

## 3M Enterprise Packaging Outsourced Manufacturer Job Aid

## Contents

<b>For Additional Information:</b>	<b>3</b>
<b>Assistance with Password Reset:</b>	<b>3</b>
<b>Related Documents</b>	<b>3</b>
<b>Global PLM Enterprise Packaging Supplier Account:</b>	<b>3</b>
1. Enterprise Packaging User with 3M Pin and Access to the 3M Network	4
2. Enterprise Packaging User with 3M Pin and do not have access to the 3M Network	4
3. Enterprise Packaging User who does not have a 3M Pin and access to the 3M Network	8
Requesting a PLM Account:	8
Creating a Supplier Direct Account:	10
For Suppliers located within the United States:	10
For Suppliers located outside of the United States	11
Registration Form:	14
Requesting Additional Supplier Direct Access:	18
<b>Supplier Direct Login for US and external US Suppliers:</b>	<b>20</b>
Supplier Direct Login for US and external US Suppliers:	20
<b>Global PLM Setup:</b>	<b>21</b>
PLM Welcome Page	22
Setting up Default Home Page	23
<b>Distribution Codes</b>	<b>24</b>
Distribution Code Notification	24
Accessing Packaging Documents by Distribution Code in PLM	25
Distribution Code Search Results	27
Icons for Download Files and Previous Revisions	28
Additional Download and Print Icon Information	29
Accessing Packaging Document Revision History	31
Unsubscribe to Distribution Code	32
<b>Assigned Inbox Tasks:</b>	<b>33</b>
Navigating to Assigned Inbox Tasks:	33
Approving Inbox Tasks:	35
Review of Packaging Document or ECO	35
For Inbox Task Approval or rejection	36
Inbox Task Authentication	38
Validate success of your Approve/Reject action:	39
Manage your Task Approvals	39

## For Additional Information:

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

Global PLM Resource	How to Access or Contact
Documentation, Training and Access	Visit <a href="http://www.3m.com/plmhelp">http://www.3m.com/plmhelp</a> To request PLM access, click on the “this form” link under External Supplier Account Requests.

## 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 available from 7:00 AM – 5:00 PM USA Central Time
Supplier Helpline For suppliers needing assistance with Password reset who have PLM and IPM access.	877-439-7426 ( <b>toll free</b> ) available 24/7

## Related Documents

Document Name	Type	State	Description
IT-Job-Aid-999040	Procedure	Release	3M Enterprise Packaging Document Structure

## Global PLM Enterprise Packaging Supplier Account:

Enterprise Packaging Supplier accounts can have three different formats.

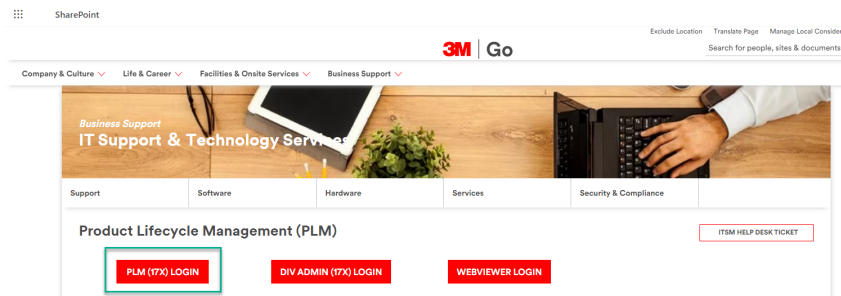
1. The Enterprise Packaging Supplier who has been assigned a 3M Pin and can access the 3M Network using VPN or zScaler. These users are typically contract workers and are using a 3M computer.
2. The Enterprise Packaging Supplier who has a 3M Pin, but do not have access to access to the 3M Network These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

<https://skydrive3m.sharepoint.com/sites/corpRC0016/Pages/Global/974.aspx>

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



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

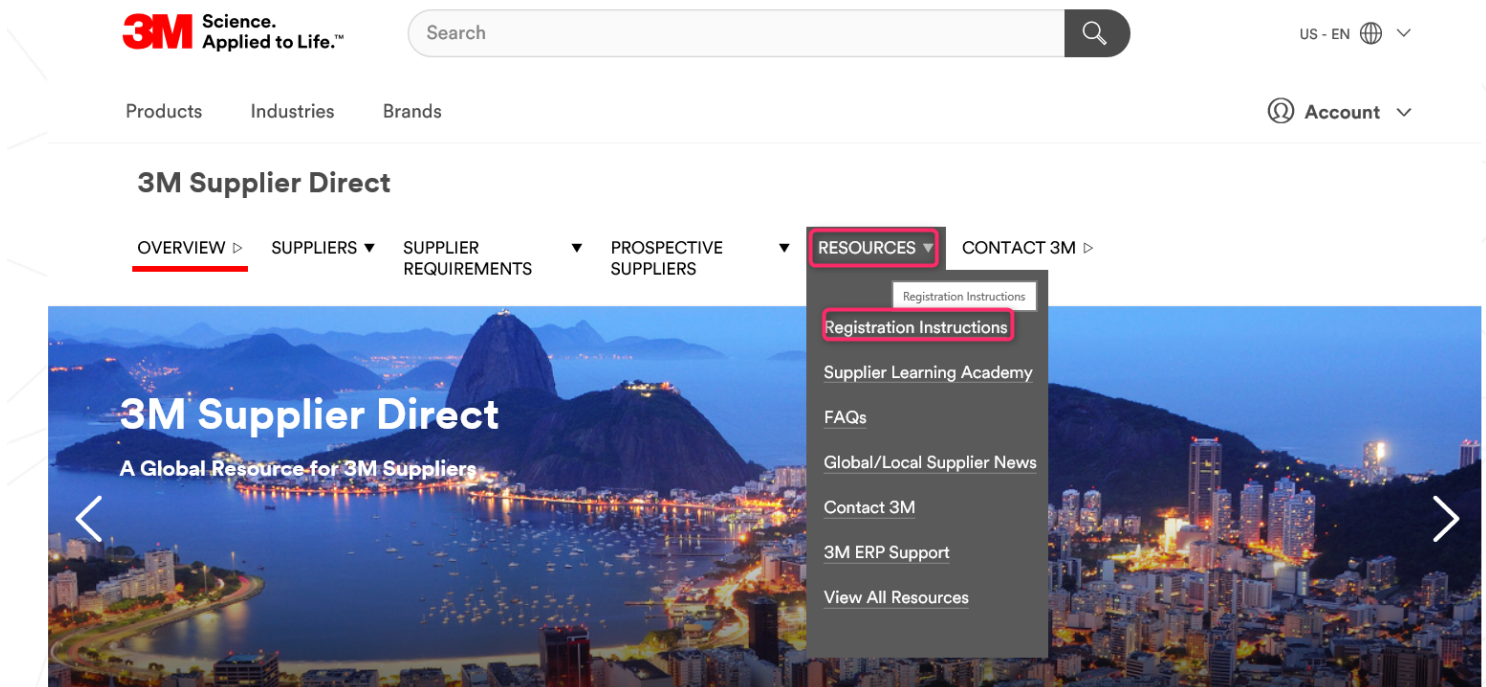
## 2. Enterprise Packaging User with 3M Pin and do not have access to the 3M Network

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](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.**








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US - EN


Products
Industries
Brands

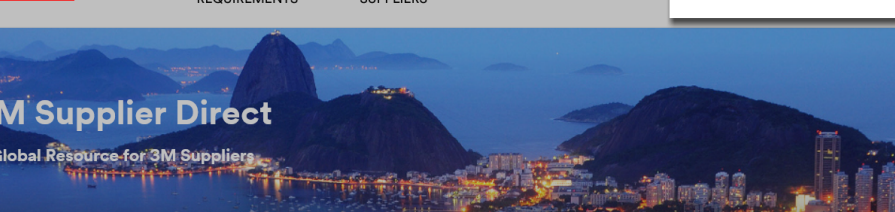

Account

Sign In

Sign in to bCom

3M Supplier Direct


OVERVIEW >
SUPPLIERS ▼
SUPPLIER REQUIREMENTS
PROSPECTIVE SUPPLIERS
RESOURCES ▼
CONTACT



3M Supplier Direct

A Global Resource for 3M Suppliers

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



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[Worldwide](#)

Enterprise Network Login ?

Username

Password

LOGIN

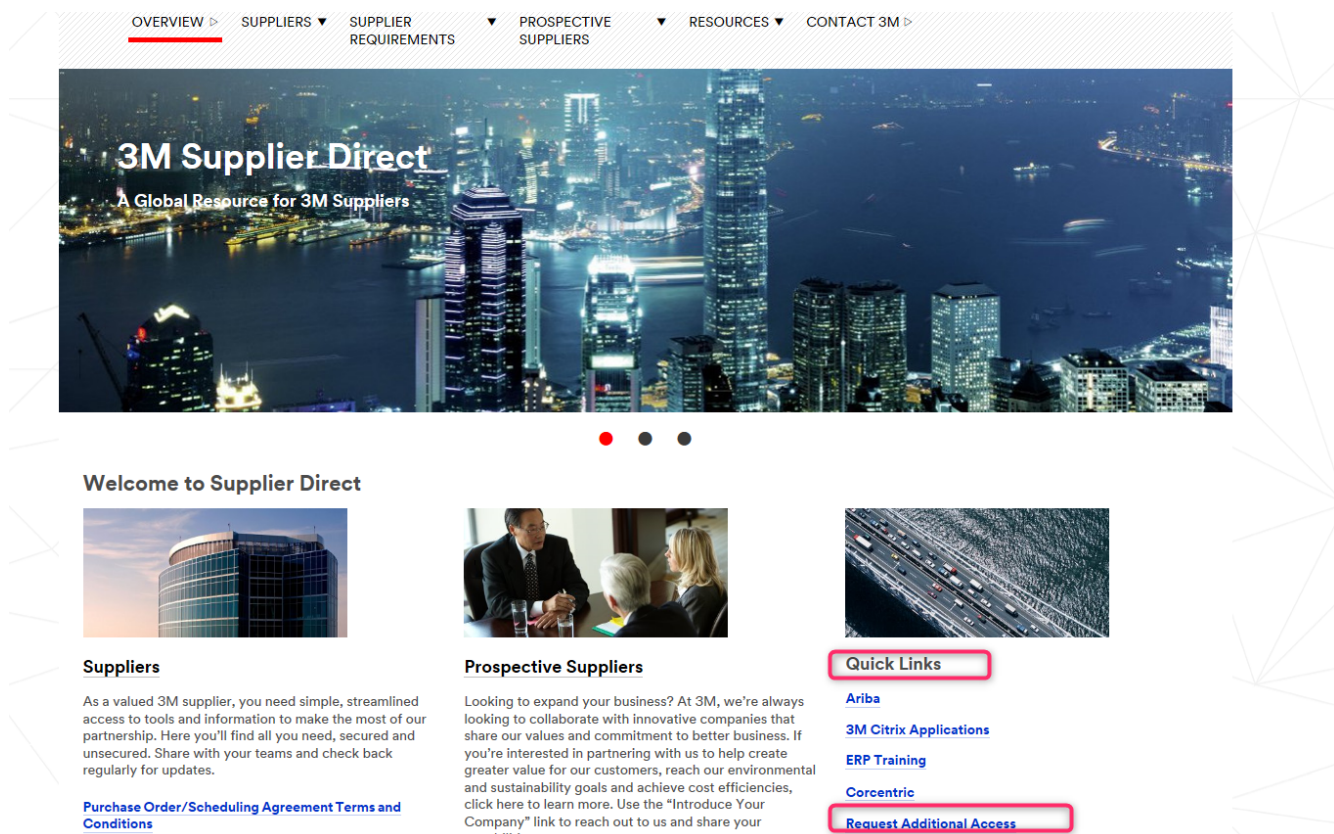
[Don't Know Your Username?](#)

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

[Change Password](#)

REGISTER

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



OVERVIEW ▸ SUPPLIERS ▾ SUPPLIER REQUIREMENTS ▾ PROSPECTIVE SUPPLIERS ▾ RESOURCES ▾ CONTACT 3M ▸

## 3M Supplier Direct

A Global Resource for 3M Suppliers

Welcome to Supplier Direct

**Suppliers**

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

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

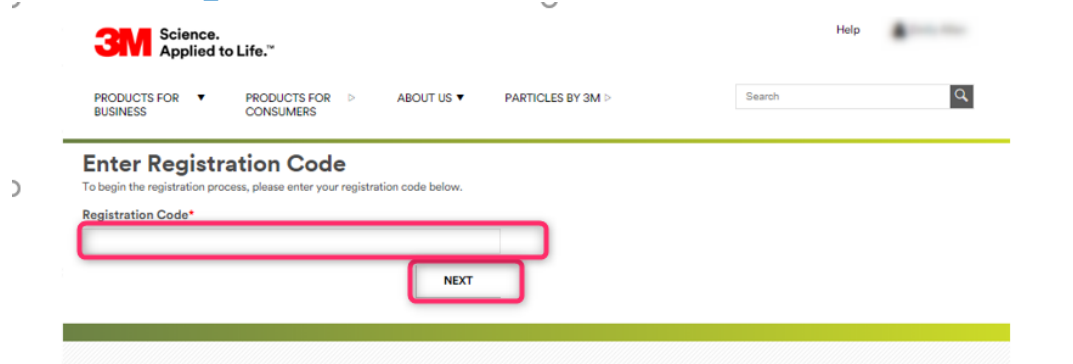
**Prospective Suppliers**

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

**Quick Links**

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

Enter the Registration Code “IT\_PLM”. Click Next.



