Accuride Corporation

Plex: Supplier Product/Process Change Notices

Work Instructions for Product/Process Changes Notices Initiated by Suppliers

Product/Process Change Notices
*Instructions on Access and Use*

As an Accuride supplier, we ask that you initiate any notices of Product/Process Changes in Accuride's online supplier portal, called Plex. You may log into the portal and navigate to the appropriate screens using the information below. After Accuride has reviewed your request, you will receive an email with additional information. This email will include a hyperlink directly to the notice will be included at the bottom of the email.

*Note: Before logging in, 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.*

CAPA/Problem Log

Log into Plex using your provided username, password, and company code (**ACC-CORP**). To enter a Product/Process Change Notice, choose the appropriate Accuride location (site affected by the deviation). Below are samples of which sites you will see. Every supplier will have access to the Corporate PCN and any sites that you supply to.

Note: If Accuride determines a PPAP will be required, this will be found in the Corporate PCN.
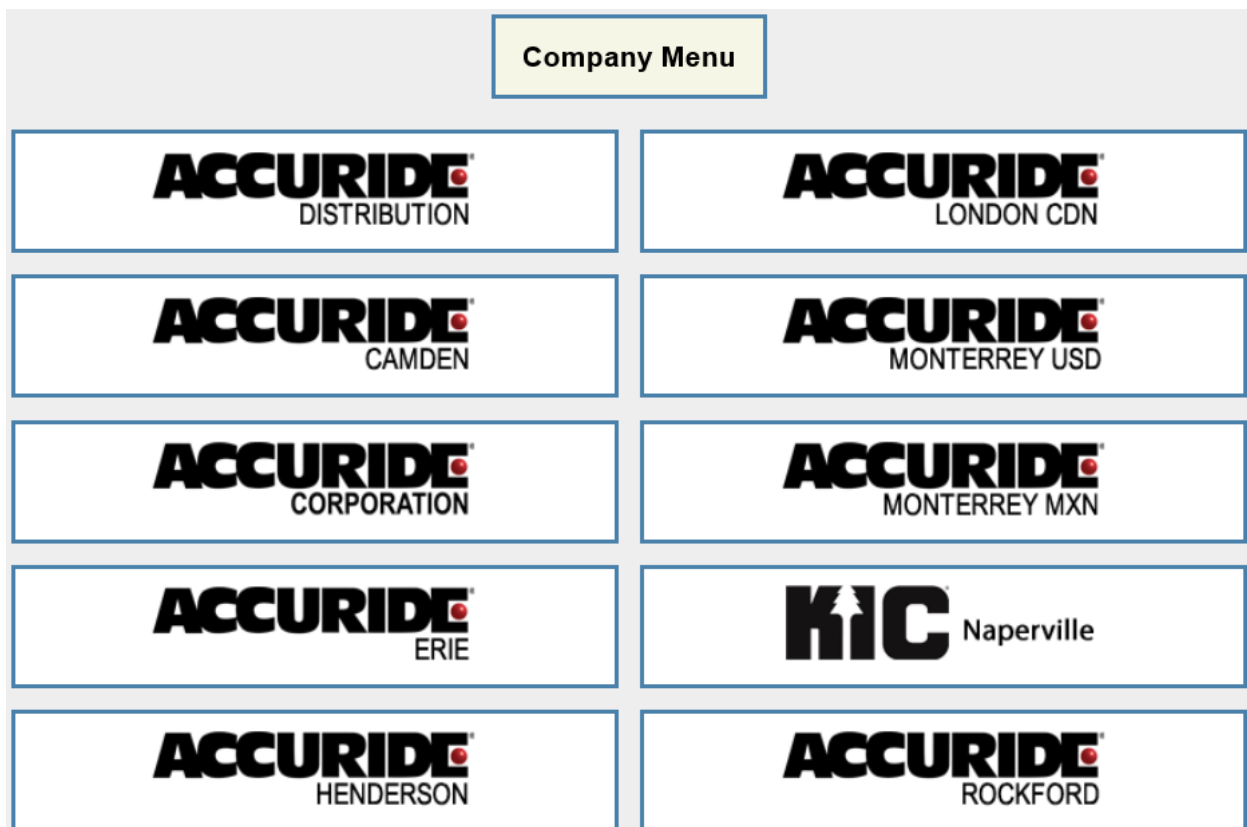
You will then see the screen below, though you may have slightly different options depending on the goods or services you provide. To initiate a deviation or product/process change, click the **CAPA / Problem Log** option.

This will take you to the **CAPA System** screen. Click the **Search** button to view all existing records, including forms you have previously addressed in the supplier portal.

To begin a new product/process change notice, click the **Add** button in the top left corner.

After clicking Add, you will be presented with a series of forms to select. These are in alphabetical order. To enter a product/process change notice, scroll down, and select the **Product/Process Change Notification** hyperlink.

This will take you to the Product/Process Change Notification (PPCN). A portion of this is included below. At the top is a note summarizing the process of adding a PPCN to the system. To complete this form, please fill out **Product/Process Change Details – 4.0 Supplier Explanation/Comments** accordingly. These sections have been highlighted green for your convenience.

