



# **Honeywell Aerospace Supplier Portal (HASP)** **Planning Schedule Report Training**

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

**Honeywell**

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# How to Access and Pull the Report

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# Log into the SCC portal to access HASP

Go to: [scc.honeywell.com](https://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 left is the Honeywell logo with the tagline 'THE POWER OF CONNECTED'. To the right is the text 'Supply Chain Collaboration'. Below the logo is a form with three main sections: 1. A 'Honeywell ID' input field containing 'haspsupplier@company.com' with a link 'I need an ID' to its right. 2. A 'Password' input field with masked characters and a link 'Forgot Password?' to its right. 3. A checkbox labeled 'Remember me' and a link 'Manage my account' to its right. Below these is a large blue 'SIGN IN' button. At the bottom of the form area is the text 'By Signing in, you agree to the Terms & Conditions'. Three numbered callouts (1, 2, 3) in circles 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

This 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) in a circle points to the 'I Agree' button.

# Navigate to Planning Schedule/Forecast Ack.

1) Click on **HASP**

2) Click on **Planning Schedule/Forecast Ack.**

\*\* The radio button for Planning Schedule is already selected as a standard

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 tabs: Procurement, Shipping, Quality, VMI Reports, Source Inspection, Applications, Docs, and User Profile. A breadcrumb trail shows "HASP > Procurement > Planning Schedule / Forecast Ack.". Below the breadcrumb trail is a search bar for "Search Planning Schedule / Forecast Acknowledgement". Below the search bar are instructions: "For wildcard search, use '\*\*' Separate multiple search strings using ';'". Below the instructions is a "Report" button and two radio buttons: "Planning Schedule" (which is selected) and "Forecast Acknowledgement". A red circle with the number "2" and an arrow points to the "Planning Schedule / Forecast Ack." breadcrumb link.

# Run Report for the Current Week

Dashboard **HASP** Planning and Scheduling Procurement HASP eAndon Aftermarket

Procurement Shipping Quality VMI Reports Source Inspection Applications Docs User Profile

HASP > Procurement > Planning Schedule / Forecast Ack.

Search Planning Schedule / Forecast Acknowledgement

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

Report  Planning Schedule  Forecast Acknowledgement

Vendor Number

Material

Material Description

Week Starting \*

*Note: Default is current week.*

Purchasing Group

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

*Note: Click Personalize button to see options.  
 Use Date Range for searching history, historical report data may be accessed by week.*

The default date already reflects the current week – no need to change or enter anything different.

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.

# Run Report for Historical Data

Dashboard **HASP** Planning and Scheduling Procurement HASP eAndon Aftermarket

Procurement Shipping Quality VMI Reports Source Inspection Applications Docs User Profile

HASP > Procurement > Planning Schedule / Forecast Ack.

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

**Search Planning Schedule / Forecast Acknowledgement**

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

Report  Planning Schedule  Forecast Acknowledgement

Vendor Number

Material

Material Description

Week Starting \*  

*Note: Default is current week.*

Purchasing Group

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

*Note: Click Personalize button to see options.  
 Use Date Range for searching history, historical report data may be accessed by week.*

## Select a week in history

- Select any day within that week and the system will still return that week's report (A week consists of Saturday – Friday)

