

## SUPPLIER CHANGE REQUEST FORM

**Suppliers should use this form to request a "permanent" change.**

As communicated in the Sonny's Carwash Backroom by HFI Procurement Program Manual, PO-0002-PUR, Suppliers are obligated to inform us of any changes in product or the production processes used to produce product for us PRIOR to the change being implemented by the supplier. To properly notify us of a change, we request all suppliers to complete and submit this form. Samples may be required for review and to evaluate potential impact on our product(s).

Before any changes can be implemented, the supplier must receive agreement from us of the change(s) and the impacts associated with the change(s) to provide us with the opportunity to make a last time purchase as needed.

Any changes affecting the form, fit, function, process, or manufacturing location (including all sub-tier suppliers) must be communicated in writing using this form. The proposed changes must be assessed and validated prior to any implementation to ensure compliance with the Buyer. This includes tooling repair/maintenance where such activities affect or involve drawings, Engineering Standard-defined features, and/or product function.

Unapproved changes could result in rejection, issuance of both a non-conformance and/or SCAR. As such, supplier actions should only take place only after formal notification and an agreement is reached on what steps are to be taken and the price impacts associated with them.

**TO BE COMPLETED BY SUPPLIER**

<b>Company Name:</b>	
<b>Date:</b>	
<b>Requestor:</b>	
<b>Requestor Email:</b>	
<b>Requestor Title:</b>	
<b>Requestor Phone:</b>	
<b>Change category (Check all that apply):</b>	<input type="checkbox"/> <b>Material Change</b> <input type="checkbox"/> <b>Sub-tier supplier change</b> <input type="checkbox"/> <b>New method of manufacture (e.g inj mold to extrusion)</b> <input type="checkbox"/> <b>New equipment</b> <input type="checkbox"/> <b>Tooling repair/replacement/extended maintenance</b> <input type="checkbox"/> <b>Substitution/replacement part</b> <input type="checkbox"/> <b>New manufacturing site</b> <input type="checkbox"/> <b>Process moved to new production location in current facility</b> <input type="checkbox"/> <b>Other – Provide information: _____</b>
<b>Sonny's Backroom by HFI Part Number (List only one part number per form):</b>	
<b>Part Revision Level:</b>	
<b>Reason for proposed change:</b>	
<b>Projected/anticipated impact of proposed change:</b>	

**TO BE COMPLETED BY SONNY'S BACKROOM BY HYDRA-FLEX**

<b>Approve change?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No; please provide rejection reason _____</b> <input type="checkbox"/> <b>Convert to temporary deviation request</b>
<b>Approver 1 Name:</b>	
<b>Approver 1 Title:</b>	
<b>Approver 2 Name:</b>	
<b>Approver 2 Title:</b>	