

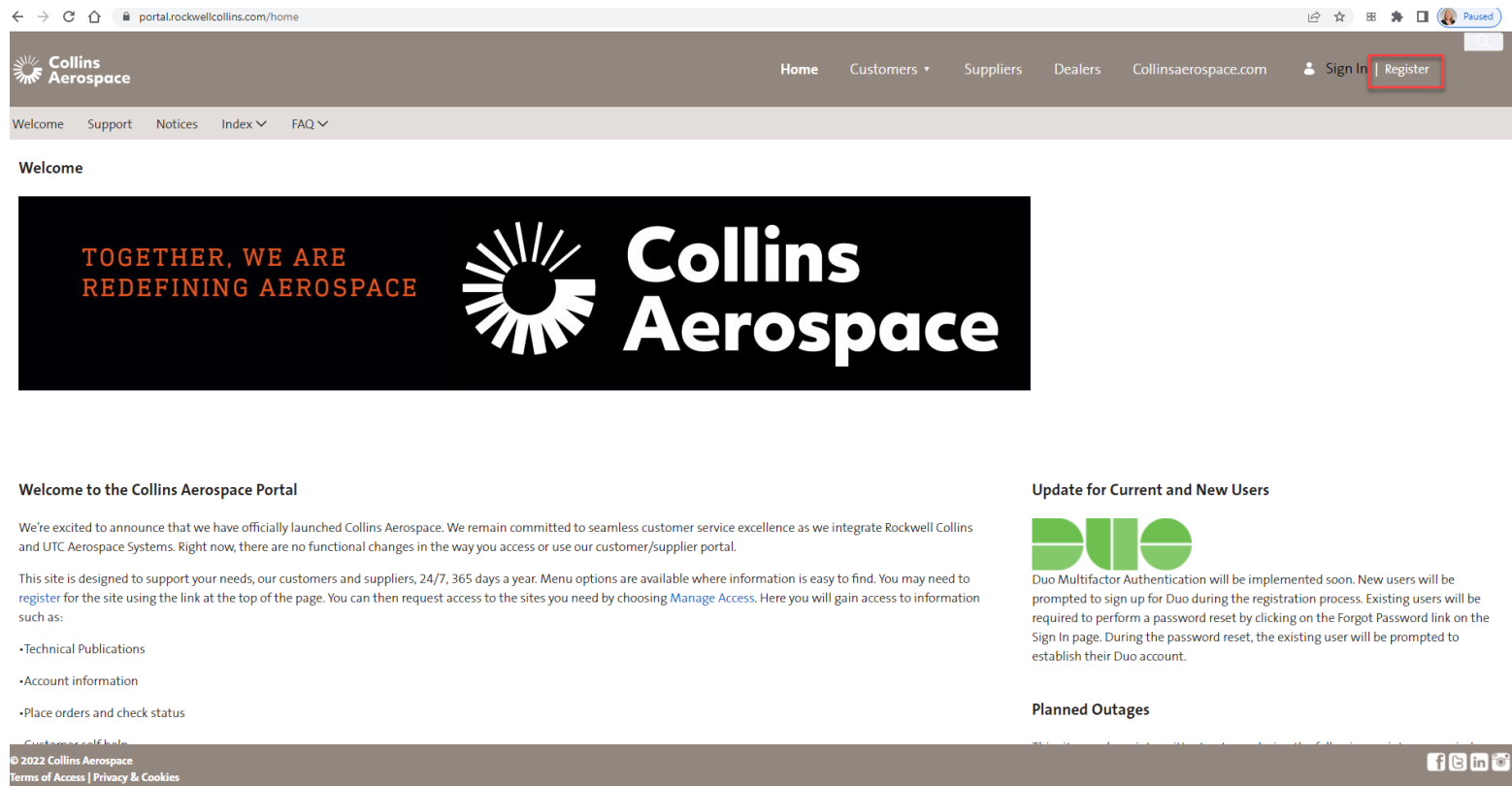
# Supplier Portal –

## 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 header includes the Collins Aerospace logo, navigation links (Home, Customers, Suppliers, Dealers, Collinsaerospace.com), and user options (Sign In, Register). A secondary navigation bar contains links for Welcome, Support, Notices, Index, and FAQ. The main content area features a large banner with the text 'TOGETHER, WE ARE REDEFINING AEROSPACE' and the Collins Aerospace logo. Below the banner, the 'Welcome to the Collins Aerospace Portal' section provides information about the portal's launch and functionality. The 'Update for Current and New Users' section mentions the implementation of Duo Multifactor Authentication. The 'Planned Outages' section is also visible. The footer contains the Collins Aerospace logo, copyright information (© 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

**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**

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# 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

