

3M Enterprise Packaging External Supplier  
Job Aid

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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
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
PLM Technical Support Center (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.

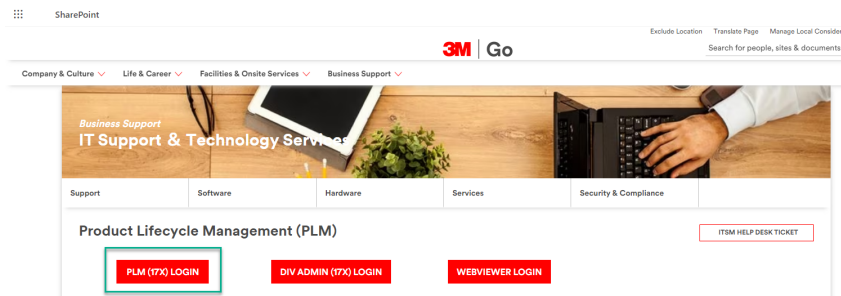
1. The Enterprise Packaging Supplier who has been assigned a 3M Pin and can access the 3M Network using VPN or zScaler. These users are typically contract workers and are using a 3M computer.
2. The Enterprise Packaging Supplier who has a 3M Pin, but do not have access to access to the 3M Network These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

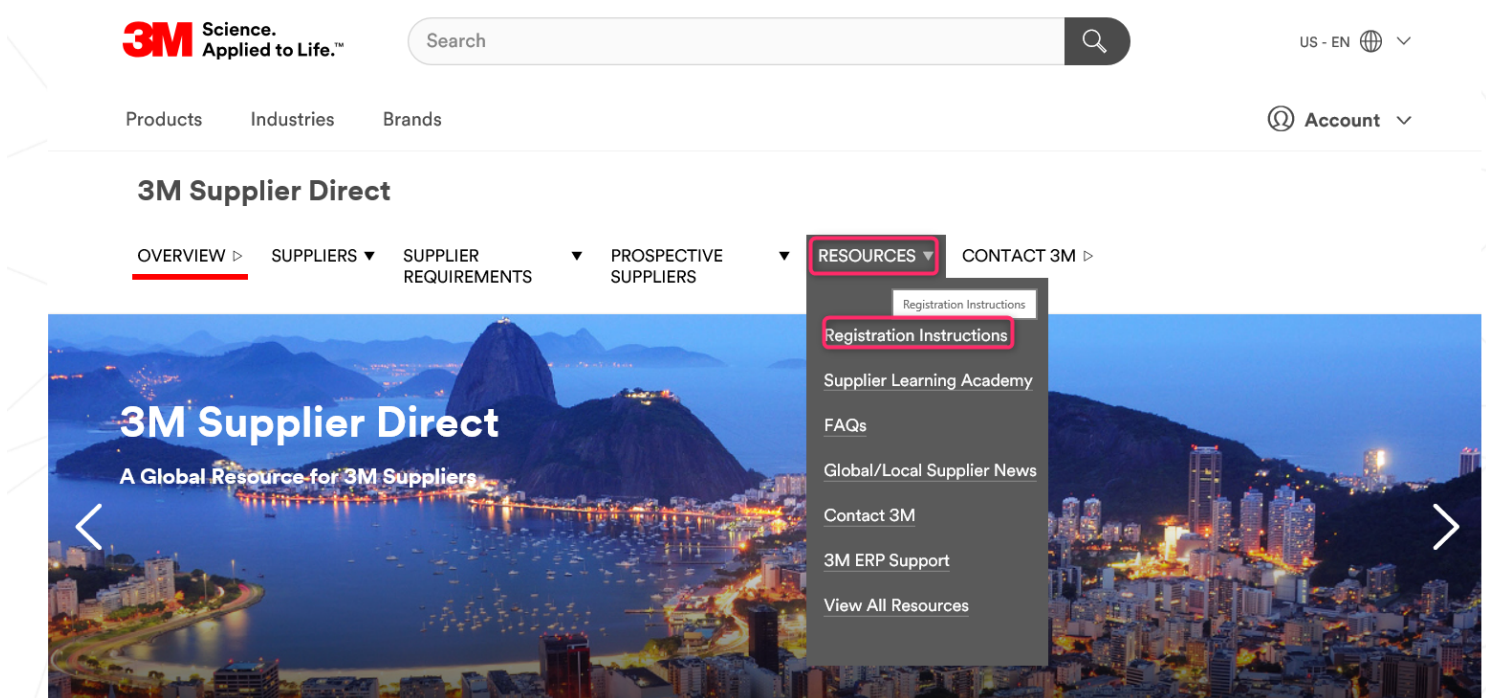
## 2. Enterprise Packaging User with 3M Pin and do not have access to the 3M Network

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.

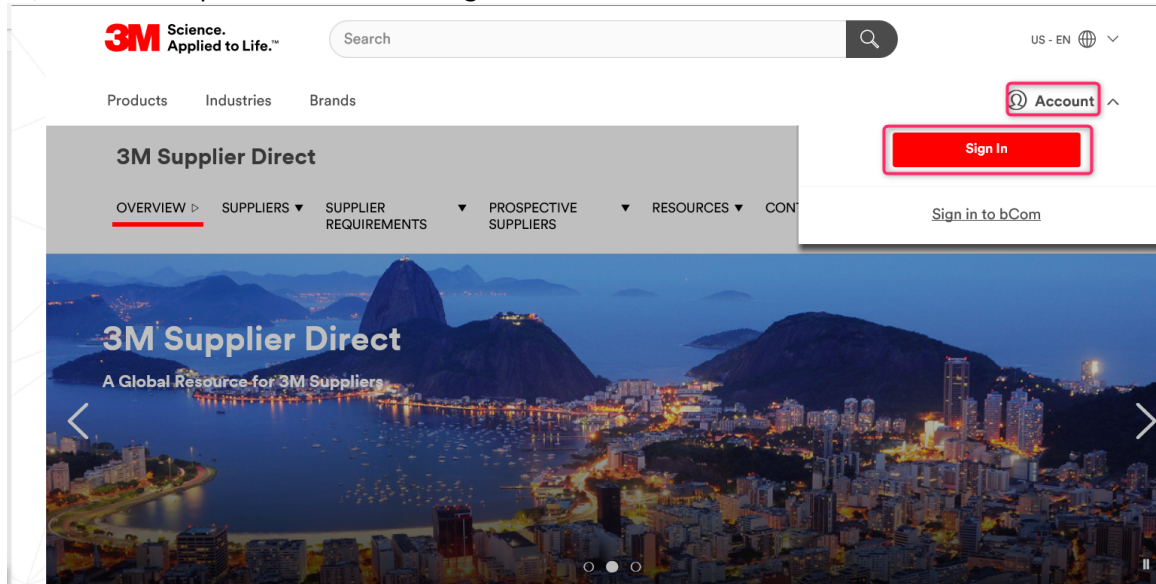
Instructions below:

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.**



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”.

# 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](#)

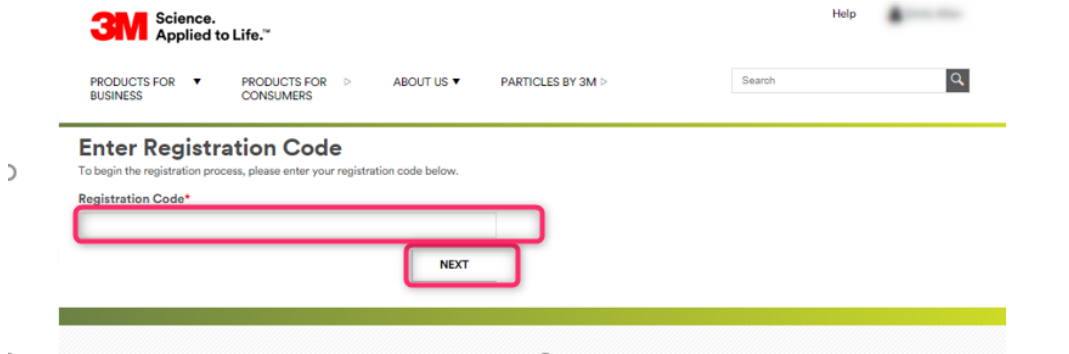
[3M Citrix Applications](#)

[ERP Training](#)

[Corcentric](#)

[Request Additional Access](#)

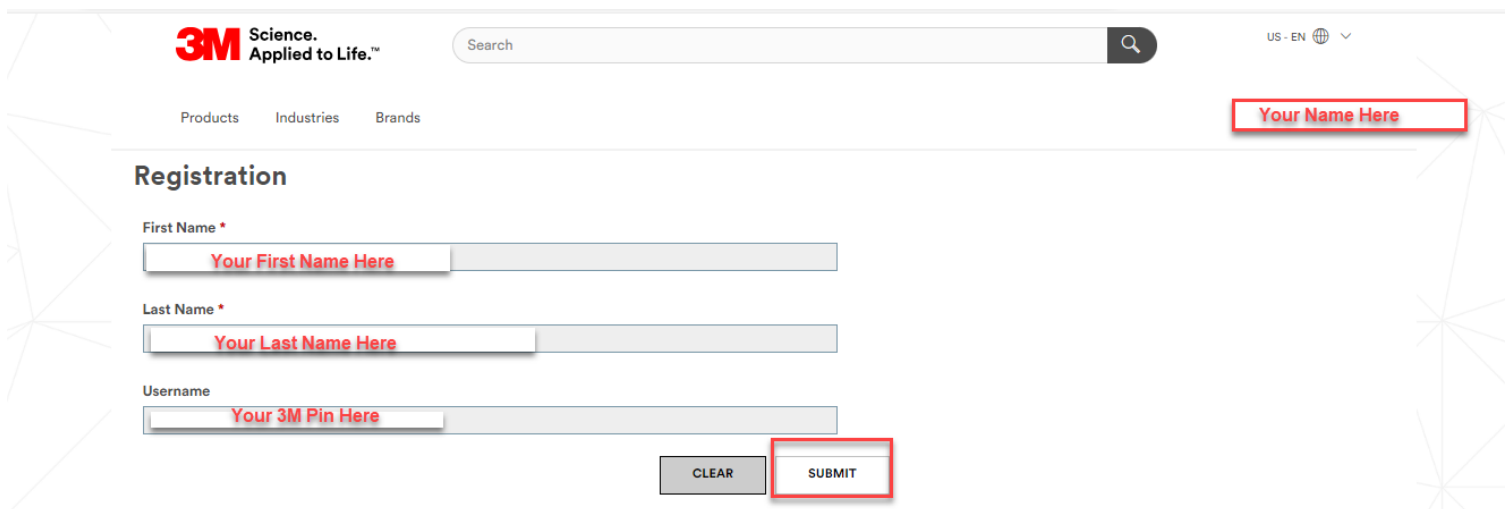
Enter the **Registration Code "IT\_PLM"**. Click Next.



The screenshot shows the 3M Science Applied to Life website. At the top, there is a navigation bar with the 3M logo, the tagline 'Science. Applied to Life.', and links for 'PRODUCTS FOR BUSINESS', 'PRODUCTS FOR CONSUMERS', 'ABOUT US', and 'PARTICLES BY 3M'. A search bar is also present. Below the navigation bar, the main heading is 'Enter Registration Code'. Underneath this heading, it says 'To begin the registration process, please enter your registration code below.' There is a text input field labeled 'Registration Code\*' and a 'NEXT' button. The input field and the 'NEXT' button are highlighted with red boxes.

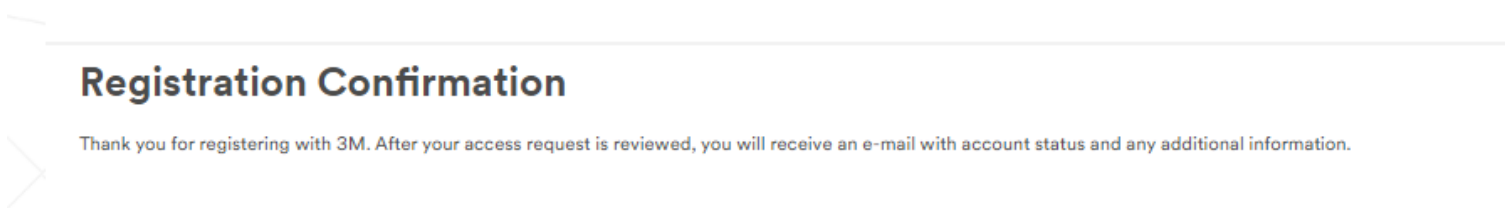
The Registration Form will display with fields auto populated. Validate the information on the Registration form. To change field information, click on the field and update the information.

Click Submit at the bottom of the form.



The screenshot shows the 3M Science Applied to Life website. At the top, there is a navigation bar with the 3M logo, the tagline 'Science. Applied to Life.', and links for 'Products', 'Industries', and 'Brands'. A search bar is also present. Below the navigation bar, the main heading is 'Registration'. Underneath this heading, there are three text input fields: 'First Name', 'Last Name', and 'Username'. Each field has a placeholder text: 'Your First Name Here', 'Your Last Name Here', and 'Your 3M Pin Here' respectively. At the bottom of the form, there are two buttons: 'CLEAR' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.

The system will display a Registration Confirmation



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

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

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

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

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

- Step 1 is requesting a Global PLM Account (pages 9-10).
- Step 2 is creating the Supplier Direct Account (pages 11-18).

#### Requesting a PLM Account:

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

3M Information Technology

## Knowing the Language of Business

### Global PLM Platform Help

This information is courtesy of 3M Product Lifecycle Management (PLM). For questions on the Global PLM platform (formerly called eMatrix or ENOVIA), please call the 3M R&D IT Technical Support Center at 651.737.0353 or toll-free in the United States at 877.439.7426. External users of the Global PLM platform should make sure that the PLM announcements e-mail address (ematrix-information[at]mmm.com) is not blocked as spam.

#### External Supplier Account Requests

You may use [this form](#) to request an external supplier account on the Global PLM platform.

#### PLM New Features

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

New Features	Based On	Last Updated
<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

Fill out the Form and click Submit.

3M Information Technology

Knowing the Language of Business

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

Submit Reset

- 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 Packaging Supplier (Non-Author)
Comment	Please indicate the following in this field. <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.

