

3M Enterprise Packaging Outsourced Manufacturer Job Aid

Contents

For Additional Information: -----3

For Password Resets and Other Support:-----3

Related Documents -----3

3M PLM Preferred Browser: -----4

Global PLM Set-up-----4

 PLM Welcome Page-----4

 Setting up Default Home Page -----5

Searching for Documents in PLM:-----6

 Packaging Document Search-----6

 Portal Seach -----6

 Report Format:-----10

 Icons for Download Files and Previous Revision Icons -----11

 Additional Download and Print Icon Information -----11

 Accessing Packaging Document Revision History-----15

Document Subscription-----16

 Remove Packaging Subscription to Distribution Code-----17

For Additional Information:

For further information, use these 3M IT Product Lifecycle Management (PLM) resources.

Global PLM Resource	How to Access or Contact
Documentation, Training and Access	Visit http://www.3m.com/plmhelp To request PLM access, click on the “this form” link under External Supplier Account Requests.

For Password Resets and Other Support:

Global PLM Resource	How to Access or Contact
3M R&D IT PLM Technical Support Center (Helpline)	651-737-0353 available from 7:00 AM – 5:00 PM USA Central Time
3M Supplier Helpline	651-733-2000 or 1-800-377-8238 (toll Free) available 24/7

Related Documents

Document Name	Type	State	Description
IT-Job-Aid-1016614	Procedure	Release	3M External Supplier Registration Job Aid Document
IT-Job-Aid-999040	Procedure	Release	3M Enterprise Packaging Document Structure

3M PLM Preferred Browser:

The preferred browser for the Global PLM platform is Google Chrome. Next is Microsoft Edge Chromium.

Do not use Mozilla Firefox, this browser does not have full functionality for PLM, and its usage is not approved by the 3M PLM department

