

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

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

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

SICR Process - Supplier Manual



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

BOSCH
Invented for life

SUPPLIER INITIATED CHANGE REQUEST (SICR)

Please fill the form and submit.

GUIDELINES FOR SUPPLIERS

Prior to initiation and forwarding of a Supplier Initiated Change Request (SICR) to Robert Bosch GmbH, the following aspects shall be taken into consideration:

- 1. Change eligibility for mandatory notification**
Before a change request can be made, it has to be checked by the supplier, whether or not the intended change is a notifiable process or product change in accordance with standard and agreed upon regulations (Bosch QAA, supplier internal requirements, legal requirements, automotive standards etc.).
- 2. Change Risk Assessment and associated time and cost implications**
Planned changes in the supply chain (including sub-suppliers) must always be analysed and safeguarded with respect to the actual/potential risk for the end customer through the Bosch manufactured product. The systematic Bosch change management with risk evaluations and/or corresponding safeguarding will usually lead to substantial time, resource and cost investments (e.g. Product validation testing, risk assessment development, part and product approvals etc.).
- 3. Derived benefit(s) for Robert Bosch GmbH**
Changes must always result in end benefits for Bosch. These benefits may present themselves as quality benefits through technological improvements, financial benefits, occupational health, safety and environment benefits, supply security benefits etc. These benefits must be clearly described and communicated to Bosch in writing.
- 4. Required documents for Bosch change evaluation**
For quick processing of the proposed change, detailed information related to the change have to be provided by the supplier in order to facilitate the Bosch internal change evaluation. This detailed information shall be presented in the format of a supplier presentation.
- 5. Cost compensation**
Prior to any approval regarding a change processing, Bosch will conduct a cost assessment. In the event of a negative result the proposed change will be rejected. If the change cannot be avoided according to the supplier, Bosch hereby expressly reserves the right to enforce cost claims to fully recover all incurred expenses.

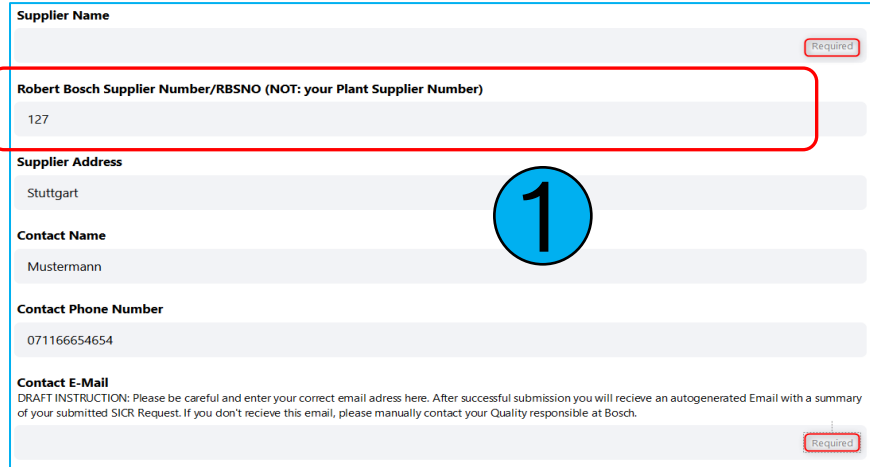
6. Required timing for change communication
Change requests are to be communicated as early as possible, at the latest 6 months before the planned change introduction date. This period might be significant longer dependent on the scope and complexity of the change.

We read and accept the rules.

