

3M

Supplier Help Document


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For Additional Information:

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

Global PLM Resource	How to Access or Contact
Online Documentation	While logged into Global PLM (formerly known as ENOVIA/eMatrix), click  and select Help.
Documentation, Training and Access	Visit http://www.3m.com/plmhelp To request PLM access, click on the “this form” link under External Supplier Account Requests.
Helpline For suppliers needing assistance with Password reset who have PLM only access.	651-737-0353
Supplier Helpline For suppliers needing assistance with Password reset who have PLM and IPM access.	877-439-7426 (toll free)
Engineering Documentation Center	651-737-3775

Assistance with Password Reset:

Global PLM Resource	How to Access or Contact
Helpline For suppliers needing assistance with Password reset who have PLM only access.	651-737-0353
Supplier Helpline For suppliers needing assistance with Password reset who have PLM and IPM access.	877-439-7426 (toll free)

3M PLM Preferred Browser:

PLM preferred browsers are Google Chrome and Microsoft Edge Chromium. The listed internet browsers are in order of usage preference.

Regarding using Mozilla Firefox, this browser does not have full functionality and usage is not approved by the 3M Global PLM system.

Global PLM Supplier Account:

Supplier accounts can have three different formats.

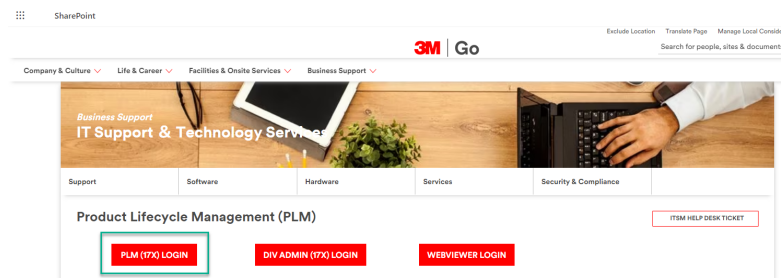
1. The Supplier who has been assigned a 3M Pin and can access the 3M Network using VPN or zScaler. These users are typically contract workers and are using a 3M computer.
2. The Supplier who has a 3M Pin, but do not have access to access to the 3M Network These users will need to register for Supplier Direct.
3. The Supplier who does not have a 3M Pin and is not on the 3M Network will need to complete Supplier Direct registration for PLM and PLM Account Registration.

1. User with 3M Pin and Access to the 3M Network

Supplier will need to log into VPN or zScaler. Launch an Internet Browser either Google Chrome or Microsoft Edge. Access the 3M PLM Sharepoint site at:

[3M PLM Sharepoint](#)

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



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

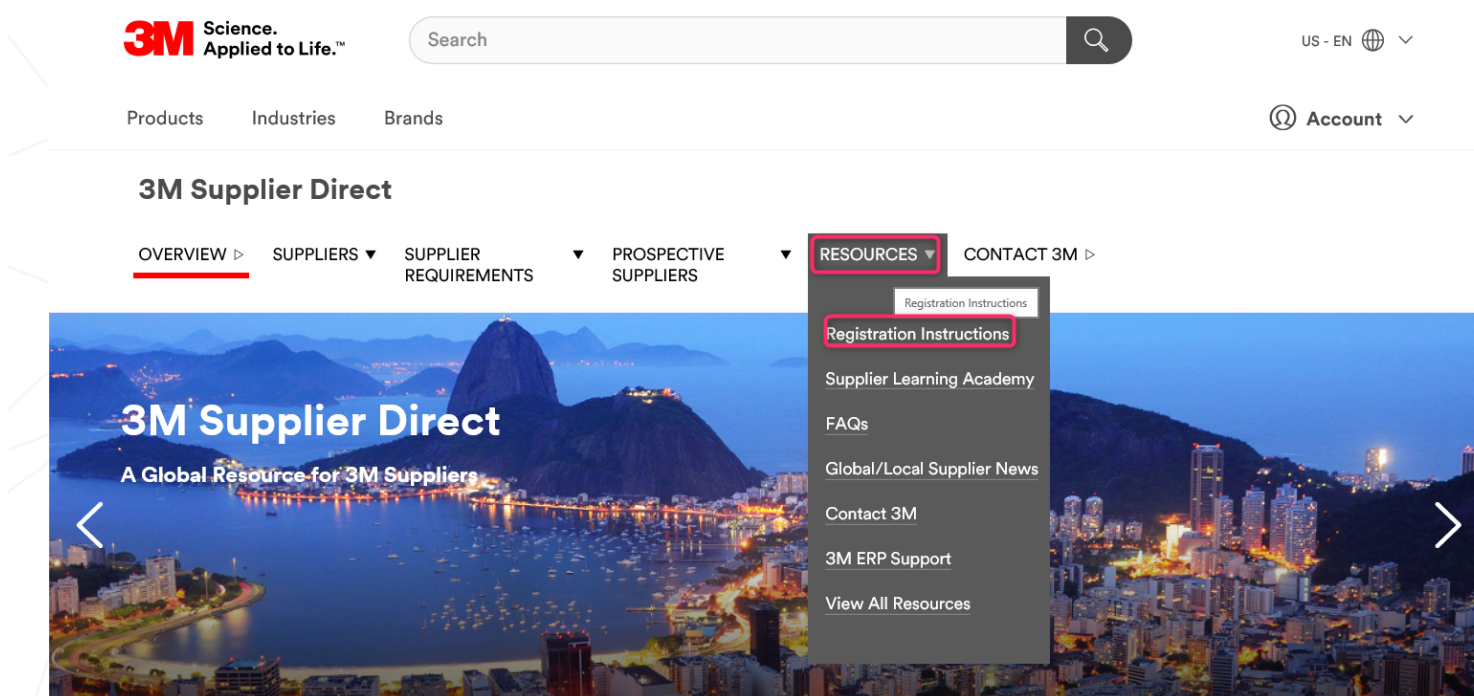
2. User with 3M Pin and do not have access to the 3M Network

The User who has a 3M Pin but does not have access to the 3M Network can reach out to their 3M Supervisor and ask if the supervisor is willing to activate their 3M Windows account. If the supervisor is unwilling to activate the Windows account, then the User will need to register for Supplier Direct.

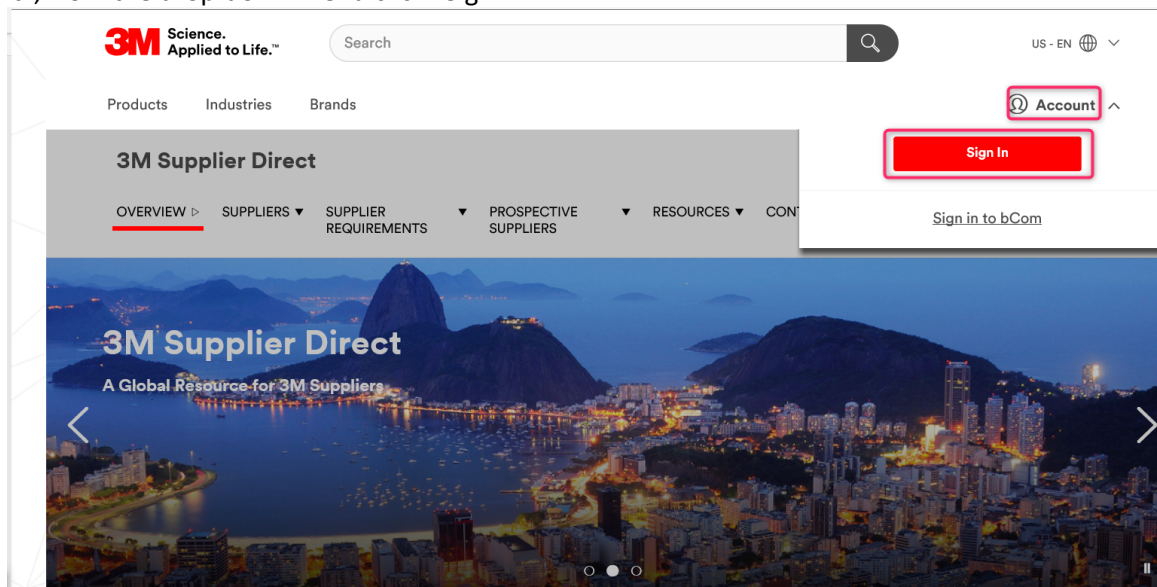
Instructions below:

Access 3M Supplier Direct at www.3m.com/suppliers.

If you need assistance, contact 3M PLM (Product Lifecycle Management) Technical Support Center at 1-877-439-7426.
Note: For Registration Instructions, go to “Resources”, then “Registration Instructions” from the drop-down menu.



Click on the Internet Browser Back button to return to the first window. To register for 3M Supplier Direct, click on “Account”, from the drop-down menu click “Sign In”.



Login using your Supplier Direct credentials on the Enterprise Network Login form. Click “Login”.

If you do not know your password, please click 'Don't Know Your Password?'

3M

Science.
Applied to Life.™

Worldwide

Enterprise Network Login ?

Username

Password

LOGIN

Don't Know Your Username?

Don't Know Your Password?

Change Password

REGISTER

3M

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Scroll down and click "Request Additional Access" under the "Quick Links".

OVERVIEW ▸

SUPPLIERS ▼

SUPPLIER REQUIREMENTS ▼

PROSPECTIVE SUPPLIERS ▼


RESOURCES ▼

CONTACT 3M ▸

3M Supplier Direct

A Global Resource for 3M Suppliers


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](#)



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



Quick Links

[Ariba](#)

[3M Citrix Applications](#)

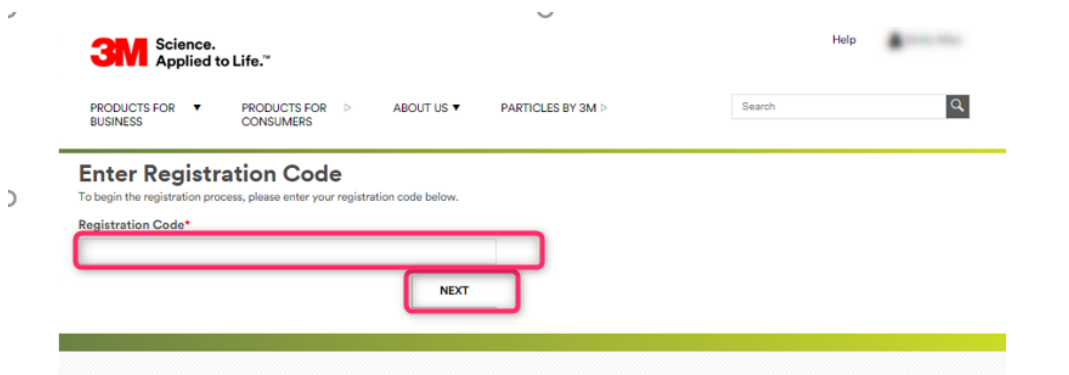
[ERP Training](#)

[Corcentric](#)

[Request Additional Access](#)

