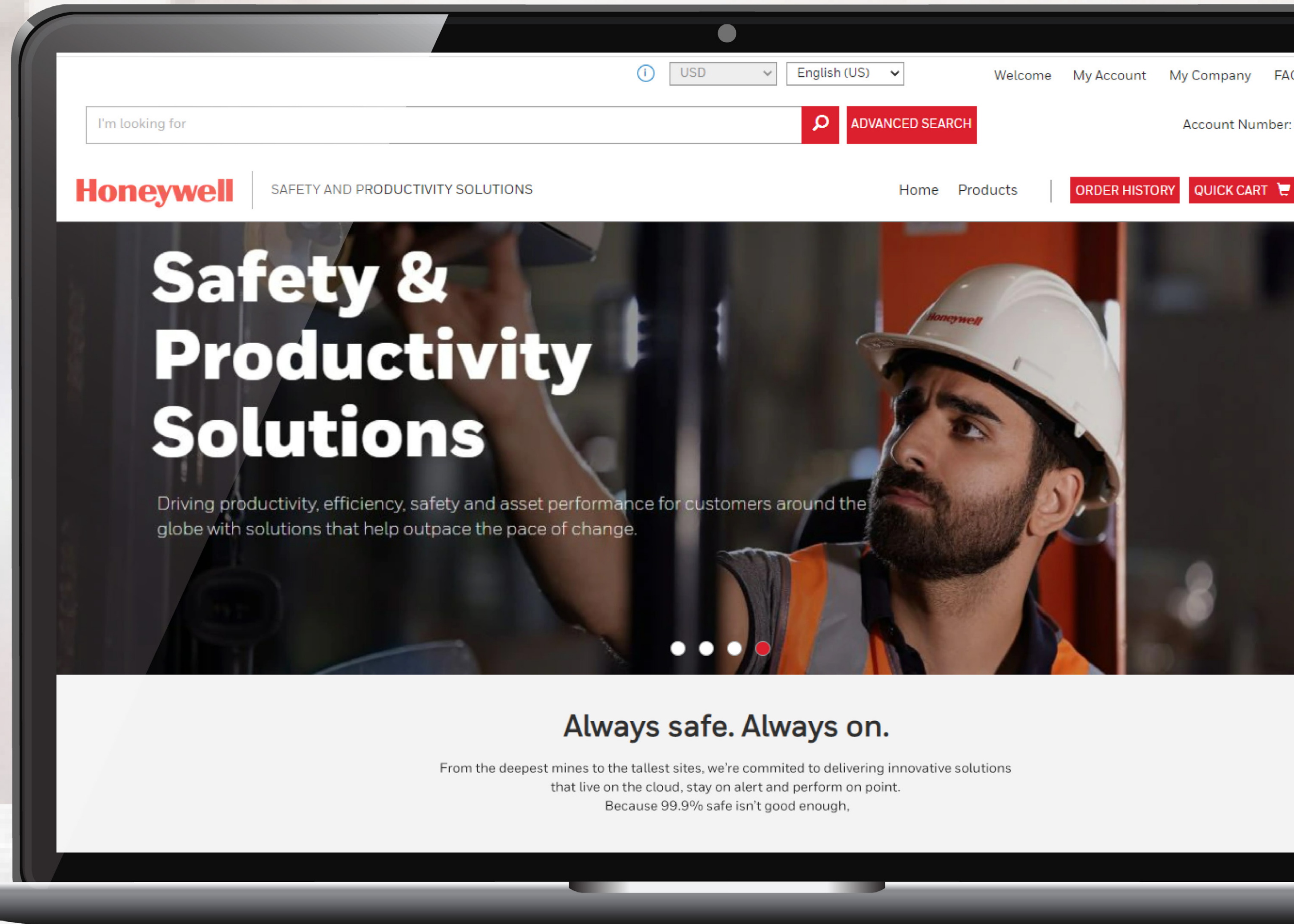


HONEYWELL SPS ECOMMERCE WELCOME GUIDE



Honeywell

THANK YOU FOR JOINING US!

At Honeywell, your experience matters to us.

That's why we created sps.honeywell.com/shop, a SPS eCommerce Platform where you can act on real-time information to capitalize on all the benefits you are entitled to as our valued partner, including:

- 24/7 order placement
- Shipment tracking
- Real-time view on product availability
- Access current and past order information

Our eCommerce platform is directly linked to SAP, enabling automatic order placement and access to information previously available only through Customer Service or Regional Sales Managers.

With SPS eCommerce, you benefit from a unified, streamlined experience that offers enhanced security and improved online ordering functionalities.

THE FUTURE IS WHAT WE MAKE IT.

