

Supplier Change Management Procedure

1. 目的 Purpose

规范供应商的变更管理的要求,确保所有的变更都得到有效管理和执行来满足 TE 的要求。

The purpose of this procedure is to define the requirements for management of supplier changes, ensure that all the changes get effective management and execution to meet the requirements of TE.

2. 范围 Scope

适用于 TE 中国汽车事业部 A 类物料供应商的产品,过程,生产场地等相关的变更。

This specification applies to TE Auto China A material suppliers' change management including product, process, manufacturing location related change, etc.

注: A 类供应商: 提供 BOM 表上构成产品的生产性材料及材料加工服务(如电镀等)的供应商和外协厂商。(不包括包材、耗材等辅助材料)。

3. 相关文件 References

Ref #	Doc. #	Title	Filename / Location
1	102-86031	Change Management Procedure	DM-TEC
2	102-21	Processing Engineering Change	DM-TEC
3	TEC-1043	Product Change Notification (PCN) - TE Notification for Product Design Change, Product Manufacturing Location Change, or Product Discontinuance	DM-TEC
4	102-86054	Advanced Supplier Quality Requirement	DM-TEC

4. 定义 Definitions

a) 缩写 Acronyms

Acronyms	Acronyms Meaning
SCR	Supplier Change Request
SCN	Supplier Change Notice
PTN	Product Termination Notification
5M1E	MATERIAL/ MACHINE/ METHOD / MEASUREMENT / MAN / Environment
3F	Form/Fit/Function

b) 定义 Definitions

Terms	Definitions
Form	Visual appearance including shape, color, marking, and surface finish of the product
Fit	External dimensions and associated tolerances of the product
Function	Electrical, mechanical, thermal and performance characteristics of the product
Reliability	Product functionality according specification over life time
Processing	Technical interface to customer; process ability / manufacturability of the customer
Process	Materials, equipment and methods used to manufacture the product

5. 变更历史 Revision Changes

Rev. #	Revision Date	Author	Approver	Change contents
A	2019-7-28	Chen Xiaohui	David Zhu	New procedure release
B	2020-12-31	Chen Xiaohui	David Zhu	Add ECR evaluate time

Further revisions available at DM.TEC

6. 记录 Record Requirements

No	Record No	Record Name	Record completed by	Retention period	Record Retention owner	Retention medium
1	GAD-CN-0326	Supplier Change Request	SQE/Sourcing	long-stem	DCC	Hardcopy/ Electronics
2	GAD-CN-0327	Supplier Change Notification	SQE/Sourcing	long-stem	DCC	Hardcopy/ Electronics

7. 测量指标 Measure Of Performance (MOP's)

Measurable	Unit	Frequency	Reporting Tool
1	NA	NA	NA

8. 流程 Process Description

8.1 职责 (Responsibility)

供应商应参考以下内容的要求与 TE 保持紧密合作，对以下内容描述的产品、过程变更需及时通知客户。

Customer notifications resulting from product/process changes as described below require a close cooperation between Supplier and TE for which the following general rules apply:

8.1.1 供应商 (Supplier)

在进行产品变更或终止、相关工艺流程变更或修改、生产场地或其供应商切换等 5M1E。变更之前，供应商应向 TE 提供有关计划，变更/终止的准确信息和首次交付日期/终止日期。上述通知应至少在预计生效日期（未变更零件的最后生产日期）之前预留足够的时间给 TE，以便 TE 及 TE 客户有足够的时间审查和评估上述变更或修改。任何变更/终止只有经 TE 书面批准方可实施。

Before making product changes/ termination or relevant process changes or modifications or supplier switches, the Supplier shall inform TE by providing exact information about the planned changes/ termination and the first delivery date. The said notice shall be provided to TE enough time before projected effective date (last date of manufacture of the unchanged part), so that TE and OEM can have enough time to review and evaluate the above change or modification. Changes/ termination may not be implemented until authorized by TE in writing.

产品变更后的批量生产或终止生产须经 TE 事先书面批准，并符合 TE 的产品变更发布程序。未经 TE 事先批准，供应商不得对变更后的产品进行批量生产或终止产品的生产。

Product changes or Termination should be subject to TE's prior written approval and comply with TE's release procedure for product change. Without TE's prior approval on the product change, the Supplier shall not carry out mass production for the changed products.

供应商应根据具体的变更类型提交变更申请和必要信息给 TE 联系窗口：

Supplier should submit the change application and information to the TE contact window according to the specific change type:

供应商发生场地变更、价格原因、产品终止和供应商替换,图纸/技术规范版本升级及产能提升等引起的变更, 提交给 TE 采购部。

When add or replace supplier based on supplier location change or cost down, product EOL, Drawing/TDS revision change, capacity, and so on, the Procurement Department is contact window.

供应商发生产品质量导致的变更,提交变更申请和必要信息给 TE SQE.

SQE is the contact widow regarding of supplier quality issue.

8.1.2 泰科电子中国汽车事业部 (TE Auto China)

TE 需要积极支持供应商的变更需求确认并给予及时反馈。理论上一个月之内需给予供应商反馈, 此反馈包括确认收到和提出认证要求, 当需要提供认证样品及具体变更要求时, 需给予供应商临时反馈。当所有认证完成, 最终的结论需要同步反馈给供应商。

TE Automotive actively supports the change request by giving timely feedback. This feedback should be within one month. It includes the acknowledgement of receipt and requirements for qualification and an interim feedback stating the release requirements and qualification sample orders for affected TE Automotive products. The final change acceptance will be sent to the supplier.

