

Supplier Portal - Guidance

Submitting a Supplier Request through the Leonardo DRS Supplier Portal

Purpose

This Supplier Portal instruction describes how to process a supplier request through the Leonardo DRS Supplier Portal which is different from the documented requirements of the purchase order or technical data package. This instruction is set to guide the submission, review and response of supplier inquiries pertaining to quality or technical issues with material purchase orders.

Scope

This Supplier Request Guidance is limited to all Leonardo DRS programs, projects under Leonardo DRS product lifecycle management.

Portal Access

In order for a supplier to have access to the Leonardo DRS Supplier Request portal, a supplier must have an open purchase order including part quantity. An error will occur, or the supplier will not receive notification of a request otherwise. If this occurs, please contact your Leonardo DRS buyer.

Leonardo DRS Supplier Portal Request Instructions for Supply

To begin the process of submitting a request:

- Send an email to SupplierRequest@drs.com . You will receive an email back with a ‘Leonardo DRS Supplier’ link similar to the one below (See FIGURE 1) including the subject line of ‘DRS Supplier Request System’. Please click the ‘Leonardo DRS Supplier Portal’ link.

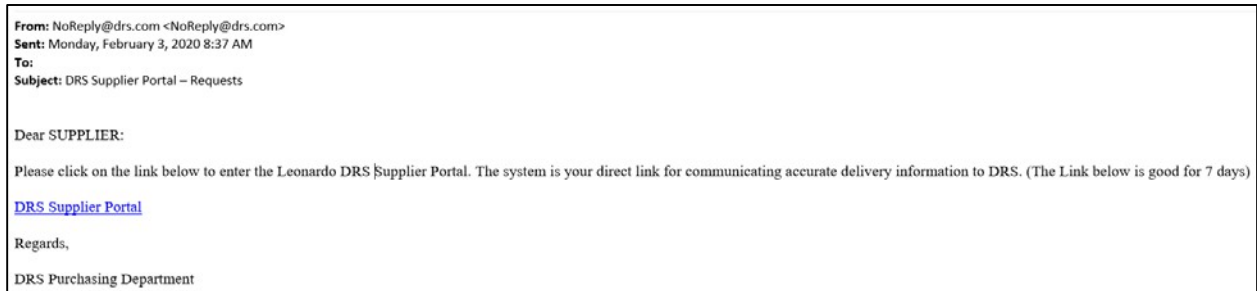


FIGURE 1: Portal Email

As provided in FIGURE 2, the new module provides a list of your (supplier) open purchase orders, part numbers and their description. Please check the ‘Select One’ column on the PO# row you wish to complete a supplier request for.

