

Plex: Supplier PPAP Work Instructions For Accuride Suppliers

Supplier PPAP

Instructions on Supplier Quality (PPAP Process)

As a supplier, you will receive an email notification when there is a Supplier PPAP that requires your review in Accuride's online supplier Portal, called Plex. You may log into the portal and navigate to the concern using the information below. Alternatively, a hyperlink directly to the Supplier PPAP will be included at the bottom of the email you receive.

Note: Before logging, you must complete a simple setup procedure by following document **PC Setup.pdf.** If you do not have a copy of this document or are unsuccessful, please contact supplierportal@accuridecorp.com

Supplier PPAP

Log into Plex using your provided username, password, and company code (ACC-CORP). Choose the appropriate Accuride location, which will be indicated in the email notices.

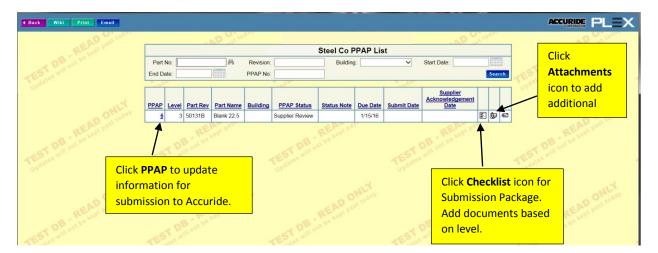


You will then see the screen below, though you may have slightly different options depending on the goods or services you provide. To review all Supplier PPAP forms issued to your organization, click the **Online Supplier PPAP** option.

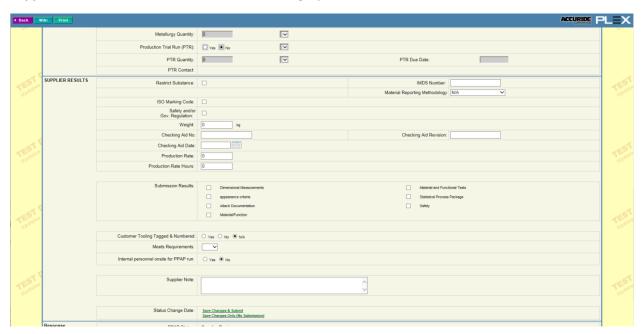




As a supplier, you will only see the PPAPs assigned to you. The status should be in **Supplier Review** status.



When you access a PPAP, Plex will display the **PPAP Details** screen. You will have access only to the **Supplier Results** section. All other sections are 'grayed' out.





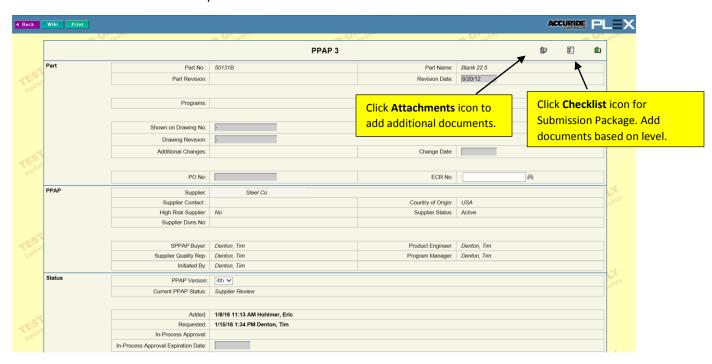
You will have the ability to submit Evidence Documents and other attachments to the PPAP from this screen. In the top right corner, you will have two different icons:



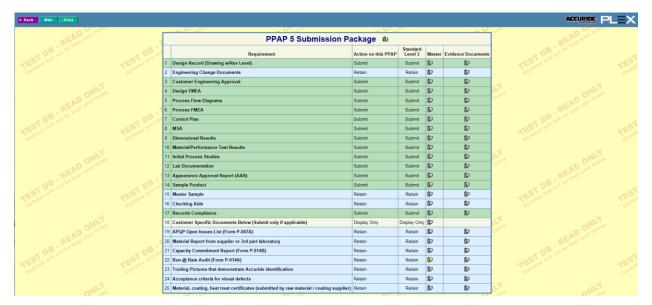
- this is the attachment icon for images, documents, etc.



this is the Submission Requirements icon. This is the one to click to add Evidence Documents.

