

September 19, 2023

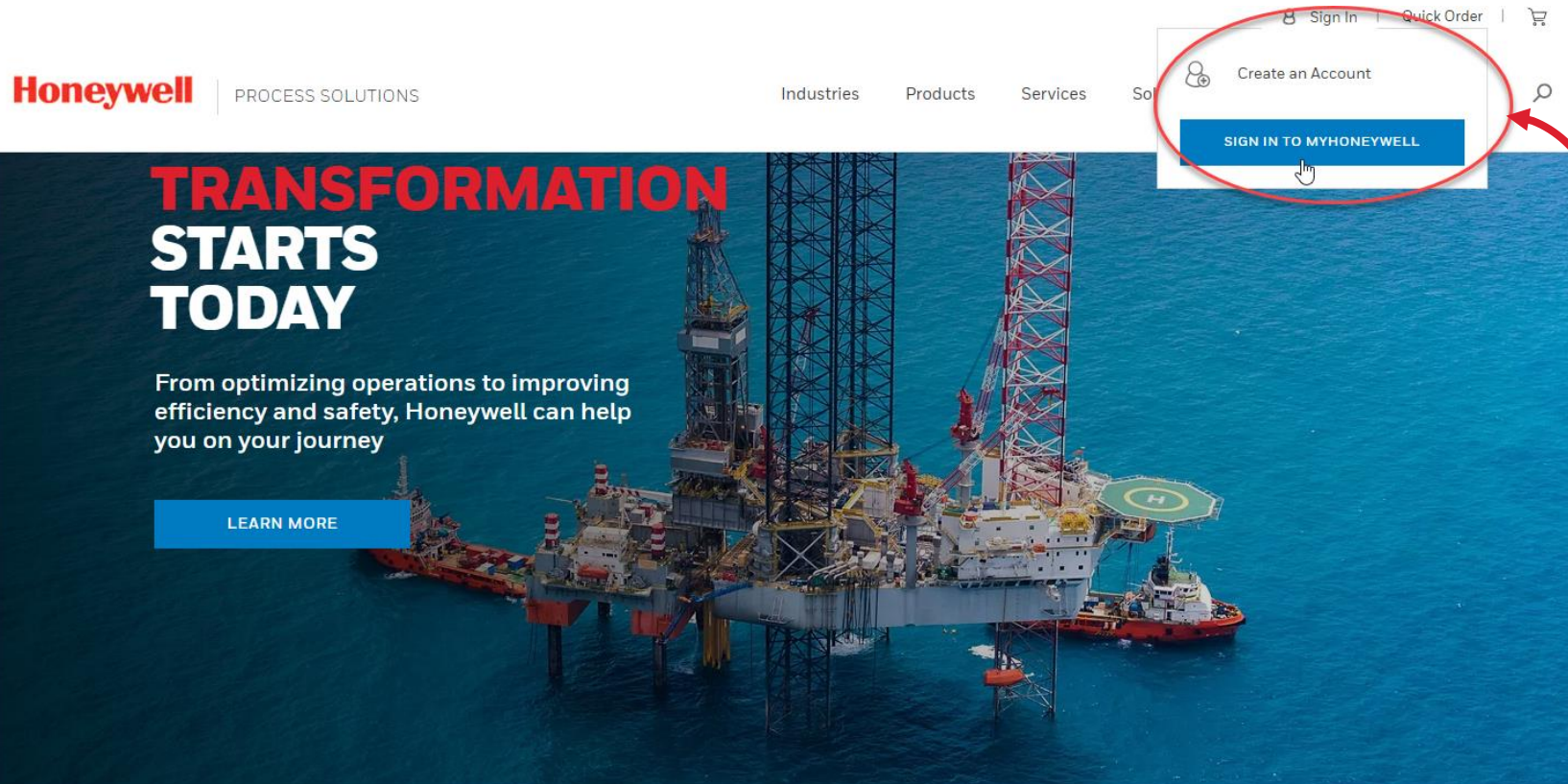
**HONEYWELL**  
**MY HPS HOME**  
**CUSTOMER HOW-TO**

