

Supplier Portal –

How to request and manage access

A User's Guide



SUPPLIER PORTAL HOME PAGE – HTTPS://PORTAL.ROCKWELLCOLLINS/WEB/SUPPLIERS

Home Customers ▾ Suppliers RockwellCollins.com



Building trust every day

Supplier Welcome

Search

Sign In



[Register](#)

Supplier Welcome

Worldwide Support

Supplier Risk Playbook

Supplier Welcome



Rockwell Collins is committed to providing Suppliers with the information that is key to their success.

The Supplier Portal provides a single interface that makes doing business with Rockwell Collins simple and convenient.

Trusted Supplier Program



Rockwell Collins delivers smart communication and aviation electronic solutions to customers worldwide. Backed by a global network of service and support, we stand committed to putting technology and practical innovation to work for you whenever and wherever you need us. In this way, working together, we build trust every day.

Supplier Resources

Ariba

[Ariba Network](#) (for existing Rockwell Collins suppliers)

[Ariba Introduction](#) (video)

[Getting Started Guide \(English\)](#)

[Getting Started Guide \(French\)](#)

[Getting Started Guide \(German\)](#)

[FAQs \(English\)](#)

[FAQs \(French\)](#)

[FAQs \(German\)](#)

[Recorded Supplier Training Session](#) (English Only)

[W8-W9 Guidelines/Forms](#)

Potential Suppliers

[Online Submittal Form](#)

RC9000

[RC-9000](#)

[RC-9000 Overview](#) (video)

[RC-9000 - French Translation for Information Purposes Only](#)

[RC-9000 - German Translation for Information Purposes Only](#)

Shipping

[Routing Guide and Shipping Instructions \(US\)](#) (for Rockwell Collins heritage suppliers only)

[Routing Guide and Shipping Instructions \(UK\)](#)

[Routing Guide Overview](#) (video)

GETTING REGISTERED

Create Account -> Confirmation -> Review Terms of Access -> Request Capabilities

Provide your profile information to begin registration

* indicates a required field

Describe your primary reason for requesting a Rockwell Collins account *

To access catalogs, technical publications, downloads, dealer resources, reliability data, and other tools.

To access the Supplier Portal, a collection of resources for suppliers to Rockwell Collins.

User ID (Email address): *

First name: *

Middle initial:

Last name: *

Job title: *

Company: *

Name of supervisor:

Address line 1: *

Address line 2:

City: *

State, Province or Region: *

Postal code: *

Country: ▼ *

Work phone number:

Work phone extension:

Best time to call: ▼

Rockwell Collins point of contact:


Comments:

Create your password

New password: * [View password policy](#)

Confirm password: *

Validation code:

I'm not a robot  *
reCAPTCHA
Privacy - Terms

CREATING A PASSWORD AND VALIDATION CODE

- A password must be created that meets the Collins password policy. The policy can be found by clicking the ? or the “View password policy” link
 - Passwords are valid for 90 days if you are not active in the portal, and for 365 days if you are active

Create your password

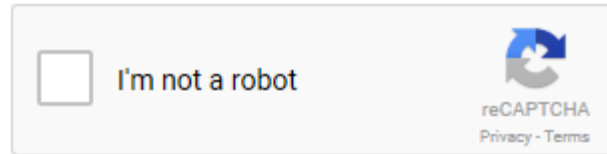
New password:

Confirm password:

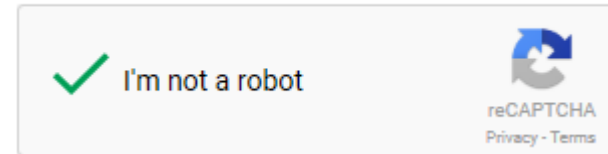
[View password policy](#)

- Click on the box and it will then change to a checkmark

Validation code:



Validation code:



