

**FREIGHT BILLING GUIDE
FOR THE ACCOUNT OF 3M COMPANY**

Last Updated: 10/3/17



Introduction:

This document addresses how to submit 3M freight bills for payment.

****Please note**** there are added special instructions for inbound and outbound activity for ERP deployed sites:

3M Dallas Distribution Center
4500 Northport Drive
Roanoke, TX 76262-4493

3M Forest City Distribution Center
806 W Crystal Lake Road
Forest City, IA 50436-2337

NOTE: PAST DUE invoices:

If payments are past due, please verify with your EDI Department the batch was sent, and acknowledged by 3M via a 997 confirmation. For Legacy EDI issues, please contact the Sourcing Helpline for assistance at 651-575-6450. For ERP EDI questions only, please email 3MInvoicesUS@mmm.com.

Please refer the rejection codes/remittances advice for instructions on resubmitting invoices.

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ERP BILLING INSTRUCTIONS (effective 11/1/17)

Sites Impacted: 3M Dallas and 3M Forest City

OUTBOUND, PREPAID SHIPMENTS –PAPER INVOICING

1. Invoices must be mailed with a complete and accurate 3M BOL number listed, and with a copy of the shipper's BOL document.

3M standard BOL numbers are 8-10 digits long and will be in the following format: 2-4 digit alpha-numeric prefix followed by 6 trailing numbers.

3M BOL # examples: 3V123456, 9CD123456, DKCD123456, etc.

A carrier may also receive a VICS BOL if the customer requires this type of bill. These BOL numbers are 17 numeric digits long and always start with the numbers 0212.

VICS BOL # example: 02120000009968616

Example Below:

Date: 8-30-2017		Shipper Provided Short Form	BILL OF LADING	SHIPPING ORDER	Page: 1 of 1
SHIP FROM				Bill of Lading Number:	
Name:	Dallas Tx Southwest - 3PL			02120000009968616	
Address:	4500 Northport Drive				
City/State/Zip:	Roanoke TX 762624493			CARRIER NAME: SOUTHEASTERN FRE	
SID#:				Trailer number: 53431111	
SHIP TO				Seal number(s):	
Name:	Customer Name	Location #:		SCAC: XXXX	
Address:	Customer Address			Pro number: 239325702	
City/State/Zip:	City Name, State	Customer Zip Code			
SID#:					
THIRD PARTY CHARGES BILL TO				Freight Charge Terms: (freight charges are prepaid unless marked otherwise)	
Name:				Prepaid <input checked="" type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>	
Address:				<input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading	
City/State/Zip:				(check box)	
SPECIAL INSTRUCTIONS					
Deliver on: 2017-09-05 8016611846 DEL EXTENSION EM			8016611846: SCHEDULE DEL. APPE UPON RECEIPT OF 8016611846: CALL 6022743002 FOR A DELIVERY	8016611846: CALL 48 HRS PRIOR TO DELIVERY	

Note: There are three indicators to determine which PO Box to mail invoices to: BOL prefix, date of shipment, and remit to PO Box listed on the 3M BOL document.

BOL Prefixes:	Dallas: DACF, DACG, DACH Forest City: FYCG, FYCH, FYCJ
Date of shipment:	Dallas: 8/1/17 or newer Forest City: 11/1/17 or newer
Remit to:	PO Box 33115 St. Paul, MN 55133-3115



OUTBOUND, PREPAID SHIPMENTS – EDI INVOICING TO ERP

1. Invoices must be transmitted with a complete and accurate 3M BOL number listed.

3M standard BOL numbers are 8-10 digits long and will be in the following format: 2-4 digit alpha-numeric prefix followed by 6 trailing numbers.

3M BOL # examples: 3V123456, 9CD123456, DKCD123456, etc.

2. There are three indicators to determine when to send invoices to 3M’s ERP EDI gateway: BOL prefix, date of shipment, and remit to PO Box listed on the 3M BOL document.

BOL Prefixes:	Dallas: DACF, DACG, DACH Forest City: FYCG, FYCH, FYCJ
Date of shipment:	Dallas: 8/1/17 or newer Forest City: 11/1/17 or newer
Remit to:	PO Box 33115 St. Paul, MN 55133-3115

Types of EDI Transmissions to send:

1. Original Invoice – B308 left blank
 2. Corrected Invoice – B308 code BE
 3. Balance Due – B308 code AR (only to be used after an initial payment has been made on the same invoice number)
3. EDI Invoice Remittance Communications Sent (email)
 1. Validation Failed – Reference information was invalid and could not match the shipment to an existing freight order in 3M’s TM system.
 2. Dispute – 3M rejects the invoice or short-pays the carrier (3M’s rate does not match the proposed payment)

EDI Rejections Reason Codes (ERP)

BOL4	BOL number is not the correct number of characters. Confirm the correct BOL number and resubmit invoice.
BOL3	BOL number is not valid. Confirm the correct BOL number and resubmit invoice.
BOL2	BOL prefix is not valid. Confirm the correct BOL prefix and resubmit invoice.
BOL1	BOL field cannot be blank. Confirm the correct BOL number and resubmit invoice.



