



# Coupa Supplier Information Management

Supplier guide

**ATR**



# What is Coupa SIM?

Coupa is a procurement system that simplifies collaboration and transactions with ATR. It also has many advantages for suppliers:

- Real-time monitoring of purchase orders
- Free
- Available on all devices
- Information management skills

Coupa SIM allows you to review and update your supplier information and standardises the request, approval and maintenance of supplier information such as financial information, quality or insurance certificates and bank details.

Benefits of using forms, notifications and integration with ATR financial systems:

- Visibility of certificates and contact details
- You get paid on time, avoiding late penalties and strained relationships
- Several information management channels are eliminated (e.g. paper forms, emails, phone calls, spreadsheets)
- Correct company data is retained and management effort is saved

# SIM - Agenda

- Information request notification – new CSP user
- Information request notification – existing CSP user
- Creation of a CSP account
- Filling in the form
  - Section 1.1 Entity ID
  - Section 1.2 Registered office address
  - Section 1.3 Actual place of business – if different
  - Section 1.4 Focal point contact information
  - Section 1.5 Company General Information
  - Section 2.1 Financial Analysis
  - Section 2.2 Bank Details – New CSP User
  - Section 2.2 Bank Details – Existing CSP User
  - Section 2.3 Tax-Customs
  - Section 3.1 Supplier Quality
  - Sections 3.2 Quality and 3.3 Environment
  - Section 4 Due Diligence
  - Section 5.1 General Information – Compliance

# SIM – Agenda

- Submission of form to ATR
- Notification of submission of form to ATR (CSP account)
- Notification of acceptance of form by ATR (CSP account)
- Notification of refusal of form by ATR (CSP account)
- Filling in the form via SAN (without registering with CSP)
- Notification of submission of form to ATR (SAN)
- Notification of acceptance of form by ATR (SAN)
- Notification of refusal of form by ATR (SAN)
- SIM – Supplier-initiated form update (CSP Account)
- Forms for creating alternative supplier accounts
- Supplier information update forms

# SIM – Notification of Information Request – New CSP user

- Once the supplier listing has been initiated at ATR, a request for information will automatically be sent to you by e-mail, in order to fill in all the necessary details
- From the notification you receive, you will have two options:
  1. either respond via the Coupa supplier portal (“Join and Respond” – process explained from slide 7 to 59),
  2. or use actionable supplier notifications (“Respond Without Joining” – from slide 64)

**We strongly recommend choosing option 1 in order to create a reusable profile and better track your interactions with ATR (comment exchange is not available by clicking on “Respond Without Joining”)**

**Check that this email is not in your spam folder and note that the invitation is only valid for 48 hours. After this period, you will not be able to use it.**

GIE ATR Profile Information Request - Action Required Inbox x

**Coupa Supplier Portal** <do\_not\_reply@supplier-test.coupahost.com>  
to atfournisseurtest+15

**ATR** GIE ATR Profile Information Request - Action Required  
Powered by **coupa**

Cher Fournisseur,

Dans le cadre de son processus de référencement fournisseur, Le GIE ATR vous demande de fournir des informations sur votre entreprise **au format électronique**. La collecte de ces informations et leur validation sont désormais uniquement gérées avec **Coupa la plate-forme en ligne choisie par ATR pour la gestion du référencement, des commandes, contrats et RFP**.

Merci de respecter un délai de 48 heures maximum pour fournir ces informations. Passé ce délai, une nouvelle demande de référencement devra être initiée par le GIE ATR et ralentira donc le processus pouvant ainsi impacter votre capacité à répondre aux besoins du GIE ATR.

Un manuel utilisateur est à votre disposition via un lien EURL pour vous aider à compléter les éléments demandés :

Si ce n'est déjà fait vous serez amenés à créer un compte sur le portail fournisseur COUPA qui vous permettra non seulement de soumettre vos données, de suivre le processus de validation, de chatter avec vos interlocuteurs chez ATR, retrouver vos bons de commandes etc.

Le portail fournisseurs de Coupa est entièrement gratuit, son installation est rapide. Pour en savoir plus, cliquez sur les liens ci-dessous.

[https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

Bienvenue !

GIE ATR

Note : Si vous rencontrez des problèmes pour transmettre les informations demandées, n'hésitez pas à contacter votre point focal à l'initiative du référencement.

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Dear Supplier,

As part of its supplier listing process, GIE ATR asks you to provide information about your company in electronic format. The collection of this information and its validation are now only managed with COUPA, the online platform chosen by ATR for the management of referencing, orders, contracts and RFPs.

Please allow a maximum of 48 hours to provide this information. Please note that past this delay, a new request will need to be initiated by ATR and will hence slow down the process and could therefore impact your capability to respond to ATR needs.

A user manual is available via a EURL link to help you complete the required elements:

If you have not already done so, you will need to create an account on the COUPA supplier portal which will allow you to submit your data, follow the validation process and chat with your contacts at ATR, retrieve your purchase orders etc. The Coupa supplier portal is entirely free of charge and can be installed quickly. To find out more, click on the links below.

[https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

Use the buttons to reply, decline or transfer this request to another person in your company.

Welcome to Coupa!

Note: If you have any problems to transmit the requested information, please do not hesitate to contact the focal point that initiated the listing process.

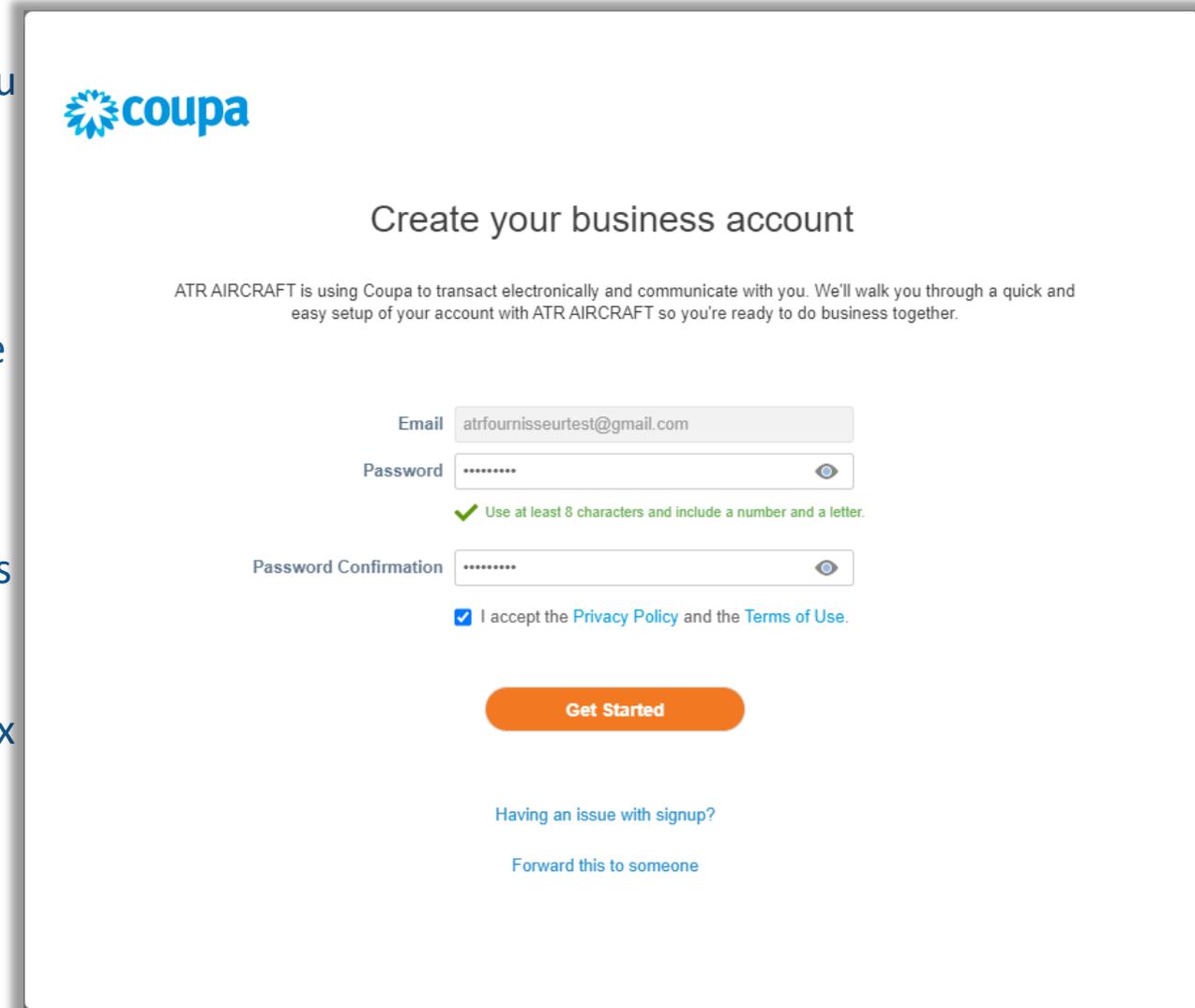
**Join and Respond** **Respond Without Joining**

# Supplier Information Management in CSP



# SIM – Creating a CSP account

- When you click on the “Join and Respond” button, you will be redirected to the activation page of your CSP account
- In the pop-up window that appears, set your password in the “Password” field and confirm it in the “Password Confirmation” field
- Click on the hyperlinked “Privacy Policy” to view Coupa's online privacy policy and then click on “Terms of Use” to review the CSP Terms of Use
- Once you have reviewed both documents, tick the box to accept
- Click on “Get Started”



**coupa**

## Create your business account

ATR AIRCRAFT is using Coupa to transact electronically and communicate with you. We'll walk you through a quick and easy setup of your account with ATR AIRCRAFT so you're ready to do business together.

Email

Password  

✔ Use at least 8 characters and include a number and a letter.

Password Confirmation  

I accept the [Privacy Policy](#) and the [Terms of Use](#).

[Get Started](#)

[Having an issue with signup?](#)

[Forward this to someone](#)

# SIM – Creating a CSP account

- The fields are pre-filled with the information available to ATR. However, you have the possibility to correct them in this section
- Once logged in, a pop-up window will appear where you can check/edit your company details (company name, registered office address)
- Only fields marked with a red asterisk \* are compulsory, however we recommend that you fill in all the available fields in order to allow the most complete referencing possible
- Click on “Next”

Check that your company name and legal form are correct  
(e.g. Dupont S.a.r.l. / Martin S.A. / ...)

ATR

Powered By coupa

Basics Profile

Tell us about your business

\* Company Name   
Your official registered company name

Website

\* Country/Region

\* Address Line 1

Address Line 2

\* City

State

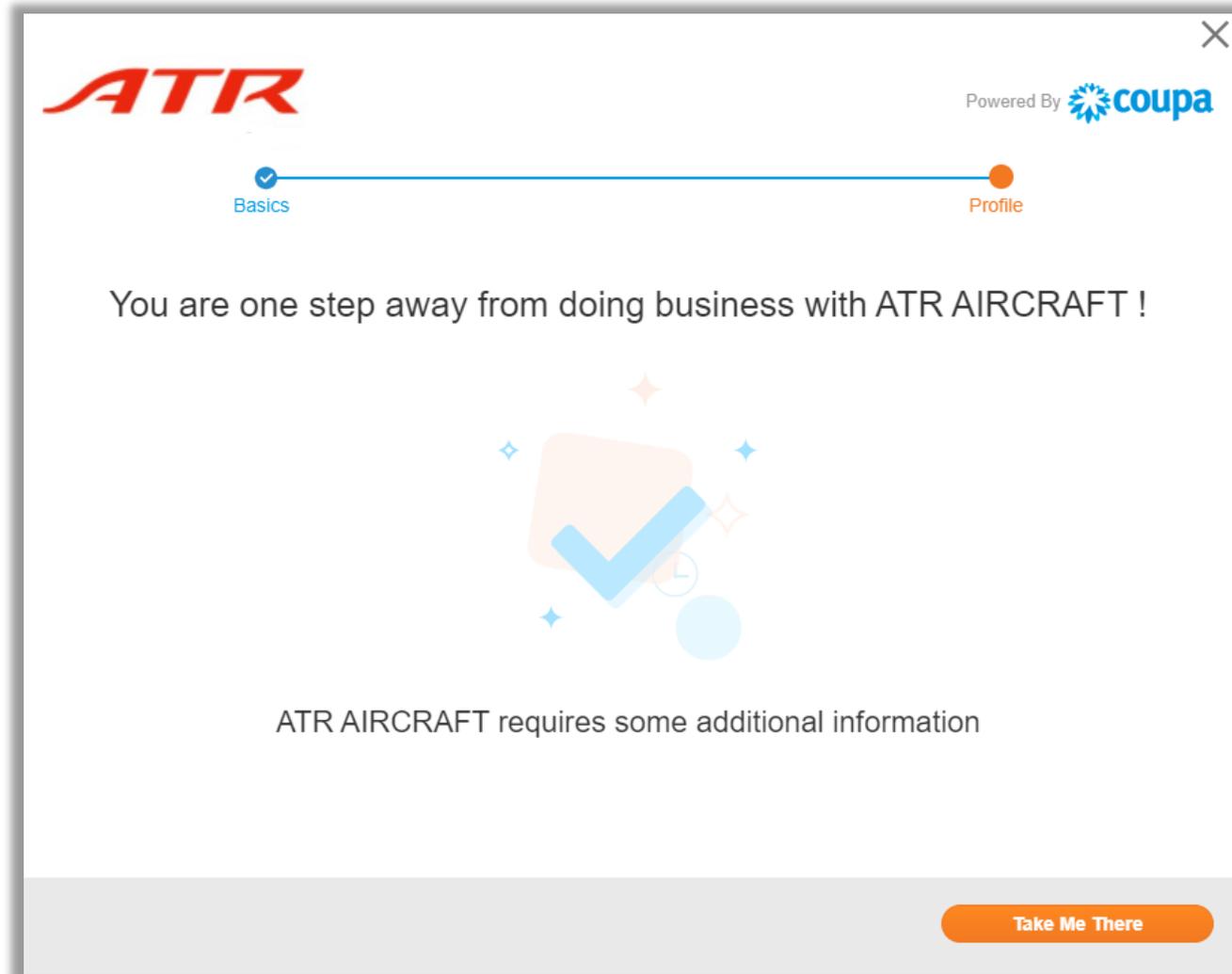
\* Postal Code

Next

Note: for French companies, insert the region here  
(e.g. Occitania)

# SIM – Creating a CSP account

- In the next window, click on the “Take Me There” button to be redirected to the ATR form



The screenshot shows a progress bar at the top with two steps: "Basics" (completed, marked with a blue checkmark) and "Profile" (pending, marked with an orange dot). The ATR logo is on the left, and "Powered By coupa" is on the right. The main text reads "You are one step away from doing business with ATR AIRCRAFT !". Below this is a decorative graphic with a large blue checkmark, a clock icon, and several small stars. The text "ATR AIRCRAFT requires some additional information" is centered below the graphic. At the bottom right, there is an orange button labeled "Take Me There".

ATR AIRCRAFT

Powered By 

Basics Profile

You are one step away from doing business with ATR AIRCRAFT !

