



## 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: [Aerosimple](#)

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 background with the Aerosimple logo at the top. In the center, there is a white box containing the text "Authentication" and "Login to your account". Below this, there is a text input field with the placeholder text "Please, enter your email to login". A blue "Login" button is positioned below the input field. At the bottom of the white box, there is a link that says "Login with Otp".

Enter your email address.

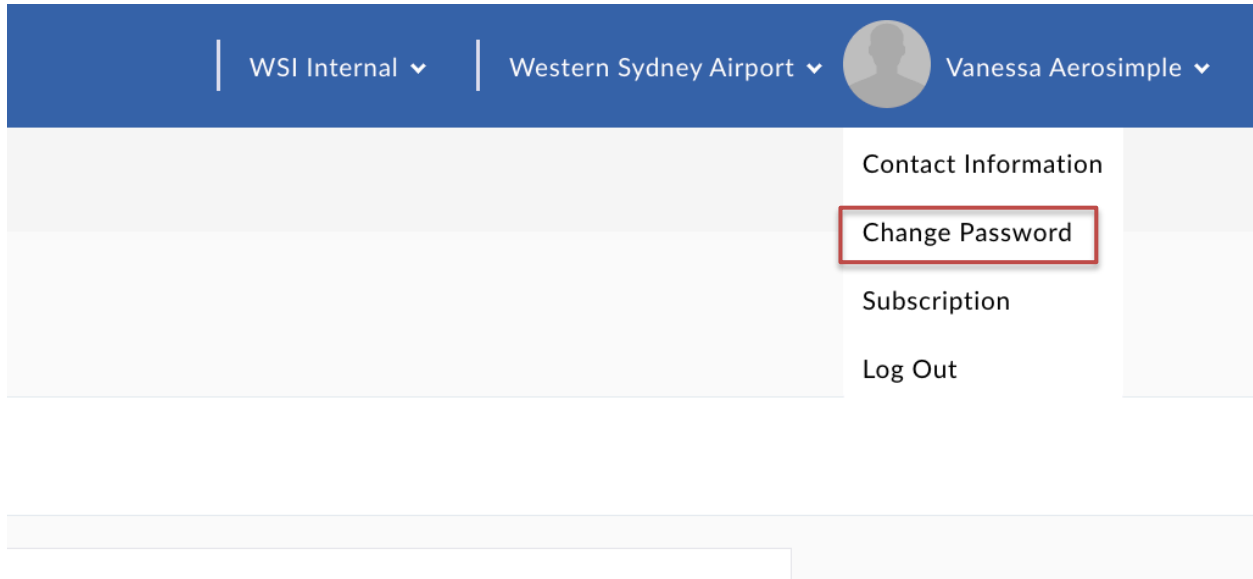
A screenshot of the Aerosimple Authentication page. The page has a dark blue background with the Aerosimple logo at the top. In the center, there is a white box containing the text "Authentication" and "Please, enter your password to login". Below this, there is a text input field with the placeholder text "Password". Above the input field, the email address "vanessa@aerosimple.in" is displayed, followed by a blue "Change" link. Below the input field, there 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

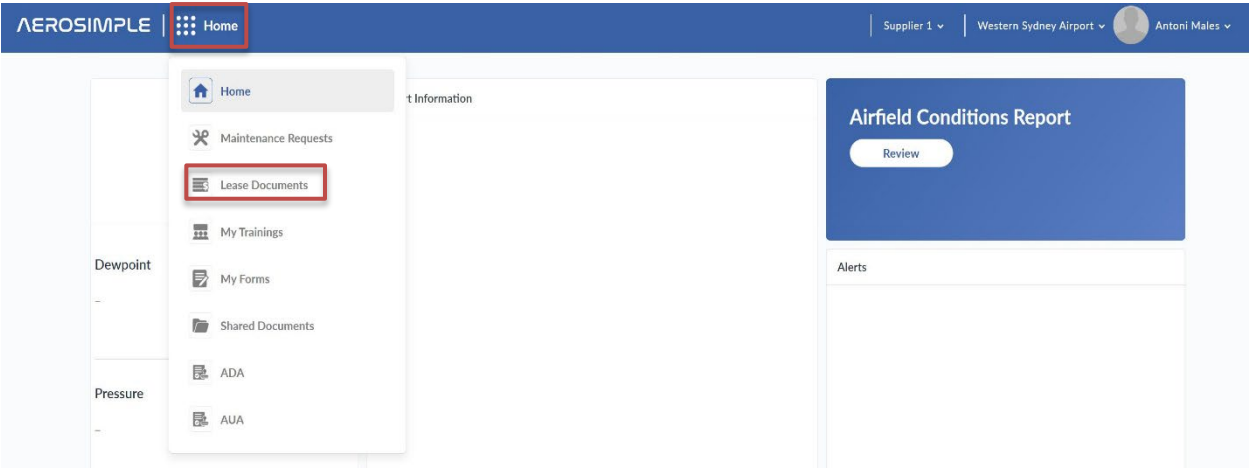
- At least 8 characters
- At least one uppercase character
- At least one lowercase character
- At least one special character
- At least one number

