



Manual for Company (Supplier)



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How to access the Company (Supplier) Portal?

Registered users will be able to access the portal using this link: portal.aerosimple.com

Note: Please contact the Airport staff if you need access to the portal.

On the portal page, log in with your email address and the default password set by WSI Training Standards Team.

A screenshot of the Aerosimple Authentication page. The page has a dark blue header with the Aerosimple logo. Below the header is a white box containing the text "Authentication" and "Login to your account". There is a text input field with the placeholder text "Please, enter your email to login". Below the input field is a blue "Login" button. At the bottom of the white box, there is a link "Login with Otp".

Enter your email address.

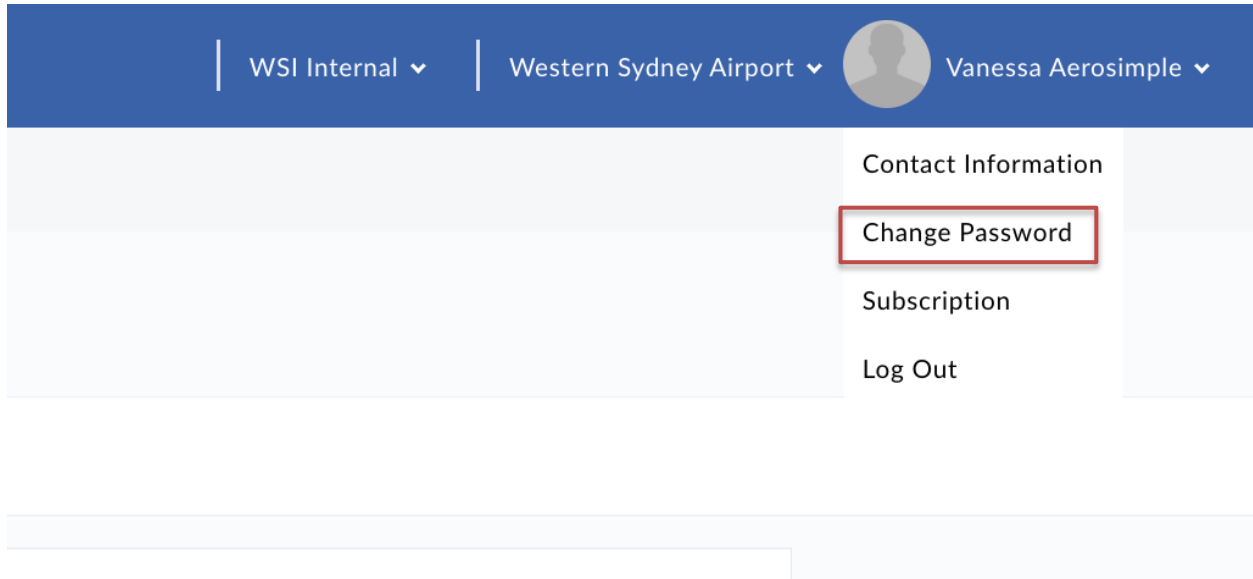
A screenshot of the Aerosimple Authentication page. The page has a dark blue header with the Aerosimple logo. Below the header is a white box containing the text "Authentication" and "Please, enter your password to login". There is a text input field with the placeholder text "Password". Above the input field, the email address "vanessa@aerosimple.in" is displayed with a blue "Change" link next to it. Below the input field are two blue buttons: "Login" and "Login (SSO)".

Enter your password.



How to change your password?

Once logged in, you can click on your name in the top right hand corner of the blue bar. The drop down menu will show you the second option of “Change Password”.



Fill out the old password, and then new password twice. Please follow the password policy.

Old Password

New password

Confirm password

Password Policy

The password must contain all of the following characteristics

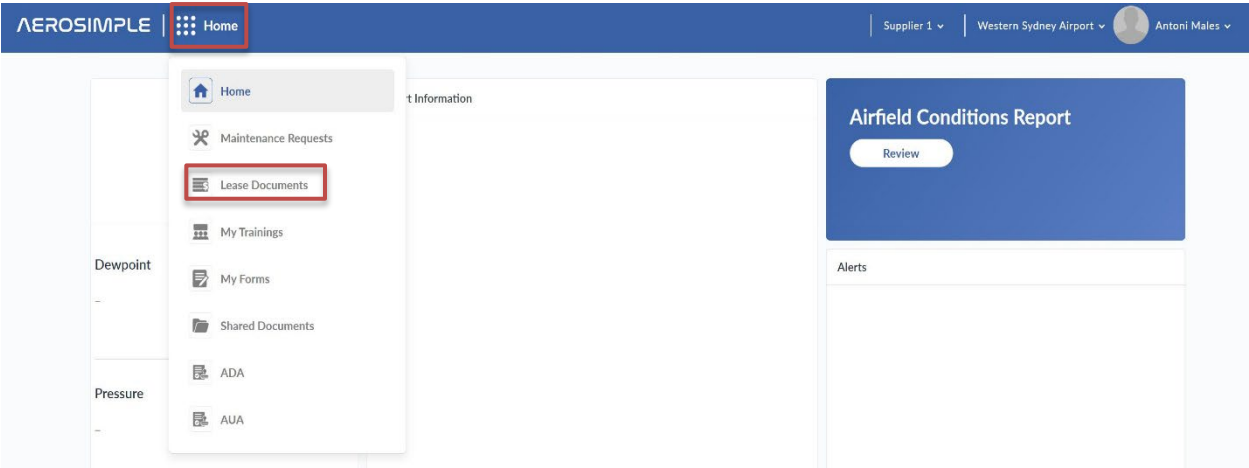
- At least 8 characters
- At least one uppercase character
- At least one lowercase character
- At least one special character
- At least one number

