ePROC strategic procurement

Supplier - Quick Reference Guide
Version 3.8
1. Overview of ePROC

2. How to register in ePROC

3. First Connection

4. How to perform the main activities

5. Contact and Help
1. **Overview of ePROC**

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Overview of ePROC

ePROC is a shared space for buyers and suppliers to perform all aspects of Calls for Tender (CFT), from the identification of potential suppliers to the selection of winners. Data can be exchanged between the parties via the web in a secured, structured and controlled way.
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How to register in ePROC: Self-Registration Page

URL link: https://eprocstrategic.airbus-group.com

Click on “Register as a new Supplier” to access the registration form.
Tips for a perfect registration

Fields with a star * are mandatory

Click on the arrow to expand a value list and select one of the proposals

Click on i to see explanations
**First part: Supplier Organization Information**

This part concerns information about your company (company = one name, one address)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Name Supplier</td>
<td>as written in National Registration. In upper case without special characters or accents</td>
</tr>
<tr>
<td>Organization address</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>Postal Code</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/Province/Region</td>
<td>Mandatory if located in USA and in Canada. Click on the arrow to select your location.</td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>PO Box</td>
<td></td>
</tr>
<tr>
<td>PO Box Postal Code</td>
<td></td>
</tr>
<tr>
<td>PO Box City</td>
<td></td>
</tr>
<tr>
<td>Main Phone</td>
<td></td>
</tr>
<tr>
<td>Main Fax</td>
<td></td>
</tr>
<tr>
<td>Main Email Address</td>
<td></td>
</tr>
<tr>
<td>Corporate URL</td>
<td></td>
</tr>
<tr>
<td>Registration codes</td>
<td></td>
</tr>
<tr>
<td>VAT Code</td>
<td></td>
</tr>
<tr>
<td>Additional VAT Registration</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>DUNS Number</td>
<td></td>
</tr>
<tr>
<td>Do you have an NCAGE Code?</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
</tr>
<tr>
<td>SIRET</td>
<td></td>
</tr>
<tr>
<td>NIF</td>
<td></td>
</tr>
<tr>
<td>STEUERNUMMER</td>
<td></td>
</tr>
<tr>
<td>VAT code</td>
<td>This is an alphanumeric number linked to your tax system. If there is no tax code in your country, enter the code commonly used in your country.</td>
</tr>
<tr>
<td>Street / City</td>
<td>No special characters (no accents, no β, ñ...)</td>
</tr>
<tr>
<td>State/Province/Region</td>
<td>Mandatory if located in USA and in Canada. Click on the arrow to select your location.</td>
</tr>
<tr>
<td>Main Phone and Main fax</td>
<td>Use the international phone code, beginning with 00, with no spaces or special characters</td>
</tr>
<tr>
<td>SIRET</td>
<td>For French companies (14 digits)</td>
</tr>
</tbody>
</table>
**Second part: Supplier User Information**

This part concerns information about you

**SUPPLIER USER INFORMATION - ENTER SUPPLIER USER INFORMATION. HIGHLIGHTED FIELDS INDICATE REQUIRED INFORMATION.**

- **LAST NAME First Name:**
- **User ID/Email Address:**
- **Function:**
- **Phone Number:**
- **Fax Number:**
- **Please specify the e-mail address of the buyer who sent the invitation letter:**
- **BU Code:**
- **Default Currency:**
- **Locale:**

**User ID/Email Address:**
No "/" or special characters.
This MUST be a **valid** e-mail address: this address will be your logon to connect to ePROC, and will also be used to send the Call For Tender notifications.

**LAST NAME First Name:**
In this order, uppercase for the LAST NAME.

**Phone and Fax Numbers:**
Use the international phone code, beginning with 00, with no spaces or special characters.

**BU Code:**
Code has been sent to you in the invitation letter received from the buyer.

**Function:**
Select the function that is closest to yours.

**Locale:**
Language in which the application will be displayed.
Third part: Profile Questionnaire
This part concerns general information and environmental questions

If needed, click on the triangle to hide the section content

Click on the triangle to display section content
Third part: Profile Questionnaire

This part concerns general information and environmental questions.