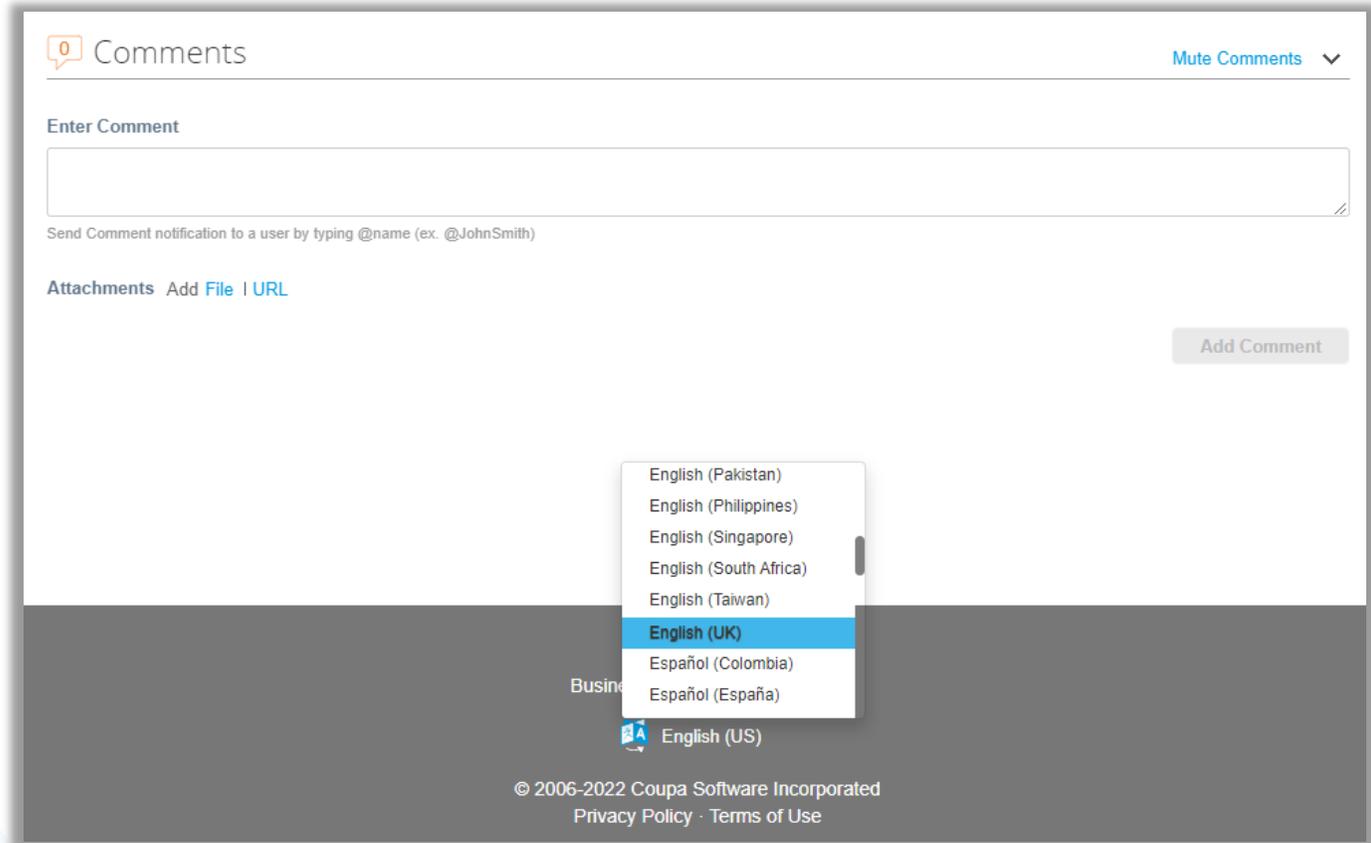
ATR AIRCRAFT requires some additional information

[Take Me There](#)

# SIM – Creating a CSP account

- Once the form page is open, you can change the display language
- To change the language, scroll down and click on the language (region) to select the desired language

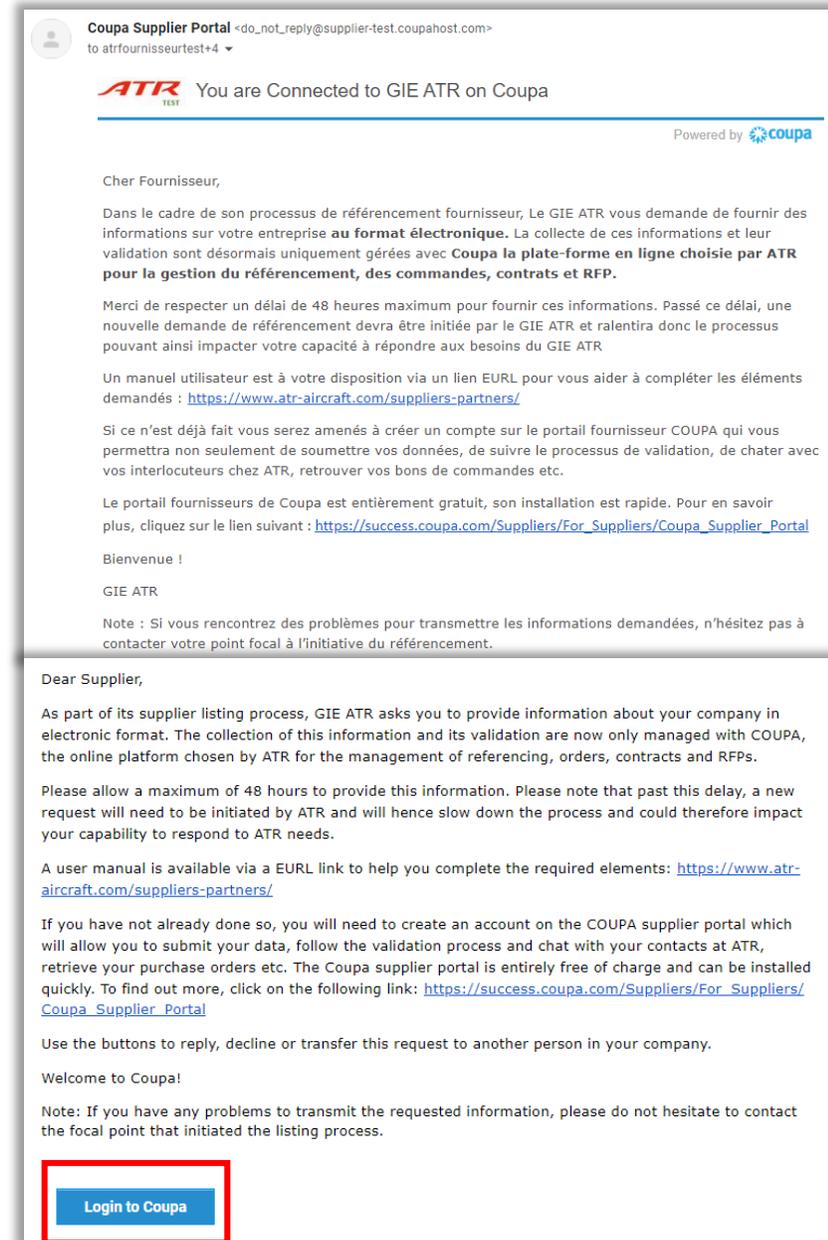
**Note: Some fields will be automatically translated into the selected language but others may remain in English / French**



The screenshot displays the 'Comments' section of a web application. At the top, there is a 'Comments' header with a speech bubble icon and a 'Mute Comments' button with a dropdown arrow. Below this is a text input field labeled 'Enter Comment'. Underneath the input field, there is a small instruction: 'Send Comment notification to a user by typing @name (ex. @JohnSmith)'. Below that, there are links for 'Attachments', 'Add File', and 'URL'. On the right side, there is an 'Add Comment' button. A language selection dropdown menu is open, showing a list of language options: English (Pakistan), English (Philippines), English (Singapore), English (South Africa), English (Taiwan), English (UK) (highlighted in blue), Español (Colombia), Español (España), and English (US). At the bottom of the page, there is a footer with the text: '© 2006-2022 Coupa Software Incorporated Privacy Policy · Terms of Use'.

# SIM – Notification of Information Request – Existing CSP user

- If you already have an account on the CSP or if you opted to create a CSP account in the previous steps, you will receive the following email
- Click on “Login to Coupa” to continue



The screenshot shows an email from the Coupa Supplier Portal. The header includes the sender's name and email address, the recipient's name, and the ATR logo. The main body of the email is in French and contains the following text:

**Coupa Supplier Portal** <do\_not\_reply@supplier-test.coupahost.com>  
to atrfournisseurtest+4

**ATR** You are Connected to GIE ATR on Coupa

Powered by **coupa**

Cher Fournisseur,

Dans le cadre de son processus de référencement fournisseur, Le GIE ATR vous demande de fournir des informations sur votre entreprise **au format électronique**. La collecte de ces informations et leur validation sont désormais uniquement gérées avec **Coupa la plate-forme en ligne choisie par ATR pour la gestion du référencement, des commandes, contrats et RFP**.

Merci de respecter un délai de 48 heures maximum pour fournir ces informations. Passé ce délai, une nouvelle demande de référencement devra être initiée par le GIE ATR et ralentira donc le processus pouvant ainsi impacter votre capacité à répondre aux besoins du GIE ATR.

Un manuel utilisateur est à votre disposition via un lien EURL pour vous aider à compléter les éléments demandés : <https://www.atr-aircraft.com/suppliers-partners/>

Si ce n'est déjà fait vous serez amenés à créer un compte sur le portail fournisseur COUPA qui vous permettra non seulement de soumettre vos données, de suivre le processus de validation, de chatter avec vos interlocuteurs chez ATR, retrouver vos bons de commandes etc.

Le portail fournisseurs de Coupa est entièrement gratuit, son installation est rapide. Pour en savoir plus, cliquez sur le lien suivant : [https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

Bienvenue !  
GIE ATR

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Dear Supplier,

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A user manual is available via a EURL link to help you complete the required elements: <https://www.atr-aircraft.com/suppliers-partners/>

If you have not already done so, you will need to create an account on the COUPA supplier portal which will allow you to submit your data, follow the validation process and chat with your contacts at ATR, retrieve your purchase orders etc. The Coupa supplier portal is entirely free of charge and can be installed quickly. To find out more, click on the following link: [https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

Use the buttons to reply, decline or transfer this request to another person in your company.

Welcome to Coupa!

Note: If you have any problems to transmit the requested information, please do not hesitate to contact the focal point that initiated the listing process.

**Login to Coupa**

# SIM – Information request notification information – Existing CSP user

- When you are logged in with your user name and password in the CSP portal, the homepage is displayed
- Click on the **“Profile” tab** which is located on the top horizontal banner and then on the **“Information Requests” sub-tab** to access the form from ATR

The screenshot shows the Coupa Supplier Portal homepage. The navigation bar at the top includes 'Home', 'Profile' (highlighted with a red box), 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. A notification banner at the top right says 'New: Exclusive discounts for your business to thank you for being a part of the Coupa Community.' Below the navigation bar, there is a 'Recommended' section with a 'Learn More' link. The 'Profile Progress' section shows a progress bar and a 'Last Updated' timestamp of 'about 6 hours ago' with an 'Improve Your Profile' button. The 'Profile Summary' section features three cards: 'Legal Entity' (0, Add), 'Registered User' (1, View), and 'Connected Customer' (1, View). Below these cards are tags for 'Banking Info', 'Diversity', 'Accelerate', and 'Bribery Policy'. The 'VendorTest10' section is visible at the bottom.

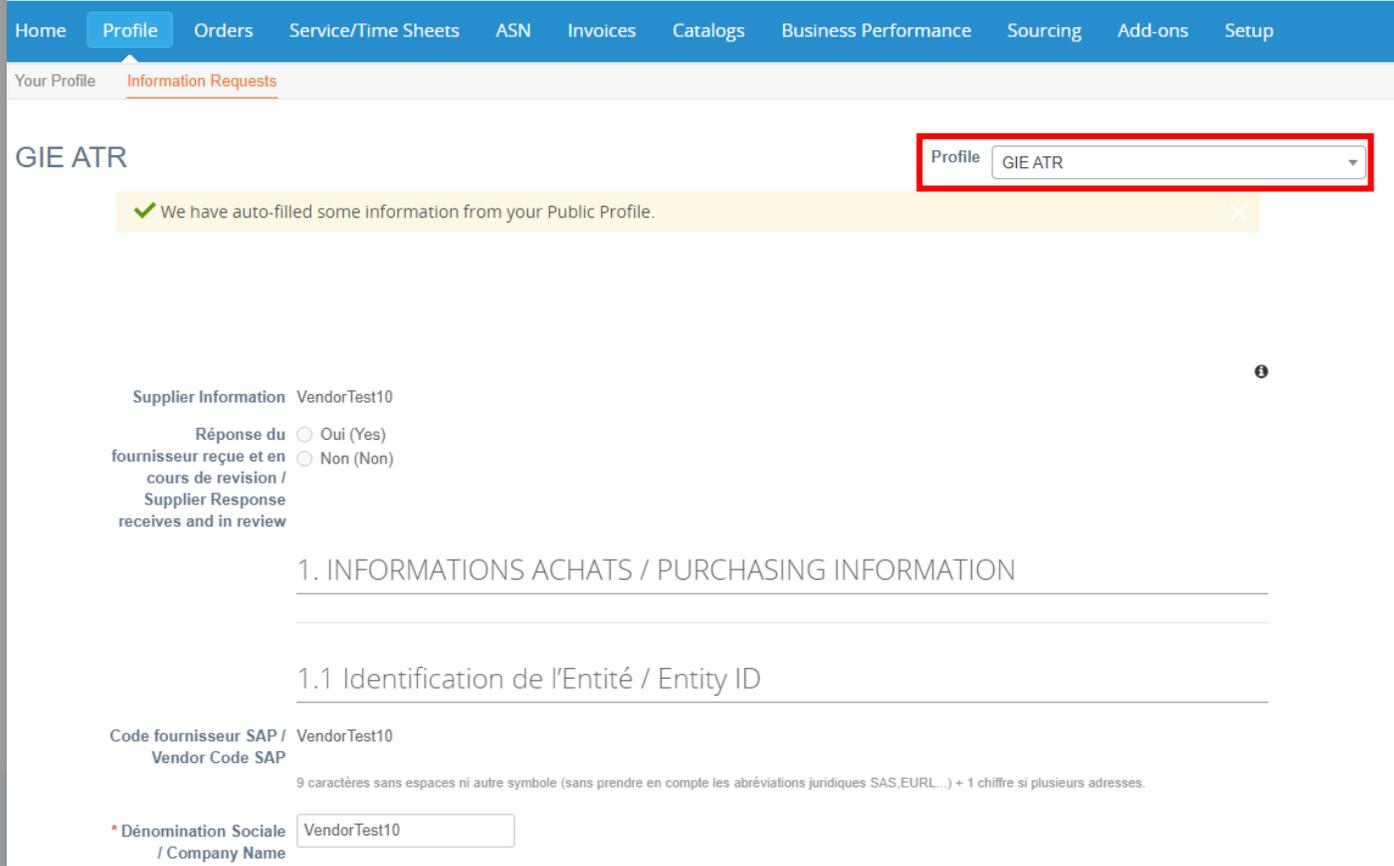
The screenshot shows the 'Information Requests' form in the Coupa Supplier Portal. The 'Information Requests' sub-tab is highlighted with a green box. The form displays the 'Supplier Information' section for 'VendorTest10' and the '1. INFORMATIONS ACHATS / PURCHASING INFORMATION' section. The 'Supplier Information' section includes a 'Réponse du fournisseur reçue et en cours de révision / Supplier Response receives and in review' section with radio buttons for 'Oui (Yes)' and 'Non (Non)'. The '1. INFORMATIONS ACHATS / PURCHASING INFORMATION' section includes a sub-section '1.1 Identification de l'Entité / Entity ID' with a text input field. The 'Code fournisseur SAP / Vendor Code SAP' is 'VendorTest10' and the 'Dénomination Sociale / Company Name' is 'VendorTest10'.

# SIM – Filling in the form

- Start filling in the form section by section
- Please note the mandatory fields marked with a red asterisk \*. However, as previously stated, we recommend that you fill in all the fields presented in order to enable the most complete referencing possible
- **Caution: If you already have a CSP account, Coupa will automatically pre-fill some fields based on your profile: Company name, main address, main contact etc. (see yellow banner opposite). Please check that the pre-filled information is what you wish to send to ATR for the information request, in particular if you manage several companies via the Coupa CSP (risk of errors which will increase the processing of your request)**

**Note: You can identify that the form to be filled in is linked to the company ATR in the “Profile” field at the top of the form, on the right**

**Attention: Your referencing and your timely payments depend on the quality of the data entered**



The screenshot shows the 'Profile' section of the Coupa SIM form. The navigation bar at the top includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The main header shows 'Your Profile' and 'Information Requests'. The form title is 'GIE ATR'. A red box highlights the 'Profile' dropdown menu, which is currently set to 'GIE ATR'. A yellow banner with a green checkmark states: 'We have auto-filled some information from your Public Profile.' Below this, there is a section for 'Supplier Information' with the value 'VendorTest10'. A question is asked: 'Réponse du fournisseur reçue et en cours de révision / Supplier Response receives and in review' with radio buttons for 'Oui (Yes)' and 'Non (Non)'. The form is divided into sections: '1. INFORMATIONS ACHATS / PURCHASING INFORMATION' and '1.1 Identification de l'Entité / Entity ID'. Under '1.1', there is a field for 'Code fournisseur SAP / Vendor Code SAP' with the value 'VendorTest10' and a note: '9 caractères sans espaces ni autre symbole (sans prendre en compte les abréviations juridiques SAS,EURL...) + 1 chiffre si plusieurs adresses.' At the bottom, there is a field for '\* Dénomination Sociale / Company Name' with the value 'VendorTest10'.

# SIM – Filling in the form

## Section 1.1 Entity ID

- *Company name* – the name of your company, mandatory field
- *The legal form of your company* – mandatory field
- *DUNS No.* – must contain exactly 9 digits – optional field
- *NATO / CAGE CODE if applicable* – optional field
- *SIREN / Registration number*
- *SIRET (establishment code)*

The SAP Code will be filled in by your ATR focal point when initiating the referencing

1.1 / Identification de l'Entité / Entity ID

Code fournisseur SAP / ATRFOURNISS22  
Vendor Code SAP

9 caractères sans espaces ni autre symbole (sans prendre en compte les abréviations juridiques SAS,EURL...) + 1 chiffre si plusieurs adresses.

