



Plex UX: Supplier Concerns(8D/CAPA)

Work Instruction for Accuride Suppliers

Revision Date:
9/22/2025 – Updated to UX version

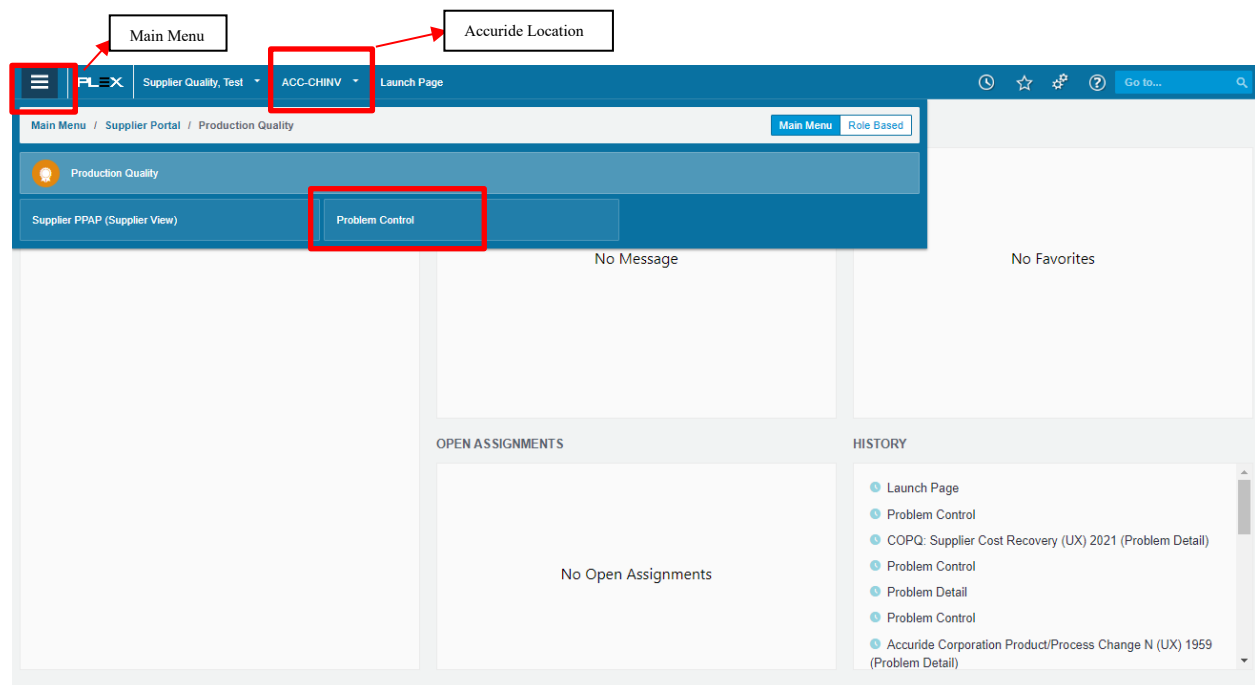
Supplier Concerns(8D/CAPA)

Instructions on Access and Use

As an Accuride supplier, you will receive an email notification when there is a Supplier Concern that requires you to complete an 8D/CAPA in Accuride's online supplier portal, called Plex UX. You may log into the portal and navigate to the concern using the information below. Alternatively, a hyperlink directly to the concern will be included at the bottom of the email you receive.

CAPA/Problem Log

Log into Plex UX (<https://cloud.plex.com>) using your provided username, password, and company code (ACC-CORP). Choose the appropriate Accuride location, which will be indicated in the email notices. Select the *Main Menu / Supplier Portal / Production Quality / Problem Control*. You will then see the screen below, though you may have slightly different options depending on the goods or services you provide.



You must click Search to view all records, including forms you have already addressed in the supplier portal previously. To view records that have been closed, toggle off the *Active Only* field.

Click the hyperlink for a supplier concern to view its 8D/CAPA form and complete any actions assigned to you if applicable. The most recent concern will be listed at the top of the list.

