

HONEYWELL AEROSPACE SUPPLIER PORTAL (HASP)



Purchase Order Summary Screen

### **Purchase Order Summary Screen - Guidance For Use**

### What is the purpose?

To provide guidance for users to independently pull, review and print live purchase order data.

### Who will find this useful?

Suppliers and Internal Honeywell Employees who require purchase order information.



### Once logged into scc.honeywell.com navigate to Purchase Order

Honeywell	Supply Chain Collaboration
All Favorites	Search for Purchase Orders
	For wildcard search, use `*` Separate multiple search strings using `;`
METRICS	Vendor Number: All Assigned
НАЅР	
	-
Purchase Order	Material:
·	Material Description:
Planning Schedule / Forecast Ack.	Purchase Order:
eRFQ	Inbound Delivery:
Invoice Status Report	Invoice:
Supplier UID	Order Type:   Both   Regular   Change Order
About Procurement	Purchase Order Created in: O Last 7 Days O Last 30 Days O Last 60 Days O Last 120 Days I Search
Shipping >	PO Line Status: Order Ack. Status: Inbound Del. Status: INV Status:
QUALITY >	New Open Open Open   Open In Process In Process In Process   In Process Completed Completed
VMI REPORTS >	Completed Not Applicable Not Applicable
SOURCE INSPECTION >	Plant: All Plants
APPLICATION >	1000 Anniston - Cliff Garrett Dr 1001 ESS Anniston 1002 Army Depart Appinton
SUPPORT >	1002 Gilendale 1007 Kingman 47 - 41 S B&O
DOCUMENTS	1008 Phoenix Service Center - DSES
	Search Reset Save Search



### **Search for Purchase Orders – Enter Search Criteria**

**PLEASE NOTE:** If no selections are made, the default search will return all PO line items that reflect an open quantity.

	Search for Purchase Orders		
	For wildcard search, use `*` Separate multiple	search strings using `;`	
	Vendor Number:	All Assigned	
	1) Click Vendor Number(s)	123456 Supplier	2) Enter / Select all other criteria as required
			Use <b>*</b> for wildcard
		-	Use ; to separate multiple values
	Material:		
	Material Description:		
	Purchase Order:		
no selections	Inbound Delivery:		
ault Search will	Invoice:		
	Order Type:	● Both ○ Regular ○ Change Order	
	Purchase Order Created in:	○ Last 7 Days ○ Last 30 Days ○ Last 60 Days ○ La	ast 120 Days
	PO Line Status: All New Open In Process Completed Plant: All Plants 1000 Anniston - Cliff Garrett Dr 1001 ESS Anniston 1002 Army Depot Anniston 1006 Glendale 1007 Kingman, AZ - ALS R&O 1008 Phoenix Service Center - DSES	Inbound Del. Status: All Open In Process Completed Not Applicable	
3) Click Search	Search Reset	Save Search	



# Save a Search By Creating a Variant

	Search for Purchase Orders						
	For wildcard search, use `*`	Separate multiple s	earch strings using `;`				
	Vendor Number:		All Assigned				
			123456 Supplier				
		-	244045 Test Vendor				
1) Select al	ll search criteria for sav	ed search		•			
	Material:	[					
	Material Description:	Γ					
	Purchase Order:	Γ					
	Inbound Delivery:	[					
	Invoice:	Ĺ					
	Order Type:	L	● Both ── Regular ── Change	e Order			
	Purchase Order Created in:		◯ Last 7 Days ◯ Last 30 Days	O Last 60 Days O Last 120 D	ays 💿 Full Search		
	PO Line Status: All New Open In Process Completed Plant: T016 ESS San Tan Test Facilit	Order Ack. Status:	Inbound Del. Status: All Open In Process Completed Not Applicable	INV Status: All Open In Process Completed Not Applicable		To Run V Select va Criteria Search	<b>ariant:</b> riant in <b>Select Search</b> drop down and click
	1017 Tempe - West Warner Ro 1018 Tucson - North Oracle R	oad					
	1019 Tucson - West Drexel Ro	oad					
	1030 Honeywell E&S Torrance	e					
	1033 Honeywell Mexicali		<b>•</b>	3) Click Save Search			
2) Enter a name for the	e variant	ador 1017	Save Search I	4) Receive Confirmation	Variant Saved successfully		
			Carlo Coulon	Variant Saved			
		Search for Purchase	e Orders				
		For wildcard searc	h, use `*` Separate multiple	search strings using `;`	Coorab is now seved		
		Select Search Crite	ria:	· · ·	Search is now saved	Delete Search	Honeywell
Honeywell Internal		Vendor Number:		A.T. SONGING	To delete, select sear	ch and click Delete Search	THE POWER OF CONNECTED

