



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

Honeywell

Supply Chain Collaboration Portal (SCC) Training Material | January 2018

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User Accounts

Honeywell

How does a Supplier log into the portal?

Go to: scc.honeywell.com

1) Enter *Vendor ID*

2) Enter **Password**

3) Click *Log On*

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Honeywell ID [I need an ID](#)
haspsupplier@company.com

Password [Forgot Password?](#)
.....

Remember me [Manage my account](#)

SIGN IN

By Signing in, you agree to the [Terms & Conditions](#)

4) 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.

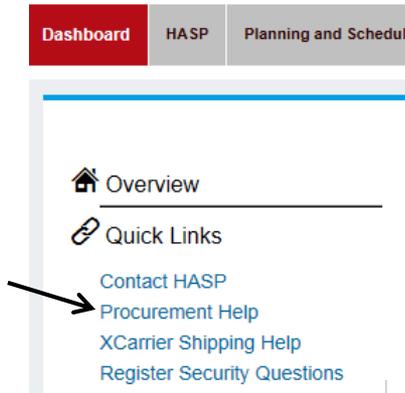
By entering this website, supplier states that neither the supplier or its principals have been debarred, suspended, or proposed for debarment by the United States Government. If supplier cannot state they meet this statement, they cannot log in and are to immediately contact their buyer.

4 →

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

At the Dashboard screen:
Click **Contact HASP**

OR Send email to:
AeroHASPSupport@Honeywell.com



Please include the following:

- 1) Request access within the portal be extended
- 2) Provide the additional Vendor code you require access to view.
- 3) Provide the reason why you require the additional access.

A screenshot of a 'Contact Us' form. The title 'Contact Us' is in a blue header. Below it is a question: 'What functionality do you have a question about?*' with three radio button options: 'Procurement' (selected), 'VMI Partner', and 'xCarrier Shipping'. To the right of these options is the word 'Example' in large red font. Below the radio buttons is a text area labeled 'Message/ Inquiry (maximum 200 characters)*'. The text area contains the following text: 'Please add additional access to my account, I also need to see POs under Vendor Code 123456 which is the code being used by 1017 to place POs to my company.' At the bottom of the form are two buttons: 'Submit' and 'Reset'.

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

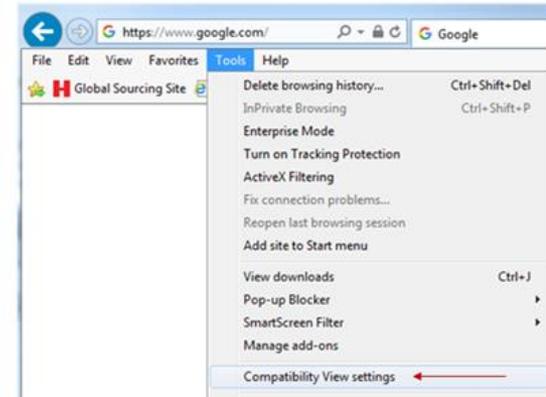
- 1) **Internet Explorer, Version 10 or higher**, is recommended for optimal performance utilizing Honeywell Aerospace Supplier Portal (HASP).

In Internet Explorer version 10 or above

Click on **Tools**

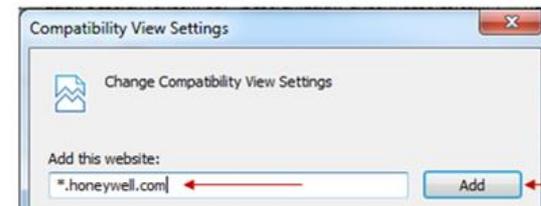
Click on **Compatibility View Settings**

