September 19, 2023

HONEYWELL
MY HPS HOME
CUSTOMER HOW-TO

Honeywell

SIGN IN

SIGN IN TO PROCESS.HONEYWELL.COM

Go to this link:
https://process.honeywell.com/
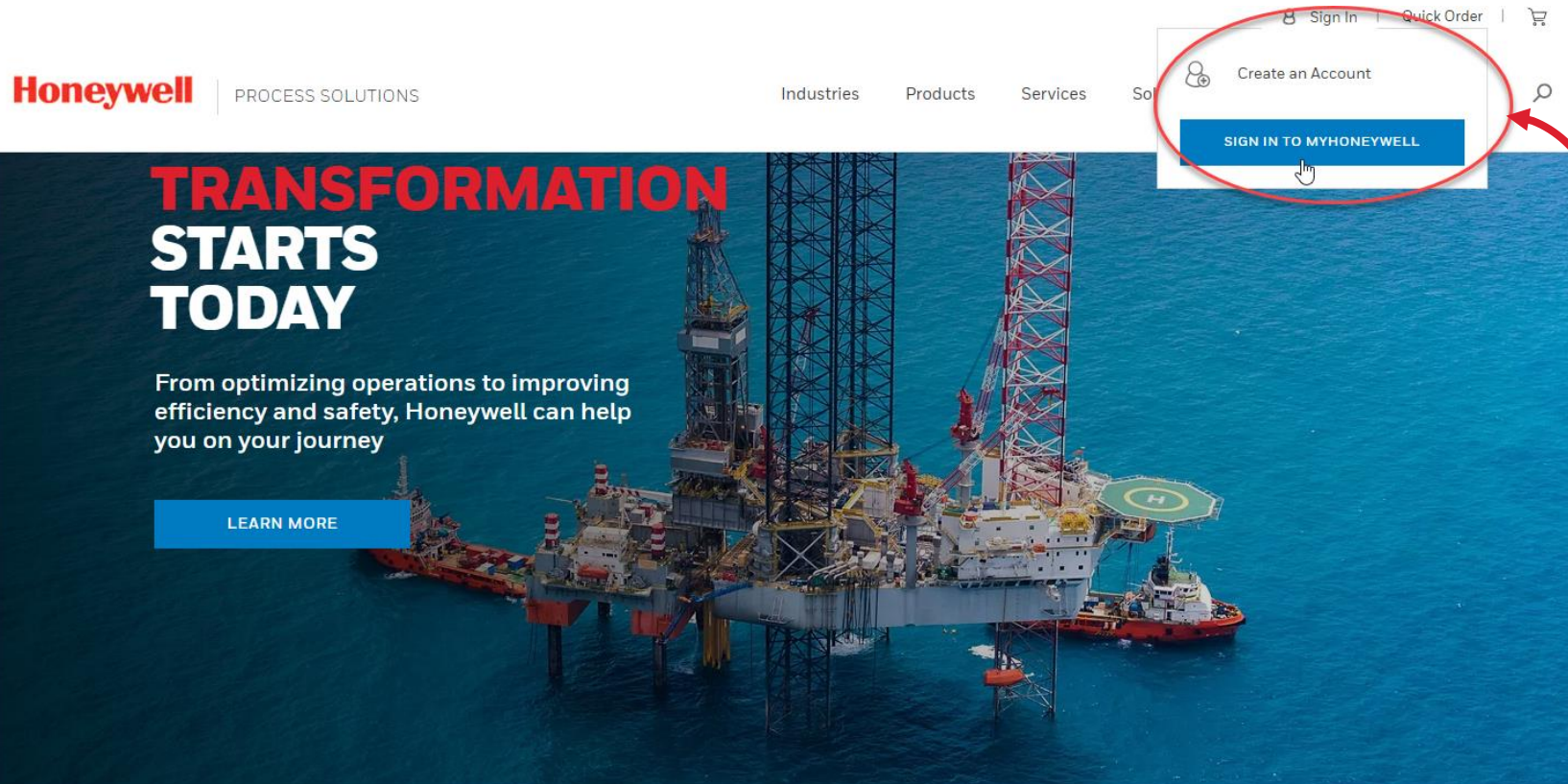
You will be looking at the Home page of our new site.

At the top right corner, you can click on Sign In to start your journey.

- Click **SIGN IN TO MYHONEYWELL** to log in.
- Or click on **Create an Account** if you are not registered yet.
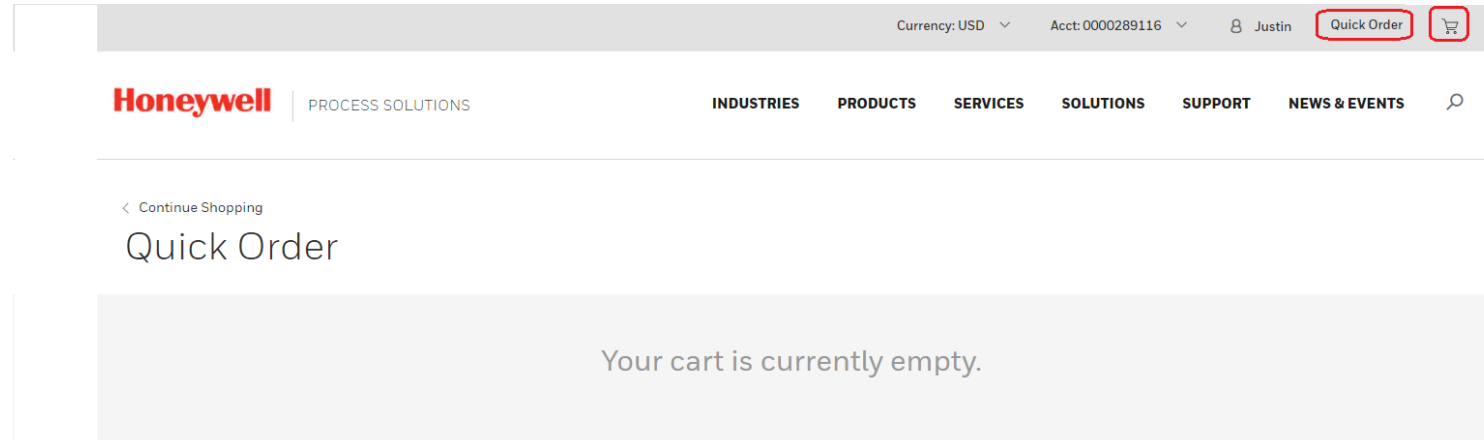
HOW TO PLACE AN ORDER

