



COUPA

Supplier Information Management

Supplier Guide

ACCELERATING SUSTAINABLE CONNECTIONS



How to get referenced at ATR

Referencing is only possible via COUPA at ATR.

To be referenced within ATR database, you will be asked to provide your company details and a certain number of documents. Certain information/documents are mandatory in the referencing procedure.

We invite you to follow the supplier guide to facilitate your referencing in COUPA.

Main documents requested (not exhaustive):



Certificate of Incorporation



ATR Code of Conduct

(to download)



Bank details
(IBAN)

Depending on your situation, please click on the corresponding link



Recommended

First interaction with ATR and COUPA

No account creation. Form filing only.



[Click here](#)

COUPA Supplier Portal Account already created



[Click here](#)

Create a COUPA Supplier Portal account



[Click here](#)



Information request notification – New Coupa Supplier Portal user

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: <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

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



Click on the button
« Join and Respond »

 coupa supplier portal

Secure

Create an account

Grow your Business on Coupa with a Free Account

* Business Name

Your legal business name (or legal personal name if an individual)

* Email

* First Name

* Last Name

* Password

* Confirm Password

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

* Country/Region

* Tax Registration ⓘ

☐ I do not have a Tax ID

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

Create an account

Already have an account? [Log In](#)

Fill in the form and click on 'create an account'

ATR Information request notification – New Coupa Supplier Portal user

Enter the code received by e-mail

Your Coupa Verification Code Boîte de réception x

Coupa Supplier Portal <do_not_reply@supplier-test.coupahost.com>

À moi ▾

09:44 (il y a 2 minutes)



Traduire en français



Your Coupa Verification Code

Below is the secure verification code you requested. Enter the 6-digit code in Coupa to verify it's you.

162838

If you didn't request this code please contact us at supplier@coupa.com.



Business Spend Management

supplier portal

Secure

Email Verification

We sent a one time verification code to cspatrsupp@gmail.com

1	6	2	8	3	8
---	---	---	---	---	---

Didn't receive the Verification Code? [Request a New Code](#)

Next

ATR Information request notification - New Coupa Supplier Portal user

Complete the form displayed (Address)

Coupa Supplier Portal Onboarding

Fill out required info for your Business Profile before proceeding to Coupa Supplier Portal

Primary Address saved successfully

Account Details Payment Information

Virtual Card ⓘ

Please enter the following information to receive Virtual Card payments.

* Payment Method Name ⓘ * Email Address ⓘ

☐ My company does not accept Virtual Card payments.

Next



Choose the free version if this pop-up appears

Subscriptions

Inscrit

Faites facilement affaire avec des clients qui utilisent Coupa

Version gratuite

L'utilisateur inscrit comprend :

- Profil de l'entreprise
- Commandes
- Factures électroniques
- Catalogues
- Paievements de sourcing

Continuer

Le plus populaire

Coupa Verified

Amplifiez votre marque de confiance dans la communauté d'acheteurs de Coupa

\$549 / an

Tout dans « Inscrit » plus :

- Badge vérifié
- Classement de recherche prioritaire

Achat vérifié

Coupa Advanced

Optimisez votre trésorerie et augmentez votre productivité tout au long de la journée

\$4,800 / an

Tout dans « Enregistré » plus :

- Rappels et rapports automatiques de factures
- Une intégration transparente avec votre système de compte

Acheter Advanced

Annuler

Complete the form displayed (bank details)

Coupa Supplier Portal Integration

Complete the required information for your company profile before proceeding to Coupa Supplier Portal

Account Details Payment Information

Bank Transfer

Supported by Customer

Please enter the following information to receive payments via bank transfer.

* Payment Method Name ⓘ

* Bank Account Country/Region ⓘ * Bank Account Currency ⓘ

France EUR

Payee Name ⓘ Bank Name ⓘ

IBAN ⓘ Confirm IBAN ⓘ

☐ My company expects to receive international payments

Branch Number ⓘ Bank Account Type ⓘ

Business

Email Address ⓘ Payment Details Code ⓘ

Support Documents ⓘ

Drop or Browse Files

Browse

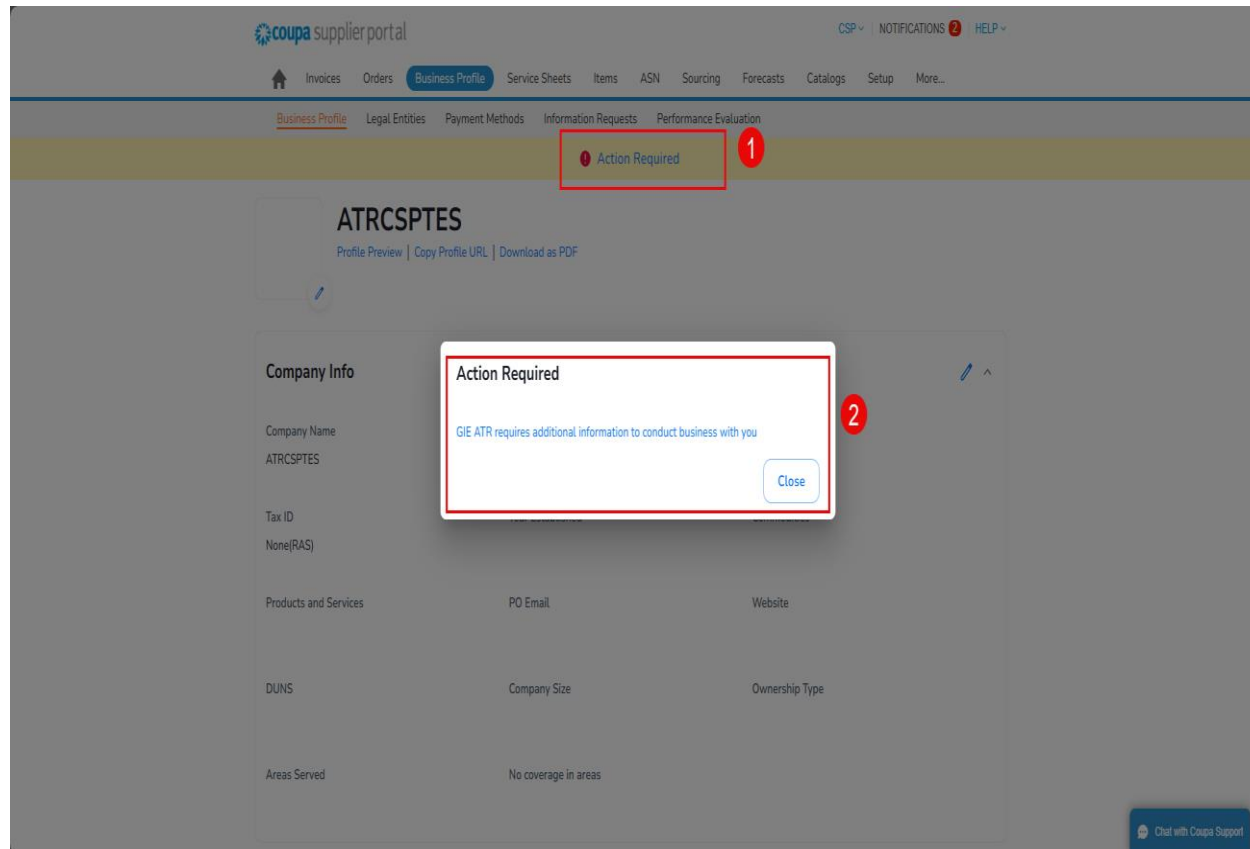
☐ Do not accept bank transfer payments from this customer

You can skip this step by clicking on "Do not accept bank transfer payments"

ATR Information request notification – New Coupa Supplier Portal user

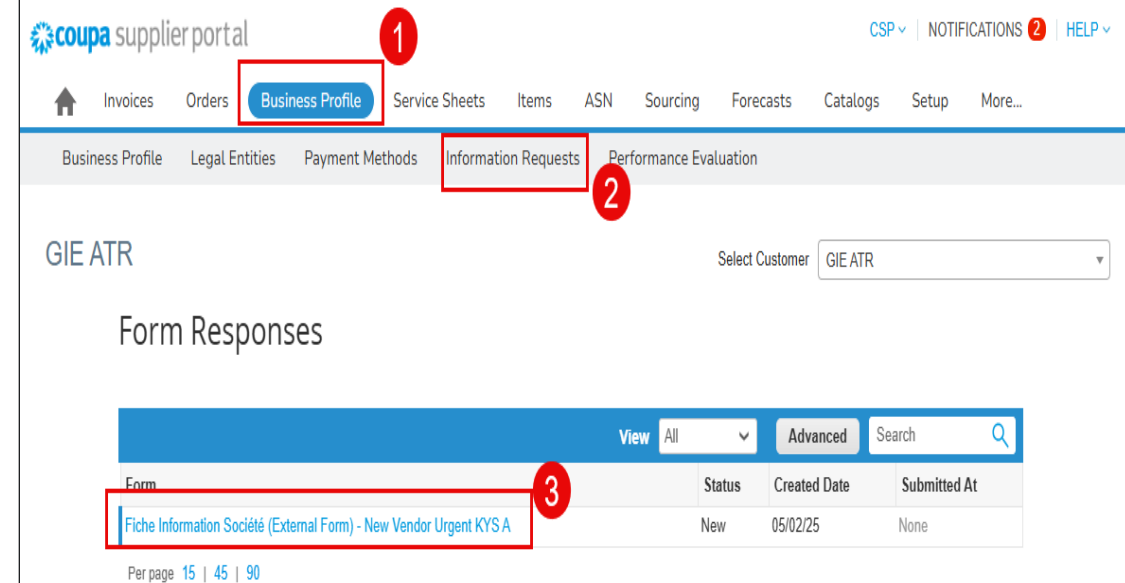
There are two ways to access the form :

A . By clicking on "Action required"



B. Go to :

1. Business Profil
2. Information Requests
3. Click on the link





Your listing and timely payments depend on the quality of the data you enter.

Section 1.1 Entity ID

1.1 Identification de l'Entité / Entity ID

Code fournisseur SAP / Vendor Code SAP

BVTEST

Le code doit contenir :

- au maximum 9 caractères.
- Ne pas commencer par un chiffre
- Ne pas terminer par un « 0 »
- Ne pas contenir de caractères spéciaux et d'espaces
- Ne pas contenir les informations juridiques
- Ne pas contenir les mots « hôtel », « salon », « resto »
- Doit correspondre au plus proche et lisible au nom de l'entreprise.

* Dénomination Sociale / Company Name

BVTEST

* Forme juridique * / Legal Form *

DUNS N°

Code OTAN / CAGE CODE if applicable

SIREN/ N° immatriculation

11 caractères maxi / Maxi 11 characters

SIRET

* Un extrait KBIS à joindre / certificate of incorporation

No file chosen

Joindre un extrait KBIS en cours de validité / attach a valid certificate of incorporation

The SAP code will be entered by your ATR focal point when the referencing is initiated.

Although not marked with an * the corporate business ID is **mandatory**.
Please attach the certificate of incorporation.

Section 1.2 Registered office address

1.2 Adresse Siège Social / Registered office address

* Adresse Siège Social / Registered office address

Address Purpose

Branch
Franchise
HQ
Other Address
Service Center
Warehouse

State Region

Île-de-France² - IDF

State ISO Code

FR-IDF

Address Name

* Street Address

Rue Bougainville

Street Address 2

Both "Country/Region" (ex. France, United States) and "State Region" (ex. Washington, Haute-Garonne) must be filled in



Section 1.3 Actual place of business - if different

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

Addresses

Add one or more Addresses.

[Add Address](#)

Note: You will be able to add multiple addresses by clicking the "Add Address" button.

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

Address Purpose

I

Branch

Franchise

HQ

Other Address

Service Center

Warehouse

State Region

None

State ISO Code

Address Name

Street Address

Street Address 2

Street Address 3

Street Address 4

City

Both "Country/Region" (ex. France, United States) and "State Region" (ex. Washington, Haute-Garonne) must be filled in

Section 1.4 Focal point contact information – must be completed

1.4 Info contact point focal / Focal point contact information

* Info contact point focal / Focal point contact information

* First Name

CSP

* Last Name

TEST

* Email address

cspatrsupp@gmail.com

Work Phone

US/Canada

650-555-1212

Contact Purpose

I

Accounting

Diversity

Executive

Legal

Other

Procurement

Risk

Sales

Service Desk

* Address

Purchase Orders email address

Check that the information is correct and modify it if necessary.

Enter the phone number by entering the country code (ex. 33 for France), without the '+' in the "Country/Region" field and the phone number (without the 0) in the "Local" field.



All fields must be completed

Section 1.5 Company General Information

1.5 Informations générales/ Company General Information

Nombre d'employés / Employees Number

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

Par exemple Président Exécutif, Gérant,.../ for example CEO,...

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 %)

Principaux Domaines d'Activités de l'Entité / Entity Main Activities

Activités / Activities

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



Si le contact est valable pour les 3 Plants, laisser "Area/City" à blanc.



Section 2.1 Financial Analysis

Attachments
Add File

Browse

Submit the last 3 financial statements here

Drag files here

2.1 Analyse Financière / Financial Analysis

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

Effective Date

d/m/yy

Start date of accounting year

* Expiry Date

d/m/yy

Closing date of accounting year

* Attachments
Add [File](#)

Description



Section 2.2 Bank Details

- Coupa will ask you for the legal information required to create a valid payment address for your company :
 1. The identity of your company (various information such as the name of the legal entity, its registration number, etc.)
 2. Your company's billing address
 3. Your company's bank details
 4. Shipping address
- Once this payment address has been created, it can be reused with any of your other CSP customers for billing purposes or to provide information about your company.
- **Please note:** The information entered in this sub-form (Name of entity, VAT number, etc.) 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.



Section 2.2 Bank Details

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

Click on Add Remit-To

Where is your company located?

Setting up your business details in Coupa will make it easier to meet your client's billing and payment requirements. For best results with current and future clients, provide as much information as possible.

* Legal Entity Name

Country/Region

This is the legal name of your company with the local government and the country/region where it is located.

Fill in the fields

Cancel

Continue

Choose the payment address

Choose a Remittance location below - Recommended

These additional fields ensure compliance, verification, and reuse. Otherwise, click Cancel and complete the customer form manually.

Choose an existing payment address or create a new one:

Click on the button « create a payment address »

+ Create a payment address

Cancel



Section 2.2 Bank Details

All fields with * must be filled in.

1

Miscellaneous Information

1 2 3 4

Setting up your business details in Coupa will make it easier to meet your client's invoicing and payment requirements. For best results with current and future clients, provide as much information as possible.

*Entity Name Legal

ATR SUPPLIER SA

Country/Region

France

*Business Registration Number

*Region of Registration

*Share Capital

*Legal Status

In some countries/regions, specific company information must appear on the invoice.

Cancel

Save and Continue

2

Tell your customers about your company

1 2 3 4

Which customers do you want to display this information for?

☒ All
 ☒ ATR AIRCRAFT

What address are you invoicing from?

* Address Line 1

Address Line 2

* City

State

* Zip Code

Country/Region

France

☒ Use this address as your remittance address
 ☒ Use this address as your mailing address

What is your tax ID number? 1

Country/Region

France

* VAT Number

☐ I want to use this information as my local tax ID number

Add an additional tax ID number

REQUIRED FOR INVOICING

Enter your legal entity address. This is the same address where you receive your official documents.

Miscellaneous

Please do not fill in the "Miscellaneous" section.

Invoice Address Code

Preferred Language

French (France)



Section 2.2 Bank Details

3 Where would you like the payment sent to you?

1 2 3 4

Select « Bank Account»

* Payment Type Bank Account

Fill in all your bank account details

What are your account's bank details?

Account Country/Region France

Bank Account:

Account Currency EUR

Bank Account:

Beneficiary Name: ATR Provider TEST

Bank Name:

IBAN:

Confirm IBAN:

SWIFT/BIC Code:

Account Type Business

Bank Account:

Supporting Documents Choose Files No file chosen

3 What is your bank's branch address?

Continue by filling in your bank's branch address

Address Line 1:

Address Line 2:

City:

Region:

Postal Code:

Who is your payment contact? (optional)

What is your payment address?