- TRM3 Review the 3M BOL. If your image reads prepaid, send a copy of the BOL to the 3M Transportation Bill of Lading Desk.
- TRM2 Do not invoice 3M for collect shipments. Check the EDI payment indicator code in the B304 element.
- TRM1 Freight term on the invoice is blank. Resubmit invoice with valid freight terms.
- OGNF Original invoice not found.
- DUP Duplicate invoice. Please check and re-send correct invoice.
- DPOG Duplicate original invoice. Please check and re-send with correct invoice indicator.
- DAT Invoice is over 180 days old. It is no longer valid to be paid per contractual agreement.
- CUR Invoice is in wrong currency. Resubmit in correct currency. Refer to 3M billing guide for further instructions
- CHG2 Mandatory charges missing.
- CAR1 Carrier ID cannot be blank.
- AMT The sum of the invoice lines does not equal the total. Review and resubmit invoice with adjustment.

ACCESSORIAL CHARGES

Carriers using the ERP gateway (3MGlobal) should also be submitting accessorial charges via EDI.

Here are the below EDI Charge Type codes that can be mapped to the ERP system:

TM Charge Types	BASE1	BEY	DEM	DET	DSC	EXP	FUEL1	HAZ1	LFT	LUM	MISC	SOC	STORAGE	SUR	TAX
US EDI Charge Types	080, 400, 450, BAS, COF, DAA, DLH, FAK,FCB, LHS	260, BEY, DCT	DEM	DET, LAY	DSC	350	405, BSC, ENS, FSC, FUE	HAZ	LFT	LUM	008, 020, 230, 240, 310, 420, 425, 462, 505, 520, 586, 593, 615, 665, 675, 680, 690, 695, 999, AAJ, ACH, ADV, AMC, ARB, BLC, BDN, BRD, CHG, CLN, COL, CON, CUS, DDP, DEA, DMC, EPT, IHT, MSC	SOC	SRG	SUR	045, 315, 750, TAX

CARRIER PORTAL

The carrier portal is a tool for carriers to upload paper invoices to 3M's system. Only non-EDI carriers will be eligible for its use. Carriers will receive instructions on how to use the Portal from their 3M representative should they be eligible.



INBOUND, COLLECT SHIPMENTS

All inbound, collect shipments to 3M Dallas DC or 3M Forest City DC for purchased goods requires a valid 3M ERP purchase order number located on the bill of lading. Transmit or send the invoice to account 3MCP01 at Data2Logistics for payment. If the PO number is not included on bill of lading, it can be obtained from the shipping location. If multiple PO numbers are indicated on the bill of lading please send all of them on the invoice. **The PO number is required to process the invoice.**

*****3M ERP PO numbers are always 10 numeric digits long and start with the number 7.*****

EDI INVOICING:

Data2Logistics has several electronic invoicing options available. Contact Jennifer Predergast (jennifer.prendergast@data2logistics.com) at Data2Logistics for the EDI specifications/instructions.

PAPER INVOICING:

Mail only original copies of the invoices and shippers BOL to the address below:

3M Company (3MCP01)
C/O Data2Logistics
P O Box 61050
Fort Myers, FL 33906

*****Note:** 3M Corporate uses account 3MCP01 at Data 2 Logistics and 3M Purification uses account 3MCP02. Please use the shipper's BOL to verify which account to send to, and indicate it correctly when submitting invoices to Data 2 Logistics for processing.*******

EMAIL INVOICING:

Emailing invoices to the address below is acceptable as long as the following guidelines are followed:

- Address: ftm-invoicescan@data2logistics.com. In order process correctly, the ftm-invoice scan address needs to be the only "To" address (others can be in the "CC" address bar).
- Please enter the **client name** in the subject line of your email.
- The file should contain the invoice as the first page and all backup should follow within the same document.
Multiple attachments may be in the same email; however each invoice with backup should be in its own separate document and have its own unique name.
- The file name cannot contain any special characters. Letters, numbers and spaces only.
- ZIP'ed files cannot be accepted.



- The document naming convention should be: CarrierID_ClientID_Bill Number_Bill Amt

INBOUND, COLLECT SHIPMENTS (continued)

- Electronic documents must be standard 8.5 x 11 inch dimensions
- The maximum email and document size is 5 MB
- Acceptable document formats are: PDF and TIFF

Data 2 Logistics Contact Information:

Phone: 239-425-8040

Customer Service: 239-425-8002

Fax: 239-936-0367



ALL OTHER 3M LOCATIONS BILLING INSTRUCTIONS

OUTBOUND, PREPAID SHIPMENTS - EDI INVOICING

1. Invoices must be transmitted with a complete and accurate 3M BOL number listed.

3M standard BOL numbers are 8-10 digits long and will be in the following format: 2-4 digit alpha-numeric prefix followed by 6 trailing numbers.

3M BOL # examples: 3V123456, 9CD123456, DKCD123456, etc.

A carrier may also receive a VICS BOL if the customer requires this type of bill. These BOL numbers are 17 numeric digits long and always start with the numbers 0212. Please always send EDI with the VICS BOL #.

