**Supplier Change Notification 供应商变更通知**

Date日期： No.编号： 供应商简写+分厂+4位年份+2位月份+两位编号

|  |
| --- |
| **Below information completed by Supplier 以下信息由供应商填写:** |
| TO (TTM Plant name) 致（TTM工厂名称）： |  |
| From (Supplier Name) 由（供应商名称）： |  |
| This Letter is to inform that the materials stated below will be changed once it is approved by 兹通知，以下所述材料变更将在获得批准后进行 |
| Change Type变更类型 | **Product Changes产品更改**1. Product Design change 产品设计变更[ ]
2. Raw material change 原材料变更[ ]
3. Appearance change外观变更 [ ]
4. Label or packing change

标签或包装变更[ ]  1. Others其他[ ]
 | **Process Changes 流程更改**1. Technology change工艺变更[ ]
2. Equipment change设备变更[ ]
3. Specification or test method change

标准或测试方法变更[ ] 4. Others其他[ ]  | **Business Changes商业更改**1. Company information change公司信息变更[ ]
2. Manufacturer site change

生产产地变更[ ] 1. EOL 产品终止生产[ ]
2. Key Person change关键人员变更[ ]
3. Others其他[ ]
 |
| Reason for change变更原因 |  | Planned change date计划变更日期 |  |
| Description of Change变更详述 | Before Change 变更前 | After Change 变更后 |
|  |  |
| Affected Product受影响产品 |  |
| Effect to the product quality 对产品质量造成影响 | Yes 是[ ]  No 无[ ]  |
| Affected TTM plants TTM受影响分厂 |  | ZS |  | DMC |  | GZ |  | HY |  | OPCM |
| Supporting documents支持文件 |  | Data Sheet/Spec产品说明/规格 |  | Material declaration sheet物质申明表 |  | The 3rd party environmental management material inspection report第三方环境管理物质检测报告 |
|  | Evaluation report评估报告 |  | MSDS物料安全资料表 |  | Process PFMEA/Control Plan |
|  | UL InformationUL 信息 |  | PPAP |  | Others 其他资料 |
| Supplier’s Signatures 供应商签名 |
| Name姓名 |  | Signature & Company chop签名及公司戳章 |  |
| Title 职位 |  |
| **Below information completed by TTM以下信息由TTM填写**： |
| **Part I: If need Material Evaluation? 第一部分: 是否需要物料评估?** |
| Conclusion结论 |  | No need material evaluation, Approved change from：无需物料评估，同意变更从 年 月 日开始。 |
|  | Need material evaluation.需要物料评估 |
|  | Not Approved, Reason:不同意此变更，理由：  |
| SQA confirm SQA确认 |  | QA Manager QA经理 |  |
| GSCMM供应链管理经理 |  | ME/ PRE Manager工艺/流程经理 |  |
| \*APQA经理 (Remark：If change refers to 2 or above TTM plants, need upgrade to APQA Manager signature.如变更涉及两家或以上迅达亚太区分厂则需要升级到APQA经理审批。) |  |
| **Part II: Material Evaluate Result 第二部分: 物料评估结果 (此处适用于需要做物料评估的变更)** |
| Internal Material Evaluate No.内部物料评估报告编号：  |
| Final Conclusion最终结论 |  | Sample evaluate result Pass, Approved change from:样品评估结果合格，同意变更从 年 月 日开始。 |
|  | Not Approved, Reason:不同意此变更，理由：  |
| SQA confirm SQA确认 |  | PRE confirm PRE 确认 |  |

**TTM AP Supplier Change Management Policy**

**迅达亚太区关于供应商变更的管理政策**

1. **Change Requirement变更要求**

All supplier need to notice TTM AP sites in formal < Supplier Change Notification> before any changes, and these changes need be implemented after got TTM AP sites formal response and approval. These changes include:

所有供应商在做任何变更前，必须发出正式的《供应商变更通知》通知TTM AP分厂，并在得到TTM AP分厂书面回复同意后，方可执行变更。这些变更包括：

1. Product changes e.g. packing changes, quality document changes (Spec., CoC changes), raw materials changes, etc；

产品变更，例如包装变更，品质文件变更（标准，CoC变更），原材料变更等；

1. Process changes e.g. production line changes, process control changes (Technology, Testing), etc;

流程变更，例如生产线变更，流程控制变更（技术，测试）等；

1. Business changes e.g. company/product rename, manufacturing site changes, material EOL etc.

业务变更，例如公司/产品名称变更，制作产地变更，产品停产等；

1. **Supplier Change Notification(SCN) Issue Requirement 供应商变更通知发出要求**

SCN need be issued following below notice Period, supporting documents such as product datasheet, MSDS, COC, process control plan, process evaluation/testing report, RoHS compliance certification by the third party when applicable, need be submitted with SCN.

