



# TRIUMPH Supply Chain Management Procedure

## SCMP 5.1 — TRIUMPH Approved Supplier List Management

Revision Level: H.1

Effective Date: August 07, 2023 | Revised August 11, 2023

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### 1. Process Owner

1.1 TRIUMPH Quality and Supply Chain Management. No changes may be made to this document without the approval of TSCM leadership. TSCM leadership may delegate this authority as needed to accommodate absences and vacancies.

### 2. Applies To

2.1 TRIUMPH Quality and Supply Chain Management, and TRIUMPH Companies.

### 3. Purpose

3.1 This TRIUMPH procedure establishes and documents the methods to approve, remove, or modify Suppliers or their data on the TRIUMPH Portal Approved Supplier List (ASL).

3.2 The ASL is a centralized, secure collection of TRIUMPH approved suppliers and their relevant business data organized in a searchable format. It is designed to provide TRIUMPH Companies with relevant supplier information to make sound purchasing and sourcing decisions as well as track supplier performance and qualifications.

### 4. Reference Documents

- 4.1 SCMP 2.1 — Supplier Corrective Action
- 4.2 SCMP 2.2 - Supplier Performance Improvement Program
- 4.3 SCMP 3.1 — Supplier Applications
- 4.4 SCMP 6.1 — Supplier Portal Control and Management
- 4.5 SQAM001 — TRIUMPH Supplier Quality Assurance Manual
- 4.6 Form SCMP 5.1(a) — ASL Manual Activation Form
- 4.7 Form SCMP 5.1(b)- ASL Process Management Roles & Responsibilities RACI Form

### 5. Definitions and Acronyms

- |     |                       |   |
|-----|-----------------------|---|
| 5.1 | TRIUMPH Corporate ASL | TRIUMPH Corporate Approved Supplier List                      |
| 5.2 | TRIUMPH Site ASL      | A subset of the corporate list specific for each TRIUMPH site |
| 5.3 | PO                    | Purchase Order  |



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|-----|---|--|
| 5.4 | Supplier Application  | A Supplier Application provides an overall representation of a new Supplier's business. It is the 1st step of the new Supplier approval process.                     |
| 5.5 | <a href="https://www.triumphsupplysource.com">TRIUMPHsupplysource.com</a> | TRIUMPH Supplier Portal. Website that houses the TRIUMPH approved supplier list, supplier performance, and supplier requirements. Often referred to as "the portal". |
| 5.6 | RACI  | A chart states who is Responsible, Accountable, Consulted, and those to be Informed of a process and/or procedure.   |
| 5.7 | TSCM  | TRIUMPH Supply Chain Management  |

### 6. Responsibilities

#### 6.1 TRIUMPH Portal ASL Process Management

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

6.1.1.1 The following are the primary authorities for supplier approval activities defined in this procedure:

6.1.1.2 TRIUMPH Corporate Portal Administrators or their designees are responsible for:

6.1.1.2.1 Approval of Supplier additions

6.1.1.2.1.1 Performing modifications to the TRIUMPH ASL profile data,

6.1.1.2.1.2 Supplier removals from the TRIUMPH ASL

6.1.3 TRIUMPH Supply Chain Management or their designee is responsible for:

6.1.3.1 Performing periodic reviews of the TRIUMPH Site ASL,

6.1.3.2 Performing modifications to the TRIUMPH Site ASL profile data,

6.1.3.3 Identifying new suppliers and supporting supplier assessments

6.1.4 TRIUMPH Quality or their designee is responsible for:

6.1.4.1 Approval of supplier additions, creating Corporate and Site level profiles on the ASL, verifying supplier quality management system (QMS) and/or NADCAP Special Process certifications to support the specific scope of work approval statement supplier has been approved to perform for the TRIUMPH site.

6.1.4.2 Managing their TRIUMPH Site ASL

6.1.4.3 Request supplier assessments to TRIUMPH Supply Chain



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- 6.1.5 TRIUMPH Site Purchasing is responsible for:
  - 6.1.5.1 Performing periodic reviews of the TRIUMPH Site ASL,
  - 6.1.5.2 Performing modifications to the TRIUMPH Site ASL
  - 6.1.5.3 Identifying new suppliers and supporting supplier assessments,
  - 6.1.5.4 Financial analysis, monitoring, and reporting of suppliers on the ASL
  - 6.1.5.4 Verifying supplier is listed as an approved supplier on the TRIUMPH Portal Corporate and Site level ASL before issuing a purchase order with a valid QMS and/or NADCAP/Special Process certification or the equivalent TRIUMPH approved document.

