



Plex Contacts and Certificate Management Supplier guide

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Quality Certificate Management by Plex



The Plex Manufacturing Cloud is a comprehensive manufacturing ERP software that covers all functions across the entire manufacturing enterprise. It is Henniges standard worldwide.

This document will help you get started to:

- Access, add / delete, upload and modify quality system certificates
- Update supplier contacts;
- Receive certificates expiration reminders and interact with Plex.

According to Supplier Quality Manual GLB QM 02, available at www.hennigesautomotive.com, suppliers must implement and maintain a quality management system

Supplier View – Requirements and Set up



Requirements

First, you need a computer with access to the Internet. A high-speed connection like, cable modem, or DSL works best.

Second, you need a modern web browser. Plex supports the most recent versions of Internet Explorer, Google Chrome, and Mozilla Firefox. Safari is also supported for Mac OS X and iPad. For more detailed information, see our Official Browser Support Policy.



Setup

Plex works with no software installation and very little setup.

BROWSER REFRESHING

Most Websites are static, but Plex is dynamic, so set your web browser preferences to always load content from the server instead of the browser cache.

For example, in Internet Explorer, do the following:

1. Choose Tools → Internet Options; 2. On the General tab, in the Browsing History section, click Settings.
3. In the Website Data Settings dialog box, for Check for newer versions of stored pages, select Every time I visit the webpage.

SCREEN RESOLUTION

All Plex screens are designed for 1024x768 or higher resolution.

Supplier Login – Reset Password

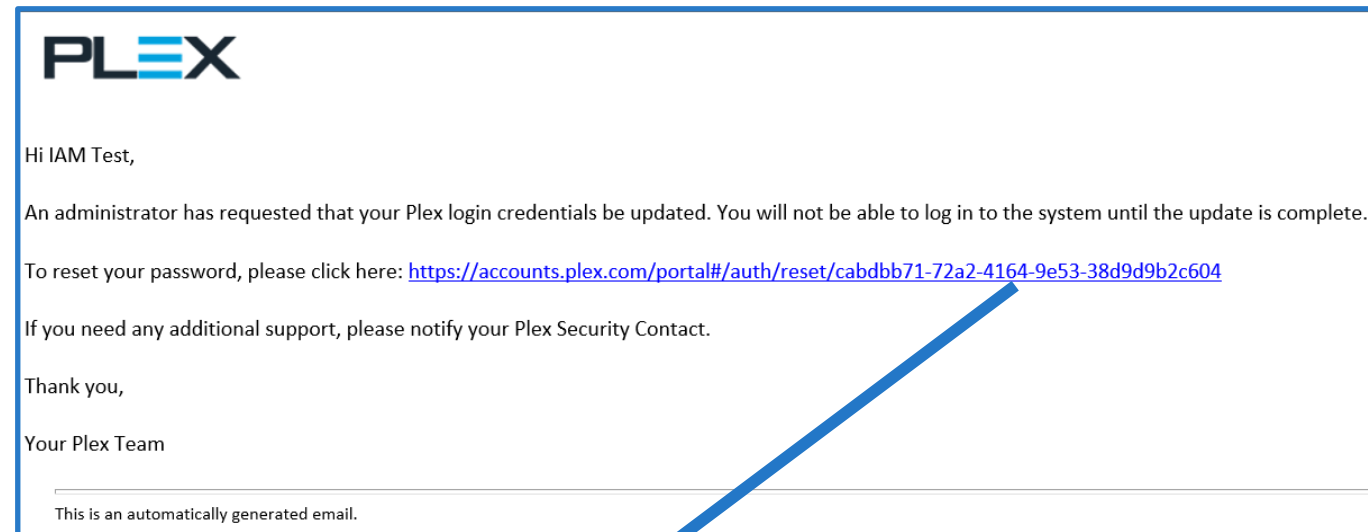
You will receive this email from noreply@plex.com

Click the link to open the window and change your password. The link is only valid for 1 hour. Go to the next slide if your link has expired.

