Honeywell Aerospace Supplier Portal (HASP)
Planning Schedule Report Training

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

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How to Access and Pull the Report

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Log into the SCC portal to access HASP

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

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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

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Run Report for the Current 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**

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

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*

There is six months of rolling history available at all times that can be pulled by week
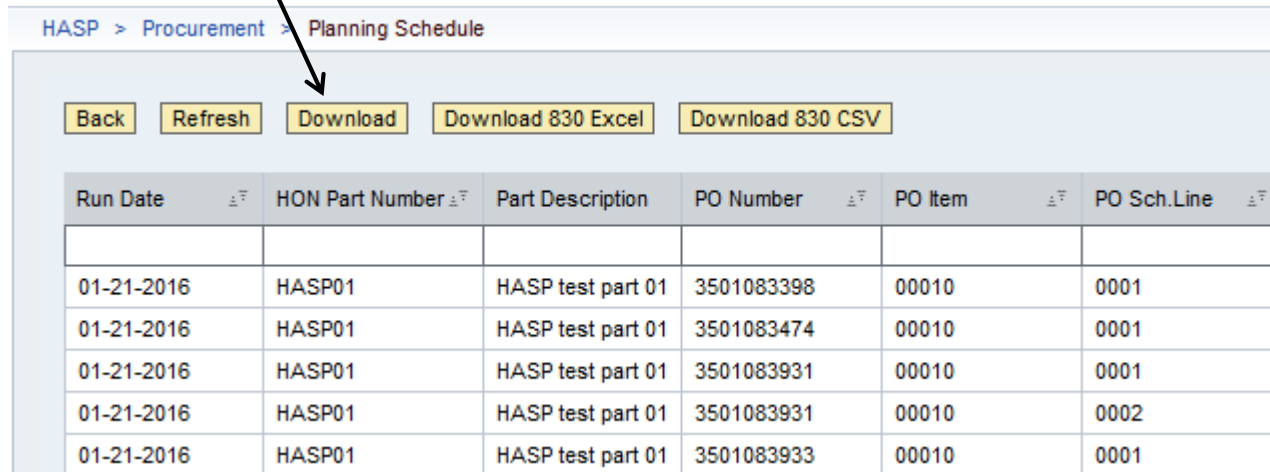
Downloading the Report

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

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

The DOWNLOAD 830 versions of the report are industry standard and never change.

Personalize Fields on the Planning Schedule Report

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Navigate to Personalize the Report

Search Planning Schedule

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

| Vendor Number | All Assigned |
| | 244045 HASP Test Vendor Code |

Material

Material Description

Week Starting *   01-17-2016

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

[Search] [Reset] [_____] [Save Search] [Personalize]

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

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Standard and Optional Display Fields

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Save Selections   Clear Selections

Standard Display Fields

Description	Select	Display Order
Run Date	☑	1
Buyer Part Number	☑	2
PO Number	☑	3
PO Item	☑	4
PO Sch.Line	☑	5
Need Qty	☑	6
UoM	☑	7
Plant	☑	8
Supplier Delivery Date	☑	9
Honeywell Requested Date(OTTR)	☑	10
Exception Message	☑	11
Part Description	☑	12
Vendor	☑	13
Vendor Name	☑	14
Buyer Name	☑	15
DPAS Info	☑	16

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Optional Display Fields

Description	Select	Display Order
Unit Price	☐	
Order Ack	☐	
ASN Status	☐	
Delay Code	☐	
Plan For Every Part – Supply	☐	
Plan For Every Part Description	☐	
ABC Code	☐	
PO No. – PO Line No.	☐	
Plant Address	☐	
Rev No	☐	
Purchasing Group	☐	
Buyer Email	☐	
ACK/w Change Comment	☐	

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Standard Display Fields

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

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.

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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

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

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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

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Standard Display Fields

Description	Select	Display Order
Run Date	☑	1
Buyer Part Number	☑	2
PO Number	☑	3
PO Item	☑	4
PO Sch.Line	☑	5
Need Qty	☑	6
UoM	☑	7
Plant	☑	8
Supplier Delivery Date	☑	9
Honeywell Requested Date(OTTR)	☑	10
Exception Message	☑	11
Part Description	☑	12
Vendor	☑	13
Vendor Name	☑	14
Buyer Name	☑	15
DPAS Info	☑	16

Save Selections | Clear Selections

Optional Display Fields

Description	Select	Display Order
Unit Price	☐	
Order Ack	☐	
ASN Status	☐	
Delay Code	☐	
Plan For Every Part - Supply	☐	
Plan For Every Part Description	☐	
ABC Code	☐	
PO No. - PO Line No.	☐	
Plant Address	☐	
Rev No	☐	
Purchasing Group	☐	
Buyer Email	☐	
ACK/w Change Comment	☐	

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Supplier Weekly Actions – Best Practices
Suppliers are encouraged to discuss the weekly process with their Buyer.

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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.

Honeywell's Proposed Supplier Standard Work

Training & Help

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HASP Training documentation

From the Dashboard page click *Procurement Help*

From the HASP Procurement page click *About Procurement*
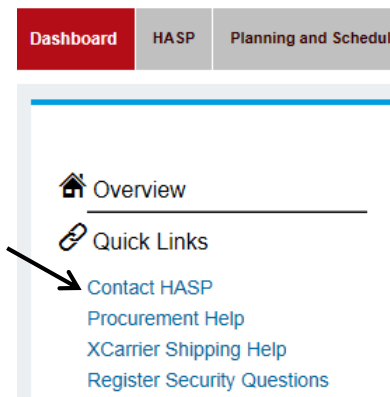
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Technical Support

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***

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Thanks For Your Participation!

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