

Solventum Enterprise Packaging Author  
Job Aid

## Contents

<b>For Additional Information:</b>	<b>5</b>
<b>Assistance with Password Reset:</b>	<b>5</b>
<b>Related Documents:</b>	<b>5</b>
<b>Global PLM Enterprise Packaging Supplier Account:</b>	<b>5</b>
1. Users without Solventum PIN and without PLM Access	5
2. Users with Solventum PIN and without PLM Access	9
<b>Logging in to PLM:</b>	<b>12</b>
<b>PLM Toolbar Icon Function:</b>	<b>13</b>
Icons Specific to Packaging Enterprise	13
<b>Searching for Documents in PLM:</b>	<b>14</b>
<b>Packaging Document Search</b>	<b>14</b>
Basic Search Tab	14
Enterprise Packaging Document Search Results Display	15
Basic Search Result Field Matrix	16
Portal Search Tab	18
<b>Enterprise Packaging Type</b>	<b>18</b>
Data Field Search information	19
Portal Report Format:	24
Accessing Packaging Document Revision History	26
<b>Create Packaging Documents:</b>	<b>26</b>
<b>Field Information</b>	<b>26</b>
<b>Enterprise Packaging Adding Files</b>	<b>27</b>
Method 1 – Actions > File Upload/Checkin	27
Method 2 – Drag and Drop Method	29
<b>Packaging Documents routing for approval</b>	<b>29</b>
<b>Create Structure Specifications</b>	<b>29</b>
<b>Method 1 Create a Structure Specification from the Add Menu</b>	<b>30</b>
<b>Method 2 Create Clone of a Structure Specification.</b>	<b>33</b>
<b>Editing Required Fields on a Structure Specification.</b>	<b>34</b>
<b>Adding Files to the Structure Specification</b>	<b>34</b>
<b>Route Structure Specifications for Release</b>	<b>34</b>
<b>Superseded/Replace Structure Specifications</b>	<b>34</b>
<b>Revise Structure Specification</b>	<b>35</b>

Obsolete/Reinstate Structure Specifications .....	35
<b>Create Material Specification .....</b>	<b>35</b>
Method 1 Create Material Specification from PLM Home Page Add Menu .....	36
The 'Create Material Specification' form .....	36
Method 2 Create Material Specification from Structure Specification .....	38
Method 3 Clone a Material Specifications .....	39
Editing Material Specification Required fields.....	40
Adding Files to the Material Specification: .....	40
Routing Material Specifications .....	40
Supersede, Replace Material Specifications .....	40
Revise Material Specification .....	41
Obsolete/Reinstate Material Specifications .....	41
<b>Enterprise Packaging Dieline .....</b>	<b>42</b>
Method 1 Create Dieline from the Structure Specification .....	43
Relating Material Specifications .....	46
Method 2 Create Dieline from PLM Home Page Add Menu .....	46
Relating Structure Specification and Material Specification .....	49
Adding Files to a Dieline .....	51
Release Dieline.....	51
Supersede/Replace a Dieline.....	52
Revising Dieline .....	52
<b>Enterprise Packaging Test Reports.....</b>	<b>52</b>
Method 1 Create Enterprise Packaging Test Report: .....	53
Method 2 Clone a Test Report .....	55
Edit Test Report Properties.....	56
Adding Files to a Test Report.....	57
Routing a Test Report .....	57
Attaching Structure Specification and Material Specifications to Test Report .....	57
Revising Test Report.....	60
Obsolete/Reinstate Test Report.....	60
<b>Document Subscription.....</b>	<b>61</b>
Create Document Subscription .....	61
Remove Document Subscription .....	63

***Distribution Codes*** -----63

- Distribution Code Notification -----64
- Accessing Distribution Code Packaging Documents in PLM -----65
- Unsubscribe to Distribution Code -----67

***Assigned Inbox Tasks:*** -----69

- Navigating to Assigned Inbox Tasks: -----69
- Approving Inbox Tasks: -----70
- Inbox Task Authentication -----72
- Validate success of your Approve/Reject action: -----73
- Manage your Task Approvals -----73

***Workspace:*** -----73

***Appendix A – Structure Specification Description*** -----74

## 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> 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 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	Description	State

## 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

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



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)	Packaging Supplier (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 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



## Solventum PLM External Supplier Account Request registration

1 ————— 2  
 Solventum Account                      Additional Information

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


Email address \*  
 test@dummy.com

Next

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

<

back



## Solventum PLM External Supplier Account Request registration

1 ————— 2  
 Solventum Account                      Additional Information

✓
Great! You already have an account. [Try to sign in](#)
✕

Email address \*  
 Solventum.demo@gmail.com

Sign in

- 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)	Packaging Supplier (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.

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

This task is part of 'Route' 'R-7247038' which is owned by xxxxxxxxxxxxxxxxxxxxxxxx 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.

## PLM Toolbar Icon Function:

### Icons Specific to Packaging Enterprise

ICON	Icon Label	Function
	Download	Using the Download Icon on a PLM object allows the user to open the file for review or save the PDF file to their hard drive.
	Open in New Window	Using the “Open in New Window” Icon will open the related object in a New Window. When the New Window is closed, the window the information was launched from will still display.
	Actions	This icon allows you to: Add Workspace Content, Add to Collection, Create New, Update Documents, Lock, Unlock, Checkout and Zip, Download PDF Images and Lock to Self.
	Mass Approval	This icon is available from the Task window and allows the Supplier to approve Tasks.
	View	Clicking on this icon allows the PDF file to be viewed.
	Print	Print PDF file attachment.
	Historical Revision Access	Access to this document historical revisions
	Search icon	This icon is found on the Portal Search when using “Division” or “Facility” for Material and Artwork Specification search. Clicking the icon will launch PLM Search window to select the appropriate Division or Facility.
	Lock	This icon is found on all Enterprise Packaging Files Category under the Actions Column. When the Actions column lock appears to be unlocked  a grey padlock will display to the left of the document filename  and the file is locked. Hovering over the grey padlock will display the user’s name who has the file locked.  When the Actions Column lock appears to be locked  , then the document is accessible for editing.
	Checkout	This icon is found on the Files Category window of the Test Report and is used to check-out the file to be updated and the document is locked, not allowing others to make changes to the document.
	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.
	Files	This icon displays the PDF files attached to the Enterprise Packaging Document.
	Gear	This icon displays in the Search results window when using Basic Search and will allow access to other related Enterprise Packaging Documents. See <a href="#">Basic Search Result Field Matrix</a> for “Gear” view.
	Remove	This icon displays on the Distribution Code “Subscribers” and “Related Packaging Specification” and allows the remove of a subscriber or related Packaging Specification.

## 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 Highest Released and Un-released will display non-released revisions of the Enterprise Packaging Records

The screenshot shows the PowerView search interface. The left sidebar contains a navigation menu with 'Packaging Materials and Artwork Assets' expanded to show 'Search' categories. The main area is titled 'PowerView' and 'Basic Search' (highlighted with a red box). The search criteria are for 'Structure Specification'. The 'State' section has 'Highest Released' checked and 'Highest Released and un-Released' unchecked. The 'Reason for Issue' is set to '\*'. The 'Query Limit' is 100. The 'Issue Category' dropdown is open, showing options like 'Change Attachments', 'Change Dimensions Detail', 'Change Material Detail', and 'Change Style Detail'. 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

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

### 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
<b>A</b>																
		<b>M</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>N</b>	<b>O</b>		<b>P</b>	<b>B</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
<b>A</b>														
		<b>Q</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>		<b>P</b>	<b>B</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
<b>A</b>													
		<b>B</b>	<b>R</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>S</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	

Basic Search Result Field Matrix

Column ID	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	Field information will display the ID from the Legacy Packaging Solutions system.
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.

Column ID	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"> <li>• Structure Specification Search results window - Clicking on this icon will display all the related Material Specifications.</li> <li>• Material Specification Search results window <ul style="list-style-type: none"> <li>○ Clicking on this icon in the 'Related Artwork Specifications' column will display related Artwork Specifications.</li> <li>○ Clicking on this icon in the 'Related Pack Standard' column will display the related Pack Standard Number.</li> <li>○ Clicking on this icon in the 'Distribution Codes' column will display related Distribution Codes.</li> </ul> </li> <li>• Artwork Specification search results window: <ul style="list-style-type: none"> <li>○ Clicking on this icon will display the related Material Specification.</li> <li>○ Clicking on this icon in the 'Distribution Codes' column will display related Distribution Codes</li> </ul> </li> <li>• Reference Standards Search Results window – Clicking on this icon will display the related Material Specifications</li> </ul>

## 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

The screenshot displays the 3DEXPERIENCE ENOVIA Collaboration and Approvals interface. The top navigation bar includes the 3DEXPERIENCE logo, the text "3DEXPERIENCE | ENOVIA Collaboration and Approvals", a search bar, and navigation icons. The left sidebar contains a navigation menu with the following items: Collaboration and Approvals, Home, Support Files..., Shortcuts..., Tasks, Product Specifications, Packaging Materials and Artwork Assets, Search (highlighted with a red box), Distribution Code Dashboard, Specification Subscriptions, Powerview Home, Adobe AEM Asset, and Workspaces. The main content area shows the "PowerView" interface with a "Basic Search" tab and a "Portal Search" tab (highlighted with a red box). Below the tabs, there is a "3M Artwork" section and a "Search On" dropdown menu (highlighted with a red box) with a list of search criteria: Released Date (highlighted with a red box), Name, Description, Released Date (highlighted with a blue box), Published Date, Distribution Code, Division, and Facility. To the right of the dropdown menu, there is a "Released" checkbox (checked and highlighted with a red box) and a "Date" icon. At the bottom right of the interface, there is a "Search" button (highlighted with a red box) and a "Cancel" button. The footer of the interface reads "About 3DEXPERIENCE Platform".

Data Field Search information.

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	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.

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

- SAP ID – Used to search by SAP ID related to Enterprise Packaging Material Specification.

SAP ID   Released

- 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.

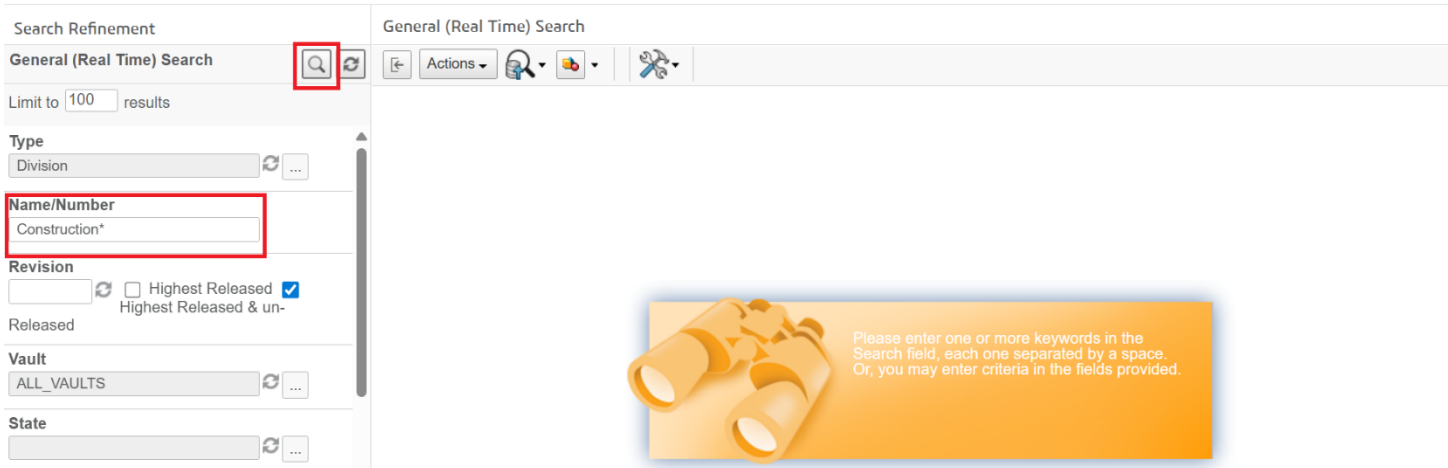
Note: If a Distribution Code is not entered, the search results will display all Enterprise Packaging documents that are Material Specification or Artwork dependent on which search is being used. If “Released” is selected, then only released records will display. If “Released” is not selected, then the 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’



- Select the Division from the Search results and click Submit

Search Refinement | General (Real Time) Search | Results

General (Real Time) Search

Limit to 100 results

Type: Division

Name/Number: Construction\*

Revision:  Highest Released  Highest Released & un-Released

Vault: ALL\_VAULTS

State:

Display Name	Revision	Type	Description	State	EBOH view	Modified	Originated	Owner	Design
Construction - Home Imp	-	Divis...		Active		Sep 9,...	Jan 30, 2...	Corp...	

- 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

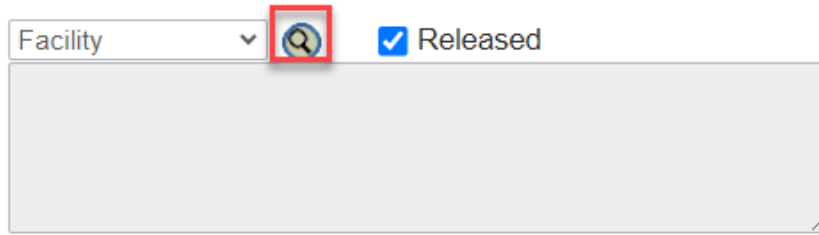
Division  Released

Search On: *Construction - Home Impv Mkts*

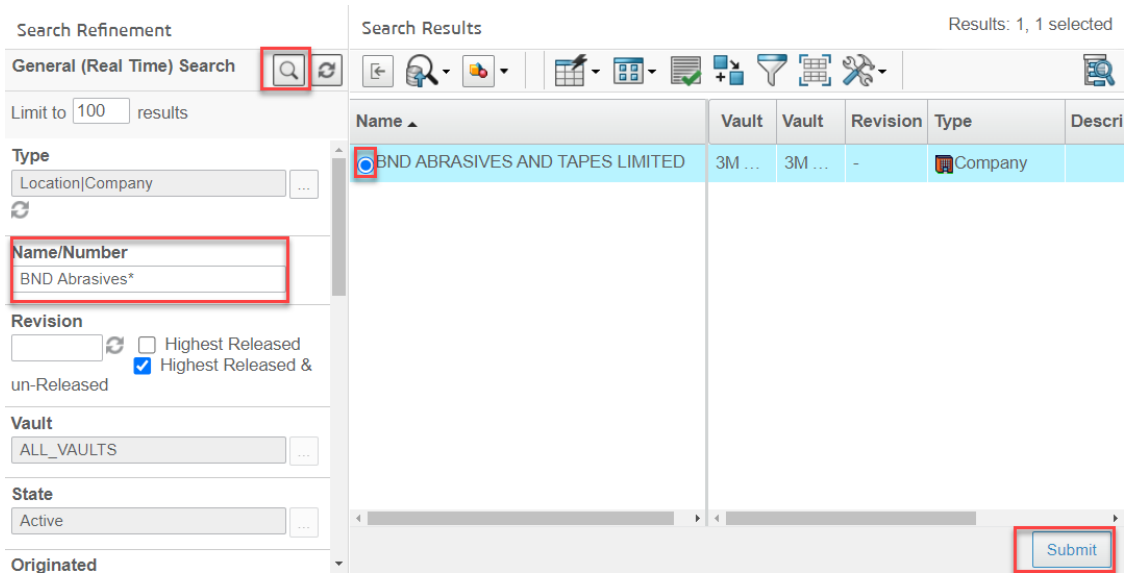
Search Cancel

- Facility –

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

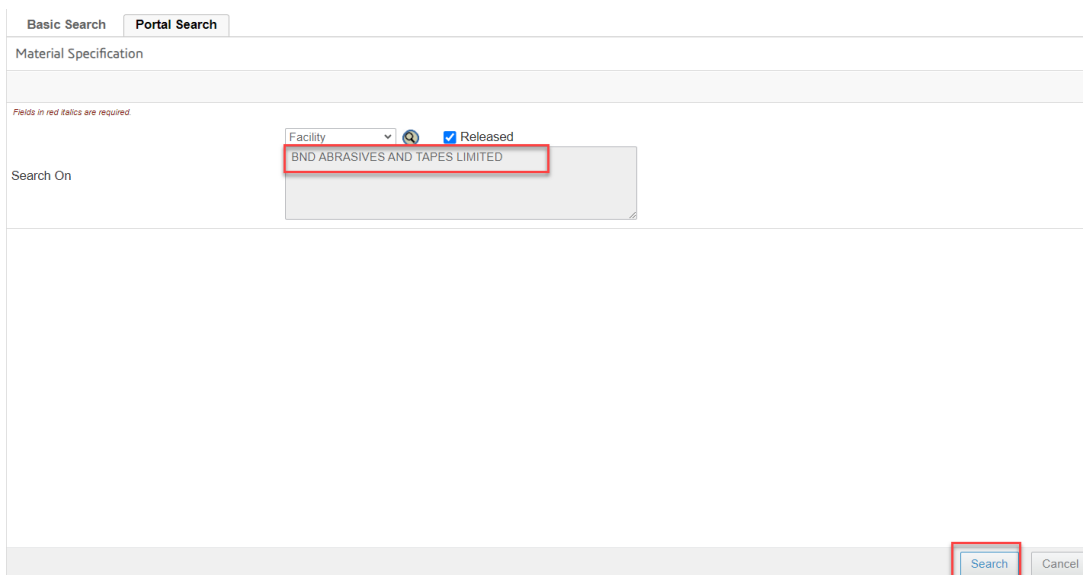


- In the Name/Number field enter the Division Name or portion of followed by wildcard. Click the Search icon. In this example searching for Facility/Company 'BND Abrasives and Tapes Limited'.
- Select the Company from the Search results and click Submit



