

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.

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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.*



What Boeing Builds

Boeing is the world's leading aerospace company and the largest manufacturer of commercial jetliners and military aircraft combined. Before becoming a supplier to Boeing, your company needs to become familiar with Boeing's position in the aerospace industry.

Our Company
General Information:
Commercial
Defense
Space



Register Your Company

In today's global economy, the relationships we forge with our suppliers are increasingly important to our success in a globally competitive and highly technical marketplace. We continue to look for the best industry partners across the world to help meet our customers' needs.

Registration for Companies (Domestic or Foreign)

The first step for companies wishing to become Boeing suppliers is to register in the Boeing Supplier Capability Assessment Database. This database allows Boeing to search for suppliers whose qualifications match potential bid opportunities. Be sure to download the [Supplier Capability Questionnaire](#), fill it out completely, and submit it to boeingassessment@boeing.com. Please note: Only use Adobe Acrobat or the Acrobat Reader to open and complete the PDF file. If a bid opportunity arises and your products or services match the requirements, you may be contacted by a Boeing representative.

Additional Registration for U.S. Small and/or Diverse Companies

Register your company profile into the U.S. government's [System for Award Management \(SAM\)](#) database. SAM incorporates the former Central Contractor Register (CCR) database, so allowing the SBA's online database of small, small disadvantaged and woman-owned, [HUBZone](#), and veteran-owned businesses as well as other small and diverse classifications wanting to do business with the federal government or its prime contractors can register.

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

Invitation to Complete Supplier Profile Information Inbox



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

Hi John,

You are receiving this request as a supplier representative responsible for providing your company information necessary to establish your supplier profile. Please click on this [link](#) to fill out the requisite information.

You may be asked to provide certain certification attachments based on your company details. If you have any questions or concerns, please contact your authorized Boeing Procurement Agent.

Thank you,
Boeing Vendor Management

- 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



I am a

 [Supplier Login](#) 

 [Boeing Login](#) 

 [Certa team login](#)

Supplier Profile Overview

Supplier Profile

Supplier profile data is critical information needed to do business with Boeing and is:

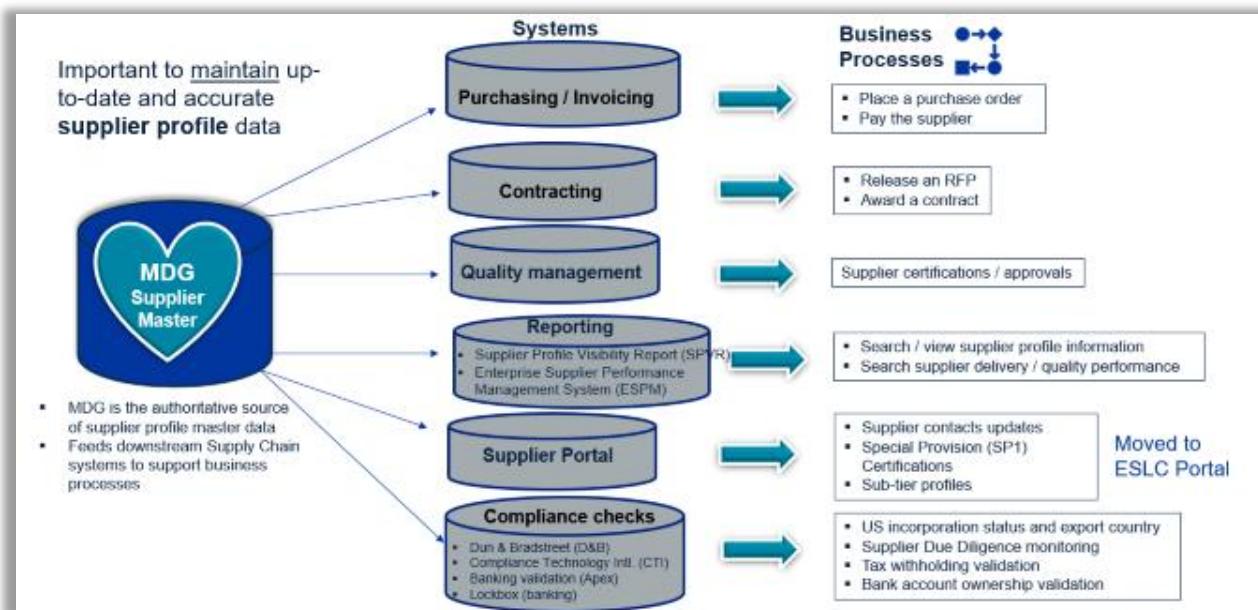
- Used for compliance and validation checks
- Used to ensure transactions are recorded accurately
- Maintained in a centralized enterprise system – Master Data Governance (MDG) and is viewable in the Supplier Profile Visibility Report (SPVR) system
 - Flowed to downstream systems to enable business transactions
- 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

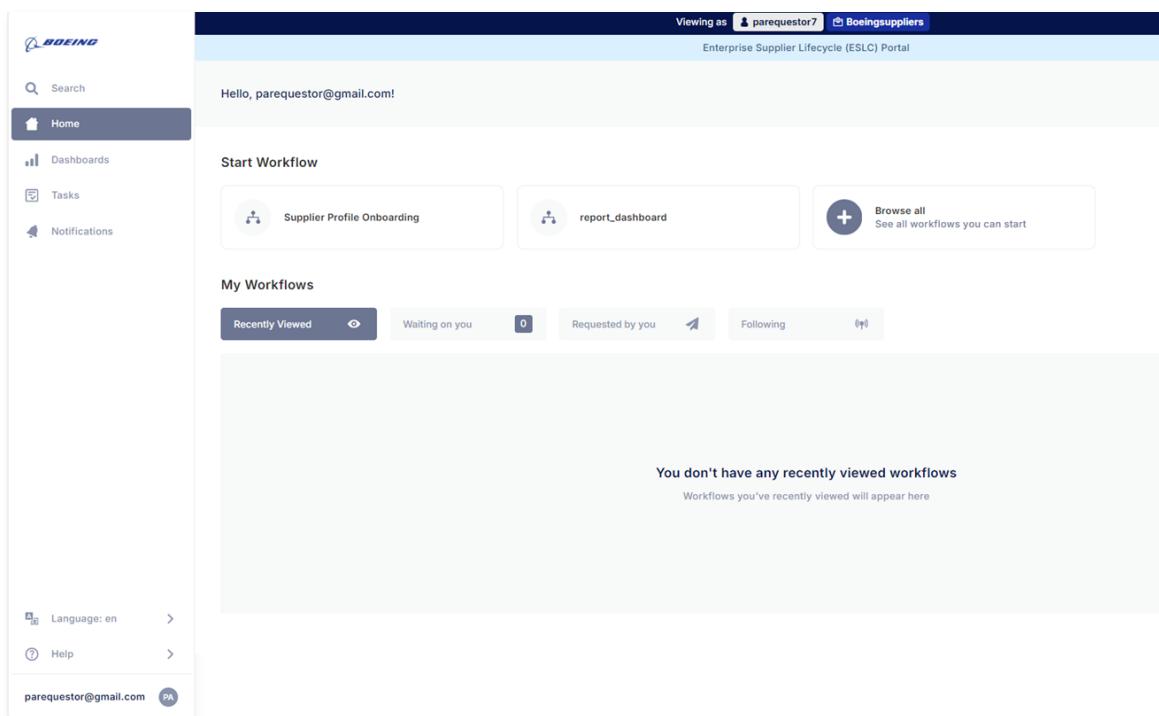
Suppliers enter and submit their information and are responsible for their own data accuracy.

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

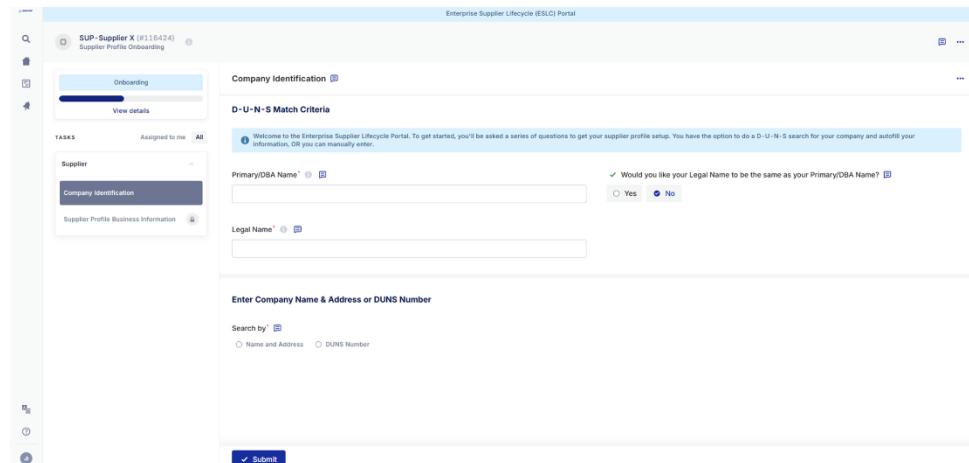
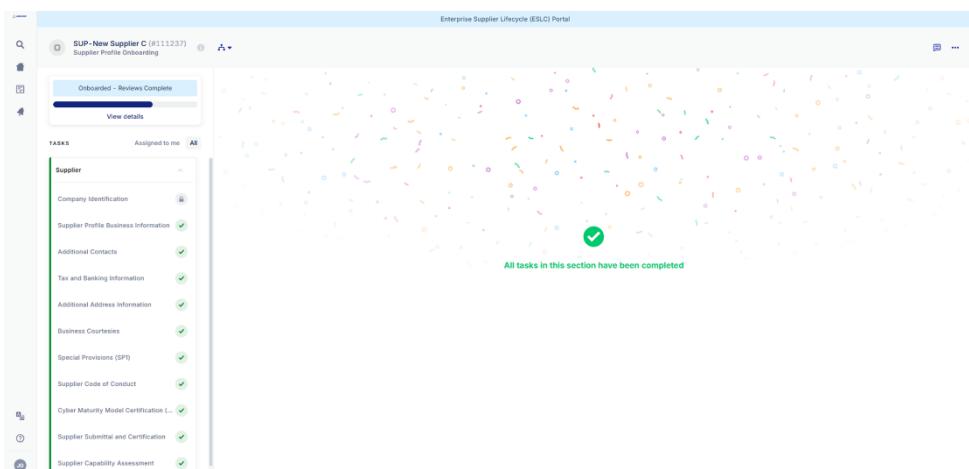
Manual forms automated in ESLC Portal

Supplier Profile F70102 New Supplier Setup X39398 Supplier Contact Information  	Compliance Supplier Code of Conduct Acknowledgement SP1 (Govt. contracts only) D030004194 Business Size Certification   
Business Courtesy Questionnaire 	Payment / Banking X39320 Emergent Wire Setup X39357 Electronic Funds Transfer Request  
Supplier Capability Assessment 	

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.

The screenshot shows the Boeing ESLC Enterprise Supplier LifeCycle Portal. The 'My Workflows' section is displayed, featuring a grid of workflow cards. Each card contains the following information:

NAME	PROCESS TYPE	CREATED	PROGRESS	MY TASKS	STATUS	... (Details)
SUP - And Another...	Supplier Profile Onboarding	2 hours ago	0	0	ONBOARDED	...

