



1. Definition

The Administrator is the employee appointed by your company entitled to represent the Company for and in the management of the company designated users accessing Airbus|Supply in compliance with the General Terms and Conditions of Access to and Use of Airbus Private Part of Supplier Portal (GTCs),

2. Operational role and responsibilities

The role and responsibility of the Administrator are the following:

- Focal point representing your company for subjects related to Airbus|Supply
- Responsible for the compliance by designated users and company's employees with the GTCs.
- Responsible for of your company's designated users account management: designated users creation request, update or suppression
- Request specific services access rights

All requests shall be proposed to Airbus for prior written approval

All necessary information to do these users management requests is available in the private part of the Supplier Portal.

Please note that the Administrator is appointed by the Company's Management and acts under its legal responsibility.

3. Profile of the Administrator

This person should be familiar with computers, without necessarily being an IT specialist.

The Administrator should know his/her company quite well, which would enable him/her to identify internal contacts concerned by the Airbus relationship, in order to give them access rights.

The Administrator is the privileged interlocutor of Airbus with regard to the supplier portal, and will be informed of all new developments and changes concerning the Airbus supplier portal.

4. Legal responsibility

For aspects linked to liabilities, please refer to the GTCs.