

ePROC strategic procurement



ePROC STRATEGIC PROCUREMENT FAQ

ePROC strategic procurement for AIRBUS GROUP Suppliers

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ePROC strategic procurement FAQ

1 General

1.1 What is ePROC strategic procurement?

ePROC is a shared single strategic space for buyers and suppliers across all AIRBUS GROUP Divisions to perform all aspects of Calls for Tender (CFT), from the identification of potential Suppliers to the selection of successful parties. Data can be exchanged between the parties via the web in a secured, structured and controlled way.

The **ePROC** strategic procurement solution was designed to replace the tools used for strategic sourcing (i.e. iSource & Sourcing 4.4)

1.2 How was the change from Isource and eSourcing 4.4 to ePROC strategic procurement communicated to Suppliers?

Suppliers are informed by email about the change. They receive an official letter signed by the Head of the relevant Airbus Commodity, announcing the new platform. Suppliers are asked to confirm their registration on the new platform and update the new password they received in a separate email.

In addition, quick reference training material for **ePROC** strategic procurement was distributed via email. You can find the supplier quick references on the [ePROC Supplier AIRBUS GROUP site](#).

2 The Tool

2.1 How to register in ePROC: Self-Registration Process?

Please navigate to a new URL: <https://eprocsourcing.eads.net> in order to participate in AIRBUS GROUP Calls for Tender.

In the Login Home page, please click on “Register as a new Supplier” to access the registration form. If you have been invited by a buyer, please make sure that you fill in the email address of the buyer in the “Supplier profile Questionnaire” and also fill the “BU Code” provided in the Supplier Invitation Letter.

2.2 How to complete the “Supplier Organization Information” fields as accurately as possible?

Tax codes:

- For European companies, please enter your VAT code in the “Legal Registration Number” field.
- For all other companies out of the EU, enter the tax code in the “Legal Registration Number” field. If no tax code is available in your country, enter the code commonly used in your country.
- If your company is using other VAT codes, please enter them in the “Additional Registration Number” field.
- Depending on the originating country of the company, please enter the additional registration number in the appropriate field:
 - ✓ **SIRET**: For French companies (14 digits)
 - ✓ **NIF**: For Spanish companies
 - ✓ **STEUERNUMMER**: For German companies.

DUNS Code:

It is used to better identify your company. You can also apply for a DUNS code at <http://www.upik.de/en/dunsanfordern.html>

2.3 How to complete the “Supplier User Information” fields as accurately as possible?

✓ What address do I have to provide when I register in Self-Registration?

The supplier can provide either his nominative professional email address (*preferred*) or a generic email address, which he will use to participate in Calls for Tender.

✓ Which “BU Code” do I have to provide when I register in Self-Registration?

The supplier has to fill the “BU Code” which appears in the Supplier Invitation letter received from AIRBUS GROUP buyer.

In case of spontaneous registration without Invitation letter, the supplier has to input the value “Voluntary” within the “BU Code”.

2.4 I did not receive my Login details

After your registration, there is a manual validation step before you receive your login details; the validation step can take up to five days if you are invited by a buyer.

If your registration is not compliant with the AIRBUS GROUP quality level, you will receive an email from sma.eproc@logica.com requesting additional information.

Finally, if your registration is spontaneous and you entered “Voluntary” in the “BU Code” field, you will not receive login details immediately but only when a buyer will invite you to participate in a Call for Tender.

2.5 How do I update my company information after validating my registration in the ePROC tool?

The supplier has to send a document giving proof of the new information to sma.eproc@logica.com: a letter head of the supplier’s company is mandatory for notifying these modifications.

2.6 What may I contact if I have issues during the self-registration process?

If you have an issue, please contact support.eproc@airbus.com.

2.7 How can I reset my password?

Please refer to the following process "[Reset Password process](#)" available on the Supplier page of AirbusGroup.com.

3 Main activities

3.1 How to make sure that you have correctly submitted your offer in ePROC?

The process is as follows:

- ✓ After every "bid", the supplier receives one "ID" in "Response History", confirming that its offer has been correctly taken into account in the system.

If you have submitted your offer, and yet you do not receive this ID, please open an incident immediately in the [AIRBUS GROUP Customer Care](#) and carefully note down the incident number.

3.2 How to accept the bidder agreement?

Please follow the acceptance process as described in the following link: "[Bidder Agreement process](#)" available on the Supplier page of AirbusGroup.com.