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

Facility   Released

Search On

BND ABRASIVES AND TAPES LIMITED




Search Cancel































## 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"/>	Packaging Object Name	3M Packaging Object Type	Packaging Object Revision	Packaging Object Description	Packaging Object Owner's Name	Release	Release Date of Packaging Object	Publish Date of Packaging Object	   	
<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:


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 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




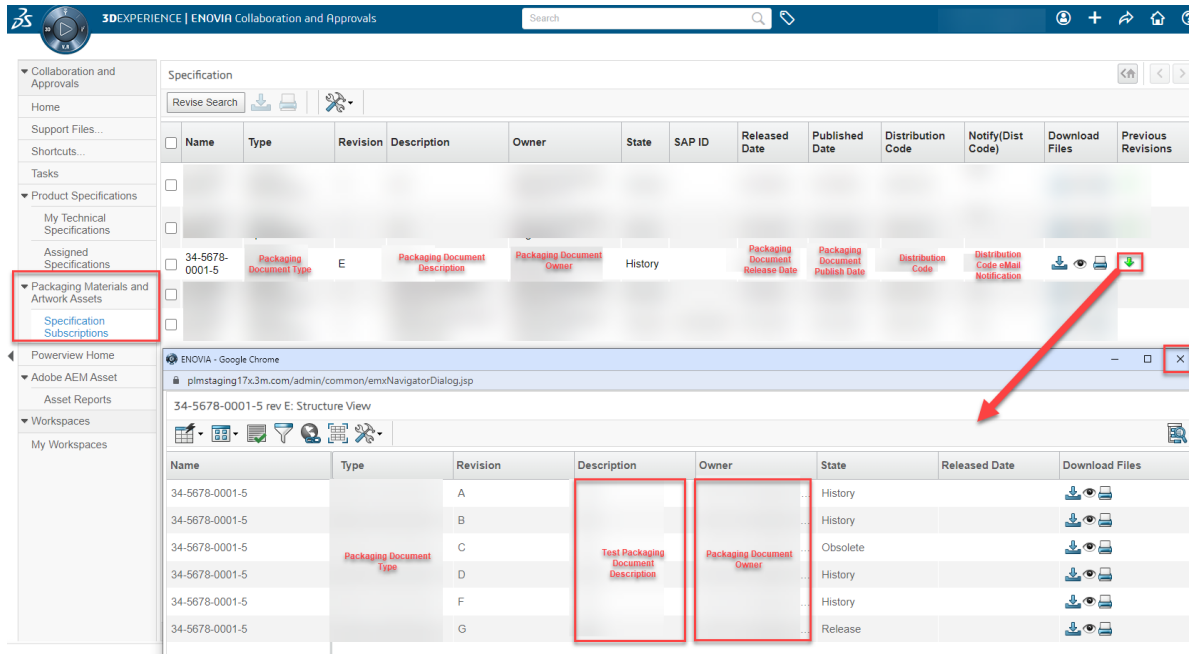
*Fields in red italics are required.*

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 interface with a table of Packaging Documents. The table has columns: 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 'down arrow' icon in the 'Download Files' column of the first row. A second red box highlights the 'X' icon in the upper right corner of the pop-up window's title bar. A red arrow points from the first box to the second.

Name	Type	Revision	Description	Owner	State	SAP ID	Released Date	Published Date	Distribution Code	Notify(Dist Code)	Download Files	Previous Revisions
34-5678-0001-5	Packaging Document Type	E	Packaging Document Description	Packaging Document Owner	History		Packaging Document Release Date	Packaging Document Publish Date	Distribution Code	Distribution Code eMail Notification	  	



  

Name	Type	Revision	Description	Owner	State	Released Date	Download Files
34-5678-0001-5		A			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		  

## Create Packaging Documents:

Packaging Documents are the document records for the container that is used to enclose and protect the product during distribution, identification, storage, promotion, and usage.

### Field Information

- Fields that display 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.
- **NOTE:**
  - Exiting the “Edit Details” window without clicking Done, will result in field updates not saved.
  - The System will validate that all required fields have an acceptable value entered. The system will display a message noting the required field that does not have an acceptable value.
  -  icon when hovered over will display additional field information.
  -  icon – This field will not display on the rendered PDF file.
- Text fields should not use the following characters as they will cause issues process the 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.

## Enterprise Packaging Adding Files

- Access the Files Category of the Enterprise Packaging document.
- Under the Actions Column Header, the padlock will display as opened (A) and a grey padlock will display to the left of the file name. Hovering over the grey padlock (B) will display the name of the user who has the file checked out and the document locked.

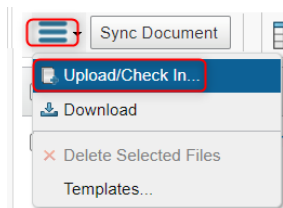
The screenshot shows the Enterprise Packaging interface. At the top, the document title is 'PKG-Report-XXXXXX' and the state is 'Preliminary'. Below the title bar, there is a navigation menu with 'Files' selected. The main area displays a table of files:

File Name	Format	File Size	Last Checked In	Checked In By	Actions
PKG-Report-XXXXXX	Content Document	38796	8/17/2023 1:59:35 PM	Document Owner's Name	[Eye icon] [Download icon] [Upload/Check In icon]

Below the table, there is a 'Hide Frame' section with a 'Select File Format' dropdown set to 'Content Document'. A large area below that is labeled 'Drag and Drop files here'.

## Method 1 – Actions > File Upload/Checkin

- With the Enterprise Packaging Files Category Open
- Enterprise Packaging File Format information is included in the specific details of the Enterprise Packaging Specification Type.
- Click on the Actions button and select Upload/Checkin to upload the file.



- Select the appropriate File Format from the drop-down list (A)
- Click 'Choose File' to navigate to file location (B).
- Click Done (C).

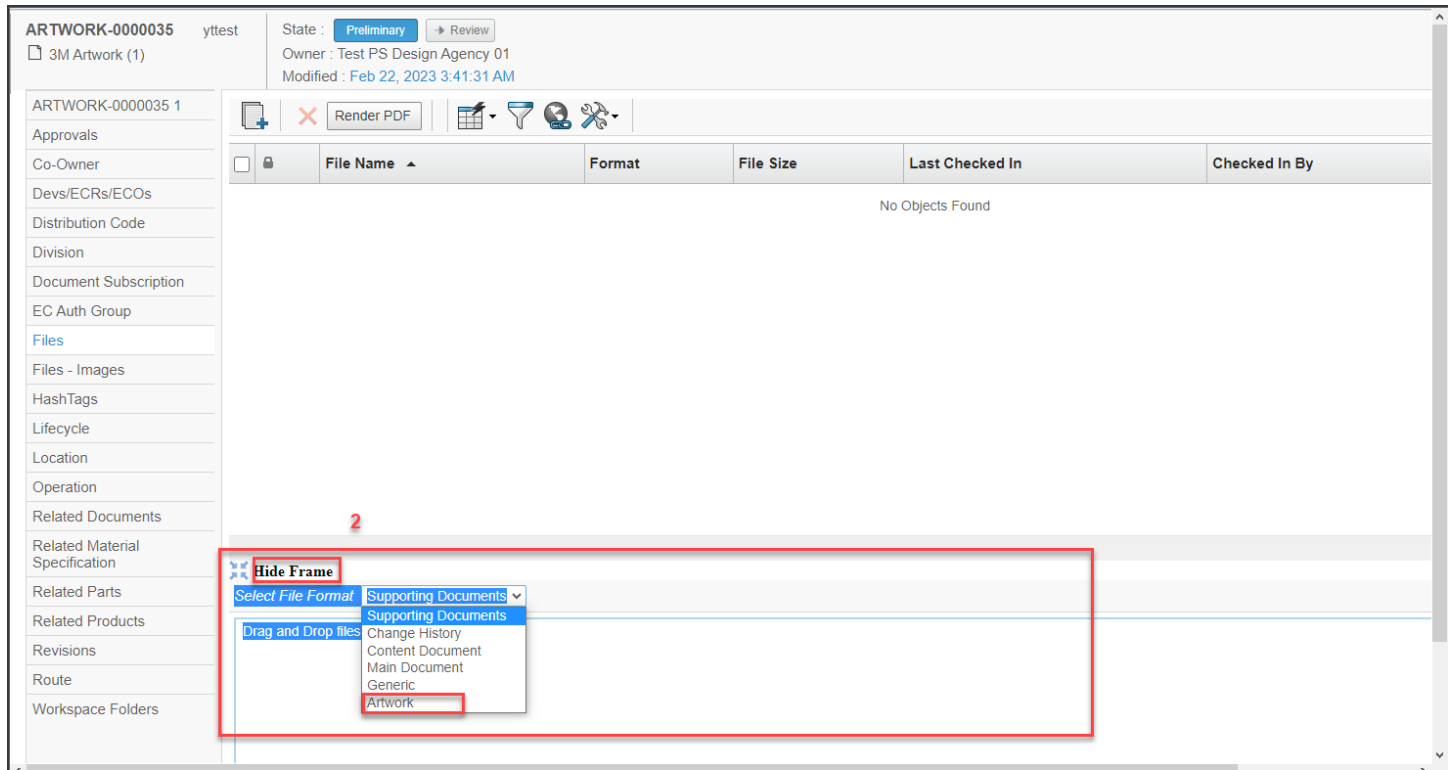
As an example:

The screenshot displays a software interface for document management. At the top, there is a navigation bar with a 'Sync Document' button (labeled 'D') and a 'Review' button. Below this is a table of documents. The table has columns: File Name, Format, File Size, Last Checked In, Checked In By, and Actions. One row is highlighted with a red box around the 'File Name' column, containing the text 'PKG-Report-XXXXXX.docx'. Another red box highlights the 'Checked In By' column for the same row, containing the text 'Document Owners Name'. A modal dialog box titled 'Checkin Dialog' is open in the foreground. It contains a 'File | Format' section with a 'Choose File' button (labeled 'B') and a dropdown menu set to 'Content Document'. Below this, there are several more 'Choose File' buttons and dropdown menus. At the bottom of the dialog, there are 'Done' (labeled 'C') and 'Cancel' buttons. The background interface shows a sidebar with various navigation options like 'Approvals', 'Co-Owner', 'Devs/ECRs/ECOs', etc.

- For Microsoft Office Documents, click on the Sync Document (D) button to generate PDF file. Click on "File Images category to validate the document tags are populating.

## Method 2 – Drag and Drop Method

- a. Select the correct file format as noted for the Enterprise Packaging Document.
- b. In the “Hide Frame” found in the lower portion of the Files Category window.
- c. Drag and drop onto the “Drag and Drop files here” area.



## Packaging Documents routing for approval

The routing of the Packaging Documents is dependent on the Policy on the Document Template. The used policies are as follows:

- All types of Structure Specifications must be routed for approval and require a Packaging Engineer as an approver.
- Material Specifications must be routed for approval to the Packaging Engineer. A Packaging Division Administrator can promote the Material Specification.
- The routing for approval of Dielines and Test Reports is optional. Not Required.

## Create Structure Specifications

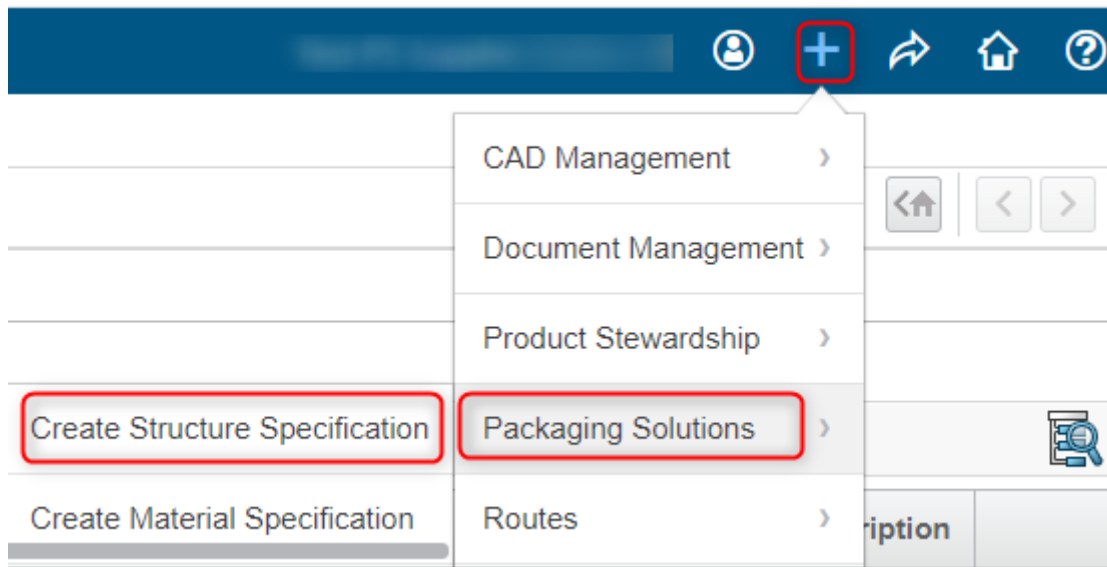
A ‘Structure Specification’ will define all the necessary packing levels, in order, for a product. A Structure Specification can be created in one of two methods

- Method 1 Create a Structure Specification from the Add Menu
- Method 2 Clone a Structure Specification

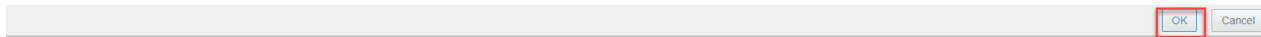
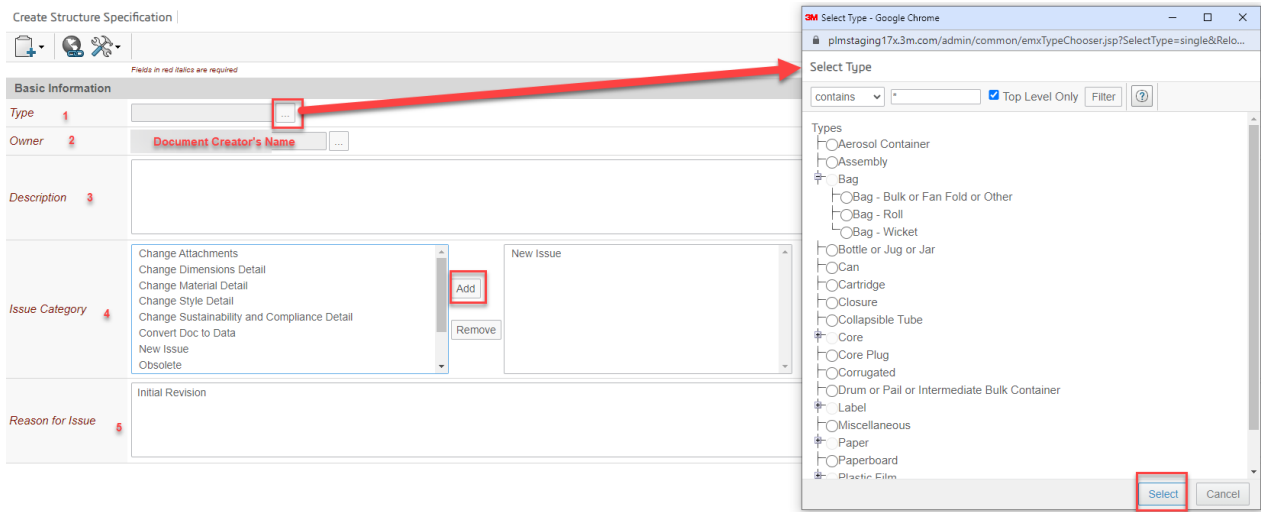
Note: Refer to [Appendix A for Structure Specification Description instructions](#).

### Method 1 Create a Structure Specification from the Add Menu

A Product Structure 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 Packaging Solutions > Create Structure Specification.



The Create Structure Specification Form will display. Fill in the form as follows:



Field ID	Field Name	Field Instructions
1	Type	Click on the ellipses button to open 'Select Type' window. Select the appropriate type from the listing. Click the Select button. The 'Select Type' window will close the selection will display in the Type field of the Create Structure Specification form.
2	Owner	Document Creator's name displays.
3	Description	See ' <a href="#">Appendix A Structure Specification Description</a> '.
4	Issue Category	Default is set to New Issue, additional appropriate selections from the left window then click the Add button to append "New Issue" in the right window.
5	Reason for Issue	Default is set to Initial Revision – Additional information can be added in this field.
6	OK button	Click OK to create Structure Specification

The Structure Specification displays with SS (Structure Specification) Number assigned.

The screenshot displays the 3DEXPERIENCE user interface for a Structure Specification. The top navigation bar includes the 3DEXPERIENCE logo, the text "3DEXPERIENCE | ENOVIA Collaboration and Approvals", a search bar, and utility icons. The main content area shows a record for a Structure Specification with the ID "SS-XXXXXXX" and a "Selected Type" label. The record's state is "Preliminary", and it is owned by "Structure Specification Owner's Name". The record was modified on "Jun 23, 2023 1:23:23 PM".

The record details are organized into sections:

- Basic Information:**
  - Type: Structure Specification Type
  - Name: SS-XXXXXXX
  - Revision: 1
  - State: Preliminary
  - Policy: Packaging Structure Specification
  - Description: Description Here
- Additional Information:**
  - Cross Reference ID: (empty)
  - Issue Category: New Issue
  - Reason for Issue: Initial Revision
  - Export Control: No
  - Released Date: (empty)
- Style:**
  - Subhierarchy: None
  - Cap Style: (empty)
  - Tip Style: (empty)
  - Style Notes: (empty)
- Material:**
  - Body Material: (empty)
  - Body Color: (empty)
  - Body Material Clarity: (empty)

The interface also features a left-hand navigation pane with various menu items such as "Co-Owner", "Devs/ECRs/ECOs", "Division", "Document Subscription", "EC Auth Group", "Files", "Files - Images", "Lifecycle", "Reference Documents", "Related Documents", "Related Material Specification", "Revision", "Route", and "Workspace Folders".

