



**Collins Aerospace**  
An **RTX** Business

# INTERIORS ROUTING GUIDELINES

**UNITED STATES**

September 2025

# TRANSPORTATION MANAGEMENT SYSTEM

## TMS

- **Collins Transportation Management System (TMS) is mandatory for all U.S. suppliers live on the TMS system**
- The following guidelines in the next slides should ONLY be referenced when the supplier portal and/or TMS system is down, or for non-supplier portal enabled suppliers; TMS utilization is the standard for all applicable suppliers.

### TMS Contacts

- DHL-Collins dedicated team coverage Times, 0800-2100 EST
  - DHL-Collins group e-mail: [CollinsInbound@dhl.com](mailto:CollinsInbound@dhl.com)
  - DHL-Collins Phone number: 734-853-5910
  - CSS ticketing, e-mail: [dhlportal+css-collins-us@service-now.com](mailto:dhlportal+css-collins-us@service-now.com)
  - Afterhours/weekend/holiday questions, escalations, or track and trace, please contact the DHL TCS Team Email: [TCS.Team@dhl.com](mailto:TCS.Team@dhl.com)
- If urgent and no response has been received via email, please utilize the TCS After Hours Phone: (855) 488-4938 ext. 3.

*\*note: Outbound Boeing-paid shipments (on time) should be booked via the Boeing TMS Group, not Collins DHL TMS*

**Collins Transportation Mgmt. System is the STANDARD for all TMS-enabled suppliers**

# TABLE OF CONTENTS

## I. INTRA UNITED STATES SHIPMENTS

- I. Carrier Selection
- II. FedEx Shipping Form Instructions
- III. Shipping Documentation Checklist
- IV. Documentation Examples

## II. INTERNATIONAL SHIPMENTS TO THE UNITED STATES

- I. Carrier Selection
- II. Carrier Contacts
- III. FedEx Shipping Form Instructions
- IV. Commercial Invoice Requirements
- V. Shipping Documentation Checklist
- VI. Documentation Examples


## III. BILLING AND CONTACTS

- I. Freight Billing Instructions
- II. Collins Aerospace Contacts

# INTRA-U.S. SHIPMENTS



# CARRIER SELECTION

Size	Speed (Calendar Days)	Mode	Carrier	Service Level	Contact Information
<150 lbs. not palletized	2-6 days	Small Parcel**	FedEx Express	FedEx Express 2-day, Express Saver or FedEx Ground	Online: <a href="https://www.fedex.com/">https://www.fedex.com/</a> Phone: +1 800-GO-FedEx
>150 to 10,000 lbs. – Not over width or height	2-7 days	Less Than Truckload	Double Click on this icon to open LTL carrier routing table 	Standard LTL	<a href="https://www.fedex.com/">https://www.fedex.com/</a> Phone: +1 800-GO-FedEx Or <a href="https://www.rlcarriers.com/freight/shipping/pickup-request">https://www.rlcarriers.com/freight/shipping/pickup-request</a> Phone: +1 800-543-5589
>10K to 40K lbs.	2-10 days	Truckload**	JB Hunt	Single driver	619-954-0072 <a href="mailto:ship.bnsf@jbhunt.com">ship.bnsf@jbhunt.com</a>
>150 to 5K lbs. -Dimension limited	2-5 days	Airfreight**	FedEx Freight	Standard, 3-day or deferred	Online: <a href="https://www.fedex.com/">https://www.fedex.com/</a> Phone: +1 800-GO-FedEx

# FEDEX SHIPPING FORM INSTRUCTIONS

## OLD FORM

- Company Name should be the legal entity referenced on the “Sold-To” Section of the purchase order
- The shipping address should be the one listed on the purchase order. Purchase orders containing deliveries to multiple sites, will print the delivery address at the item level (If in doubt, check the delivery address which prints on the Advance Shipping notification)

The screenshot shows the FedEx shipping form interface. Red callouts provide instructions for specific fields:

- Section 2. To:** A red box highlights the "Company" field, which contains "Sold-To Legal Entity". A red arrow points to this field with the text: "Reference the legal entity referenced on the 'Sold-To' section of the purchase order".
- Section 2. To:** A red box highlights the "Address 1" field, which contains "36 avenue Jean Monnet". A red arrow points to this field with the text: "'Ship-to' delivery address specified on the purchase order".

