

Registration instructions for Suppliers to the 3M PLM Application

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This document provides instructions on how to request a 3M PLM account for external Suppliers.

For Additional Information:

For further information, use these 3M IT Product Lifecycle Management (PLM) resources

Global PLM Resource	How to Access or Contact
Documentation, Training and Access	Visit https://www.3m.com/plmhelp To request PLM access, click on the “this form” link under External Supplier Account Requests.
Engineering Documentation Center	Send email to documentationhelpdesk@mmm.com requesting workspace

For Password Resets and Other Support:

Global PLM Resource	How to Access or Contact
3M R&D IT PLM Technical Support Center (Helpline)	651-737-0353 or 877-439-7426 (toll free) Available from 7:00 AM – 5:00 PM USA Central Time
3M Supplier Helpline	651-733-2000 or 1-800-377-8238 (toll Free) available 24/7

Related Documents:

Document Name	Type	State	Description
IT-Job-Aid-427229	Procedure	Release	3M Supplier Job Aid Document
IT-Job-Aid-427230	Procedure	Release	3M Raw Material Specification Supplier Job Aid Document
IT-Job-Aid-976125	Procedure	Release	3M Outsourced Manufacturer Job Aid Document
IT-Job-Aid-981221	Procedure	Release	3M Design Agency Job Aid Document
IT-Job-Aid-981223	Procedure	Release	3M Packaging Supplier Job Aid Document
IT-Job-Aid-994988	Procedure	Release	3M Packaging Supplier Author Job Aid Document
IT-Job-Aid-999040	Procedure	Release	3M Enterprise Packaging Document Structure

1.3M PLM Preferred Browser:

The preferred browser for the Global PLM platform is Google Chrome. Next is Microsoft Edge Chromium.

Do not use Mozilla Firefox, this browser does not have full functionality for PLM, and its usage is not approved by the 3M PLM department.

2.Global PLM Supplier Account:

Suppliers can be in one of two situations.

1. The Supplier who has an assigned 3M PIN and can access the 3M Network using VPN or Zscaler. These users are typically contingent workers, and the use of a 3M computer is required. These people should request a Global PLM account through Security Express Azure (SEA).
2. All other external suppliers will need to register for Supplier Direct. Their 3M contact determines if a supplier will be provisioned access to the 3M network.

2.1 Requesting access to 3M's PLM system

Requesting a PLM Account is a two-step process.

Note: Requesting Global PLM accounts using SEA is outside the scope of this document. Contact the 3M R&D IT Technical Support Center (see table above in the [“For Additional Information”](#) section) for assistance.

1. Request a Global PLM Account (pages 5-6). Completion of your request requires approval from your 3M contact.
2. Create the Supplier Direct (also known as IAM Ext) Account (pages 7-10).
3. You will receive a confirmation email.

2.1.1 Requesting a PLM Account:

Note: The PLM Recommended Browsers are Google Chrome or Microsoft Edge

- Launch an Internet browser
- Enter <https://www.3m.com/plmhelp> in the URL field.
- Click on “**this form**” link under the External Supplier Account Requests section.

Note: The “Click here to register a Supplier Direct account with 3M.com” will launch the form.

3M Information Technology



This information is courtesy of 3M Product Lifecycle Management (PLM). For questions on the Global PLM platform (formerly called eMatrix or ENOVIA), please call the 3M R&D IT Technical Support Center at **651-737-0353** or toll-free in North America at **877-439-7426**. External users of the Global PLM platform should make sure that the PLM announcements e-mail address (ematrix-information [at] mmm.com) is not blocked as spam.

External Supplier Account Requests

You may use [this form](#) to request an external supplier account on the Global PLM platform. You will then need to [click here to register a Supplier Direct account with 3M.com](#) to access the IT_PLM application.

PLM New Features

This document describes the changes visible to external suppliers of eMatrix in release 17x.0.0.

New Features

[3M External Suppliers in Release 17x](#)

[3M Raw Material Specifications for External Suppliers in Release 17x](#)

[3M Enterprise Packaging Outsourced Manufacturer Job Aid](#)

[3M Enterprise Packaging Web Album Portal](#)

[3M Enterprise Packaging Design Agency](#)

[3M Enterprise Packaging External Supplier Job Aid](#)

[3M Packaging Supplier Author](#)

[3M Enterprise Packaging Document Structure](#)

Based On

Release 17x.25.0

Release 17x.25.0

Release 17x.25.0

Release 17x.25.0

Release 17x.25.0

Release 17x.25.0

Release 17x.25.0

Release 17x.25.0

Last Updated

Jan. 15, 2024

Jan. 17, 2024

Nov. 30, 2023

Nov. 30, 2023

Nov. 30, 2023

Nov. 30, 2023

Nov. 30, 2023

Nov. 10, 2023

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PLM Registration Form will display. Fill out the Form and click Submit.