8.3 流程图 (General Change Process Flow Chart)

Input	Activity	Output	Responsible
<ul style="list-style-type: none"> -Cost Down -Product Optimization -Process Improvement 	<p>1. Change request</p>		<p>1. Supplier</p>
<ul style="list-style-type: none"> -Project basic information - Problem Description - Change Contents - Affected Materials 	<p>2. Initiate SCR</p>	<p>SCR</p>	<p>2. Supplier</p>
	<p>3. TE Approval</p>		<p>3. SQE/Sourcing</p>
	<p>4. SCR Acknowledge</p>	<p>EC Impact Evaluation and Action Plan</p>	<p>4. SQE/Sourcing</p>
	<p>5. SCN Implementation</p>	<p>SCN</p>	<p>5. Supplier</p>
	<p>6. SCN Close</p>		<p>6. SQE/Sourcing</p>

Notes for Flow Chart:

1. 变更需求 Change request

供应商涉及的变更包括人，机，料，法，环，测的变更(5M1E):

The conditions can usually change according to below matrix:

- MATERIAL (Product)
- MACHINE (Process)
- METHOD (Organizational)
- MEASUREMENT (Control)
- MAN (Human)
- Environment

1. MATERIAL (Product)	2. MACHINE (Process)	3. METHOD (Organizational)
a. Product material change b. Supplier/Sub-supplier Change (new, add, replace) c. Product drawing, specification change d. Product dimension change e. Product performance change f. (Electronics): Product software change g. New Production Part h. Product BOM change I. Product Termination Notification	a. Supplier Process Change b. Tool Change (new, modification) c. Equipment Change d. Process Software Change e. Process Parameter Change	a. Supplier Line Transfer b. Supplier Packaging Change c. Production Relocation d. Process layout Change e. Process flow Change f. Packaging Change g. In-sourcing (External to Internal) h. Outsourcing (Internal to External) i. Contractual agreements change
4. MEASUREMENT (Control)	5. MAN (Human)	6. Environment
a. Gauge (new, modification) b. Checking / Detection devices adjustment	a. New operator b. New but experienced operator	a. Change in altitude b. Change in humidity

2. 供应商发起变更申请 (Initiate SCR)

2.1 供应商可以根据需要提出降低成本、产品改良、制程改善等目的，填写《工程变更申请》，写明变更的理由、变更的内容，变更后预计出货时间或受影响的物料等信息，同时提供必要的支持性数据记录或文件，此申请需先经过其质量经理批准。

Supplier could initiate change request for need, cost down, product optimization, process improvement. Fill ECR with change reason, contents, scheduled first shipment date for change, affected material and so on. Meanwhile provide necessary data record or document, which shall get approval from quality manager.

2.2 供应商负责把批准后的 SCR 交给 TE 对应的责任部门；由 TE 对应责任部门的人申请 SCR 编号。

Supplier shall submit approved SCR to related responsible department of TE, the owner applies SCR No accordingly.

3. TE批准 (TE Approval)

TE 将会对 SCR 进行评审；并仅有在 SCR 评审被通过的情况下，供应商方可进行后续的变更活动。供应商应当对 TE 批准的记录或邮件证据进行存档。

After TE internal review, only TE agree with change, can conduct follow-up activities. The written evidence or email record of TE agreement must be archived.

4. SCR 影响评估及行动计划 (SCR Impact Evaluation and Action Plan) :

TE SQE/Sourcing 把TE批准后的SCR, 《工程变更影响评估及相关行动计划》发给供应商, 供应商应尽快落实《工程变更影响评估及相关行动计划》中的相关措施, 并及时反馈结果给TE SQE/Sourcing.

TE SQE/Sourcing distribute approved SCR form, < EC Impact Evaluation and Action Plan >. The supplier shall implement the related < EC Impact Evaluation and Action Plan > as soon as possible and feedback the results to TE SQE/Sourcing.

5. SCN 实施 (SCN Implementation)

5.1 供应商按照《工程变更影响评估及相关行动计划》完成对应的任务。

Supplier follow < EC Impact Evaluation and Action Plan > to finish related tasks.

5.2 TE SQE/Sourcing 负责对供应商行动计划的跟踪确认. TE SQE/Sourcing follow up and confirm supplier action plan.

5.3 工程变更产品出货标示与要求 Shipment mark and requirement for EC product

对于 TE 已经批准的工程变更, 第一批变更后的产品出货前, 供应商应按照 SCN 在外箱黏贴变更标识, 供应商在这批产品发货前, 需提前一周将产品信息和出货数量通知到 TE SQE/Sourcing。标签格式如下:



Supplier shall notice to TE on engineering change product label (or follow TE specified label) and confirm quantity for approved SCN by TE, before the first batch of products delivery.

6. SCN 关闭 (SCN Close)

供应商应对实际出货后的首批产品进行确认, 若未收到异常反馈, 供应商应对此 SCN 进行关闭。

Supplier need to follow up the first batch of products delivery, if no any abnormal, supplier should be close the SCN accordingly.