

# 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 <u>ONLY</u> 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
- DHL-Collins Phone number: 734-853-5910
- CSS ticketing, e-mail: 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

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



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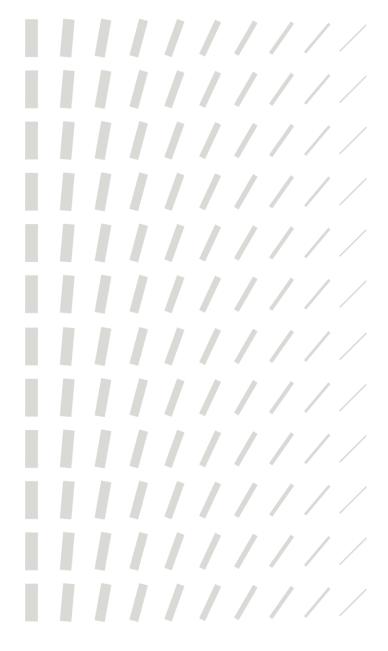
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# INTRA-U.S. SHIPMENTS





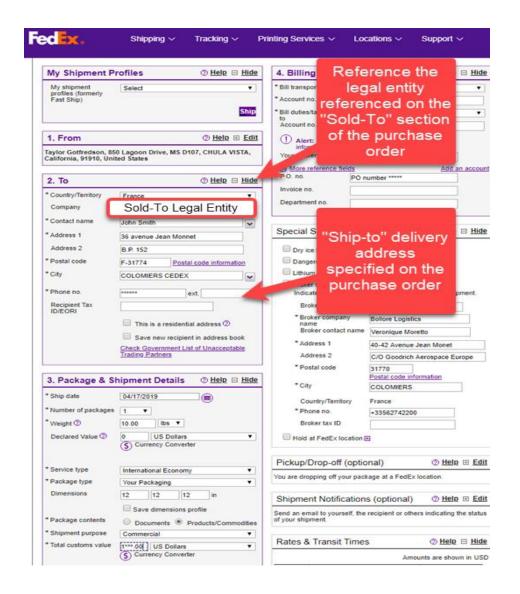
# CARRIER SELECTION

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: https://www.fedex.com/ 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	https://www.fedex.com/ Phone: +1 800-GO-FedEx Or https://www.rlcarriers.com/freight/s hipping/pickup-request Phone: +1 800-543-5589
>10K to 40K lbs.	2-10 days	Truckload**	JB Hunt	Single driver	619-954-0072 ship.bnsf@jbhunt.com
>150 to 5K lbs. -Dimension limited	2-5 days	Airfreight**	FedEx Freight	Standard, 3-day or deferred	Online: https://www.fedex.com/ Phone: +1 800-GO-FedEx



#### OLD FORM

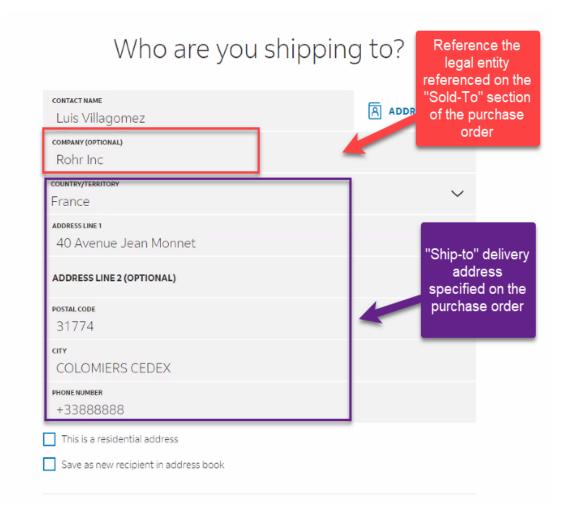
- Company Name should be the legal entity referenced on the "Sold-To" Section of the purchase order
- The shipping address should be the one listed on the purchase order.
   Purchase orders containing deliveries to multiple sites, will print the delivery address at the item level (If in doubt, check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





