

CHANGE REQUEST (CR)

SUBMITTED BY: BEA TECHNICAL REQUESTER <input type="checkbox"/> SUPPLIER <input type="checkbox"/>			
1. Date:	2. PO/Subcontract No.:		
3. Supplier Name and Contact:			
4. Email Address:			
5. Subject:			
6. List Relevant Document(s) (Such as Drawings/Specifications/Vendor Data):			
7. Describe Requested Change (Attach additional sheets as required):			
8. Price: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> None Estimated Price Increase/Decrease:			
Delivery: <input type="checkbox"/> Extension <input type="checkbox"/> Improvement <input type="checkbox"/> None Estimated Delivery Extension/ Improvement:			
TECHNICAL REQUESTER DISPOSITION			
9. CR No.:	<input type="checkbox"/> CR Approval <input type="checkbox"/> CR Rejection <input type="checkbox"/> CR Clarification <input type="checkbox"/> Other		
Technical Requester	Name:	Date:	Signature:
Comments (Attach additional sheets as required):			
10. Approval List			
Program Quality Engineer	Name:	Date:	Signature:
	Name:	Date:	Signature:
BUYER/SUBCONTRACT ADMINISTRATOR (SA) DISPOSITION			
Contract Change Request (CCR) Received: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			CCR No.:
PO Revision/Contract Amendment No.:		Negotiated Cost:	Negotiated Delivery:
Buyer/SA		Supplier	

CHANGE REQUEST (CR)

Name:	Date:	Name:	Date:
_____ Signature		_____ Signature	
Comments:			

Attachments:

INSTRUCTIONS

Instructions

General The CR form is used by the Supplier and the INL to identify and resolve problems and/or change/clarify the scope of work for purchases of materials or non-construction services.

1. Enter the date of Change Request.
2. Enter PO/Subcontract No.
3. Enter Supplier name and contact name.
4. Enter Supplier e-mail address.
5. Enter a brief description of the change request subject.
6. List all relevant documents being affected by the change request. Where applicable, attach copies of the relevant documents or furnish electronic addresses for these documents.
7. The originator of the Change Request must complete this section.
8. If the Supplier submits the Change Request and an increase in the PO/Subcontract price is anticipated, the Supplier must also submit a proposal detailing the price increase. If the Technical Requester submits the CR and an increase in price is anticipated, the Technical Requester must:
 - For Materials: send written confirmation validating the availability of additional funding to the Buyer before a revision to the PO can be finalized.
 - For Services: furnish a rough order of magnitude Contract Change Request (CCR) to the SA before the CR can be finalized.

The Change Request submitter shall identify delivery impacts. Select 'None', if no price or delivery impact will result from approval of the request.

9. Technical Requester shall decide how to number the CR. It is suggested that the Technical Requester use the PO/Subcontract No. followed by a slash, then the appropriate number of the CR, e.g. 99999/01. If "Other" is checked, the Technical Requester shall explain in the comments section.
10. Space is provided to route the CR to the applicable functional reviewers and approvers, e.g., Export Controls, Packaging & Transportation, Radiological Controls, Safety, etc. It is the responsibility of the Technical Requester to ensure the CR has been reviewed and approved by all applicable functional reviewers and approvers.
11. For quality related actions, distribution of the CR to the assigned Procurement Supplier Quality Engineer is required upon completion of the Buyer/SA disposition.