**OFFICIAL** 





# 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: <u>portal.aerosimple.com</u> <u>Note</u>: 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.

AEROSIMPLE					
	Authentication				
	Please, enter your email to login				
	Login				
	Login with Otp				

Enter your email address.

🕻 AEROSIMPLE						
	Authentication Please, enter your password to login vanessa@aerosimple.in Change Password					
	Login					
	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".

WSI Internal 🗸 🛛 Western Sydney Airpoi	rt 🗸 🚺 Vanessa Aerosimple 🗸
	Contact Information
	Change Password
	Subscription
	Log Out

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

New p	assword
Confiri	n password
Pas	ssword Policy
The	password must contain all of the following characteristics
	At least 8 characters     At least one unpersone character
	At least one lowercase character
	At least one special character
	At least one number





#### **Company Documents**

From the 'Home' menu, click on 'Lease Documents.

	Home		Supplier 1 •   Western Sydney Airport • Antoni Males •
Dewpoint	Home Maintenance Requests Lease Documents My Trainings My Forms	t Information Air	field Conditions Report Review
Pressure -	<ul> <li>Shared Documents</li> <li>ADA</li> <li>AUA</li> </ul>		

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

AEROSIMP	PLE   :::: Lease Documents				Supplier 1 🗸	Western Sydney Airport ~ 🎧 Antoni Males ~
Docur	nents					
All Docum	nents					
	DOCUMENT TYPE	DESCRIPTION	DOCUMENT	VALID UNTIL	STATUS	ACTION
	Authority for Use Airside (AUA)					
	Insurance	Proof of Insurance Certificate		11/01/2024	Pending Upload	Actions
	Letter of Support	Evidence of Need to Operate Airside Vehicles		11/01/2024	Pending Upload	Actions
	Procedures	Vehicle & Equipment Recovery Procedure		11/01/2024	Pending Upload	Actions

*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'

NEROSIMPLE	E Home		Supplier 1 ×   Western Sydney Airport × 🕢 Antoni Males ×
	Home Home	ormation	Airfield Conditions Report
	Ci Lease Documents		
Dewpoint	My Forms My Forms Shared Documents		Alerts
Pressure	昆 ADA 昆 AUA		
NEROSIMPLE	My Forms		Supplier 1 v   Western Sydney Airport v 🎧 Antoni Males v
My Forms		Forms History My Approvals	
Fo	orms		
	Q Search		
	Aircraft Pushback Operations Log - CATEGORY 2 Airside Driving Logbook - CATEGORY 1		
	Airside Driving Logbook - CATEGORY 1R		
-	Airside Driving Logbook - CATEGORY 2		
	Airside Driving Logbook - CATEGORY 3		
	Airside Driving Logbook - CATEGORY 4		

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**

<b>NEROSIMP</b>	PLE   👬 My F	Forms				Supplier 1 -   Western Sydney Airport -	Antoni Males
🛃 My Fo	orms			Forms History My Approvals			
			Per	nding 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'

AEROSIMPLE	Home		Supplier 1 🗸   Western Sydney Alrport 🗸 🌕 Antoni Males 🗸
	Home Maintenance Requests Lease Documents	t Information	Airfield Conditions Report
Dewpoint -	My Trainings My Forms Shared Documents		Alerts
Pressure 	昆 ADA		

#### Click on the 'Initiate Application' button.

<b>NEROSIMP</b>					s	upplier 1 🗸 🛛 Western Syd	dney Airport 🗸 🌑 Antoni Males 🗸
Logs Defects							
🛃 AUA							Q Initiate Application
All Permit	s (4)						
	0 PENDING APPROVAL View	3 0 Approved suspen View View	0 DED REVOKED V View	0 REJECTED EX View	1 0 KPIRED CANCELLED View View	0 EXPIRING IN 30 DAYS View	0 RE PRINT REQUEST View
	DATE	ISSUE TYPE	FIRST NAME	LAST NAME	COMPANY	STATUS	
	22/10/2024	New	Antoni	Males	Supplier 1	Approved	
	18/10/2024	New	Antoni	Males	Supplier 1	Approved	
	11/10/2024	New	Antoni	Males	Supplier 1	Expired	
	08/10/2024	New	Rami	Khoder	Supplier 1	Approved	

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'.

AEROSIMPLE	Home	2H Media Solutions Pty Ltd-T 🗸 🚽	Western Sydney Airport 🗸 🌑 Jack P 🗸
Airport Inform	Home  Lease Documents  My Forms  My Inspections  Shared Documents  ADA	Alerts	
Dewpoint -	E AUA		

Click on the 'Initiate Application' button.