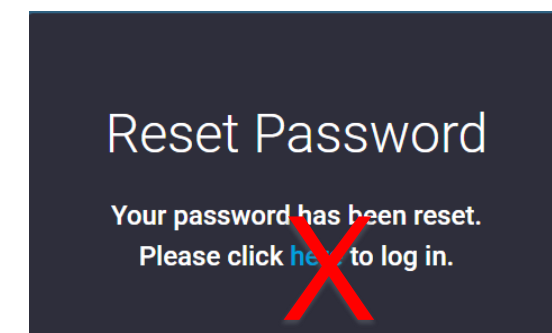
Do not use the suggested URL to login. (The “suggested URL” is the one with the **X**.)

This is an automated Plex link, that cannot be removed, which has been reported as needing to be corrected.)

After password reset, use this URL:
<https://www.plexonline.com/signon/>

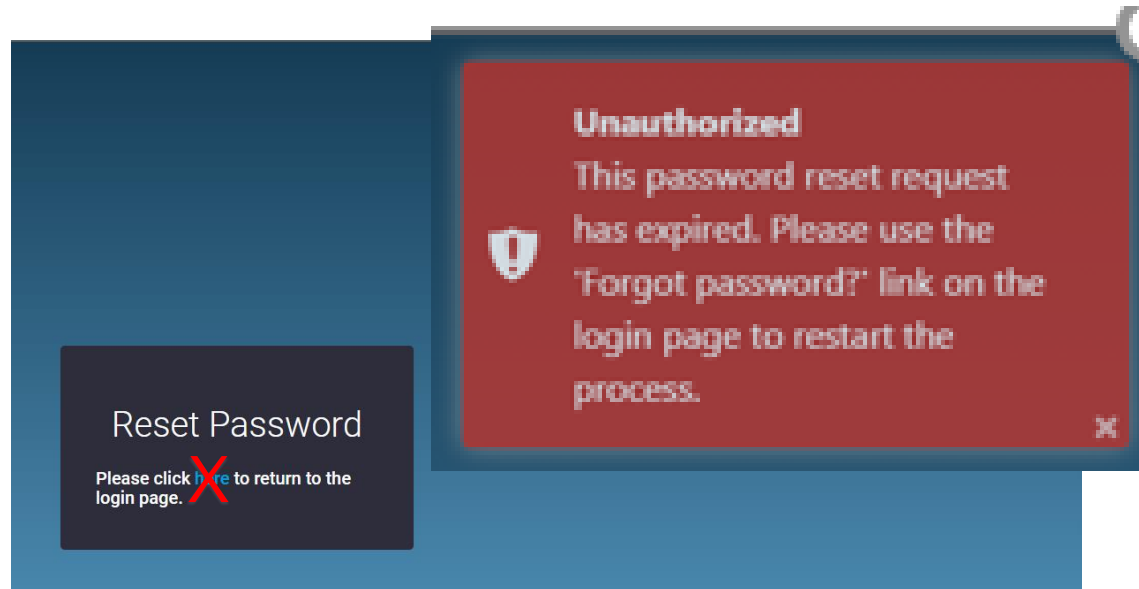


The screenshot shows a dark-themed "Reset Password" form. It has two input fields: "New Password" and "Confirm New Password". Below the fields is a "Submit" button. A blue arrow points from the "Submit" button to the "Reset Password" confirmation screen on the next slide.



<https://www.plexonline.com/signon/>

Supplier Login – Reset link expired




1. Go to <https://www.plexonline.com/signon/>
2. Enter Company Code and Username
3. Click Forgot Password

The screenshot shows the PLEX "Forgot Password?" form. It has a dark blue background with the PLEX logo at the top. The form contains two input fields: "Username" with the value "iam.test.ha" and "Company Code" with the value "henniges-co". There is a blue "Submit" button at the bottom right and a "Cancel" link at the bottom.

The screenshot shows the PLEX login page. It has a dark blue background with the PLEX logo at the top. Below the logo, it says "henniges-co" and "iam.test.ha". There is a password input field labeled "Enter your password:" and a blue "Sign in" button. A blue arrow points from the "Forgot Password" step in the list above to the "Forgot password?" link at the bottom right of the page.

