**Supplier Change Request (SCR)**

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| **Supplier Code (DUNS):** |
| **Supplier Name:** |
| **Address:** |
| **Tel No:** |
| **Fax No:** |
| **Part Number:** |
| **Part Name:** |
| **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:**   |  | | --- | |  |  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:  |  | | --- | |  |  1. Detail any risks concerning quality, capacity and delivery requirements:  |  | | --- | |  | |
| **Signed:** **Date: 28.08.2014 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.**