



Donaldson Company, Inc.

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

## Supplier Change Notification Form (SCN)

(Please submit to your Donaldson Plant Buyer or SQA, preferably filled in electronically)

Date Request submitted to Donaldson Buyer or SQA \_\_\_\_\_

### A. Supplier Information

Supplier Name

Supplier Site City/Country

Donaldson Assigned Supplier Number

Originator Name & Function

### Supplier Technical Contact Regarding this Change

Name & Function

Phone

E-mail

### B. Scope of Change

#### 1. Affected Part No.'s Sold to Donaldson

Part No	Revision

#### 2. Affected Donaldson Plant(s)

Donaldson Plant(s)	
1	
2	
3	
4	
5	

#### 3. Description of Change

Material Change

POM Change

Supplier Change

Process Change

Design Change

Tooling/Equipment Renewal or Modification

Transfer of Tooling/Equipment

Change in test or test inspection method

Change in appearance (paint, coating, adhesive, etc.)

Change in planning parameters

Other: \_\_\_\_\_

Long Description of Change: \_\_\_\_\_  
\_\_\_\_\_

Proposed Effective Date: \_\_\_\_\_

Timing Plan Details (lead time for tooling, building up safety stock, initial sample/SPPAP approval):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4. Financial Impact

New Piece Price	Choose an Item
New Tooling / Equipment	Choose an Item ; paid by Choose an Item
Others	Choose an Item
Annualized Cost Reduction for Donaldson	Choose an Item

-----  
***Donaldson Use Only***

Supplier Change Request is:

Approved

Declined

Function	Name	Date	Signature
Corporate Category Manager			
Corporate Quality			
Plant Quality			
Other			

PPAP Required  YES  NO. If yes, specify submission level: PPAP Level

Any other specific requirements: \_\_\_\_\_  
\_\_\_\_\_

***Once signed, return to Supplier and affected Donaldson Plants' Buyers.***