SUBMIT PROFILE

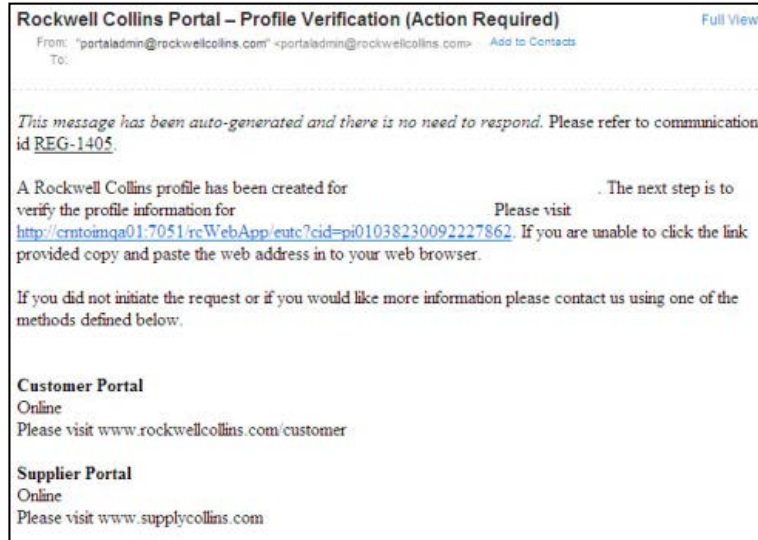
- Once completed the profile will be validated
 - Any errors will be displayed



Provide values for the following fields:

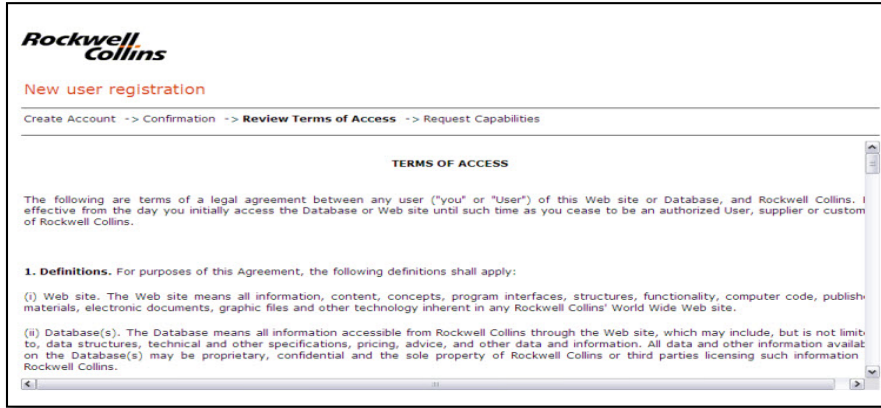
- Describe your primary reason for requesting a Rockwell Collins account
- User ID (Email address)
- First name
- Last name

- An email will be sent to validate your account
- A link will be provided and will take you to the Terms of Access page. You must respond to this email within 14 days.



TERMS OF ACCESS

- Please review the “Terms of Access”.



- If you agree please check the box to confirm this and click the “Accept” Button



- After you have accepted the Terms of Access, it may take up to 24 hours for your account to be set up.

LOG INTO THE PORTAL

- The Log in Link is located on the right side of the screen



- Click “Log in”
- Enter your Email Address
- Enter your Password
- Select Log in



User ID

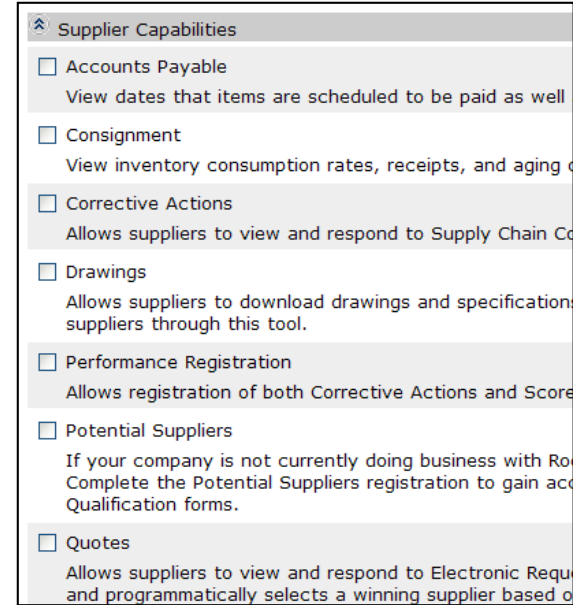
Password

Log In

[Create new account](#) [Forgot password?](#) [Help](#)