Global PLM Platform Help

Global PLM External Supplier Account Request

Please use this form if you need a Global PLM platform account to work with 3M. For assistance, call the 3M R&D IT Technical Support Center at 651-737-0353 or toll-free in North America at 877-439-7426.

If within the 3M network, create a Global PLM request in SEA.

*Required

First Name: *		
<input type="text"/>		
Middle Name		
<input type="text"/>		
Last Name: *		
<input type="text"/>		
Internet E-mail Address *		
<input type="text"/>		
Confirm E-mail *		
<input type="text"/>		
Telephone Number: *		
<input type="text"/>		
Company Name *		
<input type="text"/>		
Company Mailing Address *		
<input type="text"/>		
Company City: *	Company State/Province: *	Company Postal Code: *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Please enter the name, telephone number, and Internet e-mail address of your contact working at 3M: *		
<input type="text"/>		
Data with which you'll work (please leave blank if you won't work with these):		
<input type="checkbox"/> Facilities CAD Drawings <input type="checkbox"/> Process Line/Machine Design CAD Drawings		
<input type="checkbox"/> PICS CAD Drawings <input type="checkbox"/> Process Chemical/SME CAD Drawings		
<input type="checkbox"/> Raw Material Specifications		
3M Enterprise Packaging roles required (leave blank if you won't use these special Enterprise Packaging roles):		
<input type="checkbox"/> Packaging Supplier (Author) <input type="checkbox"/> Packaging Supplier (Non-Author)		
<input type="checkbox"/> Design Agency <input type="checkbox"/> Outsourced Manufacturer		
Comments		
<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

2.1.2 Creating a Supplier Direct Account:

Note: A Supplier Direct Account (also referred to as IAM Ext) is created once.

To register for a new Supplier Direct account, launch a Google Chrome or Microsoft Edge browser window.

Different methods of accessing the Supplier Direct Registration form.

- Access <https://www.3m.com/plmhelp> and click on “click here to register a Supplier Direct account with 3M .com”



This information is courtesy of 3M Product Lifecycle Management (PLM). For questions on the Global PLM platform (formerly called eMatrix or ENOVIA), please call the 3M R&D IT Technical Support Center at **651-737-0353** or toll-free in North America at **877-439-7426**. External users of the Global PLM platform should make sure that the PLM announcements e-mail address (ematrix-information [at] mmm.com) is not blocked as spam.

External Supplier Account Requests

You may use [this form](#) to request an external supplier account on the Global PLM platform. You will then need to [click here to register a Supplier Direct account with 3M.com](#) to access the IT_PLM application.

PLM New Features

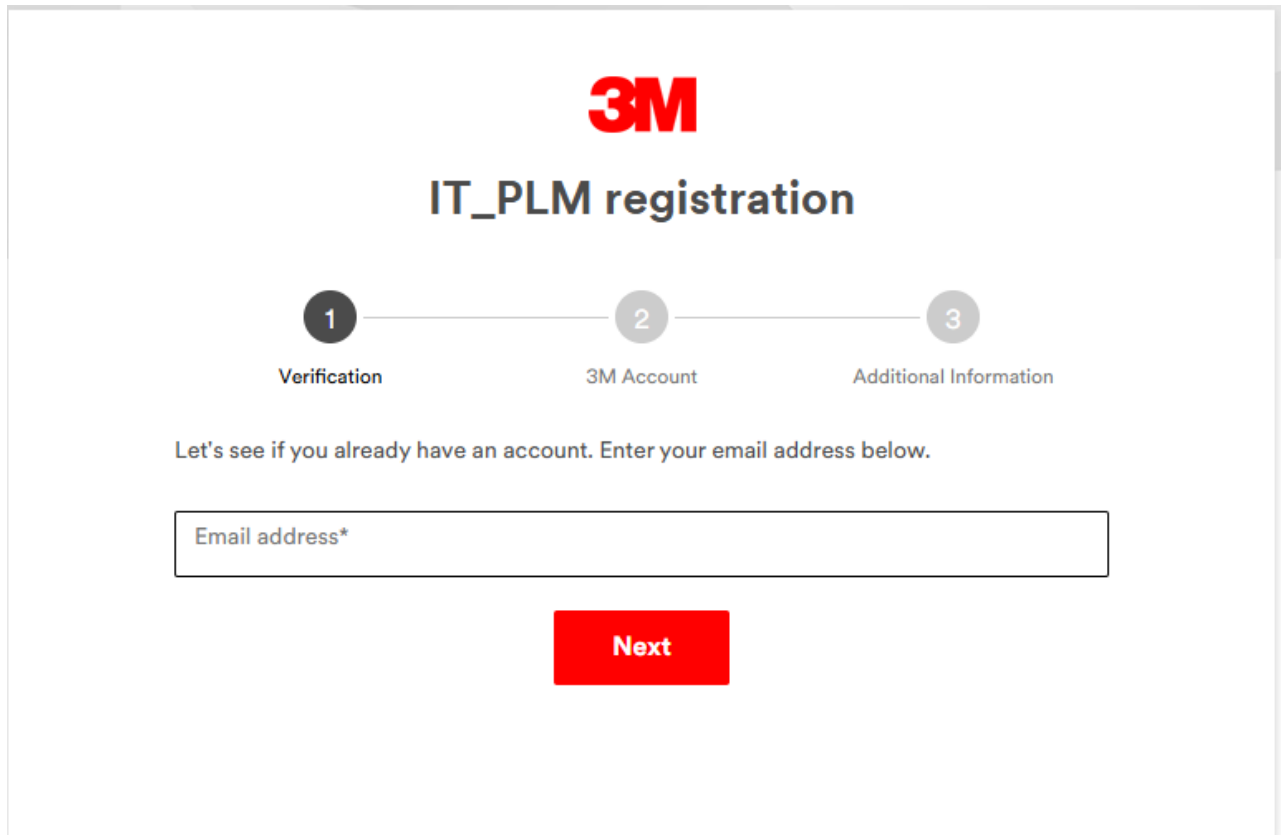
This document describes the changes visible to external suppliers of eMatrix in release 17x.0.0.

