Honeywell Aerospace Supplier Portal (HASP)
Frequently Asked Questions Guide for Suppliers

Supply Chain Collaboration Portal (SCC) Training Material | October 2017

Honeywell

Frequently Asked Questions Guide Index

Honeywell
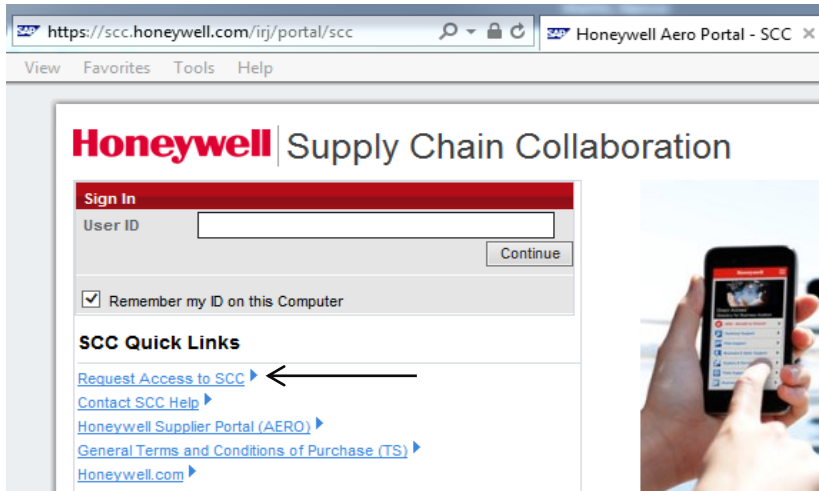
User Accounts & Access

Honeywell

How does a Supplier obtain access to the portal?

Go to: **scc.honeywell.com**
Internet Explorer, Version 10 or higher, is recommended for optimal performance

1) Click on: *Request Access to SCC*

Enter ALL Honeywell SAP Vendor Codes necessary for access. Vendor Codes are visible in the PO header or the requestor may contact their Buyer to provide correct Vendor Codes as well.

3) An email will be sent when access is granted with instructions for logging in the first time.

2) Complete all mandatory fields* and submit

Note: If requester receives an error when submitting, please take a screen shot and send that in an email to the following for assistance: **aerohaspsupport@Honeywell.com**

Access requests take 3-5 business days to process

How does a Supplier request additional access to areas of HASP or additional Vendor Codes?

Go To: **scc.honeywell.com**

Honeywell Supply Chain Collaboration

Sign In

User ID [_____]

[Continue]

☑ Remember my ID on this Computer

SCC Quick Links

Request Access to SCC ▸
Contact SCC Help ▸
Honeywell Supplier Portal (AERO) ▸
Honeywell.com ▸

Click on *Contact SCC Help*

Example: To request access to information within the portal under an additional vendor code(s)

☑ Aerospace   ☐ Transportation Systen

2. User ID (Your email address or Honeywell EID)*

name@company.com   ✕

3. Please select which area your requesting help with (select all that apply)*

Aerospace   **Transportation System**

☑ Procurement   ☐ Procurement

☐ Quality   ☐ Quality

☐ VMI Partner   ☐ OTTR

☑ xCarrier

4. Please explain the issue you are facing (maximum 200 characters)*

Please add access to Vendor Code 123456 because one site I deal with places POs under this code.

Example: To request additional access for additional areas within the portal such as VMI or Quality

☑ Aerospace   ☐ Transportation Systen

2. User ID (Your email address or Honeywell EID)

name@company.com

3. Please select which area your requesting help with (select all that apply)*

Aerospace   **Transportation System**

☐ Procurement   ☐ Procurement

☐ Quality   ☐ Quality

☑ VMI Partner   ☐ OTTR

☐ xCarrier

4. Please explain the issue you are facing (maximum 200 characters)

Please add additional access to VMI

Honeywell

How does a Supplier log into the portal?

Go to: **scc.honeywell.com**

1) Enter *Vendor ID (supplier email address)*

2) Click *Continue*

3) Enter **Password**

4) Click *Log On*

5) Click on *"I Agree"* to log on or *"I Decline"* to end log on

Never allow the password to be saved in your browser

What does a Supplier do if they have issues viewing areas of HASP, using forms, or clicking buttons?

1) **Internet Explorer, Version 10 or higher,** is recommended for optimal performance utilizing Honeywell Aerospace Supplier Portal (HASP).

2) Update **Compatibility View Settings** to ensure no issues occur when viewing Honeywell sites.

In Internet Explorer version 10 or above

Click on **Tools**

Click on **Compatibility View Settings**
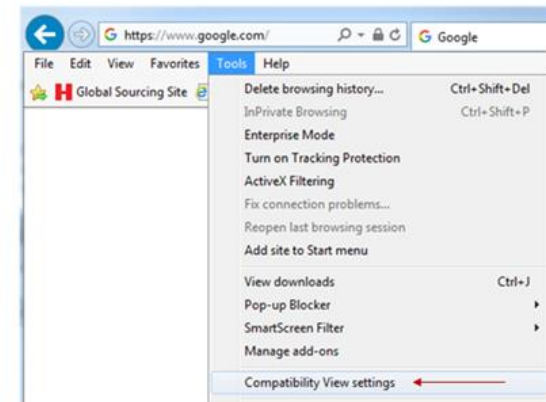
In **Add this website** field, type *.**Honeywell.com**

Click **Add**

Honeywell
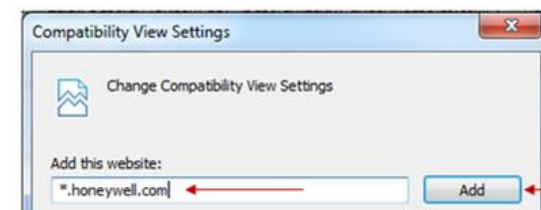
How does a Supplier keep their account active?