\* Dénomination Sociale / Company Name

\* Forme juridique \* / Legal Form \*

DUNS N°  ⓘ

Code OTAN / CAGE CODE if applicable

SIREN / N° immatriculation

SIRET

Although not marked with a \*, the SIREN and SIRET numbers are mandatory for companies registered in France

# SIM – Filling in the form

## Section 1.2 Registered office address – mandatory

- *Address purpose* – choose the “HQ” option from the drop-down list
- *Address name* – optional field
- *Location code* – not to be filled in
- Fill in the rest of the mandatory fields marked with a red asterisk \*

**Note:** both fields, “Country/Region” (e.g. France) and “State/Region” (e.g. Occitania), must be filled in

1.2 Adresse Siège Social / Registered office address

\* Adresse Siège Social / Registered office address

Address Purpose	<input type="text"/>	
* Region	Branch	
Country/Region	Franchise	
State Region	HQ	
Address Name	Other Address	
	Service Center	
	Warehouse	
* Street Address	Street 1	
Street Address 2	<input type="text"/>	
* City	London	
* Postal Code	797006	
Location Code	<input type="text"/>	

Le "Nom de l'Adresse" est optionnel. Merci de ne pas remplir le champ "Code d'emplacement" / The "Address Name" is optional. Please do not fill in the field "Location Code"

# SIM – Filling in the form

## Section 1.3 Actual place of business – if different

- Complete this section only if the actual place of business is different from the registered office address
- *Address name* – optional field
- *Location code* – not to be filled in

**Note:** you will have the possibility to add several addresses by clicking on the “Add Address” button

**Note:** both fields “Country/Region” (e.g. France) and “State/Region” (e.g. Occitania) must be filled in

### 1.3 Lieu d'activité effectif - si différent / Actual place of business - if different

#### Addresses

Add one or more Addresses.

**Add Address**

Lieu d'activité effectif / Actual place of business

Address Purpose	<input type="text" value=""/>		
Region	Branch		
Country/Region	Franchise		
State Region	HQ		
Address Name	Other Address		
	Service Center		
	Warehouse		
Street Address	Street 1		
Street Address 2	<input type="text" value=""/>		
City	London		
Postal Code	797006		
Location Code	<input type="text" value=""/>		

Le "Nom de l'Adresse" est optionnel. Merci de ne pas remplir le champ "Code d'emplacement" / The "Address Name" is optional. Please do not fill in the field "Location Code"

# SIM – Filling in the form

## Section 1.4 Focal point contact information – mandatory

- This section is pre-filled with the name, surname and e-mail address of the known ATR focal point. Check that the information is correct and change it if necessary
- Fill in the phone number by entering the country code (e.g: 33 for France), without the “+” in the “Country/Region” field and the telephone number (without the 0) in the 'Local' field. If your company is located outside France, please refer to the rules applicable in the country for numbers dialled from abroad
- Specify the contact's role from the drop-down list in the “Contact Purpose” field
- *Fill in the email address for sending orders – **mandatory field***

1.4 Info contact point focal / Focal point contact information

\* Info contact point focal / Focal point contact information

First Name

Last Name

Email address  *i*

Work Phone

Contact Purpose  *i*

\* Adresse email pour l'envoi de commandes / Purchase Orders email address

Accounting  
Diversity  
Executive  
Legal  
Other  
Procurement  
Sales  
Service Desk  
Sourcing

Nombre d'employés / Employees Number

Company General Information

\* Adresse email pour l'envoi de commandes / Purchase Orders email address

# SIM – Filling in the form

## Section 1.5 Company General Information

- *Employees Number* – declare here the number of employees
- *Entity Shareholders Capital Distribution* – fill in the names of the Majority Shareholders and % – **to be completed**
- *Mother Company Shareholders Capital Distribution* – fill in the name Majority Shareholders and % – **to be completed**

1.5 Informations generales / Company General Information

Nombre d'employés / Employees Number

Répartition Capital de l'Entité / Entity Shareholders Capital Distribution

Répartition Capital de l'Entité (Nom Actionnaires Majoritaires et %) / Entity Shareholders Capital Distribution (Major Shareholders Name and Share Capital %)

Répartition Capital de la Société Mère de l'Entité / Mother Company Shareholders Capital Distribution

Répartition Capital de la Société Mère de l'Entité (Nom Actionnaires Majoritaires et %) / Mother Company Shareholders Capital Distribution (Major Shareholders Name and Share Capital %)

# SIM – Filling in the form

## Entity Main Activities Section

- *Activities* – fill in the main areas of activity of your company

Principaux Domaines d'Activités de l'Entité / Entity Main Activities	
Activités / Activities	<input type="text"/>

# SIM – Filling in the form

## Entity Competitors Section

- *% Turnover per Activity* – **to be filled in**
- *Direct Competitors and Activity Perimeter* – **to be filled in**
- *Indirect Competitors and Activity Perimeter* – **to be filled in**
- *Please attach an official document reporting this information* – **optional**

Concurrence de l'Entité / Entity Competitors

% Chiffre d'Affaires par Activités / % Turn-over per Activity

Concurrents Directs et Domaine d'Activités / Direct Competitors and Activity Perimeter

Concurrents indirects et Domaine d'Activités / Indirect Competitors and Activity Perimeter

Merci de joindre un document officiel reportant ces informations / Please attach an official document reporting this information

Choose File No file chosen

# SIM – Filling in the form

## Entity / Management Contacts Section

- Please note the following information before adding the contacts

### Contacts Entité / Management

---

Veillez ajouter toutes les coordonnées de tous les points de contact qui interagiront avec ATR en cliquant sur "Ajouter un contact".  
Veillez fournir au moins la liste de contacts suivante et remplir les fonctions ci-dessous dans le champ "Fonction" du sous-formulaire /

Please add all the contact information for all the points of contact that will interact with ATR by clicking on "Add Contact". Please provide at least the following list of contacts and fill in the below instructed functions in the "Function" field from the subform

CEO  
CFO  
CCO  
COO  
CPO  
SVP Customer Services  
CLC (Chief Legal Counsel)  
Sales Representative  
Business Development Manager  
After Market Manager  
Sales Engineer  
Contract Manager  
Quality Manager  
Program Manager  
Product Support Manager

# SIM – Filling in the form

## Entity / Management Contacts Section

- For each contact, select the function from the drop-down list. If you cannot find the relevant function, choose “Other” and fill in the “Other Business Function” field
- Fill in the remaining fields. For the format of the telephones please refer to “*Section 1.4 Focal point contact information*” – this must be completed

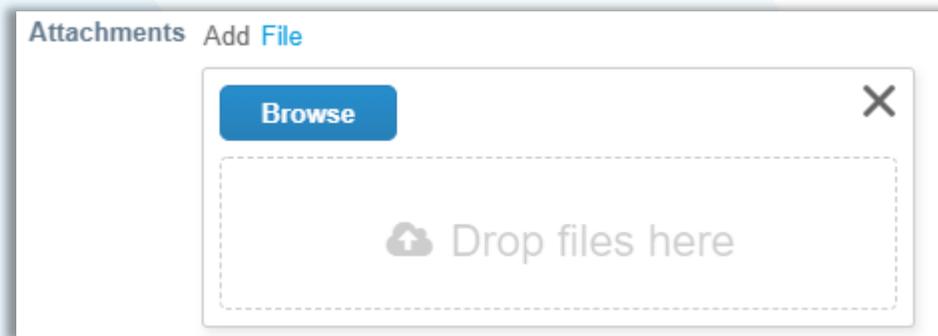
**Note:** you will have the possibility to add several contacts by clicking on the **“Add Contact”** button

The screenshot shows the 'Contacts' section of a form. At the top, there is a heading 'Contacts' and a sub-heading 'Add one or more Contacts.' Below this is a button labeled 'Add Contact' which is highlighted with a green border. Underneath, there is a table with the following columns: 'Fonction/Business Function', 'Contact Purpose', 'First Name', 'Last Name', 'Email address', and 'Mobile Phone'. A dropdown menu is open over the 'Fonction/Business Function' column, showing a search bar and a list of options: 'After Market Manager (After Market Manager)', 'Business Development Manager (Business Development Manager)', 'CCO (CCO)', 'CEO (CEO)', 'CFO (CFO)', 'CLC (Chief Legal Counsel) (CLC (Chief Legal Counsel))', and 'Contract Manager (Contract Manager)'. Below the table, there is a section for 'Fonction du contact (réservé à ATR)' with a dropdown menu set to 'US/Canada' and an input field. At the bottom, there is a note: 'A remplir par ATR. Remplir "Country/Region" avec "0" puis mettre la plant dans "Area/City", la fonction métier dans "Local" et la partner function SAP dans "Extension"'. There are also some instructional notes in French and English regarding the 'Other' option.

# SIM – Filling in the form

## Section 2.1 Financial Analysis

- Submit the last 3 financial statements here, indicating the start and end dates of the financial year
- You can click on “File” several times to attach the documents

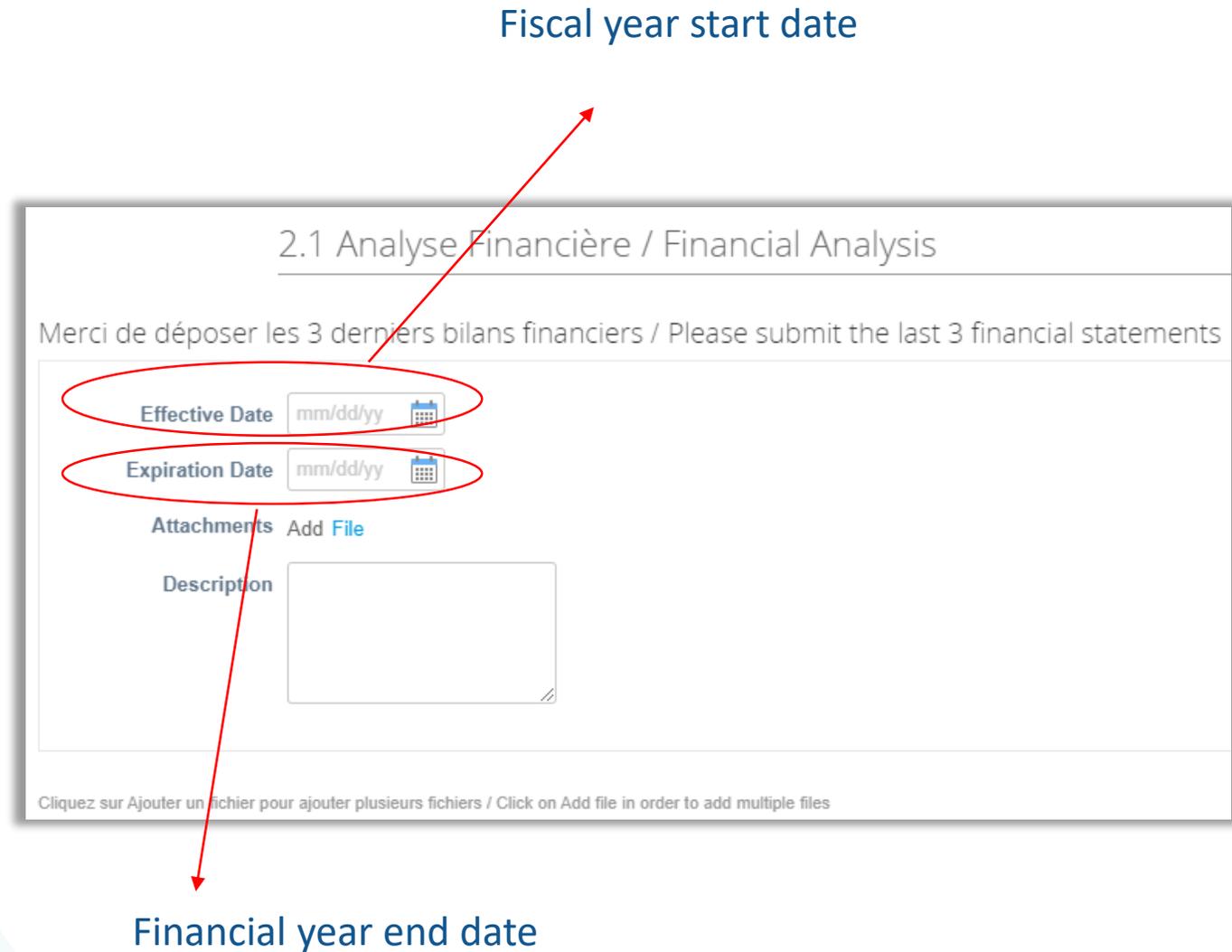


Attachments Add File

Browse

Drop files here

This is a dialog box for uploading files. It features a blue 'Browse' button and a dashed box labeled 'Drop files here' with a cloud icon. The dialog has a close button in the top right corner.



2.1 Analyse Financière / Financial Analysis

Merci de déposer les 3 derniers bilans financiers / Please submit the last 3 financial statements

Effective Date  

Expiration Date  

Attachments Add File

Description

Cliquez sur Ajouter un fichier pour ajouter plusieurs fichiers / Click on Add file in order to add multiple files

Fiscal year start date

Financial year end date

The form contains two date input fields, 'Effective Date' and 'Expiration Date', both with 'mm/dd/yy' placeholders and calendar icons. These fields are circled in red. A red arrow points from the text 'Fiscal year start date' to the 'Effective Date' field, and another red arrow points from the text 'Financial year end date' to the 'Expiration Date' field. Below the date fields is an 'Attachments' section with an 'Add File' link and a 'Description' text area. At the bottom, there is a footer instruction in French and English.

# SIM – Filling in the form

## Section 2.2 Bank Details

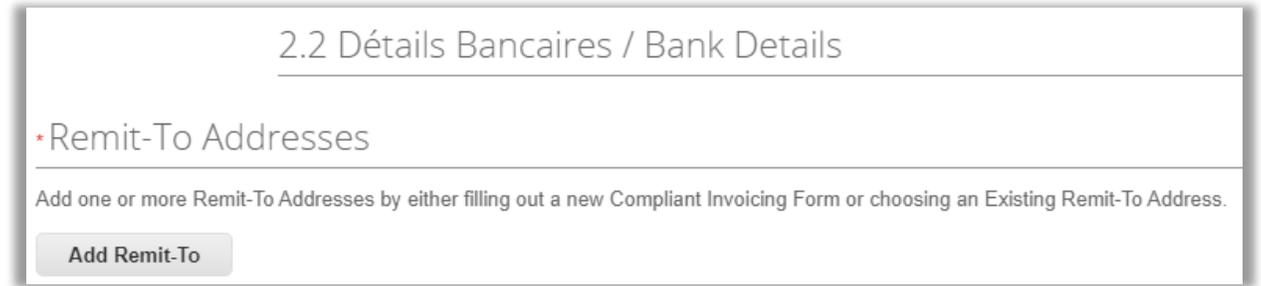
- Coupa will ask you for the legal information necessary to create a valid remit-to address for your company, i.e:
  1. The identity of your company (various information such as the name of the legal entity, its registration number...)
  2. Your company's billing address
  3. Your company's bank details
  4. The shipping address of the goods
- Once this remit-to address has been created it can be reused with any of your other CSP customers for billing or to provide information about your company
- **Caution:** The information filled in this sub-form (Name of the entity, VAT number, SIRET...) concerns the company for which you are filling in the form and must not be inconsistent with the information provided in section 1.1 of the form

# SIM – Filling in the form

## Section 2.2 Bank Details

### New CSP user

- Add one or more remit-to addresses by clicking on the “Create New Remit-To Address” button. The bank details will be contained in the remit-to address(es) in your CSP account
- A pop-up window will open to create the remit-to address

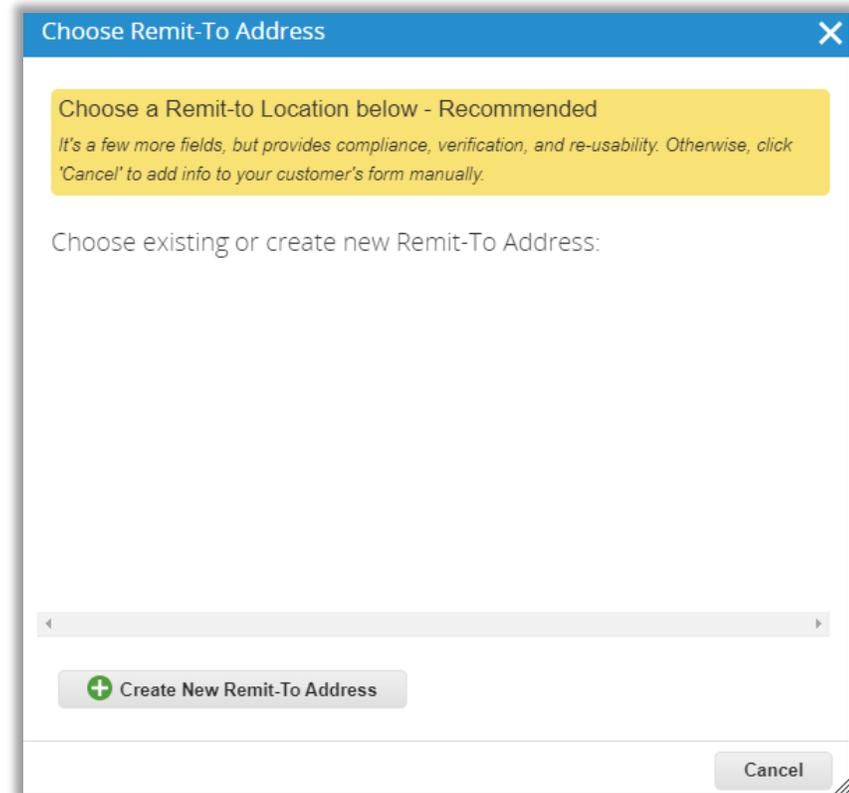


2.2 Détails Bancaires / Bank Details

\*Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To



Choose Remit-To Address

Choose a Remit-to Location below - Recommended

*It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.*

Choose existing or create new Remit-To Address:

+

Create New Remit-To Address

Cancel

# SIM – Filling in the form

## Section 2.2 Bank Details

### New CSP user

- Click on the “Create New Remit-To Address” button
- Another pop-up window will be displayed
- Fill in the fields according to the instructions next to them, then click on “Continue”

Where's your business located? ×

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name

Country/Region

This is the official name of your business that is registered with the local government and the country/region where it is located.

