3M INDUSTRIAL PRODUCTS CATALOG
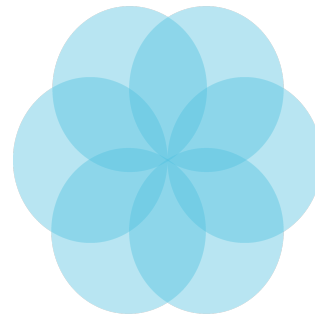## Training Guide
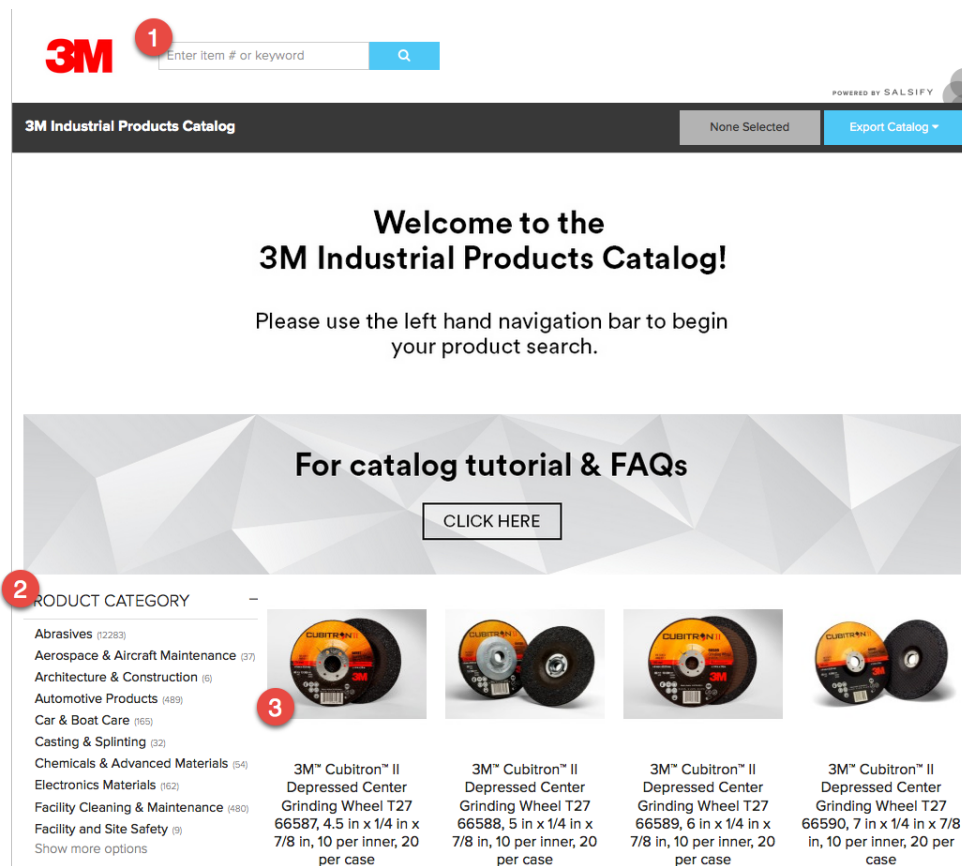Updated 5-2016

Navigating the Catalog

The 3M Industrial Products Catalog allows you to find and export product details. You can navigate the catalog to find the products you're interested in by using the search bar at the top, with the filters to the left of the product listings, or by pasting in a list of UPCs for which you're interested in getting more information.

Using the Search Bar
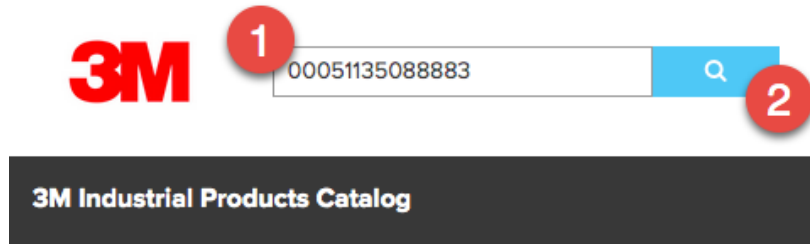
1. Type the UPC, 3M ID or keyword in the search bar.

