



Plex: Cost Recovery (COPE)

Work Instructions for Cost Recoveries (COPE) in Plex

Cost Recovery (COPE)

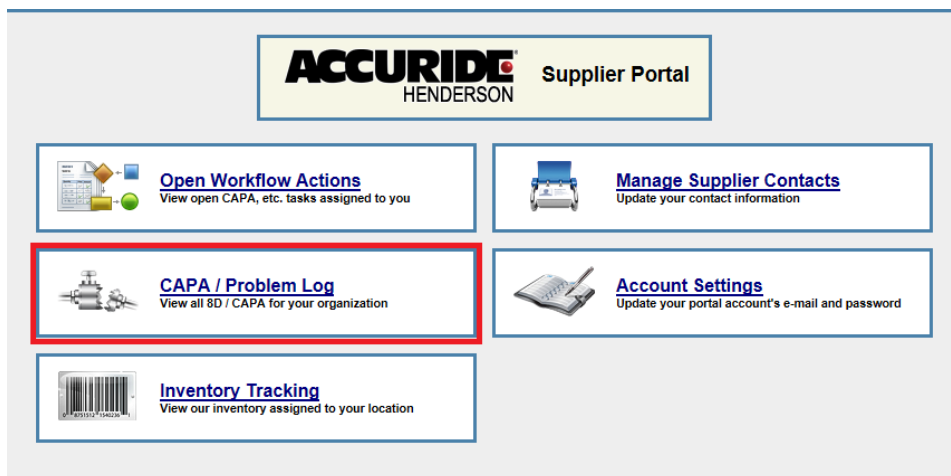
Instructions on Access and Use

As a supplier, you will receive an email notification when there is a Cost Recovery (COPE) 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 concern 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*

Cost Recovery (COPE)

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 Cost Recovery forms issued to your organization, click the **CAPA / Problem Log** option.



You must click **Search** to view all records, including forms you have already addressed in the supplier portal previously.

The screenshot shows the CAPA System search interface. It features a search bar and several filter fields:

- Problem No:
- Part No:
- Date Begin:
- Date End:
- Form Type:
- Status:
- Closed Date Begin:
- Closed Date End:
- Supplier:
- Problem Type:
- Severity:
- Defect:
- Text Search:
- Search:

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

CAPA System

Problem No: Part No: Date Begin: Date End:
 Form Type: Status: Closed Date Begin: Closed Date End:
 Supplier: Problem Type: Severity: Defect:
 Text Search: **Search**

Problems 1 - 16 of 16												
No	Part No	Problem Form	Title	Defect	Status	Problem Owner	Supplier	Customer	Severity	Recorded Date	Rec	
59		Supplier Concern & Containment	Wheel has centerline issues		Pending Review		Test Supplier Quality		3	12/7/15		

Process of Completing Cost Recovery (COPE)

After opening the Supplier Concern or Supplier Cost Recovery, click the hyperlink in the section titled **Cost Recovery** or **DØ: Cost Recovery**

DØ: Cost Recovery	36-1	Submitted	\$900.00	Supplier Status Note:
Cost Recovery	37-1	Open	\$900.00	Supplier Status Note:

You will be directed to the detailed breakdown of this particular cost recovery record. This is the same page you would be directed to if you click the hyperlink in the email notification.

