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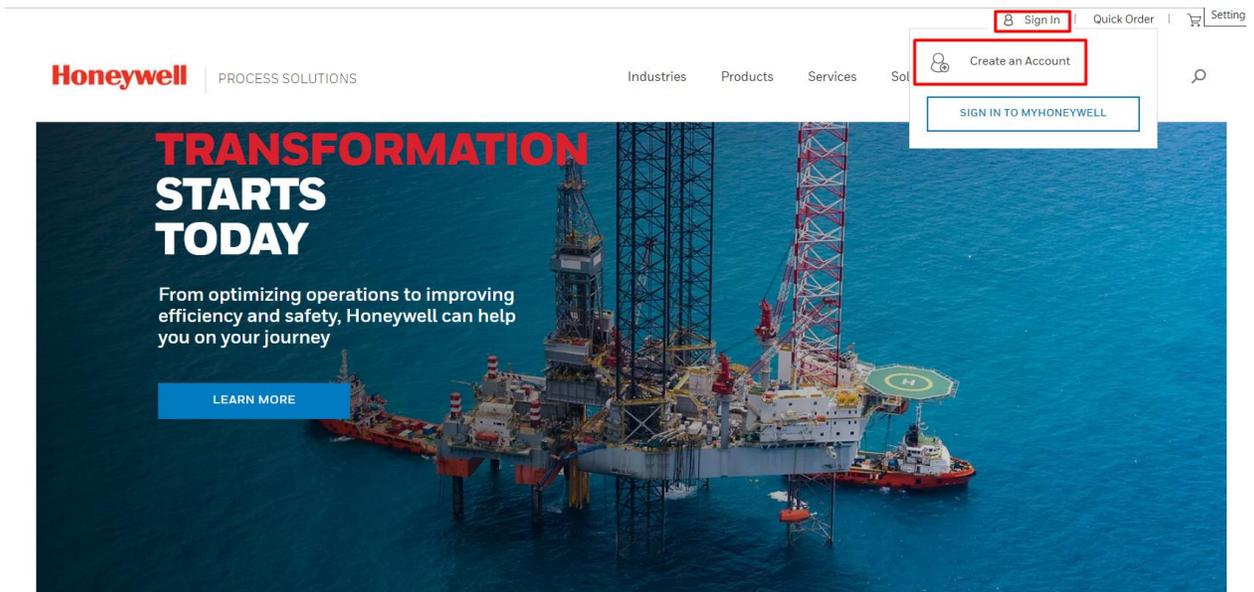
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1. How to access Order Status application

1.1 Setting Up a New Account

To access the Order Status application for Honeywell Advanced Materials 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 below:



3. Complete the online registration form. All required fields are indicated with a red asterisk (*). Be sure to enter your business email address and your company's physical street address. Do not use your personal email or residential address.

Create an Account

Honeywell Process Solutions offers a variety of digital tools to help keep your operation running smoothly.

Create an account today and utilize your digital service subscriptions, track orders online and access information such as technical documents and more.



