



Honeywell Aerospace Supplier Portal (HASP) **Purchase Order Acknowledgements**

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

Honeywell

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Complete Purchase Order Acknowledgements

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 (SCC) portal 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. The login form consists of three main sections: 1. A "Honeywell ID" input field containing "haspsupplier@company.com" with a "I need an ID" link. 2. A "Password" input field with masked characters and a "Forgot Password?" link. 3. A "Remember me" checkbox and a "Manage my account" link. Below these is a large blue "SIGN IN" button. At the bottom of the form, it says "By Signing in, you agree to the Terms & Conditions". Three numbered callouts (1, 2, 3) point to the ID field, password field, and the SIGN IN button respectively.

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

The screenshot shows a debarment statement box. At the top, it says "Please read Honeywell Debarment statement below:" followed by "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 the box are two buttons: "I Agree" and "I Decline". A numbered callout (4) points to the "I Agree" button.

Navigate to Purchase Order

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

The screenshot displays the Honeywell Supply Chain Collaboration web application. The top navigation bar includes the Honeywell logo and the text "Supply Chain Collaboration". Below this, a secondary navigation bar contains several menu items: Dashboard, **HASP** (highlighted with a red background and a circled '1' pointing to it), Planning and Scheduling, Procurement, HASP, eAndon, and Aftermarket. A third navigation bar lists: Procurement, Shipping, Quality, VMI Reports, Source Inspection, Applications, Docs, and User Profile. The breadcrumb trail shows "HASP > Procurement > Purchase Order". On the left side, a list of sub-menu items is shown, with "Purchase Order" highlighted in red and a circled '2' pointing to it. Other sub-menu items include "Planning Schedule / Forec...", "eRFQ", and "Invoice Status Report". The main content area features a "Search for Purchase Orders" section with a search input field containing "All Assigned" and a dropdown menu. Below the search field, there are instructions: "For wildcard search, use '*'" and "Separate multiple search strings using ';'".

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

- All
- New
- Open
- In Process
- Completed

Order Ack. Status

- All
- Open
- In Process
- Completed
- Not Applicable

Inbound Del. Status

- All
- Open
- In Process
- Completed
- Not Applicable

INV Status

- All
- Open
- In Process
- Completed
- Not Applicable

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: the Reset button will refresh all search criteria

Click **SEARCH**

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

Enter / Select criteria as required

* is used as a wildcard

; is used to separate multiple value

Acknowledging a Line Item

At the PO results screen, click on the PO Number

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
	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"/>		

Acknowledge button
CLICK here to acknowledge this line item

PO Item | Partner Addresses | Clauses and Notes

Ord. Ack. Inb. Delivery Invoice

General Details		Pricing and Tax	
PO Item	00010	Price Unit	1 EA
Buyer Part Number	HASP04	Price	2.0000 USD
Part Desc	HASP test part 04	Total Price	1,000.0000 USD
Seller Part Number		Taxable	No
Drawing Revision		Tax ID	A/P Tax Exempt - ID
Controlling Doc. Revision		Tax Jurisdiction	AZ8528400
Kanban Indicator	No		
Consignment Part	No		

Delivery Information		Seller Actions Summary	
Quantity	500 EA	Ack. Required?	Yes
Ship To:	Tempe - West Warner Road	ASN Required?	Yes
		Invoice through HASP	No
		Send Paper Invoice	No

Please do not send a paper invoice!

Delivery Schedule						Acknowledgements							
Supplier Delivery Date	Honeywell Requested Date(OTTR)	Sch. Qty	Rec. Qty	ASN Qty	UoM	Supplier Delivery Date	Honeywell Requested Date(OTTR)	Scheduled Qty	Received Qty	ASN Qty	UoM	Status	Reason text
04-04-2016	04-04-2016	500	0	0	EA								

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[Acknowledge](#) [Ack with Change](#)

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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

Acknowledging a Line Item

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.

