



Avionics / Mission Systems  
Routing Guide & shipping instructions

*Last Updated June 6<sup>th</sup>, 2025*

Contact information - [Logistics-TransportationAVI/MIS@collins.com](mailto:Logistics-TransportationAVI/MIS@collins.com)

Revision	Changes	Date
Rev C	➤ Updating Magellan contact information	6/4/2025
Rev B	➤ Adding TMS – TMS takes precedence over the routing guide instruction for enabled suppliers	3/13/2025
Rev A	➤ Change of Domestic Truckload Carrier – Magellan ➤ Updated to new branding format	11/20/2024

## Contents

General information .....	2
1- Supplier Shipping Instructions .....	3
2- Collins Aerospace Shipping Instructions.....	3
TMS Program Summary : .....	3
Domestic Carrier information.....	4
1- Small Parcel carrier: FedEx Ground / FedEx Standard Overnight.....	4
2- Less Than Truckload (LTL) Carrier: R&L Carriers.....	4
3- Backup Less Than Truckload (LTL) Carrier: FedEx Freight .....	4
4- Heavyweight Air Service: UPS Supply Chain Solutions .....	5
5- Truckload Carrier: Magellan Transport Logistics.....	5
6- Courier: MNX Global Logistics.....	6
International Carrier and Brokerage information.....	7
1- Customs Brokerage - Small Parcel < 150 lbs. ....	7
2- Imports Into the USA – Small Parcel .....	8
3- Exports From USA – Small Parcel.....	8
4- Imports & Exports To/From the USA – Heavyweight Air / Ocean.....	8
Site Locations .....	9
Invoicing.....	10
1- Billing Instructions .....	10
2- Data2Logstics Email Invoicing Submittal Instructions: .....	11
Avionics / Mission Systems Transportation Contacts .....	12

## General information

- For TMS enabled suppliers, follow the guidance provided by the TMS portal.
- If TMS is not available, follow the information below.
- For all US domestic shipments, under 150lbs, **FedEx GROUND** is the preferred service level 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** is the preferred service.
- **Do not purchase additional cargo insurance** for any Collins aerospace – Avionics / Mission Systems be paid shipment from any carrier. Collins aerospace reserves the right to debit any extra insurance charges incurred

- **Do not use unauthorized carriers.** Collins aerospace – 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 aerospace – 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 barcoded as identified within this document.
- 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.
- The Supplier Shipping Account Number list is available on the Supplier Portal Those account numbers can be accessed by logging into the Heritage Rockwell Collins Supplier Portal (<https://portal.rockwellcollins.com/web/suppliers>), going to the Index page, scrolling down to Shipping and clicking on Shipping Account Numbers.

**Note:** The account numbers provided are strictly for the Collins Aerospace Avionics and Mission Systems business units locations listed in the Site Locations section of this routing guide. For shipments to any other Collins Aerospace business unit locations not listed, use their designated account numbers. Verify that you are using the correct account number for the correct inbound Collins Aerospace location.

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

## 1- 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.

## 2- Collins Aerospace Shipping Instructions

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

## TMS Program:

- Collins partnered with DHL Supply Chain and implemented a Transportation Management System (TMS) designed to optimize and maintain service levels for freight paid by Collins.
- Enabled suppliers will be contacted by Collins and must be setup on the UTAS or HRC supplier portal to manage purchase orders.

- The TMS makes a smart-low-cost service determination based on the on dock due date. The TMS will always choose correct carrier based on the lowest cost and other Collins Business requirements

## Domestic Carrier information

### 1- Small Parcel carrier: FedEx Ground / FedEx Standard Overnight

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

**Note:** Air shipments are strictly for urgent requirements and must only be used when authorized. Approved shipments will use FedEx Standard Overnight.

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.

Ground Shipment exceeding the following characteristics will occur a Ground Unauthorized surcharge of \$1,150. Please use R&L or FedEx Freight instead.

