

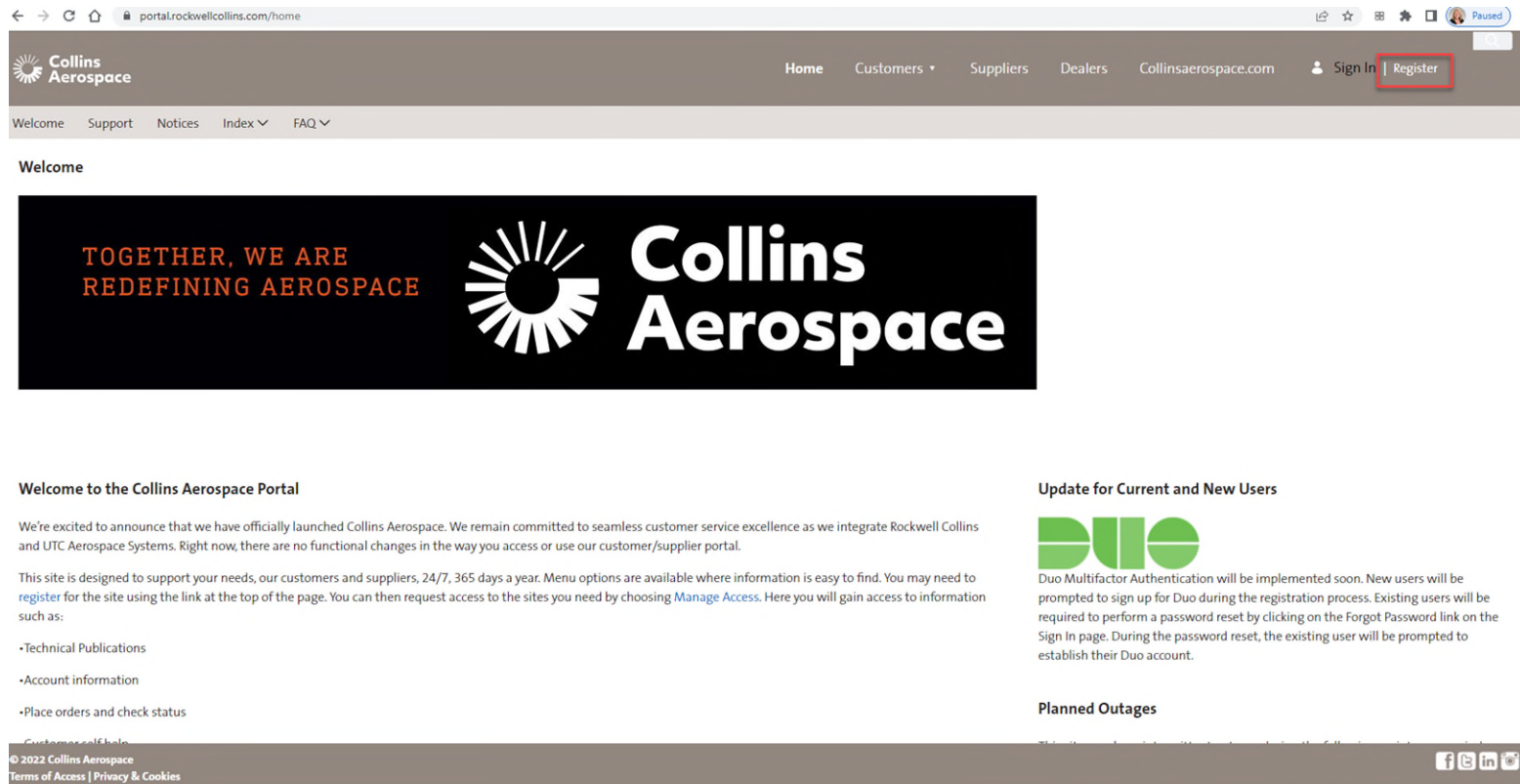
Supplier Portal –

How to request and manage access

A User's Guide



SUPPLIER PORTAL HOME PAGE – HTTPS://PORTAL.ROCKWELLCOLLINS.COM/HOME



The screenshot shows the Collins Aerospace Supplier Portal Home Page. The browser address bar displays 'portal.rockwellcollins.com/home'. The page features a dark header with the Collins Aerospace logo on the left and navigation links (Home, Customers, Suppliers, Dealers, Collinsaerospace.com) in the center. On the right of the header are 'Sign In' and 'Register' links, with 'Register' highlighted by a red box. Below the header is a secondary navigation bar with links for Welcome, Support, Notices, Index, and FAQ. The main content area begins with a 'Welcome' heading, followed by a large black banner with the text 'TOGETHER, WE ARE REDEFINING AEROSPACE' in orange and the Collins Aerospace logo in white. Below this banner, the 'Welcome to the Collins Aerospace Portal' section contains a paragraph about the portal's launch and a list of links: Technical Publications, Account information, and Place orders and check status. To the right, the 'Update for Current and New Users' section features the Duo logo and text about Duo Multifactor Authentication implementation. Below that, the 'Planned Outages' section is visible. The footer includes copyright information for 2022 Collins Aerospace and links to Terms of Access, Privacy, and Cookies.

Collins Aerospace

Home Customers Suppliers Dealers Collinsaerospace.com Sign In Register

Welcome Support Notices Index FAQ

Welcome

TOGETHER, WE ARE
REDEFINING AEROSPACE

Collins
Aerospace

Welcome to the Collins Aerospace Portal

We're excited to announce that we have officially launched Collins Aerospace. We remain committed to seamless customer service excellence as we integrate Rockwell Collins and UTC Aerospace Systems. Right now, there are no functional changes in the way you access or use our customer/supplier portal.

This site is designed to support your needs, our customers and suppliers, 24/7, 365 days a year. Menu options are available where information is easy to find. You may need to [register](#) for the site using the link at the top of the page. You can then request access to the sites you need by choosing [Manage Access](#). Here you will gain access to information such as:

