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HOW TO ACCESS THE ORDER HISTORY FEATURE VIA ECOMMERCE

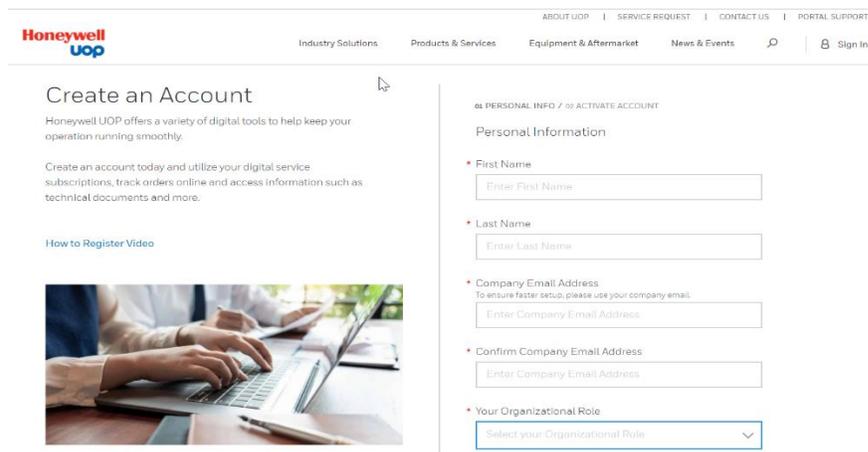
1.1 Setting Up a New Account

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

1. [Click here](#) or manually type the following web address (uop.honeywell.com) 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:



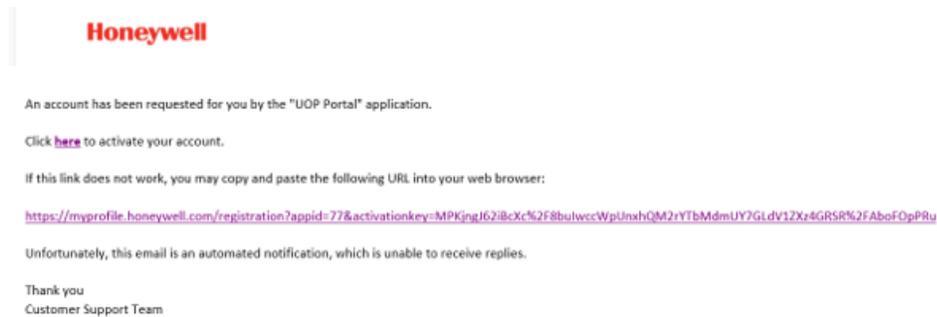
3. Complete the registration form: all required fields are indicated with a red asterisk (*). Be sure to enter your **business email address** and your **company's physical street address**. Do not use your personal email or residential address.



4. 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.



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.

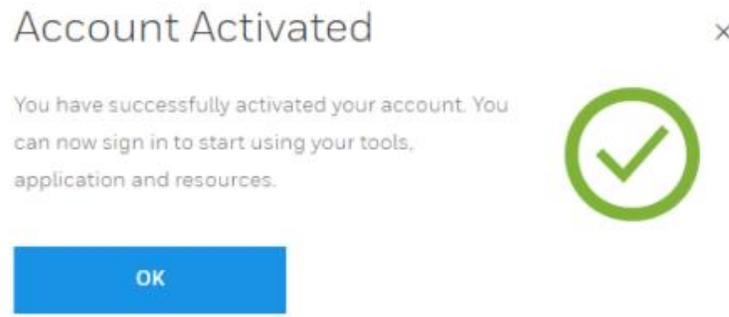
Password 

Confirm Password

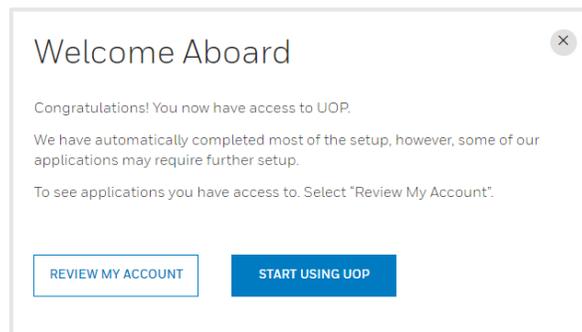
CREATE ACCOUNT

[CANCEL REGISTRATION](#)

6. Verify account activation by [signing in](#) using the email address used during your registration and enter the new password you created.



