

3M

Raw Material Specification

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 Platform (formerly known as ENOVIA/eMatrix), click  and select Help.
Documentation and Training	Visit https://www.3m.com/plmhelp To request PLM access, click on the “this form” link under External Supplier Account Requests.
Helpline	651-737-0353
Supplier Helpline	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 Enterprise Packaging Supplier Account:

Enterprise Packaging Supplier accounts can have three different formats.

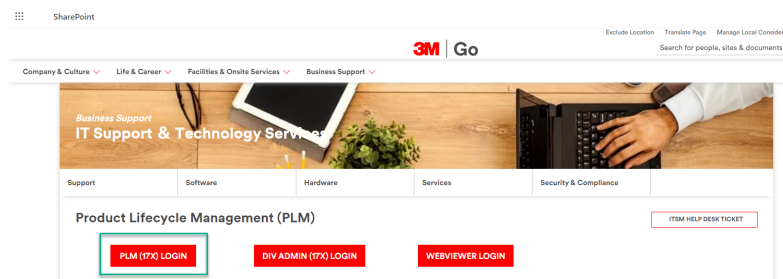
1. The Enterprise Packaging Supplier who has been assigned a 3M Pin and can access the 3M Network using VPN or zScaler. These users are typically contract workers and are using a 3M computer.
2. The Enterprise Packaging Supplier who has a 3M Pin, but do not have access to access to the 3M Network These users will need to register for Supplier Direct.
3. The Enterprise Packaging 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. Enterprise Packaging User with 3M Pin and Access to the 3M Network

Enterprise Packaging 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](#))

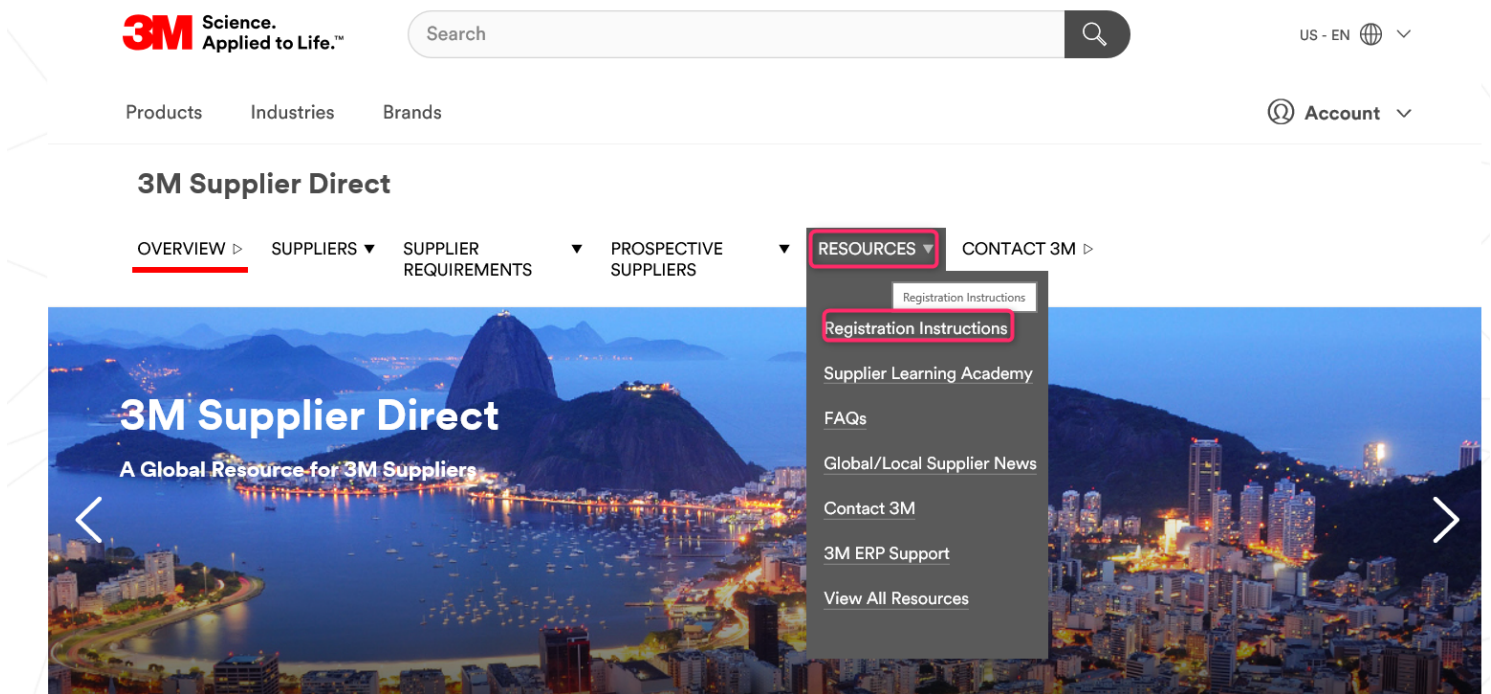
2. Enterprise Packaging User with 3M Pin and do not have access to the 3M Network

The Enterprise Packaging 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 Enterprise Packaging User will need to register for Supplier Direct.

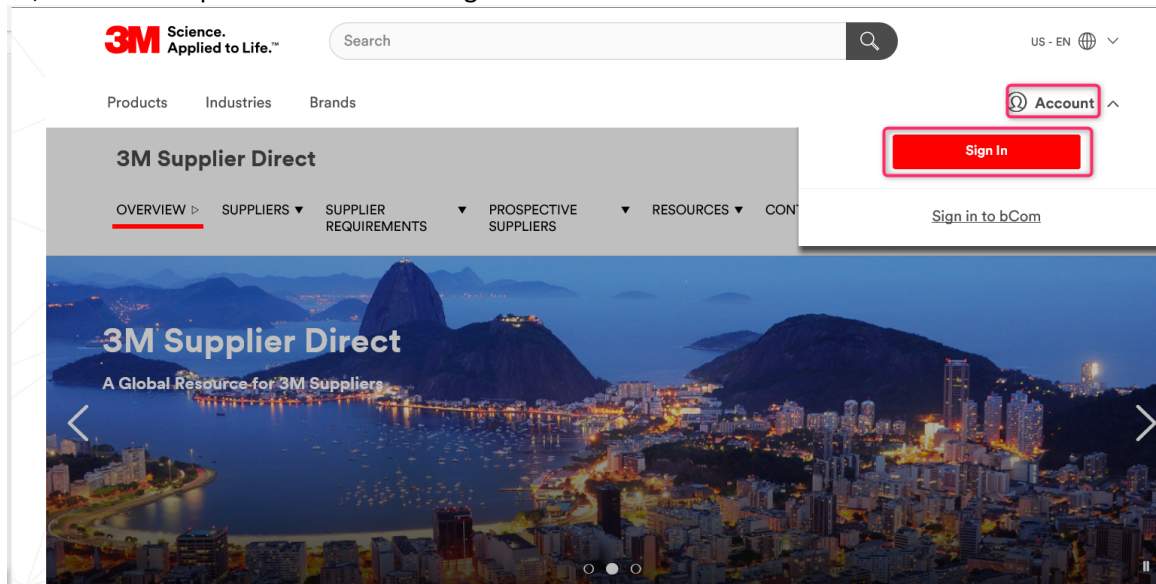
Instructions below:

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?'



Worldwide

Enterprise Network Login

Username

Password

LOGIN

[Don't Know Your Username?](#)

[Don't Know Your Password?](#)

[Change Password](#)

REGISTER

3M [Legal Information](#) | [Privacy Policy](#)
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Scroll down and click "Request Additional Access" under the "Quick Links".

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](#)



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](#)

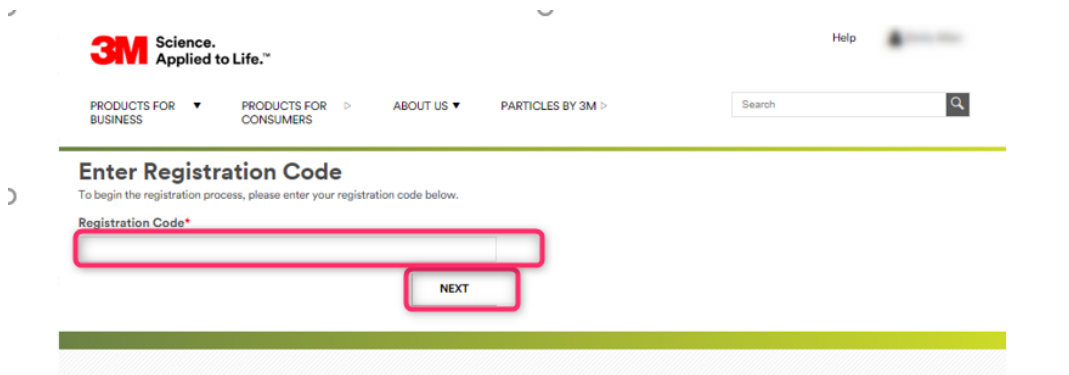
[3M Citrix Applications](#)

[ERP Training](#)

[Corcentric](#)

[Request Additional Access](#)

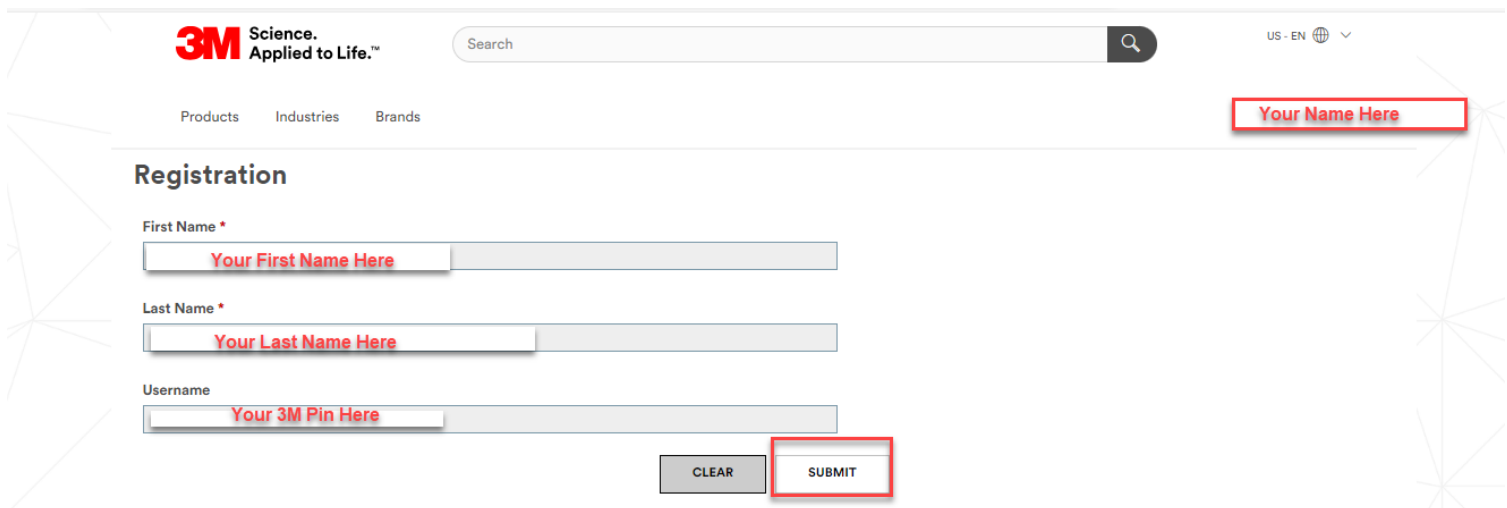
Enter the [Registration Code "IT_PLM"](#). Click Next.



The screenshot shows the 3M Science Applied to Life website. The header includes the 3M logo, navigation links for 'PRODUCTS FOR BUSINESS', 'PRODUCTS FOR CONSUMERS', 'ABOUT US', and 'PARTICLES BY 3M', a search bar, and a 'Help' link. The main content area is titled '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 'NEXT' button are highlighted with red rectangles.

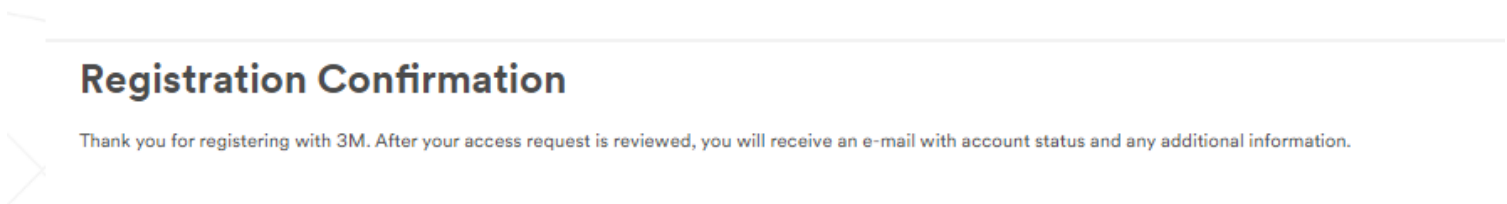
The Registration Form will display with fields auto populated. Validate the information on the Registration form. To change field information, click on the field and update the information.

