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#### HOW TO ACCESS THE ORDER STATUS APPLICATION

1.1 Setting Up a New Account

To access the Order Status application in UOP's customer portal, 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	ABOUTUOP I SERVICE REQUEST I CONTACTUS I PORTAL SUPPORT 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. Create an account today and utilize your digital service subscriptions, track orders online and access information such as technical documents and more.	ex PERSONAL INFO 7 IN ACTIVATE ACCOUNT Personal Information • First Name Enter First Name
How to Register Video	Last Name     Entar 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
	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%2F8bulwccWpUnxhQM2rYTbMdmUY2GidV12Xz4GRSR%2FAboFOpPRuMatter and the second sec
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 ①	
•••••	O
Confirm Password	
•••••	$\odot$
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 now h	ave access to UOP.							
We have automatically com applications may require fu	We have automatically completed most of the setup, however, some of our applications may require further setup.							
To see applications you hav	To see applications you have access to. Select "Review My Account".							
REVIEW MY ACCOUNT	START USING UOP							

- 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.

Acc	count Match
Welcon	ne Test,
Your Honey profile and	well ID has been successfully created. We are automatically setting up your found a few accounts that match.
Where	within these locations do you work?
	UOP BEDQ CONTRACTOR
	25 E Algonquin Rd Des Plaines , IL , United States , 60016
	Show All Accounts for this Company
MY C	COMPANY IS NOT LISTED CONTINUE



2. 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.

	ABOUT UOP   SERVICE REQUEST   CC						
Honeywell UOP		Industry Solutions	Products & Services	Equipment & Aftermarket	News & Events	D 8 MyUOP	
		My	/ Accoun	t			
		Overview	Emails & Notifica	ations			
	Account Information				\$		
			REPRESENTING				
		UOP P	ortal Registered Visi	tor			

Once your Honeywell account is associated to your web account you will be able to request Access to **Order Status.** 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 <u>UOPportal.support@honeywell.com</u>

9.

#### My Applications

Available Applications: Additional	requirements to access these	e apps may apply.
Order Status	G	REQUEST

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





#### 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 I SERVICE REQUEST I CONTACT US I PORT							
Honeywell Uop		Industry Solutions	Products & Services	Equipment & Aftermarket	News & Events	D 8 MyUOP		
		My	Accoun	t	Welcome Men	סו		
		Overview	Emails & Notifica	tions	☐ MyUOP Home			
					My Account			
	Account Information				SI	GN OUT		
		R	epresenting oneywell Central					

5. Click "Launch" to access the Order Status application





Honeywell Uop			Industry Solutions	Products & Services	; Equipment &	Aftermarket Nev	vs & Events 🛛 🔎	8 MyUOP
				Shortcuts	Add and Manage S	hortcuts		
Aftermarket Parts	Conferences and Events	FAQs	💥 Tools	Service Request	My UOP Technologies	Merox C.O.A.C.H	<b>A</b> WBT Trial	Customer Training
		Advisor Bult	ies and Order etins	C Conne Status Conne Solut	ected e-Con	nmerce		

#### 2. ORDER STATUS APPLICATION

2.1 Order Status Management

Once you access the application you will see the **Overview** tab:

					ABOUT UOP   SERVICE	REQUEST   CONTACT	T US   PORTAL SUPPORT
Но	uop	In	dustry Solutions Pr	oducts & Services	Equipment & Aftermarket	News & Events	O 8 MyUOP
Accoun	it / Order Management / Ov	verview					
Ord	er Manager	ment					
			Overview	v Order List			
	My Facility			~			
			ORDE	RS SUMMARY			
	O Order Pending	1 In Progress	0 Scheduled	O Preparing Shipi	1 ment Partially Shi	pped Compl	18 Ietely Shipped

Latest Activity: In this section, you will be able to review orders placed with Honeywell UOP. Access the Order Details Page by clicking Details. (Last 18 months)

**Orders Summary:** 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.



#### 2.2 Order List

In the Order List tab, you can search for specific orders based on: P/O Reference Number, Order Number or Product Name.

You can also filter by Status and Order Creation Date range.

			ABOUT UOP   SERVIC	EREQUEST   CONTA	CT US   PORTAL SUPPORT
Honeywell Uop	Industry Solutions	Products & Services	Equipment & Aftermarket	News & Events	P & MyUOP
Account / Order Management / Overview					
Order Management					
	Over	rview Order List			
My Facility		~	]		
To search, enter the + symbol in front of PO N	lumber or Product nar	me			Q
Set Date Range	Date	End Date		Status	~
Last 30 days Last 60 days				DOWNLO	AD SELECTED

Click the "**Details**" button next to the specific order to view all the details related to your order such as payer details, shipping details, order price summary and materials purchased. **Order Acknowledgement** can be downloaded from the Order detail page.

If you need Technical Support please reach out at <u>uopportal.support@honeywell.com</u>