Supplier Login – Forgot password




Forgot Password?

Username

Company Code

Submit

[Cancel](#)



Forgot Password?

An email has been sent to ~~jul***@hennigesautomotive.com~~. Please follow the instructions to complete the password reset process.

[Back](#)



Hi IAM Test,

A password change has been requested. If you did not initiate this request, please ignore this message and your password will remain unchanged.

To reset your password, please click here: <https://accounts.plex.com/portal#/auth/reset/f7d31579-4a98-4f8e-be88-e1f95bf997b3>

The above link will be valid for 1 hour. This is a secure link and should not be shared.

If you need any additional support, please notify your Plex Security Contact.

Thank you,

Your Plex Team


This is an automatically generated email.

An automated email will be sent from noreply@plex.com to the email registered with the account and contains a new link

Supplier Login - <https://www.plexonline.com/signon/>

- Key in the company code – Henniges-Co
- Key in the Username sent by Henniges Automotive
- Key in your password that you created

Company Code




Let's get started.

Enter your company code:

Next >

User ID




henniges-co ✎

Enter your username:

Next >

Password



henniges-co ✎

iam.test.ha ✎

Enter your password:

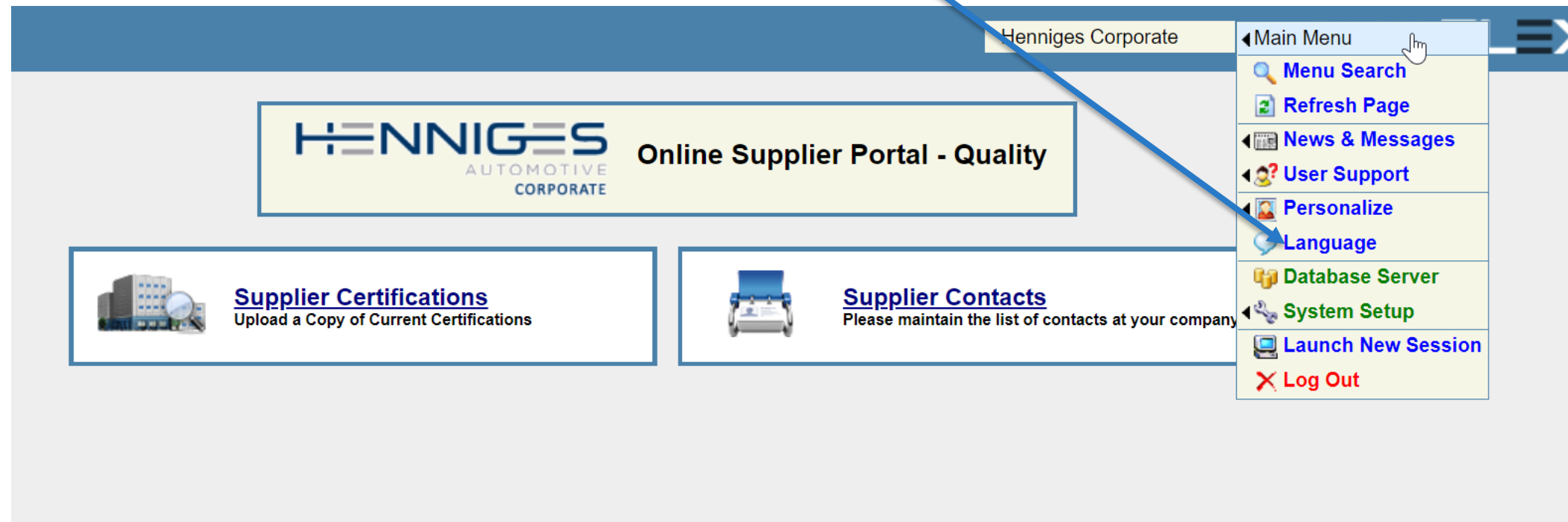
Sign in

[Forgot password?](#)

Plex environment – basic orientation

This is the main workplace. There are modules available - at the moment Certifications and Contact, but there will be more in later phases (we're planning to launch modules for RFQ, 8D problem solving and Supplier Scorecard within several months).

