3M

Raw Material Specification

Supplier Help Document

Last Update March 21, 2024

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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 Supplier Account:

Supplier accounts can have three different formats.

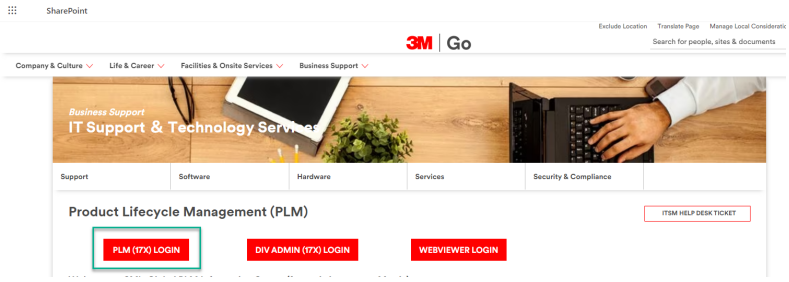
1. The Supplier who has been assigned a 3M Pin and can access the 3M Network using VPN or zScaler. These users are typically contract workers and are using a 3M computer.
2. The Supplier who has a 3M Pin, but do not have access to access to the 3M Network These users will need to register for Supplier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

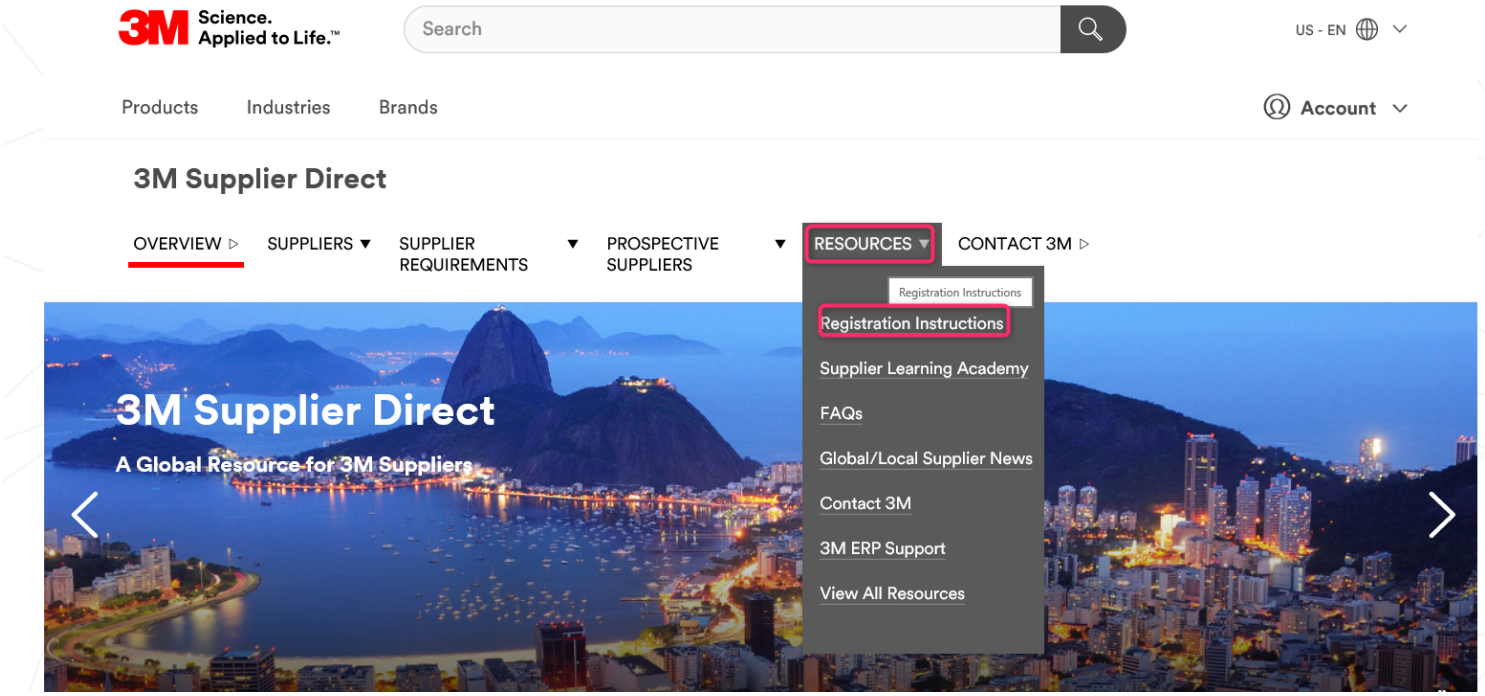
2. User with 3M Pin and do not have access to the 3M Network

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.

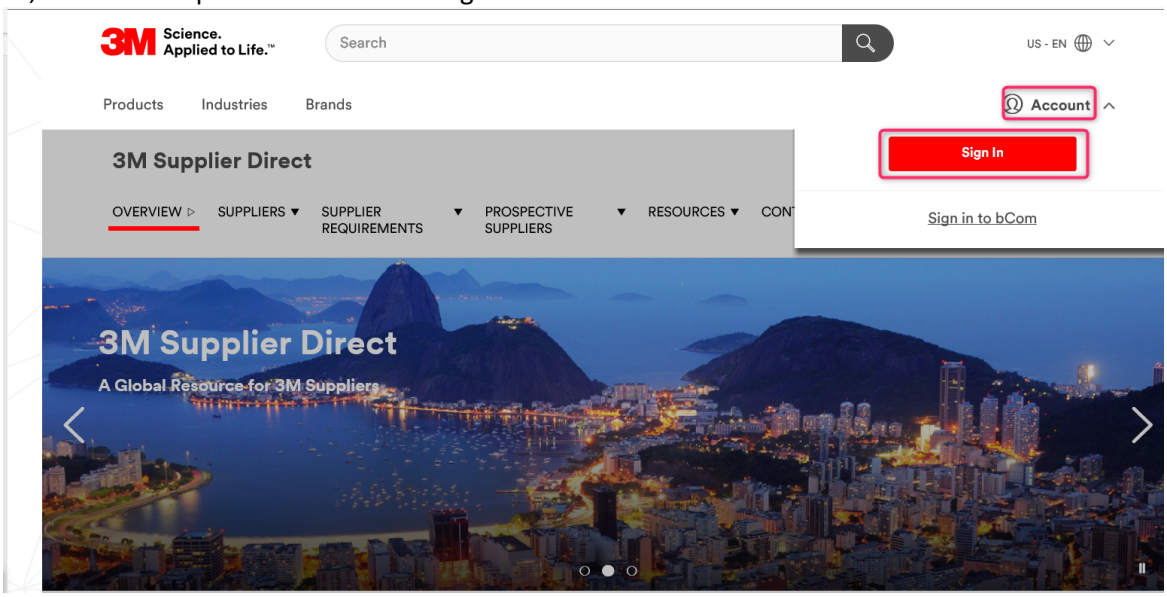
Instructions below:

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.

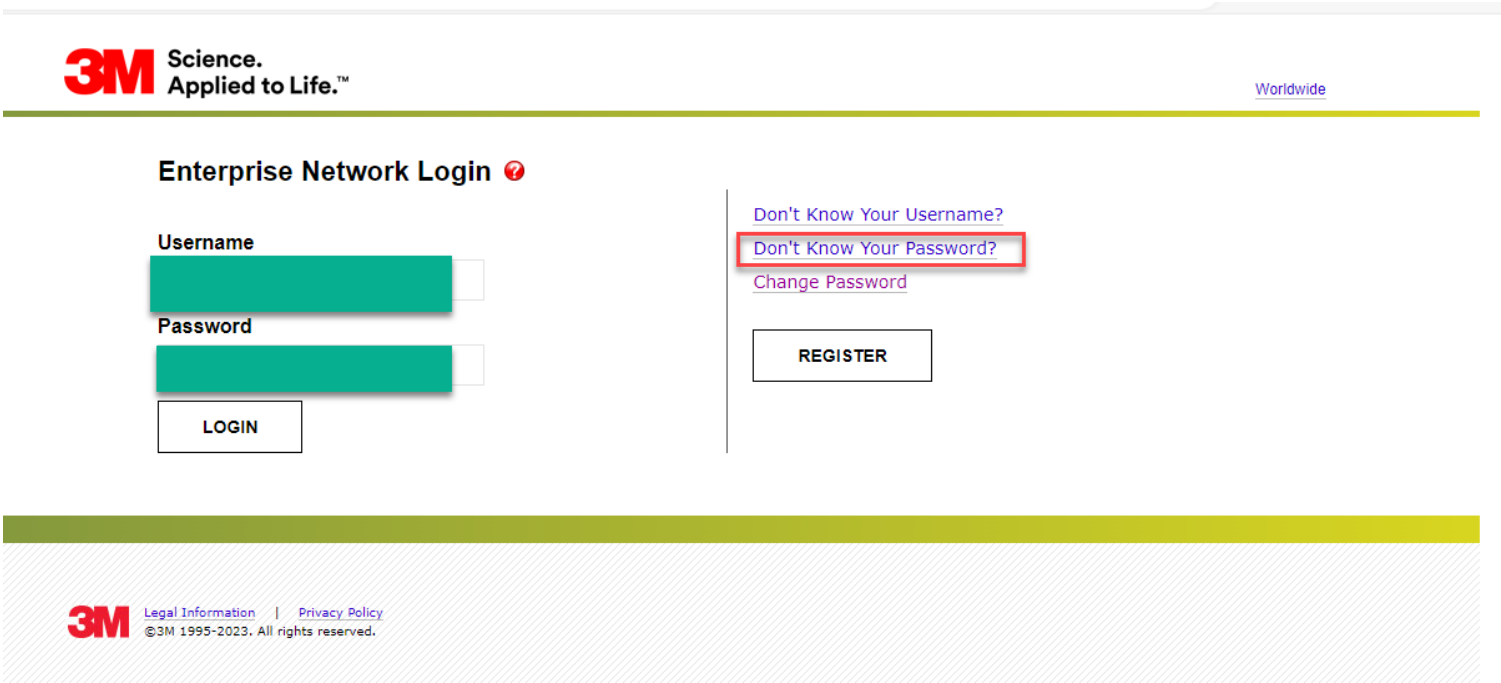


Click on the Internet Browser Back button to return to the first window. To register for 3M Supplier Direct, click on “Account”, from the drop-down menu click “Sign In”.

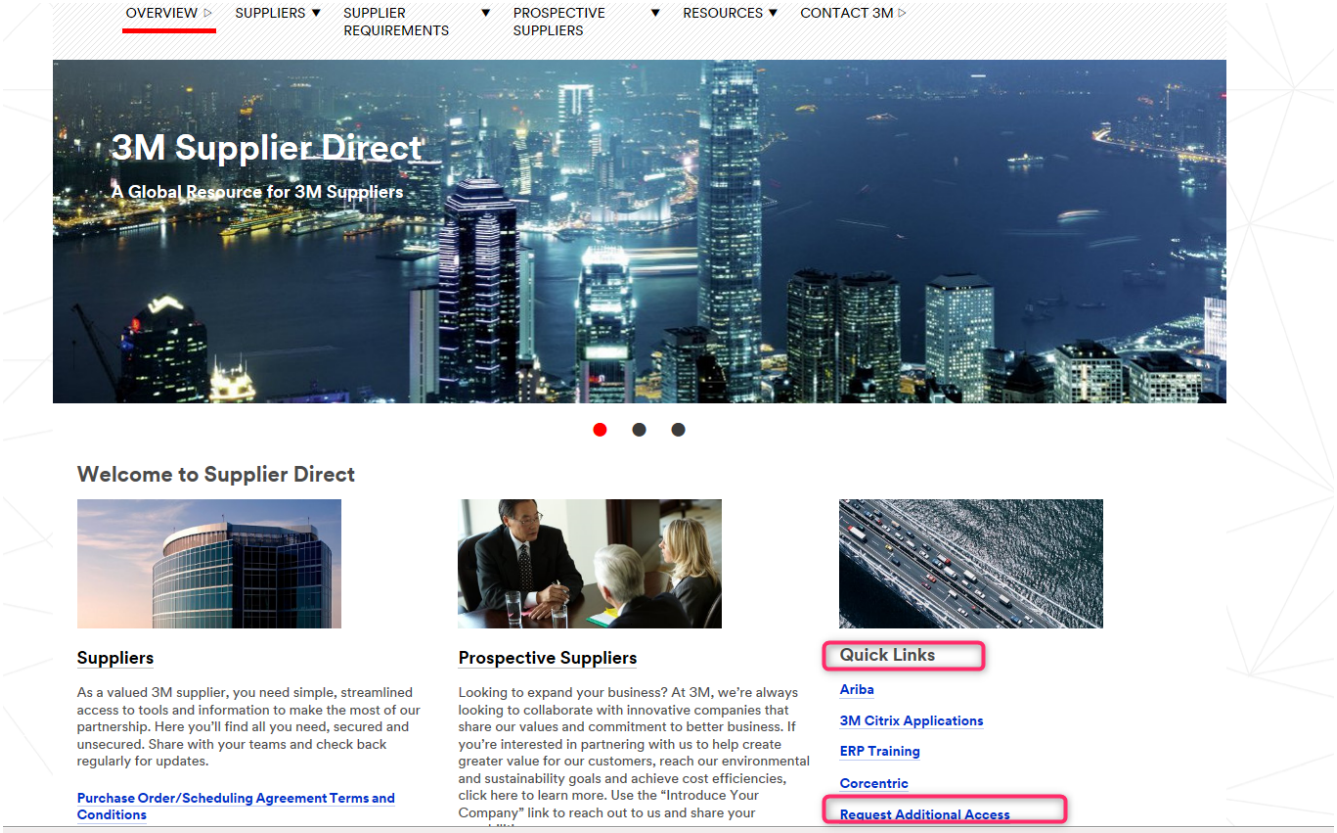


Login using your Supplier Direct credentials on the Enterprise Network Login form. Click “Login”.

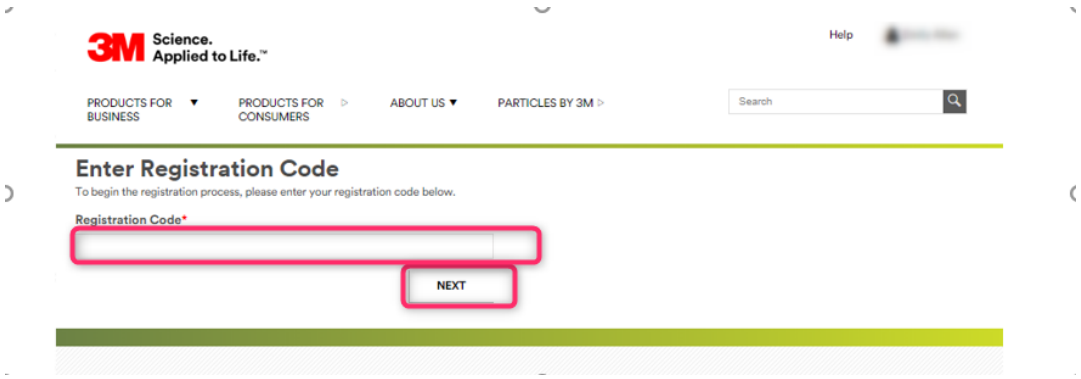
If you do not know your password, please click ‘Don’t Know Your Password?’



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

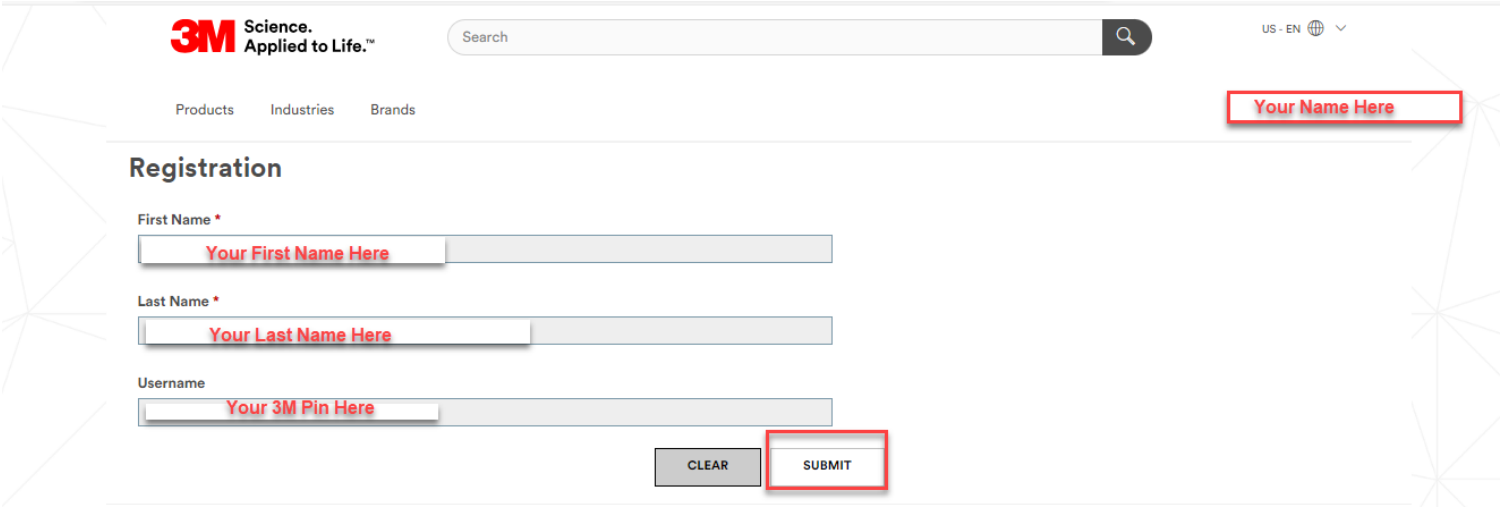


Enter the Registration Code “IT_PLM”. Click Next.

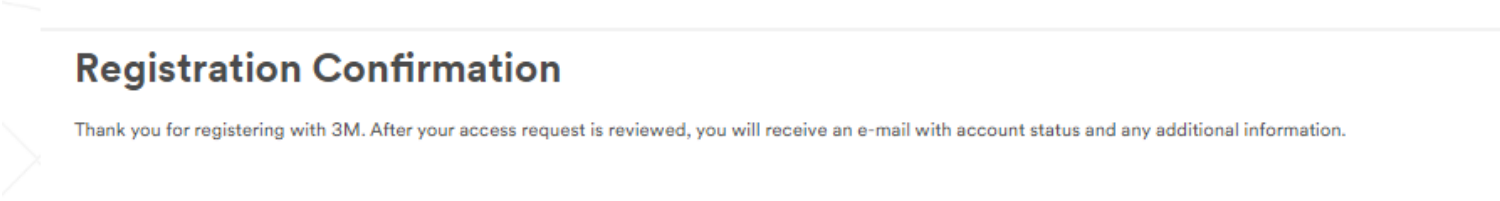


The Registration Form will display with fields auto populated. Validate the information on the Registration form. To change field information, click on the field and update the information.

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.