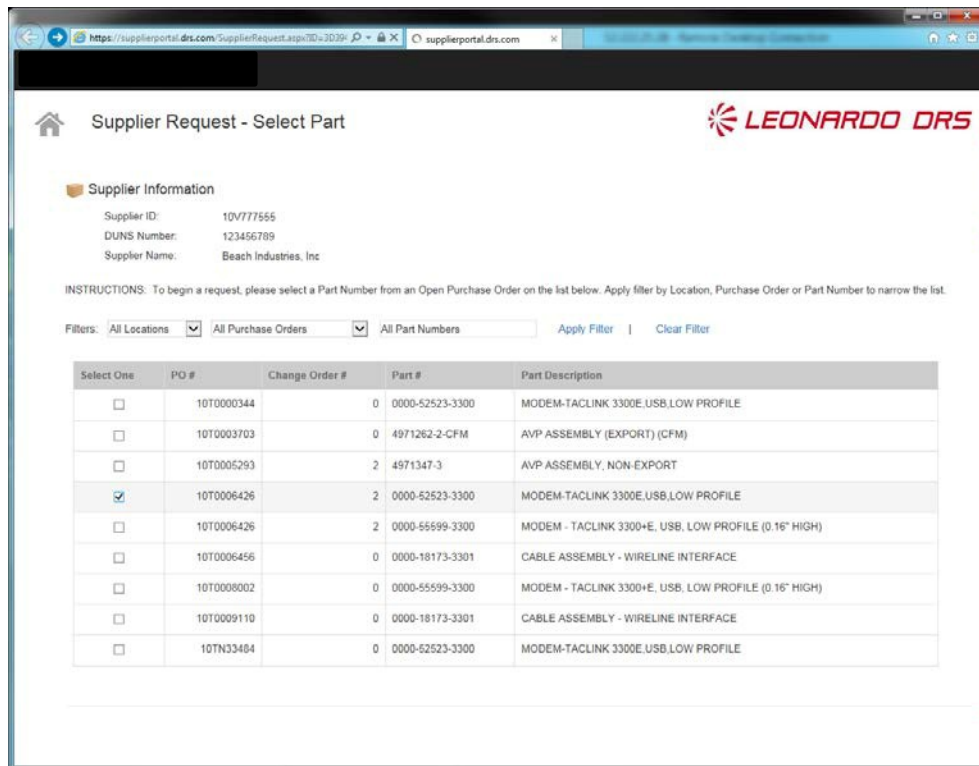
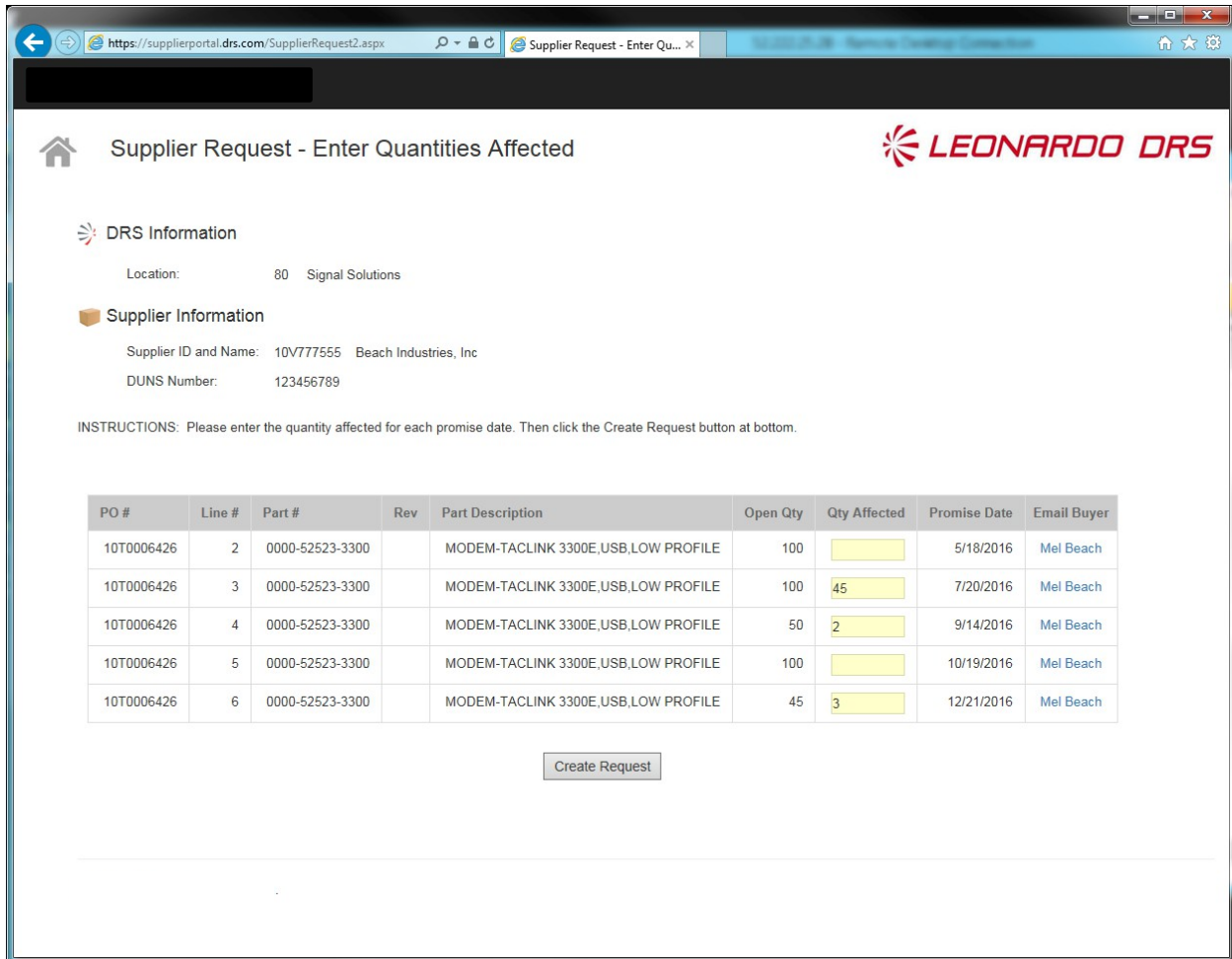


FIGURE 2: Portal PO Part Selection

Once the 'Select One' box is checked for a PO#, the next screen is provided for viewing (See FIGURE 3). This screen lists all open purchase order lines for the PO# and Part Number selected on the previous screen. Please enter the quantities you need to report in the 'Qty Affected' column next to the corresponding Promise Date.

Note: By populating the 'Qty Affected' column, it may affect the delivery date of the quantities listed, and will not affect contract date.

Once completed, click the 'Create Request' button.



Supplier Request - Enter Quantities Affected

DRS Information
Location: 80 Signal Solutions

Supplier Information
Supplier ID and Name: 10V777555 Beach Industries, Inc
DUNS Number: 123456789

INSTRUCTIONS: Please enter the quantity affected for each promise date. Then click the Create Request button at bottom.

