



January 1, 2020

# WELCOME TO XCARRIER TRAINING FOR SUPPLIERS **Honeywell**

THE POWER OF **CONNECTED**

# xCarrier Overview: AEROSPACE

## ■ What is the shipping portal xCarrier?

- Honeywell Aerospace only approved inbound method for shipments is a web-based shipping application tool called xCarrier.
- xCarrier reduces Honeywell shipping cost by selecting the “best price” carrier per transportation route.
- Provides visibility to incoming supplier shipments using Advanced Shipping Notification (ASN).
- Standardizes the inbound shipping process by reducing redundant or overlapping activities and set expectations for suppliers.
- Provides the ability to obtain freight data on volume, frequency, and cost of logistics activities.
- Reduces calls to/from HON Buyer regarding ship status.



# Why is Using xCarrier Necessary

- xCarrier reduces Honeywell's shipping cost by selecting the "best price" carrier per transportation route.
- Standardizes the inbound shipping process by reducing redundant or overlapping activities.
- Provides the ability to obtain freight data on volume, frequency, and cost of logistics accounts.
- Controls early supplier shipments that impacts Honeywell's working capital.
- xCarrier will allow a supplier shipment by the following days:
  - Domestic – Ten days ahead of the delivery date
  - International – 12 days ahead of the delivery date

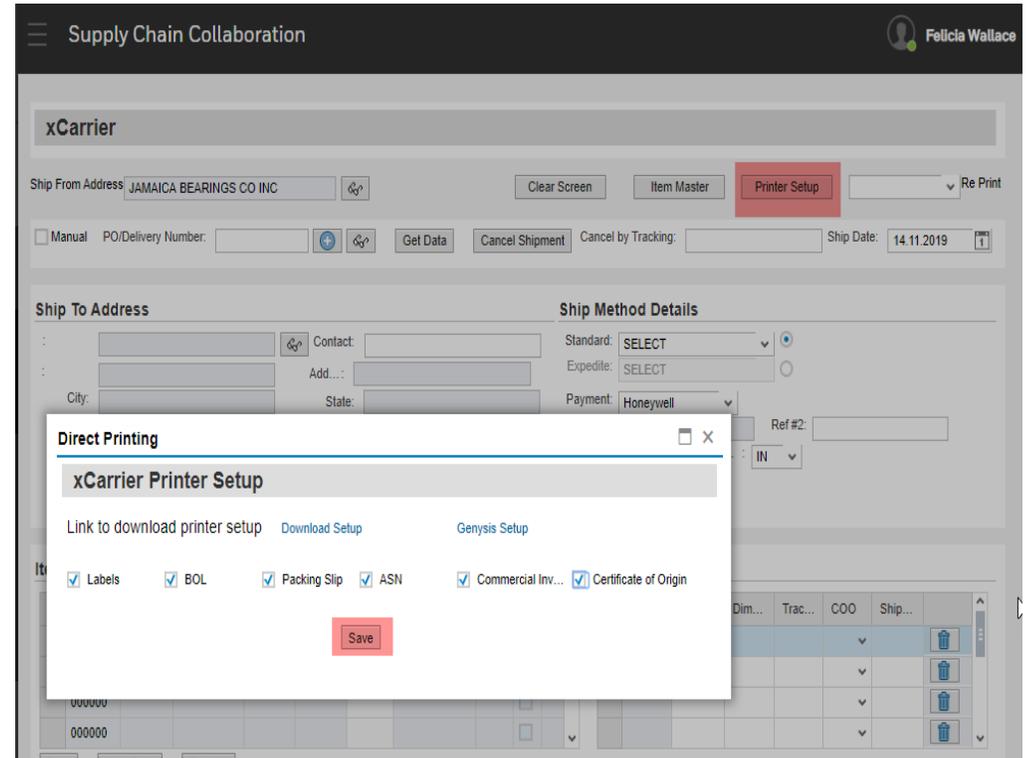


# xCarrier Improvements



# xCarrier Shipping Label Enhancement

- Recent enhancement resulted in issuing of labels and other documents being a simple “Click + Print” process that does not require IT engagement or configuration
- The first time you log in, click “Printer Setup”
  - ❑ Ensure all documents have been checked
  - ❑ Click “Save”
  - ❑ You will not need to do this again – your printer is now ready to receive all possible documents.

