

Supplier Change Request (SCR) reference guide for BD suppliers

Corporate Global Supplier Quality Management
April 2021



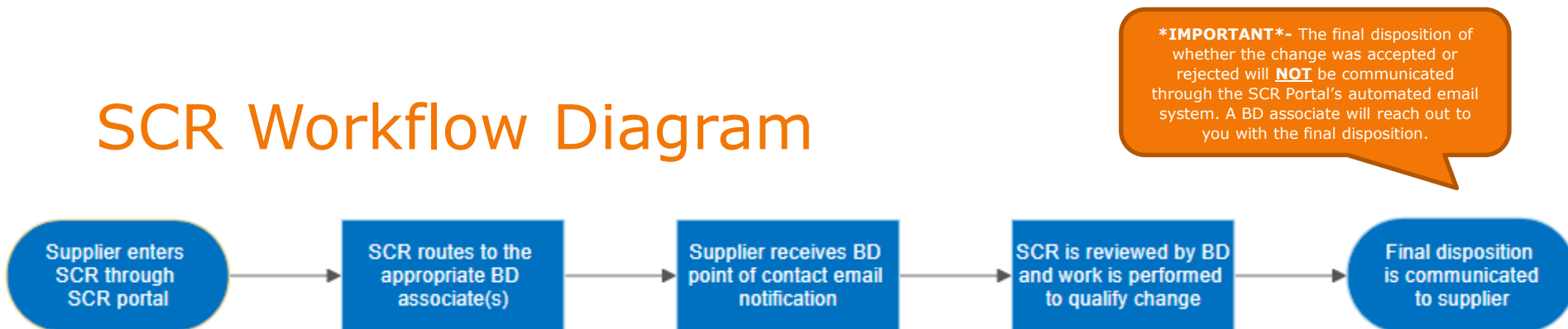
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What is a Supplier Change Request (SCR)?

- Supplier Change Request (SCR) = any supplier-initiated change that may impact the quality of BD products, (i.e. supplier product, process, or service change, includes sub-tier suppliers)
- The SCR Portal is a one-way communication tool that allows the supplier to most efficiently and effectively communicate your supplier change request to BD
- Your SCR request will notify the appropriate BD business units and procurement managers immediately upon your submission

SCR Workflow Diagram



What kind of changes is the SCR portal for?

Type of Change	<input type="checkbox"/> Product /Service	<input type="checkbox"/> Process	<input type="checkbox"/> Quality System	<input type="checkbox"/> Other
What will change	<input type="checkbox"/> End of Life, Product/Service discontinuation, Acquisition	<input type="checkbox"/> New or change to inspection or manufacturing equipment	<input type="checkbox"/> Changes to Name or other documentation that may have a regulatory impact.	<input type="checkbox"/> Other
	<input type="checkbox"/> Packaging or labelling change	<input type="checkbox"/> Control plan - New or upgraded Inspection method, frequency, sample size	<input type="checkbox"/> CoC/CoA content change	
	<input type="checkbox"/> Batch definition, shelf life	<input type="checkbox"/> Existing process step (removed or added)	<input type="checkbox"/> Other	
	<input type="checkbox"/> Product design and/or specification change	<input type="checkbox"/> New or change to manufacturing process, equipment and tooling		
	<input type="checkbox"/> material and/or component change	<input type="checkbox"/> Process additives change (such as detergent, molding agent.)		
	<input type="checkbox"/> sterilization method, parameter or plant change.	<input type="checkbox"/> Transfer of process from one location to another location		
	<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Do's and Don'ts / Out of Scope

Do's	Don'ts
<p>Do contact BD immediately if a supplier change request has occurred without BD's approval</p>	<p>Don't submit BD-initiated change requests through the SCR portal</p>
<p>Do regularly follow up with your BD point of contact after your SCR has been submitted and portal admin (Supplier-Change-Request@bd.com) for technical issues</p>	<p>Don't submit legal name and financial clerical changes through the SCR portal, for those types of changes follow the link for BD Supplier Registration portal found on BD.com</p>
<p>Do note that suppliers are not given access or login credentials to sign in the SCR Portal system, if you want to make changes to your SCR submission - please reach out to your BD point of contact</p>	

When should I submit an SCR?

- Adequate notice for qualification of changes should be provided to BD in accordance with master purchasing agreement, quality agreement, contract and/or purchasing document. If notification timeframes do not exist then a minimum of 90 days prior to change of design or 180 days for end of life is required.

