



COLLINS AEROSPACE

Email Preferences And Notification Management

Collins Customer Portal User Guide

www.customers.utcaerospacesystems.com



PORTAL EMAIL NOTIFICATIONS

UTC OTIS UTC CLIMATE, CONTROLS & SECURITY PRATT & WHITNEY COLLINS AEROSPACE

CUSTOMER PORTAL



Spare Parts Search



Enter a part number or up to 5 parts separated by commas



Welcome to the Customer Portal

Login

Username *

Password *

[Password Management](#)

Remember me on this computer

Login

OR

Register

Submit a request to view information about UTAS Parts, Spare and Repair Orders, as well as to search for Technical Publications.

Request Access

Enter your user credentials to enter the site and see information tailored to your company.

If you are not registered user, you can click here to request access. There is another User Guide that can take you through the Registration process.



PORTAL EMAIL NOTIFICATIONS (CONTINUED)

Welcome Damien Meyer

My Publications

Spare Parts Search

Enter up to 5 part #'s separated by commas

Profile

Profile Info	
User Id	Company
Dmeyer1323@Mailinator.com	Lufthansa Technik (A g-Sofia)
First Name	Last Name
Damien	Meyer
Country Of Citizenship	Date Of Birth
United States	12 JUN 1991
Email Address	Function
dmeyer1323@mailinator.com	Procurement/Buyer
Street Address	City
2730 W Tyvola Rd	Charlotte
State/Region	ZipCode
North Carolina	28217-4578
Primary Phone Number	Fax Number
2027777877	

Email Preferences

Receive Email Notifications

Spares Order Updates

Repair Order Updates

[Click here to update Technical Publications Email Preferences](#)

Change Type

All Changes

Shipments Only

Notification frequency

As Changes Occur

Daily Summary

Matching the Following

All Updates For Mv Company

[Password Management](#)

Account Settings

Account Statements

Address Book

Business Documents

Invoices

Price Catalogs

User Guides

Logout

Use scroll bar to view all options for email notifications

Click on your user name link from any page on the site to return and click account settings link

This page shows the information you entered at registration and allows you to set up your notification preferences

How to manage credentials is covered in the User Profile Management User Guide.

PORTAL EMAIL NOTIFICATIONS (CONTINUED)

Change Type - Choose which updates you want to be notified about

Email Preferences

Receive Email Notifications

Spares Order Updates

Repair Order Updates

[Click here to update Technical Publications Email Preferences](#)

Select one or all three boxes to receive notifications on: spares orders, repair orders, or technical publications.

NOTE: The box beside "Receive Email Notifications" does not need to be selected.

Change Type

All Changes

Shipments Only

Notification frequency

As Changes Occur

Daily Summary

Matching the Following

All Updates For My Company

Only My Orders And/Or Tech Requests

Contains:

For example, select Update Technical Publications Email Preferences to customize email notifications for Technical Publications only.

Notification Frequency – Select how often you would like to receive notification of changes

Customer PO Number

Order Number

Part Number

To receive spares and/or repair order notifications, your account will need to be tied to a Sold To account under the Address Book navigation link.

Please refer to the separate user guide titled "User Profile Account Management", for additional information.

These selection are applicable to spares and repair orders only

[Remove All Notifications](#)

PORTAL EMAIL NOTIFICATIONS (CONTINUED)

Technical Publication Email Customization will be by Application, Part, Cage Code, Engine, and Publication.

- Type in the application, part, cage code, engine or publication name.
- Click on the publication to which you want to subscribe.
- Then click save.

The image shows two screenshots of a web portal interface. The left screenshot, titled "Email Preferences", shows a section for "Receive Email Notifications" with two unchecked checkboxes: "Spares Order Updates" and "Repair Order Updates". Below these is a red-bordered button that says "Click here to update Technical Publications Email Preferences". An orange arrow points from this button to the right screenshot. The right screenshot, titled "Customize Technical Publications Notifications", shows a form with two radio buttons: "Receive All Notifications" (unchecked) and "Customize My Notifications" (checked). There is a blue "FAQ-Help" button. In the top right corner, there are four buttons: "Unsubscribe" (orange), "Back to Profile" (orange), "Clear All" (orange), and "Save" (grey). Below these is a grey bar with the text "You are subscribed to receive customized notifications." and a close icon. The main area contains five columns for customization: "By Application" (input: 310, dropdown: 310/320 Skyknight, 310/320 Skyknight (K)), "By Part" (input: Part, button: Add To List), "By Cage Code" (input: Cage Code, button: Add To List), "By Engine" (input: Engine, button: Add To List), and "By Publication" (input: Publication, button: Add To List).