



# Plex: Supplier PPAP

Work Instructions For Accuride Suppliers

# Supplier PPAP

*Instructions on Supplier Quality (PPAP Process)*

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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](mailto: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.

Requirement	Action on this PPAP	Standard Level 3	Master	Evidence Documents
1 Design Record (Drawing w/Rev Level)	Submit	Submit	📄	📄
2 Engineering Change Documents	Retain	Retain	📄	📄
3 Customer Engineering Approval	Submit	Submit	📄	📄
4 Design FMEA	Submit	Submit	📄	📄
5 Process Flow Diagrams	Submit	Submit	📄	📄
6 Process FMEA	Submit	Submit	📄	📄
7 Control Plan	Submit	Submit	📄	📄
8 MSA	Submit	Submit	📄	📄
9 Dimensional Results	Submit	Submit	📄	📄
10 Material/Performance Test Results	Submit	Submit	📄	📄
11 Initial Process Studies	Submit	Submit	📄	📄
12 Lab Documentation	Submit	Submit	📄	📄
13 Appearance Approval Report (AAR)	Submit	Submit	📄	📄
14 Sample Product	Submit	Submit	📄	📄
15 Master Sample	Retain	Retain	📄	📄
16 Checking Aids	Retain	Retain	📄	📄
17 Records Compliance	Submit	Submit	📄	📄
18 Customer Specific Documents Below (Submit only if applicable)	Display Only	Display Only	📄	
19 APQP Open Issues List (Form P-007A)	Retain	Retain	📄	📄
20 Material Report from supplier or 3rd part laboratory	Retain	Retain	📄	📄
21 Capacity Commitment Report (Form P-014B)	Retain	Retain	📄	📄
22 Run @ Rate Audit (Form P-014A)	Retain	Retain	📄	📄
23 Tooling Pictures that demonstrate Accuride identification	Retain	Retain	📄	📄
24 Acceptance criteria for visual defects	Retain	Retain	📄	📄
25 Material, coating, heat treat certificates (submitted by raw material / coating supplier)	Retain	Retain	📄	📄

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

**Note**

**Submit:** Supplier shall submit to designated customer product approval activity and retain a copy of records or documentation items at appropriate locations, including manufacturing.

**Retain:** Supplier shall retain at appropriate locations, including manufacturing, and make readily available to the customer representative upon request.

**Submit on Request:** Supplier shall retain at appropriate locations and submit to the customer upon request.

**Not Required:** Exceptions Only. Customer has waived this requirement or is not applicable.

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.

Checking Aid No.: 123      Checking Aid Revision: 1

Checking Aid Date: 1/14/2016

Production Rate: 5

Production Rate Hours: 5

Submission Results:

<input checked="" type="checkbox"/> Dimensional Measurements	<input type="checkbox"/> Material and Functional Tests
<input checked="" type="checkbox"/> appearance criteria	<input type="checkbox"/> Statistical Process Package
<input type="checkbox"/> Attach Documentation	<input type="checkbox"/> Safety
<input type="checkbox"/> Material/Function	

Customer Tooling Tagged & Numbered:  Yes  No  N/A

Meets Requirements:

Internal personnel onsite for PPAP run:  Yes  No

Supplier Note: This is a supplier note

Status Change Date: [Save Changes & Submit](#)  
[Save Changes Only \(No Submission\)](#)

**Response**

PPAP Status:	Supplier Review
Disposition By:	
Submission Reviewed:	No
SPPAP Department:	
Note:	

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

**Workflow Actions**  
Supplier PPAP Workflow System

Workflow: Supplier PPAP  
Document: SPPAP No 5  
Note / Justification:

Started: 1/14/16  
Complete Date: Still Pending  
Started By: Denton, Tim

Step Description	Action Description	☑	Action Assigned To	Completed By	Result	Result Note	Step Result
Prepare SPPAP	Prepare SPPAP for Submission to Supplier		*Added By or Initiated By* [View Assigned Users]	Denton, Tim 1/14/16 12:57 PM	Completed		Completed
Initiated to Supplier	Submit PPAP to Accuride		*Suppliers* [View Assigned Users]	Supplier			Pending