You can tick one or several values in the list.

Here you can confirm the GTC acceptance.

1.1.1.1 What specific products or services or capabilities do you wish to offer to Airbus? *
- Equipment
- Enterprise Consumables and Services
- Capital Equipment and Facilities
- IT and Telecom
- Product Related Services
- Material - Aluminium - Special Alloys
- Material - Titanium - Forging - Casting
- Material - Fasteners
- Material - Hardware
- Material - Composites and Consumables
- Aerostructure
- Other

1.1.1.2 Which activity do you propose to Airbus? *
- Unspecified

1.1.1.3 *I acknowledge and accept that access to eProc is subject to the prior acceptance of the GTC. Further, I agree to sign the latest updated GTC prior to accessing eProc.

Please review the latest GTC, Version 3.0, by following the link at the bottom of the page “Participant terms” and confirm your acceptance hereafter.
Self Registration potential Error Messages (1/2)

Once you click on OK, the system may warn you in case of missing information. Your registration cannot be processed unless you complete all mandatory fields.

Warning about missing information is displayed on the top part of the screen.

Mandatory fields which are not completed are shown with an highlighted asterisk.

Complete the required fields which were not previously populated.

Once all mandatory fields are completed, click on OK.
Self Registration potential Error Messages (2/2)

Once you click on OK, the system may warn you in case of duplicate User ID. If you already have an account, but do not remember your user ID or password, please use the “Forgot your user name or password” links to retrieve your login information.

Warning about duplicate User ID. This error indicates that you already have a valid User ID.

In this situation, use the “forgot your user name or password” links to retrieve your login information.
Main advice

- **Avoid duplicates** in ePROC: only one organization can be created, for each site (legal entity / contractual site) of the company. There can be several contact accounts associated with this organization. If you want to create a second contact for the same company, do a second self-registration, and the Administration Team will link the new contact to the registered organization. This ensure that Airbus buyers always select the correct supplier account for the CFT.

- Data you provide for your account can be used during the CFT. **You are responsible for the quality of this data.** Make sure that it is always up-to-date.

- Your registration has to be validated by the ePROC administration team. After that, you will receive a registration confirmation email with a link to personalize your password in ePROC.

- Ensure that ePROC emails ([none@eads.net](mailto:none@eads.net) and [noreply@eads.net](mailto:noreply@eads.net)) are accepted by your e-mail server.
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As soon as the ePROC Administration team has approved your registration, you will receive an e-mail of this type.

Click on the link

Create a password

Select a secret question, a secret answer (and remember it!)

Click OK
First Connection: Accept General Terms and Conditions

These are the General Terms and Conditions (GTC) of access to and use of the strategic procurement solution “ePROC”

Once accepted, the terms can always be found at the bottom of the page using the link “Participant Terms”.

At the bottom of the page, select “I accept the terms of this agreement” and click “OK”
First Connection: Check profile data 1/3

You can edit part one: Information about your profile

Update Contact and Organization Profile

Information about your profile

Please specify the e-mail address of the buyer who sent the invitation letter: 

LAST NAME First Name: [First Name]

Function: [Account Manager]

Business Email Address: [Email Address]

Phone Number: [Phone Number]

Fax Number: [Fax Number]

Locale: [English-United Kingdom]

Default Currency: [European Union Euro]

GTC Accepted: YES

GTC Acceptance Date: 11/28/2017

BU Code: [BU Code]

Timezone: CET

To update your profile information, please send an email to sma.eproc@logica.com
First Connection: Check profile data 2/3

You cannot edit part two: Information about your organization

Should you require to update your organisation information, please refer to the part “For your information” in the Profil questionnaire and fill in the file attached and send it to the email that has been given to you “sma.eproc@cgi.com.”
First Connection: Check profile data 3/3

You can edit the third part: Profile Questionnaire

You can easily update data in the third part “Profile questionnaire”
Ensure that the data is always up-to-date

You can update your profile at any time by selecting “Preferences”, and then by clicking on “Update your profile”
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How to consult the event (1/2)

Once connected, the page “Events List” is automatically displayed. It lists all the Call for Tenders that you are invited to. The CFTs are stored by “Status”.

