



**Collins Aerospace**

A United Technologies Company

## **AVIONICS / MISSION SYSTEMS ROUTING GUIDE & SHIPPING INSTRUCTIONS**

Updated Oct 27, 2023

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### **General Information**

- COLLINS AEROSPACE – AVIONICS / MISSION SYSTEMS SBU's PREFERRED TRANSPORTATION METHOD IS **FEDEX GROUND** FOR ALL DOMESTIC SHIPMENTS **UNDER** 150lbs UNLESS WRITTEN AUTHORIZATION FROM YOUR COLLINS AEROSPACE BUYER IS OBTAINED FOR 1X EXPEDITED SHIPMENTS. COLLINS AEROSPACE RESERVES THE RIGHT TO DEBIT BACK THE COST DIFFERENCE BETWEEN FEDEX GROUND AND EXPEDITED SHIPPING COSTS.
- FOR INTERNATIONAL SHIPMENTS UNDER 150lbs, **FEDEX INTERNATIONAL ECONOMY SERVICE SHOULD BE USED. (UPDATED OCT 2023)**
- **Do NOT** PURCHASE ADDITIONAL CARGO INSURANCE FOR ANY COLLINS – AVIONICS / MISSION SYSTEMS PAID SHIPMENT FROM ANY CARRIER, COLLINS – AVIONICS / MISSION SYSTEMS RESERVES THE RIGHT TO DEBIT BACK ANY ADDITIONAL INSURANCE CHARGES.

- **Do NOT use unauthorized carriers.** COLLINS – AVIONICS / MISSION SYSTEMS will not pay freight costs from **unauthorized carriers** and reserves the right to debit back any additional costs resulting from failure to adhere to these instructions.
- **Consolidate all** shipments going to one COLLINS – AVIONICS / MISSION SYSTEMS location into a single shipment each day.
- **Each** Purchase Order Item within the consolidated shipment must be individually bagged and or boxed with its own Packing Slip attached to ensure material segregation within the consolidated shipment. Packing Slips will be bar coded as identified within this document.
- The Supplier Shipping Account Number list is available on the Supplier Portal **NOT** in this routing guide. Those account numbers can be accessed by logging into the Heritage Rockwell Collins Supplier Portal ([Supplier Welcome - - Home \(rockwellcollins.com\)](http://rockwellcollins.com)), going to the Index page, scrolling down to Shipping and clicking on Shipping Account Numbers.

\*\*\*Note: These account numbers should ONLY be used for the Collins Aerospace Avionics and Mission Systems business units that are listed in the Site Locations section of this routing guide. **When shipping to other Collins business unit locations not listed in this guide, use their account numbers not these. NO other Collins business unit shipments should use the account numbers on this portal link so please verify that you are using the correct account number for the correct inbound Collins location.**\*\*\*

If you have questions, please ask your Collins Buyer or one of the Transportation Contacts in this guide.

- Inbound shipments, Customer Returns or Third Party shipments on behalf of Collins Aerospace – Avionics / Mission Systems should use the FedEx Ground account # located on the Supplier Shipping Account Number list noted above.

### **Supplier Shipping Instructions:**

- Barcodes must be on packing slips; see Bar Code Specifications on [www.supplycollins.com](http://www.supplycollins.com)
- Airway bill and Bill of Lading must be marked **BILL THIRD PARTY** to the proper location and client ID found under the Site Locations section with the correlating Data2Logistics address in the Invoicing section.

### **Collins Aerospace Shipping Instructions:**

- Shipments between Collins Avionics and Mission Systems locations ship prepaid from point of origin and shipper is responsible.

## **CARRIER INFO**

### **Primary Small Parcel Carrier:** FedEx Ground / FedEx Express (Air)

Service Mode	Weight	Carrier Choice
Ground	1-150#	FedEx
Air*	1-150#	FedEx Standard Overnight

\* NOTE: **Air shipments should be used only when authorized** to meet urgent requirements. The following guidelines will apply when approved: *FedEx Standard Overnight* service unless otherwise instructed.

\* UPS / DHL should **NOT** be used unless specific written permission is provided. Collins reserves the right to reject invoices if incorrect carrier is used without permission.

### **Primary Less Than Truckload (LTL) Carrier:** R&L Carriers

GROUND SERVICE: Up to 3 pallets and 151 – 3,000 lbs (approx.) and up to \$100k in value

#### **R+L Carriers - Contact # 800-543-5589**

Nationwide service: All of the Lower 48 States. For International LTL Ground service (Canada / Mexico), please contact a Collins rep.

\*NOTE: R&L has several divisions. **ONLY** R&L Carriers should be used, **NO** other R&L division should be used, without written approval by a Transportation Contact in this guide, including but not limited to: R&L Truckload, R&L Global, etc...

### **Backup Less Than Truckload (LTL) Carrier:** FedEx Freight

- Contact a Collins rep before using FedEx Freight.
- \*\*Note:\*\*: **NO other LTL carriers should be used** outside of these two. Collins reserves the right to reject any invoices with a different carrier and shipper will then be responsible for the billed invoice.

