Enterprise Supplier Lifecycle (ESLC) Portal User Guide

For Suppliers

The Enterprise Supplier Lifecycle (ESLC) Portal is a centralized Supply Chain tool that serves as an intake hub for supplier profile master data. This portal will replace manual pdf forms, provide guided workflows and autogenerated notifications and allow the supplier to enter and submit their information to ensure data accuracy.
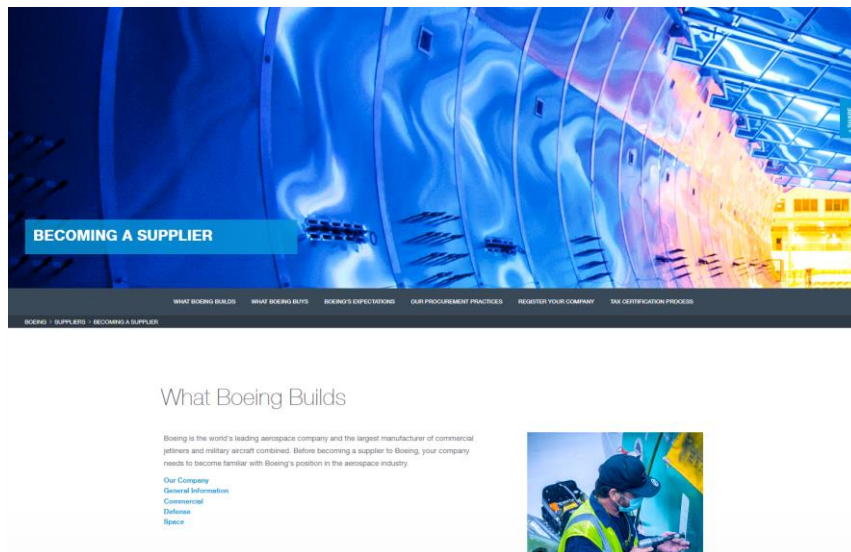
Contents

ESLC User Access (External User)

New Company Registration Process

- New companies interested in performing work for Boeing can register through Boeingsuppliers.com.
    - Becoming a Supplier
    - Register your Company
- Register your Company
    - New company can register its capabilities
    - Instructions to send request to Globalization Supplier Development (GSD) group mailbox
    - GSD representative will initiate a request in ESLC Portal
        - New company will receive an invitation email to complete a supplier capability assessment

- *If a bid opportunity arises and the potential supplier's product or services match the requirements, it may be contacted by a Boeing representative for further discussion / next steps.*

ESLC Portal Access

- An email invitation will be auto generated and sent to your company representative
    - Includes link to the ESLC Portal
    - Boeing requestor will be copied
    - Please check your spam/junk email
- To login and access the platform, suppliers must provide their email and request **one-time password (OTP).** Once logged in, they'll be able to see the workflows and steps that they have been given access to.

- **New requests are by invitation only**
    - Only the person receiving the invitation can access the portal
        - If you have any issues contact the Boeing Requestor
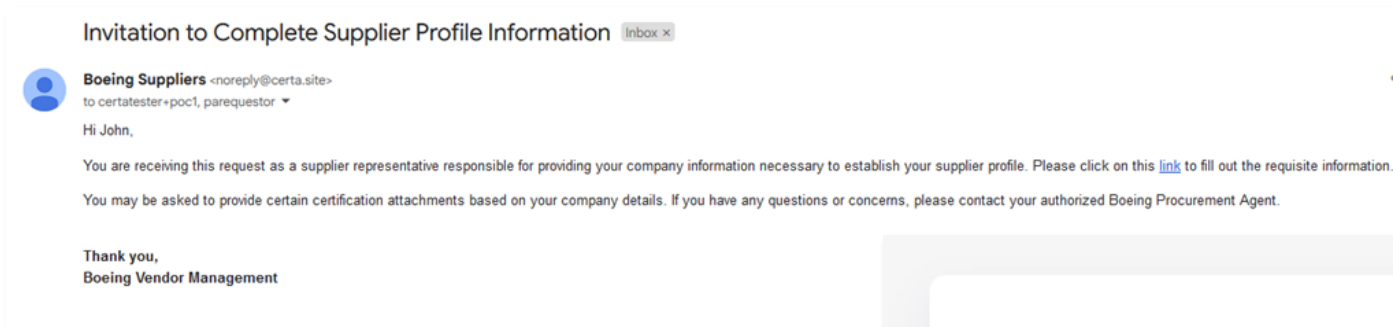
- If a company is requested to register its capabilities only, it will be asked to submit limited supplier profile information at this time

- If a company is asked to submit information for a new profile, once the supplier submits its information including additional supplier contacts, those additional supplier contacts can then access the portal
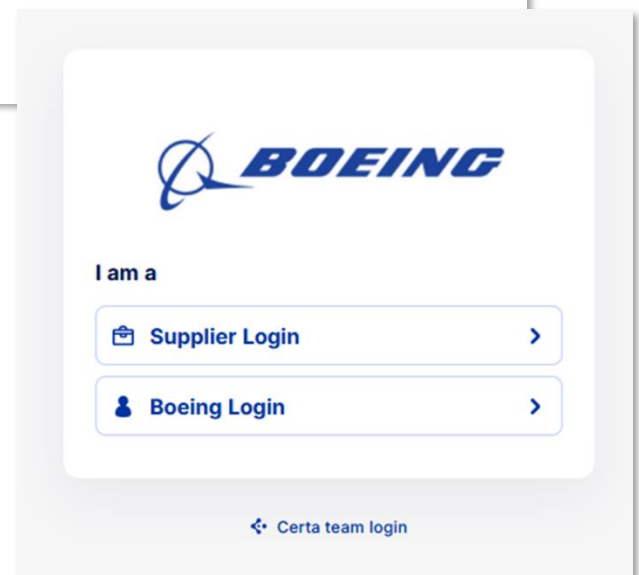
Supplier Profile Overview

Supplier Profile

Supplier profile data is critical information needed to do business with Boeing and is:
- Used for compliance and validation checks
- Used to ensure transactions are recorded accurately
- Maintained in a centralized enterprise system – Master Data Governance (MDG) and is viewable in the Supplier Profile Visibility Report (SPVR) system
  - Flowed to downstream systems to enable business transactions
- Used to enable data integration across many Boeing enterprise systems
- Used to support key procurement and supply chain processes

Supplier profile information is important and required to:
- Release a Request for Proposal (RFP)
- Award a contract
- Place a purchase order
- Pay the supplier

This could happen if the supplier profile information is not accurate:

- Payment delays
- Wrong manufacturing address – Fail quality compliance requirements
- Incorrect Global Ultimate Parent setup – Supplier won't be able to view their performance data
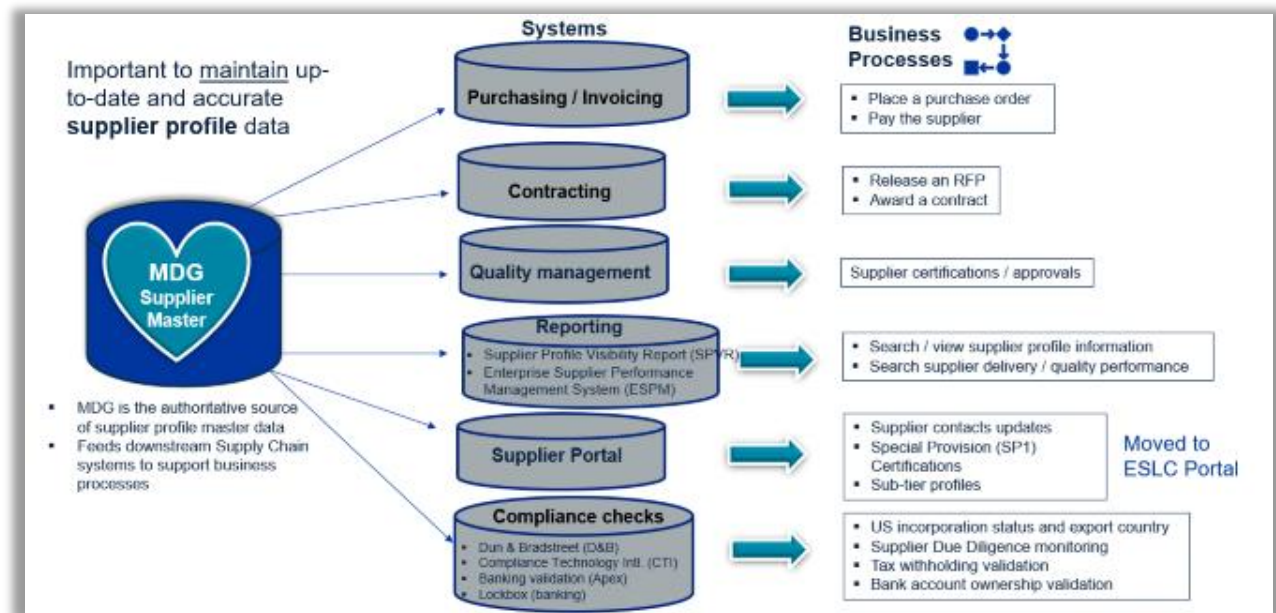
ESLC Portal

The Enterprise Supplier Lifecycle (ESLC) Portal is a centralized Supply Chain tool that serves as an intake hub for supplier profile data.

- Replaces manual pdf forms
- Guided workflows and auto generated notifications
- Collects key internal data to feed downstream systems

Suppliers enter and submit their information and are responsible for their own data accuracy.

How do I access?

- Existing Suppliers: can access via the Supplier Portal
- New Companies: can register through Boeingsuppliers.com, reference page 4 for additional information

Benefits

- Faster and simpler user experience
- Easier to update and maintain accuracy of supplier master data
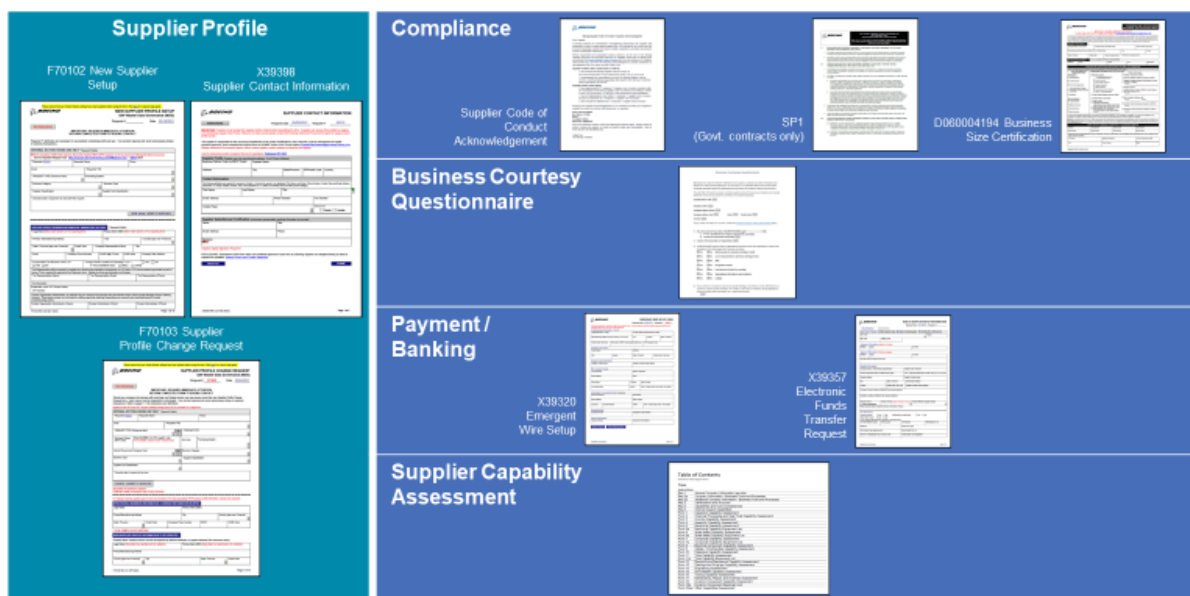- Improves data integrity with real time validation checks
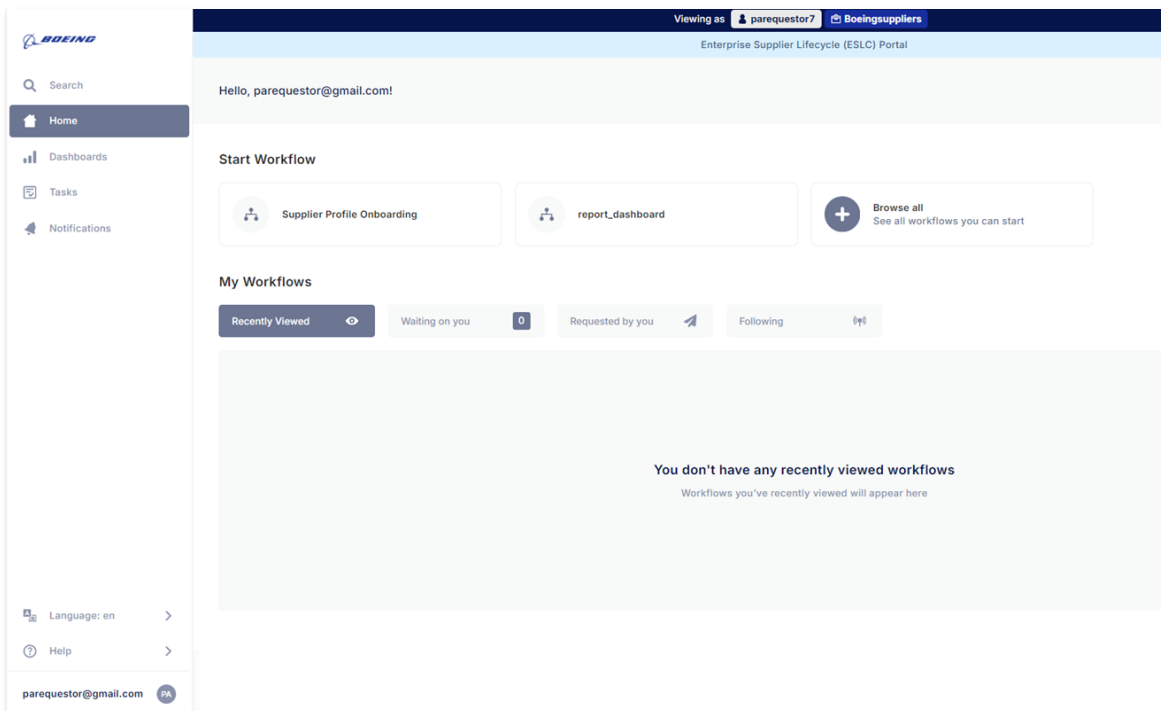
Manual Forms Automation

Multiple manual supplier intake forms for the supplier profile onboarding / maintenance process will now be automated in the ESLC Portal. List of forms below.

- Supplier Profile forms
    - F70102 New Supplier Setup
    - F70103 Supplier Profile Change Request
    - X39398 Supplier Contact Information

- Other Supplier Intake Forms
    - Supplier Code of Conduct
    - Special Provisions (SP1)
    - D030004194 Business Size Cert
    - Supplier Capability Assessment
    - Business Courtesy Questionnaire
    - X39357 Electronic Funds Transfer Request
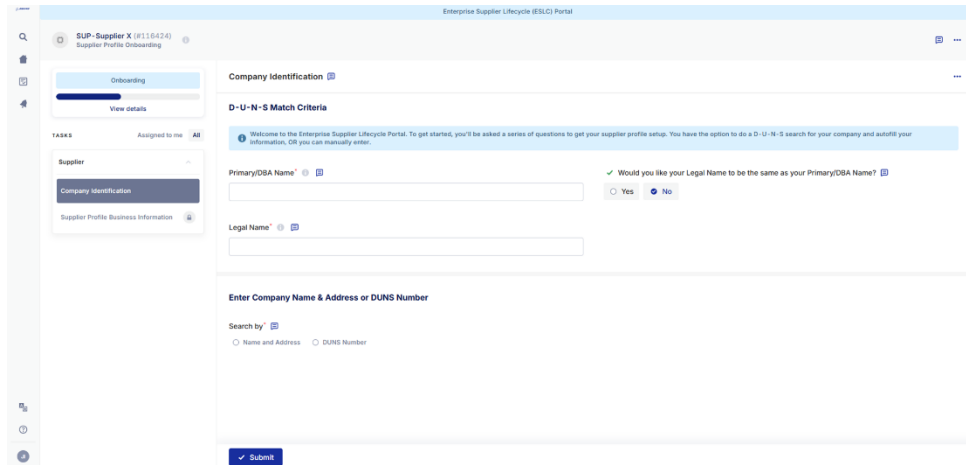   - X39320 Emergent Wire Setup
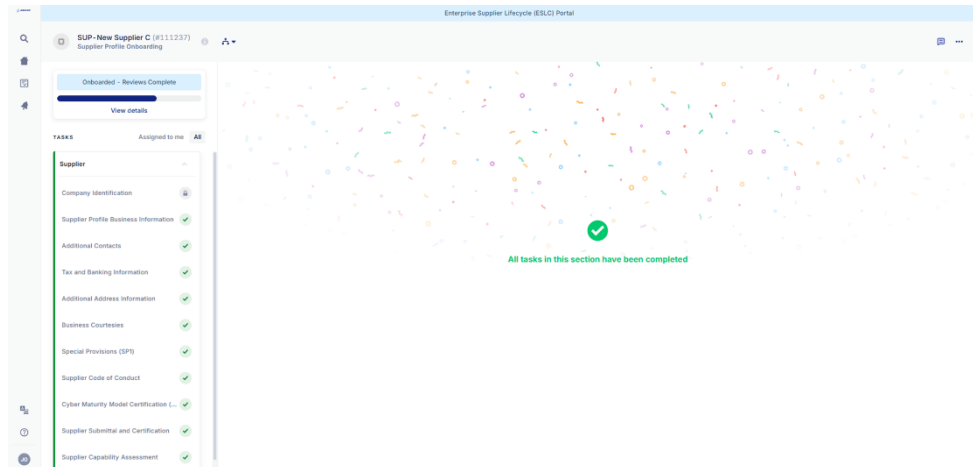
Navigation & Menus

Menu – ESLC Home

- New Suppliers: When entering ESLC Portal *for the first time* (via the email invitation) the first section within the new supplier profile setup will open.

- For the primary contact, all sections will be displayed and editable. If you are logging in to complete a specific section for your company, only that section will be editable.

- Existing/Onboarded Suppliers: When entering ESLC Portal (via the email invitation), your completed profile will display.

- For the primary contact, all sections will be displayed. If you are logging in to complete a specific section for your company, only that section will be editable.

Note: Please refer to the "Supplier Profile Elements" and "How to Submit Supplier Information" sections to learn more about the information required for submittal.

