

bCom User Guide

March 2021



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bCom is designed to be viewed on a desktop, tablet or mobile device.

Introduction

This guide provides an overview of bCom and will help the user effectively navigate and understand the site.

After reviewing this document, the user will:

- Understand the major features and services offered by bCom
- Know how to order products
- Understand how to view order status
- Know where to find Help

Notice: Users may not have access to all features and options shown in this user guide. Some functions may be available or limited depending upon the user's security role and the nature of the customer's business with 3M.

This document is for bCom registered users only.

bCom Quick Tips

Click on each link to learn more about these functions.

- [Search](#)
- [Searching Multiple IDs](#) – NEW!
- [Scrolling Solutions](#)
- [Updating Shipping Address](#)
- [Order Status](#) – UPDATED!
- [Special Pricing Authorizations](#)
- [Assortable Product Details](#)
- [Price File Download](#)
- [Managing Catalog Numbers](#)
- [bCom Support Center](#)

bCom Videos

Click on each link to view the short instructional videos.

- [Finding Products](#)
- [Creating an Order](#)
- [Viewing Order Status](#)
- [Finding a Certificate](#)
- [Price File Download](#)
- [Special Pricing Authorizations](#)
- [Point of Sale Upload](#)
- [Configurable Products – Quick Order](#)
- [Configurable Products – Models](#)
- [Checkout](#)
- [Request a Return](#)

Sign in and Registration

www.3m.com/bCom

- Sign in with a registered Username and Password.
- If the user does not have access, register by clicking the “Register” button.
 - The user will need a registration code as this is a required field on the registration form. As a new user, contact Customer Service or, if applicable, your company’s Delegated Visitor Administrator (DVA), to obtain the registration code for the account.
- The user may also click the forgot “username” or “password” links to retrieve this information after answering the security questions.
- The user can also change the password by clicking on the “Update/Change Password” link. Note: users will need to know their current password to complete this action.

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bCom Sign in

Username

Password [show](#)

Sign in

[Forgot username or password?](#)
[Update/Change Password](#)

Set up your bCom account

If you are a 3M customer and have a registration code, click below to request your bCom access.

Register

Welcome to bCom!

Connecting our customers to 3M, 24/7.

How can we help?

If you are a 3M customer and need help with your bCom account, please contact us:

Customer Service: 1-888-364-3577
bCom Support Team: 1-800-898-9835
[Send an email](#)

Not looking for bCom?

3M customers, suppliers or employees looking for the 3M Learning Academy or employee website, click below to visit the 3M Directory.

3M Directory

Enhancing your interactions with 3M

bCom is 3M's web-based system for customer self-service, providing the functionality and information you need to do your job!

With bCom, you may have secure access to the following features, which can vary based on your role and nature of business with 3M:

- Order Status – delivery dates and tracking links
- Invoices and Packing Lists – view all information in one location
- Real-Time Pricing – pricing on all your available products
- Quick Order – the fastest way to place a new order with 3M
- Products and Price Report – access individual price and product information
- Quick, convenient access across multiple devices, 24/7

What are you waiting for? Register today!



Main Features and Services

News and Announcements

The **News and Announcements** section provides information about the site features, product promotions, new product introductions, training courses and so much more! Visit this section often as it is updated frequently.

News and Announcements are located on the left side of the Homepage. Click “View All” to access all articles posted.

Click on the article title or the “Continue Reading” link to view the entire announcement.

The screenshot displays the 3M bCom homepage. At the top, there is a navigation bar with links for Products, Orders, Account, Resources, and Training, along with a search bar and user icons. Below the navigation is a large banner with the text "Welcome to bCom" and a sub-headline "Easy access to product and order information and business tools to help you efficiently grow your business." Below the banner is a "Quick Order" section with input fields for "Add:", "QTY:", and "Contract Number:", and a red "ADD TO CART" button. The "News and Announcements" section is highlighted with a blue box and a "View All" link. Below this, an article titled "3M's Response to COVID-19, from Michael F. Roman, 3M Chairman of the Board and Chief Executive Officer" is shown, dated 3M | 03/19/2020. The article text reads: "At 3M, our highest priority is the safety of our people and the public. We are responding to the rapidly changing COVID-19 outbreak by providing supplies where they are needed the most, and I am incredibly proud of the work our people are doing to support the public health and government response to the outbreak." A "Continue Reading" link is visible at the bottom of the article. To the right of the article is a "Recent Orders" table with columns for Reorder, Order Status, 3M Order #, PO #, Order Date, Invoice #, and Total. The table shows three rows, all with a status of "Partially Shipped".

News and Announcements (continued)

On the News and Announcements page, you can filter news items by categories (News, bCom Updates, Promotions, Pricing and more).

You also have the option to sort the news items by priority (Newest to Oldest, Oldest to Newest and Article Type).

3M Science. Applied to Life. Products Orders Account Resources Training Search

bCom > News & Stories [Hide Agreement & Shipping Info](#)

Agreement: Shipping:

News and Announcements

Welcome to the bCom News and Announcements page. Here, you can learn more about the platform features, product promotions, new product introductions, training courses and more. Visit often as this section is updated frequently.

Filter by: Sort by:

07/28/2020
July 2020 bCom Enhancements
bCom is your source for pricing, order status, and much more. Important new enhancement areas to note for July:
Initiating a Return
• Users can initiate a return via bCom rather than contacting a Customer Service Representative
• Order Status Returns link will appear for Shipped and Partially Shipped status
• Invoice Management Returns link will appear for past due, in dispute, collectible dispute and closed
[Learn More](#)

04/27/2020
April, 2020 bCom Enhancements
bCom is your source for pricing, order status, and much more. Important new enhancement areas to note for April:
Special Pricing Authorization (SPA) - Details Page Search
• SPA search on the details page will include the following options: 3M Stock #, 3M Catalog # and Product Description
• Provides increased search performance by directing user to the specific search criteria
[Learn More](#)

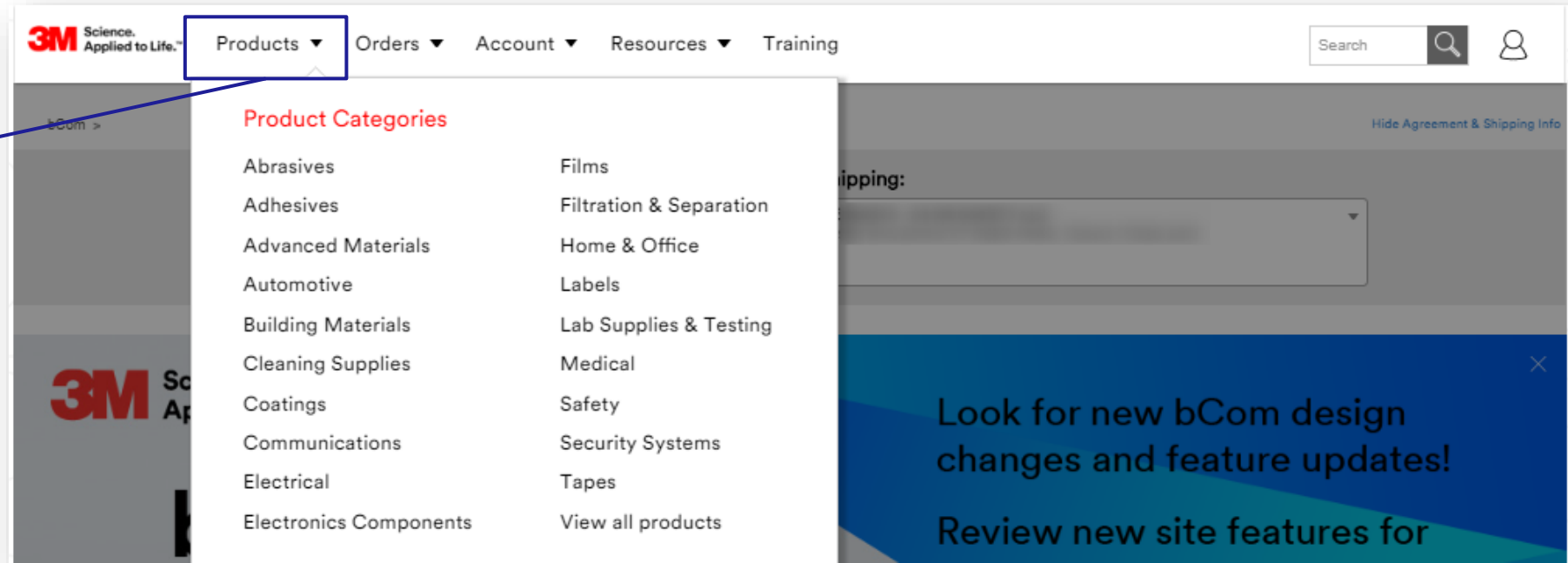
04/03/2020
3M responds to Defense Production Act order
ST. PAUL, Minn.--(BUSINESS WIRE)--3M issued the following statement in response to the announcements issued by the White House last evening:
Over the last several weeks and months, 3M and its employees have gone above and beyond to manufacture as many N95 respirators as possible for the U.S. market. Yesterday, the Administration formally invoked the Defense Production Act (DPA) to require 3M to prioritize orders from the Federal Emergency Management Agency (FEMA) for our N95 respirators.
[Read More](#)

03/19/2020
3M's Response to COVID-19, from Michael F. Roman, 3M Chairman of the Board and Chief Executive Officer
At 3M, our highest priority is the safety of our people and the public. We are responding to the rapidly changing COVID-19 outbreak by providing supplies where they are needed the most, and I am incredibly proud of the work our people are doing to support the public health and government response to the outbreak.
[Learn More](#)

Product Catalog Navigation

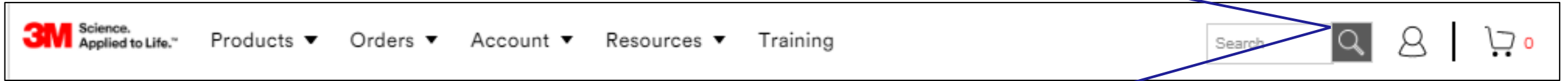
The **Product Catalog** is the visual display of products on the website. It allows users to search, view, compare, and add products to a shopping cart or a shopping list.

To open the Product Catalog from anywhere on the site, click on **Products** then choose from the categories listed.



Product Search

Product Search is a quick way to find a specific product by specifying a key word, phrase or Product Identification Number, Customer Catalog Number, or 3M Stock Number.

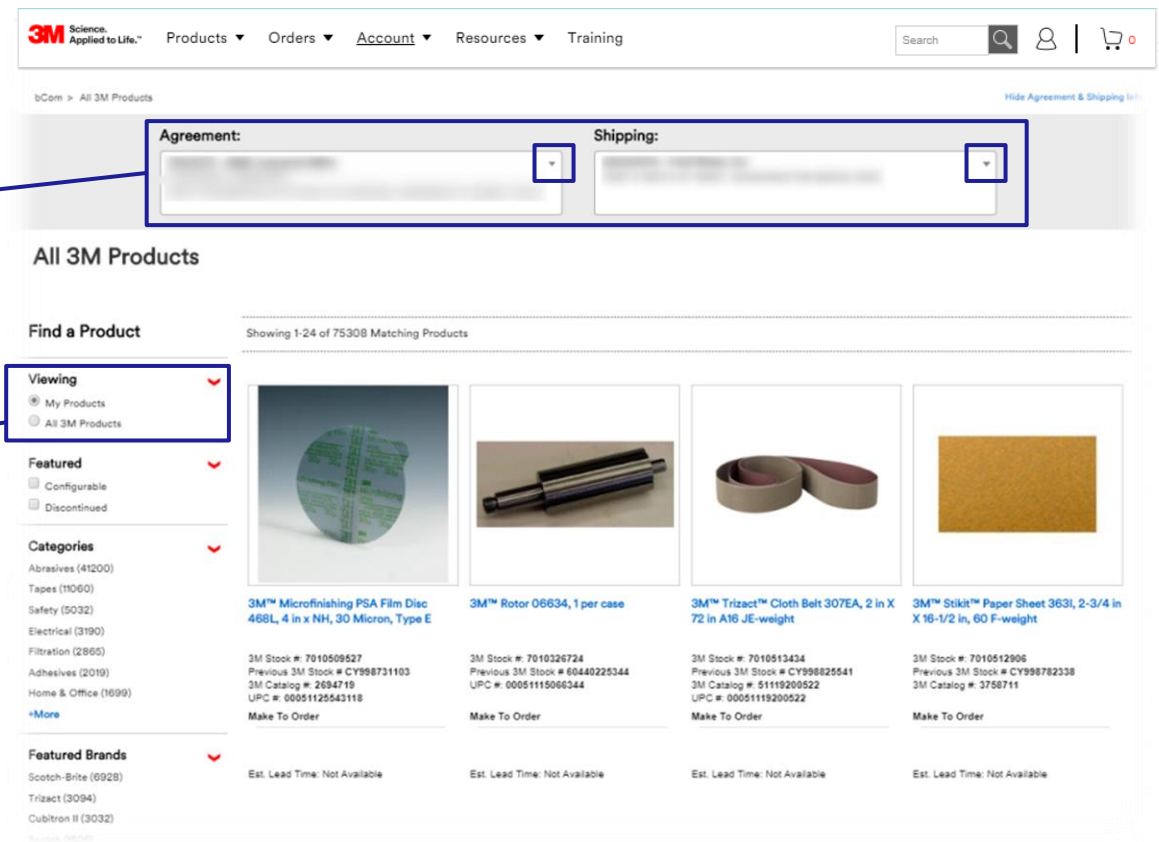


Finding Products in the Catalog

In the Product Catalog, the user can utilize the left-side filter options to narrow the results. The catalog can be filtered by available product categories and then by subcategory. As each filter is applied, the available subcategories are displayed.

Before proceeding with a product search, select the appropriate **Agreement** and **Shipping** option so the correct product, pricing and other data appears. Click the twistie to the right of each menu to switch between options. **Shipping** option also includes instructions to add a new shipping address.

The default view of the product catalog, **My Products**, displays only the products that the user is set up to buy. To expand the product results beyond those the user is authorized to buy, select the **All 3M Products** option in the left navigation. Pricing and availability information does not display for products the user is not set up to buy.



Finding Products in the Catalog (continued)

Filter categories on left side of page:

Width ▲

- 1 Inch (40)
- 2 Inch (36)
- 0.94 Inch (29)
- 1.88 Inch (29)
- 0.5 Inch (28)
- 0.75 Inch (24)
- 1.41 Inch (23)
- +More...

Width (Metric) ▲

- 48 mm (35)
- 24 mm (33)
- 36 mm (31)
- 25.4 mm (29)
- 50.8 mm (28)
- 18 mm (27)
- 72 mm (24)
- +More...

Length ▲

- 60.14 Linear Yard (189)
- 60 Linear Yard (140)
- 36 Linear Yard (80)
- 72 Linear Yard (74)
- 60 Yards (17)
- 144 Linear Yard (10)
- 55 m (10)
- +More...

Length (Metric) ▲

- 55 m (224)
- 54.86 m (128)
- 65.83 m (66)
- 33 m (46)
- 32.91 m (24)
- 66 m (8)
- 228.6 m (7)
- +More...

Diameter ▲

- 5.609 (9)
- 15.022 (7)
- 5.281 (5)
- 4.818 (2)
- 4.702 (1)
- 4.846 (1)

Material ▲

- Paper (37)
- Foam (3)

Color ▲

- Tan (215)
- Silver (212)
- Blue (67)
- Green (56)
- Amber (48)
- Red (24)
- Clear (20)
- +More...

3M Science. Applied to Life.™

Search

Find a Product

Viewing ▼

- My Products
- All 3M Products

Featured ▼

- Configurable
- Discontinued

Industries ▼

- Automotive (605)
- Commercial Solutions (37)
- Communications (28)
- Consumer (75)
- Design & Construction (544)
- Electronics (67)
- Energy (205)
- +More

Featured Brands ▼

- Scotch (180)
- ScotchBlue (2)
- Hand Masker (2)

Tape Width (Imperial) ▼

- 2 (1)
- 4 (1)
- 0.5 (1)
- 19.7 (1)

Search Results for: "masking tape"

Showing 1-24 of 973 Matching Products

Product Image	Product Name	Stock Status	Lead Time	Minimum Order	Action
	3M™ Automotive Performance Masking Tape, 03431, 18 mm x 32 m	In Stock: 8768 Roll	2 Working Days	4	ADD TO CART
	3M™ Automotive Performance Masking Tape, 03433, 36 mm x 32 m	In Stock: 8092 Roll	2 Working Days	4	ADD TO CART
	3M™ Automotive Masking Tape, 03430, 18 mm x 32 m	In Stock: 3312 Roll	2 Working Days	24	ADD TO CART
	3M™ Automotive Masking Tape, 03432, 36 mm x 32 m	In Stock: 5328 Roll	2 Working Days	24	ADD TO CART

Finding Products in the Catalog (continued)

This shows what appears for “abrasive belt” after selections are made from the Width and Length options in the left navigation.