How do I submit an SCR in the SCR portal?

1 – SCR Portal link can be found on BD.com

- On the www.bd.com page, navigate and hover to “About BD” tab, scroll down click “Quality”.
- A second menu bar will open up below, click on “Supplier” tab
- Scroll down to where it says “Change Control”, press the + sign
- A link called [BD Supplier Change Request Portal](#) will be shown, click the link.

Change Control

The supplier shall maintain ongoing and timely communication and collaboration to ensure BD is aware of changes. This includes communication with sufficient notice period of any significant changes that the supplier's organization may face that could affect BD product quality or supply continuity. The supplier is expected to receive written approval from a BD representative prior to making any changes to specifications (this may include, but is not limited to, changes in manufacturing processes, material, changes that impact form, fit or function of the part, change of registration status, supply chain changes, location, among others).

These changes are expected to be communicated through the [BD Supplier Change Request Portal](#).

How do I submit an SCR?

2 – SCR Portal link is also available in this reference guide

- Feel free to save the direct link for future use.
- URL Access to SCR Portal: <https://bdscr.aravo.com/aems/supplierservice.do>
- Please provide your company email address, Click Submit

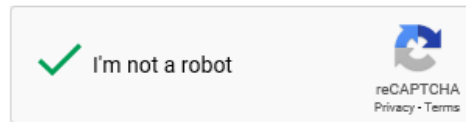
Thank you for your interest in submitting a Supplier Change Request (SCR).

Please note that this form should only be used for changes to products and processes that may impact BD product. For updates to your supplier information (contact information, company & payment details, etc), please refer to your Shared Services or Procurement point of contact. Please review the [training materials](#) for our Supplier Change Request portal (SCR).

In order to submit a Supplier Change Request (SCR), please register with a valid company e-mail address. Upon submitting your e-mail address, the system will immediately send you an e-mail with instructions for completing a supplier change request (SCR).

Please update your spam filter settings to ensure that you can receive emails from "aravo.com". For an effective experience whilst submitting the change request please ensure to use one of the following browsers: Google Chrome, Firefox, or Internet Explorer 11 or higher.

Technical issues? [Contact us](#)



Your email address

You will receive a SCR registration instruction message once you submit this form.

How do I submit an SCR (continued 2)?

- After your submission, you'll see this message on the SCR Portal page

Supplier Change Request Portal (STAGING)

Your submission has been received and you should expect to receive an email at the indicated email address shortly. If you do not receive an email, be sure to check your spam filter settings to ensure that you can receive emails from the "aravo.com" domain.

BD SCR Portal Team



How do I submit an SCR (continued 3)?

- Within a few minutes, you should receive an automated email from our SCR Portal system with a link provided
- Please check your spam folder if you cannot locate it

BD Supplier Self-Registration successfully completed



Supplier Change Request Portal <Supplier-Change-Request@bd.com>
To Test BD Supplier Name



Wed 4/8/2020 10:36 AM



BD Supplier Change Request Portal

Thank you for registering with Becton, Dickinson and Company (BD).

You will now be able to complete a supplier change request through our Supplier Change Request (SCR) Portal.

To complete the form you will be required to provide the following information:

- Type of supplier change request
- Description of supplier change request
- Impacted BD Site(s)
- Impacted BD Commodity Category
- Impacted BD Material/Part ID

All information entered into our system is secure and only accessible by approved partners of Becton, Dickinson and Company (BD).

To complete the supplier change request process, please click [HERE](#) to access our supplier change request form.

Thank you,

BD Supplier Change Request Team

How do I submit an SCR (continued 4)?

- There is **NO** option to save the form and revisit later, so please be sure you have all the required information and documents before proceeding forward

Add New SCR

*Required Field

Contact portal admin for any questions/ concerns

 Please contact Supplier-Change-Request@bd.com if you have any questions on how to fill out this form.

Supplier Name (as shown on recent PO)*

A Resin Supplier Inc.

Supplier Change Request

SCR Contact Title

Quality Specialist

SCR Contact First Name*

Jane

SCR Contact Last Name*

Doe

SCR Contact Email*

TestSupplier@company.com

SCR Contact Phone*

201-847-5351

Would you like to include additional contacts from your organization in the routing of this SCR?

