How to Submit Pack Spec for Expendable Packaging/ Backup

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Version: 1
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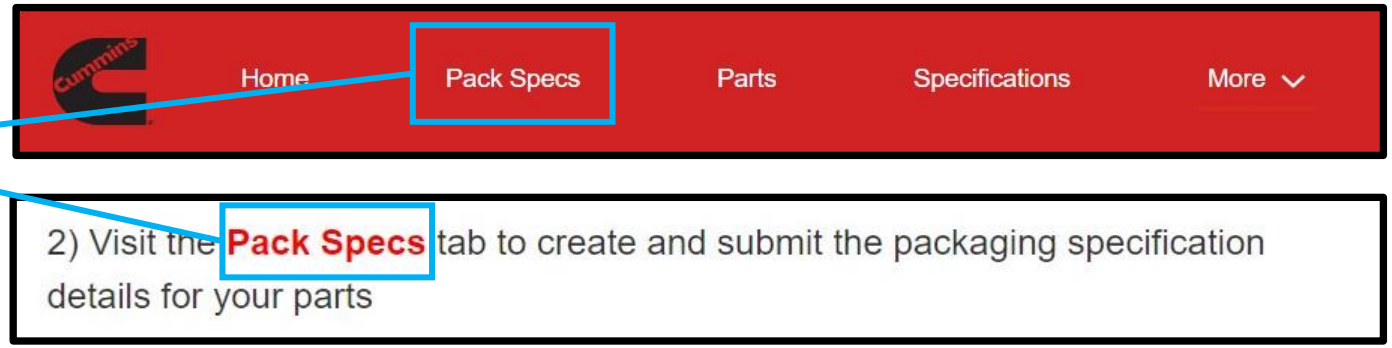
External

Preparation: Before Starting…

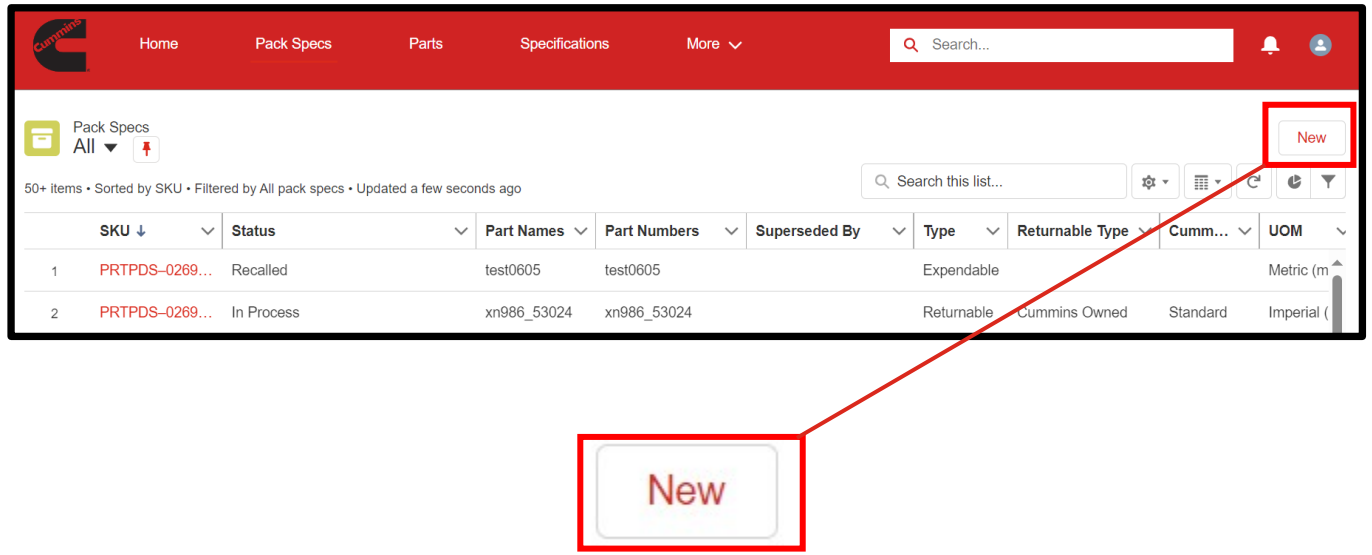
- Note: Before starting pack spec, please prepare all necessary information regarding…
  - Part(s): Part Image(s), Dimensions, Weight, Pieces/Container, Annual Volume.
  - Primary Container: Container Image(s), Dimensions, Weight, Packaging Material Spec Details, PCR Content %.
  - Dunnage: Dunnage Image(s), Quantity, Weight, Packaging Material Spec Details, PCR Content %.
  - Secondary Container (optional): Secondary Container Image(s), Dimensions, Weight, Packaging Material Spec Details, PCR Content %.
  - Pallet/Unit Load (optional): Dimensions, Weight, ISPM-15 Details, Packaging Material Spec Details.
  - Closure Material: Unit Load Image(s), No. of Containers/Layer Weight, Layers/Container, Packaging Material Spec Details.
  - Sample of Shipping Label/Part Label.

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)



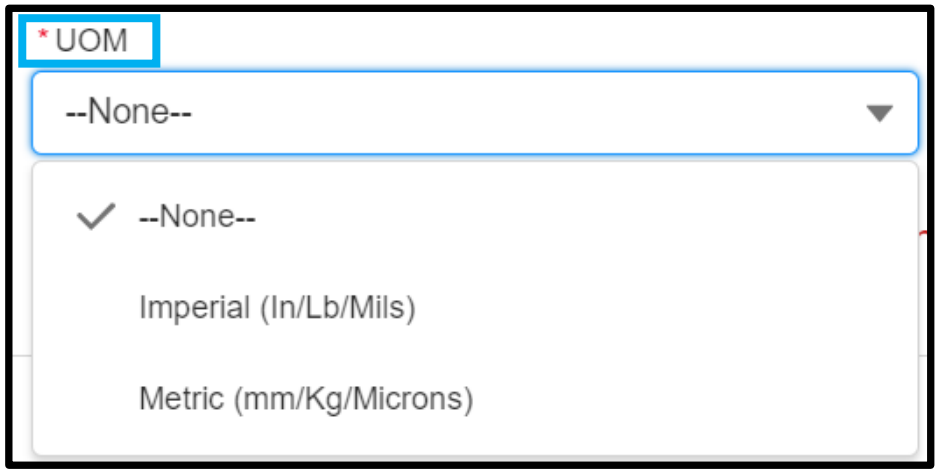
Creating an Expendable Pack Spec

- Select “Expendable” from the packaging Type dropdown

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

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

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



Parts

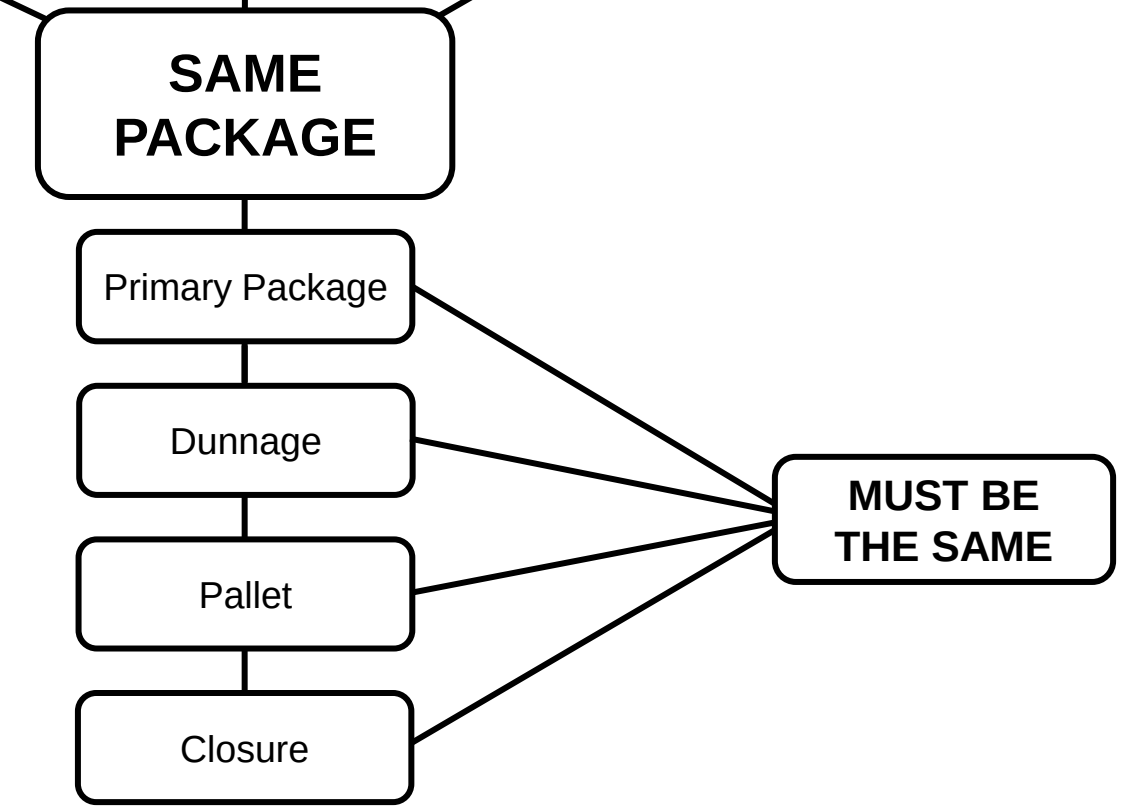
When adding one and multiple parts together!

