediate and shipping container levels of finished goods packaging. The choice depends on which market the product is to be distributed to and/or specific customer preference.

To ensure that the 3M location can accurately and efficiently receive product, it is required that the supplier shipping location contact the 3M business purchasing the product and get the bar coding specifics for each product shipped. This contact should be done through the 3M Sourcing organization.

At 3M, the most commonly specified bar code type for these packaging levels is the SEE-14 (using the Interleaved 2 of 5 symbology). The governing organization for this bar code type is the Uniform Code Council located in Dayton, Ohio (phone: 513-435-3870). The UCC has published a document titled: Application Standard for Shipping Container Codes. The SCC-14 size specifications and bar code locations are detailed within this document. Suppliers/printers of packaging components should have this document on file at their location. If the bar code is to be directly printed on a corrugated carton, 100% magnification bar codes are recommended whenever the carton size allows. If the 100% magnification factor size will not fit, the 80% magnification factor is recommended.
The most common exception to the SCC-14 at 3M is the group of businesses, which market products to the health care industry. The supplier is advised to contact the 3M businesses that the product is being prepared for to receive specific information regarding bar code requirements.

G. Drum & IBC Requirements
All 55-gallon drums should be secured and shipped on a Heavy-duty pallet. Drums intended for export must be of new construction.

Flammable material should be stored in plastic IBCs and drums. These drums and IBCs must comply with NFPA 30.

All Compressed gas cylinders must have valve protection prior to shipment via threaded cap, shroud, or strong outer package. These cylinders must comply with Dangerous Goods Transport Regulations.
II. Load Building Requirements

A. Introduction
The requirements of this section help facilitate the handling and storage of materials shipped into 3M locations. Any requirements that are listed on a 3M packaging standard or 3M-purchase order will override the requirements of this section.

B. Pallet Requirements

1. Standard
All materials are to be shipped on a 3M Package Engineering specified pallet. Pallets that are acceptable are as follows:

<table>
<thead>
<tr>
<th>Pallet Code</th>
<th>Size</th>
<th>Type</th>
<th>Load Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>34-7000-8330-5</td>
<td>48 x 42, 2-way, Heavy Duty</td>
<td>Loads over 1400 lbs.</td>
<td></td>
</tr>
<tr>
<td>34-7056-8346-3</td>
<td>48 x 42, 2-way, Heavy Duty</td>
<td>Loads over 1400 lbs., Heat-treated</td>
<td></td>
</tr>
<tr>
<td>34-7000-8331-3</td>
<td>48 x 42, 2-way, Light Duty</td>
<td>Loads under 1400 lbs</td>
<td></td>
</tr>
<tr>
<td>34-7056-8348-9</td>
<td>48 x 42, 2-way, Light Duty</td>
<td>Loads under 1400 lbs., Heat-treated</td>
<td></td>
</tr>
<tr>
<td>34-7026-2187-0</td>
<td>48 x 40, 4-way</td>
<td>Loads under 1800 lbs.</td>
<td></td>
</tr>
<tr>
<td>34-7056-8350-5</td>
<td>48 x 40, 4-way</td>
<td>Loads under 1800 lbs., Heat-treated</td>
<td></td>
</tr>
</tbody>
</table>

2. Exceptions
a) If the load exceeds pallet footprint, the product must be supplied on a larger 4-way entry special size pallet, with no product overhanging the pallet. The supplier must inform 3M.
b) Make certain to check the purchase order or pack standard for a requirement of a specific pallet type. Purchase order instructions override this document. Pallets must be new or in very good condition. Pallets
with broken boards, bark, pest infestation, exposed nail heads, and excessive moisture are not acceptable.

c) Perimeter-base block-style pallets are the style used in most PECO and CHEP pallets.

d) Unacceptable

Pallet types that are unacceptable for shipment to 3M distribution centers are skids, corrugated (paper-based), and unidirectional block-style pallets. Skids and unidirectional pallets do not have a bottom deck board arrangement that works in warehouse storage systems. The corrugated pallets are not strong enough and are not suitable for storage. These pallet types cause additional warehouse handling costs.