Click Submit at the bottom of the form.



The screenshot shows the 3M Science Applied to Life website. The header includes the 3M logo, a search bar, and a language selector 'US - EN'. The main content area is titled 'Registration'. There are three text input fields: 'First Name *' with placeholder 'Your First Name Here', 'Last Name *' with placeholder 'Your Last Name Here', and 'Username' with placeholder 'Your 3M Pin Here'. At the bottom right, 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 Applied to Life website. The header includes the 3M logo and a search bar. The main content area is titled 'Registration Confirmation' with a subtext: '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](#).

3. Enterprise Packaging 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

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

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) username for accessing Supplier Direct	If you already have a 3M VSRM Account, enter your username.
Comment	Please indicate the following in this field. • Please indicate if you have a previous VSRM/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.

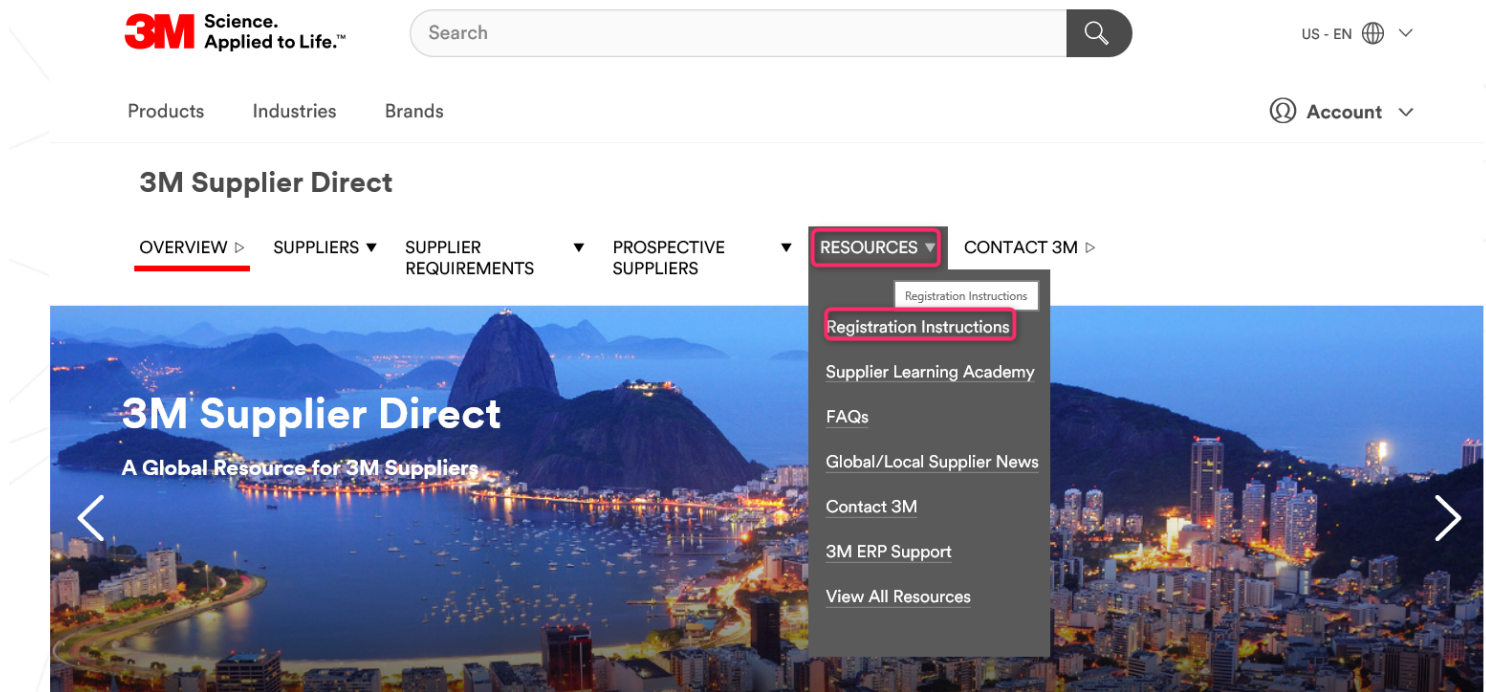
Access website: <http://www.3m.com/suppliers/>

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

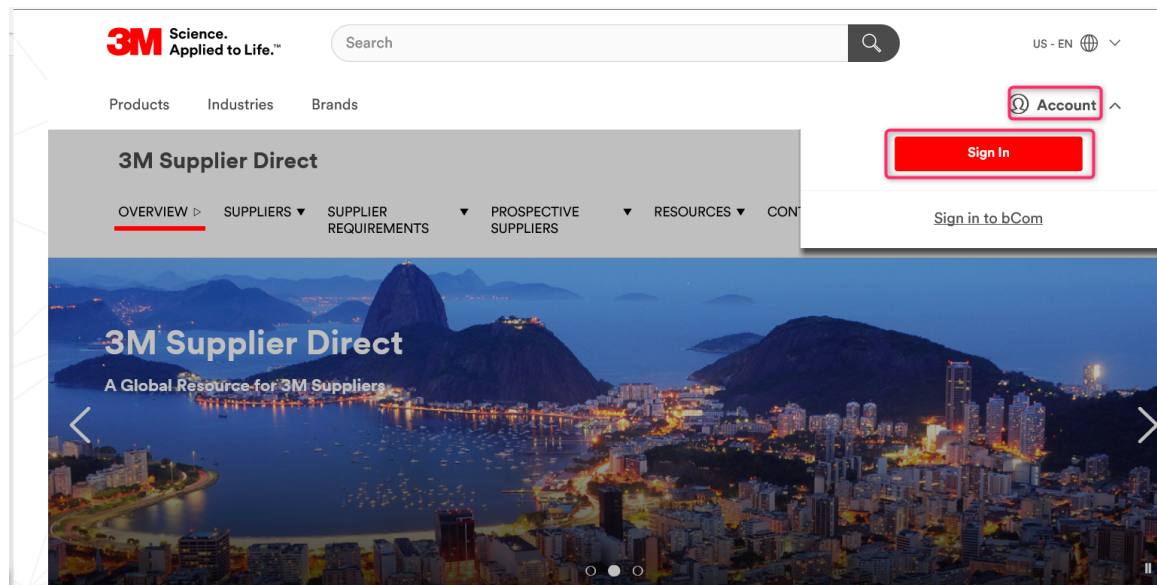
Note: For Registration Instructions, go to "Resources", then "Registration Instructions" from the drop-down menu.

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".

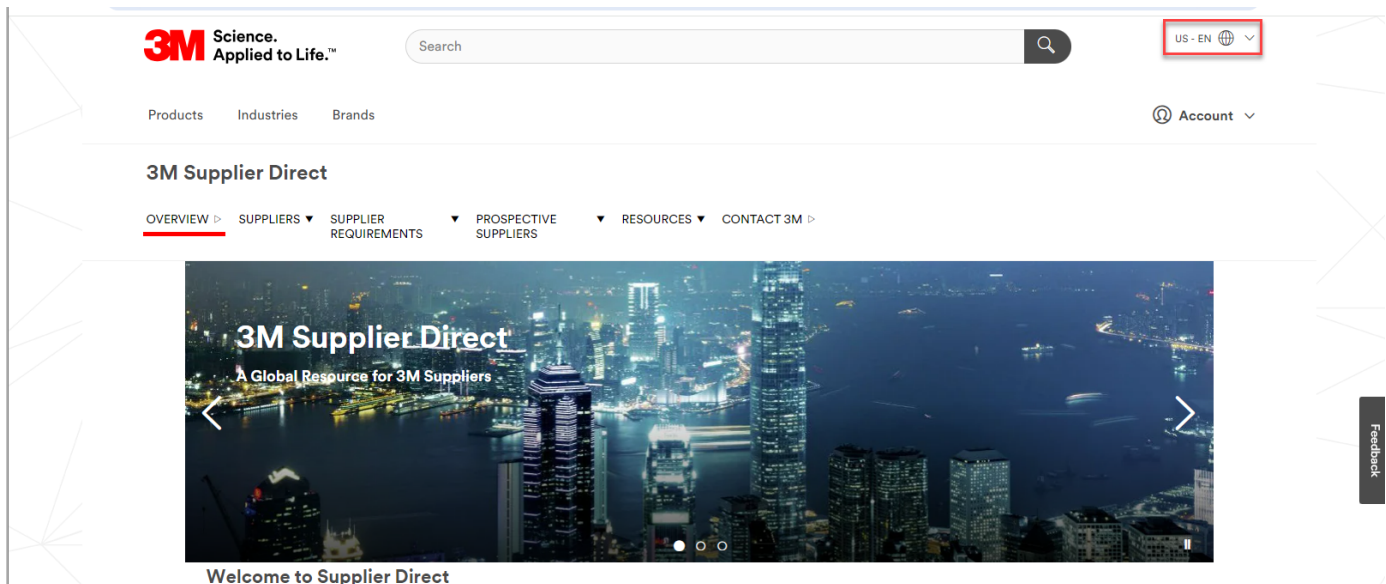


Go to [Registration Form](#):

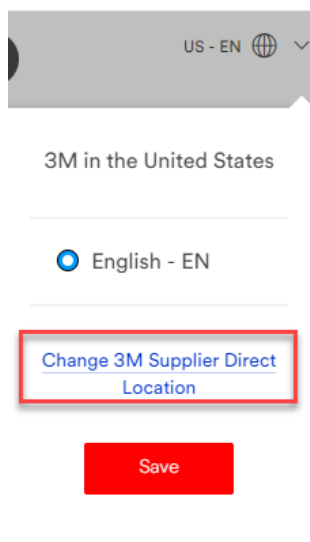
For Suppliers located outside of the United States

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](#)