Any HASP user who does not use their account for more than **90 Days** (from last logon) will have it auto locked to prevent any malpractice or phishing of data.

Action Required to Regain Access: Once this happens the user has to contact HASP Support team (aerohaspsupport.com) to regain access.

Any HASP user who does not use their account for more than **120 days** (from last logon) will have his/her account deleted permanently as per security norms.

Action Required to Regain Access: In this case, the user would need to request access again like a new user to HASP

Honeywell

How does a Supplier unlock their own account and/or reset their own password?

Complete one -time process to register answers to security questions:

On the Dashboard page

1) Click on **Register Security Questions**

    2) User walks through one-time process to register answers for identification purposes should they get locked out in the future

Honeywell | Supply
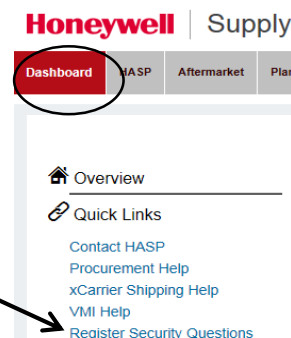
Dashboard | HASP | Aftermarket | Plan

🏠 Overview
🔗 Quick Links

Contact HASP
Procurement Help
xCarrier Shipping Help
VMI Help
Register Security Questions

Then, if ever locked out or forget your password follow below:

Note: The Forgot Password process WILL NOT work if a Supplier has not answered the security questions, an email will need to be sent to aerohaspsupport@Honeywell.com instead, requesting unlock and refreshed password.

Honeywell Supply Chain Collaboration

Sign In
User ID   hasp3@supplier.com
                          Continue
☑ Remember my ID on this Computer

SCC Quick Links

Request Access to SCC ▶
Contact SCC Help ▶
Honeywell Supplier Portal (AERO) ▶
Honeywell.com ▶

1) Click **Continue**

Honeywell Supply Chain Collaboration

Sign In
User ID   name@supplier.com
Password   [   ]   Log On
Forgot Password?
☑ Remember my ID on this Computer
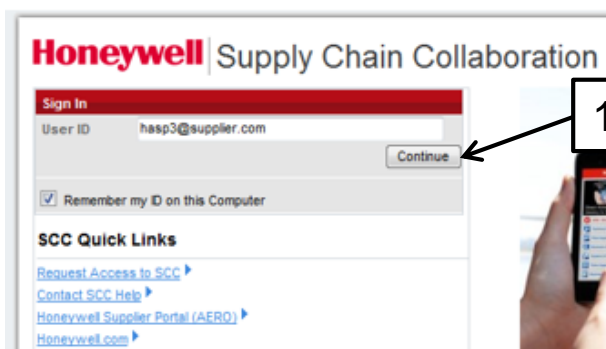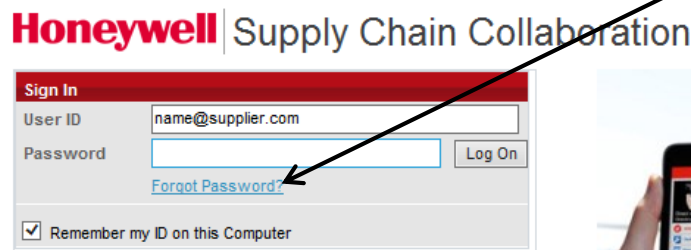
2) Click **Forgot Password** and walk through a few simple steps obtaining a new password for immediate access

Security questions must be answered to use "Forgot Password" link

How does a Supplier subscribe to email notifications?

To receive Purchase Order and Quality Email notifications

Click on *User Profile*

Navigate to *Notifications*

PO Notifications
Click on *PO Email Subscriptions*

Click on the radio button to select either Weekly or Daily notifications

Quality Notifications

To receive email notifications for RFQs
Click on *eRFQ*
Click *Subscribe to daily RFQ emails*

How does a Supplier change date format and decimal notation?

