**Supplier Change Request (SCR)**

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| **Supplier Code (DUNS):**  |
| **Supplier Name:**  |
| **Address:**  |
| **Tel No:**  |
| **Fax No:**  |
| **Part Number:** **Is it a safety part or has <S> / <L> characteristics?** [ ]  Yes [ ]  No |
| **Part Name:** **Are <S> / <L> characteristics affected by the change?** [ ]  Yes [ ]  No |
| **Drawing Number:** **Issue Level/Date:**  |

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| **DETAILS OF CHANGE (to be completed by supplier)** |
| **Reason(s) for change(s)** 🡺 **i.e. change of:**[ ]  design or material [ ]  equipment / tooling (e.g. new, additional or replacement) [ ]  manufacturing technology [ ]  control plan and/or inspection method [ ]  part processing [ ]  other – please specify:[ ]  manufacturing location [ ]  sub-supplier       |
| **Describe change in more detail:**

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1. Requested date of implementation:
2. Timing plan details (esp. considering lead time for tooling, building up safety stock and Initial Sample/PPAP approval) – please attach timing plan:

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1. Detail any risks concerning quality, capacity and delivery requirements:

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| **Signed:** **Date: 28.08.2023 Position:**  |

**Supplier Change Request (SCR)**

1. Will the SCR incur any additional cost? [ ] yes [ ]  no

If yes, what kind of cost - please specify:

Piece price:

Packaging / transport:

Tooling / equipment:

Others:

The completed Supplier Change Request has to be submitted within an appropriate lead time to complete all the planning, change and approval activities. This must be at least 6 months before the intended implementation date of the change.

**MANN+HUMMEL USE ONLY**

**Change Request is**  [ ]  approved [ ]  not approved

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| --- | --- | --- |
| Signed:       | Date:       | Position:       |
| Signed:       | Date:       | Position:       |

 **ISIR / PPAP required** [ ]  yes [ ]  no

If yes, specify submission level: **PPAP level**       or **VDA level**

Any other requirements, please specify:

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| **NOTIFICATION OF COMPLETION** |
| **Date of completion:**  |
| **Date of first production shipment into MANN+HUMMEL:** |
| **Signed:** |
| **Date:** |
| **Position:** |

**Note: Approval by MANN+HUMMEL shall not relieve the Supplier in any way from its
 responsibilities.**