2. Press Enter or the search button to get search results. UPC and 3M ID will take you directly to the product detail page. A keyword search will filter the page to only show products containing that keyword. To view the product detail page for a specific product in the search results, click the product image.
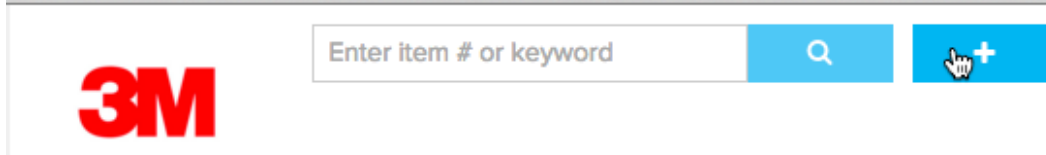
POWERED BY
SALSIFY

Using Filters
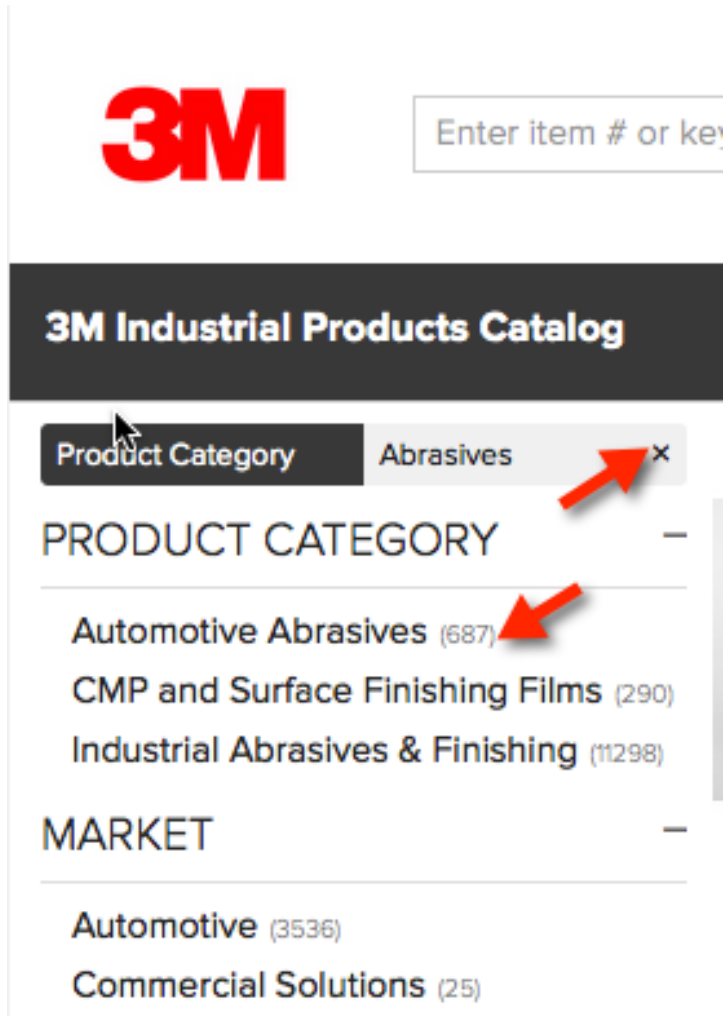
- Click the filter item you would like to use to narrow your search. The number of products in each filter section is shown to the right of its name.

- Filters remain selected until you clear them and can be combined to further narrow results.

- Click the x next to the filter name to remove the filter and return to the unfiltered list.
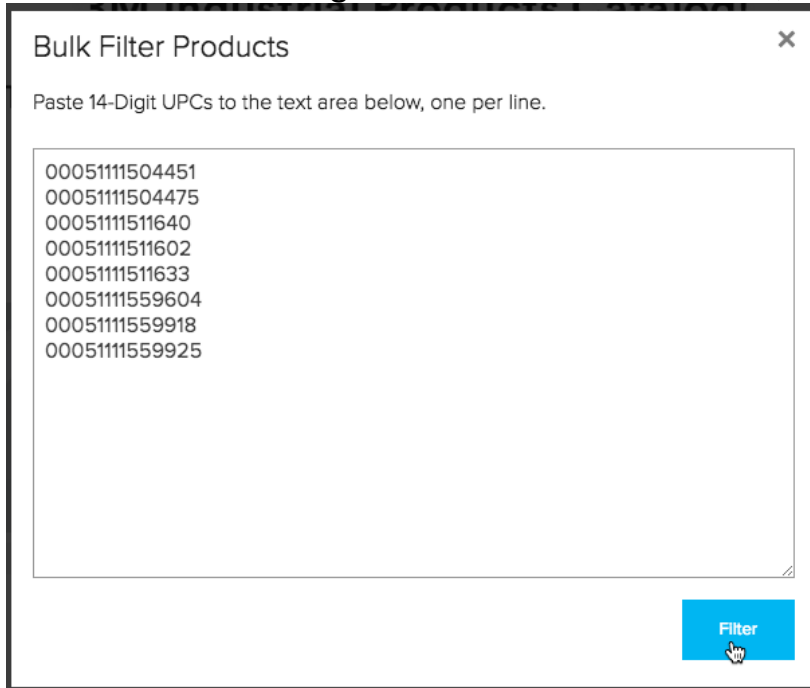
Using Bulk Filtering

If you have a list of products that you want to get information for, bulk filtering allows you to paste in a set of 14-digit UPCs and narrows the catalog results to the UPCs you choose.