<table>
<thead>
<tr>
<th>Skid</th>
<th>Corrugated (Paper)</th>
<th>Unidirectional Block-style</th>
</tr>
</thead>
</table>

3. Phytosanitary (pest control) requirements

a) All solid wood pallets used for shipments from outside the US must be heat-treated and marked according to the ISPM15 phytosanitary standard.

b) Alternately, an exempt pallet may be used. This may be plastic, plywood, or metal but as there are many unsuitable designs in use, it must be approved by the receiving location prior to shipping.

4. Condition of pallets

All pallets must be clean, dry, free from damage or protruding nails, and free from signs of mold or pests. Moisture content of the wood must be no more than 22%.
C. Slip Sheet Requirements
One slip-sheet must be placed over the top deck boards of the pallet before stacking boxes on pallet (see illustration below). The slip-sheet is to have a 42” x 48” footprint with 4” flaps on two adjacent sides. Material is to be 275 lb., “C” flute, or 44 lb., ECT corrugated.

D. Shipper Case Overhang
No part of a shipping case should overhang the pallet (see illustration below).
E. Unit Load Maximum Height
Overall unit load height, including pallet, shall not exceed 48”. Loads over 48” may be accepted if approved by a 3M receiving location.

F. Unit Load Maximum Weight
Total unit load weight should not exceed 2500 lbs.

G. Unit Load Stabilization
Shipping case strength along with pallet pattern must be designed to present a stable, damage free unit to 3M (see illustrations below). Unit loads made of multiple cases must be securely stretch wrapped with clear polyethylene stretch film or 3M’s Scotch Brand Stretchable Tapes #8884 and #8886. Stretch wrap must go around pallet base as well as shipper cases. This ties the cartons to the pallet for added stability. Both column stacking and interlocking boxes are acceptable as long as boxes are strong enough. If pallet pattern is illustrated on the physical carton, that pattern should be utilized.

If additional unit load containment and stabilization requires strapping, strapping is to be polyester heat-sealed with no metal fasteners. RD-157 or ASTM 4649 should be used for stretch wrapping and RD-207 should be used for banding and stretch wrapping.
H. Double Stacking

If unit loads are less than 2000 lbs., they must be designed to handle their own weight, two high in transit. If unit loads are more than 2000 lbs., they must be able to withstand at least 2000 lbs. on top during transit. **If material cannot be double stacked, mark the load accordingly with a do not stack label and do not ship it to the receiving location double stacked.**

When double stacking loads, a slip-sheet or cardboard separator, a pallet and a slip-sheet should be inserted at a minimum of every 48”. See illustration below). Heavier loads should always be loaded on the bottom.

If there are additional concerns regarding double stacking, please contact Package Engineering.

---

I. Shipping Case Stacking

Cases must be placed on pallet so product labels can be read from outside of pallet. Shipper cases should also be stacked to provide a flat, stable surface to allow placement of another unit load on top, when possible (see illustration below).
Cases must be stacked without misalignment for maximum stacking strength (see Illustration below).

J. Load Building - Pails
Pails should be utilized by stacking them in columns on a heavy-duty pallet. Prior to placing the pails on the pallets, inspect for nail heads and other protrusions that could puncture pails. A corrugated sheet should be placed between the bottom layer of the pails and the pallets. Pail stacks must be stabilized by wrapping with stretch film. Stretch wrap should secure pails to pallets by having the first few wraps around the base of the pallet. Corrugated tie layers and top caps are also highly recommended (see illustration).
K. Load Building - Bags
Bags should be unitized on a heavy-duty pallet by stacking them in interlocked layers. A corrugated sheet should be placed on the pallet under bottom layer of bags to protect bags from flowing between the deck board gaps and to protect the bags from nails. Unit loads should be top capped and stretch wrapped for additional stability (see illustration).
III. Labeling and Marking

A. Introduction
Proper labeling and marking is critical when shipping product. This will help the carrier identify the proper destination, expedite the receiving process at its destination and help increase inventory accuracy and reduce adjustments. It is mandatory for every supplier to follow these labeling and marking procedures.

B. Product Label
For 3M finished goods product labeling refer to Section 1.

C. Over Packing of Non-Regulated Goods
When over packing, the carton should be properly marked so that the receiving crew can easily identify it. This information should also be noted on the placard. “Over Pack” should be written in bold lettering on multiple sides of the box or a unique color box such as red or yellow with pre printed text over pack on the side can be used. If the capability exists it is a best practice to attach a content packing list to the over pack box as well. This carton should be placed on the top of the load as well as at the outer edge of the pallet.