01 PERSONAL INFO / 02 ACTIVATE ACCOUNT

Personal Information

* First Name

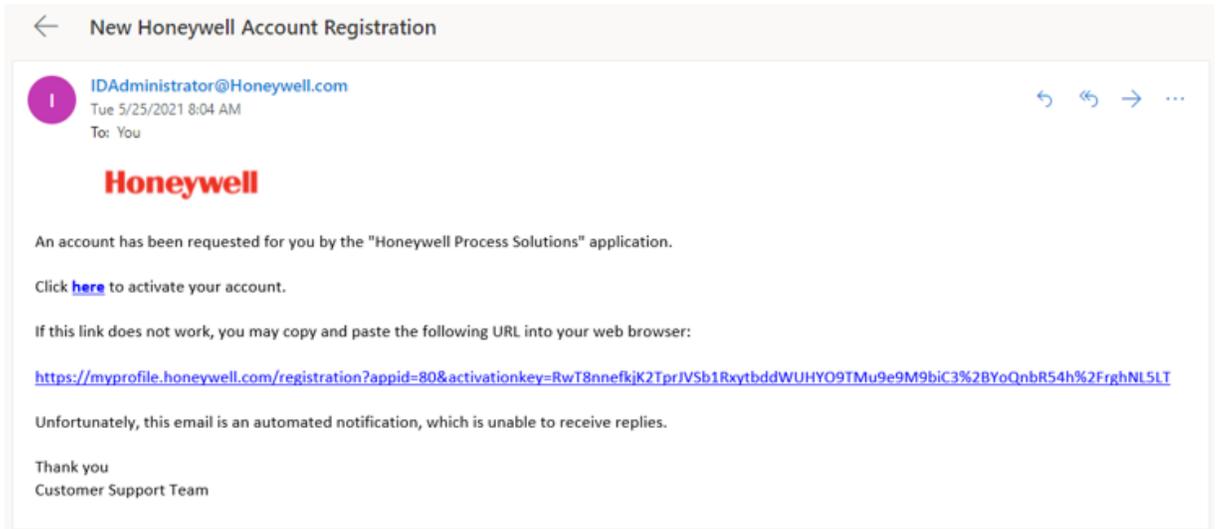
* Last Name

* Company Email Address

To ensure faster setup, please use your company email.

* Confirm Company Email Address

- NOTE: if you have registered with Honeywell at other times in the past, your email address may be on file. In that case, you will be asked to sign in with your existing credentials before completing the registration for process.honeywell.com. If you don't know your login credentials, please select the "forgot password" link on the sign in screen.
- Validate your account. A confirmation email will be sent from IDAdministrator@Honeywell.com to the email address used in the registration form. Check your inbox and click the link in the confirmation email to validate your email address within 30 days. If the validation does not occur prior to the expiration of the activation period, then you will need to request access again. Note: The validation email may be in your Bulk or Junk Email folder. Be sure to check these folders before requesting access again.



6. Choose a password to activate your account. Create a strong password using between 8 and 64 characters. Your password must contain a combination of letters (upper/lower case), numbers, and symbols (ASCII-standard characters only). Accents and accented characters aren't supported, but you can use non-alphanumeric characters like: !, @, \$, #, & or %. Avoid sequential letters or numbers. No more than 3 repetitive characters will be permitted.

Sign On

Username / Email ⓘ

NEXT

[Create an Account](#)

Password ⓘ

Confirm Password

CREATE ACCOUNT

[CANCEL REGISTRATION](#)

7. Verify account activation. [Sign In](#) using the email address used during your registration and enter the new password you created.
8. A successful login will display a welcome message. It may take 1business day to validate your account and business credentials until which time your access may be limited. In case of any concerns, we will contact you via email.

Account Approval



Your account request is being validated by our team. We aim to complete validations within 1 business day.

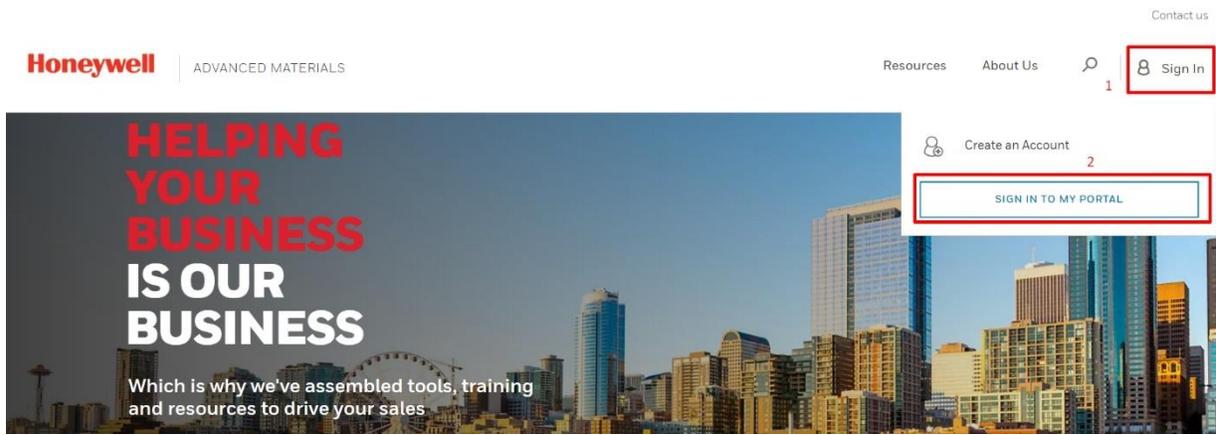
OK

9. Matching your profile to your company's account. Once you have activated your account successfully we will link your profile to an account:
 1. If your business email domain matches our records, an "Account Match" window will automatically pop-up when you sign in and you will be able to select your location.