PO #	Line #	Part #	Rev	Part Description	Open Qty	Qty Affected	Promise Date	Email Buyer
10T0006426	2	0000-52523-3300		MODEM-TACLINK 3300E,USB,LOW PROFILE	100	<input type="text"/>	5/18/2016	Mel Beach
10T0006426	3	0000-52523-3300		MODEM-TACLINK 3300E,USB,LOW PROFILE	100	45	7/20/2016	Mel Beach
10T0006426	4	0000-52523-3300		MODEM-TACLINK 3300E,USB,LOW PROFILE	50	2	9/14/2016	Mel Beach
10T0006426	5	0000-52523-3300		MODEM-TACLINK 3300E,USB,LOW PROFILE	100	<input type="text"/>	10/19/2016	Mel Beach
10T0006426	6	0000-52523-3300		MODEM-TACLINK 3300E,USB,LOW PROFILE	45	3	12/21/2016	Mel Beach

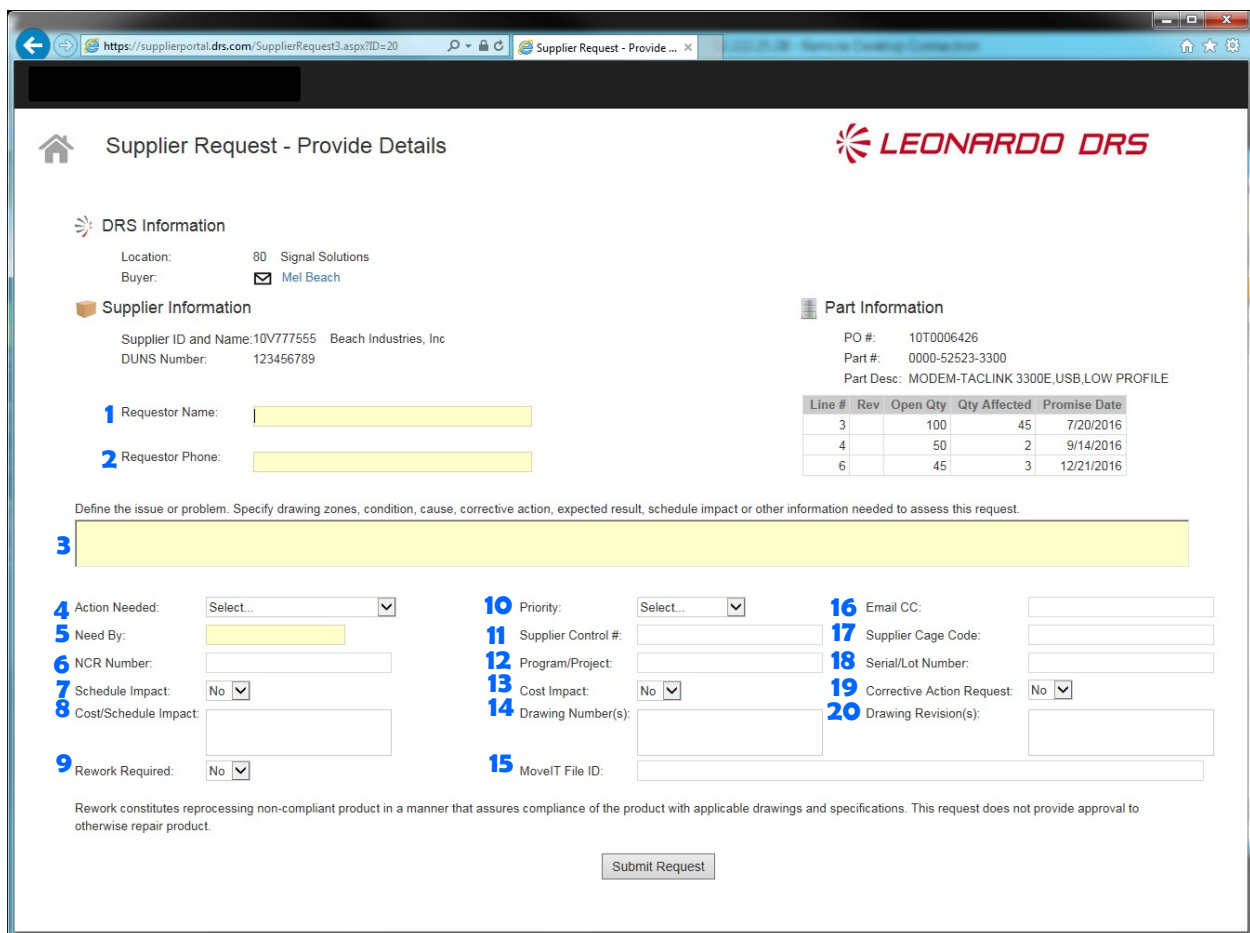
Create Request

FIGURE 3: Portal Quantity Affected

Once the 'Create Request' button is 'toggled', the final screen (See FIGURE 4) allows you to provide all of the details for this request. 'YELLOW' colored areas are required. The more information provided on this screen, the more efficient Leonardo DRS will be in processing needed information on behalf of this request. A numbered sequence on each line to populate is provided within this section to help guide the populating of the request.

Click the 'Submit Request' button when complete.

NOTE: As a suggestion, it helps expedite processing of a Supplier Request by notifying your Leonardo DRS Buyer of your request with the request number received. See the section later in this guide titled, "Supplier Request Numbers and Numbering Sequences".



Supplier Request - Provide Details

DRS Information
 Location: 80 Signal Solutions
 Buyer: Mel Beach

Supplier Information
 Supplier ID and Name: 10V777555 Beach Industries, Inc
 DUNS Number: 123456789

Part Information
 PO #: 10T0006426
 Part #: 0000-52523-3300
 Part Desc: MODEM-TACLINK 3300E,USB,LOW PROFILE

Line #	Rev	Open Qty	Qty Affected	Promise Date
3		100	45	7/20/2016
4		50	2	9/14/2016
6		45	3	12/21/2016

1 Requestor Name:

2 Requestor Phone:

3 Define the issue or problem. Specify drawing zones, condition, cause, corrective action, expected result, schedule impact or other information needed to assess this request.