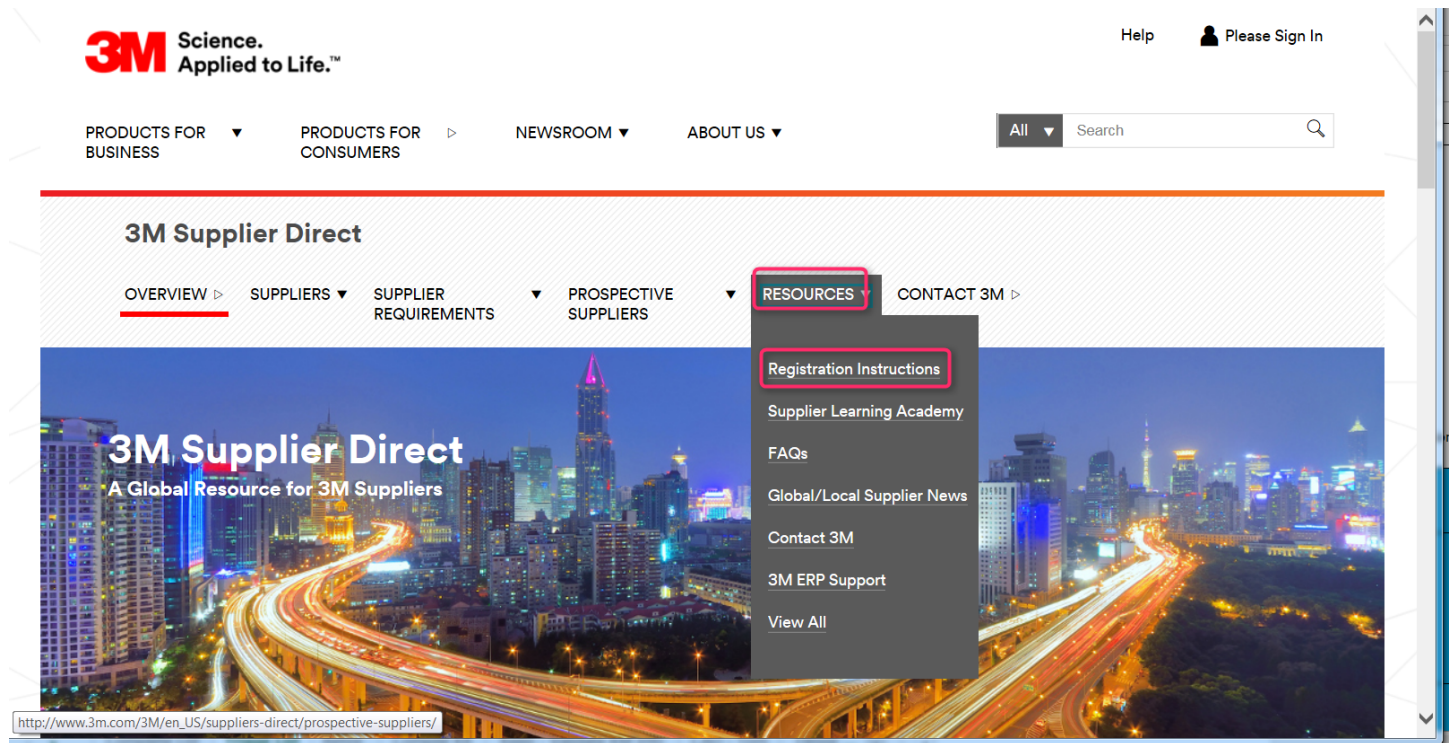


Asia & Pacific

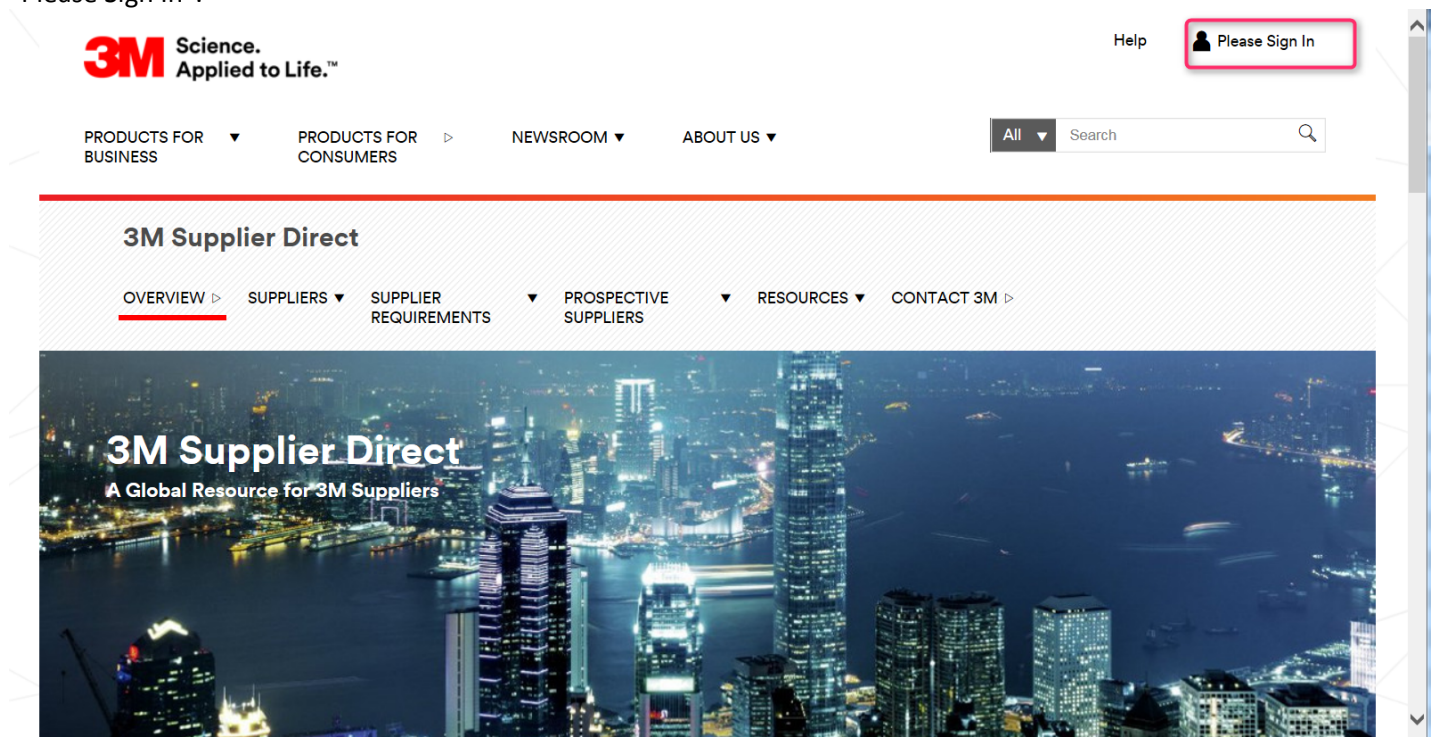
- [Indonesia - English](#)
- [Japan - English](#)
- [Korea - English](#)
- [Malaysia - English](#)
- [Philippines - English](#)
- [Singapore - English](#)
- [Taiwan - English](#)
- [Thailand - English](#)
- [Vietnam - English](#)

The displayed language is updated.

Access the Registration Instructions from the Resources tab.



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



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). If you currently have a 3M VSRM Account, please see [Requesting Additional Supplier Direct Access](#).

Click on Register to create a 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 ▷

Search



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 a callout box. 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 '1') and 'I accept the Extranet Access Agreement' (annotated with a red '2'). At the bottom are 'CLEAR' and 'SUBMIT' buttons. A callout box on the right contains two instructions: '1. Click here to Expand and Accept Extranet Access Agreement.' and '2. Click the Checkbox to Accept the Extranet Agreement.' Red arrows point from the callout box to the 'Expand and Accept Extranet Access Agreement' link and the 'I accept the Extranet Access Agreement' checkbox.

Country: *
-Select One-

Phone Number: *
[Text Field]

Phone Number Extension:
[Text Field]

Fax Number:
[Text Field]

Language: *
-Select One-

Personal Verification Question 1 *
-Select One-

Personal Verification Answer 1 *
[Text Field]

Personal Verification Question 2 *
-Select One-

Personal Verification Answer 2 *
[Text Field]

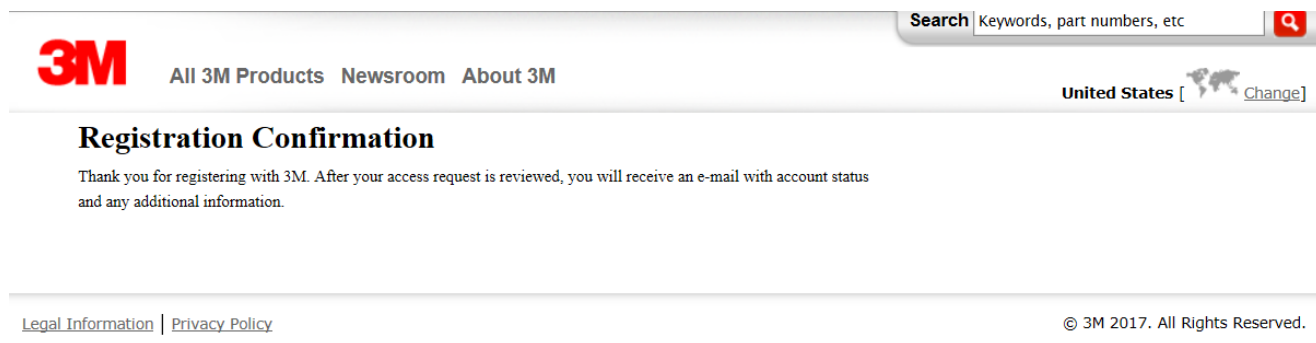
 **Expand and Accept Extranet Access Agreement**

☐ **I accept the Extranet Access Agreement**
(The Extranet Access Agreement must be reviewed in its entirety before continuing)

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 a 'Registration Confirmation' page from 3M. The page has a header with the 3M logo, navigation links for 'All 3M Products', 'Newsroom', and 'About 3M', a search bar, and a language selector set to 'United States'. The main content area says '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.'

3M All 3M Products Newsroom About 3M

Search Keywords, part numbers, etc

United States [ Change]

Registration Confirmation

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.

[Legal Information](#) | [Privacy Policy](#)

© 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/>

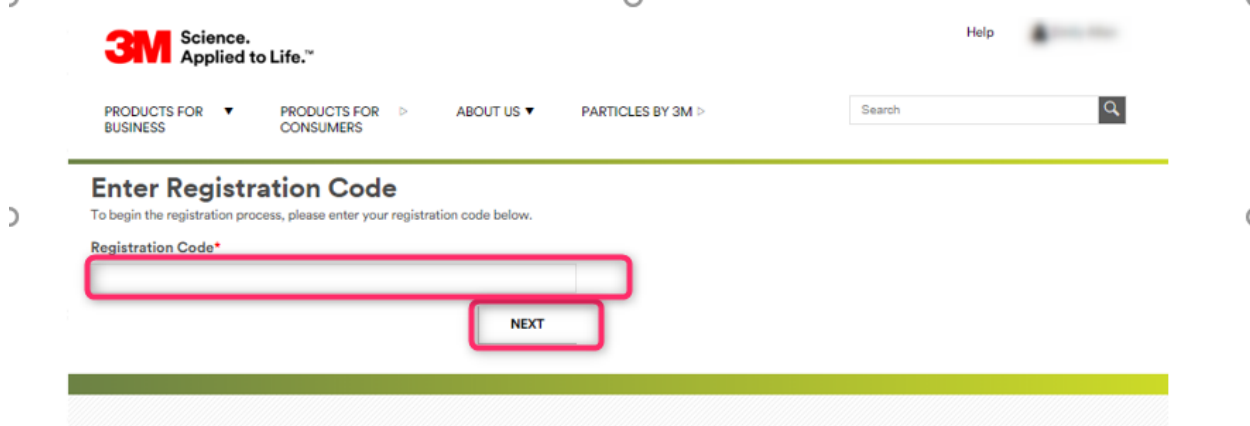
Login using your Supplier Direct credentials on the Enterprise Network Login form. Click "Login".

The screenshot shows the 3M Enterprise Network Login page. At the top left is the 3M logo with the tagline "Science. Applied to Life.™". At the top right is the word "Worldwide". The main heading is "Enterprise Network Login" with a help icon. Below this are two input fields: "Username" and "Password", both highlighted with yellow boxes. To the right of these fields are three links: "Don't Know Your Username?", "Don't Know Your Password?", and "Change Password". Below the links is a "REGISTER" button. Below the input fields is a "LOGIN" button. At the bottom of the page, there is a footer with the 3M logo, "Legal Information", "Privacy Policy", and "©3M 1995-2018. All rights reserved."

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

The screenshot shows the 3M Supplier Direct homepage. At the top is a navigation bar with links: "OVERVIEW", "SUPPLIERS", "SUPPLIER REQUIREMENTS", "PROSPECTIVE SUPPLIERS", "RESOURCES", and "CONTACT 3M". Below the navigation bar is a large banner image of a city skyline at night with the text "3M Supplier Direct" and "A Global Resource for 3M Suppliers". Below the banner are three columns of content. The first column is titled "Welcome to Supplier Direct" and features an image of a modern building. The second column is titled "Suppliers" and features an image of two people in a meeting. The third column is titled "Prospective Suppliers" and features an image of a highway. To the right of these columns is a "Quick Links" section with a list of links: "Ariba", "3M Citrix Applications", "ERP Training", "Corcentric", and "Request Additional Access". The "Request Additional Access" link is highlighted with a red box.

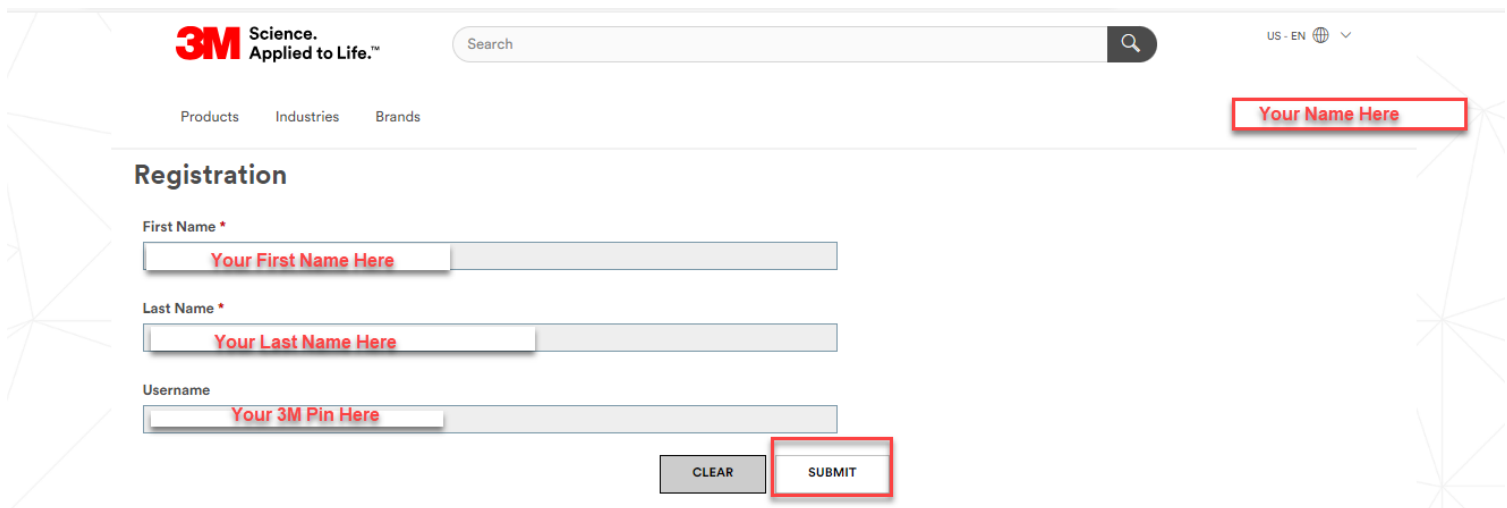
Enter the Registration Code “IT_PLM”. Click Next.



