Packaging Information Collection System (PICS) – Supplier User’s Guide

Released: May 2013
If you are a new supplier to PICS – enter your email address in this box and click on “Continue” to sign up with PICS.
PICS User Role Selection

All New Users must select the appropriate role for PICS – if you are a supplier to Varroc Lighting Systems you must choose the supplier role.
All Users must submit the information on the left to complete their registration with PICS. Enter all the information as requested and then click on submit.

You will be notified via e-mail of your User ID and Password usually within one business day.

Please take care when entering the preferred Measurements (imperial or metric) and Decimal Demarcation (period or comma) as this will be how information will be entered on all 1121's.
Once your registration is completed and has been approved you will use this section to sign in to PICS.
PICS Home Page

The “Home” link will bring you back to the Home Page

The “Update Profile” link will allow you to make changes to some of your personal information including changing your password

The “Help” link will bring you to a list of FAQs

Announcements will have information on any recent updates or changes to PICS

Packaging Documentation will provide packaging guidelines, specific training materials and other information as available

Packaging Contacts has regional packaging contact lists for Varroc Lighting Systems
The “Open 1121” link will show all parts which are still requiring an 1121 to be submitted. Search Query can be used to find specific parts, parts for a specific supplier site code, or parts for a specific Varroc plant code.

A yellow circle will appear for all 1121 forms that have been started but have not yet been submitted.

To access a specific 1121 form to update the information and submit for approval, click and on the Part Number.

A red circle with an X will appear if an 1121 has been rejected back to you. Clicking on the circle will open a new window that will provide feedback on why the 1121 was rejected.
PICS Data Entry Page
Once an 1121 is opened, the packaging information can be entered.

Photos must be in a .jpg format and have a file size of 200k or less.

Items with a red * are required, and the 1121 form will not be submitted until they are complete.

** Consider saving all data inputs before uploading pictures **

Once all information has been entered and is accurate – click on the “Continue to Step 2” button.
Once an 1121 is submitted, the approval status can be tracked under the “Submitted 1121s” Link.
For more information on the history of an 1121 - Click on the part number and a new window will open that will contain historical information and dates for each 1121.
To view an 1121 that has already been submitted - Click on the HTML icon or the PDF icon and a new window will open with the selected 1121.
1121 Forms from PICS

UN-Approved 1121 forms will have a “watermark” in the background which states APPROVAL PENDING

Approved 1121 forms will no longer have the “watermark” and will include all approvals at the bottom of the form.
Contact Us Page

If you have any further questions please use the “Contact Us” Link from the Home Page.

If you do not see your part(s) listed, please request they be manually entered.
Complete the “Contact Us” information.
Note: Be sure to include the following information; **Part Description**, **Part Number**, **Supplier Site Code**, **Varroc Plant Code**.