

Airbus Supplier/Partner newcomer starter guide

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AIRBUS

How to get started?



John DOE
john.doe@mycompany.com

Hello , My name is John Doe

I'm new as a subcontractor/partner for Airbus.
After my UEA registered me in the Airbus system,
I received a Welcome message with 2 Logins:

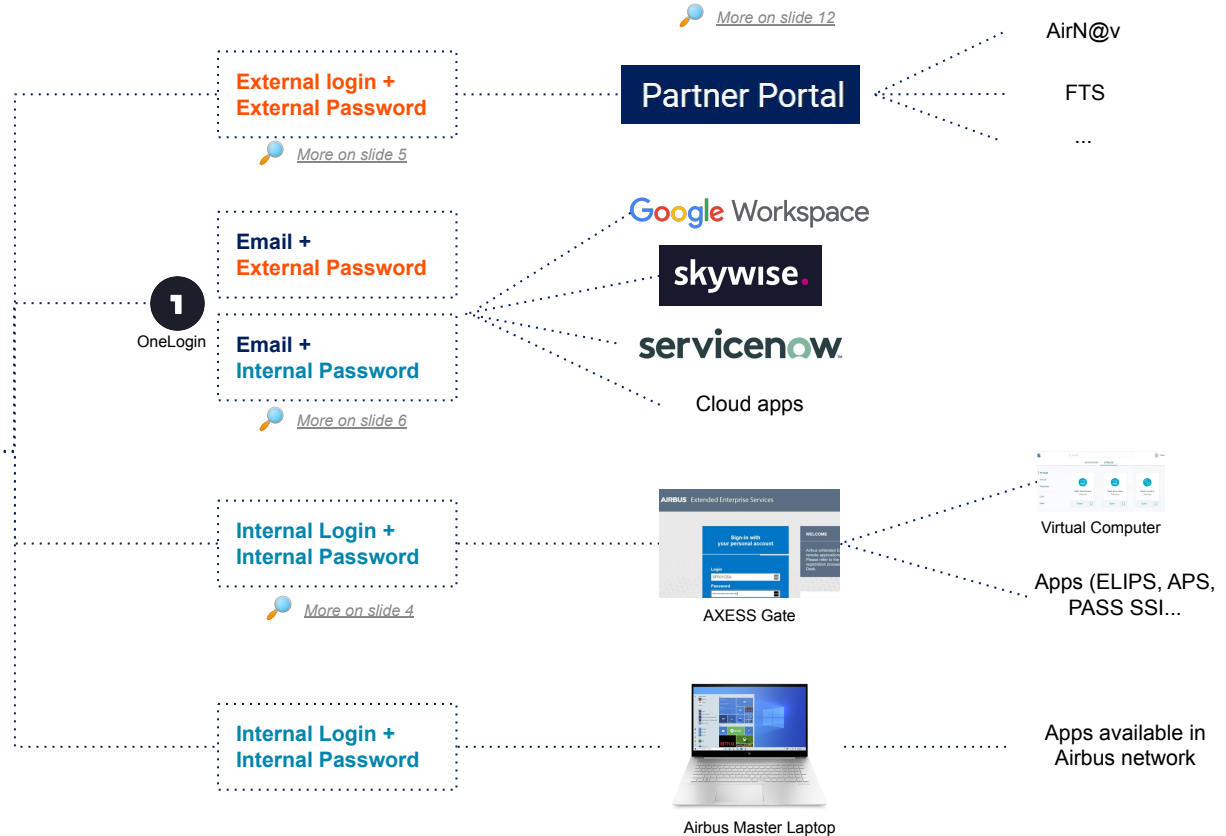
- **1 Internal Login** (in the domain EU or NA or AS)
- **1 External Login** (in the domain DMZ)

Before starting my activities I'm checking with my UEA or my colleagues (doing same activity within Airbus) if we have dedicated internal process we need to follow..

** domain = country where your company is registered*

Where do you need to connect?

Airbus has a vast variety of applications and softwares. Depending on the app that you need to connect to, you will need to use a different combination of **login** & **password**



Internal login

My internal login is **JDOE1234** a 8 characters login made out of a rule mixing letters from my first name, last name + random alphanumeric characters.



I use the internal account to access the following Airbus ressources:

- Axsess gate
- Windows session on Airbus mastered PC
- OneLogin apps. Please check slide 6 for more details on OneLogin

John DOE

john.doe@mycompany.com

Internal Login: **JDOE1234**

If I forget my internal password, I have the following possibilities to reset it:

- Option 1: ask my UEA to reset it with UMS. Check with your UEA that your preferred email in UMS is set to an email that you can connect to (note that this will also reset your external password at the same time)
- Option 2: if I have an Airbus Aircraft PC, I can follow this [article](#), (OneLogin enrolment is required prior using this option)

External login



John DOE
john.doe@mycompany.com
External Login: chosen by
my UEA

In my Welcome message I also receive my **External Login**. This login has been create by my UEA upon some rules applying in my company. As it is free text my UEA might have choose any login such as (for example) :

- JDOE
- john.doe@mycompany.com
- JohnDOE

I use the external account to connect to Airbus Partner Portal portal and access applications available on the platform.