#### **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)





# SHIPPING DOCUMENTATION CHECKLIST

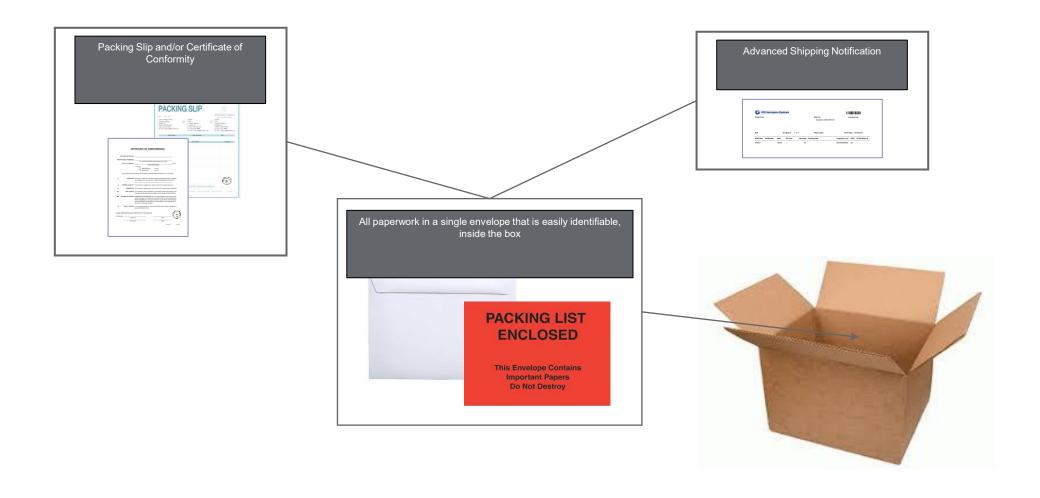
Document	End User	Copies	Comments
Advanced Shipping Notification	Receiving	1	inside the box - inside an envelope with the Packing Slip and/or CoC
		1	outside the box - physically adhered to the package
Packing Slip and/or CoC	Receiving	1	outside the box - in a pouch separate from Customs documentation
		1	inside the box - inside an envelope with the ASN  NOTE: 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





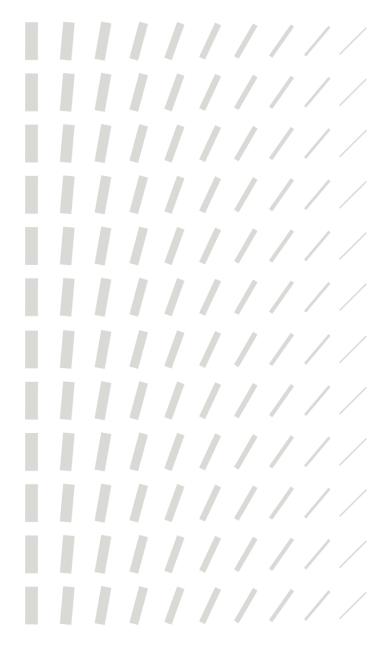
# DOCUMENTATION- OUTSIDE BOX



**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.:

<u>Length</u> (inches) x <u>Width</u> (inches) x <u>Height</u> (inches) / <u>366</u> = <u>Dimensional Kgs</u>.

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



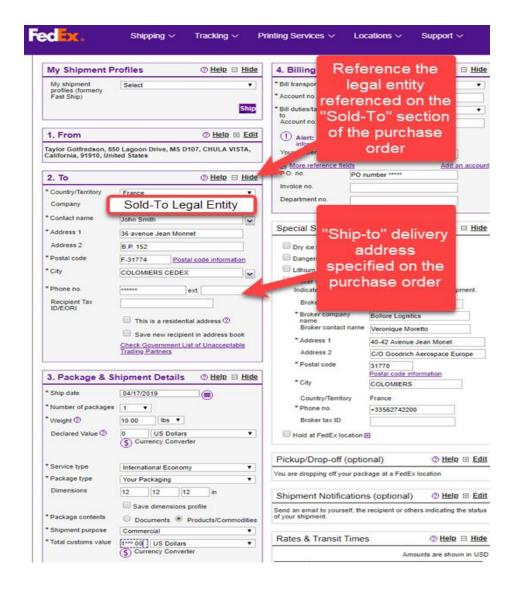
# CARRIER CONTACTS

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



#### **OLD FORM**

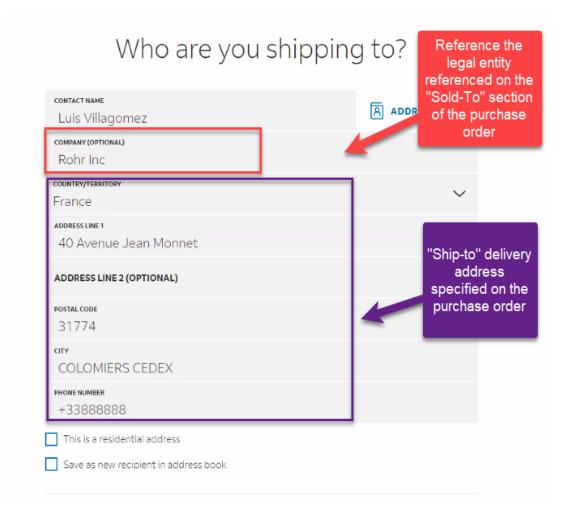
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   Purchase orders containing deliveries to multiple sites, will print the delivery address at the item level (If in doubt, check the delivery address which prints on the Advance Shipping notification)