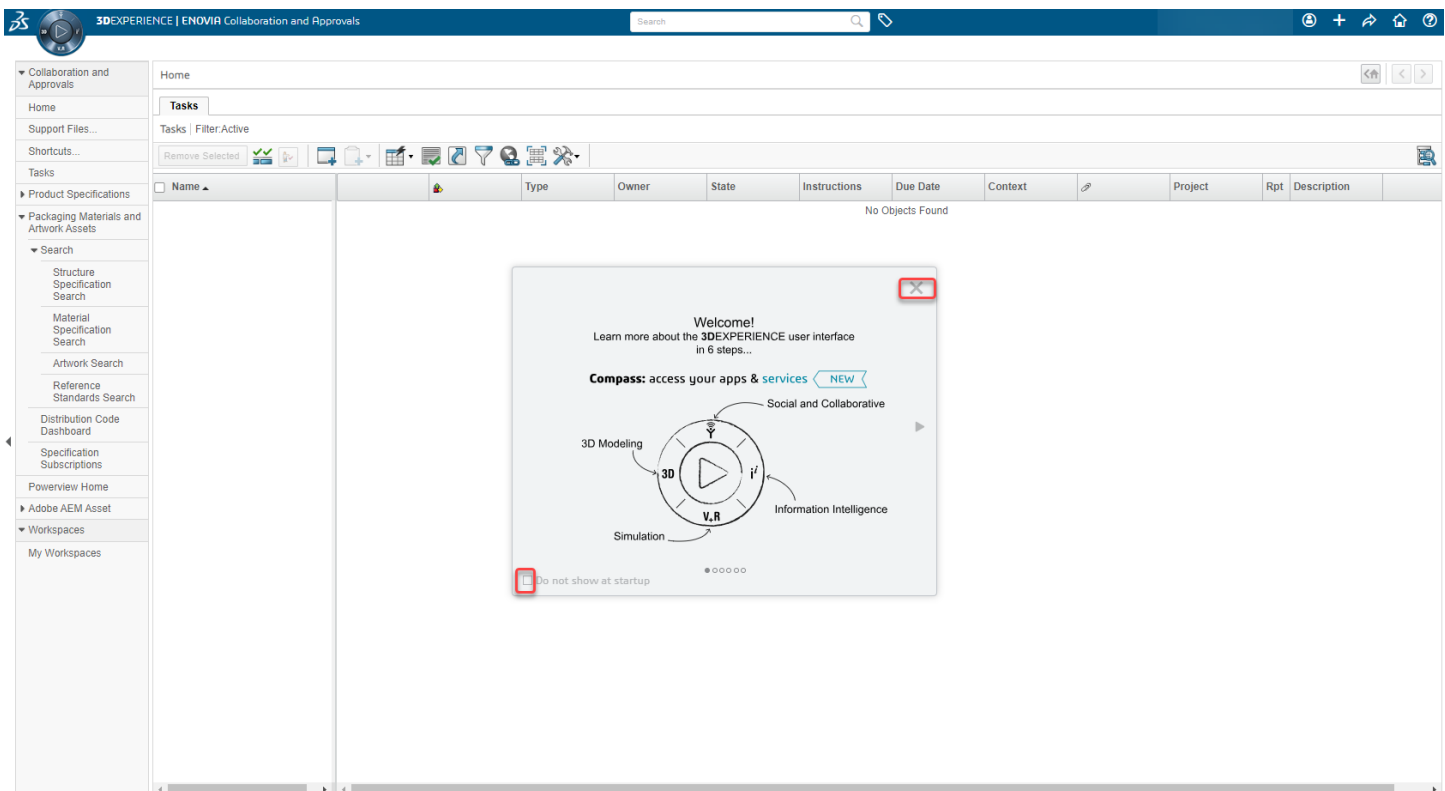
Global PLM Set-up

PLM Welcome Page

Note: Please see related Job Aid IT-Job-Aid-1016614 for PLM access instructions

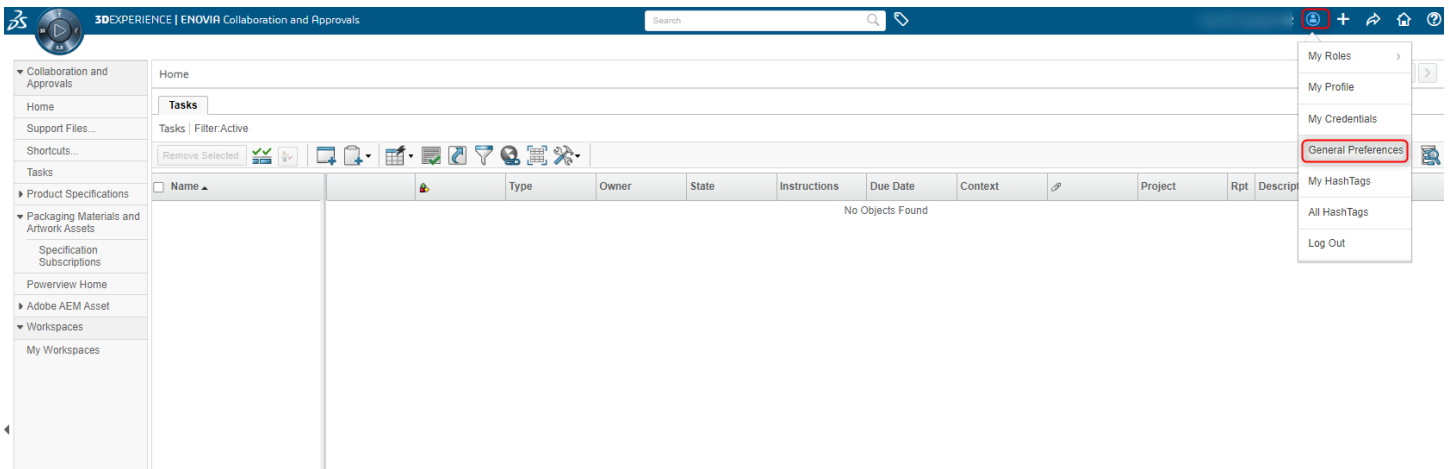
Accessing 3M PLM for the first time the default Home Page will display as follows:

1. On the Welcome Page:
 1. Select the checkbox 'Do not show at startup' found in lower left corner.
 2. Then click the 'X' in the upper right corner.
 3. This window will no longer display on startup.