<i>New Features</i>	<i>Based On</i>	<i>Last Updated</i>
3M External Suppliers in Release 17x	Release 17x.25.0	Jan. 15, 2024
3M Raw Material Specifications for External Suppliers in Release 17x	Release 17x.25.0	Jan. 17, 2024
3M Enterprise Packaging Outsourced Manufacturer Job Aid	Release 17x.25.0	Nov. 30, 2023
3M Enterprise Packaging Web Album Portal	Release 17x.25.0	Nov. 30, 2023
3M Enterprise Packaging Design Agency	Release 17x.25.0	Nov. 30, 2023
3M Enterprise Packaging External Supplier Job Aid	Release 17x.25.0	Nov. 30, 2023
3M Packaging Supplier Author	Release 17x.25.0	Nov. 30, 2023
3M Enterprise Packaging Document Structure	Release 17x.25.0	Nov. 10, 2023

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Enter your individual business email address in the Email Address field and click Next.

Note: Do not use a group email address. Your email address must be accessible only to you.



The image shows a registration screen for 3M IT_PLM. At the top is the 3M logo in red. Below it is the title "IT_PLM registration" in bold black text. A progress bar with three steps is shown: "1 Verification" (active), "2 3M Account", and "3 Additional Information". Below the progress bar, a message says "Let's see if you already have an account. Enter your email address below." There is a text input field labeled "Email address*" and a red "Next" button below it.

3M

IT_PLM registration

1 Verification — 2 3M Account — 3 Additional Information

Let's see if you already have an account. Enter your email address below.

Email address*

Next

A multi-factor authentication code is sent to the email address used for 3M Account Sign in.
Enter the multi-factor authentication code and click Submit.
Note: The multi-factor email sender is "EUserSupport".



Create your 3M account

Enter the one-time verification code you received via email

Enter Code

[Resend Code](#)

Submit

The 3M Create your 3M account window will display.



Create your 3M account



Verification

2

3M Account

3

Additional Information



Ok, it looks like you don't have a 3M account. Let's create one.

Email address *

Country *

A



Language *

B



First name *

C

Last name *

D

Password *

E

[show](#)

F By creating an account, you agree to the [Terms of Service](#). 3M will handle the personal information you provide when you create your account in accordance with 3M's [Privacy Policy](#).

G


Agree and Continue

[Cancel](#)


Field Instructions:


	Field Name	Instructions
A	Country	Select the Country of residence. For faster access to your residential country, type the first letter in the name of your Country. Note: China will need to use Taiwan
B	Languages	The Languages field will be activated with Country selection. Select from drop down list. Note: Changing the language will change the display of labels in this sign-up process. This has no effect on the language used in PLM.
C	First Name	Please enter first name and middle initial
D	Last Name	Please enter last name
E	Password	Please create Password meeting the following criteria: Must meet 3 of the 4 requirements <ul style="list-style-type: none"> • Must be minimum of 12 characters and not exceed 64 characters • Use at least 1 uppercase letter (A-Z) • Use at least 1 lowercase letter (a-z) • Use at least 1 numeral (0-9) • Use at least 1 of the following symbols \$! # %
F		Please review the Terms of Service and Privacy Policy. These are legally binding agreements on you and your company.
G		Click Agree and Continue


Enter your Company Name and click the Complete Registration button.



IT_PLM registration


 Verification


 3M Account


 Additional Information

Company Name*

[Terms of Service](#)
[Privacy Policy](#)

Complete Registration

[Cancel](#)

The Registration Completed Window will display.