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 Gloabl 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

Submit Reset

- 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	Please indicate the following in this field. • 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:

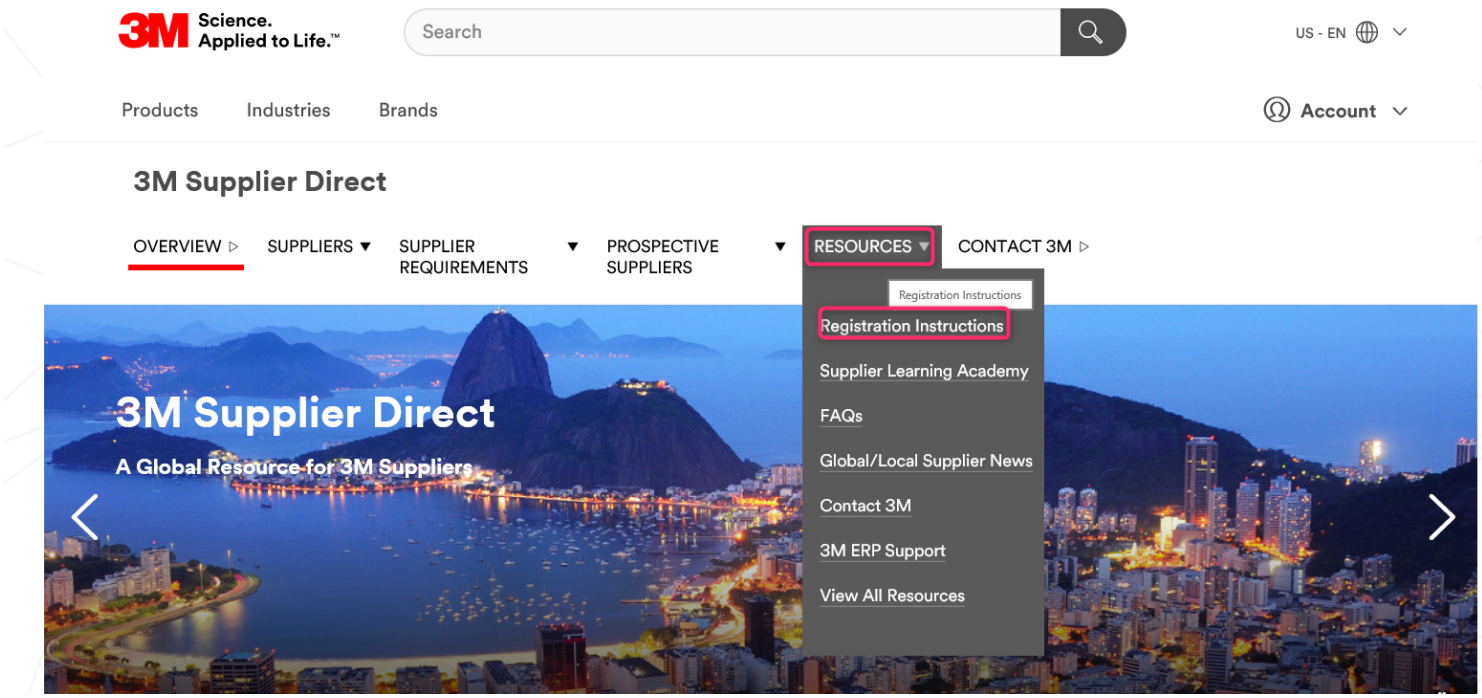
Note: A Supplier Direct Account only needs to be created once.

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

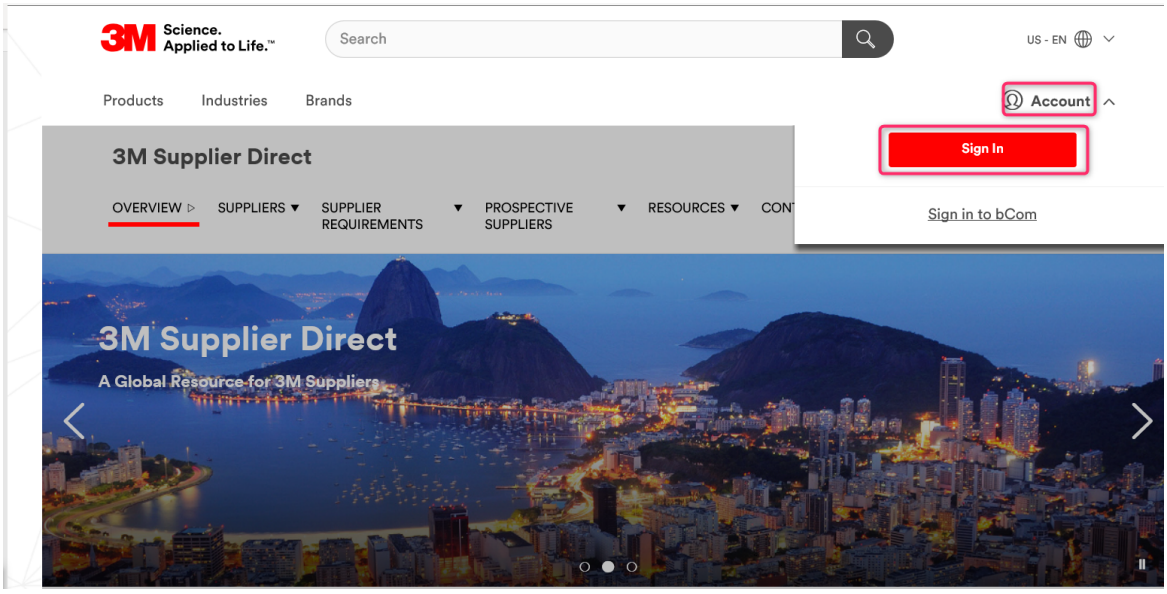
If you need assistance, contact 3M PLM (Product Lifecycle Management) Technical Support Center at 1-877-439-7426.
Note: For Registration Instructions, go to "Resources", then "Registration Instructions" from the drop-down menu.

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".

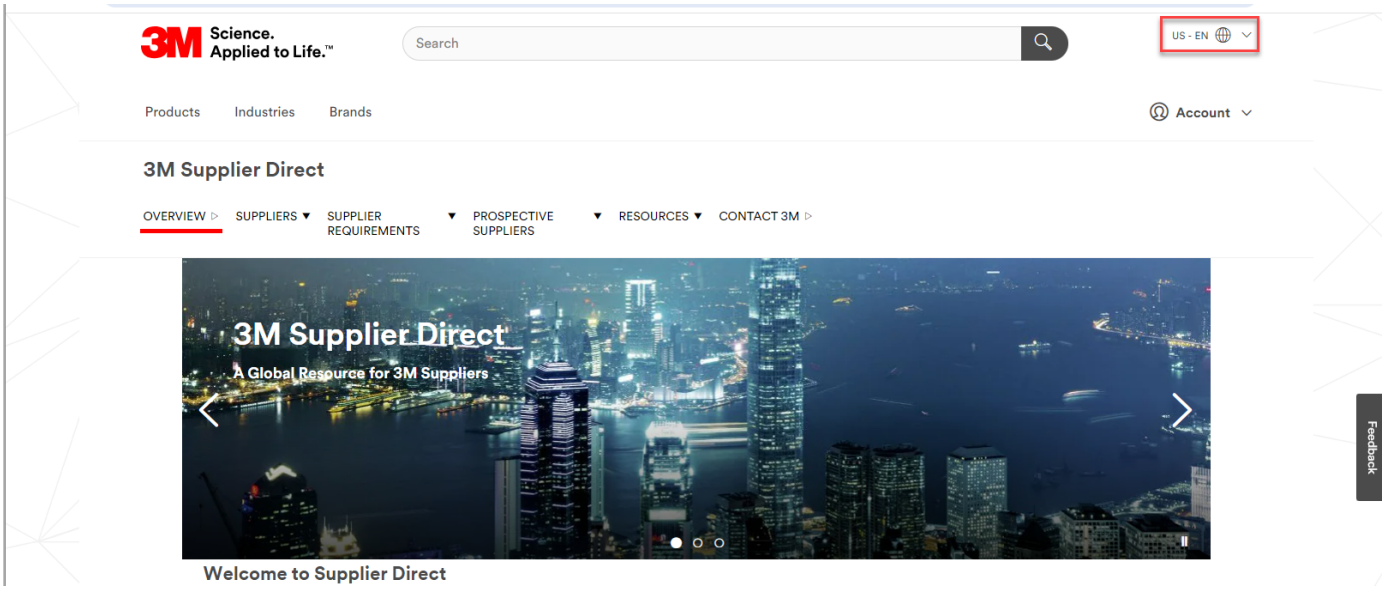


Go to Registration Form:

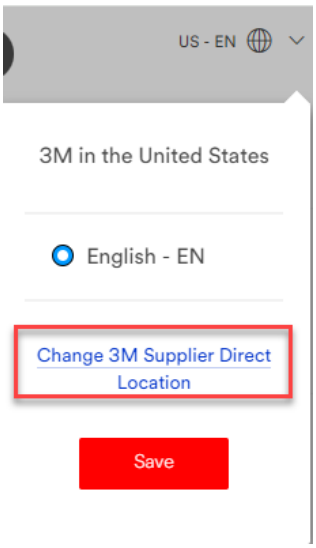
For Suppliers located outside of the United States

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

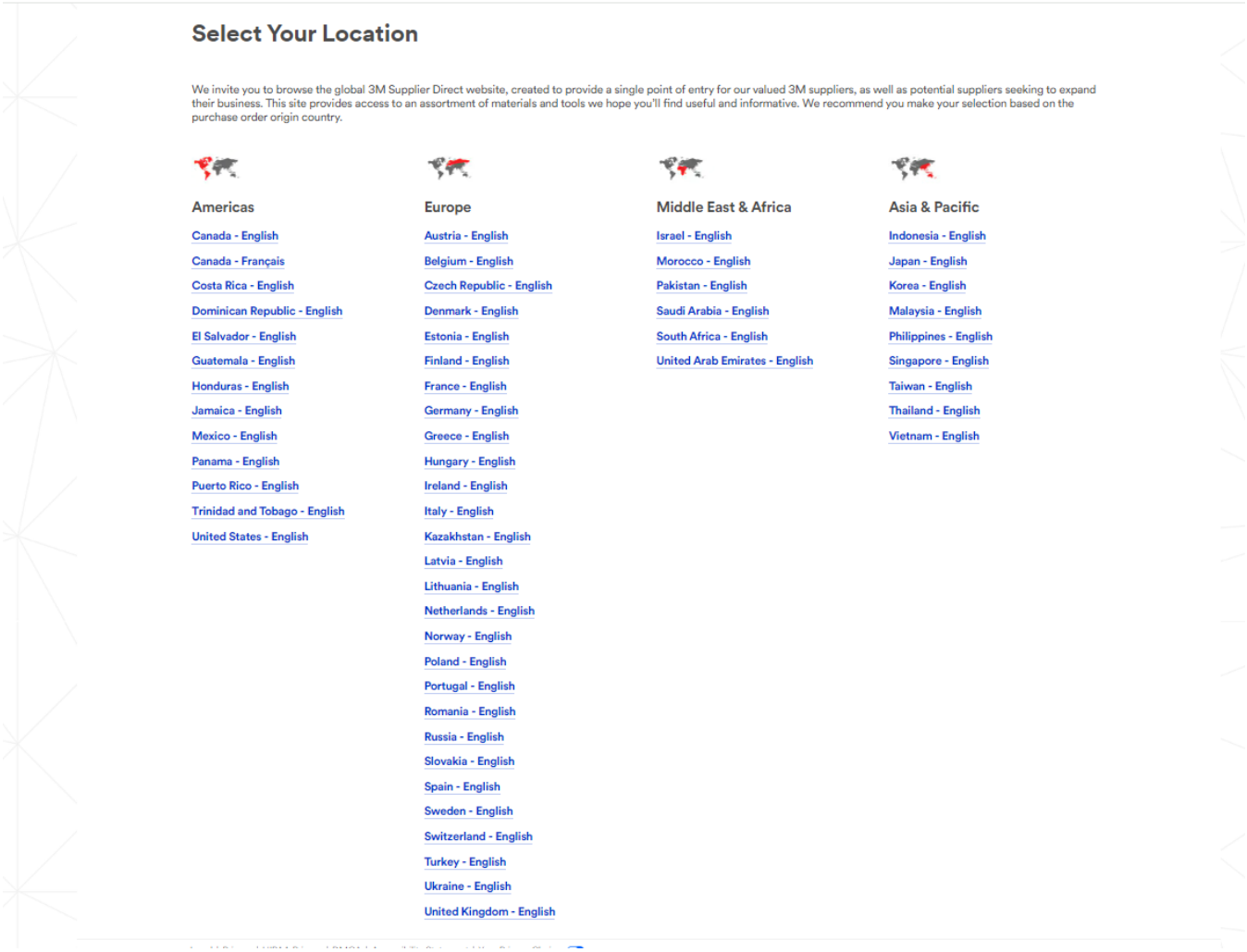
- Select the globe US - EN icon found in the upper right corner.



Select “Change 3M Supplier Direct Location” link.

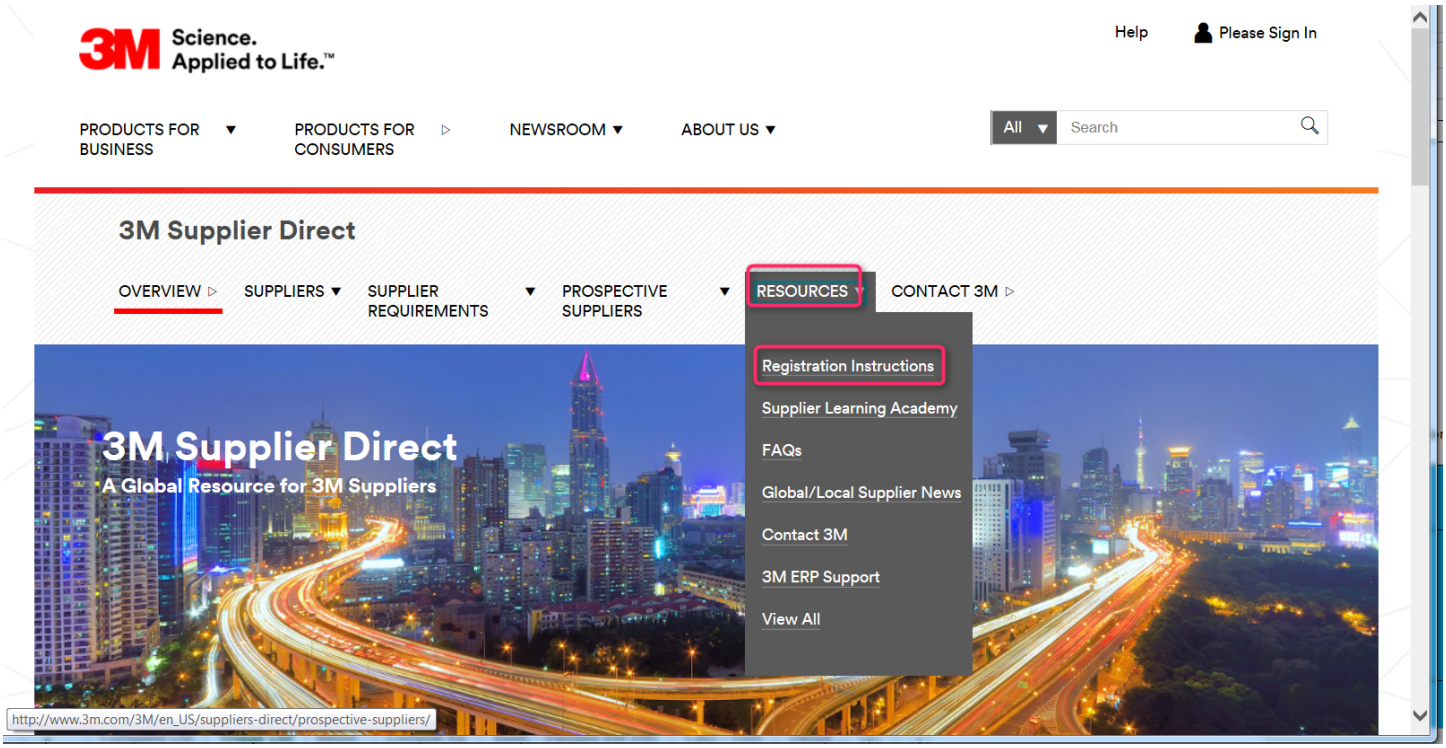


- Select your Location:

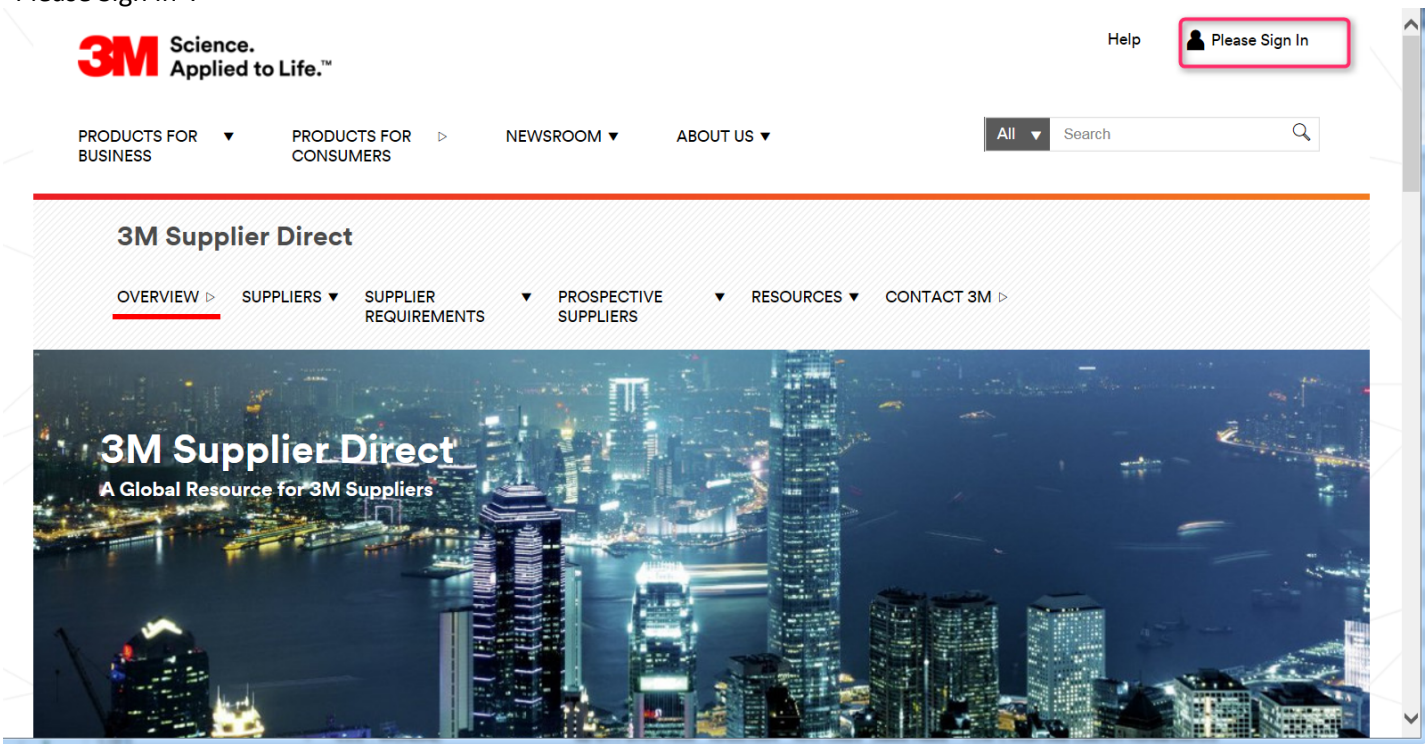


The displayed language is updated.