When logged into the SCC portal

    Click on **HASP**

        Click on **USER PROFILE**

Navigate to **User Details**

    Update **Decimal Notation** & **Date Format** - click **Save Changes**

        Log out of the portal, and then back in, to ensure the changes take affect

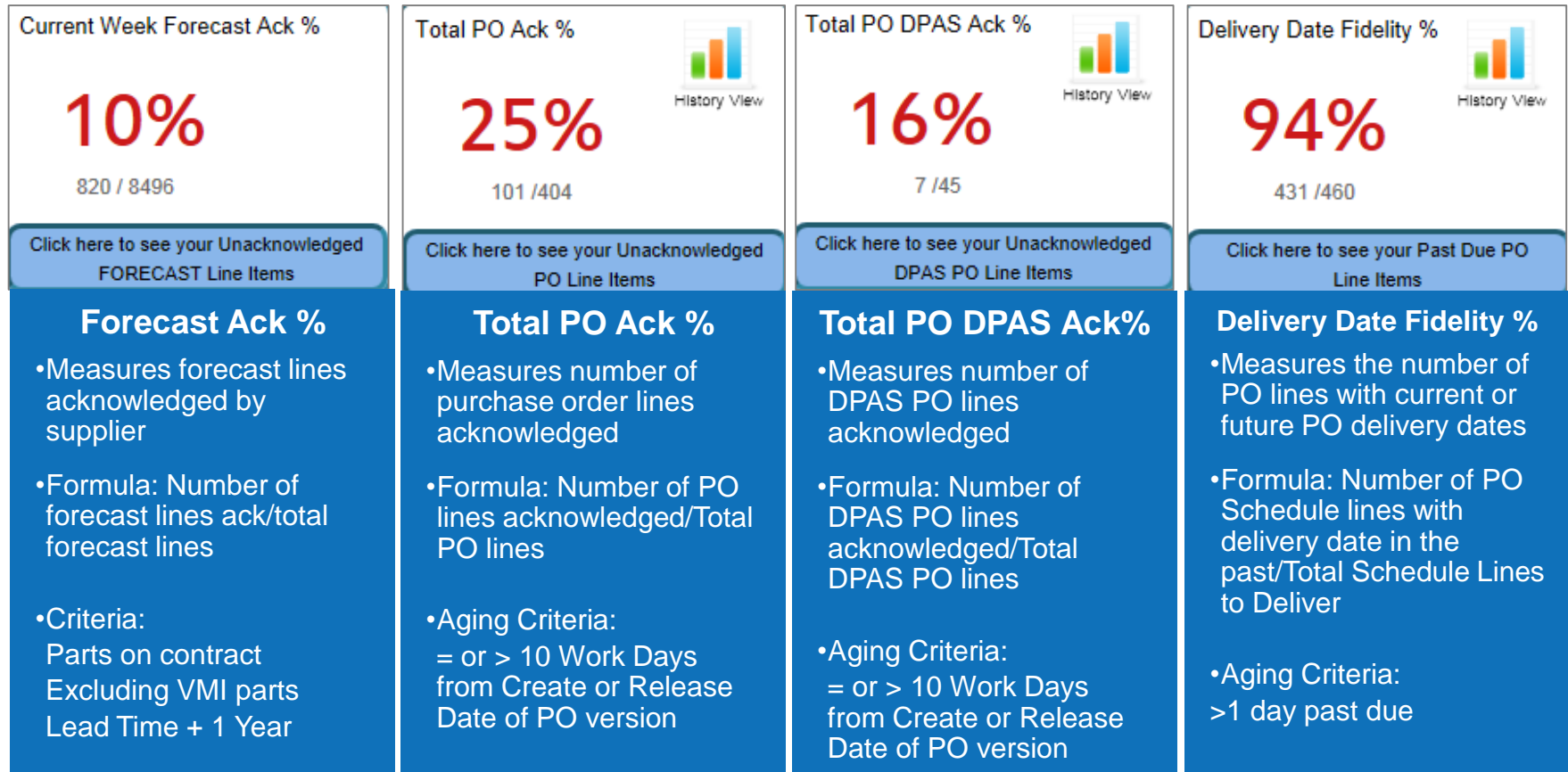**Deviation from US standard formats (1,234,567.89 and MM/DD/YYYY or MM-DD-YYYY) could cause errors when submitting RFQs**

Dashboard

Honeywell

What is the HASP Dashboard?

HASP Dashboard is available for Honeywell employees and Suppliers

Current Week Forecast Ack %	Total PO Ack %	Total PO DPAS Ack %	Delivery Date Fidelity %
10%	**25%**	**16%**	**94%**
820 / 8496	101 /404	7 /45	431 /460
Click here to see your Unacknowledged FORECAST Line Items	Click here to see your Unacknowledged PO Line Items	Click here to see your Unacknowledged DPAS PO Line Items	Click here to see your Past Due PO Line Items

Forecast Ack %	**Total PO Ack %**	**Total PO DPAS Ack%**	**Delivery Date Fidelity %**
•Measures forecast lines acknowledged by supplier	•Measures number of purchase order lines acknowledged	•Measures number of DPAS PO lines acknowledged	•Measures the number of PO lines with current or future PO delivery dates
•Formula: Number of forecast lines ack/total forecast lines	•Formula: Number of PO lines acknowledged/Total PO lines	•Formula: Number of DPAS PO lines acknowledged/Total DPAS PO lines	•Formula: Number of PO Schedule lines with delivery date in the past/Total Schedule Lines to Deliver
•Criteria: Parts on contract Excluding VMI parts Lead Time + 1 Year	•Aging Criteria: = or > 10 Work Days from Create or Release Date of PO version	•Aging Criteria: = or > 10 Work Days from Create or Release Date of PO version	•Aging Criteria: >1 day past due

- Real time metrics
- History trend charts for Total PO ACK, Total DPAS ACK, Delivery Date Fidelity metrics
- One-click navigation to complete acknowledgement & Ack with Change tasks