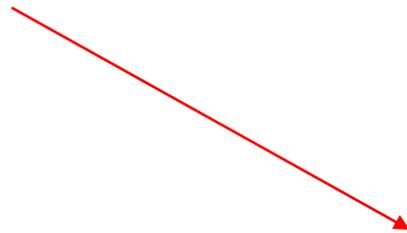
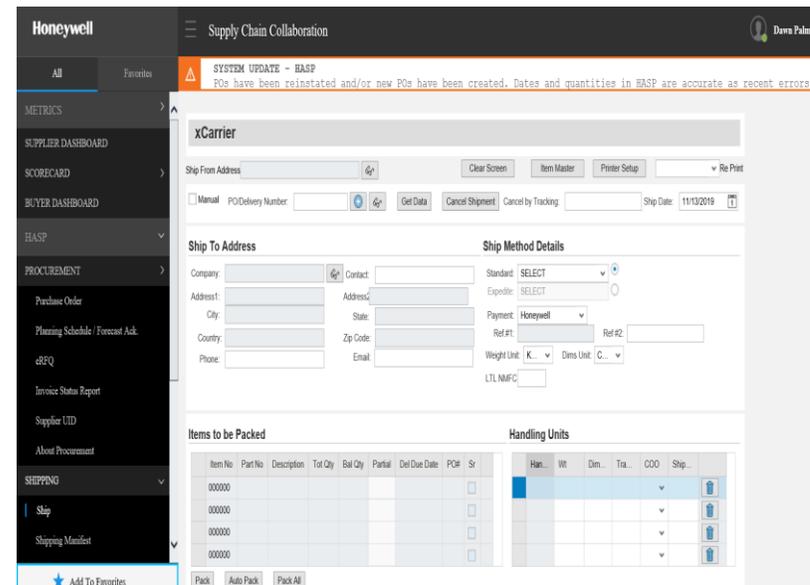


# Guidelines on Accessing and Using xCarrier Shipping Portal



# xCarrier Access

- Suppliers will need access to Supply Chain Collaboration (SCC)
- Link: [SCC.Honeywell.com](https://SCC.Honeywell.com)
- If the supplier does not have access, click on 'I need an ID' link
- If the supplier has access
  - ✓ Log in with your existing ID
  - ✓ Enter password
  - ✓ Click on "I Agree" to log on or "I Decline" to end log on
- Navigate to Shipping



# Step 1: xCarrier Ship From Address

- Check the **Ship From Address** is correct
- If your company ships from multiple locations, select the glasses to change as necessary

Supply Chain Collaboration Felicia Wallace

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**xCarrier**

Ship From Address: SERVOTRONICS INC Clear Screen Item Master Printer Setup Re Print

Manual PO/Delivery Number:  Get Data Cancel Shipment Cancel by Tracking:  Ship Date: 13.11.2019

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**Ship To Address**

Address:  Contact:

City:  Add...:

Country:  State:

Phone:  Zip C...:

Email:

**Ship Method Details**

Standard:

Expedite:

Payment: Honeywell

Ref.#1:  Ref.#2:

Weight Unit: LBS Dims ... : IN

LTL N...:

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**Items to be Packed**

Item No	Part No	Description	Tot Qty	Bal Qty	Partial	Del Due Date	PO#	Sr
000000								<input type="checkbox"/>
000000								<input type="checkbox"/>
000000								<input type="checkbox"/>
000000								<input type="checkbox"/>

Pack Auto Pack Pack All

**Handling Units**

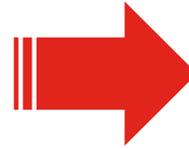
Han...	Wt	Dim...	Trac...	COO	Ship...
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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Intl Details Additional Options Get Carrier Request Expedite Transit Days:  SHIP

## Step 2: PO/Delivery Number

- Enter your PO and select 'Get Data'
- Honeywell receiving site details and open line items will auto-populate