**Honeywell**

**SIGN IN**

**Honeywell**

# 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.

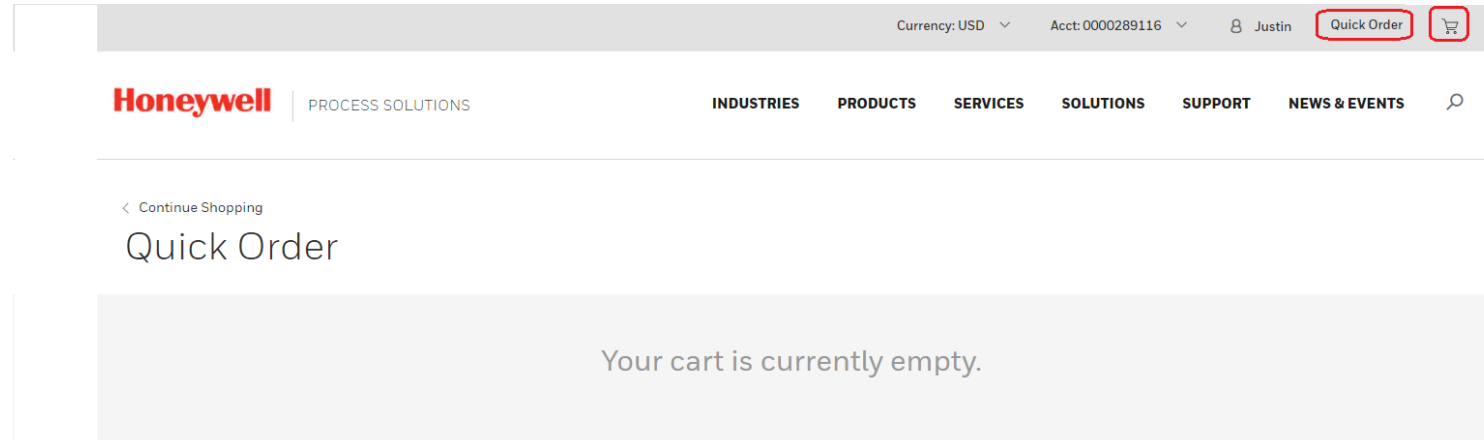
# **HOW TO PLACE AN ORDER**

**Quick Order**

# QUICK ORDER

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

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

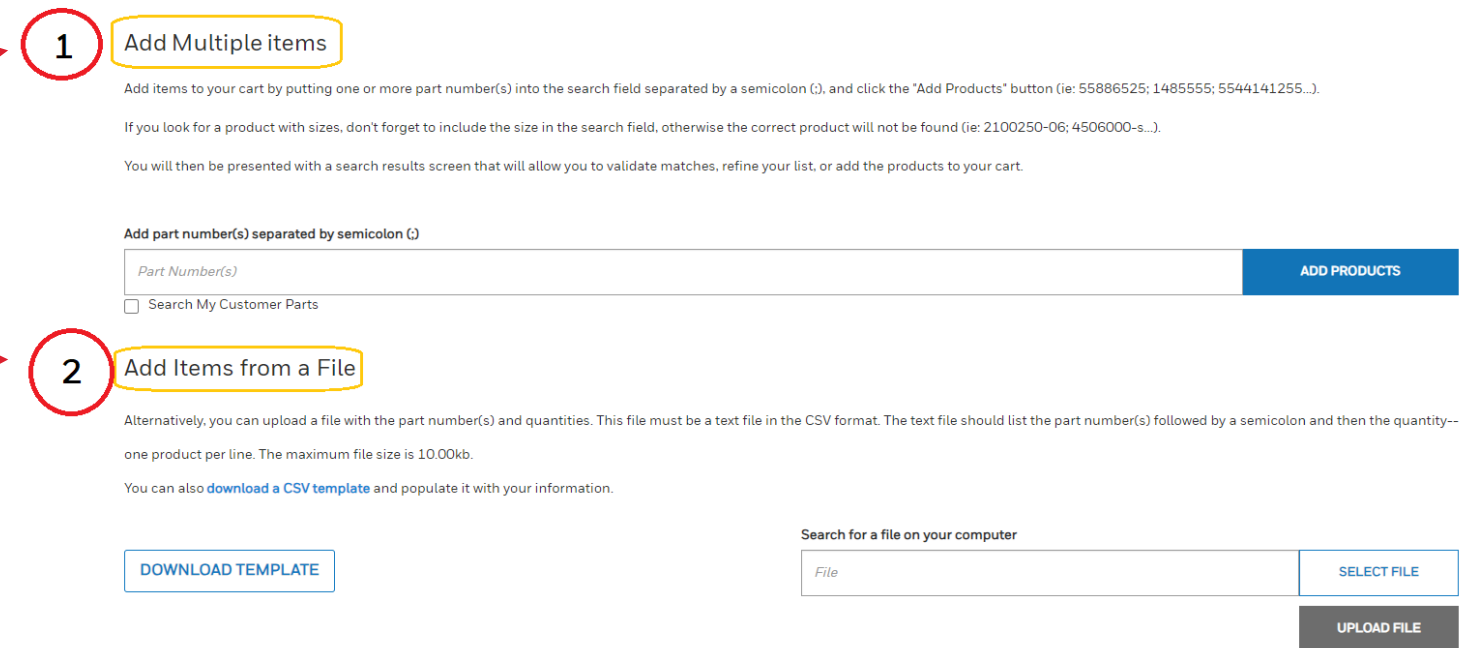


Click on **Quick Order** to start purchasing.

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



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

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[< Continue Shopping](#)

## Quick Order

Part Number	Quantity	Price	Subtotal
 <b>STD720</b> STD720 DP LRL -400' URL 400' H2O Lead Time: 25 Working Days	- 3 + <b>3</b>	List Price: Not Available Your Price: Configure in Cart	Configure in Cart

**4** **ADD ALL ITEMS TO CART**

**3**

**1**  **2** **ADD PRODUCTS**

Search My Customer Parts

**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.

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
 <b>STD720</b> 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 (;)

 **ADD PRODUCTS**

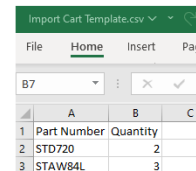
Search My Customer Parts

### 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**



	A	B	C
1	Part Number	Quantity	
2	STD720	2	
3	STAW84L	3	

Search for a file on your computer

 **SELECT FILE**  
**UPLOAD FILE**

**2**

# 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.

The screenshot displays the Honeywell website's 'Quick Order' interface. At the top, the Honeywell logo and navigation menu are visible. The main content area shows a table with columns for Part Number, Quantity, Price, and Subtotal. A modal dialog box is open in the center, titled 'Added to Your Shopping Cart', which displays the added item details: Honeywell logo, part number 30731721-002, quantity added 1, and price USD 16,688.00. Below the dialog, there are two buttons: 'VIEW CART' and 'CONTINUE SHOPPING'. The background page shows a search bar, a 'Part Number(s)' input field, and an 'ADD PRODUCTS' button.

Part Number	Quantity	Price	Subtotal
30731721-002	1	List Price: USD 16,688.00 Your Price: USD 16,688.00	USD 16,688.00



# 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).

The screenshot displays the Honeywell shopping cart interface. At the top, the Honeywell logo is followed by 'PROCESS SOLUTIONS' and navigation links for INDUSTRIES, PRODUCTS, SERVICES, SOLUTIONS, SUPPORT, and NEWS & EVENTS. Below the navigation bar, there is a '< Continue Shopping' link. The cart ID is 0000127356. A red circle labeled '1' highlights the 'ADD PARTS' button. To the right of the 'ADD PARTS' button are buttons for ATTACHMENTS, EXPORT CSV, SAVE CART, and CLEAR CART. Below the main cart area, a dialog box titled 'Add Parts' is open. A red circle labeled '2' highlights the 'Part Number(s)' input field. The dialog box also includes a checkbox for 'Search "My Customer Parts"' and an 'ADD TO CART' button. At the bottom of the dialog box, there is a note: 'Need to add more than a handful of parts? Try [Bulk Upload](#)'. To the right of the dialog box, the 'Your Order' summary shows a Subtotal of USD 27,007.55 and a Total of USD 27,007.55. Below the summary are buttons for CHECK OUT and CREATE QUOTE. A note at the bottom right states: 'Note: All promotions, tax, and freight costs will be calculated in the checkout page.'

# 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	 <b>STD720</b> STD720 DP LRL -400' URL 400' H2O	- 2 +	List Price: Pending Configuration Your Price: Pending Configuration	Pending Configuration
<div style="border: 1px solid yellow; padding: 5px;"> <span style="color: yellow;">!</span> This item must be configured. <a href="#">Configure</a> </div>				
Lead Time: 25 Working Days <a href="#">Attachments</a>				
<b>Shipping Instructions</b> <input type="text" value="Enter special instructions for our shipping department."/> <small>Note: Shipping Instructions are only valid for an order</small>		<b>Additional Notes</b> <input type="text" value="Add any special information for your order."/> <small>Note: Additional Notes are only valid for an order</small>		
<b>Manufacturing Notes</b> <input type="text" value="Add information specific to this product for the factory."/> <small>Note: Manufacturing Notes are only valid for an order</small>		<b>Quote Number</b> <input type="text"/>		
★ 🗑️				
20	 <b>STD720</b> 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 <a href="#">Price Scales</a>	USD 2,280.00
<div style="border: 1px solid blue; padding: 5px;">           Full Model Number: STD720-B2HC1BS-1-0-BDA-12S-B-11A7-FG.F5.02-0000 <a href="#">Edit Configuration</a> </div>				
<div style="border: 1px solid yellow; padding: 5px;"> <span style="color: yellow;">!</span> Unit level data for this item must be reviewed prior to checkout. <a href="#">Review ULD</a> </div>				
Lead Time: 25 Working Days <a href="#">Attachments</a>				
<b>Shipping Instructions</b> <input type="text" value="Enter special instructions for our shipping department."/> <small>Note: Shipping Instructions are only valid for an order</small>		<b>Additional Notes</b> <input type="text" value="Add any special information for your order."/> <small>Note: Additional Notes are only valid for an order</small>		
<b>Manufacturing Notes</b> <input type="text" value="Add information specific to this product for the factory."/> <small>Note: Manufacturing Notes are only valid for an order</small>		<b>Quote Number</b> <input type="text"/>		
★ 🗑️				