After selecting the filtering options, search results for “abrasive belt” went down from 7,072 to 9 matches.

Search Results for: “abrasive belt”

Showing 1-24 of 7072 Matching Products

Search Results for: “abrasive belt”

Showing 1-9 of 9 Matching Products

The screenshot shows the 3M website interface. At the top, the 3M logo and tagline "Science. Applied to Life." are visible. A search bar contains the text "Search". Below the search bar, the "Find a Product" section shows "Your Selections: X Abrasives X 609.6 mm X 25.4 mm" with a "Clear All" link. The "Search Results for: 'abrasive belt'" section shows "Showing 1-9 of 9 Matching Products".

On the left side, there are several filter sections:

- Viewing:** My Products (selected), All 3M Products
- Featured:** Configurable, Discontinued
- Featured Brands:** Trizact (6), Cubitron II (1)
- Width (Metric):** 25.4 mm (checked), 12.7 mm (93), 76.2 mm (30), 6.35 mm (29), 9.525 mm (10), 3.175 mm (9), 101.6 mm (6), 9.398 mm (4), +More
- Length (Metric):** 609.6 mm (checked), 1066.8 mm (61), 3352.8 mm (48), 1828.8 mm (37), 279.4 mm (35), 762 mm (34), 457.2 mm (27), 1524 mm (17), +More

The main product grid displays four items:

- 3M™ Cubitron™ II Cloth Belt 947A, 1 in x 24 in, 60+ X-weight:** 3M Stock #: 7010536914, Previous 3M Stock #: CY998796825, 3M Catalog #: 51119239775, UPC #: 00051119239775, Make To Order.
- 3M™ Trizact™ Cloth Belt 237AA, 1 in X 24 in A45 X-weight:** 3M Stock #: 7010513272, Previous 3M Stock #: CY998823736, 3M Catalog #: 51119145830, UPC #: 00051119145830, Make To Order.
- 3M™ Trizact™ CF Cloth Belt 347FC, 1 in x 24 in, A160 X-weight:** 3M Stock #: 7010516271, Previous 3M Stock #: CY998864334, 3M Catalog #: 51119173444, UPC #: 00051119173444, Make To Order.
- 3M™ Cloth Belt 777F, 1 in X 24 in P180 YF-weight:** 3M Stock #: 7010517537, Previous 3M Stock #: CY998883326, 3M Catalog #: 51119313697, UPC #: 00051119313697, Make To Order.

Each product card includes an image, title, stock information, and an "ADD TO CART" button. There are also "Add to compare" links below each product.

Displaying Product Details

The Product Details page displays the available content associated with the product. Content that displays is dependent on 3M business relationships, user access, and the data available for each product.

Content may include:

- Product Images and product videos
- Product Name
- Product Identifiers
- Your Catalog #
- Product Benefits
- Product Type (Stock, Make To Order, or Configurable)
- Inventory Availability
- Pricing (if authorized to buy)
- Create Product (Price) page – e-mail and print
- Specifications
- Details
- Resources (brochures, catalogs, safety data sheets, etc.)

The screenshot shows a product details page for 3M™ Adhesive Transfer Tape Double Lined, 7955MP, clear, 5.0 mil, 24 in x 36 in (61 cm x 91 cm) sheet. The page includes a navigation menu with 'Overview', 'Specifications', 'Details', and 'Pricing'. A product image of a roll of tape is shown. Key features listed include: Double lined version of 3M™ Adhesive Transfer Tape 485MP, Excellent UV, high temperature, moisture and solvent resistance, Excellent shear strength to resist slippage and edge lifting, and Easy to apply, not messy. Pricing information shows a price per sheet and a 'BUY NOW' button. A 'Specifications' section is expanded to show details for Applications, Dimensions and Classifications, and Packaging and Identifications. The 'Details' section is also visible at the bottom.

Applications	Gasnet Assembly Large Surface Lamination Assembly Small Joint Assembly	Thickness	5.2 Mil/0.13 inch (mil)
Length (Metric)	0.91 mm	Thickness (Metric)	0.13 mm
Position	Best	Length	36 inch
Tape Thickness	5 Mil/0.13 inch (mil)	Set Time	<10 Second
Width (Metric)	902.8 mm	Shelf Life	18 months from date of shipment
Colour	Clear	Width	24 inch
Brand	3M™		

Class Length	0.201 Meter	Pallet Height	1.943 Meter
Class Height	0.050 Meter	Pallet Width	1.067 Meter
Class Width	0.850 Meter	Pallet Volume	1.455 cubic Meter
Class Volume	26.808 cubic Meter	Pallet Gross Weight	242.672 Kilogram
Class Gross Weight	22.65 Kilogram	ECCN	UN
Pallet Length	1.210 Meter	Harmonized Code	3508090000

Displaying Product Details (continued)

The screenshot shows the 3M website's product listing page. At the top, there is a navigation bar with the 3M logo and links for Products, Orders, Account, Resources, and Training. Below this is a search bar and a shopping cart icon. The main content area is titled "All 3M Products" and includes a "Find a Product" section with a search bar and a "Showing 1-24 of 74551 Matching Products" indicator. On the left side, there are filters for "Viewing" (My Products, All 3M Products), "Featured" (Configurable, Discontinued), "Categories" (Abrasives, Tapes, Safety, Fibers, Filtration, Adhesives, Electrical), and "Featured Brands" (Scotch-Brite, Trizact, Cubitron II, Scotch, Scotchlok, VHB, Post-it). The main product grid displays four product cards. The first card, "3M™ Cubitron™ II Depressed Center Grinding Wheel, T27, 4-1/2 in X 1/4 in X 7/8 in, Point of Purchase Display, 14 ...", is highlighted with a blue box. Below it, there is a callout box with the text "View estimated lead time, when available" pointing to the "Est. Lead Time: 2 Working Days" field. At the bottom of the grid, there is a callout box with the text "To compare the available content associated with two or three products, select the add to compare check boxes." pointing to the "Add to compare" checkboxes under the "ADD TO CART" buttons.

To open the Product Details page for a product, click the image or click the product name hyperlink.

View estimated lead time, when available

To compare the available content associated with two or three products, select the **add to compare** check boxes.

Displaying Product Details (continued)

Accessing Safety Data Sheets (SDS) and Regulatory Data Sheets (RDS)

3M™ Hi-Strength 90 Spray Adhesive Clear, Net Wt 17.6 oz, 12 cans per case,
 NOT FOR SALE OR USE IN CA & OTHER STATES. CONSULT LOCAL AIR
 QUALITY RULES BEFORE USE.

UPC Code: 00021200822193, 3M Catalog #: 1696253, 3M Stock #: 7000023924, Previous 3M Stock #: 62494249501, Your Catalog #: [Manage](#)

Specifications

Details

Overview
Specifications
Details
Resources
Pricing

Industries	Construction Furniture General Industrial MRO Specialty Vehicle Transportation Woodworking	Substrates	Metal Paper & Cardboard Rubber (Except EPDM)
Application Method	Spray	Open Time	1 to 10 minutes
Product Form	Aerosol	Volume	24 Fluid Ounce
Applications	Edge Band Wood Panel Bonding Gasket Assembly Large Surface Lamination Assembly	Environmental Considerations	Helps contribute to LEED® credits
Size	Aerosol	Volatile Organic Compounds (VOCs)	See Safety Data Sheet, Regulatory Data Sheet
Color	Clear	Flame Retardant	Flammable
Substrate 1	High Pressure Laminate Metal Paper & Cardboard Plastics (ABS, PVC, Acrylic) Rigid Foam (Urethane) Rubber (Except EPDM) Wood	Net Weight	17.6 oz
Substrate 2	High Pressure Laminate Metal Paper & Cardboard Plastics (ABS, PVC, Acrylic) Rigid Foam (Urethane) Rubber (Except EPDM) Wood	Solids Weight Percent (Approximate)	13 Percent

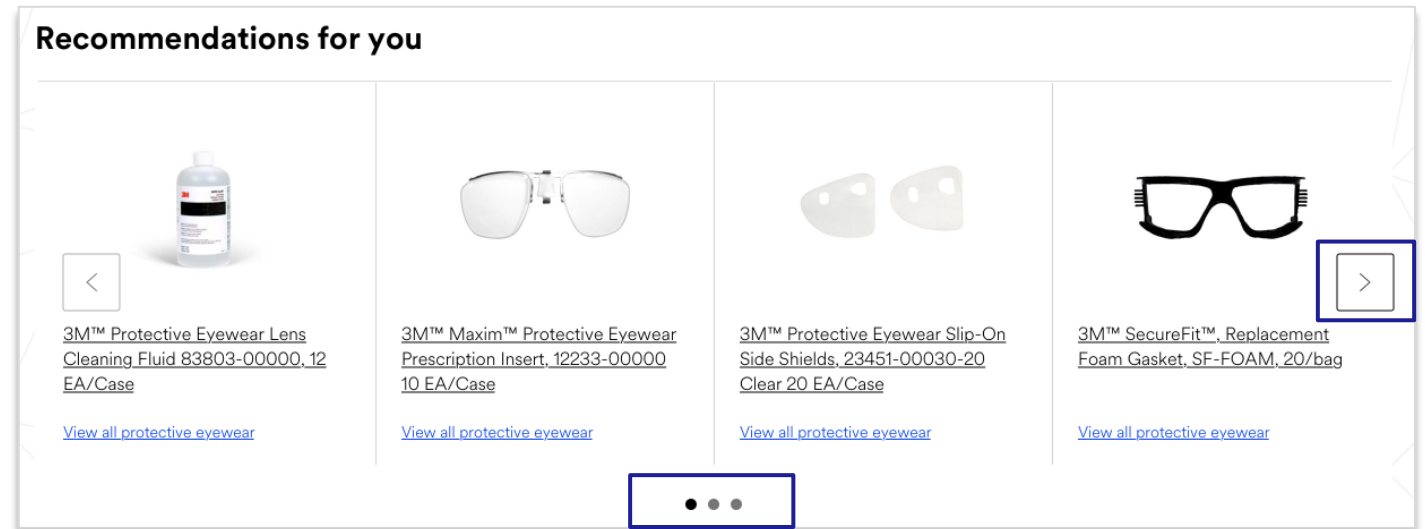
On the Product Details page, the VOC area of the Specification / Details section indicates whether there is a Safety Data Sheet (SDS) and/or a Regulatory Data Sheet (RDS) for the product.

For this product, there is both an SDS and an RDS. Links to these files appear further down this page in the **Resources** section. SDS can also be found in the bCom footer under the **Regulatory** section or go directly to www.3M.com/regs

Displaying Product Details (continued)

Product Recommendations

- Search will generate product recommendations at the bottom of the homepage
- Suggested products will be determined based on the user's previous purchase history
- Paginated view allows user to scroll easily through any additional recommended products






Displaying a Discontinued Product

For products that are discontinued:

- A message displays on page
- 3M Stock IDs have clickable “Replacement Available” message linking directly to the replacement’s Product Details Page

Note: please contact Customer Service if there isn’t a replacement available.

		
<p>3M™ Cubitron™ II Cloth Belt 784F, 3/4 in x 18 in, 36+ YF-weight, 50 per inner 200 per case</p> <p>3M Stock #: 7010414999 Previous 3M Stock # 60440334849 UPC #: 00076308470685</p> <p>Standard</p> <p>In Stock: 2600 Each Check Availability</p> <p>Est. Lead Time: 2 Working Days</p>	<p>3M™ Cloth Belt 977F, 50 YF weight, Configurable</p> <p>3M Stock #: 7100007987 Previous 3M Stock # 60000406342</p> <p>Configurable</p> <p>Discontinued. Replacement Available 3M Stock #:7100091823</p>	<p>3M™ Wetordry™ Sandpaper, 03006, assorted grits, 3 2/3 in x 9 in, 5 sheets per pack, 40 packs per case</p> <p>3M Stock #: 7000120145 Previous 3M Stock # 60455070205 3M Catalog #: 3006 Standard</p> <p>Discontinued. Replacement Available 3M Stock #:7100100326</p>

Configurable Products

If an item is a Configurable Product, the user is prompted to enter Configuration Details to specify the manufacturing characteristics, such as width and length.

The way one product is configured may be different from another product, and this will dictate the way the configurable product is ordered. The different methods to place a configurable product are on the following pages and you will be guided through the appropriate process.

Configurable Product Details

The **Configuration Details** options that display may vary based on the product attributes established. This displays on all pages where configurable products can be added to the cart.

Each entry is validated for allowable values after the user tabs or clicks out of the field. Any errors must be corrected.

The screenshot displays the product page for "3M™ Cubitron™ II Abrasive Belt 984F, 36+ YF-weight". The page includes a navigation menu with "Overview", "Specifications", "Details", "Resources", and "Configure". A central image shows the abrasive belt. To the right, there are bullet points describing the product's benefits, such as "3M Precision Shaped Grain continuously fractures into sharp points that cut exceptionally fast, helping increase productivity". A "CONFIGURE" button is prominently displayed. Below the main content, there is a "Data Entry BCOM" section with a "Configuration Error Messages" table. The table shows an error: "Invalid Order Quantity". The configuration form includes fields for "Order Qty" (set to 50), "Width" (set to 2), and "Length" (set to 132). A "Validate" button is located at the bottom right of the configuration form.

Configuration Error Messages	Invalid Order Quantity
Minimum/Multiple Order Qty	50
Order Qty *	50
Width Range (Increment)	1/8 - 128 in (1/32 in)
Width *	2
Length Range (Increment)	2 - 1000 in (1/32 in)
Length *	132
Edge Type:	Standard Edge

Click **Validate** when **Configuration Details** are complete to verify the specifications meet the rules for manufacturing the product (such as Minimum Order Quantity), view packaging information (if available), and to calculate the price.

Configurable Product Details (continued)

The Product Details page displays the validated **Configuration Details**. To add the item to the shopping cart, click **Buy Now**.

The price and **Pricing** section display post-configuration.

The **Configuration Details** entered on the previous window display.

To modify any characteristics, click **Edit Configuration**.

Finding a Matching Product Configuration

- A message will inform the user when the matching product configuration is found on the Product Detail Page or Quick Order Page.
- The matching product configuration will show in the Shopping Cart.
- A matching 3M Stock Number or part number will include the configuration selections you have made.
- A user may utilize the matching 3M Stock Number or part number to order this product in the future.

3M™ ElectroCut™ Film 1171C Yellow, Non-punched, Configurable

3M Catalog #: 1171-15-50, 3M Stock#: 7100013647, Previous 3M Stock #: 75000196776, Your Catalog #: [Manage](#)

Configuration

Configuration Details

3M™ ElectroCut™ Film 1171C Yellow, Non-punched, 24 in x 50 yd
3M Stock #: 7000030813

Order Qty	1	Length Range (Increment)	50 - 300 yd (50 yd)
Width Range (Increment)	1/2 - 48 in (1/4 in)	Length	50
Width	24		

Match Found
Matching Product Configuration found and pricing updated. Select Buy Now button to add this product to your Shopping Cart

Quick Order
(No Product Sample information available)

1) Select a Product ID Type

2) Enter a full or partial Product ID and click **Add to Cart**. If an exact match is found, the product will be added to your Shopping Cart. If multiple matches are found, you will be presented with the search results.

3) If you have chosen a "Configurable Product," additional information is required, below, before adding to cart.

3M Stock #	Quantity	Unit	Contract # (optional)
7000030813	1	Roll	

Matching Product Configuration Found! Pricing has been updated.

Product Name: 3M™ ElectroCut™ Film 1171C Yellow, Non-punched, 24 in x 50 yd
Contact CSR for Availability Net Price: \$ USD

3M Stock #	Quantity	Unit	Contract # (optional)
<input type="text"/>	<input type="text"/>	---	<input type="text"/>

Add To Cart

Product Configuration and Price – Single Cut

Use the tool to enter custom cuts of varying dimensions. As cuts are entered, the table is used to display roll width consumption. Excess material may be treated as an off-cut. Estimated delivery dates will appear with your order status.

To get started, enter Order Quantity, Width and Length. (Enter Quantity to consume the web width. Master Rolls can be added to increase the Order Quantity.)

Note: select products/material IDs have linear Minimum Order Quantities.

Configurable products display Net Price before Promotional Price in black strikethrough font.

