

HONEYWELL PROCESS SOLUTIONS

ECOMMERCE HOW- TO FOR CUSTOMERS

Honeywell

January 19, 2022

SIGN IN

Honeywell

SIGN IN

Honeywell | PROCESS SOLUTIONS

Industries Products Services Sign In

Sign In Quick Order

Create an Account

SIGN IN TO MYHPS

TRANSFORMATION STARTS TODAY

From optimizing operations to improving efficiency and safety, Honeywell can help you on your journey

Phillips 66 Shares DCS Modernization Success on Control Global Podcast

Hear how this Bayway Refinery and Honeywell partnered to perform remote Factory Acceptance Test (FAT) and migrate legacy controls to the Experion® virtualized environment despite challenging times.

TUNE IN

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 on  to log in.
- Or click on  Create an Account if you are not registered yet.

PLACE AN ORDER

Quick Order

Honeywell

QUICK ORDER

Once you are in, at the top right corner:

- You will see your Currency
- Your Account Number
- Your Name
- **Quick Order** button
- Your Cart

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

On the **Quick Order** page, you have 2 options to add items to your cart and place your order:

1. Add Multiple Items
2. Add Items from a File

Currency: USD | Acct: 0000285935 | Alejandra | **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 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**

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 comma 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.

DOWNLOAD TEMPLATE

Search for a file on your computer

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 coma.
2. Click on **ADD PRODUCTS**. Your Item(s) will show above.
3. Determine quantity needed of each item.
4. Finally, once your order is complete, click on **ADD ALL ITEMS TO CART**.

The screenshot shows the Honeywell 'Quick Order' interface. At the top, there's a navigation bar with the Honeywell logo and 'PROCESS SOLUTIONS'. Below that, a search bar is highlighted with a red circle '1'. To the right of the search bar is a blue 'ADD PRODUCTS' button, also highlighted with a red circle '2'. Below the search bar, there's a table with one item:

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

The quantity field is highlighted with a red circle '3' and an arrow. Below the table, there's a grey 'ADD ALL ITEMS TO CART' button highlighted with a red circle '4'. At the bottom, there's a search bar with the text 'Add Multiple items' and a blue 'ADD PRODUCTS' button. The search bar is highlighted with a red circle '1' and the button with a red circle '2'. A large red arrow on the right side of the page points from the 'ADD ALL ITEMS TO CART' button back to the 'ADD PRODUCTS' button at the top.

1 ADD ITEMS FROM A FILE

You can place your order as easy by using this option:

1. Click on **DOWNLOAD TEMPLATE** to get a copy of the CSV template for you to fulfil it. 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**

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**

1 **DOWNLOAD TEMPLATE**

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 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.

2 Search for a file on your computer

Import Cart Template.csv **SELECT FILE**

UPLOAD FILE

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

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QUICK TIP

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Industries Products Services Solutions Support News & Events

< Continue Shopping

Quick Order

Part Number	Quantity	Price	Subtotal
 30731721-002 C-AML01 2MV/1 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.
- Click on the  to remove items from your ordered list.

SHOPPING CART

Make sure you have everything you need before you proceed to check out and place your order.

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

The screenshot displays the Honeywell shopping cart interface. 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: 00002810. Three buttons are available: 'EXPORT CSV', 'SAVE CART', and 'CLEAR CART'. The main cart area is a table with columns for Part Number, Quantity, Price, and Subtotal. The first item is Honeywell part number 30731721-002, C-AML01 2MV/I AUX, with a quantity of 1 and a price of USD 16,688.00. A note indicates that the availability of this product is limited until existing stock is depleted. Below the item name are fields for 'Shipping Instructions' and 'Additional Notes'. The second item is Honeywell part number 41000001, HOSE AWATER 1/4, with a quantity of 50 and a price of USD 1.65. It also has 'Shipping Instructions' and 'Additional Notes' fields. To the right of the cart items is a 'Your Order' summary box showing a subtotal of USD 16,770.50 and a total of USD 16,770.50, with a prominent 'CHECK OUT' button. A note at the bottom of the summary box states: 'Notes: All promotions, tax, and freight costs will be calculated in the checkout page'. Star and trash icons are visible next to each item.

Part Number	Quantity	Price	Subtotal
Honeywell 30731721-002 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			
Shipping Instructions		Additional Notes	
★ 🗑️			
Honeywell 41000001 HOSE AWATER 1/4	50	List Price: USD 2.29 Your Price: USD 1.65	USD 82.50
Shipping Instructions		Additional Notes	
★ 🗑️			

Your Order

Subtotal USD 16,770.50

Total: **USD 16,770.50**



CHECK OUT

Notes: 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 marked; therefore, this part will meet P2 contract requirements (Pricing, shipping, etc.)