### 6.2 TRIUMPH Inter-TRIUMPH Site Recognition

- 6.2.1 TRIUMPH Sites shall recognize supplier activities initiated by another TRIUMPH Site, this includes assignment of approval status, corrective actions, etc.

## 7. Procedure

- 7.1 TRIUMPH ASL - Supplier Approvals
  - 7.1.1 Initial Supplier Application and Review for Corporate Master ASL Inclusion
    - 7.1.1.1 Reference SCMP 3.1 - Supplier Applications for the procedural aspects of new Supplier Applications,
    - 7.1.1.2 Prospective suppliers must be approved by TRIUMPH Site Quality and Procurement during the completion and review process of the new supplier application.
      - 7.1.1.2.1 During final approval of the electronic supplier application on [TRIUMPHsupplysource.com](https://www.triumphsupplysource.com), the TRIUMPH Corporate and Site approvers must concur on suppliers' approval status to proceed with supplier approval and addition to the Corporate ASL.
    - 7.1.1.3 For approval, the supplier application must reveal that the prospective supplier has a strong potential to meet the requirements defined in SCMP 3.1 - Supplier Applications and the TRIUMPH Supplier Quality Manual (SQAM).
- 7.2 TRIUMPH Corporate Status Levels
  - 7.2.1 Active
    - 7.2.1.1 Supplier that is currently considered approved on the ASL.



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- 7.2.2 Probation
  - 7.2.2.1 This designation indicates the supplier is limited to its present work scope of parts or services specific to the current purchase order(s). Suppliers can be placed in probation as a result of open corrective actions, suspension/withdrawal of certifications, financial status, or management discretion.
- 7.2.3 Inactive
  - 7.2.3.1 Suppliers that were active but are no longer considered approved for use on the TRIUMPH ASL.
  - 7.2.3.2 Inactivated suppliers shall have a cause statement entered within the Corporate supplier profile.
- 7.3 TRIUMPH Site Status Levels
  - 7.3.1 Approved
    - 7.3.1.1 Supplier has no restrictions and can work for TRIUMPH Companies on a sustaining basis.
  - 7.3.2 Pending Approval
    - 7.3.2.1 The prospective Supplier is required to complete Improvement Requests as described in SCMP 3.1 - Supplier Applications as required prior to granting of Approval status and placement of PO by a TRIUMPH Site.
  - 7.3.3 Probationary Approval
    - 7.3.3.1 **For new Suppliers**, this designation indicates the supplier is limited to the initial work scope of parts or services specific to the current purchase order(s) until improvement requests or corrective actions are complete and validated.
    - 7.3.3.2 **For existing Suppliers**, this designation indicates the supplier is limited to present work scope of parts or services specific to the current purchase order(s) until Corrective Actions as described in SCMP 2.1, Supplier Corrective Action, are complete and validated.
  - 7.3.4 Suspended Approval
    - 7.3.4.1 The temporary revocation of an existing supplier's approval until the issues that triggered the suspension are corrected or the supplier is terminated. No orders shall be released to a suspended supplier and at the discretion of the TRIUMPH Sites, deliveries may be halted. Approval shall not be reinstated to the TRIUMPH ASL until all the performance issues have been satisfied to the satisfaction of TRIUMPH.
  - 7.3.5 Terminated Approval
    - 7.3.5.1 An existing supplier whose approval is concluded on the TRIUMPH



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Site ASL. If termination was the result of supplier performance as defined by TRIUMPH, the supplier may not be reinstated to the TRIUMPH ASL until all the performance issues have been satisfied to the satisfaction of TRIUMPH. When all TRIUMPH Sites have terminated a supplier, the supplier is automatically made Inactive on [TRIUMPHsupplysource.com](http://TRIUMPHsupplysource.com)

7.3.5.2 Terminated suppliers shall have a cause statement entered within the Corporate supplier profile.

7.3.6 Removal of Suppliers from the TRIUMPH Corporate or TRIUMPH Site ASL's under the following conditions:

7.3.6.1 Poor performance

7.3.6.1.1 Performance is related to but not limited to Quality, Delivery and Cost. Reference SCMP 2.2 Supplier Performance Improvement Program for additional information on performance related Supplier removal.

7.3.6.2 Inactivity

7.3.6.2.1 Existing suppliers can be designated as Inactive if they have not recorded deliveries to any TRIUMPH Site for a period of 18 months. Depending on demonstrated business need, inactive suppliers may be removed from the TRIUMPH ASL.

