



Document Information

Document Title:	Purchase Order, PO Changes & Planning Schedule
Effective From:	02.2026
Version:	1.0

Table of Contents

- Document Information..... 1
- I. Purpose & Scope..... 2
- II. Purchase Order types and Information..... 2
- III. Process Steps / Procedure..... 4
 - Purchase Orders..... 4
 - Purchase Order Changes..... 7
 - Updated Purchase Order..... 8
 - Planning Schedules..... 10
- IV. Revision History..... 11



Purchase Order, PO Changes & Planning Schedule

I. Purpose & Scope

This training document is intended to guide suppliers through the processes of managing purchase orders and handling purchase order changes within the Cor360 Supplier Portal. Its purpose is to ensure suppliers can accurately review original POs, understand PO types, and respond to changes promptly to maintain alignment with Solventum's requirements. The scope includes instructions for accessing POs, identifying updates, acknowledging changes, and preparing for subsequent steps such as POA, ASN, and invoicing.

II. Purchase Order types and Information

Overview of PO types:

1. **Original** – This is an original Purchase Order, delivered to you the first time.
2. **Change** – This order type includes changes initiated by Solventum or in response to a change initiated by you via the Purchase Order Acknowledgement process. Anytime there is an update to an original PO, the type of the order will be a PO Change.
 - a. **Note that a PO Change will ONLY include line items that have changed from the original order.**
 - b. **It is required to send a POA and/or ASN each time a PO Change is delivered, and the most recent PO will always be the document needed to transact against**
3. **Blanket Order (Scheduling Agreement)** – This order type includes planning schedules and unique Purchase Orders and is initiated by your contractual relationship with Solventum. Please note that purchase orders defined as “Blanket Order” will reference a start and end date.
4. **Subcontract (Fabricate and Hold)** – This type of purchase order is initiated for contracted manufacturers and initiates additional requirements with the Advanced Ship Notice Document
5. **Mutually Defined** – This is either defined as a limit order an overall PO amount for a period that allows multiple invoices to be issued OR a service purchase order for services requested. This PO type could have additional requirements for the POA.



Purchase Order, PO Changes & Planning Schedule

Key elements of the PO:

- Ship To
- Party to Receive PO
- Invoicing Party
- Bill-to Party
- Contact Information (for Solventum)
- FOB Information
- Carrier Details
- Terms of Sale
- Reference Numbers
- Plant Number
- Material Storage Location

Purchase Order

Vendor Information #0710202422
 SOLVENTUM EDI TEST 001
 N1045 TECHNICAL DR
 GREENVILLE WI 549420199 US

Ship To #2001
 3M London
 801 Clarke Road
 London Ontario ON N5V 3B1 CA
 District: Company

Party To Receive PO #0710202422
 SOLVENTUM EDI TEST 001
 N1045 TECHNICAL DR
 GREENVILLE WI 549420199 US

Invoicing Party #0710202422
 SOLVENTUM EDI TEST 001
 N1045 TECHNICAL DR
 GREENVILLE WI 549420199 US

Bill-to-Party #2000
 3M CANADA COMPANY
 300 TARTAN DRIVE
 LONDON ON N5V 4M9 CA

Order Information
 P.O. Number: **710WebPOc**
 Purpose: ORIGINAL
 P.O. Type: PURCHASE ORDER
 P.O. Date: 01/01/2024 (MM/DD/YYYY)

Contact Information
 Buyer Name Or Department: Shyla S
 Telephone: 506-40354352 Ext
 Electronic Mail: ssanjaya@corcentric.com

FOB Information
 FOB Location: ORIGIN (SHIPPING POINT)
 FOB Description: ORIGIN
 Payment Method: COLLECT
 Incoterms: EX WORKS

Carrier Details
 Routing: Truck

Terms of Sale
 Terms Type: BASIC DISCOUNT OFFERED
 Terms Basis: INVOICE DATE
 Discount Percent: 2

When a Purchase Order is Batch Managed and/or Serial Number Required it will be indicated next to Reference at the line-item level.

