Airbus Supply Portal

GUIDANCE ON HOW TO REGISTER

Airbus Procurement

March 2021

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**

| Start the Registration Process from the public Airbus web page | Submit the Company First Registration request on the eCRF WM Tool | Receive the permanent access code to the Airbus Supply Portal |

The registration process **lasts** up to **7 working-days**

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Start the Registration process

| Start the Registration Process from the public Airbus web page | Submit the Company First Registration request on the eCRF WM Tool | Receive the permanent access code to the Airbus Supply Portal |

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

Please use a recent web browser : Google Chrome, Microsoft Edge …

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.

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Complete the First Registration Form on eCRF WM Tool

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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

3. General Terms of Use (**GTU**) Google Workspace for Partners (For Airbus Commercial Aircraft Suppliers)

The document templates for GTCs, GTU and CURF are available from the <u>eCRF Workflow Manager</u> Tool

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Receive permanent access code to the AIRBUSSUPPLY Portal

| Start the Registration Process from the public Airbus web page | Submit the Company First Registration request on the eCRF WM Tool | Receive the permanent access code to the Airbus Supply 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 UEA (User Entity Administrator) access code* and a *welcome pack*.

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

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Roles and Responsibilities of Portal Admin (UEA)

As Company Users' Administrator, you have been specially appointed by your company to play the following roles and responsibilities on Airbus Supply Portal

Your roles

o   Being the focal point of your company for all subjects related to Airbus Supply Portal and Users account.

o   Promote the AirbusSupply Portal to existing & potential Users.

o   Support the users at all the times

Your responsibilities

o   Ensure the compliance of your company and its employees with the GTC and CURF.

o   Manage user accounts & roles (create, update,delete)

o   Manage users access rights within services

o   Solve access problems

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How you can get a support?
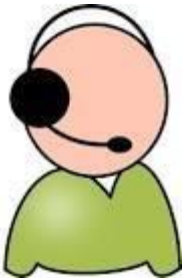
AirbusSupply team is available

at the following email address:

contact.airbussupply@airbus.com

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