Menu – ESLC Home (continued)

My Workflows Section:

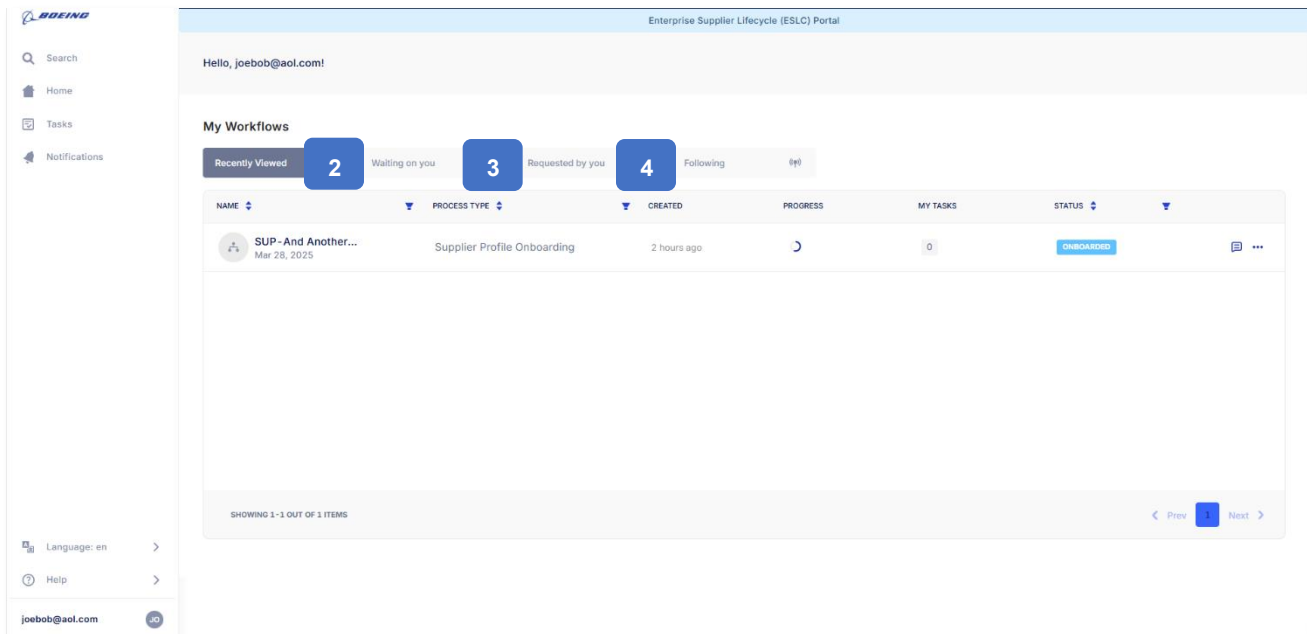**1** **Recently Viewed:** This section will be the default selection on the home page. It will show your current profile. Filters within this section include the following;

a **Name:** Displays the supplier's name and date profile was created

b **Process Type:** Displays the name of the section on the profile that was most recently viewed

c **Created:** Displays when the profile was created

d **Progress:** Indicates progression of the entire onboarding process, from creation of supplier profile through to Boeing reviewer completion

e **My Tasks:** Tasks are steps assigned to a specific user, or user group, who is then responsible for filling out the fields within that step. My Tasks tab allows the user to see any tasks that are specifically assigned to them

f **Status:** During the life of the profile you may see any of the following statuses

- **Onboarding:** One or more sections within the profile have not yet been submitted
- **Pending Requestor Review:** Profile under review with Boeing requestor
- **Pending Manager Review:** Profile reviewed by Boeing requestor, now under review with Boeing management
- **Onboarded or Onboarded- Reviews Complete:** Profile fully completed, including Boeing representative reviews

g **Comments:** Used for administrative purposes only. Do Not Use.
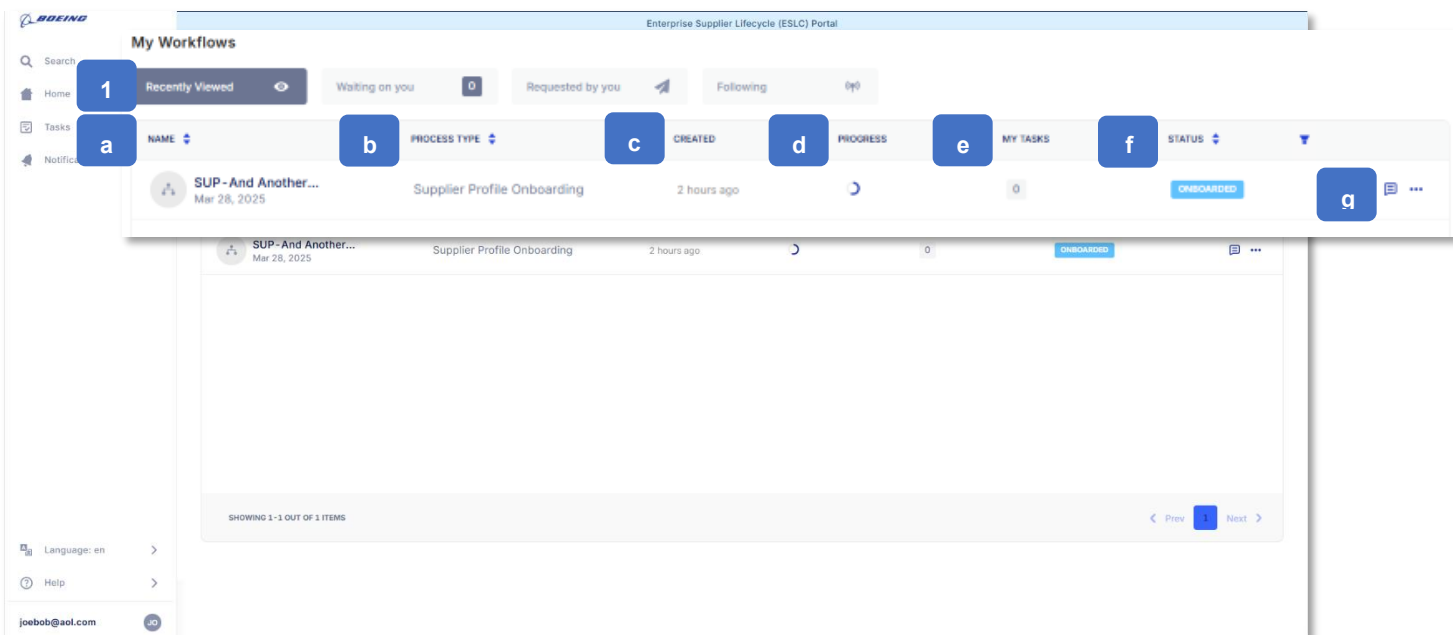
Menu – ESLC Home (continued)

My Workflows Section:

2   **Waiting on you:** Use this section to see what needs to be completed by you (the user) within the profile

3   **Requested by you:** This section is disabled and not applicable for suppliers.

4   **Following:** This section acts as a favorites list, it will follow only your profile.

Menu – ESLC Home Navigation

The navigation menu will display on the left-hand side of the page.

1 Search: This function can be used to search any field within an existing profile linked to the account (fields, files, workflows are options as well as advanced search)

2 Home: Displays "My Workflow" view of your profile

3 Tasks: Displays all workflows that need to be completed. Only workflows assigned to user will be visible.

The 3 tasks within the My Tasks tab show a record of:
- My Tasks
  - The My Tasks tab allows you to see any tasks that are specifically assigned to you and is based off your login credentials
  - On the My Tasks tab, select a workflow kind from the workflow navigation bar to view tasks assigned to you in workflows of that workflow kind
- My Group Tasks
  - This section is disabled and not applicable for suppliers.
- All Tasks
  - Please see description for My Tasks, as this section works similarly

Note: The default list will show all tasks that are in progress. Other statuses can be shown by filtering to the desired status.
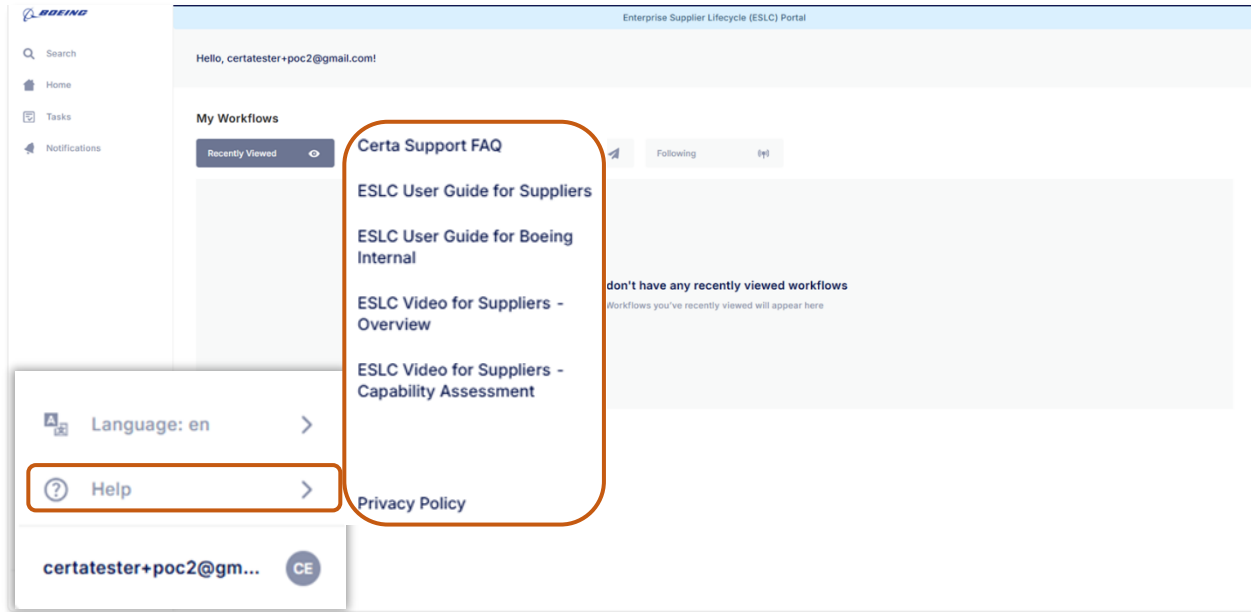
4 Notifications: Any notification related to comments are shown here. User will need to be mentioned by name, using @(name) to see comment.
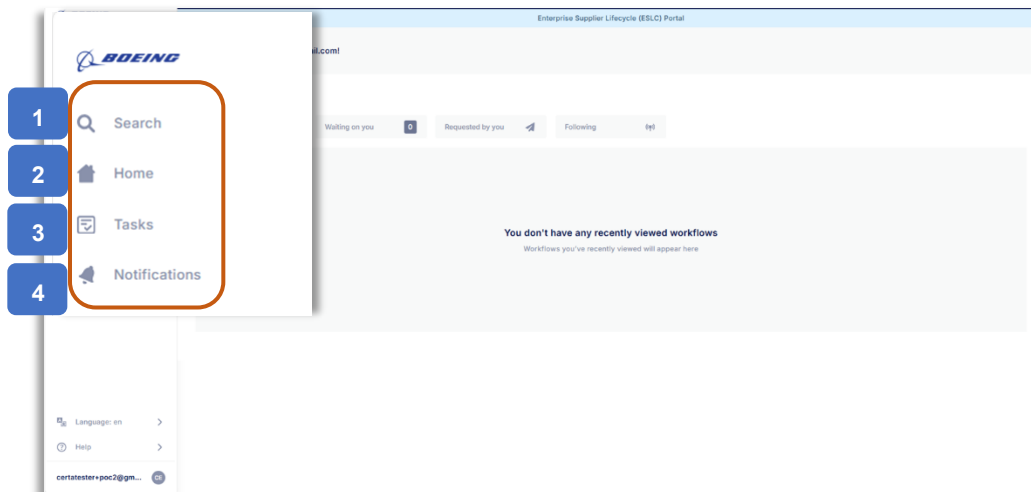
Menu – Help

The Help menu can be found in the bottom left-hand corner of the portal screen. It contains:

- Training video
- User guide

Supplier Profile Elements

Overview
The Supplier Profile consists of many different components that are necessary to conduct business with Boeing. We will break down some of the main sections of the supplier profile to explain what information is collected and why it is important.

Business Information
The first section of the profile is the information needed to run the business including primary name, legal name, global ultimate parent, contacts, primary/manufacturing address, ordering address, invoicing address, goods supplier address and quality certifications.

Primary / Legal Name
The company's name(s) are necessary for contracts, purchase orders, invoices, and performance measurement tracking. If the company's primary name is different from the legal name it is important to disclose this to Boeing.

- **Primary Name**: In the ESLC Portal it is known as Primary/DBA Name. In SPVR it shows as Vendor (Company) Name. It may also be referred to as Doing Business As, Trade, or Trade style Name. This is the front-facing name that customers and clients know the business as. This name can be found in Box 2 of the US tax form, W9.

- **Legal Name**: In SPVR it shows as Legal Business Partner Name. This is the name used for tax purposes and may or may not be the same as the Primary Name. This name can be found in Box 1 of the US tax form, W9.

Global Ultimate Parent
There are several levels of parentage in the corporate family tree. The global ultimate parent is the highest level of ownership. If the company has a global ultimate parent, it is important that this is listed on the profile so that Boeing has a clear understanding of the company's parentage.

Supplier Contacts
With the ESLC portal being the intake hub for supplier profile data, it is extremely important to keep the primary contact information current to receive requests for updates to your company's profile. Supplier Contacts control which company employees have access to the ESLC profile and to update the company's information as needed. It is the company's responsibility to ensure all contacts on the profile are accurate.

Primary / Manufacturing Address

Boeing has a responsibility for ensuring we are procuring and receiving product from approved sources. Both the FAA and Department of Defense require traceability back to the source where the product was manufactured. For this reason, separate profiles are generated for every supplier manufacturing facility.

Place of Manufacture (POM) is defined as the company's facility where an end item deliverable is fabricated or assembled and accepted as finished product that is to be provided to Boeing. POM product requires no further operational processing (e.g. paint, fabrication, assembly) prior to shipment.

The Boeing approved POM location(s) may be a single location or multiple locations dependent on where the ordering, manufacturing and/or accepting activities occur.

- **Ordering Location**: Party that Boeing has contracted with and is the party responsible for contract, technical, and quality compliance, and is where Boeing sends purchase order instructions.

- **Manufacturing Location:** Facility that fabricates and/or assembles the end item deliverable that is listed on the purchase order.

- **Accepting Location:** Facility where the end item deliverable on the purchase order is accepted as finished product that is to be certified and provided to Boeing.

If not a manufacturing company, this is the primary physical address where service is performed.

Ordering Address

Ordering Address (OA), also may be referred to as Ordering Party in SPVR. The ordering address is where Boeing will send purchase orders / contracts. As stated above, the ordering location/address may be different from their primary/manufacturing address. When the Ordering Address is different from the primary address, that location will have its own profile in Boeing's system.

Invoicing Address

Invoicing Address (IP), also may be referred to as Invoicing Party in SPVR or Remit to Address. The invoicing address is where Boeing will send payments to. Like the ordering address, the invoicing address may be different from the primary/manufacturing address. If this is the case, this location will have its own profile in Boeing's system.

Goods Supplier Address

A third, additional address that may be present on the profile in SPVR is the Goods Supplier (GS) Address. This address exists when the company's ship from location is different than the primary address. This location will have its own profile in Boeing's system.

Quality Certifications

The company's Place of Manufacture (POM) location(s) are required to meet certain quality requirements to do business with Boeing. These Quality Management System (QMS) requirements must be approved for production procurement, and production related services from product suppliers, distributors, and production service providers. The quality certifications listed on the supplier profile are evidence of the company's qualifications. These requirements are reviewed and validated by Supply Chain and Supplier Quality departments.

Banking

Banking information is necessary for Boeing to pay for the products and/or services provided. Banking information includes:

- Electronic Funds Transfer (EFT) Release Statement / Terms & Conditions

- Tax information

- Bank Account details

- Payment Method

- Copy of supplier invoice (optional)

- Alternate Payee: Refers to another business or bank which will receive payments.

Supplier Business Size, Ownership & NAICS

The Boeing Company maximizes the use of our global supply chain. We value our small suppliers and international business partners for the innovation and agility they bring to our supply base.

We continue to seek out and provide maximum opportunities to small businesses, as they are a vital part of maintaining our competitiveness in the global marketplace.

Boeing suppliers shall annually certify business size, ownership, NAICS (North American Industry Classification System) and associated size standard, and Representations & Certifications (SP1), as required.

Note: Special Provisions (SP1) annual requirement for government procurements.

Business Size

Business size, status and other representations are required by government regulations and corporate policy. Boeing and/or affiliates are required to obtain business size and

classification of its suppliers and subcontractors in advance of any procurement transactions. All size status is to be reported based on the country designation of the profile entity.

- **US Supplier Options:** Small, Large, Non-profit Organization, Historically Black College/University or Minority Institution (HBCU/MI), or AbilityOne.

- **Non-US Supplier Options:** Large Business, Medium Business, Small Business, or Micro Business.

Ownership

Ownership attributes are another piece of information that Boeing requires suppliers to verify on an annual basis, including providing evidence of third-party ownership certification, if applicable. Business ownership options include:

- Veteran (American) Owned
  - Service-Disabled Veteran-Owned Small Business (SDVOSB) Certified
  - Service – Disable Veteran (American) Owned
- Women Owned
  - Certified Women-Owned: WBENC (United States)
  - WEConnect (Non-US)
- SBA-Certified HubZone

NAICS

The North American Industry Classification System (NAICS) is the standard used by federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS uses a six-digit code to identify business establishments according to various industry classifications and aligns with business size.

Representations & Certifications (SP1) –Government Only

Also sometimes referred to as Reps & Certs or Boeing Special Provisions, Representations and Certifications (SP1) form. These required statements must accompany federal contracts & proposals prior to purchase contract placement. Boeing suppliers supporting U.S. Government procurements are required to electronically submit an annual 'SP1 - Representations & Certifications' form in the ESLC Portal. A supplier's Reps and Certs can be viewed in Supplier Profile Visibility Report (SPVR).

Supplier Code of Conduct

Boeing is a member of the International Forum on Business Ethical Conduct (IFBEC), and the Boeing Supplier Code of Conduct (SCoC) outlines expected behaviors for all suppliers, including their employees and agents. It is expected that suppliers adhere to the Boeing Supplier Code of Conduct throughout the time they do business with Boeing and notify Boeing of any instances where expectations are not met. The SCoC encompasses the following areas:

- **Governance:** We expect suppliers to implement and adhere to their own written code of conduct, consistent with the expectations of the Boeing Supplier Code of Conduct, and to flow down their principles to the suppliers they work with in providing products and/or services.

