



Honeywell Aerospace Supplier Portal (HASP) **Invoice Status Report**

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

Honeywell

Log into the SCC portal to access HASP

Go to: scc.honeywell.com

1) Enter *Vendor ID*

2) Enter **Password**

3) Click *Log On*

The screenshot shows the Honeywell Supply Chain Collaboration login page. At the top, the Honeywell logo is on the left with the tagline 'THE POWER OF CONNECTED', and 'Supply Chain Collaboration' is on the right. Below the logo is the 'Honeywell ID' field containing 'haspsupplier@company.com', with a 'Forgot Password?' link. Below that is the 'Password' field with masked characters and another 'Forgot Password?' link. There is a 'Remember me' checkbox and a 'Manage my account' link. A large blue 'SIGN IN' button is at the bottom, with a note below it: 'By Signing in, you agree to the Terms & Conditions'. Three numbered callouts (1, 2, 3) point to the ID field, the password field, and the SIGN IN button respectively.

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

This section shows a debarment statement. It starts with the text: 'Please read Honeywell Debarment statement below: You should accept the Honeywell Debarment statement for using this site.' Below this is a text box containing the statement: '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.' At the bottom of this section are two buttons: 'I Agree' and 'I Decline'. A numbered callout (4) points to the 'I Agree' button.

Navigate to Invoice Status Report

- 1) Click on **HASP**
- 2) Click on **Invoice Status Report**

The screenshot displays the Honeywell Supply Chain Collaboration interface. At the top, the Honeywell logo and "Supply Chain Collaboration" text are visible. Below this is a navigation bar with several tabs: Dashboard, HASP, Planning and Scheduling, Procurement, HASP, and eAndor. A red circle with the number "1" is placed over the first "HASP" tab, with an arrow pointing to it. Below the navigation bar, there is a secondary menu with options: Procurement, Shipping, Quality, VMI Reports, Source Inspection, and Ap. A breadcrumb trail shows "HASP > Procurement > Invoice Status Report". On the left side, a list of menu items is shown: Purchase Order, Planning Schedule / Forec..., eRFQ, Invoice Status Report, About Procurement, and Supplier UID. A red circle with the number "2" is placed over the "Invoice Status Report" item, with an arrow pointing to it. On the right side, a "Search Invoice" section is visible, containing a search box with the placeholder text "Vendor Number *".

How to Search Pending Invoices

- 1. Select **Vendor Number(s)**
- 2. In **Search From**, select a date in the past year (this way it will capture any old invoices submitted recently)
- 3. In **Status**, select *Pending*
- 4. Select **Search**

Some Suppliers may have a different SAP Vendor Number for Invoicing – that is required for this search. Ask your Buyer if your company has a different SAP Vendor Number for invoicing. If so, you will need to request additional access to information for that number as well in HASP.

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

The screenshot shows the 'Search Invoice' interface with the following fields and callouts:

- Vendor Number ***: A dropdown menu with 'All Assigned' selected and '244045 HASP test vendor' listed below it. Callout 1 points to this dropdown.
- Material**: An empty text input field.
- Material Description**: An empty text input field.
- PO Number**: An empty text input field.
- Reference Number**: An empty text input field.
- Search From ***: A date picker showing '12-04-2016'. Callout 2 points to this date.
- Search To**: A date picker showing '01-03-2017'.
- Status**: A dropdown menu with 'All' selected and 'Pending', 'Hold', 'Paid', and 'Cancelled' listed below it. Callout 3 points to this dropdown.
- Plant**: A dropdown menu with 'All Plants' selected and a list of plant names below it: '1000 Anniston - Cliff Garrett Dr', '1001 ESS Anniston', '1006 Glendale', '1007 Kingman, AZ - ALS R&O', '1008 Phoenix Service Center - DSES', and '1009 Honeywell Aerospace Aftermarke'. Callout 4 points to the 'Search' button.
- Buttons**: 'Search', 'Reset', and 'Save Search' buttons are located at the bottom of the form.

Search Pending Invoices (cont.)

