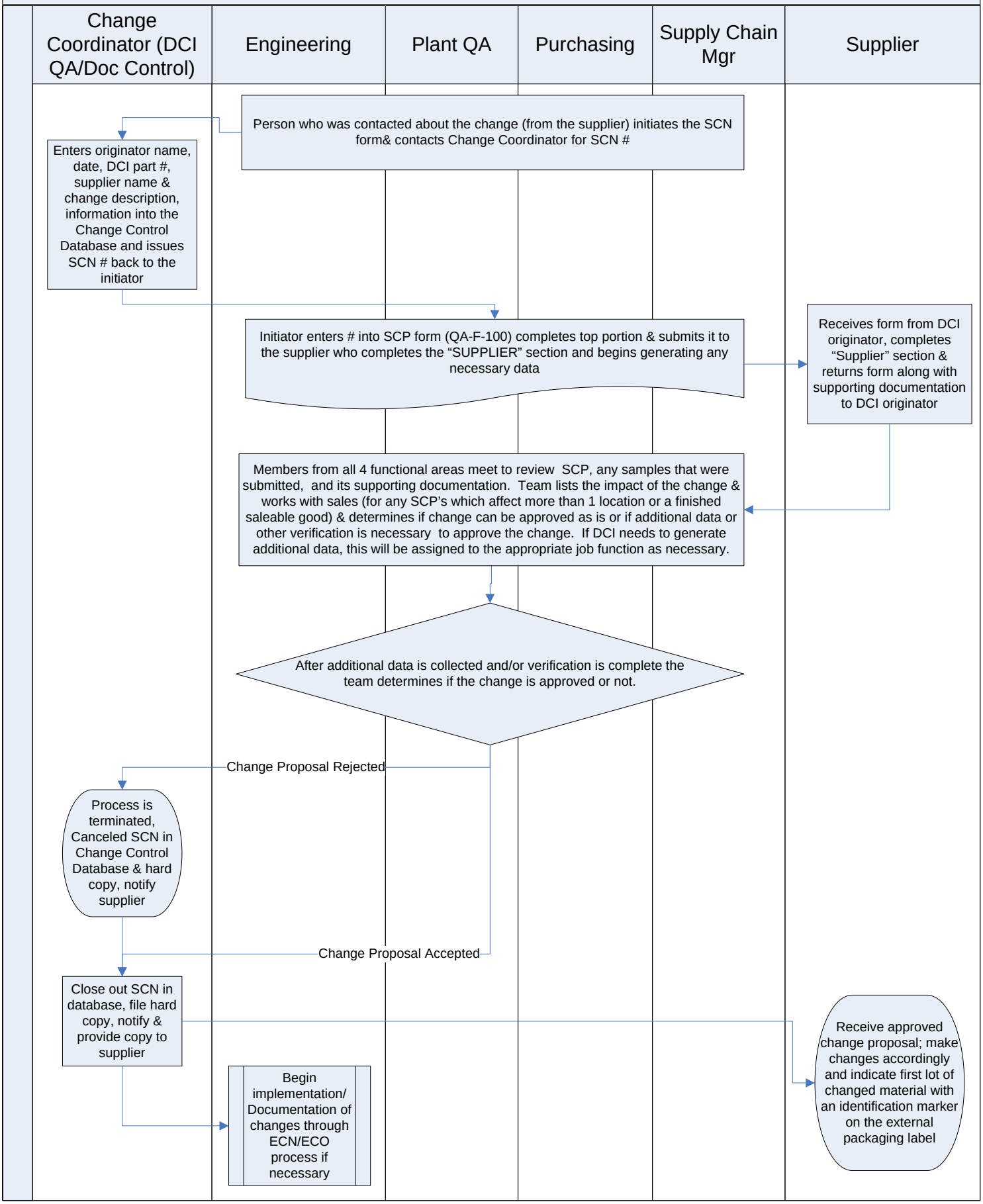Supplier Change Notification: Process Flow Chart