

TIRREN

COMMERCIAL CONTROL

Order Confirmation & Change Control Form

Record approved commercial scope and control changes after order

CHANGE RULE

A design, quantity, finish, evidence, packaging or delivery change after order can affect price, programme and manufacturability. Record the change before implementation.

1 • Order confirmation

Field	Entry
Project	[PROJECT]
Order / PO No.	[REFERENCE]
Supplier Order Ref	[INTERNAL]
Order Date	[DATE]
Currency	[CURRENCY]
Incoterm / Named Place	[TERM]
Production Lead Time	[DAYS / WEEKS]
Target Ship Date	[DATE]

2 • Confirmed scope

Item	Code	Description	Qty	Unit Price	Total	Drawing / Rev
[ITEM]	[CODE]	[DESCRIPTION]	[QTY]	[UNIT PRICE]	[TOTAL]	[DRAWING / REV]
[ITEM]	[CODE]	[DESCRIPTION]	[QTY]	[UNIT PRICE]	[TOTAL]	[DRAWING / REV]
[ITEM]	[CODE]	[DESCRIPTION]	[QTY]	[UNIT PRICE]	[TOTAL]	[DRAWING / REV]
[ITEM]	[CODE]	[DESCRIPTION]	[QTY]	[UNIT PRICE]	[TOTAL]	[DRAWING / REV]
[ITEM]	[CODE]	[DESCRIPTION]	[QTY]	[UNIT PRICE]	[TOTAL]	[DRAWING / REV]
[ITEM]	[CODE]	[DESCRIPTION]	[QTY]	[UNIT PRICE]	[TOTAL]	[DRAWING / REV]
[ITEM]	[CODE]	[DESCRIPTION]	[QTY]	[UNIT PRICE]	[TOTAL]	[DRAWING / REV]
[ITEM]	[CODE]	[DESCRIPTION]	[QTY]	[UNIT PRICE]	[TOTAL]	[DRAWING / REV]

3 • Variation / change request

Field	Entry
Change No.	[CO-001]
Requested By	[NAME / PARTY]
Date Requested	[DATE]
Affected Product / Room Type	[DETAIL]
Current Approved Requirement	[DETAIL]
Requested Change	[DETAIL]
Reason	[DETAIL]
Required Decision Date	[DATE]

4 • Impact assessment

Impact	Assessment
Price	[NO CHANGE / INCREASE / DECREASE / TBD]
Production programme	[NO CHANGE / IMPACT / TBD]
Drawing revision	[YES / NO / DETAIL]
Finish sample	[YES / NO / DETAIL]
Compliance / evidence	[YES / NO / DETAIL]
Packaging / logistics	[YES / NO / DETAIL]

5 • Change disposition

Decision	Entry
Approved / Rejected / Hold	[DECISION]
Approved Cost Impact	[AMOUNT / NONE]
Approved Programme Impact	[DETAIL]
Authorised By	[NAME / ROLE]
Date	[DATE]
Updated Production Release	[REFERENCE]