#### **NEW FORM**

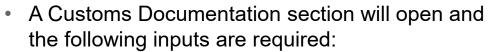
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- The shipping address should be the one listed on the purchase order.
   Purchase orders containing deliveries to multiple sites, will print the delivery address at the item level (If in doubt, check the delivery address which prints on the Advance Shipping notification)



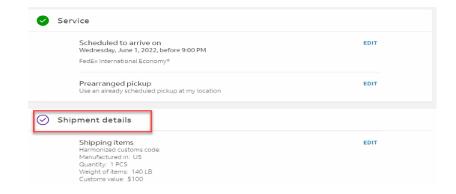


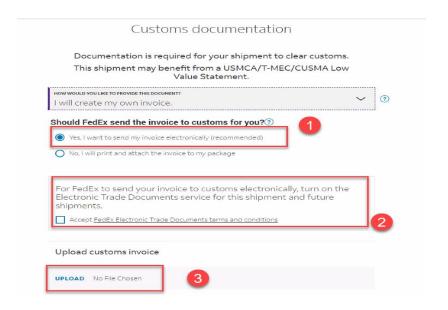
#### **NEW FORM**

 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.



- 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







# COMMERCIAL INVOICE REQUIREMENTS

#### **Commercial Invoices Minimum Requirements**

- Date of the invoice
- Names and addresses of buyer, seller, and consignee (broker)
- Purchase Order Sold-to reference
- Purchase order number
- Part number and description of the merchandise including Export Classification Control Number (ECCN) and Harmonized Tariff Schedule (HTS) numberCountry of origin
- Marks and numbers of the packages in which the merchandise is packed
- Type of currency
- Sell price or fair market value
   (If this cannot be determined reach out to the buyer)

- Purchase price of each item, in the currency of the sale
- Port of entry to which the merchandise is destined (provided by carrier/forwarder)
- The quantities in weights and measures
- Incoterms and mode of transportation
- All charges upon the merchandise, itemized including freight, cases, insurance, commission, containers, coverings, cost of packing
- All goods or services furnished to produce the merchandise (assists)
- Destination country language and/or English Translation

Please note that the auto-generated FedEx Commercial Invoice <u>must not</u> 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

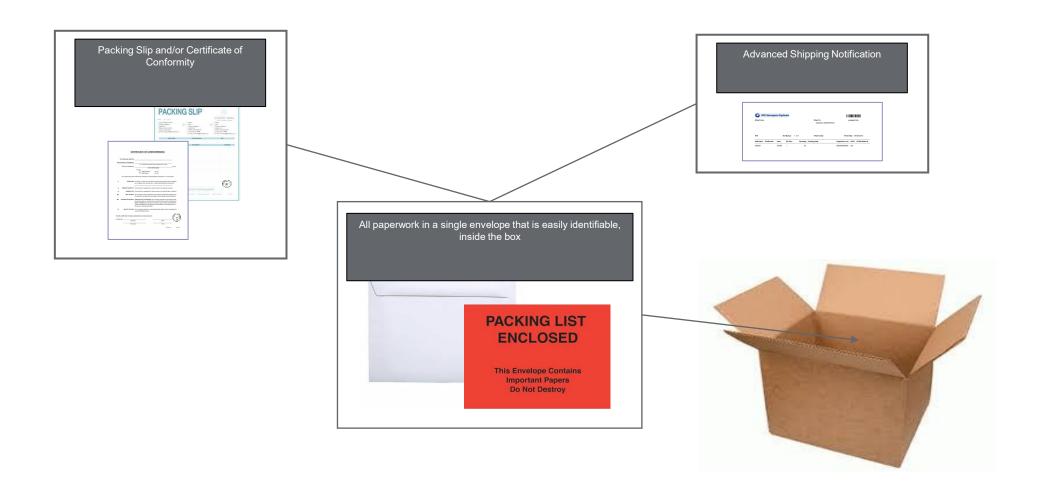
Document	End User	Copies	Comments
Advanced Shipping Notification	Receiving	1	inside the box - inside an envelope with the Packing Slip and/or CoC
		1	outside the box - physically adhered to the package
Packing Slip and/or CoC	Receiving	1	outside the box - in a pouch separate from Customs documentation
		1	inside the box - inside an envelope with the ASN  NOTE: 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  NOTE: 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 <u>BOTH</u> transportation charges <u>AND</u> duties/taxes charges when shipment is set up. <u>DO NOT</u> 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 <u>essential and required</u>.



# COLLINS INTERIORS CONTACTS

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