



XCARRIER AN INSTRUCTIONAL GUIDE

AEROXCARRIERSUPPORT@HONEYWELL.COM
**A STEP-BY-STEP GUIDE FOR SUPPLIERS SHIPPING
THROUGH HONEYWELL'S APPROVED SUPPLIER
PORTAL**

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Honeywell

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WHAT IS HASP – XCARRIER?

Honeywell Approved Supplier Portal AKA HASP

- xCarrier is a web-based platform housed in the HASP environment
 - HASP is used to send, acknowledge, and alter POs and their content in real time
 - xCarrier is a sub-section of the HASP tool that specifically addresses shipping logistics
 - Benefits of xCarrier include:
 - Visibility of incoming shipments via ASN (Advance Ship Notice)
 - Preferred carriers per transportation route
 - Reduce expedited shipping
 - Reduce fraudulent shipping
 - Allow Honeywell to better manage inventory
 - Reduce the volume of calls regarding shipping status
 - Removes need for suppliers to manage multiple accounts by site and/or carrier

xCarrier is a registered trademark of ProcessWeaver.

ACCESSING HASP – XCARRIER

If you are requesting access:

- Navigate to SCC.Honeywell.com
 - Select “I need an ID” above the Honeywell ID field
 - Follow instructions to complete registration

The screenshot shows the Honeywell Supply Chain Collaboration login interface. At the top is the Honeywell logo and the text 'Supply Chain Collaboration'. Below this is a blue information box stating: 'Suppliers must register and use official work issued email addresses. Non company email addresses will not be issued a SCC account.' The login form includes a 'Honeywell ID' field with a red button 'I need an ID' to its right. The email 'myemail@example.com' is entered in the field. Below is a 'Password' field with a blue link 'Forgot Password?'. There is a 'Remember me' checkbox and a blue link 'Manage my account'. A large blue 'SIGN IN' button is at the bottom, with a note below it: 'By signing in, you agree to the [Terms & Conditions](#)'.

If you already have access:

- Navigate to SCC.Honeywell.com
 - Enter your Honeywell ID and Password
 - Click on “HASP” then “Shipping”