Reset your password

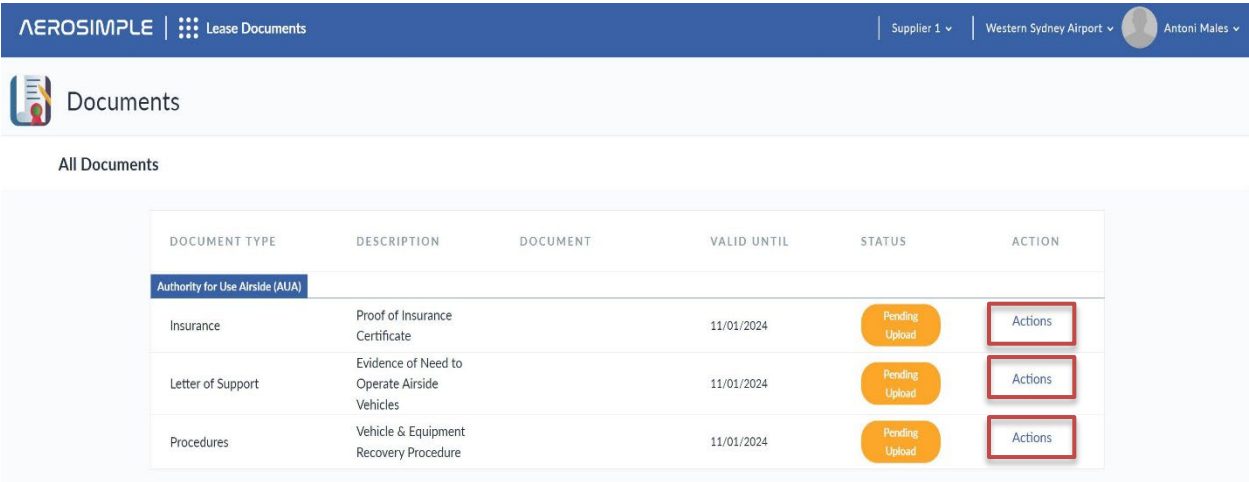


Company Documents

From the ‘Home’ menu, click on ‘Lease Documents’.



Work through each document type, users are required to upload supporting documents.

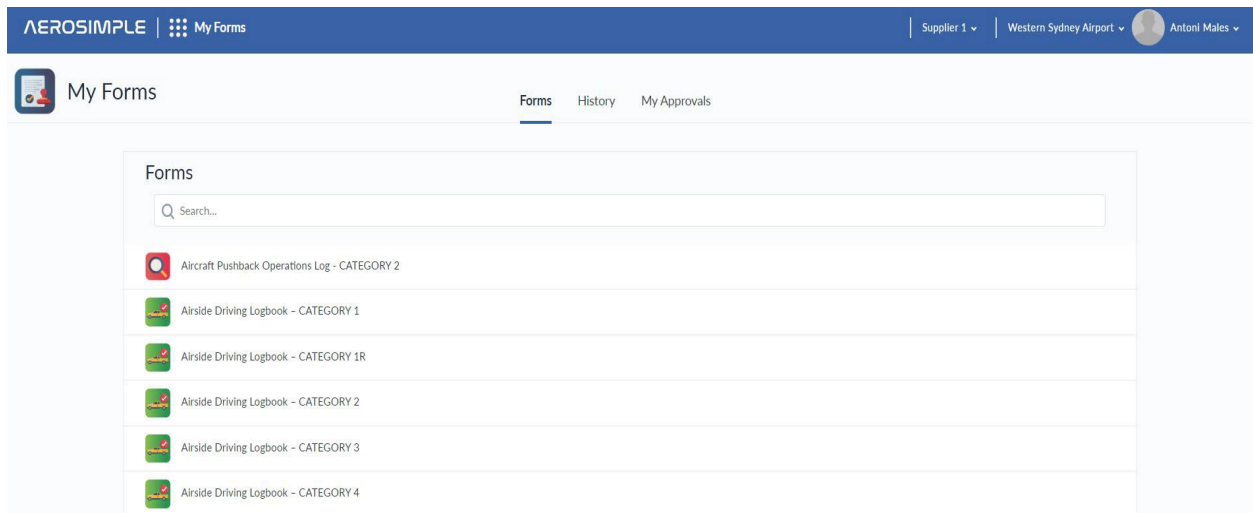
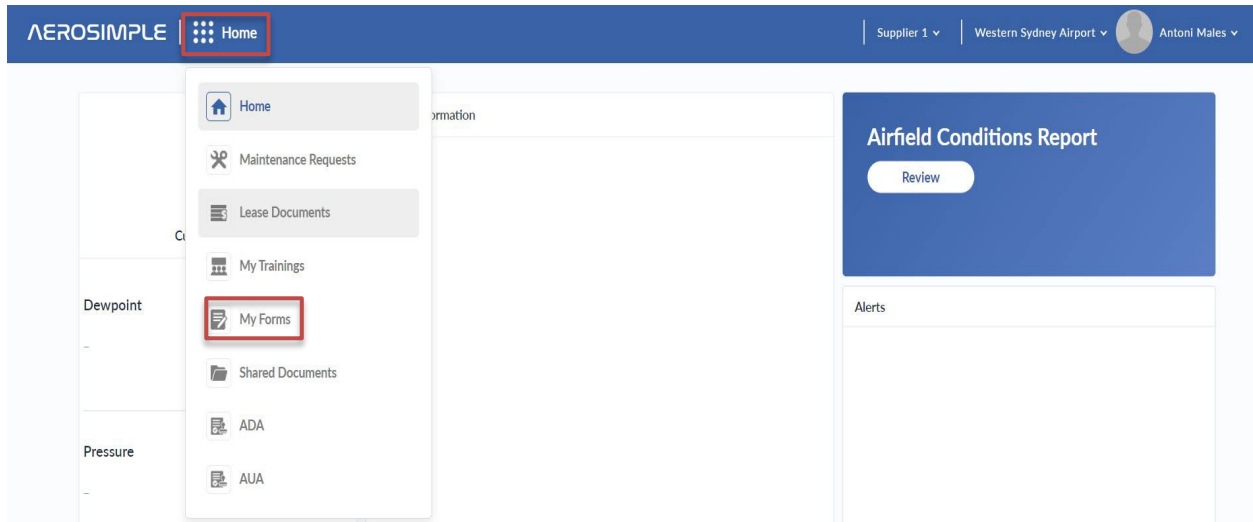


