How to Submit Pack Spec for Cummins Owned – Customized Returnables

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Version: 1
July 12, 2024

External

Preparation: Before Starting…

- Note: Before starting pack spec, please prepare all necessary information regarding…
  - Part(s): Part Image(s), Dimensions, Weight, Pieces/Container, Annual Volume.
  - Primary Container (optional): Container Image(s), Dimensions, Weight, Packaging Material Spec Details, PCR Content %.
  - Dunnage (optional): Dunnage Image(s), Quantity, Weight, Packaging Material Spec Details, PCR Content %.
  - Customized Returnable Container: Cummins Container ID, Container Type/Materials, Dimensions, Weight, Packaging Material Spec Details.
  - Returnable Dunnage (optional): Dunnage Image(s), Quantity, Weight, Packaging Material Spec Details.
  - Unit Load: Unit Load Image(s), Dimensions.
  - Sample of Shipping Label/Part Label.

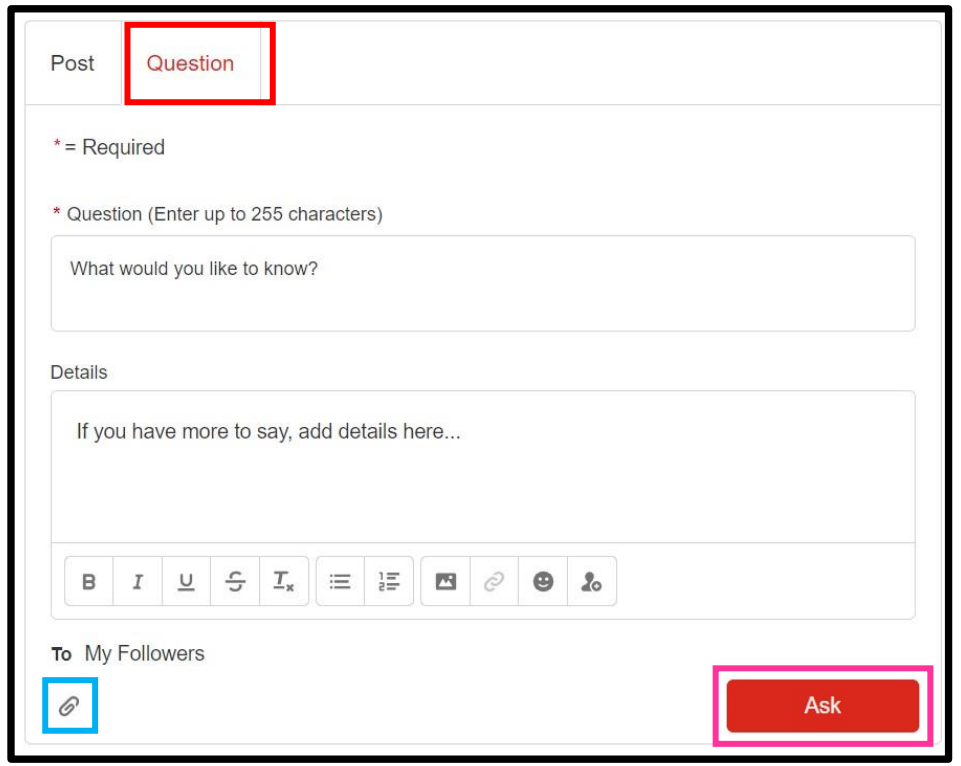
Cummins-owned Customized Returnables

The returnables which are tailored to specific part/site/supplier requirements.

How to Get Cummins Container ID

Ask the Admin/Packaging Engineer

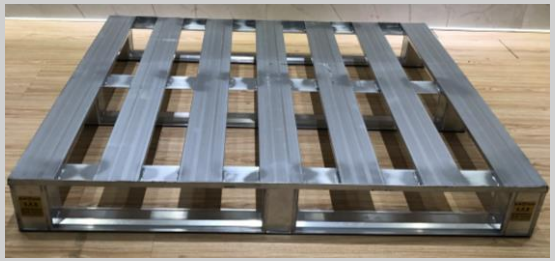
- Use the Question tab on the home page to send an email directly to the admin/packaging engineer.
- Briefly explain which type of container you are using.
- Attach images if necessary.
- Click Ask to send an email directly to the packaging engineer.



Custom Returnable Containers – Sample Images and Necessary Info

Metal Rack	Bulk Container (non-standard)	Tray/Tray Set	Handheld Tote
▪ Cummins Container ID? ▪ Materials? ▪ Dimensions/Weight?	▪ Cummins Container ID? ▪ Materials? ▪ Dimensions/Weight?	▪ Cummins Container ID? ▪ Materials? ▪ Dimensions/Weight?	▪ Cummins Container ID? ▪ Materials? ▪ Dimensions/Weight?

Returnable Containers – Sample Images and Necessary Info

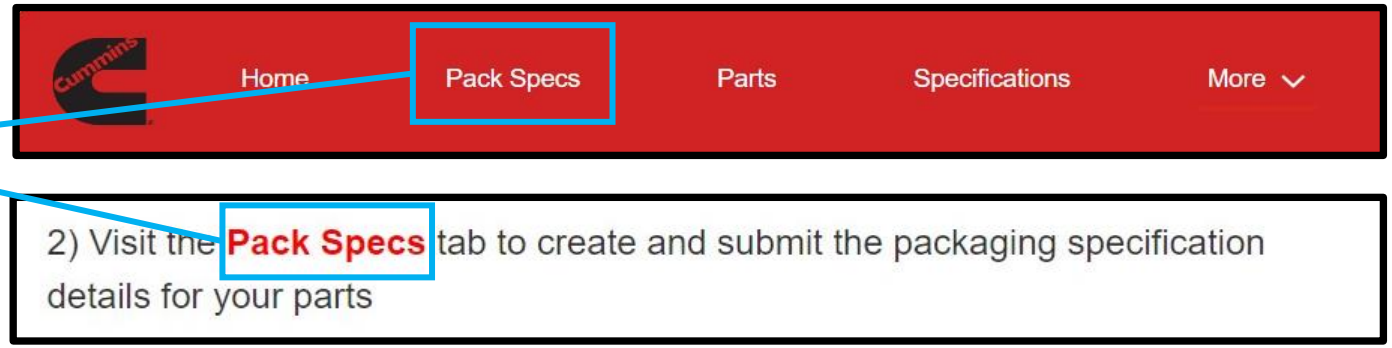
Pallet – Block Plastic	Pallet - Steel	Pallet Top Cap Plastic
		
▪ Cummins Container ID? ▪ Materials? ▪ Dimensions/Weight?	▪ Cummins Container ID? ▪ Materials? ▪ Dimensions/Weight?	▪ Cummins Container ID? ▪ Materials? ▪ Dimensions/Weight?

Returnable Containers – Sample Images and Necessary Info

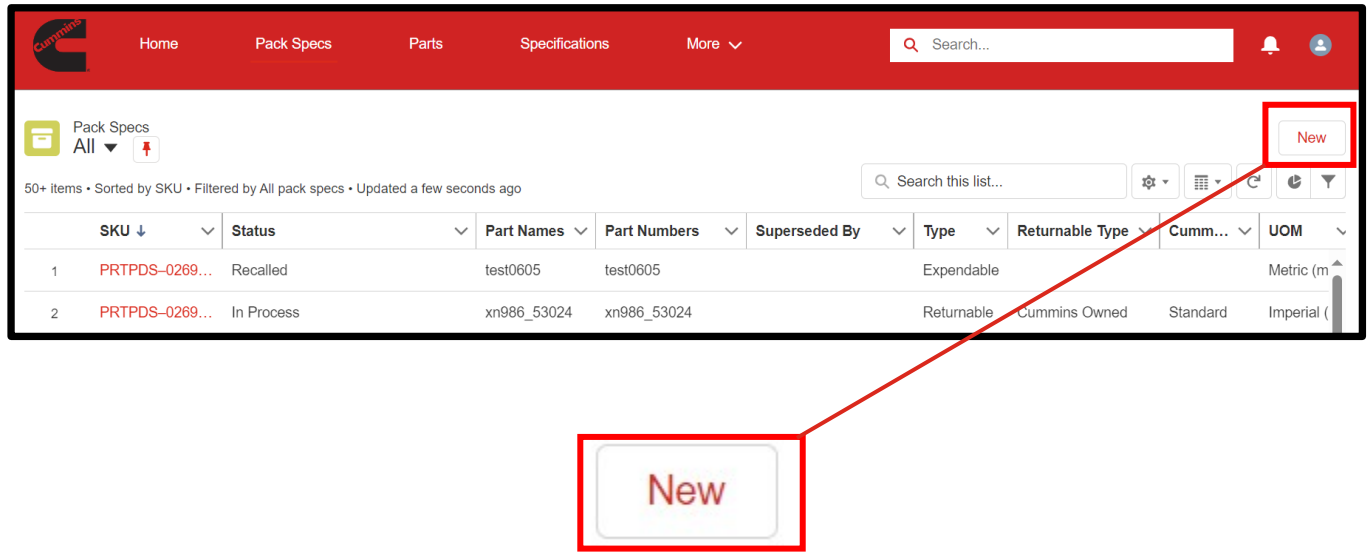
Wooden Pallet (Returnable)	Corrugated Box (Returnable)	Wooden Lid (Returnable)
▪ Cummins Container ID? ▪ Materials? ▪ Dimensions/Weight?	▪ Cummins Container ID? ▪ Materials? ▪ Dimensions/Weight?	▪ Cummins Container ID? ▪ Materials? ▪ Dimensions/Weight?

Creating a New Pack Spec

- Click on the Pack Specs tab on the home page



- Click New to create a new pack spec/PDS (Packaging Data Sheet)



Creating a Returnable Pack Spec

- Select “Returnable” from the packaging Type dropdown

➢ Expendable – single-use packaging (corrugated, paper, paperboard, plastic film, etc.)

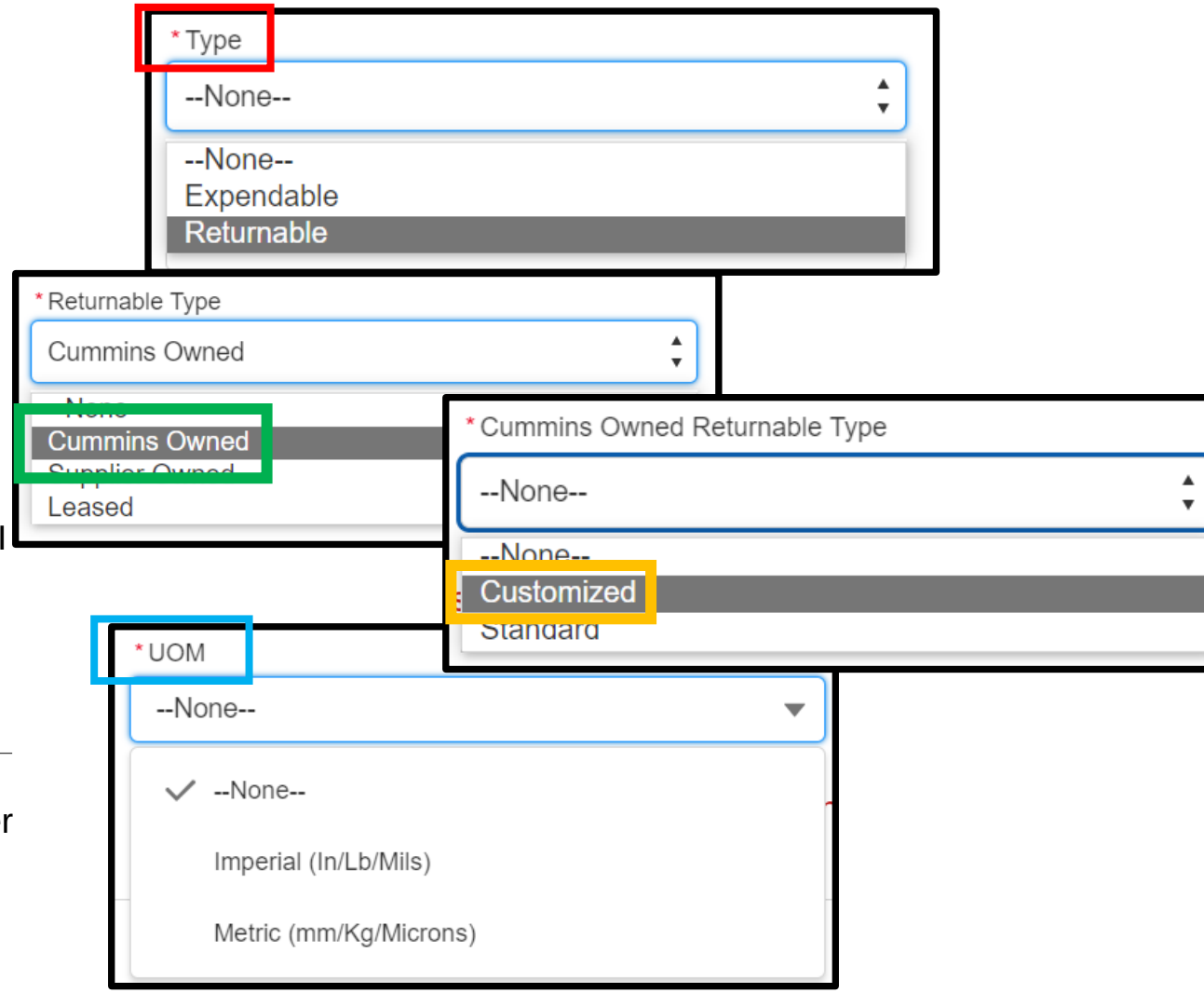
➢ Returnable – reusable packaging (bulk containers, plastic totes, metal, wood)

❑ **Cummins owned**

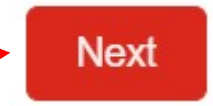
- Standard; Bulk Container, Totes, Plastic Pallet, Top Cap
- Customized; Returnable packaging solution which are tailored to specific part/site/supplier requirements.

