



## Important Notice

This form is to be completed by the Company or each legal entity under the control of the Company, and to allow Airbus to provide the access information to the Company Administrator in accordance with the General Terms and Conditions for Access to and use of Airbus Supplier Portals (“GTCs”).

### 1. Company’s Administrator

#### a. Definition

Company’s employee(s) appointed by the Company, entitled to represent the Company for and in the management of the Agreement and responsible on behalf of the Company for the compliance by the Designated Users and the Company’s employees with the Agreement.

Unless otherwise stated the definitions herein shall be given the same meaning as set out in the GTCs.

#### b. Operational role and responsibilities

The role and responsibility of the Administrator are the following:

- Focal point representing your company for subjects related to Airbus Supplier Portals
- Responsible on behalf of the Company for the compliance by Designated Users and company’s employees with the GTCs.
- Responsible for your company’s Designated Users account management: Designated Users creation request, update or suppression, accountable for assigning dedicated roles to users.
- Request specific Services access rights

All requests shall be in writing to Airbus for approval. All information required to request access for a Designated User is available on the Airbus Supplier Portals.

**Please note that the Administrator is appointed by the Company’s management and acts under its legal responsibility.**

#### c. Profile of the Administrator

- This person should be familiar with computers and shall participate to the mandatory training provided by Airbus.
- The Administrator should know his/her company structure, to enable him/her to identify internal contacts concerned by the Airbus relationship, in order to give them access rights in accordance with the GTCs.
- The Administrator is the focal point for Airbus with regard to the Airbus Supplier Portals, and will be informed of all new developments and changes concerning the Airbus Supplier Portals.

#### d. Miscellaneous

- Only Airbus is able to create a Personal Identification Code for a company’s Administrator.
- The Company (as identified in the GTCs) shall inform Airbus without any delay on any change of the Administrator(s). Airbus will review changes to the Administrator(s) upon written request from the Supplier.
- The GTCs govern the Company’s use of the Supplier Portal.

For any further information, please send an email to [contact.airbussupply@airbus.com](mailto:contact.airbussupply@airbus.com)

*This document and all information contained herein is the sole property of AIRBUS S.A.S. No intellectual property rights are granted by the delivery of this document or the disclosure of its content. This document shall not be reproduced or disclosed to a third party without the express written consent of AIRBUS S.A.S. This document and its content shall not be used for any purpose other than that for which it is supplied.*



**AIRBUS**

**AIRBUS SUPPLIER PORTALS**

**Company Administrator Registration Form**

May 2022  
Release 4

**2. Administrator Identity declaration and Agreement**

Title (Mr/Mrs/Miss): \_\_\_\_\_

E-Mail: \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_

Birth Country: \_\_\_\_\_

Nationality: \_\_\_\_\_

Work Location Country: \_\_\_\_\_

Tel. Number: \_\_\_\_\_

**By signing this document, I confirm the accuracy of my provided identity's information and I agree with responsibilities due to the role UEA Administrator.**

Date:

Signature:

*This document and all information contained herein is the sole property of AIRBUS S.A.S. No intellectual property rights are granted by the delivery of this document or the disclosure of its content. This document shall not be reproduced or disclosed to a third party without the express written consent of AIRBUS S.A.S. This document and its content shall not be used for any purpose other than that for which it is supplied.*



## AIRBUS SUPPLIER PORTALS

May 2022  
Release 4

### Company Administrator Registration Form

### 3. Your Company and Manager Approval

#### The Company:

Company Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Post/zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Tel Number: \_\_\_\_\_

E-mail \_\_\_\_\_

#### Company Senior Management approval:

Given Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel. Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### The Senior Manager should have sufficient authority to sign this Agreement

Date:

Signature:

*This document and all information contained herein is the sole property of AIRBUS S.A.S. No intellectual property rights are granted by the delivery of this document or the disclosure of its content. This document shall not be reproduced or disclosed to a third party without the express written consent of AIRBUS S.A.S. This document and its content shall not be used for any purpose other than that for which it is supplied.*