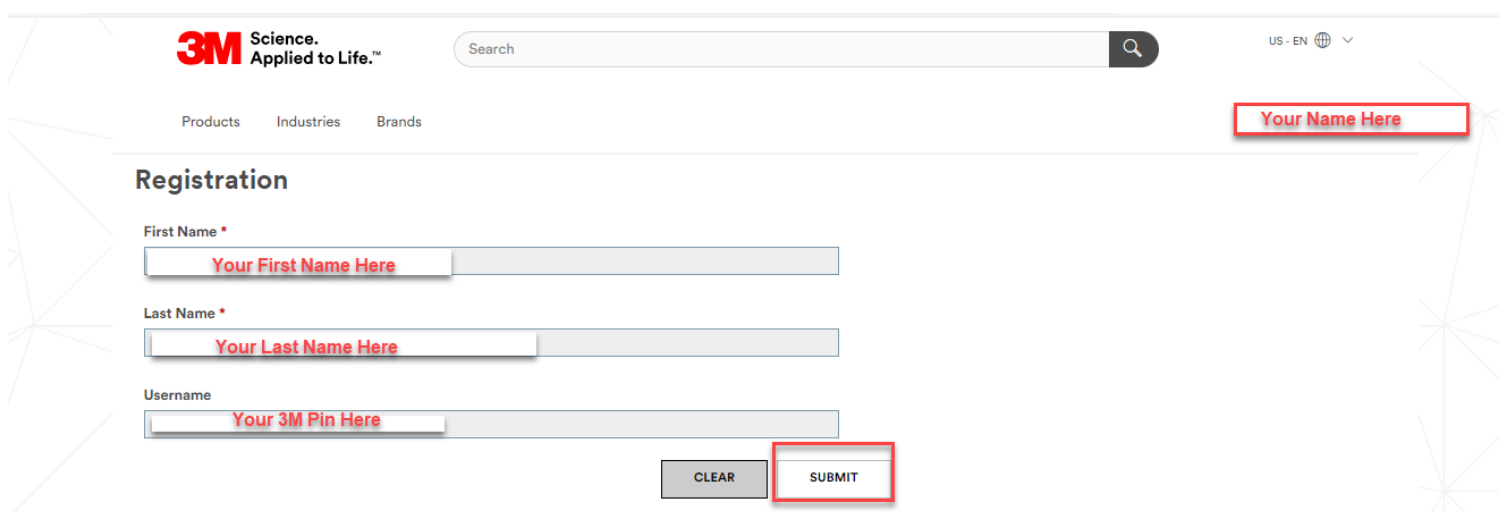
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Enter the [Registration Code](#) "IT_PLM". Click Next.

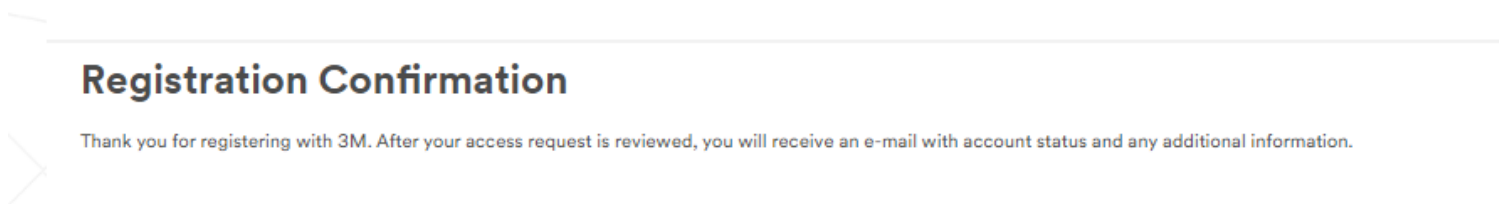


The Registration Form will display with fields auto populated. Validate the information on the Registration form. To change field information, click on the field and update the information.

Click Submit at the bottom of the form.



The system will display a Registration Confirmation



You will receive an e-mail from 3M Administration when your account is approved. Once you have received the e-mail notification, you will then be able to log onto Supplier Direct and the 3M's Global PLM platform.

Once you have received approval of Supplier Direct Registration, to access PLM instructions available from this [link](#).

3. User who does not have a 3M Pin and access to the 3M Network

Requesting access to Global PLM as this type of supplier is a two-step process. If you request a Global PLM Account, you will complete steps 1 and 2 concurrently.

- Step 1 is requesting a Global PLM Account (pages 8-9).
- Step 2 is creating the Supplier Direct Account (pages 10-17).

Requesting a PLM Account:

- Launch Internet browser
Note PLM Recommended Browsers are Google Chrome or Microsoft Edge
- Enter <https://www.3m.com/plmhelp> in the URL field.
- Click on “this form” link under the External Supplier Account Requests section.

3M Information Technology

Knowing the Language of Business

Global PLM Platform Help

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 the United States 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.

PLM New Features

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

New Features	Based On	Last Updated
3M External Suppliers in Release 17x	Release 17x.17.0	Mar. 3, 2022
3M Raw Material Specifications for External Suppliers in Release 17x	Release 17x.17.0	Mar. 3, 2022

Web-Based Training

The WBTs will be updated soon!

WBT Title	Based On	Last Updated
Coming soon!	Release 17x.0	TBD
Coming soon!		

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 the United States at 877-439-7426.

First Name

Last Name

Internet E-mail Address

Confirm E-mail

Telephone Number

Company Name

Company Mailing Address

Please enter your 3M contact name, telephone number, and Internet e-mail address (especially if this is the first Global PLM account requested by your company):

Organizations with which you'll work:

☐ Facilities
 ☐ Machine Design
 ☐ PICS
 ☐ Specialty Materials
☐ Other
 (Please enter additional information in the Comments field if Other is selected.)

3M Enterprise Packaging roles required (leave blank if you won't use these special Enterprise Packaging roles):

☐ Packaging Supplier (Author)
 ☐ Packaging Supplier (Non-Author)
☐ Design Agency
 ☐ Outsource Manufacturer

If already known and different from your Internet e-mail address, your Visitor Management (VSRM) username for accessing 3M Supplier Direct:

Comments

○ Form field Explanation:

Field on Form	Requested Information Instruction
Internet E-mail Address	The E-mail address provided must be the same E-mail address used when creating the Supplier Direct Account.
Telephone Number	Please provide your direct work phone number or work cell phone number.
Company Mailing Address	Please enter your company's physical mailing address, website, and company phone number.
Please enter you 3M Contact Name, telephone number and internet email address	Provide 3M Contact Name and information

Form Field explanation continued:

Organization with which you'll work	External suppliers who will be accessing and updating CAD Facilities Drawings Please select the Facilities check box.
3M Enterprise Packaging roles required (leave blank if you won't used special Enterprise Packaging roles)	No selection needed.
If already known and different from your Internet email address your Visitor Management (VSRM/Supplier Direct) username for accessing Supplier Direct	If you already have a 3M VSRM(Supplier Direct) Account, enter your username.
Comment	<p>Please indicate the following in this field.</p> <ul style="list-style-type: none">• Please indicate if you have a previous VSRM(Supplier Direct)/PLM Account and your email account has changed. Please indicate your previous email address and your new email address.• If you previously had a 3M PLM account.

Creating a Supplier Direct Account:

Note: A Supplier Direct Account only needs to be created once.

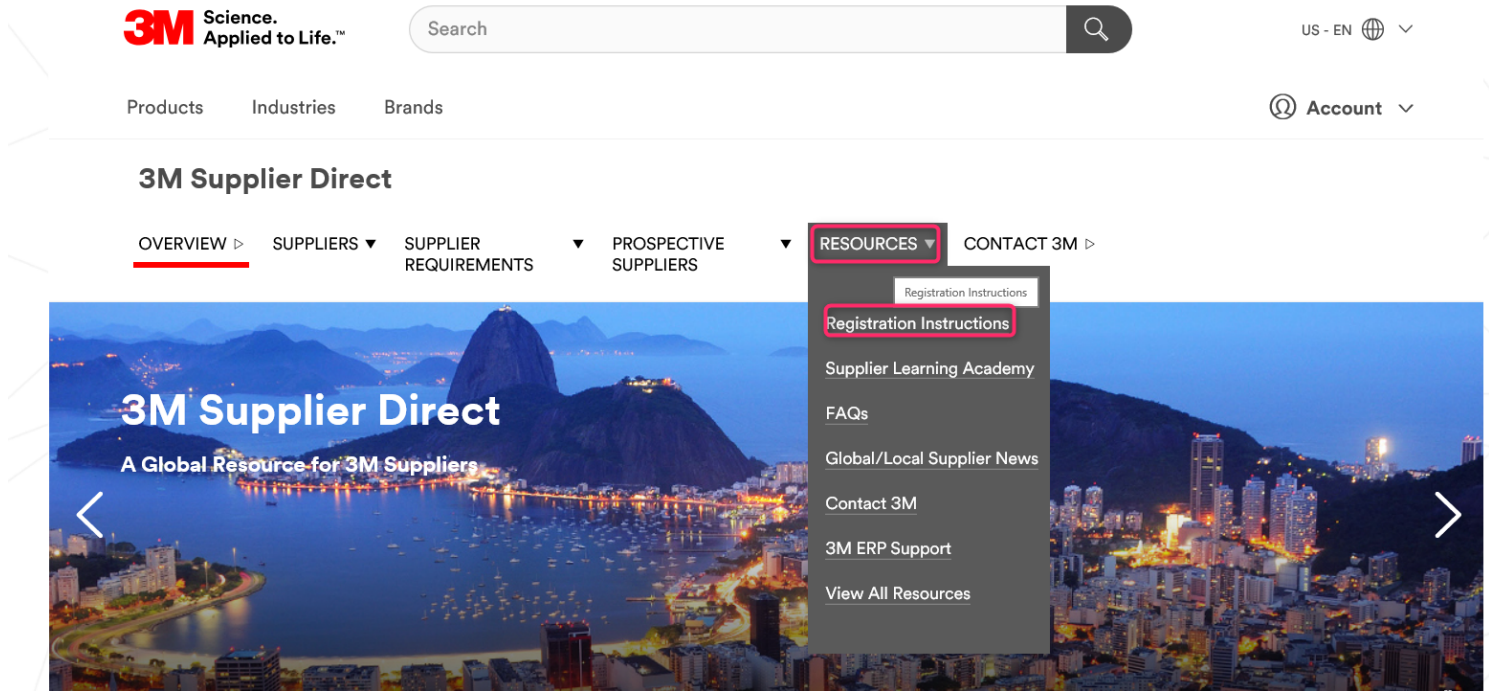
Access website: <http://www.3m.com/suppliers/>

If you need assistance, contact 3M PLM (Product Lifecycle Management) Technical Support Center at 1-877-439-7426.

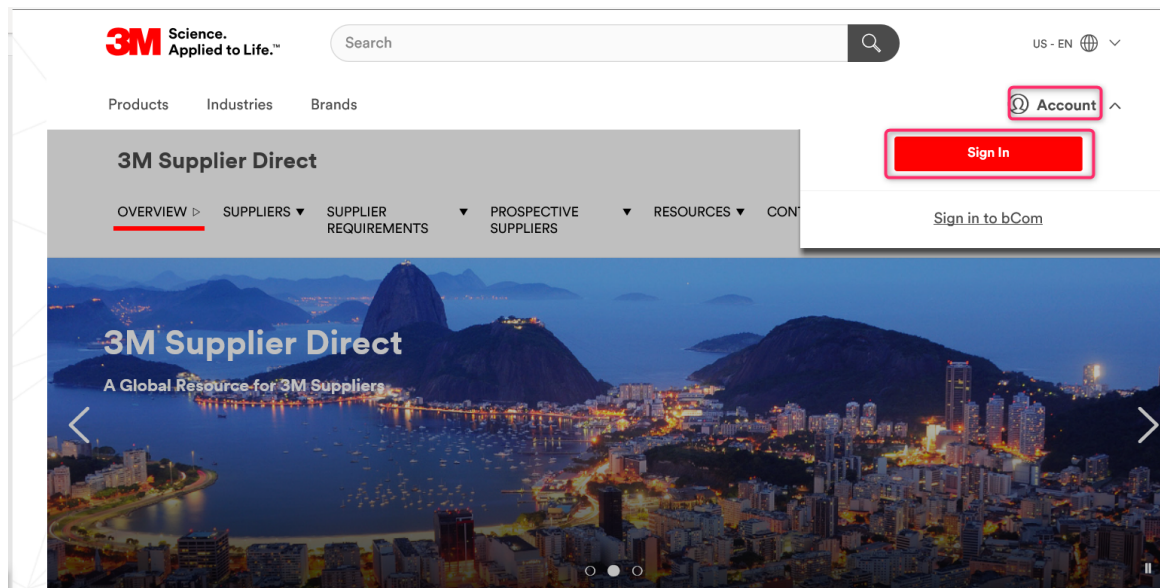
Note: For Registration Instructions, go to "Resources", then "Registration Instructions" from the drop-down menu.