❑ **Supplier owned;** Assets are owned by suppliers and utilizes CMI returnable loop system

❑ **Leased;** Assets are owned by third party companies, and utilizes CMI returnable loop system



- Select preferred unit of measure from the UOM dropdown to enter the information.
  - Imperial – In/Lb/Mils
  - Metric – mm/kg/Microns
- Click “Next”



Parts

When adding one and multiple parts together

Adding One Part

- Prepare digital photos or graphics of the part
- Dimensions, Weight, Pieces/container (Expendable), Pieces/container (Returnable), Annual volume

SAME PACKAGE

- Primary Package
- Dunnage
- Pallet
- Closure

MUST BE THE SAME

Adding Multiple Parts

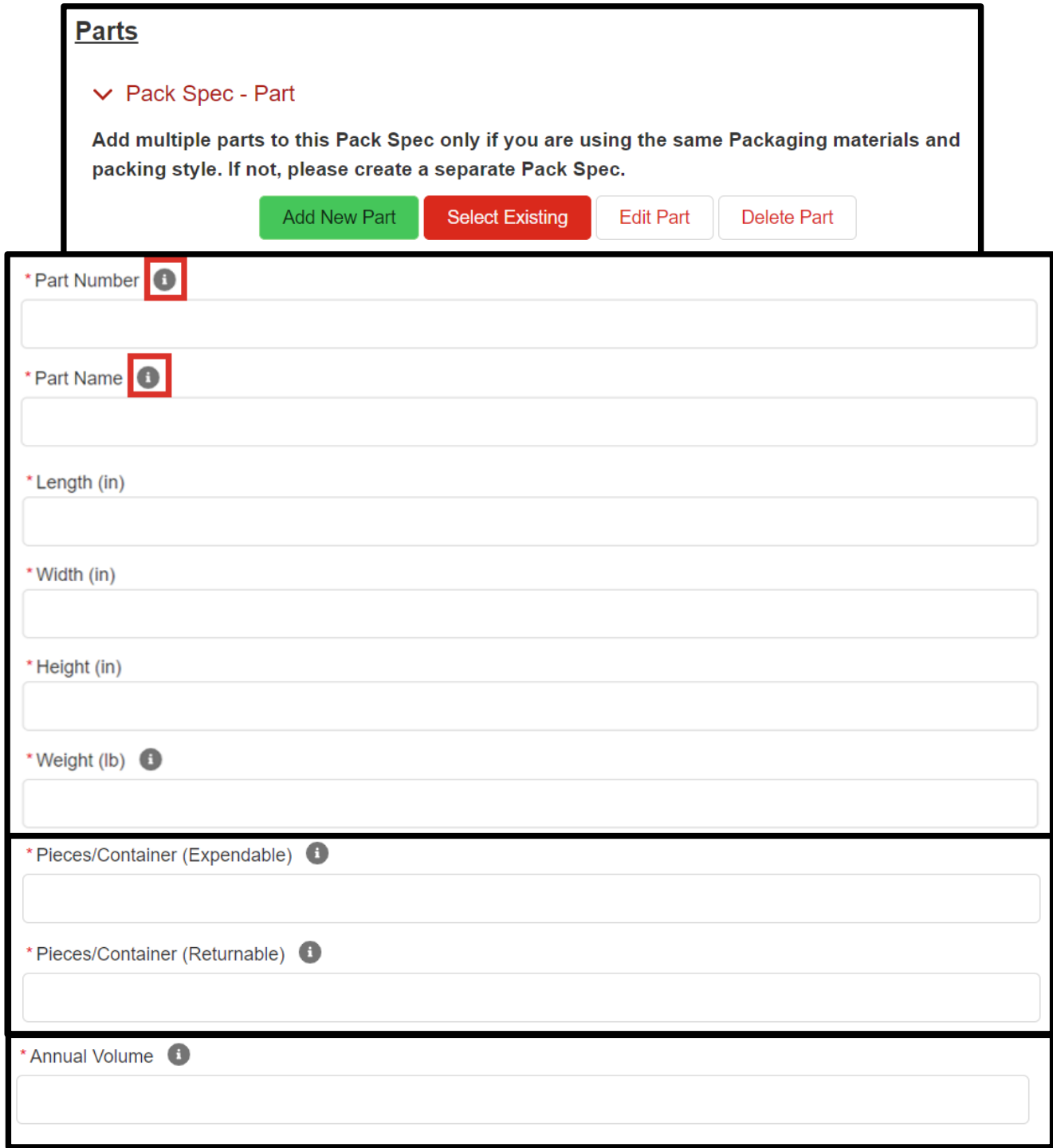
- Be sure to maintain the same packaging style and materials for all parts
  - Add as many parts as desired to one pack spec

Add New vs. Select Existing

- Click Add New Part when adding a part for the first time
  - Please complete the mandatory details
  - Use help text to find out more details on necessary information

- Select Existing – previously saved parts can be searched from the parts repository and can be added to a pack spec

