



Instructions for Suppliers
on:

Requesting a New User ID
Account

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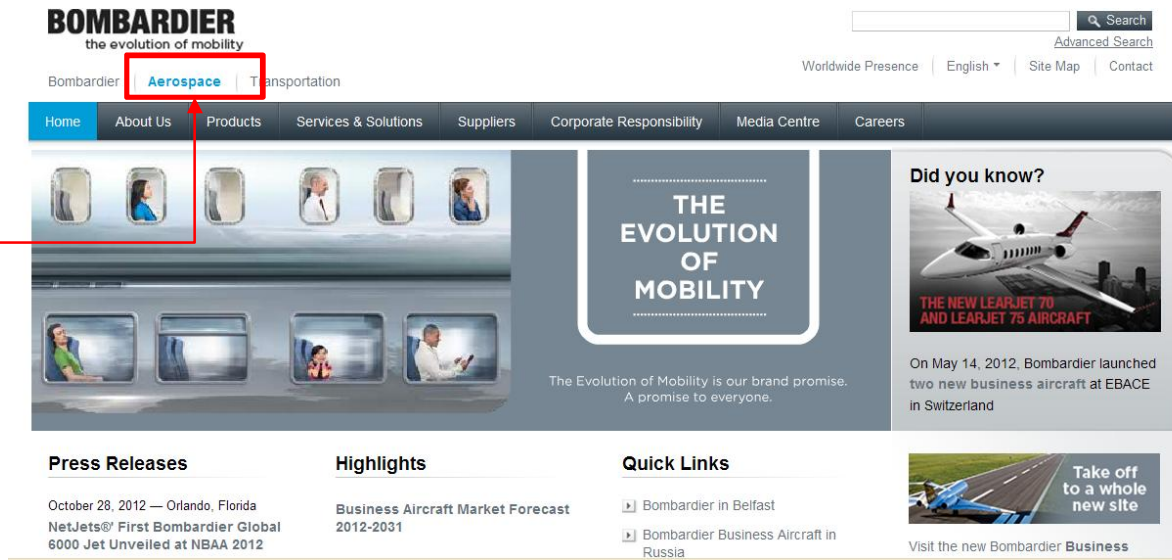
Introduction

This unit explains how to request a new **User Identity Account** in ARMS, the Access Request Management system, in order to remotely access Bombardier's collaborative systems.

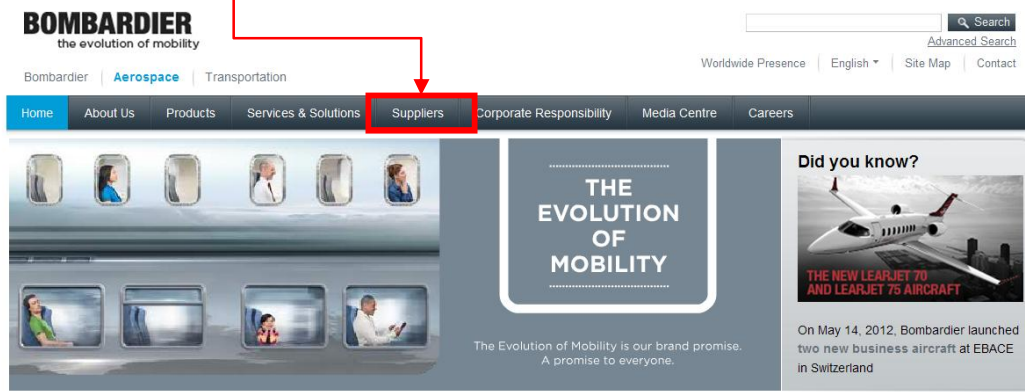
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Requesting a new user id account

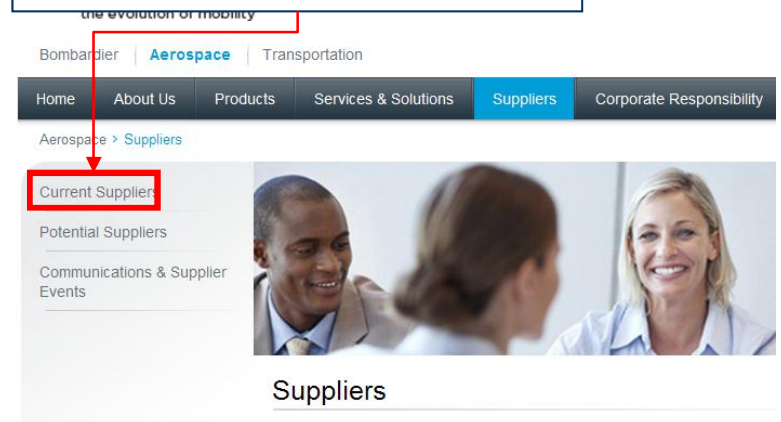
1- Access Bombardier website @ www.bombardier.com
And navigate directly to the Aerospace section by clicking on the Aerospace tab.



