

Solventum Enterprise Packaging External Supplier  
Job Aid

# Contents

|  |           |
|--|-----------|
| <b>For Additional Information:</b>   | <b>3</b>  |
| <b>Assistance with Password Reset:</b>                                     | <b>3</b>  |
| <b>Related Documents</b>   | <b>3</b>  |
| <b>PLM Preferred Browsers:</b>   | <b>3</b>  |
| <b>Global Enterprise PLM Packaging Supplier Account</b>                    | <b>3</b>  |
| 1. Enterprise Packaging Users without Solventum PIN and without PLM Access | 3         |
| 2. Users with Solventum PIN and without PLM Access                         | 7         |
| <b>Logging in to PLM</b>   | <b>10</b> |
| <b>Searching for Documents in PLM:</b>                                     | <b>11</b> |
| <b>Packaging Document Search</b>   | <b>11</b> |
| Portal Search Tab  | 11        |
| Distribution Code  | 13        |
| Portal Report Format:  | 17        |
| Icons for Download Files and Previous Revision Icons                       | 18        |
| Additional Download and Print Icon Information                             | 18        |
| Accessing Packaging Document Revision History                              | 19        |
| <b>Document Subscription</b>   | <b>20</b> |
| Remove Document Subscription to Distribution Code                          | 20        |
| <b>Distribution Codes</b>  | <b>21</b> |
| Distribution Code Notification   | 21        |
| <b>Accessing Distribution Code Packaging Documents in PLM</b>              | <b>21</b> |
| Specification Subscription Report  | 23        |
| Icons for Download Files and Previous Revisions                            | 23        |
| Unsubscribe to Distribution Code   | 24        |
| <b>Assigned Inbox Tasks:</b>   | <b>24</b> |
| Navigating to Assigned Inbox Tasks:  | 24        |
| Approving Inbox Tasks:   | 25        |
| Inbox Task Authentication  | 27        |
| Validate success of your Approve/Reject action:                            | 28        |
| Manage your Task Approvals   | 28        |

## 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 <a href="https://plm.solventum.com/plmhelp/">https://plm.solventum.com/plmhelp/</a><br>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   |
|--|--|
| Helpline<br>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 |
|---------------|------|-------|-------------|
|               |      |       |             |

## PLM Preferred Browsers:

- PLM preferred browsers are Google Chrome and Microsoft Edge Chromium. The listed internet browsers are in order of usage preference.
- Regarding using Mozilla Firefox, this browser does not have full functionality, and usage is not approved by the Solventum Global PLM system.

## Global Enterprise PLM Packaging Supplier Account

Supplier accounts can have two different formats.

1. The Enterprise Packaging Supplier who does not have a Solventum PIN and does 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. Enterprise Packaging 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 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 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



back

- 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

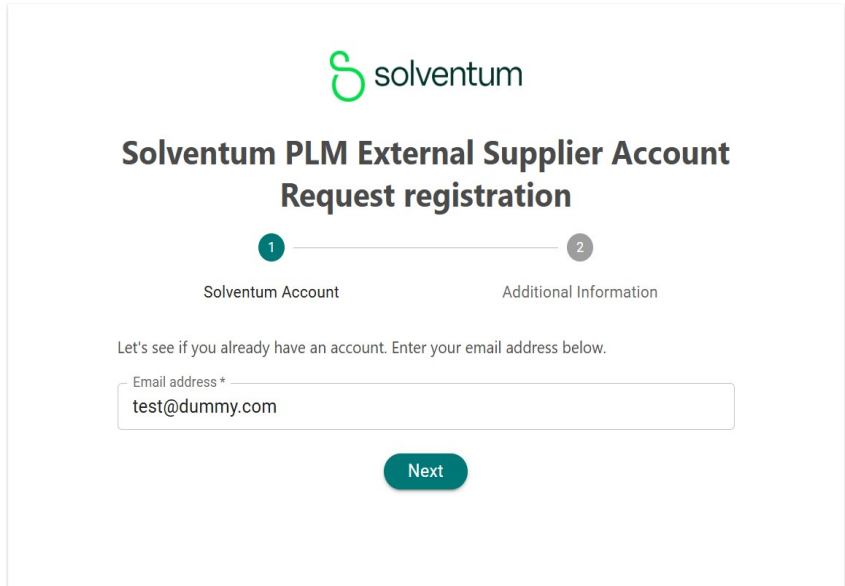
| Field on Form   | Requested Information Instruction   |
|---|---|
| Your Company Name   | Please provide your Company name.   |
| Your Company Number   | Please provide your direct work phone number or work cell phone number.   |
| Your Company Mailing Address  | Please enter your company's physical 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 Packaging Supplier (Non-Author)  |
| 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.

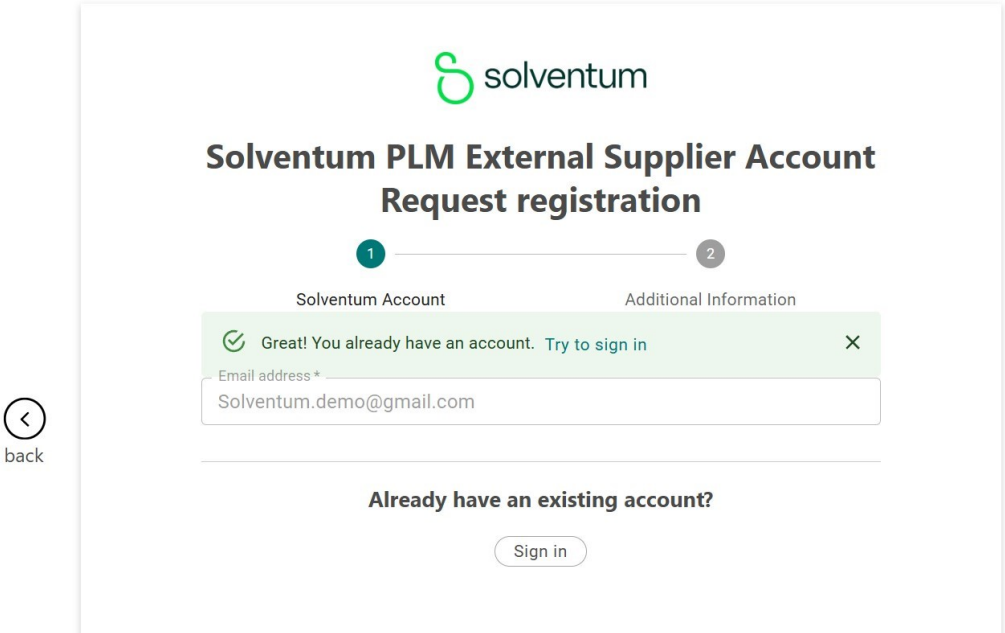
## 2. Users with Solventum PIN and without PLM Access

The Suppliers with 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



- 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



Back

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 Packaging Supplier (Non-Author)  |
| 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.