Line Item Detail

Buyer Currency: USD

Line #	Quantity Ordered	UCOM	Bp	Unit Price	Requested Delivery Date (MM/DD/YYYY)
00010	800	KIT	7112345678	12.55542	07/27/2022

Changes to Line Item
 Uk: 51987654321
 Rp: 60455555555
 Pricing Information: UNIT COST PRICE 12.555.42 Quantity: 800 Unit of Measure: KIT Selling Multiplier 1000
 Description: 26325, PPS 2.0 Lg (28oz,850mL) Kit,125u
 Documents Required (POA/ASN/BOTH): BOTH
 Reference: SERIAL NUMBER REQUIRED
 Reference: BATCH MANAGED

Tax Information: Tax Type: MUTUALLY DEFINED Tax Exempt Status: YES (TAX EXEMPT)

Order Summary
 Number of Line Items: 1

[P.O. Acknowledgment Wizard](#)



Purchase Order, PO Changes & Planning Schedule

III. Process Steps / Procedure

Purchase Orders

1. Reviewing Purchase Orders:

1.1 You will receive an email each time you receive a purchase order from Solventum. Click the hyperlink in the email to be directed to Corcentric login page: [Corcentric: Cor360 Purchase Order Supplier Portal](http://uat.corcentric.com/if/forms/login.asp)

Example email:

[EXTERNAL] ServerMigration UAT - Cor360Supplier Notification

This Message Is From an External Sender
This message came from outside your organization. 1.1 Suspicious

NOTIFICATION FROM Cor360Supplier at <http://uat.corcentric.com/if/forms/login.asp>

Documents received for: PLASTIC MOLDING MANUFACTURING
Sent by: Solventum
Received on: 11/26/2025 9:52:04 AM

Type	Reference	Purpose	Country
Purchase Order	D482107122	Original	United States

Dear customer, please contact Customer Support via the webform below with any questions or concerns. One of our team members will be in touch with you within 1 business day upon receiving your submission
[Click here for Contact Support](#)

Document Reference Number

1.2 Login with login credentials

corcentric | Cor360 Purchase Order Supplier Portal

Login
About the Supplier Portal
Browser Requirements & Diagnostics
Supplier Portal Demo
User Terms of Service
Contact Support

Welcome to Your Supplier Portal

Welcome to Cor360

User Name:
Password:

Options
 User Name Lookup
 Forgot Password
 Contact Support

corcentric
Cor360 Purchase Order Supplier Portal

A CORCENTRIC PAYABLES AUTOMATION SOLUTION

1.3 Click the **Inbox** heading



Purchase Order, PO Changes & Planning Schedule

Corcentric Cor360 Purchase Order Supplier Portal

PLASTIC MOLDING MANUFACTURING **1.3** [Change Vendor](#) | [Help](#) | [Contact Support](#) | [Logout](#)

Main **Inbox** Outbox Draft Archive User Management

Main Page
[About the Supplier Portal](#)
[FAQs](#)
[Use A Form](#)
[Archived Messages](#)

Welcome to Your Supplier Portal

Inbox

Unread:	103
Read:	105
Total:	208

Outbox

Unacknowledged:	15
Acknowledged:	174
Total:	189

Tips
 If you are a first-time Supplier Portal user, please take a minute to look through the online help. To access the online HELP, [click here](#) or click help above at any time. The HELP section provides details and instructions to assist you in using the Supplier Portal.

User Management
[Change Password](#)
[Change Contact Info](#)
[Change Email Address](#)

Links
[Download Acrobat Reader](#)

A CORCENTRIC PAYABLES AUTOMATION SOLUTION

1.4 Enter Document Reference number in Search bar or locate Document under Document name column

Corcentric Cor360 Purchase Order Supplier Portal

PLASTIC MOLDING MANUFACTURING **1.4** [Help](#) | [Contact Support](#) | [Logout](#)

Main **Inbox** Outbox Draft Archive User Management

Inbox Filter
[Read](#)
[Unread](#)
[View All](#)

Options
[Check New Documents](#)
[View All Documents](#)

Key
[Read Document](#)
[Unread Document](#)
[Parent PO's](#)
[Restored Document](#)
[Remittance Information](#)
[Admin Status Change](#)
[Original PO](#)
[PO Acknowledged](#)
[Invoices/ASNs](#)

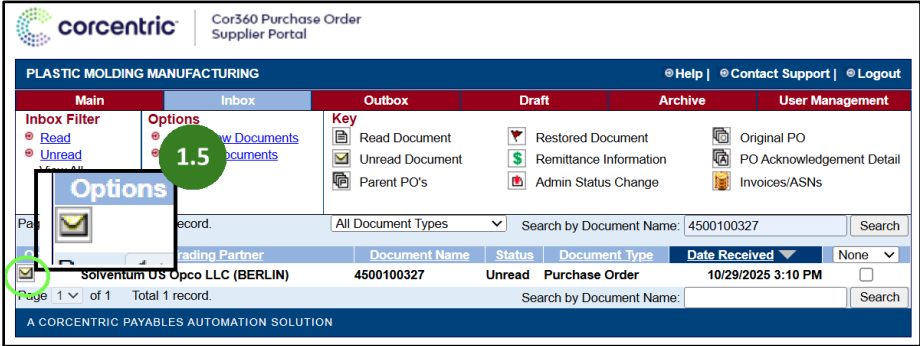
Page 1 of 7 Total 208 records. All Document Types Search by Document Name: Search