VICS BOL # example: 0212000009968616

Example Below:

Date: 8-30-2017		Shipper Provided Short Form	BILL OF LADING	SHIPPING ORDER	Page: 1 of 1
SHIP FROM			3M	Bill of Lading Number:	
Name:	Dallas Tx Southwest - 3PL			0212000005968616	
Address:	4500 Northport Drive				0212000005968616
City/State/Zip:	Roanoke TX 762624493			CARRIER NAME: SOUTHEASTERN FRE	
SID#:				Trailer number: 53431111	
SHIP TO				Seal number(s):	
Name:	Customer Name	Location #:		SCAC: XXXX	
Address:	Customer Address			Pro number: 239325702	
City/State/Zip:	City Name, State	Customer Zip Code			SEFLSEFL239325702
SID#:					
THIRD PARTY CHARGES BILL TO				Freight Charge Terms: (freight charges are prepaid unless marked otherwise)	
Name:				Prepaid <input checked="" type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>	
Address:				<input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading	
City/State/Zip:				(check box)	
SPECIAL INSTRUCTIONS					
Deliver via: 2017-09-05 8016611846: DEL EXTENSION EM			8016611846: SCHEDULE DEL. APPE UPON RECEIPT OF 8016611846: CALL 8022743002 FOR A DELIVERY	8016611846: CALL 48 HRS PRIOR TO DELIVERY	

Note: Invoices for non-regular freight charges need to be sent via paper to the 3M location that incurred the charge. (EX: accessorial, return goods, shuttling, switching, storage, etc.)

2. Secondary invoices must be transmitted utilizing the right correction indicator codes within the B308 element field of the EDI transmission. Failure to do so will result in the invoice being rejected. (Note: balance due and corrected invoice numbers must be the same as the original invoice number paid.)

Balance Due Invoice

- must be submitted with the **AR** code in the **B308** element field.
- Should only be sent after the original invoice has already been paid.
- Send **ONLY** the remaining amount due
- You must supply a reason justifying the remaining amount due in the L5 or K1 segment.



- For rate disputes, please list the tariff rate and date used supporting the balance due.
- For reweighs, please include the following information in the K1 segment:
 - Date of the reweigh
 - State and city and terminal where shipment was reweighed
 - Original weight
 - Corrected weight
 - Statement certifying the pallet weight is not included in the corrected weight
 - Website address where weight/inspection report can be viewed

Corrected Invoice

- must be submitted with the **BE** code in the **B308** element field.
- should only be sent when an invoice has previously been rejected, and no payment has been made.

***3M EDI mapping can be found on the 3M Website: <http://3m.com/supplierinvoice>



OUTBOUND, PREPAID SHIPMENTS - PAPER INVOICING

- 1. Invoices must have a complete and accurate 3M bill of lading number listed on the bill.

3M standard BOL numbers are 8-10 digits long and will be in the following format: 2-4 digit alpha-numeric prefix followed by 6 trailing numbers.

3M BOL # examples: 3V123456, 9CD123456, DKCD123456, etc.

A carrier may also receive a VICS BOL if the customer requires this type of bill. These BOL numbers are 17 numeric digits long and always start with the numbers 0212.

VICS BOL # example: 0212000009968616

Example Below:

Date: 8-30-2017		Shipper Provided Short Form		BILL OF LADING		SHIPPING ORDER		Page: 1 of 1
SHIP FROM				3M		Bill of Lading Number:		
Name: Dallas Tx Southwest - 3PL		Address: 4500 Northport Drive		TX 762624493		2120000009968616		
SHIP TO				Customer Name		CARRIER NAME: SOUTHEASTERN FRE		
Name: Customer Name		Address: Customer Address		Location #: Customer Zip Code		Trailer number: 53431111		
THIRD PARTY CHARGES BILL TO				City Name, State		Seal number(s):		
Name:		Address:		City/State/Zip:		SCAC: XXXX		
City/State/Zip:		Name:		Address:		Pro number: 239325702		
City/State/Zip:		Name:		Address:		SEFLSEFL239325702		
SPECIAL INSTRUCTIONS				Freight Charge Terms: (freight charges are prepaid unless marked otherwise)		Prepaid <input checked="" type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>		<input type="checkbox"/> Master Bill of Lading: with attached underlying Bills of Lading (check box)
Deliver on: 2017-09-05		8016611846: SCHEDULE DEL. APPE UPON RECEIPT OF		8016611846: DEL. EXTENSION EM		8016611846: CALL 48 HRS PRIOR TO DELIVERY		

Note: Invoices for non-regular freight charges need to be sent via paper to the 3M location that incurred the charge. (EX: accessorials, return goods, shuttling, switching, storage, etc.)

- 2. You must send a copy of the shipper’s paper BOL to confirm the 3M BOL number is valid.
- 3. The billing addresses for outbound, prepaid paper invoices are listed below.

3M Company
PO Box 33400
St. Paul, MN 55133-3400

Balance Dues Invoices

Send the invoice to the correct address listed above with the remaining amount due along with a reason supporting the charges. (Note: balance due invoice numbers must be the same as the original invoice number paid.



INBOUND, COLLECT SHIPMENTS

All inbound, collect activity to a 3M location for purchased goods requires **a valid 3M purchase order number located on the bill of lading.** Transmit or send the invoice to account 3MCP01 at Data2Logistics for payment. If the PO number is not included on bill of lading, it can be obtained from the shipping location. If multiple PO numbers are indicated on the bill of lading please send all of them on the invoice. **The PO number is required to process the invoice.**

*****3M PO numbers are always 10 digits long and will be in the following format: a preceding USMMM (always) followed by 5 alpha-numeric digits.*****

3M PO # Examples: USMMM7J56X, USMMMZ65CD, USMMM123FH

The 3M Purchase Order number is required on all inbound, collect billing. If the purchase order number cannot be obtained, a 3M department number or the name of the 3M contact who authorized the shipment must be provided on the invoice. If neither the purchase order number, department number nor the 3M contact can be obtained the shipper is responsible for the payment.

