



Honeywell Aerospace Supplier Portal (HASP) **Planning Schedule Report Training**

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

Honeywell

Planning Schedule Report Index

[How to Access and Pull the Planning Schedules Report](#)

[How to Personalize Fields on the Planning Schedules Report](#)

[Supplier Actions – Best Practices](#)

[Training & Help](#)



[Return to Index](#)

How to Access and Pull the Report

Honeywell

Log into the SCC portal to access HASP

Go to: scc.honeywell.com

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

2) Click **Continue**

Honeywell Supply Chain Collaboration

Sign In

User ID

Remember my ID on this Computer

SCC Quick Links

- [Request Access to SCC](#)
- [Contact SCC Help](#)
- [Honeywell Supplier Portal \(AERO\)](#)
- [Honeywell.com](#)

3) Enter **Password**

4) Click **Log On**

Honeywell Supply Chain Collaboration

Sign In

User ID

Password

Remember my ID on this Computer

[Forgot Password?](#)

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

Please read Honeywell Debarment statement below:
You should accept the Honeywell Debarment statement for using this site.

By entering this website, supplier states that neither the supplier or its principals have been debarred, suspended, or proposed for debarment by the United States Government. If supplier cannot state they meet this statement, they cannot log in and are to immediately contact their buyer.

Navigate to Planning Schedule/Forecast Ack.

1) Click on **HASP**

2) Click on **Planning Schedule/Forecast Ack.**

** The radio button for Planning Schedule is already selected as a standard

The screenshot displays the Honeywell Supply Chain Collaboration web application. At the top left, the Honeywell logo is followed by the text "Supply Chain Collaboration". Below this is a navigation menu with several tabs: Dashboard, HASP, Planning and Scheduling, Procurement, HASP, eAndon, and Aftermarket. A red circle with the number "1" and an arrow points to the "HASP" tab. Below the main navigation menu is a secondary menu with items: Procurement, Shipping, Quality, VMI Reports, Source Inspection, Applications, Docs, and User Profile. Below this is a breadcrumb trail: "HASP > Procurement > Planning Schedule / Forecast Ack.". A dropdown menu is open under "Procurement", showing options: Purchase Order, Planning Schedule / Forecast Ack., eRFQ, and Invoice Status Report. A red circle with the number "2" and an arrow points to the "Planning Schedule / Forecast Ack." option. Below the dropdown is a search bar titled "Search Planning Schedule / Forecast Acknowledgement". Below the search bar are instructions: "For wildcard search, use '**' Separate multiple search strings using ';'". Below the instructions is a "Report" button and two radio buttons: "Planning Schedule" (which is selected) and "Forecast Acknowledgement".

Run Report for the Current Week

Dashboard **HASP** Planning and Scheduling Procurement HASP eAndon Aftermarket

Procurement Shipping Quality VMI Reports Source Inspection Applications Docs User Profile

HASP > Procurement > Planning Schedule / Forecast Ack.

■ Purchase Order
 ■ **Planning Schedule / Forec...**
 ■ eRFQ
 ■ Invoice Status Report
 ■ About Procurement
 ■ Supplier UID

Search Planning Schedule / Forecast Acknowledgement


For wildcard search, use "*" Separate multiple search strings using ";"

Report Planning Schedule Forecast Acknowledgement

Vendor Number

Material

Material Description

Week Starting * 

Note: Default is current week.

Purchasing Group

Plant

 1000 Anniston - Cliff Garrett Dr
 1001 ESS Anniston
 1006 Glendale
 1007 Kingman, AZ - ALS R&O
 1008 Phoenix Service Center - DSES
 1009 Honeywell Aerospace Aftermarke

*Note: Click Personalize button to see options.
 Use Date Range for searching history, historical report data may be accessed by week.*

The default date already reflects the current week – no need to change or enter anything different.

Click **SEARCH**

OR Enter other specific criteria and then Click **SEARCH**

Honeywell Confidential © 2017 by Honeywell International Inc. All rights reserved.

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.

Run Report for Historical Data

Dashboard **HASP** Planning and Scheduling Procurement HASP eAndon Aftermarket

Procurement Shipping Quality VMI Reports Source Inspection Applications Docs User Profile

HASP > Procurement > Planning Schedule / Forecast Ack.