### **Primary Heavyweight Air Service / Ocean Carrier:** UPS Supply Chain Solutions (UPS SCS)

151+ lbs

Contact Info: 800-443-6379

\*UPS SCS is used for ALL domestic AND International heavyweight air and ocean shipments. **\*\*Do NOT** use any other carrier (including FedEx – International Priority Freight, when you see “International and Freight” in the service level, that is FedEx Heavyweight Air service) for heavyweight air or ocean shipments\*\*

\* Note: UPS has many divisions, UPS SCS is separate from their small parcel division and UPS SCS is the **ONLY** entity within UPS that is a primary carrier for the Collins Avionics and Mission Systems SBU's.

## **Primary Truckload Carrier: Ryan Transportation**

To Place an Order with Ryan Transportation:

1. Call: Eric Vinyard @ 913-553-5491 or send email to [evinyard@ryantrans.com](mailto:evinyard@ryantrans.com)
2. Provide:
  - Value of shipment (especially when > \$100K)
  - If special shipment handling (bars, straps, pads etc.) or equipment (air ride, flat bed, refrigerated truck, oversized load etc.)
  - If driver load/unload is required
  - Approximate weight
  - Approximate number of cartons/pieces
  - Product Description
  - RCI PO, Order Number. or reference number for the driver or dispatcher

\*\*\*If Ryan Transportation states they can not provide service, contact one of the Transportation Reps at the end of this routing guide.

## **Courier: MNX Global Logistics - (previously called Network Global Logistics)**

To Place an Order with MNX:

1. Call (only): (800) 938-1811 **DO NOT** call any other phone number; it will lead to errors.
2. Advise/Provide:
  - Account number
  - Pickup & delivery address
  - Provide Pool Order # and/or Sales Order #
  - Number of pieces
  - Requested delivery time.
  - Pickup (ready) time
  - E-mail address for notifications of any changes and POD's

NOTE: Only use if written approval is provided by a Transportation Rep from this Routing Guide. If the Next Flight Out (NFO) is after 5pm and the destination will not be waiting, **Do NOT** ship courier.

# **INTERNATIONAL BROKERAGE**

## **Customs Brokerage - Small Parcel < 150 lbs**

1. Collins Aerospace Avionics / Mission Systems Primary Broker: **FedEx**
  - Required Service Level for Int'l small parcel: **International Economy**
2. When addressing shipment, use the following address structure:  
Collins Aerospace Ultimate Consignee (Collins location which will ultimately receive the shipment) Address, City, State, Zip
3. A **Commercial Invoice** and **Packing List** must accompany every shipment.  
These documents must include the following:
  - Collins Aerospace Part Number
  - Vendor Part Number if applicable
  - Quantity
  - Complete Description of Merchandise
  - Harmonized Tariff Schedule (HTS)
  - Value of Merchandise in US Dollars
  - Collins Aerospace Purchase Order Number
  - Country of Origin (country where goods were manufactured)
  - Reason for shipment (i.e. purchase, return for repair/replacement, warranty, loaner, etc.)
  - United States Department of State License number or ITAR exemption, if applicable.
  - Commodity Classification (ECCN or Category #)
  - ATA Carnet Number, if applicable

## **INTERNATIONAL**

(continued)

### **Imports Into the USA – Small Parcel**

**Weight**

1-150 lbs.

**Region**

Worldwide

**Carrier**

FedEx

### **Exports From USA – Small Parcel**

**Weight**

1-150 lbs.

**Region**

Worldwide

**Carrier**

Primary Approved: FedEx  
ITAR/State Dept: FedEx

### **Imports & Exports To/From the USA – Heavyweight Air / Ocean**

**Weight**

150 + lbs.

**Region**

Worldwide

**Carrier**

UPS SCS

THESE INSTRUCTIONS SUPERSEDE ALL PRIOR INSTRUCTIONS AND ARE BINDING UNLESS SPECIFIC WRITTEN AUTHORIZATION TO DEVIATE IS GRANTED BY THE TRANSPORTATION DEPARTMENT

\*\*\*\*\*For small parcel International FedEx shipments, if Collins is contractually responsible for all charges, the inbound Avionics / Mission Systems account number should be entered for **BOTH** transportation charges **AND** duties/taxes charges when shipment is set up. **DO NOT** leave the duties / taxes account number section blank. When account number is used for both, this eliminates paper billing to a Collins location which is essential and required. Shipments should BILL 3<sup>RD</sup> PARTY, not Collect nor Bill Recipient Bill to addresses are in the Invoicing section.\*\*\*\*\*

## **Site Locations**

\*\*\*\*This routing guide only pertains to the Collins Avionics / Mission Systems locations (account numbers on Supplier Portal should only be used for these locations) within Collins Aerospace that are listed in this section, and this is their correlating client ID for Data2Logistics billing noted below in the Invoicing section:

Annapolis MD	- ARINC1
Atlanta, GA	- RKCL01 (also College Park, GA)
Bellevue, IA	- RKCL01
Binghamton, NY	- RKCL01
Burnsville MN	- RSMT01
Calexico, CA	- RKCL01
Carlsbad, CA	- RKCL01
Coralville, IA	- RKCL01
Cedar Rapids, IA	- RKCL01
Cheshire, CT	- AISI01
Colorado Springs, CO	- RKCL01 (only 1225 Aeroplaza Dr, not 1275 N Newport)
Decorah, IA	- RKCL01
Fairfield, CA	- RKCL01
Hood River, OR	- CCTI01
Huntsville, AL	- RKCL01
Manchester, IA	- RKCL01
Melbourne, FL	- RKCL01
Memphis, TN	- RKCL01 (Intertrade division)
Mexicali, MX	- RKCL01
Orlando, FL	- RKCL01
Princeton, NJ	- SNUI01
Richardson, TX	- RKCL01
Seattle, WA	- RKCL01 (Federal Way, WA)
Salt Lake City, UT	- RKCL01
Sterling, VA	- RKCL01
Vergennes, UT	- SPPI01
Virgin, UT	- RKCL01
Westford, MA	- GRCH01
Wilson, NC	- HSKUTC
Wilsonville, OR	- RKCL01
Wichita, KS	- RKCL01

# **Invoicing**

## **Billing Instructions**

\*Collins Avionics / Missions Systems shipments, for the locations above in the site locations section, bill thru our freight payment provider, Data2Logistics.

\*All inbound and supplier to supplier shipments should be billed on the BOL/Airway Bill as bill **THIRD PARTY** to the following Collins naming convention / (client ID's) and Data2 addresses below.

\* **Do NOT** use Bill RECIPIENT or COLLECT for ANY Collins paid shipment

\*\*\*\*\*As stated in the INTERNATIONAL section - For small parcel International FedEx shipments, if Collins is contractually responsible for all charges, the inbound Avionics / Mission Systems account number should be entered for **BOTH** transportation charges **AND** duties/taxes charges when shipment is set up. **DO NOT** leave the duties / taxes account number section blank. When account number is used for both, this eliminates paper billing to a Collins location which is essential and required. \*\*\*\*\*

Rockwell-Collins (RKCL01)  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906

ARINC Incorporated (ARINC1)  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906

Kidde Technologies (HSKUTC)  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906

ROSEMOUNT – BURNSVILLE (RSMT01)  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906

ATLANTIC INERTIAL – CHESHIRE (AISIO1)  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906

CLOUD CAP - HOOD RIVER (CCTIO1)  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906

SENSORS UNLIMITED – PRINCETON (SNUI01)  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906

SIMMONDS PRECISION – VERGENNES (SPPI01)  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906

UNIVERSAL PROPULSION – VIRGIN (UVPR02)  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906

GOODRICH – WESTFORD (GRCH01)  
c/o Data2Logistics  
PO Box 61050  
Fort Myers, FL 33906

### **Data2Logistics Email Invoicing Submittal Instructions:**

Preferred method of invoice receipt is EDI; invoices that need to be hard copy, D2L will now accept these via email. If you have any questions, please contact D2L - Fort Myers FL at **239-936-2800**.

#### The requirements for emailed invoices are:

- email your invoices to: [ftm-invoicescan@data2logistics.com](mailto:ftm-invoicescan@data2logistics.com)
  - Do not include any other email address in the "TO" line of your email
  - All other email addresses must be on the "CC" line.
  - **The Preferred Email submittal process is one invoice per email.**
- Enter the **Client Name and the Bill To Account #** in the subject line of your email.
- The invoice document should contain the client's name and Invoice #.
- The invoice must be the **first** page and all backups should follow within the same document.
- Multiple invoices may be in one email, but each invoice has to be a separate file with a unique name (invoice # is the best option). This method is not preferred.
- File name cannot contain any special characters, **only letters, numbers, dashes, underscore and spaces**.
- Zipped files cannot be accepted.
- The **Minimum** email size is 10 KB and the **Maximum** email size is 5 MB.
- Acceptable document formats are: **PDF** and **TIFF**.
- All scanned documents should be in Simplex and Black & White at 200 dpi.  
Grayscale and color copies can come out illegible.
- **All** documents must be standard 8.5 x 11 inch dimensions (Paper Stock at 100% view).
- There will **not be** a response to this email as it goes through an automated submission process.
- If your email fails for not containing an attachment or is over the size limit you will receive a rejection warning email that your submission failed.
- **SUMMARY STATEMENTS, INVOICE INQUIRIES & AGING REPORTS** - should **not** be emailed this process. Email an excel spreadsheet with invoice numbers plus other relevant data to [D2L.inquiry@data2logistics.com](mailto:D2L.inquiry@data2logistics.com).

## **Avionics / Mission Systems Transportation Contacts**

Gwen Clement Lenain

Mgr, Logistics

Cedar Rapids, IA

[gwenaelle.lenain@collins.com](mailto:gwenaelle.lenain@collins.com)

(319) 263-0681

Dee Loveland

Mgr, Logistics

Cedar Rapids, IA

[deeanne.loveland@collins.com](mailto:deeanne.loveland@collins.com)

(319) 295-3587