**xCarrier**

Ship From Address: SERVOTRONICS INC

Manual  PO/Delivery Number: 3502517901

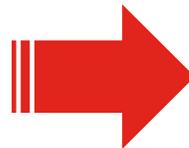
**Ship To Address**

Phoenix Grant Street-New Pts ...  
 1720 East Grant Street  
 City: PHOENIX  
 Country: US  
 Phone:

Contact: Honeywell International Inc  
 Add...:  
 State: AZ  
 Zip C...: 85034-3442  
 Email: Kelly.Ridenhour@Honeywell.com

Ship M...  
 Standard  
 Expedite  
 Payment  
 Ref.#1  
 Weight U...  
 LTL N...

- If you have multiple POs to ship:
- Select the + symbol
- Open POs will appear here to select; if none appear, as we see in this example, there are no other open POs



**xCarrier**

Ship From Address: SERVOTRONICS INC

Manual  PO/Delivery Number: 3502517901

**Ship To Address**

Phoenix Grant Street-New Pts ...  
 1720 East Grant Street  
 City: PHOENIX  
 Country: US  
 Phone:

Contact: Honeywell International Inc  
 Add...:  
 State: AZ  
 Zip C...: 85034-3442  
 Email: Kelly.Ridenhour@Honeywell.com

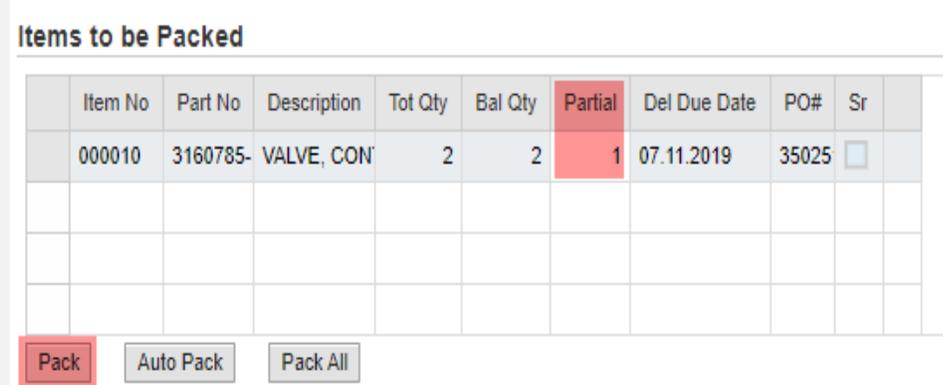
**Items to be Packed**

Purchasing Doc.
3502517901

## Step 3: Pack Available Items

If you are only shipping a partial quantity:

- Enter the qty you intend to ship and select “Pack”



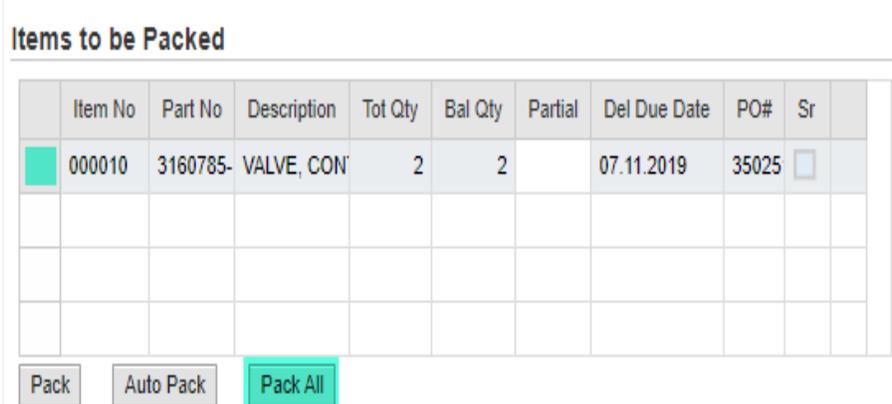
The screenshot shows a table titled "Items to be Packed" with the following data:

Item No	Part No	Description	Tot Qty	Bal Qty	Partial	Del Due Date	PO#	Sr
000010	3160785-	VALVE, CON	2	2	1	07.11.2019	35025	<input type="checkbox"/>

Below the table are three buttons: "Pack", "Auto Pack", and "Pack All". A red arrow points to the "Pack" button.