Options	Trading Partner	Document Name	Status	Document Type	Date Received	None
<input type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500002107	Read	Purchase Order Change (Acknowledged)	11/26/2025 1:24 PM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	D482107122	Inread	Purchase Order Change	11/26/2025 9:52 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum Thailand Ltd (BERLIN)	4500002315	Read	Purchase Order (Acknowledged)	11/26/2025 8:50 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500200008	Inread	Purchase Order	11/26/2025 5:24 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500200005	Inread	Purchase Order	11/26/2025 5:24 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500200007	Inread	Purchase Order	11/26/2025 5:24 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500200006	Inread	Purchase Order	11/26/2025 5:24 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	D482107122	Inread	Updated Purchase Order	11/26/2025 3:22 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500002079	Read	Purchase Order Change (Acknowledged)	11/25/2025 1:40 PM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500200001	Inread	Purchase Order	11/25/2025 10:08 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500002275	Read	Purchase Order (Acknowledged)	11/24/2025 4:34 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500002236	Read	Purchase Order (Acknowledged) (ASN)	11/19/2025 11:06 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500002107	Read	Updated Purchase Order (Acknowledged)	11/14/2025 11:00 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500002101	Inread	Purchase Order	11/14/2025 11:00 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500002079	Read	Updated Purchase Order (Acknowledged)	11/14/2025 11:00 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500001994	Read	Purchase Order (Acknowledged)	11/14/2025 11:00 AM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500001986	Read	Purchase Order (Acknowledged)	11/14/2025 11:00 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500002102	Inread	Purchase Order	11/14/2025 11:00 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500100338	Inread	Purchase Order	11/3/2025 1:10 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500100331	Inread	Purchase Order	10/30/2025 5:10 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500100330	Inread	Purchase Order	10/30/2025 4:10 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500100328	Inread	Purchase Order	10/29/2025 3:10 PM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500100327	Inread	Purchase Order	10/29/2025 3:10 PM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum	2000000079	Read	Remittance Advice	10/28/2025 10:19 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500100100	Inread	Purchase Order Change	10/27/2025 12:10 PM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500100100	Inread	Purchase Order Change	10/27/2025 11:10 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum Poland Manufacturing Sp.z.o.o. (BERLIN)	4500001398	Inread	Purchase Order	10/24/2025 7:56 AM	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500100314	Inread	Purchase Order	10/24/2025 1:10 AM	<input type="checkbox"/>

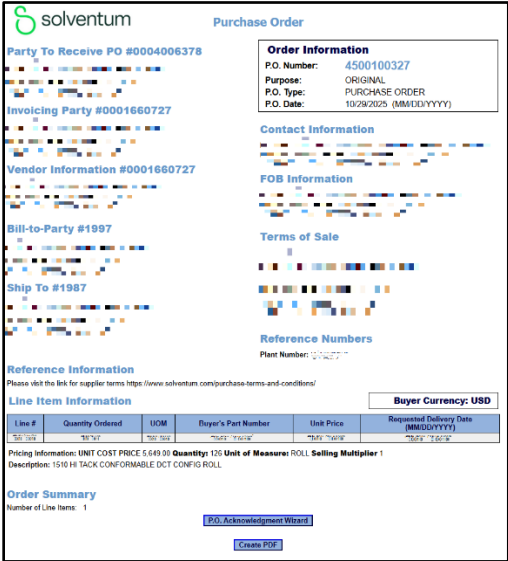


Purchase Order, PO Changes & Planning Schedule

1.5 Click Icon in the options column to view PO



1.6 Once clicked, the PO will open to view



2. Printing Purchase Orders:

2.1 Click **Create PDF** button at the bottom of the PO and wait for PDF to render



Purchase Order, PO Changes & Planning Schedule

solventum Purchase Order

Party To Receive PO #0004006378

Invoicing Party #0001660727

Vendor Information #0001660727

Bill-to-Party #1997

Ship To #1987

Order Information
 P.O. Number: 4500100327
 Purpose: ORIGINAL
 P.O. Type: PURCHASE ORDER
 P.O. Date: 10/29/2025 (MM/DD/YYYY)

Contact Information

FOB Information

Terms of Sale

Reference Numbers
 Plant Number: 0000000000

Reference Information
 Please visit the link for supplier terms: <https://www.solventum.com/purchase-terms-and-conditions/>