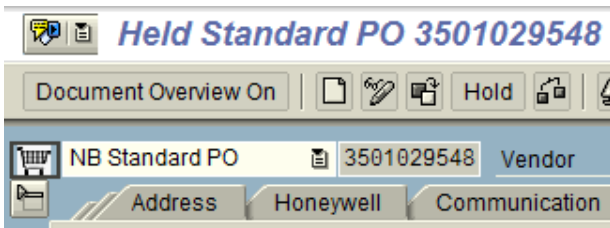## New Processes Ensure Better Alignment To Honeywell Customer
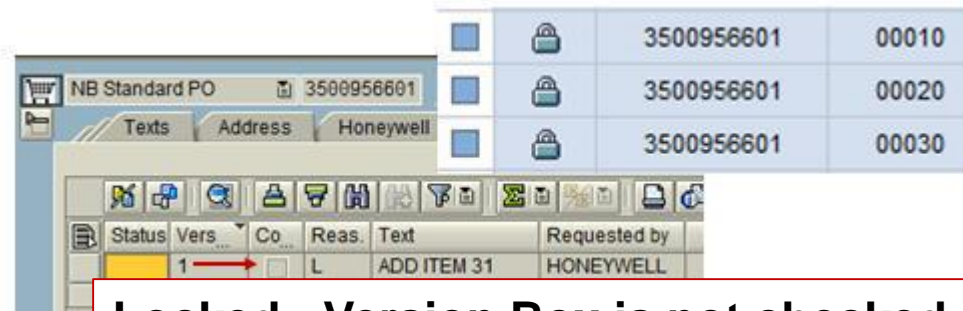
Procurement Purchase Order

Honeywell

Why is a PO line item or changed line item locked or missing in the portal?
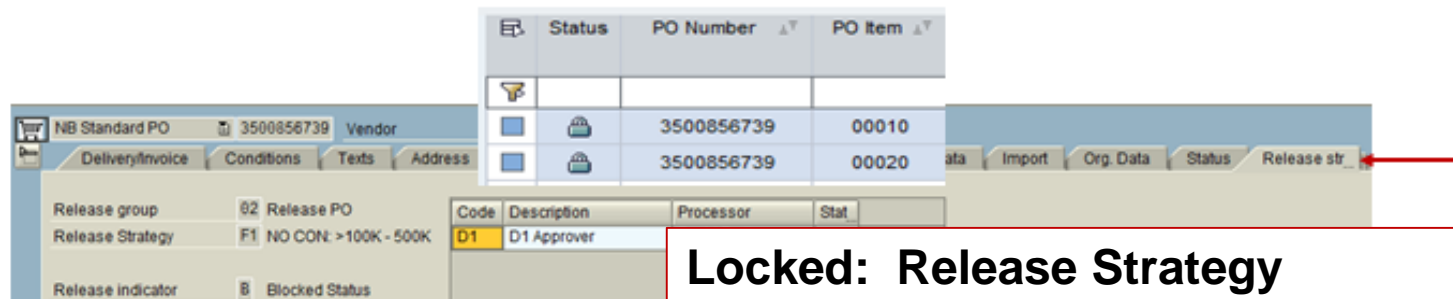

Missing: Held purchase orders
If a Buyer puts the PO on HOLD it will not be present in the portal even though it has been assigned a PO number in SAP.

Locked: Version Box is not checked
If the Buyer makes a PO version change but does not check the Version Complete box in the PO header it will appear locked.

Locked: Release Strategy
If a PO is held for approval in SAP (i.e. compliance, dollar value, etc) it will appear locked until released by the approver.

Locked PO Line Items cannot be accessed by the Supplier for details or printing. Contact your Buyer if there are questions or concerns.

When does the OTTR Date Change in HASP?

Onscreen in HASP

The OTTR date will be live onscreen in HASP and will reflect any changes made in SAP at the time the change is made.

HASP PURCHASE ORDER VIEW – PO ITEM

Delivery Schedule

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Sch.Qty	Rec.Qty	ASN Qty	UoM
01/29/2015	01/29/2015	48	0	0	EA

HASP PO RESULTS SCREEN

| Back | Acknowledge | Print PO | Refresh List | Download | Mark as Unread | Status Legend: | Open | In Progress | Completed | Locked |

	Status	PO Number	PO Item	Material	Description	Supplier Delivery Date	Honeywell Requested Date (OTTR)	Qty	UoM	Price	CO	OA	ASN

The PDF

The OTTR date on the PDF in HASP will reflect what it was when the current version of the PO was released – it will only update on the PDF with a new version of the PO.

PRINTED PURCHASE ORDER (PDF)

ITEM	PART NUMBER	REV	DESCRIPTION	CONDITION	DEL.DATE REQ.DATE
10	2747796-1	B	LABEL, WARNING	NEW	29/JAN/2015 29/JAN/2015

Supplier Delivery Date ←

Honeywell Requested Date (OTTR) ←

The Planning Schedules Report

The OTTR date on the report will be current as of the Run Date of the report.

HASP PLANNING SCHEDULES REPORT

Run Date	Buyer Part Number	Rev No.	PO No. - PO Line No.	Need Qty	UoM	Plant	Supplier Delivery Date	Honeywell Requested Date(OTTR)	Exception Message
1/21/2014	365-001-9004	R	3500033274-00010	1	EA	1000	4/29/2013	4/29/2013	Need Now

Run Date	Buyer Part Number	Rev No.	PO No. - PO Line No.	Need Qty	UoM	Plant	Supplier Delivery Date	Honeywell Requested Date(OTTR)	Exception Message
12/01/2014	365488-4	D	-	47.000	EA	1015	05/11/2015	05/11/2015	

The PDF copy remains static (will not change) unless a new PO version is released. OTTR changes alone will not produce a new PO version or new PDF copy of the PO.

How are PO changes communicated?