#Purchase Order
#Planning Schedule / Forec...
#eRFQ
#Invoice Status Report
#About Procurement
#Supplier UID

Search Planning Schedule / Forecast Acknowledgement


For wildcard search, use "*" Separate multiple search strings using ";"

Report Planning Schedule Forecast Acknowledgement

Vendor Number

Material

Material Description

Week Starting * 

Note: Default is current week.

Purchasing Group

Plant
All Plants
1000 Anniston - Cliff Garrett Dr
1001 ESS Anniston
1006 Glendale
1007 Kingman, AZ - ALS R&O
1008 Phoenix Service Center - DSES
1009 Honeywell Aerospace Aftermarke

*Note: Click Personalize button to see options.
Use Date Range for searching history, historical report data may be accessed by week.*

Select a week in history

- Select any day within that week and the system will still return that week's report (A week consists of Saturday – Friday)

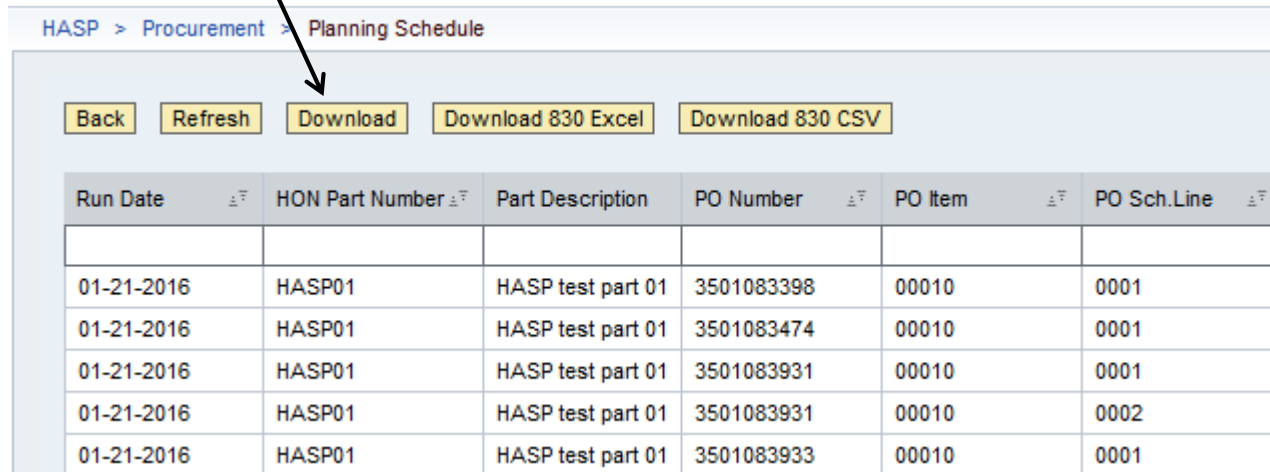
Click **SEARCH**

OR Enter other specific criteria and then Click **SEARCH**

Downloading the Report

The **DOWNLOAD** version is the standard weekly open PO & Forecast Report.

Clicking the **Download** button will download what is onscreen to Excel.



HASP > Procurement > Planning Schedule

Back Refresh Download Download 830 Excel Download 830 CSV

Run Date	HON Part Number	Part Description	PO Number	PO Item	PO Sch.Line
01-21-2016	HASP01	HASP test part 01	3501083398	00010	0001
01-21-2016	HASP01	HASP test part 01	3501083474	00010	0001
01-21-2016	HASP01	HASP test part 01	3501083931	00010	0001
01-21-2016	HASP01	HASP test part 01	3501083931	00010	0002
01-21-2016	HASP01	HASP test part 01	3501083933	00010	0001



[Return to Index](#)

Personalize Fields on the Planning Schedule Report

Honeywell

Navigate to Personalize the Report


Search Planning Schedule

For wildcard search, use "*" Separate multiple search strings using ";"

Vendor Number
244045 HASP Test Vendor Code

Material

Material Description

Week Starting * 

Note: Default is current week.

