

Solventum Enterprise Packaging Design Agency

Job Aid

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For Additional Information:

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

Global PLM Resource	How to Access or Contact
Documentation, Training and Access	Visit https://plm.solventum.com/plmhelp/ 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.	1-844-539-0547 available from 7:00 AM – 5:00 PM USA Central Time

Related Documents

Document Name	Type	State	Description

Global PLM Enterprise Packaging Supplier Account:

Enterprise Packaging Supplier accounts can have two different formats.

1. The Enterprise Packaging Supplier who does not have a Solventum PIN and do not have access to the Solventum PLM. These users must request access to the Solventum PLM through the Registration Link and a new OKTA profile will be created for them along with PLM access.
2. The Enterprise Packaging Suppliers who have a Solventum PIN, but do not have access to Solventum PLM. These users must request access for the Solventum PLM through the Registration Link.

1. Users without Solventum PIN and without PLM Access

The Enterprise Packaging Suppliers without a Solventum PIN and without PLM access can start their registration process as mentioned in following steps.

- Click on the link <https://register.iamext.solventum.com/appRegistration/a4998d5fbd98d8917d6c56a04869f9d3/step1>
- Enter your Email Address and click Next. This will be your Username/Solventum PIN once your account is created.



Solventum PLM External Supplier Account Request registration

1

Solventum Account

2

Additional Information

Let's see if you already have an account. Enter your email address below.

Email address *

test@dummy.com

Next

- Enter your Country, Language, First Name, Last Name and Password details.



Create your Solventum account

1

2

Solventum Account

Additional Information

 Ok, it looks like you don't have a Solventum account. Let's create one. 

Email address
test@dummy.com

Country *

Language *

First Name

Last Name

Password [show](#)

By creating an account, you agree to the [Terms of Service](#). Solventum will handle the personal information you provide when you create your account in accordance with Solventum's [Privacy Policy](#).


Agree and Continue

Cancel



- The password must meet the following conditions.
 - 12 characters minimum
 - At least 1 uppercase letter (A - Z)
 - At least 1 lowercase letter (a - z)
 - At least 1 numerical (0 - 9)
 - At least 1 symbol (\$,!, #, %)
 - No parts of email address and username
- After entering all the details, click on "Agree and Continue" link.

- An “Additional Information” page will show up for the user enter the access details.



Solventum PLM External Supplier Account Request registration

✓
Solventum Account

2
Additional Information

Solventum Packaging Roles (leave blank if you won't use these special Enterprise Packaging roles)

1.Packaging Supplier (Author)

2.Packaging Supplier (Non-Author)

3.Design Agency

4.Outsource Manufacturer

Organizations with which you'll work (Please enter additional information in the Comments field if Other is selected.)*

1.Facilities

2.Machine Design

3.PICS

5.Other

4.Specialty Materials

Complete Registration Cancel


Back

Form Field Explanation

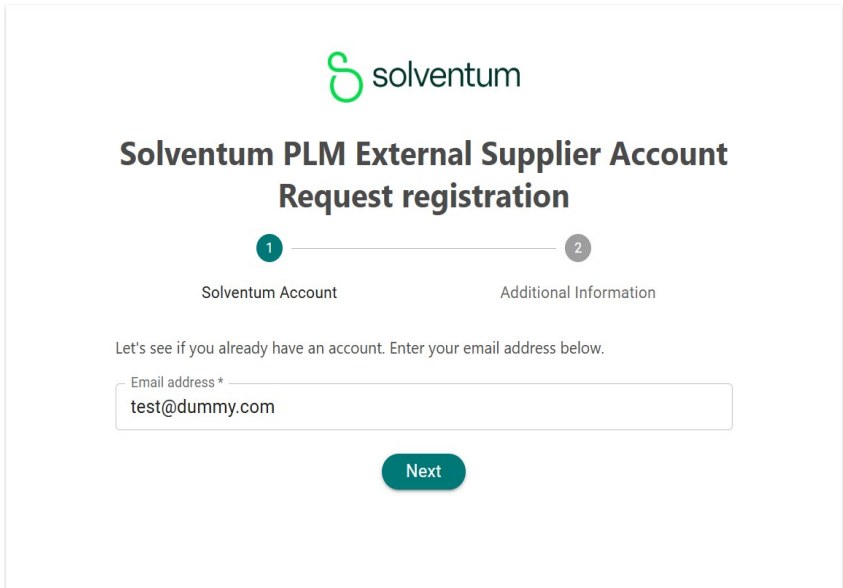
Field on Form	Requested Information Instruction
Your Company Name	Please provide your Company name.
Your Company Number	Please provide your direct work phone number or work cell phone number.
Your Company Mailing Address	Please enter your company's physical mailing address, website, and company phone number.
Solventum Contact Name	Provide Solventum Contact Name
Solventum Contact Email	Provide Solventum Contact Email
Solventum Contact Phone Number	Provide Solventum Contact Phone number
Organization with which you'll work	External suppliers who will be accessing and updating CAD Facilities Drawings Please select the Facilities check box.
Solventum Enterprise Packaging roles required (leave blank if you won't use special Enterprise Packaging roles)	Select Design Agency
Comment	

- After entering all the details in "Additional Information" section, click on "Complete Registration".
- Once the form is submitted, the PLM Account Administration team will work on the request.
- The Account Administration team will connect with Solventum contact using the details provided in the registration form to verify the access request and will create an account in PLM, if it is approved.
- You will receive an automated email from PLM with the login URL and steps to login and reset your password if needed.

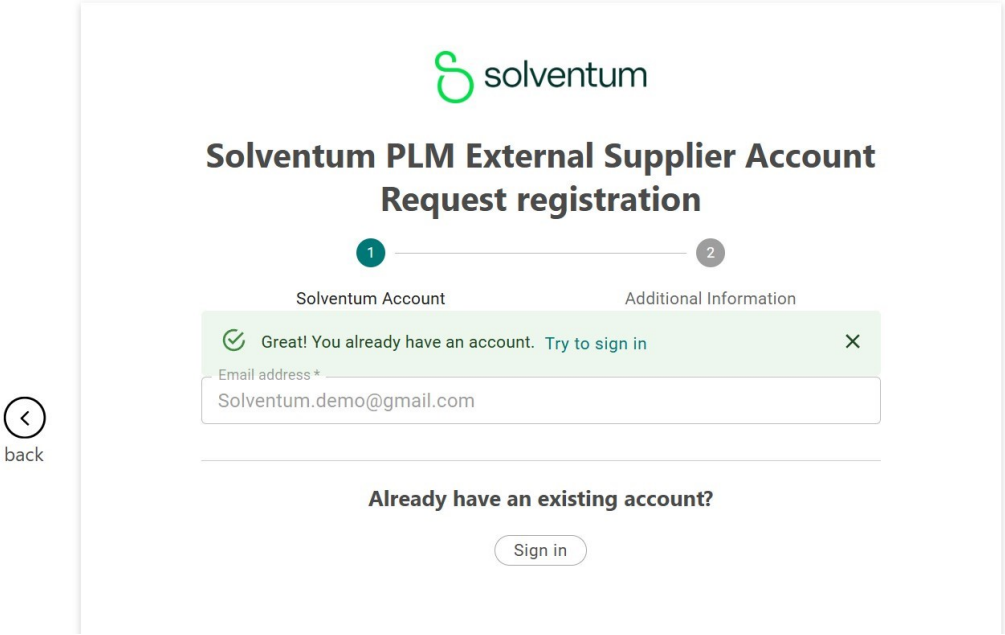
2. Users with Solventum PIN and without PLM Access

The Enterprise Packaging Suppliers with a Solventum PIN and without PLM access can start their registration process as mentioned in the following steps.

- Click on the link
<https://register.iamext.solventum.com/appRegistration/a4998d5fbd98d8917d6c56a04869f9d3/step1>
 - Enter your Email Address and click Next. This will be your Username/Solventum PIN



- The following screen will show up if the account already exists.



- Login with your Solventum credentials.
- Complete the Supplier Account Registration form.



Solventum PLM External Supplier Account Request registration



Solventum Account



Additional Information

Your Company Name

Your Company Mailing Address

Your Company Telephone Number

Solventum Contact Name

Solventum Contact Phone Number

Solventum Contact Email



Solventum Packaging Roles (leave blank if you won't use these special Enterprise Packaging roles)

- 1.Packaging Supplier (Author)
- 2.Packaging Supplier (Non-Author)
- 3.Design Agency
- 4.Outsource Manufacturer

Organizations with which you'll work (Please enter additional information in the Comments field if Other is selected.)*

- 1.Facilities
- 2.Machine Design
- 3.PICS
- 5.Other
- 4.Specialty Materials

Comments

Complete Registration

Cancel

- Form field explanation.

Field on Form	Requested Information Instruction
Your Company Name	Please provide your Company name.
Your Company Number	Please provide your direct work phone number or work cell phone number.

Your Company Mailing Address	Please enter your company's physical mailing address, website, and company phone number.
Solventum Contact Name	Provide Solventum Contact Name
Solventum Contact Email	Provide Solventum Contact Email
Solventum Contact Phone Number	Provide Solventum Contact Phone number
Organization with which you'll work	External suppliers who will be accessing and updating CAD Facilities Drawings Please select the Facilities check box.
Solventum Enterprise Packaging roles required (leave blank if you won't use special Enterprise Packaging roles)	Select Design Agency.
Comment	

- After entering all details, click on "Complete Registration".
- Once the form is submitted, the PLM Account Administration team will work on the request.
- The Account Administration team will connect with Solventum contact using the details provided in the registration form to verify the access request and will create an account in PLM if it is approved.
- You will receive an automated email from PLM with the login URL and steps to login and reset your password if needed.

Logging in to PLM

You can login into Solventum PLM by either clicking on the link in your Task Assignment notification email or by entering the URL <https://plm.solventum.com> in your browser.

An eMatrix 'Inbox Task' 'IT-10242176' has been assigned to you.

This task is part of 'Route' 'R-7247038' which is owned by xxxxxxxxxxxxxxxxxxxxxxxxxxxx and is connected to following object(s):

Material Specification 34-2002-1234-5

Description: CHERRY (IF-2644 R0) VARNISH-w/TCP

Your task instructions are:

Please review **Material Specification 34-2002-1234-5 A**

This task due on (Central USA Time):

6/3/2025 5:24:23 AM

To find out more about the Task, use the appropriate URL provided below:

Internal Solventum Network:

<https://plm.solvehc.com/3dspace/common/emxNavigator.jsp?objectId=7935.27227.16640.28161>

Outside of Solventum:

<https://plm.solventum.com/3dspace/common/emxNavigator.jsp?objectId=7935.27227.16640.28161>

Upon clicking the link or entering the URL, the system will take you the OKTA login screen to enter your PIN/email and password. After successful authentication you will be taken to either the PLM home page or the Task details page based on how you initiated the login.

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.

The listed Packaging Search categories will each have a Basic Search tab and a Portal Search tab.

Basic Search Tab

- Basic Search – The Basic Search form will display basic field information for use when searching. The searchable fields will vary depending on the selected Packaging Search category.

Note: Removing the Highest Released checkmark will additionally display non released, Obsolete and History Solventum Enterprise Packaging Records.

Note: Selecting the Highest Released and Un-released will display non-released revisions of the Enterprise Packaging Records

The screenshot displays the 3DEXPERIENCE ENOVIA Collaboration and Approvals interface. The left sidebar shows the navigation menu with 'Packaging Materials and Artwork Assets' expanded to 'Search'. The main area is titled 'PowerView' and shows the 'Basic Search' tab selected. The search form includes the following fields and options:

- Type:** Structure Specification (with a Clear button)
- Name:** Text input field
- State:** Highest Released, Highest Released and un-Released
- Description:** Text input field
- Owner:** Text input field (with a Clear button)
- Released Dates:** From and To date pickers (with Clear buttons)
- Issue Category:** Dropdown menu with options: Change Attachments, Change Dimensions Detail, Change Material Detail, Change Style Detail
- Co-Owner:** Text input field (with a Clear button)
- Originator:** Text input field (with a Clear button)
- Subhierarchy:** Dropdown menu
- Query Limit:** 100 (dropdown)
- Subhierarchy:** Text input field
- Cross Reference ID:** Text input field

A 'Search' button is located at the bottom right of the form area.