3M WILL NOT PAY INVOICES FOR COLLECT BILLS IF A 3M PURCHASE ORDER NUMBER, DEPARTMENT NUMBER OR 3M CONTACT IS NOT PROVIDED.

EDI INVOICING

3M takes pride in sustainability and expects all carriers to participate in e-Business. Data2Logistics has several electronic invoicing options available. Contact Jennifer Predergast (jennifer.predergast@data2logistics.com) at Data2Logistics for the EDI specifications/instructions.

PAPER INVOICING

Mail only original copies of the invoices and shippers BOL to the address below:

3M Company (3MCP01)
C/O Data2Logistics
P O Box 61050
Fort Myers, FL 33906

*****Note: 3M Corporate uses account 3MCP01 at Data 2 Logistics and 3M Purification uses account 3MCP02. Please use the shipper's BOL to verify which account to send to, and indicate it correctly when submitting invoices to Data 2 Logistics for processing.*****



INBOUND, COLLECT SHIPMENTS (continued)

EMAIL INVOICING:

Emailing invoices to the address below is acceptable as long as the following guidelines are followed:

- Address: ftm-invoicescan@data2logistics.com. In order process correctly, the [ftm-invoice scan](mailto:ftm-invoicescan@data2logistics.com) address needs to be the only “To” address (others can be in the “CC” address bar).
- Please enter the **client name** in the subject line of your email.
- The file should contain the invoice as the first page and all backup should follow within the same document.

Multiple attachments may be in the same email; however each invoice with backup should be in its own separate document and have its own unique name.

- The file name cannot contain any special characters. Letters, numbers and spaces only.
- ZIP’ed files cannot be accepted.
- The document naming convention should be: CarrierID_ClientID_Bill Number_Bill Amt
- Electronic documents must be standard 8.5 x 11 inch dimensions
- The maximum email and document size is 5 MB
- Acceptable document formats are: PDF and TIFF

Data 2 Logistics Contact Information:

Phone: 239-425-8040

Customer Service: 239-425-8002

Fax: 239-936-0367



THIRD PARTY SHIPMENTS

Third Party billing is where 3M is neither the shipper nor the consignee but is the bill-to party. All third party activity billing to 3M requires **a valid 3M purchase order number located in the bill of lading**. Transmit or send the invoice to account 3MCP01 at Data2Logistics for payment. If the PO number is not included on bill of lading, it can be obtained from the shipping location. If multiple PO numbers are indicated on the bill of lading please send all of them on the invoice. **The PO number is required to process the invoice.**

*****3M PO numbers are always 10 digits long and will be in the following format: a preceding USMMM (always) followed by 5 alpha-numeric digits.*****

3M PO # Examples: USMMM7J56X, USMMMZ65CD, USMMM123FH

The 3M Purchase Order number is required on all third party billing. If the purchase order number cannot be obtained, a 3M department number or the name of the 3M contact who authorized the shipment must be provided on the invoice. If neither the purchase order number, department number nor the 3M contact can be obtained the shipper is responsible for the payment.

3M WILL NOT PAY INVOICES FOR THIRD PARTY BILLS IF A 3M PURCHASE ORDER NUMBER, DEPARTMENT NUMBER OR 3M CONTACT IS NOT PROVIDED.

EDI INVOICING:

3M takes pride in sustainability and expects all carriers to participate in e-Business. Data2Logistics has several electronic invoicing options available. Contact Jennifer Predergast (jennifer.predergast@data2logistics.com) at Data2Logistics for the EDI specifications/instructions.

PAPER INVOICING:

Mail only original copies of the invoices and shippers BOL to the address below:

3M Company (3MCP01)
C/O Data2Logistics
P O Box 61050
Fort Myers, FL 33906

*****Note: 3M Corporate uses account 3MCP01 at Data 2 Logistics and 3M Purification uses account 3MCP02. Please use the shipper's BOL to verify which account to send to, and indicate it correctly when submitting invoices to Data 2 Logistics for processing.*****



THIRD PARTY SHIPMENTS (continued)

EMAIL INVOICING:

Emailing invoices to the address below is acceptable as long as the following guidelines are followed:

- Address: ftm-invoicescan@data2logistics.com. In order process correctly, the ftm-invoice scan address needs to be the only “To” address (others can be in the “CC” address bar).
- Please enter the **client name** in the subject line of your email.
- The file should contain the invoice as the first page and all backup should follow within the same document.

Multiple attachments may be in the same email; however each invoice with backup should be in its own separate document and have its own unique name.

- The file name cannot contain any special characters. Letters, numbers and spaces only.
- ZIP’ed files cannot be accepted
- The document naming convention should be: CarrierID_ClientID_Bill Number_Bill Amt
- Electronic documents must be standard 8.5 x 11 inch dimensions
- The maximum email and document size is 5 MB
- Acceptable document formats are: PDF and TIFF

Data 2 Logistics Contact Information:

Phone: 239-425-8040

Customer Service: 239-425-8002

Fax: 239-936-0367



PAYMENT/REJECTION REMITTANCE ADVICE

3M creates a remittance advice for every paid invoice, adjusted invoice, or rejected invoice. If an invoice has been adjusted or rejected, a reason code and description is provided on the remittance details. All invoices need to be posted or resolved immediately by the carrier.

