

 AIRBUS	AIRBUS SUPPLIER PORTALS	May 2022 Release 4
	Company Administrator Registration Form	

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

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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: _____

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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: _____

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