If I forget my external password, I can do a reset password on Airbus PARTner Portal by clicking on 'I forgot my password'.

I forgot my password

OneLogin use cases

OneLogin is used as an authenticifier to access to cloud apps such as

Google Workspace

skywise.

servicenow.

There are 3 use cases of couples email + password:

Login

Password

More info

Use case 1 you are only using your external login

preferred email

external password

slide 7

Use case 2 you are using your internal login

preferred email

internal password

slide 8

Use case 3 you have an Airbus email address

Airbus email

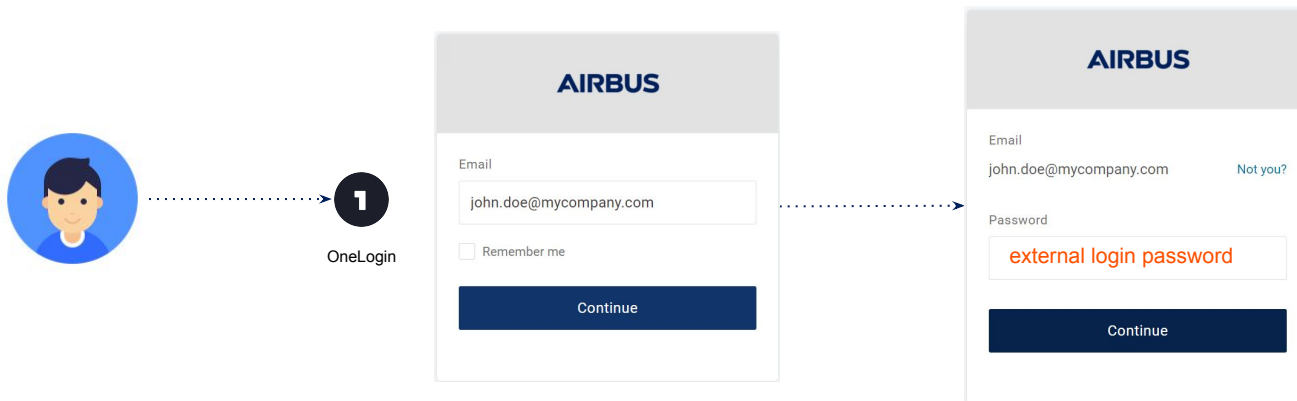
internal password

slide 9

OneLogin use case 1: you are using only your external login

If you are ONLY using your external login to access Airbus applications within Airbus Partner Portal, then the email and password used for OneLogin are:

- **Email** = your company email address registered as the “Preferred Email” by your UEA in UMS
- **Password** = external login password



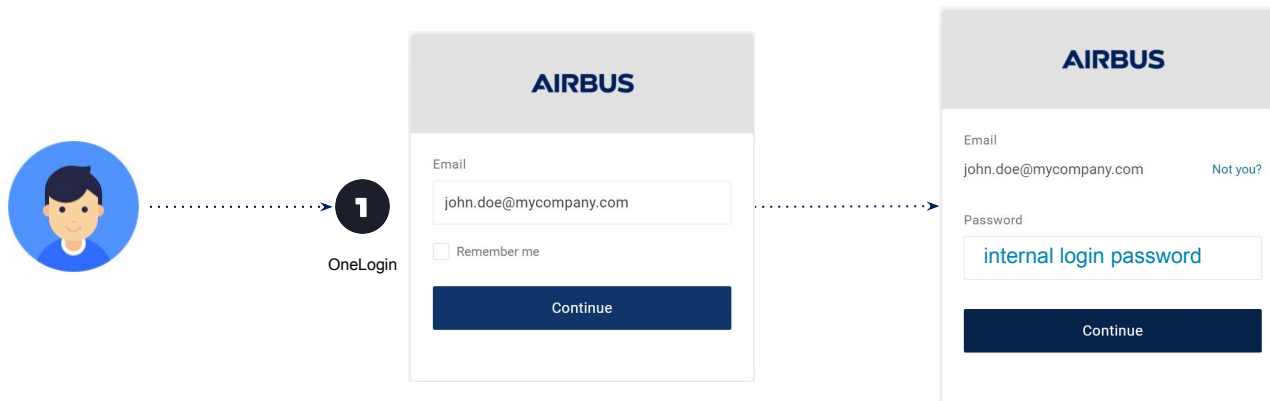
OneLogin use case 2: you are using your **internal login**

If you are using your internal login to access Airbus applications, and **you don't have any Airbus email address**, then the email and password used for OneLogin are:

- **Email** = your company email address registered as the “Preferred Email” by your UEA in UMS
- **Password** = **internal login password**