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".

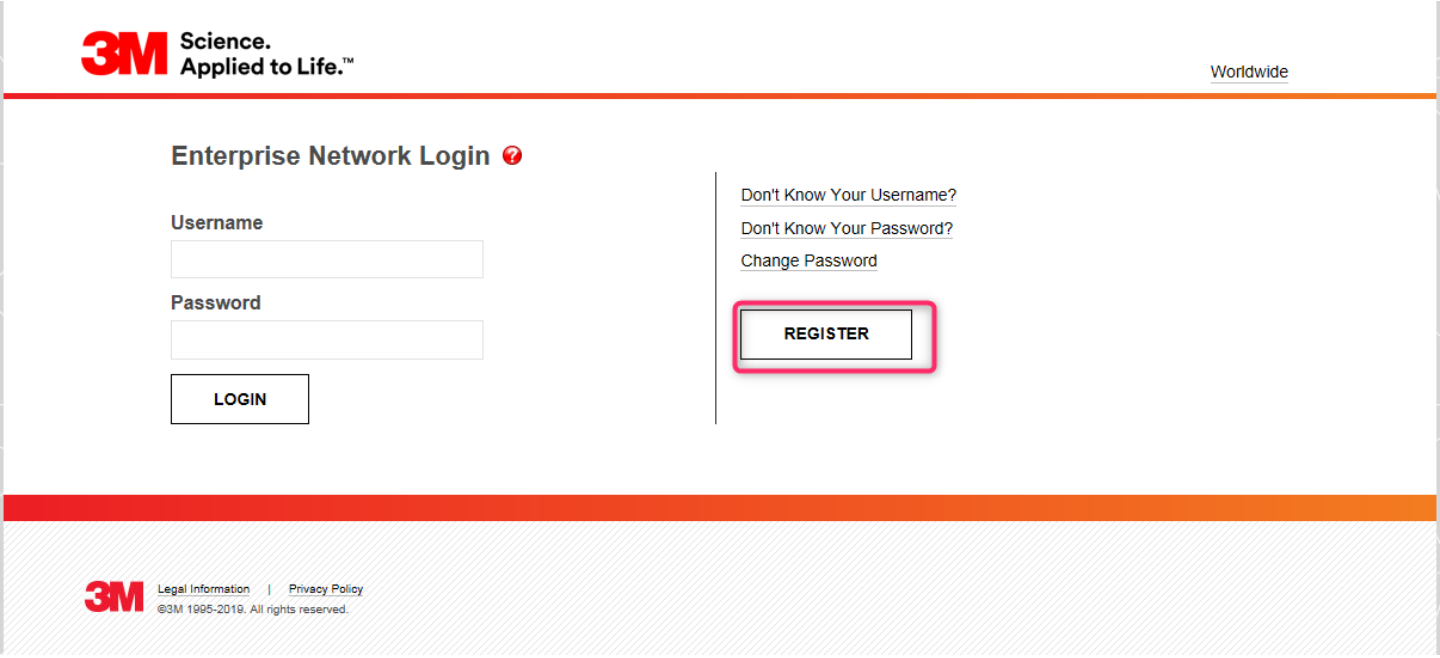


Continue to Registration Form:.

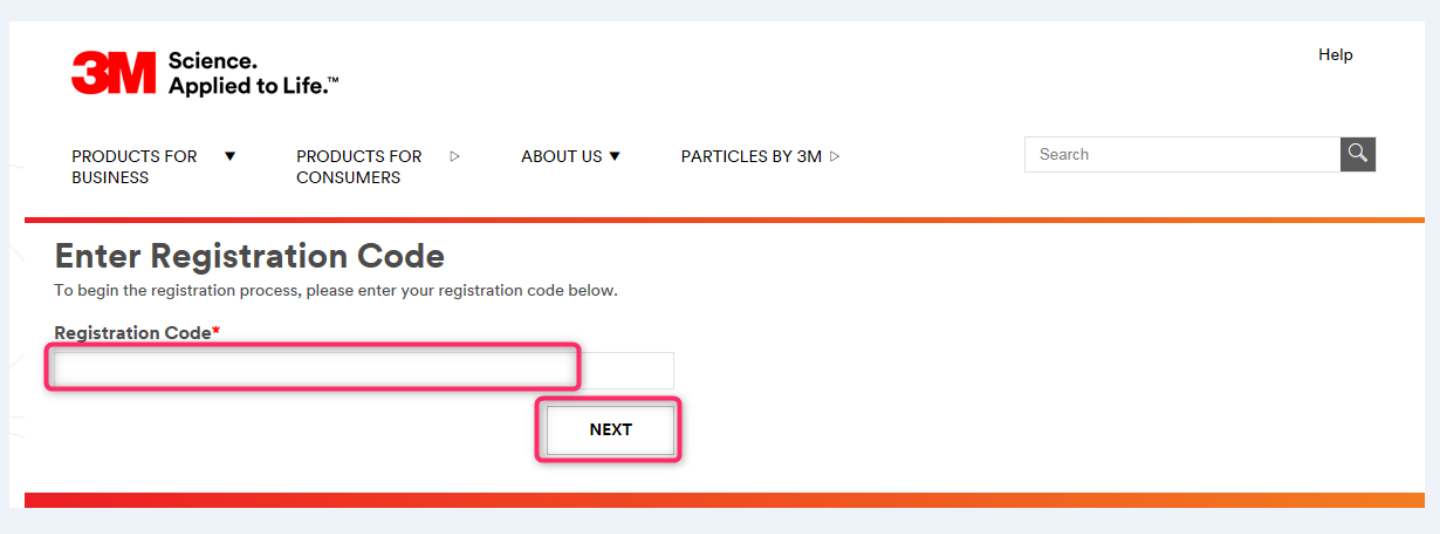
Registration Form:

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

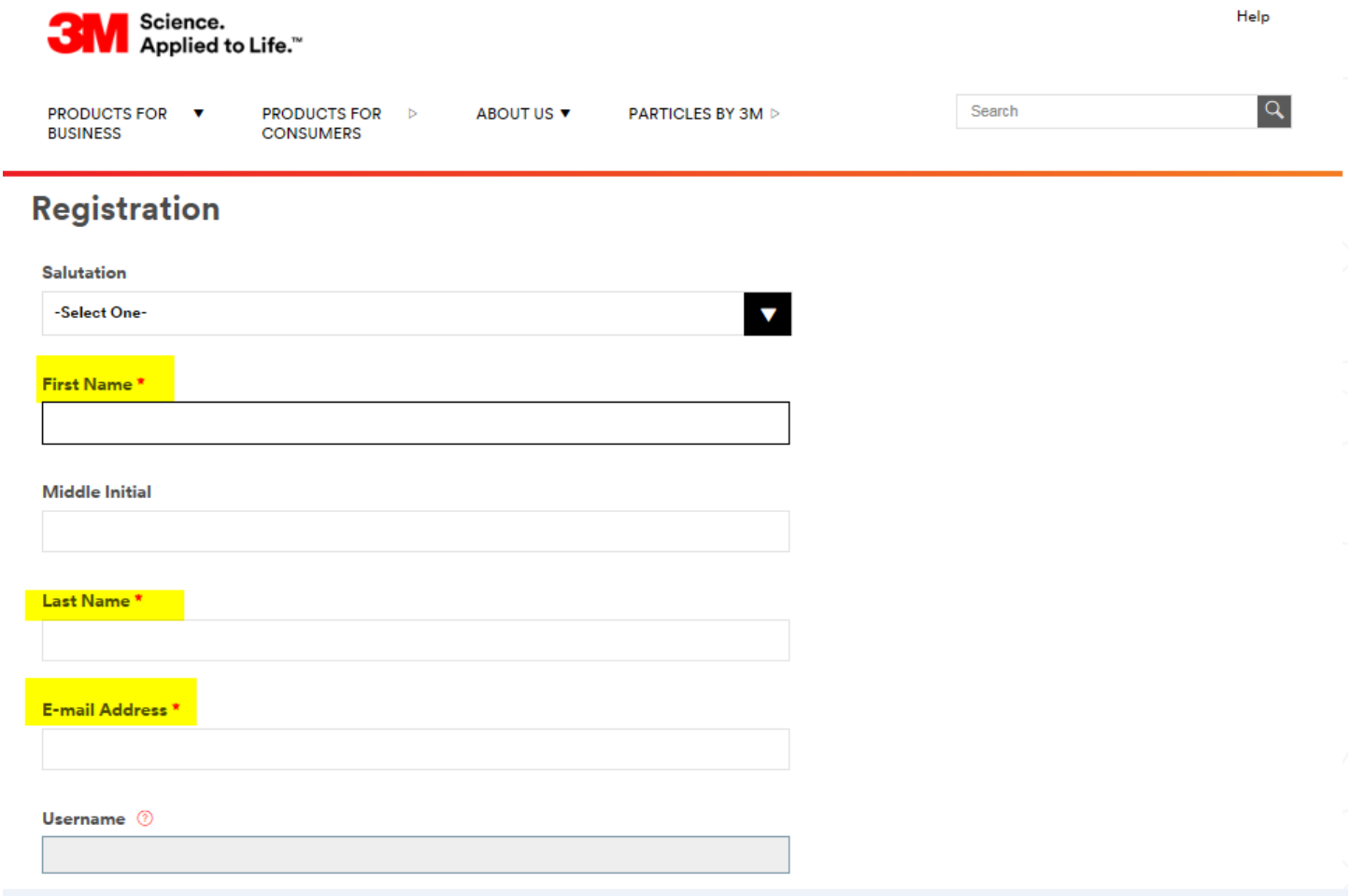


Step 1: Enter Authorization or Registration Code.
Enter "IT_PLM" in the Registration Code field then click on Next.

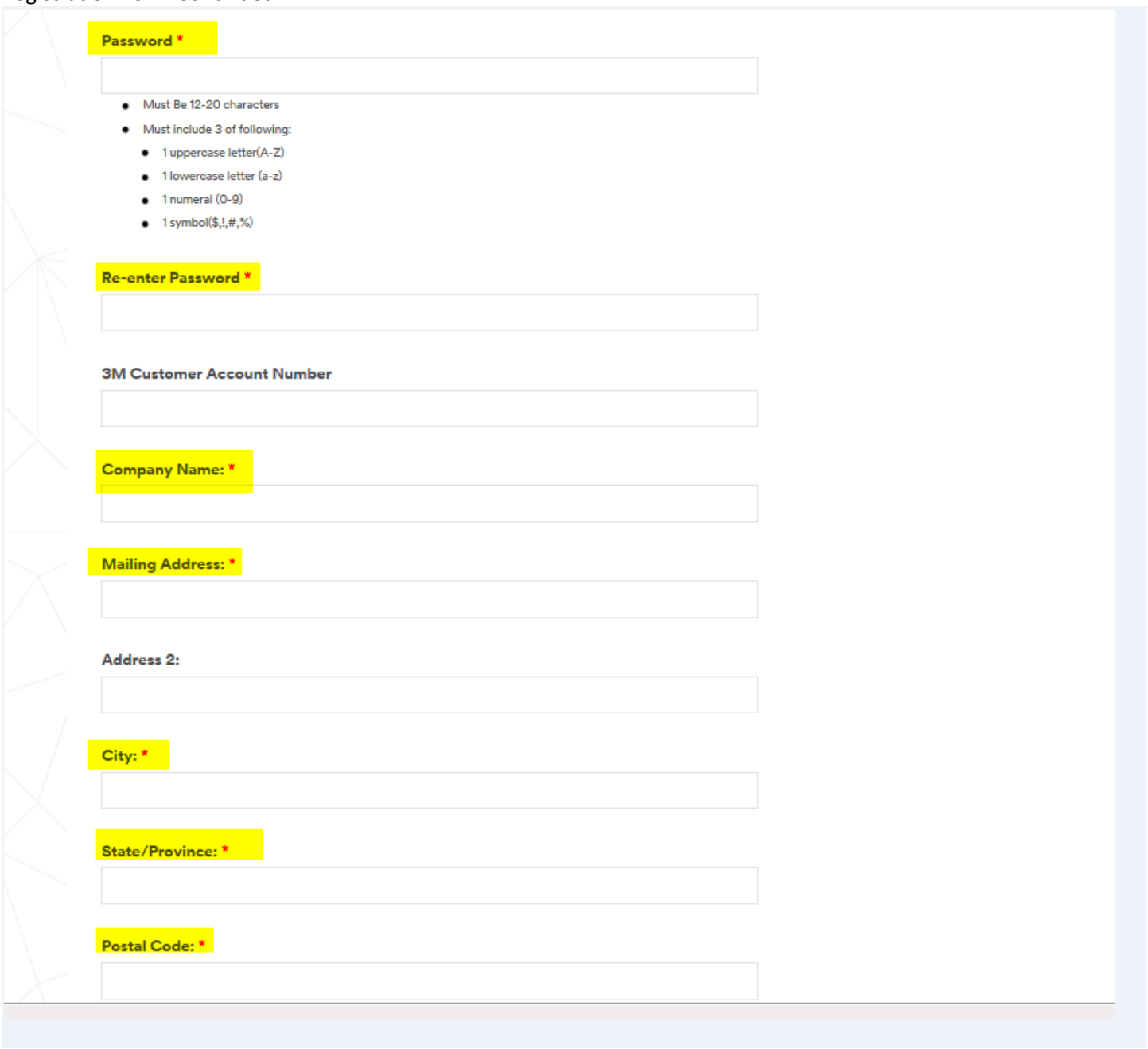


Step 2: Enter Your Information.
Fill in the required fields indicated by the red asterisk (*). To activate each field, click below the field name and enter the requested information.

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

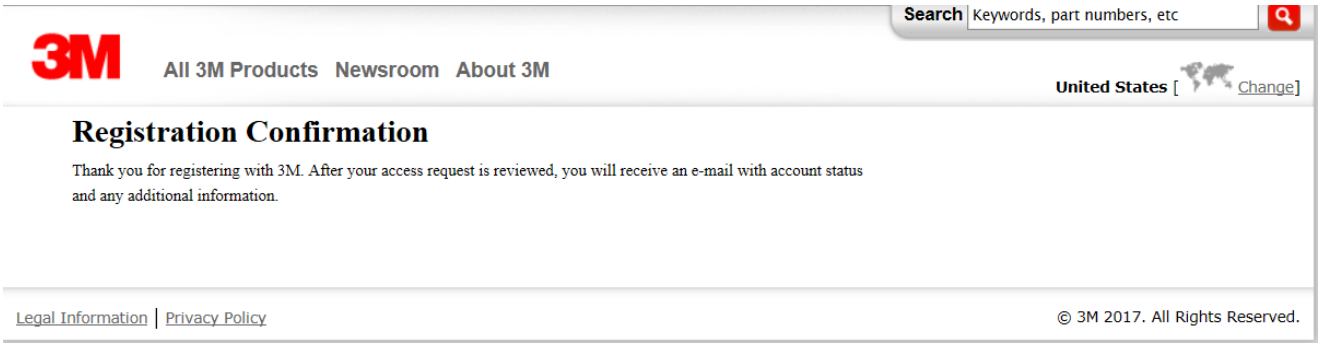


Registration Form Continued:



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 following window will display.



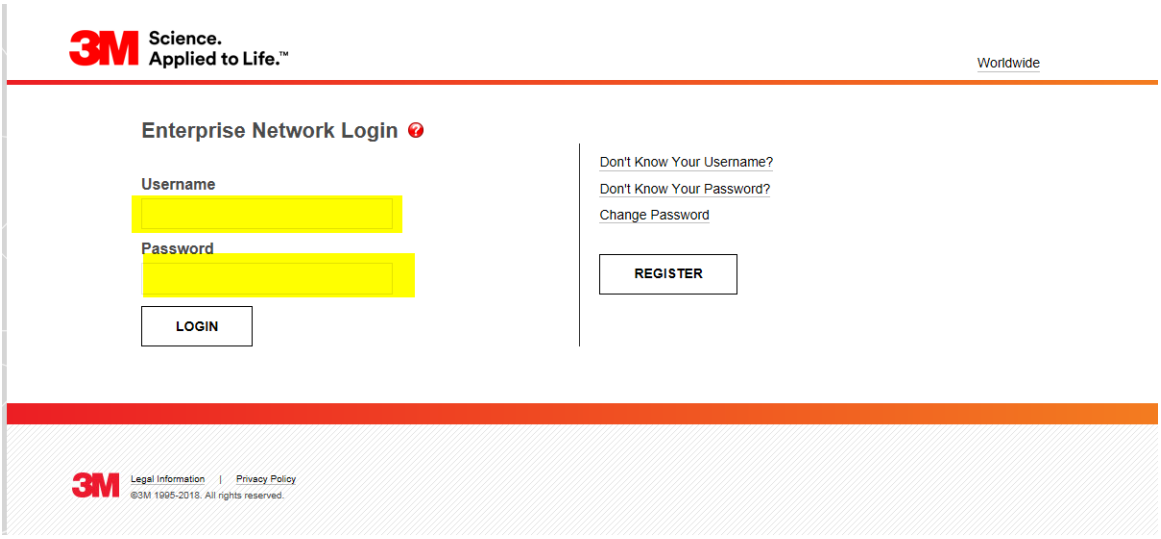
You will receive an e-mail from 3M Administration when your account has been approved. Once you have received the e-mail notification, you will then be able to log onto Supplier Direct and the 3M’s Global PLM platform.

Requesting Additional Supplier Direct Access:

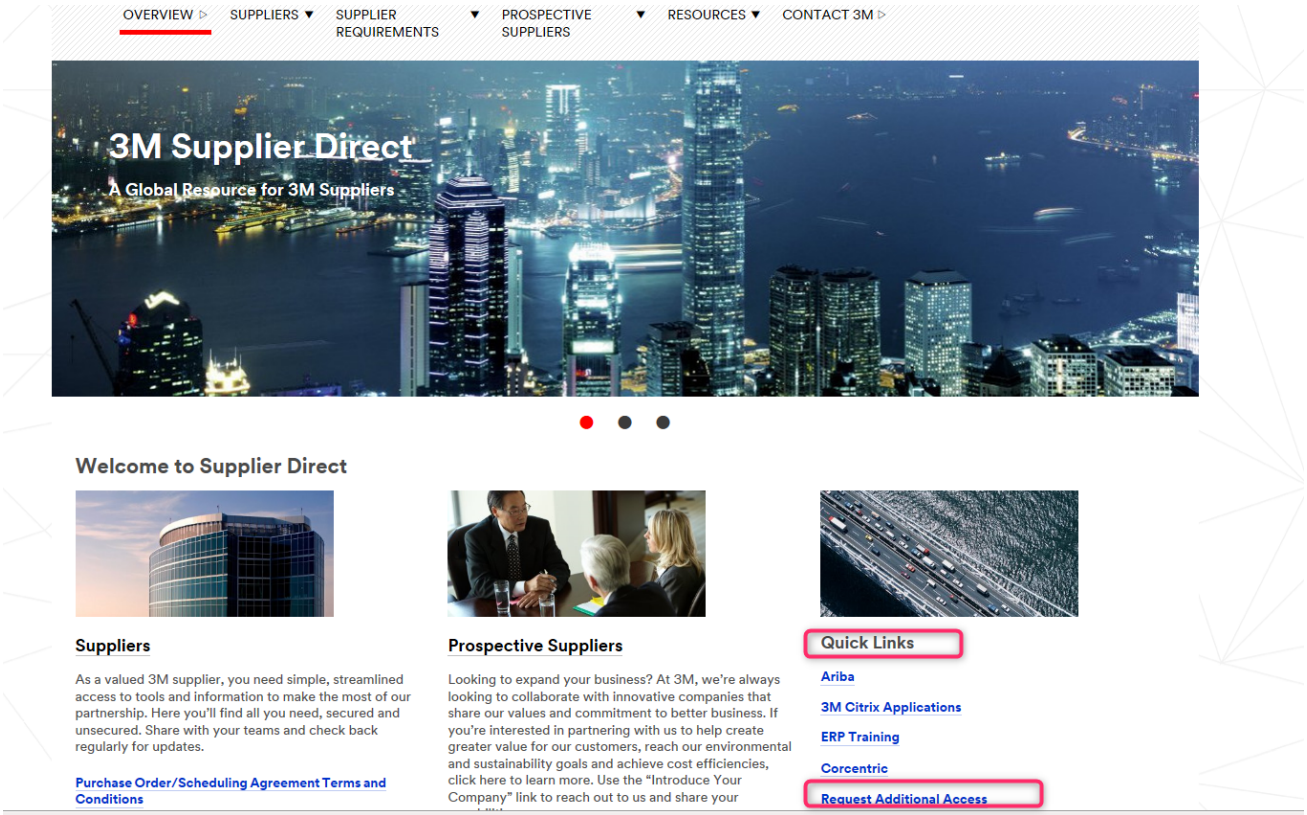
The instructions below are for Suppliers who already have an existing 3M Supplier Direct account and need to add 3M's Global PLM system to their access.