Displays Results of all invoices pending

Select **Download** to export results to an Excel spreadsheet

Honeywell Integrated Supply Chain Welcome, Patricia Martin-Novak | Logout

[HASP](#)
[PROCUREMENT](#)
[PLANNING AND SCHEDULING](#)

[OVERVIEW](#)
[PROCUREMENT](#)
[SHIPPING](#)
[VMI REPORTS](#)

[Purchase Order](#)
[Planning Schedule](#)
[eRFQ](#)
[Horizon Report](#)
[Invoice Status Report](#)
[About Procurement](#)

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Ref. Number	Honeywell D...	Status	Document Type	PO Number	PO Item	Material	Qty	UoM	Description	Unit Price	Invoice Amo...	Currency
536824	5206930514	Pending	RS	3500081145	00012	7003315-901	1.000	EA	GYROSCOPE,RATE	2,856.00	2,856.00	USD
536823	5206930515	Pending	RS	4204906962	00022	7003315-901	1.000	EA	GYROSCOPE,RATE	2,856.00	2,856.00	USD
536822	5206930516	Pending	RS	4205119693	00020	7003315-901	1.000	EA	GYROSCOPE,RATE	2,856.00	2,856.00	USD
536821	5206930517	Pending	RS	3500044034	00012	7003315-901	1.000	EA	GYROSCOPE,RATE	2,856.00	2,856.00	USD
536825	5206930518	Pending	RS	4204994716	00012	7003315-901	2.000	EA	GYROSCOPE,RATE	2,856.00	5,712.00	USD
536826	5206930519	Pending	RS	4205061966	00012	7003315-901	2.000	EA	GYROSCOPE,RATE	2,856.00	5,712.00	USD
536761	5206942711	Pending	RS	4204946175	00011	7003315-901	1.000	EA	GYROSCOPE,RATE	2,856.00	2,856.00	USD
0902792585	5206951402	Pending	RS	3500136569	00010	7003315-901	1.000	EA	GYROSCOPE,RATE	2,856.00-	2,856.00-	USD
536862	5206961794	Pending	RS	4205020892	00020	7003315-901	15.000	EA	GYROSCOPE,RATE	2,856.00	42,840.00	USD
0902808494	5206984740	Pending	RS	3500147655	00010	7003315-901	1.000	EA	GYROSCOPE,RATE	2,856.00-	2,856.00-	USD
536926	5206997246	Pending	RS	4205020892	00020	7003315-901	8.000	EA	GYROSCOPE,RATE	2,856.00	22,848.00	USD
536936	5207001249	Pending	RS	4205020892	00020	7003315-901	13.000	EA	GYROSCOPE,RATE	2,856.00	37,128.00	USD
536988	5207034407	Pending	RS	4204658769	00020	7003315-901	1.000	EA	GYROSCOPE,RATE	2,856.00	2,856.00	USD
536987	5207034408	Pending	RS	4204658794	00020	7003315-901	1.000	EA	GYROSCOPE,RATE	2,856.00	2,856.00	USD
536995	5207044367	Pending	RS	4205020892	00030	7003315-901	5.000	EA	GYROSCOPE,RATE	2,856.00	14,280.00	USD
536994	5207044368	Pending	RS	4205020892	00020	7003315-901	4.000	EA	GYROSCOPE,RATE	2,856.00	11,424.00	USD
536994	5207044369	Pending	RS	4205020892	00030	7003315-901	5.000	EA	GYROSCOPE,RATE	2,856.00	14,280.00	USD
537026	5207055632	Pending	RS	4205020892	00030	7003315-901	21.000	EA	GYROSCOPE,RATE	2,856.00	59,976.00	USD
0902868938	5207086837	Pending	RS	3500189231	00010	7003315-901	2.000	EA	GYROSCOPE,RATE	2,856.00-	5,712.00-	USD

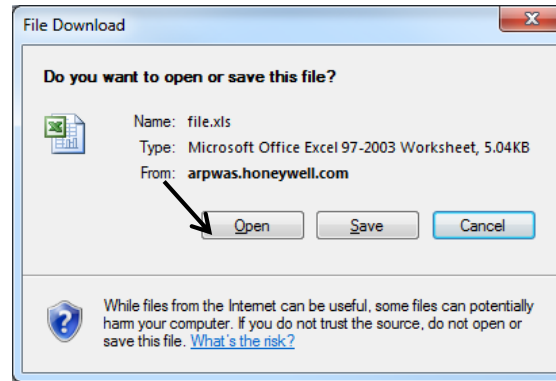
[SITEMAP](#)

