



Document type INSTRUCTION	Title PackIT manual, Supplier	Issue 2.0
Approved by (department acronym, name) OIPD Rasmusson, Agneta	File name PackIT manual, Supplier	Info class Internal
Issued by (department acronym name) OIPD Varis, Tom	Date 2022-01-28	Page 1(9)
To (department acronym name)	For information (department acronym name)	

PackIT manual, supplier

This manual is aimed at a normal Scania supplier. It will instruct in how to perform the expected use cases for a normal supplier. The system handles packaging data for Scania production Europe and Scania Parts Center.

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How to login to PackIT

Go to Scania Supplier Portal. <https://supplier.scania.com/> Click on Login in the top right corner. Click the PackIT link in your list of applications in the top menu. Then click Start Application to the right.



Approving a packaging instruction

Once logged in you are on the dashboard page and can see instructions waiting for your approval near the top.

To the left you can preview the instruction to be able to analyze an implementation date. If the Scania packaging engineer has left any message the icon is highlighted. You can approve an instruction by clicking on the green thumbs up or reject by the red thumb down.

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Dashboard


Packaging instructions waiting for approval

Action	Part no	Description	Issuer	Date sent	Message	Approve	Reject
Preview	2444881	cover plastic assy	Carl Malmgren	2017-11-24 14:24			
Preview	2413165	Coin tray BVG	Supraja Kalpu	2017-11-24 14:20			

Approved package instructions

Action	Part no	Description	Issuer	Approved by	Date approved	Suggested introduction date	Message
Preview	2290031	Panel lower	Supraja Kalpu	PACKITPARTSUP INAF	2017-11-24 14:23	2017-11-22	

Rejected package instructions

Action	Part no	Description	Issuer	Rejected by	Date rejected	Message
Preview	2444881	cover plastic assy	Supraja Kalpu	PACKITPARTSUP INAF	2017-11-24 14:22	

Once you click the green thumbs up you then come to a page where you can suggest an implementation date and put any comments in before approving the instruction.



Approve package instruction

Select/change desired introduction date for the package instruction

NOTE! The date might be changed by Scania

2018-07-23



Add comment/remarks to Scania

 Approve

Cancel

Thereafter a Scania packaging engineer will finalize the date and activate the instruction as the current valid instruction for the part.

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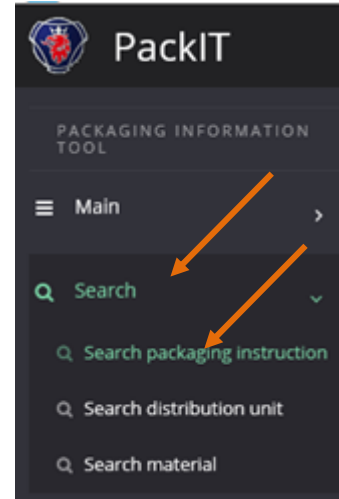
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Reading or printing a part packaging instruction

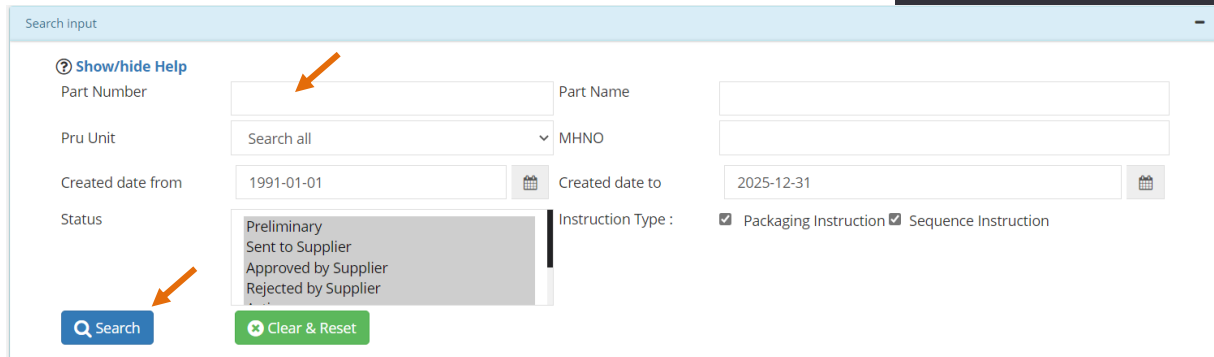
This instruction is for Scania suppliers needing to find or print packaging instructions for Automotive Parts delivered by suppliers to Scania.