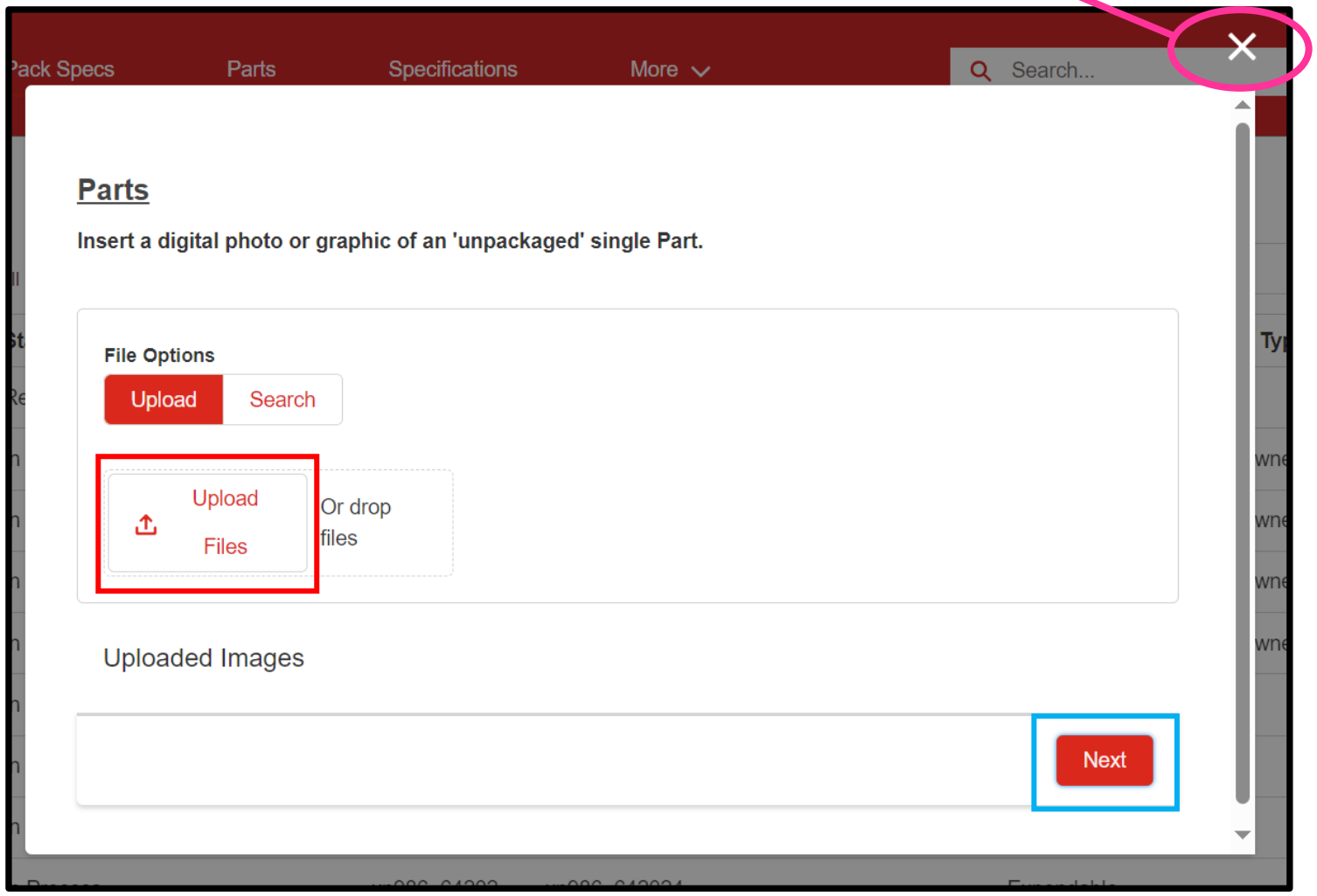
- Click “Add” to proceed



Upload Part Images

Note: You can close the window at any point; all information will be saved

- Upload part image(s)
- Click Next to proceed



Add Multiple Parts

- Repeat instructions from pages 10-12 to add as many parts as needed

- Click “Next” to proceed

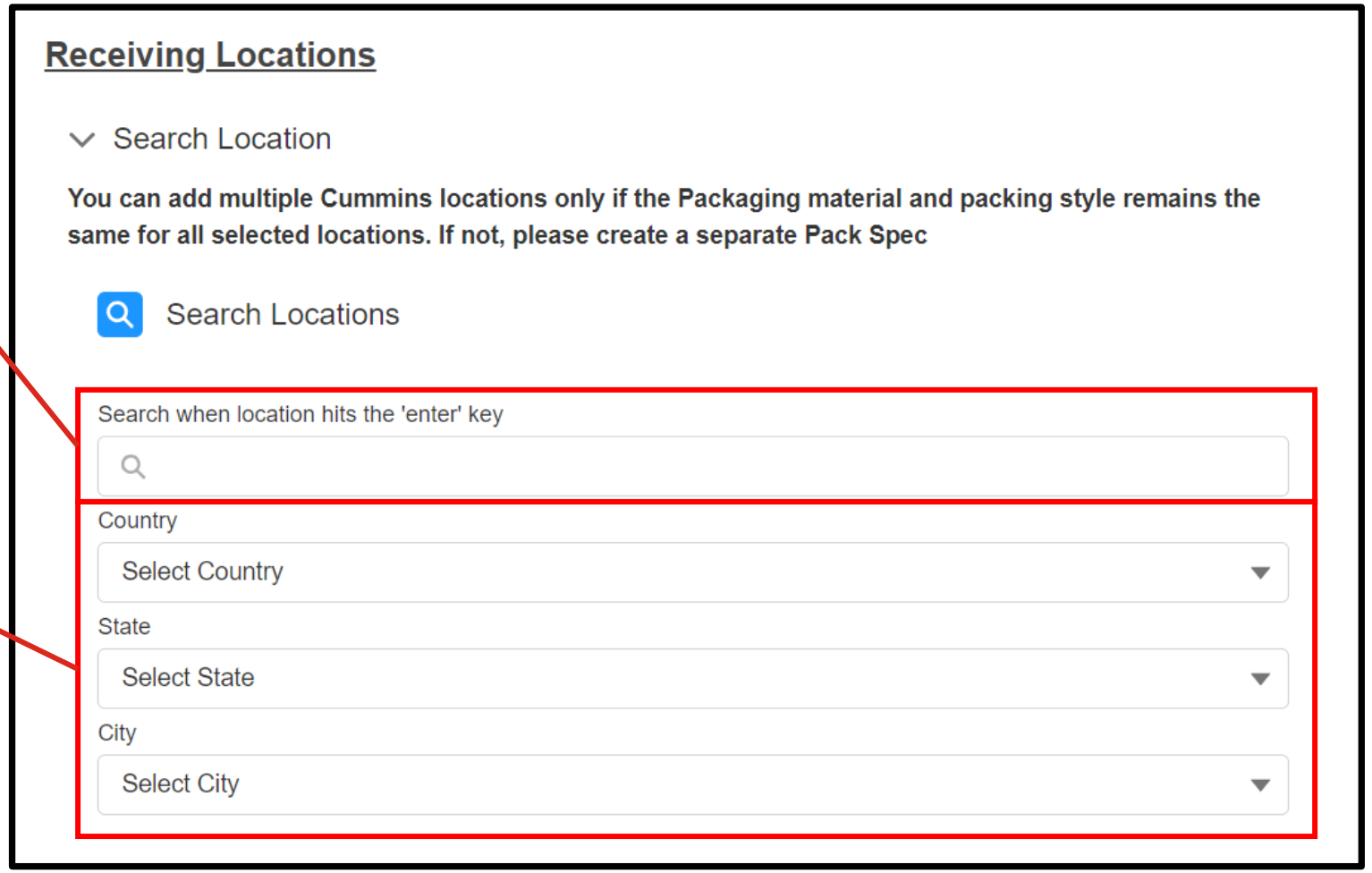
Receiving Location

- Enter a plant name or location, and hit “Enter” key

Or

- Select a country, state, and/or city from the dropdowns provided

- Select Next to proceed



Receiving Location

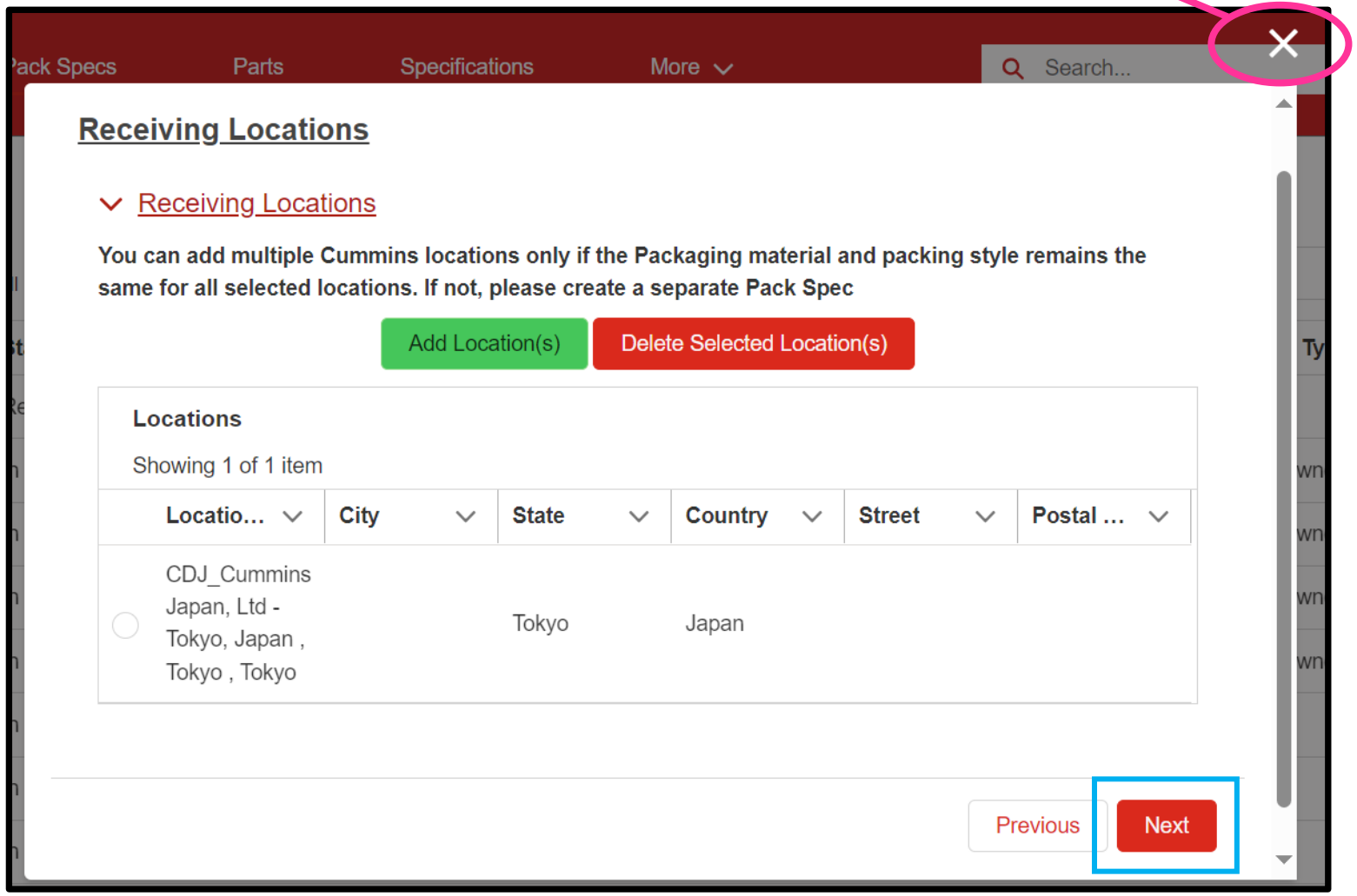
Note: You can close the window at any point; all information will be saved

- Add multiple Cummins locations if needed

Packaging material and style must remain the same for all additional locations

- Delete selected locations if needed

- Click Next to proceed



Placing Parts in Returnable Container

Pack Spec - Returnable

* **How are parts placed in the Returnable container (Tote/Bulk/Custom RET container)?**

- (●) Parts are placed inside Expendable Primary packaging and Returnable container is used as Secondary
- ( ) Parts are placed directly inside the Returnable Container

Option 1: Go to Types of Expendable Primary Containers		→		→		**Parts are packed into an expendable container, which is placed inside a returnable container, with or without dunnage.**
Option 2: Go to Cummins Standard Returnable Container Catalog		→				**Parts are packed directly into a returnable container, with or without dunnage.**

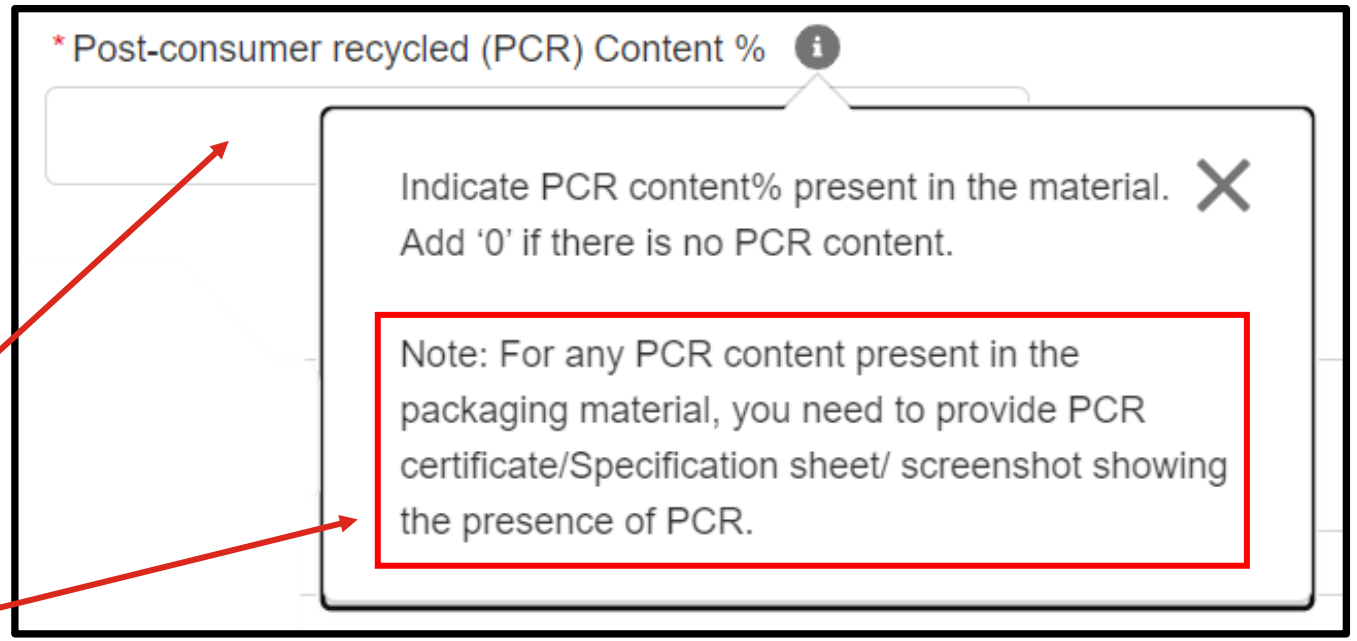
Types of Expendable Primary Containers - Sample Images and Necessary Info

Corrugated Box	Paper Board Box
• External Dimensions & Tare Weight? • Flute Configuration? • Burst/ECT? • Container Style? • Corrugated Type? • PCR Content%	• External Dimensions & Tare Weight? • PCR Content%

PCR Content

- Post-Consumer Recycled (PCR) Content %
  - Details required regardless of packaging material

- Ask your supplier about PCR Content % information
  - If PCR is 0%, enter this value and proceed
  - If PCR > 0%, enter this value and provide evidence

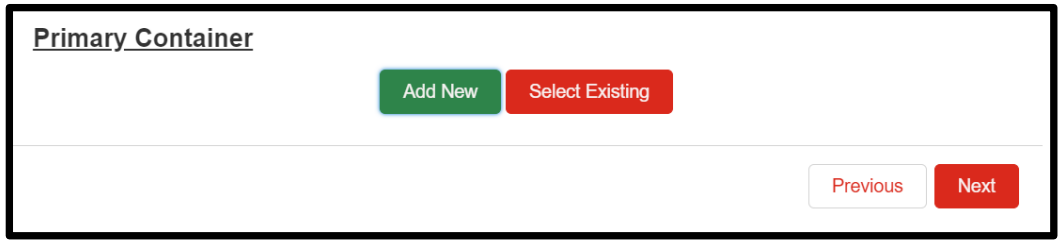


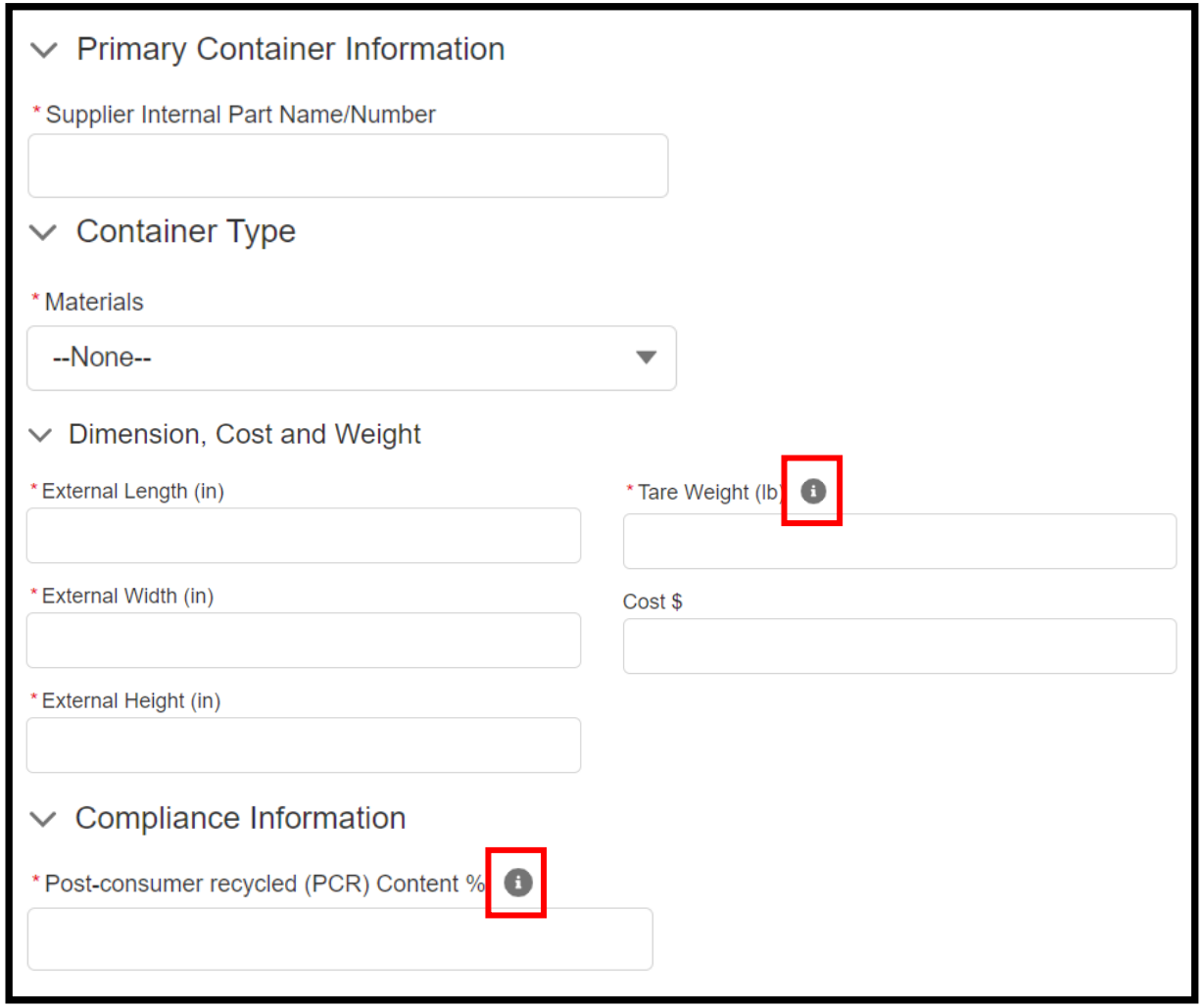
Adding a Primary Container

- Click Add New when adding a primary container for the first time
  - Please complete the mandatory details
  - Use help text to find out more details on necessary information

- Select Existing – previously saved containers can be searched and can be added to a pack spec