Select... Required

Submit

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Supplier Name Required

Robert Bosch Supplier Number/RBSNO (NOT: your Plant Supplier Number)

127

Supplier Address 1

Stuttgart

Contact Name

Mustermann

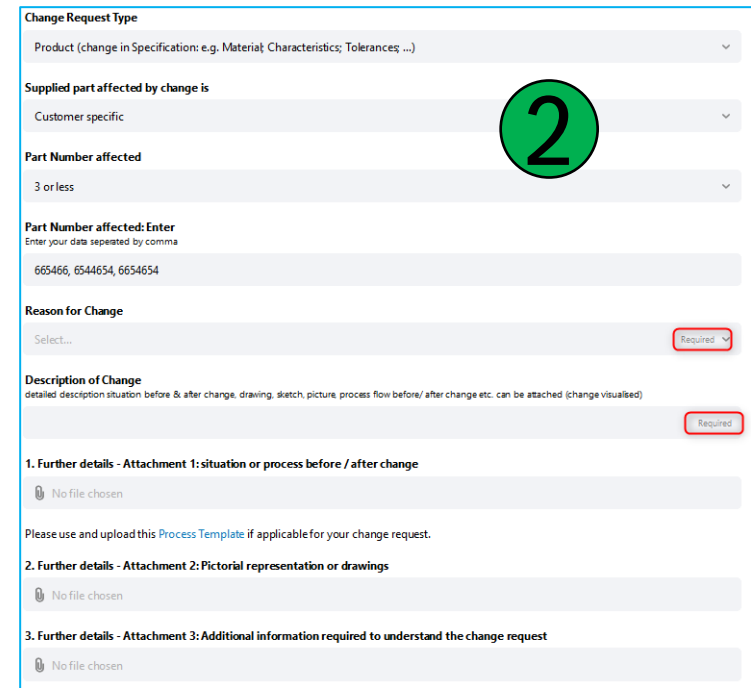
Contact Phone Number

071166654654

Contact E-Mail Required

DRAFT INSTRUCTION: Please be careful and enter your correct email address here. After successful submission you will receive an autogenerated Email with a summary of your submitted SICR Request. If you don't receive this email, please manually contact your Quality responsible at Bosch.

- 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



Change Request Type

Product (change in Specification: e.g. Material, Characteristics; Tolerances; ...)

Supplied part affected by change is 2

Customer specific

Part Number affected

3 or less

Part Number affected: Enter

Enter your data separated by comma

665466, 6544654, 6654654

Reason for Change Required

Select...

Description of Change Required

detailed description situation before & after change, drawing, sketch, picture, process flow before / after change etc. can be attached (change visualised)

1. Further details - Attachment 1: situation or process before / after change

No file chosen

Please use and upload this [Process Template](#) if applicable for your change request.