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

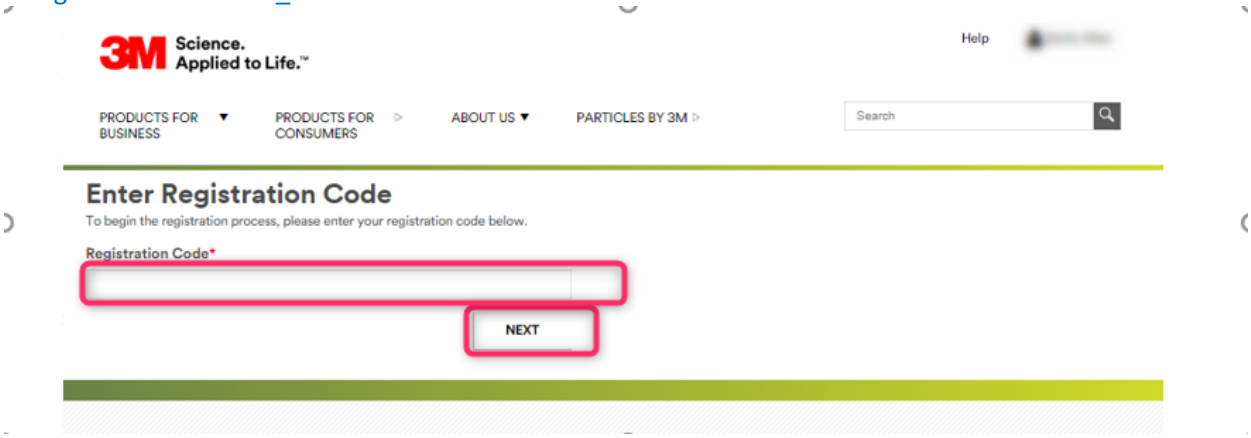
Login using your Supplier Direct credentials on the Enterprise Network Login form. Click "Login".



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

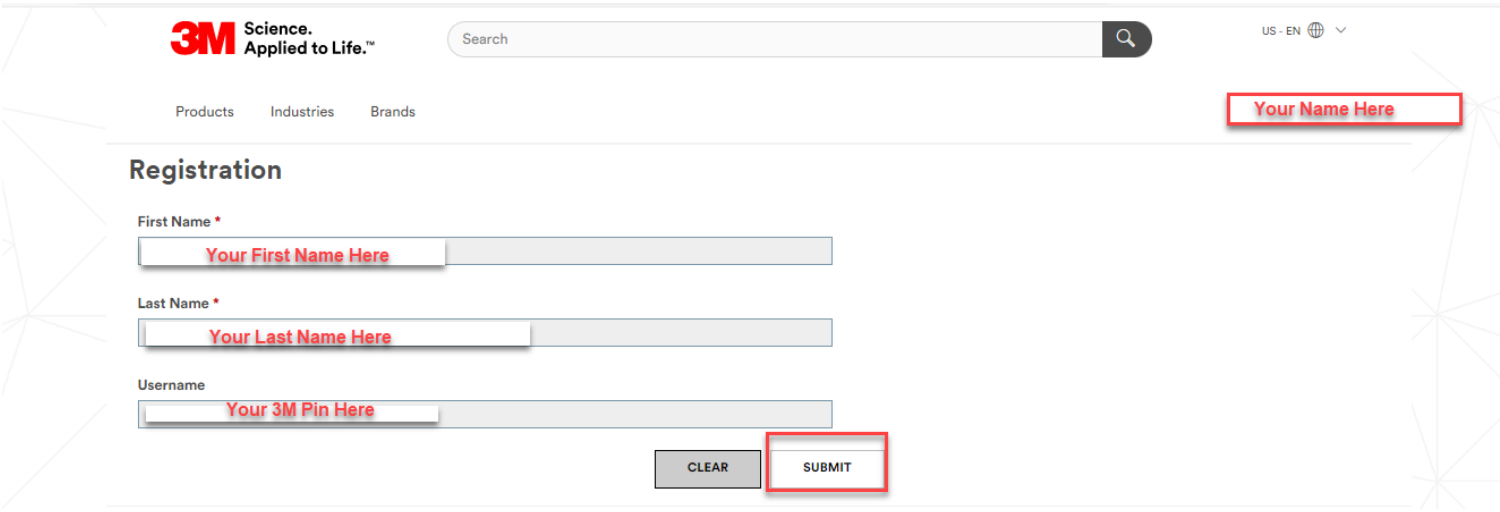


Enter the Registration Code "IT_PLM". Click Next.

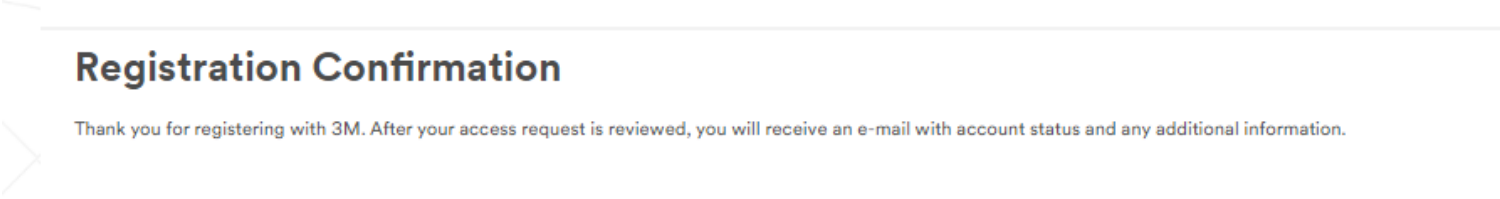


The Registration Form will display with fields auto populated. Validate the information on the Registration form. To change field information, click on the field and update the information.

Click Submit at the bottom of the form.



The system will display a Registration Confirmation



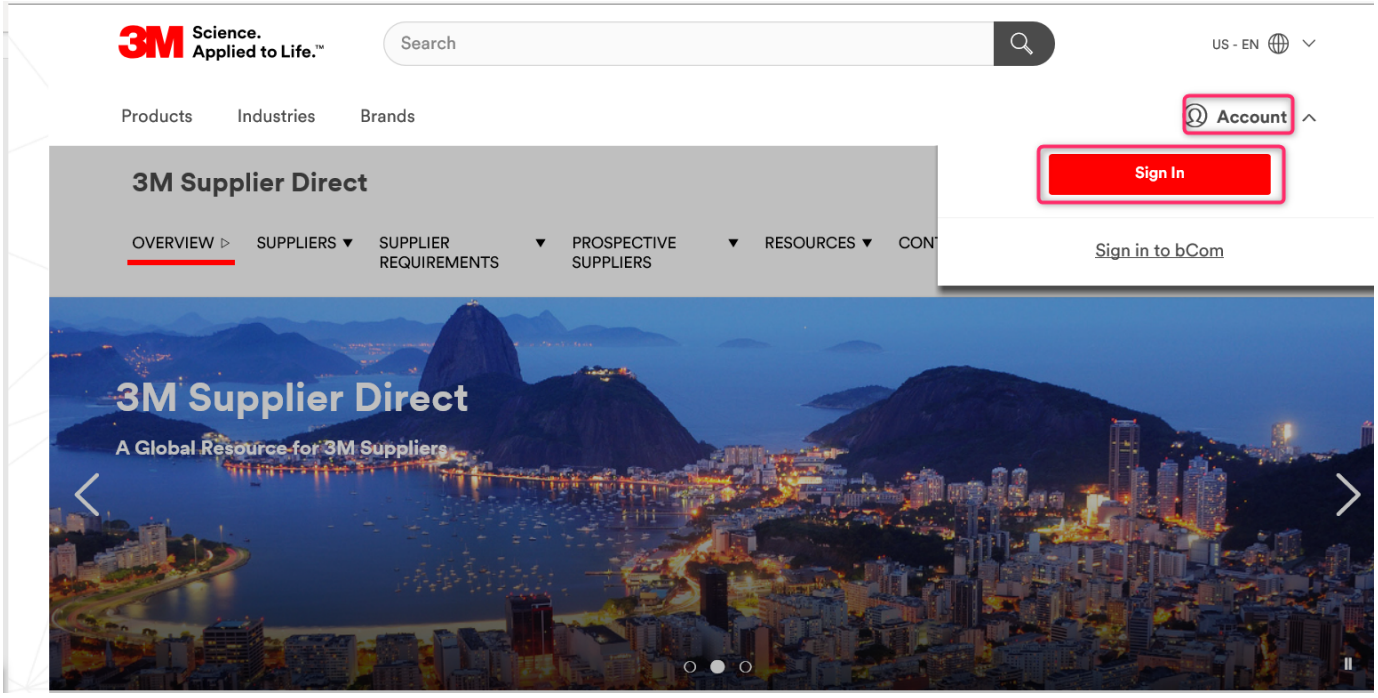
You will receive an e-mail from 3M Administration when your account is approved. Once you have received the e-mail notification, you will then be able to log onto Supplier Direct and the 3M's Global PLM platform.

Once you have received approval of Supplier Direct Registration, to access PLM instructions available from this link.

Supplier Direct Login for US and external US Suppliers:

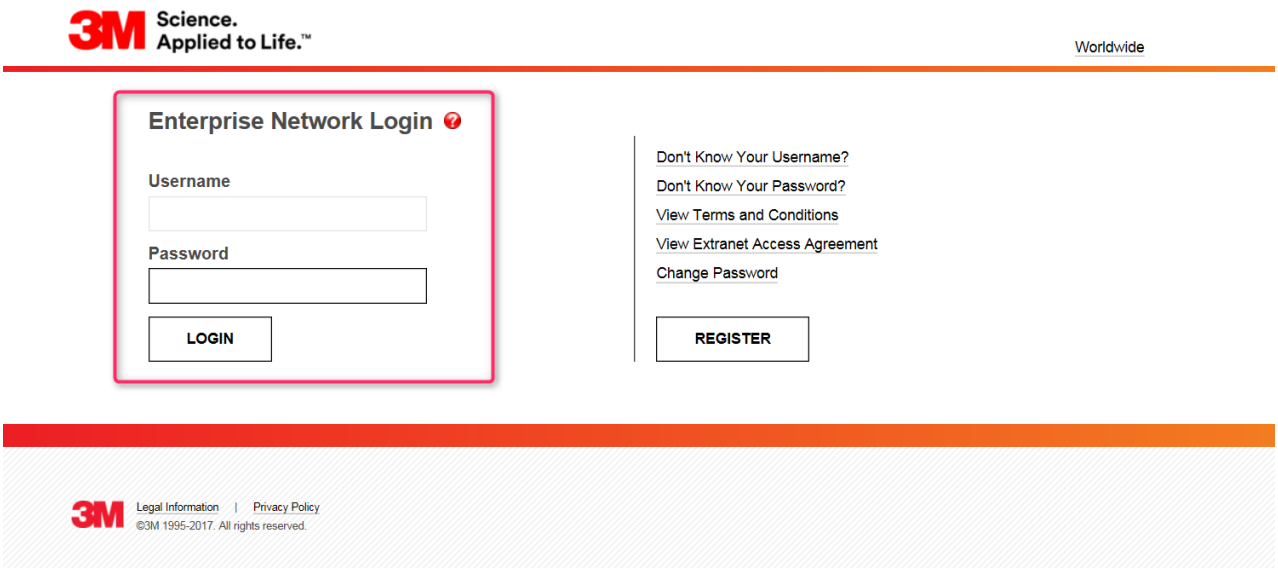
Login to Supplier Direct at http://www.3m.com/suppliers/

- 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.

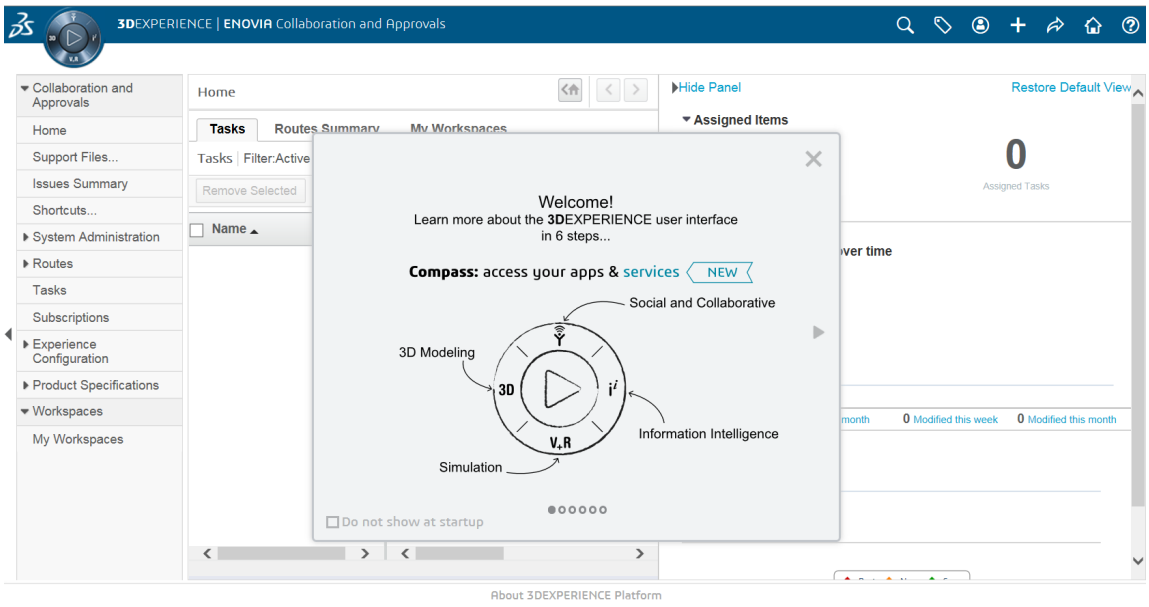


Global PLM Setup:

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.

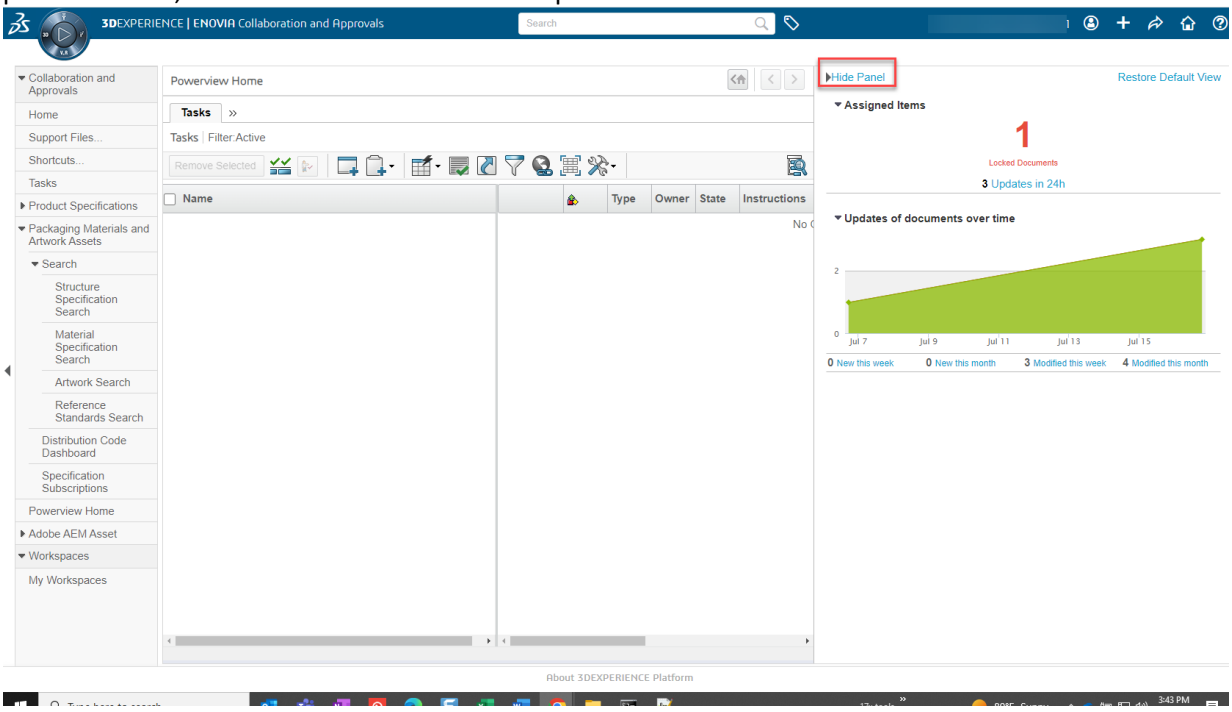
Welcome Page:

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.