To populate required fields, [see Editing Required Fields on Structure Specification](#)

To add files to a Structure Specification, see "[Adding Files to the Structure Specification:](#)

## Method 2 Create Clone of a Structure Specification.

Connected Material Specifications that are connected to the 'clone from' Structure Specification will not be connected to the new Structure Specification. Material Specifications are unique to their related Structure Specification. Only connected Reference Documents on the "clone from" Structure Specification will be attached to the new Structure Specification.

- With the Structure Specification properties window open click on the Clone Structure button.
- Fill in the required fields and click Done.

The screenshot displays the ENOVIA software interface. On the left, a navigation pane shows a list of Structure Specifications, with 'SS-XXXXXXX' (Wood Pallet) selected. The main area shows the 'Clone Structure Specification' dialog box. The dialog has a title bar 'Clone Structure Specification' and a 'Generate PDF' button. The 'Clone Based On' field is set to 'SS-0018244'. The 'Number of Copies' field is set to '1'. The 'Include Related Data' checkbox is checked. The 'Reason for Issue' field is set to 'Initial Version'. The background shows the Structure Specification details for 'Wood Pallet' (SS-0018244), including fields for Type, Name, Revision, State, Policy, Description, Cross Reference ID, Issue Category, and Reason for Issue.

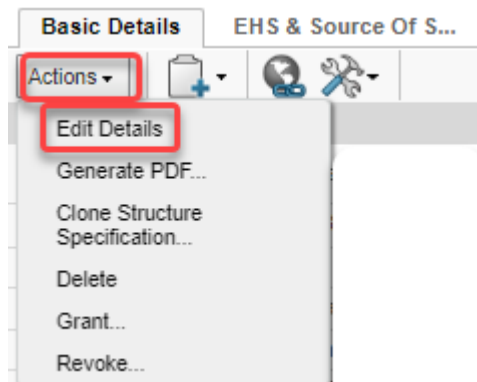
To populate required fields, [see Editing Required Fields on Structure Specification.](#)

To add files to a Structure Specification, see ["Adding Files to the Structure Specification:"](#)

## Editing Required Fields on a Structure Specification.

Additional required fields will need to be addressed on the Basic Details tab and EHS & Source of Supply tab. The required fields are independent of how the Structure Specification is created.

1. From the Structure Specification Properties window, click Actions button > Edit Details to address additional required fields on the “Basic Details” tab and “EHS & Source of Supply” tab, then click Done in lower left corner.



## Adding Files to the Structure Specification:

To add files to the Structure Specification, access the Files Category of the Structure Specification.

Use only the file formats described in the table below. All Files should be uploaded in a PDF format, with Supporting Documents as the exception. Supporting Documents will accept other file types, the PDF file format is recommended.

File Format	Purpose
Assembly Instructions	Intended to be used for the Assembly Type Structure Specification only. Attachment would specify instructions for assembly of the component.
Dimensional Drawing	Drawing of the packaging material with dimensions. The File Type uploaded must be of a PDF format to render on the Basic Details menu.
Material Data Sheet	The Technical Data Sheet is usually provided by the manufacturer. The File Type uploaded must be a PDF format to render on the Basic Details menu
Supporting Documents	Attachments that do not fit with other described File Formats.
Tolerances	Attachment including tolerance information not included in the Dimensional Drawing or data fields.

## Route Structure Specifications for Release

All Structure Specifications must be routed to a Packaging Engineer for approval. Others may be added to the route if needed.

## Superseded/Replace Structure Specifications

Structure should not be Superseded or replaced as the Structure Specification may become useful in the future. The old Structure Specification should remain in a Release state. The applicable Material Specification may be Superseded or replaced. The PLM Enterprise Packaging Administrator needs to provide a solution as there is no defined process for this.

## Revise Structure Specification

If a Structure Specification is related to a released Material Specification, the Structure Specification will display a lock symbol next to the name to prevent revising the Structure Specification. The PLM Enterprise Packaging Administrator needs to be contacted to determine if the Structure Specification will be unlocked.



If the Structure Specifications is unlocked, then the Structure Specification can be Revised with File or Revised (without files) from the Structure Specification Actions menu.

## Obsolete/Reinstate Structure Specifications

Only Released Structure Specifications can be Obsolete. The Structure Specification must be unlocked and have no related Released Material Specifications connected.

If the Structure Specification is unlocked and the Structure Specification is not connected to Released Material Specifications. Then click on Actions and click Obsolete/Reinstate. Enter brief detailed reason for obsoleting the Structure Specification. A new revision of the Structure Specification will be created with the state set to Obsolete. The previous revision is updated to History state.

To Reinstate an Obsoleted Structure Specification, from the Structure Specification Basic properties window. Select 'Obsolete/Reinstate' from the Actions menu. In the Reason for Issue field enter a brief detailed reason for reinstating.

## Create Material Specification

The Material Specification indicates the product number that can be packed, and the necessary Packing levels (in order) for a product.

A Material Specification is created using one of three different methods

- Method 1 Create Material Specification from PLM Home Page Add Menu
- Method 2 Create Material Specification from Structure Specification
- Method 3 Clone a Material Specification

## Method 1 Create Material Specification from PLM Home Page Add Menu

A Material Structure 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 Packaging Solutions > Create Material Specification.

### The 'Create Material Specification' form

The Create Material Specification form displays. Fill in the form as follows:

The screenshot shows the 'Create Material Specification' form. At the top, there is a title bar and a ribbon with a plus icon. Below the ribbon, a note states 'Fields in red italics are required'. The form is divided into several sections:

- Type:** Material Specification
- Number Series:** 34-2000 - Material Spec Number Series (marked with a red 1)
- Owner:** Owners Name (marked with a red 2)
- Description:** A large text area (marked with a red 3)
- Issue Category:** A list of categories including 'Change Attachments', 'Change Preparation for Shipment Detail', 'Change Print Configuration Detail', 'Change Print Requirements Detail', 'Change SAP Detail', 'Change Sustainability and Compliance Detail', 'Convert Doc to Data', and 'New Issue'. There are 'Add' and 'Remove' buttons next to the list (marked with a red 4).
- Reason for Issue:** Initial Version (marked with a red 5)
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right (marked with a red 6).

Field Identifier	Field Name	Field Instructions
1	Number Series	The Number Series is a designated block of numbers starting with 34-2000 that are assigned for the creation of Material Specifications
2	Owner	Document Creator's name displays.
3	Description	See <a href="#">Appendix A Structure Specification Description</a> as reference. The Material Specification Description should be 'similar to' the Structure Specification description with additional unique details.
4	Issue Category	Default is set to New Issue, additional appropriate selections from the left window then click the Add button to append "New Issue" in the right window.
5	Reason for Issue	Default is set to Initial Revision – Additional information can be added in this field.
6	OK button	Click OK to create Structure Specification

Created Material Specification Displays:

The screenshot displays the 3DEXPERIENCE ENOVIA Collaboration and Approvals interface. At the top, the header includes the 3DEXPERIENCE logo and the text "3DEXPERIENCE | ENOVIA Collaboration and Approvals". A search bar is located to the right of the header. Below the header, the main content area is divided into several sections. The top section shows the "Material Specification Number" and "Description" fields, both highlighted with red boxes. The "State" is set to "Preliminary" with a "Review" button, and the "Owner" is "Owners Name", also highlighted with a red box. The "Modified" date is "Aug 15, 2023 2:57:51 PM".

The main content area is divided into two main sections: "Basic details" and "EHS & SAP Data". The "Basic details" section is further divided into "Basic Information" and "Additional Information".

**Basic Information:**

Type	Material Specification	Owner	Owners Name
Name	Material Specification Number	Originator	Originators Name
Revision	A	Vault	Packaging Materials and Artwork Assets
State	Preliminary	Read Access	All Users
Policy	Packaging Material Specification		
Description	Description		
SAP ID		SAP ID Created On	

**Additional Information:**


Cross Reference ID	
Category	
Issue Category	New Issue
Reason for Issue	Initial Version
Is this component part of a display?	No
Material Group (Procurement UNSPSC)	
Export Control	No
Released Date	


The interface also includes a sidebar on the left with various navigation options such as "Co-Owner", "Devs/ECRs/ECOs", "Distribution Code", "Division", "Document Subscription", "EC Auth Group", "Files", "Files - Images", "HashTags", "Lifecycle", "Location", "Reference Documents", "Related Packaging Specifications", "Related Products", "Revision", "Routes", "Where Used", and "Workspace Folders".

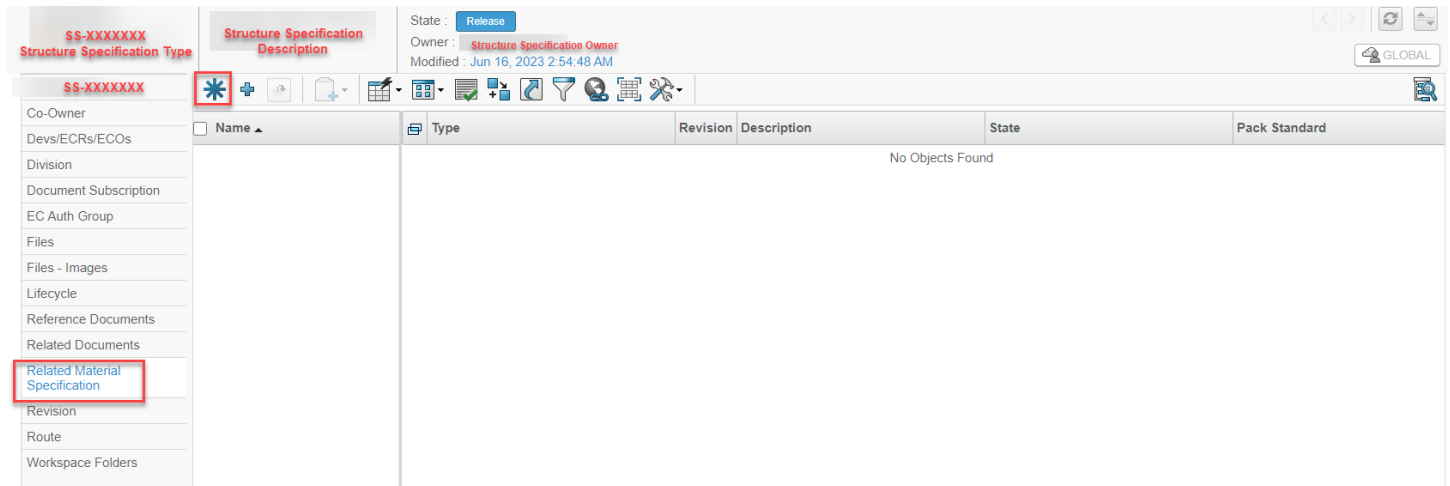
See [Material Specification Required Fields](#) to access and complete additional Required Field.

See [See Adding Files to Material Specifications](#) for information on adding files to Material Specifications.

## Method 2 Create Material Specification from Structure Specification

With the Structure Specification displaying in PLM Search results, click on the Open in New Window  icon. The Structure Specification properties window will display, click on 'Related Material Specification', category in the left panel.

Click on the Create Material Specification  icon.



The Create Material Specification Form displays -see ['The 'Create Material Specification' form](#) for Form Instructions.

See [Material Specification Required Fields](#) to access and complete additional Required Field.

See [See Adding Files to Material Specifications](#) for information on adding files to Material Specifications.

### Method 3 Clone a Material Specifications

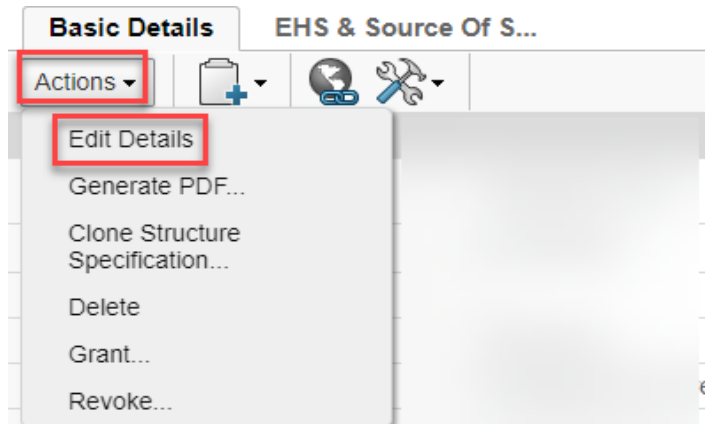
Connected Structure Specifications that are connected to the 'clone from' Material Specification will be connected to the new Material Specification. Only connected Reference Documents on the "clone from" Structure Specification is attached to the new Structure Specification.

- With the Structure Specification properties window open click on the Clone Structure button.
- Fill in the required fields on the Clone Material Specification form and click Done.

The screenshot shows the ENOVIA software interface. At the top, the state is 'Release'. The left sidebar lists various categories like 'Co-Owner', 'Devs/ECRs/ECOs', etc. The main area is titled 'Clone Material Specification'. The 'Clone Based On' field is set to '34-2002-1234-5'. The 'Number Series' is '34-2000 : Material Spec Number Series'. The 'Number of Copies' is '1'. The 'Include Related Data' section has 'Structure Specification', 'Files', and 'Reference Document' checked. The 'Reason for Issue' field contains 'Initial Version'. The 'Done' button is highlighted with a red box.

## Editing Material Specification Required fields

1. Additional required fields will need to be addressed on the Basic Details tab and EHS & Source of Supply tab. The required fields are independent of how the Material Specification was created.
2. From the Material Specification Properties window, click Actions button > Edit Details to address additional required fields on the “Basic Details” tab and “EHS & Source of Supply” tab, then click Done in lower left corner.



## Adding Files to the Material Specification:

To add files to the Material Specification, access the Files Category of the Material Specification.

Use only the file formats described in the table below. Do not use any of the other listed file formats. All Files should be uploaded in a PDF format, with Supporting Documents as the exception. Supporting Documents will accept other file types, the PDF file format is recommended.

File Format	Purpose
Material Date Sheet - Coatings	Technical Data Sheet for coating, typically provided by the manufacturer.
Material Date Sheet - Ink	Technical Data Sheet for ink, typically provided by the manufacturer.
Supporting Documents	Attachments that do not fit with other described File Formats.

## Routing Material Specifications

All Material Specifications must be routed to a Packaging Engineer for approval. Others may be added to the route if needed.

## Supersede, Replace Material Specifications

To replace a Release state Material Specifications with a new Material Specification. The existing Material Specification needs to be Superseded. To Supersede/Replace an existing Material Specification:

From the Basic properties window, select Revise from the Actions menu.

Complete the new revision form:

- Set the Issue Category to Supersede.
- Reason for Issue field – must include reference to the replacing Material Specification number.

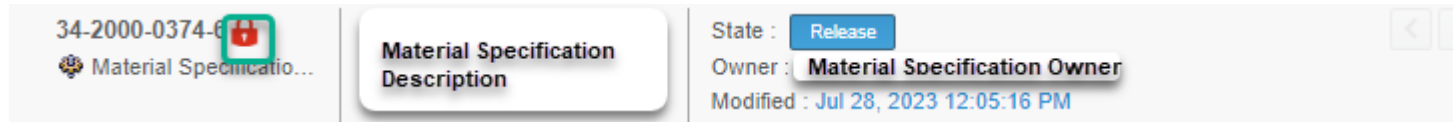
Note: When a single Material Specification is to be replaced by multiple Material Specifications, list all new replacement Material Specifications in the Reason for Issue field.

Note: When multiple Material Specifications are being replaced by a single Material Specification, each existing Material Specification must be revised with the Issue Category set to Supersede and the Reason for Issue notating the replacement Material Specification.

When the new Material Specification is released and implemented for use, the Superseded Material Specification must be promoted to Release state to finalize the process.

### Revise Material Specification

Material Specification that are in a release state will be locked. The PLM Enterprise Packaging Administrator needs to be contacted to determine if the Material Structure can be unlocked to allow the revision



If the Material Specifications is unlocked, then the Material Specification can be Revised with File or Revised (without files) from the Material Specification Actions menu.

On the new Revision, fill in the fields as needed. In the Reason for Issue, should include a brief detailed explanation of the exact changes made.

### Obsolete/Reinstate Material Specifications

To Obsolete a Material Specification all conditions below must be met:

- Only the PLM Enterprise Packaging Administrator can obsolete a Material Specification.
- The Material Specification must be in a release state.
- The Material Specification cannot be related to any released Pack Standard.
- The Material Specification cannot be in use or in stock at any facility and must be unlocked.

When all conditions are met, then click on Actions and click Obsolete/Reinstate. Enter brief detailed reason for obsoleting the Material Specification. A new revision of the Material Specification will be created with the state set to Obsolete. The previous revision will be updated to History state.

To Reinstate an Obsoleted Material Specification, from the Material Specification Basic properties window. Select 'Obsolete/Reinstate' from the Actions menu. In the "Reason for Issue" field enter a brief detailed reason for reinstating. A new revision of the Material Specification, route the Material Specification when ready.

## Enterprise Packaging Dieline

The Dieline controls the positioning of the artwork on the packaging material.