3M Science. Applied to Life.™

PRODUCTS FOR BUSINESS ▾ PRODUCTS FOR CONSUMERS ▸ ABOUT US ▾ PARTICLES BY 3M ▸

Search

### Enter Registration Code

To begin the registration process, please enter your registration code below.

Registration Code\*

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.

3M

Science.  
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Search

US - EN

Products

Industries

Brands

Your Name Here

Registration

First Name \*

Your First Name Here

Last Name \*

Your Last Name Here

Username

Your 3M Pin Here

CLEAR

SUBMIT

The system will display a Registration Confirmation

## 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.

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](#).

Page 7 of 39

### 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.

this form to request an external supplier account on the Global PLM platform.' Below this is the 'PLM New Features' section, which states: 'This document describes the changes visible to external suppliers of eMatrix in release 17x.0.0.' It includes a table with two columns: 'New Features' and 'Based On'. The 'New Features' column lists '3M External Suppliers in Release 17x' and '3M Raw Material Specifications for External Suppliers in Release 17x'. The 'Based On' column lists 'Release 17x.17.0' and 'Release 17x.17.0'. The 'Last Updated' column lists 'Mar. 3, 2022' and 'Mar. 3, 2022'. The 'Web-Based Training' section states: 'The WBTs will be updated soon!' and includes a table with two columns: 'WBT Title' and 'Based On'. The 'WBT Title' column lists 'Coming soon!' and 'Coming soon!'. The 'Based On' column lists 'Release 17x.0' and 'TBD'."/>

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
<a href="#">3M External Suppliers in Release 17x</a>	Release 17x.17.0	Mar. 3, 2022
<a href="#">3M Raw Material Specifications for External Suppliers in Release 17x</a>	Release 17x.17.0	Mar. 3, 2022


### Web-Based Training

The WBTs will be updated soon!

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

Fill out the Form and click Submit.

3M Information Technology



## 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

- Further Explanation for the following fields:

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
Organization with which you'll work	No Selection Required here
3M Enterprise Packaging roles required (leave blank if you won't use these special Enterprise Packaging Roles)	Select Outsource Manufacturer
Comment	<p>Please indicate the following in this field.</p> <ul style="list-style-type: none"><li>• 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.</li><li>• If you previously had a 3M PLM account.</li></ul>

## Creating a Supplier Direct Account:

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

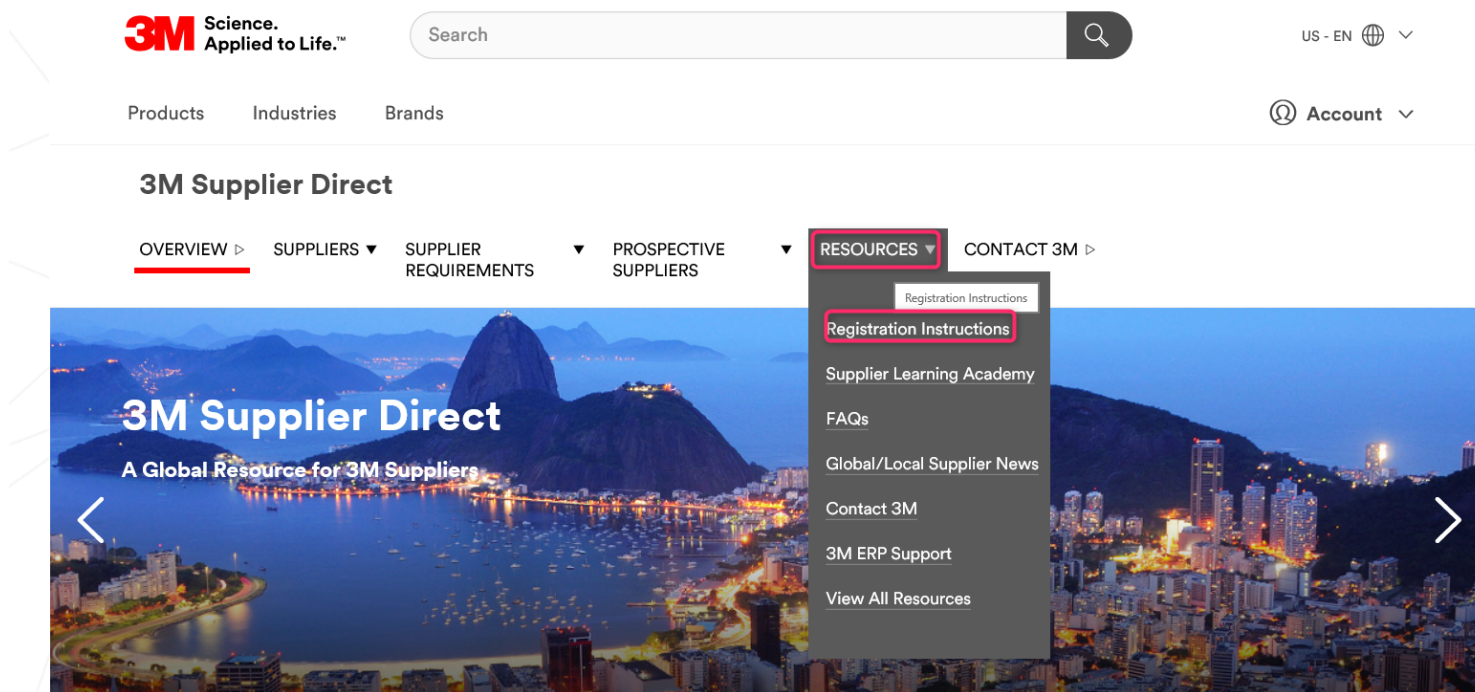
Access website: <http://www.3m.com/suppliers/>

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.

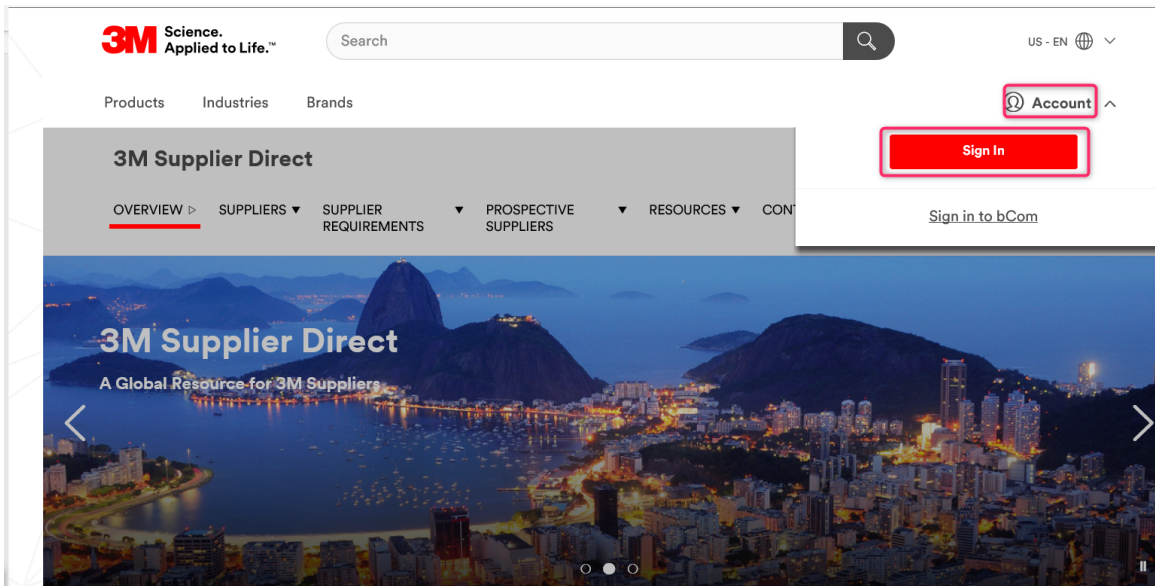
3M Supplier Direct is in the process of deploying a new home page. The Home page will display differently based on the Suppliers location.

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”.




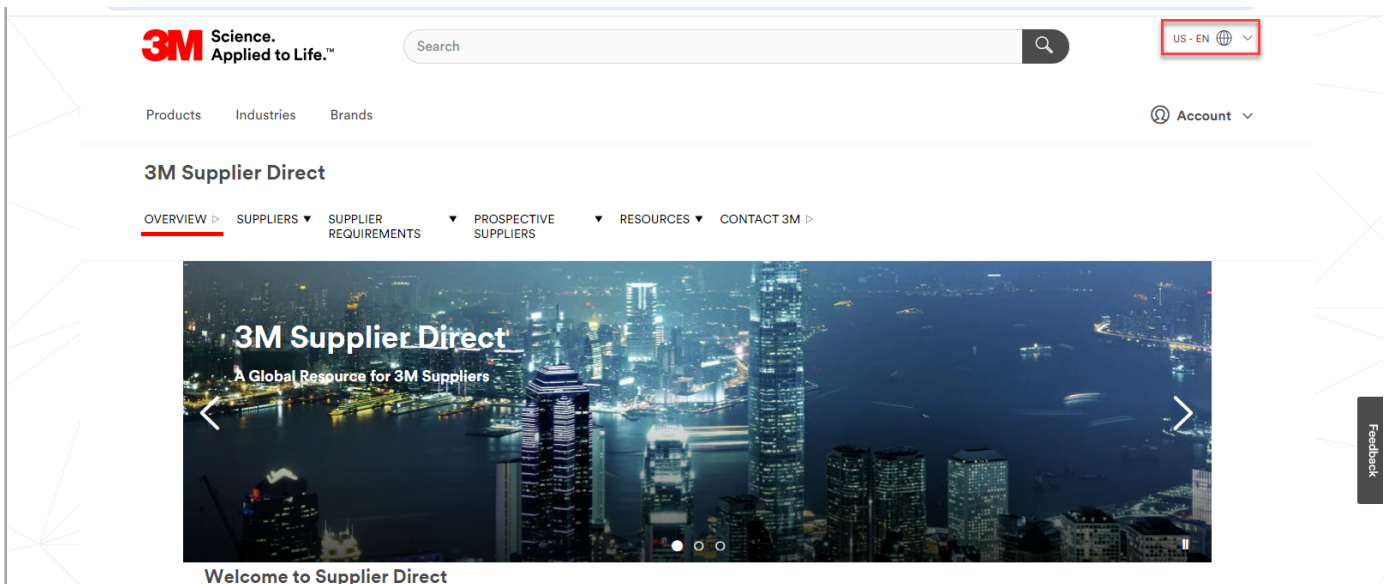


Go to [Registration Form](#):

For Suppliers located outside of the United States

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

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



- Select “Change 3M Supplier Direct Location” link.