- Technical Publications
- Account information
- Place orders and check status

Customers self-help

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Update for Current and New Users

Duo

Duo Multifactor Authentication will be implemented soon. New users will be prompted to sign up for Duo during the registration process. Existing users will be required to perform a password reset by clicking on the [Forgot Password](#) link on the Sign In page. During the password reset, the existing user will be prompted to establish their Duo account.

Planned Outages

GETTING REGISTERED

A red asterisk means the information is mandatory

Review the password rules

Review the terms and conditions, then accept

Submit

NEW USER REGISTRATION

User ID (Email Address) *

User ID

First Name *

First Name

Middle Name

Middle Name

Company *

Company

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

City *

City

Postal Code *

karen.jones2000@yahoo

Password *

Password should have combination of uppercase lowercase digit symbol category

☐ I Accept The [Term And Conditions](#) *

Last Name *

Last Name

Company Phone *

Company Phone

State *

State

Country *

Select Country

Confirm Password *

Confirm Password

CANCEL

SUBMIT

GETTING REGISTERED

- User will receive an email from portaladmin with a 6 digit code to insert here and submit. You can cut and paste from the email

Registration



Registration > Confirmation

CONFIRMATION



Thank you for your interest in Collins Aerospace.

You will receive a Confirmation Code from portaladmin@rockwellcollins.com. Please add this address to your email address book and check your junk mail folder for messages that may have been inadvertently placed in this folder. If you have any questions, or if you would like more information, please [contact us](#) and mention communication ID REG-525.

Confirmation Code

SUBMIT

Or

Resend Confirmation Code

GETTING REGISTERED

User is confirmed and will click on [here](#) to login

Registration

Registration > **Confirmation**



CONFIRMATION



Thank you for your interest in Collins Aerospace.