3M™ Thermal Transfer Label Material, 3690E+, White Vinyl, Roll, Config
3M Catalog #: 3690E+ 3M Stock #: 7100214632

Ordering Guidelines

- Must meet Linear MOQ of 750 FT
- Full Web Width Required

1. Configure Cut

Sales UOM Group: Imperial

Order Qty: 1

Width: [input field]

Width Range (Increment): 1/4 - 48 in (1/32 in)

Length: [input field]

Length Range (Increment): [input field]

2. Master Rolls [?] [input field] [Update Master Roll Qty]

Configuration

Master Roll Qty: 5 100% Used
Remaining: 0 of 48

Jumbo Selection: 48

Roll (W x L)	Order Qty	x	Master Rolls	→	Total Roll Quantity	
4 1/2 in x 150 ft	6		5.0		30	DELETE
3 1/2 in x 150 ft	6		5.0		30	DELETE

[Cancel](#) [Get Pricing](#)

Price Summary

Unit Price	List Price	Promotional Price
\$ [input] / Roll	\$ [input] / Roll	\$ [input] \$ 600.04
\$ [input] / Roll	\$ [input] / Roll	\$ [input] \$ 873.62

Additional Configuration Option - Stacked

Ability to configure products with different sizes and view your product selection.

- Multiple Sizes
- View Master Roll Utilization
- Off-Cut Displayed in Table

This tool is used to enter custom cuts of varying dimensions. As cuts are entered, the table is used to display roll width consumption.

Select "Add Cuts" once quantity, width, length, and core are selected

3M™ Controltac™ Graphic Film with Comply™ Adhesive 180mC-13, Tomato Red, Configurable Roll

3M Catalog #: 180MC-13-RL 3M Stock #: 710013645

Ordering Guidelines

- Full Web Width Required

Unit of Measure: Imperial

Order Qty:

Width:

Width Range (Increment): 1/4 - 48 in (1/4 in)

Length:

Length Range (Increment):

Core Selection:

Premask Option:

[Clear](#)

Configuration 1

Number of Master Rolls: 1 100% Used

Remaining: 0 of 48 in

Jumbo Selection: 48 Core Selection: 3 in (76 mm) Core

Length: 125 yd Premask Option: No Premask Option Selected

Quantity	Width	
<input type="text" value="6"/>	3 1/2 in	DELETE
<input type="text" value="6"/>	4 1/2 in	DELETE

Configuration 2

Number of Master Rolls: 1 96% Used

Remaining: 2 of 48 in

Jumbo Selection: 48 Core Selection: 3 in (76 mm) Core

Length: 60 yd Premask Option: No Premask Option Selected

Quantity	Width	
<input type="text" value="10"/>	1 in	DELETE
<input type="text" value="12"/>	1 1/2 in	DELETE
<input type="text" value="1"/>	18 in	DELETE
1.0	2 in	OFFCUT <i>Priced and shipped</i>

Select "Get Pricing" to retrieve pricing

[Cancel](#)

Configuration upcharges may apply.

Final Configuration Option

Add a description of the item in the open text box for the Configured product.

The order will be reviewed by a Customer Service Representative and the user will be contacted.

3M™ 1516 Transparent Polyester Single Sided Medical Tape without Liner
3M Catalog #: 1516, 3M Stock#: 7100009944

Overview
Specifications
Details
Resources



• Translucent
• Strong
• Diecuttable for converting
[View All Details](#)

Configurable
 Create Product Page
BUY NOW
Add to list

[Terms and Conditions](#)

[View Images](#)

Buy Now

Roll

Enter the specifications to manufacture the product to meet your needs, such as size or other details regarding slitting, perforation, premask, etc.

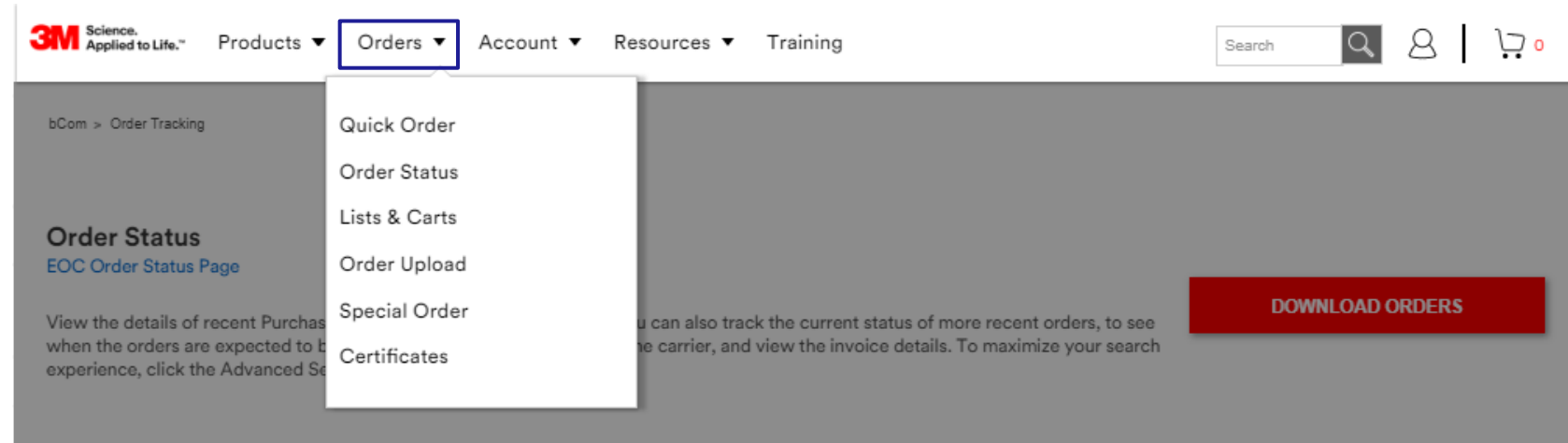
ADD TO CART

Orders Navigation

The Orders navigation includes a set of tools and services that relate to purchasing products from 3M.

Some of the features include:

- Simple order entry through Quick Order
- Order Status for order tracking
- Lists and Carts management
- Bulk upload of products to the Shopping Cart
- Fast access to invoices



Orders

Before placing an order, it's important to select the appropriate **Agreement** and **Shipping** option so the correct product, pricing and other data appears.

Click the twistie to the right of each menu to switch between options.

Instructions to add a new Shipping Address.

The screenshot shows the 3M website interface. At the top, there are navigation links for Products, Orders, Account, Resources, and Training. A search bar and user icons are on the right. Below the navigation, there are dropdown menus for Agreement and Shipping, each with a small square twistie to its right. A callout box points to these twisties with the text: "Click the twistie to the right of each menu to switch between options." Below the dropdowns, the main content area displays "All 3M Products" and "Find a Product" with a search bar. On the left, there are filters for Viewing (My Products, All 3M Products), Featured (Configurable, Discontinued), and Categories (Abrasives, Tapes, Safety, Films, Filtration, Adhesives, Electrical). The main product grid shows four items: 3M™ Cubitron™ II Depressed Center Grinding Wheel, T27, 4-1/2 in X 1/4 in X 7/8 in, Point of Purchase Display, 14...; Refurbish and Repair Grinding Wheel 2B770, 1 hp 1/4 RPM 3 in Extended Life; 3M™ Belt 047A, 1 in Wt, 25 per inner 200; and another product. Each product listing includes stock status, lead time, and pricing. A callout box points to the "ADD TO CART" button of the first product with the text: "Instructions to add a new Shipping Address." Another callout box points to the "ADD TO CART" button of the second product with the text: "Want to add a new Shipping Address? Here's how: 1. Add products to the cart. 2. Check out. 3. In Shipping Address section, select 'Change'. 4. Click 'Create a new shipping Address' at the top of the popup window." The bottom of the page features the 3M logo.

Multiple Methods to Add Items to Cart

Method	Description
Quick Order	Allows multiple lines to be added to the cart at once; enables searching for products by partial ID; and provides visibility of product description.
Buy Now	Enables users to add an item directly from the Product Catalog and view detailed information about the product.
Shopping List	A list created by users to access frequently ordered items or a system-generated <i>Previously Purchased Items Re-Buy List</i> .
Order Items Not in Catalog	Allows users to add an item with product details for products that are not found on the 3M Partner Portal site.
Upload Order File	Submit a file to bulk load items into the Shopping Cart.

Adding Items via Quick Order

Quick Order displays on the homepage and is a fast way for a user to add an item to their cart when the product number is known.

The screenshot shows a 'Quick Order' form with a black header. Below the header, there are three input fields: 'Add:' with a dropdown menu showing '3M Stock #' and a downward arrow, a 'QTY:' text input field, and a 'Contract Number:' text input field. To the right of these fields is a red button labeled 'ADD TO CART'. Three blue callout boxes are present: one pointing to the 'Add:' dropdown, one pointing to the 'QTY:' field, and one pointing to the 'ADD TO CART' button.

Choose the type of Product ID being entered:

- Your Catalog Number (Customer Part Number)
- 3M Catalog Number
- 3M Stock Number
- UPC

Quantity must be entered, but **Contract #** (number) is optional.

Click **Add to Cart** when the required fields are entered.

If the information matches one exact product, the Mini-Cart opens briefly to display that the item has been added to the cart. If one exact match is not found, the user is automatically brought to the Quick Order window where the search results are displayed to allow final product selection.

Adding Items via Quick Order (continued)

Quick Order can be accessed from the Orders navigation or from the Quick Order tab.

The **Product ID Type** can be changed from line to line.

A full or partial product number can be entered.

If multiple matches are found, search results show the Product IDs and Descriptions to help the user select the correct item.

After all items are entered, click **Add to Cart**.

Quick Order

1) Select a Product ID Type

2) Enter a full or partial Product ID and click **Add to Cart**. If an exact match is found, the product will be added to your Shopping Cart. If multiple matches are found, you will be presented with the search results.

3) If you have chosen a "Configurable Product," additional information is required, below, before adding to cart.

3M Catalog #	Quantity	Unit	Contract # (optional)
524053	24	---	

Search Results
Exact match not found. Select from the search results below.

Product ID	Description	Contact CSR for Availability	Net Price: \$	USD
51125240536	3M™ Microfinishing PSA Film Sheet 268L, 15 Mic, Type D, Orange, 8-1/2 in x 11 in	Contact CSR for Availability		

Showing 1 - 1 of 1

3M Stock #	Quantity	Unit	Contract # (optional)
70020228402	12	Each	

Product Name: 3M™ Multi-Equipment Water Filtration System DP390, 5624102, 15 GPM, 162000 gal, .2UM, 1/Case

Net Price: \$ USD

[Check Availability](#)

3M Catalog #	Quantity	Unit	Contract # (optional)
7005		---	

Search Results
Exact match not found. Select from the search results below.

Product ID	Description	Contact CSR for Availability	Net Price: \$	USD
17005	Command™ Spring Clip 17005	Contact CSR for Availability		

Add To Cart

Adding Items via Buy Now within the Product Catalog

The **Buy Now** icon displays on the Product Details window within the Product Catalog if the user is authorized to purchase the product.

3M™ High Flow Series Multi-Equipment System for Ice, Coffee & Cold Beverage Applications, Model DP390, 5624102

3M Stock#: 7100007041, Previous 3M Stock #: 70020228402, Your Catalog #: [Manage](#)


Overview

Specifications

Details

Resources

Pricing



- Provides consistent high quality water
- Reduces particulate*, chlorine taste and odor, cyst**, and bacterial from incoming water
- Built-in scale inhibition can help to prevent the potentially harmful
- Dual Port system is engineered to provide high flow rates, high capacities, and the benefits of multiple-equipment filtration in a single compact package

[View All Details](#)

[Terms and Conditions](#)

\$ [REDACTED] / Each

Standard

In Stock: 22 Each
[See all price options](#)

[Create Product/Price Page](#)

Est. Lead Time: 2 Working Days

BUY NOW

[Check Availability](#)

Add to list

Clicking **Buy Now** opens a dialog box showing the customer price and unit of measure details.

Quantity (and an alternate Unit of Measure or a Contract Number if applicable) can be entered.

Add To Cart

Quantity: 1

Unit: Each

Minimum Order Quantity: 1 Each
Order Increment: 1 Each

SPA# (optional)

SPA#

\$ [REDACTED] / Each

ADD TO CART

CHECK AVAILABILITY

Clicking **Add to Cart** places the item in the cart and closes the dialog box.

See slide 30 for additional information

Adding Items via Buy Now (continued)

- Includes Minimum Order Quantity that defaults into Quantity field.
- Note: Validations occur on Minimum Order Quantity (MOQ) and Minimum Order Increment (MOI) when quantity is updated.
- May include option to enter Special Pricing Authorization (SPA) number.
- May include option to Check Availability.

Add To Cart Close X

Quantity

Unit

Minimum Order Quantity: 1 Each
Order Increment: 1 Each

SPA# (optional)

\$ [redacted] /Each

ADD TO CART **CHECK AVAILABILITY**

Adding Items to Cart via Shopping Lists

Users can maintain Shopping Lists for quick access to frequently ordered items. An entire Shopping List or selected products within the list can be added to the cart. Access to Shopping Lists can be found within the Orders navigation, Lists and Carts.

Enter a **Quantity** for each product to be added to the cart.

A **Contract #** (Number) may be added and an alternate **Unit of Measure** may be selected.

Clicking **Add to Cart** adds all items with entered quantities to the cart.

The screenshot displays the 'Shopping Lists' interface. At the top, there is a 'Create New List' button. Below it, a list of shopping lists is shown, including 'Monthly Re-Buy List' with 2 items. The 'Monthly Re-Buy List' is selected, showing options to 'Delete Items' and 'Add To Cart'. A section titled 'Add a Product to this List' is expanded, showing a product: '3M™ Clean-Walk Mat 5836 White, 36 in x 46 in, 60 sheets per Mat, 4 per case'. The product is in 'Standard' configuration. Below the product name, there are input fields for 'Contract #', 'Unit' (set to 'Case'), and 'Quantity'. The 'Quantity' field is highlighted with a blue box. To the right of these fields, it says 'Price Available in Shopping Cart'. At the bottom right, there is a 'Select to Delete' checkbox.

Products are saved within the shopping list but quantities and contract numbers are not saved for future use. For a variable configuration item, the quantity will be saved.

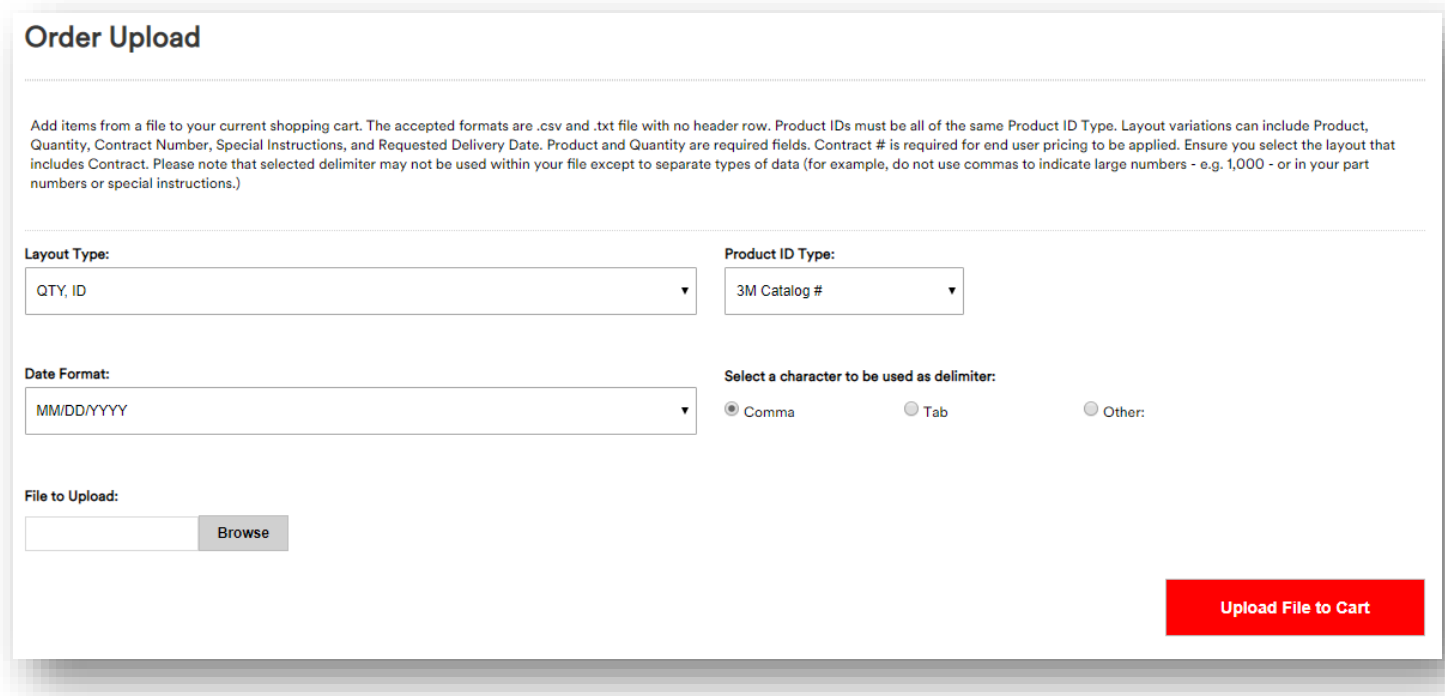
Adding Items via Uploading an Order File

The Upload Order File feature can be used to load a spreadsheet of products directly into a Shopping Cart. This feature is located within the Orders menu.