4 Action Needed:

5 Need By:

6 NCR Number:

7 Schedule Impact:

8 Cost/Schedule Impact:

9 Rework Required:

10 Priority:

11 Supplier Control #:

12 Program/Project:

13 Cost Impact:

14 Drawing Number(s):

15 MoveIT File ID:

16 Email CC:

17 Supplier Cage Code:

18 Serial/Lot Number:

19 Corrective Action Request:

20 Drawing Revision(s):

Rework constitutes reprocessing non-compliant product in a manner that assures compliance of the product with applicable drawings and specifications. This request does not provide approval to otherwise repair product.

FIGURE 4: Portal Request Detail

Supplier Request – Provide Details Screen (FIGURE 4: Portal Request Details):

A listing of elements of the portal details screen in **FIGURE 4** and each descriptive is provided in **TABLE 1** below.

SEQ #	Item	Item Description
1	Requestor Name	Supplier individual making request. (Required Field)
2	Requestor Phone	The number of the person making the Supplier Request. (Required Field)
3	Define the Issue or Problem	Specify within this section of the document as much information to assist in the development of the request. Note: There are only a certain amount of characters that can be populated in this section. If more information is required, please add documents or detail within the Movelt File Section (Item #15). (Required Field)
4	Action Needed	<p>What is the reasoning behind the request? Leonardo DRS employs these requirements as the main need for the supplier request:</p> <ul style="list-style-type: none"> • Clarification • Drawing/Requirement Change • First Article Inspection Report (FAI&R) • Non-Franchise Distributor • Process Discrepant Material • Request for Alternate Part • Use-As-Is • Other (you will need to provide explanation) <p>There are many reasons for a portal request. If you are unsure whether this request may or may not be warranted, ask your buyer. In certain instances, it is more effective to provide a request. The request will be processed through Leonardo DRS and a response will transpire, effectively providing you with some type of response, either acceptable or not.</p> <p style="text-align: center;">(See TABLE 2: Supplier Request Guidelines)</p>
5	Need By	Date request is required
6	NCR Number	NCR (nonconforming report) number, if required.
7	Schedule Impact? (Yes/No)	Does this request have a schedule impact to it, either yes it does or no it does not. Linked to #8 in this section below.
8	Cost/Schedule Impact	Provide your cost impact and/or your schedule impact response and reasoning in this field.
9	Rework Required? (Yes/No)	Does this request have Rework Required? This field is an either yes or no field response.

SEQ #	Item (Cont.)	Item Description (Cont.)
10	Priority	Setting the priority of your request may be necessary to help expedite your request. Please provide that request. There are four choices to choose from, as listed: <ol style="list-style-type: none"> 1. Routine 2. Urgent 3. Work Stoppage 4. Emergency (Required Field once 'Need By' date populated).
11	Supplier Control #	Provide your supplier control number, if required or needed.
12	Program / Project	Provide the program or project this request is working under, if known.
13	Cost Impact? (Yes/No)	Does this request have a cost impact to it, either yes it does or no it does not. Linked to #8 in this section above.
14	Drawing Number(s)	Provide a listing of the drawing numbers associated with this request.
15	MoveIT! File ID	This field is provided to include other pertinent information in the processing of this request. It becomes useful for those who require more data and information. Some groups provide their company's Change Proposals or Change Orders as additional information in this section. Note: The associated files are stored in a Leonardo DRS file structure location where your buyer will download these documents and provide to Leonardo DRS Configuration Management. Leonardo DRS Configuration Management will, in turn, load these documents, along with this request into the Supplier Request System. As a Supplier, the more detail and information provided in this section, the better the decision-making process becomes. Please add pictures, drawings, bubble-print redlines, MS Word files, and other details to help in this decision.
16	Email CC:	Email of individuals you would like copied on this request.
17	Supplier Cage Code	Supplier Cage Code Number
18	Serial/Lot Number	Serial Number(s) or Lot Number(s) for this request
19	Corrective Action Request? (Yes/No)	Was this request associated with a Corrective Action (CAR), either yes it is or no it is not.
20	Drawing Revision(s)	Drawing revision numbers associated with the drawing numbers, and with this request.

TABLE 1: Portal Request Details Screen (Figure 4)

Supplier Request Numbers and Numbering Sequences

As part of the process on supplier requests, there are two Supplier Request number identifiers to be aware of as a supplier;

- (1) The first number is one the supplier receives, known as the Supplier Request ID (number), as provided in the supplier request response received email (See FIGURE 5: Example email response).
- (2) The second number is assigned through the Leonardo DRS PDM (Product Data Manager) and is provided as a SR number in the two data management systems (PDM or Omnify). This number is in the format 00000 or SAIR00-0000, depending on the system generating the number.

The Leonardo DRS PDM number (or alpha-numeric) and the supplier request ID number is linked to any deviations (DEV) and/or change requests (CR) that Leonardo DRS, suppliers or customers have with each other. These links are tracked together in the Leonardo DRS Deltek CostPoint system and is provided within the Leonardo DRS Share Point as a usable file. Buyers, SQEs, PQE, PEs and other IPT members associated with a request have the ability to receive and provide traceability with timing of those requests. Please reach out to your buyer or a program IPT member should one require the numbers, the file link between the numbers, and each SR tracking of a request.