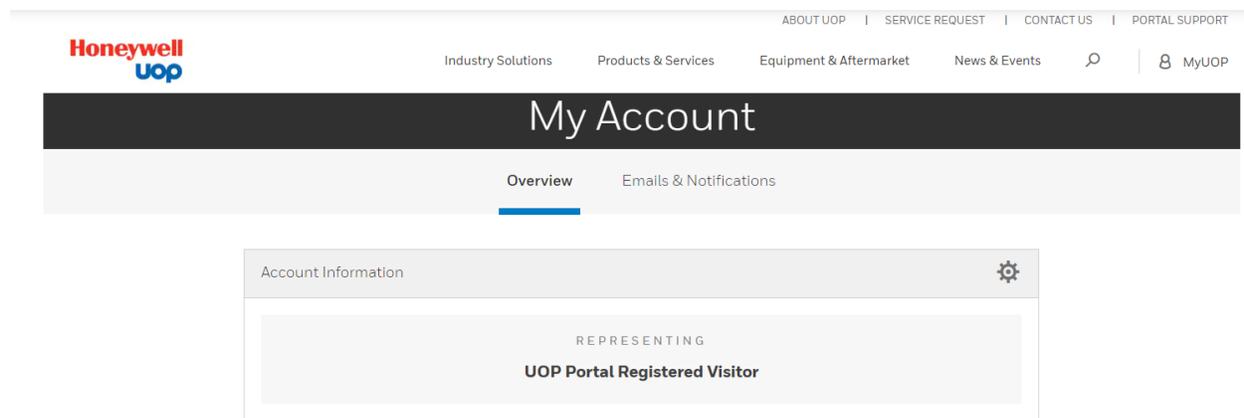
7. A successful login will display a welcome message. It may take 1-2 business days to validate your account and business credentials until which time your access may be limited. In case of any concerns, we will contact you via email.



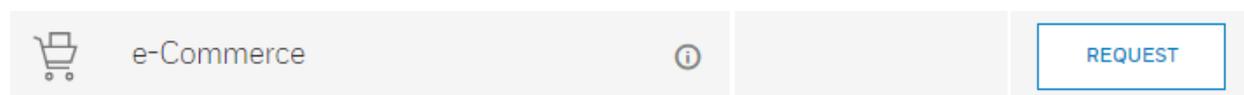
8. Match your profile to your company's account. Once you have activated your account successfully, we will link your profile to an account:
 1. If your business email domain matches our records, an "Account Match" window will automatically pop-up when you sign in and you will be able to select your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



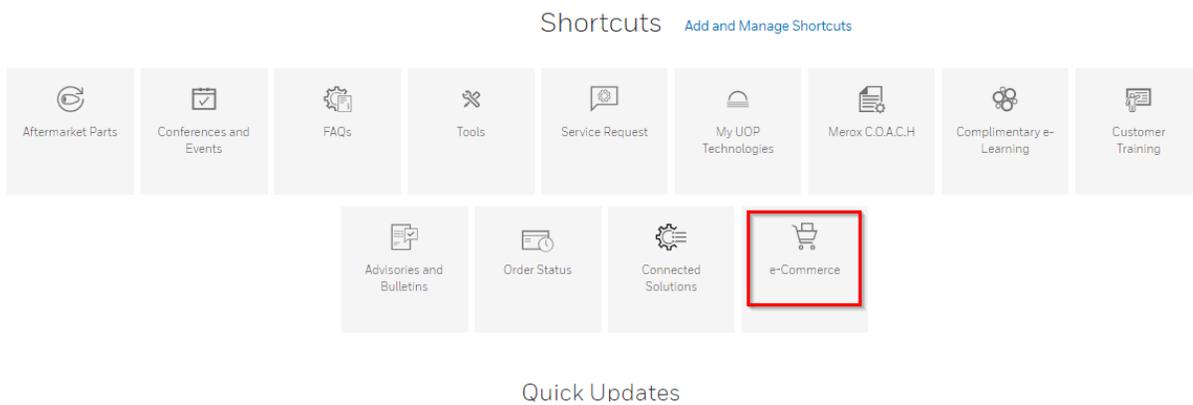
2. If your account was not matched or you are linked to “UOP Registered Visitor”, please reach out to UOPportal.support@honeywell.com and provide your Honeywell account number that needs to be associated with your web account.