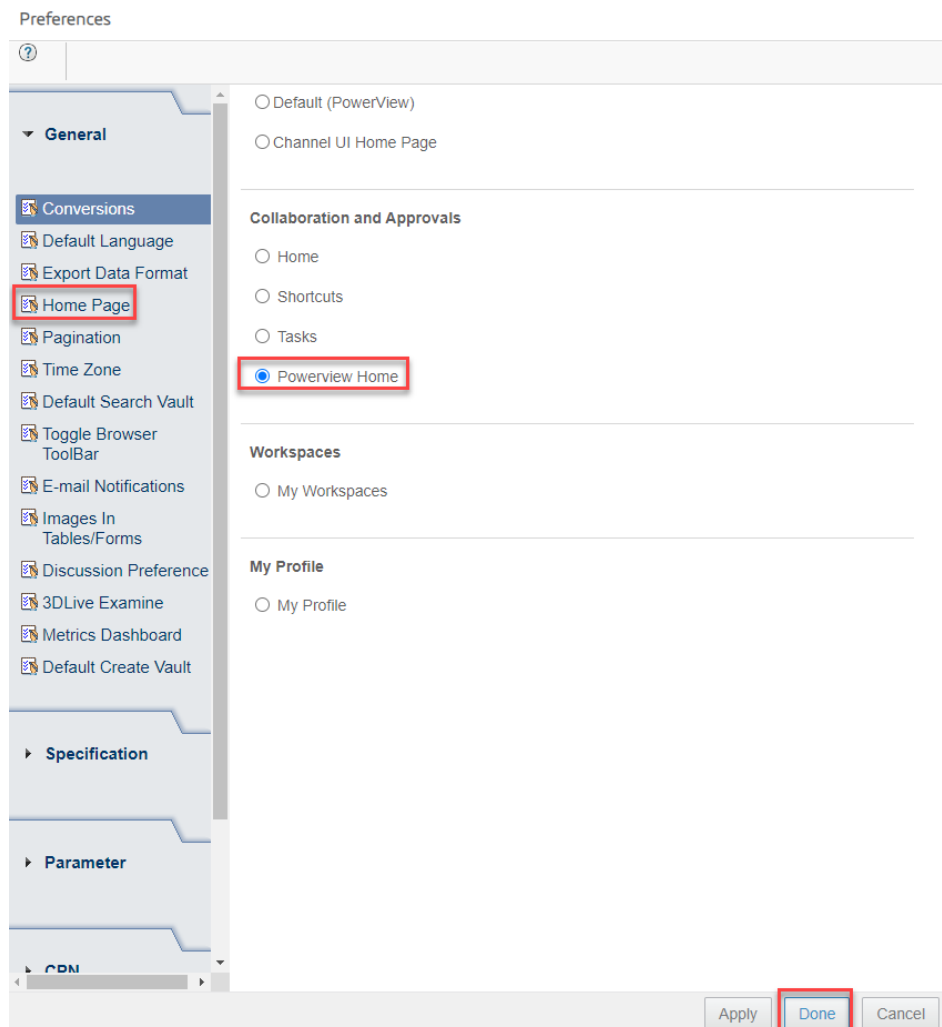


Setting up Default Home Page

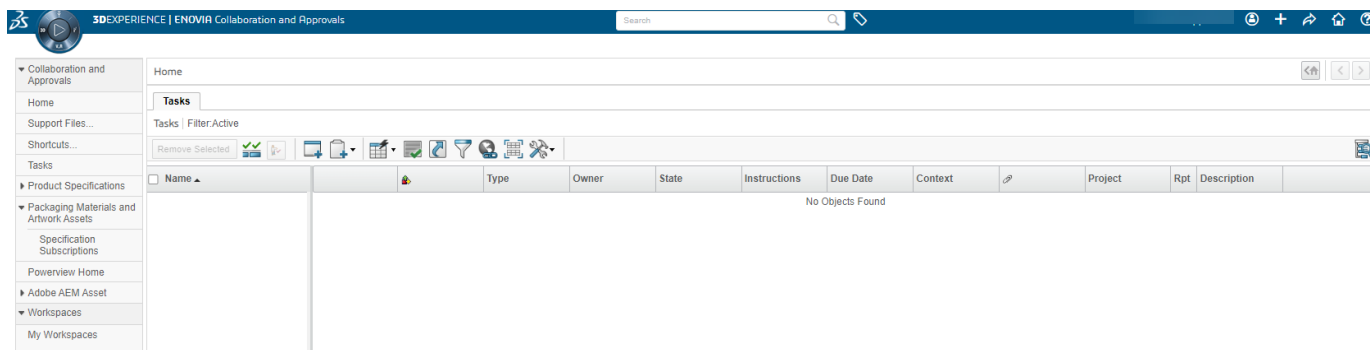
To set up the Default Home Page, click on the ME icon  and select General Preferences from the drop-down menu.



