Coupa Supplier Information Management

Supplier guide

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

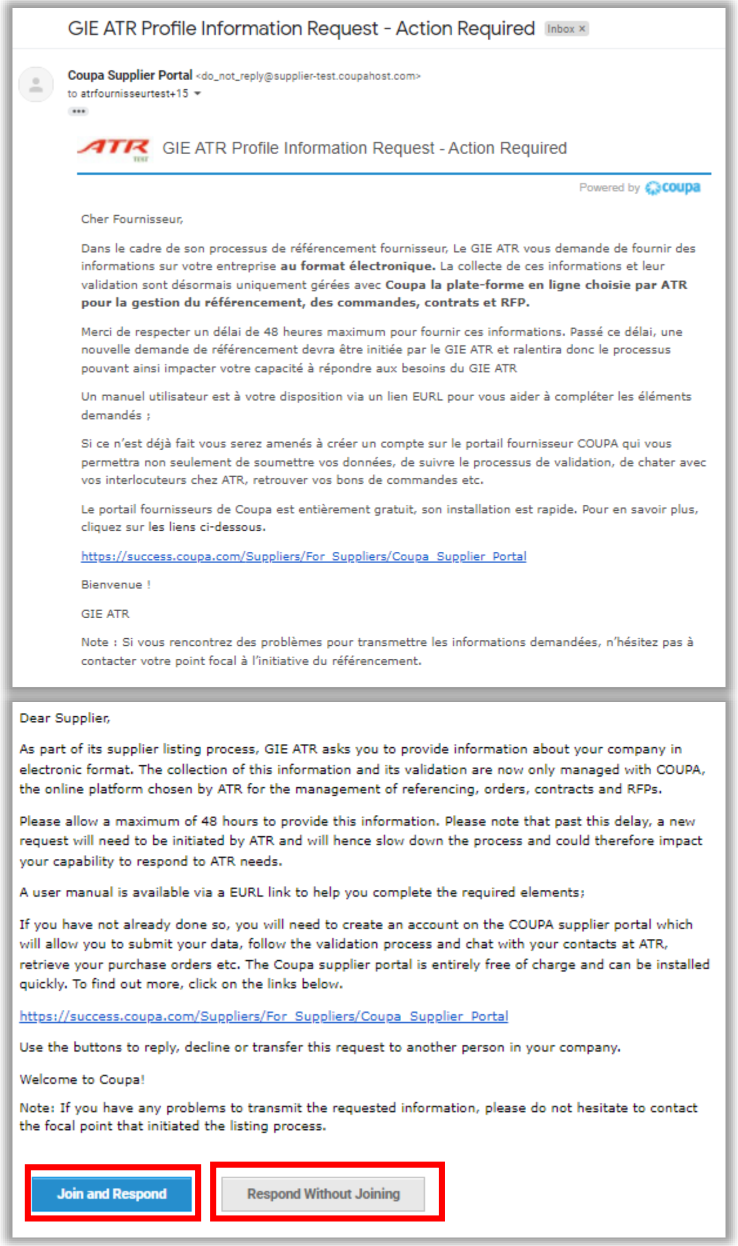
SIM – Agenda

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 ×

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to atrfournisseurtest+15

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 chater 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

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

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.

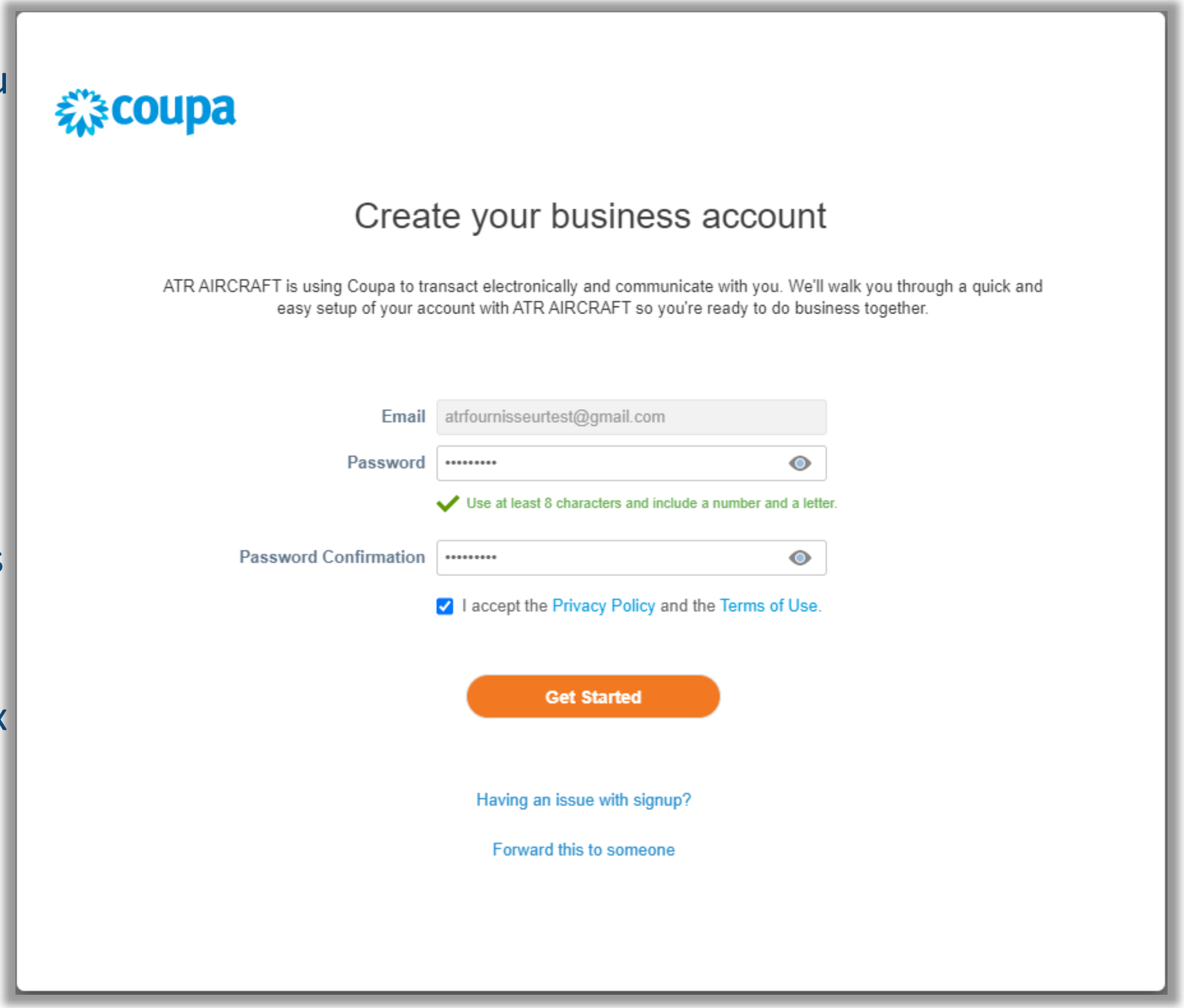
Join and Respond

Respond Without Joining

Supplier Information Management in CSP

SIM – Creating a CSP account

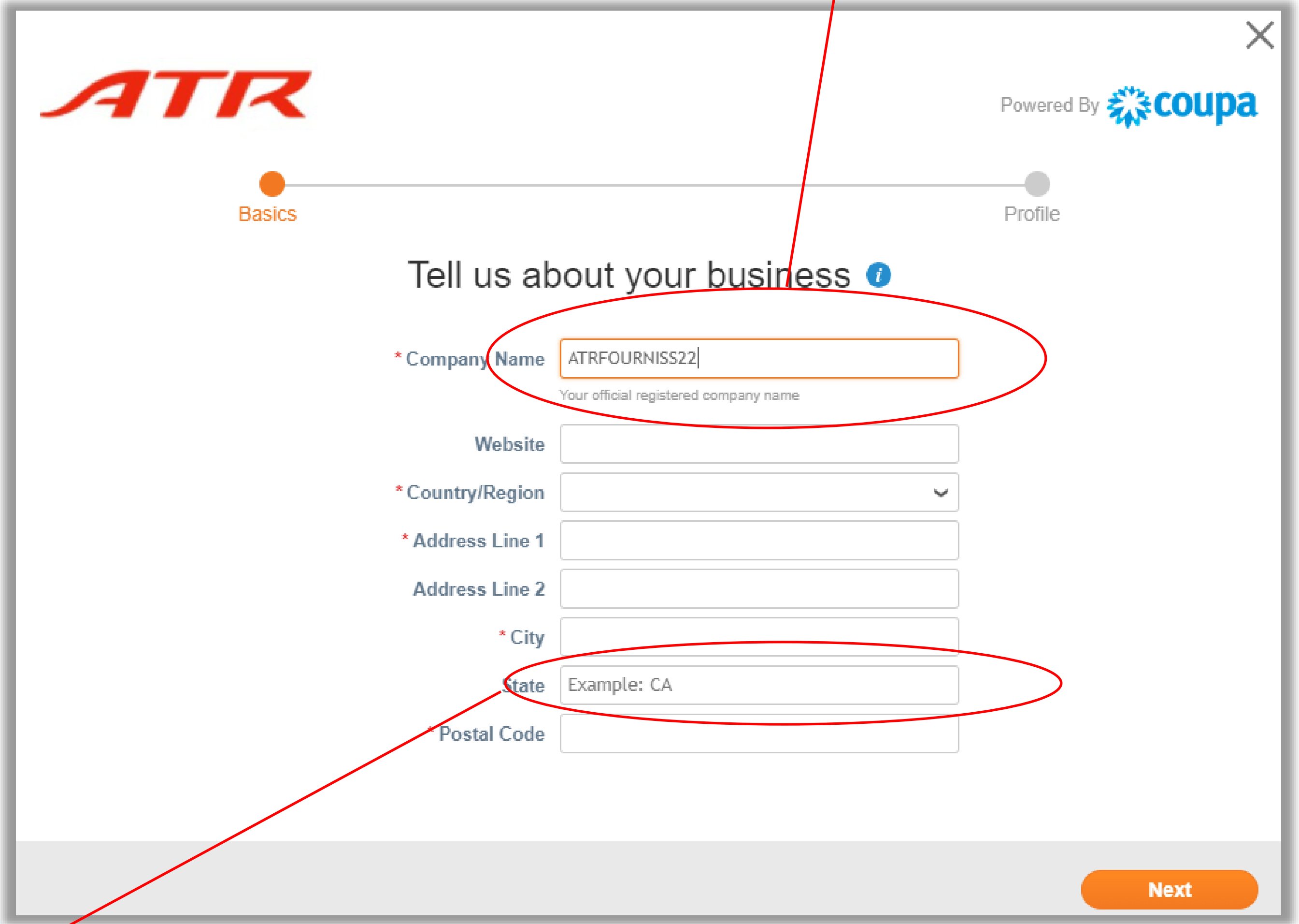
- When you click on the “Join and Respond” button, you will be redirected to the activation page of your CSP account
- In the pop-up window that appears, set your password in the “Password” field and confirm it in the “Password Confirmation” field
- Click on the hyperlinked “Privacy Policy” to view Coupa's 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”



SIM – Creating a CSP account

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

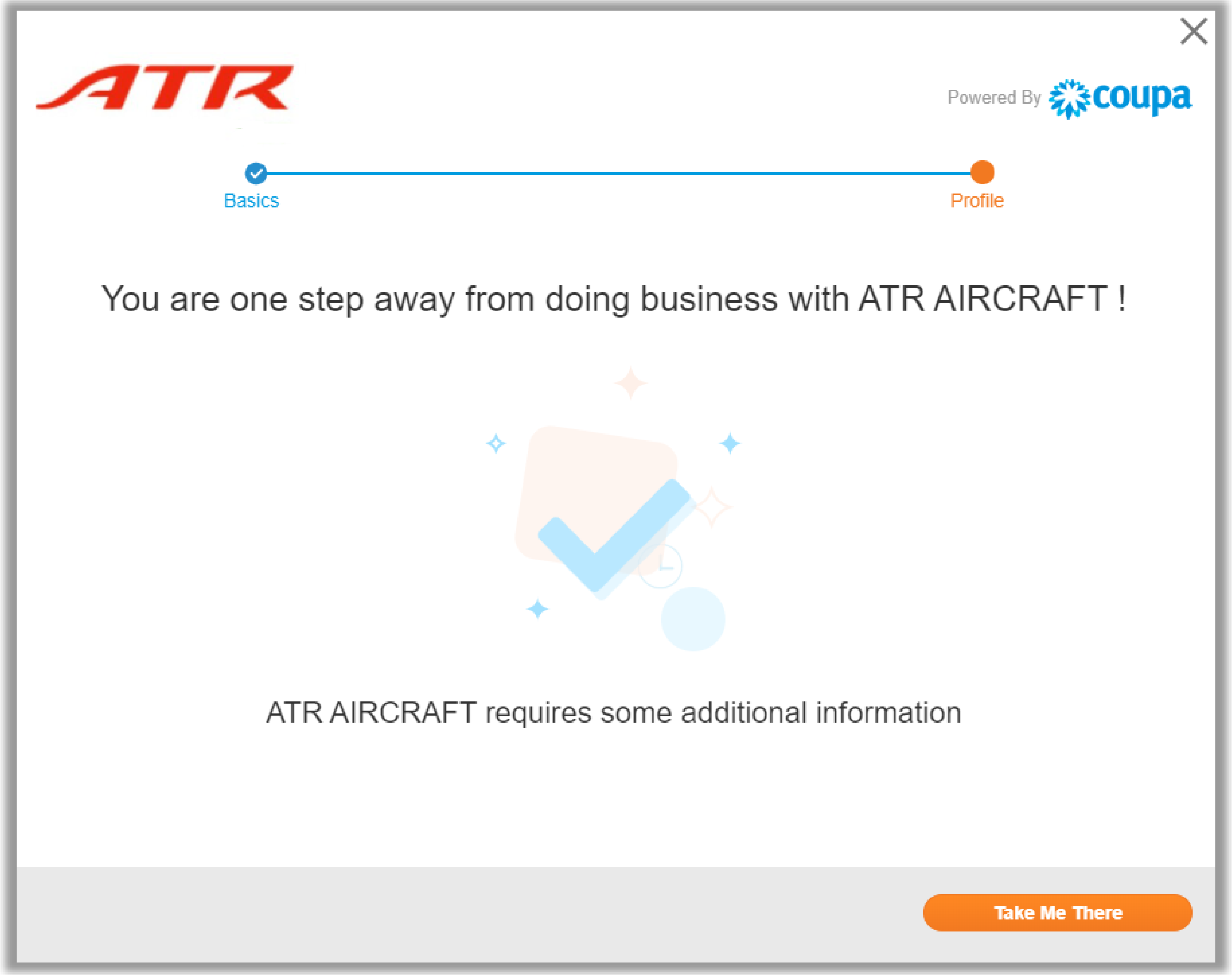
- The fields are pre-filled with the information available to ATR. However, you have the possibility to correct them in this section
- Once logged in, a pop-up window will appear where you can check/edit your company details (company name, registered office address)
- Only fields marked with a red asterisk * 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"



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

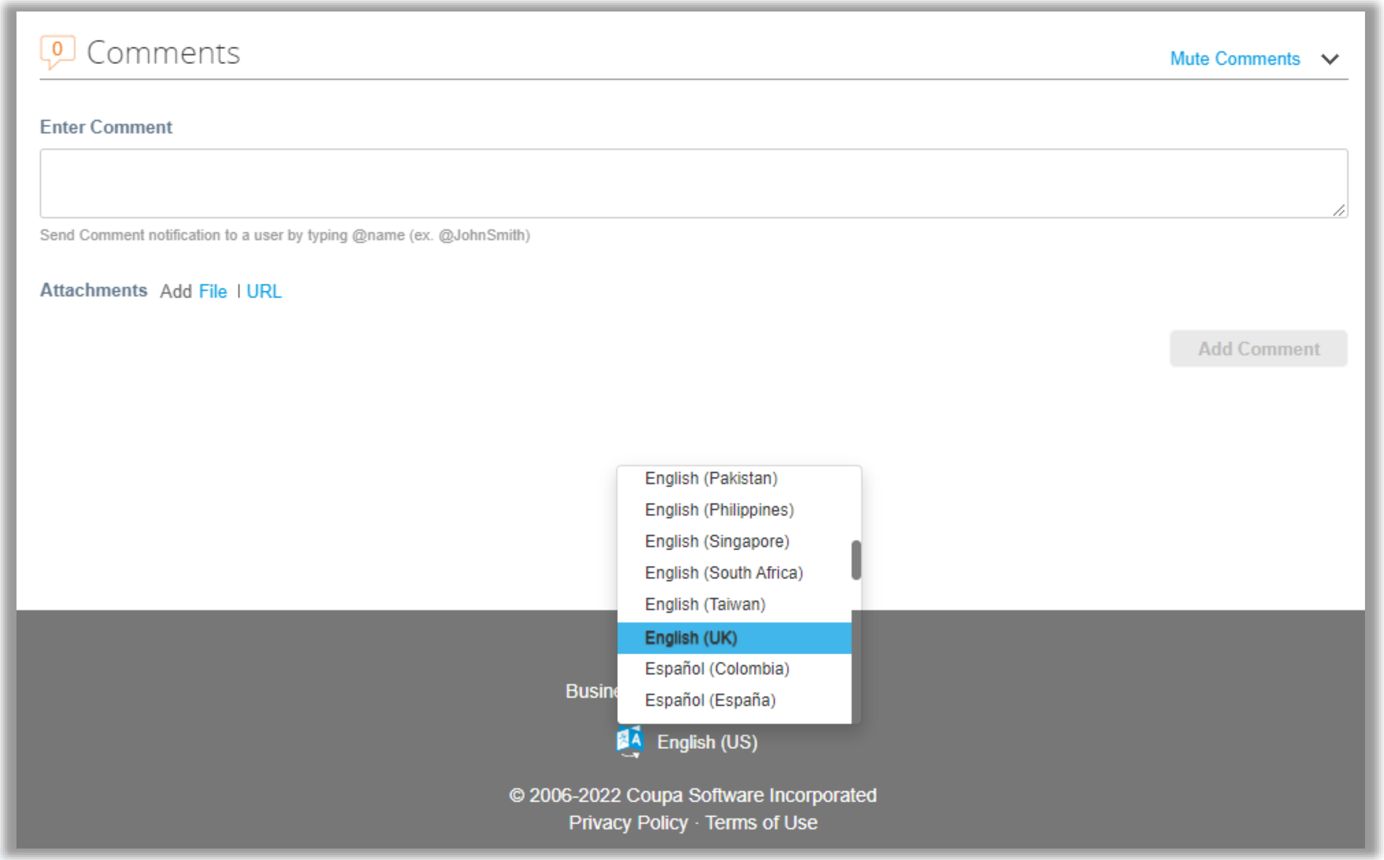
SIM – Creating a CSP account

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



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

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

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>
to atrfournisseurtest+4

ATR TEST You are Connected to GIE ATR on Coupa

Powered by coupa

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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 chater avec vos interlocuteurs chez ATR, retrouver vos bons de commandes etc.

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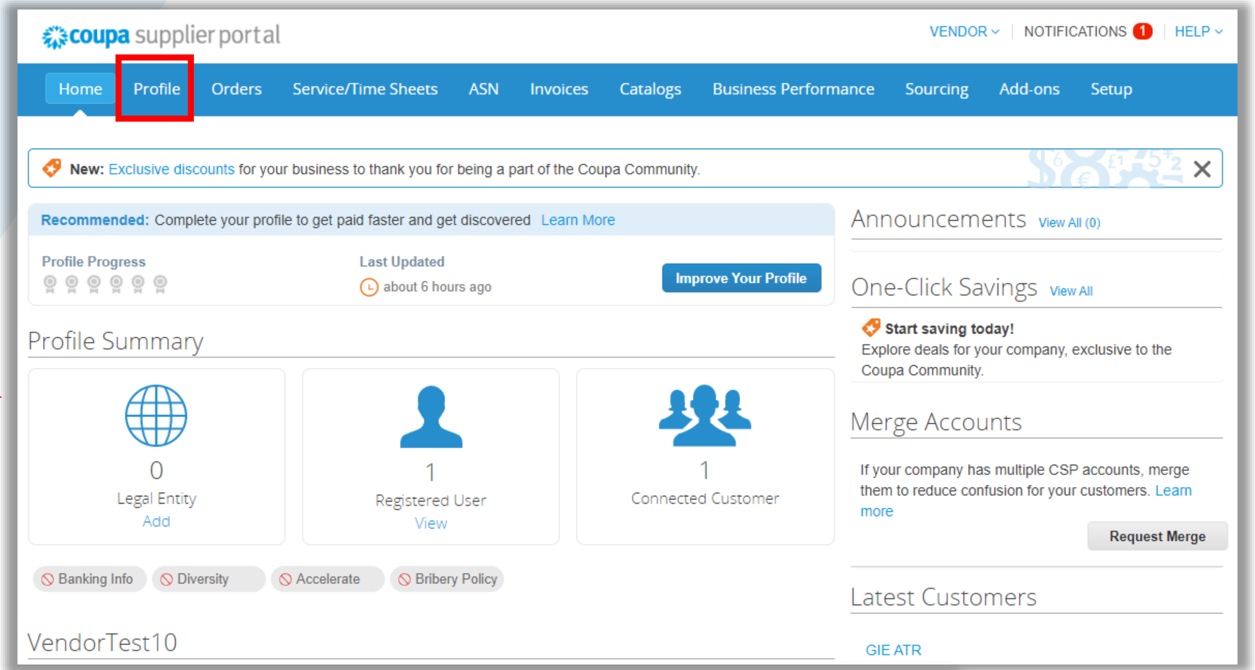
Welcome to Coupa!

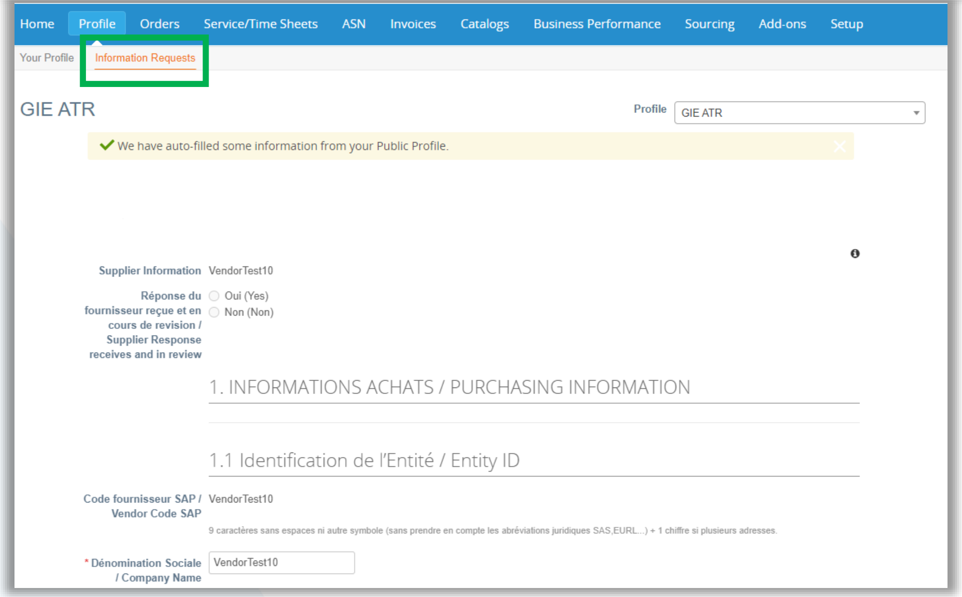
Note: If you have any problems to transmit the requested information, please do not hesitate to contact the focal point that initiated the listing process.

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





SIM – Filling in the form

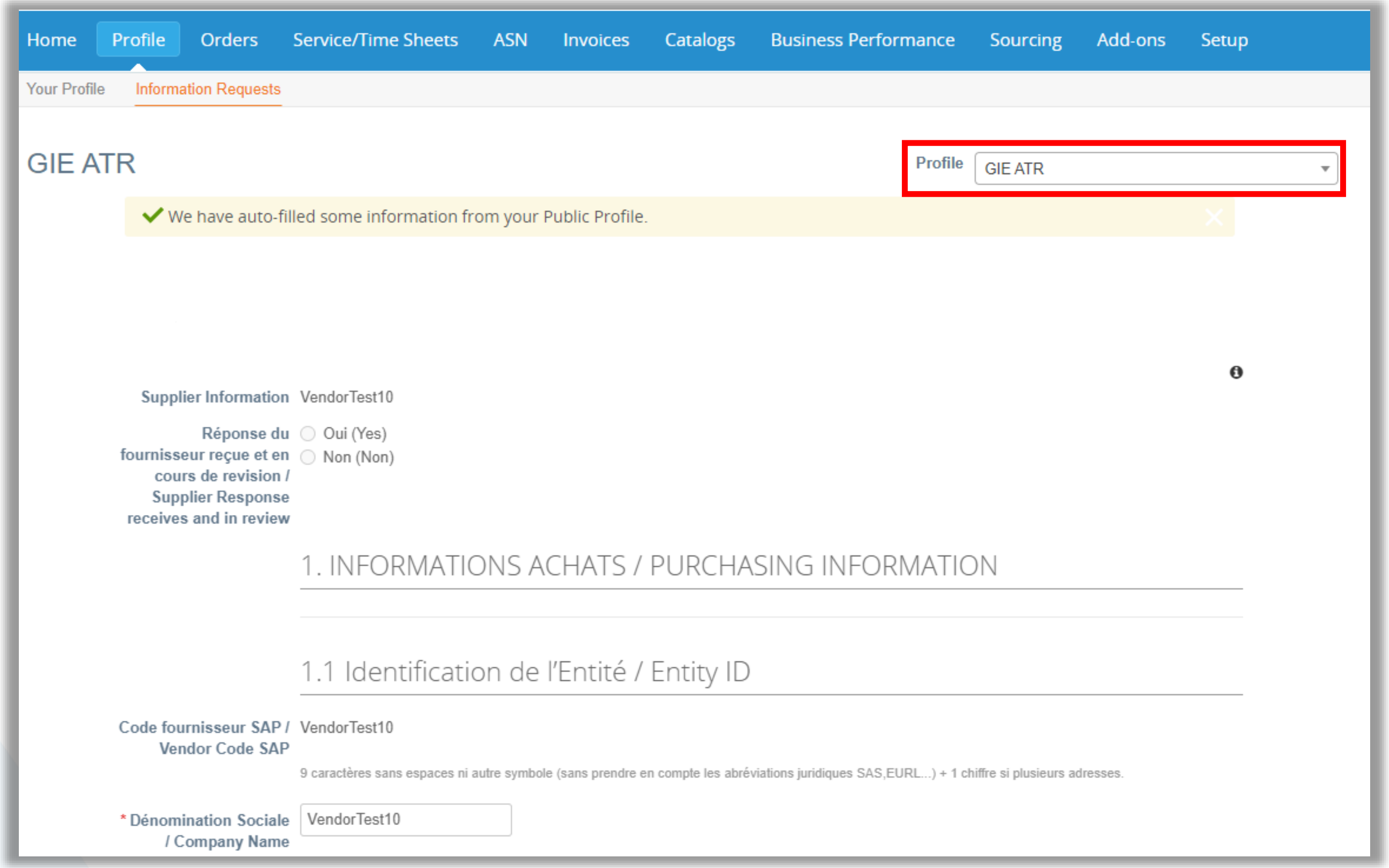
Attention: Your referencing and your timely payments depend on the quality of the data entered