1. Click the blue + button next to the search bar at the top of the page.

2. Paste a list of 14-digit UPCs in the search box, and press Filter

Bulk Filter Products ✕

Paste 14-Digit UPCs to the text area below, one per line.

```
00051111504451
00051111504475
00051111511640
00051111511602
00051111511633
00051111559604
00051111559918
00051111559925
```

Filter

3. The catalog will be filtered to the products you selected. You can click product images to view details about individual products, or export this set of products. You can add or remove products from your bulk filtered list individually – see Selecting Individual Products for Export.

Product Detail Page

You can view the details of a product by clicking it.

You'll see the product details and images associated with the product. Next, learn how to create and export a specific list of products.
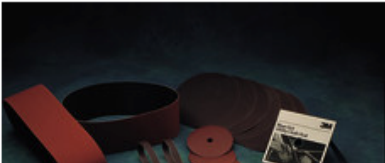
Selecting Individual Products for Export

1. Select individual products by hovering over the product image until the **Select** bar at the top appears. Click to add the product to your list.

2. Selected products will display a green check mark in the upper right corner.

3. To see your full list of selected products, click the **View Selected** button.

POWERED BY
SALSIFY

Exporting Product Information for Selected Products
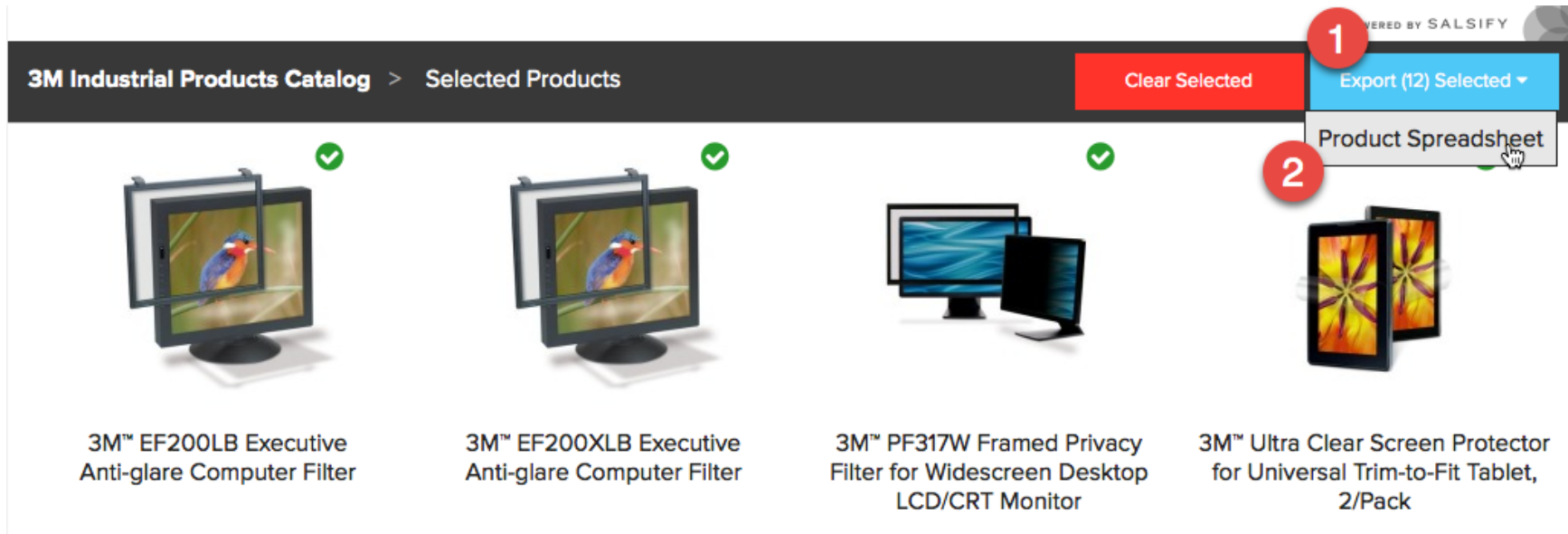
You can make adjustments by unselecting individual products from the **View Selected** screen, or if you want to empty your list and start over, choose **Clear Selected**.