Project Notes

New Note:

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

**Steel Co PPAP List**

Part No:  Revision:  Building:  Start Date:

End Date:  PPAP No:

PPAP	Level	Part Rev	Part Name	Building	PPAP Status	Status Note	Due Date	Submit Date	Supplier Acknowledgement Date			
5	3	50131B	Blank 22.5		Submittal Review		1/15/16	1/14/16				

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.

The screenshot shows the 'Steel Co PPAP List' interface. At the top, there are search filters for Part No., Revision, Building, Start Date, End Date, and PPAP No., along with a 'Search' button. Below the filters is a table with the following columns: PPAP, Level, Part Rev, Part Name, Building, PPAP Status, Status Note, Due Date, Submit Date, and Supplier Acknowledgement Date. The table contains one row with the following data: PPAP: 3, Level: 3, Part Rev: 50131B, Part Name: Blank 22.5, Building: (empty), PPAP Status: Approved - Full, Status Note: This is the status note. Supplier needs to do change control plan and resubmit, Due Date: 12/11/15, Submit Date: 1/15/16, and Supplier Acknowledgement Date: (empty). The 'PPAP Status' cell is highlighted with a red box.

PPAP	Level	Part Rev	Part Name	Building	PPAP Status	Status Note	Due Date	Submit Date	Supplier Acknowledgement Date
3	3	50131B	Blank 22.5		Approved - Full	This is the status note. Supplier needs to do change control plan and resubmit	12/11/15	1/15/16	

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.

The screenshot shows the 'Steel Co PPAP List' interface. At the top, there are search filters for Part No., Revision, Building, Start Date, End Date, and PPAP No., along with a 'Search' button. Below the filters is a table with the following columns: PPAP, Level, Part Rev, Part Name, Building, PPAP Status, Status Note, Due Date, Submit Date, and Supplier Acknowledgement Date. The table contains one row with the following data: PPAP: 3, Level: 3, Part Rev: 50131B, Part Name: Blank 22.5, Building: (empty), PPAP Status: Approved - In-process, Status Note: This is the status note. Supplier needs to do change control plan and resubmit, Due Date: 12/11/15, Submit Date: 1/15/16, and Supplier Acknowledgement Date: (empty). The 'PPAP Status' cell is highlighted with a red box.

PPAP	Level	Part Rev	Part Name	Building	PPAP Status	Status Note	Due Date	Submit Date	Supplier Acknowledgement Date
3	3	50131B	Blank 22.5		Approved - In-process	This is the status note. Supplier needs to do change control plan and resubmit	12/11/15	1/15/16	

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.

The screenshot shows the 'Steel Co PPAP List' interface. At the top, there are search filters for Part No., Revision, Building, Start Date, End Date, and PPAP No., along with a 'Search' button. Below the filters is a table with the following columns: PPAP, Level, Part Rev, Part Name, Building, PPAP Status, Status Note, Due Date, Submit Date, and Supplier Acknowledgement Date. The table contains one row with the following data: PPAP: 3, Level: 3, Part Rev: 50131B, Part Name: Blank 22.5, Building: (empty), PPAP Status: Rejected, Status Note: This is the status note. Supplier needs to do change control plan and resubmit, Due Date: 12/11/15, Submit Date: 1/15/16, and Supplier Acknowledgement Date: (empty). The 'PPAP Status' cell is highlighted with a red box.

PPAP	Level	Part Rev	Part Name	Building	PPAP Status	Status Note	Due Date	Submit Date	Supplier Acknowledgement Date
3	3	50131B	Blank 22.5		Rejected	This is the status note. Supplier needs to do change control plan and resubmit	12/11/15	1/15/16	