- **People:** We expect suppliers to establish an appropriate workplace safety management system, including policies and processes to ensure compliance with applicable safety and health laws and regulations; to protect the health, safety, and welfare of employees, contractors, visitors, and others who may be affected by the supplier's activities; and to strive to eliminate fatalities, work-related injuries, and exposure of individuals to safety hazards.

- **Products and Services:** We expect suppliers to comply with all laws and regulations governing product safety and quality, and to deliver products and/or services that conform to such product safety and quality standards.

- **Operations:** We expect suppliers to conduct their business in a manner that actively manages environmental risks across their operations, products, and supply chain.

- **Community:** We expect suppliers to conduct their business and operations in a way that respects human rights.

Suppliers are required to acknowledge Boeing's Supplier Code of Conduct and sign the form on an annual basis. This is an important component of Boeing's license to operate globally and earn customer trust and preference.

Cybersecurity Maturity Model Certification (CMMC) for Suppliers

The Cybersecurity Maturity Model Certification (CMMC) is a unified cybersecurity standard for the Department of Defense (DoD) supply chain. It was developed to enhance the protection of sensitive information within the defense industrial base (DIB) and to ensure that all contractors and suppliers meet specific cybersecurity requirements. The CMMC framework consists of multiple maturity levels, each with a set of practices and processes that organizations must implement to achieve certification.

The CMMC framework is designed to assess the cybersecurity posture of organizations that handle Controlled Unclassified Information (CUI) and Federal Contract Information (FCI). The model incorporates various cybersecurity standards and best practices, including those from NIST SP 800-171, ISO 27001, and others, to create a comprehensive approach to cybersecurity.

Importance of CMMC

- **Enhanced Security**: CMMC aims to protect sensitive defense information from cyber threats. By requiring suppliers to meet specific cybersecurity standards, the DoD can reduce the risk of data breaches and cyberattacks.

- **Standardization**: The CMMC provides a standardized framework for assessing and certifying the cybersecurity capabilities of suppliers. This ensures that all contractors are held to the same security standards, promoting a more secure supply chain.

- **Competitive Advantage**: Suppliers that achieve CMMC certification can demonstrate their commitment to cybersecurity, which can be a significant differentiator in the competitive landscape. Certification can enhance a supplier's reputation and increase their chances of winning contracts with the DoD.

- **Compliance Requirement**: As of the implementation of CMMC, certain contracts will require suppliers to be CMMC certified. This means that obtaining certification is not just beneficial but necessary for organizations that wish to do business with the DoD.

- **Continuous Improvement**: The CMMC framework encourages organizations to continuously improve their cybersecurity practices. By progressing through the maturity levels, suppliers can enhance their overall security posture and resilience against cyber threats.

How Information is Used

The information gathered through the CMMC certification process is used by the DoD to assess the cybersecurity capabilities of suppliers. This assessment helps the DoD make informed decisions about which contractors can be trusted to handle sensitive information. Additionally, the CMMC certification serves as a benchmark for suppliers to evaluate their own cybersecurity practices and identify areas for improvement.

Additional Resources

For more information about the Cybersecurity Maturity Model Certification, suppliers can refer to the following resources:

- CMMC Accreditation Body
- Department of Defense CMMC Overview
- NIST Special Publication 800-171
- CMMC FAQs

Business Courtesies Questionnaire

Boeing has requirements and responsibilities to ensure business, including interactions with suppliers, customers, and other individuals and organizations around the world, is conducted fairly and transparently and in full compliance with anti-corruption and anti-kickback laws and requirements. A business courtesy is anything of value that a Boeing employee offers to or accepts from a third party for which the fair market value is not paid by the recipient. The Business Courtesy Questionnaire captures the types of courtesies the supplier allows its representatives to accept.

Supplier Submittal and Certification

This section is for authorized company representatives to verify the information provided in previous sections is complete and accurate. By using the Enterprise Supplier Lifecycle (ESLC) Portal, the supplier or prospective supplier represents and warrants that all information provided or submitted through the ESLC Portal or otherwise provided to The Boeing Company (Boeing) is and will be legally binding upon the supplier or prospective supplier and, at all relevant times, true and correct in all respects. The Supplier or prospective supplier acknowledges and agrees that Boeing will rely on this representation and warranty.

This step is equivalent to a digital signature.

Please note; submission of this information does not constitute approval of your firm as a Boeing Supplier nor obligates Boeing to solicit a request for quotation.

Supplier Capability Assessment

The supplier capability assessment is a Supply Chain tool used to collect supplier capability information. Companies that wish to become Boeing suppliers should fill out the supplier capability assessment within the portal and register in the Boeing Supplier Capability Assessment Database. This database allows Boeing to search for suppliers whose qualifications match potential bid opportunities.

Companies can provide their capability information in terms of manufacturing capability, machinery, equipment, certification, etc.

How to Submit Supplier Information
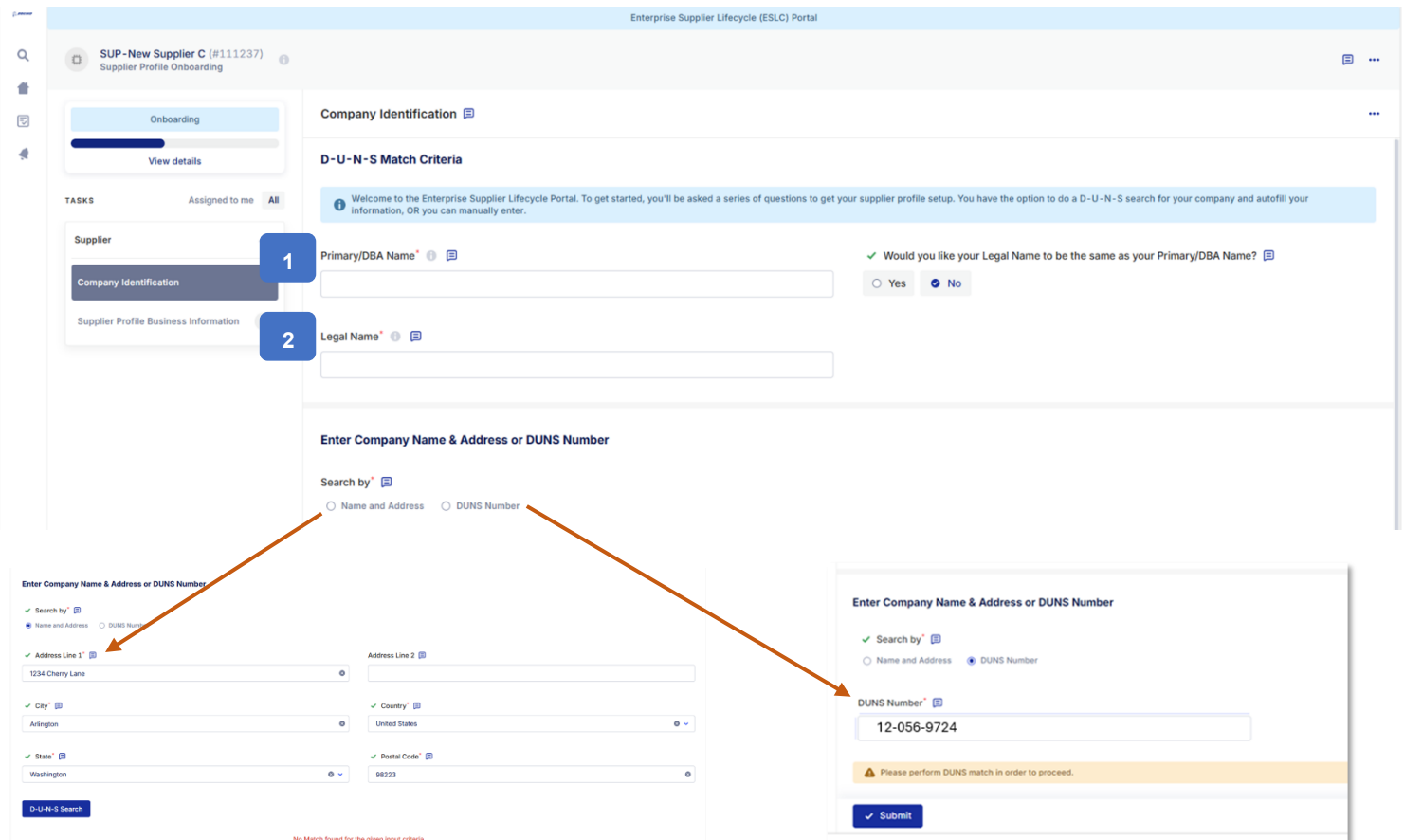
Upon entering the ESLC Portal via the emailed link, a series of guided workflows will prompt the company representative through a series of profile sections as discussed below.

Company Identification

Step 1 Enter the company's Primary/DBA (Doing Business As) Name. Indicate whether the company's Legal Name is different from the Primary/DBA name, and if it is, enter that information.

*It is important to work through the required fields in order as sometimes additional fields may appear or populate based off what was previously entered. For example, if United States is entered for Country, the State field appears.

Step 2 Enter additional information needed to perform a mandatory Dun & Bradstreet (DUNS) database search, to validate company details.

- If the company is registered with Dun & Bradstreet, select the DUNS Number radio button and enter the company's number.
- If unsure of the company's DUNS Number or the company is not registered with Dun & Bradstreet, perform the search using Name and Address instead.

Company Identification (continued)

Step 3 Once you have entered the Address or DUNS Number, the D-U-N-S Search button appears. Click D-U-N-S Search.

A Dun & Bradstreet database search will occur and provide potential matches for review.

a If you see the company as one of the search results, you will click 'Select' on the right, to use that information to create the company's profile

b If you see the company as one of the search results but some of the details are incorrect, the company must contact Dun & Bradstreet to have them update the information in their database. Once this section is submitted it cannot be edited.

c If you do not see the company in the search results and know that it is registered with Dun & Bradstreet, review the information that was entered for any errors and perform the DUNS search again. If your subsequent search does not bring back a result, contact Dun & Bradstreet.

d If the company is not registered with Dun & Bradstreet but would like to be follow the link to contact Dun & Bradstreet about the process to obtain a DUNS Number.

Company Identification (continued)

In scenarios b-d, if you would like to proceed with creating the company's profile, answer 'Yes' and manually enter the company's information in the next steps.

Or; if waiting until Dun & Bradstreet corrects the company's information or registers your company in their database, answer 'No' and inform the Boeing procurement agent that you would not like to proceed at this time.

Note: There is the option to pre-populate your company's Primary/Manufacturing Address with the information you entered to perform the DUNS Search even if you did not select a match from the results. If you elect to use this function, the information will be populated automatically and will be locked for editing.

Supplier Profile Business Information
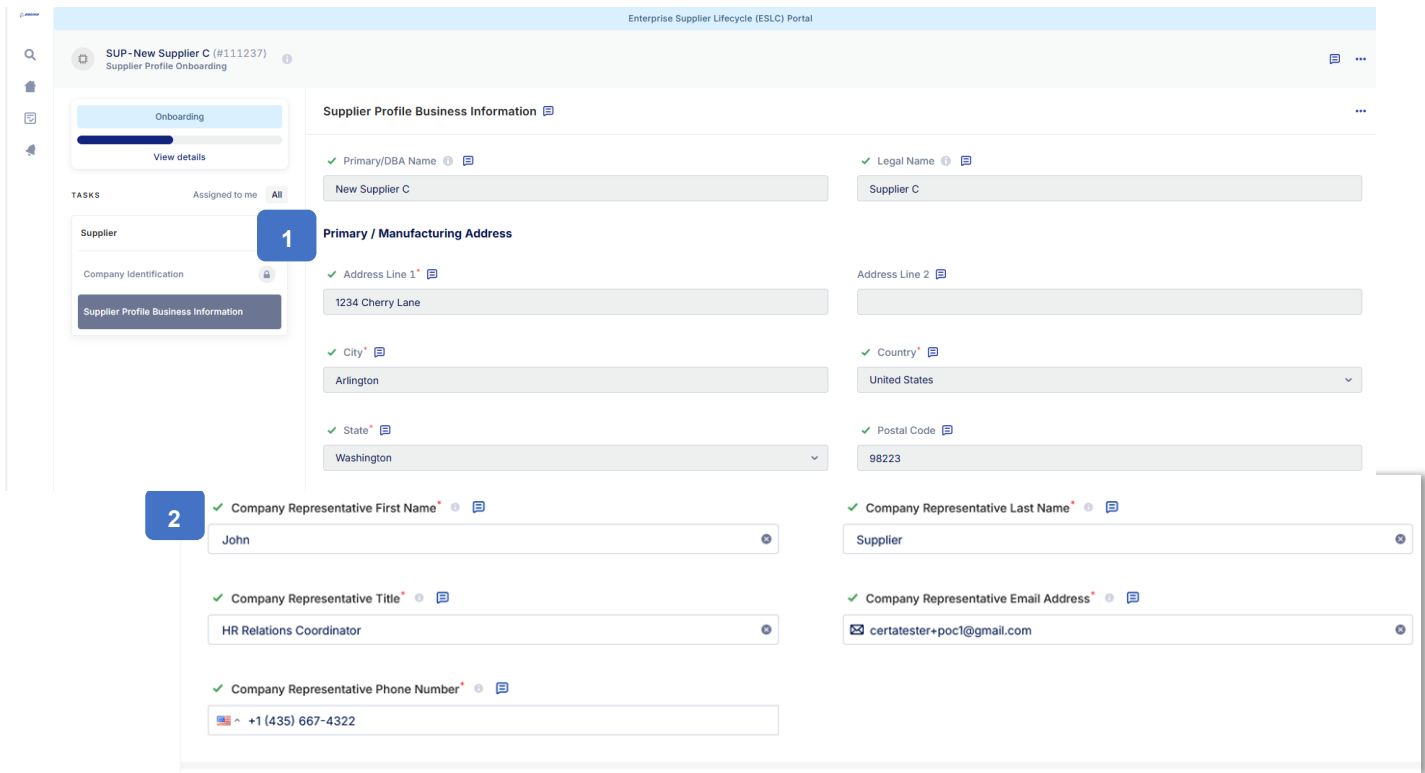
1   <u>Primary/Manufacturing Address</u>

This section is provided for companies that did not have a DUNS match or chose not to pre-populate Primary/Manufacturing address information from the Company Identification section, and will require manual entry.

2   <u>Company Representative</u>

Contact information for the company representative who is completing the New Supplier Profile request goes in this section. This section will be auto populated based on information provided by the requestor. It can be edited if needed. After section is submitted, the system will auto assign this person to multiple different contact types, allowing access to complete the subsequent sections and questionnaires in the workflow.

- ▪ If additional representatives are responsible for completing sections of the profile, for example Business Size and Ownership, Supplier Code of Conduct, Business Courtesies or Banking, their information can be updated under the Additional Contacts section explained below.

Supplier Profile Business Information (continued)

<u>Additional Company Information</u>

3 **DUNS**

- The Dun & Bradstreet D-U-N-S® Number (short for Data Universal Numbering System) is a nine-digit unique identifier for businesses. You are not required to have a D-U-N-S Number to do business with Boeing.
- A D-U-N-S Number is assigned through Dun & Bradstreet's patented identity resolution process, (part of our DUNSRight™ data governance, which includes thousands of separate automated checks). The D-U-N-S Number identifies a company as being unique from any other in the Dun & Bradstreet Data Cloud.
- If the company does not already have a D-U-N-S Number assigned, you may obtain a D-U-N-S Number for your business here.

4 **CAGE Code**

- A Commercial and Government Entity (CAGE) code is a unique five-character identifier assigned to suppliers used by the Federal Government. CAGE codes provide a standardized method of identifying a given facility at a specific location.

5 **UEI**

- A Unique Entity Identifier (UEI) is an identification number used to identify entities doing business with the federal government. These numbers are created and managed by SAM.gov

6 **Congressional District**

- A unique 2-digit code that identifies the electoral district within the United States of where the business partner is located

Supplier Profile Business Information

3 DUNS (Mfg / Prime)	**5** UEI number
4 CAGE code	**6** Congressional District

Supplier Profile Business Information (continued)

7 **Company Web Address**

8 **Incorporated to do Business in the US?**

- Required for US entities. Mark 'Yes' if business is organized or exists under the laws of the United States or its territories or possessions. Otherwise, mark 'No'.

9 **Foreign-Owned Located and Operating in US?**

- If business is owned by a Foreign Company, mark 'Yes'. If 'Yes' is indicated, please identify if the business size is Small or Large in the field that appears.

7 Company Web Address

8 Incorporated to do Business in the U.S.?* ○ Yes ○ No

9 Foreign-Owned Located and Operating in U.S.?* ○ Yes ○ No

10 ✓ Would you like to Provide Banking Information at this time?* ● Yes ○ No
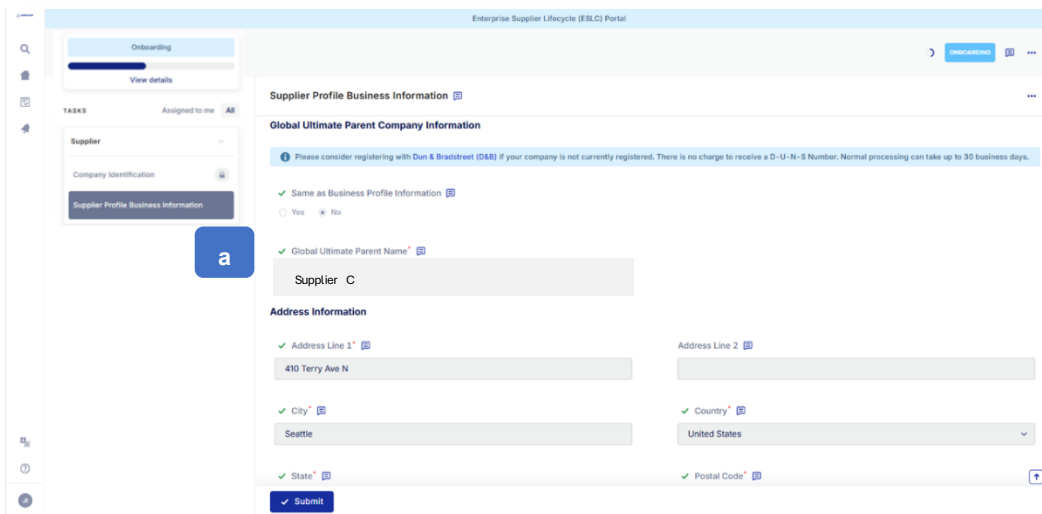
10 Banking/Payments

- This section is required if Boeing will be issuing payments to the company. If you have the company's banking information to provide as part of the initial new profile onboarding request, you will answer 'Yes' and this will activate the banking information table. If you select 'No', you will only be asked for the company's tax information, you will be able to provide banking information later via an Update Profile request.