**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  or choose to 

The screenshot displays the Honeywell configuration interface for a VC item. The top navigation bar includes the Honeywell logo, 'PROCESS SOLUTIONS', and various menu items like 'INDUSTRIES', 'PRODUCTS', 'SERVICES', 'SOLUTIONS', 'SUPPORT', and 'NEWS & EVENTS'. The main configuration area is titled 'CONFIGURE' and shows the item 'STD720-FX,F5-0000'. A 'Full Model Number Entry' field is highlighted with a red circle (1). Below this, there are several conflict sections: 'Conflict for Accuracy and Calibration' (2), 'Conflict for Unassembled Conduit Adapter' (3), and 'Conflict for Mode of operation' (3). Each section contains radio button options for different configurations. The bottom section shows a list of accessories with their prices and a 'Conflict Detected' warning (3). On the right side, there is a summary box with 'Total List Price' (USD 3310.00) and 'Your Price' (USD 3144.50), and two buttons: 'SAVE TO CART' (4) and 'SAVE & REVIEW ULID'.

# 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](#)

Currency: USD | Acct: 0000289116 | Justin | Quick Order

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< Cancel

UNIT LEVEL DATA

STD720-B2HC1BS-1-0-BDA-12S-B-11A7-FG,F5,02-0000

Line Item: 30

UNIT	NAMEPLATE TAG	UNITS CODE & DESCRIPTION	MINIMUM LOWER RANGE	LOWER RANGE	UPPER RANGE	MAXIMUM UPPER RANGE	MESSAGE FOR USER ENTERED RA
001	TEST TAG 1	INHG @ 32F	-29.530	-11.000	11.000	29.530	Y
002	TEST TAG 1	INHG @ 32F	-29.530	-11.000	11.000	29.530	Y


\* I confirm that the entered Unit Level Data is correct

[CHECK ALL VALUES](#) | [EXPORT CSV](#) | [IMPORT CSV](#) | [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.*



PROCESS SOLUTIONS

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[Solutions](#)
[Support](#)
[News & Events](#)

[Continue Shopping](#)

Cart ID: 00055679

ATTACHMENTS
EXPORT CSV
SAVE CART
CLEAR CART

Part Number	Quantity	Price	Subtotal
 <p><b>Q179A1183/U</b> PILOT BURNER ASSY</p> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;"> <span style="color: green; font-weight: bold;">✓ Available</span> </div>	<input type="text" value="3"/>	<p>List Price: USD 713.00 Discount: 70.00% Your Price: USD 213.90</p>	<p>USD 641.70</p>

**Shipping Instructions**

Note: Shipping Instructions are only valid for an order

**Additional Notes**

Note: Additional Notes are only valid for an order

**Quote Number**

**Your Order**

Subtotal USD 14,457.30


---



Total: **USD 14,457.30**

CHECK OUT
  
CREATE QUOTE

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

C7012E1112/U  
UV DETECTOR 120VAC SELF-CHECK



List Price	Price	Quantity	Subtotal
USD 9,971.00	USD 2,991.30 <small>(70.00% Discount)</small>	<input type="text" value="1"/>	USD 2,991.30

✓ 1 Expected 14-MAR-2023


ADD TO CART

# QUICK TIP



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< Continue Shopping



## Quick Order

Part Number	Quantity	Price	Subtotal
 <b>30731721-002</b> C-AML01 2MV/I AUX	- 1 +	List Price: USD 16,688.00 Your Price: USD 16,688.00	USD 16,688.00

Availability of product is limited until existing stock is depleted

**ADD ALL ITEMS TO CART**

- 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.

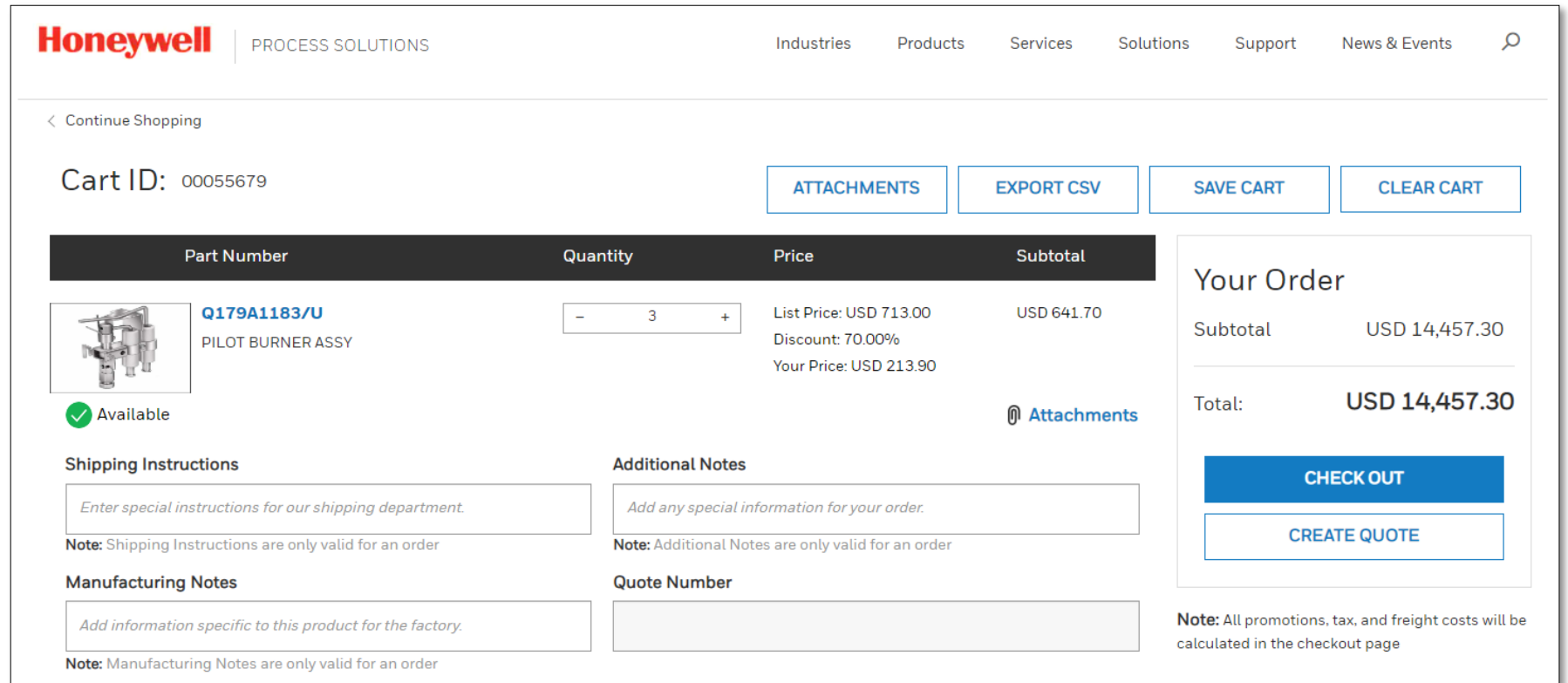
Be sure to include any needed shipping instructions, manufacturing notes, or additional notes on each line.

