
3M Order Center Point of Sale User Guide

For use by our Converter Markets Business Partners

April 2006

3M (I & TB Markets Center)

Login (Converter Solutions Home Page)

United States

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Converter Solutions

Converter Solutions Home
Information

Product
Information Request

Registration & Training

3M Converter Solutions

Converter Markets is your gateway to 3M's vast array of technologies and products. 3M innovation provides some of the highest performing and most cost effective material solutions available today... and tomorrow.

[WINNING COMBINATIONS]



Registered users:

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Not Registered?

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Select Converter Solutions

Browse [3M Converter Products](#)
Try the [Converter Product Selector](#)
Look by [Application Information](#)

Pricing & Ordering

This section is for registered users. Please [login](#) to access the information.

Click to Login

Product Notices

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Product Documentation

[Material Safety Data Sheets](#)
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Related Links

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Position yourself for outstanding growth with 3M...
Acrylic double-coated tapes for all your foam gasket attachment needs.

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From the Converter Solutions login page located at <https://3m.com/converter> – click the Login link (located approximately at the center of the page) to access.

Note:

Access to the Point of Sale Upload Tool is available only to Converter Markets users who have been granted access to OrderCenter.

If you require access to Order Center, please call 800-898-9835 for assistance.

Order Entry -- Point of Sale

Converter Solutions

3M Converter Solutions

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Select Converter Solutions
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The following links will open a new window:
[Check Order Status](#)
[Order Products](#)

Product Notices
[Transfer FLs to Medina](#)
[Mfg Change 200MP](#)

Product Documentation
[Material Safety Data Sheets](#)
[Technical Data Sheets](#)

Related Links
[Flexo Products](#)
[Fastening Products](#)
[VHB Products](#)

3M is picking up the pace with pre-slit materials, in stock and ready to roll.
The GO TO Team at 3M created the Mini Master Program. We're offering a wide array of pre-slit label materials in 6" and 4.5" rolls for immediate shipment.
Click here for [additional information](#)
Click here to contact your local Sales Rep

3M RFID Label Solutions
[Labels that broadcast identity, activity, location, history, and more...](#)

The Order Entry page contains the access to 3M's Point of Sale Upload Tool.

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Profile Logout Change Ordering from: Industrial Business - U.S. 0 items

Stefano Salute Change Charge to: SAFETYWEAR DIV FORT WAYNE, IN Ship to: SAFETYWEAR DIV FORT WAYNE, IN

Quick Order

Product ID Type: 3M Catalog Number

The Product ID Type that you select is applied to all of the products you order on this page.

When you enter the shopping cart or go to checkout, prices will be re-calculated based on your entire order.

Update Add to Cart Express Checkout Product Availability Reset

Product Information	Quantity	Ordering Unit	Price \$ per unit	Contract Number	Remove
Product ID: <input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="checkbox"/>

infoCenter

- Quick Order
- Non-standard Item
- Rebuy List
- Shopping Cart
- Order Status Search
- Product Availability
- PS2
- Electronic Invoicing (EIPP)
- Point of Sale

Order Center – Point of Sale Upload Tool

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Profile Logout Change

Ordering from: **3M Business Unit Name**

Your Login Name Change

Charge to: Company Name, City, State

Ship to: Company Name, City, State

0 Items

- infoCenter
 - Quick Order
 - Non-standard Item
 - Rebuy List
 - Shopping Cart
 - Order Status Search
 - Product Availability
 - PS2
 - Electronic Invoicing (EIPP)
 - Point of Sale**

Point of Sale

To view previous Point of Sale (POS) file information, enter the search criteria and click [Search].

To upload a new POS file, click [Load File].

If errors exist on the upload file, you can view the summary information or print the error details. The file can be re-submitted once errors have been corrected on the file. If no errors exist on the file, click [Submit] to send the data to 3M.

Click the [Load File] button to select data for upload:

Point of Sale Summary of Files Processed

Confirmation Number:

Submission Date: through (mm/dd/yyyy)

Enter search information and then click on Search.

