**Supplier Change Request**

**Supplier**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier Name** |  | **E-mail** |  |
| **Issuer Name** |  |  |  |
| **Phone/Fax No.** |  | **Date** |  |

|  |  |
| --- | --- |
| **Phase** | ***Development phase***  **S*eries phase*** |
| **Concerned parts** |  |
| ***(ZKW part number)*** |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Description of change (in detail)** | | |
|  | | |
| **Enclosures** |  | |
| **Reason for change** | | |
|  | | **commercial** |
|  | | **technical** |
|  | | **quality** |
| **Verification of change *(verification plan – DVP&R)*** | | |
|  | | |
| **Enclosures** |  | |

|  |  |
| --- | --- |
| ***Schedule*** | |
| **Processing time** |  |

|  |  |
| --- | --- |
| **Cost impact** | |
| **Enclosures** |  |

**ZKW**

|  |  |  |
| --- | --- | --- |
| **Decision ZKW / change is** | | **checked by / on** |
| **accepted** |  |  |
| **accepted with requirements** |  |  |
| **refused** |  |  |
| **Remarks (reason in case of refuse)** | | |
|  | | |

|  |  |
| --- | --- |
| **Information to ZKW after change by** | **part history**  **sign of packaging**   **pers. information to:\_\_\_\_\_\_\_\_\_\_** |
| **Sampling to ZKW according to** | **PPF**  **PPAP level:\_\_\_\_\_\_\_\_\_\_\_** |