From: NoReply@drs.com <NoReply@drs.com>
Sent: Wednesday, June 26, 2019 9:01 PM
To: john.xxxx@xxxxxxx.com; [Rodriguux, xxx <xxx.Rodriguux@drs.com>](mailto:Rodriguux,xxx@xxxxxxx.com); [Perxxx, xxx <xxx.Perxxx@drs.com>](mailto:Perxxx,xxx@xxxxxxx.com);
Subject: DRS Supplier Portal – Requests (Status: Delivered)

Dear Requestor:

Thank you! Your Request has been received. We have contacted the corresponding DRS Buyer and Configuration Management team who will be following up with you.

The highlights of the request are below:

Supplier Request ID	10-1761-xxxx
Urgency	Urgent
Vendor ID	10X000000
Vendor Name	XXXXXX INC
Action Needed	Drawing/Requirement Change
Issue	Request change of finish on all drawings listed
Cost Impact	No
Schedule Impact	No
Vendor Email	xxxx.xxx@.xxxxx.com
Duns No	00-000-0000

Regards
 DRS Purchasing Department

Figure 5: Example Supplier Request Received Response EMAIL

Leonardo DRS Supplier Portal Process Request

These requests will be processed	<i>Category in Supplier Portal</i>
To clarify the supplier's interpretation of a TDP requirement.	<i>Clarification</i>
To request a change to a TDP requirement.	<i>Drawing/ Requirement Change</i>
To request Use-As-Is disposition or rework/repair approval of nonconforming material.	<i>Use-As-Is</i>
To address obsolescence, ROHS, availability, or cost reduction ideas.	<i>Request for alternate part</i>
To request Facilities or process changes	<i>Other</i>
To request supplier sub-tier changes	<i>Other</i>
To advise on suspect counterfeit components	<i>Other</i>
To request authorization to use a non-franchised Distributor	<i>Other</i>

These requests will NOT be processed
To request buyer source inspection.
To request a change to the contract standard terms and conditions.
To clarify the supplier's interpretation of a contract requirement other than those found in the TDP.
To request a change to the contract schedule.
To request a change to the contract quantity.
To request a change in the contract value.
To clarify or request a change to Quality Assurance Condition's specified in the contract.

TABLE 2: Supplier Request Process Guidelines

Acronyms / Abbreviations / Definitions

Acronym/Abbreviation	Definition
NCM	Nonconforming Material
TDP	Technical Data Package
PLM	Product Lifecycle Management
SR	Supplier Request
MRB	Material Review Board
IAW	In Accordance With
IPT	Integrated Project Team
CM	Configuration Management
SC	Supply Chain
SQE	Supplier Quality Engineer

Table 3: Acronyms and Abbreviations

Term	Definition
Nonconforming Material	If the material or service provided by the supplier fails to conform to the specified TDP, the material or service is considered NCM (nonconforming material).
Technical Data Package	The full collection of data (drawings, lists, specifications, standards, computer software, etc.) that define the physical configuration, performance or reliability characteristics of the material provided by the supplier in response to a Leonardo DRS purchase order.
Product Lifecycle Management	A software based configuration management tool (such as Omnify or PDM Link) that controls and tracks product definition.
Supplier Request	Process flow within a PLM tool that controls the review and approval process, and maintains a record of the request.
Supplier Request Portal	A user interface tool developed by Leonardo DRS Corporate IT to provide vendors with a standard interface to submit Supplier Requests. https://supplierportal.drs.com/SupplierRequest.aspx
MRB Authority	Used in this context, indicates what level of contractual authority Leonardo DRS has to authorize disposition of Repair, Rework, Scrap or Use As-Is.

Table 4: Definitions

Introduction on the Supplier Request Process Map

All purchased materials to be used in the manufacturing of deliverable product are required to conform to the requirements of the purchase order and technical data package. Any requests to make material or process changes from released documentation must be reviewed and authorized by Leonardo DRS. The authorization must be documented and traceable to the impacted material. Process workflows within the appropriate PLM tool, are used for this purpose.

Adherence to this process ensures that all required stakeholders review, approve, and take necessary actions to resolve and document Supplier Requests within a timely manner. Supplier requests are limited to a specific lot, quantity, timeframe, or Purchase Order (PO) unless followed by a formal change to the TDP.

Inputs

- Suppliers Request submitted via the Supplier Request Portal
- Leonardo DRS Engineering or Quality Request to deviate from TDP
- Impacted drawing, part number, purchase order, quantity or time period

Outputs

- Initiation of a Change Request
- Initiation of a Customer Request for Deviation
- Documentation of team discussion, review and recommended disposition
- Final Disposition and SR Resolution
- Formal response and notification to the supplier

Supplier Request Workflow Map – DRS PDM (Quick View Look)