CAPABILITIES

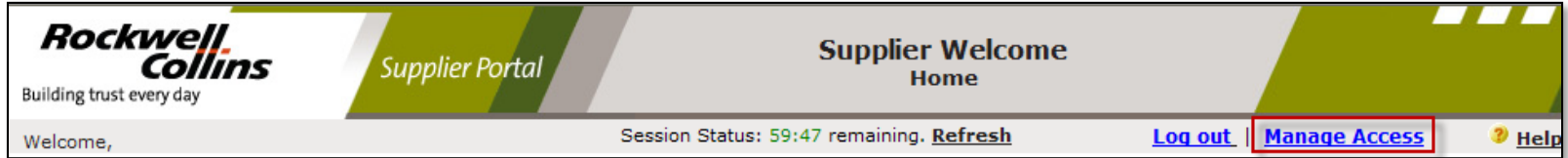
- Capabilities on the Collins Supplier Portal are applications that allow you to access data and respond to requests from Collins
- These Capabilities include
 - Accounts Payable
 - Consignment
 - Corrective Actions
 - eDrawings
 - Potential Suppliers
 - Quotes
 - Purchase Orders
 - Supplier Scorecard
 - Part Changes
 - Forecast



If choosing “Potential Supplier” it is assumed there is no vendor activity in Collin’s system. This is as far as potential supplier can go. Other capabilities will be unavailable at this time.

REQUESTING CAPABILITIES

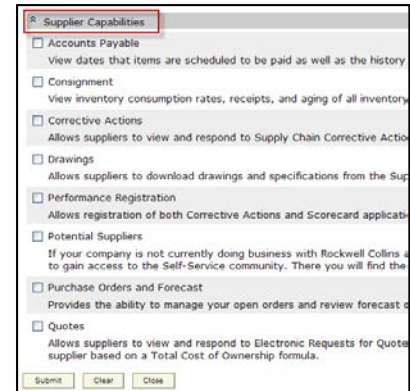
- Must have an account and be logged in
- Select “Manage Access” via Supplier Portal



- Locate the capability to request access.
 - Supplier Capabilities are located toward the bottom of the page

Search for capabilities

Type search criteria in the space provided below and then choose **Find Capabilities**.



REQUESTING CAPABILITIES

- Answer the capability specific questions
- Submit Request

Provide Additional Information

You have requested access to one or more capabilities for which we require additional information. Please provide the

*** indicates a required field**

Capability:	Quotes
Customer/Vendor code:	<input type="text" value="101958"/>
Are you a U.S. Citizen or Authorized to Work in the U.S. (Green Card):	<input type="text" value=""/> <input type="button" value="v"/> *
If Not a U.S. Citizen Countries You Hold Citizenship:	<input type="text" value=""/>
Rockwell Collins Procurement Contact:	<input type="text" value="Alex White"/> *

- Once Approved or Denied, an email will be sent.

This message has been auto-generated. Please do not respond to this message.

You recently requested access to a capability on the Rockwell Collins Portal. The request has been approved. Please see below for additional information.

Capability: **Supplier Scorecard**

Log in to the Rockwell Collins Portal and choose "Manage Access" for more information and a web link to the capability.

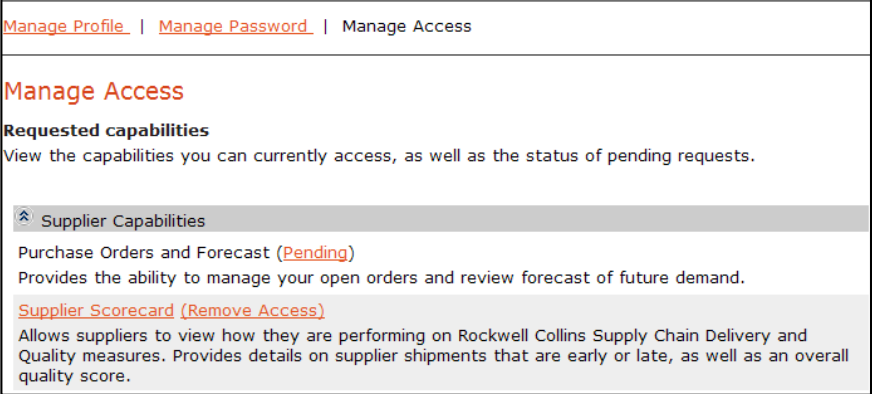
If you feel that this is in error, please contact us toll-free at 1-888-721-3094 (U.S. and Canada) or +800-72130941 (all other locations).