Choose Remit-To Address ×

Choose a Remit-to Location below - Recommended  
*It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.*

Choose existing or create new Remit-To Address:

# SIM – Filling in the form

## Section 2.2 Bank Details

### New CSP user

- Fill in the mandatory fields marked with a red asterisk \*
- Click on “Save and continue”

**Note 1:** Move the mouse over the blue “information” (i) circle for more details

**Note 2:** The information requested depends on the country of registration of your company

Miscellaneous Information

1 2 3 4

Setting up your business details in Coupa will help you meet your customer's invoicing and payment requirements. For best results with current and future customers, complete as much information as possible.

\* Legal Entity Name

Country/Region

\* Type of Company  *i*

Board of Directors  *i*

Conducting business in certain countries/regions requires your invoice to contain specific information about your company.

Cancel Save & Continue

# SIM – Filling in the form

## Section 2.2 Bank Details

### New CSP user

- Fill in the mandatory fields marked with a red asterisk \* concerning the address of your legal entity and the fields on tax identification (NB: if you have several VAT numbers for the same legal entity, please refer to slide 37 to add them to the form)
- Click on “Save and continue”

**Note: Please do not fill in the “Miscellaneous” section (it is not necessary to fill in the “Invoice From Code” field)**

2

Tell your customers about your organization

1 2 3 4

Which customers do you want to see this?

All

GIE ATR

What address do you invoice from?

\* Address Line 1

Address Line 2

\* City

State

\* Postal Code

Country/Region United Kingdom

Use this address for Remit-To *i*

Use this for Ship From address *i*

REQUIRED FOR INVOICING

Enter the registered address of your legal entity. This is the same location where you receive government documents. *i*

What is your Tax ID? *i*

Country/Region United Kingdom

\* VAT ID

I don't have a VAT/GST Number

Miscellaneous

Invoice From Code  *i*

Preferred Language English (UK)

Cancel Save & Continue

# SIM – Filling in the form

## Section 2.2 Bank Details

### New CSP user

- Select “Bank account” from the drop-down list in the “Payment type” field
- Fill in all the bank details of your account (Bank name, IBAN, SWIFT/BIC code etc.)

3

Where do you want to receive payment?

1 2 3 4

\*Payment Type

What are your Bank Account Details? [i](#)

Bank Account Country/Region:

Bank Account Currency:

Beneficiary Name:

Bank Name:

Account Number:  [i](#)

Confirm Account Number:

Sort Code:  [i](#)

SWIFT/BIC Code:  [i](#)

Bank Account Type:

Supporting Documents  No file chosen [i](#)

# SIM – Filling in the form

## Section 2.2 Bank Details

### New CSP user

- Continue with filling in the branch address of your bank
- Check the remit-to address
- Click on “Save and continue”

3 What is your Bank's Branch Address?

Address Line 1:

Address Line 2:

City:

State:

Postal Code:

Who is your Remit-To Contact? (optional) >

What is your Remit-To Address?

Address Line 1 Street 2

Address Line 2

City London

State

Postal Code 798800

Country/Region United Kingdom

Cancel Save & Continue

# SIM – Filling in the form

## Section 2.2 Bank Details

### New CSP user

- Click on the “Next” button
- In the next window, click on the “Done” button
- Once the configuration is complete, click on “Add now” to add the information to the client form

4

Setup Complete

1 2 3 4

Do you want to Add Remit-To Address to the customer profile now?

Add Later Add Now

3

Where do you want to receive payment?

1 2 3 4

Remit-To locations let your customers know where to send payment for their invoices. Click Add Remit-To to add more locations, otherwise click Next.

Add Remit-To

Remit-To Account	Remit-To Address	Status
Bank Account HSBC Holdings Vendor 30 *****1331 689000 *****GB22	Street 2 London 798800 United Kingdom	Active

Manage

Deactivate Legal Entity Cancel Next

4

Where do you ship goods from?

1 2 3 4

For many countries/regions including different shipping details on the invoice is required if they are different to where your legal entity is registered.

Add Ship From

Title	Status
Street 2 London 798800 United Kingdom	Active

Manage

Deactivate Legal Entity Done

# SIM – Filling in the form

## Section 2.2 Bank Details

### New CSP user

- A customised section for the ATR system will be displayed to transfer the rest of the necessary bank details (Bank Details Type – IBAN/Non-IBAN, Bank Code and Bank Account Number)
- **N.B:** The “Reference Details” field (optional) is not to be filled in (reserved for ATR)

\* Détails Bancaires / Bank Details

* Bank Name	HSBC Holdings
* Bank Address	Street 10
* Bank Postal Code	980800
* Bank City	London
* Bank Country/Region	United Kingdom
* Type de coordonnées bancaires/Bank Details Type	<input type="text" value="IBAN"/>
* Bank Code	<input type="text" value=""/>
* Bank Account Number	*****331
* SWIFT Code (BIC)	*****B22
Account Currency	GBP
* Beneficiary Name	Vendor 30
Reference Details	<input type="text" value=""/>

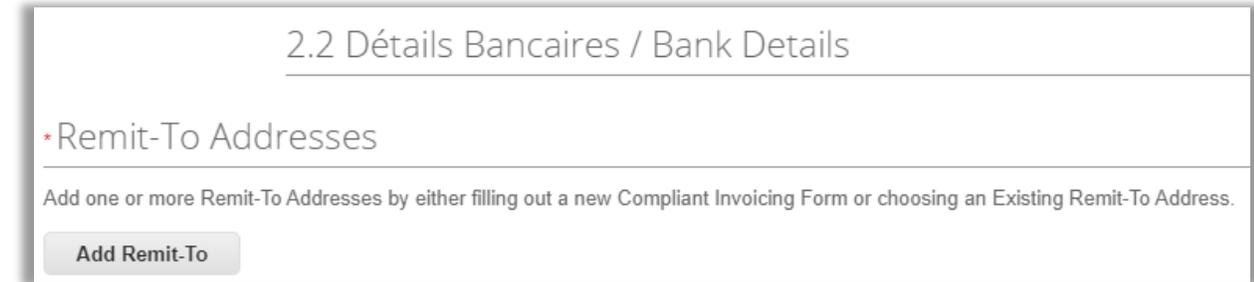
# SIM – Filling in the form

## Section 2.2 Bank Details

### New CSP user, without creating a remit-to address in the portal

- In order to add the bank details, without going through all the steps of setting up a remit-to address when filling in the form, you need to click on “Create New Remit-To Address”.
- When the pop-up window opens, click on the "Cancel" button, then fill in the information required by ATR (bank address and bank details) directly in the customer form

**Note: The shortcut is an option not recommended by ATR, but possible in CSP.**

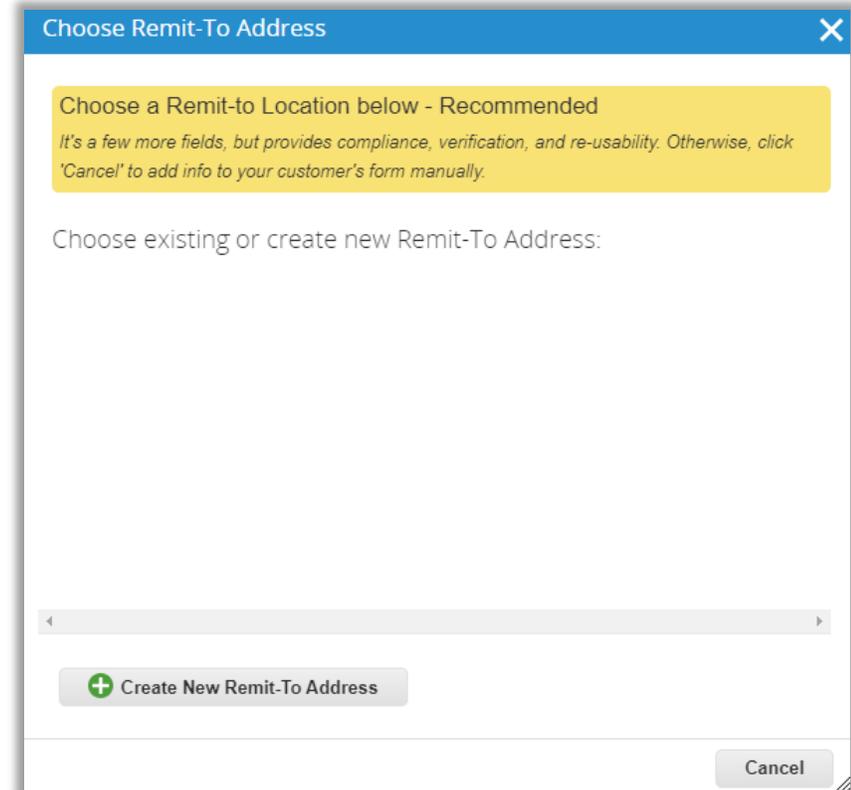


2.2 Détails Bancaires / Bank Details

\*Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Add Remit-To



Choose Remit-To Address

Choose a Remit-to Location below - Recommended

*It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.*

Choose existing or create new Remit-To Address:

+ Create New Remit-To Address

Cancel

# SIM – Filling in the form

## Section 2.2 Bank Details

### Existing CSP user

- Add one or more remit-to addresses by clicking on the “Create New Remit-To Address” button. The bank details are contained in the remit-to address(es) in your CSP account
- A pop-up window will open. If you already have a remit-to address(es) registered in the CSP, select the remit-to address by clicking on “Choose” and then complete the information required by ATR (bank address and bank details) in the main form (see next slide). In this case, you will only have to enter existing additional information

2.2 Détails Bancaires / Bank Details

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\* Remit-To Addresses

---

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

Choose Remit-To Address ✕

Choose a Remit-to Location below - Recommended  
*It's a few more fields, but provides compliance, verification, and re-usability. Otherwise, click 'Cancel' to add info to your customer's form manually.*

Choose existing or create new Remit-To Address:

Street 2 London 798800 United Kingdom United Kingdom (GB999999999)	Bank Account (HSBC Holdings)	<input checked="" type="button" value="Choose"/>
--	---------------------------------	--

# SIM – Filling in the form

## Section 2.2 Bank Details

### Existing CSP user

- The customised section for the ATR system will be displayed to provide the existing additional bank details (Bank Details Type – IBAN/Non IBAN, Bank Code and Bank Account Number)
- **N.B:** The “Reference Details” field (optional) does not need to be filled in (Reserved for ATR)

\* Détails Bancaires / Bank Details

\* Bank Name HSBC Holdings

\* Bank Address Street 10

\* Bank Postal Code 980800

\* Bank City London

\* Bank Country/Region United Kingdom

\* Type de coordonnées bancaires/Bank Details Type  
IBAN  
Non IBAN

\* Bank Code *i*

\* Bank Account Number \*\*\*\*331 *i*

\* SWIFT Code (BIC) \*\*\*\*B22 *i*

Account Currency GBP

\* Beneficiary Name Vendor 30

Reference Details

# SIM – Filling in the form

## Section 2.2 Bank Details

- Add a complete original RIB by clicking on “File” in the “Attachments” field

\* Merci de fournir un RIB original complet dans le cas d'un paiement par virement / Please provide a complete original bank form in the case of payment by bank transfer

\* Attachments [Add File](#)

\* Attachments [Add File](#)

Browse



 Drop files here

# SIM – Filling in the form

## Section 2.2 Bank Details

- Fill in the name or department of the Accounting contact who should receive the payment details issued by ATR: *Name and email address* – required fields

* Clerk at Vendor	<input type="text"/>
Ce champ a une limite de 15 caractères / This field has a limit of 15 characters	
* Acct Clerk Internet Address	<input type="text"/>

# SIM – Filling in the form

## Section 2.3 Tax-Customs

- If you have a VAT number(s), add them by clicking on the “Add tax registration” button
- A section will be displayed to add the country and VAT registration number

### 2.3 Fiscalité-Douane / Tax-Customs

Ajoutez des enregistrements fiscaux en cliquant sur "Ajouter un enregistrement fiscal". / Add Tax Registrations by clicking on "Add Tax Registration".

#### Tax Registrations

Use this section to add all your applicable tax registrations.

[Add Tax Registration](#)

#### Tax Registration

Country

VAT ID

Local

Cochez la case "Local" si ce numéro fiscal ne peut pas être utilisé pour les factures transfrontalières / Check the "Local" box if this tax number cannot be used for cross-border invoices

# SIM – Filling in the form

## Section 2.3 Tax-Customs

- Add the AEO certificate (**“Authorised Economic Operator”, if your company is involved in international trade only**) by entering the date of entry into force and the expiry date
- Click on “File” to attach the document

Cerificat OEA

Effective Date  

Expiration Date  

Attachments [Add File](#)

Description

Attachments [Add File](#)

✕

 Drop files here

# SIM – Filling in the form

## Section 3.1 Supplier Quality

- *Type of business* – select all that apply to your company. It is possible to make several choices by pressing the CTRL key and then making the multiple selection
- *Scope of activity* – select all that apply to your company. Several choices are possible by pressing the CTRL key and then making the multiple selection
- *Aeronautical certificates* – the following section is used to fill in the aeronautical certificates. **If you are not a supplier with production/service activities in the field of aeronautics, skip this part**

3.1 Qualité Fournisseur / Supplier Quality

Type d'activité/Type of business  
Aérostructures  
Distributor / Broker  
Independent MRO  
OEM

Veillez appuyer sur "CTRL" puis sélectionner tout ce qui s'applique / Please press "CTRL" and then select all that apply

Périmètre des activités/Scope of activity  
1. For OEM - Design/Production – Structures  
1. For OEM - Design/Production – Systems  
1. For OEM - Maintenance/Repairs – Structure  
1. For OEM - Maintenance/Repairs – Systems

Veillez appuyer sur "CTRL" puis sélectionner tout ce qui s'applique / Please press "CTRL" and then select all that apply

Veillez choisir le type de certificat que vous possédez puis ajouter le document et les données requis / Please choose the type of certificate that you possess and then add the required document and data

EASA PART-21J	Non (No)	x v
EASA PART-21G	Non (No)	x v
EASA PART-145	Non (No)	x v
FAA Part 21J	Non (No)	x v
FAA Part 21G	Non (No)	x v
TCCA Part 21J	Non (No)	x v
TCCA Part 145	Non (No)	x v
CAAC Part 21/145	Non (No)	x v
EASA Part CAMO	Non (No)	x v
Part 147	Non (No)	x v
ATO	Non (No)	x v
FSTD	Non (No)	x v
EN9100	Non (No)	x v
AQAP2110	Non (No)	x v
FAA Part 145	Non (No)	x v
TCCA Part 21G	Non (No)	x v
AS/EN/JISQ 9110	Non (No)	x v
AS/EN/JISQ 9120	Non (No)	x v
ISO 17025	Non (No)	x v

