

XCARRIER SUPPLEMENTAL TRAINING

PROCESSING A SHIPMENT AS SUPPLIER-PAID

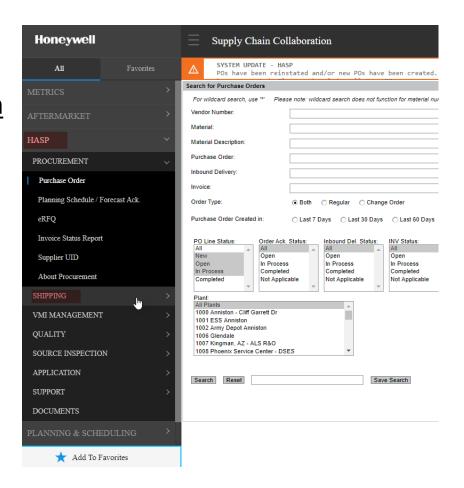
February 6, 2020

AEROXCARRIERSUPPORT@HONEYWELL.COM



ACCESS HASP – XCARRIER

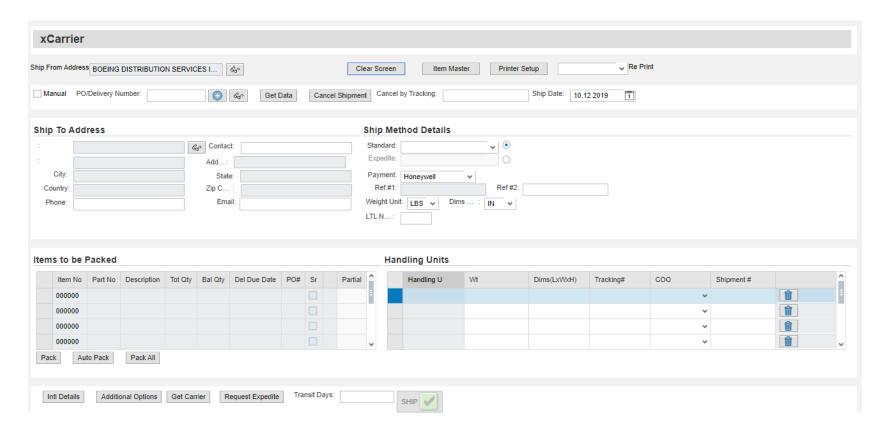
- Navigate to <u>SCC.Honeywell.com</u>
 - Enter your Honeywell ID and Password
 - Click on "HASP" then "Shipping"



Log-in to your account as you normally would.

BEGIN THE PROCESS

Proceed to pull in your PO(s), "pack" your ready items, complete the Handling Unit, and enter Intl Details if applicable as you would in a regular Honeywell-paid shipment.

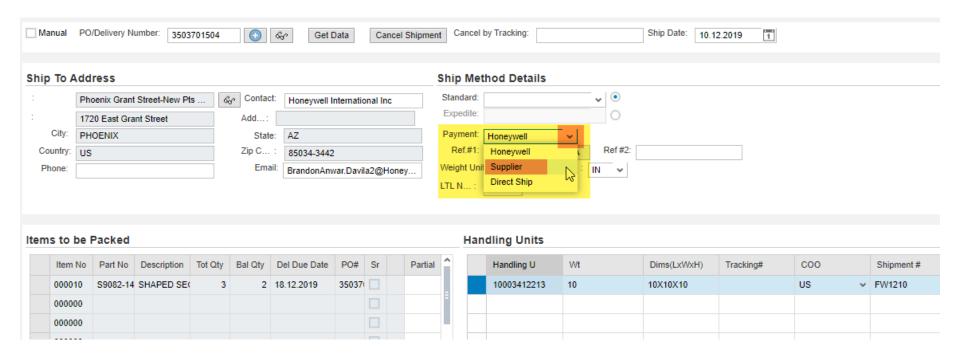


Refer to the xCarrier Shipping Guide "How to Ship" for full process steps.