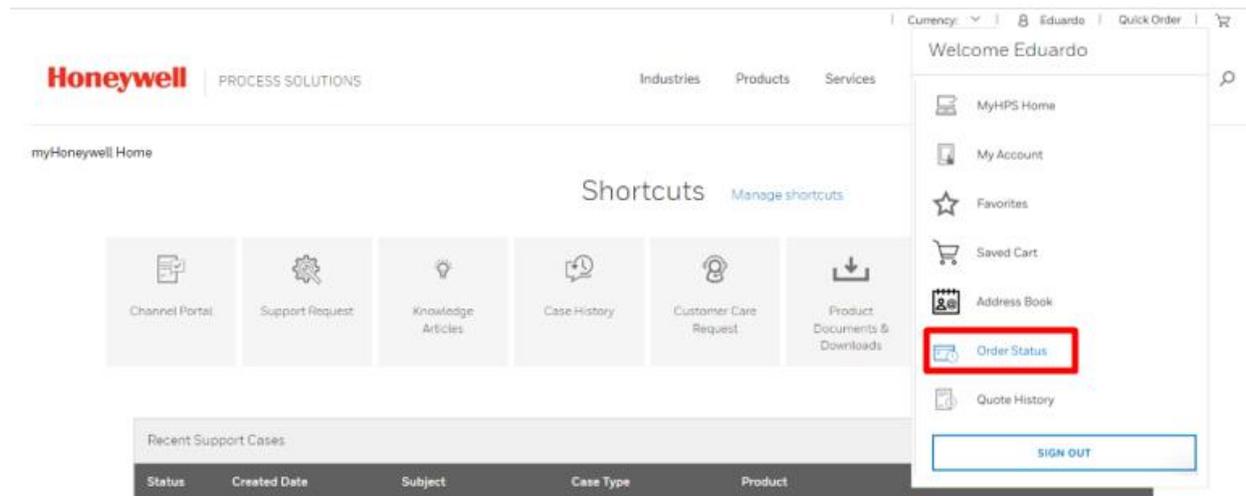
1.2 Returning Users

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 “SIGN IN TO MY PORTAL” as shown below:
3. Enter your email address in the “Username / Email” field. You must use the same Email address and Password to sign in. Click the “Log In” button.



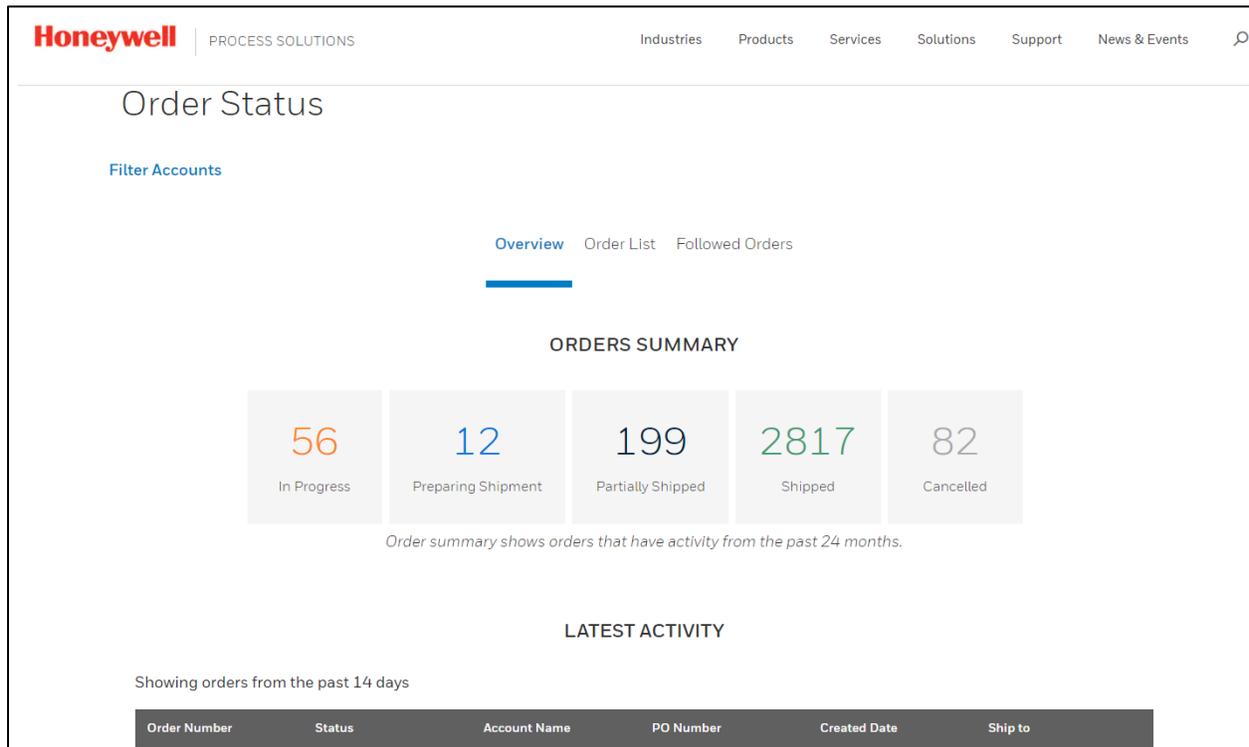
- 4.
5. You may need to click your name in the upper right-hand corner of the screen and choose the “Order Status” option to access your Orders.