If you are shipping the complete open quantity:

- Select the line on the left side box and select “Pack All”



The screenshot shows a table titled "Items to be Packed" with the following data:

Item No	Part No	Description	Tot Qty	Bal Qty	Partial	Del Due Date	PO#	Sr
000010	3160785-	VALVE, CON	2	2		07.11.2019	35025	<input type="checkbox"/>

Below the table are three buttons: "Pack", "Auto Pack", and "Pack All". A red arrow points to the "Pack All" button.

## Step 4: Complete the handling unit

- Step 1. The Handling Unit field will auto-populate – do not alter this.

Han...	Wt	Dim...	Trac...	COO	Ship...	
100...				▼		

- Step 2. Proceed to complete remaining fields –

Han...	Wt	Dim...	Trac...	COO	Ship...	
100...	10	10x1...		US ▼	FW1113	

### Required fields are:

- Weight
- Dimensions
- COO (Country of Origin)
- Shipment # (Internal Supplier #)
- Note: leave the **Trac** blank

### Helpful Tip:

- Make sure the dimensions and weight you enter are in the unit of measure defaulted above in “Ship Method Details.”
- See the following two slides for detail regarding the Tracking # field.

Ship Method Details	
Standard:	SELECT ▼ <input checked="" type="radio"/>
Expedite:	SELECT <input type="radio"/>
Payment:	Honeywell ▼
Ref.#1:	3502517901/1014-100A
Ref.#2:	
Weight Unit:	LBS ▼
Dims ... :	IN ▼
LTL N... :	

Handling Units						
Han...	Wt	Dim...	Trac...	COO	Ship...	
100...	10	10x1...		US ▼	FW1113	

## Step 5: International Shipments

- Once your items are packed and your Handling Unit(s) complete, click “Intl Details.”

### **Helpful Tip:**

- A shipment is considered international if the ultimate consignee or end-user is in a foreign country.

The screenshot displays a shipping management interface. At the top, it shows 'Ship From Address' as 'SERVOTRONICS INC' and 'Ship Date' as '14.11.2019'. Below this, there are fields for 'Manual', 'PO/Delivery Number' (3502517901), 'Get Data', 'Cancel Shipment', and 'Cancel by Tracking'. The main section is divided into 'Ship To Address' and 'Ship Method Details'. 'Ship To Address' includes fields for 'Phoenix Grant Street-New Pts...', '1720 East Grant Street', 'PHOENIX', 'US', and 'AZ'. 'Ship Method Details' includes 'UPS GROUND', 'Honeywell', and '3502517901/1014-100A'. Below these are two tables: 'Items to be Packed' and 'Handling Units'. The 'Items to be Packed' table has columns for Item No, Part No, Description, Tot Qty, Bal Qty, Partial, Del Due Date, PO#, and Sr. The 'Handling Units' table has columns for Han..., Wt, Dim..., Trac..., COO, and Ship... A red box highlights the 'Intl Details' button at the bottom left, with a red arrow pointing from the text in the first bullet point to it. Other buttons include 'Pack', 'Auto Pack', 'Pack All', 'Additional Options', 'Get Carrier', 'Request Expedite', 'Transit Days', and 'SHIP' with a checkmark.

## Step 5: Completing International Details

A small window will now open.

- All highlighted fields must be completed.
  - Click “Save” when done.
- a) Material – Part Number
  - b) Description – of the part
  - c) Country of MFR – where the part was manufactured (COO)
  - d) Weight – Weight of the handling unit
  - e) Qty – Quantity of pieces to be shipped
  - f) Harmonised Code – HTS or Schedule B for export/import customs clearance
  - g) Net Value – value of part per piece
  - h) Customs Value – total value of shipment



Immediately press the “Enter” Key. The system will automatically calculate the value for the next field.



Press enter again to automatically populate field “Customs Value/Currency” in top section.