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.




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< Continue Shopping

Cart ID: 00055679

ATTACHMENTS EXPORT CSV SAVE CART CLEAR CART

Part Number	Quantity	Price	Subtotal
 <b>Q179A1183/U</b> PILOT BURNER ASSY	- 3 +	List Price: USD 713.00 Discount: 70.00% Your Price: USD 213.90	USD 641.70

Available [Attachments](#)

**Shipping Instructions**  
  
**Note:** Shipping Instructions are only valid for an order

**Additional Notes**  
  
**Note:** Additional Notes are only valid for an order

**Manufacturing Notes**  
  
**Note:** Manufacturing Notes are only valid for an order

**Quote Number**

**Your Order**  
Subtotal USD 14,457.30  
Total: **USD 14,457.30**

**CHECK OUT**  
**CREATE QUOTE**


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

# 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.)

The screenshot displays the Honeywell website interface for a shopping cart. At the top, the Honeywell logo and 'PROCESS SOLUTIONS' are visible, along with navigation links for Industries, Products, Services, Solutions, Support, and News & Events. A search icon is also present. Below the navigation, there is a 'Continue Shopping' link and the Cart ID: 00055679. Action buttons for 'ATTACHMENTS', 'EXPORT CSV', 'SAVE CART', and 'CLEAR CART' are provided. The main cart area features a table with columns for Part Number, Quantity, Price, and Subtotal. The item listed is 'Q179A1183/U PILOT BURNER ASSY' with a quantity of 3. The price details show a List Price of USD 713.00, a 70.00% discount, and a final 'Your Price' of USD 213.90. A 'Subtotal' of USD 641.70 is also shown. To the right of the table, there is an 'Attachments' link. Below the table, there are sections for 'Shipping Instructions', 'Additional Notes', and 'Manufacturing Notes', each with a text input field and a note. A 'Quote Number' field is also present. On the right side, a 'Your Order' summary shows a Subtotal of USD 14,457.30 and a Total of USD 14,457.30, with 'CHECK OUT' and 'CREATE QUOTE' buttons. A note at the bottom right states: 'Note: All promotions, tax, and freight costs will be calculated in the checkout page'. At the bottom of the page, a red arrow points to a checkbox labeled 'P2 Contract', which is checked. The text 'P2 Contracts shipping will default to next day' is also visible next to the checkbox. There are also star and trash icons to the right of the checkbox.

Part Number	Quantity	Price	Subtotal
 <b>Q179A1183/U</b> PILOT BURNER ASSY	- 3 +	List Price: USD 713.00 Discount: 70.00% Your Price: USD 213.90	USD 641.70

**Your Order**

Subtotal: USD 14,457.30

Total: **USD 14,457.30**

**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**

P2 Contracts shipping will default to next day  P2 Contract

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



# 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).

The screenshot displays the 'Secure Checkout' interface with the following sections and fields:

- Summary:** LEGAL ENTITY: Honeywell ECC; LINE ITEMS: 11; TOTAL: USD 13,013.10
- Payment:** \*Payment Method (Please Select), \*Purchase Order Number, Promotion Code, and an APPLY PROMOTION button.
- Shipping:** SHIPMENT METHOD (Shipping Payment: Default, Service Level: Standard Shipment, Shipping Account Number) and SHIPMENT OPTIONS (Ship Early/Complete checkboxes).
- Addresses:** SHIPPING ADDRESS and BILLING ADDRESS (both for Awc Inc, 6655 Exchequer Dr, Baton Rouge, Louisiana 70809, United States) with ADDRESS BOOK buttons.
- Agents:** Forwarding Agent / Carrier (Not Applicable) and Customs Agent (Not Applicable), each with VIEW and +ADD buttons.
- Order Details:** \*Vertical Market (INDUSTRIAL - INTERNAL), \*Ultimate Consignee (Please Select), and Control Number.

# 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”.

The screenshot displays a checkout interface with the following elements:

- Header Attachments:** A table listing items with columns for Part Number, Quantity, Price, and Subtotal.
- Item Details:** A red dot indicates an issue with the item. The item is Q179A1183/U PILOT BURNER ASSY, with a quantity of 3. The price is USD 213.50 (discounted from a list price of USD 713.00).
- Availability:** A green checkmark indicates the item is available, with an option to "Ship Early".
- Shipping Instructions:** A text input field for shipping instructions.
- Additional Notes:** A text input field for additional notes.
- Requested Delivery Date:** A date picker set to "Best Possible Date".
- Quote Number:** A text input field for the quote number.
- Manufacturing Notes:** A text input field for manufacturing notes.
- Control Number:** A text input field for the control number.
- Order Total Summary:** A red dot indicates a total. The subtotal is USD 13,013.10, and the total is USD 13,013.10\*\*.
- Notes:** A section with a red dot containing instructions: "Notes for the Honeywell Order Processing Team".
- Grand Total:** USD 13,013.10.
- Terms and Conditions:** A checkbox for "I agree to all of the Terms and Conditions".
- Buttons:** "CALCULATE ORDER TOTAL" (with a red dot) and "PLACE MY ORDER" (with a red dot).

# 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.

LEGAL ENTITY  
Honeywell Process Solutions

LINE ITEMS  
1

TOTAL  
USD 13,733.00

**Payment**

\*Payment Method  
Please Select  
Credit Card  
Purchase Order  
Payment Entitlement

Purchase Order Number  
Promotion Code  
APPLY PROMOTION

**Shipping**

SHIPPING ADDRESS  
Shell Chemical Lp  
403 Franklin St  
Houston, Texas 77210-3302  
United States  
ADDRESS BOOK

SHIPMENT METHOD  
Shipping Payment  
Default  
Service Level  
Next Business Day  
Shipping Account Number

BILLING ADDRESS  
Shell Chemical Lp  
403 Franklin St  
Houston, Texas 77210-3302  
United States  
ADDRESS BOOK

Forwarding Agent / Carrier  
Not Applicable VIEW + ADD

Customs Agent  
Not Applicable VIEW + ADD

**Order Details**

\*Vertical Market  
INDUSTRIAL - REFINING - HYDROGEN FACILITIES

\*Ultimate Consignee  
Please Select

Control Number

Header Attachments

Part Number	Quantity	Price	Subtotal
30750080-502 P2B X150 of	1	List Price USD 13,733.00 Your Price USD 13,733.00	USD 13,733.00

Shipping Instructions  
Additional Notes

Quote Number  
Manufacturing Notes  
Control Number

Shipping Instructions  
Notes for the Honeywell Order Processing Team

Order Total  
Subtotal USD 13,733.00  
Total USD 13,733.00\*\*  
\*\*Calculate Order Total to see additional charges

Notes:  
If you have changed your ship-to location please click 'CALCULATE ORDER TOTAL' to enable the 'PLACE MY ORDER' button.  
Click 'CALCULATE ORDER TOTAL' if you want to see tax, shipping and other costs before placing your order, otherwise those will be shown on your order acknowledgement.  
For large orders the order calculation process can take a long time.

