PROCESS FOR THE SUBMISSION OF A SUPPLIER INITIATED CHANGE REQUEST (SICR) TO BOSCH AUTOMOTIVE MANUAL FOR SUPPLIERS V3

EXCEPTION: THIS PROCESS DOES NOT APPLY TO CHANGES REGARDING ELECTRONIC COMPONENTS FOR WHICH THE ESTABLISHED PCN PROCESS STILL MUST BE USED.
Process for Supplier Initiated Change Request - Overview

As agreed in chapter 4 of our Quality Assurance Agreement (QAA), suppliers must announce product and process changes to Bosch prior to introduction of the change. The supplier must provide the agreed quality documentation to obtain the written approval of Bosch in this regard before the implementation of the change.

Area of application:
Bosch Business Sector Mobility Solutions (BBM) without division Automotive Aftermarket AA

- Applies to changes that affect parts and components delivered to plants of BBM
- This process must not be used for changes regarding electronic components for which the established PCN Process still must be used

Next steps at Bosch:
- Review of SICR
- Request to supplier for rework or additional documentation, if required
- Decision whether to decline or initially accept the SICR and start the official Engineering Change Management process at Bosch (with involvement of the supplier)
- Feedback to supplier

Input by supplier:
- Supplier shall prepare all required details and documentation of the SICR
- Supplier submits all data and additionally required documents (drawings, process flow, schedule, risk analysis, etc.) on an internet-based input mask
- As soon as you submit the SICR your Supplier Quality Engineer (Bosch PQT) will be informed

2
1. Open the Bosch Landing Page for SICR with this LINK: 
   >> LINK to Bosch SICR access point <<

2. Your Browser opens this overview
   - At first you will find our Guidelines for Suppliers regarding submission of SICR to Bosch Automotive

2. Please read and accept this rules via the drop-down list
   - No + Submit = **Nothing** happens even if the message "success" is displayed
   - Yes + Submit = Proceed on next page
1. Fill in your basic contact data, **important:**
   - We require the **Robert Bosch Supplier Number (RBSNO)** from your entity, don’t enter any other Plant Supplier Numbers!
   - The **Contact E-Mail** is our main communication way! Please check it twice for correctness

2. Select the **Change Request Type**
   - **Process or Product**
   - Select **Supplied part affected by change is**
     - For Catalogue parts a new dropdown appears **Catalogue Spec. Changed**
   Please select one option and proceed on next page
Select **Part Numbers affected** (Bosch part numbers)
- If 3 or less -> type them into the additional field
  **Part Number affected: Enter**, separated by comma
- If more than 3 -> A new field appears
  0. **Part Number affected: Attachment**
  -> upload your own Excel-Spreadsheet with all numbers

Select **Reason for change** via drop-down
- If you select **Others** you must describe this in the field
  **Reason for Change: Explanation others**
- If you select: **Introduction of measures to solve a complaint officially reported by Bosch**
  → see further details on next page
- In any case fill in the field **Description of Change**
If you chose the reason "Introduction of measures to solve a complaint officially reported by Bosch" this must have been discussed before with Bosch.

Please fill in the three required fields. For > additional information required 1 upload the ID of complaint (from SupplyOn Problem Solver) or the Complaint No from the 8D Report you have received. For > additional information required 2 upload the System ID (from SupplyOn Problem Solver) or the Bosch Production Plant (from 8D Report).

Enter the detailed description of change.
For further description of the change you can upload up to 3 documents as attachments.

If you select **1. Further details** please always use the provided **Process Template** (link).

Fill in the "**2. / 3. Further details**" if applicable

Hints:
> All popular file formats are possible (ppt, xls, doc, jpg, pdf, ...)
> Only **one** file can be uploaded per box!
> The size of a single file should **not exceed** 8 Mbytes.
> If necessary, delete an already uploaded via the small cross and add new file again

After filling in all information for **2** proceed on next page
### Please fill in the Milestone Proposal:

<table>
<thead>
<tr>
<th>Start of activities</th>
<th>18.6.2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st samples available</td>
<td>24.6.2020</td>
</tr>
<tr>
<td>Validation at supplier completed</td>
<td>16.7.2020</td>
</tr>
<tr>
<td>PPAP submission to Bosch (earliest)</td>
<td>29.6.2020</td>
</tr>
<tr>
<td>SOP (earliest)</td>
<td>1.7.2020</td>
</tr>
</tbody>
</table>

4. **Detailed timing plan**

You can upload an attachment to the **4. Detailed timing plan** if the schedule of your SICR is very detailed; (optional)

![Cost Benefit for Bosch](image)

4. **Fill in the required fields for the Cost Benefit for Bosch and proceed on next page**
Please upload your analysis and assessment of the predictable and potential risks, together with proposed measures for mitigation. Usage of the pre-defined Risk Assessment Template is mandatory.

If required, you can use the last box for Additional Comments

Proceed on next page.
Make sure to have step 1-6 completed. Check your contact mail and the RBSNO again and click on Submit. An information email will arrive after a few minutes if you have used the correct Email-address.
For your reference, the email “Confirmation of receipt” includes links (expires after 90 days!) to all data and attachments that you have entered.

You can download these if you want.
Request for Rework – page 1

• If Bosch PQT after analysis or your SICR requests a rework (correction, additional data etc.), you will get the email shown on the right
• Click on Get Started
• Email address from the PQT and comments are visible in a field at the beginning.
• Rework the existing SICR as requested, do not start a new one since this leads to duplicates!
• After finished, again click on Submit to send the SICR back to the Bosch PQT
• Procedure is now the same after initial submission: You will get an information email containing all current data of your SICR.

Hint: This process-step works like a loop, and it is possible that you will get back the SICR several times until the quality of the content has reached an appropriate level.
Automatic Reminder emails to supplier in case of inactivity after Resend

- In case PQT has used “Resend for correction”, supplier will get from now on Reminder Emails if he has not yet sent back the (reworked and updated) SICR

- Frequency:
  - First reminder after 14 days
  - Second reminder after 20 days
  - Third reminder after 21 days
  - Fourth reminder after 22 days
  - Fifth/last reminder after 23 days