3M Supplier Direct is in the process of deploying a new home page. The Home page will display differently based on the Suppliers location.

For Suppliers located within the United States:



Click on the Internet Browser Back button to return to the first window. To register for 3M Supplier Direct, click on "Account", from the drop-down menu click "Sign In".

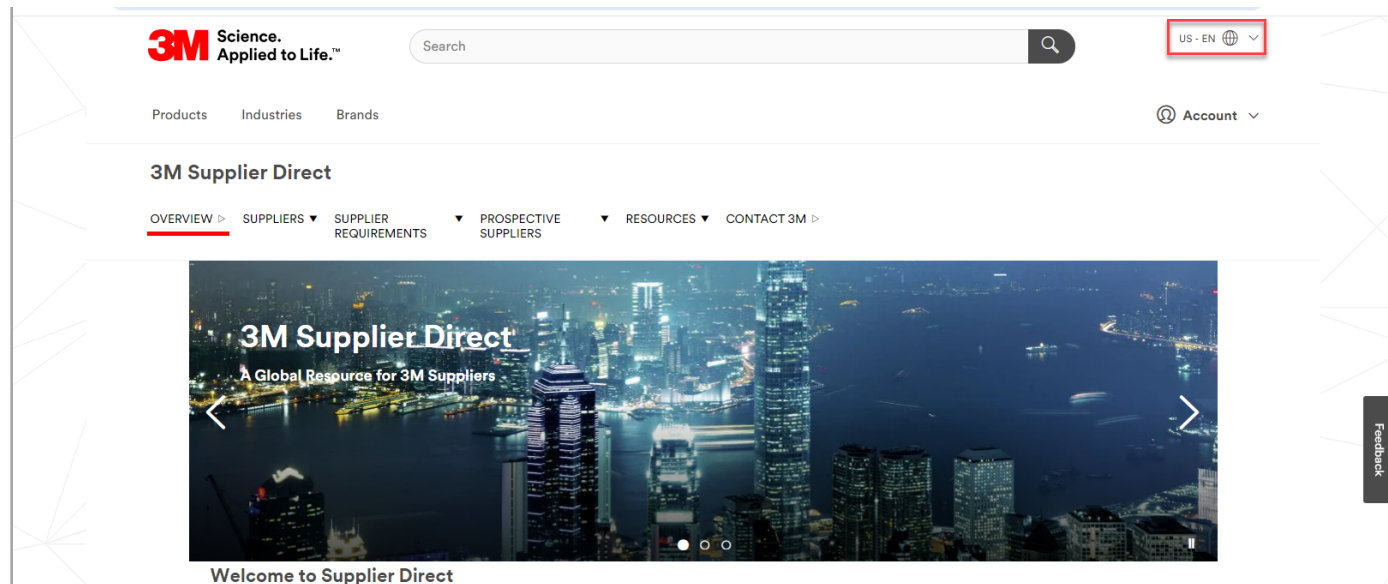


Go to [Registration Form](#):

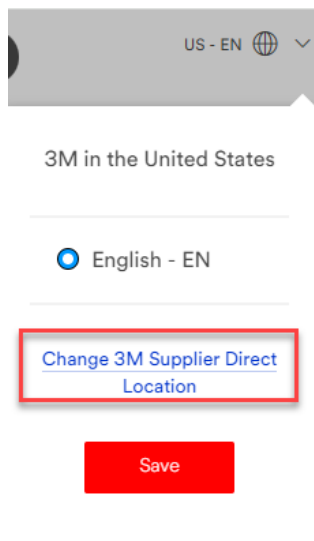
For Suppliers located outside of the United States

Note: The language on the Supplier Direct window can be changed by:

- Select the globe **US - EN** icon found in the upper right corner.




Select "Change 3M Supplier Direct Location" link.



- Select your Location:


Select Your Location

We invite you to browse the global 3M Supplier Direct website, created to provide a single point of entry for our valued 3M suppliers, as well as potential suppliers seeking to expand their business. This site provides access to an assortment of materials and tools we hope you'll find useful and informative. We recommend you make your selection based on the purchase order origin country.




Americas

- [Canada - English](#)
- [Canada - Français](#)
- [Costa Rica - English](#)
- [Dominican Republic - English](#)
- [El Salvador - English](#)
- [Guatemala - English](#)
- [Honduras - English](#)
- [Jamaica - English](#)
- [Mexico - English](#)
- [Panama - English](#)
- [Puerto Rico - English](#)
- [Trinidad and Tobago - English](#)
- [United States - English](#)




Europe

- [Austria - English](#)
- [Belgium - English](#)
- [Czech Republic - English](#)
- [Denmark - English](#)
- [Estonia - English](#)
- [Finland - English](#)
- [France - English](#)
- [Germany - English](#)
- [Greece - English](#)
- [Hungary - English](#)
- [Ireland - English](#)
- [Italy - English](#)
- [Kazakhstan - English](#)
- [Latvia - English](#)
- [Lithuania - English](#)
- [Netherlands - English](#)
- [Norway - English](#)
- [Poland - English](#)
- [Portugal - English](#)
- [Romania - English](#)
- [Russia - English](#)
- [Slovakia - English](#)
- [Spain - English](#)
- [Sweden - English](#)
- [Switzerland - English](#)
- [Turkey - English](#)
- [Ukraine - English](#)
- [United Kingdom - English](#)



Middle East & Africa

- [Israel - English](#)
- [Morocco - English](#)
- [Pakistan - English](#)
- [Saudi Arabia - English](#)
- [South Africa - English](#)
- [United Arab Emirates - English](#)



Asia & Pacific

- [Indonesia - English](#)
- [Japan - English](#)
- [Korea - English](#)
- [Malaysia - English](#)
- [Philippines - English](#)
- [Singapore - English](#)
- [Taiwan - English](#)
- [Thailand - English](#)
- [Vietnam - English](#)

The displayed language is updated.

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Access the Registration Instructions from the Resources tab.

The screenshot shows the 3M Supplier Direct website. At the top left is the 3M logo with the tagline "Science. Applied to Life.™". To the right are links for "Help" and "Please Sign In". Below the logo is a navigation bar with links: "PRODUCTS FOR BUSINESS", "PRODUCTS FOR CONSUMERS", "NEWSROOM", and "ABOUT US". A search bar is located on the right side of the navigation bar. The main header area is titled "3M Supplier Direct" and contains a horizontal menu with links: "OVERVIEW", "SUPPLIERS", "SUPPLIER REQUIREMENTS", "PROSPECTIVE SUPPLIERS", "RESOURCES", and "CONTACT 3M". The "RESOURCES" link is highlighted with a red box, and its dropdown menu is open, showing links: "Registration Instructions", "Supplier Learning Academy", "FAQs", "Global/Local Supplier News", "Contact 3M", "3M ERP Support", and "View All". The "Registration Instructions" link is also highlighted with a red box. The background of the header area is a night-time cityscape with a highway. At the bottom left of the header area, there is a URL: http://www.3m.com/3M/en_US/suppliers-direct/prospective-suppliers/.

Click on the Internet Browser Back button to return to the first window. To register for 3M Supplier Direct, click on "Please Sign In".

The screenshot shows the 3M Supplier Direct website. At the top left is the 3M logo with the tagline "Science. Applied to Life.™". To the right are links for "Help" and "Please Sign In". Below the logo is a navigation bar with links: "PRODUCTS FOR BUSINESS", "PRODUCTS FOR CONSUMERS", "NEWSROOM", and "ABOUT US". A search bar is located on the right side of the navigation bar. The main header area is titled "3M Supplier Direct" and contains a horizontal menu with links: "OVERVIEW", "SUPPLIERS", "SUPPLIER REQUIREMENTS", "PROSPECTIVE SUPPLIERS", "RESOURCES", and "CONTACT 3M". The background of the header area is a night-time cityscape with a river and buildings. The "Please Sign In" button is highlighted with a red box.

Continue to [Registration Form](#).

Registration Form:

Note The instructions below are intended for 3M External Suppliers who do not currently have a 3M VSRM (Visitor Management/Supplier Direct). If you currently have a 3M VSRM/Supplier Direct Account, please see

[Requesting Additional Supplier Direct Access.](#)

Click on Register to create a VSRM/Supplier Direct Account.

Step 1: Enter Authorization or Registration Code.

Enter “IT_PLM” in the [Registration Code](#) field then click on Next.

Step 2: Enter Your Information.

Fill in the required fields indicated by the red asterisk (*). To activate each field, click below the field name and enter the requested information.

- The email address provided in the form must match the email address provided on the PLM Registration form.

[Help](#)[PRODUCTS FOR
BUSINESS](#) ▼[PRODUCTS FOR
CONSUMERS](#) ▷[ABOUT US](#) ▼[PARTICLES BY 3M](#) ▷

Registration

Salutation

-Select One-



First Name *

Middle Initial

Last Name *

E-mail Address *

Username ?

Registration Form Continued:

Password *

- Must Be 12-20 characters
- Must include 3 of following:
 - 1 uppercase letter(A-Z)
 - 1 lowercase letter (a-z)
 - 1 numeral (0-9)
 - 1 symbol(\$,!,#,%)

Re-enter Password *

3M Customer Account Number

Company Name: *

Mailing Address: *

Address 2:

City: *

State/Province: *

Postal Code: *

Continued Form:

Continue filling out the form.

Click on the  icon to the left of “Expand and Accept Extranet Access Agreement” to review the Extranet Access Agreement.

Click in the Checkbox to the left of “I accept the Extranet Access Agreement”.

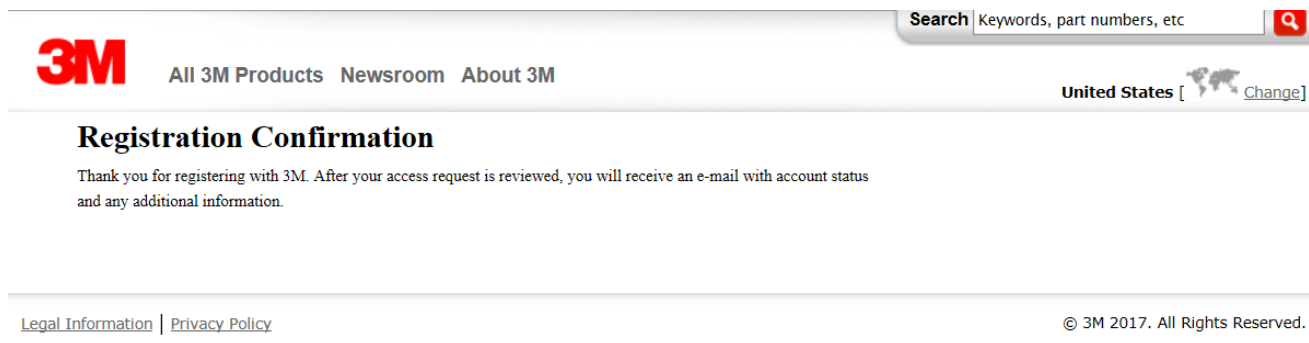
Click Submit.



