



Suppliers should use this form to request a "permanent" change.

As communicated in the Sonny's Carwash Backroom by HFI Procurement Program Manual, PO-0002-PUR, Suppliers are obligated to inform us of any changes in product or the production processes used to produce product for us PRIOR to the change being implemented by the supplier. To properly notify us of a change, we request all suppliers to use this form. Samples may be required for review and to evaluate potential impact on our product(s).

Before the changes can be implemented, the supplier must receive agreement from us of the change(s) and the impacts associated with the change(s) to provide us the opportunity to make a last-time purchase as needed.

Any changes affecting the form, fit, function, process or manufacturing location (including all sub-tier suppliers) must be communicated in writing using this form. The proposed changes must be assessed and validated prior to any implementation to ensure compliance with the Buyer. This includes tooling repair/maintenance where such activities affect or involve drawings, Engineering Standard-defined features, and/or product function.

Unapproved changes could result in rejection, issuance of both a non-conformance and/or SCAR. As such, supplier actions should only take place only after formal notification and an agreement is reached on what steps are to be taken and the price impacts associated with them.

To be completed by Supplier:

Supplier's company name:	
Date of request:	
Supplier's e-mail address:	
Supplier's technical contact regarding this change:	
Technical contact's title:	
Change category (check all that apply):	<input type="checkbox"/> Material Change <input type="checkbox"/> Sub-tier supplier change <input type="checkbox"/> New method of manufacture (e.g inj mold to extrusion) <input type="checkbox"/> New equipment <input type="checkbox"/> Tooling repair/replacement/extended maintenance <input type="checkbox"/> Substitution/replacement part <input type="checkbox"/> New manufacturing site <input type="checkbox"/> Process moved to new production location in current facility <input type="checkbox"/> Other – Provide information: _____
If part/product related change – list current Sonny's Backroom by HFI part #:	
If part/product related change – list current Sonny's Backroom by HFI rev level:	
Reason for proposed change:	
Projected/anticipated impact of proposed change:	
Contact phone #:	

To be completed by Sonny's Backroom by HFI Personnel:

Approve change?	<input type="checkbox"/> Yes <input type="checkbox"/> No; please provide rejection reason _____ <input type="checkbox"/> Convert to temporary deviation request
Approver 1 Name:	
Approver 1 Title:	
Approver 2 Name:	
Approver 2 Title:	