



## TIPs and HINTs

To support your activity in the solution  
Please read carefully all information provided prior  
filling the fields.

Most of the mandatory information are highlighted with  
a red star

Once you **successfully** filled and submitted the form  
a **green notification** will be visible on top of your screen.

Once you filled and submitted the form **where  
information are missing a red notification will be visible**  
on top of your screen and missing information fields are  
highlighted in red.

You will receive emails from AirbusClicknBuy about  
your profile information status.

In case you forgot to fill in the SIM form you will receive  
notification reminders.

In case of a rejection of your SIM form you will receive  
an email. To get more information please get in touch  
with your procurement contact in Airbus.



## Support

You can find a lot of different training material on  
[www.airbus.com](http://www.airbus.com) be a supplier.

Furthermore we offer on a regular basis webinars in the  
4 main languages to support your activity in Click n'  
Buy.

If you are connected to Coupa Supplier Portal – please  
check the announcements Airbus is providing regarding  
Click n' Buy.

**Telephone: +33 (0)1 57 32 48 95**

**Email: [support.customercare@airbus.com](mailto:support.customercare@airbus.com)**

**Important notice:** The Airbus support agent will  
create a ticket to record and work on the request.  
The ticket number should be retained to track the  
request status and receive optimal support.

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**AIRBUS**

**Need Support?**

► [support.customercare@airbus.com](mailto:support.customercare@airbus.com)

## Leaflet for Supplier Information Management- SIM

English



**AIRBUS**



# SIM

Use the **SIM (supplier Information Management) form** to update your company information.

You will receive an email from Coupa Supplier Portal (**CSP**). Within this email you will find:

## 2 Buttons

The first button :



Will directly **connect you to the Coupa Supplier Portal** to a form to register to the CSP.

## Forward Your Invitation

Not the right person to register now? Want to ask a coworker to join quickly? Send a copy of your invitation to a colleague's email below (must have the same email domain).

Forward Email

The first fields + email address within the Coupa Supplier Portal will be prefilled. Please provide the missing information and accept the Privacy Policy.

Click on Submit to open the SIM form



# CSP

If you **click on the second button** provided in the email:



You will **directly open the SIM form divided into several parts.**

## Your Company Identity

Some information have already been filled in; please update and complete them, if needed.

The mandatory fields are your company legal name ("Name") and your location information: "Street Address", "City" and "Country".

In case of missing information, the Airbus administrators are authorized to refuse the processing of the request.

\* Name

Confirm your official legal name (with less than 75 characters) registered in a Chamber of Commerce



# SIM form parts

SIM form parts:

- Company Identity:** Name and primary address
- Our contact in your premises:** primary contact and other contacts
- Your company codes:** supplier identification number and international tax number (mandatory to be filled within the EU)
- Purchase Order information:** PO email
- Official Documents:** upload official documents  
*Note! Please consolidate all documents into 1 ZIP file and upload afterwards, as only 1 file can be uploaded here! plus a comments field add comments only within your company:*

- Comments:** to add comments to your stakeholder outside your company