- Click “Next” to proceed



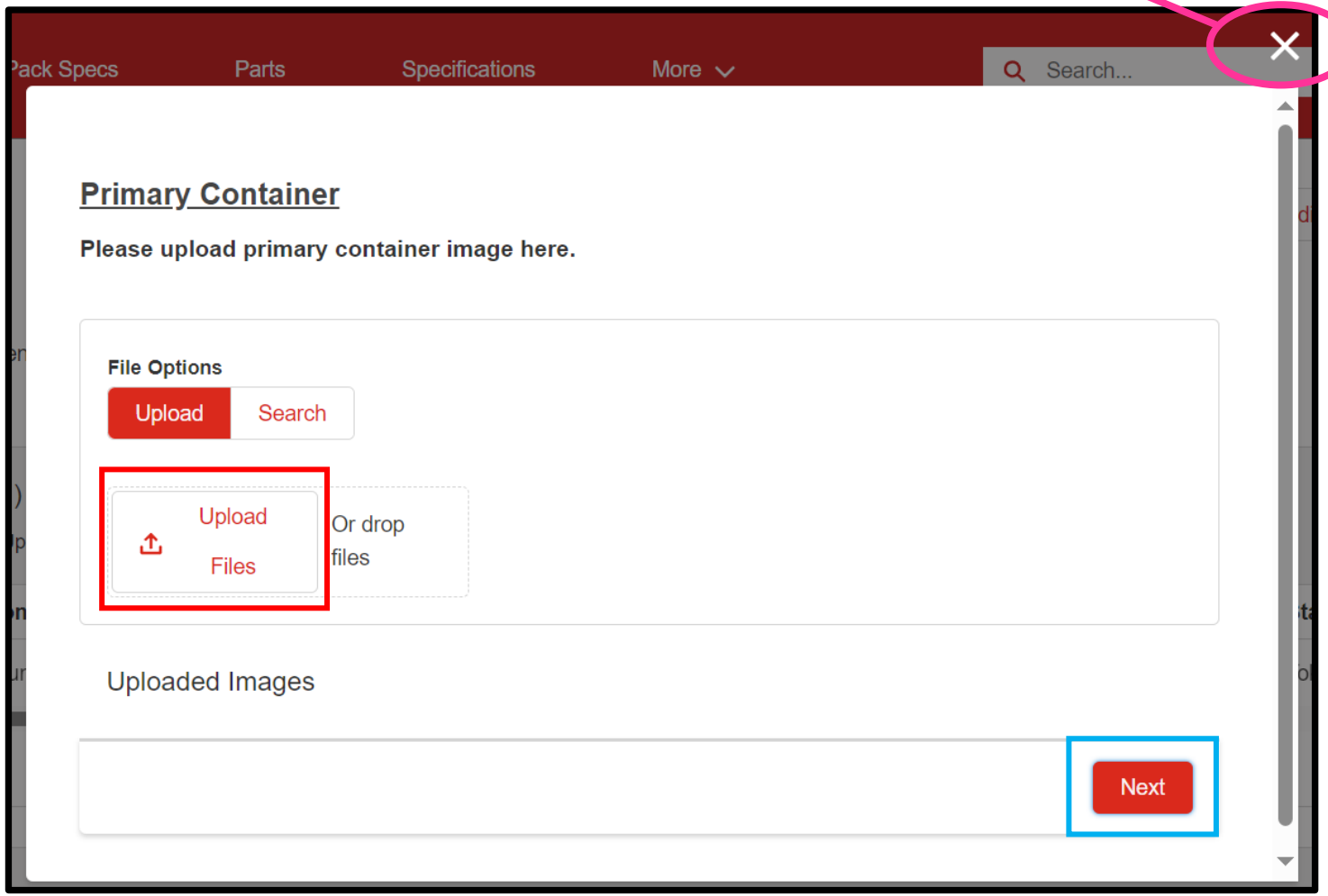


Upload Primary Container Images

Note: You can close the window at any point; all information will be saved

- Upload primary container image(s)

- Click Next to proceed

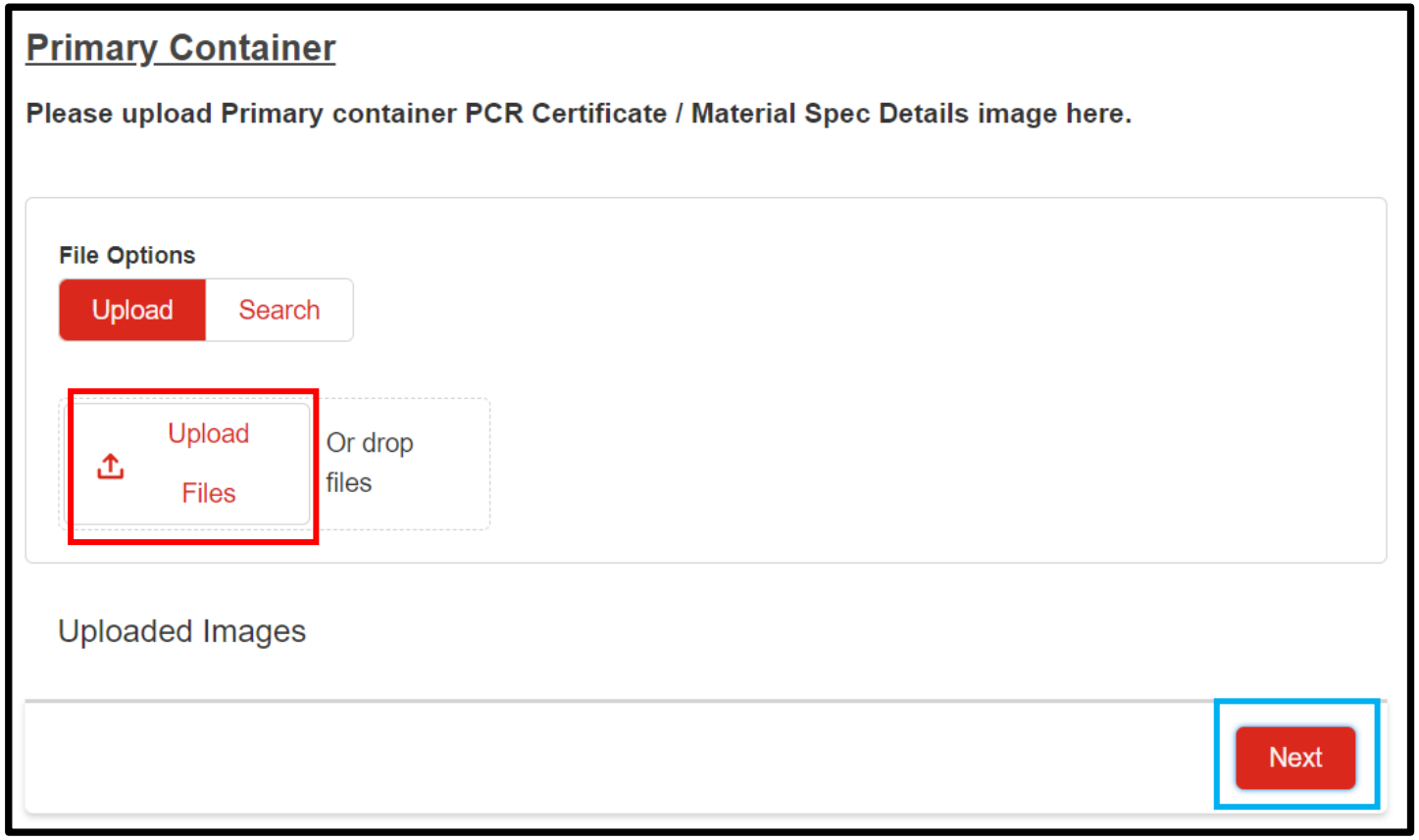


Upload PCR Content % Images

If PCR% > 0…

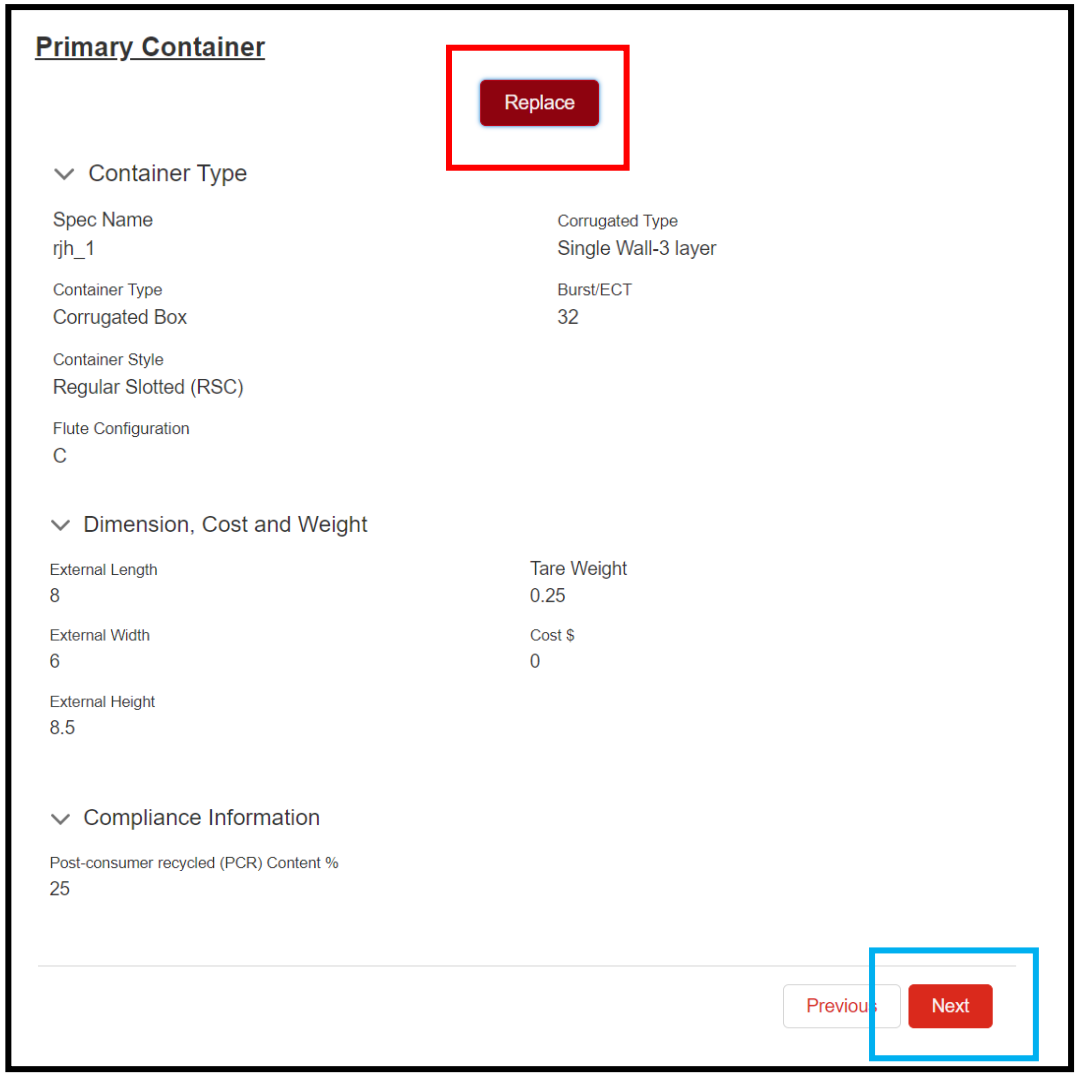
- Upload image(s) of PCR Certificate/Material Spec details

- Click Next to proceed



Review Details

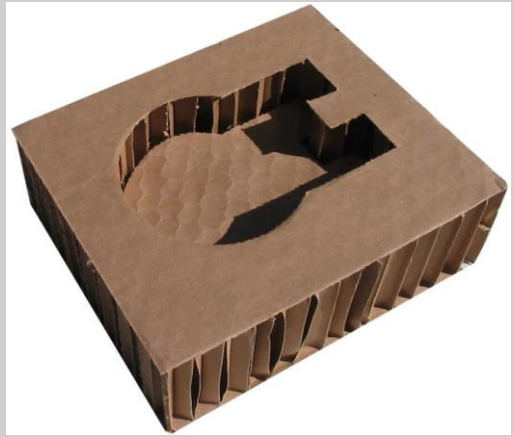
- Click Replace to replace the primary container and revise container details
- Click Next to proceed



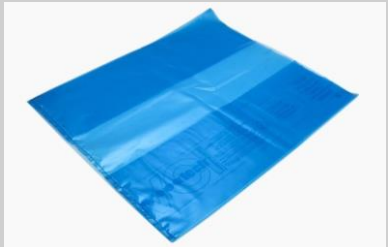
Types of Expendable Dunnage – Sample Images and Necessary Info

Airbag Pillow	Antistatic Bag	Bubble Wrap	Clear Plastic Bag – No VCI
▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?	▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?	▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?	▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?

Types of Expendable Dunnage – Sample Images and Necessary Info

Die Cut	Foam	Instant Expanding Foam	Layer Pad
			
▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?	▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?	▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?	▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?

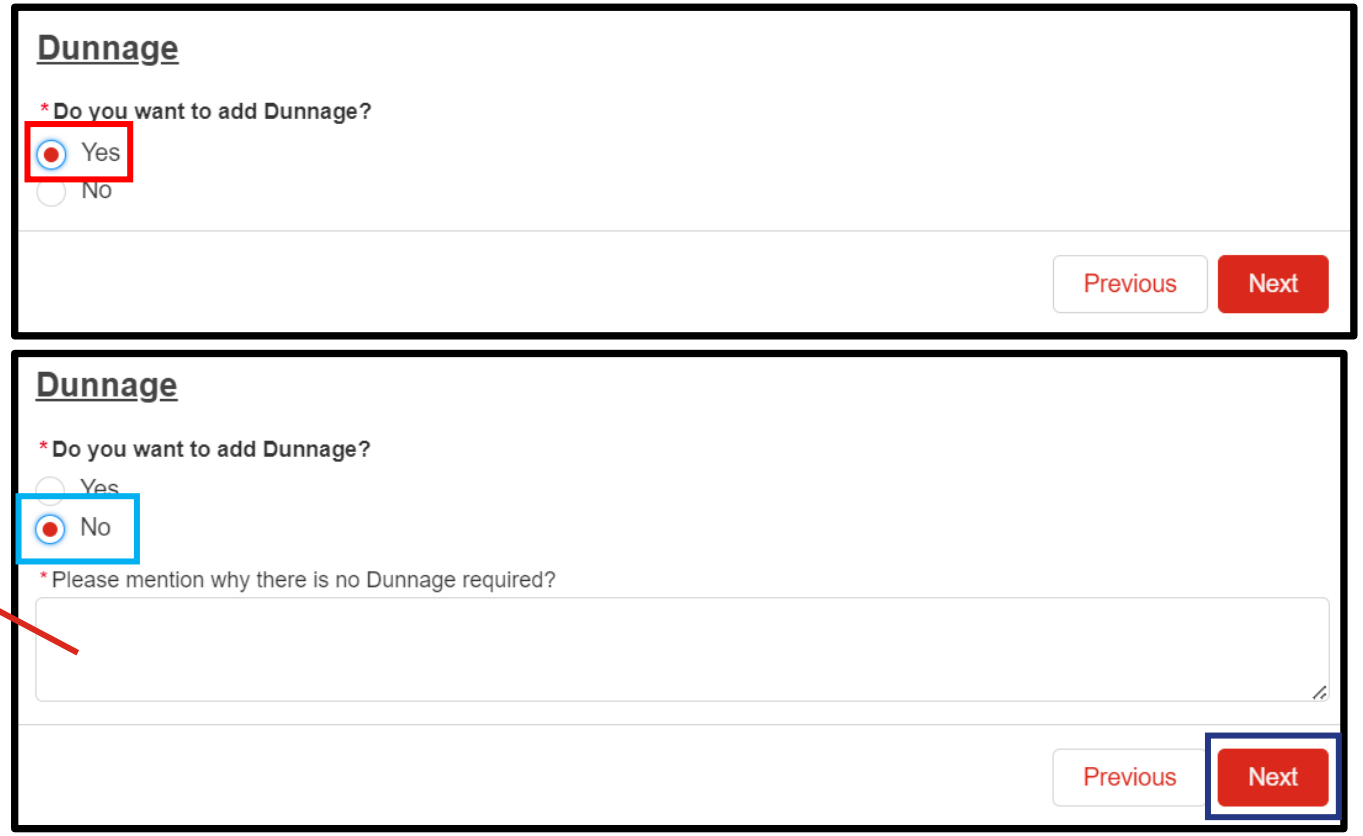
Types of Expendable Dunnage – Sample Images and Necessary Info

Paper	Partition Assembly	Tray (single use)	VCI
			
▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?	▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?	▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?	▪ Material Type? ▪ Weight? ▪ Thickness of Material? ▪ Quantity/Container? ▪ PCR Content % ▪ Material Composition?