2- Click the **Suppliers** button.



3- Click the **Current Supplier's** link.



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Requesting a new user id account, cont'd

4- Click the **Access Request Management System (ARMS)** link.

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Home | About Us | Products | Services & Solutions | **Suppliers** | Corporate Responsibility | Media Centre | Careers

Aerospace > Suppliers > Current Suppliers

Current Suppliers

Potential Suppliers

Communications & Supplier Events

Current Suppliers

Welcome. This section is dedicated to our suppliers and provides important information on the following subjects:

- Engineering* – Bombardier Aerospace Manuals (BM Series), Materials & Process Specifications, Bombardier Standards and other engineering-related information.
- Quality – Quality requirements documentation, forms and links for Suppliers - Request a password
- Portal – Visit our Supplier Portal to view your company's purchasing and quality data - Account required.
- Communications & Supplier Events – Press releases, events calendar and registration forms.
- Electronic Tendering Service (Merx)
- Access Request Management System (ARMS) – The ARMS web application enables CSeries and Global 7000/8000 suppliers to request remote access to Bombardier systems in order to perform work on either of these Aircraft Programs.

Toolkit

- Share
- Send this page
- Contacts
- RSS Feed

Related Links

- Approved Suppliers Listing by Supplier Name
- Approved Suppliers Listing by Specification
- List of specifications requiring approval

5- Click the **Need an Account, register Now** link.

Access Request Management System (ARMS)

Welcome to Bombardier Aerospace Access Request Management System (ARMS).

What is ARMS?

ARMS is a web-based application which allows Bombardier Suppliers involved in the design phase of an aircraft to request a user account for remote access to Bombardier systems. (Currently available for the CSeries and Global 7000/8000 Aircraft Programs.)

After obtaining your user account, ARMS allows you to modify your account user profile for various Bombardier systems and easily create/change/reset your password with the use of a self-service tool. (Synchronized password for all systems).

Before registering, we invite you to review the **ARMS Instructions Guides** section. This section contains step-by-step instructions on how to perform specific tasks in ARMS.

Click the link of the task you want to perform:

- **Need an Account? Register Now**
- Reset your password
- Status of your request
- Login into ARMS to modify your account, change your password

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Important Information

Please note you can now access additional information besides certain field on the interface.



Français

Registration Reset Password Request Status Search

Request for a new account

Identity

First Name *
Last Name *
Business Email *
Business Phone *
Mobile Phone
Business Role(s) * ? Select the business role(s) you need to perform your work. Press and hold the "Ctrl" key for multiple selections.
BES User
Nomenclature
Designer
Lead Designer
I am a citizen of Canada *
I am a citizen of USA *
I will only be working in Canada or USA * ?
Middle Name
Date of Birth (YYYY-MM-DD) *
Alternate Email
Extension
Fax Number
Language *
Gender *
I am citizen of an other country * ?
I am a permanent employee *

Company

Name * ?
Division * ?
Address
City
Postal Code
Country
Region

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Requesting a new user id account, cont'd

6- Complete all the fields in the **Identity** section, with the appropriate information.

NOTE: All fields marked with an asterisk (*) are mandatory and must be populated in order to submit your request.

NOTE:

Based on the business role that you are requesting, you will be created with different system accesses. Yet, by default, all business roles provide a Bombardier BDirect access and basic eRoom/ Documentum access.

If required, you may select more than one role by clicking then holding down the **CTRL** key on your keyboard.



Français

Registration Reset Password Request Status Search

Request for a new account

Identity

First Name *	Middle Name
<input type="text"/>	<input type="text"/>
Last Name *	Date of Birth (YYYY-MM-DD) *
<input type="text"/>	<input type="text"/>
Business Email *	Alternate Email
<input type="text"/>	<input type="text"/>
Business Phone *	Extension
<input type="text"/>	<input type="text"/>
Mobile Phone	Fax Number
<input type="text"/>	<input type="text"/>
Business Role(s) * ?	Language *
BES User Nomenclature Designer Lead Designer	-Select Language-
I am a citizen of Canada *	Gender *
-Select-	-Select Gender-
I am a citizen of USA *	I am citizen of an other country * ?
-Select-	AFGHANISTAN ALBANIA ALGERIA AMERICAN SAMOA
I will only be working in Canada or USA * ?	I am a permanent employee *
-Select-	-Select-
I will work from the following country * ?	I am a contractual employee *
AFGHANISTAN ALBANIA ALGERIA AMERICAN SAMOA	-Select-
Relationship Instructions ?	Aircraft Program ?
<input type="text"/>	CSeries Global_7000-8000
	Work Package number/Description * ?
	<input type="text"/>

Company

Name * ?
<input type="text"/>
Division ?
<input type="text"/>
Address
<input type="text"/>
<input type="text"/>
City
<input type="text"/>
Postal Code
<input type="text"/>
Country
Select Country
Region
Select Region

7- Specify the **Work Pack Number** or enter a brief description of the WP or aircraft component you will be working on.
Ex: Fly-by-Wire, Wing, Landing Gear, etc.