US - EN

3M in the United States

English - EN

[Change 3M Supplier Direct Location](#)

Save

- Select your Location:

### Select Your Location

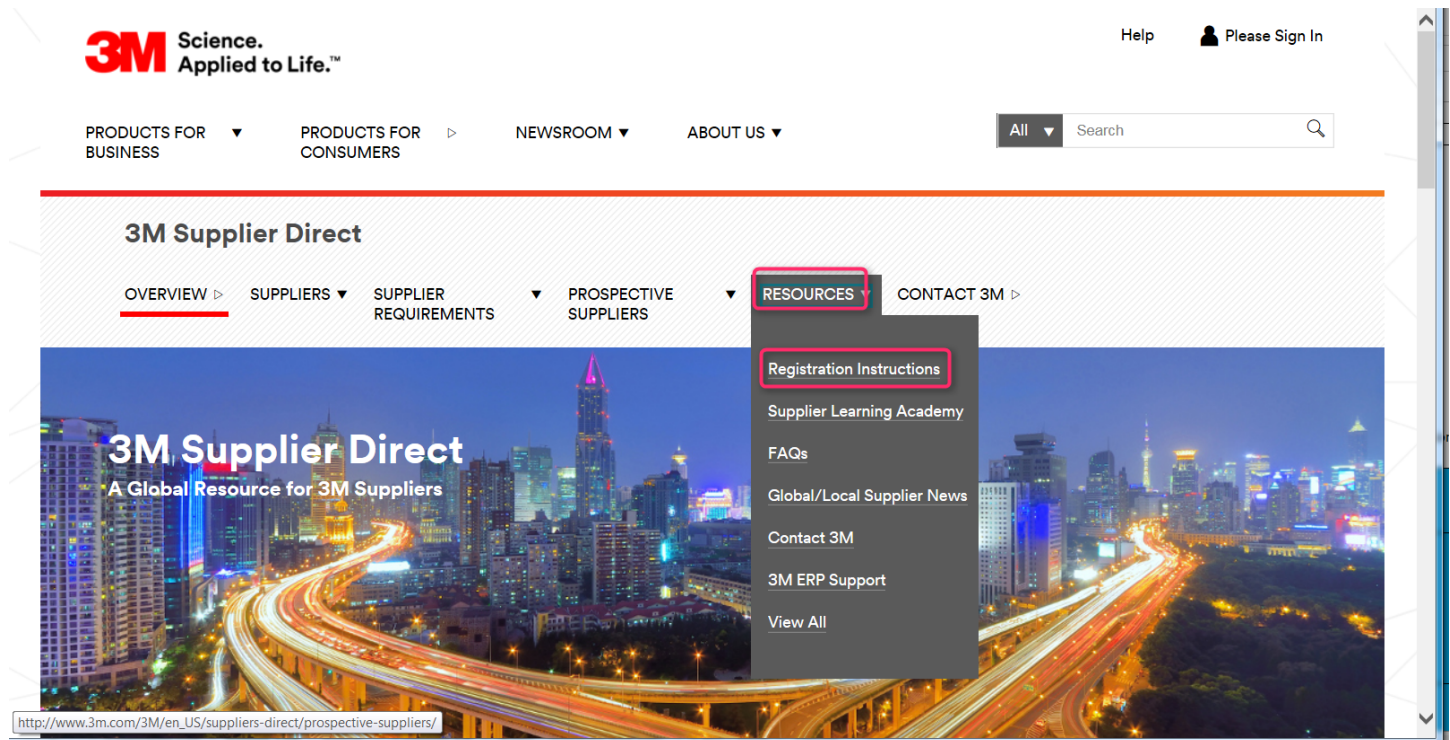
We invite you to browse the global 3M Supplier Direct website, created to provide a single point of entry for our valued 3M suppliers, as well as potential suppliers seeking to expand their business. This site provides access to an assortment of materials and tools we hope you'll find useful and informative.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

<p><b>Americas</b></p> <p><a href="#">Canada - English</a></p> <p><a href="#">Canada - Français</a></p> <p><a href="#">Costa Rica - English</a></p> <p><a href="#">Dominican Republic - English</a></p> <p><a href="#">El Salvador - English</a></p> <p><a href="#">Guatemala - English</a></p> <p><a href="#">Honduras - English</a></p> <p><a href="#">Jamaica - English</a></p> <p><a href="#">Mexico - English</a></p> <p><a href="#">Panama - English</a></p> <p><a href="#">Puerto Rico - English</a></p> <p><a href="#">Trinidad and Tobago - English</a></p> <p><a href="#">United States - English</a></p>	<p><b>Europe</b></p> <p><a href="#">Austria - English</a></p> <p><a href="#">Belgium - English</a></p> <p><a href="#">Czech Republic - English</a></p> <p><a href="#">Denmark - English</a></p> <p><a href="#">Estonia - English</a></p> <p><a href="#">Finland - English</a></p> <p><a href="#">France - English</a></p> <p><a href="#">Germany - English</a></p> <p><a href="#">Greece - English</a></p> <p><a href="#">Hungary - English</a></p> <p><a href="#">Ireland - English</a></p> <p><a href="#">Italy - English</a></p> <p><a href="#">Kazakhstan - English</a></p> <p><a href="#">Latvia - English</a></p> <p><a href="#">Lithuania - English</a></p> <p><a href="#">Netherlands - English</a></p> <p><a href="#">Norway - English</a></p> <p><a href="#">Poland - English</a></p> <p><a href="#">Portugal - English</a></p> <p><a href="#">Romania - English</a></p> <p><a href="#">Russia - English</a></p> <p><a href="#">Slovakia - English</a></p> <p><a href="#">Spain - English</a></p> <p><a href="#">Sweden - English</a></p> <p><a href="#">Switzerland - English</a></p> <p><a href="#">Turkey - English</a></p> <p><a href="#">Ukraine - English</a></p> <p><a href="#">United Kingdom - English</a></p>	<p><b>Middle East &amp; Africa</b></p> <p><a href="#">Israel - English</a></p> <p><a href="#">Morocco - English</a></p> <p><a href="#">Pakistan - English</a></p> <p><a href="#">Saudi Arabia - English</a></p> <p><a href="#">South Africa - English</a></p> <p><a href="#">United Arab Emirates - English</a></p>	<p><b>Asia &amp; Pacific</b></p> <p><a href="#">Indonesia - English</a></p> <p><a href="#">Japan - English</a></p> <p><a href="#">Korea - English</a></p> <p><a href="#">Malaysia - English</a></p> <p><a href="#">Philippines - English</a></p> <p><a href="#">Singapore - English</a></p> <p><a href="#">Taiwan - English</a></p> <p><a href="#">Thailand - English</a></p> <p><a href="#">Vietnam - English</a></p>
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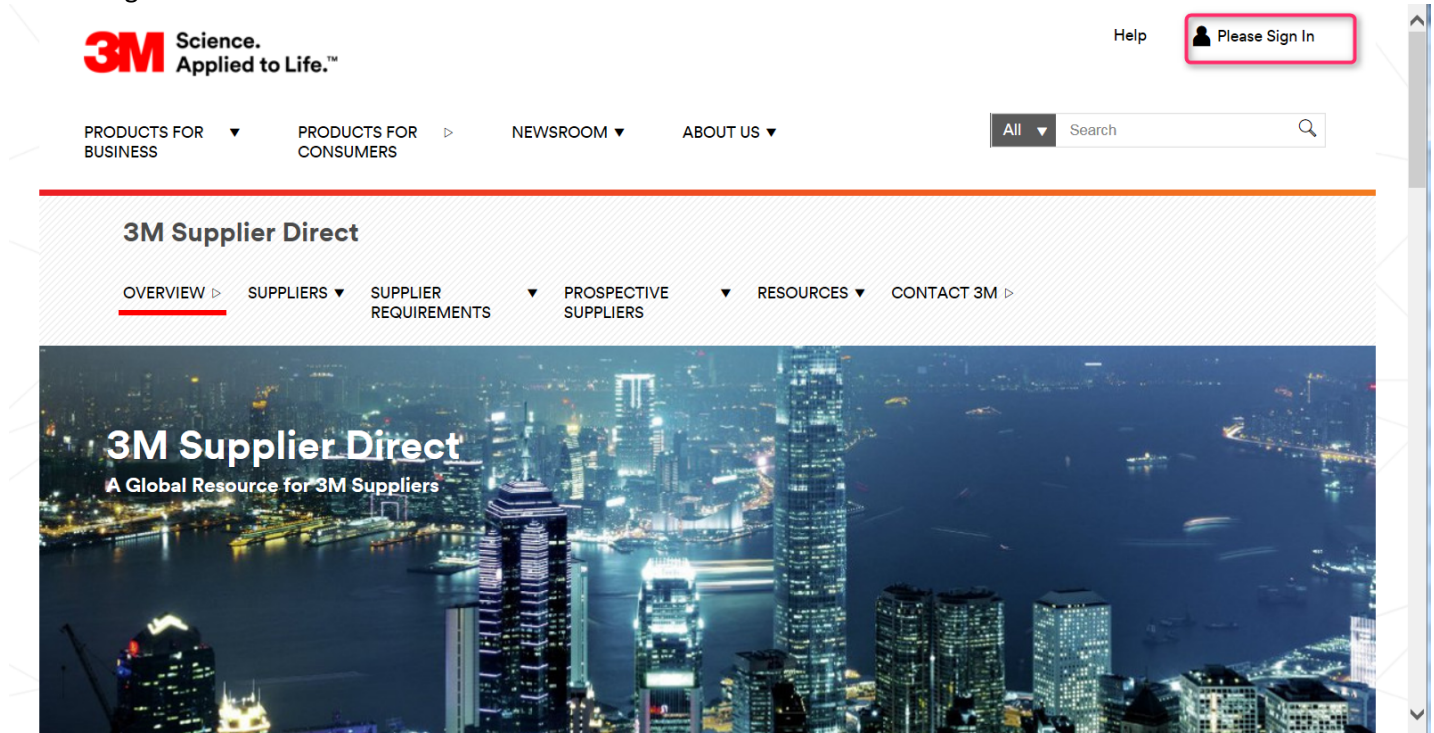
The displayed language is updated.



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.

The screenshot shows the 3M Science. Applied to Life.™ logo at the top left and "Worldwide" at the top right. The main heading is "Enterprise Network Login" with a help icon. On the left, there are input fields for "Username" and "Password", followed by a "LOGIN" button. On the right, there are links for "Don't Know Your Username?", "Don't Know Your Password?", and "Change Password". A "REGISTER" button is highlighted with a red box.

Step 1: Enter Authorization or Registration Code.

Enter "IT\_PLM" in the **Registration Code** field then click on Next.

The screenshot shows the 3M Science. Applied to Life.™ logo at the top left and "Help" at the top right. Below the logo are navigation links: "PRODUCTS FOR BUSINESS", "PRODUCTS FOR CONSUMERS", "ABOUT US", and "PARTICLES BY 3M". A search bar is on the right. The main heading is "Enter Registration Code" with the instruction "To begin the registration process, please enter your registration code below." Below this is a "Registration Code\*" input field, which is highlighted with a red box, and a "NEXT" button, also highlighted with a red box.