Supplier Profile Business Information (continued)

Global Ultimate Parent Company Information

a   Global Ultimate Parent information is only inherited from Dun & Bradstreet for data integrity purposes. If the company has a DUNS Number and a match is selected during the DUNS Search in the Company Identification section, the Global Ultimate Parent information that is listed on the Dun & Bradstreet profile will be populated into this section.

b   If the company does not have a Global Ultimate Parent listed on its Dun & Bradstreet profile or if a match is not selected during the DUNS Search, then the Global Ultimate Parent will be automatically set to 'Same as Business Profile Information', indicating that the company does not have a Global Ultimate Parent.

▪ If the company has a Global Ultimate Parent that needs to be added to the Dun & Bradstreet profile or if the company does not have a Dun & Bradstreet profile, contact Dun & Bradstreet to create or edit the company's profile.
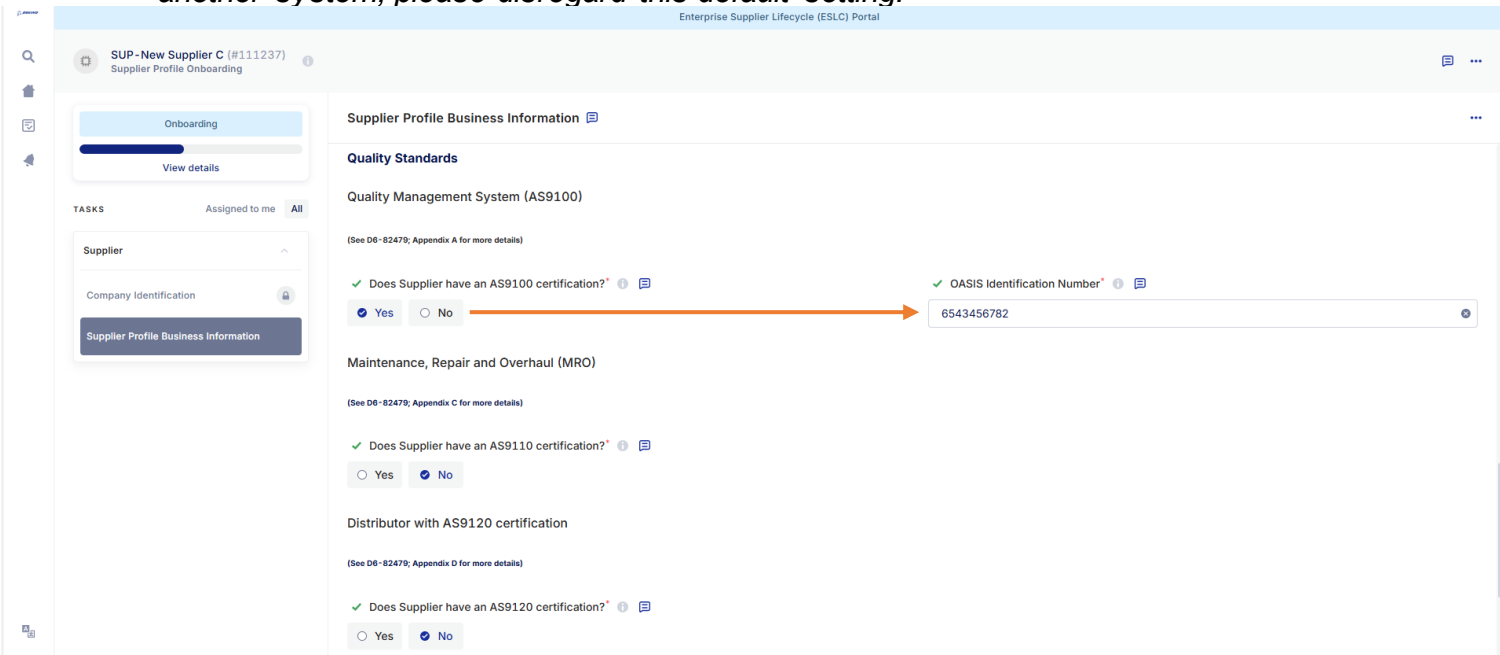
Quality Standards

- The Boeing Quality Management System Requirements for Suppliers (D6-82479) contain the supplier quality management system requirements of Boeing. Boeing will determine which requirements apply and impose them within the purchases contract. This document is an expression of the expectation by Boeing of all our suppliers today and in the future.

- AS 9100, AS 9110, AS 9115 and AS 9120 are comprised of ISO 9001 quality system requirements supplemented by additional quality system requirements established by the Aviation, Space and Defense industry. The development of the supplemental requirements is the result of an international effort with a common goal of establishing common quality management systems for use within the Aviation, Space and Defense industry.

- If the company has obtained any of these certifications, you will answer 'Yes' to the respective question and be asked to provide additional information to confirm including certification number during the onboarding with Boeing. Request for additional information will be asked for every certification that is indicated with a 'Yes'. These certifications will be reviewed and confirmed by the Supplier Quality Team and managed/updated in a different Boeing system.

Note: For existing suppliers these questions will be defaulted to 'No'. If you have previously provided proof of any of these certifications they are currently managed in another system, please disregard this default setting.

For additional information or questions regarding these requirements please visit
https://www.boeingsuppliers.com/quality.html

Additional Contacts

- The Additional Contacts section provides the primary supplier contact the ability to update contact information to align with various roles at the company. This section includes both required contacts as well as optional contacts.
- Each contact provided in this section will be responsible for inputting information for all profile sections related to said contact type. For contacts provided for profile sections Business Size, Ownership & NAICS or SP1, Supplier Code of Conduct and Cyber POC the contact will also receive automated update requests on an annual basis.
- As part of the onboarding process, the primary contact will be defaulted to all the required contact types. It is the responsibility of the primary contact/supplier to ensure that this section remains up-to-date.

It is important to note that if a person is removed from one of the contact types in this table, they will need to be replaced by another person so that the profile has one of each required contact type

The below table lists all required contacts and their associated profile sections:

Required Contact Title	Section(s) of Profile Contact has access to
Primary Contact	-Supplier Profile Business Information -Banking Information -Additional Contacts -Additional Address Information -SP1 or Business Size, Ownership and NAICS information -Supplier Code of Conduct -Supplier Capability Assessment
Greenhouse Gas and Emission	N/A
Sustainability	N/A
Tax Representative	-Tax Information (Top of Banking Section only) -Recipient of the CTI Tax Survey via email
Business Size & Ownership*	-Business Size, Ownership and NAICS Information
SP1*	-Special Provisions (SP1)
Supplier Code of Conduct	-Supplier Code of Conduct
Cyber POC	-Cyber Maturity Model Certificate

Please note: only one of each contact type will be present, Business Size & Ownership or SP1 Contact, depending on if the Procurement Agent identifies the company as doing business with the US Government which requires completion of a Special Provisions (SP1) Representation and Certifications form.

Additional Contacts (continued)

The below table lists all optional contacts and their associated profile sections:

Optional Contact Title	Section(s) of Profile Contact has access to
Business Continuity Contact	N/A
Chief Executive Officer (CEO)*	N/A
Contract/Sales Contact	N/A
Environment Health and Safety Contact	N/A
Finance and Banking Contact	-Banking Information (Both Tax and Bank Information)
Off Hour Support Contact	N/A
President*	N/A
Vice President*	N/A
Quality Management Contact	N/A

- If a person is removed from one of the optional contact types, they don't necessarily need to be replaced.
- For both required and optional contacts, only one of each Contact Type is allowed.
- Visibility of Executive Contacts is masked for security purposes and will <u>not</u> be visible on the contact list.
    - If an Executive contact already exists it will show up in the pop-up window, when trying to add a new executive contact.

Additional Contacts (continued)

Add a New Contact (Contact Type Already Listed on Profile)

| Step 1 | Click 'Add' |

| Step 2 | Choose Contact Type |

| Step 3 | Fill out Contact Information: Details |

| Step 4 | Click Submit |

| Step 5 | Click the 'X' in the top right corner of the Contact Information Details pop-out window. You can also click on the main list of contacts to return to that screen. |

*In this scenario the chosen Contact Type already exists on the profile. The current contact person for that Contact Type is displayed under 'Get Duplicates'. Because there is only one of each contact type allowed, this message is to notify the user that upon submission, the existing contact listed will be changed to inactive status and removed from the profile.

Additional Contacts (continued)
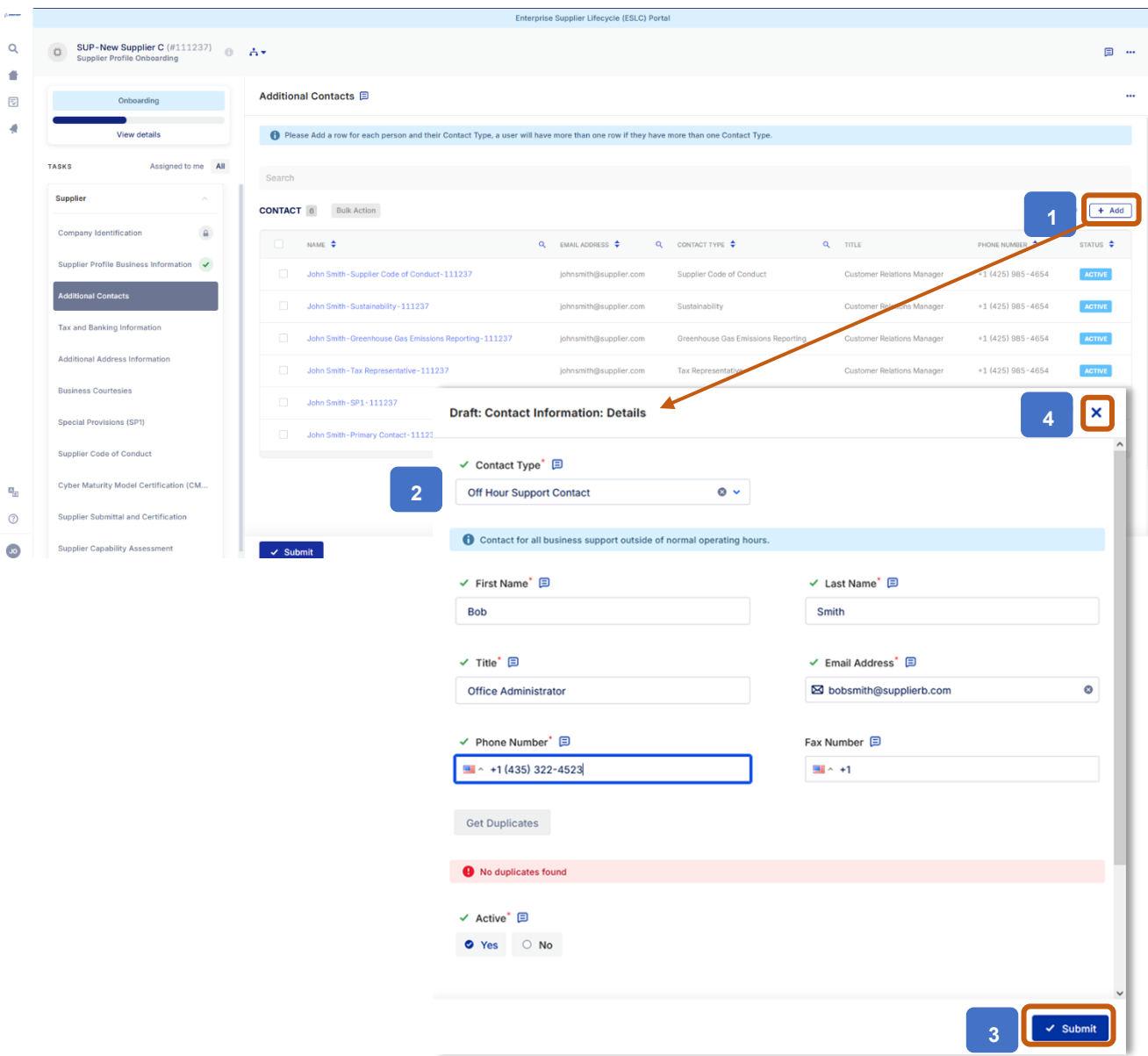
Add a New Contact (Contact Type Not Listed on Profile)

| Step 1 | Click Add |

| Step 2 | Fill out Contact Information: Details |

| Step 3 | Click Submit |

| Step 4 | Click the 'X' in the top right corner of the Contact Information Details pop-out window. |

Additional Contacts (continued)

Update an Existing Contact (Contact Person and Type Listed on Profile)

Ex. Current Contact gets married and changes their Last Name and Email

Step 1	Click on the Contact's Name
Step 2	Click 'Edit' in the bottom right corner of the Contact Information: Details
Step 3	Update contact's information as needed
Step 4	Click Submit
Step 5	Click the 'X' in the top right corner of the Contact Information Details pop-out window.

Additional Contacts (continued)

Update an Existing Contact (Contact Person Assigned to Multiple Contact Types)

Ex. Current Contact no longer works for the company

Step 1	Click the check box to the left of that person on each Contact Type they're assigned to.
Step 2	Click 'Bulk Action' button
Step 3	The Bulk Action window appears and user is able to change the contact's First Name, Last Name, Title and/or Phone Number
Step 4	Click Submit

Additional Contacts (continued)

Delete Contact (Without Replacing *Optional Contacts Only*)

Step 1   Click on the Contact's Name

Step 2   Click 'Edit' in the bottom right corner of the Contact Information: Details

Step 3   Choose 'No' for Active

Step 4   Click Submit

Step 5   Click the 'X' in the top right corner of the Contact Information Details pop-out window

Additional Contacts (continued)

When all updates have been made to the Additional Contacts section, click Submit at the bottom of the main page. A green check mark will populate on the left menu to show the section has been submitted successfully.

Banking Information

If your company will be receiving payments from Boeing, tax and banking information will need to be provided.

- Tax information is collected prior to adding any bank accounts to the company's profile. This information is important as it is used in the bank account verification process.

- Both Tax and Banking information will need to be added prior to submittal. If the company's Tax Representative and Banking Contact are different, do not hit submit for this section until it is confirmed both contacts have provided the necessary information (Tax Information and Bank Accounts). Doing so will require admin unlock and may result in a delay of processing the request.

Tax Information:

Step 1 Company name cannot be edited and will auto populate based on information added in Supplier Profile Business Information Section

Step 2 Enter Tax ID Number

- If United States based company this field is required
- If company is located outside of the United Sates this field is not required

Step 3 Tax Reporting Country will be auto populated based on information added in Supplier Profile Business Information Section
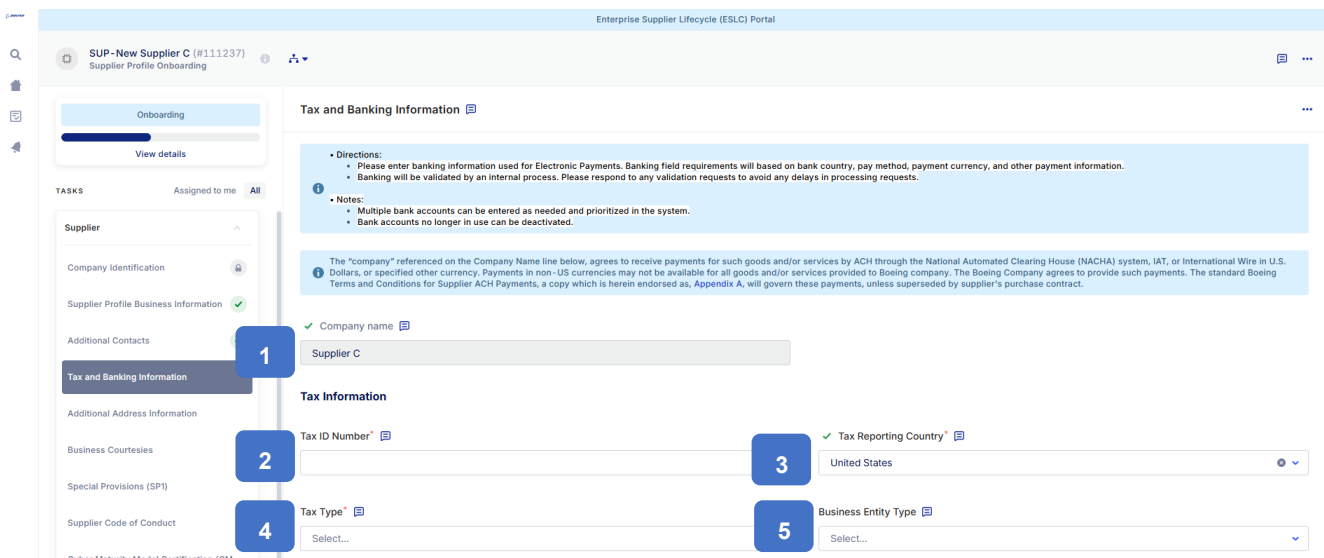
Step 4 Select Tax Type

- If United States based company this field is required
- If company is located outside of the United Sates this field is not required

Step 5 Select Business Entity Type

Banking Information (continued)

Compliance Technology Inc. (CTI) Tax Survey

- As part of the onboarding process, you may receive a CTI (Compliance Technology Inc.) tax survey. Example of survey below.

From: GRP SAP COE System-DoNotReply <SAPCOESystemDoNotReply@exchange.boeing.com>
Sent: Thursday, September 12, 2024 5:11 PM
To:
Subject: Action Required: Tax Information Needed for Boeing Profile

The Boeing Company has partnered with Compliance Technology International LLC (CTI) to obtain tax information. All Entities conducting business with Boeing(globally) are required to complete the CTI questionnaire for company tax reporting status. **Boeing will be unable to process payments until this action is complete**

Name: BD-AN-PPRD-TESTSUPPLIER
Address:

Boeing Contact:

CTI Login Information
Vendor ID:
Registration code/Password:

After logging in, a PIN will be sent to the email you provide. If you do not receive a PIN, please reach out to the Boeing Tax Group from the address below, and provide them with your Vendor ID.

Please access the following site to complete the tax certification process.
https://boeing.digitalw8.com/FATCADW8Boeing/DW8WebClient/SecurityModule/Register.aspx

Login information should be retained in the event of a name or address change as CTI update is required.

Questions can be submitted to the Boeing Tax Organization.
Please be sure to include your Vendor ID.

Privacy Note: https://globalprivacy.web.boeing.com/privacy-notice.asp?ID=6110

Note: This is a system generated email notification; do not reply to this email.

Note: Please be on the lookout for this emailed survey as it can sometimes get filtered into the junk/spam folder.

Banking Information (continued)

The next step will be to add the company's bank account(s) to the profile. If the company will have multiple accounts on the profile, each account will be added individually. You will need to identify which account should be the default/primary account. Only the Banking and Finance can access the Bank Account information.