Below the grid, a message states "SHOWING 1-1 OUT OF 1 ITEMS". The bottom of the page includes a footer with language and help links, and the user's email address (joebob@aol.com).

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.

The screenshot shows the ESLC Enterprise Supplier LifeCycle Portal. The top navigation bar includes the Boeing logo and the portal title. The left sidebar contains links for Search, Home, Tasks, and Notifications. The main content area is titled 'My Workflows' and displays a summary of workflow counts: Recently Viewed (2), Waiting on you (3), Requested by you (0), and Following (0). Below this is a table with columns: NAME, PROCESS TYPE, CREATED, PROGRESS, MY TASKS, and STATUS. One item is listed: 'SUP - And Another...' (Mar 28, 2025), 'Supplier Profile Onboarding', '2 hours ago', '0%', '0', 'ONBOARDED', and a three-dot menu icon. At the bottom, a message says 'SHOWING 1-1 OUT OF 1 ITEMS' with navigation arrows for 'Prev' and 'Next'.

Menu – ESLC Home Navigation

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

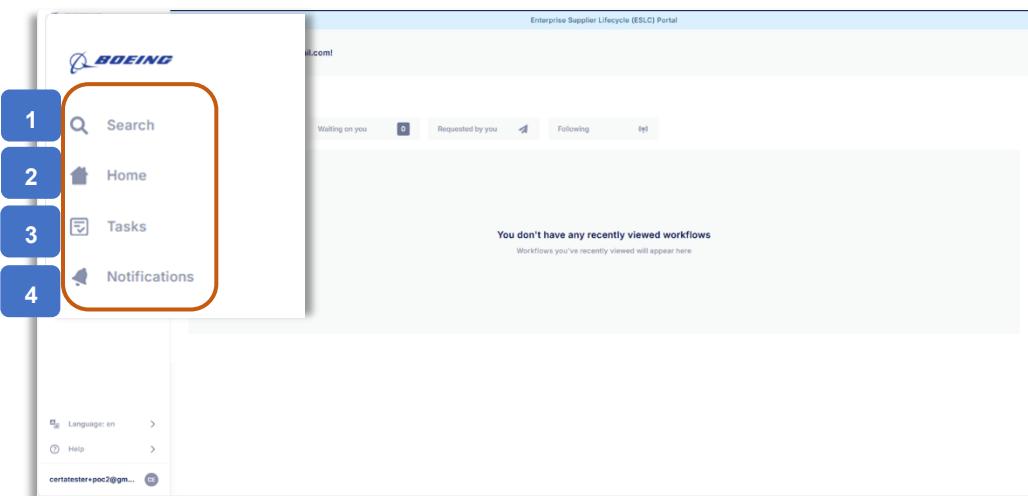
- 1 Search: This function can be used to search any field within an existing profile linked to the account (fields, files, workflows are options as well as advanced search)
- 2 Home: Displays “My Workflow” view of your profile
- 3 Tasks: Displays all workflows that need to be completed. Only workflows 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.*

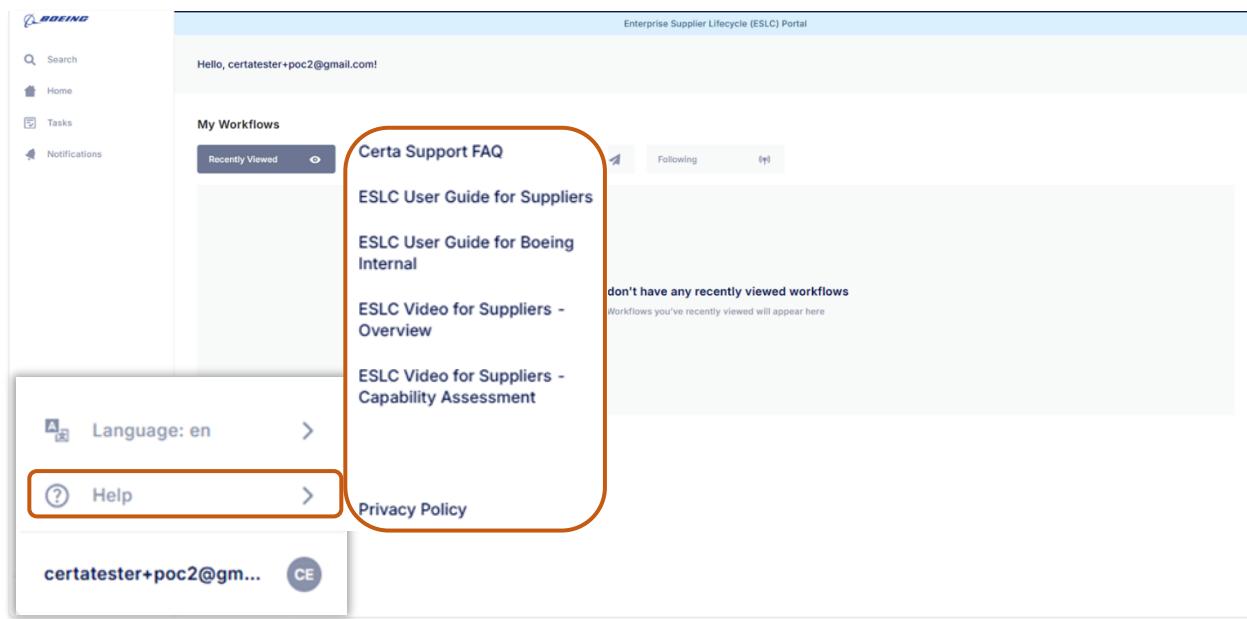
- 4 Notifications: Any notification related to comments are shown here. User will need to be mentioned by name, using @**(name)** to see comment.



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.

The screenshot shows the ESLC Portal's Supplier Profile Onboarding page. The 'Company Identification' section is active. Step 1 is highlighted over the 'Primary/DBA Name' field, and Step 2 is highlighted over the 'Legal Name' field. A callout box on the right provides instructions for D-U-N-S search criteria. The 'D-U-N-S Match Criteria' section is also visible, with a note about legal name matching.

Company Identification

D-U-N-S Match Criteria

1 Primary/DBA Name* Would you like your Legal Name to be the same as your Primary/DBA Name? Yes No

2 Legal Name*

Enter Company Name & Address or DUNS Number

Search by* Name and Address DUNS Number

Address Line 1* 1234 Cherry Lane

Address Line 2

City Arlington

State* Washington

Postal Code* 98223

D-U-N-S Search No Match found for the given input criteria

Enter Company Name & Address or DUNS Number

Search by* Name and Address DUNS Number

DUNS Number* 12-056-9724

Please perform DUNS match in order to proceed.

Submit

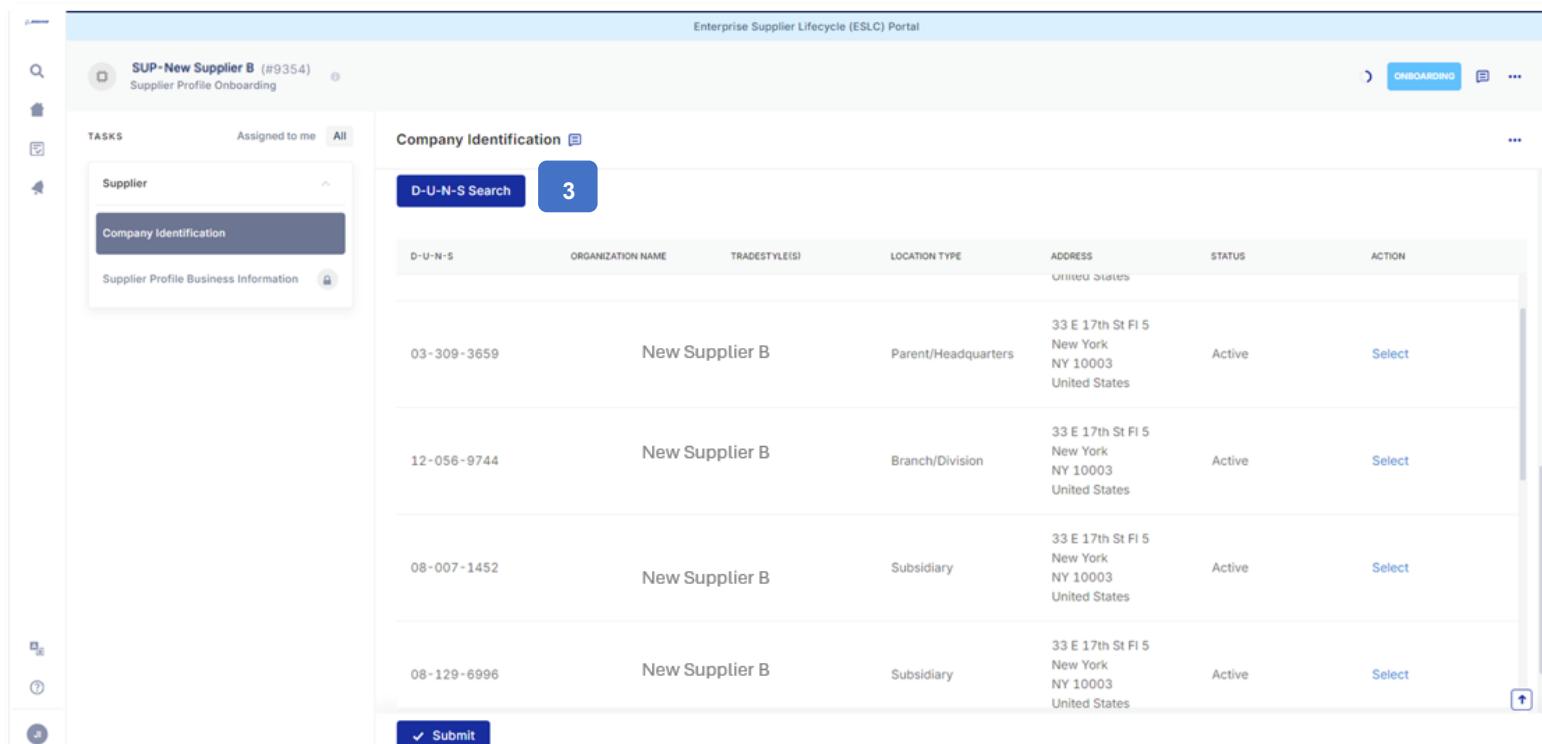
Company Identification (continued)

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.



D-U-N-S	ORGANIZATION NAME	TRADESTYLE(S)	LOCATION TYPE	ADDRESS	STATUS	ACTION
03-309-3659	New Supplier B	Parent/Headquarters	33 E 17th St Fl 5 New York NY 10003 United States	Active	Select	
12-056-9744	New Supplier B	Branch/Division	33 E 17th St Fl 5 New York NY 10003 United States	Active	Select	
08-007-1452	New Supplier B	Subsidiary	33 E 17th St Fl 5 New York NY 10003 United States	Active	Select	
08-129-6996	New Supplier B	Subsidiary	33 E 17th St Fl 5 New York NY 10003 United States	Active	Select	

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.

