

AVALARA CERTCAPTURE

CERTIFICATE TRANSMITTAL INSTRUCTION SHEET

- Check the box associated with the appropriate Collins BU that the certificate is related - ***Required***
- Use the Email address hot link to send the certificate and cover sheet to CertCapture - ***Required***
- Certificate and cover sheet must be sent via PDF in one document
- Each certificate requires its own separate cover sheet

Customer Information Section

1. Sold to Customer Name – ***Required***
2. Sold to Customer Number(s) – Include all customer numbers associated with the certificate – ***Required***
3. Ship to State(s) - Include all ship to states associated with the certificate – ***Required***
4. Certificate Effective Date – ***Not Required***
 - a. Add the Certificate Effective date if the post goods issue date for delivery related invoicing or the sales order create date for sales order related invoicing if either date is *prior* to the date the certificate is being sent to CertCapture
 - b. If Certificate Effective date is left blank, Avalara will use the Validation Date (the date the certificate is processed by Avalara in CertCapture) as the Effective Date
5. Check the box for a Limited Use Certificate and include the Customer PO Number - ***Not Required***
 - a. The Limited Use Certificate will only apply to the customer PO number(s) noted on the Transmittal Sheet
6. Check the Taxable Box for customers who have indicated their invoices should be taxed - ***Not Required***

Submitter Information Section

- Submitter Name – ***Not Required***
- Submitter Email – ***Not Required*** (If left blank submitter will not be known and therefore no validation verification email will be sent)



Collins Aerospace

Sales Tax Exemption Certificate Transmittal (Check the box associated with applicable Collins BU)

Collins Company	Email Address
AMI Industries Inc.	ami_industries_upload@certcapture.com
Atlantic Inertial Systems Inc.	atlantic_inertial_systems_upload@certcapture.com
B/E Aerospace	be_aerospace_upload@certcapture.com
Cloud Cap Technology	cloud_cap_upload@certcapture.com
Collins Engine Nozzles	collinsenginenozzles_upload@certcapture.com
Goodrich Corporation	goodrich_upload@certcapture.com
Goodrich Lighting Systems Inc.	goodrich_lighting_upload@certcapture.com
Goodrich-Messier Inc.	goodrich_messier_upload@certcapture.com
Goodrich Pump and Engine Control	goodrich_pump_and_engine_upload@certcapture.com
Hamilton Sundstrand Corp	hsutas_upload@certcapture.com
HS Aviation Services	hsav_upload@certcapture.com
HS Space Systems Intl.	hsssi_upload@certcapture.com
Kidde	kidde_upload@certcapture.com
Menasco Aerosystems Inc.	menasco_aerosystems_upload@certcapture.com
Rohr Aero Systems LLC	rohr_aero_services_upload@certcapture.com
Rohr, Inc.	rohr_upload@certcapture.com
Rosemount Aerospace	rosemount_aerospace_upload@certcapture.com
Sensors Unlimited Inc.	sensors_unlimited_upload@certcapture.com
Simmonds Precision Products	simmonds_precisions_products_upload@certcapture.com
Walbar Peabody LLC	walbar_peabody_upload@certcapture.com

Customer Information:

- Sold-to Customer Name:
- Sold-to Customer Number(s):
- Ship-to State(s):
- Certificate Validation Date
(Equals SAP Svce Rendered Date - IF NO Service Rendered Date Equals SAP Pricing Date)
- Check if Limited Use Certificate ☐ Customer PO Number(s)
(Required for Limited Use Certs.)
- Check if Customer is Taxable ☐

Submitter Information

- Name:
- E-mail address:

Questions? Contact: su.taxsupport@rtx.com