Local intranet | Protected Mode: Off

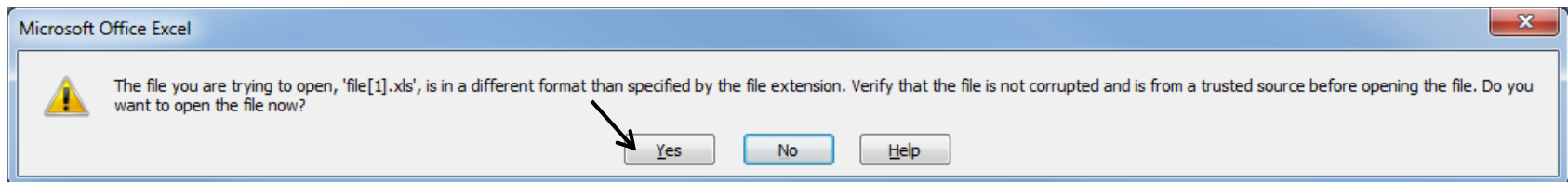


Downloading File to Excel

Select **Open**



Select **Yes**



Downloading File to Excel (cont.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	Ref. Num	Honeywell Document	Status	Document	PO Number	PO Item	Material	Qty	UoM	Descriptio	Unit Price	Invoice Ar	Currency	Pack. Slip	Payment	Est. Paymt. Date	Paid Date	Clearing	Paid Amt.	Ch
2	536824	5206930514	Pending	RS	3500081145	12	7003315-9	1	EA	GYROSCO	2856	2856	USD	536824	within 60	7/22/2013				0
3	536823	5206930515	Pending	RS	4204906962	22	7003315-9	1	EA	GYROSCO	2856	2856	USD	536823	within 60	7/22/2013				0
4	536822	5206930516	Pending	RS	4205119693	20	7003315-9	1	EA	GYROSCO	2856	2856	USD	536822	within 60	7/22/2013				0
5	536821	5206930517	Pending	RS	3500044034	12	7003315-9	1	EA	GYROSCO	2856	2856	USD	536821	within 60	7/22/2013				0
6	536825	5206930518	Pending	RS	4204994716	12	7003315-9	2	EA	GYROSCO	2856	5712	USD	536825	within 60	7/22/2013				0
7	536826	5206930519	Pending	RS	4205061966	12	7003315-9	2	EA	GYROSCO	2856	5712	USD	536826	within 60	7/22/2013				0
8	536761	5206942711	Pending	RS	4204946175	11	7003315-9	1	EA	GYROSCO	2856	2856	USD	536761	within 60	7/27/2013				0
9	9.03E+08	5206951402	Pending	RS	3500136569	10	7003315-9	1	EA	GYROSCO	-2856	-2856	USD	9.03E+08	within 60	5/28/2013				0
10	536862	5206961794	Pending	RS	4205020892	20	7003315-9	15	EA	GYROSCO	2856	42840	USD	536862	within 30	7/3/2013				0
11	9.03E+08	5206984740	Pending	RS	3500147655	10	7003315-9	1	EA	GYROSCO	-2856	-2856	USD	9.03E+08	within 60	6/5/2013				0
12	536926	5206997246	Pending	RS	4205020892	20	7003315-9	8	EA	GYROSCO	2856	22848	USD	536926	within 30	7/13/2013				0
13	536936	5207001249	Pending	RS	4205020892	20	7003315-9	13	EA	GYROSCO	2856	37128	USD	536936	within 30	7/14/2013				0
14	536988	5207034407	Pending	RS	4204658769	20	7003315-9	1	EA	GYROSCO	2856	2856	USD	536988	within 30	7/25/2013				0
15	536987	5207034408	Pending	RS	4204658794	20	7003315-9	1	EA	GYROSCO	2856	2856	USD	536987	within 30	7/25/2013				0
16	536995	5207044367	Pending	RS	4205020892	30	7003315-9	5	EA	GYROSCO	2856	14280	USD	536995	within 30	7/27/2013				0
17	536994	5207044368	Pending	RS	4205020892	20	7003315-9	4	EA	GYROSCO	2856	11424	USD	536994	within 30	7/27/2013				0
18	536994	5207044369	Pending	RS	4205020892	30	7003315-9	5	EA	GYROSCO	2856	14280	USD	536994	within 30	7/27/2013				0
19	537026	5207055632	Pending	RS	4205020892	30	7003315-9	21	EA	GYROSCO	2856	59976	USD	537026	within 30	7/31/2013				0
20	9.03E+08	5207086837	Pending	RS	3500189231	10	7003315-9	2	EA	GYROSCO	-2856	-5712	USD	9.03E+08	within 60	7/9/2013				0
21																				
22																				
23																				
24																				
25																				



How to View Paid Invoices

At this time you are not able to search by payment date, but by invoice date.