The user must format their file as listed on the instructions on the page.

The user:

- Selects the **Layout Type** to indicate the sequence in which the fields display on the file.
- Selects the **Product ID Type** of the items in the file.
- Browses for the **File to Load**.
- Clicks **Upload File to Cart**.



The screenshot shows the 'Order Upload' form. At the top, there is a title 'Order Upload' and a detailed instruction paragraph: 'Add items from a file to your current shopping cart. The accepted formats are .csv and .txt file with no header row. Product IDs must be all of the same Product ID Type. Layout variations can include Product, Quantity, Contract Number, Special Instructions, and Requested Delivery Date. Product and Quantity are required fields. Contract # is required for end user pricing to be applied. Ensure you select the layout that includes Contract. Please note that selected delimiter may not be used within your file except to separate types of data (for example, do not use commas to indicate large numbers - e.g. 1,000 - or in your part numbers or special instructions.)' Below the instructions are four main sections: 'Layout Type:' with a dropdown menu showing 'QTY, ID'; 'Product ID Type:' with a dropdown menu showing '3M Catalog #'; 'Date Format:' with a dropdown menu showing 'MM/DD/YYYY'; and 'Select a character to be used as delimiter:' with three radio button options: 'Comma' (selected), 'Tab', and 'Other:'. At the bottom left, there is a 'File to Upload:' label, an empty text input field, and a 'Browse' button. At the bottom right, there is a prominent red button labeled 'Upload File to Cart'.

If no errors are found in the Order File, the items are added to the active Shopping Cart. Errors display on an error page requiring additional entry to resolve issues. A template option is available to save the specific format for future use.

Shopping Cart Validation

The user must either correct the data for the items that do not pass validation and click **Update** or delete the items. When all the errors are corrected or deleted, the cart can be checked out.

The screenshot shows a shopping cart interface. At the top, there's a header with 'Shopping Cart' and links for 'Switch Cart', 'Clear', and 'Save'. Below this is a summary box with 'Order Total: \$' followed by a redacted amount and a red 'UPDATE' button. The 'Product Order' section includes fields for 'Order Contract#' and 'Order Promo Code', and a dropdown for 'Additional Order Instructions'. The 'Products' section is titled 'Products' and shows '1 Item'. It contains a table with one item: 'ACE™ Back Brace 207744, One Size Adjustable'. The item details include a small image, a 'Delete' checkbox, 'Standard' status, 'In Stock' availability, a price per unit, 'Unit: Each', and 'Quantity: 24'. Below the item are fields for 'Promo:', 'Contract #:', '3M Stock #:', '3M Catalog #:', 'Your Catalog #:', and 'UPC #:'. At the bottom, there's another summary box with 'Order Total: \$' and a red 'UPDATE' button. A blue 'UPDATE CART' link is also visible.

After changes are made, click **Update**, if needed.

Click the **Delete** check box to remove an item from a cart.

The **Quantity**, **Unit**, and **Contract Number** fields are editable from within the Shopping Cart.

Shopping Cart and Checkout

Once items are added to the shopping cart, the checkout process begins.

Ship-To address can be updated.

Attention To instructions can be included and will appear on the shipping label.

Delivery service, delivery dates, and freight payments can be selected.
See slides 38-39

The screenshot displays the 3M checkout interface. At the top, the 3M logo and navigation menu (Products, Orders, Account, Resources, Training) are visible. A search bar and user icons are on the right. Below the navigation, a breadcrumb trail shows 'bCom > Shipping'. A progress indicator shows 'CART' as the current step, followed by 'SHIPPING', 'BILLING', and 'REVIEW'. An 'Order Total' box with a red 'CONTINUE' button is on the right. The 'Shipping Address' section includes a 'Ship-To: Change' link, a blurred address field, and an 'Attention To:' text input field with an information icon. The 'Delivery Method' section features a 'Choose Delivery Service' dropdown (Standard Shipment), a 'Requested Delivery Date' dropdown, and a 'Select Freight Payment' section with radio buttons for 'On Order Invoice', 'UPS', and 'Fed Ex'. A text area for 'Additional Notes and Instructions for Order' is also present. A second 'Order Total' box with a red 'CONTINUE' button is at the bottom right.

Shopping Cart and Checkout – Delivery Date

Users have the ability to choose between “Deliver On” and “Deliver By” on the shipping page when specifying Requested Delivery Date.

Delivery Method

Choose Delivery Service:

Standard Shipment

Shipping Cutoff Time Information 

* Standard Customer Shipment: Your order will be shipped as soon as possible. Typical order fulfillment cycle for standard stocked product ranges from 3 to 8 days, depending upon your location. If normal delivery times are not satisfactory, you can use a Premium Shipping option (additional charges apply).

Select Freight Payment

On Order Invoice Fed Ex UPS

Requested Delivery Date: (Optional)

Deliver On

Requests that the order be delivered on the date selected.

MM/DD/YYYY



Additional Notes and Instructions for Order

Shopping Cart and Checkout – Freight Payment

Users can utilize account numbers associated with third-party carriers during check out.

Delivery Method

Choose Delivery Service:

Premium Customer Shipment ▼

Shipping Cutoff Time Information ▶

Select Freight Payment ⓘ

On Order Invoice UPS Fed Ex

493058395840

Shopping Cart and Checkout – Premium Shipping

Some accounts may have premium shipping available in the check out process.

Choose Standard or Premium Shipping.

The screenshot displays the 3M checkout interface. At the top, the 3M logo and navigation menu (Products, Orders, Account, Resources, Training) are visible. A search bar and user icons are on the right. The breadcrumb trail shows 'bCom > Shipping'. A progress bar at the top indicates the current step is 'SHIPPING', with 'CART' marked as complete. The 'Order Total' is shown as '\$ [REDACTED]' with a red 'CONTINUE' button. The 'Shipping Address' section includes a 'Ship-To' field with a 'Change' link and an 'Attention To:' field. The 'Delivery Method' section features a dropdown menu for 'Choose Delivery Service' with 'Premium Shipment' selected, and radio buttons for 'Select Freight Payment' (On Order Invoice, UPS, Fed Ex). A 'Requested Delivery Date' field with a calendar icon is also present. The 'Additional Notes and Instructions for Order' field is at the bottom right.

Shopping Cart and Checkout – Premium Shipping

If **Premium Shipment** is selected, the level of service can be chosen.

Item	Description	Price Per	Quantity	Price	Level Of Services
Shipping from 3M Alexandria					
1	3M™ Trizact™ Cloth Belt 237AA, 4 in x 118 in A45 X-weight Fullflex, 50 per case 3M Stock #: 7010328208 UPC #: 00051111668887		50		Premium Shipment UNITED PARCEL SERVICE Y-F

Order Total: \$

CONTINUE

Shopping Cart and Checkout (continued)

Contract Number and Promo code, if available, can be entered. Certificates can also be requested.

Shopping Cart

[Switch Cart](#) | [Clear](#) | [Save](#)

Enter the contract or promo code and that will apply for all eligible products.


Order Total: \$

Checkout

+

Products

2 Items Delete All Delete



[3M™ Cloth Cone 777E, 2 in x 5/8 in x 5/16 in, P120 YF-weight, 200 per case](#) Delete

3M Stock #: 7100179462 3M Catalog #: Your Catalog #: UPC #: 00638060056646

Contract #: Promo Unit: Each Quantity:

Net Price: \$ per Each

Product Total: \$

Make To Order [Request Certificates](#)

 +

Shopping Cart and Checkout – Payment Method

The **Order Payment** type may include invoice or credit card.

The screenshot shows the 3M bCom checkout process at the Billing step. The navigation bar includes the 3M logo, navigation links (Products, Orders, Account, Resources, Training), a search bar, and a shopping cart icon with a '2' item count. The breadcrumb trail is 'bCom > Billing'. A progress indicator shows 'CART' and 'SHIPPING' as completed steps with green checkmarks, and 'BILLING' as the current step. A 'REVIEW' step is also visible. On the right, the 'Order Total' is displayed as '\$ [blurred]' with a red 'CONTINUE' button below it. The main content area is divided into sections: 'Account Information' (with a 'Sold-To:' field), 'Payment Method', and 'Order Payment'. The 'Order Payment' section is highlighted with a blue border and contains a radio button selected for 'Invoice: Enter a PO# and you will be invoiced later (required):', with a 'PO#' input field below it. Below this, the text 'Standard Order Shipping Payment On Invoice' is visible. A second 'Order Total' and 'CONTINUE' button are located at the bottom right of the page.

Shopping Cart and Checkout – Place Order

This is the final page of the order. Once reviewed, click **Submit** to place the order.

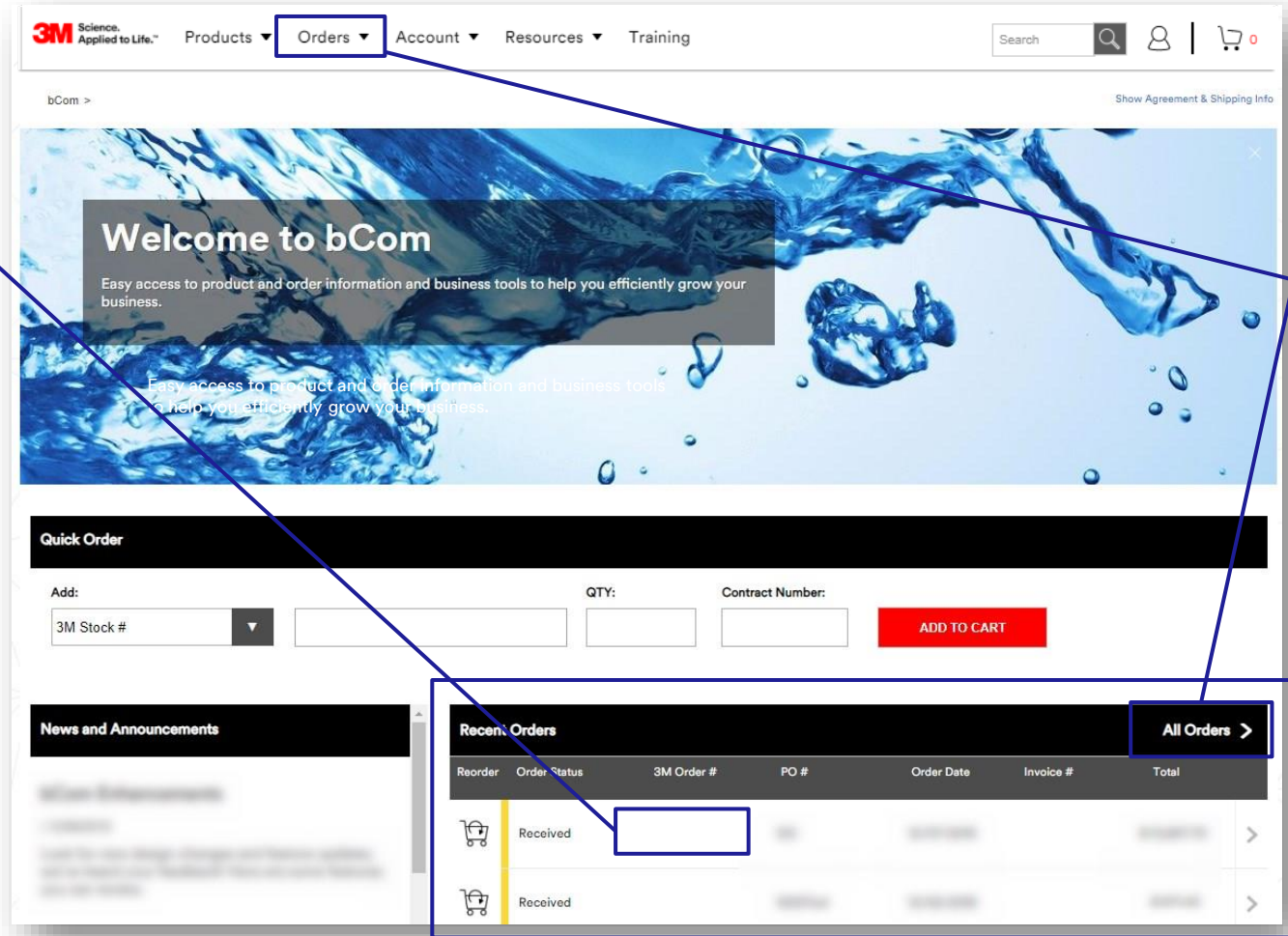
The screenshot displays the 3M checkout page. At the top, there is a navigation bar with links for Products, Orders, Account, Resources, and Training, along with a search bar and user icons. Below the navigation, a progress indicator shows 'CART' (checked), 'SHIPPING' (checked), 'BILLING' (checked), and 'REVIEW' (current step). The 'Order Total' is displayed as '\$' followed by a red 'SUBMIT' button. The page is divided into sections: Account Information (with a 'Change' link), Shipping Information (with a 'Change' link), and Billing Information (with a 'Change' link). The 'Products' section shows two items: 'Scotch-Brite® Heavy Duty Scrub Sponge HD-3, 8/3' and 'Scotch-Brite® Non-Scratch Scrub Sponge MP-3-B-D, 8/3'. Each item includes its 3M Stock #, 3M Catalog #, Your Catalog #, UPC #, Net Price \$ per Case, and Product Total \$. A 'Special Requests' field with a '+' icon is provided for each item. At the bottom right, the 'Order Total' is shown again, and a red 'SUBMIT' button is highlighted with a blue box.

Order Status

The homepage shows the most recent orders. This includes all orders submitted online and offline (EDI, VMI, Manual, bCom).

Users can view full order details by clicking on the hyperlink of the Order Number in the **3M Order #** column.

To access the full order history list, click the **Orders** navigation option and select Order Status OR click the > on the Recent Order header.



Order Status List Page

The Order Status List shows all orders for all accounts for which the user has access.

Order Status

View the details of recent Purchase Orders placed by your company. You can also track the current status of more recent orders, to see when the orders are expected to be delivered, track the shipment with the carrier, and view the invoice details. To maximize your search experience, click the Advanced Search link.

DOWNLOAD ORDERS

Search Orders (21269)

PO # Search [Advanced](#) [Clear](#) Filter Results Sort Results

Reorder	Status ?	Order Placed	Purchase Order #	Ship-To	3M Order #	Invoice #	Total
Updated	In Process	04/29/2020					\$
	In Review	04/29/2020					\$

Download Orders will provide an Excel file of all orders including shipping and delivery information.

In the **3M Order #** column, click an Order Number to view Order Status Details of an order.

Click > to view Order Status Details.

- Search attributes:**
- PO #
 - 3M Order #
 - Invoice #
 - Shipping Reference #
 - Search All

Order Status definitions

Received	Your Order has been received.
In Process	We are currently processing your order.
In Review	Your order is being checked for completeness.
Partially Shipped	A portion of your order has been shipped.
Cancelled	Your entire order has been rejected or canceled.
Shipped	Your order has been shipped.



