



Donaldson Company, Inc.

GLOBAL PROCUREMENT DOCUMENT

SUPPLIER CHANGE/DEVIATION REQUEST (SCR) NOTIFICATION FORM

INSTRUCTIONS FOR COMPLETING SUPPLIER CHANGE / DEVIATION REQUEST (SCR) NOTIFICATION FORM

Instructions:

- A. **Supplier Information** - Enter the Current Date, Supplier's Name (and location), Donaldson's Assigned Supplier Number (If not applicable, select N/A) Name & Function of Supplier Originator, and Suppliers Technical Contact Information; completed by Supplier
- B. **Part Information** - Enter the Specific Part Number, Drawing Revision Level, Part Description, PO number(s), Quantity of the Parts being requested for the Change, and Donaldson Plants affected; completed by Supplier
- C. **Description of Change / Deviation** - Identify and select the change being requested; completed by Supplier
- D. **Change / Deviation Request** - Identify what type of request is being proposed, is it the 1st time for this request, and how long the request is needed for. If it is Certification Change / Waiver, [see requirements below](#). If not applicable, select N/A; **completed by Supplier**
- *Certification waiver expiration date can be no longer than 3 years from date of request*
 - *An ISO Certification Waiver cannot be provided for suppliers of direct/inventory material whose components are used in product supplied to on-road (IATF) customers*
 - **Current Requirement/Process** - Fully describe the current Product Specification, Process, or Certification Request; **completed by Supplier**
 - **From:** e.g. Current tolerance of +/- 0.002" on width of flange
 - **Proposed Change / Waiver** - Fully describe the requested change; completed by Supplier
 - **To:** e.g. New tolerance of +/- 0.004" on width of flange
 - **Reason for Change** - Fully describe reason for the change. If for Certification Waiver, select expiration date. Also identify corrective actions to be taken to prevent a similar change in the future, if applicable; **completed by Supplier**
- E. **Financial Impact** - Identify whether there is a price change needed, new tooling / equipment required, any cost reduction to Donaldson or other costs not captured. If not applicable, select N/A; completed by Supplier
- F. **Timing Plan Details** - Identify Key Details for request. Identify proposed date of effectiveness, identify the certificate waiver expiration date, identify what lead time for builds if tooling / equipment change is needed, identify safety stock / bank builds required, and determine if Supplier Product Approval is required; completed by Donaldson
- G. **Donaldson Approval / Disapproval** - The responsible persons representing each department will indicate their approval or disapproval, and sign / date the form; completed by Donaldson
- **Procurement** - Determine Part Number, Revision, Part Description, PO Number(s) with notes, Part Quantity, and Affected Plants
 - **Supplier Quality** - Determine if quality risk is acceptable. If item is Customer Controlled, identify, and confirm compliance with Plant Quality
 - **Plant Quality** - Determine if deviation affects production processing
 - **Engineering** - Determine if deviation affects form, fit or function of part/assembly
 - **Other** - Determine if other key stakeholders need to be included
- H. **Donaldson Approval / Disapproval** - The responsible persons representing each department will indicate their approval or disapproval, and sign / date the form; completed by Donaldson

I. **Document Storage** – All SCN’s are to be stored at Global Procurement SharePoint - [Supplier Quality Assurance SharePoint](#) - [Supplier Change Requests](#)

- Naming Convention – Name the file by “[SUPPLIER NAME] – [PART NUMBER] or [SUPPLIER NAME] – [LOCATION] (Certificate Waiver).pdf”

J. Once signed and approved, provide copy to Supplier, and affected Donaldson Plant Approvers.

A. SUPPLIER INFORMATION (Completed by SUPPLIER):			
Date:			
Name:			
Supplier Site City / State / Country:			
Assigned Donaldson Supplier Number:		N/A	
Originator Name & Function:			
Supplier Technical Name & Function:			
Supplier Technical Phone #:			
Supplier Technical Email:			
B. PART INFORMATION (Completed by SUPPLIER):			
Part Number(s):			
Revision Level(s):			
Part Description:			
PO Number(s):			
Quantity:			
Donaldson Plant(s) Affected:			
Select a Plant			
Select a Plant			
Select a Plant			
Select a Plant			
Select a Plant			
C. DESCRIPTION OF CHANGE / DEVIATION (Completed by SUPPLIER):			
Material Change	Design Change	Change in Appearance	Other
POM Change	Test or Test Inspection Methods Change	Planning Parameters Change	
Supplier Change	Transfer of Tooling/Equipment	Certification Change / Waiver	
Process Change	Modification of Tooling/Equipment	Change of Control	

D. CHANGE / WAIVER INFORMATION (Completed by SUPPLIER):		
Change / Waiver request is:		
Product Related	1st Time Request	Temporary / Duration
Process Related	Repeat Request	Permanent
Certification Related	N/A	N/A
Current Requirement	Requested Change	Reason for Change
From:	To:	
E. FINANCIAL IMPACT (Completed by SUPPLIER):		N/A
	Click here to enter cost	Click here to select currency
New Piece Price		
New Tooling / Equipment, if needed		
Annualized Cost Reduction for Donaldson		
Other Impacts		

F. TIMING PLAN DETAILS (Completed by Donaldson):				
Proposed Effective Date			Expiration Date, if applicable	
Lead Time for Tooling Required	Yes	No	N/A	Click here to enter timing
Safety Stock Builds Required	Yes	No	N/A	Click here to enter quantity
SPPAP Required	Yes	No	N/A	Click here to select SPPAP Level

G. DONALDSON DECISION (Completed by DONALDSON):				
Acknowledgements	Signature	Date	Approve/ Disapprove	Comments
Procurement				
Supplier Quality				
Plant Quality				
Engineering				
Other				
H. DISPOSITION (Completed by DONALDSON):				
Drawing / EN Change Required?	Yes	No	If Yes, CQP/ECO #:	
Corrective Action Required?	Yes	No	If Yes, NCR #	
Customer Controlled?	Yes	No	If Yes, Attach Customer Approval	
Supplier Change Notice Final Disposition: Select decision				