1. Input **Vendor Number**
2. In **Search From**, select the oldest invoice date to view payment.
3. In **Search To**, let it default to current date
4. In **Status**, select *Paid*
5. Select **Search**

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

Search Invoice

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

Vendor Number * **1** All Assigned
244045 HASP test vendor

Material

Material Description

PO Number

Reference Number

Search From * **2**

Search To **3**

Status **4** All
Pending
Hold
Paid
Cancelled

Plant **5** 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

How to View Paid Invoices

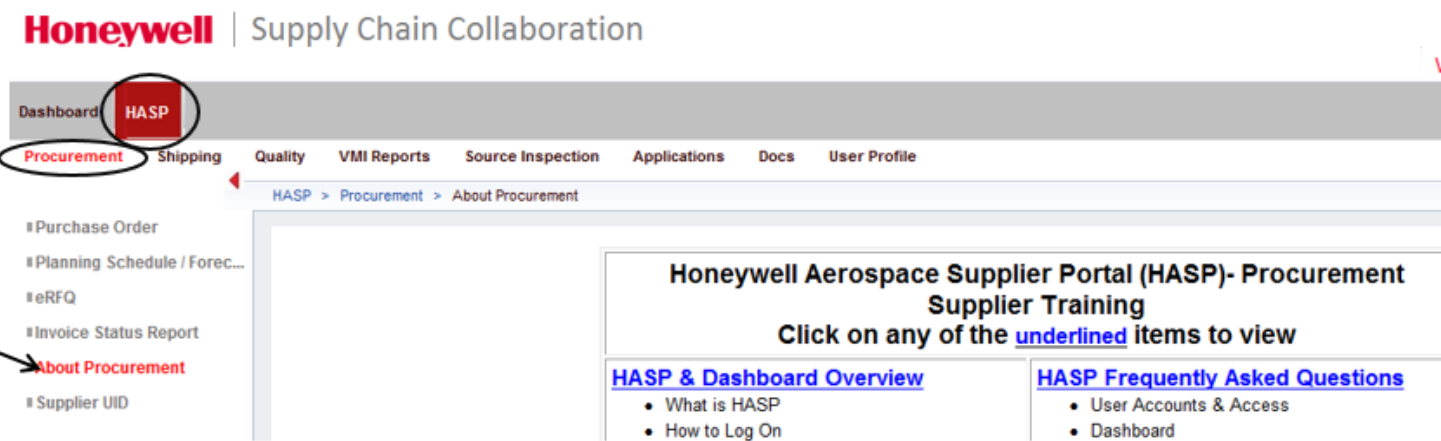
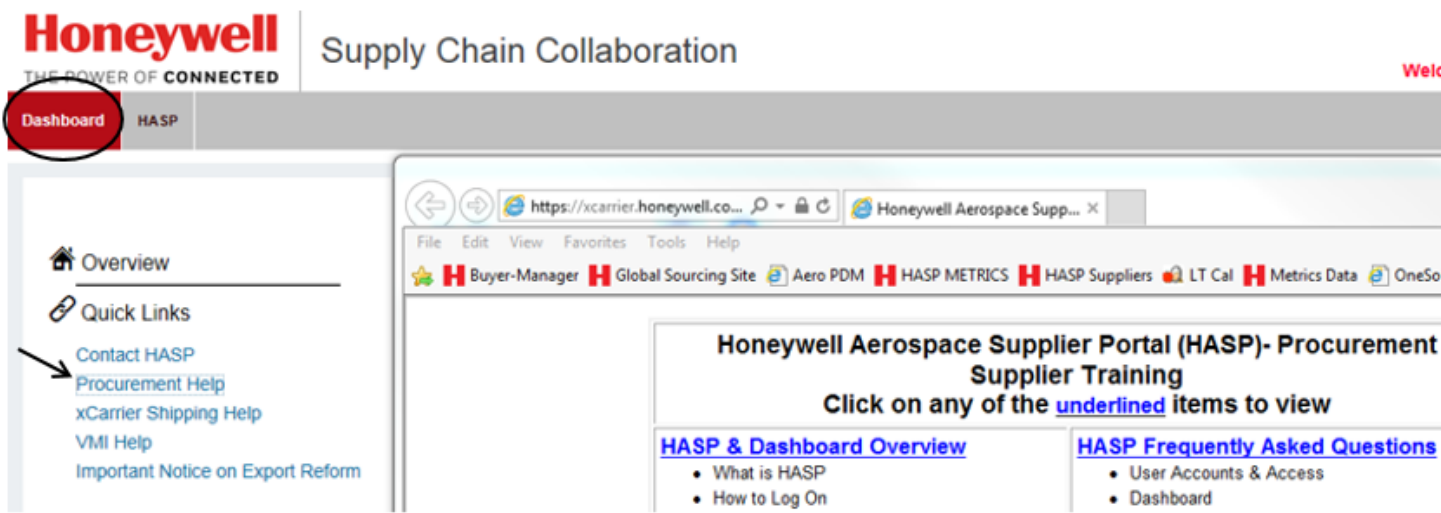
Displays results which can be downloaded into Excel by clicking the **Download** button