Line Item Information Buyer Currency: USD

Line #	Quantity Ordered	UOM	Buyer's Part Number	Unit Price	Requested Delivery Date (MM/DD/YYYY)
100	120	ROLL			

Pricing Information: UNIT COST PRICE \$ 649.80 Quantity: 120 Unit of Measure: ROLL Selling Multiplier: 1
 Description: 1518 HI TACK CONFORMABLE DCT CONFIG ROLL

Order Summary
 Number of Line Items: 1

P.O. Acknowledgment Wizard 2.1
 Create PDF

P.O. Acknowledgment Wizard

Please Wait... PDF is Rendering

2.2 The PDF will open once rendered, click the **Print Button** in the top right and then use your browser's Print function.

solventum Purchase Order P.O. Number: 4500100327

Party To Receive PO #0004006378

Invoicing Party #0001660727

Vendor Information #0001660727

Bill-to-Party #1997

Ship To #1987

Order Information
 P.O. Number: 4500100327
 Purpose: ORIGINAL
 P.O. Type: PURCHASE ORDER
 P.O. Date: 10/29/2025 (MM/DD/YYYY)

Contact Information

FOB Information

Terms of Sale

Reference Numbers
 Plant Number: 0000000000

Reference Information
 Please visit the link for supplier terms: <https://www.solventum.com/purchase-terms-and-conditions/>

2.2 Print

Purchase Order Changes

You will receive an email each time you receive a purchase order change from Solventum. Just like the PO, the email contains a hyperlink that you can click on to log into Cor360 Purchase Order Supplier Portal. The PO Change will be in your Inbox.

NOTIFICATION FROM Cor360Supplier at [http://cor360supplier-
uat.corcentric.com/iforms/login.asp](http://cor360supplier-uat.corcentric.com/iforms/login.asp)

Documents received for: PLASTIC MOLDING MANUFACTURING
 Sent by: Solventum
 Received on: 11/26/2025 9:52:04 AM

Type	Reference	Purpose	Country
Purchase Order Change	D482107122	Original	United States

To view the document, follow step 1. To print a copy/create a PDF, follow step 2.



Purchase Order, PO Changes & Planning Schedule

The purpose of a PO Change will say "CHANGE".

Sample PO Change
Purchase Order Change

Vendor Information #0710202422
SOLVENTUM UAT WEB TEST
N1045 TECHNICAL DR AA
Cherry Hill WI 549420199 US

Ship To #2001
3M London
801 Clarke Road
London Ontario ON N6V 3B1 CA
District: Company

Order Information
P.O. Number: 12345POB
Purpose: CHANGE
P.O. type: PURCHASE ORDER
P.O. Date: 12/17/2024 (MM/DD/YYYY)

Contact Information
Buyer Name Or Department: Stylio S
Tel: 506-40354352 Ext

The PO Change will include *only the line items that have changed*. It should not be considered a replacement document. For example, if your original PO has 3-line items, and the quantity changes for line item 2, you will only see line item 2 on the PO Change.

IMPORTANT: You will need to send a POA for every PO change you receive. When you are ready to complete an ASN, or an invoice, you should locate the original PO in your Inbox (not the PO Change). Once you click on the link to complete the corresponding document, the original PO and any changes will be merged. For example, if you receive a PO change to remove line item 2, you will not see line item 2 at the time of invoicing.

Enter Document Reference number of Purchase Order Change in search bar to locate original PO

corcentric | Cor360 Purchase Order Supplier Portal

PLASTIC MOLDING MANUFACTURING | Help | Contact Support | Logout

Main	Inbox	Outbox	Draft	Archive	User Management
Inbox Filter Read Unread View All	Options Check New Documents View All Documents	Key Read Document Unread Document Parent PO's	Restored Document Remittance Information Admin Status Change	Original PO PO Acknowledgement Detail Invoices/ASNs	

Page 1 of 1 | Total 2 records | All Document Types | Search by Document Name: 4500200116 | Search

Options	Trading Partner	Document Name	Status	Document Type	Date Received	None
<input checked="" type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500200116	Unread	Purchase Order Change	12/4/2025 12:10 PM	<input type="checkbox"/>
<input type="checkbox"/>	Solventum US Opco LLC (BERLIN)	4500200116	Read	Purchase Order	12/4/2025 12:10 PM	<input type="checkbox"/>

Page 1 of 1 | Total 2 records | Search by Document Name: | Search

A CORCENTRIC PAYABLES AUTOMATION SOLUTION

Updated Purchase Order

If a PO has changes associated with it, you will see a new Document Type of **Updated** Purchase Order. The portal will create a new document which will show the entire PO, and any changes received.