The following explains how to handle each rejection reason code/description. If it is necessary to resubmit the invoice, instructions on how to resubmit are included below. **For carriers that submit invoices via EDI, invoices resubmitted to 3M should also be sent via EDI unless otherwise instructed in the information below.**

Please note: When payments are received via EFT (ACH credit deposit), a remittance advice is delivered via one of the option choices on your bank profile or a download copy from 3M's EFT provider, Western Union (call 1-800-815-2460 for access/information). In the event payments are received via paper (check), a paper remittance advice will be included with the check.

- | | |
|--------------------------|--|
| 01 Pricing Error | Review with your company's rate audit department. If in disagreement with the adjusted amount, correct the bill, reference the full tariff information supporting the changes, and resubmit the invoice. EDI Carriers: use the AR code in the B308 element and reference supporting information in the L5 segment. NON-EDI Carriers: reference supporting information on the document. |
| 03 Extension Error | If in disagreement with the adjusted amount, correct the bill, identify the reason you are not in agreement, and resubmit the invoice. EDI Carriers: use the AR code in the B308 element and reference supporting information in the L5 segment. NON-EDI Carriers: reference supporting information on the document. |
| 17 Required Data Missing | Additional data needed or is missing on the invoice. Supply the missing information and re-bill the invoice. EDI Carriers: use the BE code in the B308 element and reference supporting information in the L5 segment. NON-EDI Carriers: supply the missing information on the document. |
| 18 Not Company Bill | Not 3M's responsibility to pay, remove from the 3M account. |



- 19 Duplicate Billing The invoice was previously billed
- OR -
An EDI correction indicator code was not used to resubmit the invoice. Correct the bill and resubmit via EDI using the appropriate code (AR or BE – see page 2 of this document) in the B308 element field.
- OR -
If the carrier is handling two different shipments, both with the same 3M BOL number please submit copies of the freight bills, bill of lading, and proof of deliveries to: 3mboldesk@mmm.com.
- Note: Please allow 3 business days to pass before resubmitting the invoice.
- 20 Balance Due Declined Review with your company’s rate audit department. If in disagreement with the adjusted amount, correct the bill, reference the full tariff information supporting the changes, and resubmit. EDI Carriers: use the AR code in the B308 element and reference supporting information in the L5 segment. NON-EDI Carriers: reference supporting information on the document.
- 21 Mthd of Pymt Incorrect/Collect Review the 3M Bill of Lading. If your image reads prepaid, send a copy of the BOL and your invoice to: 3mboldesk@mmm.com.
- Note: Please allow 3 business days to pass before resubmitting the invoice.
- 22 Weight Error If in disagreement with the adjusted amount, correct the bill, identify the reason, and resubmit. EDI Carriers: use the AR code in the B308 element and reference supporting information in the L5 segment. NON-EDI Carriers: reference supporting information on the document.
- 25 Send Inv. To Data2Logistics The invoice was improperly billed based on the terms. Check the EDI payment indicator codes in the B304 element. Invoices with a CC or TP in this element are systematically rejected. These should be billed to Data2Logistics per instructions on pages 4-7. Do not use a correction code in the B308 element when rebilling.
- OR -
If 3M is the shipper, rebill 3M via EDI using a PP code in the B304 element and ensure that a valid 3M Bill of Lading number is in the B303 element. Do not use a correction code in the B308 element when rebilling.
- 26 Inv. Cancelled/B/L Cancelled Send a copy of the BOL, a signed copy of delivery receipt, and a copy of your invoice to: 3mboldesk@mmm.com.



Note: Please allow 3 business days to pass before resubmitting the invoice.

29 Detail Does Not Equal
Amt. Billed

EDI Carriers: the L104 elements do not equal to the L305 element. Review the error with your EDI department. Correct and rebill via EDI using the BE code in the B308 element.

39 Invalid BOL Prfx
Or Shipment No.

The 3M BOL has an invalid prefix or invalid check digit. Check the bill of lading number that was transmitted against the original BOL document. Correct the error and resubmit the invoice. EDI Carriers: use the BE code in the B308 element and reference supporting information in the L5 segment. NON-EDI Carriers: reference the correct BOL prefix and shipment number on the paper document.

Note: Please allow 3 business days to pass before resubmitting the invoice

45 Incorrect Method of Pay

Incorrect Method of Pay – CC or TP. We do not accept CC or TP as the method of payment on prepaid EDI invoices.

60 VICS BOL Invalid

The 3M BOL is a VICS format(17 numeric with a mod-10 check digit). The BOL number submitted is not in this format. Check the bill of lading number that was transmitted against the bill of lading document. Correct the error and re-submit the invoice. EDI Carriers: use the BE code in the B308 element and reference supporting information in the L5 segment. NON-EDI Carriers: reference the correct BOL prefix and shipment number on the paper document.

99 Mutually Defined

If in disagreement, correct the bill, reference the supporting information, and resubmit. EDI Carriers: use the appropriate code (AR or BE – see page 2 of this document) in the B308 element and reference supporting information in the L5 segment.

If you receive your remittance advice via the ANSI X12 820 transaction set, please note that freight bills with a “Mutually Defined” reason will have the comments spelled out in the EDI note (NTE) segment. Please ensure that your applications are mapped to handle this requirement.

NON-EDI Carriers: reference supporting information on the paper document.



EXCEPTION FREIGHT BILLING

3M has several exceptions to the billing process where carriers need to invoice in a different manner. The following pages list the exceptions related to each subsidiary. If you have any questions about how or where to invoice, please contact the 3M Freight Payment Hotline at (651) 575-6450, option 1 - (Sourcing Operations Response Center).