The screenshot shows the Honeywell shopping cart interface. At the top, the Honeywell logo is on the left, and navigation links for Industries, Products, Services, Solutions, Support, and News & Events are on the right. Below the navigation, there is a 'Continue Shopping' link and the Cart ID: 00015306. On the right side of the cart, there are buttons for 'EXPORT CSV', 'SAVE CART', and 'CLEAR CART'. The main cart area contains two items:

Part Number	Quantity	Price	Subtotal
 51303940-150 FAN ALARM ASSM 115V	1	List Price: USD 2,851.00 Your Price: USD 2,109.74	USD 2,109.74
 80363969-176 AO IOP: 16 PTS: CC	1	List Price: USD 11,446.00 Your Price: USD 8,927.89	USD 8,927.89

Below each item are fields for 'Shipping Instructions' and 'Additional Notes'. A red box highlights the text 'P2 Contracts shipping will default to next day' and a checked checkbox labeled 'P2 Contract' for the second item. A red arrow points from the text on the left to this checkbox. At the bottom right of the cart, there are star and trash icons.

Your Order
Subtotal: USD 11,037.63
Total: USD 11,037.63
CHECK OUT

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

SECURE CHECKOUT

This is the last step of the process.

Here at the Secure Checkout page, you would need to fill out the details of your order, such as:

- Select your Payment Method.
- Enter your PO Number.
- Enter a Promotion Code if any.
- Select your Shipping Address from the Address book.
- Select your Shipping Instructions.
- Select your Billing Address from the Address book.
- Confirm your ordered items and qty.
- 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.

Secure Checkout

LEGAL ENTITY Honeywell Process Solutions	LINE ITEMS 1	TOTAL USD 16,688.00
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Payment

*Payment Method: • *Purchase Order Number: • Promotion Code:

Shipping

SHIPPING ADDRESS
DuPont Specialty Products USA LLC
974 Centre Rd
Wilmington, Delaware 19805-1269
United States

SHIPMENT METHOD
Shipping Payment:
Service Level:

BILLING ADDRESS
DuPont Specialty Products USA LLC
974 Centre Rd
Wilmington, Delaware 19805-1269
United States

Add New Address:
 Ship Early Ship Complete

*Shipping Account Number:

Part Number	Quantity	Price	Subtotal
30731721-002 C-AML01 2M/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 Ship Early

Shipping Instructions: Additional Notes: Requested Delivery Date:

Shipping Instructions:

Order Total

Subtotal: USD 16,688.00
Total: USD 16,688.00*

*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 16,688.00
 I agree to all of the [Terms and Conditions](#)

rights reserved.

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 part) 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 qty.
- 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.

Secure Checkout

LEGAL ENTITY: Honeywell Process Solutions | LINE ITEMS: 1 | TOTAL: USD 2,109.74

Payment

Payment Method: **Payment Entitlement** (Selected)
Select Payment Entitlement
Select Payment Entitlement
Honeywell Process Solutions P2 Contract 4032899

Purchase Order Number:
Promotion Code:

APPLY PROMOTION

Shipping

SHIPPING ADDRESS: Shell Chemical Lp, 401 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, 401 Franklin St, Houston, Texas 77210-3302, United States. ADDRESS BOOK

* ULTIMATE CONSIGNEE: Please Select

Part Number	Quantity	Price	Subtotal
51303940-130 SIR ALARM ASSM 115V	1	List Price: USD 2,801.00 Real Price: USD 2,109.74	USD 2,109.74

Shipping Instructions: Additional Notes:

Shipping Instructions:

Notes for the RON Order Processing team:

Order Total: Subtotal: USD 2,109.74 | Total: USD 2,109.74**

**Calculate Order Total to see additional charges

Grand Total: USD 2,109.74

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 these will be shown on your order acknowledgement. For large orders the order calculation process can take a long time.

I agree to all of the Terms and Conditions

CALCULATE ORDER TOTAL | PLACE MY ORDER

rights reserved.

VIEW ORDER STATUS & HISTORY

ORDER HISTORY

Click on your name at the top right corner of the page to display the dropdown menu and click on **Order History**.

You can see your entire list of orders.

Use the FILTERED BY dropdown to show the orders you need to see. There is also a dropdown to sort your list of orders by Date, Sales Order Number, PO#, Status.

By clicking on the Sales Order Number hyperlink, you can see its status and more order details.