"Inbox Task" "IT-10242176" "1"

An eMatrix 'Inbox Task' 'IT-10242176' has been assigned to you.  
This task is part of 'Route' 'R-7247038' which is owned by XXXXXXXXXXXXXXXXXX and is connected to following object(s):

**Material Specification 34-2002-12345-5 A**  
Description: CHERRY (IF-2644 R0) VARNISH-w/TCP

Your task instructions are:

Please review **Material Specification 34-2002-1243-5 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:

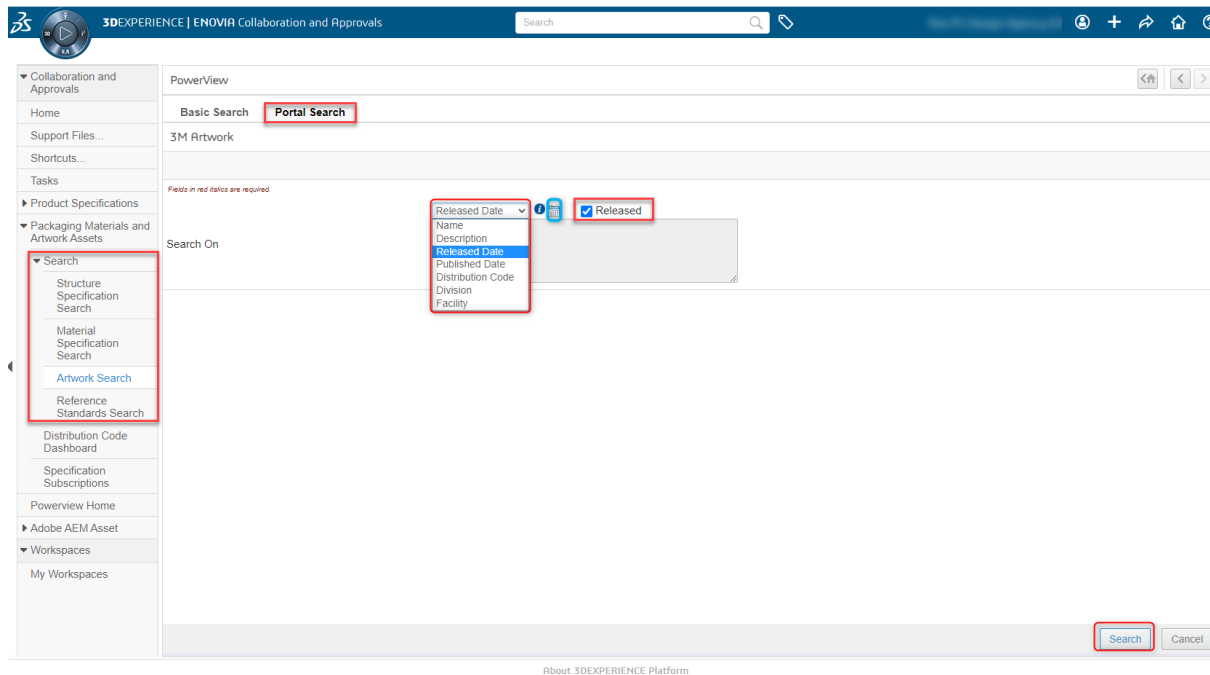
Before creating a new Packaging object in PLM, search Packaging Documents of the same Type to determine if there is one that would meet your needs or if a Packaging document of the same Type is close to meeting your needs. Package Documentation is cloneable when the document is close to meeting your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

#### Portal Search Tab

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



Data Field

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

Primary searches will use the Name or SAP option.

Examples of Enterprise Packaging Document Drop Down Search Options:

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

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

Name ▾
 Released

SS-07755d

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

SAP ID ▾
 Released

3010000861

Additional Fields that can be used for searching:

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

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

Description  Released

Folder Corrugated

- 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

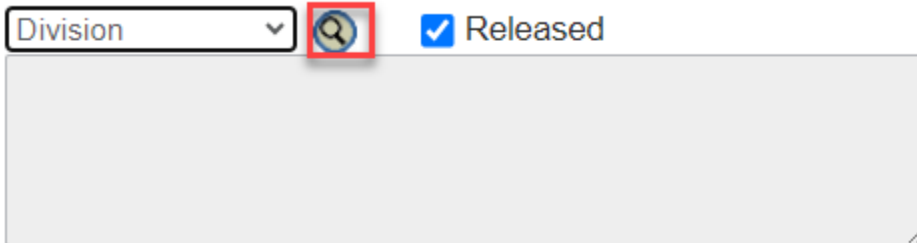
BK-00005

- 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.

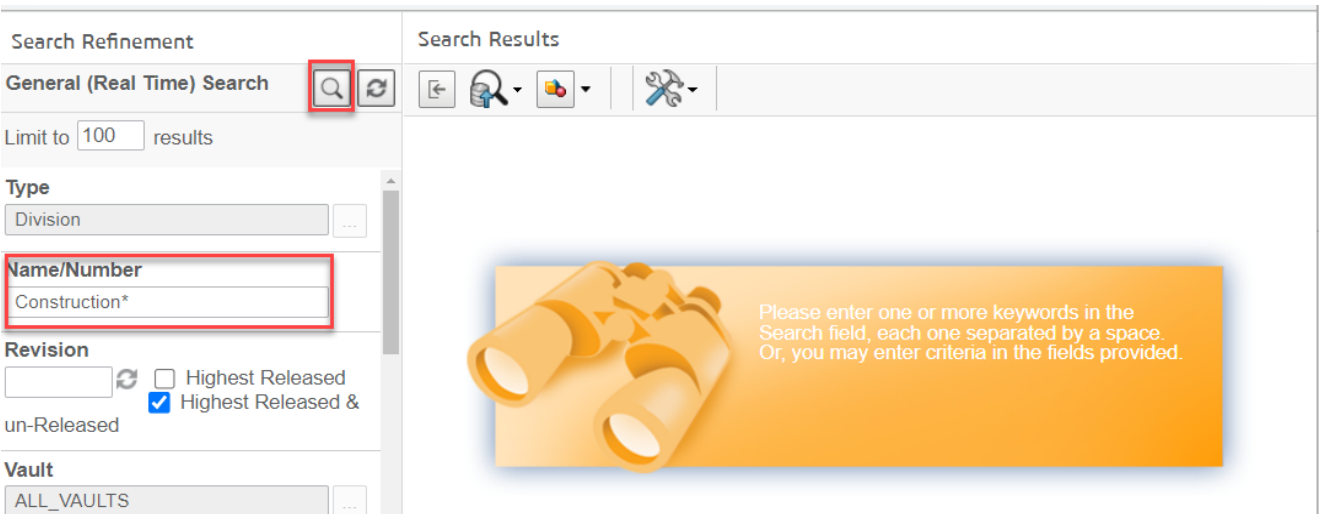
Division –

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



A screenshot of a search interface. It features a dropdown menu labeled 'Division' with a downward arrow. To its right is a search icon (magnifying glass) enclosed in a red square. Further right is a checked checkbox labeled '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’



A screenshot of the 'General (Real Time) Search' window. The left pane is titled 'Search Refinement' and contains several sections: 'General (Real Time) Search' with a search icon and a refresh icon; 'Limit to 100 results'; 'Type' with a dropdown menu set to 'Division'; 'Name/Number' with a text input field containing 'Construction\*' (highlighted with a red box); 'Revision' with a refresh icon and two checkboxes, 'Highest Released' (unchecked) and 'Highest Released & un-Released' (checked); and 'Vault' with a dropdown menu set to 'ALL\_VAULTS'. The right pane is titled 'Search Results' and contains a toolbar with icons for back, search, and refresh. Below the toolbar is a large orange banner with a graphic of orange pipes and the text: 'Please enter one or more keywords in the Search field, each one separated by a space. Or, you may enter criteria in the fields provided.'