D. Regulated/Protective Service and Special Markings
Every shipment must adhere to Department of Transportation (DOT) and International Air Transport Association (IATA) requirements from supplier to US Distribution Center.

All hazardous materials or dangerous goods marks and labels on packages inside overpack (stretch wrap, banding, etc.) must be duplicated on the outside of the overpack unless they are all completely visible on the overpack.

E. Part Carton Identification
Less than full carton (Part carton) quantities are discouraged. **Greater than full carton quantities are not acceptable under any circumstance.** Any deviation from a master carton quantity must be marked on the less than full case with “Part Carton” in bold lettering. The Billing units must also be changed on the product line. This carton should be placed on the top layer of the item as well as at the outer edge of the pallet.

---

**F. Multiple Item Identification**

1. If multiple items are packed in a single case, mark the case “mixed merchandise” in bold lettering.

2. Mixed Stock Pallets
   a. Every attempt to have pure loads should be made
   b. A mixed pallet must be placarded as mixed and must list quantity by 3M 11-digit product number on the pallet
   c. Paper, plastic or cardboard should be used to separate the mixed freight, slip-sheet is preferred.
   d. Smallest quantity of different stock items should be stacked at the top of the pallet

3. Mixed Lot numbers
   a. Every attempt to have pure loads should be made
   b. A mixed lot pallet must be placarded as “Mixed Lot” and must list the quantity by 3M 11-digit product number / lot number on pallet.
   c. Paper, plastic or cardboard should be used to separate the mixed freight, slip-sheet is preferred.
   d. The smallest quantity of different lot numbers should be stacked at the top of the load.

---

**G. Pallet Load Requirements**

1. Individual load tickets must be completed and attached to each pallet. The following are the required fields that need to be included on each load ticket:
   a. Destination
   b. Ship Date
   c. SKU
   d. Invoice number
   e. Qty in billing units
   f. Lot or run number (must list quantity by lot)
   g. Load # (ex. 1 of 2 and 2 of 2)
h. Trailer # (needed on reship)

2. All packing lists for the shipment need to be placed into an envelope and placed on the tail of the trailer for material traveling door to door. Material being reshipped across a carrier terminal, a vendor’s facility or a 3M facility needs to have the packing list attached to the first load of the order.

3. If the quantity is shipped in layer quantities it is acceptable to slip-sheet multiple layers of product. It is preferred to start a new load at 48” although it is acceptable up to 96” or 2500 lbs.

4. If the quantities are not in layer quantities and if the total cube of the item is 20 or more, then the product should be shipped independently on its own pallet. If the cube is less than 20, it should be combined onto a pallet with other items of the same group.

5. If the quantities are not in layer quantities and if the total cube of the item is 20 or more, then the product should be shipped independently on its own pallet. If the cube is less than 20, it should be combined onto a pallet with other items of the same group.

---

H. Load Ticket Placement - The load ticket is a pallet manifest of contents of the pallet load and must be attached to the pallet (see illustration.)

*Load ticket placement illustration*
IV. Packing List

A. Introduction
Packing lists are detailed specifications of the goods shipped from the supplier to a 3M location. The accuracy on the packing list is vital to processing the receipt and may cause delay in or no payment to the supplier if inaccurate or incomplete.

B. Required Specifications
If all specifications stated below are not on the packing list, it could result in delayed shipments and payments, lost materials, lost discount for 3M and non value-added efforts on the part of 3M and supplier personnel.

- Supplier name, address and telephone number, including area code
- 3M purchase order number
- 3M purchase order line and schedule number as stated on the 3M purchase order
- 3M International invoice number, if applicable
- 3M 11 digit product number, if applicable
- 3M description as stated on 3M purchase order
- Billing units shipped and billing unit type. Billing units must be indicated in same unit type shown on the 3M purchase order/invoice (i.e., if order calls for lineal yards, shipped quantity must also be shown as lineal yards)
- Quantity listed by lot number.
- Total number and types of pieces shipped on order
- Weight – total weight of order
- Country of destination (international shipments)

Caution!
The packing list should always be in a waterproof pocket or pouch on the outside of the carton. If pallet-load quantity, place the packing list in the upper right hand corner of the front face of the pallet.
V. Bill of Lading & Air Bill Preparation

A. Introduction
The following list pertains to 3M requirements for its supplier’s bill of lading and air bill preparation. These requirements help 3M pay the lowest rates, protect 3M legally, aid the carrier in making delivery and streamlines the freight payment process for 3M.