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: \***

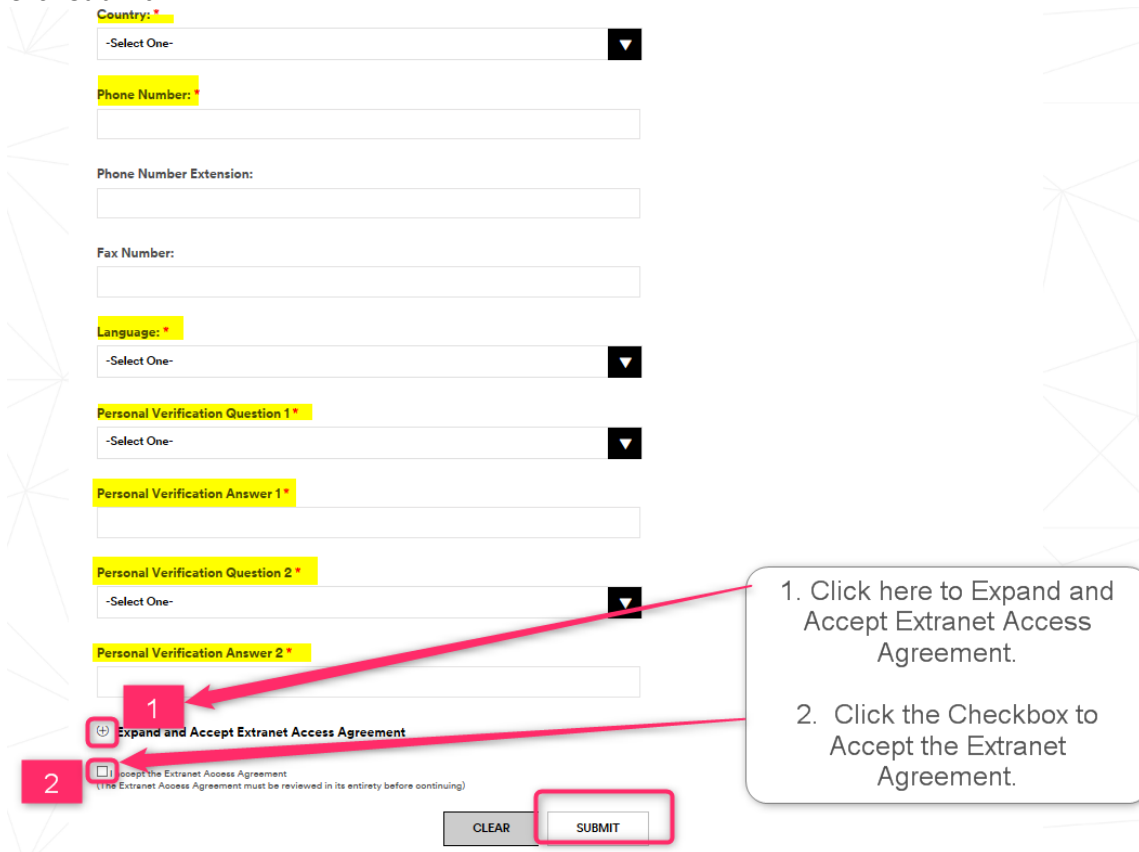
Continued Form:

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 several fields: 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. The first checkbox is labeled "Expand and Accept Extranet Access Agreement" and has a plus icon to its left. The second checkbox is labeled "I accept the Extranet Access Agreement" and has a plus icon to its left. Below the checkboxes are "CLEAR" and "SUBMIT" buttons. A callout box with two steps is present: 1. Click here to Expand and Accept Extranet Access Agreement. 2. Click the Checkbox to Accept the Extranet Access Agreement. Red arrows point from the callout box to the plus icon and the checkbox. A red box highlights the "SUBMIT" button.

Country: \*  
-Select One-

Phone Number: \*

Phone Number Extension:

Fax Number:

Language: \*  
-Select One-

Personal Verification Question 1 \*  
-Select One-

Personal Verification Answer 1 \*

Personal Verification Question 2 \*  
-Select One-

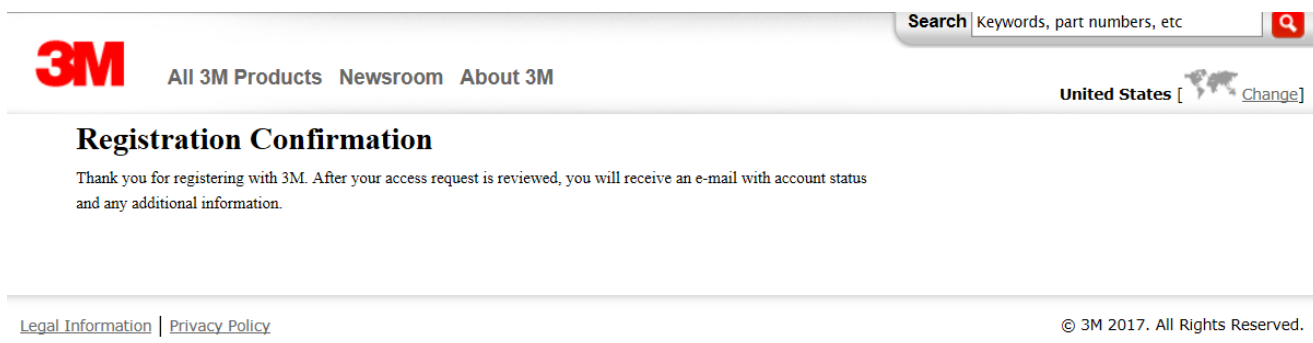
Personal Verification Answer 2 \*

☐ 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 Access Agreement.


The following window will display.



The image shows a web page titled "Registration Confirmation". The page has a 3M logo and navigation links: All 3M Products, Newsroom, About 3M. There is a search bar with the text "Search | Keywords, part numbers, etc" and a "United States" dropdown menu. 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 "Legal Information | Privacy Policy" and "© 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".

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



Enter the **Registration Code “IT\_PLM”**. Click Next.

The screenshot shows the 3M Science 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 for the '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'. Below the header, there are links for 'Products', 'Industries', and 'Brands'. A red box highlights the text 'Your Name Here' in the top right corner. The main content area is titled 'Registration'. It contains 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 of the form, there are two buttons: 'CLEAR' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red rectangle.

The system will display a Registration Confirmation

The screenshot shows the 3M Science Applied to Life website. The main content area is titled 'Registration Confirmation'. Below the title, there is a message: 'Thank you for registering with 3M. After your access request is reviewed, you will receive an e-mail with account status and any additional information.'

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.

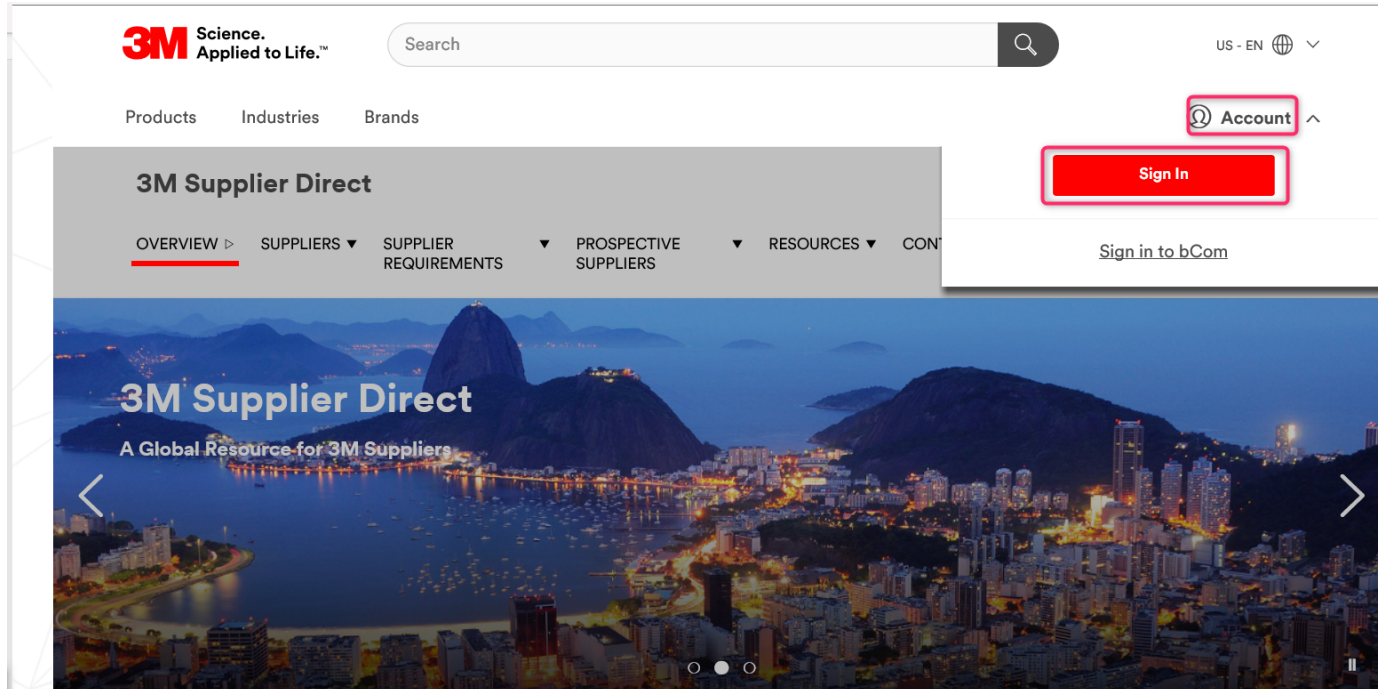
Once you have received approval of Supplier Direct Registration, to access PLM instructions available from this [link](#).

## Supplier Direct Login for US and external US Suppliers:

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

Supplier Direct Login for US and external US Suppliers:

1. 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.

A screenshot of the 3M Enterprise Network Login page. The page features the 3M logo and the text 'Science. Applied to Life.' at the top. Below the logo, there is a 'Worldwide' link. The main content area is divided into two sections. On the left, there is a 'Enterprise Network Login' form with fields for 'Username' and 'Password', and a 'LOGIN' button. On the right, 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', along with a 'REGISTER' button. The footer contains the 3M logo, 'Legal Information', 'Privacy Policy', and copyright information: '©3M 1995-2017. All rights reserved.'



Your name is displayed in the upper right-hand corner.  
Select “Global PLM” under “Quick Links”.

The screenshot shows the 3M Supplier Direct website. At the top, the 3M logo is on the left, and a user profile box on the right displays "Your Name Here". Below the logo is a navigation bar with links: PRODUCTS FOR BUSINESS, PRODUCTS FOR CONSUMERS, NEWSROOM, and ABOUT US. A search bar is located to the right of these links. The main header area features the text "3M Supplier Direct" and a sub-header "A Global Resource for 3M Suppliers". Below this is a large banner image of a city skyline at night. Under the banner, there are three columns of content. The first column is titled "Suppliers" and includes a description of the platform. The second column is titled "Prospective Suppliers" and includes a description of the platform. The third column is titled "Quick Links" and includes links to Ariba, ERP Training, Global PLM, and InfoAccess.net (Corcentric). The "Global PLM" link is highlighted with a red box.

## Global PLM Setup:

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.

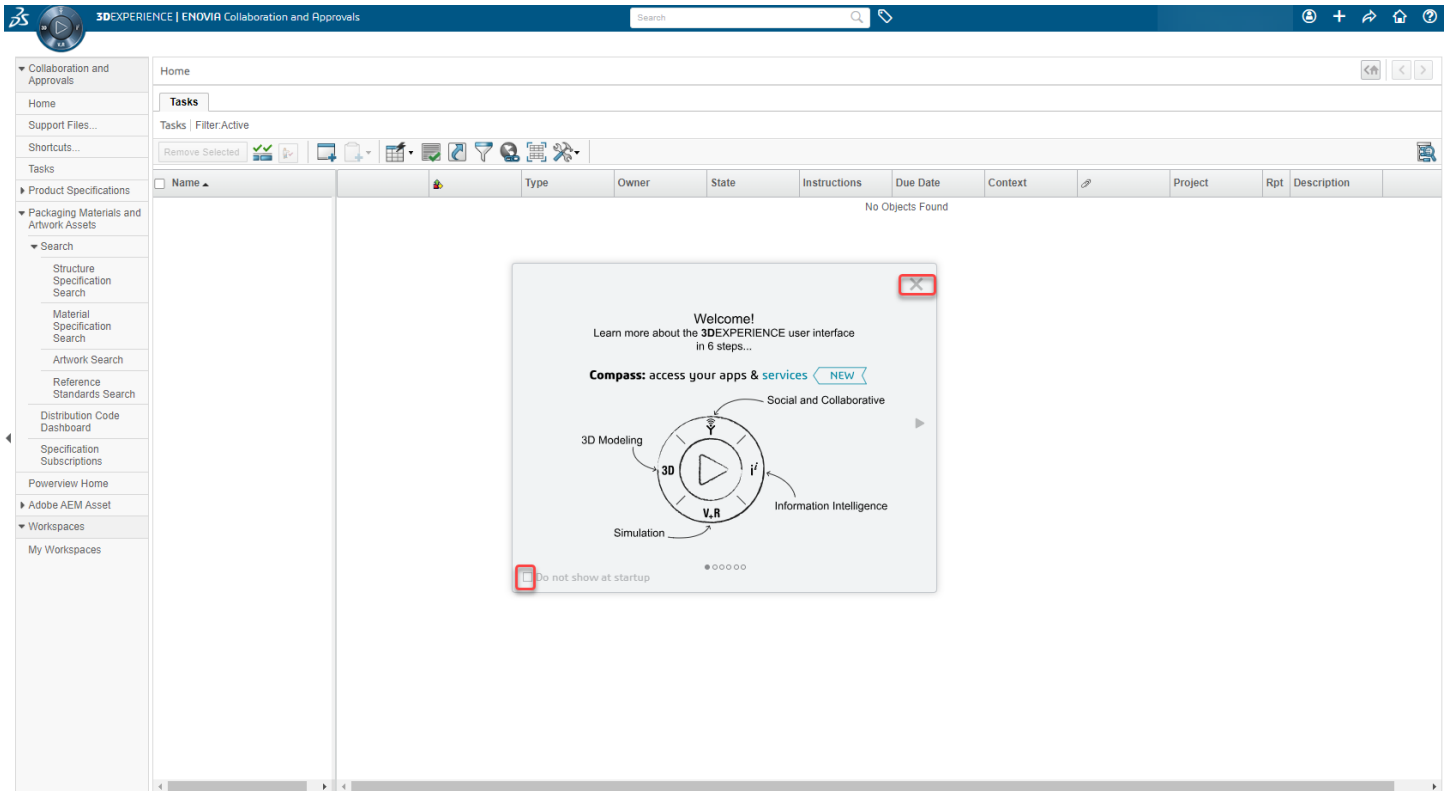
Note: Supplier Direct accounts will be inactivated if there is an 18-month period of inactivity. Contact the 3M PLM Technical Support Center at: 651-737-0353 or toll free within the US: 877-439-7426.

