



April 9th, 2014

Dear 3Msupplier,

3M are improving their accounts payable process through the implementation of a European wide e-Invoicing program which will offer benefits to you that we believe outweigh the costs of the program. Some of the benefits to your company by e-Invoicing are:

- reduced costs
- full tax compliance
- secure and guaranteed invoice delivery
- reduced scope for errors - fewer rejected invoices
- less time spent calling the Accounts Payable Helpdesk
- no unnecessary delays due to missing information, or manual intervention
- flexible technology – no need for specialist software or hardware
- an easy and cost efficient way of sending invoices at any time
- facility to send invoices electronically to other customers, not just 3M

Our objective, with the full backing from the European Sourcing and Finance management teams, is to convert ALL paper invoices to electronic (e-Invoicing).

Sustainability is an integral part of 3M's core values with the reduction of our environmental footprint being a key part of that philosophy. With this in mind 3M is moving towards a more efficient method of processing invoices received from our goods and services providers across EMEA - your support and active participation in this initiative would be very much appreciated.

As an important provider to 3M, we have asked OB10, our third party e-Invoicing supplier, to contact you directly within the next 10 days to discuss the options available and to support your transition to e-Invoicing.

We look forward to receiving your electronic invoices no later than **July 2nd**. In order to meet this deadline you need to have registered with OB10 no later than **May 21st**.

OB10 offers a range of options and support services designed to ensure your transition to e-Invoicing is as smooth and seamless manner as possible.

Please note; this is not a free service and language limitations may apply – see FAQs section below for further information or click [here](#).

Further information on the OB10 network, costs and the benefits to your organisation is available at <http://www.tungsten-network.com/3m>. These will also be explained when OB10 contacts you.

Thank you in advance for your support of this initiative and we look forward to receiving your invoices via OB10.

Yours sincerely,

Holger Wiegand
European Sourcing Manager

Stephanie Barreau
European Finance Manager



Frequently Asked Questions

Why should I use OB10 to send my invoices?

e-Invoicing is 3M's preferred way of receiving supplier invoices. Paper invoices may continue to be processed manually by prior agreement to prevent the duplication of invoices.

Will electronic invoicing be a requirement for new tenders and new suppliers?

e-Invoicing via OB10 will be included in the evaluation process for new suppliers and tenders. 3M may incorporate terms and conditions within new contracts that require suppliers to submit invoices via the OB10 network.

Are there fees associated with this service?

If you choose the Integrated Solution there is an annual membership fee plus a transaction fee. [Click here for more information.](#)

What does the membership fee for the Integrated Solution cover?

The membership fee covers the cost to OB10 of setting you up on their network and the general costs of maintaining the network. This is a once-a-year cost, irrespective of the number of your customers that you service via the network.

Why doesn't 3M pay the fees?

3M does not currently cover suppliers' costs to produce paper invoices. Both suppliers and 3M would pay a fee to use the OB10 service, as both will benefit from it. Please consider that you will also save costs for paper, printing and posting when moving to e-Invoicing.

Will 3M make payments using OB10?

OB10 is not a payment platform. 3M will continue to use its current payment method.

Will I need to sign an agreement with OB10?

Yes, if you choose to use the Integrated Solution you will need to sign an agreement with OB10. If you choose to use the Web Form you will be required to accept the standard terms and conditions presented.

Do I need to install any software?

No. There is no software required. OB10 provides an easy-to-use solution. Instead of mandating data standards, OB10's 'any-to-any' data formatting capability accepts invoices in any format and any file structure.

I already send invoice data directly to other customers; can I send EDI/XML invoices directly to 3M?

EDI and XML are just data formats and you can use them to deliver data to OB10 if you choose to use the Integrated Solution. 3M will not take any electronic data directly from suppliers.

I already have the facility to make invoices available to my customers via the Internet - allowing them to view an image of an invoice on the web. Can I use this facility instead of OB10?

No, the OB10 network ensures that 3M receives the data you send in a format that will upload to our accounting software and, where applicable, match to a goods receipt record. Offering 3M an image of the