Registration Completed

Thank you for registering with 3M. After your access request is reviewed, you will receive an e-mail with account status and any additional information.

Upon completion of your Registration, an email will be sent from plm-administration@mmm.com.

Note: Do not send emails to this address, this is not for support.

Upon completion of the PLM Supplier setup, a confirmation email will be sent.

From: PLM Account Administrators Name
Sent: Date and Time Email Sent
To: Supplier's Email Address
CC: 3M Contacts Name and Email Address
Subject: 3M PLM Access - Approved

I

You have been approved to access the 3M Global PLM platform and all account setups have been completed. The URL for the website is <http://www.3m.com/suppliers>. Please Sign In then select Global PLM from the Quick Links section.

*** THIS ACCOUNT IS NOT MONITORED FOR INCOMING E-MAIL. PLEASE CONTACT THE 3M R&D IT TECHNICAL SUPPORT CENTER AT 651-737-0353 , OPTION 2 (OR TOLL-FREE AT 877-439-7426) FOR PLM QUESTIONS. ***

3M PLM Account Administrator's Signature Information

3. User with 3M PIN and Access to the 3M Network

The Supplier will need to log into VPN or Zscaler, or be on site at a 3M workplace. Launch either Google Chrome or Microsoft Edge.

Note: The Registrations for PLM Account Request and Supplier Direct are not required.

Note: A user can either be an external supplier or a contingent worker, you cannot be both. You will only have one Global PLM account. If you need help, contact the R&D IT Technical Support Center (see table above in the [For Additional Information](#) section) for assistance.

Access the 3M Go Page for PLM:

<https://global-plm.mmm.com>

Click on the “PLM (17X) LOGIN button to Launch PLM

3M

SharePoint

Search across sites

IT Support & Technology Services

IT Support & Technology Services

Home Useful Link Security & Compliance Hardware Services Software Support

3M General Not following English

Immersive reader

Share

Product Lifecycle Management (PLM)

PLM (17x) Login

Div Admin (17x) Login

WebViewer Login

Welcome to 3M's Global PLM Information Center (formerly known as eMatrix)

3M's Product Lifecycle Management (PLM) platform handles several different kinds of information, from CAD drawing storage to manufacturing SOPs, from bills of materials to raw material specifications.

Make sure you are using the best web browser to access the Global PLM platform:

If you are not using a CAD Connector for PLM, our recommended web browser for using the Global PLM platform is Google Chrome. If you experience issues in other browsers, please try using Chrome before seeking support.

PLM CAD Connector users are required to use Microsoft Edge as their default browser for full support of all PLM web interface CAD document management features.

Microsoft Internet Explorer is no longer supported.

For support on the Global PLM platform:

Contacts

R&D IT Technical Support Center

(651) 737-0353

Toll Free

(877) 439-7426

Create an ITSM Help Desk Ticket

Communications

Our Yammer/Engage community is used for announcements only. Make sure you are subscribed so you know about maintenance, issues, and releases.

Global PLM Internal Users

PLM Welcome Page will display; additional instructions start from this link [\(Link here\)](#)

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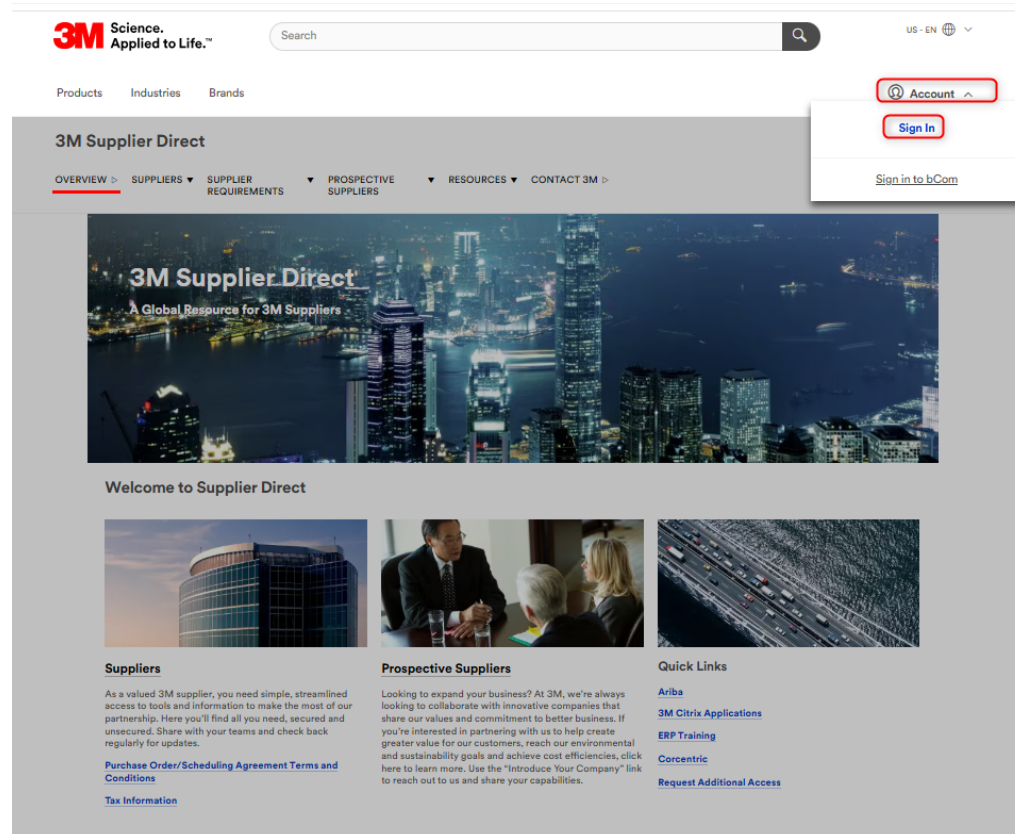
4. For suppliers without 3M PIN or access to the 3M Network