B. Requirements
1. List all 3M-purchase order number(s) and 3M release number(s).
2. When shipping from one origin to one destination always combine multiple purchase orders on one bill of lading.
3. List complete routing including all carriers on interline shipments.
4. List border crossing points.
5. Name each railroad and interline point for rail shipments
6. Indicate freight terms of prepaid or collect according to the 3M purchase order instructions. If 3M is responsible for payment of the freight bill, include the following bill to address:
   3M COMPANY (3MCP01)
   c/o Data2Logistics
   12631 Westlinks Dr. Ste 3
   Fort Myers, FL 33913-8267
   Or
   3M Company (3MCP01)
   c/o Data2Logistics
   PO Box 61050
   Fort Myers, FL 33906
7. List the complete 3M ship to address along with a building number and dock number, if applicable.
8. List the complete shipper’s address along with a contact name and telephone number.
9. When shipping hazardous materials, you must have a 24-hour emergency contact telephone number on the bill of lading.
Supplier Requirements Toolkit

10. If truckload, rail, tank truck, COFC/TOFC or 3M Dedicated Fleet, show the appropriate initials and/or numbers identifying the trailer, car or container.

11. If the shipment is a truckload shipment arranged through 3M Shipment Control, list the 3M-load control number.

12. If seals are used on the doors, the seal numbers should be listed on the bill of lading.

13. List the type of package, number of pieces and weight

14. List the pallet weight separately.

15. Collect on delivery shipments – 3M is not set up to receive COD.

16. **Do not insure** 3M shipments unless requested. 3M is self-insured.
VI. Routing Shipments to 3M

A. Introduction

When routing shipments to 3M, please follow the PeopleSoft Message Code 156 quoted below:

**PeopleSoft Message Code 156**

*3M SHIPPING INSTRUCTIONS FOR DOMESTIC U.S. "COLLECT \ 3RD PARTY" SHIPMENTS:*

SHIP NON-PALLETIZED FREIGHT WEIGHING LESS THAN 200 LBS VIA UPS COLLECT GROUND SERVICE USING ACCOUNT NUMBER V6A466.

OR

SHIPMENTS GREATER THAN 20,000 LBS OR 24 PALLETS CALL THE "3M SHIPMENT CONTROL CENTER" AT 1-800-328-1355 (651-575-5252 FOR MN & CANADA) AT LEAST 72 HOURS PRIOR TO SHIP DATE

OR

FOR SHIPMENTS BETWEEN 200 LBS AND 20,000 LBS OR 24 PALLETS, USE THE 3M WEBSITE AT http://www.3M.com/Suppliers. AT THIS WEBSITE OPEN THE "TRANSPORTATION ROUTING" LINK (PASSWORD NOT REQUIRED), ENTER THE REQUESTED ORIGIN, DESTINATION AND SHIPMENT INFORMATION AND A ROUTING WILL BE PROVIDED. IF NO ACCESS TO INTERNET CALL 1-800-929-5372.

THE 3M PURCHASE ORDER NUMBER IS REQUIRED ON THE SHIPPING DOCUMENTS AND WHEN CALLING FOR A ROUTING.

THE FOLLOWING BILLING INSTRUCTIONS ARE REQUIRED ON THE BILL OF LADING:

3RD PARTY COLLECT
SEND FREIGHT BILL TO:

3M COMPANY (3MCP01)
c/o Data2Logistics
12631 Westlinks Dr. Ste 3
Fort Myers, FL 33913-8267

Or

3M Company (3MCP01)
c/o Data2Logistics
PO Box 61050
Fort Myers, FL 33906

B. Appropriate Packaging

The appropriate packaging for the mode of transportation specified must be used. If unable to comply with the 3M purchase order routing instructions, call the 3M Routing Center (800) 929-5372 before changing the routing. Failure to do this will result in a charge back for the difference in freight costs.
This number may also be called if there are issues with a carrier failing to make a pickup.