# SIM – Filling in the form

## Section 3.1 Supplier Quality

- If you have one or more certificates, choose the type of certificate you have by selecting “Yes” from the drop-down list and then add the document and data required
- Add the effective date and the expiry date
- Click on “File” to attach the document

\* EASA PART-21J

Effective Date  

\* Expiration Date  

\* Attachments [Add File](#)

Description

\* Attachments [Add File](#)

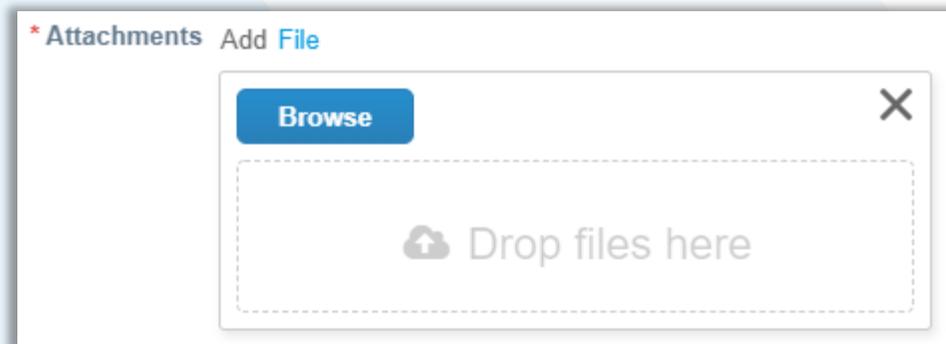


 Drop files here

# SIM – Filling in the form

## Sections 3.2 Quality and 3.3 Environment

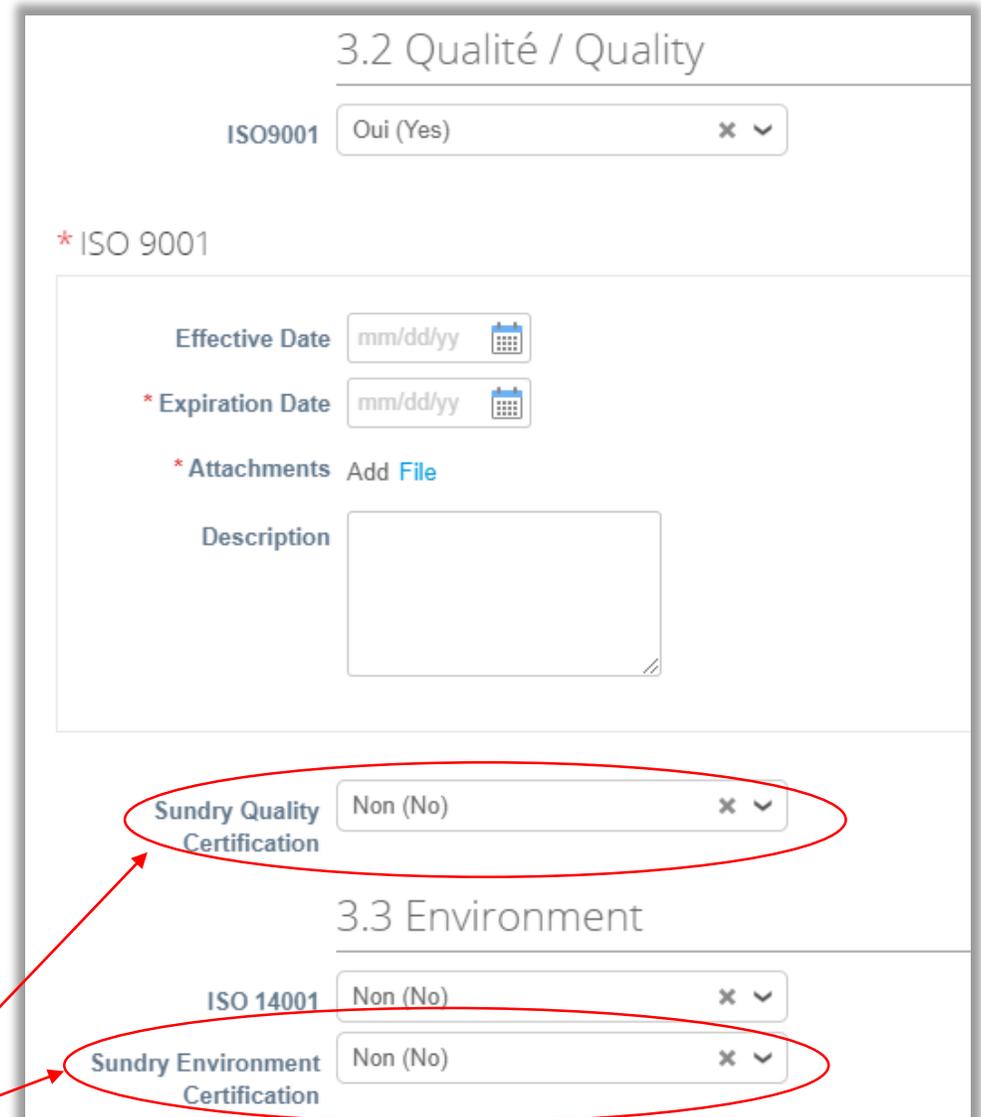
- If you have one or more certificates, choose the type of certificate you have by selecting “Yes” from the drop-down list and then add the document and data required
- Add the effective date and the expiration date
- Click on “File” to attach the document



\* Attachments Add [File](#)

[Browse](#)

Drop files here



3.2 Qualité / Quality

ISO9001 Oui (Yes) x v

\* ISO 9001

Effective Date mm/dd/yy

\* Expiration Date mm/dd/yy

\* Attachments Add [File](#)

Description

Sundry Quality Certification Non (No) x v

3.3 Environment

ISO 14001 Non (No) x v

Sundry Environment Certification Non (No) x v

If you have an equivalent certification, please attach it and specify the type of certification in the “Description” section

# SIM – Filling in the form

## Section 4 Due Diligence

➤ It is compulsory to add a certificate of provision of social security declarations and payment of social security contributions dated less than 6 months ago (certificate of vigilance )

☐ Add the effective date and the expiration date

☐ Click on “File” to attach the document

4. INFORMATIONS RH / HR INFORMATION

---

Obligation de vigilance / Due Diligence

---

\* Merci de joindre une attestation de fourniture des déclarations sociales et de paiement des cotisation et contributions de sécurité sociale datant de moins de 6 mois (attestation de vigilance) / Please enclose a certificate of provision of social declarations and payment of social security contributions and contributions dated less than 6 months (certificate of vigilance)

Effective Date  

\* Expiration Date  

\* Attachments [Add File](#)

Description

\* Attachments [Add File](#)



 Drop files here

# SIM – Filling in the form

## Section 4 Due Diligence

- *Add the list of names of foreign workers or a sworn statement certifying the non-employment of foreign workers outside the European Economic Area (EEA)*
- *Add a card proving registration in the trade register when this is mandatory (depending on the company)*

**Note:** For companies providing services on ATR sites, the list of names of foreign workers **is mandatory**

La liste nominative des travailleurs étrangers ou une attestation sur l'honneur certifiant non-emploi de travailleurs étrangers hors Espace Economique Européen (EEE) / The list of names of foreign workers or a sworn statement certifying the non-employment of foreign workers outside the European Economic Area (EEA)

Effective Date	<input type="text" value="mm/dd/yy"/>	
Expiration Date	<input type="text" value="mm/dd/yy"/>	
Attachments	<a href="#">Add File</a>	
Description	<input type="text"/>	

Une carte justifiant de l'inscription au répertoire des métiers (RM) lorsque celle-ci est obligatoire (fonction société)

Effective Date	<input type="text" value="mm/dd/yy"/>	
Expiration Date	<input type="text" value="mm/dd/yy"/>	
Attachments	<a href="#">Add File</a>	
Description	<input type="text"/>	

# SIM – Filling in the form

Section 5 Compliance Information

Section 5.1 General Information – Compliance

**Attention: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

➤ It is compulsory to add a Kbis extract proving the registration of the company in the Trade and Companies Register (RCS) if this formality is mandatory (depending on the company)

□ Add the effective date and the expiry date

□ Click on “File” to attach the document

**Complexity 1**

5.1 Informations générales/ General Information

\* Un extrait Kbis justifiant de l'inscription de la société au registre du commerce et des sociétés (RCS) si cette formalité est obligatoire (fonction société)

Effective Date  

\* Expiration Date  

\* Attachments [Add File](#)

Description

\* Attachments [Add File](#)



 Drop files here

# SIM – Filling in the form

- *List of the legal representatives* – fill in the name of the legal representatives, optional field
- *Website* – insert website address, optional field

**Complexity 1**



Représentant(s)  
légal(aux) / List of the  
legal representatives

Website

# SIM – Filling in the form

## Section 5 Compliance Information

### Section 5.1 General Information – Compliance

**Complexity 2**

- *Corporate names and country of registration of subsidiaries, affiliates, joint-ventures (if relevant for the activity) – provide information in this field, if relevant for the activity*
- *Legal representative(s) and other persons occupying highest management functions (i.e.. CEO, General Manager and members of Board of Directors or other equivalent corporate body) (name, title and nationality for each) (mandatory) – **mandatory field***

5. INFORMATIONS COMPLIANCE / COMPLIANCE INFORMATION

---

5.1 Informations générales/ General Information

---

Raison sociale et pays d'enregistrement des filiales, des sociétés affiliées, des coentreprises (si pertinent pour l'activité) / Corporate names and country of registration of subsidiaries, affiliates, joint-ventures (if relevant for the activity)

Représentant(s) légal(aux) et autres personnes occupant les fonctions de direction les plus élevées (par ex. PDG, directeur général et membres du conseil d'administration ou autre organe de l'entreprise équivalent) (nom, titre et nationalité pour chacun) / Legal representative(s) and other persons occupying highest management functions (i.e.: CEO, General Manager and members of Board of Directors or other equivalent corporate body) (name, title and nationality for each) (mandatory)

**Note: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

# SIM – Filling in the form

## Section 5 Compliance Information

### 5.1 General Information general Information – Compliance

**Attention: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

➤ It is compulsory to add an extract proving the registration of the company in the Trade and Companies Register (RCS) if this formality is mandatory (depending on the company)

- Add the effective date and the expiration date
- Click on “File” to attach the document

**Complexity 2**

\* Un extrait Kbis justifiant de l'inscription de la société au registre du commerce et des sociétés (RCS) si cette formalité est obligatoire (fonction société)

Effective Date	<input type="text" value="mm/dd/yy"/>	
* Expiration Date	<input type="text" value="mm/dd/yy"/>	
* Attachments	<a href="#">Add File</a>	
Description	<input type="text"/>	

\* Attachments [Add File](#)

[Browse](#) ✕

Drop files here

# SIM – Filling in the form

## Section 5 Compliance Information

- *Type of Company* – select the type of company (Private Companies / Public Bodies)
- **Please note: depending on your choice, a specific section will be displayed to provide the necessary information**

### 5. INFORMATIONS COMPLIANCE / COMPLIANCE INFORMATION

Type d'organisme /  Organismes Privés / Private Companies  
Type of Company  Organismes Publics / Public bodies

**Complexity 3**

**Note: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

# SIM – Filling in the form

## Section 5 Compliance Information

### Section 5.1 Private Companies

**Complexity 3**

- *A copy of the company's Certificate of Incorporation or Certificate of Trade – upload the document in PDF format here by clicking on “Choose File”*
- *A copy of the Certificate of Incorporation or Certificate of Trade or extract from trade register for the company's subsidiaries, affiliates, joint-ventures (if relevant for the activity) – provide the document, if relevant for your type of activity*

5.1 Organismes Privés / Private Companies

Une copie de l'acte de constitution, du certificat de commerce, d'un extrait ou du registre du commerce de la société. / A copy of the company's Certificate of Incorporation or Certificate of Trade or extract or trade register

No file chosen

Fichier PDF / PDF File

Une copie de l'acte de constitution, du certificat de commerce, de l'extrait ou du registre du commerce des filiales, des sociétés affiliées et des coentreprises (si cela est pertinent pour l'activité). / A copy of the Certificate of Incorporation or Certificate of Trade or extract or trade register for Choose an item.'s subsidiaries, affiliates, joint-ventures (if relevant for the activity)

No file chosen

Fichier PDF / PDF file

**Note: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

# SIM – Filling in the form

## Section 5 Compliance Information

### Section 5.1 Private Companies

- *A copy of the Memorandum and Articles of Association or by-laws* – provide the document in PDF format here by clicking on “Choose File”
- *A copy of the Significant Shareholders' and Ultimate Beneficial Owners'[1] register or any official document demonstrating ownership of the shares (if not already set out in the above documents)* – upload the official document, if this information is not set out in other documents

**Complexity 3**

Une copie de l'acte constitutif ou des statuts / A copy of the Memorandum and Articles of Association or by-laws

No file chosen

Fichier PDF / PDF file

Une copie du registre des actionnaires principaux et des bénéficiaires effectifs ultimes ou tout document officiel attestant de la propriété des actions (s'il ne figure pas déjà dans les documents susmentionnés). / A copy of the Significant Shareholders' and Ultimate Beneficial Owners'[1] register or any official document demonstrating ownership of the shares (if not already set out in the above documents)

No file chosen

Fichier PDF / PDF file

**Note: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

# SIM – Filling in the form

## Section 5 Compliance Information

### Section 5.1 Private Companies

- *A copy of the company's most recent audited annual financial statements for the last 3 years[2] – provide here the document in PDF format by clicking on “Choose File”*
- *Bank account number and IBAN (International Bank Account Number) to be used for the operation. – upload the document in PDF format by clicking on “Choose File”*

### Complexity 3

Une copie des derniers bilans financiers annuels audités de la société pour les trois dernières années, ou une confirmation écrite qu'aucun compte n'est établi en vertu des règles applicables à l'organisme public / A copy of the company's most recent audited annual financial statements for the last 3 years[2]

No file chosen

Fichier PDF / PDF file

Numéro de compte bancaire et IBAN (International Bank Account Number) à utiliser pour l'opération. / Bank account number and IBAN (International Bank Account Number) to be used for the operation.

No file chosen

Fichier PDF / PDF file

**Note: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

# SIM – Filling in the form

## Section 5 Compliance Information

### Section 5.1 Private Companies

- *List of the legal representatives, other persons occupying highest management functions (i.e.; CEO, General Manager and members of Board of Directors or other equivalent corporate body) and CFO (name, title and nationality for each) (if not already set out in the above documents) – fill in this section with the required information and upload the requested document in PDF format*
- *If the company is listed: Evidence of the listed status – upload the document in PDF format by clicking on “Choose File”*

Complexity 3

Liste des personnes responsables au sein de la société privé occupant des postes au Comité de Direction (avec documents officiels attestant de leurs rôles et pouvoirs)  
/ List of the legal representatives, other persons occupying highest management functions (i.e.; CEO, General Manager and members of Board of Directors or other equivalent corporate body) and CFO (name, title and nationality for each) (if not already set out in the above documents)

Documents officiels attestant de leurs rôles et pouvoirs / Official documentation evidencing their roles and powers

No file chosen

Si la société est cotée en bourse : Preuve du statut de société cotée  
/ If the company is listed: Evidence of the listed status

No file chosen

Fichier PDF / PDF file

**Note: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

# SIM – Filling in the form

## Section 5 Compliance Information

### Section 5.1 Private Companies

**Complexity 3**

- *Evidence of tax residence[1]* – upload the document by clicking on the “Choose File” button
- *IATA and ICAO codes (if any)* – if any, provide this information in the free text box
- *Website* – insert website address, optional field
- *Any document evidencing the compliance policies in place within the company in the area of anti-corruption and anti-money laundering / terrorism financing* – upload the file in PDF format

Preuve de la résidence fiscale / Evidence of tax residence[1]  No file chosen

Fichier PDF / PDF file

Codes IATA et OACI (le cas échéant) / IATA and ICAO codes (if any)

Website

Tout document attestant des politiques de conformité mises en place au sein de l'entreprise dans le domaine de la lutte contre la corruption et le blanchiment d'argent/le financement du terrorisme. / Any document evidencing the compliance policies in place within the company in the area of anti-corruption and anti-money laundering / terrorism financing  No file chosen

**Note: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

# SIM – Filling in the form

## Section 5 Compliance Information

### Section 5.1 Public bodies

**Complexity 3**

- *Name and address of the relevant public body (e.g. Ministry, administration, state department, or agency) and name and address of the public body of which it depends, if any – provide this information in the free text area*
- *Evidence of public status – upload the official document by clicking on the “Choose File” button*

5.1 Organismes Publics / Public bodies

Nom et adresse de l'organisme public concerné (par exemple, ministère, administration, département d'État ou agence) et nom et adresse de l'organisme public dont il dépend, le cas échéant. / Name and address of the relevant public body (e.g. Ministry, administration, state department, or agency) and name and address of the public body of which it depends, if any

Preuve du statut public de l'entité / Evidence of public status

Choose File No file chosen

**Note: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

# SIM – Filling in the form

## Section 5 Compliance Information

### Section 5.1 Public bodies

Complexity 3

- *A copy of the public body's most recent audited annual financial statements for the last 3 years or written confirmation from the Customer[1] that no accounts are established per the rules applicable to the public body – provide this information by clicking on “Choose File” to upload the copy*
- *Bank account number and IBAN (International Bank Account Number) to be used for the operation – fill in the field with the information requested*

Une copie des derniers bilans financiers annuels audités de l'organisme public pour les 3 dernières années ou une confirmation écrite du client qu'aucun compte n'est établi selon les règles applicables à l'organisme public / A copy of the public body's most recent audited annual financial statements for the last 3 years or written confirmation from the Customer[1] that no accounts are established per the rules applicable to the public body

No file chosen

Numéro de compte bancaire et IBAN (International Bank Account Number) à utiliser pour l'opération. / Bank account number and IBAN (International Bank Account Number) to be used for the operation.