Reset your password

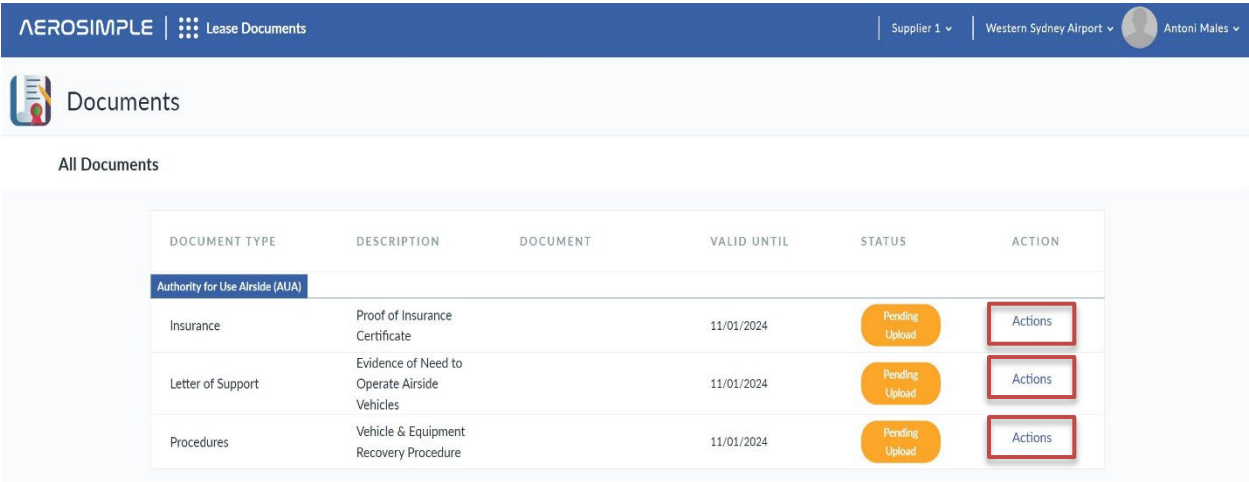


Company Documents

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



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

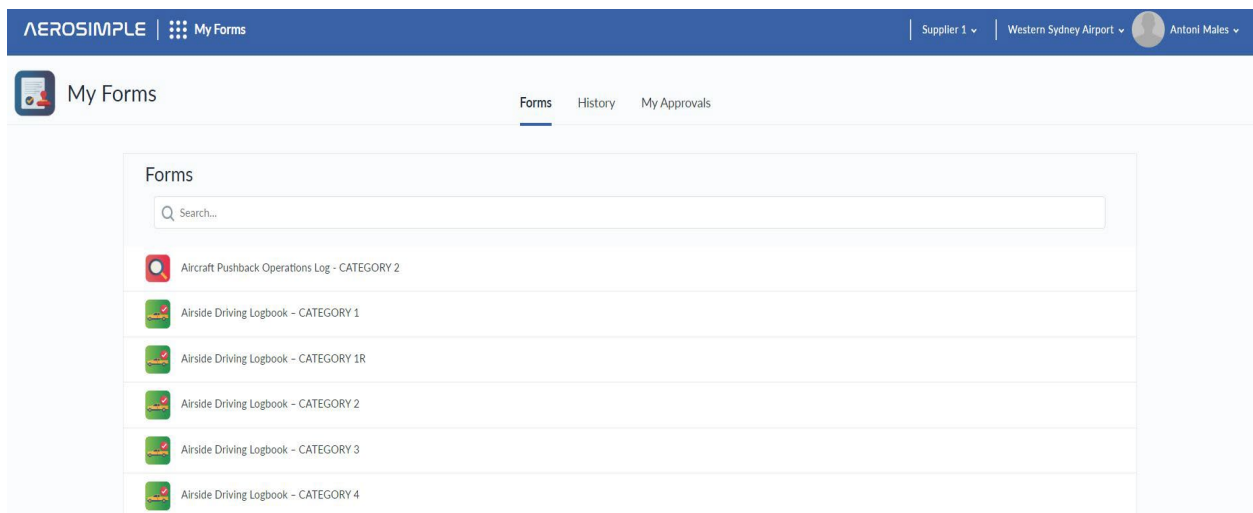
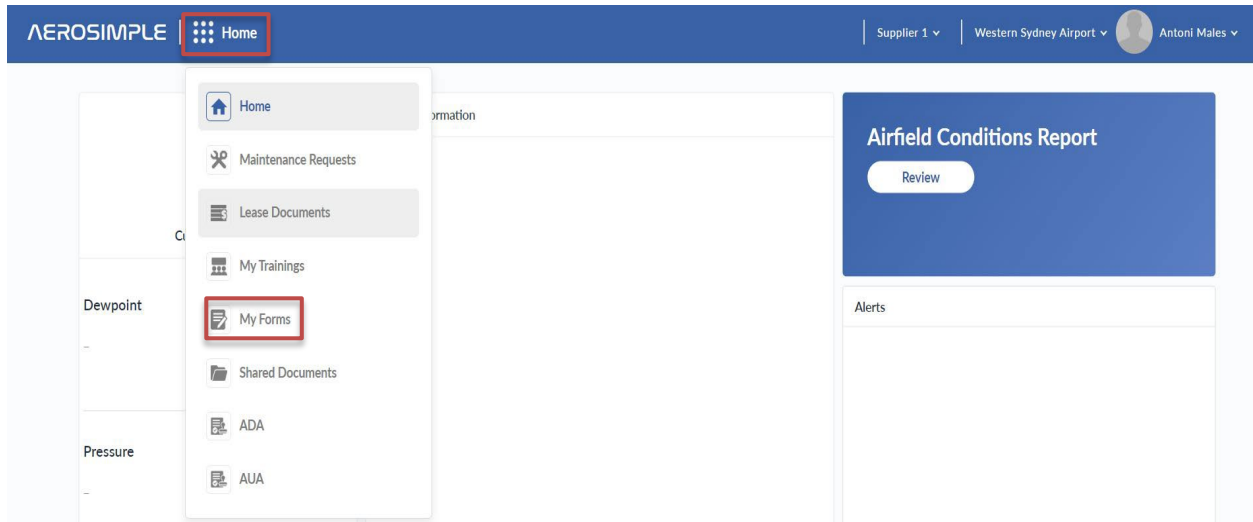


Note: By default, the system will align your validity of AUA permits to the Insurance expiry.



