



Donaldson Company, Inc.

# Part, Process and/or Point of Manufacturing Change Request Form Supplier Agreement

Between:

Company \_\_\_\_\_

(Hereinafter called Supplier) incorporated in \_\_\_\_\_

whose registered office is at \_\_\_\_\_

And:

Donaldson Entities (Hereinafter called Donaldson)

	Short Version (as internal reference only)	Donaldson Entity	Registered Address
<input type="checkbox"/>	Australia	Donaldson Australasia PTY Limited	1 Lucca Rd, Wyong NSW 2259, Australia
<input type="checkbox"/>	Carriere	Donaldson Le Bozec Filtration & Systems S.A.S.	2, Rue de la Pâture 78420 Carrières sur Seine France
<input type="checkbox"/>	China	Donaldson Wuxi Filters Co Ltd	Xindu Rd, Binhu, Wuxi, Jiangsu, China
<input type="checkbox"/>	Domjean	Donaldson S.A.S. - Domjean, France	ZI La Campagne 50420 Domjean
<input type="checkbox"/>	Dulmen	Donaldson Filtration Deutschland GmbH	Industriestraße 11 D-48249 Dülmen Germany
<input type="checkbox"/>	Haan	Donaldson Filtration Deutschland GmbH	Büssingstraße 1 42781 Haan Germany
<input type="checkbox"/>	Hull	Donaldson Filter Components, Limited	Oslo Road Sutton Fields Estate Hull, HU7 0YN United Kingdom
<input type="checkbox"/>	India	Donaldson India Filter Systems Pvt Ltd	Naharpur Kasan, Manesar, IMT Manesar, Gurugram, Haryana 122001, India
<input type="checkbox"/>	Japan	Nippon Donaldson Limited	1-8-7, Nishikicho Tachikawa, 190-0022 Japan
<input type="checkbox"/>	Kadan	Donaldson Industrial CR – Koncern s.r.o.	Královský vrch 1986 CZ-432 01 Kadaň
<input type="checkbox"/>	Klasterec	Donaldson Czech Republic s.r.o	Prumyslova 11 Vernerov CZ-431 51 Klasterec nad Ohri
<input type="checkbox"/>	Leicester	Donaldson Filtration (GB) Ltd.	Humberstone Lane Thurmaston Leicester, LE4 8HP, United Kingdom
<input type="checkbox"/>	Leuven/EDC	Donaldson Europe, B.V.	Research Park Zone 1 Interleuvenlaan, 1 B-3001 Leuven Belgium
<input type="checkbox"/>	Mexico	Donaldson SA DE CV	Ángel Dorronsoro Gándara 106, Cd Industrial, 20290 Aguascalientes, Ags., Mexico
<input type="checkbox"/>	Ostiglia	Donaldson Italia S.r.l.	Via Dell'Industria 17 I-46035 Ostiglia (Mantova) Italy
<input type="checkbox"/>	Poland	Donaldson Polska Sp.z.o.o.	Ul. Sienna 64, 00-825 Warszawa Poland
<input type="checkbox"/>	South Africa	Donaldson Filtration Systems Proprietary Ltd	Frank Donaldson House, Kinghall Avenue Epping Industria, 7460 Cape Town, South Africa
<input type="checkbox"/>	Singapore	Donaldson Filtration Asia Pacific Pte Ltd	Changi Business Park Vista, #02-01 No. 3, Singapore 486051
<input type="checkbox"/>	Thailand	Donaldson Thailand Ltd	Yang Phon, Pluak Daeng District, Rayong 21140, Thailand
<input type="checkbox"/>	United Arab Emirates	Donaldson Middle East Filtration Systems LLC	Building 107, Mussafah Industrial Area, 46958, Abu Dhabi
<input type="checkbox"/>	United States	Donaldson Company, Inc.	1400 W 94th St, Bloomington, MN 55431

This Agreement is effective as long as Supplier delivers Goods to Donaldson.

Definition of change includes but not limited to:

- POM Change - Change of manufacturing location of final product or sub-components.
- Supplier Change - Any resourcing of sub-tier component or material suppliers to a new source.
- Process Change - Changes to process that affect the Process Flow, PFMEA or Control Plan.
- Design Change - Changes to design that affect form, fit or function.
- Tooling/equipment renewal or modification - Applicable for tools/equipment used for the manufacturing of final product supplied to Donaldson or subcomponents used for its assembly.
- Transfer of Tooling/Equipment - Relocation of any tooling or equipment to a new manufacturing location on a temporary or permanent basis.
- Change in tests or test inspection methods - Changes to testing methods or equipment that affect DV or PV testing or any in-process testing noted on the Control Plan.
- Change in Appearance - Changes to visible bulk materials (paint, adhesive, etc.) that impact the appearance of the finished product.
- Changes in planning parameters - MOQ, Lead Time changes.

Definition of change includes but not limited to:

Supplier Agrees;

1. The Supplier is obligated to inform Donaldson at least 12 calendar weeks in advance of any changes directly or indirectly effecting any Goods or Services supplied to Donaldson.
2. Any change (including all sub-tier suppliers) must be communicated in writing through the Corporate Category Manager using the Supplier Notification of Change (SCN) form <https://www.donaldson.com/content/dam/donaldson/legal/suppliers/change-request/eng/Change-Request-Form.pdf>. The proposed changes must be assessed and validated prior to any implementation to ensure compliance with Donaldson's requirements and/or Donaldson's customer's requirements. Donaldson reserves the right to ask for full-SPPAP (Supplier Production Part Approval Process) depending on application and its customer requirements. Supplier should never ship Goods before receiving approval from Donaldson.
3. Before the changes can take place, the Supplier must receive formal agreement from Donaldson to the changes and the impacts associated with the changes including the opportunity for Donaldson to make a last time buy. Donaldson may approve, reject and/or define conditions of the approval to the change request.
4. Supplier action(s) will only occur following a formal Donaldson Procurement authorization and agreement on what steps need to be implemented and a review of the potential price impact associated with the change. The Supplier shall bear the risk of all expenses for any action taken without receiving Donaldson approval.

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Supplier Name

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Signature

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Name

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Title

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Date

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