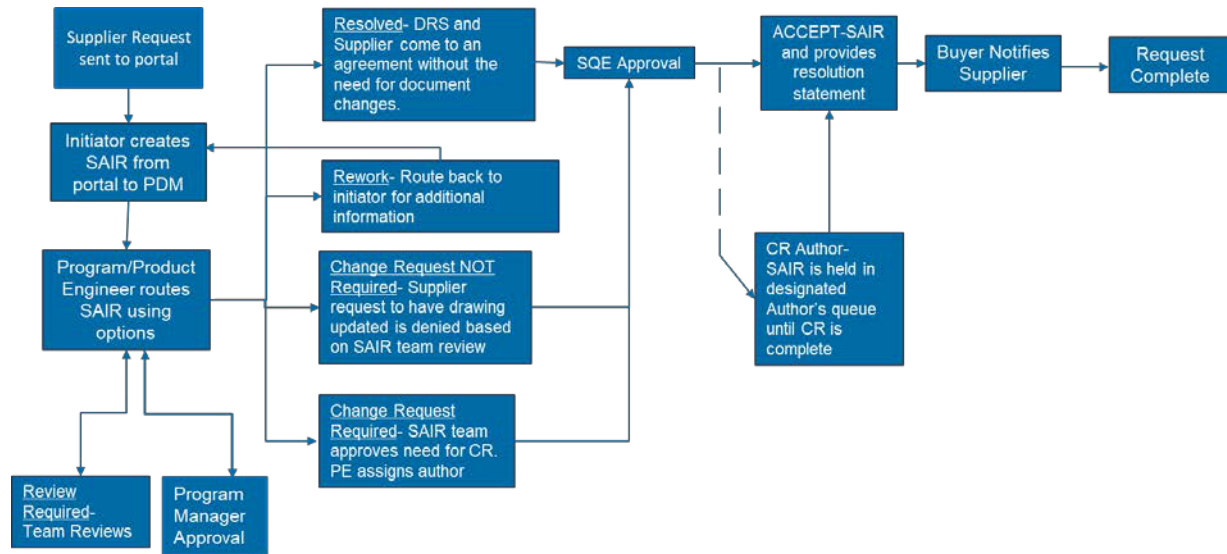


Figure 6: Supplier Request Process Map - PDM

Supplier Request Process Map - PDM (Swim Lane View)

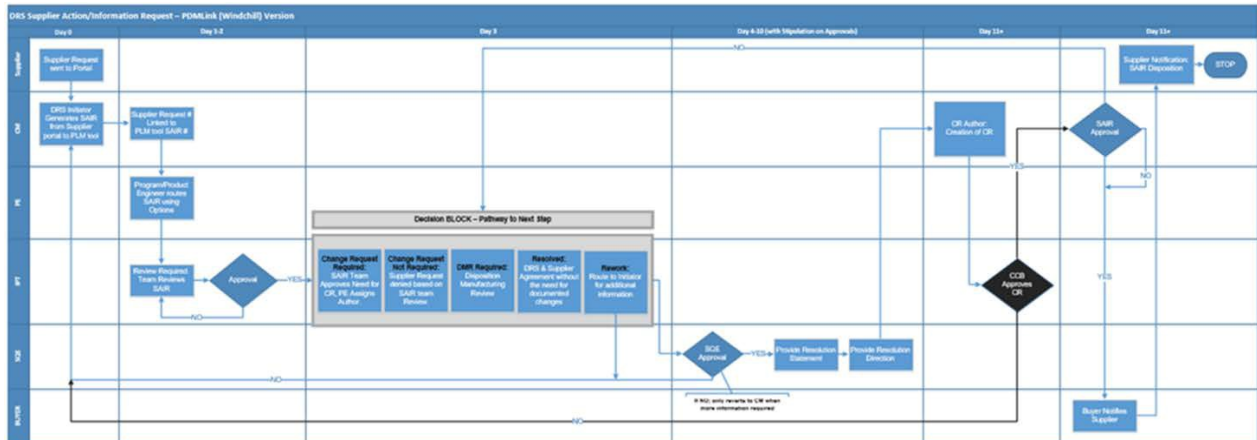


Figure 7: Supplier Request Process Map – PDM Swim Lane

Supplier Request Workflow Map – Omnify (Quick View Look)

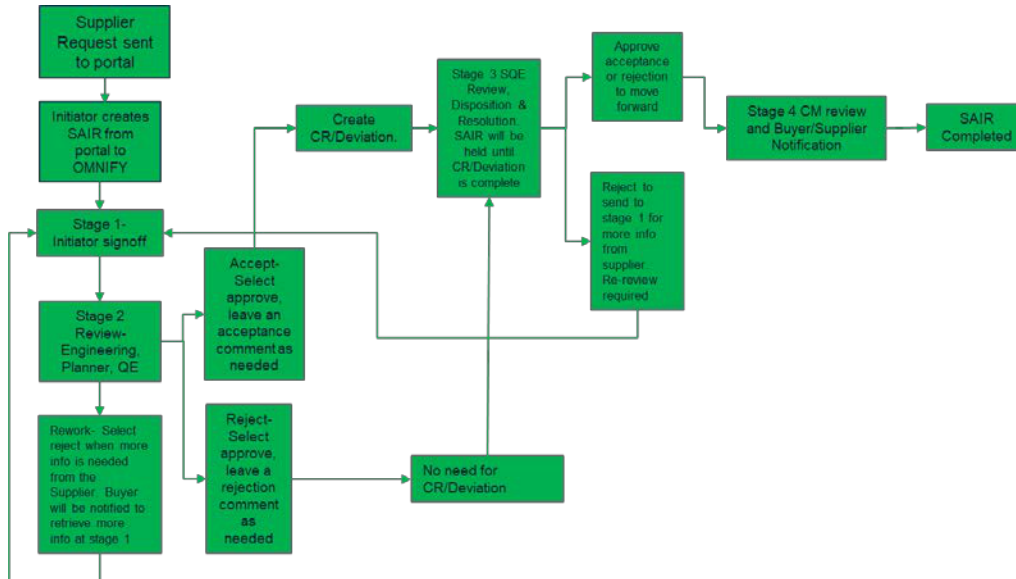


Figure 8: Supplier Request Process Map – Omnify

Supplier Request Process Map - Omnify (Swim Lane View)