Other visible fields include:

- Section 1. From:** Taylor Gottfredson, 850 Lagoon Drive, MS D107, CHULA VISTA, California, 91910, United States
- Section 3. Package & Shipment Details:** Ship date (04/17/2019), Number of packages (1), Weight (10.00 lbs), Declared Value (0 US Dollars), Service type (International Economy), Package type (Your Packaging), Dimensions (12 x 12 x 12 in), Package contents (Documents), Shipment purpose (Commercial), Total customs value (1111.00 US Dollars).
- Section 4. Billing:** Bill transport, Account no., Bill duties/taxes to, Account no., PO number, Invoice no., Department no.
- Special Services:** Dry ice, Dangerous, Lithium, etc.
- Broker information:** Broker company name (Bollore Logistics), Broker contact name (Veronique Moretto), Address 1 (40-42 Avenue Jean Monnet), Address 2 (C/O Goodrich Aerospace Europe), Postal code (31770), City (COLOMIERS), Country/Territory (France), Phone no. (+33562742200), Broker tax ID.
- Pickup/Drop-off (optional):** You are dropping off your package at a FedEx location.
- Shipment Notifications (optional):** Send an email to yourself, the recipient or others indicating the status of your shipment.
- Rates & Transit Times:** Amounts are shown in USD.

# FEDEX SHIPPING FORM INSTRUCTIONS

## NEW FORM

- Company Name should be the legal entity referenced on the “Sold-To” Section of the purchase order
- The shipping address should be the one listed on the purchase order. Purchase orders containing deliveries to multiple sites, will print the delivery address at the item level (If in doubt, check the delivery address which prints on the Advance Shipping notification)

Who are you shipping to?

CONTACT NAME	Luis Villagomez
COMPANY (OPTIONAL)	Rohr Inc
COUNTRY/TERRITORY	France
ADDRESS LINE 1	40 Avenue Jean Monnet
ADDRESS LINE 2 (OPTIONAL)	
POSTAL CODE	31774
CITY	COLOMIERS CEDEX
PHONE NUMBER	+33888888

☐ This is a residential address

☐ Save as new recipient in address book

# SHIPPING DOCUMENTATION CHECKLIST

Document	End User	Copies	Comments
Advanced Shipping Notification	Receiving	1	inside the box - inside an envelope with the Packing Slip and/or CoC
		1	outside the box - physically adhered to the package
Packing Slip and/or CoC	Receiving	1	outside the box - in a pouch separate from Customs documentation
		1	inside the box - inside an envelope with the ASN <b>NOTE:</b> additional set required inside as exterior sleeves can become dislodged and/or caught in automated machinery and lost at transportation providers sorting facilities

To prevent receipt delays, be sure to validate the accuracy of all paperwork for:

- ✓ Overall completeness
- ✓ Quantity match to physical hardware
- ✓ Part number match to physical hardware
- ✓ Appropriate DQR stamp
- ✓ Serial numbers (as required by engineering)
- ✓ Additional Documentation Requirements as listed in ASQR-01-AA Section 2.3



# DOCUMENTATION- INSIDE BOX



# DOCUMENTATION- OUTSIDE BOX



**Note:** Please ensure all wood packaging adheres to International Standards for Phytosanitary Measures No. 15 and any stamps or markings are clearly visible