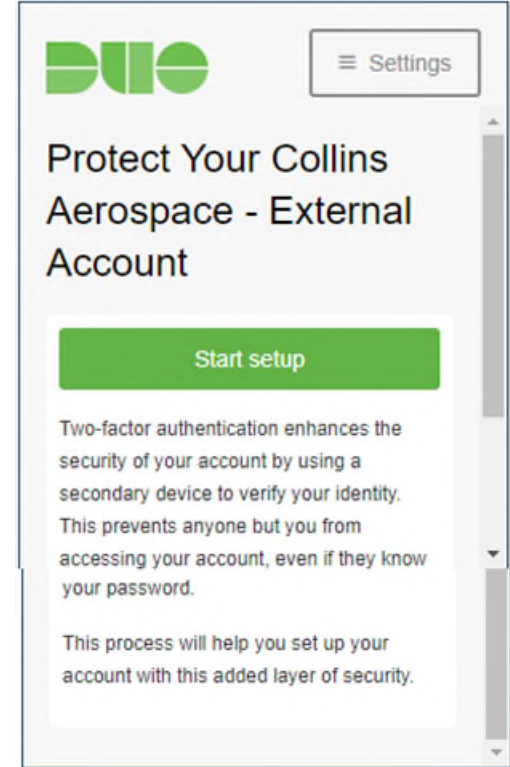
You will receive a Confirmation Code from portaladmin@rockwellcollins.com. Please add this address to your email address book and check your junk mail folder for messages that may have been inadvertently placed in this folder. If you have any questions, or if you would like more information, please [contact us](#) and mention communication ID REG-525.

Confirmation Code verified successfully. Please click [here](#) to login.

MULTI FACTOR AUTHENTICATION

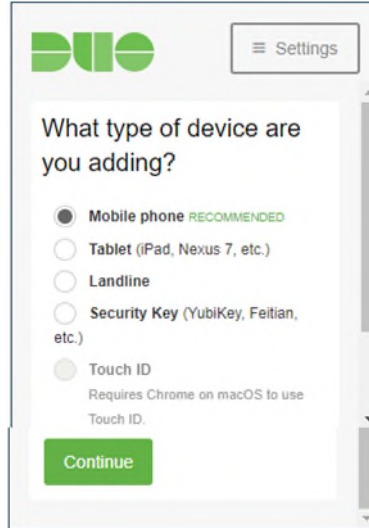


1. Set up DUO on your mobile device (if you haven't already)
 1. If you currently have DUO, you will still be tasked with setting it up but it will just add a new account called "Collins Aerospace – External"
 2. Be aware you may have to scroll down to see all options

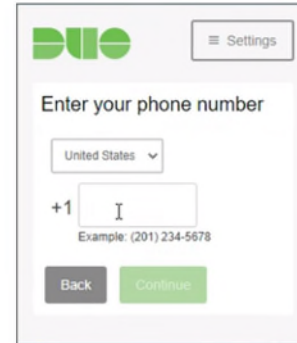


MULTI FACTOR AUTHENTICATION

- Select the mobile app of choice where you downloaded the DUO application
- For mobile phones, add your phone number



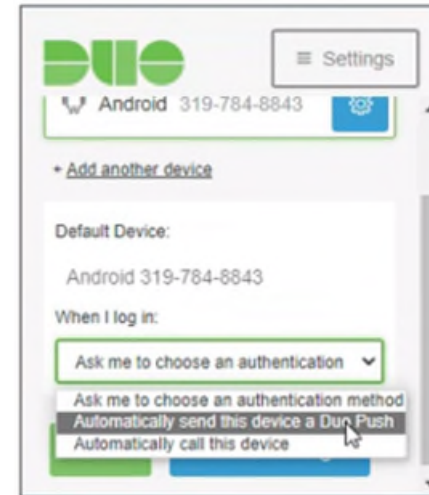
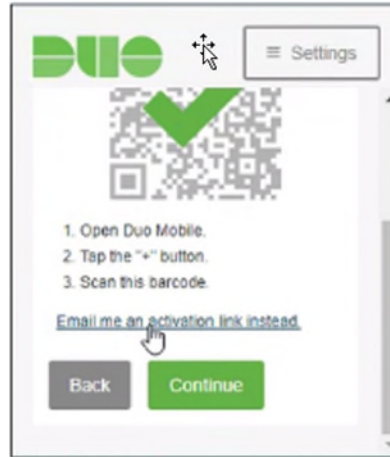
The screenshot shows the DUO mobile application interface. At the top left is the DUO logo, and at the top right is a 'Settings' button. The main heading is 'What type of device are you adding?'. Below this, there are five radio button options: 'Mobile phone' (which is selected and has 'RECOMMENDED' in green text next to it), 'Tablet (iPad, Nexus 7, etc.)', 'Landline', 'Security Key (YubiKey, Feitian, etc.)', and 'Touch ID' (with a note 'Requires Chrome on macOS to use Touch ID.'). A green 'Continue' button is at the bottom.