Product/Process Change Notification

Note: Complete this form and submit to Accuride whenever customer notification is required by the AIAG PPAP Manual 4th edition in Table 3.1. Accuride Corporation business unit will respond with an acknowledgement and additional clarification or PPAP Requirements. **Step 1:** Fill out all portions of the form that are in green. **Step 2:** Click the add button at the top. **Step 3:** Leave your browser open. **Step 4:** Click the paper clip in the top right corner and attach any necessary documents. **Step 5:** Click the update button at the top. Then close your browser.

Product/Process Change Details — Part No: _____ Rev Level: _____

Design Responsibility — Customer Responsibility: ☐   Organization Responsibility: ☐

1.0 Reason for Change

Reason per Table 3.1 of PPAP Manual:	Select All (X):
Use of other construction or material than was used in the prviously appoved part or product	
Tooling: New or modified tools (except perishable tools), dies, molds, pattersn, etc. including additional or replacement tooling	
Production following upgrade or rearrangement of existing tooling or equipment	
Production from tooling and equipment transferred to a different plant site or from an additional plant site	
Change of supplier for parts, non-equivalent materials, or services (e.g. heat treat, plating)	
Product produced after the tooling has been inactive for volume production for twelve months or more	

After including the appropriate information, click the **Add** button at the top of the screen. This will provide you with a series of additional options as detailed below.

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- spell checks the document
- print all or portions of the document
- will take you to the related workflow actions screen

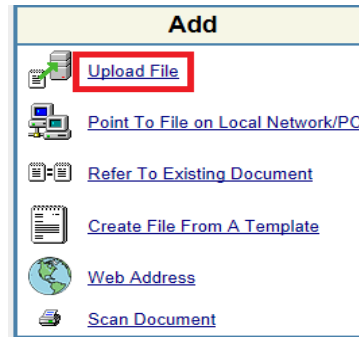- attach images or documents related to this form
- view the change history

As part of the deviation, you are required to attach various forms/images. To attach a document or photo to the form, click the 📎 paper clip icon in the top-right corner of the screen.

Click Add on the following screen, and then choose
Upload File.

After adding the product/process change notice (PPCN) and attaching necessary forms/images, you will receive an email confirming that the PPCN has been submitted to Accuride's Supplier Quality Engineer for review. If this is not in your inbox, check your junk email folder. No action is required from you at this time.

Responding to Accuride's Review

When Accuride finishes its initial review of the PPCN, it will be visible to suppliers in the CAPA/Problem Log system.

Suppliers can access a specific PPCN through a link at the bottom of the email detailing Accuride's decision or by logging into Plex, going to the **CAPA/Problem Log**, and clicking the hyperlink on the **Problem Number**.

Suppliers will receive one of the three emails below based on the outcome of the PPCN.

Email Case 1 – PPAP Required: Accuride has accepted the PPCN, but a PPAP is required as part of the process. The PPAP will be completed within the Corporate PCN.
**Email Case 2 – PPAP Not Required**: Accuride has accepted the PPCN but a PPAP is not required. No additional action is required.
Email Case 3 – Adjustment Needed: Adjustments must be made to the form before Accuride can make a final decision on the PPAP. The action/adjustment required will be detailed in the **Accuride Corporation Review** section on the PPCN form

Changes will often require suppliers to provide additional explanation in the appropriate fields or attach additional documents. To attach additional documents, follow the steps detailed above.

When all appropriate changes have been made, click the **Update** button at the top of the screen. Then click to take you to the workflow actions screen.
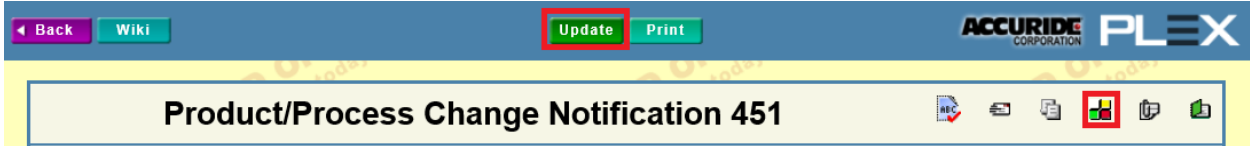
Mark the step **Completed** and click **Update** at the top of the page.
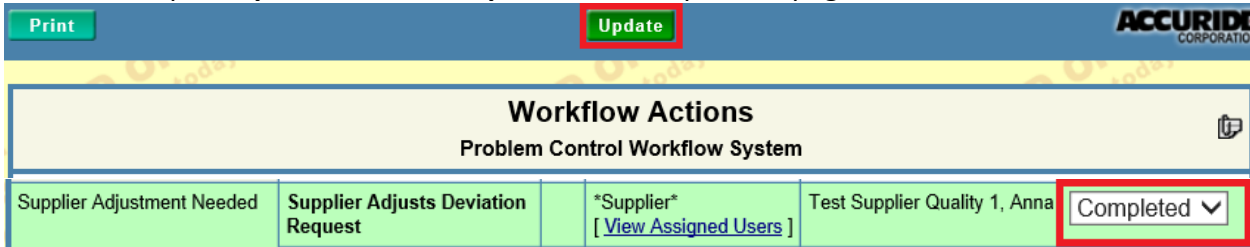
This will resubmit the deviation to Accuride's Supplier Quality Engineer to review.