# **INTERNATIONAL SHIPMENTS TO THE U.S.**



# AIR FREIGHT CARRIER SELECTION

Origin Country	Destination Country	Origin State/City	Shipment Chargeable Weight	Designated Carrier	Designated Service
China	Great Britain	Shanghai, Changzhou, Wuxi, Haining, Hangzhou, Suzhou	ALL	Kuehne + Nagel	China Hub Consolidated
China	Philippines	Shanghai, Changzhou, Wuxi, Haining, Hangzhou, Suzhou	ALL	Kuehne + Nagel	China Hub Consolidated
Philippines	United States	ALL	ALL	Kuehne + Nagel	Philippines Hub Consolidated
Philippines	Europe	ALL	ALL	DGF	Philippines Hub Consolidated
Thailand	Great Britain	ALL	ALL	Kuehne + Nagel	Thailand Hub Consolidated
United States	Great Britain/Philippines	NY, NJ, CT, PA	> 100 KG	Kuehne + Nagel	JFK Hub Consolidated
United States	Great Britain/Philippines	NC, SC, GA, TN	> 100 KG	Kuehne + Nagel	ATL Hub Consolidated
United States	Great Britain/Philippines	TX, LA	> 100 KG	Kuehne + Nagel	DFW Hub Consolidated
United States	Great Britain/Philippines	CA	> 100 KG	Kuehne + Nagel	LAX Hub Consolidated
United States	Great Britain/Philippines	WA, OR	> 100 KG	Kuehne + Nagel	SEA Hub Consolidated
United States	Great Britain/Philippines	IL, IA, WI	> 100 KG	Kuehne + Nagel	ORD Hub Consolidated
United States	Great Britain/Philippines	AZ & MX	ALL	Kuehne + Nagel	Nogales Hub Consolidated
ALL OTHER	ALL OTHER		> 100 KG	Kuehne + Nagel	STANDARD

**Chargeable weight is the greater of Actual Kgs. or Dimensional Kgs.**

**To calculate Dimensional Kgs.:**

**Length (inches) x Width (inches) x Height (inches) / 366 = Dimensional Kgs.**

**or**

**Length (cm) x Width (cm) x Height (cm) / 6000 = Dimensional Kgs.**

# SEA FREIGHT CARRIER SELECTION

Origin City	Destination City	Designated Carrier
Irving, TX	Kilkeel	DHL DGF
Newcomerstown, OH	Kilkeel	DHL DGF
Santa Fe Springs, CA	Kilkeel	DHL DGF
Zeeland, MI	Kilkeel	DSV
Zeeland, MI	Philippines	DSV
ALL OTHER	ALL OTHER	Kuehne + Nagel

# CARRIER CONTACTS

Origin Region	Carrier	Contact Name	Contact Email	Contact Phone
Philippines	DHL DGF	Vilma Cruz de Leon	vilma.deleon@dhl.com	+63 (968) 068 8440
China	Kuehne + Nagel	Nick Pan	nick.pan@kuehne-nagel.com	+86 (21) 2602 8752
Thailand	Kuehne + Nagel	Sasithorn Buddewong	sasithorn.buddewong@kuehne-nagel.com	+66 (91)890-8315
Asia	Kuehne + Nagel	Shivank Kaushik	shivank.kaushik@kuehne-nagel.com	+63 (977) 119-5344
EMEA	Kuehne + Nagel	Thomas Leigh	Thomas.Leigh@Kuehne-Nagel.com	+44 (7583) 048482
U.S.	Kuehne + Nagel	Lars Homann	Lars.Homann@Kuehne-Nagel.com	+1 (404) 675-2839
U.S.	DSV	DSV Ocean Team	aerospace.ocean@us.dsv.com	n/a
U.S.	DSV	DSV Air Team	aerospace.import@us.dsv.com	n/a
U.S.	DHL DGF	Paul Klingberg	paul.klingberg@dhl.com	+1 (425) 306 7954

# FEDEX SHIPPING FORM INSTRUCTIONS

## OLD FORM

- Company Name should be the legal entity referenced on the “Sold-To” Section of the purchase order
- The shipping address should be the one listed on the purchase order. Purchase orders containing deliveries to multiple sites, will print the delivery address at the item level (If in doubt, check the delivery address which prints on the Advance Shipping notification)

The screenshot shows the FedEx shipping form interface. Two red callout boxes provide instructions:

- Reference the legal entity referenced on the "Sold-To" section of the purchase order:** This points to the "Company" field in the "2. To" section, which contains the text "Sold-To Legal Entity".
- "Ship-to" delivery address specified on the purchase order:** This points to the "Address 1" field in the "2. To" section, which contains "36 avenue Jean Monnet".

