

SCP Change Form



Supplier Name	SCP Item Number	Product Description	Date Submitted (MM/DD/YYYY)	Mfg. Part Number

Reason for Change

Please include information regarding the specifics of why the change is necessary. Check boxes for **EACH** item changing.)

- | | | |
|------------------------------------|---|---|
| <input type="checkbox"/> Case Pack | <input type="checkbox"/> Compatibility | <input type="checkbox"/> Other (Add below) |
| <input type="checkbox"/> Packaging | <input type="checkbox"/> Legal/Regulatory | <div style="border: 1px solid black; height: 40px; width: 100%;"></div> |

Description of Change

Fill out the table **COMPLETELY** with **each** change.
 Example: The packaging is changing to reflect new compatibility.
 Images of old and new packaging are required.

Change Type (Running or hard) mixed inventory OR hard cut over date	Description of Component Changing (Specifics on what is changing)	Old Vendor Part Number	New Vendor Part Number	Change by Date (MM/DD/YYYY) When does the new inventory arrive?

Provide .pdf file with Old and New Part No. changes including images (JPG) format.

Visuals to be provided: **Photo of Old Component(s) vs. New Component(s)**.
 Image file should be in **.jpg format** attached as an "Object" with a size <=800KB per image; however, resolution must be enough to read the text when zooming in

If sending multiple SKUs (i.e. iPhone launch SKUs) please send an Excel file that includes: vendor name, SCP item number, product description, old part number, new part number, and expected cut over date.

Please send this form with images to ItemSetup@scp4me.com