Viewing Order Status Details and Invoices

The Order Status Details page displays current information about the order.

bCom > Order Tracking

Shipped

Order Detail: PO# [redacted]

Order Entry Date: 04/27/2020 10:25:07

3M Order #: [redacted]

Order Placed Via: EDI

Invoice: [redacted]

Packing List: [Packing List](#)

Attention To: [redacted]

Note(s):

Created On	Notes
04/27/2020 10:25:07	Routing UPS GRD COLLECT

Order Summary

May Include Freight and Other Charges

Product Total	\$ [redacted]
Taxes	\$ 0.00
Estimated Order Total	\$ [redacted]

Search Products (1)

Search [input] [button]

Sort Results [dropdown]

View more details / View less details

Item #	Status	Description	Price per	Quantity	Price
Updated					
1	In Process	[redacted]	\$ [redacted] per Each	100 Each	

Shipment 1 of 1 100 Each Estimated Shipping Date: 05/01/2020 Estimated Delivery Date: 05/05/2020 06/02/2020 Invoice: [9595184489](#)

Overall status of the order

Order information

Item details

Request a Return link

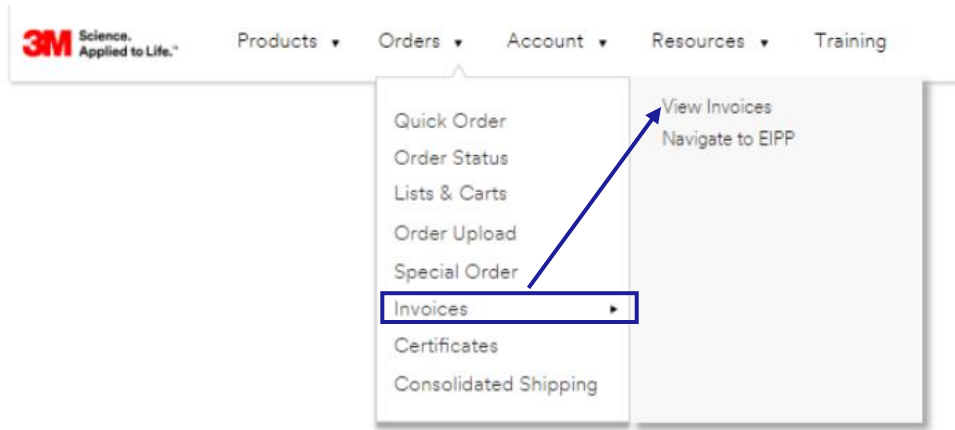
A Track Shipment link opens the carrier tracking website if available.

The Invoice Number hyperlink opens a PDF of the invoice.

Shipment information includes: shipped quantity, estimated or actual ship date, estimated delivery date, bill of lading number, track shipment number and carrier.

Invoices

Users with the **Invoice Viewer** role will have the ability to view and filter invoices, email, print to PDF and export to Excel. Users with the **Invoice Manager*** role will have access for viewing and paying invoices in EIPP via the “Navigate to EIPP” link.



A screenshot of the 3M bCom Invoices page. The page displays a table of invoice details with columns for Status, Invoice #, Invoice Date, Discount Due Date, PO #, 3M Order #, Ship To, and Discount Total. The table shows several rows of invoice data, including Open and Closed statuses, with corresponding dates and amounts.

Status	Invoice #	Invoice Date	Discount Due Date	PO #	3M Order #	Ship To	Discount Total
Open		01/19/2021	01/29/2021 03/20/2021				\$
Open		01/18/2021	01/28/2021 03/19/2021				\$
Closed		01/14/2021	- 03/15/2021				\$
Closed		01/12/2021	- 03/13/2021				\$
Closed		01/09/2021	- 03/10/2021				\$
Closed		12/29/2020	- 02/27/2021				\$

If you experience issues with EIPP or wish to be set up for EIPP, contact the 3M bCom Support team at 1-800-898-9835

*The Invoice Manager role is reserved for customers who will pay via ACH through EIPP.

Notice: Users may not have access to all features and options shown. Some functions may be available or limited depending upon the user’s security role and the nature of the customer’s business with 3M. This document is for bCom registered users only.

Invoices (continued)

Users with access to view and pay invoices will see “Navigate to EIPP”

Users may have access to Invoice Discount Date and Invoice Discount Amount

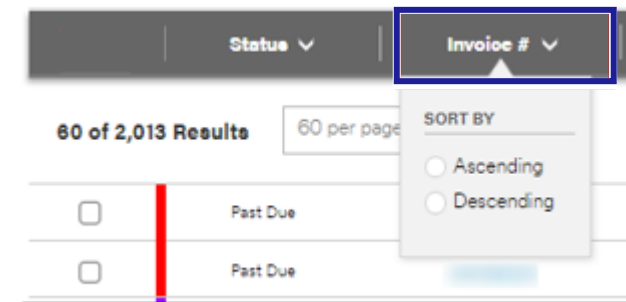
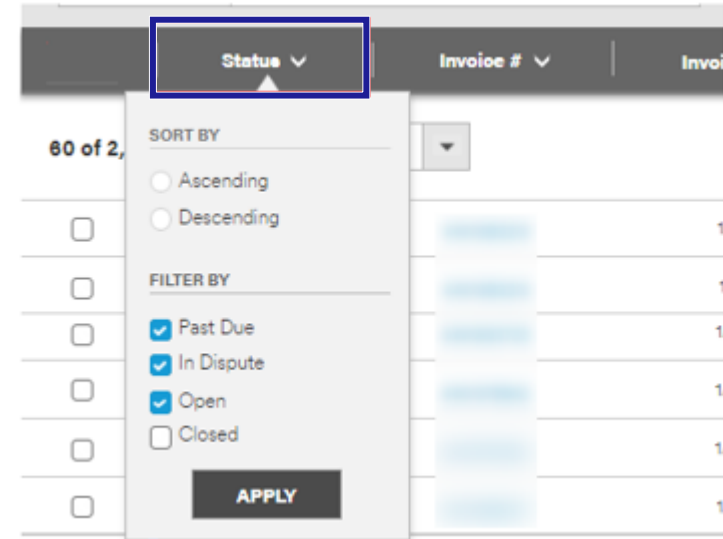
Includes Credit and Debit order types related to an invoice if there are any (“+” indicates there are debit/credit memos and clicking on the “+” will show them)

The screenshot shows the 3M iCom Invoices interface. At the top, there is a navigation bar with '3M Science. Applied to Life.' and menu items: Products, Orders, Account, Resources, Training. A search bar and user profile icons are on the right. Below the navigation is a yellow banner with an 'Important' message: 'One or more of your invoices may show duplicate content as there may be multiple shipments within the same invoice. Please review items in each invoice.' Below the banner is the 'Invoices' section with a search bar and a 'NAVIGATE TO EIPP' button. A filter bar contains: Status, Invoice #, Invoice Date, Discount Due Date (with a sub-menu 'Due Date'), PO #, Order #, and Discount Total (with a sub-menu 'Total'). Below the filter bar, it says '60 of 2,013 Results' and '60 per page'. The main table lists invoices with columns for checkbox, status, invoice #, invoice date, discount due date, PO #, order #, discount total, and a '+' or '-' icon. The first five rows are highlighted with colored vertical bars (red, purple, yellow). The sixth row is highlighted with a blue box around the '+' icon. Below this row, a sub-table is shown with columns: Debit, Date, Credit, Date, Invoice Correction, Date. The sub-table contains three rows of data.

Debit	Date	Credit	Date	Invoice Correction	Date
840222386	1/16/2019	789672386	1/16/2019	789672386	1/16/2019
840222386	1/16/2019	100072386	1/16/2019	100072386	1/16/2019
		789672386	1/16/2019	789672386	1/16/2019

Sorting and Filtering Invoices

- Click on column headers to sort and filter
- Refine search to Search All, Invoice #, PO # using drop-down
- Search for invoices by Status of invoice
- Sort invoices by Invoice Date by selecting All or creating a date range
- Sort invoices by Invoice Due Date by selecting All or creating a date range



Emailing Invoice(s)

- Select the appropriate invoice(s)
- Click on the Email button

The screenshot shows the 3M Invoices interface. At the top, there is a navigation bar with the 3M logo and links for Products, Orders, Account, Resources, and Training. On the right, there are icons for search, user profile, and a shopping cart with 0 items. Below the navigation bar, the word "Invoices" is displayed on the left, and a "NAVIGATE TO EIPP" button is on the right. A search bar is located below the "Invoices" header, with a dropdown menu set to "Search all" and a placeholder text "Enter characters and numbers ...". To the right of the search bar is a "Clear search" link. Below the search bar is a table with columns: Status, Invoice #, Invoice Date, Date Due, PO #, and Total (\$). The "Date Due" column is highlighted in black. Below the table, there are three circular buttons: "Email" (with an envelope icon), "Print PDF" (with a printer icon), and "Export to Excel" (with a download icon). The "Email" button is highlighted with a blue box. To the left of the table, there are four rows of invoices, each with a checkbox. The first two rows have checked checkboxes, and the last two rows have unchecked checkboxes. The "Email" button is positioned over the first two rows of the table. The text "60 of 2,013 Results" and "60 per page" are visible on the left side of the table. A "Reset all filters" link is on the right side of the table.

Status	Invoice #	Invoice Date	Date Due	PO #	Total (\$)
Past Due					\$
Past Due			2/21/2019		\$
In Dispute		1/22/2019	2/16/2019		\$
In Dispute		1/23/2019	2/23/2019		\$

Emailing Invoice(s)

- Complete the Email form fields
- Note: “To” and “From” fields are mandatory, email addresses will need to be entered
- Click Send
- Generated email will include “Invoice File” link
 - Note: After clicking link in email, an ENL page will appear – user will need to log in with credentials

Send PDF via Email

{UserID}_{MMDDYYYY}.pdf

To: Mani.Bandaru@gmail.com

Cc: Three.Mani@gmail.com

Subject: Past Due Invoices

From: Holin.Nick@gmail.com

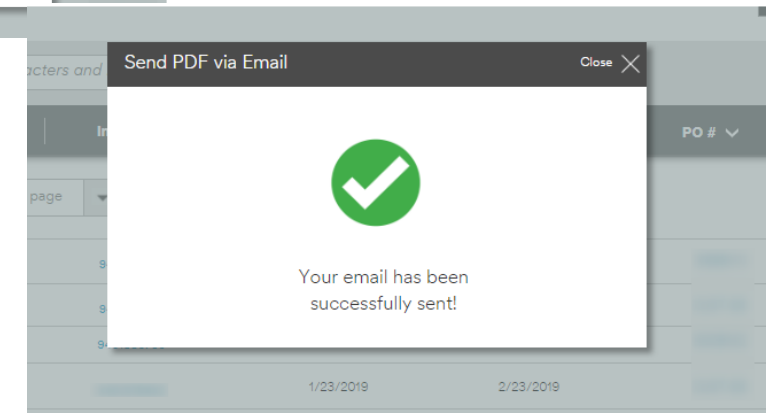
Enter Your Message:

Check on these 3M invoices ASAP and either submit a dispute ticket or submit payment.

Thanks!







Please ensure the recipient email address is correct as an email retraction is not feasible.


SEND



Example Invoice Received via Email Link

(UserID_XXXXXX.pdf) 1 of 8



Invoice

Page 1 of 2

Invoice Nbr	Invoice Date	Order Date	Payment Terms	Payment Due Date
	03/04/2019	02/26/2019	NET 30 DAYS	Received By 04/03/2019 739.63 USD
Bill of Lading Nbr	Delivery Nbr	Shipment Date	Carrier	Customer PO Nbr
		02/26/2019	UNITED PARCEL SERVICE INC	

Ship to:

[Redacted]

Bill to:

[Redacted]

Obligor:

[Redacted]

Sold to:

[Redacted]

3M Contact: US 8 TEAM CUSTOMER SERVICE
Phone: 8655994227
Email: 89KCP@3M.COM
Incoterms: DAP NAMED PLACE
3M Order Nbr: [Redacted]

Ship From: 1113 DuKals, IL
Shipment Nbr: 6105149677
Pre-Parcel Tracking Nbr: 1ZV889110362640315, 1ZV889110362640342, 1ZV889110362640495

Cust Line Nbr	3M ID	Product Description	Qty	Unit Price	Amount
3M Line Nbr	UPC Catalog ID Material Ordered		UOM		
1	7000119236	Customer Part Nbr: 7000119236	30	24.266	[Redacted]
2	00001141277726	3M(TM) 5840(TM) Paper Disc Roll 4262, 5 in x 9 1/2 in A-weight, 125 discs per roll 10 rolls per case 60440231243	ROL		
	7000119236	Freight			13.43

Please remit payment to:
 3M Company
 P.O. Box 944727
 Dallas TX 75294-4127

Payment Ref: [Redacted]

Invoice Value

Special Charges / Allowances Total

Freight Total

Tax Total

Invoice Total

Currency

Please refer to terms and conditions of sale.



Generating PDF of Invoice

- Select the appropriate invoice(s)
- Click on the Print PDF button

The screenshot displays the 3M Invoices management interface. At the top, there is a navigation bar with the 3M logo and the tagline "Science. Applied to Life.™". The navigation menu includes "Products", "Orders", "Account", "Resources", and "Training". On the right side of the navigation bar, there are icons for search, user profile, and a shopping cart with "0 Items".

Below the navigation bar, the main heading is "Invoices". To the right of the heading is a button labeled "NAVIGATE TO EIPP".

A search bar is located below the heading, with the text "Search all" and a dropdown arrow, followed by the placeholder text "Enter characters and numbers ..." and a search icon. A "Clear search" link is also present.

Below the search bar is a filter bar with several dropdown menus: "Status", "Invoice #", "Invoice Date", "Date Due", "PO #", and "Total (\$)".

The main content area shows "60 of 2,013 Results" and a "60 per page" dropdown. A "Reset all filters" link is located on the right side of the results area.

The results are displayed in a table with the following columns: "Status", "Invoice #", "Invoice Date", "Date Due", "PO #", and "Total (\$)". The first four rows of the table are visible, and each row has a checkbox in the left margin. The "Print PDF" button is highlighted with a blue box, and a mouse cursor is pointing at it.

Status	Invoice #	Invoice Date	Date Due	PO #	Total (\$)
Past Due		1/16/2019			\$
Past Due		1/21/2019	2/21/2019		\$
In Dispute		1/22/2019	2/16/2019		\$
In Dispute		1/23/2019	2/23/2019		\$

Generating PDF of Invoice

The image shows a two-part screenshot of the 3M Invoices portal. The top part shows the user interface with a search bar and a table of invoices. The bottom part shows the same interface with a 'Generating PDF' progress bar overlaid on the table, indicating the process of generating a PDF for a specific invoice.

3M Science. Applied to Life.™ Products Orders Account Resources Training

Invoices

Search all Enter characters and numbers ... Clear search

Status Invoice # Invoice Date Date Due PO # Total (\$)

60 of 2,013 Results 60 per page

Status	Invoice #	Invoice Date	Date Due	PO #	Total (\$)
Past Due					
Past Due		1/21/2019			
In Dispute		1/22/2019			
In Dispute		1/23/2019			
In Dispute		1/24/2019			
Open		1/27/2019			

3M Science. Applied to Life.™ Products Orders Account Resources Training

Invoices NAVIGATE TO EIPP

Search all Enter characters and numbers ... Clear search

Status Invoice # Invoice Date Date Due PO # Total (\$)

60 of 2,013 Results 60 per page

Status	Invoice #	Invoice Date	Date Due	PO #	Total (\$)
Past Due					\$
Past Due		1/21/2019	2/1/2019		\$
In Dispute		1/22/2019	2/16/2019		\$
In Dispute		1/23/2019	2/23/2019		\$
In Dispute		1/25/2019	2/25/2019		\$

Generating PDF

Opening Invoice PDF

- Click on the PDF link to open the file
- Note: link to file will disappear after clicking

The screenshot shows the 3M Invoices portal interface. At the top, there is a navigation bar with the 3M logo and links for Products, Orders, Account, Resources, and Training. On the right side of the navigation bar are icons for search, user profile, and shopping cart. Below the navigation bar is a section titled "Invoices" with a "NAVIGATE TO EIPP" button. A search bar is present with the placeholder text "Enter characters and numbers ...". Below the search bar is a table with columns: Status, Invoice #, Invoice Date, Date Due, PO #, and Total (\$). The "Date Due" column is highlighted. Below the table, there are 60 of 2,013 results, with a "60 per page" dropdown menu. A "Reset all filters" link is visible. Overlaid on the table are three circular buttons: "Email", "Print PDF", and "Export to Excel". A dark grey button with a green checkmark and the text "{UserID} MMDDYYYY.pdf" is highlighted with a blue box, and a mouse cursor is pointing at it.

Example PDF of Invoice

{UserID}_{MMMDDYYYY}.pdf 1 of 8

1

2

3

4

5

4

Invoice

Page 1 of 2

Invoice Nbr	Invoice Date	Order Date	Payment Terms	Payment Due Date
	03/04/2019	02/26/2019	NET 30 DAYS	Received By 04/03/2019 739.63 USD
Bill of Lading Nbr	Delivery Nbr	Shipment Date	Carrier	Customer PO Nbr
		02/26/2019	UNITED PARCEL SERVICE INC	

Ship to:

Obtainer:

Bill to:

Sold to:

3M Contact: US 8 TEAM CUSTOMER SERVICE
 Phone: 866.994.2127
 Email: 8MCS@3M.COM
 Invoicing: DAP NAMED PLACE
 3M Order Nbr: 41

Ship From: 1113 DUKOB, S.
 6106349677
Shipment Nbr: 12V889110362640315, 12V889110362640342,
Pro/Parcel Tracking Nbr: 12V889110362640695

Cust Line Nbr	3M ID	Product Description	Qty	Unit Price	Amount
3M Line Nbr	UPC Catalog ID Material Ordered		UOM		
1	7000119236	Customer Part Nbr: 7000119236	30	24.266	
2	00051141277726	3M(TM) 54in(TM) Paper Disc Roll 4266L, 5 in x 100 A- weight, 125 discs per roll 10 rolls per case 60440231243	ROL		
	7000119236	Freight			13.83

Please remit payment to:
 3M Company
 P.O. Box 844127
 Dallas TX 75284-4127

Payment Ref: [REDACTED]

Invoice Value

Special Charges / Allowances Total

Freight Total

Tax Total

Invoice Total

Currency

Please refer to terms and conditions of sale.