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



In **Add this website** field, type ***.Honeywell.com**

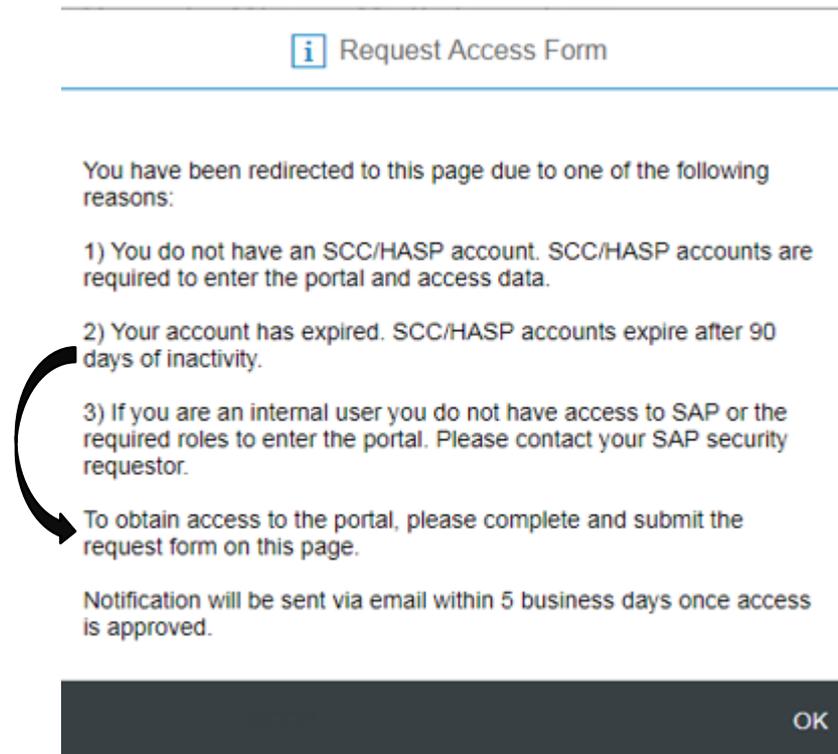
Click **Add**



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.

Upon logging in you will see this notice indicating you must complete the request access form again to regain access.



i Request Access Form

You have been redirected to this page due to one of the following reasons:

- 1) You do not have an SCC/HASP account. SCC/HASP accounts are required to enter the portal and access data.
- 2) Your account has expired. SCC/HASP accounts expire after 90 days of inactivity.
- 3) If you are an internal user you do not have access to SAP or the required roles to enter the portal. Please contact your SAP security requestor.

To obtain access to the portal, please complete and submit the request form on this page.

Notification will be sent via email within 5 business days once access is approved.

OK

How does a Supplier reset their own password?

Click on **Forgot Password** and follow the process

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Honeywell ID [I need an ID](#)

myemail@example.com

Password [Forgot Password?](#)

Remember me [Manage my account](#)

SIGN IN

By Signing in, you agree to the [Terms & Conditions](#)

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Allows users to immediately reset their own password

How does a Supplier subscribe to email notifications?

To receive Purchase Order and Quality Email notifications

Click on *User Profile*

Navigate to *Notifications*

The screenshot shows the 'Maintain User Profile' page. At the top, there is a navigation bar with tabs: Dashboard, HASP (highlighted with a red box and labeled '1'), Planning and Scheduling, Procurement, HASP, eAndon, and Aftermarket. Below this is a secondary navigation bar with links: Procurement, Shipping, Quality, VMI Reports, Source Inspection, Applications, Docs, and User Profile (highlighted with a red box and labeled '2'). The main content area is titled 'Maintain User Profile' and has a sub-tab 'Notifications' (labeled '3'). Under 'Notifications', there are two sections: 'PO Notifications' and 'Quality/ Self Release Subscriptions'. The 'PO Notifications' section has a checked checkbox for 'PO Email Subscriptions' and radio buttons for 'Weekly emails for new PO and PO change notifications' and 'Daily emails for new PO and PO change notifications'. The 'Quality/ Self Release Subscriptions' section has two unchecked checkboxes: 'Subscribe to Self-Release Change Email notifications' and 'Subscribe to QN Rejection Email 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*