Last Name \*

Last Name

Middle Name

Middle Name

Company \*

Company

Company Phone \*

Company Phone

Address Line 1 \*

Address Line 1

Address Line 2

Address Line 2

City \*

City

State \*

State

Postal Code \*

karen\_jordan2000@yahoo

Country \*

Select Country

Password 1 \*

.....

Confirm Password \*

Confirm Password

Password should have combination of uppercase lowercase digit symbol category

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

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](mailto: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



You will receive a Confirmation Code from [portaladmin@rockwellcollins.com](mailto: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.

Thank you for your interest in Collins Aerospace.



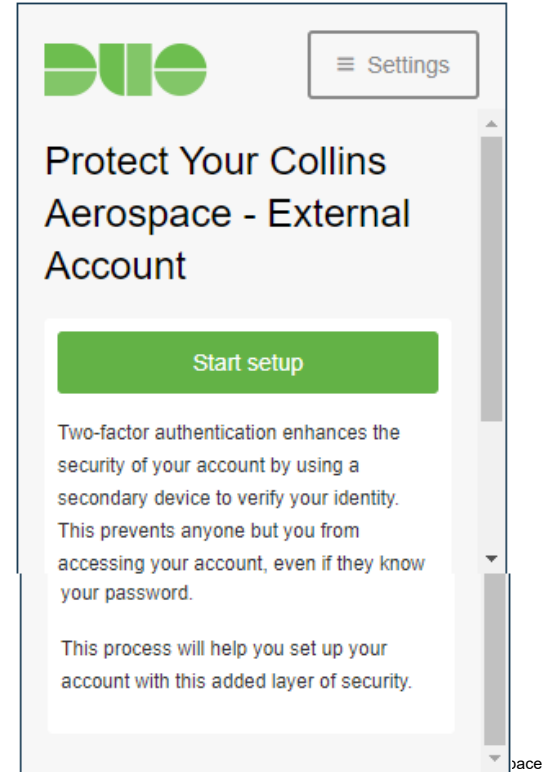
Confirmation Code verified successfully. Please click [here](#) to login



# MULTI FACTOR AUTHENTICATION

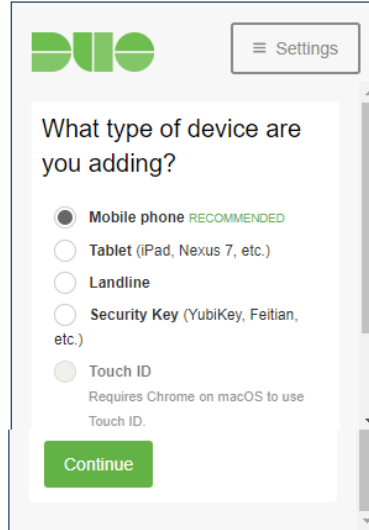
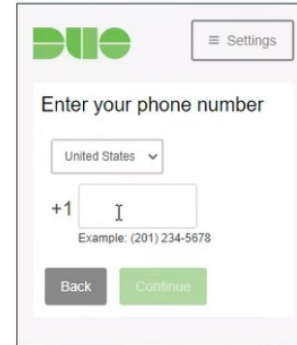