If you have not found the entity that you are looking for, would you like to proceed without a match? i  

Yes No

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.

Would you like to pre-populate with information provided for the DUNS search into the Primary / Manufacturing Address? i  

Yes No

Supplier Profile Business Information

1 Primary/Manufacturing Address

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 Company Representative

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.

The screenshot shows the 'Supplier Profile Business Information' section of the ESLC Portal. The page is titled 'Supplier Profile Business Information' and includes a sub-section 'Primary / Manufacturing Address'. The 'Company Representative' section is also visible. The interface is a standard web form with input fields, dropdown menus, and validation messages. A sidebar on the left shows 'Onboarding' tasks and a header with the Boeing logo and 'Enterprise Supplier Lifecycle (ESLC) Portal'.

Supplier Profile Business Information (continued)

Additional Company Information

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	<input type="text"/>	8	Incorporated to do Business in the U.S.?*	<input type="radio"/> Yes <input type="radio"/> No
9	Foreign-Owned Located and Operating in U.S.?*	<input type="radio"/> Yes <input type="radio"/> No	10	Would you like to Provide Banking Information at this time?*	<input checked="" type="radio"/> Yes <input type="radio"/> No

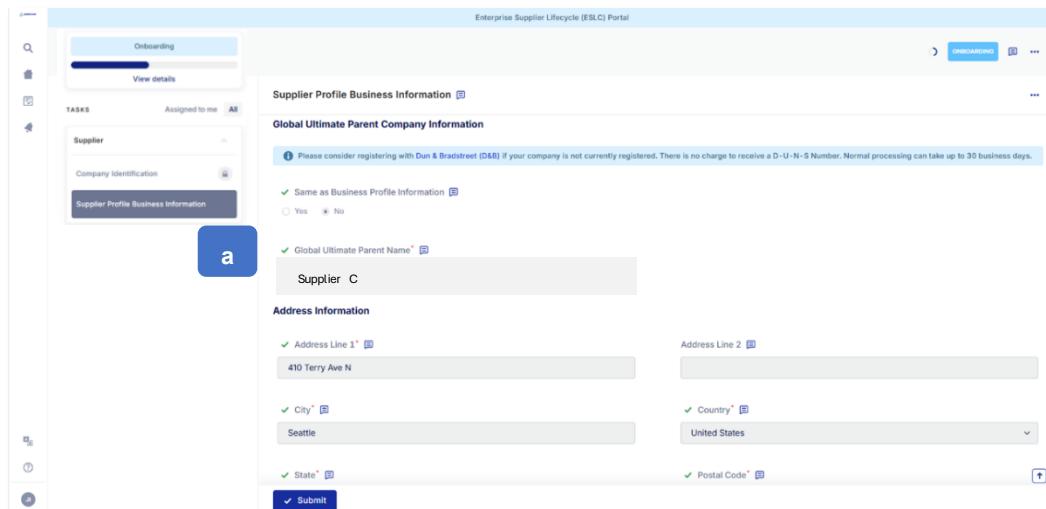
10 Banking/Payments

- 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.



Supplier Profile Business Information

Global Ultimate Parent Company Information

Please consider registering with Dun & Bradstreet (D&B) if your company is not currently registered. There is no charge to receive a D-U-N-S Number. Normal processing can take up to 30 business days.

Same as Business Profile Information

Global Ultimate Parent Name*

Address Information

Address Line 1*

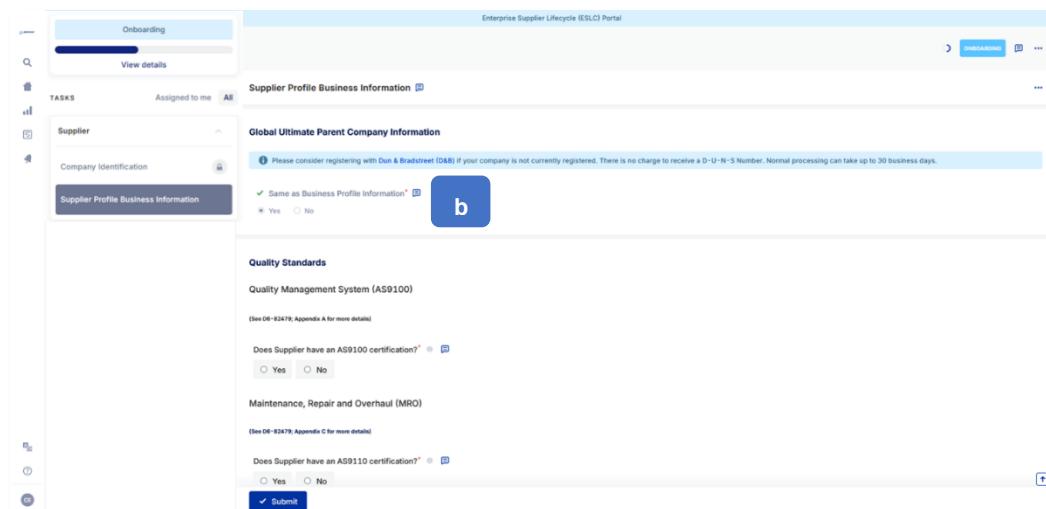
Address Line 2

City*

Country*

State*

Postal Code*



Supplier Profile Business Information

Global Ultimate Parent Company Information

Please consider registering with Dun & Bradstreet (D&B) if your company is not currently registered. There is no charge to receive a D-U-N-S Number. Normal processing can take up to 30 business days.

Same as Business Profile Information*

Quality Standards

Quality Management System (AS9100)

(See DE-92479; Appendix A for more details)

Does Supplier have an AS9100 certification?

Maintenance, Repair and Overhaul (MRO)

(See DE-92479; Appendix C for more details)

Does Supplier have an AS9110 certification?

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.*

SUP - New Supplier C (#1111237) Supplier Profile Onboarding

Enterprise Supplier Lifecycle (ESLC) Portal

Onboarding

Supplier Profile Business Information

Quality Standards

Quality Management System (AS9100)

(See D6-82479; Appendix A for more details)

Does Supplier have an AS9100 certification? OASIS Identification Number*

Maintenance, Repair and Overhaul (MRO)

(See D6-82479; Appendix C for more details)

Does Supplier have an AS9110 certification? OASIS Identification Number*

Distributor with AS9120 certification

(See D6-82479; Appendix D for more details)

Does Supplier have an AS9120 certification? OASIS Identification Number*

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 not 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.

Enterprise Supplier Lifecycle (ESLC) Portal

SUP - New Supplier C (#111237)
Supplier Profile Onboarding

Onboarding

View details

Tasks Assigned to me All

Supplier

Company Identification

Supplier Profile Business Information

Additional Contacts

Tax and Banking Information

Additional Address Information

Business Courtesies

Special Provisions (SP1)

Supplier Code of Conduct

Cyber Maturity Model Certification (CMMI)

Supplier Submittal and Certification

Supplier Capability Assessment

Additional Contacts

Please Add a row for each person and their Contact Type, a user will have more than one row if they have more than one Contact Type.

Search

CONTACT Bulk Action

NAME	EMAIL ADDRESS	CONTACT TYPE	TITLE	PHONE NUMBER	STATUS
John Smith -Supplier Code of Conduct- 111237	johnsmith@supplier.com	Supplier Code of Conduct	Customer Relations Manager	+1 (425) 985 -4654	ACTIVE
John Smith -Sustainability- 111237	johnsmith@supplier.com	Sustainability	Customer Relations Manager	+1 (425) 985 -4654	ACTIVE
John Smith -Greenhouse Gas Emissions Reporting- 111237	johnsmith@supplier.com	Greenhouse Gas Emissions Reporting	Customer Relations Manager	+1 (425) 985 -4654	ACTIVE
John Smith -Tax Representative- 111237	johnsmith@supplier.com	Tax Representative	Customer Relations Manager	+1 (425) 985 -4654	ACTIVE
John Smith -SP1- 111237					
John Smith -Primary Contact- 111237					

Draft: Contact Information: Details

1 **Add**

2 **Contact Type*** Off Hour Support Contact

3 **Submit**

4 **X**

✓ First Name* Bob

✓ Last Name* Smith

✓ Title* Office Administrator

✓ Email Address* bsmith@supplierb.com

✓ Phone Number* +1 (435) 322-4523

Fax Number +1

Get Duplicates

No duplicates found

✓ Active* Yes

✓ Submit

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.

Enterprise Supplier Lifecycle (ESLC) Port

SUP-New Supplier C (#111237) Supplier Profile Onboarding

Onboarding

View details

Tasks Assigned to me All

Supplier

Company Identification

Supplier Profile Business Information

Additional Contacts

Tax and Banking Information

Additional Address Information

Business Courtesies

Special Provisions (SP1)

Supplier Code of Conduct

Cyber Maturity Model Certification (CMMI)

Supplier Submittal and Certification

Supplier Capability Assessment

1 John Smith - Tax Representative-111237

2 Edit

3

4

5

John Supplier - Tax Representative - 9340: Contact Information: ...

Contact Type: Tax Representative

Contact in the Tax Department that may also be the supplier's Finance Dept.

First Name: John

Last Name: Supplier

Title: HR Relations Coordinator

Tax Representative Email Address: certatester+poc1@gmail.com

Phone Number: +1 (435) 667-4322

Fax Number: +1

Get Duplicates

No duplicates found

John Supplier - Tax Representative - 9340: Contact Information: ...

Contact Type: Tax Representative

Contact in the Tax Department that may also be the supplier's Finance Dept.

First Name: John

Last Name: Supplier-Jones

Title: HR Relations Coordinator

Tax Representative Email Address: certatester+poc1@gmail.com

Phone Number: +1 (435) 667-4322

Fax Number: +1

Get Duplicates

No duplicates found

Submit

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

Please Add a row for each person and their Contact Type, a user will have more than one row if they have more than one Contact Type.

Search

CONT 2

1

2

3

4

Bulk Action

Active

Yes No

First Name

Last Name

Title

Phone Number

CONTACT TYPE

	CONTACT TYPE
.com	Sustainability
.com	Supplier Code of Conduct
.com	Greenhouse Gas Emissions Reporting
.com	Tax Representative
.com	SP1
.com	Primary Contact

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

Enterprise Supplier Lifecycle (ESLC) Portal

SUP - New Supplier C (#111237) Supplier Profile Onboarding

Onboarding

Additional Contacts

Please Add a row for each person and their Contact Type, a user will have more than one row if they have more than one Contact Type.

Search

CONTACT

1

Bob Smith-Off Hour Support Contact- 111237

2

3

4

5

Bob Smith-Off Hour Support Contact- 9340: Contact Information...

Contact Type*

Contact for all business support outside of normal operating hours.

First Name*

Last Name*

Email Address*

Fax Number

Contact Type*

Contact for all business support outside of normal operating hours.

First Name*

Last Name*

Title*

Email Address*

Phone Number*

Fax Number

Get Duplicates

No duplicates found

Active* Yes No

Submit

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.