Grand Total USD 13,733.00  
\*I agree to all of the Terms and Conditions

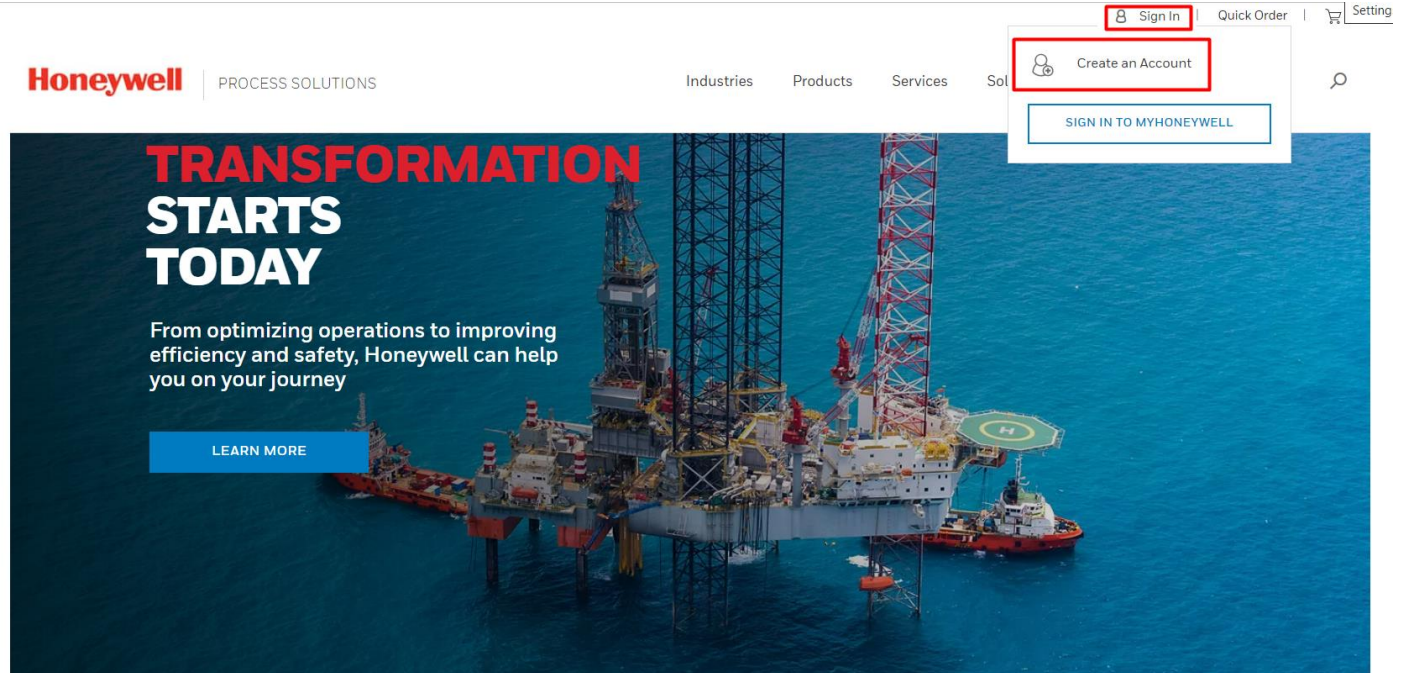
CALCULATE ORDER TOTAL PLACE MY ORDER

# **HOW TO ACCESS ORDER STATUS APPLICATION**

# ACCESSING THE ORDER STATUS APPLICATION

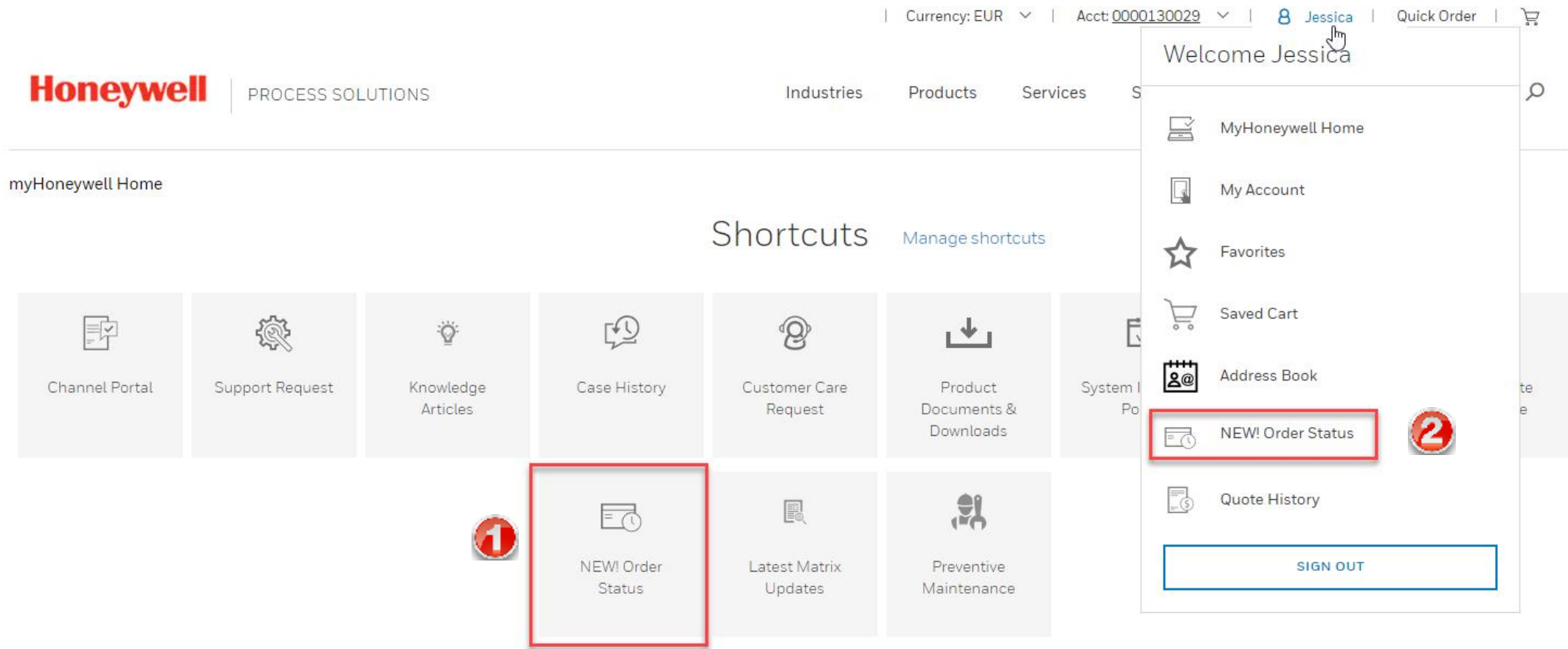
To access the Order Status application for Honeywell Process Solutions portal website, partners will need to first register for an account.

