

## Supplier Change Request (SCR)

<b>General</b>		<b>ECR Number:</b> _____	
<b>Supplier/LN ID:</b> _____		<b>Requestor/Title:</b> _____	
<b>Address:</b> _____ _____		<b>Phone Number:</b> _____	
		<b>Fax Number:</b> _____	
<b>Date of Request:</b> _____		<b>Authorized SECR#:</b> _____	
		<b>Email:</b> _____	
<b>Section 1 – Change Request</b>			
<b>1. Request Type</b> <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Drawing Change <input type="checkbox"/> Supplier Change</div><div><input type="checkbox"/> Manufacturing Change – (Circle One): location, process, tooling, Supplier of Material, Tolerance, Dimensional <input type="checkbox"/> Other</div></div>			
<b>2. Part Number</b> _____		<b>Revision:</b> _____	
		<b>Tool Asset #(s)</b> _____	
<b>Part Description:</b> _____			
<b>3. Description of Current Process or Specification:</b> Attachments? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>4. Reason for Change and Description of Process or Specification:</b>			
<b>5. Qualification Plan Attached?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>6. Proposed Change Effectivity Date:</b> (Note: Change approval may take an extended period of time when Progress Rail customer approval is required. Changes shall not be implemented prior to the receipt of written approval from Progress Rail.) <div style="text-align: right;"><b>Date:</b> _____</div>			
<b>Section 2 – To Be Completed by Progress Rail (* If approved, indicate data required from Supplier.)</b>			
<b>Supplier Quality:</b> _____		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
Signature		Date	
<b>Comments:</b> _____			
<b>If Approved Indicate Data Required from Supplier</b>			
<input type="checkbox"/> PPAP Required			
<b>Level:</b> _____		<b>Submit Due Date:</b> _____	
<input type="checkbox"/> None			
<b>Comments:</b> _____			
<input type="checkbox"/> Other			

**Note:** All data required must have a copy of the completed SCR Form.

## Supplier Change Request (SCR)

### 1. Requirements

1.1. General – To be filled out by the supplier.

1.1.1. Supplier Information to include:

- a) Supplier Name
- b) Location where component is manufactured
- c) Contact information for the Originator (phone number, fax, email)
- d) Supplier Tracking Number – Optional field for internal tracking by the supplier.

### 2. Change Request

#### 2.1. Request Type

2.1.1. Check the appropriate box to denote the change being requested.

#### 2.2. Part Number

2.2.1. Only on Supplier Change Request should be submitted per part number/family. Include: part number, revision level, and part description (from PRS Drawing)

#### 2.3. Part Description

2.3.1. Name of the part as it appears on the Progress Rail Drawing.

#### 2.4. Description of Current Process or Specification

2.4.1. Describe what the customer currently expects.

#### 2.5. Reason for Change and Description of Proposed Process or Specification

2.5.1. Provide a detailed description of the requested change. Provide attachments if necessary.

2.5.2. Identify impact of the proposed change:

- a) Does this change affect the part cost (reduction)? If yes, document the estimated cost benefit to Progress Rail. The supplier is responsible to contact the Progress Rail Services team.
- b) Is there a packaging change?
- c) Will a new/revised PPAP be required? Progress Rail is the final authority for determining PPAP requirements for all changes.
- d) Will an inventory of banked parts be required? Progress Rail inventory bank quantities must be coordinated through and approved by Progress Rail. The supplier shall not calculate bank quantities based solely on Progress Rail releases.
- e) Effectivity Date: What is the proposed timing of change? When will the change be complete?

**NOTE:** Change approval may take an extended period of time when Progress Rail customer approval is required. Changes shall not be implemented prior to the receipt of written approval from Progress Rail.

#### 2.6. Qualification Plan with Target Date

2.6.1. For Process Changes, enter the Supplier's proposed Qualification Plan and PPAP target date. The proposed Qualification Plan may be submitted as an attachment to the Supplier Change Request.

#### 2.7. Proposed Change Effectivity Date

2.7.1. Indicate the date that you would like to see the change take place

**NOTE:** Change approval may take an extended period of time when Progress Rail customer approval is required. Changes shall not be implemented prior to the receipt of written approval from Progress Rail.

### 3. Approval

The responsible Progress Rail Services Supplier Quality, Engineering, Production and Purchasing Manager will review the Supplier Change Request to provide disposition. All rejections must provide comments. Courtesy