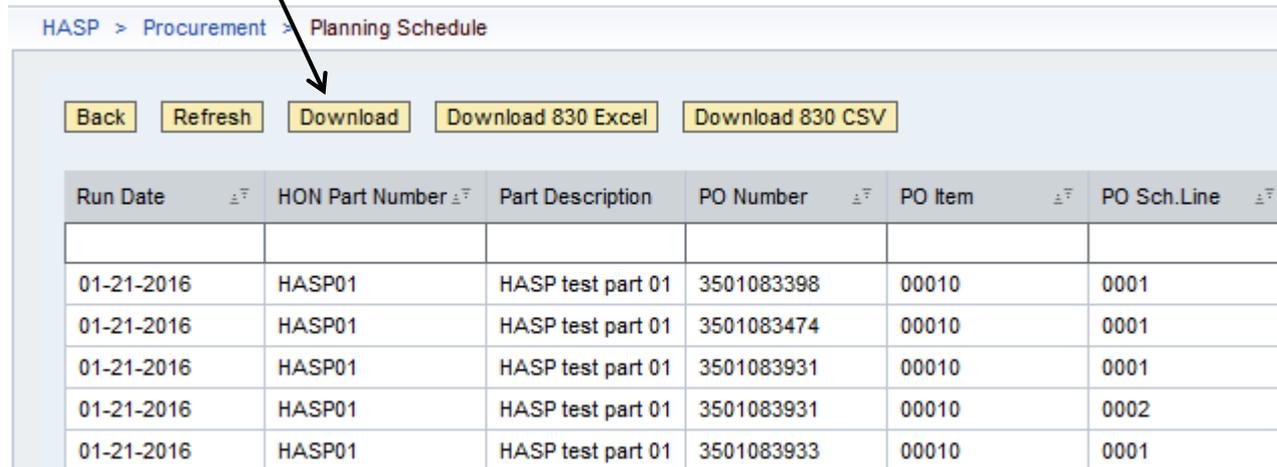
Click **SEARCH**

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

# Downloading the Report

The ***DOWNLOAD*** version is the standard weekly open PO & Forecast Report.

Clicking the ***Download*** button will download what is onscreen to Excel.



HASP > Procurement > Planning Schedule

Buttons: Back, Refresh, Download, Download 830 Excel, Download 830 CSV

Run Date	HON Part Number	Part Description	PO Number	PO Item	PO Sch.Line
01-21-2016	HASP01	HASP test part 01	3501083398	00010	0001
01-21-2016	HASP01	HASP test part 01	3501083474	00010	0001
01-21-2016	HASP01	HASP test part 01	3501083931	00010	0001
01-21-2016	HASP01	HASP test part 01	3501083931	00010	0002
01-21-2016	HASP01	HASP test part 01	3501083933	00010	0001

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The **DOWNLOAD 830** versions of the report are industry standard for suppliers that use automation – they will not contain all fields onscreen.



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# Personalize Fields on the Planning Schedule Report

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# Navigate to Personalize the Report

**Search Planning Schedule**

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

Vendor Number   
244045 HASP Test Vendor Code

Material

Material Description

Week Starting \*

*Note: Default is current week.*

Purchasing Group

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: Click Personalize button to see options.  
Use Date Range for searching history, historical report data may be accessed by week.*

Click the **Personalize** button to select additional **Optional Display Fields** to be included on the report

# Standard and Optional Display Fields

Back

Standard Display Fields		
Description	Select	Display Order
Run Date	<input checked="" type="checkbox"/>	1
Buyer Part Number	<input checked="" type="checkbox"/>	2
PO Number	<input checked="" type="checkbox"/>	3
PO Item	<input checked="" type="checkbox"/>	4
PO Sch.Line	<input checked="" type="checkbox"/>	5
Need Qty	<input checked="" type="checkbox"/>	6
UoM	<input checked="" type="checkbox"/>	7
Plant	<input checked="" type="checkbox"/>	8
Supplier Delivery Date	<input checked="" type="checkbox"/>	9
Honeywell Requested Date(OTTR)	<input checked="" type="checkbox"/>	10
Exception Message	<input checked="" type="checkbox"/>	11
Part Description	<input checked="" type="checkbox"/>	12
Vendor	<input checked="" type="checkbox"/>	13
Vendor Name	<input checked="" type="checkbox"/>	14
Buyer Name	<input checked="" type="checkbox"/>	15
DPAS Info	<input checked="" type="checkbox"/>	16

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## Standard Display Fields

- These fields are populated automatically every time the report is run.
- These cannot be changed or deleted from the report.

Save Selections

Clear Selections

Optional Display Fields		
Description	Select	Display Order
Unit Price	<input type="checkbox"/>	<input type="text"/>
Order Ack	<input type="checkbox"/>	<input type="text"/>
ASN Status	<input type="checkbox"/>	<input type="text"/>
Delay Code	<input type="checkbox"/>	<input type="text"/>
Plan For Every Part - Supply	<input type="checkbox"/>	<input type="text"/>
Plan For Every Part Description	<input type="checkbox"/>	<input type="text"/>
ABC Code	<input type="checkbox"/>	<input type="text"/>
PO No. - PO Line No.	<input type="checkbox"/>	<input type="text"/>
Plant Address	<input type="checkbox"/>	<input type="text"/>
Rev No	<input type="checkbox"/>	<input type="text"/>
Purchasing Group	<input type="checkbox"/>	<input type="text"/>
Buyer Email	<input type="checkbox"/>	<input type="text"/>
ACK/w Change Comment	<input type="checkbox"/>	<input type="text"/>

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## Optional Display Fields

- Selection of these fields for the report is up to the User.
- The fields will be displayed in the report after the Standard Display Fields.
- They can select any or all and choose the display order.