2. Order Status Application

2.1 Order Status Overview

Once you access the application you will be redirect to the following screen:



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 distribution center.

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

The new Order Status application allows you to check the status of all orders placed, regardless of the method used to place the order, those status are transferred from SAP.

In Progress: Order is processed in our system and waiting fulfillment. Additional details can be found on individual order page

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: 1 or more items have been shipped

Shipped: Line item shipped in full

Cancelled: Line item has been cancelled

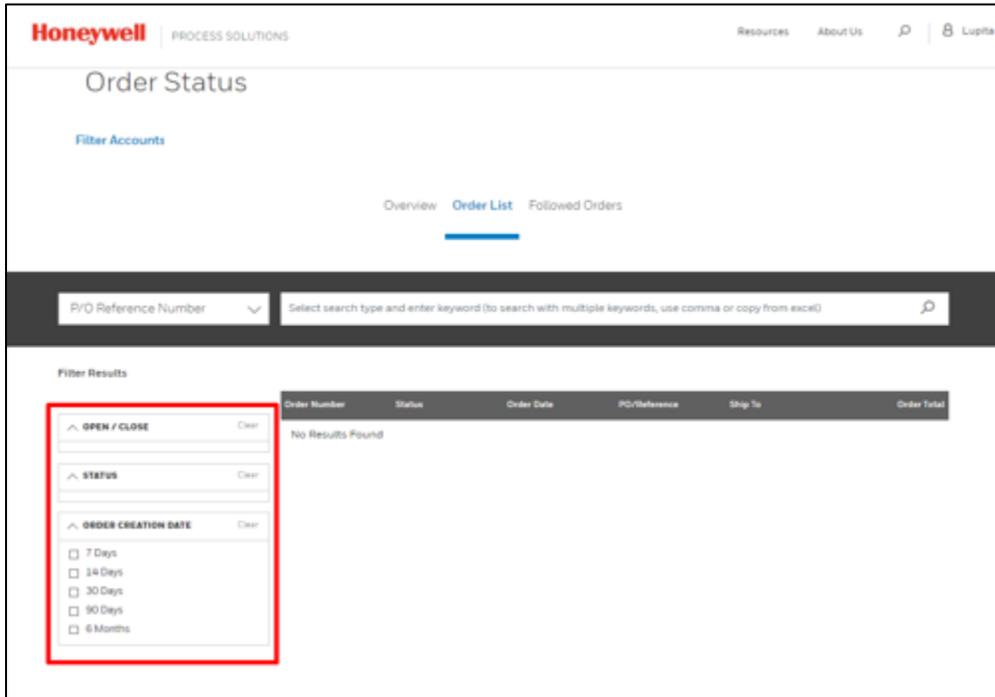
2.2 Order List

Through this section, you will be able to search particular orders based on: PO Number, Hon Sales Order, Invoice Number, Part Number

The screenshot displays the Honeywell Order Status application interface. At the top, there is a navigation bar with the Honeywell logo and 'PROCESS SOLUTIONS' text. Below this, there are tabs for 'Overview', 'Order List', and 'Followed Orders'. A search bar is present with a dropdown menu open, showing search criteria options: PO Number, HON Sales Order, Invoice Number, and Part Number. Below the search bar, there is a table of order data.

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

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.

2.3 Followed Orders

You can follow any desired order for a quick track and you can do it directly at the top of the Order Detail page.

You will be able to find all “Followed Orders” in the Home page for Order Status