When you're ready to export bulk filtered or individually-selected products for export:

1. Click **Export Selected**.
2. Choose **Product Spreadsheet** from the dropdown menu.
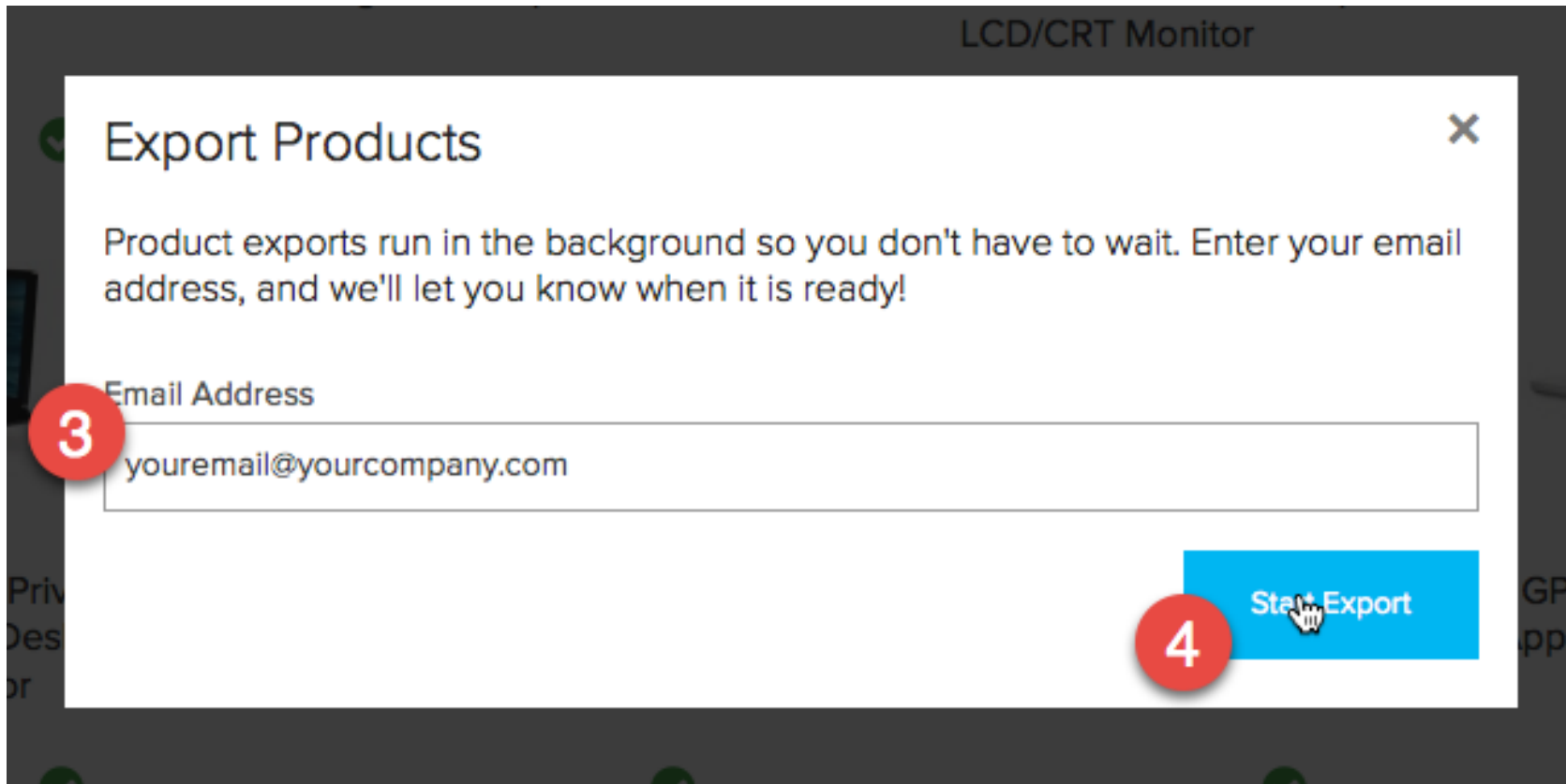
3. Enter your email address to receive an email with a link to the catalog export Excel document.
4. Click **Start Export**.

POWERED BY
SALSIFY

You will receive an email similar to the one below. Click the indicated link to start the Excel file download.

Your export of 3M Industrial Products Catalog is ready   Inbox x

☆ **Salsify Notifications** To: angie@salsify.com ⌄   2/19/16, 9:31 AM

The export you requested from Salsify is complete. You can download the export here. Please note that this download link expires in one week.