Other visible fields include:

- 1. From:** Taylor Gottfredson, 850 Lagoon Drive, MS D107, CHULA VISTA, California, 91910, United States
- 2. To:** Country/Territory: France, Company: Sold-To Legal Entity, Contact name: John Smith, Address 1: 36 avenue Jean Monnet, Address 2: B.P. 152, Postal code: F-31774, City: COLOMIERS CEDEX, Phone no.: \*\*\*\*\* ext. \_\_\_\_\_
- 3. Package & Shipment Details:** Ship date: 04/17/2019, Number of packages: 1, Weight: 10.00 lbs, Declared Value: 0 US Dollars, Service type: International Economy, Package type: Your Packaging, Dimensions: 12 x 12 x 12 in, Package contents: Documents, Shipment purpose: Commercial, Total customs value: 1111.00 US Dollars
- 4. Billing:** Bill transport, Account no., Bill duties/taxes to, Account no., PO number, Invoice no., Department no.
- Special Services:** Dry ice, Dangerous, Lithium, etc.
- Broker:** Bollore Logistics, Veronique Morello, Address 1: 40-42 Avenue Jean Monnet, Address 2: C/O Goodrich Aerospace Europe, Postal code: 31770, City: COLOMIERS, Country/Territory: France, Phone no.: +33562742200, Broker tax ID: \_\_\_\_\_
- Pickup/Drop-off (optional):** You are dropping off your package at a FedEx location.
- Shipment Notifications (optional):** Send an email to yourself, the recipient or others indicating the status of your shipment.
- Rates & Transit Times:** Amounts are shown in USD

# FEDEX SHIPPING FORM INSTRUCTIONS

## NEW FORM

- Company Name should be the legal entity referenced on the “Sold-To” Section of the purchase order
- The shipping address should be the one listed on the purchase order. Purchase orders containing deliveries to multiple sites, will print the delivery address at the item level (If in doubt, check the delivery address which prints on the Advance Shipping notification)

Who are you shipping to?

CONTACT NAME  
Luis Villagomez

COMPANY (OPTIONAL)  
Rohr Inc

COUNTRY/TERRITORY  
France

ADDRESS LINE 1  
40 Avenue Jean Monnet

ADDRESS LINE 2 (OPTIONAL)

POSTAL CODE  
31774

CITY  
COLOMIERS CEDEX

PHONE NUMBER  
+33888888

☐ This is a residential address

☐ Save as new recipient in address book

Reference the legal entity referenced on the "Sold-To" section of the purchase order

"Ship-to" delivery address specified on the purchase order



# FEDEX SHIPPING FORM INSTRUCTIONS

## NEW FORM

- In order to avoid any customs clearance delays, attach an electronic version of the commercial invoice to the airwaybill. This can be done under the **Shipment Details** section of the new form.
- A Customs Documentation section will open and the following inputs are required:
  1. Select “Yes, I want to send my invoice electronically (Recommended)”
  2. Select “Accept” to the FedEx Terms and Conditions
  3. Select the Commercial Invoice to upload from your computer

The screenshot displays the FedEx Shipping Form interface. The 'Service' section shows a scheduled arrival on Wednesday, June 1, 2022, before 9:00 PM, with an 'EDIT' link. The 'Shipment details' section, highlighted with a red box, lists shipping items, harmonized customs code, manufactured in US, quantity (1 PCS), weight (140 LB), and customs value (\$100), with an 'EDIT' link. The 'Customs documentation' section contains a dropdown menu for 'HOW WOULD YOU LIKE TO PROVIDE THIS DOCUMENT?' with the option 'I will create my own invoice.' Below this, a red box labeled '1' highlights the radio button for 'Yes, I want to send my invoice electronically (recommended)'. Another red box labeled '2' highlights the checkbox for 'Accept FedEx Electronic Trade Documents terms and conditions'. At the bottom, a red box labeled '3' highlights the 'UPLOAD' button in the 'Upload customs invoice' section, which currently shows 'No File Chosen'.