- Select the Division from the Search results and click Submit

Search Refinement

General (Real Time) Search

Limit to 100 results

Type  
Division

Name/Number  
Construction\*

Revision  
Highest Released  
 Highest Released & un-Released

Vault  
ALL\_VAULTS

State  
Active

Originated

Search Results Results: 1, 1 selected

| Name                          | Vault  | Vault  | Revision | Type     | Description |
|-------------------------------|--------|--------|----------|----------|-------------|
| Construction - Home Impv Mkts | 3M ... | 3M ... | -        | Division |             |

Submit

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

PowerView

Basic Search Portal Search

Material Specification


*Fields in red italics are required*

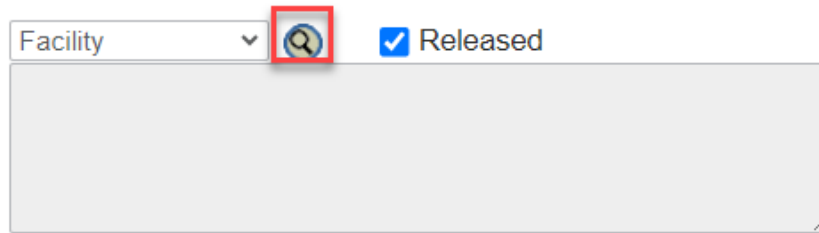
Division  Released


Search On  
Construction - Home Impv Mkts

Search Cancel

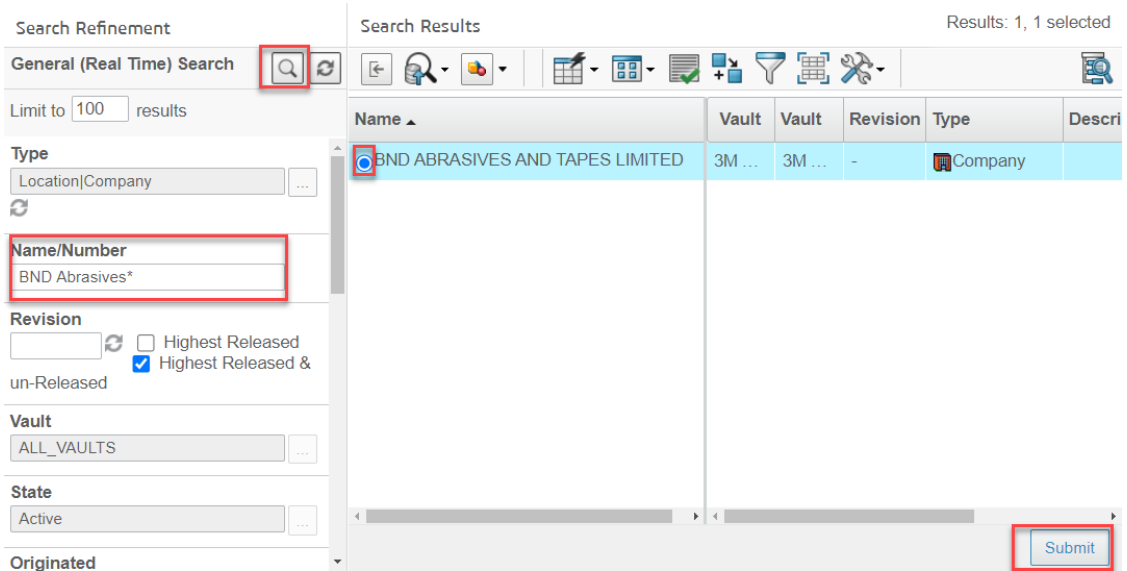
Facility –

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





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

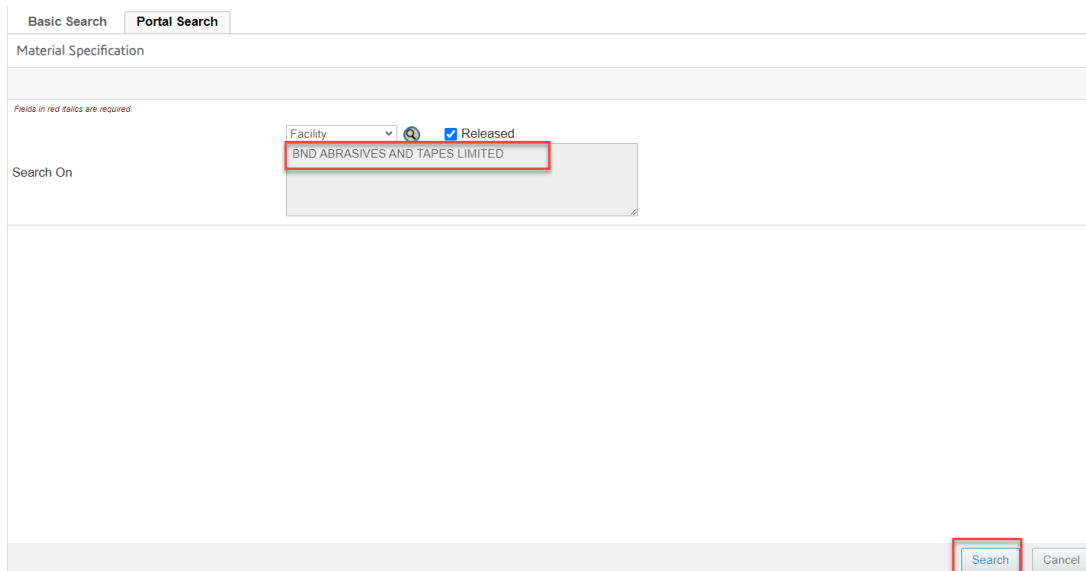
Vault  
ALL\_VAULTS ...

State  
Active ...

Originated

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


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







Basic Search    Portal Search

Material Specification

Fields in red italics are required.

Search On  
Facility   Released  
BND ABRASIVES AND TAPES LIMITED





Portal Report Format:

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


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

## Icons for Download Files and Previous Revision Icons


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

| Symbols   | Function                                      |
|---|---|
|  | Download the file attachment                  |
|  | View the file attachment                      |
|  | Print file attachment                         |
|  | Access to this document historical revisions. |

## Additional Download and Print Icon Information


- Download Icon - 
  - Clicking the Download Icon, the form below displays:
    - File Type is set to Full, and check include Attachments and Reference Documents. Reference Document selection will include all Reference Standards or other applicable documents
    - File Type is set to Basic will provide a copy of only the Enterprise Packaging Document, other input materials will not be included.
  - Click Confirm and a zip will be downloaded onto your computer

