Date: January 22, 2014

Re: Honeywell Sensing and Control (S&C) to implement new business software

Dear Valued Supplier,

We are implementing SAP, a new enterprise software application for Honeywell, due to go live in April 2014.

Our goal is to improve our business processes so it is easier for our suppliers to do business with us. We hope your business will benefit from our new processes. For example, the use of electronic data interchange for placing purchase orders will reduce administrative errors and processing costs.

We are also aligning our business processes with those of other Honeywell Automation and Control Solutions Group (ACS) businesses. This should be beneficial if you supply more than one of Honeywell's business units.

You can prepare for a smooth transition to SAP by ensuring we have removed as much opportunity for error as possible. If you are not already providing bar-coded pack slips and labels, we urge you to do so prior to our SAP deployment. Scanning the information reduces the opportunity for error. Please include both human readable and bar code for each of the following data elements: purchase order number, purchase order line number, item number, and quantity. Our scanners are capable of reading almost all formats, but "3 of 9" or "Barcode 128" is recommended. It is also important that you clearly mark the quantity on the cartons, pallets, or other containers you send.

More details will follow in the course of time as we approach our go-live date. We will keep you informed of any developments and what our new business processes will mean to you. Please contact your Honeywell S&C buyer if you have questions.

We value our relationship with you and look forward to working with you in the future. We appreciate your support of Honeywell S&C.

Sincerely,

Kathryn A Bowrey
S&C Global Sourcing Process Leader