Address Line 1 Street 1

Address Line 2

City Toulouse

Region

Postal Code 69800

Country/Region France

Check payment address

Cancel Save and Continue

3 Where would you like the payment addressed?

1 2 3 4

Payment addresses tell your customers where to send their invoices. Click a payment address >> to add new locations, or click Next. Click Add a payment address

Remittance Account	Payment Address	Status
Société Générale Bank Account Dupont SA *****2606 *****FRPP	Street 1 Toulouse 69800 France	Active

Manage

Deactivate legal entity Cancel Next

4 Configuration complete

1 2 3 4

Do you want to add a destination address to the customer profile?

Add later Add now



Section 2.2 Bank Details

New CSP user

- A customized section for the ATR system will be displayed in order to transfer the rest of the necessary banking information.
(Bank Details Type - IBAN/Non IBAN, Bank Code and Bank Account Number)

•Détails Bancaires / Bank Details

All fields with * must be completed

* Bank Name ✖

* Bank Address

* Bank Postal Code

* Bank City

* Bank Country/Region

* Type de coordonnées bancaires/Bank Details Type

Select

IBAN

Non IBAN

* Bank Code i

* Bank Account Number i

* SWIFT Code (BIC) i

Account Currency

USD

* Beneficiary Name



Section 2.2 Bank Details

To add bank details without going through all the steps involved in configuring a payment address when filling in the **form**.

- Click on « Add payment address»

2.2 Bank Details

Payment Addresses

Add one or more remittance addresses, either by completing a new compliant invoice form or by choosing an existing remittance address

Add a Payment Address

1

- Click on « Cancel » button

Choose the payment address

Choose a Remittance location below - Recommended

These additional fields ensure compliance, verification, and reuse. Otherwise, click Add and complete the customer form manually.

Choose an existing payment address or create a new one:

Create a payment address

2

Cancel

Note :

The shortcut is an option not recommended by ATR due to the process complexity the shortcut will generate on the portal.

Therefore, ATR recommends to click on cancel in order to open the specific ATR requested data in the ATR form.

- Fill in the information required by ATR (bank address and bank details) directly in the customer form.

* Détails Bancaires / Bank Details

* Nom de la banque	Société Générale	3
* Adresse de la banque	Rue Saint-Charles 9	
* Code postal de la banque	09320	
* Ville de la banque	Toulouse	
* Pays/Région de la banque	France	
* Type de coordonnées bancaires/Bank Details Type	Sélectionner IBAN Non IBAN	
* Code banque		
* Numéro de compte bancaire		
* Code SWIFT (BIC)	*****RPP	
Devise du compte	EUR	
* Nom du bénéficiaire	Dupont SA	
Reference Details		



Section 2.2 Bank Details

* Clerk at Vendor

Ce champ a une limite de 15 caractères / This field has a limit of 15 characters

* Acct Clerk Internet Address

Fill in the name or department of the Accounting contact

Section 2.3 Tax-Customs

Si applicable, veuillez indiquer votre numéro de TVA intracommunautaire en section 2.3
If applicable, please fill in section 2.3 with your intracommunity VAT number

2.3 Fiscalité-Douane / Tax-Customs

Ajoutez des Numéros de TVA en cliquant sur "Ajouter un enregistrement fiscal". / Add VAT Number by clicking on "Add Tax Registration".

Immatriculations fiscales

Utilisez cette section pour ajouter tous vos enregistrements de taxes applicables.

Ajouter une immatriculation fiscale

If you have VAT number(s), add them by clicking on the "Add Tax Registration" button

Enregistrement fiscal

Pays

Numéro

Local ☐

Cerificat OEA

Effective Date

d/m/yy



Expiry Date

d/m/yy



Attachments

Add [File](#)

Click on "File" to attach the document

Description



Section 3.1 Supplier Quality

3.1 Qualité Fournisseur / Supplier Quality

Type of business

Select Some Options

Appuyez sur CTRL et cliquez sur les choix multiples si le cas

Scope of activity

Select Some Options

Appuyez sur CTRL et cliquez sur les choix multiples si le cas

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

EASA PART-21J

Select

EASA PART-21G

Select

EASA PART-145

Select

FAA Part 21J

Select

FAA Part 21G

Select

TCCA Part 21J

Select

TCCA Part 145

Select

CAAC Part 21/145

Select

EASA Part CAMO

Select

Part 147

Select

ATO

Select

Select all that apply to your company.
Multiple choices are possible by pressing the CTRL key button.

If you are **not** a supplier with production/service activities in the **aeronautics sector**, skip this section.

EASA PART-21J

Select

EASA PART-21G

Select

If you are concerned by one or more certificates, choose the type of certificate you have by selecting "Yes" from the drop-down list and fill in the required data

Effective Date

d/m/yy



* Expiry Date

d/m/yy



* Attachments

Add [File](#)

If concerned by one or more certificates, please attach the certification document.

Description



Sections 3.2 Quality and 3.3 Environment

3.2 Quality

ISO9001

Oui (Yes) ☐

If you are concerned by one or more certificates, choose the type of certificate you have by selecting "Yes"

• ISO 9001

Effective Date
d/m/yy

• Expiry Date
d/m/yy

• Attachments
Add [File](#)

Description

Add the effective date and expiry date.

Sundry Quality Certification

Non (No) ☐

3.3 Environment

ISO 14001

Non (No) ☐

Sundry Environment Certification

Non (No) ☐

If you have an equivalent certification, please attach the document, specifying the type of certification in the "Description" section.

Section 4 Due Diligence

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
d/m/yy

• Expiry Date
d/m/yy

• Attachments
Add [File](#)

Description

It is mandatory to add a certificate of provision of social declarations and payment of social security contributions and contributions dating back less than 6 months (vigilance certificate).

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
d/m/yy

Expiry Date
d/m/yy

Attachments
Add [File](#)

Description

Add the nominal list of foreign workers or a sworn statement certifying the non-employment of foreign workers outside the European Economic Area (EEA).



For companies providing services on ATR sites, a nominative list of foreign workers is mandatory.

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

Effective Date
d/m/yy

Expiry Date
d/m/yy

Attachments
Add [File](#)

Description

Add a card proving registration in the trades directory (RM) when this is mandatory (company function)



Section 5 Compliance Informations

The fields required in section 5 may vary depending on the complexity of the data required by ATR.

All fields need to be completed.

5. INFORMATIONS COMPLIANCE / COMPLIANCE INFORMATION

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

(type d'opération : par exemple NDA / RFI / RFP) / (type of operation: e.g. sale of [number & model] used aircraft / providing technical documentation)

* Description concernant le planning envisagé / Description concerning the contemplated calendar

Site Web



Section 5 Compliance Informations

5.1 General Information – Compliance

5. INFORMATIONS COMPLIANCE / COMPLIANCE INFORMATION

The fields with * need to be completed.

5.1 Informations générales/ General Information

* Représentants Légaux (Noms et fonctions) / Legal Representatives (Name and functions)

Par exemple Président Exécutif, Gérant... / for example CEO,...

Bénéficiaires Effectifs (BEU) / Ultimate Beneficial Owner (UBO)

*Bénéficiaire Effectif Ultime (« BEU ») fait référence aux personnes physiques qui sont les bénéficiaires effectifs ultimes d'une personne morale, en détenant au moins 25 % des actions ou des droits de vote, contrôlant directement ou indirectement ou autrement cette personne morale. Le bénéficiaire effectif ultime a le pouvoir d'engager la société. A la différence des Actionnaires Significatifs qui peuvent être soit des personnes morales soit des personnes physiques, les BEU désignent toujours une personne physique contrôlant in fine une personne morale. / *Ultimate Beneficial Owner («UBO») refers to the individuals who are the ultimate beneficial owners of a legal person, by holding at least 25% of shares or voting rights, directly or indirectly or otherwise controlling such legal person. The ultimate beneficial owner has the power to commit the company. To the difference of Significant Shareholders that can be either legal persons or individuals, UBOs always refers to an individual person ultimately controlling a legal person.

Bénéficiaires Effectifs (BEU) 1 / Ultimate Beneficial Owner (UBO) 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Bénéficiaires Effectifs (BEU) 2 / Ultimate Beneficial Owner (UBO) 2

Nom / Last name 2

Actionnaires / Shareholders

*Cette section doit contenir des informations sur toute entité juridique qui directement ou indirectement, contient une participation de plus de 25% si vous avez besoin de plus d'espace, veuillez utiliser la section des commentaires à la dernière page du formulaire.*This section should contain information about any legal entity(ies) who, directly or indirectly, has an ownership interest of more than 25%. If you need more space, please use the comments section on the last page of the form

Actionnaire 1 / Shareholder 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Actionnaire 2 / Shareholder 2

Nom / Last name 2

Prénom / First name 2

Pourcentage / Percent %

Actionnaire 3 / Shareholder 3

Nom / Last name 3



5.2 Compliance questionnaire

5.2 Compliance Questionnaire / Questionnaire conformité

5.2.1 Éthique et conformité / 5.2.1 Ethics and compliance

Votre société a-t-elle formellement énoncé des valeurs et des engagements (Code de conduite, Charte éthique, Code anticorruption, ou autres procédures ou directives écrites) en matière d'éthique et de conformité? Si oui, veuillez fournir une copie de vos politiques connexes./ Has your company formally set out values and commitments (Code of Conduct, Ethical Charter, Anti- Corruption Code, or any written procedure or guidelines) regarding ethics and compliance? If Yes, provide a copy of related policies.

- ☐ Oui (Yes)
☐ Non (No)

Commentaire

Votre entité dispose-t-elle d'un département ou d'une personne fournir les noms et les coordonnées. Does your entity have a dep please provide Names and contact details.

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.2 Enquêtes et sanctions / 5.2.2 Investigations and sanctions

La société a-t-elle été sanctionnée par une autorité publique au cours des 5 dernières années, est-elle actuellement visée par une enquête ou a-t-elle conclu un accord amiable avec une autorité publique pour des motifs de corruption, fau pour des questions liées à l'environnement ou pour tout autre comportement Si «Oui», veuillez nous fournir des informations sur les raisons des sanctions Has the company been sanctioned by a public authority in the last 5 years, is or has it entered into a settlement with a public authority on grounds of corrup laundering/financing of terrorism, human rights, the environment, or any othe If «Yes», please provide us with information on the reasons for the sanction/investigation

* Répondre ici / Answer here:

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un de vos actionnaires, mandataires sociaux, dirigeants ou membres du co pour des motifs liés à la corruption, la fraude, le blanchiment de capitaux / le tout autre comportement contraire à l'éthique des affaires ? Si «Oui», veuillez nous fournir toutes les informations.

Have any of your shareholders, officers, corporate officers or members of the convicted or are any currently being investigated on grounds relating to corrup laundering/financing of terrorism, human rights, the environment, or any othe If «Yes», please provide us with any information

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.3 Conflits d'intérêts et personnes politiquement exposées (PPE) / Conflicts of interests and politically exposed persons (PEP)

L'un des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité a-t-il un lien personnel avec un collaborateur du Groupe ATR ? Si «Oui», veuillez nous fournir le nom et la fonction du collaborateur du Groupe ATR et des informations sur son rôle au sein d'ATR. Do any of your entity's corporate officers, executive managers, directors or shareholders have personal connection with an ATR Group employee? If «Yes», please provide us with the name, roles of the ATR Group employee and information about their role within ATR.

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un ou plusieurs des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité exercent-ils une fonction publique (au sein i) d'une autorité gouvernementale nationale, régionale ou locale, ii) d'un organe supranational ou d'une organisation internationale publique ou iii) d'une société publique ou semi-publique) ou détiennent-ils un mandat électoral et/ou occupent-ils un poste de dirigeant dans un parti politique ? Si «Oui», veuillez nous fournir les coordonnées concernant de la et/ou des personnes concernées et les fonctions occupées.

Does one or more of your entity's corporate officers, executive managers, directors or shareholders hold a public office (with i) a national, regional or local governmental authority or ii) a supranational body or public international organisation or iii) a public or semi-public company) or hold an electoral mandate or i) a management position in a political party? If so, please provide us with the details of the persons concerned and the positions held

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.3 Project and Planning

5.3 Projet et Calendrier / Projet et Planning

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

[type d'opération : par exemple NDA / RPI / RFP] / (type of operation: e.g. sale of [number & model] used aircraft / providing technical documentation)

* Description concernant le planning envisagé / Description concerning the contemplated calendar

5.1 General information

All fields need to be completed.

5.1 Informations générales/ General Information

* Merci de nous transmettre un Extrait du Certificat d'incorporation ou un équivalent /Please provide a copy of the Certificate of Incorporation or the equivalent.

Choose File No file chosen

Fichier PDF / PDF file

* Liste des membres du Conseil d'Administration / list of Board of Directions' members.

Choose File No file chosen

Fichier PDF / PDF file

* Copie du registre des actionnaires et BEU / Provide a copy of registration as UBO or Shareholder register or equivalent

Choose File No file chosen

Fichier PDF / PDF file

* Représentants Legaux (Nom/ prénoms / Fonctions) / Legal Representatives (Last name/ First name/ functions)

par exemple Président Exécutif, Gérant,.../for example CEO,...

* Preuve de la résidence fiscale / Evidence of tax residence[1]

Choose File No file chosen

Fichier PDF / PDF file

Bénéficiaires Effectifs (BEU) / Ultimate Beneficial Owner (UBO)

*Bénéficiaire Effectif Ultime (« BEU») fait référence aux personnes physiques qui sont les bénéficiaires effectifs ultimes d'une personne morale, en détenant au moins 25 % des actions ou des droits de vote, contrôlant directement ou indirectement ou autrement cette personne morale. Le bénéficiaire effectif ultime a le pouvoir d'engager la société. A la différence des Actionnaires Significatifs qui peuvent être soit des personnes morales soit des personnes physiques, les BEU désignent toujours une personne physique contrôlant in fine une personne morale. / *Ultimate Beneficial Owner («UBO») refers to the individuals who are the ultimate beneficial owners of a legal person, by holding at least 25% of shares or voting rights, directly or indirectly or otherwise controlling such legal person. The ultimate beneficial owner has the power to commit the company. To the difference of Significant Shareholders that can be either legal persons or individuals, UBOs always refers to an individual person ultimately controlling a legal person.

Bénéficiaires Effectifs (BEU) 1 / Ultimate Beneficial Owner (UBO) 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Actionnaires / Shareholders

*Cette section doit contenir des informations sur toute entité juridique qui directement ou indirectement, contient une participation de plus de 25% si vous avez besoin de plus d'espace, veuillez utiliser la section des commentaires à la dernière page du formulaire.*This section should contain information about any legal entity(ies) who, directly or indirectly, has an ownership interest of more than 25%. If you need more space, please use the comments section on the last page of the form

Actionnaire 1 / Shareholder 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Actionnaire 2 / Shareholder 2

Nom / Last name 2

Projet et Calendrier / Projet et Planning

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

(type d'opération : par exemple NDA / RF1 / RFP) / (type of operation: e.g. sale of [number & model] used aircraft / providing technical documentation)

* Date prévue de l'opération / Anticipated date of transaction



5.2 Compliance questionnaire

All fields need to be completed.

5.3 Project and Planning

5.2 Compliance Questionnaire / Questionnaire conformité

5.2.1 Éthique et conformité / 5.2.1 Ethics and compliance

Votre société a-t-elle formellement énoncé des valeurs et d'autres procédures ou directives écrites en matière d'éthique ?
Has your company formally set out values and commitment procedure or guidelines regarding ethics and compliance? I

- ☐ Oui (Yes)
☐ Non (No)

Commentaire

Votre entité dispose-t-elle d'un département ou d'une pers. pour fournir les noms et les coordonnées. Does your entity have : please provide Names and contact details.

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.2 Enquêtes et sanctions / 5.2.2 Investigations and sanctions

La société a-t-elle été sanctionnée par une autorité publique au cours des 5 dernières années, est-elle actuellement visée par une enquête ou a-t-elle conclu un accord amiable avec une autorité publique pour des motifs de corruption, fraude, blanchiment de capitaux / financement du terrorisme ou violation des droits humains, pour des questions liées à l'environnement ou pour tout autre comportement contraire à l'éthique des affaires ?