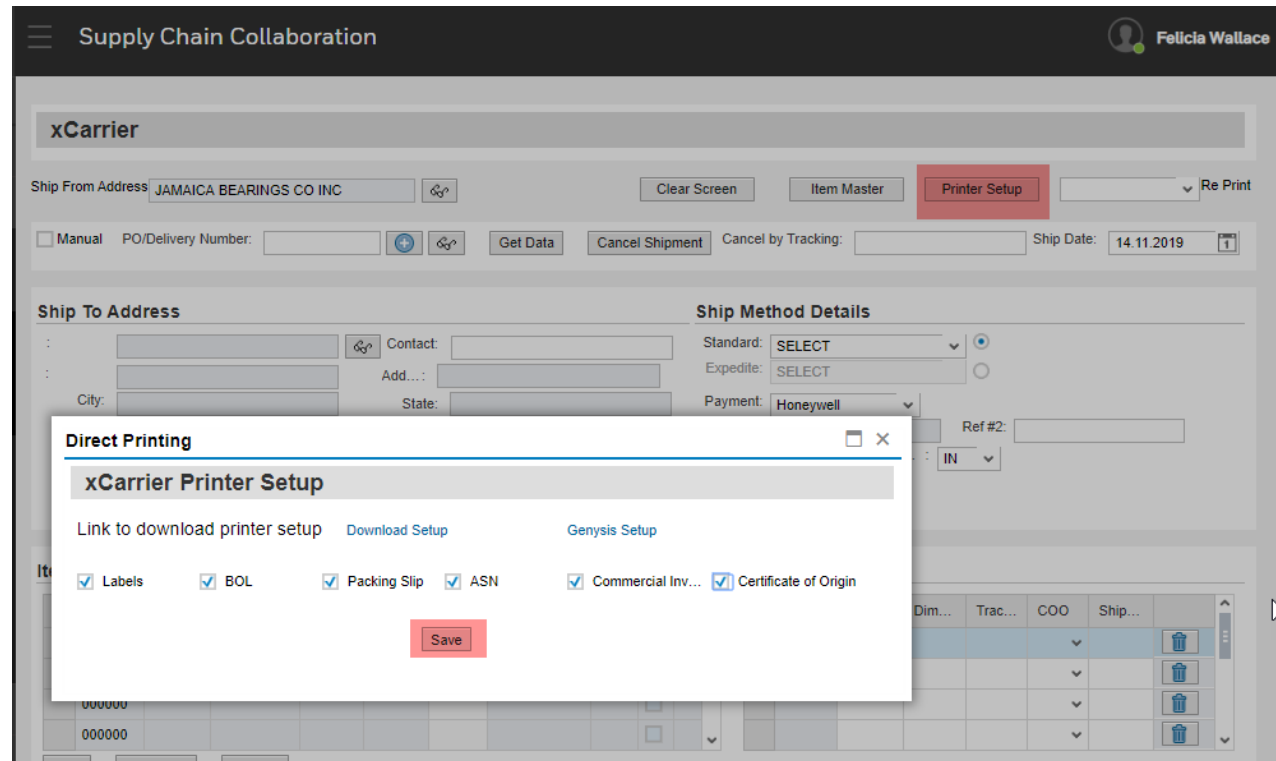
The screenshot shows the Honeywell Supply Chain Collaboration dashboard. The top navigation bar includes the Honeywell logo and 'Supply Chain Collaboration'. A system update message states: 'SYSTEM UPDATE - HASP POs have been reinstated and/or new POs have been created.' The left sidebar contains a navigation menu with categories: METRICS, AFTERMARKET, HASP (highlighted), PROCUREMENT, SHIPPING (highlighted with a mouse cursor), VMI MANAGEMENT, QUALITY, SOURCE INSPECTION, APPLICATION, SUPPORT, DOCUMENTS, and PLANNING & SCHEDULING. The main content area is titled 'Search for Purchase Orders' and includes a search bar with a note: 'For wildcard search, use *'. Below the search bar are input fields for Vendor Number, Material, Material Description, Purchase Order, Inbound Delivery, and Invoice. There are also radio buttons for Order Type (Both, Regular, Change Order) and Purchase Order Created in (Last 7 Days, Last 30 Days, Last 60 Days). At the bottom, there are status filters for PO Line Status, Order Ack. Status, Inbound Del. Status, and INV Status, each with a dropdown menu. A 'Plant' dropdown menu is also present. Search, Reset, and Save Search buttons are at the bottom right.

Let's get started.

CHECK PRINTER SETUP

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.



No configuration required – just a simple click to prepare for printing later.

BEGIN THE PROCESS

If your company ships from multiple locations, check the Ship From Address is correct – use the glasses to change as necessary

Supply Chain Collaboration Felicia Wallace

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**

Ship To Address

: Contact:
: Add...:
City: State:
Country: Zip C...:
Phone: Email:

Ship Method Details

Standard: ☒
Expedite: ☐
Payment: **Honeywell**
Ref #1: Ref #2:
Weight Unit: **LBS** Dims ...: **IN**
LTL N...:

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...

[Intl Details](#) [Additional Options](#) [Get Carrier](#) [Request Expedite](#) Transit Days: [SHIP](#)

Confirm Ship From to ensure a smooth collection by carrier.

PULL IN YOUR PO(S)

Enter your PO

- Select “Get Data”
 - Honeywell receiving site details and open line items will auto-populate

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

The top screenshot shows the xCarrier web application interface. The 'Ship From Address' is 'SERVOTRONICS INC'. The 'PO/Delivery Number' is '3502517901'. The 'Get Data' button is highlighted with a mouse cursor. The 'Ship To Address' section shows details for 'Phoenix Grant Street-New Pts ...' with contact 'Honeywell International Inc' and address '1720 East Grant Street, PHOENIX, US'. The 'Ship M' section shows details for 'Standard Expedite' with payment 'Ref.#1' and weight 'Weight U'. The 'LTL N...' section is also visible.

The bottom screenshot shows the same interface, but with the '+' symbol next to the 'PO/Delivery Number' field highlighted. A dialog box titled 'ECS:Global - Enterprise Centralized Shippi...' is open, showing a table with the following data:

Purchasing Doc.
3502517901

Select just one, or multiple POs, to process as a shipment.

PACK AVAILABLE ITEMS

If you are only shipping a partial quantity:

- Enter the qty you intend to ship
 - Click “Pack”

Items to be Packed

	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"/>	

If you are shipping the complete open quantity:

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

Items to be Packed

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

Ship a partial quantity of a PO or the entire quantity.

