



How to Make a New Version of an Approved Pack Spec

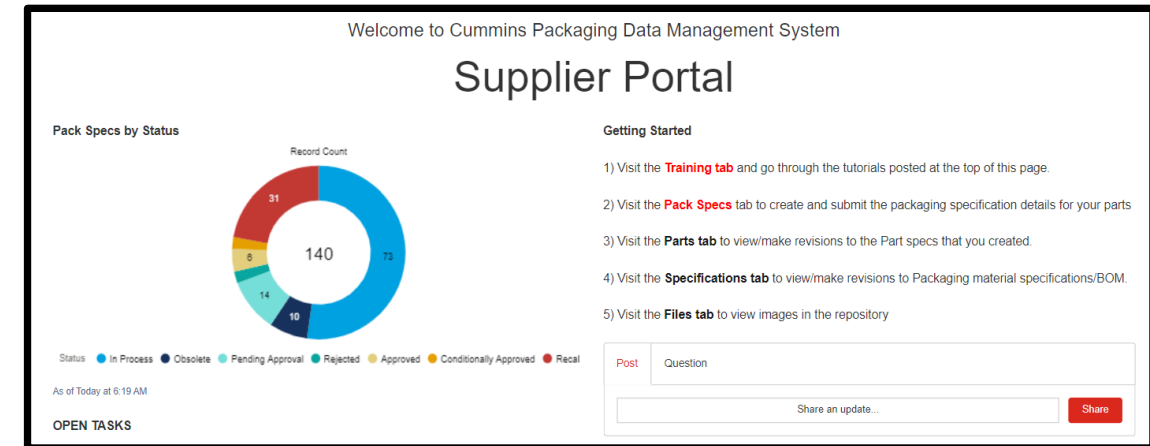
Ronnie Hickling

Version: 1
August 6, 2024

External

Preparation: Before Starting...

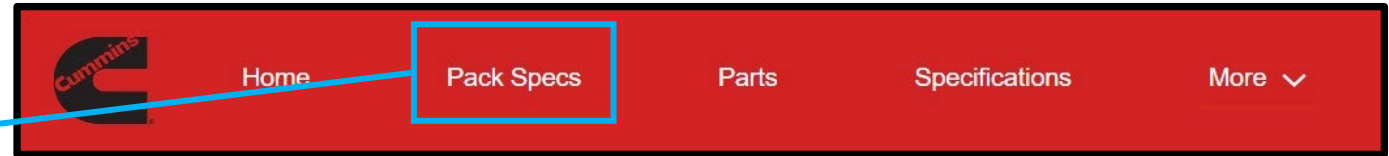
- **Note:** Before making pack spec revisions, please identify all necessary changes you would like to make.
 - For **existing** parts and packaging material specifications (primary container, dunnage, pallet, closure material)
 - If you are planning to make changes to the dimensions, weight, and images, please navigate to Training tab on PDMS Supplier Portal home page.
 - In the Training tab refer to the following tutorials:



10	10	How to revise or update Part information	Video tutorial on How...	https://supplier.cummins.com/sites/supplier-porta...	https://supplier.cummins.com/sites/supplier-portal/files/SiteColl...	▼
11	11	How to revise or update any specification (Primary_PCR_Du...	Video tutorial - How t...	https://supplier.cummins.com/sites/supplier-porta...	https://supplier.cummins.com/sites/supplier-portal/files/SiteColl...	▼
12	12	How to update - ISPM - 15 and Wood Certification details for ...	Video tutorial guides ...	https://supplier.cummins.com/sites/supplier-porta...	https://supplier.cummins.com/sites/supplier-portal/files/SiteColl...	▼

View Pack Specs

- Click on the **Pack Specs** tab on the home page



2) Visit the **Pack Specs** tab to create and submit the packaging specification details for your parts

