

Supplier Portal –

How to request and manage access

A User's Guide



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

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 & Help

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Terms of Access | Privacy & Cookies

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

Facebook Twitter LinkedIn Instagram

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.johnson2000@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. 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 

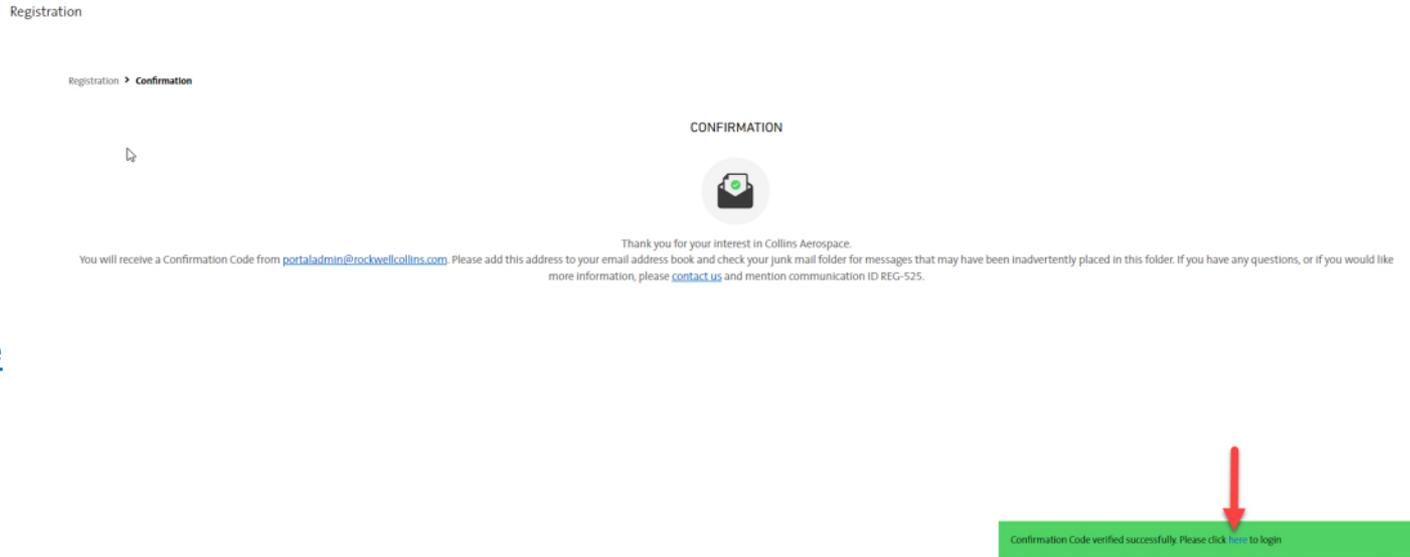
SUBMIT

Or

Resend Confirmation Code

GETTING REGISTERED

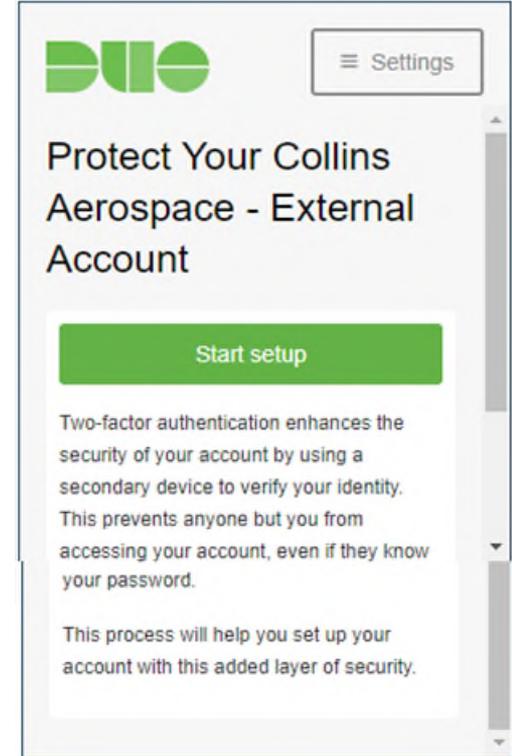
User is confirmed and will click on [here](#) to login



MULTI FACTOR AUTHENTICATION

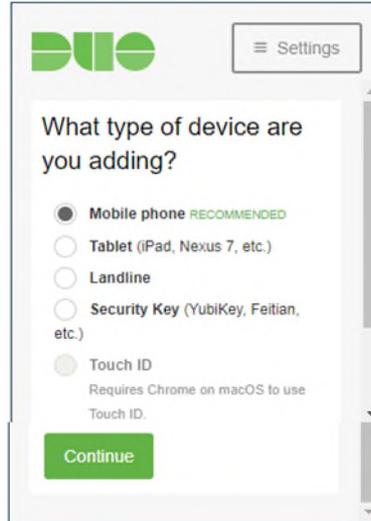


1. Set up DUO on your mobile device (if you haven't already)
 1. If you currently have DUO, you will still be tasked with setting it up but it will just add a new account called "Collins Aerospace – External"
 2. Be aware you may have to scroll down to see all options