Yes No

BD Contact Name

John Smith

Recent BD PO number

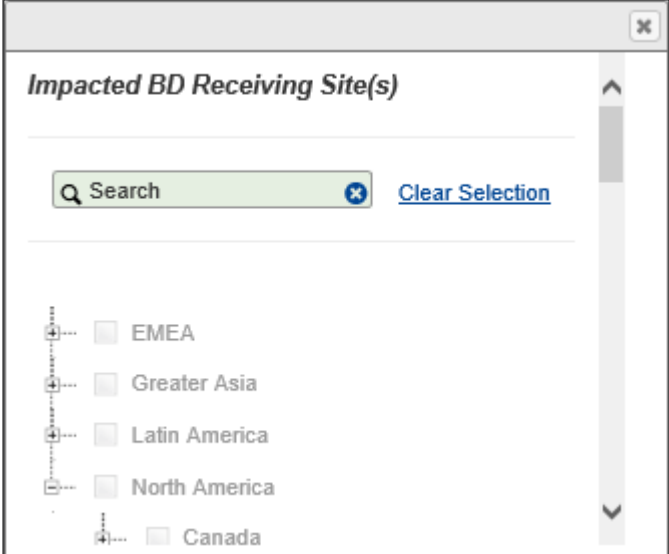
4200024982

IMPORTANT please make sure you provide the correct email address otherwise you will not receive the automated email notification confirming your submission.

How do I submit an SCR (continued 5)?

- **Impacted BD Receiving Site(s)** and **Primary Commodity Category and Sub-Category** **drive the workflow** of the SCR process
- Please provide accurate and complete information for the BD sites and commodities to prevent delays
- You have two ways of searching: either typing in the *Search* box or also clicking and scrolling through each branch
- You can select multiple entries for **Impacted BD Receiving Site(s)**
- Click Save button and your entry should appear on your screen

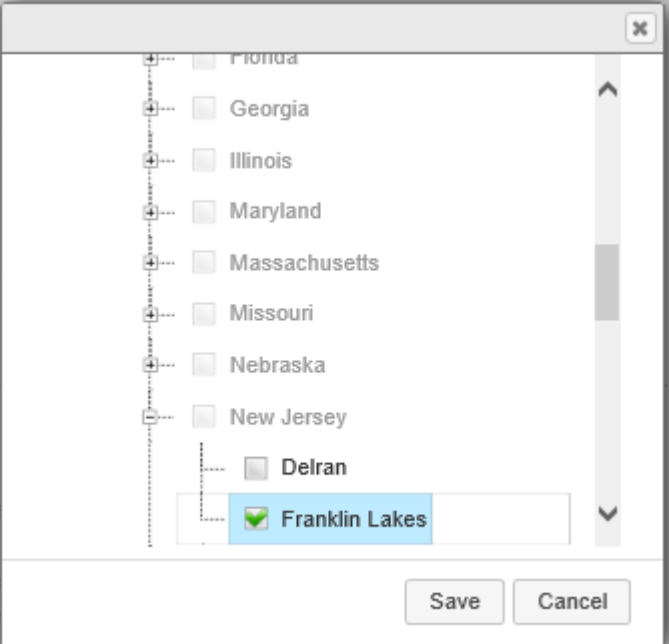
TIP We recommend to use the BD site location(s) in which the BD manufacturing or design process is occurring. The Purchase Order may be a viable source to getting the shipping location information.



Impacted BD Receiving Site(s)

Search

- EMEA
- Greater Asia
- Latin America
- North America
- Canada



Florida

Georgia

Illinois

Maryland

Massachusetts

Missouri

Nebraska

New Jersey

Delran

Franklin Lakes

Save Cancel

How do I submit an SCR (continued 6)?

- You can select several options for the following:
 - Reason for change
 - Type of Change
 - Specifics for Type of Change
 - Current vs. Future State
 - Overall Additional Details
- Providing as much detail as possible in the **current and future state field** will allow for the most accurate assessment as possible

Supplier Change Request Details

i Please choose at least one Impacted Site.