1. Set up DUO on your mobile device (if you haven't already)
  1. If you currently have DUO, you will still be tasked with setting it up but it will just add a new account called "Collins Aerospace – External"
2. Be aware you may have to scroll down to see all options



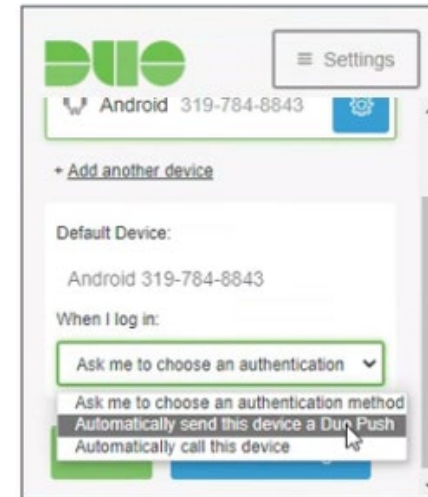
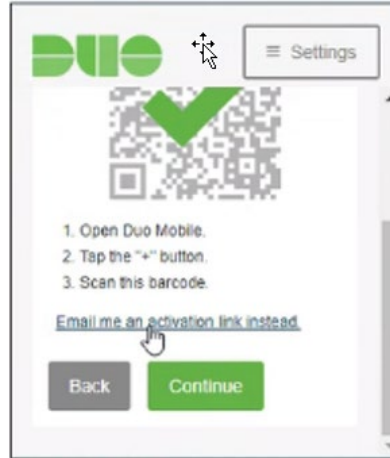
# MULTI FACTOR AUTHENTICATION

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

A screenshot of the DUO mobile application interface. At the top left is the DUO logo, and at the top right is a 'Settings' button with a hamburger menu icon. The main heading is 'What type of device are you adding?'. Below this are five radio button options: 'Mobile phone' (selected and marked 'RECOMMENDED'), '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.A screenshot of the DUO mobile application interface for phone number entry. At the top left is the DUO logo, and at the top right is a 'Settings' button with a hamburger menu icon. The main heading is 'Enter your phone number'. Below this is a dropdown menu set to 'United States'. A text input field contains '+1' followed by a cursor. Below the input field is an example: 'Example: (201) 234-5678'. At the bottom are 'Back' and 'Continue' buttons.