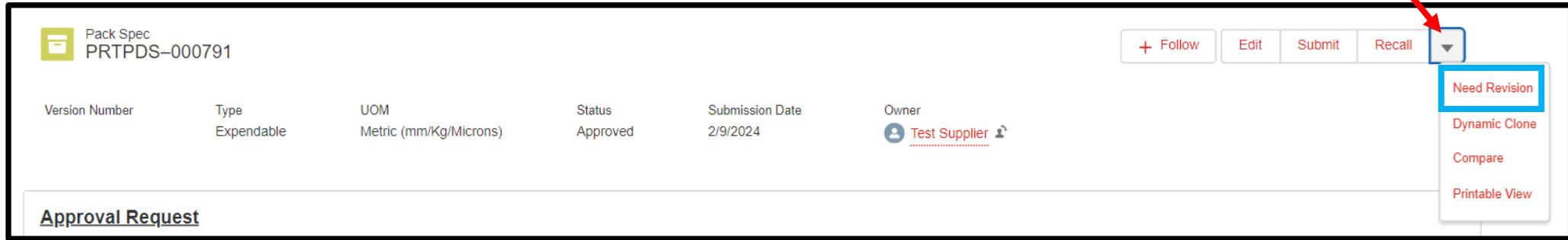
- Select the desired pack spec which has been approved

A screenshot of the 'Pack Specs' page. The page title is 'Pack Specs' with a filter set to 'All Approved'. Below the title, it says '6 items • Sorted by SKU • Filtered by All pack specs - Status • Updated a few seconds ago'. The table below lists six items, with the first two rows highlighted by a red box. The columns are: SKU, Status, Su..., Type, Ret..., Cu..., UOM, Ver..., and Created Date.

	SKU ↑	Status	Su...	Type	Ret...	Cu...	UOM	Ver...	Created Date
1	PRTPDs-000789	Approved		Expendable			Metric (mm/Kg/Microns)	1	2/9/2024, 8:59 AM
2	PRTPDs-000791	Approved		Expendable			Metric (mm/Kg/Microns)		2/9/2024, 9:05 AM
3	PRTPDs-000792	Approved		Expendable			Metric (mm/Kg/Microns)		2/9/2024, 9:08 AM
4	PRTPDs-000810	Approved		Expendable			Metric (mm/Kg/Microns)	1	2/12/2024, 12:09 PM
5	PRTPDs-000837	Approved		Expendable			Metric (mm/Kg/Microns)	1	2/14/2024, 1:38 PM
6	PRTPDs-025023	Approved		Expendable			Imperial (In/Lb/Mils)	2	3/4/2024, 8:07 AM

Make Revisions

- Open the dropdown in the top right corner of the following screen.
- Under the dropdown, click “Need Revision”



Pack Spec
PRTPDs-000791

+ Follow Edit Submit Recall

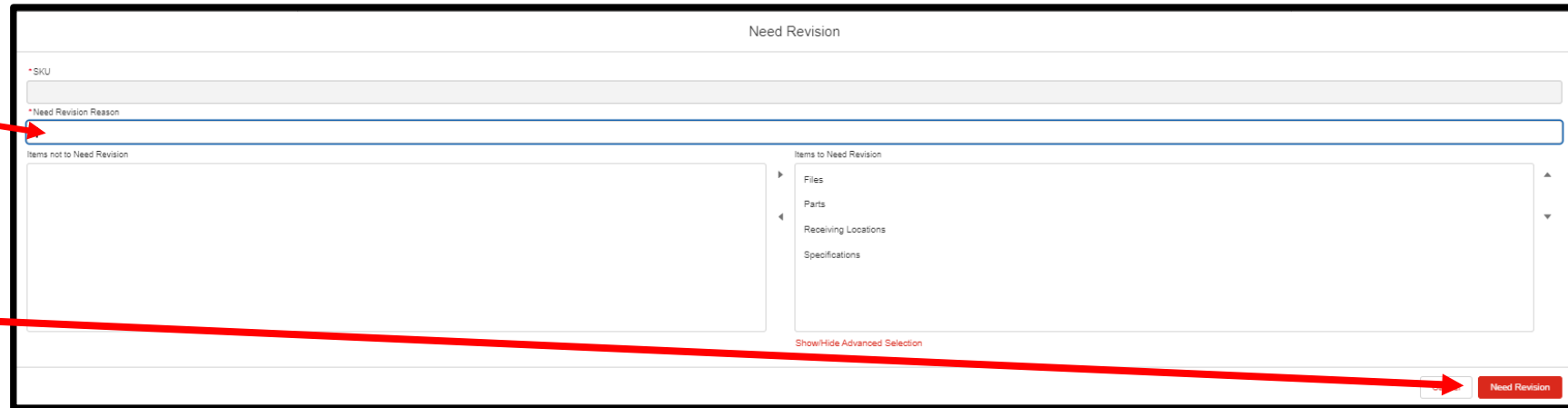
Version Number Type UOM Status Submission Date Owner