Purchasing Group

Plant

- All Plants
- 1000 Anniston - Cliff Garrett Dr
- 1001 ESS Anniston
- 1006 Glendale
- 1007 Kingman, AZ - ALS R&O
- 1008 Phoenix Service Center - DSES
- 1009 Honeywell Aerospace Aftermarke

*Note: Click Personalize button to see options.
Use Date Range for searching history, historical report data may be accessed by week.*

Click the **Personalize** button to select additional **Optional Display Fields** to be included on the report

Standard and Optional Display Fields

Back

Standard Display Fields		
Description	Select	Display Order
Run Date	<input checked="" type="checkbox"/>	1
Buyer Part Number	<input checked="" type="checkbox"/>	2
PO Number	<input checked="" type="checkbox"/>	3
PO Item	<input checked="" type="checkbox"/>	4
PO Sch.Line	<input checked="" type="checkbox"/>	5
Need Qty	<input checked="" type="checkbox"/>	6
UoM	<input checked="" type="checkbox"/>	7
Plant	<input checked="" type="checkbox"/>	8
Supplier Delivery Date	<input checked="" type="checkbox"/>	9
Honeywell Requested Date(OTTR)	<input checked="" type="checkbox"/>	10
Exception Message	<input checked="" type="checkbox"/>	11
Part Description	<input checked="" type="checkbox"/>	12
Vendor	<input checked="" type="checkbox"/>	13
Vendor Name	<input checked="" type="checkbox"/>	14
Buyer Name	<input checked="" type="checkbox"/>	15
DPAS Info	<input checked="" type="checkbox"/>	16

Page 1 of 1

Standard Display Fields

- These fields are populated automatically every time the report is run.
- These cannot be changed or deleted from the report.

Save Selections

Clear Selections

Optional Display Fields		
Description	Select	Display Order
Unit Price	<input type="checkbox"/>	<input type="text"/>
Order Ack	<input type="checkbox"/>	<input type="text"/>
ASN Status	<input type="checkbox"/>	<input type="text"/>
Delay Code	<input type="checkbox"/>	<input type="text"/>
Plan For Every Part - Supply	<input type="checkbox"/>	<input type="text"/>
Plan For Every Part Description	<input type="checkbox"/>	<input type="text"/>
ABC Code	<input type="checkbox"/>	<input type="text"/>
PO No. - PO Line No.	<input type="checkbox"/>	<input type="text"/>
Plant Address	<input type="checkbox"/>	<input type="text"/>
Rev No	<input type="checkbox"/>	<input type="text"/>
Purchasing Group	<input type="checkbox"/>	<input type="text"/>
Buyer Email	<input type="checkbox"/>	<input type="text"/>
ACK/w Change Comment	<input type="checkbox"/>	<input type="text"/>

Page 1 of 1

Optional Display Fields

- Selection of these fields for the report is up to the User.
- The fields will be displayed in the report after the Standard Display Fields.
- They can select any or all and choose the display order.

Selecting, Ordering & Saving Optional Display

Click the box(es) in the **Select** column to choose **Optional Display Fields**

Choose the order by using the drop down box in the **Display Order** column

Click the **Save Selections** button

** look for the message in the top left corner **Successfully Updated**

Click **Back** to return to the **Search Screen** to run the report including the optional fields

Successfully Updated ←

← Back

Standard Display Fields		
Description	Select	Display Order
Run Date	<input checked="" type="checkbox"/>	1
Buyer Part Number	<input checked="" type="checkbox"/>	2
PO Number	<input checked="" type="checkbox"/>	3
PO Item	<input checked="" type="checkbox"/>	4
PO Sch.Line	<input checked="" type="checkbox"/>	5
Need Qty	<input checked="" type="checkbox"/>	6
UoM	<input checked="" type="checkbox"/>	7
Plant	<input checked="" type="checkbox"/>	8
Supplier Delivery Date	<input checked="" type="checkbox"/>	9
Honeywell Requested Date(OTTR)	<input checked="" type="checkbox"/>	10
Exception Message	<input checked="" type="checkbox"/>	11
Part Description	<input checked="" type="checkbox"/>	12
Vendor	<input checked="" type="checkbox"/>	13
Vendor Name	<input checked="" type="checkbox"/>	14
Buyer Name	<input checked="" type="checkbox"/>	15
DPAS Info	<input checked="" type="checkbox"/>	16