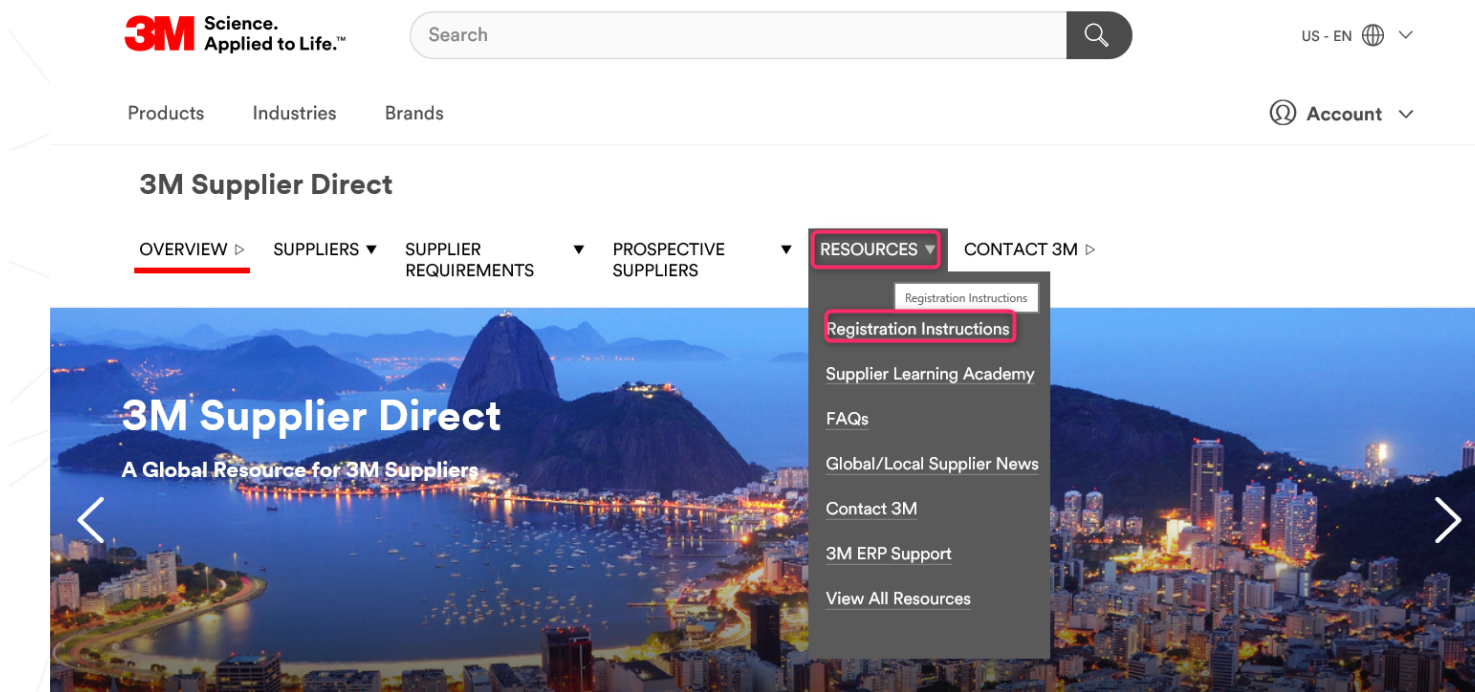
Access website: <http://www.3m.com/suppliers/>

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

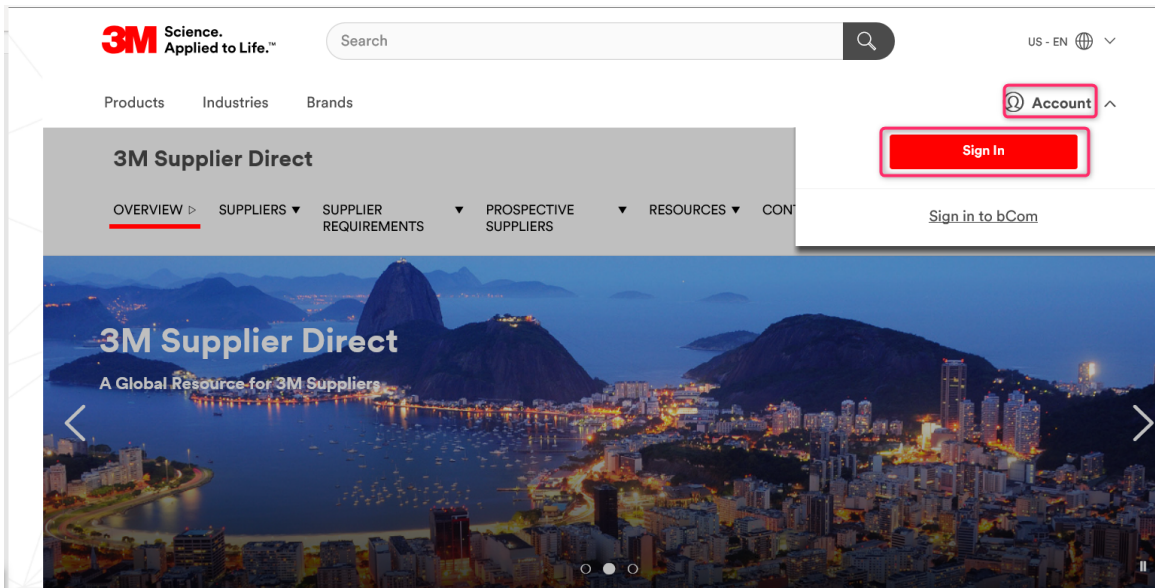
Note: For Registration Instructions, go to “Resources”, then “Registration Instructions” from the drop-down menu.

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”.

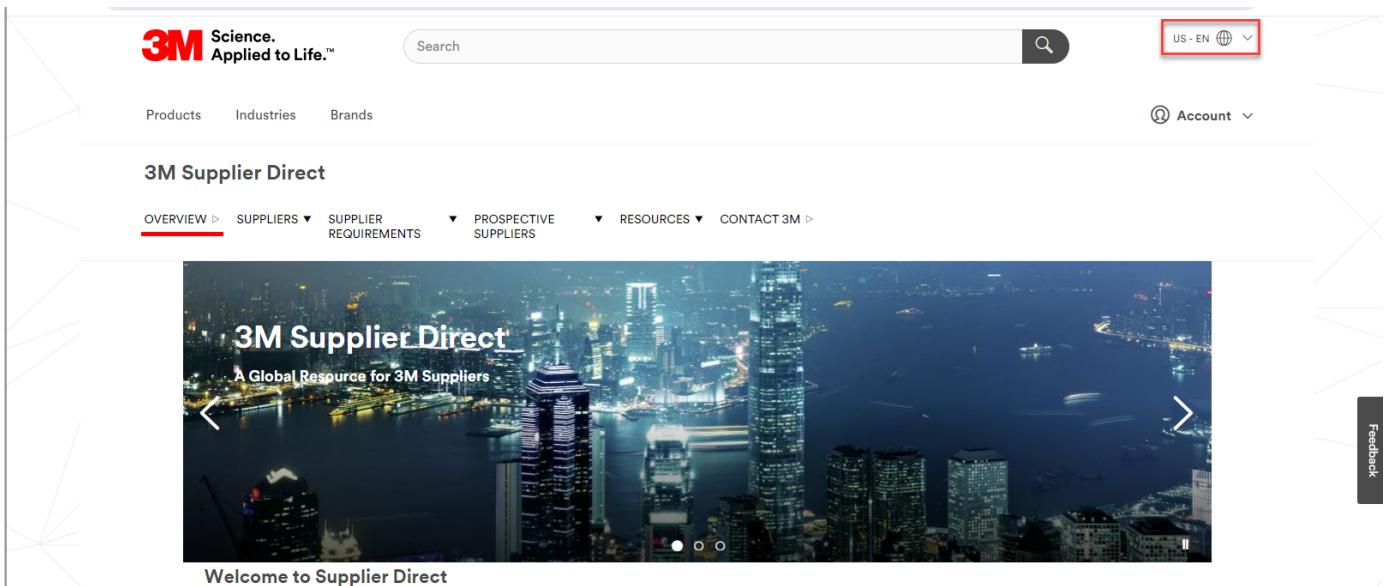


Go to [Registration Form](#):

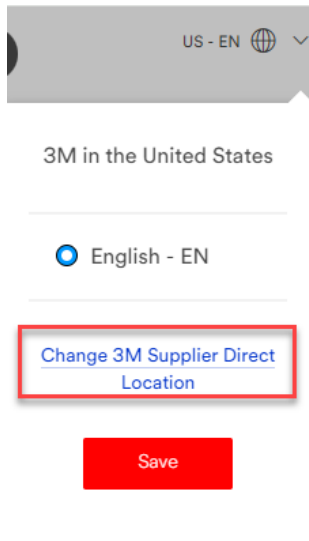
For Suppliers located outside of the United States

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:

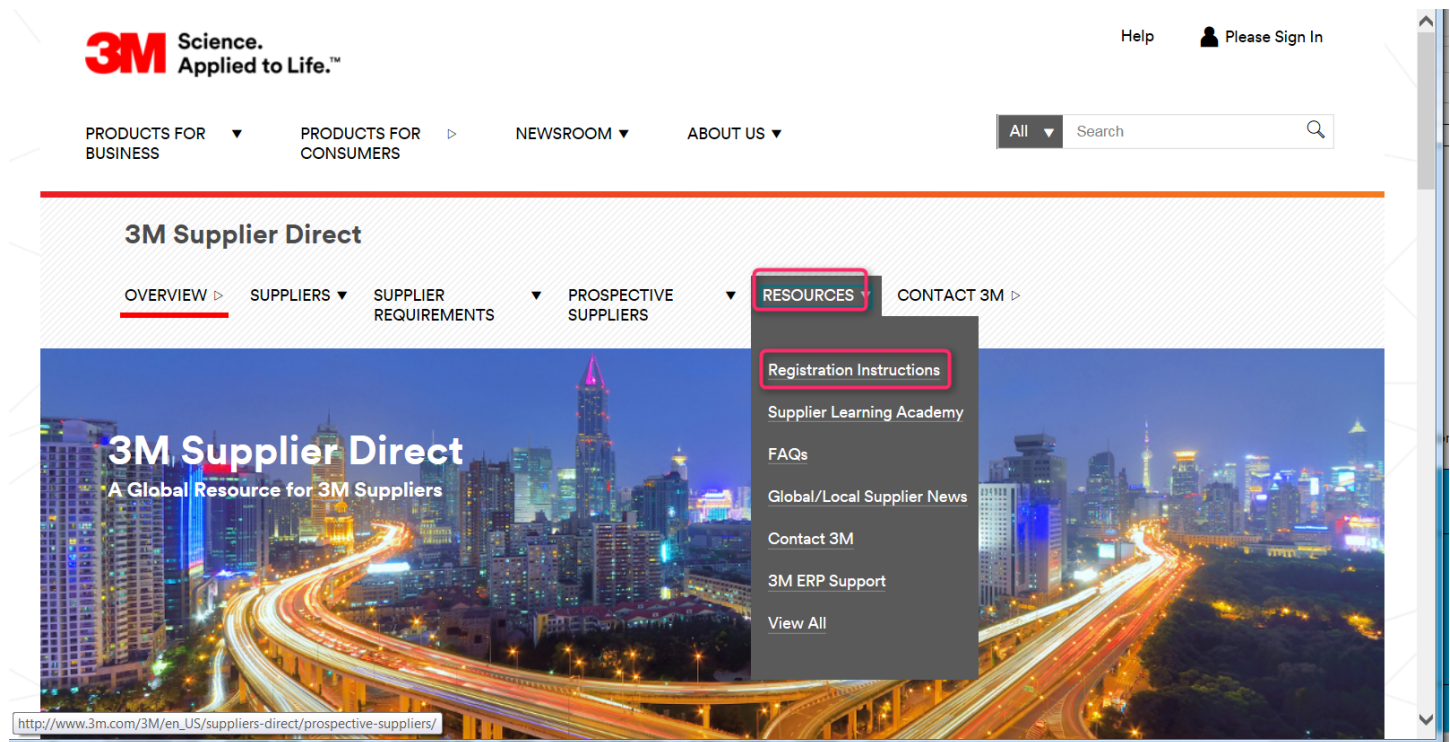
## Select Your Location

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.

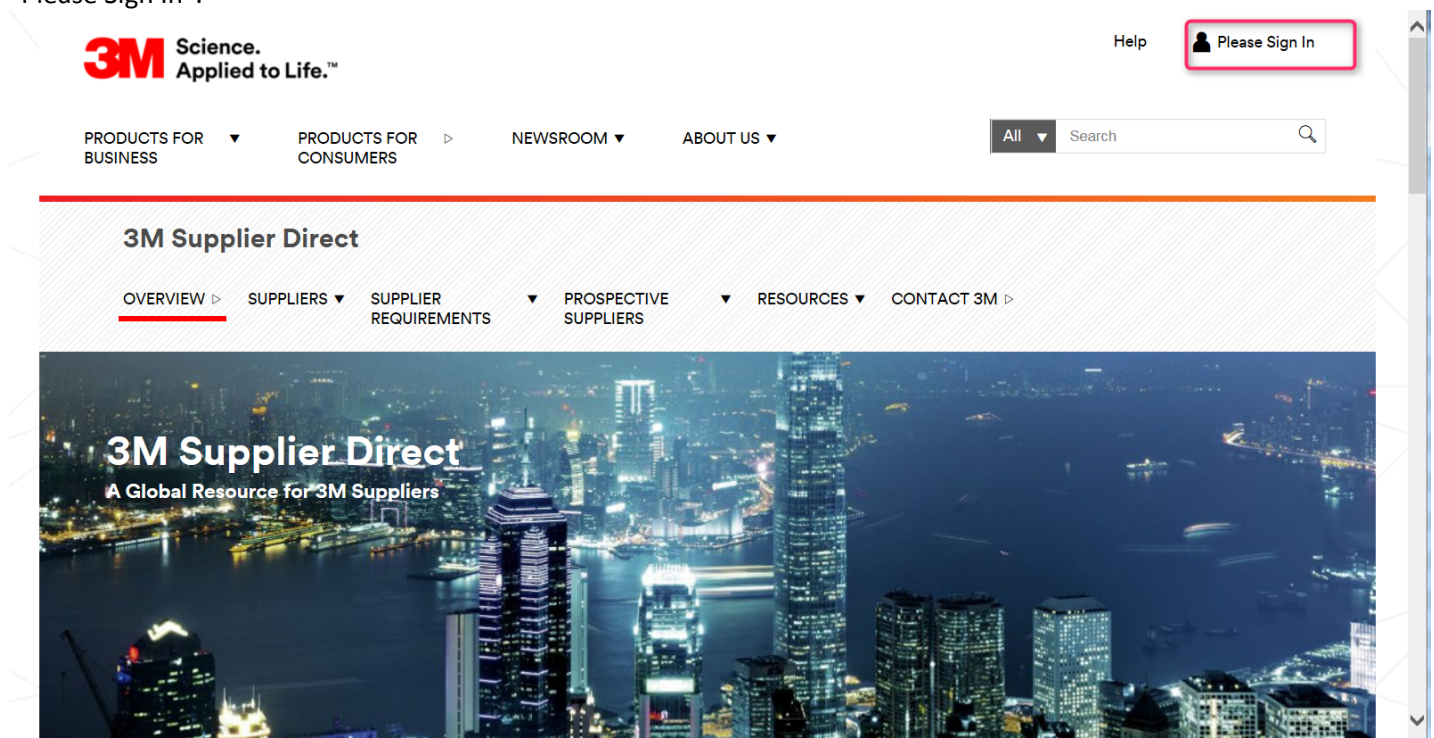
 <h3>Americas</h3> <ul style="list-style-type: none"> <li><a href="#">Canada - English</a></li> <li><a href="#">Canada - Français</a></li> <li><a href="#">Costa Rica - English</a></li> <li><a href="#">Dominican Republic - English</a></li> <li><a href="#">El Salvador - English</a></li> <li><a href="#">Guatemala - English</a></li> <li><a href="#">Honduras - English</a></li> <li><a href="#">Jamaica - English</a></li> <li><a href="#">Mexico - English</a></li> <li><a href="#">Panama - English</a></li> <li><a href="#">Puerto Rico - English</a></li> <li><a href="#">Trinidad and Tobago - English</a></li> <li><a href="#">United States - English</a></li> </ul>	 <h3>Europe</h3> <ul style="list-style-type: none"> <li><a href="#">Austria - English</a></li> <li><a href="#">Belgium - English</a></li> <li><a href="#">Czech Republic - English</a></li> <li><a href="#">Denmark - English</a></li> <li><a href="#">Estonia - English</a></li> <li><a href="#">Finland - English</a></li> <li><a href="#">France - English</a></li> <li><a href="#">Germany - English</a></li> <li><a href="#">Greece - English</a></li> <li><a href="#">Hungary - English</a></li> <li><a href="#">Ireland - English</a></li> <li><a href="#">Italy - English</a></li> <li><a href="#">Kazakhstan - English</a></li> <li><a href="#">Latvia - English</a></li> <li><a href="#">Lithuania - English</a></li> <li><a href="#">Netherlands - English</a></li> <li><a href="#">Norway - English</a></li> <li><a href="#">Poland - English</a></li> <li><a href="#">Portugal - English</a></li> <li><a href="#">Romania - English</a></li> <li><a href="#">Russia - English</a></li> <li><a href="#">Slovakia - English</a></li> <li><a href="#">Spain - English</a></li> <li><a href="#">Sweden - English</a></li> <li><a href="#">Switzerland - English</a></li> <li><a href="#">Turkey - English</a></li> <li><a href="#">Ukraine - English</a></li> <li><a href="#">United Kingdom - English</a></li> </ul>	 <h3>Middle East &amp; Africa</h3> <ul style="list-style-type: none"> <li><a href="#">Israel - English</a></li> <li><a href="#">Morocco - English</a></li> <li><a href="#">Pakistan - English</a></li> <li><a href="#">Saudi Arabia - English</a></li> <li><a href="#">South Africa - English</a></li> <li><a href="#">United Arab Emirates - English</a></li> </ul>	 <h3>Asia &amp; Pacific</h3> <ul style="list-style-type: none"> <li><a href="#">Indonesia - English</a></li> <li><a href="#">Japan - English</a></li> <li><a href="#">Korea - English</a></li> <li><a href="#">Malaysia - English</a></li> <li><a href="#">Philippines - English</a></li> <li><a href="#">Singapore - English</a></li> <li><a href="#">Taiwan - English</a></li> <li><a href="#">Thailand - English</a></li> <li><a href="#">Vietnam - English</a></li> </ul>
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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.