1. Click on Home Page on the left panel.
2. Select "Powerview Home"
3. Click Done in the lower right corner.



PLM Home Page displays as:



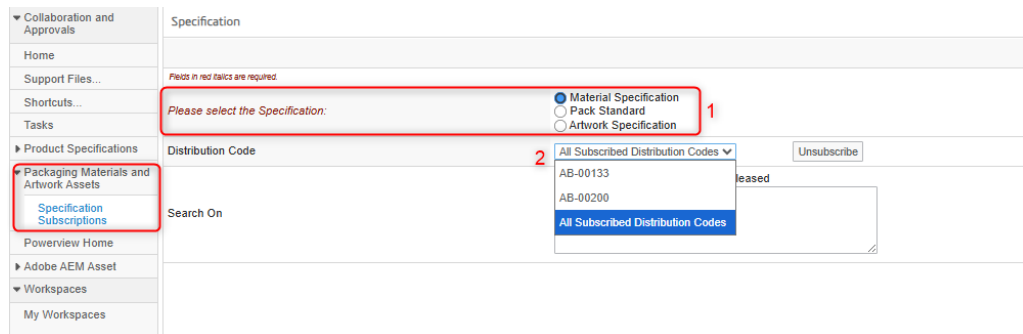
Searching for Documents in PLM:

Packaging Document Search

Expand the “Packaging Materials and Artwork Assets” available under the Collaboration and Approvals panel.

Portal Search

- Portal Search will access the PDF file of the Enterprise Packaging Specification objects.
- Select Packaging Specification Type for the “Please select the Specification” field (1)
- The Distribution Code field (2):
 - If set to ‘All Subscribed Distribution Code’, then Portal results will display the selected ‘Specification Type’ for all subscribed Distribution Codes.
 - When a specific Distribution Code is selected, then the Portal result will display the selected Search Type that is connected to the selected Distribution Code.



Additional search criteria are available when the 'Search On' field is used.

- The selected specification in the "Please select the Specification" field (1).
- Select Distribution Code (2).
- The "Please select the Specification" determines the available search attributes in the dropdown list (3).
- For Date selections, use the 'Date' icon to the right of the drop-down list (4).
- Unchecking the Released field (5) will provide unreleased records
- Enter search information in the text box (6).
- Click Next (7)

The screenshot displays the 3DEXPERIENCE | ENOVIA Collaboration and Approvals web interface. The left sidebar contains navigation links: Collaboration and Approvals, Home, Support Files..., Shortcuts..., Tasks, Product Specifications, Packaging Materials and Artwork Assets, Specification Subscriptions, Overview Home, Adobe AEM Asset, Workspaces, and My Workspaces. The main content area is titled 'Specification' and includes a search bar at the top. Below the search bar, there are several fields and controls: 1. 'Please select the Specification:' field with radio buttons for 'Material Specification' (selected), 'Pack Standard', and 'Artwork Specification'. 2. 'Distribution Code' field with a dropdown menu showing 'All Subscribed Distribution Codes' and an 'Unsubscribe' button. 3. 'Released Date' dropdown menu with a date icon. 4. 'Released' checkbox. 5. 'Enter Search Information' text box. 6. 'Next' button. 7. 'Cancel' button.

Data Field

Note: Pipe (|) can be used between Enterprise Packaging document numbers for multi-document search.

Material Specification	Pack Standard	Artwork Specification	Field Name	Search Field Information	Use of Pipe
X	X	X	Name	Enterprise Packaging Number	34-2002-2098-5 34-8721-2524-0 PKG-STD-0053149 PKG-STD-0060107 ARTWORK-0236540 ARTWORK-0236542
X	X	X	Description	Description of the Enterprise Document or Part	Not Available
X	X	X	Cross Reference ID	Text that displays in the “Cross Reference ID” field of the Enterprise Packaging Document.	Not Available
X	X	X	Released Date	Displays Packaging Documents or Parts released on or after the selected date.	Not Available
X	X	X	Published Date	Displays Packaging Documents or Parts that were published on the selected date.	Not Available
X			SAP ID	Affiliated SAP Identification Number	3100041643 3100041640
	X		Product ID	Related Finished Good	70-0000-0424-5 61-5001-4797-2
	X		Product SAP ID	Displays related Pack Standards	7000120659 700012988
	X		Product Description	Description of Product	Not Available
	X		Alternate Product ID	Used when a Product has a non-standard ID	425 2229p

Primary searches will use the Name or SAP option.