Rockwell Collins Customer Portal: <http://www.rockwellcollins.com/customer>
Rockwell Collins Supplier Portal: <http://www.supplycollins.com>

REQUEST STATUS

- To view the status of a request, navigate to “Manage Access”
- All Capabilities approved and pending will appear

- Clicking “Pending” will show the status of the request

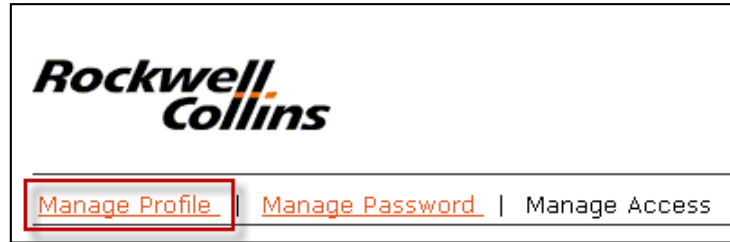


The screenshot displays the 'Manage Access' interface. At the top, there are navigation links: [Manage Profile](#), [Manage Password](#), and [Manage Access](#). Below this is the main heading 'Manage Access' in orange. Underneath, the section is titled 'Requested capabilities' with a sub-header 'View the capabilities you can currently access, as well as the status of pending requests.' A list of capabilities is shown, with 'Supplier Capabilities' expanded. Under 'Supplier Capabilities', there are two items: 'Purchase Orders and Forecast (Pending)' with a description 'Provides the ability to manage your open orders and review forecast of future demand.', and 'Supplier Scorecard (Remove Access)' with a description 'Allows suppliers to view how they are performing on Rockwell Collins Supply Chain Delivery and Quality measures. Provides details on supplier shipments that are early or late, as well as an overall quality score.'

- Clicking on the name of the Approved Capability will take you to the capability
- Clicking “Remove Access” will remove your access to the capability
 - Users must re-request the capability to gain access again

UPDATE PROFILE

- Log in, Select “Manage Access”, Select “Manage Profile”
- Select “Edit”
- Everything except your email address may be updated
- “Submit” when complete
- For access with a new email address a new account must be created



The screenshot shows the "Manage Profile" form. The title "Manage Profile" is in red. Below the title is the instruction "Edit your profile". A red asterisk indicates a required field. The form contains the following fields:

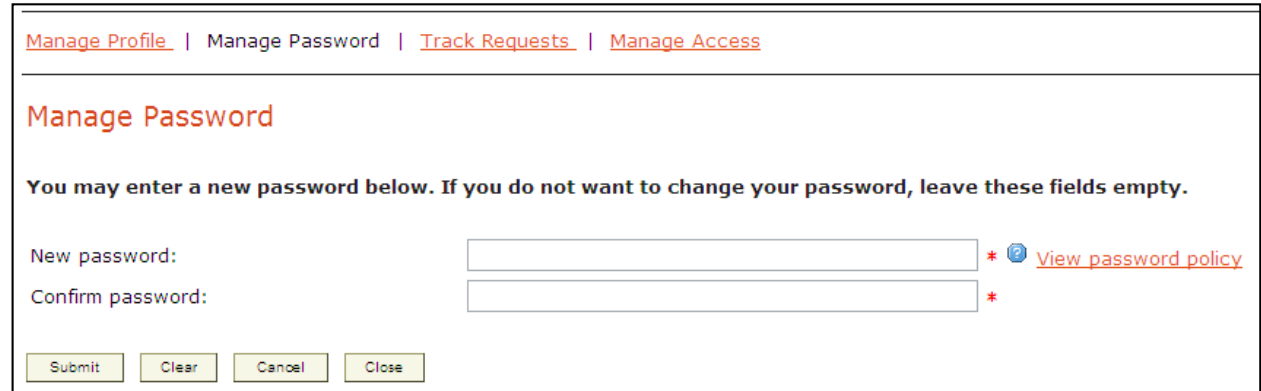
User ID (Email address):	JULEETRAIN3@YAHOO.COM
First name:	Julee *
Middle initial:	D.
Last name:	Borgerding_Test3 *
Job title:	Sr. Business Integration Analyst *

MANAGE PASSWORD

- Log in, “Select Manage Access”, Select “Manage Password”



- To update your password, enter your new password in both fields and click submit.