# COMMERCIAL INVOICE REQUIREMENTS

Commercial Invoices Minimum Requirements	
<ul style="list-style-type: none"><li>• Date of the invoice</li><li>• Names and addresses of buyer, seller, and consignee (broker)</li><li>• Purchase Order Sold-to reference</li><li>• Purchase order number</li><li>• Part number and description of the merchandise including Export Classification Control Number (ECCN) and Harmonized Tariff Schedule (HTS) numberCountry of origin</li><li>• Marks and numbers of the packages in which the merchandise is packed</li><li>• Type of currency</li><li>• Sell price or fair market value <i>(If this cannot be determined reach out to the buyer)</i></li></ul>	<ul style="list-style-type: none"><li>• Purchase price of each item, in the currency of the sale</li><li>• Port of entry to which the merchandise is destined (provided by carrier/forwarder)</li><li>• The quantities in weights and measures</li><li>• Incoterms and mode of transportation</li><li>• All charges upon the merchandise, itemized including freight, cases, insurance, commission, containers, coverings, cost of packing</li><li>• All goods or services furnished to produce the merchandise (assists)</li><li>• Destination country language and/or English Translation</li></ul>

Please note that the auto-generated FedEx Commercial Invoice must not be sent with, nor is intended to be used for customs clearance as it results in clearance delays and potential return shipments. **Commercial Invoice value must match the value stated on the FedEx Airway Bill.** Any variances in value between the Commercial Invoice and FedEx Airway Bill result in additional taxes, custom duties, and fines being billed to Collins.

# SHIPPING DOCUMENTATION CHECKLIST

Document	End User	Copies	Comments
Advanced Shipping Notification	Receiving	1	inside the box - inside an envelope with the Packing Slip and/or CoC
		1	outside the box - physically adhered to the package
Packing Slip and/or CoC	Receiving	1	outside the box - in a pouch separate from Customs documentation
		1	inside the box - inside an envelope with the ASN <b>NOTE:</b> additional set required inside as exterior sleeves can become dislodged and/or caught in automated machinery and lost at transportation providers sorting facilities
Commercial Invoice	Customs	2	outside the box - in a separate pouch identified for Customs <b>NOTE:</b> Packages cannot be opened until customs is cleared, so customs documentation on the interior of the box are not retrievable. Also, please ensure the correct value for the material is listed, even for free of charge material or repaired items

To prevent delays in customs clearance and/or receiving of material, be sure to validate the accuracy of all paperwork for:

- ✓ Overall completeness
- ✓ Quantity match to physical hardware
- ✓ Part number match to physical hardware
- ✓ Appropriate DQR stamp
- ✓ Serial numbers (as required by engineering)
- ✓ Additional Documentation Requirements as listed in ASQR-01-AA Section 2.3

# DOCUMENTATION- INSIDE BOX



# DOCUMENTATION- OUTSIDE BOX



**Note:** Please ensure all wood packaging adheres to International Standards for Phytosanitary Measures No. 15 and any stamps or markings are clearly visible

# FREIGHT BILLING INSTRUCTIONS

Collins Aerospace Interiors shipments freight invoicing goes through our freight payment provider, CTSI.

All inbound and supplier to supplier shipments should be billed on the BOL/Airway Bill as bill **THIRD PARTY** to CTSI.

Collins Aerospace Interiors  
c/o CTSI-Global  
1 South Prescott St. Memphis, TN

**\* Do NOT use Bill RECIPIENT or COLLECT for ANY Collins paid shipment**

For small parcel International FedEx shipments, if Collins is contractually responsible for all charges, the inbound Interiors 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.

# COLLINS INTERIORS CONTACTS

## Mark Pearn

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336-682-1455

## Ashutosh Korde

Assoc. Dir., Logistics

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908-332-4625