Adding One Part

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

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

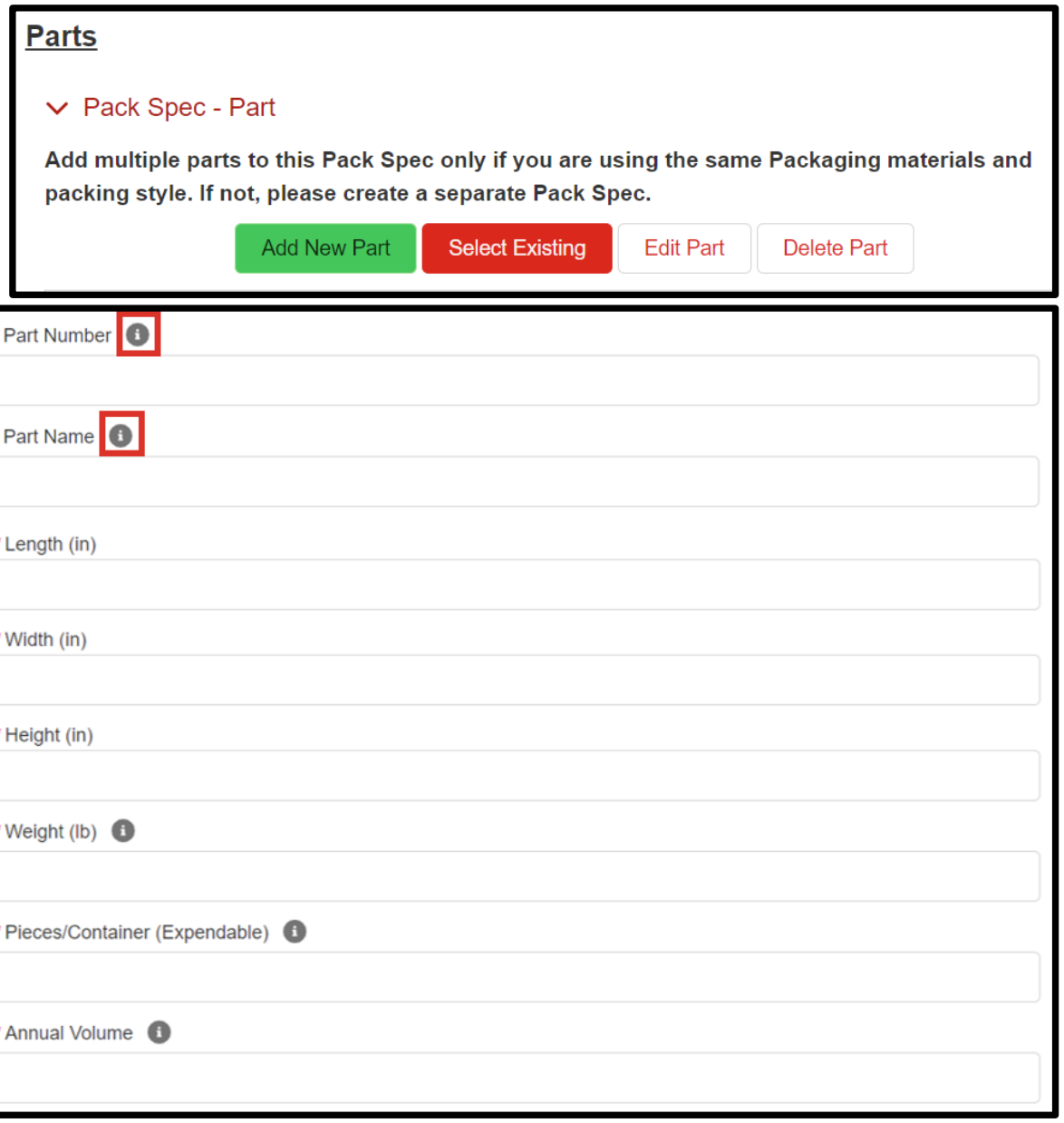


Add New vs. Select Existing

- 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

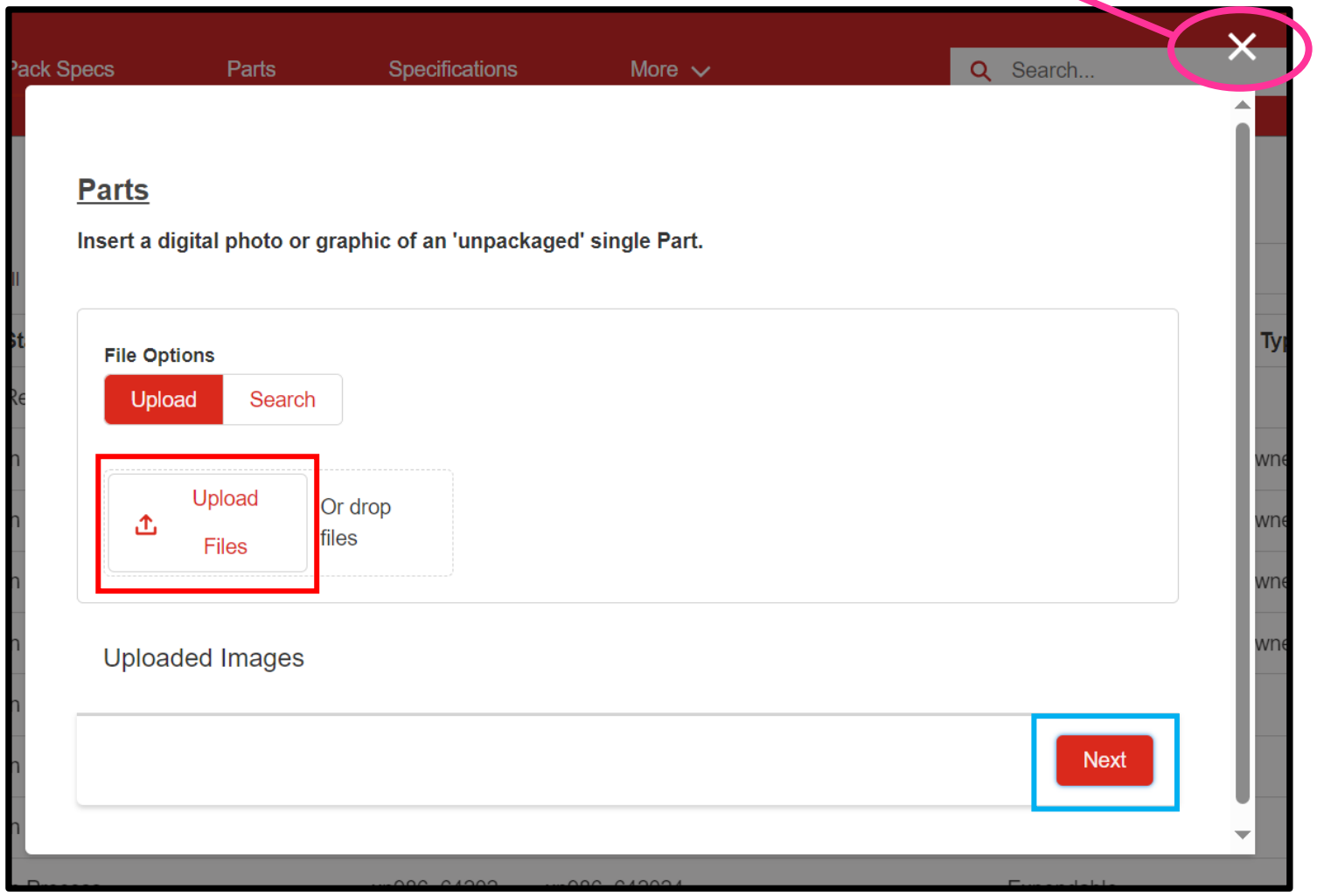
- Click “Add” to proceed



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 5-7 to add as many parts as needed

- Click “Next” to proceed

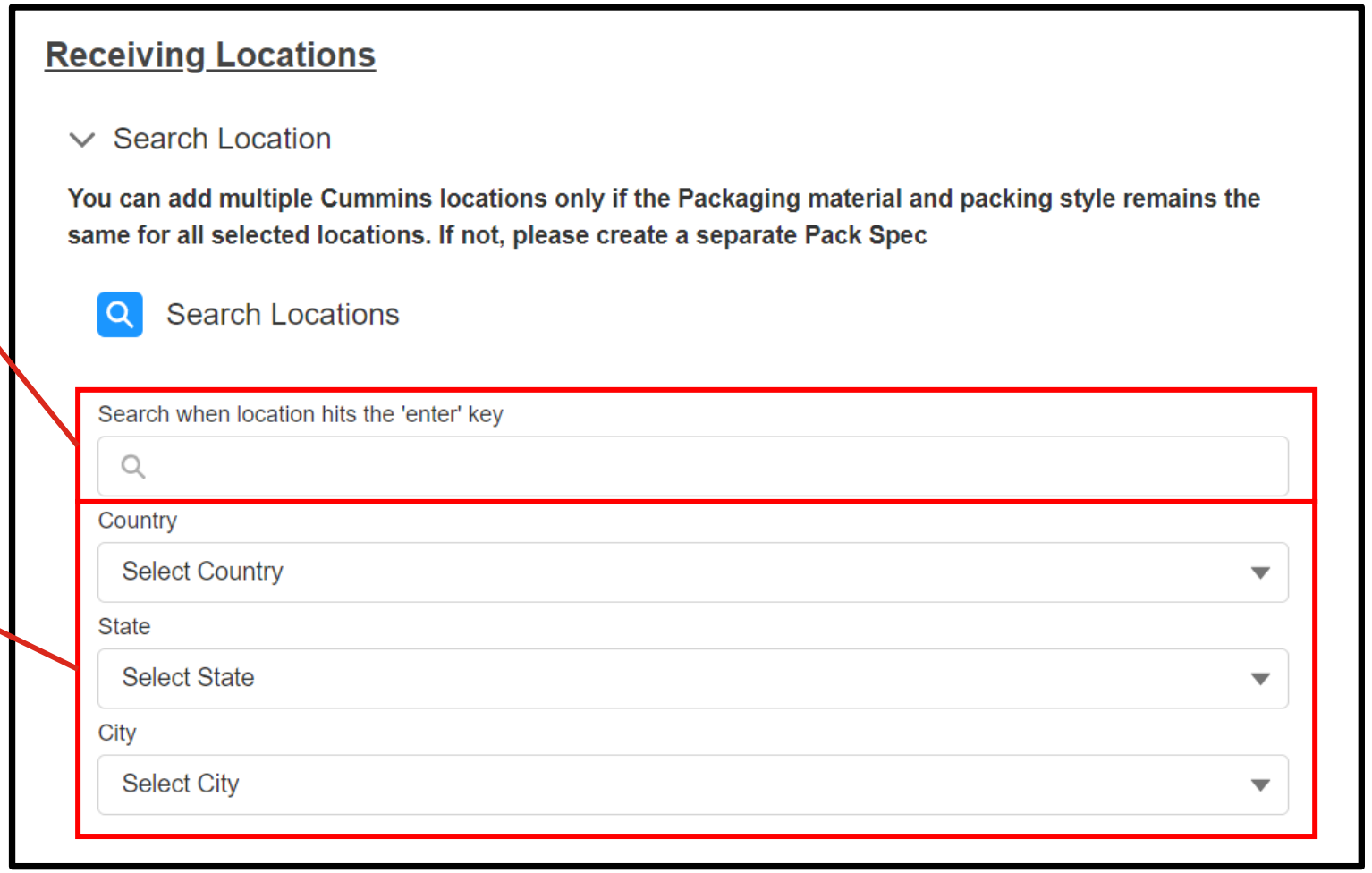
Receiving Location

- 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

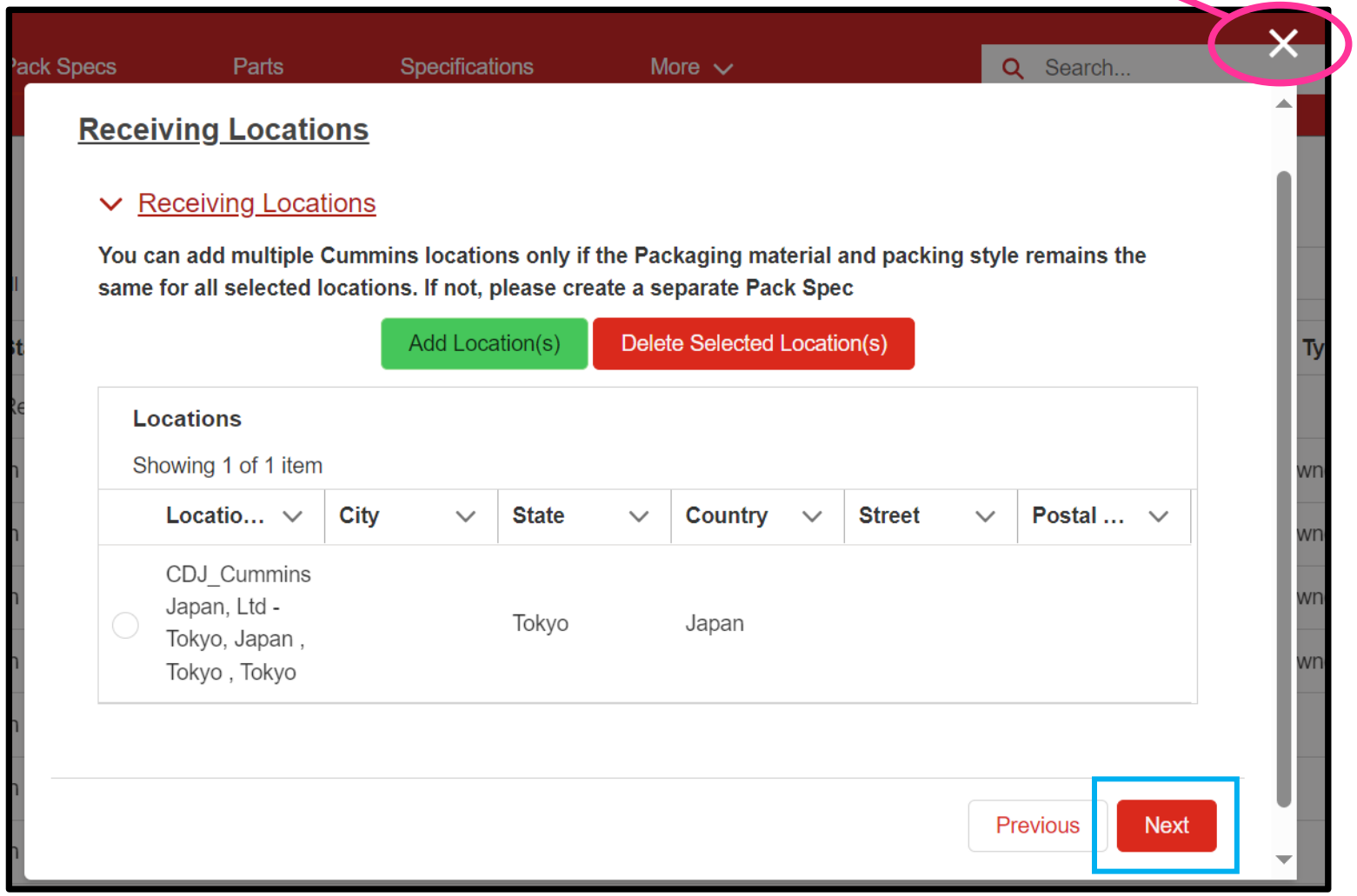
Note: You can close the window at any point; all information will be saved

- 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



Types of Primary Containers - Sample Images and Necessary Info

Corrugated Box	Paper Board Box	Wooden Crate	Wooden Rack
• External Dimensions & Tare Weight? • Flute Configuration? • Burst/ECT? • Container Style? • Corrugated Type? • PCR Content%	• External Dimensions & Tare Weight? • PCR Content%	• Dimensions & Weight? • ISPM-15 Compliance? • PCR Content%	• Dimensions & Weight? • ISPM-15 Compliance? • PCR Content%

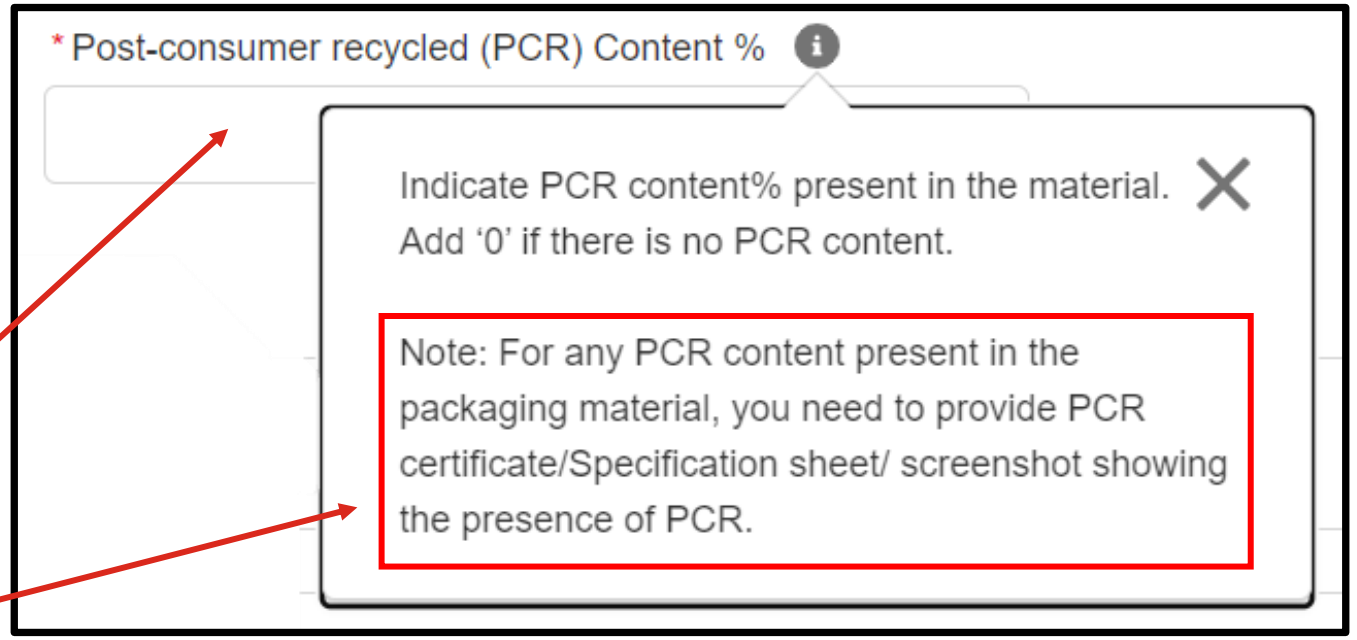
Types of Primary Containers - Sample Images and Necessary Info