## 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	

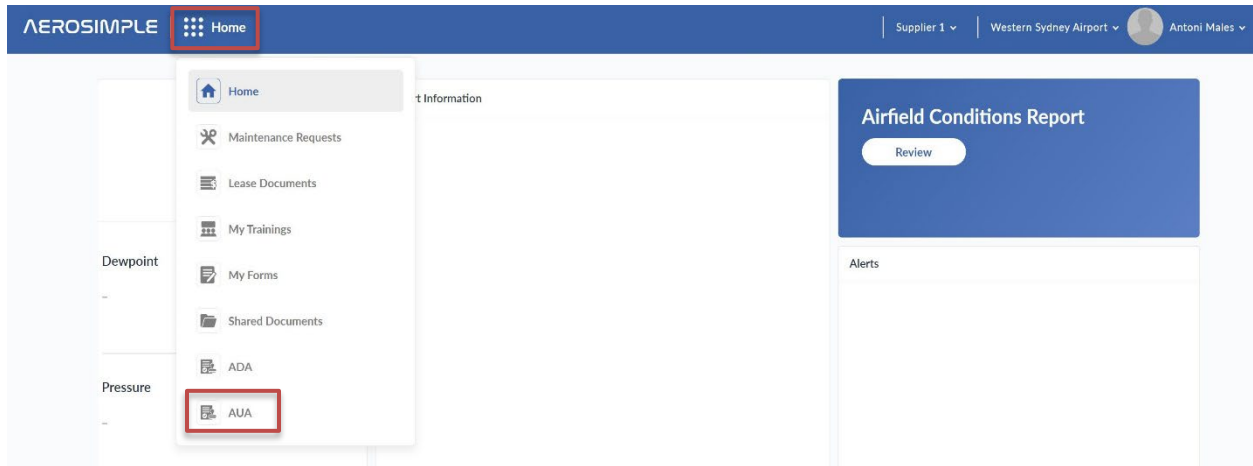
To review a form, user must click **‘My Approvals’** to begin review.

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

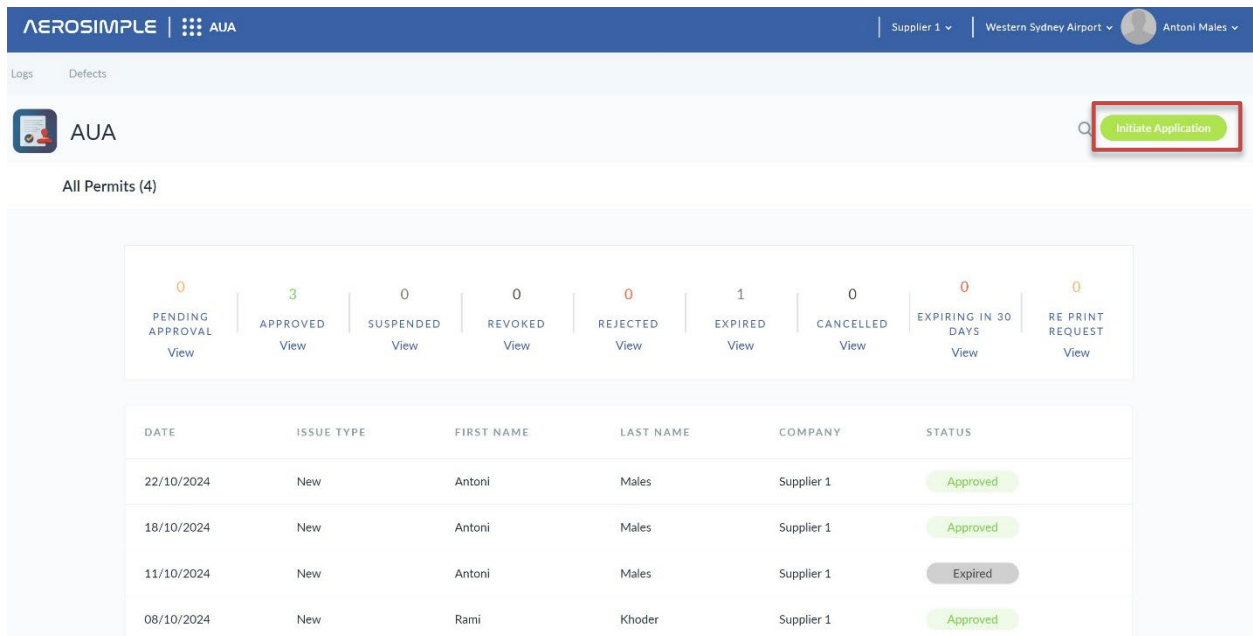


## Initiating an AUA Application

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



Click on the 'Initiate Application' button.