## PLM Welcome Page

Accessing 3M PLM for the first time the default Home Page will display as follows:

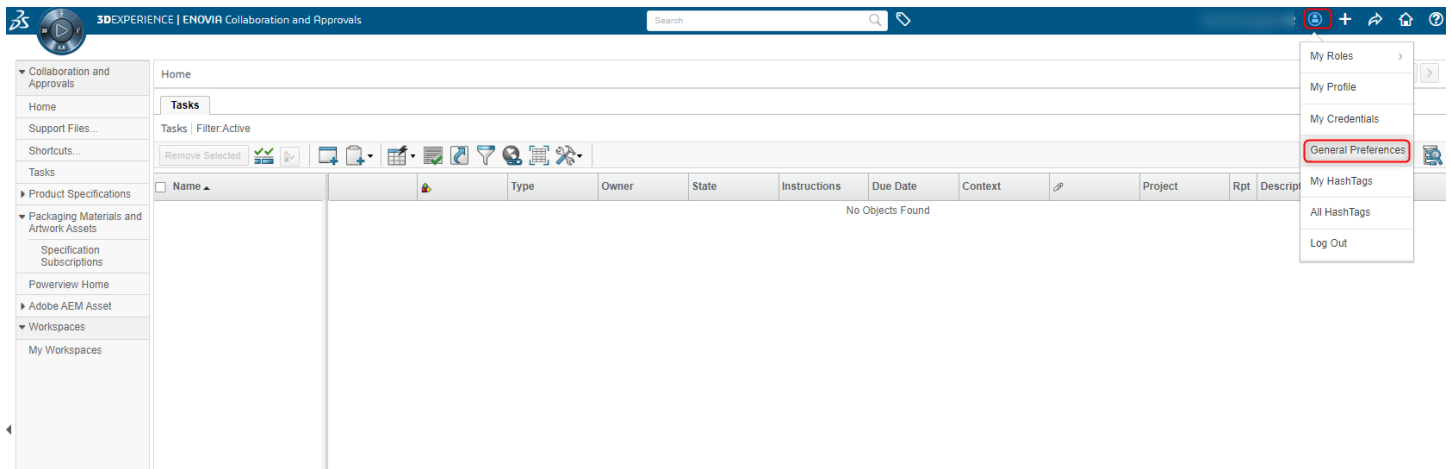
### 1. On the Welcome Page:

- Select the checkbox 'Do not show at startup' found in lower left corner.
- Then click the 'X' in the upper right corner.
- This window will no longer display on startup

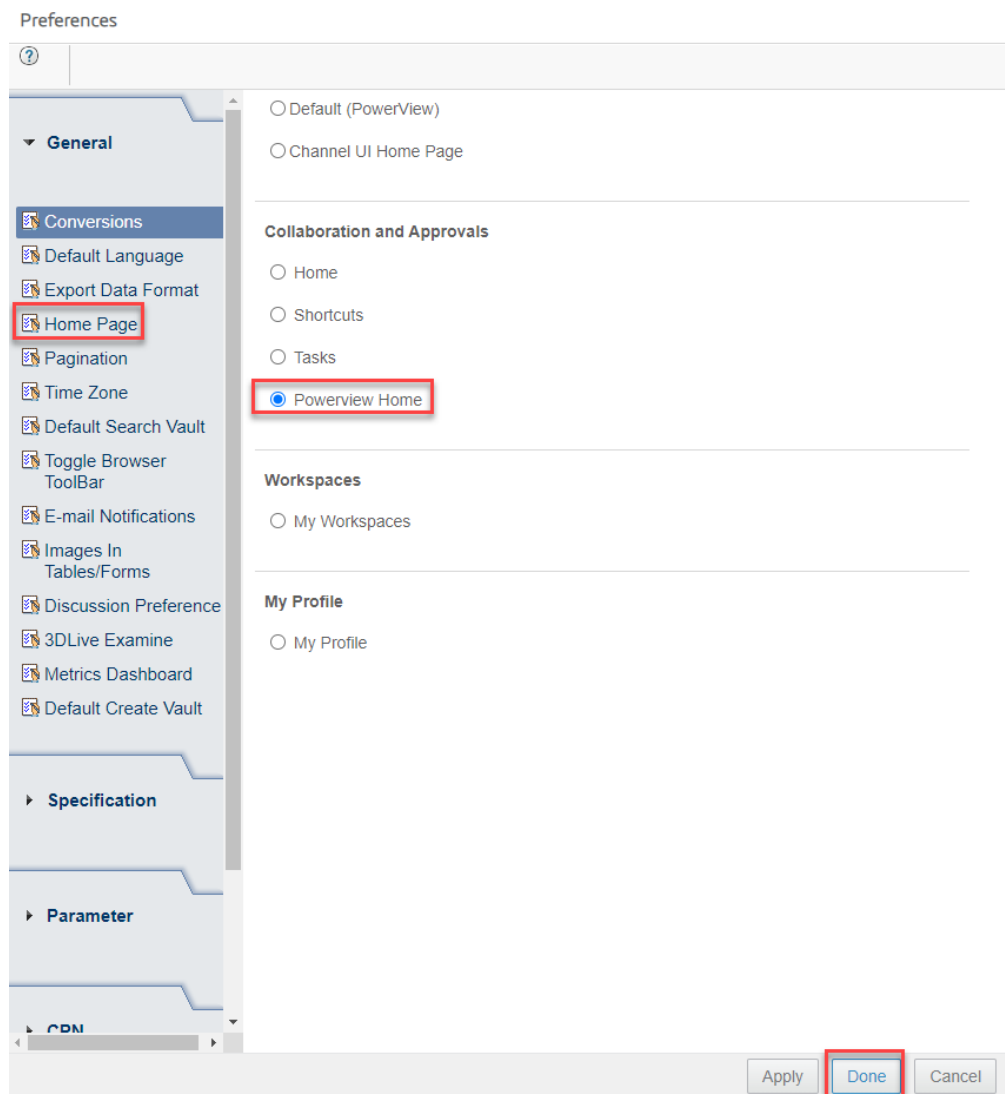


## Setting up Default Home Page

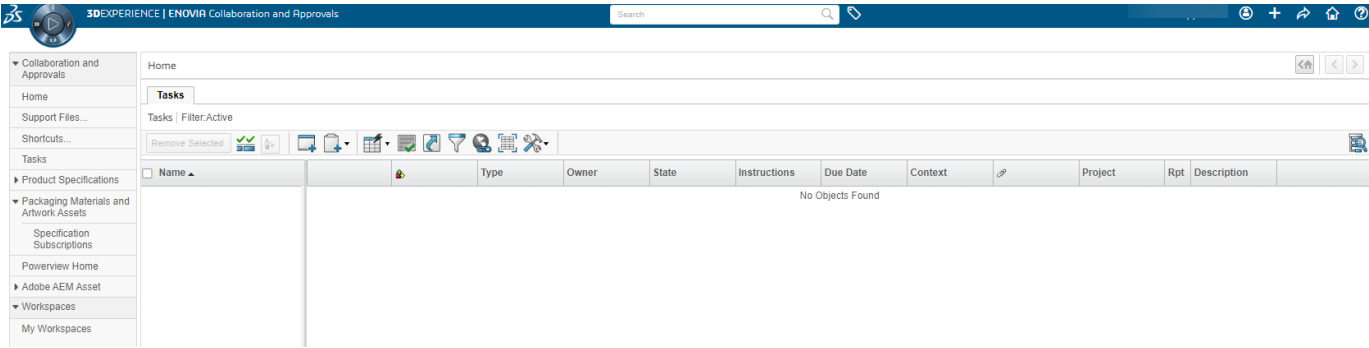
To set up the Default Home Page, click on the ME icon  and select General Preferences from the drop-down menu.



1. Click on Home Page in the left panel.
2. Select "Powerview Home"
3. Click Done in the lower right corner.



PLM Home Page displays as:



Distribution Codes:

The 3M Enterprise Packaging Distribution Codes are a tracking identifier indicating the packaging records assigned to a location or supplier. Distribution Codes can connect to Packaging Documents with the type of Material Specification, Artwork Specification or Pack Standard.

Distribution Codes are managed by 3M Packaging Solutions. Please contact 3M Packaging Solutions for assistance.

Distribution Code Notification:

Subscribe with Notifications: "You will receive a notification of the packaging documents connected to your subscribed Distribution Codes. Email notifications are sent when a document's state changes to Release or Obsolete, including revisions. The email notification will include information regarding documents, see example below.

3M : Packaging Subscription Notification

AM

Global PLM

To

Retention Policy 90 Days (90 days)

Expires 9/11/2023

Reply

Reply All

Forward

Tue 9/13/2023 11:19 AM

The following 3M Packaging Specification to which you are subscribed has been released.To Open the Portal: [Click here!](#)

Please refer the documents below:

Type	Name	Revision	Description	Current	Issue Category	Reason for Issue
Material Specification	34-5678-0001-5	F	test	Release	Change Print Requirements Detail	<a href="#">Reason for Issue Information Here</a>

The following 3M Packaging Specification to which you are subscribed has been moved to History.

Please refer the documents below:

Type	Name	Revision	Description	Current	Issue Category	Reason for Issue
Material Specification	34-5678-0001-5	E	test	History	Change Print Requirements Detail	<a href="#">Reason for Issue Information Here</a>

Thank you!

For Packaging Documents connected to the Distribution Code:

- For Packaging Documents that not connected to a Distribution Code, please Contact 3M Packaging Solutions for assistance

## Accessing Packaging Documents by Distribution Code in PLM

- Access PLM.
- Expand the “Packaging Materials and Artwork Assets” category and select the Specification Subscriptions. The Specification Subscriptions window displays.

The screenshot shows the 3DEXPERIENCE | ENOVIA Collaboration and Approvals interface. The left sidebar contains a navigation menu with the following items: Collaboration and Approvals (highlighted with a red box), Home, Support Files..., Shortcuts..., Tasks, Product Specifications, Packaging Materials and Artwork Assets (highlighted with a red box), Specification Subscriptions (highlighted with a red box), Powerview Home, Adobe AEM Asset, Workspaces, and My Workspaces. The main content area is titled "Specification" and contains the following fields: "Please select the Specification:" with radio buttons for Material Specification, Pack Standard, and Artwork Specification; "Distribution Code" with a dropdown menu set to "All" and an "Unsubscribe" button; "Search On" with a dropdown menu set to "Released" and a search input field. At the bottom right, there are "Next" and "Cancel" buttons.