The screenshot shows the 'eRFQ' page. At the top, there is a navigation bar with tabs: Dashboard, HASP (highlighted with a red box), Planning and Scheduling, Procurement, and HA. Below this is a secondary navigation bar with links: Procurement, Shipping, Quality, VMI Reports, and Source Insp. The main content area is titled 'eRFQ' and has a sub-tab 'eRFQ'. Under 'eRFQ', there is a list of links: Purchase Order, Planning Schedule / Forec..., eRFQ (highlighted with a red box), Invoice Status Report, and About Procurement. To the right of the 'eRFQ' link is a search box for RFQs. Below the search box, there is a checked checkbox for 'Subscribe to daily RFQ emails'.

Every user will manage their own email subscriptions

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

Maintain User Profile

Change Password | **User details** | Notifications

Title:

First Name:

Last Name:

Function:

Telephone number:

Fax number:

Email Address:

Personal time zone of user:

Decimal Notation: 1.234.567,89 1,234,567.89 1 234 567.89

Date Format: DD.MM.YYYY MM/DD/YYYY MM-DD-YYYY YYYY.MM.DD YYYY/MM/DD YYYY-MM-DD

Save Changes

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



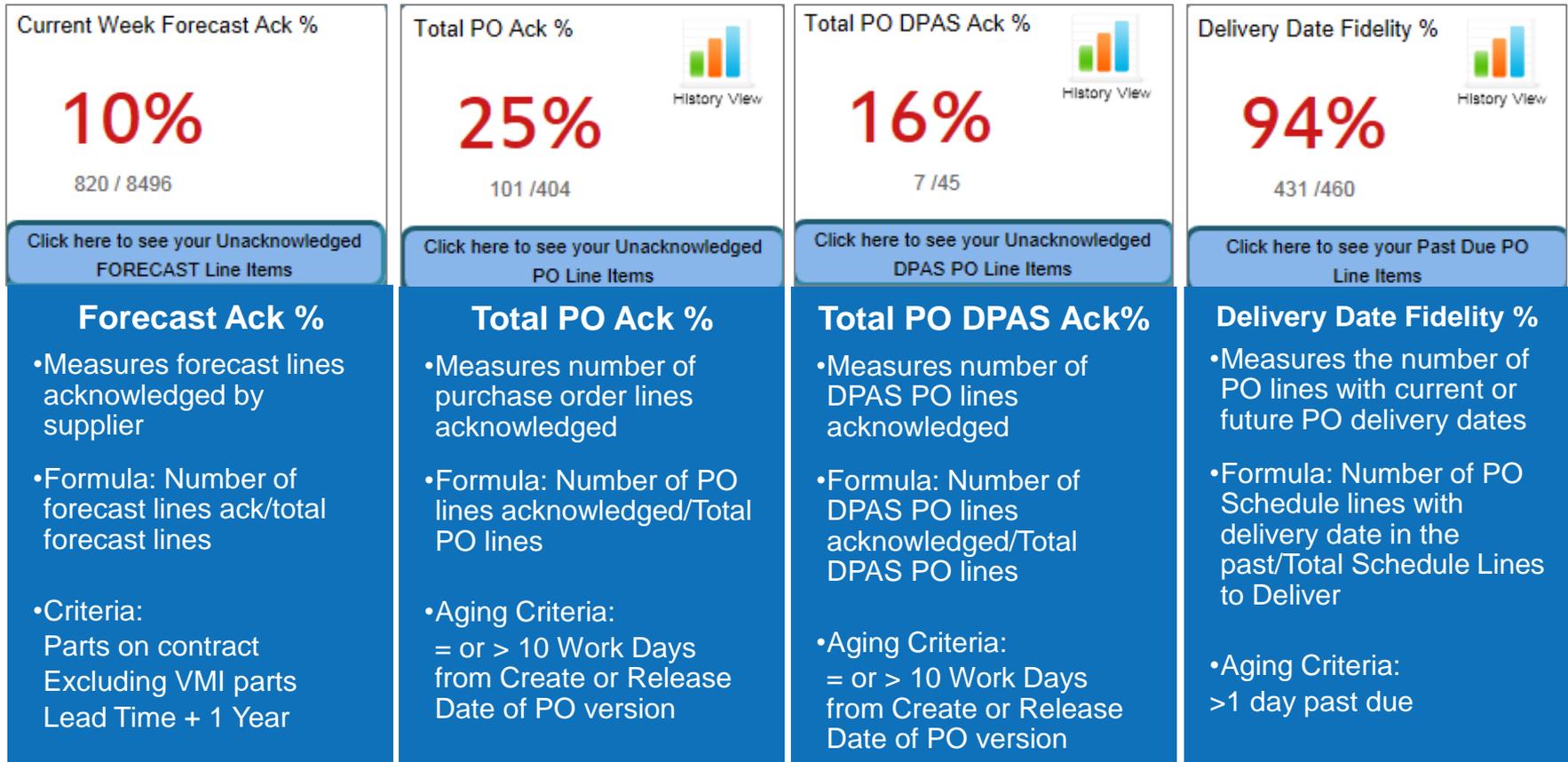
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Dashboard

