

Collins Aerospace User Guide

July 2018 v1.0



Collins Aerospace

A United Technologies Company

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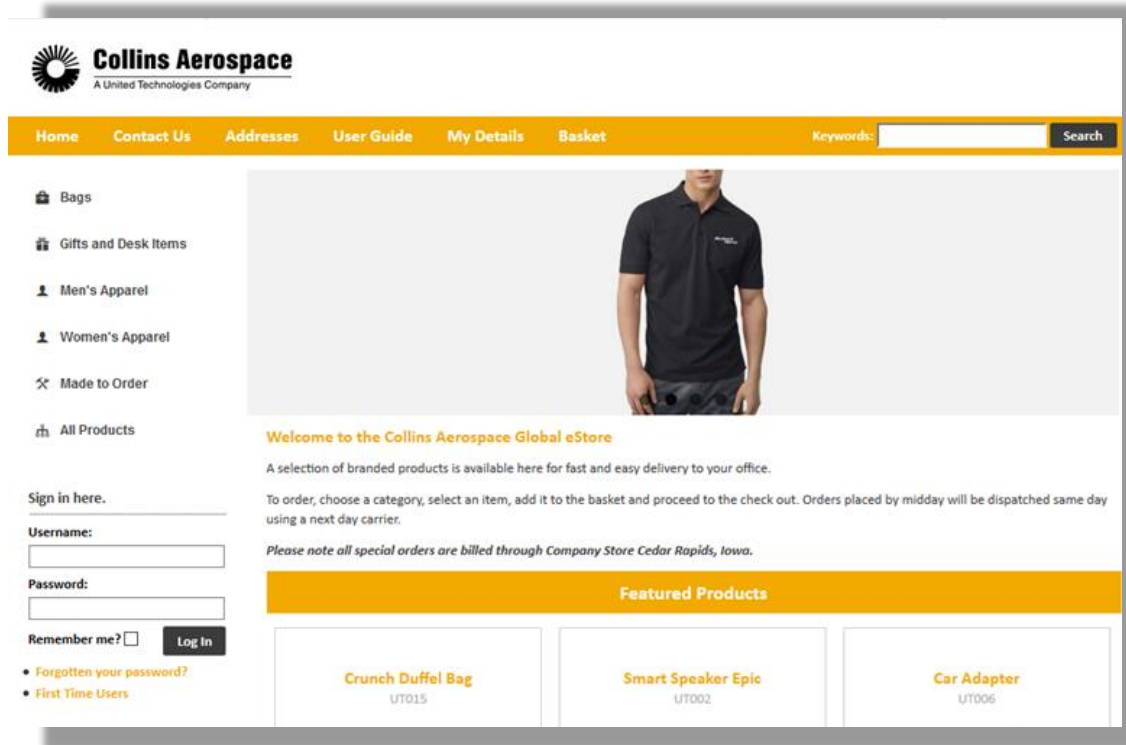
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WELCOME

Welcome to the Collins Aerospace EuMEA region website. The aim of this document is to provide a basic guide to allow you to sign in/register and order promotional branded products.

A new e-store has been developed to meet the needs of all Collins Aerospace employees for branded merchandise and giveaways. All products can be purchased on a corporate credit card and will be delivered to the nominated address.

A wide range of giveaways are available for all employees; if you require anything above and beyond the website stock for specific events or conferences, please contact Vicky Gore at Arcadia (vicky.gore@arcadiaonline.co.uk).



STORE DETAILS

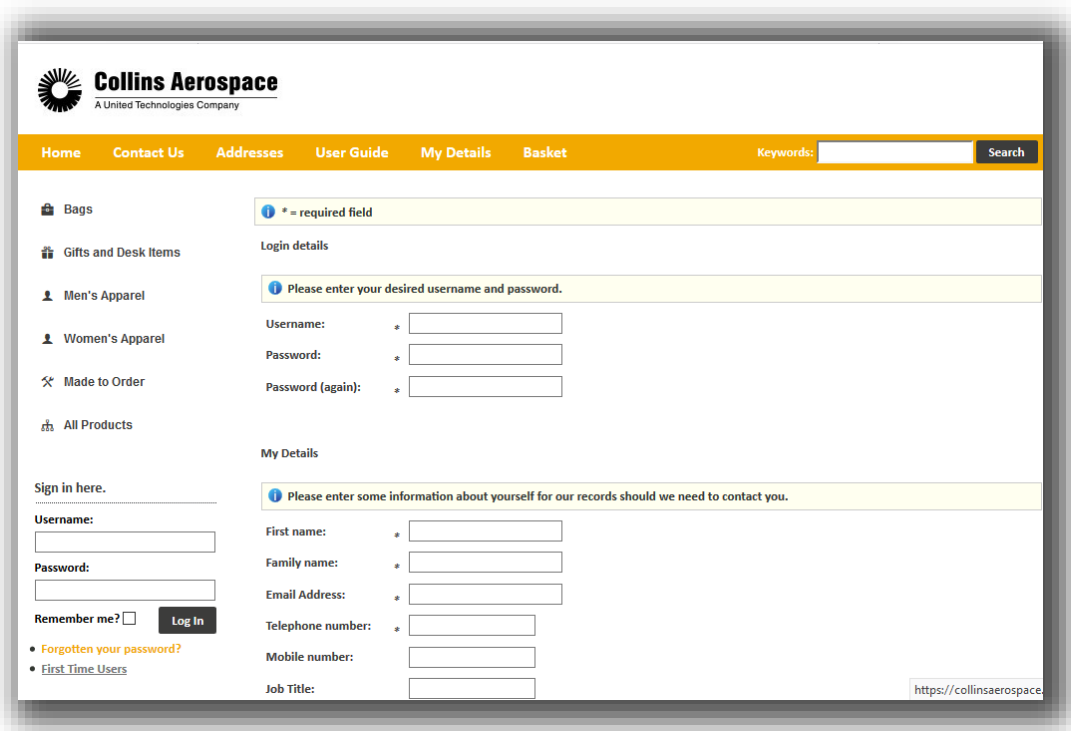
Store URL: <http://www.CollinsAerospaceMerchandise.com>