Expendable Metric (mm/Kg/Microns) Approved 2/9/2024 Test Supplier

Approval Request

Need Revision
Dynamic Clone
Compare
Printable View

- Enter the reason for which a new version of this pack spec must be created
- Click “Need Revision” to begin a new version of the selected pack spec



Need Revision

*SKU

*Need Revision Reason

Items not to Need Revision

Items to Need Revision

Files
Parts
Receiving Locations
Specifications

Show/Hide Advanced Selection

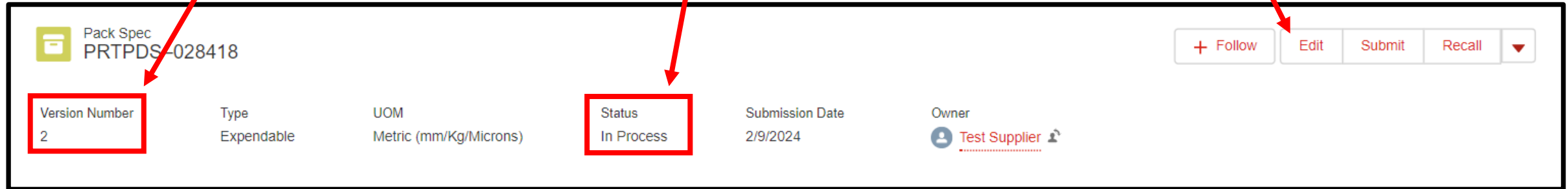
Need Revision

Edit Pack Spec

Under Version Number, the current pack spec will be labeled as version number 2

The pack spec's status will change to "In Process"

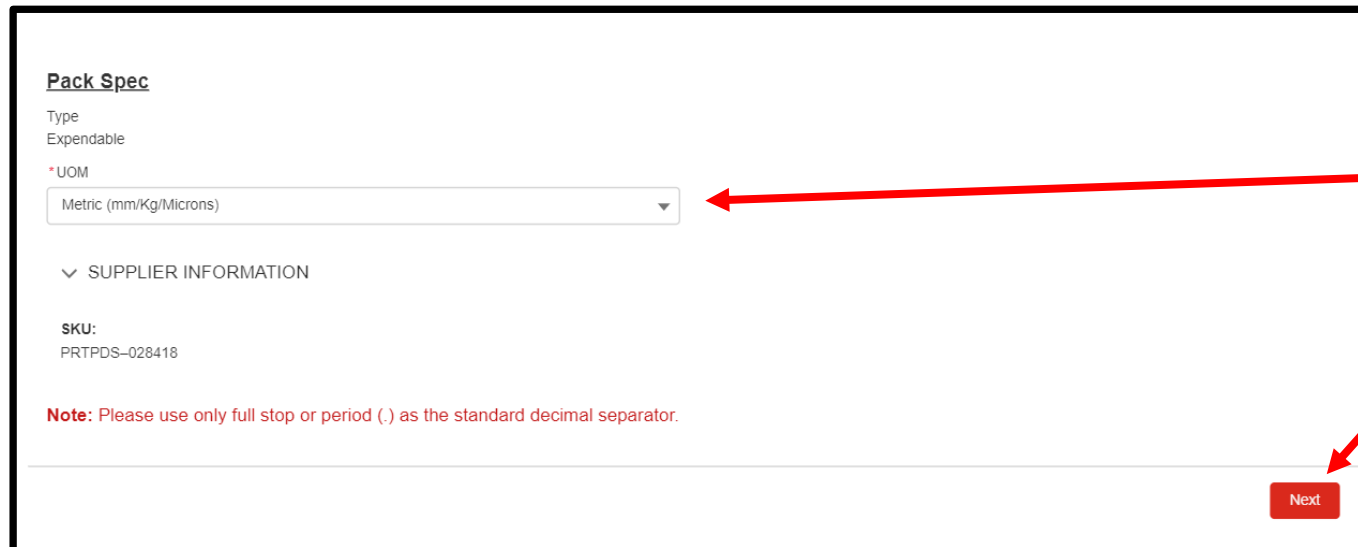
Click "Edit" in the top right corner of the screen to begin entering the pack spec details