SCN需按如下时间要求发出，支持文件（例如产品技术资料，MSDS，CoC，流程控制计划，流程验证/测试报告，第三方机构的RoHS检测证明等）应随SCN一同提交。

Table- Supplier change management list表- 供应商变更管控一览表

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classification更改等级 | Change Items更改项目 | NoticePeriod通知时限 | Supporting Documents Required支持文件 | Remark说明 |
| *A* | Changes resulted by supplier or sub-supplier material EOL供应商或其原材料供应商发出的停止生产(EOL)导致的变更 | 18 months before change effect更改正式生效前18个月 | Alternative material related data such as 替代物料相关资料例如，Change evaluation report 变更评估报告Product Data sheet 产品规格/说明MSDS 物料安全资料表The 3rd party environmental management material inspection report 第三方环境管理物质检测报告Others 分厂需要的其它资料 | Refer to point 3 of the text about Material EOL.参考正文第三点材料停产要求 |
| *B* | Transfer some or all production processes(The site has not been qualified by TTM AP)部分或全部工序转厂生产或订单外包制作（所转场地或承包商未被TTM AP认可） | 12 months before change effect更改正式生效前12个月 | Change evaluation report 变更评估报告Product Data sheet 产品规格说明MSDS 物质安全资料表The 3rd party environmental management material inspection report第三方环境管理物质检测报告Others 分厂需要的其它资料 | This is applicable for the changes that affect the performance of the material, functions, parameters, reliability and quality.此处适用于对物料的性能,功能,参数,可靠性,品质有影响的更改 |
| C | Raw material change 原材料变更Technology change (Including production line, process control change etc.) 生产流程或制作工艺更改(包括生产线更改,设备更改,流程控制更改等)Product Design change 产品设计变更Transfer some or all production processes (The site has been qualified by TTM AP)部分或全部工序转厂生产或订单外包制作（所转场地或承包方为已被TTM AP认可） | 6 months before change effect更改正式生效前6个月 |
| D | Key Performance Indicators, Product Performance Inspection/Detective Method change 关键性能指标、产品性能之测试方法更改Appearance change 物料外观更改 | 3 months before change effect更改正式生效前3个月 | * Change evaluation report 变更评估报告

Quality Report after change 更改后的品质报告* Product Data sheet 产品规格说明（可选）
* MSDS 物质安全资料表（可选）
* The 3rd party environmental management material inspection report

第三方环境管理物质检测报告（可选）Others 分厂需要的其它资料 | No effect to the performance of the material, functions, parameters, reliability and quality对物料的性能,功能,参数,可靠性,品质等均无影响 |
| *E* | Company Name /brand change 公司名称/商标更改Material Name/ identification change 物料名称/标识更改Package change(size/Color/Shape/label format and etc.) 包装更改(大小,颜 色, 形状, 标签式样等) Change of shipping conditions (water, land, air, and etc.)运输条件更改（水运，陆运，空运等）Technical person with specific requirements(If applicable), and key management change such as quality management representative and etc. 特定要求（若有）的技术人员变更及品质管理者代表等关键人员的变更Test/ Inspection Items change 检验/检查项目更改 | 1 Month before change effect.更改正式生效前1个月 | A contrast list before and after change更改前后对比清单Quality Report after Test/inspection items change检验/检查项目更改后的品质报告Others 分厂需要的其它资料 | No effect to the performance of the material, functions, parameters, reliability and quality对物料的性能,功能,参数,可靠性,品质等均无影响 |
| F | Material data/ company information Change (such as MSDS, Quality manual updated/revised/ amended etc.) 物料数据/公司相关信息(如MSDS,品质手册)的刷新/增加/修订/更改/更正勘误等 | 1 Week before information release资料发布一周前 | Relevant documents provided (such as updated report, version description, error list etc.) 提供相关报告文件(如升级报告,版本说明,勘误表等)Others 分厂需要的其它资料 | No effect to the performance of the material, functions, parameters, reliability and quality对物料的性能,功能,参数,可靠性,品质等均无影响 |

1. **材料停产Material End of Life (EOL)**

Supplier shall inform TTM AP sites’ PUR/GCM/SCM team at least 18 months in advance if there is material EOL plan. Supplier shall work with PUR and GCM/SCM team for a replacement or alternative solution and make sure continuous supply before a replacement or alternative solution is ready.

当有材料停止生产计划时，供应商需要提前18个月通知TTM AP工厂采购及供应链团队。供应商应该与TTM 工厂采购及供应链团队沟通协调，确保在备选资源方案未就绪前必须提供持续的供应。