- 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

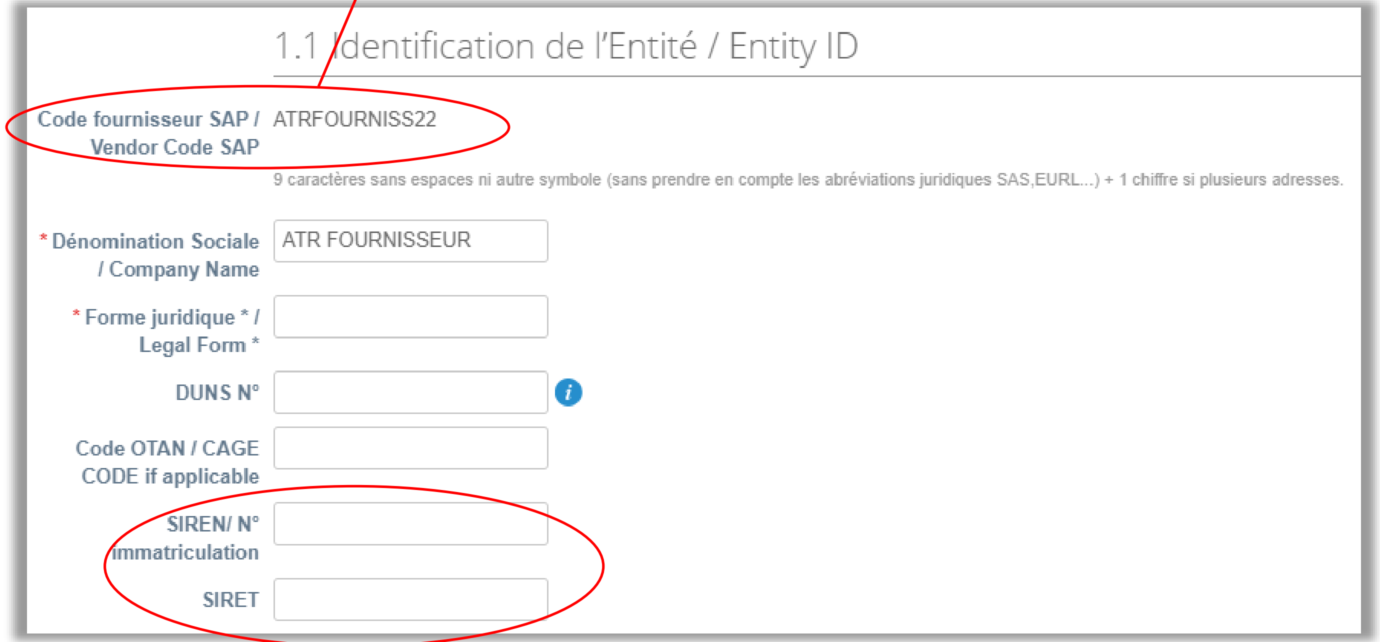


SIM – Filling in the form

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 / Vendor Code SAP: ATRFOURNISS22

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: ATR FOURNISSEUR

* Forme juridique * / Legal Form *:

DUNS N°:

Code OTAN / CAGE CODE if applicable:

SIREN/ N° immatriculation:

SIRET:

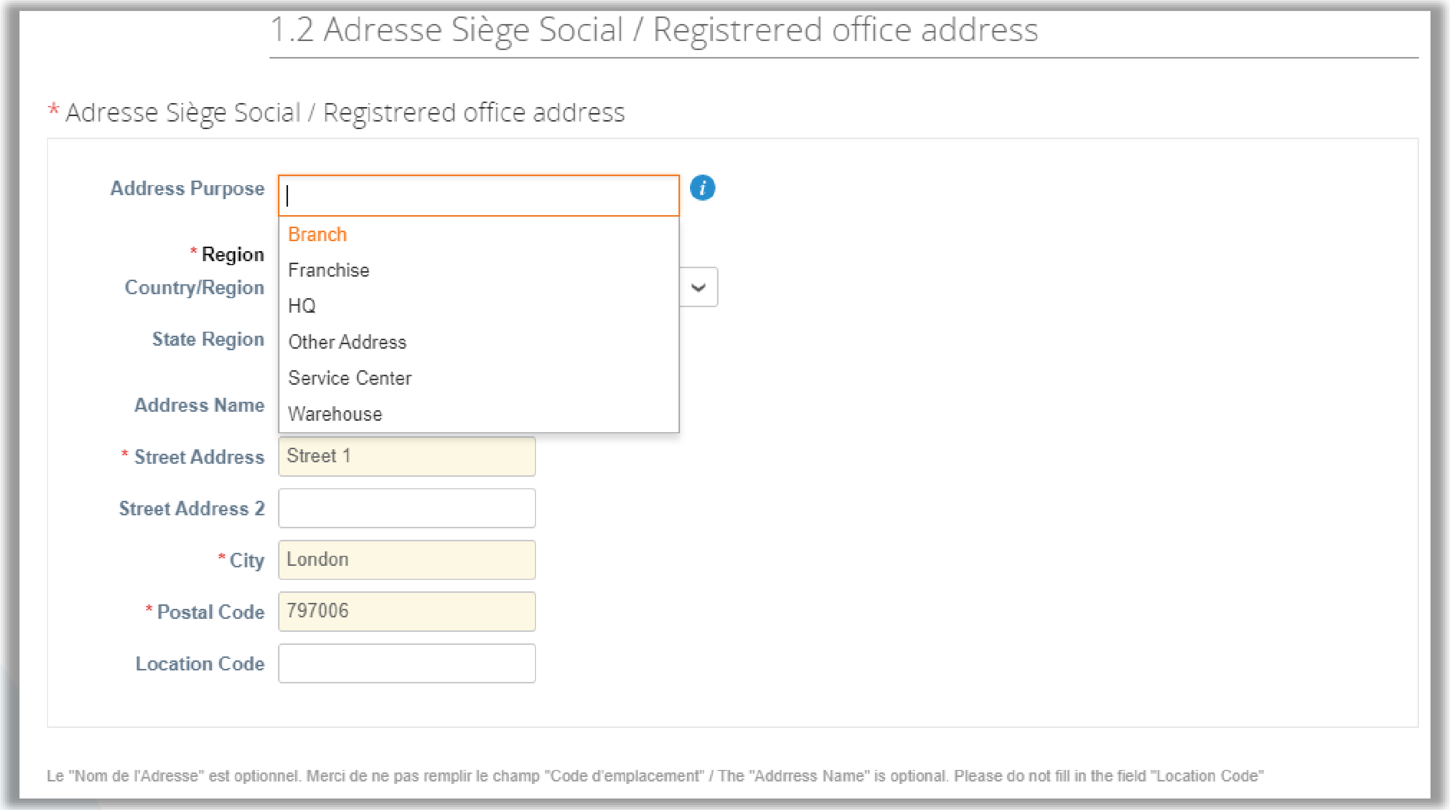
Although not marked with a *, the SIREN and SIRET numbers are mandatory for companies registered in France

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



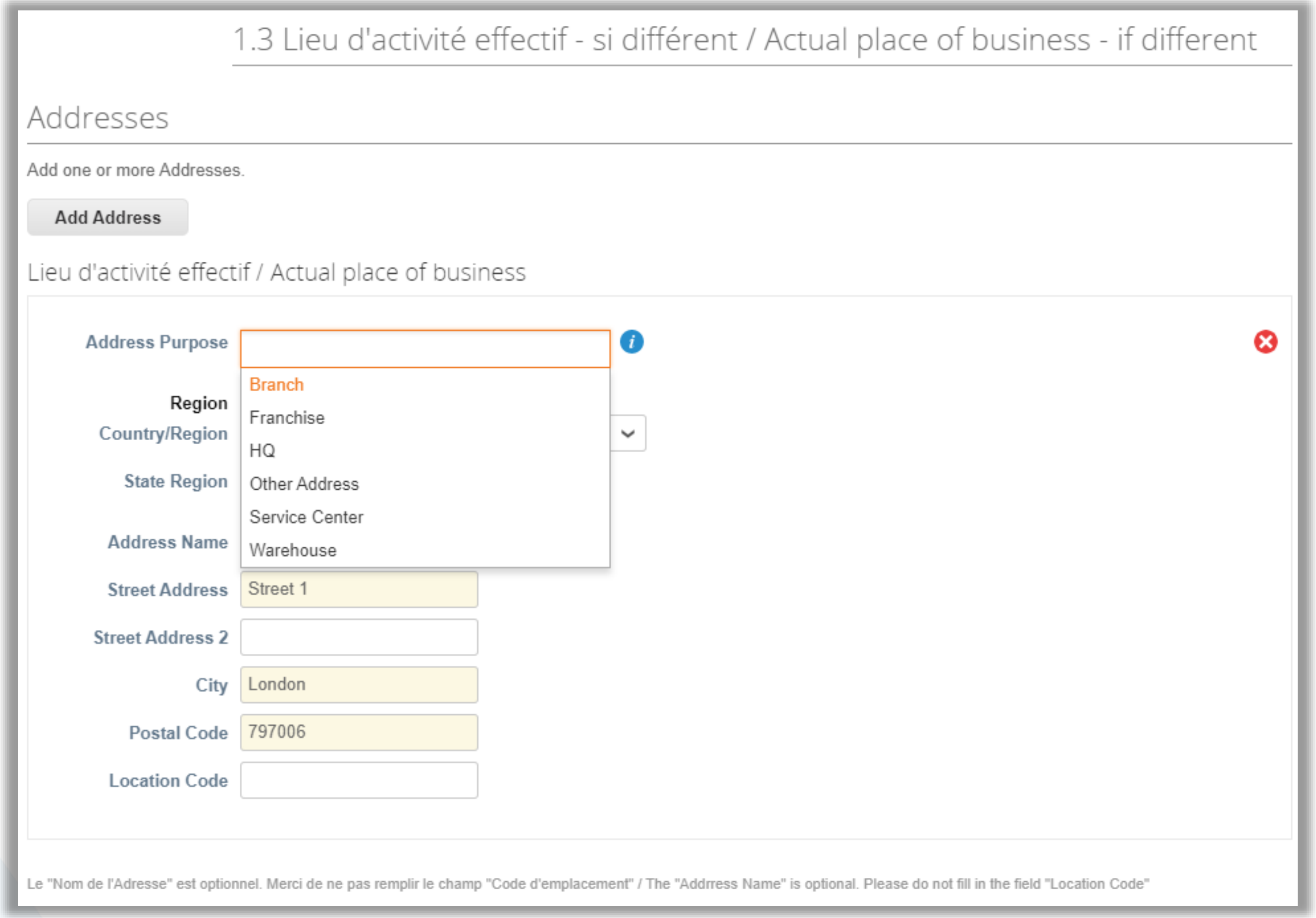
SIM – Filling in the form

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

Branch
Franchise
HQ
Other Address
Service Center
Warehouse

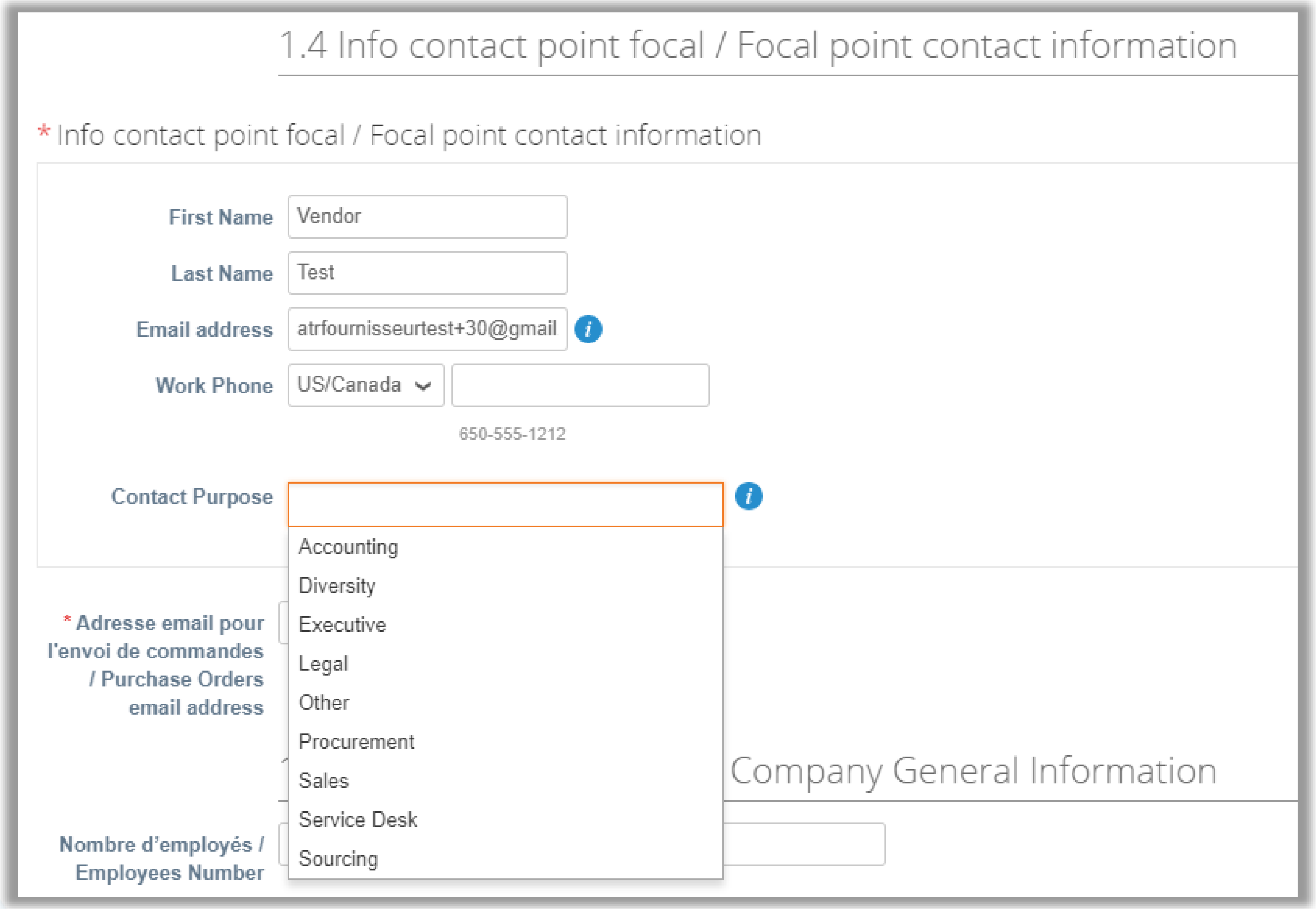
Region
Country/Region
State Region
Address Name
Street Address: Street 1
Street Address 2
City: London
Postal Code: 797006
Location Code

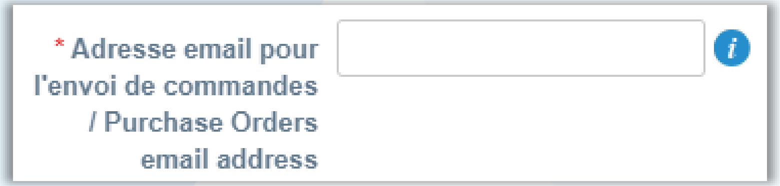
Le "Nom de l'Adresse" est optionnel. Merci de ne pas remplir le champ "Code d'emplacement" / The "Addrress Name" is optional. Please do not fill in the field "Location Code"

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**

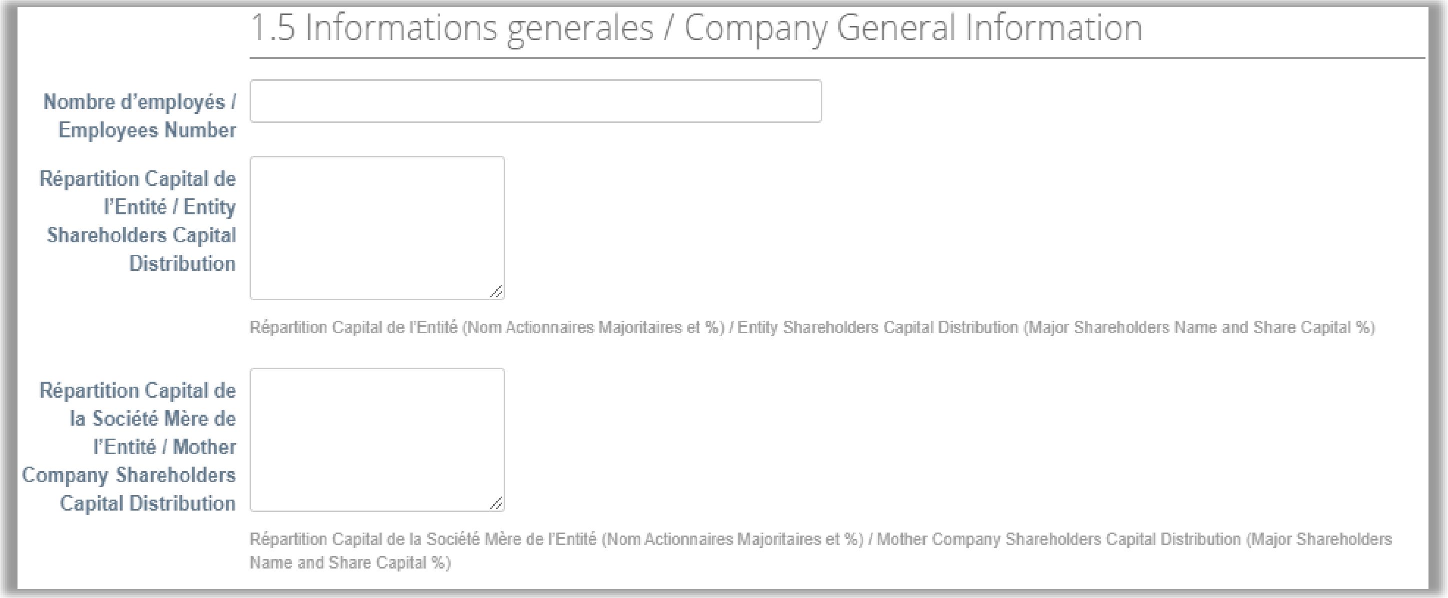




SIM – Filling in the form

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

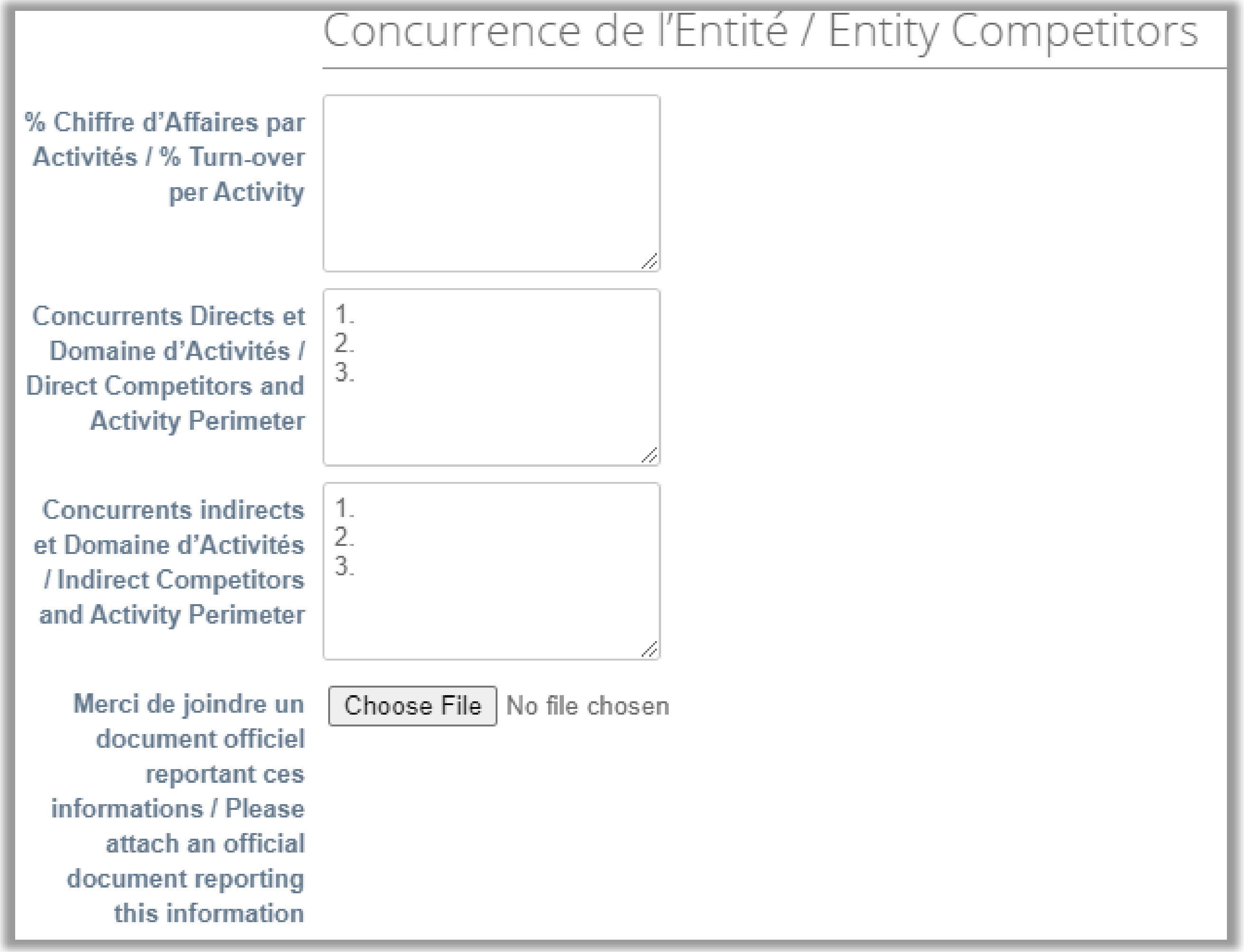
Entity Main Activities Section

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

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



SIM – Filling in the form

Entity / Management Contacts Section

- Please note the following information before adding the contacts

Contacts Entité / Management

Veuillez ajouter toutes les coordonnées de tous les points de contact qui interagiront avec ATR en cliquant sur "Ajouter un contact". Veuillez 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

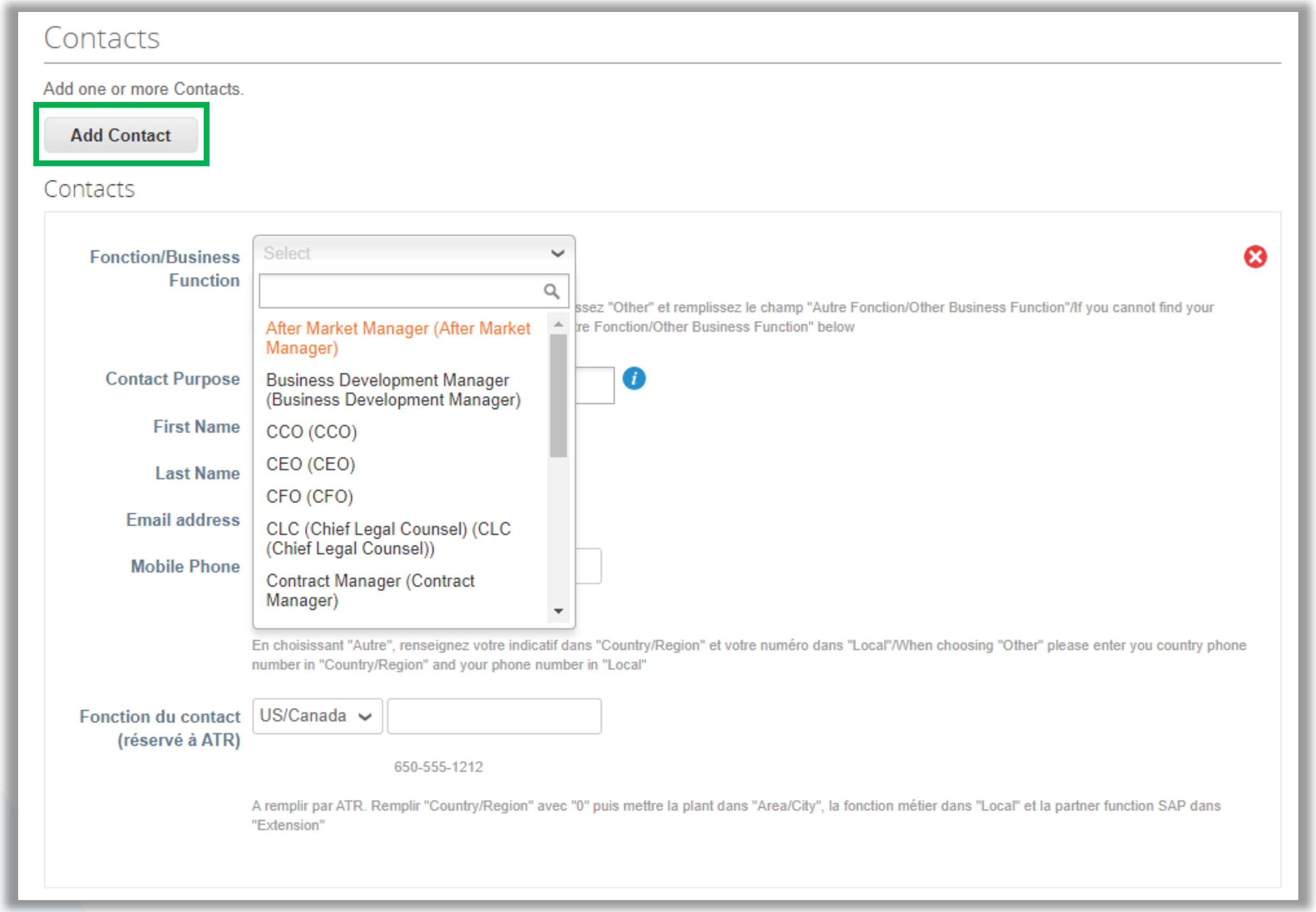
CEO
CFO
CCO
COO
CPO
SVP Customer Services
CLC (Chief Legal Counsel)
Sales Representative
Business Development Manager
After Market Manager
Sales Engineer
Contract Manager
Quality Manager
Program Manager
Product Support Manager

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

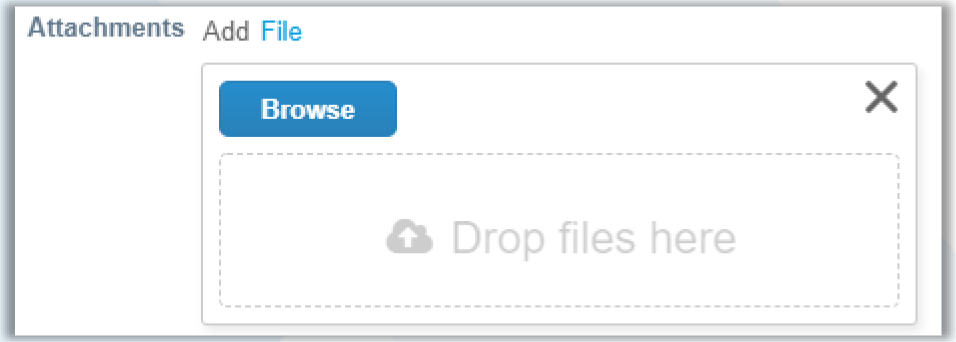
Note: you will have the possibility to add several contacts by clicking on the “Add Contact” button