Enterprise Packaging Document Search Results Display

See [Basic Search Result Field Matrix](#) for field and icon behavior information

Structure Specification Search Results Display

The screenshot shows a PowerView interface for a search results display. The search criteria are 'Basic Search' and 'Structure Specification Search'. The results table has the following columns:

Name	Files	Type	Subhierarchy	Revision	Description	Cross Reference ID	Owner	Originator	State	Created Date	Released Date	Issue Category	Related Material Specification
A													
B													
C													
D													
E													
F													
G													
H													
I													
J													
K													
L													

Material Specification Search Results Display

Name	Files	Category	Revision	Description	Cross Reference ID	Owner	Originator	State	Created Date	Released Date	Issue Category	Related Structure Specifications	Related Artwork Specifications	Related Pack Standards	Distribution Codes	Type
A															P	B

Artwork Specification Search Results Display:


Name	Files	Artwork Type	Revision	Description	Cross Reference ID	Owner	Originator	State	Created Date	Released Date	Issue Category	Related Material Specifications	Distribution Codes	Type
A		Q											P	B

Reference Standards Search Results Display

Name	Files	Type	Generic Specification Category	Revision	Description	Cross Reference ID	Document Purpose	Owner	Originator	State	Created Date	Released Date	Related Material Specifications
A		B	R				S						

Basic Search Result Field Matrix

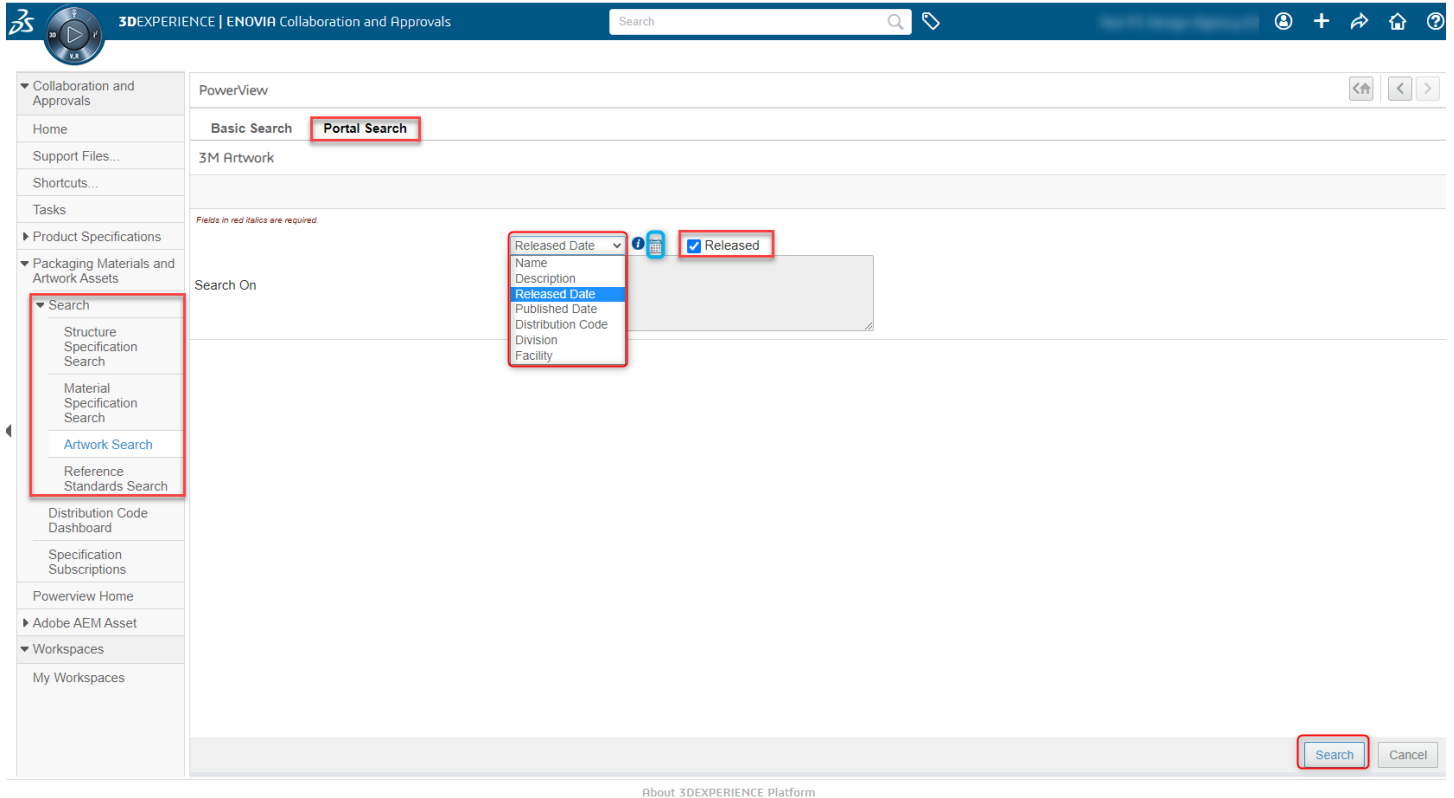
	Structure Specification	Material Specification	Artwork	Reference Standards	Column Header	Column Field Information
A	X	X	X	X	Name	Enterprise Packaging Document Specification Number
B	X	X	X	X	Type	Identifies the Type of Enterprise Packaging Document (i.e.: Structure, Material, Artwork and Generic Specification)
C	X				Subhierarchy	Subhierarchy identifies Structure Specification Sub-Type if applicable. If not applicable, field will populate with "None".
D	X	X	X	X	Revision	The Enterprise Packaging Document revision.
E	X	X	X	X	Description	The Enterprise Packaging Document Description
F	X	X	X	X	Cross Reference ID	Cross Reference ID will include a reference to the ID from the legacy Packaging Solutions program.
G	X	X	X	X	Owner	The Enterprise Packaging Document Owner.
H	X	X	X	X	Originator	The originator of the Enterprise Packaging Document.
I	X	X	X	X	State	The lifecycle state of the Enterprise Packaging Document.
J	X	X	X	X	Created Date	The 'Creation Date' of the Enterprise Packaging Document.
K	X	X	X	X	Release Date	The 'Release Date' of Enterprise Packaging Document
L	X	X	X		Issue Category	The Issue Category is a quick reference for reason for revision. i.e.: New Issue, Reinstate, Change Basic Information
M		X			Category	The Category displays the related Structure Specification Type.
N		X			Related Structure Specification	A hyperlink to the related Structure Specification
O		X			Related Artwork Specification	A hyperlink to the related Artwork Specifications
P		X	X		Distribution Code	Distribution Codes are designed to support any user who is not an Author or an approver. The Distribution Code will display if there is document relationship.
Q			X		Artwork Type	The Artwork Type displays if the Artwork is "Pre-Printed" or "Print On-Demand". "Print On-Demand allows for real-time print output on site as required for orders. Pre-Printed – allows for advanced print output of graphic elements and is sent to the site to be inventoried as needed.
R				X	Generic Specification Category	The 'Generic Specification Category' indicates a Subcategory of the listed field Type.

	Structure Specification	Material Specification	Artwork	Reference Standards	Column Header	Column Field Information
S				X	Document Purpose	A brief description of the purpose of the Reference Standard Document.
	X	X	X		Gear Icon	<p>When using Basic Search tab, this icon will display the following information on the following Search Results window when clicked on:</p> <ul style="list-style-type: none"> • Structure Specification Search results window - Clicking on this icon will display all the related Material Specifications. • Material Specification Search results window <ul style="list-style-type: none"> ○ Clicking on this icon in the 'Related Artwork Specifications' column will display related Artwork Specifications. ○ Clicking on this icon in the 'Related Pack Standard' column will display the related Pack Standard Number. ○ Clicking on this icon in the 'Distribution Codes' column will display related Distribution Codes. • Artwork Specification search results window: <ul style="list-style-type: none"> ○ Clicking on this icon will display the related Material Specification. ○ Clicking on this icon in the 'Distribution Codes' column will display related Distribution Codes • Reference Standards Search Results window – Clicking on this icon will display the related Material Specifications

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.
 - Enter search criteria in the "Search On' box.
 - Note: Pipe (|) can be used between Enterprise Packaging document numbers for multi document search.
 - Note: Asterisk (*) is the PLM Wildcard for searching
- For Date selections use the 'Date' icon to the right of the drop-down list.
- Click Search in the lower right corner.

Enterprise Packaging Type



Portal Search 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-0077556|SS-0077557

- 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”.

Description Released



Etiquette

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

Released Date Released

Apr 1, 2023

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

Published Date   Released

Apr 1, 2023

Distribution Code


Distribution Code Released


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

Division  Released

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’.


Search Refinement

General (Real Time) Search  

Limit to results


Type
 ...

Name/Number

Revision
  Highest Released
 Highest Released & un-Released

Vault
 ...



Search Results



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.

- o Select the Division from the Search results and click Submit


Search Refinement

General (Real Time) Search  

Limit to results

Type
 ...

Name/Number


Revision
  Highest Released
 Highest Released & un-Released

Vault
 ...

State
 ...

Originated

Search Results Results: 1, 1 selected

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


- 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



Facility –

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

Facility  Released

- 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

Search Refinement Search Results Results: 1, 1 selected

General (Real Time) Search  

Limit to 100 results

Type
Location|Company

Name/Number
BND Abrasives*


Revision
 Highest Released
 Highest Released & un-Released

Vault
ALL_VAULTS

State
Active

Originated

Name	Vault	Vault	Revision	Type	Descr
<input checked="" type="radio"/> 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




 

























Portal Report Format:

PowerView

Basic Search Portal Search





3M Artwork

Revise Search   


<input type="checkbox"/>	Name	Type	Revision	Description	Owner	State	Released Date	Published Date	Download Files	Previous Revisions
<input type="checkbox"/>	<i>Packaging Object Name</i>	<i>3M Packaging Object Type</i>	<i>Packaging Object Revision</i>	<i>Packaging Object Description</i>	<i>Packaging Object Owner's Name</i>	Release	<i>Release Date of Packaging Object</i>	<i>Publish Date of Packaging Object</i>	  	
<input type="checkbox"/>						Release			  	
<input type="checkbox"/>						Release			  	
<input type="checkbox"/>						Release			  	
<input type="checkbox"/>						Release			  	
<input type="checkbox"/>						Release			  	

Icons for Download Files and Previous Revisions


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

Symbols	Function
	Download the file attachment
	View the file attachment
	Print file 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




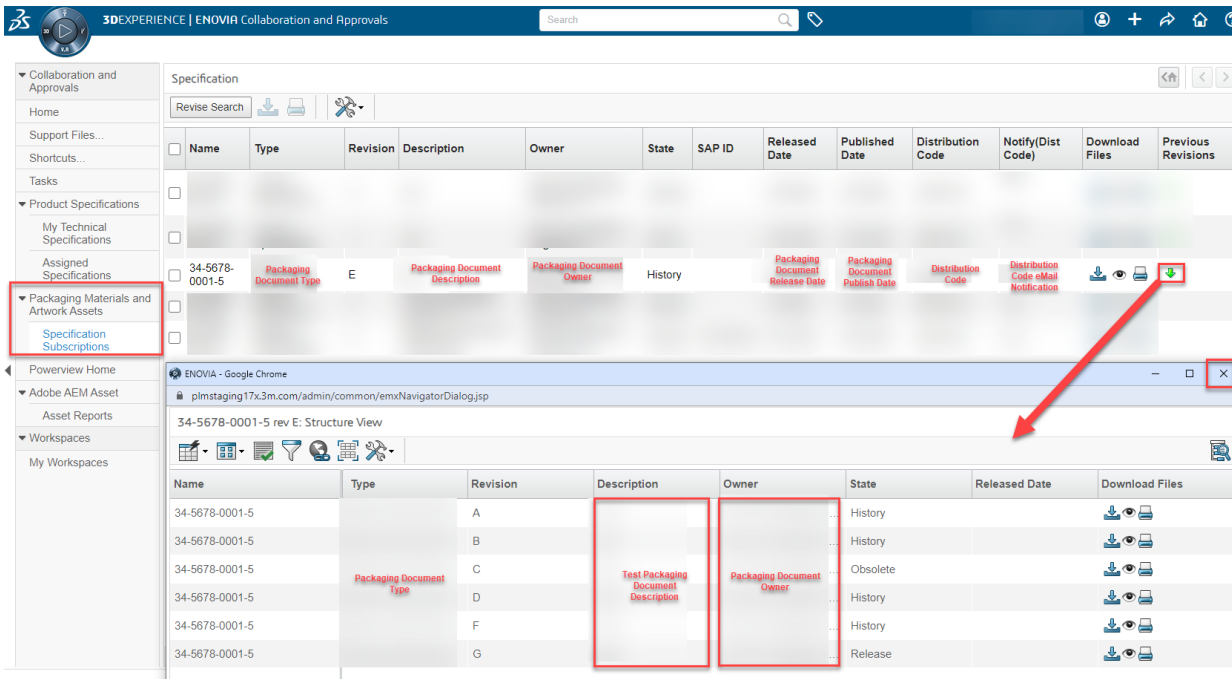
Fields in red italics are required.

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"/>













- 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.



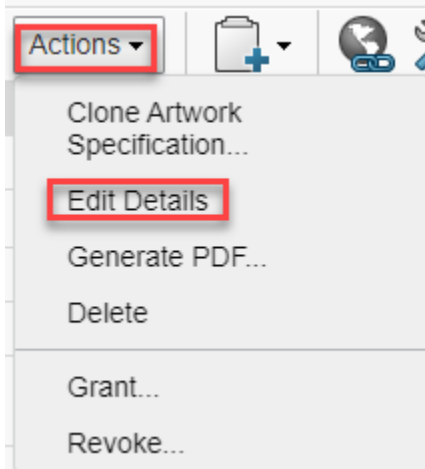
The screenshot shows the 3DEXPERIENCE ENOVIA Collaboration and Approvals interface. The main table lists specifications with columns for Name, Type, Revision, Description, Owner, State, SAP ID, Released Date, Published Date, Distribution Code, Notify(Dist Code), Download Files, and Previous Revisions. A red box highlights the 'Previous Revisions' column for the specification 34-5678-0001-5, which contains a green down arrow icon. A red arrow points from this icon to a pop-up window titled 'ENOVIA - Google Chrome' showing a detailed view of the revision history for the same specification. The pop-up window has a table with columns for Name, Type, Revision, Description, Owner, State, Released Date, and Download Files. A red box highlights the 'X' button in the top right corner of the pop-up window.

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

Create Artwork:

Field Information

- Fields that are displayed in **red italics** are required. The PLM system will validate that all required fields have an acceptable value entered. Upon saving the document, a system message will display if any required values are incomplete.
 - From the created Artwork, click Actions > Edit Details to populate Required fields



- Text fields should not use the following characters as they will cause issues in processing a Packaging Document.




? * < > \ " ' # \$ @ % | / : ; & [] ()

Do not use any of these characters in the Task Title, Task Instructions, Document Name, File Name or Reason for Change.