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Requesting a new user id account, cont'd



NOTE: The Designer, Lead Designer, Engineering Weights, Browser and EDS roles are provided, in addition, with an access to a specific profile to the ENOVIA system.

If you do not require access to ENOVIA but need to access Bombardier eRoom/ Documentum, simply select the **Basic Role**.

Requesting a new user id account, cont'd

Heads Up!
Omitting to accept these agreements will prevent you from submitting your request to get User Identity Account.

8- Please read the **"IT Usage Agreement"** by clicking on the link to open the agreement.
After reading it, click the check box to certify that you have read and understood the agreement. Then click the **Submit** button.

9- Please read the **"Confidentiality and Ethics Agreement"** by clicking on the link to open the agreement.
After reading it, click the check box to certify that you have read and understood the agreement. Then click the **Submit** button.

10- Please fill in the Relationship Instructions by detailing how your company is collaborating with Bombardier.
Ex: I will perform work for ABC Company working on the XYZ Aircraft Program.

11- In the **Password*** field, enter a password that will be used to access ARMS. Then, re-enter your password in the **"Confirm Password"** field.
NOTE: This password will also be valid for all other services you will have access to (for example, ENOVIA and eRoom/Documentum).

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Requesting a new user id account, cont'd

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Registration | Reset Password | Request Status Search

Request for a

Identity

First Name *
Last Name *
Business Email *
Business Phone *
Mobile Phone
Business Role(s) * ?
I am a citizen of Canada *
I am a citizen of USA *
I will only be working in Canada or USA * ?
I will work from the following country * ?
Relationship Instru

Company

Name * ?
Division ?
Address
City
Postal Code
Country
Region

Requestor Comments ?

12- In the **Company section, complete all the fields with the appropriate information.**

NOTE: All fields marked with an asterisk (*) are mandatory and must be populated in order to submit your request.

13- In the **Comments field, if required, you can capture comments that will be forwarded with your request.**

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Requesting a new user id account, cont'd

14- In the **Type the code shown*** field, type the Capcha code as shown below field.

NOTE: The code should be typed in uppercase.

The form contains the following fields and options:

- Business Phone *
- Mobile Phone
- Business Role(s) *
 - Designer
 - Lead Designer
 - Engineer Weights
 - Browser
- I am a citizen of Canada *
 - Select-
- I am a citizen of USA *
 - Select-
- I will only be working in Canada or USA *
 - Select-
- I will work from the following country *
 - AFGHANISTAN
 - ALBANIA
 - ALGERIA
 - AMERICAN SAMOA
- Confidentiality and Ethics Agreement
- Password * - Password Policy
- Alternate Email
- Extension
- Fax Number
- Language *
 - Select Language-
- Gender *
 - Select Gender-
- I am citizen of an other country *
 - AFGHANISTAN
 - ALBANIA
 - ALGERIA
 - AMERICAN SAMOA
- I am a permanent employee *
 - Select-
- I am a contractual employee *
 - Select-
- IT Usage Agreement
- Confirm Password *
- Address
- City
- Postal Code
- Country *
 - Select Country-
- Region
 - Select Region
- Requestor Comments

* = Mandatory Field
= mandatory field

Type the code shown *
Try a different image
M G O N Y B

Submit

15- Click *Submit*.

NOTE:

This security feature ensures that the request has **not** been created automatically by a computer. If you have difficulty reading the code, click on the **“Try another image”** link. A new code will be generated.

** Please note the captcha code is case Insensitive.

Requesting a new user id account, cont'd

A Confirmation Message displays.



Français

[Account Modification](#) [Password Manager](#) [Request Status Search](#)

Account Self Care Update - Request submitted Successfully

Your Account Self Care Update request has been submitted successfully

Your request reference number is : 3326065152827727837

It is very important to keep a note of the request reference number for future reference.

NOTE:

After submitting your request to Bombardier, a confirmation message displays, showing your **request reference number**.

An email notification is also sent to your business email, confirming your successful request submission to Bombardier, which also includes your modification request information.

Close

16- Click *Close*

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Requesting a new user id account, cont'd

Once your request has been submitted, the Bombardier Supply Chain Agent responsible for your company, will get the request and start the approval process.

Once your request has been approved, you will receive an email notification containing your account information; specifically the Bombardier User Identification (P22) number and a list of the system accesses that have been granted to you, based on your role. Note that for security reasons your password selected during your signup, will not be sent to you within your account creation email notification.

Finally, an email notification will also be sent to your company Supplier Focal advising them that, if required, they need to order a SecurID badge for you. A SecurID badge is required only if you have requested an ENOVIA access.



If you have any questions concerning this unit, please contact your **Supplier Focal** or your respective Bombardier **Supply Chain Agent**.

Thank you.

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