xCARRIER® SHIPPING: HOW TO SHIP

HONEYWELL
Purpose

Following are step by step instructions for shipping using Honeywell xCarrier shipping software for suppliers.
Logon

- Upon successful logon, you will see the main xCarrier shipping screen

See *How to Logon* training doc for details about logging on
Confirm Ship From Address

- If you have more than one location that you ship from, make sure the right one is selected.

- To change your Ship From, click (eyeglasses) and choose your location

... and click OK
Enter PO and Click “Get Data”
Multiple Pos?

1. To enter and retrieve orders with multiple POs in order to consolidate shipments, click the sign after “PO/Delivery Number”. The helper description is “Add Line”.

2. From the popup, enter one PO per line and click OK

3. Click “Get Data”
Enter PO and Click “Get Data”

- Ship To Address will be retrieved from PO.
- and Material and Quantity is retrieved and placed here

Only material due within 12 days domestically - or 17 days if international – will appear
Pack

1. If all items are to be shipped in a single container, click “Pack All”

2. If a partial quantity is to be shipped in a single or multiple box, enter partial quantity for first box in Partial column and …

3. Click “Pack”

4. Enter Weight
5. Enter Dimensions (optional)
6. Enter Country of Origin
7. Enter Shipment #
8. Repeat as needed for add’r boxes

• Note: shipment # is your internal #
• Must be min of 2 characters
How to Future Ship

• By default, the ship date is “today”’s date
• To ship for a future date, click “Ship Date” and change to desired date
Notes regarding Weight

After entering Weight, press Enter key to determine carrier and service level. The carrier will show up under “Ship Method Details” section above.

Express vs. LTL/HWA – Shipments up to 150 lbs specify an Express carrier like FedEx / UPS / DHL. Over 150 lbs invokes LTL or HWA carriers.

• Or you can effect carrier selection by clicking on “Get Carrier” here
Notes regarding Ship Dates and Transit Days

• The “Ship Date:” field is specific to carrier labels/ notification only and does not drive PO delivery schedule dates

• As a supplier to Honeywell, when you create the ASN in xCarrier, you need to put the correct total number of days between ASN creation and when its due at Honeywell in the xCarrier “Transit Days” field.
• If you are creating the ASN days ahead of when you plan to physically delivery it, you need to include this time in the Transit Days field.
Shipping Internationally

- After packing your items, Click on the “Intl Details” button
Shipping Internationally

Please follow the steps sequentially as listed below:

1. Enter a value for Country of MFR.
2. Enter the Weight. This has to match what you enter into the main ship screen previously.
3. Enter the Qty. This has to match what you enter into the main ship screen previously.
4. Enter a valid Harmonized Code
5. Enter a value for Net Value. (Labeled as field a) This is important to note- after you enter the value for this field, you immediately press the “Enter” Key. The system will automatically calculates the value for the next field.
6. Now bring your cursor to the “Customs Value” field (Labeled as field b). From there you need to press the “Enter” key again. The system will automatically populates field “Customs Value/Currency” (Labeled as field c).
7. Click the “Save” button and move on.
8. All other fields on this International Tab are optional.
For LTL Shipments: >150lbs

- For shipments over 150 lbs (68 kg), LTL or TL carriers are used. Changes from Express carriers are:
  - 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
Changing the default Ship Method: **Expedite**

- There are two other options in addition to the default Ship Method of “Standard”:
  1. **Expedite** – To request an expedited Ship Method, click on “Request Expedite”
Changing default Ship Method: *Expedite email*

- An email addressed to the Honeywell Buyer and to a Honeywell Distribution List for expedited shipping requests will popup. Your email address is automatically included. The template can be modified as you like…

Click Send and receive confirmation that email was sent
Expedite request approved

• Once a buyer approves expediting, you’ll see a carrier and shipvia populate after “Expedite”. Select the radio button if it’s not automatically selected…

• and continue processing shipment.

**TIP** – You’ll always need click “Clear Screen” before entering - or reentering - a PO and retrieving from SAP
Changing the default Ship Method: Supplier

- The second alternative to the default Ship Method is …

2. **Supplier pays** - Change Payment to “Supplier” from drop down.

You’ll see a wide range of carrier and service level possibilities open up with this option.

Choose your carrier and service level.
Changing the default Ship Method: **Supplier (cont)**

- Click to enter the following info for the carrier

  ![Ship Method Details](image1)

  ![Third Party Information](image2)

  - **Carrier Reference Fields**
    - Honeywell populates Ref #1 with our PO and Plant Code.
    - Supplier can use Ref #2 if desired.
    - Whatever is entered appears on the carrier shipping label
Before clicking “SHIP”

1. Estimate the time you expect shipment to be in transit under “Transit Days”.

2. If you’re sending a manual shipment, enter a reason for shipping without a PO (required).

3. Enter Pro # under “Tracking” if shipping LTL. This will be populated automatically if Express carrier is used.
1. Click “Ship”

2. Receive message of “Successful” next to Ship button

3. Receive success message in lower left corner combined with tracking #s …
System Messages

xCarrier will frequently send messages to users which display in the lower left corner of the screen. Examples –

