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**This Routing Guide is for Rockwell Collins Germany - Heidelberg only.
Compliance with this Routing Guide is Mandatory.**

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General Information

- **Do not purchase additional Cargo Insurance from any carrier**
- **Consolidate** all shipments going to Rockwell Collins Germany - Heidelberg into a single shipment each day
- **Do not use unauthorised carriers.** Rockwell Collins Germany will not pay freight costs from an unauthorised carrier and reserves the right to debit back to the shipper 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 Customs and Transportation Specialist at Rockwell Collins Germany. Preferred carriers are defined on page 4 to 5
- **Do not use Declared Value or any other package/shipment insurance.** Fees associated with these services will not be paid unless prior approval is given by the buyer. Rockwell Collins Germany reserves the right to charge back any additional insurance charges.
- **Each package must be individually bagged** 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 (see Bar Code Specifications on www.supplycollins.com)
- For the **account number** of Rockwell Collins Germany contact Transportation (see Page 6)
- **ITAR** parts must be shipped and invoiced separately from commercial parts.
- **All Suppliers must notify their Buyer and obtain written approval before shipping ANY Premium Freight shipment - NO EXCEPTIONS.**

Hazardous Material / Lithium Shipments

- Shipment containing hazardous materials, dangerous goods or substances shall comply with all European and national laws and directives.

A shipment containing hazardous and non-hazardous materials shall have separate packaging sheets for the hazardous and non-hazardous materials.

Shipping documents shall describe the material according to the applicable classification.

- Prior to the initial shipment of any item that contains lithium battery power sources (metal or ion) or any other derivative or combination of matter that contains lithium batteries, Seller shall notify Buyer in advance of item shipment via notice to Rockwell Collins.
- If there is any material change to the lithium content, size, type, or quantity in subsequent shipments of any item, Seller shall re-submit the notification with updated information. Seller shall provide such notification by completing the appropriate form available in the supplier's section at **portal.rockwellcollins.com**.
- Additionally, prior to and during shipment, each item containing lithium shall meet all labelling and all other requirements set forth in the United Nations Manual of Tests and Criteria, part III, subsection 8.3.
- Furthermore, prior to and during shipment, each item that contains lithium shall meet the requirements set forth in the International Air Transport Authority (IATA) Dangerous Goods Regulations Section 4. Or (ADR) in case of domestic shipments.

Additional Information on Truck Loads

It is Supplier's responsibility to consider following constraints:

- max. weight 7.5t
- max. height 3.9 m headroom
- **no** unloading platform available
- **no** forklift available

In case of non-observance the truck will be refused. Any costs incurred thereof shall be charged to Supplier.

Customs / Export Control:

Customs clearance done directly by Rockwell Collins Deutschland – Heidelberg for all shipments.

A **commercial invoice** and **packing list** must accompany every shipment. These documents must include the following:

- Consignee (To): Complete address and phone number
- Freight charge billing and billing address
- Handling Units (H/U): Number of units requiring loading (For example: 2 pallets)
- Total number of pieces for shipment
- Country of origin (country where goods were manufactured)
- Rockwell Collins part number if available
- Quantity of commodity
- Total gross weight in pounds (LBS) or kilos
- Total net weight in pounds (LBS) or kilos
- Complete description of goods/merchandise
- Harmonized Tariff Schedule (HTS)
- Value of goods/merchandise in US dollars, euros or GB pounds
- Rockwell Collins purchase order number
- 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 #)
- German export licence, if applicable
- ATA carnet number, if applicable
- Signature of authorized company representative shipper/exporter (printed name, signature, and title.)

Domestic Vendors – authorized carrier

- Shipments of purchased items or **non**-warranty repaired items to Rockwell Collins Germany-Heidelberg are to be made on an **Ex-Works** basis, through:

0 - 70 kilos UPS Parcels, Express Saver Service

+ 70 kilos TNT

- Shipments of free of charge items or warranty repaired items to any Rockwell Collins Germany-Heidelberg are to be made on a **Pre-Paid** basis.

EU Vendors – authorized carrier

- Shipments of purchased items or **non**-warranty repaired items to Rockwell Collins Germany-Heidelberg are to be made on an **Ex-Works** basis, through:

0 - 70 kilos UPS Parcels, Express Saver Service

+ 70 kilos TNT

- Shipments of free of charge items or warranty repaired items to Rockwell Collins Germany-Heidelberg are to be made on a **CPT** basis.

International Vendors – authorized carrier

- Shipment of purchased items or **non**-warranty repaired items to Rockwell Collins Germany-Heidelberg are to be made on an **FCA** basis, through:

0 - 70 kilos UPS Parcels, Express Saver Service

+ 70 kilos UPS-SCS EC Service

Details of UPS-SCS local offices can be found on their web site: <http://www.ups-scs.com/>
Shipments of free of charge items or warranty repaired items to any Rockwell Collins Germany - Heidelberg are to be made on a **DAP** basis.

RCD-TRANSPORTATION CONTACTS

CONTACT NAME	TITLE	PHONE (in urgent cases)	EMAIL
RCD Shipping Distribution List			Shipping.dep-RCD@rockwellcollins.com
Andreas Buessecker	Sr.Transportation Coordinator	+49 6221 512 271	
Daniela Werner	Sr.Transportation Coordinator	+49 6221 512 214	
Bianca Ravasz	Import Specialist	+49 6221 512 202	
Wilfried Kobsa	Export & Customs Specialist	+49 6221 512 516	
Jannis Maass	Manager Logistics	+49 6221 512 353	