

A low-angle, upward-looking photograph of an Airbus aircraft wing against a bright blue sky with scattered white clouds. The wing is the central focus, extending from the bottom left towards the top right. The text is overlaid on the lower part of the wing.

Airbus Supplier Portal

Guidance on how to Register

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AIRBUS

Purpose of the Airbus Supplier Portal „AirbusSupply“

The AirbusSupply Portal is a **secured and private platform** to **collaborate** and **share information** with suppliers working for Airbus.

It allows as well to **access to web-based Business Applications**.

There exist **other Business Applications** which can be **accessed via** other connectivity models e.g. **SPAN, Virtual Desktop** etc.

Procurement Applications such as ePROC, Click&Buy as well as AirSupply are directly accessible according to their specifications.

The Portal allows Airbus to **publish** general **information** directly e.g. via specific eSites (e.g. for UEA Admin) or dedicated SharePoint solutions for topic related collaboration with specific Airbus Teams.

Purpose of Registration

When do you need to **register on Airbus Supply Portal**?

- If your contract requires access to any Airbus Business Applications and Tools
- If you need access to the Portal to retrieve relevant information or collaborate with Airbus teams (see previous page)

Why do you need to **register**?

- We need your agreement on the General Terms & Conditions (GTC) for Access to our IT Systems as Supplier
- You need to nominate your User Entity Administrator (UEA) who will manage the company's User Accounts for those users in your company working within Airbus IT Systems

What is the Registration Process?



1. Initiate

2. Register

3. Receive Access

4. Start Working



1. Fill in the Registration Form from the public Airbus web page

2. Complete the First Company Registration Form on eCRF* Workflow Manager Tool

3. Receive permanent access code to AirbusSupply portal & UEA tool

4. Start registering your Users

Technical requirements:

IE 11 / Edge / Chrome / Firefox / Safari latest release recommended

Optimised Screen resolution for 1280x1024 / 1366x768



The registration process **lasts up to 7 working-days**

Additional information will be provided after Step 1

*eCRF Tool / WM= electronic Company Registration Form / Workflow Manager

Start the Registration Process



The **first step** is to request access to ***eCRF Workflow Manager tool*** by filling in a form available on this web page link:

<http://www.aircraft.airbus.com/tools/airbusfor/suppliers/suppliers-registrationhtml/>

After getting your request confirmation, the portal administrator will send you a ***temporary access code*** for accessing the ***eCRF Workflow Manager tool*** and a ***message with instructions***.



The temporary access code is valid for 30 days. After this period, the account will not be active and you will have to relaunch the full process again.

Complete the First Company Registration Form on eCRF Tool



The **second step** is, with your temporary account, to **connect** to the **eCRF Workflow Manager** tool and **create** a registration request.

In the eCRF Company Registration form, you have to **attach** the following **mandatory documents** (under separated files, PDF format):

1. General Terms and Conditions (**GTC's** signed)
2. Company UEA Registration Form (**CURF**) for information about the person who will be the Company administrator

Do not forget to send the signed paper version of the GTC to Airbus.



The document templates for GTCs and CURF are available from the eCRF Workflow Manager Tool. Please fill in and sign!

Receive permanent access code to AirbusSupply portal



Once you have **created** your request in the **eCRF WM** Tool, the AirbusSupply Administrator will **process** it.



During the process, you can **connect** to the **eCRF WM** tool and **check the status** of your request.

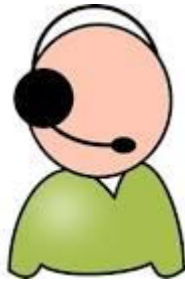


When your request has been **successfully completed**, you will receive your **Official access code** and a **welcome pack**.



Your temporary access code will be deleted as soon as you receive your official one.

How can you get support?



**AirbusSupply team is available
at the following email address:**

contact.airbussupply@airbus.com

Thank you