3M Enterprise Packaging Searches can be performed using two different methods:

1. Using Specification Type and Distribution Code field selection.
  - a. Select the Specification Type from the “Please select the Specification” field.
  - b. Click Distribution List drop down to access your Distribution Lists and select a Distribution Code.  
Note: Removing the Release field check mark will additionally display non-released, Obsolete and History 3M Enterprise Packaging records.
  - c. Click the Next button

This screenshot is similar to the one above but includes annotations. A red 'a' is placed next to the "Please select the Specification:" radio buttons. A red 'b' is placed next to the "Distribution Code" dropdown menu, which is currently set to "AB-00133". A red 'c' is placed above the "Next" button at the bottom right. The rest of the interface is identical to the previous screenshot.

Search results display see [Distribution Code Search Results](#)

2. Using Specification Type and Search On field selection.
  - a. Select the Specification Type from the “Please select the Specification” field.
    - See Supporting Document for more information regarding the different packaging Specification Types.
  - b. Click on the “Search On” drop down menu and select search option.

Note: The “Search On” drop down menu options will vary depending on the Specification Type selected.

Note: Multi select option is not available.
  - c. Additional field information is provided in the table below when using Product SAP ID, Product ID, Alternate Product ID and Name.

Search Examples:

---

Product SAP ID ▾

☒ Released

7109876543|

---

Product ID ▾

☒ Released

70-1234-5678-9|

---

Alternate Product ID ▾

☒ Released

7132165498|

---

Name ▾

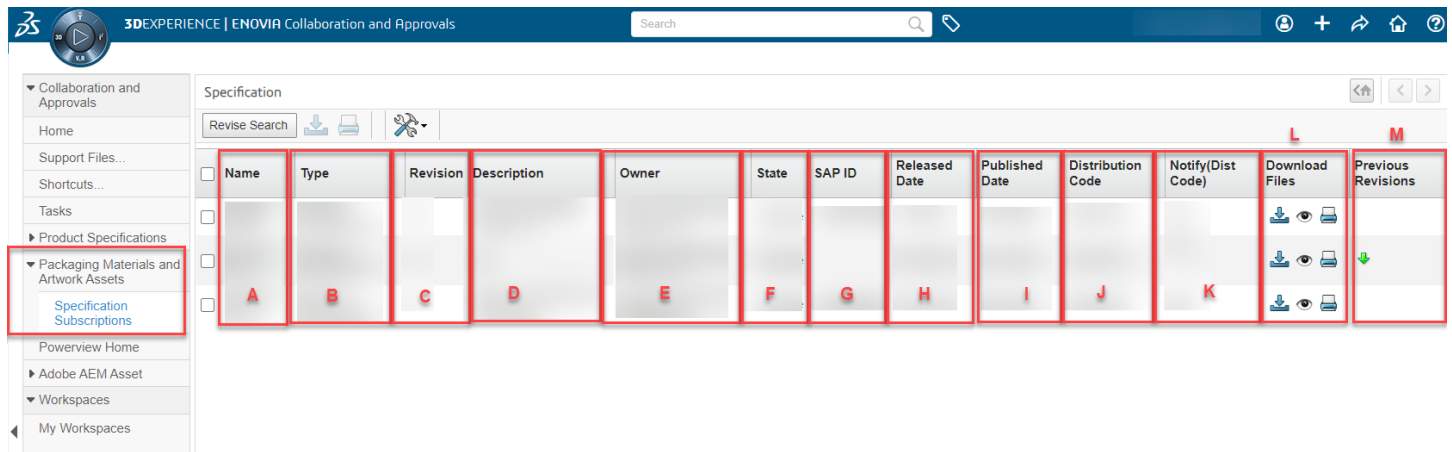
☒ Released

PKG-STD-1234567|

- d. All Packaging documents that are of the selected type and connected to the Distribution Code display see [Distribution Code Search Results](#)

## Distribution Code Search Results

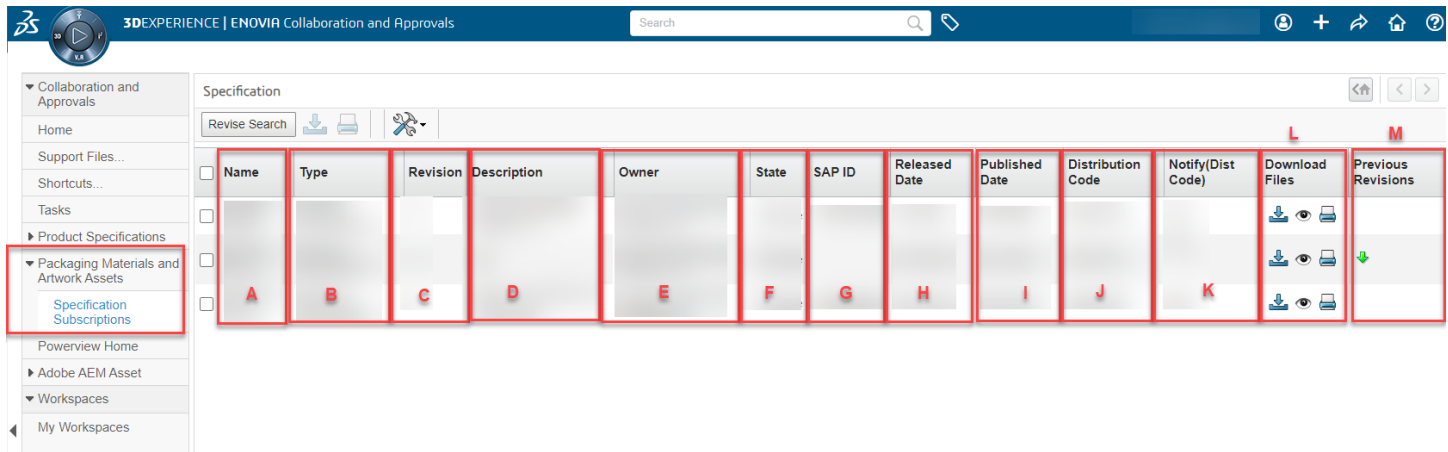
Search results will display all 3M Enterprise Packaging Documents that are related to the Distribution Code and of the selected Specification Type.







Column	Column Header	Column Information
A	Name	The number assigned to the Enterprise Packaging document.
B	Type	The type of Enterprise Packaging document (example: Material Specification, Pack Standard or Artwork Specification).
C	Revision	The revision level of the Enterprise Packaging document.
D	Description	The description of the Enterprise Packaging document.
E	Owner	The owner's name of the Enterprise Packaging document.
F	State	The state of the Enterprise Packaging document.
G	SAP ID	The SAP ID assigned to the Enterprise Packaging Document. This column may not display information for all listed Enterprise Packaging Documents.
H	Released Date	The Release Date of the Enterprise Packaging Document.
I	Published Date	The Published Date of the Enterprise Packaging Document.
J	Distribution Code	Enterprise Packaging document assigned Distribution Code.
K	Notify (Dist Code)	An indicator (Yes/No) as to whether the user receives an email notification.
L	Download Files	Access section <a href="#">Icons for Download Files and Previous Revisions</a>
M	Previous Revisions	Access section <a href="#">Icons for Download Files and Previous Revisions</a>

## Icons for Download Files and Previous Revisions


From this window, connected files are accessible for downloading, viewing, or printing. For documents with Previous Revisions, the document revision history is viewable.




Symbols	Function
	Download the file attachment
	View the file attachment
	Print file attachments
	Access to this document historical revisions



Additional Download and Print Icon Information

- Download Icon - 
  - Clicking the Download Icon, the form below displays:
    - File Type is set to 'Full', and check include Attachments and Reference Documents. Reference Document selection will include all Reference Standards or other applicable documents
    - File Type is set to Basic will provide a copy of only the Enterprise Packaging Document, other input materials will not be included.
  - Click Confirm and a zip will be downloaded onto your computer

Confirm Download




Fields in red italics are required.

File Type	<div><div>Basic</div><div>Full</div></div>
Include Reference Documents/Related Documents (Only for Artwork)	<div><div></div></div>
Include Attachments (non-supported file formats and Drawings)	<div><div></div></div>


Confirm

Cancel


- Print Icon - 
- Clicking the Print Icon, the form below displays:
  - File Type is set to Full, and check include Attachments and Reference Documents. Reference Document selection will include all Reference Standards or other applicable documents
  - File Type is set to Basic will provide a copy of only the Enterprise Packaging Document, other input materials will not be included.
- Click Confirm and PDF file will open in your browser.

3M ENOVIA - Google Chrome

— □ ×

 plmstaging17x.3m.com/admin/specificationcentral/mmmPackagingDownloadFilesFS.jsp?objectId=28996.48085.1280.603...

### Confirm Download




*Fields in red italics are required.*

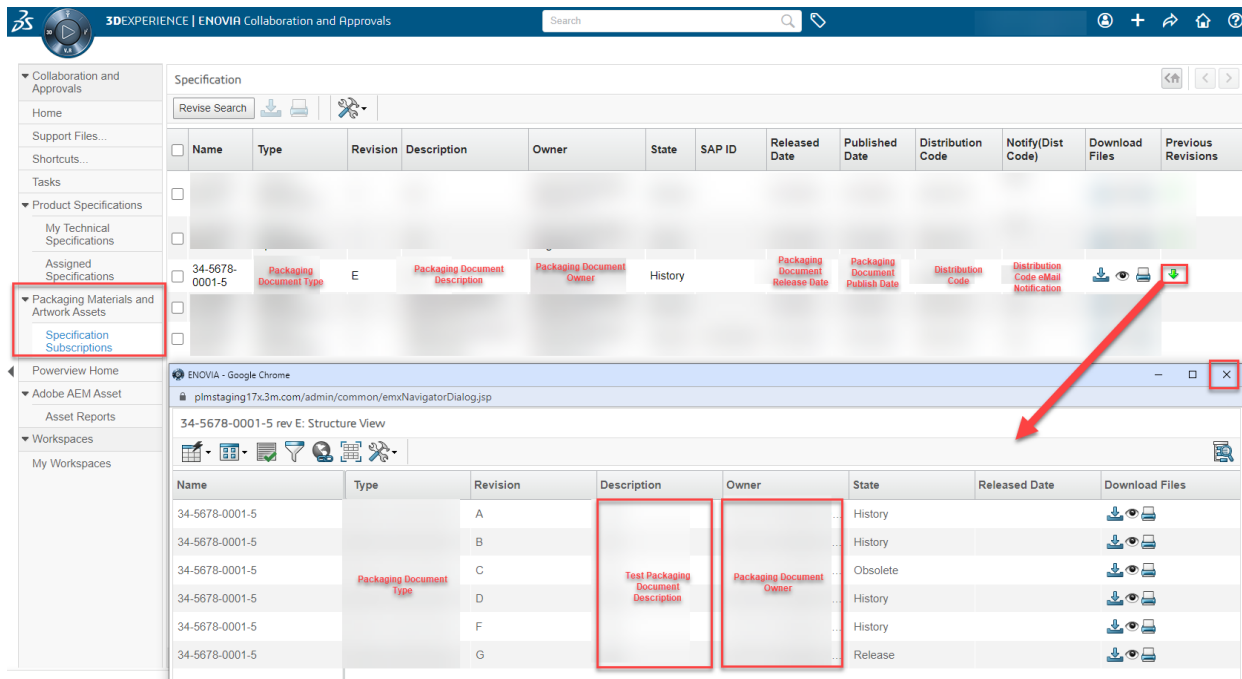
File Type	<input type="radio"/> Basic <input checked="" type="radio"/> Full
Include Reference Documents/Related Documents (Only for Artwork)	<input checked="" type="checkbox"/>

Confirm



















Cancel

## Accessing Packaging Document Revision History

1. Click on the  icon to display Packaging document history. A pop-up window with document history displays.
2. Click on the "X" in the upper right corner of the window to close the revision history window.



The screenshot displays the ENOVIA Collaboration and Approvals interface. On the left, a navigation pane shows the 'Packaging Materials and Artwork Assets' section, with 'Specification Subscriptions' highlighted. The main area shows a table of specifications. A red box highlights the '34-5678-0001-5' specification, and a red arrow points to the 'downward arrow' icon in the 'Previous Revisions' column. Below this, a pop-up window titled '34-5678-0001-5 rev E: Structure View' is shown, displaying a table of revisions. A red box highlights the 'Description' and 'Owner' columns in this table.