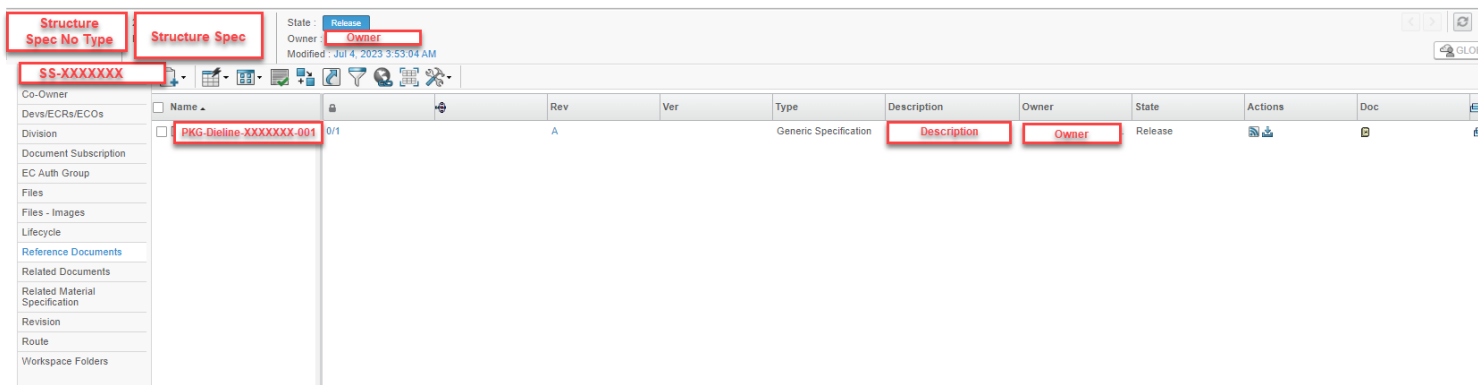
Dieline Creation Conditions:

- If a Dieline is found that meets your needs, it may be used.
- If there is not an existing Dieline that meets your needs, a new Dieline Variation must be created.
- If an existing Dieline is found that is similar, you must search for all Dieline Variations related to the Structure Specification that are being used to determine the next available variation.

Open the Structure Specification and click on Reference Documents category. In the example below the “-001” is the current variation. In creating the next variation, -002 would be used.

Note: When User sees connected Dieline but column field information display as “No Access”. The user needs to contact the Packaging Division Administrator indicating the Dieline must be connected to a workspace where they are provisioned access, or they need to be granted access to the Dieline.

Note: Dieline cannot be created on Structure Specification that is in Release state.



The screenshot shows a software interface for managing Structure Specifications. At the top, there are two tabs: "Structure Spec No Type" and "Structure Spec". The "Structure Spec" tab is active, and the "State" is set to "Release". The "Owner" is listed as "Owner". The "Modified" date is "Jul 4, 2023 3:53:04 AM". Below the tabs, there is a search bar with the text "SS-XXXXXXX". A table displays the following information:

Co-Owner	Name	Rev	Ver	Type	Description	Owner	State	Actions	Doc
Devs/ECRs/ECOs	PKG Dieline-XXXXXXX-001	0/1	A	Generic Specification	Description	Owner	Release		

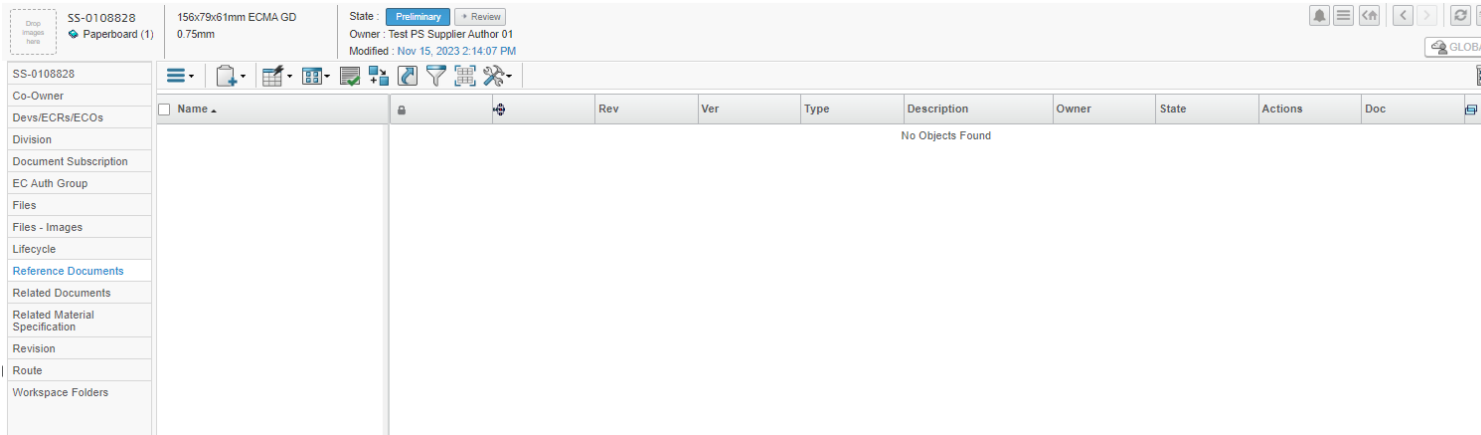
One of two methods can be used to create a Dieline in PLM:

- Method 1 from a Structure Specification
- Method 2 from the PLM Home page Add (+) menu.

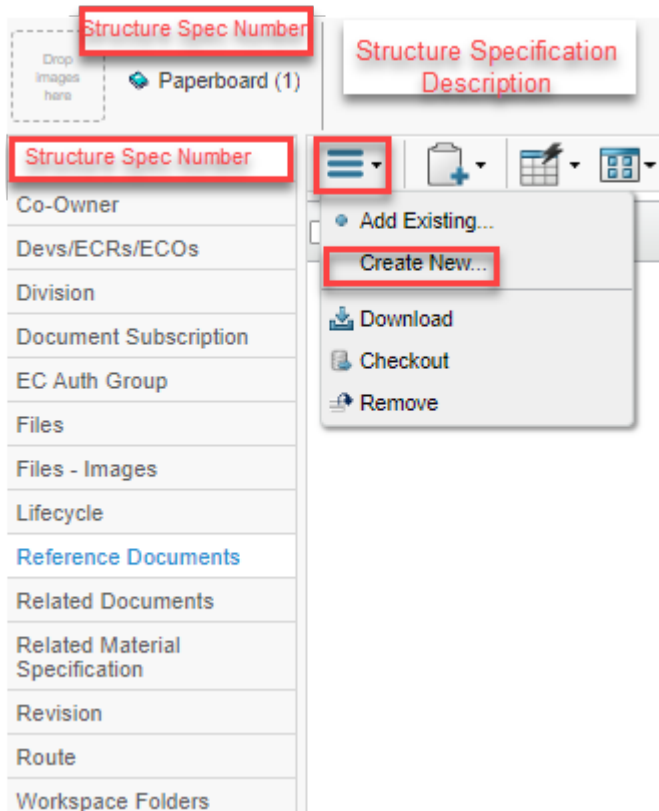
## Method 1 Create Dieline from the Structure Specification

Note: Creating a Dieline from the Structure Specification can be accomplished by indicating the Dieline variation in the Document Name/Number Field. An initial Dieline variation (example PKG-Dieline-0108828-001) or a Dieline Variation (example PKG-Dieline-0108828-002) can be created using this method.

- Open the Structure Specification and click on the Reference Documents category.



- Click the Actions button and select Create New



The Create Text Document window displays

Note: The following fields do not require a field update on the 'Create Text Document' form.

AutoName Series  
Export Control

Number Series  
Languages


Custom Revision Level  
Superseded BY

ECO For Release

The screenshot shows the 'Create Reference Document' form with the following fields and callouts:

- 1: Vault (Packaging Materials and Artwork Asset)
- 2: Type (Generic Specification)
- 3: Document Number (PKG-Dieline-0108828-001)
- 4: Auto Name
- 5: Policy (TEXT DOC - No ECO - STD Name)
- 6: Owner (Test PS Supplier Author 01)
- 7: Design Responsibility
- 8: Part To Connect (SS-0108828)
- 9: Description (156x79x61mm ECMA GD 0.75mm Add unique Dieline description)
- 10: Generic Specification Category (Drawing)
- 11: Read Access (All Users)
- 12: Cross Reference ID
- 13: User Defined Search Attribute
- 14: Done button

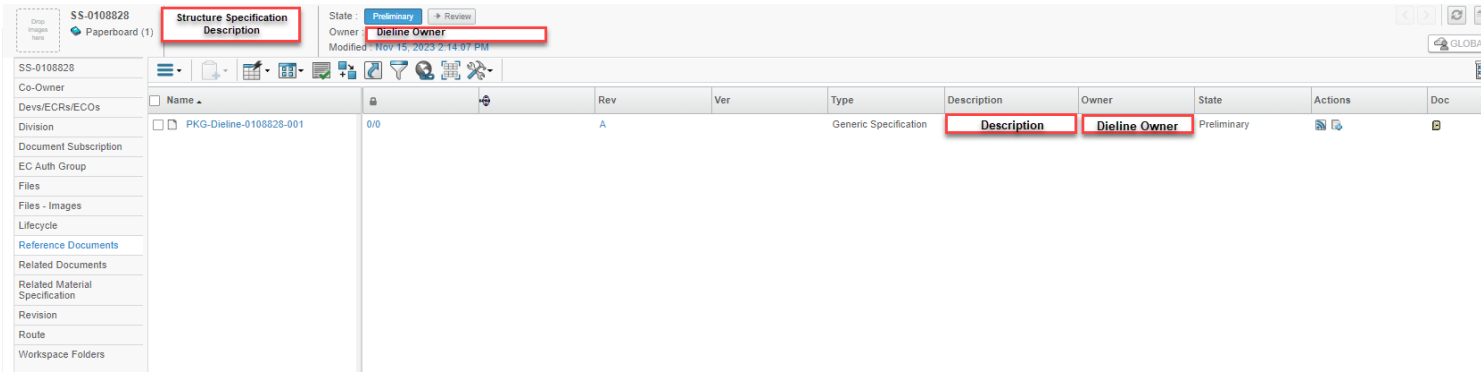
### Create Dieline using Create Text Document Form

Image ID	Field Name	Field information update
1	Vault	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	Type	The Type field, click on the ellipses and select 'Generic Specification'. Click Select.

Create Dieline using Create Text Document Form

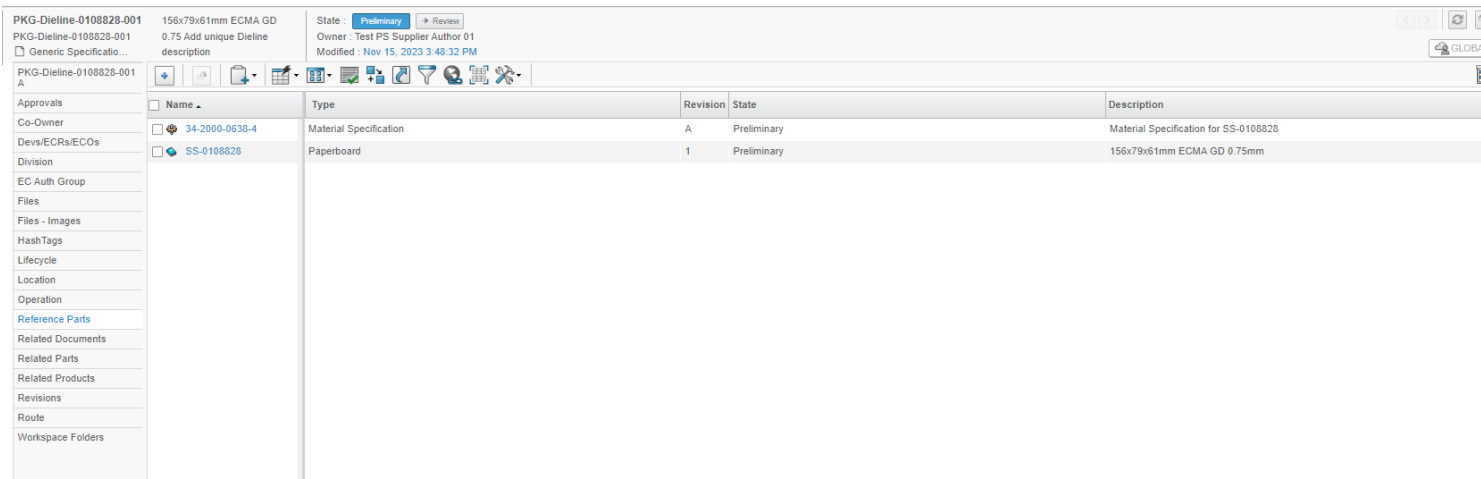
Image ID	Field Name	Field information update
3	AutoName Checkbox	Deselect the Checkbox
4	Document Number Field	In the Document Number field enter "PKG-Dieline-(Structure Specification Number)-(sequence number) Examples: For Initial Sequence the Document Number would be: PKG-Dieline-0108332-001 Next Sequence Document Number would be: PKG-Dieline-0108332-002
5	Policy	Select Text DOC – No ECO – STD Name from the drop-down list.
6	Owner	Dieline creator's name will display in this field.
7	Design Responsibility	Click "Clear" to remove field content.
8	Part to Connect	The Structure Specification number will display that used to create the Dieline.
9	Description	Enter the Description. The description field content should at a minimum should match the Structure Specification description and include unique details of the Dieline. The unique details will help in delineating the differences between the Dielines.
10	General Specification Category	Select Drawing from the drop-down list.
11	Read Access	Set to All Users
12	Cross Reference ID	This field is optional. Enter old or Legacy Dieline identification number that should be saved as part of the Dieline created.
13	User Defined Search Attribute	This field is optional. It may be used to enter text as a tag value to assist in searching or analytics.
14	Done	Click Done to create Dieline.

The created Enterprise Packaging Dieline displays and related to the Structure Specification.



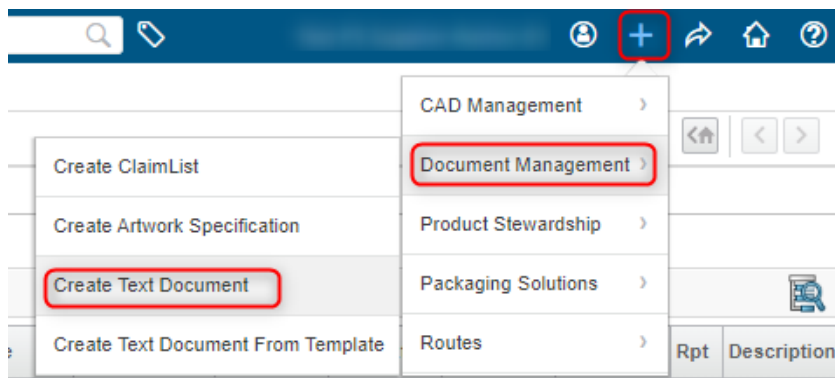
### Relating Material Specifications

Open the Dieline and click on the Reference Parts Category and search and connect the Related Material Specification to the Dieline.



### Method 2 Create Dieline from PLM Home PAGE Add Menu

A Dieline 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 Text Document.



The Create Text Document window displays:

Note: The following fields do not require a field update on the 'Create Text Document' form.

AutoName Series  
Export Control

Number Series  
Languages

Custom Revision Level  
Superseded BY

ECO For Release


Image ID	Field Name	Field information update
1	Vault	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	Type	The Type field, click on the ellipses and select 'Generic Specification'. Click Select.
3	AutoName Checkbox	Deselect the Checkbox

Image ID	Field Name	Field information update
----------	------------	--------------------------

4	Document Number Field	In the Document Number field enter "PKG-Dieline-(Structure Specification Number)-(sequence number) Examples: For Initial Sequence the Document Number would be: PKG-Dieline-0108332-001 Next Sequence Document Number would be: PKG-Dieline-0108332-002
5	Policy	Select Text DOC – No ECO – STD Name from the drop-down list.
6	Owner	Dieline creator's name will display in this field.
7	Design Responsibility	Click "Clear" to remove field content.
8	Description	Enter the Description. The description field content should at a minimum should match the Structure Specification description and include unique details of the Dieline. The unique details will help in delineating the differences between the Dielines.
9	General Specification Category	Select Drawing from the drop-down list.
10	Read Access	Set to All Users
11	Cross Reference ID	This field is optional. Enter old or Legacy Dieline identification number that should be saved as part of the Dieline created.
12	User Defined Search Attribute	This field is optional. It may be used to enter text as a tag value to assist in searching or analytics.
13	Done	Click Done to create Dieline.


## The Dieline Displays

The screenshot shows the 'Dieline Displays' software interface. At the top, there are tabs for 'Dieline Number' and 'Structure Specification Description'. Below this is a 'Basic Information' section with a table of fields:

Field	Value
Type	Generic Specification
Name	Dieline Number
Revision	A
State	Preliminary
Policy	TEXT DOC - No ECO - STD Name
Description	156x79x61mm ECMA GD 0.75 Add unique Dieline description 2
SAP ID	

Other fields include 'Owner', 'Originator', 'Vault', 'Read Access', and 'Design Responsibility'. A left-hand navigation pane lists various categories like 'Approvals', 'Co-Owner', 'Divs/ECRs/ECOs', etc.

### Relating Structure Specification and Material Specification

Click on the Reference Parts Category and click on the Add Existing Icon .

On the Find Specification window, search for the Structure Specification and Material Specification.

Note: Both documents can be searched for at the same time by separating the document numbers with a comma. (no spaces on either side of the comma). Click Find.

### Find Specification





The 'Find Specification' window is shown with a search criteria form:

- Type: BOM ITEM, Structure S
- Name: SS-0108828,34-2000-C (highlighted with a red box)
- Revision: \*
- Description: \*
- Vault:  Selected Packaging Materials and Ar
- Owner: \*
- Originator: \*
- Revision:  Show Highest Released & un-Released Revisions

At the bottom, there is a 'Limit to 100 Results' field and a 'Find' button (highlighted with a red box) next to a 'Cancel' button.

From the Search results window, select the Structure Specification and Material Specification and click Submit.

Select

	<input type="text" value="Search for Relat..."/>				
<input checked="" type="checkbox"/>	Name	Revision	Type	Description	State
<input checked="" type="checkbox"/>	 34-2000-0638-4	A	Material Specification	70x280mm Rectangle Raflamatt RF DC BAND-DOSE UBISTESIN-F LT MAH	Release
<input checked="" type="checkbox"/>	 SS-0108828	1	Label - Roll	17mm x 130mm rectang Semi Gloss RF DC	Release

The Structure Specification and Material Specification are added to the Dieline.