Step 1: Enter Authorization or Registration Code.

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

Step 2: Enter Your Information.

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

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



[Help](#)

PRODUCTS FOR  
BUSINESS ▼

PRODUCTS FOR  
CONSUMERS ▷

ABOUT US ▼

PARTICLES BY 3M ▷

Search



## Registration

Salutation

-Select One-



First Name \*

Middle Initial

Last Name \*

E-mail Address \*

Username ?

## Registration Form Continued:

**Password \***

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

**Re-enter Password \***

**3M Customer Account Number**

**Company Name: \***

**Mailing Address: \***

**Address 2:**


**City: \***

**State/Province: \***

**Postal Code: \***

Continued Form:

Continue filling out the form.

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

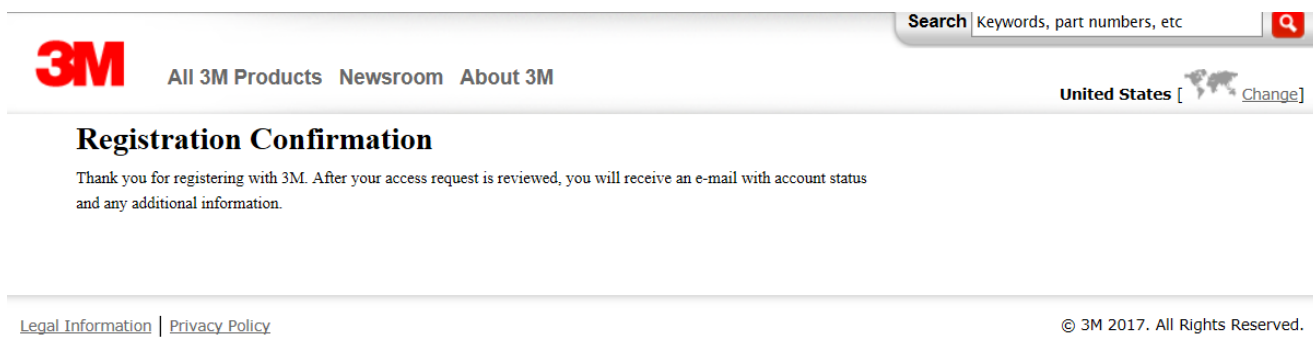
Click in the Checkbox to the left of “I accept the Extranet Access Agreement”.

Click Submit.



The image shows a registration form with the following 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: "Expand and Accept Extranet Access Agreement" (annotated with a red circle and number 1) and "I accept the Extranet Access Agreement" (annotated with a red circle and number 2). A red arrow points from the first checkbox to a text box containing the instructions: "1. Click here to Expand and Accept Extranet Access Agreement." and "2. Click the Checkbox to Accept the Extranet Agreement." Below the checkboxes are "CLEAR" and "SUBMIT" buttons.

The following window will display.



The image shows a "Registration Confirmation" window. At the top, there is a 3M logo and navigation links: "All 3M Products", "Newsroom", and "About 3M". On the right, there is a search bar with the text "Search | Keywords, part numbers, etc" and a "United States" dropdown menu. The main content area says "Registration Confirmation" and "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." At the bottom, there are links for "Legal Information" and "Privacy Policy", and a copyright notice: "© 3M 2017. All Rights Reserved."

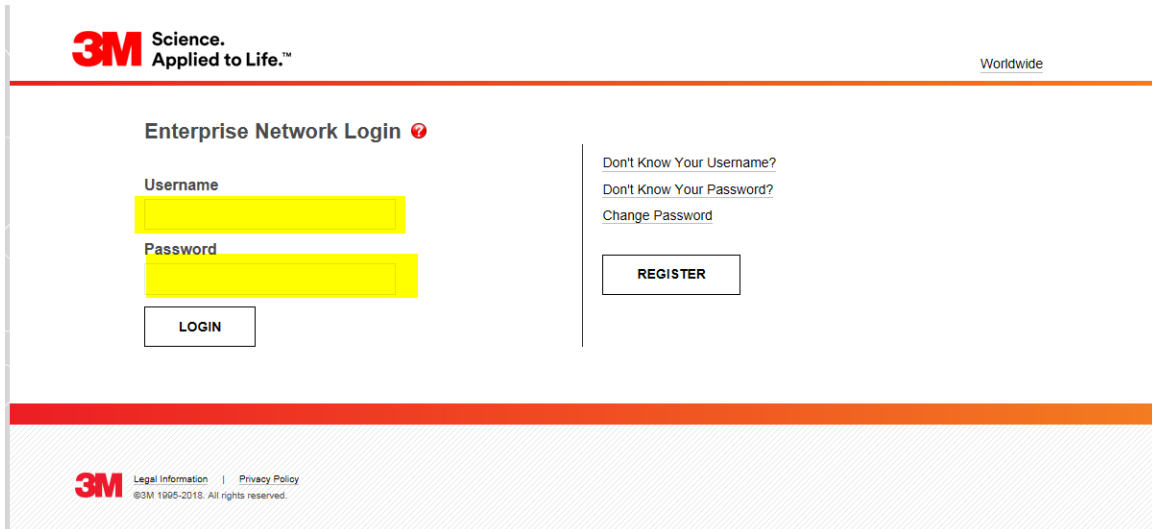
You will receive an e-mail from 3M Administration when your account has been approved. Once you have received the e-mail notification, you will then be able to log onto Supplier Direct and the 3M’s Global PLM platform.

## Requesting Additional Supplier Direct Access:

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

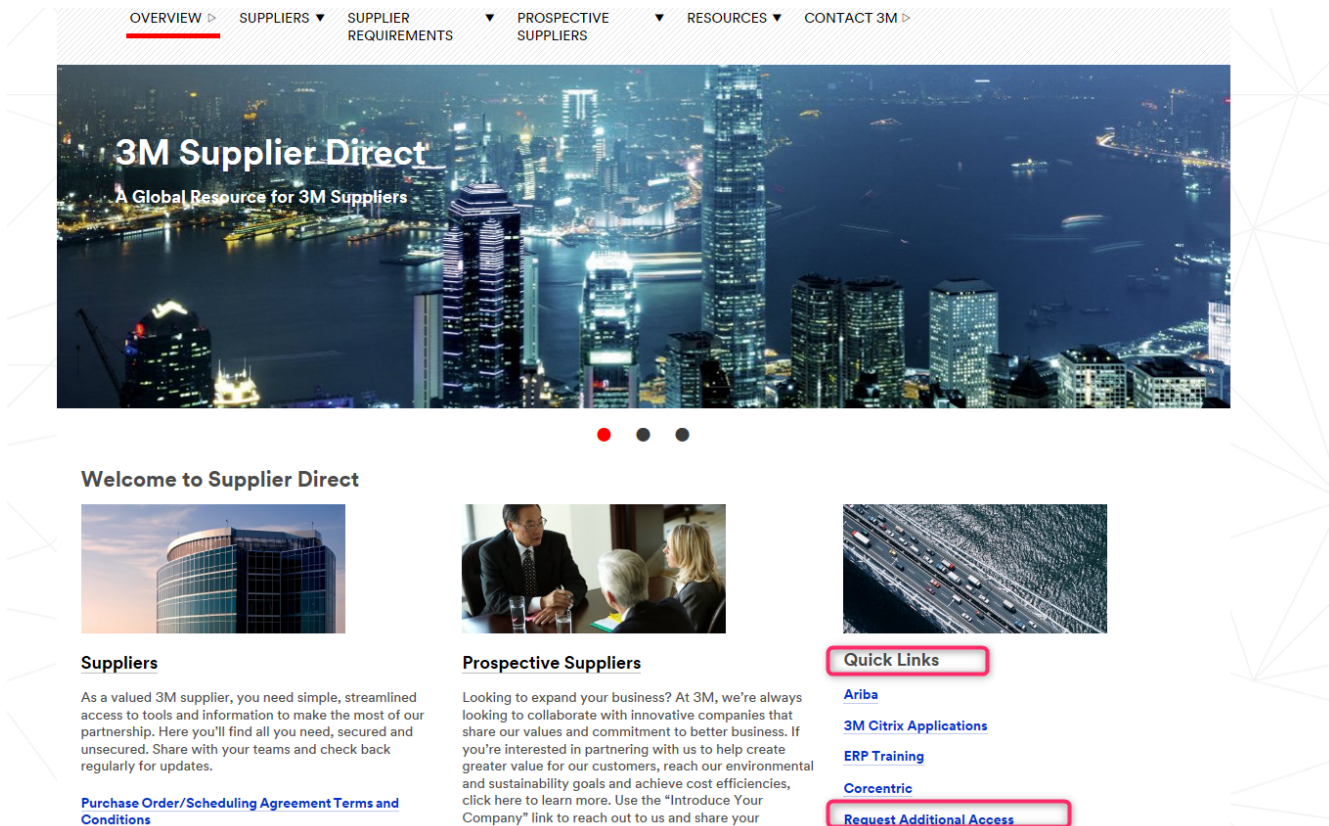
Login to Supplier Direct at <http://www.3m.com/suppliers/>

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



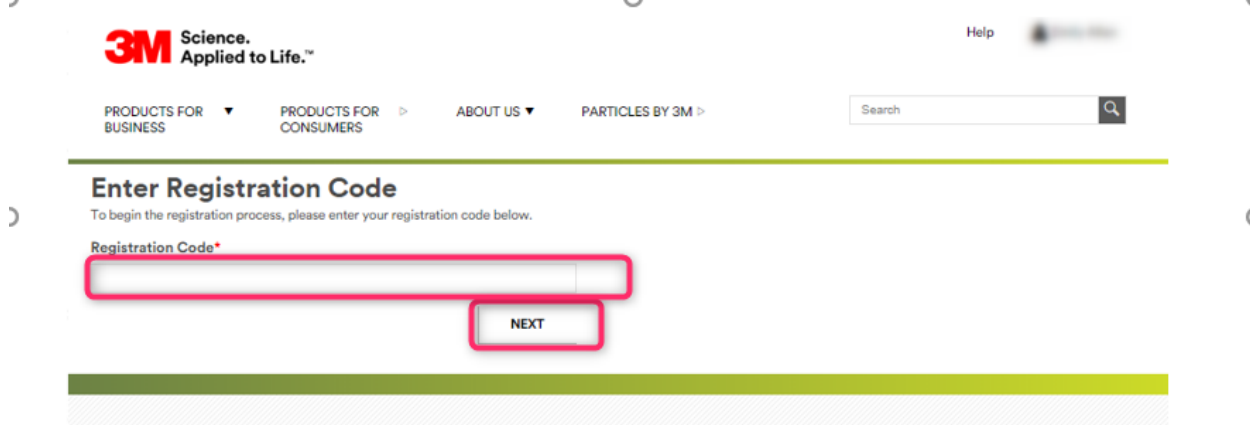
The screenshot shows the 3M Enterprise Network Login page. At the top left is the 3M logo with the tagline "Science. Applied to Life.™". At the top right is a link for "Worldwide". The main heading is "Enterprise Network Login" with a help icon. Below this are two input fields: "Username" and "Password",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

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



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

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



3M Science. Applied to Life.™

PRODUCTS FOR BUSINESS | PRODUCTS FOR CONSUMERS | ABOUT US | PARTICLES BY 3M

Search

### Enter Registration Code

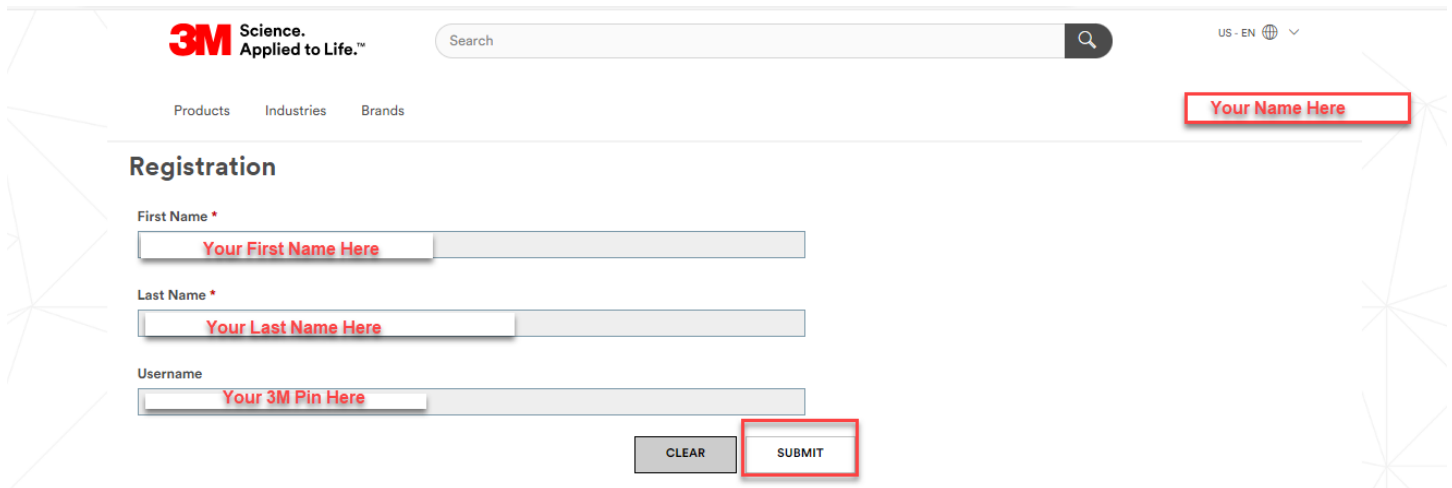
To begin the registration process, please enter your registration code below.