Problem	Problem Form	Problem Status	Part No	Brief Description	Problem Category	Problem Owner	Department Code	Building Code	Recorded Date	Problem Due Date	Recurrence Count
1951	CAPA: Supplier Concern & Containment (UX) - Edited	Pending Review	60000-018 REV C	(Test Supplier Quality) Pallet Broke		Han, Bruce			3/31/2023		0

Process of Completing a Supplier Concern (8D/CAPA)

*Note: If the concern involves material that requires containment, you must complete an additional Containment Analysis portion of the form (D3). You will recognize these by the longer title of **Supplier Concern & Containment**.*

Your email notice will indicate which form sections to complete. If containment of suspect material is required, you must first complete sections D1 through D3. You will then submit the containment analysis to Accuride, and the form will later be returned to you to complete sections D4 through D7. If containment is unnecessary, you will have been issued the **Supplier Concern** form which does not contain the D3 Containment step.

As you fill out the 8D/CAPA form, click **Apply** at the right-bottom of the screen to save your changes.

When ready to advance the 8D/CAPA for the approval milestones, select **View/Update Workflow**.

DØ: PROBLEM STATUS

Issued Date Mon Jun 12 2023 23:59:13 GMT-0700 (Pacific Standard Time)

Issued By Curry Xu

Supplier * Test Supplier Quality x

Accuride Part No

Quantity 0

Date of Occurrence * 6/12/2023, 11:58 PM x

Due Date

Accepted by Issuer Date

Status In Process

View/Update Workflow

Closed By

Problem Owner

Reported By

This Workflow screen reminds you which form sections to complete. The sections listed may differ at various stages depending on if containment is required.

If the form is currently assigned to you for action, the **Action Assigned To** field will show **Supplier** and the **Result** field will be active.

To send the form to Accuride for approval, choose **Submit to Accuride** in the **Result** field and then click **OK** in the right-bottom.

You may return to **Workflow Actions** at any time to see the status of the 8D/CAPA.

WORKFLOW CONTROL

Print Update Problem Attachments (0) Workflow Attachments (0) View assigned role members View assigned group members View Assigned Users

Started By Xu, Curry

Step Description	Action Description	Checklist	Action Assigned To	Completed By	Result	Result Note	Step Result
Automatically Route Workflow	Route based on Form Type		Plex, Administrator	6/12/2023, 11:59 PM	Performed by System	Auto completion.	Performed by System
Supplier Concern Definition	Notify Quality Management		Manvell, Jill	6/12/2023, 11:59 PM	Completed	Auto completion.	Completed
	Complete Initial Problem Entry (DØ)		*Champion*	Xu, Curry 6/13/2023, 12:00 AM	Completed	TEST 6-13-2023	
Supplier Containment Analysis	Investigate & Input Containment Analysis (D1-D3) Input sections D1 through D3 on the previous page. When finished, choose 'Submit to Accuride' on this screen and click 'Update'.		*Supplier*	Supplier Quality, Test	No Value Selected No Value Selected Submit to Accuride Dispute Responsibility		Pending

PROJECT NOTES

Date	User	Note / Justification
6/12/2023, 11:59 PM	Xu, Curry	Problem record added to workflow.

Cancel **Ok**

Breakdown of Supplier Concern (8D/CAPA) Form

Note: Depending on whether the concern requires material containment, you may not see all sections of the form. Refer to the email notification or Workflow Actions screen to review which sections require your immediate input.

D1: Supplier Team (Pink Section)

Provide the main person or persons Accuride will be corresponding with regarding this supplier concern. Include all necessary information to contact the individual (phone, email, etc.).

D1: SUPPLIER TEAM -

Supplier Contacts

Name	Position	Phone Number
CURRY	Manger	+86 88888888

D2: Define and Describe the Problem (Turquoise Section)

Provide an Estimated Consequence of Failure, Frequency (PPM/percent), and Scope/Impacted Parts & Sites. Include all necessary details and attach photos if applicable.

D2: DEFINE AND DESCRIBE THE PROBLEM -

Est Consequence of Failure

Frequency (PPM/percent)

Scope/ Impacted Parts & Sites

TEST BY CURRY

D3: Interim Containment Action (Red Section)

As noted above, this section appears on the Supplier Concern & Containment form and deals strictly with actions necessary to contain the problem. Include all necessary details and attach related photos (see **Attachments section** at the bottom of this work instruction). Ensure that you input a quantity and date contained or reviewed for each location, even if that location has no material to contain.

D3: INTERIM CONTAINMENT ACTION -

Qty at Supplier

Interim Containment Actions

TEST BY CURRY

D4: Root Cause (Green Section)

Provide a detailed analysis about the occurrence and non-detection root cause of the failure or concern. Document the root cause analysis in the 5 Why root cause analysis form.