Metal Rack (single use)	Pallet Carton	Polybag	Clamshell
• Dimensions & Weight? • PCR Content%	• External Dimensions & Weight? • Flute Configuration? • Burst/ECT? • Container Style? • Corrugated Type? • ISPM-15 Compliance • PCR Content%	• Dimensions & Weight? • Thickness? • PCR Content%	• Dimensions & Weight? • Thickness? • 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

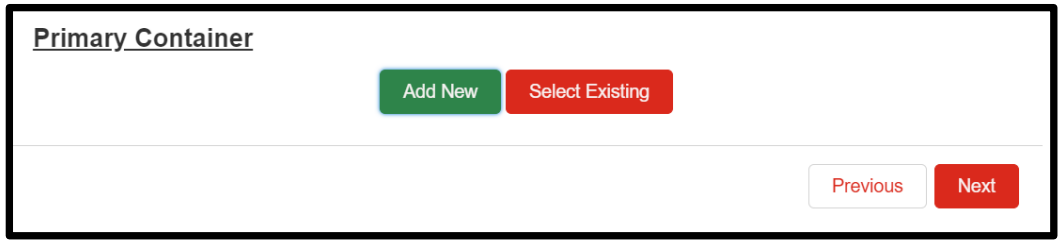


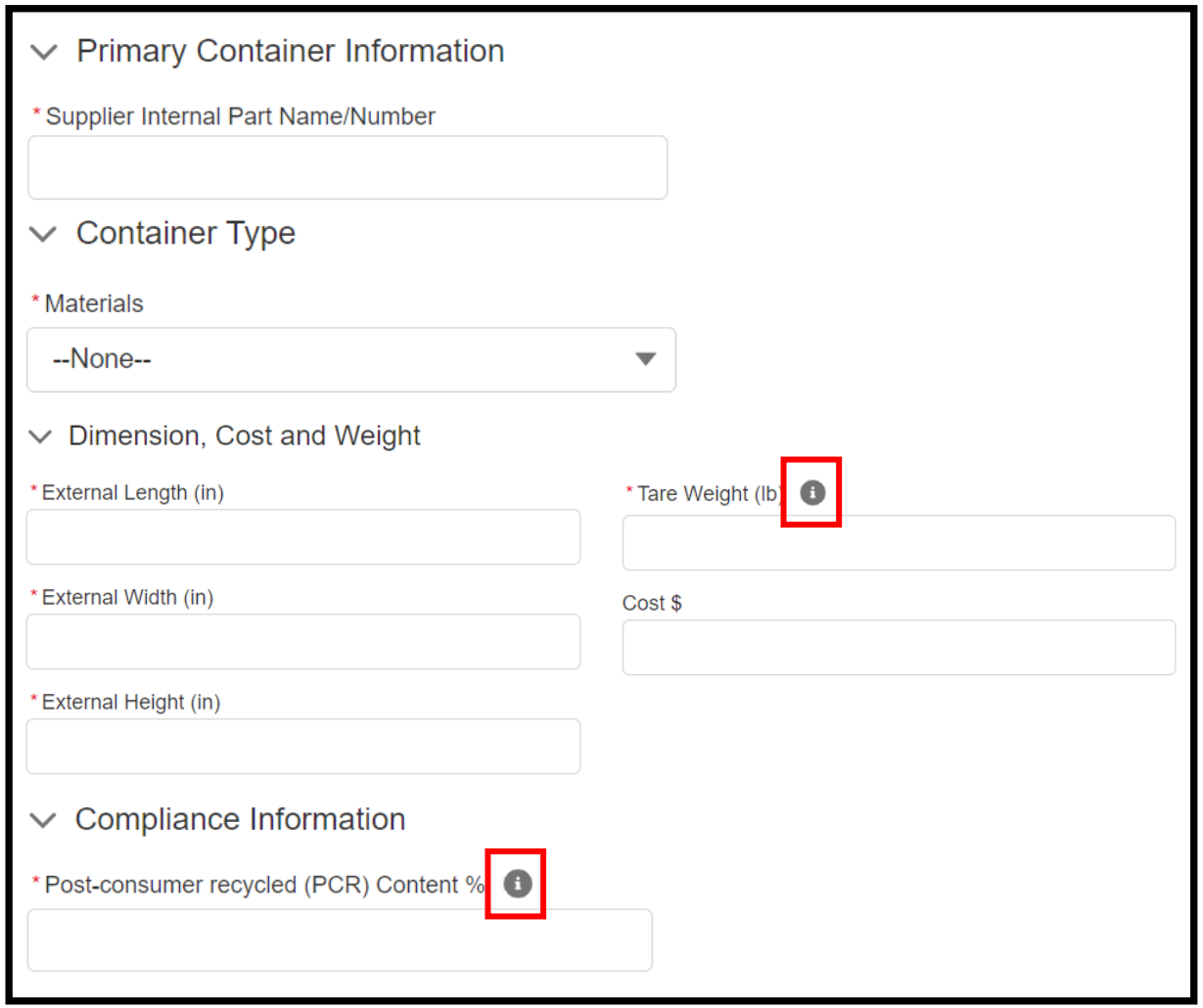
Adding a Primary Container

- 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



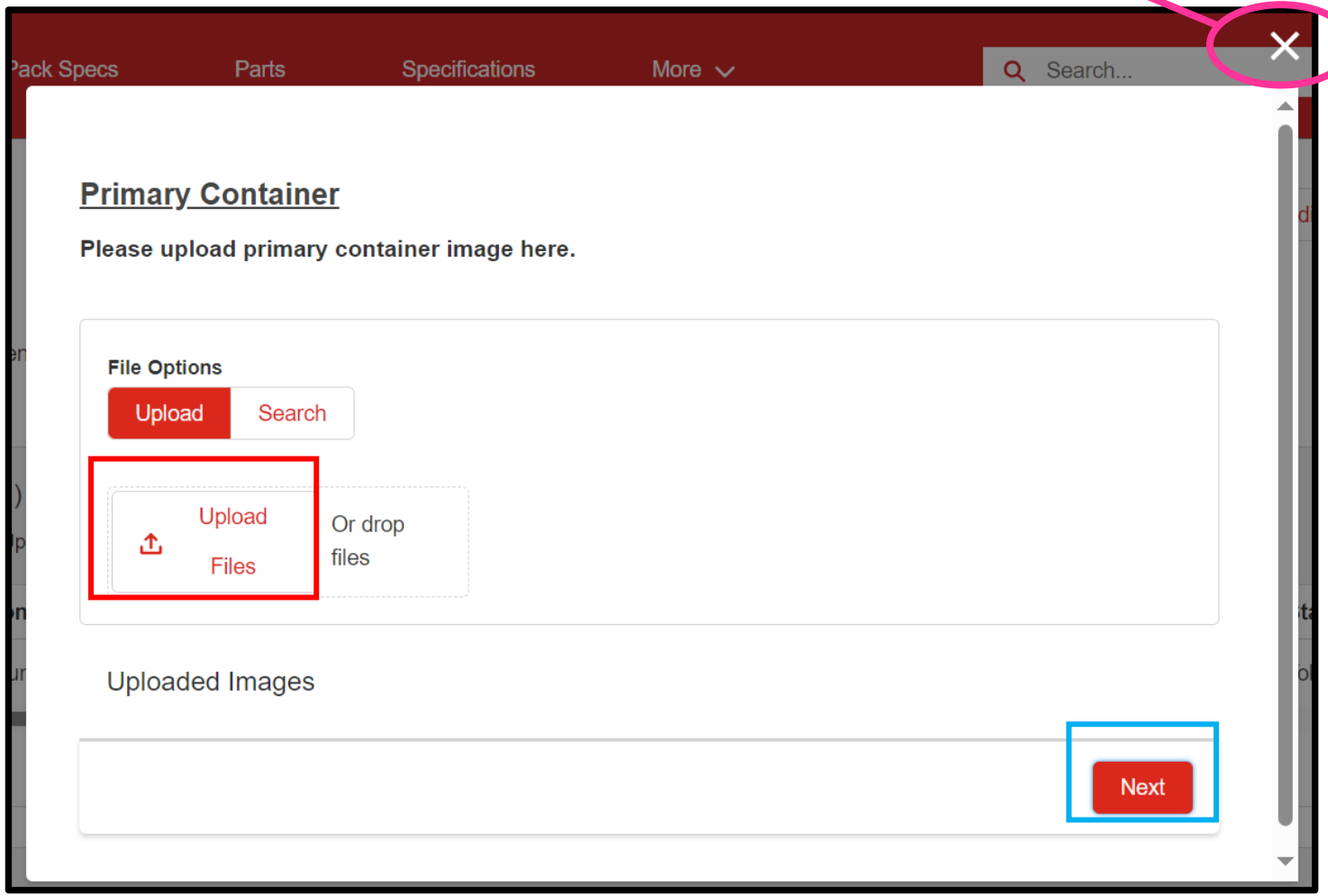


Upload Primary Container Images

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

- Upload primary container image(s)