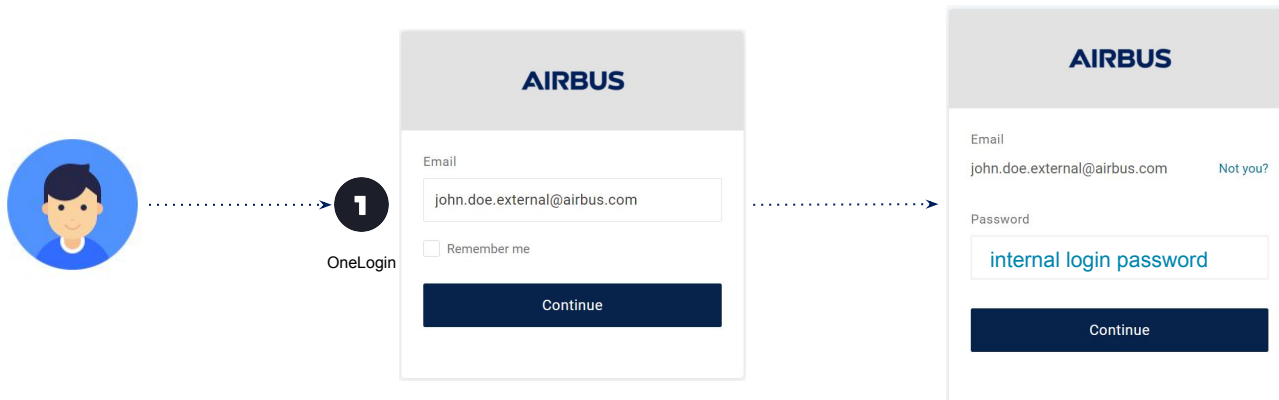
You can use your internal login only if your UEA assigned you an application that requires an internal AD account. If you were used to use your external password with OneLogin, and your UEA assigns you an application requiring an AD account, it will take about 2 hours to OneLogin to work with your internal password.



OneLogin use case 3: you have an Airbus email address

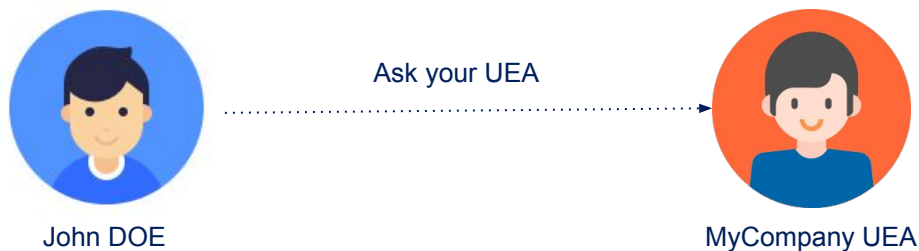
If you have an Airbus email address like firstname.lastname.external@airbus.com, then the email and password used for OneLogin are:

- **Email** = your Airbus email address in external@airbus.com
- **Password** = internal login password



How to get access to other apps?

You need to contact your UEA (User Entity Administrator) to get access to other applications within Airbus. She or He will be able to give access to the application or to guide you through the specific process.



Don't know who's your UEA?

[Check the list of contacts for your company here](#)

How to reset your password?

For External Password

you can do a self-reset password on Airbus Partner Portal by clicking on 'I forgot my password'

New! I forgot my password |

For Internal Password

if you don't have any Airbus PC, you need to ask your UEA to do the reset for you. The reset will be performed on both the internal and the external password.

if you have an Airbus PC, you can follow this procedure

Airbus main URLs

Site	URL	Prerequisite to be able to access
Airbus Partner Portal	Link	<ul style="list-style-type: none"> ❑ External Login + External Password ❑ Have the application 'GN60' assigned to your account by your UEA
Google Workspace	Link	<ul style="list-style-type: none"> ❑ Email + External Password or Internal Password (see OneLogin slides) ❑ OneLogin MFA set up on your smartphone (link to doc) ❑ Your company is part of the Airbus 'Partner Domain' and have signed the GTU
ServiceNow	Link	<ul style="list-style-type: none"> ❑ Email + External Password or Internal Password (OneLogin) ❑ OneLogin MFA set up on your smartphone (link to doc) ❑ Designate your Airbus Responsible at first connection to ServiceNow
Axess Gate from Internet	Link	<ul style="list-style-type: none"> ❑ Internal Login + Internal Password ❑ OneLogin MFA set up on your smartphone (link to doc) ❑ Have the application 'ZE00-MAA_AXESS_INTERNET' assigned to your account by your UEA ❑ Your company has a valid AOI (Axess Over Internet) connection with Airbus ❑ You are connecting from a whitelisted IP address of your company
Axess Gate from SPAN	Link FR Link GE Link SP Link UK Link North America Link CHINA	<ul style="list-style-type: none"> ❑ Internal Login + Internal Password ❑ OneLogin MFA set up on your smartphone (link to doc) ❑ Your company has a valid AOS (Axess Over SPAN) connection with Airbus ❑ You are connected from your SPAN network

Useful documentation

Document	URL	Knowledge Article	Content
OneLogin User Guide	Link	KB0065970	How to connect to OneLogin, how to install the app on your mobile and how to use the MFA.
Google Workspace for Partners	Link	KB0160960	How to connect to Airbus Google Workspace, how to use the tool, what are the restrictions for partner/supplier users
AOI End User Guide	Link	KB0060597	How to prepare your Workstation, how to connect to the Axess Gate, how to search applications
AOS End User Guide	Link		How to prepare your Workstation, how to connect to the Axess Gate, how to search applications