Quick Order

Honeywell

QUICK ORDER

Once you are logged in, you should see at the top right corner:

- Currency
- Account Number
- Name
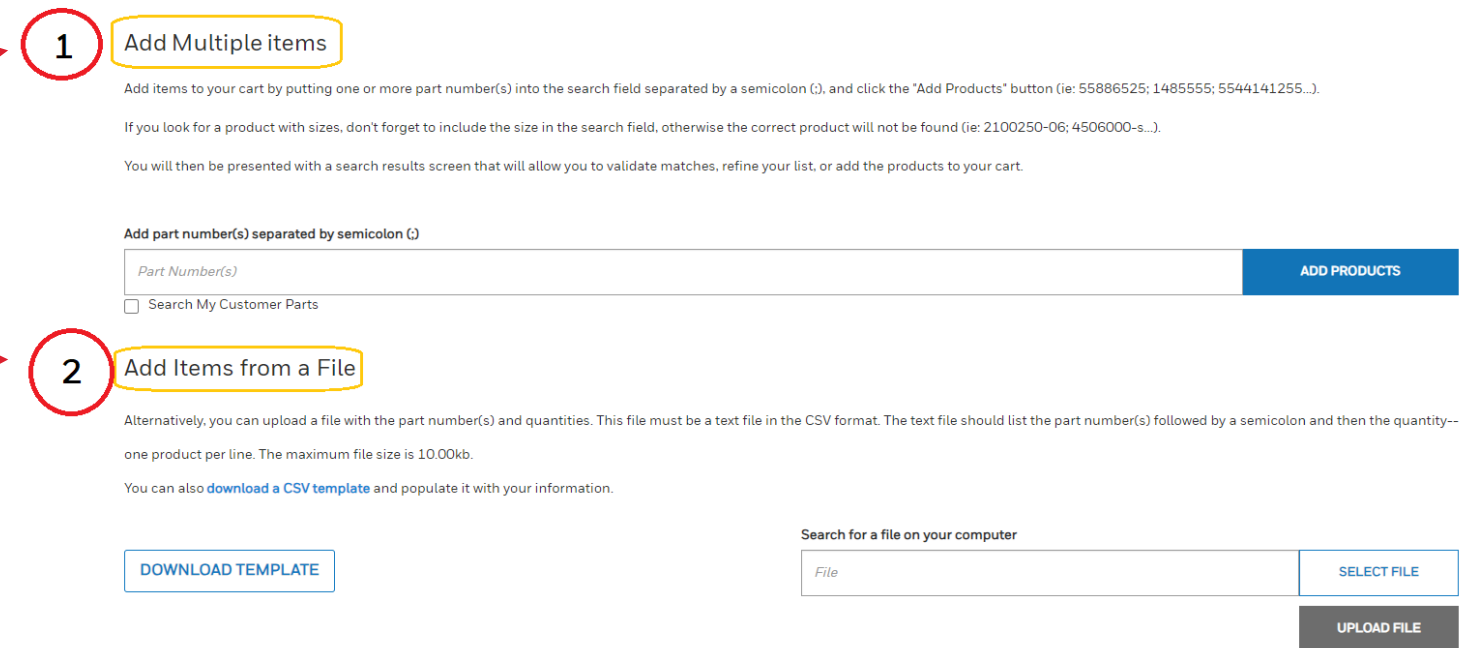- **Quick Order** button
- Cart icon

Click on **Quick Order** to start purchasing.

On the **Quick Order** page, you have two options to add items to your cart and place your order:

1. Add Multiple Items

2. Add Items from a File

Currency: USD   Acct: 0000289116   Justin   Quick Order

Honeywell | PROCESS SOLUTIONS

INDUSTRIES   PRODUCTS   SERVICES   SOLUTIONS   SUPPORT   NEWS & EVENTS

< Continue Shopping

Quick Order

Your cart is currently empty.

(1) Add Multiple items

Add items to your cart by putting one or more part number(s) into the search field separated by a semicolon (;), and click the "Add Products" button (ie: 55886525; 1485555; 5544141255...).

If you look for a product with sizes, don't forget to include the size in the search field, otherwise the correct product will not be found (ie: 2100250-06; 4506000-s...).

You will then be presented with a search results screen that will allow you to validate matches, refine your list, or add the products to your cart.

Add part number(s) separated by semicolon (;)

| Part Number(s) | ADD PRODUCTS |

☐ Search My Customer Parts

(2) Add Items from a File

Alternatively, you can upload a file with the part number(s) and quantities. This file must be a text file in the CSV format. The text file should list the part number(s) followed by a semicolon and then the quantity-- one product per line. The maximum file size is 10.00kb.

You can also **download a CSV template** and populate it with your information.

Search for a file on your computer

DOWNLOAD TEMPLATE | File | **SELECT FILE** |

UPLOAD FILE

(2) ADD MULTIPLE ITEMS

You can place your order in 4 easy steps:

1. Type in your required SKU. If you want to add more than 1 part, make sure you separate the SKU with a semicolon.

2. Click on **ADD PRODUCTS** Your Item(s) will show above.

3. Determine quantity needed of each item.

4. Once your order is complete, click on **ADD ALL ITEMS TO CART** .

Currency: USD ∨   Acct: 0000289116 ∨   ⍰ Justin   Quick Order   🛒

Honeywell | PROCESS SOLUTIONS

INDUSTRIES   PRODUCTS   SERVICES   SOLUTIONS   SUPPORT   NEWS & EVENTS   🔍

‹ Continue Shopping

Quick Order

Part Number	Quantity	Price	Subtotal
STD720 STD720 DP LRL -400' URL 400' H2O	− 3 +	List Price: Not Available Your Price: Configure in Cart	Configure in Cart

Lead Time: 25 Working Days

(3)

⭐ 🗑

(4) **ADD ALL ITEMS TO CART**

Add Multiple items

Add items to your cart by putting one or more part number(s) into the search field separated by a semicolon (;), and click the "Add Products" button (ie: 55886525; 1485555; 5544141255...).