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. Applied to Life.™

Search

US - EN

Products Industries Brands

### Registration

First Name \*

Your First Name Here

Last Name \*

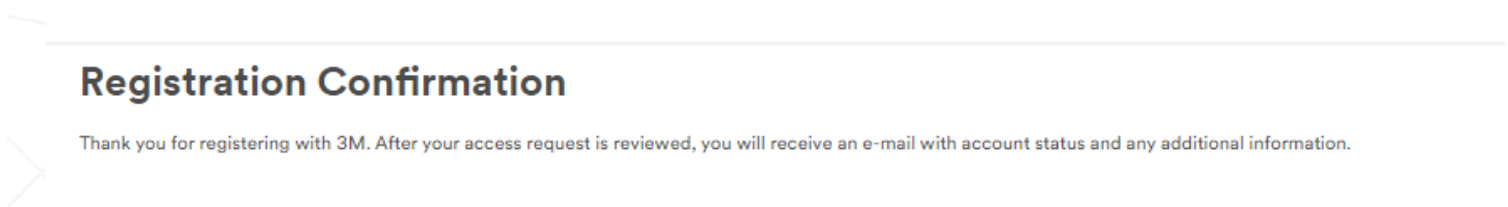
Your Last Name Here

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.

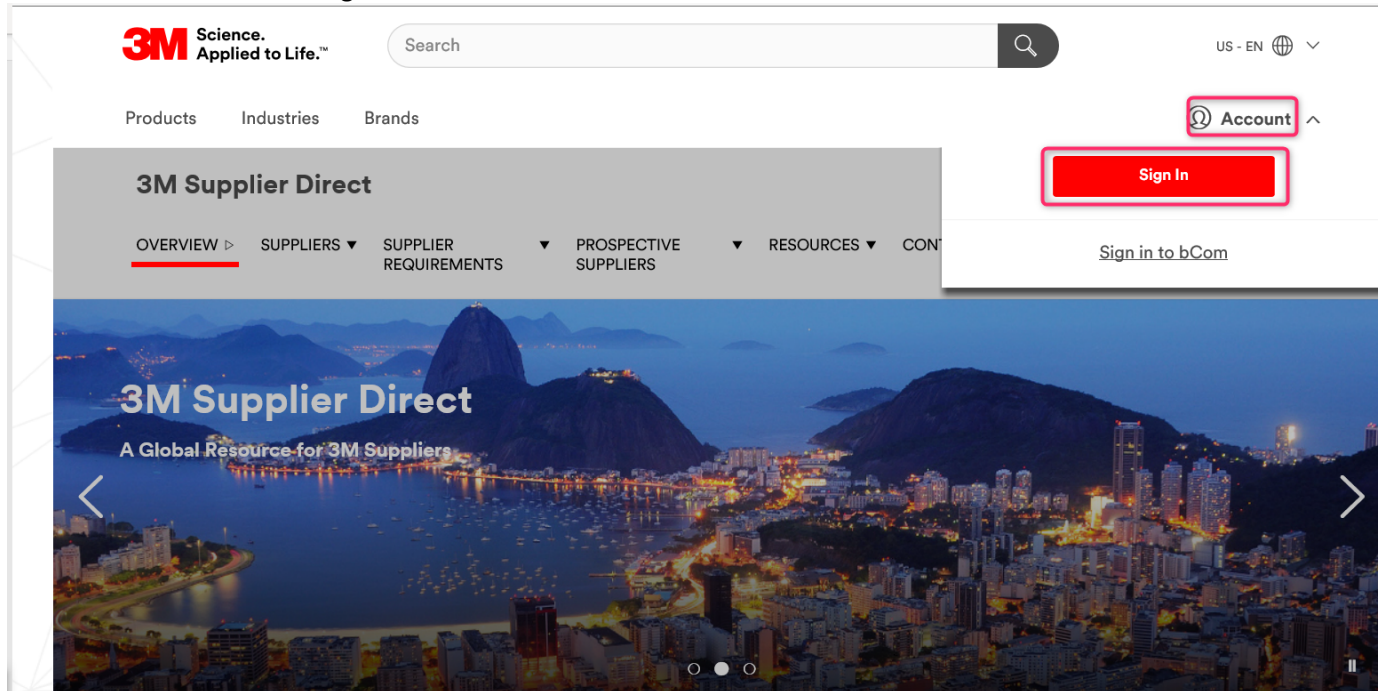
Once you have received approval of Supplier Direct Registration, to access PLM instructions available from this [link](#).

## 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:

- 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 form. The form is titled "Enterprise Network Login" and includes fields for Username and Password. A red box highlights the login fields. To the right of the login fields, there are links for "Don't Know Your Username?", "Don't Know Your Password?", "View Terms and Conditions", "View Extranet Access Agreement", and "Change Password". Below these links is a "REGISTER" button. The footer of the page includes the 3M logo, "Legal Information", "Privacy Policy", and "©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 area on the right displays "Your Name Here" in a blue box. Below the logo is a navigation bar with links: PRODUCTS FOR BUSINESS, PRODUCTS FOR CONSUMERS, NEWSROOM, and ABOUT US. A search bar is also present. The main header area is titled "3M Supplier Direct" and includes sub-links: OVERVIEW, SUPPLIERS, SUPPLIER REQUIREMENTS, PROSPECTIVE SUPPLIERS, RESOURCES, and CONTACT 3M. Below this is a large banner image of a city skyline at night with the text "3M Supplier Direct" and "A Global Resource for 3M Suppliers". Under the banner, there are three columns of content: "Welcome to Supplier Direct", "Suppliers", and "Prospective Suppliers". The "Suppliers" section includes a description of the platform. The "Prospective Suppliers" section includes a description of the platform. To the right of these sections is a "Quick Links" box containing links to Ariba, ERP Training, Global PLM (highlighted with a red box), and InfoAccess.net (Corcentric).

## Global PLM Setup:

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

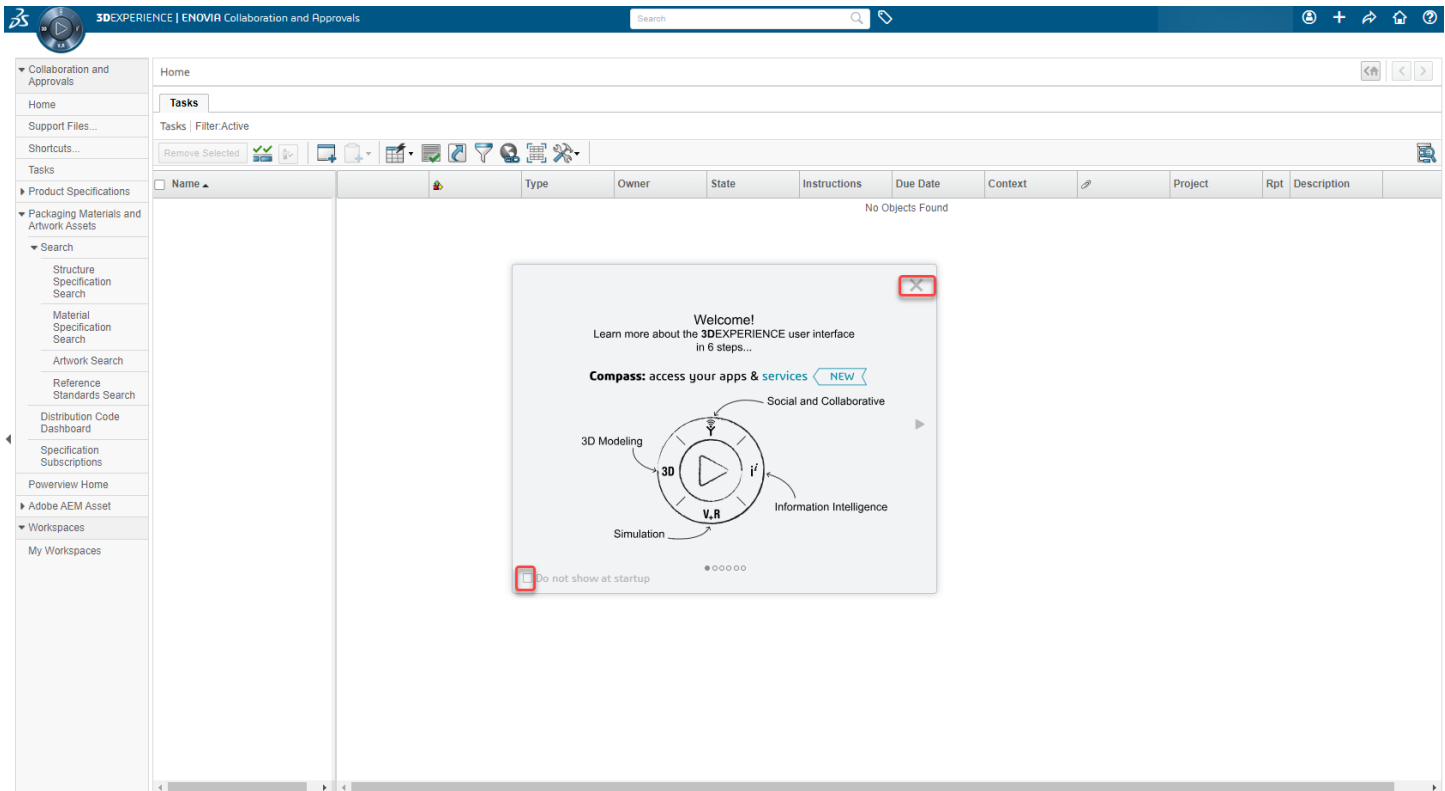
Regarding using Mozilla Firefox, this browser is not approved by the 3M Global PLM system, as it does not have full functionality.

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 (Product Lifecycle Management) for the first time the default Home Page will display as follows:

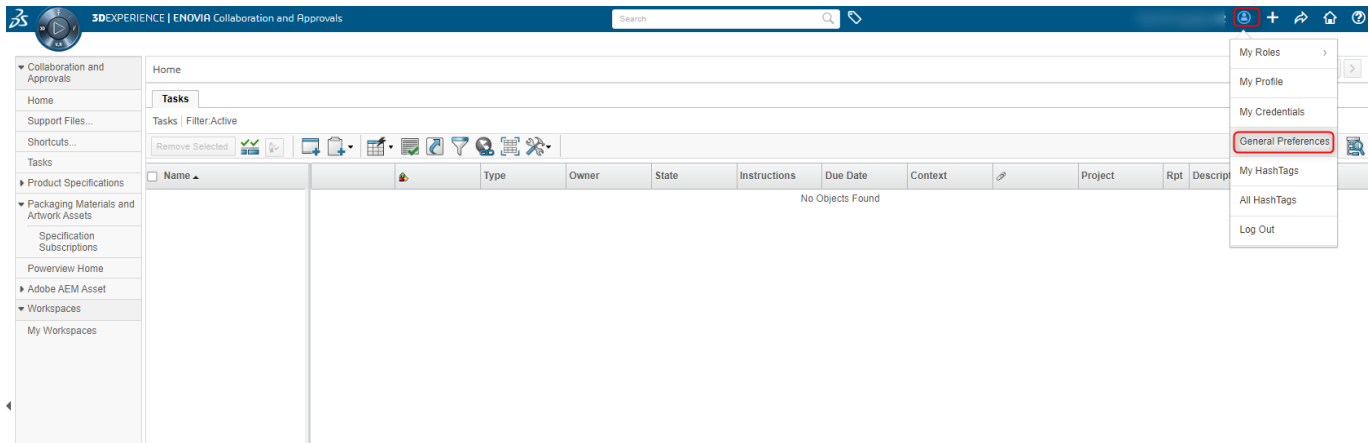
- On the Welcome Page:
  - Select the checkbox 'Do not show at startup' found in lower left corner.
  - Then click the 'X' in the upper right corner.
  - This window will no longer display on startup.



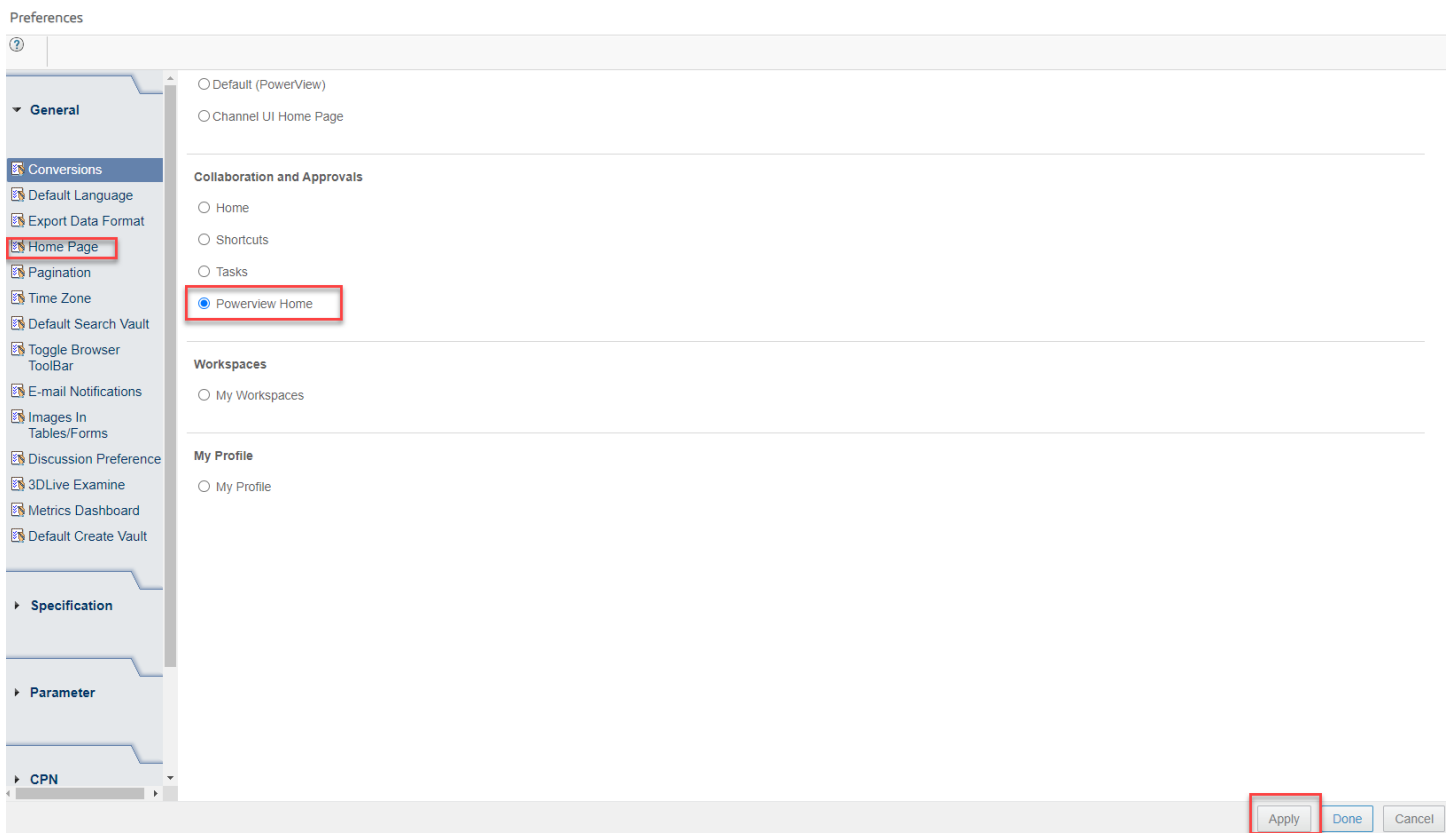
## Setting up Default Home Page and Create Vault