A screenshot of the "Manage Password" form. At the top, there is a navigation bar with links for "Manage Profile", "Manage Password", "Track Requests", and "Manage Access". Below the navigation bar, the title "Manage Password" is displayed in orange. A message reads: "You may enter a new password below. If you do not want to change your password, leave these fields empty." There are two input fields: "New password:" and "Confirm password:". The "New password:" field has a red asterisk and a blue question mark icon next to it, with a link to "View password policy". The "Confirm password:" field has a red asterisk. At the bottom, there are four buttons: "Submit", "Clear", "Cancel", and "Close".

FORGOT PASSWORD

1. Go to Log in Screen
2. Select "Forgot Password"
3. Enter your Email Address
4. You will receive confirmation of your request.

Welcome to the Rockwell Collins Account Management Center.

To log in, enter your User ID and password.
*Indicates Required Field

User ID (email address):
*

Password:
*

[Create new account](#) | [Forgot password?](#) | [Help](#)

Verify user ID

Enter your user ID.
*Indicates Required Field

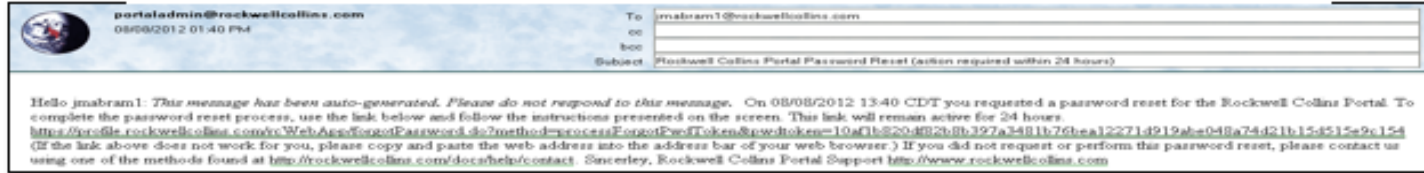
User ID (Email address): *

Your password request has been received. You will receive an email from portaladmin@rockwellcollins.com with the subject "Rockwell Collins Portal Password Reset (action required within 24 hours)." Please follow the instructions found in that email.

If you do not receive this email, please contact us toll-free at 1-888-721-3094 (U.S. and Canada) or +800-72130941 (all other locations).

FORGOT PASSWORD

- An email is sent to your inbox with instructions for resetting your password.
- Click on the link in the email



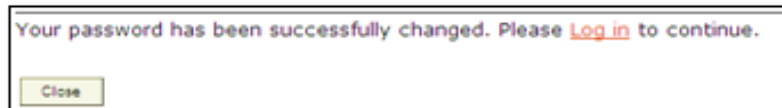
- Enter your new password in both fields and click submit

Enter in your new password and then confirm password.

New password: [View password policy](#)

Confirm password:

Your password has been successfully changed!!



GETTING ASSISTANCE / PORTAL SUPPORT

- **Collins Supplier Feedback:**

This Portal section was designed to address questions you may have about how to use the site or an application.

- **Cost Savings Ideas**
- **Reset or Change Password**
- **Business Process Support**
- **Technical Support**

Technical Support

For immediate help please call 1-888-721-3094 or access [Worldwide Support](#).

If required, you can contact the SupplyCollins Helpdesk for additional assistance. (For non- U.S. locations please contact your Procurement agent)

- **Telephone:** call 1-888-721-3094
- **email:** helpdesk@rockwellcollins.com
- **Website Suggestions**

This option is available for sending your suggestions for improvements to the Supplier Portal. Your email will be directed to the Collins Portal Support team.