Suppliers will need to complete the PLM Account Request form found in 2.1.1 and the Supplier Direct Registration found in 2.1.2. Suppliers will have access to PLM when they receive an email notification of the PLM account set up and completion.

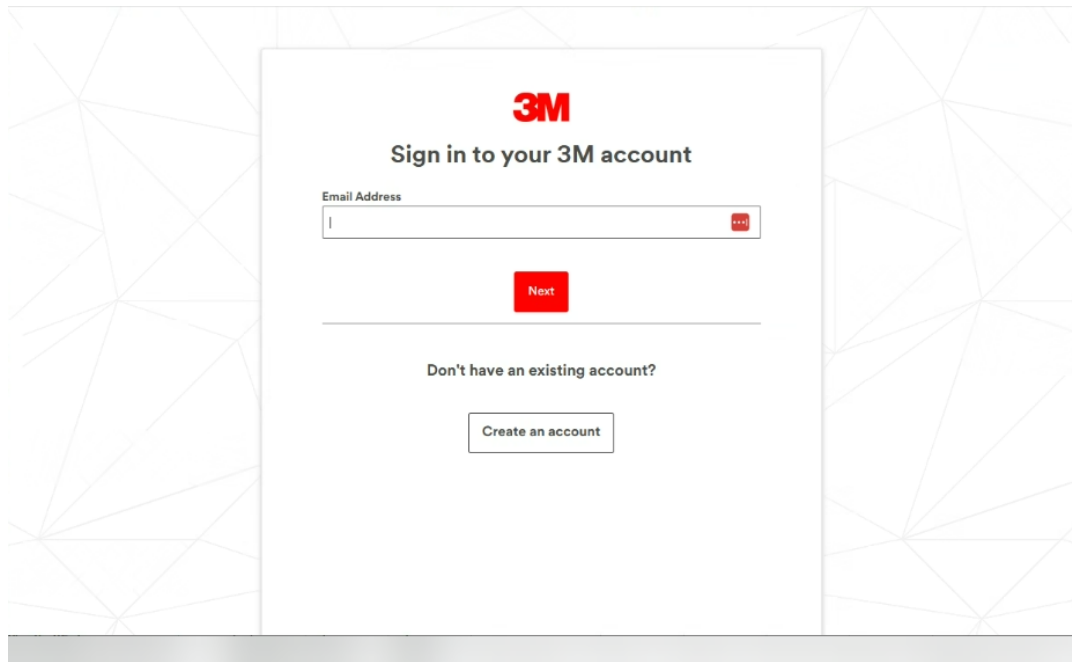
4.1 Accessing PLM:

Log into www.3m.com/suppliers

Click Account then Sign In from the dropdown.

