



# Collins Aerospace

## ROUTING GUIDE & SHIPPING INSTRUCTIONS

Updated June 16, 2020

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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 BETWEEN FEDEX GROUND AND EXPEDITED SHIPPING COSTS.**
- **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.** If a Collins Aerospace preferred carrier does not service your area, please contact the Collins Aerospace Transportation Department.
- **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](http://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:**

<b>Service Mode</b>	<b>Weight</b>	<b>Carrier Choice</b>
Ground	1-150#	<b>FedEx</b>
Air*	1-150#	<b>FedEx Standard Overnight</b>

\* 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: Ryan Grier @ 913-553-5475

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: \*NETWORK 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**

**Weight Region Carrier** 1-150 lbs. Worldwide FedEx

## **EXPORTS FROM USA – SMALL PACKAGE**

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

## **IMPORTS & EXPORTS TO/FROM USA - HEAVYWEIGHT**

<b><u>Weight</u></b>	<b><u>Region</u></b>	<b><u>Carrier</u></b>	
151-500 lbs.	Asia Pacific	}	
	Latin America		UPS-SCS
	Canada		
	Europe	}	
	UPS-SCS		
	Japan		
501+ lbs.	→ Worldwide	Contact Corporate Transportation	

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](mailto:Jason.Carlson@collins.com)  
(319) 263-2163 office

**Jeremy Rodriguez**  
Manager, Logistics  
Richardson, TX  
[Jeremy.Rodriguez@collins.com](mailto:Jeremy.Rodriguez@collins.com)  
(972) 705-4189 office

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

### **SITE TRANSPORTATION CONTACTS**

Site	Contact	Email	Phone
<b>Atlanta</b>	Larry Ransom	<a href="mailto:larry.ransom@collins.com">larry.ransom@collins.com</a>	770-991-7214
<b>Bellevue</b>	Joel Wagner	<a href="mailto:joel.wagner@collins.com">joel.wagner@collins.com</a>	319-263-2184
<b>Binghamton</b>	Ed Fisher	<a href="mailto:edward.fisher@collins.com">edward.fisher@collins.com</a>	607-352-1121
<b>Calexico</b>	Jose Tirado	<a href="mailto:jose.tirado@collins.com">jose.tirado@collins.com</a>	760-768-4724
<b>Carlsbad</b>	Jose Mendez	<a href="mailto:jose.r.mendez@collins.com">jose.r.mendez@collins.com</a>	760-827-8353
<b>Coralville</b>	Jon Karteus	<a href="mailto:jon.karteus@collins.com">jon.karteus@collins.com</a>	319-295-1250
<b>Cedar Rapids</b>	Oscar Sanchez	<a href="mailto:oscar.sanchez@collins.com">oscar.sanchez@collins.com</a>	319-263-2669
<b>Decorah</b>	Rita Elsbernd	<a href="mailto:rita.elsbernd@collins.com">rita.elsbernd@collins.com</a>	319-295-9862
<b>Huntsville</b>	Margie McCladdie	<a href="mailto:margie.mccladdie@collins.com">margie.mccladdie@collins.com</a>	256-430-3880
<b>IMS</b>	Tresa Webb	<a href="mailto:tresa.webb@collins.com">tresa.webb@collins.com</a>	410-266-2053
<b>Irvine</b>	Laurie Hollis	<a href="mailto:laurie.hollis@collins.com">laurie.hollis@collins.com</a>	714-929-3324
<b>Manchester</b>	Caitlin McGowean-Ahline	<a href="mailto:caitlin.mcgowean-ahline@collins.com">caitlin.mcgowean-ahline@collins.com</a>	319-295-9937
<b>Melbourne</b>	Ed Balboni	<a href="mailto:edward.balboni@collins.com">edward.balboni@collins.com</a>	321-768-7337
<b>Orlando</b>	Annette Bellitti	<a href="mailto:eannette.bellitti@collins.com">eannette.bellitti@collins.com</a>	407-482-4604
<b>Richardson</b>	Michelle Ricks	<a href="mailto:michelle.ricks@collins.com">michelle.ricks@collins.com</a>	972-705-1717
<b>Seattle</b>	Bill Mangas	<a href="mailto:william.mangas@collins.com">william.mangas@collins.com</a>	253-733-3652
<b>SLC</b>	Alen Ramovic	<a href="mailto:alen.ramovic@collins.com">alen.ramovic@collins.com</a>	801-883-4189
<b>Sterling</b>	Janan Jones	<a href="mailto:janan.jones@collins.com">janan.jones@collins.com</a>	703-483-6229
<b>Wilsonville</b>	Jim Kimsey	<a href="mailto:james.kimsey@collins.com">james.kimsey@collins.com</a>	503-404-0825
<b>Wichita SC</b>	Lisa Willson	<a href="mailto:lisa.willson@collins.com">lisa.willson@collins.com</a>	316-677-4903