### Setting Default Home Page

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



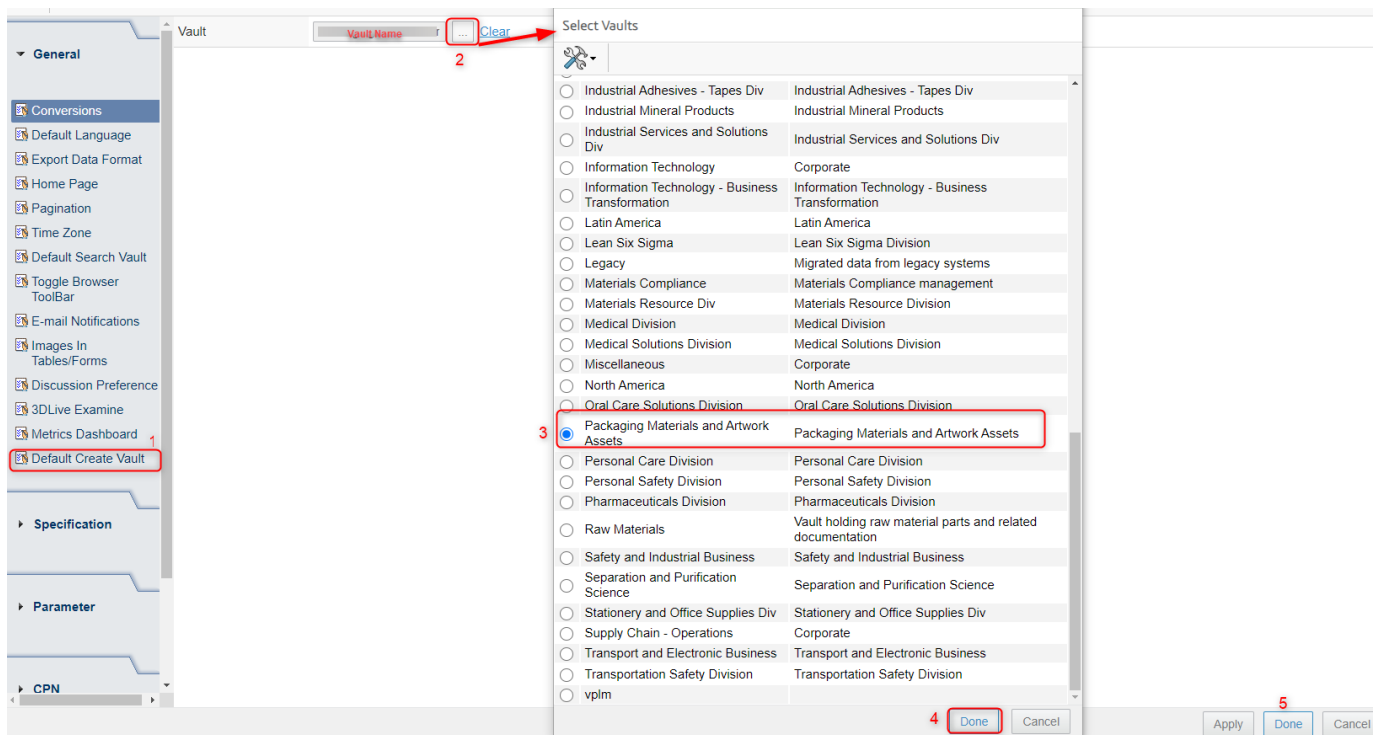
- Click on Home Page in the left panel.
- Select “Powerview Home”
- Click Done in the lower right corner.




## Setting up Default Create Vault

Note: If you create any data in 3M's PLM (Product Lifecycle Management) system outside of Enterprise Packaging, this setting will set the vault on other create windows to Enterprise Packaging.

To set up the Default Create Vault:



1. Click on 'Default Create Vault' in the left panel.
2. Click on the ellipses button  to the right of the Vault field.
3. Select "Packaging Materials and Artwork Assets".
4. Click Done.
5. Click Done.

PLM Home Page displays as:

Click “Hide Panel” to close the right panel.

3DEXPERIENCE | ENOVIA Collaboration and Approvals

Search

Collaboration and Approvals

Home

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Product Specifications

Packaging Materials and Artwork Assets

Search

Structure Specification Search

Material Specification Search

Artwork Search

Reference Standards Search

Distribution Code Dashboard

Specification Subscriptions

Powerview Home

Adobe AEM Asset

Workspaces

My Workspaces

Powerview Home

Tasks

Filter Active

Remove Selected

Name

Type

Owner

State

Instructions

Hide Panel

Restore Default View

Assigned Items

1

Locked Documents

3 Updates in 24h

Updates of documents over time

0 New this week

0 New this month

3 Modified this week










4 Modified this month

About 3DEXPERIENCE Platform

3:43 PM





## PLM Toolbar Icon Function:

### Icons Specific to Packaging Enterprise





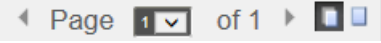



ICON	Icon Label	Function
	Download	Using the Download Icon on a PLM object, allows the user to open the file for review or save the PDF file to their hard drive.
	Open in New Window	Using the "Open in New Window" Icon will open the related object in a New Window. When the New Window is closed, the window the information was launched from will still display.
	Mass Approval	This icon is available from the Task window and allows the Supplier to approve Tasks.
	View	Clicking on this icon allows the PDF file to be viewed.
	Print	Print PDF file attachment.
	Historical Revision Access	Access to this document historical revisions
	Search icon	This icon is found on the Portal Search when using "Division" or "Facility" for Material and Artwork Specification search. Clicking the icon will launch PLM Search window to select the appropriate Division or Facility.
	Files	This icon displays the PDF files attached to the Enterprise Packaging Document.
	Remove	This icon displays on the Distribution Code "Subscribers" and "Related Packaging Specification" and allows the remove of a subscriber or related Packaging Specification.

### Tool Bar Icon Function:



Icon	Icon Label	Function
	ME	<p>Clicking this icon allows access to the user's My Roles, My Profile, My Credentials, General Preferences and Log Out</p> <p>My Roles and My Credentials are not accessed by Suppliers to 3M</p> <p><b>My Profile:</b> For <b>any Name changes or updates to e-mail please call 651-737-0353 or Toll Free at 877-439-7426</b></p> <p><b>General Preferences:</b> Allows the user to set the Home Page to Tasks or to My Workspaces.</p> <p><b>Logout:</b> Logs the user out of the Global PLM system</p>
	Add	This is the new Create Menu. This is not available to Suppliers to 3M
	Home	<p>This allows the user to perform:</p> <p><b>Home:</b> This will return you to your home page in the Global PLM system</p> <p>General (Real Time) Search: This allows the supplier to perform a General Real Time Search.</p> <p>Note: Not all suppliers have access to the General Real Time Search</p>
	Share	<p>This allows the current URL link of the Global PLM object to be e-mailed to someone else.</p> <p>The e-mail recipient must have a 3M Global PLM account which allows them to log in and use the URL.</p>

## PLM Icon Function:

Icon	Icon Label	Function
	Home	Clicking this button will take you to the ENOVIA Collaboration and Approvals home page, this will not be the homepage that was selected under your General Preferences.
	Back	Clicking this button will display a previous object you were viewing; it does not move you to the previous category or current object.
	Forward	Clicking this button moves you to an object you visited recently. This button will become active when you have used the back button.
	Pagination Off	Found in the lower right corner of Workspace and Workspace Folder window or Task window.  Users will be able to scroll through all listed records. After Pagination Off has been selected pagination will display as  .
	Pagination ON	Found in the lower right corner of Workspace and Workspace Folder window and Task window. User will need to use page forward or back to move through the listing.
	Customize Table View	Clicking on this Icon will allow you to access All Tasks, Active Tasks, Completed Tasks and Tasks to be Accepted. This icon also allows the creation of your own customized views.

## Searching for Documents in PLM:

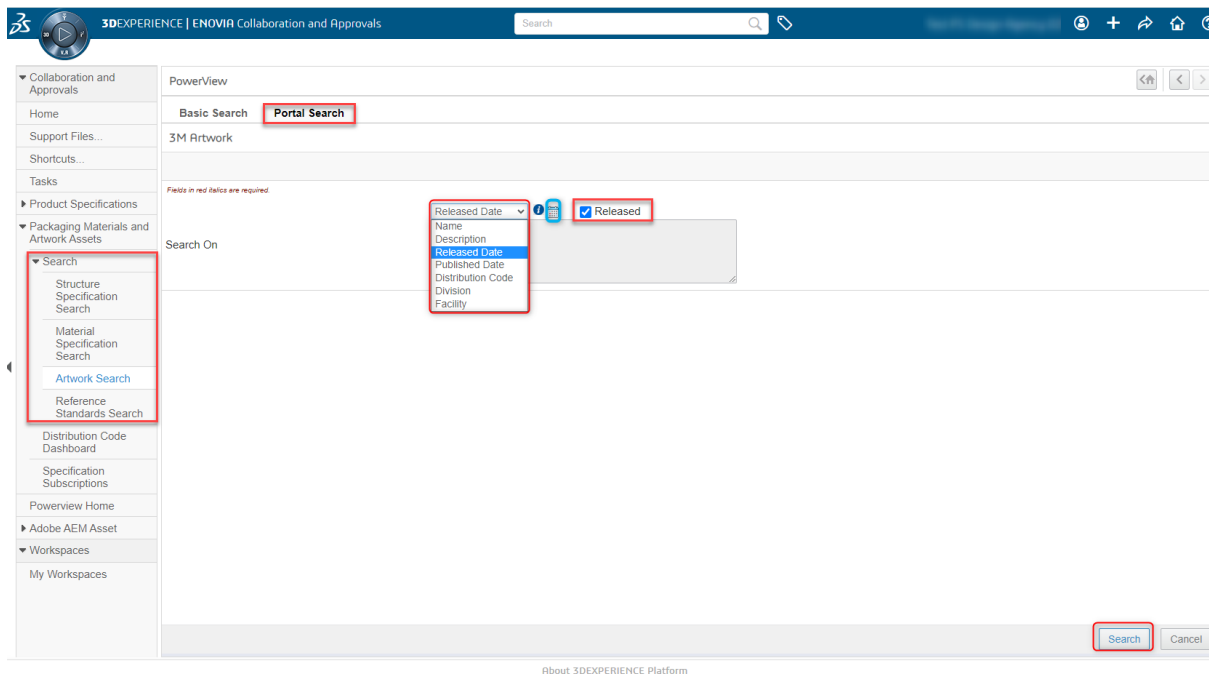
Before creating a new Packaging object in PLM, search Packaging Documents of the same Type to determine if there is one that would meet your needs or if a Packaging document of the same Type is close to meeting your needs. Package Documentation is cloneable when the document is close to meeting your needs. See Cloning Documents section of this document.

## Packaging Document Search

Expand the 'Packaging Materials and Artwork Assets' available under the Collaboration and Approvals panel. Then expand the 'Search' category.

### Portal Search Tab

- Portal Search is designed for the PDF usage of Enterprise Packaging Specification objects.
- When using the Reference Standard Search, the search results will display PLM objects with a Type of 'Generic Specification' and a Category of 'Reference Standard' and Packaging Records with a Type of 'Report' and a Category of 'Test Report'.
- Select a search option from the, 'Search On' from the drop-down list.
- For Date selections use the 'Date' icon to the right of the drop-down list.
- Click Search in the lower right corner.
- Select the Enterprise Packaging Type



## Data Field

Structure Specification	Material Specification	Artwork Specification	Reference Standards	Field Name	Search Field Information
X	X	X	X	Name	Search by Enterprise Packaging Document Number
X	X	X	X	Description	Search by the Description of the Enterprise Packaging Document
X	X	X	X	Release Date	Search by the Enterprise Packaging Document Release Date.
X	X	X		Published Date	Search by the Enterprise Packaging Document date of Publication
	X			SAP ID	Search by SAP Identification Number
	X	X		Distribution Code	A Distribution Code is a code composed of a two-letter division code and a 3 digit or 5-digit facility code (example BJ-115 or NA-00119. The Distribution Code is used to enable locations to identify documents that are pertinent to them.
	X	X		Division	Division is part of the Enterprise Packaging Distribution Code object and using the Search icon you will need to search for the appropriate Division.
	X	X		Facility	Facility is part of the Enterprise Packaging Distribution Code object and using the Search icon you will need to search for the appropriate Facility.

Primary searches will use the Name or SAP option.

Examples of Enterprise Packaging Document Drop Down Search Options:

Note: See [Portal Report Format](#) for report output.

- Name – used to search by an Enterprise Packaging Document number
  - Structure Specification Example:

Name ▼

☒ Released

SS-07755d

- SAP ID – Used to search by SAP Number associated with Enterprise Packaging Document Number
  - SAP ID Example:

SAP ID ▼

☒ Released

3010000861

Additional Fields that can be used for searching:

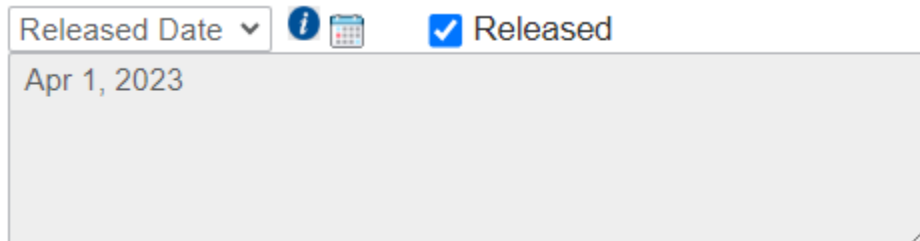
- Description – used to search the Description field of Enterprise Packaging Documents.

Based on selected Enterprise Packaging Search selection, the search result will list all Specification Documents where Description starts with the word “Etiquette”.



