

# SUPPLIER CHANGE REQUEST

Supplier request form for product / process change requests and Meritor WABCO approval.

<b>SPCR #</b> <i>(Assigned by MW PDQ)</i>	
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**SUPPLIER INFORMATION**

SUPPLIER:				SUPPLIER CODE:	
ADDRESS:				DATE:	
CITY:		STATE:		ZIP CODE:	
PROVINCE OR COUNTRY:					

**SCOPE OF CHANGE**

SUPPLIER PART NUMBER	REV. LEVEL	MERITOR WABCO PART NUMBER	PART DESCRIPTION

SAFETY / REGULATORY PART?	N/A
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TYPE OF CHANGE:	Process	REASON FOR CHANGE:	Materials
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DOCUMENTS ATTACHED:	<input type="checkbox"/> Drawing <input type="checkbox"/> Test Report <input type="checkbox"/> Validation Report <input type="checkbox"/> Specification <input type="checkbox"/> Other
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CHANGE DESCRIPTION:	
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DURATION OF CHANGE:		PLANNED DATE OF IMPLEMENTATION:		IF TEMPORARY – PART QUANTITY: _____ EXPIRATION DATE: _____
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PART CHANGE TRACEABILITY DETAILS:	
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BANK INVENTORY REQUIRED?	Yes	IF YES, TIMING PLAN / QUANTITY:	
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PART OBSOLESCENCE?	No	IF YES, DATE OF OBSOLESCENCE :		IF YES, REPLACEMENT AVAILABLE? SPECIFY DETAILS BELOW
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OLD SUPPLIER PART NUMBER	REV. LEVEL	OLD MERITOR WABCO PART NUMBER	REV. LEVEL	REPLACEMENT SUPPLIER PART NUMBER

**SUPPLIER APPROVALS**

Signature:		Title:	
Print Name:		Date:	
Phone Number:		Fax:	
Email:			

**MERITOR WABCO APPROVALS**

CHANGE MANAGER		SIGNATURE / DATE	
PRODUCT LINE MANAGER		SIGNATURE / DATE	
PRODUCT ENGINEER		SIGNATURE / DATE	

# ***SUPPLIER CHANGE REQUEST***

## **INSTRUCTIONS:**

Suppliers and sub-suppliers are not to make any unauthorized changes to a product (e.g., material, component, subassembly, etc.) or the process used to produce a product that has been previously PPAP approved by Meritor WABCO. This includes changes to process control plans, packaging and labeling.

Meritor WABCO suppliers are required to complete the following Change Request form for any Product and/or Process changes affecting the products sold to Meritor WABCO.

Forms must be submitted to Meritor WABCO 14 weeks prior to proposed change implementation.

Change Requests need to be submitted to Meritor WABCO through the Change Manager email;  
change.manager@meritorwabco.com

Complete all applicable fields on form

Change Request will be approved or rejected by Management in Meritor WABCO and form will be emailed back to the supplier. Please ensure to include contact information

Please also include any appropriate documentation at the time of the Supplier Change Request submittal.