If you hover your mouse near top right corner, a menu will pop up. You can for example change your language setting in there.



Tasks for you

There are two tasks to complete for you. One per the module


- Adding your Contacts
- Adding your Certificates

Log Out Wiki

HENNIGES AUTOMOTIVE CORPORATE PLEX

HENNIGES AUTOMOTIVE CORPORATE Online Supplier Portal - Quality

 **Supplier Certifications**
Upload a Copy of Current Certifications

 **Supplier Contacts**
Please maintain the list of contacts at your company

Supplier contacts

There are several contacts we need you to upload into the system. To allow the communication between the system and the Supplier – also the notifications will be utilising these contacts (as appropriate).

- Plant Manager
- Quality manager
- Quality representative
- Sales Manager / Key account
- Log Manager / Customer service



How to add them? Simply click the green „Add“ button on the top of the screen

Export **Add**

Cert Test Contacts

Supplier Code: Last Name: First Name:

Title: Contact Category: Note:

Search

Supplier contacts - adding

Add

Contact

First Name: John

Last Name: Doe

Title: Mr.

Contact Type: Supplier

Customer:

Supplier:

Other Company Name:

Category: Plant Manager

Notes:

Contact Group(s): EU

Office Phone: +1-202-555-0155

Office Fax: +1-202-555-0155

Mobile Phone: +1-202-555-0155

Home Phone:

Email: john.doe@supplier.co.us

Please add the contact details - at minimum name, emails, phone numbers. Upon finishing completing the form, click green „Add“ button.

NOTE – Make sure the Contact type is set to „Supplier“

NOTE 2 – Make sure the Contact Group is selected (EU, CN, US)

NOTE 3 – Make sure the phone numbers are listed with country code

Do not forget to pick a right Category

Category: Plant Manager

Notes: Customer Service / Logistics

Plant Manager

Quality Engineer

Quality Manager

Sales

Supplier contact

This would return you to an overview table:

Cert Test Contacts

Supplier Code: Cert Test

Title:

Last Name:

Contact Category:

First Name:

Note:

Search

You can then add the other contacts, until you have all required contact uploaded. **Remember, you're required to have at least one contact per Category populated.**

Once finished, you can go back to main screen by clicking purple „Back“ button

◀ Back

Wiki

Download

Export ▼

Supplier Code:

Supplier Certificates

This is the Certs main screen – so far it's empty

BackWikiReports

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Cert Test Management

Supplier Code	Supplier Name	Type	Category	Status	Group	Rating	Certifications	Problems	Supplier Scorecard Score	Email	Note	
[REDACTED]	[REDACTED]	Test	UTO - Utilities- Other	Active	NA			0		[REDACTED]		

1 Suppliers

Click on hyperlinked Supplier Code to open up Supplier detail window

Supplier overview

Update

Supplier

Details

Name: Certification Test (Full Name of the Supplier)
Supplier Status: Active
Supplier Code: Cert Test (an abbreviated name for the Supplier)
Supplier Group: NA
Supplier Category: UTO - Utilities- Other
Common Supplier Name:
DUNS No:
Annual Revenue (): 0
Default Currency:
PPM Category:

Certifications

Supplier Has No Certifications Assigned
[Add/Delete Certifications](#)

Sign Offs

Supplier Has No Sign Offs

Overall Rating

Supplier Rating:

Supplier Contact Information

Contact Name: Tomas Studzinski
Phone:
Fax:
Web Address:
Supplier Email:
Contact Note:
Address:
Country: USA
State:
City:
Zip:

Users

Name	Title	Department	Phone	Email	Role(s)
Tomas Studzinski	Supplier	Quality		tomas.studzinski@hennigesautomotive.com	Supplier Portal

To add a Cert, click „Add/Delete Certifications“

We need to you upload all the relevant certifications - for the quality, environmental management systems or in some cases also personal certifications, if it's required by our customers

Adding a cert

- A2LA
- IATF 16949
- ISO 14001
- ISO 45001
- ISO 50001
- ISO 9001
- ISO 9002
- OHASAS 18001
- Other
- PSB/PSCR
- QS 9000
- TS 16949
- VDA 6.1