The screenshot shows the DUO mobile application interface for entering a phone number. At the top left is the DUO logo, and at the top right is a 'Settings' button. The main heading is 'Enter your phone number'. Below this is a dropdown menu set to 'United States'. Then, there is a text input field with a '+1' prefix and a cursor. Below the input field is an example: 'Example: (201) 234-5678'. At the bottom are two buttons: a grey 'Back' button and a green 'Continue' button.

MULTI FACTOR AUTHENTICATION

- Open DUO
- Tap the “+”
- Scan the barcode provided
- Choose how you want DUO to notify you
- Approve the notification on your DUO app and you’re in

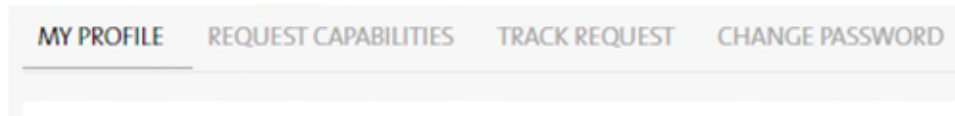


MANAGING YOUR ACCESS

- Once logged in, click on Manage Access found at the top of the Welcome screen to the right



- Options are to manage user profile, request capabilities, track those requests, and change password



MANAGING PROFILE

Click on
Edit to
make any
changes to
the profile

Profile Details

[MY PROFILE](#) [REQUEST CAPABILITIES](#) [TRACK REQUEST](#) [CHANGE PASSWORD](#)

View Profile

EDIT

User Details

User Name

First Name

in

Middle Name

Last Name

Company Details

Company

Collins

Address

City

Postal Code

Company Phone

State

IA

Country

United States

PICKING CAPABILITIES

Be sure to click
on Supplier,
then select
which
applications
you'd like
access to



[MY PROFILE](#) [MY PORTALS](#) [REQUEST CAPABILITIES](#) [HISTORY](#) [CHANGE PASSWORD](#)

Requested Capabilities

View the capabilities you can currently access, as well as the status of pending requests.

No capabilities have been requested.

Request Additional Access

Choose additional capabilities that you would like to access, then choose Submit to forward your request to Rockwell Collins. Your request should be processed within two business days.

Are you a Customer or a Supplier?

☐ Customer

☒ Supplier

Supplier

☐ Accounts Payable ⓘ

☐ Consignment ⓘ

☐ Corrective Actions ⓘ

☐ Drawings ⓘ

☐ EtQ Portal ⓘ

☐ FAI ⓘ

☐ Part Changes ⓘ

☐ Purchase Orders ⓘ

☐ Quotes ⓘ

☐ Supplier Forecast ⓘ

☐ Supplier Quality ⓘ

☐ Supplier Scorecard ⓘ

☐ Synthetic Airfield Model UpdateService ⓘ

[SUBMIT](#)

PICKING CAPABILITIES

Based on your selections, there will be additional questions to answer.

If vendor and remit codes are unknown, please contact the buyer and request them

If requesting Drawings, the answer to citizenship is mandatory

Are you a Customer or a Supplier?