Note: By default, the system will align your validity of AUA permits to the Insurance expiry.



Submitting Forms

From the 'Home' menu, click on 'My Forms'



To submit a form for review, user must click '**Submit**' to begin.

Applicant - Airside Driving Logbook & Aircraft Pushback Operations Log

- The respective form must be completed with acknowledgement and authorisation of company trainer.
- Applicant must export and save the aircraft pushback operations log with the ADA application.

Reviewing Forms

AEROSIMPLE | My Forms

Supplier 1 | Western Sydney Airport | Antoni Males

My Forms

Forms

History

My Approvals

Pending Approvals

Completed Approvals

FORM #	CREATED BY	DATE	FORM NAME	FORM CATEGORY	WEATHER CONDITIONS
24 - 61	Vanessa Noronha	30/10/2024 20:24	Airside Driving Logbook - CATEGORY 1	ADA	
24 - 40	Vanessa N	03/10/2024 15:39	Airside Driving Logbook - CATEGORY 1	ADA	
24 - 39	Vanessa N	03/10/2024 15:37	Airside Driving Logbook - CATEGORY 1	ADA	
24 - 38	Antoni Males	03/10/2024 13:46	Airside Driving Logbook - CATEGORY 1	ADA	
24 - 33	Antoni Males	02/10/2024 20:37	Airside Driving Logbook - CATEGORY 1	ADA	
24 - 32	Antoni Males	02/10/2024 20:34	Airside Driving Logbook - CATEGORY 1	ADA	

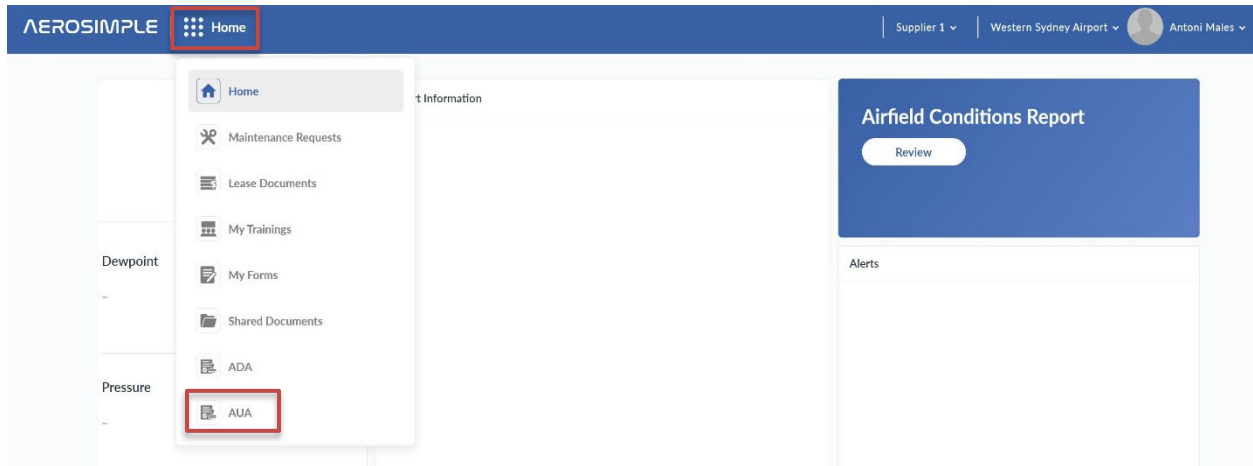
To review a form, user must click **‘My Approvals’** to begin review.

- Forms for your review will be listed here.
- Company Endorsed trainers will need to review their own portal.