Enterprise Supplier Lifecycle (ESLC) Portal

SUP-New Supplier C (#111237) Supplier Profile Onboarding

Onboarding View details

TASKS Assigned to me All

Supplier

Company Identification

Supplier Profile Business Information

Additional Contacts

Tax and Banking Information

Additional Address Information

Business Courtesies

Special Provisions (SP1)

Supplier Code of Conduct

Cyber Maturity Model Certification (CMMI)

Supplier Submittal and Certification

Supplier Capability Assessment

Additional Contacts

Please Add a row for each person and their Contact Type, a user will have more than one row if they have more than one Contact Type.

Search

CONTACT 8 Bulk Action + Add

<input type="checkbox"/>	NAME	EMAIL ADDRESS	CONTACT TYPE	TITLE	PHONE NUMBER	STATUS	
<input type="checkbox"/>	Bob Smith - Off Hour Support Contact-111237	bobsmith@gmail.com	Off Hour Support Contact	Customer Support Rep	+1 (425) 986-5485	ACTIVE	
<input type="checkbox"/>	John Smith - Primary Cyber/IT Point of Contact-111237	johnsmith@supplier.com	Primary Cyber/IT Point of Contact	Customer Relations Manager	+1 (425) 985-4654	ACTIVE	
<input type="checkbox"/>	John Smith - Supplier Code of Conduct-111237	johnsmith@supplier.com	Supplier Code of Conduct	Customer Relations Manager	+1 (425) 985-4654	ACTIVE	
<input type="checkbox"/>	John Smith - Sustainability-111237	johnsmith@supplier.com	Sustainability	Customer Relations Manager	+1 (425) 985-4654	ACTIVE	
<input type="checkbox"/>	John Smith - Greenhouse Gas Emissions Reporting-111237	johnsmith@supplier.com	Greenhouse Gas Emissions Reporting	Customer Relations Manager	+1 (425) 985-4654	ACTIVE	
<input type="checkbox"/>	John Smith - Tax Representative-111237	johnsmith@supplier.com	Tax Representative	Customer Relations Manager	+1 (425) 985-4654	ACTIVE	
<input type="checkbox"/>	John Smith - SP1-111237	johnsmith@supplier.com	SP1	Customer Relations Manager	+1 (425) 985-4654	ACTIVE	
<input type="checkbox"/>	John Smith - Primary Contact-111237	johnsmith@supplier.com	Primary Contact	Business Size & Ownership	Customer Relations Manager	+1 (425) 985-4654	ACTIVE

✓ Submit

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 States 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 States this field is not required

Step 5 Select Business Entity Type

Enterprise Supplier Lifecycle (ESLC) Portal

Tax and Banking Information

Directions:

- Please enter banking information used for Electronic Payments. Banking field requirements will be based on bank country, pay method, payment currency, and other payment information.
- Banking will be validated by an internal process. Please respond to any validation requests to avoid any delays in processing requests.

Notes:

- Multiple bank accounts can be entered as needed and prioritized in the system.
- Bank accounts no longer in use can be deactivated.

Company name

Tax ID Number

Tax Reporting Country

Business Entity Type

Banking

The "company" referenced on the Company Name line below, agrees to receive payments for such goods and/or services by ACH through the National Automated Clearing House (NACHA) system, IAT, or International Wire in U.S. Dollars, or specified other currency. Payments in non-US currencies may not be available for all goods and/or services provided to Boeing company. The Boeing Company agrees to provide such payments. The standard Boeing Terms and Conditions for Supplier ACH Payments, a copy which is herein endorsed as, Appendix A, will govern these payments, unless superseded by supplier's purchase contract.

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: REDACTED
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: REDACTED

Boeing Contact: REDACTED

CTI Login Information

Vendor ID: REDACTED

Registration code/Password: REDACTED

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.

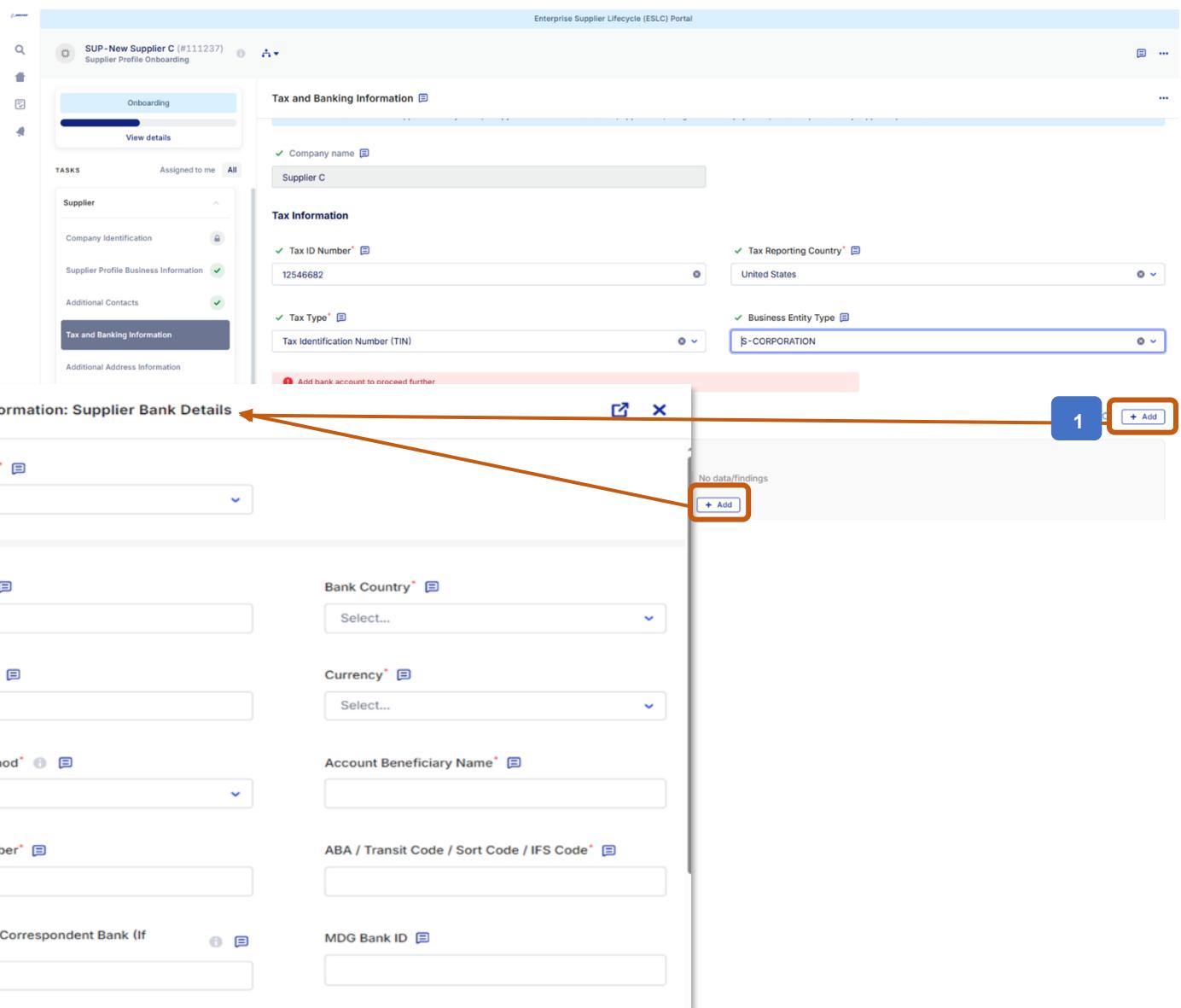
Step 1

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.*



Enterprise Supplier Lifecycle (ESLC) Portal

SUP - New Supplier C (#111237)
Supplier Profile Onboarding

Onboarding
View details

TAX AND BANKING INFORMATION

Company name: Supplier C

TAX INFORMATION

Tax ID Number: 12546682
Tax Reporting Country: United States

Tax Type: Tax Identification Number (TIN)
Business Entity Type: S-CORPORATION

Add bank account to proceed further

Banking Information: Supplier Bank Details

Business Unit: Select...

Bank Name: Select...

Bank Country: Select...

Bank Address: Select...

Currency: Select...

Payment Method: Select...

Account Beneficiary Name: Select...

Account Number: Select...

ABA / Transit Code / Sort Code / IFS Code: Select...

Intermediary/ Correspondent Bank (If Applicable): Select...

MDG Bank ID: Select...

+ Add

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*

: Banking Information: Supplier Bank Details

3 Business Unit Boeing	4 Bank Name A Bank	4 Bank Country United States
4 Bank Address 3425 3rd ST	4 Currency USD	4 Account Beneficiary Name Jim Supplier
5 Payment Method Electronic – ACH	5 Account Number 786543235	5 ABA / Transit Code / Sort Code / IFS Code 234534563
6 Intermediary/ Correspondent Bank (If Applicable) [Empty]	6 MDG Bank ID [Empty]	

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

Default* Yes No

7

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.

Step 8

Click Submit

8 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

Enterprise Supplier Lifecycle (ESLC) Portal

SUP - New Supplier C (#111237) Supplier Profile Onboarding

Onboarding

TAX AND BANKING INFORMATION

Bank accounts no longer in use can be deactivated.

The "company" referenced on the Company Name line below, agrees to receive payments for such goods and/or services by ACH through the National Automated Clearing House (NACHA) system, IAT, or International Wire in U.S. Dollars, or specified other currency. Payments in non-US currencies may not be available for all goods and/or services provided to Boeing company. The Boeing Company agrees to provide such payments. The standard Boeing Terms and Conditions for Supplier ACH Payments, a copy which is herein endorsed as, Appendix A, will govern these payments, unless superseded by supplier's purchase contract.

✓ Company name

TAX INFORMATION

✓ Tax ID Number* ✓ Tax Reporting Country*

✓ Tax Type* ✓ Business Entity Type

BANKING INFORMATION

NAME	BUSINESS UNIT	BANK # / BRANCH #	ACCOUNT NUMBER	PAYMENT METHOD	BANK COUNTRY	STATUS
BK-Non-BDUK-US Bank-111237	Boeing			ACH	US	IN PROGRESS

9 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.

The screenshot shows the ESLC Enterprise Supplier LifeCycle Portal. On the left, the main navigation menu is visible with various sections like Onboarding, Company Identification, and Additional Address Information. The 'Additional Address Information' section is currently selected. On the right, a table titled 'ADDITIONAL ADDRESSES' shows one row. A blue box with the number '1' is placed over the 'NAME' column of the first row, pointing to the hyperlink 'AD-ERPLN-111238'. A red box highlights the same hyperlink. A blue box with the number '2' is placed over the 'Details' button in a modal window that has opened. The modal window displays detailed information for the address, including address line 1 (1234 Cherry Lane), city (Arlington), state (Washington), country (United States), postal code (98223), contact name (Customer Relations Manager), email (johnsmith@supplier.com), and phone number (+1 (425) 985-4654). The status of the address is shown as 'IN PROGRESS'.

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

Enterprise Supplier Lifecycle (ESLC) Portal

AD-ERPLN-111238 (#113075)
SUP-New Supplier C / ... / Addresses

In Progress

Ordering Address

Ordering Address

Same as Business profile information? Yes No

3

4

Ordering Address

AD-ERPLN-9341 (#9347)
SUP-New Supplier B / ... / Addresses

Ordering Address

Address Details

Supplier B

Purchase Contract Name*

Address Line 1*

12345 68th Ave

City*

Auburn

State*

Washington

Country*

United States

Postal Code*

765456

We cannot proceed further(step submission) without completing the required DUNS search.

