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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. <u>Click here</u> or manually type the following web address (<u>process.honeywell.com</u>) 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.



	용 Sign In Quick Order 늘
Honeywell PROCESS SOLUTIONS	Industries Products Services Solutions Support News & Events ${\cal O}$
Create an Account	01 PERSONAL INFO / 02 ACTIVATE ACCOUNT
Honeywell Process Solutions offers a variety of digital tools to help keep your operation running smoothly.	Personal Information
Create an account today and utilize your digital service subscriptions, track orders online and access information such as technical documents and more.	First Name Enter First Name
	★ Last Name Enter Last Name
	Company Email Address To ensure faster setup, please use your company email. Enter Company Email Address
	* Confirm Company Email Address
	Enter Company Email Address

- 4. 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.
- 5. Validate your account. A confirmation email will be sent from <u>IDAdministrator@Honeywell.com</u> 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.



\leftarrow	New Honeywell Account Registration			
0	IDAdministrator@Honeywell.com Tue 5/25/2021 8:04 AM To: You	€ 《	*5 →	•
	Honeywell			
An ac	count has been requested for you by the "Honeywell Process Solutions" application.			
Click	here to activate your account.			
If this	link does not work, you may copy and paste the following URL into your web browser:			
https	//myprofile.honeywell.com/registration?appid=80&activationkey=RwT8nnefkjK2TprJVSb1RxytbddWUHYO9TMu9e9M9biC3%2BYoO	nbR54h%	2FrghN	<u>15LT</u>
Unfor	tunately, this email is an automated notification, which is unable to receive replies.			
Thank Custo	k you mer Support Team			

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 ©	
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Confirm Password	
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CREATE ACCOUNT	
CANCEL REGISTRATION	

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- 7. Verify account activation. <u>Sign In</u> 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.	
ок	

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

- 2. Find the <u>Sign In</u> 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.



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.

PROC	ESS SOLUTIONS		1					
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							My Account	
			Shor	touts Manage	shortcuts	☆	Favorites	
φ.	癜	Ŷ	Ð	8	4	Å	Saved Cart	
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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



PO Number	^	Select search typ	e and enter keyword (to	search with multiple k	eywords, use comma	or copy from excel)	Q	
PO Number								
HON Sales Order								
Invoice Number							INVOICES (PDF)	1
Part Number		Order Number	Status	Account Name	PO Number	Created Date	Ship to	
Closed (985)		260269883	Shipped Complete	Marathon Petroleum Co LP	-	Sep 28, 2022	MPC LP	

Order list shows orders that have activity from the past 24 months.



You can also filter by Open/Close, Status and Order Creation Date.

PROCES	S SOLUTIONS					Resources	About Us	8 9,
Order Stat	us							
Filter Accounts								
		c	Overview Ord	er List Followed	Orders			
P/O Reference Number	~ 3	ielect search type /	and enter keywor	d (to search with mul	tiple keywords, use co	mma or copy from e	xce()	Q
P/O Reference Number Fitter Results	v s	elect search type i der Nomber No Results Found	and enter keyword	d (to search with mul Order Date	tiple keywards, use co PG/Reference	mma or copy from e Ship te	100	Ç. Ceder Tutul
P/O Reference Number Fitter Results A OPEN / CLOSE A STREVS	Cear Caar	ielect search type a der Number Vo Results Found	and enter keyword	d (to search with mul diviser Batie	tiple keywords, use co PO/Neteence	mma or copy from e Ship to	scel)	,C Order Tabal
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P/O Reference Number Filter Results A OPEN / CLOSE A STERVS A GEOLE CELATION DATE 7 Days 140 Bys 30 Days	Ceer Ceer	ielect search type / der Number No Results Found	and enter keyword	5 (to search with mult Grain Sula	tiple keywords, use co Półłkłennos	mma or copy from e	sc#()	ی Onew Tube
P/O Reference Number Filter Results	Car Car Car	elect search type / der Munker Vo Results Found	and enter keyword	E (to search with mult Green Ewie	tiple keywords, use co På/Relevence	mma or copy from e	ac#)	Ç

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

< BACK TO ORDERS				
Order: 260110		N		
Status	Customer PO	Date Created	Account Name	
	CANCELLED	IN PROGRESS IN PART	I SHIPPING / FIALLY SHIPPED	SHIPPED

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	FOLLOWE	DORDERS		
	Overview Order Lis	t Followed Orders		
Filter Accounts				
Order Status				