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HOW TO ACCESS THE ORDER STATUS APPLICATION

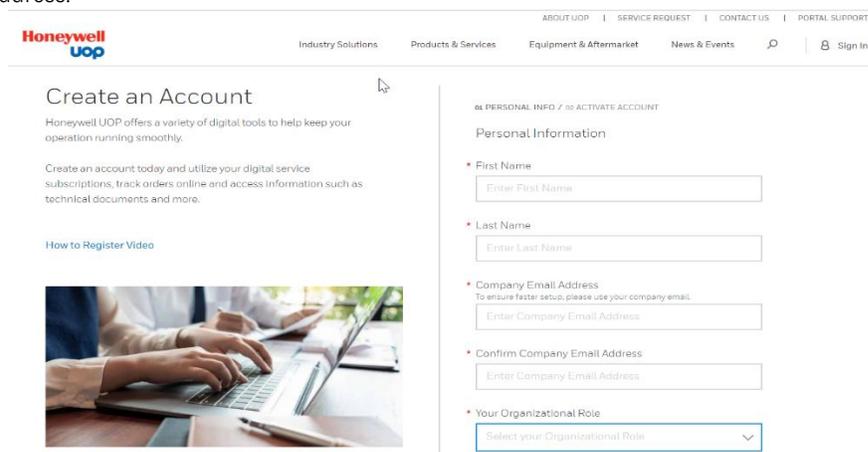
1.1 Setting Up a New Account

To access the **Order Status** application in UOP's customer portal, partners will need to first register for an account.

1. [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:

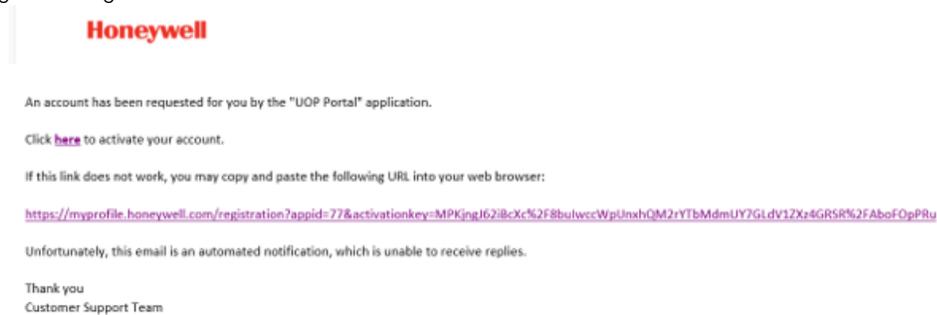


3. Complete the registration form, all required fields are indicated with a red asterisk (*). Be sure to enter your **business email address** and your **company's physical street address**. Do not use your personal email or residential address.



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.

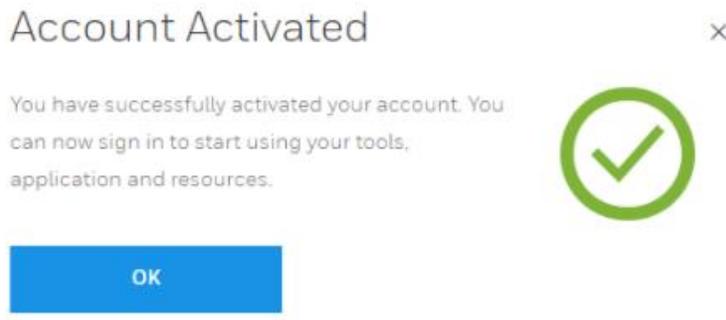
Password ⓘ

Confirm Password

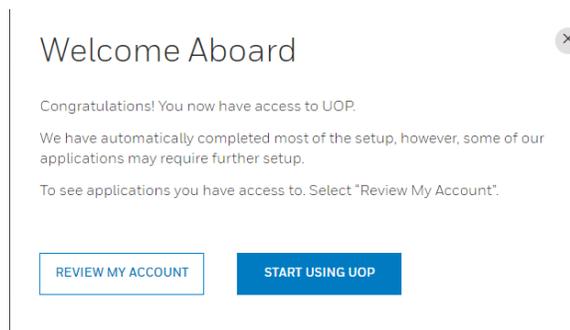
CREATE ACCOUNT

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.