D-U-N-S Search

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.
- 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.

The screenshot shows the 'Address Details' section of the ESLC portal. On the left, a sidebar lists 'Address Details', 'Ordering Address', 'Invoicing Address', and 'Goods Supplier Address'. The 'Goods Supplier Address' item has a lock icon next to it, indicating it is completed. A green checkmark is visible in the center of the page. At the bottom right, a message reads 'All tasks in this entity have been completed'.

Additional Address Information (continued)

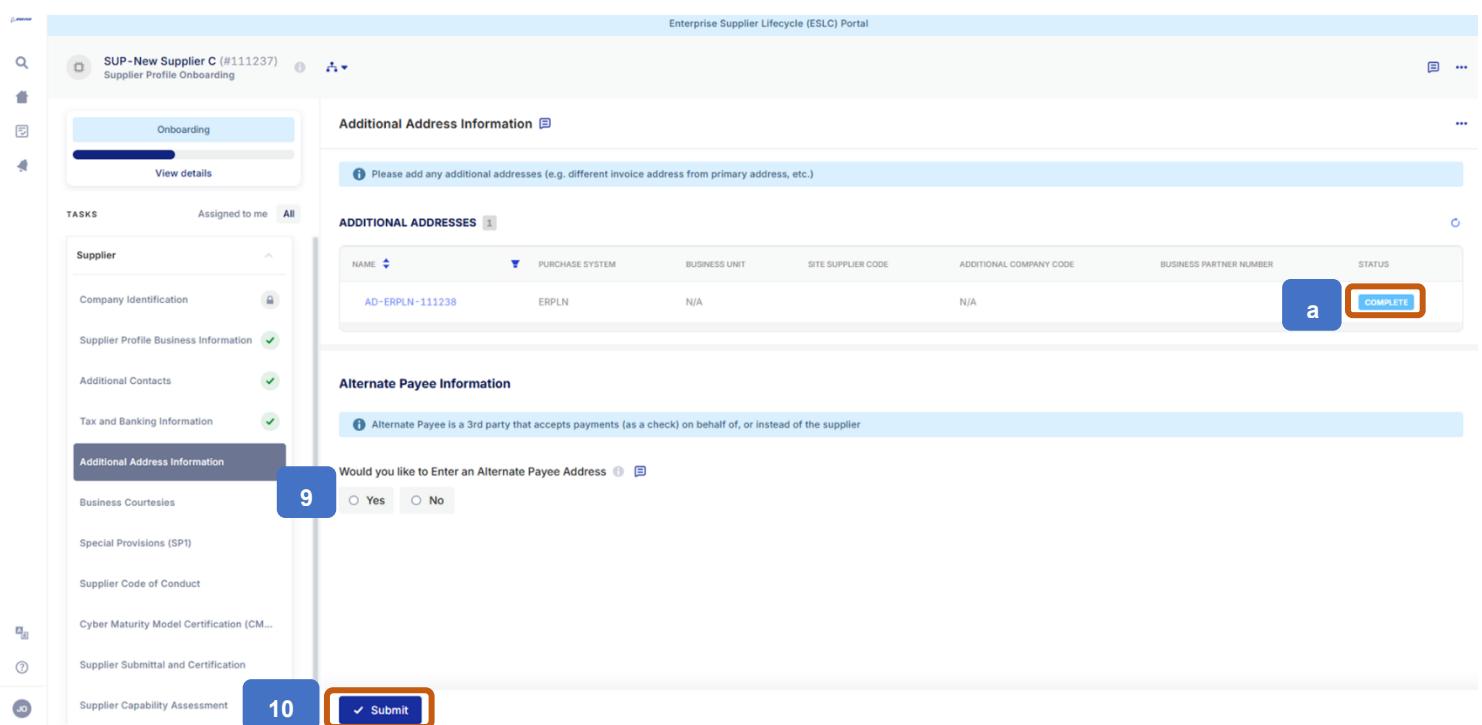
a From the main workflow, you will see the Additional Address table again, but this time the status should show 'Complete'.

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



The screenshot shows the 'Additional Address Information' step in the ESLC Portal. The 'Additional Addresses' table contains one row with the following data:

NAME	PURCHASE SYSTEM	BUSINESS UNIT	SITE SUPPLIER CODE	ADDITIONAL COMPANY CODE	BUSINESS PARTNER NUMBER	STATUS
AD-ERPLN-111238	ERPLN	N/A		N/A		COMPLETE a

The sidebar on the left shows the 'Additional Address Information' tab is selected, indicated by a blue box and the number '9'. The 'Submit' button at the bottom is highlighted with an orange border, indicated by the number '10'.

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

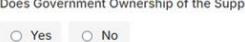
Step 2 Answer all required fields

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

1 

2a 

2 

3 

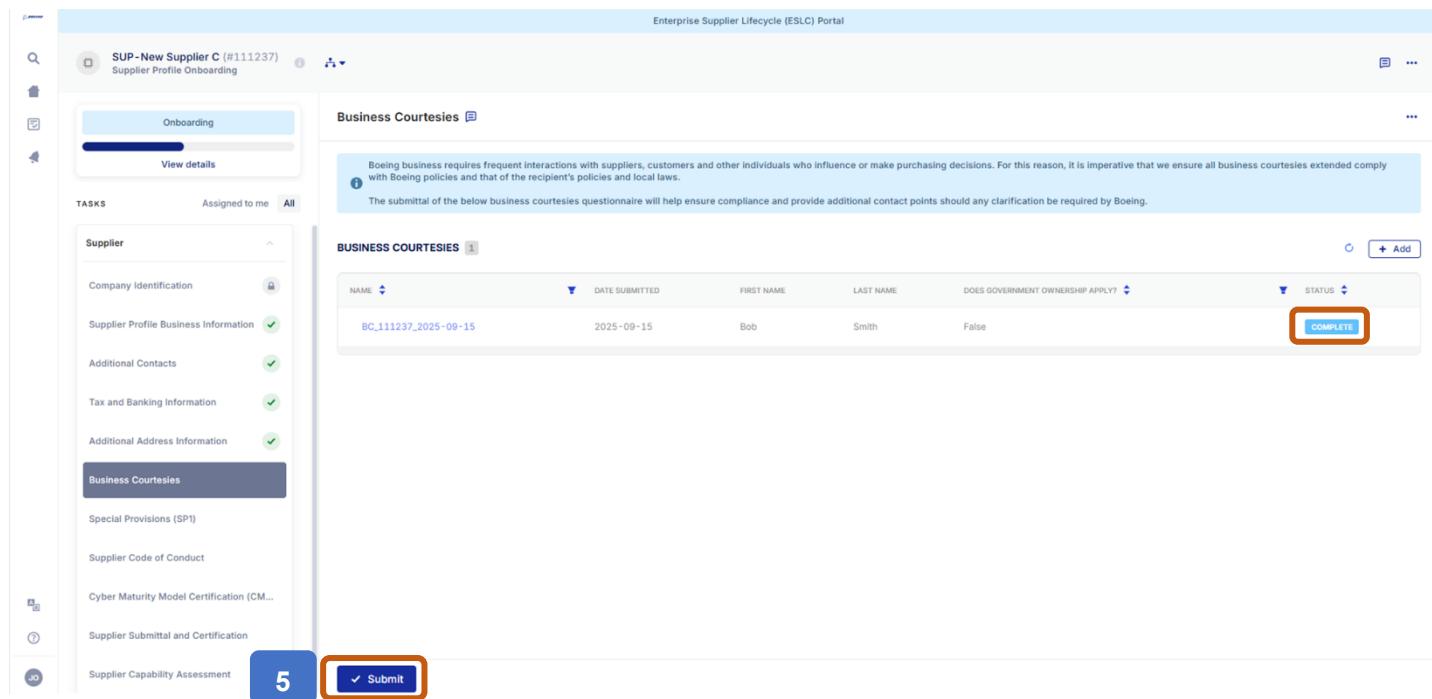
Note: The contact identified in this questionnaire will not be managed in the Additional Contacts Section. This contact is used by the Boeing compliance team for questions pertaining to the company's policies.

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.



The screenshot shows the Boeing Enterprise Supplier Lifecycle (ESLC) Portal. The main title is 'SUP - New Supplier C (#111237) Supplier Profile Onboarding'. On the left, a sidebar lists various tasks: Onboarding (highlighted in blue), Company Identification, Supplier Profile Business Information (with a green checkmark), Additional Contacts (with a green checkmark), Tax and Banking Information (with a green checkmark), Additional Address Information (with a green checkmark), Business Courtesies (highlighted in blue), Special Provisions (SP1), Supplier Code of Conduct, Cyber Maturity Model Certification (CMM...), Supplier Submittal and Certification, and Supplier Capability Assessment. The 'Business Courtesies' section is expanded, showing a table titled 'BUSINESS COURTESIES' with one row. The table has columns: NAME, DATE SUBMITTED, FIRST NAME, LAST NAME, DOES GOVERNMENT OWNERSHIP APPLY?, and STATUS. The data in the table is: BC_111237_2025-09-15, 2025-09-15, Bob, Smith, False, and a green checkmark. A blue button labeled '5' is at the bottom left, and a red box highlights the 'Submit' button at the bottom center. A red box also highlights the 'COMPLETE' status in the table.

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

The screenshot shows the 'SUP - New Supplier D (#114115) Supplier Profile Onboarding' page. The 'Onboarding' task is assigned to the user. The 'Business Size, Ownership & NAICS' section is open. Step 1 is marked with a blue box around the 'Is the entity a non-US Supplier?' question, with the 'No' radio button selected. Step 2 is marked with a blue box around the 'SIZE INFORMATION: US Suppliers' dropdown, which is set to 'Small Business'. A red box highlights the 'SBA Certified HUBZone Certified' section, where the 'No' radio button is selected. The page also includes a note about HUBZone certification and a link to the SBA Dynamic Small Business Search (DSBS) profile.

▪ US Supplier Size Information Options:

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

The establishment of the Offeror's business size, status and other representations are required by government regulations and corporate policy. The Boeing Company and/or affiliates are required to obtain business size and classification of its suppliers and subcontractors in advance of any procurement transactions. Any representation by the Offeror and assigned profile of record shall be fully incorporated into all contractual obligations. Business Status Instructions

(NOTE: use of the U.S. government database System for Award Management (SAM) is not required for the purposes of representing business size or socioeconomic status (ownership) information in connection with a subcontract).

Is the entity a non-US Supplier? Yes No

SIZE INFORMATION OF THE FOREIGN ENTITY NON-US SUPPLIER: Micro Business

MSME Certified

MSME Certification Date:

MSME Expiration Date:

Business Ownership Options:

Micro, Small, or Medium Enterprise (MSME):
A business that is certified by the Government of India Ministry of MSME (Udyam). <https://www.udyamregistration.in/>

SBA - Certified HubZone SB:
A business certified by the SBA as a HUBZone Small Business. Validate HUBZone boundaries at HUBZone program. For purposes of this form, HUBZone expiration date is 1-year from certification date. For example, if the supplier was certified by the SBA on September 8, 2019 and the current year is 2023, enter 'September 8, 2024' as HUBZone expiration. Suppliers will need to upload evidence that they remain HUBZone certified on or before the stated expiration date. A profile printout from Home | SAM.gov or SBA Dynamic Small Business Search (DSBS) profile which includes the print date

Submit

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.