Si «Oui», veuillez nous fournir des informations sur les raisons des sanctions.
Has the company been sanctioned by a public authority in the last 5 yrs or has it entered into a settlement with a public authority on grounds of laundering/financing of terrorism, human rights, the environment, or any If «Yes», please provide us with information on the reasons for the sanction/investigation

* Répondre ici / Answer here:

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un de vos actionnaires, mandataires sociaux, dirigeants ou membres pour des motifs liés à la corruption, la fraude, le blanchiment de capitaux tout autre comportement contraire à l'éthique des affaires ?

Si «Oui», veuillez nous fournir toutes les informations.
Have any of your shareholders, officers, corporate officers or members convicted or are any currently being investigated on grounds relating to laundering/financing of terrorism, human rights, the environment, or any If «Yes», please provide us with any information

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.3 Conflits d'intérêts et personnes politiquement exposées (PPE) / Conflicts of interests and politically exposed persons (PEP)

L'un des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité a-t-il un lien personnel avec un collaborateur du Groupe ATR ?

Si «Oui», veuillez nous fournir le nom et la fonction du collaborateur du Groupe ATR et des informations sur son rôle au sein d'ATR.

Do any of your entity's corporate officers, executive managers, directors or shareholders have personal connection with an ATR Group employee?

If «Yes», please provide us with the name, roles of the ATR Group employee and information about their role within ATR.

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un ou plusieurs des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité exercent-ils une fonction publique (au sein i) d'une autorité gouvernementale nationale, régionale ou locale, ii) d'un organe supranational ou d'une organisation internationale publique ou iii) d'une société publique ou semi-publique) ou détiennent-ils un mandat électoral et/ou occupent-ils un poste de dirigeant dans un parti politique ?

Si «Oui», veuillez nous fournir les coordonnées concernant de la et/ou des personnes concernées et les fonctions occupées.

Does one or more of your entity's corporate officers, executive managers, directors or shareholders hold a public office (with (i) a national, regional or local governmental authority or (ii) a supranational body or public international organisation or (iii) a public or semi-public company) or hold an electoral mandate or/and a management position in a political party?

If so, please provide us with the details of the persons concerned and the positions held

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.3 Projet et Calendrier / Projet et Planning

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

(type d'opération : par exemple NDA / RFI / RFP) / (type of operation: e.g. sale of (number & model) used aircraft / providing technical documentation)

* Description concernant le planning envisagé / Description concerning the contemplated calendar

Section 5 Compliance Information

J'accepte le Code de ☐ ← Tick the box

Conduite Fournisseur /
I accept the Supplier
Code of Conduct

* Je reconnais avoir ☐ ← Tick the box

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

← Once read and signed,
upload the document

* Je reconnais que les informations communiquées ci-dessus sont exactes et à jour. / I acknowledge that the information communicated herein are true and up-to-date.

☐ ← Tick the box

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

PRIVACY INFORMATION NOTICE ATR carries out personal data processing to conduct Anti-Money Laundering, Anti-Corruption and Sanctions Compliance KYC and KYS Due Diligence Procedure. You have the right to request access, correction, modification and erasure regarding your personal data in case of inaccuracy, as well as a right to the limitation of processing, which you may exercise by sending an email to dataprotection@atr-aircraft.com, or by post to the following address: « ATR, Data Protection Representative, Service RH, 1 allée Pierre Nadot, 31712, Blagnac, France ». You also have the right to lodge a claim before the CNIL (Commission Nationale de l'Informatique et des Libertés) especially on its internet www.cnil.fr. For more information on the processing of your personal data, please see our Privacy Policy.

Internet www.cnil.fr.

<https://www.cnil.fr/>

Decline

Save

Submit for Approval

At the end, click on "Submit for approval" to send the information to ATR



Notification that form has been sent to ATR

After submitting the form, you will receive the green message "Your information has been sent" and the fields are closed to modification.

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

The screenshot shows the ATR web interface. At the top, there is a navigation bar with links: Home Profile, Orders, Duty/time sheets, ASN, Invoices, Catalogs, Commercial performance, and Sourcing. Below this, there is a sub-navigation bar with 'Your profile' and 'Information requests'. The main content area is titled 'GIE ATR' and shows a dropdown menu for 'GIE ATR profile'. A green message box at the top of the form area states 'Your information has been sent'. Below this, the status 'Approval pending' is displayed with a blue arrow pointing to it. A text box below the status says 'You'll find the status at the top of the form "Approval pending"'. The form also includes a section for 'Information 45678760 Supplier' with radio buttons for 'Answer of Yes (Yes)' and 'Supplier Response received and under review receives and in review No (No)'. At the bottom, there is a section for '1. PURCHASING INFORMATION' and a sub-section for '1.1 Entity Identification / Entity ID'.

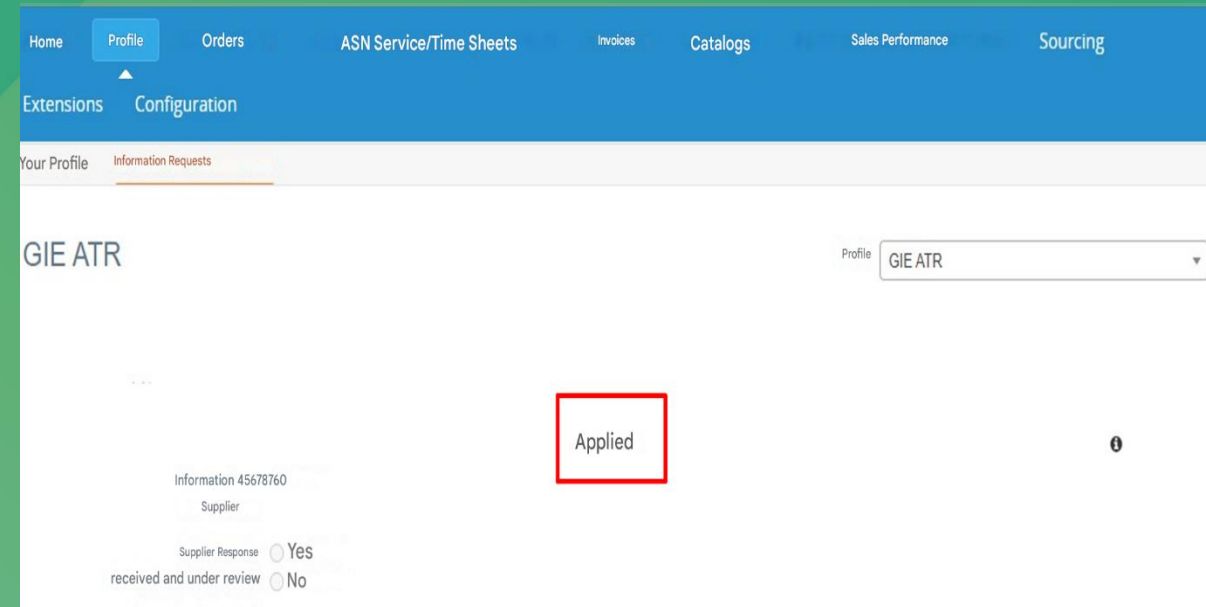
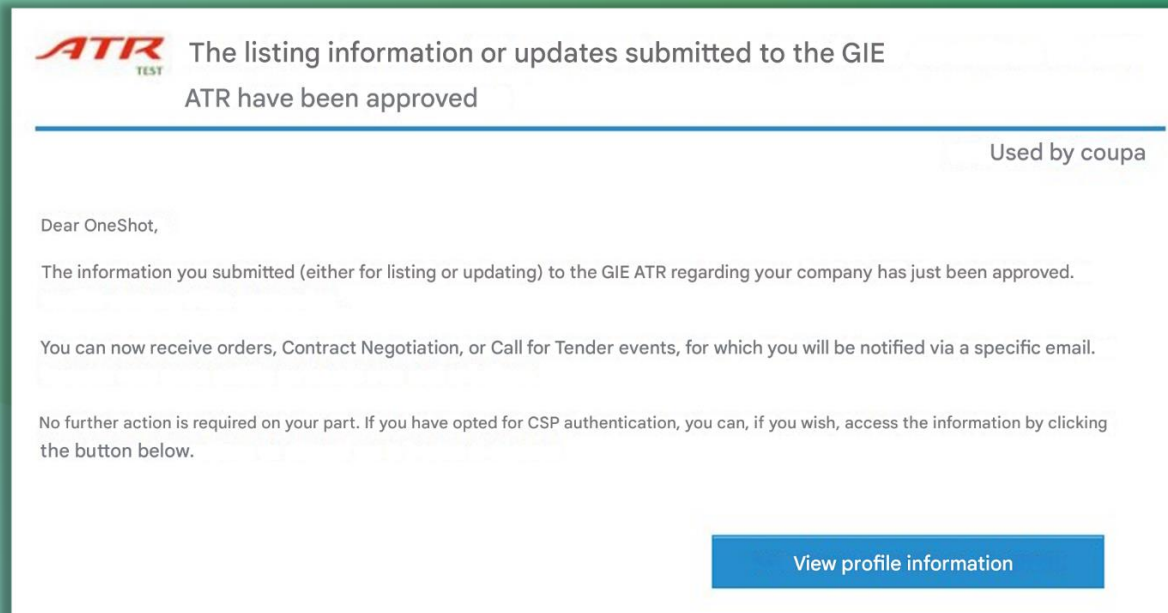
The screenshot shows an email notification from ATR. The header includes the ATR logo and the text 'The listing information or updates to your information for GIE ATR have been saved'. The email body starts with 'Dear OneShot,' followed by 'The listing information or updates requested/submitted by you have been saved by GIE ATR.' and 'You can now view them by clicking the button below.' A 'Thank you!' message is at the bottom. A blue button labeled 'View profile information' is located at the bottom right of the email content.



Form acceptance notification by ATR (CSP Account)

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

The status of the form is now "Applied", as displayed in the header.

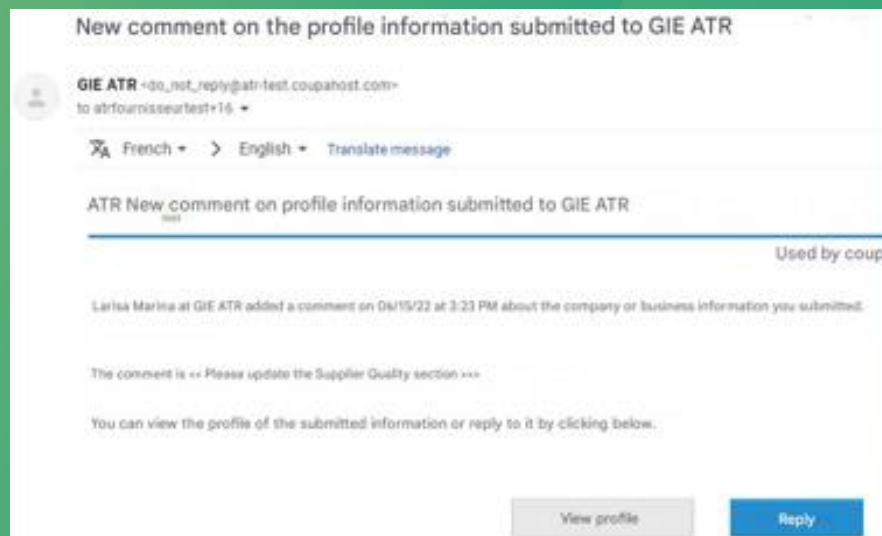
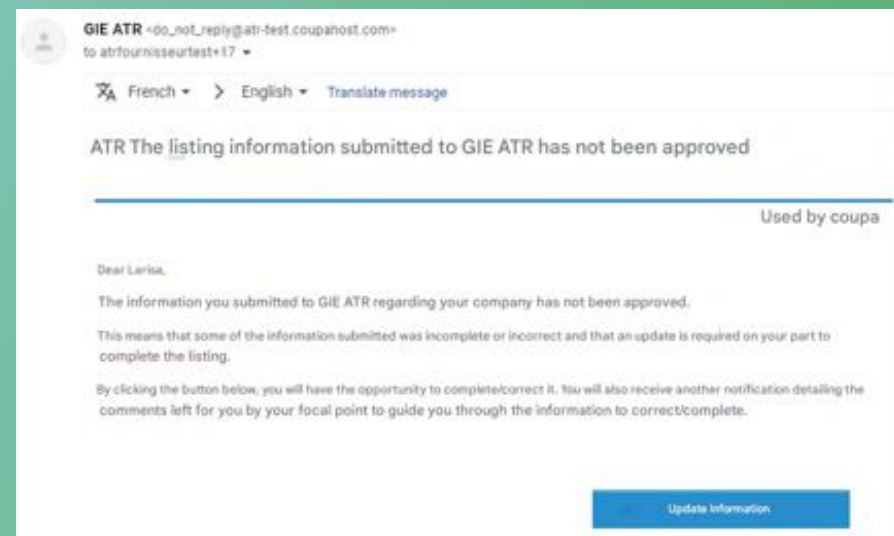




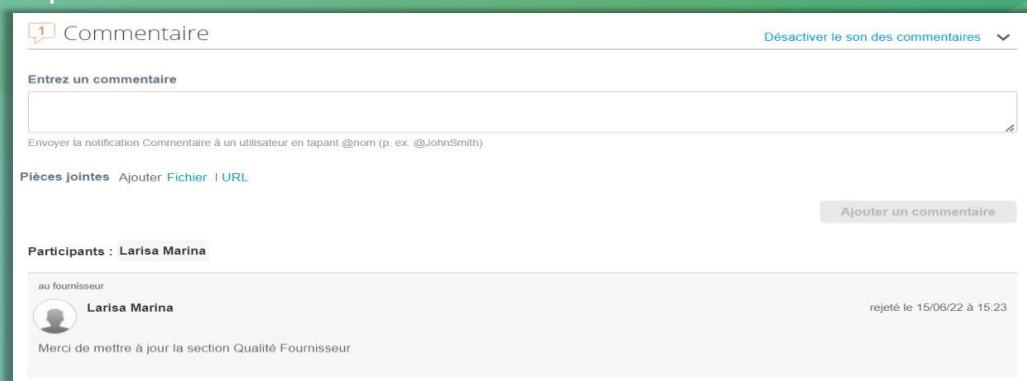
Notification of refusal of form by ATR (Compte CSP)

After ATR has verified the data provided and if the form is rejected, you will receive an email notification of non-approval and a notification with the reason(s) for rejection (ATR's comment)

Click on "Update information" or "Reply". The form opens and all fields are editable again.



You can also see the reason why the form was rejected at the bottom of the page, in the "Comments" section. Update the form and resubmit it.



APPENDICES



Supplier-initiated form update (CSP account)

In your CSP account, you will be able to initiate the updating of supplier form data.
From the home page, go to the "Profile" tab and select the "Information requests" sub-tab
Scroll to the bottom of the page and click on the "Update information" button.

Home Profile Orders Service/Time Sheets ASN Invoices Catalogs Sales Performance Sourcing

Extensions Configuration

Your Profile Information Requests

ATR AIRCRAFT ATR AIRCRAFT Profile

Applied

Supplier Information

Supplier Yes (Yes) No (No)

under review

1. PURCHASING INFORMATION

1.1 Entity ID

SAP Vendor Code

9 characters without spaces or a symbol (excluding legal abbreviations: SAS, EURL) + 1 digit if multiple addresses.

Update information

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

* 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)

Make the necessary updates
Reaccept the ATR General Terms and
Conditions of Purchase

* 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

Decline

Save

Submitting for Approval



Send update notification to ATR (CSP account)

Once you have submitted the update form to ATR, you will receive an email notification.



The listing information or updates to your information for GIE ATR have been saved

Used by coupa

Dear OneShot,

The listing information or updates requested/submitted by you have been saved by GIE ATR.

You can now view them by clicking the button below.

Thank you!

[View profile information](#)

Once ATR has verified the updates you have sent and validated all the elements, you will also receive an e-mail notification.



The listing information or updates submitted to the GIE ATR have been approved

Used by coupa

Dear OneShot,

The information you submitted (either for listing or updating) to the GIE ATR regarding your company has just been approved.

