

## **What is Electronic Ordering?**

Electronic ordering is a more efficient way of placing orders with 3M.

In the past, you might have phoned or faxed your orders to us.

With electronic ordering, you place orders via the Internet or by using a more structured order system such as Electronic Data Interchange (EDI).

3M remains committed to supplying quality products on time and in full.

The 3M New Zealand business Centre is a customer Extranet, which is a **secure closed Internet community** where outside access is restricted to authorised users.

Extranet members have log in names and passwords and are often limited to certain areas of the site.

By contrast EDI is a more structured ordering method.

## **EDI**

EDI stands for Electronic Data Interchange. An EDI system enables businesses to exchange business documents – such as purchase orders, invoices and order status updates – automatically and electronically, eliminating the need for manual processes.

## **What do I need to set up an EDI system?**

In order to become EDI capable, you, or someone associated with your company, must have a good technical understanding of your order processing system. This system must be able to create order files. Because of 3M's flexible approach to EDI, you can determine the structure of these files.

## **How much time will it take to set up?**

EDI projects can range from being straightforward to very complex, with project timelines averaging somewhere between 6 – 8 weeks. Each situation is really case-dependent.

## **Customer Service**

If you choose to order products with EDI, then you can still access all of the customer service tools available on the Internet, via the 3M New Zealand business Centre and from 3M customer service representative.

**[Click here to explore some of the benefits electronic ordering can offer your business.](#)**

**Please contact 3M here if you wish to arrange a trial.**

## **What are the benefits?**

### **Reduced Cycle Time**

With EDI, data can be sent and received 24 hours a day. Because EDI allows business to continue outside the normal business day the turnaround time for a business transaction can be significantly reduced.

### **Increased efficiency**

More than 70 percent of manual data entry tasks originate from computer-generated documents. When trading partners develop compatible electronic documents, data is never copied, rekeyed, or manually filed – freeing employees for value-added activities. When used as a strategy to improve business processes, EDI can eliminate tedious work and reduce the risk of human error.

### **Improved Business Relationships**

Setting up EDI requires both trading partners to gain a better understanding of each other's business processes. It typically brings different people into contact with their counterparts in other organisations. EDI expands channels of communication and can lead to better working relationships.

### **Increased competitiveness**

To maintain competitive advantage, companies have to be nimble and quick to respond. Those companies that implement EDI before their competition will have a distinct advantage in their markets.

## **Making it easier to do business with 3M**

At 3M we promise innovative, quality products and services that make life easier and better for you. We are continuing to deliver on this promise by introducing electronic ordering systems that reflect and complement business processes within our company.

Markets are changing and 3M is also making changes to ensure you have the right information at your fingertips to cope with the fast moving environment we do business in.

One of these changes involves the way you order products from us. 3M has long recognized the mutual benefits derived from electronic ordering and therefore we are encouraging all new and existing customers to purchase products electronically. There are two ways you can do this:

- **3M New Zealand Business Centre (Internet)**
- **Electronic Data Interchange (EDI)**

**Please contact 3M here if you wish to arrange a trial.**