**This section must be Completed Accurately for International Shipments**

# Step 6: Completing the Shipment

- Now that the items have been packed, handling unit is complete, carrier and service level defaulted, (and intl details completed if required)
- Click “Ship” at the bottom of the screen.

**xCarrier**

Ship From Address:

Manual PO/Delivery Number:    Cancel by Tracking:  Ship Date:

**Ship To Address**

Address:  Contact:

City:  State:

Country:  Zip C...:

Phone:  Email:

**Ship Method Details**

Standard:  Expedite:

Payment:  Ref #1:  Ref #2:

Weight Unit:  Dims ... :  LTL N... :

**Items to be Packed**

Item No	Part No	Description	Tot Qty	Bal Qty	Partial	Del Due Date	PO#	Sr
000010	3160785-	VALVE, CON	2	1		07.11.2019	35025	<input type="checkbox"/>
000000								<input type="checkbox"/>
000000								<input type="checkbox"/>
000000								<input type="checkbox"/>

**Handling Units**

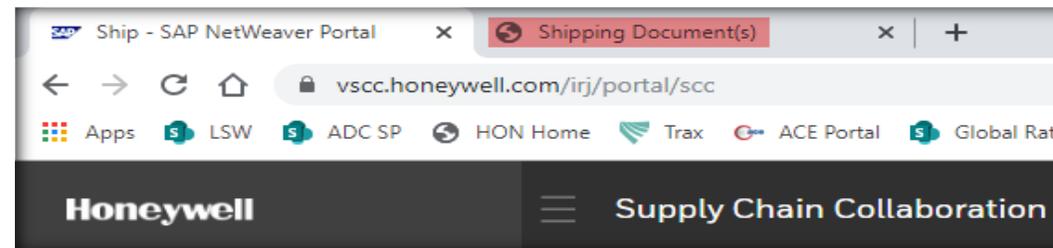
Han...	Wt	Dim...	Trac...	COO	Ship...
100...	10	10X10X1		US	FW1113

Transit Days:

Let's wrap this shipment up.

# Printing Documents

- A comment will appear at the bottom of the screen indicating the shipment was processed successfully.
- If there were any issues, an error message will appear.
- Please contact [AeroxCarrierSupport@Honeywell.com](mailto:AeroxCarrierSupport@Honeywell.com) if you receive an error that you cannot resolve.
- A new tab will appear in your browser containing each document ready for issuance.
- The Certificate of Origin and Commercial Invoice will appear only for international shipments.
- Select “Preview” to open each label / document.



Honeywell	
Shipping Documents	
Carrier Label(s)	<a href="#">Preview</a>
ASN Label(s)	<a href="#">Preview</a>
Certificate Of Origin	<a href="#">Preview</a>
CommercialInvoice	<a href="#">Preview</a>
PackingSlip	<a href="#">Preview</a>

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**Documents Will Print Directly from Your Internet Browser**

# Printing Documents – cont'd

- Each document will open a new tab in your browser.
- You can return to the xCarrier Shipping screen by clicking on the tab titled “Ship - SAP NetWeaver Portal.”

The screenshot shows a browser window with multiple tabs. The active tab is titled "Ship - SAP NetWeaver Portal". The main content area displays a "Packing Slip" document. The document is divided into two columns: "Shipping Address" and "Information".