→ Save Selections Clear Selections

Optional Display Fields		
Description	Select	Display Order
Unit Price	<input checked="" type="checkbox"/>	18
Order Ack	<input checked="" type="checkbox"/>	17
ASN Status	<input checked="" type="checkbox"/>	19
Delay Code	<input checked="" type="checkbox"/>	21
Plan For Every Part - Supply	<input type="checkbox"/>	
Plan For Every Part Description	<input type="checkbox"/>	
ABC Code	<input type="checkbox"/>	
PO No. - PO Line No.	<input type="checkbox"/>	
Plant Address	<input type="checkbox"/>	
Rev No	<input type="checkbox"/>	
Purchasing Group	<input type="checkbox"/>	
Buyer Email	<input type="checkbox"/>	
ACK/w Change Comment	<input checked="" type="checkbox"/>	20

Page 1 of 1

Honeywell Confidential © 2017 by Honeywell International Inc. All rights reserved.

The selections made will remain in place until changed or cleared by the user.

Change Optional Display Field Selections

Make desired changes by clicking and un-clicking the **Select** boxes

Revise the **Display Order** if necessary or desired

Click the **Save Selections** button

** look for the message in the top left corner **Successfully Updated**

Click **Back** to return to the **Search Screen** to run the report including the changed optional fields

Successfully Updated ←

← Back

Standard Display Fields		
Description	Select	Display Order
Run Date	<input checked="" type="checkbox"/>	1
Buyer Part Number	<input checked="" type="checkbox"/>	2
PO Number	<input checked="" type="checkbox"/>	3
PO Item	<input checked="" type="checkbox"/>	4
PO Sch.Line	<input checked="" type="checkbox"/>	5
Need Qty	<input checked="" type="checkbox"/>	6
UoM	<input checked="" type="checkbox"/>	7
Plant	<input checked="" type="checkbox"/>	8
Supplier Delivery Date	<input checked="" type="checkbox"/>	9
Honeywell Requested Date(OTTR)	<input checked="" type="checkbox"/>	10
Exception Message	<input checked="" type="checkbox"/>	11
Part Description	<input checked="" type="checkbox"/>	12
Vendor	<input checked="" type="checkbox"/>	13
Vendor Name	<input checked="" type="checkbox"/>	14
Buyer Name	<input checked="" type="checkbox"/>	15
DPAS Info	<input checked="" type="checkbox"/>	16

→ Save Selections Clear Selections

Optional Display Fields		
Description	Select	Display Order
Unit Price	<input checked="" type="checkbox"/>	18
Order Ack	<input type="checkbox"/>	
ASN Status	<input checked="" type="checkbox"/>	19
Delay Code	<input type="checkbox"/>	
Plan For Every Part - Supply	<input type="checkbox"/>	
Plan For Every Part Description	<input type="checkbox"/>	
ABC Code	<input type="checkbox"/>	
PO No. - PO Line No.	<input type="checkbox"/>	
Plant Address	<input type="checkbox"/>	
Rev No	<input type="checkbox"/>	
Purchasing Group	<input checked="" type="checkbox"/>	17
Buyer Email	<input checked="" type="checkbox"/>	20
ACK/w Change Comment	<input type="checkbox"/>	

Page 1 of 1

Clear ALL Optional Display Field Selections

Click the **Clear Selections** button

** this will clear and save the cleared table at the same time

Click **Back** to return to the **Search Screen** to run the report without any optional fields

Back



Standard Display Fields		
Description	Select	Display Order
Run Date	<input checked="" type="checkbox"/>	1
Buyer Part Number	<input checked="" type="checkbox"/>	2
PO Number	<input checked="" type="checkbox"/>	3
PO Item	<input checked="" type="checkbox"/>	4
PO Sch.Line	<input checked="" type="checkbox"/>	5
Need Qty	<input checked="" type="checkbox"/>	6
UoM	<input checked="" type="checkbox"/>	7
Plant	<input checked="" type="checkbox"/>	8
Supplier Delivery Date	<input checked="" type="checkbox"/>	9
Honeywell Requested Date(OTTR)	<input checked="" type="checkbox"/>	10
Exception Message	<input checked="" type="checkbox"/>	11
Part Description	<input checked="" type="checkbox"/>	12
Vendor	<input checked="" type="checkbox"/>	13
Vendor Name	<input checked="" type="checkbox"/>	14
Buyer Name	<input checked="" type="checkbox"/>	15
DPAS Info	<input checked="" type="checkbox"/>	16