You can now receive orders, Contract Negotiation, or Call for Tender events, for which you will be notified via a specific email.

No further action is required on your part. If you have opted for CSP authentication, you can, if you wish, access the information by clicking the button below.

[View profile information](#)



Alternative supplier account creation forms

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

- Alternative payee form (in case you receive ATR payments on another entity)
- Invoicer form (in case your invoices are addressed from another entity)
- Order reception address form (in case you receive orders within another entity)
- Production site form (to obtain information on your production sites)

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



Supplier information update forms

The ATR teams may ask you to update your company information using simplified forms depending on the type of data required:

- Bank details update form
- Company details update form (addresses, contacts, certificates, etc.)
- Quality update form (certificates)
- Qualifications 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 section “Form filling”.



Thank you


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ACCELERATING SUSTAINABLE CONNECTIONS



Information request notification – Existing CSP User

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

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

Powered by 

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

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: <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

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](#)

 **Fill the fields with an asterisk** Powered By 

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](#)

ATR Information request notification

Coupa Supplier Portal

LARISA | NOTIFICATIONS 7 | HELP

Home

Profile

Orders

ASN Service/Time Sheets

Invoices

Catalogs

Sales Performance

Sourcing

Extensions

Configuration

New: Exclusive discounts for your personal use as a thank you for being part of the Coupa community

Recommended: Validate your profile to speed up payment and discovery. Learn more

Profile Progress

16 Days Ago

Enhance Your Profile

Announcements View All (0)

Instant Savings View All

Start saving today!
Explore offers for your business, exclusive to the Coupa community.

Merge Accounts
If your business has multiple CSP accounts, merge them to reduce confusion for your customers. Learn more
Request a Merge

Latest Customers

GIE ATR - 20220606
GIE ATR - Vendor20

Profile Summary

0 Legal Entity Add

1 Registered User View

1 Logged-in Customer

Bank Info Diversity Accelerate Anti-Corruption Policy

20220606

Coupa Supplier Portal

LARISA | NOTIFICATIONS 7 | HELP

Home

Profile

Orders

ASN Service/Time Sheets

Invoices

Catalogs

Sales Performance

Sourcing

Extensions

Configuration

Your Profile Information Requests

GIE ATR

Information 20220606
Supplier

Yes
supplier response received and being reviewed/
Supplier Response receives and in review

1. PURCHASING INFORMATION

Click on the **“Profile”** tab located on the horizontal banner at the top and then on the **“Request for information”** sub-tab to access the ATR form.

Home

Profile

Orders

ASN Service/Time Sheets

Invoices

Catalogs

Sales Performance

Sourcing

Extensions

Configuration

Your Profile Information Requests

GIE ATR

Profile GIE ATR

We have pre-filled some information based on your public profile.

Note:
You can identify that the form to be completed is linked to the ATR company in the **“Profile”** field.

Information 45678760
Supplier

Yes
supplier response received under review /
Supplier Response receives and in review

1. PURCHASING INFORMATION

1.1 Entity ID

SAP Supplier Code / 45678760
Vendor Code SAP
9 characters without spaces or other symbols (excluding legal abbreviations SAS, EURL, etc.) + 1 digit if multiple addresses.

* Company Name 202215500
/ Company Name



Your listing and timely payments depend on the quality of the data you enter.

Section 1.1 Entity ID

1.1 Identification de l'Entité / Entity ID

Code fournisseur SAP / Vendor Code SAP

BVTEST

Le code doit contenir :

- au maximum 9 caractères.
- Ne pas commencer par un chiffre
- Ne pas terminer par un « 0 »
- Ne pas contenir de caractères spéciaux et d'espaces
- Ne pas contenir les informations juridiques
- Ne pas contenir les mots « hôtel », « salon », « resto »
- Doit correspondre au plus proche et lisible au nom de l'entreprise.

* Dénomination Sociale / Company Name

BVTEST

* Forme juridique * / Legal Form *

DUNS N°

Code OTAN / CAGE CODE if applicable

SIREN/ N° immatriculation

11 caractères maxi / Maxi 11 characters

SIRET

* Un extrait KBIS à joindre / certificate of incorporation

No file chosen

Joindre un extrait KBIS en cours de validité / attach a valid certificate of incorporation

The SAP code will be entered by your ATR focal point when the referencing is initiated.

Although not marked with an * the corporate business ID is **mandatory**.
Please attach the certificate of incorporation.

Section 1.2 Registered office address

1.2 Adresse Siège Social / Registered office address

* Adresse Siège Social / Registered office address

Address Purpose

- Branch
- Franchise
- HQ
- Other Address
- Service Center
- Warehouse

State Region

Île-de-France² - IDF

State ISO Code

FR-IDF

Address Name

* Street Address

Rue Bougainville

Street Address 2

Both "Country/Region" (ex. France, United States) and "State Region" (ex. Washington, Haute-Garonne) must be filled in



Section 1.3 Actual place of business - if different

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

Addresses

Add one or more Addresses.

[Add Address](#)

Note: You will be able to add multiple addresses by clicking the "Add Address" button.

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

Address Purpose

I

Branch

Franchise

HQ

Other Address

Service Center

Warehouse

State Region

None

State ISO Code

Address Name

Street Address

Street Address 2

Street Address 3

Street Address 4

City

Both "Country/Region" (ex. France, United States) and "State Region" (ex. Washington, Haute-Garonne) must be filled in

Section 1.4 Focal point contact information – must be completed

1.4 Info contact point focal / Focal point contact information

* Info contact point focal / Focal point contact information

* First Name

CSP

* Last Name

TEST

* Email address

cspatrsupp@gmail.com

Work Phone

US/Canada 650-555-1212

Contact Purpose

I

Accounting

Diversity

Executive

Legal

Other

Procurement

Risk

Sales

Service Desk

* Address

☐

Purchase Orders email address

Check that the information is correct and modify it if necessary.

Enter the phone number by entering the country code (ex. 33 for France), without the '+' in the "Country/Region" field and the phone number (without the 0) in the "Local" field.



All fields must be completed

Section 1.5 Company General Information

1.5 Informations générales/ Company General Information

Nombre d'employés / Employees Number

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

Par exemple Président Exécutif, Gérant,.../ for example CEO,...

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 %)

Principaux Domaines d'Activités de l'Entité / Entity Main Activities

Activités / Activities

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



Section 'Contacts Entité / Management'

All fields must be completed

Contacts Entité / Management

Veillez 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

Contacts

Add one or more Contacts.

Add Contact

Contacts

Fonction/Business Function

Select

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))

Contract Manager (Contract Manager)

choisissez "Other" et remplissez le champ "Autre Fonction/Other Business Function"/If you cannot find your field "Autre Fonction/Other Business Function" below

Please select the appropriate function before proceeding with adding contacts

Last Name

Email address

Contacts

Add one or more Contacts.

Add Contact

Note: You have the option to add multiple contacts by clicking the "Add Contact" button

Contacts

Fonction/Business Function

Select

Si vous ne trouvez pas la fonction souhaitée, choisissez "Other" et remplissez le champ "Autre Fonction/Other Business Function"/If you cannot find your business function, select "Other" and fill in field "Autre Fonction/Other Business Function" below

Contact Purpose

Select Some Options

First Name

Last Name

Email address

Mobile Phone

US/Canada 850-555-1212

En choisissant "Autre", renseignez votre indicatif dans "Country/Region" et votre numéro dans "Local"/When choosing "Other" please enter you country phone number in "Country/Region" and your phone number in "Local"

Fonction du contact (réservé à ATR)

US/Canada 850-555-1212

A remplir par ATR. Remplir "Country/Region" avec "0" puis mettre le Plant FFR1 ou USG1 ou USJ1 dans "Area/City", la fonction métier dans "Local" et la partner function SAP dans "Extension".

Si le contact est valable pour les 3 Plants, laisser "Area/City" à blanc.

To be filled in



Section 2.1 Financial Analysis

Attachments
Add File

Browse

Submit the last 3 financial statements here

Drag files here

2.1 Analyse Financière / Financial Analysis

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

Effective Date

d/m/yy

Start date of accounting year

* Expiry Date

d/m/yy

Closing date of accounting year

* Attachments
Add [File](#)

Description



Section 2.2 Bank Details

2.2 Bank Details

* Payment Addresses

Add one or more payment addresses

Add one or more remittance addresses, either by completing a new compliant invoice form or by choosing an existing remittance address.

Add a Payment Address

Choose Payment Address

Choose a Remittance Location Below - Recommended

These additional fields ensure compliance, verification, and reuse. Otherwise, click Cancel and complete the customer form manually.

Choose an existing payment address or create a new one:

Street 1

69800 Toulouse

France

France (FRX999999999)

Bank Account

(Société Générale)

Choose

Select the payment address by clicking on "Choose".

+ Create a Payment Address

Cancel

Then complete the information required by ATR

* Bank Details

* Bank Name

Société Générale

* Bank Address

Rue Saint-Charles 9

* Bank Postal Code

09320

* Bank City

Toulouse

* Bank Country/Region

France

* Bank Details Type

Select

IBAN

Non-IBAN

* Bank Code

* Bank Account Number

* SWIFT Code (BIC)

*****RPP

Account Currency

EUR

* Beneficiary Name

Dupont SA

Reference Details

The "Reference Details" field (optional) does not need to be filled in (Reserved for ATR).

✓ We have auto-filled some information from your Public Profile.

• 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

Add a bank voucher by clicking on « file » button



Section 2.2 Bank Details

* Clerk at Vendor

Ce champ a une limite de 15 caractères / This field has a limit of 15 characters

Fill in the name or department of the Accounting contact

* Acct Clerk Internet Address

Section 2.3 Tax-Customs

Si applicable, veuillez indiquer votre numéro de TVA intracommunautaire en section 2.3
If applicable, please fill in section 2.3 with your intracommunity VAT number

2.3 Fiscalité-Douane / Tax-Customs

Ajoutez des Numéros de TVA en cliquant sur "Ajouter un enregistrement fiscal". / Add VAT Number by clicking on "Add Tax Registration".

Immatriculations fiscales

Utilisez cette section pour ajouter tous vos enregistrements de taxes applicables.

Ajouter une immatriculation fiscale

If you have VAT number(s), add them by clicking on the "Add Tax Registration" button

Enregistrement fiscal

Pays

Numéro

Local

☐

Add the **AEO** (Authorized Economic Operator) certificate if your company carries out an activity linked to international trade only

Cerificat OEA

Effective Date

d/m/yy



Expiry Date

d/m/yy



Attachments

Add [File](#)

Click on "File" to attach the document

Description



Section 3.1 Supplier Quality

3.1 Qualité Fournisseur / Supplier Quality

Type of business

Select Some Options

Appuyez sur CTRL et cliquez sur les choix multiples si le cas

Scope of activity

Select Some Options

Appuyez sur CTRL et cliquez sur les choix multiples si le cas

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

EASA PART-21J

Select

EASA PART-21G

Select

EASA PART-145

Select

FAA Part 21J

Select

FAA Part 21G

Select

TCCA Part 21J

Select

TCCA Part 145

Select

CAAC Part 21/145

Select

EASA Part CAMO

Select

Part 147

Select

ATO

Select

Select all that apply to your company.
Multiple choices are possible by pressing the CTRL key button.

If you are **not** a supplier with production/service activities in the **aeronautics sector**, skip this section.

EASA PART-21J

Select

EASA PART-21G

Select

If you are concerned by one or more certificates, choose the type of certificate you have by selecting "Yes" from the drop-down list and fill in the required data

Effective Date

d/m/yy



* Expiry Date

d/m/yy



* Attachments

Add [File](#)

Please attach the certification document.

Description



Sections 3.2 Quality and 3.3 Environment

3.2 Quality

ISO9001

Oui (Yes) ☐

If you are concerned by one or more certificates, choose the type of certificate you have by selecting "Yes"

• ISO 9001

Effective Date
d/m/yy

• Expiry Date
d/m/yy

• Attachments
Add [File](#)

Description

Add the effective date and expiry date.

Sundry Quality Certification

Non (No) ☐

3.3 Environment

ISO 14001

Non (No) ☐

Sundry Environment Certification

Non (No) ☐

If you have an equivalent certification, please attach the document, specifying the type of certification in the "Description" section.

Section 4 Due Diligence

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
d/m/yy

• Expiry Date
d/m/yy

• Attachments
Add [File](#)

Description

It is mandatory to add a certificate of provision of social declarations and payment of social security contributions and contributions dating back less than 6 months (vigilance certificate).

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
d/m/yy

Expiry Date
d/m/yy

Attachments
Add [File](#)

Description

Add the nominal list of foreign workers or a sworn statement certifying the non-employment of foreign workers outside the European Economic Area (EEA).



For companies providing services on ATR sites, a nominative list of foreign workers is mandatory.

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

Effective Date
d/m/yy

Expiry Date
d/m/yy

Attachments
Add [File](#)

Description

Add a card proving registration in the trades directory (RM) when this is mandatory (company function)



Section 5 Compliance Informations

The fields required in section 5 may vary depending on the complexity of the data required by ATR.

All fields need to be completed.

5. INFORMATIONS COMPLIANCE / COMPLIANCE INFORMATION

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

(type d'opération : par exemple NDA / RFI / RFP) / (type of operation: e.g. sale of [number & model] used aircraft / providing technical documentation)

* Description concernant le planning envisagé / Description concerning the contemplated calendar

Site Web





Section 5 Compliance Informations

5.1 General Information – Compliance

5. INFORMATIONS COMPLIANCE / COMPLIANCE INFORMATION

The fields with * need to be completed.

5.1 Informations générales/ General Information

* Représentants Légaux (Noms et fonctions) / Legal Representatives (Name and functions)

Par exemple Président Exécutif, Gérant... / for example CEO...

Bénéficiaires Effectifs (BEU) / Ultimate Beneficial Owner (UBO)

*Bénéficiaire Effectif Ultime (« BEU») fait référence aux personnes physiques qui sont les bénéficiaires effectifs ultimes d'une personne morale, en détenant au moins 25 % des actions ou des droits de vote, contrôlant directement ou indirectement ou autrement cette personne morale. Le bénéficiaire effectif ultime a le pouvoir d'engager la société. A la différence des Actionnaires Significatifs qui peuvent être soit des personnes morales soit des personnes physiques, les BEU désignent toujours une personne physique contrôlant in fine une personne morale. / *Ultimate Beneficial Owner («UBO») refers to the individuals who are the ultimate beneficial owners of a legal person, by holding at least 25% of shares or voting rights, directly or indirectly or otherwise controlling such legal person. The ultimate beneficial owner has the power to commit the company. To the difference of Significant Shareholders that can be either legal persons or individuals, UBOs always refers to an individual person ultimately controlling a legal person.

Bénéficiaires Effectifs (BEU) 1 / Ultimate Beneficial Owner (UBO) 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Bénéficiaires Effectifs (BEU) 2 / Ultimate Beneficial Owner (UBO) 2

Nom / Last name 2

Actionnaires / Shareholders

*Cette section doit contenir des informations sur toute entité juridique qui directement ou indirectement, contient une participation de plus de 25% si vous avez besoin de plus d'espace, veuillez utiliser la section des commentaires à la dernière page du formulaire.*This section should contain information about any legal entity(ies) who, directly or indirectly, has an ownership interest of more than 25%. If you need more space, please use the comments section on the last page of the form

Actionnaire 1 / Shareholder 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Actionnaire 2 / Shareholder 2

Nom / Last name 2

Prénom / First name 2

Pourcentage / Percent %

Actionnaire 3 / Shareholder 3

Nom / Last name 3

5.2 Compliance questionnaire

5.2 Compliance Questionnaire / Questionnaire conformité

5.2.1 Éthique et conformité / 5.2.1 Ethics and compliance

Votre société a-t-elle formellement énoncé des valeurs et des engagements (Code de conduite, Charte éthique, Code anticorruption, ou autres procédures ou directives écrites) en matière d'éthique et de conformité? Si oui, veuillez fournir une copie de vos politiques connexes./ Has your company formally set out values and commitments (Code of Conduct, Ethical Charter, Anti- Corruption Code, or any written procedure or guidelines) regarding ethics and compliance? If Yes, provide a copy of related policies.