If you look for a product with sizes, don't forget to include the size in the search field, otherwise the correct product will not be found (ie: 2100250-06; 4506000-s...).

You will then be presented with a search results screen that will allow you to validate matches, refine your list, or add the products to your cart.
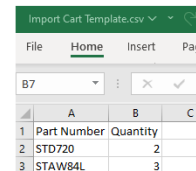
Add part number(s) separated by semicolon (;)

(1) Part Number(s)   (2) **ADD PRODUCTS**

☐ Search My Customer Parts

① ADD ITEMS FROM A FILE

You can place your order just as easily by using this option:

1. Click on `DOWNLOAD TEMPLATE` to get a copy of the CSV template for you to complete. Your template contains two columns: one for the Part number (SKU) and one for Quantity. Fill out your template with your required items and save it in a CSV format.

2. Then click on `SELECT FILE`. Pick the file you just saved and select `UPLOAD FILE`. Your item list will show above for you to confirm.

3. When you're ready, select `ADD ALL ITEMS TO CART`

‹ Continue Shopping

Quick Order

Part Number		Quantity	Price	Subtotal
STD720 STD720 DP LRL -400' URL 400' H2O		− 3 +	List Price: Not Available Your Price: Configure in Cart	Configure in Cart

Lead Time: 25 Working Days

③ `ADD ALL ITEMS TO CART`

Add Multiple items

Add items to your cart by putting one or more part number(s) into the search field separated by a semicolon (;), and click the "Add Products" button (ie: 55886525; 1485555; 5544141255…).

If you look for a product with sizes, don't forget to include the size in the search field, otherwise the correct product will not be found (ie: 2100250-06; 4506000-s…).

You will then be presented with a search results screen that will allow you to validate matches, refine your list, or add the products to your cart.

Add part number(s) separated by semicolon (;)

Part Number(s)	`ADD PRODUCTS`

☐ Search My Customer Parts

Add Items from a File

Alternatively, you can upload a file with the part number(s) and quantities. This file must be a text file in the CSV format. The text file should list the part number(s) followed by a semicolon and then the quantity-- one product per line. The maximum file size is 10.00kb.

You can also download a CSV template and populate it with your information.

① `DOWNLOAD TEMPLATE`

Import Cart Template.csv

② Search for a file on your computer

File	`SELECT FILE`

`UPLOAD FILE`

ADDING ITEMS TO YOUR CART

Once you click on ADD ALL ITEMS TO CART you will be able to either **View your Cart** or **Continue Shopping**.

View Cart will take you one step closer to Check Out.

Continue Shopping will get you back to the Quick order page.

ADDING ITEMS WHILE IN CART

If you forgot to order some items, you can add them from the shopping cart.

ADD PARTS will open the Part Number(s) dialog box where you can add more parts (separated by semicolons).

VARIANT CONFIGURATION (NEW)

Customers now have the option of adding Variant Configuration (VC) items.

VC items will not show pricing until they have been fully-configured.

The base part or the Full Model Number (FMN) can be entered. If further configuration is required, the part will show "Configure".

Unit Level Data is not required until you are ready to checkout.

Cart ID: 0000075503

| ADD PARTS | ATTACHMENTS | EXPORT CSV | SAVE CART | CLEAR CART |

Item		Part Number	Quantity	Price	Subtotal
10		**STD720** STD720 DP LRL -400' URL 400' H2O	− 2 +	List Price: Pending Configuration Your Price: Pending Configuration	Pending Configuration

⚠ This item must be configured. Configure

Lead Time: 25 Working Days 📎 Attachments

Shipping Instructions
Enter special instructions for our shipping department.
Note: Shipping Instructions are only valid for an order

Additional Notes
Add any special information for your order.
Note: Additional Notes are only valid for an order

Manufacturing Notes
Add information specific to this product for the factory.
Note: Manufacturing Notes are only valid for an order

Quote Number

⭐ 🗑

| 20 | | **STD720** STD720-B2HC1BS-1-0-BDA-12S-B-11A7-FG,F5,02-0000 | − 2 + | List Price: USD 1,200.00 Discount: 5.00% Your Price: USD 1,140.00 Price Scales | USD 2,280.00 |

Full Model Number : **STD720**-B2HC1BS-1-0-BDA-12S-B-11A7-FG,F5,02-0000 Edit Configuration

⚠ Unit level data for this item must be reviewed prior to checkout. Review ULD

Lead Time: 25 Working Days 📎 Attachments

Shipping Instructions
Enter special instructions for our shipping department.
Note: Shipping Instructions are only valid for an order

Additional Notes
Add any special information for your order.
Note: Additional Notes are only valid for an order

Manufacturing Notes
Add information specific to this product for the factory.
Note: Manufacturing Notes are only valid for an order

Quote Number

⭐ 🗑

Your Order

Items in your cart require configuration to checkout.

CHECK OUT

CREATE QUOTE

Note: All promotions, tax, and freight costs will be calculated in the checkout page

CONFIGURING VC ITEMS

To avoid configuration errors, manual configuration should be done in a top-down approach.

A summary of configuration issues will be shown at the top of the page.

1. You can paste the full model number of your VC part in the "Full Model Entry" field if you have it.

2. Missing entries are denoted via a yellow exclamation icon.

3. Invalid entries are highlighted via a red exclamation mark.

4. Once configuration is complete, you can **SAVE TO CART** or choose to **SAVE & REVIEW ULD**

UNIT LEVEL DATA (ULD)

Before proceeding to Checkout, any item requiring ULD must first be configured and validated.

Setting the quantity and configuring ULD for your first item in the Configuration screen will allow the ULD settings to cascade to the other quantities for that item.

You can now edit Unit 001 in the ULD configuration screen.

You can CHECK ALL VALUES to see if there are any issues (you may need to use the scrollbar to see some fields).

When finished, click the "I confirm that the entered Unit Level Data is correct" then select SAVE TO CART

AVAILABILITY DETAILS

Availability: Indicates when Honeywell expects to have the item in the factory.

   Please note that this does not *indicate and expected ship date or delivery date. This will come on the order acknowledgement once the order is scheduled. You can check the status of your order, once submitted using the* Order Status tool.