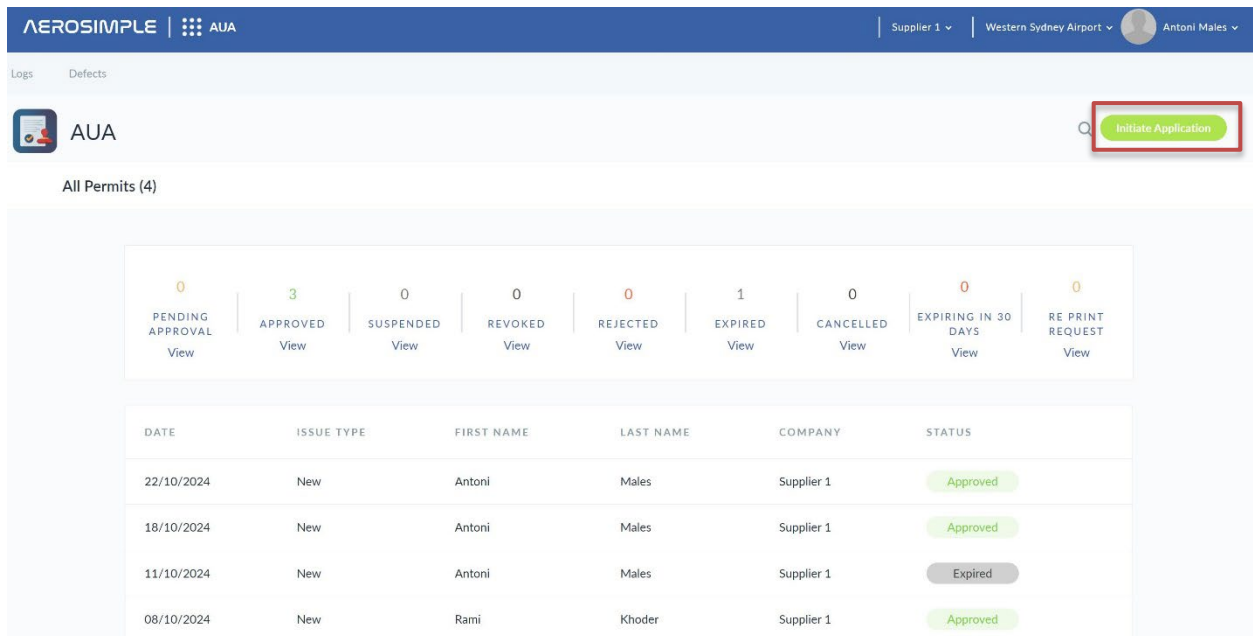


Initiating an AUA Application

From the 'Home' menu, click on 'AUA'



Click on the 'Initiate Application' button.



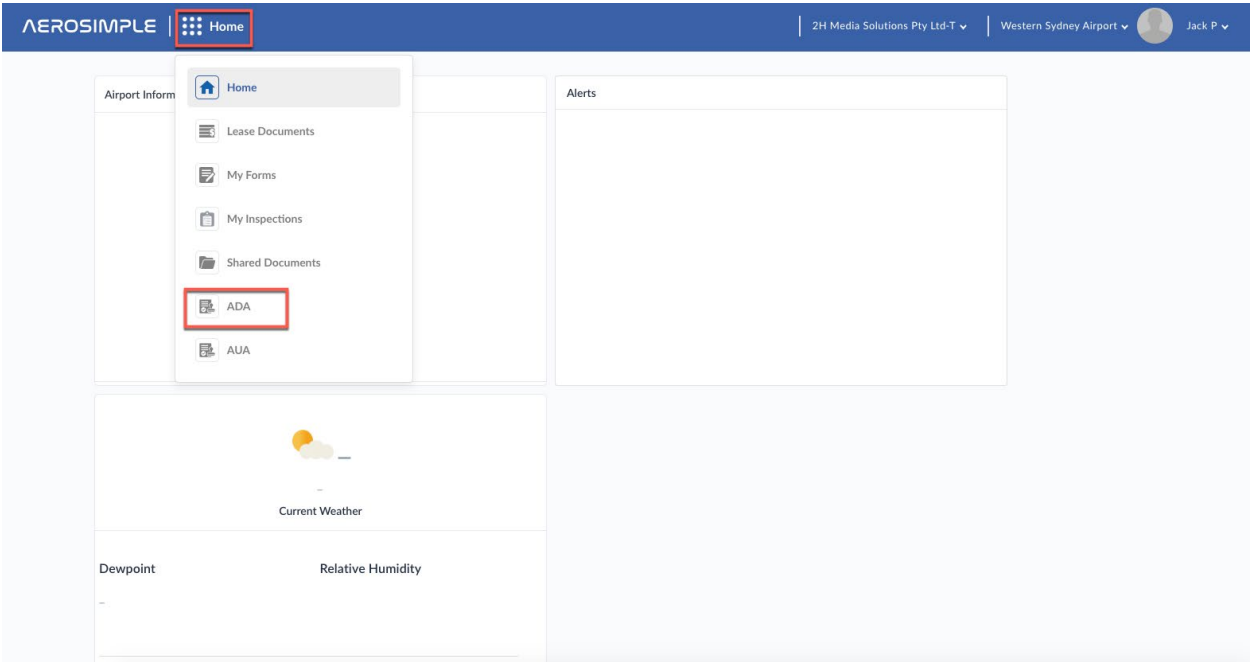
To initiate an AUA application, enter the following details:

- User must fill out the Application form, supply accurate vehicle and operating information.
- Provide Certificate of Registration for State or Territory Vehicles.
- Acknowledgement of Authority for Use Airside application.
- Sign the application.
- Click on the 'Submit' button to complete the action.