Examples of Enterprise Packaging Document Drop Down Search Options:

Note: For Report Format see [Portal Report Format](#):

- Name –Used to search by an Enterprise Packaging Document number

Name

Released

ARTWORK-0236540|ARTWORK-0236542

- Description – used to search the Description field of Enterprise Packaging Documents.

Description

Released

Enter Packaging Description Here

- Cross Reference ID – Used to search for Text that displays in the “Cross Reference ID” field.

Cross Reference ID ☒ Released

QT096522376

- 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

- SAP ID – Used to search by SAP Number associated with Enterprise Packaging Document Number.

SAP ID ☒ Released

3010000861

- Product ID – Used to search by Finished Good to find related Pack Standards

Name ☒ Released

70-0000-0424-5|61-5001-4797-2

- Product SAP ID – Used to search for related Pack Standard

Product SAP ID ☒ Released

7000120659

- Product Description Used to search for Finished Good

Product Description ▼
☒ Released





Enter Product Description here

- Alternate Product ID – Used to search for the related Pack Standard

Alternate Product ID ▼
☒ Released

425|2229p

Report Format:





<input type="checkbox"/>	Name	Type	Revision	Description	Owner	State	SAP ID	Released Date	Published Date	Download Files	Previous Revisions
<input type="checkbox"/>	A	B	C	D	E	F	G	H	I	   	

Note: If Search Type selection is Pack Standard, the report table columns may vary.



Column ID	Field Name	Search Field Information
A	Name	The Enterprise Packaging Document Number
B	Type	Enterprise Packaging Document type of: Pack Standard, Material Specification, or Artwork Specification.
C	Revision	The revision level of the Enterprise Packaging Document or Part.
D	Description	The Enterprise Packaging Document or Part Description.
E	Owner	The owner of the Enterprise Packaging Document
F	State	The lifecycle state of the Enterprise Packaging Document.
G	SAP ID	The SAP Identification Number.
H	Release Date	The release date of the Enterprise Packaging Document.
I	Published Date	The publication date of the Enterprise Packaging Document.
	Download Files	See Additional Download and Print Icon Information
	Previous Revisions	See Accessing Packaging Document Revision History

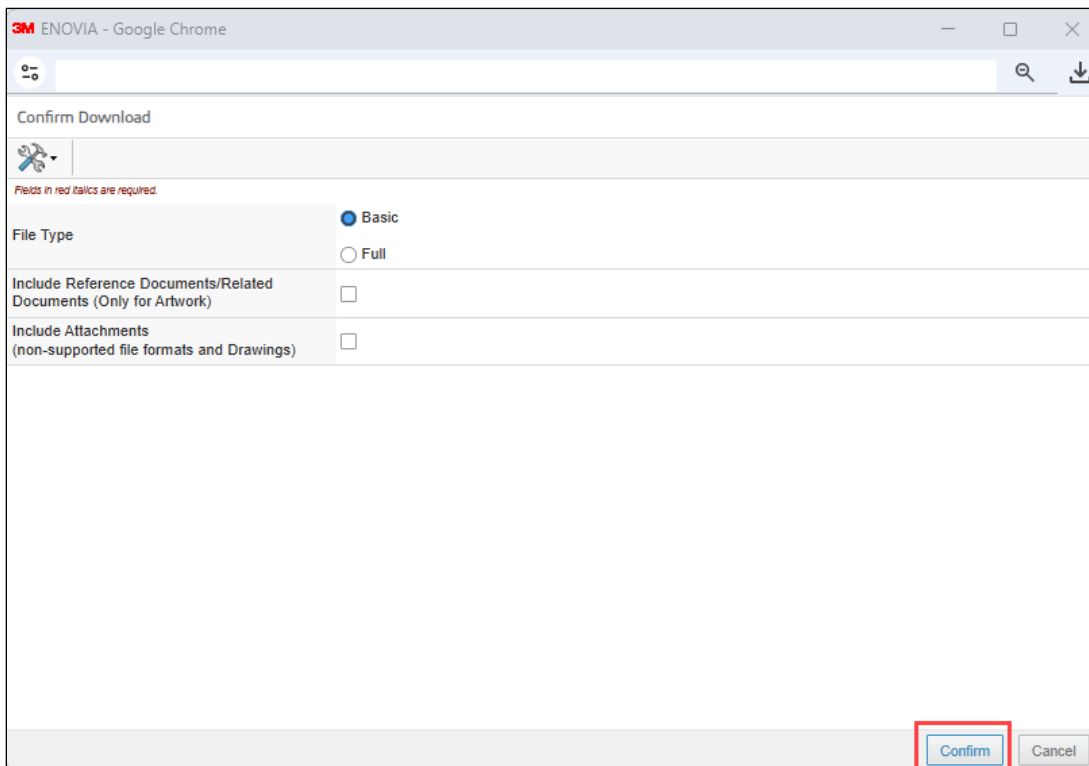
Icons for Download Files and Previous Revision Icons