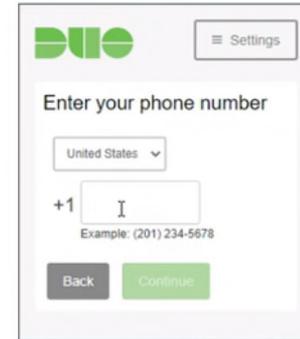


MULTI FACTOR AUTHENTICATION

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



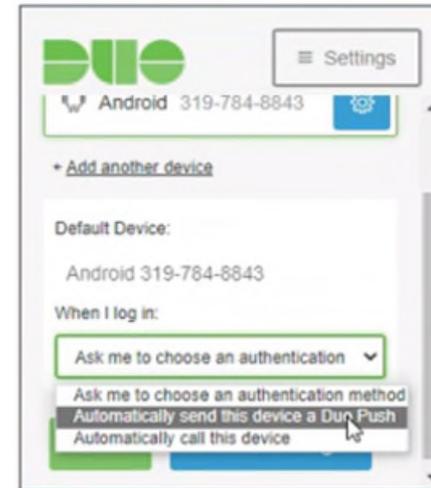
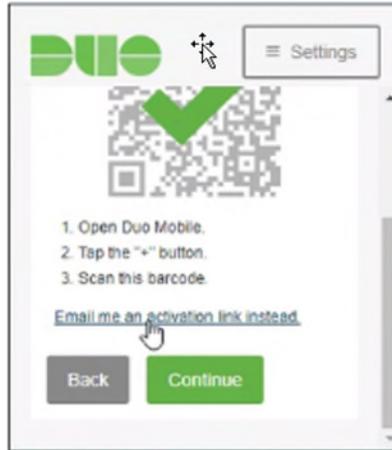
The screenshot shows the DUO mobile application interface. At the top left is the DUO logo, and at the top right is a 'Settings' button. The main heading is 'What type of device are you adding?'. Below this, there are five radio button options: 'Mobile phone RECOMMENDED' (selected), 'Tablet (iPad, Nexus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



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, there is a dropdown menu for 'United States', a text input field with a '+1' prefix and a cursor, and an example '(201) 234-5678'. At the bottom, there 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

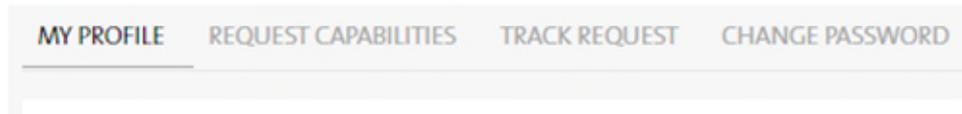


MANAGING YOUR ACCESS

- 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
[Redacted]

First Name
[Redacted]

Middle Name
[Redacted]

Last Name
[Redacted]

Company Details

Company
Collins

Address
[Redacted]

City
[Redacted] **State**
IA

Postal Code
[Redacted] **Country**
United States

Company Phone
[Redacted]

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



The screenshot shows a user interface with a navigation bar at the top containing the following links: MY PROFILE, REQUEST CAPABILITIES, TRACK REQUEST (highlighted with a red box), and CHANGE PASSWORD. Below the navigation bar is a table with the following columns: Request ID, Capability, Status, Comments, and Submitted On. The table contains four rows of data, all with a status of 'Requested'.

| 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

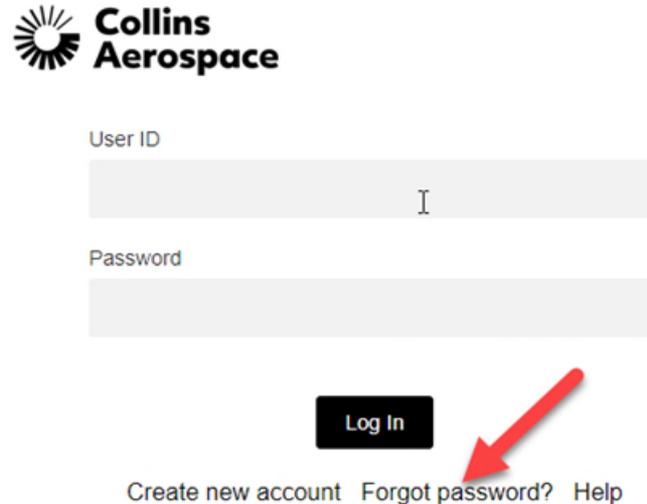
New Password* ⓘ
New Password

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 left 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 vertical cursor inside. The "Password" field is a similar light gray rectangle. Below the input fields is a black button with the text "Log In" in white. To the right of the "Log In" button is a red arrow pointing towards the "Forgot password?" link. Below the "Log In" button and the red arrow are three links: "Create new account", "Forgot password?", and "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.