



How to Revise or Update Any Specification (Primary/Secondary Container, Dunnage, Compliance Info, etc.)

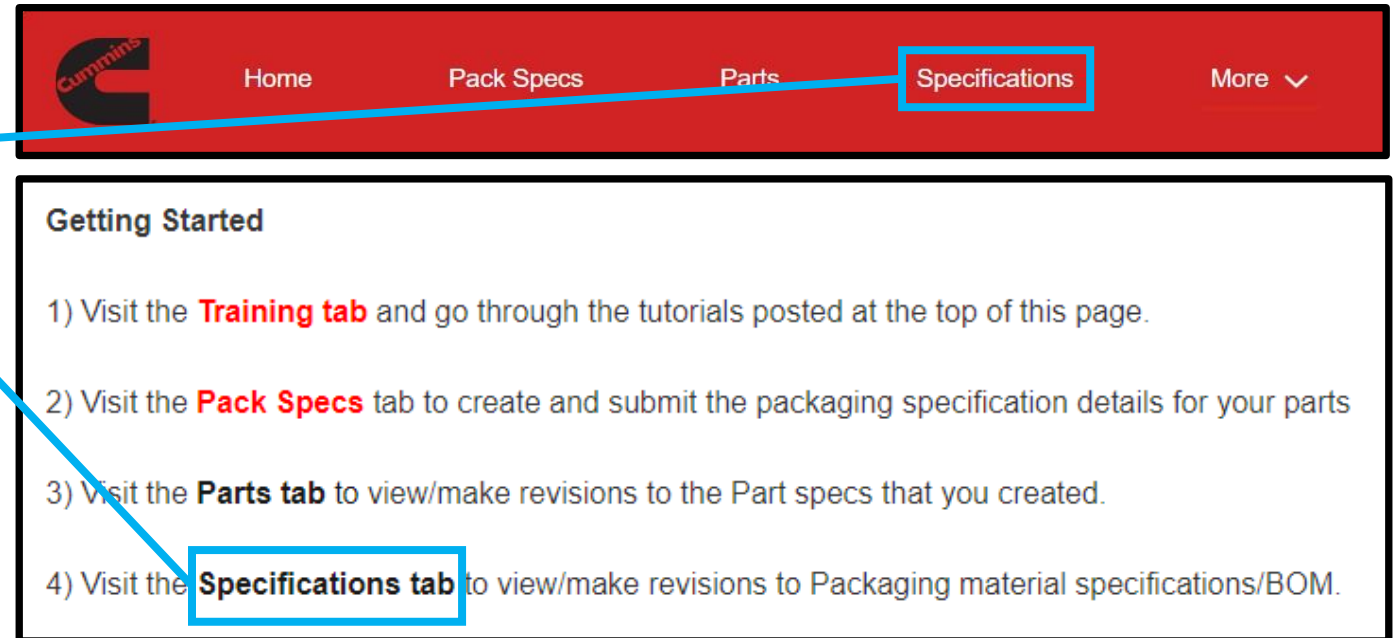
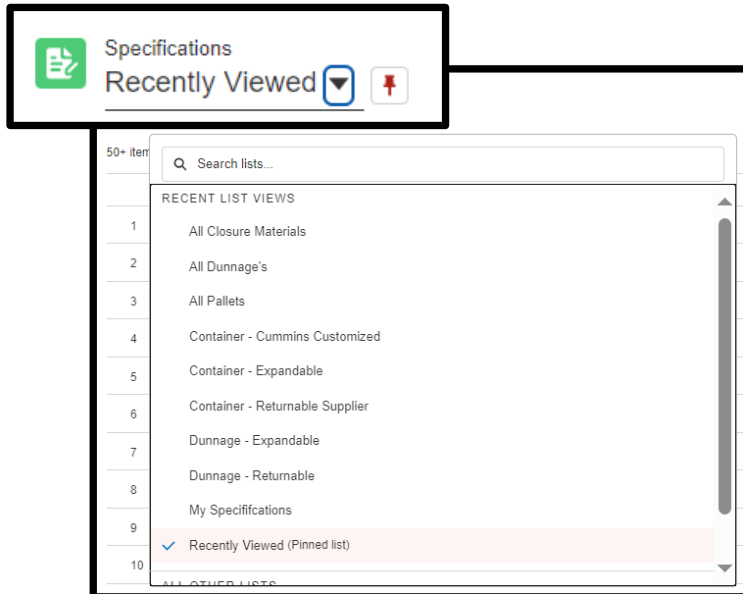
Ronnie Hickling

Version: 1
July 12, 2024

External

View Specifications

- Click on the **Specifications** tab on the home page
-
- Use the dropdown arrow on the following screen to filter out spec record types



- Select a component spec you wish to update

A screenshot of a table with 4 columns: Internal Part ID, Spec Name, Record Type, and an unlabeled column. The table contains 8 rows of data. Red boxes highlight the 'Spec Name' column for rows 2, 3, 4, and 5. Red arrows point from the text 'Select a component spec you wish to update' to these highlighted rows.

