



Plex: Supplier PPAP

Work Instructions For Accuride Suppliers

Supplier PPAP

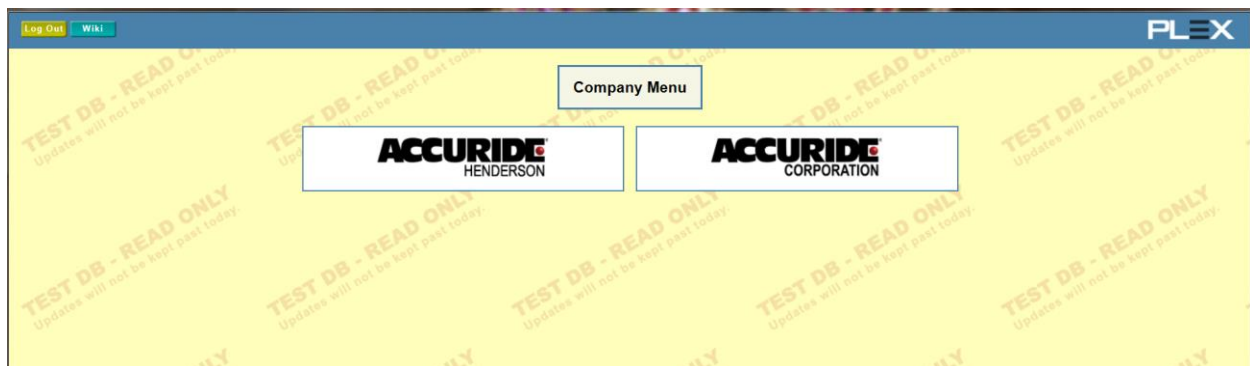
Instructions on Supplier Quality (PPAP Process)

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.

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 first row of data shows PPAP 5, Level 3, Part Rev 50131B, Part Name Blank 22.5, Building, PPAP Status Supplier Review, Status Note, Due Date 1/15/16, Submit Date, and Supplier Acknowledgement Date. Three callout boxes are present: one pointing to the 'PPAP' column header with the text 'Click PPAP to update information for submission to Accuride.', one pointing to the 'Attachments' icon in the top right with the text 'Click Attachments icon to add additional', and one pointing to the 'Checklist' icon in the top right with the text 'Click Checklist icon for Submission Package. Add documents based on level.'

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.

The screenshot shows the 'PPAP Details' screen. The 'SUPPLIER RESULTS' section is active, displaying various fields for submission results. These include: Restrict Substance (checkbox), IMDS Number (text field), ISO Marking Code (checkbox), Material Reporting Methodology (dropdown menu), Safety and/or Gov. Regulation (checkbox), Weight (text field with unit 'kg'), Checking Aid No. (text field), Checking Aid Revision (text field), Production Rate (text field), Production Rate Hours (text field), Submission Results (checkboxes for Dimensional Measurements, appearance criteria, Attach Documentation, Material/Function, Material and Functional Tests, Statistical Process Package, and Safety), Customer Tooling Tagged & Numbered (radio buttons for Yes, No, N/A), Meets Requirements (dropdown menu), Internal personnel onsite for PPAP run (radio buttons for Yes, No), and Supplier Note (text area). At the bottom, there is a 'Status Change Date' field and two buttons: 'Save Changes & Submit' and 'Save Changes Only (No Submission)'. The interface also features a 'Back' button and 'Wiki' and 'Print' links in the top left corner.

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.

PPAP 5 Submission Package				
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.

Back Wiki Print		
Checking Aid No: 123 Checking Aid Revision: 1		
Checking Aid Date: 1/14/2016 Production Rate: 5 Production Rate Hours: 5		
Submission Results: ☒ Dimensional Measurements ☐ Material and Functional Tests ☒ appearance criteria ☐ Statistical Process Package ☐ Attach Documentation ☐ Safety ☐ 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: <i>Supplier Review</i> 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: [] Search

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 navigation links: Back, Wiki, Print, and Email. The Accuride PLEX logo is in the top right. Below the navigation bar is a search section with fields for Part No., Revision, Building, Start Date, End Date, and PPAP No., along with a Search button. The main table has columns: PPAP, Level, Part Rev, Part Name, Building, PPAP Status, Status Note, Due Date, Submit Date, Supplier Acknowledgement Date, and three action icons. The first row shows a PPAP with Level 3, Part Rev 50131B, Part Name Blank 22.5, and Building 22.5. The 'PPAP Status' is 'Approved - Full', which is highlighted with a red box. The 'Status Note' states: 'This is the status note. Supplier needs to do change control plan and resubmit'. The 'Due Date' is 12/11/15 and the 'Submit Date' is 1/15/16.

PPAP	Level	Part Rev	Part Name	Building	PPAP Status	Status Note	Due Date	Submit Date	Supplier Acknowledgement Date			
3	3	50131B	Blank 22.5	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. The search section is the same as the previous screenshot. The main table shows the same row, but the 'PPAP Status' is now 'Approved - In-process', which is highlighted with a red box. The 'Status Note' remains the same: 'This is the status note. Supplier needs to do change control plan and resubmit'. The 'Due Date' is 12/11/15 and the 'Submit Date' is 1/15/16.

PPAP	Level	Part Rev	Part Name	Building	PPAP Status	Status Note	Due Date	Submit Date	Supplier Acknowledgement Date			
3	3	50131B	Blank 22.5	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. The search section is the same as the previous screenshots. The main table shows the same row, but the 'PPAP Status' is now 'Rejected', which is highlighted with a red box. The 'Status Note' remains the same: 'This is the status note. Supplier needs to do change control plan and resubmit'. The 'Due Date' is 12/11/15 and the 'Submit Date' is 1/15/16.

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