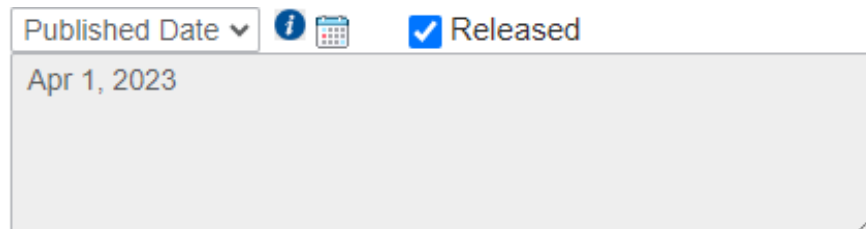
The screenshot shows a search interface for the 'Description' field. At the top, there is a dropdown menu labeled 'Description' with a downward arrow, followed by a blue checkmark icon and the text 'Released'. Below this, a large text input box contains the text 'Folder Corrugated'.

- Release Date
  - The search results will display the released Enterprise Packaging Documents that were released on or after the selected date.



The screenshot shows a search interface for the 'Released Date' field. At the top, there is a dropdown menu labeled 'Released Date' with a downward arrow, followed by an information icon, a calendar icon, a blue checkmark icon, and the text 'Released'. Below this, a large text input box contains the date 'Apr 1, 2023'.

- Published Date
  - The search results will display published Enterprise Packaging Documents for the entered date only.



The screenshot shows a search interface for the 'Published Date' field. At the top, there is a dropdown menu labeled 'Published Date' with a downward arrow, followed by an information icon, a calendar icon, a blue checkmark icon, and the text 'Released'. Below this, a large text input box contains the date 'Apr 1, 2023'.

Distribution Code




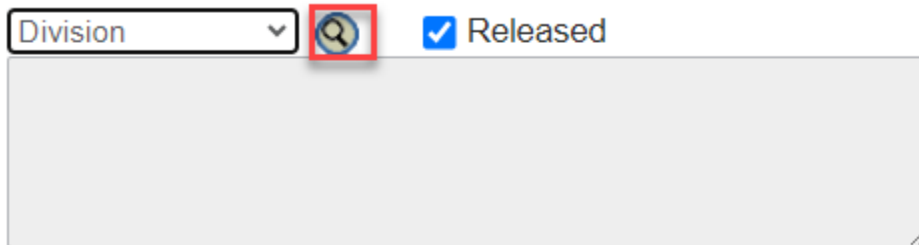
The screenshot shows a search interface for the 'Distribution Code' field. At the top, there is a dropdown menu labeled 'Distribution Code' with a downward arrow, followed by a blue checkmark icon and the text 'Released'. Below this, a large text input box contains the code 'BK-00005'.

- The Search results will display all Enterprise Packaging documents that are of the selected Search Type that the Portal Search is using and related to the Distribution Code.

Note: If a Distribution Code is not entered, the search results will display all Enterprise Packaging documents that are Material Specification or Artwork dependent on which search is being used. If “Released is selected, then only released records will display. If “Released” is not selected, then the search results will display records that are Obsolete and History.

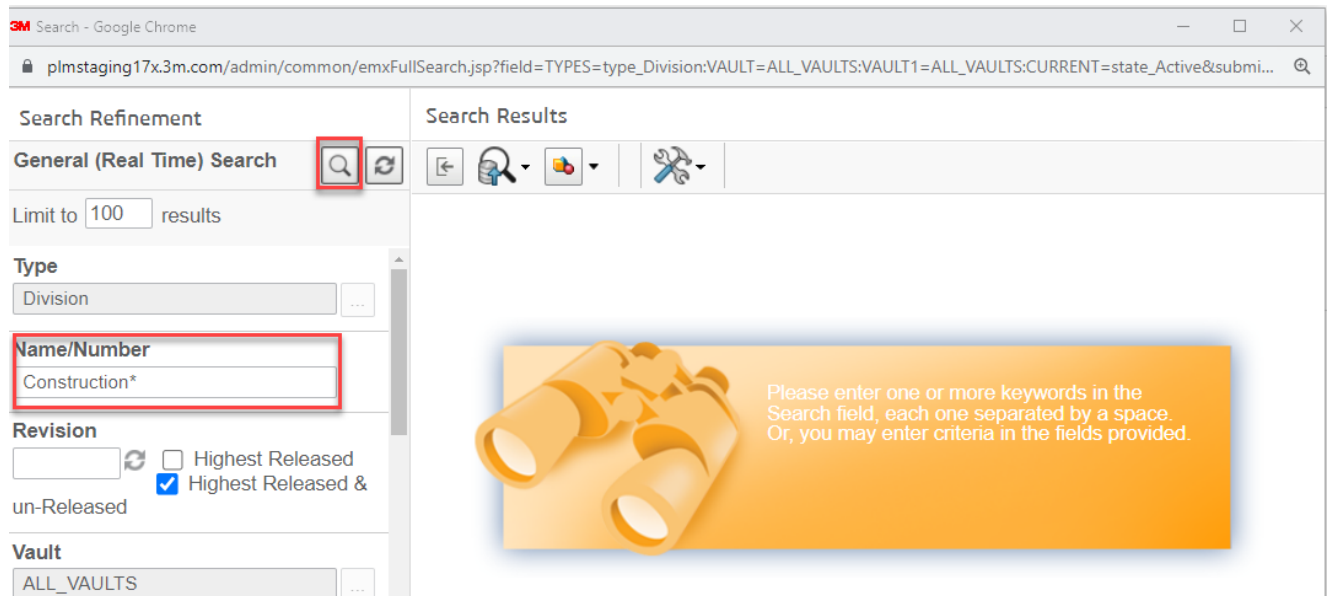
Division –

- Click on the Search  icon to access the General Real Time Search window



The screenshot shows a search interface with a 'Division' dropdown menu, a search icon, and a 'Released' checkbox. The search icon is highlighted with a red box.

- In the Name/Number field enter the Division Name or portion of followed by wildcard. Click the Search icon. In this example searching for Division ‘Construction Home Impv Mkts’



The screenshot shows the 3M Search - Google Chrome window. The search results for 'Construction\*' are displayed. The search field is highlighted with a red box. The search results show a message: 'Please enter one or more keywords in the Search field, each one separated by a space. Or, you may enter criteria in the fields provided.'

- Select the Division from the Search results and click Submit

3M Search - Google Chrome

plmstaging17x.3m.com/admin/common/emxFullSearch.jsp?field=TYPE=type\_Division:VAULT=ALL\_VAULTS:VAULT1=ALL\_VAULTS:CURRENT=state\_Active&submi...

**Search Refinement**

**General (Real Time) Search**

Limit to 100 results

**Type**  
Division

**Name/Number**  
Construction\*

**Revision**  
Highest Released  
☒ Highest Released & un-Released

**Vault**  
ALL\_VAULTS

**State**  
Active

**Originated**

**Search Results** Results: 1, 1 selected

Name	Vault	Vault	Revision	Type	Description
<input checked="" type="radio"/> Construction - Home Impv Mkts	3M ...	3M ...	-	Division	

Submit

- The selected Division will display in the "Search On" field. Click Search

PowerView

Basic Search Portal Search

Material Specification

Fields in red italics are required.


Division ☒ Released

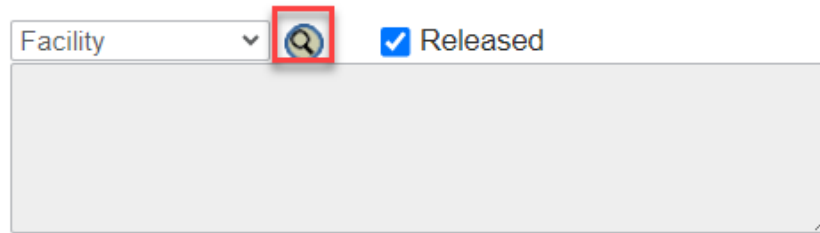
Search On

Construction - Home Impv Mkts

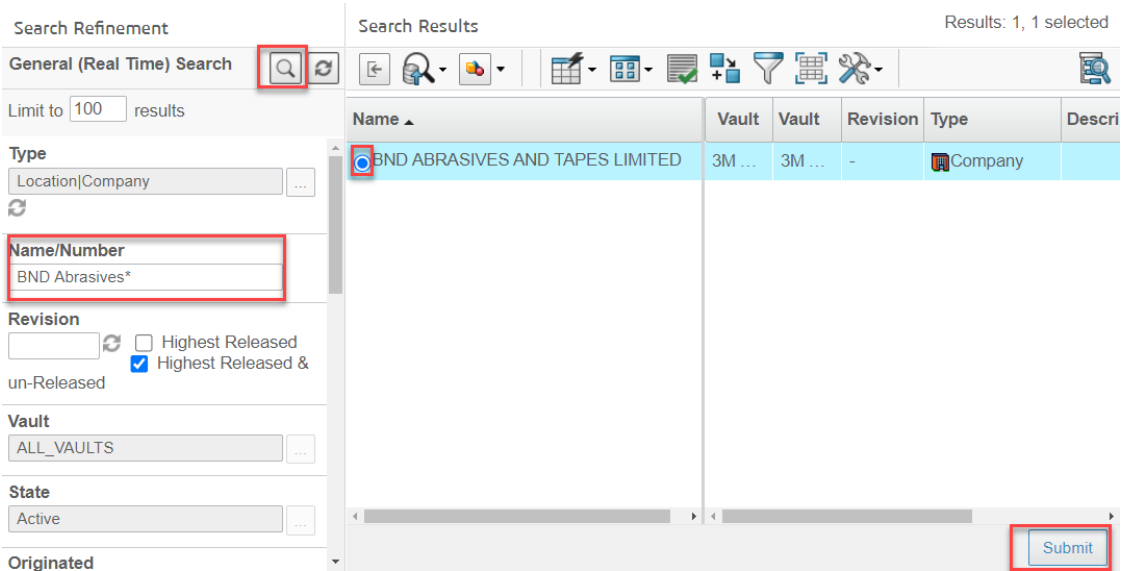
Search Cancel

## Facility –

- Click on the Search  icon to access the General Real Time Search window

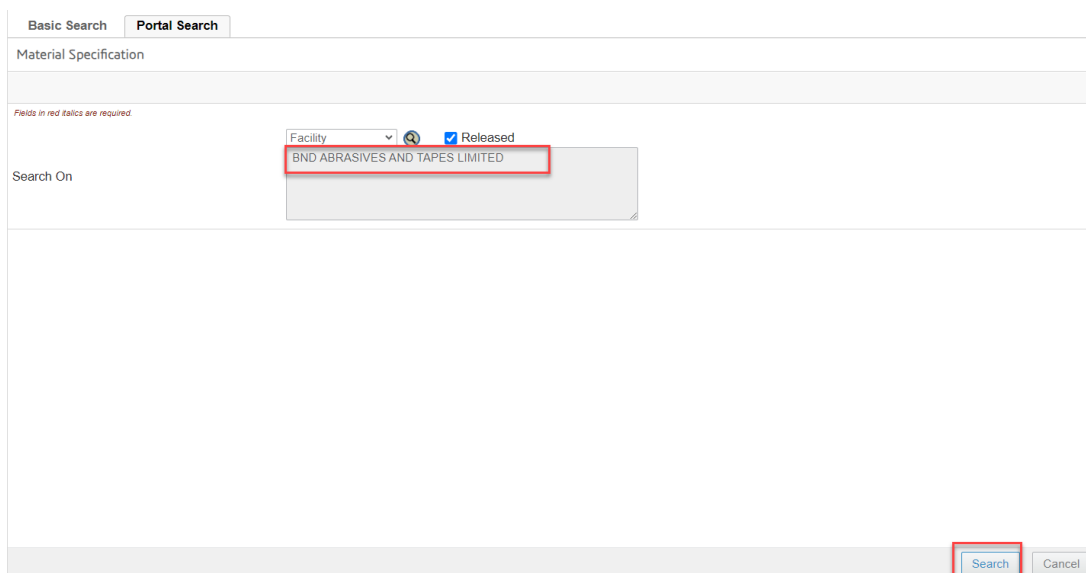


- In the Name/Number field enter the Division Name or portion of followed by wildcard. Click the Search icon. In this example searching for Facility/Company 'BND Abrasives and Tapes Limited'.
- Select the Company from the Search results and click Submit



Name	Vault	Vault	Revision	Type	Descri
BND ABRASIVES AND TAPES LIMITED	3M ...	3M ...	-	Company	

- The selected Facility or Company will display in the “Search On” field. Click Search.




Basic Search Portal Search

Material Specification

Fields in red italics are required.





Search On

Facility  Released

BND ABRASIVES AND TAPES LIMITED

Search Cancel





## Portal Report Format:

<input type="checkbox"/>	Name	Type	Revision	Description	Owner	State	SAP ID	Released Date	Published Date	Download Files	Previous Revisions
<input type="checkbox"/>	A	B	C	D	E	F	G	H	I	   	


Column ID	Field Name	Search Field Information
A	Name	The Enterprise Packaging Document Number
B	Type	Enterprise Packaging Document type i.e.: Structure Specification, Material Specification, Artwork Specification or Reference Standard
C	Revision	The revision level of the Enterprise Packaging Document.
D	Description	The Description of the Enterprise Packaging Document
E	Owner	The owner of the Enterprise Packaging Document
F	State	The lifecycle state of the Enterprise Packaging Document.
G	SAP ID	The SAP Identification Number.
H	Release Date	The release date of the Enterprise Packaging Document.
I	Published Date	The publication date of the Enterprise Packaging Document.
	Download Files	See <a href="#">Additional Download and Print Icon Information</a>
	Previous Revisions	See <a href="#">Accessing Packaging Document Revision History</a>

## Icons for Download Files and Previous Revision Icons


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 attachment
	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	<input type="radio"/> Basic <input checked="" type="radio"/> Full
Include Reference Documents/Related Documents (Only for Artwork)	<input checked="" type="checkbox"/>
Include Attachments (non-supported file formats and Drawings)	<input checked="" type="checkbox"/>

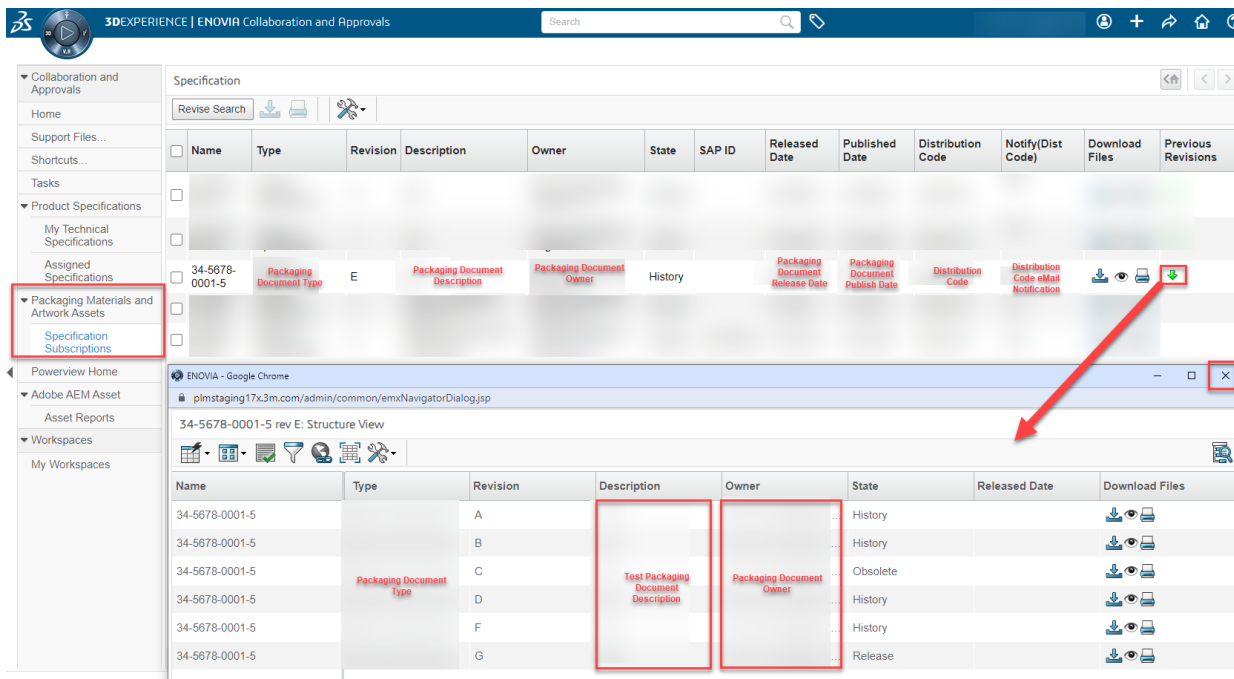
Confirm

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.



