From this window, connected files are accessible for downloading, viewing, or printing. For documents with Previous Revisions, 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 -  and Print Icon - 
 - Clicking the Download Icon, the form below displays:



3M ENOVIA - Google Chrome

Confirm Download

 Fields in red italics are required.

File Type ☒ Basic ☐ Full

Include Reference Documents/Related Documents (Only for Artwork) ☐

Include Attachments (non-supported file formats and Drawings) ☐

Confirm Cancel

- Click Confirm and a zip file will be downloaded onto your computer

Material Specification Zip File Content:

Download/View/Print Selection	Information provided in Zip file
Basic	Packaging Material Specification Information <ul style="list-style-type: none"> • Packaging Information • Print Information including Configuration, and Requirements • Non-Coating Treatments • Shipment Information • Environmental Health, Safety, and Compliance – Dangerous Goods • Translation Notes • File Attachments • Reference Documents with Link
Full	Packaging Structure Specification information <ul style="list-style-type: none"> • Style Information • Dimensional Information • Environmental Health, Safety, and Compliance – Material Composition • Environmental Health, Safety, and Compliance – Recycled/Renewable Content • Translations Notes • Files/Drawing • File Attachments • Approvals • Artwork Specification information. See Artwork Basic
Include Reference Documents/Related Documents (Only for Artwork)	<ul style="list-style-type: none"> • Packaging Structure Specification information for Basic or Full depending on File Type selection, see above. • Material Specification related Reference Document PDF files.
Include Attachments (non-supported file formats and drawings)	Note: This selection is available for Download only. Multiple files contained in the zip file <ul style="list-style-type: none"> • Zipped file of the Artwork including Artwork PDF files • Material Specification related PDF files • Compressed zip file containing Codes, Links, PDFx4 and AI File • Basic or Full file information – selection File Type dependent. See above.


Pack Standard Zip File Content:

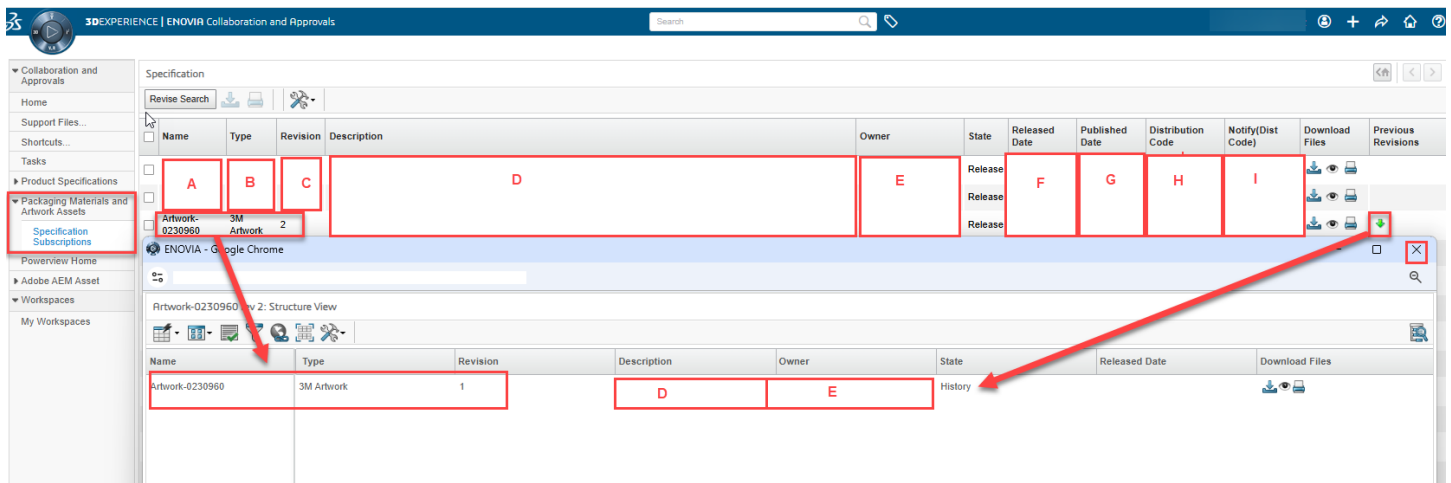
Download/View/Print Selection	Information provided in Zip file
Basic	<p>Packaging Standard Bill of Material</p> <ul style="list-style-type: none"> • Pack Standard Information • Associated Products • Input Materials • Packout and Palletization • Packaging Instructions • Environmental Health, Safety, and Compliance – Dangerous Goods • Translation Notes • File Attachments • Reference Documents with Link
Full	<p>Packaging Standard Bill of Material Information</p> <ul style="list-style-type: none"> ○ Associated Products ○ Input Materials ○ Packout and Palletization ○ Packaging Instructions ○ Environmental Health, Safety, and Compliance – Dangerous Goods ○ Translation Notes ○ File Attachments ○ Reference Documents with Link <p>For each Material Specification related to the Pack Standard:</p> <ul style="list-style-type: none"> • Packaging Material Specification information – see Material Specification Basic. • Packaging Structure Specification information – See Material Specification Full. • Artwork Specification information.
Include Reference Documents/Related Documents (Only for Artwork)	<ul style="list-style-type: none"> • Packaging Structure Specification information for Basic or Full depending on File Type selection, see above. • Material Specification related Reference Document PDF files.
Include Attachments (non-supported file formats and drawings)	<p>Note: This selection is available for Download only.</p> <ul style="list-style-type: none"> • For Basic File Type selection plus include Attachments – Basic File Type selection information and attachments. • For Full File Type Selection plus Include Attachments - Both Basic and Full File Type Selection information and attachments.