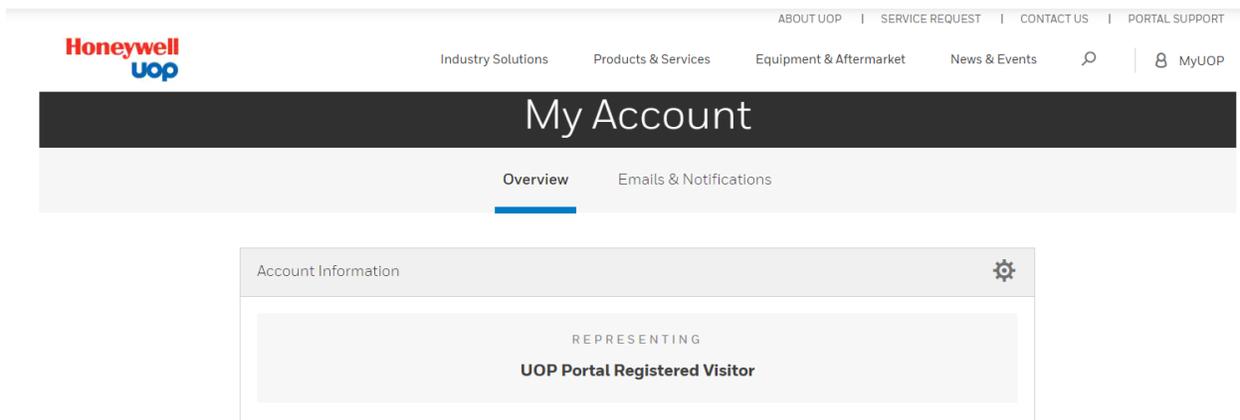


8. Match your profile to your company's account. Once you have activated your account successfully, we will link your profile to an account:

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.

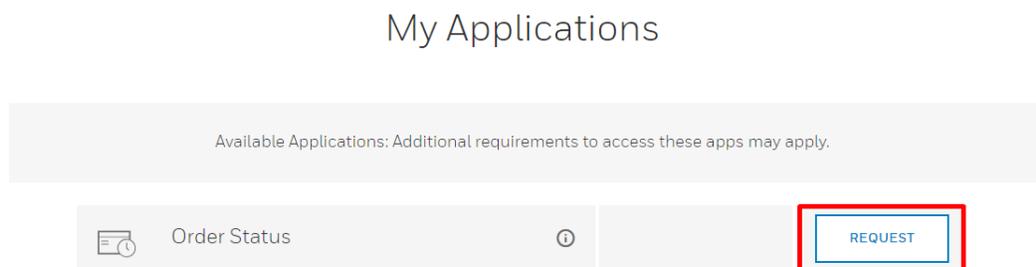


2. If your account was not matched or you are linked to “UOP Registered Visitor”, please reach out to UOPportal.support@honeywell.com and provide your Honeywell account number that needs to be associated with your web account.

