Suppliers must submit a Supplier Change Request Form prior to making any supplier-initiated changes to their products. Supplier must submit the form to their Buyer a minimum of 120 days prior to the implementation date of the change.

Examples of changes requiring this form are:

* Any process change
* The movement or transfer of existing tooling
* The addition or replacement of tooling or machinery
* Any change to a sub-supplier or raw material source

Once submitted, Lacks Purchasing and Quality will review, approve or reject, and return the form to the supplier.

* If approved, the supplier must review the *Instructions to the Supplier* section and comply.
* If rejected, the change may not be implemented.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **To Be Completed By the Supplier:** | | | | | | | |
| **Part # Affected:** |  | | **Request Date:** | | |  | |
| **Supplier:** |  | | | | | | |
| **Supplier Contact:** |  | | **Contact Title:** | | |  | |
| **Contact Email:** |  | | **Contact Phone #:** | | |  | |
| **Contact Signature:** |  | | | | | | |
| **Written Description of the Change and Implementation plan:** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Lacks Approvals:** | | | | **Date** | **Accepted** | | **Rejected** |
| **Purchasing**  \*Required | |  | |  |  | |  |
| **Quality**  \*Required | |  | |  |  | |  |
| **Product Engineering**  (If applicable) | |  | |  |  | |  |
| **Assembly Engineering**  (If applicable) | |  | |  |  | |  |
| **Instructions to the Supplier** (e.g. Is PPAP required? Is a Bank build required?)**:** | | | | | | | |
|  | | | | | | | |