Impacted BD Receiving Site(s) * Franklin Lakes [+ Open Selection List](#)

Who initiated this change? * Supplier (You) Manufacturer (Your Supplier)

What is the reason for change * Cost Saving

CHOOSE OR CHECK ALL THAT APPLY

Select the type of change * Product / Service

Product / Service

End of Life, Product/Service discontinuation, Acquisition <input type="checkbox"/>	Packaging or labeling change <input checked="" type="checkbox"/>
Batch definition, shelf life, CoC/CoA content change <input type="checkbox"/>	Product design and/or specification change <input type="checkbox"/>
Material and/or component change <input type="checkbox"/>	Sterilization method, parameter or plant change <input type="checkbox"/>
Other <input type="checkbox"/>	

Please describe current state and future state *

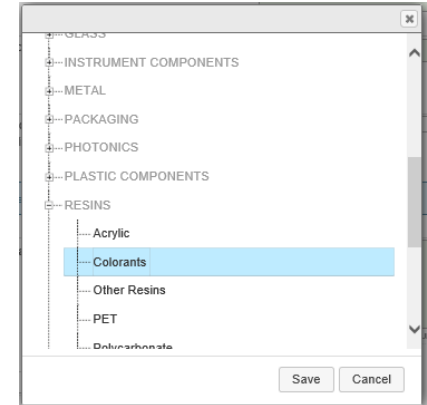
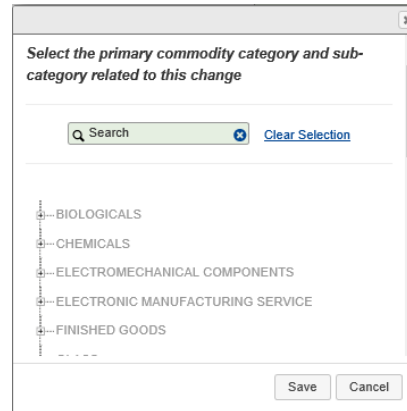
Please input details here.

How do I submit an SCR (continued 7)?

- You can select a single entry for **Primary Commodity Category and Sub-Category**
- Additional commodities can be added if multiple commodities are impacted. You can select multiple entries for **Secondary Commodity Category and Sub-Category**
- Once saved, it will only display the sub-category on your screen
- If you are uncertain of commodity affected, please link to BD's commodity definition list.

BD's commodity category and sub-category definitions downloadable list

You can attach additional supportive data (photos, equivalency, validation report, etc) which could facilitate BD's understanding of the change and BD's impact assessment; overall speeding up the BD change control process.



Select the primary commodity category and sub-category related to this change* [+ Open Selection List](#)

Select additional commodity categories and sub-categories related to this change (if applicable) [+ Open Selection List](#)

i The commodity category and sub-category definitions are provided [here](#).

Material / Part ID (Enter all affected BD Part Numbers)*
PLEASE SEPARATE MULTIPLE PART NUMBERS WITH A COMMA

File Upload

What would be the consequence / impact if BD rejects the change request:*

Proposed effective date*

How do I submit an SCR (continued 8)?

- And finally, please check the box for acceptance and click the Save button for final submission
- If you have any questions about the form, are having trouble submitting the form, or did not receive the email please contact the portal admin (supplier-change-request@bd.com)
- This will be the next screen showing you that it has been processed.

BD Supplier Change Request Portal

Your submission has been received and you should expect to receive an email at the indicated email address shortly. If you do not receive an email, be sure to check your spam filter settings to ensure that you can receive emails from the "aravo.com" domain.

- Please check your email for final confirmation
- If you encounter any "unexpected error" messages, please make sure to check your inbox as the SCR may have still been processed.

How do I submit an SCR (continued 9)?

- Final confirmation email should have a **BD point of contact** email address
- For questions and concerns or additions/changes to this SCR submission, please reach out to the BD Contact


BD Supplier Change Request – SCR Number: SCR0000482



Supplier Change Request Portal <Supplier-Change-Request@bd.com>
To Test BD Supplier Name

↩ Reply
↩ Reply All
→ Forward
⋮

Wed 4/8/2020 11:08 AM



BD Supplier Change Request Portal

Your BD supplier change request has been successfully received!

Please reach out to your point of contact below for any questions/concerns on your request:

BD CONTACT	Test DC FranklinLakes-SupplierQuality@bd.com
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Your BD Point of Contact

Here are the summary details of your request:

SUPPLIER	A Resin Supplier Inc.
SCR SUBMITTER	Jane Doe
SCR SUBMITTER EMAIL	TestSupplier@company.com
SCR REQUEST DATE	04/08/2020
SCR IDENTIFIER	SCR0000482
IMPACTED BD SITE(S) / DISTRIBUTION CENTER(S)	Region \ North America \ USA \ New Jersey \ Franklin Lakes
WHO INITIATED THE CHANGE	Supplier (You)
REASON FOR CHANGE	Cost Saving
TYPE OF CHANGE	Product / Service
MATERIAL / PART ID	1010101
PROPOSED EFFECTIVE DATE	04/30/2021
CATEGORY/SUB-CATEGORY	Commodity \ RESINS \ Colorants Commodity \ RESINS \ Other Resins

Receipt of this email does not signify acceptance by Becton, Dickinson and Company (BD) or its sub-contractors for this change. Once the form is reviewed and details of the change have been evaluated by BD, you will receive a separate notification of the approval or rejection of this supplier change request.