- Click Next to proceed

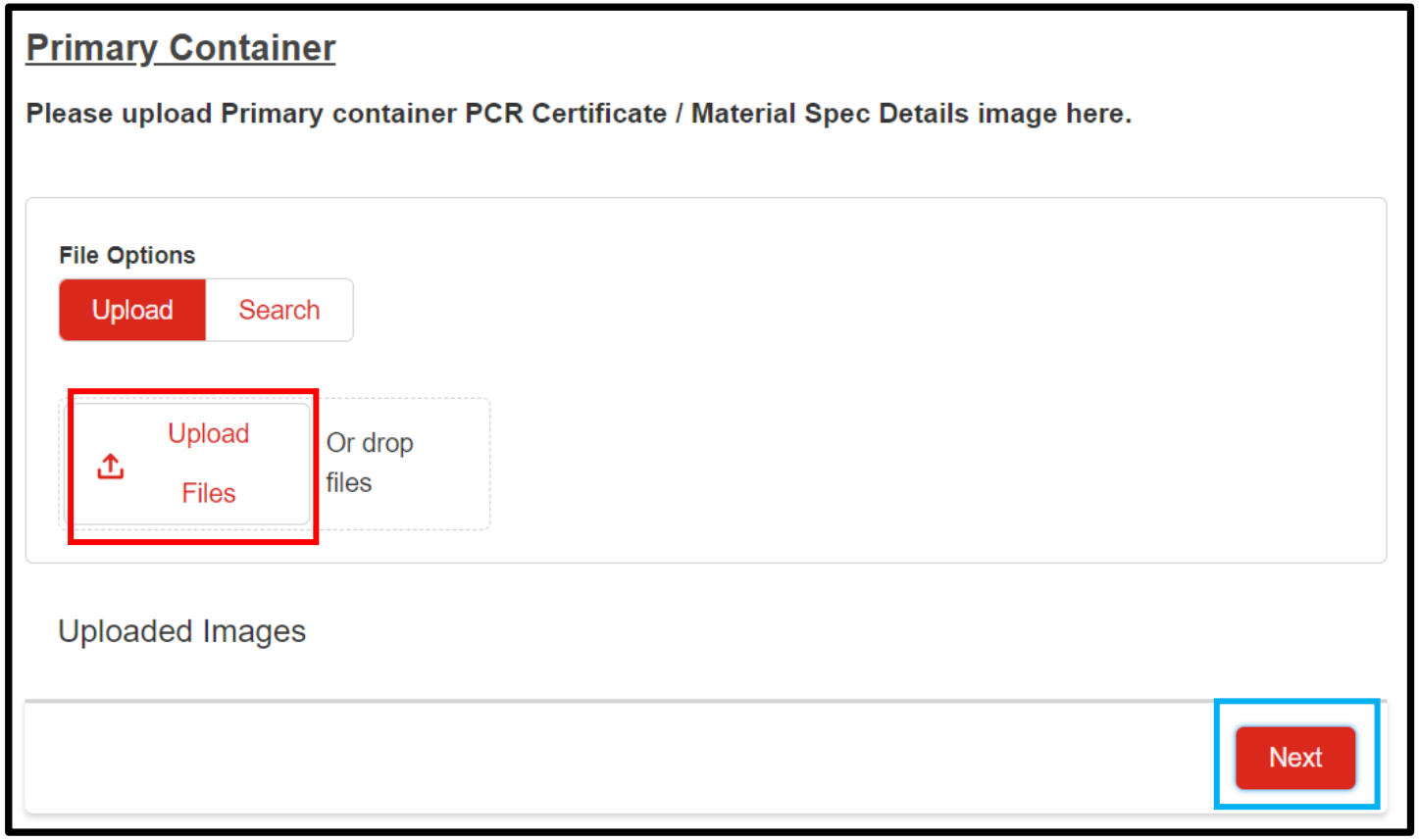


Upload PCR Content % Images

If PCR% > 0…

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

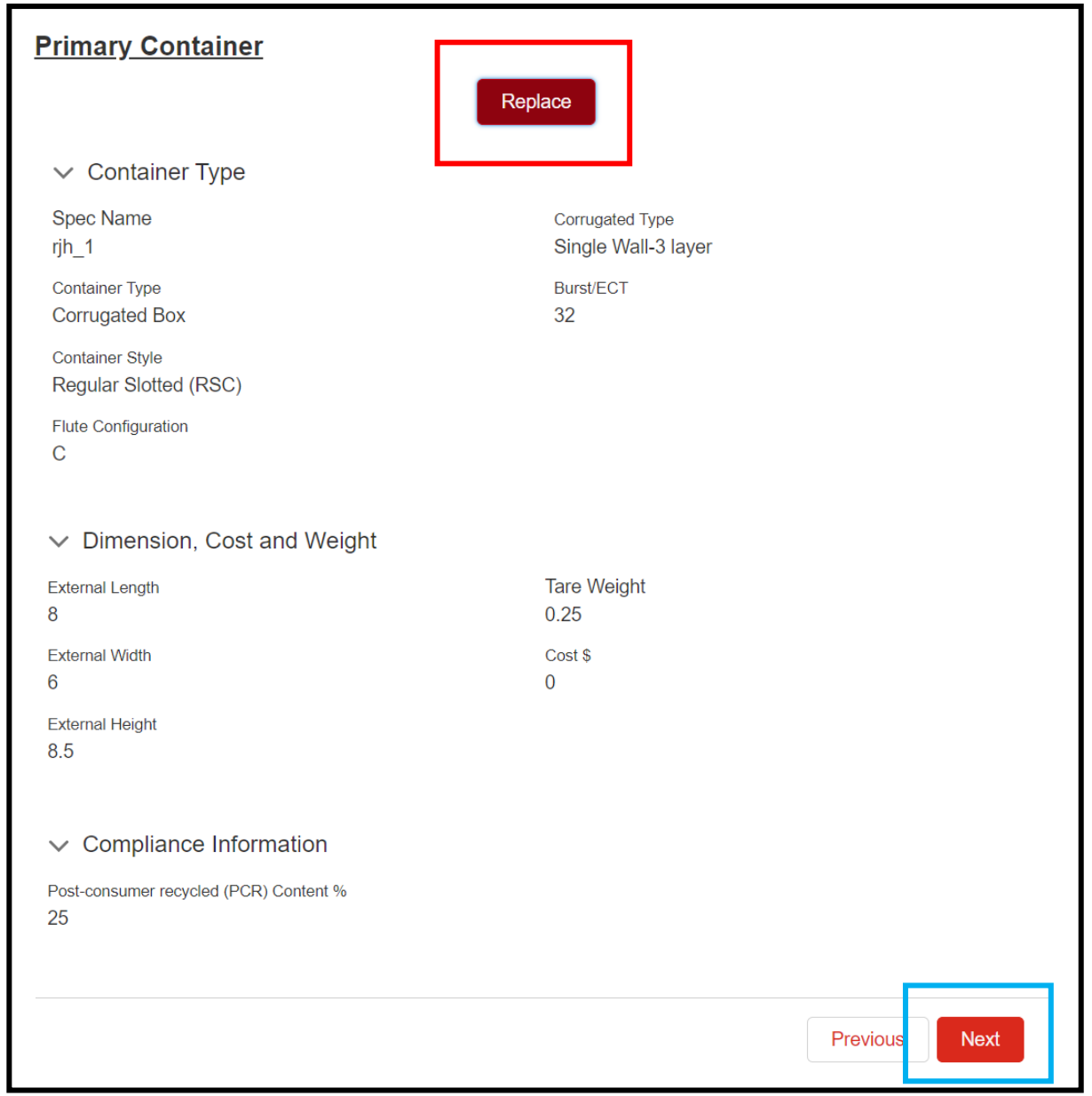
- Click Next to proceed



Review Details

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

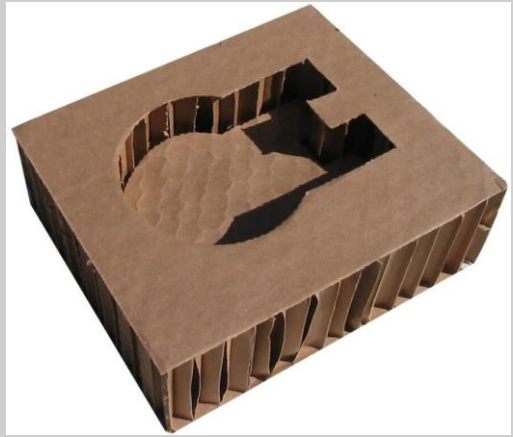
- Click Next to proceed



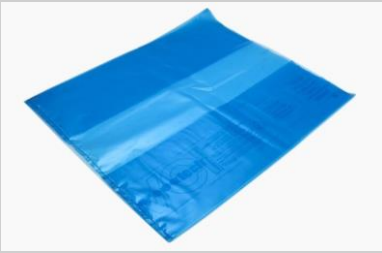
Types of Dunnage – Sample Images and Necessary Info

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 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?

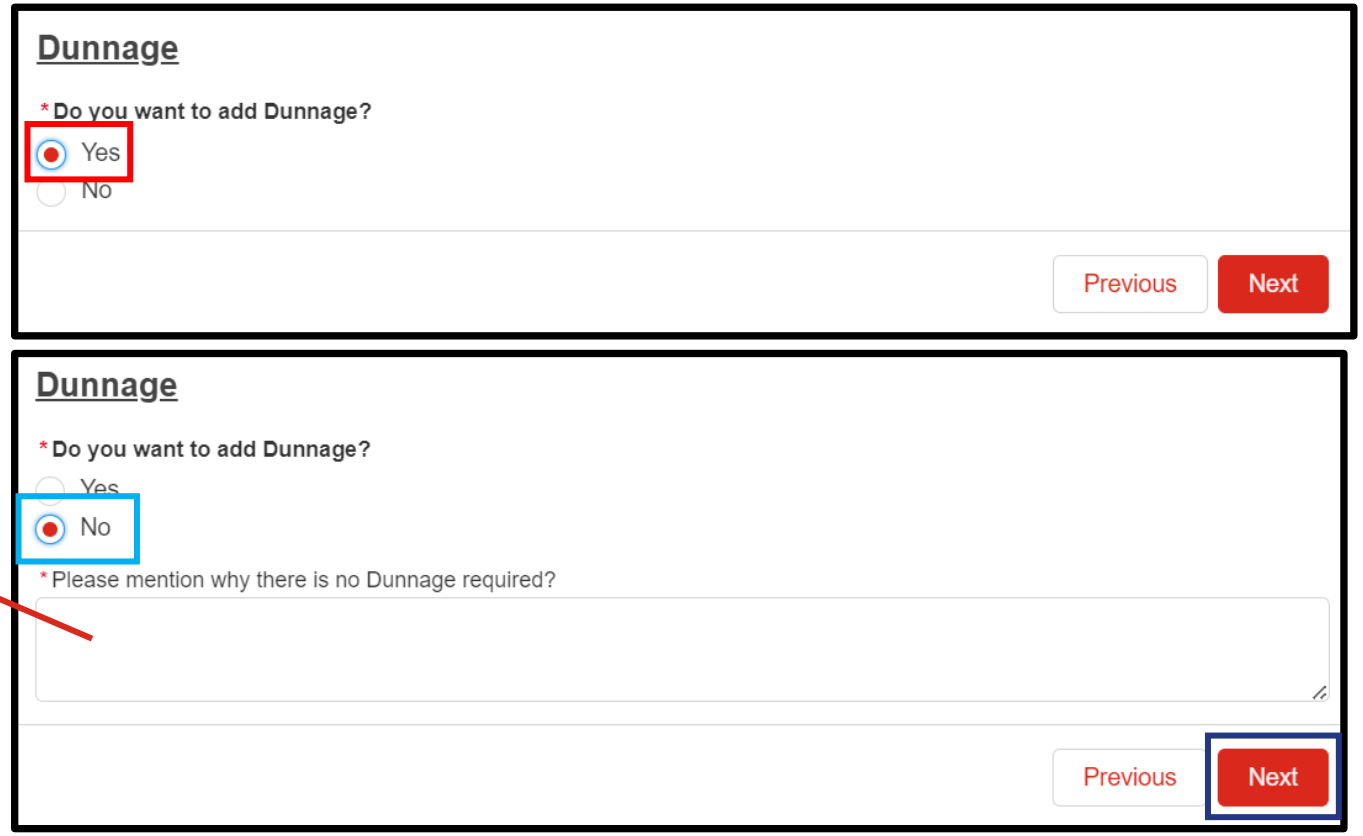
Types of Dunnage – Sample Images and Necessary Info

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.
  - Go to Secondary Container?