### Confirm Download




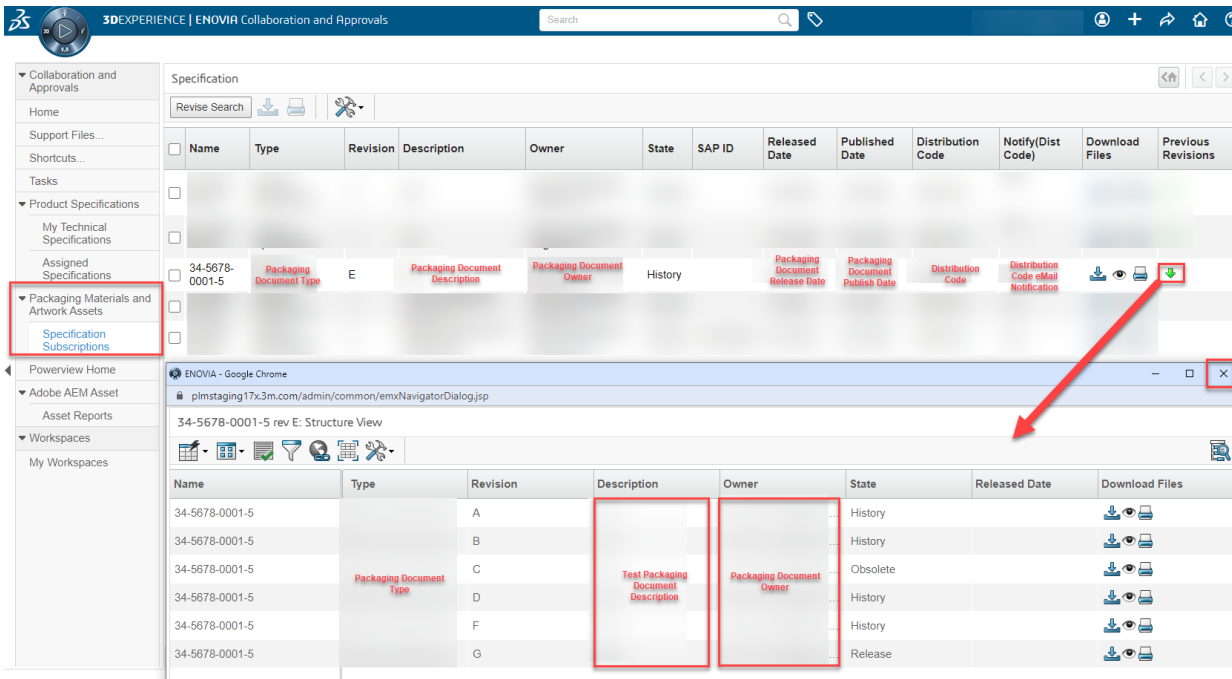
*Fields in red italics are required.*

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













- Print Icon - 
- Clicking the Print Icon, the form below displays:
  - File Type is set to Full, and check include Attachments and Reference Documents. Reference Document selection will include all Reference Standards or other applicable documents
  - File Type is set to Basic will provide a copy of only the Enterprise Packaging Document, other input materials will not be included.
- Click Confirm and PDF file will open in your browser.

### Accessing Packaging Document Revision History

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



The screenshot shows the ENOVIA software interface. The main window displays a table of revisions for a specific document. The table has the following columns: Name, Type, Revision, Description, Owner, State, Released Date, and Download Files. The data rows are as follows:

| 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 | Packaging Document Type | C        | Test Packaging Document Description | Packaging Document Owner | Obsolete |               |   |
| 34-5678-0001-5 |                         | D        |                                     |                          | History  |               |   |
| 34-5678-0001-5 |                         | F        |                                     |                          | History  |               |   |
| 34-5678-0001-5 |                         | G        |                                     |                          | Release  |               |   |

A red arrow points to the 'X' icon in the top right corner of the pop-up window, indicating how to close it.

## Document Subscription

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

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

### Remove Document Subscription to Distribution Code

Your subscription access can be removed by

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

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

Specification

Home

Support Files...

Shortcuts...

Tasks

Product Specifications

Packaging Materials and Artwork Assets

Search

Structure Specification Search

Material Specification Search

Artwork Search

Reference Standards Search

Distribution Code Dashboard

[Specification Subscriptions](#)

Powerview Home

Adobe AEM Asset

Workspaces

My Workspaces

Please in red italics are required

Please select the Specification:

Material Specification

Artwork Specification

Distribution Code: All

Unsubscribe

Released

Search On

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

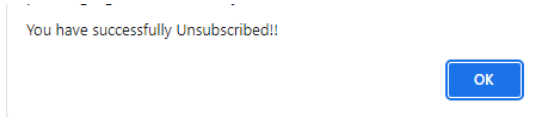
Unsubscribe Distribution Code

UnSubscribe

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

Page 1 of 1

5. System will display successful unsubscribed message.



## Distribution Codes:

The Solventum Enterprise Packaging Distribution Code is an identifier that does not have any significance to Solventum. Distribution Codes are a tracking identifier indicating the packaging records assigned to a location or supplier. Distribution Codes can connect to Packaging Documents with the type of Material Specification, Artwork Specification or Pack Standard

## Distribution Code Notification:

There are two types of Distribution Code notifications.

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

From: Global PLM <[plm-noreply@solventum.com](mailto:plm-noreply@solventum.com)>  
Sent: Wednesday, September 10, 2025 12:37 AM  
Subject: Solventum : Packaging Subscription Notification

The following Solventum Packaging Specification to which you are subscribed has been released newly. To Open the Portal: [Click here!](#)  
Please refer the documents below:

| Type                   | Name           | Revision | Description | Current | Issue Category | Reason for Issue |
|------------------------|----------------|----------|-------------|---------|----------------|------------------|
| Material Specification | 34-2001-3679-3 | A        | test        | Release | New Issue      | Initial Version  |

Thank you!

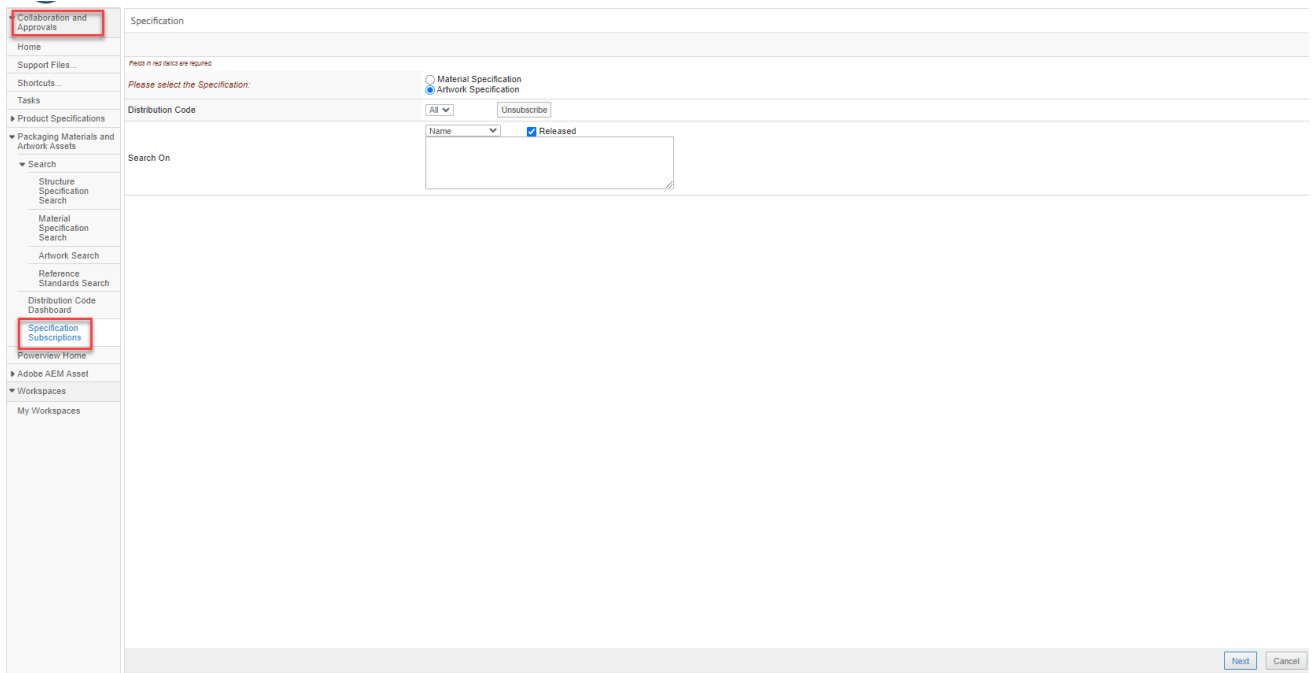
- Distribution Code Subscribers will not receive an email notification. It is upon the subscriber to access the PLM Distribution Code and review the document changes.
- The e-Mail setting of Distribution Code notification is determined when the Distribution Code is created. Please contact the Solventum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