File Names cannot use any special characters such as Chinese or Portuguese characters or special characters from other languages

All field content, except Translation Notes, should be entered in English.

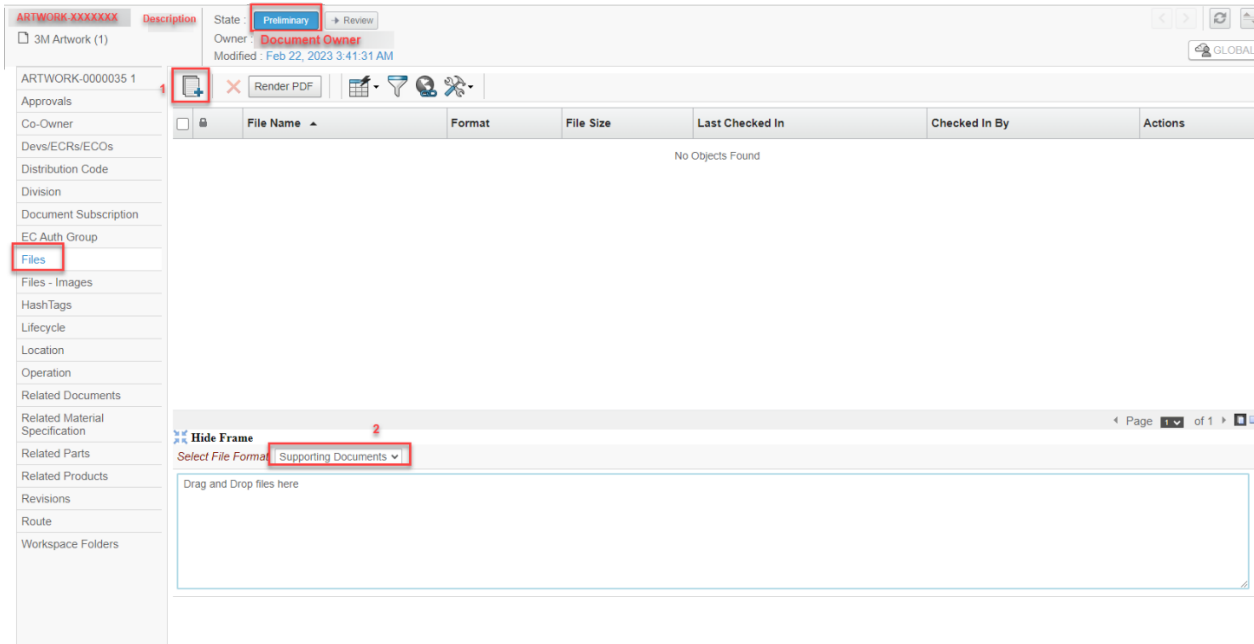
Artwork Icons

ICON	Icon Label	Function
	Additional Instructions	This icon displays on the Packaging Document edit view window. Hovering over the icon will display additional information or instructions.
	Excluded from PDF	This icon displays on the Packaging Document edit view window. Data fields where this icon displays will not be captured in the rendered PDF file.
	Upload/Checkin	Available under the Files Category. Allows the user to upload file attachments.


Attaching Files to Artwork

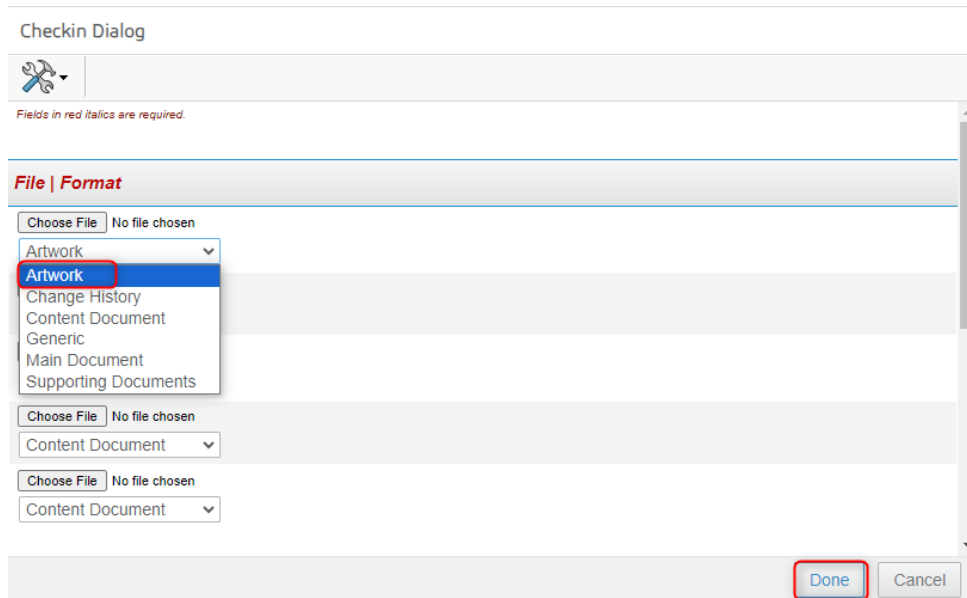
Files can be attached to Packaging Artwork and specific file type is required.

- With the Artwork (in Preliminary state) and properties window displaying
- Click on the Files Category



- Two methods are available to attach a file to the Artwork object:
 1. Using File Upload/Checkin button method:

- a. Click on the Upload/Checkin  button. The Checkin Dialog window will display.
- b. Select Artwork from the drop-down list
- c. Click "Choose File" button to navigate to the file location and select the file.
- d. Add the files can be added by repeating steps a and b
- e. Click Done when the files are listed.



2. Drag and Drop Method

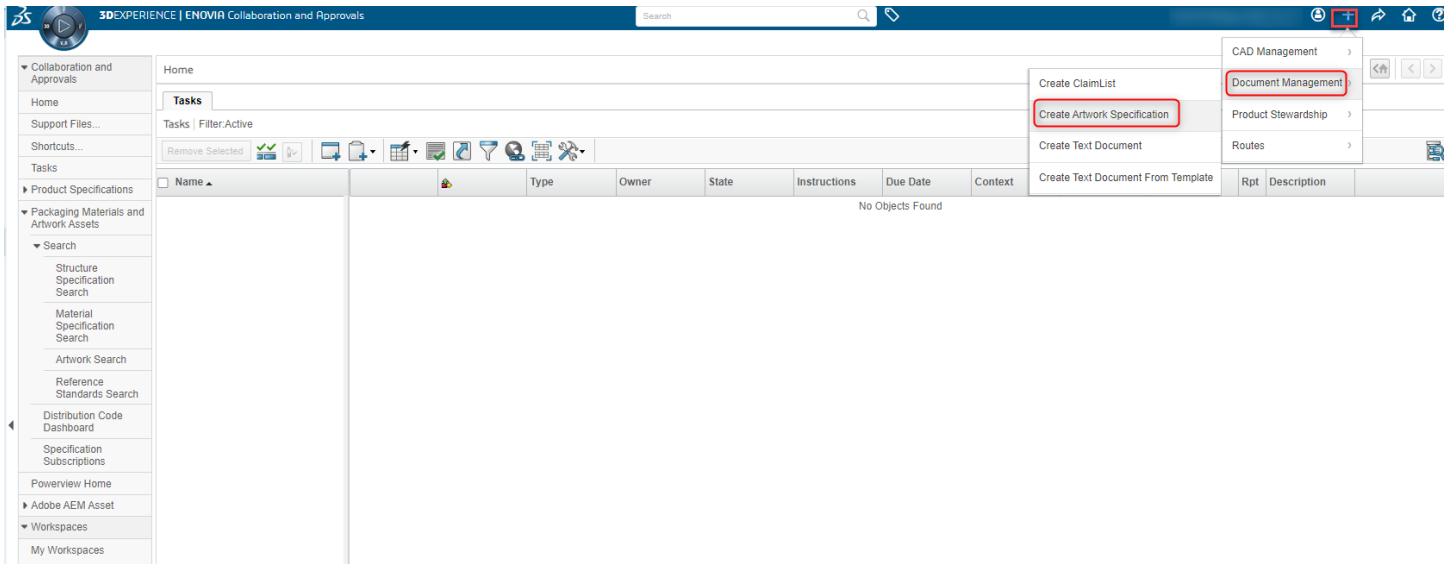
- a. With the Artwork Files category displaying
- b. In the “Hide Frame” found in the lower portion of the Files Category window
- c. From the “Artwork” from the “Select File Format” drop down list

The screenshot shows a software interface for managing artwork. The top bar displays the document ID 'ARTWORK-0000035', the user 'ytest', and the state 'Preliminary'. Below this, a sidebar on the left lists various categories, with 'Files' selected. The main area shows a table with columns for 'File Name', 'Format', 'File Size', 'Last Checked In', and 'Checked In By'. The table is currently empty, displaying 'No Objects Found'. A red box highlights a 'Hide Frame' button and a 'Select File Format' dropdown menu. The dropdown menu is open, showing options: 'Supporting Documents', 'Change History', 'Content Document', 'Main Document', 'Generic', and 'Artwork'. The 'Artwork' option is highlighted with a red box. A red number '2' is placed above the dropdown menu.


- d. drag and drop onto the “Drag and Drop files here” area.

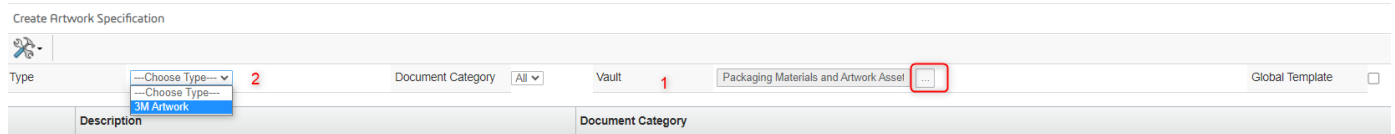
Create Artwork from PLM Add Menu

Artwork can be created by clicking on + (Add) icon found on the blue ribbon of the PLM Home Page. From the Add drop down menu, select Document Management > Create Artwork Specification.



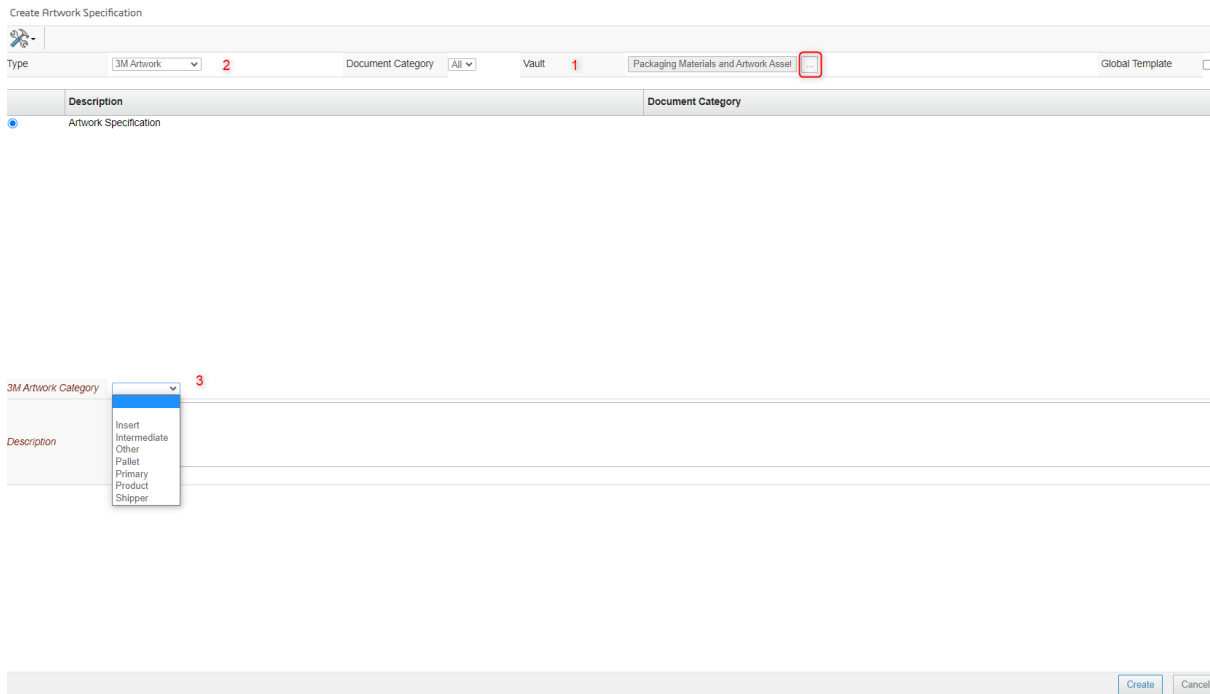
The 'Create Artwork Specification' window will display.

1. Validate Vault is set to "Packaging Materials and Artwork Asset". If Vault is displaying any other vault, click on the ellipses  button and select Packaging Materials and Artwork Asset from the listed options. Click Done in the lower left corner of the window.
2. From the Type drop down menu select '3M Artwork'.



No Templates for selection, please select a Document Type to view respective templates

3. Select the appropriate Artwork from the 3M Artwork Category drop down list.



- Insert – Insert specific artwork component. Identified outside of Primary, Intermediate or Shipper levels of packaging.
- Intermediate – See packaging examples included in the description as noted below.