#### Definition of a Ground Unauthorized Package

<b>LENGTH</b>	Any package measuring more than 108 inches in length
<b>WEIGHT</b>	Any package weighing more than 150 lbs (~70kg)
<b>GIRTH</b>	A shipment measuring more than 165 inches in length plus girth

### 2- Less Than Truckload (LTL) Carrier: R&L Carriers

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

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

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....

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

Contact a Collins rep before using FedEx Freight.

**Note:** Only the two approved LTL carriers (R&L and FDX Freight) should be used. Collins Aerospace reserves the right to reject invoices from any other carrier, and the shipper will be held responsible for any rejected charges.

## 4- Heavyweight Air Service: UPS Supply Chain Solutions

UPS SCS - Contact Info: 800-443-6379

- Applicable to any packages exceeding 151+ lbs.
- UPS SCS is used for ALL domestic AND International heavyweight air

**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.

## 5- Truckload Carrier: Magellan Transport Logistics

To Place an Order with Magellan, contact Team Distro [Collins@magtl.com](mailto:Collins@magtl.com) (904-544-5774)

For night and weekend assistance, copy Team Distro [Collins@magtl.com](mailto:Collins@magtl.com) AND [Nightops@magtl.com](mailto:Nightops@magtl.com) (844-802-0042).

Copy account manager, Bjorn Noren - [bnoren@magellanlogistics.com](mailto:bnoren@magellanlogistics.com) (904-544-5774).

Provide:

- Ship to and ship from
- 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.) or Seals or US Drivers are required.
- 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
- Shipment schedule and/or time constraint

**Note:** If Magellan states they cannot provide service, contact one of the Transportation Reps at the end of this routing guide.

## 6- Courier: MNX Global Logistics

(previously called Network Global Logistics)

To Place an Order with MNX, Call (only): (800) 938-1811 (**DO NOT** call any other phone number; it will lead to errors).

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 Carrier and Brokerage information

## 1- Customs Brokerage - Small Parcel < 150 lbs.

Collins Aerospace Avionics / Mission Systems Primary Broker: **FedEx**

- Required Service Level for Int'l small parcel: **International Economy**

When addressing shipment, use the following address structure:

Collins Aerospace Ultimate Consignee (Collins location which will ultimately receive the shipment)  
Address, City, State, Zip

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

**Note:** 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.

## 2- Imports Into the USA – Small Parcel

<u>Weight</u>	<u>Region</u>	<u>Carrier</u>
1-150 lbs.	Worldwide	FedEx

## 3- Exports From USA – Small Parcel

<u>Weight</u>	<u>Region</u>	<u>Carrier</u>
1-150 lbs.	Worldwide	FedEx ITAR/State Dept: FedEx

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

<u>Weight</u>	<u>Region</u>	<u>Carrier</u>
150 + lbs.	Worldwide AIR	UPS SCS
150 + lbs.	Worldwide OCEAN	CH Robinson
150 + lbs.	Worldwide OCEAN	DSV

If you are unsure on your Ocean Shipments, please email our team @

[Logistics-TransportationAVI/MIS@collins.com](mailto:Logistics-TransportationAVI/MIS@collins.com).

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

## Site Locations

This routing guide only pertains to the Collins Aerospace 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:

Site location	Client ID (Data2 logistics)
Annapolis MD	ARINC1
Atlanta, GA or College Park GA	RKCL01
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 (only 1225 Aeroplaza Dr, not 1275 N Newport)	RKCL01
Decorah, IA	RKCL01
Fairfield, CA	RKCL01
Huntsville, AL	RKCL01
Manchester, IA	RKCL01
Melbourne, FL	RKCL01
Memphis, TN (Intertrade division)	RKCL01
Mexicali, MX	RKCL01
Orlando, FL	RKCL01
Princeton, NJ	SNUI01
Richardson, TX	RKCL01
Seattle, WA or Federal Way, WA	RKCL01
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

## 1- Billing Instructions

Collins Aerospace 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 (AIS101)  
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

## 2- Data2Logistics Email Invoicing Submittal Instructions:

Preferred method of invoice receipt is EDI; For 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 must 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**

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

Or our joint email

[Logistics-TransportationAVI/MIS@collins.com](mailto:Logistics-TransportationAVI/MIS@collins.com)