

CUSTOMER PORTAL USER GUIDE



LOGIN

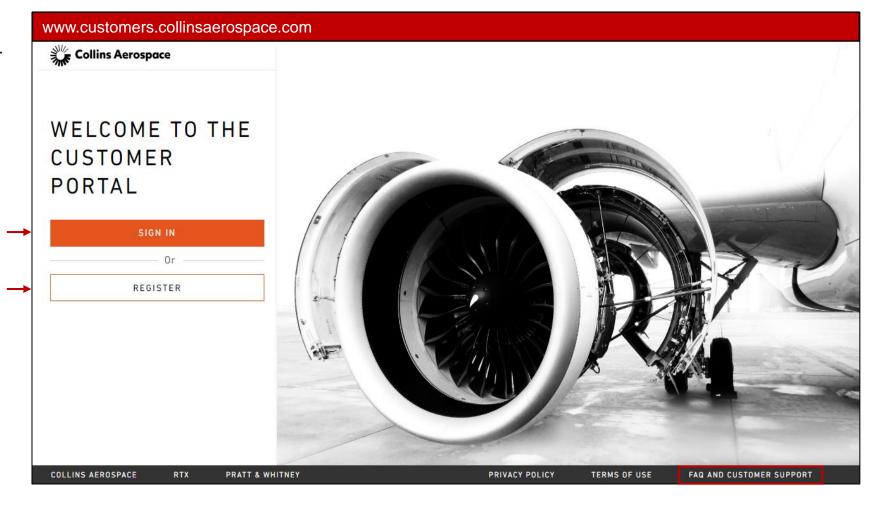
Repairs Order Status And History

NOTE: This website is intended for the use of our established customers.

Login to your Collins Portal account to see more information tailored to your company.

If you do not have an account, click the **Register** button to gain access.

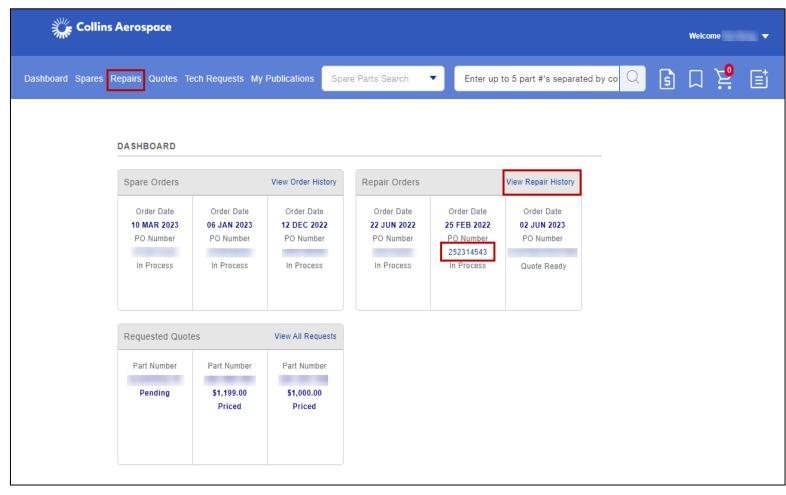
Instructions can be found here or in the <u>FAQ and Customer Support</u> page.





DASHBOARD

Repairs Order Status And History



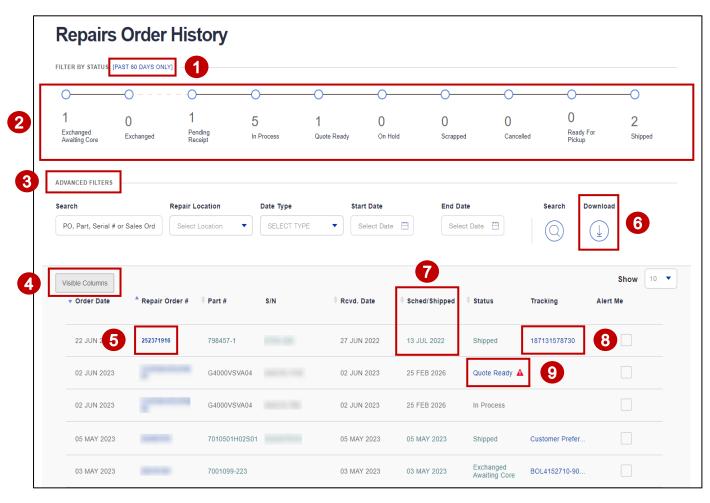
Clicking on the Repairs or View Repair
History link will direct you to the Repairs
Order History page.

Clicking on the Repair Order PO Number will direct you to the Repair Order Details page.



