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?)**:**  |
|  |