Cert Test Certifications				
Certification	Note	Valid Date	Expiration Date	
This Supplier Has No Certifications, Add Certifications Below				
IATF 16949	plant stand alone certification, TUV SUD	9/30/2020	9/30/2023	+
















- Pick a type of certification from the drop down menu
- Enter the note (usually certification body, type of certificate, cert number or other relevant information)
- Select the dates of validity and expiration
- Click green „+“ to add

Supplier cert upload

Once the certificate is added to a table, you can upload the cert itself by clicking at the „attachment icon“

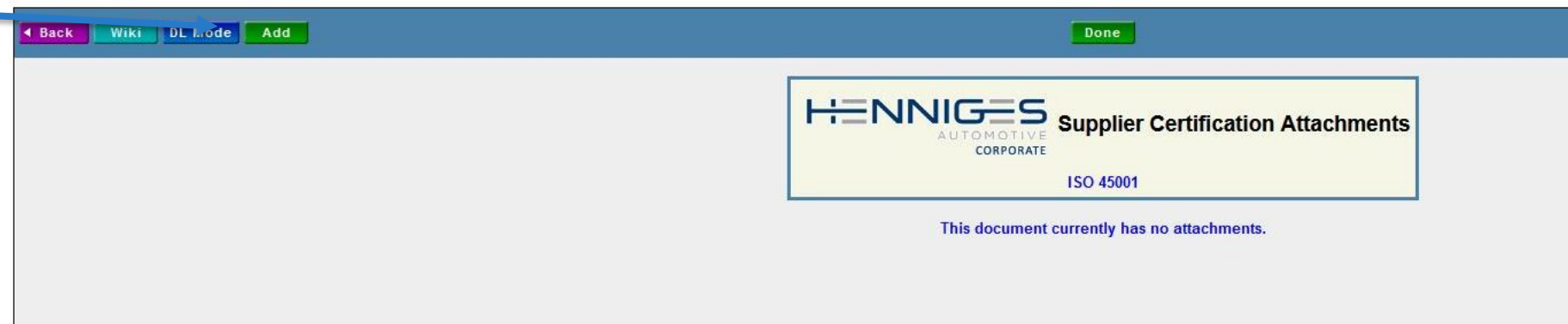
NOTE - if there is no attachment, the icon is grey, once uploaded, it turns yellow

