

SUPPLIER CHANGE REQUEST (SCR) PROCEDURE

PURPOSE

The purpose of this is Supplier Change Request (SCR) procedure is to ensure that all changes made by HYVA Suppliers are communicated, understood and approved by all the Stakeholders and PPAP is initiated if required.

SCOPE

This procedure regulates the process for the communication and approval of any changes made by HYVA Suppliers in Products delivered to HYVA or related Processes.

KEY PRINCIPLE

Approval by Hyva must be obtained before a Supplier can make changes to a product or process.

Revision History:

Date	By:	Approved
2023 03 17	O.Skripova	M. Valentini

1. INTRODUCTION

The Supplier Change Request (**SCR**) procedure describes the steps to be taken and data which needs to be delivered for approval of any change in product (material, component, manufacturing process) or processes (such as packaging or transportation) requested by a Supplier. The SCR procedure is mandatory and needs to be followed before any change can be implemented.

2. PROCEDURE

Step 1. Initiation of SCR. If the Supplier wishes to make any change to the product or any related process, the Supplier shall prepare a formal Supplier Change Request (SCR). The SCR shall include the following information:

- request date
- description of the change requested
- reason for the change
- impact on Hyva's operations
- associated costs or savings
- timeline for implementation
- quality control measures to be taken
- any additional information or documentation necessary to support the request

The SCR shall be sent to Hyva at SCR@hyva.com.

Step 2. Approval of SCR. Upon receiving the SCR, HYVA's Purchasing department will inform all stakeholders about the received SCR and add the request to the overview of the change notifications.

Hyva Purchasing department shall inform all other relevant departments of the requested change. The LoB shall create a multi-functional team that shall include key members of all departments (R&D, Quality, Logistics, Purchasing, Operations, Application Engineering, After-Sales). The multi-functional team shall review the SCR and may decide to:

- **Ask for more information:** If the Supplier's request is incomplete or missing important information, HYVA will ask the Supplier to provide more information. HYVA will state what information is missing and why it is needed to evaluate the request.
- **Approve the change:** If the Supplier's request is complete and is acceptable, Hyva may approve the request.
- **Conditionally approve:** The change is approved subject to verification of suggested changes for production following the formal PPAP process. If the verification is successful, the change can go forward.
- **Reject the change:** If the Supplier's request cannot be accommodated by HYVA, HYVA will reject the change. This includes providing a clear and specific explanation of why the change cannot be made. HYVA will also indicate what the multi-functional team sees as a more probable solution to the Supplier's problem.

Step 3. Communication of results. HYVA Purchasing department shall communicate the outcome of the SCR to the Supplier by email ensuring that there is a written record.