Step 1   Click Add

Step 2   Fill in the bank account details (see next page for specific instructions)

*Additional fields may appear based on responses provided, as a result, it is recommended to complete banking fields in order.

Banking Information (continued)

Step 3 Boeing will be the default option in the Business Unit field. If it has been identified that the company is working with a Boeing Business Unit that has special banking requirements (ex. Boeing Defense United Kingdom), you may see that Business Unit as an option in this drop-down menu

Step 4 Bank Information: Name, Address & Country. *Note: The Currency field is populated based off Bank Country*

Step 5 Payment Method: This field is also dependent on Bank Country

Options for Boeing Defense United Kingdom Only:

- Electronic – 3 settlement days: GBP currency and Bank Country United Kingdom
- GBP currency and Not Bank Country United Kingdom
- USD currency: Cross Border
- AUD currency: Cross Border
- Not GBP, AUD or USD: Cross Border
- Direct Debit – GBP currency and Bank Country United Kingdom

Step 6 Bank Account Information: Account Beneficiary, Account Number and ABA/Transit Code/Sort Code/IFS Code are required fields regardless of Bank Country. For some countries, additional fields for SWIFT Code and/or IBAN may appear. *Note: Account number will be masked once submitted and only the last 4 digits will be visible to the user*

If you have any questions related to Business Unit and/or Payment Method please contact your Boeing Representative

Banking Information (continued)

Step 7   Default: While the company can have multiple bank accounts listed on the profile, Boeing needs to know which account is the default or primary account. Only one Default account is allowed per Currency Type

7   Default*
Yes   No

For the purposes of fraud prevention, the request will not be processed unless the documentation meets the below requirements: Attach a copy of the supplier's invoice, lease agreement, company letterhead, quote, or contract to the request. The supplier's name, physical address, contact information, and banking details must be displayed on the attachment and translated if not using the Roman/Latin Alphabet. (Ex: Japanese characters) For any bank change request, it is mandatory that requester calls the supplier and supplier to acknowledge, via email, that a conversation was had over the phone confirming their request for a bank change. Please be sure to start a new thread of communication with the supplier. Do not reply to a prior thread. Attach this email from the supplier to the set up form as a backup for compliance.

8   ✓ Submit

Step 8   Click Submit

This will return you to the main Banking Information page. The status of that bank account will then be changed to 'Banking Review in Progress'

Step 9   Confirm that all necessary bank account(s) have been added, hit Submit

Note: A Boeing representative may reach out to confirm additional information related to the validation of the request.

Additional Address Information

The Additional Address Information section is where the company's Ordering, Invoicing, Goods Supplier (if applicable), and Alternate Payee (if applicable) address information is managed. If eventually, the company is awarded contracts from multiple business units at Boeing, there will be multiple rows present. Each Business Unit/Purchasing System has its own set of Additional Addresses that need to be entered/verified.

Click on the hyperlink in the Additional Address table

Step 1
- **If there are multiple hyperlinks on this table, the following steps will need to be completed for each one.**

Step 2 A new window will open and display Details. Review and click Next

- This view only screen displays the Purchasing System/Business Unit at Boeing that the Additional Address are being entered/verified for. It also displays additional information based off the information entered in the Company Identification.

Additional Address Information (continued)

Step 3	Ordering Address

- If the company's Ordering Address is the same as the Primary/Manufacturing address, Select Yes and Click Submit
- If the company's Ordering Address is different from the Primary/Manufacturing address, Select No
    - When 'No' is selected, additional fields appear for entry of the Ordering Address information

Step 4	Fill out Purchase Contract Name and Street Address are entered. The DUNS Search button appears. Click DUNS Search

- **4a** — If you see the company as one of the search results, you will click 'Select' on the right, to use that information to create the company's profile.
- **4b** — If you see the company as one of the search results but some of the details are incorrect, the company will need to contact Dun & Bradstreet to have them update the information in their database.

Additional Address Information (continued)

4c ▪ If you do not see the company in the search results and know that it is registered with Dun & Bradstreet, review the information that was entered for any errors and perform the DUNS search again. If your subsequent search does not bring back a result, contact Dun & Bradstreet.

4d ▪ If the company is not registered with Dun & Bradstreet but would like to be registered, follow the link to contact Dun & Bradstreet about the process to obtain a DUNS Number.

In scenarios b-d, if you would like to proceed with entering the Ordering Address information, answer 'Yes' and manually enter the information.

Step 5 Click Submit to proceed to Invoicing Address section

Step 6 Complete Invoicing Address section (Same steps as Ordering Address)

Step 7 Complete Goods Supplier Address section (Same steps as Ordering Address)
▪ If the company does not have a Goods Supplier Address, Select N/A
▪ Click Submit

Step 8 When all Additional Address information has been submitted and each section has a lock next to it, this section is complete. Click the company's name at the top of the page to return to the main workflow.
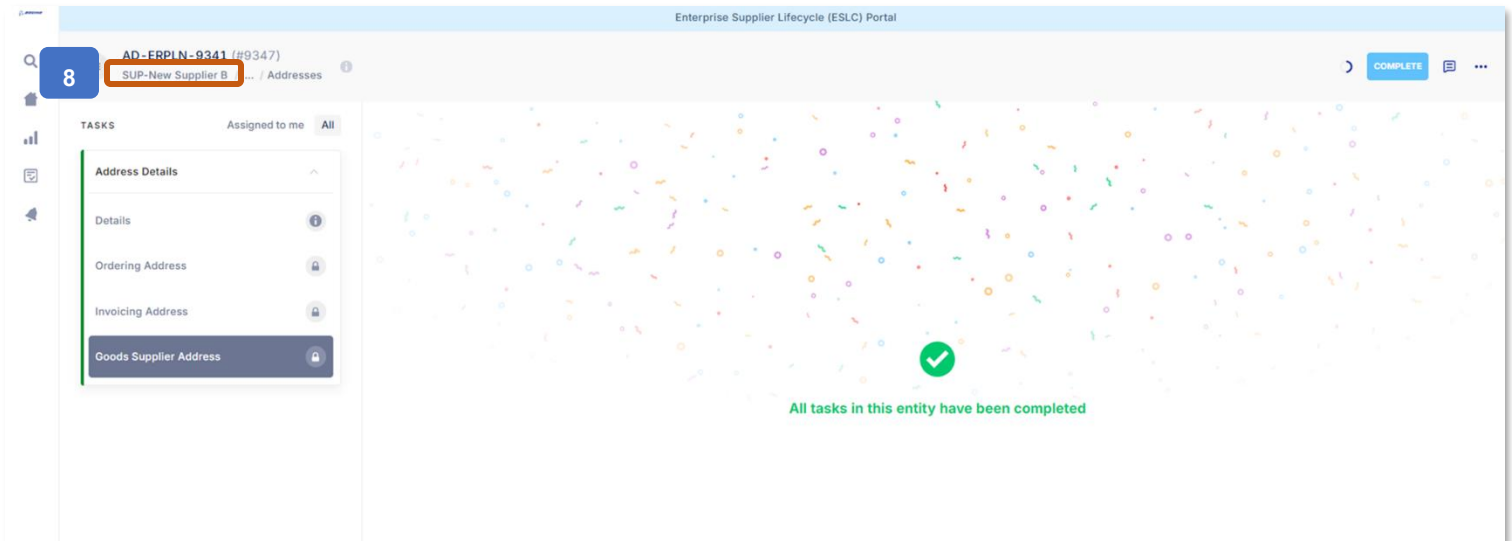
Additional Address Information (continued)
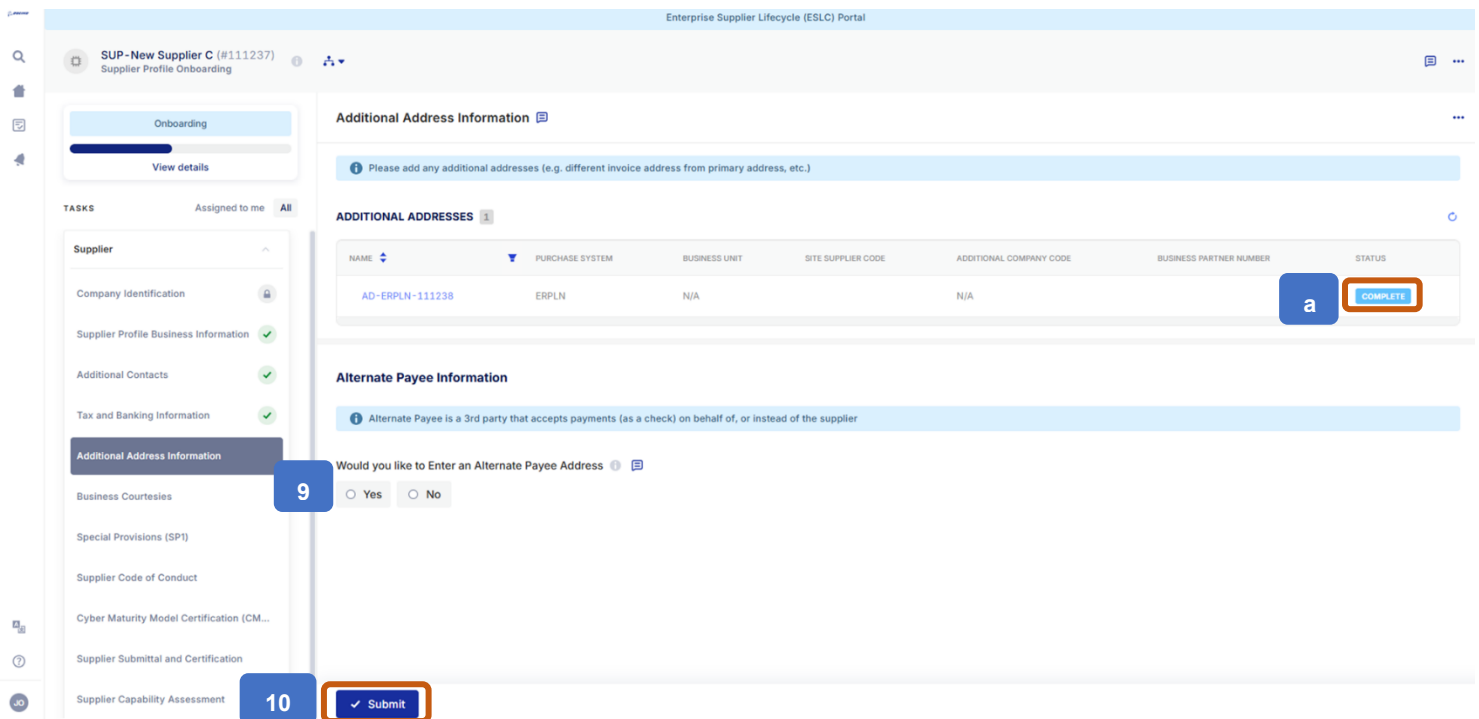
a From the main workflow, you will see the Additional Address table again, but this time the status should show 'Complete'.

Alternate Payee

- Alternate Payee is a 3rd party supplier/location accepting payments either on behalf of the supplier or instead of the supplier. The Alternate Payee is not the same address as a Invoicing Party and is not required unless the supplier specifically notes that they would like to route check payments to the previously mentioned 3rd party

Step 9 Answer the Alternate Payee question. If alternate payee information is needed click 'Yes' and fill in the necessary information.

Step 10 Click Submit

Business Courtesies Questionnaire

The Business Courtesies Questionnaire captures the types of courtesies the supplier allows its representatives to accept and to ensure that all business courtesies extended, comply with Boeing policies and that of the recipient's policies and local laws.
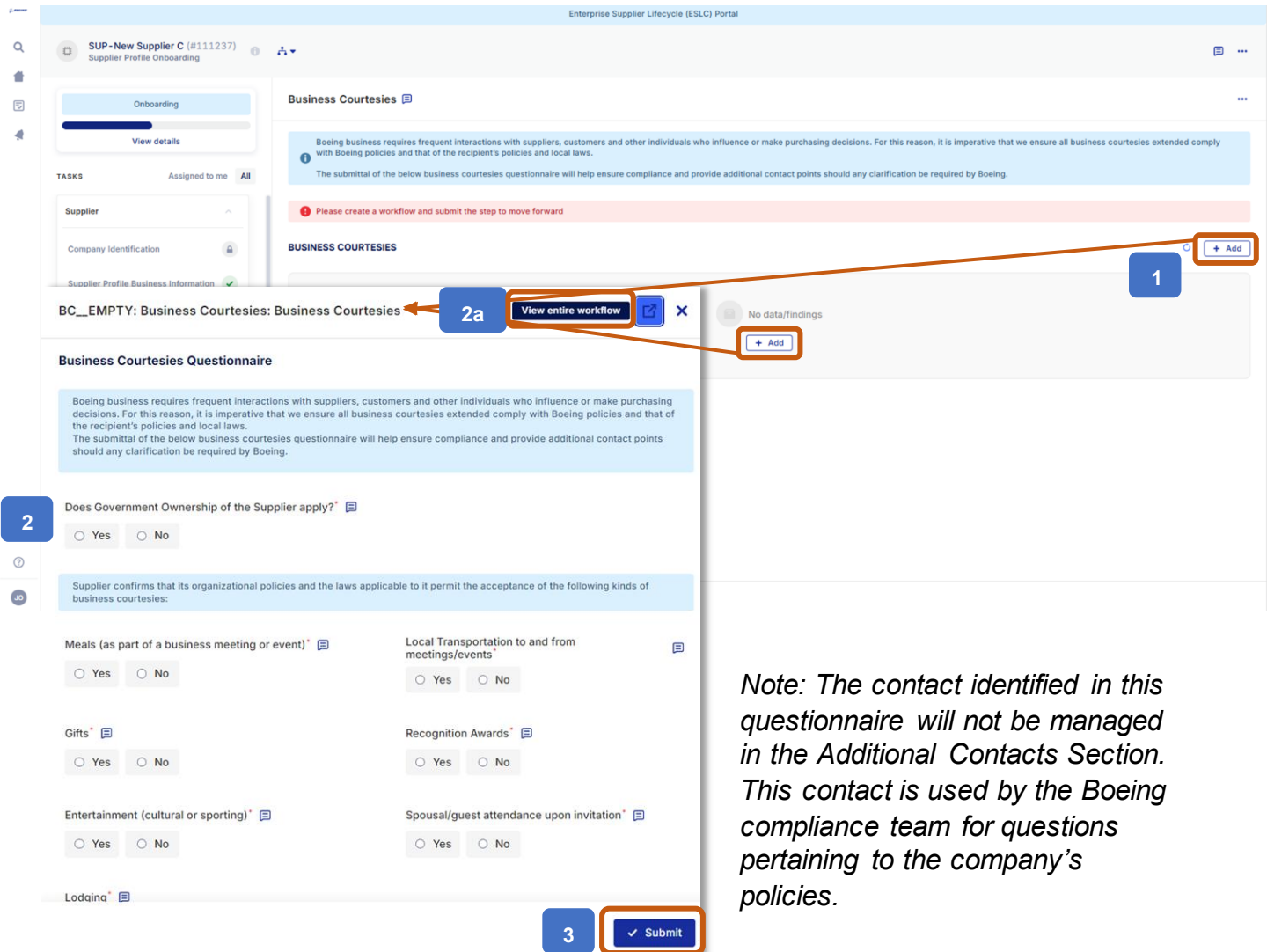
This questionnaire needs to be renewed every two years.

Step 1   Click Add

Step 2   Answer all required fields

2a   If you prefer to view full screen instead, click 'View Entire Process' icon to open the questionnaire in a separate browser tab.

Step 3   Click Submit

Note: The contact identified in this questionnaire will not be managed in the Additional Contacts Section. This contact is used by the Boeing compliance team for questions pertaining to the company's policies.

Business Courtesies Questionnaire (continued)

- After submitting the Business Courtesies Questionnaire, it will return to the main Business Courtesies screen. You will see a new line item on the table with the status of Complete.

Step 5   Click Submit and a green check mark will appear next to this section on the left side of the main workflow.

For additional information regarding Business Courtesies and how Boeing uses this information, please visit https://www.boeing.com/sustainability/ethics-and-compliance#anchor1

Business Size, Ownership & NAICS Information OR Representations & Certifications (SP1)

The questionnaire that populates during initial onboarding process is determined by the Boeing representative who initiated the New Supplier Profile Request. Suppliers and subcontractors must certify business size, ownership, and provide any certifications in advance of any procurement transactions. Representations and Certifications (SP1) is required for all government contracts and include Business Size, Ownership and NAICS.

This information is required to be renewed on an annual basis.

Business Size, Ownership & NAICS Information Questionnaire

Business Size Information
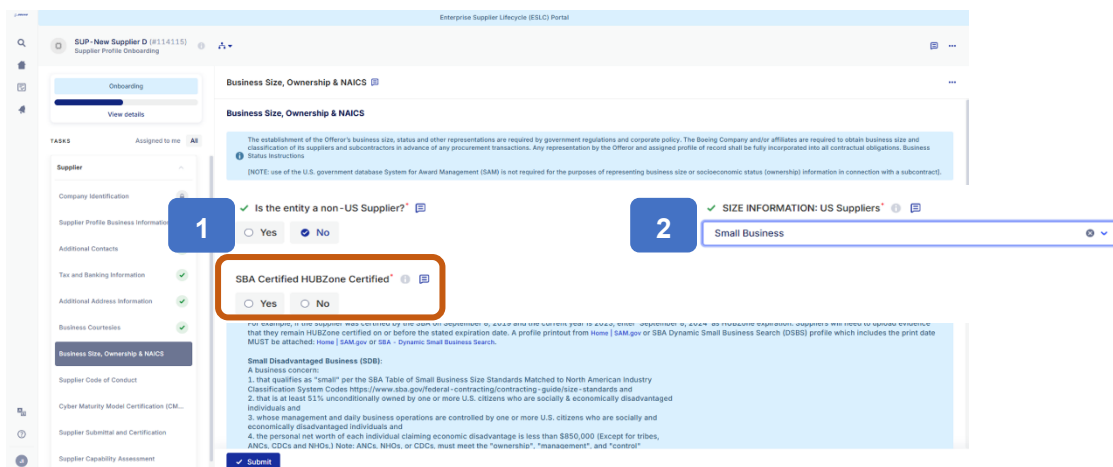
- All size status is to be reported based on the country designation of the profile entity

Step 1 Indicate whether entity is a US or non-US supplier

Step 2 Select size of company

- **US Supplier Size Information Options:**

  - Large Business, Non-Profit Organization, Historically Black College/University or Minority Institution (HBCU/MI) or AbiltyOne
  - Small Business: Verify whether the company is an SBA Certified HUBZone Small Business. If 'Yes' is selected, enter the HUBZone certification date.