Add Dunnage

- Select Yes to add dunnage
- Select No if dunnage is not needed in this primary container
  - Give a detailed explanation on why no dunnage is required.
  - Answers such as “not applicable” are unacceptable.
- If selecting No, go to Adding a Returnable Container

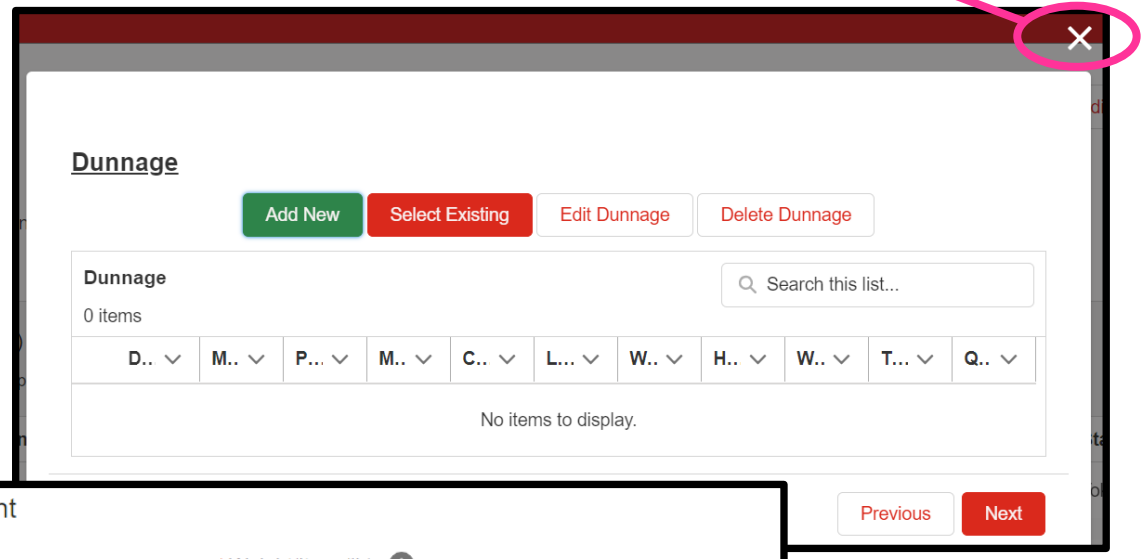
- Click Next to proceed

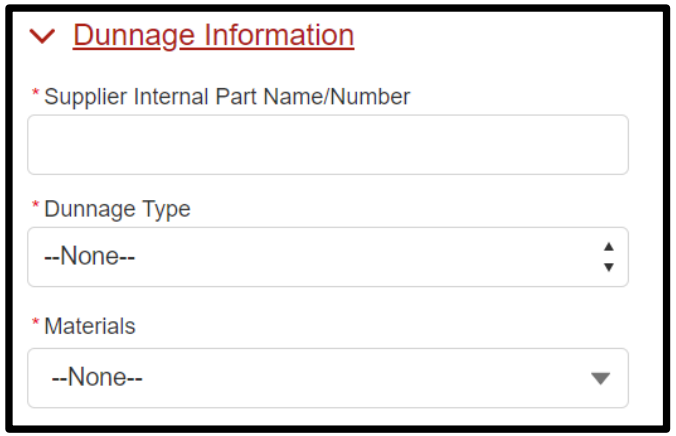


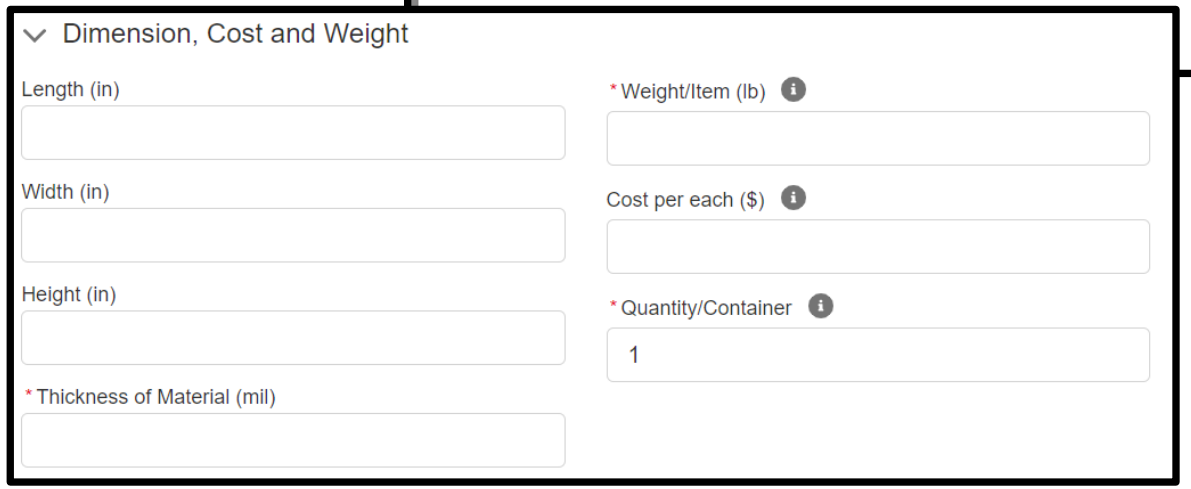
Add Dunnage

Note: You can close the window at any point; all information will be saved

- Click Add New or Select Existing to add dunnage to the pack spec
  - Please enter the mandatory details if adding new dunnage



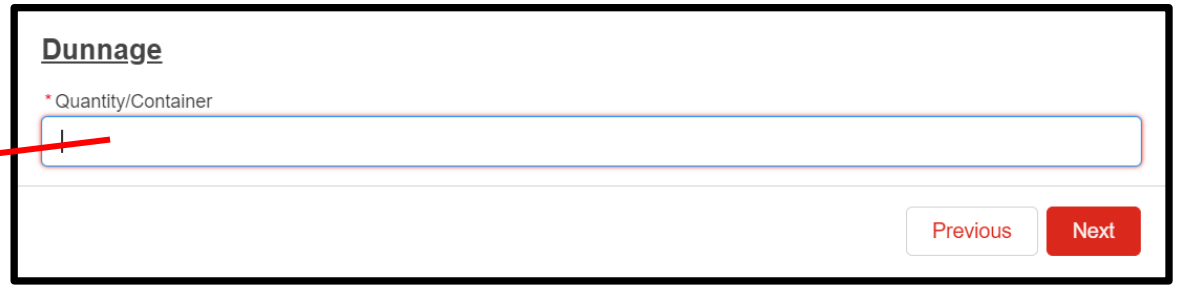




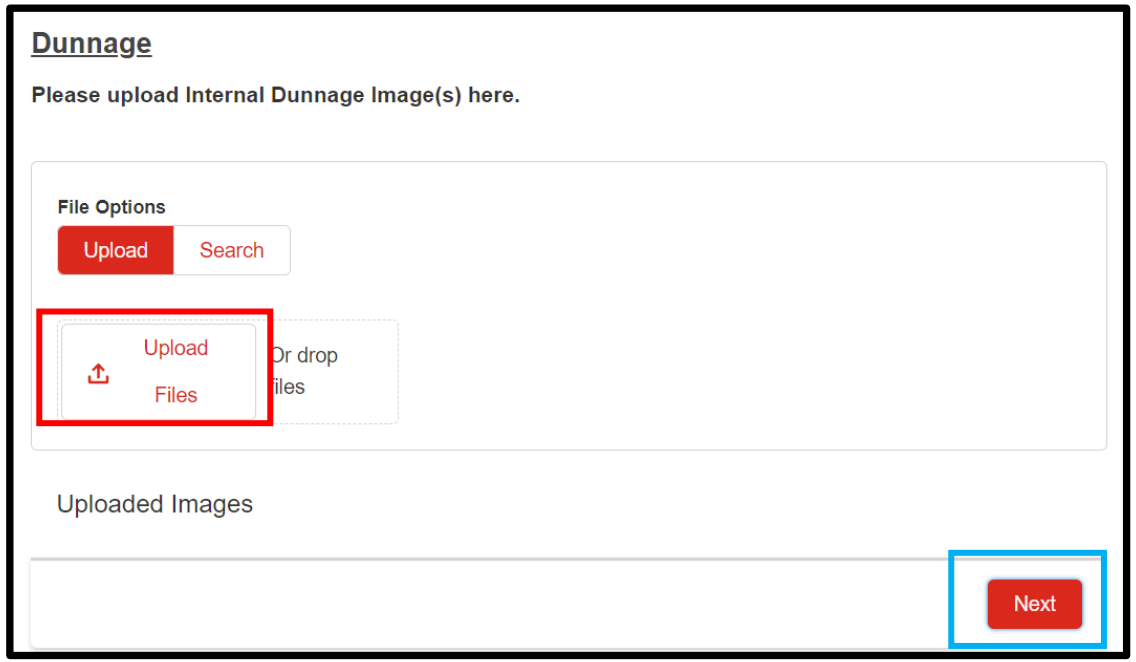
- Click “Next” to proceed

Upload Dunnage Images

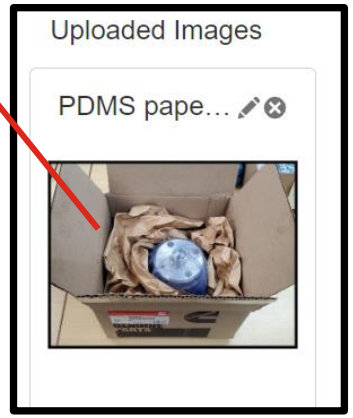
- Specify in the text box the number of dunnage items that will occupy the expendable primary container



- Upload dunnage image(s)
  - Images must display how dunnage is arranged around part(s) within the container

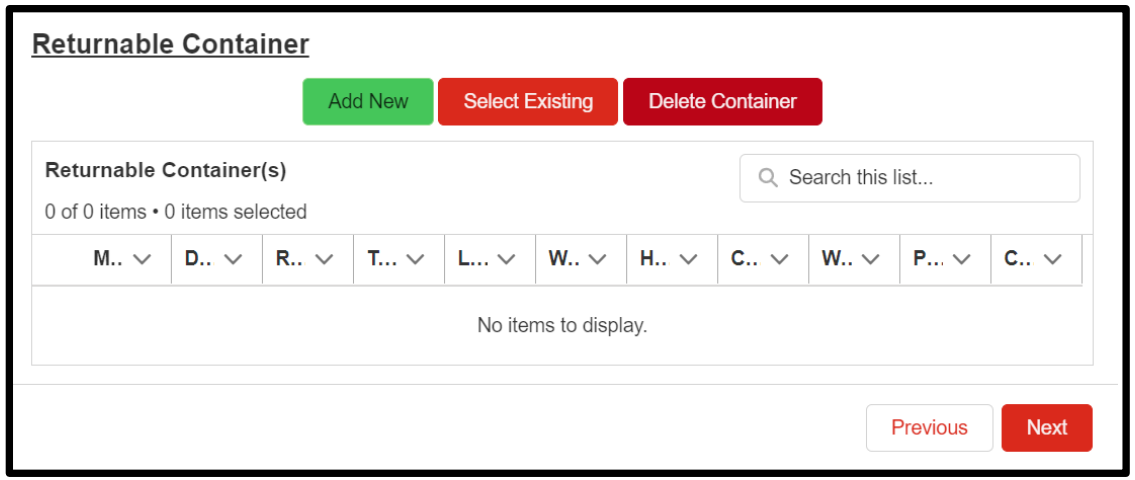


- Click Next to proceed

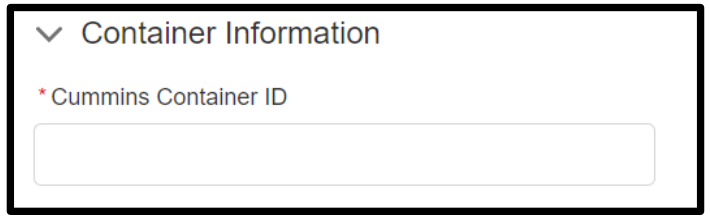


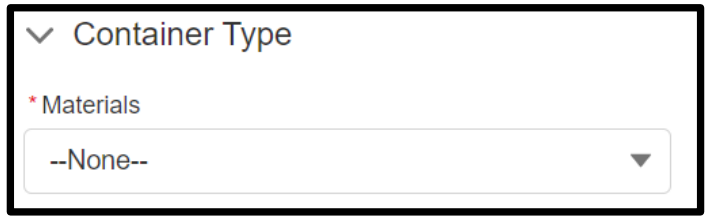
Adding a Returnable Container

- Click Add New or Select Existing to add a returnable container to the pack spec