ACCESSORIAL CHARGES

DETENTION AND DEMURRAGE:

3M holds the location which caused the charge accountable for paying the accessorial, *except customer deliveries*.

- 1) If charges occur at a shipper that is not a 3M location, and the freight terms are collect or third party, then the charges are the responsibility of the shipping location to pay.
- 2) If the charges occur at a 3M location or location working on the behalf of 3M, regardless of freight terms, then the charges are the responsibility of that location to pay.
- 3) If 3M is the shipper, freight terms are prepaid, and the charges occur at a delivery to a 3M customer, then the charges should be sent to the attention of the Modal Specialist (See below listed).

*** In all cases there must be verifiable documentation to substantiate the accessorial charge. Qualcomm timestamps are one example of a valid supporting document to support extra charges.***

Truck ordered but not used

Send the bill to the 3M Modal Specialist.

Modal Specialist

Truckload,
Intermodal,
Tank Truck,
Hazardous Waste

Gregg Fox
3M Center
Building 225-5N-07
St. Paul, MN 55144-1000
Accessorial Billing

Detention, Demurrage, Layover, Lumper Fees, and Truck Ordered Not Used are examples of charges which **cannot be sent via EDI and must be processed via paper invoices.**

3M will not pay deadhead charges.

Out of route charges should be included with the regular freight charges, but need supporting documentation for approval.

Lumper charges need a supporting lumper receipt and to be sent to the attention of the Modal Specialist-Gregg Fox.

**Tanker Carriers: demurrage/detention and wash out charges should be included with regular freight costs regardless of where the specified charges occurred.



3M PURIFICATION/CUNO

3M Purification (formerly Cuno) is a wholly owned subsidiary and separate legal entity from 3M Company. 3M Purification freight invoices for shipments picked up or delivered to the locations shown below must be sent to account 3MCP02 at Data2Logistics via EDI.

EXCEPTION – Prepaid 3M Purification invoices on standard 3M bills of lading should be sent to 3M Corporate via standard EDI.

Locations

City	State	Site Address	Bill to:	Address	City, State, Zip
Eagan	MN	3130 Lexington Road South (formerly CUNO)	3M Purification Inc. % Data2Logistics	Account 3MCP02 P O Box 61050	Ft. Myers, FL 33906
Enfield	CT	10 Lego Way	3M Purification Inc. % Data2Logistics	Account 3MCP02 P O Box 61050	Ft. Myers, FL 33906
Meriden	CT	400 Research Parkway (formerly CUNO)	3M Purification Inc. via Data2Logistics	Account 3MCP02 P O Box 61050	Ft. Myers, FL 33906
Stafford Springs	CT	32 River Road (formerly CUNO)	3M Purification Inc. % Data2Logistics	Account 3MCP02 P O Box 61050	Ft. Myers, FL 33906
Ontario	CA	5151 East Philadelphia Street	3M Purification Inc. % Data2Logistics	Account 3MCP02 P O Box 61050	Ft. Myers, FL 33906
Guadalupe	Nuevo Leon, Mexico	FEBE 204, Parque Industrial Kalos Guadalupe	3M Purification Inc. % Data2Logistics	Account 3MCP02 P O Box 61050	Ft. Myers, FL 33906

3M Purification Third Party Locations

Name	Site Address	City, State, Zip	Bill To:	Address	City, State, Zip
3M Purification Inc c/o Expeditors Strategic Warehouse	2945 Commerce Dr	Eagan, MN 55121	3M Purification Inc. % Data2Logistics	Account 3MCP02 P O Box 61050	Ft. Myers, FL 33906
3M Purification Mexico S de RL de CV c/o Laredo Freight Dispatch	12014 Sara Rd.	Laredo, TX 78045	3M Purification Inc. % Data2Logistics	Account 3MCP02 P O Box 61050	Ft. Myers, FL 33906



3M PURIFICATION/CUNO(cont.)

General Rules

Inbound Collect Shipments

Shipments should be invoiced to 3M Purification Inc.

Exceptions:

- The Ontario, CA address is shared with a 3M Company facility. Check the BOL to determine the correct company (3M Purification or 3M Company) to invoice.
- The two third party locations listed have customers other than 3M Purification. Only shipments labeled for 3M Purification at those addresses are the responsibility of 3M Purification Inc. to pay.

Outbound Prepaid Shipments

- If the BOL number begins with “9G”, invoice 3M Company.
- If the BOL number begins with anything else, invoice 3M Purification Inc.
- If in doubt on how to bill, check the BOL to determine the correct company to invoice.

Third Party Shipments

- Check the BOL carefully to determine the correct company to invoice.



3M AEARO

3M Aearo (formerly Aearo/EAR Specialty) is a wholly owned subsidiary. 3M Aearo freight invoices for shipments picked up or delivered to the locations shown below must be sent via paper or email to St. Paul at the address below:

3M Aearo
PO Box 33331
St. Paul, MN 55133
Phone 651-733-6700
Fax 651-736-0050
Email: aearo.ap@mmm.com

EXCEPTIONS:

- Prepaid 3M Aearo invoices on standard 3M bills of lading should be sent to 3M Corporate via standard EDI.
- Invoices with a BOL numbers prefix of 7JC...should be sent via EDI to 3M US.
- The Plymouth, IN location is responsible for handling all of their invoices directly. Please send invoices directly to their location.