Thank you,

What is the status of the SCR?


- Once the SCR has been accepted for review by at least one of BD's internal Governance Boards, you will receive an [In Review Status] email notification.

Notification: Supplier Change Request [Review Status] - A Resin Supplier Inc. - SCR0000482



Supplier-Change-Request
To Test BD Supplier Name

Fri 4/10/2020 9:10 AM


BD Supplier Change Request Portal

BD supplier change request - SCR Number: SCR0000482 is now in review status.

Please reach out to your point of contact below for any questions, concerns, or status of your request:

BD SUPPLIER CONTACT	Test_DC_FranklinLakes-SupplierQuality@bd.com
----------------------------	--

Your BD Point of Contact

Here are the summary details of your request:


SUPPLIER	A Resin Supplier Inc.
SCR SUBMITTER	Jane Doe
SCR SUBMITTER EMAIL	TestSupplier@company.com
SCR REQUEST DATE	04/08/2020
SCR IDENTIFIER	SCR0000482
IMPACTED BD SITE(S) / DISTRIBUTION CENTER(S)	Region \ North America \ USA \ New Jersey \ Franklin Lakes
WHO INITIATED THE CHANGE	Supplier (You)
REASON FOR CHANGE	Cost Saving
TYPE OF CHANGE	Product / Service
MATERIAL / PART ID	1010101
PROPOSED EFFECTIVE DATE	04/30/2021
OPPORTUNITY FOR LAST TIME BUY?	Yes
CATEGORY/SUB-CATEGORY	Commodity \ RESINS \ Colorants Commodity \ RESINS \ Other Resins


Receipt of this email does not signify acceptance by Becton, Dickinson and Company (BD) for this change. You will be notified once the SCR is completely closed.

What is the status of the SCR (continued 2)?


- Once the SCR has been closed, (either accepted for change, or rejected for change) by BD's Governance Board(s), you will receive a [COMPLETELY CLOSED] email notification.
- This email notification does not indicate whether the SCR has been approved or rejected for change.
- Please reach out to the BD Contact for the final disposition if they have not contacted you.

BD Supplier Change Request – SCR Number: SCR0000482 - SCR COMPLETELY CLOSED

 Supplier-Change-Request
To: Test BD Supplier Name

 Reply  Reply All  Forward 

Thu 6/25/2020 11:27 AM



BD Supplier Change Request Portal

The following supplier change request is COMPLETELY CLOSED:

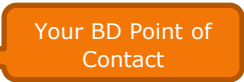
Your BD Point of Contact will inform you of the approval or rejection of this SCR.

All suppliers are required to notify and receive written approval from BD prior to implementing any change to the design or manufacturing process of materials and/or services we purchased from you.

BD CONTACT Test_DC_FranklinLakes-SupplierQuality@bd.com

Here are the summary details of your request:

SUPPLIER	A Resin Supplier Inc.
SCR SUBMITTER	Jane Doe
SCR SUBMITTER EMAIL	TestSupplier@company.com
SCR REQUEST DATE	04/08/2020
SCR IDENTIFIER	SCR0000482
IMPACTED BD SITE(S) / DISTRIBUTION CENTER(S)	Region \ North America \ USA \ New Jersey \ Franklin Lakes
WHO INITIATED THE CHANGE	Supplier (You)
REASON FOR CHANGE	Cost Saving
TYPE OF CHANGE	Product / Service
MATERIAL / PART ID	1010101
PROPOSED EFFECTIVE DATE	04/30/2021
OPPORTUNITY FOR LAST TIME BUY?	Yes
CATEGORY/SUB-CATEGORY	Commodity \ RESINS \ Colorants Commodity \ RESINS \ Other Resins



Thank you,
BD Supplier Change Request Team

What if I have questions?

- For status updates, changes or additions to the form, questions or concerns; please contact your BD point of Contact
- For technical issues, feedback, or questions regarding the SCR process; please reach out to the SCR Portal Admin: supplier-change-request@bd.com

Thank you!

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