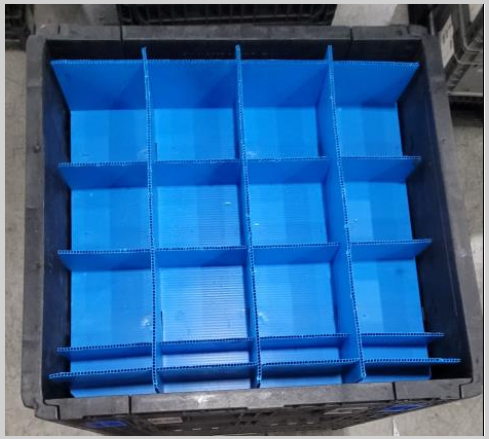
- Please enter all mandatory details if adding a new returnable container





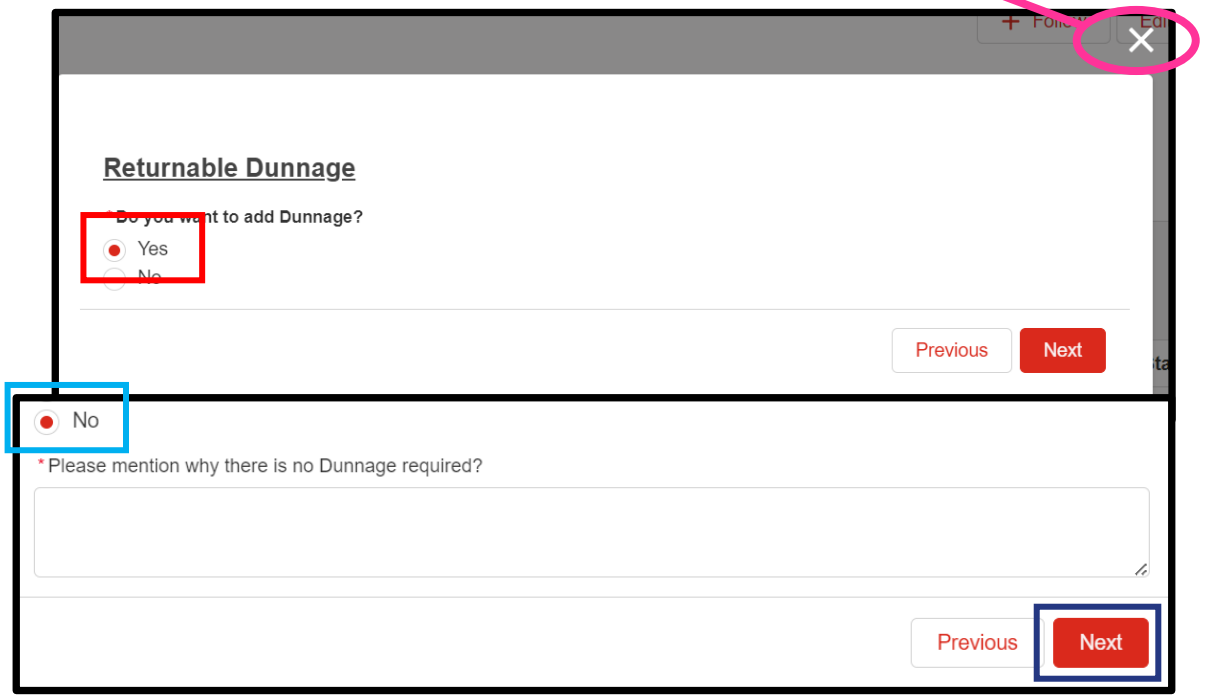
- Click “Next” to proceed

Returnable Dunnage – Sample images

Dunnage Foam	Dunnage Plastic	Dunnage Wood	Tray (multi-use)
			
▪ Weight? ▪ Quantity/ Container? ▪ Thickness?	▪ Weight? ▪ Quantity/ Container? ▪ Thickness?	▪ Weight? ▪ Quantity/ Container? ▪ Thickness?	▪ Weight? ▪ Quantity/ Container? ▪ Thickness?

Returnable Dunnage?

Note: You can close the window at any point; all information will be saved



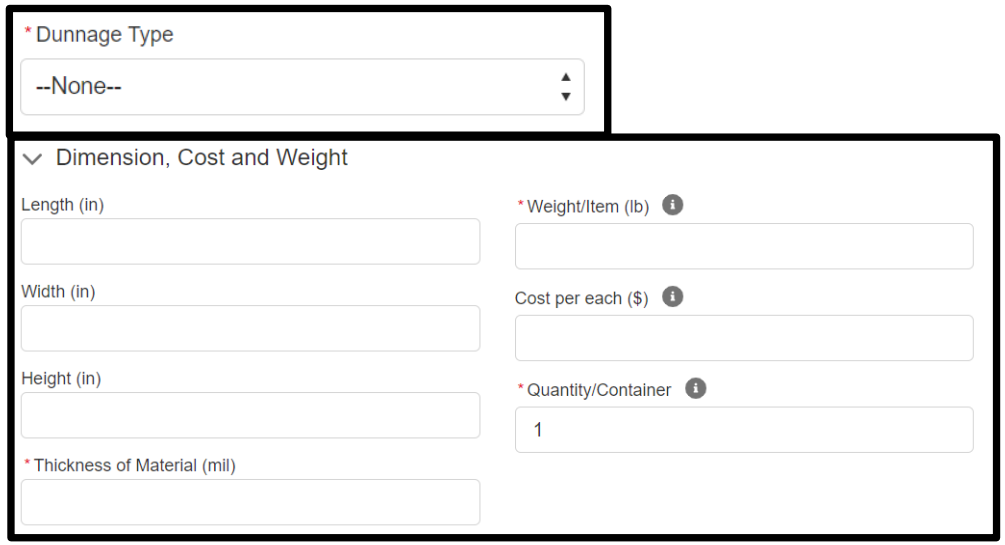
- Select Yes to add returnable dunnage
- Select No if dunnage is not needed in this returnable container
  - Give a detailed explanation on why no dunnage is required.
  - Answers such as “not applicable” are unacceptable.

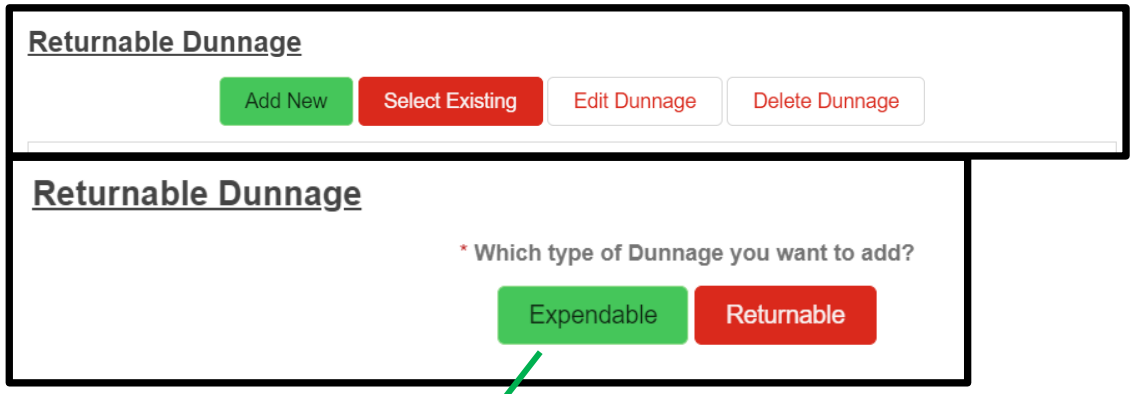
- If selecting No, go to Backup Expendable Solution?

- Click Next to proceed

Adding Returnable Dunnage

- Click Add New or Select Existing to add dunnage to the pack spec
  - Select which type of dunnage you would like to add
- Please enter the mandatory details if adding returnable dunnage



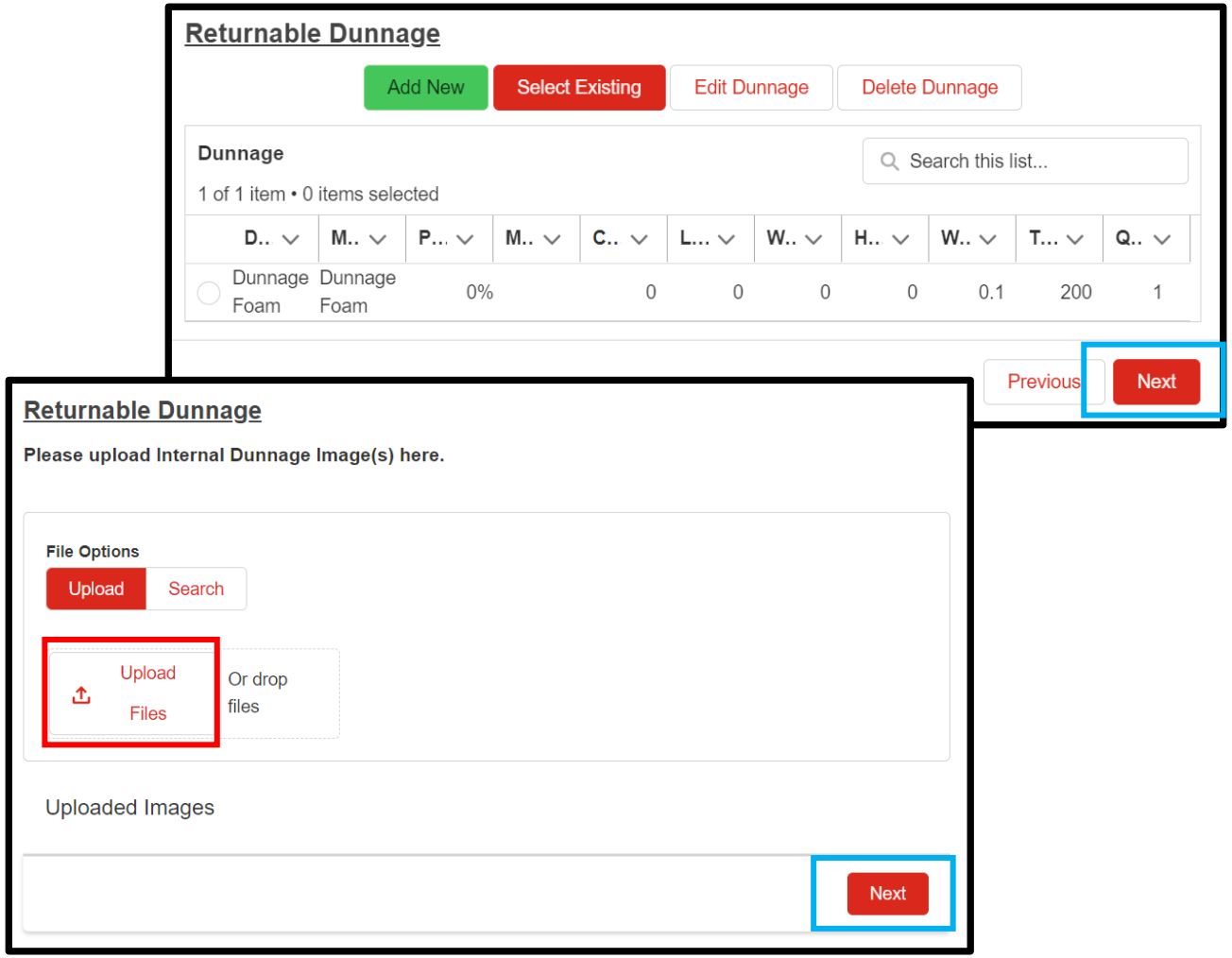


- If adding expendable dunnage, refer to Add Dunnage for necessary details.

- Click “Next” to proceed

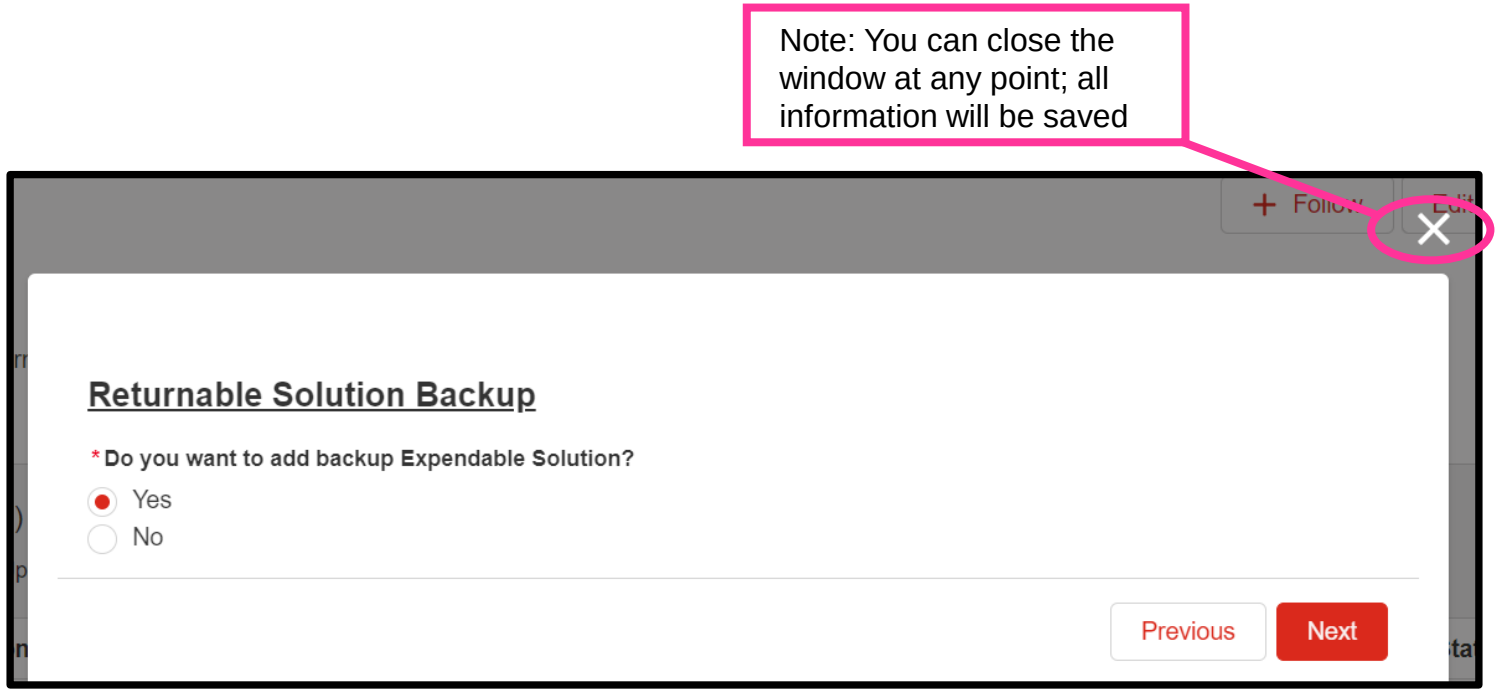
Adding Returnable Dunnage

- Add more dunnage if necessary
- Click Next to proceed
- Upload dunnage image(s)
- Click Next to proceed



Backup Expendable Solution?

