



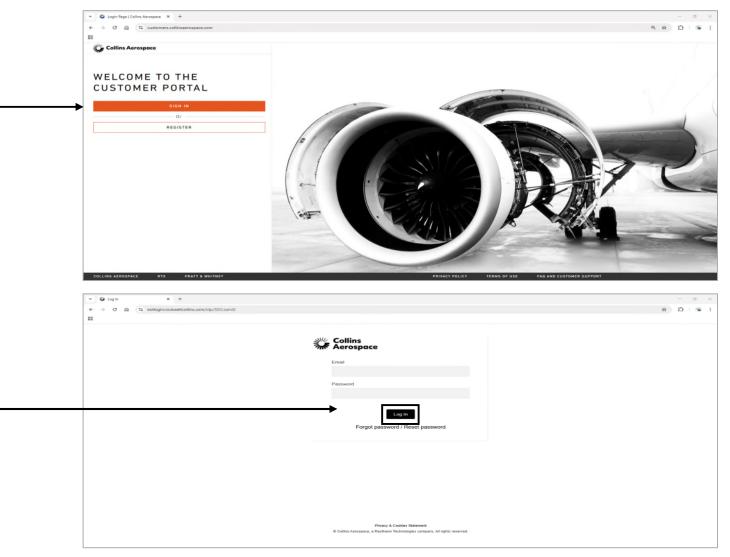
# LOGIN

### **Spares Part Search**

**Step 1:** Click the "Sign In" button to open the portal Login screen.

If you do not have an account, click the **Register** button to gain access. Instructions can be found here on the **FAQ and Customer Support page**.

**Step 2:** Input your username and password on this screen and click on **Log In.** 



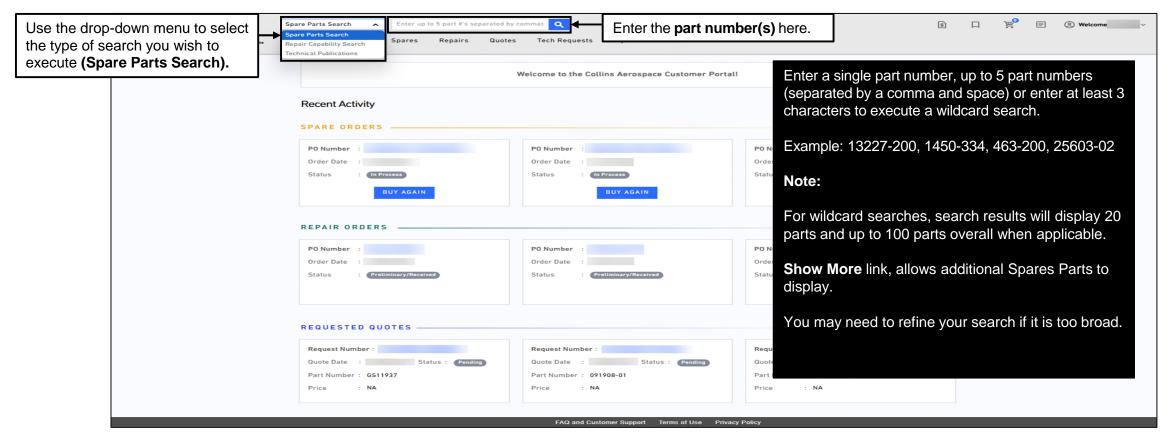


### **DASHBOARD**

### **Spares Part Search**

Step 3: Once signed into your account, you will be directed to the Dashboard page.

- Here you can view your 3 most recent order history for spares, repair, quotes and can scroll to view additional orders and quotes using the arrow.
- You can also complete detailed searches for spare parts, repair capabilities and technical publications.