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.



1.2 Returning Users

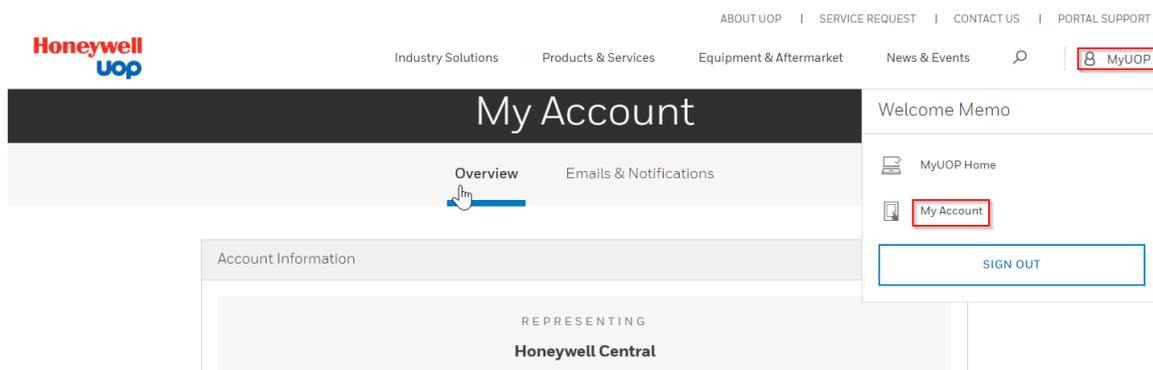
1. [Click here](#) or manually type the following web address (uop.honeywell.com) into the address bar at the top of your internet browser to access the website.
2. Find the [Sign In](#) link located in the upper right-hand corner of your screen and click the option to **“SIGN IN TO MY PORTAL”** as shown below:

UOP

Order History User Guide

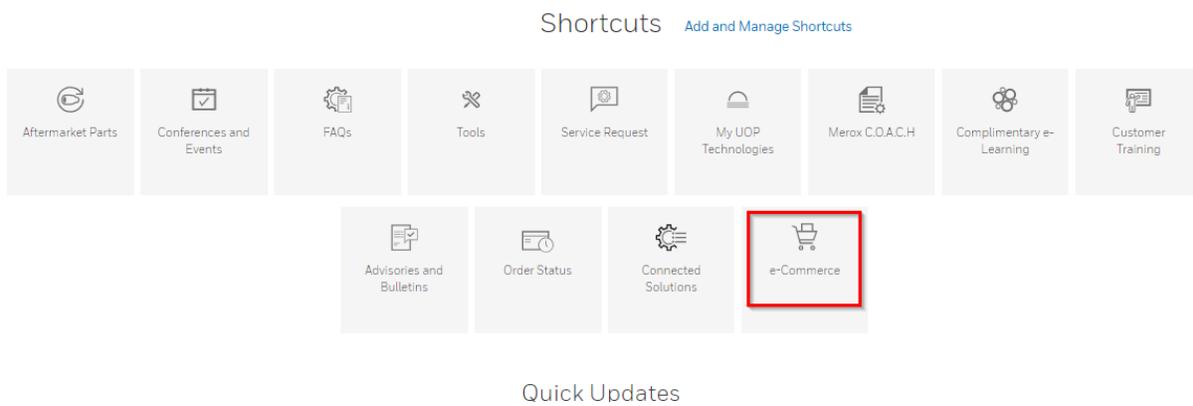


3. Enter your email address in the “Username / Email” field. You must use the same Email address and Password to sign in. Click the “Log In” button.
4. You may need to click your name in the upper right-hand corner of the screen and choose **My Account** option to access your applications.