PKG-Dieline-0108828-002  
PKG-Dieline-0108828-002  
Generic Specificatio...

State : Preliminary → Review  
Owner : Dieline Owner's name  
Modified : Nov 17, 2023 10:58:25 AM

Dieline Description

Name	Type	Revision	State	Description
34-2000-0638-4	Material Specification	A	Preliminary	Description
SS-0108828	Paperboard	1	Preliminary	Description

Reference Parts

### Adding Files to a Dieline

See [Enterprise Packaging Adding Files](#) for methods to add Files to Enterprise Packaging Dieline

Note: Dieline Files are uploaded onto the Dieline, using the 'Supporting Documents' Format.

### Release Dieline

Note: The Dieline does not require a route to release. Promote the Dieline to review at this time the PLM system will check for errors or promote the Dieline to Review State. If no errors are found, then promote again to Release the Dieline. If system errors are detected, the system will not promote the document to Review and will display system message information.

## Supersede/Replace a Dieline

When a released Dieline is to be replaced with a new Dieline, the existing Dieline should be Superseded. To create Dieline with Supersede state:

From the properties window, select Revise from the Actions menu.

Complete the new revision form:

Set the Issue Category to Supersede.

Reason for Issue field – must include reference to the replacing Dieline number.

Note: When a single Dieline is being replaced by multiple Dieline, list all new replacement Dieline.

Note: When multiple Dielines are being replaced by a single Dieline, each existing Dieline must be revised with the Issue Category set to Supersede and the Reason for Issue notating the replacement Dieline.

When the new Dieline is released and implemented for use, the Superseded Dieline must be promoted to Release state to finalize the process.

## Revising Dieline

The Dieline can be Revised with File or Revised (without files) from the Dieline Actions menu.

On the new Revision, fill in the fields as needed. In the 'Reason for Issue' field, should include a brief detailed explanation of the exact changes made.

## Enterprise Packaging Test Reports

Enterprise Packaging Test Reports controls the documentation for test methods, procedures, results and conclusions for packaging material or packaging systems.


Note: When User sees connected Test Report but column field information display as "No Access". The user needs to contact the Packaging Division Administrator indicating the Test Report must be connected to a workspace where they are provisioned access, or they need to be granted access to the Test Report.

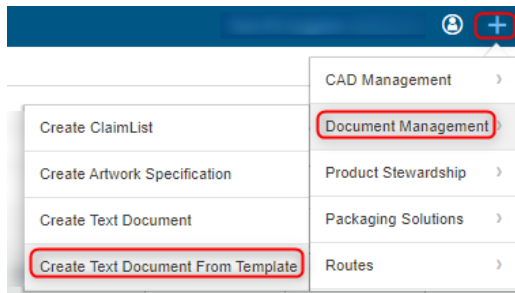
Before creating a new Enterprise Packaging Test Report. a search to see if there is an existing Test Report exists, that meets your needs. If a Test Report exists that meets your needs, this test report may be used in lieu of creating a new Test Report. If changes are needed to the Test Report, the Test Report owner needs to be contacted to see if the changes can be applied to the existing Test Report or if a new Test Report needs to be created.

Test Reports can be created using one of two methods:

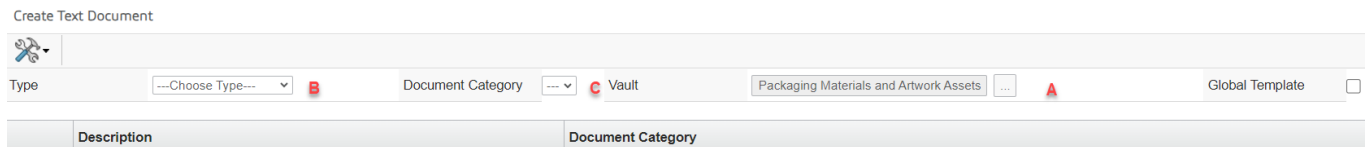
- Method 1 Create Test Report using Add Menu
- Method 2 Clone to Create Test Report

## Method 1 Create Enterprise Packaging Test Report:

From the PLM Home Page, click Add . From the Add dropdown menu, select 'Document Management' -> 'Create Text Document from Template'.



The Create Text Document from Template window displays:



	Field	Field Instructions
A	Vault	Validate the Vault is set to Packaging Materials and Artwork Assets. If the vault setting is other than Packaging Materials and Artwork Assets used the ellipses button to correct the vault.
B	Choose Type	Expand the dropdown list and select "Report".
C	Document Category	Expand the dropdown list and select "Test Report".

- Select the 'Packaging Test Report' option
- Enter the Test Report Description in the "Description" field and click Create.

Create Text Document

Type **Report** Document Category **Test Report** Vault **Packaging Materials and Artwork Assets** Global Template

Description	Document Category
<input checked="" type="radio"/> Packaging Test Report	Test Report

Description:

[Clear](#)

**Create** Cancel

- The Test Report is created.

3DEXPERIENCE | ENOVIA Collaboration and Approvals

PKG-Report-XXXXXX State: Preliminary → Review

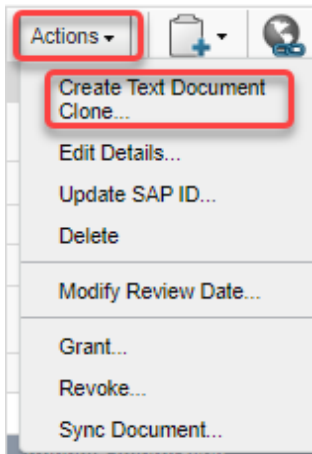
PKG-Report-XXXXXX Revision

Basic Information	
Type	Report
Name	PKG-Report-XXXXXX
Revision	1
State	Preliminary
Policy	TEXT DOCUMENT - APPROVALS OPTIONAL
Description	Enter Test Report Description
Attribute Information	
Export Control	No
Report Category	Test Report
Document Expiration	Off

About 3DEXPERIENCE Platform

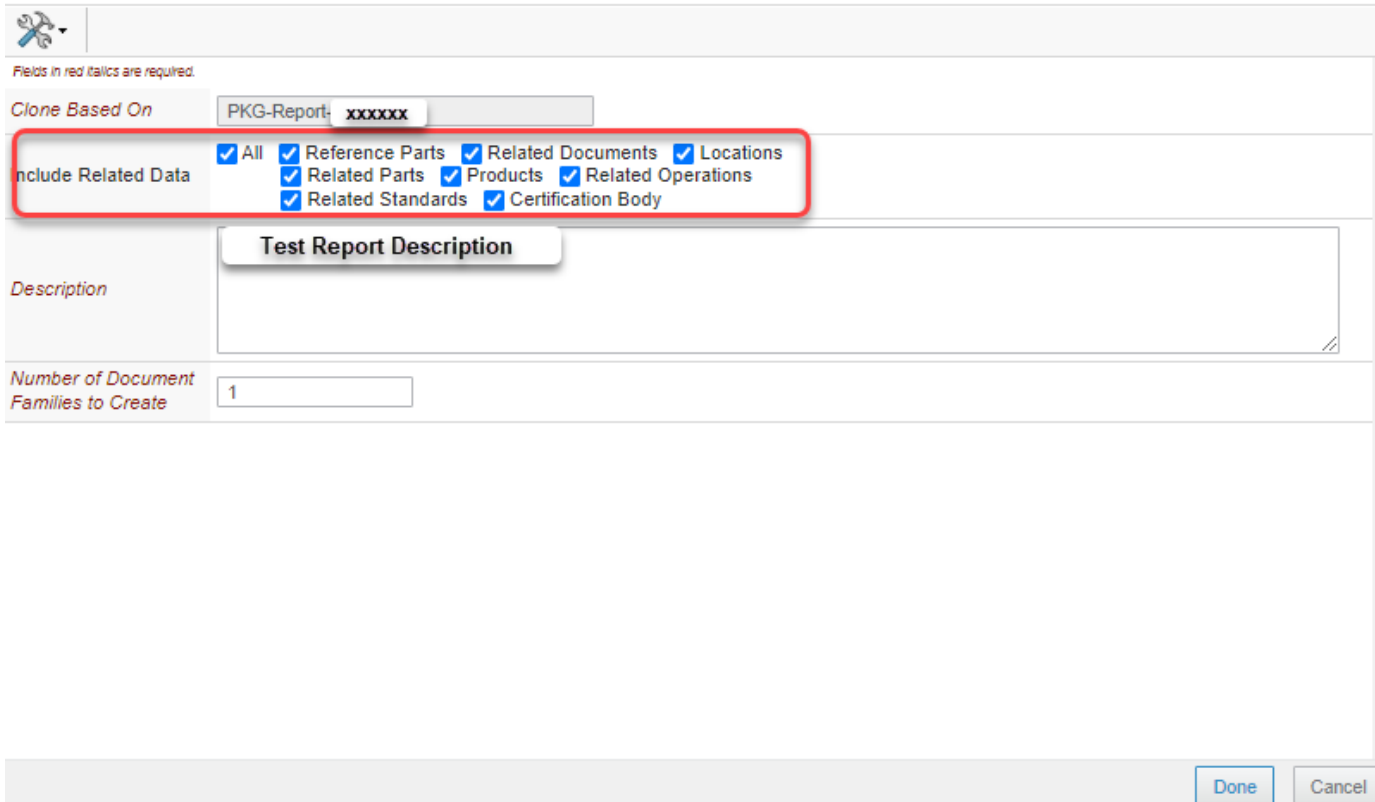
## Method 2 Clone a Test Report

A released Test Report may be cloned to create a new a 'Test Report'. From a Clone in Release state, by accessing "Create Text Document Clone" from the 'Actions' menu. The new cloned Test Report is created.



- The create Text Document Clone form displays. Deselect any of the "Include Related Data" options that are not needed on the new Test Report.

Create Text Document Clone...

A screenshot of the 'Create Text Document Clone...' form. At the top, there is a toolbar with a wrench icon and a dropdown arrow. Below it, a note says 'Fields in red italics are required.' The form has a 'Clone Based On' field with the value 'PKG-Report: xxxxxxx'. Below this is a section titled 'Include Related Data' with a grid of checkboxes: 'All', 'Reference Parts', 'Related Documents', 'Locations', 'Related Parts', 'Products', 'Related Operations', 'Related Standards', and 'Certification Body'. All these checkboxes are checked. Below the grid is a large text area labeled 'Test Report Description' with the label 'Description' to its left. At the bottom left, there is a field labeled 'Number of Document Families to Create' with the value '1'. At the bottom right, there are 'Done' and 'Cancel' buttons.

Fields in red italics are required.

Clone Based On PKG-Report: xxxxxxx

Include Related Data

<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Reference Parts	<input checked="" type="checkbox"/> Related Documents	<input checked="" type="checkbox"/> Locations
<input checked="" type="checkbox"/> Related Parts	<input checked="" type="checkbox"/> Products	<input checked="" type="checkbox"/> Related Operations	
<input checked="" type="checkbox"/> Related Standards	<input checked="" type="checkbox"/> Certification Body		

Description

Test Report Description

Number of Document Families to Create 1

Done Cancel

- Update the Description field contents.
- Click Done
- Validate all categories and data fields before routing the Test Report.

## Edit Test Report Properties

- From the Actions menu, click Edit Details to fill in all required fields. These Test Reports should not be altered and remain with their default settings.
  - Export Control
  - External Distribution Allowed
  - Report Category

Report PKG-Report-979870 rev 1: Properties

Fields in red boxes are required

Basic Information			
Type	Report	Owner	Test PS Supplier Author 01
Name	PKG-Report-979870	Originator	Test PS Supplier Author 01
Revision	1	Vault	Packaging Materials and Artwork Assets
State	Preliminary	Read Access	All Users
Policy	TEXT DOCUMENT - APPROVALS OPTIONAL	Design Responsibility	<input type="text"/> Clear
Description	Packaging Test Report Description		
Attribute Information			
Cross Reference ID	<input type="text"/>		
Export Control	No		
External Distribution Allowed	<input type="text"/>		
Reason For Change	Initial Revision		
Report Category	Test Report		
Released Date	<input type="text"/>		
Next Review Date	<input type="text"/> Clear		
Review Date Comment	<input type="text"/>		
Review Notification Reminder Interval	45		
Superseded By	<input type="text"/>		
User Defined Search Attribute	<input type="text"/>		

Done Can

## Field Description Table

Image ID	Field Name	Instructions for Use
1	Next Review Date	This field is optional and should be used when a Test Report must be reviewed on a regular basis.
2	Review Date Comment	This field is optional and can be used to provide greater context on what should be reviewed upon the Next Review Date.
3	Review Notification Reminder Interval	This field is only applicable when there is a Next Review Date. This field will send a reminder to the Test Report Owner.
4	Superseded By	This field should remain blank unless the Test Report is being Superseded with another Test Report.
5	User Defined Attribute Search	This field is optional. This field can be used by the owner or co-owner to tag the Test Report that may be used in searching and analytics.
6	Done	Saves the updates made to the Test Report Properties window.

## Adding Files to a Test Report

- Click on the Files Category to access the connected Test Report Content File.
- See the Packaging Icons for description and usage on Actions column Packaging Icons. [Icons Specific to Packaging Enterprise](#)




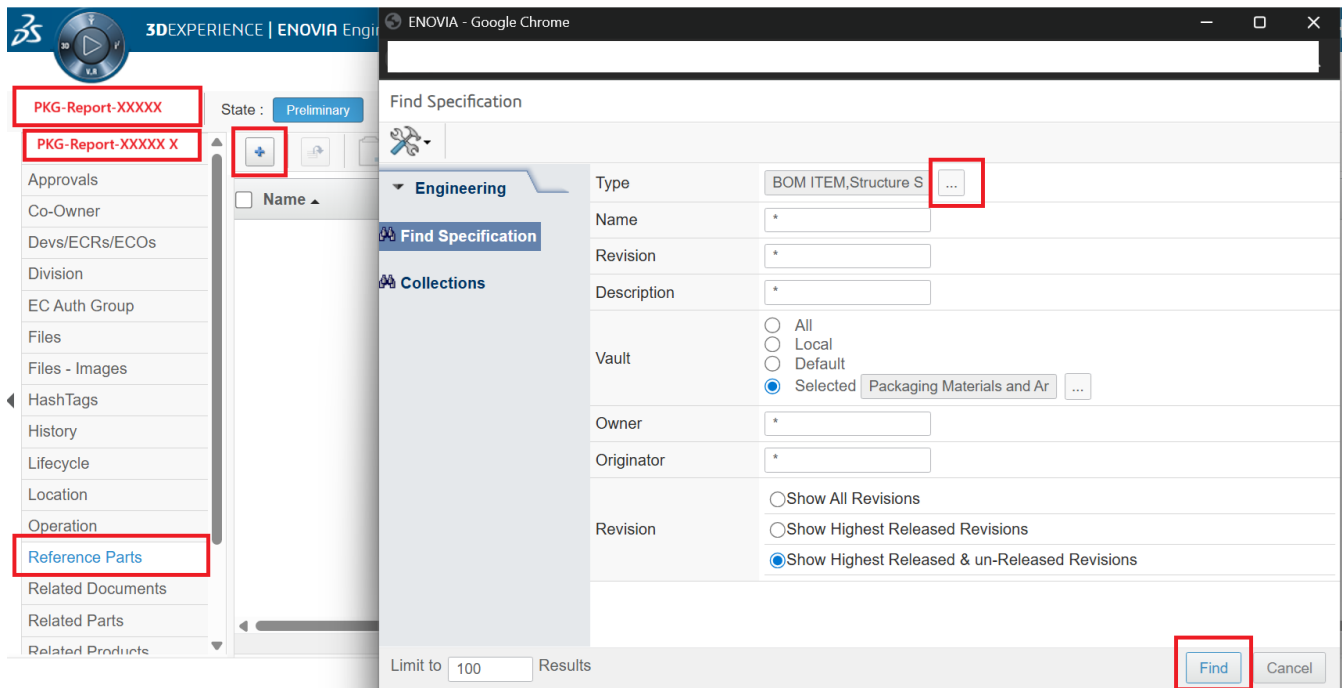
- Using the Download icon, download the related Content File. The Content file should be saved to a location.
- Update the Content File with applicable Test Report information.
- Access the Adding Files to Enterprise Packaging Documents at [Enterprise Packaging Adding Files](#)

## Routing a Test Report

- Upon creation of the Test Report, a route will be created from a route template. The route may be edited to allow for additional approvers prior to promoting the Test Report to a Review state.  
Note: Routing a Test Report for approval is dependent on the Business needs the connected Document template. The PLM system allows the Test Report to be released without a route as well.

## Attaching Structure Specification and Material Specifications to Test Report

- Click on the Reference Parts Category.
- Click on the  Add icon to launch the 'Find Structure Specification' search window.



- In the Name field, using comma between the Structure Specification number and Material Specification number will allow you to search for both objects.

## Find Specification

The screenshot shows the 'Find Specification' dialog box with the following fields and options:

- Type:** BOM ITEM,Structure S
- Name:** SS-0108828,34-2000-C
- Revision:** \*
- Description:** \*
- Vault:**  All,  Local,  Default,  Selected (Packaging Materials and Ar)
- Owner:** \*
- Originator:** \*
- Revision:**  Show All Revisions,  Show Highest Released Revisions,  Show Highest Released & un-Released Revisions

At the bottom, there is a 'Limit to 100 Results' field and a 'Find' button (highlighted with a red box) next to a 'Cancel' button.