The screenshot shows the 3M website header with the logo and navigation links. Below the header, there is a search bar and a navigation menu. The main content area is titled "Enter Registration Code" and includes a sub-header "To begin the registration process, please enter your registration code below." A text input field labeled "Registration Code*" is highlighted with a red box, and a "NEXT" button is also highlighted with a red box.

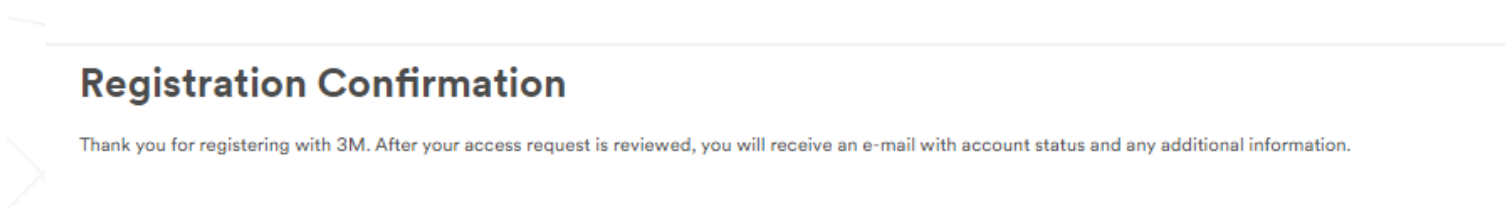
The Registration Form will display with fields auto populated. Validate the information on the Registration form. To change field information, click on the field and update the information.

Click Submit at the bottom of the form.



The screenshot shows the 3M website header with the logo and navigation links. Below the header, there is a search bar and a navigation menu. The main content area is titled "Registration" and includes sub-headers "First Name*", "Last Name*", and "Username". Each sub-header has a corresponding text input field. The "First Name*" field contains "Your First Name Here", the "Last Name*" field contains "Your Last Name Here", and the "Username" field contains "Your 3M Pin Here". A "CLEAR" button and a "SUBMIT" button are located at the bottom right of the form. The "SUBMIT" button is highlighted with a red box.

The system will display a Registration Confirmation



The screenshot shows the 3M website header with the logo and navigation links. Below the header, there is a search bar and a navigation menu. The main content area is titled "Registration Confirmation" and includes a sub-header "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."

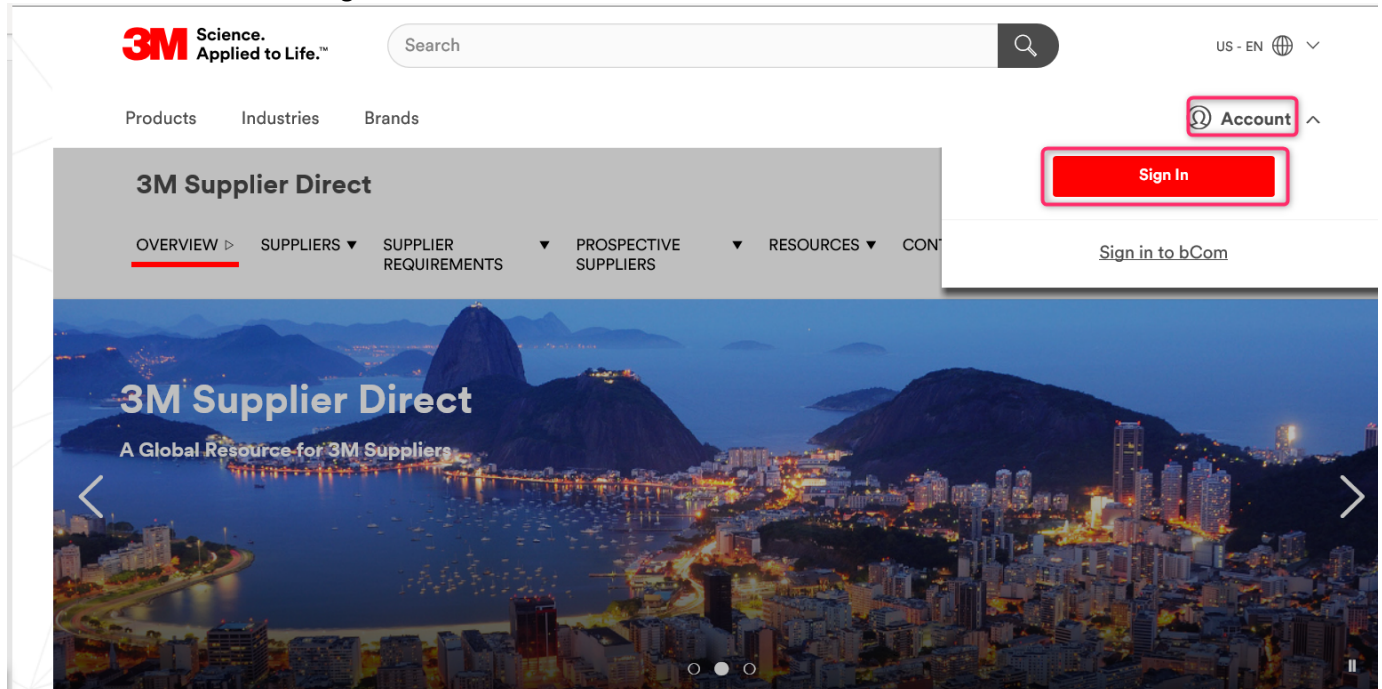
You will receive an e-mail from 3M Administration when your account is approved. Once you have received the e-mail notification, you will then be able to log onto Supplier Direct and the 3M's Global PLM platform.

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 3M Enterprise Network Login page. At the top, there is a 3M logo with the tagline "Science. Applied to Life." and a "Worldwide" link. Below the logo, there is a red box highlighting the "Enterprise Network Login" section. This section contains a "Username" field, a "Password" field, and a "LOGIN" button. To the right of the login fields, 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. At the bottom of the page, there is a footer with the 3M logo, "Legal Information", "Privacy Policy", and "©3M 1995-2017. All rights reserved."

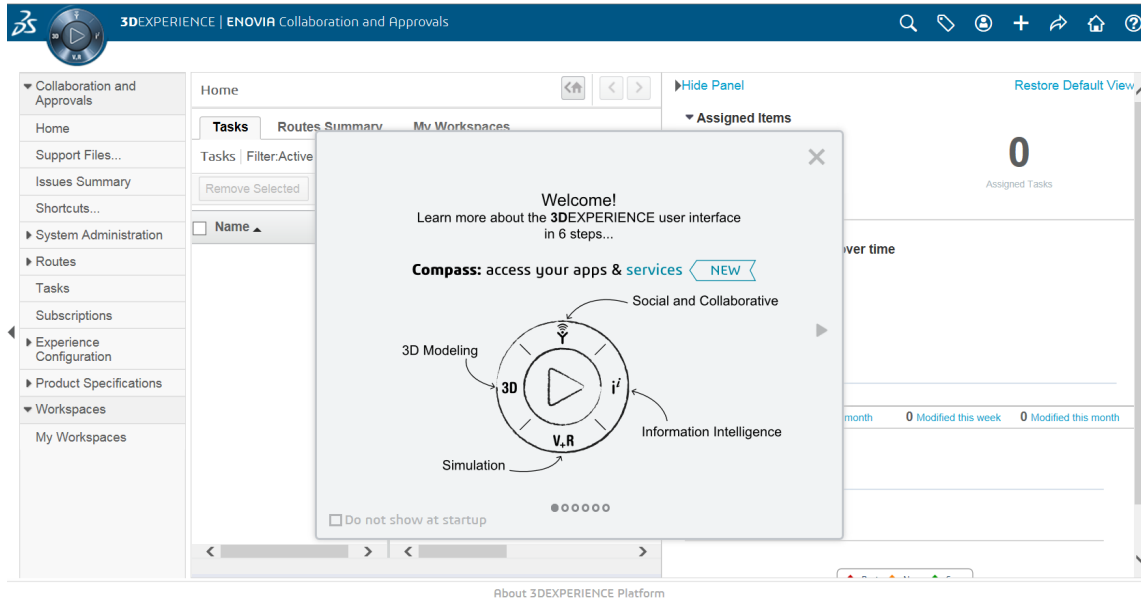
Global PLM Setup:

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

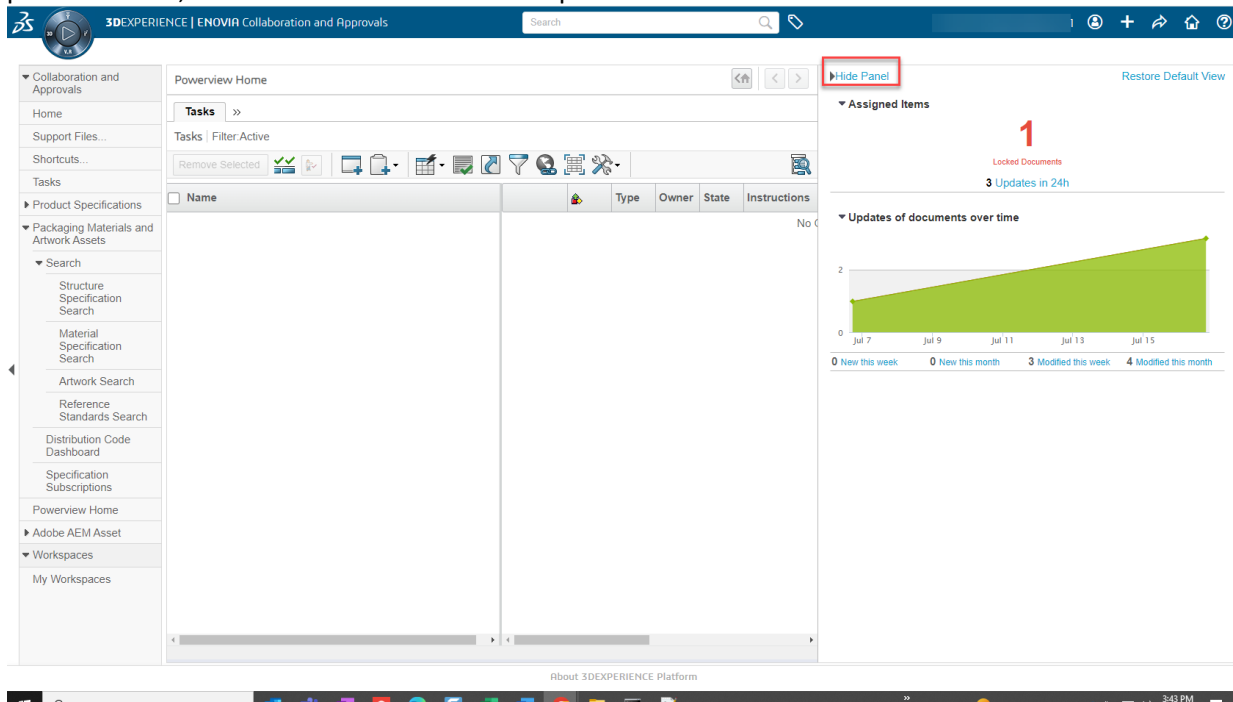
Welcome Page:

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.

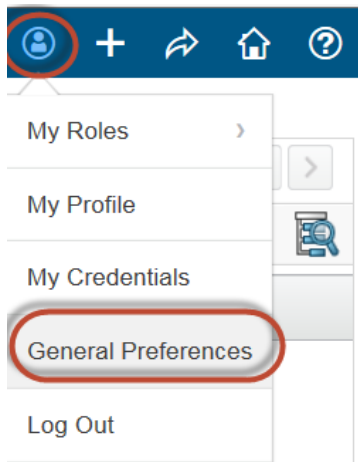


Preferences Home Page Setup:

You can change Home Page screen from Default to Tasks.