Save Selections

Clear Selections



Optional Display Fields		
Description	Select	Display Order
Unit Price	<input type="checkbox"/>	<input type="text"/>
Order Ack	<input type="checkbox"/>	<input type="text"/>
ASN Status	<input type="checkbox"/>	<input type="text"/>
Delay Code	<input type="checkbox"/>	<input type="text"/>
Plan For Every Part - Supply	<input type="checkbox"/>	<input type="text"/>
Plan For Every Part Description	<input type="checkbox"/>	<input type="text"/>
ABC Code	<input type="checkbox"/>	<input type="text"/>
PO No. - PO Line No.	<input type="checkbox"/>	<input type="text"/>
Plant Address	<input type="checkbox"/>	<input type="text"/>
Rev No	<input type="checkbox"/>	<input type="text"/>
Purchasing Group	<input type="checkbox"/>	<input type="text"/>
Buyer Email	<input type="checkbox"/>	<input type="text"/>
ACK/w Change Comment	<input type="checkbox"/>	<input type="text"/>

Page 1 of 1



[Return
to Index](#)

Supplier Weekly Actions – Best Practices

Suppliers are encouraged to discuss the weekly process with their Buyer.

Honeywell



Planning Schedules / Forecast Ack

Monday

- Begin review of Planning Schedule Report and action as appropriate
- Review weekly email and action as appropriate
- Start PO acknowledgements

Tuesday

- Complete PO acknowledgements
 - Starting with DPAS POs
- Start Forecast Acknowledgements

Wednesday

- Complete all Forecast ACK

Buyers will be follow up on any unacknowledged or misaligned lines throughout the week.

Please make sure you are using the HASP Dashboard to monitor your data/metrics.



[Return to Index](#)

Training & Help

Honeywell

HASP Training documentation

From the Dashboard page click *Procurement Help*

Honeywell | Supply Chain Collaboration

Dashboard **HASP** Planning and Scheduling

Overview
Quick Links
Procurement Help
XCarrier Shipping Help
Register Security Questions
VMIReport Navigation Instructions
Important Notice on Export Reform

Honeywell Aerospace Supplier Portal - Procurement (HASP-Procurement)

Supplier Information
Click on any of the underlined items to view

[HASP-Procurement Supplier Overview](#) Updated January 2016

- What is HASP
- How to Log On
- How to Request Access (more in depth training provided in HASP Supplier Access Guide below)

[HASP Supplier Access Guide](#)

[HASP Frequently Asked Questions \(FAQ\)](#) Updated January 2016

- HASP Access and Logging in
- HASP User Profile Setting Overview
- How to subscribe to email notifications in HASP
- How to find a PO in HASP
- How to email your buyer in HASP
- How to download and print in HASP
- Acknowledging, Mass Acknowledging and Ack w/ Change

From the HASP Procurement page click *About Procurement*

Honeywell | Supply Chain Collaboration

Welcome: HASP Po

Dashboard **HASP** Planning and Scheduling Procurement HASP eAndon Aftermarket

Procurement Shipping Quality VMI Reports Source Inspection Applications Docs User Profile

HASP > Procurement > About Procurement

Honeywell Aerospace Supplier Portal - Procurement (HASP-Procurement)

Supplier Information
Click on any of the underlined items to view

[HASP-Procurement Supplier Overview](#) Updated January 2016

[HASP Frequently Asked Questions \(FAQ\)](#) Updated January 2016

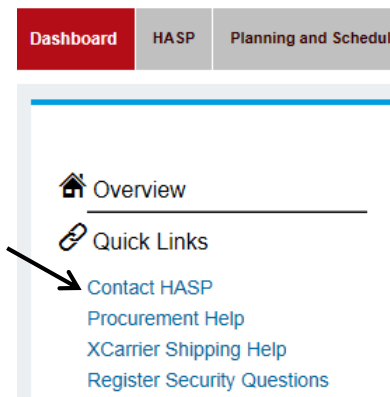
Technical Support

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**





Thanks For Your Participation!

Honeywell