Once in PackIT you will reach the dashboard page. Here you should click on “Search” and “Search packaging instruction” to the left.





In the “Search packaging instruction” page you should type in the “Part Number” you wish to search for. You can search for the “Part Name”, the Packaging material used (MHNo) and change the production unit or instruction status to refine your searches.

Once you have a list with results press the instruction number below ID to get to the packaging instruction page for that instruction or the PDF icon to the right to get a PDF.



Please be aware of the type of instruction. Packaging is for individual part instructions. Sequence is for sequenced flows where parts are mixed in a specific order, combined with other part numbers.

ID	Type	Part no - Part description	Unit	Supplier no - Supplier name	Status	Issuer	Created date	View PDF
485386	PACKAGING	2200001 - Key transponder	SL - SPC	784001 - SCANIA CV AB PARTS EUROPE	Preliminary	SSSVAB	2022-01-28	
485385	SEQUENCE	2200001 - Key transponder	P&L - Missing PRU	784001 - SCANIA CV AB PARTS EUROPE	Preliminary	SSSVAB	2022-01-28	

Once results are there you can filter on all the fields or click the headings above the columns to sort by that field.

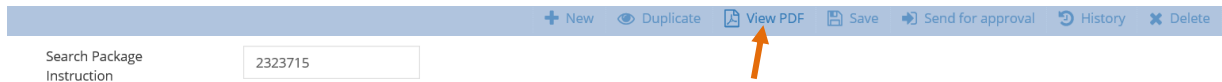
Consuming area shows which Scania units has selected that the instruction specifically applies to them.

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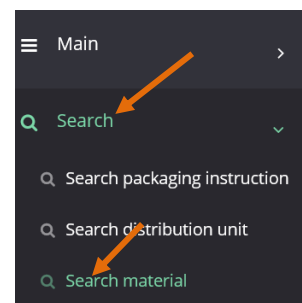
To print or extract an instruction click “View PDF” at the top to get a PDF you can save or open to print. You can also get it directly from the search page as mentioned above.



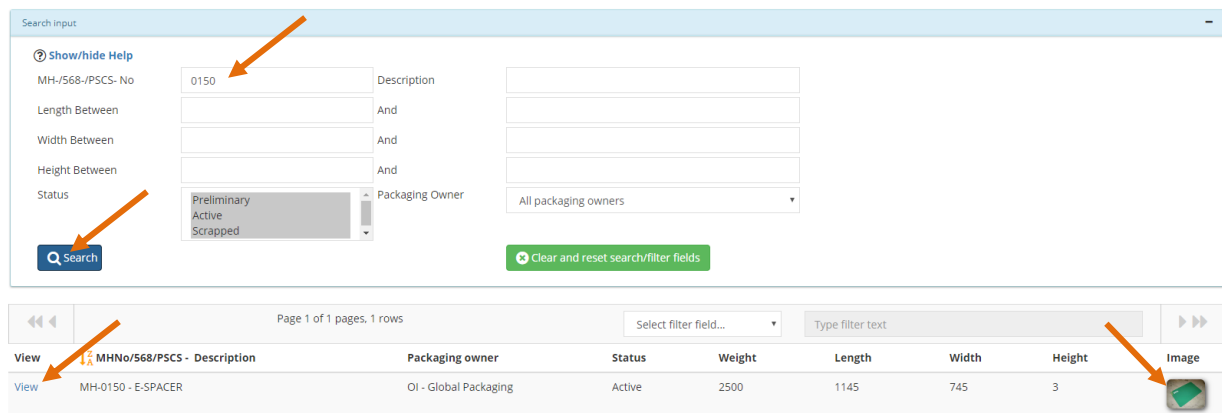
Reading a packaging material instruction

Once in PackIT you will reach the dashboard page. Here you should click on “Search” and “Search material” to the left.

In the “Search material” page you should type in the packaging material you wish to search for in “MH-/568/Pscs No” and press “Search”.



Once you have a list with results press the View button below to get to the packaging instruction page for that material. There is also an image to the right (if available) to quickly see if you have right packaging material.