Honeywell

What is the HASP Dashboard?

HASP Dashboard is available for Honeywell employees and Suppliers



- 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

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Ensure Better Alignment To Honeywell Customer

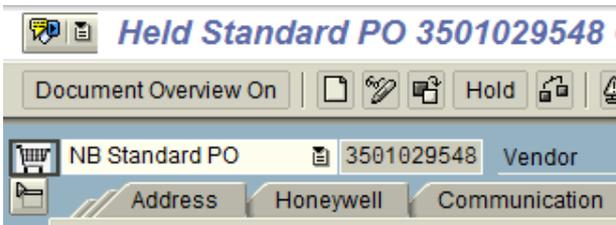


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Procurement Purchase Order

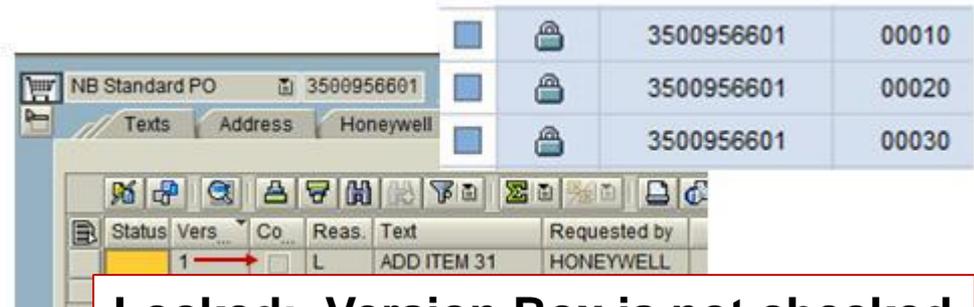
Honeywell

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



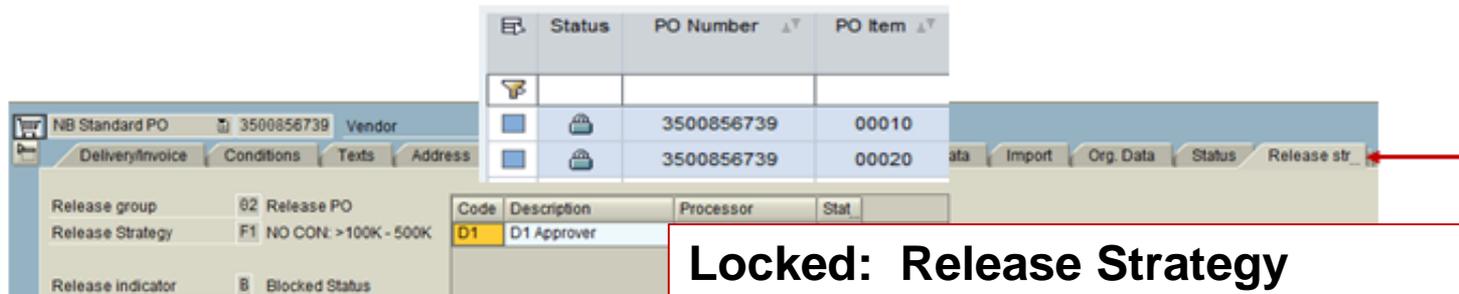
Missing: Held purchase orders

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.