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

Honeywell | PROCESS SOLUTIONS | Industries | Products | Services | Solutions | Welcome, Alejandra

MyHPS Home
My Account
Favorites
Saved Cart
Address Book
Order History
SIGN OUT

Recently placed orders will not show up here. Please allow 20 minutes for the order to be synchronized

Order History

FILTER BY
SHOW ALL ORDERS

1 - 20 of 89 Orders

PO Number	Sales Order Number	Status	Date Ordered	Total
	0028946779	Scheduled	17 November 2021	USD 33,379.60
	0028610876	Scheduled	05 October 2021	USD 907.20
	0028603814	Scheduled	04 October 2021	USD 21,858.65
US1109-707178	0028593938	Scheduled	01 October 2021	USD 6,775.00

ORDER STATUS

Once you clicked on the order number, you will be able to see in full detail the status of each of the order lines.

You can click on the ORDER ACKNOWLEDGEMENT hyperlink to get a copy or you order confirmation.

You are also able to click on the hyperlink under the DELIVERY NOTE column to download a copy of it.

Under the TRACKING column, you can click on the hyperlink to consult trac

Home / Order History / Order 0028846779

Sales Order 0028846779 REORDER

PO NUMBER	COMPANY	STATUS	DATE ORDERED	TOTAL	ORDER ACKNOWLEDGEMENT
	DuPont Specialty Products USA LLC	Scheduled	17 November 2021	USD 33,379.60	0028846779

SHIPPING ADDRESS	SHIPMENT METHOD	BILLING ADDRESS
DuPont Specialty Products USA LLC Andrew Cage/8042125024 5200 DuPont Site Rd Richmond, VA 23234-2202 US	Delivery Type Shipping Payment Shipping Account Number	DuPont Specialty Products USA LLC 974 Centre Rd Wilmington, DE 19805-1269 US

Item	Part#	Description	Est. Delivery	Qty Ordered	Qty Shipped	Qty Due	Invoice	Delivery Note	Carrier	Tracking
000010	08713103	ARM LWR SAPPHIRE HRD BEL	08-DEC-2021	5.000	5		N/A	4417443305	N/A	N/A
000020	08713801	ARMASSYUPPR.MD.HARD BELLOWS	22-FEB-2022	5.000	5		N/A	4417443305	N/A	N/A
000030	30732052-001	PLUG TERMINATOR	30-DEC-2021	20.000	20		N/A	4417443305	UPS2	1752A7690399477281

Order Totals	
Sub Total:	USD 33,379.60
Total:	USD 33,379.60

REORDER

CREATE & EXPORT QUOTE FROM SHOPPING CART

SAVE QUOTE

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Industries Products Services Solutions Support News & Events

< Continue Shopping

Cart ID: 00002810

EXPORT CSV SAVE CART CLEAR CART

Part Number	Quantity	Price	Subtotal
30731721-002 C-AML01 2MV/1 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			
Shipping Instructions	Additional Notes		
<input type="text"/>	<input type="text"/>		
41000001 HOSE AWATER 1/4	- 50 + Minimum Order Quantity: 50 Incremental Quantity: 50	List Price: USD 2.29 Your Price: USD 1.65	USD 82.50
Shipping Instructions	Additional Notes		
<input type="text"/>	<input type="text"/>		

Your Order

Subtotal: USD 16,770.50

Total: **USD 16,770.50**

CHECK OUT

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

- Click on the to Save your current selection for future orders. This will make your order placement process even faster.
- Click on the to Add or Remove items from your Favorites. This will make it easier to find them next time.
- Click on the to remove items from your ordered list.

EXPORT QUOTE

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

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

If everything looks right, click on [EXPORT CSV](#). This will add the details to an Excel Spreadsheet that you can save and share as your quote.

The screenshot shows the Honeywell e-commerce cart interface. 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 'Continue Shopping' link is on the left. The cart ID is 00002810. Three buttons are present: 'EXPORT CSV', 'SAVE CART', and 'CLEAR CART'. The cart contains two items:

Part Number	Quantity	Price	Subtotal
30731721-002 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			
Shipping Instructions	Additional Notes		
<input type="text"/>	<input type="text"/>		
41000001 HOSE AWATER 1/4	- 50 +	List Price: USD 2.29 Your Price: USD 1.65	USD 82.50
Minimum Order Quantity: 50 Incremental Quantity: 50			
Shipping Instructions	Additional Notes		
<input type="text"/>	<input type="text"/>		

On the right side, the 'Your Order' summary shows a Subtotal of USD 16,770.50 and a Total of USD 16,770.50, with a prominent 'CHECK OUT' button. A note at the bottom right states: 'Notes: All promotions, tax, and freight costs will be calculated in the checkout page.'

**THANK
YOU**

Honeywell