If company is HUBZone certified, a printout of the SBA Dynamic Small Business Search (DSBS) profile with print date will need to be uploaded below the ownership question. If a copy of the certificate is not provided, this indicator cannot be applied to your company profile and may affect business decisions. This documentation will need to be updated annually to provide evidence that the company remains HUBZone certified. https://dsbs.sba.gov/search/dsp_dsbs.cfm.

Business Size, Ownership & NAICS Information OR Representations and Certifications (SP1) - (continued)

- **Non-US Supplier Size Information Options:**

    - Large Business

    - Medium Business, Small Business or Micro Business: Verify if the company is Micro, Small, Medium Enterprise (MSME) Certified.

If the company is MSME Certified, a copy of this certification will need to be uploaded below the ownership question. If a copy of the certificate is not provided, this indicator cannot be applied to your company profile and may affect business decisions. This documentation will need to be updated annually to provide evidence that the company remains MSME certified on or before the stated expiration date.

Business Size, Ownership & NAICS Information OR Representations and Certifications (SP1) - (continued)

Ownership Information

Another piece of information that Boeing requires suppliers to upload on an annual basis is evidence of third-party ownership certification, if applicable.

<u>Descriptions of the dropdown options are below:</u>

*Please note that selecting certain options will create additional questions to appear. Ensure all required information is provided prior to moving to the next section.

- Ownership Information Options:
    - Not Applicable: If none of the ownership options apply to the company, select this option, and move to the next step
    - Veteran (American) Owned
        - Owner Veteran information is optional
        - Service-Disabled Veteran Owned information is optional
        - Service-Disabled Veteran Owned Small Business (SDVOSB)
            - A business certified by the SBA as a Service-disabled (US) Veteran-owned Small Business. Validate status at https://dsbs.sba.gov/search/dsp_dsbs.cfm or by contacting the SBA at certifications@sba.gov or 866-443-4110.
    - Woman Owned
        - Women Owned Information is Optional.
        - If Certified Women Owned: WBNEC (United States) or WEConnect (Non – US) are selected, the respective Expiration Date needs to be entered and a copy of the WBENC or WEConnect Certificates need to be uploaded below.

- If needed, some examples of acceptable certification documentation are available for download, click the blue 'Download File' to view

    - Small Disadvantages Business (SDB)
    - Alaska Native Corporation
    - Indian Tribes (Federally Recognized)
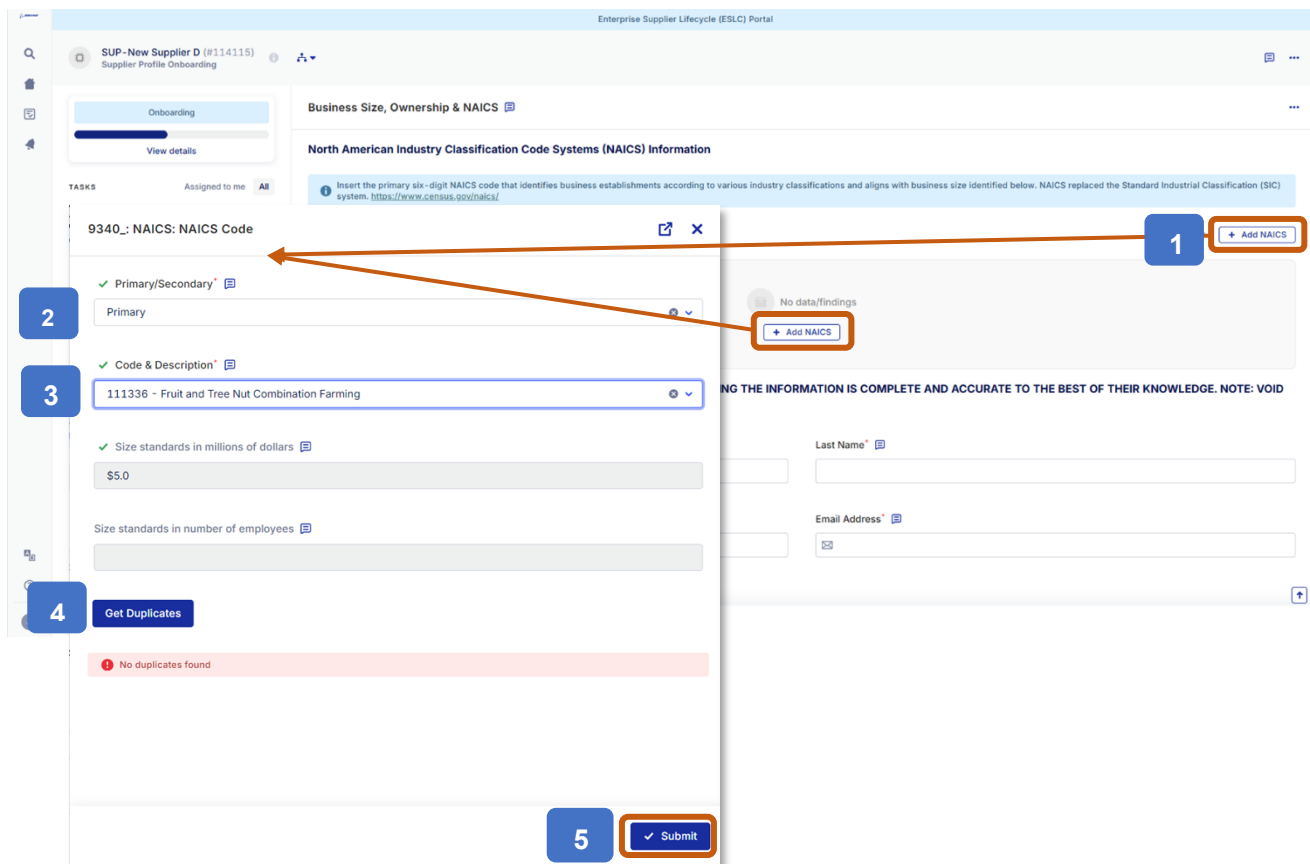
Business Size, Ownership & NAICS Information OR Representations and Certifications (SP1) - (continued)

North American Industry Classification Code Systems (NAICS) Information

The North American Industry Classification System (NAICS) code is a six-digit code that identifies business establishments according to various industry classifications and aligns with business size identified. NAICS replaced the Standard Industrial Classification (SIC) system

If you would like to enter a NAICS code follow the steps below:

Step 1 Click 'Add NAICS'

Step 2 Select primary or secondary

Step 3 Select the correct code & description, based on your selection additional fields will auto populate

Step 4 Click 'Get Duplicates' button, to check for duplicates

Step 5 If no duplicates are found click Submit, if a duplicate is found please follow the prompts and either change to secondary code or hit the 'X' to discard

Business Size, Ownership & NAICS Information OR Representations and Certifications (SP1) - (continued)

Certification

Certification is required by an authorized representative verifying the information is complete and accurate. Note: Void unless signed

> *The person who fills out and certifies this section will be added as the Business Size & Ownership Contact in the Additional Contacts section if they were not already. The Business Size and Ownership Contact will also be the person who receives the annual recertification notification via email.*

▪ Once all required fields are complete hit the submit button at the bottom of the page

Business Size, Ownership & NAICS Information OR Representations and Certifications (SP1) - (continued)

Representations and Certifications (SP1)
Also sometimes referred to as Reps & Certs or Boeing Special Provisions, Representations and Certifications (SP1) form. These required statements must accompany federal contracts & proposals prior to purchase contract placement.

Step 1   Click Add

Step 2   Read sections A & B prior to proceeding with the questionnaire

Business Size, Ownership & NAICS Information OR Representations and Certifications (SP1) - (continued)

Step 3   Continue through the questionnaire, making sure to answer all questions within each section.

- In sections I, J, L and M, depending on whether a 'Yes' or 'No' is selected additional fields will appear. These fields require a response in order to submit the questionnaire
- Section M, requires completion of either a table or certification. Please choose what best fits your company
- Complete section N

Step 4   Add NAICs information by clicking 'Add Record'. If a secondary NAICS code needs to be added, click the + sign.

Business Size, Ownership & NAICS Information OR Representations and Certifications (SP1) - (continued)

Step 5   Complete Business Size Information (options dependent on response to Section D)

- US Supplier Size Information Options:

  - Large Business, Non-Profit Organization, Historically Black College/University or Minority Institution (HBCU/MI) or AbiltyOne

  - Small Business: Verify whether the company is an SBA Certified HUBZone Small Business. If 'Yes' is selected, enter the HUBZone certification date.

If company is HUBZone certified, a printout of the SBA Dynamic Small Business Search (DSBS) profile with print date will need to be uploaded below the ownership question. If a copy of the certificate is not provided, this indicator cannot be applied to your company profile and may affect business decisions. This documentation will need to be updated annually to provide evidence that the company remains HUBZone certified on or before the stated expiration date. https://dsbs.sba.gov/search/dsp_dsbs.cfm.

- Non-US Supplier Size Information Options:

  - Large Business

  - Medium Business, Small Business or Micro Business: Verify if the company is Micro, Small, Medium Enterprise (MSME) Certified.

If the company is MSME Certified, a copy of this certification will need to be uploaded below the ownership question. If a copy of the certificate is not provided, this indicator cannot be applied to your company profile and may affect business decisions. This documentation will need to be updated annually to provide evidence that the company remains MSME certified on or before the stated expiration date.

Business Size, Ownership & NAICS Information OR Representations and Certifications (SP1) - (continued)

Step 6   Complete Ownership Information

Descriptions of the dropdown options are below:

Please note that selecting certain options will create additional questions to appear. Ensure all required information is provided prior to moving to the next section.

- Ownership Information Options:
    - Not Applicable: If none of the ownership options apply to the company, select this option, and move to the next step
    - Veteran (American) Owned
        - Owner Veteran information is optional
        - Service-Disabled Veteran Owned information is optional
        - Service-Disabled Veteran Owned Small Business (SDVOSB)
        - A business certified by the SBA as a Service-disabled (US) Veteran-owned Small Business. Validate status at https://dsbs.sba.gov/search/dsp_dsbs.cfm or by contacting the SBA at certifications@sba.gov or 866-443-4110.
    - Woman Owned
        - Women Owned information is optional.
        - If Certified Women Owned: WBNEC (United States) or WEConnect (Non – US) are selected, the respective Expiration Date needs to be entered and a copy of the WBENC or WEConnect Certificates need to be uploaded below.

Examples of acceptable certification documentation are available for download at the bottom of the page.

- Small Disadvantages Business (SDB)
- Alaska Native Corporation
- Indian Tribes (Federally Recognized)

Business Size, Ownership & NAICS Information OR Representations and Certifications (SP1) - (continued)
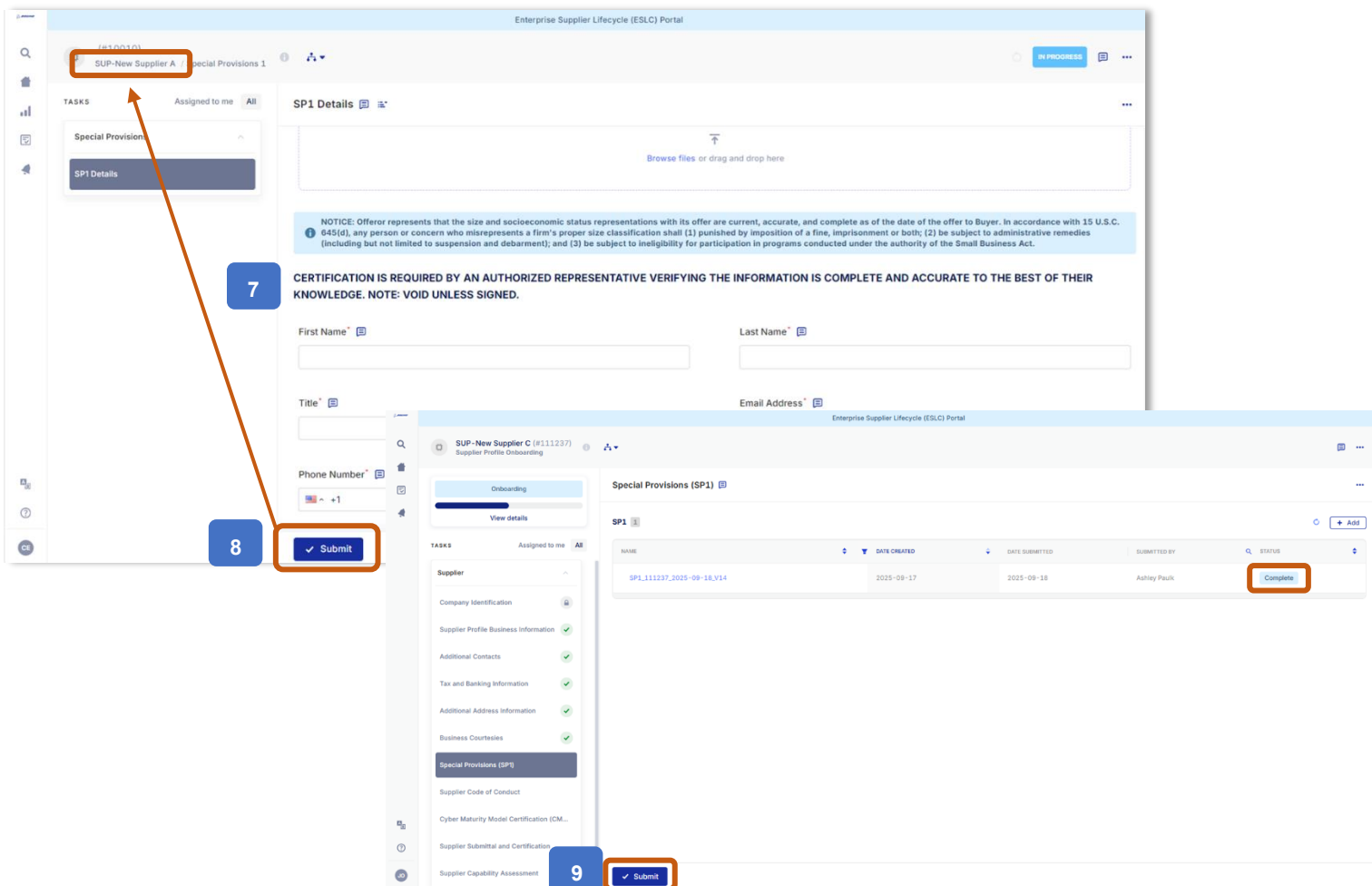
Step 7   Certification

- Certification is required by an authorized representative verifying the information is complete and accurate.

Note: The person who fills out and certifies this section will be added as the SP1 Contact in the Additional Contacts section if they were not already. The SP1 Contact will also be the person who receives the annual recertification notification via email.

Step 8   Click Submit, then click on the supplier name in the top left corner to return to the main workflow

Step 9   In the main workflow the status of the SP1 in the table will show 'Complete', click Submit

For any additional questions regarding Size/Ownership or SP1, please contact SDCertification@exchange.boeing.com.

Supplier Code of Conduct

Boeing's Supplier Code of Conduct (SCoC) sets clear supplier business conduct expectations and is an important component of Boeing's license to operate globally. Suppliers are requested to read the SCoC and annually complete the acknowledgment from.

Step 1   Click Add

Step 2   Indicate if the SCoC was reviewed by clicking "yes" or "no"
- A link is provided to the SCoC
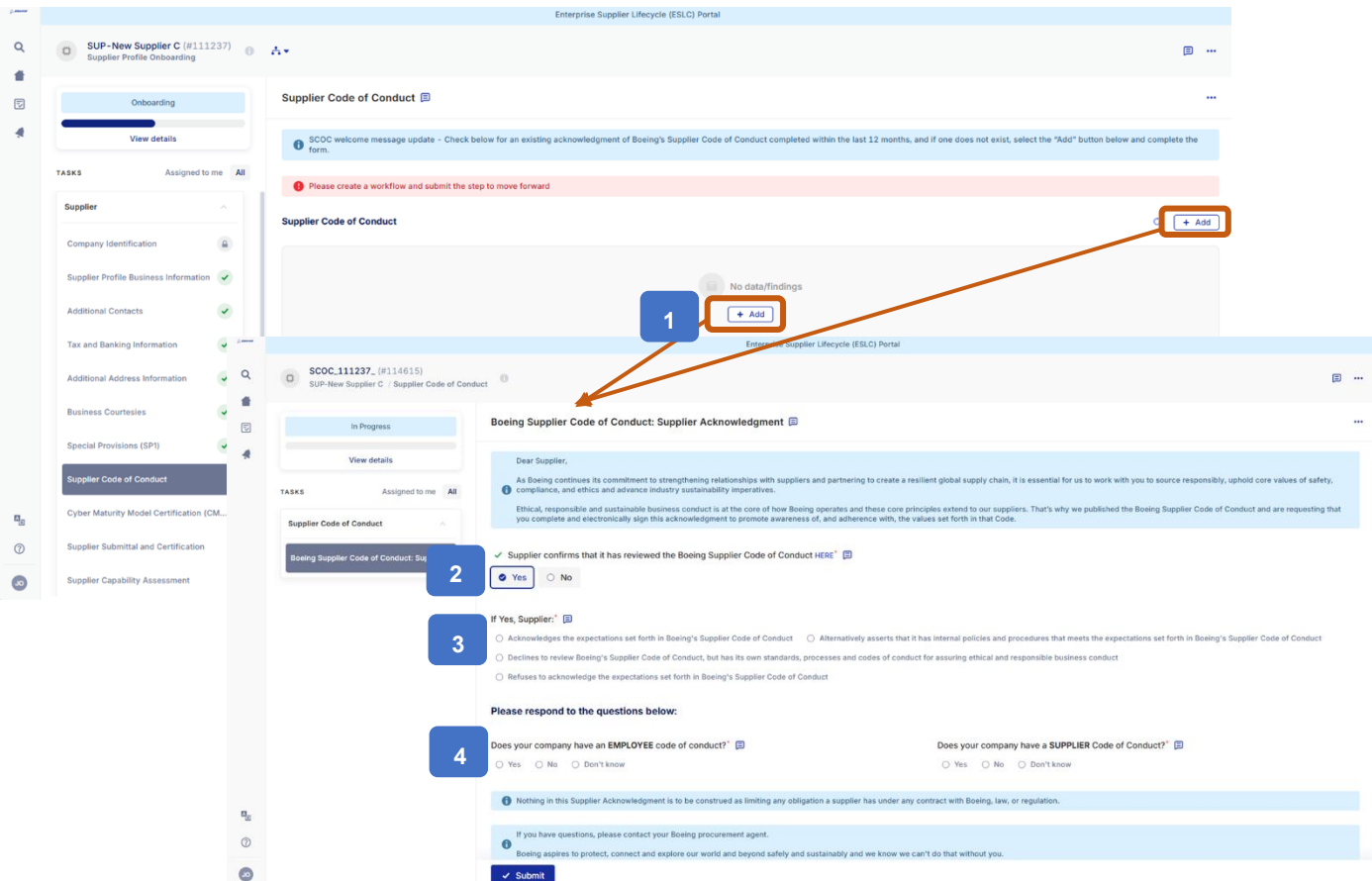
Step 3   Select one of four SCoC acknowledgement options

Note: If "yes" was selected in step 2, all four options shown below will be displayed. If "no" was selected in step 2, only the 3rd and 4th options will be displayed.