The image shows a registration form with various fields and annotations. The fields are: Country (dropdown), Phone Number (text), Phone Number Extension (text), Fax Number (text), Language (dropdown), Personal Verification Question 1 (dropdown), Personal Verification Answer 1 (text), Personal Verification Question 2 (dropdown), and Personal Verification Answer 2 (text). Below these fields are two checkboxes: "Expand and Accept Extranet Access Agreement" (annotated with a red circle and the number 1) and "I accept the Extranet Access Agreement" (annotated with a red circle and the number 2). At the bottom are "CLEAR" and "SUBMIT" buttons. A callout box on the right contains the following instructions:

1. Click here to Expand and Accept Extranet Access Agreement.
2. Click the Checkbox to Accept the Extranet Agreement.

The following window will display.



The image shows the "Registration Confirmation" page of the 3M website. The page has a header with the 3M logo, navigation links (All 3M Products, Newsroom, About 3M), a search bar, and a language selector (United States). The main content area displays the title "Registration Confirmation" and a message: "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." The footer contains links for "Legal Information" and "Privacy Policy", and a copyright notice: "© 3M 2017. All Rights Reserved."

You will receive an e-mail from 3M Administration when your account has been approved. Once you have received the e-mail notification, you will then be able to log onto Supplier Direct and the 3M’s Global PLM platform.

Requesting Additional Supplier Direct Access:

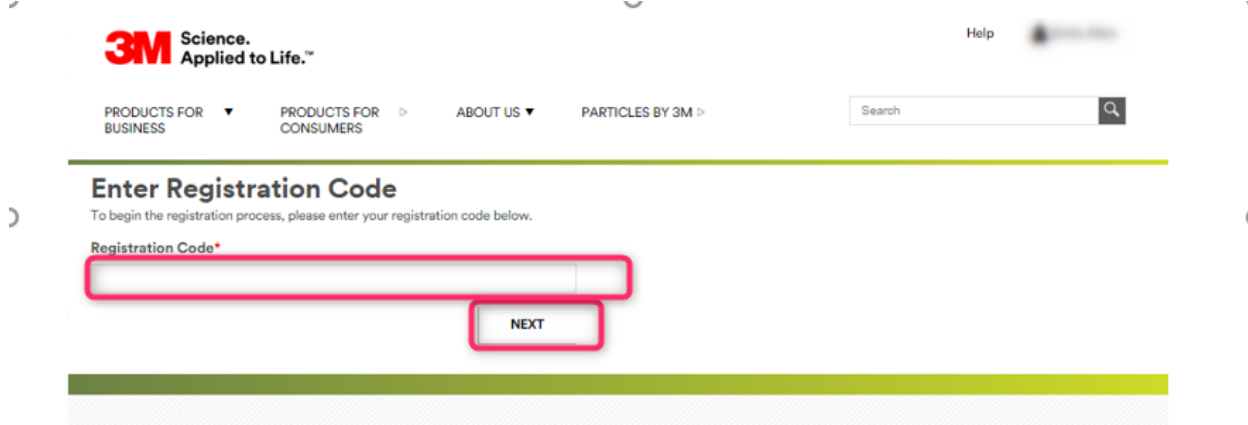
The instructions below are for Suppliers who already have an existing 3M Supplier Direct account and need to add 3M's Global PLM system to their access.

Login to Supplier Direct at <http://www.3m.com/suppliers/>

Login using your Supplier Direct credentials on the Enterprise Network Login form. Click "Login".

Scroll down and click "Request Additional Access" under the "Quick Links".

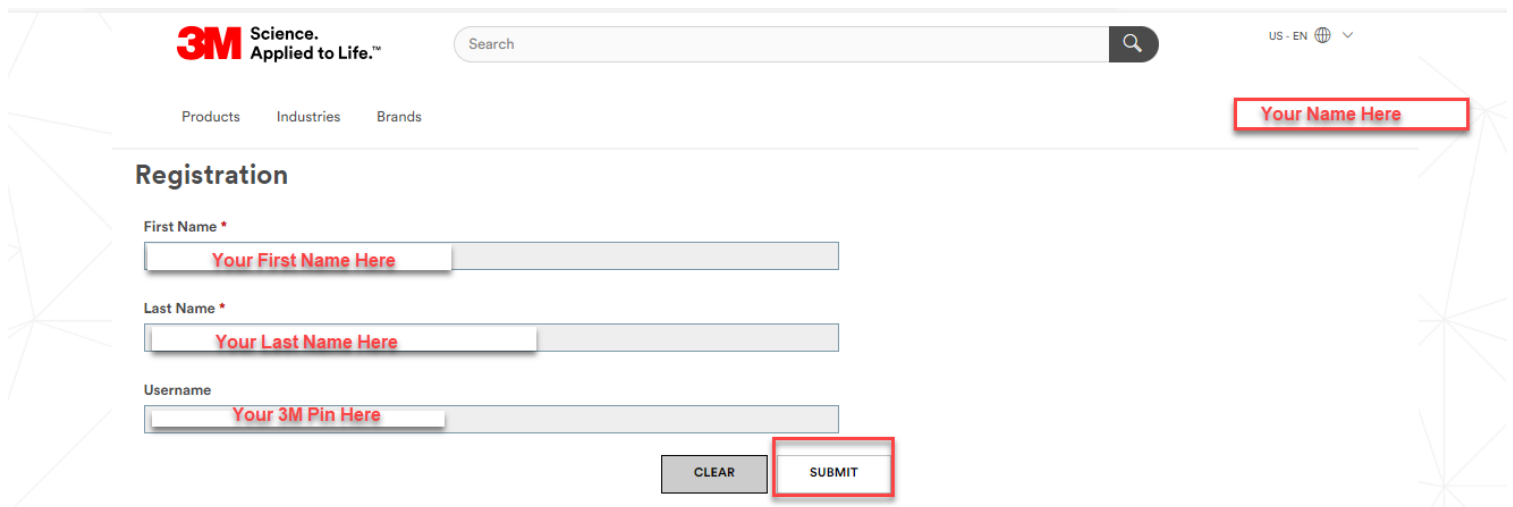
Enter the [Registration Code](#) "IT_PLM". Click Next.



The screenshot shows the 3M Science website header with the logo and navigation links: PRODUCTS FOR BUSINESS, PRODUCTS FOR CONSUMERS, ABOUT US, and PARTICLES BY 3M. A search bar is located on the right. Below the header, the main heading is "Enter Registration Code" with a subtext: "To begin the registration process, please enter your registration code below." There is a text input field labeled "Registration Code*" and a "NEXT" button. The input field and the button are highlighted with red rectangles.

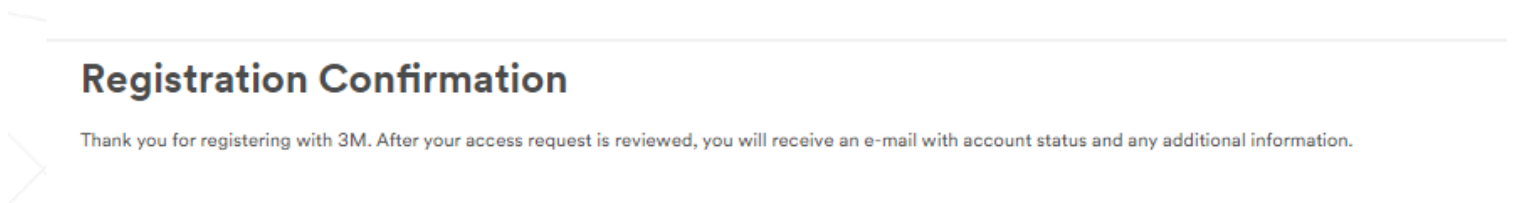
The Registration Form will display with fields auto populated. Validate the information on the Registration form. To change field information, click on the field and update the information.

Click Submit at the bottom of the form.



The screenshot shows the 3M Science website header with the logo and navigation links: Products, Industries, and Brands. A search bar is located on the right. Below the header, the main heading is "Registration". There are three text input fields: "First Name*", "Last Name*", and "Username". Each field contains placeholder text: "Your First Name Here", "Your Last Name Here", and "Your 3M Pin Here" respectively. At the bottom of the form, there are two buttons: "CLEAR" and "SUBMIT". The "SUBMIT" button is highlighted with a red rectangle.

The system will display a Registration Confirmation



The screenshot shows the 3M Science website header with the logo and navigation links: Products, Industries, and Brands. A search bar is located on the right. Below the header, the main heading is "Registration Confirmation". The text below the heading reads: "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."

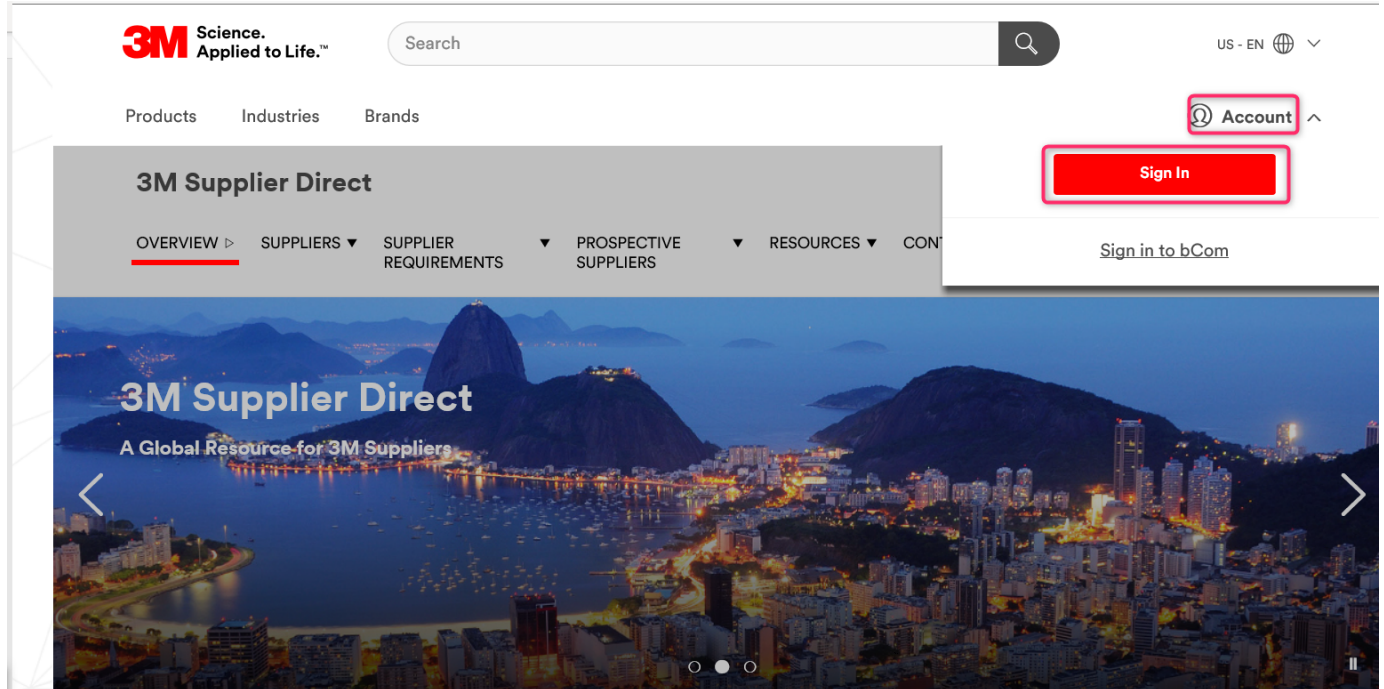
You will receive an e-mail from 3M Administration when your account is approved. Once you have received the e-mail notification, you will then be able to log onto Supplier Direct and the 3M's Global PLM platform.