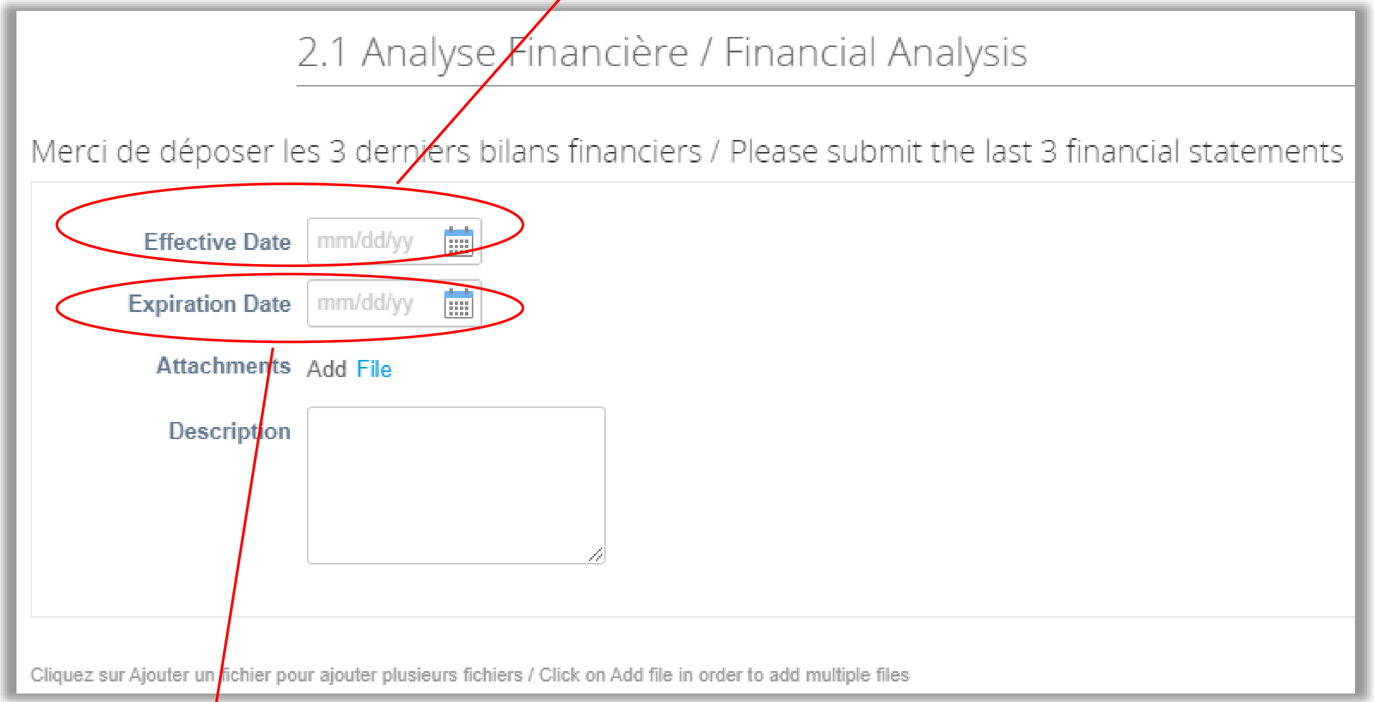
SIM – Filling in the form

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



Fiscal year start date



Financial year end date

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

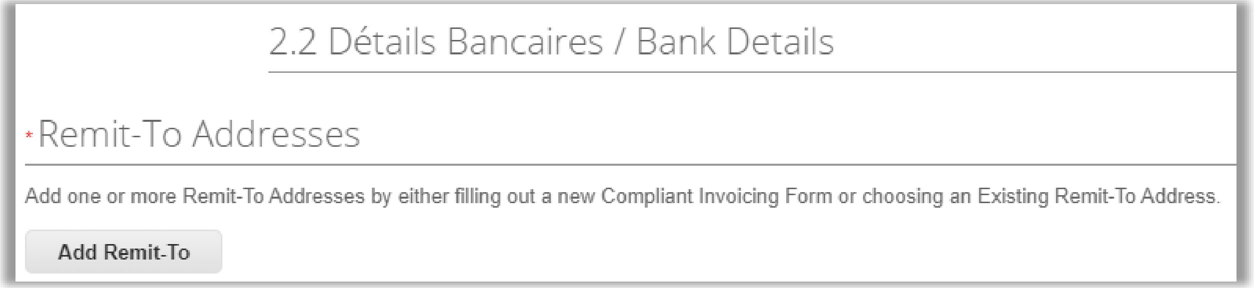
- **Caution:** The information filled in this sub-form (Name of the entity, VAT number, SIRET...) concerns the company for which you are filling in the form and must not be inconsistent with the information provided in section 1.1 of the form

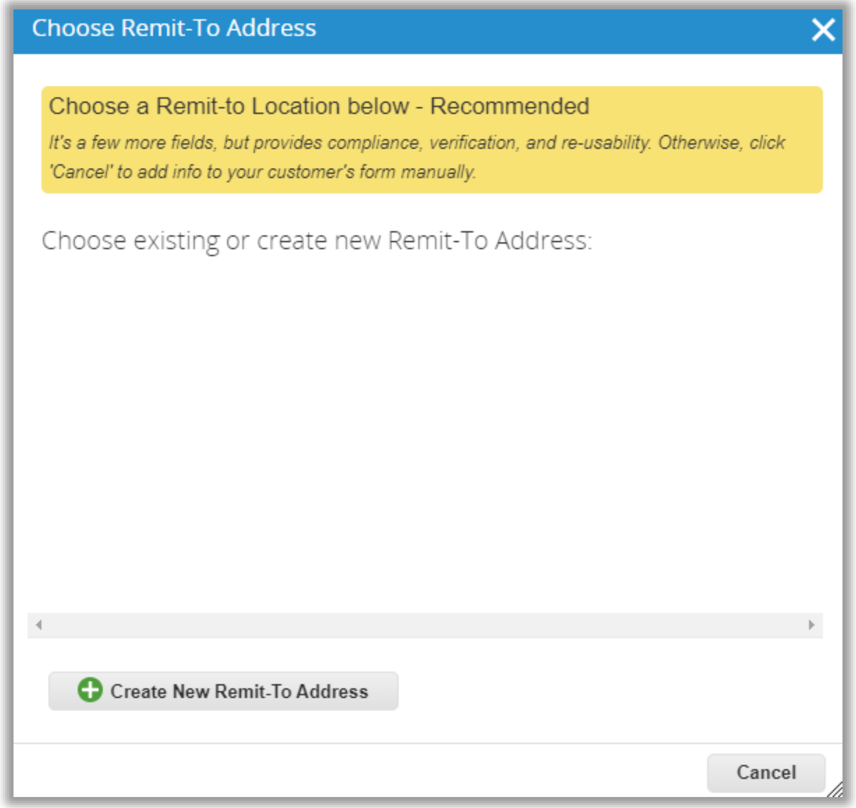
SIM – Filling in the form

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



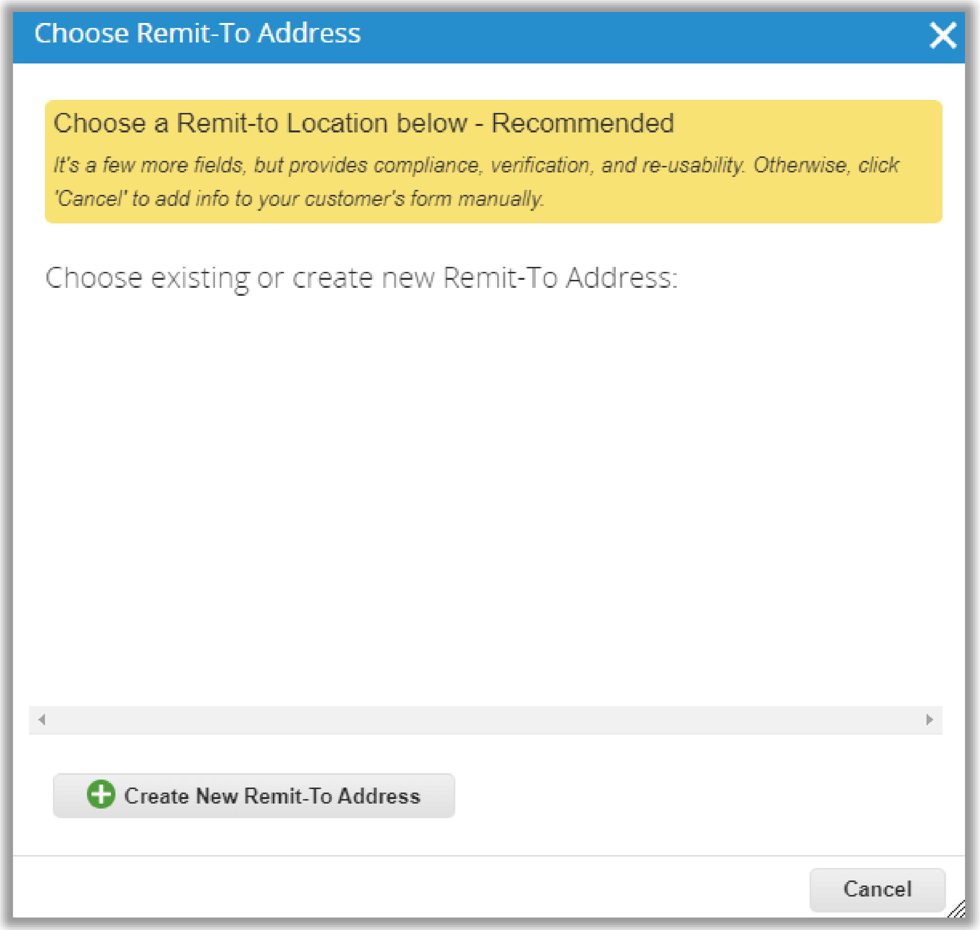


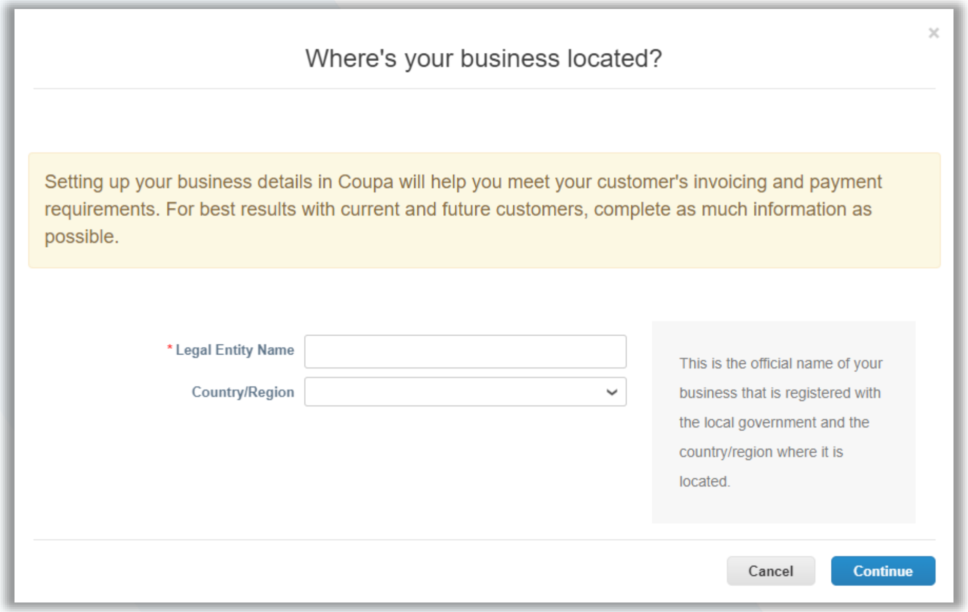
SIM – Filling in the form

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”



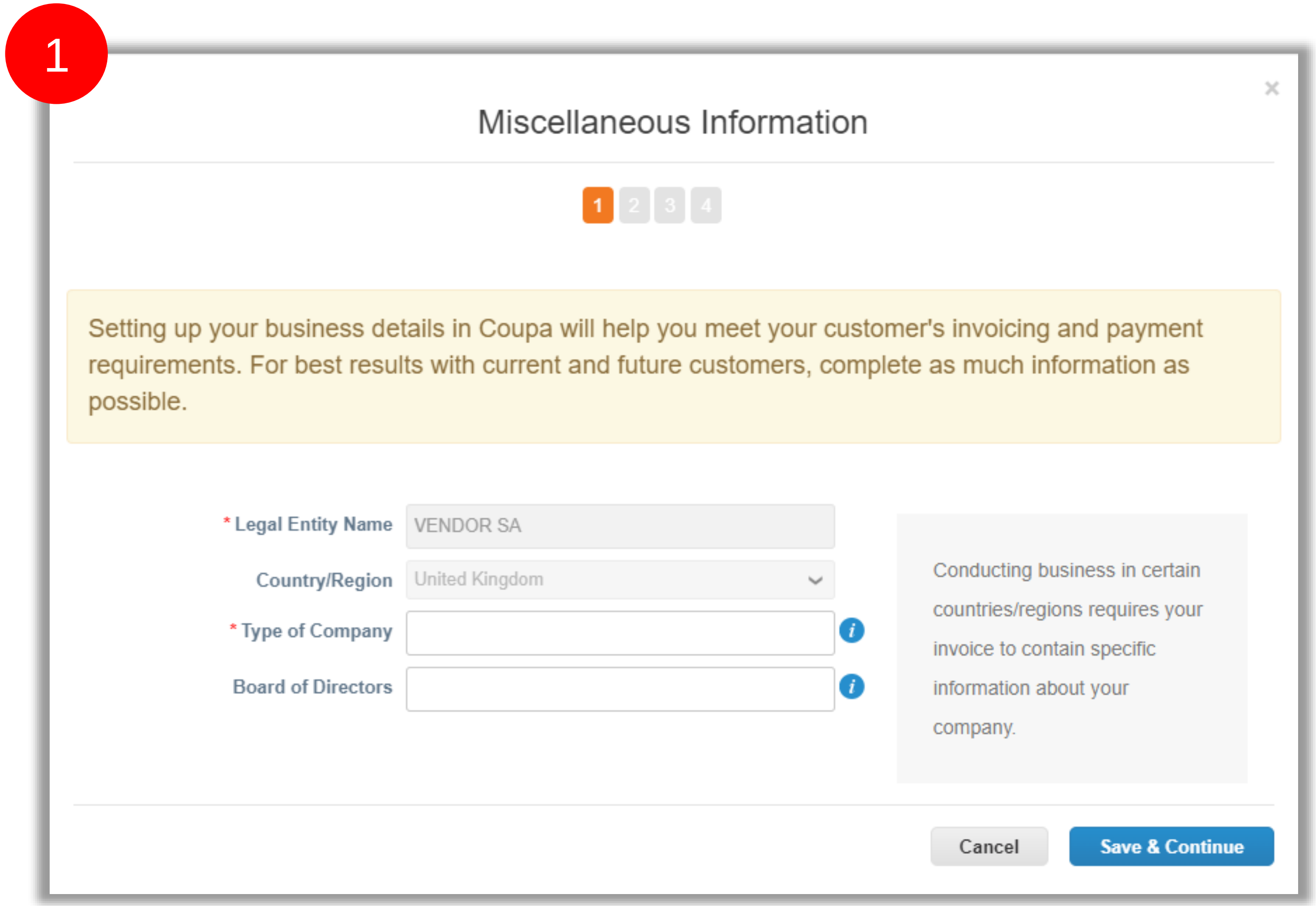


SIM – Filling in the form

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

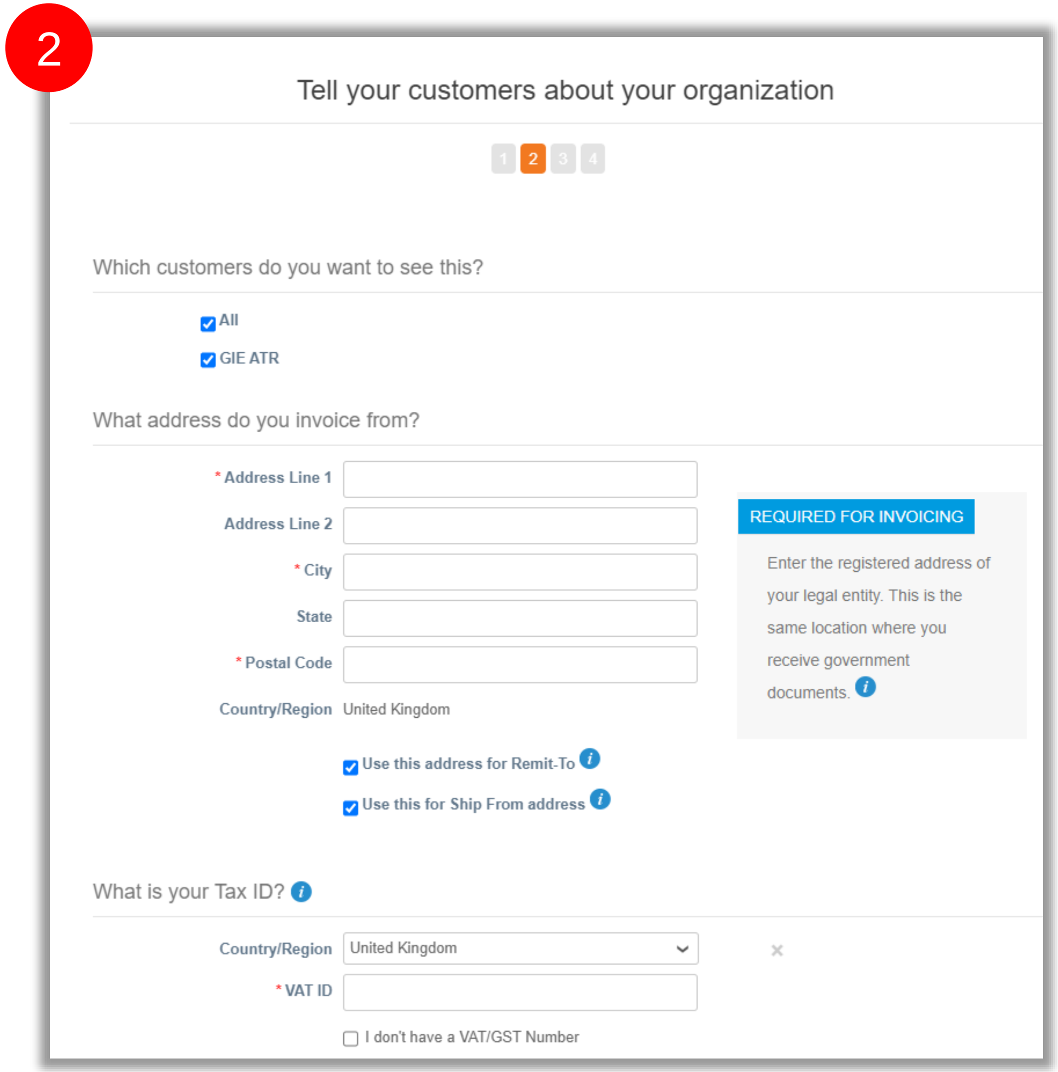
Note 2: The information requested depends on the country of registration of your company

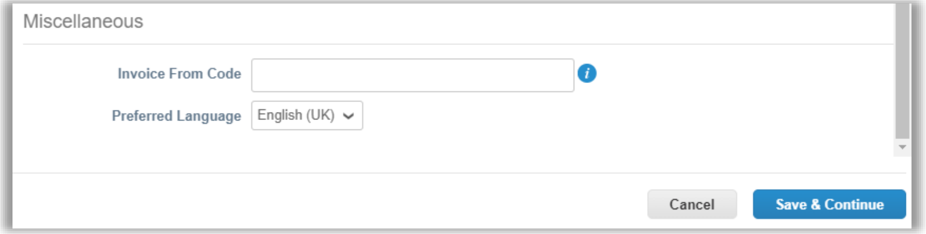
SIM – Filling in the form

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"





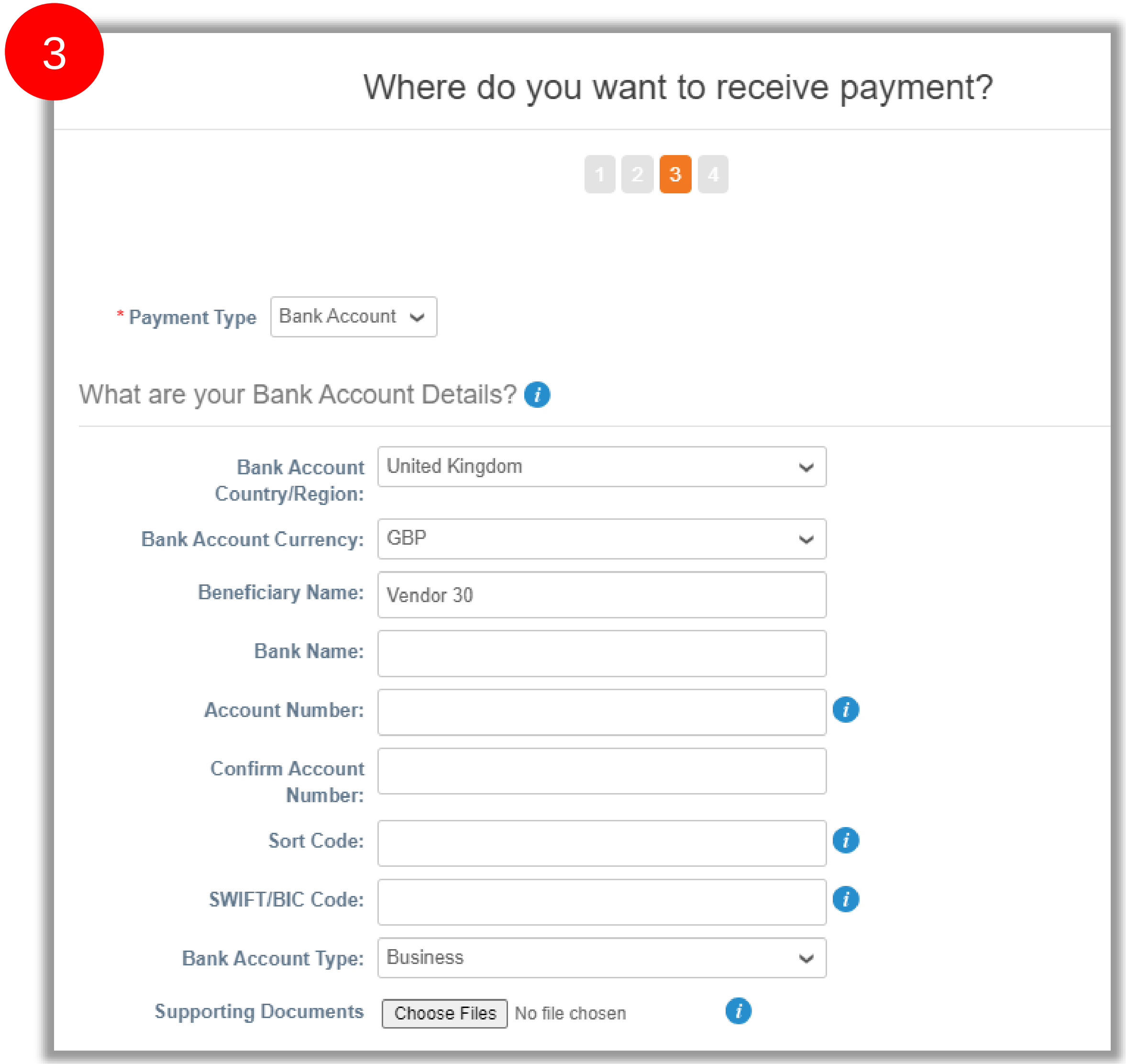
Note: Please do not fill in the "Miscellaneous" section (it is not necessary to fill in the "Invoice From Code" field)

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.)

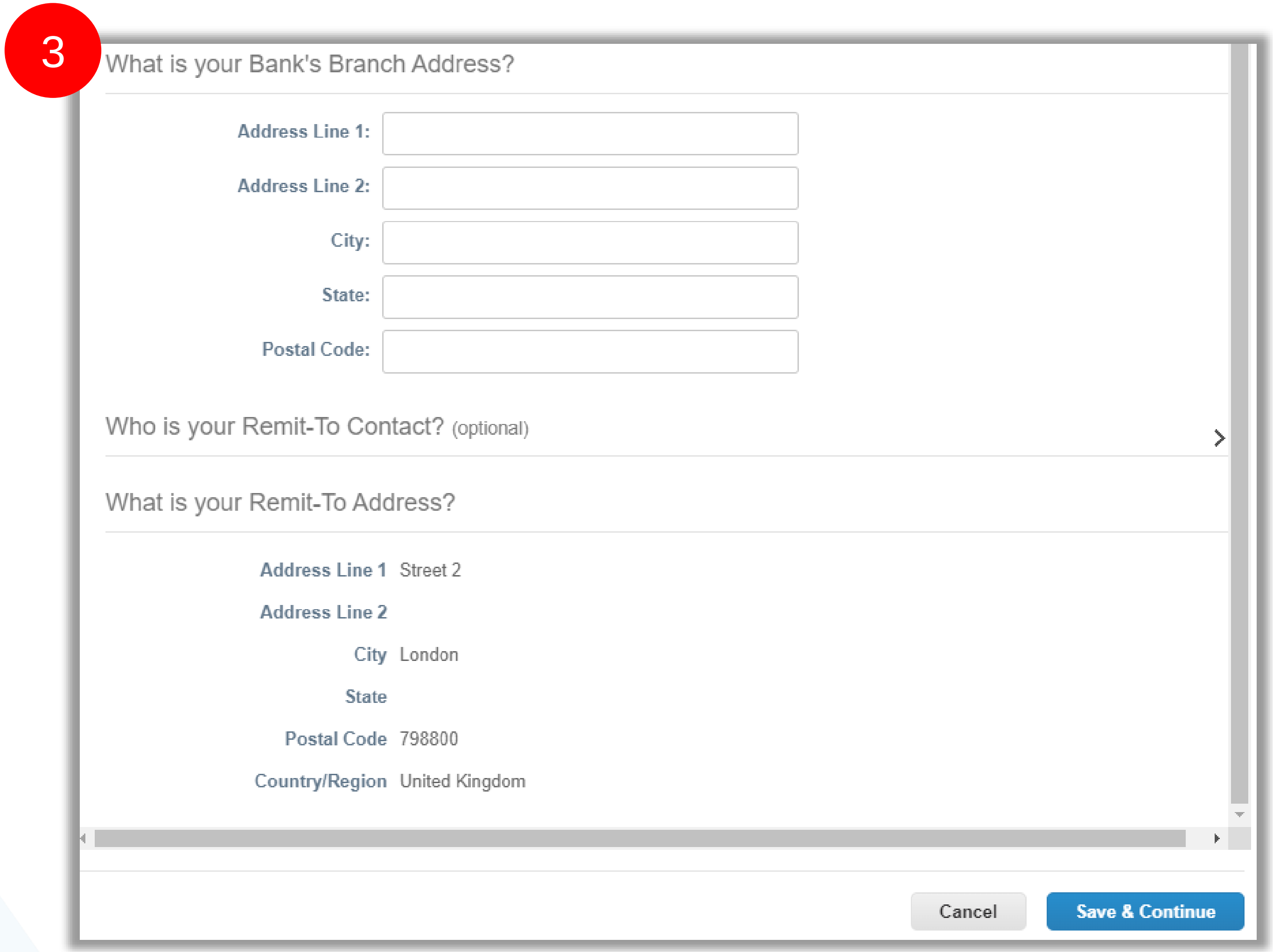


SIM – Filling in the form

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”