### Accessing Packaging Document Revision History

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



The screenshot shows the ENOVIA Collaboration and Approvals interface. On the left, a sidebar contains navigation links: Collaboration and Approvals, Home, Support Files..., Shortcuts..., Tasks, Product Specifications, My Technical Specifications, Assigned Specifications, Packaging Materials and Artwork Assets (highlighted with a red box), Specification Subscriptions, Powerview Home, Adobe AEM Asset, Asset Reports, and Workspaces. The main area displays a table of specifications. A red box highlights the 'Specification Subscriptions' link in the sidebar. Another red box highlights the 'X' icon in the top right corner of the 'Packaging Materials and Artwork Assets' section. A third red box highlights the 'X' icon in the top right corner of the 'Packaging Document Revision History' window. A red arrow points from the 'X' icon in the sidebar to the 'X' icon in the window.

Name	Type	Revision	Description	Owner	State	SAP ID	Released Date	Published Date	Distribution Code	Notify(Dist Code)	Download Files	Previous Revisions
34-5678-0001-5	Packaging Document Type	E	Packaging Document Description	Packaging Document Owner	History		Packaging Document Release Date	Packaging Document Publish Date	Distribution Code	Distribution Code email Notification	   	

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

## Document Subscription

Subscriptions to accessible documents will provide notification to the subscriber of the document's release, revision or obsolescence.

To be added to a Distribution Code, please contact the 3M Enterprise Packaging Engineer you are working with.

### Remove Document Subscription to Distribution Code

Your subscription access can be removed by

Note: Removal of a Distribution Code will remove all access to all connected documents.

1. Access Specification Subscription Category from the left panel
2. Click the Unsubscribe button.

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▼ Packaging Materials and Artwork Assets

▼ Search

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Material Specification Search

Artwork Search

Reference Standards Search

Distribution Code Dashboard

[Specification Subscriptions](#)

Powerview Home

► Adobe AEM Asset

▼ Workspaces

My Workspaces

Specification

Fields in red italics are required.

Please select the Specification: ☐ Material Specification ☐ Artwork Specification

Distribution Code:  **Unsubscribe**

Search On: ☒ Released

3. The “Unsubscribe Distribution Code” window displays your related Distribution Codes
4. Select the Distribution Code you wish to be removed from and click the Unsubscribe button.

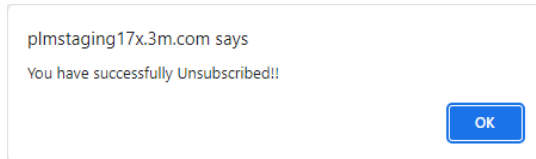
Unsubscribe Distribution Code

**UnSubscribe**

<input type="checkbox"/>	Name	Description	Revision	State	Originator	Owner	Division	Facility
<input checked="" type="checkbox"/>	A5-00114	Packaging Materials and Artwork Assets-3M FOREST CITY-3MUS-IA DISTR CNTR - 01MZL100	1	Active	issadmin	issadmin	Packaging Materials and Artwork Assets	3M FOREST CITY-3MUS-IA DISTR CNTR - 01MZL100
<input type="checkbox"/>	A5-01112	Packaging Materials and Artwork Assets-3M DISTRIBUTION CENTER - 01R4P020	1	Active	issadmin	issadmin	Packaging Materials and Artwork Assets	3M DISTRIBUTION CENTER - 01R4P020
<input type="checkbox"/>	AB-00005	Abrasive Systems Division-3M AYCLIFFE-3MGB - 01RRP320	1	Active	issadmin	issadmin	Abrasive Systems Division	3M AYCLIFFE-3MGB - 01RRP320

Page 1 of 1

5. System will display successful unsubscribed message.



## Distribution Codes:


The 3M Enterprise Packaging Distribution Code is an identifier that does not have any significance to 3M. 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 Code Notification:







There are two types of Distribution Code notifications.

- An e-Mail notification sent to Packaging Distribution Code Subscribers. The subscribers will receive an email notification of the packaging documents that are connected to a subscribed Distribution Code. The email notification will include information regarding documents with state change to release, obsoleted or a new revision.

3M : Packaging Subscription Notification

 Global PLM  
To  
Retention Policy 90 Days (90 days)

Expires 9/11/2023

  Reply  Reply All  Forward  

Tue 6/13/2023 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!

- Distribution Code Subscribers will not receive an email notification. It is upon the subscriber to access the PLM Distribution Code and review the document changes.
- The e-Mail setting of Distribution Code notification is determined when the Distribution Code is created. Please contact the 3M Packaging Engineer if you would like the notification setting changed.

For Packaging Documents that are connected to the Distribution Code:

- For Packaging Documents that were not connected to a Distribution Code, please contact the 3M Packaging Engineer.

## Accessing Distribution Code Packaging Documents in PLM

- Expand the “Packaging Materials and Artwork Assets” category to display the Specification Subscriptions window.

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Powerview Home

Adobe AEM Asset

Workspaces

My Workspaces

Specification

Please select the Specification:

Material Specification

Artwork Specification

Distribution Code

All

Unsubscribe

Name

Released

Search On

Next

Cancel

- Select Specification Type for the “Please select the Specification” field. Multi select option is not available.
- Click Distribution List drop down to access your Distribution Lists.
- Select the Distribution Code to access the connected Packaging Documents.
- Click Next

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Adobe AEM Asset

Workspaces

My Workspaces

Specification

Please select the Specification:

Material Specification

Artwork Specification

Distribution Code

All

AS-00114

AS-01112

AB-00005

AB-00042

All

Unsubscribe

Released

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Cancel

## Specification Subscription Report

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Packaging Materials and Artwork Assets

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





Adobe AEM Asset

Workspaces

My Workspaces

Specification

Revise Search

Name	Type	Revision	Description	Owner	State	SAP ID	Released Date	Published Date	Distribution Code	Notify(Dist Code)	Download Files	Previous Revisions
34-5678-0001-5	Material Specification	E	test	Test PS Packaging DivAdmin 01	Release		3/22/2023	4/10/2023	AB-00133	No	  	
34-5678-0005-6	Material Specification	A	Test PS Packaging Engineer 01	Test PS Packaging Engineer 01	Release		3/1/2023	3/1/2023	AB-00133	No	  	
34-5678-0093-2	Material Specification	A	Report for Distribution Code Email	Test PS Packaging DivAdmin 01	Release	3100045647	2/27/2023	2/27/2023	AB-00133	No	  	





Column Header	Column Header	Column Information
A	Name	The number assigned to the Enterprise Packaging document.
B	Type	The type of Enterprise Packaging document (i.e.: 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

For Download File and Print Information see [Icons for Download Files and Previous Revision Icons](#)

For Revision History Information see [Accessing Packaging Document Revision History](#)

- All Packaging documents that are of the selected type and connected to the Distribution Code display. From this window, connected files are accessible for downloading, viewing, or printing. For indicated documents, the document revision history is viewable.

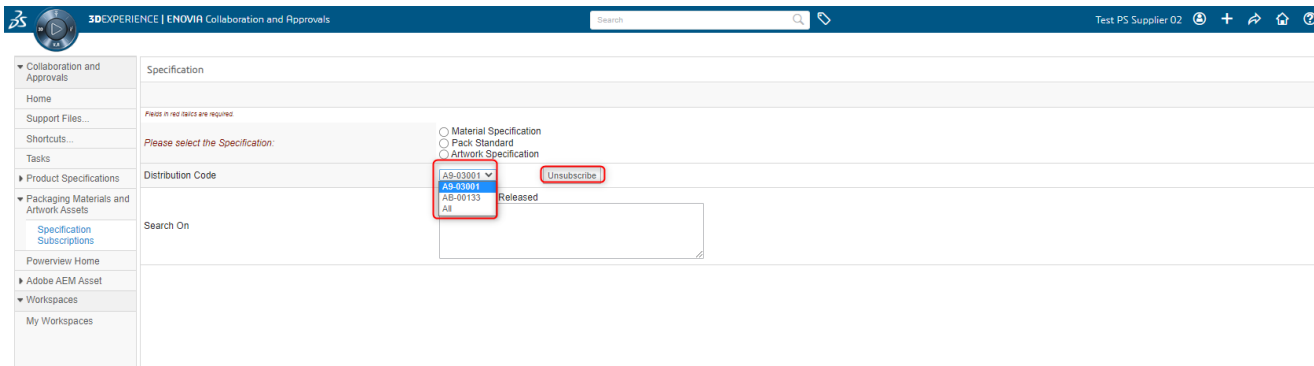
Symbols	Function
	Download the file attachment
	View the file attachment
	Print file attachments
	Access to this document historical revisions

## 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 Packaging Engineer you are working with.

### To Unsubscribe to a Distribution Code

- Access PLM
- Expand the Packaging Materials and Artwork Assets category.
- Click on Specification Subscriptions
- Select the Distribution Code you wish to unsubscribe to, from the Distribution Code drop down list.
- Click the Unsubscribe button.

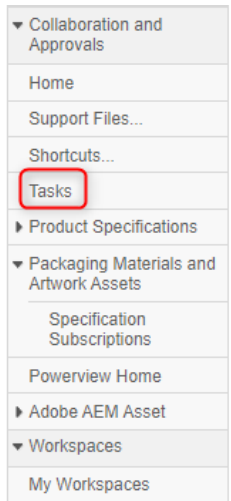


## Assigned Inbox Tasks:

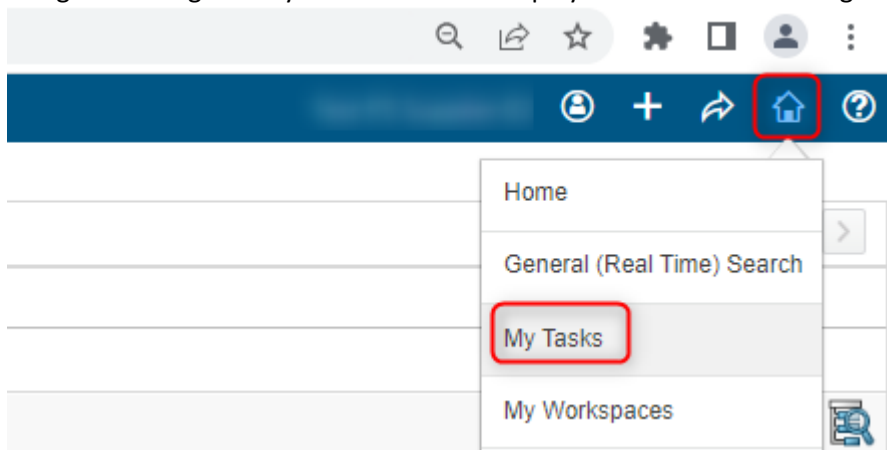
### Navigating to Assigned Inbox Tasks:


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

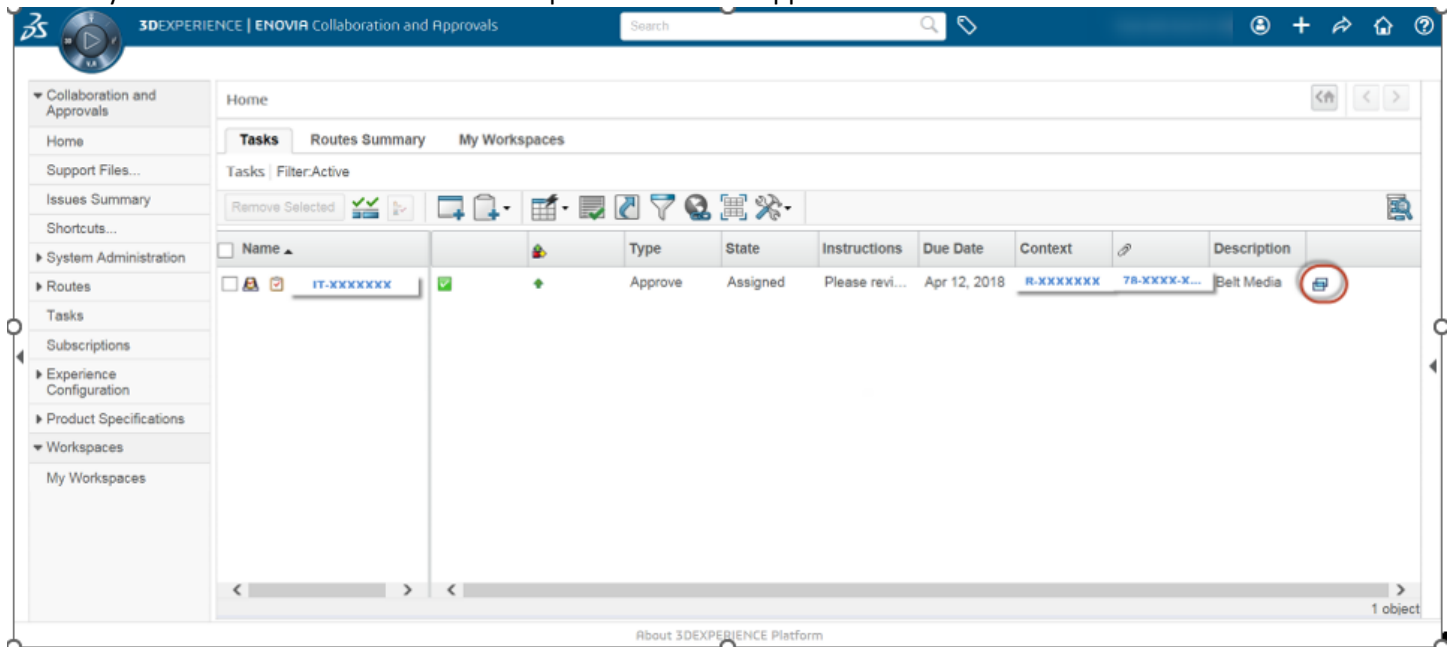
Your Tasks are accessible by clicking on Tasks in the Collaboration and Approval navigation panel.