- ☐ Oui (Yes)
☐ Non (No)

Commentaire

Votre entité dispose-t-elle d'un département ou d'une personne fournir les noms et les coordonnées. Does your entity have a dep please provide Names and contact details.

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.2 Enquêtes et sanctions / 5.2.2 Investigations and sanctions

La société a-t-elle été sanctionnée par une autorité publique au cours des 5 dernières années, est-elle actuellement visée par une enquête ou a-t-elle conclu un accord amiable avec une autorité publique pour des motifs de corruption, fau pour des questions liées à l'environnement ou pour tout autre comportement Si «Oui», veuillez nous fournir des informations sur les raisons des sanctions Has the company been sanctioned by a public authority in the last 5 years, is or has it entered into a settlement with a public authority on grounds of corrup laundering/financing of terrorism, human rights, the environment, or any othe If «Yes», please provide us with information on the reasons for the sanction/investigation

* Répondre ici / Answer here:

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un de vos actionnaires, mandataires sociaux, dirigeants ou membres du co pour des motifs liés à la corruption, la fraude, le blanchiment de capitaux / le tout autre comportement contraire à l'éthique des affaires ? Si «Oui», veuillez nous fournir toutes les informations.

Have any of your shareholders, officers, corporate officers or members of the convicted or are any currently being investigated on grounds relating to corrup laundering/financing of terrorism, human rights, the environment, or any othe If «Yes», please provide us with any information

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.3 Conflits d'intérêts et personnes politiquement exposées (PPE) / Conflicts of interests and politically exposed persons (PEP)

L'un des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité a-t-il un lien personnel avec un collaborateur du Groupe ATR ? Si «Oui», veuillez nous fournir le nom et la fonction du collaborateur du Groupe ATR et des informations sur son rôle au sein d'ATR. Do any of your entity's corporate officers, executive managers, directors or shareholders have personal connection with an ATR Group employee? If «Yes», please provide us with the name, roles of the ATR Group employee and information about their role within ATR.

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un ou plusieurs des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité exercent-ils une fonction publique (au sein i) d'une autorité gouvernementale nationale, régionale ou locale, ii) d'un organe supranational ou d'une organisation internationale publique ou iii) d'une société publique ou semi-publique) ou détiennent-ils un mandat électoral et/ou occupent-ils un poste de dirigeant dans un parti politique ? Si «Oui», veuillez nous fournir les coordonnées concernant de la et/ou des personnes concernées et les fonctions occupées.

Does one or more of your entity's corporate officers, executive managers, directors or shareholders hold a public office (with (i) a national, regional or local governmental authority or (ii) a supranational body or public international organisation or (iii) a public or semi-public company) or hold an electoral mandate or/and a management position in a political party? If so, please provide us with the details of the persons concerned and the positions held

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.3 Project and Planning

5.3 Projet et Calendrier / Projet et Planning

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

[type d'opération : par exemple NDA / RPI / RFP] / (type of operation: e.g. sale of [number & model] used aircraft / providing technical documentation)

* Description concernant le planning envisagé / Description concerning the contemplated calendar

5.1 General information

All fields need to be completed.

5.1 Informations générales/ General Information

* Merci de nous transmettre un Extrait du Certificat d'incorporation ou un équivalent /Please provide a copy of the Certificate of Incorporation or the equivalent.

Choose File No file chosen

Fichier PDF / PDF file

* Liste des membres du Conseil d'Administration / list of Board of Directions' members.

Choose File No file chosen

Fichier PDF / PDF file

* Copie du registre des actionnaires et BEU / Provide a copy of registration as UBO or Shareholder register or equivalent

Choose File No file chosen

Fichier PDF / PDF file

* Représentants Legaux (Nom/ prénoms / Fonctions) / Legal Representatives (Last name/ First name/ functions)

par exemple Président Exécutif, Gérant,.../for example CEO,...

* Preuve de la résidence fiscale / Evidence of tax residence[1]

Choose File No file chosen

Fichier PDF / PDF file

Bénéficiaires Effectifs (BEU) / Ultimate Beneficial Owner (UBO)

*Bénéficiaire Effectif Ultime (« BEU») fait référence aux personnes physiques qui sont les bénéficiaires effectifs ultimes d'une personne morale, en détenant au moins 25 % des actions ou des droits de vote, contrôlant directement ou indirectement ou autrement cette personne morale. Le bénéficiaire effectif ultime a le pouvoir d'engager la société. A la différence des Actionnaires Significatifs qui peuvent être soit des personnes morales soit des personnes physiques, les BEU désignent toujours une personne physique contrôlant in fine une personne morale. / *Ultimate Beneficial Owner («UBO») refers to the individuals who are the ultimate beneficial owners of a legal person, by holding at least 25% of shares or voting rights, directly or indirectly or otherwise controlling such legal person. The ultimate beneficial owner has the power to commit the company. To the difference of Significant Shareholders that can be either legal persons or individuals, UBOs always refers to an individual person ultimately controlling a legal person.

Bénéficiaires Effectifs (BEU) 1 / Ultimate Beneficial Owner (UBO) 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Actionnaires / Shareholders

*Cette section doit contenir des informations sur toute entité juridique qui directement ou indirectement, contient une participation de plus de 25% si vous avez besoin de plus d'espace, veuillez utiliser la section des commentaires à la dernière page du formulaire.*This section should contain information about any legal entity(ies) who, directly or indirectly, has an ownership interest of more than 25%. If you need more space, please use the comments section on the last page of the form

Actionnaire 1 / Shareholder 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Actionnaire 2 / Shareholder 2

Nom / Last name 2

Projet et Calendrier / Projet et Planning

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

(type d'opération : par exemple NDA / RF1 / RFP) / (type of operation: e.g. sale of [number & model] used aircraft / providing technical documentation)

* Date prévue de l'opération / Anticipated date of transaction



5.2 Compliance questionnaire

All fields need to be completed.

5.3 Project and Planning

5.2 Compliance Questionnaire / Questionnaire conformité

5.2.1 Éthique et conformité / 5.2.1 Ethics and compliance

Votre société a-t-elle formellement énoncé des valeurs et d'autres procédures ou directives écrites en matière d'éthique ?
Has your company formally set out values and commitment procedure or guidelines regarding ethics and compliance? I

- ☐ Oui (Yes)
☐ Non (No)

Commentaire

Votre entité dispose-t-elle d'un département ou d'une pers. pour fournir les noms et les coordonnées. Does your entity have : please provide Names and contact details.

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.2 Enquêtes et sanctions / 5.2.2 Investigations and sanctions

La société a-t-elle été sanctionnée par une autorité publique au cours des 5 dernières années, est-elle actuellement visée par une enquête ou a-t-elle conclu un accord amiable avec une autorité publique pour des motifs de corruption, fraude, blanchiment de capitaux / financement du terrorisme ou violation des droits humains, pour des questions liées à l'environnement ou pour tout autre comportement contraire à l'éthique des affaires ?
Si «Oui», veuillez nous fournir des informations sur les raisons des sanctions.
Has the company been sanctioned by a public authority in the last 5 yrs or has it entered into a settlement with a public authority on grounds of laundering/financing of terrorism, human rights, the environment, or any If «Yes», please provide us with information on the reasons for the sanction/investigation

* Répondre ici / Answer here:

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un de vos actionnaires, mandataires sociaux, dirigeants ou membres pour des motifs liés à la corruption, la fraude, le blanchiment de capitaux tout autre comportement contraire à l'éthique des affaires ?
Si «Oui», veuillez nous fournir toutes les informations.
Have any of your shareholders, officers, corporate officers or members convicted or are any currently being investigated on grounds relating to laundering/financing of terrorism, human rights, the environment, or any If «Yes», please provide us with any information

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.3 Conflits d'intérêts et personnes politiquement exposées (PPE) / Conflicts of interests and politically exposed persons (PEP)

L'un des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité a-t-il un lien personnel avec un collaborateur du Groupe ATR ?
Si «Oui», veuillez nous fournir le nom et la fonction du collaborateur du Groupe ATR et des informations sur son rôle au sein d'ATR.
Do any of your entity's corporate officers, executive managers, directors or shareholders have personal connection with an ATR Group employee?
If «Yes», please provide us with the name, roles of the ATR Group employee and information about their role within ATR.

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un ou plusieurs des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité exercent-ils une fonction publique (au sein i) d'une autorité gouvernementale nationale, régionale ou locale, ii) d'un organe supranational ou d'une organisation internationale publique ou iii) d'une société publique ou semi-publique) ou détiennent-ils un mandat électoral et/ou occupent-ils un poste de dirigeant dans un parti politique ?
Si «Oui», veuillez nous fournir les coordonnées concernant de la et/ou des personnes concernées et les fonctions occupées.
Does one or more of your entity's corporate officers, executive managers, directors or shareholders hold a public office (with (i) a national, regional or local governmental authority or (ii) a supranational body or public international organisation or (iii) a public or semi-public company) or hold an electoral mandate or/and a management position in a political party?
If so, please provide us with the details of the persons concerned and the positions held

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.3 Projet et Calendrier / Projet et Planning

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

(type d'opération : par exemple NDA / RFI / RFP) / (type of operation: e.g. sale of (number & model) used aircraft / providing technical documentation)

* Description concernant le planning envisagé / Description concerning the contemplated calendar



Section 5 Compliance Information

J'accepte le Code de ☐ ← Tick the box

Conduite Fournisseur /
I accept the Supplier
Code of Conduct

* Je reconnais avoir ☐ ← Tick the box

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

← Once read and signed,
upload the document

* Je reconnais que les informations communiquées ci-dessus sont exactes et à jour. / I acknowledge that the information communicated herein are true and up-to-date.

☐ ← Tick the box

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

PRIVACY INFORMATION NOTICE ATR carries out personal data processing to conduct Anti-Money Laundering, Anti-Corruption and Sanctions Compliance KYC and KYS Due Diligence Procedure. You have the right to request access, correction, modification and erasure regarding your personal data in case of inaccuracy, as well as a right to the limitation of processing, which you may exercise by sending an email to dataprotection@atr-aircraft.com, or by post to the following address: « ATR, Data Protection Representative, Service RH, 1 allée Pierre Nadot, 31712, Blagnac, France ». You also have the right to lodge a claim before the CNIL (Commission Nationale de l'Informatique et des Libertés) especially on its internet www.cnil.fr. For more information on the processing of your personal data, please see our Privacy Policy.

Internet www.cnil.fr.

<https://www.cnil.fr/>

Decline

Save

Submit for Approval

At the end, click on "Submit for approval" to send the information to ATR



Notification that form has been sent to ATR

After submitting the form, you will receive the green message “Your information has been sent” and the fields are closed to modification.

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

The screenshot shows the ATR web interface. At the top, there is a navigation bar with links: Home, Profile, Orders, Duty/time sheets, ASN, Invoices, Catalogs, Commercial performance, and Sourcing. Below this, there is a sub-navigation bar with links: Your profile, Information requests, and Configuration. The main content area displays a green notification bar that reads "Your information has been sent". Below the notification bar, there is a section titled "GIE ATR" with a dropdown menu labeled "GIE ATR profile". To the right of the dropdown menu, there is a status indicator that reads "Approval pending". Below the status indicator, there is a form with a section titled "1. PURCHASING INFORMATION". The form contains a question: "Information 45678760 Supplier" with two radio button options: "Answer of Yes (Yes)" and "Supplier Response received and under review receives and in review No (No)".

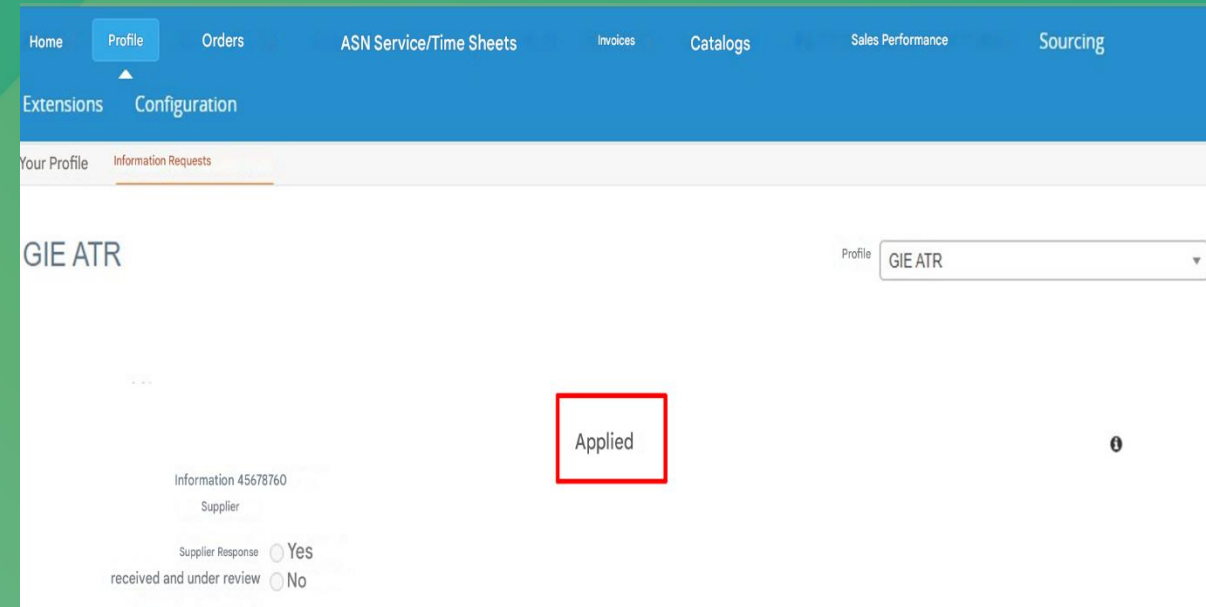
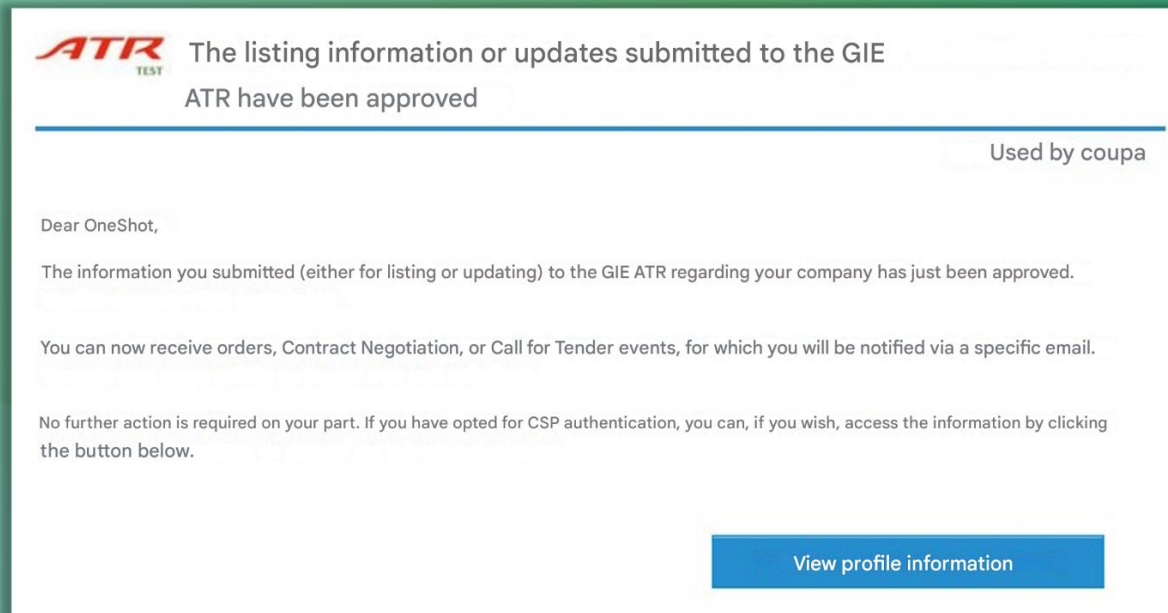
The screenshot shows an email notification from ATR. The email header includes the ATR logo and the text "The listing information or updates to your information for GIE ATR have been saved". The email body contains the following text: "Dear OneShot, The listing information or updates requested/submitted by you have been saved by GIE ATR. You can now view them by clicking the button below." At the bottom of the email, there is a blue button labeled "View profile information".