QUICK TIP

- Click on the ⭐ to Add or Remove items from your Favorites. This will make it easier to find them next time.

- Your favorites can be accessed by selecting your name from the top menu and choosing "My Favorites"

- Click on the 🗑 to remove items from your Quick Cart.

ONE LAST CHECK BEFORE CHECKOUT

Make sure you have everything you need before you proceed to check out and place your order.
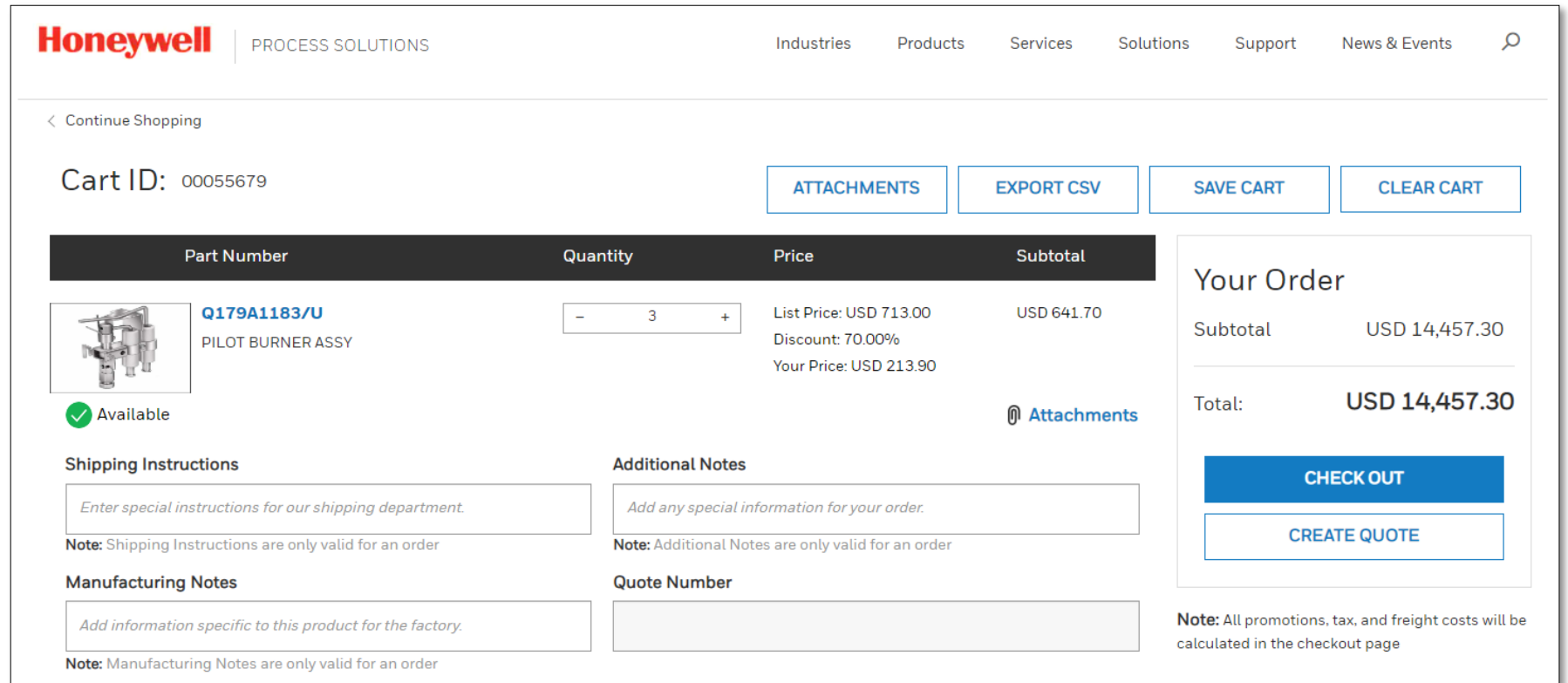
Be sure to include any needed shipping instructions, manufacturing notes, or additional notes on each line.

At this point, you are still able to remove or add items to your cart.

You can also add attachments either at the header or at each line.

You can also export your cart to a CSV file for further analysis, or if you're not quite ready to check out, you can save your cart.

You also have the option to create a quote at this point.

P2 ORDERS

If you are ordering an item under a P2 contract, you will see a check box under each P2 part.
This check box will show automatically checked; therefore, this part will meet P2 contract requirements (Pricing, shipping, etc.)

SECURE CHECKOUT

This is the last step of the process.

On the Secure Checkout page, you will need to fill out the details of your order, such as:

- Payment Method.
- Enter PO Number (if chosen payment method)
- Enter a Promotion Code if any.
- Select your Shipping Address from the Address book.
    - You can also choose a new ship to address for a one-time shipment, or request it to be added to your account permanently
- Select your Shipping Method details.
- Select your Billing Address from the Address book.
- Choose whether you'd like to ship early or ship complete.
- Complete Forwarding Agent/Carrier & Customs Agent.
- Select Vertical Market (if different than what is displayed).
- Ultimate Consignee.
- Control Number (if applicable).

SECURE CHECKOUT (CONTINUED)

- Confirm your ordered items and quantity.
- Add specific notes if needed.
- Review your Order Total.
- Accept Terms and Conditions.
- Select "Calculate Order Total" to ensure all taxes and surcharges are included in the total.
- Select: Place my Order.

You should receive an Order Acknowledgement via email within the next 24 hours.

You can see your orders by navigating to the top menu under your name and selecting "Order Status".

P2 ORDERS SECURE CHECKOUT

*If ordering P2 Parts,** you will notice that the check out page is divided. You will need to select an Active Agreement to be used on your P2 order. The rest of your items (in case you are ordering any non-P2 parts) will show a separate Check Out section.

- ***If you want to use your P2 contract, select the option Payment Entitlement under Payment Method.**
- ***Select your Active Contract number.**
- Enter your PO Number.
- Enter a Promotion Code if any.
- Select your Shipping Address from the Address book.
- ***Your Shipping Method will be defaulted to – Default + Next Day Air- according to the P2 agreement.**
- Select your Billing Address from the Address book.
- Confirm your ordered items and quantity.
- Add specific notes if needed.
- Review your Order Total.
- Accept Terms and Conditions.
- And you are ready to place your order.