No file chosen

**Note: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

# SIM – Filling in the form

## Section 5 Compliance Information

### Section 5.1 Public bodies

Complexity 3

- *List of the responsible individuals in the public body in charge of the operation (with official documentation evidencing their roles and powers)* – use the free text box to provide the required information and upload the requested document in PDF format
- *Link to website (if any)* – optional field
- *Any document evidencing the compliance policies in place within the public body in the area of anti-corruption and anti-money laundering / terrorism financing* – upload the document in PDF format

The screenshot shows a form with the following fields:

- Liste des personnes responsables de l'organisme public en charge de l'opération (avec documents officiels attestant de leurs rôles et pouvoirs) / List of the responsible individuals in the public body in charge of the operation (with official documentation evidencing their roles and powers)**: A text box and a file upload button.
- Documents officiels attestant de leurs rôles et pouvoirs / Official documentation evidencing their roles and powers**: A file upload button labeled "Choose File" with the text "No file chosen".
- Lien vers le site web (le cas échéant) / Link to website (if any)**: A text box.
- Tout document attestant des politiques de conformité mises en place au sein de l'organisme public dans le domaine de la lutte contre la corruption et le blanchiment d'argent/le financement du terrorisme. / Any document evidencing the compliance policies in place within the public body in the area of anti-corruption and anti-money laundering / terrorism financing**: A file upload button labeled "Choose File" with the text "No file chosen".

**Note: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR**

# SIM – Filling in the form

- *I accept the Supplier Code of Conduct* – tick the box in this field, after having read the document by clicking on the link in the “Code of Conduct” field
- *I acknowledge having read and accepted the General Conditions of Purchase of ATR GIE (CGA)* – tick the box in this field, after having read the document by accessing the link in the “ATR CGA / GTCP” field – mandatory field

J'accepte le Code de  
Conduite Fournisseur /  
I accept the Supplier  
Code of Conduct

\* Je reconnais avoir  
pris connaissance et  
avoir accepté les  
Conditions Générales  
d'Achat d'ATR GIE  
(CGA) / I acknowledge  
having read and  
accepted the General  
Conditions of Purchase  
of ATR GIE (CGA)

ATR CGA / GTCP

<https://www.atr-aircraft.com/suppliers-par...>

Conditions Générales d'Achat d'ATR GIE (CGA) / ATR General Terms & Conditions of Purchase (GTCP)

Code de Conduite /  
Code of conduct

<https://www.atr-aircraft.com/suppliers-par...>

Code de Conduite  
Signé/Signed Code of  
Conduct

Choose File No file chosen

# SIM – Filling in the form

- Once read and signed, upload the document to the Code of Conduct by clicking on the “Choose File” button

J'accepte le Code de Conduite Fournisseur / I accept the Supplier Code of Conduct

\* Je reconnais avoir pris connaissance et avoir accepté les Conditions Générales d'Achat d'ATR GIE (CGA) / I acknowledge having read and accepted the General Conditions of Purchase of ATR GIE (CGA)

ATR CGA / GTCP <https://www.atr-aircraft.com/suppliers-par...>  
Conditions Générales d'Achat d'ATR GIE (CGA) / ATR General Terms & Conditions of Purchase (GTCP)

Code de Conduite / Code of conduct <https://www.atr-aircraft.com/suppliers-par...>

Code de Conduite Signé/Signed Code of Conduct  No file chosen

# SIM – Filling in the form

- *I acknowledge that the information communicated herein is true and up-to-date.* – mandatory field
- At the end, click on “Submit for approval” to send the information to ATR

\* Je reconnais que les   
informations  
communiquées aux  
présentes sont exactes  
et à jour. / I hereby  
represent that the  
information  
communicated herein  
are true and up-to-date.

Note : Dans le cadre de la gestion des fournisseurs, ATR collecte vos données à caractère personnel (nom, prénom, adresse mail et téléphone professionnels, fonction). Pour toute question à ce sujet, veuillez nous contacter à l'adresse mail suivante: [dataprotection@atr-aircraft.com](mailto:dataprotection@atr-aircraft.com)

Note: As part of supplier management, ATR collects your personal data (last name, first name, professional email and telephone address, position). For any questions on this subject, please contact us at the following email address: [dataprotection@atr-aircraft.com](mailto:dataprotection@atr-aircraft.com)

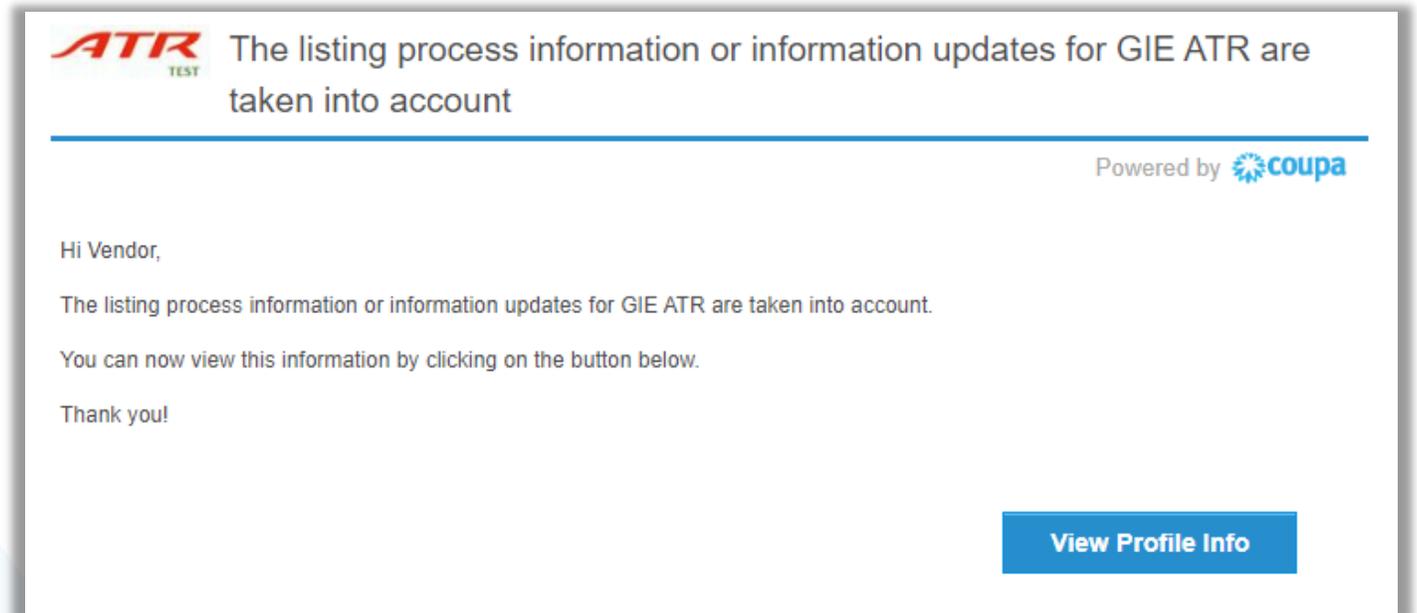
# SIM – Submission of form to ATR

- After submitting the form, you will receive the green message “Your information has been submitted” and the fields are closed to editing
- You will find the status at the top of the form – “Approval Pending”

The screenshot displays a web application interface with a blue navigation bar at the top containing the following menu items: Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Below the navigation bar, the breadcrumb trail shows 'Your Profile' and 'Information Requests'. The main content area is titled 'GIE ATR' and includes a dropdown menu for 'Profile' set to 'GIE ATR'. A prominent green message box states 'Your information has been submitted' with a close button (X). Below this, the status 'Pending Approval' is displayed with an information icon. The form contains several fields: 'Supplier Information' with the value 'VendorTest10'; a question 'Réponse du fournisseur reçue et en cours de revision / Supplier Response receives and in review' with radio buttons for 'Oui (Yes)' and 'Non (Non)'; a section header '1. INFORMATIONS ACHATS / PURCHASING INFORMATION'; a sub-section header '1.1 Identification de l'Entité / Entity ID'; 'Code fournisseur SAP / Vendor Code SAP' with the value 'VendorTest10'; and '\* Dénomination Sociale / Company Name' with the value 'VendorTest10'. A small note at the bottom indicates '9 caractères sans espaces ni autre symbole (sans prendre en compte les abréviations juridiques SAS,EURL...) + 1 chiffre si plusieurs adresses.'

# SIM – Notification of submission of form to ATR (CSP account)

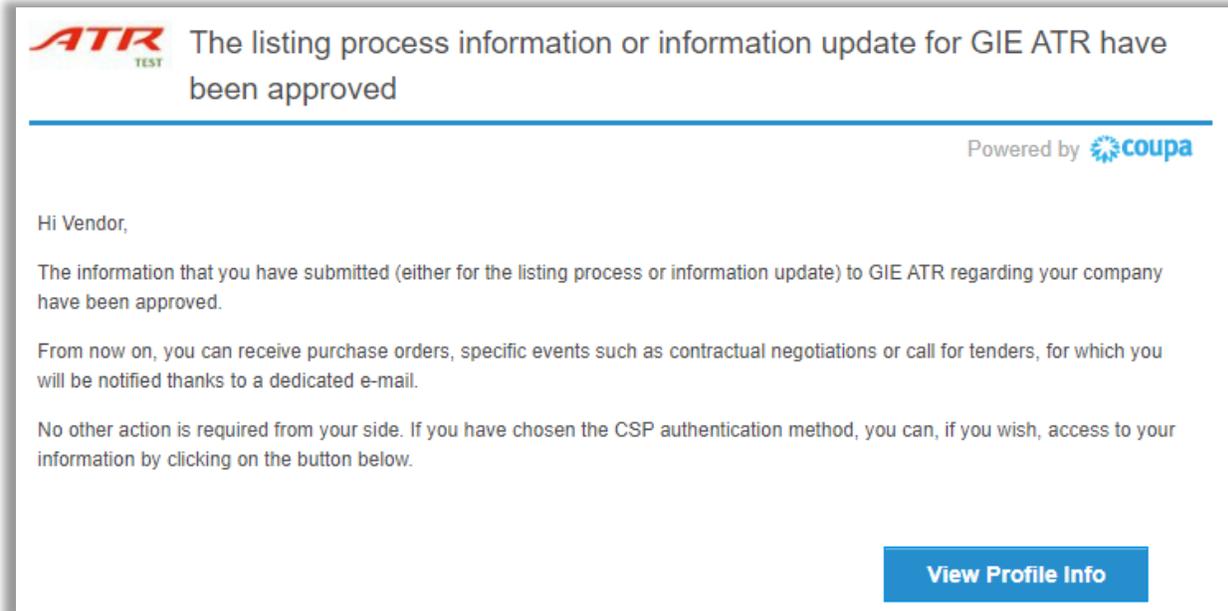
- After submitting the form, you will also receive an email notification



# SIM – Notification of acceptance of form by ATR (CSP Account)

- After ATR has checked the data provided in the form and after validation of all the elements, you will also receive an email notification
- The status of the form is now “Applied”, as displayed in the header

The screenshot shows the 'Profile' page for 'GIE ATR' in the SIM system. The status 'Applied' is highlighted with a red box. The page includes a navigation menu at the top with options like Home, Profile, Orders, Service/Time Sheets, ASN, Invoices, Catalogs, Business Performance, Sourcing, Add-ons, and Setup. Below the navigation, there are tabs for 'Your Profile' and 'Information Requests'. The main content area displays 'GIE ATR' and a dropdown menu for 'Profile' set to 'GIE ATR'. Underneath, there is a 'PROD' status and a red box containing the word 'Applied'. Further down, there is a section for 'Supplier Information' with a 'Vendor55' ID and radio buttons for 'Réponse du fournisseur reçue et en cours de révision / Supplier Response received and in review' (Oui/Yes and Non/No). Below this is a section for '1. INFORMATIONS ACHATS / PURCHASING INFORMATION' and '1.1 Identification de l'Entité / Entity ID'. At the bottom, there are input fields for 'Code fournisseur SAP / Vendor Code SAP' (Vendor55), '\* Dénomination Sociale / Company Name' (Vendor55), and '\* Forme juridique \* / Legal Form' (SA).



# SIM – Notification of refusal of form by ATR (CSP account)

- After ATR has verified the data provided and if the form is rejected, you will receive:
  1. an email notification informing you of the rejection
  2. a notification with the reason(s) for the rejection (the comment from ATR)
- Click on “Update Info” or “Respond”
- The form opens and all fields are editable again

**ATR TEST** The listing process information for GIE ATR has not been approved

Powered by coupa

Hi Vendor,

The information that you have submitted to GIE ATR regarding your company has not been approved.

This means that some of the information provided was incomplete or incorrect and that an action to update this information is required on your side in order to finalize the listing process.

By clicking on the button below, you have the possibility to correct / complete the information. In parallel, you will receive another notification providing details on the comments from your focal point in order to guide you through the information that needs to be corrected / completed.

[Update Info](#)

**ATR TEST** New Comment on Profile Info submitted to GIE ATR

Powered by coupa

Larisa Marina at GIE ATR added a new comment on 07/12/22 at 11:48 AM to the company information profile you submitted.

The comment is "Please fill in all the fields related to the Public Bodies section"

You can review the profile of submitted information or respond by clicking below.

[View Profile](#) [Respond](#)

# SIM – Notification of refusal of the form by ATR (CSP account)

- You can also see the reason why the form was rejected at the bottom of the page, in the “Comment” section
- Update the form and resubmit it

 Comment [Mute Comments](#) ▼

---

Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Attachments [Add File](#) | [URL](#)

[Add Comment](#)

---

Participants: Larisa Marina

---

to supplier

 **Larisa Marina**

rejected on 07/12/22 at 11:48 AM

Please fill in all the fields related to the Public Bodies section

# Management of supplier information in SAN



# SIM – Filling in the form via SAN (without registering with CSP)

- When you receive the invitation in your email box, click on the “Respond Without Joining” button, and you will be redirected to the form page

GIE ATR Profile Information Request - Action Required Inbox X

Coupa Supplier Portal <do\_not\_reply@supplier-test.coupa.com>  
to atrfournisseurtest+15

**ATR** GIE ATR Profile Information Request - Action Required  
Powered by **coupa**

Cher Fournisseur,

Dans le cadre de son processus de référencement fournisseur, Le GIE ATR vous demande de fournir des informations sur votre entreprise **au format électronique**. La collecte de ces informations et leur validation sont désormais uniquement gérées avec **Coupa la plate-forme en ligne choisie par ATR pour la gestion du référencement, des commandes, contrats et RFP**.

Merci de respecter un délai de 48 heures maximum pour fournir ces informations. Passé ce délai, une nouvelle demande de référencement devra être initiée par le GIE ATR et ralentira donc le processus pouvant ainsi impacter votre capacité à répondre aux besoins du GIE ATR.

Un manuel utilisateur est à votre disposition via un lien EURL pour vous aider à compléter les éléments demandés :

Si ce n'est déjà fait vous serez amenés à créer un compte sur le portail fournisseur COUPA qui vous permettra non seulement de soumettre vos données, de suivre le processus de validation, de chatter avec vos interlocuteurs chez ATR, retrouver vos bons de commandes etc.

Le portail fournisseurs de Coupa est entièrement gratuit, son installation est rapide. Pour en savoir plus, cliquez sur les liens ci-dessous.

[https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

Bienvenue !

GIE ATR

Note : Si vous rencontrez des problèmes pour transmettre les informations demandées, n'hésitez pas à contacter votre point focal à l'initiative du référencement.

---

Dear Supplier,

As part of its supplier listing process, GIE ATR asks you to provide information about your company in electronic format. The collection of this information and its validation are now only managed with COUPA, the online platform chosen by ATR for the management of referencing, orders, contracts and RFPs.