The screenshot shows the Honeywell Integrated Supply Chain interface. At the top, it says 'Honeywell Integrated Supply Chain' and 'Welcome, Patricia Martin-Novak | Logout'. Below this is a navigation bar with 'HASP', 'PROCUREMENT', and 'PLANNING AND SCHEDULING'. Under 'PROCUREMENT', there are sub-menus for 'OVERVIEW', 'PROCUREMENT', 'SHIPPING', and 'VMI REPORTS'. A sidebar on the left lists 'PROCUREMENT' options: Purchase Order, Planning Schedule, eRFQ, Horizon Report, Invoice Status Report (selected), and About Procurement. The main area displays a table of invoices with columns: Ref. Number, Honeywell D., Status, Document Type, PO Number, PO Item, Material, Qty, UoM, Description, Unit Price, Invoice Amo..., and Currency. The 'Download' button is highlighted with a red box and an arrow pointing to it.

Ref. Number	Honeywell D.	Status	Document Type	PO Number	PO Item	Material	Qty	UoM	Description	Unit Price	Invoice Amo...	Currency
536683	5206846535	Paid	RS	4204671703	00010	7003315-901	19.000	EA	GYROSCOPE_RATE	2,856.00	54,264.00	USD
536690	5206851717	Paid	RS	4205020892	00010	7003315-901	1.000	EA	GYROSCOPE_RATE	2,856.00	2,856.00	USD
536745	5206873710	Paid	RS	4205020892	00010	7003315-901	13.000	EA	GYROSCOPE_RATE	2,856.00	37,128.00	USD
536744	5206873711	Paid	RS	4204671703	00010	7003315-901	1.000	EA	GYROSCOPE_RATE	2,856.00	2,856.00	USD
536760	5206887394	Paid	RS	4204658794	00020	7003315-901	3.000	EA	GYROSCOPE_RATE	2,856.00	8,568.00	USD
536759	5206891065	Paid	RS	4204407963	00012	7003315-901//CM	1.000	EA	GYROSCOPE_RATE	3,040.00	3,040.00	USD
536785	5206896401	Paid	RS	4205020892	00010	7003315-901	29.000	EA	GYROSCOPE_RATE	2,856.00	82,824.00	USD
0902733829	5206851716	Paid	RS	3500098471	00010	7003315-901	1.000	EA	GYROSCOPE_RATE	2,856.00-	2,856.00-	USD
536808	5206917561	Paid	RS	4205020892	00010	7003315-901	7.000	EA	GYROSCOPE_RATE	2,856.00	19,992.00	USD
536830	5206942712	Paid	RS	4205020892	00020	7003315-901	10.000	EA	GYROSCOPE_RATE	2,856.00	28,560.00	USD
INV 536711	5207006595	Paid	RS	3500118698	00021		560.000	AU	7003315-901	560.00	560.00	USD

To Access Training Material

Procurement instructions can be accessed two ways

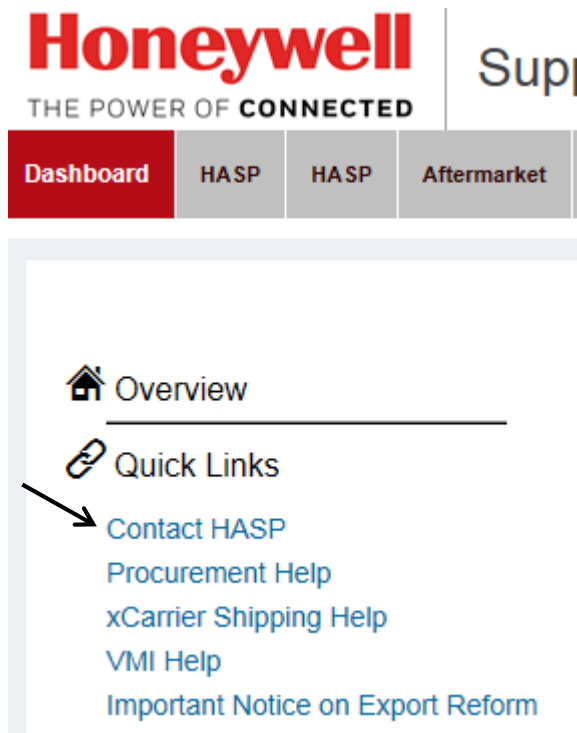


Note: For additional questions or training related to HASP functionality (how to), please contact your Buyer.

To Obtain Technical Support

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