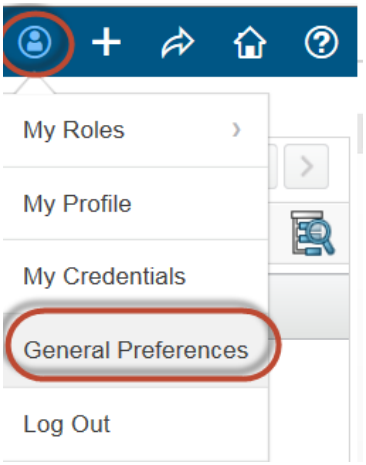


Preferences Home Page Setup:

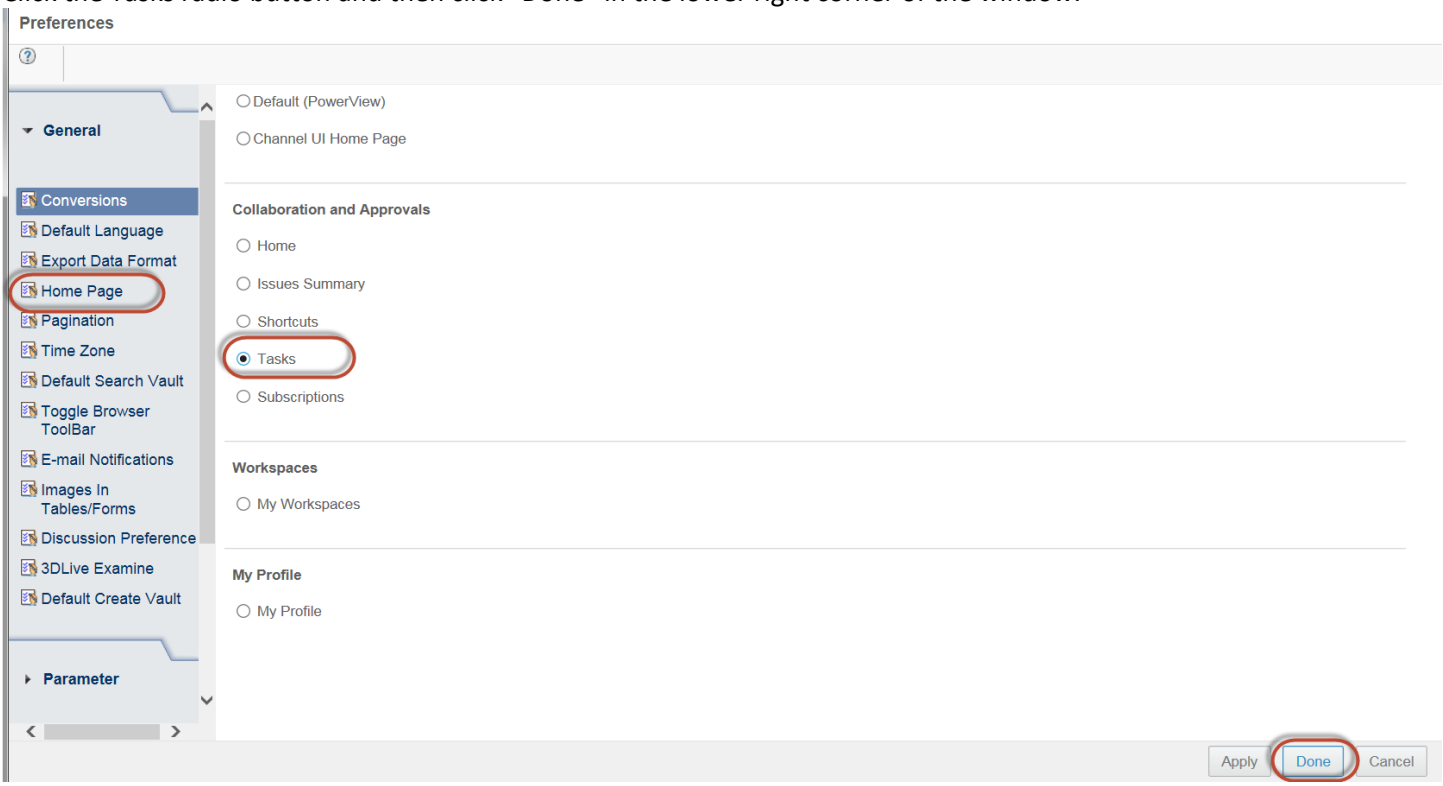
You can change Home Page screen from Default to Tasks.

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.

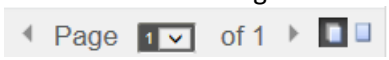
Toolbars/Icons:

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:

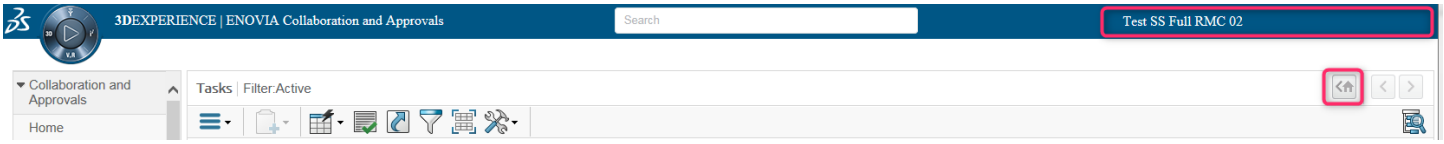
Icon	Icon Name		Function
	Home		Clicking this button will take you to the Global PLM Platform Collaboration and Approvals home page, this will not be the homepage that was selected under your General Preferences.
	Back		Clicking this button will display a previous object you were looking at, it does 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.



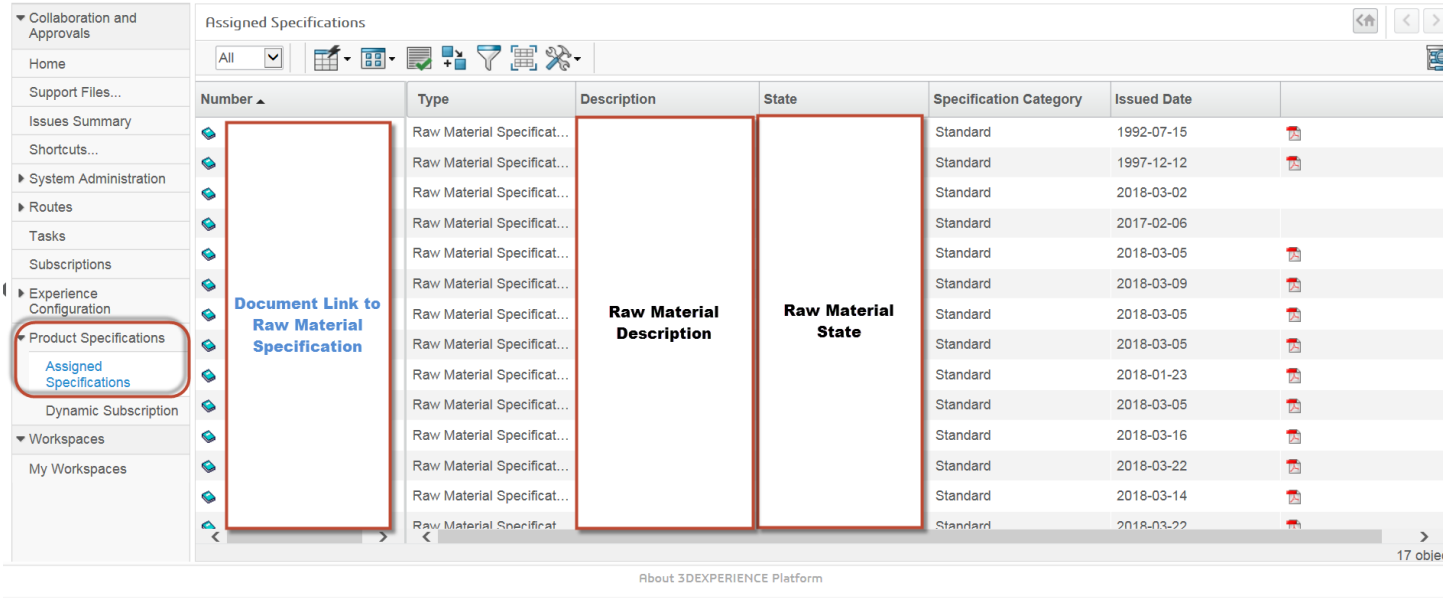
Navigating to Your Assigned Specifications

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

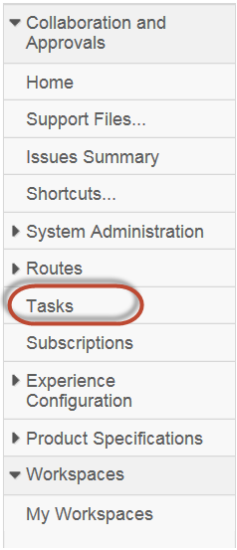
Clicking on the PDF file icon will open the Raw Material Specification in Internet Browser with print ability.



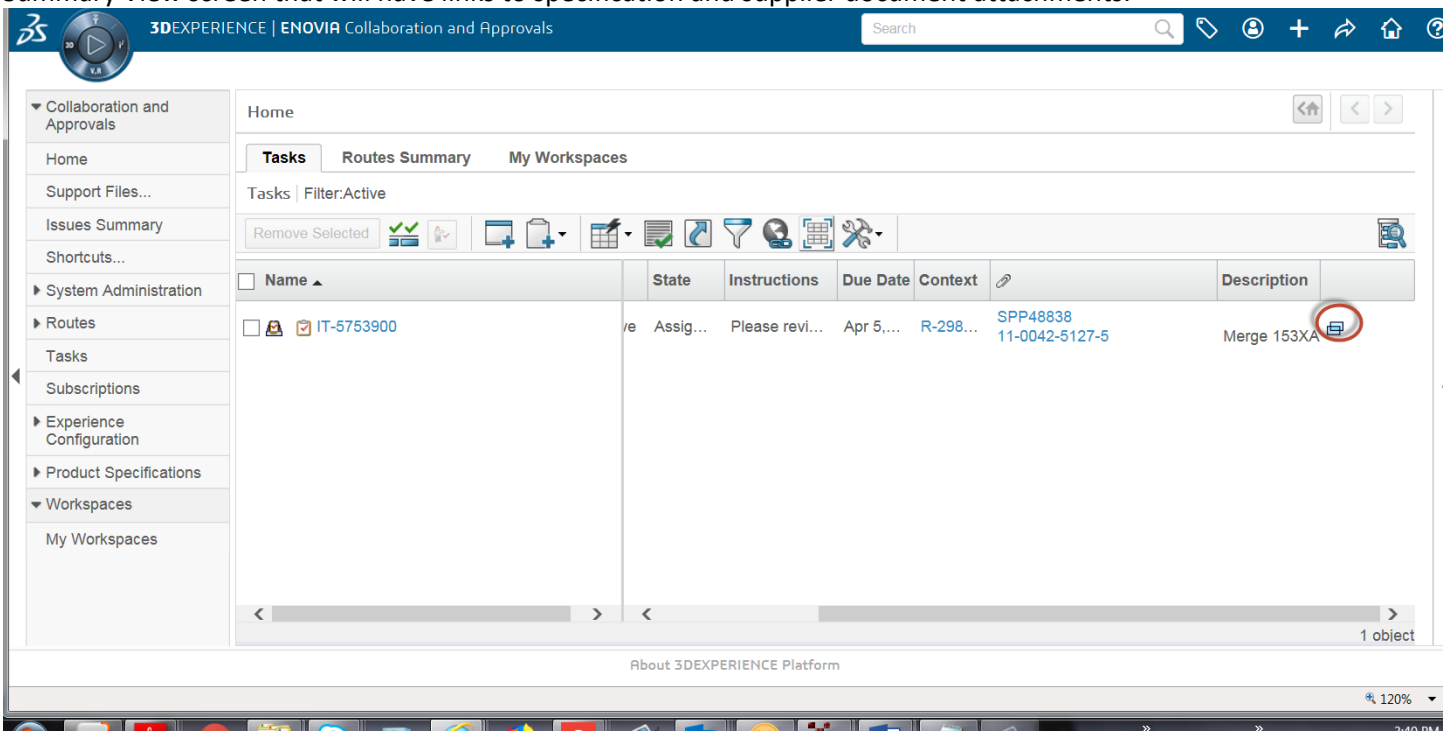
Navigating to Your Assigned Tasks:

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

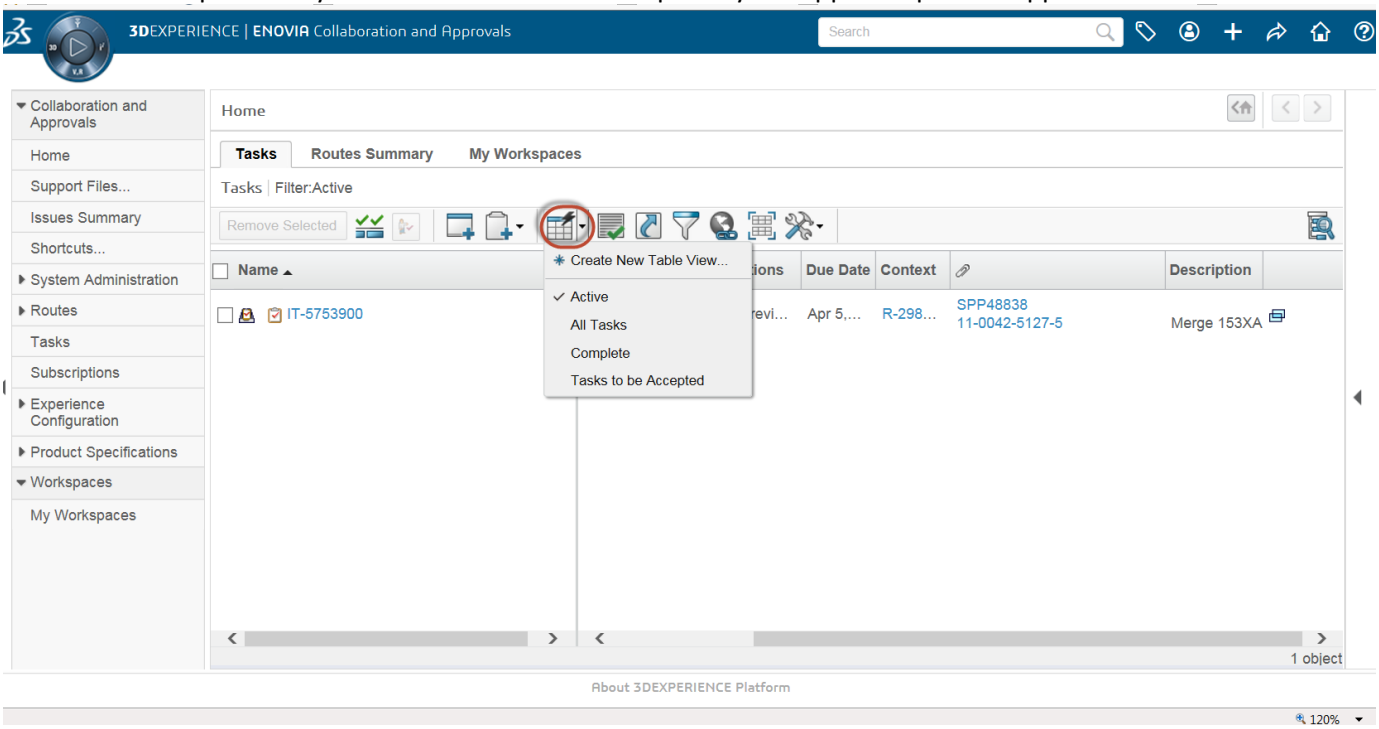
Your Tasks can also be accessed by clicking on Tasks in the Collaboration and Approval navigation pane



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.

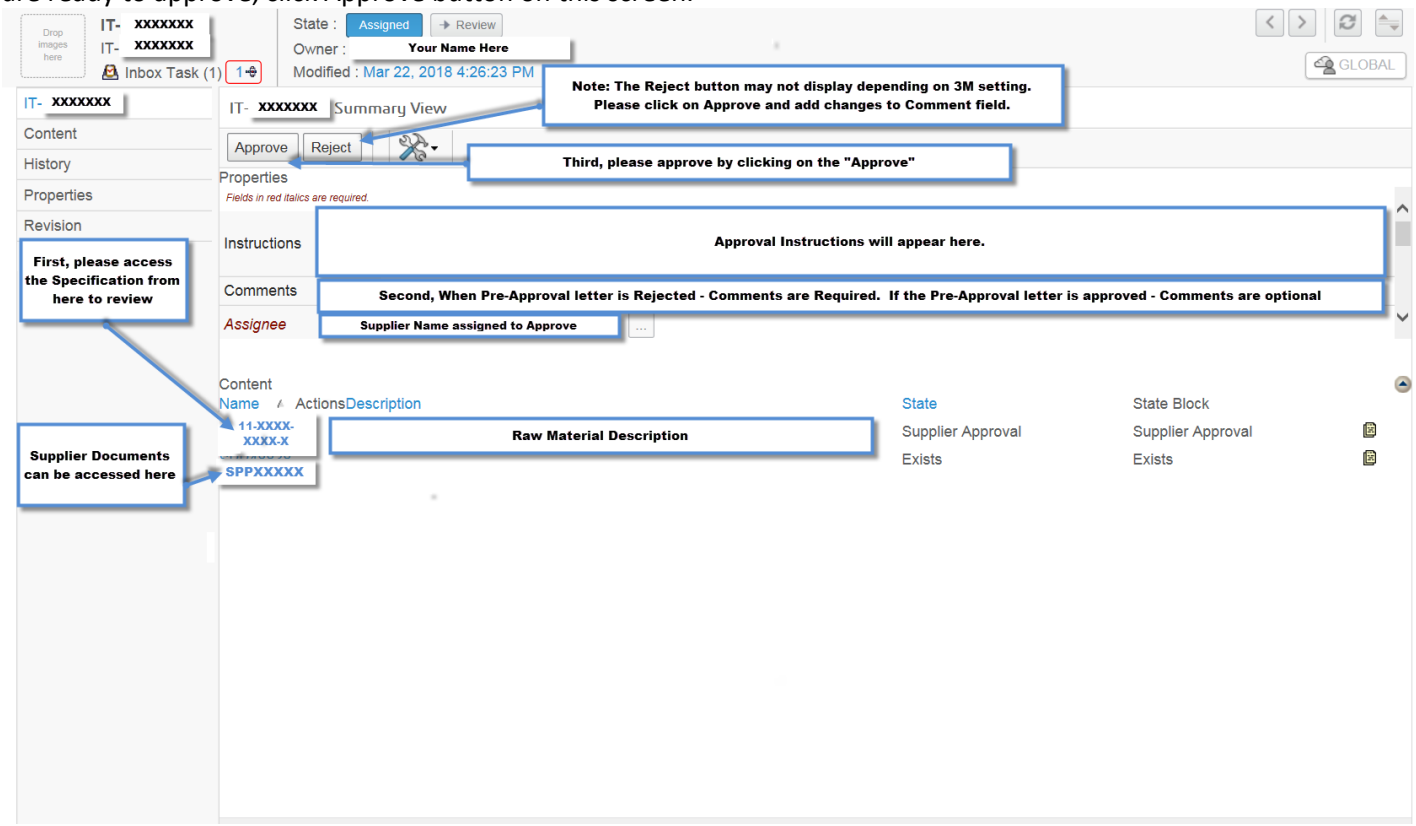


Manage your approvals on Tasks screen by using drop-down arrow on right side of the Create Table View icon and click on one of the items.
All Tasks = All Active and Completed Tasks assigned to you.
Active = All Active Tasks that need your approval.
Complete = All Completed Tasks that you have approved.
Tasks to be Accepted = Any tasks that needs to be accepted by the approver prior to approval



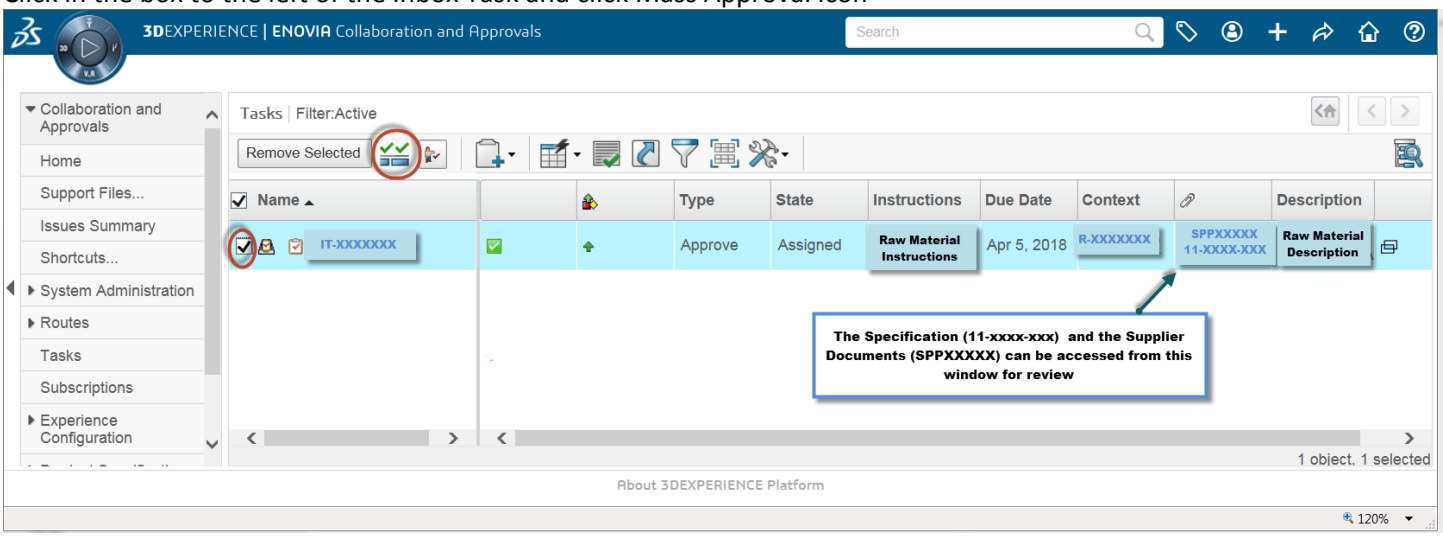
Approving Specification:
For Internet Browser Users:

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.