2. Further details - Attachment 2: Pictorial representation or drawings

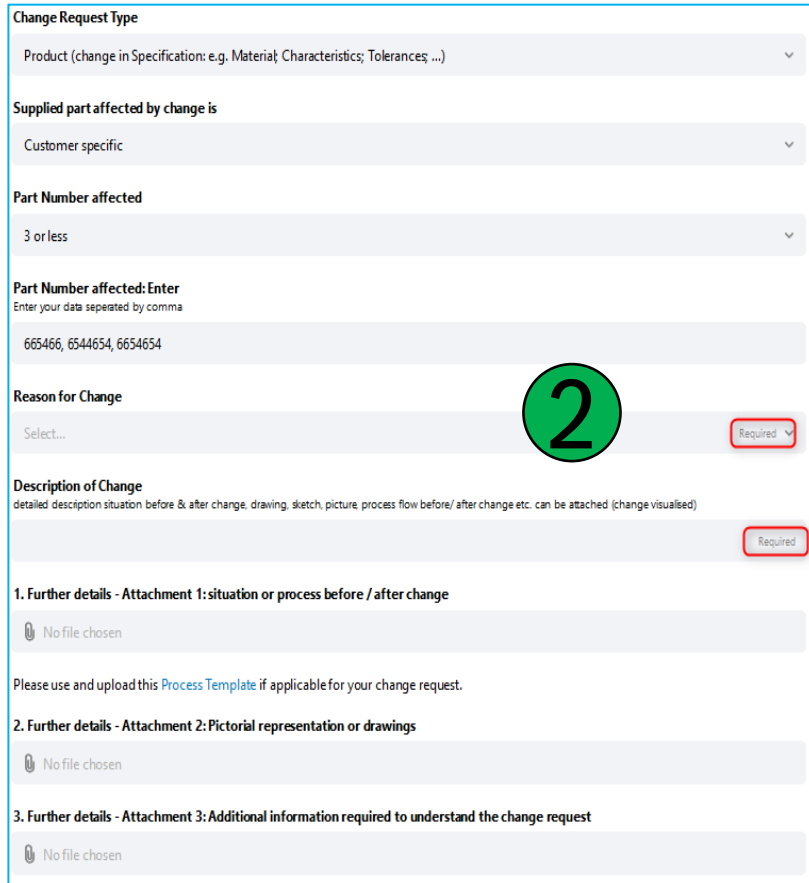
No file chosen

3. Further details - Attachment 3: Additional information required to understand the change request

No file chosen

- 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

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Change Request Type

Product (change in Specification: e.g. Material; Characteristics; Tolerances; ...)

Supplied part affected by change is

Customer specific

Part Number affected

3 or less

Part Number affected: Enter
Enter your data separated by comma

665466, 6544654, 6654654

Reason for Change

Select...

Required

Description of Change
detailed description situation before & after change, drawing, sketch, picture, process flow before/ after change etc. can be attached (change visualised)

Required

1. Further details - Attachment 1: situation or process before / after change

No file chosen

Please use and upload this [Process Template](#) if applicable for your change request.

2. Further details - Attachment 2: Pictorial representation or drawings

No file chosen

3. Further details - Attachment 3: Additional information required to understand the change request

No file chosen

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*

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Reason for Change
Introduction of measures to solve a complaint officially reported by Bosch

Reason for Change: Bosch complaint > additional information required 1
ID of complaint (from SupplyOn ProblemSolver) OR Complaint No. (from 8D Report)

Required

Reason for Change: Bosch complaint > additional information required 2
System ID (from SupplyOn ProblemSolver) OR Bosch Production Plant (from 8D Report)

Required

Description of Change
detailed description situation before & after change, drawing, sketch, picture, process flow before/ after change etc. can be attached (change visualised)

Required

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*

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2

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

The screenshot shows a web form for a Change Request. It includes sections for 'Change Request Type', 'Supplied part affected by change is', 'Part Number affected', 'Part Number affected: Enter', 'Reason for Change', and 'Description of Change'. Below these are three attachment boxes labeled '1. Further details - Attachment 1: situation or process before / after change', '2. Further details - Attachment 2: Pictorial representation or drawings', and '3. Further details - Attachment 3: Additional information required to understand the change request'. Each attachment box has a file upload icon and the text 'No file chosen'. A green circle with the number '2' is overlaid on the first attachment box. A red 'Required' label is visible next to the 'Reason for Change' dropdown and the 'Description of Change' text area.

After filling in all information for  proceed on next page

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Please fill in the Milestone Proposal:

Start of activities

18.6.2020

1st samples available

24.6.2020

Validation at supplier completed

16.7.2020

PPAP submission to Bosch (earliest)

29.6.2020

SOP (earliest)

1.7.2020

4. Detailed timing plan

No file chosen

3

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

Cost Benefit for Bosch

Currency

EUR

Price per 100 pcs (Before)

Required

Price per 100 pcs (New)

Required

One time payment

0

4

Fill in the required fields for the *Cost Benefit for Bosch* and proceed on next page

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5. Risk Assessment/Analysis mitigation of risks

The change requestor is expected to perform an active analysis and assessment of predictable and potential risks along with proposals for remedial measures (risk mitigation plan).

 No file chosen

5

Required

Please use and upload this [Risk Assessment Template](#) here.

- 5 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.