To initiate an AUA application, enter the following details:

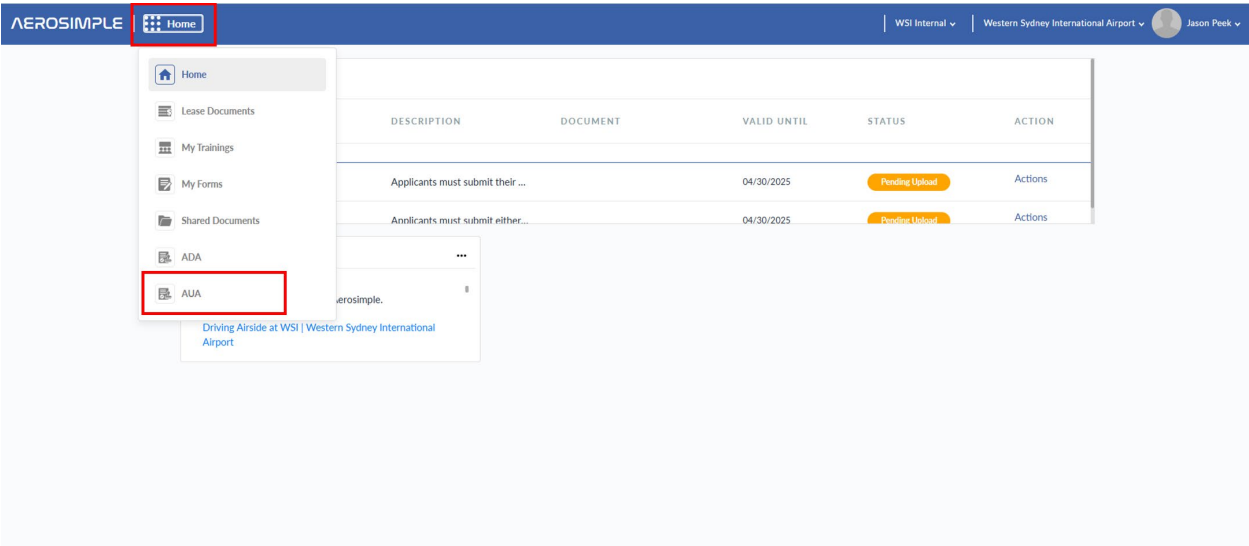
- User must fill out the Application form, supply accurate vehicle and operating information.
- Provide Certificate of Registration for State or Territory Vehicles.
- Acknowledgement of Authority for Use Airside application.
- Sign the application.
- Click on the 'Submit' button to complete the action.



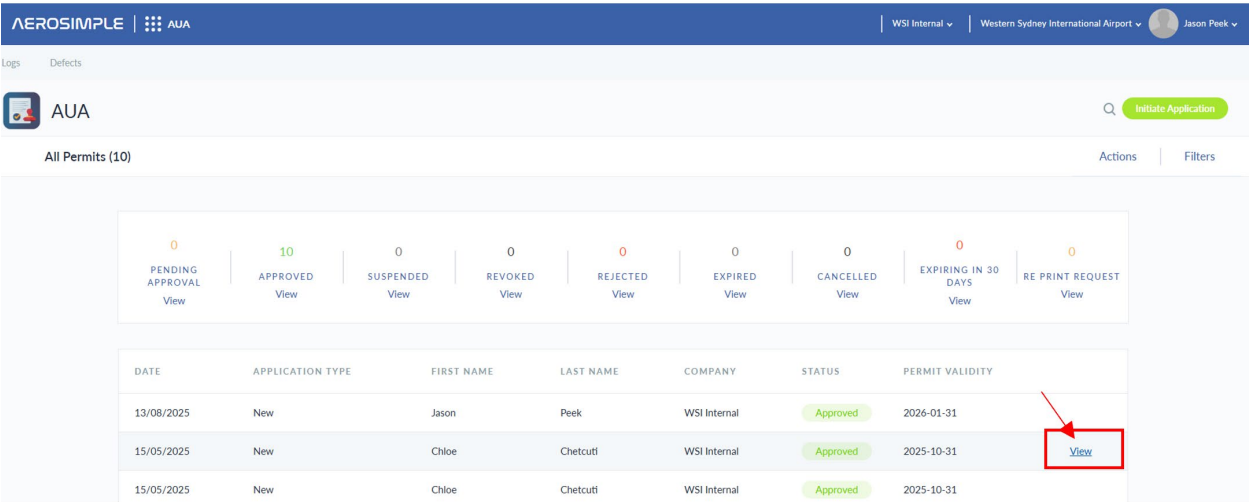


# Renewing an AUA

From the ‘Home’ menu, click on ‘AUA’.

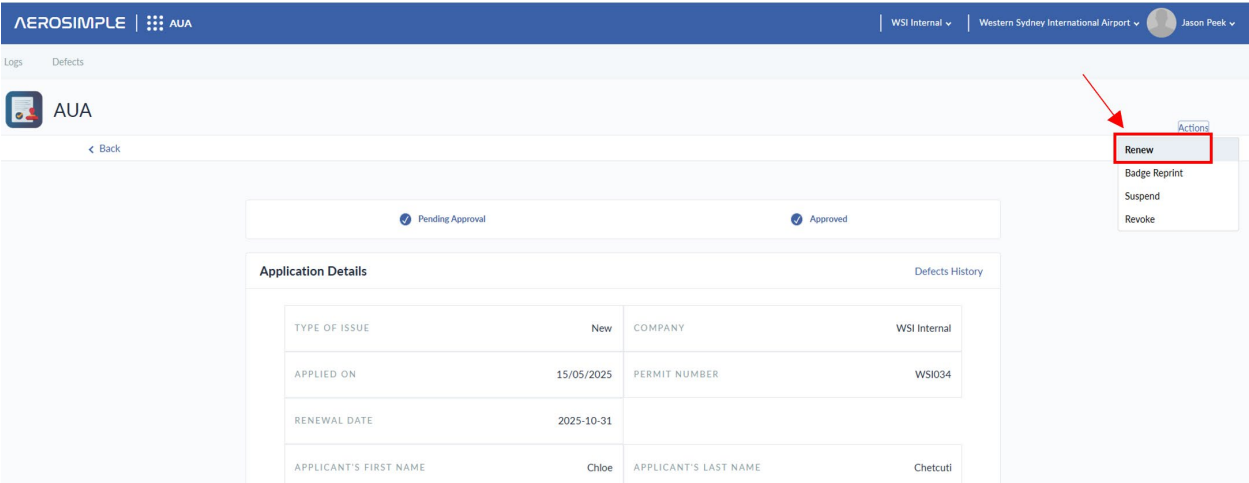


From the list of permitted AUA’s, locate and select the vehicle which you wish to renew by clicking ‘View’.