7.3.6.2.2 If the supplier has been inactive for less than a 3 year-period and previously used by TRIUMPH Site, the supplier may be reactivated on the TRIUMPH ASL by completing the Supplier Reactivation utility available on an inactive suppliers TRIUMPH Site Profile at [www.TRIUMPHsupplysource.com](http://www.TRIUMPHsupplysource.com) . If the supplier has not been previously used and meets the "inactive for less than a 3-year period, use the ASL Manual Activation Form (Form SCMP 5.1(a)) available on the TRIUMPH Supplier Portal under Resource Documents/SCMP.





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- 7.5.1.1 The ASL will be maintained on [TRIUMPHsupplysource.com](https://TRIUMPHsupplysource.com)
- 7.5.1.2 Access to the Corporate ASL will be limited to TRIUMPH personnel via secure username and password.
- 7.5.1.3 Access rights shall be maintained per SCMP 6.1 — Supplier Portal Control and Management.

### 7.5.2 Supplier Access

7.5.2.1 Suppliers shall not have access to the TRIUMPH Approved Supplier List

7.5.2.2 Suppliers shall have access to:

7.5.2.2.1 Their performance data

7.5.2.2.2 The TRIUMPH Supplier Quality Manual (SQAM)

7.5.2.2.3 TRIUMPH procedures and training applicable to suppliers

7.5.2.2.4 General information and communications

7.5.2.2.5 Prospective TRIUMPH suppliers will receive limited access to [triumpsupplysource.com](https://triumpsupplysource.com) to complete their supplier application.

7.5.2.3 If the supplier does not qualify as a TRIUMPH supplier after evaluation of the new supplier application or subsequent assessments, the supplier's access rights shall be withdrawn.

7.5.2.4 Access rights shall be maintained by TRIUMPH Corporate Portal Administrators.

## 8. Required Records

- 8.1 Supplier Profile Status Change Information
- 8.2 Supplier notes located in Supplier Profile

## 9. Training Materials

- 9.1 TSCMT 5.10 - Edit TRIUMPH Company Supplier Profile
- 9.2 TSCMT 5.11 - Create One Time Custom Report
- 9.3 TSCMT 5.13 - Supplier Profile Layout
- 9.4 TSCMT 5.14 - Left Margin Menu Site Navigation
- 9.5 TSCMT 5.15 - Supply Chain Management Procedure Access
- 9.6 TSCMT 5.16 - Manage Supplier Watch List
- 9.7 TSCMT 5.19 - Access Supplier Spend Information via Supplier Profile



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**12. Revision History**

Revision Level	Description of Change	Effective Date
Original	New Document	10 Sep 2007
A	Revised to reflect new supplier application process and enhanced profile layout	01 Jul 2013
B	Document wide changes too widespread to indicate via change bars	01 Apr 2014
C	Revised to remove reference to Business Unit and replace with TRIUMPH Company (s)  Remove the AS9100 linkage	21 Apr 2017
D	Revised para. 7.2.2.1 and 7.3.6.2.2; added ref. doc Form SCMP 5.1(a)	12 Jan 2018
E	Add AS9100 Linkage and update Approvals (Authorizing Signature on File)	16 Nov 2018
F	Removed references related to TRIUMPH Supplier Quality	14 Jan 2022
G	Removed TRIUMPH Group, replaced with TRIUMPH, updated new logo, replaced Group ASL with Corporate, replaced Company ASL with Site, updated definitions, responsibilities, added SCMP 5.1(b) Form	30-June 2023
H	Updated language regarding Probationary Status: <ul style="list-style-type: none"> <li>• 7.2.2.1 Removed, 'No new purchase orders can be issued for existing or new product.' Rationale: Limitation for suppliers include no expansion of work.</li> <li>• 7.3.3.2 Updated corrective actions required to 'as required'. Rationale: not all corrective actions are formally issued.</li> </ul>	August 7, 2023





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H.1	Admin Change- Per corporate Quality direction, further updated language regarding Probationary Status as follows: <ul style="list-style-type: none"><li>7.2.2.1 Removed, 'Completion of Corrective Actions and/or receipt of current certifications are required prior to expansion of current work scope and the Supplier being placed in Active status.'</li><li>7.3.3.1 Removed 'Completion of improvement requests or corrective actions are required prior to expansion of current work scope and the supplier being placed in Approved status.'</li><li>7.3.3.2 Removed 'Completion of Corrective Actions are required prior to expansion of current work scope and the Supplier being placed in Approved status.'</li></ul>	August 11, 2023
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### 10. Approvals (Authorizing Signatures on File)