Step 4   Indicate if your company has its own employee code of conduct as well as its own supplier code of conduct in place

Note: if "no" was selected for either question in Step 4, then additional questions are displayed regarding any intentions to create an employee or supplier code of conduct in the future.

Supplier Code of Conduct (continued)

Step 5 Acknowledgement

The person who fills out and certifies this section will be added as the Supplier Code of Conduct Contact in the Additional Contacts section if they were not already. The Supplier Code of Conduct Contact will also be the person who receives the annual acknowledgement notification via email.

Step 6 Click Submit, then click on the supplier name in the top left corner to return to the main workflow

Step 7 Return to the Supplier Code of Conduct section on the main workflow, the status will now show 'complete'. Click Submit

For additional questions regarding Supplier Code of Conduct, please contact
scsustainability@exchange.boeing.com

Cyber Maturity Model Certification
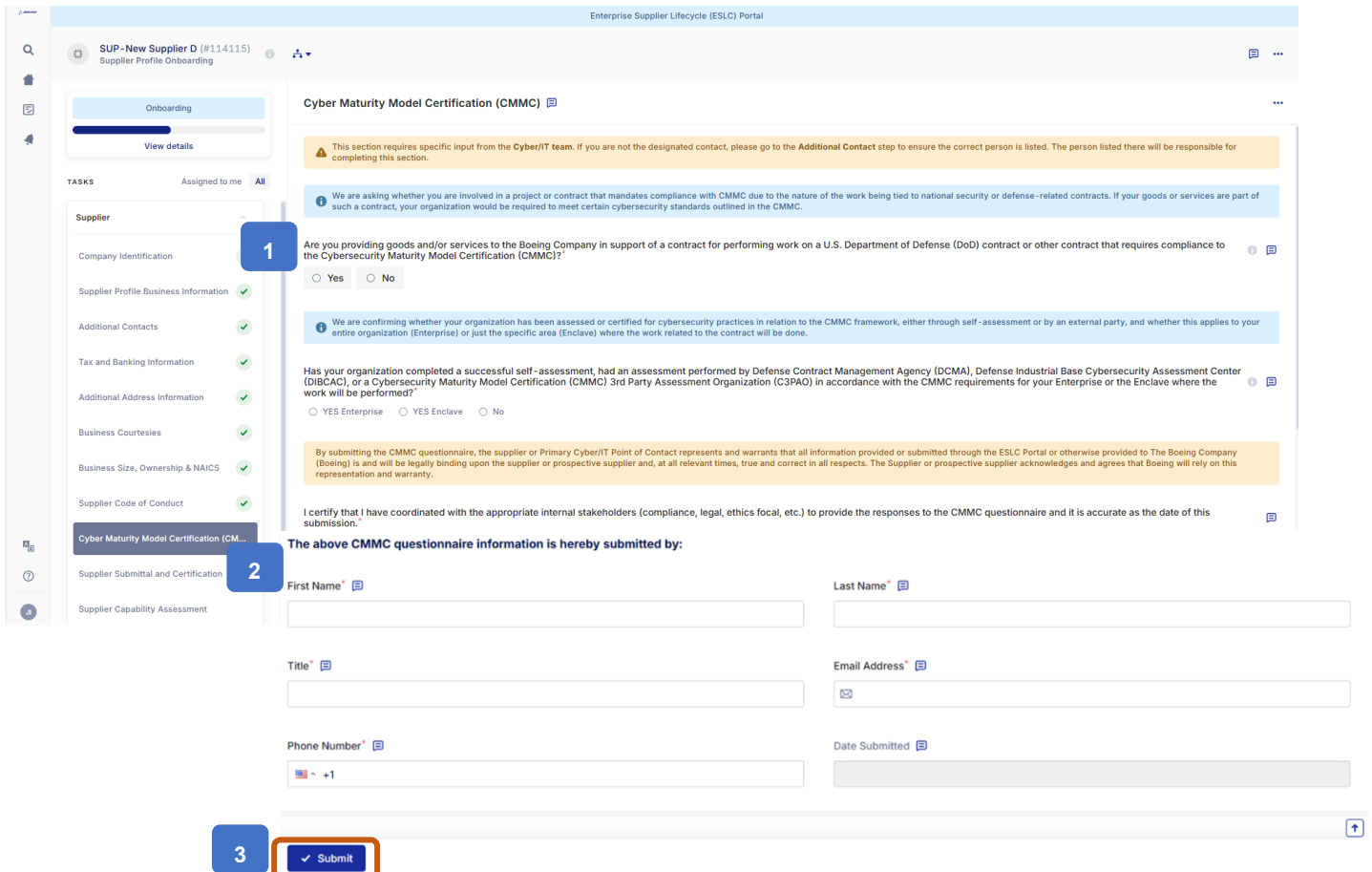
The information gathered through the CMMC certification process is used by the DoD to assess the cybersecurity capabilities of suppliers. This assessment helps the DoD make informed decisions about which contractors can be trusted to handle sensitive information. Additionally, the CMMC certification serves as a benchmark for suppliers to evaluate their own cybersecurity practices and identify areas for improvement.

Step 1	Answer all required questions
Step 2	Enter company representative's Name and Contact information
Step 3	Submit

Note if the company selects that they have completed an assessment, a copy of the CMMC certificate and dates will need to be provided.

Supplier Submittal and Certification

This section attests that "*By using the Enterprise Supplier Lifecycle Portal (ESLC), the supplier or prospective supplier represents and warrants that all information provided or submitted through the ESLC or otherwise provided to The Boeing Company (Boeing) is and will be legally binding upon the supplier or prospective supplier and, at all relevant times, true and correct in all respects. The Supplier or prospective supplier acknowledges and agrees that Boeing will rely on this representation and warranty.*"

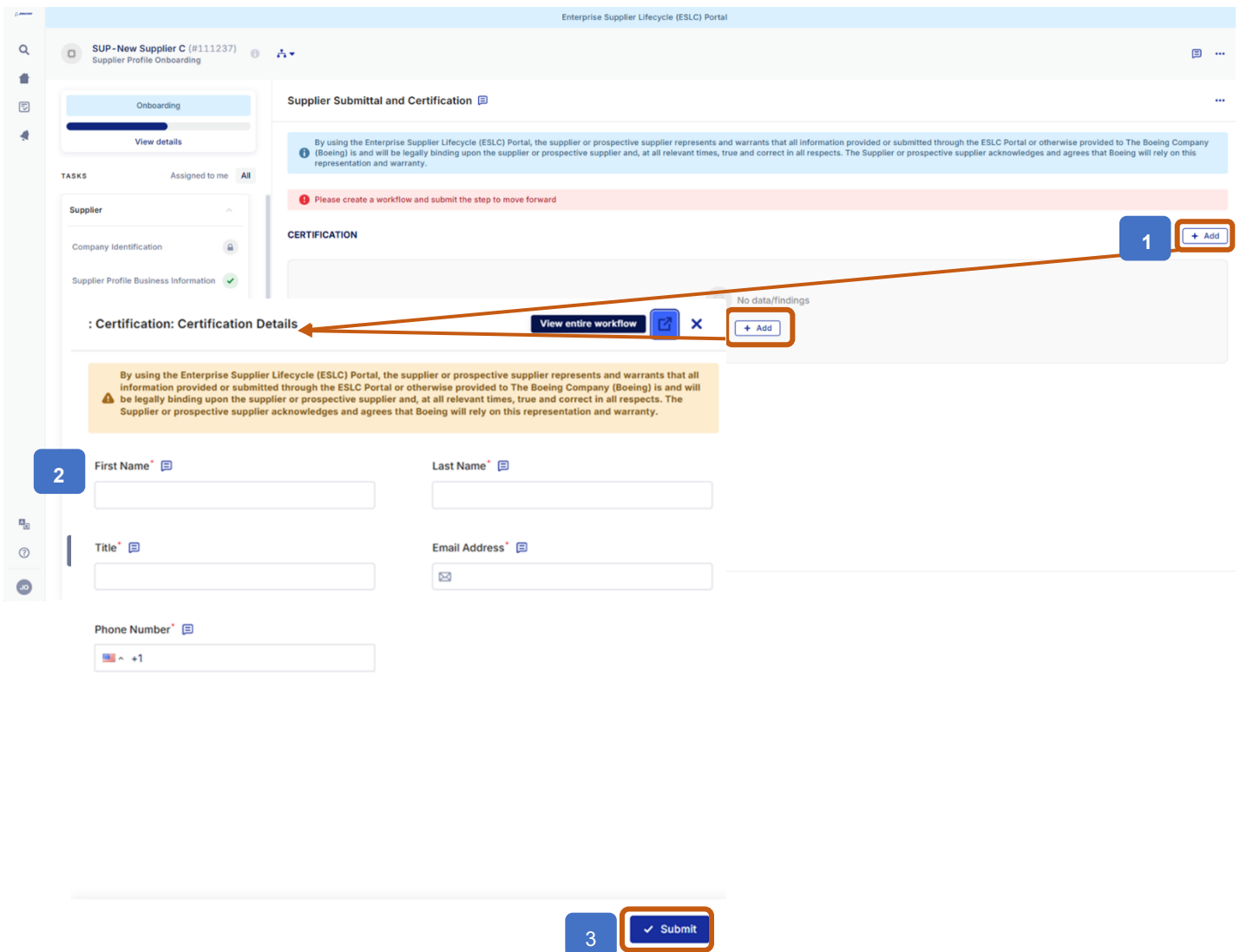It is the equivalent to a digital signature.

Step 1   Click Add

Step 2   Fill out Certification Details

Step 3   Click Submit

Supplier Submittal and Certification (continued)

▪ Once the Supplier Submittal and Certification step has been completed, you will be given the option to fill out the Supplier Capability Assessment. If you select 'no' a confetti screen will appear, and no further action is needed. If you select 'yes' the supplier capability assessment will open. Please note your profile will be processed regardless of submittal of the supplier capability assessment and it can be filled in at a future date.

▪ The Boeing Requestor will receive an email notification that the supplier profile information is ready for review. This review is a multi-step process that includes the Requestor and their Manager, as well as additional teams depending on the questionnaires that were completed such as the Supplier Reps & Certs (SP1), Supplier Code of Conduct, etc.

▪ When all the profile reviews have been completed and the information has been entered into the Boeing System, the status of the profile in the ESLC Portal will show as Onboarded.
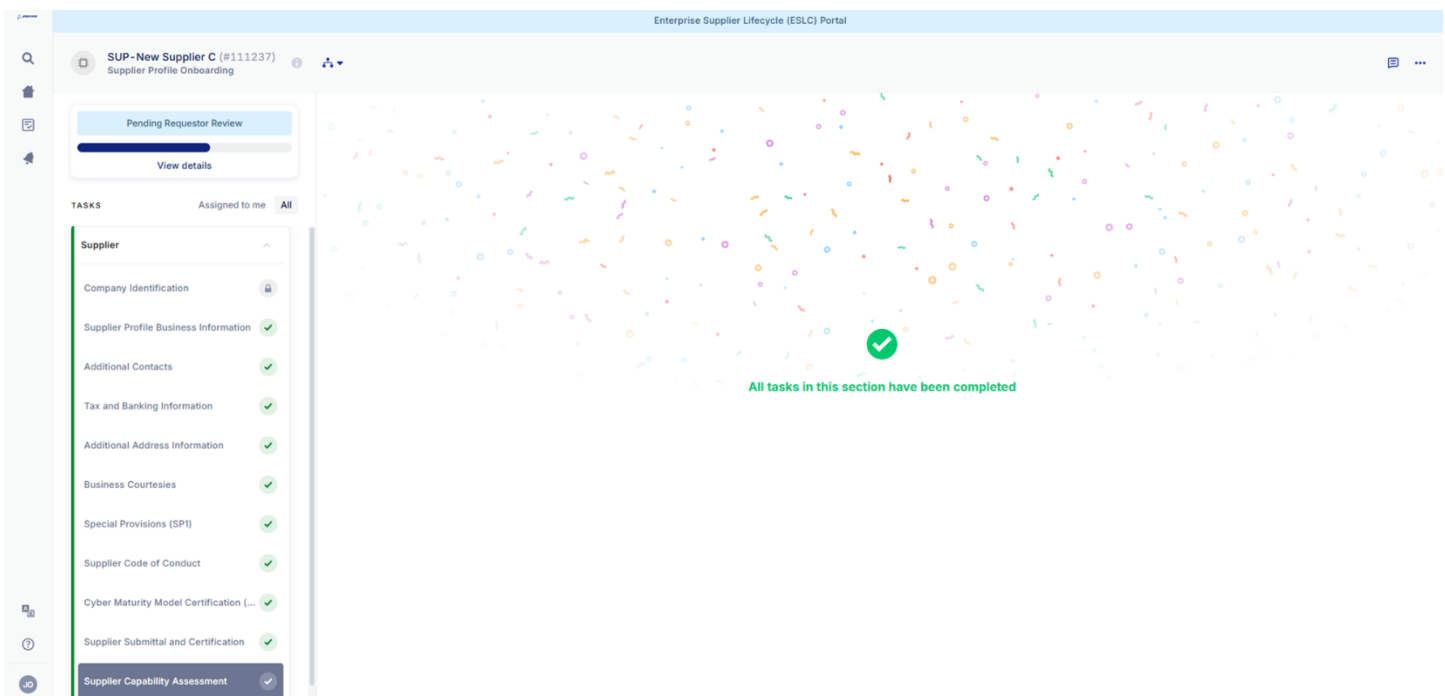
Updates to Supplier Profile
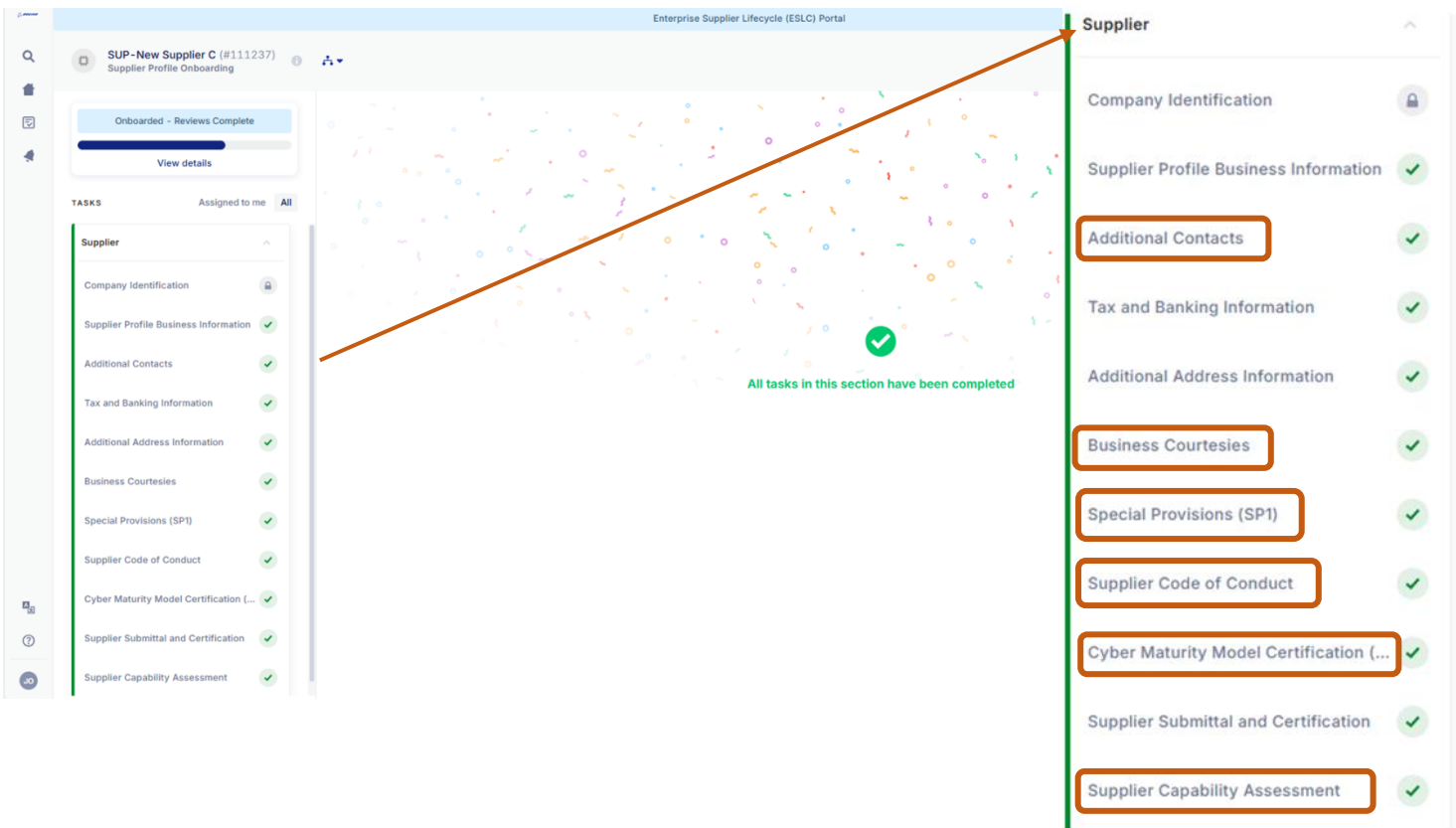
Supplier Initiated Updates

- Suppliers are encouraged to keep their information up to date.
- Supplier profile information that does **not need** to be **reviewed or approved** by Boeing can be **updated at any time** without a Boeing requestor initiating the process.

Updates a supplier can initiate without a Boeing requestor:

- Additional contacts
- Business Courtesies*
- Business Size/Ownership certifications** (SP1, size and ownership)
- Supplier Code of Conduct (SCoC)*
- Cyber Maturity Model Certification (CMMC)*
- Supplier Capability Assessment*

*Applies to supplier-initiated updates and annual updates
**Boeing review/approval required for Size/Ownership certification attachments only

Supplier Initiated Updates (continued)

- When a supplier identifies an opportunity to update information in one of these sections, they will log into the ESLC Portal. There are several ways the supplier can access the ESLC Portal for supplier-initiated updates:

  - Access the ESLC Portal link via the Boeing Supplier Portal
  - Access the ESLC Portal link from bookmark in web browser
  - Access the ESLC Portal link through link sent in email

- Supplier will enter the updated information in the applicable section(s). For detailed instructions on data entry, please review the 'Fill out and Submit Supplier Information' section of this User Guide as needed. Once the information is submitted, the changes will take effect on the profile within 24 hours and should be visible in SPVR.