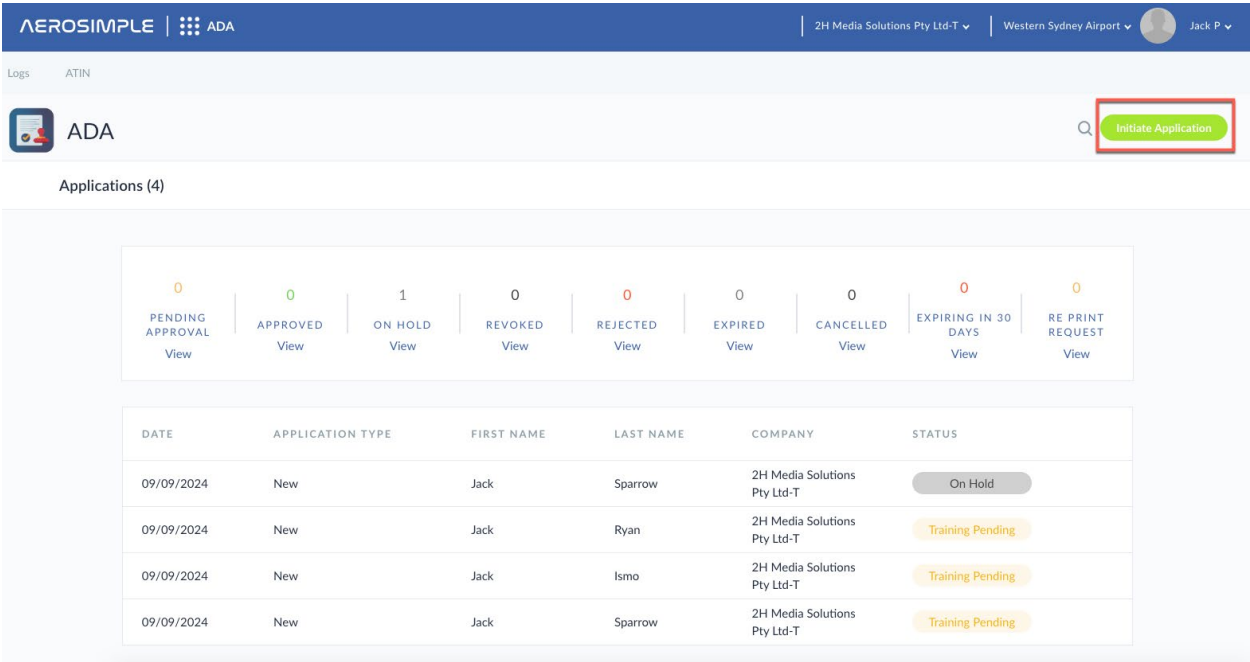


Initiating an ADA application

From the ‘Home’ menu, click on ‘ADA’.



Click on the ‘Initiate Application’ button.



To initiate an ADA application, enter the following details:



- User needs to select the applicant from the drop down list of users.
- Check the box ‘User has taken offline training’. No need to upload any document or attachment.
- Click on the ‘Submit’ button to complete the action.

New ADA Application Form

Please note: Renewal ADA applications should be submitted through the existing application

* Please select portal users

* Job Title

* Application Type

New

☐ User Has Taken Offline Training

Submit

Viewing ADA applications

Users can view applications based on different summary views like ‘Pending Approval’, ‘Approved’, ‘On Hold’, ‘Revoked’, ‘Rejected’, ‘Expired’, ‘Canceled’, ‘Expiring in 30 days’, ‘Reprint Request’ view.

AEROSIMPLE | ADA

2H Media Solutions Pty Ltd-T | Western Sydney Airport | Jack P

Logs | ATIN

ADA

Initiate Application

Applications (5)

0

PENDING APPROVAL

View

0

APPROVED

View

1

ON HOLD

View

0

REVOKED

View

0

REJECTED

View

0

EXPIRED

View

0

CANCELLED

View

0

EXPIRING IN 30 DAYS

View

0

RE PRINT REQUEST

View

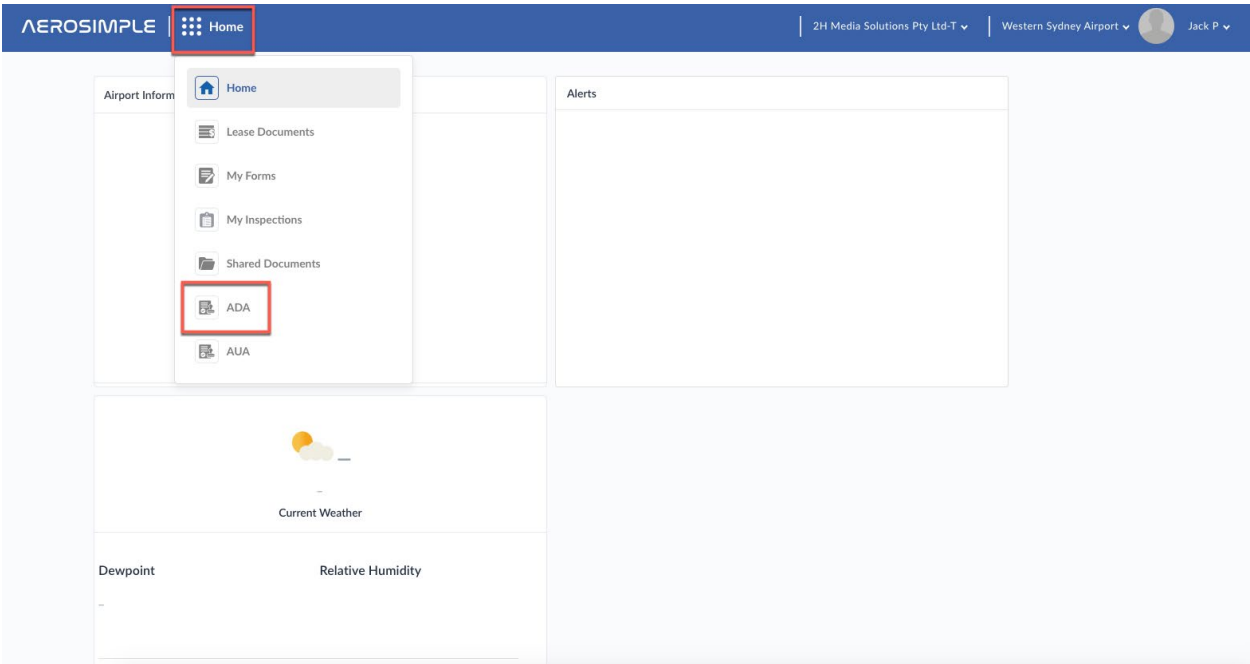
DATE	APPLICATION TYPE	FIRST NAME	LAST NAME	COMPANY	STATUS
10/09/2024	New	Robert	Smith	2H Media Solutions Pty Ltd-T	Pending Applicant Details
09/09/2024	New	Jack	Sparrow	2H Media Solutions Pty Ltd-T	On Hold
09/09/2024	New	Jack	Ryan	2H Media Solutions Pty Ltd-T	Training Pending
09/09/2024	New	Jack	Ismo	2H Media Solutions Pty Ltd-T	Training Pending
09/09/2024	New	Jack	Ismo	2H Media Solutions Pty Ltd-T	Training Pending