If you have any trouble or if this email was sent in error, please contact support@salsify.com.

POWERED BY
SALSIFY

Exporting Product Information for the Full Catalog

You can export the full catalog by clearing all filters and selections.

1. Click **Export Catalog** and choose **Product Spreadsheet** from the dropdown menu.

POWERED BY
SALSIFY
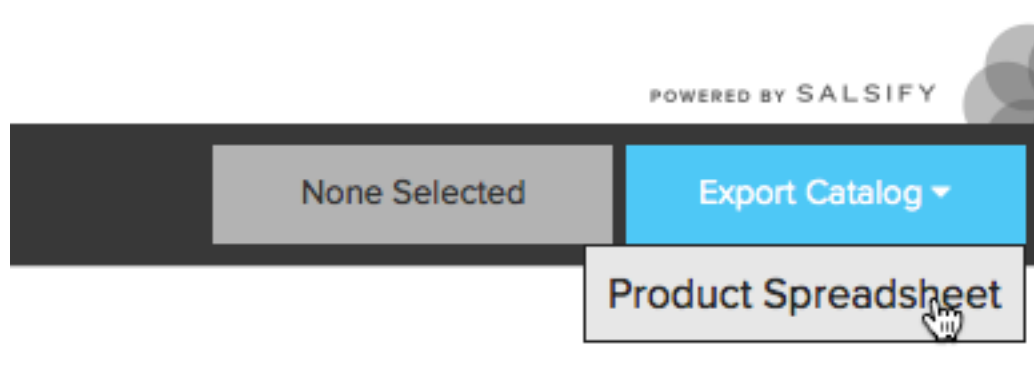
2. Enter your email address in the pop-up box and click **Start Export**. A link to the catalog will be delivered to you when it's ready. Please note that due to its size, this may take up to an hour.

You will receive an email similar to the one below. Click the indicated link to start the Excel file download.

Your export of 3M Industrial Products Catalog is ready

Inbox ×

⭐ **Salsify Notifications** To: angie@salsify.com ∨   2/19/16, 9:31 AM

The export you requested from Salsify is complete. You can download the export here. Please note that this download link expires in one week.

If you have any trouble or if this email was sent in error, please contact support@salsify.com.

POWERED BY
SALSIFY

Using the Catalog Export

1. Review the Fields Definitions tab for details on the product properties in Sheet 1

|	A	B
	Field Name	**Definition**
1		
2	14-Digit UPC	The Universal Product Code (UPC) or Global Trade Item Number (GTIN) uniquely identifies a specific product and its manufacturer. This is the number we recommend storing in your databases for ordering purposes.
3	2 Type Cover Assembly	Type of Pressurized Closure 2-Type 55 Cover compatible with the Pressure Wrap Kit.
4	360 Image: 360 Image	A series of images combined to make one 360 degree image
5	3M Billing Unit (ANSI)	The 3M Billing Unit that applies to the price represented in the two-digit ANSI format.
		The number of 3M Billing Units contained in one shipping carton. This information is important for ordering from 3M. For instance, if the 3M Billing Unit is "roll" and there are 24 rolls per case, the 3M

◄ ►   **Field Definitions**   Guidelines   Sheet1   +

POWERED BY
SALSIFY

2. Review the guidelines for using the provided information

	A
1	**Product Authorization:** This 3M catalog includes a broad offering of industrial products. Some products may not be available for you to purchase. Please refer to your current Merchandising Agreement for details. If you would like to gain purchasing access to specific products, please work with your local 3M Sales Representative.
2	
3	**Page Routing:** Please update your product information with the Product 1.2.3 marketing content. If you use this content without modification, you'll no longer need to route your catalog pages to 3M for approval, speeding up your publishing process.
4	
5	**Content Alterations:** Any unapproved alterations to this content are the sole responsibility of the Distributor.
6	

POWERED BY
SALSIFY

3. Information for the products you selected is available on Sheet 1.

	A	B	C	D	E	
1	3M ID	% Solids (Vol	14-Digit UPC	2 Type Cover	360 Image: 3	3M
2	6044022702		0005114127			DC
3	6044022700		0005114127			DC
4	6044022701		0005114127			DC
5	6041001161		0005111566			WH
6	6150012385		0004801114			EA
7	6150001422		0004801100		http://multir	DC
8	6041001152		0005111566			WH
9	6150012106		0004801100		http://multir	DC
10	6150012121		0004801114			DC
11	6098003156		0005114488			PD
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Field Definitions   Guidelines   **Sheet1**   +

3M Industrial Products Catalog Training Guide