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.
- 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

Enterprise Supplier Lifecycle (ESLC) Portal

SUP-New Supplier D (#114115) Supplier Profile Onboarding

Onboarding

Business Size, Ownership & NAICS

North American Industry Classification Code Systems (NAICS) Information

Insert the primary six-digit NAICS code that identifies business establishments according to various industry classifications and aligns with business size identified below. NAICS replaced the Standard Industrial Classification (SIC) system. <https://www.census.gov/naics/>

9340_ NAICS: NAICS Code

2 Primary

3 Code & Description 111336 - Fruit and Tree Nut Combination Farming

4 Get Duplicates

5 No duplicates found

1 + Add NAICS

No data/findings

+ Add NAICS

THE INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE. NOTE: VOID

Last Name*

Email Address*

5 ✓ Submit

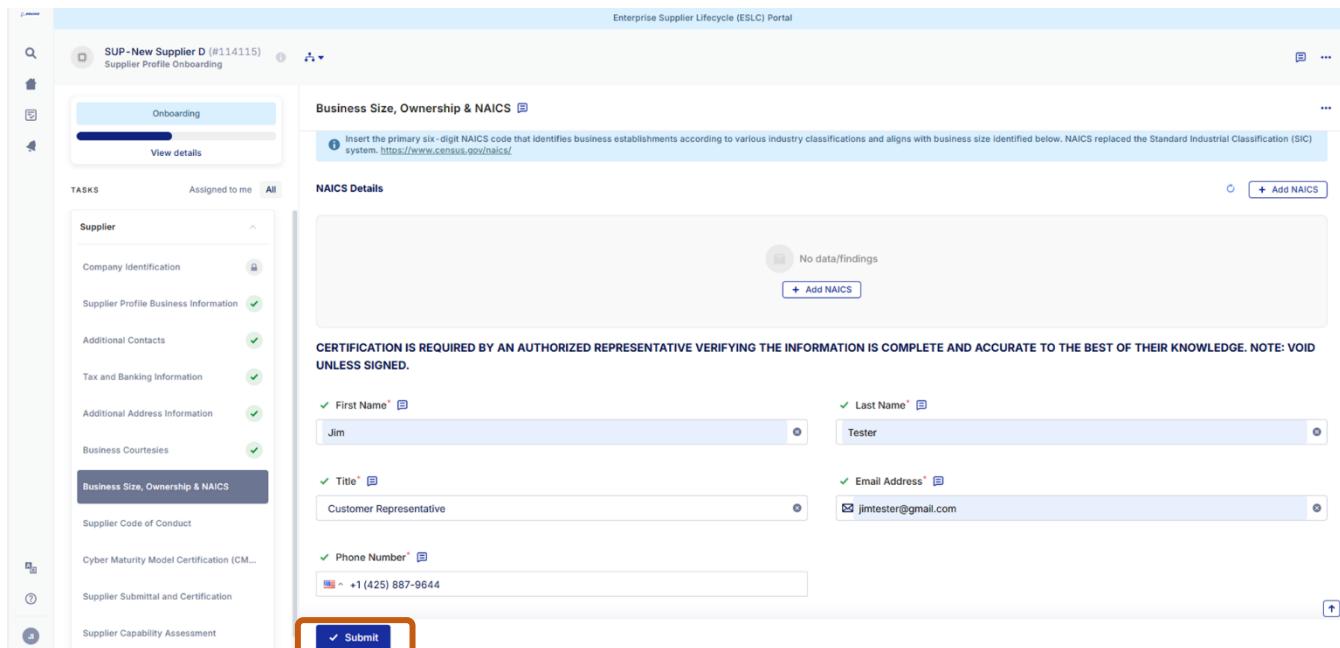
Business Size, Ownership & NAICS Information OR Representations and Certifications (SP1) - (continued)

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



Enterprise Supplier Lifecycle (ESLC) Portal

SUP - New Supplier D (#114115) Supplier Profile Onboarding

Onboarding

View details

Business Size, Ownership & NAICS

Insert the primary six-digit NAICS code that identifies business establishments according to various industry classifications and aligns with business size identified below. NAICS replaced the Standard Industrial Classification (SIC) system. <https://www.census.gov/naics/>

NAICS Details

No data/findings

+ Add NAICS

CERTIFICATION IS REQUIRED BY AN AUTHORIZED REPRESENTATIVE VERIFYING THE INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE. NOTE: VOID UNLESS SIGNED.

First Name* Jim

Last Name* Tester

Title* Customer Representative

Email Address* jimtester@gmail.com

Phone Number* +1 (425) 887-9644

Submit

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

The screenshot shows the Boeing ESLC Enterprise Supplier LifeCycle Portal. The main navigation bar at the top includes 'Supplier Profile Onboarding', 'Special Provisions (SP1)', and 'SP1'. The 'SP1' section is currently active, showing a message: 'Please create a workflow and submit the step to move forward'. Below this, there is a list titled 'SP1' with a single item: 'No data/findings' and a blue 'Add' button. A red arrow points from this 'Add' button to the 'SP1 Details' section below. The 'SP1 Details' section is titled 'Version 14' and contains two sections: 'A. REPRESENTATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT OR DECLARED INELIGIBLE STATUS (Reference FAR 52.209-6)' and 'B. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (Reference FAR 52.203-11)'. Each section contains several paragraphs of text and a 'Submit' button at the bottom. A blue box labeled '1' is over the 'Add' button in the SP1 list, and a blue box labeled '2' is over the 'SP1 Details' section.

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.

The screenshot shows the 'Enterprise Supplier Lifecycle (ESLC) Portal' interface. The main page title is 'Enterprise Supplier Lifecycle (ESLC) Portal'. The page is titled 'North American Industry Classification Code Systems (NAICS) Information'. A callout box labeled '4' points to the '+ Add NAICS' button in the top right corner of the NAICS section. Another callout box points to the '10010_Primary: NAICS: NAICS Code' field. The portal interface includes a sidebar with various icons and a main content area with tabs like 'SP1 Details', 'SP1 Details', and 'SP1 Details'.

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 AbilityOne
 - 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: WBENC (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

7

8

9

IN PROGRESS

BROWSE FILES OR DRAG AND DROP HERE

NOTICE: Offeror represents that the size and socioeconomic status representations with its offer are current, accurate, and complete as of the date of the offer to Buyer. In accordance with 15 U.S.C. § 645(d), any person or concern who misrepresents a firm's proper size classification shall (1) be punished by imposition of a fine, imprisonment or both; (2) be subject to administrative remedies (including but not limited to suspension and debarment); and (3) be subject to ineligibility for participation in programs conducted under the authority of the Small Business Act.

CERTIFICATION IS REQUIRED BY AN AUTHORIZED REPRESENTATIVE VERIFYING THE INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE. NOTE: VOID UNLESS SIGNED.

First Name*

Last Name*

Title*

Email Address*

Onboarding

SP1

NAME DATE CREATED DATE SUBMITTED SUBMITTED BY STATUS

SUP_111237_2025-09-18_v14 2025-09-17 2025-09-18 Ashley Paulk Complete

Supplier Profile Business Information

Additional Contacts

Tax and Banking Information

Additional Address Information

Business Courtesies

Special Provisions (SP1)

Supplier Code of Conduct

Cyber Maturity Model Certification (CMMI)

Supplier Submittal and Certification

Supplier Capability Assessment

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.

The screenshot shows the Boeing ESLC Enterprise Supplier LifeCycle Portal. The process is as follows:

- Step 1:** Supplier Code of Conduct. A red arrow points to the "+ Add" button, which is highlighted with a red box.
- Step 2:** Supplier confirms that it has reviewed the Boeing Supplier Code of Conduct. A blue box highlights the "Yes" radio button, which is also highlighted with a blue box and arrow.
- Step 3:** Supplier responses to questions about employee and supplier codes of conduct. A blue box highlights the "Submit" button at the bottom.
- Step 4:** Supplier responses to questions about employee and supplier codes of conduct. A blue box highlights the "Submit" button at the bottom.

The portal interface includes a sidebar with tasks like Onboarding, Company Identification, and Supplier Code of Conduct. The main content area shows the current step and any messages or instructions. The "Supplier Code of Conduct" step includes a message about the SCoC welcome message update and a note to create a workflow.

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.

Enterprise Supplier Lifecycle (ESLC) Portal

SUP - New Supplier D (#114115) Supplier Profile Onboarding

Cyber Maturity Model Certification (CMMC)

1

This section requires specific input from the Cyber/IT team. If you are not the designated contact, please go to the Additional Contact step to ensure the correct person is listed. The person listed there will be responsible for completing this section.

We are asking whether you are involved in a project or contract that mandates compliance with CMMC due to the nature of the work being tied to national security or defense-related contracts. If your goods or services are part of such a contract, your organization would be required to meet certain cybersecurity standards outlined in the CMMC.

Are you providing goods and/or services to the Boeing Company in support of a contract for performing work on a U.S. Department of Defense (DoD) contract or other contract that requires compliance to the Cybersecurity Maturity Model Certification (CMMC)?

Yes No

We are confirming whether your organization has been assessed or certified for cybersecurity practices in relation to the CMMC framework, either through self-assessment or by an external party, and whether this applies to your entire organization (Enterprise) or just the specific area (Enclave) where the work related to the contract will be done.

Has your organization completed a successful self-assessment, had an assessment performed by Defense Contract Management Agency (DCMA), Defense Industrial Base Cybersecurity Assessment Center (DIBCAC), or a Cybersecurity Maturity Model Certification (CMMC) 3rd Party Assessment Organization (C3PAO) in accordance with the CMMC requirements for your Enterprise or the Enclave where the work will be performed?

YES Enterprise YES Enclave No

By submitting the CMMC questionnaire, the supplier or Primary Cyber/IT Point of Contact 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.

I certify that I have coordinated with the appropriate internal stakeholders (compliance, legal, ethics focal, etc.) to provide the responses to the CMMC questionnaire and it is accurate as the date of this submission.