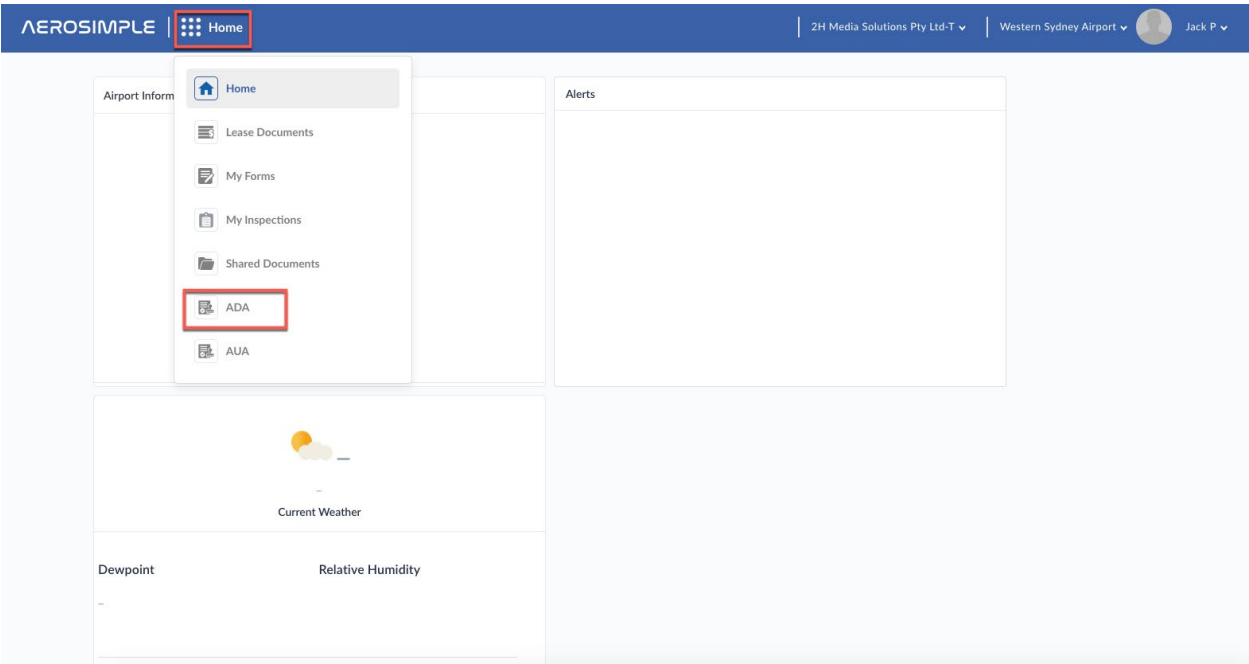


On the next screen, click **‘Action’**, then choose **‘Renew’** to begin the renewal process.



### Initiating an ADA application

From the ‘Home’ menu, click on ‘ADA’.





Click on the ‘Initiate Application’ button.

AEROSIMPLE | ADA

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

Logs | ATIN

ADA

Initiate Application

Applications (4)

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
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	Sparrow	2H Media Solutions Pty Ltd-T	Training 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.