Please allow a maximum of 48 hours to provide this information. Please note that past this delay, a new request will need to be initiated by ATR and will hence slow down the process and could therefore impact your capability to respond to ATR needs.

A user manual is available via a EURL link to help you complete the required elements:

If you have not already done so, you will need to create an account on the COUPA supplier portal which will allow you to submit your data, follow the validation process and chat with your contacts at ATR, retrieve your purchase orders etc. The Coupa supplier portal is entirely free of charge and can be installed quickly. To find out more, click on the links below.

[https://success.coupa.com/Suppliers/For\\_Suppliers/Coupa\\_Supplier\\_Portal](https://success.coupa.com/Suppliers/For_Suppliers/Coupa_Supplier_Portal)

Use the buttons to reply, decline or transfer this request to another person in your company.

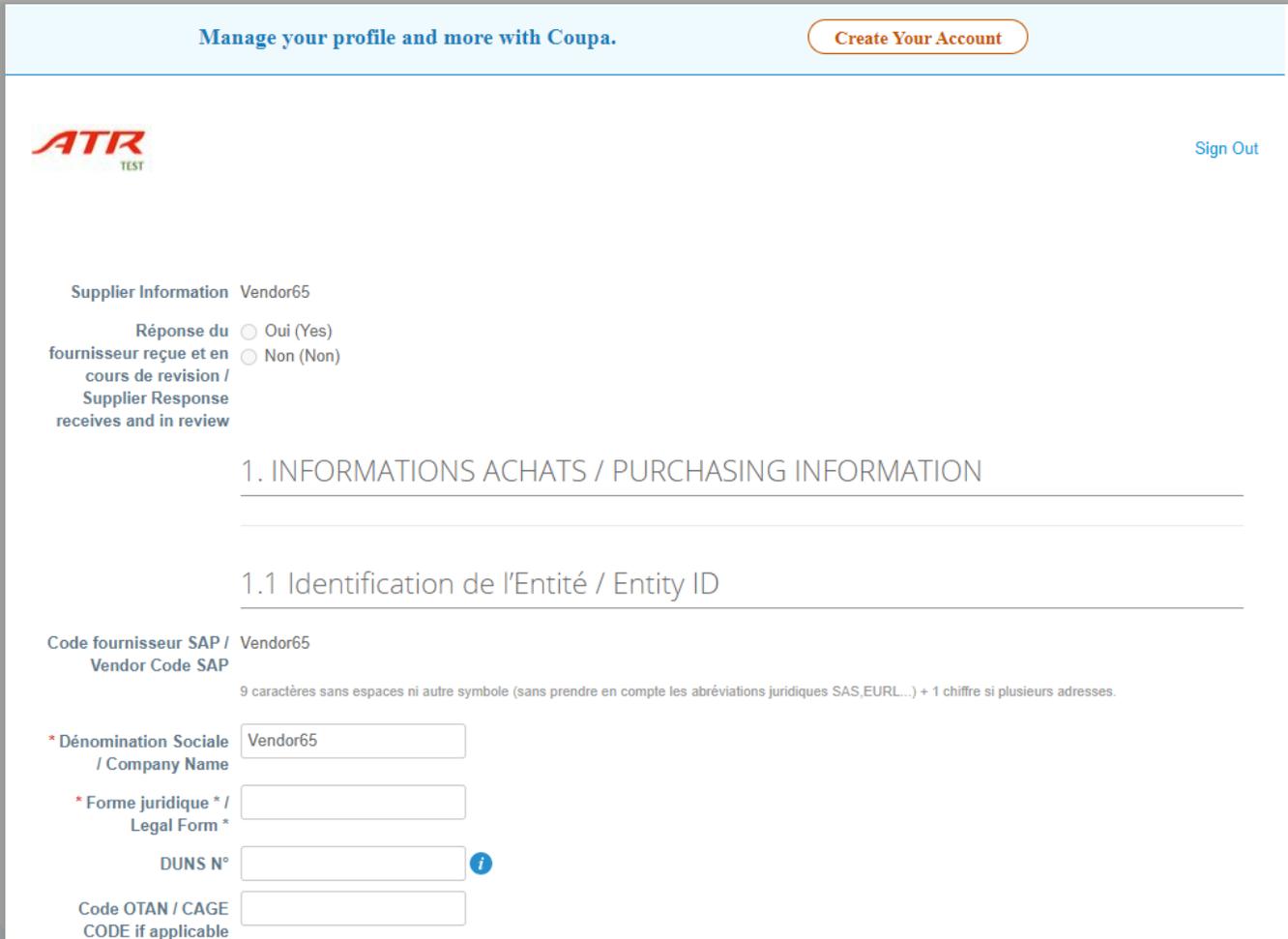
Welcome to Coupa!

Note: If you have any problems to transmit the requested information, please do not hesitate to contact the focal point that initiated the listing process.

[Join and Respond](#) [Respond Without Joining](#)

# SIM – Filling in the form in via SAN (without registering with CSP)

- Fill in all the fields on the form that are relevant to your company, as explained on pages 12-57
- Only the filling in of section 2.2 Bank Details differs from the CSP filling in described above



The screenshot shows a web form for 'Supplier Information' on the Coupa platform. At the top, there is a navigation bar with the text 'Manage your profile and more with Coupa.' and a 'Create Your Account' button. The Coupa logo is visible in the top left, and a 'Sign Out' link is in the top right. The form content includes:

- Supplier Information** Vendor65
- Réponse du fournisseur reçue et en cours de revision / Supplier Response receives and in review**
  - Oui (Yes)
  - Non (Non)
- 1. INFORMATIONS ACHATS / PURCHASING INFORMATION**
- 1.1 Identification de l'Entité / Entity ID**
- Code fournisseur SAP / Vendor Code SAP** Vendor65  
9 caractères sans espaces ni autre symbole (sans prendre en compte les abréviations juridiques SAS,EURL...) + 1 chiffre si plusieurs adresses.
- \* Dénomination Sociale / Company Name** Vendor65
- \* Forme juridique \* / Legal Form \*** [Empty field]
- DUNS N°** [Empty field] ⓘ
- Code OTAN / CAGE CODE if applicable** [Empty field]

# SIM – Filling in the form in via SAN (without registering with CSP)

## Section 2.2 Bank Details – SAN exception

- Click on the “Create New Remit-To Address” button
- A section will be displayed for you to fill in all the bank details
- Fill in all mandatory fields marked with a red asterisk \*

2.2 Détails Bancaires / Bank Details

\* Remit-To Addresses

Add one or more Remit-To Addresses by either filling out a new Compliant Invoicing Form or choosing an Existing Remit-To Address.

[Add Remit-To](#)

\* Détails Bancaires / Bank Details

\* Bank Name

\* Bank Address

\* Bank Postal Code

\* Bank City

\* Bank Country/Region

\* Type de coordonnées bancaires/Bank Details Type

\* Bank Code  

\* Bank Account Number  

\* SWIFT Code (BIC)  

Account Currency

\* Beneficiary Name

Reference Details

# SIM – Filling in the form in via SAN (without registering with CSP)

- At the end, click on “Submit” to send the information to ATR

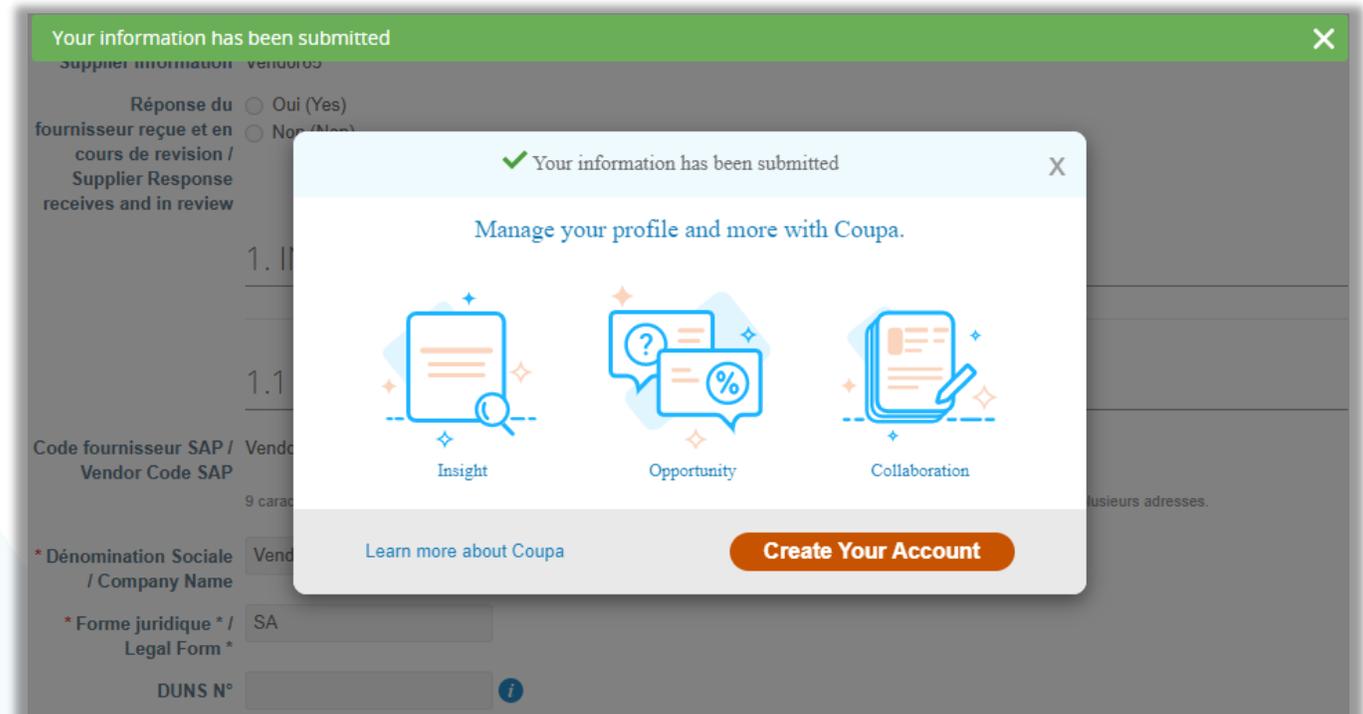
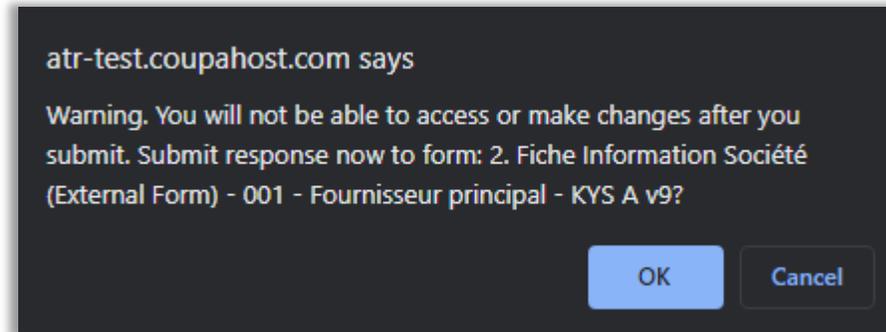
\* Je reconnais que les  informations communiquées aux présentes sont exactes et à jour. / I hereby represent that the information communicated herein are true and up-to-date.

Note : Dans le cadre de la gestion des fournisseurs, ATR collecte vos données à caractère personnel (nom, prénom, adresse mail et téléphone professionnels, fonction). Pour toute question à ce sujet, veuillez nous contacter à l'adresse mail suivante: [dataprotection@atr-aircraft.com](mailto:dataprotection@atr-aircraft.com)

Note: As part of supplier management, ATR collects your personal data (last name, first name, professional email and telephone address, position). For any questions on this subject, please contact us at the following email address: [dataprotection@atr-aircraft.com](mailto:dataprotection@atr-aircraft.com)

# SIM – Filling in the form in via SAN (without registering with CSP)

- After clicking on “Submit”, a pop-up window will appear, informing you that you will not be able to access the form or make any changes after submission.
- Click on “OK”
- You will receive the message “Your information has been submitted”



# SIM – Notification of submission of form to ATR (SAN)

- After submitting the form, you will also receive an email notification



The listing process information or information updates for GIE ATR are taken into account

Powered by  coupa

Hi Vendor,

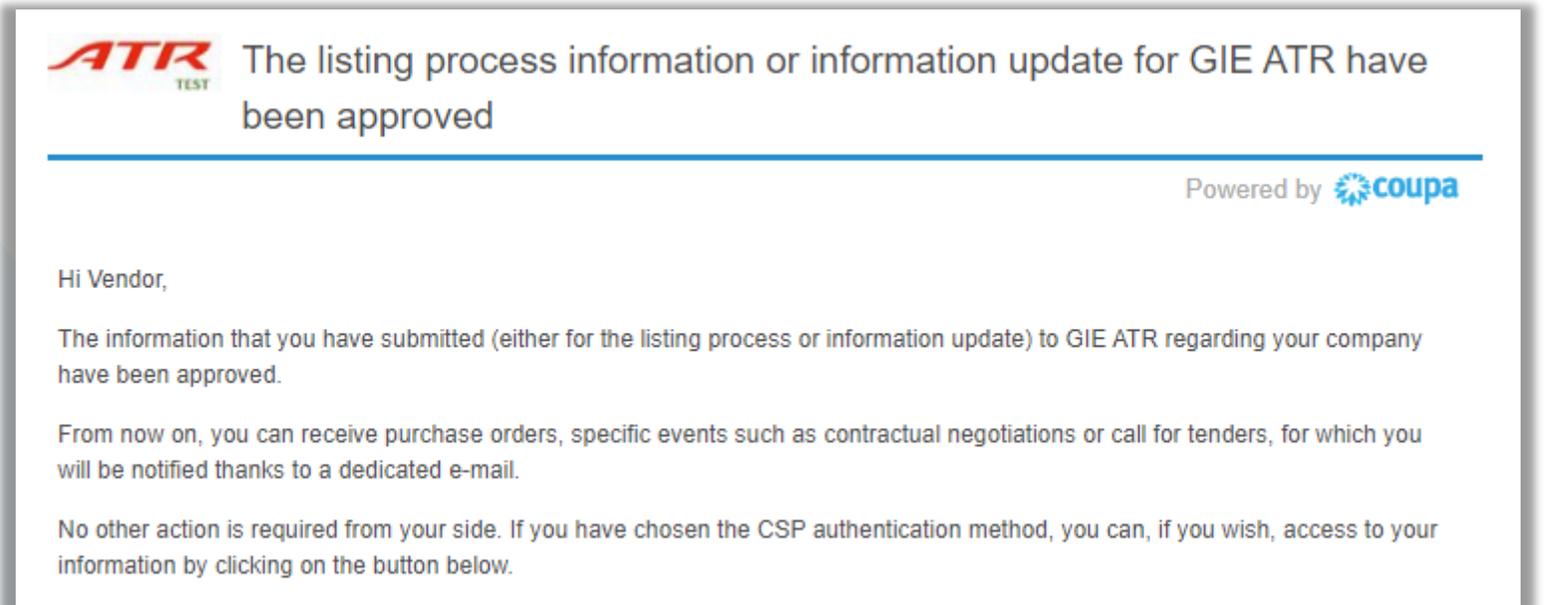
The listing process information or information updates for GIE ATR are taken into account.

You can now view this information by clicking on the button below.

Thank you!

# SIM – Notification of acceptance of form by ATR (SAN)

- After ATR has verified the data provided in the form and all elements have been validated, you will also receive an email notification



**ATR**  
TEST

The listing process information or information update for GIE ATR have been approved

---

Powered by  Coupa

Hi Vendor,

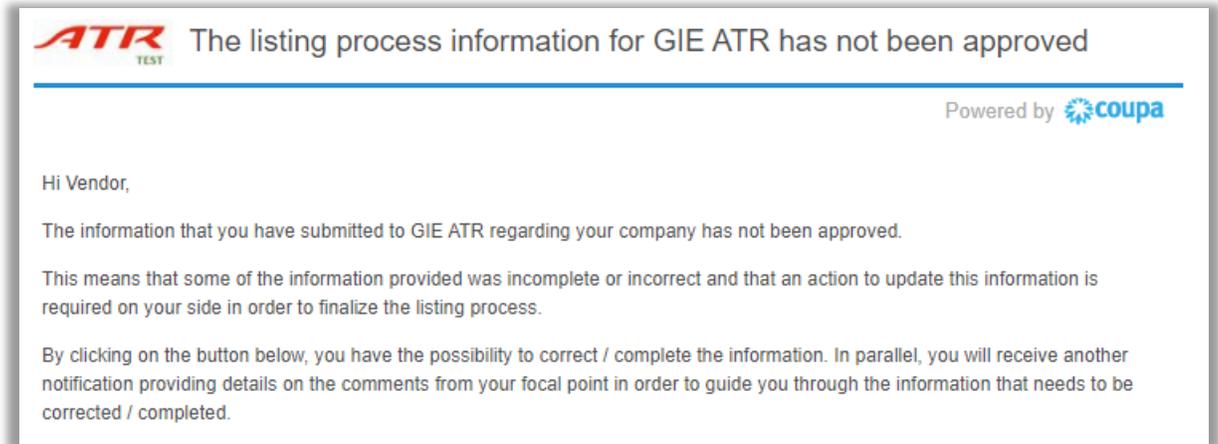
The information that you have submitted (either for the listing process or information update) to GIE ATR regarding your company have been approved.

