

Guidance to complete Section 1 of Philips SICR-Form

- Suppliers are requested to always use the latest SICR Form found on webpage <https://www.philips.com/a-w/about/suppliers/supplier-tools.html>
- Changes proposed or intended to be made by Supplier (including changes from sub-tier suppliers) shall be included in the form in full compliance with requirements of applicable Quality Agreement and/or Change Notice Agreement.
- Supplier is required to fill out all Section 1 fields of the form. Do not leave any fields of the form blank. If information cannot be provided, please fill the field with “N/A”.
- Limit each SICR to one purchased part (12NC), unless the purchased part(s) belongs to a part family (e.g., 3 similar cables, only difference is in length).
- Avoid inclusion of multiple purchased 12NC's that require different dispositions, as this will delay the closure of the SCIR to the longest implementation schedule
- Submit all SICRs/PCNs to **Philips SICR Functional Account**. Reference SICR communication from Philips for functional account address, or Philips Supplier Account Manager (SAM).
 - After submitting the SICR form, the supplier may contact the Philips SAM directly for urgent change requests (e.g., Assurance of Supply), to determine appropriate action.
 - If issues are found in the SICR Form, the Philips SICR Coordinator may return the form to the supplier for clarification/completion.
- Philips will notify supplier of SICR status, and project teams may reach out directly to Supplier for additional information and/or implementation project planning.