You should receive an Order Acknowledgement via email within the next 24 hours.

HOW TO
ACCESS ORDER STATUS
APPLICATION

Honeywell

ACCESSING THE ORDER STATUS APPLICATION

To access the Order Status application for Honeywell Process Solutions portal website, partners will need to first register for an account.

1. Click here or manually type the following web address (process.honeywell.com) into the long, white address bar at the top of your internet browser to access the website.

2. Find the Sign In link located in the upper right-hand corner of your screen and click to reveal the option to Create an Account as shown.

3. If you already have an account, you can click "Sign into MyHoneywell" to login
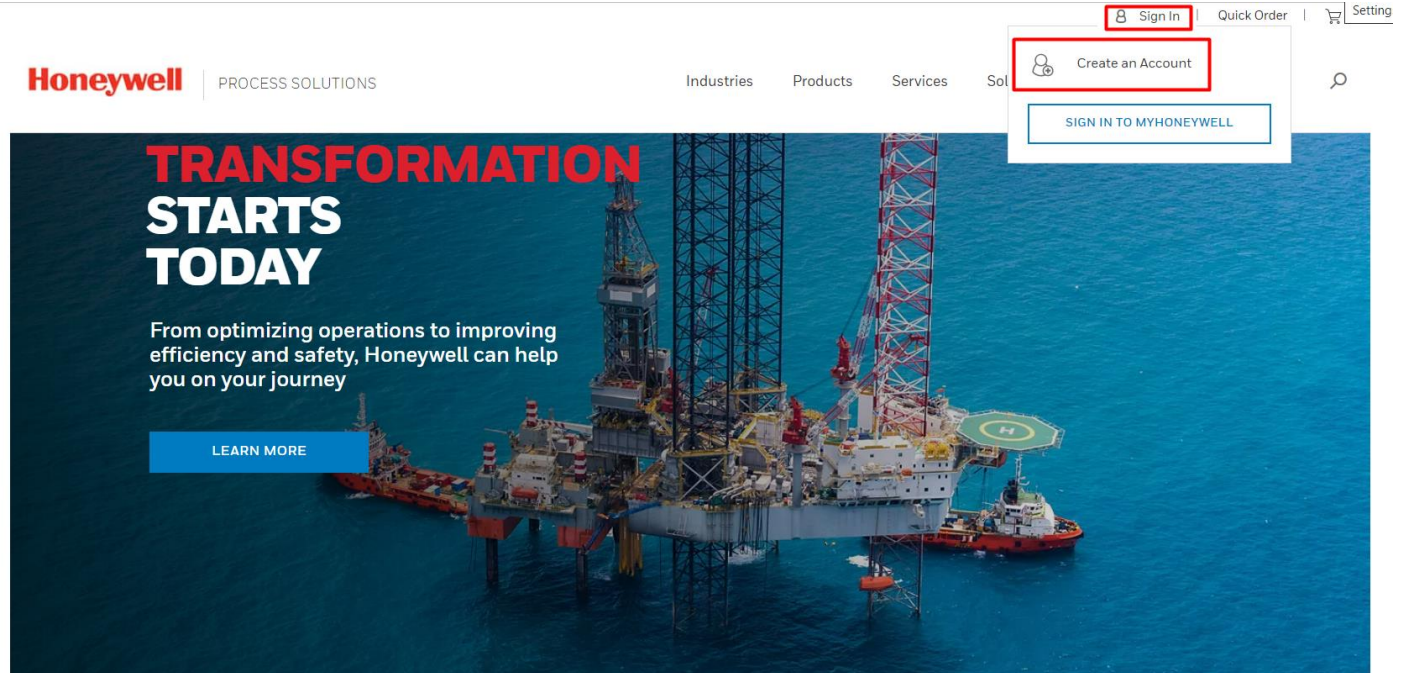
ACCESSING THE ORDER STATUS APPLICATION

Once you have logged in access the Order Status application from ❶ the tile on your "My Honeywell Home" page, or ❷ at any time during site navigation, you can click on your name in the top menu and choose "Order Status" from that dropdown.
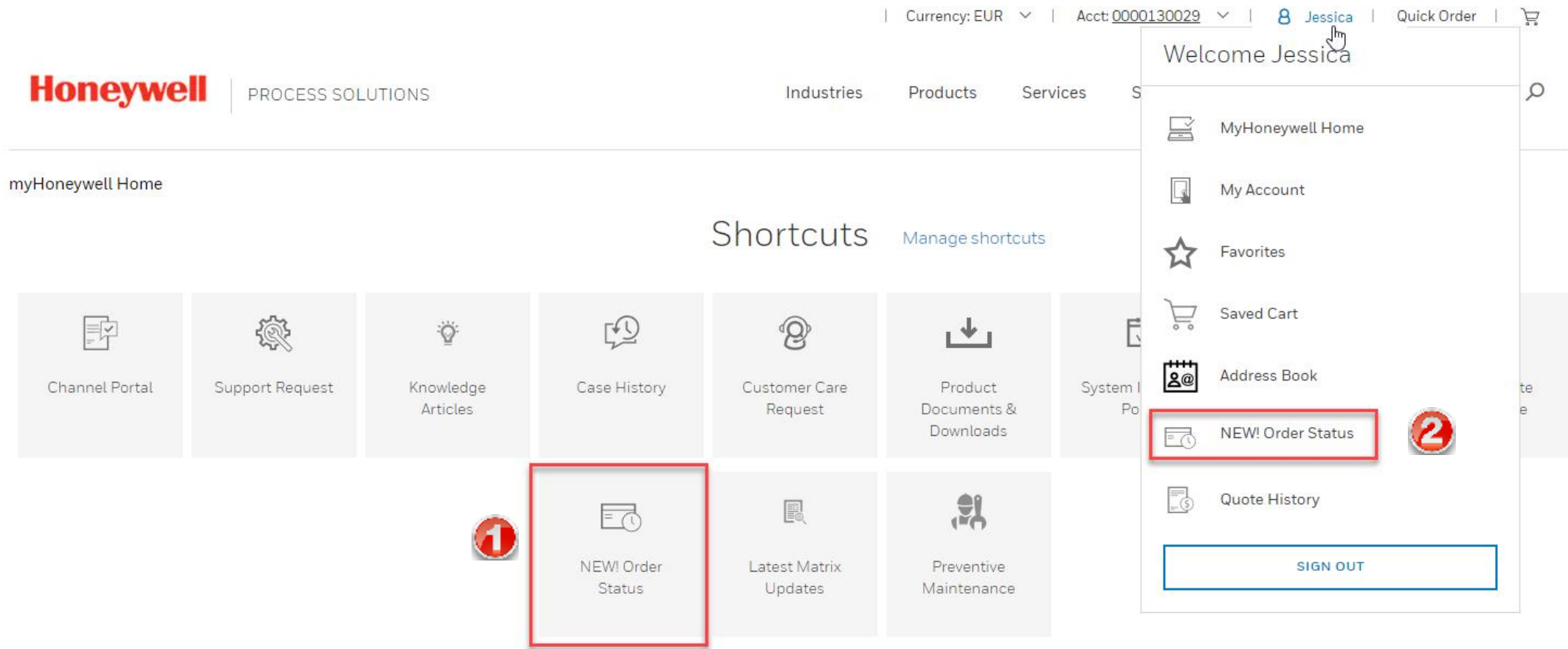
ORDER STATUS APPLICATION