From now on, you can receive purchase orders, specific events such as contractual negotiations or call for tenders, for which you will be notified thanks to a dedicated e-mail.

No other action is required from your side. If you have chosen the CSP authentication method, you can, if you wish, access to your information by clicking on the button below.

# SIM – Notification of refusal of form by ATR (SAN)

- After ATR has verified the data provided and if the form is rejected, you will also receive an email notification
- In this case, it is necessary to create a CSP account to continue with the form update (as explained in slides 7-10)



# SIM – Supplier-initiated form update (CSP Account)

- In your CSP account, you will have the possibility to initiate the update of the supplier form data
- From the homepage, go to the “Profile” tab and select the “Information Requests” sub-tab
- Scroll to the bottom of the page and click on the “Update Info” button

The screenshot displays the ATR supplier management interface. The top navigation bar includes 'Home', 'Profile', 'Orders', 'Service/Time Sheets', 'ASN', 'Invoices', 'Catalogs', 'Business Performance', 'Sourcing', 'Add-ons', and 'Setup'. The 'Profile' tab is selected, and the 'Information Requests' sub-tab is active. The main content area shows the profile for 'GIE ATR' with a dropdown menu set to 'GIE ATR'. Below this, there is a section for 'Supplier Information' with a 'VendorTest10' label and a status of 'Applied'. A question in French asks if the supplier has received and is in review of a response, with radio buttons for 'Oui (Yes)' and 'Non (Non)'. The form is divided into sections: '1. INFORMATIONS ACHATS / PURCHASING INFORMATION' and '1.1 Identification de l'Entité / Entity ID'. Under '1.1', there is a field for 'Code fournisseur SAP / Vendor Code SAP' with the value 'VendorTest10' and a note: '9 caractères sans espaces ni autre symbole (sans prendre en compte les abréviations juridiques SAS, EURL...) + 1 chiffre si plusieurs adresses.' Below this are two required fields: '\* Dénomination Sociale / Company Name' with the value 'VendorTest10' and '\* Forme juridique \* / Legal Form \*' with the value 'SA'.

Note: As part of supplier management, ATR collects your personal data (last name, first name, professional email and telephone address, position). For any questions on this subject, please contact us at the following email address: [dataprotection@atr-aircraft.com](mailto:dataprotection@atr-aircraft.com)

Update Info

# SIM – Form update initiated by the supplier (CSP Account)

- Make the necessary updates
- Accept the General Conditions of Purchase of ATR GIE (CGA) once again, and tick the option “I hereby represent that the information communicated herein is true and up-to-date.”
- Click on the “Submit for Approval” button to send the update to ATR

\* Je reconnais avoir   
pris connaissance et  
avoir accepté les  
Conditions Générales  
d'Achat d'ATR GIE  
(CGA) / I acknowledge  
having read and  
accepted the General  
Conditions of Purchase  
of ATR GIE (CGA)

ATR CGA / GTCP

Conditions Générales d'Achat d'ATR GIE (CGA) / ATR General Terms & Conditions of Purchase (GTCP)

\* Je reconnais que les   
informations  
communiquées aux  
présentes sont exactes  
et à jour. / I hereby  
represent that the  
information  
communicated herein  
are true and up-to-date.

Note: As part of supplier management, ATR collects your personal data (last name, first name, professional email and telephone address, position). For any questions on this subject, please contact us at the following email address: [dataprotection@atr-aircraft.com](mailto:dataprotection@atr-aircraft.com)

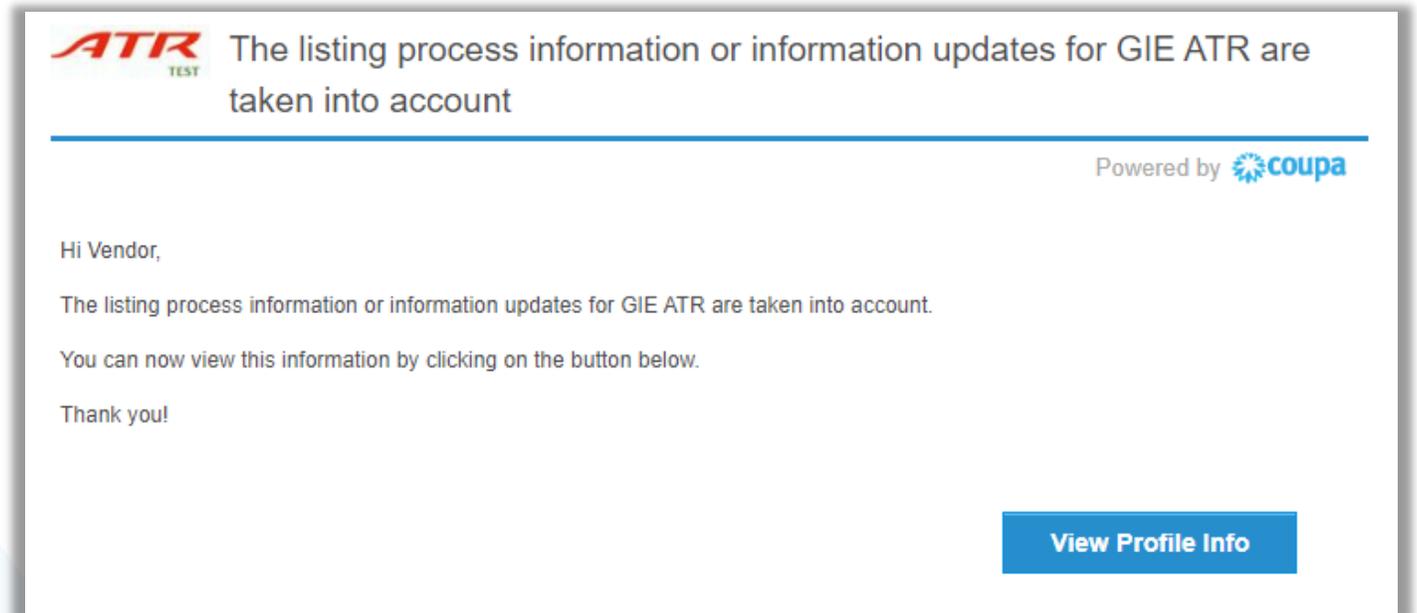
Decline

Save

Submit for Approval

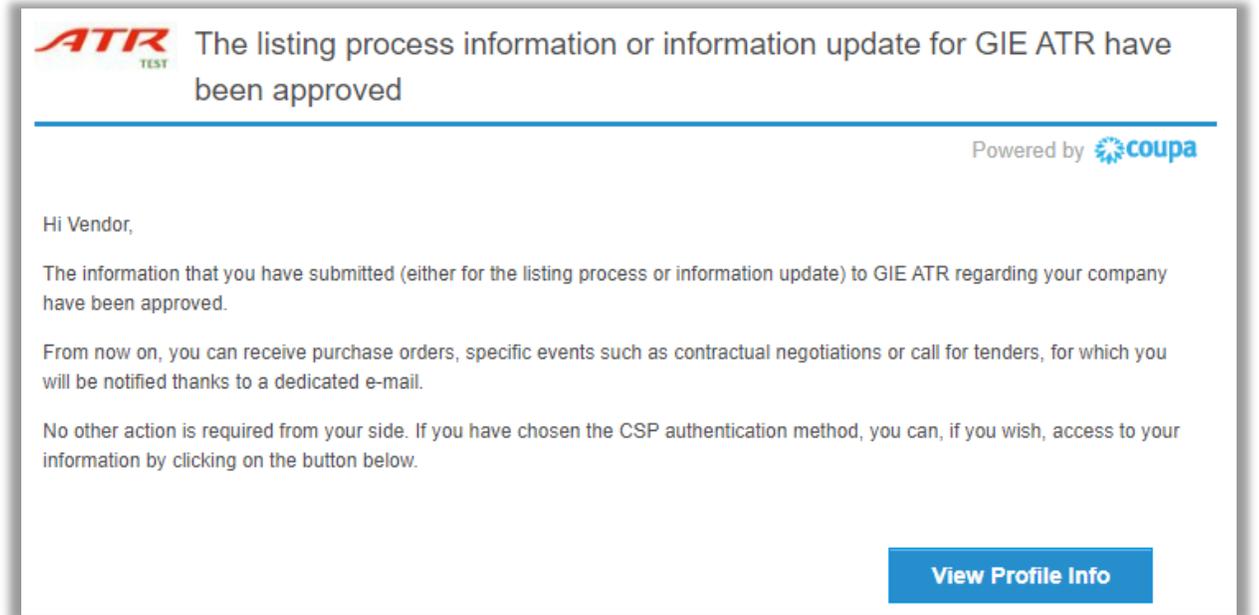
# SIM – Notification of submission of update to ATR (CSP account)

- After submitting the update form to ATR, you will receive an email notification



# SIM – Notification of acceptance of update by ATR (CSP account)

- After ATR has verified the updates sent and after validation of all the elements, you will also receive an email notification



**ATR TEST** The listing process information or information update for GIE ATR have been approved

---

Powered by  Coupa

Hi Vendor,

The information that you have submitted (either for the listing process or information update) to GIE ATR regarding your company have been approved.

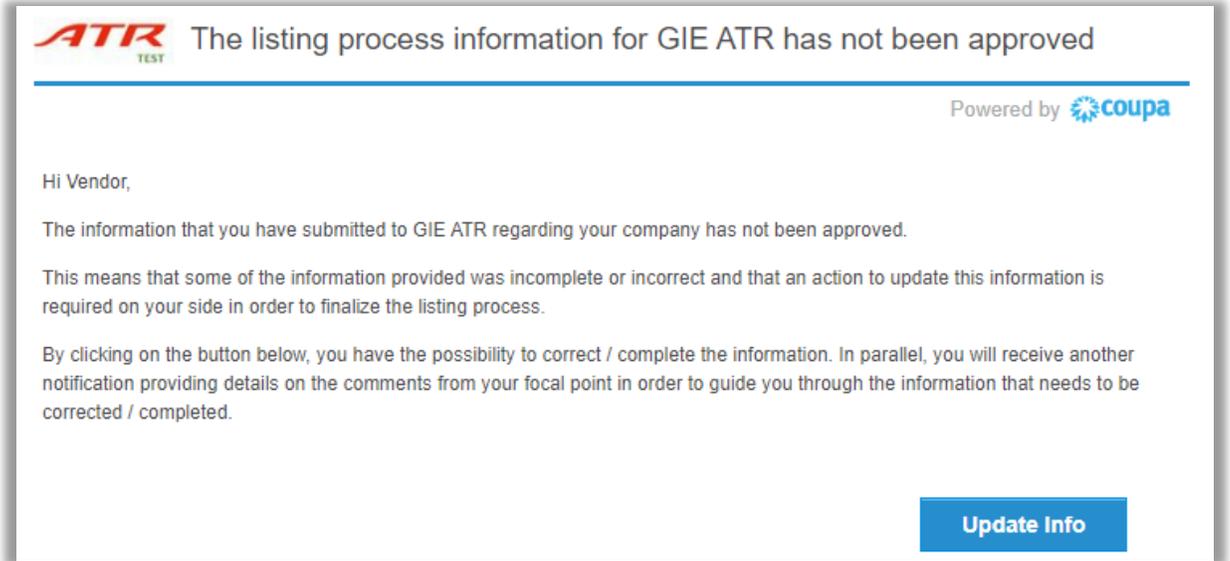
From now on, you can receive purchase orders, specific events such as contractual negotiations or call for tenders, for which you will be notified thanks to a dedicated e-mail.

No other action is required from your side. If you have chosen the CSP authentication method, you can, if you wish, access to your information by clicking on the button below.

[View Profile Info](#)

# SIM – Notification of refusal of update by ATR (CSP account)

- After ATR has checked the updates sent and in the case of rejection, you will receive:
  1. an email notification informing you of the rejection
  2. a notification with the reason(s) for the rejection (the comment from ATR)
- Click on “Update Info” or “Respond”
- The form opens and all fields are editable again



**ATR TEST** The listing process information for GIE ATR has not been approved

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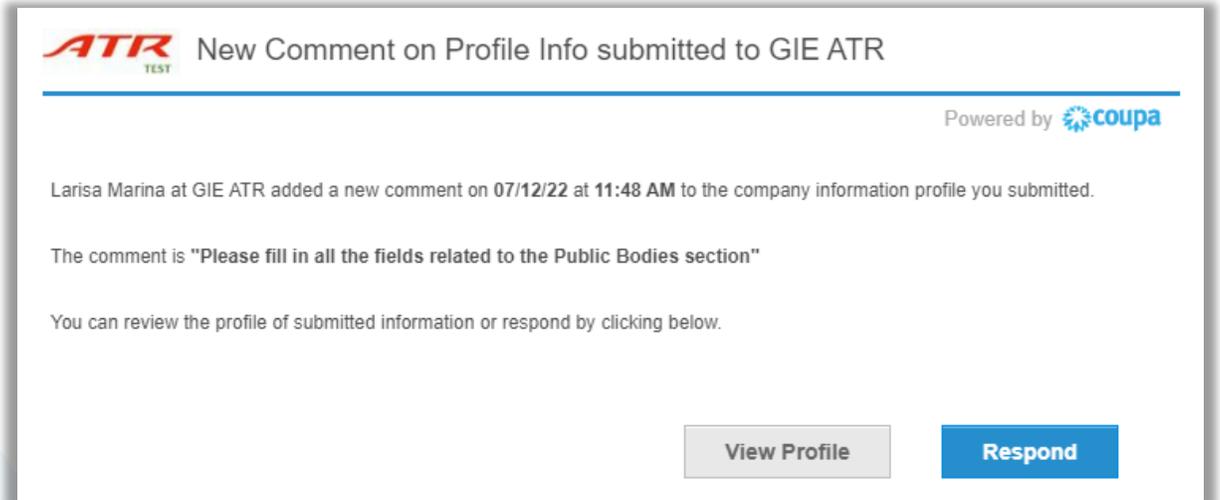
Hi Vendor,

The information that you have submitted to GIE ATR regarding your company has not been approved.

This means that some of the information provided was incomplete or incorrect and that an action to update this information is required on your side in order to finalize the listing process.

By clicking on the button below, you have the possibility to correct / complete the information. In parallel, you will receive another notification providing details on the comments from your focal point in order to guide you through the information that needs to be corrected / completed.

[Update Info](#)



**ATR TEST** New Comment on Profile Info submitted to GIE ATR

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Larisa Marina at GIE ATR added a new comment on 07/12/22 at 11:48 AM to the company information profile you submitted.

The comment is "Please fill in all the fields related to the Public Bodies section"

You can review the profile of submitted information or respond by clicking below.

[View Profile](#) [Respond](#)

# SIM – Notification of refusal of update by ATR (CSP account)

- You can also see the reason for the refusal at the bottom of the page, in the “Comment” section
- Update the form and resubmit it

 Comment [Mute Comments](#) ▼

Enter Comment

Send Comment notification to a user by typing @name (ex. @JohnSmith)

Attachments [Add File](#) | [URL](#)

[Add Comment](#)

Participants: **Larisa Marina**

to supplier

 **Larisa Marina**

rejected on 07/12/22 at 11:48 AM

Please fill in all the fields related to the Public Bodies section

# SIM – Forms for creating alternative supplier accounts

Once ATR has approved the data you have provided, you may also receive additional forms to provide information about your company's sub-entities:

- Alternative payee form (if you receive ATR payments on another entity)
- Invoicer form (if your invoices are sent from another entity)
- Form of address for receiving orders (if you receive orders in another entity)
- Production site form (to obtain information on your production sites)

**Note: These forms are simplified and only require information such as the main contact, your address and bank details. Please refer to the above chapters for any information you need assistance with**

# SIM – Supplier information update forms

The ATR teams may ask you to update your company information through short forms depending on the type of data needed:

- Bank details update form
- Form for updating company details (addresses, contacts, certificates, etc.)
- Quality update form (certificates)
- Qualification update form
- Compliance data update form
- Customs update form

The fields included in these update forms can be filled in by following the instructions described in the chapter “Filling in the form”