Cert Test Certifications

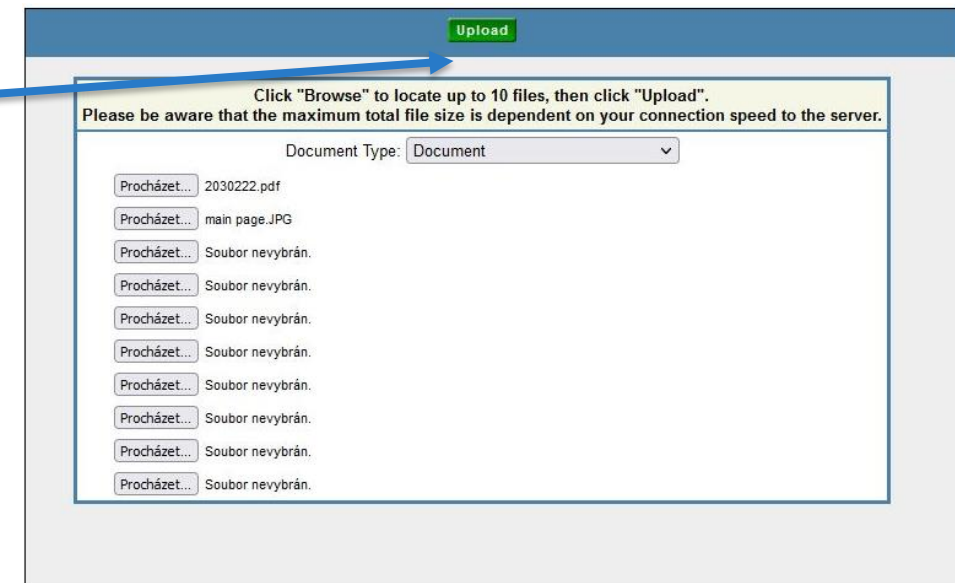
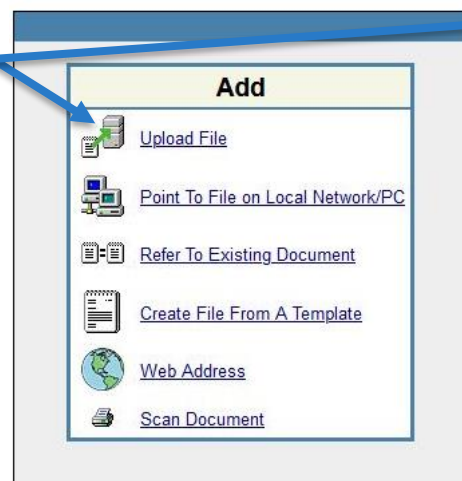
Certification	Note	Valid Date	Expiration Date	
IATF 16949	plant stand alone certification, TUV SUD	9/30/2020	9/30/2023	  
ISO 45001	corporate certificate, Lloyd's Reg, cert no 2021-ABCDEF	5/15/2021	5/14/2023	  
OHASAS 18001	old standard, recertification to ISO 45001	8/31/2019	5/31/2021	  
PSB/PSCR	Personal certification Mr. John Doe, cert no 2021-123456789	8/10/2021	8/10/2023	  
<div style="border: 1px solid #ccc; padding: 2px;">ISO 9001</div>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> 	<input style="width: 95%;" type="text"/> 	

Selecting a cert and upload

This is showing there is no document attached yet. Please click green „Add“ button



... Select „Upload File“ and pick a location of a file at your computer. Please select a Document type as Document. Once selected, click on green „Upload“ button




Supplier certs - uploaded

On this page you can open the document, re-upload, delete or review the history of upload. Once finished, click green „Done“ button

Add







Export

Done



Supplier Certification Attachments

IATF 16949

Document Name	Doc ID	Rev	Rev Date	Size (KB)	Edit	Re-Upload	Delete	Details	Rev Log	Dist Log
 2 [REDACTED]		1	8/31/21 8:02 PM	151.07				 Ref		

You can now repeat the same steps to upload all necessary certifications

Supplier certs notifications.

Once the certifications were uploaded, you will be notified via email when the expiration date is coming.

Supplier Certificates Expired



Quality@hennigesautomotive.com
Komu [REDACTED]



Hello [REDACTED]. This is an automatic notification to remind you that your quality system certificates are expired.

Certificate: OHASAS 18001

Begin Date: Aug 31 2019 12:00AM

Expiration Date: May 31 2021 12:00AM

According to Henniges Supplier Quality Manual, you must have a valid quality system certificate in order to assure the deliveries of your products to Henniges and to quote new projects. Please use this link to upload the valid certificate and the new expiration date. <https://www.plexus-online.com> You are also able to update your contact list in Henniges' Supplier Portal. In case of doubts, contact your Henniges SQA directly.

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You will be also getting notifications that the certs were uploaded.

Thank You For Your Attention

ABOUT HENNIGES AUTOMOTIVE

Vision

To become the **global leader of highly-engineered sealing and anti-vibration** components for the transportation industry

Mission

Through teamwork, talent and leadership our customer focused organization will:

- ❖ Develop, retain and attract exceptional people
- ❖ Achieve global manufacturing and supply chain excellence
- ❖ Diversify and broaden our customer base
- ❖ Standardize and optimize our global business processes
- ❖ Excel at process and product innovation

Culture and Values

Foster an environment where team members contribute to the success of our company by:

- ❖ Contributing to the safety and well being of one another, society, and the environment
- ❖ Operating with a sense of urgency and a positive attitude in everything we do
- ❖ Managing by fact with strong team member involvement, commitment and accountability
- ❖ Creating an open and learning environment that drives quality and continuous improvement
- ❖ Conducting business with impeccable ethics, honesty, and integrity