Payments Accepted: Credit Card

REGISTRATION

To register your account, please click on the link as shown above and select the EuMEA Store. You will be required to fill out a short registration form. Employees with Collins Aerospace and B/E Aerospace email addresses are auto-approved for access, while people with other email addresses will be manually approved by the Arcadia Admin team.

Once your account has been activated, you will be able to log in.



The screenshot shows the registration page for Collins Aerospace. The page has a yellow navigation bar with links: Home, Contact Us, Addresses, User Guide, My Details, and Basket. A search bar is located on the right of the navigation bar. On the left side, there is a sidebar with categories: Bags, Gifts and Desk Items, Men's Apparel, Women's Apparel, Made to Order, and All Products. The main content area is divided into two sections: 'Login details' and 'My Details'. The 'Login details' section has a yellow header with the text '* = required field' and a message: 'Please enter your desired username and password.' It contains three input fields: Username, Password, and Password (again), each with an asterisk indicating it is required. The 'My Details' section has a yellow header with the text: 'Please enter some information about yourself for our records should we need to contact you.' It contains six input fields: First name, Family name, Email Address, Telephone number, Mobile number, and Job Title, each with an asterisk indicating it is required. Below the 'Login details' section, there is a 'Sign in here.' section with input fields for Username and Password, a 'Remember me?' checkbox, and a 'Log in' button. There are also links for 'Forgotten your password?' and 'First Time Users'. The URL 'https://collinsaerospace.com' is visible in the bottom right corner of the page.

LOGGING IN

Enter your chosen username and password combination to enter the store.

Once logged in you'll be presented with the top level menu system. To the left hand side of the page you'll see the links to different product sections of the store.

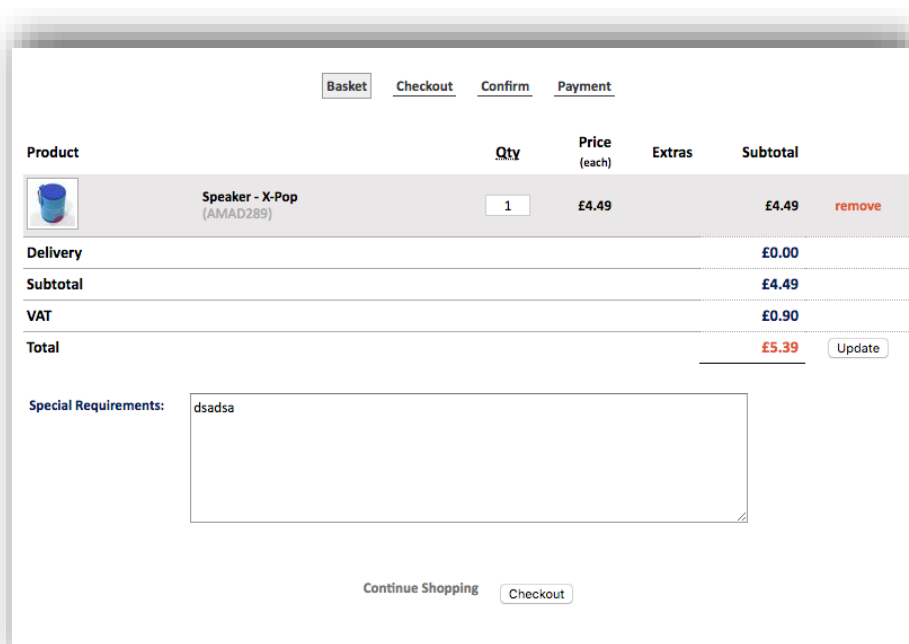
Simply click on the links to browse the products.

HOW TO ORDER

To order a product simply click the "Add to Basket" button at the bottom of each product; here you will also be able to specify the quantity required. The quantity can easily be changed at any time by viewing your basket – click the "Basket" link on the top menu bar.