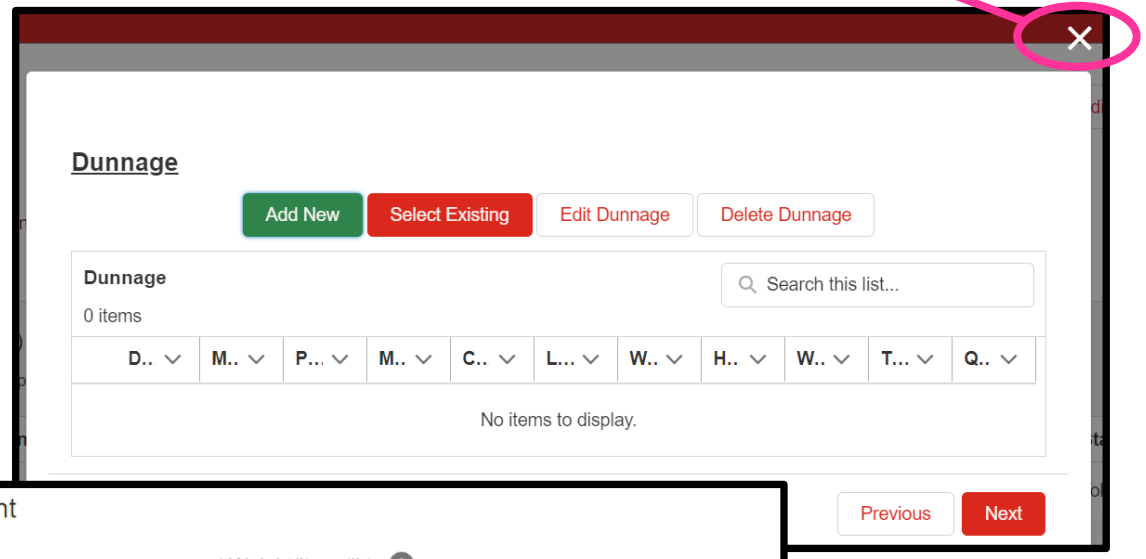
- Click Next to proceed

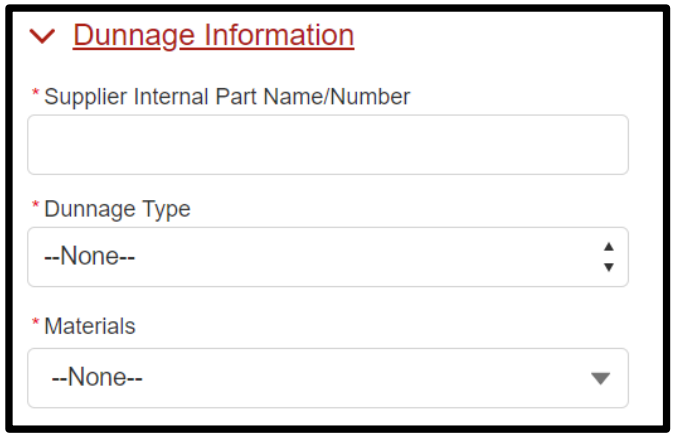


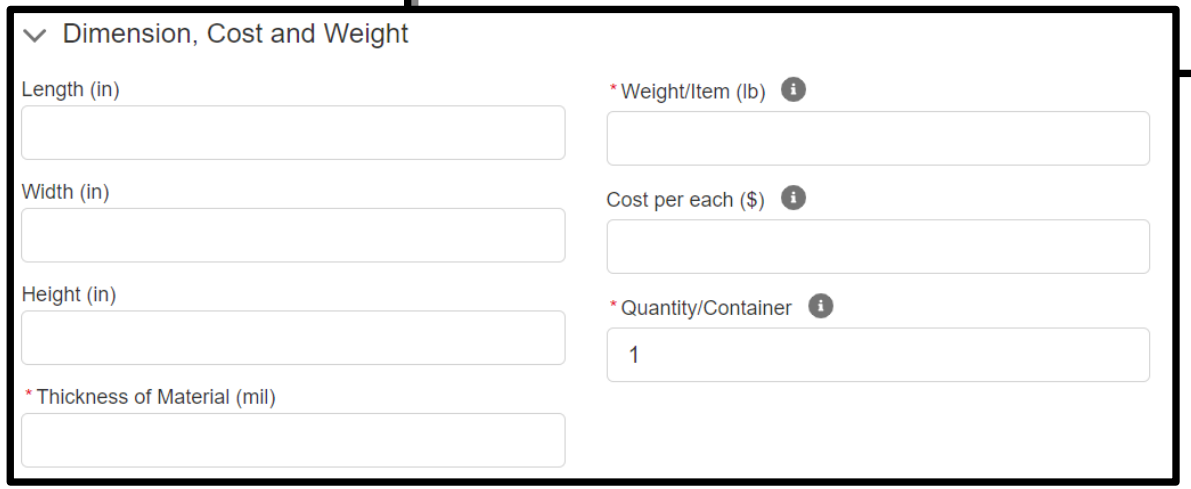
Add Dunnage

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



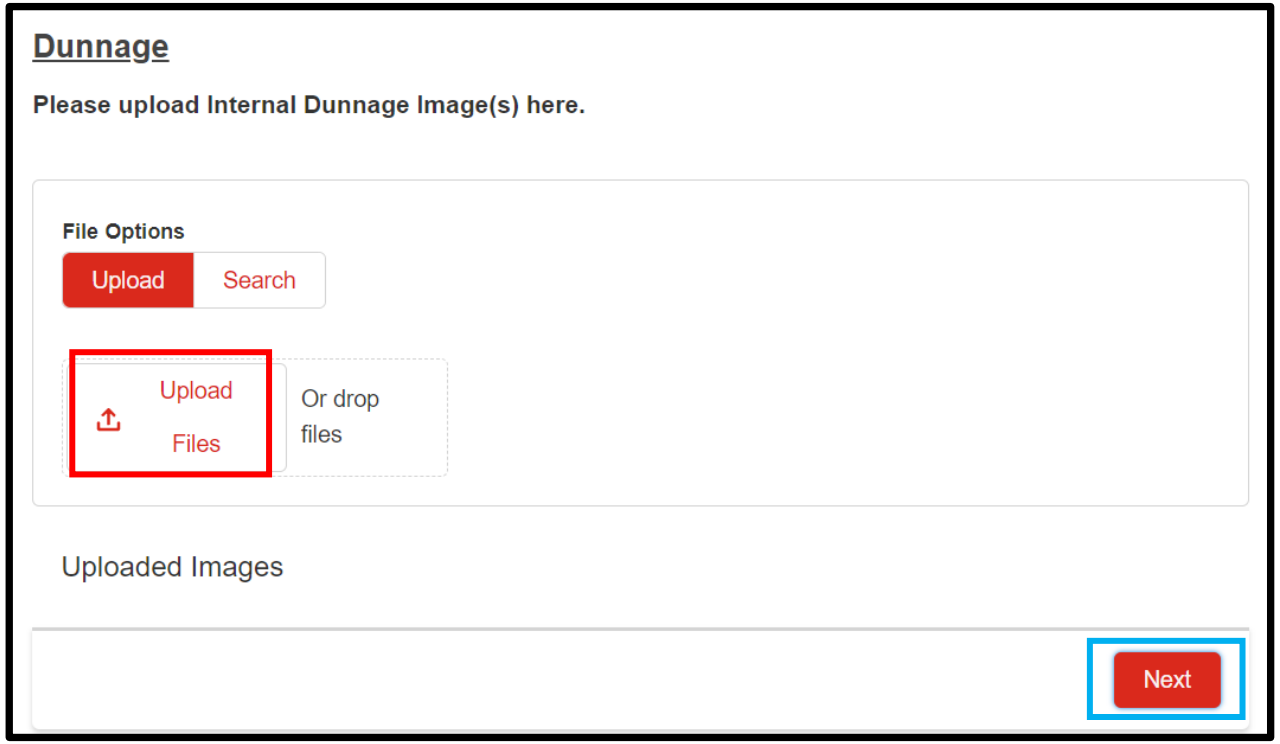




- Click “Next” to proceed

Upload Dunnage Images

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



- Click Next to proceed

Secondary Container?

- [Yes], If **Adding** Secondary Container

- [No], If **Not Adding** Secondary Container

Primary Container

Packed inside of:

Secondary Container

Primary Container

Next Steps
Pallet
Unit Load
Closure Materials
Preservation & Compliance

Types of Secondary Containers - Sample Images and Necessary Info

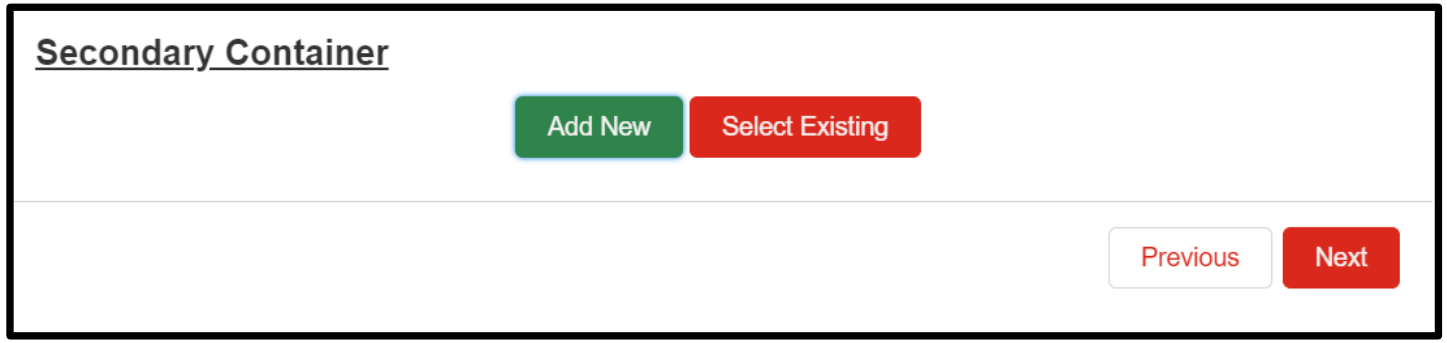
Corrugated Box

- External Dimensions & Tare Weight?
- Flute Configuration?
- Burst/ECT?
- Container Style?
- Corrugated Type?
- PCR Content%

Adding a Secondary Container

- Select “Yes” if a secondary container is necessary within this pack spec
- Select “No” to proceed further

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

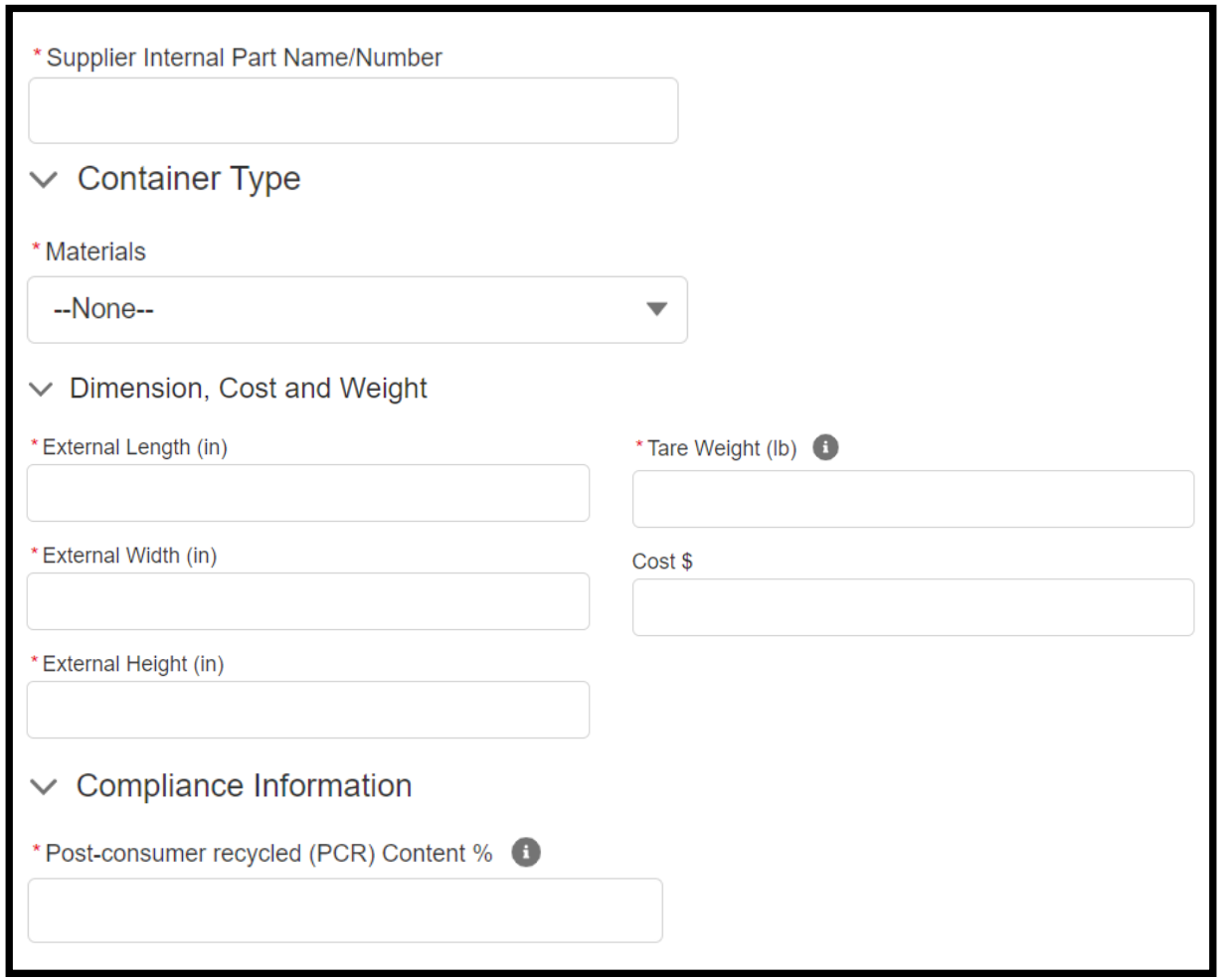


If NOT adding secondary container

- Go to Types of Pallets/Unit Load – Sample Images and Necessary ...

Adding a Secondary Container

- **Required information:**
  - Same as that for primary containers
- Enter this information and proceed further

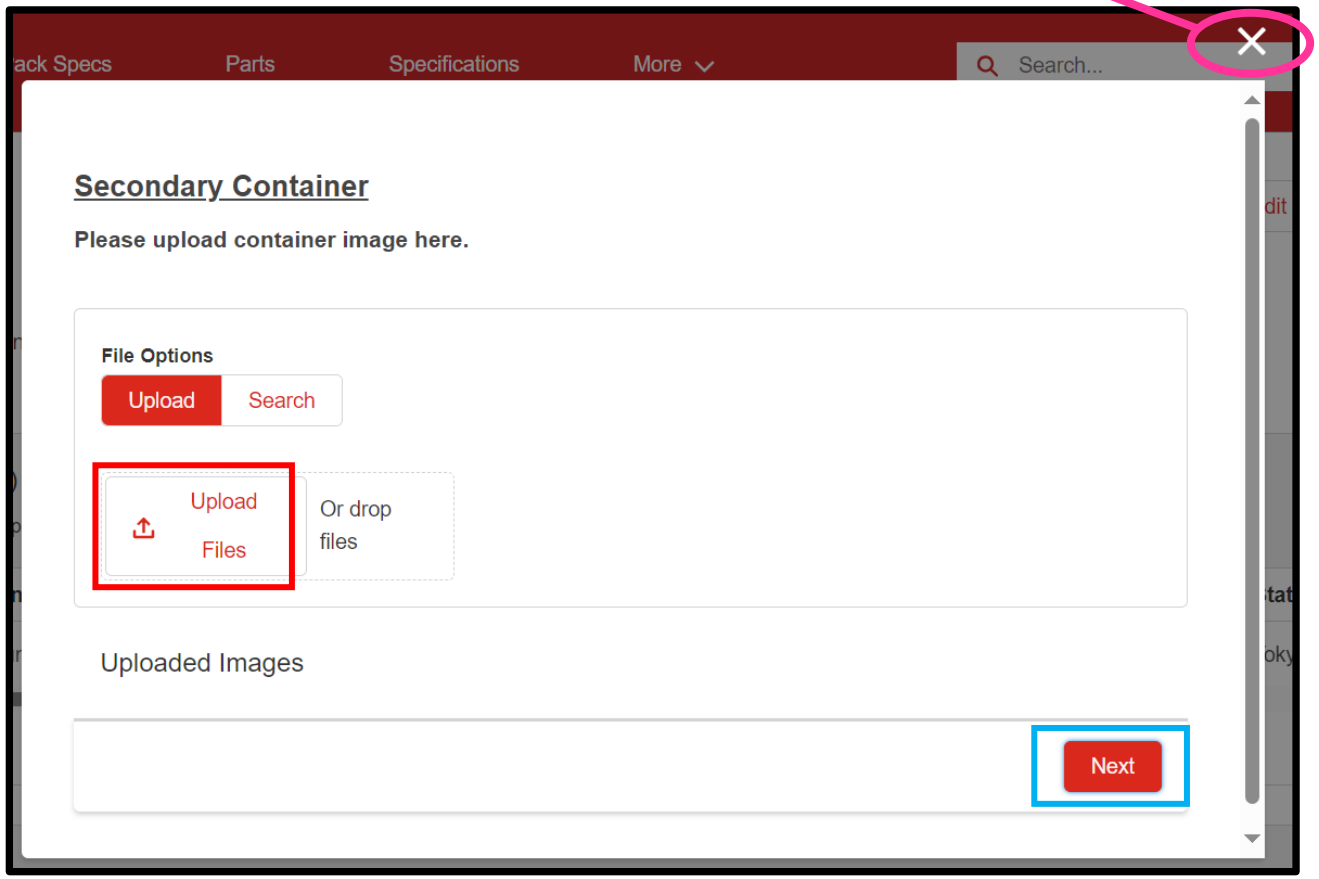


Upload Secondary Container Images

- Upload secondary container image(s)

- Click Next to proceed

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



Types of Pallets/Unit Load – Sample Images and Necessary Info

Wood Stringer 2-Way	Wood Stringer 4-Way	Wood Block 4-Way	Laminated/Plywood 2-Way
▪ Dimensions & Weight? ▪ Containers/Layer? ▪ Layers/Pallet? ▪ ISPM-15 Compliance? ▪ Unit Load Stackability? ▪ Pallet Deck Board Spacing?	▪ Dimensions & Weight? ▪ Containers/Layer? ▪ Layers/Pallet? ▪ ISPM-15 Compliance? ▪ Unit Load Stackability? ▪ Pallet Deck Board Spacing?	▪ Dimensions & Weight? ▪ Containers/Layer? ▪ Layers/Pallet? ▪ ISPM-15 Compliance? ▪ Unit Load Stackability? ▪ Pallet Deck Board Spacing?	▪ Dimensions & Weight? ▪ Containers/Layer? ▪ Layers/Pallet? ▪ ISPM-15 Compliance? ▪ Unit Load Stackability? ▪ Pallet Deck Board Spacing?