1. [Click here](#) or manually type the following web address ([process.honeywell.com](https://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 **1** the tile on your “My Honeywell Home” page, or **2** 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

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

The screenshot displays the Honeywell Order Status application interface. At the top, there is a navigation bar with the Honeywell logo, 'PROCESS SOLUTIONS', and various menu items like 'Industries', 'Products', 'Services', 'Solutions', 'Support', and 'News & Events'. The main heading is 'Order Status', with a sub-heading 'Viewing Accounts (3 of 3)'. Below this, there are tabs for 'Overview', 'Order List', and 'Followed Orders'. The 'ORDERS SUMMARY' section is highlighted with a red box and contains six cards representing different order statuses: Submitted (17), In Progress (8), Preparing Shipment (0), Partially Shipped (14), Shipped (976), and Cancelled (27). A note below the cards states 'Order summary shows orders that have activity from the past 24 months.' The 'LATEST ACTIVITY' section is also highlighted with a red box and shows a table of orders from the past 14 days.

Order Number	Status	Account Name	PO Number	Created Date	Ship to
260269883	Shipped Complete	Marathon Petroleum Co LP	-	Sep 28, 2022	MPC LP
260269876	Order Submitted	Marathon Petroleum Co LP	-	Sep 28, 2022	MPC LP

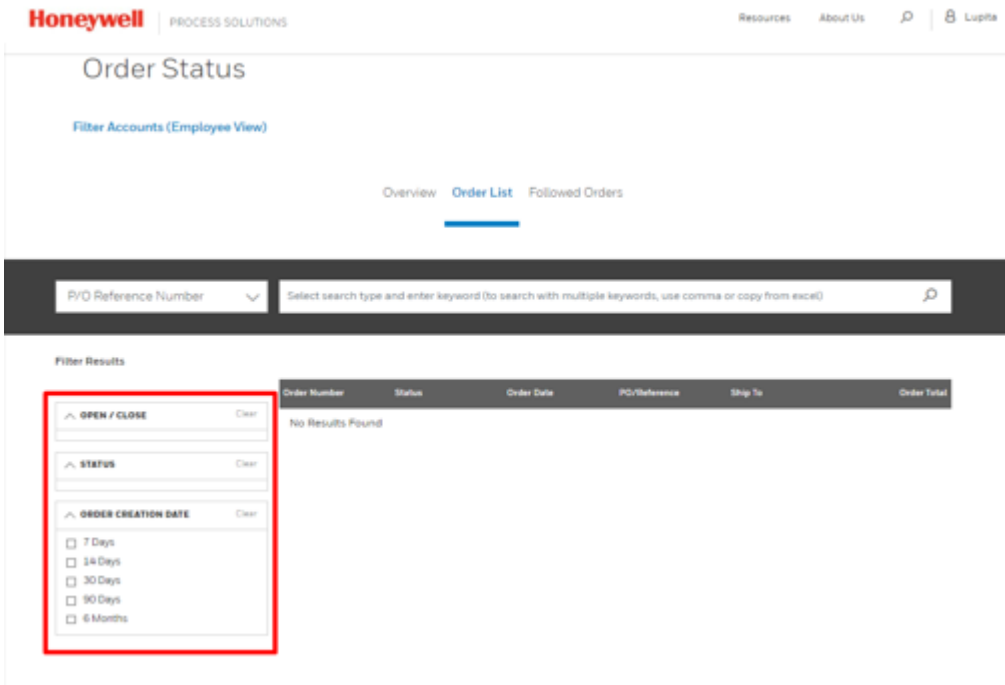
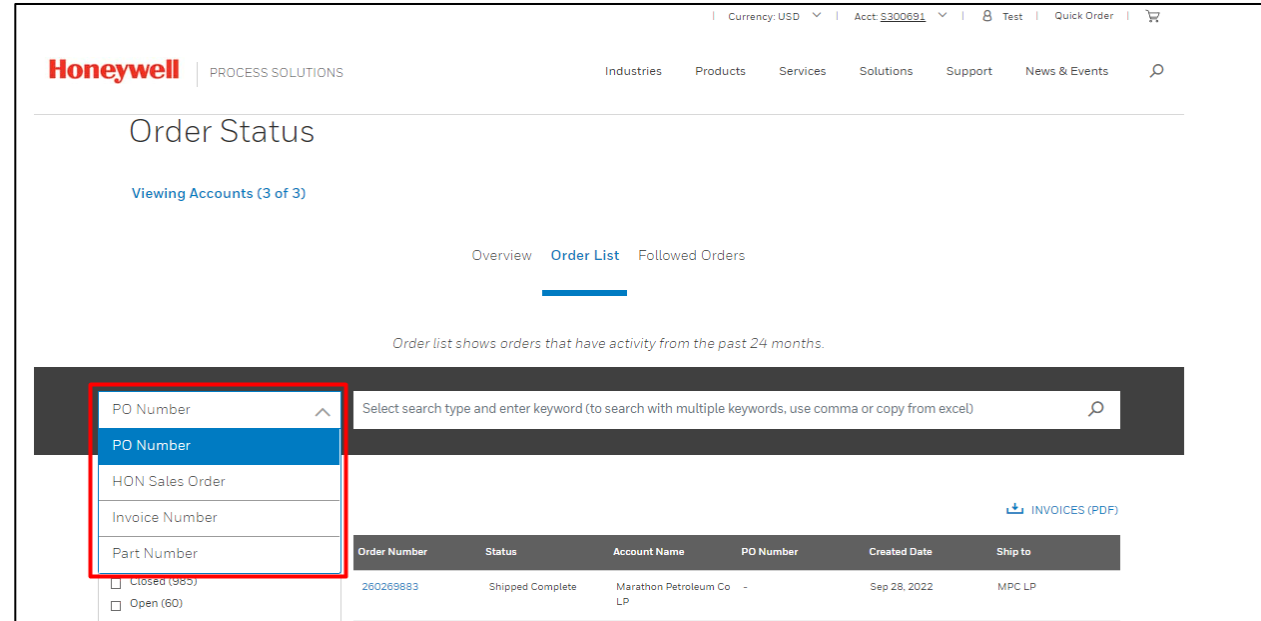
\***Order pending:** Incompletion log that requires action from Honeywell

\***Credit Block:** It shows as in progress but there is an icon with credit block information

# 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.

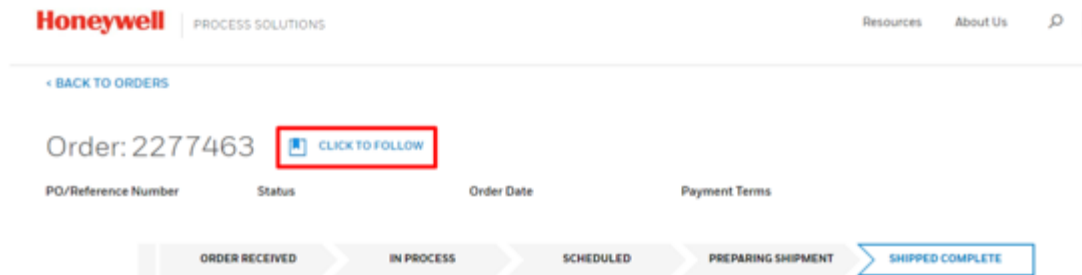


Once you perform your search/filter, you get a list of related orders. The Order Number contains a hyperlink, that once you click, will open the “Order detail page” and will provide all the details related to your order, such as payment details/terms, shipping details, order price summary, and materials purchased.

