Triumph Group Supply Chain Management Procedure

SCMP 6.1 – Supplier Portal Control and Management

Revision Level: D

Effective Date: 30 November 2021

1. **Process Owner**

   1.1   Triumph Group Portal Administrator

2. **Applies To**

   2.1   Triumph Group Supply Chain Management employees and designees. This Group Procedure is applicable to Triumph Sites and is applicable to Triumph procedures, forms and training materials. The Triumph Supplier Portal web address is: triumphsupplysource.com

3. **Purpose**

   3.1   This procedure defines the control and maintenance of the Triumph Supplier Portal. This procedure will designate Triumph Group and Triumph Site level control and maintenance functions and define the levels of access profiles.

4. **Reference Documents**

   4.1   SCMP 1.1 – Supply Chain Management Procedure Document Control

5. **Definitions and Acronyms**

5.1	Specialized User Permissions	Specialized permissions are authorizations applied by administrators that exceed standard Triumph user permissions. Special permissions are established depending upon their areas of responsibilities within Triumph Group or Triumph Sites
5.2	Triumph Group ASL	Triumph Group Approved Supplier List
5.3	triumphsupplysource.com	Triumph Supplier Portal. Website that houses the Triumph Group approved supplier list, supplier performance and supplier requirements. Often referred to as "the system" or "the portal"

6. **Responsibilities**

   6.1   Triumph Group Portal Administrator and Triumph Group IT shall:

   6.1.1   Act as system administrators and oversee the use, maintenance, improvement and review of the Triumph Supplier Portal,

   6.1.2   Be responsive to requests for assistance,

   6.1.3   Provide policy and procedural guidance with respect to establishing, operating and maintaining the Triumph Group Supplier Portal,

   6.1.4   Ensure all information placed on the Supplier Portal is appropriate for worldwide dissemination and does not place Triumph assets, confidential business information or the privacy of individuals at an unacceptable level of risk,

6.1.5 Ensure operational integrity and security of the computer and network supporting the Triumph Suppler Portal is maintained,

6.1.6 Ensure that reasonable efforts are made to verify the accuracy, consistency, appropriateness, and timeliness of all information placed on the Supplier Portal

6.1.7 Utilize the Triumph Supplier Portal in a responsible manner,

6.1.8 Continually maintain user accounts as necessary,

6.1.9 Provide appropriate access to site administrators as

necessary,

6.1.10 Deactivate dormant Supplier Portal access accounts,

6.2 Triumph Sites shall:

6.2.1 Utilize the Triumph Supplier Portal in a responsible manner,

6.2.2 Continually maintain user accounts as necessary,

6.2.3 Provide appropriate access to users after training for specialized user permissions of the required functions has been accomplished,

6.2.4 Provide appropriate access to Triumph suppliers as required,

6.2.5 Ensure that reasonable efforts are made to verify the accuracy, consistency, appropriateness, and timeliness of all information placed on the Supplier Portal

7. Procedure

7.1 Supplier Portal Access

7.1.1 Triumph User Access

7.1.1.1 Triumph users will be required to have a username and password. Triumph Site users can obtain access accounts from their Triumph Site administrator. Triumph Group users can obtain accounts from their administrator. A list of company administrators is displayed on the portal home page once logged in.

7.1.1.2 Triumph users can view but not modify data available on the Supplier Portal unless granted specialized permissions by an administrator.

7.1.2 Supplier User Access

7.1.2.1 To utilize the Supplier Portal, Triumph suppliers will be required to have a username and password. Upon being added to the Triumph Group ASL, a supplier user is provided one primary access account. This account gives them access to data related to only the Triumph Site they supply, and any documents designated to be visible to suppliers by the Triumph Group Document Administrator per SCMP 1.1 - Triumph Group Supply Chain Document Control.

7.1.2.2 Suppliers with primary access accounts are also able to create secondary accounts for additional users within the supplier. The secondary account users have the same access as primary access account holders except they are not able to create any additional supplier access accounts.

7.2 Triumph Group Level System Administration

7.2.1 Triumph Group Supply Chain Management employees or their designees shall act as corporate system administrators for the Triumph Supplier Portal. Triumph Group system administrators have access to all rights within the Supplier Portal and also have access to the programming resource

7.2.2 Triumph Group system administrators shall provide Triumph Site Quality and Procurement leaders Company level administration capabilities

7.2.3 Triumph Group system administrators can provide Company system administrators or other Triumph users with specialized permissions as noted in each system users profile as noted on the Supplier Portal.

7.2.4 Triumph Group system administrators shall ensure that all reference documents uploaded or linked in triumphsupplysource.com are active links. The currency of the documents and links are the responsible of the content owners. Any changes to content or address links must be communicated to the Triumph Group administrators.

7.3 Triumph Site Level Administration

7.3.1 Triumph Site administrators provide Company employees with limited, specialized permissions depending upon their areas of responsibilities within the Company.

7.3.1.1 Specialized permissions are noted in each system users profile as noted on the Supplier Portal

7.3.2 Triumph Site administration shall ensure that Company employees that no longer require system user access, specialized permissions or leaves the company immediately have their special permissions modified or are designated as "inactive" in the system.

7.3.2.1 Inactive status removes the ability to log onto the system

7.3.3 Triumph Site administrators are designated by the Triumph Group administrators are not able to create additional Company administrators.

7.4 Approved Supplier List Data and Task Maintenance

7.4.1 Per the requirements Triumph Group Approved Supplier List:

7.4.1.1 Triumph Site Administrators are responsible for ensuring that the "Corporate Profile" data related to the suppliers Group Profile data

remains as complete and current as possible and activities related to the Corporate Approved Supplier List are completed as required.

7.4.1.2   Company Quality and Procurement personnel are responsible for ensuring that data related to the suppliers "Company Profile" data remains as complete and current as possible and activities related to the Triumph Site Approved Supplier List are completed as required

8.   Appendices and/or Flowcharts

8.1   None

9.   Required Forms

9.1   None

10.   Required Records

10.1   None

11.   Training Materials

11.1   None

12. Revision History

Revision Level	Description of Change	Effective Date
Original	New Document	10 Sep 2007
A	Document wide changes too widespread to indicate via change bars	01 Apr 2014
B	Revision maintenance. Changed Business Unit to Company and revised AS9100 linkage	19 Feb 2018
C	Update Approvals (Authorizing Signature on File)	16 Nov 2018
D	Update to reflect new portal procedures involving site admins	30 Nov 2021

13. Approvals (Authorizing Signatures on File)