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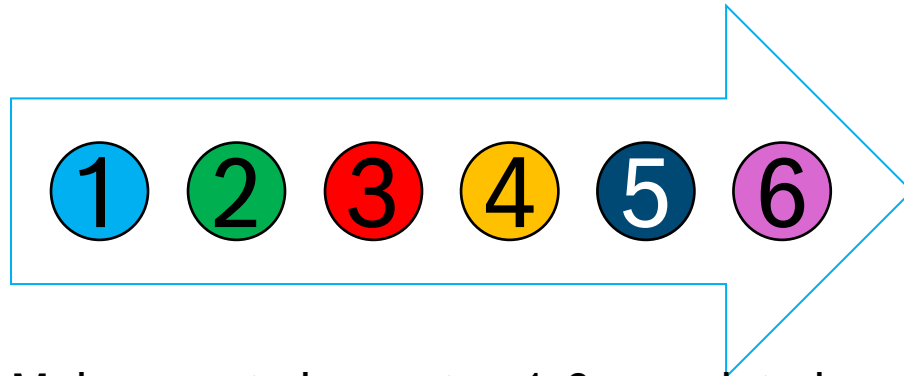
6. Proposal for PPA/PPAP Agreement (Sampling Agreement)
The change requestor must initiate the Sampling Agreement and submit a proposal (scope of the planned PPA/PPAP).

No file chosen 6 Required

Please complete and upload this template for the [PPA/PPAP Agreement](#).
Further information about this topic can be found in chapter 4.9 of the [Bosch-Supplier Quality Requirements Manual](#).

Additional Comments

- 6 The pre-defined Form *Proposal for PPA/PPAP Agreement* must be used and uploaded.
For further details see link to the manual for Bosch-Supplier Quality Requirements.



Make sure to have step 1-6 completed.

Check your contact mail and the RBSNO again and click on [Submit](#).

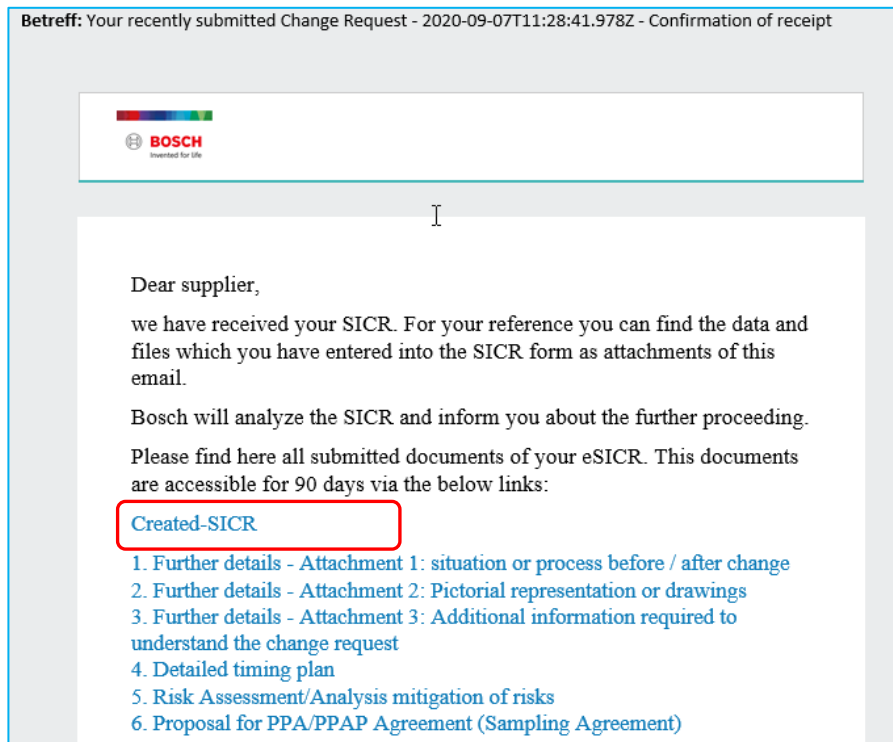
An information email will arrive after a few minutes if you have used the correct Email-address.

After pushing the Submit button you will soon get an email confirming the receipt of your Change Request at Bosch. This Email will include all entries which you have put into the form and all files you have uploaded.