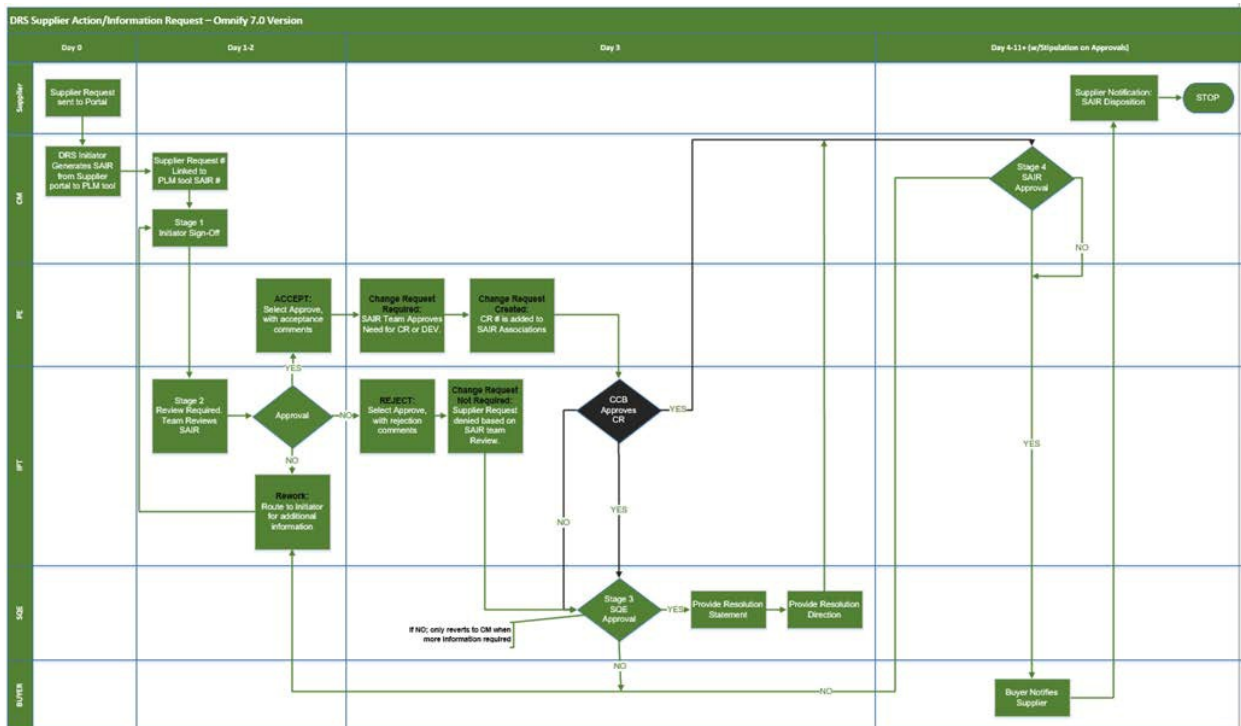


Figure 9: Supplier Request Process Map – Omnify Swim Lane

Supplier Request Submittal and Completion Checklist

Provided in this section is a helpful confirmation checklist of items before or after submittal of your request. This checklist ensures that you have captured all request items before you submit a request. Have you confirmed the following?

- Confirm you are part of the Deltek CostPoint Contact List for your company.
- Confirm you are able to submit an email to SupplierRequest@drs.com
- Confirm you have received an email from 'DRS Supplier Request System' with an open orders link.
- Confirm you can click the link in the email and follow the above steps to submit a request or requests.
- Test the buyer email link on the 'Supplier Request – Provide Details' page to confirm it opens your email client. Confirm the Subject line has auto-populated with the PO number and supplier name.
- Confirm receipt of a 'Thank you' email from 'DRS Supplier Request System – Status: Delivered' with a Vendor ID Supplier Request number within the receipt.
- Confirm with your Leonardo DRS buyer the SAIR number assigned to the Vendor ID Supplier Request Number.
- Track status of both request numbers with your Leonardo DRS Buyer.
- Confirm Closure of the Supplier Request using the Process Workflow Maps previously reviewed in this guide as a status update.
- Confirm follow-through of your supplier request through your internal team to act upon the request.
- Provide product to Leonardo DRS to the request in revision format successfully through all quality gates.

FAQ's – Q&A on Supplier Support

When do you need additional support? Prior to calling for assistance, here are a few Frequently Asked Questions (FAQ's) as troubleshooting courtesy to help you before you make that needed call.