Intermediate Packaging examples:

- | | | | | |
|--|---|--|---|---|
| <input type="checkbox"/> IB = Bag | <input type="checkbox"/> ICOP = Coupon on Pack | <input type="checkbox"/> IINS = Insert | <input type="checkbox"/> IL = Over Label | <input type="checkbox"/> ITR = Tray |
| <input type="checkbox"/> ICTN = Carton | <input type="checkbox"/> IF = Film | <input type="checkbox"/> IL = Intermediate Label | <input type="checkbox"/> IL = Promo/Special Label | <input type="checkbox"/> IL = UPC Label |
| <input type="checkbox"/> ICSF = Clip Strip Front Pricing Sticker | <input type="checkbox"/> IFOLD = Folder | <input type="checkbox"/> IL = Label Clear | <input type="checkbox"/> ISHT = Sheet | |
| <input type="checkbox"/> ICSB = Clip Strip Back Pricing Sticker | <input type="checkbox"/> IHEAD CARD = Header Card | <input type="checkbox"/> IL = Label White | <input type="checkbox"/> ISV = Sleeve | |

- Other – Use for sales displays, live mock-ups and other applications not described above. This will need to be noted in the description pop-up area once selected. Description field needs to be simple and repeatable to allow for searchability.
- Pallet – Pallet specific artwork component.
- Product – Controlled in the engineering Specification in partnership with Application Development Engineer (Lab).
- Shipper – See packaging examples included in the description as noted below.

Shipper Packaging examples:

- | | | | | |
|--|--|--|--|--|
| <input type="checkbox"/> SHASGR = Account/Seasonal Graphics Required | <input type="checkbox"/> SHDS = Display Shipper | <input type="checkbox"/> SHINS = Insert | <input type="checkbox"/> SHL = Promo/Special Label | <input type="checkbox"/> SHTR = Tray |
| <input type="checkbox"/> SHCC = Cap Case | <input type="checkbox"/> SHDSL = Display Shipper Label | <input type="checkbox"/> SHL = Label Clear | <input type="checkbox"/> SHSHT = Sheet | <input type="checkbox"/> SHL = UPC Label |
| <input type="checkbox"/> SHCCL = Cap Case Label | <input type="checkbox"/> SHFOLD = Folder | <input type="checkbox"/> SHL = Label White | <input type="checkbox"/> SHL = Shipper Label | |
| <input type="checkbox"/> SHDS = Display | <input type="checkbox"/> SHI = In Line | <input type="checkbox"/> SHL = Over Label | <input type="checkbox"/> SH = Shipper Preprint | |

4. Fill in the Description using this format:
(brand) (product name with packaging level)
5. Click Create in the lower right corner of the window.
6. An Artwork object displays, with the Description and selected Category information.
7. The Artwork record is sent to AMP (Loftware). AMP system will process the Artwork, including the approvals.

ARTWORK-XXXXXX Enter Description Here State: Preliminary + Review
 3M Artwork (1) Owner: Artwork Owners Name Modified: Jun 19, 2023 1:45:16 PM

ARTWORK-XXXXXX Actions

Approvals

Co-Owner

Devs/ECRs/ECOs

Distribution Code

Division

Document Subscription

EC Auth Group

Files

Files - Images

HashTags

Lifecycle

Location

Operation

Related Documents

Related Material Specification

Related Parts

Related Products

Revisions

Route

Workspace Folders

Basic Information

Type 3M Artwork Owner Artwork owners name

Name ARTWORK-XXXXXX Originator Artwork originator's name

Revision 1 Vault Packaging Materials and Artwork Assets

State Preliminary Read Access All Users

Policy TEXT DOCUMENT - APPROVALS OPTIONAL Design Responsibility

Description Artwork Description

Attribute Information

Cross Reference ID

Export Control No

Artwork Category Other

Issue Category New Issue

Reason for Change Initial Revision

MCE Request ID

AMP Smartflow PID Project Name

Products

Legacy Product ID	Product SAP ID	Revision	State	Description
No Objects Found				

Alternate Material ID

Pack Level

Artwork Type

Print Manager artrequests@mmm.com

Released Date

User Defined Search Attribute

Print Method

Surfaces Printed/Coated

8. Fill in the Description using this format:
(brand) (product name with packaging level)
9. Click Create in the lower right corner of the window.
10. An Artwork object displays, with the Description and selected Category information.
11. Continue to "Artwork Required Fields and File Attachments"

Note: The Artwork record is sent to AMP (Loftware). AMP system will process the Artwork, including the approvals.

ARTWORK-XXXXXX Enter Description Here State: Preliminary + Review
 3M Artwork (1) Owner: Artwork Owners Name Modified: Jun 19, 2023 1:45:16 PM

ARTWORK-XXXXXX Actions

Approvals

Co-Owner

Devs/ECRs/ECOs

Distribution Code

Division

Document Subscription

EC Auth Group

Files

Files - Images

HashTags

Lifecycle

Location

Operation

Related Documents

Related Material Specification

Related Parts

Related Products

Revisions

Route

Workspace Folders

Basic Information

Type 3M Artwork Owner Artwork owners name

Name ARTWORK-XXXXXX Originator Artwork originator's name

Revision 1 Vault Packaging Materials and Artwork Assets

State Preliminary Read Access All Users

Policy TEXT DOCUMENT - APPROVALS OPTIONAL Design Responsibility

Description Artwork Description

Attribute Information

Cross Reference ID

Export Control No

Artwork Category Other

Issue Category New Issue

Reason for Change Initial Revision

MCE Request ID

AMP Smartflow PID Project Name

Products

Legacy Product ID	Product SAP ID	Revision	State	Description
No Objects Found				

Alternate Material ID

Pack Level

Artwork Type

Print Manager artrequests@mmm.com


Released Date

User Defined Search Attribute

Print Method

Surfaces Printed/Coated

Cloning Artwork to Create New Artwork

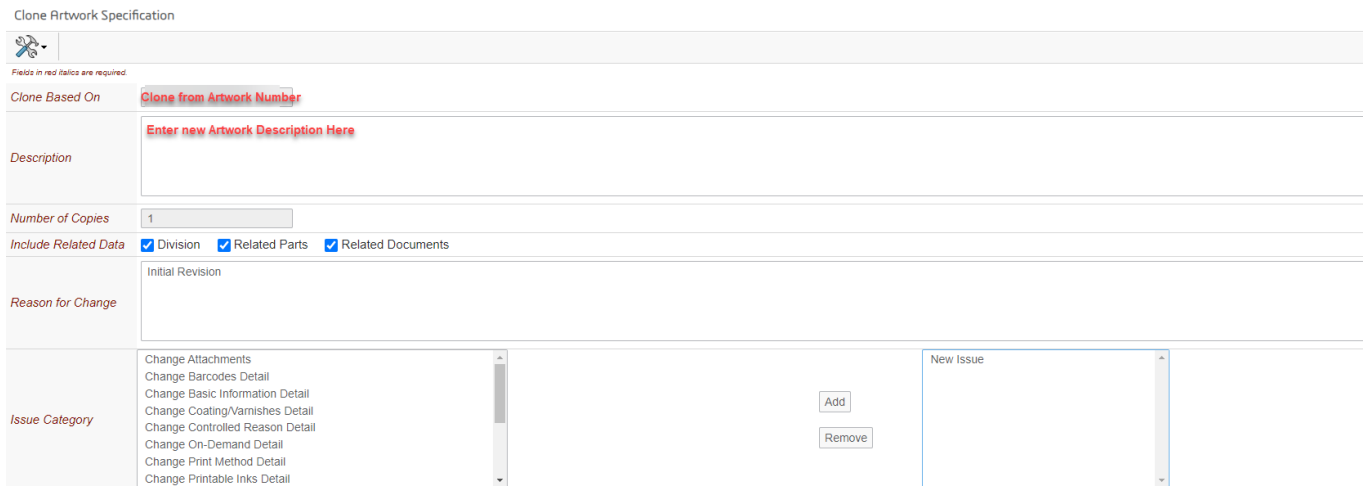
To clone Artwork, search for the Artwork that you will be cloning from. The Artwork must display in your search results window. Click on the Open in New Window  icon to open the Artwork in a separate window. From the Actions button, select 'Clone Artwork Specification'.

The "Clone Artwork Specification" form displays, please fill out the form.

- Clone Based On – will display the cloning from Artwork Number.
- Description – Enter the Description for the new Artwork object.
- Number of Copies – Enter the number required of Artwork objects needed.
- Include the Related Data – the selection of the Artwork categories will copy the information from the selected category of the cloned from Artwork and add it to the new Artwork Document. Remove the checkmark for Division, Related Parts, and Related Documents if category information is not required for the new Artwork document.
- Reason for Change – "Initial Revision". Add any additional information for the Reason for Change.
- Issue Category – Select any additional relevant issues from the left window and click "Add" button to add issues to window on the right.

Note: Multi select (Control key) can be available to select more than one issue.

- Click Done



Clone Artwork Specification

Fields in red italics are required.

Clone Based On *Clone from Artwork Number*

Description *Enter new Artwork Description Here*

Number of Copies 1

Include Related Data Division Related Parts Related Documents

Reason for Change Initial Revision

Issue Category

- Change Attachments
- Change Barcodes Detail
- Change Basic Information Detail
- Change Coating/Varnishes Detail
- Change Controlled Reason Detail
- Change On-Demand Detail
- Change Print Method Detail
- Change Printable Inks Detail

Add

Remove

New Issue

Done Cancel

Continue to "[Create Artwork Required Fields](#)"


continue to "[Create Artwork File Attachments](#)".

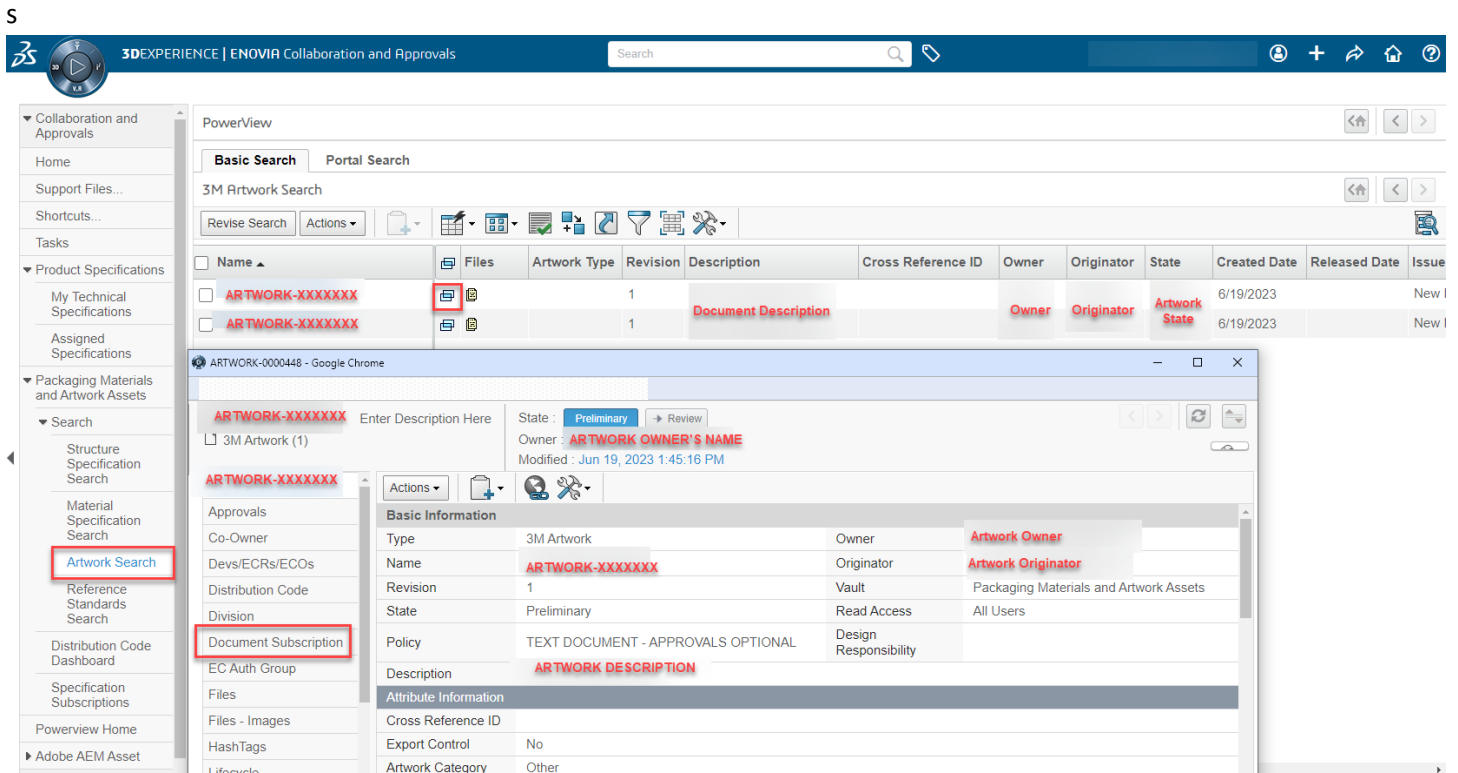
Note: The Artwork record is sent to AMP (Loftware). Loftware system will process the Artwork, including the approvals