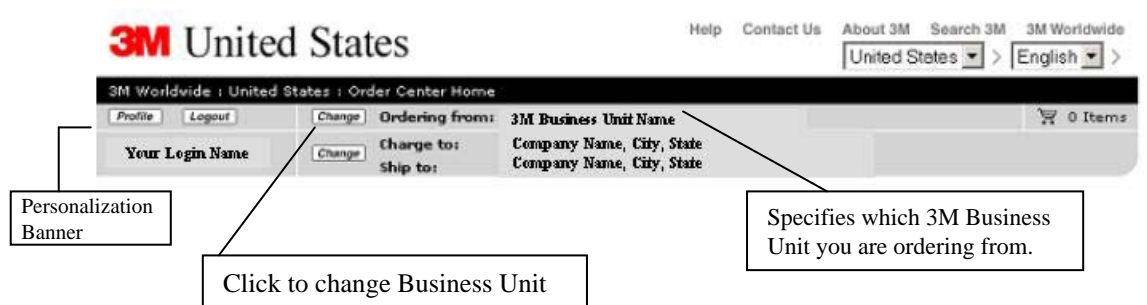
Display Options

Results per page:

Business Unit Name

Before attempting to upload your POS, please check that the correct Business Unit is displayed at the top of the page. Follow the instructions on the next page to change the Business Unit.

Changing 3M Business Unit



If you have access to more than one 3M Business Unit on Order Center, you must submit your Point of Sale (POS) data for the appropriate 3M Business Unit that has the established Point of Sale program.

To change the 3M Business Unit with which you are doing business:

1. Click the Change button next to **Ordering from:** located on the personalization banner.
2. Select the option button for the business unit with which you want to enter an order.
3. Click the Save Change button.

The personalization banner now reflects your changes.

Click now on the Point of Sale link to return to the Point of Sale page.

Point of Sale

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Profile Logout Change **Ordering from:** 3M Business Unit Name 0 items

Your Login Name Change **Charge to:** Company Name, City, State
Ship to: Company Name, City, State

Order Center Home

- Quick Order
- Rebuy List
- Shopping Cart
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- Point of Sale**

Point of Sale

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If errors exist on the upload file, you can view the summary information or print the error details. The file can be re-submitted once errors have been corrected on the file. If no errors exist on the file, click [Submit] to send the data to 3M.

Click the [Load File] button to select data for upload:

Point of Sale Summary of Files Processed

Confirmation Number:

Submission Date: through (mm/dd/yyyy)

Enter search information and then click on Search.

Display Options Results per page: 5

4 results found. Results 1 to 4 displayed.

POS Date From	POS Date To	Distributor Location ID	Total Records	Total Distributor Costs	Submission Date	Confirmation Number
12/01/2004	12/31/2004		12	\$2,309.40	03/22/2005	US00000150
11/01/2004	11/30/2004		12	\$2,309.40	03/28/2005	US00000200
10/01/2004	10/31/2004		12	\$2,309.40	03/22/2005	US00000153
09/01/2004	09/30/2004		12	\$2,309.40	03/28/2005	US00000197

4 results found. Results 1 to 4 displayed.

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The Point of Sale page allows you to:

- search for previously submitted POS file summary records.
- initiate and complete the submission process to send a POS file to 3M
- review and/or print errors that resulted when attempting to submit a POS file to 3M.

Searching for a POS File Summary Record

When you enter the Point of Sale page, a list of summary records for previously submitted files will display on the bottom of the page. You can narrow the results by entering search criteria and clicking [Search].

The search criteria are:

Confirmation Number – Unique identifier assigned by 3M Order Center for the POS file. The confirmation number is displayed on the confirmation page after you submit a file to 3M.

Submission Date – The date you submitted the POS file to 3M.

Display Results – The number of search results that will display per page. Options are 5, 10, and 30.

Point of Sale

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Profile Logout Change Ordering from: 3M Business Unit Name

Your Login Name Change Charge to: Company Name, City, State Ship to: Company Name, City, State

Order Center Home

- Quick Order
- Rebuy List
- Shopping Cart
- Order Status Search
- Product Availability
- Product Catalog
- Electronic Invoicing (EIPP)
- Point of Sale**

Point of Sale File Upload

To Upload a POS file from your computer, enter the file name, file delimiter, date range, and click [Submit].

File to load:

Select a character to be used as a delimiter:

Tab

,

Other

Enter the date range for your Point of Sale data. The invoice date for each point of sale record must fall within the stated date range. If you provide data for multiple locations, enter the Distribution Location ID for the file you are submitting to 3M.

From Date: (mm/dd/yyyy)

To Date: (mm/dd/yyyy)

Distributor Location Id:

Click the [History] button to return to the POS upload history view:

Uploading a Point of Sale File

Based on the file format provided by 3M, prepare your Point of Sale flat file. The flat file can be an **Excel spreadsheet saved as a delimited text file**, or a flat file systematically prepared from your business application. If you prepare the file using Excel, enter the data based on the requirements provided by 3M and **save as a tab delimited text file**. See Appendix B for further details.