Internal Part ID	Spec Name	Record Type	
1	angle board test	angle board test	Closure Material
2	Box 10 X 10	Box 10 X 10	Container - Expendable
3	Airbag pillow test	Airbag pillow test	Dunnage - Expendable
4	Dunnage Foam---	Dunnage Foam---	Dunnage - Returnable
5	stretch	stretch	Closure Material
6	484053	484053	Pallet
7	Airbag Pillow test	Airbag Pillow test	Dunnage - Expendable
8	RSC 10 x 10	RSC 10 x 10	Container - Expendable

Note...

Once you create any specification; parts/BOM, from the pack specs tab, it will get auto-approved. **You cannot make changes when the spec status is listed as “Approved.”** Proceed for further instructions on making spec changes.

Edit Spec – Step 1

Specification
Box 10 X 10

+ Follow Edit **New Version** Submit

Spec Name Status Superseded By
Box 10 X 10 **Approved**

■ If Spec has been Approved...

- Click the **New Version** button in the top right corner of this screen
- Specify the reason for creating a new version of this component
- Click **New Version**

New Version

* Internal Part ID
Box 10 X 10

* New Version Reason

Items not to New Version

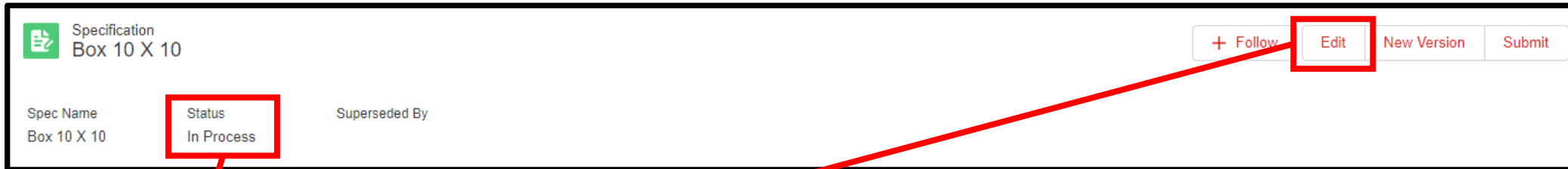
Items to New Version

- ▶ Finished Goods - Specification
- ◀ Materials - Specification
- Quality - Specifications
- Specright Files - Specification
- Supplier Documents - Specification

Show/Hide Advanced Selection

Cancel **New Version**

Edit Spec – Step 2



Specification
Box 10 X 10

+ Follow Edit New Version Submit

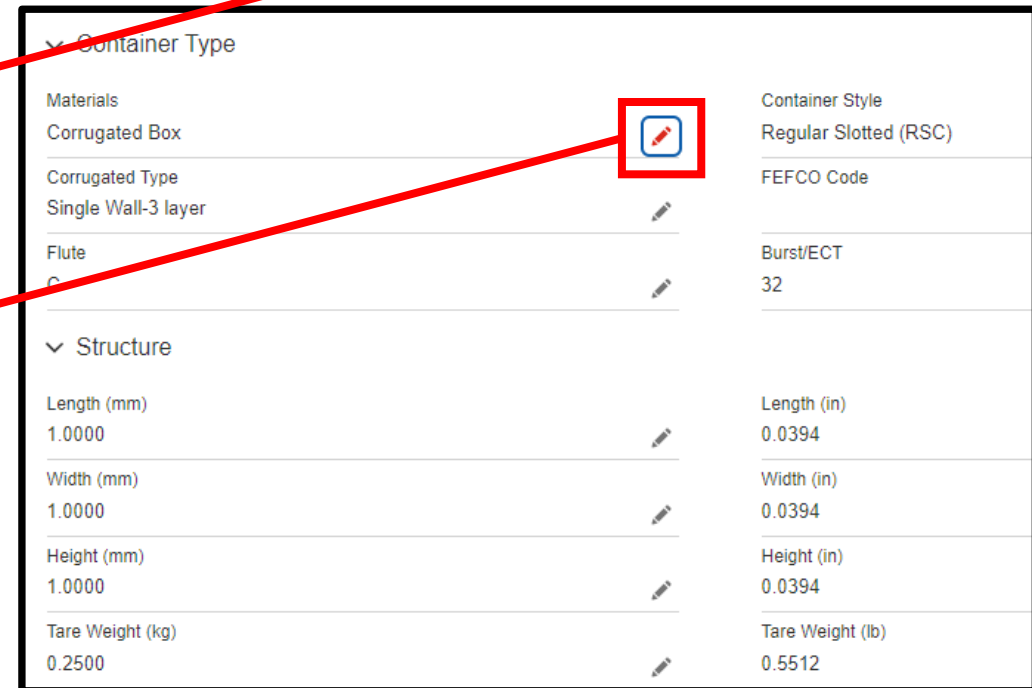
Spec Name Status Superseded By
Box 10 X 10 In Process