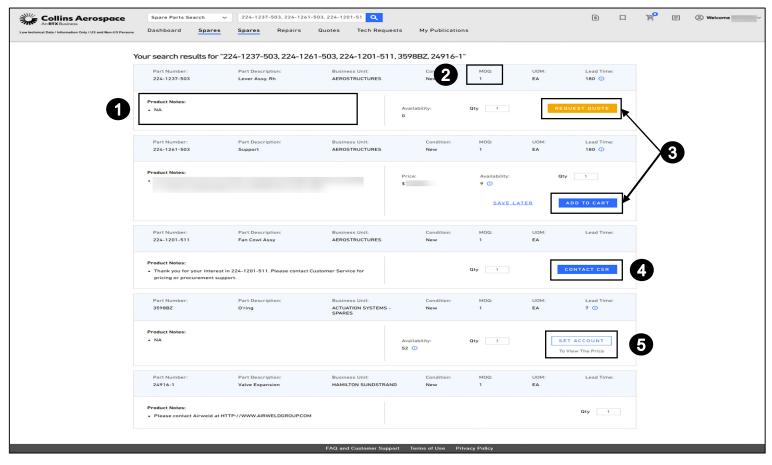
# **SEARCH RESULTS**

#### **Spares Part Search**

**Step 4: Spares Part Search** will return the *Part Description*, *Collins Business Unit, Condition, MOQ (Minimum Order Quantity), UOM (Unit of Measurement), Lead Time, Availability,* and *Pricing.* 

- 1. Product Notes will display if there are additional part information (such as if the part is superseded or replaced).
- 2. Minimum order quantity (MOQ) value can be increased, but you will not be allowed to enter a quantity lower than the default value.
- 3. If shown on your screen:
  - Submit a quote for an unpriced part by clicking Request Quote.
  - Place an order for a priced parts by clicking Add To Cart.
- For parts that cannot be procured online, contact a Collins Customer Service Representative (CSR).

Note: If **Set Account, Add to Cart**, **Request Quote**, or **Please Contact CSR buttons** *do not display*. Please contact the Customer Portal Support Team: <a href="mailto:customer.portal@collins.com">customer.portal@collins.com</a>



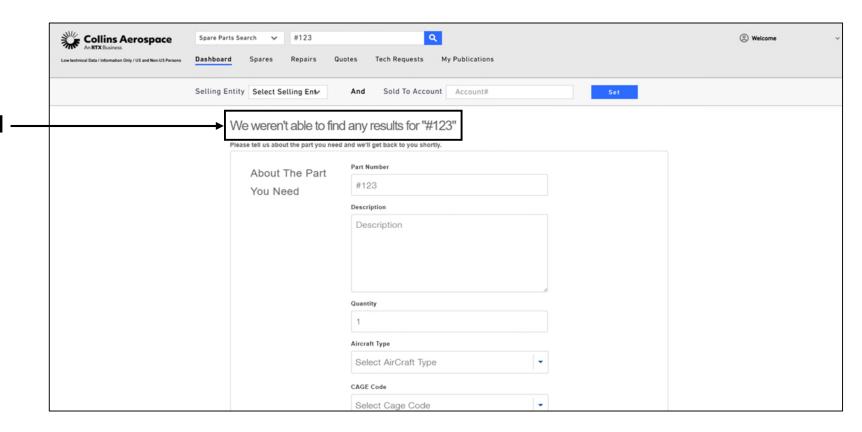


# **UNRECOGNIZED PART**

### **Spares Part Search**

If the requested part number **is not recognized** on our customer portal, you will be prompted to complete a form.

This will provide us with more information to better assist you.





### THANK YOU

#### **CONTACTS**

Customer Portal Support Team Email: <a href="mailto:customer.portal@collins.com">customer.portal@collins.com</a>

For 24/7 global AOG please contact: 1-877-808-7575 (within U.S.) 1-860-654-2500 (outside U.S.)

Collins Business Contacts: <a href="https://www.collinsaerospace.com/support">https://www.collinsaerospace.com/support</a>

Collins Customer Portal FAQ and Support: <a href="https://www.collinsaerospace.com/support/help/Customer-portal-help">https://www.collinsaerospace.com/support/help/Customer-portal-help</a>