This screenshot shows the header of the 'Edit Pack Spec' interface. A red box highlights the 'Version Number' field, which contains the value '2'. Another red box highlights the 'Status' field, which contains the value 'In Process'. In the top right corner, there is a row of buttons: '+ Follow', 'Edit', 'Submit', and 'Recall'. A red arrow points from the text 'Click "Edit" in the top right corner of the screen to begin entering the pack spec details' to the 'Edit' button. The header also includes a 'Pack Spec' icon and the ID 'PRT-PDS-028418'.

Pack Spec PRT-PDS-028418	Version Number 2	Type Expendable	UOM Metric (mm/Kg/Microns)	Status In Process	Submission Date 2/9/2024	Owner Test Supplier
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Confirm your preferred unit of measure and click "Next" to begin entering spec details



This screenshot shows the details form for editing the pack spec. A red arrow points from the text 'Confirm your preferred unit of measure and click "Next" to begin entering spec details' to a dropdown menu labeled 'UOM' which is currently set to 'Metric (mm/Kg/Microns)'. Another red arrow points from the same text to a red 'Next' button at the bottom right of the form. The form includes a 'Pack Spec' title, a 'Type' field set to 'Expendable', a 'Supplier Information' section with a 'SKU' field containing 'PRT-PDS-028418', and a note: 'Note: Please use only full stop or period (.) as the standard decimal separator.'

Pack Spec
Type
Expendable
*UOM
Metric (mm/Kg/Microns)

✓ SUPPLIER INFORMATION

SKU:
PRT-PDS-028418

Note: Please use only full stop or period (.) as the standard decimal separator.

Next

Edit Pack Spec

■ Select Existing

- If you made revisions to existing parts, or packaging material specs, click “Select Existing” and search for an item or component to add to the new pack spec.

■ Add New

- If adding a part or packaging material spec into the supplier portal for the first time, click “Add New” and complete the necessary details.

■ Edit/Delete

- If you are looking to edit/delete specific details such as quantity and *weight, please utilize Edit/Delete functions.

Parts

▼ Pack Spec - Part

Add multiple parts to this Pack Spec only if you are using the same Packaging materials and packing style. If not, please create a separate Pack Spec.

[Add New Part](#) [Select Existing](#) [Edit Part](#) [Delete Part](#)

Parts

0 of 0 items • 0 items selected

Search this list...

Part Number ▼	Part Name ▼	Pieces/Co... ▼	Annual Vo... ▼	Length ▼	Width ▼	Height ▼	Weight ▼	VPI Progr... ▼
No items to display.								

[Previous](#) [Next](#)

Primary Container

[Add New](#) [Select Existing](#)

[Previous](#) [Next](#)

Dunnage

[Add New](#) [Select Existing](#) [Edit Dunnage](#) [Delete Dunnage](#)

Dunnage

0 items

Search this list...

Banding/Wrapping/Tape

[Add New](#) [Select Existing](#) [Edit Closure](#) [Delete Closure](#)

Closure Materials

0 items

Search this list...