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

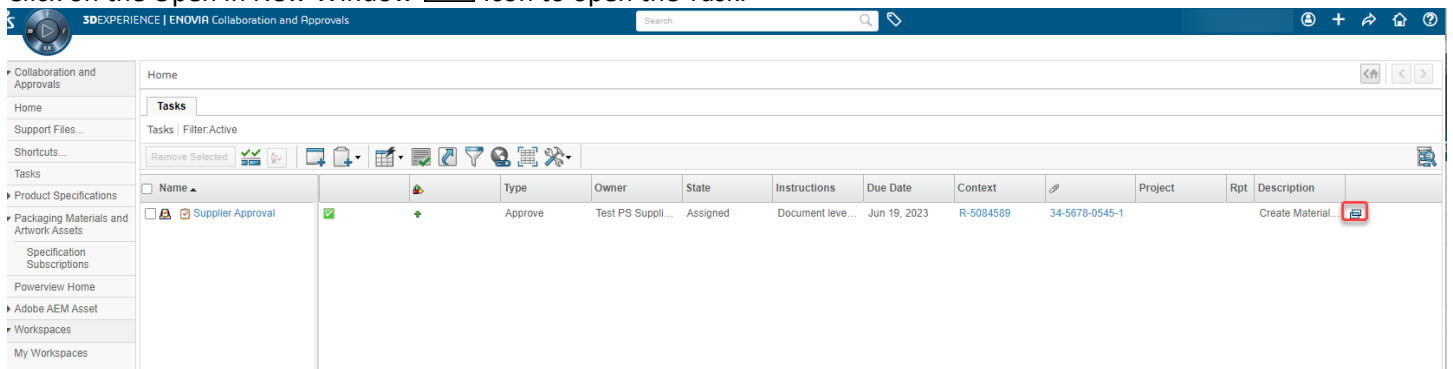


On Tasks screen, click on the blue double pane (Launch Window)  window to the far right of the record to open Summary View screen that will have links to specification and supplier document attachments.

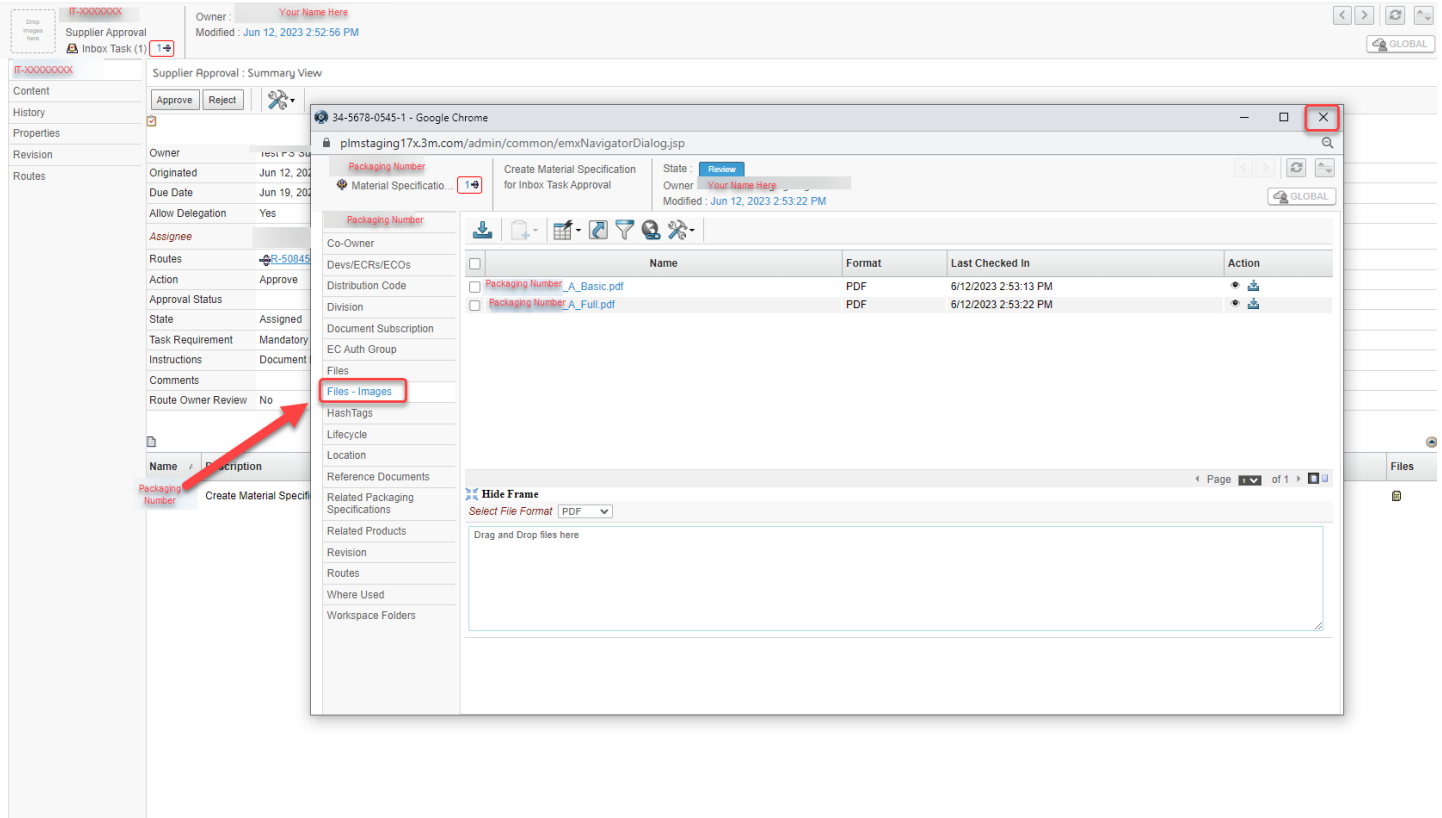


## Approving Inbox Tasks:

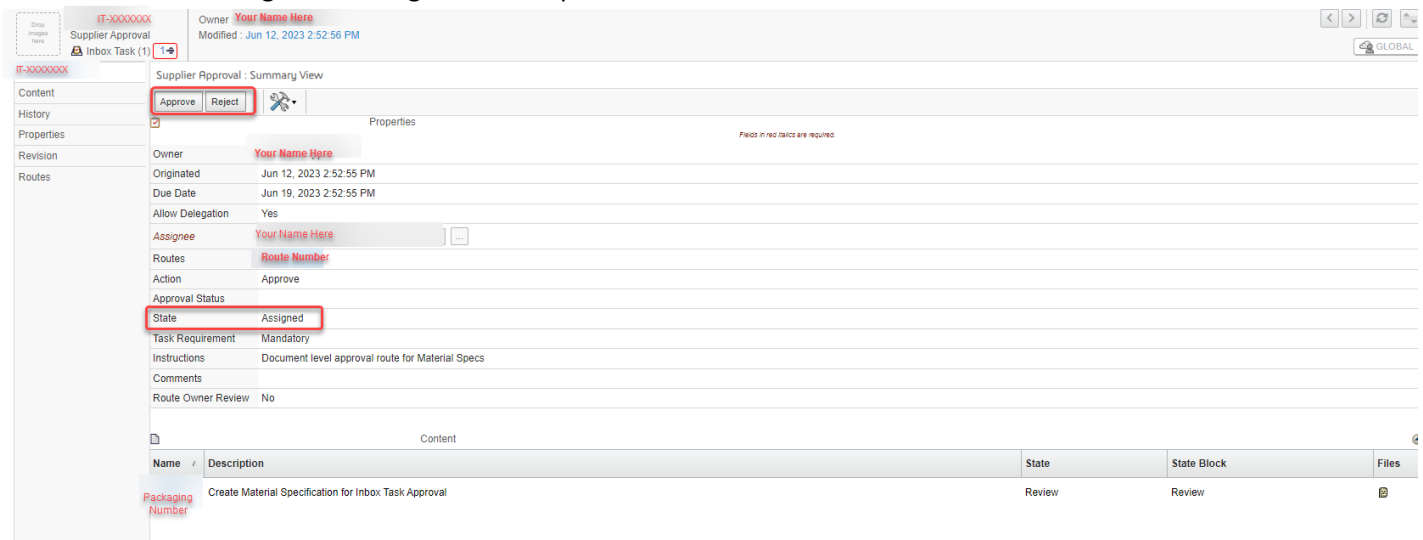
Click on the Open in New Window  Icon to open the Task.




On Inbox Task Summary View screen, the document for review can be accessed by clicking on the “Packaging Number” (found at the bottom of the window), then by accessing the “file images” category in the left panel.

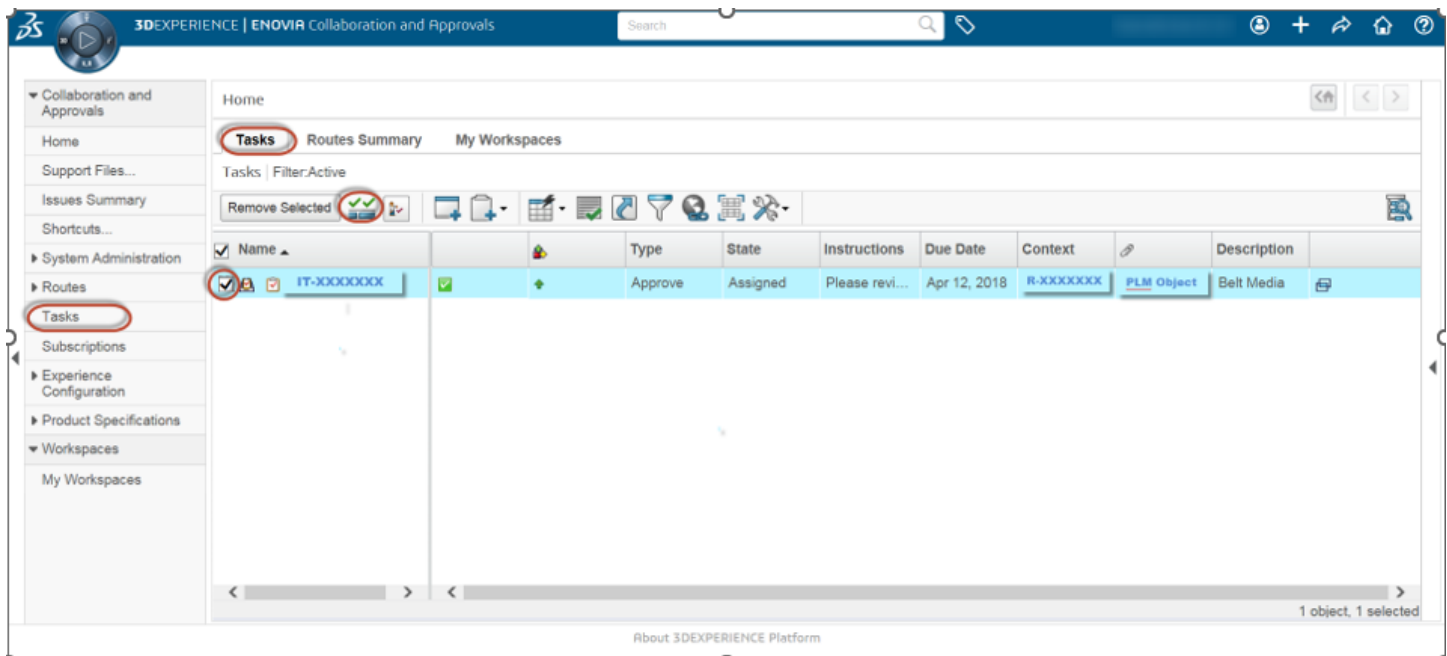


Click on the X in the upper right corner to close the Inbox Task window.  
When you are ready to approve, click the Approve button on this screen.  
The State field will change from Assigned to Complete



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.



## 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.

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:

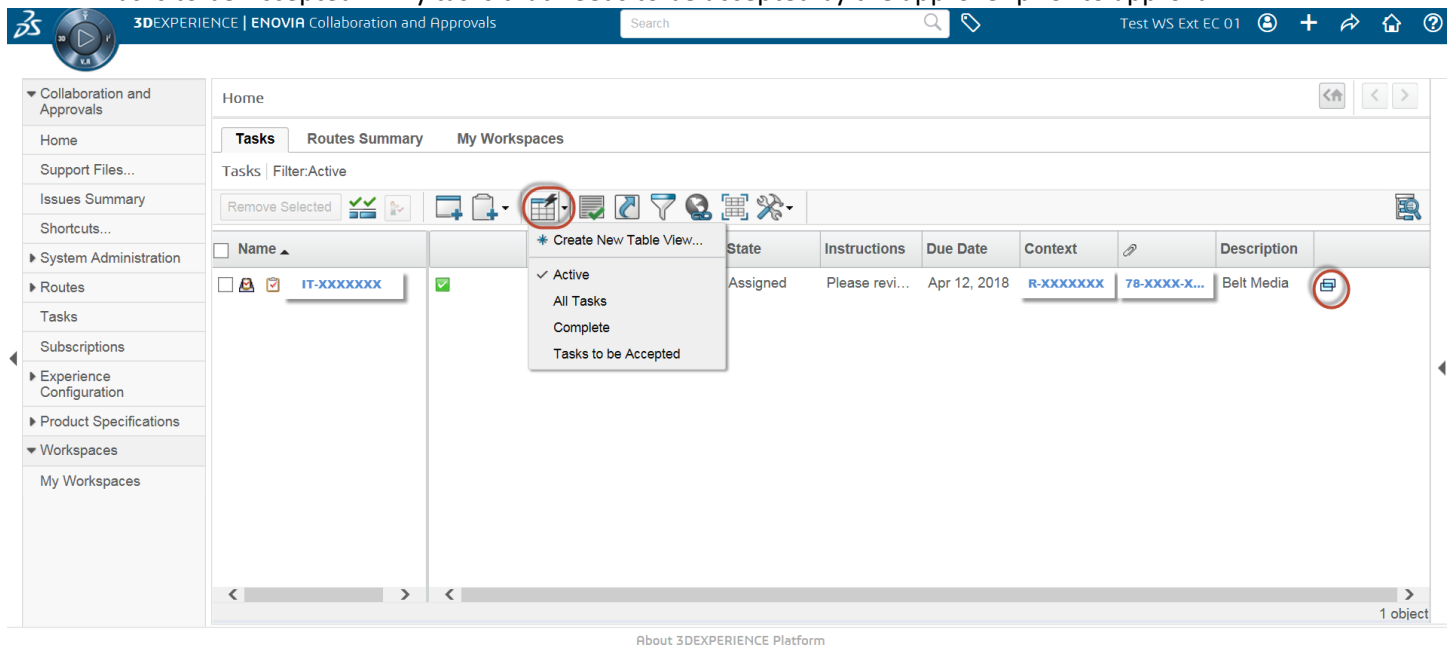
To validate the approval/rejection of the Inbox Task is successful when the record no longer displays on the Tasks window. If you need further assistance, please contact the 3M PLM Technical Support Center at: 651-737-0353 or toll free within the US: 877-439-7426.

## 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



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Tasks | Filter:Active

Create New Table View...

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

1 object

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