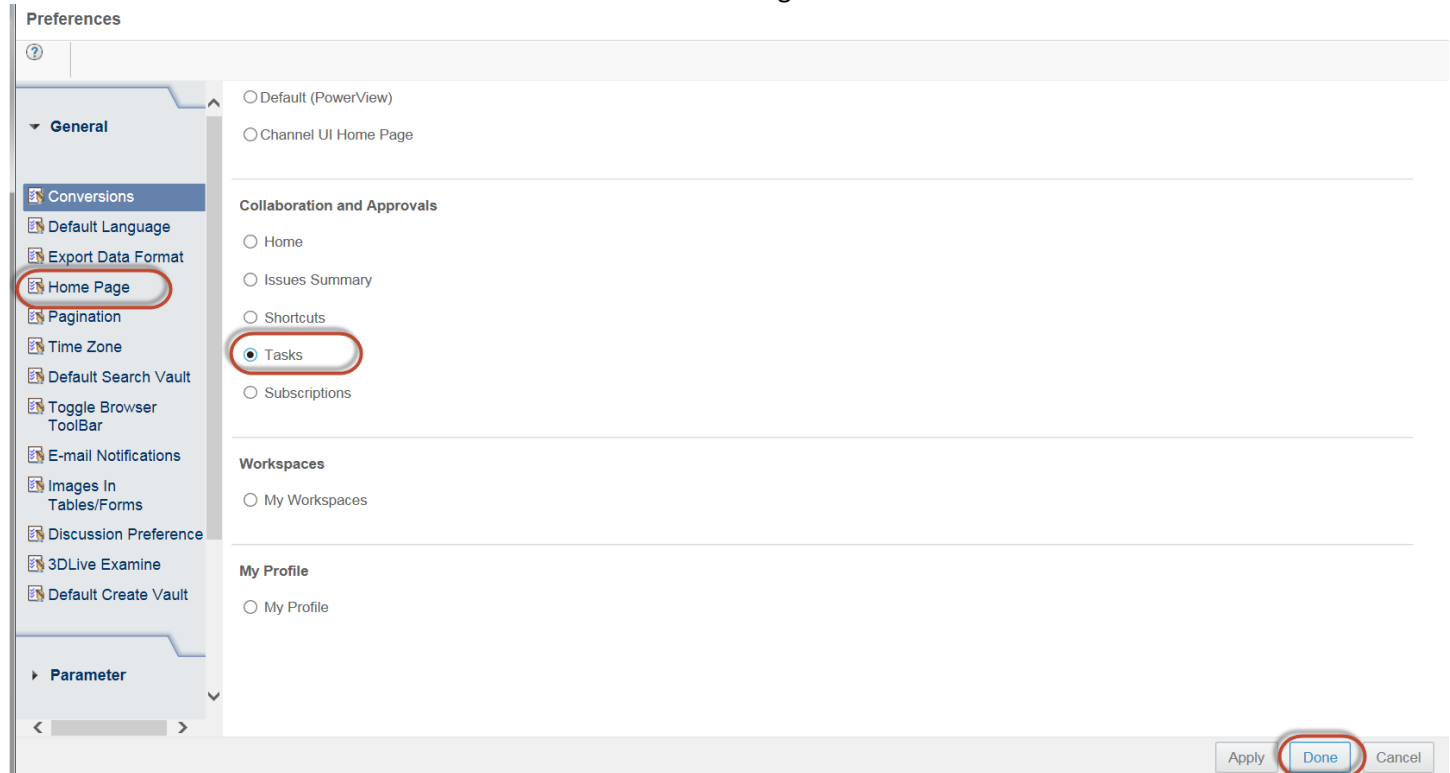
With Tasks as your homepage, when you login, the system will display all your tasks to approve.

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



Click Home Page in the left panel.

Click the Tasks radio button and then click “Done” in the lower right corner of the window.



If you choose not to change your homepage, you can get to your assigned tasks or assigned specifications by navigating to Your Assigned Tasks Section or Navigating to Your Assigned Specifications Section.

Toolbars/Icons:

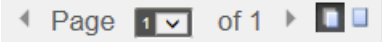
The most obvious change in release 17X is the look of the main page. All menus display by clicking on an icon. The biggest change in 17X is accessing the toolbars.



PLM Icon Function:

Icon	Icon Name	Function
	Home	Clicking this button will take you to the Global PLM Platform Collaboration and Approvals home page, this will not be the homepage that was selected under your General Preferences.
	Back	Clicking this button will display a previous object you were looking at, 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
	Structure View	This icon allows the user to see the Raw Material Part Structure
	Categories	This icon allows the user to see the left navigation pane of the Raw Material Specification.
	Download	Using the Download Icon on an PLM object, allows the user to open the file for review or save the PDF file to their hard drive.
	e-mail	Clicking on this icon allows the PDF file to be e-mailed to someone.
	Tools	This icon allows the user to Trigger Validation, Export, Printer Friendly, Multi Column Sorting, Mass Promote and Mass Demote. Note: Trigger Validation, Mass Promote and Mass Demote are not used by Suppliers to 3M. Multi Column Sorting allows the Raw Material records to be sorted using multiple columns. Note: The Multi Column sorting will need to be removed to return the Raw Material records to default display The Printer Friendly option will create a non-editable image of the displayed Raw Materials. Export will allow the Raw Material 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.  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. Note: Assigned Specifications records can also be exported however all Assigned Specifications records are exported.

PLM Icon Function (continued):

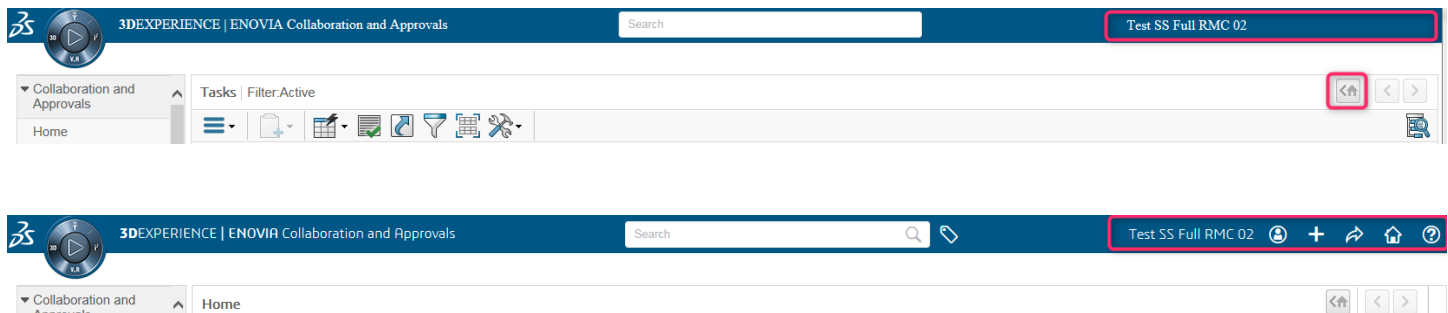
	Open In New Window	Using the “Open in New Window” Icon will open the related object in a New Window. When the New Window is closed, the Task window information will still display.
	Pagination Off	Found in the lower right corner of Assigned Specification window or My Task window.  User will be able to scroll through all listed. After Pagination Off has been selected pagination will display as  .
	Pagination On	Found in the lower right corner of Assigned Specification window and My 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.
	PDF File	Found in the Assigned Specifications section. Clicking on this icon, will display the related Supplier PDF file.
	Supplier File Attachments	Found in the Content section of the Summary View. Clicking on this icon, will display the related Supplier Documents which may include MSDS or Product Data Sheet.
	Customize Table View	Clicking on this Icon will allow you to access All Tasks, Active Tasks, Completed Tasks and Tasks to be Accepted
	Mass Approval	This icon is available from the Task window and allows the Supplier to approve Tasks.

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 Specifications

All specifications that have been assigned to your company and have been approved in Global PLM.

Your assigned Specifications can be accessed by expanding the Product Specification menu in the left navigation pane and clicking on Assigned Specifications.

Clicking on the Document Link of the Raw Material will open the Raw Material for review

Clicking on the PDF file icon will open the Raw Material Specification in Internet Explorer with print ability.

Assigned Specifications

Number	Type	Description	State	Specification Category	Issued Date	
	Raw Material Specificat...			Standard	1992-07-15	
	Raw Material Specificat...			Standard	1997-12-12	
	Raw Material Specificat...			Standard	2018-03-02	
	Raw Material Specificat...			Standard	2017-02-06	
	Raw Material Specificat...			Standard	2018-03-05	
	Raw Material Specificat...			Standard	2018-03-09	
	Raw Material Specificat...	Raw Material Description	Raw Material State	Standard	2018-03-05	
	Raw Material Specificat...			Standard	2018-03-05	
	Raw Material Specificat...			Standard	2018-01-23	
	Raw Material Specificat...			Standard	2018-03-05	
	Raw Material Specificat...			Standard	2018-03-16	
	Raw Material Specificat...			Standard	2018-03-22	
	Raw Material Specificat...			Standard	2018-03-14	
	Raw Material Specificat...			Standard	2018-03-22	

About 3DEXPERIENCE Platform

Navigating to Your Assigned Tasks:

Tasks assigned for your approval will display if you have the Homepage under General Preferences set to Default or Tasks.

Your Tasks can also be accessed by clicking on Tasks in the Collaboration and Approval navigation pane

Collaboration and Approvals

- Home
- Support Files...
- Issues Summary
- Shortcuts...
- System Administration
- Routes
- Tasks**
- Subscriptions
- Experience Configuration
- Product Specifications
- Workspaces
 - My Workspaces

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.

3DEXPERIENCE | ENOVIA Collaboration and Approvals

Search



▼ Collaboration and Approvals

Home

Support Files...

Issues Summary

Shortcuts...

► System Administration

► Routes

Tasks

Subscriptions

► Experience Configuration

► Product Specifications

▼ Workspaces

My Workspaces

Home

Tasks Routes Summary My Workspaces

Tasks | Filter:Active

Remove Selected 

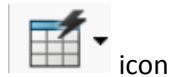
☐ Name ▲	State	Instructions	Due Date	Context	Description
☐  IT-5753900	Assign...	Please revi...	Apr 5,...	R-298...	SPP48838 11-0042-5127-5 Merge 153XA 

1 object

About 3DEXPERIENCE Platform

120%

Manage your approvals on Tasks screen by using drop-down arrow on right side of the Create Table View



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

Create New Table View...

- Active
- All Tasks
- Complete
- Tasks to be Accepted

Name	Due Date	Context	Description
IT-5753900	Apr 5, 2023	R-298...	Merge 153XA

1 object

About 3DEXPERIENCE Platform

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Approving Specification:

For Internet Explorer Users:

In Summary View screen, the specification can be viewed by clicking on 11-xxxx-xxxx-x under Name column. When you are ready to approve, click Approve button on this screen.

Drop images here

IT- XXXXXXXX
IT- XXXXXXXX

Inbox Task (1) 1

State : Assigned Review

Owner : Your Name Here

Modified : Mar 22, 2018 4:26:23 PM

GLOBAL

IT- XXXXXXXX

Content

History

Properties

Revision

First, please access the Specification from here to review

IT- XXXXXXXX Summary View

Approve Reject

Note: The Reject button may not display depending on 3M setting. Please click on Approve and add changes to Comment field.

Third, please approve by clicking on the "Approve"

Properties

Fields in red italics are required.

Instructions

Approval Instructions will appear here.

Comments

Second, When Pre-Approval letter is Rejected - Comments are Required. If the Pre-Approval letter is approved - Comments are optional

Assignee

Supplier Name assigned to Approve

Content

Name	Actions	Description	State	State Block
11-XXXX-XXXX-X		Raw Material Description	Supplier Approval	Supplier Approval
SPPXXXXX			Exists	Exists

Supplier Documents can be accessed here

Another Raw Material Approval method is to close the window you are on, once your review is completed. Click on



and Home on the Home menu. A listing of Specifications assigned to for approval will display. The Specification and Supplier Documents can also be accessed from this window for review. Clicking on the Specification or Supplier Document 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

Supplier documents, such as MSDS or product data sheet, can be viewed by clicking on SPPXXXXX under Name column.

If you have navigated to a specification 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  -> Home to see list of specifications assigned to you for approval. 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.

Supplier documents, such as MSDS or product data sheet, can be viewed by clicking on SPPXXXXX under Name column.

Drop images here

IT- XXXXXXXX

IT- XXXXXXXX

Inbox Task (1)

IT- XXXXXXXX

Content

History

Properties

Revision

First, please access the Specification from here to review

Supplier Documents can be accessed here

State : Assigned

Owner : Your Name Here

Modified : Mar 22, 2018 4:26:23 PM

Summary View

Approve

Reject

Note: The Reject button may not display depending on 3M setting. Please click on Approve and add changes to Comment field.