Document Subscription

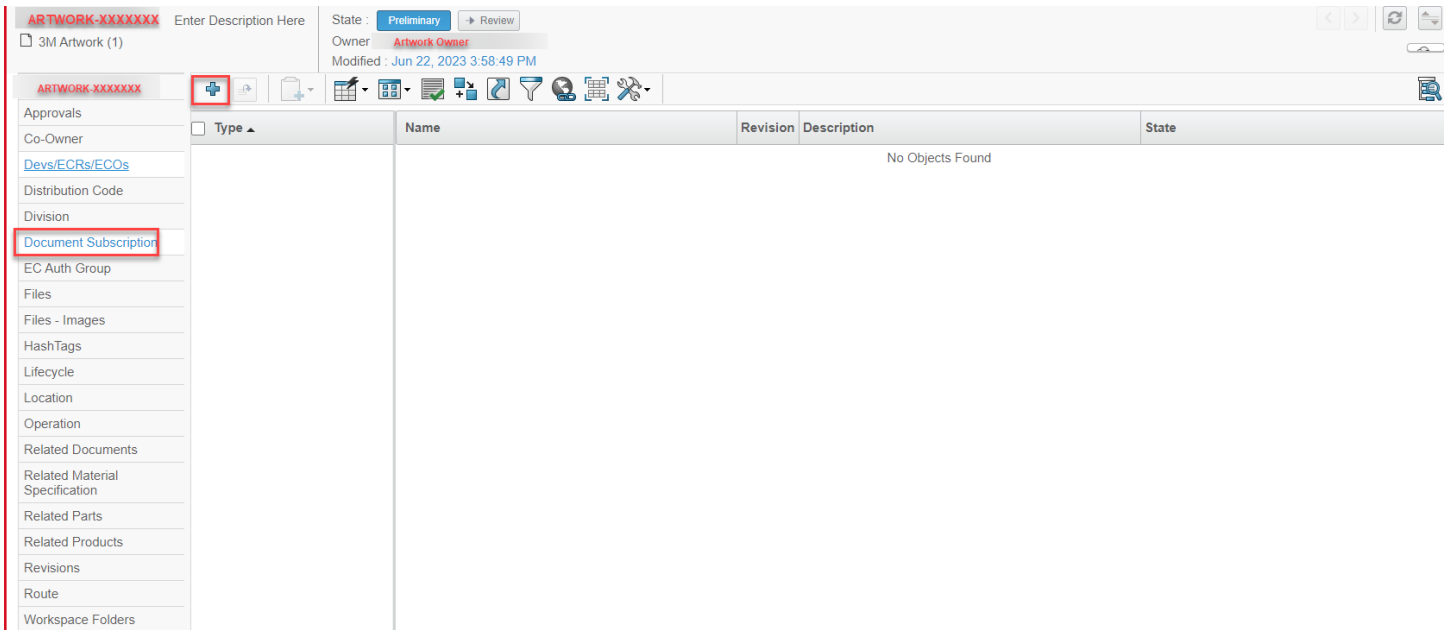
Subscriptions provide notification to the subscriber of a document's release, revision or obsolescence. The document must be accessible to the subscriber. Subscriptions can be created for Artwork, Structure Specifications and Artwork Specifications.

Create Document Subscription

1. With the document displayed in the search results window
2. Click on the Open in New Window  icon.
3. Click on the Document Subscription category.

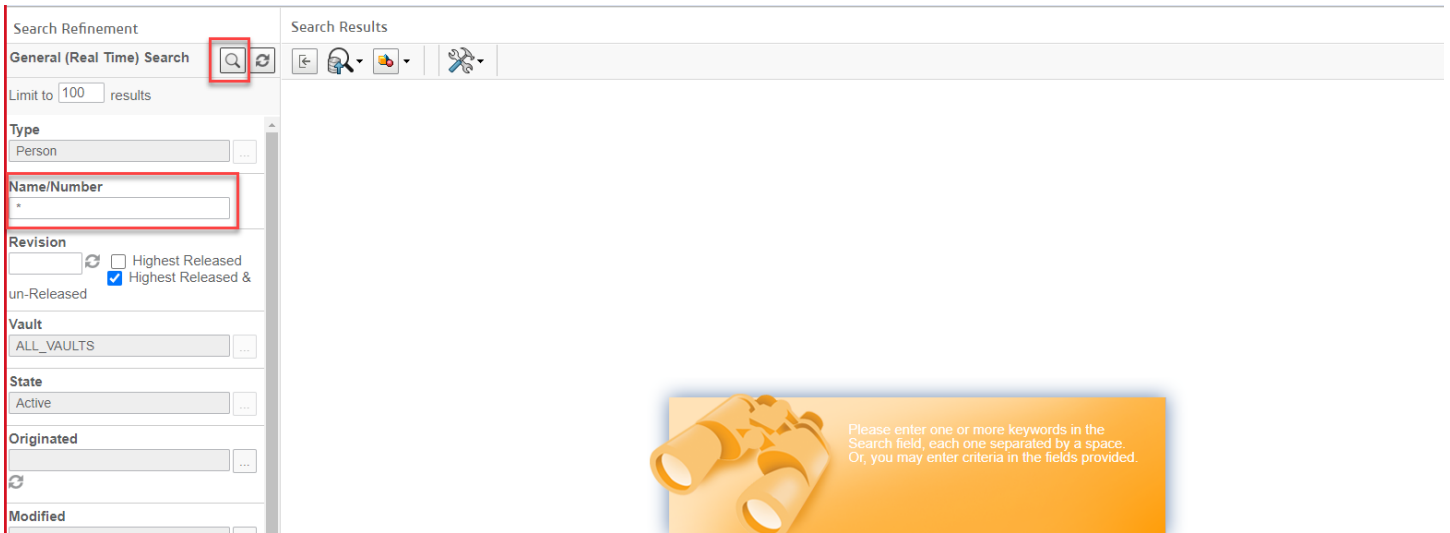


4. Click on the Add  icon to open search window.



5. In the "Name/Number" field, enter the user's name in 'last name' 'first name' asterisk (*) format. Example 'Doe Jane*'

Note: The asterisk (*) is a wild card in PLM. Using the asterisk will find accounts where middle initial is used.



6. From the search results, select the check box to the left of the correct username.

7. Select the Submit button.

Search Refinement Search Results Results: 2

General (Real Time) Search

Limit to 100 results

Type: Person

Name/Number: Example: Doe Jane*

Revision: Highest Released & un-Released

Vault: ALL_VAULTS

State: Active

Originated

Modified

Owner

Originator

Policy

Description: *

Cross Reference ID

Name	Policy	Vault	Revision	Type	Description	State
Example: Doe Jane B	Person	3M Administration	-	Person		Active
Example: Doe Jane K	Person	3M Administration	-	Person		Active

Submit

8. Successful subscription window will display.

ARTWORK-XXXXXXX Enter Description Here State: Preliminary Review

3M Artwork (1) Owner: Document Owner Name Modified: Jun 22, 2023 3:58:49 PM



ARTWORK-XXXXXXX

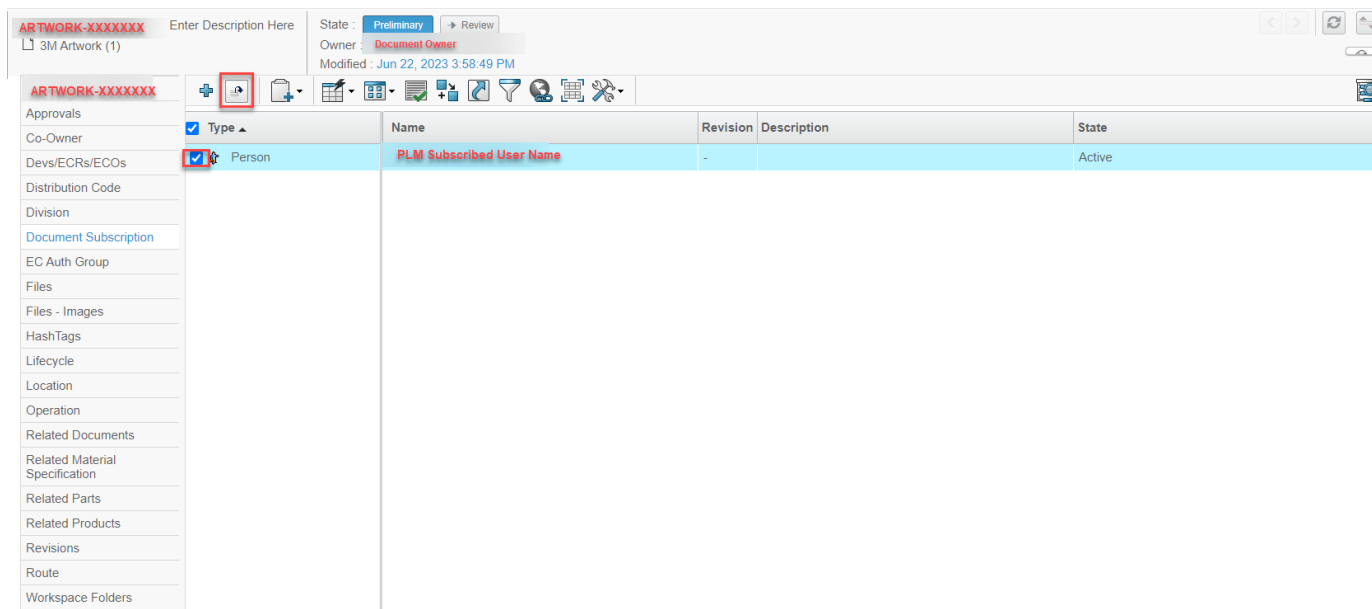
- Approvals
- Co-Owner
- Devs/ECRs/ECOs
- Distribution Code
- Division
- Document Subscription
- EC Auth Group
- Files
- Files - Images
- HashTags
- Lifecycle
- Location
- Operation
- Related Documents
- Related Material Specification
- Related Parts
- Related Products
- Revisions
- Route
- Workspace Folders

Type	Name	Revision	Description	State
Person	PLM Subscribed User Name	-		Active

If you need any assistance with finding your PLM Account, please contact the PLM Technical Support Center Toll Free at 1-844-539-0547

Remove Document Subscription

1. With the document displayed in the search results window
2. Select on the Open in New Window  icon.
3. Select the 'Document Subscription' category.
4. Select the checkbox to the left of the username for subscription removal.
5. Select the remove icon .



Type	Name	Revision	Description	State
Person	PLM Subscribed User Name	-		Active

6. The subscribed username is removed from the window.

Distribution Codes:

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

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

Distribution Code Notification:

There are two types of Distribution Code notifications.

1. **Subscribe with Notifications:** An email notification sent to Packaging Distribution Code Subscribers. The subscribers will receive a notification of the packaging documents that are connected to a subscribed Distribution Code. The email notification will be sent when a document state changes to Release or Obsolete or the document is revised. The email notification will include information regarding documents, see example below.

From: Global PLM <plm-noreply@solventum.com>
Sent: Wednesday, September 10, 2025 9:00 AM
Subject: Material Specification Released Notification

Please check following Business Object(s):
'Material Specification' '34-2001-0996-4' 'D'

Material Specification 34-2001-0996-4 is released

Internal Solventum Network

<https://plmqa.solvehc.com/3dspace/common/emxNavigator.jsp?objectId=28996.48085.9217.23313>

Outside of Solventum

<https://plmqa.solvehc.com/3dspace/common/emxNavigator.jsp?objectId=28996.48085.9217.23313>

2. 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.

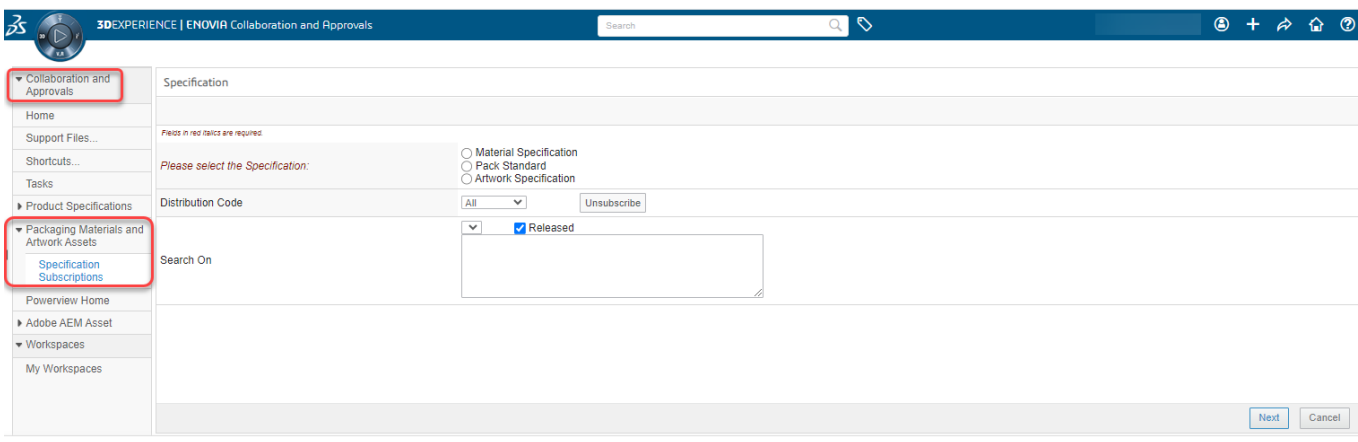
Note: The-e-Mail setting of Distribution Code notification is determined when the Distribution Code is created. Please contact the Solventum Packaging Engineer if you would like the notification setting changed

For Packaging Documents that are connected to the Distribution Code:

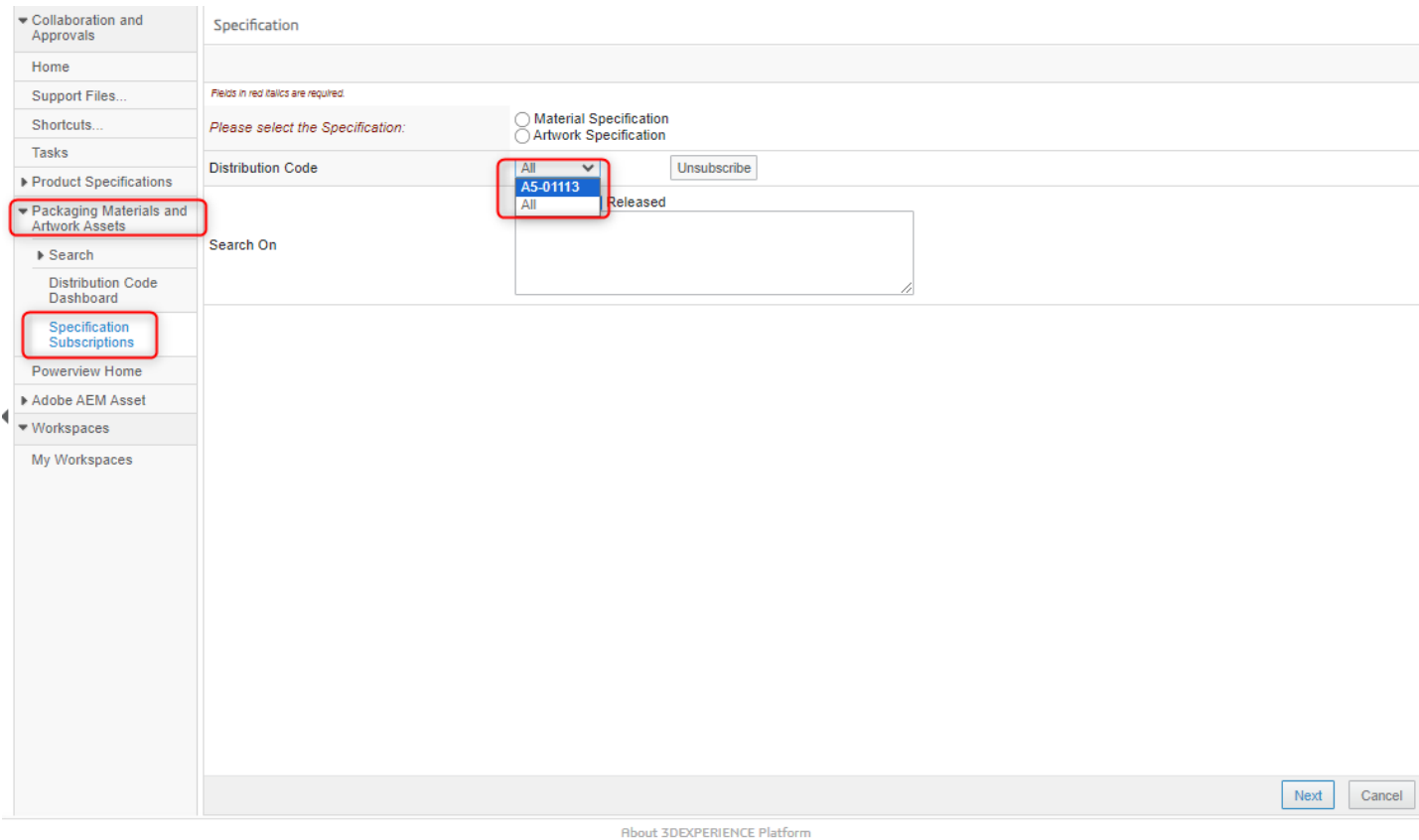
- For Packaging Documents that are not connected to a Distribution Code, please Contact Solventum Packaging Solutions for assistance.

Accessing Distribution Code Packaging Documents in PLM

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



- Select Specification Type from “Please select the Specification”
- Expand the Distribution Drop down lists



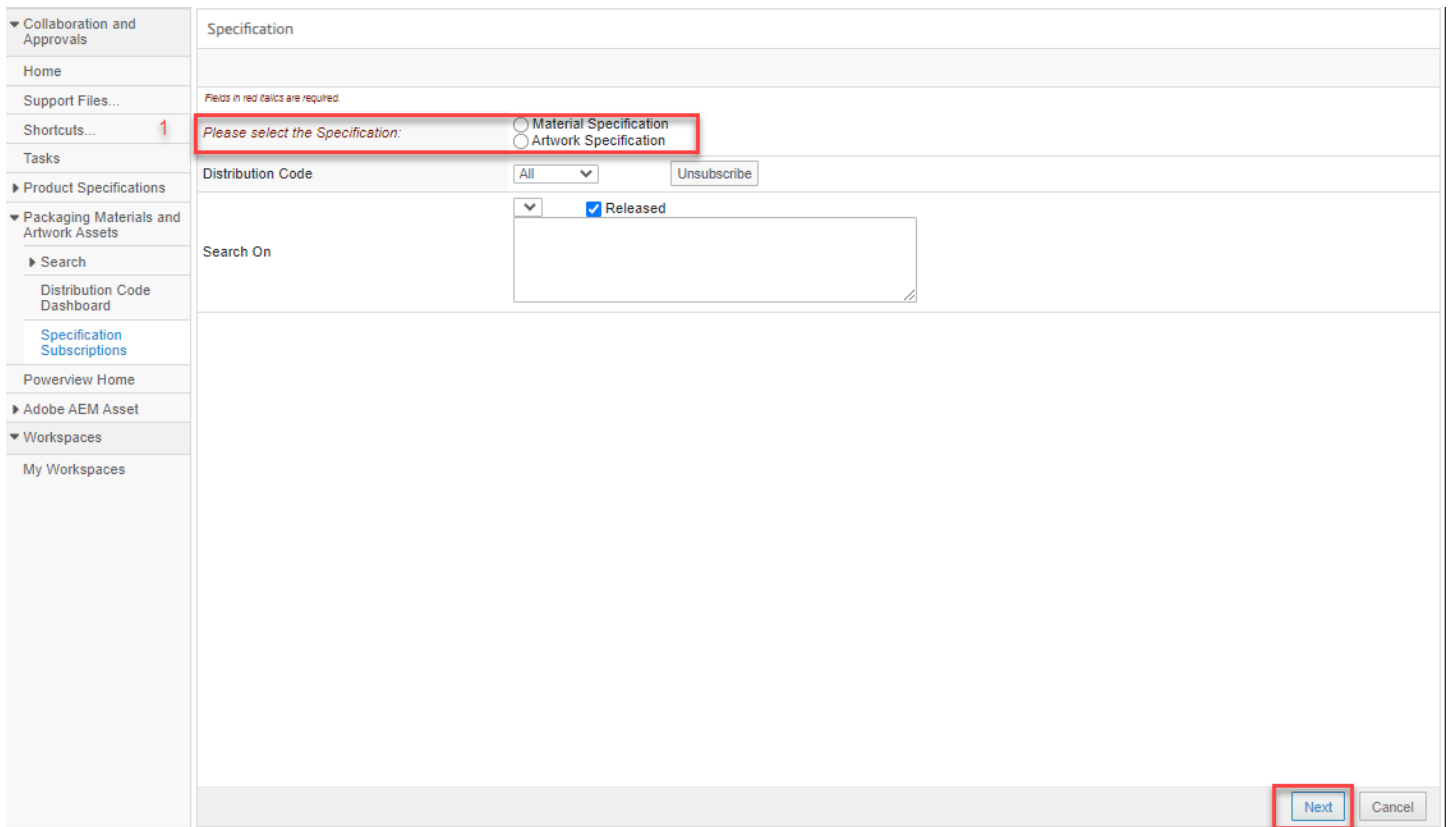
Accessing Solventum Enterprise Packaging Documents associated with Distribution Code

There are two methods available to search for Solventum Enterprise Packaging Documents

1. Searching by Enterprise Packaging Specification Type
2. Searching using the Distribution Code

Method 1 -Searching by Specification Type

1. Select the Specification Type from the "Please select the Specification" field.



1. Using Specification Type and Search On field selection.
 - a. Select the Specification Type from the “Please select the Specification” field.
 - b. Click on the “Next” in lower right corner.

Note: Removing the Release field check mark will additionally display non-released, Obsolete and History Solventum Enterprise Packaging records

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

Note: Pipe (|) can be used between Enterprise Packaging document numbers for multi document search.

Note: Asterisk (*) is the PLM Wildcard for searching.

Note: Multi select option is not available.

Material Specification	Artwork Specification	Search On Field	Field Information	Wild Card (*)	Pipe
X	X	Name	Allows searching by Enterprise Packaging Document Number	Example: ARTWORK-0016*	Example: Artwork-0016001 ARTWORK-0016002
X	X	Description	Searching by Document Description	Example: *Tape*	Not Available

X	X	Release Date	Displays all Enterprise Packaging Documents released on the selected date	Not Available	Not Available
X	X	Published Date	Displays all Enterprise Packaging Documents published on the selected date	Not Available	Not Available
X		SAP ID	Displays Enterprise Packaging Documents	Example 310004*	Not Available

Method 2 -Distribution Code Searches

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

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

Distribution Code Search Results

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

Column	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 Icons for Download Files and Previous Revisions
M	Previous Revisions	Access section Icons for Download Files and Previous Revisions

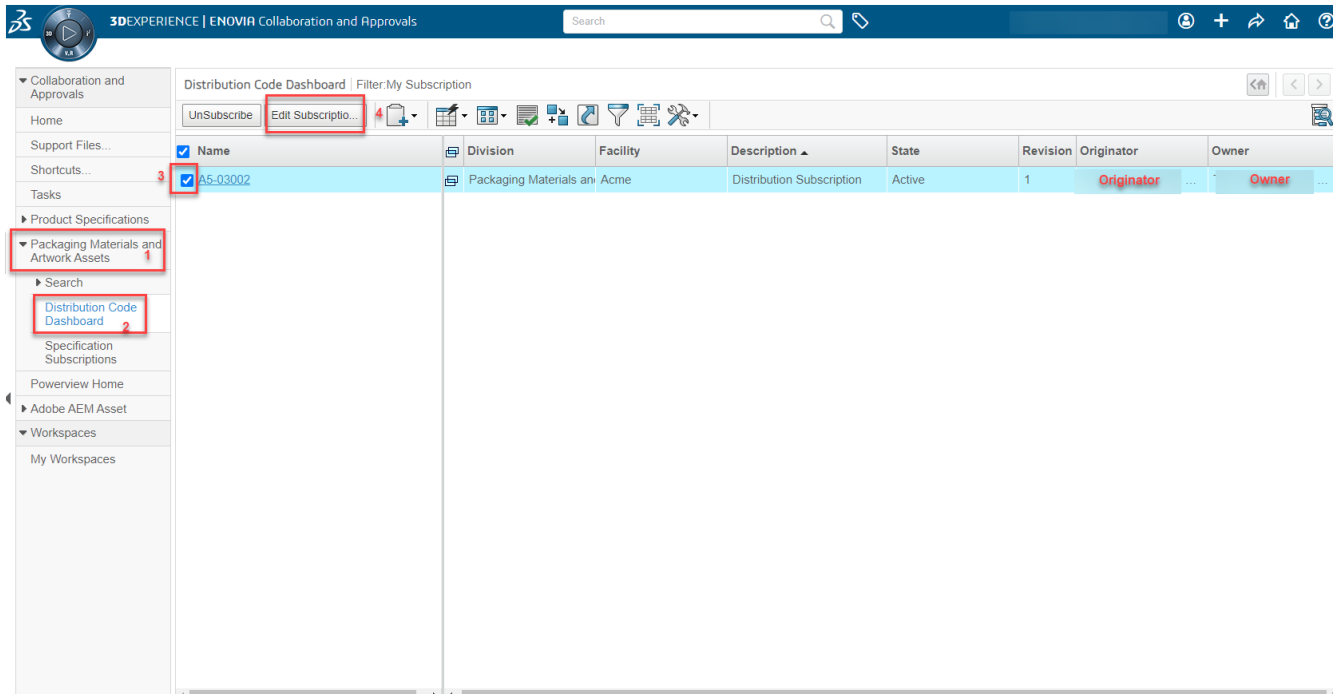
Update email Subscription Notification

Solventum Enterprise Packaging Distribution Code email notifications can be updated at your discretion. The removal of the email notification does not remove access to the connected Enterprise Packaging documents.

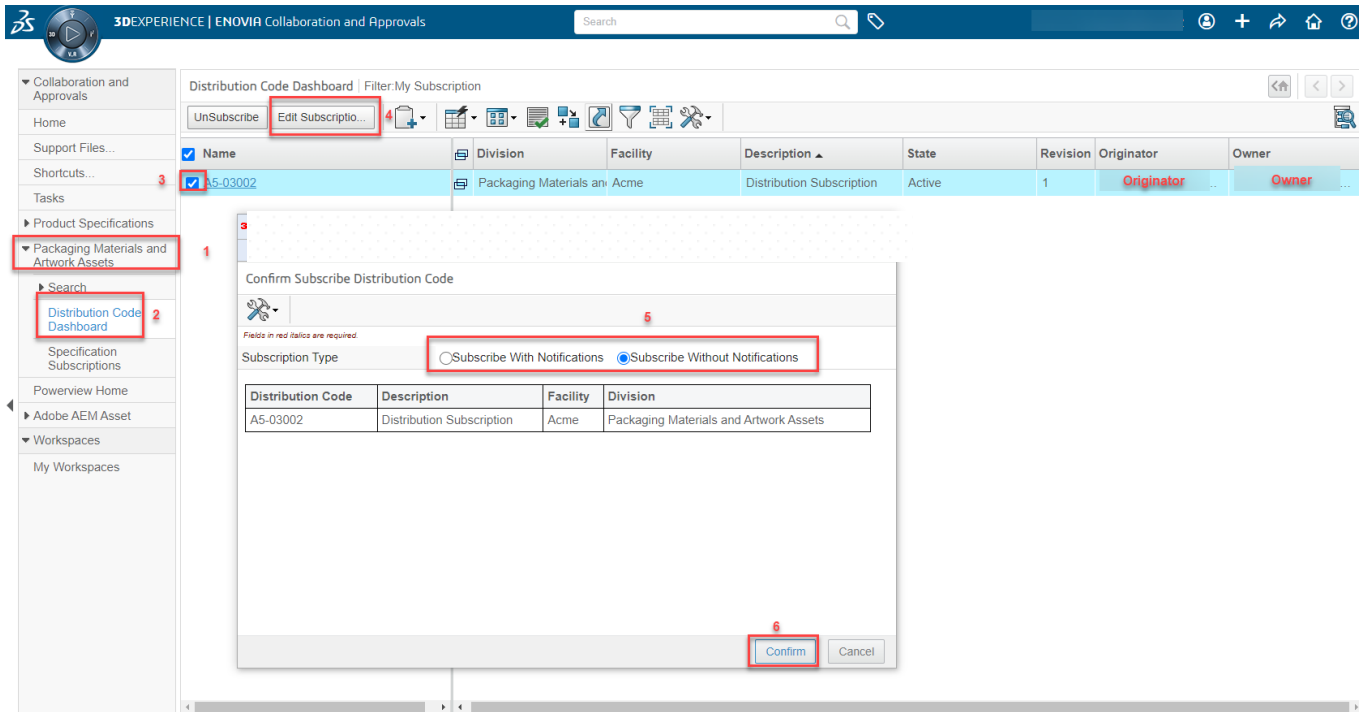
To update the email notification on a Subscription:

Access PLM.