If the Buyer makes a change in SAP causing a new PO version, the PO changes will be listed at the top of the PO screen the first time it is viewed.

Back	Print PO	Refresh	Mark as Unread		Edit Purchase Order 3500684116 line 00010

PO Revision 2 Changes: Total Price, Qty, Delivery Date.

PO Header	Partner Addresses	Clauses and Notes	PO changes

General Details		Shipping Information		PO Revisi
PO Number:	3500684116	Ship Via:	SEE NOTES	Rev. No.

All PO changes, regardless if they require a new PO version or not, can be viewed on the PO changes tab at the top of the PO screen in HASP.

PO Header	Partner Addresses	Clauses and Notes	PO changes

Rev #	Rev Text	PO Item	Action	Field	Changed Data	Old Value	New Value	Changed On	Changed at	Changed By
2		00000	Entered	Header text	Header				02-04-2015	16:24:26	Denise Wells
2		00010	Changed	Purchasing Document Item Change Date	Item	02-03-2015	02-04-2015	02-04-2015	16:24:26	Denise Wells
2		00010	Changed	Gross order value in PO currency	Item	1,000.00 USD	1,500.00 USD	02-04-2015	16:24:26	Denise Wells
2		00010	Changed	Effective value of item	Item	1,000.00 USD	1,500.00 USD	02-04-2015	16:24:26	Denise Wells
2		00010	Changed	Purchase Order Quantity	Item	100 EA	150 EA	02-04-2015	16:24:26	Denise Wells

The PDF version of the PO will have the changes for that version highlighted

Comments

Rev. 02 2-4-15 Added 50 pieces and moved out the delivery date. D Wells

10	HASP_TEST03	3rd part set up for HASP training	NEW→10/JUN/2015	150	10.00 / 1EA	N
			20/MAY/2015	EA	1,500.00	

SAP changes will be seen real time onscreen but the PDF copy remains static (will not change) unless a new PO version is released.

How does a Supplier send their Buyer an email?

Live email link in PO header
WHEN TO USE: Send an email to the Buyer anytime while viewing the PO
BENEFITS: Convenient and will save a record in Supplier's outgoing email

New Comments Box
WHEN TO USE: While completing an ACK with Change send the Buyer an email with additional comments or information – this will not print on the PO
BENEFITS: Ability to ask questions, request additional PO changes (i.e. price, engineering revision, etc), or just communicate something additional to the Buyer that should not be printed on the PO while completing a date change.

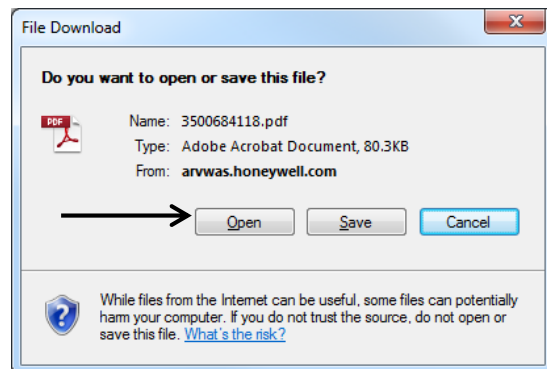**Honeywell**

How is a PO printed?

1) Click **Print PO** button

| Back → | Print PO | Refresh | Mark as Unread | Edit Purchase Order 3500684118 line 00010 |

PO Header | Partner Addresses | Clauses and Notes | PO changes

General Details		Shipping Information		PO Revisions	
PO Number:	3500684118	Ship Via:	SEE NOTES	Rev. No.	Reason Code

2) Click **Open** button to view or **Save** to keep a local copy

File Download

Do you want to open or save this file?

Name: 3500684118.pdf
Type: Adobe Acrobat Document, 80.3KB
From: arvwas.honeywell.com

→ [Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Purchase Order is displayed as PDF and can be sent to a local printer

TEST OUTPUT

Honeywell

ERS PURCHASE ORDER 3500684118E

TEMPE - WEST WARNER ROAD
HONEYWELL INTERNATIONAL INC
1300 WEST WARNER ROAD
TEMPE AZ 85284

REVISION: 00000001   REVISION DATE: 03/FEB/2015
ORDER DATE: 20/JAN/2015
ALL INVOICES, PACKAGES, CORRESPONDENCE, SHIPPING PAPERS & BILLS OF LADING MUST REFERENCE PO NUMBER AND LINE ITEM

PAGE: 1 OF 5

SUPPLIER: 244045	BUYER:
HASP TEST VENDOR 123 E. MAIN ST TEMPE AZ 85282	CONTACT NAME: DENISE WELLS

From the PO summary screen, mass print functionality can also be used to print and/or save more than one PO at a time

Procurement Acknowledge & ACK with Change

Honeywell

Can a Supplier mass acknowledge PO Line Items?