You will be then directed to the Order Summary Page:

Orders Summary: The new Order Status application allows you to check the status of all orders placed, regardless of the method used to place the order to keep you up to date on the status of your order from the moment it is received to the second it leaves our facility.

- **Submitted:** Order has just been placed, and initially acknowledged in SAP, but not scheduled.
- **In Progress:** Orders that are in process, on schedule, or behind schedule.
- **Preparing Shipment:** Order has been assigned a delivery number and is being picked and packed or line item was split to allow shipment of available inventory
- **Partially Shipped:** One or more line items have shipped
- **Shipped:** All line item shipped in full
- **Cancelled:** Order has been cancelled

*Order pending: Incompletion log that requires action from Honeywell
*Credit Block: It shows as in progress but there is an icon with credit block information

Latest Activity: In this section, we will be able to find orders that have been modified in the last 14 days.

ORDER LIST

On the order list tab, you will be able to search particular orders based on: PO Number, Honeywell Sales Order, Invoice Number, Part Number.

You can also filter by Open/Close, Status, and Order Creation Date.
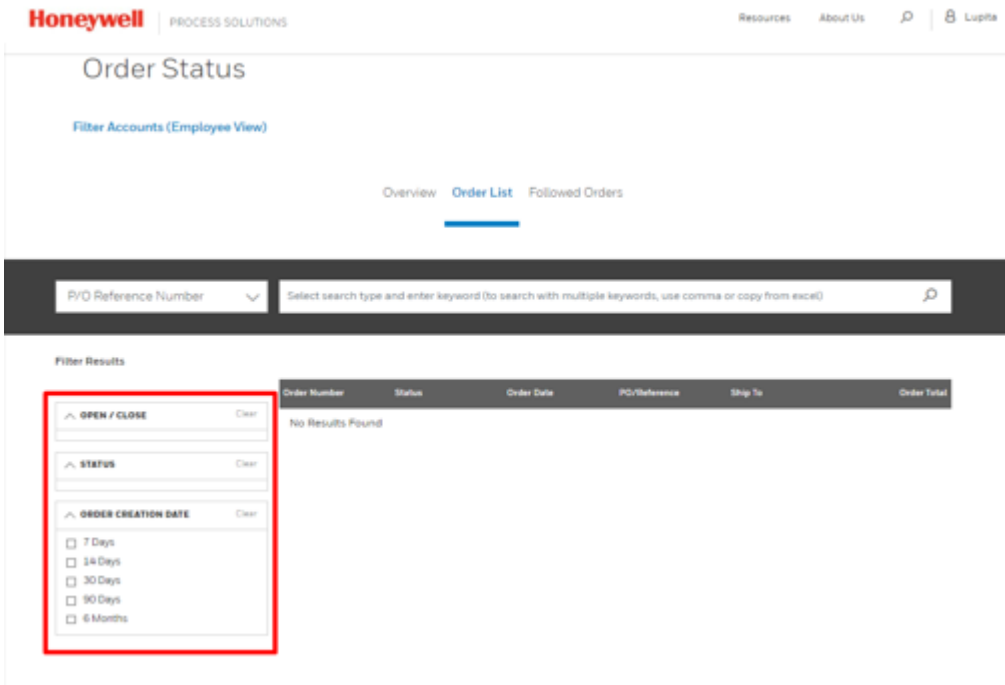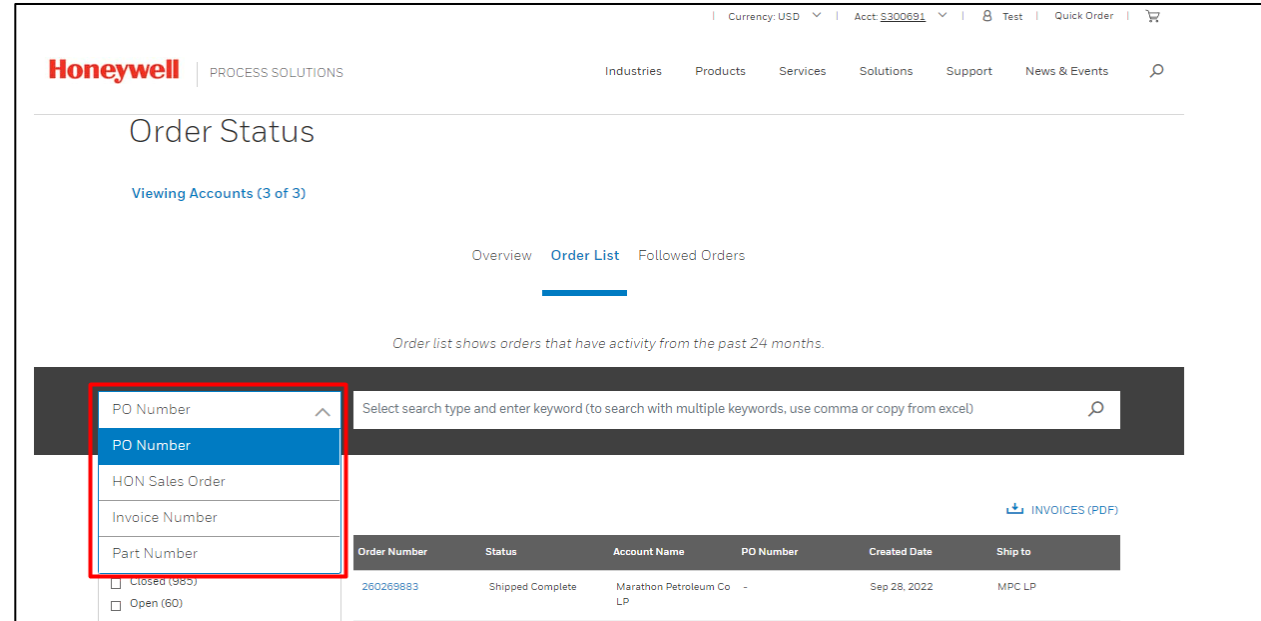
Once you perform your search/filter, you get a list of related orders. The Order Number contains a hyperlink, that once you click, will open the "Order detail page" and will provide all the details related to your order, such as payment details/terms, shipping details, order price summary, and materials purchased.
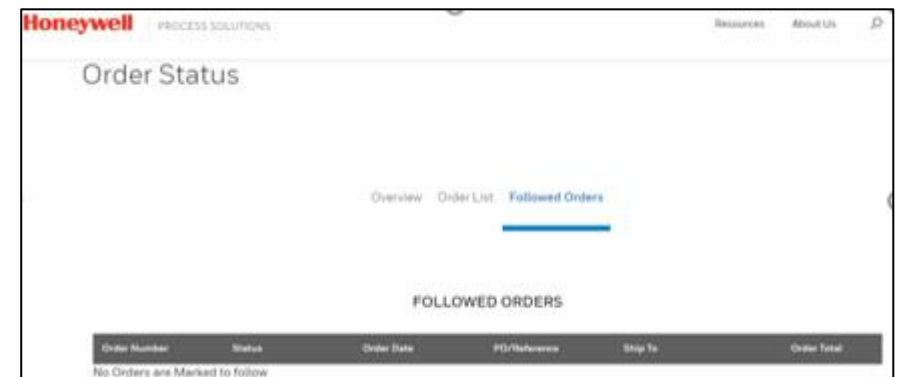
FOLLOWED ORDERS