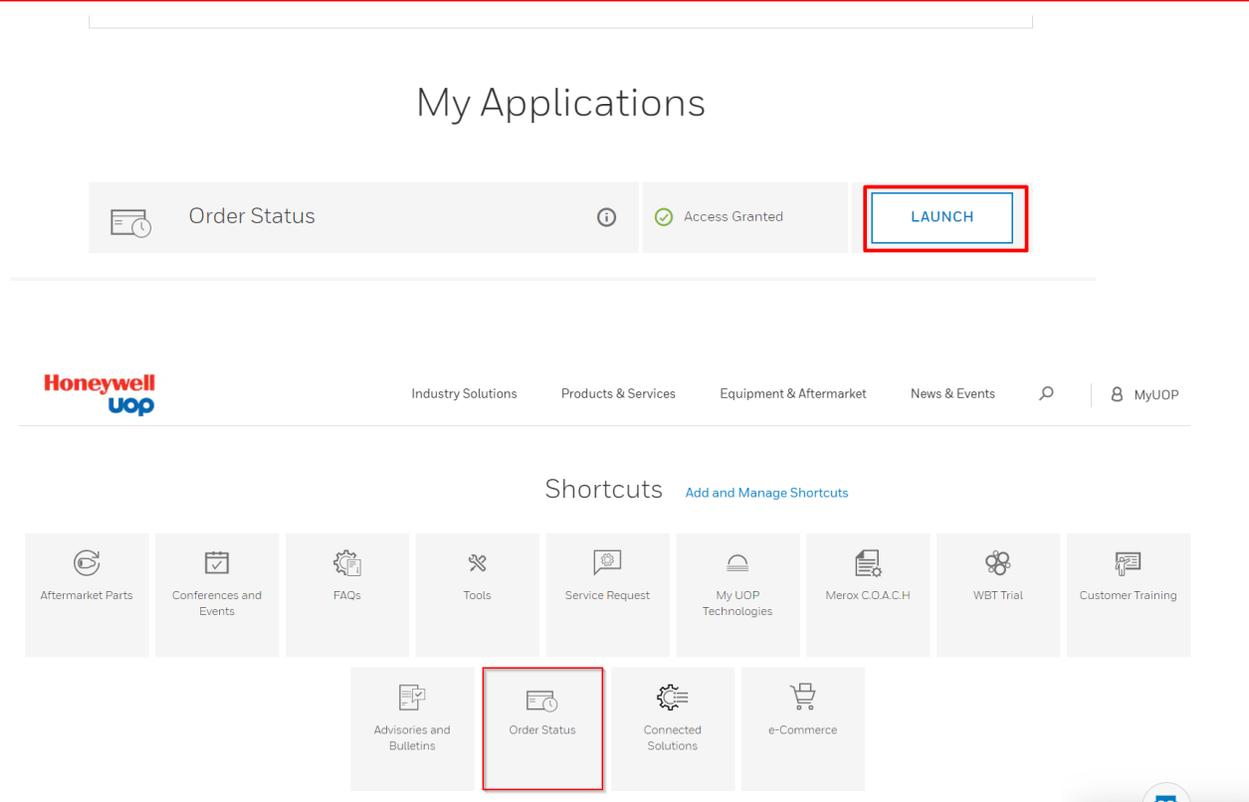


Once your Honeywell account is associated to your web account you will be able to request Access to **Order Status**. Once you click “Request” our team will validate your access and approve it. If you face any issues during the process, please reach out to UOPportal.support@honeywell.com

9.