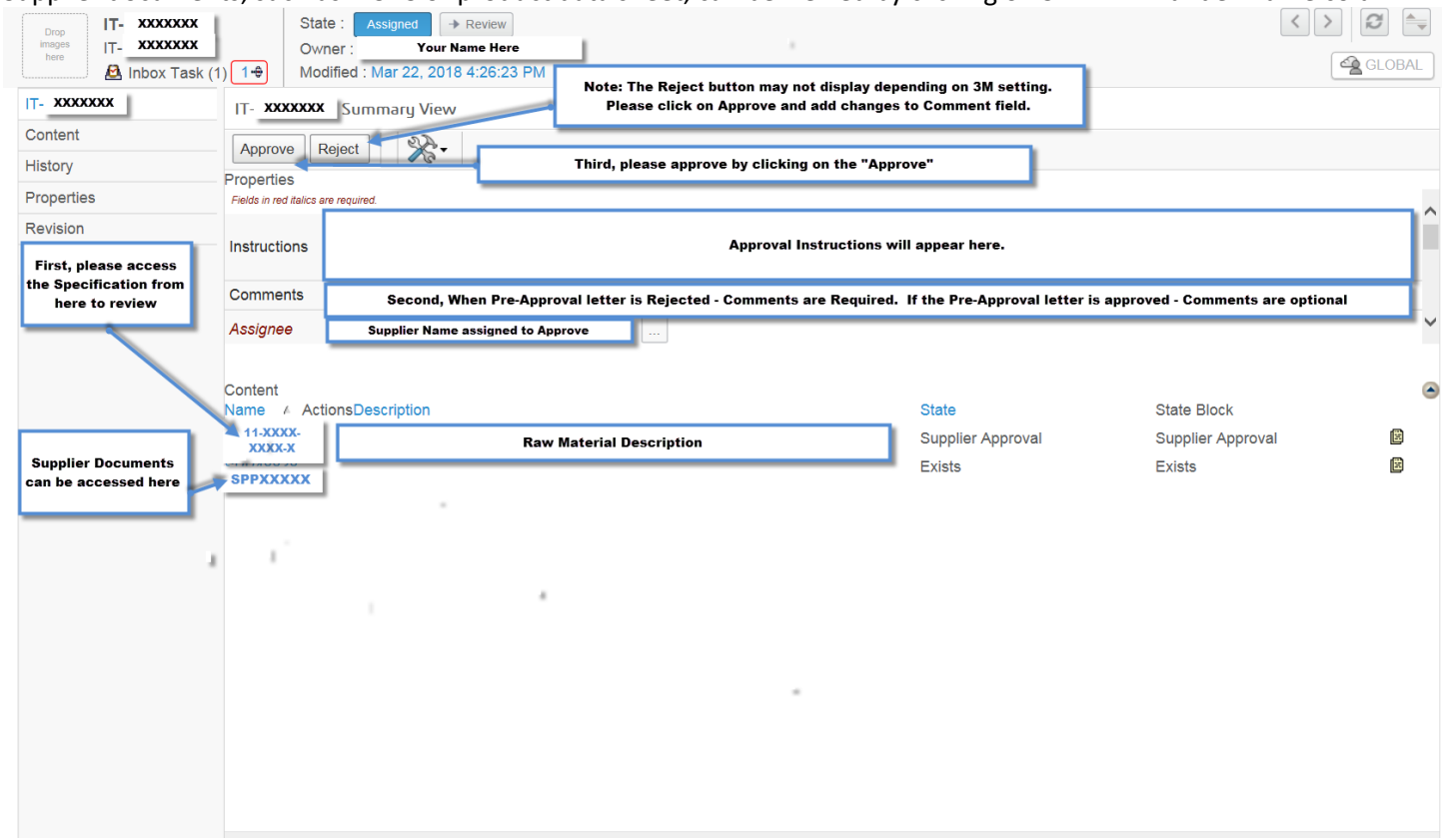


Another Raw Material Approval method is to close the window you are on, once your review is completed. Click on and Home on the Home menu. A listing of Specifications assigned to for approval will display. The Specification and Supplier Documents can also be accessed from this window for review. Clicking 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

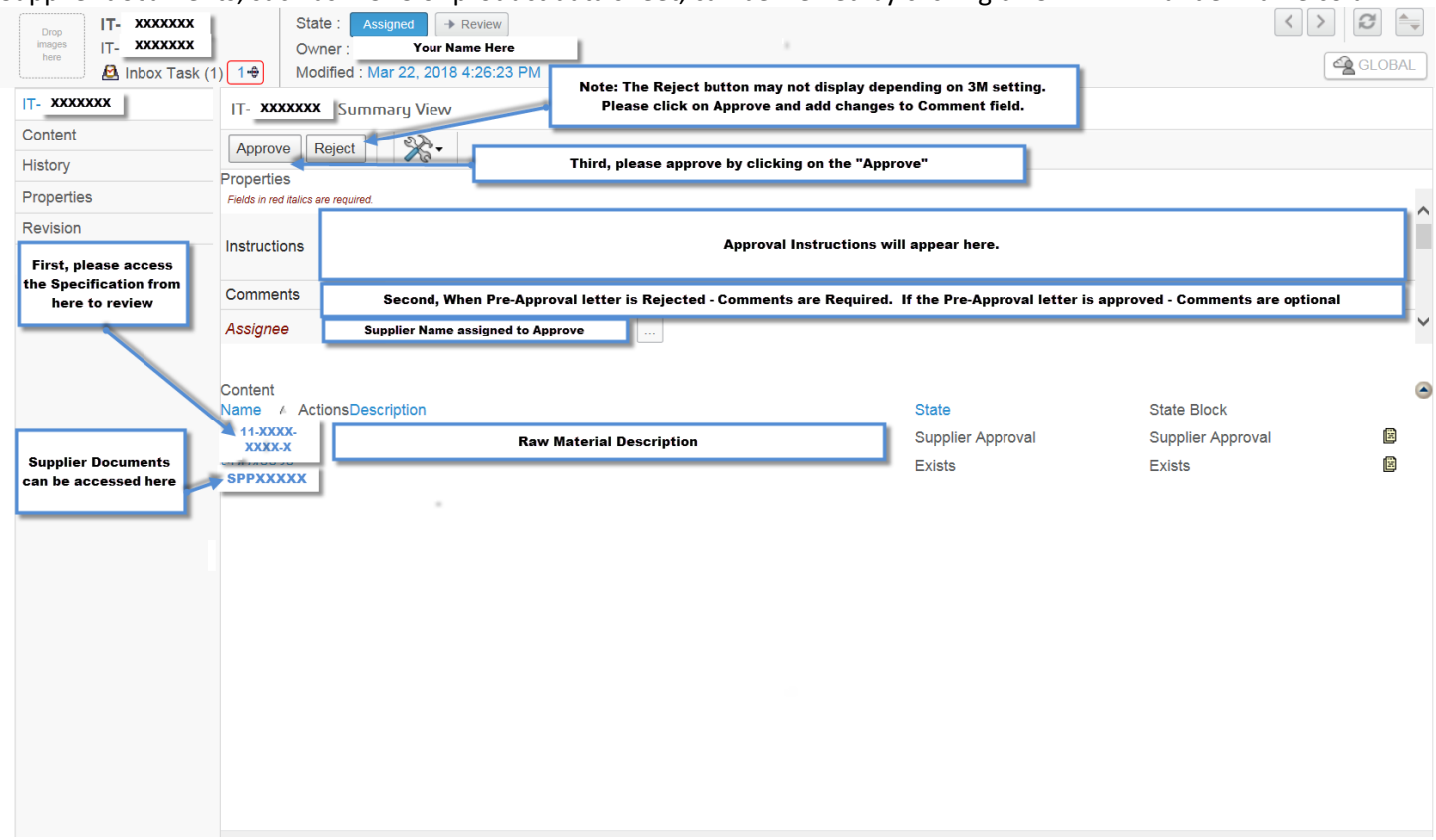


Supplier documents, such as MSDS or product data sheet, can be viewed by clicking on SPPXXXXX under Name column.



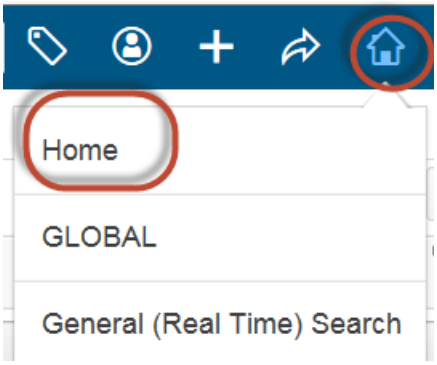
If you have navigated to a specification and don't know how to get back to the Task Summary View to approve the specification, close the window you are on. Click on -> Home to see list of specifications assigned to you for approval. Follow same path as before, on Tasks screen, click on the blue double 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.



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

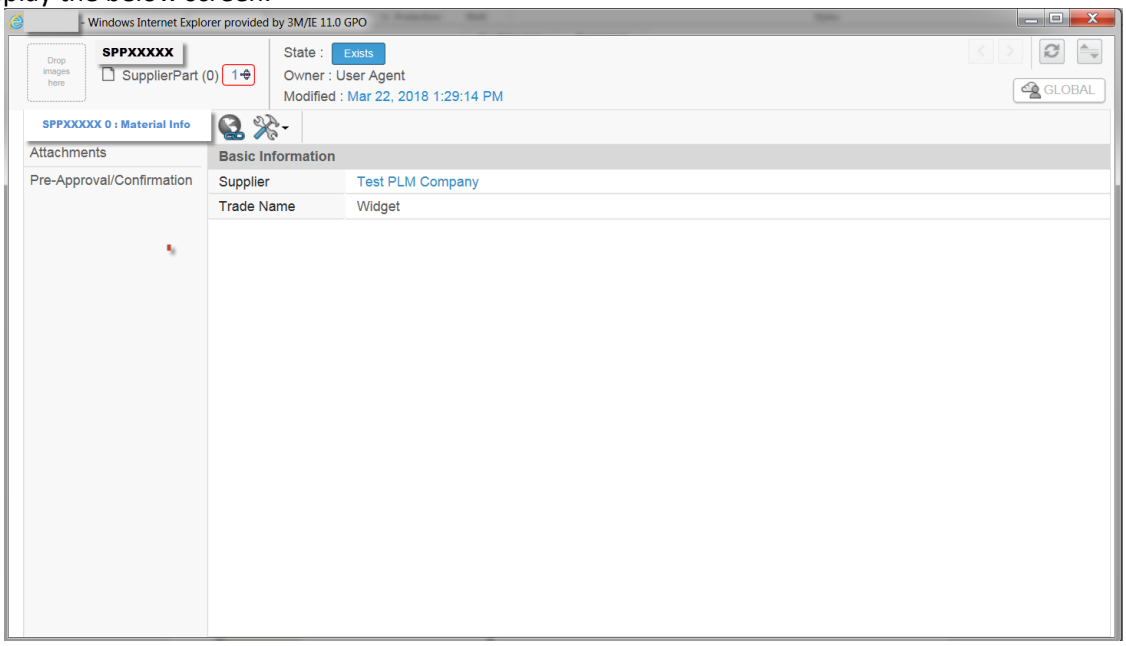
Close the window you are on. Click on -> Home from the menu.



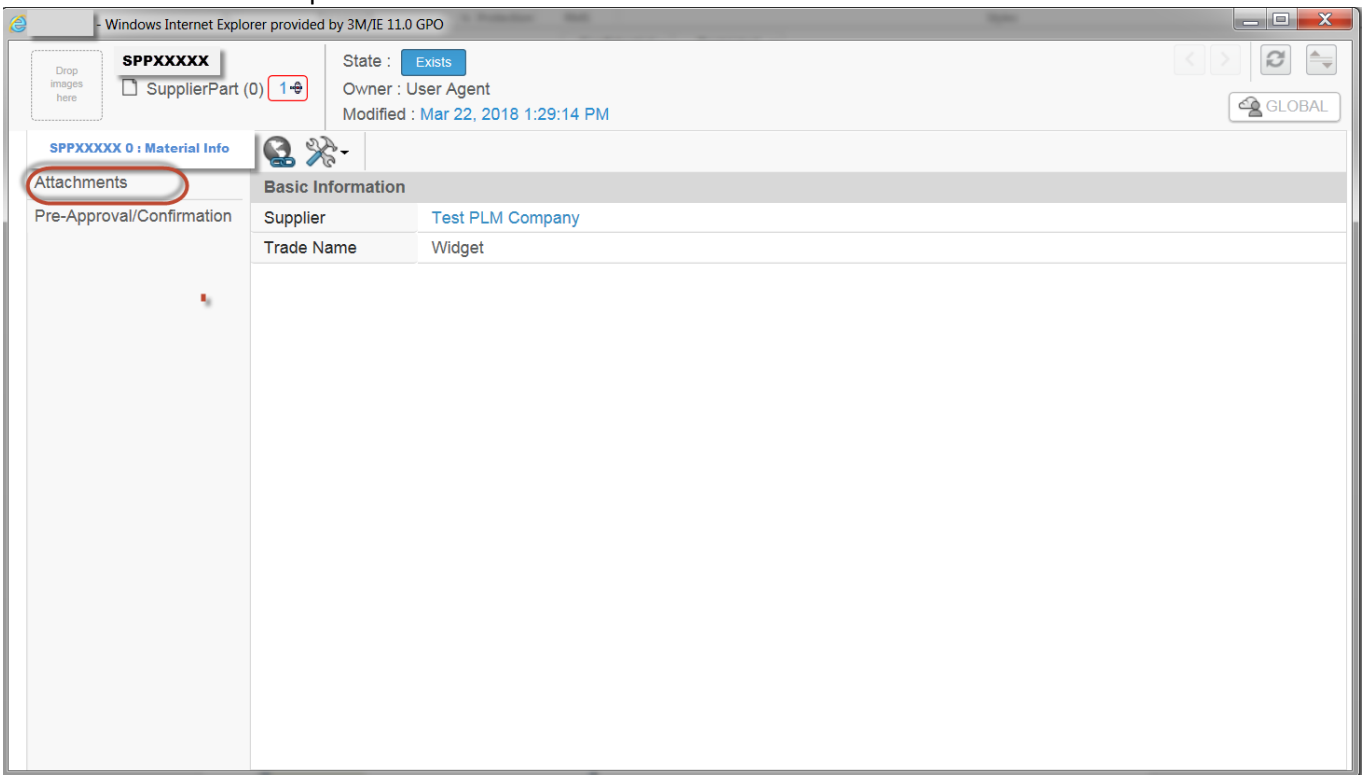
The approval/rejection of the Inbox Task for the Pre-Approval letter is successful when the record no longer displays on the Tasks window. If you need further assistance please contact the 3M PLM Technical Support Center at: 651-737-0353 or toll free within the US: 877-439-7426.

Supplier Adding Files to Raw Material Specification:

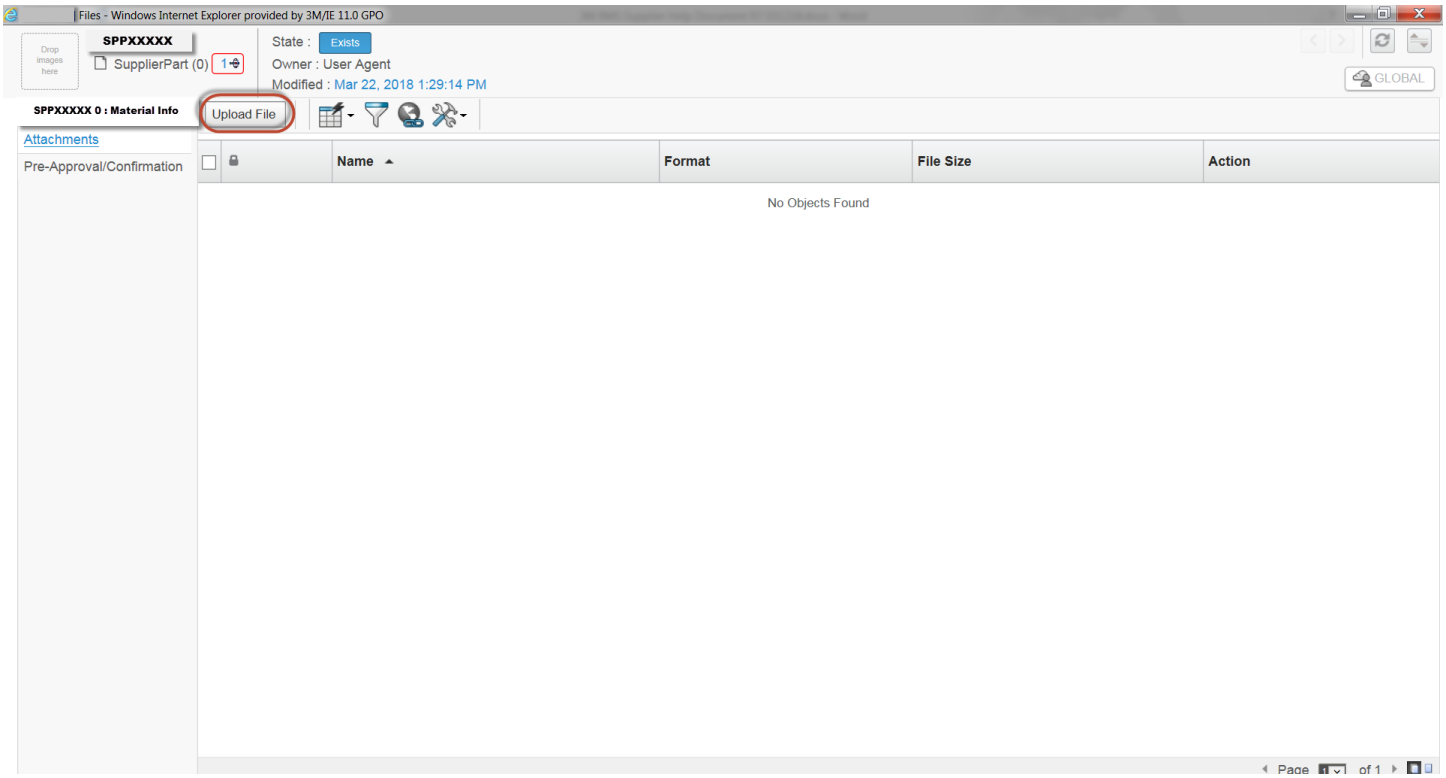
Follow the above instructions for “Approving Specification” and access supplier documents by clicking on SPPXXXXX which will display the below screen.