- Status will change to “In Process”
- Utilize the “Edit” button in the top right corner of this screen

OR

- Use the pencil edit buttons to the right of each information text box

- Enter updated details, including container/material type, dimensions, weight, PCR content %, and compliance information.



Container Type

Materials
Corrugated Box

Corrugated Type
Single Wall-3 layer

Flute
C

Container Style
Regular Slotted (RSC)

FEFCO Code

Burst/ECT
32

Structure

Length (mm)
1.0000

Width (mm)
1.0000

Height (mm)
1.0000

Tare Weight (kg)
0.2500

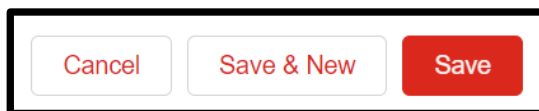
Length (in)
0.0394

Width (in)
0.0394

Height (in)
0.0394

Tare Weight (lb)
0.5512

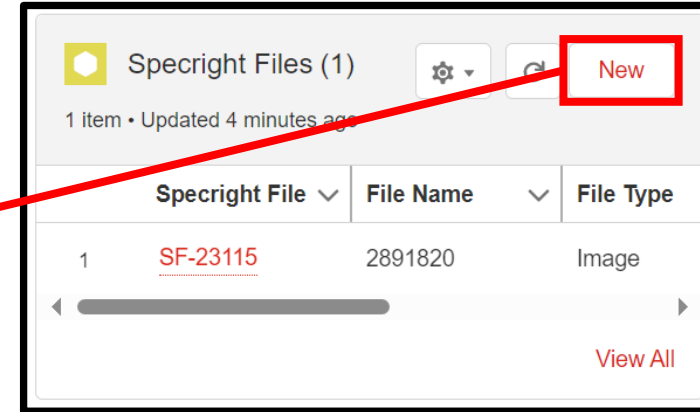
- Click Save



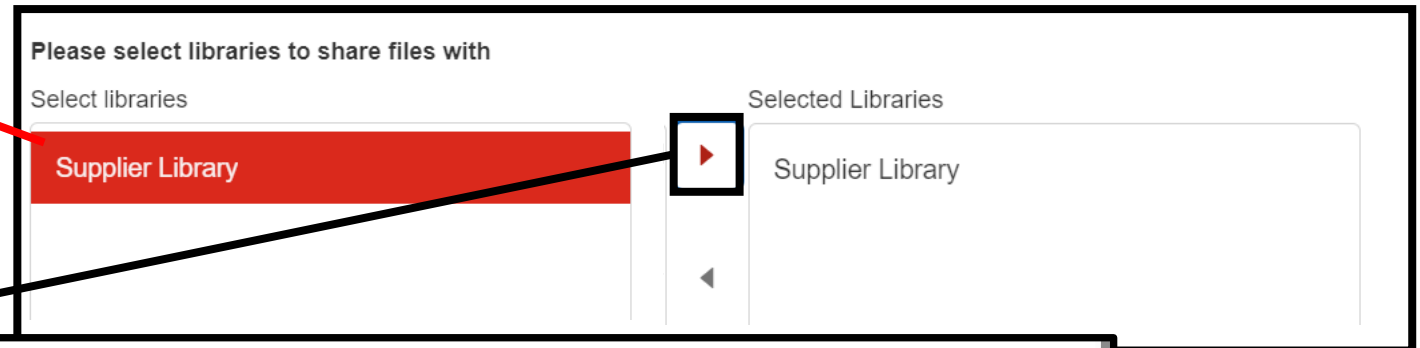
Cancel Save & New Save

Upload Files (optional)