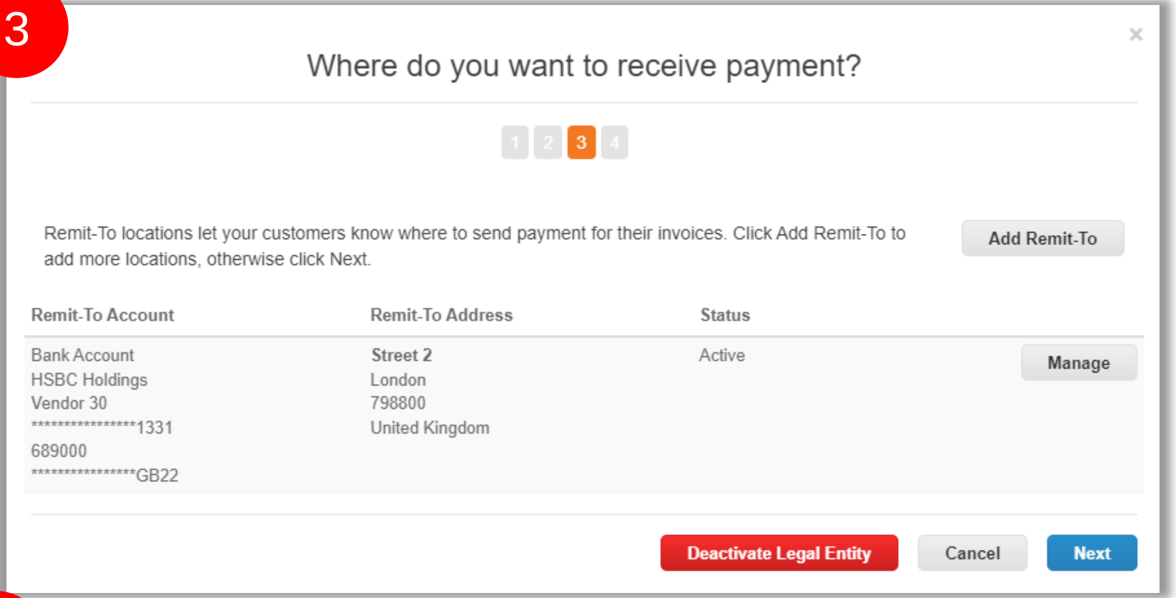
SIM – Filling in the form

Section 2.2 Bank Details

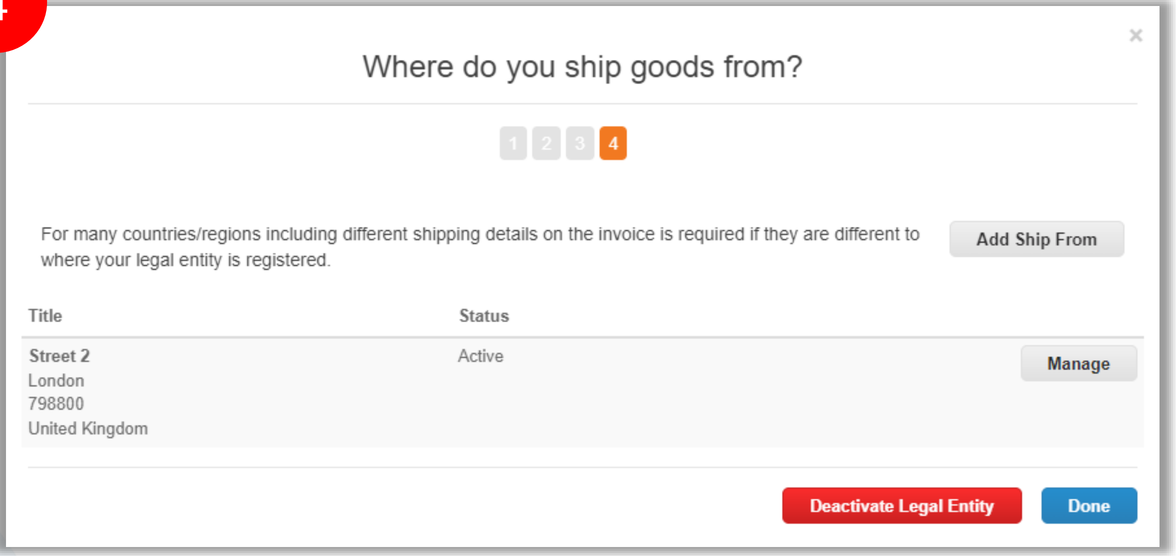
New CSP user

- ➢ 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

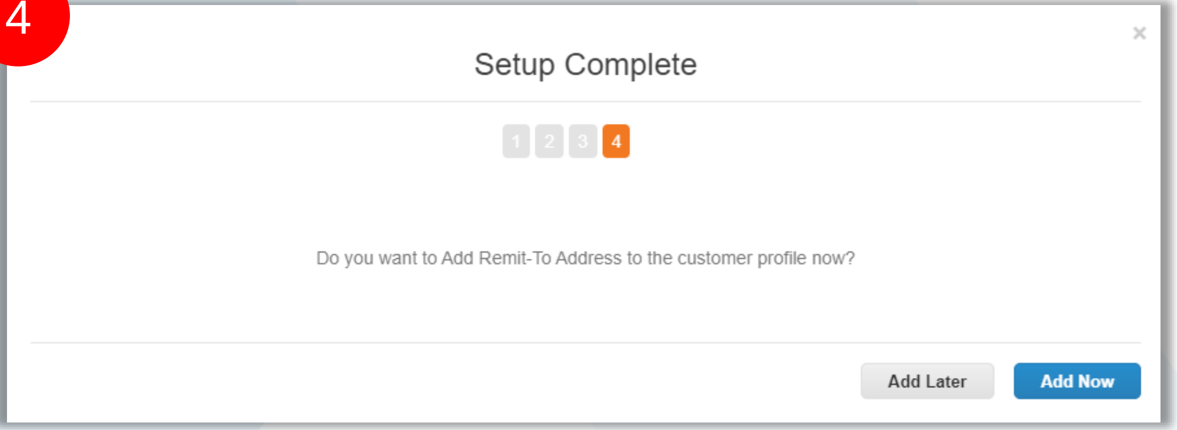
3



4



4



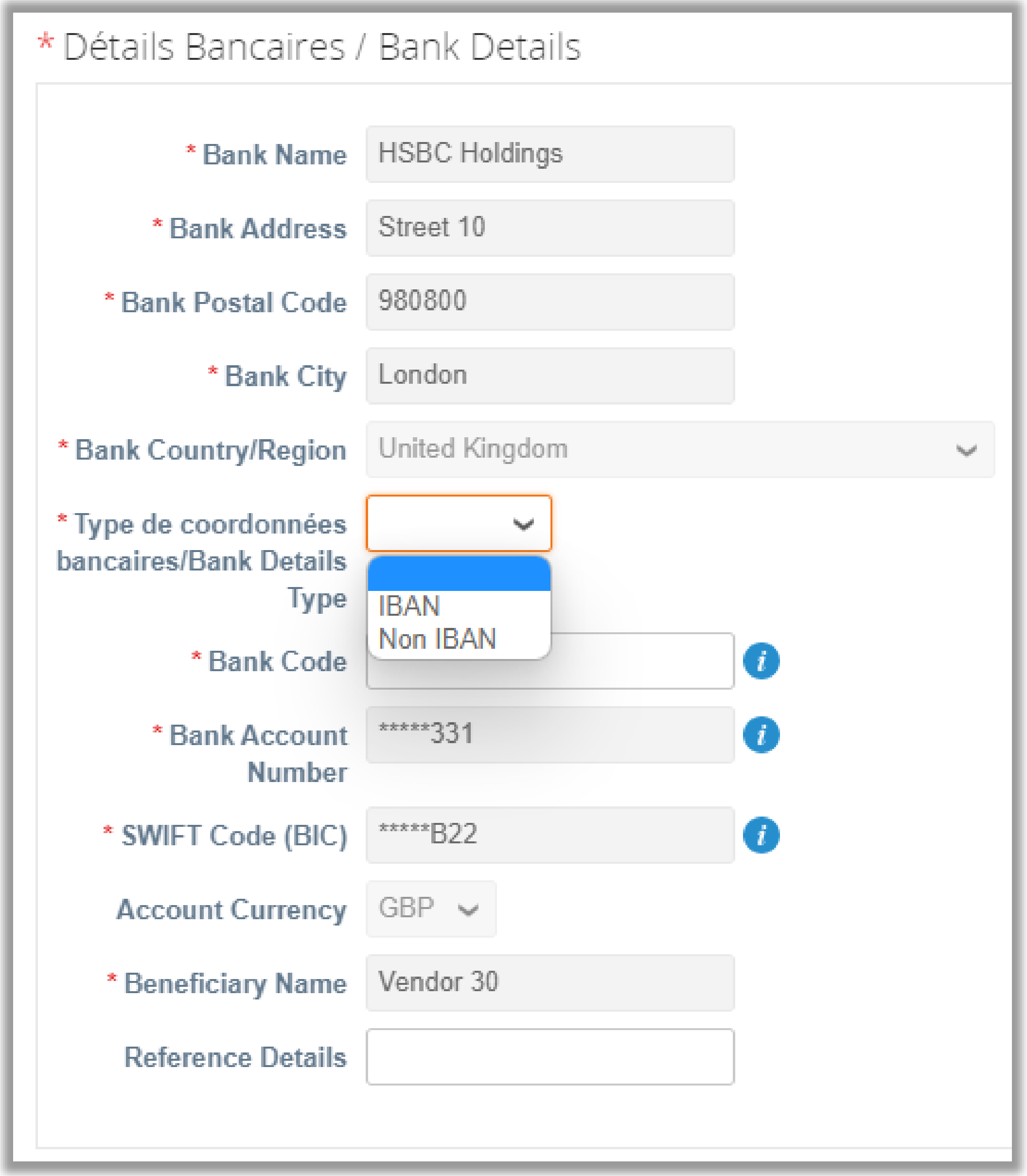
SIM – Filling in the form

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)



SIM – Filling in the form

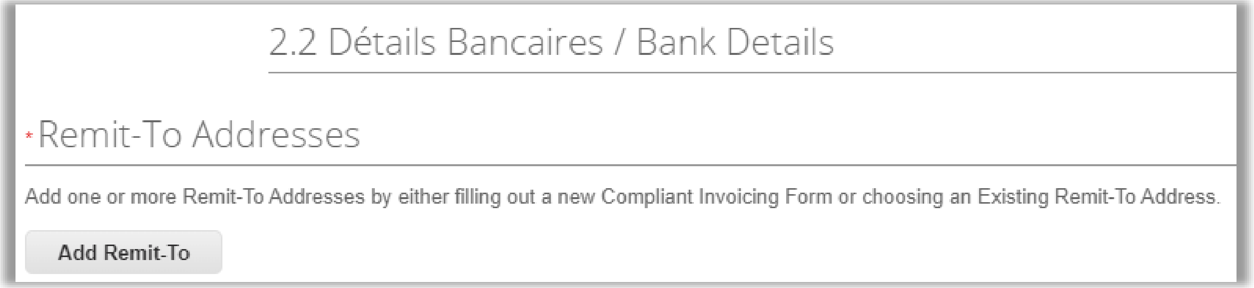
Section 2.2 Bank Details

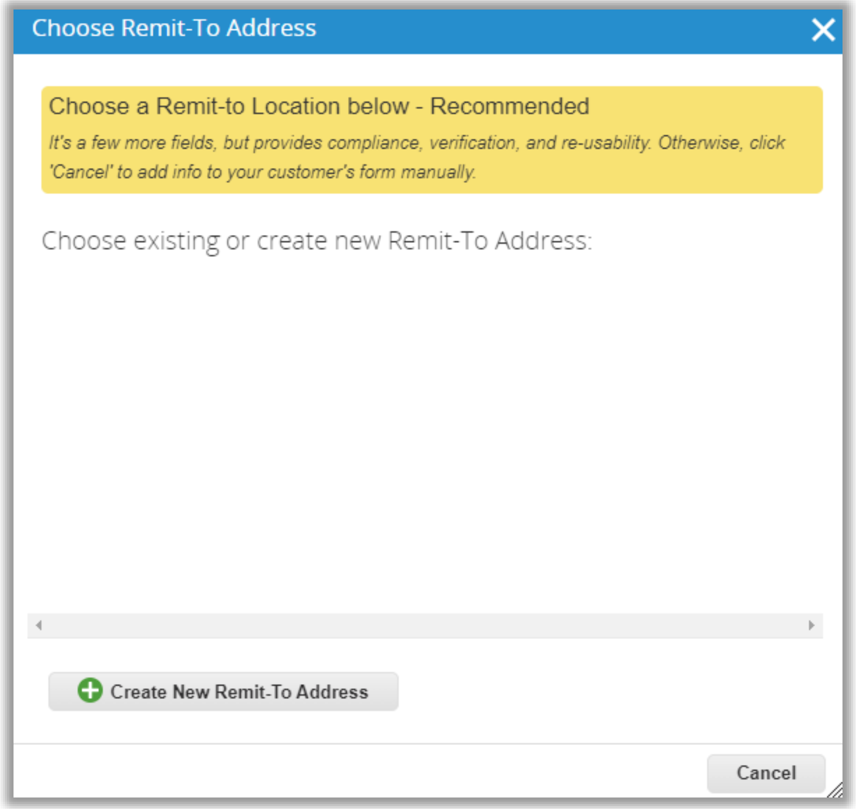
<u>New CSP user, without creating a remit-to address in the portal</u>

- 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.



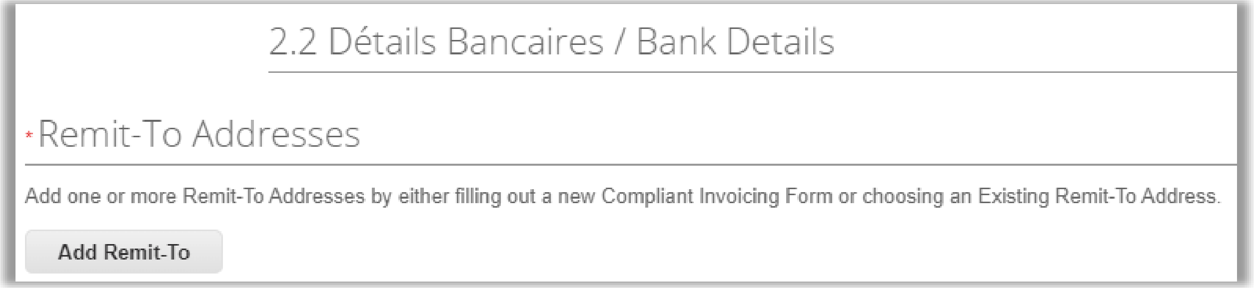


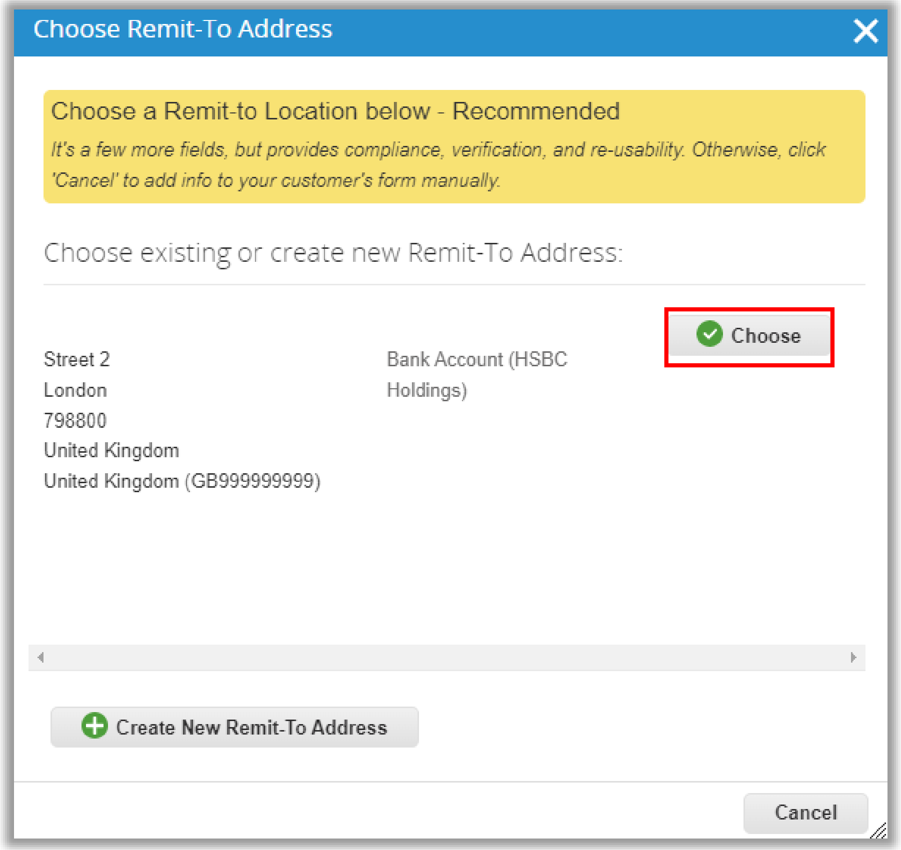
SIM – Filling in the form

Section 2.2 Bank Details

<u>Existing CSP user</u>

- 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





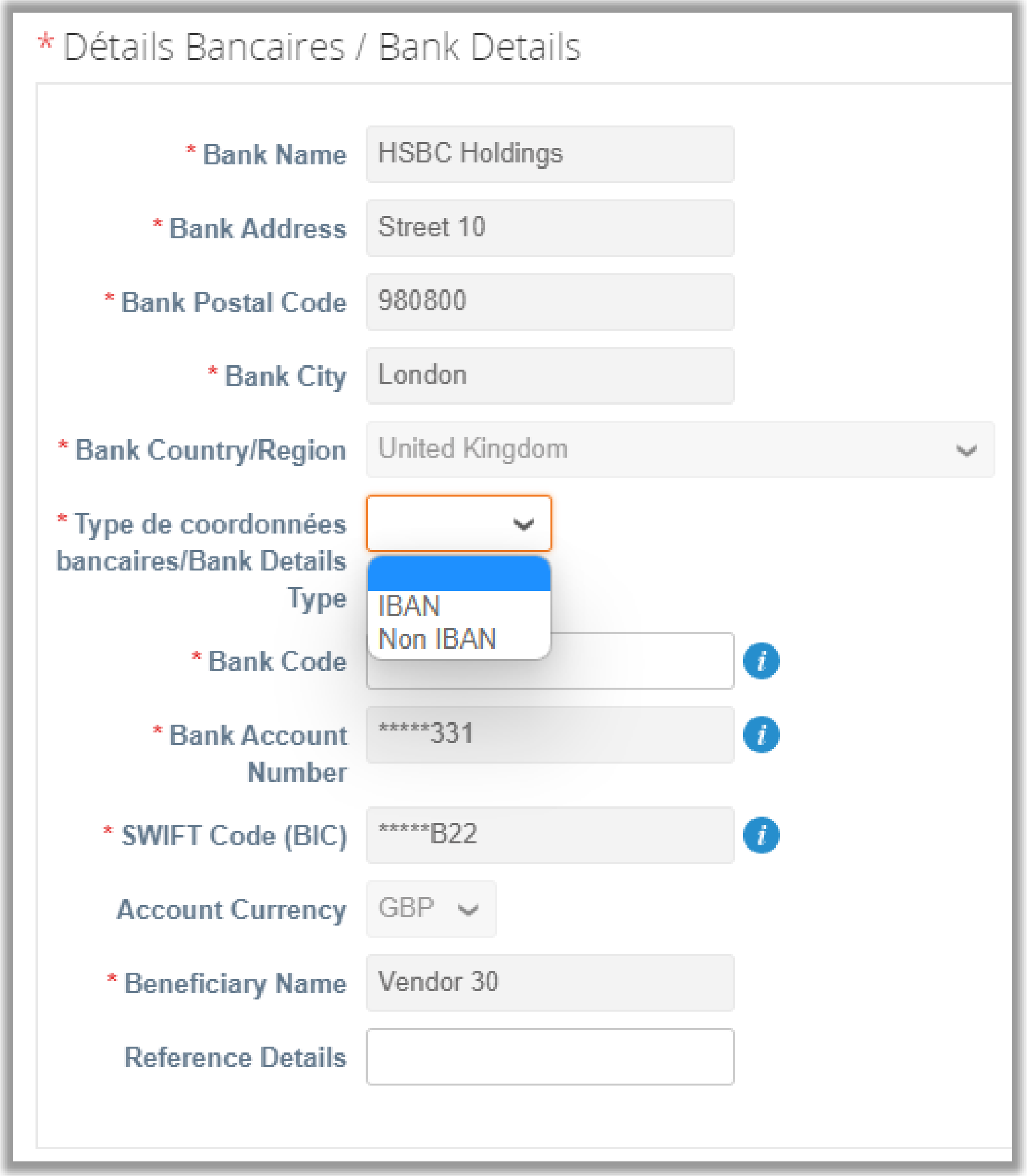
SIM – Filling in the form

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)

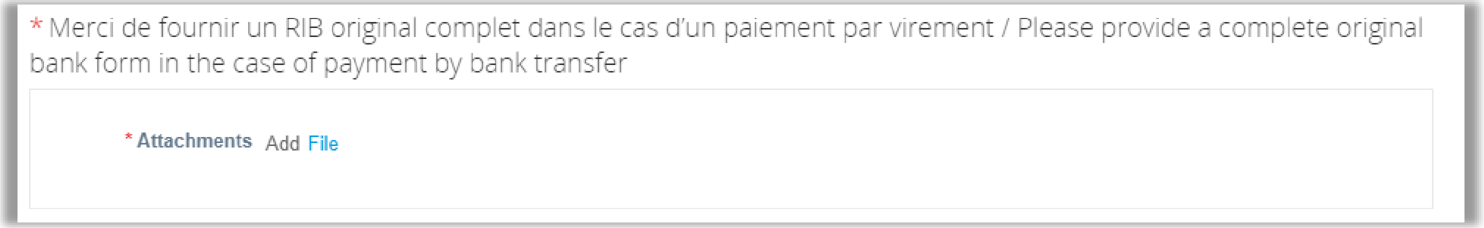
- **N.B**: The “Reference Details” field (optional) does not need to be filled in (Reserved for ATR)

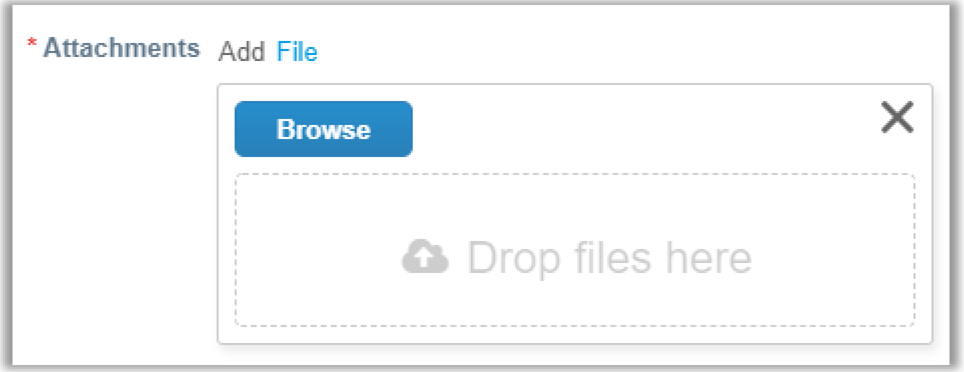


SIM – Filling in the form

Section 2.2 Bank Details

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

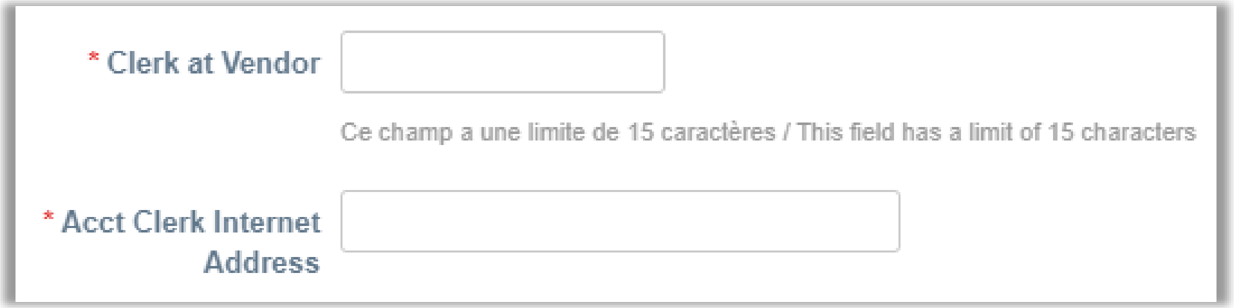




SIM – Filling in the form

Section 2.2 Bank Details

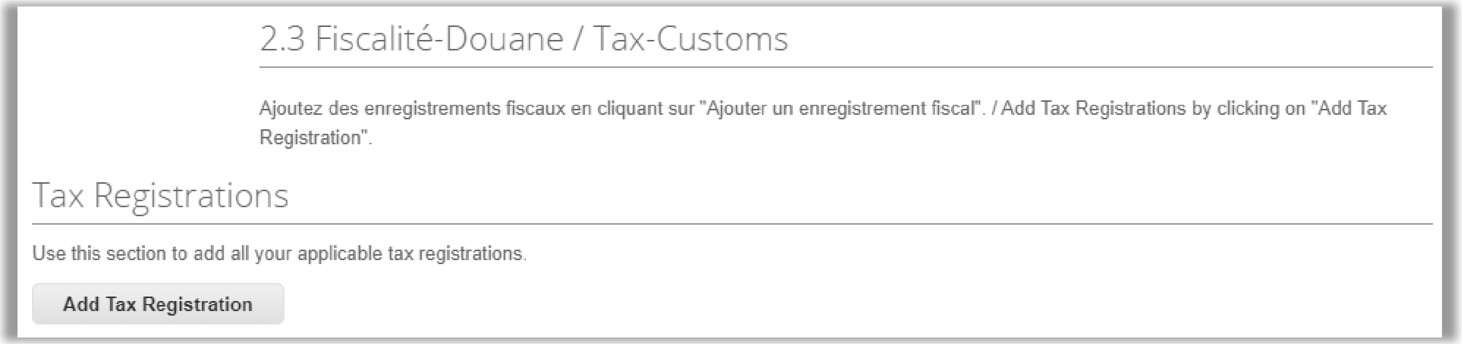
- Fill in the name or department of the Accounting contact who should receive the payment details issued by ATR: *Name and email address* – required fields

