

Accuride Corporation

Plex: Supplier Deviation

Work Instructions for Deviations Initiated by Suppliers

Supplier Deviations

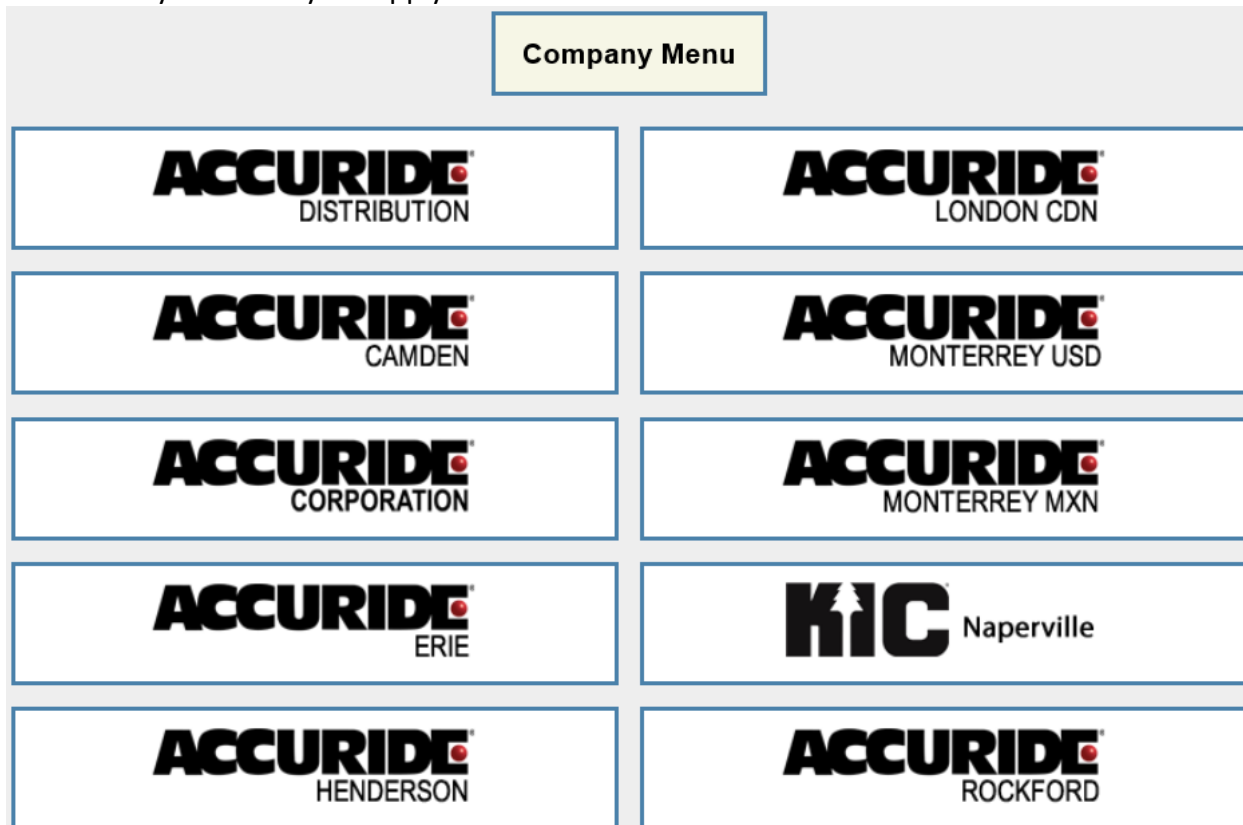
Instructions on Access and Use

As an Accuride supplier, we ask that you initiate any notices of Supplier Deviation 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 deviation, 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.




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.



Supplier Portal




Open Workflow Actions
View open CAPA, etc. tasks assigned to you




Manage Supplier Contacts
Update your contact information



CAPA / Problem Log
Add deviation notice, manage your 8D/CAPA, etc.



Account Settings
Manage contact info, change password, etc.





Inventory Tracking
View our inventory assigned to your location

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 deviation, click the **Add** button in the top left corner.

◀ Back
Wiki
Add
Docs
Print
Print Selected

CAPA System

Problem No:

Part No:

Date Begin:

Date End:

Closed Date Begin:

Closed Date End:

Supplier: Test Supplier Q

Problem Type:

Search

After clicking Add, you will see a series of forms to select from. To enter a Supplier Deviation, select the **Accuride Corporation Supplier Deviation** hyperlink at the top of the list.