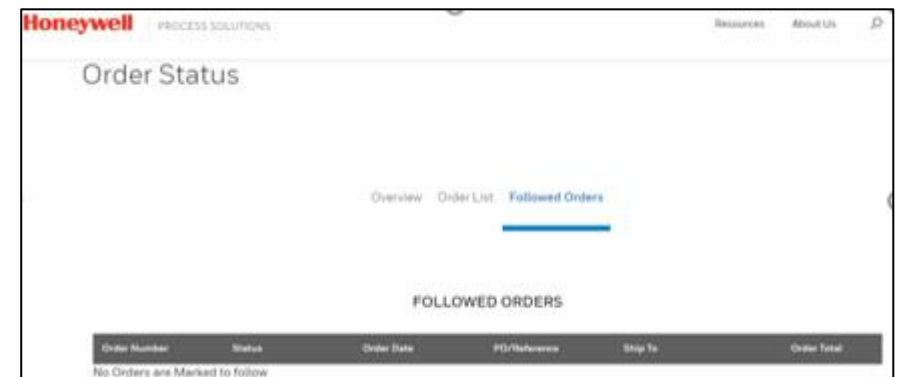


# FOLLOWED ORDERS

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

# 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.

The screenshot shows the Honeywell website's Quick Order page. At the top right, the user's name 'Alejandra' and the 'Quick Order' link are circled in red. A dropdown menu is open, showing options like 'MyHPS Home', 'My Account', 'Favorites', 'Saved Cart', 'Address Book', and 'Order History'. A red arrow points from the 'Favorites' option to a circled number '3'. Below the main heading 'Quick Order', there is a message 'Your cart is currently empty.' Two options are highlighted with yellow boxes and circled numbers: '1 Add Multiple items' and '2 Add Items from a File'. Red arrows point from the list items to these options. The 'Add Multiple items' section includes a search field for part numbers and an 'ADD PRODUCTS' button. The 'Add Items from a File' section includes a 'DOWNLOAD TEMPLATE' button and a file upload area with 'SELECT FILE' and 'UPLOAD FILE' buttons.


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**.

The screenshot shows the Honeywell 'Quick Order' page. At the top, there's a navigation bar with 'Honeywell PROCESS SOLUTIONS' and links for 'Industries', 'Products', 'Services', 'Solutions', 'Support', and 'News & Events'. Below this is a 'Continue Shopping' link and the 'Quick Order' title. A table displays one item:

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

Below the table, there's a section titled 'Add Multiple items' with instructions: '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...).' It also mentions: '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...).' and '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.'

At the bottom, there's a search field labeled 'Add part number(s) separated by comma (,)' with a placeholder 'Part Number(s)' and an 'ADD PRODUCTS' button.

Red annotations on the screenshot include:

- Circle 1: Search field
- Circle 2: 'ADD PRODUCTS' button
- Circle 3: Quantity input field
- Circle 4: 'ADD ALL ITEMS TO CART' button

A large red arrow on the right side of the screenshot points from the 'ADD ALL ITEMS TO CART' button back to the 'ADD PRODUCTS' button, indicating the flow of the process.

# 2

# 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**

The screenshot shows the 'Quick Order' interface. At the top, there is a navigation link '< Continue Shopping' and the title 'Quick Order'. Below this is a table with columns: Part Number, Quantity, Price, and Subtotal. The first row shows a Honeywell part: 51401473-100 (2 NODE FAN PWA) with a quantity of 1, a list price of USD 23,310.00, and a subtotal of USD 8,158.50. To the right of the table are icons for a star and a trash can, and a circled '3' next to them. Below the table is a blue button labeled 'ADD ALL ITEMS TO CART'. Underneath is a section titled 'Add Multiple items' with instructions on how to use the search field. Below that is a search input field with a red box around it and a blue button labeled 'ADD PRODUCTS'. The next section is 'Add Items from a File', which includes instructions on uploading a CSV file and a circled '2' next to the text. Below this is a 'Search for a file on your computer' section with a text input field containing 'Import Cart Template.csv', a blue 'SELECT FILE' button, and a blue 'UPLOAD FILE' button. A circled '1' is next to the 'ADD ALL ITEMS TO CART' button. An inset window shows a spreadsheet titled 'Import Cart Template' with columns 'Part Number' and 'Quantity'. A dashed arrow points from the 'DOWNLOAD TEMPLATE' button to the spreadsheet. A large red arrow on the right side of the page points from the bottom towards the top.

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

Part Number(s)

Part Number(s) separated by comma (,)

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 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

Import Cart Template.csv

Part Number	Quantity
xxxxxxx	1
xxxxxxx	1

# 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.

The screenshot displays the Honeywell website's 'Quick Order' interface. At the top, the Honeywell logo and navigation menu are visible. The main content area shows a table with columns for Part Number, Quantity, Price, and Subtotal. A single item is listed: Part Number 30731721-002, Quantity 1, List Price USD 16,688.00, and Your Price USD 16,688.00. A modal window titled 'Added to Your Shopping Cart' is overlaid on the page, showing the Honeywell logo, the part number 30731721-002, and the quantity added (1) with a price of USD 16,688.00. The modal includes two buttons: 'VIEW CART' and 'CONTINUE SHOPPING'. Below the modal, there is a section for 'Add Multiple' items, a search bar for part numbers, and an 'ADD PRODUCTS' button. At the bottom, there is a section for 'Add Items from a File' with instructions on how to upload a CSV file and a link to download a CSV template.