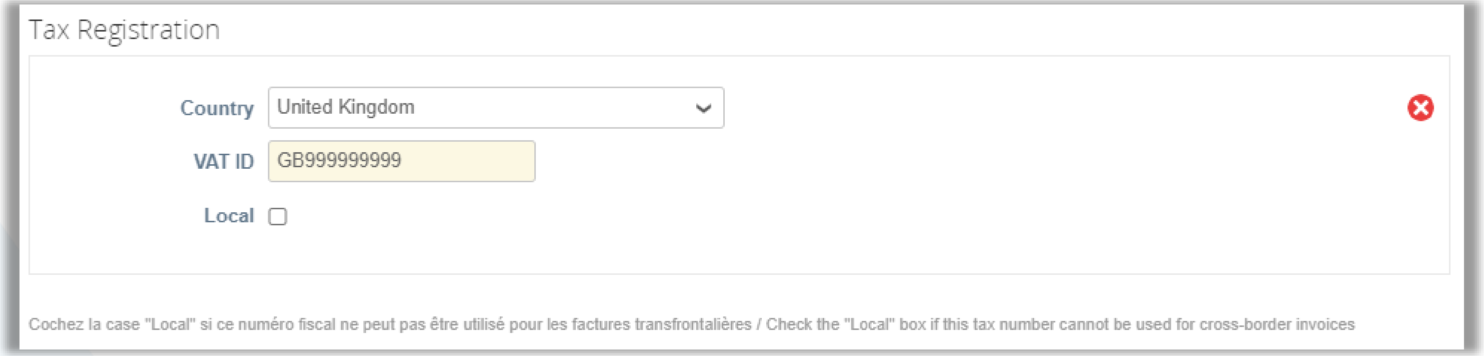


SIM – Filling in the form

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



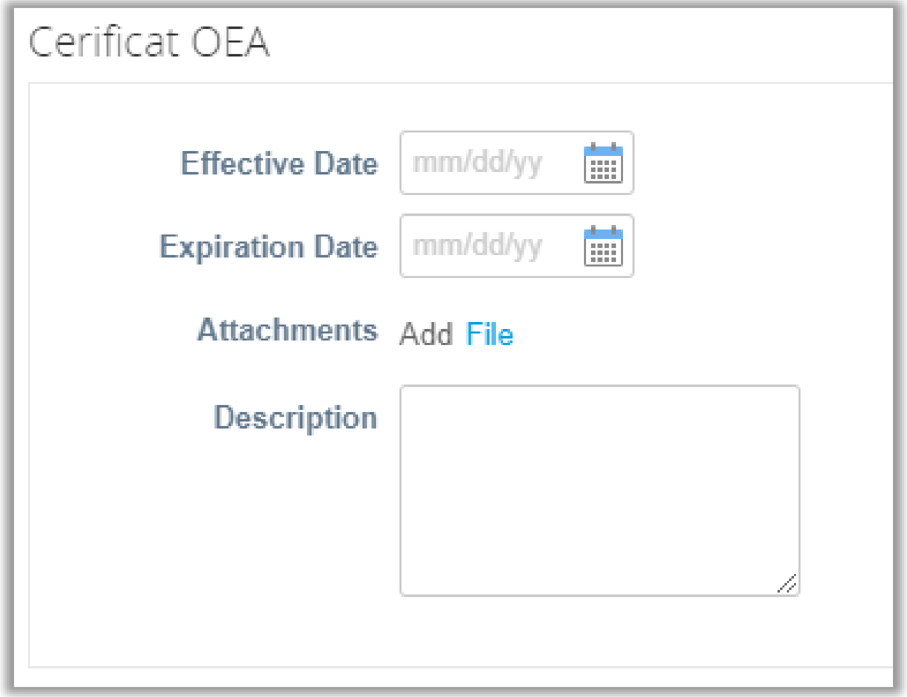


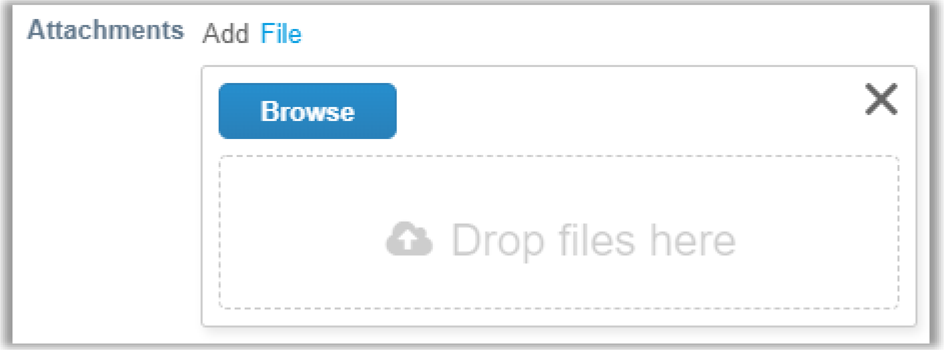
SIM – Filling in the form

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

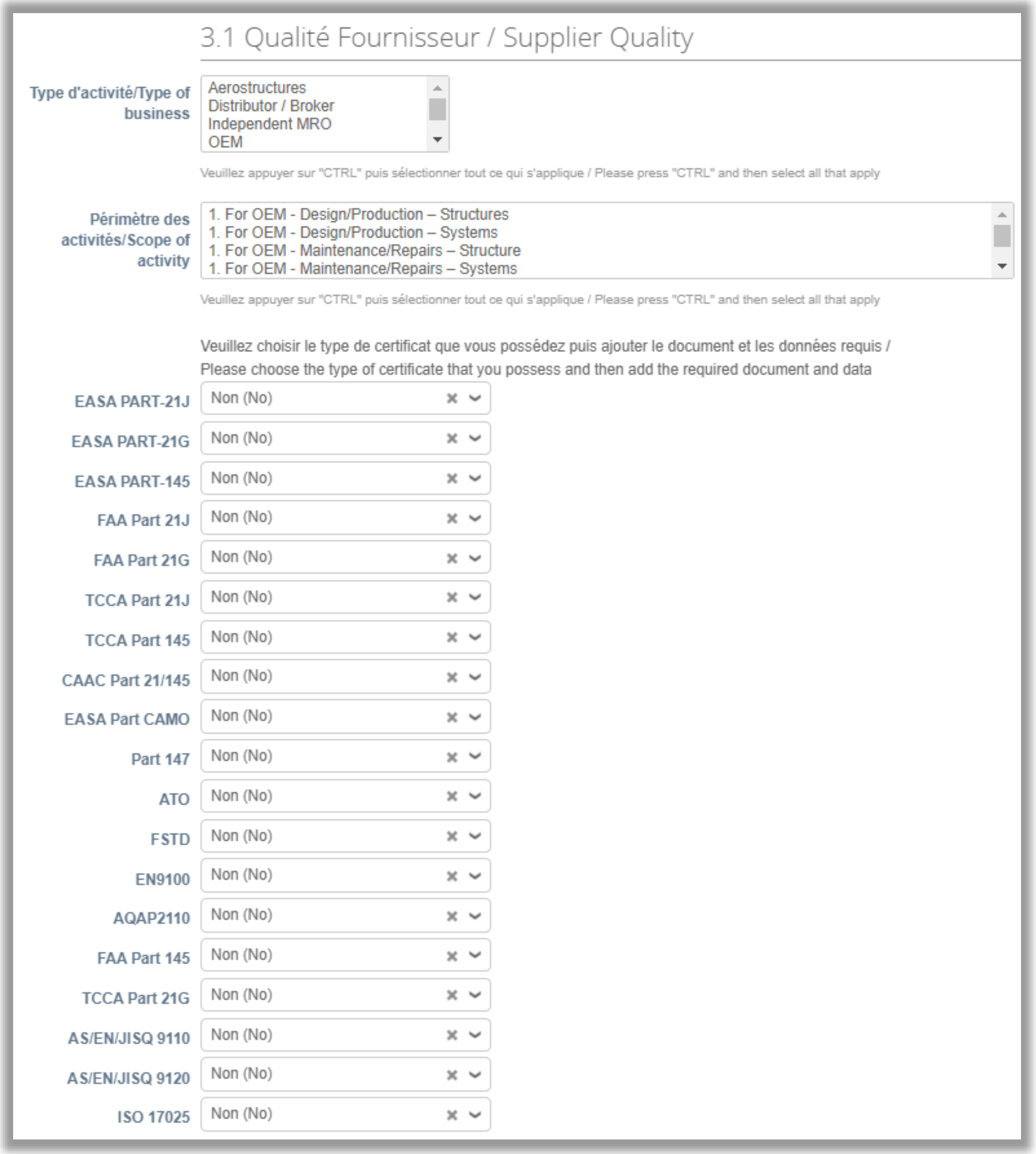




SIM – Filling in the form

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: Aerostructures / Distributor / Broker / Independent MRO / OEM

Veuillez 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

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

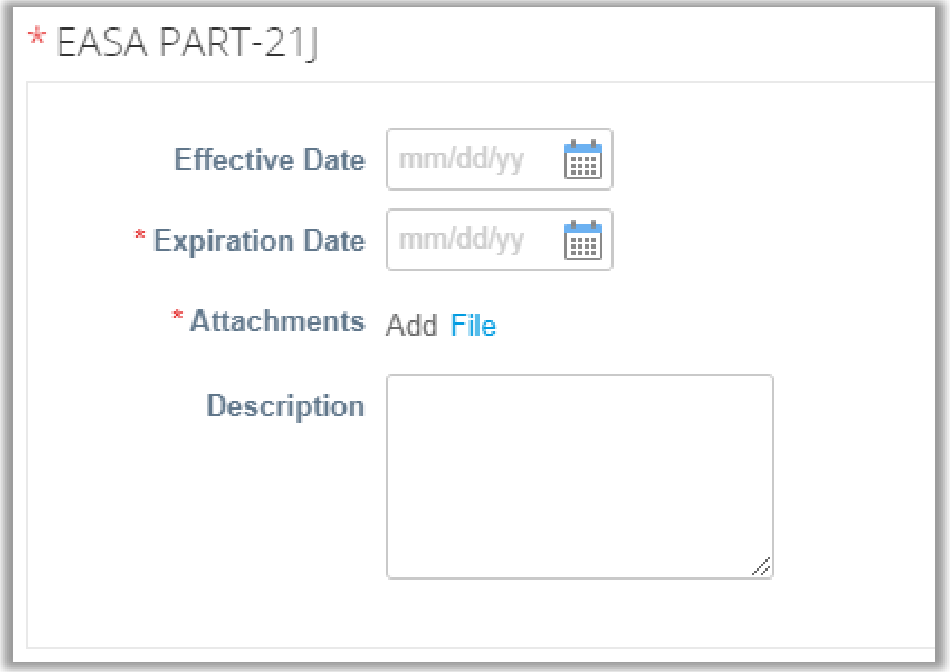
Veuillez choisir le type de certificat que vous possédez puis ajouter le document et les données requis / Please choose the type of certificate that you possess and then add the required document and data

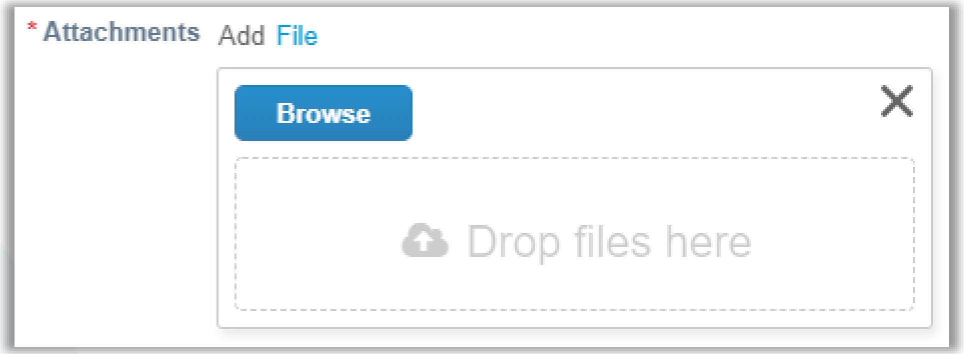
EASA PART-21J	Non (No)
EASA PART-21G	Non (No)
EASA PART-145	Non (No)
FAA Part 21J	Non (No)
FAA Part 21G	Non (No)
TCCA Part 21J	Non (No)
TCCA Part 145	Non (No)
CAAC Part 21/145	Non (No)
EASA Part CAMO	Non (No)
Part 147	Non (No)
ATO	Non (No)
FSTD	Non (No)
EN9100	Non (No)
AQAP2110	Non (No)
FAA Part 145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

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

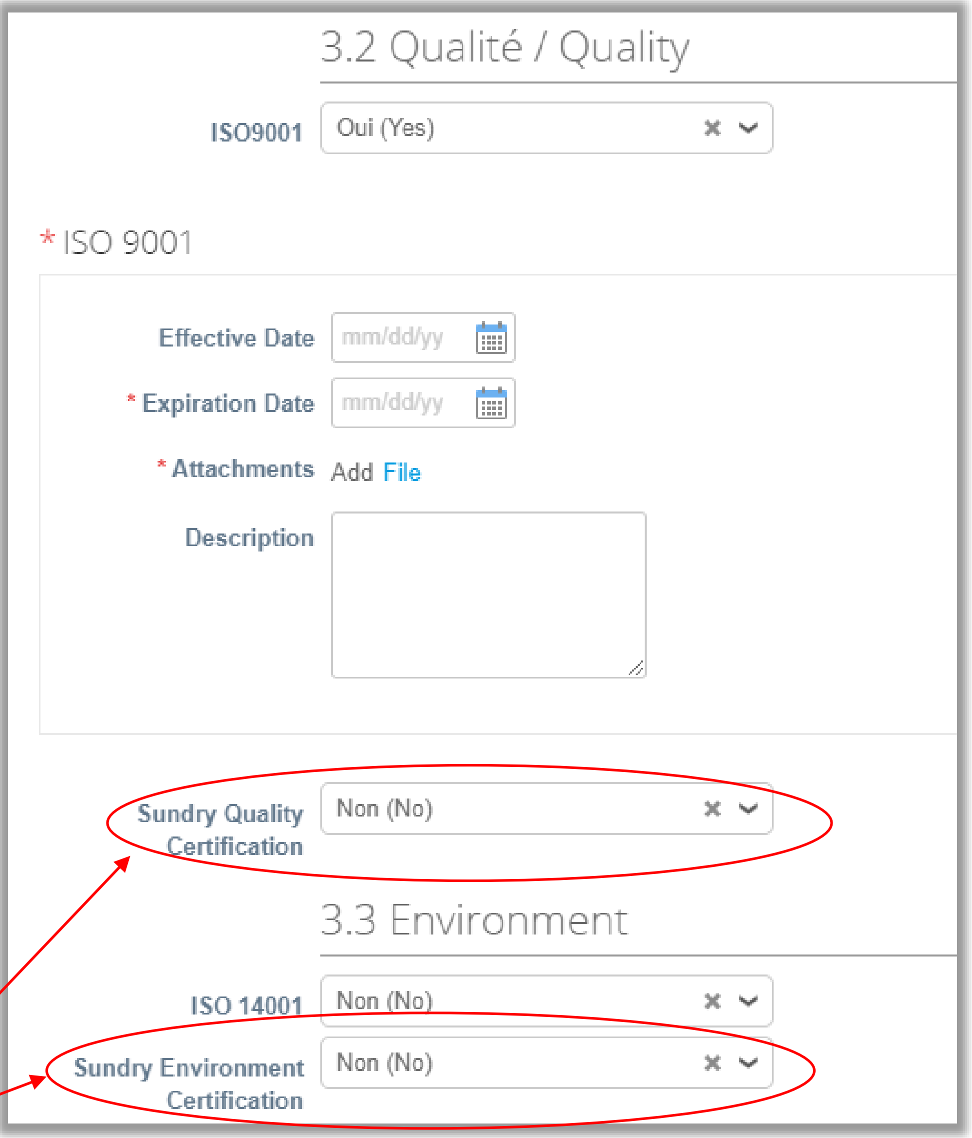


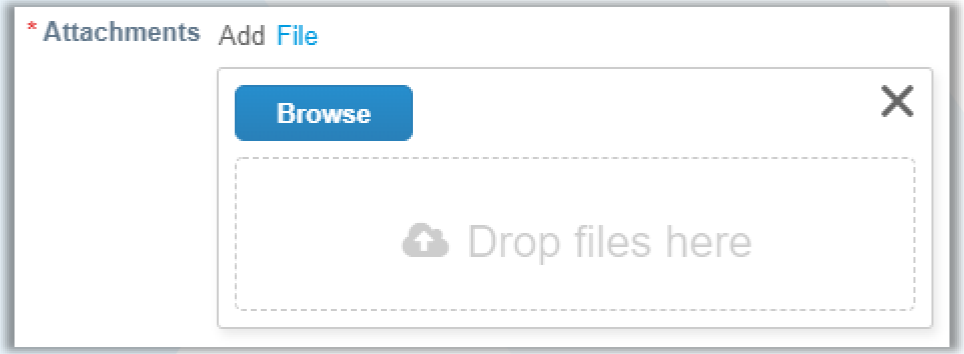


SIM – Filling in the form

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



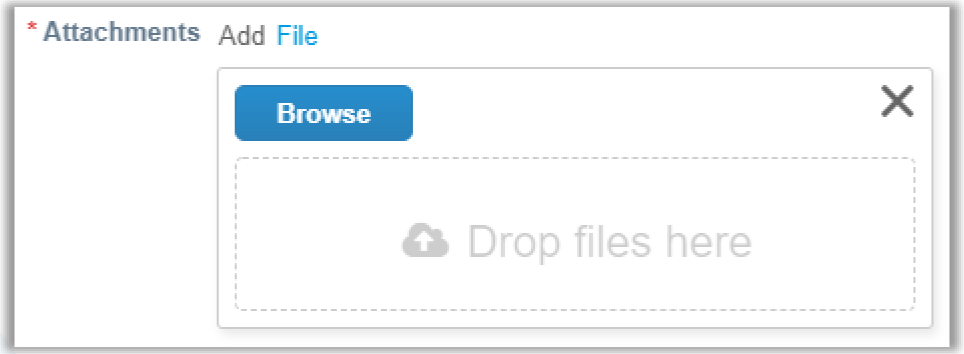


If you have an equivalent certification, please attach it and specify the type of certification in the “Description” section

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



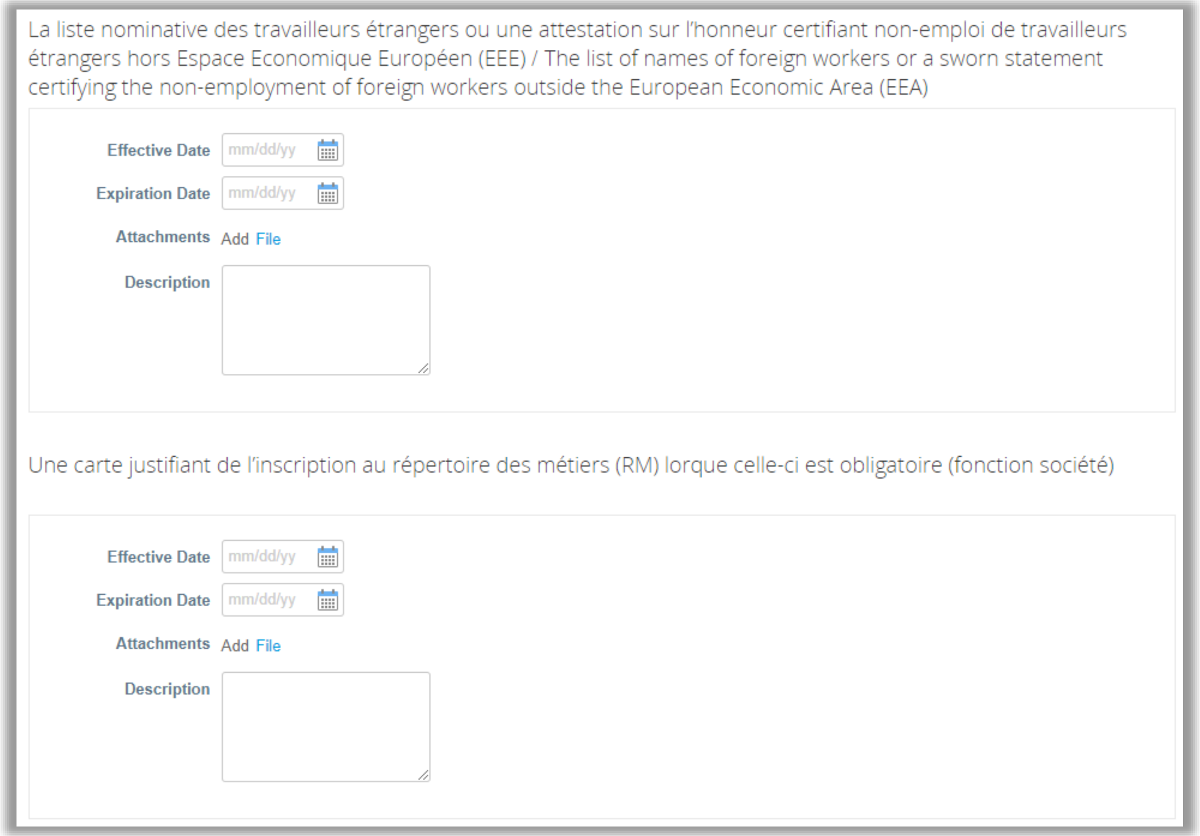
SIM – Filling in the form

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



SIM – Filling in the form

Section 5 Compliance Information
Section 5.1 General Information – Compliance

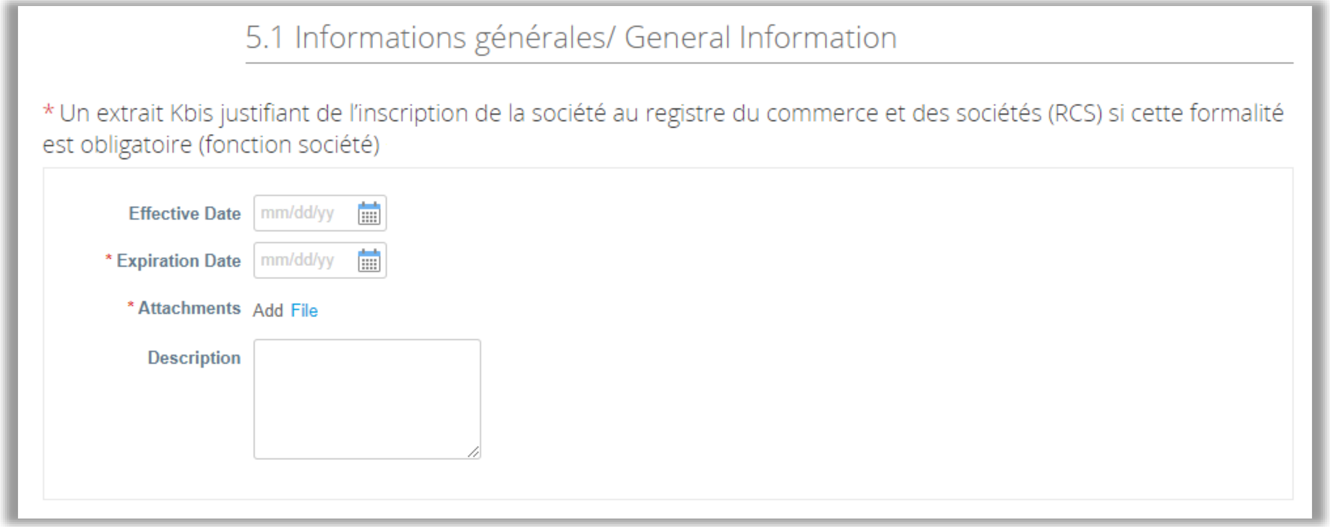
Complexity 1

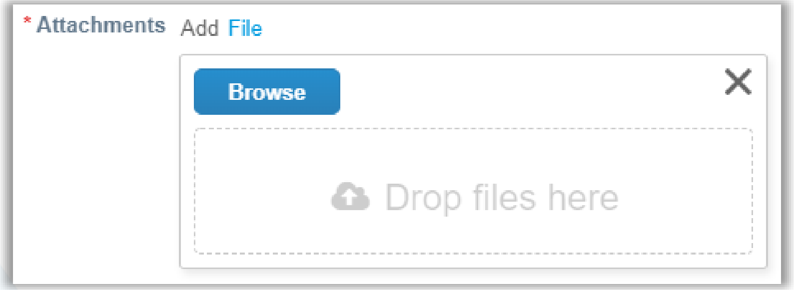
Attention: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR

- 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





SIM – Filling in the form

Complexity 1

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

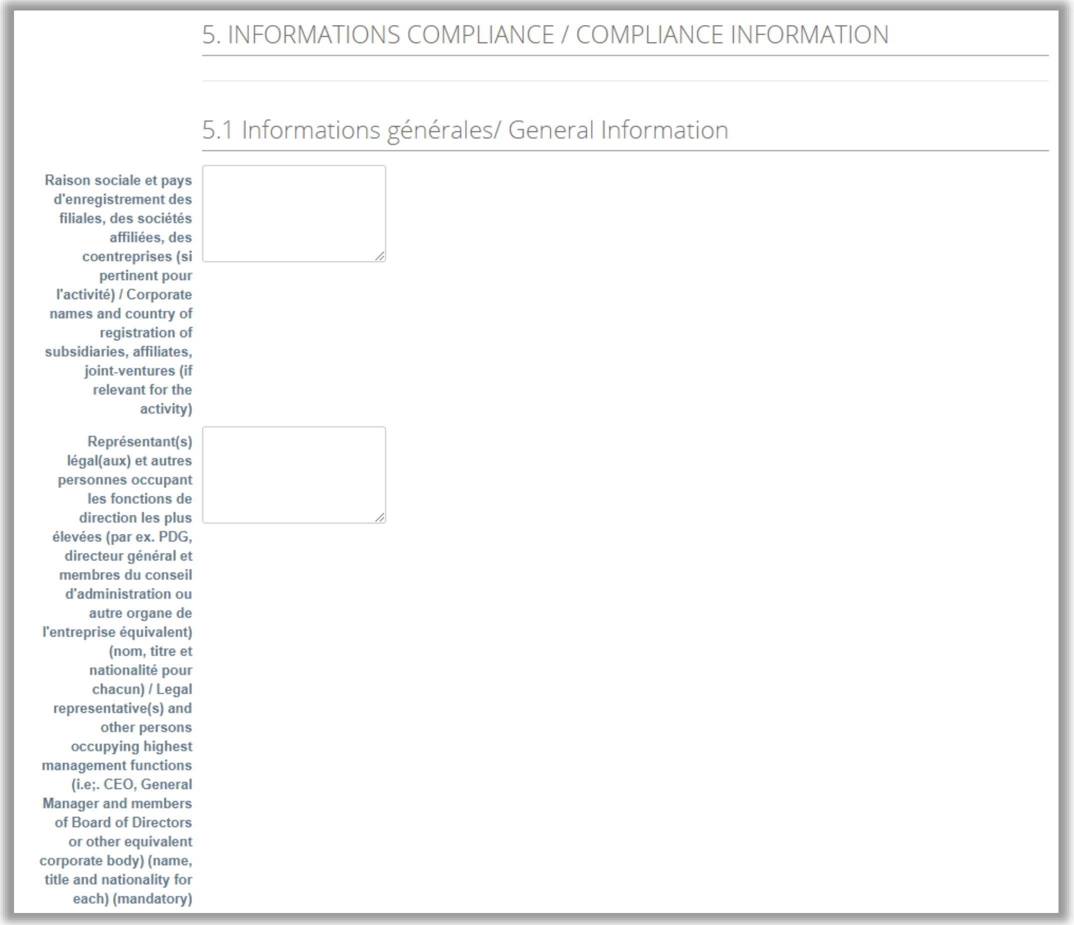
SIM – Filling in the form

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

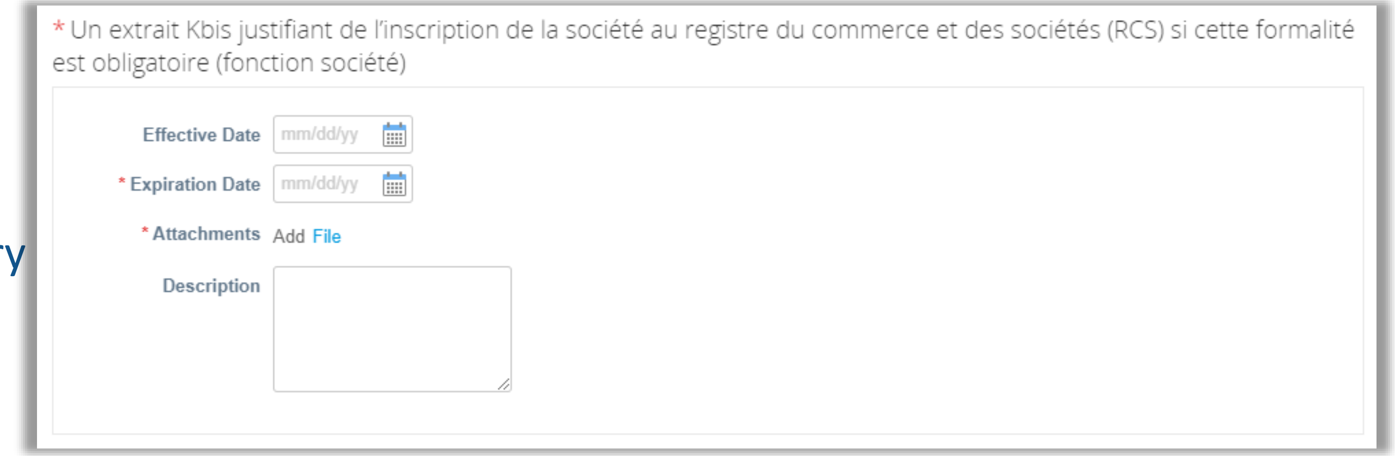
Attention: The fields required in section 5 – Compliance may vary depending on the complexity of the data required by ATR