COMPLETE THE HANDLING UNIT

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

Handling Units

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

Step 2. Proceed to complete remaining fields –

Handling Units

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

Helpful Tip: Make sure the dimensions and weight you enter are in the unit of measure defaulted above in “Ship Method Details.”

Ship Method Details

Standard: ☒

Expedite: ☐

Payment:

Ref.#1: Ref.#2:

Weight Unit: Dims ... :

LTL N... :

Handling Units

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

See the following two slides for detail regarding the Tracking # field.

Required fields are:

- Weight
- Dimensions
- COO (Country of Origin)
- Shipment # (Internal Supplier #)

PARCEL V. LTL – GROUND SHIPPING

Parcel refers to a shipment weighing less than 150 lb / 68 kg

LTL refers to a shipment weighing equal to or greater than 150 lb / 68 kg

- After you've entered the weight of your shipment, press enter (while your cursor is still in that field)
 - The carrier above will default to either a parcel carrier, or LTL (or HWA for international)
 - Below we see a parcel shipment at 10 lb, and an LTL shipment at 200 lb

Ship Method Details

Standard: **UPS GROUND** ☒ ☐

Expedite: ☐

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	10X10X1		US	FW1113	

Ship Method Details

Standard: **YRC STANDARD** ☒ ☐

Expedite: ☐

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...	200	10X10X1		US	FW1113	

LTL stands for Less Than Truckload.

HELPFUL TIP: LTL SHIPMENTS – TRACKING

If you're shipment is 150+ lb and shipping domestic, the default carrier will be an LTL provider.

- Pro number – If a Pro # range was preconfigured by Honeywell, a Pro # will be automatically issued and printed on the BOL. If not preconfigured, you will need to enter under Tracking #. If Supplier is paying, a Pro # must be entered under Tracking #
- BOL – A Bill of Lading will be printed with the other documents when you have completed processing

Date: 09/16/2011		BILL OF LADING		Page	
SHIP FROM			Bill of Lading Number: 0916201115560290		
Name: ALCOA					
Address: test st			CARRIER NAME: Expeditors Consolidated Service		
City/State/Zip: test city MA US			Trailer Number:		
COD: <input type="checkbox"/>			Serial Number(s):		
SHIP TO			SCAC:		
Name: Honeywell International Systems Location #			Pro Number: 0916201115560290		
Address: 3500 Westport Street					
City/State/Zip: SOUTH BEND IN US			Freight Charge Terms: (Freight charges are prepaid unless marked otherwise)		
COD: <input type="checkbox"/>			Prepaid <input checked="" type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input type="checkbox"/>		
THIRD PARTY FREIGHT CHARGES BILL TO:			<input type="checkbox"/> Master Bill of Lading with attached underlying Bill of Lading		
Name:					
Address:					
City/State/Zip:					
SPECIAL INSTRUCTIONS:					
CUSTOMER ORDER INFORMATION					
CUSTOMER ORDER NUMBER		# PAOS	WEIGHT	PALLET/SLIP	
42006292351050		1	151	(Circle one) Y N	
GRAND TOTAL		1	151		
CARRIER INFORMATION					
HANDLING UNIT		PACKAGE		WEIGHT	H.M.
QTY	TYPE	QTY	TYPE		(X)
1	PALLET	1	BOX	151	
1		1		151	
COMMODITY DESCRIPTION				LTL ONLY	
				HMFC#	CLASS
GRAND TOTAL					
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: The agreed or declared value of the property is specifically stated by the shipper to be not exceeding \$_____				COD AMOUNT \$	
				Fee Terms: Collect <input type="checkbox"/> Prepaid <input type="checkbox"/>	
				Customer check acceptable: <input type="checkbox"/>	
NOTE: Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. 14706(e)(1)(A) and (B).					
RECEIVED, subject to individual determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, terms and conditions, classifications and rules that have been established by the carrier and are available to the shipper on request, and to all applicable state and federal regulations.				The carrier shall not make delivery of this shipment without payment of freight and all other law full charges.	
SHIPPER SIGNATURE DATE				Signature	
This is to certify that the above named materials are properly classified, packaged, marked and loaded and are in proper condition for transportation according to the applicable regulations of U.S. DOT.				Shipper	
Trailer Loaded:		Freight Counted		CARRIER SIGNATURE (PICKUP DATE)	
<input type="checkbox"/> By Shipper		<input type="checkbox"/> By Shipper		Carrier acknowledges receipt of packages and required papers. Carrier certifies emergency response information has been available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.	
<input type="checkbox"/> By Driver		<input type="checkbox"/> By Driver/Pieces said to contain			
		<input type="checkbox"/> By Driver/pieces			