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

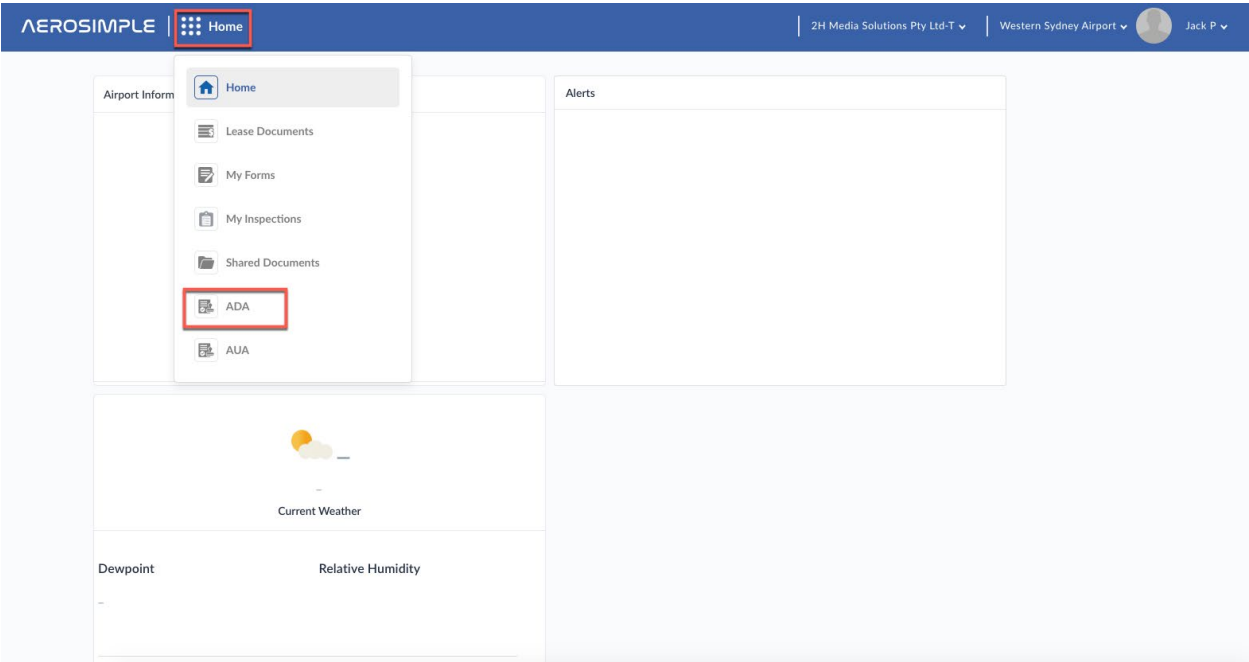
☐ User Has Taken Offline Training

Submit

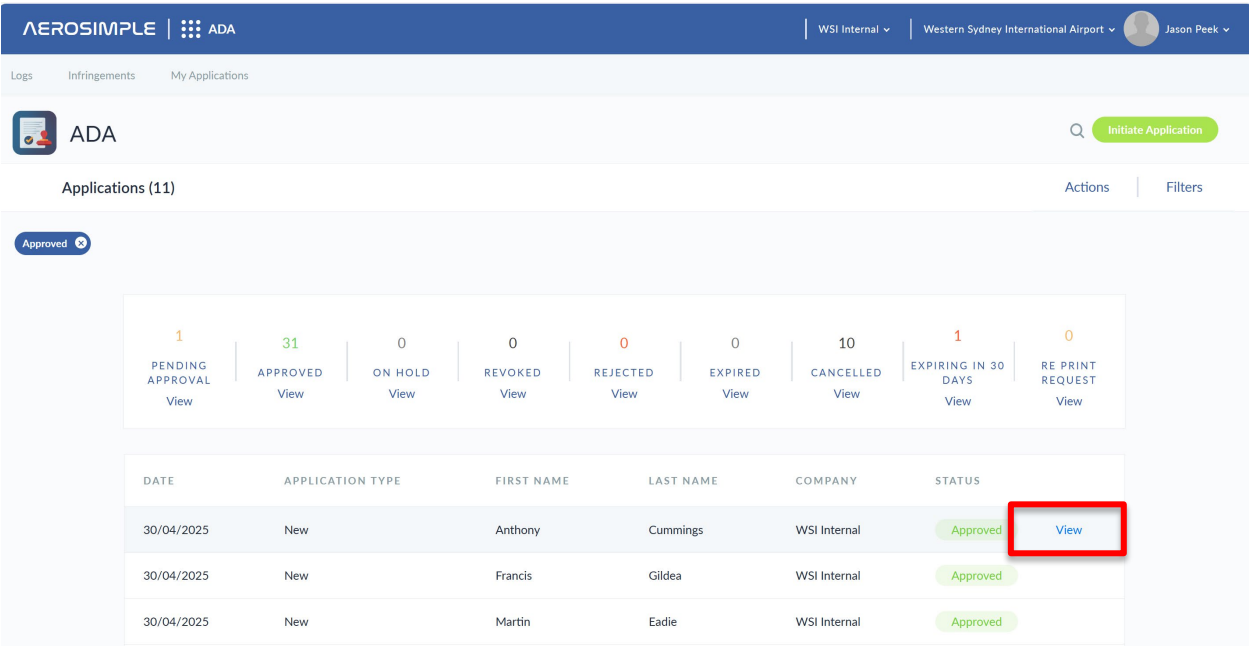


## Renewing an ADA

From the ‘Home’ menu, click on ‘ADA’.



From the staff list, locate and select the individual whose renewal you wish to prompt by clicking ‘View’.





On the next screen, click **‘Action’**, then choose **‘Renew’** to initiate the renewal process.

AEROSIMPLE | ADA

WSI Internal | Western Sydney International Airport | Jason Peek

Logs | Infringements | My Applications

ADA

< Back

Actions

Renew

Download Certificate

Badge Reprint

Suspend

Revoke

Pending Approval

Approved

Application Details

Infringements History

APPLICATION TYPE	New	APPLIED ON	30/04/2025
PERMIT NUMBER	WSI109	RENEWAL DATE	30/11/2025 11:59 PM
APPLICANT'S FIRST NAME	Anthony	APPLICANT'S LAST NAME	Cummings



### 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
				2H Media Solutions	

### Viewing and Appealing ATINs

From the ‘Home’ menu, click on the ‘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

AUA

Alerts

Current Weather

Dewpoint | Relative Humidity



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

AEROSIMPLE | ADA

DNATA | Western Sydney Airport | Jack P

Logs

ATIN

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
10/09/2024	Leah	C	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	C	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.

