



Honeywell Aerospace Supplier Portal (HASP) **Acknowledgement With Change**

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

Honeywell

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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.



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ACK with Change Process

Delivery Date Change Split Line Item Schedule

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*

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Honeywell ID [I need an ID](#)

1 → haspsupplier@company.com

Password [Forgot Password?](#)

2 → ●●●●●●●●

Remember me [Manage my account](#)

3 → **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 →

Navigate to Purchase Order

- 1) Click on **HASP**
- 2) Click on **Purchase Order**

The screenshot displays the Honeywell Supply Chain Collaboration web application. At the top, the Honeywell logo and the text "Supply Chain Collaboration" are visible. Below this is a navigation menu with several tabs: Dashboard, HASP, Planning and Scheduling, Procurement, HASP, eAndon, and Aftermarket. A red circle with the number "1" and an arrow points to the "HASP" tab. Below the main navigation menu is a secondary menu with options: Procurement, Shipping, Quality, VMI Reports, Source Inspection, Applications, Docs, and User Profile. A red circle with the number "2" and an arrow points to the "Purchase Order" link under the "Procurement" section. The breadcrumb trail shows "HASP > Procurement > Purchase Order". Below the breadcrumb trail is a search bar titled "Search for Purchase Orders" with a text input field containing "All Assigned".

Enter Search Criteria

Search for Purchase Orders

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

Vendor Number:

Material:

Material Description:

Purchase Order:

Inbound Delivery:

Invoice:

Order Type: Both Regular Change Order

Purchase Order Created in: Last 7 Days Last 30 Days Last 60 Days Last 120 Days Full Search

PO Line Status: (New, Open, In Process, Completed)

Order Ack. Status: (Open, In Process, Completed, Not Applicable)

Inbound Del. Status: (Open, In Process, Completed, Not Applicable)

INV Status: (Open, In Process, Completed, Not Applicable)

Plant: (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)

Enter / Select criteria as required
 * is used as a wildcard
 ; is used to separate multiple value

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

	Status	PO Number <small>▲</small>	PO Item <small>▲</small>	PO Schedule Line <small>▲</small>	DPAS Info	Material <small>▲</small>	Description <small>▲</small>	Supplier Delivery Date <small>▲</small>	Honeywell Requested Date(OTTR) <small>▲</small>	Qty <small>▲</small>	UoM	Price <small>▲</small>	CO <small>▲</small>	OA <small>▲</small>	ASN <small>▲</small>
	✉	3501083986	00010	0001		HASP05	HASP test part 05	05-19-2016	05-19-2016	100	EA	200.0000	<input type="checkbox"/>		
	✉	3501083985	00010	0001		HASP01	HASP test part 01	02-09-2016	02-09-2016	75	EA	150.0000	<input type="checkbox"/>		
	✉	3501083984	00010	0001	DO-A1	HASP04	HASP test part 04	04-04-2016	04-04-2016	500	EA	1,000.0000	<input type="checkbox"/>		

Complete A Date Change – Select Ack With Change

After selecting the PO line to update

The screenshot shows two side-by-side tables. The left table is titled 'Delivery Schedule' and has columns: Supplier Delivery Date, Honeywell Requested Date(OTTR), Sch. Qty, Rec. Qty, ASN Qty, and UoM. The first row contains the values: 08/20/2014, 08/20/2014, 75, 0, 0, EA. The right table is titled 'Acknowledgements' and has columns: Supplier Delivery Date, Honeywell Requested Date(OTTR), Scheduled Qty, Received Qty, ASN Qty, UoM, Status, and Reason text. Below the tables, there are two buttons: 'Acknowledge' and 'Ack. with Change'. A red arrow points to the 'Ack. with Change' button, which is enclosed in a black callout box with the text 'Click the ACK with Change Button'.

This screenshot shows the 'Acknowledgements' table with one row of data. The columns are: Supplier Delivery Date (08/20/2014), Honeywell Requested Date(OTTR) (08/20/2014), Scheduled Qty (75), Received Qty (0), ASN Qty (0), UoM (EA), Status (No Change), and Reason text (No Change). Below the table, there is a dropdown menu for 'OTTR Miss code *' and buttons for 'New Line', 'Submit', 'Delete', and 'Reset'. A black callout box with white text points to the table and says '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

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
08/25/2014	08/20/2014	75	0	0	EA		Moving date out due to shortage of raw material

#1 Mandatory for all changes: Change Date

#2 Mandatory for all changes: Reason Text

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OTTR Miss code * RAW MATERIAL SHORTAGE

New Line Submit Delete Reset

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

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
08/25/2014	08/20/2014	75	0	0	EA		Moving date out due to shortage of raw material

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OTTR Miss code * RAW MATERIAL SHORTAGE

Acknowledgement with change submitted successfully.