Name	Type	Revision	Description	Owner	State	Released Date	Download Files
34-5678-0001-5	Packaging Document Type	A			History		  
34-5678-0001-5		B			History		  
34-5678-0001-5		C			Obsolete		  
34-5678-0001-5		D			History		  
34-5678-0001-5		F			History		  
34-5678-0001-5		G			Release		  

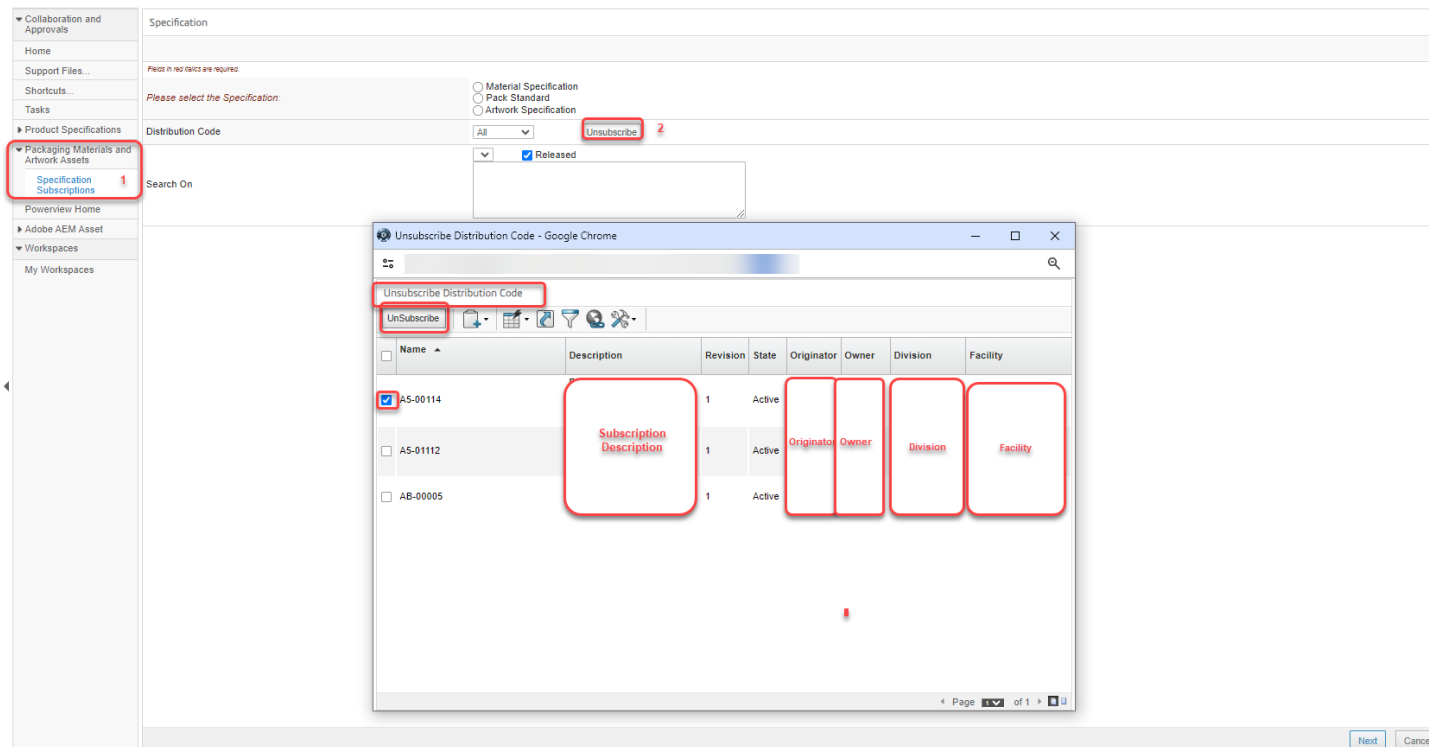
## Unsubscribe to Distribution Code

Note: Unsubscribing to a Distribution Code will remove your access to all packaging documents connected to the Distribution Code. If access needs to be re-established, please contact the 3M contact you are working with.

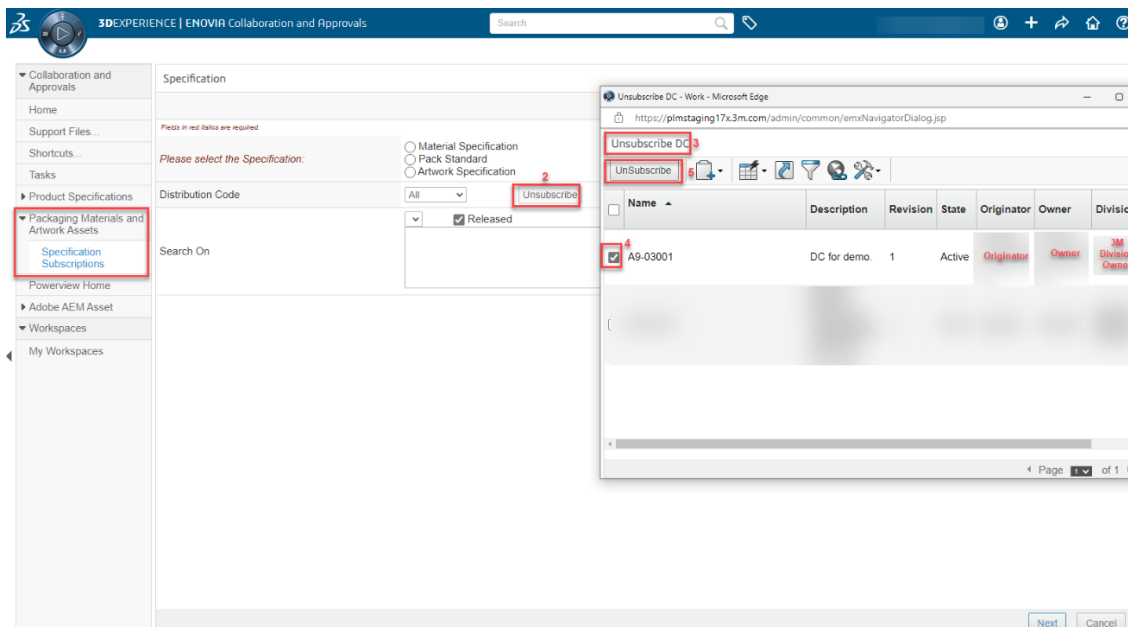
### To Unsubscribe to a Distribution Code

#### Access PLM

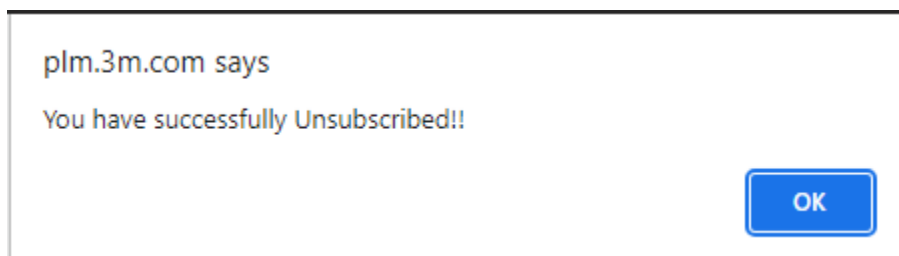
1. Expand the Packaging Materials and Artwork Assets category. Select Specification Subscriptions.
2. Select the “Unsubscribe” button.
3. “Unsubscribe Distribution Code” window displays.



4. To unsubscribe, select Distribution Code checkbox. The Unsubscribe button will activate.
5. Select the “Unsubscribe” button.



6. System message “You have successfully Unsubscribed” displays.



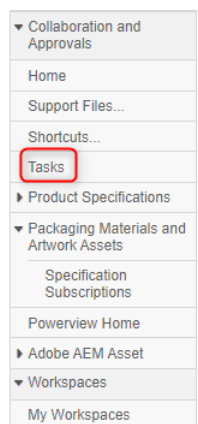
7. Distribution Code is removed from Specification Subscription window.

## Assigned Inbox Tasks:

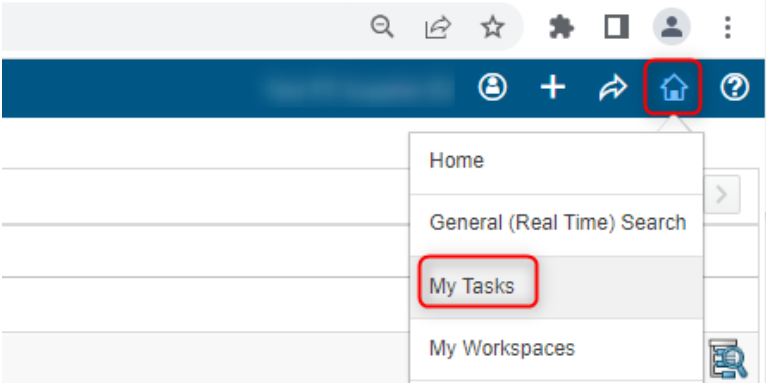
### Navigating to Assigned Inbox Tasks:


Assigned Inbox Tasks will display on your Home Page if you have set your Home Page to Default.

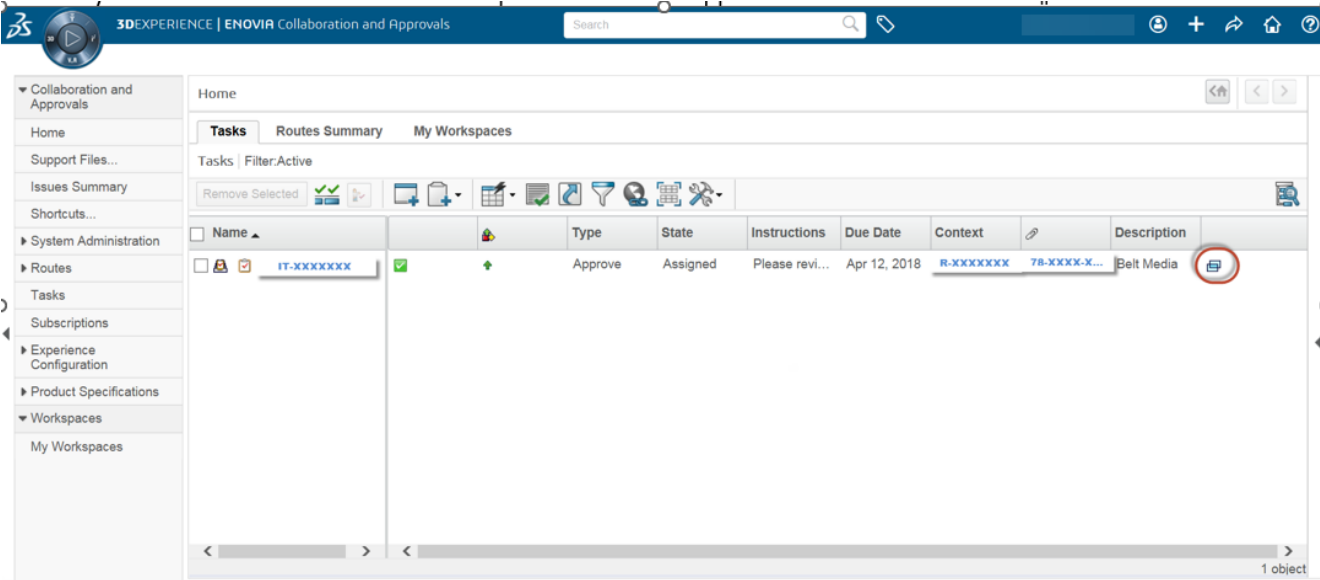
Your Tasks are accessible by clicking on Tasks in the Collaboration and Approval navigation panel.



Or by clicking on clicking on “My Tasks” from the displayed menu when clicking on the ‘Home’ icon.



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.



Object	Object Name	Definition
IT-XXXXXXX or could display as text	Inbox Task Number	Inbox Task number that is assigned for your Enterprise Packaging Object Approval.
R-XXXXXXX	Route Number	The Route Number that is assigned to manage multiple Inbox Task approvals.
XX-XXXX-XXXX-X ECO-XXXXXX	Enterprise Packaging Number or ECO Number	The 3M Enterprise Packaging Document Number or ECO Number that your approval is requested.

## Approving Inbox Tasks:

### Review of Packaging Document or ECO

On the Inbox Task Summary View screen, the connected Enterprise Packaging document or ECO, can be reviewed by clicking on the Packaging Number or ECO number found at the bottom of the window.