Yes - mass acknowledgement is possible.
Highlight all lines to be acknowledged.
Click the ***Acknowledge*** button

Select all lines to acknowledge

	Status	PO Number	PO Item	PO Schedule Line	DPAS Info	Material	Description	Supplier Delivery Date	Honeywell Requested Date(OTTR)	Qty	UoM	Price	CO
	✉	3501083933	00010	0001		HASP01	HASP test part 01	04-13-2016	04-13-2016	150	EA	750.0000	☐
	✉	3501083932	00010	0001		HASP04	HASP test part 01	02-25-2016	02-25-2016	200	EA	1,000.0000	☑
	✉	3501083931	00010	0001		HASP01	HASP test part 01	02-15-2016	02-15-2016	100	EA	500.0000	☐
	✉	3501083474	00010	0001		HASP01	HASP test part 01	03-10-2016	03-10-2016	100	EA	500.0000	☑
	✉	3501083399	00010	0001		HASP02	HASP test part 02	12-16-2015	12-16-2015	100	EA	200.0000	☐
	✉	3501083398	00010	0001		HASP01	HASP test part 01	10-20-2015	10-20-2015	100	EA	200.0000	☐
	✉	3501083397	00010	0001		HASP03	HASP test part 03	11-10-2015	10-16-2015	250	EA	500.0000	☑
	✉	3501080286	00010	0001		HASP02	HASP test part 02	10-06-2015	06-12-2015	50	EA	100.0000	☑
	✉	3501080286	00010	0002		HASP02	HASP test part 02	10-12-2015	09-24-2015	50	EA	100.0000	☑

Toolbar: Back → Acknowledge | Print PO | Refresh List | Download | Mark as Unread   Status Legend: Open   In Progress   Completed   Locked

What cannot be mass acknowledged?
•PO Line items with a Delivery Date in the past.
•PO Line Items that are locked
•PO Line items received complete

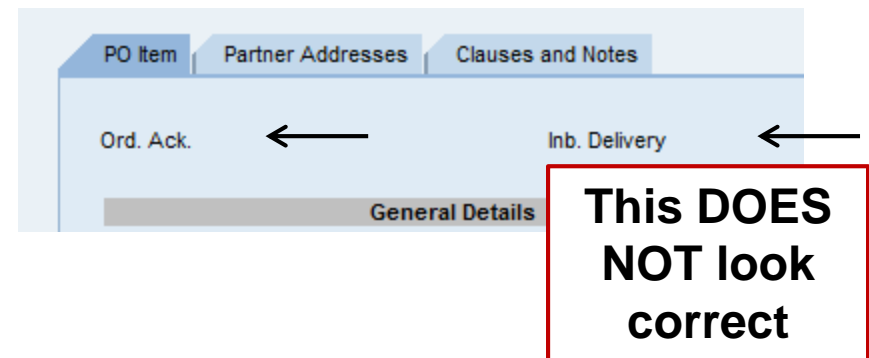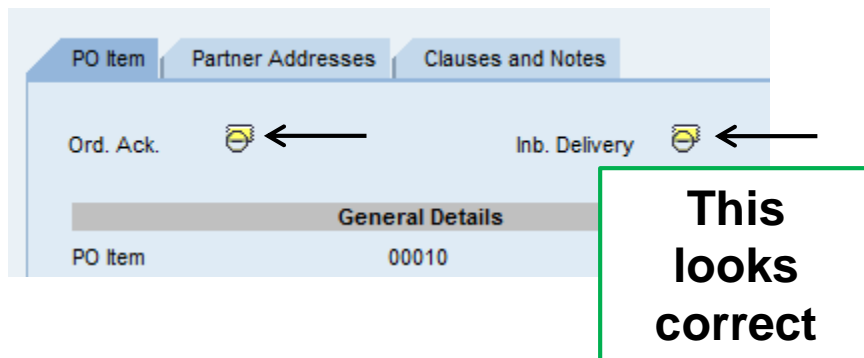**At this time, it is not possible to mass Acknowledge with Change**

Why can't a Supplier Acknowledge a PO line item?

If the Buyer completed a PO change in SAP sending a new version to HASP and there is only an *ACK with Change* button (no Acknowledge button) - most often the Honeywell buyer forgot to delete the old acknowledgement when completing the PO change.

Action: **Email the Buyer to remove the old acknowledgement.**

If there is not an *Acknowledgment* button present AND there are no icons next to *Ord. Ack.* or Inb. Delivery - there is likely a *Confirmation Control Key missing in the PO within SAP.*

Action: **Email the Buyer and advise of the issue.**

PO Item	Partner Addresses	Clauses and Notes

Ord. Ack.   ←   Inb. Delivery   ←

General Details

PO Item   00010

This looks correct

PO Item	Partner Addresses	Clauses and Notes

Ord. Ack.   ←   Inb. Delivery   ←

General Details

This DOES NOT look correct

Honeywell

Why would a Supplier complete an Ack w/ Change?

- Supplier has reviewed changes to the Honeywell Requested Date (OTTR) on the Planning Schedules Report and would like to align their Delivery Dates with the Honeywell Requested Dates (OTTR) – they would perform a Reschedule IN or Reschedule OUT.

- Supplier cannot meet the Honeywell Requested Date (OTTR) on a new PO - they would perform a Reschedule OUT.

- Supplier has learned, at a later time, that they cannot not meet the current Delivery Date - they would perform a Reschedule OUT.

- Supplier has learned, during the manufacturing process, that they are able to meet the Honeywell Requested Date (OTTR) they originally were going to miss - they would perform a Reschedule IN to align with the OTTR date

Honeywell

What can a Supplier change by using Ack w/ Change?

ACK with Change Functionality will allow the Supplier to:

- Change the Delivery Date on the Line Item:
    - Pull in the Delivery Date
    - Push Out the Delivery Date
- Split the Delivery Schedule on the Line Item

ACK with Change functionality will NOT allow the Supplier to:

- Change the Honeywell Requested Date (OTTR)
- Increase or decrease a PO line item quantity
- Close a line short
- Reject a PO
- Change the Engineering Revision
- Change a price

For any changes not allowed using ACK with Change, please contact your buyer to update the PO in SAP

What does Ack w/ Change functionality actually do?