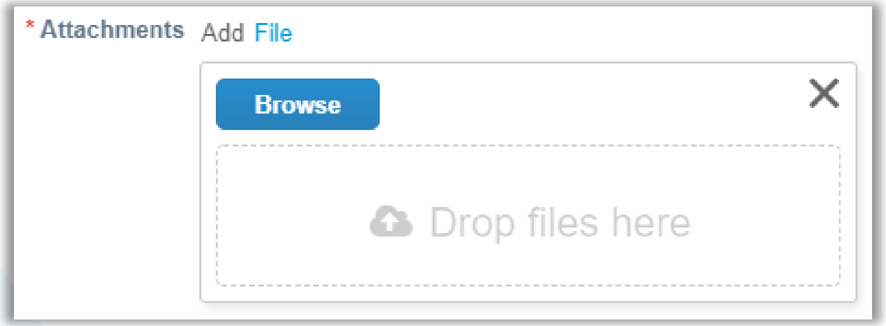
Complexity 2

- 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



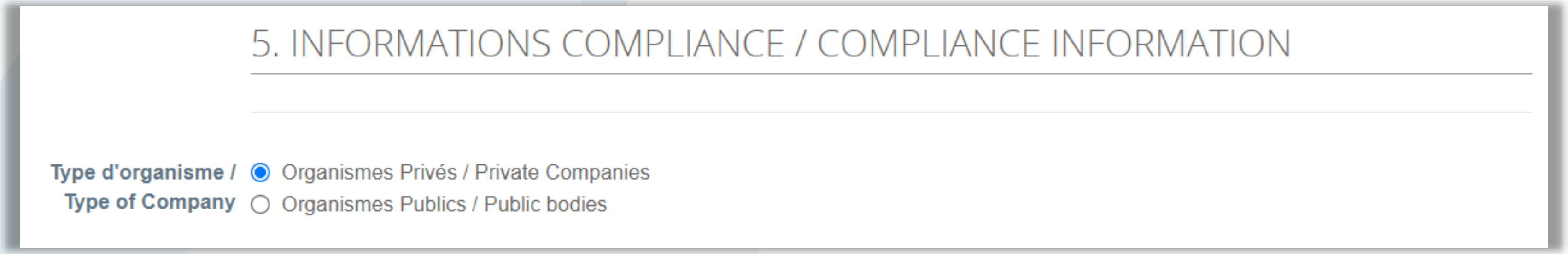


SIM – Filling in the form

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 / Type of Company
- (●) Organismes Privés / Private Companies
- ( ) 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

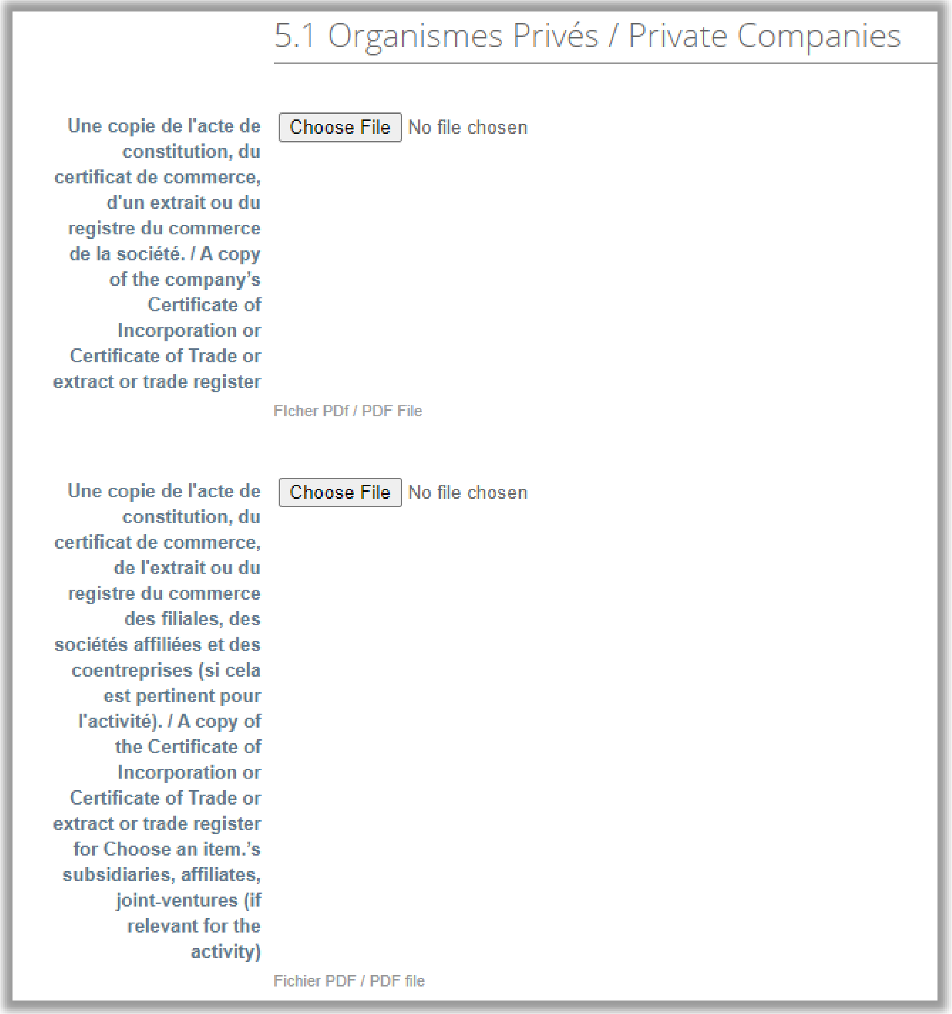
Section 5 Compliance Information

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



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

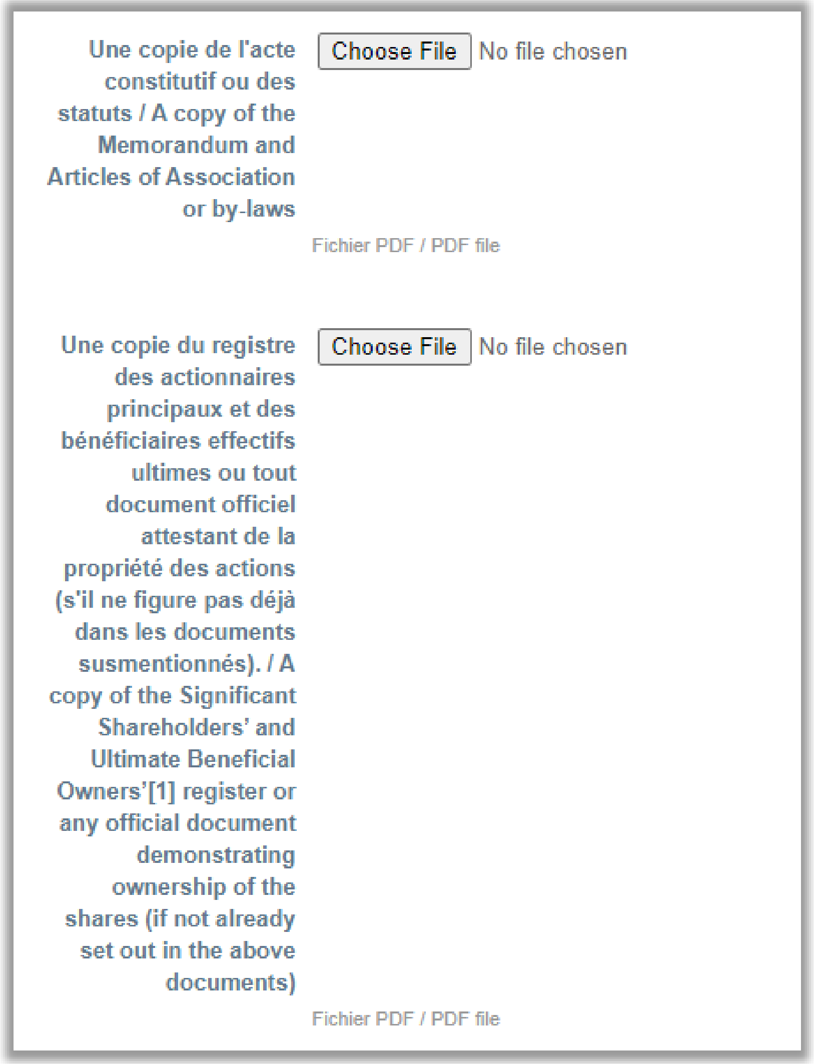
Section 5 Compliance Information

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

Choose File 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)

Choose File 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

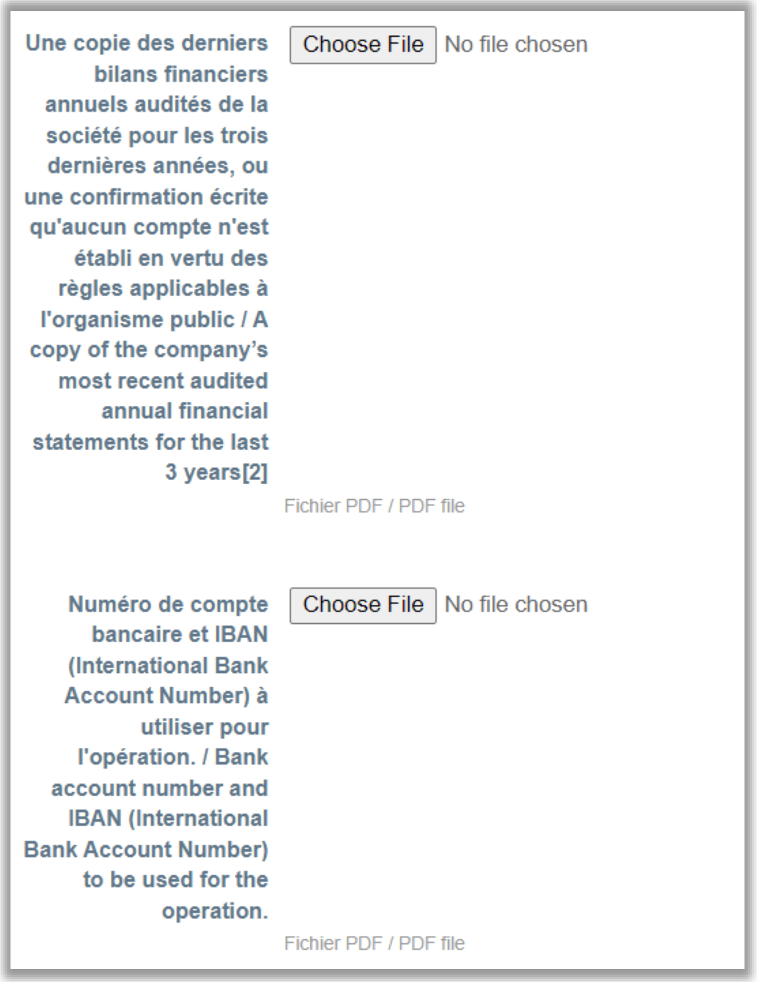
Section 5 Compliance Information

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]

Choose File 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.

Choose File 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

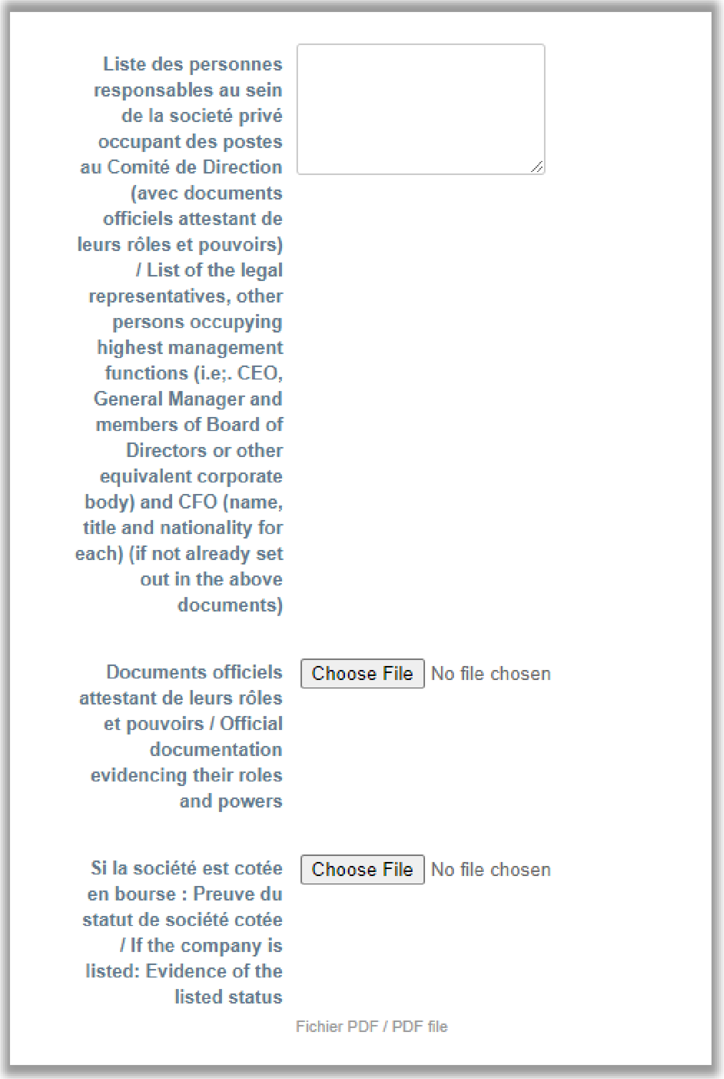
Complexity 3

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”


Liste des personnes responsables au sein de la societé 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 — Choose File 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 — Choose File 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

<u>Section 5.1 Private Companies</u>

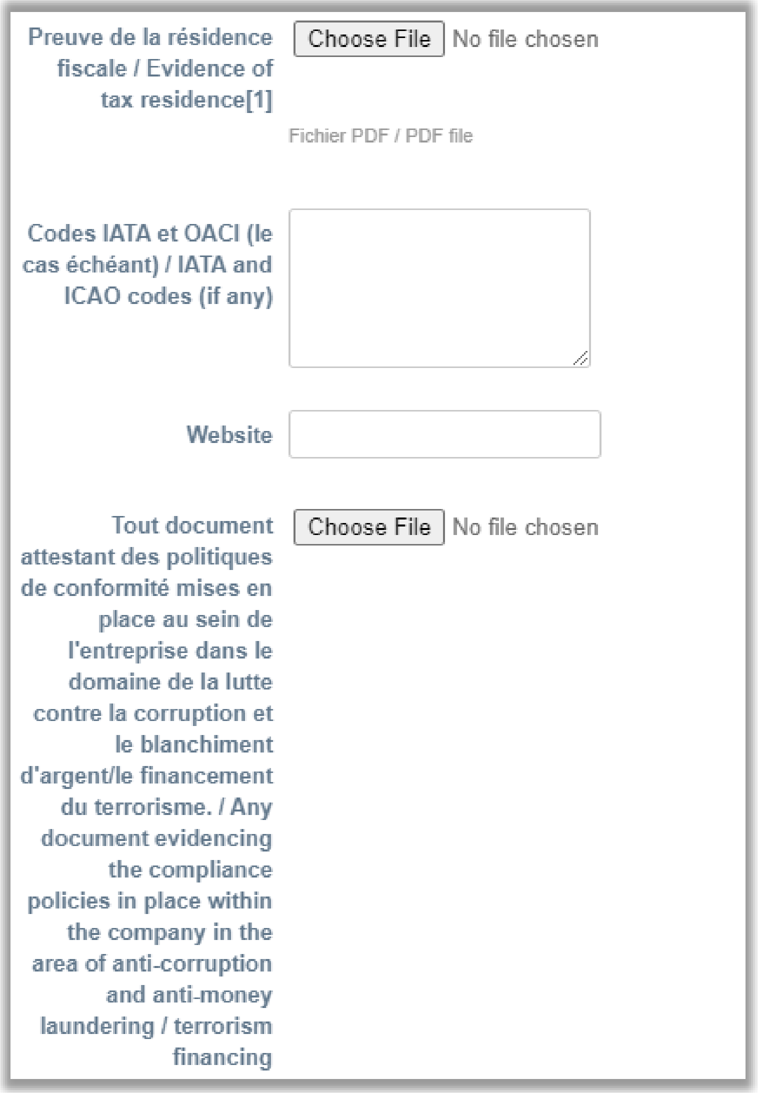
Complexity 3

- *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] | Choose File 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 | 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

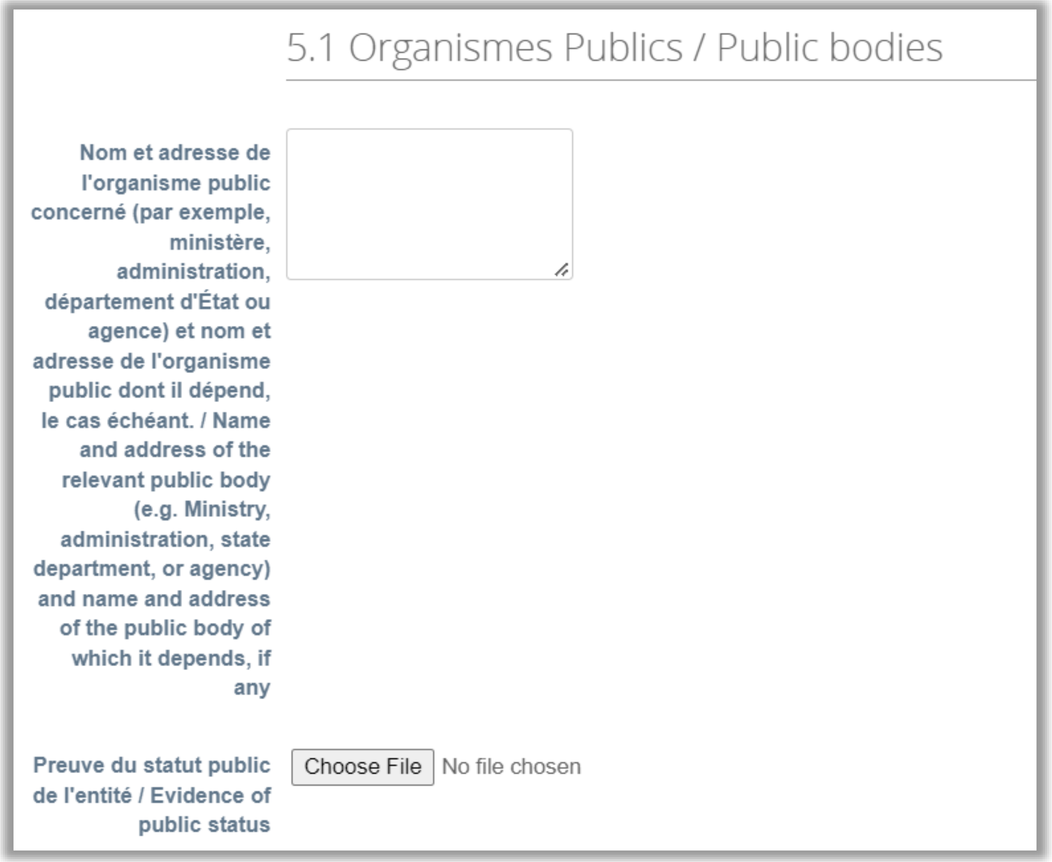
Section 5 Compliance Information

Section 5.1 Public bodies

Complexity 3

- *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



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

Complexity 3

Section 5 Compliance Information

Section 5.1 Public bodies

- *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 — Choose File 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. — 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

Complexity 3

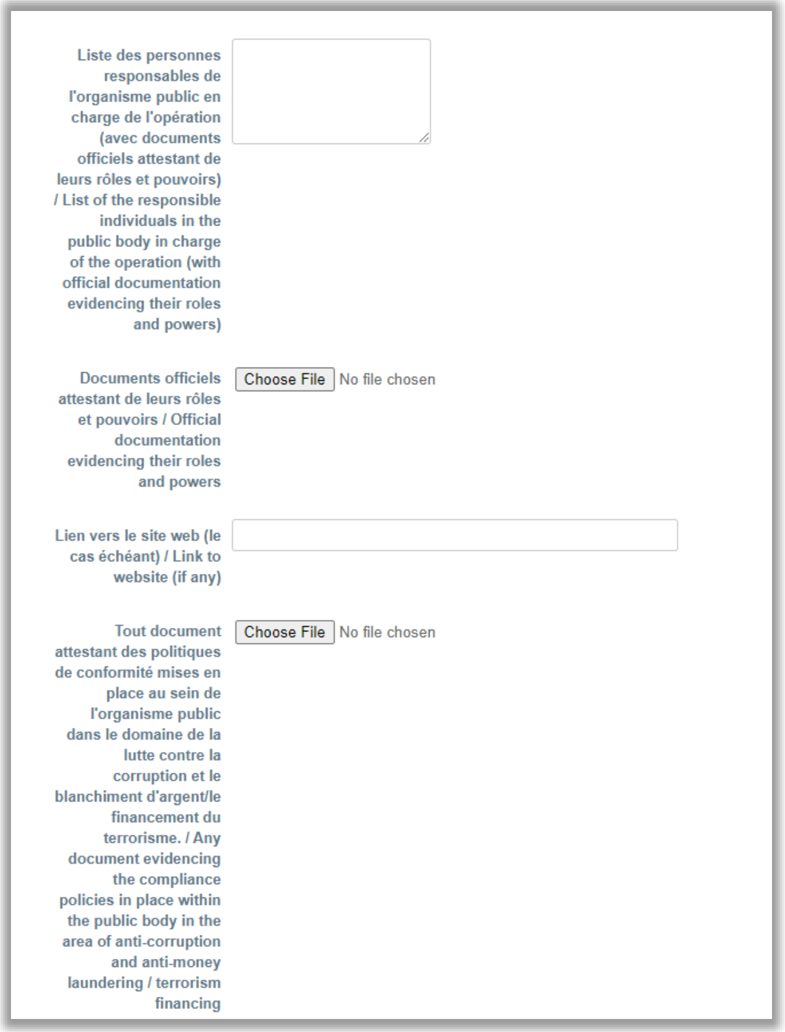
Section 5 Compliance Information

Section 5.1 Public bodies

- *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



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)

Documents officiels attestant de leurs rôles et pouvoirs / Official documentation evidencing their roles and powers — Choose File No file chosen

Lien vers le site web (le cas échéant) / Link to website (if any)

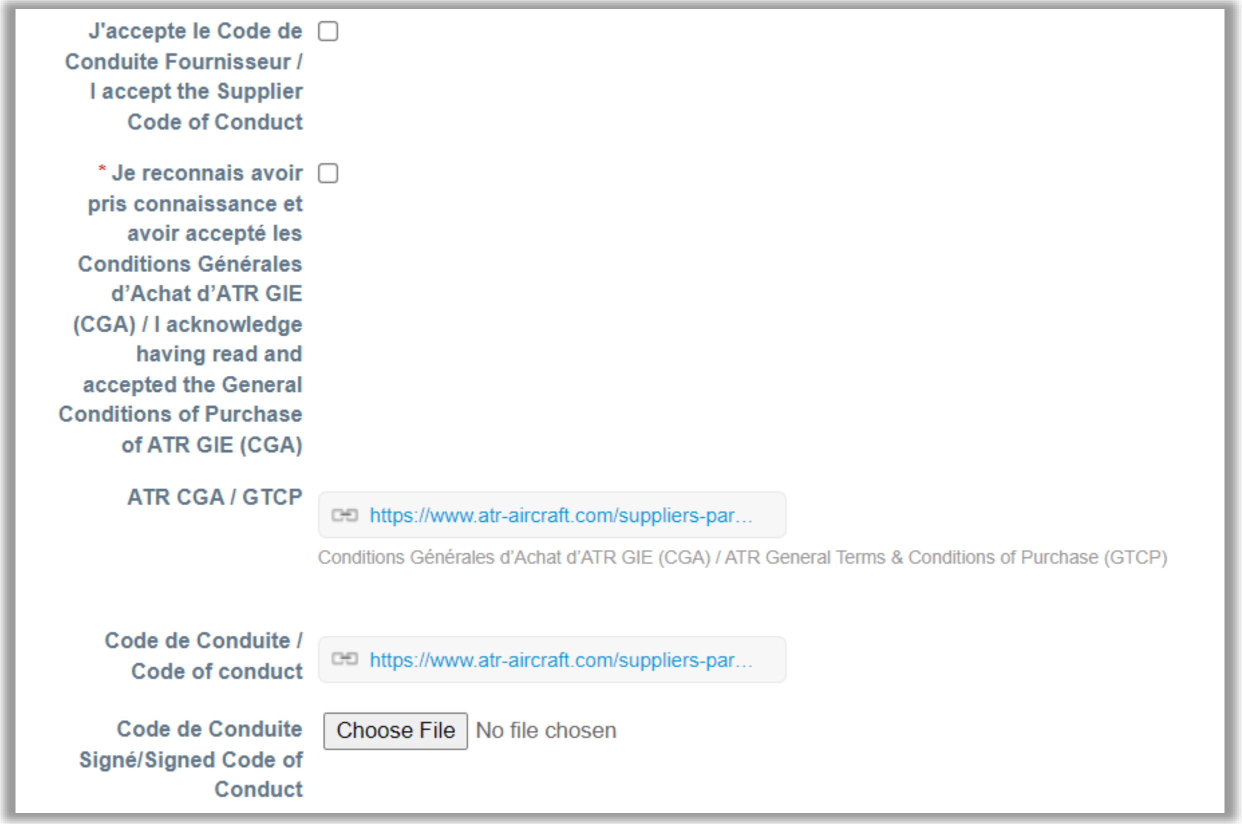
Tout document attestant des politiques de conformité mises en place au sein de l'organisme public dans le domaine de la lutte contre la corruption et le blanchiment d'argent/le financement du terrorisme. / Any document evidencing the compliance policies in place within the public body in the area of anti-corruption and anti-money laundering / terrorism financing — 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

- *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...