If there still remains questions about the Leonardo DRS Supplier Request System, please contact:
Bruce Perrow, bruce.perrow@drs.com , (321) 622-1224.

Just the FAQ's:

FAQ #1:

Question: *Why am I receiving this Supplier Request document?*

Answer: In order for a supplier to have access to the Leonardo DRS Supplier Request portal, a supplier must have an open purchase order including part quantity. An error will occur, or the supplier will not receive notification of a request otherwise. If this occurs, please contact your Leonardo DRS buyer.

FAQ #2:

Question: *What browser do we support for the Leonardo DRS Supplier Portal?*

Answer: Microsoft Edge

FAQ #3:

Question: *Leonardo DRS updated the supplier contacts in CostPoint this week but the Supplier is not getting notifications. Why?*

Answer: New data is pushed to the portal each Monday morning. Changes made to CostPoint are reflected at that time.

FAQ #4:

Question: *Who updates our supplier contacts in CostPoint?*

Answer: Supplier contacts in CostPoint should be updated by the Supplier Portal's module administrator, buyers or delegate, usually the Supplier Request System Point-of-Contact name listed at the beginning of this FAQ's section.

FAQ #5:

Question: *After Exporting data to Excel, can it be imported?*

Answer: Use, 'Export to Excel' as a cross-reference and to sort and filter. While it is not a feature at this time, 'Import from Excel' is in the backlog for development.

FAQ's – Q&A on Supplier Support (cont.)

FAQ #6:

Question: *Why does the 'Reason for Delay' disappear after I select it?*

Answer: A red message at the top of the grid is informing you that the item is currently on schedule. 'Reason for Delay' only applies when a new promise date is selected that is later than the previous promise date.

FAQ #7:

Question: *What is the 'Approve All' checkbox in the column header used for?*

Answer: Suppliers can use 'Approve All' to approve all open orders and work by exception to make it easier when they have large amounts of lines to approve.

FAQ #8:

Question: *How do I know my work is being saved?*

Answer: AJAX is the technology used to save all fields upon modification. Every time a supplier leaves any field, their change saves automatically.

FAQ #9:

Question: *In the Supplier Admin - Open Order Queue, why does a PO Line show no 'Reason For Delay' even though the supplier had changed the promise date, here's what I found...*

Answer: Suppliers are required to 'Approve' all open PO lines each week. Open Orders will not allow Suppliers to 'Approve' a date change without providing a 'Reason for Delay'.
Although we download all Supplier changes every 6 hours to provide buyers and contacts with the latest information, it does not mean the Supplier has completed their Open Order report for the week.
Please use 'Export to Excel'; and note the 'VEND_APPROVAL' column on the report. If it is set to 'FALSE', it means the PO Line had not yet been 'Approved' by the Supplier.

FAQ's – Q&A on Supplier Support (cont.)

FAQ #10:

Question: *Why do I receive an error message stating, "Vendor ID Unknown"?*

Answer: There may be something wrong with your name in the Leonardo DRS Cost Point System that does not recognize you as a person within the company you work for, or your information is incorrectly inputted. In this case, please reach out to your buyer for assistance. Leonardo DRS will verify correct information on the individual and possibly update their data the system. Please keep in mind that the system does refresh on Mondays, so instantaneous results may not occur and will be delayed. One solution is to manually input the information. Please also be aware that one must input the requestors email exactly as it is read, without spaces or other characters that may interfere with the address.

FAQ #11:

Question: *What happens if my company transitioned to another company?*

Answer: In the instance that a supplier has been purchased or merged with another company, Leonardo DRS can temporarily transition personnel emails and contact information into the main supplier name Cost Point data structure. Please contact your buyer who will, in turn, contact the portal owner for assistance on the changes required.

FAQ #12:

Question: *What happens if my Supplier portal request has expired?*

Answer: In the instance that a supplier request has expired, the link is good for 7 days after your request, all that is needed is that the supplier initialize another request and a new 7 day link will be sent. The supplier can then input after receiving the request for the portal.
It is best to wait until you are ready and have gathered all of your information, including documents for attaching to your request prior to emailing for a request. This ensures that you can complete your request within the allotted 7-day timeframe.

FAQ #13:

Question: *What happens if my Supplier portal request delays or does not send an immediate response with Vendor ID request number?*

Answer: In the instance that a supplier request is not instantaneous, the link may be working fine. The delay you are experiencing may be due to a few factors; your company firewall protection, time delay on portal to portal ping-backs, or just an

internal time delay. It is advisable to hold off on contacting Leonardo DRS until it is known for sure that it is not a system generated delay. In some instances, the delay occurs when a contact person has not waited until the Monday 0230 refresh. In this case, one should wait until Tuesday morning to ensure the system has populated the contact correctly.

FAQ #14:

Question: *What should a Supplier do if the Supplier portal request has an error or that we have exhausted all FAQ responses but the Supplier still has an urgent request?*

Answer: In the instance that all previous means have been viewed and are deemed exhausted, please reach out to your Leonardo DRS buyer, the name mentioned at the beginning of this FAQ's section or a Leonardo DRS Configuration Administrator. One of these individuals will direct you or will ask that you submit a manual Supplier Request form. This form is a one-time use only form and may delay traceability of your request number or another event may occur. Please proceed with caution using the manual form method as it is NOT preferred.