Once results are there you can filter on all the fields or click the headings above the columns to sort by that field.

On the material page the sections most likely to be interesting is:

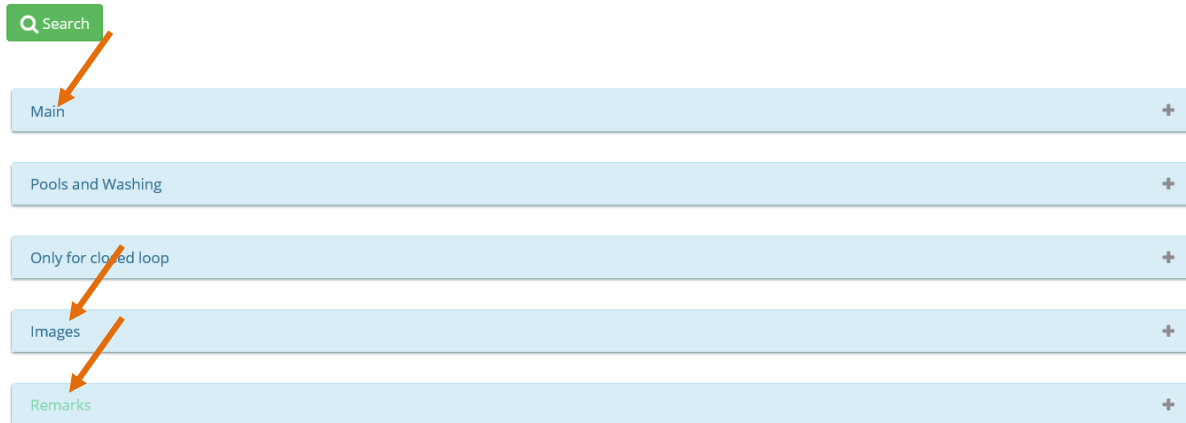
- Main which has the basic data
- Images

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- Remarks which has specific details on how to wash and handle the material

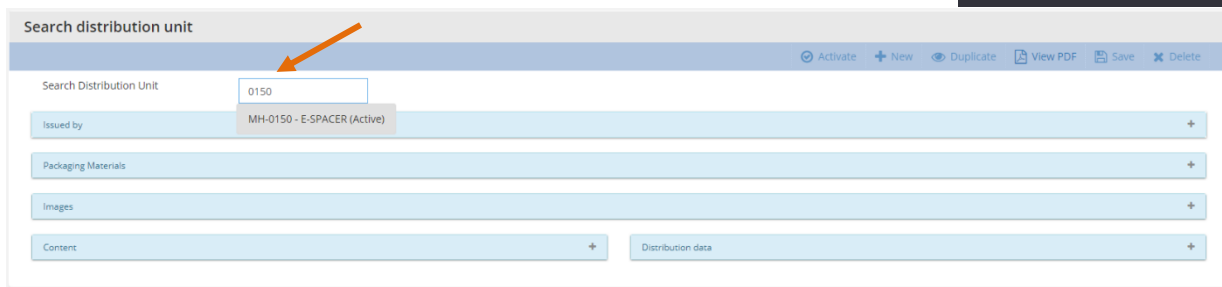
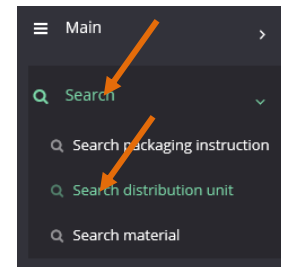


The material is then often packaged together into a distribution unit for better sustainability in transports.

Reading or Printing a packaging distribution unit instruction

Once in PackIT you will reach the dashboard page. Here you should click on “Search” and “Search distribution unit” to the left.

In the “Search distribution unit” page you should type in the material “MHNo” you wish to search for or write the description for it (such as B1).



Most content in the distribution unit is gotten from material. The only new sections are Content and Distribution data. These contains how the material should be packed.

