Airbus Supply Portal

GUIDANCE ON HOW TO REGISTER

Airbus Procurement
March 2021
What is the registration process

To perform your activities as an Airbus supplier, your referenced company should access a service available on the Airbus secured and private area:

The AirbusSupply portal

Start the Registration Process from the public Airbus web page
Submit the Company First Registration request on the eCRF WM Tool
Receive the permanent access code to the Airbus Supply Portal

The registration process lasts up to 7 working-days
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:

https://www.airbus.com/be-an-airbus-supplier/airbus-supply-registration.html

Please use a recent web browser : Google Chrome, Microsoft Edge ...

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

*The access code is valid for 30 days. Over this period, the account will be deactivated not be active and you will have to relaunch the full process again.*
Complete the First Registration Form on eCRF WM Tool

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

In the eCRF Company Registration form, you will have to attach the following mandatory documents (As separated files and in PDF format):

1. General Terms and Conditions (GTC’s)
2. Company UEA administrator Registration Form (CURF) for providing details of the person who will be the Companies administrator
3. General Terms of Use (GTU) Google Workspace for Partners (For Airbus Commercial Aircraft Suppliers)

The document templates for GTCs, GTU and CURF are available from the eCRF Workflow Manager Tool
Receive permanent access code to the 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 UEA (User Entity Administrator) access code and a welcome pack.

Your previous access code will be deleted as soon as you receive your official ones.
Roles and Responsibilities of Portal Admin (UEA)

As Company Users’ Administrator, you have been specially appointed by your company to play the following roles and responsibilities on Airbus Supply Portal

**Your roles**
- Being the focal point of your company for all subjects related to Airbus Supply Portal and Users account.
- Promote the AirbusSupply Portal to existing & potential Users.
- Support the users at all the times

**Your responsibilities**
- Ensure the compliance of your company and its employees with the GTC and CURF.
- Manage user accounts & roles (create, update, delete)
- Manage users access rights within services
- Solve access problems
How you can get a support?

AirbusSupply team is available at the following email address:

contact.airbussupply@airbus.com