

AirbusSupply Portal

GUIDANCE ON HOW TO REGISTER

OCTOBER 2018

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 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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