You can follow any desired order for a quick way to track it in the future.
To follow an order, simply click "Click to Follow" at the top of the Order Detail page.
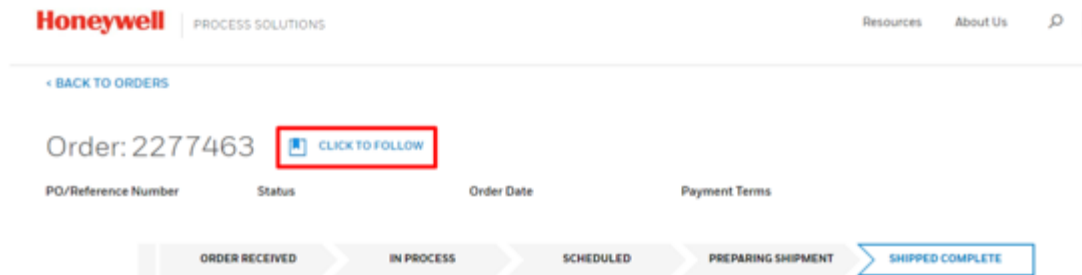
You will be able to find all "Followed Orders" in the Home page for Order Status

HOW TO CREATE AN ONLINE QUOTE

Quick Order

Honeywell

QUICK ORDER

Click on **Quick Order** at the top right corner:

On the **Quick Order** page, you have 2 options to add items to your quoting list:

1. Add Multiple Items

2. Add Items from a File

3. You can also select the items to quote from your Favorites by clicking on the drop-down number your name and selecting Favorites.

1 ADD MULTIPLE ITEMS

You can add items to your quote in 4 easy steps:

1. Type in your required SKU. If you want to add more than 1 part, make sure you separate the SKUs with a comma.

2. Click on **ADD PRODUCTS**. Your Item(s) will show above.

3. Determine quantity needed of each item.

4. Finally, once your list is complete, click on **ADD ALL ITEMS TO CART**.

| Currency: USD | Acct: 0000285935 | Alejandra | Quick Order |

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Industries   Products   Services   Solutions   Support   News & Events

‹ Continue Shopping

Quick Order

Part Number	Quantity	Price	Subtotal
51401473-100 2 NODE FAN PWA	− 0 +	List Price: USD 23,310.00 Your Price: USD 8,158.50	USD 0.00

3

ADD ALL ITEMS TO CART **4**

Add Multiple items

Add items to your cart by putting one or more part number(s) into the search field separated by a comma (,), and click the "Add Products" button (ie: 55886525, 1485555, 5544141255...).

If you look for a product with sizes, don't forget to include the size in the search field, otherwise the correct product will not be found (ie: 2100250-06, 4506000-s...).

You will then be presented with a search results screen that will allow you to validate matches, refine your list, or add the products to your cart.

Add part number(s) separated by comma (,)

1 Part Number(s)   **2** **ADD PRODUCTS**

ADD ITEMS FROM A FILE

You can upload a list of items to quote by using this option:

1. Click on DOWNLOAD TEMPLATE to download a copy of the CSV template for you to complete. Your template contains 2 columns: one for the Part number (SKU) and one for Quantity. Fill out your template with your required items and save it in a CSV format.

2. Then click on SELECT FILE. Pick the file you just saved and finally click on UPLOAD FILE. Your item list will show above for you to confirm.

3. Finally click on ADD ALL ITEMS TO CART

‹ Continue Shopping

Quick Order

Part Number	Quantity	Price	Subtotal
51401473-100 2 NODE FAN PWA	− 1 +	List Price: USD 23,310.00 Your Price: USD 8,158.50	USD 8,158.50

③

ADD ALL ITEMS TO CART

Add Multiple items

Add items to your cart by putting one or more part number(s) into the search field separated by a comma (,), and click the "Add Products" button (ie: 55886525, 1485555, 5544141255...).