Artwork Specification Zip file contents

Download/View/Print Selection	Information provided in Zip file
Basic	<p>Artwork Specification</p> <ul style="list-style-type: none">• General Information• Print Method• Printable Inks• Coating and Varnishes• Proofing Requirements• Bar Codes• Translation Notes• File Attachments, including Artwork file
Full	<ul style="list-style-type: none">• Not available for Artwork Selection
Include Reference Documents/Related Documents (Only for Artwork)	<ul style="list-style-type: none">• See Basic selection• Attached Related Document PDF file
Include Attachments (non-supported file formats and drawings)	<p>Note: This selection is available for Download only.</p> <ul style="list-style-type: none">• For Basic File Type selection plus include Attachments• Compressed zip file containing Codes, Links, PDFx4 and AI File

Accessing Packaging Document Revision History

1. Click on the  icon to display Packaging document revision history. A pop-up window with document revision history displays.
2. Click on the "X" in the upper right corner of the window to close the revision history window.



Identifier	Field Description
A	Packaging Object Number
B	Packaging Object Type
C	Packaging Object Revision
D	Packaging Object Description
E	Packaging Object Owner
F	Release Date of the Packaging Object
G	Publication Date of Packaging Object
H	Packaging Object Assigned Distribution Code
I	Distribution Code email notification sent

Document Subscription

For access to additional Distribution Codes or changes in email notification receipt, please contact the 3M Enterprise Packaging Engineer you are working with.

The Packaging Engineer can create subscriptions for Packaging Objects with the Type of Material Specifications, Artwork Specifications, and Pack Standard.

Subscribers will receive an email notification for the Packaging documents with a connection to the subscribed Distribution Code. The email notification will include information regarding documents with state change to release, obsolete, or a new revision.

When a subscriber chooses not to receive an email notification, it is upon the subscriber to access the PLM Distribution Code and review the document changes.

3M : Packaging Subscription Notification

AM

Global PLM

To

Retention Policy

90 Days (90 days)

Expires

9/11/2023

😊

↩

Reply

↩

Reply All

➡

Forward

📧

...