AEROSIMA	PLE   🔡 ADA					2H N	Aedia Solutions Pty L	.td-T 🗸   Weste	rn SydneyAirport 🗸	Jack P 🗸
Logs ATIN										
🛃 ADA									Q	ate Application
Applicatio	ons (4)									
	0 Pending Approval View	0 APPROVED View	1 ON HOLD View	0 REVOKED View	0 REJECTED View	O EXPIRED CAN View	0 ICELLED EXF	0 IRING IN 30 DAYS View	0 RE PRINT REQUEST View	
	DATE	APPLICATION	TYPE	FIRST NAME	LAST NAME	COMPANY	STA	rus		
	09/09/2024	New		Jack	Sparrow	2H Media Solutio Pty Ltd-T	ons	On Hold		
	09/09/2024	New		Jack	Ryan	2H Media Solutio Pty Ltd-T	ons	aining Pending		
	09/09/2024	New		Jack	Ismo	2H Media Solutio Pty Ltd-T	ons	aining Pending		
	09/09/2024	New		Jack	Sparrow	2H Media Solutio Pty Ltd-T	ons	aining Pending		

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.

	•
Application Type	
New	$\sim$
	Submit
	• Application Type New

### **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.

AEROSIM	PLE   🔡 ADA	S				2H Media So	olutions Pty Ltd-T 🗸 🛛 West	ern Sydney Airport 🗸 🌑 Jack P 🗸
Logs ATIN								
🛃 ADA								Q Initiate Application
Applicati	ons (5)							
	0 Pending Approval View	0 Approved View	1 ON HOLD View	0 REVOKED View	0 REJECTED View	0 0 EXPIRED CANCELL View View	0 EXPIRING IN 30 DAYS View	0 RE PRINT REQUEST View
	DATE	APPLICATIO	N 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	
						2H Media Solutions		





## **Viewing and Appealing ATINs**

From the 'Home' menu, click on the 'ADA'.

	Home	2H Media Solutions Pt	y Ltd-T 🗸 📔 Western Sydney Airport 🗸 🌑 Jack P 🖌
Airport Inform	Home	Alerts	
	Ease Documents Wy Forms My Inspections Shared Documents ADA AUA		
Dewpoint -	Current Weather Relative Humidity		

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

AEROSIMPLE	=   <b>::::</b> ADA									kort 🗸 🌔	
Logs ATIN											
🛃 ATIN											Q
ATIN (17)											
	DATE	FIRST NAME	LAST NAME	TYPE	CATEGORY	DESCRIPTION	PERMIT NUMBER	POINTS			
	10/09/2024	Penny	Coco	Driver	Dangerous Driving	Dangerous driving at airport premises causes damage to equipment.	DNATA-022	0	View		
	10/09/2024	Leah	с	Driver	Speeding Offence	Exceeding the speed more than 20km/ph.	DNATA-023	9			
	09/09/2024	Paul	Gallen	Driver	Speeding Offence	testing for appeal	DNATA-024	3			
	06/09/2024	Leah	с	Driver	Airside Markings Breach	In wrong location.	DNATA-023	0			
	27/08/2024	Antoni	Males	Driver	Aircraft Safety	Aircraft failure.	DNATA-019	3			
	22/08/2024	Paul	Gallen	Driver	Foreign Object Debris	Foreign Object Debris on airfield due to permit holder.	DNATA-018	3			
	08/08/2024	Rachel	Greene	Driver	Speeding Offence	Test	DNATA-013	0			
	08/08/2024	Rachel	Greene	Driver	Towing	Towing more than - 700.	DNATA-013	3			
	08/08/2024	Rachel	Greene	Driver	Aircraft Safety	Test	DNATA-013	0			

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





		DNATA 🗸	Western Sydney Airport 🗸 🌏 Jack P 🗸
Logs ATIN			
🛃 ATIN			Actions
< Back			Appeal
	ATIN Details		
	Details		
	LOGGED BY		
	DATE 10/09/2024 11:05 AM		
	ATIN AT 10/09/2024 10:58 AM	1. 1. 19	
	PERMIT NUMBER DNATA-022	A STATE OF STATE	
	CATEGORY Dangerous Driving	Contraction of the second	
	400 - Driving in a manner dangerous to people, other vehicles, or equipment		
	POINTS 0 Google	pry 22024 Arbus, CNES / Arbus, Maxar Technologies Terms Report a map error	
	WARNING/ PENALTY Warning		

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

	<b>1</b>		Western Sydney Airport 🗸 🌑 Jack P 🗸
Logs ATIN			
ATIN			Actions
✓ Back			Appeal
ITA	IN Details	Appeal Request X	
	Details	* Kindly enter a reason for the appeal I sincerely regret the incident and have taken steps to ensure it word bence and a researchit required to define the	
	DATE	details and reconsideration of the penalty.	
	ATIN AT	Gazi Submit	
	CATEGORY	Dangerous Driving	
	400 - Driving in a	manner dangerous to people, other vehicles, or equipment	

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.