For Packaging Documents that are connected to the Distribution Code:

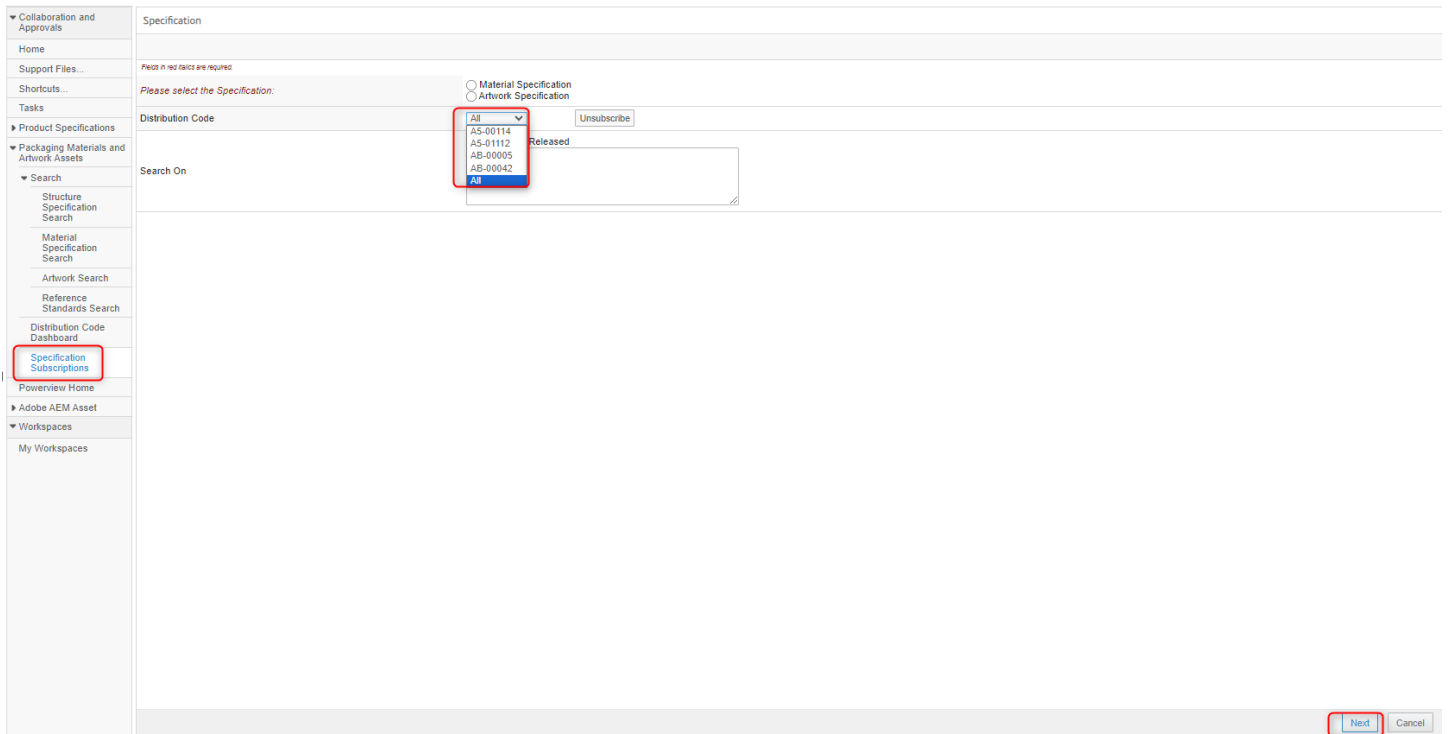
- For Packaging Documents that were not connected to a Distribution Code, please contact the Solventum Packaging Engineer.

## Accessing Distribution Code Packaging Documents in PLM

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



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



# Specification Subscription Report

| Column Header | Column Header      | Column Information   |
|---------------|--------------------|--|
| A             | Name               | The number assigned to the Enterprise Packaging document.  |
| B             | Type               | The type of Enterprise Packaging document (i.e.: Material Specification, Pack Standard or Artwork Specification).                                |
| C             | Revision           | The revision level of the Enterprise Packaging document.   |
| D             | Description        | The description of the Enterprise Packaging document.  |
| E             | Owner              | The owner’s name of the Enterprise Packaging document.   |
| F             | State              | The state of the Enterprise Packaging document.  |
| G             | SAP ID             | The SAP ID assigned to the Enterprise Packaging Document. This column may not display information for all listed Enterprise Packaging Documents. |
| H             | Released Date      | The Release Date of the Enterprise Packaging Document.   |
| I             | Published Date     | The Published Date of the Enterprise Packaging Document.   |
| J             | Distribution Code  | Enterprise Packaging document assigned Distribution Code.  |
| K             | Notify (Dist Code) | An indicator (Yes/No) as to whether the user receives an email notification.   |
| L             | Download Files     | Access section <a href="#">Icons for Download Files and Previous Revisions</a>   |
| M             | Previous Revisions | Access section <a href="#">Icons for Download Files and Previous Revisions</a>   |

## Icons for Download Files and Previous Revisions

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

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

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

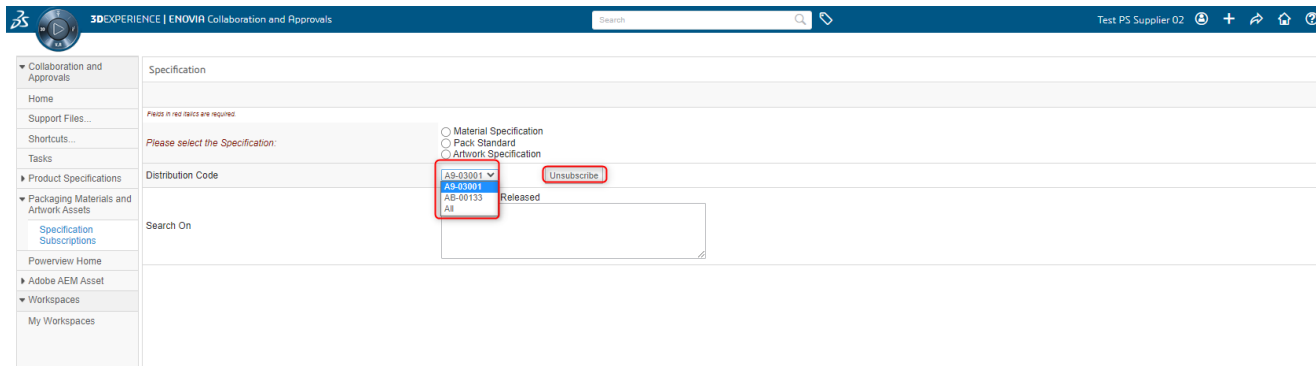
| Symbols | Function                                     |
|---------|--|
|         | Download the file attachment                 |
|         | View the file attachment                     |
|         | Print file attachments                       |
|         | Access to this document historical revisions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

## Unsubscribe to Distribution Code

Note: Unsubscribing to a Distribution Code will remove your access to all packaging documents connected to the Distribution Code. If access needs to be re-established, please contact the Packaging Engineer you are working with.