Exporting Invoices

- Select the appropriate invoice(s)
- Click on the Export to Excel button

The screenshot shows the 3M Invoices interface. At the top, there is a navigation bar with the 3M logo and the tagline 'Science. Applied to Life.™'. Below the logo are links for 'Products', 'Orders', 'Account', 'Resources', and 'Training'. On the right side of the navigation bar are icons for search, user profile, and a shopping cart with '0 Items'. Below the navigation bar is the 'Invoices' section header and a 'NAVIGATE TO EIPP' button. A search bar is located below the header, with the text 'Search all' and a placeholder 'Enter characters and numbers ...'. Below the search bar is a table with columns: 'Status', 'Invoice #', 'Invoice Date', 'Date Due', 'PO #', and 'Total (\$)'. The 'Date Due' column is highlighted. Below the table header, there are three circular buttons: 'Email', 'Print PDF', and 'Export to Excel'. The 'Export to Excel' button is highlighted with a blue box and a mouse cursor. The table shows four rows of invoice data. The first row is 'Past Due' with a checked checkbox. The second row is 'Past Due' with an unchecked checkbox. The third row is 'In Dispute' with a checked checkbox. The fourth row is 'In Dispute' with an unchecked checkbox. The 'Date Due' column shows dates: 1/16/2019, 1/21/2019, 2/16/2019, and 2/23/2019. The 'Total (\$)' column shows dollar amounts. A 'Reset all filters' link is visible on the right side of the table.

3M Science. Applied to Life.™ Products Orders Account Resources Training

Invoices NAVIGATE TO EIPP

Search all Enter characters and numbers ... Clear search




Status Invoice # Invoice Date Date Due PO # Total (\$)

60 of 2,013 Results 60 per page

Reset all filters


Status	Invoice #	Invoice Date	Date Due	PO #	Total (\$)
<input checked="" type="checkbox"/> Past Due			1/16/2019		\$
<input type="checkbox"/> Past Due			1/21/2019		\$
<input checked="" type="checkbox"/> In Dispute			1/22/2019		\$
<input type="checkbox"/> In Dispute			1/23/2019		\$

Exporting Invoice Excel File

3M Science. Applied to Life.™ Products Orders Account Resources Training    0 Items

Invoices


[NAVIGATE TO EIPP](#)

Search all  [Clear search](#)

Status Invoice # Invoice Date **Date Due** PO # Total (\$)

60 of 2,013 Results 60 per page [Reset all filters](#)

Status	Invoice #	Invoice Date	Date Due	PO #	Total (\$)
<input type="checkbox"/> Past Due			1/16/2019		\$
<input type="checkbox"/> Past Due			1/21/2019		\$
<input type="checkbox"/> In Dispute			1/22/2019		\$
<input type="checkbox"/> In Dispute			1/23/2019		\$
<input type="checkbox"/> In Dispute			1/25/2019		\$

Export to Excel  **Generating XLSX**

Opening Invoice Excel File

Click on the xlsx link to open the file

The screenshot shows the 3M Invoices portal interface. At the top, there is a navigation bar with the 3M logo and links for Products, Orders, Account, Resources, and Training. On the right, there are icons for search, user profile, and a shopping cart with 0 items. Below the navigation bar, the page title is "Invoices" and there is a "NAVIGATE TO EIPP" button. A search bar is present with the placeholder text "Enter characters and numbers ...". Below the search bar is a table with columns: Status, Invoice #, Invoice Date, Date Due, PO #, and Total (\$). The "Date Due" column is highlighted. Above the table, there are three circular buttons: "Email", "Print PDF", and "Export to Excel". The "Export to Excel" button is highlighted with a blue box, and a tooltip is visible over it showing a green checkmark and the text "{UserID} MMDDYYYY.xlsx". The table shows several rows of invoice data, including status (Past Due, In Dispute), dates, and total amounts.

Status	Invoice #	Invoice Date	Date Due	PO #	Total (\$)
Past Due					\$
Past Due					\$
In Dispute					\$
In Dispute		1/23/2019	2/23/2019		\$
In Dispute		1/25/2019	2/25/2019		\$

Certificates

Using various search terms, users can locate and view certificates.

The screenshot displays the 3M website's navigation and search sections. At the top, the navigation bar includes the 3M logo, "Science. Applied to Life.™", and menu items for "Products", "Orders", "Account", "Resources", and "Training". A search bar, user profile icon, and shopping cart icon are also present. The "Orders" menu is expanded, showing options like "Quick Order", "Order Status", "Lists & Carts", "Order Upload", "Special Order", "Invoices", and "Certificates". The "Certificates" option is highlighted. Below the navigation, the breadcrumb "bCom > Certificates" is shown. The main content area features a "Certificate of Conformance" section with a sub-header and a list of conditions for viewing certificates. Below this is a "Search" section with a heading and a prompt to enter search criteria. The search form includes fields for "Lot Number:", "Your PO Number:", "3M Invoice Number:", "Product ID Type:" (a dropdown menu), "Product ID:", "Delivery #:", "Start date", "End date", and "Sales Order #". At the bottom of the search section, there is a "Search In Legacy" link, a "RESET" button, and a "SEARCH" button.

Certificates (continued)

During the order process, you may also request certificates.

3M™ X-Series Hi-Tack Transfer Tape XT2105, 2 in x 60 yd, 24 rolls per case Bulk

Make To Order Contact CSR for Availability. \$ per Roll \$

Promo: Contract #: Unit: Roll Quantity: 24

3M Stock #: 7010375890 3M Catalog #: XT2105 Your Catalog #: UPC #: 00051115638879

Special Requests ^

Requested Delivery Date MM/DD/YYYY

Additional Notes and Instructions

0/250 Character Limit

Request Certificates
Request a certificate with your order. Please note that there may be a fee for some certificates.

[Request](#)

Request a certificate

Request a certificate with your order. Please note that there may be a fee for some certificates.

Ship Lot Number: Do Not Ship Lot Number:

Certificate of Conformance

Certifies the material was made, tested, and meets the requirements of a 3M standard test. This certificate does not contain: Lot numbers, date of manufacture (DOM), expiry dates, or test data.

Lot Certification

Certifies the specific lot of material was made, tested, and meets the requirements of a 3M standard test. This certificate contains: Lot (batch) number, date of manufacture, and shelf life expiry dates (if applicable). This certificate does not contain: test data.

[Cancel](#) **REQUEST**

To request a certificate, click **Special Requests** in the Shopping Cart.

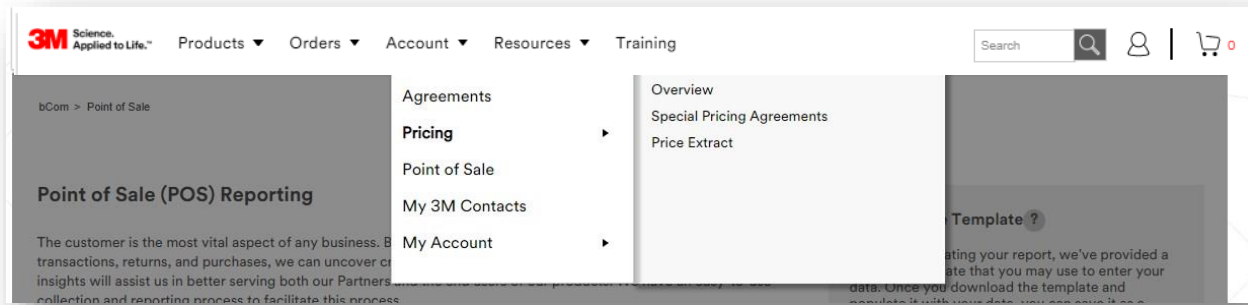
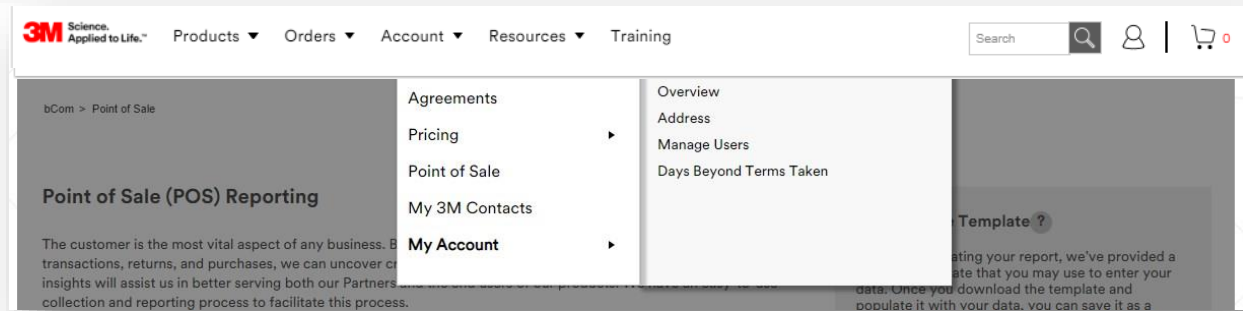
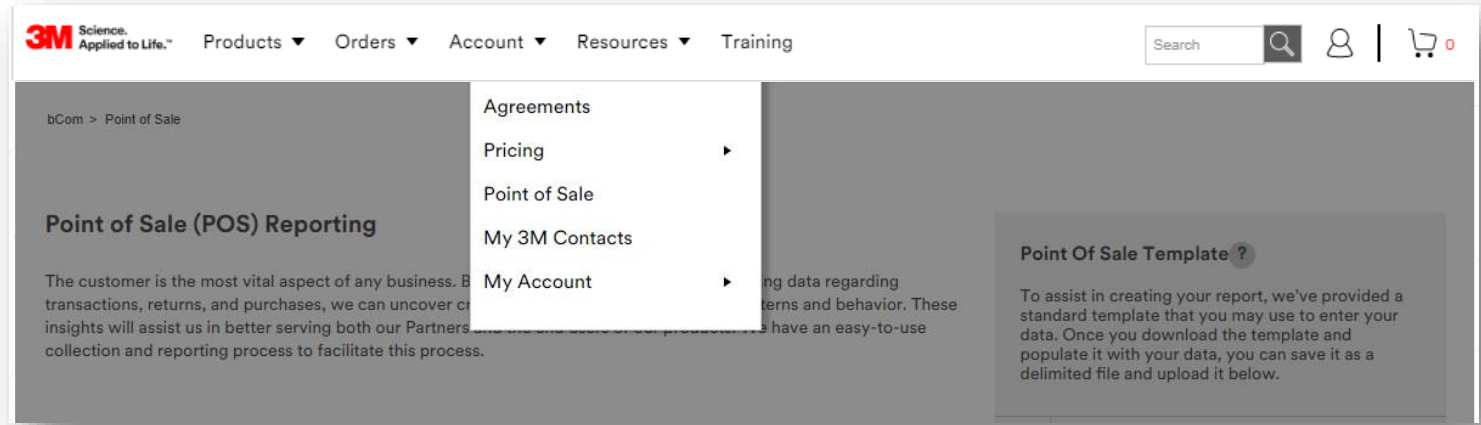
The cart will expand to show an area with a **Request Certificates** section. Click **Request** to see a dialog box with the certificate request form.

Account Navigation

The Account navigation includes a set of tools and services that relate to purchasing products from 3M.

Some of the features include:

- Agreements
- Pricing
- Point of Sale
- My 3M Contacts
- Address Book
- Manage Users



Pricing

The **Pricing** section displays the available price information if a user has been assigned the relevant pricing role.

Content may include:

- Option to display multiple prices (List Price, Net Price, Scale and Promotion Discount percent, Special Pricing Authorizations – Deals, Deal Scales, and Chargebacks).
- For configurable IDs, prices, MOQ, and MOI will display post configuration.
- Assortment details display for quantity assortment, value assortments, and mixed pallet discounts.

Scotch® Box Sealing Tape 371 Clear, 48 mm x 50 m, 36 per case Bulk

UPC Code: 00021200136795, 3M Catalog #: 13679, 3M Stock #: 7000042510, Previous 3M Stock #: 70006079241, Your Catalog #: 163133 | [Manage](#)

Overview

Pricing

Specifications

Details

Resources

Promotional Price: \$ / Roll

Net Price: \$1,000 / Roll

Save Volume discounts available View pricing options

Mixed assortment available

Standard | In Stock: 11,484 Roll Order a sample

Est. Lead Time: 2 working days [Check Availability](#)

ADD TO CART

Add to list

Email Page Product Details

Pricing

Mixed Assortment

Combine And Save [Mixed Pallet Assortment](#)

Display price by Case Pallet Roll Pack

Minimum Order Quantity: 36 Roll Order Increment: 36 Roll Quantity: 36 Roll ADD TO CART

Current Price

List Price \$ / Roll

Country List Price \$ / Roll

Current Price \$ / Roll

Volume Price \$ / Roll 180 Roll

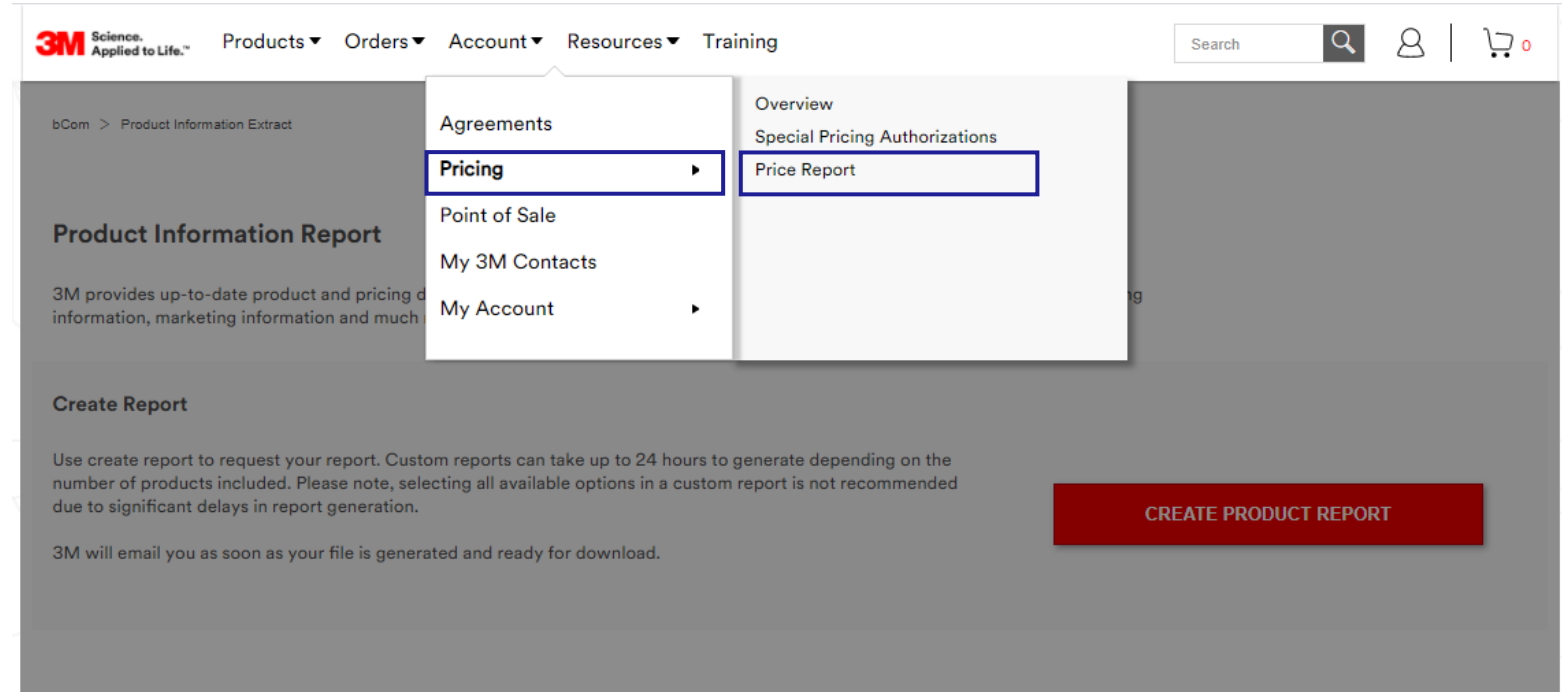
Volume Price \$ / Roll 2592 Roll

Volume Price \$ / Roll 5184 Roll

• Must purchase at or above the Minimum Order Quantity to receive the Quantity Discount pricing.
• Must purchase in incremental quantities to receive Quantity Discount pricing.