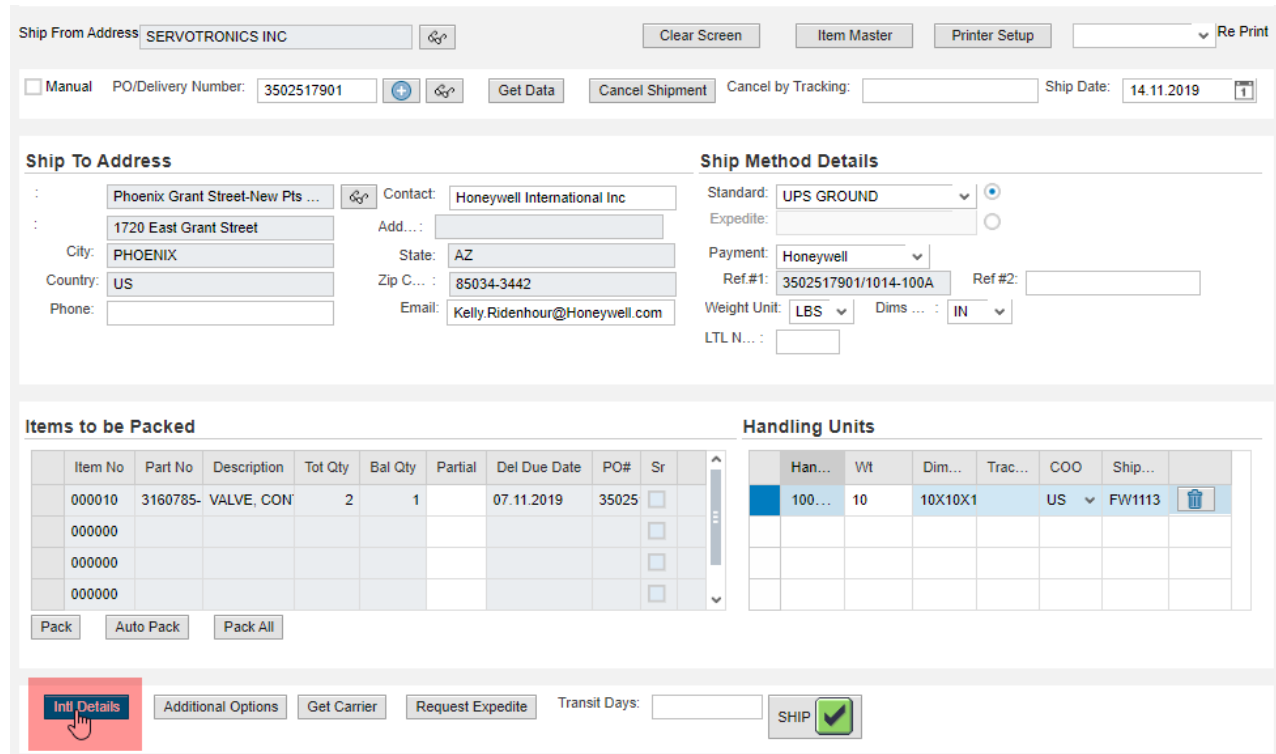
If you ship lightweight cargo only, you may never see this document.

INTERNATIONAL SHIPMENTS

****Skip to Slide 13 if your shipment is domestic****

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. Refer to your company’s Export Compliance team if you are not certain if your shipment qualifies as foreign-bound and/or if you need guidance on completing export clearance in your country.