# Selecting, Ordering & Saving Optional Display

Click the box(es) in the **Select** column to choose **Optional Display Fields**

Choose the order by using the drop down box in the **Display Order** column

Click the **Save Selections** button

\*\* look for the message in the top left corner **Successfully Updated**

Click **Back** to return to the **Search Screen** to run the report including the optional fields

Successfully Updated ←

← Back

Standard Display Fields		
Description	Select	Display Order
Run Date	<input checked="" type="checkbox"/>	1
Buyer Part Number	<input checked="" type="checkbox"/>	2
PO Number	<input checked="" type="checkbox"/>	3
PO Item	<input checked="" type="checkbox"/>	4
PO Sch.Line	<input checked="" type="checkbox"/>	5
Need Qty	<input checked="" type="checkbox"/>	6
UoM	<input checked="" type="checkbox"/>	7
Plant	<input checked="" type="checkbox"/>	8
Supplier Delivery Date	<input checked="" type="checkbox"/>	9
Honeywell Requested Date(OTTR)	<input checked="" type="checkbox"/>	10
Exception Message	<input checked="" type="checkbox"/>	11
Part Description	<input checked="" type="checkbox"/>	12
Vendor	<input checked="" type="checkbox"/>	13
Vendor Name	<input checked="" type="checkbox"/>	14
Buyer Name	<input checked="" type="checkbox"/>	15
DPAS Info	<input checked="" type="checkbox"/>	16

→ Save Selections Clear Selections

Optional Display Fields		
Description	Select	Display Order
Unit Price	<input checked="" type="checkbox"/>	18
Order Ack	<input checked="" type="checkbox"/>	17
ASN Status	<input checked="" type="checkbox"/>	19
Delay Code	<input checked="" type="checkbox"/>	21
Plan For Every Part - Supply	<input type="checkbox"/>	
Plan For Every Part Description	<input type="checkbox"/>	
ABC Code	<input type="checkbox"/>	
PO No. - PO Line No.	<input type="checkbox"/>	
Plant Address	<input type="checkbox"/>	
Rev No	<input type="checkbox"/>	
Purchasing Group	<input type="checkbox"/>	
Buyer Email	<input type="checkbox"/>	
ACK/w Change Comment	<input checked="" type="checkbox"/>	20

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The selections made will remain in place until changed or cleared by the user.

# Change Optional Display Field Selections

Make desired changes by clicking and un-clicking the **Select** boxes

Revise the **Display Order** if necessary or desired

Click the **Save Selections** button

\*\* look for the message in the top left corner **Successfully Updated**

Click **Back** to return to the **Search Screen** to run the report including the changed optional fields

Successfully Updated ←

← Back

Standard Display Fields		
Description	Select	Display Order
Run Date	<input checked="" type="checkbox"/>	1
Buyer Part Number	<input checked="" type="checkbox"/>	2
PO Number	<input checked="" type="checkbox"/>	3
PO Item	<input checked="" type="checkbox"/>	4
PO Sch.Line	<input checked="" type="checkbox"/>	5
Need Qty	<input checked="" type="checkbox"/>	6
UoM	<input checked="" type="checkbox"/>	7
Plant	<input checked="" type="checkbox"/>	8
Supplier Delivery Date	<input checked="" type="checkbox"/>	9
Honeywell Requested Date(OTTR)	<input checked="" type="checkbox"/>	10
Exception Message	<input checked="" type="checkbox"/>	11
Part Description	<input checked="" type="checkbox"/>	12
Vendor	<input checked="" type="checkbox"/>	13
Vendor Name	<input checked="" type="checkbox"/>	14
Buyer Name	<input checked="" type="checkbox"/>	15
DPAS Info	<input checked="" type="checkbox"/>	16

→ Save Selections Clear Selections

Optional Display Fields		
Description	Select	Display Order
Unit Price	<input checked="" type="checkbox"/>	18
Order Ack	<input type="checkbox"/>	
ASN Status	<input checked="" type="checkbox"/>	19
Delay Code	<input type="checkbox"/>	
Plan For Every Part - Supply	<input type="checkbox"/>	
Plan For Every Part Description	<input type="checkbox"/>	
ABC Code	<input type="checkbox"/>	
PO No. - PO Line No.	<input type="checkbox"/>	
Plant Address	<input type="checkbox"/>	
Rev No	<input type="checkbox"/>	
Purchasing Group	<input checked="" type="checkbox"/>	17
Buyer Email	<input checked="" type="checkbox"/>	20
ACK/w Change Comment	<input type="checkbox"/>	