1. Carrier Configuration is not available for this Plant and Storage Location. Please contact your system administrator.
   - If Honeywell is paying: Carrier is not configured for this Ship To address. Send email to TMS team (see last slide for details)
   - If Supplier is paying: Shipper has not entered required or accurate carrier account info

2. Please Enter reason for manual shipments
   - If shipping a manual shipment without a PO, a reason must be supplied for the manual shipment

3. Please Enter Delivery Number in order to Reprint
   - User is trying to reprint but has not retrieved any order details. See How to Reprint slide
System Messages (cont)

xCARRIER will time out after 1 hr of inactivity

Note
- The following error occurred in system ARV: **User session (HTTP/SMTP/..) closed after timeout**
- The error occurred on application server de08u3021sapa_ARV_00 and in work process 67.
- The termination type was: ERROR_MESSAGE_STATE
- The ABAP call stack was:
  - Method: PREPROCESS_REQUEST of program CL_WDR_CLIENT_ABSTRACT_HTTP==CP
  - Method: IF_HTTP_EXTENSION~HANDLE_REQUEST of program CL_WDR_MAIN_TASK========CP
  - Method: EXECUTE_REQUEST of program CL_HTTP_SERVER==========CP
  - Function: HTTP_DISPATCH_REQUEST of program SAPL_HTTP_RUNTIME
  - Module: %HTTP_START of program SAPM_HTTP
xCarrier produces most, if not all, the paperwork needed to ship. However, your – and Honeywell’s – requirements may vary.
Carrier labels

- The carrier label will print automatically as configured in your xCarrier printer setup.

* See *How to Setup Desktop Printers* for more details
ASN labels

- Two Honeywell ASN labels will print automatically if configured in your xCarrier printer setup – one Outer and one Inner.
  * See *How to Setup Desktop Printers* for more details
ASN labels for Multiple PO’s

• If you are shipping multiple Honeywell PO’s, one OUTER ASN label will print and it will note “Multi” and 1 INNER or ASN label will print for each PO.
• The label examples below are when shipping 3 Honeywell PO’s using 1 box.
Packing Slips

- Prints automatically, if configured to do so.

![Packing Slip Image]
### Certificate of Origins

- Prints automatically, if configured to do so.

#### Certificate Of origin

**The undersigned**

**DICKSON COMPANY**

(Owner or Agent)

930 SOUTH WESTWOOD AVENUE, ADDISON, IL, US 60101-4917

(Name and Address of Shipper)

decides that the following mentioned goods shipped on **FEDEX**

on the date **5/5/2012**

Consigned to: **HONEYWELL INTERNATIONAL INC**

3131 E Airlane, Phoenix, AZ, US 85034

are the products of **UNITED STATES OF AMERICA**.

<table>
<thead>
<tr>
<th>MARKS AND NUMBERS</th>
<th>NO. OF PKGS/BOXES OR CASES</th>
<th>WEIGHT IN KILOS (GROSS)</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>312830715256599</td>
<td>2</td>
<td>2</td>
<td>TEST</td>
</tr>
</tbody>
</table>

Sworn to before me this ________ day of __________

Signature of Owner or Agent

The

[snip]

a recognized Chamber of Commerce under the laws of the State of __________

has examined the manufacturer's invoice or shipper's affidavit concerning the origin of the merchandise and according to the best of its knowledge and belief, United States of North America.

Signature: ____________________
Bill of Lading

• Prints automatically for LTL / TL shipments, if configured to do so.
How to Reprint

To reprint any document or label …

1. Click 🍃 to right of PO/Delivery Number

2. From Popup, choose Ship Date and click “Search”

3. Click on shipment to be deleted
How to Reprint (cont)

4. The Inbound Delivery (aka ASN) will populate into the field titled “PO/Delivery Number”.

5. Click “Get Data”

6. The shipment details will be pulled from history

7. Click dropdown by “Print” and select item to reprint

8. Retrieve items from printer(s)
How to Cancel Shipment - #1

There are three ways to cancel a shipment. Here is the first...

1. Enter the tracking # into “Cancel by Tracking.”
2. Click “Get Data”
3. See the shipment details pulled from history
4. Click “Cancel Shipment”
5. Receive message of success
How to Cancel Shipment - #2

Here is the **second** way to cancel a shipment –

1. Click 📦 to right of PO/Delivery Number
2. From Popup, choose Ship Date and click “Search”
3. Click on shipment to be deleted
How to Cancel Shipment - #2 cont

4. The Inbound Delivery (aka ASN) will populate into the field titled “PO/Delivery Number”.

5. Click “Get Data”

6. The shipment details will be pulled from history

7. Click “Cancel Shipment”

8. Receive message of success
The **third** way to cancel a shipment is to retrieve the track # from the Manifest –

1. Click “Manifest” from Menu at left.
2. Choose “Ship Date”
3. Click “Display”
4. Highlight desired tracking # and copy to clipboard (Control C)

Return to Ship Screen and follow steps 1-5 listed in the previous slide, *How to Cancel Shipment*
Ready for next shipment

- Scan or manually enter another PO # and restart process.
Support

For any questions related to this training, send email to:

AeroXcarrierSupport@Honeywell.com