Submission of this document does not replace a written approval of Bosch neither for the start of preparation of the change nor for the change implementation itself.

[Submit](#)

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- > 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.

SUPPLIER INITIATED CHANGE REQUEST		Change Request Type	
AUTOGENERATED - SICR Pushbot		Product (change in Specification: e.g. Material; Characterist	
Supplied part(s) affected by the change are		Catalogue part	
In case of catalogue part(s):		Specification as warranted unchanged	
Information			
Supplier Name:		xy	
Supplier Nr.:		111111	
Address:		Stuttgart	
Contact at supplier:			
Name:		AtMustermann	
Phone number:		22225325	
E-Mail:		stet@lee.de	
Part Nr. affected		more than 2 22222,5555,555555	
Detail of Change			
Reason for Change:		Introduction of measures to solve a complaint officially reported by Bosch	
ID of complaint OR Complaint No.		0815	
System ID OR Bosch Production Plant		P72	
Explanation for others:			
Description:		Final inspection improved	
Milestones proposal:			
Start of activities		2020-06-18	
1st samples available		2020-06-24	
Validation at supplier completed		2020-07-16	
PPAP submission to Bosch (earliest)		2020-06-29	
SDP (earliest)		2020-07-01	
Cost benefit for Bosch			
Currency		EUR	
price-reduction BEFORE per 100 pcs		12.3	
price-reduction NEW per 100 pcs		12.3	
one time payment		0	
Additional comments:		Demo	

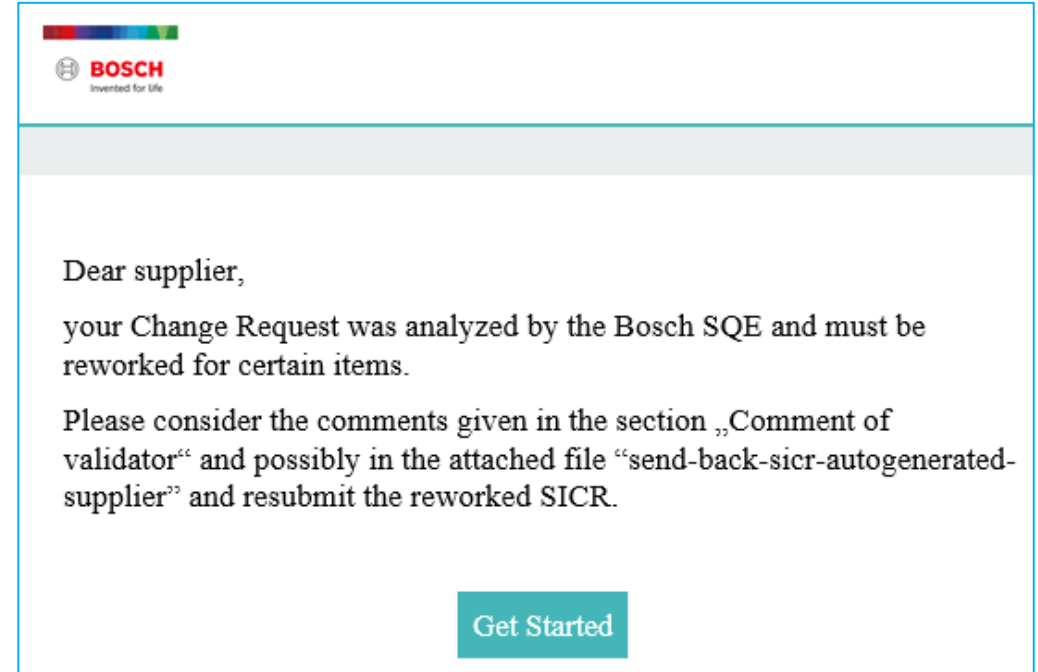
You can find all details of your input into the fields of the entry mask summarized in the excel file **Created-SICR**.

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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.

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Request for Rework – page 2



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