The above CMMC questionnaire information is hereby submitted by:

2

First Name*

Last Name*

Title*

Email Address*

Phone Number*

Date Submitted

3

Supplier Submittal and Certification

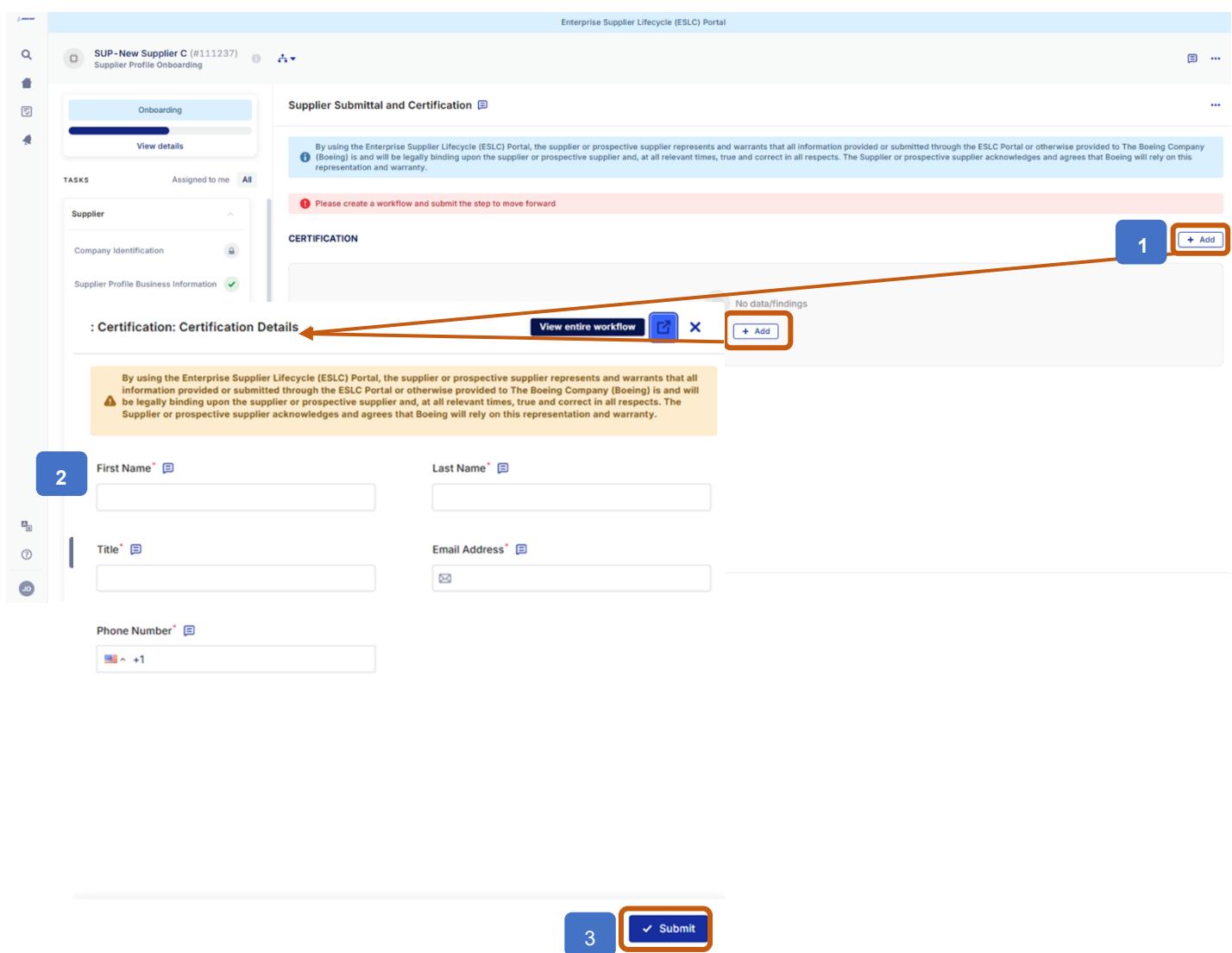
This section attests that “*By using the Enterprise Supplier Lifecycle Portal (ESLC), the supplier or prospective supplier represents and warrants that all information provided or submitted through the ESLC or otherwise provided to The Boeing Company (Boeing) is and will be legally binding upon the supplier 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



Enterprise Supplier Lifecycle (ESLC) Portal

SUP - New Supplier C (#111237) Supplier Profile Onboarding

Supplier Submittal and Certification

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.

Please create a workflow and submit the step to move forward

CERTIFICATION

No data/findings

+ Add

: Certification: Certification Details

View entire workflow

First Name*

Last Name*

Title*

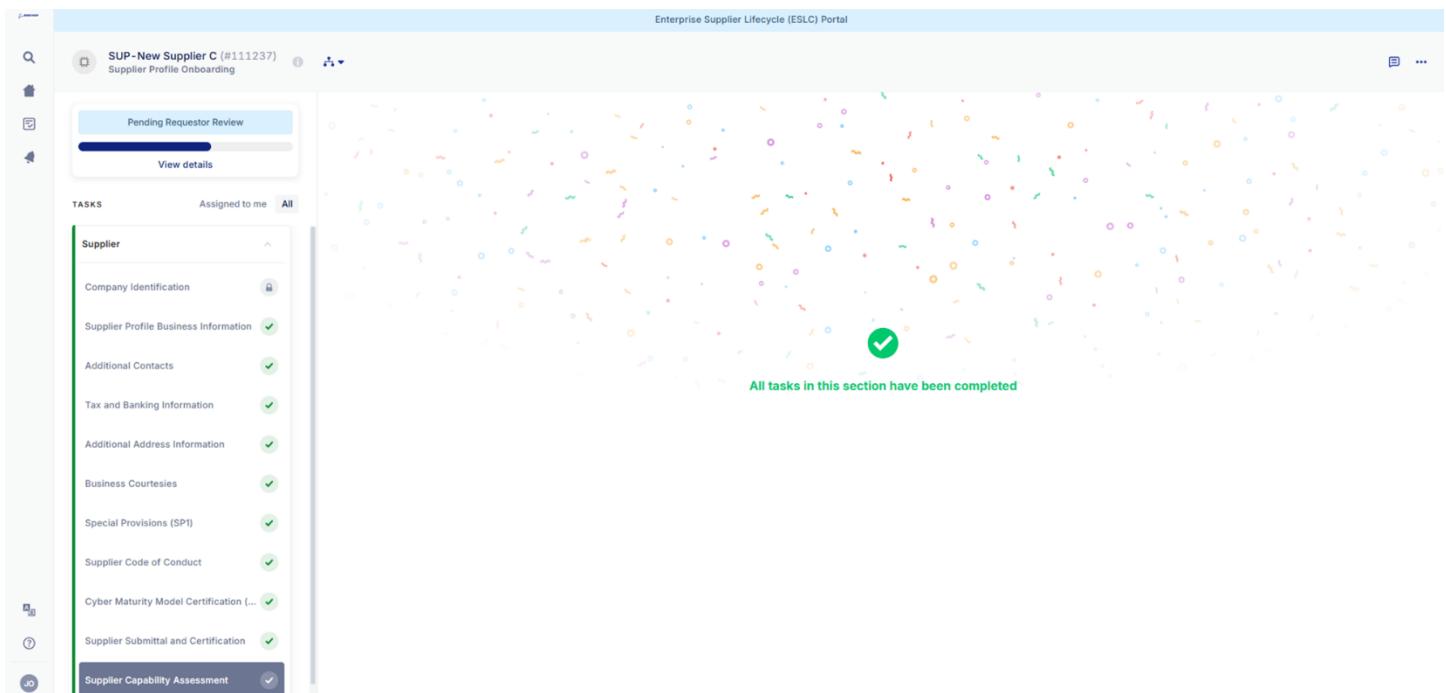
Email Address*

Phone Number*

3 ✓ 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.



The screenshot shows the ESLC Enterprise Supplier Lifecycle (ESLC) Portal. At the top, it displays the title 'SUP - New Supplier C (#1111237) Supplier Profile Onboarding'. Below this, a 'Pending Requestor Review' box is shown with a 'View details' button. The main area is titled 'Supplier' and lists various tasks:

- Company Identification
- Supplier Profile Business Information
- Additional Contacts
- Tax and Banking Information
- Additional Address Information
- Business Courtesies
- Special Provisions (SP1)
- Supplier Code of Conduct
- Cyber Maturity Model Certification
- Supplier Submittal and Certification
- Supplier Capability Assessment

Each task has a green checkmark next to it, indicating completion. A large green checkmark is also present in the center of the page, and a message 'All tasks in this section have been completed' is displayed. The background features a festive confetti overlay.

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

Enterprise Supplier Lifecycle (ESLC) Portal

SUP-New Supplier C (#1111237) Supplier Profile Onboarding

Onboarded - Reviews Complete

View details

Supplier

Supplier

Company Identification

Supplier Profile Business Information

Additional Contacts

Tax and Banking Information

Additional Address Information

Business Courtesies

Special Provisions (SP1)

Supplier Code of Conduct

Cyber Maturity Model Certification (CMMC)

Supplier Submittal and Certification

Supplier Capability Assessment

All tasks in this section have been completed

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 x

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

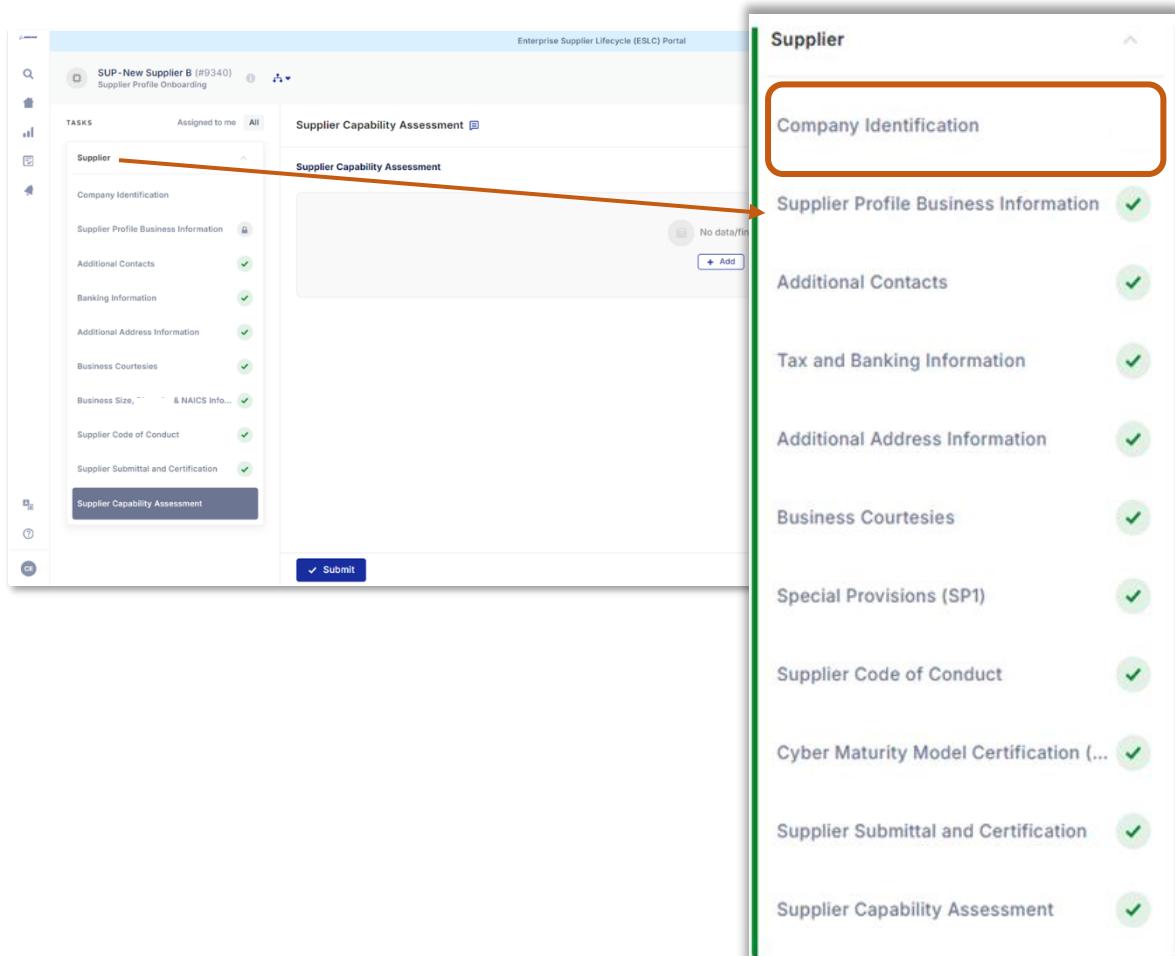
You are receiving this request for Update Supplier Legal Name. Please click on this [link](#) to enter your updates.