Once you have received approval of Supplier Direct Registration, to access PLM instructions available from this [link](#).

Supplier Direct Login for US and external US Suppliers:

Login to Supplier Direct at <http://www.3m.com/suppliers/>

- Click on Account and click Sign In button.



The system prompts for a login, please use your username and the password you created for Supplier Direct and click Login.
Note: Password needs to be at a minimum 12 characters in length containing alpha-numeric characters, with one capital letter and NO special characters.

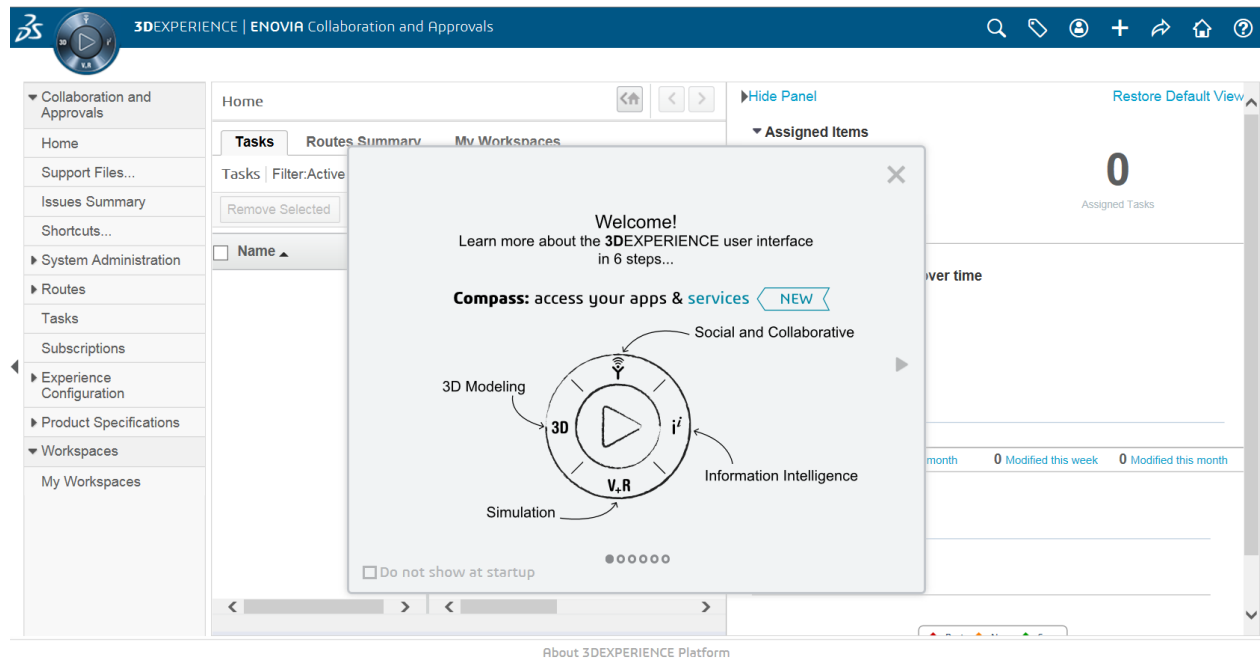
The screenshot shows the "Enterprise Network Login" page. On the left, there is a login form with fields for "Username" and "Password", and a "LOGIN" button. To the right of the login form, there are links for "Don't Know Your Username?", "Don't Know Your Password?", "View Terms and Conditions", "View Extranet Access Agreement", and "Change Password". Below these links is a "REGISTER" button. The 3M logo and tagline "Science. Applied to Life." are at the top left, and "Worldwide" is at the top right. The footer contains "3M Legal Information | Privacy Policy" and "©3M 1995-2017. All rights reserved."

Global PLM Setup:

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

Welcome Page:

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.

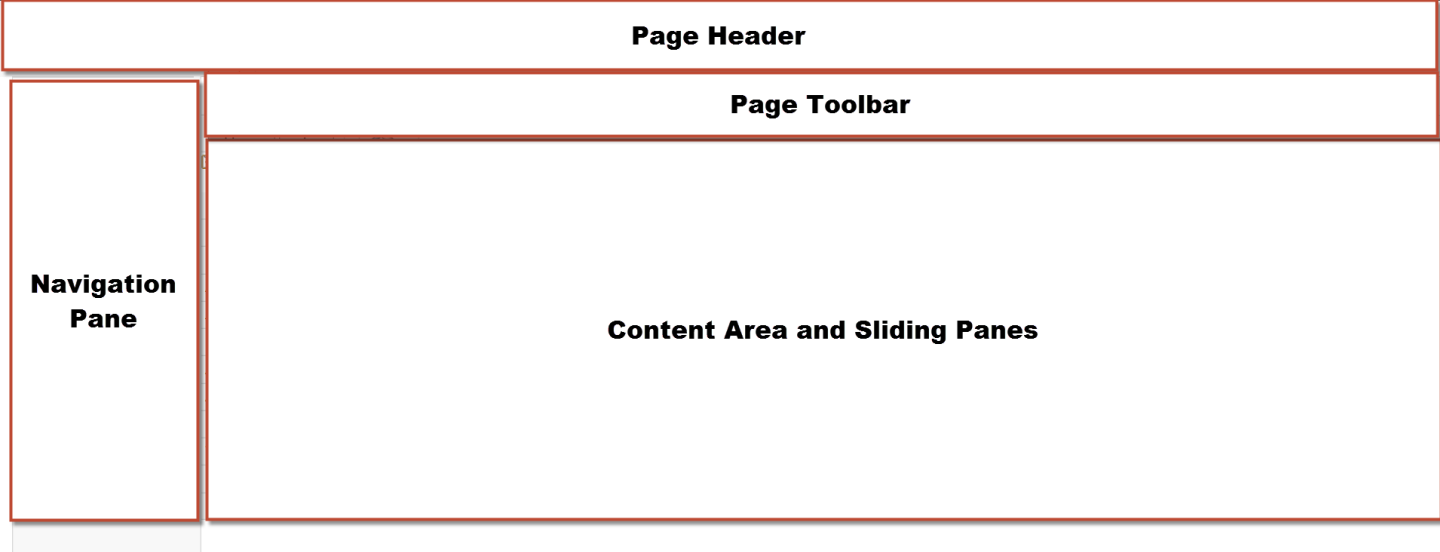


Assigned Items, Document Updates and Task Due Timeline:

In the upper left corner, click “Hide Panel” to close this panel.

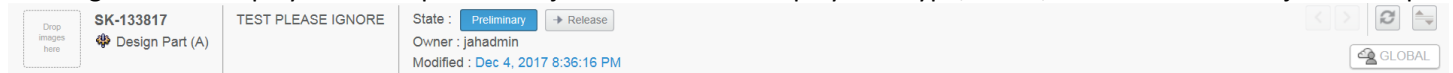
PLM Object Review Window Display

On the 3M PLM Review window will display:



Page Header:

The Page Header displays at the top of the object window that displays the type, name, revision and the object description.



Page Toolbar:

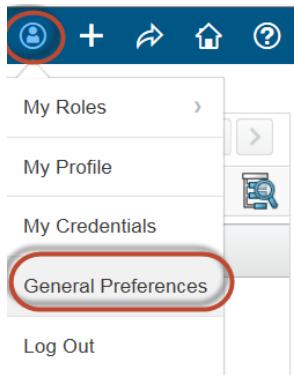
The Page Toolbar contains the menus and icons (buttons) on the top of a given page.

Preferences Home Page Setup:

You can update the Home Page screen from Default to Tasks or to My Workspaces

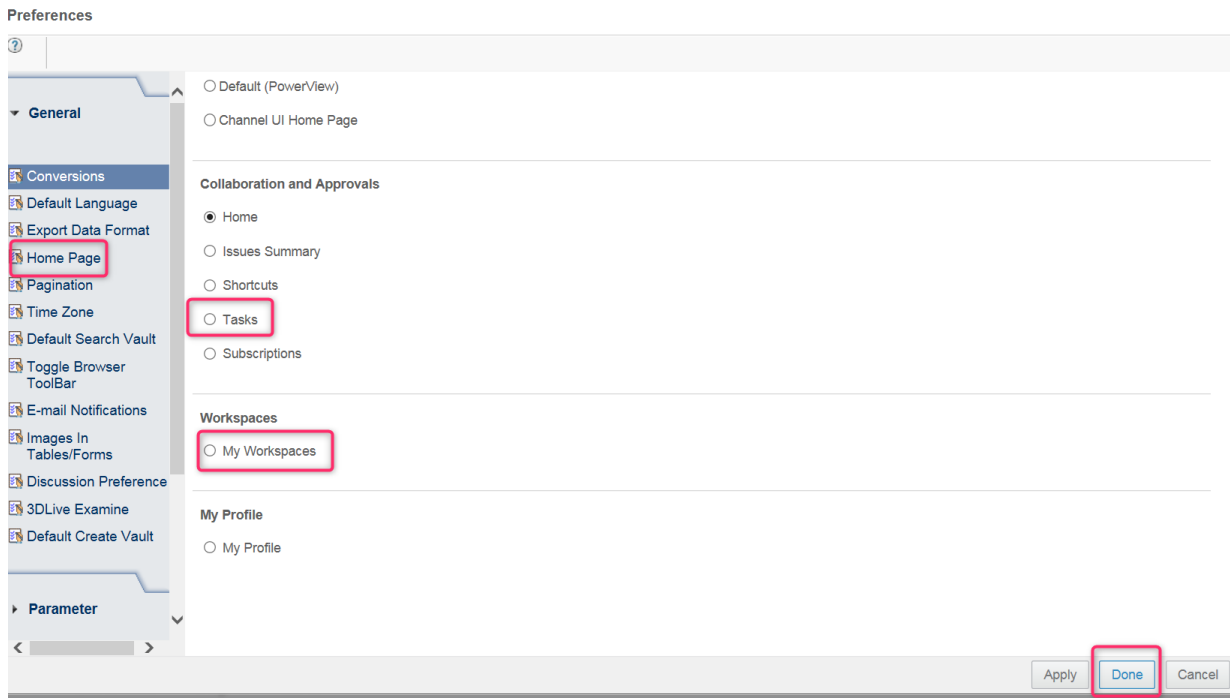
With Tasks as your homepage, when you login, the system will display all your tasks to approve.

Click on the Me icon -  > General Preferences...



Click Home Page in the left panel.

Click the Tasks or My Workspaces and then click “Done” in the lower right corner of the window.





Toolbars/Icons:































The most obvious change in release 17X is the look of the main page. All menus display by clicking on an icon. The biggest change in 17X is accessing the toolbars.




