

Rockwell Collins User Guide

December 2017
v1.0

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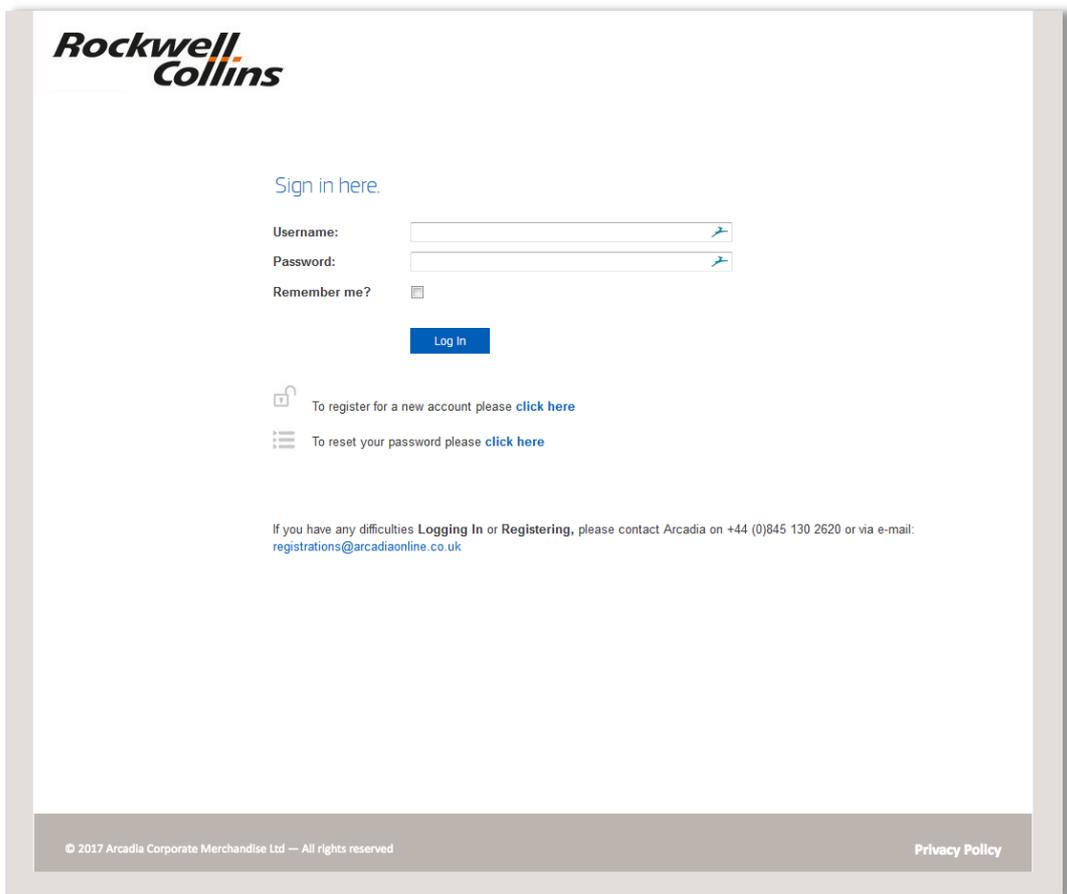
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WELCOME

Welcome to the Rockwell Collins 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 estore has been developed to meet the needs of all Rockwell Collins 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.RockwellCollinsMerchandise.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 Rockwell Collins 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.

 **To register for a new account please [click here.](#)**

 **To reset your password please [click here.](#)**

If you have any difficulties **Logging In** or **Registering**, please contact Arcadia on +44 (0)845 130 2620 or via e-mail: registrations@arcadiaonline.co.uk

Sign in here.

Username: 

Password: 

Remember me?

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 screenshot shows a shopping basket interface with the following elements:

- Navigation tabs: **Basket** (selected), Checkout, Confirm, Payment
- Table with columns: **Product**, **Qty**, **Price (each)**, **Extras**, **Subtotal**
- Item: **Speaker - X-Pop (AMAD289)**, Qty: 1, Price: £4.49, Subtotal: £4.49, with a **remove** link.
- Summary rows: **Delivery** (£0.00), **Subtotal** (£4.49), **VAT** (£0.90), **Total** (£5.39) with an **Update** button.
- Special Requirements:** A text area containing "dsadsa".
- Buttons: **Continue Shopping** and **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.

The screenshot shows a checkout page with the following sections:

- Your Details:**
 - First name: TEST
 - Family name: TEST
 - Email Address: user@arcadiaonline.co.
 - Phone: 3546789
- Delivery Address:**
 - Address: 12 Anglo Business Park
 - Town/City: Aylesbury
 - Region: Buckinghamshire
 - Post code: HP19 8UP
- Billing Address:**
 - Same as delivery or enter below: 12 Anglo Business Park
 - Town/City: Aylesbury
 - Region: Buckinghamshire
 - Post code: HP19 8UP
- Optional Information:**
 - Reference: (empty field)

A "Submit" button is located at the bottom of the form.

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.

The screenshot shows an order summary page with the following details:

- 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 (AMAD285)	1	£4.49
Subtotal		£4.49
VAT		£0.90
Total		£5.39

A "Proceed" button is located at the bottom of the page.

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.

WorldPay
Help FAQs Security

Secure Payment Page

Please review your purchase details, then select a payment method to continue.

Select language English

Choose currency £5.39 (Pounds Sterling)

Promotional Merchandise Store
Amount **£5.39**

Select your payment method

Mastercard Visa Amex Maestro JCB MasterPass

Cancel

payments powered by **WorldPay** For help with your payment visit the: [WorldPay Help](#).

WorldPay (UK) Limited © 2012

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 Rockwell Collins Estore 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 Rockwell Collins 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