Completing an ACK with Change in HASP will immediately write back to SAP with the following:

- Creates a new PO version – moves to next revision level

- Changes the Delivery Date or Splits the Delivery Schedule within the PO line item in SAP

- Adds the Revision Number, Date & Time of Change, Reason for Change, Name and Email for the person who made the change (Supplier), and the Reason Text to the PO line item in SAP within both text and notes. Mandatory change information will: 1) print on the Purchase Order pdf copy and 2) print on the HASP Planning Schedule Report if the personalized field "ACK w/ Change Comment" is selected

Purchase Order Line Item

Revision No:00000001
Date:02-03-2015
Time:15:17:21
Reason for change:Schedule Change Out
Person changed:HASP Portal Test ID L8259017
Email:paige.vanhorn@honeywell.com

05-27-2015|100|Honeywell dropped in this requirement and we need full leadtime to produce the parts.

HASP Planning Schedule Report Personalized Field Option

ACK/w Change Comment
02-15-2016 | 3 | Changing the date#1 - moving out for PSR 02-18-2016 | 2 | Changing the date#2
02-15-2016 | 3 | Changing the date#1 - moving out for PSR 02-18-2016 | 2 | Changing the date#2

Honeywell

What fields are required to complete Ack w/ Change?

REQUIRED:
1. Change the Supplier Delivery Date
2. Enter reason text
3. Select the reason code

3) Select a Reason Code

PO Revisions

Rev. No.	Reason Code	*	Reason Text
3		▼	
2	Schedule Change In		Schedule Change Out
	Schedule Change Out		

⏮ ⏪ Page 1 of 1 ⏩ ⏭

4. Select Miss Code (**ONLY REQUIRED IF OTTR Date ≠ Supplier Delivery Date**)

Acknowledgements

	Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
■	04-29-2015 📑	04-22-2015	200	0	0	EA		No Change

1) Change the Supplier Delivery Date or split the Delivery Date

2) Enter Reason text: as much information as possible regarding the change

⏮ ⏪ Page 1 of 1 ⏩ ⏭

| OTTR Miss code * | ▼ |

[New Line] [Submit] [Delete] [Reset]

4) ONLY AS REQUIRED: OTTR Miss Code IF the Delivery Date is NOT EQUAL to the Honeywell Requested Date (OTTR)

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Can any Delivery Date be entered when using ACK w/ Change?

The Delivery Date must be:

- Current (Today or a date in the future)

- A weekday (Monday through Friday)

- Equal to the Honeywell Requested Date (OTTR) or later - it cannot be prior to the OTTR date.

Please contact your Buyer if the Delivery Date should be a weekend day so they can make the change in SAP. Some sites require approvals for weekend deliveries.

Procurement Planning Schedule Report

Honeywell

How often is the Planning Schedule Report generated?

This report comes out once per week:
- After Honeywell completes a full refresh in SAP
- After the PO update & PO align programs run to move Honeywell Requested Dates (OTTR) to align with Reschedule Dates, as required
- The report is published over the weekend or early Monday morning.

The RUN DATE (first column) indicates the date the report was populated/created

Run Date	Buyer Part Number	Rev No.	PO No. - PO Line No.	Need Qty	UoM	Plant
01-27-2015	HASP_TEST01		3500671225-00010	75.000	EA	1017
01-27-2015	HASP_TEST01		3500671212-00010	100.000	EA	1017
01-27-2015	HASP_TEST01		3500671203-00010	75.000	EA	1017
01-27-2015	HASP_TEST01		3500671212-00010	143.000	EA	1017
01-27-2015	HASP_TEST01		3500671225-00010	300.000	EA	1017
01-27-2015	HASP_TEST01		3500671223-00010	150.000	EA	1017

OTTR dates will only change once per week systematically IF there is a change in requirements

Can a Supplier pull historical Planning Schedule Reports?

Yes, historical report data can be pulled by week.

Determine what week of historical data you would like to pull.

- The report is published once per week
- A week consists of Saturday – Friday
- You may select any day during that week and the system will still return that week's report.
- Keep in mind, historic reporting began to accumulate starting the week of 1-23-16 and will be maintained for a rolling 6 months