The file must not contain any field headers or additional sheets, and you should not remove any unused columns. In addition, the following rules apply to field formats:

- Date fields must be formatted as YYYYMMDD
- Non-date fields should be formatted as text fields
- Price field must not contain a dollar sign (\$) or a thousand separator (,).

To upload a Point of Sale file, enter the file name, check the file delimiter to be the correct one, and enter the date range for your Point of Sale data. The date range must be in the same calendar month, and the invoice date for each record must fall within the stated date range. If you submit Point of Sale data for more than one location, you'll need to specify the Distributor Location ID, and therefore you must submit one file per location. Once you've entered the required information, click [Submit]. 3M Order Center will perform on-line edits on your file.

If you don't know the exact name of the file, you can click [Browse] to search for the file on your computer.

Please note:

Where the instructions state "when submitting Point of Sale data for more than one location, you need to specify the *"Distributor Location ID"* - - for a converter this means you will be entering the *"Converter location ID"* information.

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Point of Sale

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Profile Logout Change Ordering from: 3M Business Unit Name 0 items
Your Login Name Change Charge to: Company Name, City, State
Ship to: Company Name, City, State

- Order Center Home
 - Quick Order
 - Rebuy List
 - Shopping Cart
 - Order Status Search
 - Product Availability
 - Product Catalog
 - Electronic Invoicing (EIPP)
 - Point of Sale**

Point of Sale

To view previous Point of Sale (POS) file information, enter the search criteria and click [Search].

To upload a new POS file, click [Load File].

If errors exist on the upload file, you can view the summary information or print the error details. The file can be re-submitted once errors have been corrected on the file. If no errors exist on the file, click [Submit] to send the data to 3M.

Click the [History] button to return to the POS upload history view: [History](#)

Point of Sale Edit Summary

Submission Date	03/30/2005 (mm/dd/yyyy)
For the Period	04/01/2004 (mm/dd/yyyy) to 04/30/2004 (mm/dd/yyyy)
Total Records	3
Total Errors	0
Total Distributor Costs	\$1,206.60

No Errors Found. Press the [Submit] button to send your data to 3M.

[Submit](#)

Look for 0 errors.

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Submitting a Point of Sale File

If no errors exist on your Point of Sale file, an edit summary page will display indicating no errors were found on the file. Click [Submit] again to send your Point of Sale data to 3M.

By clicking the final [Submit], a confirmation page displays with a summary of your submission. This page can be printed (landscape) for your records. The POS confirmation number can be used as a reference number when searching for previously submitted files.

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Profile Logout Change Ordering from: 3M Business Unit Name 0 items
Your Login Name Change Charge to: Company Name, City, State
Ship to: Company Name, City, State

- Order Center Home
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 - Product Availability
 - Product Catalog
 - Electronic Invoicing (EIPP)
 - Point of Sale**

Thank you for submitting your Point of Sale data

Your 3M POS confirmation number is US00000202
This page can be printed (landscape) for your records.

You have submitted 3
point of sale detail records with a total distributor cost of \$1,206.60
for the period 2004-04-01 to 2004-04-30 .

Your submission is final and cannot be re-submitted.
If you need to make corrections to the file, contact your 3M POS Administrator.

Click the [History] button to return to the POS upload history view: [History](#)

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Profile Logout Change

Ordering from: 3M Business Unit Name

Your Login Name Change

Charge to: Company Name, City, State

Ship to: Company Name, City, State

0 items

Order Center Home

- Quick Order
- Rebuy List
- Shopping Cart
- Order Status Search
- Product Availability
- Product Catalog
- Electronic Invoicing (EIPP)
- Point of Sale**

Point of Sale

To view previous Point of Sale (POS) file information, enter the search criteria and click [Search].

To upload a new POS file, click [Load File].

If errors exist on the upload file, you can view the summary information or print the error details. The file can be re-submitted once errors have been corrected on the file. If no errors exist on the file, click [Submit] to send the data to 3M.

Click the [History] button to return to the POS upload history view: [History](#)

Point of Sale Edit Summary

Submission Date	03/30/2005 (mm/dd/yyyy)		
For the Period	07/01/2004 (mm/dd/yyyy)	to	07/30/2004 (mm/dd/yyyy)
Total Records	12		
Total Errors	2		
Total Distributor Costs	\$2,309.40		

Click button to save detail error file. [Save Details](#)

2 errors found. Correct your POS input file and reload.