Indicates successful ACK with Change

Splitting Schedule Lines – Get New Schedule Line(s)

Delivery Schedule

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Sch. Qty	Rec. Qty	ASN Qty	UoM
10/02/2014	10/02/2014	300	0	0	EA

Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status

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Acknowledge **Ack. with Change**

Click the ACK with Change Button

The Acknowledgements table is now ready for change

Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
10/02/2014	10/02/2014	300	0	0	EA	No Change	

Page 1 of 1

OTTR Miss code *

New Line **Submit** **Delete** **Reset**

Click to highlight the line

Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
10/02/2014	10/02/2014	300	0	0	EA		
	10/02/2014	0	0	0	EA		

Page 1 of 1

OTTR Miss code *

New Line **Submit** **Delete** **Reset**

Additional schedule line(s) added

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

Splitting Schedule Lines – Add Schedule Information

•Reduce Scheduled Quantity by amount moving to other delivery schedule(s).
•Add Reason text

Acknowledgements								
Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text	
10/02/2014	10/02/2014	150	0	0	EA		Split Line - Delivery Issues	
10/16/2014	10/02/2014	150	0	0	EA		Added Line - later delivery due to material shortage	

Page 1 of 1

OTTR Miss code * RAW MATERIAL SHORTAGE

New Line Submit Delete Reset

•Add Delivery Date
•Add Scheduled Quantity
•Add Reason text

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

Acknowledgements								
Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text	
10/02/2014	10/02/2014	150	0	0	EA		Split Line - Delivery Issues	
10/16/2014	10/02/2014	150	0	0	EA		Added Line - later delivery due to material shortage	

Page 1 of 1

OTTR Miss code * RAW MATERIAL SHORTAGE

Acknowledgement with change submitted successfully.

← **Indicates successful ACK with Change**

Print PO After Ack with Change

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



ITEM	PART NUMBER	REV	DESCRIPTION	CONDITION	DEL.DATE	QUANTITY	UNIT PRICE/PER QTY
					REQ.DATE	UOM	EXTENDED PRICE
10	HASP_TEST01		part set up for HASP training	NEW	25/AUG/2014 20/AUG/2014	75 EA	10.00 / 1 EA 750.00

Revision No:00000001
Date:08/14/2014
Time:08:11:14
Reason for change:Schedule Change Out
Person changed:HASP Test ID L3406802
Email:wendy.smith@honeywell.com

08/25/2014|75|Moving date out due to shortage of raw material

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

HASP Ack W/ Change – Reset Button

Changes have been made to the Acknowledgement table but not yet submitted

Acknowledgements

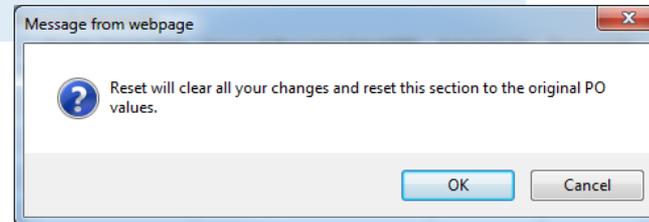
Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
10/02/2014	10/02/2014	100	0	0	EA		Split line - bad material
10/31/2014	10/02/2014	200	0	0	EA		Added schedule for balance

Page 1 of 1

OTTR Miss code * RAW MATERIAL SHORTAGE

New Line Submit Delete **Reset**

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



Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
10/02/2014	10/02/2014	300	0	0	EA		No Change

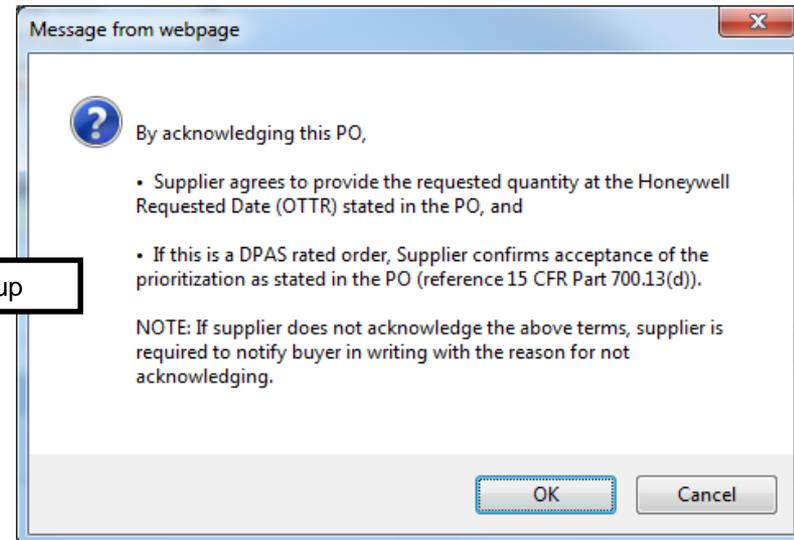
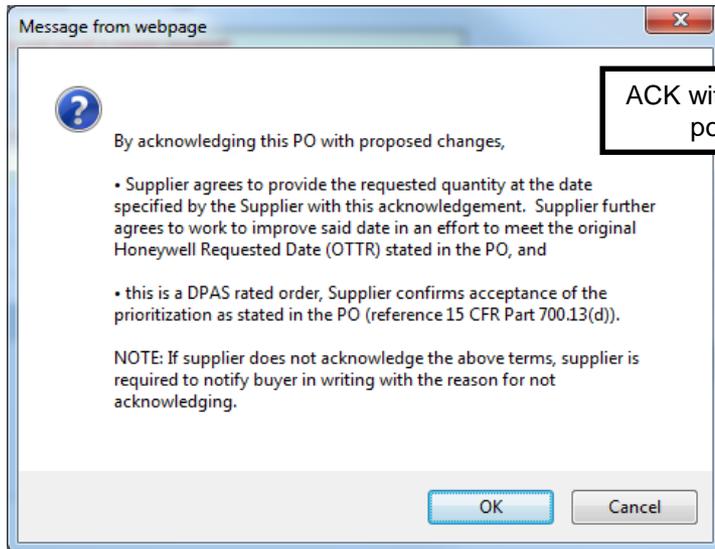
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OTTR Miss code * RAW MATERIAL SHORTAGE