CHANGE THE PAYING PARTY

After packing your parts and completing the Handling Unit:

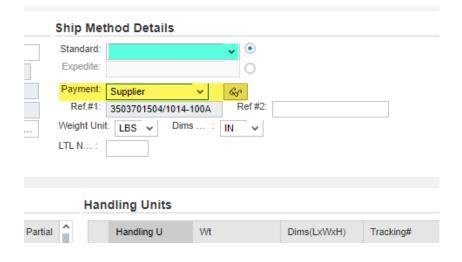
- Select the drop-down menu next to "Payment" in the Ship Method Details section
- Choose "Supplier"



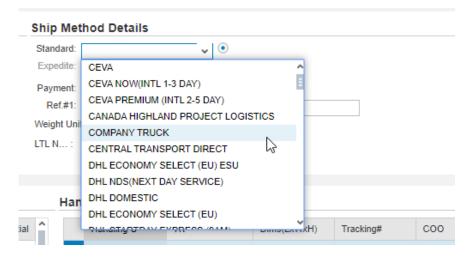
You may also use this option if delivering on your own company vehicle.

CHANGE THE PAYING PARTY

You will now see the Payment code updated and the Carrier + Service Level next to "Standard" is blank



Select the drop down menu next to "Standard" and choose the carrier / service level you would like to elect



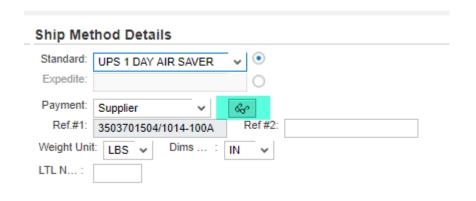
Choose your preferred carrier and service level.

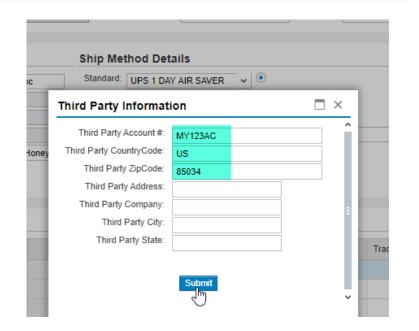
ENTER YOUR ACCOUNT DETAILS

Once you've chosen your preferred carrier and service level, select the glasses next to "Payment: Supplier"

In the "Third Party Information" box that pops up, enter the Account #, Country Code, and associated Postal Code

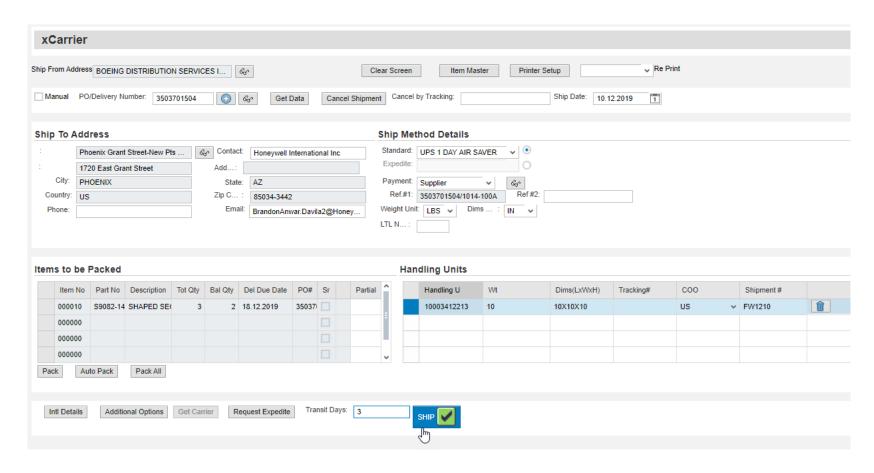
- Click Submit
- **If you do not see the carrier you need, please contact the xCarrier support team referenced at the beginning and end of this training to have the carrier added as an option.
- **Shipping labels will only be issued for FDX, DHL, and UPS.





You can bill your own facility's account or a third party location.

YOU ARE READY TO SHIP



If you receive an error, double-check the account number and billing postal code. If the issue persists, please contact <u>AeroxCarrierSupport@Honeywell.com</u>.

Proceed to ship as with a regular Honeywell-paid shipment.

SUPPORT WHEN YOU NEED IT

For technical support or questions related to this training, please do not hesitate to reach out to us at AeroxCarrierSupport@Honeywell.com.

Your support and compliance as a valued supplier is greatly appreciated. Thank you for choosing to work with Honeywell International.

Thank you to our valued suppliers.