2 results found. Results 1 to 2 displayed.

Record ID	Error	Occurrences
10	Missing Rebate Claim Amount.	1
10	Missing Extended Rebate Claim Amount.	1

2 results found. Results 1 to 2 displayed.

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Viewing Point of Sale File Errors

If errors exist on your Point of Sale file, an edit summary page will display indicating errors were found on the file. You have the option to view the summary errors on the bottom of the page, or view and/or print the detail error records.

The summary error records inform you of the individual record number (or “multiple” when the same error occurred on more than one record), the error message explaining the error, and the number of occurrences.

To view and/or print the detail error records, click on [Save Details]. By clicking on [Save Details], you will be prompted to either open the file or save it to your computer.

If you created your file in Excel, make your corrections on the original Excel format (.xls) and re-save it as the text file. Do not make your changes using the text format (.txt), as this re-formats the file and can cause errors when uploading.

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File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: ...07-01-2004-07-30-2004.DAT

File type: DAT File

From: ecommercetest.3m.com

Would you like to open the file or save it to your computer?

[Open](#) [Save](#) [Cancel](#) [More Info](#)

Always ask before opening this type of file

Point of Sale Edit Summary

Submission Date	03/30/2005 (mm/dd/yyyy)		
For the Period	07/01/2004 (mm/dd/yyyy)	to	07/30/2004 (mm/dd/yyyy)
Total Records	12		
Total Errors	2		
Total Distributor Costs	\$2,309.40		

Click button detail er [Save D](#)

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Save As

Save in: C:\ip

File name: POS-ERRORS-07-01-2004-07-30-2004.DAT

Save as type: DAT Document

[Save](#) [Cancel](#)

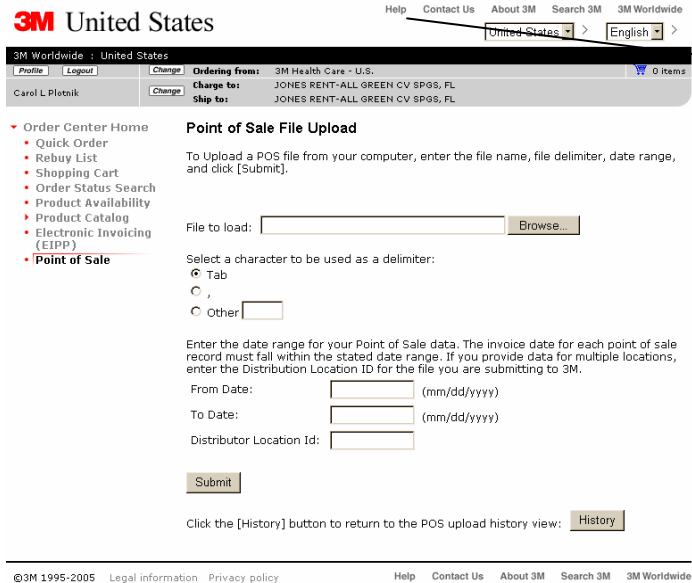
Point of Sale Edit S

Submission Date	07/01/2004 (mm/dd/yyyy)	to	07/30/2004 (mm/dd/yyyy)
Total Records	12		
Total Errors	2		
Total Distributor Costs	\$2,309.40		

Click button detail e [Save E](#)