# 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.

**Honeywell** | PROCESS SOLUTIONS Products Industries Services Solutions Support

< Continue Shopping

Cart ID: 00114762 ATTACHMENTS EXPORT CSV SAVE CART CLEAR CART

Part Number	Quantity	Price	Subtotal
 <b>51400975-100-RP</b>	- 5 + Minimum Order Quantity: 5 Incremental Quantity: 2	List Price: USD 826.20 Your Price: Loading...	USD 4,131.00

5 Expected 18-FEB-2022 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**

Subtotal USD 10,519.26

---

Total: **USD 10,519.26**

**CHECK OUT**

CREATE QUOTE

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

★ 🗑️

# 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:



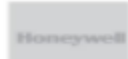
CREATE QUOTE

[← Continue Shopping](#)

## Quote Request

### Project Info

Your Reference	Your Description
<input type="text" value="50 character limit"/>	<input type="text" value="255 character limit"/>

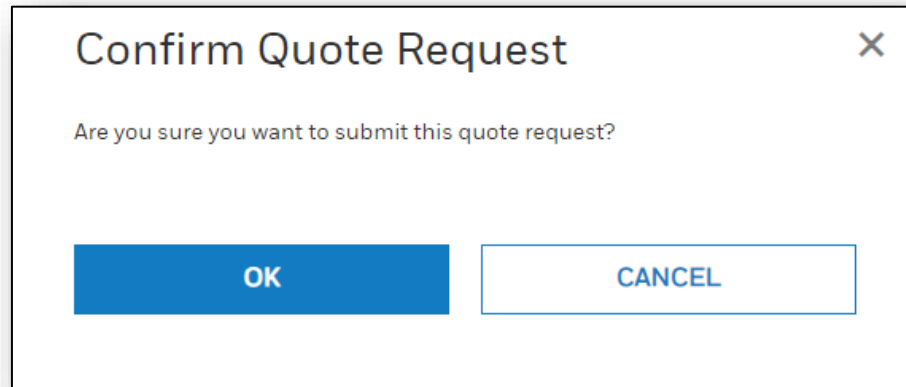
Part Number	Quantity	Price	Subtotal
 <a href="#">51400975-100-RP</a>	<input type="text" value="5"/> Min. Order Quantity: 5 Incremental Quantity: 2	List Price : USD 826.20 Your Price : USD 826.20	USD 4,131.00
🟡 5 Expected 18-FEB-2022			
 <a href="#">51400972-100-RP</a>	<input type="text" value="1"/> Min. Order Quantity: 1 Incremental Quantity: 1	List Price : USD 846.60 Your Price : USD 846.60	USD 846.60
🟢 Available			
 <a href="#">51400955-100-RP</a>	<input type="text" value="1"/> Min. Order Quantity: 1 Incremental Quantity: 1	List Price : USD 5,541.66 Your Price : USD 5,541.66	USD 5,541.66
🟢 Available			

[CREATE QUOTE](#)



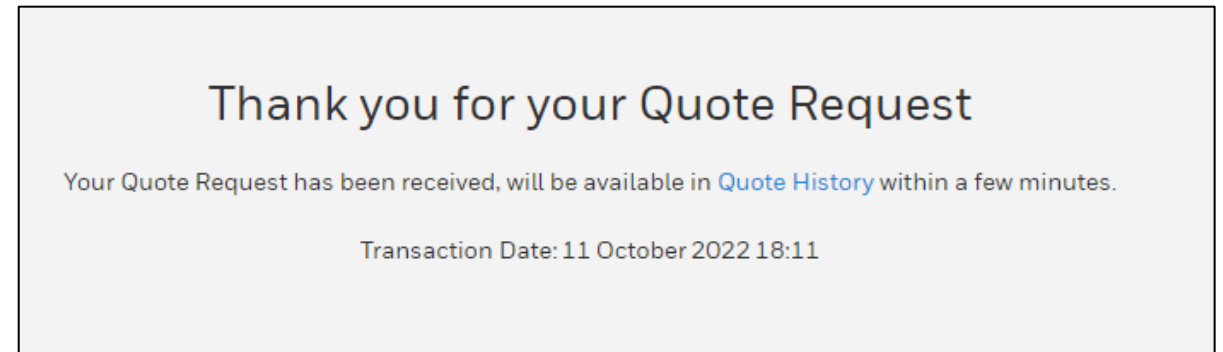
# CONFIRM QUOTE REQUEST

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)



# 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](#).

The screenshot displays the Honeywell website interface. At the top right, the user's name 'Alejandra' is circled in red. A dropdown menu is open, listing various account options: MyHPS Home, My Account, Favorites, Saved Cart, Address Book, Order History, and Quote History. A red arrow points to the 'Quote History' option. Below the menu is a 'SIGN OUT' button. The main content area shows a 'Request Summary' section with a 'Thank you for your Quote Request' message, a quote number '00114769', and a transaction date of '28 January 2022 16:29'.

# 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

The screenshot shows the Honeywell Process Solutions website interface. At the top, there is a navigation bar with the Honeywell logo and 'PROCESS SOLUTIONS' text. On the right side of the navigation bar, there are links for 'Products', 'Industries', 'Services', 'Solutions', and 'Support'. Below the navigation bar, the breadcrumb 'Home / Quote History' is visible. The main heading is 'Quote History'. A 'FILTER BY' dropdown menu is open, showing options: 'All Quotes', 'Active Quotes', 'Creation Date Range', 'Specific Creation Date', 'Status', 'Quotation ID', and 'Part #'. A red arrow points to this menu. Below the filter menu, it says '1 - 20 of 1119 Quotations'. To the right, a 'Sort by' dropdown menu is open, showing options: 'Validity Date', 'Sort by', 'Validity Date', 'Status', 'Reference (Ascending order)', 'Reference (Descending order)', 'Quotation ID (Ascending order)', and 'Quotation ID (Descending order)'. A red arrow points to this menu. Below the dropdowns is a table with the following data:

Quotation ID	Your Reference	Description	Status	Validity Date
<a href="#">00108699</a>	HONQA --Testing Team --10 Quote	HONQA Testing Quote dated 29th Dec	Active	02/27/2022
<a href="#">00108701</a>	7890303030	This is test product_2	Active	02/27/2022
<a href="#">00108705</a>	7890303030	This is test product_2	Active	02/27/2022
<a href="#">00108710</a>	7890303030	This is test product_2	Active	02/27/2022
<a href="#">00108718</a>	7890303030	This is test product_2	Active	02/27/2022

# 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.**

Home / Quote Details

Quote: 00108699

Overall Status: Active  
Valid Until: 27-Feb-2022  
Your Reference: HONQA --testing team --10 Quote  
Your Description: HONQA Testing Quote dated 29th Dec  
Created On: 28-Jan-2022

Part Number	Quantity	Quoted Price	Subtotal	Status
51400978-100-RP	10 EA	USD 3,412.92	USD 34,129.20	Open

EXPORT QUOTATION ADD TO CART

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

Honeywell PROCESS SOLUTIONS

Industries Products Services Solutions Support News & Events

< Continue Shopping

Cart ID: 00055679

ATTACHMENTS EXPORT CSV SAVE CART CLEAR CART

Part Number	Quantity	Price	Subtotal
Q179A1183/U PILOT BURNER ASSY	3	List Price: USD 713.00 Discount: 70.00% Your Price: USD 213.90	USD 641.70

Available Attachments

Shipping Instructions: Enter special instructions for our shipping department. Note: Shipping Instructions 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.

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

Quote Number

Your Order

Subtotal: USD 14,457.30  
Total: USD 14,457.30

CHECK OUT CREATE QUOTE

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

**THANK  
YOU**

**Honeywell**