- The Enterprise Packaging document can be reviewed by accessing the “Files Images” category in the left panel and then viewing or downloading the related PDF files.

The screenshot displays the 'Supplier Approval : Summary View' interface. On the left, a sidebar contains a list of categories: Content, History, Properties, Revision, and Routes. The 'Files - Images' category is highlighted with a red box, and a red arrow points to it from the 'Packaging Number' field at the bottom. The main area shows a table of files with columns: Name, Format, Last Checked In, and Action. The table lists two files: 'Packaging Number\_A\_Basic.pdf' and 'Packaging Number\_A\_Full.pdf', both in PDF format and checked in on 6/12/2023. The interface also includes a 'Create Material Specification for Inbox Task Approval' button and a 'Review' button. The bottom of the window shows the 'Packaging Number' field and a 'Create Material Specification' button.

Name	Format	Last Checked In	Action
<input type="checkbox"/> Packaging Number_A_Basic.pdf	PDF	6/12/2023 2:53:13 PM	
<input type="checkbox"/> Packaging Number_A_Full.pdf	PDF	6/12/2023 2:53:22 PM	

## Packaging ECOs

- The ECO intent can be reviewed by reviewing the information:
  - Enterprise Packaging Documents listed under the Affected Items Category.
  - Fields Information found in: “Reason For Change” information and “ECO Detailed Description of Change”.

ECO Number ECO Description State : Implement Owner : ECO Owner Modified : Aug 1, 2023 2:08:16 PM

Affected Items

Basic Attributes Affected Items Supporting Documents

Basic Information

Type	ECO	Owner	ECO Owner
Name	ECO Number	Originator	ECO Originator
Revision	-	Vault	Packaging Materials and Artwork Assets
State	Implement	Read Access	Division Only
Policy	ECO - Standard	Design Responsibility	IT-Corp Product Data Mgmt - 825640
Description	ECO Description		

Additional Information

Agency Approval Required	No
Category of Change	Add New Part/Material Alternate
Changes from Previous Iteration	
Customer Approval Required	No
Detailed Description of Change	ECO Detailed Description of Change
Iteration	1
Originators Comments	
Planned Effectivity Date	
Priority	Normal
Reason for Change	ECO Reason for Change
User Defined Search Attribute	
Work Off Markup	NA

Click on the X in the upper right corner to close the Enterprise Packaging Document window.

## For Inbox Task Approval or rejection

For Inbox Task Approval, click the Approve button. The State field will change from Assigned to Complete

IT-XXXXXXX Supplier Approval Owner : Owner Modified : Jun 12, 2023 2:52:56 PM

Approve Reject


Properties

Owner	Task Owner
Originated	Jun 12, 2023 2:52:55 PM
Due Date	Jun 19, 2023 2:52:55 PM
Allow Delegation	Yes
Assignee	Task Assignee
Routes	Route Number
Action	Approve
Approval Status	
State	Assigned
Task Requirement	Mandatory
Instructions	Document level approval route for Material Specs
Comments	
Route Owner Review	No

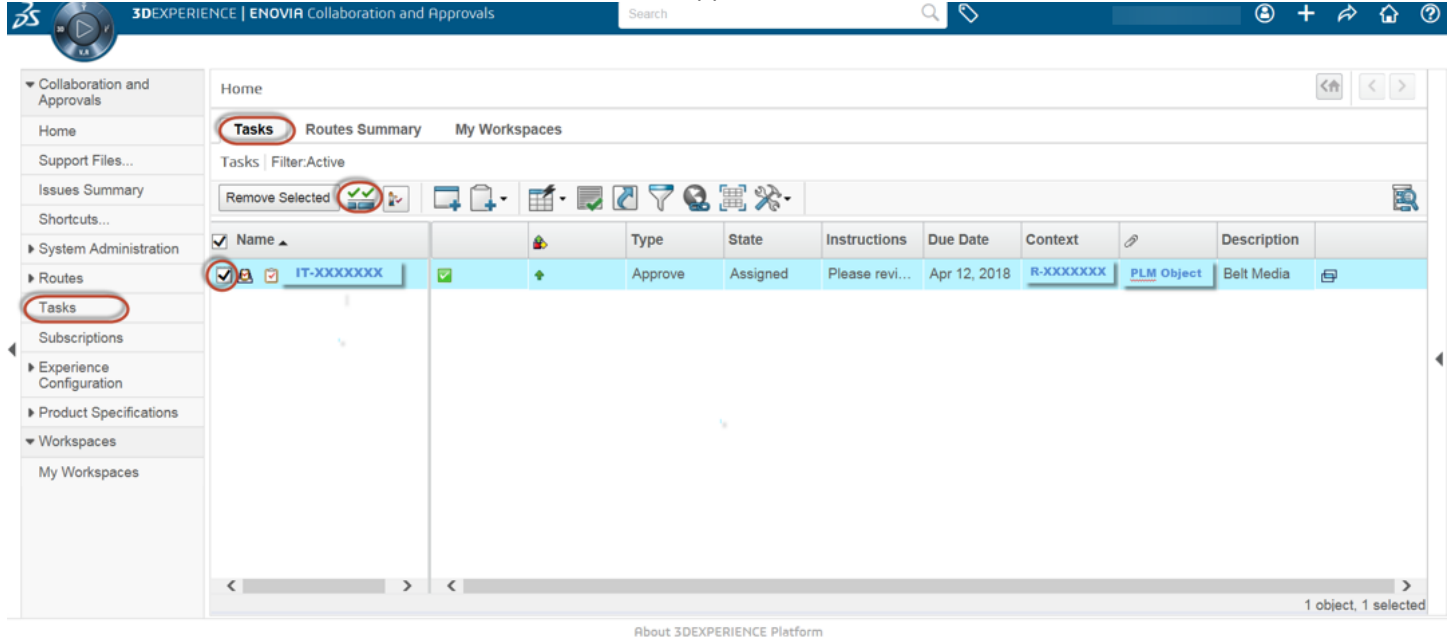
Content

Name	Description	State	State Block	Files
Packaging Number	Create Material Specification for Inbox Task Approval	Review	Review	



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

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

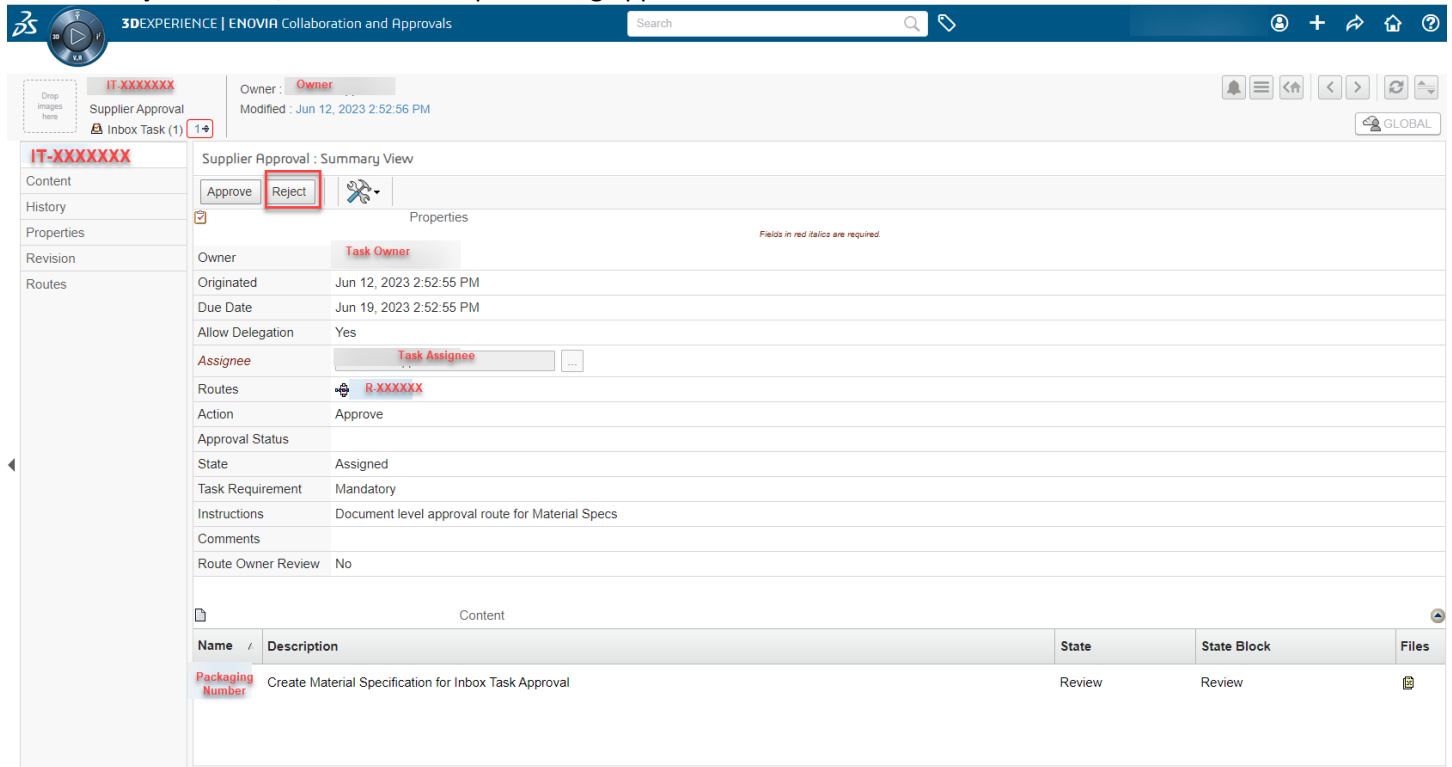


The screenshot shows the 3DEXPERIENCE ENOVIA Collaboration and Approvals interface. The left navigation panel has 'Tasks' highlighted. The main area displays a table of tasks. The first task is selected, and the 'Mass Approval' icon (a green checkmark with a plus sign) is circled. The task details show it is an 'Approve' task, 'Assigned' state, with a due date of 'Apr 12, 2018' and a context of 'R-XXXXXXX'.

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

## PLM Task Rejection:

Click the Reject button, if reason exists preventing approval




The screenshot shows the 3DEXPERIENCE ENOVIA Collaboration and Approvals interface. The left navigation panel has 'Routes' highlighted. The main area displays the details for a task. The 'Reject' button is circled. The task details show it is a 'Supplier Approval' task, 'Assigned' state, with a due date of 'Jun 19, 2023 2:52:55 PM' and a context of 'R-XXXXXXX'.

Name	Description	State	State Block	Files
Packaging Number	Create Material Specification for Inbox Task Approval	Review	Review	



Reject Comments window will display. Enter your reason for rejection and click Done.

Reject Comments : Supplier Approval

 Fields in red italics are required.

Comments

**Enter reason for rejection**

## Inbox Task Authentication


A Task Authentication window will display which requires you to enter your credentials. The 'Username' field is populated with your Supplier Direct Username. The 'Password' is populated with the password used to access Supplier Direct.

Click the "I understand that by entering my username and password, I am applying my electronic signature which is equivalent to my handwritten signature" checkbox and click Done.

3M ENOVIA - Google Chrome

plmstaging17x.3m.com/admin/components/emxCo...



User Verification

 Fields in red italics are required.

*User Name*

*Password*

☐ I understand that by entering my user name and password, I am applying my electronic signature which is equivalent to my handwritten signature.


If you need assistance with authentication credentials, please contact the PLM Technical Support Center at 651-737-0353 or Toll Free at 1-877-439-7426.

Validate success of your Approve/Reject action:

To validate the approval/rejection of the Inbox Task is successful when the record no longer displays on the Tasks window. If you need further assistance, please contact the 3M PLM Technical Support Center at: 651-737-0353 or toll free within the US: 1-877-439-7426.

Manage your Task Approvals

Review of PLM Inbox Task Status is done from the Task window and by using drop-down arrow on right side of the

Create Table View  icon 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

3DEXPERIENCE | ENOVIA Collaboration and Approvals

Search

Test WS Ext EC 01

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

Create New Table View...

Active

All Tasks

Complete

Tasks to be Accepted

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

1 object

About 3DEXPERIENCE Platform