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Supplier Product & Process Change Request

sonnen Holding GmbH

REV01 – Nov. 4th 2021

POLICY STATEMENT

This policy ensures that any proposed Supplier initiated changes to existing sonnen approved series released production materials and how they are produced, are controlled via the use of this policy. Proposed changes must be controlled & adequate notice given. This will allow thorough and proper assessment of the proposed change. This ensures required testing of the sonnen product using the proposed deviated process and assessment using any potential alternative (deviated) material ensuring the maintenance of the sonnen brand to the highest quality.

Any and all changes shall be submitted to sonnen using the required (SCR) Supplier Change Request form.

TIMING REQUIREMENT OF NOTICE

The SCR form is required to notify sonnen for any and all proposed changes to any production material

All SCR notifications shall be provided to sonnen as early as possible, but at least

- 90 days before intended proposed implementation, or in the case of
- product discontinuance,
 - 180 days prior to last order dates and
 - 365 days prior to last shipment release dates.

Note: The receipt of a Supplier Notification does not signify acceptance by sonnen of the proposed change.

EXAMPLES OF SUPPLIER NOTIFICATIONS

Any change related to a supplier, product or process requires a Supplier Notification. Some examples include but are not limited to:

- Change to an existing manufacturing line or process
- Use of a new manufacturing line, machine or process
- Change of the manufacturing facility
- Change to an inspection process
- Change to production, quality or purchasing software
- Change to a quality system or an organization's key personnel
- Change in the supplier or the material
- Change in the manufacturer of a material
- Change made to a material or process from a sub tier supplier/manufacturer
- Change to product labelling, specifications or datasheet
- Proposed corrections to quality issues, yield or efficiency improvements

DOCUMENTATION

SCR notifications will only be accepted using the following document

- FB_122_supplier_change_request_SCR_formular
- Product Identification (e.g., affected supplier part number(s), affected product lines including specific package types, product family).
- Customer part number(s)
- Detailed description of change(s).

- Method, if applicable, of identifying changed product
- Reason for change(s)
- Anticipated (positive and negative) impact on form, fit, function, quality or reliability
- Proposed First Ship Date for change
- Supplier Qualification plan schedule and/or results, where applicable
- Last date, if applicable, of manufacture of the unchanged product
- Name, address, telephone, email, and fax number of supplier contact

SUBMITTING THE NOTIFICATION

- Submit all Supplier Notifications using Email to: procurement@sonnen.de
- The Supplier Notification and supporting documentation (parts lists, qualification data, etc.) should be an electronically formatted document for programs such as PowerPoint, Word, Adobe(PDF) or Excel
- A separate parts list with the complete part number should be included anytime the Supplier Notification impacts more than 4 part numbers
- The Supplier Notification must be complete, legible, written in English and allow copying of all the text and information
- Verbal communication is unacceptable with the exception of immediate support to an urgent or critical email submittal
- When a notification is categorized as critical or high importance, the supplier should also communicate directly with the sonnen buyer in order to help prioritize processing of the notification.

Document FB_022_supplier_change_request:

Supplier Change Request – SCR



- Temporary Process Change
- Temporary Product Change
- Permanent Process Change
- Permanent Product Change

SCR-Supplier-No # _____

Complete This form and e-mail to procurement@sonnen.de wherever supplier notification is required. sonnen will respond back with an acknowledgement and may request additional with a Product Change Notification-PCN

Sonnen part number:		Specification & Issue	
Description:			
Supplier part number:		Drawing number & Issue	

Supplier Manufacturing Information

Name		
Street Address		
City, State,		
Design Responsibility:	<input type="radio"/> sonnen	<input type="radio"/> Supplier
Supplier Contact		

Change Type:

Material Change	<input type="checkbox"/>	End of Life Notification	<input type="checkbox"/>	Form fit Fuction	<input type="checkbox"/>
Design Specification Change	<input type="checkbox"/>	Cost Savings	<input type="checkbox"/>	Others	<input type="checkbox"/>
Manufacturing Process Change	<input type="checkbox"/>	Quality Improvement	<input type="checkbox"/>		<input type="checkbox"/>

Detailed Description of Product or Process Change Request (Pre/ Post):