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ACK with Change Process Overview
What is ACK With Change?

The ability for a supplier to systematically complete the following change to a Purchase Order, while acknowledging at the same time:

• Provide a new Delivery Date
• Split the Delivery Schedule on the line item
Why use ACK with Change?

- Allows suppliers to update SAP Delivery Dates via HASP to 1) indicate they will meet a new OTTR Date or 2) to communicate they cannot meet the current Delivery Date.

- Supplier can split the Delivery Schedule for a line item if the entire quantity cannot be delivered at one time.

  **The following line item types will allow date changes but not splitting:**
  - Subcontracting PO line items
  - Service Order line items

- Functionality will also add an Acknowledgement entry with the same transaction.

- Buyer listed on the PO will receive an email notification of changes.

- Supplier may use New Comments field to send Buyer additional notes.
ACK with Change Process
Delivery Date Change Split Line Item Schedule
Log into the SCC portal to access HASP

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
Navigate to Purchase Order

1) Click on **HASP**

2) Click on **Purchase Order**
Enter Search Criteria

Enter / Select criteria as required

* is used as a wildcard

; is used to separate multiple values

Note: the Reset button will refresh all search criteria

Click **SEARCH**

OR Enter other specific criteria and then Click **SEARCH**

A user will only see data for the Vendor Number(s) displayed onscreen in HASP.
Selecting a Line Item to Ack with Change

At the PO results screen, click on the PO Number

Acknowledge with Change is completed one line item at a time.
Complete A Date Change – Select Ack With Change

After selecting the PO line to update

Click the ACK with Change Button

The Acknowledgements table is now ready for change
Complete A Date Change – Mandatory information

There are TWO mandatory fields required to make a date change.

- Change Date
- Reason Text

**#1 Mandatory for all changes:** Change Date

**#2 Mandatory for all changes:** Reason Text

**ONLY required when pushing out the Delivery Date beyond OTTR:** OTTR Miss Code

Indicates successful ACK with Change
### Splitting Schedule Lines – Get New Schedule Line(s)

#### Delivery Schedule

<table>
<thead>
<tr>
<th>Supplier Delivery Date</th>
<th>Honeywell Requested Date (OTTR)</th>
<th>Sch Qty</th>
<th>Rec Qty</th>
<th>ASN Qty</th>
<th>UoM</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/02/2014</td>
<td>10/02/2014</td>
<td>300</td>
<td>0</td>
<td>0</td>
<td>EA</td>
</tr>
</tbody>
</table>

#### Acknowledgements

<table>
<thead>
<tr>
<th>Supplier Delivery Date</th>
<th>Honeywell Requested Date (OTTR)</th>
<th>Scheduled Qty</th>
<th>Received Qty</th>
<th>ASN Qty</th>
<th>UoM</th>
<th>Status</th>
<th>Reason text</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/02/2014</td>
<td>10/02/2014</td>
<td>300</td>
<td>0</td>
<td>0</td>
<td>EA</td>
<td>No Change</td>
<td></td>
</tr>
</tbody>
</table>

**Click the ACK with Change Button**

The Acknowledgements table is now ready for change.

**Click to highlight the line**

**Click New Line button for each new partial Delivery Date**

**Additional schedule line(s) added**
### Splitting Schedule Lines – Add Schedule Information

#### Instructions:
- **Reduce Scheduled Quantity** by amount moving to other delivery schedule(s).
- Add Reason text.
- Add Delivery Date
- Add Scheduled Quantity
- Add Reason text

#### Notes:
- **ONLY required when pushing out the Delivery Date beyond OTTR**: OTTR Miss Code

#### Example:
- **Indicates successful ACK with Change**

```plaintext
<table>
<thead>
<tr>
<th>Supplier Delivery Date</th>
<th>Honeywell Requested Date (OTTR)</th>
<th>Scheduled Qty</th>
<th>Received Qty</th>
<th>ASN Qty</th>
<th>UoM</th>
<th>Status</th>
<th>Reason text</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/02/2014</td>
<td>10/02/2014</td>
<td>150</td>
<td>0</td>
<td>0</td>
<td>EA</td>
<td></td>
<td>Split Line - Delivery Issues</td>
</tr>
<tr>
<td>10/15/2014</td>
<td>10/02/2014</td>
<td>150</td>
<td>0</td>
<td>0</td>
<td>EA</td>
<td></td>
<td>Added Line - later delivery due to material shortage</td>
</tr>
</tbody>
</table>
```

**OTTR Miss code**: RAW MATERIAL SHORTAGE

**Acknowledgement with change submitted successfully.**
Print PO After Ack with Change

After successfully completing the Ack w/ Change, you can immediately print your PO and see the change information.

PDF is immediately available for review and includes all change information.

The PDF copy remains static (will not change) between PO versions.
Changes have been made to the Acknowledgement table but not yet submitted.

Click **Reset** button to return to original state.

Table is returned to its original state.
HASP Ack and Ack w/ Change Pop Up Verbiage

ACK with Change pop up

ACK pop up
ACK with Change Errors
### REASON TEXT

Reason text is Mandatory for all schedule lines that are changed.

The Reason text field will automatically populate with “No Change”.

### SUPPLIER DELIVERY DATE < OTTR

Supplier Delivery Date cannot be less than the OTTR date.

The Supplier Delivery Date must be = or > the OTTR date.
SUPPLIER DELIVERY DATE MUST BE WEEKDAY
The Supplier Delivery Date cannot be moved to a weekend date (Saturday or Sunday).

The Supplier Delivery Date must be a week day (Monday – Friday).

REASON CODE
The Reason Code field (top right side of screen) must have a reason selected from the drop down menu.

PO CANNOT BE CHANGED BY MULTIPLE USERS AT THE SAME TIME
If someone is making a change in SAP the Supplier will be locked out until that user is out of PO change mode in SAP.
## HASP Ack w/ Change – Hard Stop Errors Cont’d

### ASN IS GREATER THAN RECEIVED QTY

NO changes can be made to a line item that has an open ASN quantity for MORE than Received Quantity.

If changes need to be made, an ACK with change should be done **BEFORE** completing an ASN via xCarrier.

### TOTAL QTY CANNOT BE INCREASED OR DECREASED

The overall total Scheduled Qty on a line cannot be increased or decreased.
### Acknowledgements

<table>
<thead>
<tr>
<th>Supplier Delivery Date</th>
<th>Honeywell Requested Date (OTTR)</th>
<th>Scheduled Qty</th>
<th>Received Qty</th>
<th>ASN Qty</th>
<th>Unit</th>
<th>Status</th>
<th>Reason text</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/2014</td>
<td>10/02/2014</td>
<td>300</td>
<td>0</td>
<td>0</td>
<td>EA</td>
<td>Pushing out due to issue with material</td>
<td></td>
</tr>
</tbody>
</table>

**OTTR MISS CODE**

If the Supplier Delivery Date is later than the OTTR date, an OTTR Miss code is required.
Training & Help
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

Contact HASP
Procurement Help
xCarrier Shipping Help
VMI Help
Important Notice on Export Reform
Thanks For Your Participation!