TRIUMPH

TRIUMPH Supply Chain Management Procedure

SCMP 6.1 – Supplier Portal Control and Management
Revision Level: F
Effective Date: September 10, 2007 | Revised August 28, 2025

1. Process Owner

1.1　　TRIUMPH Corporate Portal Administrator

2. Applies To

2.1　　TRIUMPH Supply Chain Management employees and designees. This procedure is applicable to TRIUMPH Sites and 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 Corporate and TRIUMPH Site level control, maintenance functions, and define the levels of access and roles of profiles.

4. Reference Documents

4.1　　SCMP 1.1 – Supply Chain Management Procedure Document Control

4.2　　SCMP 2.1 Supplier Corrective Action

4.3　　SCMP 3.1 Supplier Applications

4.4　　SCMP 4.1 Delegated Product Release Verification (DPRV) Program

4.5　　SCMP 5.1- TRIUMPH Approved Supplier List Management

4.6　　SCMP 5.1(b)- TRIUMPH Portal- ASL Management Process RASCI Form

4.7　　SCMP 5.2 Supplier Performance Measurement

4.8　　SCMP 7.2 Supplier Information Request

4.9　　SCMP 8.1 Supplier Audits

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 Corporate/ ASL　　TRIUMPH Corporate Approved Supplier List

5.3　　TRIUMPHsupplysource.com　　TRIUMPH Supplier Portal. A website that houses the TRIUMPH Corporate approved supplier list, supplier performance reports, supplier requirements, and training documents. Often referred to as "the portal".

6. Responsibilities

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6.1   TRIUMPH Corporate Portal Administrator 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 Corporate 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   CUI/Technical Data/Drawings- Shall never be uploaded to the Portal. All technical data must only be transmitted via a secure method (FTP or equivalent),

    6.1.6   Ensure operational integrity and security of the computer and network supporting the TRIUMPH Suppler Portal is maintained,

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

    6.1.8   Utilize the TRIUMPH Supplier Portal in a responsible manner,

    6.1.9   Continually maintain user accounts as necessary,

    6.1.10   Provide appropriate access to site Administrators as necessary,

    6.1.11   Deactivate dormant Supplier Portal access accounts,

    6.1.12   Oversee the creation and maintenance of any training documents related to Supplier Portal workflows or sequences of operation.

6.2   TRIUMPH Site Portal Administrator 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,

    6.2.6   CUI/Technical Data/Drawings- Shall never be uploaded to the Portal. All technical data must only be transmitted via a secure method (FTP or equivalent).

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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 Portal Administrator. A list of Site Portal Administrators is displayed on the Portal home page once logged in.

           7.1.1.2   TRIUMPH users may view data available on the Supplier Portal, however unable to modify 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 Corporate ASL, a supplier user shall be provided one primary access account. This account grants suppliers' access to data related to only the TRIUMPH Site that the supplier provides goods or services for, and any documents designated to be visible to suppliers.

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

    7.2   TRIUMPH Corporate Level System Administration

        7.2.1   TRIUMPH Supply Chain Management employees or their designees shall act as corporate system Administrators for the TRIUMPH Supplier Portal. TRIUMPH Corporate system Administrators have access to all rights within the Supplier Portal and have access to the programming resource.

        7.2.2   TRIUMPH Corporate system Portal Administrators shall provide TRIUMPH Site Quality and Procurement leaders Site level Portal administration capabilities.

        7.2.3   TRIUMPH Corporate system Portal Administrators can provide Site system Portal Administrators or other TRIUMPH users with specialized permissions as noted in each system users profile.

        7.2.4   TRIUMPH Corporate system Portal Administrators shall ensure that all reference documents uploaded or linked in TRIUMPHsupplysource.com are active links. It is the responsibility of the content owner to ensure that all documents and links

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are accurate and up to date. Any changes to content or address links must be communicated to the TRIUMPH Corporate Portal Administrators.

7.3 TRIUMPH Site Level Administration

7.3.1 TRIUMPH Site Portal 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.

7.3.2 TRIUMPH Site Portal Administrators shall ensure that Company employees that no longer require system user access, specialized permissions, or departs the company immediately have their special permissions modified and/or designate employee as "inactive" in the system.

7.3.2.1 Inactive status removes the ability to log onto the Portal system.

7.3.3 TRIUMPH Site Portal Administrators are designated by the TRIUMPH Corporate Portal Administrators and are unable to create additional Site Administrators.

7.4 TRIUMPH Portal Approved Supplier List Data and Task Maintenance

7.4.1 Reference SCMP 5.1(b) ASL Process Management Roles & Responsibilities RASCI Form for supplier profile creations, modifications, and maintenance of the TRUIMPH Portal ASL.

7.4.1.1 TRIUMPH Site Portal Administrators are responsible for ensuring that all data fields within the ASL Corporate and Site level profiles are complete, accurate, and current as possible.

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
E	Removed Triumph Group, replaced with TRIUMPH, updated logo, changed group to corporate and company to site, clarified Portal Admin roles & responsibilities, added SCMP 5.1 & 5.1(b), added 6.1.4.1 & 6.2.5.1	10 July 2023
F	Major revision to align with current SQAM and processes, removed and/or updated applicable SCMP and TSCMT training documents, and added prohibition against CUI to 6.1.5 & 6.2.6, removed 'Triumph Corporate IT' from	28 August 2025

Approvals (Authorizing Signatures on File- QMS Database, Q-Pulse)

Sr. Director, Supply Chain Management