- Click **New** under “Specright Files”

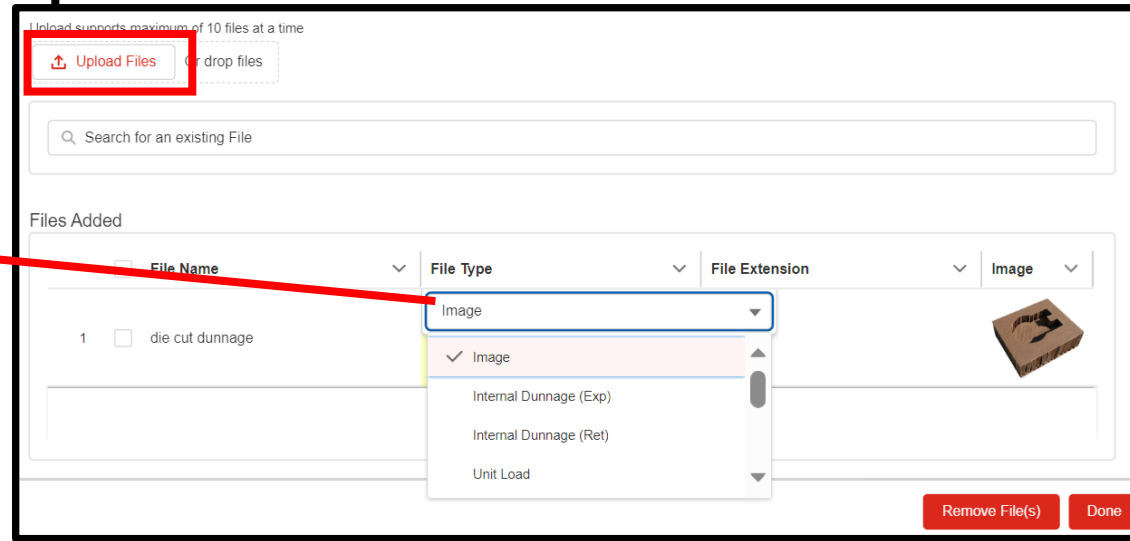


- Click **Supplier Library** under “Select libraries.”



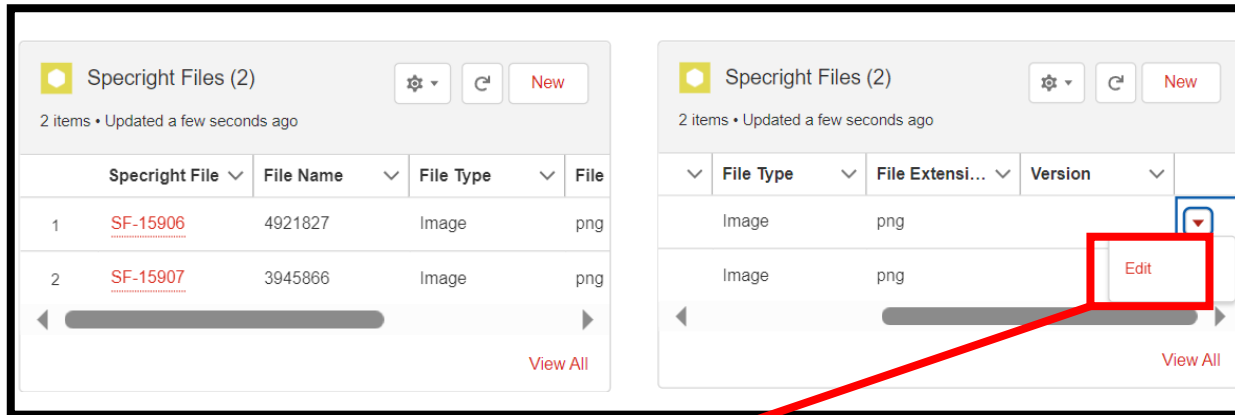
- Click the arrow pointing to the right to select the supplier library.