- The Structure Specification and Material Specification are display in the Search Results.
- Select both the Structure Specification and the Material Specification and click Submit

Select



<input checked="" type="checkbox"/>	Name	Revision	Type	Description	State
<input checked="" type="checkbox"/>	34-2000-0638-4	A	Material Specification	Material Specification for SS-0108828	Prelimin
<input checked="" type="checkbox"/>	SS-0108828	1	Paperboard	156x79x61mm ECMA GD 0.75mm	Prelimin

Submit

- Both the Structure Specification and Material Specification are added to the Test Report.

PKG-Report-979870 Packaging Test Report State: Preliminary

Report (1) Description Owner: Test PS Supplier Author 01 Modified: Nov 20, 2023 2:49:39 PM

PKG-Report-979870 1

Name	Type	Revision	State	Description
34-2000-0638-4	Material Specification	A	Preliminary	Material Specification for SS-0108828
SS-0108828	Paperboard	1	Preliminary	156x79x61mm ECMA GD 0.75mm

Reference Parts

## Supersede/Replace Test Report

When a released Test Report is to be replaced with a new Test Report, the existing Test Report should be Superseded. To create Test Report with Supersede state:

- From the properties window, select Revise from the Actions menu.
- Complete the new revision form:
  - Set the Issue Category to Supersede.
  - Reason for Issue field – must include reference to the replacing Test Report number.

Note: When a single Test Report is being replaced by multiple Test Report, list all new replacement Test Report.

Note: When multiple Test Reports are being replaced by a single Test Report, each existing Test Report must be revised with the Issue Category set to Supersede and the Reason for Issue notating the replacement Test Report.

When the new Test Report is released and implemented for use, the Superseded Test Report must be promoted to Release state to finalize the process.

## Revising Test Report

The Test Report can be Revised with File or Revised (without files) from the Test Report Actions menu.

On the new Revision, fill in the fields as needed. In the 'Reason for Issue' field, should include a brief detailed explanation of the exact changes made.

## Obsolete/Reinstate Test Report



To Obsolete a Material Specification all conditions below must be met:

- Only the PLM Enterprise Packaging Administrator can obsolete a Test Report.
- The Test Report must be in a release state.
- Open the Test Report properties window, from the Actions button select Make Obsolete.
- Enter a brief detailed reason for obsoleting the Test Report.
- Click Done.
- The system updates the Test Report state to Obsolete.

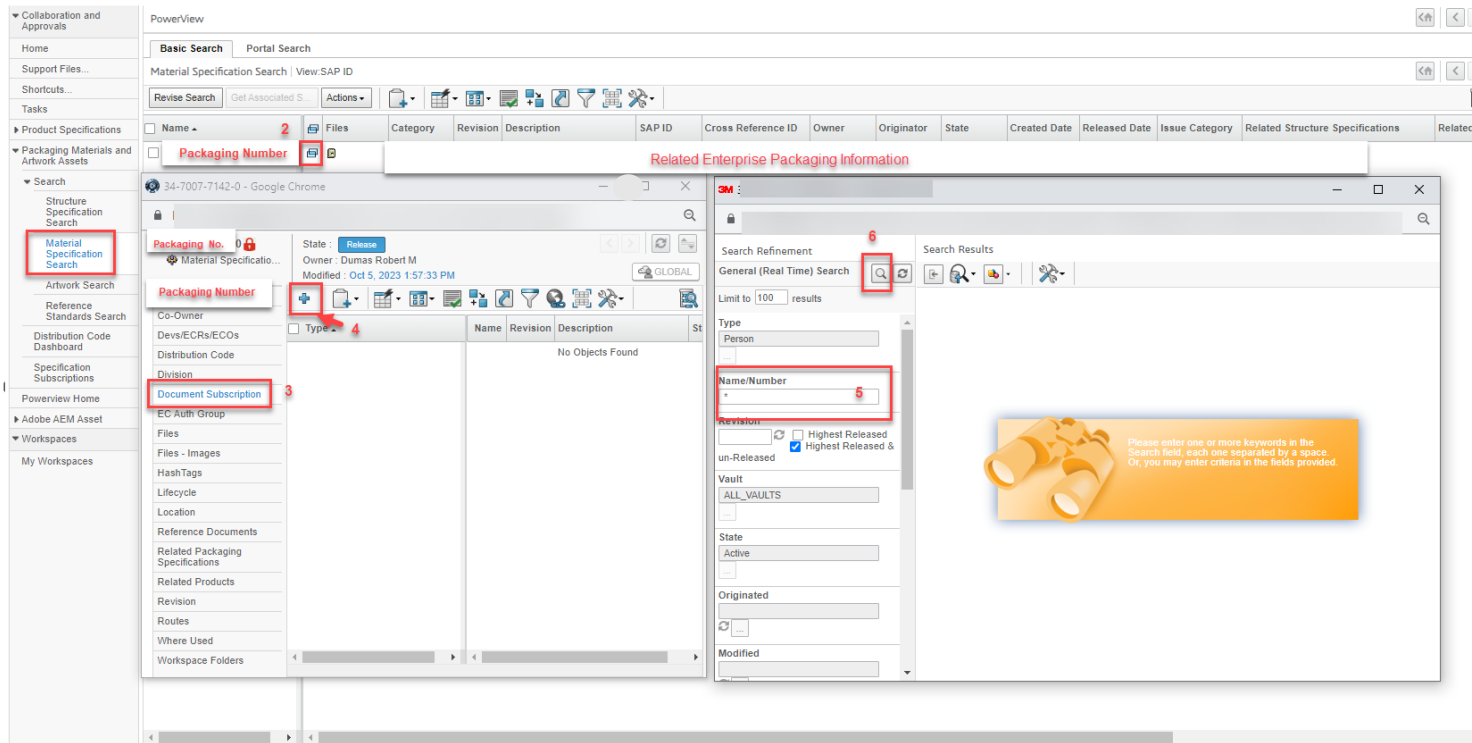
# Document Subscription

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

## 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.

General (Real Time) Search

Limit to 100 results

Type  
Person

Name/Number  
Example: Doe Jane\*

Revision  
 Highest Released  
 Highest Released & un-Released

Vault  
ALL\_VAULTS

State  
Active

Originated

Modified

Owner

Originator

Policy

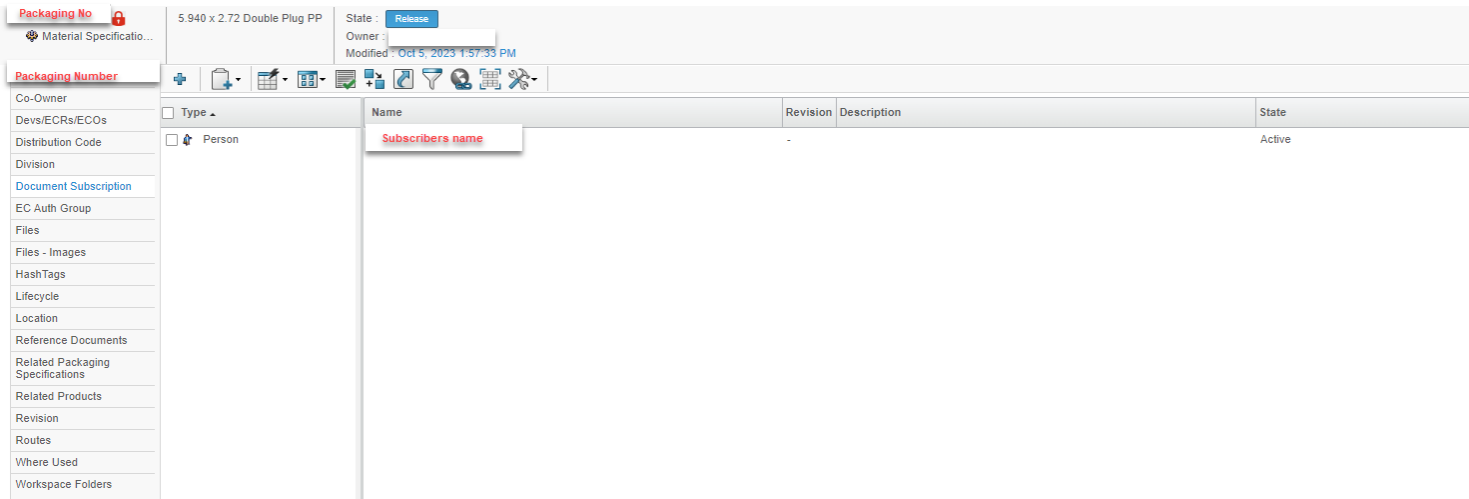
Description  
\*

Cross Reference ID

<input type="checkbox"/> Name	Policy	Vault	Revision	Type	Description	State	
<input type="checkbox"/> Example: Doe Jane B	Person	3M Administration	-	Person		Active	
<input type="checkbox"/> Example: Doe Jane K	Person	3M Administration	-	Person		Active	



Submit

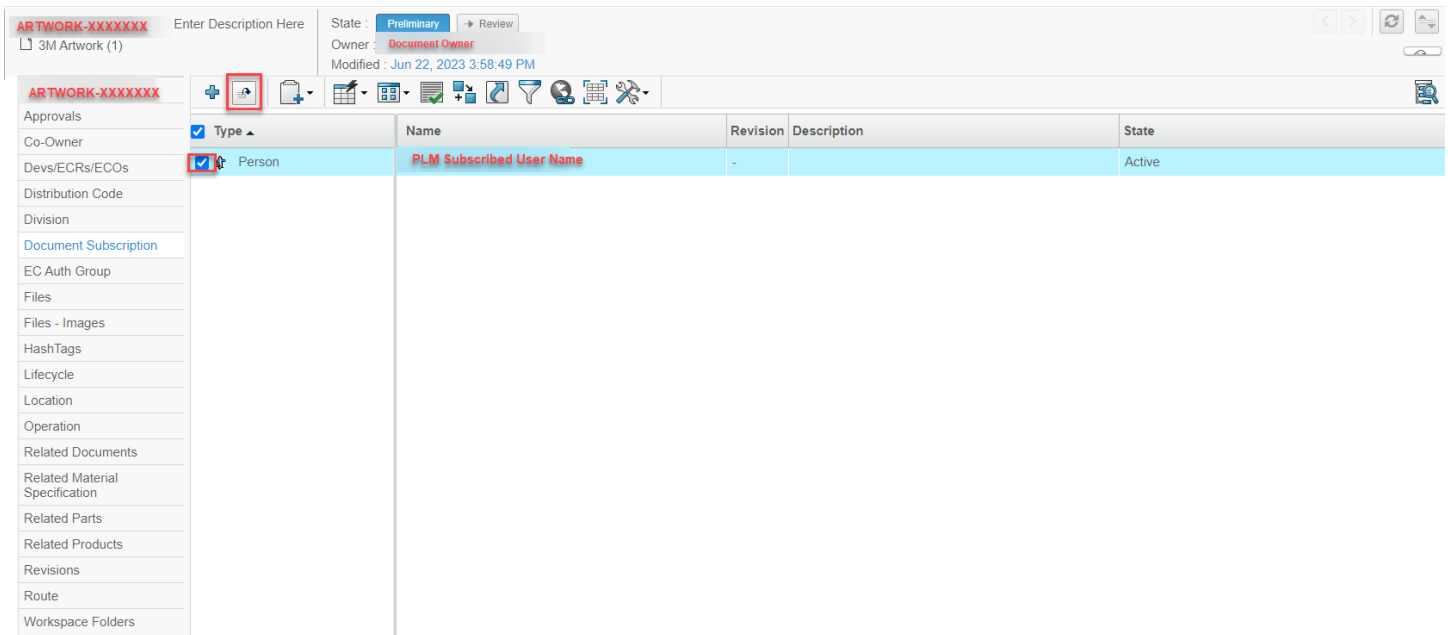
8. The subscription window will display with the added subscriber listed.



If you need any assistance with finding your PLM Account, please contact the PLM Technical Support Center.

### 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 .



6. The subscribed username is removed from the window.

### 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 a 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.

**Solventum Packaging Subscription Notification**

Global PLM  
To

Retention Policy 1 Year Exchange Policy (40 years)

Expires 8/31/2065

Reply
 Reply All
 Forward

Wed 9/10/2025 1:32 PM

The following 1 Packaging Specification to which you are subscribed has been released. To Open the Portal: [Click here!](#)  
Please refer the documents below:

Type	Name	Revision	Description	Current	Issue Category	Reason for Issue
Material Specification	33-5000-7673-3	3	177x170x43mm Case PP BOX RELYX FIBER POST INTRO KIT	Release	Change Attachments Other	<<Reason for Issue Information here>>

The following 3M Packaging Specification to which you are subscribed has been moved to History.  
Please refer the documents below:

Type	Name	Revision	Description	Current	Issue Category	Reason for Issue
Material Specification	33-5000-7673-3	2	Koffereinsatz für RELYX FIBER POST INTRO KIT	History	Change Attachments Other	<< Reason for Issue Information here>>

- 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
- Expand the Specification Subscriptions window.
- Select Specification Type for the “Please select the Specification” field.  
Note: Multi select option is not available.
- Click the Distribution Code drop down list and select Distribution Code.
- Click Next
- Enterprise Packaging Documents of the selected type and connected to the selected Distribution Code display in the Search results.

Specification

Fields in red boxes are required

Please select the Specification:

Material Specification  
 Artwork Specification

Distribution Code

All  
AS-01113  
AB-00119  
AB-00235  
All

Unsubscribe

Released

Search On

Next Cancel

About XDP EXPERIENCE Platform

## Specification Subscription Format:

Name	Type	Revision	Description	Owner	State	SAP ID	Released Date	Published Date	Distribution Code	Notify(Dist Code)	Download Files	Previous Revisions
A	B	C	D	E	Release	F	G	H	I	J	Download Files	Previous Revisions
					Release						Download Files	Previous Revisions
					Release						Download Files	Previous Revisions
					Release						Download Files	Previous Revisions
					Release						Download Files	Previous Revisions
					Release						Download Files	Previous Revisions
					Release						Download Files	Previous Revisions
					Release						Download Files	Previous Revisions

Column ID	Column Information
A	Enterprise Packaging Specification Number
B	Enterprise Packaging Specification Type
C	Revision of Enterprise Packaging Specification Number
D	Description of Enterprise Packaging Specification
E	Owner of Enterprise Packaging Specification Number
F	SAP ID associated with Enterprise Packaging Specification Number.
G	Release Date of Enterprise Packaging Specification Number
H	Publish Date of Enterprise Packaging Specification Number
I	Distribution Code that Enterprise Packaging Specification Number is related to
J	Notify Distribution Code Yes/No indicator of whether the email notification is sent.

See [Icons for Download Files and Previous Revisions](#) [Icons for Download Files and Previous Revisions:](#)

See [Additional Information regarding Printing](#) [Additional Download and Print Icon Information](#)

## 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.

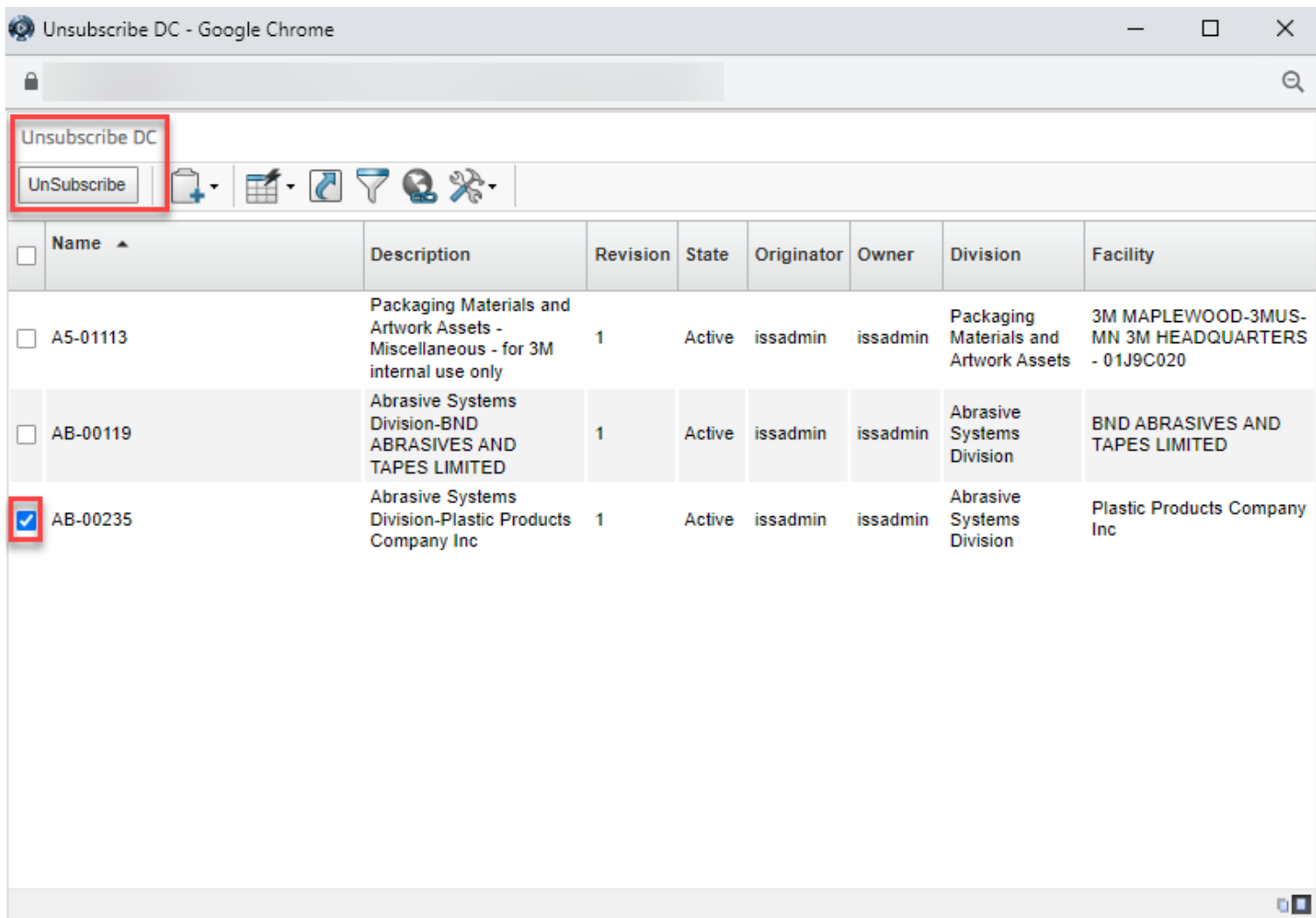
### To Unsubscribe to a Distribution Code

- Access PLM
- Expand the Packaging Materials and Artwork Assets category.
- Click on Specification Subscriptions
- Click the Unsubscribe button.