Form acceptance notification by ATR (CSP Account)

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

The status of the form is now “Applied”, as displayed in the header.

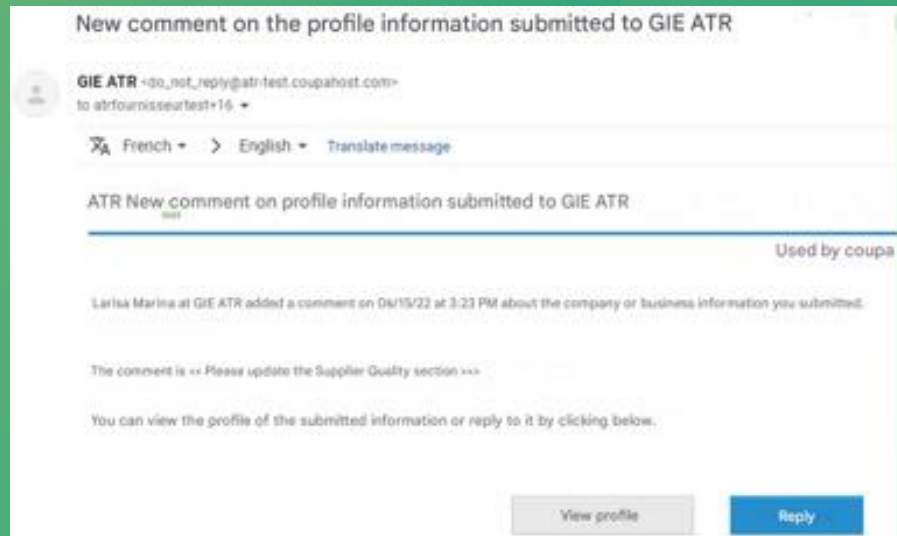
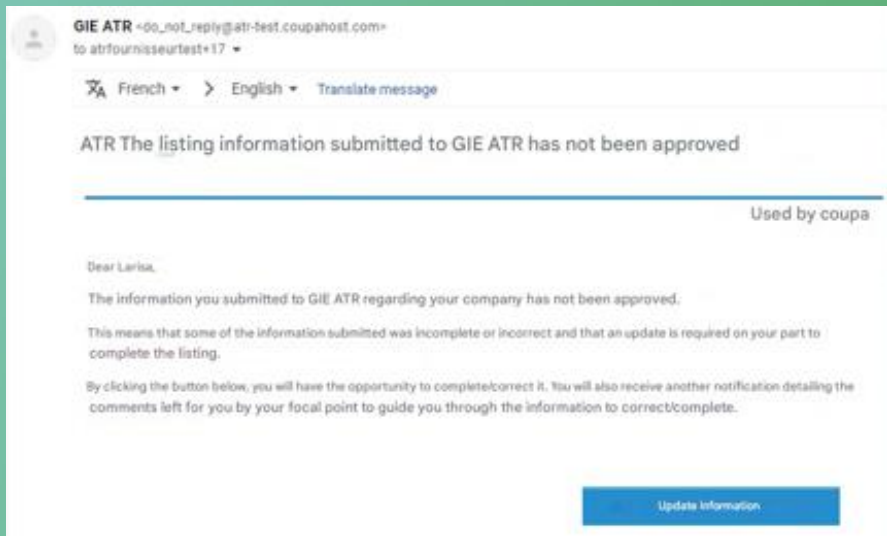




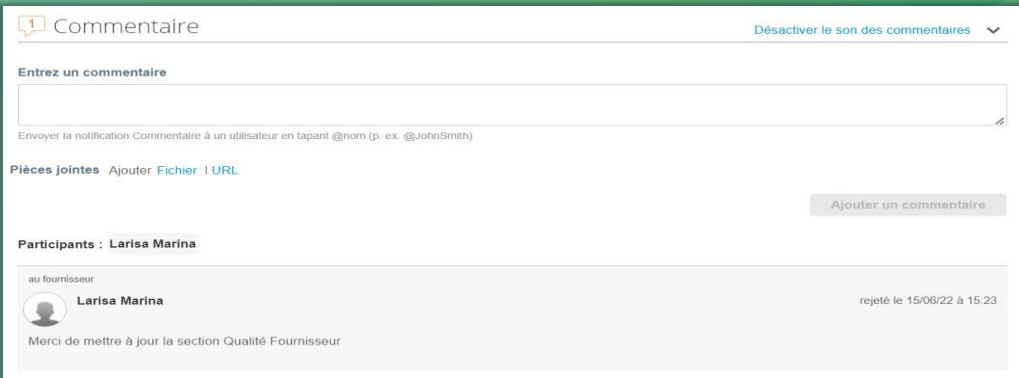
Notification of refusal of form by ATR (CSP account)

After ATR has verified the data provided and if the form is rejected, you will receive an email notification of non-approval and a notification with the reason(s) for rejection (ATR's comment)

Click on "Update information" or "Reply". The form opens and all fields are editable again.



You can also see the reason why the form was rejected at the bottom of the page, in the "Comments" section. Update the form and resubmit it.



APPENDICES



Supplier-initiated form update (CSP account)

In your CSP account, you will be able to initiate the updating of supplier form data.
From the home page, go to the "Profile" tab and select the "Information requests" sub-tab
Scroll to the bottom of the page and click on the "Update information" button.

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

Update information

* 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

Make the necessary updates
Reaccept the ATR General Terms and Conditions of Purchase

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

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

Decline

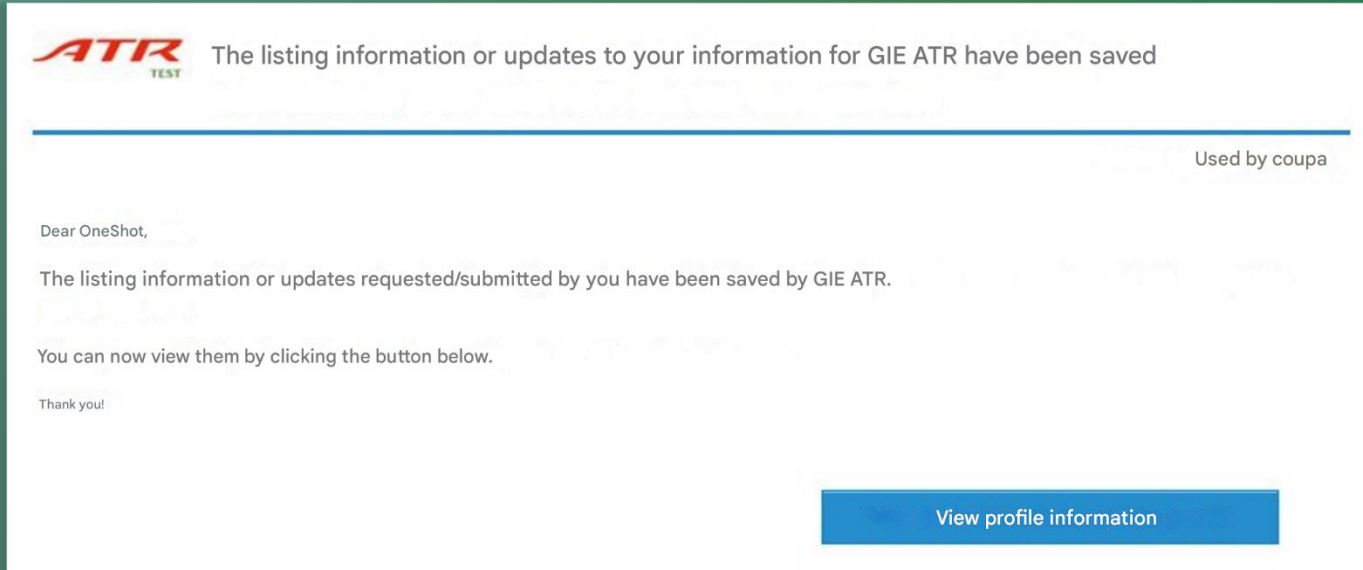
Save

Submitting for Approval

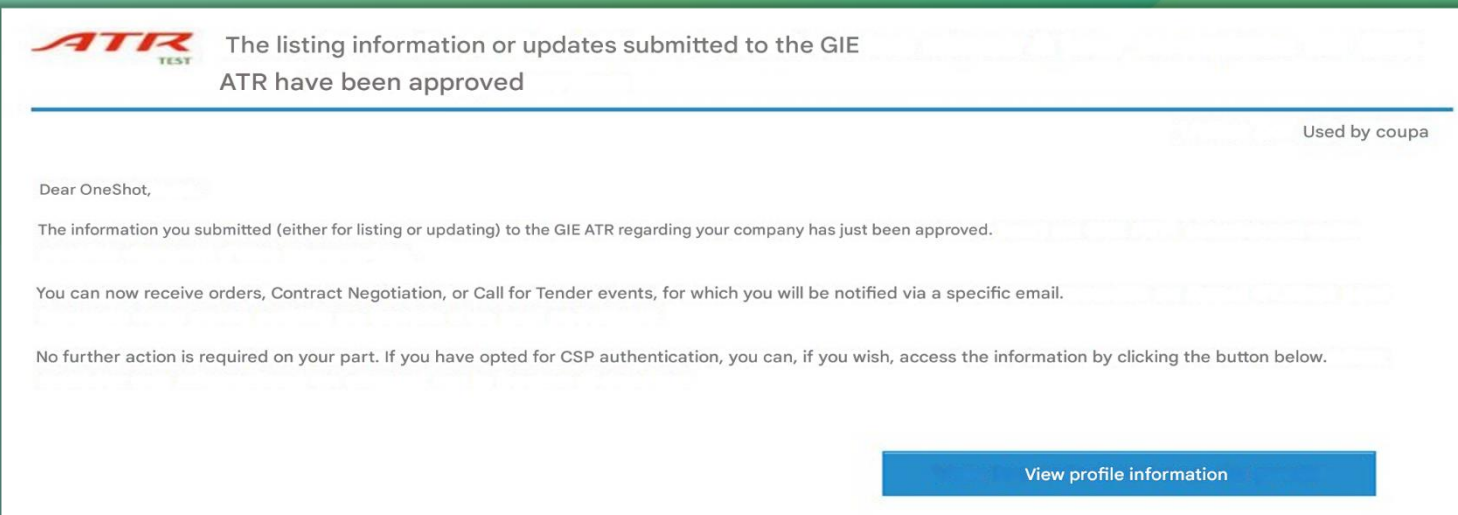


Send update notification to ATR (CSP account)

Once you have submitted the update form to ATR, you will receive an email notification.



Once ATR has verified the updates you have sent and validated all the elements, you will also receive an e-mail notification.





Alternative supplier account creation forms

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 (in case you receive ATR payments on another entity)
- Invoicer form (in case your invoices are addressed from another entity)
- Order reception address form (in case you receive orders within 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 chapters above for any information you may need assistance with.



Supplier information update forms

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

- Bank details update form
- Company details update form (addresses, contacts, certificates, etc.)
- Quality update form (certificates)
- Qualifications 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 section “Form filling”.



Thank you

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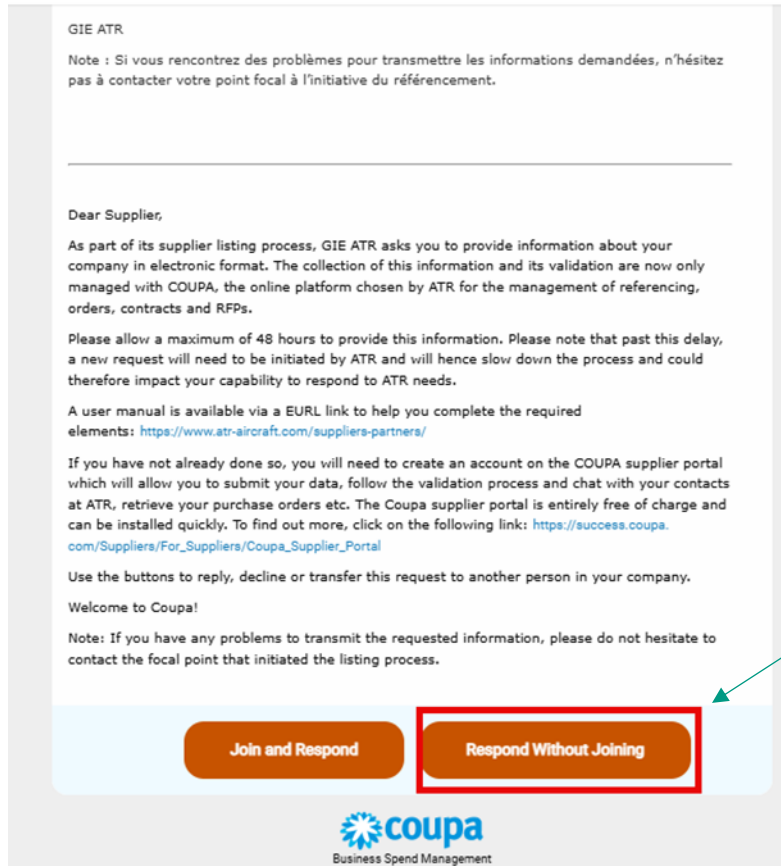
This document shall not be reproduced or disclosed to a third party without the written consent of ATR GIE. This document and its content shall not be used for any purpose other than that for which it is supplied. ATR GIE, its logo, the distinctive ATR aircraft profiles and patented information relating to the ATR aircraft are the exclusive property of ATR GIE and are subject to copyright. This document and all information contained herein are the sole property of ATR GIE. No intellectual property right is granted through, or induced by, the delivery of this document or the disclosure of its content. The statements made herein do not constitute an offer or a representation. They are based on the mentioned assumptions and are expressed in good faith.

ACCELERATING SUSTAINABLE CONNECTIONS



Information request notification – without COUPA Supplier Portal

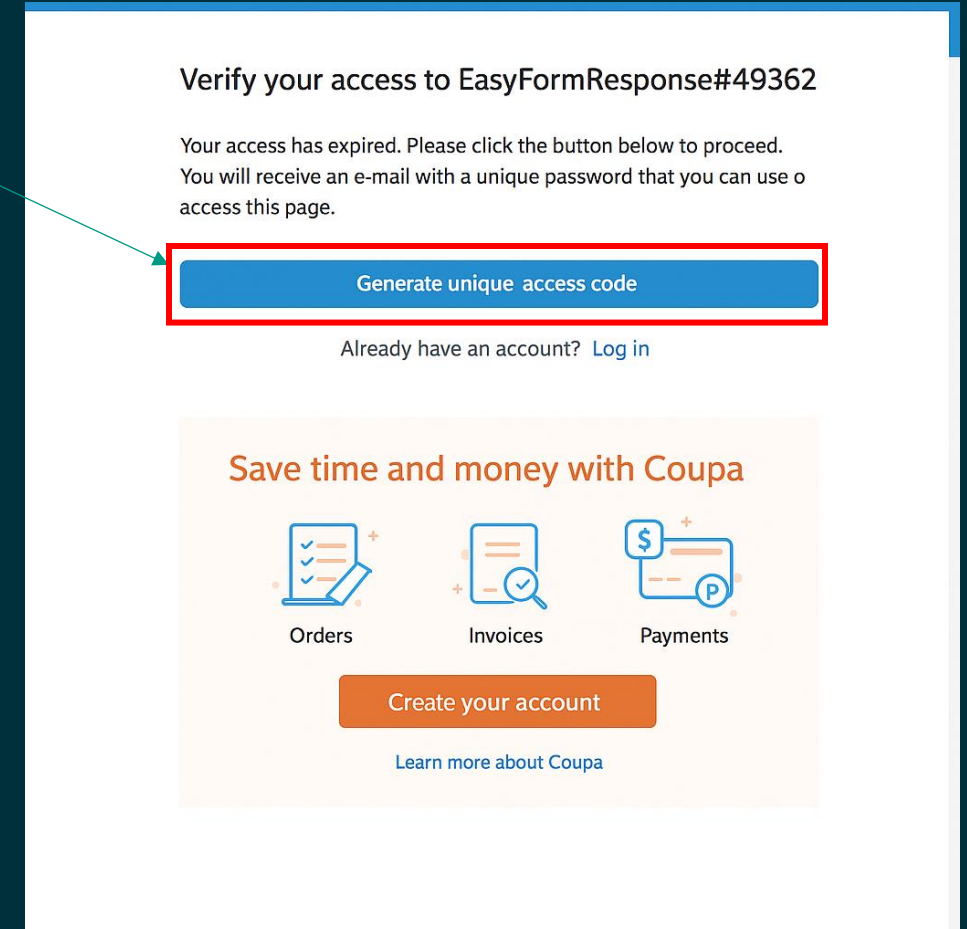
- ❑ Once you have received the notification e-mail, please follow the steps below :



click on generate password

Click on « Respond without joining » button

Clicking on the e-mail link takes you to the following screen



ATR Information request notification – without COUPA Supplier Portal

Verify your access to EasyFormResponse#49362

Enter the unique access code sent to BV*****@gm*****.