ORDER HISTORY

Repairs Order Status And History

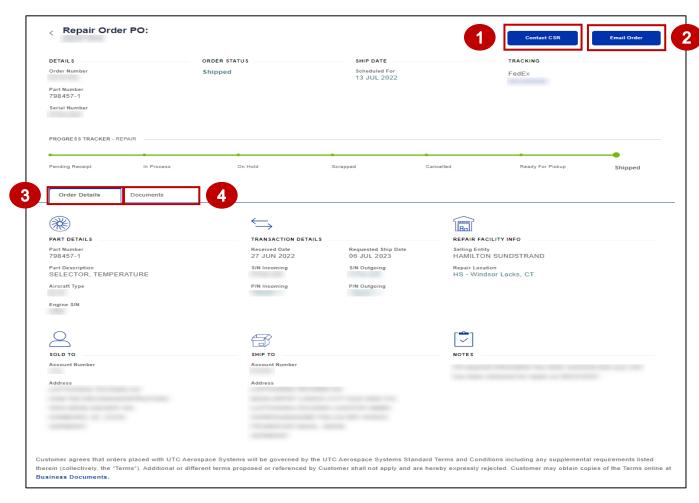


- 1. Repairs Order History page displays the past 60 days of data only.
- 2. Filter By Status for the orders with the status you require.
- 3. Use Advanced Filters to view orders outside the 60 days range.
 - Search for orders using PO, Part, Serial #, Sales Orders #, Repair Location, and Date Range.
- 4. Visible Columns allows you to select the data you want to display.
- 5. Repair Order # link will direct you to the Order Details page.
- 6. Download search results in CSV format.
- 7. The Scheduled/Shipped Date field shows the date the order is expected to ship.
 - Once the item shipped, it will show the actual ship date.
- 8. For shipped orders, you can click on the Tracking Number (when available) to track your shipment.
- Quote Ready link allows you to accept or reject the repair quote.



ORDER DETAILS

Repairs Order Status And History



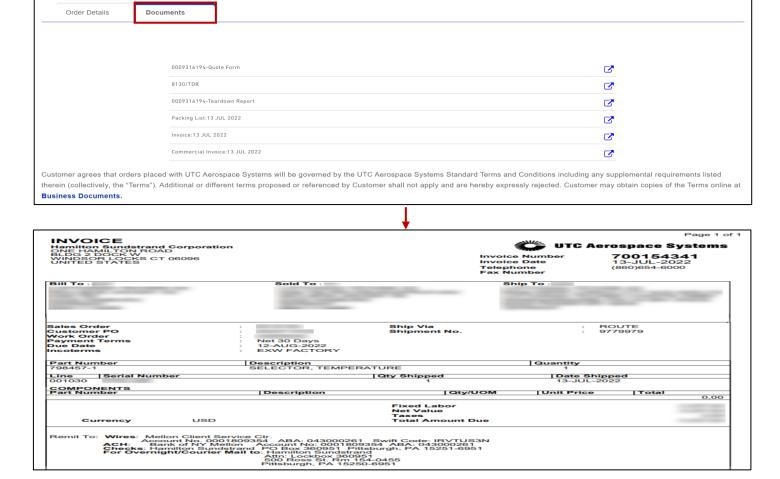
On the repair details page, you will find:

- 1. Contact CSR button to contact the Selling Entity.
- 2. Email Order button to send an email of the order to others.
- 3. Order Details tab to view order details.
- 4. Documents tab to download order documents.



ORDER DOCUMENTS

Repairs Order Status And History



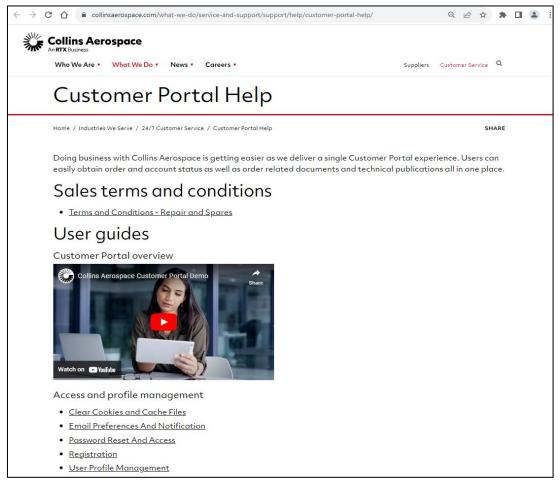
Documents tab will allow you to download a copy of the order documents in PDF format.

Please contact your Customer Support Representative (CSR) for assistance if your documents do not display properly.



CONTACTS

Repairs Order Status And History



Customer Portal Support Team Email:

customer.portal@collins.com

For 24/7 global AOG please contact:

1-877-808-7575 (within U.S.)

1-860-654-2500 (outside U.S.)

Collins Customer Portal FAQ and Support:

https://www.collinsaerospace.com/support/help/ Customer-portal-help

Collins Business Contacts:

https://www.collinsaerospace.com/support