Types of Pallets/Unit Load – Sample Images and Necessary Info

Laminated/Plywood 4-Way	Pallet Carton	Crate
▪ Dimensions & Weight? ▪ Containers/Layer? ▪ Layers/Pallet? ▪ ISPM-15 Compliance? ▪ Unit Load Stackability? ▪ Pallet Deck Board Spacing?	▪ Dimensions & Weight? ▪ Containers/Layer? ▪ Layers/Pallet? ▪ ISPM-15 Compliance? ▪ Unit Load Stackability? ▪ Pallet Deck Board Spacing?	▪ Dimensions & Weight? ▪ Containers/Layer? ▪ Layers/Pallet? ▪ ISPM-15 Compliance? ▪ Unit Load Stackability? ▪ Pallet Deck Board Spacing?

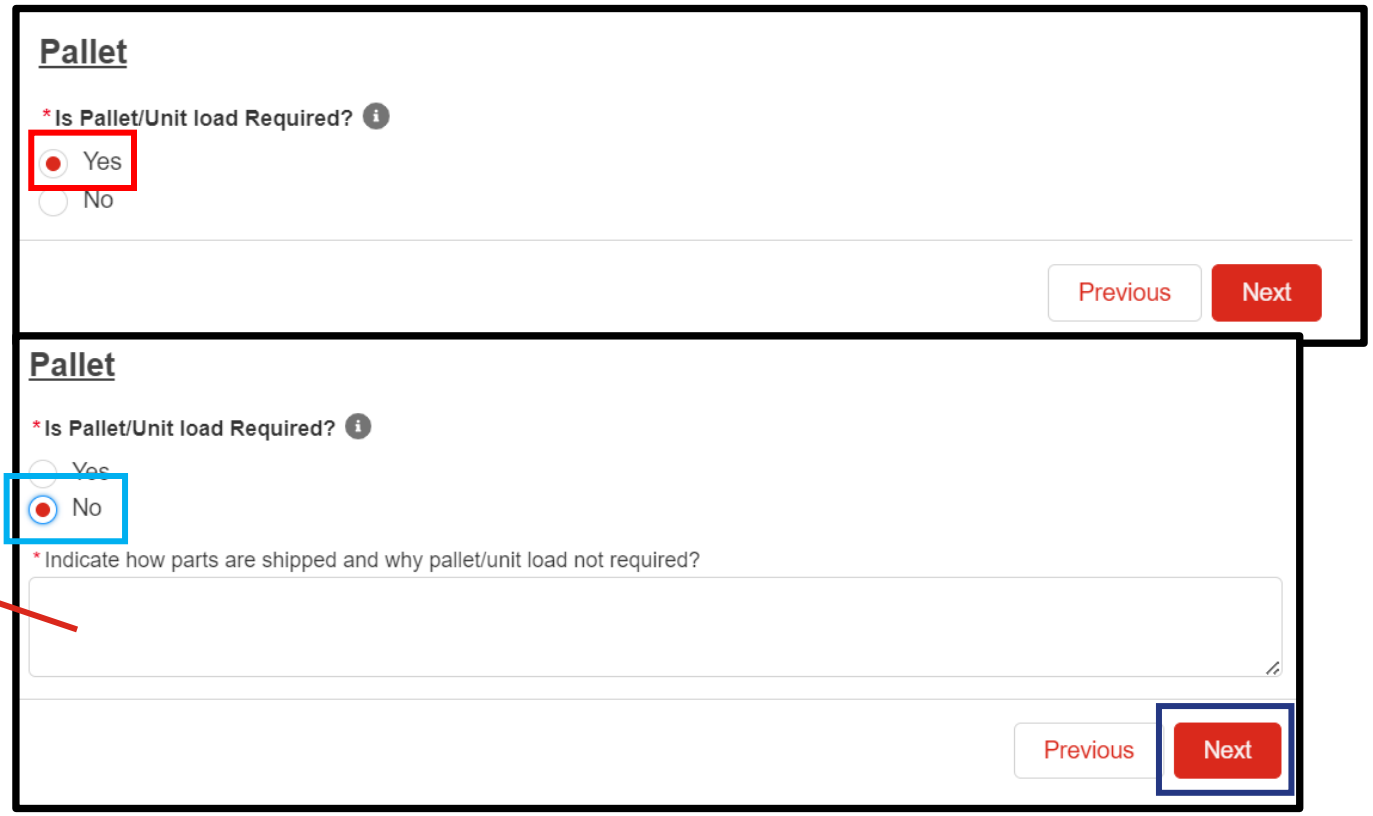
ISPM-15 – Sample Image and Necessary Info

ISPM-15 Stamp

- ISPM-15 Mark?
- ISPM-15 Treatment Type?
- Certification?

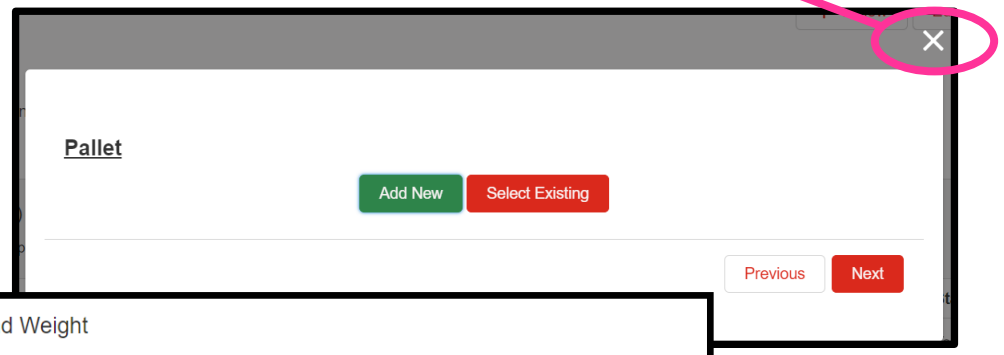
Adding a Pallet/Unit Load

- Select Yes to add info if a pallet/unit load is required within this pack spec
- Select No if a pallet/unit load is not required
  - Give a detailed explanation indicating why a pallet/unit load is unnecessary, and how parts are to be shipped
  - Go to Preservation and Compliance
- Click Next to proceed



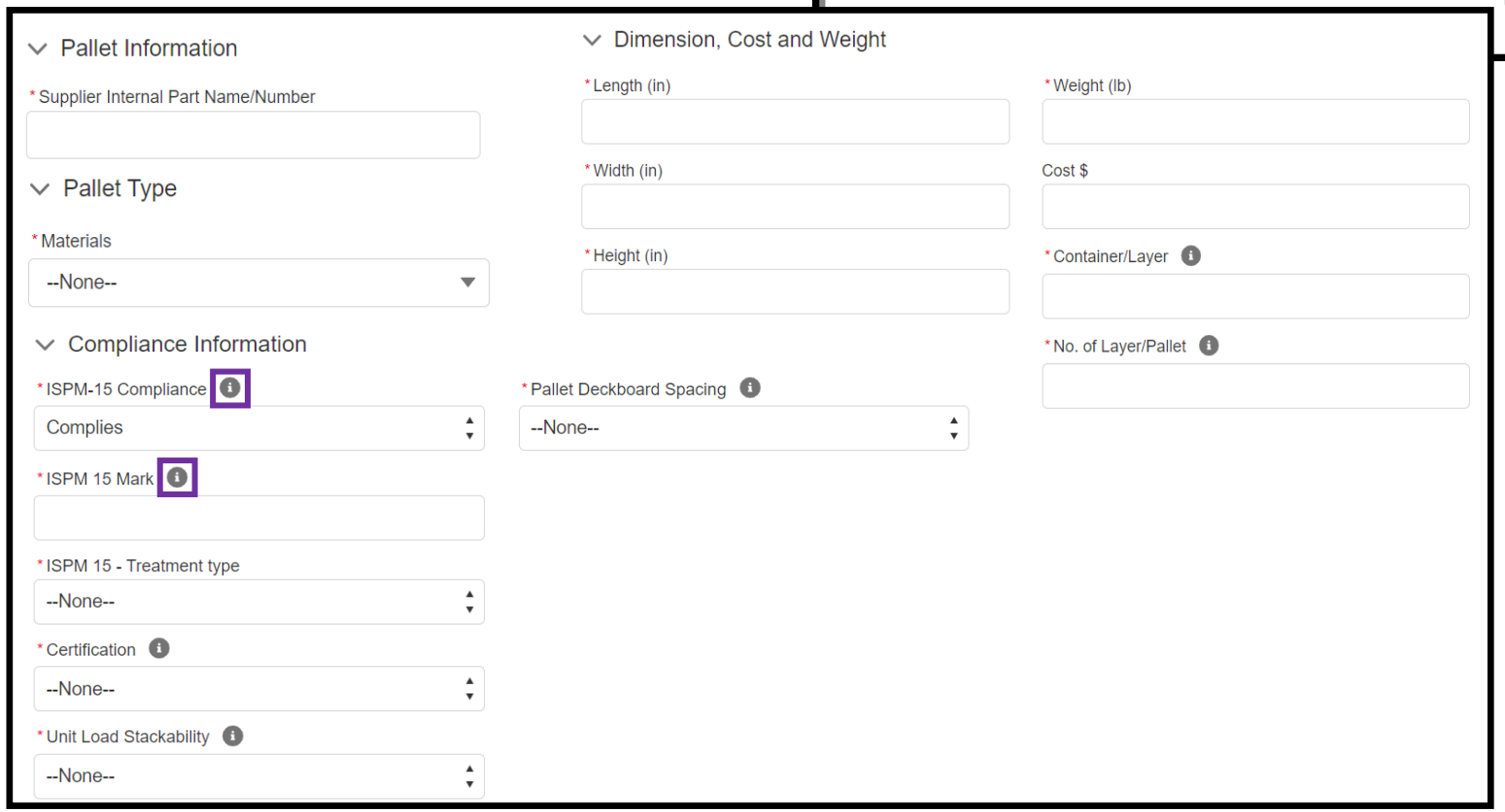
Adding a Pallet/Unit Load

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



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

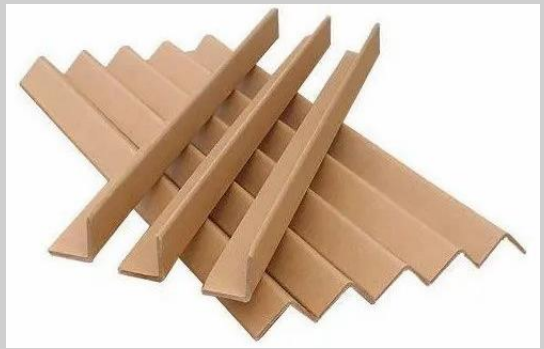
- Enter the mandatory pallet details
- Use help text to find out more details on necessary information



Types of Closure Materials – Sample Images and Necessary Info

Shipping Label	Part Label	Stretch Wrap	Shrink Wrap
▪ Materials? ▪ Quantity/Unit Load? ▪ Weight/Item? ▪ Thickness of Material? ▪ PCR Content %? ▪ Material Composition?	▪ Materials? ▪ Quantity/Unit Load? ▪ Weight/Item? ▪ Thickness of Material? ▪ PCR Content %? ▪ Material Composition?	▪ Materials? ▪ Quantity/Unit Load? ▪ Weight/Item? ▪ Thickness of Material? ▪ PCR Content %? ▪ Material Composition?	▪ Materials? ▪ Quantity/Unit Load? ▪ Weight/Item? ▪ Thickness of Material? ▪ PCR Content %? ▪ Material Composition?