[Accuride Corporation Supplier Deviation Request](#)
Form used for non conforming material

This will take you to the Supplier Deviation form. A portion of this is included below. At the top is a note summarizing the process of adding a deviation to the system. To complete this form, please fill out **Section I – Section IV** accordingly. These sections have been highlighted green for your convenience.

Back Wiki **Add** Print

Accuride Corporation Supplier Deviation Request

Note: Times Roman 3

*Suppliers shall request, in writing, a deviation before shipping non-conforming material to an Accuride business using this form. The system will email the request to Buyer and/or Quality Engineer/Manager. Product cannot be shipped/received until approval is provided for this request. **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.*

Section I: Type of Request/Duration (Required)	Parts Already Shipped: <input type="checkbox"/>	Permanent: <input type="checkbox"/>
	Parts to be Supplied: <input type="checkbox"/>	Requested Deviation Until: <input type="text"/>

Section I: Attached Images Special Section Attachment Image Viewer Will Be Used

Section II: Deviation Details	Deviation Description: <input style="background-color: yellow;" type="text"/>	
	Part No: <input style="background-color: yellow;" type="text"/>	Rev Level: <input style="background-color: yellow;" type="text"/>
	Quantity: <input style="background-color: yellow;" type="text"/>	Part Date: <input style="background-color: yellow;" type="text"/>

Times Roman 3

Current Specification - (Attach referenced drawing or specification with submission)

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.

Accuride Corporation Supplier Deviation Request 450

- 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; images will be viewable in **Section 1: Attached Images**
- 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**. 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.



After adding the deviation and attaching necessary forms/images, you will receive an email confirming that the deviation request has been submitted to Accuride’s Quality Manager 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 deviation, it will be visible to suppliers in the CAPA/Problem Log system.

Suppliers can access a specific deviation 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**.

CAPA System													
Problem No: <input type="text"/>		Part No: <input type="text"/>		Date Begin: <input type="text"/>		Date End: <input type="text"/>		Supplier: Test Supplier Q		Problem Type: <input type="text"/>		Search	
Closed Date Begin: <input type="text"/>		Closed Date End: <input type="text"/>											
Problems 1 - 1 of 1													
No	Part No	Defect	Brief Description	Problem Form	Status	Problem Owner	Supplier	Customer	Severity	Recorded Date	Date	Closed Date	Rec
450	9226		Test deviation	Accuride Corporation Supplier Deviation Request	In Process		Test Supplier Quality			9/20/17	9/20/17		

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


Email Case 1 – Accepted: Accuride has accepted the proposed deviation. No action is required.

Email Case 2 – Rejected: Accuride has rejected the proposed deviation. Additional information can be found in the section **Accuride: Deviation Request Status** on the deviation form.

Email Case 3 – Adjustment Needed: Adjustments must be made to the form before Accuride can make a final decision on the deviation. The action/adjustment required will be detailed in the **Accuride: Deviation Request Status** section on the deviation form.

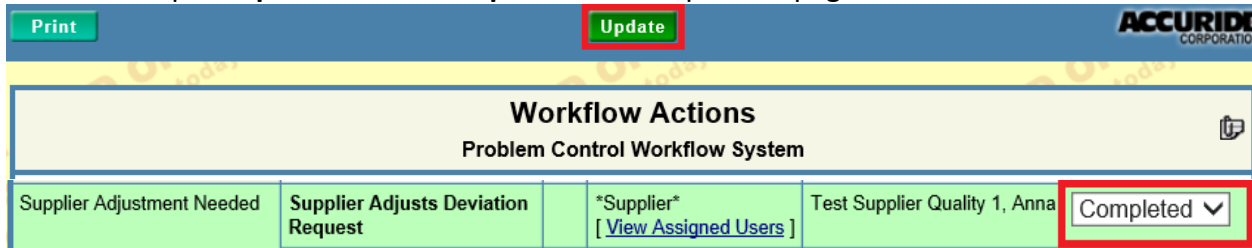
Accuride: Deviation Request Status	Supplier: <i>Test Supplier Quality</i>	Current Status: <i>In Process</i>
Analysis/Disposition/Comments: <i>This is the section of the form where Accuride will include any analysis or comments. If any changes need to be made to the deviation request before Accuride will approve it, that information can be found here.</i>		

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 Quality Manager to review.