C. When to use UPS
Normal routing instructions call for using UPS on shipments under 200 pounds if the packages are under 70 pounds each and less than 130 inches in length and girth combined each. Small cartons should be banded or over packed in a larger carton.

D. Air Freight
For air freight shipments, use UPS for shipments under 150 pounds and BAX Global for shipments over 150 pounds. For hazardous shipments under 150 pounds, use FedEx Express. 3M prefers second day air service unless next day is requested. Do not ship airfreight unless requested by 3M.

E. Less than Truckload Shipments
Consolidate into one shipment all less than truckload shipments that are being shipped to a 3M location on the same day or in a two day period.

F. Truck Load Shipments
A truckload shipment is a shipment that takes up more than 24 feet of the trailer. Call the 3M Shipment Control Center 48 hours prior to the ship date, at 800-328-1355 or (651) 575-5252. You will need the following information when you call the Shipment Control Center:
1. When will the shipment be available for pick up.
2. Your company’s facility code if you have one. If you do not have one, one will be assigned to your company when you call.
3. The 3M purchase order and release numbers.
4. The weight of the shipment.
5. You have to know if the shipment is hazardous.
6. Type of trailer needed along with the required equipment.
7. Type of trailer not allowed.
G. Third Party Shipments

For third party shipments between suppliers or from a supplier to a customer where 3M is responsible for paying the freight charges and 3M bills of lading are not being used, the following instructions must be on the bill of lading.

Prepay and Third Party Bill to:

3rd PARTY COLLECT
SEND FREIGHT BILL TO:

3M COMPANY (3MCP01)
c/o Data2Logistics
12631 Westlinks Dr. Ste 3
Fort Myers, FL 33913-8267

Or

3M Company (3MCP01)
c/o Data2Logistics
PO Box 61050
Fort Myers, FL 33906

3M purchase order number is required on the freight bill to insure prompt payment of freight charges.
Supplier Requirements Toolkit

H. Third Party Air Shipment

If a third party shipment is to go by air, use BAX Global. You must provide the following information on the Burlington air bill.

1. In the space below “Account No.” enter:

   3RD PARTY COLLECT
   SEND FREIGHT BILL TO:

   3M COMPANY (3MCP01)
c/o Data2Logistics
12631 Westlinks Dr. Ste 3
Fort Myers, FL 33913-8267

   Or

   3M Company (3MCP01)
c/o Data2Logistics
PO Box 61050
Fort Myers, FL 33906

2. In the space marked “Special Instructions/ Additional Reference Information:” enter:

   3M Purchase Order XXXXXX
I. **UPS Third Party**

If 3M has given you a 3M UPS Account Number and permission to ship air, you can ship third party by UPS.
VII. Invoicing

A. Introduction
   It is essential that the invoice requirements noted below are followed to ensure invoices are paid promptly and efficiently.

B. EDI Invoice (810)- it is essential that invoices are sent using Electronic Data Interchange (EDI).
   • Paper copies of invoices, including past due invoices, are NOT sent to Sourcing Operations if productive EDI. It is our expectation that all suppliers be EDI totally capable.
   • The supplier name must be transmitted to 3M plus the 9-digit zip code (this can be provided by your local post office if you do not already have this)
   • The 10-digit purchase order number must be transmitted in the correct segment (BIG04).
   • Be sure the complete ship to address is indicated (N1-N4 segments)
   • Item and schedule numbers that match the purchase order need to be transmitted (IT101 Segment).
   • Unit of measure must agree with the purchase order unit of measure (IT103 Segment).
   • The 3M part number, when provided on the PO, must be entered in the IT106 segment.
   • The terms of the purchase are the terms by which the invoice will be paid.
   • Tax status must match the 3M-purchase order. The correct state, count or city tax must be referenced in the appropriate field along with the corresponding dollar amounts. (TX101, TX102, TX105)
   • Ensure your invoice calculations are mathematically correct.
   • Receipt of the transmission is verified through the 997 transaction.
   • Price must match purchase order

C. E-Productivity - One of 3M’s corporate initiatives for business operation is e-Productivity. It is essential that our suppliers utilize the following electronic tools:
EDI Purchase (850)
3M submits purchase orders using the format guidelines which can be found on our website – [www.3m.com/us/about3m/ec/edi_guidelines.html](http://www.3m.com/us/about3m/ec/edi_guidelines.html). This EDI purchase order should be received before any shipment is made or invoice submitted.