How are PO changes communicated in the portal?

If the Buyer makes a change in SAP causing a new PO version, the change information 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.

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. The PDF copy will not be updated 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

The Benefits: Convenient and will save a record in Supplier's outgoing email

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 Number:	3500684118	Ship Via:	SEE NOTES
PO Date:	01/20/2015	Contact Name:	Denise Wells
PO Purpose:	Change Order	Tel:	520-469-6162 Extn:
PO Type:	Stand Alone	Fax:	520-469-5628
Quote Number:		E-Mail:	denise.wells@honeywell.com
Release Number:	00000001		

Message Insert Options Format Text Developer

Tahoma 11

To: denise.wells@honeywell.com

Cc:

Bcc:

Subject: HASP POC: 3500684118

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

The Benefits: Ability to ask questions, request additional PO changes (i.e. price, engineering revision, etc), or communicate something additional to the Buyer that should not be captured in the PO text.

Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
200	0	0	EA		No Change

New Comments (emailed when submitted)

I changed the date but would also ask that you review the Engineering revision because I think it may be wrong. Please let me know. Thanks!

How is a PO printed?

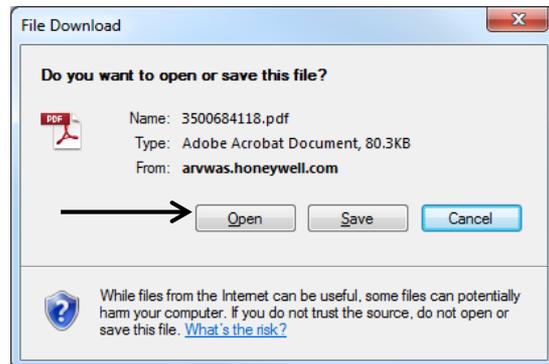
1) Click **Print PO** button

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



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 86284	
EVISION: 00000001	REVISION DATE: 03/FEB/2015		
ORDER DATE: 20/JAN/2015			
LL INVOICES, PACKAGES, CORRESPONDENCE, SHIPPING PAPERS & BILLS OF LADING MUST REFERENCE PO NUMBER AND LINE ITEM			
		PAGE: 1 OF 6	
SUPPLIER: 244045		BUYER:	
HASP TEST VENDOR 123 E. MAIN ST TEMPE AZ 85282		CONTACT NAME: DENISE WELLS	



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Procurement Acknowledge & ACK with Change

Honeywell

Can a Supplier MASS Acknowledge PO Lines?

2) Acknowledge button: CLICK here to acknowledge the selected line items

1) Select line items to be acknowledged by clicking the **Select All** button or by clicking to the left of individual lines

Back Acknowledge Print PO Refresh List Download Mark as Unread **Select All** Deselect All

Status Legend: Open In Progress

Status	PO Number	PO Item	PO Schedule Line	DPAS Info	Material	Description	Supplier Delivery Date	Honeywell Requested Date(OTTR)	Qty	UoM	Price	CO	OA	ASN
<input checked="" type="checkbox"/>	3502260538	00010	0001		HASP5	HASP5	12/28/2017	12/21/2017	20	EA	120.0000	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	3502260537	00010	0001	DO-A-3	HASP4	HASP4	12/21/2017	12/21/2017	8	EA	120.0000	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	3502260536	00010	0001	DXA2	HASP3	HASP3	01/25/2018	01/25/2018	50	EA	5,000.0000	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	3502260535	00010	0001	DXA2	HASP3	HASP3	12/21/2017	12/21/2017	50	EA	5,000.0000	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	3502260534	00010	0001		HASP2	HASP2	02/22/2018	02/22/2018	100	EA	1,000.0000	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	3502260533	00010	0001		HASP2	HASP2	01/25/2018	01/25/2018	77	EA	770.0000	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	3502260532	00010	0001		HASP2	HASP2	12/21/2017	12/21/2017	77	EA	770.0000	<input type="checkbox"/>		