Enter the unique access code

☐ I'm not a robot



Verify unique access code

I didn't receive the code. Resend the unique access code

Save time and money with Coupa



Orders



Invoices



Payments

Create your account

Learn more about Coupa

Enter the verification code received by e-mail

ATR

Verify your access to EasyFormResponse#49362

You will find below your one-time password (OTP):

227674

Connection information

Device: Windows NT 10.0 Chrome
Date: 10.22 AM, 12 March 2023 (CET)

If you did not request this code, please ignore this email.

Save time and money with Coupa



Orders



Invoices



Payments

Learn more about Coupa

Proceed to verification then click on verify

Enter the one-time password
227674

ReCAPTCHA

I didn't receive the code. Resend the one-time password

Save time and money with Coupa

Orders Invoices Payments

Keep more money with Coupa

Verify your access to EasyFormResponse#49362

Enter the access code sent to BV*****@gm*****.

227674

Please check the box below.

☒ I'm not a robot



Verify the one-time password

I didn't receive the code. Resend the one-time password

Save time and money with Coupa



Orders



Invoices



Payments

Learn more about Coupa



Your listing and timely payments depend on the quality of the data you enter.

Section 1.1 Entity ID

1.1 Identification de l'Entité / Entity ID

Code fournisseur SAP / Vendor Code SAP

BVTEST

Le code doit contenir :

- au maximum 9 caractères.
- Ne pas commencer par un chiffre
- Ne pas terminer par un « 0 »
- Ne pas contenir de caractères spéciaux et d'espaces
- Ne pas contenir les informations juridiques
- Ne pas contenir les mots « hôtel », « salon », « resto »
- Doit correspondre au plus proche et lisible au nom de l'entreprise.

* Dénomination Sociale / Company Name

BVTEST

* Forme juridique * / Legal Form *

DUNS N°

Code OTAN / CAGE CODE if applicable

SIREN/ N° immatriculation

11 caractères maxi / Maxi 11 characters

SIRET

* Un extrait KBIS à joindre / certificate of incorporation

No file chosen

Joindre un extrait KBIS en cours de validité / attach a valid certificate of incorporation

The SAP code will be entered by your ATR focal point when the referencing is initiated.

Although not marked with an * the corporate business ID is **mandatory**.
Please attach the certificate of incorporation.

Section 1.2 Registered office address

1.2 Adresse Siège Social / Registered office address

* Adresse Siège Social / Registered office address

Address Purpose

Branch
Franchise
HQ
Other Address
Service Center
Warehouse

State Region

Île-de-France² - IDF

State ISO Code

FR-IDF

Address Name

* Street Address

Rue Bougainville

Street Address 2

Both "Country/Region" (ex. France, United States) and "State Region" (ex. Washington, Haute-Garonne) must be filled in



Section 1.3 Actual place of business - if different

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 - si différent / Actual place of business - if different

Address Purpose

?

Branch
Franchise
HQ
Other Address
Service Center
Warehouse

State Region

State ISO Code

Address Name

Street Address

Street Address 2

Street Address 3

Street Address 4

City

Note: You will be able to add multiple addresses by clicking the "Add Address" button.

Both "Country/Region" (ex. France, United States) and "State Region" (ex. Washington, Haute-Garonne) must be filled in

Section 1.4 Focal point contact information – must be completed

1.4 Info contact point focal / Focal point contact information

*** Info contact point focal / Focal point contact information**

*** First Name**

*** Last Name**

*** Email address**

Work Phone

Contact Purpose

?

Accounting
Diversity
Executive
Legal
Other
Procurement
Risk
Sales
Service Desk

*** Address**

Check that the information is correct and modify it if necessary.

Enter the phone number by entering the country code (ex. 33 for France), without the '+' in the "Country/Region" field and the phone number (without the 0) in the "Local" field.



All fields must be completed

Section 1.5 Company General Information

1.5 Informations générales/ Company General Information

Nombre d'employés / Employees Number

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

Par exemple Président Exécutif, Gérant,.../ for example CEO,...

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 %)

Principaux Domaines d'Activités de l'Entité / Entity Main Activities

Activités / Activities

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

It is mandatory to attach the official document



Section 'Contacts Entité / Management'

Contacts Entité / Management

Veillez 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

Contacts

Add one or more Contacts.

[Add Contact](#)

Contacts

Fonction/Business Function

Select

choisissez "Other" et remplissez le champ "Autre Fonction/Other Business Function"/If you cannot find your
eld "Autre Fonction/Other Business Function" below

- 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))
- Contract Manager (Contract Manager)

Last Name

Email address

Please select the appropriate function before proceeding with adding contacts

Contacts

 Add one or more Contacts.

Note: You have the option to add multiple contacts by clicking the “Add Contact” button

Contacts

Function/Business Function

Selected

Si vous ne trouvez pas la fonction souhaitée, choisissez "Other" et remplacez le champ "Autre Fonction/Other Business Function"/If you cannot find your business function, select "Other" and fill in field "Autre Fonction/Other Business Function" below

Contact Purpose

Select Some Options

First Name

Last Name

Email address

Mobile Phone

US/Canada

650.555.1212

En choisissant "Autre", renseignez votre indicatif dans "Country/Region" et votre numéro dans "Local"/When choosing "Other" please enter you country phone number in "Country/Region" and your phone number in "Local"

Fonction du contact (réservé à ATR)

US/Canada

850-666-1212

A remplir par A/R. Remplir "Country/Region" avec "U" puis mettre le Plant FFR1 ou SSG1 ou UUS1 dans "Area/City", la fonction métier dans "Local" et la partner fonction SAP dans "Extension".

Si le contact est valable pour les 3 Plants, laisser "Area/City" à blanc.



Section 2.1 Financial Analysis

Attachments
Add File

Browse

Submit the last 3 financial statements here

Drag files here

2.1 Analyse Financière / Financial Analysis

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

Effective Date

d/m/yy

Start date of accounting year

* Expiry Date

d/m/yy

Closing date of accounting year

* Attachments

Add [File](#)

Description



Section 2.2 Bank Details

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

Click on the button to expand the fields to be filled in for bank details

*Détails Bancaires / Bank Details

* Bank Name

* Bank Address

* Bank Postal Code

* Bank City

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

* Clerk at Vendor

Ce champ a une limite de 15 caractères / This field has a limit of 15 characters

* Acct Clerk Internet Address

Fill in the name or department of the Accounting contact



Section 2.2 Bank Details

* Clerk at Vendor

Ce champ a une limite de 15 caractères / This field has a limit of 15 characters

Fill in the name or department of the Accounting contact

* Acct Clerk Internet Address

Section 2.3 Tax-Customs

Si applicable, veuillez indiquer votre numéro de TVA intracommunautaire en section 2.3
If applicable, please fill in section 2.3 with your intracommunity VAT number

2.3 Fiscalité-Douane / Tax-Customs

Ajoutez des Numéros de TVA en cliquant sur "Ajouter un enregistrement fiscal". / Add VAT Number by clicking on "Add Tax Registration".

Immatriculations fiscales

Utilisez cette section pour ajouter tous vos enregistrements de taxes applicables.

Ajouter une immatriculation fiscale

If you have VAT number(s), add them by clicking on the "Add Tax Registration" button

Enregistrement fiscal

Pays

Numéro

Local

☐

Add the **AEO** (Authorized Economic Operator) certificate if your company carries out an activity linked to international trade only

Cerificat OEA

Effective Date

d/m/yy



Expiry Date

d/m/yy



Attachments

Add [File](#)

Click on "File" to attach the document

Description



Section 3.1 Supplier Quality

3.1 Qualité Fournisseur / Supplier Quality

Type of business

Select Some Options

Appuyez sur CTRL et cliquez sur les choix multiples si le cas

Scope of activity

Select Some Options

Appuyez sur CTRL et cliquez sur les choix multiples si le cas

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

EASA PART-21J

Select

EASA PART-21G

Select

EASA PART-145

Select

FAA Part 21J

Select

FAA Part 21G

Select

TCCA Part 21J

Select

TCCA Part 145

Select

CAAC Part 21/145

Select

EASA Part CAMO

Select

Part 147

Select

ATO

Select

Select all that apply to your company. Several choices are available by pressing the CTRL key

If you are **not** a supplier with **aeronautical** production/service activities, skip this part.

EASA PART-21J

Select

EASA PART-21G

Select

If you are concerned by 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 the required data.

Effective Date

d/m/yy



* Expiry Date

d/m/yy



* Attachments

Add [File](#)

Please attach the certification document.

Description



Sections 3.2 Quality and 3.3 Environment

3.2 Quality

ISO9001

Oui (Yes) ☐

If you are concerned by one or more certificates, choose the type of certificate you have by selecting "Yes"

• ISO 9001

Effective Date

d/m/yy

• Expiry Date

d/m/yy

• Attachments

Add [File](#)

Description

Add the effective date and expiry date.

Sundry Quality Certification

Non (No) ☐

3.3 Environment

ISO 14001

Non (No) ☐

Sundry Environment Certification

Non (No) ☐

If you have an equivalent certification, please attach the document, specifying the type of certification in the "Description" section.

Section 4 Due Diligence

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

d/m/yy

• Expiry Date

d/m/yy

• Attachments

Add [File](#)

Description

It is mandatory to add a certificate of provision of social declarations and payment of social security contributions and contributions dating back less than 6 months (vigilance certificate).

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

d/m/yy

Expiry Date

d/m/yy

Attachments

Add [File](#)

Description

Add the nominal list of foreign workers or a sworn statement certifying the non-employment of foreign workers outside the European Economic Area (EEA).



For companies providing services on ATR sites, a nominative list of foreign workers is mandatory.

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

Effective Date

d/m/yy

Expiry Date

d/m/yy

Attachments

Add [File](#)

Description

Add a card proving registration in the trades directory (RM) when this is mandatory (company function)



Section 5 Compliance Informations

The fields required in section 5 may vary depending on the complexity of the data required by ATR.

All fields need to be completed.

5. INFORMATIONS COMPLIANCE / COMPLIANCE INFORMATION

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

(type d'opération : par exemple NDA / RFI / RFP) / (type of operation: e.g. sale of [number & model] used aircraft / providing technical documentation)

* Description concernant le planning envisagé / Description concerning the contemplated calendar

Site Web





Section 5 Compliance Informations

5.1 General Information – Compliance

5. INFORMATIONS COMPLIANCE / COMPLIANCE INFORMATION

The fields with * need to be completed.

5.1 Informations générales/ General Information

* Représentants Légaux (Noms et fonctions) / Legal Representatives (Name and functions)

Par exemple Président Exécutif, Gérant... / for example CEO...

Bénéficiaires Effectifs (BEU) / Ultimate Beneficial Owner (UBO)

*Bénéficiaire Effectif Ultime (« BEU») fait référence aux personnes physiques qui sont les bénéficiaires effectifs ultimes d'une personne morale, en détenant au moins 25 % des actions ou des droits de vote, contrôlant directement ou indirectement ou autrement cette personne morale. Le bénéficiaire effectif ultime a le pouvoir d'engager la société. A la différence des Actionnaires Significatifs qui peuvent être soit des personnes morales soit des personnes physiques, les BEU désignent toujours une personne physique contrôlant in fine une personne morale. / *Ultimate Beneficial Owner («UBO») refers to the individuals who are the ultimate beneficial owners of a legal person, by holding at least 25% of shares or voting rights, directly or indirectly or otherwise controlling such legal person. The ultimate beneficial owner has the power to commit the company. To the difference of Significant Shareholders that can be either legal persons or individuals, UBOs always refers to an individual person ultimately controlling a legal person.

Bénéficiaires Effectifs (BEU) 1 / Ultimate Beneficial Owner (UBO) 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Bénéficiaires Effectifs (BEU) 2 / Ultimate Beneficial Owner (UBO) 2

Nom / Last name 2

Actionnaires / Shareholders

*Cette section doit contenir des informations sur toute entité juridique qui directement ou indirectement, contient une participation de plus de 25% si vous avez besoin de plus d'espace, veuillez utiliser la section des commentaires à la dernière page du formulaire.*This section should contain information about any legal entity(ies) who, directly or indirectly, has an ownership interest of more than 25%. If you need more space, please use the comments section on the last page of the form

Actionnaire 1 / Shareholder 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Actionnaire 2 / Shareholder 2

Nom / Last name 2

Prénom / First name 2

Pourcentage / Percent %

Actionnaire 3 / Shareholder 3

Nom / Last name 3

5.2 Compliance questionnaire

5.2 Compliance Questionnaire / Questionnaire conformité

5.2.1 Éthique et conformité / 5.2.1 Ethics and compliance

Votre société a-t-elle formellement énoncé des valeurs et des engagements (Code de conduite, Charte éthique, Code anticorruption, ou autres procédures ou directives écrites) en matière d'éthique et de conformité? Si oui, veuillez fournir une copie de vos politiques connexes./ Has your company formally set out values and commitments (Code of Conduct, Ethical Charter, Anti- Corruption Code, or any written procedure or guidelines) regarding ethics and compliance? If Yes, provide a copy of related policies.

- ☐ Oui (Yes)
☐ Non (No)

Commentaire

Votre entité dispose-t-elle d'un département ou d'une personne fournir les noms et les coordonnées. Does your entity have a dep please provide Names and contact details.

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.2 Enquêtes et sanctions / 5.2.2 Investigations and sanctions

La société a-t-elle été sanctionnée par une autorité publique au cours des 5 dernières années, est-elle actuellement visée par une enquête ou a-t-elle conclu un accord amiable avec une autorité publique pour des motifs de corruption, fau pour des questions liées à l'environnement ou pour tout autre comportement Si «Oui», veuillez nous fournir des informations sur les raisons des sanctions Has the company been sanctioned by a public authority in the last 5 years, is or has it entered into a settlement with a public authority on grounds of corrup laundering/financing of terrorism, human rights, the environment, or any othe If «Yes», please provide us with information on the reasons for the sanction/investigation

* Répondre ici / Answer here:

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un de vos actionnaires, mandataires sociaux, dirigeants ou membres du co pour des motifs liés à la corruption, la fraude, le blanchiment de capitaux / le tout autre comportement contraire à l'éthique des affaires ? Si «Oui», veuillez nous fournir toutes les informations.

Have any of your shareholders, officers, corporate officers or members of the convicted or are any currently being investigated on grounds relating to corrup laundering/financing of terrorism, human rights, the environment, or any othe If «Yes», please provide us with any information

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.3 Conflits d'intérêts et personnes politiquement exposées (PPE) / Conflicts of interests and politically exposed persons (PEP)

L'un des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité a-t-il un lien personnel avec un collaborateur du Groupe ATR ? Si «Oui», veuillez nous fournir le nom et la fonction du collaborateur du Groupe ATR et des informations sur son rôle au sein d'ATR. Do any of your entity's corporate officers, executive managers, directors or shareholders have personal connection with an ATR Group employee? If «Yes», please provide us with the name, roles of the ATR Group employee and information about their role within ATR.