### To Unsubscribe to a Distribution Code

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

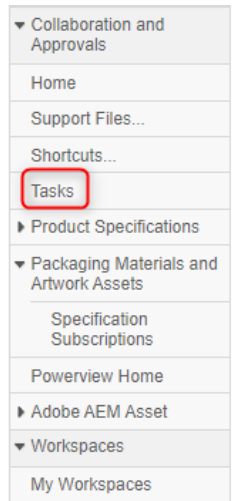


## Assigned Inbox Tasks:

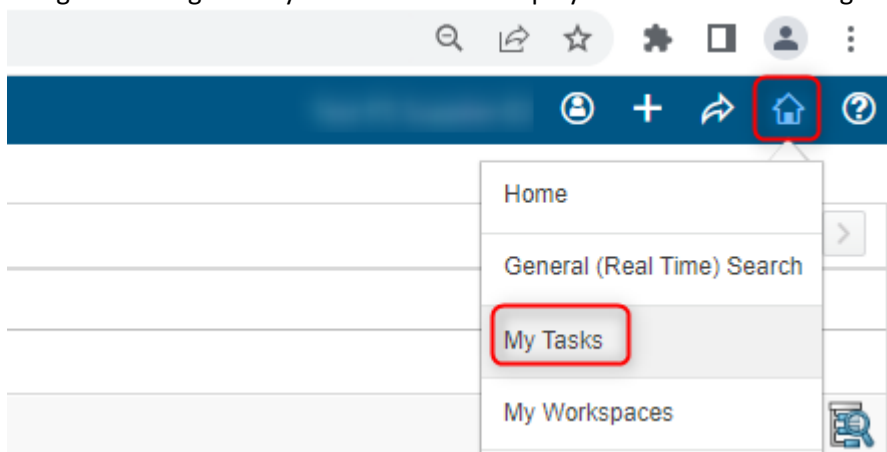
### Navigating to Assigned Inbox Tasks:


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

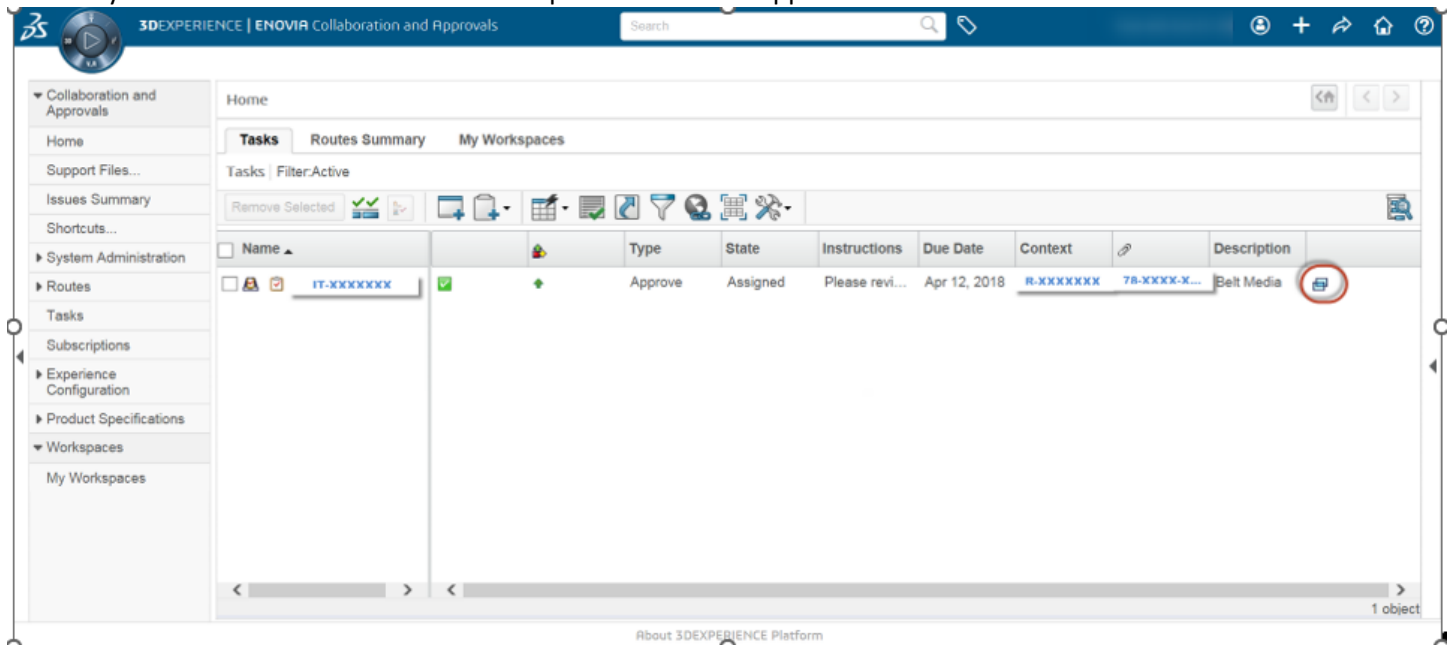
Your Tasks are accessible by clicking on Tasks in the Collaboration and Approval navigation panel.




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

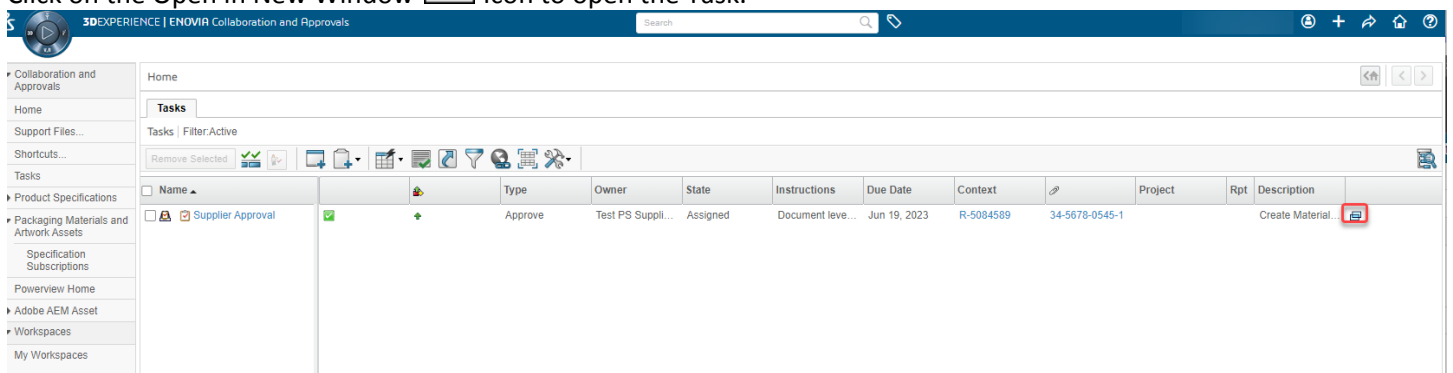


On Tasks screen, click on the blue double pane (Launch Window)  window to the far right of the record to open Summary View screen that will have links to specification and supplier document attachments.