OFFICIAL

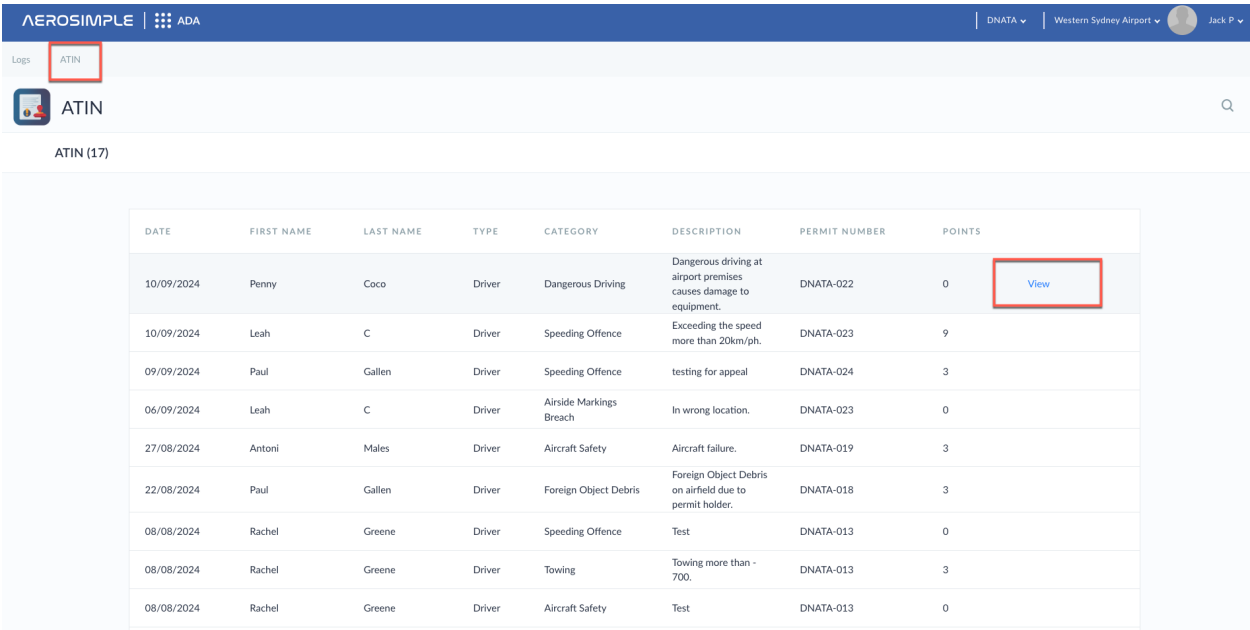


Viewing and Appealing ATINs

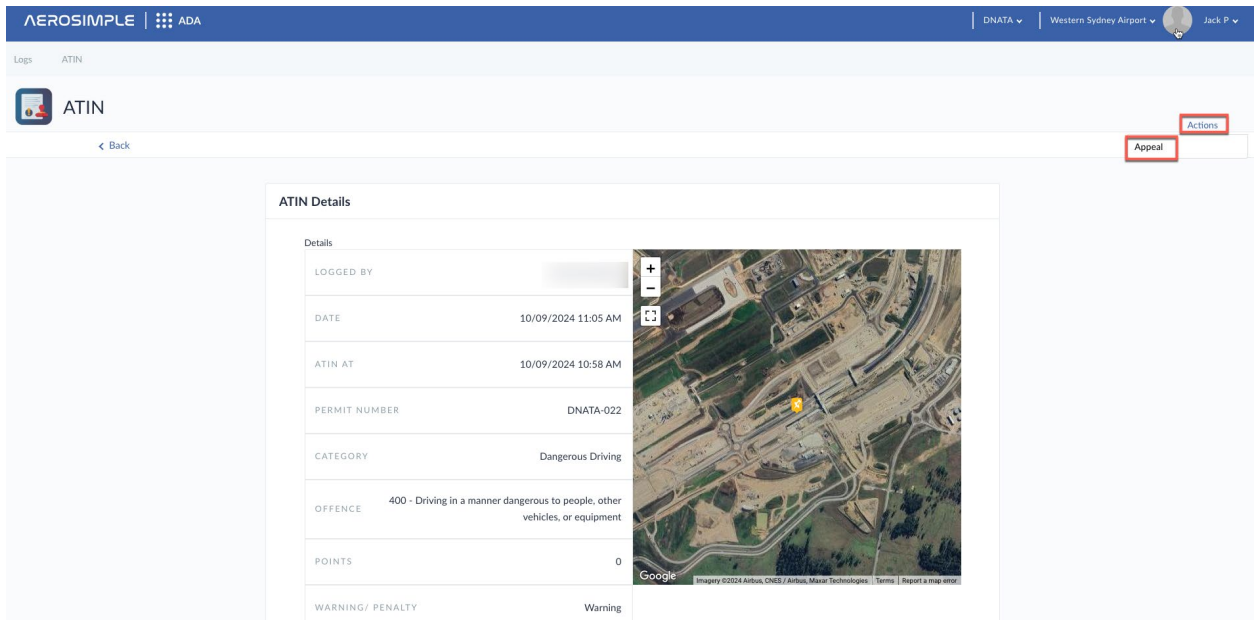
From the ‘Home’ menu, click on the ‘ADA’.