- Select Yes if you would like to add a backup expendable packaging solution
  - Note: some Cummins locations require a backup solution.
  - Contact your site's packaging engineer to confirm that location's requirements.
  - If adding backup solution: please refer to our work instructions on how to submit an expendable pack spec - https://supplier.cummins.com/packaging-packaging-data-sheet-pds-guidance



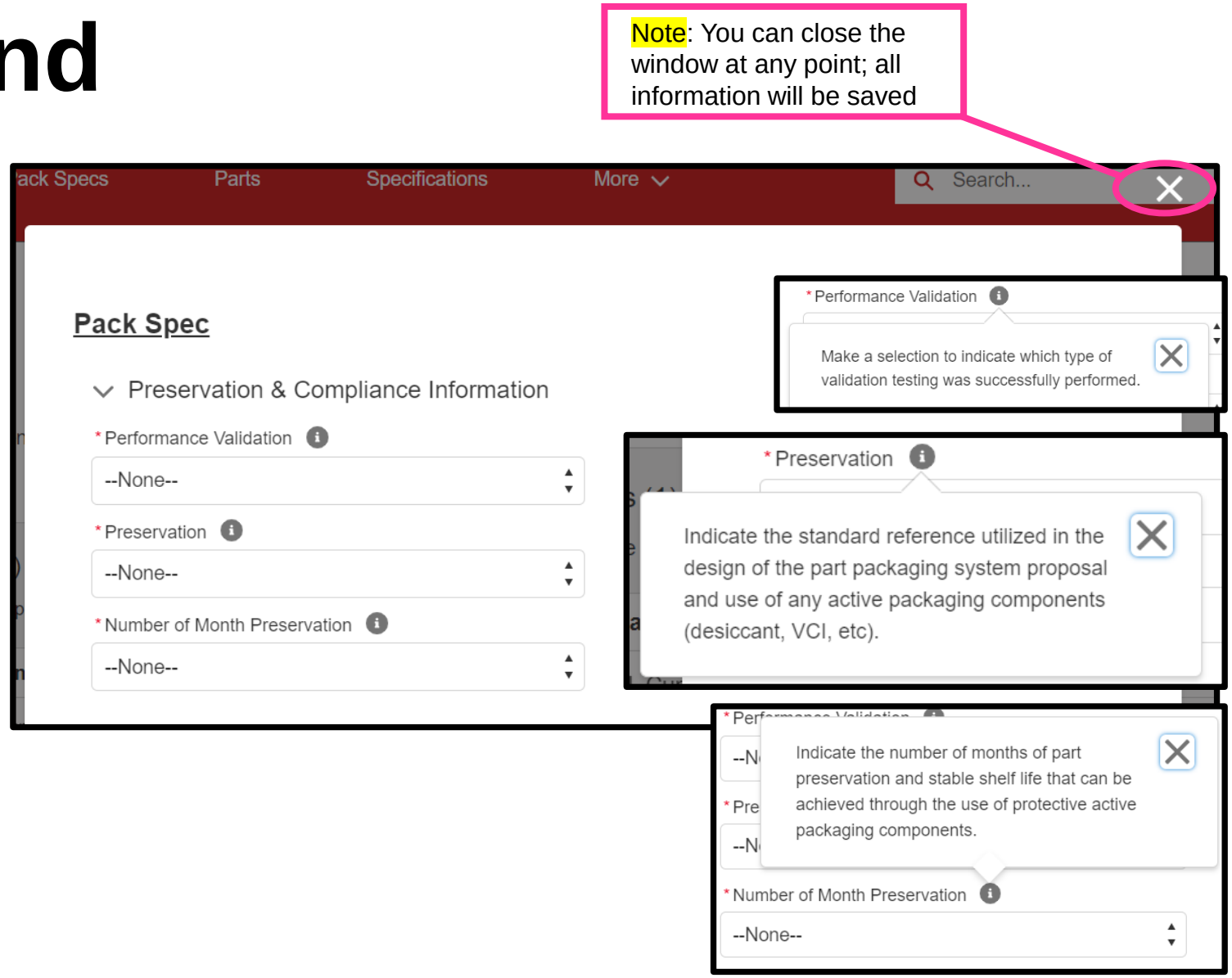
- Click "Next" to proceed

Preservation and Compliance

Enter all mandatory details by selecting from the dropdown options

Note:

- Preservation requirements
  - First fit Parts: Minimum – 6 months.
  - Aftermarket Sites: Minimum – 18 months.



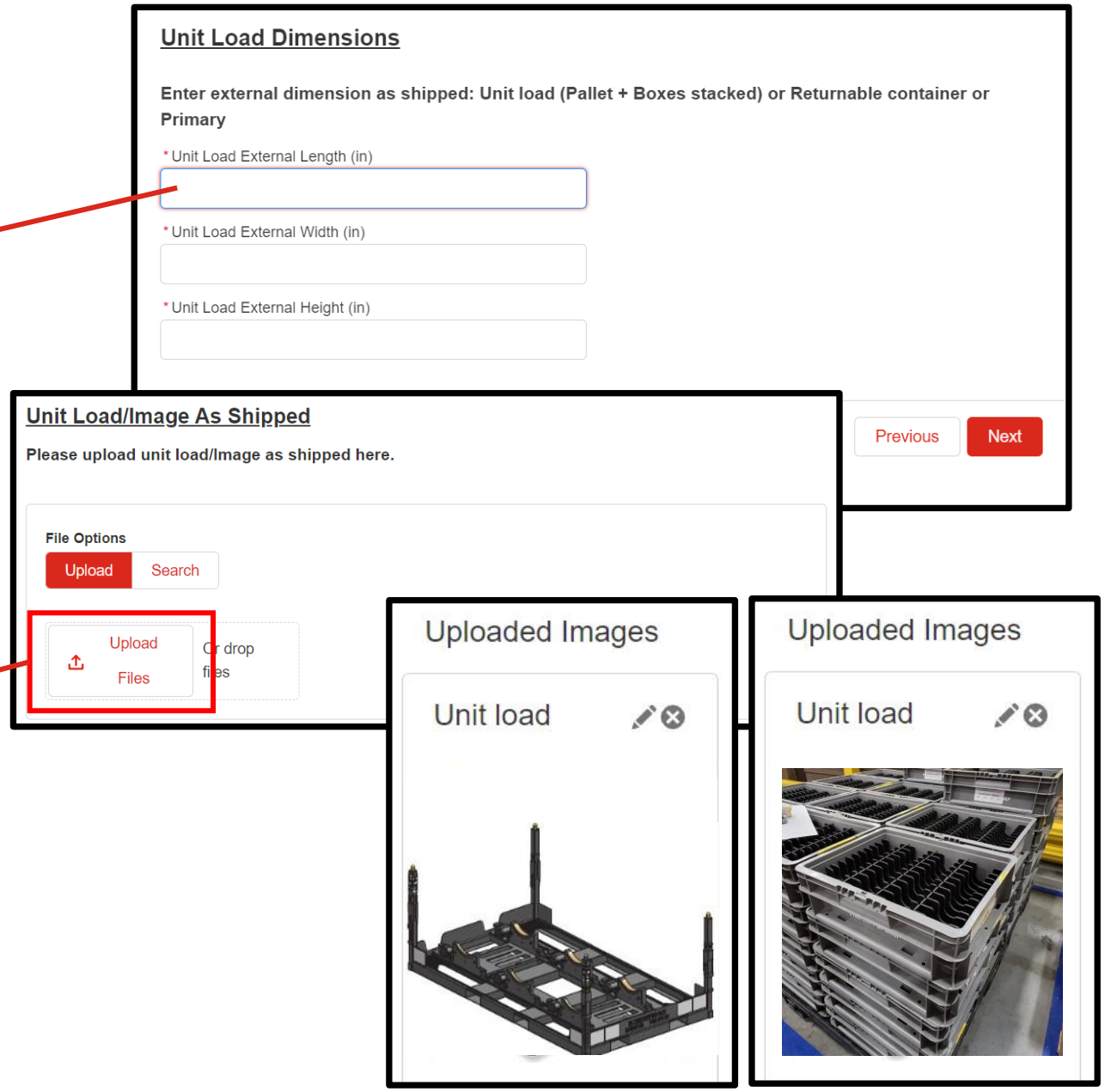
Unit Load Info

Enter external dimensions as shipped

- This can be subjective as to how you are shipping to us. For example:
  - Metal Rack
  - Pallet + boxes stacked
  - Any Returnable Container

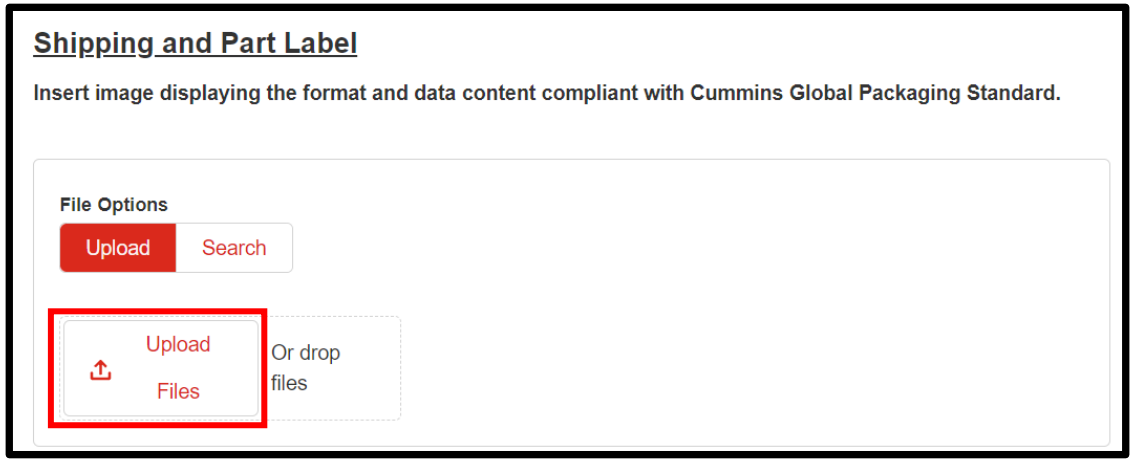
- Upload image(s) of unit load ready for shipment

- Click “Next” to proceed

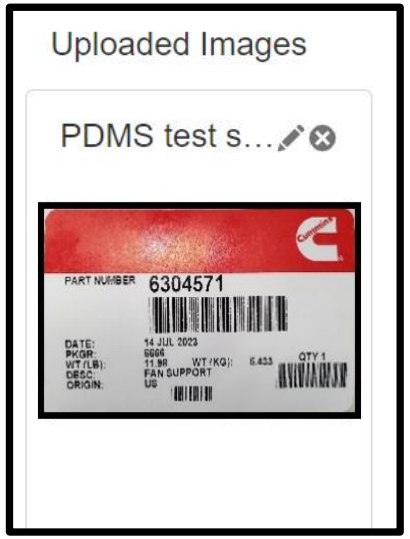


Shipping and Part Label

- Upload shipping or part label image(s)