- Upload** file(s)
- Select file type as “Image” in the File Type dropdown
- Click **Done**



Delete Files (optional)

- Identify the file you wish to remove from this component spec



- Scroll to the right, click the dropdown next to the file, and select **Edit**

- Click the “X” next to the selected spec to remove the file from that specification

Specright File
SF-24047

Owner
Test Supplier

File Name
RSC 212_203_139

Specification
Box 10 X 10

File Type
Image

File Extension
jpg

Version

Content Version Id

Created By
Test Supplier, 6/28/2024, 11:09 AM

Last Modified By
Test Supplier, 6/28/2024, 11:09 AM

- Click **Save** to formally remove the selected file

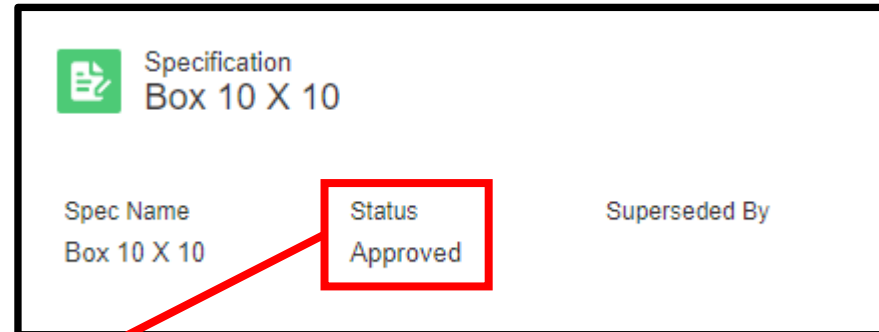
Cancel Save & New Save

Submit Updated Spec



Spec Name	Status	Superseded By
Box 10 X 10	In Process	

- Once all desired changes have been made...
 - Click the **Submit** button in the top right corner of this screen. The spec will be auto-approved.
 - The old version will become “Obsolete,” and the new version will get superseded/approved



Spec Name	Status	Superseded By
Box 10 X 10	Approved	

Updating Pack Spec...

- Select the **Related** tab next to “Details”
 - Open the P RTPDS/Pack Spec in scope
- Click **Edit**

Specright File	File Name	File Type	File Extension
SF-24047	RSC 212_203_139	Image	jpg
SF-24048	PCR Certificate Image	PCR Image	jpg

Pack Spec	FG Description	Quantity	Pack Spec Record Type
P RTPDS-026527		1	PFEP

Pack Spec
P RTPDS-026527

Version Number	Type	UOM	Status	Submission Date	Owner
1	Expendable	Metric (mm/Kg/Microns)	Rejected	5/20/2024	Test Supplier

- Go to respective tab, remove old version by deleting the spec.
 - Select spec
 - Click the **Delete** button
- Click **Select Existing**
- Search for updated component name/number, and add revised details

Dunnage

Add New Select Existing Edit Dunnage Delete Dunnage

2 of 2 items • 0 items selected

Dunna...	Material	PCR	Materi...	Cost \$	Length	Width	Height	Weight	Thickn...	Quantity
☒ Airbag Pillow	LDPE / LLDPE (4)	0%	Single Material/Layer	0	0	0	0	0.01	100	4
☐ Paper	Kraft Paper	0%	Single Material/Layer	0	0	0	0	0.01	100	1

Previous Next

Updating Pack Spec...

- Once the updated component spec has been added, exit the window
- Refresh the page and review updated details
- Click the **Submit** button in the top right corner of this page
- Add necessary comments and submit the pack spec

Dunnage

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

Dunnage

2 of 2 items • 0 items selected

Dunna... ▾	Material ▾	PCR ▾	Materi... ▾	Cost \$ ▾	Length ▾	Width ▾	Height ▾	Weight ▾	Thickn... ▾	Quantity ▾
☐ Airbag Pillow	LDPE / LLDPE (4)	0%	Single Material/Layer	0	0	0	0	0.01	100	4
☐ Paper	Kraft Paper	0%	Single Material/Layer	0	0	0	0	0.01	100	1

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

Specifications Plants Files More ▾

[+ Follow](#) [Edit](#) **Submit** [Recall](#) ▾

(mm/Kg/Micro

Submit

You are about to submit the Pack Spec for the approval, please verify all you information before you submit.

Summary

SKU: PRTPDS-026527

Type: Expendable

Supplier ID: 1234567890

* Comments

Submit

Owner
 Test Supplier

External **Cummins** | 10