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# Run a Search Using a Variant

Search for Purchase Orders			
For wildcard search, use `*`	Separate multiple	search strings using ';'	1) Select the saved variant within the Search Criteria drop down
Select Search Criteria:			Delete Search
Vendor Number:		244045 Test Vendor	▼
Material:			
Material Description:			
Purchase Order:			
Inbound Delivery:			
Invoice:			
Order Type:		● Both ○ Regular ○ Change	e Order
Purchase Order Created in:		🔿 Last 7 Days 🔿 Last 30 Days	◯ Last 60 Days ◯ Last 120 Days ④ Full Search
PO Line Status: All New Open In Process Completed	Order Ack. Status: All Open In Process Completed Not Applicable	All Open In Process Completed Not Applicable	All Open In Process Completed Not Applicable
Plant: All Plants 1000 Anniston - Cliff Garrett I 1001 ESS Anniston 1002 Army Depot Anniston 1006 Glendale 1007 Kingman, AZ - ALS R&d 1008 Phoenix Service Center	Dr O r - DSES	▲	
Search Reset		Save Search	

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2) Click Search

### **Understanding the Search Results Screen – LIVE PO DATA**



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Honeywell Internal

### **Filter Results Data**

These fields are	₽	Status	PO Number	PO Item	PO Schedule Line	DPAS Info	Material	Description	Supplier Delivery Date	Honeywell Requested Date(OTTR)	Qty	UoM	Price	со	OA	ASN
for	-															
filtering			<u>3503140852</u>	<u>00010</u>	0001	DO-A7	HASP1	HASP TEST PART 1	04/25/2019	04/25/2019	100	EA	100.0000	~	ē	ē
the		$\square$	<u>3503140634</u>	00010	0001	DO-C9	HASP2	HASP TEST PART 2	01/24/2019	01/24/2019	50	EA	100.0000		ē	ē
overall			3503140633	00010	0001		HASP2	HASP TEST PART 2	02/21/2019	02/21/2019	30	EA	60.0000		ē	ē
search		$\square$	3503140855	00010	0001		HASP1	HASP TEST PART 1	01/24/2019	01/24/2019	100	EA	100.0000	~	ē	ē
reculte			3503140854	00010	0001		HASP1	HASP TEST PART 1	03/28/2019	03/28/2019	100	EA	100.0000	~	ē	ē
results			3503140853	00010	0001		HASP1	HASP TEST PART 1	02/21/2019	02/21/2019	100	EA	100.0000	~	ē	ē
			<u>3503140853</u>	00010	0001		HASP1	HASP TEST PART 1	02/21/2019	02/21/2019	100	EA	100.0000	✓	e	Θ

#### Example: To find PO Line Items with DPAS applied in the overall search results

1)	Type <b>D</b> * in the	R	Status	PO Number	PO Item	PO Schedule Line	DPAS Info	Material	Description	Supplier Delivery Date	Honeywell Requested Date(OTTR)	Qty	UoM	Price	со	OA I
	DPAS Info filter						D*									
	DI AO INIO INICI			<u>3503140852</u>	00010	0001	DO-A7	HASP1	HASP TEST PART 1	04/25/2019	04/25/2019	100	EA	100.0000	$\checkmark$	ē
-				<u>3503140634</u>	00010	0001	DO-C9	HASP2	HASP TEST PART 2	01/24/2019	01/24/2019	50	EA	100.0000		ē
2)	Hit Enter															

#### Example: To find PO Line Items needing to be acknowledged - OPEN Order Acknowledgment status

1)	Type <b>O</b> in the Order Acknowledgment filter	B	Status	PO Number	PO Item	PO Schedule Line	DPAS Info	Material	Description	Supplier Delivery Date	Honeywell Requested Date(OTTR)	Qty	UoM	Price	со	
	inter			3503140852	00010	0001	DO-A7	HASP1	HASP TEST PART 1	04/25/2019	04/25/2019	100	EA	100.0000	~	Ø
2				3503140634	00010	0001	DO-C9	HASP2	HASP TEST PART 2	01/24/2019	01/24/2019	50	EA	100.0000		ē
2)	Hit Enter			<u>3503140633</u>	00010	0001		HASP2	HASP TEST PART 2	02/21/2019	02/21/2019	30	EA	60.0000		ē

Please Note:

The first letter of any status in the OA (Order Acknowledgement) or ASN (Advanced Ship Notice) filters O = Open, I = In Progress, C = Completed