Solventum (United States, Cherry Hill) | 710WebPOB | Unread Updated Purchase Order | 7/11/2024 1:00 PM

Once the PO is opened using the envelope icon, the Purpose will be Updated PO and any lines that have changed/deleted will be indicated in the line-item detail.



Purchase Order, PO Changes & Planning Schedule

solventum Updated Purchase Order

Vendor Information #0708202411
 EDI QASup SOLVENTUM
 2335 S 30TH ST
 LAFAYETTE IN 479092702 US

Ship To #1113
 3M DeKalb (DK6)
 1650 Macom Drive
 DeKalb IL 601158773 US
 District: Company

Party To Receive PO #0708202411
 EDI QASup SOLVENTUM
 PO BOX 6419
 Cherry Hill IN 479036419 US

Invoicing Party #0708202411
 EDI QASup SOLVENTUM
 2335 S 30TH ST
 TEST AGAIN MN 55144 US

Bill-to-Party #2000
 3M COMPANY
 3M CENTER
 220-9E-02
 ST. PAUL MN 55144 US

Order Information
 P.O. Number: **710WebPOb**
 Purpose: **UPDATED PO**
 P.O. type: PURCHASE ORDER
 P.O. Date: 01/01/2024 (MM/DD/YYYY)

Contact Information
 Bd: Shyla S
 Te: 506-40354620 Ext
 Electronic Mail: ssanjaya@corcentric.com

FOB Information
 FOB Location: ORIGIN (SHIPPING POINT)
 FOB Description: Seller Location
 Payment Method: COLLECT
 Incoterms: EXW

Carrier Details
 Routing: Truck

Terms of Sale
 Terms Type: BASIC DISCOUNT OFFERED
 Terms Basis: INVOICE DATE
 Discount Percent: 2
 Disc. Days Due: 30
 Net Days: 90
 Day of Month: 0

Reference Information
 For Purchase Order/Schedule Agreement terms and conditions please visit <http://3m.com/supplier/terms> 2% 30 Days, Net 90

Line Item Information Buyer Currency: USD

Line #	Quantity Ordered	UOM	Buyer's Part Number	Unit Price	Requested Delivery Date (MM/DD/YYYY)
2200	280	EACH	7100032986	5.54200	01/01/2024

Changes to Line Item
 Global Trade Item Number (1-2-5-5-1): 50051131055457
 Replaced Part Number: 60440241267
 Pricing Information: UNIT COST PRICE 5.542 00 Quantity: 280 Unit of Measure: EACH Selling Multiplier 1000
 Description: 05545 STIK LIP FIN DCPD 5x1151618x316-24
 Documents Required (POA/ASN/BOTH): BOTH
 Tax Information: Tax Type: MUTUALLY DEFINED Tax Exempt Status: YES (TAX EXEMPT)

To view the original PO, click the following Icon under the options column:

 Solventum (United States, Cherry Hill) 710WebPOb Unread Updated Purchase Order 7/11/2024 1:00 PM

Please Note: You will still have to acknowledge the original PO and the PO change, but you will be able to create the Advance Ship Notice and Invoice from the updated PO.



Planning Schedules

You will receive an email each time you receive a planning schedule from Solventum. A Planning Schedule may be sent if you have received a Blanket Order (Scheduling Agreement). A Blanket Order is identified in the P.O. Type field in the upper right corner of the PO.



To view the document, follow step 1. To print a copy/create a PDF, follow step 2.

Key data elements include:

1. **Quantity**
2. **Timing**
3. **Date of requested delivery**

The Planning Schedule can contain three types of forecasting:

1. **FIRM** - Indicates go ahead for production: The schedule lines within this zone count as firm and are therefore fully binding. If these are cancelled within the firm zone, the vendor is entitled to charge for both production costs and the costs of procuring input materials incurred because of the cancellation.
2. **PLANNING** - Indicates forecast: All schedule lines that lie beyond the first two zones (delivery is tentatively scheduled into the future) fall within the planning forecast zone. The vendor is not entitled to charge for any costs items that fall in the planning forecast zone.
3. **MUTUALLY DEFINED** - Indicates go-ahead for procurement of input materials: This is the 'semi-firm' zone, giving the vendor the go-ahead to procure necessary input materials to manufacture the item ordered. If cancellation is within this semi-firm zone, the vendor is only entitled to charge for material costs.

**Purchase Order, PO Changes & Planning Schedule****IV. Revision History**

Date	Version	Description	Author
12.2025	1.0	Purchase Order, PO Changes & Planning Schedule	Amir Rahman