Accessing Price Reports

From the Account navigation, select **Pricing**, and then click **Price Report**.



Accessing Previously Created Price Reports

Reports created for you are highlighted in yellow.

Note: if you do not have any highlighted reports, see instructions on the following pages.

Report Name	Language	Authorization	Shipping Address (Selection Optional)	Actions
ConfigurableMaterial	English(United States)			Download
StandardPrice_	English(United States)			Download Last Generated: 21. Sep. 2020
Smoke24	English(United States)			Actions + Download Smoke24 (XLS) Last Generated: 15. Sep. 2020

Click the download arrow to export Price Report

Creating an On-Demand Price Report

bCom > Product Information Extract

Product Information Report

3M provides up-to-date product and pricing data on demand for partners. Available data includes pricing, package quantities, ordering information, marketing information and much more.

Create Report

Use create report to request your report. Custom reports can take up to 24 hours to generate depending on the number of products included. Please note, selecting all available options in a custom report is not recommended due to significant delays in report generation.

3M will email you as soon as your file is generated and ready for download.

CREATE PRODUCT REPORT

Search Reports (487)

Search [] Filter Results [] Sort Results [] [] []

Report Name	Language	Authorization	Shipping Address (Selection Optional)	
ConfigurableMaterial	English(United States)			ConfigurableMaterial_ []
StandardPrice_	English(United States)			StandardPrice_ [] Last Generated: 21. Sep. 2020
Smoke24	English(United States)			Actions + [] Smoke24 (XLS) Last Generated: 15. Sep. 2020

Two different types of price reports can be generated by choosing the **Create Product Report** button.

Creating a Standard Price Report

Standard Report:

report with pre-determined attributes that provides a list of active materials currently available to your company.

- Choose “Standard Report (Active)” button
- Ensure correct Agreement and Language is selected
- Request Report

3M Science. Applied to Life.™ Products ▾ Orders ▾ Account ▾ Resources ▾ Training

Search | 2

bCom > Create Product Report

Create New Report

Standard Report (Active) Customize Report

Agreement**

Report Language**

English(United States)

REQUEST REPORT [Cancel](#)

Users will be notified by email when their report is ready for download.

Creating a Customized Price Report

Choose **Customize Report** to generate a customized report and select your own fields.

Available report types include:

- **Active** – all products available to your company
- **12 Months** – products purchased in the last 12 months
- **24 Months** – products purchased in the last 24 months
- **Volume Buy** – products that include volume discounts
- **Discontinued** – products discontinued with replacement material number, if available

The screenshot shows the 'Create New Report' page in the 3M iCom system. The 'Customize Report' radio button is selected and highlighted with a blue box. Below this, a progress bar indicates the current step is '1. Report Name and Type'. The form includes several required fields: Agreement, Shipping Address, Report Language (set to English(United States)), Report Type (set to Active), Report Name, and File Format (set to Excel Spreadsheet (XLS)). A red 'CONTINUE' button and a 'Cancel' link are at the bottom.

Creating a Customized Price Report (continued)

Select products via the “Product Categories” or “Search by Catalog or SKU Value Range” choices.

3M Science. Applied to Life.™ Products Orders Account Resources Training Search

bCom > Create Product Report

Create New Report

Standard Report (Active) Customize Report

1. Report Name and Type 2. Select Products 3. Select Product Information

Step 2. Select Products

Product Categories Search by Catalog or SKU Value Range

Product Category Level 1: All Products
Product Category Level 2: All Products
Product Category Level 3: All Products

CONTINUE Cancel

Step 2. Select Products

Product Categories Search by Catalog or SKU Value Range

First select the type of Product ID, and then enter a comma separated list of products that you want included in your report. You can choose from Product ID, 3M SKU ID, 3M Catalog Number or Customer Catalog Number. ?

Product ID Type: 3M Catalog #

BACK **CONTINUE** Cancel

Product Categories: choose from the different product category levels

Search by Catalog or SKU Value Range: select the Product ID Type then enter a comma separated list of products to be included

Creating a Customized Price Report (continued)

Select the desired information fields associated with each specific product.

Click **Save and Generate**

1. Report Name and Type ✓ 2. Select Products ✓ 3. Select Product Information ●

Step 3. Select Product Information
Select the desired information fields associated with each specific product.

ATTACHMENTS
Glossary

Identifying Numbers (3) [Expand All](#) / [Collapse All](#)

3M Catalog # 3M Stock #
 Legacy Stock # Your Catalog #

[Select All](#) | [Deselect All](#)

3M Ordering Information (2) +
Marketing Information (2) +
Product Information (1) +
Regulatory Information (0) +
Standard Pricing Information (4) +
Storage / Transportation (0) +
UPC & Packing Specifications (2) +
Sharing +

BACK **SAVE AND GENERATE** Cancel

Users will be notified by email when their report is ready for download.

Accessing Special Pricing Authorizations (SPA)

From the Account navigation, select Pricing and then click Special Pricing Authorizations.

The screenshot displays the 3M bCom website interface. At the top left is the 3M logo with the tagline "Science. Applied to Life.™". The navigation menu includes "Products", "Orders", "Account", "Resources", and "Training". The "Account" dropdown menu is open, showing "Pricing", "Point of Sale", "My 3M Contacts", and "My Account". The "Pricing" dropdown is further open, highlighting "Special Pricing Authorizations" and "Price Report". A search bar, user profile icon, and shopping cart icon are visible in the top right. The main content area features a breadcrumb "bCom > Special Pricing Authorization", a heading "Special Pricing Authorizations", and a paragraph explaining that SPAs allow purchase authorizations to reflect cost on invoice at the time of purchase, while others are on invoice (Chargebacks or Ship-&-Debit) and require a Point of Sale (POS) report for reimbursement. A red button labeled "DOWNLOAD ALL ON INVOICE AUTHORIZATIONS" is positioned on the right side of the content area.

View all SPAs – Download Report

From the Special Pricing Authorizations page, click on **Off Invoice** or **On Invoice**. This lets the user toggle between the two types of SPAs.

Off Invoice SPAs require the user to file a POS report for reimbursement; On Invoice SPAs reflect cost on invoice at time of purchase.

From the Special Pricing Authorizations page, click on the red **DOWNLOAD**. On clicking the **DOWNLOAD**, the user sees a modal that helps them narrow down the SPAs for download.

When the file is ready for download, it will appear below the red 'DOWNLOAD' button.

The screenshot displays the 'Special Pricing Authorizations' page. At the top, there is a header with the title 'Special Pricing Authorizations' and a descriptive paragraph. Below this, a red button labeled 'DOWNLOAD ALL ON INVOICE AUTHORIZATIONS' is visible. Underneath the button, a download progress indicator shows a file named 'SPA_Agreements_List_US_Roberts_30Au...'. The main content area features a toggle for 'Off Invoice | On Invoice (938)', a search bar with 'SPA #' and 'Search' fields, and a 'Sort Results' dropdown. A table of SPAs is shown below, with columns for SPA #, Customer Name/Account #, Address, Validity Dates, and Type. The table contains three rows of data, each with a right-pointing arrow in the Type column.

SPA #	Customer Name Account #	Address	Validity Dates	Type ?
[blurred]	[blurred]	[blurred]	02/01/2020 - 01/31/2021	Direct >
[blurred]	[blurred]	[blurred]	02/01/2020 - 01/31/2021	Direct >
[blurred]	[blurred]	[blurred]	05/07/2020 - 12/31/9999	Channel Partner >

SPAs – Search and Advanced Search

Users can search for a specific SPA based on SPA Number, Customer Name or Account Number. (Minimum of 3 characters required to conduct a search)

The **Advanced** search link allows users to narrow down their search and find specific SPAs.

Special Pricing Authorizations

Special Pricing Authorizations (SPA) allow purchase of specific items at a special price. Some special pricing authorizations reflect cost on invoice at the time of purchase, while others are off invoice (Chargebacks or Ship-&-Debit) and require the partner to file a Point of Sale (POS) report for reimbursement. For additional information about the availability of SPAs, requirements, and terms and conditions, please contact your 3M Sales Representative.

Recent updates may not be reflected until the next business day.

[DOWNLOAD ALL ON INVOICE AUTHORIZATIONS](#)

SPA_Agreements_List_US_Roberts_30Au...

Off Invoice | On Invoice (938)

SPA # Search Advanced Clear

Sort Results

SPA #	Customer Name Account #	Address	Validity Dates	Type ?
			02/01/2020 - 01/31/2021	Direct
			02/01/2020 - 01/31/2021	Direct
			05/07/2020 - 12/31/9999	Channel Partner

Off Invoice SPAs – Advanced Search (continued)

Users can perform an Advanced Search to narrow down the search for Off Invoice SPAs. This supports partial word searches.

The screenshot displays the 'Special Pricing Authorizations' interface. At the top, there is a header 'Special Pricing Authorizations' and a red button labeled 'DOWNLOAD ALL OFF INVOICE AUTHORIZATIONS'. Below the header, there is a paragraph explaining that SPAs allow purchase of specific items at a special price and that some reflect cost on invoice while others are off invoice. A note states: 'Recent updates may not be reflected until the next business day.' The main content area is partially obscured by a white 'Advanced Search' modal. The modal contains the following fields: SPA Number, Account #, 3M Stock #, 3M Catalog #, Customer Name, Street Address, City, State (dropdown), and Zip Code. At the bottom of the modal are 'Clear', 'CANCEL', and 'CONTINUE' buttons. The background interface shows a table with columns for 'SPA #', 'Will Be Renewed', and a date range '01/01/2017 - 07/31/2021'. The 'Will Be Renewed' column contains 'No' entries with right-pointing arrows.

View all SPAs – Download Report

When the download is being processed, the button is grayed out and disabled.

The status of the download is changed to 'Processing' until the file is ready.

Special Pricing Authorizations

Special Pricing Authorizations (SPA) allow purchase of specific items at a special price. Some special pricing authorizations reflect cost on invoice at the time of purchase, while others are off invoice (Chargebacks or Ship-&-Debit) and require the partner to file a Point of Sale (POS) report for reimbursement. For additional information about the availability of SPAs, requirements, and terms and conditions, please contact your 3M Sales Representative.

Recent updates may not be reflected until the next business day.

DOWNLOAD ALL ON INVOICE AUTHORIZATIONS

Processing ...

[Off Invoice](#) | [On Invoice \(938 \)](#)

SPA # Search [Advanced](#) [Clear](#)

SPA #	Customer Name Account #	Address	Validity Dates	Type ?	
[blurred]	[blurred]	[blurred]	02/01/2020 - 01/31/2021	Direct	>
[blurred]	[blurred]	[blurred]	02/01/2020 - 01/31/2021	Direct	>
[blurred]	[blurred]	[blurred]	05/07/2020 - 12/31/9999	Channel Partner	>

Access SPAs – Filter, Sort, Group or Load More

The user can sort, group, or load additional SPAs on the Special Pricing Authorizations page.

The screenshot displays the 'Special Pricing Authorizations' page. At the top, there is a header with 'Off Invoice (32) | On Invoice' and a search bar. Below the header is a table with columns 'SPA #' and 'Customer Name'. The table contains several rows of data. A 'Sort Results' dropdown menu is open, showing 'Sort By' and 'Group By' options. The 'Sort By' options are: SPA # (Ascending), SPA # (Descending), Customer Name (A-Z), and Customer Name (Z-A). The 'Group By' options are: None and Customer Name. A 'LOAD MORE' button is located at the bottom of the table.

SPA #	Customer Name
0000005762	
0000005763	
0000005763	
0000005763	
0000005836	
0000005836	
0000005836	
0000005836	
0000005836	
0000005836	

Click **Sort Results** to see **Sort By** and **Group By** options.

To view additional SPAs, click **LOAD MORE**.

SPA Details – Tiered Chargebacks (Off Invoice SPAs)

Some Off Invoice SPAs may have tiers associated to them. Tiers are against either the customer or customer list.

Search Pricing Authorizations :

Customer Information
Name :
Account Number :
Address :

SPA Information
SPA # :
Authorization :
Type :
SPA Name :

Search Products (11)

Search Sort Results

3M ID number	Catalog Number	Description	Billing Unit	SPA Net Price <input data-bbox="1090 921 1116 935" type="button" value="?"/>	Tier	Validity Dates
7000002865					01	Jan 01, 2017 - Jun 30, 2019 >
7000002869					01	Jan 01, 2017 - Jun 30, 2019 >
7000002870					01	Jan 01, 2017 - Jun 30, 2019 >
7000002873					01	Jan 01, 2017 - Jun 30, 2019 >
7000002875					01	Jan 01, 2017 - Jun 30, 2019 >

Tier information

Products maintained against the tier associated to the customer/customer list.

SPA Details – Deal Scale Expansion (On Invoice Only)

Some Deals (On Invoice SPAs) may have scale pricing associated with some of the products.

3M ID Number	Description	Billing Unit	SPA Net Price ⓘ	Validity Dates
7000005950	3M™ Cold Shrink Insulator, 8428-12, 500-800 kcmil (300-400mm ²), 1 kV	EA		May 08, 2013 - Aug 25, 2016
7000006133	3M™ Cold Shrink Insulator, 8428-11, 2/0 AWG - 250 kcmil (70-125 mm ²)	EA		May 08, 2013 - Aug 25, 2016
7000134557	5456A/CI-CSA-1/0A	KT		May 08, 2013 - Aug 25, 2016
7000134989	5477A(L)	KT		May 08, 2013 - Aug 25, 2016
7000140736	3M™ QS-III Cold Shrink Splice Kit 5415A	KT		May 08, 2013 - Aug 25, 2016
7000140737	5458A QSIII SILICONE RUBBER SPLICE KIT		Scales +	May 08, 2013 - Aug 25, 2016
7000149338	5417A QSIII SPLICE KIT		Scales - 1	May 08, 2013 - Aug 25, 2016

Scale 13	SPA Price / Unit 14
1-50	/ Box
51-500	/ Box
501 - 5000	/ Box

Scale pricing available for this product.

Details of Scale pricing.

SPA Details Download – Excel Spreadsheet

Once the SPA file is ready for download, it can be saved on the user's computer.

1	2	3	4	5	6	7	8	9
The information contained here has been assembled for your convenience. While every effort has been made to ensure data accuracy, 3M is not responsible for errors in the data, and prices in 3M's systems prevail. 3M reserves the right to change these prices.								
SPA Number	Customer Name	Shipping Address	Type	Effective Start Dat	Expiration Dat	Account Number	Distribution Agreement	3M Stock
BCOMMAR			On Invoice	03/09/2020	12/31/9999		null	7100012257
BCOMSM			On Invoice	09/06/2019	12/31/9999		null	7100073066
BCOMVCMANUAL			On Invoice	09/18/2019	12/31/9999		null	7010379322
BCOMVCMANUAL			On Invoice	09/18/2019	12/31/9999		null	7100012428
C001437941			On Invoice	03/26/2019	03/31/2020		null	7000124087
C001437941			On Invoice	03/26/2019	03/31/2020		null	7010352903

12	13	14	15	16	17	18	19
Description	Curren	Contract Pric	Price is P	U	Unit Descriptio	Scale 1 Quantit	Scale 1 Pric
8F68-12-CES0161	USD		1	EA	Each	100+	
3M™ Twin Axial Cable Assembly for Internal miniSAS Applications, 8F68-16-CES0161	USD		1	EA	Each	50+	
3M™ Twin Axial Cable Assembly for Internal miniSAS Applications, 8F68-01CES0161	USD		1	EA	Each	600+	
3M™ Twin Axial Cable Assembly for Internal miniSAS Applications, 8F68-02CES0161	USD		1	EA	Each	510+	
3M™ Acrylic Foam Tape GT7140, Gray, 4.0 mm, 300 mm x 15 M	USD		1	RO	Roll	4+	
3M™ Acrylic Foam Tape PX5005, Dark Gray, 0.5 mm	USD		1	RO	Roll	17+	

Point of Sale

By using a pre-defined file format, users can submit their Point of Sale information to 3M.

bCom > Point of Sale

Point of Sale (POS) Reporting

The customer is the most vital aspect of any business. By providing us with customer purchasing data regarding transactions, returns, and purchases, we can uncover critical insight into customer buying patterns and behavior. These insights will assist us in better serving both our Partners and the end users of our products. We have an easy-to-use collection and reporting process to facilitate this process.

Point Of Sale Template ?

To assist in creating your report, we've provided a standard template that you may use to enter your data. Once you download the template and populate it with your data, you can save it as a delimited file and upload it below.