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

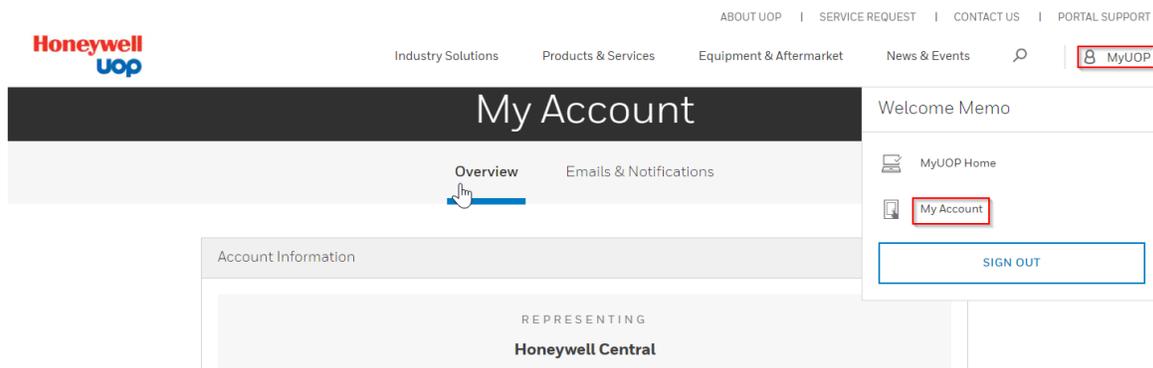


1.2 Returning Users

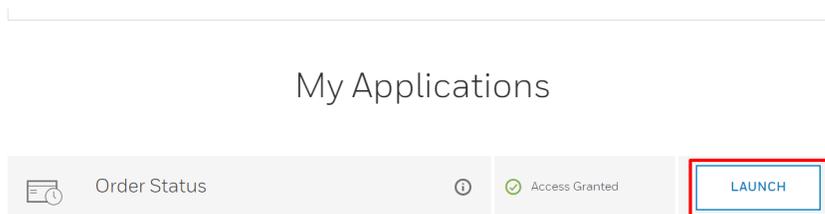
1. [Click here](#) or manually type the following web address (uop.honeywell.com) into the address bar at the top of your internet browser to access the website.
2. Find the [Sign In](#) link located in the upper right-hand corner of your screen and click the option to **“SIGN IN TO MY PORTAL”** as shown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

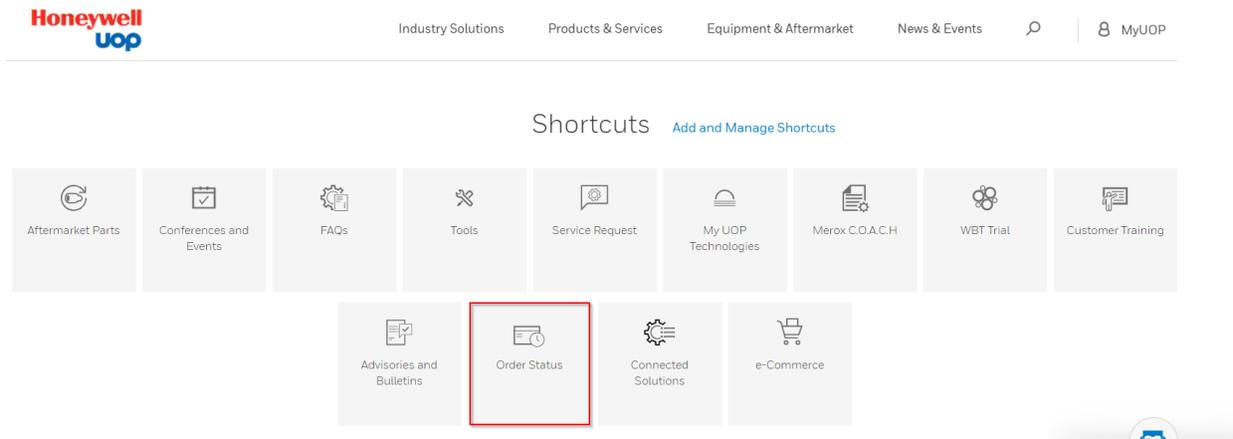


3. Enter your email address in the “Username / Email” field. You must use the same Email address and Password to sign in. Click the “Log In” button.
4. You may need to click your name in the upper right-hand corner of the screen and choose **My Account** option to access your applications.