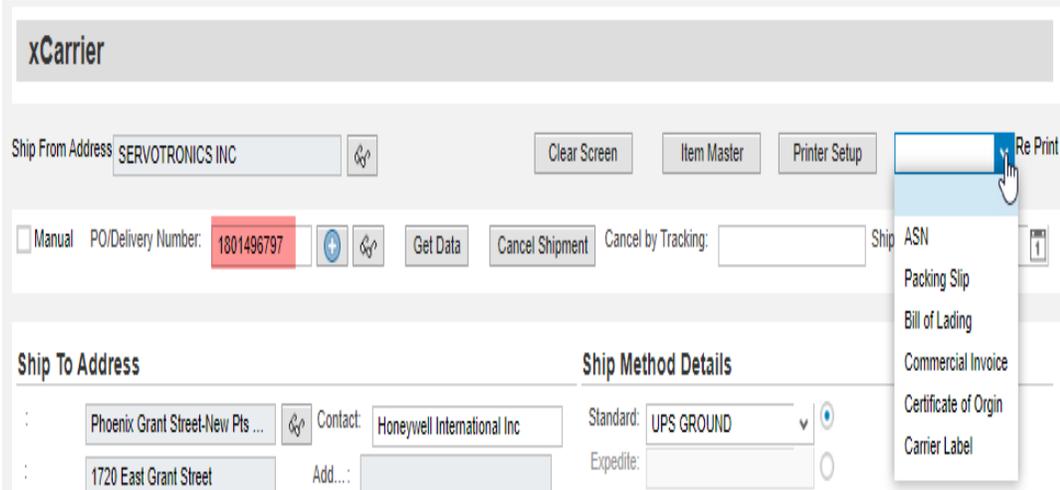
Shipping Address	Information	
KLX INC 10000 NW 15TH TER	Ship Date	11/12/2019
DORAL FL US 33172-2754 3059252600	Delivery/Shipment/Order #	1801496790
<b>Sold-to Address</b>	PO #	3502835671
Phoenix Grant Street-New Pts Recg 1720 East Grant Street	Invoice/Customer #	1014-100A
PHOENIX AZ US 85024 2442	Carrier	UPS
	Service	UPS GROUND
	Tracking/Pro No	1Z7169050394335297
	Shipped by	Mohammad Kariznowi
	No. of Packages	1
	Package Type	Box

- At the bottom of the screen several icons will appear.
- From these, you can save or print the document directly to your regular printer.



# Reprinting a document

- If you need to reprint a document for any reason, return to the main xCarrier shipping screen.
- Enter the inbound delivery number in the same field you entered your PO in to begin processing the shipment.
- The inbound delivery number will appear on your ASN.
- At the top right, click the drop-down arrow next to “Re Print.”
- Select any document to reopen the additional browser tab containing “Preview” links to each document.



The screenshot displays the xCarrier shipping interface. At the top, the title 'xCarrier' is visible. Below it, the 'Ship From Address' field contains 'SERVOTRONICS INC'. To the right of this field are buttons for 'Clear Screen', 'Item Master', and 'Printer Setup'. A 'Re Print' button with a dropdown arrow is highlighted by a red arrow. The dropdown menu is open, showing options: 'ASN', 'Packing Slip', 'Bill of Lading', 'Commercial Invoice', 'Certificate of Origin', and 'Carrier Label'. Below the 'Ship From Address' field, there is a 'Manual' checkbox and a 'PO/Delivery Number' field containing '1801496797'. Further down, the 'Ship To Address' section shows 'Phoenix Grant Street-New Pts ...' and '1720 East Grant Street'. The 'Ship Method Details' section shows 'Standard: UPS GROUND' and 'Expedite:'. A red arrow points to the 'Re Print' button.

# Cancelling a shipment

- To cancel a shipment, enter the Inbound Delivery number (ASN) in the “PO/Delivery Number” field or enter the carrier tracking number in ***Cancel by Tracking and select ‘get data’***
- Review shipment details to ensure the correct shipment has been pulled in.
- Click on ***Cancel Shipment***

**xCarrier**

Ship From Address:

Manual PO/Delivery Number:    Cancel by Tracking:  Ship Date:

**Ship To Address**

Address:

Address:

City:  State:

Country:  Zip C...:

Phone:  Email:

**Ship Method Details**

Standard:

Expedite:

Payment:

Ref.#1:  Ref.#2:

Weight Unit:  Dims...:

LTL N...:

**Items to be Packed**

Item No	Part No	Description	Tot Qty	Bal Qty	Partial	Del Due Date	PO#	Sr
000010	3160785-	VALVE, CON	1	1		07.11.2019	35025	<input type="checkbox"/>

**Handling Units**

Han...	Wt	Dim...	Trac...	COO	Ship...
100...	10.000	10X10X1	1271690	US	FW1113 <input type="button" value="Delete"/>

If You Need To Start Over...Follow the Three Steps to Cancel Your Shipments



Thank you for your Participation!