New Line Submit Delete **Reset**

Table is returned to its original state.

HASP Ack and Ack w/ Change Pop Up Verbiage





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ACK with Change Errors

Honeywell

HASP Ack w/ Change – Hard Stop Errors

Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
08/17/2014	08/20/2014	75	0	0	EA		No Change

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OTTR Miss code *

New Line Submit Delete Reset

Please enter reason text

REASON TEXT

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

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

Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
08/17/2014	08/20/2014	75	0	0	EA		Moving date out due to shortage of raw material

Page 1 of 1

OTTR Miss code * RAW MATERIAL SHORTAGE

New Line Submit Delete Reset

Supplier Delivery date should not be less then OTTR date

SUPPLIER DELIVERY DATE < OTTR

Supplier Delivery Date cannot be less than the OTTR date.

The Supplier Delivery Date must be = or > the OTTR date.

HASP Ack w/ Change – Hard Stop Errors Cont'd

Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
08/24/2014	08/20/2014	75	0	0	EA		Moving date out due to shortage of raw material

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OTTR Miss code * RAW MATERIAL SHORTAGE

New Line Submit Delete Reset

Delivery date should be week day

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).

PO Revisions

Rev. No.	Reason Code *	Reason Text	Name	Email	Created date
1			HASP Test IDL3406802	wendy.smith@honeywell.com	08/14/2014
0			NancieWarfel	Nancie.Warfel@honeywell.com	08/13/2014

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Please enter the mandatory fields in Revision table (top right of page).

REASON CODE

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

Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM

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Object requested is currently locked by user E542570

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

Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
08/25/2014	08/20/2014	25	0	25	EA		Split Line
08/29/2014	08/20/2014	50	0	0	EA		Added line for balance

Page 1 of 1

OTTR Miss code *

Acknowledge with change cannot be completed. Open ASN (Inbound Delivery) quantity cannot be changed. If open ASN quantity requires change, contact your buyer.

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.

Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
08/20/2014	08/20/2014	500	200	200	EA	Received	Split Schedule
08/28/2014	08/20/2014	400	0	0	EA		Added Schedule for the balance

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OTTR Miss code *

changes to the total OTTR quantity for schedule 08/20/2014 cannot be increased or decreased

TOTAL QTY CANNOT BE INCREASED OR DECREASED

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

HASP Ack w/ Change – Hard Stop Errors Cont'd

Acknowledgements								
Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text	
12/02/2014	10/02/2014	300	0	0	EA		Pushing out due to issue with material	

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OTTR Miss code *

New Line Submit Delete Reset

Please enter the OTTR Miss Code

OTTR MISS CODE

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



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Training & Help

Honeywell

To Access 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
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HASP Frequently Asked Questions

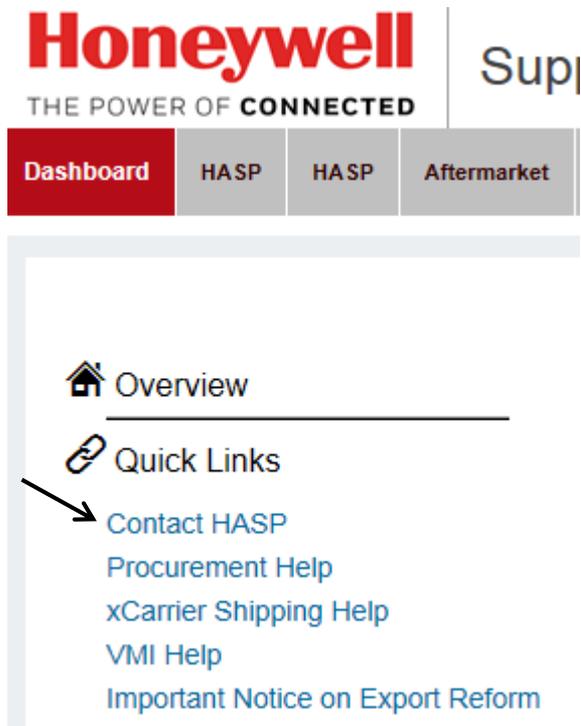
- User Accounts & Access
- Dashboard

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