5. Click “Launch” to access the **Order Status** application

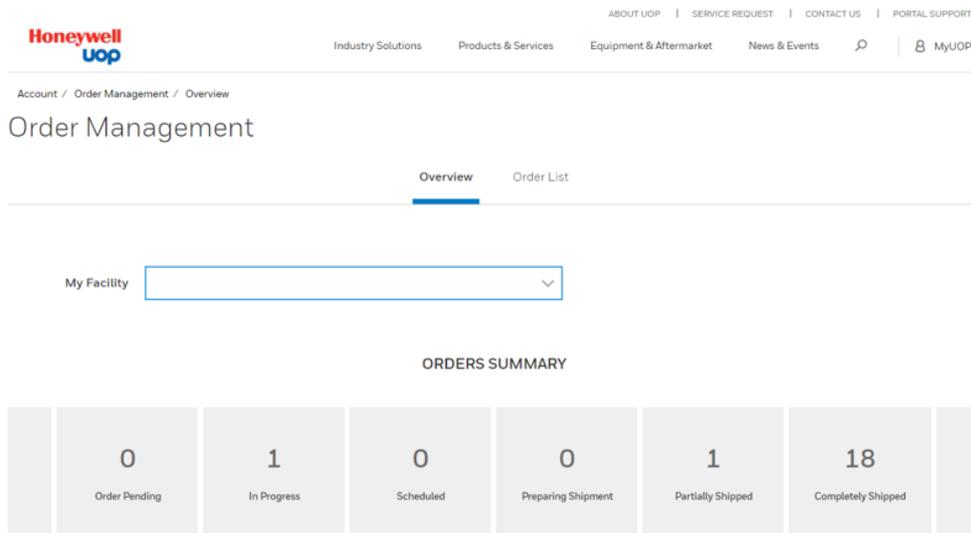




2. ORDER STATUS APPLICATION

2.1 Order Status Management

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



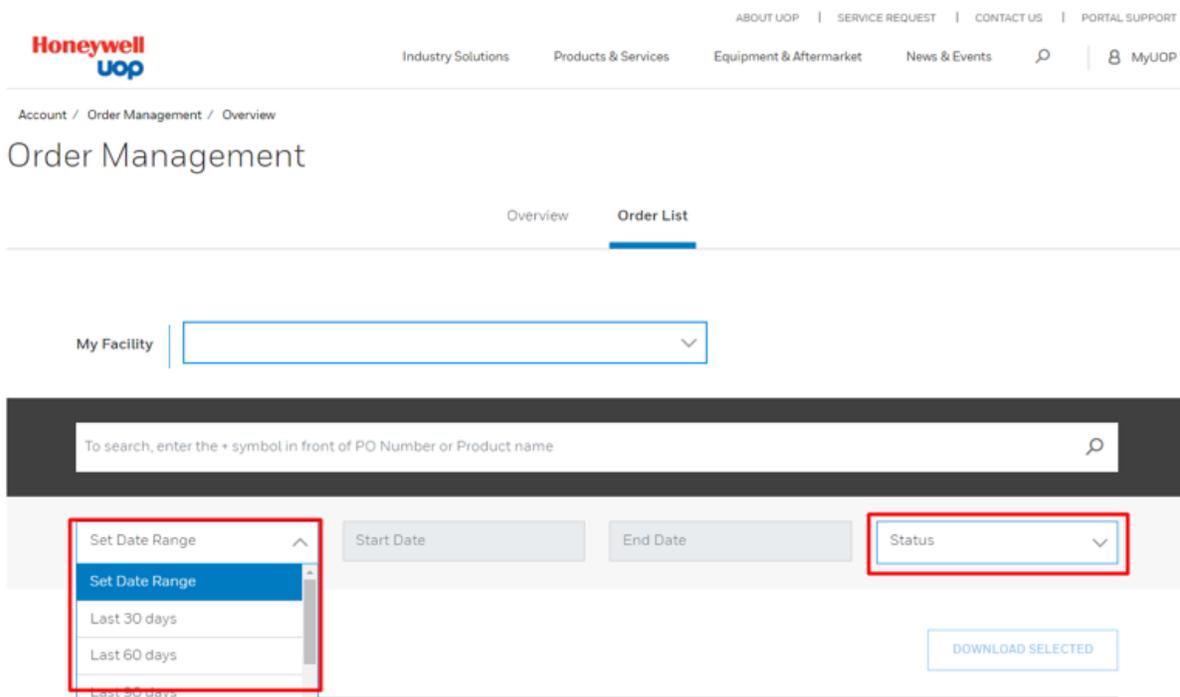
Latest Activity: In this section, you will be able to review orders placed with Honeywell UOP. Access the **Order Details** Page by clicking **Details. (Last 18 months)**

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.**



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 uopportal.support@honeywell.com