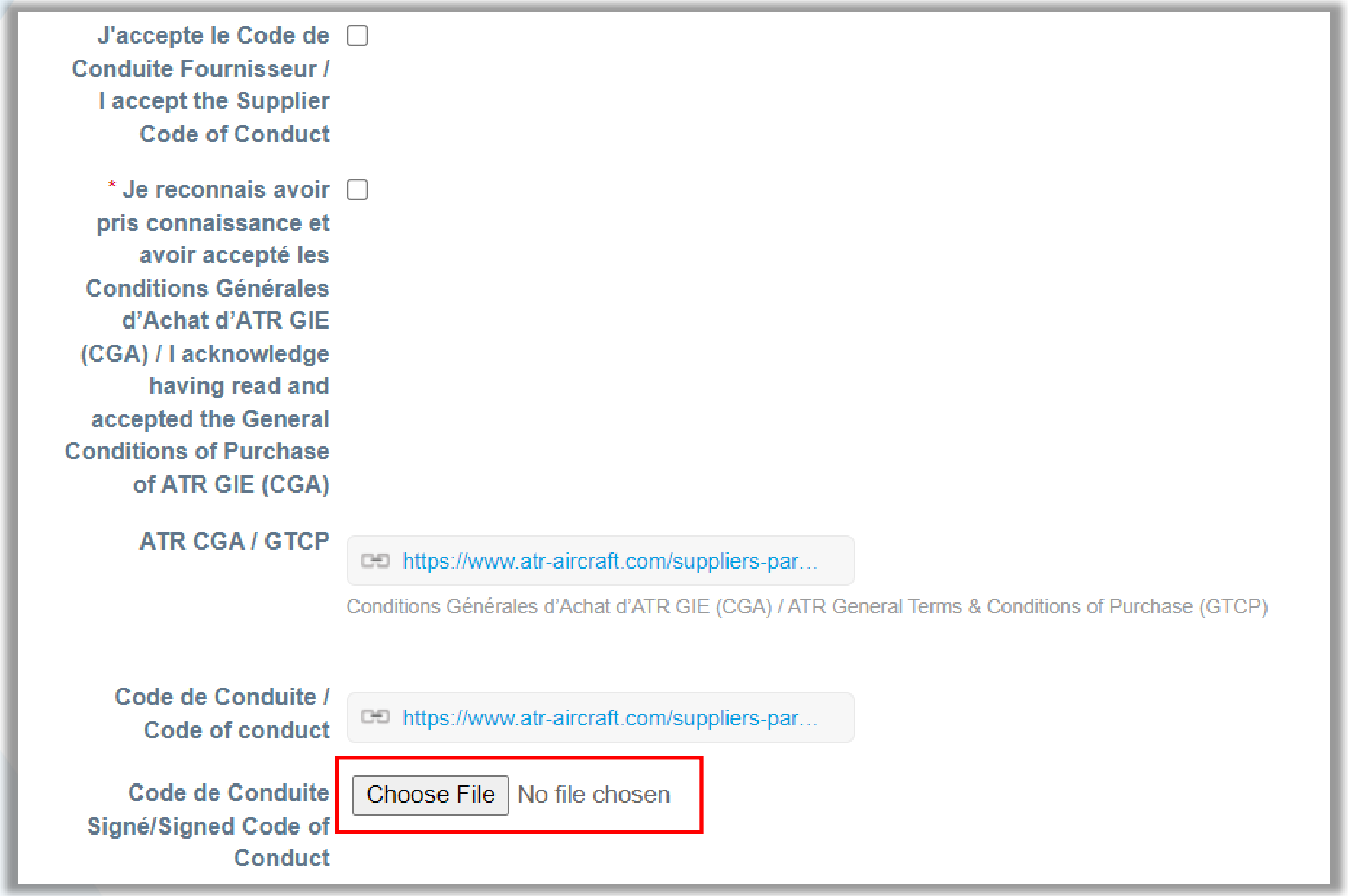
Conditions Générales d’Achat d’ATR GIE (CGA) / ATR General Terms & Conditions of Purchase (GTCP)

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

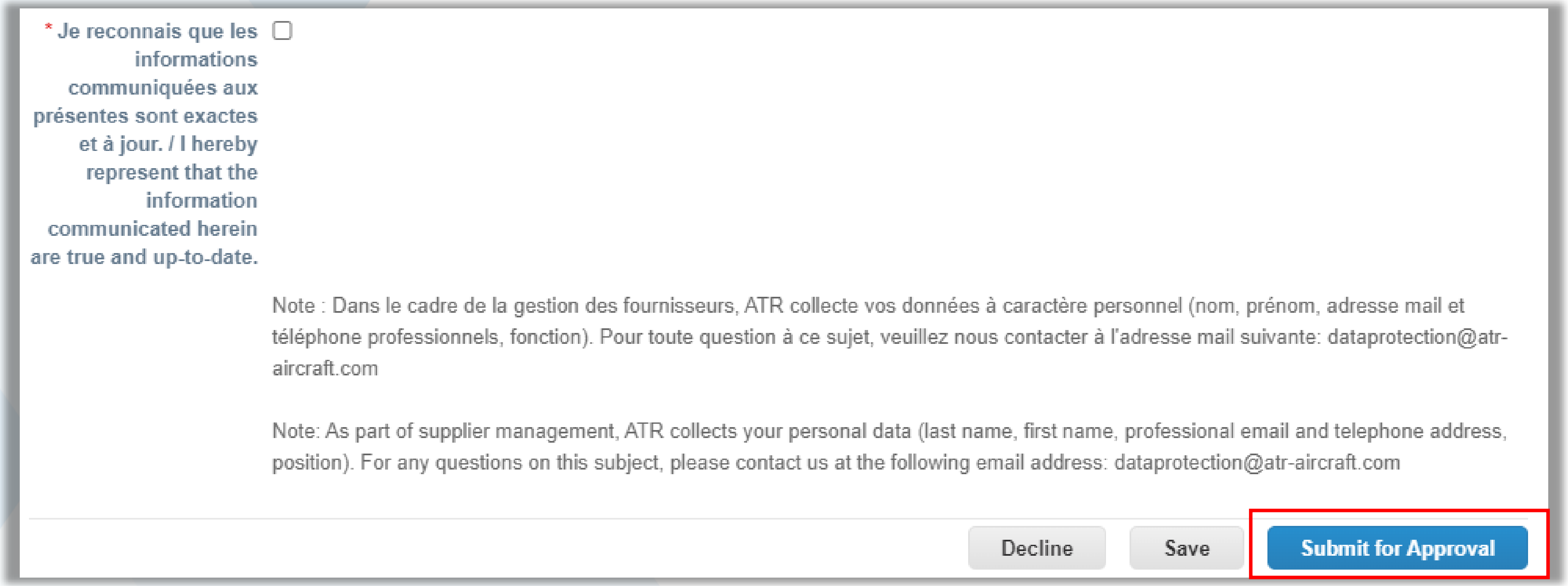
https://www.atr-aircraft.com/suppliers-par...

Code de Conduite Signé/Signed Code of Conduct

Choose File 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. ☐

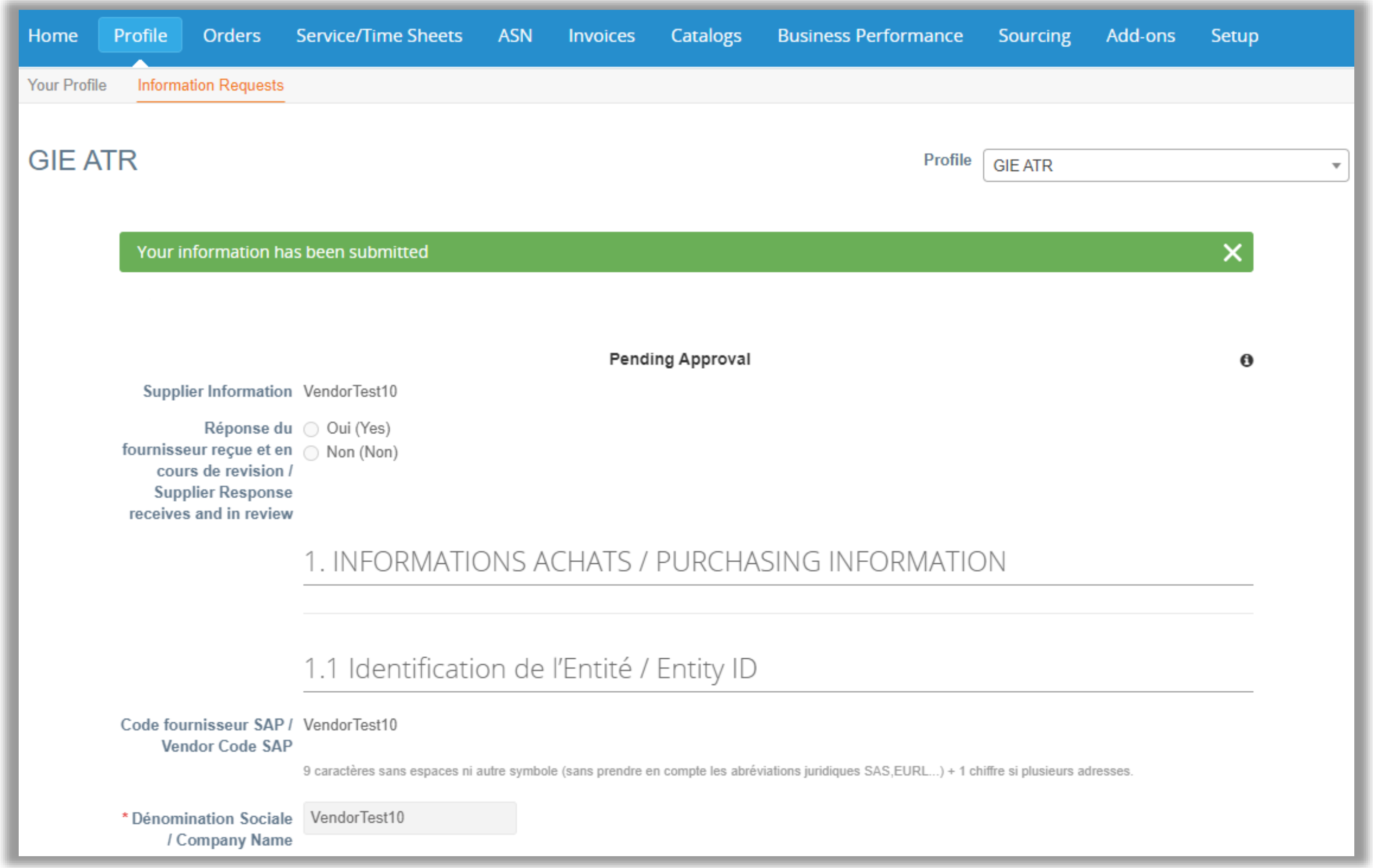
Note : Dans le cadre de la gestion des fournisseurs, ATR collecte vos données à caractère personnel (nom, prénom, adresse mail et téléphone professionnels, fonction). Pour toute question à ce sujet, veuillez nous contacter à l'adresse mail suivante: dataprotection@atr-aircraft.com

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

Decline | Save | Submit for Approval

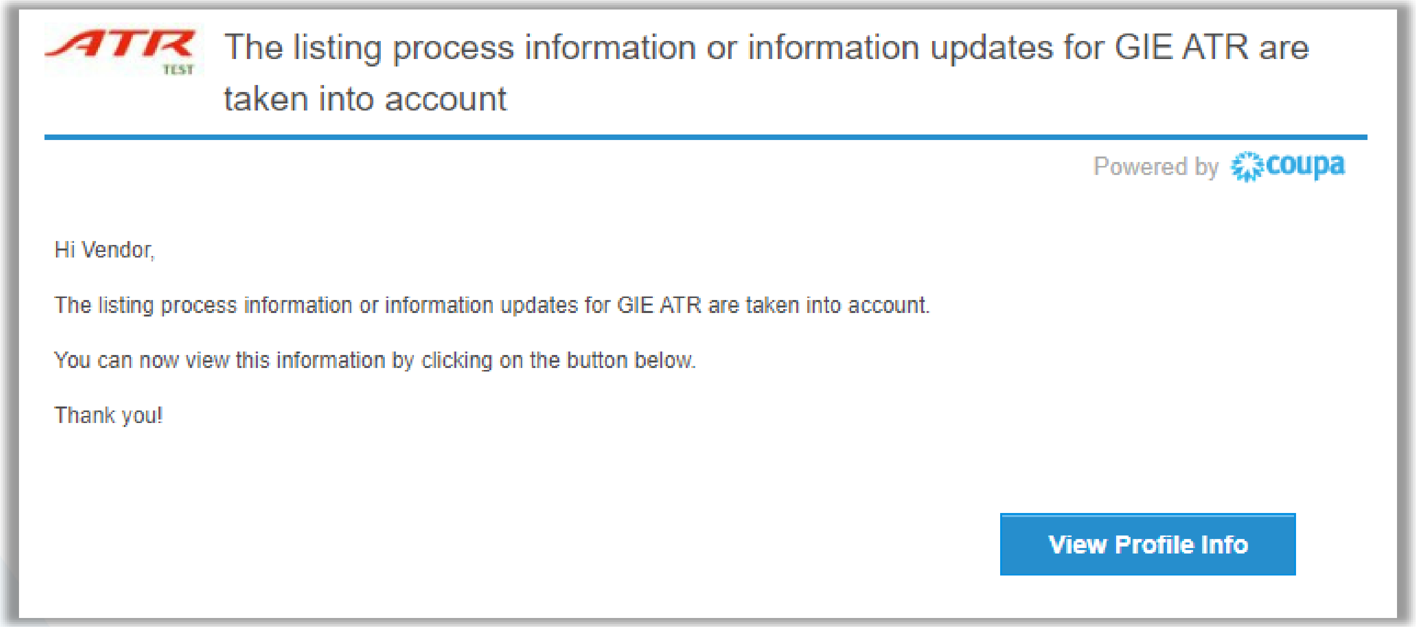
SIM – Submission of form to ATR

- 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”



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

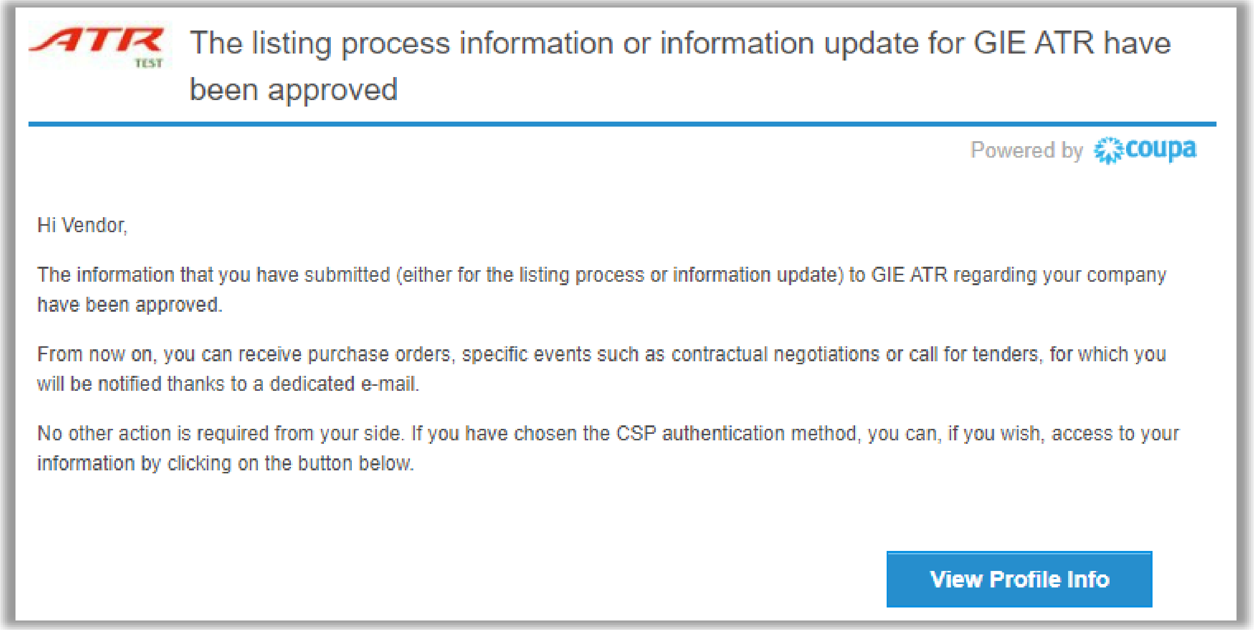
- After submitting the form, you will also receive an email notification

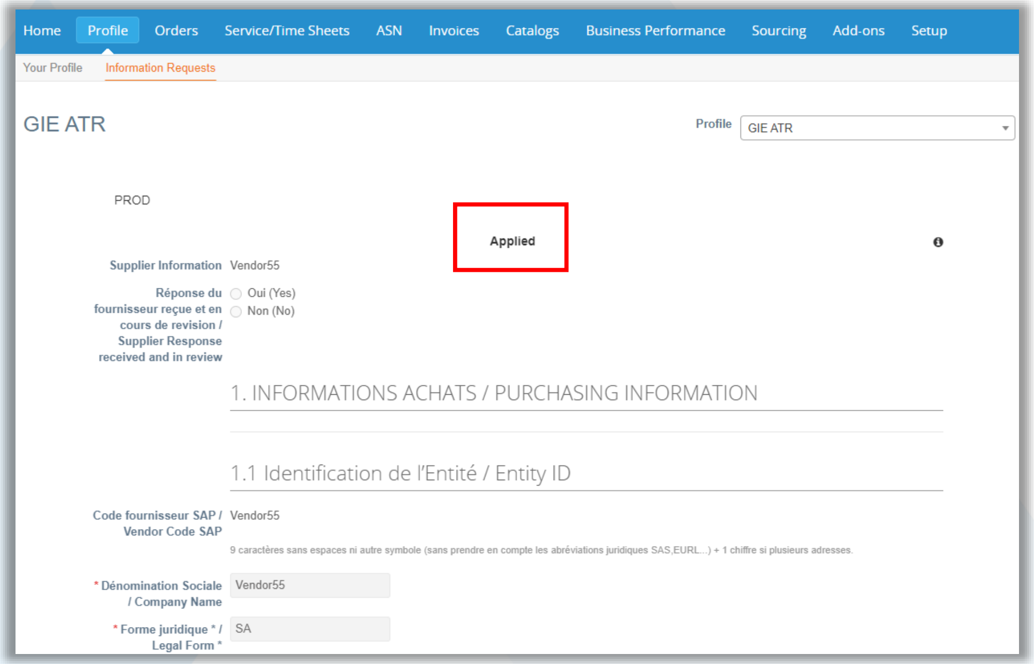


SIM – Notification of acceptance of form by ATR (CSP Account)

- 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





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.

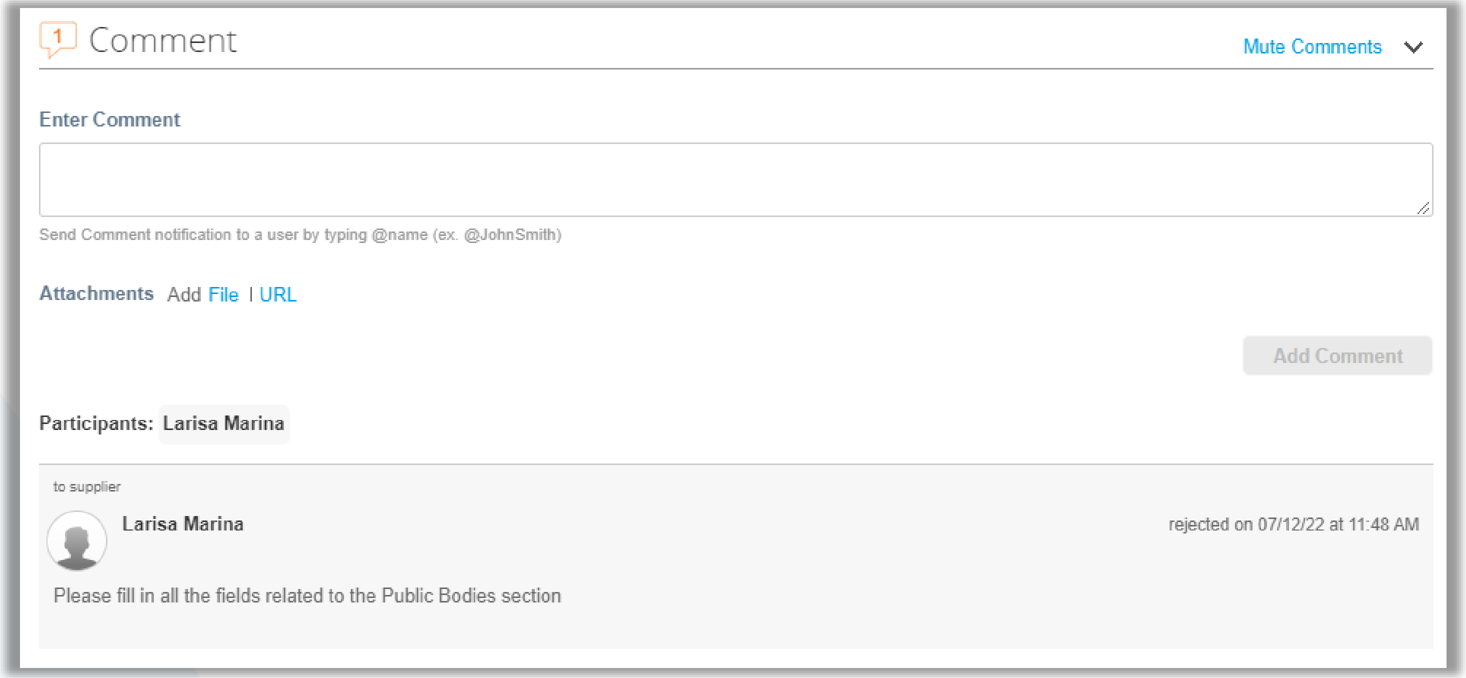
The comment is **"Please fill in all the fields related to the Public Bodies section"**

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)

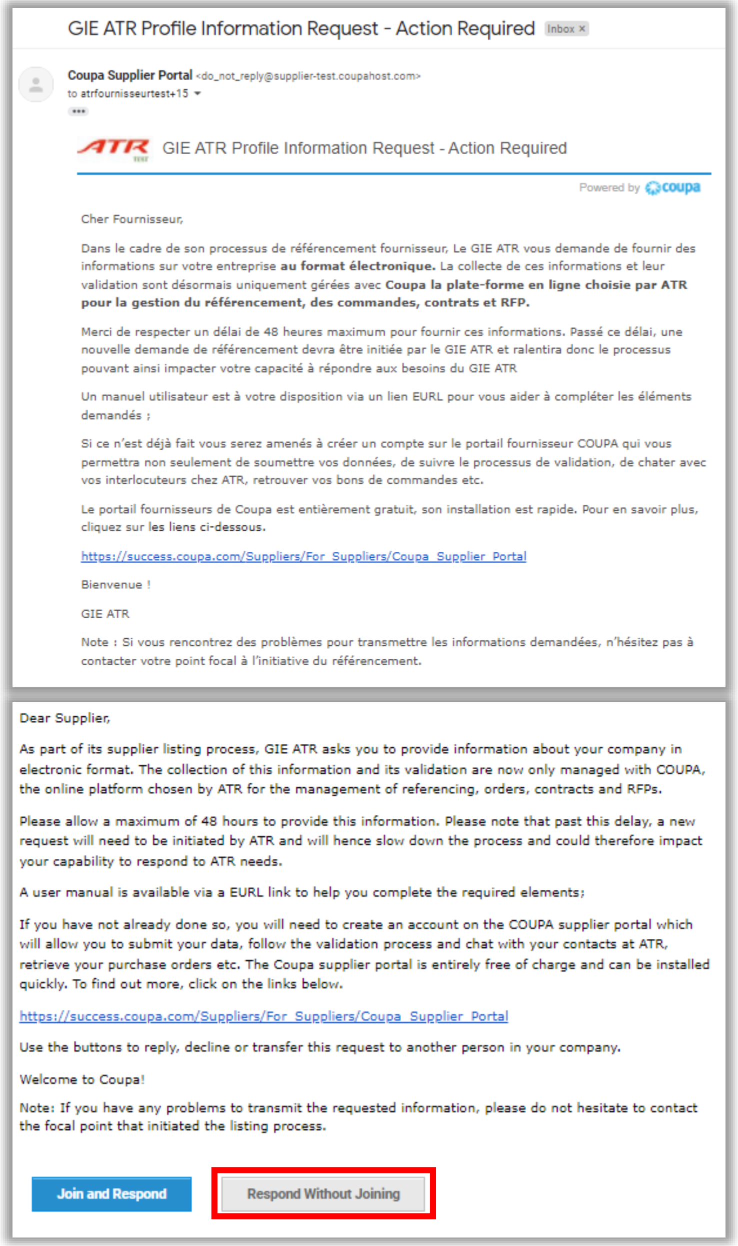
- You can also see the reason why the form was rejected at the bottom of the page, in the “Comment” section
- Update the form and resubmit it



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 ×

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.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 chater 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

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

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

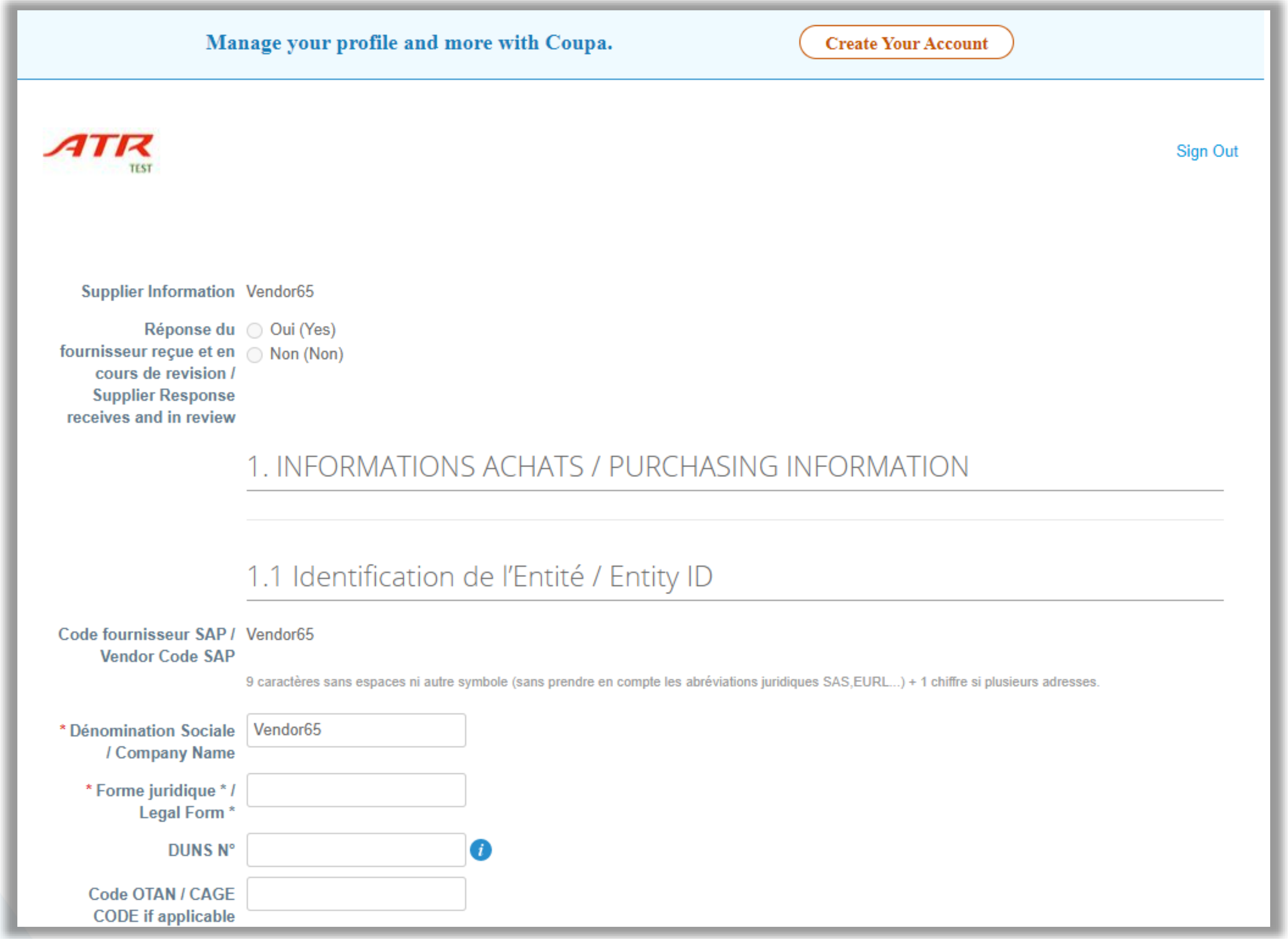
Welcome to Coupa!

