Stant	Document Number & Revision	Date Effective
WORK INSTRUCTION	SQWI-001 Rev. 4	26 SEP 2019

Title: Supplier Certifications (Plex) - Suppliers

1   Revision History

REV	DATE	REVISED BY	SUMMARY OF CHANGE
1	06-12-2018	Dan Rosenthal	New Document
2	10-19-2018	Dan Rosenthal	Section 5.18 – Editing expired cert record.
3	02-28-2019	Dan Rosenthal	Section 5.12 – Wall to Wall audit expirations
4	09-26-2019	Dan Rosenthal	Wall to Wall audit required for "New" suppliers

2   Purpose

2.1   The purpose of this document is to provide step by step Work Instructions related to the Supplier's use of the Certification Management function in Plex. This is a mandatory function to be up kept by the Supplier. To be compliant the minimum attachments need to be a valid ISO 9001 or IATF 16949 and a valid Stant Wall to Wall audit (for new suppliers).

3   Responsibilities

3.1   Supplier– Enters Document Records, Attachments, Valid dates, and Expiration dates.

3.2   Stant Supplier Quality – Verifies documents.

4   Process Flowchart

5   Procedure

5.1   All required and optional Certifications need to be uploaded to the Plex System and managed by the Supplier.

    5.1.1   Failure to manage your Certifications and keep them updated will result in deductions on your Supplier Scorecard.

5.2   These documents are a critical part of our Supplier Management Process, and will affect the sourcing of the Supplier for new programs.

5.3   Some examples of documents that will be in this system are…

    5.3.1   Signed Non-Disclosure Agreements

    5.3.2   Supplier Quality Manual Acknowledgements

    5.3.3   ISO 9001, ISO 14001, IATF 16949, etc.

    5.3.4   Stant Conducted Wall to Wall Surveys (Posted by Stant if applicable)

    5.3.5   Supplier Self-Assessment Wall to Wall Surveys

    5.3.6   Required CQI Audit Results

    5.3.7   Other certifications/documents Stant should be aware of or that Stant requires.

5.4   First you must log into Plex.

5.5   Next you will choose the HQ PCN. All Certs must be stored in HQ!

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5.6 Next you will go to the Supplier Quality Management Link.

5.7 Your Supplier Name should show up at this point. For testing purposes this Supplier is called TestSupplier. Please click on the link to get to your Supplier's page.

5.8 You'll now see various Supplier details. The next step will be to Add/Delete Certifications in the Certifications section

5.9 Once the link is clicked you will see your current Certifications added. It's very important your valid and expiration dates are set correctly as these will trigger alerts in the future. Stant will also be verifying these dates are matching the documentation.

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5.10   To Add you first will select from the drop down of Certifications. If you choose "other cert", please type in the notes what this cert entails. Otherwise, notes are for any added info and are optional.

    5.10.1 If you need to edit an expired cert to enter the new active cert please go to step 5.18.

5.11   You then enter the Valid and Expiration date. The documents that do not have expirations can be entered for two years and can be reviewed and resubmitted at those intervals. The documents with expirations should be entered as stated.

5.12   Wall to Wall audits will expire after two years. If good quality scores and green scorecard, Stant has the ability to extend for another two years. A minimum of a Self-Assessment W2W audit is required when requested by a Stant SQE.

5.13   Once dates are added you can click the green plus sign to add the record.

    5.13.1 Keep in mind this does NOT add your attachment of the actual Cert which is mandatory. This will happen on the next step.

TestSupplier Certifications				
Certification	**Note**	**Valid Date**	**Expiration Date**	
IATF 16949	Test Cert	5/29/2018	6/27/2020	
IATF 16949	TEST ALREADY EXPIRED	5/29/2018	6/5/2018	
ISO 14001	Test Cert	5/3/2018	5/13/2020	
ISO 9001	TEST EXPIRES IN 60 DAYS	5/31/2018	8/4/2018	
Supplier Quality Manual Acknowledgment		5/21/2018	5/8/2020	
IATF 16949 ▼	TESTING ADDITION	6/12/2018	6/18/2020	+

5.14   Once you add the Record you must add the Document(s) related. You can do this by clicking on the paper/paperclip. This will be grey until you add something in which case it will turn yellow.

    5.14.1 The red "X" can delete the records for Certs added by mistake. Expired Certs should NOT be deleted.

IATF 16949	TESTING ADDITION	6/12/2018	6/18/2020	

5.15   Next click the Add button in the top left to continue adding an attachment.

◀ Back	Wiki	DL Mode	Add		Done

Stant-HQ Supplier Certification Attachments
Connersville, Indiana

IATF 16949

This document currently has no attachments.

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
5.16   Once the Document is added you can click "Done" to take you back to the Cert main screen. Or add additional documents.

5.17   The paper/paperclip will now be yellow showing the attachment has been added. Cert's will not be confirmed by Stant without attachments!

5.18   Continue this process until all necessary Certifications are added.

5.19   If a Cert expires and needs to be replaced the dates can be changed and a new Cert can be attached to the record. It's important to leave the old certs and edit the record so we have a history of the Certs.

5.19.1   Add the Cert attachment to the record just as though you added in previous steps.

5.19.2   Once added you can change the dates by clicking on them and editing. Once edited please click on the save icon as shown in the screenshot below. Once you save, the dates should be updated and this process is complete.

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5.20   Plex will send notification emails to your Plex contact when the Certification is expiring and when it has expired. It's Stant's expectation that Suppliers do not let these Certificates expire without new valid Certs.

5.21   If any questions come up during this process, please contact your Plant Supplier Quality Engineer.

6   References/Forms

7   Opportunities and Risks

7.1   The planning procedure P-600 for Planning for the Quality management system addresses opportunities and risks (risk-based thinking).

8   Definitions

Terms and acronyms used within the document may be described in the Stant Terminology Sheet.

9   Approvals

Documents are reviewed and approved by the appropriate management levels as designated in Form F-750-003, Document Approval Form.

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