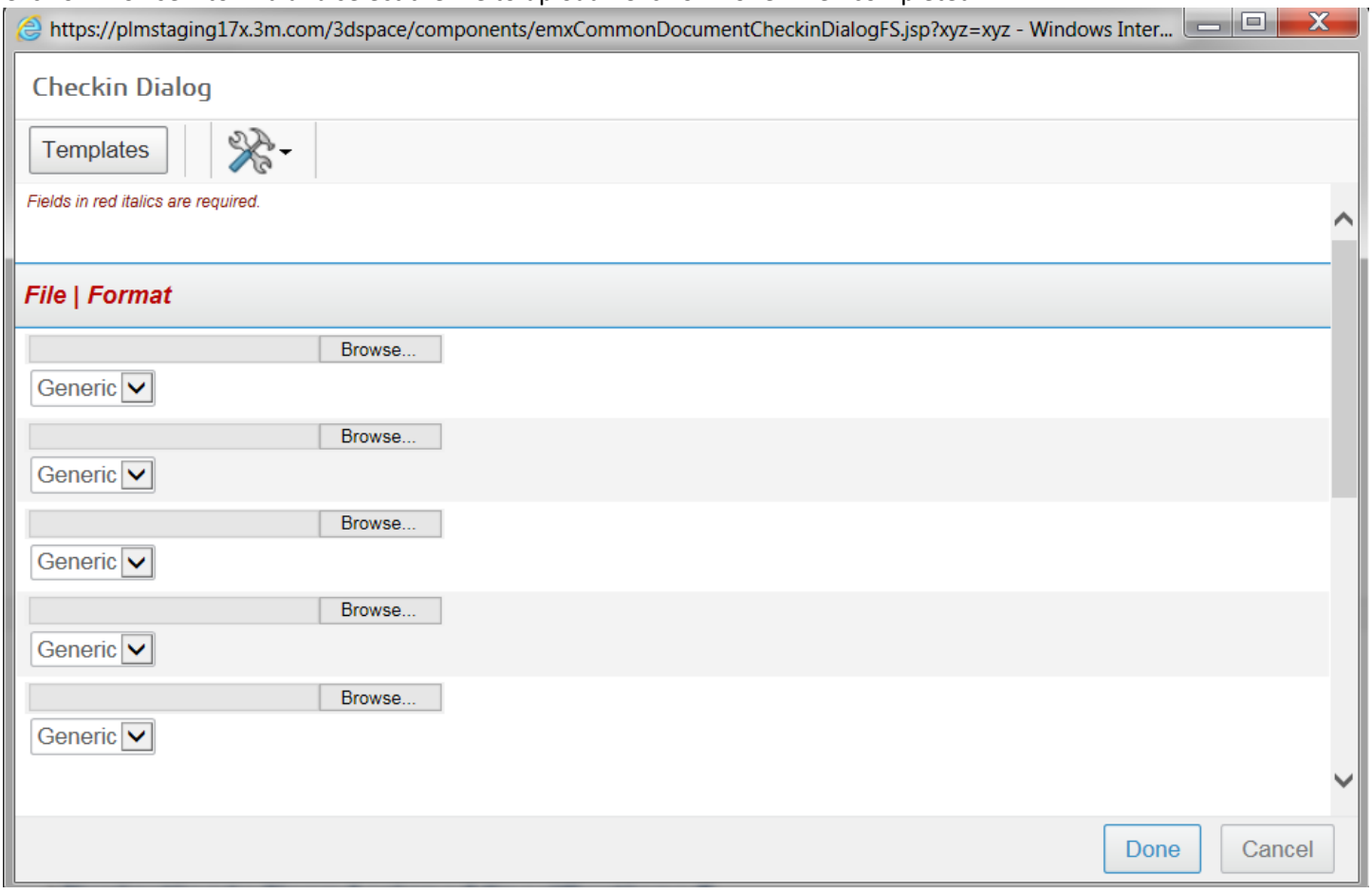
Click on Attachments to open the below screen.



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.



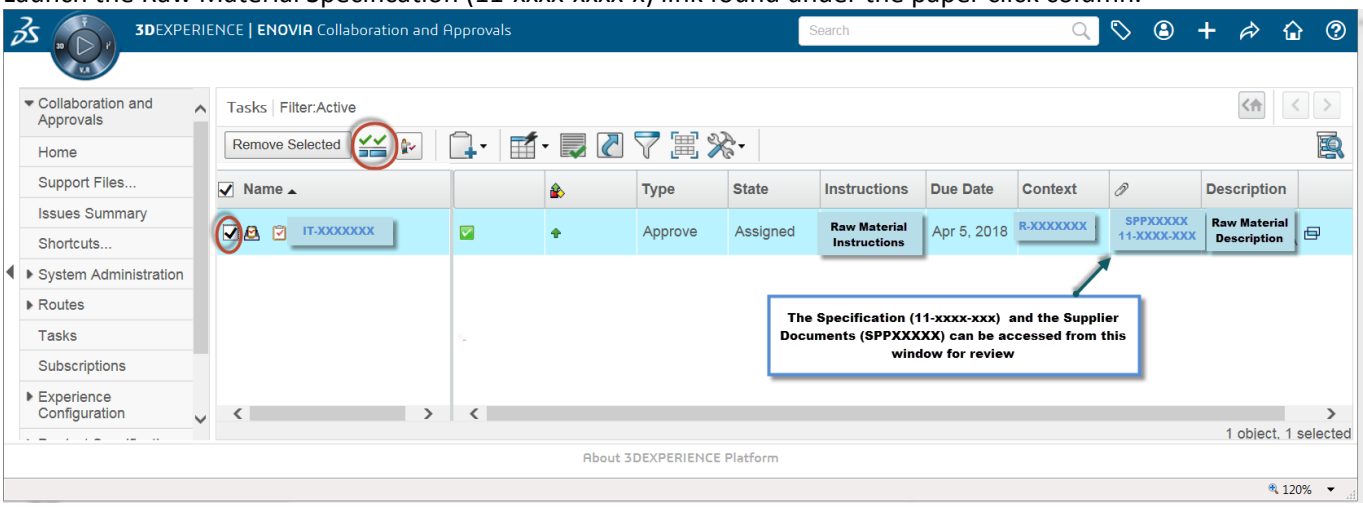
Adding Product Sustainability data to Raw Material Specification:

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:

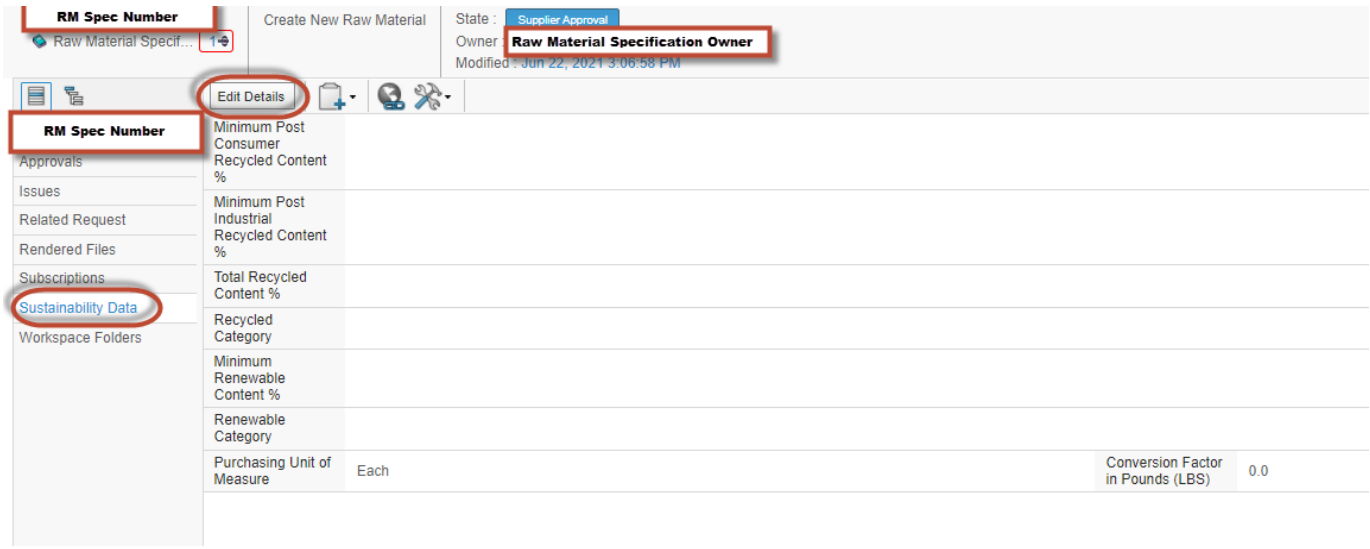
- Minimum Post-Consumer Recycle Content %:
    - This field will have tool tip "For situation where recycled content that can vary please use minimum value.
    - Only whole numbers and single decimal numbers are allowed.
- Minimum Post-Industrial Recycle Content %:
    - This field will have tool tip "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:

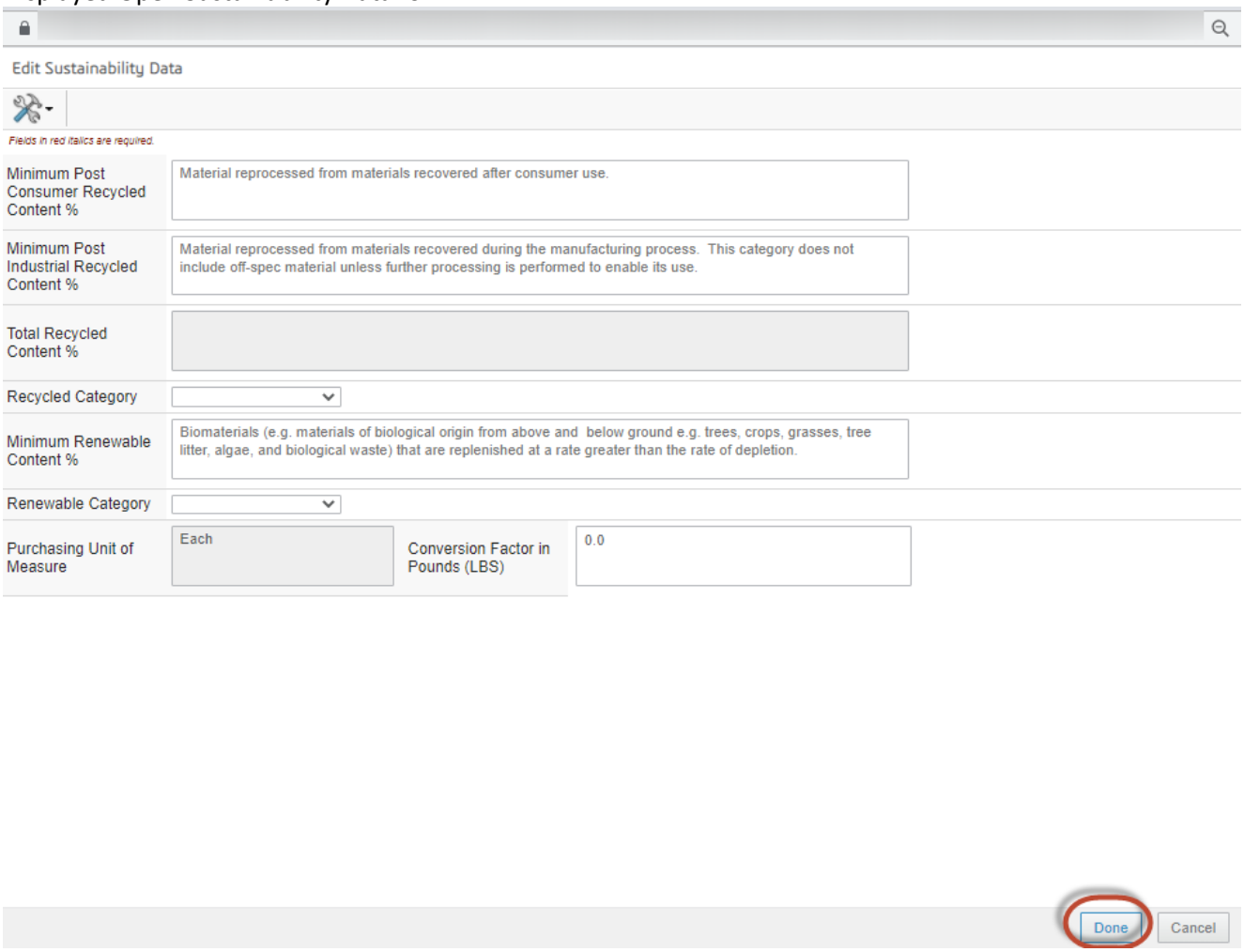
1) From Raw Material Inbox Task for Approval
   a) Launch the Raw Material Specification (11-xxxx-xxxx-x) link found under the paper click column.



   b) Click on “Sustainability Data” in the left column
   c) Click “Edit Details” button to open form for updates

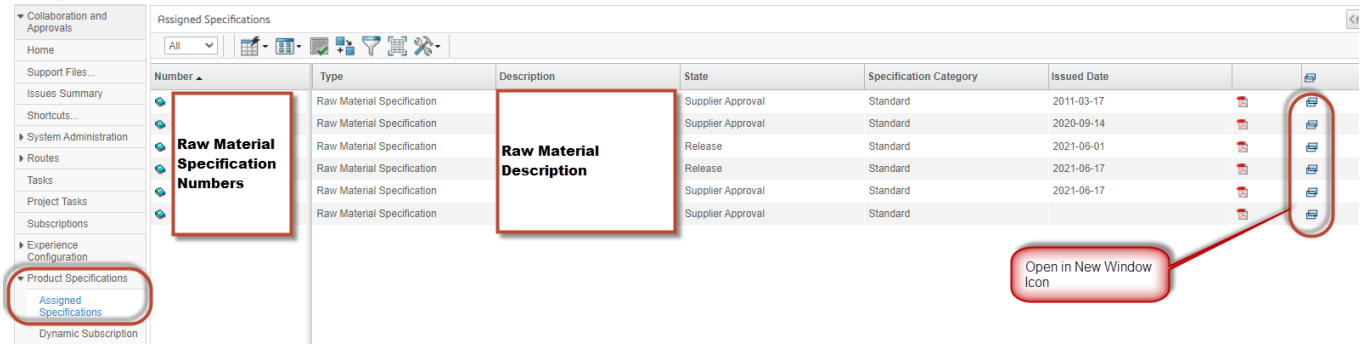


d) Displayed Open Sustainability Data form

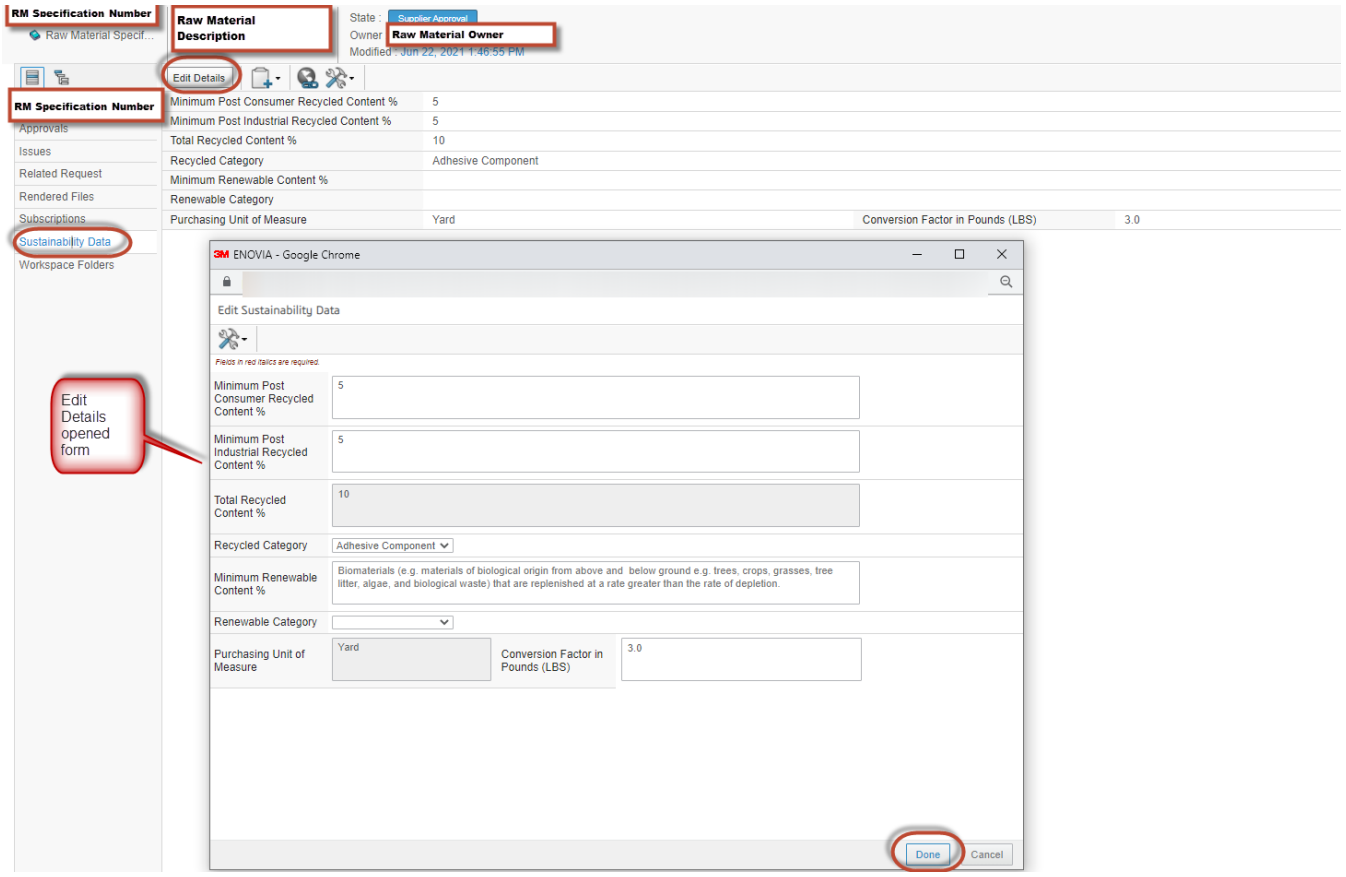


e) Click on Done in lower right corner to save and close form

- 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
  a. From the PLM Home Page Expand the Product Specification Category
  b. Launch “Assigned Specifications”
  c. Click on the Open in New Window icon to open selected Raw Material



d. Click on “Sustainability Data” in the left column
e. Click “Edit Details” button to open form for updates



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

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

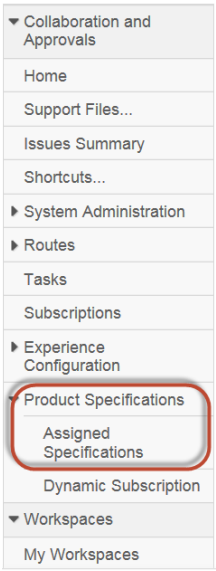
Navigating to Your Assigned Specifications:

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

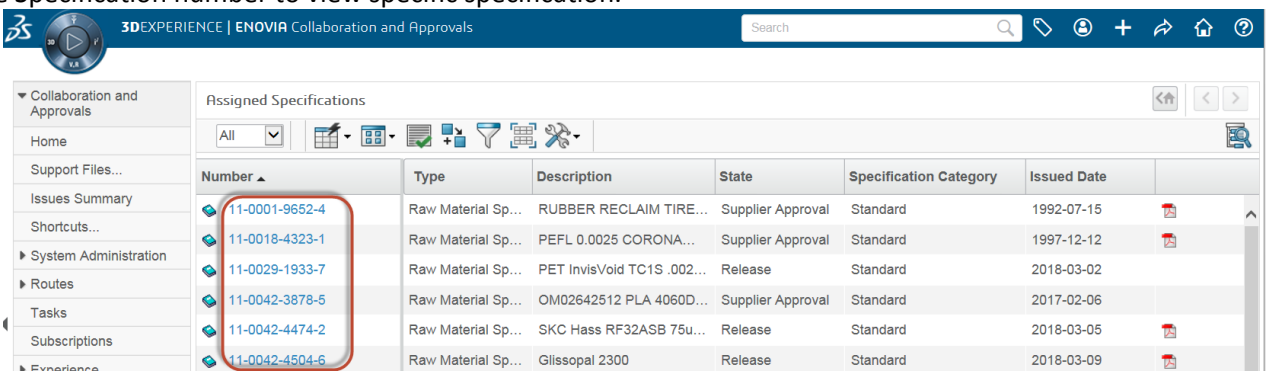
Click on .