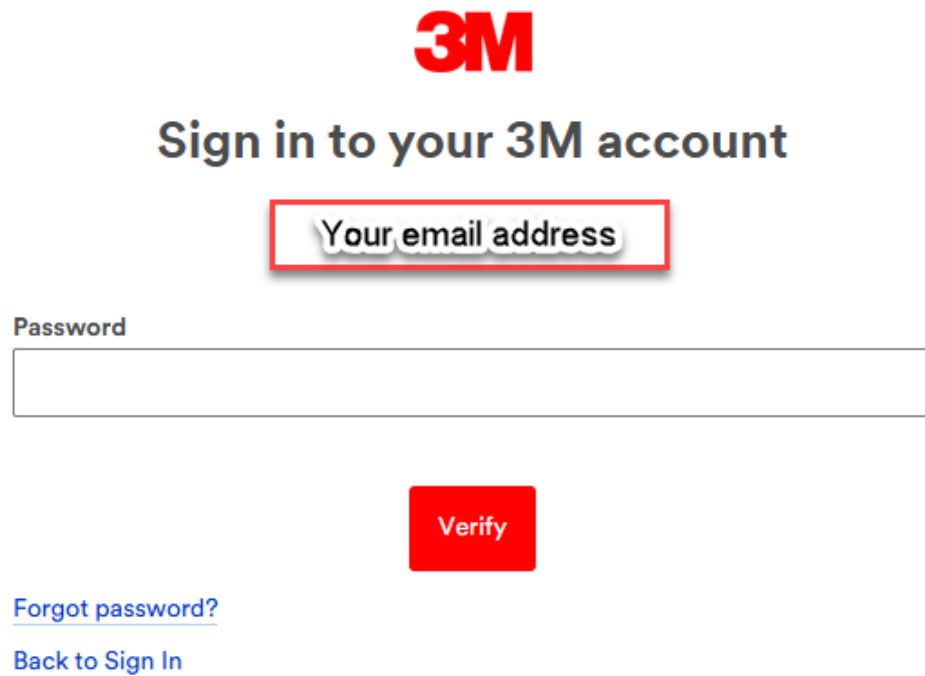


Enter your email address. Click Next.




The image shows a 3M sign-in form. At the top is the 3M logo in red. Below it is the text "Sign in to your 3M account". There is an "Email Address" label above a text input field. A red "Next" button is positioned below the input field. A horizontal line separates this section from the one below. Below the line is the text "Don't have an existing account?" and a "Create an account" button.

Enter your password and click Verify.



The image shows a 3M sign-in form. At the top is the 3M logo in red. Below it is the text "Sign in to your 3M account". There is a text input field with the placeholder text "Your email address" highlighted by a red box. Below this is a "Password" label above a text input field. A red "Verify" button is positioned below the password input field. At the bottom are two links: "Forgot password?" and "Back to Sign In".

The 3M Supplier Direct window will Display. To launch PLM, click on the “Global PLM” link found under “Quick Links”.


Science.
Applied to Life.™


US - EN

Products
Industries
Brands

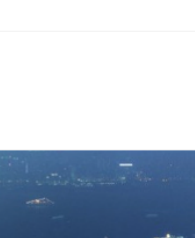
Your Name Here

3M Supplier Direct

[OVERVIEW](#)
[SUPPLIERS](#)
[SUPPLIER REQUIREMENTS](#)
[PROSPECTIVE SUPPLIERS](#)
[RESOURCES](#)
[CONTACT 3M](#)



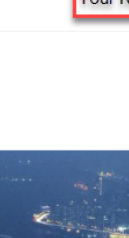
Welcome to Supplier Direct



Suppliers


As a valued 3M supplier, you need simple, streamlined access to tools and information to make the most of our partnership. Here you'll find all you need, secured and unsecured. Share with your teams and check back regularly for updates.

[Purchase Order/Scheduling Agreement Terms and Conditions](#)
[Tax Information](#)



Prospective Suppliers

Looking to expand your business? At 3M, we're always looking to collaborate with innovative companies that share our values and commitment to better business. If you're interested in partnering with us to help create greater value for our customers, reach our environmental and sustainability goals and achieve cost efficiencies, click here to learn more. Use the "Introduce Your Company" link to reach out to us and share your capabilities.



Quick Links

[Ariba](#)
[3M Citrix Applications](#)
[ERP Training](#)
[Global PLM](#)
[Corcentric](#)
[Request Additional Access](#)

The PLM Welcome Page will display additional instructions from this link ([Link here](#))