☐ Customer

☒ Supplier

Supplier

☐ Accounts Payable ⓘ

☒ Consignment ⓘ

☐ Corrective Actions ⓘ

☒ Drawings ⓘ

☒ EtQ Portal ⓘ

☐ FAI ⓘ

☐ Part Changes ⓘ

☒ Purchase Orders ⓘ

☐ Quotes ⓘ

☐ Supplier Forecast ⓘ

☐ Supplier Quality ⓘ

☐ Supplier Scorecard ⓘ

☐ Synthetic Airfield Model UpdateService ⓘ

Supplier Vendor Code*

108046

Collins procurement contact*

Karen Prior

Are you a U.S. Citizen or Authorized to Work in the U.S. (Green Card)*

Yes

SUBMIT

TRACKING REQUESTS

- Requests are sent to assigned buyers for approval. Users can check their status here

MY PROFILE

REQUEST CAPABILITIES

TRACK REQUEST

CHANGE PASSWORD

Request ID	Capability	Status	Comments	Submitted On
3036	Accounts Payable	Requested		2022-03-08T08:12:02.097
3037	Consignment	Requested		2022-03-08T08:12:05.003
3038	Drawings	Requested		2022-03-08T08:12:05.473
3039	Purchase Orders & Forecast	Requested		2022-03-08T08:12:05.927

CHANGING PASSWORD

Profile Details

[MY PROFILE](#) [REQUEST CAPABILITIES](#) [TRACK REQUEST](#) [CHANGE PASSWORD](#)

Change Password

Current Password*

Current Password

New Password* ⓘ

New Password

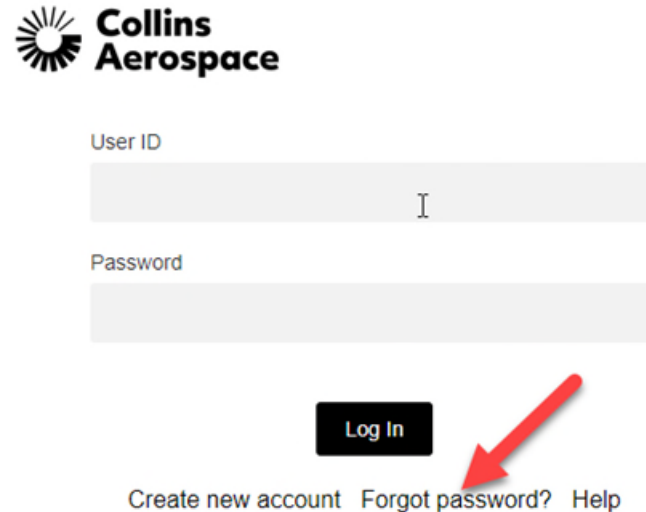
Confirm New Password*

Confirm Password

SUBMIT

FORGOT PASSWORD

- If a user forgets their password, they can go to the login site and click on Forgot Password, then follow the prompts to reset



The image shows a login form for Collins Aerospace. At the top is the Collins Aerospace logo, which consists of a stylized sunburst icon followed by the text "Collins Aerospace". Below the logo are two input fields: "User ID" and "Password". The "User ID" field is a light gray rectangle with a cursor inside. The "Password" field is also a light gray rectangle. Below these fields is a black button with the text "Log In". At the bottom of the form are three links: "Create new account", "Forgot password?", and "Help". A red arrow points to the "Forgot password?" link.

Collins Aerospace

User ID

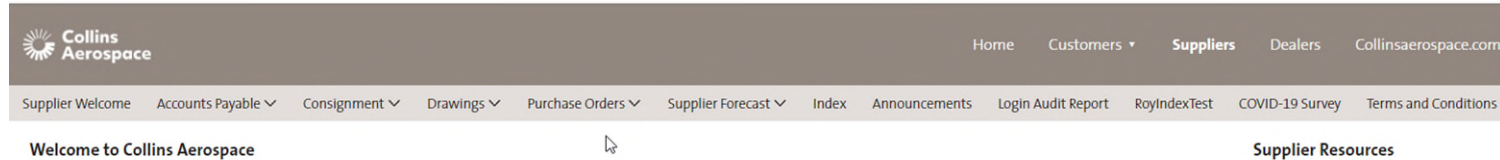
Password

Log In

Create new account Forgot password? Help

DONE!

- Once approved, the next time the user logs in, they should see the capabilities they requested and are ready to work



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.