XCARRIER INSTRUCTIONAL GUIDE

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A STEP-BY-STEP GUIDE FOR SUPPLIERS SHIPPING THROUGH HONEYWELL’S APPROVED SUPPLIER PORTAL

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WHAT IS HASP – XCARRIER?

- Honeywell Aerospace only approved inbound method for shipments is a web-based shipping application tool called xCarrier.
- xCarrier has allowed Honeywell to better manage our inbound freight costs and provide real-time visibility to supplier shipments using Advanced Ship Notices (ASN).
- xCarrier is a powerful, yet easy to use software, that is integrated in our Honeywell supplier portal (HASP) for easy access.
- Provides the ability to obtain freight data on volume, frequency, and cost of logistics accounts.
- Existing Honeywell carrier account numbers will be deactivated.
- Ensuring compliance from our suppliers is necessary to control costs and manage our transportation lanes more effectively in today's fast-changing environment.

xCARRIER is a registered trademark of ProcessWeaver
ACCESSING HASP – XCARRIER

If you are requesting access:
• Navigate to SCC.Honeywell.com
  – Select “I need an ID” above the Honeywell ID field
  ▪ Follow instructions to complete registration

If you already have access:
• Navigate to SCC.Honeywell.com
  – Enter your Honeywell ID and Password
    ▪ Click on “HASP” then “Shipping”

Let’s get started!
CHECK PRINTER SETUP

The first time you log in, click “Printer Setup”

- Ensure all documents have been checked
  - Click “Save”
    - You will not need to do this again – your printer is now ready to receive all possible documents.

No configuration required – just a simple click to prepare for printing later
BEGIN THE PROCESS

If your company ships from multiple locations, check the Ship From Address is correct – use the glasses to change as necessary

Confirm Ship From to ensure a smooth collection by carrier
PULL IN YOUR PO(S)

Enter your PO

• Select “Get Data”
  – Honeywell receiving site details and open line items will auto-populate

If you have multiple POs to ship:

• Select the + symbol
  – Open POs will appear here to select; if none appear, as we see in this example, there are no other open POs

Select just one, or multiple POs, to process as a shipment
PACK AVAILABLE ITEMS

If you are only shipping a partial quantity:
• Enter the qty you intend to ship
  – Click “Pack”

If you are shipping the complete open quantity:
• Select the line on the left side box
  – Click “Pack All”
COMPLETE THE HANDLING UNIT

**Step 1.** The Handling Unit field will auto-populate – do not alter this.

**Step 2.** Proceed to complete remaining fields.

**Helpful Tip #1:** Make sure the dimensions and weight you enter are in the unit of measure defaulted above in “Ship Method Details.”

**Helpful Tip #2:** See the following two slides for detail regarding the Tracking # field.

**Required fields are:**
- Weight
- Dimensions
- COO (Country of Origin)
- Shipment # (Internal Supplier #)
PARCEL V. LTL – GROUND SHIPPING

- Parcel refers to a shipment weighing less than 150 lb. / 68 kg
- LTL refers to a shipment weighing equal to or greater than 150 lb. / 68 kg
- After you’ve entered the weight of your shipment, press enter (while your cursor is still in that field)
  - The carrier above will default to either a parcel carrier, or LTL (or HWA for international)
  - Below we see a parcel shipment at 10 lb., and an LTL shipment at 200 lb.

LTL stands for Less Than Truckload
HELPFUL TIP: LTL SHIPMENTS – TRACKING #

If you’re shipment is 150+ lb. and shipping domestic, the default carrier will be an LTL provider.

- **Pro number** – If a Pro # range was preconfigured by Honeywell, a Pro # will be automatically issued and printed on the BOL. If not preconfigured, you will need to enter under Tracking #. If Supplier is paying, a Pro # must be entered under Tracking #

- **BOL** – A Bill of Lading will be printed with the other documents when you have completed processing

If you ship lightweight cargo only, you may never see this document.
INTERNATIONAL SHIPMENTS

**Skip to Slide 13 if your shipment is domestic**

- Once your items are packed and your Handling Unit(s) complete, click “Intl Details.”

- **Helpful Tip:** A shipment is considered international if the ultimate consignee or end-user is in a foreign country. Refer to your company’s Export Compliance team if you are not certain if your shipment qualifies as foreign-bound and/or if you need guidance on completing export clearance in your country.

Contact your Export Compliance team for guidance as needed
COMPLETING INTERNATIONAL DETAILS

- A small window will now open.
- All highlighted fields must be completed.
- Click “Save” when done.

1. Material – Part Number
2. Description – of the part
3. Country of MFR – where the part was manufactured (COO)
4. Weight – Weight of the handling unit
5. Qty – Quantity of pieces to be shipped
6. Harmonised Code – HTS or Schedule B for export/import customs clearance
7. Net Value – value of part per piece
   
Option: Immediately press the “Enter” Key. The system will automatically calculate the value for the next field.

8. Customs Value – total value of shipment
   
Option: Press enter again to automatically populate field “Customs Value/Currency” in top section.

This section **must** be completed accurately for international shipments
COMPLETING YOUR SHIPMENT

By this time…

• The items are packed
• Completed the handling unit section
• Carrier and service level defaulted
• If International, details entered
• Click “Ship” at the bottom of the screen.

Let’s wrap this shipment up
PRINTING YOUR DOCUMENTS

1. A comment will appear at the bottom of the screen indicating the shipment was processed successfully. If there were any issues, an error message will appear.

Please contact AeroxCarrierSupport@Honeywell.com if you receive an error that you cannot resolve.


3. Select “Preview” to open each label / document.

Documents will print directly from your internet browser.
PRINTING YOUR DOCUMENTS – CONT’D

Each document will open a new tab in your browser. You can return to the xCarrier Shipping screen by clicking on the tab titled “Ship - SAP NetWeaver Portal.”

- At the bottom of the screen several icons will appear.
- From these, you can save or print the document directly to your regular printer.

Print or save documents directly from your internet browser
Reprinting is just a couple clicks away

- If you need to reprint a document for any reason, return to the main xCarrier shipping screen.
- Enter the inbound delivery number in the same field you entered your PO in to begin processing the shipment.
- The inbound delivery number will appear on your ASN.
- At the top right, click the drop-down arrow next to “Re Print.”
- Select any document to reopen the additional browser tab containing “Preview” links to each document.
CANCELLING A SHIPMENT

- If you need to cancel a shipment, enter either the Inbound Delivery number (ASN) in the “PO/Delivery Number” field or enter the carrier tracking number in “Cancel by Tracking.”
- Click “Get Data”
- Review shipment details to ensure the correct shipment has been pulled in.
- Click “Cancel Shipment”

Need a do-over? No worries – cancel your shipment in just three clicks
For technical support or questions related to this training, please do not hesitate to reach out to us at

AEROxCarrierSupport@honeywell.com

Your support and compliance as a valued supplier is greatly appreciated. Thank you for choosing to work with Honeywell International.