- Click “Next” to proceed



Review and Submit

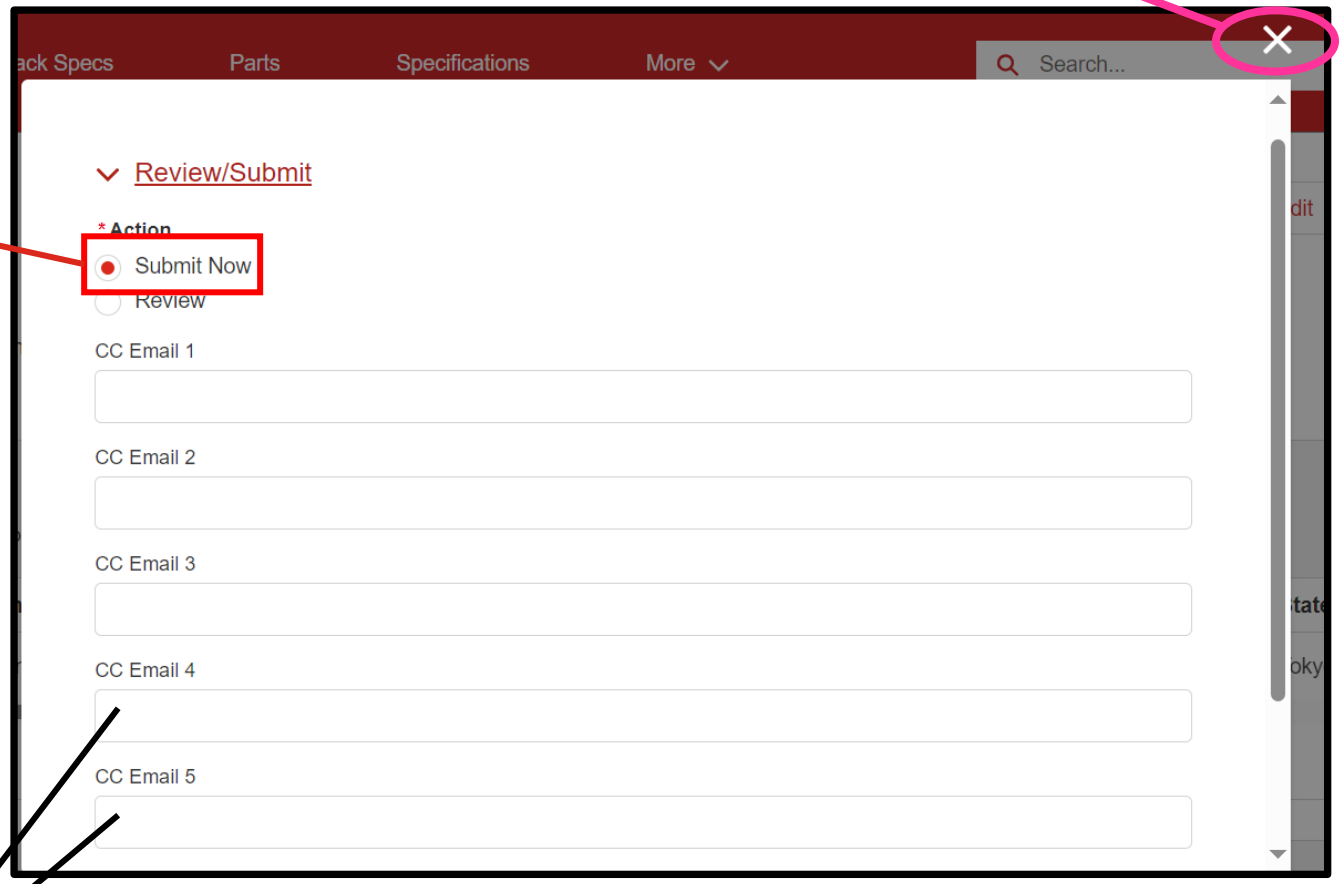
Note: You can close the window at any point; all information will be saved

To Submit the Pack Spec…

- Select Submit Now
- Click “Next” to submit

To Save All Information without submitting…

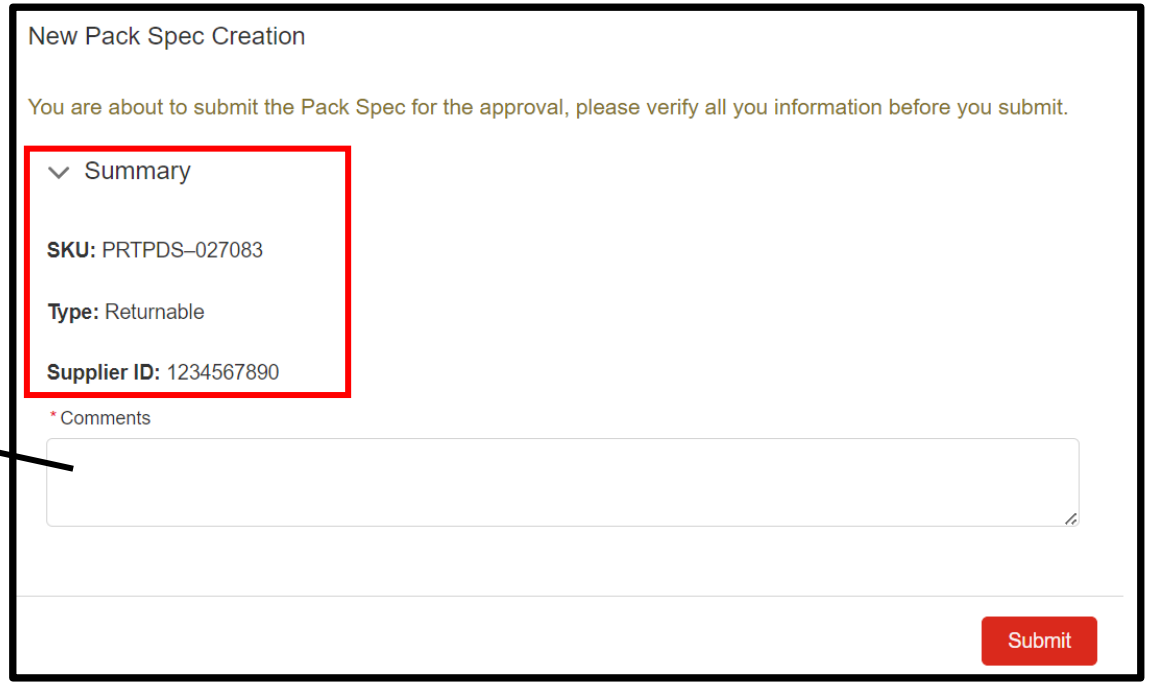
- Select Review
- Click “Next” or exit out of this page



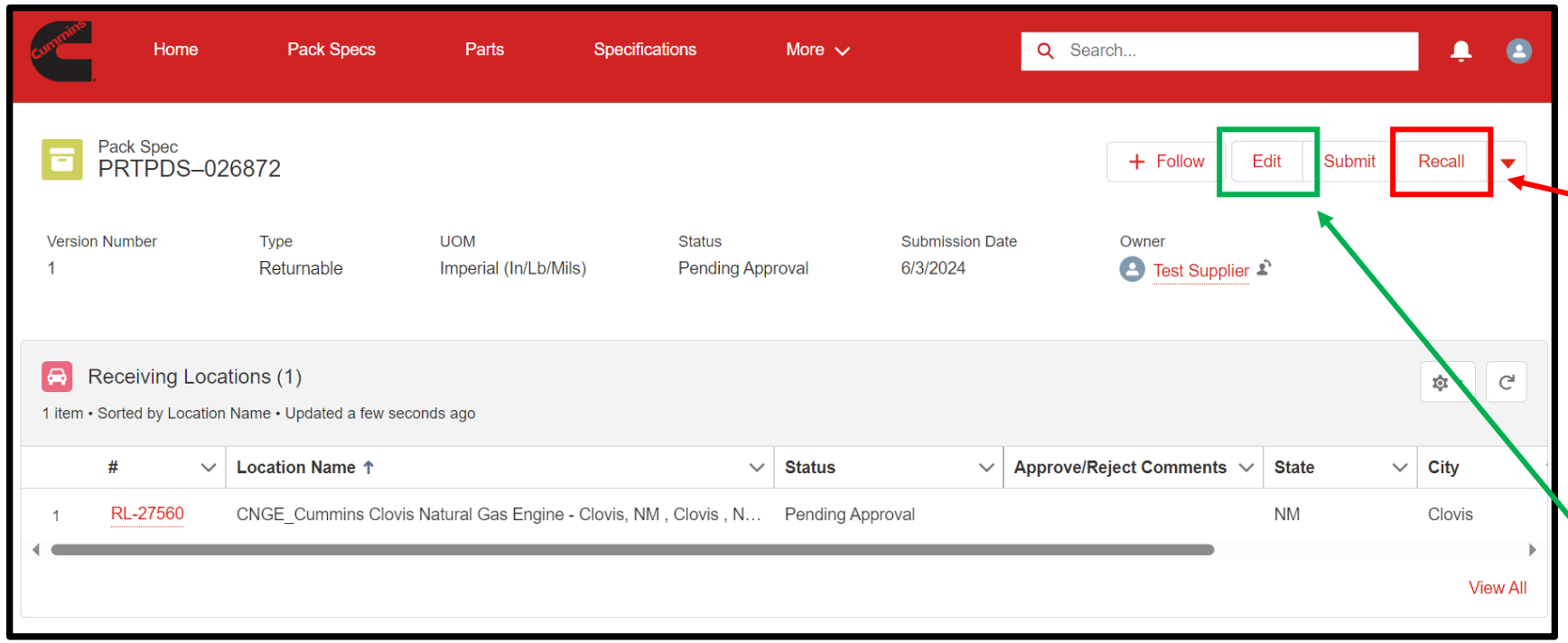
*Optional: Enter the email ID of anyone wished to be looped into and notified of this pack spec

Review and Submit

- Review the pack spec summary
- Please provide comments toward the spec approver
- Click “Submit”



Recall and Edit Pack Spec



If you wish to make changes to a submitted pack spec:

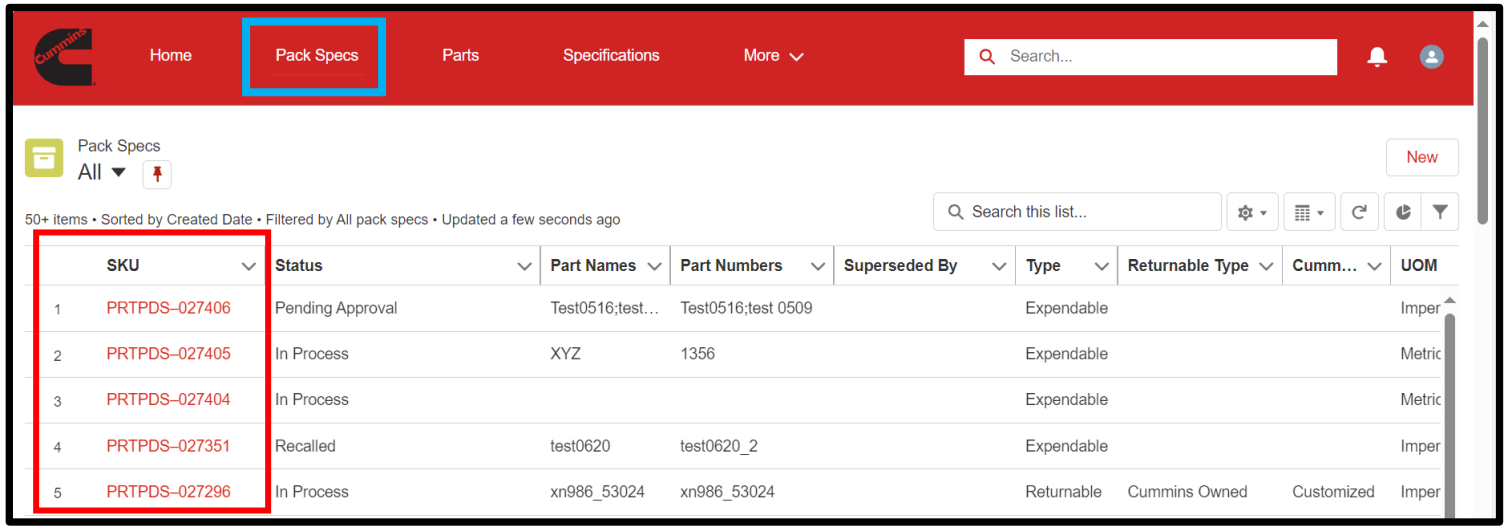
- Click on Recall
- Edit the pack spec and submit again

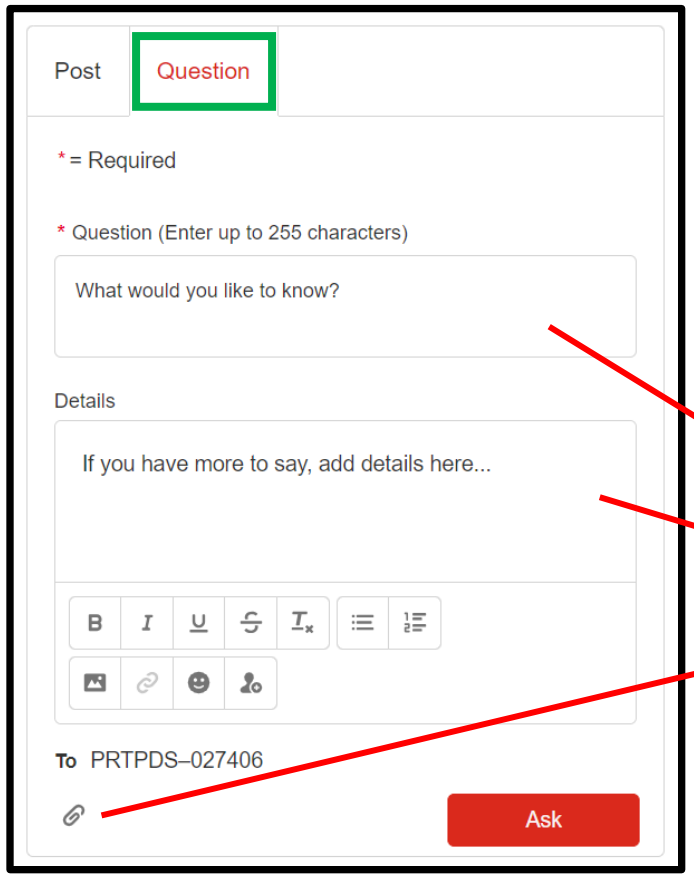
If you wish to make changes to a pack spec in process:

- Click on Edit
- Edit and save or submit pack spec info

If You Have Any Questions

- Select the desired pack spec from the Pack Specs tab





- Scroll down to the Question tab on the right side of the following screen
- Enter a question in the text box provided
- Add details if needed
- Attach image(s)
- Click Ask to submit a question to the specified Cummins sites' packaging engineer

Cummins