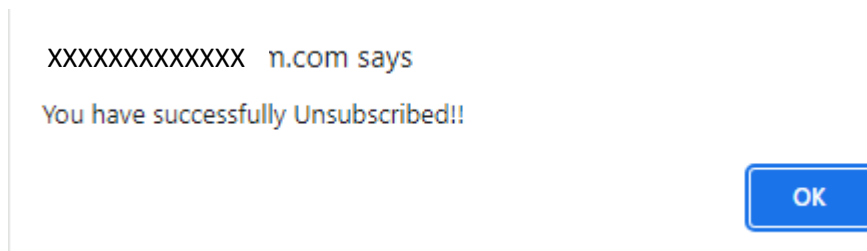
The screenshot shows the PLM interface with the following elements:

- Left Sidebar:** A navigation menu with the following items: Collaboration and Approvals, Home, Support Files..., Shortcuts..., Tasks, Product Specifications, Packaging Materials and Artwork Assets (expanded), Search (expanded), Structure Specification Search, Material Specification Search, Artwork Search, Reference Standards Search, Distribution Code Dashboard, **Specification Subscriptions** (highlighted with a red box), Powerview Home, Adobe AEM Asset, Workspaces, and My Workspaces.
- Main Content Area:**
  - Section: Specification
  - Text: *Fields in red italics are required.*
  - Text: *Please select the Specification:*
  - Radio buttons:  Material Specification,  Artwork Specification
  - Form: Distribution Code (dropdown menu set to 'All') and an **Unsubscribe** button (highlighted with a red box).
  - Form: Search On (checkbox set to 'Released') and a search input field.
- Bottom Right:** 'Next' and 'Cancel' buttons.

- Unsubscribe DC window displays.
- Select the Distribution Code that you no longer need access to.
- Click the Unsubscribe button



- “You have successfully Unsubscribed!!” system message will display

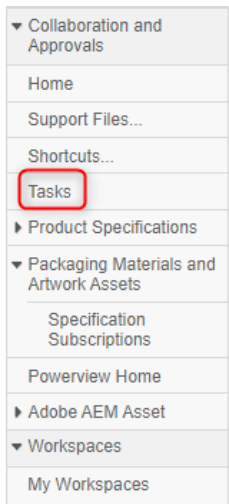


## Assigned Inbox Tasks:

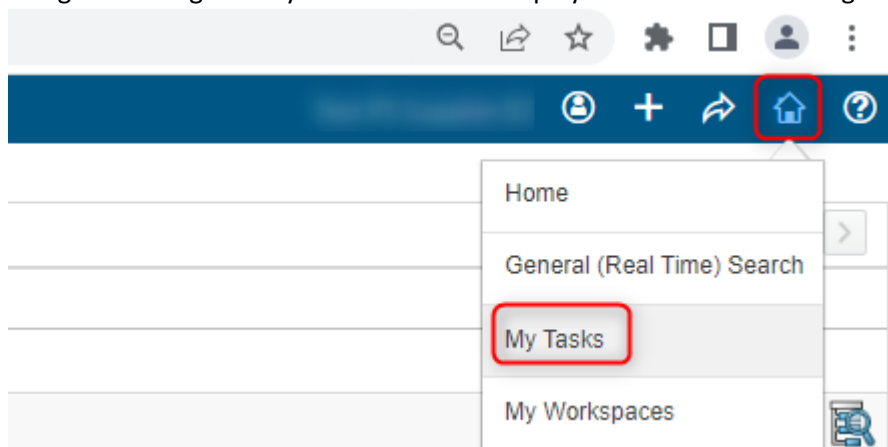
### Navigating to Assigned Inbox Tasks:


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

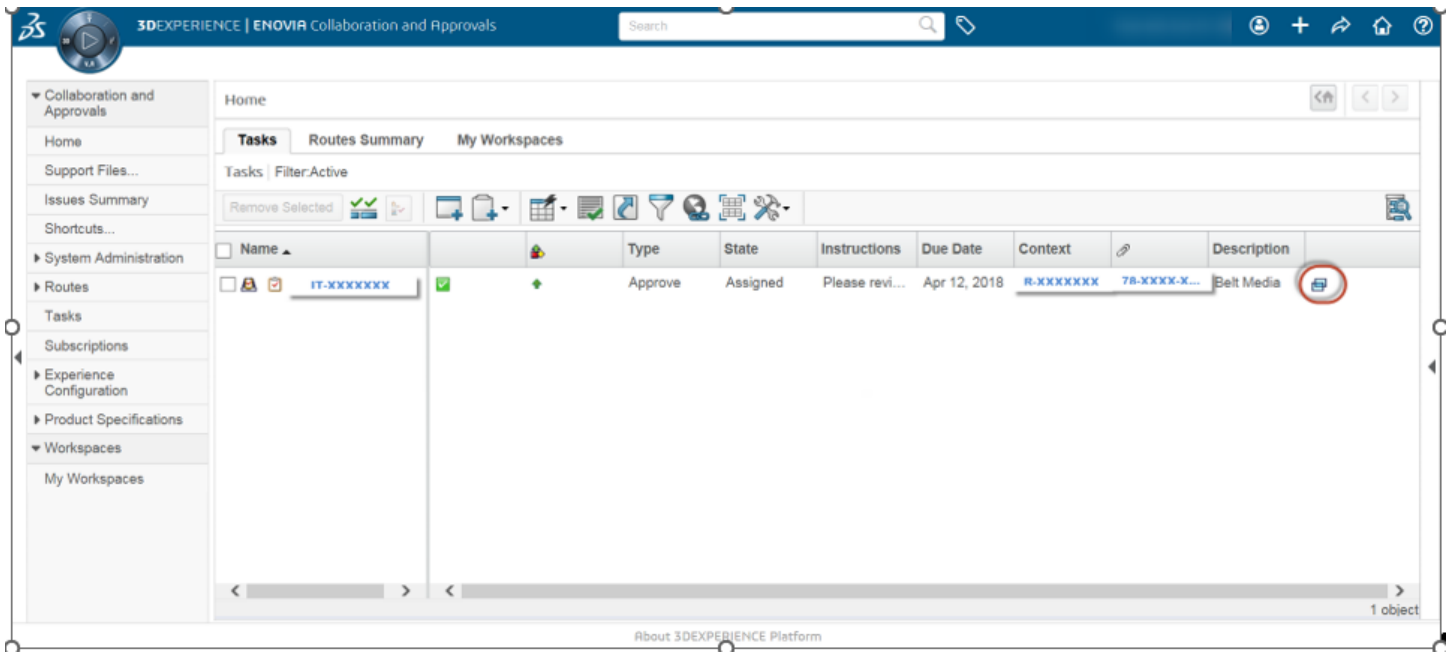
Your Tasks are accessible by clicking on Tasks in the Collaboration and Approval navigation panel.




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

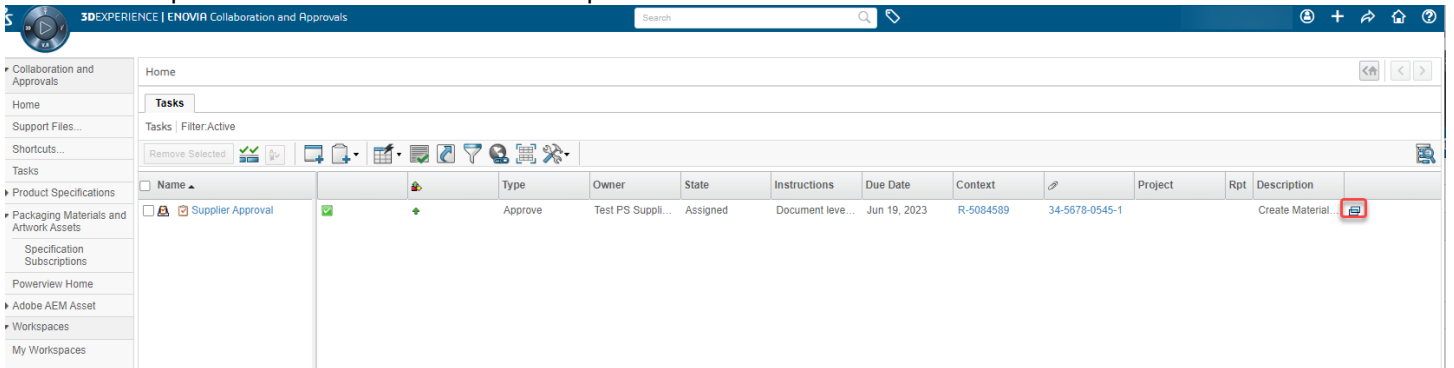


On Tasks screen, click on the blue double pane (Launch Window)  window to the far right of the record to open Summary View screen that will have links to specification and supplier document attachments.

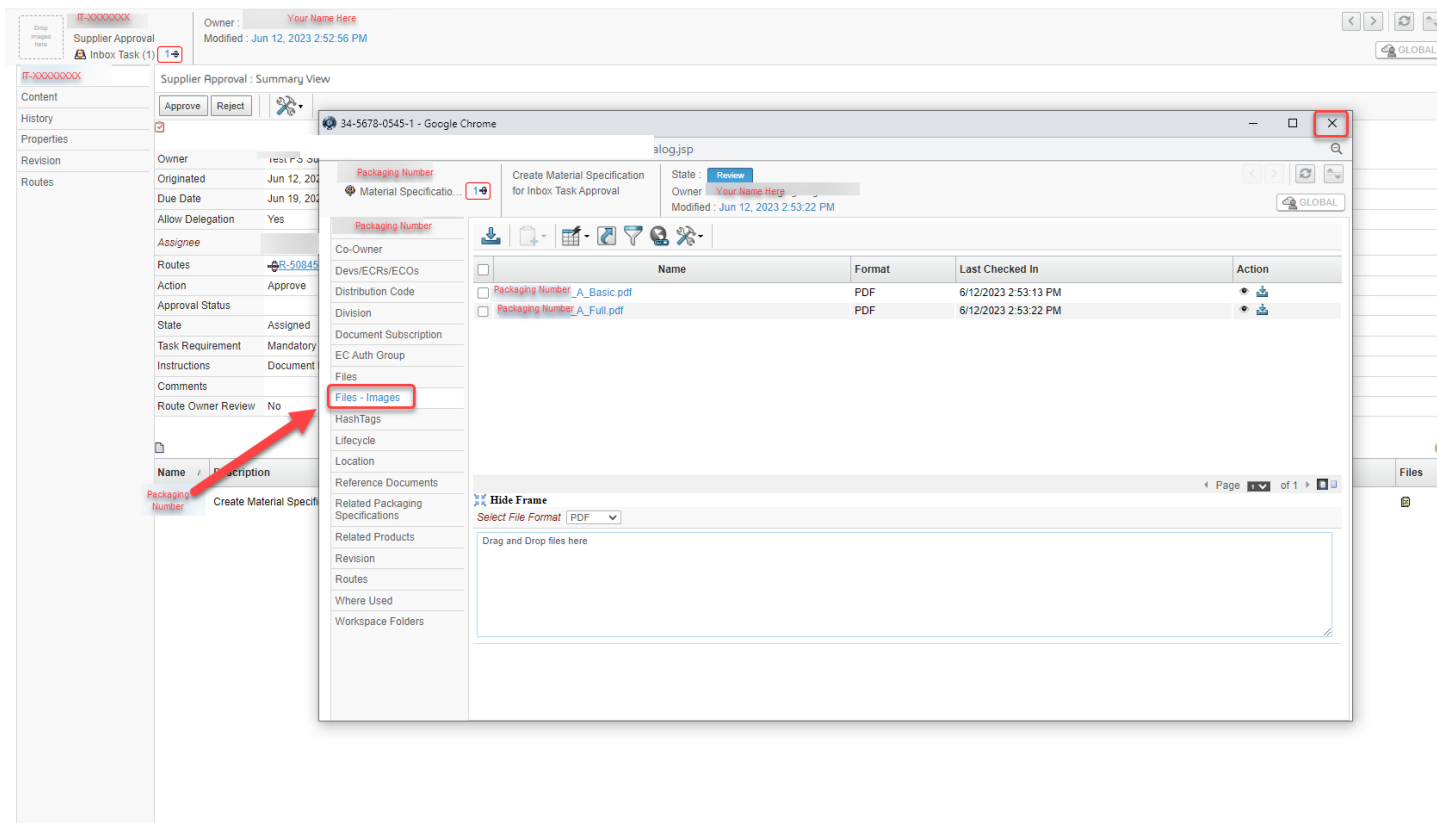


### Approving Inbox Tasks:

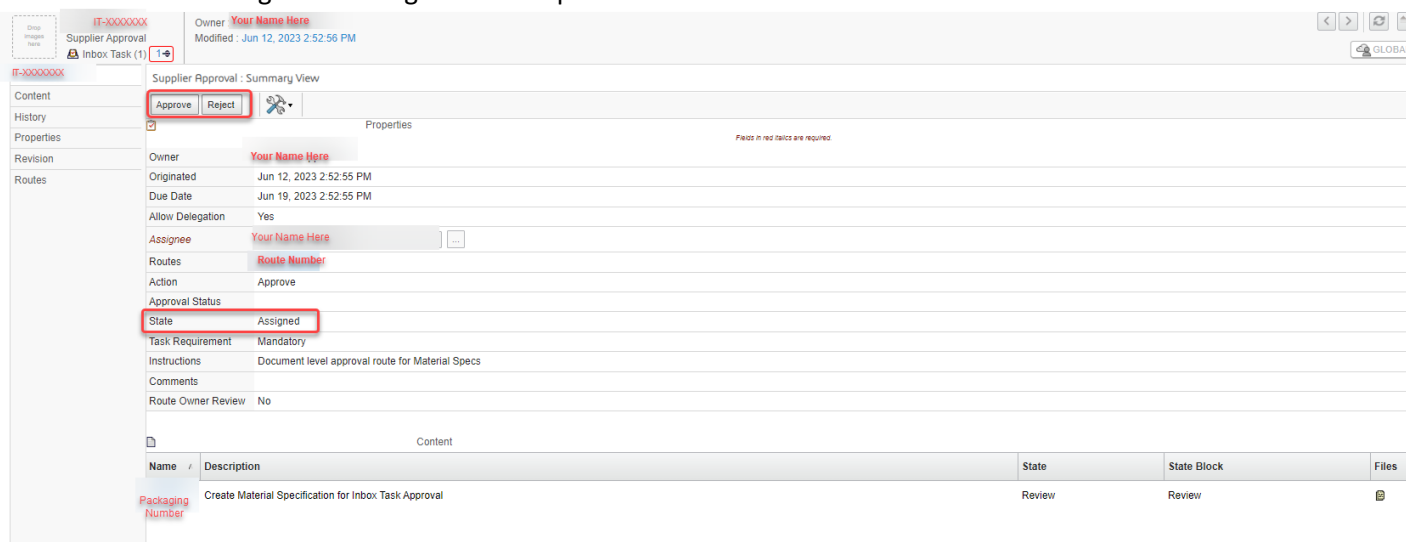
Click on the Open in New Window  Icon to open the Task.




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.

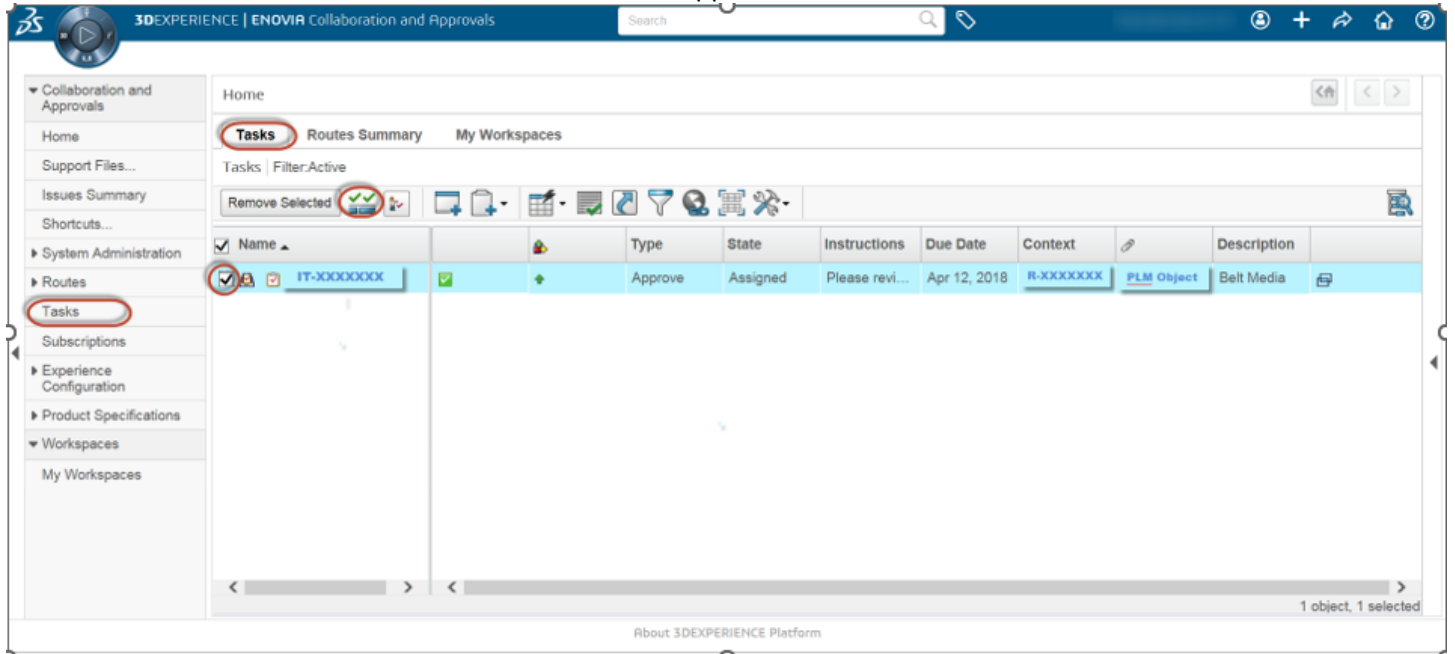


Click on the X in the upper right corner to close the Inbox Task window.  
 When you are ready to approve, click the Approve button on this screen.  
 The State field will change from Assigned to Complete



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.