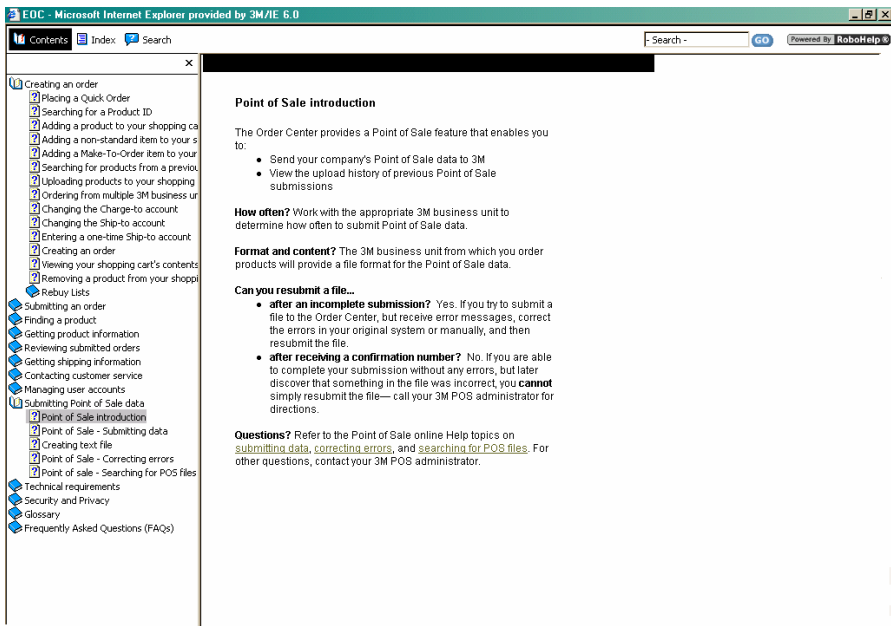
On-Line Help

An on-line help feature is available by clicking on the Help icon located at the header of each page.



1. Click on Help

A new browser opens with the 3M Order Center Help page displayed. You may navigate through the menu for assistance. When you have finished reviewing the information, close the browser to return to your active page.



3. Close browser

2. Review content

Technical Recommendations

Technical recommendations for best performance of 3M Order Center:

- Use of Microsoft Internet Explorer 5.5 and 6.0. Netscape 6.2.3 and 7.0 are also supported.
- Use of a 56K modem, at minimum, to access the Internet
- Turn on Javascript capabilities in your browser (this is the default setting on browsers)
- Turn off caching in the browser on your PC (see Appendix A for instructions on Internet Explorer).
- Enable cookies in the browser on your PC.
- Enable the display of pictures in your browser (this is the default setting on browsers). In Internet Explorer, go to Tools/Internet Options/Advanced/Multimedia and make sure the checkbox is marked for Show Pictures.

Appendix A

If you are using Internet Explorer, you will need to check your settings. From your browser...

Ensure cached pages are not used.

Click the 'Tools' menu option.

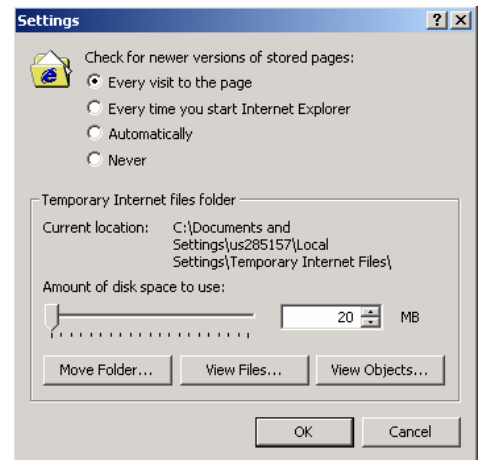
Select 'Internet Options.'

On the General tab, click the 'Settings' button.

Under 'Check for newer versions of stored pages', click the option button labeled 'Every visit to the page'.

Click 'OK'.

Click 'OK' on the Internet Options page.



Enable cookies

Click the 'Tools' menu option.

Select 'Internet Options.'

On the Security tab, click the 'Custom Level...' button.

Under 'Cookies', for the the option labeled 'Allow cookies that are stored on your computer', click the option button labeled 'Enable'.

Enable Javascript capabilities

Click the 'Tools' menu option.

Select 'Internet Options.'

On the Security tab, click the 'Custom Level...' button.

Under 'Microsoft VM', for the option labeled 'Java permissions', click any option except the option button 'Disable'.

Appendix B

Using Excel to Create a Text File

You can create your Point of Sale flat file using Excel, but you will need to save it as a text file (ie. Tab delimited) by doing the following:

1. Enter the data into Excel using the file format provided by 3M.
2. Open the **File** menu and select **Save as...**
3. In the “Save as type” field, select **Text (Tab Delimited) (*.txt)**
Note: Comma delimited files can also be created using the **CSV (Comma delimited) (*.csv)**.
4. Click [**Save**]
5. If a pop-up window displays with an explanation that the file type does not support multiple sheets, click [**OK**] to proceed with the save.
6. If another pop-up window displays with an explanation that some features may be incompatible with the Tab Delimited format, click [**Yes**] to proceed with the save.

Notes:

- Remove all field headers
- Remove any extra sheets
- Date fields must be formatted as YYYYMMDD. Highlight the appropriate column(s). Select **Format, Cells, Number, Custom**, enter YYYYMMDD in the **Type** field, and click [**OK**].
- Non-date fields should be formatted as text fields. Highlight the appropriate column(s). Select **Format, Cells, Number, Text**, and click [**OK**]
- Price fields must not contain a dollar sign (\$)

Important Notes

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