If you look for a product with sizes, don't forget to include the size in the search field, otherwise the correct product will not be found (ie: 2100250-06, 4506000-s...).

You will then be presented with a search results screen that will allow you to validate matches, refine your list, or add the products to your cart.

Add part number(s) separated by comma (,)

| Part Number(s) | | ADD PRODUCTS |

Add Items from a File

Alternatively, you can upload a file with the part number(s) and quantities. This file must be a text file in the CSV format. The text file should list the part number(s) followed by a comma and the ❷ ...tity-- one product per line. The maximum file size is 10.00kb.

You can also **download a CSV template** and populate it with your information.

①

DOWNLOAD TEMPLATE

Search for a file on your computer

| Import Cart Template.csv | SELECT FILE |

UPLOAD FILE

» Import Cart Template ▾

File Home Insert Page La Formula Da

D10

	A	B	C
1	Part Number	Quantity	
2	XXXXXXXX	1	
3	XXXXXXXX	1	
4			

GETTING READY TO CHECK OUT / QUOTE

Once you click on **ADD ALL ITEMS TO CART** you can either **View your Cart** or **Continue Shopping**.

View Cart will take you one step closer to Check Out.

Continue Shopping will get you back to the Quick Order page.

ONE LAST CHECK BEFORE YOU QUOTE...

Make sure you have everything you need before you proceed to save your quote.

At this point, can still remove or add items to your cart if you want to add some more items to your quote.

If everything looks correct, click on

CREATE QUOTE

You will be redirected to a "Quote Request Page" where you can have one last check and confirm your quote request is correct.

CREATE QUOTE...

At the top, you can enter your Project Info, such as a specific reference and/or a project description.

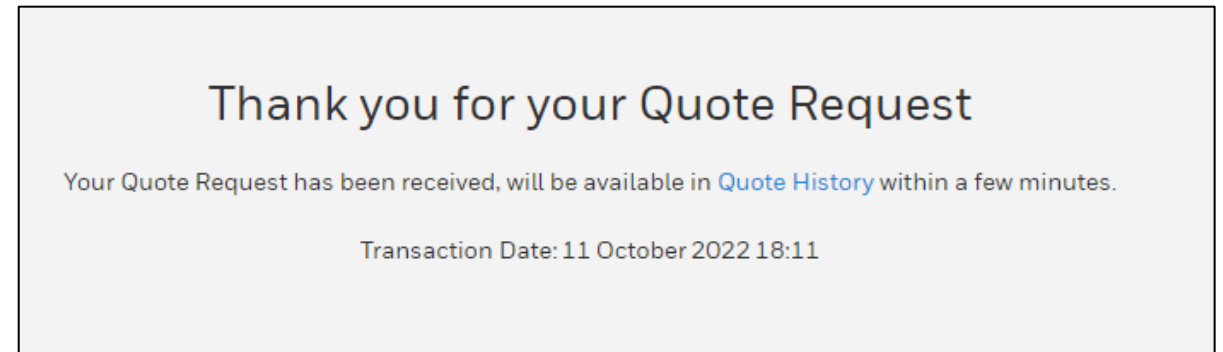Once you confirm price and quantity are correct, you can click on:

CREATE QUOTE

CONFIRM QUOTE REQUEST

2. After clicking on **CREATE A QUOTE**, you need to confirm your quote request by clicking **OK**.
Or **CANCEL** if you want to go back to the Quote Request page.
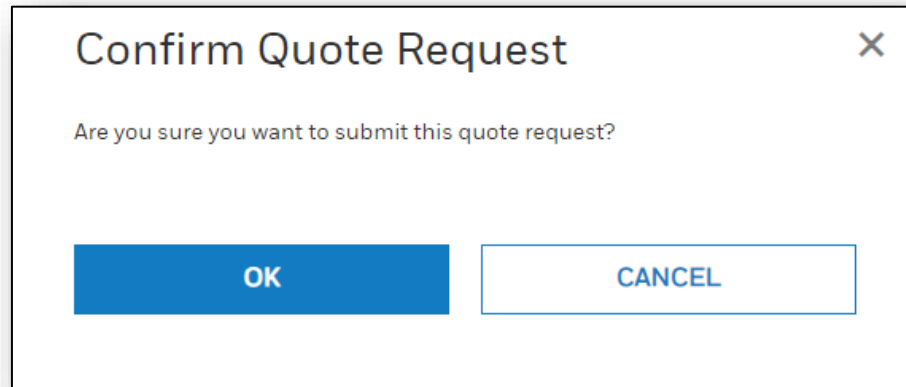
3. After clicking **OK**, you will see the confirmation.
4. You can access your quotes by selecting Quote History menu icon from the drop-down menu under your name. (see next slide)

Confirm Quote Request ✕

Are you sure you want to submit this quote request?

OK	CANCEL

Thank you for your Quote Request

Your Quote Request has been received, will be available in Quote History within a few minutes.

Transaction Date: 11 October 2022 18:11

CONSULT QUOTE HISTORY

You can use your Quote number to consult your quote later if needed.

To check your Quote History, click on you name at the top of the page and select **Quote History**.

QUOTE HISTORY

You can consult your quote history at any time.

You can narrow down your search by Filtering your quotes.

Filter by:
- All Quotes
- Active Quotes
- Creation Date Range
- Specific Creation Date
- Status
- Quotation ID
- Part#

You can also **Sort By:**

- Validity Date
- Status
- Ascending Order
- Descending Order
- Quotation ID

Once you find your Quote number, click on the blue **Quotation ID** to see further details

QUOTE DETAILS

- Once you click on the quote number, you can see all your quote details
- You can select which items you'd like to **Convert to an Order/Add to Cart** using the check box to the left of the part number.
    - You can select the check box in the black header area to select all items on the quote.
    - Once you convert a Quote to an Order, you cannot do so again without creating a new quote.
    - When you move to your cart, the quote number will show up against each line item associated with the quote
        - *NOTE: Quotes are only valid for 30 days. Once they expire you will not be able to add any items from that quote to an order.*

- You can also Export your Quote into an Excel file.

THANK YOU

Honeywell