Locations

City	State	Comments	Bill to:	Address	City, State, Zip
Concord	NC	4451 Raceway Dr	3M/Aearo	P O Box 33331	St. Paul, MN 55133
Indianapolis	IN	7911 Zionsville Rd.	3M/Aearo	P O Box 33331	St. Paul, MN 55133
Indianapolis	IN	5457 W. 79th St	3M/Aearo	P O Box 33331	St. Paul, MN 55133
Indianapolis	IN	7260 Winton Dr.	3M/Aearo	P O Box 33331	St. Paul, MN 55133
Newark	DE	650 Dawson Dr	3M/Aearo	P O Box 33331	St. Paul, MN 55133
Oconomowoc	WI	1060 Corporate Center Dr.	3M/Aearo	P O Box 33331	St. Paul, MN 55133
Southbridge	MA	90 Mechanic St.	3M/Aearo	P O Box 33331	St. Paul, MN 55133
Auburn	MA	103 Millbury St.	3M/Aearo	P O Box 33331	St. Paul, MN 55133
San Diego	CA	9355 Airway Rd	3M/Aearo	P O Box 33331	St. Paul, MN 55133
Plymouth	IN	2925 Gary Dr.	3M/Aearo	2925 Gary Dr.	Plymouth, IN 46563



3M MEGUIARS

3M Meguiars (formerly Meguiars Inc.) is a wholly owned subsidiary. 3M Meguiars freight invoices for shipments picked up or delivered to the locations shown below must be sent via paper or EDI to the address below:

Meguiars Inc.
Attn: Accounts Payable
17991 Mitchell South
Irvine, CA 92614-6015

Locations

City	State	Comments	Bill to:	Address	City, State, Zip
Irvine	CA	17991 Mitchell South	Meguiars (Attn: A/P)	17991 Mitchell South	Irvine, CA 92614-6015
Memphis	TN	5555 E Raines Rd	Meguiars (Attn: A/P)	17991 Mitchell South	Irvine, CA 92614-6015



ARIZANT HEALTHCARE

Arizant Healthcare, a 3M Company (formerly Arizant Inc.) is **no longer** a wholly owned subsidiary as of July 1, 2014. 3M Eden Prairie freight invoices must follow the 3M Company corporate billing standards on pages 2-7 of this document.

NOTE - Prepaid 3M Eden Prairie (Arizant) invoices, on standard 3M bills of lading, should be sent to 3M Corporate via EDI.

Invoice resolution on shipments prior to July 1, 2014 should be handled by 3M Eden Prairie:

Location

City	State	Comments	Bill to:	Address	City, State, Zip
Eden Prairie	MN	10351 W 70 th ST	3M Company	10351 W 70 th Street	Eden Prairie, MN 55344

Phone: 952-947-1200



3M ATTENTI

3M Attenti (formerly Attenti Inc.) is a wholly owned subsidiary. 3M Attenti freight invoices for shipments picked up or delivered to the location shown below must be sent via paper to the address below:

3M Attenti
Attn: Accounts Payable
1838 Gunn Hwy
Odessa FL 33556

Location

City	State	Comments	Bill to:	Address	City, State, Zip
Odessa	FL	1838 Gunn Hwy	3M Attenti	1838 Gunn Hwy	Odessa, FL 33556



3M UNITEK

3M Unitek (formerly Unitek Inc.) is a wholly owned subsidiary. 3M Unitek freight invoices for shipments picked up or delivered to the location shown below must be sent via paper to the address below:

3M Unitek
Attn: AP Department
2724 Peck Rd
Monrovia, CA 91016-4283

Location

City	State	Comments	Bill to:	Address	City, State, Zip
Monrovia	CA	2724 Peck Road	3M Unitek	2724 Peck Road	Monrovia, CA 91016-4283



3M CERADYNE

3M Ceradyne (formerly Ceradyne Advanced Ceramics) is a wholly owned subsidiary. 3M Ceradyne freight invoices for shipments picked up or delivered to the locations shown below must be sent via paper or email to the address below.

3M Ceradyne
PO Box 33119
St. Paul, MN 55133
Email: ap.ceradyne.3m@mmm.com

EXCEPTION - Any inbound, collect shipments with a 3M PO number need to be sent to Data 2 Logistics, account 3MCP01 for processing. Any outbound, prepaid shipments with a 3M BOL number need to be sent to PO Box 33400 St. Paul, MN 55133-3400 for processing.

Locations

City	State	Comments	Bill to:	Address	City, State, Zip
Clarkston	GA	780 Park North Blvd Ste 122	3M Ceradyne	780 Park North Blvd	Clarkston, GA 30021
Costa Mesa	CA	3169 Red Hill Ave	3M Ceradyne	3169 Red Hill Ave	Costa Mesa, CA 92626
Lexington-N	KY	2416 Merchant St	3M Ceradyne	2416 Merchant	Lexington, KY 40511
Lexington-S	KY	695 Laco Dr	3M Ceradyne	695 Laco Dr	Lexington, KY 40510
Midway	TN	510 Midway Circle	3M Ceradyne	510 Midway Circle	Midway, TN 37809-3706
Quapaw	OK	3250 South 614 Rd	3M Ceradyne	3250 South 614 Rd	Quapaw, OK 74363
Salem	NJ	7 Industrial Way 6B	3M Ceradyne	7 Industrial Way 6B	Salem, NH 03079
Seattle	WA	6701 Sixth Ave South	3M Ceradyne	6701 Sixth Ave S	Seattle, WA 98108



3M EDUSA/EXCEL/EDUMEX

3M EDUSA/EXCEL/EDUMEX is a Maquiladora that processes freight invoices for their inbound, collect shipments to the following location. These invoices must have a PO# beginning with a 6, and is eight numeric digits long.

