



ROUTING GUIDE & SHIPPING INSTRUCTIONS

Updated July 19, 2018

(Updated information highlighted in yellow)

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GENERAL INFORMATION

- **ROCKWELL COLLINS PREFERRED TRANSPORTATION METHOD IS UPS GROUND FOR ALL DOMESTIC SHIPMENTS UNDER 150# UNLESS WRITTEN AUTHORIZATION FROM YOUR ROCKWELL COLLINS BUYER IS OBTAINED FOR 1X EXPEDITED SHIPMENTS. ROCKWELL COLLINS RESERVES THE RIGHT TO DEBIT BACK THE COST DIFFERENCE BETWEEN UPS GROUND AND EXPEDITED SHIPPING COSTS.**
- **DO NOT PURCHASE ADDITIONAL CARGO INSURANCE FOR ANY RC PAID SHIPMENT FROM ANY CARRIER, ROCKWELL COLLINS RESERVES THE RIGHT TO DEBIT BACK ANY ADDITIONAL INSURANCE CHARGES.**
- **Do not use unauthorized carriers.** Rockwell Collins **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 Rockwell Collins Preferred carrier does not service your area, please contact the Rockwell Collins Transportation Department.
- **Consolidate all** shipments going to one Rockwell Collins 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.
- **Contact Transportation Specialist for account numbers. (pg. 5)**
- **Customer Returns or Third Party shipments** on behalf of Rockwell Collins should contact the Transportation Department for a correct **UPS Ground account #**

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. **ROCKWELL COLLINS SHIPPING INSTRUCTIONS:** Shipments between Rockwell Collins locations ship prepaid from point of origin.

DOMESTIC SHIPMENTS

SMALL PACKAGE:

| Service Mode | Weight | Carrier Choice |
|--------------|--------|------------------------|
| Ground | 1-150# | UPS |
| Air* | 1-150# | UPS Next Day Air Saver |

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

LESS THAN TRUCKLOAD:

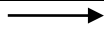
GROUND SERVICE: 151 – 17,000 lbs

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

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

DOMESTIC SHIPMENTS (CONTINUED)

COURIER: **NETWORK GLOBAL LOGISTICS**

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

CUSTOMS BROKERAGE-Small Parcel< 150 lbs

1. All shipments must have **UPS** or **UPS** listed as "**Broker Select**".
 - Use UPS "Broker Select" when shipping via UPS only
2. When addressing shipment, use the following address structure:
Rockwell Collins 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:
 - 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

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

EXPORTS FROM USA

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

IMPORTS & EXPORTS TO/FROM USA

| | | | |
|-------------------------------|--|---|--------------------------------|
| <u>Weight</u> 151-500 lbs. | <u>Region</u> Asia Pacific Latin America Canada | } | <u>Carrier</u> UPS-SCS |
| | Europe Japan | } | UPS-SCS |
| 501+ lbs. → | Worldwide | | Contact the Traffic Department |

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

Enterprise Transportation Contacts

Jason Carlson
 Sr. Traffic/Transportation Specialist
 Cedar Rapids, IA
Jason.Carlson@rockwellcollins.com
 (319) 263-2163 office

Jeremy Rodriguez
 Pr. Transportation Specialist
 Richardson, TX
Jeremy.Rodriguez@rockwellcollins.com
 (972) 705-4189 office

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

TRANSPORTATION CONTACTS

| SITE | CONTACT NAME | TITLE | PHONE | EMAIL |
|--------------------|----------------|--------------------------------|--------------|--|
| Carlsbad, CA | Conrad Vickery | Sr. Inventory Control Analyst | 760-827-8225 | Conrad.Vickery@rockwellcollins.com |
| Cedar Rapids, IA | Martha Schropp | Sr. Transportation Coordinator | 319-295-5058 | Martha.Schropp@rockwellcollins.com |
| Coralville, IA | Nancy Miller | Sr. Transportation Coordinator | 319-295-1281 | Nancy.Miller@rockwellcollins.com |
| Richardson, TX | Bob Hallmark | Manager Material | 972-705-1780 | Bob.Hallmark@rockwellcollins.com |
| Melbourne, FL | Ed Balboni | Warehouse Manager | 321-768-7337 | Edward.Balboni@rockwellcollins.com |
| Portland, OR | Jim Kimsey | Mgr Dist. Center | 503-404-0825 | James.Kimsey@rockwellcollins.com |
| Salt Lake City, UT | Alen Ramovic | Sr. Shipping Handler | 801-883-4189 | Alen.Ramovic@rockwellcollins.com |
| Irvine, CA | Laurie Hollis | Sr. Shipping Coordinator | 714-929-3324 | Laurie.Hollis@rockwellcollins.com |