

Title: Supplier Scorecard - Plex

**1 Revision History**

REV	DATE	REVISED BY	SUMMARY OF CHANGE
1	5/31/2019	D. Rosenthal	Document Release

**2 Purpose**

2.1 To track and share Stant Supplier Scorecards in Plex.

**3 Responsibilities**

3.1 Plant Supplier Quality is responsible for Supplier Scorecard Data.

3.2 Suppliers are responsible for reviewing scorecards, and if inaccurate, contacting Stant for corrections with the appropriate evidence.

3.3 Stant Supplier Quality Manager is the owner of the Scorecard module in Plex.

**4 Process Flowchart****5 Procedure****5.1 Scorecard Details**

5.1.1 The Supplier Scorecard is populated each month, for the prior month. There are two different types of scores in the scorecard, auto-populated items, and manually populated items.

**Auto-Populated Items**

5.1.1.1 These Scorecard items are automatically populated from the Master Data in Plex. These will have references to the exact data determining the total score on the scorecard. The two items automatically populated are Problem Records (VMIR's) and PPM (Parts per million defective).

**VMIR's** – Issues resulting in a VMIR to the supplier in the month specified will result in deductions to the supplier's scorecard. Links to the specific issues will be available in the Scorecard Module.

**PPM** – Issues with parts that are determined to be out of spec/not functional will be included in this number. The higher the PPM the lower the score will be on the scorecard.

**Manually-Populated Items**

5.1.1.2 These Scorecard items are manually populated. Issues incurred at the plants drive what will be entered into the Scorecard. Data behind these scores will need to be obtained by inquiry to a Stant Plant SQE. The two items manually populated are Delivery and SPPAP / Partnership.

**Delivery** – Points to be deducted for any instances of premium freight and or non-conforming delivery timing (Late, wrong routing, etc.)

<b>Stant</b> <b>WORK INSTRUCTION</b>	Document Number & Revision SQWI-004 REV 1	Date Effective 31 MAY 2019
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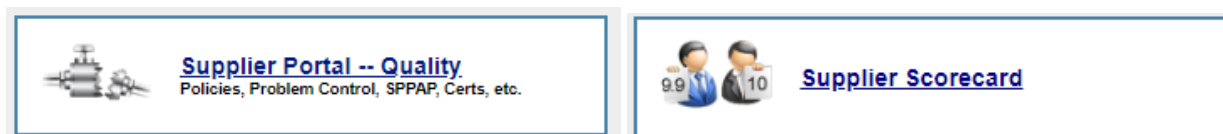
**SPPAP / Partnership** – Points to be deducted for late Supplier PPAP submissions, expired certifications (ISO/IATF,etc.) and/or non-responsiveness to issues, etc.

## 5.2 Scorecard Navigation

- 5.2.1 First you must log-in to Plex and navigate, in the PCN/Stant plant that you are looking for your score in  
1<sup>st</sup> –



2<sup>nd</sup> - select Supplier Portal – Quality, then Supplier Scorecard.



- 5.2.2 You can then change your period to reflect the period you'd like to see your score in. The Metric category can be left blank to show you the entire scorecard.

TestSupplier - Supplier Scorecard Detail	
Period:	Mar 2019
Metric:	Feb 2019
	Jan 2019
Supplier:	TestSupplier
Duns:	
City:	
State:	

- 5.2.3 Once selecting the period, the Scorecard will automatically be updated. You know what Scorecard you're viewing by looking in the top right of the Scorecard (Red rectangle below). The title of the Scorecard will include the Stant plant PCN name.
- 5.2.4 The Supplier can dig down into data of the auto populated fields by clicking on the hyperlinked number under the "Data" column (Green rectangle). This will lead you to the information. The auto populated fields are mentioned in section 5.1.1.1. The "Score: column shows your actual points for the month (yellow), the "Max" column shows the total points possible, and the Total Score row shows total points possible and total points earned (Orange).

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Stant-CV Supplier Scorecard				
TestSupplier		Mar 2019 Last Calculated: 4/25/19		
Quality		Max	Score	Data
PPM		25	25	0
Problem Records		25	25	0
Total		50	50	
Total Score		50	50	

5.2.5 This data can be printed by clicking the print button on the top left of the screen and following the prompts.



5.2.6 To review your score over time you can click into the Score Comparison link.




5.2.7 You can revise a number of different filters at the top of the page to review your scores over time, along with the average score from that time period.

### 5.3 Stant Scorecard Usage and Dispute Process

5.3.1 The Scorecard is an important tool for Stant and can be used in a number of different ways. These include initiation of corrective action to improve score, initiation of Wall to Wall Audit at supplier site, or can be used to initiate other improvement activities. The scorecard will also be used in sourcing decisions and can affect a supplier's ability to win Stant business.

5.3.2 Please contact your local Stant Supplier Quality Engineer for any scorecard inquiries or questions about this process. It is the supplier's responsibility to send all disputes formally to the Stant SQE and the Stant Supplier Quality Manager by the end of the month following score posting. January scores must be disputed by the end of March, etc. All disputes placed after this time period will not result in any scores being updated. If a dispute is deemed approved and the appropriate evidence is provided by the supplier, the score will be updated.

## 6 References/Forms

## 7 Definitions

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

## 8 Approvals

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