The screenshot displays a web-based form for international shipments. At the top, the 'Ship From Address' is 'SERVOTRONICS INC'. Below this, there are fields for 'Manual', 'PO/Delivery Number' (3502517901), 'Get Data', 'Cancel Shipment', 'Cancel by Tracking', and 'Ship Date' (14.11.2019). The form is divided into two main sections: 'Ship To Address' and 'Ship Method Details'. The 'Ship To Address' section includes fields for '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', and 'Email: Kelly.Ridenhour@Honeywell.com'. The 'Ship Method Details' section includes 'Standard: UPS GROUND', 'Expedite:', 'Payment: Honeywell', 'Ref #1: 3502517901/1014-100A', 'Ref #2:', 'Weight Unit: LBS', 'Dims ...: IN', and 'LTL N...:'. Below these sections 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. Other buttons at the bottom include 'Pack', 'Auto Pack', 'Pack All', 'Additional Options', 'Get Carrier', 'Request Expedite', 'Transit Days:', and 'SHIP' with a green checkmark.

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	
000000								
000000								
000000								

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

Contact your Export Compliance team for guidance as needed.

COMPLETING INTERNATIONAL DETAILS

A small window will now open.

- All highlighted fields must be completed.
- Click “Save” when done.

Material – Part Number

Description – of the part

Country of MFR – where the part was manufactured (COO)

Weight – Weight of the handling unit

Qty – Quantity of pieces to be shipped

Harmonised Code – HTS or Schedule B for export/import customs clearance

Net Value – value of part per piece

Customs Value – total value of shipment

Ship From Address: [Redacted]

Manual PC [Redacted]

Ship To Address: [Redacted]

City: [Redacted]

Country: [Redacted]

Phone: [Redacted]

Items to be [Redacted]

Item No [Redacted]

000010 [Redacted]

000000 [Redacted]

000000 [Redacted]

000000 [Redacted]

000000 [Redacted]

Pack Auto Pack Pack All

International Details

INT Duties/Taxes: Honeywell

Customs Value/Currency: 0.00

Duties Acc Number: [Redacted]

AES ITN /FTR Code - B13AFiling Code: [Redacted]

Canada B13AFiling Code: NOT REQUIRED

Material	Description	Country of MFR	Weight	Qty	Harmonised Code	Net Value	Customs Value
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Save

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.

COMPLETING YOUR SHIPMENT

Now that the items have been packed, handling unit is complete, carrier and service level defaulted, (and intl details completed if required)

- Insert estimated transit days – this can be any number, just make sure there's a valid entry
- Click “Ship” at the bottom of the screen.

The screenshot displays the xCarrier shipping software interface. At the top, the 'Ship From Address' is 'SERVOTRONICS INC'. Below this, there are fields for 'Manual', 'PO/Delivery Number' (3502517901), 'Get Data', 'Cancel Shipment', 'Cancel by Tracking', and 'Ship Date' (14.11.2019). The 'Ship To Address' section includes fields for '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', and 'Email: Kelly.Ridenhour@Honeywell.com'. The 'Ship Method Details' section shows 'Standard: UPS GROUND', 'Expedite:', 'Payment: Honeywell', 'Ref.#1: 3502517901/1014-100A', 'Ref.#2:', 'Weight Unit: LBS', 'Dims...: IN', and 'LTL N...:'. 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... The 'SHIP' button is highlighted with a red box and a mouse cursor.

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	
000000								
000000								
000000								

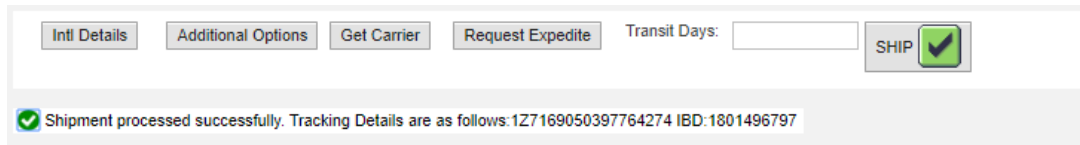
Han...	Wt	Dim...	Trac...	COO	Ship...
100...	10	10X10X1		US	FW1113


Let's wrap this shipment up.


PRINTING YOUR DOCUMENTS

A comment will appear at the bottom of the screen indicating the shipment was processed successfully.