Note: The Primary Contact will have access to perform any of these supplier-initiated updates. If the Primary Contact identifies another representative for a specific contact related to these sections, that contact person will only have access to log in and edit the designated section associated with their Contact Type.

Updates Requiring Boeing Initiation

- In some cases, there are supplier profile updates that require Boeing and Supplier due diligence prior to revision
- For these updates, the supplier will need to contact the Procurement Agent to start the update process.
- Once the Procurement Agent is aware of what information needs to be updated, they will initiate a profile Update Request in the ESLC Portal.
- An email will then be sent to the supplier representative responsible for updating the information.
- The supplier representative will use that link via the email to access the ESLC Portal as discussed earlier in the User Guide.
- The difference with an Update Request, is that only the sections requested by the Procurement Agent will unlock and be editable by the supplier.
- Once the information is updated and submitted, it will be sent back to the Procurement Agent and their manager for individual reviews before the changes are applied to the profile.

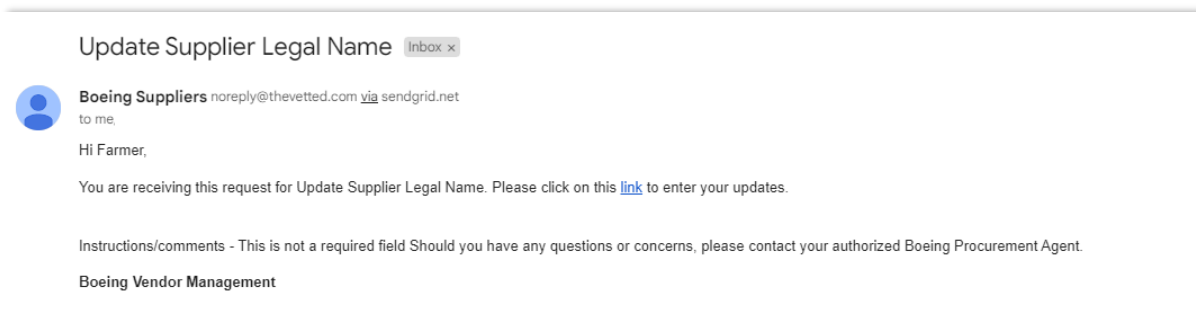**Updates Requiring Boeing Requestor Initiation:**

- Supplier name change
- Primary / Manufacturing address change
- Invoicing address / ordering address / alternate payee / goods supplier address
- Banking changes
- Global Ultimate Parent (GUP)

Step 1 Contact the Boeing Procurement Agent and inform them of what information needs to be updated. Procurement Agent will initiate an Update Request in the ESLC Portal.
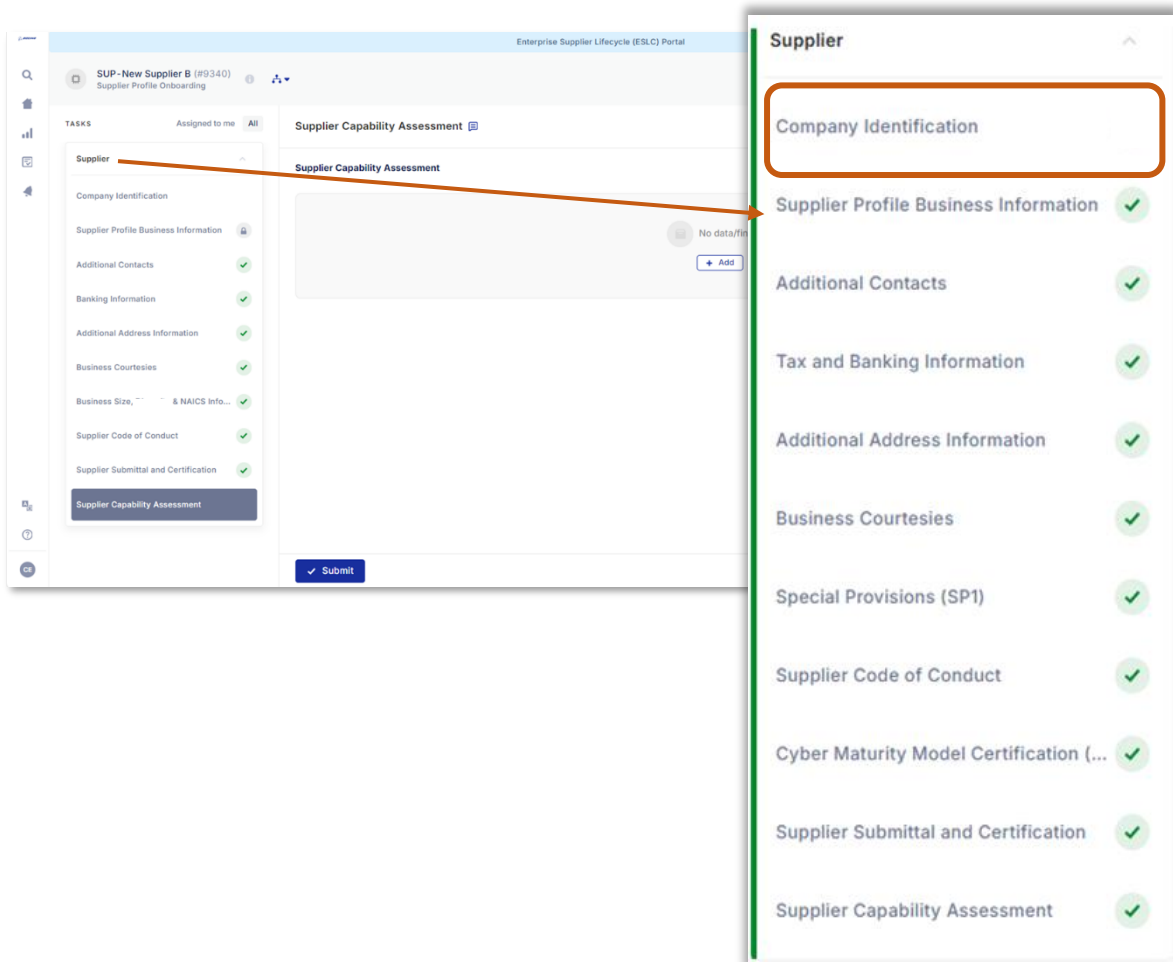
Step 2 Use the link via the email (example below)

Update Supplier Legal Name Inbox ×

Boeing Suppliers noreply@thevetted.com via sendgrid.net
to me

Hi Farmer,

You are receiving this request for Update Supplier Legal Name. Please click on this link to enter your updates.

Instructions/comments - This is not a required field Should you have any questions or concerns, please contact your authorized Boeing Procurement Agent.

Boeing Vendor Management

Updates Requiring Boeing Initiation (continued)

Step 3 Navigate to section(s) that have been unlocked by the Update Request initiated by the Boeing Procurement Agent. (Note: Unlocked Sections will not have a green check mark by them)
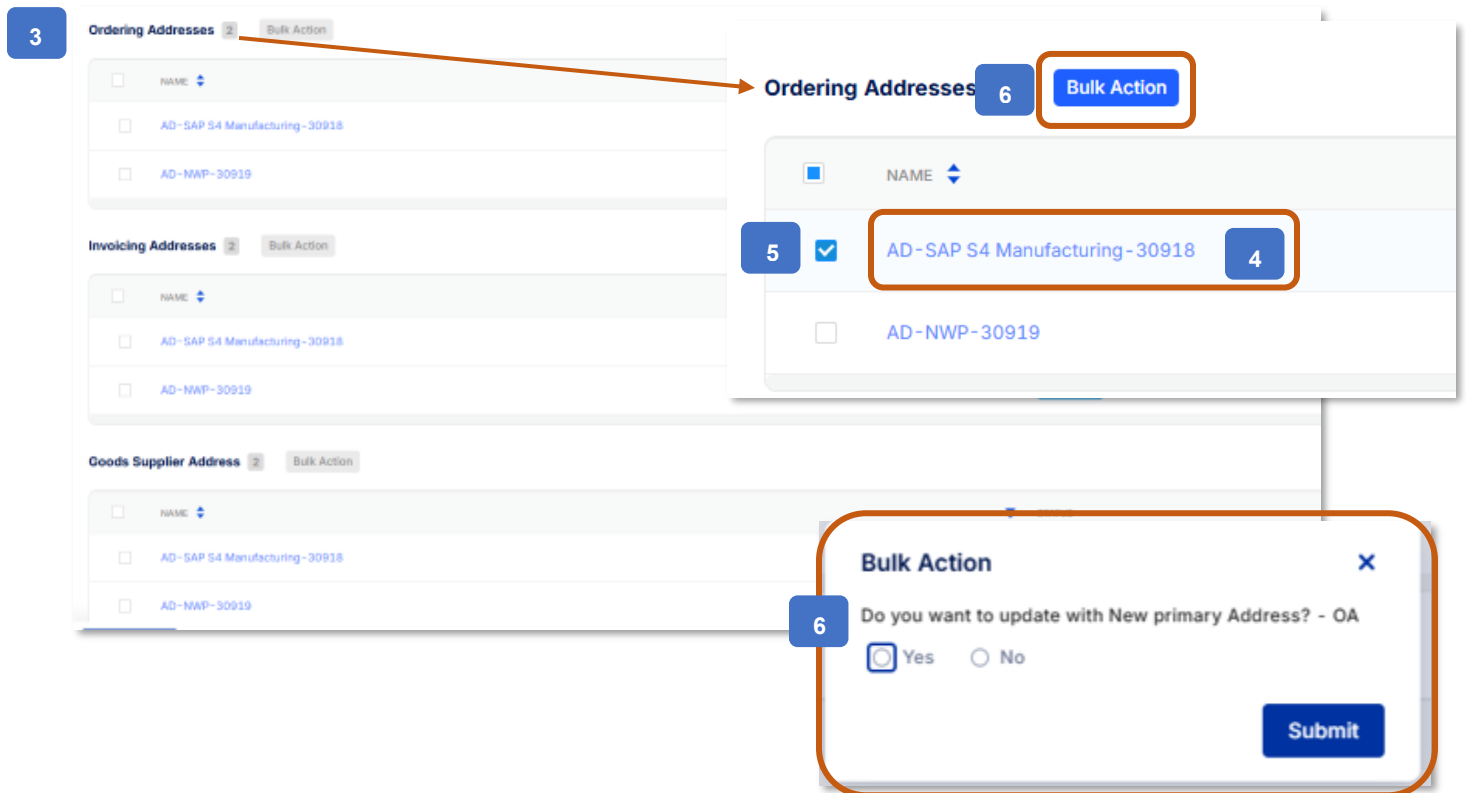

Step 4 Update necessary information and Submit

A Boeing Procurement Agent and their manager will review the information. If there are no issues, these reviews will be submitted and information will be updated on the supplier profile within 24 hours. If there are any issues or concerns, the Boeing Procurement agent will be in contact with steps to correct information to proceed.

Updates Requiring Boeing Initiation (continued)

Below is an example of a Boeing initiated update. For Update Primary/DBA Name and/or Address request

Step 1   Complete Company Identification Step/DUNS Search

Step 2   Complete/Verify Primary Name/Address in Supplier Profile Business Information step

Step 3   Scroll down to Ordering Address, Invoicing Address and Goods Supplier Tables. Addresses that are marked 'Same as Business Profile Information' will show here.

Step 4   Click the blue hyperlink to view the address.

Step 5   Click the checkbox on the left next to the addresses in the table that need to be changed to the new Primary Name/Address as well

Step 6   Select Bulk Action button and confirm this change

Annual Update Process

- An annual update request will be automatically pushed to suppliers to validate their information
  - Only applies to information that does not need to be reviewed/approved by Boeing
  - No Procurement Agent (PA) involvement necessary
  - Updates automatically sent to MDG/SVPR
- Upon receiving the Annual Update Request, suppliers are encouraged to log into the ESLC Portal at their earliest convenience to update any necessary information.
  - *Reps & Certs (SP1) or Business Size Certification are required to be updated on an annual basis. If these items are out of date, procurement activities will be stopped until they are updated. When expiration date is within 61 days, an email notification will be sent out to the designated SP1 or Business Size/Ownership on the company's profile. A subsequent message will also be sent when the expiration date is overdue. Only "Small" type businesses will have an expiration date. "Foreign" type businesses will not have an expiration date. The company will need to submit an updated SP1 or Business Size Certification Form to complete this process.
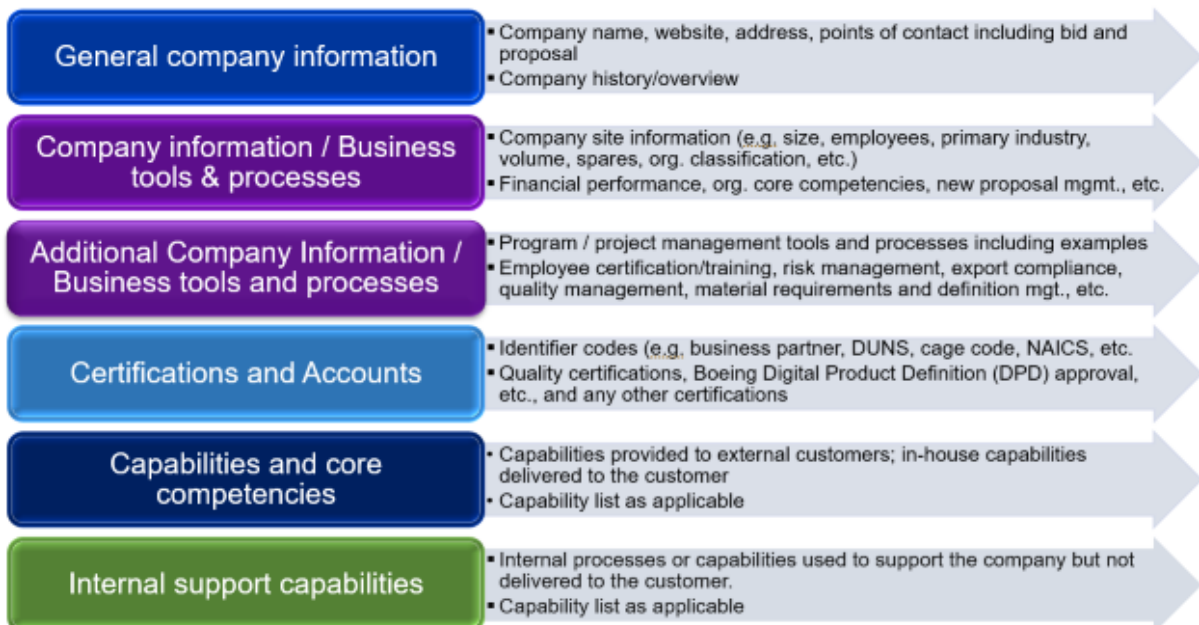
Supplier Capability Assessment(CAD) - Annual Update Remainder Old Annual Recert ×

Boeing Suppliers <noreply@certa.site>
to certatester+poc1

Hi Aaron Airoplane,

You are receiving this notice for the annual update of your Supplier Capability Assessment acknowledgement. Please update here

Should you have any questions, please contact your Boeing Procurement Agent.

Thank you, Boeing Vendor Management

Supplier Capability Assessment

Overview

- The **supplier capability assessment** is a Supply Chain tool used to collect supplier capability information.
    - Enables potential suppliers and Boeing suppliers to input its capability information directly into the ESLC portal
        - Ability to attach company presentations for additional information
    - Eliminates manual files emailed back and forth between Boeing and suppliers / potential suppliers
    - Can be viewed by all Supply Chain business units for better visibility and insight into a Boeing supplier and potential supplier's capabilities.
- Companies can provide their **capability information** in terms of manufacturing capability, machinery, equipment, certification, etc.
    - Globalization Supplier Development may validate potential suppliers
        - Companies that request to "Register your Company" with Boeing
    - The Procurement Agent may utilize the supplier capability assessment information to consider a potential supplier and/or Boeing supplier for new work opportunities

Elements of the Supplier Capability Assessment:

Element	Description
General company information	• Company name, website, address, points of contact including bid and proposal • Company history/overview
Company information / Business tools & processes	• Company site information (e.g. size, employees, primary industry, volume, spares, org. classification, etc.) • Financial performance, org. core competencies, new proposal mgmt., etc.
Additional Company Information / Business tools and processes	• Program / project management tools and processes including examples • Employee certification/training, risk management, export compliance, quality management, material requirements and definition mgt., etc.
Certifications and Accounts	• Identifier codes (e.g. business partner, DUNS, cage code, NAICS, etc.) • Quality certifications, Boeing Digital Product Definition (DPD) approval, etc., and any other certifications
Capabilities and core competencies	• Capabilities provided to external customers; in-house capabilities delivered to the customer • Capability list as applicable
Internal support capabilities	• Internal processes or capabilities used to support the company but not delivered to the customer. • Capability list as applicable

Complete and Submit an Assessment

Step 1 If you have not already signed into the ESLC portal, use the link in the email invitation to log in. You will be prompted to use the one-time password functionality.

Step 2 Complete the Company Identification and Supplier Business Profile Information sections

Step 3 Click the hyperlink

Step 4 Fill out Supplier Capability Assessment

- Work through each section of the assessment and fill it out as completely as possible to give Boeing a clear understanding of the company's capabilities.

Step 5 Submit the Supplier Capability Assessment

If a bid opportunity arises and your products or services match the requirements, you may be contacted by a Boeing representative.

Supplier Profile Visibility Report (SPVR) Search

- The **Supplier Profile Visibility Report (SPVR)** is an enterprise supply chain tool which provides supplier profile information visibility of Boeing suppliers.
  - Accessible to Boeing and suppliers
  - Suppliers can only view their own information
  - Supplier profile information is stored / managed in MDG
- If supplier has SPVR access they can check SPVR at their discretion.

- How to **access** SPVR
  - Access through Supplier Portal
    - Don't have access? Request access through your Procurement Agent
  - If don't have Exostar and/or do not plan on having SPVR access, request your Procurement Agent look up your information as needed

Step 1   Access Supplier Portal

- Go to Supplier portal and Select 2CES SAP Enterprise portal under My Products

Step 2   Select Supplier Profile Visibility Report for Boeing Suppliers

- Link will take you to your company profile information

Supplier Profile Visibility Report (SPVR) Search (continued)

Step 3 View company information and review to ensure the following is up to date (Note: Can select drop down or navigate tabs across):

- General information
- Name and address
- Contacts
- Parentage
- NAICS
- Certification
- Tax

*If you find out of date or inaccurate information

- Contact your Procurement Agent for updates that require Boeing initiation
- Self-initiate a change for profile updates that don't require Boeing approval

Revision Record

Edition	Revision Description
Go Live – First	Rev New