AEROSIMPLE | ADA

DNATA | Western Sydney Airport | Jack P

Logs

ATIN

Back

Actions

Appeal

ATIN Details

Details

LOGGED BY

DATE

ATIN AT

PERMIT NUMBER

CATEGORY

OFFENCE

POINTS

WARNING/ PENALTY

10/09/2024 11:05 AM

10/09/2024 10:58 AM

DNATA-022

Dangerous Driving

400 - Driving in a manner dangerous to people, other vehicles, or equipment

0

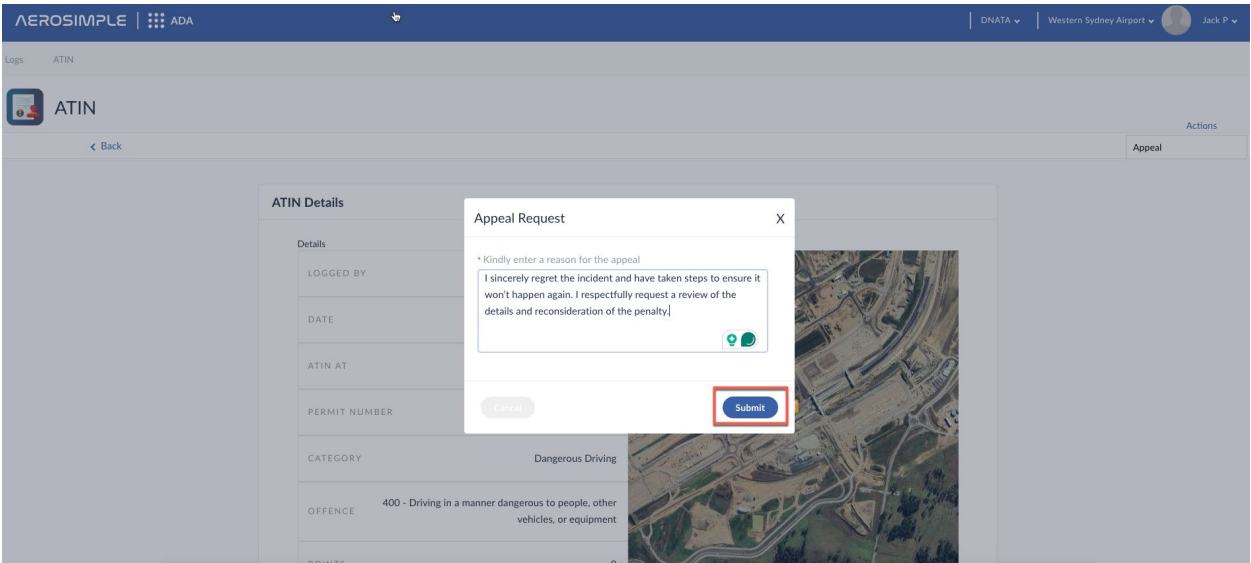
Warning

Google

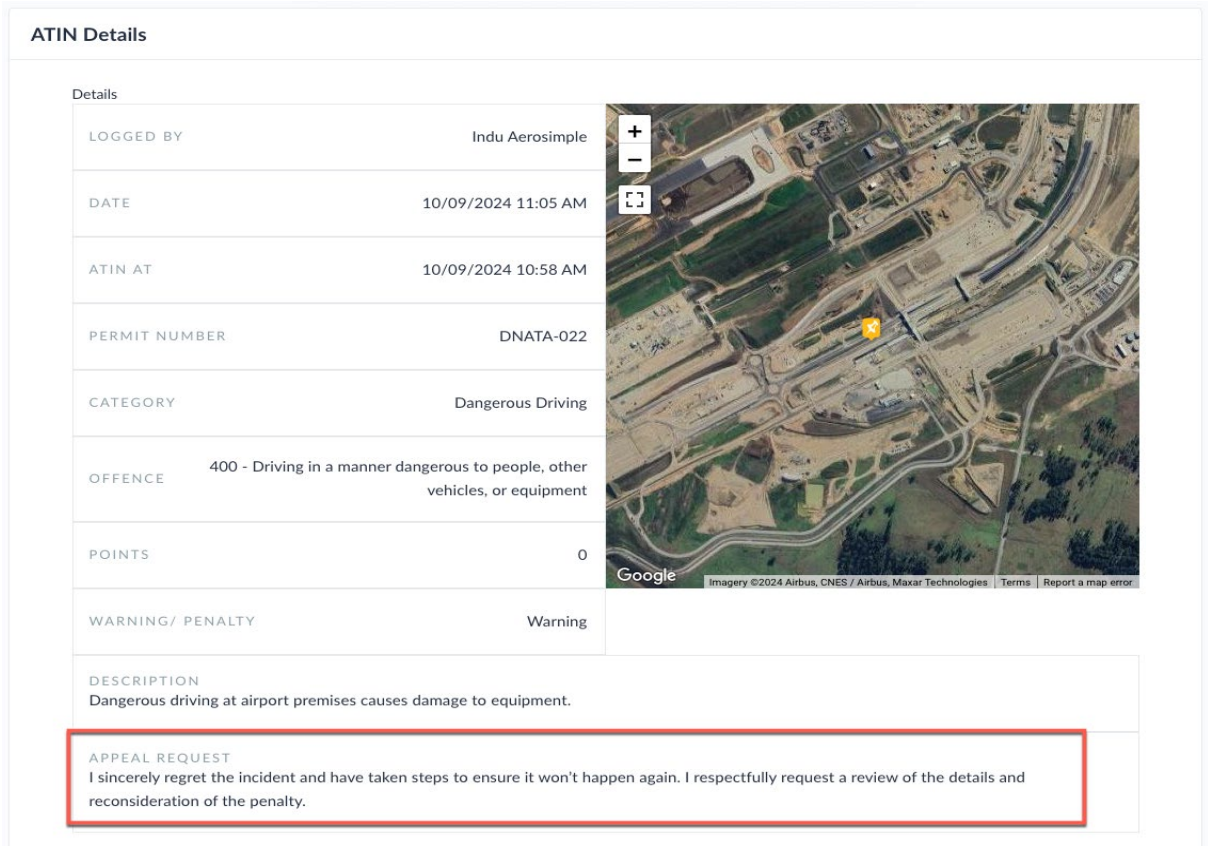
Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies | Terms | Report a map error



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



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.