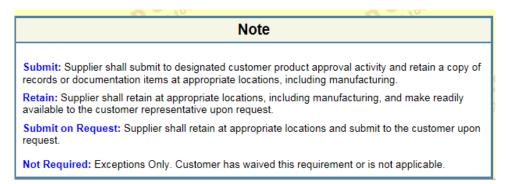


To include submission documents, the following is an example of the Submission Package screen. Supplier will add Evidence Documents from this screen.



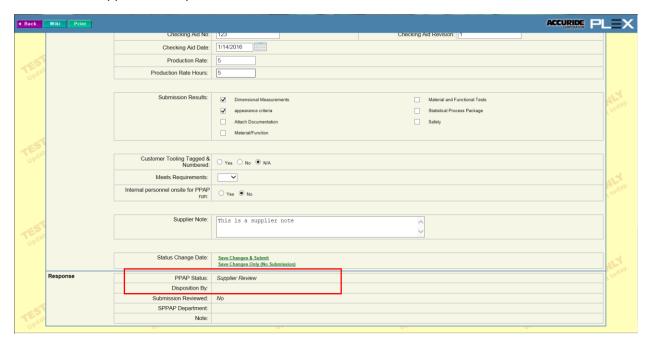


The following Note appears at the bottom of the screen to explain the different actions.



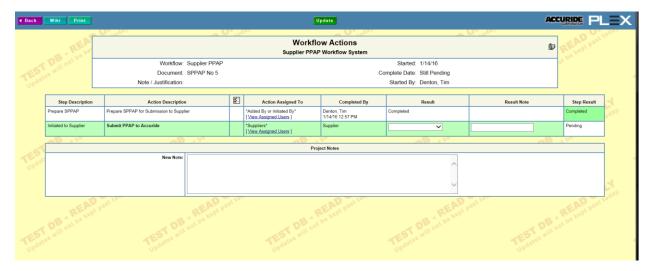
After you have filled in all of the information and have attached the necessary documents, you can do one of the following:

- **Save Changes & Submit** saves information and submits to Accuride. The Workflow screen will display for Supplier to submit PPAP back to Accuride.
- Save Changes Only (No Submission) does not sent PPAP to Accuride. Only saves information until Supplier is ready to submit to Accuride.

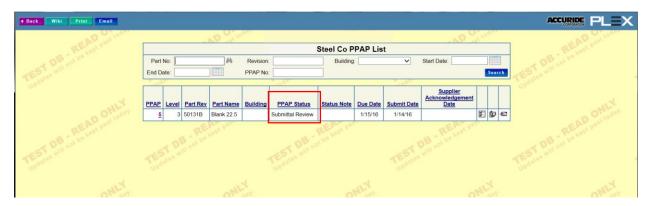




To send the prepared PPAP back to Accuride, choose Submit for Review and click Update.



Once it's in the **Submittal Review** status, you cannot make any more changes or attach more documents.

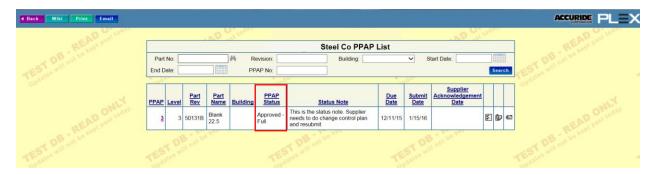


Accuride Quality will then review the PPAP Submission from you. Accuride Supplier Quality will have three choices:

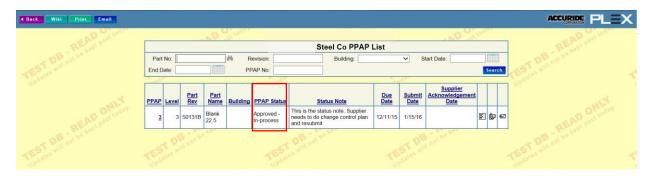
- Approved Full (this will complete the PPAP)
- Approved In Process (this will put PPAP in Pending Status until Full Approval)
- Rejected (Supplier makes corrections and resubmits the PPAP)



When the SPPAP is **Approved – Full**, the Supplier and the Accuride Quality Team are notified. The **SPPAP** is now in Approved – Full status.



When the SPPAP is **Approved – In Process**, the Accuride Quality Team is notified. You will be notified and the SPPAP is in your queue to resubmit. You will be able to add documents and update the information. You will then resubmit back to Accuride.



If the SPPAP is **Rejected**, you will be notified and you will be able to resubmit the PPAP back to Accuride after making the necessary corrections.