GED BY	Indu Aerosimple	+		
E	10/09/2024 11:05 AM		1.5 1 1 4	
I AT	10/09/2024 10:58 AM	53		
MIT NUMBER	DNATA-022	a de la compañía de la		ask.
EGORY	Dangerous Driving			
400 - Driving in a mann	er dangerous to people, other vehicles, or equipment		CHART AND	t
NTS	0	Google Imagery ©2024 Airbus	CNES / Airbus, Maxar Technologies	Terms Report a map e
RNING/ PENALTY	Warning			
400 - Driving in a mann	er dangerous to people, other vehicles, or equipment 0 Warning	Google Imagery 62024 Airbus	CNES / Airbus, Maxar Technologies	Terms





# **Viewing and Responding to Defects**

From the Home menu, navigate to the 'AUA'.

AEROSIMPLE	Home	2H Media Solutions Pty Ltd-T 🗸   Western Sydney Airport 🗸 🌏 Jack P 🗸
Airport Infor	m Home	Alerts
	Lease Documents	
	My Forms	
	My Inspections	
	Shared Documents	
	园 ADA	
	aua	
	Current Weather	
Dewpoint -	Relative Humidity	

Click on the 'Defects' tab. Then, select 'Open View.'

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

AEROSIMPLE	≡   <b>::::</b> Home							1	DNATA 🗸   W	Vestern Sydney Airpc	rt <b>v 🌑</b>	Jack P 🗸
Logs Defects												
Defects												Q
Defects (1)												
	PENDI DATE 01/09/2024 01/59 PM	0 NG REVIEW View CATEGORY Vehicle Condition	SUB CATEGORY Missing or defective seats	O RELECTED View COMPANIES NAME DNATA	REGISTRATI	1 OPEN View	LOGGED BY	DESCRIPTION Several statt are missing or have defects, subject of the several defects, subject of the several unstable legs.	5 CLOSED View STATUS	View		

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** 

Details

DATE

CATEGORY

LOGGED BY

# **OFFICIAL** + 26/08/2024 03:17 PM \_ 53 Wheel SUB CATEGORY Puncher GMR Goa International Airport Ltd ( DRIVER RECRUITED Alrside Driver Only) BADGE NUMBER GMR0000083 REGISTRATION NUMBER DG45 Google s Terms Report a n DESCRIPTION ARFF vehicle reported with a puncture on the left-side wheel. Attachments

Comments (0)

~

equest has been completed by replacing the wheel. Please review.	
	Q (
icnments	
Directive established have browce a unload	
Drag the attachment mere t DTOWSE in uproant.	
	Su

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



AEROSIMPLE	=   <b>::::</b> Home							DNATA 🗸 📔 We	tern Sydney Airport ب	Jack P 🗸
Logs Defects									Ū.	
Defects										Q
Defects (1)										
	PEN	1 IDING REVIEW View		0 REJECTED View		0 OPEN View	[	5 CLOSED View		
	DATE CATEGORY 09/09/2024 01:59 PM Vehicle Condition		SUB CATEGORY COMPANIES NAME Missing or defective seats DNATA		REGISTRATION NUMBER LOGGED BY		DESCRIPTION Several seats are missing or have defects, such as broken arms or unstable legs.	STATUS Pending Review	0	

## Submitting Staff Details for Aerosimple Access

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

#### 1. If the staff member is already onboarded in Workday:

- a. Complete the External Airport Workers Data Spreadsheet
- b. Include the first and last name and indicate if the worker requires Airside driving authority ("Yes" or "No")
- c. Submit the spreadsheet to the Workday Team.

#### 2. If the staff member is not yet in Workday:

- a. Complete all mandatory fields in the spreadsheet
- b. Submit the completed spreadsheet to the Workday Team.

#### 3. Submission:

- a. Submissions must come from your Company Administrator
- b. Requests submitted by individual employees will not be accepted by the Workday team