## SUPPLIER CHANGE POLICY

[Organization Name] is committed to providing the highest level of client service. To accomplish this, we partner with suppliers who share our dedication to quality. However, [Organization Name] recognizes that there may be instances when suppliers must be changed due to unforeseen circumstances. This policy details the procedure for changing multi-year-term suppliers.

POLICY

[Organization Name] forms critical supplier relationships on a daily basis. We encourage our employees to verify that suppliers on a multi-year term adhere to approved terms and to recommend supplier changes if they believe there is a reasonable cause to do so.

**Procedure**

Employees who believe it is necessary to change a multi-year-term supplier must take the following steps:

* Submit a form outlining the following:
	+ Name
	+ Email address
	+ Phone number
	+ Reason(s) for the change, including a list of issues
	+ E.g., quality, missing items, etc.
	+ Supplier's current terms
	+ Number of years remaining on the term, and
	+ Cost of breaking the terms
* Submit the form to the [Insert Title] for approval. The following must be attached:
	+ Original contract
	+ Supplier terms
* The [Insert Title] will then submit the form to the [Insert Title] for approval.

**Investigation (Optional Clause)**

The [Insert Title] will conduct an investigation into the matter by comparing job orders with the supplier to their current approved terms.

If the [Insert Title] determines that proceeding with the change is necessary, they must submit the following to the President for final approval:

* Report of the investigation
* Form submitted by the recommending employee
* Supplier’s original contract
* Supplier’s approved terms

Should the recommendation for change be approved, the supplier will be informed in writing.