EDI Purchase Order Acknowledgement (855)
The purchase order acknowledgement is the vehicle used to ensure that 3M and the supplier agree on the accuracy of the purchase order. Each order requires a purchase order acknowledgment be transmitted indicating agreement or exceptions before shipment.

EDI Invoice (810)
See guidelines in Invoicing Section above.

EFT – Electronic Funds Transfer
All suppliers are encouraged to embrace electronic funds transfer. For more information call the 3M-ePayment Solutions Center at 1-800-815-2460.

Supplier Inquiry System - eSupplier
The Supplier Inquiry System is an extranet application that allows non-3M business users the ability to inquire on their Invoice, Payment and Purchase Order Status information.

All non-3M business users of the eSupplier application are required to have either a Network Access Agreement or Extranet Access Agreement in place with 3M's Corporate IT Security organization before ENL and PeopleSoft access can be established.

The eSupplier application will be available for use 24 hours a day 7 days a week. Technical support will be available Monday thru Friday between the hours of 8:00AM and 5:00pm (CST).
VIII. Shipping and Receiving Accuracy

A. Requirement
The overall requirements of this section are to assure that exact material quantity is transferred - ship and or receive. This is critical to assure the proper accounting – in both quantity and value – of material transferred in and /or out of 3M and our suppliers.

B. Shipping and Receiving System Interactions
The table below highlights the different systems that can be used to transfer material. The purpose of the table is to provide the user with pros/cons of a particular systems impact on inventory accuracy AND what are the key actions the user must take to ensure inventory accuracy with particular system use.

The COMS 09N is the preferable transaction. This allows for load information to be transferred to the receiving location preventing errors and retaining birthdates, quantity, QC etc. The downside is that there is no ability to future date or generate backorders. For Inventory status “2” and “K”, large quantities e.g. exceeding truckload, multiple lines can be entered on this transaction to type-off or create separate orders.

The COMS 05N should be used only when moving between locations where material is to be expensed. This transaction should be used cautiously because of the problems it can cause to Factory Planner and plant system.

PMCS to PMCS is used extensively in Abrasives locations and is generated by the receiving plant placing an order for a load of material already in PMCS at the shipping location. Backorders and future dating don’t apply. This method can create Over/Short problems when one of the locations is a non-GMS location.
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The use of Phone calls/E-mail which result in the use of SISR’s are highly discouraged except in business critical situations, e.g. system crashes, contingency plan. This method allows the most opportunity for problems in all the systems involved in shipping/receiving.

### PROS & CONS FOR INTERPLANT TRANSFERS

<table>
<thead>
<tr>
<th>Shipping System</th>
<th>Order Triggering</th>
<th>Acctg Category $'s</th>
<th>Order Tracking</th>
<th>Load Information</th>
<th>Link to Factory Planner</th>
<th>Order Visibility</th>
<th>Future Dating</th>
<th>Backorder/Split of Order</th>
<th>CIAS Over/Short Problem</th>
<th>Adj Input</th>
<th>Ship Notice Impact</th>
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<tr>
<td>PMCS/PMCS by load</td>
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<td>COMS/PMCS by order</td>
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</tr>
</tbody>
</table>

- **Order Triggering**: Automatic notification to the shipping location
- **Acctg Category $**: Moves the $'s between accounting categories
- **Order Tracking**: Viewing inprocess and intransit steps
- **Load Information**: Ability to create PMCS transaction at the receiving location to receive against
- **Link to Factory Planner**: Visibility verification for receival and shipping
- **Order Visibility**: Order Viewing capability on designated systems
- **Future Dating**: Order entered to be processed at planned future date
- **Backorder/Split Order**: Ability to create a backorder if shipment is incomplete or product is not available
- **CIAS Over/Short Problem**: Greater potential impact on CIAS processing
- **Adj Input**: Pertaining to receipt quantity verification
- **Ship Notice Impact**: Ability to process an on-line ship notice
C. Shipping Accuracy Requirements

The requirement of this section is to assure the proper product/material, quantity, along with the proper documentation arrive at the destination accurate and on time.

