

CONTENT

1.	How to access the Order History feature via eCommerce)
1.1	Setting Up a New Account)
1.2	Returning Users	ì
2.	Order History feature	}
2.1	Accessing Order History	}
2.2	Order History)



HOW TO ACCESS THE ORDER HISTORY FEATURE VIA ECOMMERCE

1.1 Setting Up a New Account

To access the Order History feature in UOP's eCommerce application, partners will need to first register for an account.

- 1. <u>Click here</u> or manually type the following web address (<u>uop.honeywell.com</u>) into the 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 then click the option to Create an Account as shown below:



 Complete the 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.

Honeywell UOP Industry Solutions	ABOUT UOP I SERVICE REQUEST I CONTACTUS I PORTAL SUPPORT S. Products & Services Equipment & Aftermarket News & Events O B. Sign In
Create an Account	
Honeywell UOP 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
How to Register Video	Last Name Enter Last Name
	Company Email Address To ensure faster setup, plasse use your company email.
	Enter Company Email Address Confirm Company Email Address
	Entar Company Email Address • Your Organizational Role
	Select your Organizational Role

4. Validate your account: a confirmation email will be sent from <u>IDAdministator@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.

Honeywell
An account has been requested for you by the "UOP Portal" application.
Click <u>here</u> 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=77&activationkey=MPKjngJ62iBcXc%2F&bulwccWpUnxhQM2rYTbMdmUY7GLdV12Xz4GRSR%2FAboFOpPRu
Unfortunately, this email is an automated notification, which is unable to receive replies.
Thank you Customer Support Team

5. 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.

Password 🛈		
•••••		0
Confirm Pass\	vord	
•••••		0
	CREATE ACCOUNT	
	CANCEL REGISTRATION	



6. Verify account activation by <u>signing in</u> using the email address used during your registration and enter the new password you created.



7. A successful login will display a welcome message. It may take 1-2 business days 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.

Welcome Aboard							
Congratulations! You no	w have access to UOP.						
We have automatically completed most of the setup, however, some of our applications may require further setup.							
To see applications you I	have access to. Select "Review My Account".						

- 8. Match 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.



Account Match



 If your account was not matched or you are linked to "UOP Registered Visitor", please reach out to <u>UOPportal.support@honeywell.com</u> and provide your Honeywell account number that needs to be associated with your web account.

Honeywell Uop	Industry Solutions	Products & Services	ABOUT UOP SERVICE	REQUEST CONTA	P 8 MyUOP
	My	/ Accour	nt		
	Overview	Emails & Notific	ations		
Account Information				\$	
		REPRESENTING	they.		
	0000	ortat Registered Visi	ltor		

9. Once your Honeywell account is associated to your web account you will be able to request Access to eCommerce. Once you click "Request" our team will validate your access and approve it. If you face any issues during the process, please reach out to UOPportal.support@honeywell.com





10. Once your access is granted, you will be able to launch the **eCommerce** application.

문 e-Commerce	i	⊘ Access Granted	LAUNCH
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Aftermarket Parts	Conferences and Events	FAQs	Tools	Service Request	My UOP Technologies	Merox C.O.A.C.H	Complimentary e- Learning	Customer Training
		Advise Bu	Dries and Orde	r Status Conn Solu	ected e-(tions	Commerce		
Quick Updates								

1.2 Returning Users

- 1. <u>Click here</u> or manually type the following web address (<u>uop.honeywell.com</u>) into the 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 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. You may need to click your name in the upper right-hand corner of the screen and choose **My Account** option to access your applications.

				ABOUT UOP SERVICE	REQUEST I CONTA	CT US PORTAL SUPPORT	
Honeywell UOP		Industry Solutions	Products & Services	Equipment & Aftermarket	News & Events	P 8 MyUOP	
		My	Accoun	ıt	Welcome Mer	no	
Overview Emails & Notifications					MyUOP Home		
		-0			My Account		
	Account Information				S	IGN OUT	
		R H	epresenting oneywell Central				

5. Click "Launch" to access the **e-Commerce** application







2. ORDER HISTORY FEATURE

2.1 Accessing Order History

To access the Order History feature from the eCommerce landing page:

- 1. Click the drop-down arrow next to your username
- 2. Select My Account
- 3. Click Order History





2.2 Order History

On the **Order History** page you will be able to review orders placed with Honeywell UOP over the past 18 months. You can search for specific orders based on: **PO Number, Sales Order Number, Status, Invoice Number, Date Range,** or **Specific Date.**

Honeywell Uop		Pro	ducts 🧹 Contact Us
What can we help you find today?	🛆 Deepak Buyeruop 木	👌 Quick Ord	ler 🔡 USD 0.00
Home / Dider History	My Account >	Personal De	atails
Recently placed orders will not show up here. Please allow 20 minutes for the order to be synchronized	Sign Out	Address Bo	ok
Order History		Favorites	
		Order Histo	ry
SHOW ALL ORDERS		Saved Carts	
1 - 20 of 27 Orders			Sort By
			Date ~
		DOWNLOAD	< 1 2 >
PO Number Sales Order Number Incoterms Shipping To	Status	Date Ordered	Total

Click the hyperlink in the **Sales Order Number** column to view all the details related to your order such as payer details, shipping details, order price summary and materials purchased. You can download the following from the Sales Order page: **Order Acknowledgement, Packing List, MSDS, and Invoice.**

PO Number	Sales Order Number	Incoterms	Shipping To	Status	Date Ordered	Total
507043	207487	CFR PORT ONNE, NIGERIA		In Progress	24 May 2023	USD 116,397.00
502513	203386	CFR Onne Port Nigeria IC2010		Completely Shipped	22 August 2022	€313,524.00
15972	199725	CFR ONNE PORT, NIGERIA IC10		Completely Shipped	06 January 2022	€425,922.50
ORACLE/20304	114534	CFR ONNE PORT, NIGERIA		Completely Shipped	21 January 2011	€50,300.00

Sales Order 0000199725 SUBSCRIBE REORDER PO NUMBER COMPANY STATUS DATE ORDERED TOTAL ORDER CONFIRMATION INDORAMA ELEME FERTI 15972 Completely Shipped 06 January 2022 EUR 425,922.50 0000199725 SHIPPING ADDRESS INCOTERMS BILLING ADDRESS CER ONNE PORT NIGERIA IC10 PAYMENT TERMS Letter Of Credit SHIPPING CONDITION Standard Shipment Est. Delivery Oty Oty Oty MSDS Packing List Part# Description Invoice Shipping # Shipping Detail 000010 8214401-556 GB-562S 5X8 ADSORBENT, 160 KG SD 14-JUL-2022 14400 KG 14400 KG 0 KG MSDS N/A 000020 89999-556 UI-94 1/8, DR 55GAL 21-APR-2022 46440 KG 9720 KG 36720 KG MSDS 0200377211 0800271200 0800271201 22-APR-2022 9720 KG 27000 KG 0800271202 22-APR-2022 9720 KG 17280 KG 22-APR-2022 9720 KG 7560 KG 0800271203 21-APR-2022 7560 KG 0 KG 0800271198

The **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.

- Order Pending: Order has not been acknowledged in SAP
- In Progress: Delivery block or Billing block present in sales order header, order is received but not processed due to incompletion log, or it has been processed in our system and is waiting for fulfillment
- Scheduled: No credit block, no delivery block, delivery dates determined, quantities confirmed for each material/line item
- **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 been shipped and there may be line items pending to be delivered
- **Completely Shipped:** Line item shipped in full (products has been packed, stamped and handed to a courier)

Shipping Details and Shipping Number will be accessible when made available by our logistics team.

Honeywell