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# Clear ALL Optional Display Field Selections

Click the **Clear Selections** button

\*\* this will clear and save the cleared table at the same time

Click **Back** to return to the **Search Screen** to run the report without any optional fields

Back



Standard Display Fields		
Description	Select	Display Order
Run Date	<input checked="" type="checkbox"/>	1
Buyer Part Number	<input checked="" type="checkbox"/>	2
PO Number	<input checked="" type="checkbox"/>	3
PO Item	<input checked="" type="checkbox"/>	4
PO Sch.Line	<input checked="" type="checkbox"/>	5
Need Qty	<input checked="" type="checkbox"/>	6
UoM	<input checked="" type="checkbox"/>	7
Plant	<input checked="" type="checkbox"/>	8
Supplier Delivery Date	<input checked="" type="checkbox"/>	9
Honeywell Requested Date(OTTR)	<input checked="" type="checkbox"/>	10
Exception Message	<input checked="" type="checkbox"/>	11
Part Description	<input checked="" type="checkbox"/>	12
Vendor	<input checked="" type="checkbox"/>	13
Vendor Name	<input checked="" type="checkbox"/>	14
Buyer Name	<input checked="" type="checkbox"/>	15
DPAS Info	<input checked="" type="checkbox"/>	16

Save Selections

Clear Selections



Optional Display Fields		
Description	Select	Display Order
Unit Price	<input type="checkbox"/>	<input type="text"/>
Order Ack	<input type="checkbox"/>	<input type="text"/>
ASN Status	<input type="checkbox"/>	<input type="text"/>
Delay Code	<input type="checkbox"/>	<input type="text"/>
Plan For Every Part - Supply	<input type="checkbox"/>	<input type="text"/>
Plan For Every Part Description	<input type="checkbox"/>	<input type="text"/>
ABC Code	<input type="checkbox"/>	<input type="text"/>
PO No. - PO Line No.	<input type="checkbox"/>	<input type="text"/>
Plant Address	<input type="checkbox"/>	<input type="text"/>
Rev No	<input type="checkbox"/>	<input type="text"/>
Purchasing Group	<input type="checkbox"/>	<input type="text"/>
Buyer Email	<input type="checkbox"/>	<input type="text"/>
ACK/w Change Comment	<input type="checkbox"/>	<input type="text"/>

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## Supplier Weekly Actions – Best Practices

Suppliers are encouraged to discuss the weekly process with their Buyer.

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# Planning Schedules / Forecast Ack

## Monday

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- Begin review of Planning Schedule Report and action as appropriate
- Review weekly email and action as appropriate
- Start PO acknowledgements

## Tuesday

---

- Complete PO acknowledgements
  - Starting with DPAS POs
- Start Forecast Acknowledgements

## Wednesday

---

- Complete all Forecast ACK

Buyers will be follow up on any unacknowledged or misaligned lines throughout the week.

**Please make sure you are using the HASP Dashboard to monitor your data/metrics.**



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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

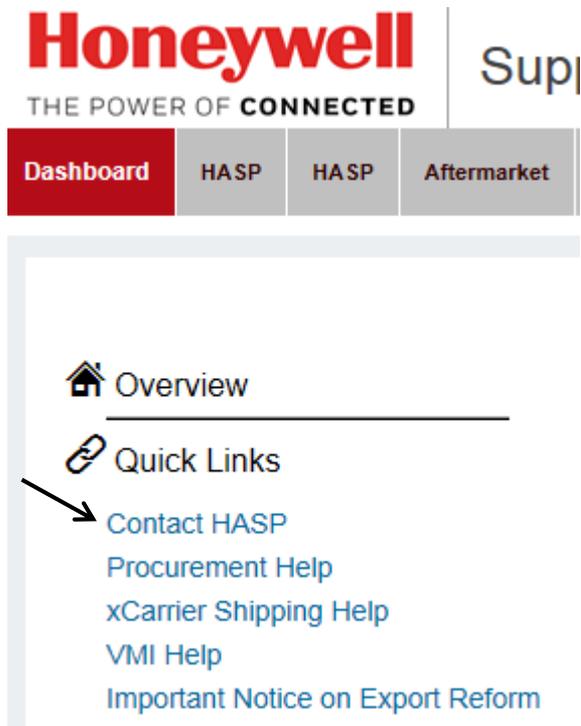
- User Accounts & Access
- Dashboard

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

# To Obtain Technical Support

Email: [AeroHASPSupport@honeywell.com](mailto: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!**

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