Types of Closure Materials – Sample Images and Necessary Info

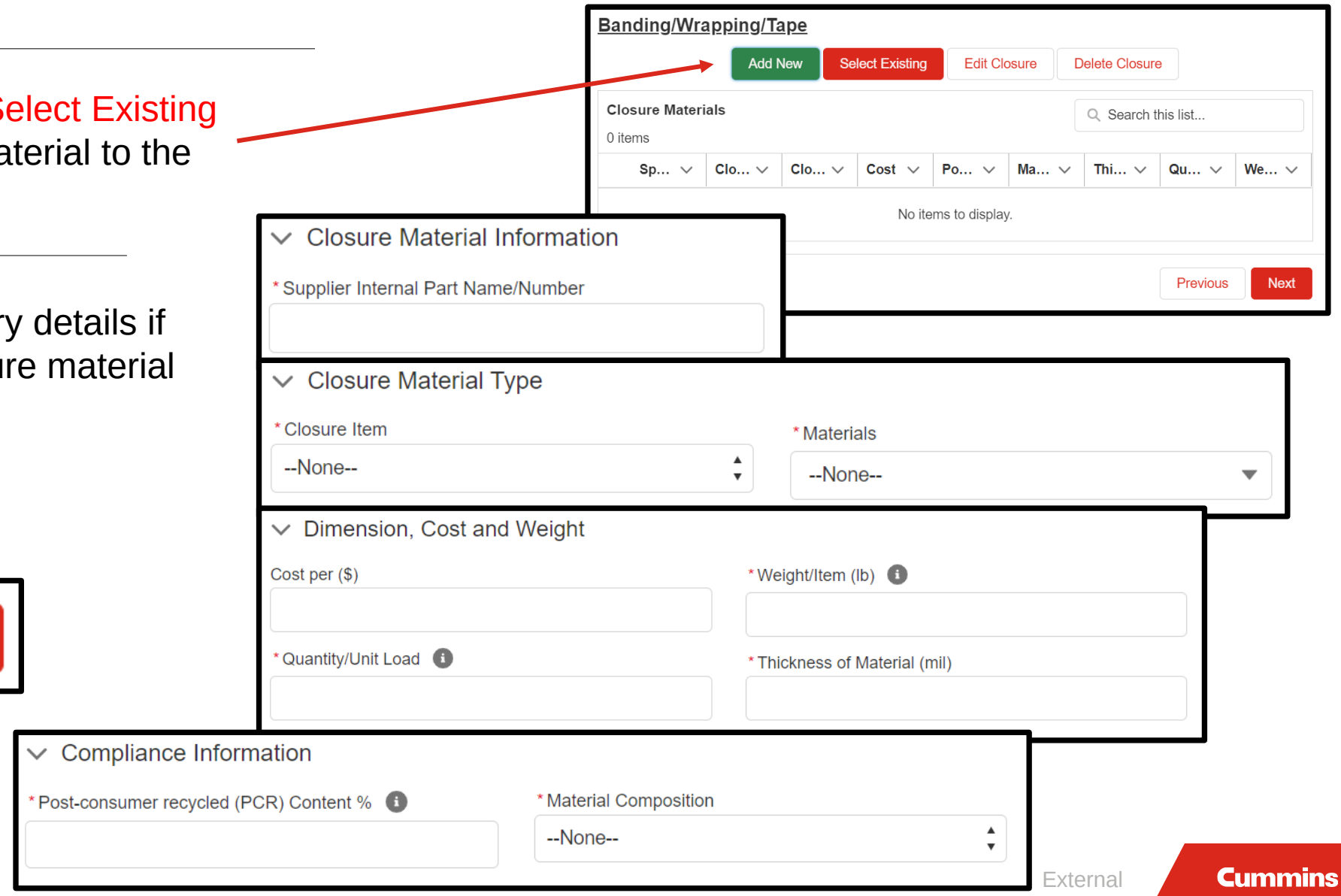
Corner/Angle Board	Plastic Banding	Metal Banding	Tape
			
▪ Materials? ▪ Quantity/Unit Load? ▪ Weight/Item? ▪ Thickness of Material? ▪ PCR Content %? ▪ Material Composition?	▪ Materials? ▪ Quantity/Unit Load? ▪ Weight/Item? ▪ Thickness of Material? ▪ PCR Content %? ▪ Material Composition?	▪ Materials? ▪ Quantity/Unit Load? ▪ Weight/Item? ▪ Thickness of Material? ▪ PCR Content %? ▪ Material Composition?	▪ Materials? ▪ Quantity/Unit Load? ▪ Weight/Item? ▪ Thickness of Material? ▪ PCR Content %? ▪ Material Composition?

Adding Closure Materials

- Click Add New or Select Existing to add a closure material to the pack spec

- Enter the mandatory details if adding a new closure material

- Click “Next” to proceed

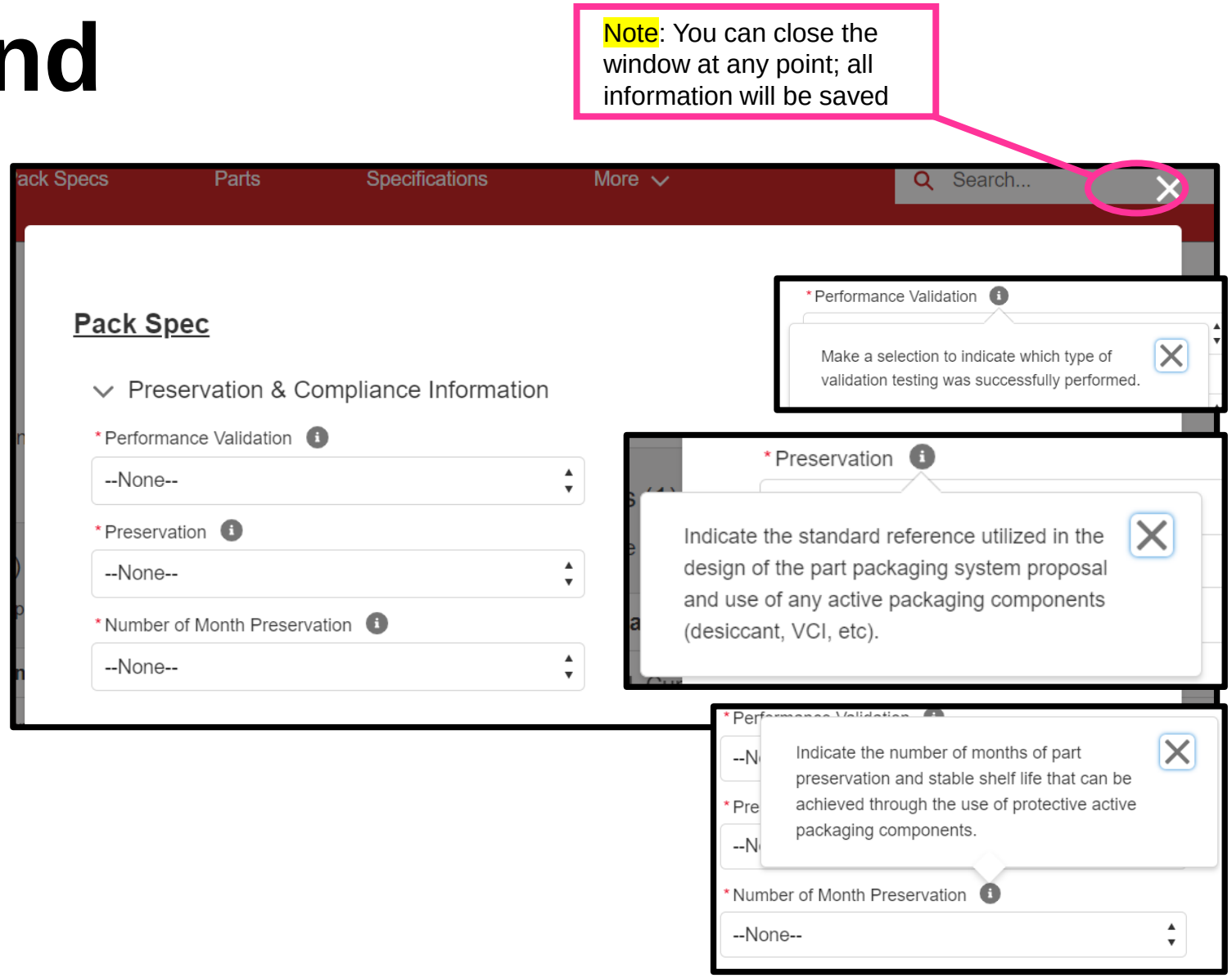


Preservation and Compliance

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

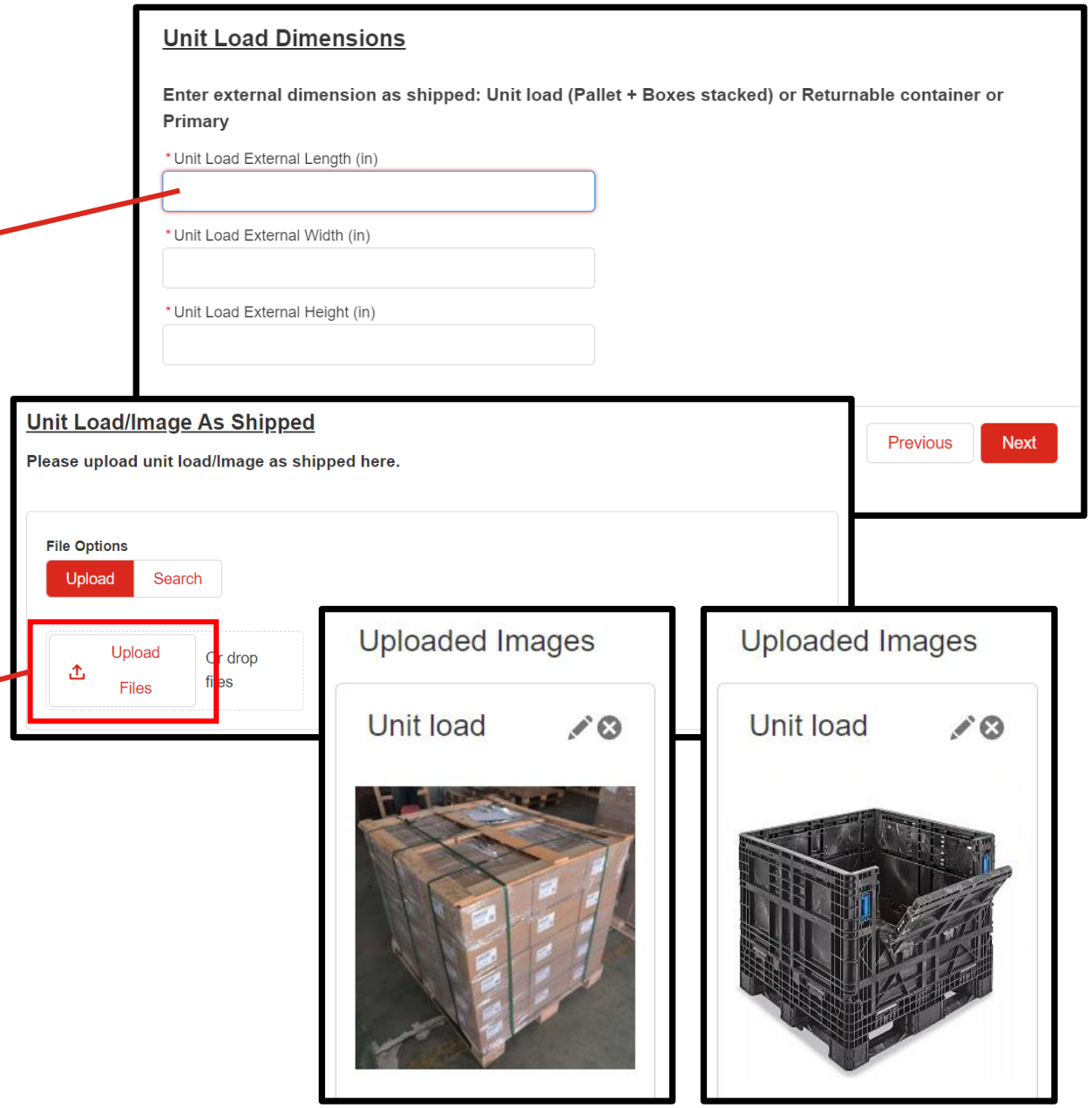
Enter external dimensions as shipped

- This can be subjective as to how you are shipping to us. For example:
  - Pallet + boxes stacked
  - Returnable Container
  - Just a Primary Container

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

- Click “Next” to proceed

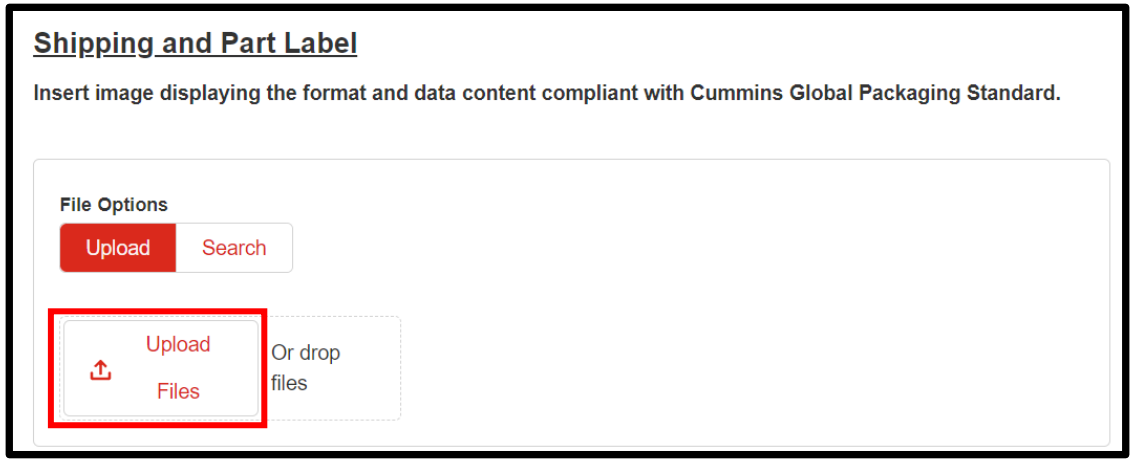
Next

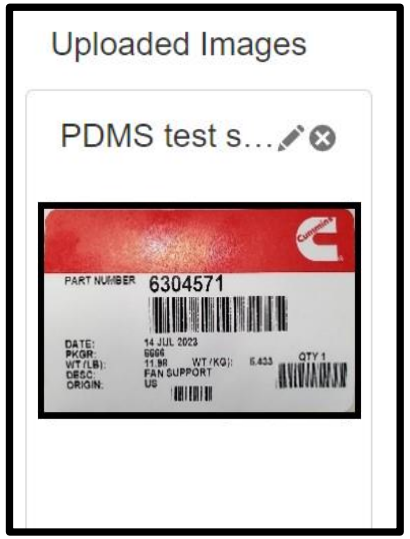


Shipping and Part Label

- Upload shipping or part label image(s)
- Visit [Packaging | Supplier Portal (cummins.com)] and refer to Cummins Global Packaging Standard document for Cummins-acceptable label format.
- Click “Next” to proceed