5. Global PLM Setup:

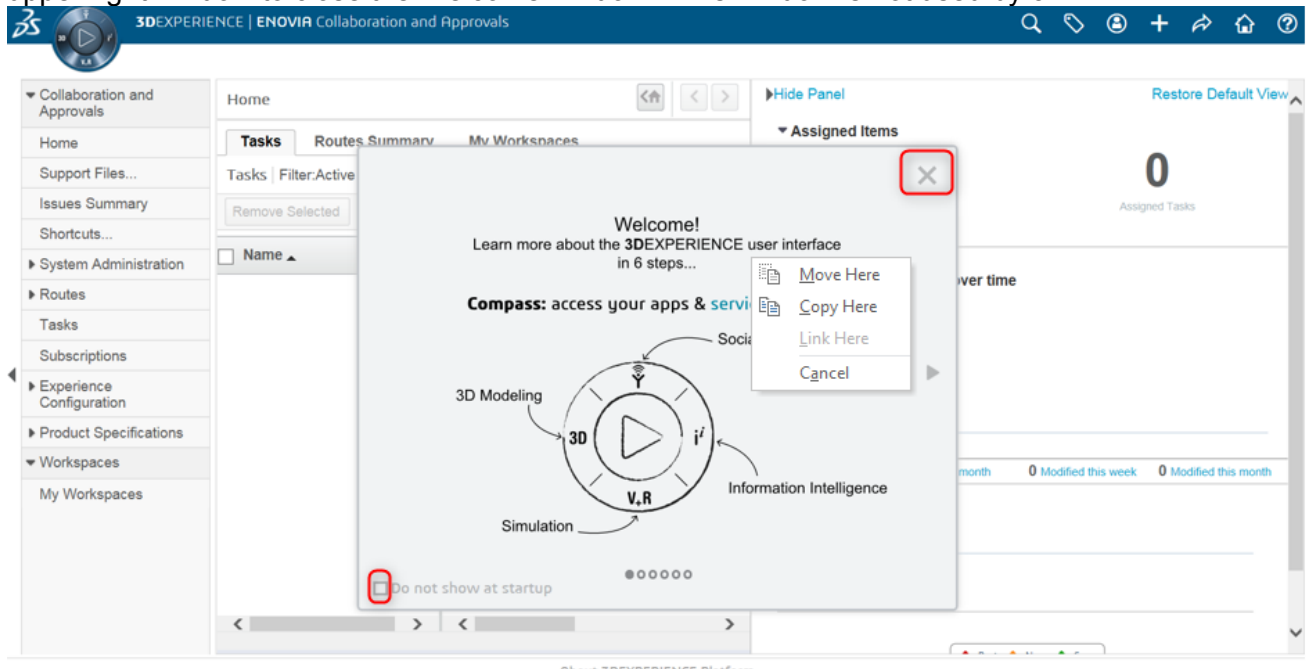
The Global PLM Platform Home Page will display.

Menus display by clicking on an icon in the blue ribbon.

After login into 3M PLM for the first time, you will see the Default homepage screen as shown below.

5.1 Welcome!

In the lower left corner, click the box to the left of “Do not show at startup”. Then click the “X” in the upper right window to close the Welcome window. This window is not used by 3M PLM.