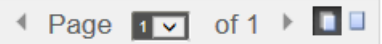

PLM Icon Function:

Icon	Icon Label	Function
	ME	<p>Clicking this icon allows access to the user’s My Roles, My Profile, My Credentials, General Preferences and Log Out</p> <p>My Roles and My Credentials are not accessed by Suppliers to 3M</p> <p>My Profile: For any Name changes or updates to e-mail please call 651-737-0353 or Toll Free at 877-439-7426</p> <p>General Preferences: Allows the user to set the Home Page to Tasks or to My Workspaces.</p> <p>Logout: Logs the user out of the Global PLM system</p>
	Add	This is the new Create Menu. This is not available to Suppliers to 3M

PLM Icon Function continued:

	Home	This allows the user to perform: Home: This will return you to your home page in the Global PLM system General (Real Time) Search: This allows the supplier to perform a General Real Time Search. Note: Not all suppliers have access to the General Real Time Search																								
	Share	This allows the current URL link of the Global PLM object to be e-mailed to someone else. The e-mail recipient must have a 3M Global PLM account which allows them to log in and use the URL.																								
	Assistance	This is the help menu which only has Dassault’s out of the box help and does not address 3M’s customizations. A Dassault account is required to use their system website.																								
	Home	Clicking this button will take you to the ENOVIA Collaboration and Approvals home page, this will not be the homepage that was selected under your General Preferences. – DO NOT USE this icon to access Home. To access your Home display, click on your Internet Browser icon in your Application tray. Click on the thumbnail of the PLM Home page.																								
	Back	Clicking this button will display a previous object you were looking viewing; it does not move you to the previous category or current object.																								
	Forward	Clicking this button moves you to an object you visited recently. This button will become active when you have used the back button.																								
	Expand/ Collapse	This icon will shrink the header page or expand it if you have already collapsed it																								
	Refresh	The Refresh icon found in the object window’s page header will refresh the information in both the page header and the main content area of the object window.																								
	Structure View	This icon allows the user to see the Workspace Structure																								
	Categories	This icon allows the user to see the left navigation pane of the Workspace.																								
	Download	Using the Download Icon on a PLM object, allows the user to open the file for review or save the PDF file to their hard drive.																								
	Tools	<p>This icon allows the user to Compare, Export, Printer Friendly, Multi Column Sorting, Help</p> <p>Compare – generates an attribute comparison report between two different PLM objects. A report is generated based on the attribute selection.</p> <p>Multi Column Sorting allows the records to be sorted using multiple columns. Note: The Multi Column sorting will need to be removed to return the records to default display</p> <p>The Printer Friendly option will create a non-editable image of the displayed 3M Objects.</p> <p>Export will allow the records to be exported to a .csv which can be opened in Excel. A CSV file is created and can be opened in Excel by using this option. From the Tasks window, select the items to be exported by clicking in the box to the left of the item record.</p> <table><tr><td><input checked="" type="checkbox"/></td><td></td><td>78-9988-5448-9</td><td>A</td><td>Prod...</td><td>UC223 CAD CHECK OU...</td><td>Preli...</td><td></td><td></td><td>Feb 2,...</td><td>Feb 2, 2...</td><td>Test...</td></tr><tr><td><input checked="" type="checkbox"/></td><td></td><td>78-9988-5413-3</td><td>A</td><td>Desi...</td><td>UC223 Add Items to Fold...</td><td>Preli...</td><td></td><td></td><td>Jan 2...</td><td>Jan 26, 2...</td><td>Test...</td></tr></table> <p>All listed items can be selected by click in the box to the left of the column header “Type”. After selecting the items to be exported, click on the Tools icon and select the Export option. A File Download window will display with the option to Open or Save the information to your computer. To save information in Excel format, click on Save button on File Download window. Name the file and note to what file directory the file is being saved. Launch Microsoft Excel navigate to the csv file location and select the csv file.</p>	<input checked="" type="checkbox"/>		78-9988-5448-9	A	Prod...	UC223 CAD CHECK OU...	Preli...			Feb 2,...	Feb 2, 2...	Test...	<input checked="" type="checkbox"/>		78-9988-5413-3	A	Desi...	UC223 Add Items to Fold...	Preli...			Jan 2...	Jan 26, 2...	Test...
<input checked="" type="checkbox"/>		78-9988-5448-9	A	Prod...	UC223 CAD CHECK OU...	Preli...			Feb 2,...	Feb 2, 2...	Test...															
<input checked="" type="checkbox"/>		78-9988-5413-3	A	Desi...	UC223 Add Items to Fold...	Preli...			Jan 2...	Jan 26, 2...	Test...															

PLM Icon Function continued:

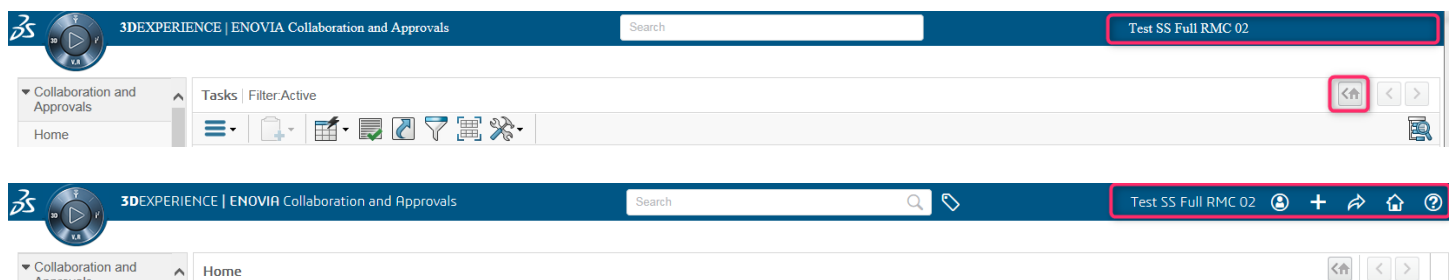
Icon	Icon Label	Function
	Open in New Window	Using the “Open in New Window” Icon will open the related object in a New Window. When the New Window is closed, the window the information was launched from will still display.
	Pagination Off	Found in the lower right corner of Workspace and Workspace Folder window or Task window.  User will be able to scroll through all listed. After Pagination Off has been selected pagination will display as  .
	Pagination ON	Found in the lower right corner of Workspace and Workspace Folder window and Task window.  User will need to use page forward or back to move through the listing.
	View	Clicking on this icon allows the PDF file to be viewed.
	File Attachment	Found in the Search results for documents and listed documents in Workspace folders.
	Customize Table View	Clicking on this Icon will allow you to access All Tasks, Active Tasks, Completed Tasks and Tasks to be Accepted. This icon also allows the creation of your own customized views.
	Mass Approval	This icon is available from the Task window and allows the Supplier to approve Tasks.
	Actions	This icon allows you to: Add Workspace Content, Add to Collection, Create New, Update Documents, Lock, Unlock, Checkout and Zip, Download PDF Images and Lock to Self
	Checkout	Allows the user to check out the document file from a Workspace

Header Icons no longer display:

When your header icons no longer display try one of the following two methods.

Method 1) Place mouse at the end of the URL in the URL bar and press Enter to reload the page

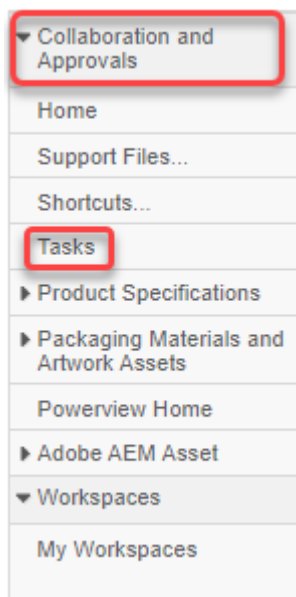
Method 2) Close your browser and open a new browser window and log in again.



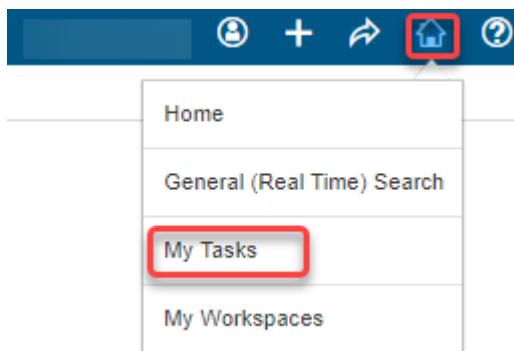
Navigating to Your Assigned Tasks:


Assigned Tasks can be accessed using the following methods:

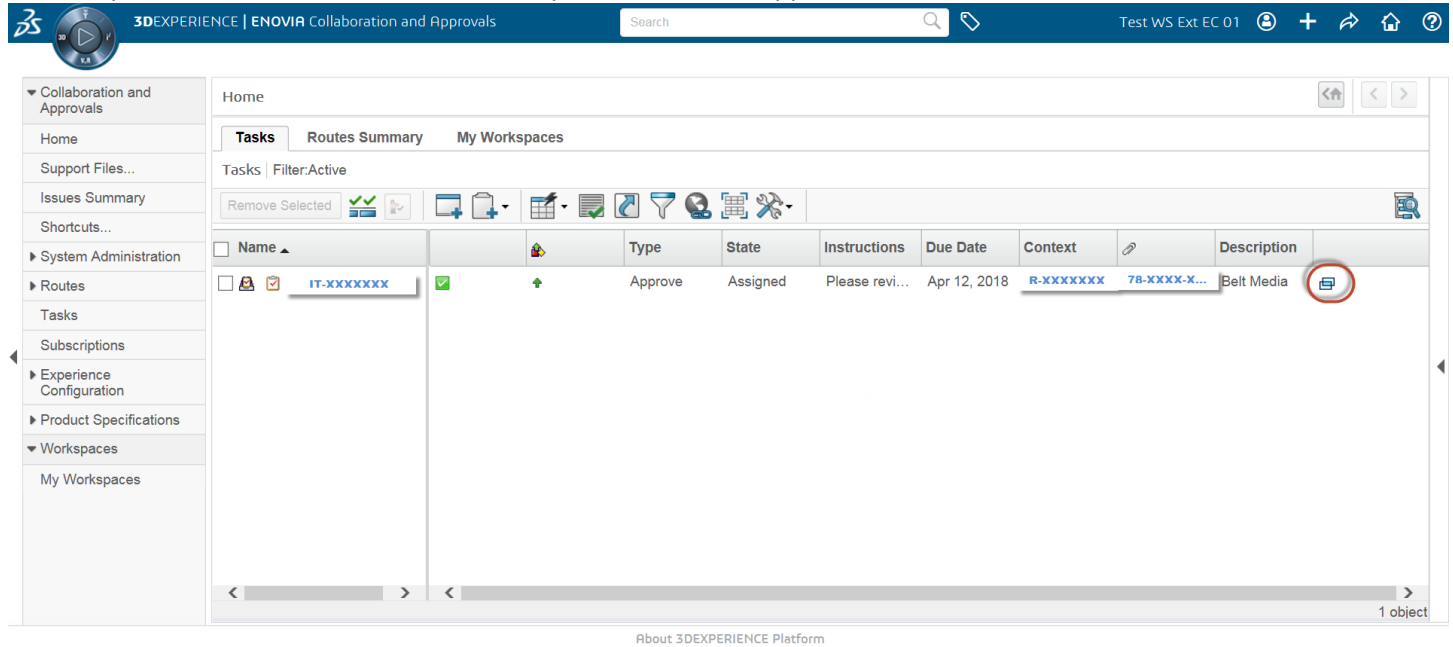
1. Tasks assigned for your approval will display if you have the Homepage under General Preferences set to Default or Tasks.
2. Your Tasks can also be accessed by clicking on Tasks in the Collaboration and Approval navigation pane



3. Assigned Tasks can also be accessed by clicking the Home icon and selecting "My Tasks".



On Tasks screen, click on the blue double pane (Launch Window)  window to the far right of the record to open Summary View screen that will have links to specification and supplier document attachments.