Cost Recovery 36-1

COST RECOVERY PROBLEM REFERENCE	Cost Recovery Problem Number: 36 Supplier Name: Test Supplier Quality Portal Part No: <input type="text"/> Part Name: <input type="text"/>																																																																																
COST RECOVERY TRACKING	Return Shipper No: <input type="text"/> Supplier Claim No: <input type="text"/> Supplier RMA: <input type="text"/> (Authorization issued by the supplier to Accuride)																																																																																
ACTIVITIES	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Unit</th> <th>Rate</th> <th>Currency</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Administration Fee - NCM Notification (with or without 8D/CAPA)</td> <td>1.00 Each</td> <td>150.00</td> <td>USD</td> <td>150.00</td> </tr> <tr> <td>Administration Fee - Warranty Administration Fee</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>Management Fee - OE Customer Incident due to Vendor (CIV)</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>Containment - Material Sorting, Rework managed by Accuride Local Third-party or company personnel</td> <td>10.00 Hour</td> <td>75.00</td> <td>USD</td> <td>750.00</td> </tr> <tr> <td>Containment - Third-party Company mandated by Supplier</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>Defective Material - Returned or Scrapped Parts (without other debit)</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>Material & Process Value Add Loss - Material scrapped caused by component failure</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>Major Problem Management - All involved Accuride Personnel Costs</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>New Product Launch Mgmt. - All involved Accuride Personnel Costs in case of PPAP Submission Failure</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>Warranty - Accuride Warranty Costs including all costs re-charged by Customers</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>Delivery - Labeling issue/Shipping Notice Error Premium Freight cost due to Supplier Production Loss</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>Delivery - Premium Freight costs due to Supplier Production Loss</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>Delivery - Expedited Freight from supplier or to customer</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td>Other Costs - Other Costs due to Supplier</td> <td>0.00</td> <td>0.00</td> <td>USD</td> <td>0.00</td> </tr> <tr> <td style="text-align: right;">Grand Total:</td> <td></td> <td></td> <td>USD</td> <td>900.00</td> </tr> </tbody> </table>		Unit	Rate	Currency	Total	Administration Fee - NCM Notification (with or without 8D/CAPA)	1.00 Each	150.00	USD	150.00	Administration Fee - Warranty Administration Fee	0.00	0.00	USD	0.00	Management Fee - OE Customer Incident due to Vendor (CIV)	0.00	0.00	USD	0.00	Containment - Material Sorting, Rework managed by Accuride Local Third-party or company personnel	10.00 Hour	75.00	USD	750.00	Containment - Third-party Company mandated by Supplier	0.00	0.00	USD	0.00	Defective Material - Returned or Scrapped Parts (without other debit)	0.00	0.00	USD	0.00	Material & Process Value Add Loss - Material scrapped caused by component failure	0.00	0.00	USD	0.00	Major Problem Management - All involved Accuride Personnel Costs	0.00	0.00	USD	0.00	New Product Launch Mgmt. - All involved Accuride Personnel Costs in case of PPAP Submission Failure	0.00	0.00	USD	0.00	Warranty - Accuride Warranty Costs including all costs re-charged by Customers	0.00	0.00	USD	0.00	Delivery - Labeling issue/Shipping Notice Error Premium Freight cost due to Supplier Production Loss	0.00	0.00	USD	0.00	Delivery - Premium Freight costs due to Supplier Production Loss	0.00	0.00	USD	0.00	Delivery - Expedited Freight from supplier or to customer	0.00	0.00	USD	0.00	Other Costs - Other Costs due to Supplier	0.00	0.00	USD	0.00	Grand Total:			USD	900.00
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APPROVALS	Supplier Action: Accept Responsibility Dispute Responsibility <small>Please enter a submission note before selecting your action.</small> Supplier Submission Note: <input type="text"/>																																																																																
STATUS	Cost Recovery Status: Submitted <small>Supplier First View: 11/11/15 12:00 PM Test Supplier Quality 3 Anna</small>																																																																																

You will have 10 calendar days to review the details under **Activities**. In this same time frame, enter a submission note before clicking the blue hyperlink corresponding to whether or not you **Accept Responsibility** or **Dispute Responsibility** under **Approvals**.

APPROVALS	Supplier Action:	Accept Responsibility Dispute Responsibility <i>Please enter a submission note before selecting your action.</i>
	Supplier Submission Note:	<input type="text"/>

Clicking the appropriate link will submit your choice to Accuride Corporation.

If you click **Accept Responsibility** or the 10 day approval period has elapsed, Accuride will create a debit memo for the balance shown. If you **Dispute Responsibility**, Accuride still has the right to debit you for the balance shown if you are deemed liable for the cost. You will be notified when either of these occur.