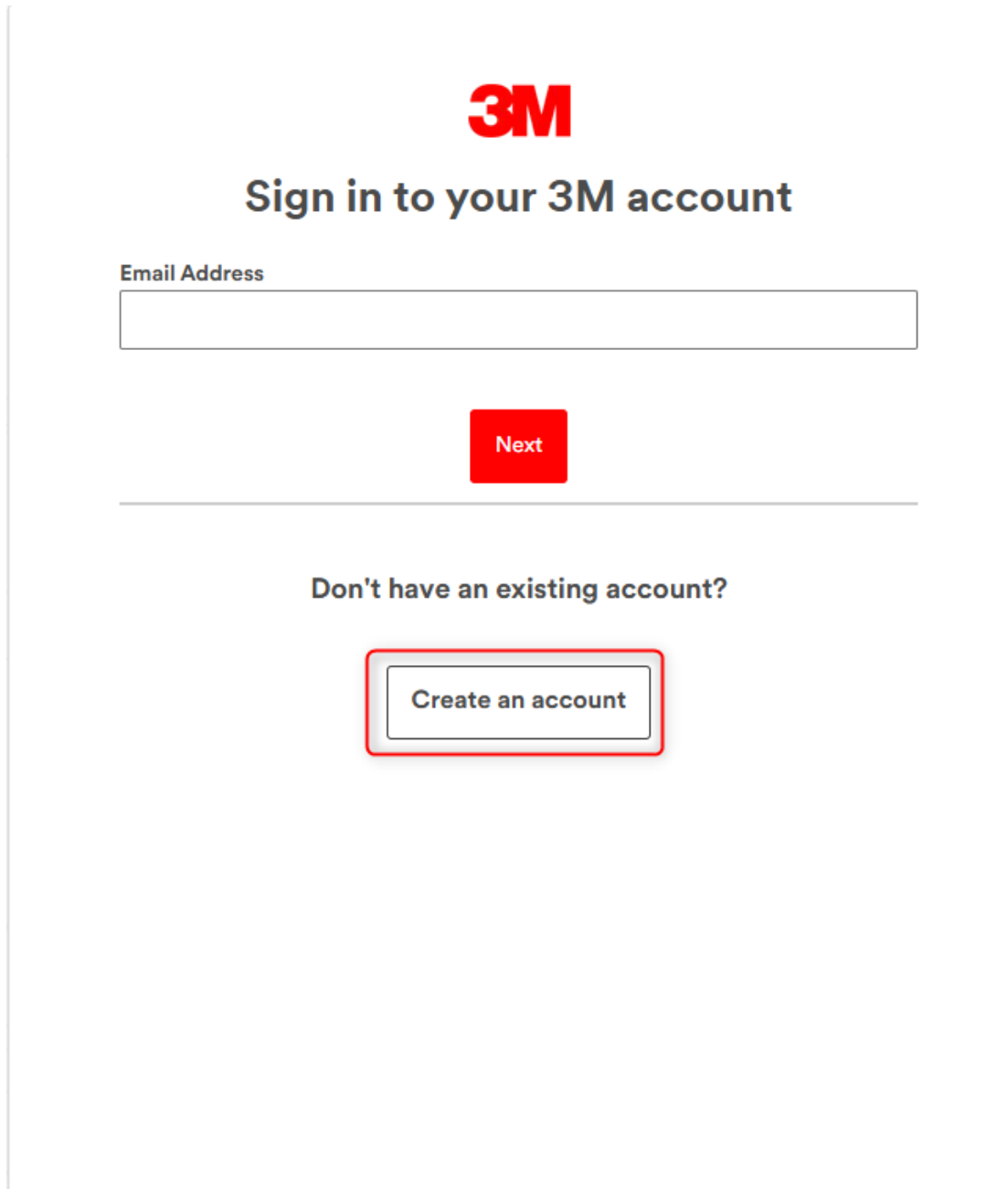
6. My Account Portal

Visit the My Account Portal at <https://myaccount.3m.com> to update Supplier Direct profile information. The My Account Portal allows access to update your country, language, name, your email address, and password.

The 3M Sign in to your 3M Account window will display.

Note: Do not use the “Create an Account” button on this screen. Using the “New Account” button will not direct the request to any 3M department for processing.

Enter your email address and click Next.



The image shows a screenshot of the 3M account sign-in page. At the top center is the red 3M logo. Below it is the heading "Sign in to your 3M account" in a bold, dark grey font. Underneath the heading is a label "Email Address" in a smaller, dark grey font, followed by a white rectangular input field with a thin grey border. Below the input field is a red rectangular button with the word "Next" in white text. A horizontal grey line separates the sign-in section from the account creation section. Below the line is the text "Don't have an existing account?" in a dark grey font. At the bottom is a button with a red border and a grey background, containing the text "Create an account" in a dark grey font.

Enter your Password and click Verify



Sign in to your 3M account

Your email address

Password

Verify

[Forgot password?](#)

[Back to Sign In](#)

The My Account Window will display.



Hello,

Your Name

Your e-mail address

My Account



Profile Settings

Edit your name, address and other personal information.



Login and security

Update your login credentials.



Applications preferences

Manage the preferences and settings for your subscribed applications.



Communications preferences

Manage your email communications subscriptions.

- Select Profile Settings to update your Profile information including Country, language, name and email address.
- Select Login and security to update your current Supplier Direct Password. To update your password, you must know your current password. Click Change Password.

[My Account](#) > Login and security

Login and security

Change your password.



Password

.....

Change Password

[My Account](#) › Login and security

Login and security

Change your password and manage password reset options.

Password

Current Password

[show](#)

New Password

[show](#)

- ☐ 12 characters minimum
- ☒ Maximum of 64 characters

At least 3 of following 4 characters

- ☐ At least 1 uppercase letter (A - Z)
- ☐ At least 1 lowercase letter (a - z)
- ☐ At least 1 numeral (0 - 9)
- ☐ At least 1 symbol (\$, !, #, %)

Confirm Password

[show](#)

Save

[Cancel](#)

- Select Application Preferences – you will see IT_PLM here when you have access to PLM. Click the plus symbol on the right this will display your Company name.
Note: When updating the Company Name please call the R&D IT Technical Support Center (see table above in the “[For Additional Information](#)” section).



[My Account](#) › Applications preferences

Applications preferences

Manage the preferences and settings for your subscribed applications.



Your subscribed applications

IT_PLM



Edit

- Do not use Communication Preferences, this has not been implemented.

7.I forgot my Supplier Direct Password

Log into My 3M Account at <https://myaccount.3m.com>

Enter your email address and click Next

The “Forgot Password?” link displays in the lower left corner of the 3M Sign in to your 3M account.
Click Forgot Password? Link.



Sign in to your 3M account


Password

Verify

[Forgot password?](#)

[Back to Sign In](#)

The 3M Verify with your email window will display. Validate your email address and click “Send me an email”




Verify with your email

Email

Send me an email

This email comes from “Microsoft on behalf of 3M” with a multi-factor authentication Code.
Enter the multi-factor authentication code and click Verify



Verify with your email

We sent you a verification email.

Email

Enter Code

Verify

[Send again](#)

[Back to Sign In](#)

The 3M Verify with your email indicates that your email address has been verified. Click Next.



Verify with your email

E-mail address verified. You can now continue.

Email

Your email address

Next

[Back to Sign In](#)

3M Reset Your 3M Password window displays:



Reset Your 3M Password

New password

Re-enter password

Verify

Please create Password meeting the following criteria and click Verify

Must meet 3 of the 4 requirements

- Must be minimum of 12 characters and not exceed 64 characters
- Use at least 1 uppercase letter (A-Z)
- Use at least 1 lowercase letter (a-z)
- Use at least 1 numeral (0-9)

Use at least 1 of the following symbols \$! # %