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)



The screenshot shows the ESLC Portal interface. On the left, a task list for 'SUP-New Supplier B (#9340)' is displayed under the 'Supplier' category. The 'Supplier' category is highlighted with a red arrow pointing to the 'Company Identification' section in a detailed view on the right. The detailed view shows a list of supplier information sections, each with a green checkmark indicating they are locked. The 'Company Identification' section is highlighted with an orange box, indicating it is an unlocked section. The other sections listed are: Supplier Profile Business Information, Additional Contacts, Banking Information, Additional Address Information, Business Courtesies, Business Size, NAICS Info, Supplier Code of Conduct, and Supplier Submittal and Certification. A 'Supplier Capability Assessment' section is also present. A 'Submit' button is located at the bottom of the detailed view.

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

The screenshot shows the ESLC Enterprise Supplier LifeCycle interface with three address tables: Ordering Addresses, Invoicing Addresses, and Goods Supplier Address. The Ordering Addresses table is highlighted with a blue box and numbered 3. The Bulk Action button is highlighted with a red box and numbered 6. In the Invoicing Addresses table, the checkbox for 'AD-SAP S4 Manufacturing-30918' is checked, highlighted with a red box and numbered 5. The number 4 is also present in the table. A callout box labeled '6' contains the 'Bulk Action' dialog, which asks 'Do you want to update with New primary Address? - OA'. It has 'Yes' and 'No' radio buttons and a 'Submit' button. A red box surrounds the dialog.

Ordering Addresses	
<input type="checkbox"/>	NAME
<input type="checkbox"/>	AD-SAP S4 Manufacturing-30918
<input type="checkbox"/>	AD-NWP-30919

Invoicing Addresses	
<input type="checkbox"/>	NAME
<input checked="" type="checkbox"/>	AD-SAP S4 Manufacturing-30918
<input type="checkbox"/>	AD-NWP-30919

Goods Supplier Address	
<input type="checkbox"/>	NAME
<input type="checkbox"/>	AD-SAP S4 Manufacturing-30918
<input type="checkbox"/>	AD-NWP-30919

Bulk Action

Do you want to update with New primary Address? - OA

Yes No

Submit

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:



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

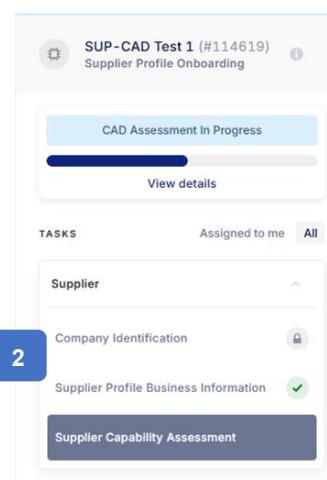
Step 3

Click the hyperlink

Step 4

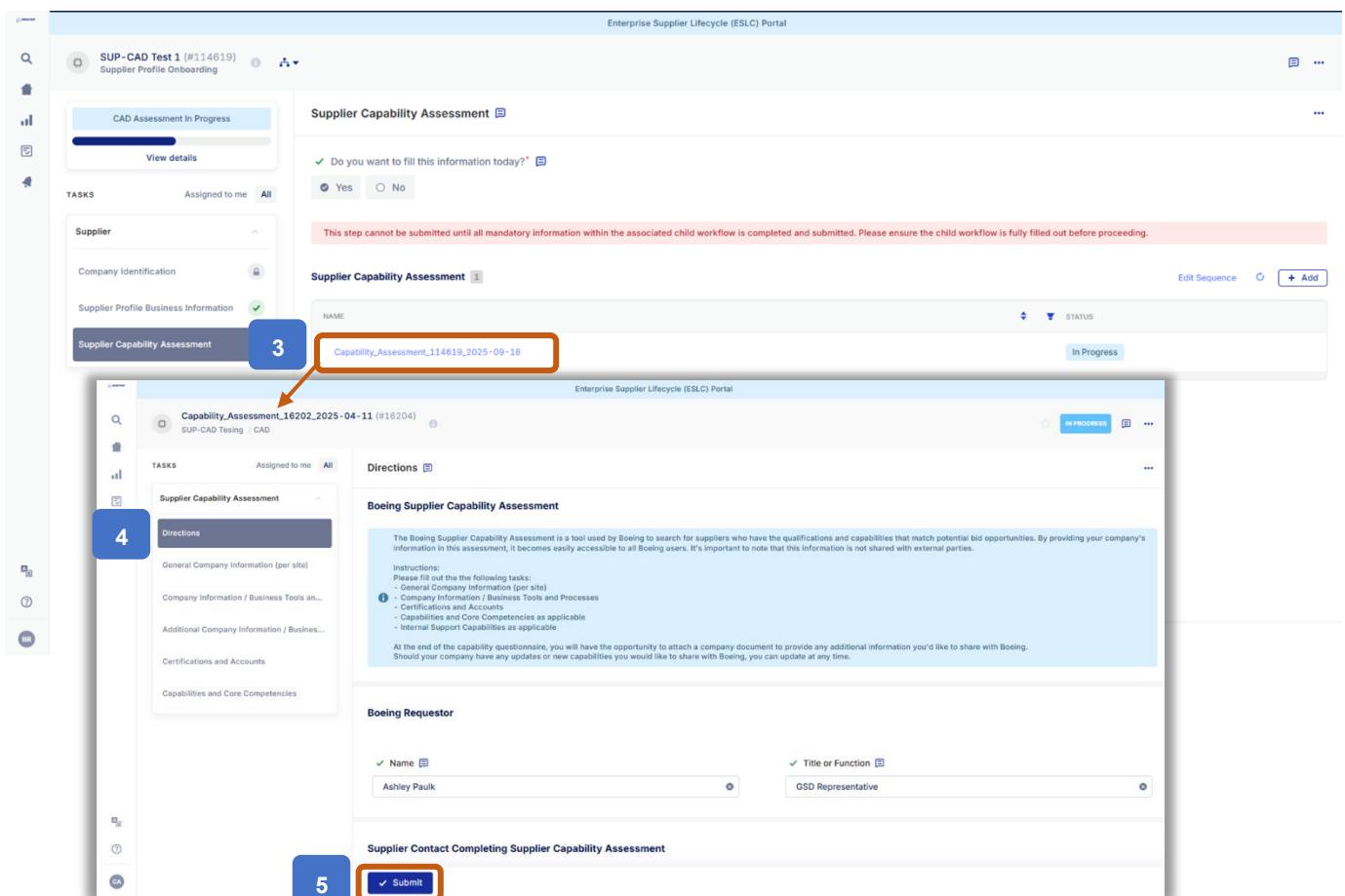
Fill out Supplier Capability Assessment

- 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

1

2

2CES SAP Enterprise Portal

Supplier Analytics

Supplier Profile Visibility Report

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

Supplier Profile Visibility Report ▾
Digital Enterprise ERP
Site Terms

10360667 BOEING EMPLOYEES VOLLEYBALL CLUB
There is no ESPM performance data for this Supplier
Export

BEST Code: BE10360667
Supplier Block: Yes
Withhold Status:

GENERAL INFORMATION
NAME & ADDRESS
PARENTAGE
CONTACTS
NAICS
CERTIFICATION
TAX
SUPPLIER BLOCKS ▾
BUSINESS WITHHOLD
SUB-TIER ATTRIBUTES ▾
SEGEMENTATION INDICATOR
CLASSIFICATION

3
Drop down menu

Main Information
Identification Information

Business Partner: 10360667
DUNS Number: 929510662

Vendor (Company) Name: BOEING EMPLOYEES VOLLEYBALL CLUB
Cage Code:

Manufacturing Supplier Address (Primary address, if not Mtg facility):
Primary Business Type Code: Other

123 Spring Gate Dr Chesterfield Missouri USA 63017-2722
Secondary Business Type Code: 1111

Phone: 314-306-3601
Business Partner Type: Boeing Internal

Fax:
Parentage: Both

10360667 BOEING EMPLOYEES VOLLEYBALL CLUB
NAICS

123 Spring Gate Dr Chesterfield Missouri USA 63017-2722
CERTIFICATION

PARENTAGE
TAX

CONTACTS
NAICS

CERTIFICATION
TAX

SEGEMENTATION INDICATOR
CLASSIFICATION

CL

GENERAL INFORMATION
NAME & ADDRESS
PARENTAGE
CONTACTS
NAICS
CERTIFICATION
TAX

Supplier Contacts (11)

Contact Type	First name	Middle Name	Last name	Salutation	Telephone	Extension	Fax	E-Mail Address
Reps & Certs (SP1) Contact	Lisa		Pearl	BESTMOMEVER	7143936197		3333334444	needadyejob@aol.com
Reps & Certs (SP1) Contact	Lisa		Pearl	BESTMOMEVER	7143936197		3333334444	needadyejob@aol.com
Reps & Certs (SP1) Contact	Lisa		Pearl	BESTMOMEVER	7143936197		3333334444	needadyejob@aol.com
Reps & Certs (SP1) Contact	Lisa		Pearl	BESTMOMEVER	7143936197		3333334444	needadyejob@aol.com
Reps & Certs (SP1) Contact	Lisa		Pearl	BESTMOMEVER	7143936197		3333334444	needadyejob@aol.com
Reps & Certs (SP1) Contact	Lisa		Pearl	BESTMOMEVER	7143936197		3333334444	needadyejob@aol.com
Reps & Certs (SP1) Contact	Lisa		Pearl	BESTMOMEVER	7143936197		3333334444	needadyejob@aol.com
Env Health & Safety (EHS) Contact	ANNETTE		RUSS		314-306-3601			ANNETTE.J.RUSS@BOEING.COM
Off Hours Support Contact	ANNETTE		RUSS		314-306-3601			ANNETTE.J.RUSS@BOEING.COM
Finance and Banking Contact	ANNETTE		RUSS		314-306-3601			ANNETTE.J.RUSS@BOEING.COM
Quality Management Contact	ANNETTE		RUSS		314-306-3601			ANNETTE.J.RUSS@BOEING.COM

Revision Record

Edition	Revision Description
Go Live – First	Rev New