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Search Distribution Unit

Issued by +

Packaging Materials +

Images +

Content

Packaging Material Stackable:

Material	Quantity	Remove
MH-0150 - E-SPACER	100	
MH-0252 - PLASTIC BAG	1	
MH-1872 - E-COLLAR	2	
MH-1875 - E-PALLET	1	
MH-2318 - E-LID	1	

Distribution data

Unit net weight (g):	250000
Unit gross weight (g):	300643
Unit length (mm):	1220
Unit width (mm):	820
Unit height (mm):	560
Unit volume (m3):	0.56

To view or print an instruction click on View PDF at the top and a PDF will be sent to you in the browser. This contains information from both the packaging material and distribution unit pages.

Dashboard

Search Distribution Unit

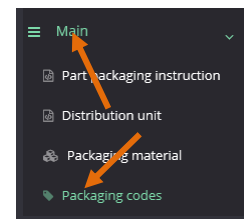
Preview current/selected item

Activate
 New
 Duplicate
 View PDF
 Save
 Delete

Reading Packaging codes

Once in PackIT you will reach the dashboard page. Here you should click on “Main” and “Packaging codes” to the left.

Near the top write in the packaging code you want information about and then click the code you are interested in.



Start typing to search packaging code - min 2 chars. Top 25 will be listed as you type

Code name	Description
21	HALF EURO PALLET 1 COLLAR

The most interesting information here is the materials that make up the code and the data such as measurements and weight. Currently there are no images of the packaging codes but they should be added over time.

The main section has the data. Composition the materials and constraints materials in a lower level in the packaging instruction. The constraints are mostly used for boxes loaded on pallets such as code D1.

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Main

Status	Preliminary
Packaging Code	21
Description	HALF EURO PALLET 1 COLLAR
Length (mm)	620
Width (mm)	820
Height (mm)	335
Weight	21800

Images

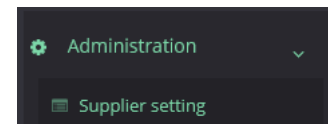
Composition

Material	Quantity	Description
MH-1871	1	H-COLLAR
MH-1874	1	H-PALLET
MH-2319	1	H-LID

Constraints

Updating contact information

Every 3 months a request to update your contact information will occur when you open PackIT. This is done on the Administration, Supplier setting page.



Please update your contact information.

Confirm

(Press the 'Confirm' button to verify validity of current contact information.)

If the information is correct just hit confirm. Else change the information to be correct and confirm. If there is no contact at all or one is missing hit the Add new contact button.

+ Add new contact

Thereafter fill in name, e-mail (will be used to send request for confirmations of instructions) and if you choose telephone number we can contact you at. Fill in which areas of Scania this contact is valid for; Production Europe, Scania Parts or both.

Followed by clicking on the floppy icon to save.

You can add multiple contacts for each area if you wish to have backups or split the responsible people to different areas.



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There is also an option at the bottom to no longer receive e-mails when an instruction is activated.

Supplier information

1111101 - Test Supplier

Contact name	<input type="text" value="Tom Varis"/>
Email	<input type="text" value="tom.varis@scania.com"/>
Phone	<input type="text" value="000"/>
Valid for	<input type="text" value="Both (Scania Production Europe & Spare Parts Centre)"/>
Recieve email for PI activation	<input checked="" type="checkbox"/>
 	

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Translation List of Units in PackIT

P&L – All Scania production units in Europe, not Latin America

SL – Scania Spare Parts Center

DE – Engine Södertälje, assembly and machining

DL – Luleå Machining

DT – Axle and Gearbox, assembly and machining

KD – Scania KD in Hasselt

MA – Chassi plant in Angers

MC – Cab and Cab machining in Oskarshamn

ME – Battery Factory in Södertälje

MM– Scania Meppel Paint shop

MS – Chassi and bus plant in Södertälje

MZ – Chassi plant in Zwolle

SLA – Scania Latin America, does not actively use the system

Old list that is still shown in some old instruction names:

PnL – All Scania production units in Europe, Scania Latin America not using the system

BLO – Cab and Cab machining in Oskarshamn

BLL – Luleå Machining

CHA – Chassi and bus plant in Södertälje

TDE – Engine Södertälje, assembly and machining

RAE – Axle and Gearbox, assembly and machining

CW2 – Scania Spare Parts Center

RW – Chassi plant in Zwolle

SAN – Chassi plant in Angers

SLB – Scania Latin America, does not actively use the system

KDP – Scania KD in Hasselt

SPM – Scania Meppel Paint shop