3M Accounts Payable
Attn: Gloria Avila
PO Box 17689
El Paso, TX 79917-7689

EXCEPTION – Invoices for inbound, collect shipments with a 3M PO number can be sent to Data 2 Logistics, account 3MCP01 for processing.

Location

City	State	Comments	Bill to:	Address	City, State, Zip
Socorro	TX	11751 ALAMEDA AVENUE	3M Gloria Avila	PO Box 17689	El Paso, TX 79917-7689



3M COGENT

3M Cogent processes freight invoices for all inbound, collect shipments to the following locations below.

3M Cogent
3M Accounts Payable
639 N Rosemead Blvd.
Pasadena, CA 91107-2147

EXCEPTION – Prepaid, outbound shipments on standard 3M bills of lading should be sent to 3M Corporate via EDI.

Locations

City	State	Comments	Bill to:	Address	City, State, Zip
Pasadena	CA	639 North Rosemead Blvd #1	3M Cogent	639 N Rosemead Blvd	Pasadena, CA 91107-2147
Williamsburg	VA	3300 Acorn St	3M Cogent	639 N Rosemead Blvd	Pasadena, CA 91107-2147



3M TOUCH SYSTEMS

3M Touch Systems is a wholly owned subsidiary. 3M Touch System freight invoices for shipments delivered to or picked up from the locations shown below must be sent via paper to the address below.

3M Touch Systems
Attn: Tim Paul
501 Griffin Brook Dr.
Methuen, MA 01844

EXCEPTIONS: If collect, inbound to **55 Ward Ave in Haverhill, MA**-Bill Data 2 Logistics, account 3MCP01 on behalf of 3M Corporate. Prepaid, outbound 3M Touch invoices on standard 3M bills of lading should be sent to 3M Corporate via EDI.

Locations

City	State	Comments	Bill to:	Address	City, State, Zip
Haverhill	MA	3M Touch Systems	3M Touch Systems	55 Foundation Ave	Haverhill, MA 01835
Methuen	MA	3M Touch Systems	3M Touch Systems	501 Griffin Brook Dr	Methuen, MA 01844



3M CANADA

3M Canada is a wholly owned subsidiary. 3M Canada freight invoices for inbound, collect shipments to the locations shown below will be sent via paper to the address below.

3M Canada
PO Box 5757
London, ON
N6A 4T1
Attn: Transportation Department

Locations

City	State	Comments	Bill to:	Address	City, State, Zip
Brockville	ONT	60 California Drive Bldg 501	3M Center	P O Box 33550	St. Paul, MN 55133-3010
Brockville	ONT	1360 California Drive	3M Center	P O Box 33550	St. Paul, MN 55133-3010
London	ONT	1840 Oxford St	3M Center	P O Box 33550	St. Paul, MN 55133-3010
Milton	ONT	2751 Peddie Road	3M Center	P O Box 33550	St. Paul, MN 55133-3010
Morden	MTB	400 Route 100	3M Center	P O Box 33550	St. Paul, MN 55133-3010
Ottawa	ONT	1545 Carling Ave	3M Center	P O Box 33550	St. Paul, MN 55133-3010
Perth	ONT	2 Craig St	3M Center	P O Box 33550	St. Paul, MN 55133-3010



3M PANAMA PACIFICO

3M Panama Pacifico (formerly Hamar Enterprises) is a wholly owned subsidiary. 3M Panama Pacifico freight invoices for inbound, collect shipments to the location shown below will be sent via paper to the address below.

3M Panama Pacifico
C/O Daniel B Hastings
PO Box 673
Laredo, TX 78042

EXCEPTION – Outbound, prepaid invoices on standard 3M bills of lading should be sent to 3M Corporate via EDI. Inbound, collect or 3rd Party invoices with a 3M PO number should be submitted to Data 2 Logistics, account 3MCP01.

Locations

City	State	Comments	Bill to:	Address	City, State, Zip
Eagle Pass	TX	3M/Panama Pacifico/Hamar Enterprises	3M Panama Pacifico C/O Daniel B. Hastings	PO Box 673	Laredo, TX 78042



GTA-NHT, Inc.
30 Commerce Road
Rockland, MA 02370

Both GTA-NHT and 3M reside at the address 30 Commerce Road, Rockland, MA 02370

- GTA-NHT is a wholly owned subsidiary of 3M.
-All inbound, collect and outbound, prepaid GTA-NHT, Inc. shipments with an ERP BOL should be billed to the location below.
- 3M Company
-Outbound, prepaid shipments from Rockland with a standard 3M BOL should be billed via EDI to 3M Corporate. Paper invoices can be sent to PO Box 33400 St. Paul, MN 55133.
-Inbound, collect or third party shipments with a 3M PO number should be sent to Data2 Logistics, account 3MCP01.

Location

City	State	Comments	Bill to:	Address	City, State, Zip
Rockland	MA	GTA-NHT Inc.	GTA-NHT	30 Commerce Rd	Rockland, MA 02370

Phone: 781-421-2257