↓ Point of Sale Template (xls)

UPLOAD A NEW POS REPORT

Search Files (24)

Search [input] 🔍 Sort Results [dropdown] [grid icon] [hamburger icon]

Status	Reference Number	Account #	Effective Dates	Type	
				Claim	>
				Claim	>
				Claim	>

My 3M Contacts

This page allows users to view their Customer Service Representative and others on their account.

The screenshot displays the 'My 3M Contacts' page. At the top, the 3M logo is followed by navigation links: Products, Orders, Account (highlighted with a blue box and a dropdown menu), Resources, and Training. The dropdown menu for 'Account' includes Pricing, Point of Sale, My 3M Contacts (highlighted with a blue box), and My Account. A search bar is located in the top right corner. Below the navigation, the page title 'My 3M Contacts' is displayed, followed by a sub-header 'Search Contacts (11)'. A search input field and buttons for 'Filter Results' and 'Sort Results' are present. The main content area features a table with the following columns: Name & Title, Sold-to Account, and Contact Information. The table contains two rows of contact information, both for 'CONVERTER MARKETS CUSTOMER SERVICE' under the 'CSR Group'.

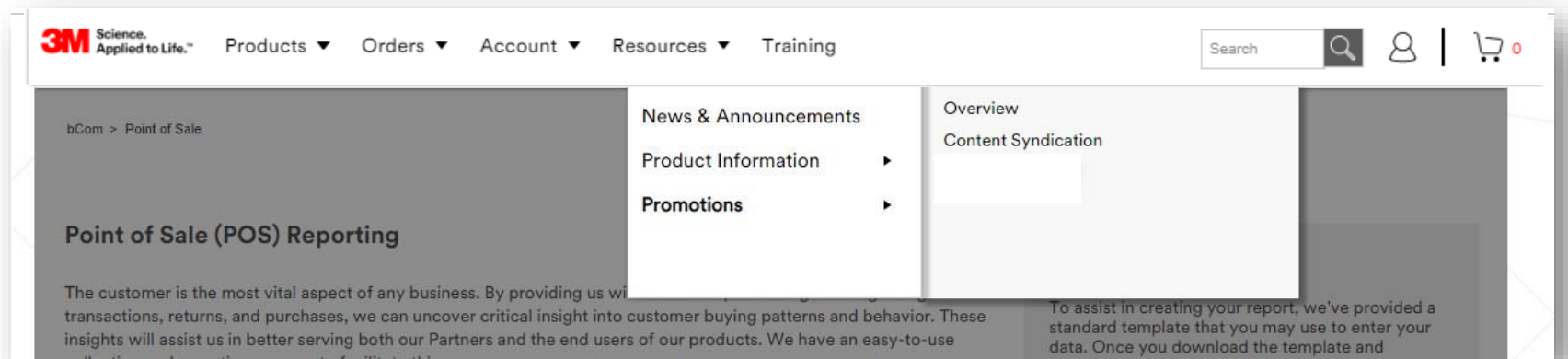
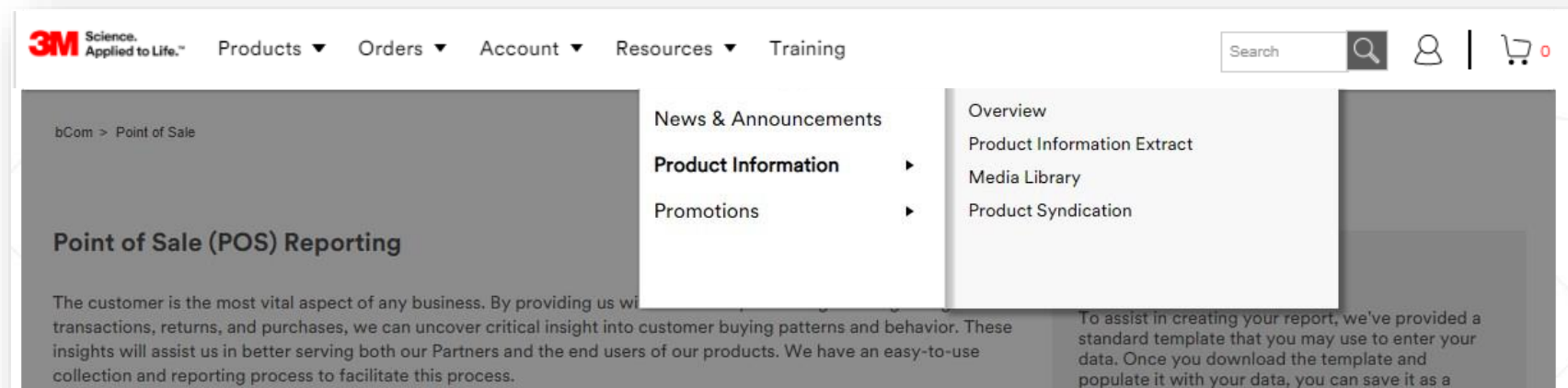
Name & Title	Sold-to Account	Contact Information
CONVERTER MARKETS CUSTOMER SERVICE CSR Group		
CONVERTER MARKETS CUSTOMER SERVICE CSR Group		

Resources Navigation

The Resources navigation includes a set of tools and services that provide access to an up-to-date digital media library and product content to help the user enhance their site to stimulate interest and purchases.

The image to the right displays the list of features available at this time for some users:

- Product Information
- Lead Management
- Promotions



Resources – Media Library

The media library is used to download specific assets such as images, data sheets, package inserts, and more.

The screenshot displays the 3M Media Library interface. At the top, there is a navigation bar with links for Products, Orders, Account, Resources, and Training, along with a search bar and user icons. Below the navigation bar, there are sections for Agreement and Shipping. The main content area is titled 'Tapes' and includes a 'Find a Product' search bar. On the left side, there are filters for 'Viewing' (My Products, All 3M Products), 'Categories' (Packaging Tapes, Masking & Paper Tapes, etc.), 'Content Type' (Product Single Images, 360 Image, etc.), and 'Media Type' (Main Picture, Additional Picture, etc.). The main product grid shows eight items with their respective images and titles, such as '2090-3684PK-NI ScotchBlue™ Painters Tape' and 'Scotch® Shipping Packaging Tape, Heavy Duty'. Each item has a 'Select to Download' checkbox and a 'Download' button is visible at the top right of the grid.

Training

The training page can be used to access the bCom User Guide, Quick Tips, FAQs, How to Videos and link to the 3M Academy.

3M Science. Applied to Life.™ Products ▾ Orders ▾ Account ▾ Resources ▾ Training

bCom > Training Page [Hide Agreement & Shipping Info](#)

Agreement:

Shipping:

Training

Product, industry, sales, and application training designed to improve partner capability, capacity, productivity, and performance.

bCom Learning

3M bCom tools to help you effectively navigate the site and understand the features available.

- [User Guide](#)
- [Frequently Asked Questions](#)
- [Quick Tips](#)
- [Search](#)
- [Scrolling Solutions](#)
- [Updating Shipping Address](#)
- [Order Status](#)
- [Special Pricing Authorizations](#)
- [Assortable Product Details](#)
- [Price File Download](#)
- [Managing Catalog Numbers](#)
- [bCom Support Center](#)

How to Videos

Viewing these short videos will provide you with an even better understanding of features available to you on bCom.

- [Request a Return](#)
- [Finding Products](#)
- [Creating an Order](#)
- [Viewing Order Status](#)
- [Price File Download](#)
- [Configurable Products - Quick Order](#)
- [Configurable Products - Models](#)
- [Checkout](#)
- [Finding a Cert](#)
- [POS Upload](#)
- [Special Pricing Authorizations](#)

3M Academy >

Education that inspires. Credibility that empowers. The 3M Academy provides educational content to help your business excel.

[Learn More >](#)

Customer Incentive Plans

There are a variety of incentive plans that may be available to you. These plans may include market development funds, days beyond terms taken, flat rebates, volume rebates, and growth rebates.

If these plans are available and you have questions, please contact your 3M Customer Service Representative.

Delegated Visitor Administrator (DVA)

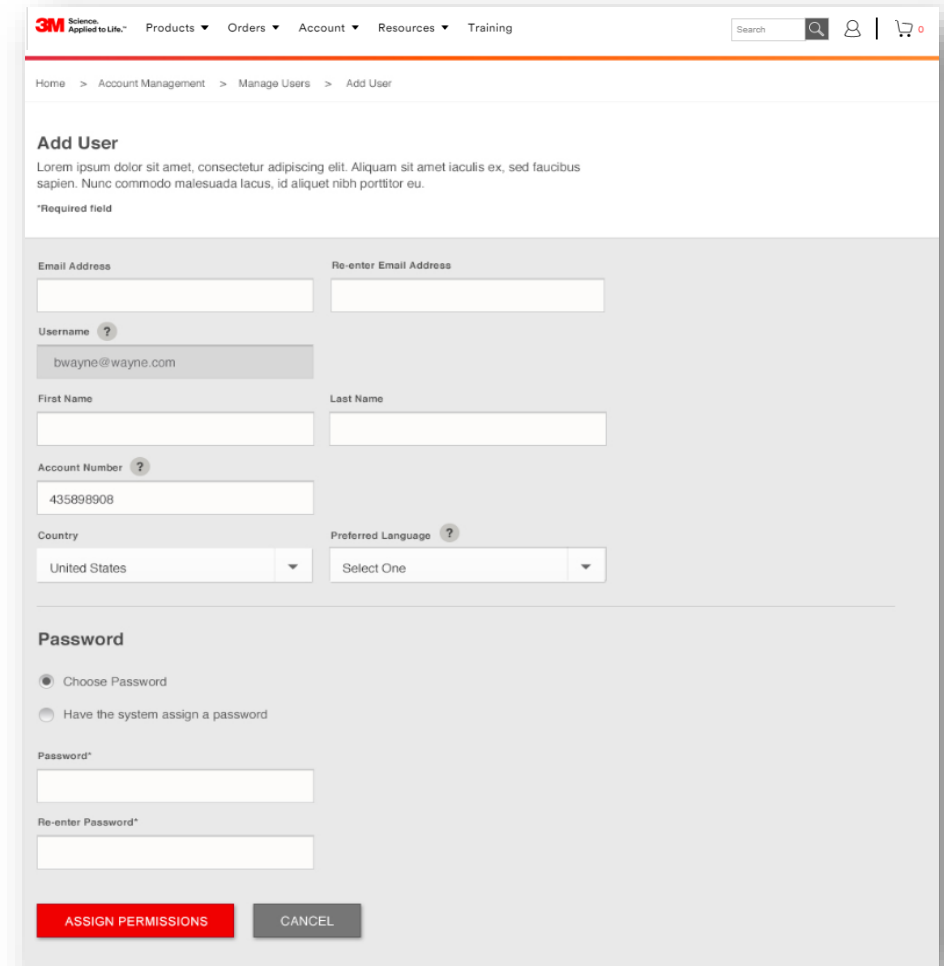
DVAs will access the Manage Users page from the Account navigation.

The Manage Users home page allows the DVA to approve new users, choose a person to view user details or manage access rights.

The DVA can review user information and approve or deny access for users within their company. On the User Detail page, the DVA can also review and manage:

- User Sign-In Information
- User Permissions

If user has not registered, the DVA has the ability to Add Users for their companies.

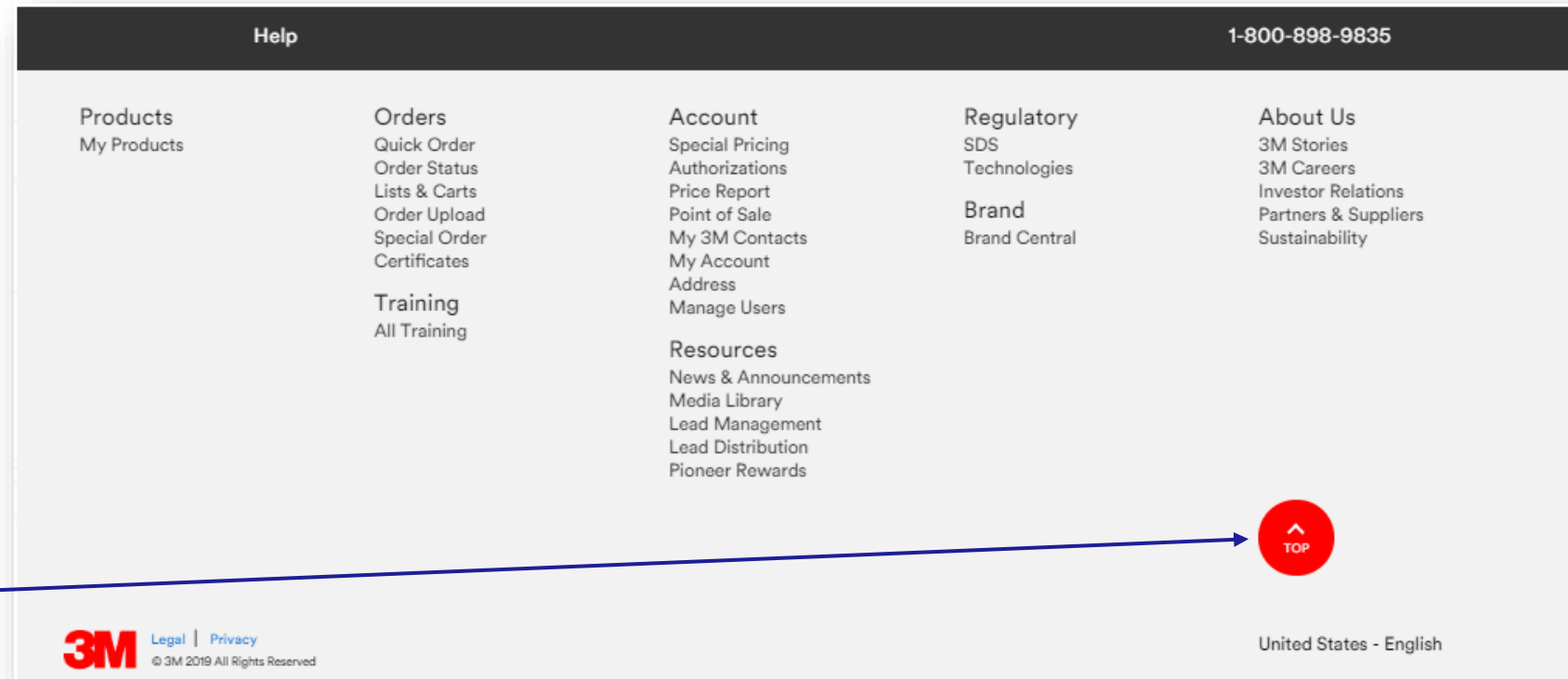


The screenshot shows the 'Add User' form in the 3M account management system. The form is titled 'Add User' and includes a breadcrumb trail: Home > Account Management > Manage Users > Add User. The form contains several input fields and a 'Password' section. The 'Email Address' field is required and contains 'bwayne@wayne.com'. The 'Re-enter Email Address' field is also required. The 'Username' field is required and contains 'bwayne@wayne.com'. The 'First Name' and 'Last Name' fields are required. The 'Account Number' field is required and contains '435898908'. The 'Country' field is a dropdown menu with 'United States' selected. The 'Preferred Language' field is a dropdown menu with 'Select One' selected. The 'Password' section has two radio buttons: 'Choose Password' (selected) and 'Have the system assign a password'. Below the radio buttons are two required password fields: 'Password*' and 'Re-enter Password*'. At the bottom of the form are two buttons: 'ASSIGN PERMISSIONS' (red) and 'CANCEL' (grey).

Footer Navigation

Footer Navigation, located at the bottom of every page, displays the hierarchy of features represented as text links as well as administrative content; copyright statements, terms of use, legal disclaimers, website feedback links, and more.

Clicking on the “TOP” button will bring you to the top of the page.



Support Center

Click on the **Help** tab on the right side of the page to search for knowledge articles, enter a support case, check the status of past inquiries and chatter with a 3M Customer Service Representative.

The Support Center provides:

- A robust self-serve knowledge platform to find answers to questions
- Increased visibility to the status and progression of an inquiry
- The ability to communicate directly with a Customer Service Representative on inquiries, share files and store documents

3M Science Applied to Life.™ Products ▾ Orders ▾ Account ▾ Resources ▾ Training

bCom > [Hide Agreement & Shipping Info](#)

Agreement:

Shipping:

Welcome to bCom

Easy access to product and order information and business tools to help you efficiently grow your business.

Quick Order

Add: 3M Stock # QTY: Contract Number: [ADD TO CART](#)

News and Announcements [View All >](#)

Recent Orders [All Orders >](#)

Reorder	Order Status	3M Order #	PO #	Order Date	Invoice #	Total
	In Review			05/22/2019		
	In Review			05/22/2019		

[Help \(?\)](#)