Navigate to the ‘ATINs’ tab, hover your mouse over an entry, and click on ‘View’.



Click on ‘Actions’ and choose the ‘Appeal’ option from the drop-down.



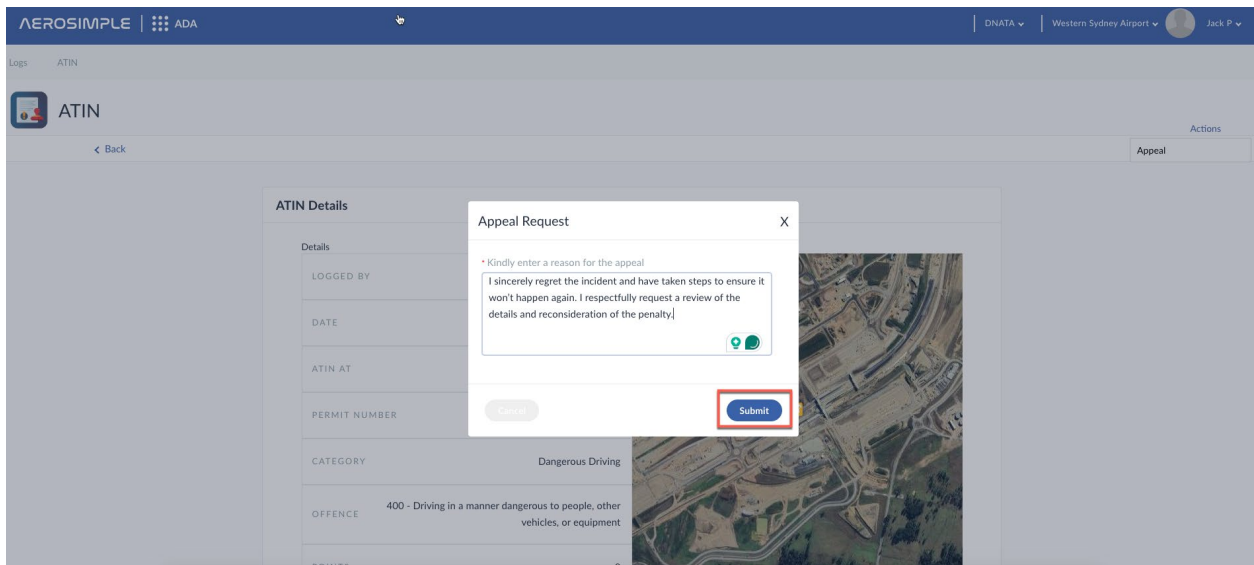
ATIN Details

Details	
LOGGED BY	
DATE	10/09/2024 11:05 AM
ATIN AT	10/09/2024 10:58 AM
PERMIT NUMBER	DNATA-022
CATEGORY	Dangerous Driving
OFFENCE	400 - Driving in a manner dangerous to people, other vehicles, or equipment
POINTS	0
WARNING/ PENALTY	Warning

Actions

- Appeal

A popup box will display to enter a reason for the appeal and click the 'Submit' button to confirm the action.



ATIN Details

Details	
LOGGED BY	
DATE	
ATIN AT	
PERMIT NUMBER	
CATEGORY	Dangerous Driving
OFFENCE	400 - Driving in a manner dangerous to people, other vehicles, or equipment
POINTS	

Appeal Request

Kindly enter a reason for the appeal

I sincerely regret the incident and have taken steps to ensure it won't happen again. I respectfully request a review of the details and reconsideration of the penalty.

Submit

Once submitted, the appeal request will appear on the ATINs details page and move to the 'Under Appeal' view, awaiting review by the airport staff for further action.



ATIN Details

Details

LOGGED BY	Indu Aerosimple	
DATE	10/09/2024 11:05 AM	
ATIN AT	10/09/2024 10:58 AM	
PERMIT NUMBER	DNATA-022	
CATEGORY	Dangerous Driving	
OFFENCE	400 - Driving in a manner dangerous to people, other vehicles, or equipment	
POINTS	0	
WARNING/ PENALTY	Warning	

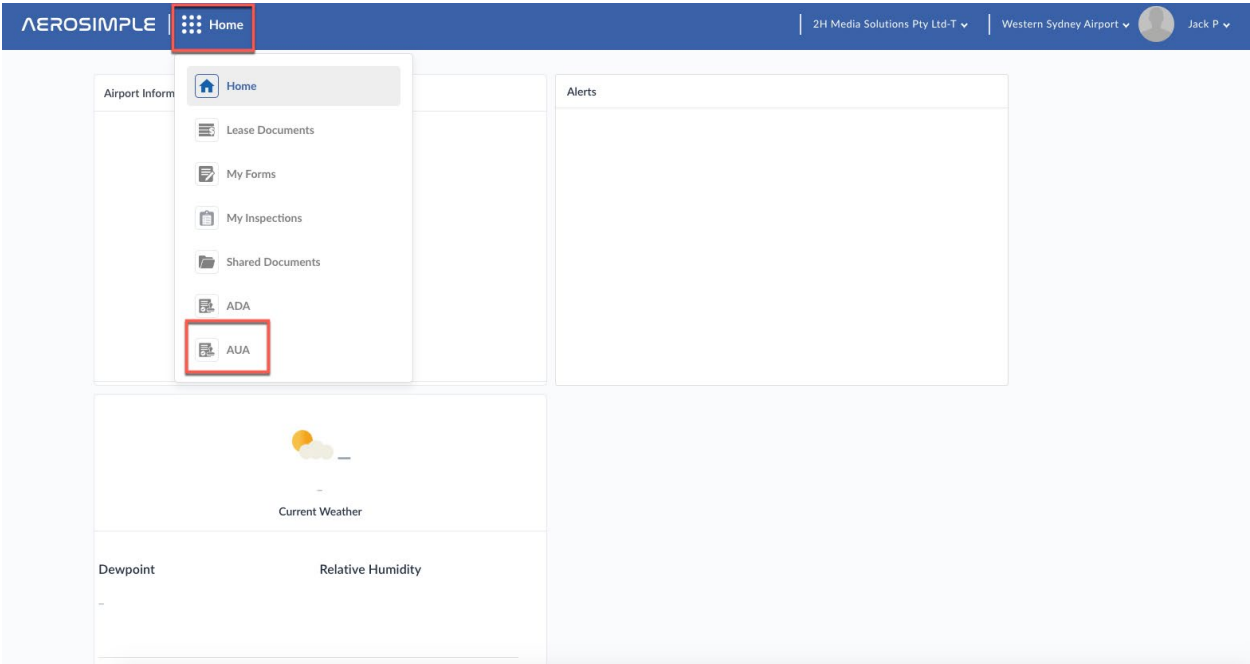
DESCRIPTION
Dangerous driving at airport premises causes damage to equipment.

