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
Complete the First Company Registration Form on eCRF Tool
Receive permanent access code to 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 from the day you receive the account details. 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 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 Administrator Registration Form (CARF) for providing details of the person who will be the Companies administrator

The document templates for GTCs and CARF are available from the eCRF Workflow Manager Tool
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 previous access code will be deleted as soon as you receive your official ones.*
How can you get support?

AirbusSupply team is available at the following email address:

contact.airbussupply@airbus.com
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