Home

Tasks Routes Summary My Workspaces


Tasks | Filter:Active

Remove Selected

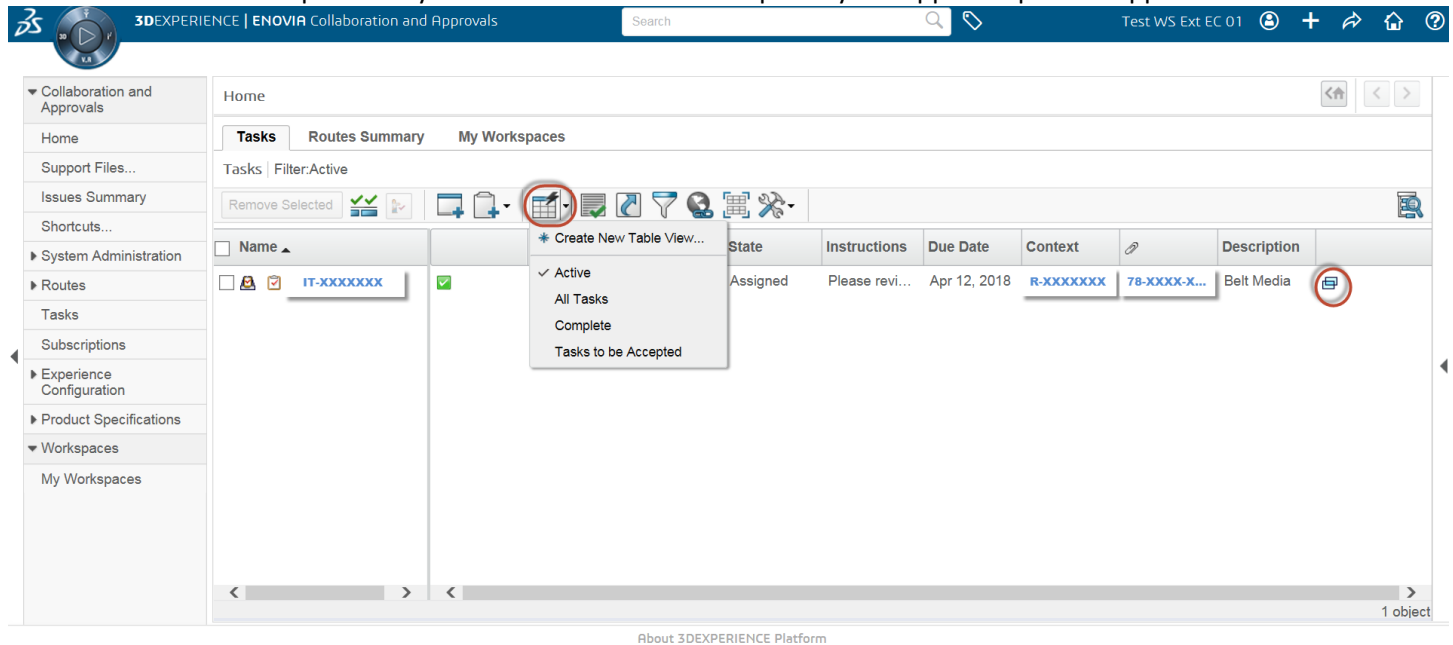
Name	Type	State	Instructions	Due Date	Context	Description
IT-XXXXXXX	Approve	Assigned	Please revi...	Apr 12, 2018	R-XXXXXXX 78-XXXX-X...	Belt Media

1 object

About 3DEXPERIENCE Platform

Manage your approvals on Tasks screen by using drop-down arrow on right side of the Create Table View  icon and click on one of the items.

- All Tasks = All Active and Completed Tasks assigned to you.
- Active = All Active Tasks that need your approval.
- Complete = All Completed Tasks that you have approved.
- Tasks to be Accepted = Any tasks that needs to be accepted by the approver prior to approval



Home

Tasks Routes Summary My Workspaces

Tasks | Filter:Active

Remove Selected

Name	State	Instructions	Due Date	Context	Description
IT-XXXXXXX	Assigned	Please revi...	Apr 12, 2018	R-XXXXXXX 78-XXXX-X...	Belt Media

1 object

About 3DEXPERIENCE Platform

Approving Inbox Tasks:

In Summary View screen, of the Inbox Task can be viewed by clicking on IT number under Name column. When you are ready to approve, click Approve button on this screen.

Then

Drop images here

IT-XXXXXXX
IT-XXXXXXX

Inbox Task (1) 1

State : Assigned

Owner : Supplier Name

Modified : Apr 5, 2018 8:02:45 AM

Review

GLOBAL

IT-XXXXXXX

Content

History

Properties

Revision

Routes

IT-XXXXXXX : Summary View

Approve

Reject

Properties

Fields in red italics are required.

Owner

Supplier Name

Originated

Apr 5, 2018 8:02:44 AM

Due Date

Apr 12, 2018 8:02:44 AM

Allow Delegation

Yes

Assignee

Supplier Name

Routes

R-XXXXXXX

Action

Approve

Approval Status

State

Assigned

Task Requirement

Optional

Instructions

Please review the Belt Media Specification


Route Owner Review

No

Content

Name	Actions	Description	State	State Block
Global PLM Object for Approval		Belt Media	Review	Review

Mass Approval Method:


Another Approval method is to close the window you are on, once your review is completed. Click on  and then click on Tasks in the left navigation pane. A listing of Global PLM Inbox Tasks assigned to for approval will display. The Global PLM object can also be accessed from this window for review. Clicking on the Global PLM Object link will open the object in a new window.



Click in the box to the left of the Inbox Task and click Mass Approval icon

Home

Tasks Routes Summary My Workspaces



Tasks Filter:Active

Remove Selected 


Name	Type	State	Instructions	Due Date	Context	Description
  IT-XXXXXXX	Approve	Assigned	Please revi...	Apr 12, 2018	R-XXXXXXX PLM Object	Belt Media

1 object, 1 selected

About 3DEXPERIENCE Platform

If you have opened the Global PLM object and don't know how to get back to the Task Summary View to approve the specification, close the window you are on. Click on  > Tasks in the left navigation pane, your Inbox Tasks for approval will display. Follow same path as before, on Tasks screen, click on the blue double pane (Launch Window)  window to the far right of the record to get to Summary View. In Summary View, click Approve button.

IT-XXXXXXX IT-XXXXXXX

Inbox Task (1) 

State: Assigned Review

Owner: Supplier Name 01

Modified: Apr 5, 2018 8:02:45 AM

GLOBAL

IT-XXXXXXX : Summary View

Note: The Reject button may not display depending on 3M Settings.

Approve Reject

Third, Please Approve by clicking on "Approve"

Fields in red italics are required.

Owner: Supplier Name

Originated: Apr 5, 2018 8:02:44 AM

Due Date: Apr 12, 2018 8:02:44 AM

Allow Delegation: Yes

Assignee: Supplier Name

Routes: R-XXXXXXX

Action: Approve


Approval Status

State: Assigned

Task Requirement: Optional

Instructions: Inbox Task Instructions

Route Owner Review: No

Name	Actions	Description	State	State Block
Global PLM Object for Approval		Global PLM Object Description	Review	Review

First, Review the Global PLM Object

To validate the success of your Approve/Reject action:

Close the window you are on. Click on  -> Tasks from the left navigation pane.

To validate the approval/rejection of the Inbox Task is successful when the record no longer displays on the Tasks window. If you need further assistance, please contact the 3M PLM Technical Support Center at: 651-737-0353 or toll free within the US: 877-439-7426.

Navigating to Your Workspace:

Workspaces can be accessed from the left navigation pane by expanding Workspaces and clicking on My Workspaces.

Click on the  to the right of the Workspace name to open the Workspace

3DEXPERIENCE | ENOVIA Collaboration and Approvals

Collaboration and Approvals

Home

Support Files...

Issues Summary

Shortcuts...

System Administration

Routes

Tasks

Subscriptions

Experience Configuration



























Product Specifications

Workspaces

My Workspaces

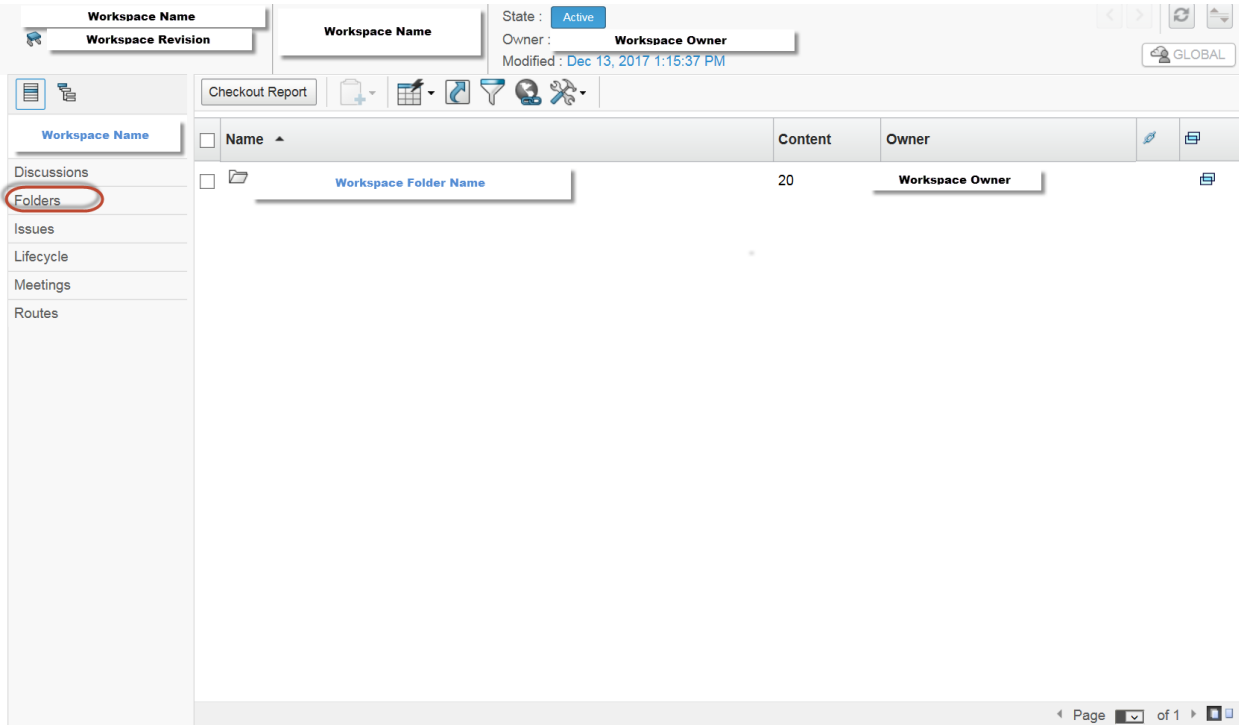
Workspace

Workspace Wizard

	Name /	Description	State	Owner	
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		
<input type="checkbox"/>			Active		



From the Workspace left navigation pane, click Folders to access workspace folders.

In the right window, either sub folders or data records will display.



Workspace Navigation:

At the top of the left navigation pane, these two icons are available these icons allow you to toggle between the Structure and the Workspace Categories. The Workspace Default View is set to the Structure View.

Icon	Icon Label	Icon Function
	Structure View	This icon allows the user to see the Workspace Structure
	Categories	This icon allows the user to see the left navigation pane of the Workspace.

Creating S-Folder Documents in a Workspace:



The “Create New” function can be found under the Actions icon.

Step 1 of 2 Specify Details form will display

Select Create New from the Actions menu


Select the appropriate Vault, if you have not set up your Create Vault Preferences

Do not update the Type or Policy field

Enter a brief description

Click Next

Step 1 of 2:Specify Details



Fields in red italics are required.

Vault

Division Engineering

...

Type

Document

..