1. Expand the "Packaging Materials and Artwork Assets" category.
2. Select the "Distribution Code Dashboard" category.
3. Select the Distribution Code to update the notification.
4. Select the "Edit Subscription" button. Confirm Subscribe Distribution Code window displays.



5. Select the appropriate notification radio button.
6. Select the Confirm button.



7. System message displays for successful modification

You have successfully modified the Subscriptions!!

OK

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

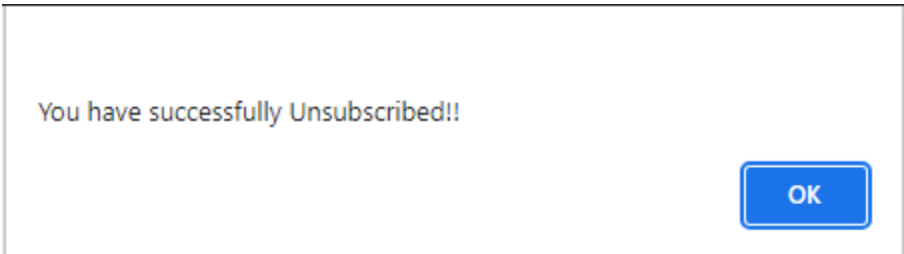
Access PLM

1. Expand the “Packaging Materials and Artwork Assets” category.
2. Select the “Distribution Code Dashboard”
3. Select the Distribution Code you wish to unsubscribe to
4. Select the “Unsubscribe” button.

The screenshot shows the 3DEXPERIENCE ENOVIA Collaboration and Approvals interface. The top navigation bar includes the 3D logo, the text '3DEXPERIENCE | ENOVIA Collaboration and Approvals', a search bar, and the user name 'Test PS Supplier Author 01'. The left sidebar contains a navigation menu with categories like 'Collaboration and Approvals', 'Product Specifications', and 'Packaging Materials and Artwork Assets'. The 'Distribution Code Dashboard' is selected in the sidebar. The main content area shows a table titled 'Distribution Code Dashboard | Filter: My Subscription'. The table has columns for Name, Division, Facility, Description, State, Revision, Originator, and Owner. The row for 'BK-00005' is selected and highlighted in blue. The 'UnSubscribe' button is highlighted with a red box in the top toolbar.

Name	Division	Facility	Description	State	Revision	Originator	Owner
<input type="checkbox"/> A5-01113	Packaging Materials and	3M MAPLEWOOD-3MUS	Packaging Materials and ...	Active	1	issadmin	issadmin
<input type="checkbox"/> AB-00119	Abrasive Systems Divisio	BND ABRASIVES AND T	Abrasive Systems Divisio...	Active	1	issadmin	issadmin
<input type="checkbox"/> AB-00235	Abrasive Systems Divisio	Plastic Products Compan	Abrasive Systems Divisio...	Active	1	issadmin	issadmin
<input checked="" type="checkbox"/> BK-00005	Automotive Aftermarket D	3M AYCLIFFE-3MGB - 01	Automotive Aftermarket D...	Active	1	issadmin	issadmin

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

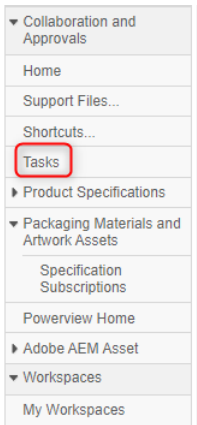


Assigned Inbox Tasks:

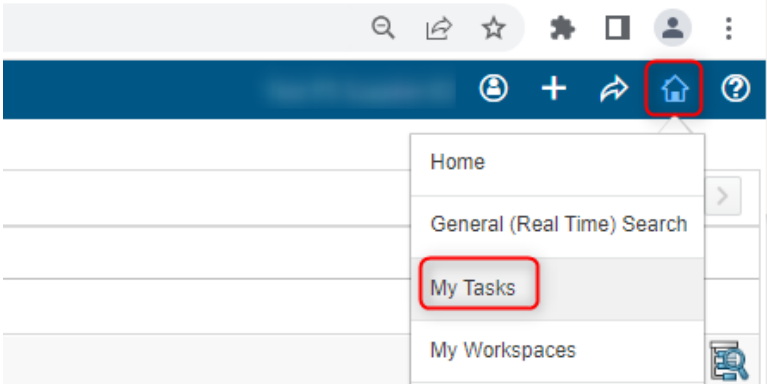
Navigating to Assigned Inbox Tasks:


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

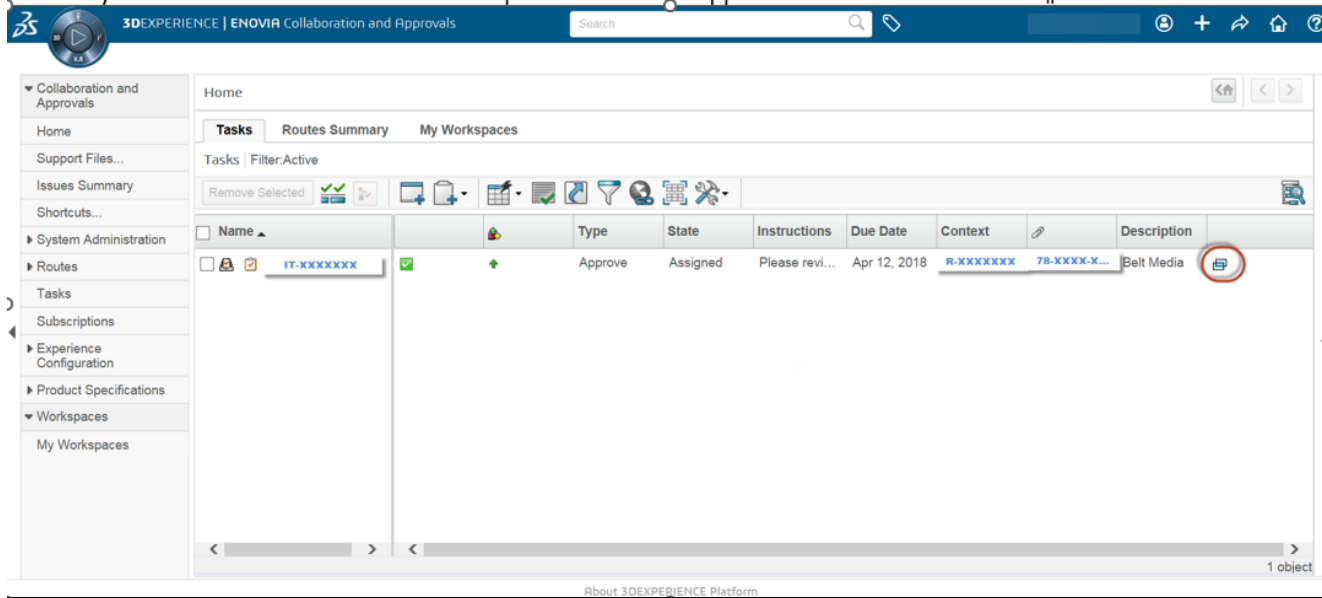
Your Tasks are accessible by clicking on Tasks in the Collaboration and Approval navigation panel.



Or by clicking on clicking on "My Tasks" from the displayed menu when clicking on the 'Home' icon.



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



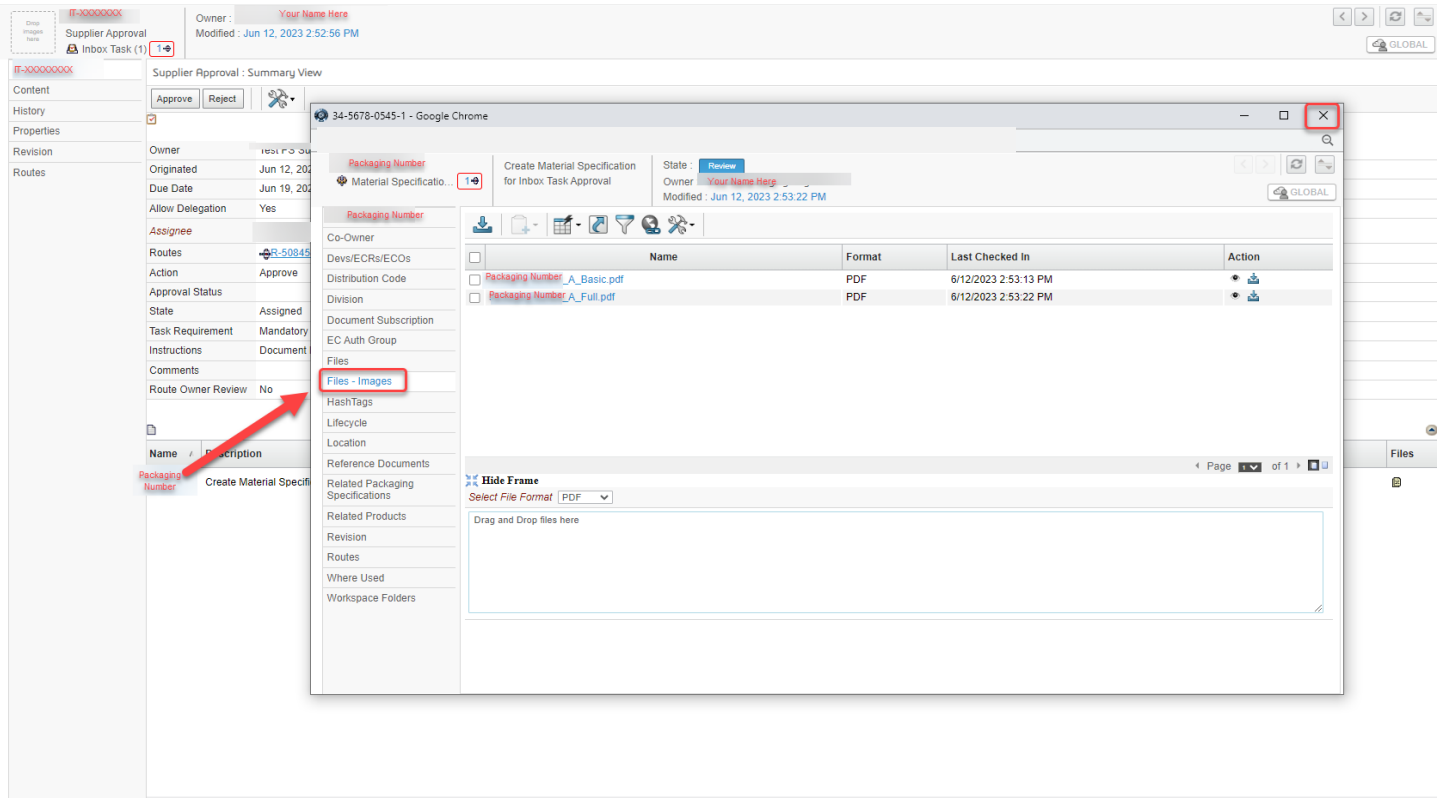
Object	Object Name	Definition
IT-XXXXXXX or could display as text	Inbox Task Number	Inbox Task number that is assigned for your Enterprise Packaging Object Approval.
R-XXXXXXX	Route Number	The Route Number that is assigned to manage multiple Inbox Task approvals.
XX-XXXX-XXXX-X ECO-XXXXXX	Enterprise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

Approving Inbox Tasks:

Review of Packaging Document or ECO

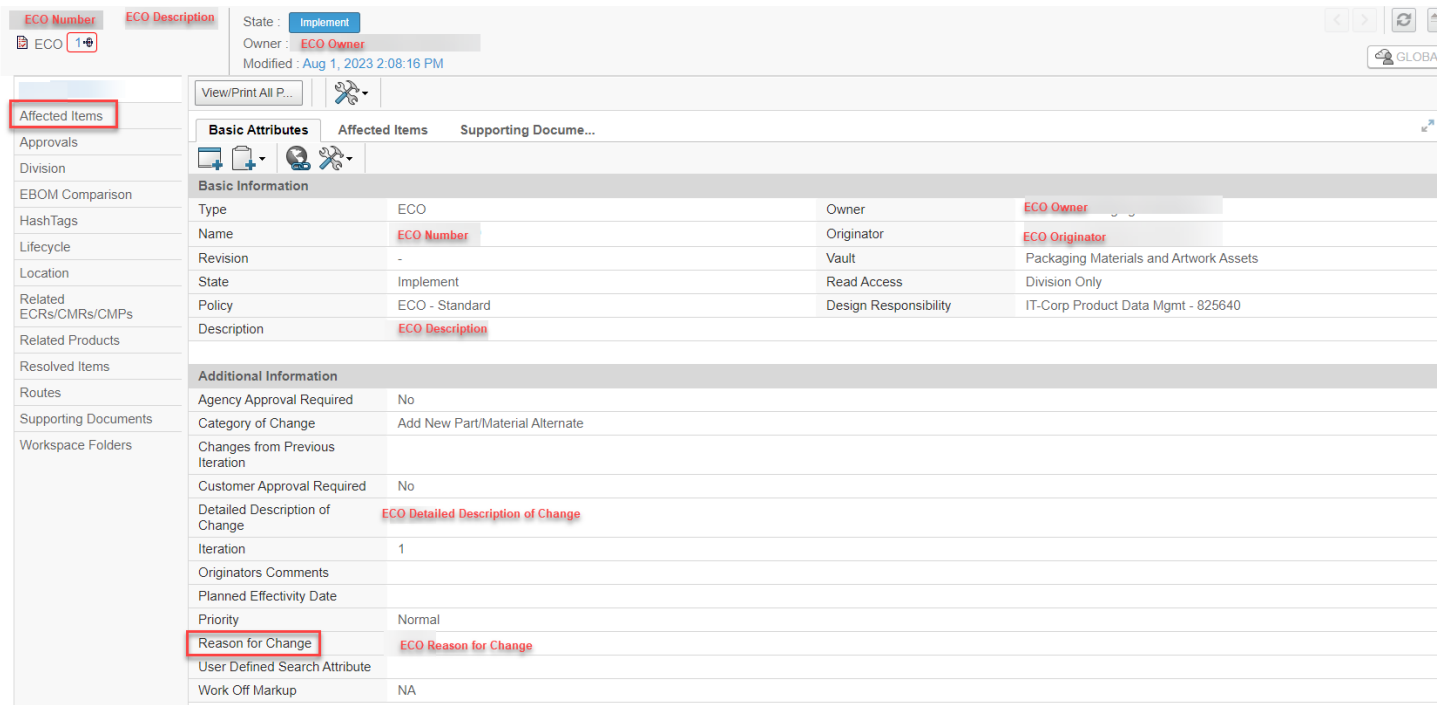
On the Inbox Task Summary View screen, the connected Enterprise Packaging document or ECO, can be reviewed by clicking on the Packaging Number or ECO number found at the bottom of the window.

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



Packaging ECOs

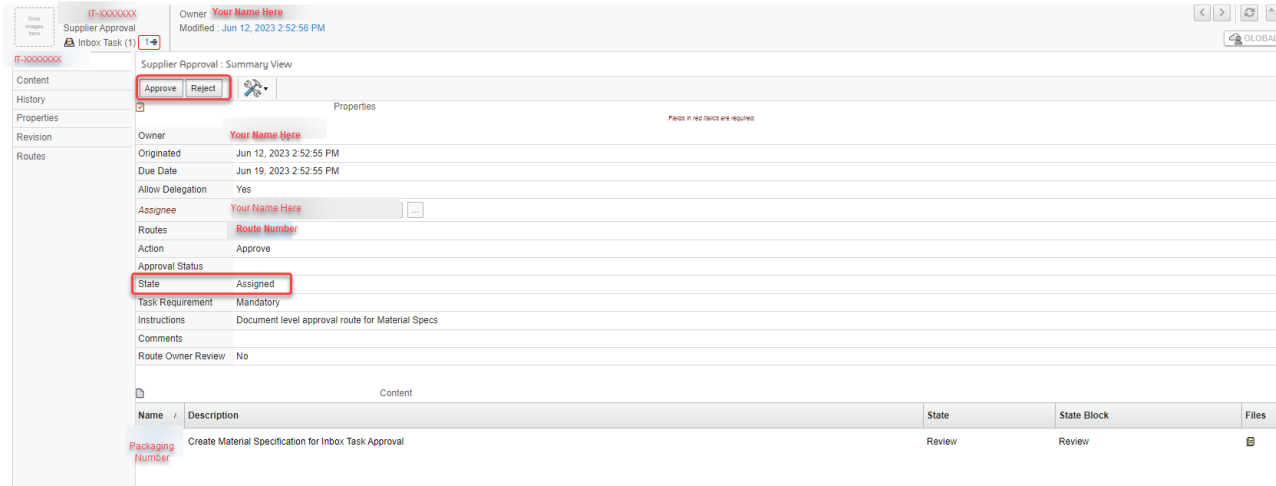
- The ECO intent can be reviewed by reviewing the information:
 - Enterprise Packaging Documents listed under the Affected Items Category.
 - Fields Information found in: “Reason For Change” information and “ECO Detailed Description of Change”.




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

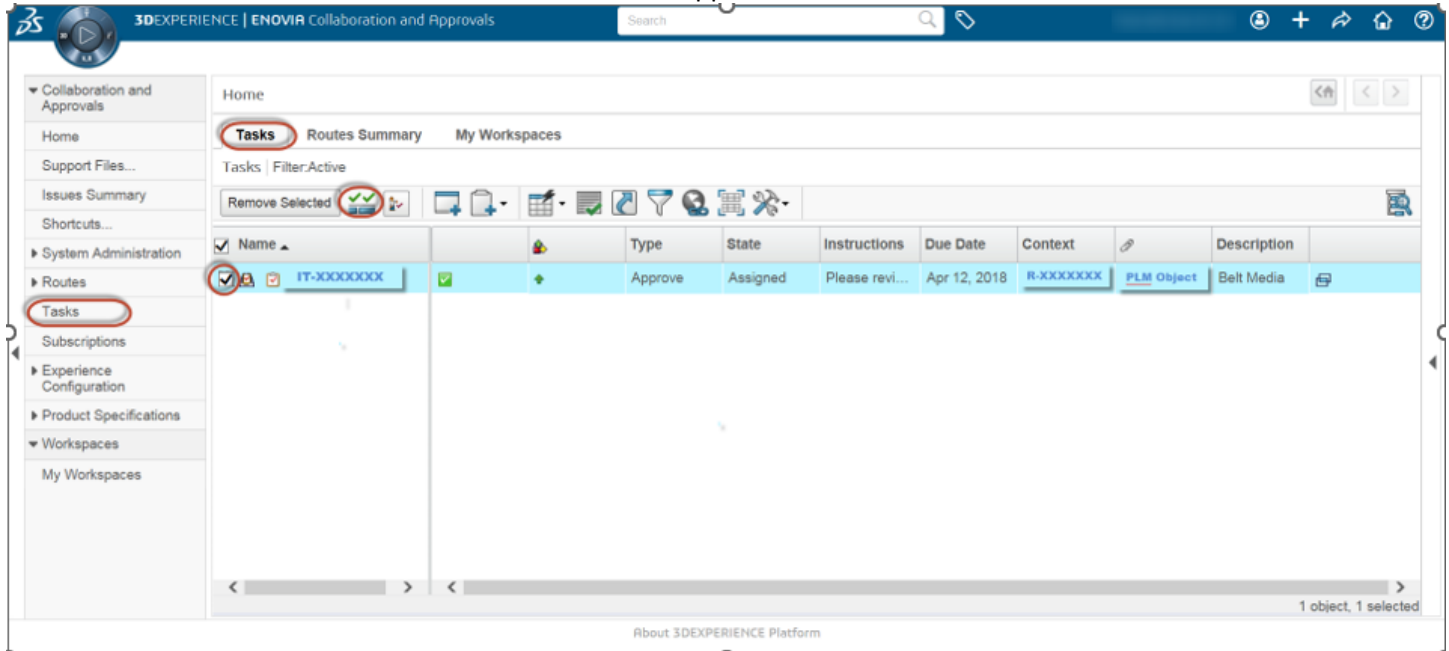
For Inbox Task Approval or rejection

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



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.

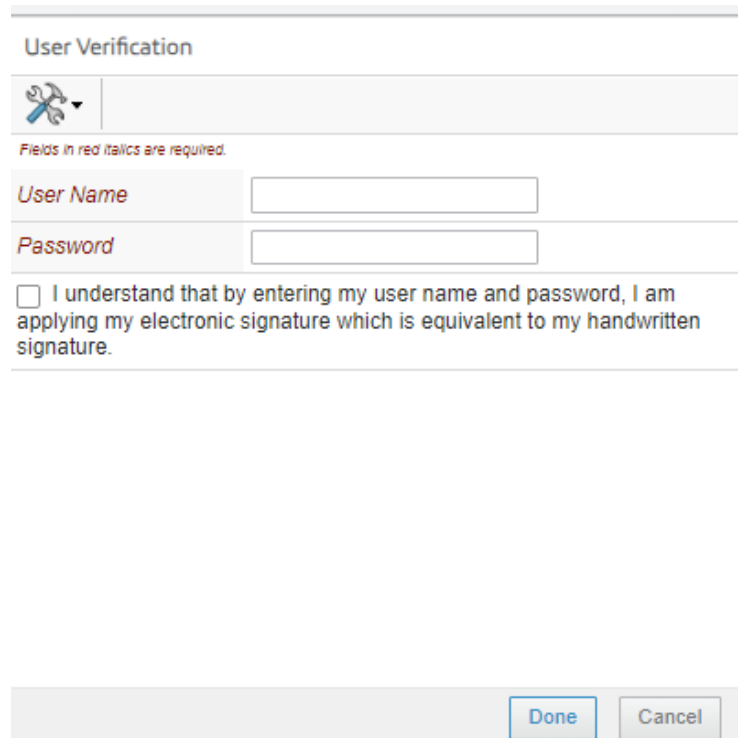
Click the box to the left of the Inbox Task and click Mass Approval icon.



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.



The image shows a 'User Verification' dialog box. At the top, there is a title bar with the text 'User Verification'. Below the title bar, there is a small icon of a wrench and a screwdriver. A red italicized note states 'Fields in red italics are required.' Below this, there are two input fields: 'User Name' and 'Password'. The 'User Name' field is currently empty. Below the input fields, there is a checkbox with the text 'I understand that by entering my user name and password, I am applying my electronic signature which is equivalent to my handwritten signature.' At the bottom right of the dialog box, there are two buttons: 'Done' and 'Cancel'.

If you need assistance with authentication credentials, please contact the PLM Technical Support Center Toll Free at 1-844-539-0547

Validate success of your Approve/Reject action:

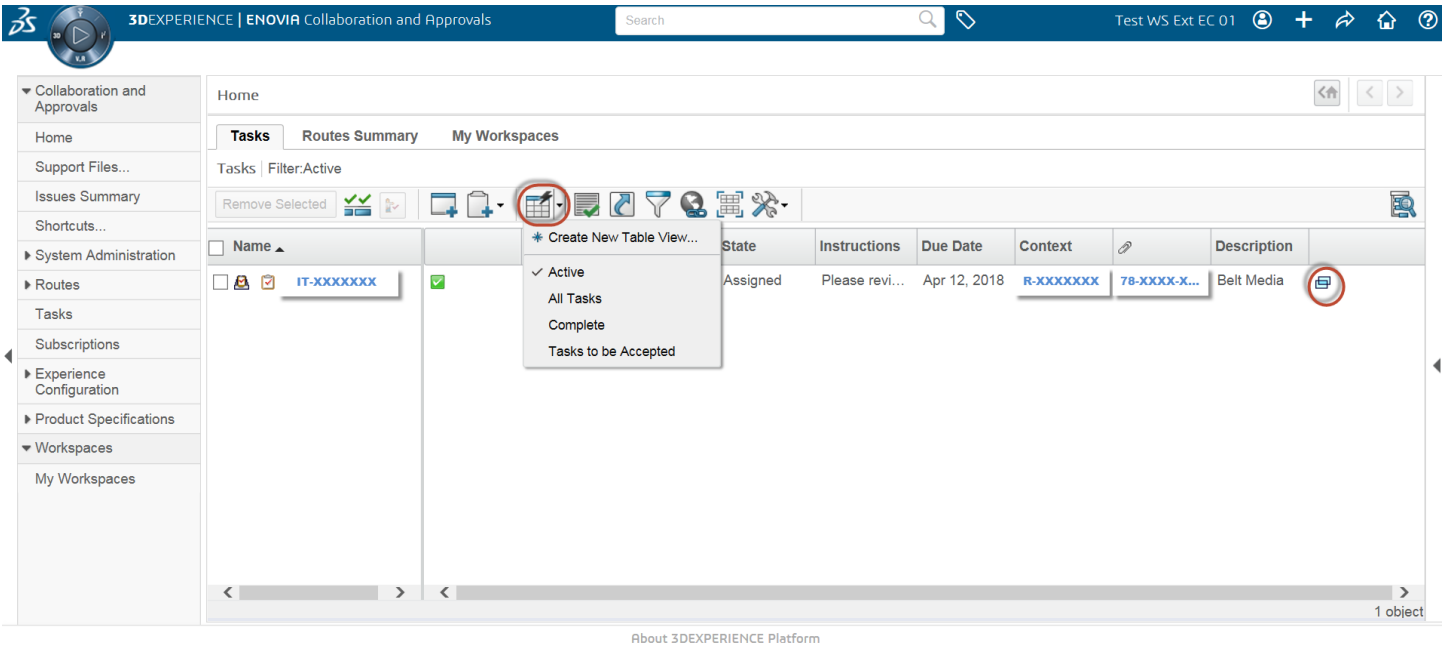
To validate the approval/rejection of the Inbox Task is successful when the record no longer displays on the Tasks window. If you need further assistance, please contact the Solventum PLM Technical Support Center at: 1-844-539-0547.

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



Workspace:

A PLM Workspace is a collaboration tool, which allows for the sharing of information outside of the owning Solventum division and external suppliers. Workspace folders are used to organize the information. The level of access within the workspace, folders and subfolders can be different for each user.

Please contact your Solventum Packaging Engineer for assistance.