# 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

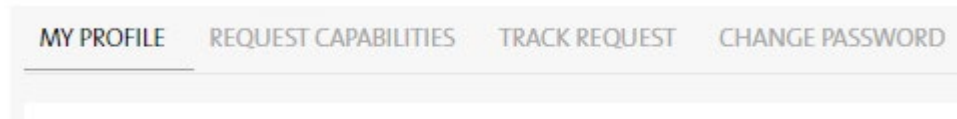


# MANAGING YOUR ACCESS

- 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

n

Middle Name

Last Name

Company Details

Company

Collins

Address

City

State

IA

Postal Code

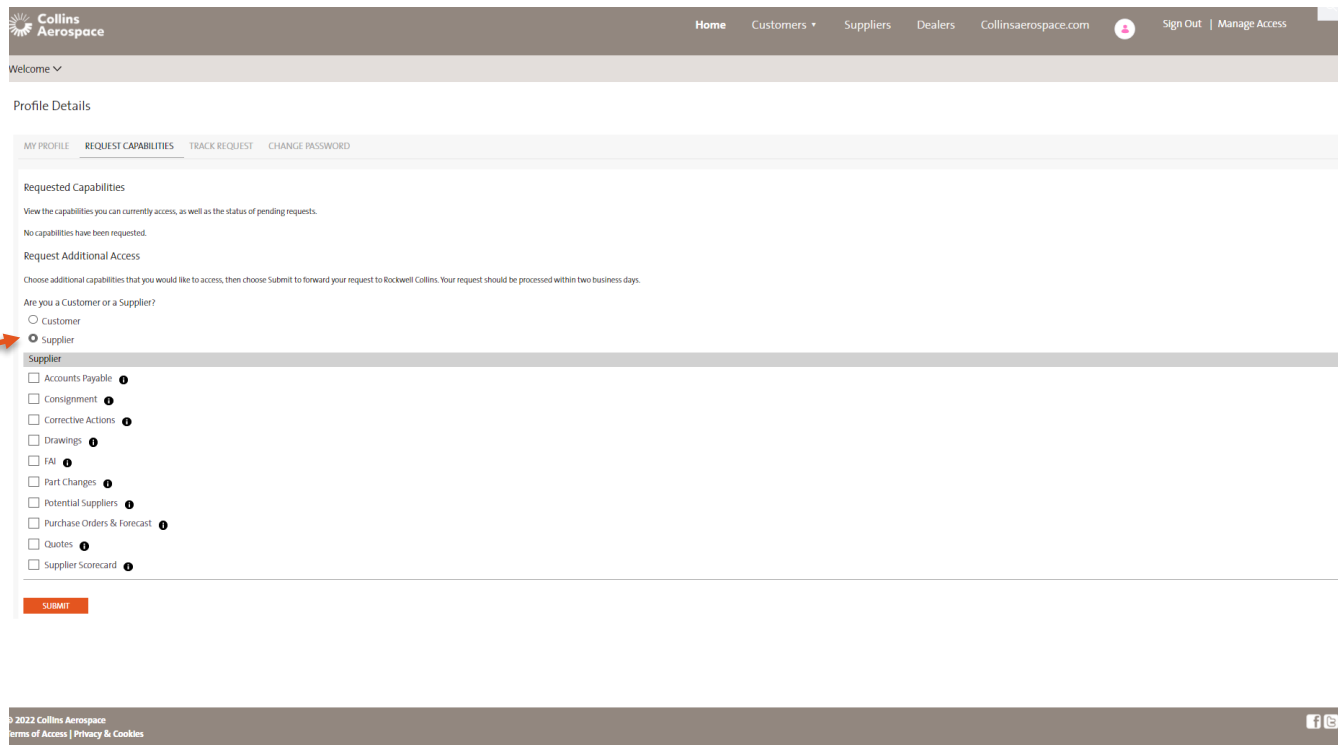
Country

United States

Company Phone

# PICKING CAPABILITIES

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



Collins Aerospace

Home Customers Suppliers Dealers Collinsaerospace.com Sign Out Manage Access

Welcome

Profile Details

MY PROFILE REQUEST CAPABILITIES TRACK REQUEST 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
- ☐ FAI
- ☐ Part Changes
- ☐ Potential Suppliers
- ☐ Purchase Orders & Forecast
- ☐ Quotes
- ☐ Supplier Scorecard

SUBMIT

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# 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

Requested Capabilities

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

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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 ⓘ

☐ FAI ⓘ

☐ Part Changes ⓘ

☒ Purchase Orders & Forecast ⓘ

☐ Quotes ⓘ

☐ Supplier Scorecard ⓘ

Supplier Remit Code\*

Supplier Remit Code

Supplier Vendor Code\*

Supplier Vendor Code

Collins procurement contact\*

Collins procurement contact

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

Select Option

# 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



User ID

Password

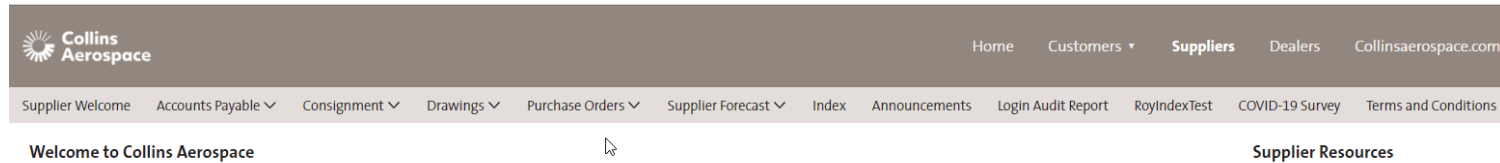
Log In

[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](mailto: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.