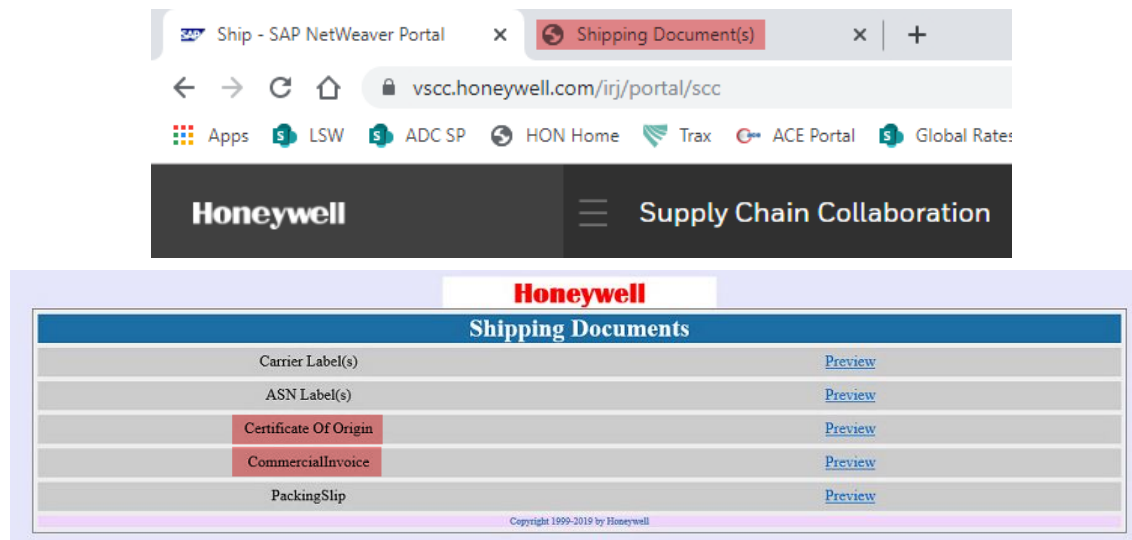
If there were any issues, an error message will appear. Please contact AeroxCarrierSupport@Honeywell.com if you receive an error that you cannot resolve.



Int'l Details Additional Options Get Carrier Request Expedite Transit Days: SHIP 

 Shipment processed successfully. Tracking Details are as follows: 1Z7169050397764274 IBD:1801496797

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.



Ship - SAP NetWeaver Portal x Shipping Document(s) x +

← → ↻ 🏠 vssc.honeywell.com/irj/portal/scc

Apps LSW ADC SP HON Home Trax ACE Portal Global Rate:

Honeywell Supply Chain Collaboration

Shipping Documents	
Carrier Label(s)	Preview
ASN Label(s)	Preview
Certificate Of Origin	Preview
Commercial Invoice	Preview
Packing Slip	Preview

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Select
“Preview”
to open
each label /
document.

Documents will print directly from your internet browser.

PRINTING YOUR 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.”

Shipping Address

KLX INC
10000 NW 15TH TER

DORAL FL US 33172-2754
3059252600

Sold-to Address

Phoenix Grant Street-New Pts Recg
1720 East Grant Street

PHOENIX AZ US 85024 2442

Packing Slip

Information	
Ship Date	11/12/2019
Delivery/Shipment/Order #	1801496790
PO #	3502835671
Invoice/Customer #	1014-100A
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.



Print or save documents directly from your internet browser.

REPRINTING A DOCUMENT

The screenshot shows the xCarrier shipping interface. At the top, there's a header 'xCarrier'. Below it, the 'Ship From Address' is 'SERVOTRONICS INC'. To the right are buttons for 'Clear Screen', 'Item Master', and 'Printer Setup'. Further right is a 'Re Print' button with a dropdown arrow. The dropdown menu is open, showing options: 'ASN', 'Packing Slip', 'Bill of Lading', 'Commercial Invoice', 'Certificate of Origin', and 'Carrier Label'. Below the address fields, there's a 'Manual' checkbox, a 'PO/Delivery Number' field with '1801496797', and buttons for 'Get Data' and 'Cancel Shipment'. 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 small 'Ship' button is visible on the right.

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.

Reprinting is a just a couple clicks away.


CANCELLING A SHIPMENT

xCarrier

Ship From Address: 

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

Ship To Address

:  Contact:



: Add...:

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 

If you need to cancel a shipment, enter either the Inbound Delivery number (ASN) in the “PO/Delivery Number” field *or* enter the carrier tracking number in “Cancel by Tracking.”

Click “Get Data”

Review shipment details to ensure the correct shipment has been pulled in.

Click “Cancel Shipment”

Need a do-over? No worries – cancel your shipment in just three clicks.

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.