Third, please approve by clicking on the "Approve"

Fields in red italics are required.

Instructions

Approval Instructions will appear here.

Comments

Second, When Pre-Approval letter is Rejected - Comments are Required. If the Pre-Approval letter is approved - Comments are optional

Assignee

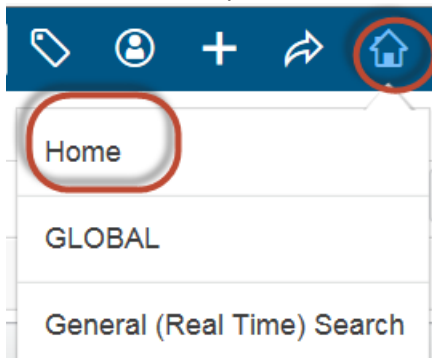
Supplier Name assigned to Approve

Content

Name	Actions	Description	State	State Block
11-XXXX-XXXX-X		Raw Material Description	Supplier Approval	Supplier Approval
SPPXXXXX			Exists	Exists

To validate the success of your Pre-Approval Letter, Approve/Reject action:

Close the window you are on. Click on  -> Home from the menu.

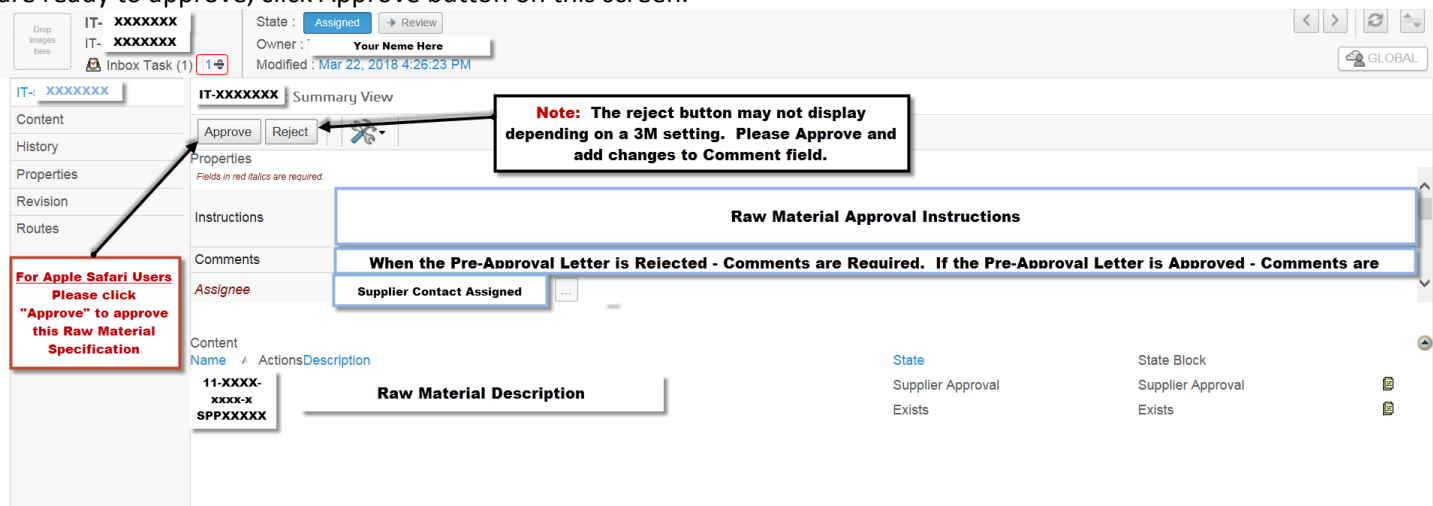


The approval/rejection of the Inbox Task for the Pre-Approval letter is successful when the record no longer displays on the Tasks window. If you need further assistance please contact the 3M PLM Technical Support Center at: 651-737-0353 or toll free within the US: 877-439-7426.

For Apple Safari Users:

Click on Properties detailed below.

In Summary View screen, the specification can be viewed by clicking on 11-xxxx-xxxx-x under Name column. When you are ready to approve, click Approve button on this screen.

A screenshot of the 'Summary View' screen for a Pre-Approval Letter. The interface includes a top navigation bar with a 'Drop images here' button, a search bar, and a 'GLOBAL' button. The main content area is divided into several sections. On the left, there is a sidebar with a list of tabs: 'IT-: XXXXXXXX', 'Content', 'History', 'Properties', 'Revision', and 'Routes'. The 'Properties' tab is selected. The main area displays the 'Summary View' for a record with ID 'IT-XXXXXXX'. It shows the 'State' as 'Assigned' and the 'Owner' as 'Your Name Here'. Below this, there are buttons for 'Approve' and 'Reject'. A red box highlights the 'Approve' button with the text: 'For Apple Safari Users Please click "Approve" to approve this Raw Material Specification'. A note in a black box states: 'Note: The reject button may not display depending on a 3M setting. Please Approve and add changes to Comment field.' Below the buttons, there is a section titled 'Raw Material Approval Instructions' which contains the text: 'When the Pre-Approval Letter is Rejected - Comments are Required. If the Pre-Approval Letter is Approved - Comments are'. At the bottom, there is a table with columns 'Name', 'Actions', 'Description', 'State', and 'State Block'. The table contains one row with the name '11-XXXX-xxxx-x SPPXXXXX' and a description 'Raw Material Description'. The 'State' column shows 'Supplier Approval' and 'Exists'.

Supplier documents, such as MSDS or product data sheet, can be viewed by clicking on SPPXXXXX under Name column.

The screenshot shows the 'Task Summary View' for an 'Inbox Task'. The interface includes a left sidebar with navigation options: Content, History, Properties, Revision, and Routes. The main area displays task details for 'IT- XXXXXXXX', including the state 'Assigned', owner 'Your Name Here', and modification date 'Mar 22, 2018 4:26:23 PM'. Annotations with arrows point to specific elements:

- 'First, please access the Specification from here to review' points to the 'IT- XXXXXXXX' link in the sidebar.
- 'Supplier Documents can be accessed here' points to the 'SPPXXXXX' link in the 'Name' column of the 'Content' table.
- 'Note: The Reject button may not display depending on 3M setting. Please click on Approve and add changes to Comment field.' points to the 'Approve' button.
- 'Third, please approve by clicking on the "Approve"' points to the 'Approve' button.
- 'Approval Instructions will appear here.' points to the 'Instructions' field.
- 'Second, When Pre-Approval letter is Rejected - Comments are Required. If the Pre-Approval letter is approved - Comments are optional' points to the 'Comments' field.

 The 'Content' table lists items with columns for Name, Actions, Description, and State. The 'Raw Material Description' is visible in the 'Description' column.

To approve/reject the Inbox Task for the Pre-Approval letter, click on Properties in the left panel.

This screenshot shows the 'Task Summary View' with annotations for the approval process:

- 'Note: The reject button may not display depending on a 3M setting. Please Approve and add changes to Comment field.' points to the 'Approve' button.
- 'Raw Material Approval Instructions' points to the 'Instructions' field.
- 'When the Pre-Approval Letter is Rejected - Comments are Required. If the Pre-Approval Letter is Approved - Comments are' points to the 'Comments' field.
- 'Supplier Contact Assigned' points to the 'Assignee' field.
- 'For Apple Safari Users Please click "Approve" to approve this Raw Material Specification' points to the 'Approve' button.

 The 'Content' table at the bottom shows the 'Raw Material Description' and 'SPPXXXXX' link.

If you have navigated to a specification 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  to see list of specifications assigned to you for approval.

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.

Another Raw Material Approval method is to close the window you are on, once your review is completed. Click on



- to see list of specifications assigned to you for approval. Click in the box to the left of the Inbox Task and click on



(Mass Approval icon).

To validate the success of your Pre-Approval Letter, Approve/Reject action:



Close the window you are on. Click on

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

Supplier Adding Files to Raw Material Specification:

Follow the above instructions for “Approving Specification” and access supplier documents by clicking on SPPXXXXX which will display the below screen.

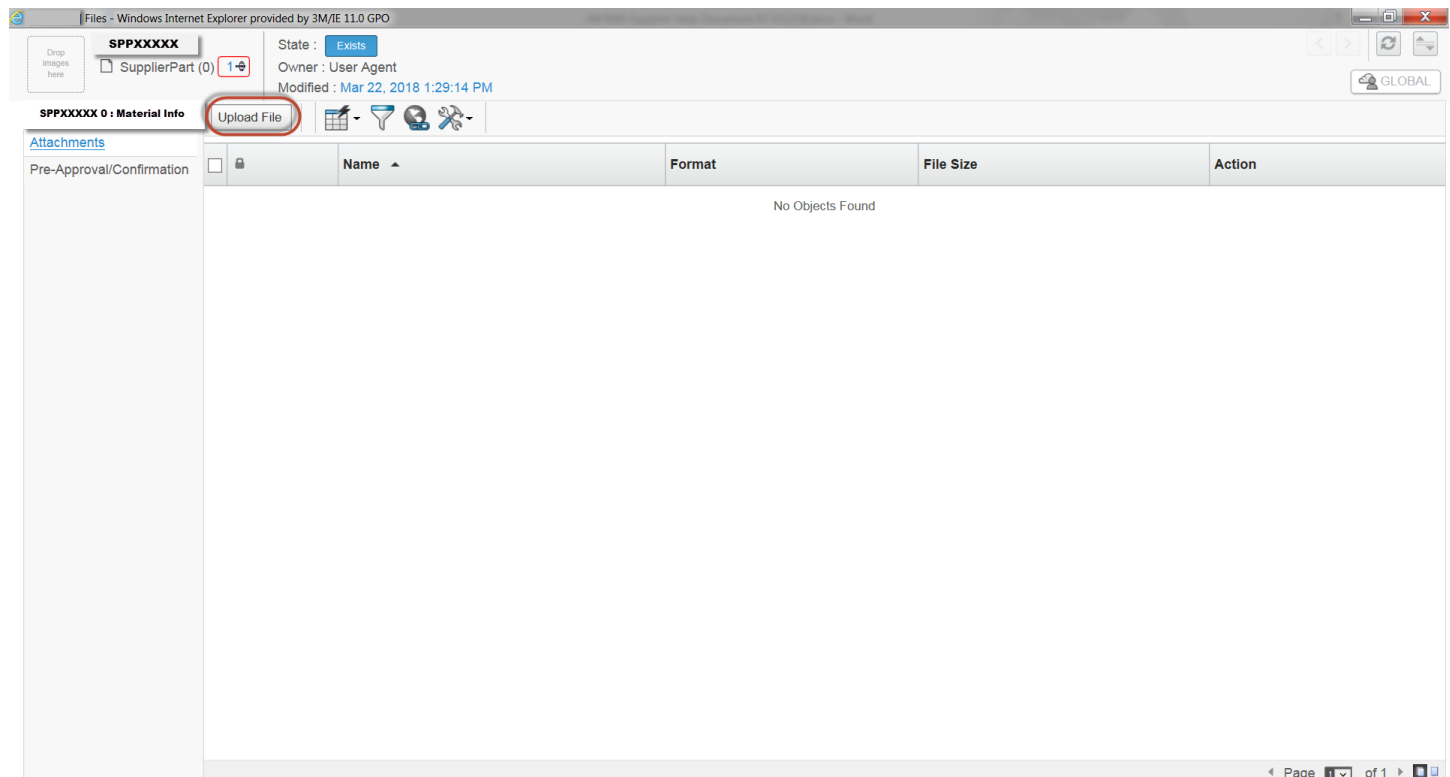
The screenshot shows a web application interface in Internet Explorer. The browser title is "Windows Internet Explorer provided by 3M/IE 11.0 GPO". The page has a header with a "Drop images here" box, a "SPPXXXXX" label, and a "SupplierPart (0)" link with a red box around it. To the right, there is a "State : Exists" button, "Owner : User Agent", and "Modified : Mar 22, 2018 1:29:14 PM". A "GLOBAL" button is in the top right. The main content area is divided into two sections: "Attachments" on the left and "Basic Information" on the right. The "Attachments" section has a "Pre-Approval/Confirmation" link. The "Basic Information" section contains a table with the following data:

Basic Information	
Supplier	Test PLM Company
Trade Name	Widget

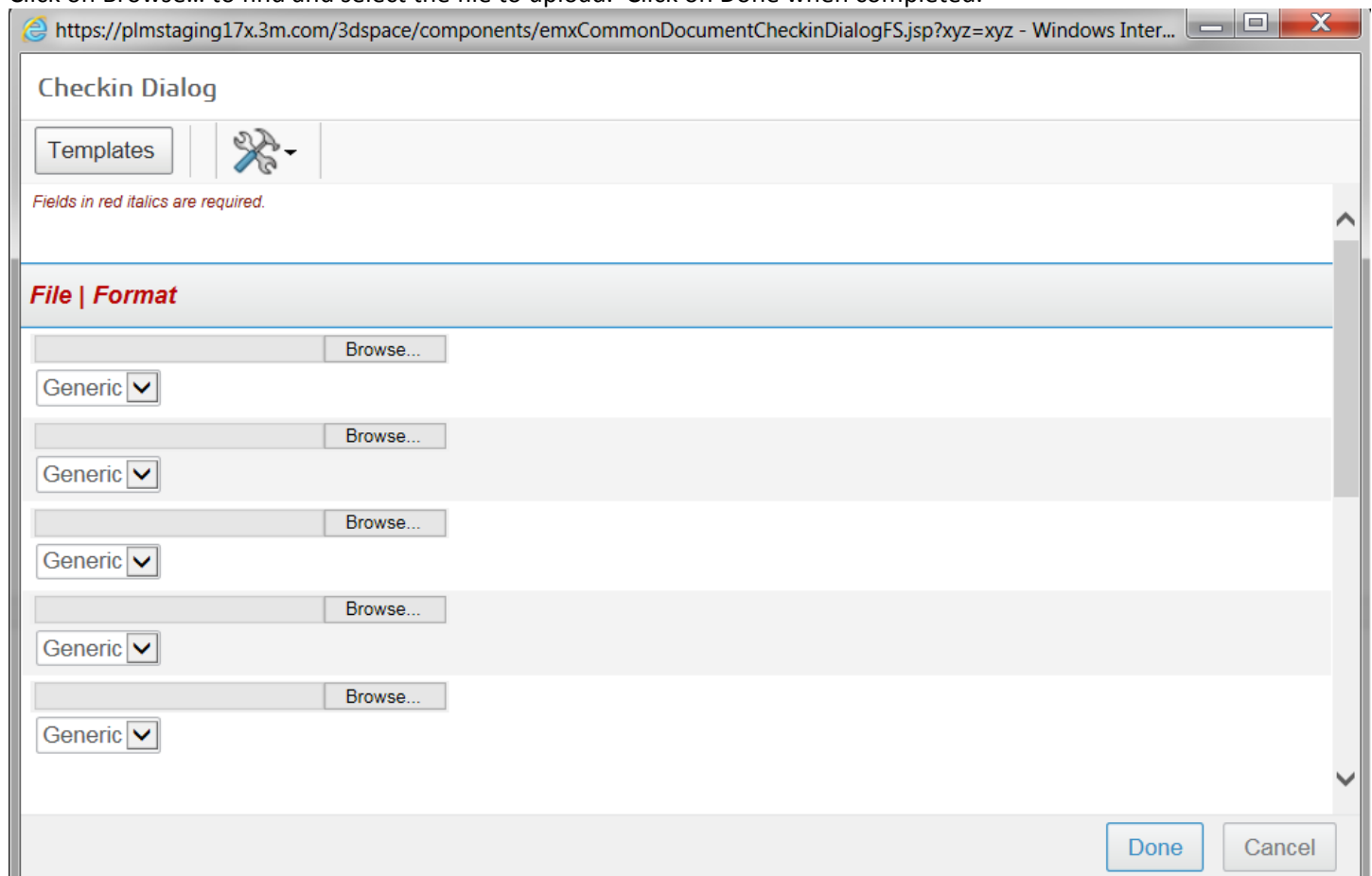
Click on Attachments to open the below screen.

This screenshot is identical to the previous one, but with a red oval highlighting the "Attachments" link in the left sidebar. The "SupplierPart (0)" link in the header also has a red box around it. The rest of the interface, including the "Basic Information" table, remains the same.

Click on Upload File to open the File Browse screen.



Click on Browse... to find and select the file to upload. Click on Done when completed.



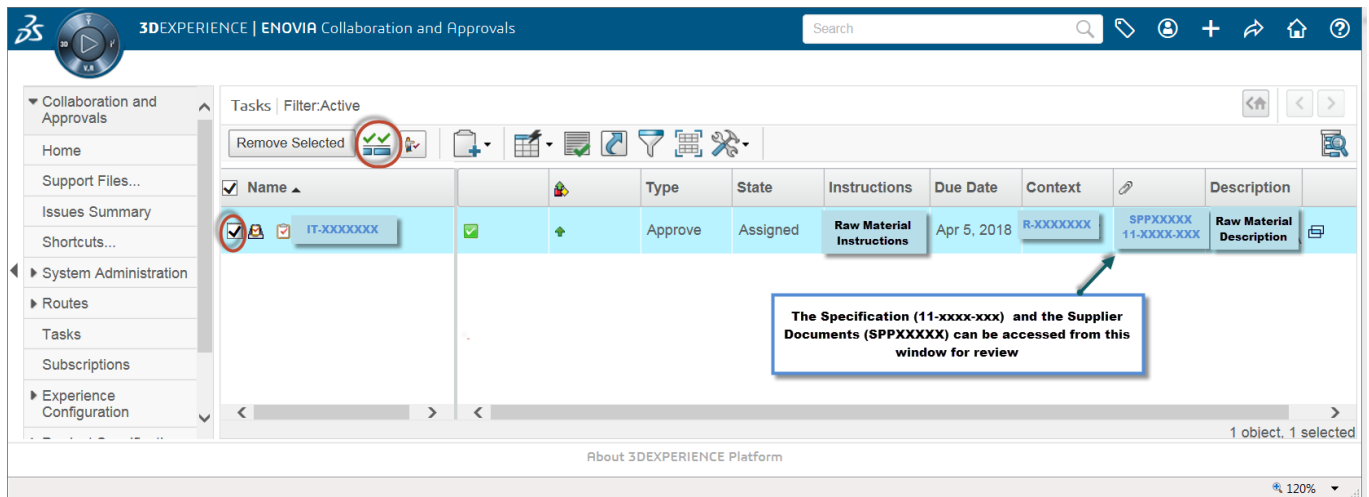
Adding Product Sustainability data to Raw Material Specification:

A new form has been added to the Raw Material Specification to capture Product Sustainability. The Product Sustainability Form can be updated at any state of the Standard Raw Material Specification except the History state by the Raw Material Owner, Co-Owner or the vendor. The form will capture the following Product Sustainability information:

- Minimum Post-Consumer Recycle Content %:
 - This field will have tool tip “For situation where recycled content that can vary please use minimum value.
 - Only whole numbers and single decimal numbers are allowed.
- Minimum Post-Industrial Recycle Content %:
 - This field will have tool tip “For situation where recycled content that can vary please use minimum value.
 - Only whole numbers and single decimal numbers are allowed
- Total Recycled Content %:
 - This field calculates the sum of the “Minimum Post-Consumer Recycle Content” and “Minimum Post-Industrial Recycle Content”. The Recycled Content field is non editable.
- Recycled Category:
 - This field is a single selection drop down list that displays the following list of valid values:
 - Plastic
 - Adhesive Component
 - Paper/Cardboard
 - Metal
- Minimum Renewable Content %:
 - This field will have tool tip “Biomaterials (e.g. materials of biological origin from above and below ground e.g. trees, crops, grasses, tree liter, algae and biological waste) that are replenished at a rate greater than the rate of depletion.
 - Only whole numbers and single decimal numbers are allowed
- Renewable Category:
 - This field is a single selection drop down list that displays the following list of valid values:
 - Plastic
 - Adhesive Component
 - Paper/Cardboard
 - Metal
- Purchasing Unit of Measure:
 - The Raw Material UoM (Inventory Unit of Measure) value display and this field is non-editable.
- Conversion factor:
 - This field will have tool tip “Use value of 1 if Purchasing Unit is in Pound.
 - Decimal numbers are allowed.

The Sustainability Data form can be accessed as follows:

- 1) From Raw Material Inbox Task for Approval
 - a) Launch the Raw Material Specification (11-xxxx-xxxx-x) link found under the paper click column.



- Click on "Sustainability Data" in the left column
- Click "Edit Details" button to open form for updates

RM Spec Number Create New Raw Material State: **Supplier Approval**

Raw Material Specif... **Raw Material Specification Owner**

Owner: **Raw Material Specification Owner**

Modified: Jun 22, 2021 3:06:58 PM

Edit Details

RM Spec Number	Minimum Post Consumer Recycled Content %	Minimum Post Industrial Recycled Content %	Total Recycled Content %	Recycled Category	Minimum Renewable Content %	Renewable Category	Purchasing Unit of Measure	Each	Conversion Factor in Pounds (LBS)	0.0
Approvals										
Issues										
Related Request										
Rendered Files										
Subscriptions										
Sustainability Data										
Workspace Folders										

- Displayed Open Sustainability Data form

Edit Sustainability Data

Fields in red italics are required.

Minimum Post Consumer Recycled Content %	Material reprocessed from materials recovered after consumer use.		
Minimum Post Industrial Recycled Content %	Material reprocessed from materials recovered during the manufacturing process. This category does not include off-spec material unless further processing is performed to enable its use.		
Total Recycled Content %			
Recycled Category			
Minimum Renewable Content %	Biomaterials (e.g. materials of biological origin from above and below ground e.g. trees, crops, grasses, tree litter, algae, and biological waste) that are replenished at a rate greater than the rate of depletion.		
Renewable Category			
Purchasing Unit of Measure	Each	Conversion Factor in Pounds (LBS)	0.0

Done Cancel

e) Click on Done in lower right corner to save and close form

- To make updates to Sustainability Data Form on a Raw Material Specification.
 - To access Raw Material Specifications that have been completed by your company or are awaiting your approval
 - From the PLM Home Page Expand the Product Specification Category
 - Launch "Assigned Specifications"
 - Click on the Open in New Window icon to open selected Raw Material

- Collaboration and Approvals - Home - Support Files... - Issues Summary - Shortcuts... - System Administration - Routes - Tasks - Project Tasks - Subscriptions - Experience Configuration Product Specifications Assigned Specifications - Dynamic Subscription	Assigned Specifications						
	All						
	Number	Type	Description	State	Specification Category	Issued Date	
		Raw Material Specification		Supplier Approval	Standard	2011-03-17	
		Raw Material Specification		Supplier Approval	Standard	2020-09-14	
		Raw Material Specification		Release	Standard	2021-06-01	
		Raw Material Specification		Release	Standard	2021-06-17	
		Raw Material Specification		Supplier Approval	Standard	2021-06-17	
		Raw Material Specification		Supplier Approval	Standard		

d. Click on "Sustainability Data" in the left column

e. Click "Edit Details" button to open form for updates

RM Specification Number

Raw Material Description

State : **Supplier Approval**

Owner : **Raw Material Owner**

Modified : Jun 22, 2021 1:48:55 PM

RM Specification Number

Approvals

Issues

Related Request

Rendered Files

Subscriptions

Sustainability Data

Workspace Folders

Edit Details

Edit Details opened form

Done

Cancel

Minimum Post Consumer Recycled Content % 5

Minimum Post Industrial Recycled Content % 5

Total Recycled Content % 10

Recycled Category Adhesive Component

Minimum Renewable Content % Biomaterials (e.g. materials of biological origin from above and below ground e.g. trees, crops, grasses, tree litter, algae, and biological waste) that are replenished at a rate greater than the rate of depletion.

Renewable Category

Purchasing Unit of Measure Yard

Conversion Factor in Pounds (LBS) 3.0

f. Click on Done in lower right corner to save and close form

View Specification, Print, View Content and E-mail Raw Material Specification:

Navigating to Your Assigned Specifications:

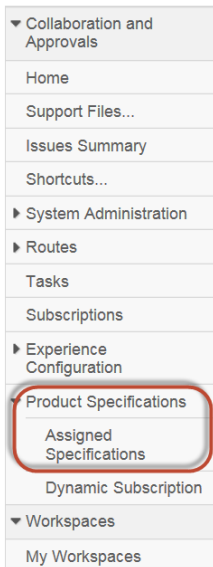
Follow the below instructions to view a list of all specifications completed in PLM for your company or waiting for your approval.



