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User Accounts
How does a Supplier log into the portal?

Go to:  **scc.honeywell.com**

1) Enter *Vendor ID*

2) Enter *Password*

3) Click *Log On*

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

Example:

What functionality do you have a question about?*
- Procurement
- VMI Partner
- xCarrier Shipping

Message/Inquiry (maximum 200 characters)*

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.

Submit 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).

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

- In Internet Explorer version 10 or above:
  - Click on **Tools**
  - Click on **Compatibility View Settings**

- 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.**
How does a Supplier reset their own password?

Click on **Forgot Password** and follow the process.
How does a Supplier subscribe to email notifications?

To receive Purchase Order and Quality Email notifications
Click on User Profile
Navigate to Notifications

To receive email notifications for RFQs
Click on eRFQ
Click Subscribe to daily RFQ emails

PO Notifications
Click on PO Email Subscriptions
Click on the radio button to select either Weekly or Daily notifications

Quality Notifications
Subscribe to Self-Release Change Email notifications
Subscribe to QN Rejection Email notifications

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.

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

Forecast Ack %
- Measures forecast lines acknowledged by supplier
- Formula: Number of forecast lines ack/total forecast lines
- Criteria: Parts on contract Excluding VMI parts Lead Time + 1 Year

Total PO Ack %
- Measures number of purchase order lines acknowledged
- Formula: Number of PO lines acknowledged/Total PO lines
- Aging Criteria: = or > 10 Work Days from Create or Release Date of PO version

Total PO DPAS Ack %
- Measures number of DPAS PO lines acknowledged
- Formula: Number of DPAS PO lines acknowledged/Total DPAS PO lines
- Aging Criteria: = or > 10 Work Days from Create or Release Date of PO version

Delivery Date Fidelity %
- Measures the number of PO lines with current or future PO delivery dates
- Formula: Number of PO Schedule lines with delivery date in the past/Total Schedule Lines to Deliver
- Aging Criteria: >1 day past due
Procurement Purchase Order
Why is a PO line item or changed line item locked or missing in the portal?

**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.

**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.
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.

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.

The PDF version of the PO will have the changes for that version highlighted.
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

![Image of PO header with email link](image)

**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.

![Image of New Comments Box](image)
How is a PO printed?

1) Click **Print PO** button

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

From the PO summary screen, mass print functionality can also be used to print and/or save more than one PO at a time
Procurement Acknowledge & ACK with Change
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

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

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

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

For any changes not allowed using ACK with Change, please contact your Buyer to update the PO in SAP
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.
What fields are required to complete Ack w/ Change?

1. **Change the Supplier Delivery Date**

2. **Enter Reason text**

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

   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 REQUIRED IF the Delivery Date is NOT EQUAL to the Honeywell Requested Date (OTTR))*
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.

Please contact your Buyer if the Delivery Date should be a weekend day so they can make the change in SAP. Some sites require approvals for weekend deliveries.
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.

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.

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
Training Materials & Technical Assistance
Where is the Training Material?

Procurement instructions can be accessed two ways

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:
Thanks For Your Participation!