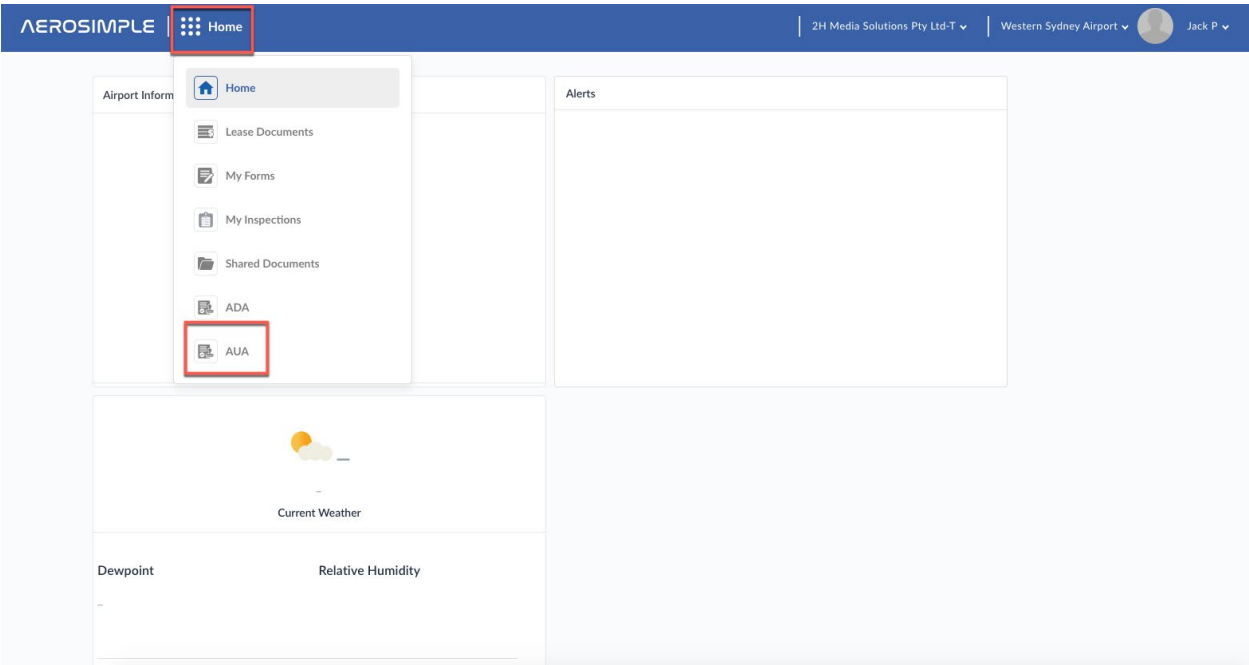




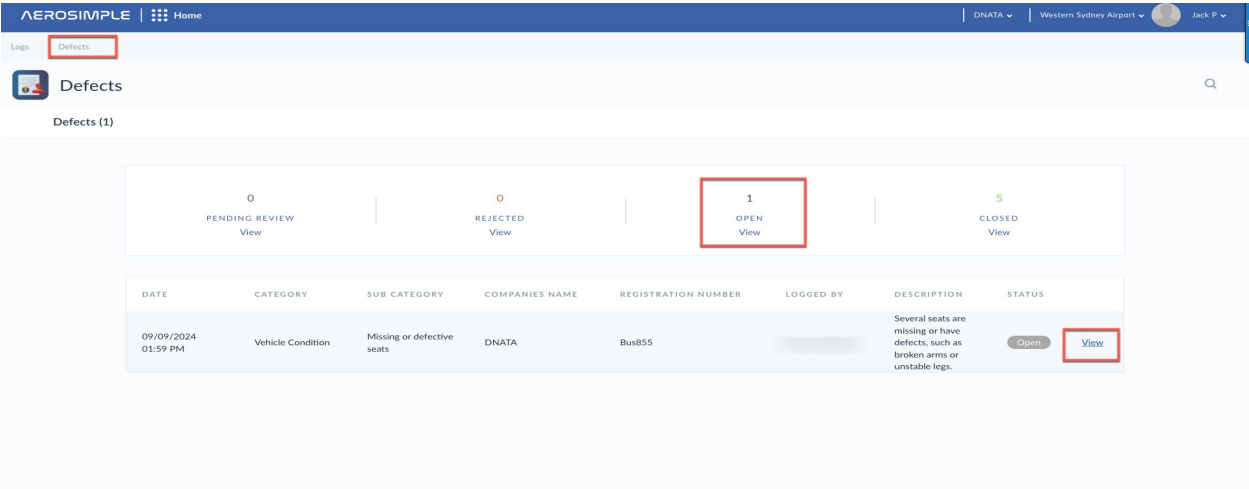


# Viewing and Responding to Defects

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

OFFICIAL



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

The screenshot shows the 'Defects' page in the Aerosimple system. At the top, there's a navigation bar with 'AEROSIMPLE | Home', 'DNATA', 'Western Sydney Airport', and a user profile 'Jack P.'. Below the navigation bar, there's a 'Defects' section with a search icon. The main content area shows a summary card with four categories: 'PENDING REVIEW' (1), 'REJECTED' (0), 'OPEN' (0), and 'CLOSED' (5). Below this is a table of defects.

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:

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