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

Delivery Schedule

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Sch. Qty	Rec. Qty	ASN Qty	UoM
04-04-2016	04-04-2016	500	0	0	EA

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Ack. with Change

Acknowledgements

Supplier Delivery Date	Honeywell Requested Date(OTTR)	Sch
<input checked="" type="checkbox"/> 04-04-2016	04-04-2016	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

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Acknowledgement without change submitted successfully





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Completing MASS Acknowledgement



Completing MASS Acknowledgement of 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

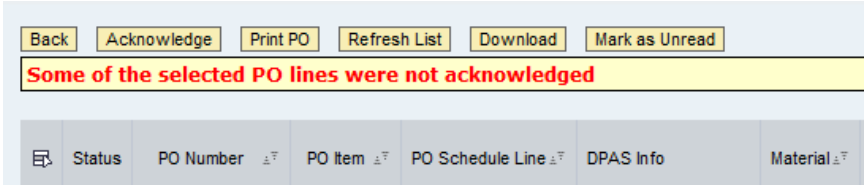
Status	PO Number	PO Item	PO Schedule Line	DPAS Info	Material	Description
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By clicking the Acknowledge button the Supplier is agreeing to ALL delivery schedules. If the Supplier does not agree, they should complete and ACK w/ Change

Common Errors with Mass Acknowledgement

If all lines are not acknowledged, a message will indicate:



Some of the selected PO lines were not acknowledged



Look at the line items selected, if they still have an  (open) or  (in process) symbol in the Order Acknowledgement (OA) column, they are not acknowledged.

Common reasons why a PO cannot be MASS acknowledged.

ISSUE: PO Line item has a Delivery Date in the past
FIX: This PO Line item requires an ACK with Change to move the Delivery Date into the future

ISSUE: PO Line item is locked   3500538350 00030 0001
FIX: The PO is in Release Strategy in SAP and requires approvals before the Supplier can view it or acknowledge it OR the Buyer may not have clicked the Version Complete box in SAP when completing a PO version change. CONTACT THE BUYER

If there is an  symbol in the OA column indicating the line is In Process:

ISSUE: PO Line item has a partial acknowledgement in SAP – this is an internal error cause by a Honeywell employee
FIX: Contact the Buyer and request they review the PO for a partial acknowledgement and remove it





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Training & Help

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To Access Training Material

Procurement instructions can be accessed two ways

Honeywell | Supply Chain Collaboration

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Dashboard **HASP**

Overview

Quick Links

- Contact HASP
- Procurement Help**
- xCarrier Shipping Help
- VMI Help
- Important Notice on Export Reform

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

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

Honeywell | Supply Chain Collaboration

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

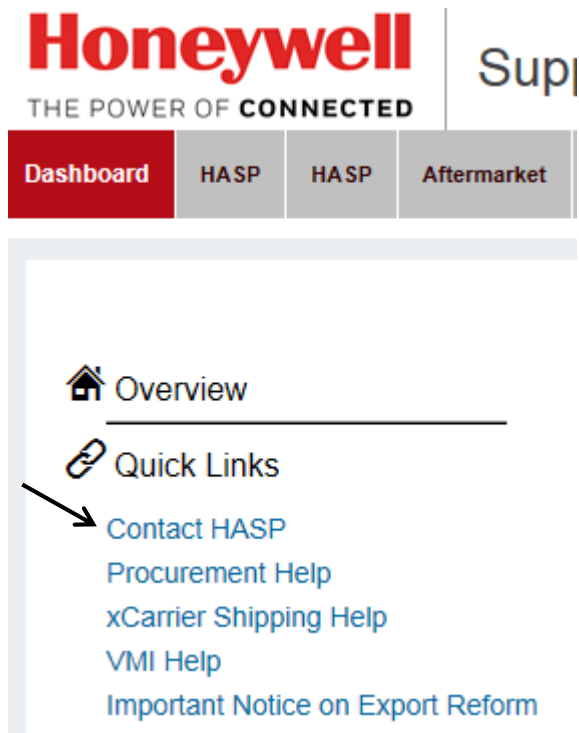
- User Accounts & Access
- Dashboard

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

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