Click SEARCH

OR

Enter other specific criteria and then Click SEARCH

A user will only see data for the Vendor Number(s) displayed onscreen in HASP. If additional access is required, please request additional access per slide 3.
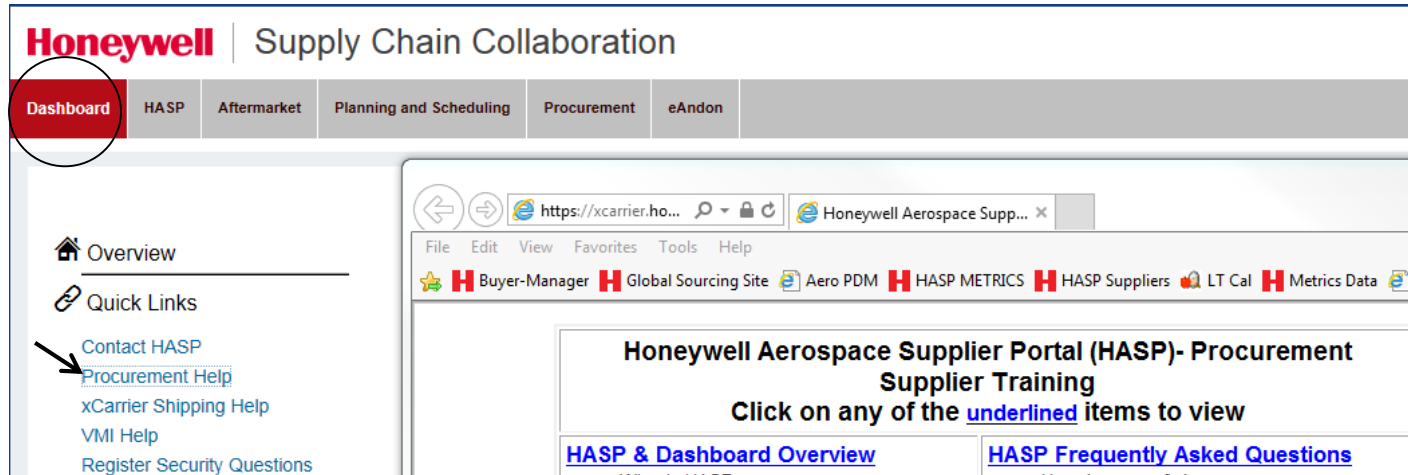
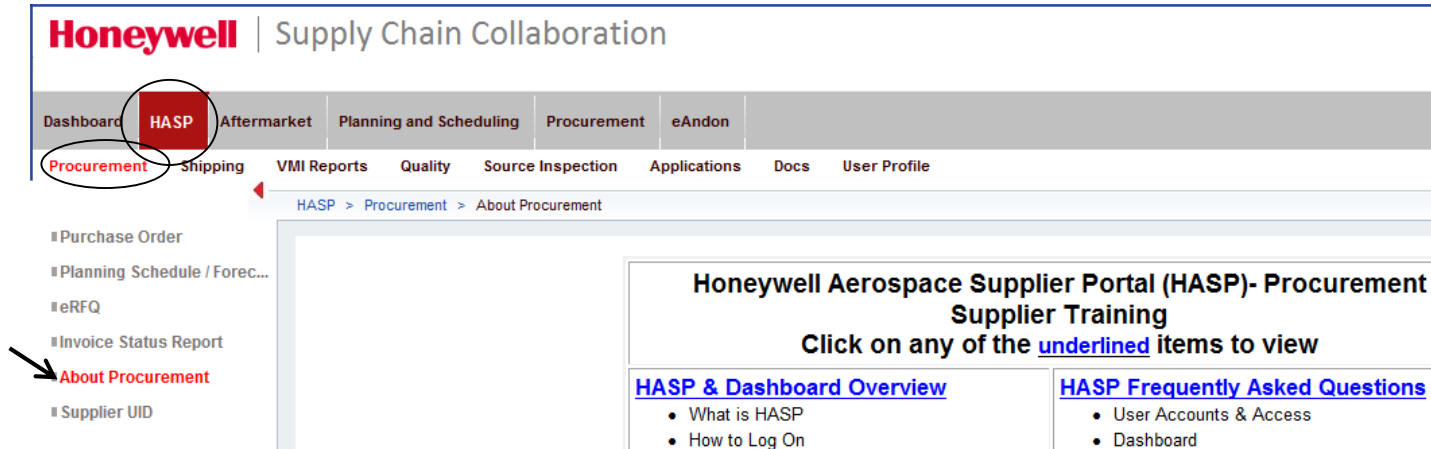# Training Materials & Technical Assistance

Honeywell

Where is the training material?

From the Dashboard page click *Procurement Help*

From the HASP Procurement page click *About Procurement*

Honeywell

How can a Supplier obtain technical assistance?

For questions about HASP functionality (how to) or to obtain training: Contact your Buyer who will get in touch with the HASP functional experts to help with questions and/or training needs

For technical support: At this time there is no phone support - for assistance email the following: AeroHASPsupport@honeywell.com

OR proceed to one of these links:

From the *Dashboard* page under Quick Links
Click ***Contact HASP***
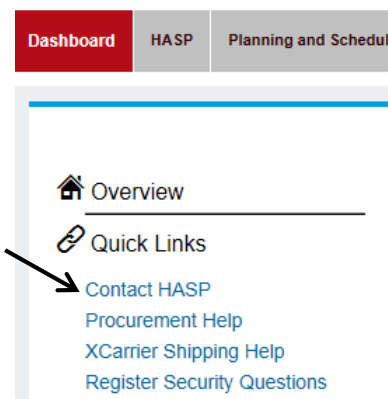
From the About Procurement page
Click ***Procurement Support Mailbox link***

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General Information – Common Acronyms

SCC   Supply Chain Collaboration Portal

HASP   Honeywell Aerospace Supplier Portal

AB   Acknowledgement . Found on the Confirmations Tab within the PO Line item in SAP. Created by the Supplier when Acknowledging or completing an ACK with Change in HASP

ASN   Advanced Shipping Notice. Found on the Confirmations Tab within the PO Line item in SAP.   Created by the Supplier when setting up a shipment via xCarrier.
Also referred to as: Inbound Delivery

OTTR   Honeywell On Time To Request Date. Honeywell's true need date.

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Thanks For Your Participation!

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