---

**Requirement**

- Physical verification of 3M ID, all barcodes match associated 3M ID’s, quantities, load ID
- Update the systems with the verified information
- Generating the proper paperwork – Manifest, packing list, Bill of Lading.

---

**Verification**

- Match all barcodes with respective 3M ID
- Match 3M ID and quantity to the Order
- Match Load ID to the picking document

---

**System Update**

- When updating the Systems the matching Order Number must be selected to assure accurate shipment.
- Actual shipping quantities that are different than the requested order quantity must be updated on the system.
- If Load ID is unable to be matched in Verification process then the actual load id must be updated on the system.
- When the trailer leaves the dock the System Update needs to be completed. This update should not be delayed to the following day. This is even more critical on the last calendar day of the month for Revenue Recognition and for Inventory Reconciliation.
Supplier Requirements Toolkit

Paperwork Generation

- Need to generate an electronic ship notice for billing or transfer purposes, COMS manifest for saleable purchases, a bill of lading and packing list.
- Packing list - see section 4. Packing List
- Bill of Lading - see section 5. Bill of Lading & Air Bill Preparation
- For all shipments using COMS - A COMS manifest and a Ship Notice needs to be generated PRIOR to physical shipment
- All Finished Goods shipments need a COMS manifest and a Ship Notice generated PRIOR to physical shipment.

Contract Manufacturing

When shipping to 3M locations the following documents and information necessary are:
- COMS Manifest
- Bill of Lading
- Packing List
- 3M PeopleSoft Purchase Order Number

The preferred method of generating a COMS Manifest is to use OFO or Web-FASS.
The 3M PeopleSoft Purchase Order number needs to be referenced on the Packing List. See section 4. Packing List Required Specifications.

D. Receiving Accuracy Requirement

The requirement of this section is to assure the proper product/material, quantity, and paperwork is received properly at the receiving destination accurately and on time.

Requirement

- Paperwork (packing slip and correct PO for all purchased materials, COMS Manifest and packing slip for Manufactured Finished Goods).
- Physical verification of 3M ID, all bar codes match associated 3M ID’s and quantity to the paperwork.
Supplier Requirements Toolkit

- Update the systems with the actual information not the information from the paperwork.
- Updating of Multiple systems has to occur on the same day for a given order (especially at month end) to assure matching system month end balances.

Verification

- Match all barcodes with respective 3M ID
- Match 3M ID and quantity to the Order
- If load is ticketed and usable by the receiving location then match load ID to inbound paperwork or electronic communication.

System Update - DC

- When updating the Systems the matching PeopleSoft Order Number must be selected to assure an accurate receipt and matching COMS Order Number (Replenishment or Make Order) for Purchased Finished Goods only. For Manufactured Finished Goods the matching of the COMS Order number will assure an accurate receipt.
- Actual received quantities must be updated in the system if they are different than the requested order quantity.
- Update the system with the newly assigned load id.
- These updates should not be delayed to the following day. All systems need to be updated on the same day especially at month end for Reconciliation purposes.

System Update - Plant

- When updating the Systems the matching PeopleSoft Order Number must be selected to assure an accurate receipt and matching COMS Order Number (Replenishment or Make Order). This is for Purchased Finished Goods only.
- For Manufactured Finished Goods the matching of the COMS Order number will assure an accurate receipt.
- When updating the Systems for Materials other than Purchased and Manufactured Finished Goods the matching PeopleSoft order or matching Transfer Order must be selected.
Supplier Requirements Toolkit

- Actual received quantities must be updated in the system if they are different than the requested order quantity.
- Update the system with the newly assigned load id where applicable.
- These updates should not be delayed to the following day. All systems need to be updated on the same day especially at month end for Reconciliation purposes.

System Update - Contract Manufacturing

- When updating the Systems the matching PeopleSoft Order Number must be selected to assure an accurate receipt and matching COMS Order Number (Replenishment or Make Order). This is for Purchased Finished Goods only.
- When updating the Systems for Materials other than Purchased Finished Goods the matching PeopleSoft order must be selected.
- Actual received quantities must be updated in the system if they are different than the requested order quantity.
- Update the system with the newly assigned load id where applicable.
- These updates should not be delayed to the following day. All systems need to be updated on the same day especially at month end for Reconciliation purposes.