Next





Review and Submit

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

To Submit the Pack Spec…

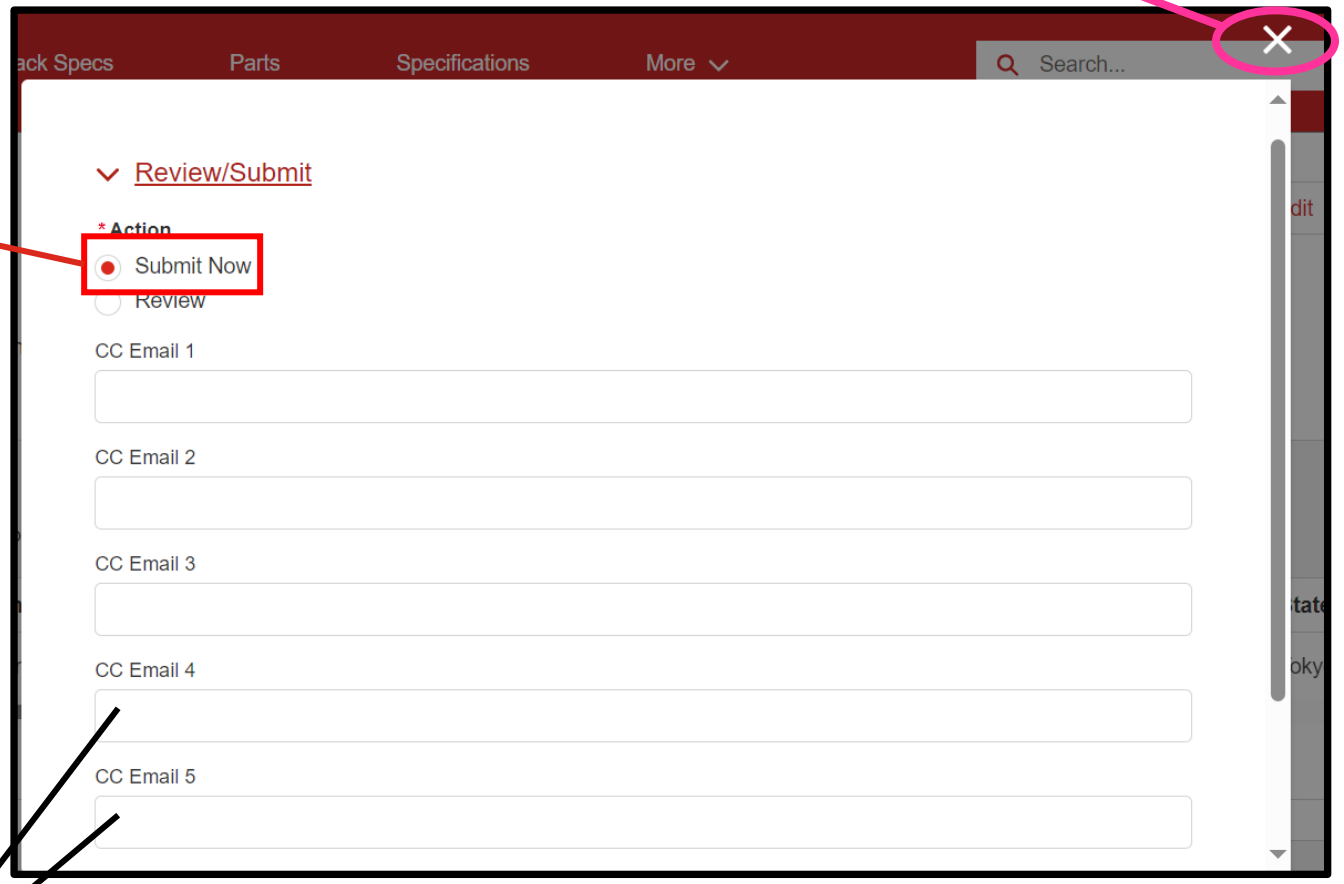
- Select Submit Now
- Click “Next” to submit

Previous Next

To Save All Information without submitting…

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

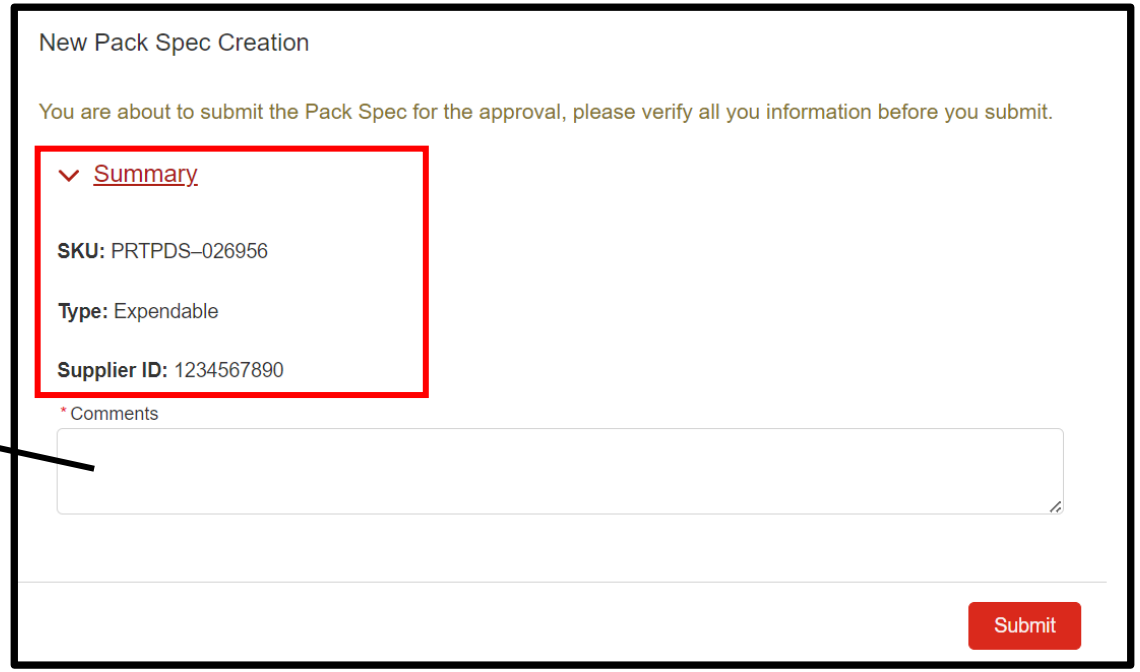
Previous Next



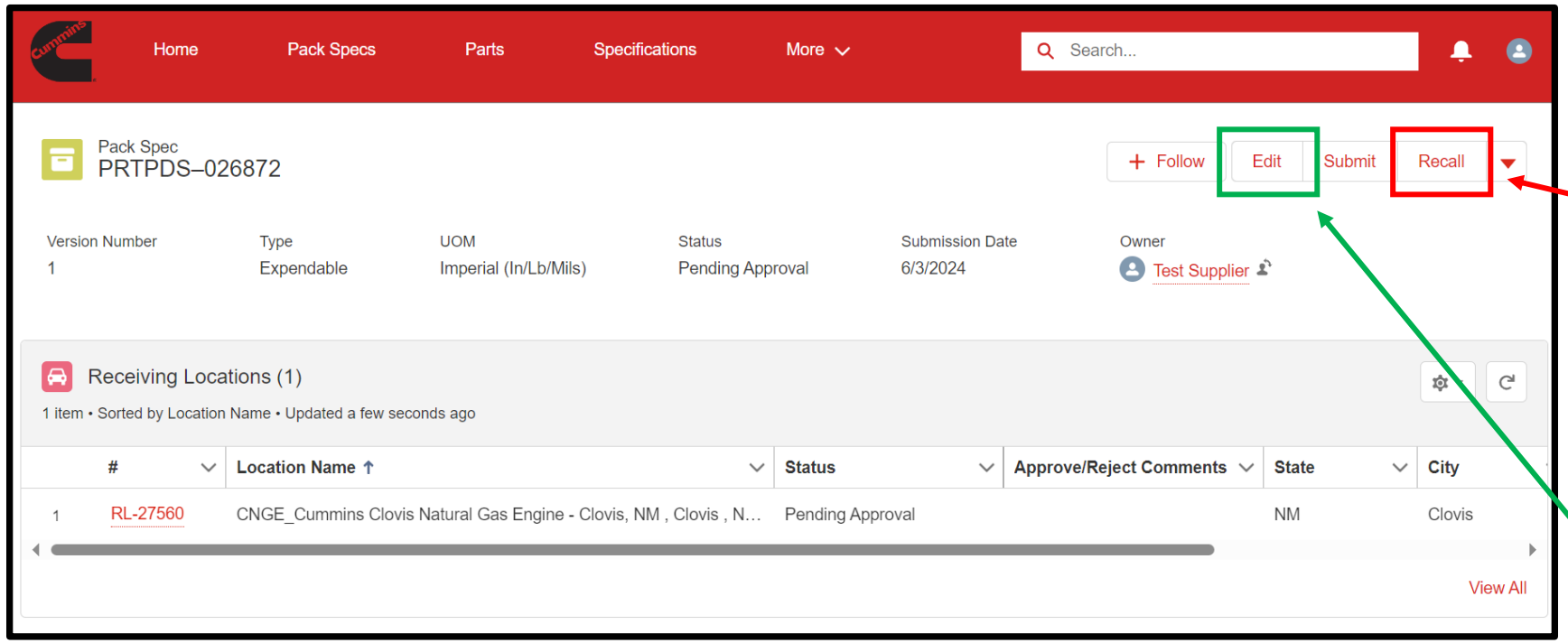
*Optional: Enter the email ID of anyone wished to be looped into and notified of this pack spec

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:

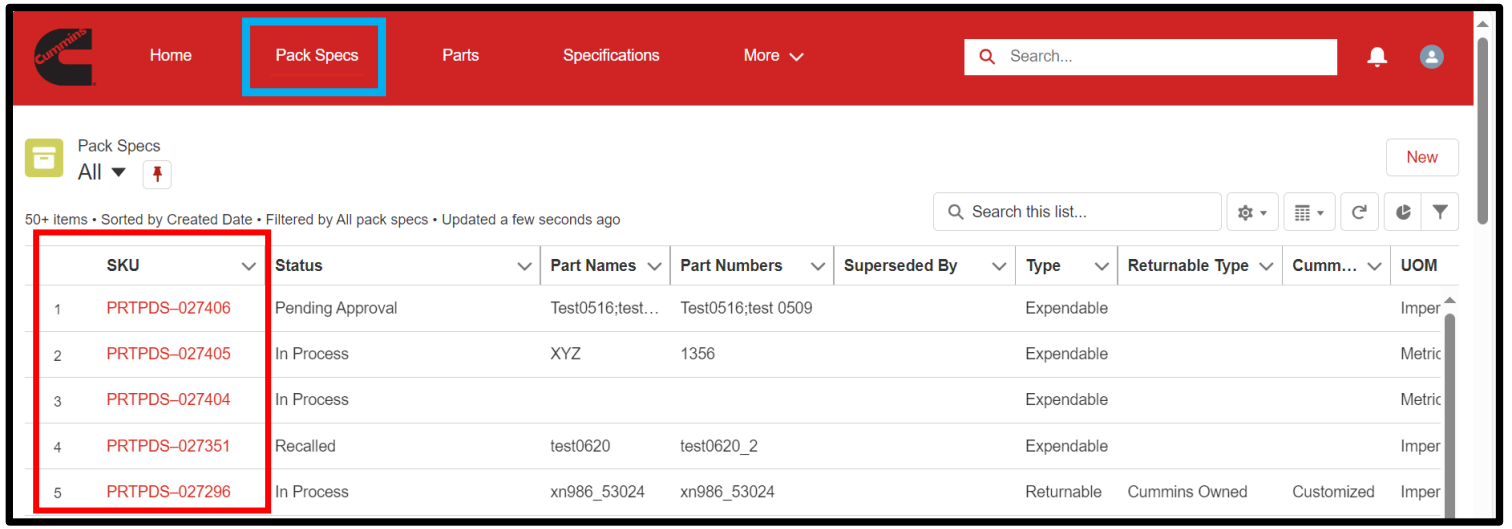
- Click on Recall
- Edit the pack spec and submit again

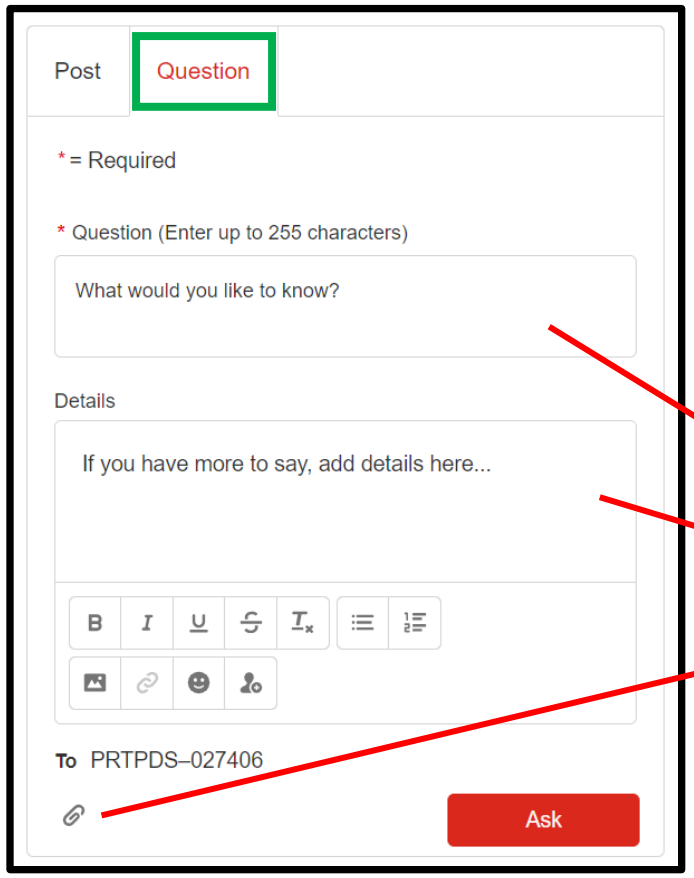
If you wish to make changes to a pack spec in process:

- 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