



What has made us strong in the analog world, makes us even stronger in the digital world.

We pioneer motion

Quick Reference Guide Application for Special Release

Rev. 03/2026

Application for Special Release / Antrag auf Sonderfreigabe

Mandatory fields are marked with a star label (*) / Pflichtfelder sind mit einem Stern (*) gekennzeichnet:

Excerpt from original document

Customer / Kunde			
Name *: (01) Schaeffler Technologies AG & Co.KG			
Plant location / Werksstandort *: (02) Herzogenaurach			
Plant no. (4 digits) / Werksnummer. (4-stellig) *: (03) 0080 <small>(Can be found on the purchase order / Zu finden auf der Bestellung)</small>			
E-mail of Schaeffler Quality contact / E-Mail des Ansprechpartners Schaeffler Qualität *: (04) firstname.lastname@schaeffler.com			
Supplier / Lieferant			
Name *: (05) Supplier Company Ltd.			
Supplier No. / Lieferantennr. *: (06) 123456			
Production site / Produktionsstandort *: (07) Frankfurt			
Technical execution / Index (08) <i>Technische Ausführung / Index *</i>		ECV / 10000123456 / 000 / AA <small>(ECV-number) / (Document part) / (Index) (ECV-Nummer) / (Teildokument) / (Index)</small>	Other / Sonstiges (10) <input type="text"/>
Select "N/A", if not existing / „N/A“ auswählen, wenn nicht vorhanden			
Product drawing / Version (09) <i>Produktzeichnung / Version *</i>		EDP / L-0E123-0123-00 / 000 / AG <small>(Drawing type) / (Drawing number) / (Document part) / (Version) (Zeichnungstyp) / (Zeichnungsnummer) / (Teildokument) / (Version)</small>	Description / Bezeichnung (11) Housing
Select "N/A", if not existing / „N/A“ auswählen, wenn nicht vorhanden			
SAP material no. / SAP Material Nr. * (12) 00123456789-0000	Purchase order number & position / Bestellnummer & Position (13) 1234567 5	Reference notification / Vorlagennummer (14) <input type="text"/>	
Description and reason / Beschreibung und Begründung			
(15) Select applicable case / Auswahl treffen *			
Description / Beschreibung *			
(16) Dimensions out of specification (...)			
Root Cause / Ursache * (17) <input type="text"/>			
Quantity and Dates / Mengen und Termine			
Provide at least Begin & End Date or Begin Date & Affected Quantity / Mindestens Beginn- und Enddatum angeben oder Beginn Datum und betroffene Menge*:			
	Date [YYYY-MM-DD] / Datum [JJJJ-MM-TT]	Time / Zeit	
Begin / Beginn * (18) 2025-05-08		(19) 12:51	Lot No. / Charge (22) <input type="text"/>
End / Ende (*) (20) 2025-05-08 <small>(If unknown then estimation / Schätzung, wenn unbekannt)</small>	or/oder: Affected quantity / Betroffene Menge (*) (23) 5000		
Planned corrective actions / Geplante Korrekturmaßnahmen			
Corrective actions / Maßnahmen *		Responsible / Verantwortlich *	Target date / Termin * [YYYY-MM-DD] / [JJJJ-MM-TT]
(24) <input type="text"/>		(25) First Name, Last Name	(26) 2025-05-08
Applicant / Antragsteller (27) First Name, Last Name		Phone / Telefon (28) +49123456789	Date / Datum (29) 2025-05-08

Note: Fields marked with a red asterisk (*) are mandatory. If left blank, the special release will be rejected and not processed.

To avoid delays, confirm the missing information with your Schaeffler contact **before** submitting the request.

(Mandatory) Fields and Explanation

- (01) Name:** Insert the name of the receiving Schaeffler instance.
- (02) Plant location:** Which Schaeffler plant location is affected by the special release?
Note: Only one plant location can be mentioned within the form.
- (03) Plant no.:** What is the 4-digits number of the receiving Schaeffler plant? (e.g. Bühl is "0080").
Note: The number can be found on the purchase order.
- (04) E-mail of Schaeffler Quality Contact:** Enter the e-mail address of your Schaeffler contact to have a reference for the special release. This person will automatically receive a notification about your request.
- (05) Supplier Name:** Enter your company name.
- (06) Supplier no.:** Enter your Schaeffler Supplier number.
Note: The number can be found on the purchase order.
- (07) Production site:** Enter your production location that is affected by the special release.
- (08) Technical execution / Index:** Insert the ECV number.
Note: To be found on the purchase order. For special cases (e.g. raw material, where no ECV no. is existing: use the dropdown field (ECV; N/A) and **select N/A**. Leave the grey fields empty).
- (09) Product drawing / Version:** Insert the drawing number and its management by distinguishing between (EDP/EDS/EDU).
Note: For special cases (e.g. raw material, where none of the above is applicable: use the dropdown field (EDP; EDS; EDU; N/A) and **select N/A**. Leave the grey fields empty).
- (10) Other:** Additional information for the recipient about the delivery, color code, fragile etc.).
- (11) Description:** Insert the name of the affected product as stated on the drawing.
- (12) SAP Material No.:** Insert the material number from your order. Use this format: XXXXXXXXXXX-XXXX or XXXXXXXXXXX-XXXX-XX

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Description and reason / Beschreibung und Begründung			
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Description / Beschreibung * (16) Dimensions out of specification (...)			
Root Cause / Ursache * (17) 			
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Planned corrective actions / Geplante Korrekturmaßnahmen			
Corrective actions / Maßnahmen *		Responsible / Verantwortlich *	Target date / Termin * [YYYY-MM-DD] / [JJJJ-MM-TT]
(24) 		(25) First Name, Last Name	(26) 2025-05-08
Applicant / Antragsteller (27) First Name, Last Name		Phone / Telefon (28) +49123456789	Date / Datum (29) 2025-05-08

Note: Fields marked with a red asterisk (*) are mandatory. If left blank, the special release will be rejected and not processed.

To avoid delays, confirm the missing information with your Schaeffler contact **before** submitting the request.

(Mandatory) Fields and Explanation

(13) Purchase order number & position: Insert the purchase order number and position.

Note: To be found on the purchase order.

(14) Reference notification: If a similar or previous case already existing, insert the A2 notification number.

(15) Description and reason: Specify the special release case by selecting one of the applicable options.

(16) Description: Describe in detail what the special release is about.

(17) Root Cause: Describe in a detailed root cause analysis why the issue came up. Add an 8D Report, 3x5 Why Analysis / Ishikawa etc., if existing.

(18) – (21) Begin and end dates: Provide at least a start date of the special release. Define an end date, if known, or insert an affected quantity in field (23).

Note: The End Date is a mandatory field, if the affected quantity (23) is not known.

(22) Lot No.: Insert the lot number, if known.

(23) Affected quantity: Insert the affected quantity (without stating the unit. The number is enough: e.g. 1500).

Note: The quantity is a mandatory field, if the End Date (20) is not known or not stated.

(24) – (26) Planned corrective actions: Insert the planned changes to the product or process, along with the responsible party for the measures and the anticipated date of the implementation of the measures.

Note: The special approval expires on the mentioned date. If non-conforming parts are received after this date, they will be subject to complaint.

(27) – (29) Information about the application: Insert information about the applicant, phone number and the application date in the respective fields.

SCHAEFFLER