3) Compliance Pop-up
Read and click OK if agree to complete acknowledgement.

Message from webpage

By acknowledging this PO,

- Supplier agrees to provide the requested quantity at the Delivery Date stated in the PO, and
- Supplier further agrees to work to improve the date, in an effort to meet the Honeywell OTTR stated in the PO, should the Delivery Date not align.
- If this is a DPAS rated order, Supplier confirms acceptance of the prioritization as stated in the PO (reference 15 CFR part 700.13(d)).

NOTE: If supplier does not acknowledge the above terms, supplier is required to notify buyer in writing with the reason for not acknowledging.

OK Cancel

4) A message will indicate:
All selected PO lines were acknowledged

Back Acknowledge Print PO Refresh List Download Mark as Unread

All selected PO lines were acknowledged

Status	PO Number	PO Item	PO Schedule Line	DPAS Info	Material	Description
--------	-----------	---------	------------------	-----------	----------	-------------

By clicking the Acknowledge button the Supplier is agreeing to ALL delivery schedules. If the Supplier does not agree, they should complete and ACK w/ Change

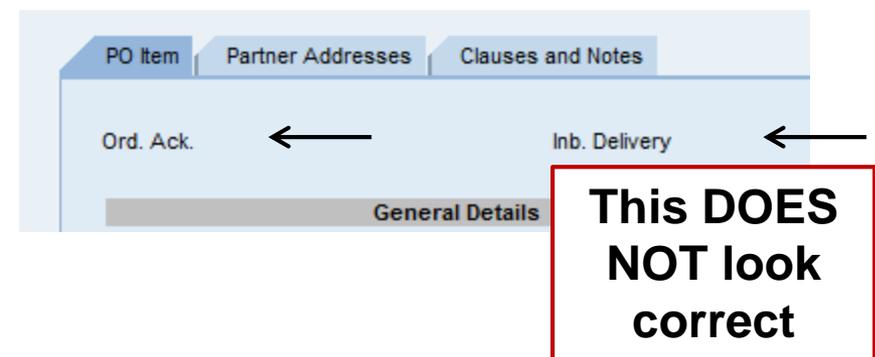
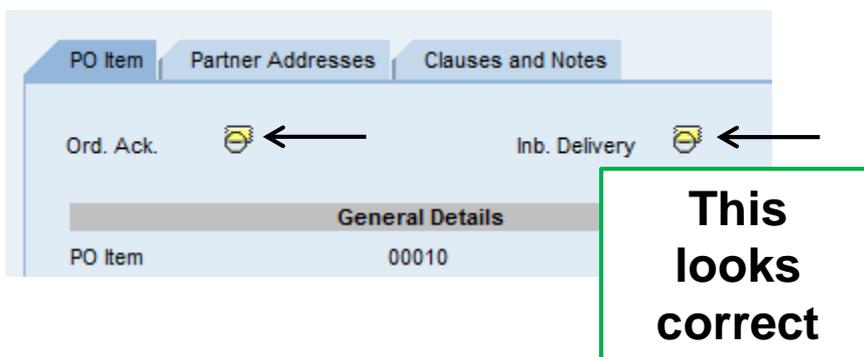
Why can't a Supplier Acknowledge a PO line item?

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.



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

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

The following line items will allow date changes but not splitting:

- Subcontracting PO line items
- Service Order line items

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

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

What fields are required to complete Ack w/ Change?