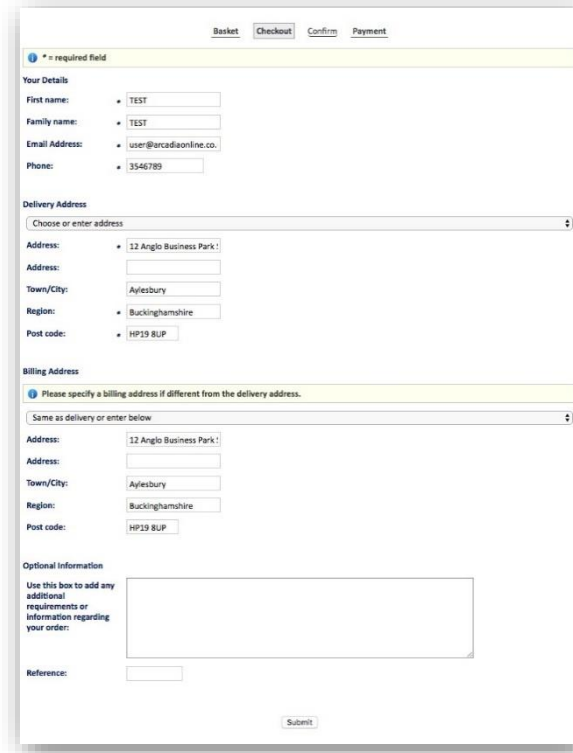
Alternatively quantities can be changed at the checkout stage.

To complete an order click on the "Basket" tab on the menu bar. Please check the quantities and add any special requirements into the fields before clicking "Checkout".



The next page confirms your information and asks you to specify a delivery address. Populate all the required fields adding any optional info and reference and click “Submit”.

If applicable the store will calculate the delivery cost based on the items in your basket and the delivery location.



Basket **Checkout** **Confirm** **Payment**

*** = required field**

Your Details

First name:

Family name:

Email Address:

Phone:

Delivery Address

Choose or enter address

Address:

Address:

Town/City:

Region:

Post code:

Billing Address

Please specify a billing address if different from the delivery address.

Same as delivery or enter below

Address:

Address:

Town/City:

Region:

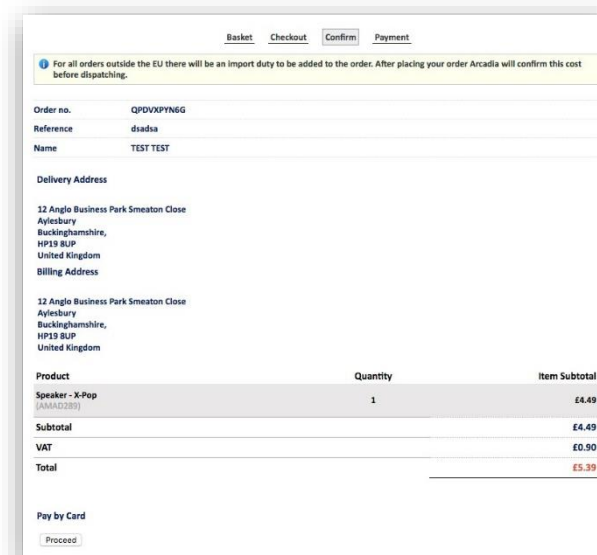
Post code:

Optional Information

Use this box to add any additional requirements or information regarding your order:

Reference:

The next page will provide a summary of your order. Check all is correct and click the “Proceed” button at the bottom of the page to be taken to the payment page.



Basket **Checkout** **Confirm** **Payment**

For all orders outside the EU there will be an import duty to be added to the order. After placing your order Arcadia will confirm this cost before dispatching.

Order no. QPDVXPYNGG

Reference dsadsa

Name TEST TEST

Delivery Address

12 Anglo Business Park Smeaton Close
Aylesbury
Buckinghamshire,
HP19 8UP
United Kingdom

Billing Address

12 Anglo Business Park Smeaton Close
Aylesbury
Buckinghamshire,
HP19 8UP
United Kingdom

Product	Quantity	Item Subtotal
Speaker - X-Pop <small>[ARCADIA0001]</small>	1	£4.49
Subtotal		£4.49
VAT		£0.90
Total		£5.39

Pay by Card

PAYMENT

Payment for all items on the Estore must be made by credit card and subsequently processed through your normal Expenses procedure (If applicable).

You will then be redirected to the WorldPay secure payment page. Select the card type and enter your payment details on this screen.

Once the “Make Payment” button is submitted the order will be placed onto the Arcadia system, and you will then receive an automated email confirming your order.



Orders placed by 12.00pm (noon) will be dispatched the same day. Orders placed after this time may still be dispatched but are guaranteed to be sent on the next working day.

CONTACT

Should you experience any login or order related issues please click the “Contact” link in the menu bar to show the relevant contacts. The contacts will show your companies store contact along with the Arcadia account manager.

Store Contact

The Collins Aerospace E-store is managed by Arcadia Branded Merchandise.

Vicky Gore

Office: +44 1494 476 075

Mobile: +44 7788 754 325

E-mail: vicky.gore@arcadiaonline.co.uk

You may also contact/visit:

The Collins Aerospace Company Store

400 Collins Road NE

M/S 105-161

Cedar Rapids, IA 52498

USA

Hours Tuesday - Friday 8.30am - 4pm

Central Time: 319-295-5995