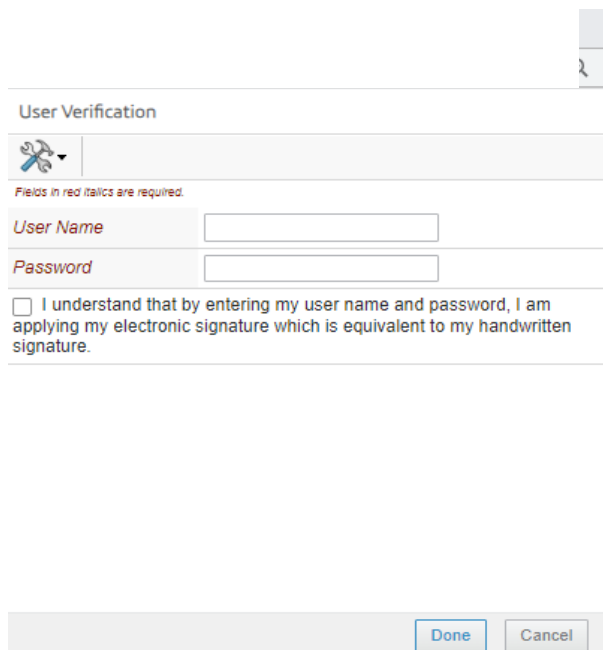
Click the box to the left of the Inbox Task and click Mass Approval icon.



### 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.




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:

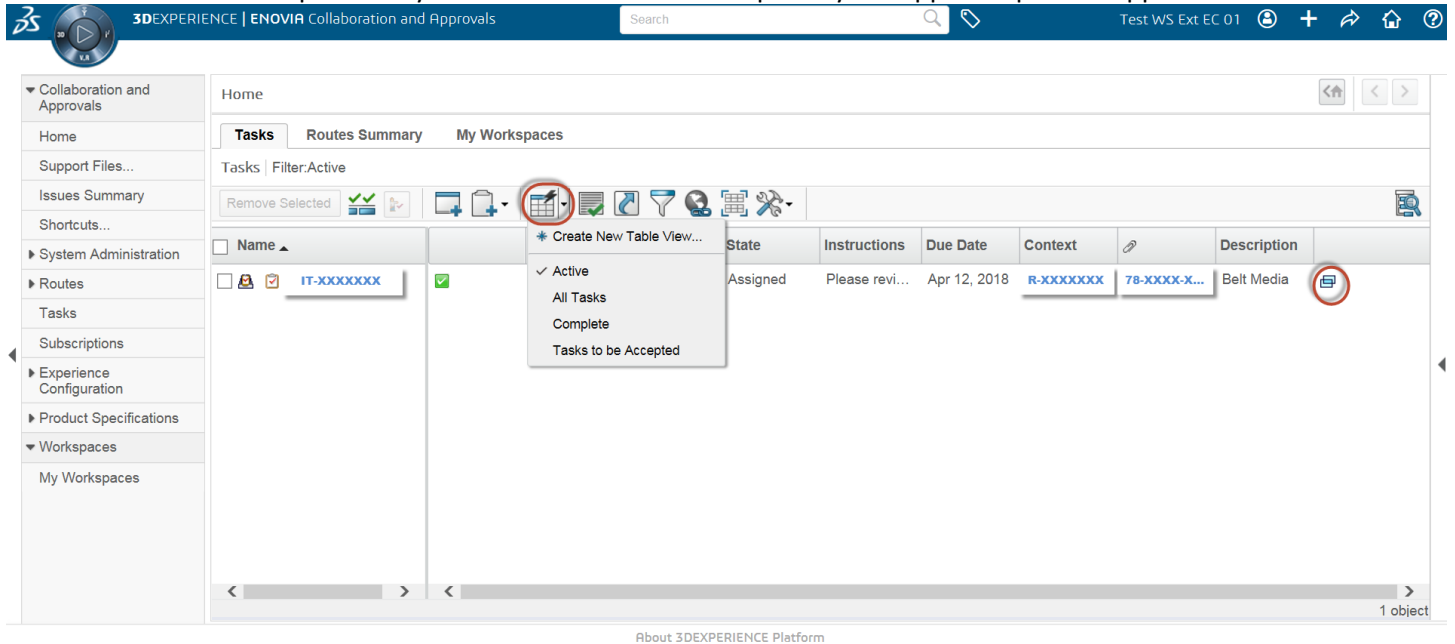
To validate the approval/rejection of the Inbox Task is successful when the record no longer displays on the Tasks window. If you need further assistance, please contact the Solventum PLM Technical Support Center at: 1-844-539-0547

## 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 top navigation bar includes the 3D logo, the text "3DEXPERIENCE | ENOVIA Collaboration and Approvals", a search bar, and user information "Test WS Ext EC 01". The left sidebar contains a navigation menu with categories like "Collaboration and Approvals", "System Administration", "Routes", "Subscriptions", "Experience Configuration", "Product Specifications", and "Workspaces". The main content area is titled "Home" and shows a "Tasks" window with a filter set to "Active". A table view is displayed with columns: Name, State, Instructions, Due Date, Context, and Description. A task is listed with Name "IT-XXXXXXX", State "Assigned", Instructions "Please revi...", Due Date "Apr 12, 2018", Context "R-XXXXXXX", and Description "Belt Media". A dropdown menu is open over the table view icon, showing options: "Active", "All Tasks", "Complete", and "Tasks to be Accepted".

## 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.

## Appendix A – Structure Specification Description

Use the following methodology to populate the Structure Specification Description field. Acceptable changes can be made to adhere to field size limitations.

TYPE	METHODOLOGY	EXAMPLES
<b>Aerosol Container</b>	<p>Using United States Department of Transportation (DOT) Type:</p> <ul style="list-style-type: none"> <li>●Imperial: [Outside Diameter Code]x[Outside Height Code] Aerosol [Style] [United States Department of Transportation (DOT) Type]</li> <li>●Metric: [Outside Diameter]x[Outside Height] Aerosol [Style] [United States Department of Transportation (DOT) Type]</li> </ul> <p>Using International Civil Aviation Organization (ICAO) Type:</p> <ul style="list-style-type: none"> <li>●Imperial: [Outside Diameter Code]x[Outside Height Code] Aerosol [Style] [International Civil Aviation Organization (ICAO) Type]</li> <li>●Metric: [Outside Diameter]x[Outside Height] Aerosol [Style] [International Civil Aviation Organization (ICAO) Type]</li> </ul>	<ul style="list-style-type: none"> <li>●214x804 Aerosol 3Piece DOT2P</li> <li>●150x250mm Aerosol 2Piece DOT2P</li> <li>●216x810 Aerosol 3Piece IP-7A</li> <li>●200x300mm Aerosol 2Piece IP-7A</li> </ul>
<b>Assembly</b>	Representation of the overall assembly (What is the assembly?)	<ul style="list-style-type: none"> <li>●Set-Up Box with Foam Assembly</li> <li>●Aerosol Valve Assembly</li> </ul>
<b>Bag - Bulk or Fan Fold or Other</b>	[Inside Width]x[Gusset Dimension (When applicable)]x[Inside Length] [Material] [Style] Bag [Total Thickness]	<ul style="list-style-type: none"> <li>●4x10in PP Flat Bag 3mil</li> <li>●150x25x500 Multilayer Gusset Bag</li> </ul>
<b>Bag - Roll</b>	[Inside Width]x[Gusset Dimension (When applicable)]x[Inside Length] [Material] [Style] Bag [Total Thickness] Roll	<ul style="list-style-type: none"> <li>●4x10in PP Flat Bag 3mil Roll</li> <li>●150x25x500 Multi Gusset Bag Roll</li> </ul>
<b>Bag - Wicket</b>	[Inside Width]x[Gusset Dimension (When applicable)]x[Inside Length] [Material] [Style] Bag [Total Thickness] Wicket	<ul style="list-style-type: none"> <li>●4x10in PP Flat Bag 3mil Wicket</li> <li>●150x25x500 Multi Gusset Bag Wicket</li> </ul>
<b>Bottle or Jug or Jar</b>	[Nominal Capacity] [Material] [Style] [Finish Size] [Color]	<ul style="list-style-type: none"> <li>●8oz Glass Boston Round 24-400</li> <li>●1000mL HDPE F-Style Black</li> <li>●64oz HDPE Wide Mouth Jar White</li> </ul>
<b>Can</b>	[Nominal Capacity] [Material] Can [Style] [Unlined or Lined]	<ul style="list-style-type: none"> <li>●1gal Metal Can Friction Unlined</li> <li>●500mL Metal Can Friction Lined</li> <li>●16oz Tinplate Rnd w Thread Neck</li> </ul>
<b>Cartridge</b>	[Nominal Capacity] [Material] Cartridge [Cartridge Nozzle Style]	<ul style="list-style-type: none"> <li>●10oz Alum Cartridge Thread Neck</li> <li>●300mL HDPE Cartridge with Nozzle</li> </ul>
<b>Closure</b>	[Finish Size] [Material] [Style] [Color]	<ul style="list-style-type: none"> <li>●38/400 PP Screw Cap Ribbed White</li> <li>●28-400 PP Trigger Sprayer</li> <li>●1.75in Metal Screw Cap w Liner</li> </ul>
<b>Collapsible Tube</b>	[Nominal Capacity] [Body Material] Tube [Cap Style]	<ul style="list-style-type: none"> <li>●5oz Alum Tube Nasal Neck Cap</li> <li>●15mL HDPE Tube PP Cap</li> </ul>
<b>Core - Paper</b>	[Inside Diameter]x[Wall Thickness]x[Face Width] [Inside Ply]/[Outside Ply] Core	●3.024x0.25x12 Ylw/RL123634 Core
<b>Core - Plastic</b>	[Inside Diameter]x[Wall Thickness]x[Face Width] [Material] [Color] Core	●3.024x0.25x12in ABS Green Core
<b>Core - Wood</b>	[Inside Dimension X and Y]x[Paper Core Inside Diameter]x[Face Width] [Style] Core	●2.75x2.75x10.5x70 Wood Pap Core
<b>Core Plug</b>	<ul style="list-style-type: none"> <li>●Sleeve Plug: [Outside Plug Diameter (Including Lugs)]x[Plug Height] [Material] [Style]</li> <li>●Pad Plug: [Pad Length]x[Pad Width]x[Pad Height] ([Outside Plug Diameter (Including Lugs)]x[Plug Height]) [Material] Pad Plug</li> </ul>	<ul style="list-style-type: none"> <li>●5.18x0.48in HDPE Single Plug</li> <li>●7x7x1in (3.02x2.25) Pad Plug</li> <li>●180x180x25mm HDPE Pad Plug</li> </ul>

TYPE	METHODOLOGY	EXAMPLES
<b>Corrugated</b>	<ul style="list-style-type: none"> <li>•Container or Tray: [Inside Length]x[Inside Width]x[Inside Height] [Subhierarchy or European Federation of Corrugated Board Manufacturers (FEFCO) Code] [Strength Measurement System] [Edge Crush Test (ECT) Strength or Minimum Box Crush Test (BCT) Strength or Mullen Strength][Flute]</li> <li>•Piece: [Blank Length]x[Blank Width]x [Subhierarchy or European Federation of Corrugated Board Manufacturers (FEFCO) Code] [Strength Measurement System] [Edge Crush Test (ECT) Strength or Minimum Box Crush Test (BCT) Strength or Mullen Strength][Flute]</li> </ul>	<ul style="list-style-type: none"> <li>•300x200x125mm 201 RSC ECT 5.6C</li> <li>•12.25x10.375x6.75 201 ECT 32C</li> <li>•33.25x30.125 DieCut ECT 500B</li> </ul>
<b>Drum or Pail or Intermediate Bulk Container</b>	<ul style="list-style-type: none"> <li>•Drum: [Nominal Capacity] [Body Material] [Top Head Type (OH for Open-Head or TH for Tight-Head)] [Drum Condition] [Unlined or Lined] Drum</li> <li>•Pail: [Nominal Capacity] [Body Material] [Top Head Type (OH for Open-Head or TH for Tight-Head)] [Body Type] [Unlined or Lined] Pail</li> <li>•Intermediate Bulk Container (IBC): [Nominal Capacity] [Body Material]</li> </ul>	<ul style="list-style-type: none"> <li>•55gal Steel TH New Lined Drum</li> <li>•400L Steel OH Rec. Unlined Drum</li> <li>•30gal Plastic OH New Drum</li> <li>•5gal Steel OH Strt Lined Pail</li> <li>•200L Steel TH Strt Unlined Pail</li> <li>•3gal Plastic OH Tapered Pail</li> <li>•1000L HDPE IBC</li> </ul>
<b>Label - Fan Fold</b>	[Width]x[Length] [Facestock] FF DC	<ul style="list-style-type: none"> <li>•4x5in Thermal Transfer FF DC</li> <li>•50x100mm Thermal Recept FF DC</li> <li>•5x7 Thermal Transfer Opaq FF DC</li> <li>•800Dx120mmID Semi Gloss FF DC</li> <li>•3inOD High Gloss FF DC</li> </ul>
<b>Label - Roll</b>	[Width]x[Length] [Shape] [Facestock] RF DC	<ul style="list-style-type: none"> <li>•4x5in Thermal Transfer RF DC</li> <li>•50x100mm Thermal Recept RF DC</li> <li>•5x7 Thermal Transfer Opaq RF DC</li> <li>•800Dx120mmID Semi Gloss RF DC</li> <li>•3inOD High Gloss RF DC</li> <li>•2x2" Starburst SemiGloss RF DC</li> <li>•2x1.75" Halfmoon White PP RF DC</li> </ul>
<b>Label - Sheet</b>	[Width]x[Height] [Facestock] [Style]	<ul style="list-style-type: none"> <li>•4x4" SemiGloss Sheet w Tab</li> <li>•5x6.75" White PES Sheet wo Tab</li> <li>•50x100mm 2UP Laser Sheet wo Tab</li> </ul>
<b>Miscellaneous</b>	[Dimension section] [Style section] [Material section]	<ul style="list-style-type: none"> <li>•500L FIBC Multimaterial</li> <li>•12x9x0.625in Bubble Wrap HDPE</li> <li>•3.5inOD Connector 0.025in PVC</li> </ul>
<b>Paper - Booklet</b>	[Length]x[Width] [Style] [Page Basis Weight or Page Grammage] [Page Material] [Page Count]	<ul style="list-style-type: none"> <li>•3.125x5.125 SSSC 40# Off 24pg</li> </ul>
<b>Paper - Envelope</b>	[Inside Length]x[Inside Width] [Style] [Material]	<ul style="list-style-type: none"> <li>•10.5x16in Padded Mailer Kraft</li> </ul>
<b>Paper - Roll</b>	[Web Width]x[Roll Length] [Basis Weight or Grammage] [Material Color] [Material] [Material Finish]	<ul style="list-style-type: none"> <li>•12.25inx1850yd 27# White GP</li> <li>•500mmx900m 50gsm OWhite Bond</li> </ul>
<b>Paper - Sheet</b>	[Length]x[Width] ([Folded Length]x[Folded Width]) [Style] [Basis Weight or Grammage] [Material]	<ul style="list-style-type: none"> <li>•5.25x7.5 (2.625x1.125) FI OFF</li> </ul>
<b>Paperboard</b>	[Length]x[Width]x[Height] [Style] [Material] [Board Thickness]	<ul style="list-style-type: none"> <li>•5.313x5.125x5.875 TTAB SBS 20pt</li> <li>•100x200x200 A10.21.03.03 CRB</li> </ul>
<b>Plastic Film - Pre Cut Sleeve</b>	[Outside Width]x[Outside Height] [Material] Sleeve [Total Thickness]	<ul style="list-style-type: none"> <li>•250x150mm PET Sleeve 50um</li> </ul>
<b>Plastic Film - Roll</b>	[Web Width] x [Roll Length or Maximum Roll Diameter] [Material] [Style] [Total Thickness]	<ul style="list-style-type: none"> <li>•60inx1500yd Multilayer 6mil</li> </ul>

TYPE	METHODOLOGY	EXAMPLES
<b>Thermoform</b>	[Length Without Trim]x[Width Without Trim]x[Outside Height] [Subhierarchy] [Input Material Thickness] [Material]	<ul style="list-style-type: none"> <li>●3.98x3.11x1 Blister 0.015 rPET</li> </ul>
<b>Wood Pallet</b>	[Outside Length]x[Outside Width] [Fork Entry] [Style] [Heat Treated (HT)] [Material]	<ul style="list-style-type: none"> <li>●31.5x47.25 4way Block HT III/IV</li> <li>●1200x1000 2way Stringer HT Hardwood</li> <li>●48x42 2way Stringer HT (Winged) Softwood</li> <li>●1100x1000 4way Stringer HT SPF</li> </ul>