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un ou plusieurs des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité exercent-ils une fonction publique (au sein i) d'une autorité gouvernementale nationale, régionale ou locale, ii) d'un organe supranational ou d'une organisation internationale publique ou iii) d'une société publique ou semi-publique) ou détiennent-ils un mandat électoral et/ou occupent-ils un poste de dirigeant dans un parti politique ? Si «Oui», veuillez nous fournir les coordonnées concernant de la et/ou des personnes concernées et les fonctions occupées.

Does one or more of your entity's corporate officers, executive managers, directors or shareholders hold a public office (with i) a national, regional or local governmental authority or ii) a supranational body or public international organisation or iii) a public or semi-public company) or hold an electoral mandate or/and a management position in a political party? If so, please provide us with the details of the persons concerned and the positions held

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.3 Project and Planning

5.3 Projet et Calendrier / Projet et Planning

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

[type d'opération : par exemple NDA / RPI / RFP] / (type of operation: e.g. sale of [number & model] used aircraft / providing technical documentation)

* Description concernant le planning envisagé / Description concerning the contemplated calendar



5.1 General information

All fields need to be completed.

5.1 Informations générales/ General Information

* Merci de nous transmettre un Extrait du Certificat d'incorporation ou un équivalent /Please provide a copy of the Certificate of Incorporation or the equivalent.

Choose File No file chosen

Fichier PDF / PDF file

* Liste des membres du Conseil d'Administration / list of Board of Directions' members.

Choose File No file chosen

Fichier PDF / PDF file

* Copie du registre des actionnaires et BEU / Provide a copy of registration as UBO or Shareholder register or equivalent

Choose File No file chosen

Fichier PDF / PDF file

* Représentants Legaux (Nom/ prénoms / Fonctions) / Legal Representatives (Last name/ First name/ functions)

par exemple Président Exécutif, Gérant,.../for example CEO,...

* Preuve de la résidence fiscale / Evidence of tax residence[1]

Choose File No file chosen

Fichier PDF / PDF file

Bénéficiaires Effectifs (BEU) / Ultimate Beneficial Owner (UBO)

*Bénéficiaire Effectif Ultime (« BEU») fait référence aux personnes physiques qui sont les bénéficiaires effectifs ultimes d'une personne morale, en détenant au moins 25 % des actions ou des droits de vote, contrôlant directement ou indirectement ou autrement cette personne morale. Le bénéficiaire effectif ultime a le pouvoir d'engager la société. A la différence des Actionnaires Significatifs qui peuvent être soit des personnes morales soit des personnes physiques, les BEU désignent toujours une personne physique contrôlant in fine une personne morale. / *Ultimate Beneficial Owner («UBO») refers to the individuals who are the ultimate beneficial owners of a legal person, by holding at least 25% of shares or voting rights, directly or indirectly or otherwise controlling such legal person. The ultimate beneficial owner has the power to commit the company. To the difference of Significant Shareholders that can be either legal persons or individuals, UBOs always refers to an individual person ultimately controlling a legal person.

Bénéficiaires Effectifs (BEU) 1 / Ultimate Beneficial Owner (UBO) 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Actionnaires / Shareholders

*Cette section doit contenir des informations sur toute entité juridique qui directement ou indirectement, contient une participation de plus de 25% si vous avez besoin de plus d'espace, veuillez utiliser la section des commentaires à la dernière page du formulaire.*This section should contain information about any legal entity(ies) who, directly or indirectly, has an ownership interest of more than 25%. If you need more space, please use the comments section on the last page of the form

Actionnaire 1 / Shareholder 1

* Nom / Last name 1

* Prénom / First name 1

* Pourcentage / Percent %

Actionnaire 2 / Shareholder 2

Nom / Last name 2

Projet et Calendrier / Projet et Planning

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

(type d'opération : par exemple NDA / RF1 / RFP) / (type of operation: e.g. sale of [number & model] used aircraft / providing technical documentation)

* Date prévue de l'opération / Anticipated date of transaction



5.2 Compliance questionnaire

All fields need to be completed.

5.3 Project and Planning

5.2 Compliance Questionnaire / Questionnaire conformité

5.2.1 Éthique et conformité / 5.2.1 Ethics and compliance

Votre société a-t-elle formellement énoncé des valeurs et d'autres procédures ou directives écrites en matière d'éthique ?
Has your company formally set out values and commitment procedure or guidelines regarding ethics and compliance? I

- ☐ Oui (Yes)
☐ Non (No)

Commentaire

Votre entité dispose-t-elle d'un département ou d'une pers. pour fournir les noms et les coordonnées. Does your entity have : please provide Names and contact details.

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.2 Enquêtes et sanctions / 5.2.2 Investigations and sanctions

La société a-t-elle été sanctionnée par une autorité publique au cours des 5 dernières années, est-elle actuellement visée par une enquête ou a-t-elle conclu un accord amiable avec une autorité publique pour des motifs de corruption, fraude, blanchiment de capitaux / financement du terrorisme ou violation des droits humains, pour des questions liées à l'environnement ou pour tout autre comportement contraire à l'éthique des affaires ?

Si «Oui», veuillez nous fournir des informations sur les raisons des sanctions.
Has the company been sanctioned by a public authority in the last 5 yrs or has it entered into a settlement with a public authority on grounds of laundering/financing of terrorism, human rights, the environment, or any If «Yes», please provide us with information on the reasons for the sanction/investigation

* Répondre ici / Answer here:

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un de vos actionnaires, mandataires sociaux, dirigeants ou membres pour des motifs liés à la corruption, la fraude, le blanchiment de capitaux tout autre comportement contraire à l'éthique des affaires ?

Si «Oui», veuillez nous fournir toutes les informations.
Have any of your shareholders, officers, corporate officers or members convicted or are any currently being investigated on grounds relating to laundering/financing of terrorism, human rights, the environment, or any If «Yes», please provide us with any information

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.2.3 Conflits d'intérêts et personnes politiquement exposées (PPE) / Conflicts of interests and politically exposed persons (PEP)

L'un des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité a-t-il un lien personnel avec un collaborateur du Groupe ATR ?

Si «Oui», veuillez nous fournir le nom et la fonction du collaborateur du Groupe ATR et des informations sur son rôle au sein d'ATR.

Do any of your entity's corporate officers, executive managers, directors or shareholders have personal connection with an ATR Group employee?

If «Yes», please provide us with the name, roles of the ATR Group employee and information about their role within ATR.

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

L'un ou plusieurs des mandataires sociaux, dirigeants, administrateurs ou actionnaires de votre entité exercent-ils une fonction publique (au sein i) d'une autorité gouvernementale nationale, régionale ou locale, ii) d'un organe supranational ou d'une organisation internationale publique ou iii) d'une société publique ou semi-publique) ou détiennent-ils un mandat électoral et/ou occupent-ils un poste de dirigeant dans un parti politique ?

Si «Oui», veuillez nous fournir les coordonnées concernant de la et/ou des personnes concernées et les fonctions occupées.

Does one or more of your entity's corporate officers, executive managers, directors or shareholders hold a public office (with (i) a national, regional or local governmental authority or (ii) a supranational body or public international organisation or (iii) a public or semi-public company) or hold an electoral mandate or/and a management position in a political party?

If so, please provide us with the details of the persons concerned and the positions held

* Répondre ici / Answer here

- ☐ Oui (Yes)
☐ Non (No)

Commentaire / Comment

5.3 Projet et Calendrier / Projet et Planning

* Description/ nature de la relation envisagée (type d'opération) / Description concerning the contemplated relationship

(type d'opération : par exemple NDA / RFI / RFP) / (type of operation: e.g. sale of (number & model) used aircraft / providing technical documentation)

* Description concernant le planning envisagé / Description concerning the contemplated calendar

Section 5 Compliance Information

J'accepte le Code de ☐ ← Tick the box

Conduite Fournisseur /
I accept the Supplier
Code of Conduct

* Je reconnais avoir ☐ ← Tick the box

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

← Once read and signed,
upload the document

* Je reconnais que les informations communiquées ci-dessus sont exactes et à jour. / I acknowledge that the information communicated herein are true and up-to-date.

☐ ← Tick the box

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

PRIVACY INFORMATION NOTICE ATR carries out personal data processing to conduct Anti-Money Laundering, Anti-Corruption and Sanctions Compliance KYC and KYS Due Diligence Procedure. You have the right to request access, correction, modification and erasure regarding your personal data in case of inaccuracy, as well as a right to the limitation of processing, which you may exercise by sending an email to dataprotection@atr-aircraft.com, or by post to the following address: « ATR, Data Protection Representative, Service RH, 1 allée Pierre Nadot, 31712, Blagnac, France ». You also have the right to lodge a claim before the CNIL (Commission Nationale de l'Informatique et des Libertés) especially on its internet www.cnil.fr. For more information on the processing of your personal data, please see our Privacy Policy.

Internet www.cnil.fr.

<https://www.cnil.fr/>

Decline

Save

Submit for Approval

At the end, click on "Submit for approval" to send the information to ATR

- At the end, click on "Send" 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

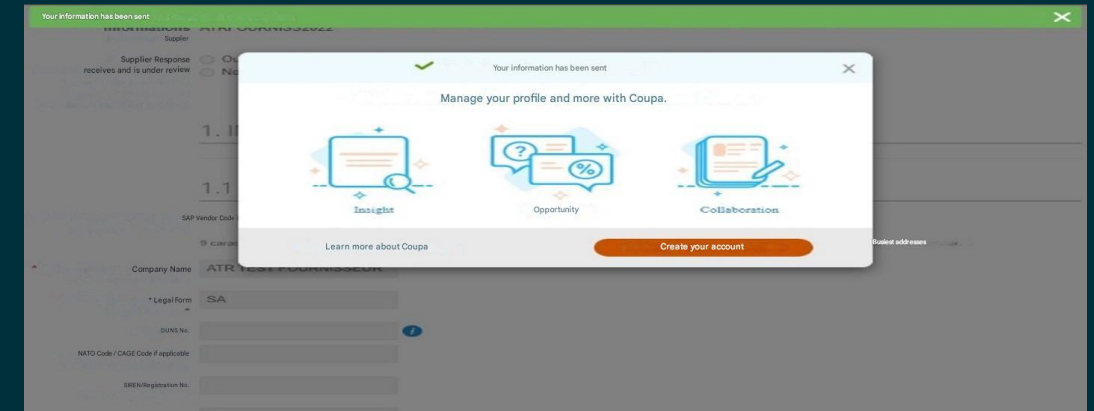
Note: As part of supplier management, ATR collects your personal data (last name, first name, professional email and telephone address, position). For any questions on this subject, please contact us at the following email address: dataprotection@atr-aircraft.com

- After clicking on "Send", a pop-up window will appear, informing you that access to the form and any modifications will be denied after submission.



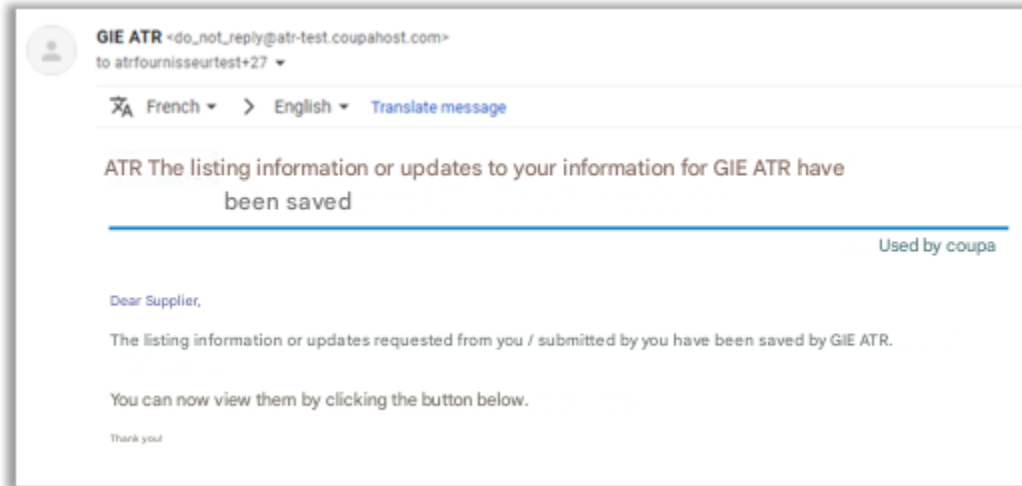
Click on "OK"

- You will receive the message "Your information has been sent".

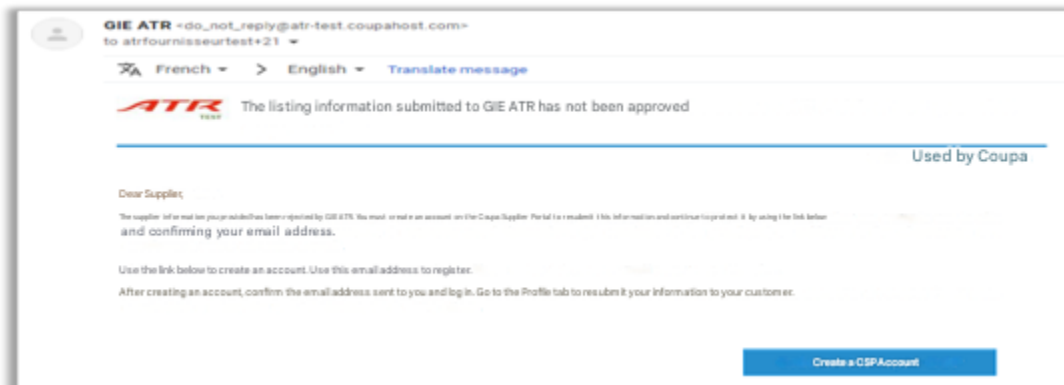


ATR Notification sending form to ATR - without registering with CSP

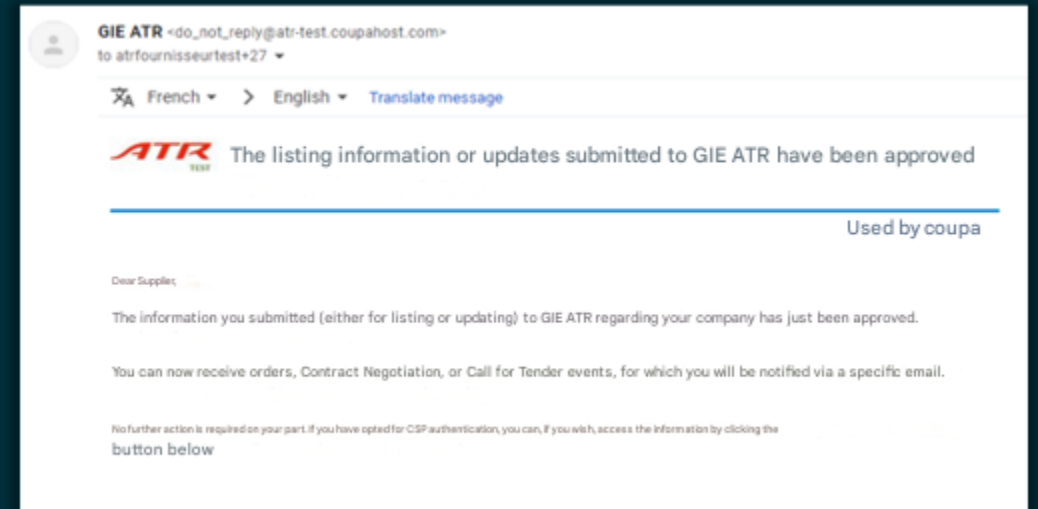
- After submitting the form, you will also receive an email notification.



- After ATR has verified the data provided and in the event that the form is **rejected**, you will also receive an email notification.
- In this case, it will be **necessary to create a CSP account** to continue with the form update.



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



APPENDICES



Alternative supplier account creation forms

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 (in case you receive ATR payments on another entity)
- Invoicer form (in case your invoices are addressed from another entity)
- Order reception address form (in case you receive orders within 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 chapters above for any information you may need assistance with.



Supplier information update forms

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

- Bank details update form
- Company details update form (addresses, contacts, certificates, etc.)
- Quality update form (certificates)
- Qualifications 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 section “Form filling”.



Thank you

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ACCELERATING SUSTAINABLE CONNECTIONS