Policy

Document

▼

Title

Description

Create S Document Test

^

▼

Cross Reference ID

User Defined Search Attribute

Superceded By

Read Access

Division Only

▼

Export Control

No

▼

CAD Type

▼

Comments

^

▼

Next

Cancel

Step 2 of 2: Upload Files


Browse to the File location and upload the file

Do not update the File/Format from Generic.

Click Done

https://plmstaging17x.3m.com/3dspace/components/emxCommonDocumentCheckinDialogFS.jsp - Windows Internet Explorer pro...

Step 2 of 2: Upload Files

Templates 

Fields in red italics are required.

File | Format

<input type="text"/>	Browse...
Generic	▼
<input type="text"/>	Browse...
Generic	▼
<input type="text"/>	Browse...
Generic	▼
<input type="text"/>	Browse...
Generic	▼
<input type="text"/>	Browse...
Generic	▼

Previous **Done** Cancel

Searching:



The Search options are found under the Home icon.

Changes to Searching:

The layout of the General (Real Time) Search has changed. The Search criteria fields now display in the left pane of the Search window.

When using the General Real Time Search, the ability to double-click on an item to select it no longer works. Click in the check box to the left of the item then click the item Name to open the object (opt 1 in display) OR use the Open in new



window icon found to the right of the item (opt 2 in display).

Note: If you do not have access to an object, the search results will display the type, name/number, and revision the system will display “No Access” in each of the following fields: Description, State, EBOM, view, Modified, Originated, Owner and Vault.

Search Refinement

General (Real Time) Search

Results: 100, 1 selected

☐ Case Sensitive Limit to 100 results

Type

Name/Number
78-9988-54**

Revision
☐ Highest Released ☒ Highest Released & un-Released

Vault
ALL_VAULTS

State

Originated

Modified

Owner

Originator

Policy

General (Real Time) Search

3M Actions


Display Name

Opt 1

Display Name	Type	Description	State	EBOM	view	Modified	Originated	Owner	Vault
<input checked="" type="checkbox"/> 78-9988-5461-2	Desi...	DS140 Test Data	Rele...			Feb 2,...	Feb 2, 2...	Test...	
<input type="checkbox"/> 78-9988-5463-8	Desi...	DS140 Test Data	Rele...			Feb 2,...	Feb 2, 2...	Test...	Inf
<input type="checkbox"/> 78-9988-5400-0	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5401-8	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5402-6	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5403-4	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5404-2	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5405-9	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5406-7	Prod...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5406-7	Prod...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5407-5	Prod...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5407-5	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5408-3	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5408-3	CAD...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5408-3	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5409-1	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5409-1	CAD...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5410-9	Desi...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc
<input type="checkbox"/> 78-9988-5410-9	CAD...	No Access	No...	N...	N...	No Ac...	No Access	No...	Nc

Opt 2

Table Views:

Table views in the Global PLM system allow multiple columns to be sorted and personalized. The views can be created and saved. From the Search results window click on the Customize  icon.

1 – Select from the Available Columns for columns to display in the Search results window.

2 – The right arrow to move the selected column to the Viable Columns


3 – The Viable Columns is a listing of columns that display in the Search results window.

4 – The Viable Columns can be arranged to display in the Search results top to bottom displays left to right in the Search results window.

5 – Data fields can be sorted in ascending or descending order

6 – Name the Table View

Customize Table View | General (Real Time) Search

Reset To Default... 

Name

Available Columns

- Vault
- [Separator]
- Access Codes
- Access Type
- Annual Number of EU Units Imported
- App Version
- Page Number
- Change Controlled
- China RoHS Part Classification
- Compliance Transition
- Compliance Transition Date
- Compliance Transition Part Number
- Contains CFCs
- Cross Reference ID
- Division Code
- Drawing Size
- Drawn By
- ECO
- EEE Compliance Indicator
- Estimated Cost
- Estimated Production Start Date
- Expiration Date
- Export Control
- External Part Stage
- External Part Version

Visible Columns

- Display Name
- [Freeze Pane Separator]
- Revision
- Type
- Description
- State
- EBOM
- view
- LockedGif
- Modified
- Originated
- Owner
- New Window

Width of selected columns

Sort By

Description

--None--

--None--

Done Cancel

Multi Column Sorting:



Multi Column Sorting can be applied to General Real Time Search result. Click on the Tools icon and select Multi Column Sorting from the menu. Select the column headers from the drop-down list and click in the radio button to sort the columns in ascending or descending order.

Multi Column Sorting Selection - Windows Internet ...

Sort by

1st

Display Name

z ↓

⬤

○

2nd

--None--

z ↓

⬤

○

3rd

--None--

z ↓

⬤

○

Done

Cancel

View and Download File Attachments:

With the document object open, including within a Workspace, document file attachments can be viewed or downloaded from File Images in the left navigation pane. Click the Viewer icon or the pdf document link to view the file. The document can be downloaded by clicking on the download icon. An Open/Save message will display at the bottom of the window.

78-9988-5448-9

UC223 CAD CHECK OUT

State : Preliminary

Product CAD Drawi...

ZIP

Owner : Test WS Full NoExch 01

Modified : Feb 2, 2018 10:06:54 AM

GLOBAL

78-9988-5448-9 A

Files

Files - Images

History

Lifecycle/Review

Reference Parts

Related Documents

Related Items

Related Parts

Revisions

Workspace Folders

Checkin PDF file...

Delete Selected ...

78-IMG6-1100-6-A___.pdf

PDF

2/2/2018 10:03:56 AM

Viewer

Download

C 78-WS1-1100-6-A___.pdf

PDF

2/2/2018 10:03:57 AM


Viewer

Download

Edit Profile to Update your Address, Phone Number, Extended Absence:

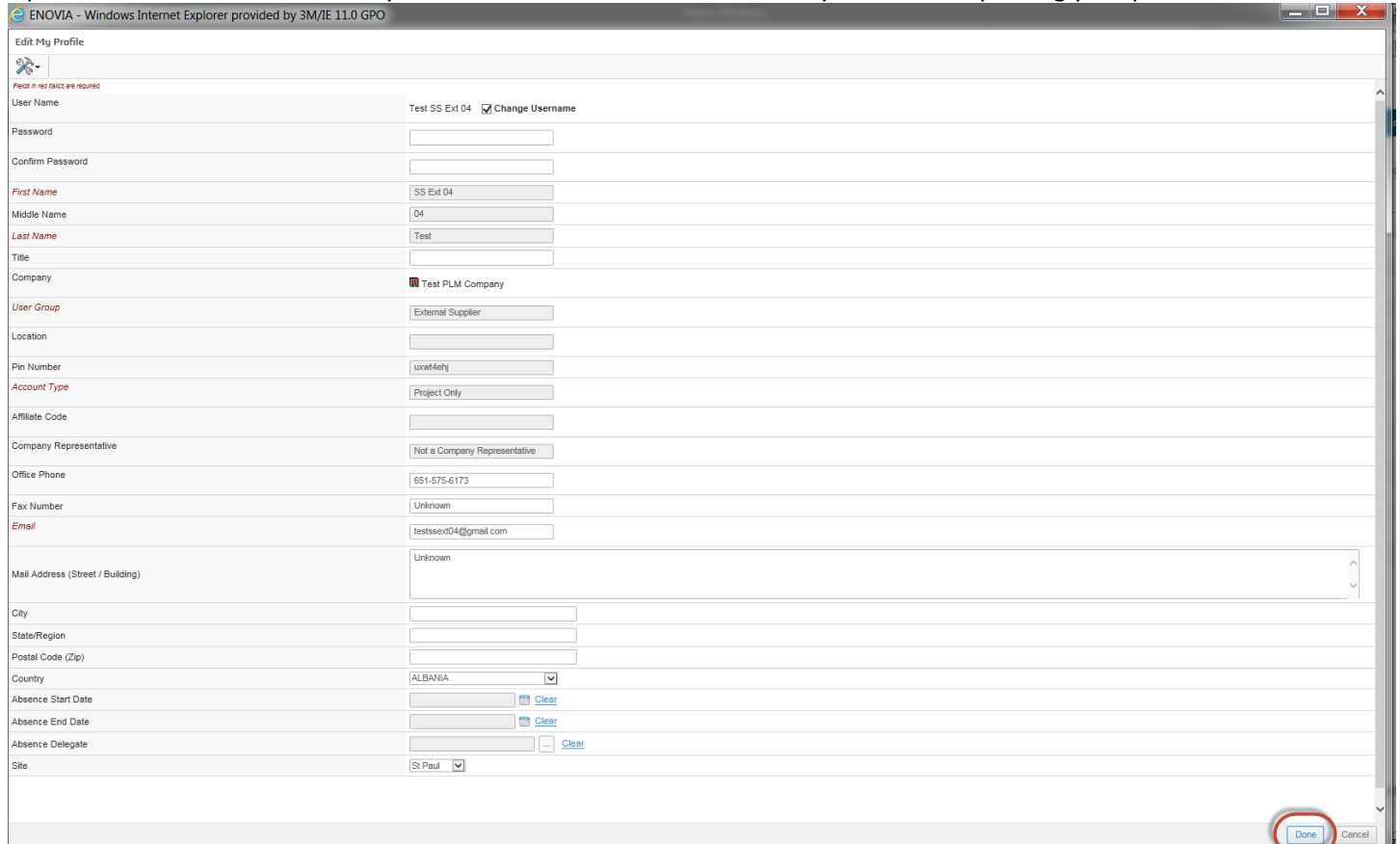
NOTE: For name changes or e-mail address changes, please contact the 3M PLM Technical Support Center 651-737-0353 or toll free within the US at 877-439-7426. If your e-mail needs to be updated, please also update your e-mail in Supplier Direct as they should match.

Updating your Address and Phone Number:

To update your Address or Phone Number, click on the ME  icon.

Click My Profile.

Update the information, such as your address then Click “Done” when you’re done updating your profile.



ENOVIA - Windows Internet Explorer provided by 3M/IE 11.0 GPO

Edit My Profile

Please note: Fields in red italics are required.

User Name	Test SS Ext 04 <input checked="" type="checkbox"/> Change Username
Password	<input type="password"/>
Confirm Password	<input type="password"/>
First Name	SS Ext 04
Middle Name	04
Last Name	Test
Title	<input type="text"/>
Company	<input checked="" type="checkbox"/> Test PLM Company
User Group	External Supplier
Location	<input type="text"/>
Pin Number	uxat4ehj
Account Type	Project Only
Affiliate Code	<input type="text"/>
Company Representative	<input type="text"/> Not a Company Representative
Office Phone	651-575-6173
Fax Number	Unknown
Email	testssed04@gmail.com
Mail Address (Street / Building)	Unknown
City	<input type="text"/>
State/Region	<input type="text"/>
Postal Code (Zip)	<input type="text"/>
Country	ALBANIA <input checked="" type="checkbox"/>
Absence Start Date	<input type="text"/> <input type="button" value="Clear"/>
Absence End Date	<input type="text"/> <input type="button" value="Clear"/>
Absence Delegate	<input type="text"/> <input type="button" value="Clear"/>
Site	St Paul <input checked="" type="checkbox"/>

Extended Absence:

Note: Delegate must have a Supplier Direct and PLM account to act on behalf of another individual. Please contact the 3M PLM Technical Support Center 651-737-0353 or toll free within the US at 877-439-7426.

If you plan to be out of office for extended time-period and want 3M sent to another person in your company, use the Absence Start Date, Absence End Date, and Absence Delegate fields.

Absence Start Date – Use calendar to select first day out of office.

Absence End Date – Use calendar to select date of return to office.

Absence Delegate – Select person responsible for acting on your behalf. Person must have PLM account set up.

Note – If specification approval task is in your Tasks screen before the absence start date, system will not automatically send task to delegate.

Click Done.