



Airbus Supply Portal
GUIDANCE ON HOW TO REGISTER

Airbus Procurement
September 2020

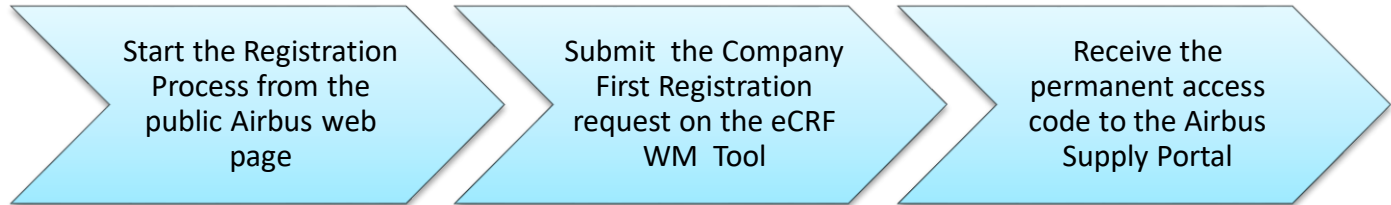
AIRBUS

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



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>

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 e CRF 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



The document templates for GTCs 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.

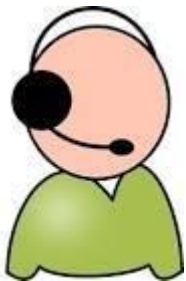


When your request has been **successfully completed**, you will receive your **Official access code** and a **welcome pack**.



Your previous access code will be deleted as soon as you receive your official ones.

How you can get a support?



AirbusSupply team is available

at the following email address:

contact.airbussupply@airbus.com

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