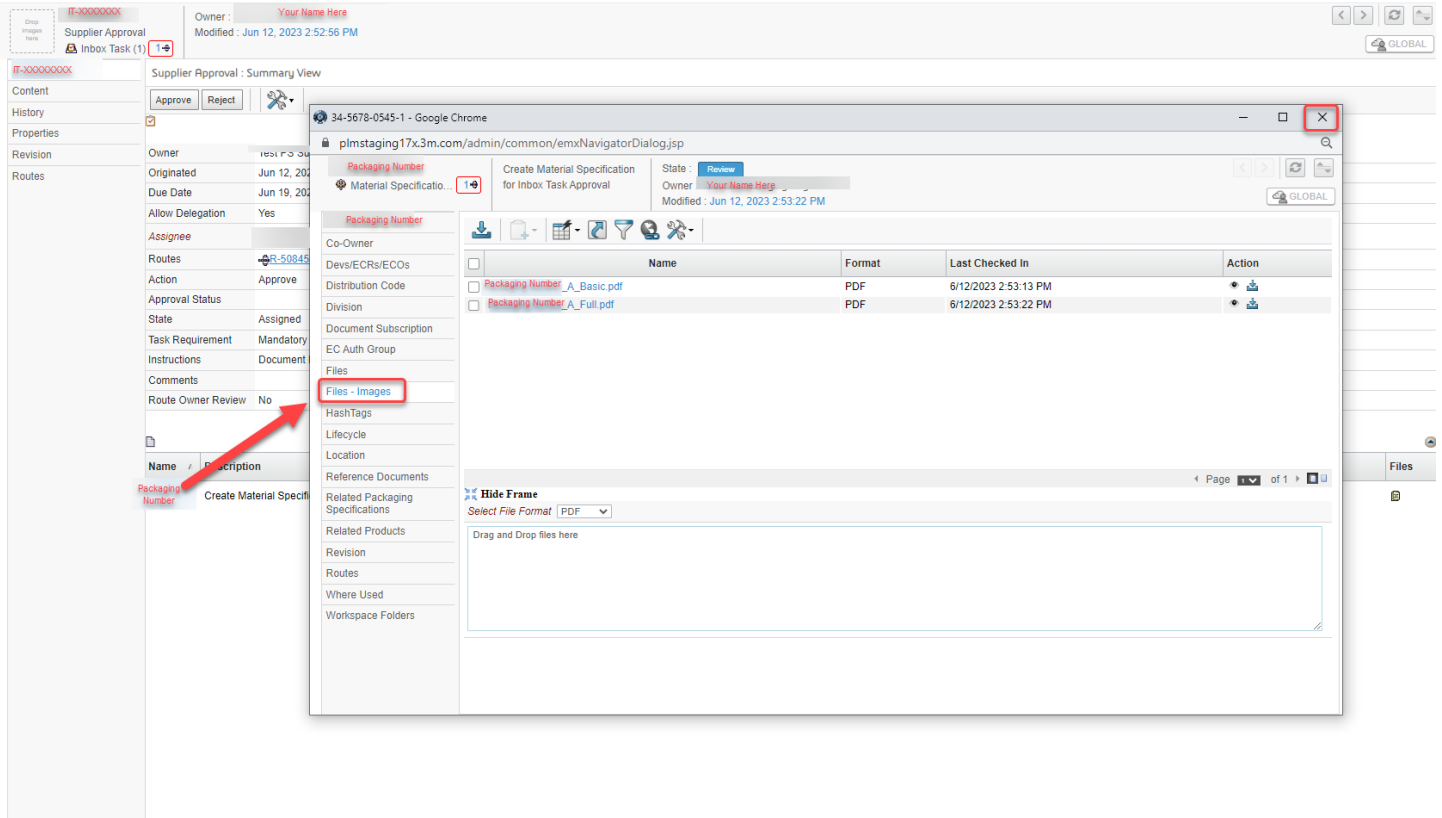


### Approving Inbox Tasks:

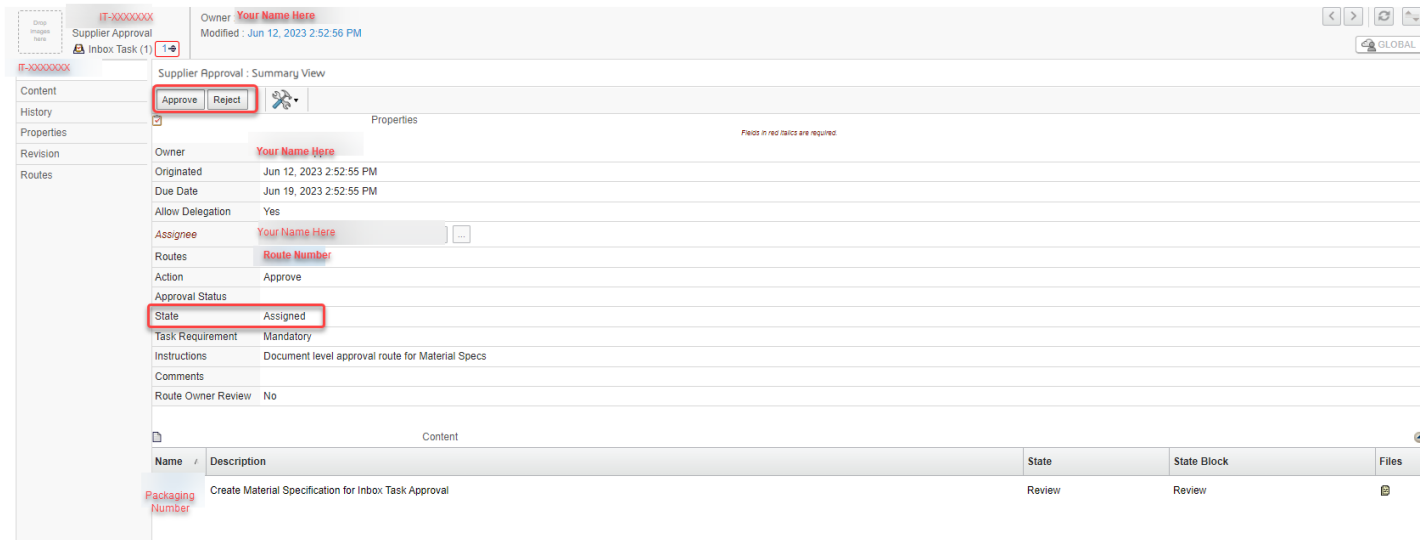
Click on the Open in New Window  Icon to open the Task.