D4: FIVE WHY ROOT CAUSE ANALYSIS -

Problem

Line Code	Description	Corrective Action
Why 1	TEST BY CURRY	TEST BY CURRY
Why 2		
Why 3		
Why 4		

Prediction

Why 1	TEST BY CURRY	TEST BY CURRY
Why 2		
Why 3		
Why 4		
Why 5		

Prevention

Why 1	TEST BY CURRY	TEST BY CURRY
Why 2		
Why 3		
Why 4		
Why 5		

Protection

Why 1	TEST BY CURRY	TEST BY CURRY
Why 2		
Why 3		
Why 4		
Why 5		

From the root cause analysis, document the root causes(s) for **How Problem Occurred** and **How Detection was Missed**.

D4: ROOT CAUSE OF HOW PROBLEM OCCURRED -

Root Cause

Root Cause	Date
TEST BY CURRY	6-13-2023

D4: ROOT CAUSE OF HOW DETECTION WAS MISSED -

Root Cause

Root Cause	Date
	6-13-2023

D5: Corrective Action (Orange Section)

Provide your corrective actions for Problem Occurrence and Missed Detection.

Provide the detailed corrective actions to eliminate the root cause(s) identified in D4.

D5: CORRECTIVE ACTION FOR PROBLEM OCCURRENCE -

Corrective Actions

6-13-2023	6-14-2023	6-14-2023	Y	TEST BY CURRY	TEST BY CURRY

D5: CORRECTIVE ACTION FOR MISSED DETECTION -

Corrective Actions

6-13-2023	6-14-2023	6-14-2023	Y	TEST BY CURRY	TEST BY CURRY

D6: Verification of Permanent Corrective Action (Yellow Section)

This section contains a table of the necessary verifications that must occur.

For each verification, indicate whether it has been Checked (Yes/ No), or marked N/A if not applicable, and the Completion Date.

This section is to verify that the corrective actions identified in D5 have been effectively implemented.

Depending on the nature of the corrective action **one or more** of these table items are required to be marked as Y. **Evidence is to be attached** (see Attachments section at the bottom of this work instruction).

D6: VERIFICATION OF IMPLEMENTATION OF PERMANENT CORRECTIVE ACTION -

CAPA D6 Checklist

Question	N/A (Y/N)	Due Date	Completed Date	Note
Process Capability(Cp) / Process Capability Index(Cpk)	Y	6-14-2023	6-14-2023	TEST BY CURRY
Test Results				
Attribute Data				

D7: Systemic Prevention (Blue Section)

D7 contains a table of necessary actions that must occur. Indicate which preventative measures have been applied (Yes, No, NA) and the Completion Date.

Depending on the nature of the corrective action **one or more** of these table items are required to be marked as Y. **Evidence is to be attached** (see Attachments section at the bottom of this instruction).

D7: SYSTEMIC PREVENTION -

CAPA D7 Checklist

Question	N/A (Y/N)	Due Date	Completed Date	Note
Training	Y	6-14-2023	6-14-2023	TEST BY CURRY
Work Instructions / Statement of Work				
Failure Mode Effects Analysis				

Attachments (Any Section)

To attach a document or photo to the form, click the paper clip icon in the top-left corner of the screen. Various sections may require you to attach documents (FMEA, pictures, etc.).

FLX Xu, Curry ACC-CHINV CAPA: Supplier Concern & Containment (UX) 2023 (Problem Detail)

Print Change Form **Attachments (0)** DØ: Emergency Response/ Validation DØ: Supplier Rejections DØ: Cost Recovery DØ: Recurrences

Click Add on the following screen, and then choose Upload File. If you upload any standard image format (jpg, gif, png, or bmp), the image will appear on the main screen the next time that screen is refreshed.

FLX Xu, Curry ACC-CHINV CAPA: Supplier Concern & Containment (UX) 2023 (Problem Detail)

Print Change Form Attachments (0) DØ: Emergency Response/ Validation DØ: Supplier Rejections DØ: Cost Recovery DØ: Recurrences

2023 ATTACHMENTS

Add + Edit + Revision History Properties References Download More +

Upload File

Scan Document

Point To File on Local Network/PC

Refer To Existing Document

Create From Existing Document

Web Address

Doc ID	Note	Rev	Rev Date	Size (KB)
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ts for this record.