APPEAL REQUEST
I sincerely regret the incident and have taken steps to ensure it won't happen again. I respectfully request a review of the details and reconsideration of the penalty.



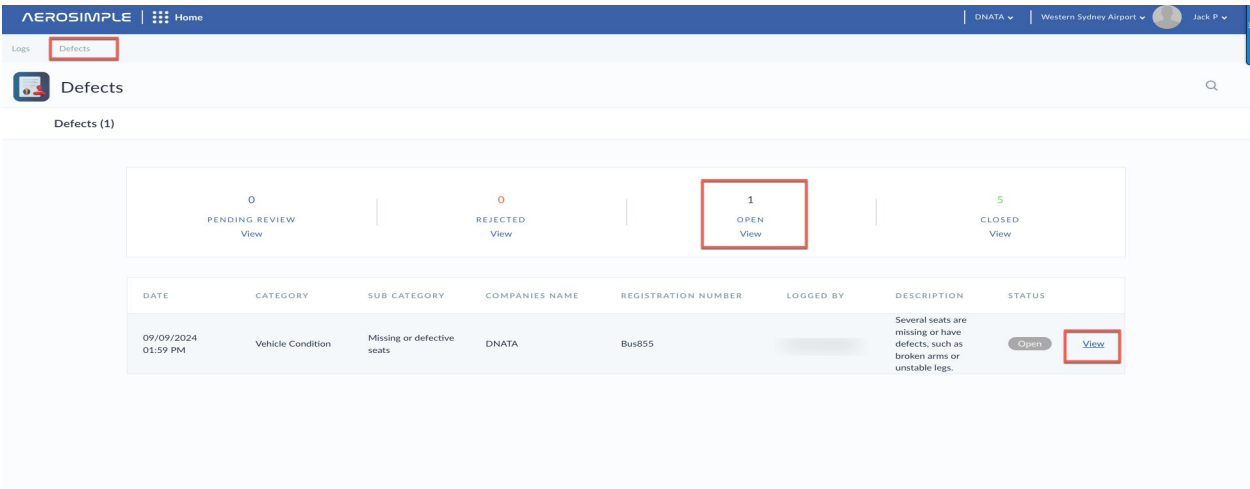
Viewing and Responding to Defects

From the Home menu, navigate to the ‘AUA’.



Click on the ‘Defects’ tab. Then, select ‘Open View.’

Hover over an open application and click on ‘View’ to access the details.



Add comments on the resolution (if any) and click on ‘Browse’ to upload attachments.

Click on the ‘Submit’ button to complete the action.



Defects Details

Comments (0)

Details

DATE	26/08/2024 03:17 PM	
CATEGORY	Wheel	
SUB CATEGORY	Puncher	
DRIVER RECRUITED COMPANIES NAME	GMR Goa International Airport Ltd (Alside Driver Only)	
BADGE NUMBER	GMR0000083	
REGISTRATION NUMBER	DG45	
LOGGED BY		
DESCRIPTION		
ARFF vehicle reported with a puncture on the left-side wheel.		

Attachments

Comments On Defect Resolution (If Any)

The puncture request has been completed by replacing the wheel. Please review.

Maintenance Attachments

Drag the attachment here or

browse

 to upload.



Submit

Once submitted, the application will move to the 'Pending Review' for airport staff to review.



AEROSIMPLE
Home
DNATA
Western Sydney Airport
Jack P

Logs
Defects

Defects

Defects (1)

1
PENDING REVIEW
View

0
REJECTED
View

0
OPEN
View

5
CLOSED
View

DATE	CATEGORY	SUB CATEGORY	COMPANIES NAME	REGISTRATION NUMBER	LOGGED BY	DESCRIPTION	STATUS
09/09/2024 01:59 PM	Vehicle Condition	Missing or defective seats	DNATA	Bus855		Several seats are missing or have defects, such as broken arms or unstable legs.	Pending Review

Submitting Staff Details for Aerosimple Access

To request access for staff in AeroSimple, please follow the steps below:

- If the staff member is already onboarded in Workday:**
 - Complete the External Airport Workers Data Spreadsheet
 - Include the first and last name and indicate if the worker requires Airside driving authority ("Yes" or "No")
 - Submit the spreadsheet to the Workday Team.
- If the staff member is not yet in Workday:**
 - Complete all mandatory fields in the spreadsheet
 - Submit the completed spreadsheet to the Workday Team.
- Submission:**
 - Submissions must come from your Company Administrator
 - Requests submitted by individual employees will not be accepted by the Workday team