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

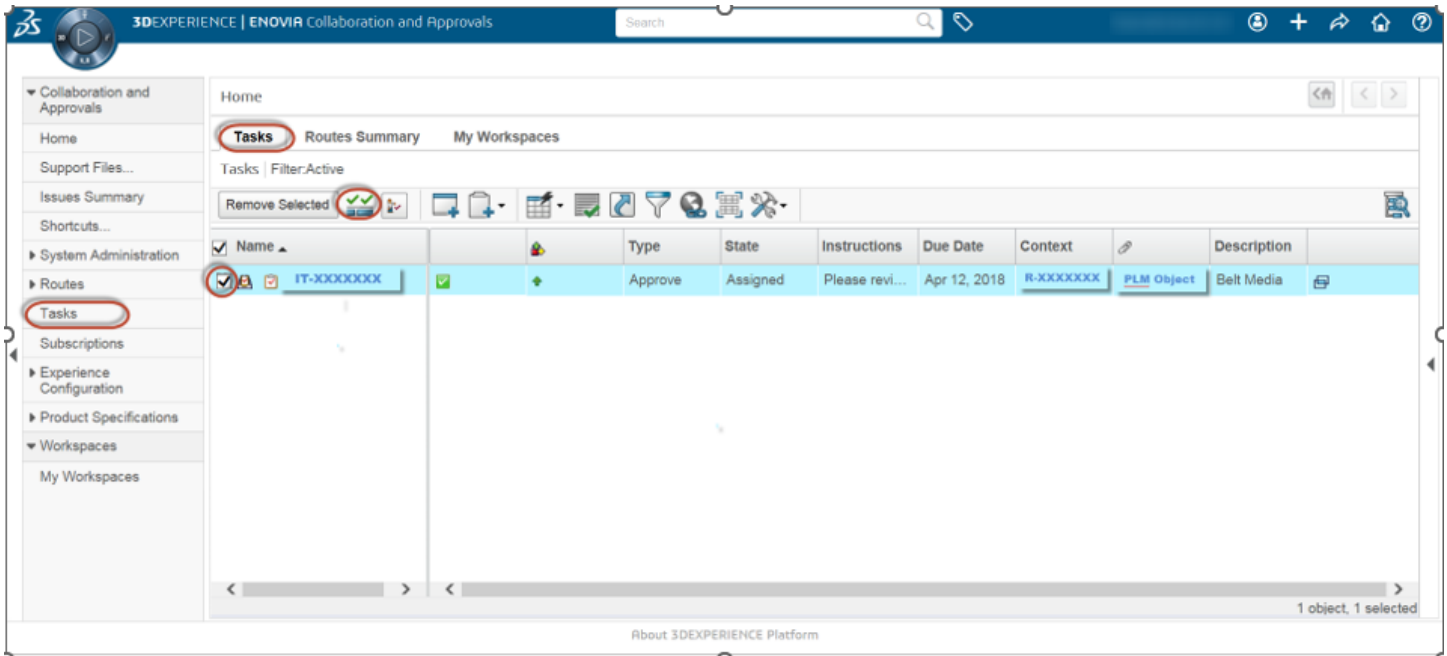


Click on the X in the upper right corner to close the Inbox Task window.  
When you are ready to approve, click the Approve button on this screen.  
The State field will change from Assigned to Complete



Another Approval method is to close the window you are on once your review is completed. Click on  and then click on Tasks in the left navigation panel. A Global PLM Inbox Tasks list that is assigned for approval displays. The Global PLM object can also be accessed from this window for review. Clicking on the Global PLM Object link will open the object in a new window.

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




## Inbox Task Authentication

A Task Authentication window will display which requires you to enter your credentials. The 'Username' field is populated with your Supplier Direct Username. The 'Password' is populated with the password used to access Supplier Direct.

Click the "I understand that by entering my username and password, I am applying my electronic signature which is equivalent to my handwritten signature" checkbox and click Done.

**User Verification**



*Fields in red italics are required.*

*User Name*

*Password*

I understand that by entering my user name and password, I am applying my electronic signature which is equivalent to my handwritten signature.


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

## Validate success of your Approve/Reject action:

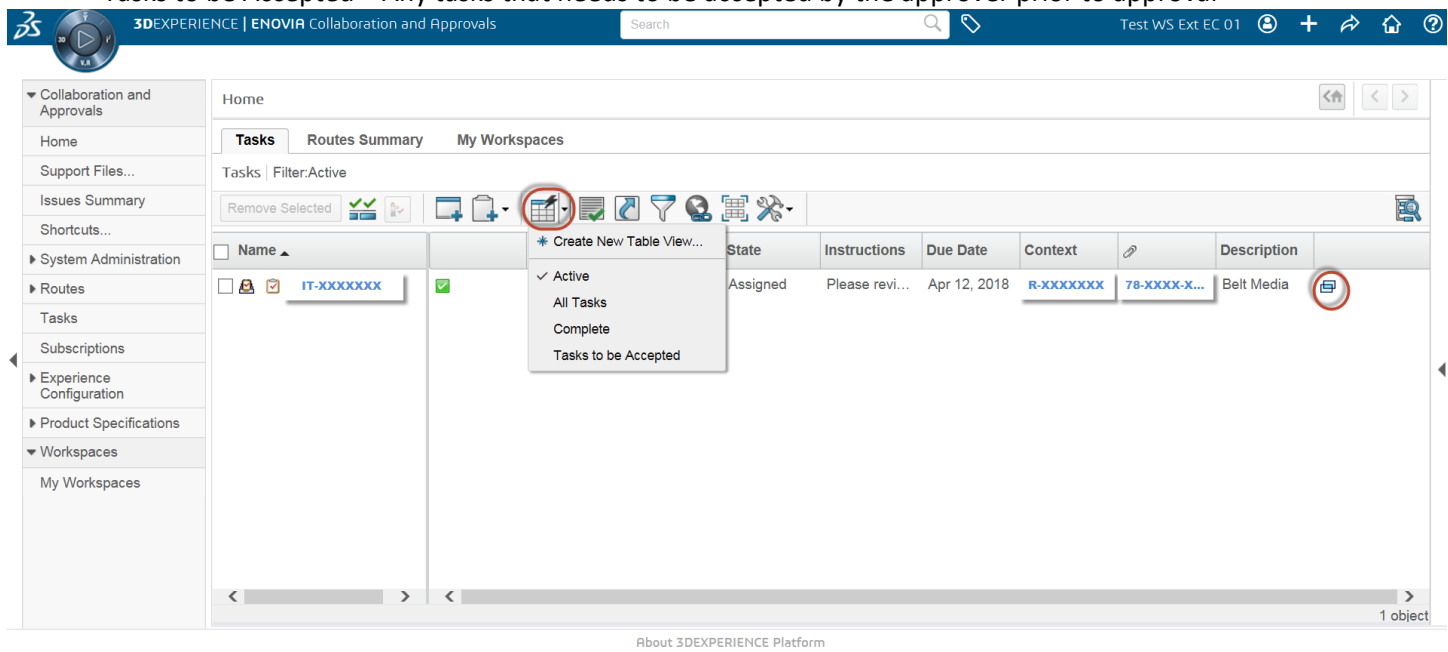
To validate the approval/rejection of the Inbox Task is successful when the record no longer displays on the Tasks window. If you need further assistance, please contact the Solventum PLM Technical Support Center at: 1-844-539-0547.

## 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



The screenshot shows the 3DEXPERIENCE ENOVIA Collaboration and Approvals interface. The main window displays a table of tasks. A dropdown menu is open over the table, showing options: "Create New Table View...", "Active", "All Tasks", "Complete", and "Tasks to be Accepted". The table has columns: Name, State, Instructions, Due Date, Context, and Description. The first row shows a task with ID "IT-XXXXXXX", State "Assigned", Instructions "Please revi...", Due Date "Apr 12, 2018", Context "R-XXXXXXX", and Description "78-XXXX-X-... Belt Media".

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