Expand the Productl Specifications in the left navigation pane.

Click on Assigned Specifications.

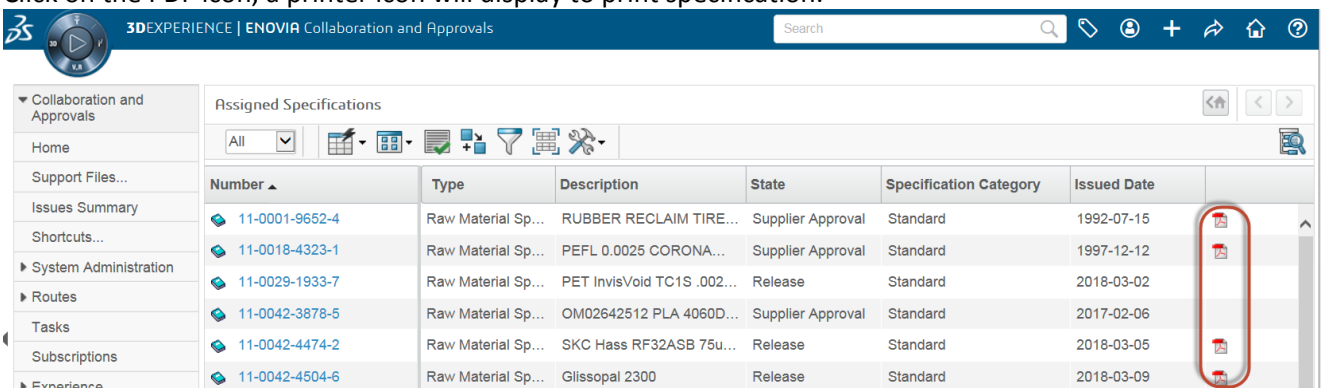


Click the Specification number to view specific specification.

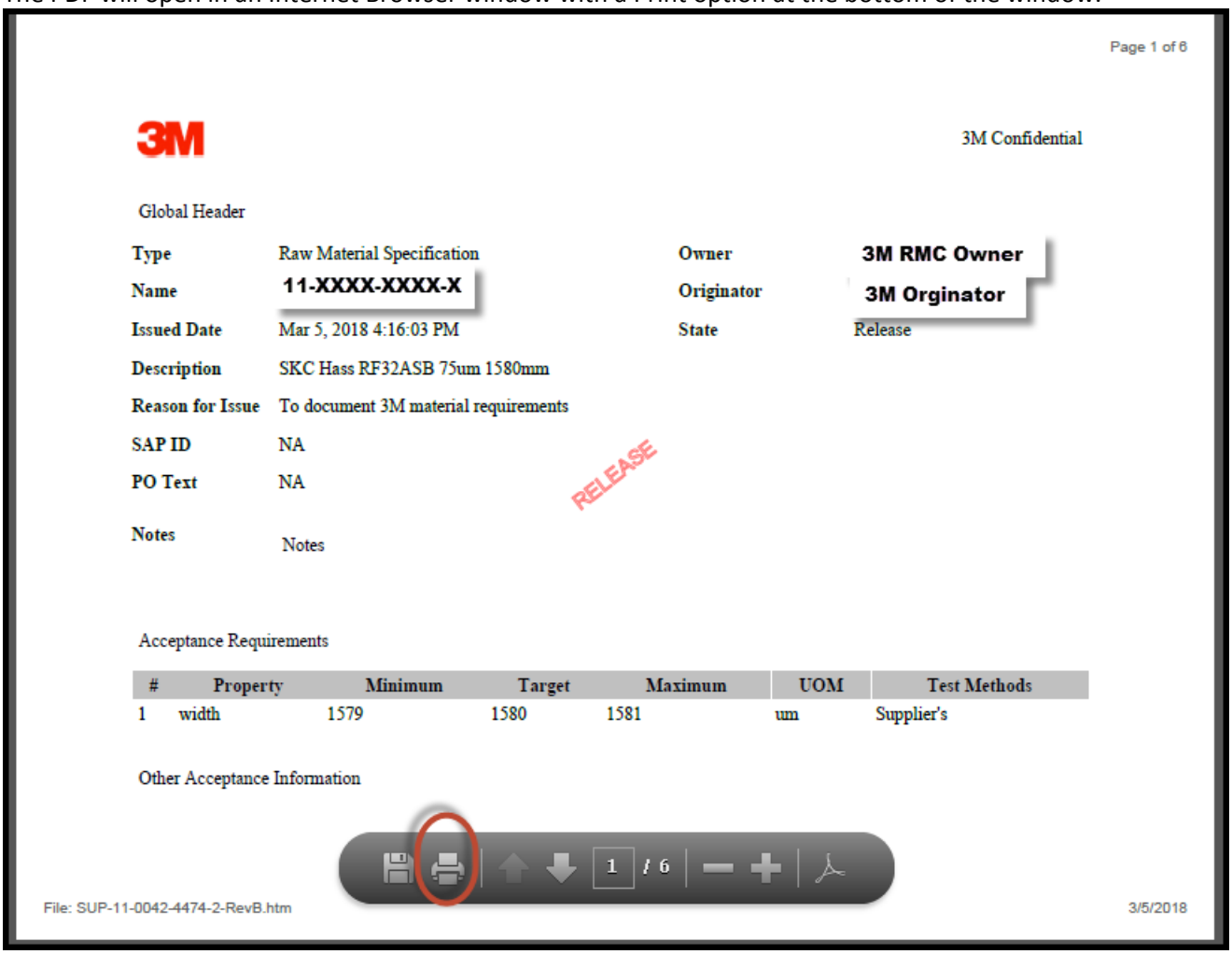


Print:

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



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



Page 1 of 6

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		

RELEASE

Notes Notes

Acceptance Requirements

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

Other Acceptance Information

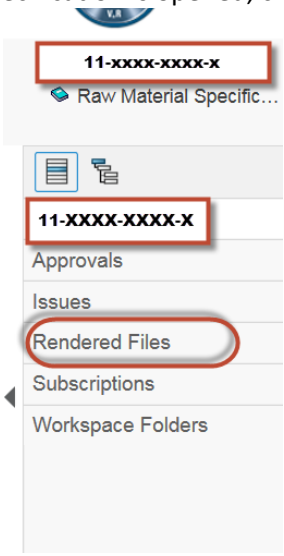
1 / 6

File: SUP-11-0042-4474-2-RevB.htm

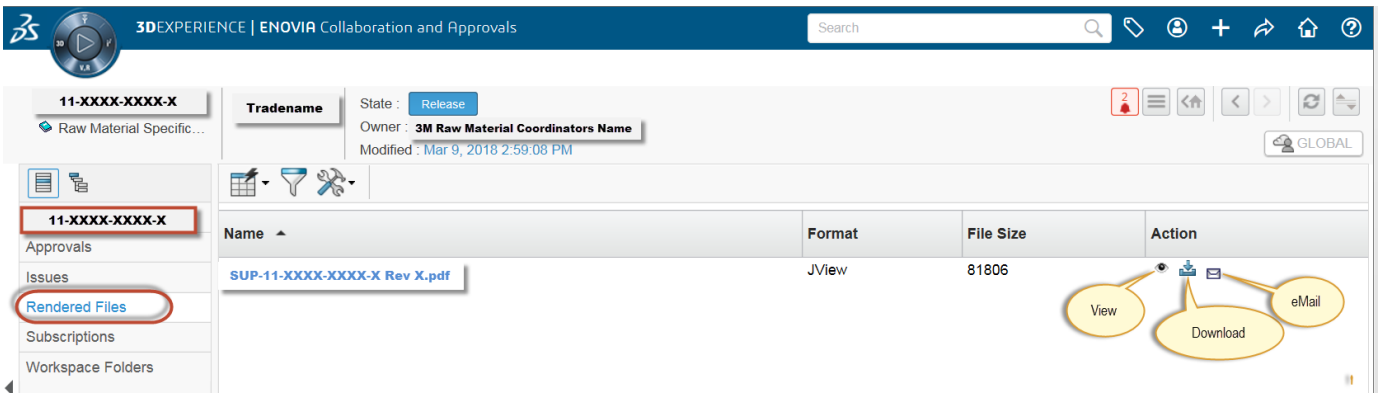
3/5/2018

E-mail:

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



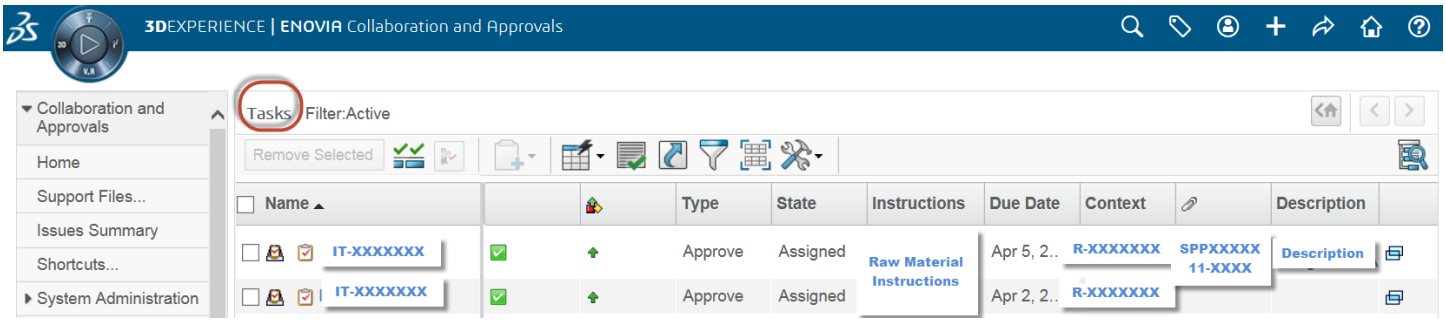
A printable version (.pdf) will be display.
Select Action to View, Download or E-mail.



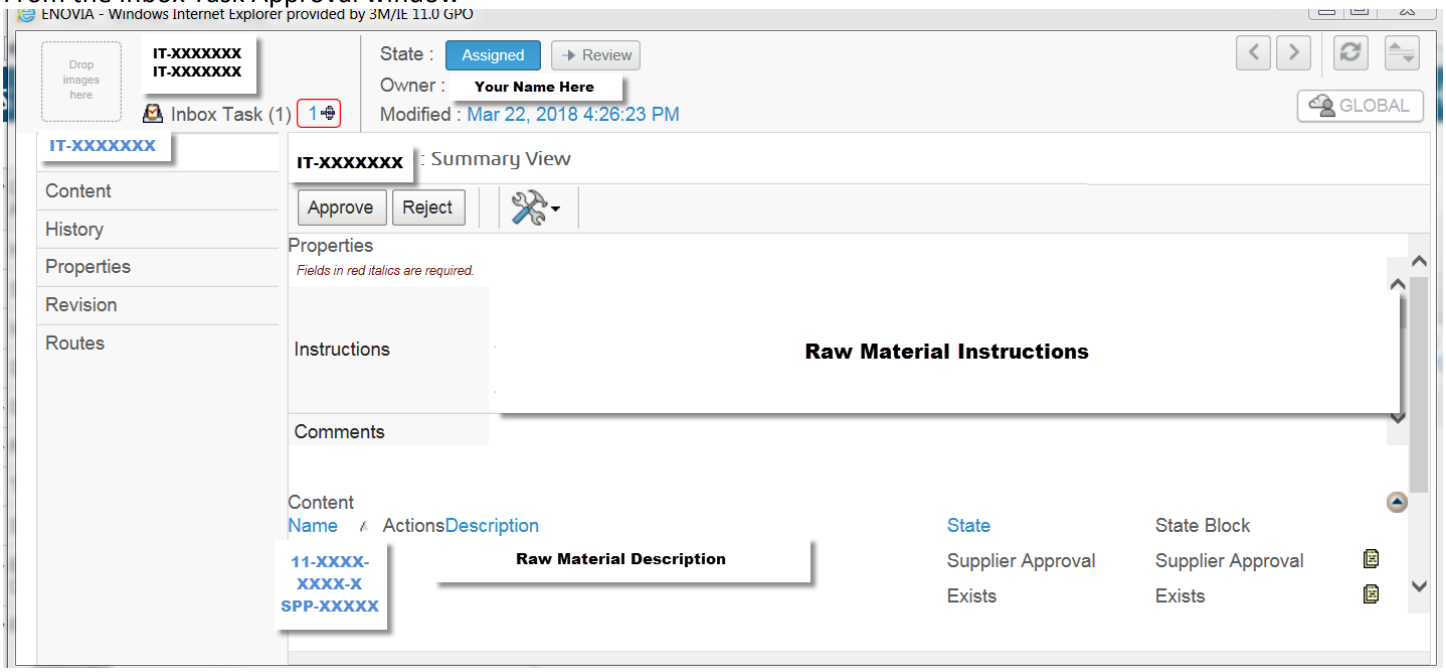
Content Information:

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



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.

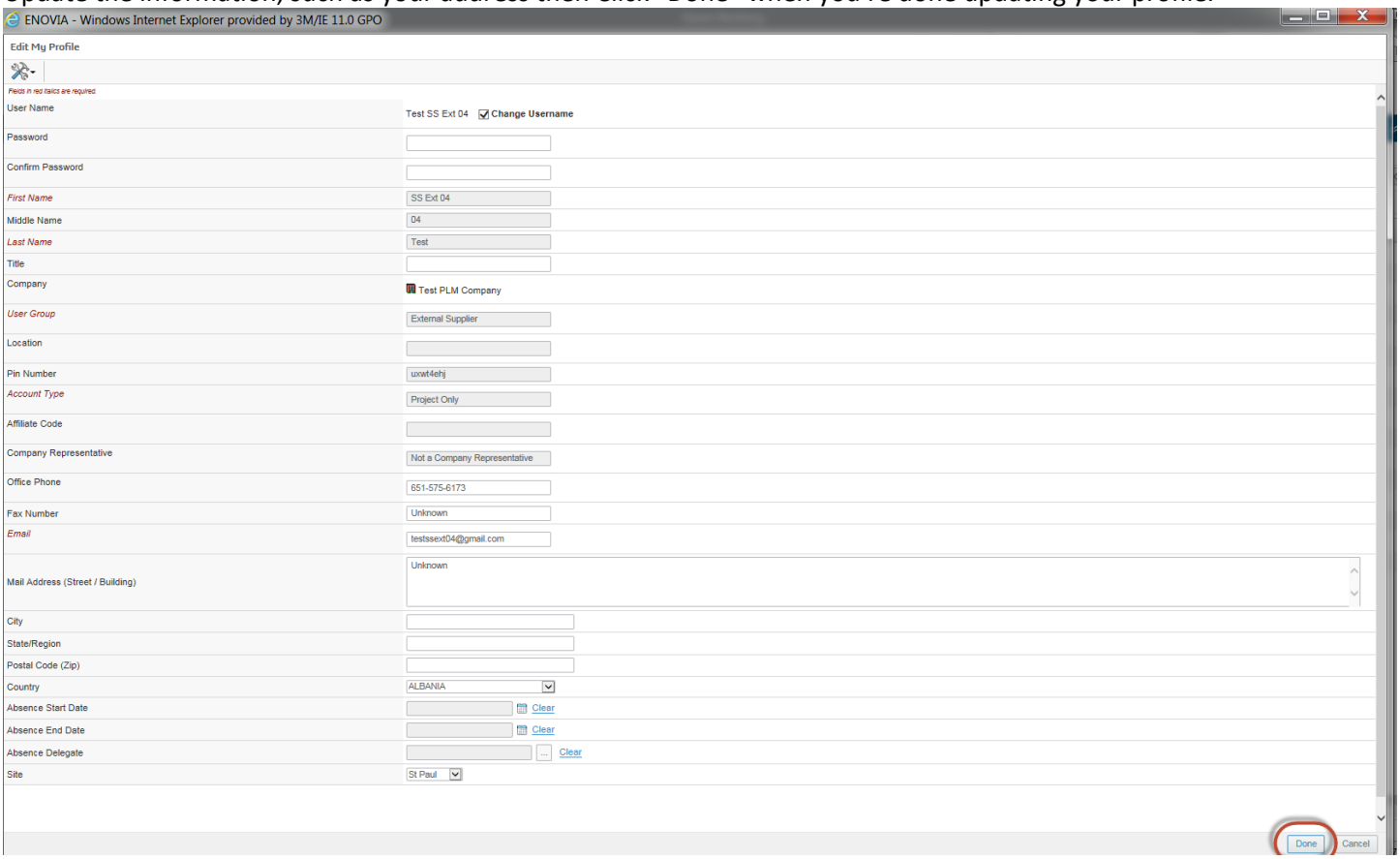
All listed items can be selected by click in the box to the left of the column header “Type”. After selecting the items to be exported, click on the Tools icon and select the Export option. A File Download window will display with the option to Open or Save the information to your computer. To save information 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.