



Collins Aerospace

ROUTING GUIDE & SHIPPING INSTRUCTIONS

Updated May 4, 2021

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GENERAL INFORMATION

- COLLINS AEROSPACE PREFERRED TRANSPORTATION METHOD IS FEDEX GROUND FOR ALL DOMESTIC SHIPMENTS UNDER 150# 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.
- FOR INTERNATIONAL SHIPMENTS UNDER 150#, FEDEX INTERNATIONAL PRIORITY SERVICE SHOULD BE USED. (**DO NOT USE INTERNATIONAL ECONOMY SERVICE**)
- DO NOT PURCHASE ADDITIONAL CARGO INSURANCE FOR ANY COLLINS AEROSPACE PAID SHIPMENT (ALL CARRIERS). COLLINS AEROSPACE RESERVES THE RIGHT TO DEBIT BACK ANY ADDITIONAL INSURANCE CHARGES.
- Do not use unauthorized carriers. Collins Aerospace **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 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.
- Supplier Shipping Account Number list is available on Supplier Portal.
- **Customer Returns or Third Party shipments** on behalf of Collins Aerospace should contact buyer or logistics specialist for approved FedEx Ground account number.

SUPPLIER SHIPPING INSTRUCTIONS:

- Barcodes must be on packing slips; see Bar Code Specifications on www.supplycollins.com
- Air bill and Bill of Lading must be marked BILL RECIPIENT or FREIGHT COLLECT. **COLLINS AEROSPACE**
- **SHIPPING INSTRUCTIONS:** Shipments between Collins Aerospace locations ship prepaid from point of origin.

DOMESTIC SHIPMENTS

SMALL PACKAGE:

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


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

LESS THAN TRUCKLOAD:

GROUND SERVICE: Up to 3 pallets and 151 – 2,000 lbs

R+L Carriers-Contact # 800-543-5589 Nationwide
service: All of the Lower 48 States.

HEAVYWEIGHT AIR* SERVICE

151-500 lbs.  Primary Approved: UPS-SCS 1-800-443-6379

***MUST HAVE WRITTEN AUTHORIZATION** FROM COLLINS AEROSPACE PROCUREMENT AGENT TO USE HEAVYWEIGHT AIR SERVICE. COLLINS AEROSPACE RESERVES THE RIGHT TO DEBIT BACK THE COST DIFFERENCE BETWEEN AIR AND GROUND SHIPPING COSTS.

TRUCKLOAD:

RYAN TRANSPORTATION

To Place an Order with Ryan Transportation: 1.

Call: Eric Vineyard @ (913) 553-5491

2. Advise/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

COURIER:

***MNX GLOBAL LOGISTICS**

*MUST HAVE WRITTEN AUTHORIZATION FROM COLLINS AEROSPACE PROCUREMENT AGENT TO USE COURIER SERVICE. COLLINS AEROSPACE RESERVES THE RIGHT TO DEBIT BACK THE COST DIFFERENCE BETWEEN COURIER AND GROUND SHIPPING COSTS.

To Place an Order with Network Global Logistics:

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: If the Next Flight Out (NFO) is after 5pm and the destination will not be waiting, *do not* ship courier

INTERNATIONAL SHIPMENTS

CUSTOMS BROKERAGE - Small Parcel < 150 lbs

1. Collins Aerospace Broker: **FedEx**
2. Preferred Service Level: **International Priority**
3. When addressing shipment, use the following address structure:
Rockwell Collins Ultimate Consignee (Collins location which will ultimately receive the shipment)
Address, City, State, Zip
4. A **Commercial Invoice** and **Packing List** must accompany every shipment.
These documents must include the following:
 - Rockwell Collins Part Number
 - Vendor Part Number if applicable
 - Quantity
 - Complete Description of Merchandise
 - Harmonized Tariff Schedule (HTS)
 - Value of Merchandise in US Dollars
 - Rockwell Collins 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 TO USA – SMALL PACKAGE

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

EXPORTS FROM USA – SMALL PACKAGE

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

IMPORTS & EXPORTS TO/FROM USA - HEAVYWEIGHT

<u>Weight</u>	<u>Region</u>	<u>Carrier</u>
1-150 lbs.	Worldwide	FedEx
501+ lbs.	Worldwide	Contact Corporate Transportation

*Must have written authorization to use HEAVYWEIGHT AIR UPS SCS.

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

Corporate Transportation Contacts

Jason Carlson
Logistics Specialist
Cedar Rapids, IA
Jason.Carlson@collins.com
(319) 263-2163 office

Jeremy Rodriguez
Manager, Logistics
Richardson, TX
Jeremy.Rodriguez@collins.com
(972) 705-4189 office

Lee Brown
Sr. Manager, Logistics Richardson,
TX
Lee.brown@collins.com
(972) 705-3127 office

SITE TRANSPORTATION CONTACTS

Site	Contact	Email	Phone
Atlanta	Larry Ransom	larry.ransom@collins.com	770-991-7214
Bellevue	Joel Wagner	joel.wagner@collins.com	319-263-2184
Binghamton	Ed Fisher	edward.fisher@collins.com	607-352-1121

Calexico	Jose Tirado	jose.tirado@collins.com	760-768-4724
Carlsbad	Francisco Villa	francisco.villa.aguirre@collins.com	760-768-4733
Coralville	Joyce Koppes	joyce.koppes@collins.com	319-295-1451
Cedar Rapids	Oscar Sanchez	oscar.sanchez@collins.com	319-263-2669
Decorah	Rita Elsbernd	rita.elsbernd@collins.com	319-295-9862
Huntsville	Margie McCladdie	margie.mccladdie@collins.com	256-430-3880
IMS	Tresa Webb	tresa.webb@collins.com	410-266-2053
Irvine	Laurie Hollis	laurie.hollis@collins.com	714-929-3324
Manchester	Mary Dighton	mary.dighton@collins.com	319-295-9934
Melbourne	Ed Balboni	edward.balboni@collins.com	321-768-7337
Orlando	Annette Bellitti	eannette.bellitti@collins.com	407-482-4604
Richardson	Scott Hill	scott.hill@collins.com	972-705-6639
Seattle	Bill Mangas	william.mangas@collins.com	253-733-3652
SLC	Alen Ramovic	alen.ramovic@collins.com	801-883-4189
Sterling	Janan Jones	janan.jones@collins.com	703-483-6229
Wilsonville	Idelfonso Maldonado	idelfonso.maldonado@collins.com	503-404-0825
Wichita SC	Lisa Willson	lisa.willson@collins.com	316-677-4903