Paperwork Generation

- If the pallet doesn’t have a usable load ID then a load ticket needs to be generated see Load Ticket – section 3-F.
Appendix A: Shipment Checklist

- Are the loads adequately built & stretch wrapped
- Is the shipment is blocked and braced to stop movement and damage during transit
- Are the pallets the correct size, type and in good condition.
- No cartons overhang the pallet
- Slip sheeting is done where needed.
  - Between layers of different products on a load
  - Between the product and the pallet
- Pallets are placarded (with / barcoding if capability exists)
- Packing lists are with shipment
- A ship notice is entered if the capability exists.
- Over pack cartons identified
- Part cartons are always to be located on the top layer of an item, properly identified and placed in a visible location.
- Physical quantity shipped matches system quantity
- 3M ID and respective bar codes match
- Ship Notice is issued PRIOR to physical shipment
# Appendix B: DC Contact List

<table>
<thead>
<tr>
<th>DEKALB MDC Bldg #4</th>
<th>DEKALB - MWDC</th>
<th>DEKALB - North</th>
</tr>
</thead>
<tbody>
<tr>
<td>1211 Fairview Drive</td>
<td>3050 Corporate Drive</td>
<td>3M DeKalb Distribution Center - North Building #2 &amp; #3 - 12101 Barber Greene Rd</td>
</tr>
<tr>
<td>DeKalb, IL 60115-8712</td>
<td>DeKalb, IL 60115-9299</td>
<td>DeKalb, IL 60115-7901</td>
</tr>
<tr>
<td>(tri – 754-3105)</td>
<td>Phone: 815-756-5087 (tri – 754-0111)</td>
<td>Phone: 815-756-5087</td>
</tr>
<tr>
<td>Open: Sunday – Friday 24 Hours</td>
<td>Open: Sunday – Friday 24 Hours</td>
<td>Open: Sunday – Friday 24 Hours</td>
</tr>
<tr>
<td>Closed: Saturday - Sunday Hours Closed: 10:30 PM Friday until 10:30 PM Sunday CST</td>
<td>Closed: Saturday - Sunday Closed 2:30 PM Saturday until 6:30 PM Sunday CST</td>
<td>Closed: Saturday - Sunday Hours Closed: 10:30 PM Friday until 10:30 PM Sunday CST</td>
</tr>
<tr>
<td>DSR Coverage Monday - Friday 8:00 AM - 4:30 PM CST</td>
<td>DSR Coverage Monday - Friday 8:00 AM - 4:30 PM CST</td>
<td>DSR Coverage Monday - Friday 8:00 AM - 4:30 PM CST</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOREST CITY</th>
<th>MECHANICSBURG - EDC</th>
<th>ONTARIO - WCDC</th>
</tr>
</thead>
<tbody>
<tr>
<td>806 W Crystal Lake Road</td>
<td>245 Salem Church Road</td>
<td>5151 Philadelphia</td>
</tr>
<tr>
<td>Forest City, IA 50436-2399</td>
<td>Mechanicsburg, PA 17050-2874</td>
<td>Ontario, CA 91761-2814</td>
</tr>
<tr>
<td>Phone: 641-585-2700</td>
<td>Phone: 717-901-1400</td>
<td>Phone: 909-974-3000</td>
</tr>
<tr>
<td>Open: Monday - Saturday Monday 12:00 AM - Saturday 7:00 PM CST 24 hours a day CST</td>
<td>Open: Monday – Friday and Sunday Mon - Fri 7:00 AM - 11:00 PM EST Sunday 6:00 AM - 4:00 PM Closed: 11:00 PM Friday until 6:00 AM Sunday EST</td>
<td>Open Sunday - Saturday Sunday 8:00 PM - Saturday 5:00 PM 24 Hours per day Closed 5:00 PM Saturday to 5:30 AM Sunday and 5:00 - 8:00 PM Sunday</td>
</tr>
<tr>
<td>DSR Coverage Monday - Friday 7:00 AM - 4:30 PM CST</td>
<td>DSR Coverage Monday – Friday 8:00 AM - 5:00 PM EST</td>
<td>DSR Coverage Monday - Friday 7:00 AM - 4:30 PM PST</td>
</tr>
</tbody>
</table>