Preferences allow you to:
- Reset password and secret question
- Update your profile (Contact Information and Profile Questionnaire)
- Select your settings (default language and currency)

Click on the event name to access its content.

The welcome message reminds you that the use of eProc is strictly subject to the General Terms and Conditions you have already accepted as a Designated User of the Company. The General Terms and Conditions are available at the bottom of this page via the link to the “Participant Terms”.

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Any document, data or information produced or classified as Military Cryptographic, Governmental classified and Airbus Company Secret shall not be stored, neither exchanged in ePROC. Export controlled documents sent via or stored in ePROC must be approved by the applicable Governmental authorities and remain under responsibility of the Supplier.
How to consult the event (2/2)

- **Check list of all steps you must follow to answer the CFT**
- **Direct access to event sections**
- **Download Content in an Excel Spreadsheet.**
  - Download all attachments at one time.

Main information about the event: Buyer, publish date, due date...

- **Event Overview and Timing Rules**
  - **Owner:** Robin C
  - **Event Type:** RFP
  - **Currency:** European Union Euro
  - **Procurement Organisation:** Airbus
  - **Publish time:** 29/11/2017 17:00
  - **Due date:** 10/12/2017 17:00
How to accept the Agreement

Review and Accept Agreement: Accepting the Agreement is mandatory in each CFT before selecting the lots and submitting any bids. This bidder agreement will be the same for all CFT’s launched on ePROC.

Select “I accept the terms of this agreement” to be able to submit your responses and bids.
Tick the box to select the lots or line items in which you want to participate.

Click [Submit Selected Lots].
How to submit a response

1. To complete your response, fill in all the fields left blank. Mandatory fields are flagged with an asterisk (*).

2. With the link “Attach a file”, upload the attachments to your response.

3. You can save your offer before submitting your response.

4. Once you have completed your response, click on “Submit entire response” to submit it to Airbus.

Errors are indicated in red.
How to send a message (1/2)

You can send messages to the project team.

If needed, the buyer can make a public answer to your message (the entire team and all suppliers receive it) to ensure that all stakeholders share the same level of information.

Follow the link Event messages to:
- consult all the messages you receive
- send new messages
- answer questions

By clicking on the button [Compose Message], you can send new messages to the entire project team.
How to send a message (2/2)

The message board displays all the messages related to the event:
- from the System - invitation to the event, timing modification…
- from the Event Owner - information sent by the buyer and his/her MFT team
- from You - questions sent to the Airbus team.

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You can sort the event messages by clicking on the column name.

The table option menu allows you to:
- Filter the event messages by sender
- Export messages to Excel
How to upload a response

1. CFT Invitation and Participation
   1.1 Airbus is pleased to invite you to participate in a call for tenders
   1.2 Appendix B: Prices

2. Please provide the Financial Returnable Template (use the dedicated template - WPA Appendix B)

Submit Entire Response | Reload Last Bid | Save | Compose Message | Excel Import

Update Attachment
Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Click OK to submit.

* indicates required field
When the status is open, the supplier can revise responses
Update a new file (1/3)
Update a new file (2/3)

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Update Attachment

Enter the location of a file to add as an Attachment. To search for a particular file, click Browse... When you have finished, click OK to add the attachment.

Attachment:
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Update a new file (3/3)

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*Submit this response?*

Click OK to submit.

Update file: [Financial_Returnable_Template-Supplier-Answer.xlsx]

* indicates required field
Response is revised, a green band is displayed
Revise is no more possible when event goes to Pending Selection status.
When the status is re-open, the revise is possible for the supplier.
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Contact and Help

Forgot your name or password?

Click on the appropriate link

For further support, contact the service desk, available 24/7
- by e-mail: support.eproc@airbus.com
- by phone: 00 33 1 57 32 48 95