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)

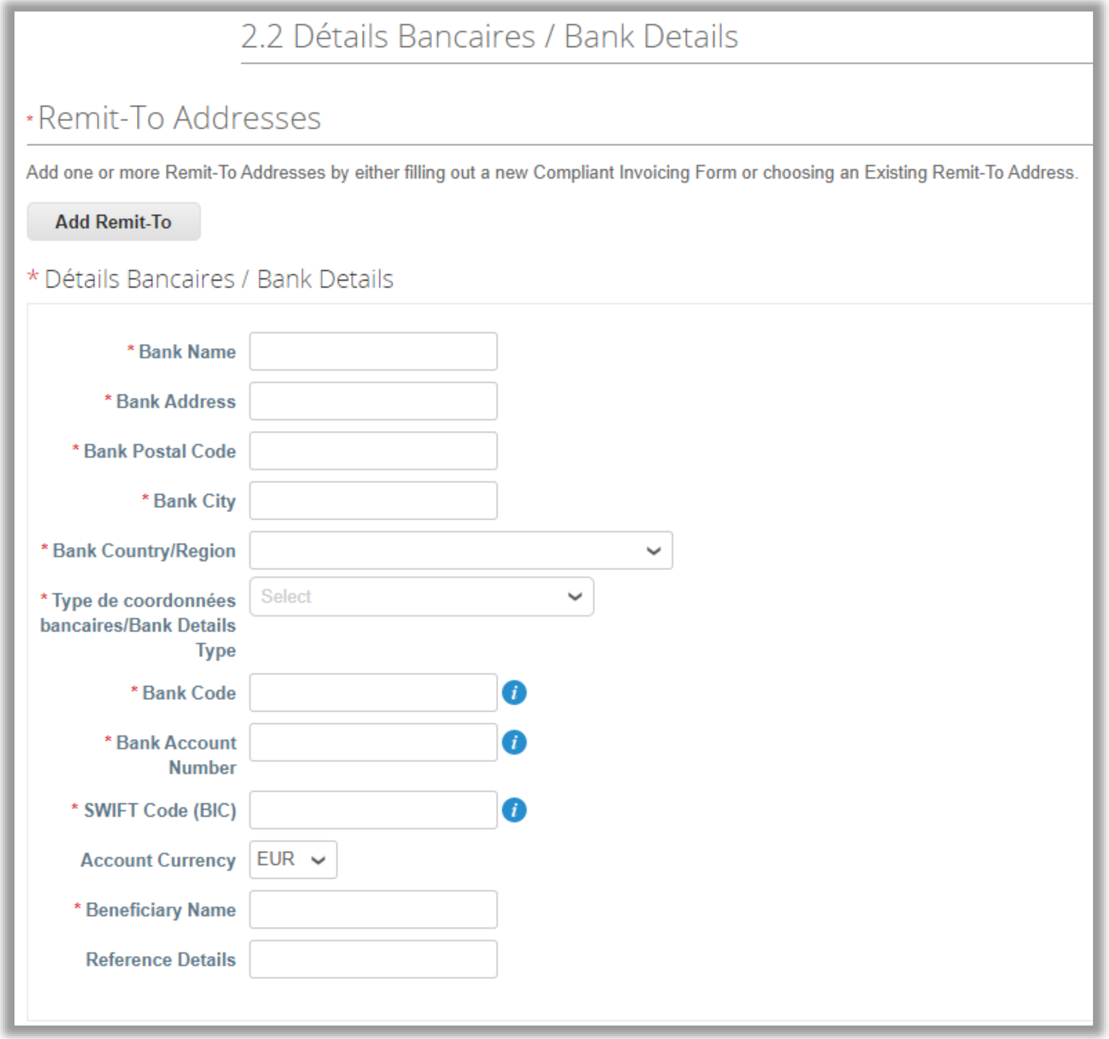
- Fill in all the fields on the form that are relevant to your company, as explained on pages 12-57
- Only the filling in of section 2.2 Bank Details differs from the CSP filling in described above



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

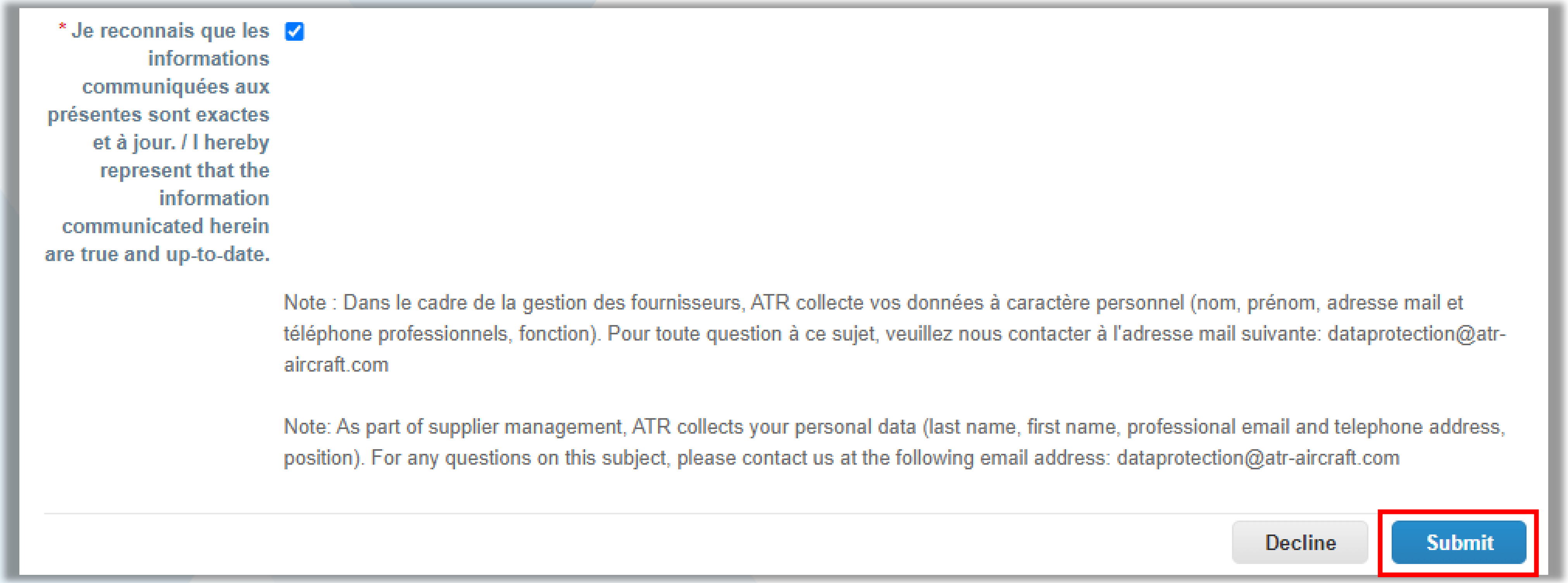
Section 2.2 Bank Details – SAN exception

- 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 *



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

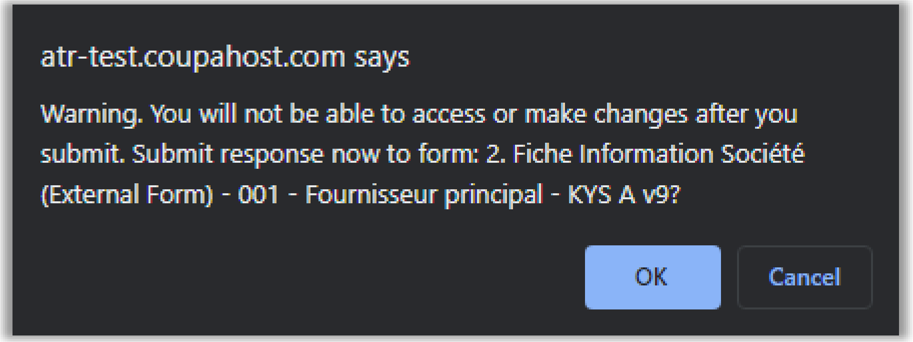
Note: As part of supplier management, ATR collects your personal data (last name, first name, professional email and telephone address, position). For any questions on this subject, please contact us at the following email address: dataprotection@atr-aircraft.com

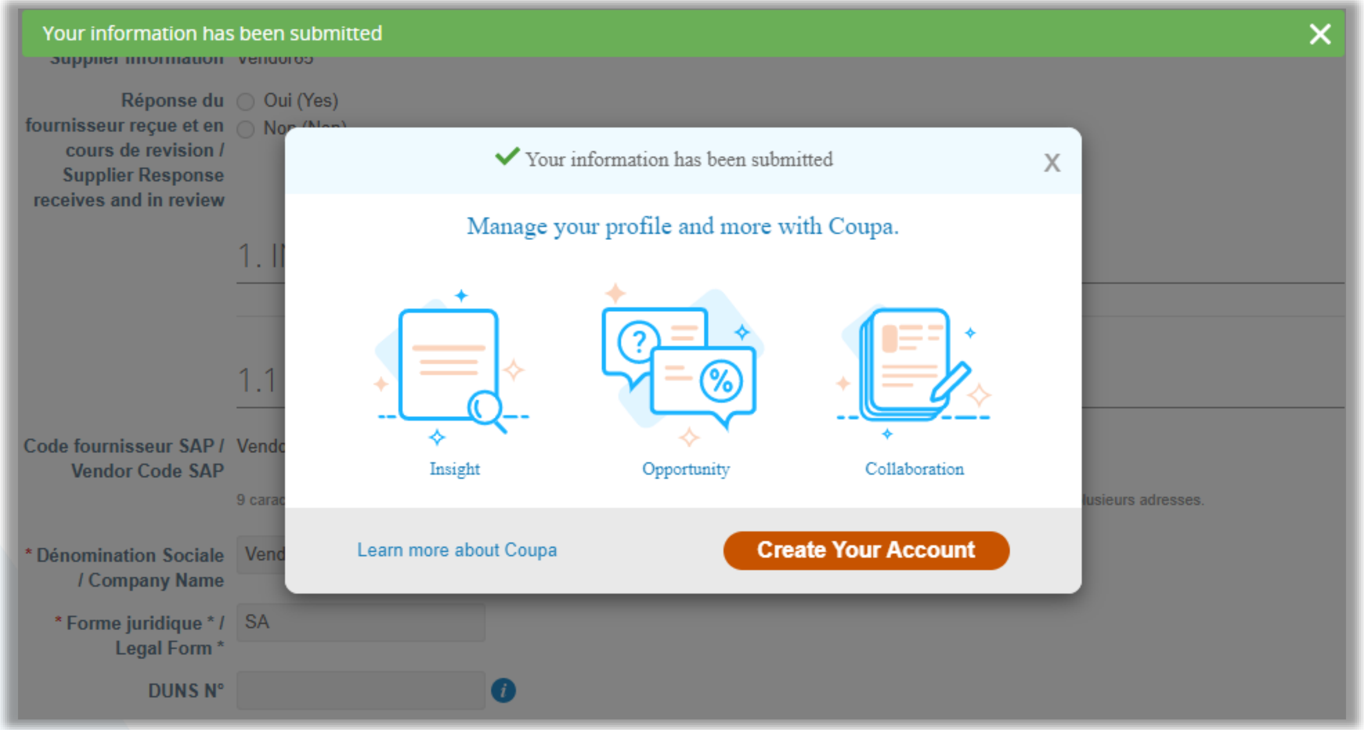
Decline

Submit

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

ATR TEST 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,

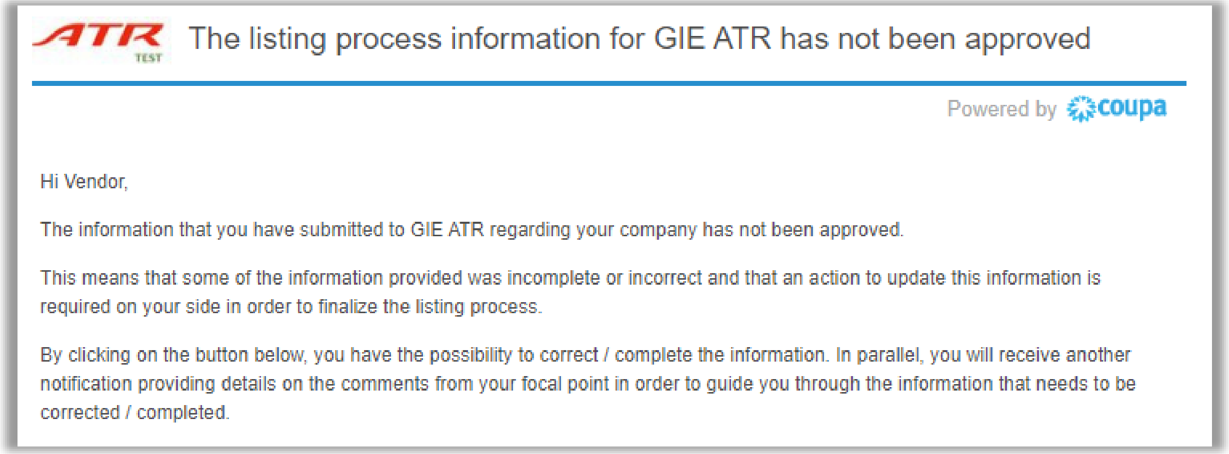
The information that you have submitted (either for the listing process or information update) to GIE ATR regarding your company have been approved.

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)



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

Powered by coupa

Hi Vendor,

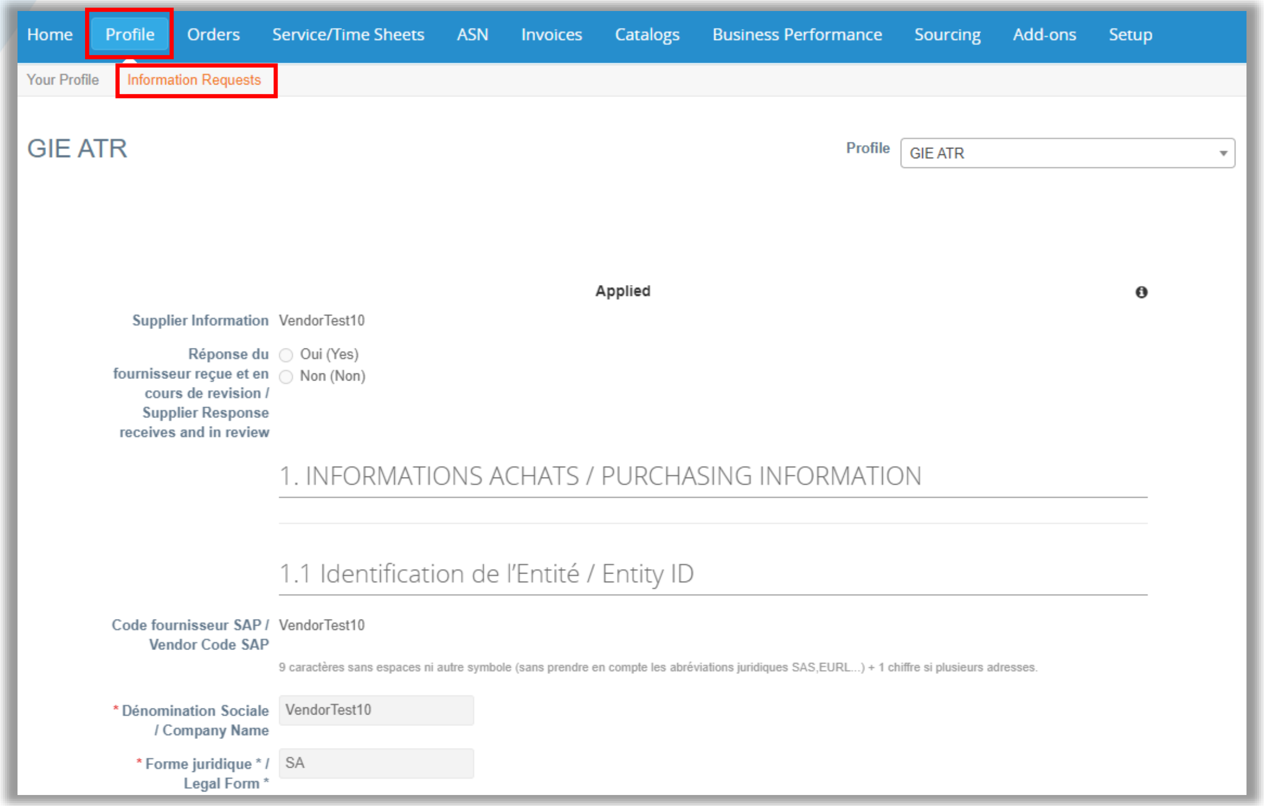
The information that you have submitted to GIE ATR regarding your company has not been approved.

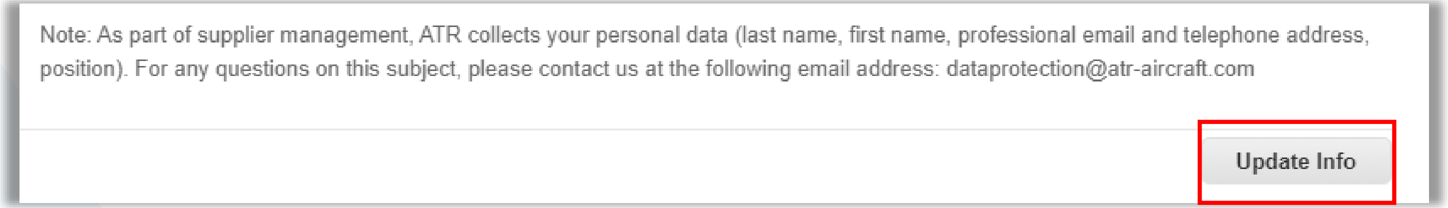
This means that some of the information provided was incomplete or incorrect and that an action to update this information is required on your side in order to finalize the listing process.

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.

SIM – Supplier-initiated form update (CSP Account)

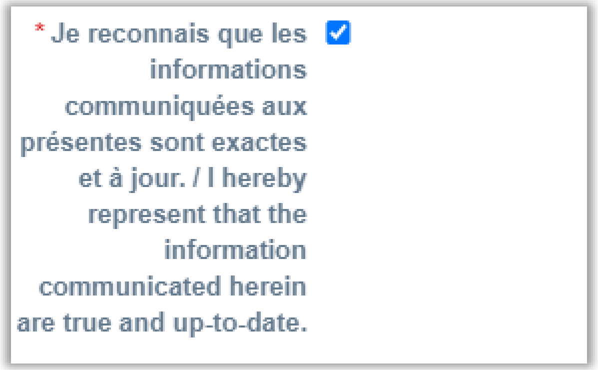
- In your CSP account, you will have the possibility to initiate the update of the supplier form data
- From the homepage, go to the "Profile" tab and select the "Information Requests" sub-tab
- Scroll to the bottom of the page and click on the "Update Info" button

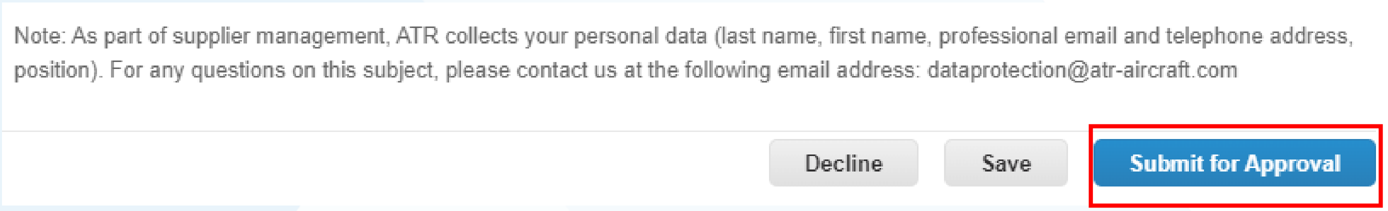




SIM – Form update initiated by the supplier (CSP Account)

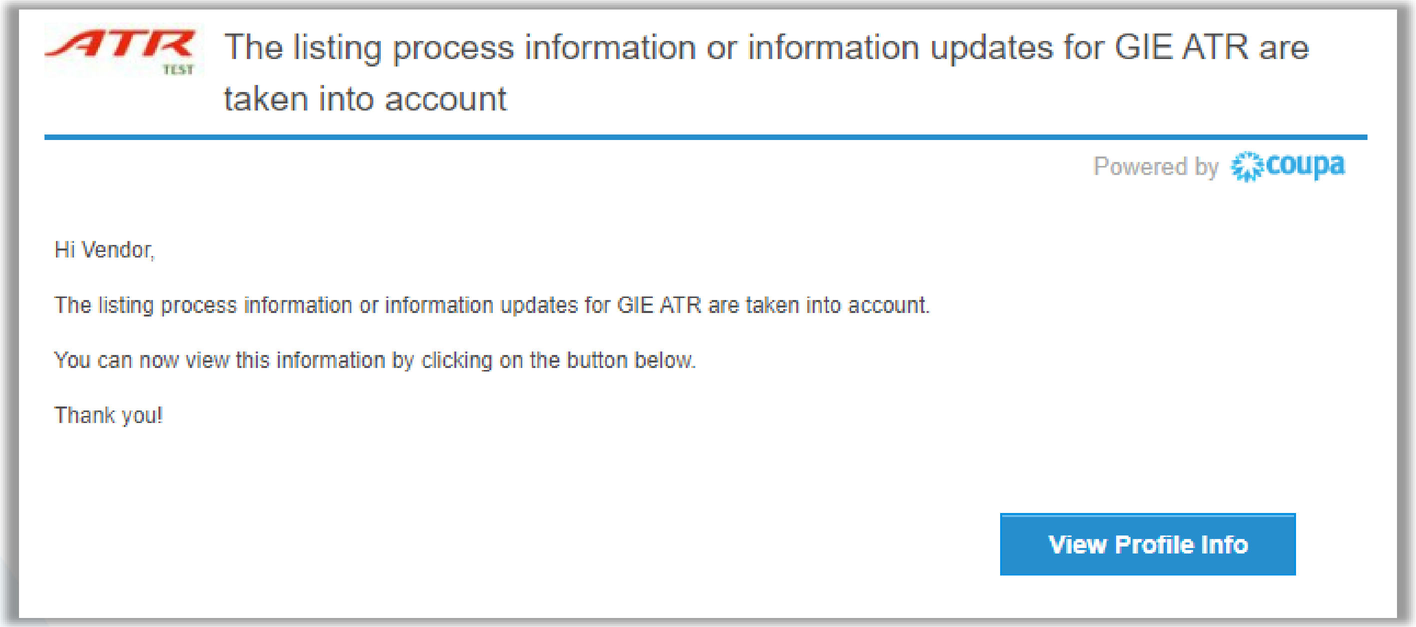
- Make the necessary updates
- Accept the General Conditions of Purchase of ATR GIE (CGA) once again, and tick the option “I hereby represent that the information communicated herein is true and up-to-date.”
- Click on the “Submit for Approval” button to send the update to ATR





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

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


ATR TEST

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.

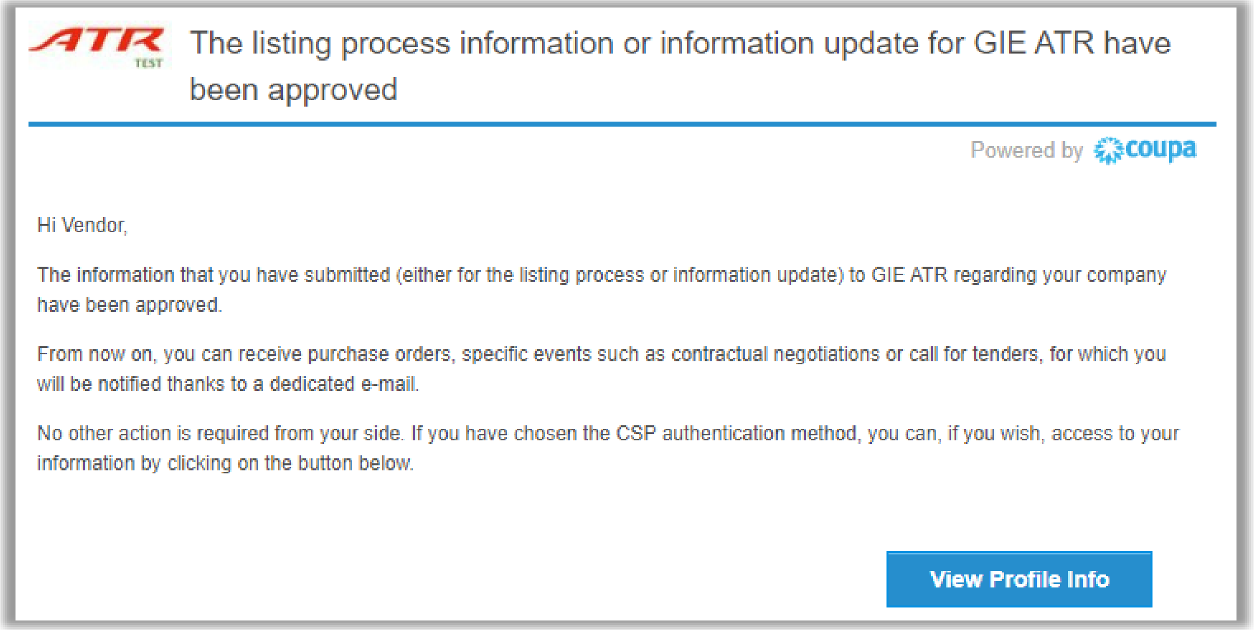
You can now view this information by clicking on the button below.

Thank you!

View Profile Info

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


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.

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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

Powered by coupa

Hi Vendor,

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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.

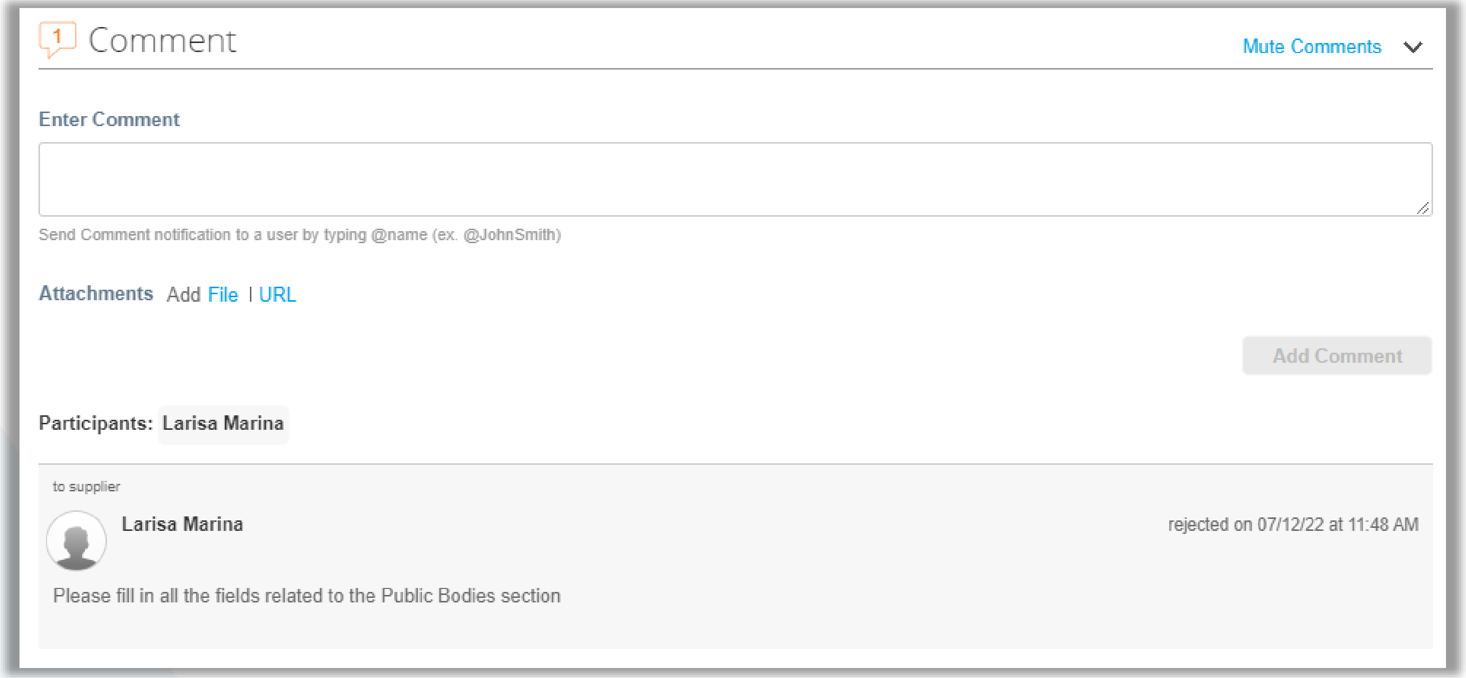
The comment is **"Please fill in all the fields related to the Public Bodies section"**

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

View Profile **Respond**

SIM – Notification of refusal of 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



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”