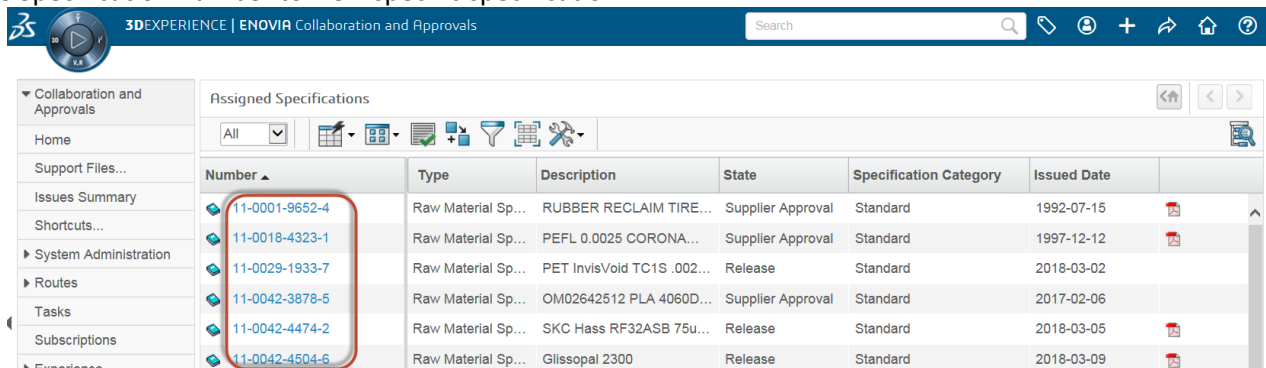
Click on .

Expand the Productl Specifications in the left navigation pane.

Click on Assigned Specifications.

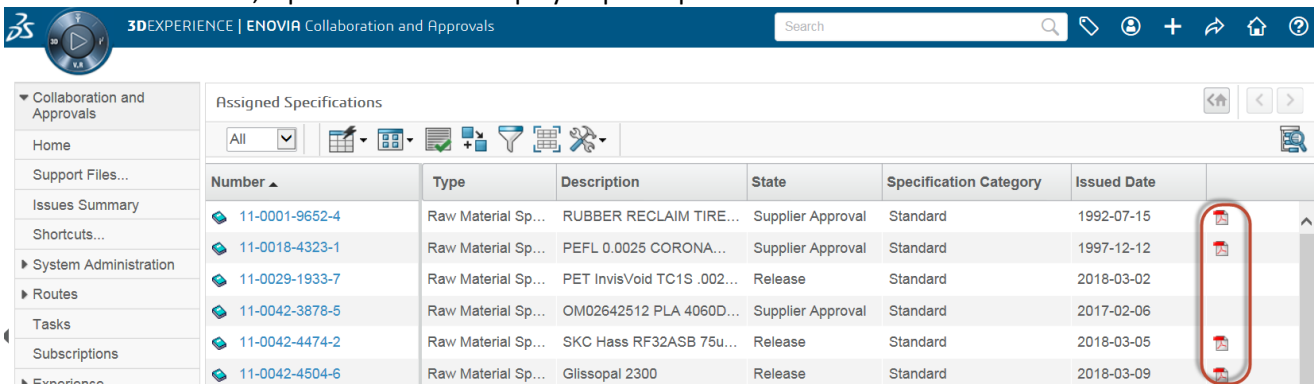


Click the Specification number to view specific specification.



Print:

Click on the PDF icon, a printer icon will display to print specification.



The PDF will open in an Internet Explorer window with a Print option at the bottom of the window.



3M Confidential

Global Header

Type	Raw Material Specification	Owner	3M RMC Owner
Name	11-XXXX-XXXX-X	Originator	3M Orginator
Issued Date	Mar 5, 2018 4:16:03 PM	State	Release
Description	SKC Hass RF32ASB 75um 1580mm		
Reason for Issue	To document 3M material requirements		
SAP ID	NA		
PO Text	NA		
Notes	Notes		

RELEASE

Acceptance Requirements

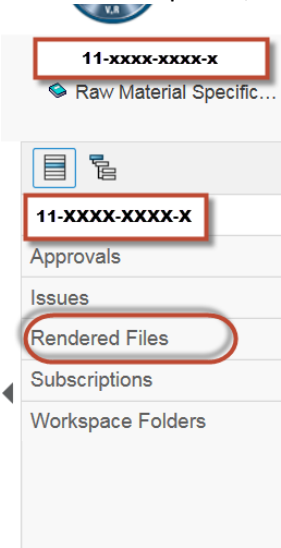
#	Property	Minimum	Target	Maximum	UOM	Test Methods
1	width	1579	1580	1581	um	Supplier's

Other Acceptance Information

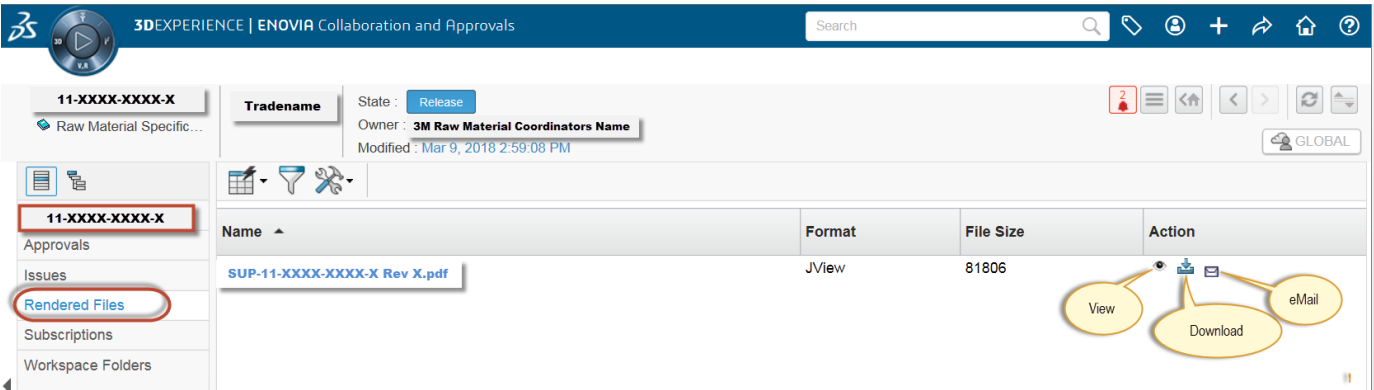


E-mail:

After specification is opened, click Rendered Files link on left navigator to see e-mail option.



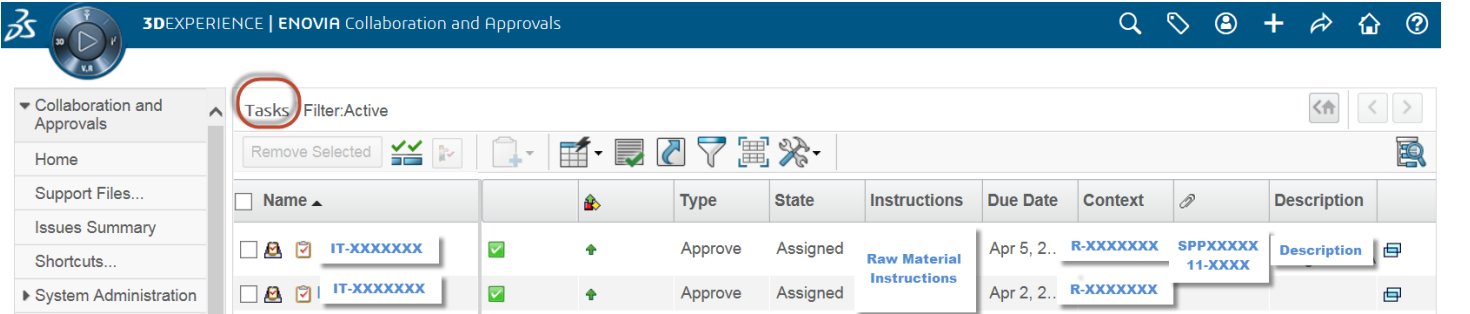
A printable version (.pdf) will be display.
Select Action to View, Download or E-mail.



Content Information:

The information that was previously available under Content on the Raw Material Specification, can now be found in the SPPXXXXX document file. This information displays at the end of the SPP file. The SPP Document is available in the following areas:

Task Menu



From the Inbox Task Approval window

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

Drop images here

IT-XXXXXXX
IT-XXXXXXX

Inbox Task (1) 1

State: **Assigned** → Review

Owner: **Your Name Here**

Modified: **Mar 22, 2018 4:26:23 PM**

GLOBAL

IT-XXXXXXX

Content

History

Properties

Revision

Routes

IT-XXXXXXX : Summary View

Approve Reject

Properties

Fields in red italics are required.

Instructions

Raw Material Instructions

Comments

Content

Name	Actions	Description	State	State Block
11-XXXX-XXXX-X		Raw Material Description	Supplier Approval	Supplier Approval
SPP-XXXX			Exists	Exists

Export Raw Material Records:

Raw Material data records can be exported to a csv file. With the data records displaying click on the Tools  icon. Select Export from the Tools menu. The system will display a pop up window allowing the user to: Open, Save or Save As. 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.

☒	Raw Material Specification	☒	3M Raw Material Number	Raw Material Description	Release	Standard	2011-05-24		
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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.

Note: Assigned Specifications records can also be exported however all Assigned Specifications records are exported.

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

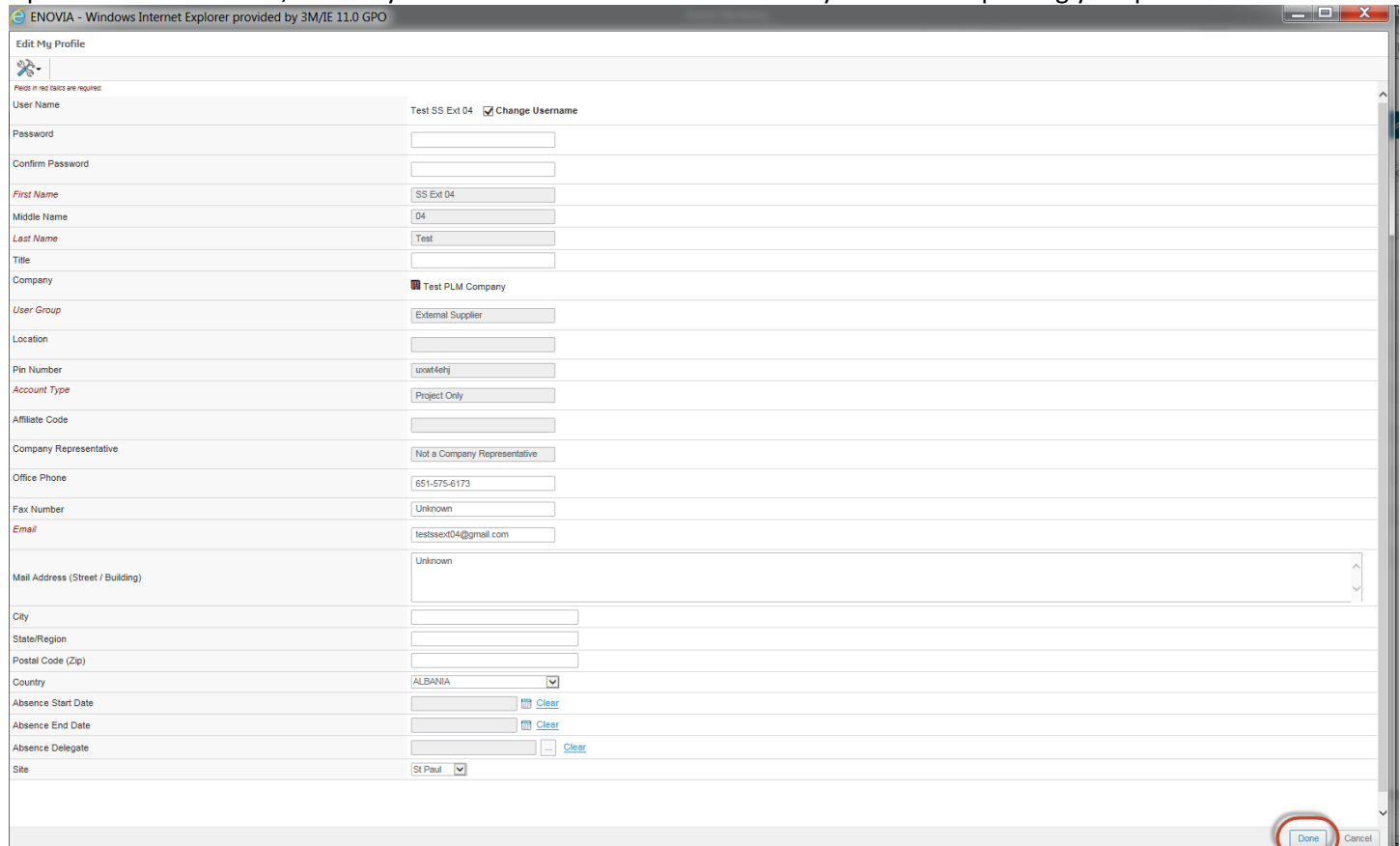
NOTE: For name changes or e-mail address changes, please contact the 3M PLM Technical Support Center 651-737-0353 or toll free within the US at 877-439-7426. If your e-mail needs to be updated, please also update your e-mail in Supplier Direct as they should match.

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.



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 raw material specifications 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.