### **Selecting Line Items & Sorting Results Data**

To SELECT a Line Item	₽	Status	PO Number	PO Item	PO Schedule Line	DPAS Info	Material	Description	Supplier Delivery Date
Chek on the gray box to									
the left.			3503140852	<u>00010</u>	0001	DO-A7	HASP1	HASP TEST PART 1	04/25/2019
		$\square$	<u>3503140634</u>	00010	0001	DO-C9	HASP2	HASP TEST PART 2	01/24/2019
To unselect the line,			<u>3503140633</u>	<u>00010</u>	0001		HASP2	HASP TEST PART 2	02/21/2019
Just click on the box		$\square$	3503140855	00010	0001		HASP1	HASP TEST PART 1	01/24/2019
again.			<u>3503140854</u>	00010	0001		HASP1	HASP TEST PART 1	03/28/2019
			3503140853	00010	0001		HASP1	HASP TEST PART 1	02/21/2019

To SORT on a Column Click to the right of the column title

Back	Back Acknowledge Print PO Refresen List Download Mark as Unread Select All Deselect All														
₽	Status	PO Number 🛛 🚽	PO Item	PO Schedule Line	DPAS Info	Material	Description	Su De E							
		3503140855	00010	0001		HASP1	HASP TEST PART 1	0							
	0 0 0	<u>3503140853</u> 3503140853	00010	0001	DO-A7	HASP1 HASP1	HASP TEST PART 1 HASP TEST PART 1	0							
	0	<u>3503140634</u> <u>3503140633</u>	00010	0001	DO-C9	HASP2 HASP2	HASP TEST PART 2 HASP TEST PART 2	0							



### **Drill to Purchase Order Details: PO Header**



### **Drill to Purchase Order Details: PO Line Item Details**



### Purchase Order Acknowledgement View in Planning Schedule

loneywell		Ξ	Su	oply Chair	n Collabor	ation														HASP_SI	UPPLIER	LPORTAL	TES
All		Eack	Ack	nowledge Prin	t PO Refresh	List Download I	Aark as Unread	Select All	Deselect All				Sta	tus Legendi 🛛 🔇	lsen 🎯	in Progress	Comp	rieted 🔗 Lo	1040 <b>(</b> )				
										Supplier	+ oneywell					-					Karban	Supply	
		8	Status	PO Number	POllem	PO Schedule Line	DPAS Info	Material	Description	Delivery Date	Dide(OTTR)	City	UeM	Price	co	OA	ASN	RTV	Consignment	INV	Indicator	Code	Plan
				3503148315	00010	0001		2606968	-		10/25/2019		5 EA	142,8000	-	0	8					OFFCPO	101
CUREMENT				3503148314	00010	0001		2606968	-		10/01/2019	_	CA	285.6000		8	8					OFFCPO	101
chase Order				3503146313	00010	0001		2601913	-		07/10/2020	1	0 EA	280.6500		8	8					OFFCPO	101
				3503146313	00010	0002		2601913			01/16/2020		5 EA	280.6500		Ø	0					OFFCPO	101
nning Schedule / For	ecast Ack.			3503146312	00010	0001		7206385-3			10/07/2019		6 EA	1,957,4000	0	0	0					OFFCP0	101
FQ				3503148312	00010	0002		7206385-3			12/19/2019	1	1 FA	1,997,4000	-	8	Ø					OFFCPO	101
		· · · · · · · · · · · · · · · · · · ·	191	3503148311	00010	0001		2601913			07/18/2020		0 54	280 6500		8	8					OFFCPO	101
roice Status Report		-		3503145311	00010	0002		2601913	-		01/16/2020		5 EA	280.6500		ē	ē					OFFCPO	101
pplier UID				3503148310	00010	0001		2606968	-		10/01/2019	1	0 EA	285.6000		0	8					OFFCPO	101
				3503148309	00010	0001		2606968	-		03/25/2019	39	0 EA	11,138.4000		6	8					OFFCPO	101
out Procurement				3503148308	00010	0001		2606968	-		03/25/2020	1	0 EA	285.6000		ø	8					OFFCPO	101
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Provide suppliers visual on the planning schedule report to clearly see which POs have not been acknowledged



### **Purchase Order Acknowledgement View in Planning Schedule**



# To Obtain Other Training Documents or Assistance within the Portal

### Navigate to SUPPORT from the HASP menu

Honeywell		E Supply Chain Collaboratio	n		HASP Portal Test
All	Favorites	SUPPORT CENTER			
METRICS	>				
HASP	~	What do you need help wi	th?		
PROCUREMENT	>				
SHIPPING	>	2			P
VMI REPORTS	>				
QUALITY	>	Needs Access?	Training Material	SCC Portal Help	Need help from Honeywell?
SOURCE INSPECTION	>	View Request Access	View Procurement Support View Quality Support	Contact us at: AeroHASPSupport@honeywell.com	Go to Case Management
APPLICATION	>		View VMI Support View XCarrier/Shipping Support		
SUPPORT	~				
Support Center					
My Queue					
Reports					