1. Change the **Supplier Delivery Date**
2. Enter **Reason text**

Acknowledgements								
	Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
<input type="checkbox"/>	04-29-2015	04-22-2015	200	0	0	EA		No Change
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

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

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

3) Select **Miss Code** ONLY IF the Delivery Date is NOT EQUAL to the Honeywell Requested Date (OTTR)

OTTR Miss code *

New Line Submit Delete Reset

3. Select **Miss Code** (ONLY REQUIRED IF OTTR Date \neq Supplier Delivery Date)

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.



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Procurement Planning Schedule Report

Honeywell

How often is the Planning Schedule Report generated?

This report is generated **ONE** time 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 published in the portal.



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

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The **DOWNLOAD** button is standard and will download what is onscreen to Excel

Can a Supplier pull historical Planning Schedule Reports?

Yes, historical report data can be pulled by week.

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.*

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



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Training Materials & Technical Assistance

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Where is the Training Material?

Procurement instructions can be accessed two ways

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Dashboard HASP

Overview
Quick Links
Contact HASP
Procurement Help
xCarrier Shipping Help
VMI Help
Important Notice on Export Reform

https://xcarrier.honeywell.co... Honeywell Aerospace Supp... X

File Edit View Favorites Tools Help

H Buyer-Manager H Global Sourcing Site Aero PDM H HASP METRICS H HASP Suppliers LT Cal H Metrics Data OneSo

Honeywell Aerospace Supplier Portal (HASP)- Procurement Supplier Training
Click on any of the underlined items to view

HASP & Dashboard Overview

- What is HASP
- How to Log On

HASP Frequently Asked Questions

- User Accounts & Access
- Dashboard

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Dashboard **HASP**

Procurement Shipping Quality VMI Reports Source Inspection Applications Docs User Profile

HASP > Procurement > About Procurement

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

Honeywell Aerospace Supplier Portal (HASP)- Procurement Supplier Training
Click on any of the underlined items to view

HASP & Dashboard Overview

- What is HASP
- How to Log On

HASP Frequently Asked Questions

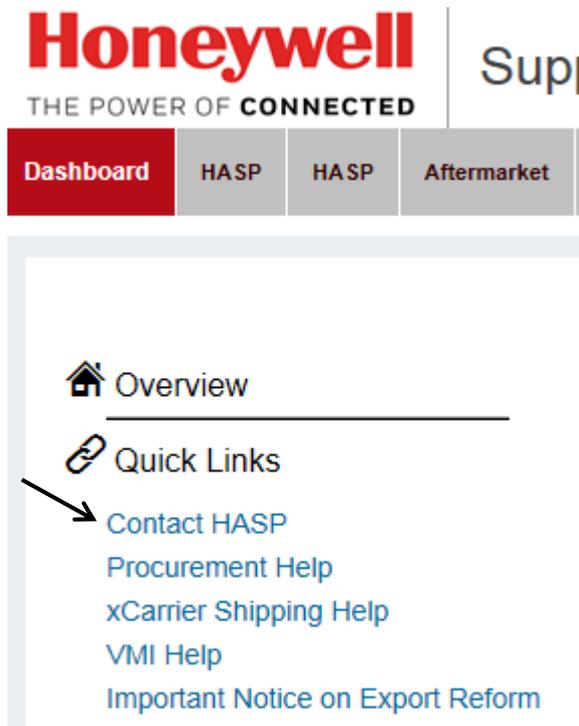
- User Accounts & Access
- Dashboard

Note: For additional questions or training related to HASP functionality (how to), please contact your Buyer.

How does a Supplier obtain technical help?

Email: AeroHASPsupport@honeywell.com

OR proceed to one of these links within the portal:



Honeywell Aerospace Supplier Portal (HASP)- Procurement
Supplier Training

Click on any of the underlined items to view

→ [Procurement Support Mailbox](#)

- Contact HASP-Procurement Support



Thanks For Your Participation!

Honeywell