Tue 6/13/2023 11:19 AM

The following 3M 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	34-5678-0001-5	F	test	Release	Change Print Requirements Detail	<div>Reason for Issue Information Here</div>

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	34-5678-0001-5	E	test	History	Change Print Requirements Detail	<div>Reason for Issue Information Here</div>

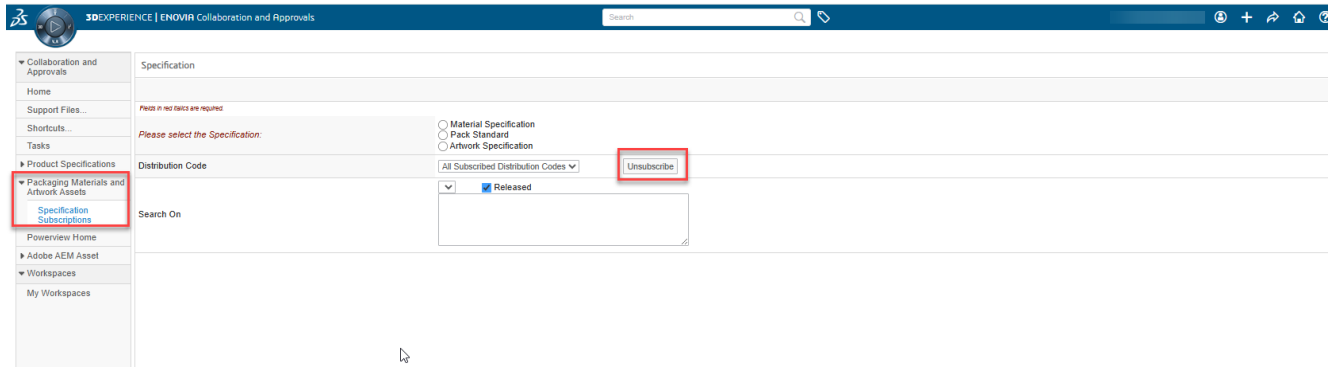
Thank you!

Remove Packaging Subscription to Distribution Code

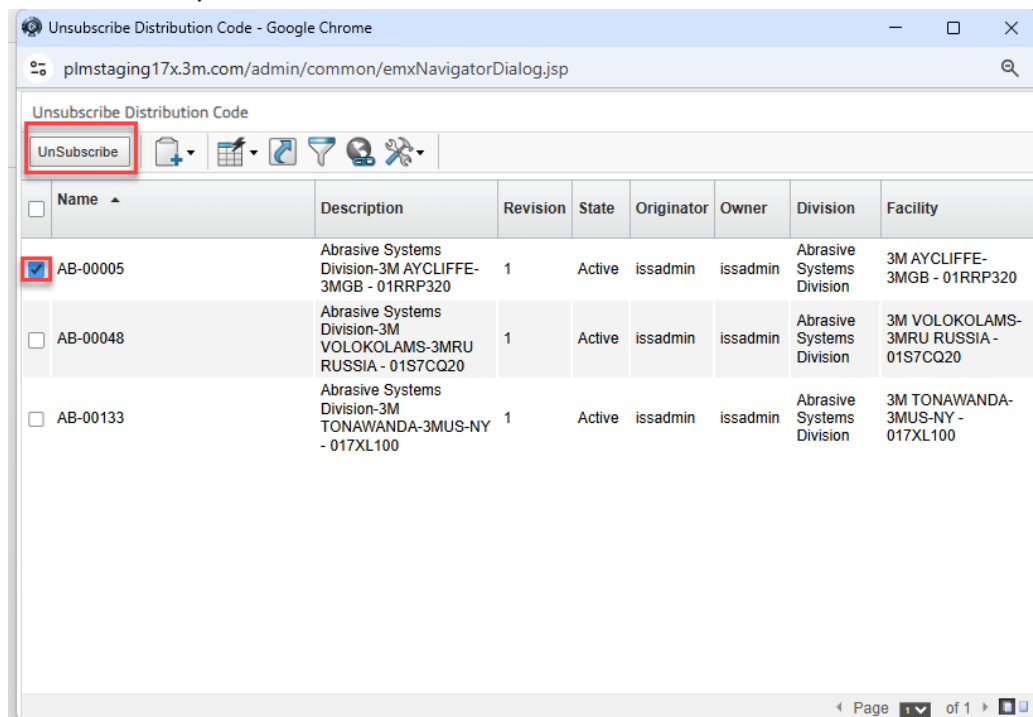
Unsubscribe to a Subscription by:

Note: Removal of a Distribution Code will remove all access to all connected documents.

1. Access Specification Subscription Category from the left panel
2. Click the Unsubscribe button.
3. Click Next in the lower right corner.



4. The “Unsubscribe Distribution Code” window displays your related Distribution Codes
5. Select the Distribution Code you wish to be removed from and click the Unsubscribe button.



6. System will display successful unsubscribed system message.