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



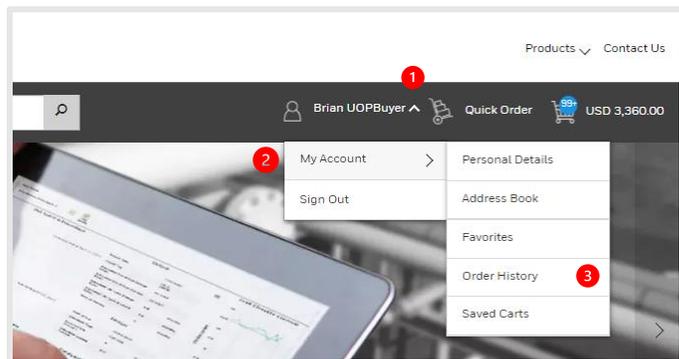


2. ORDER HISTORY FEATURE

2.1 Accessing Order History

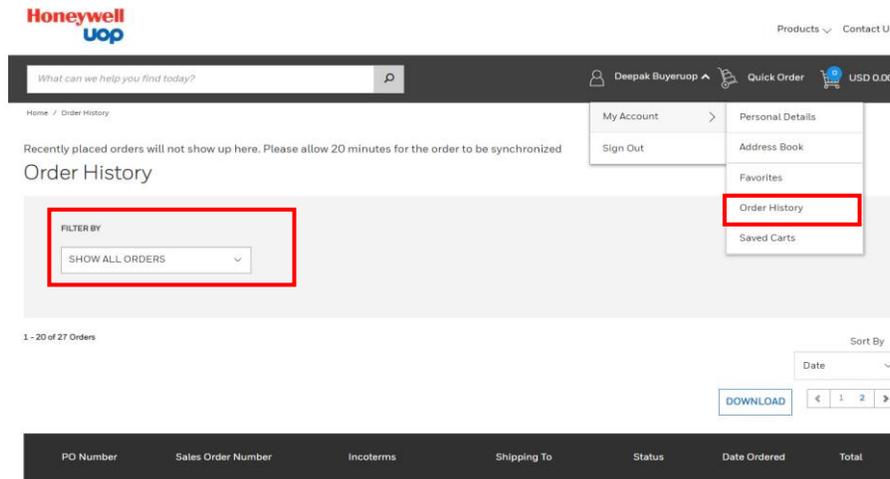
To access the Order History feature from the eCommerce landing page:

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.**



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

PO NUMBER	COMPANY	STATUS	DATE ORDERED	TOTAL	ORDER CONFIRMATION
15972	INDORAMA ELEME FERTILIZER &	Completely Shipped	06 January 2022	EUR 425,922.50	0000199725

SHIPPING ADDRESS	INCOTERMS	BILLING ADDRESS
	CFR ONNE PORT, NIGERIA IC10	
	PAYMENT TERMS	
	Letter Of Credit	
	SHIPPING CONDITION	
	Standard Shipment	

Item	Part#	Description	Est. Delivery	Qty Ordered	Qty Shipped	Qty Due	MSDS	Invoice	Packing List	Shipping #	Shipping Details
000010	8214401-556	GB-5625 5X8 ADSORBENT, 160 KG SD	14-JUL-2022	14400 KG	14400 KG	0 KG	MSDS	0200381092	N/A	0964038874	View more
000020	89999-556	UI-94 1/8, DR 55GAL	21-APR-2022	46440 KG	9720 KG	36720 KG	MSDS	0200377211	0800271200	0964038451	View more
			22-APR-2022		9720 KG	27000 KG		0800271201	0964038452	View more	
			22-APR-2022		9720 KG	17280 KG		0800271202	0964038453	View more	
			22-APR-2022		9720 KG	7560 KG		0800271203	0964038454	View more	
			21-APR-2022		7560 KG	0 KG		0800271198	0964038449	View more	

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 incompleton 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.