The SPS eCommerce Team



DISCOVER OUR HONEYWELL SPS ECOMMERCE PLATFORM

1 ACCOUNT MANAGEMENT

2 NAVIGATION / SHOPPING

3 ORDER CREATION / VALIDATION

4 ORDER TRACKING / HISTORY

5 BILLING/PAYMENT

6 SHIPPING / LOGISTIC INFORMATION

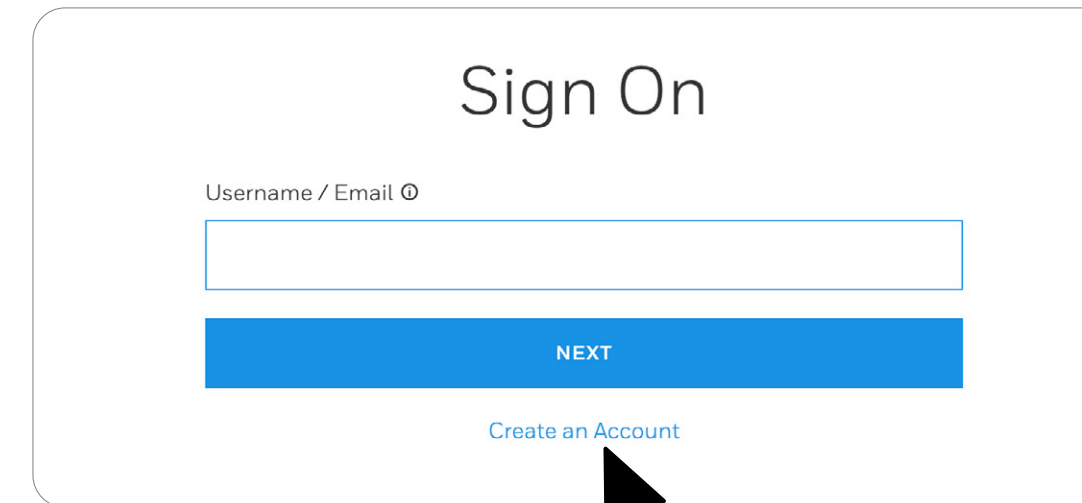
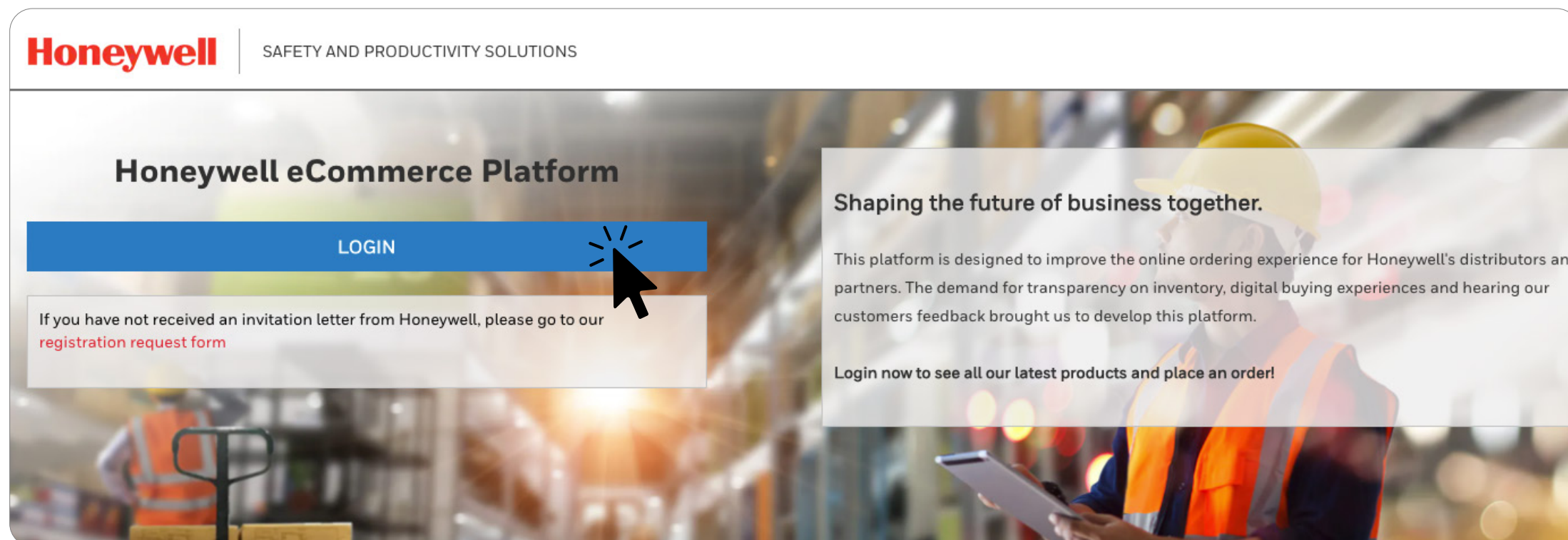


ACCOUNT MANAGEMENT

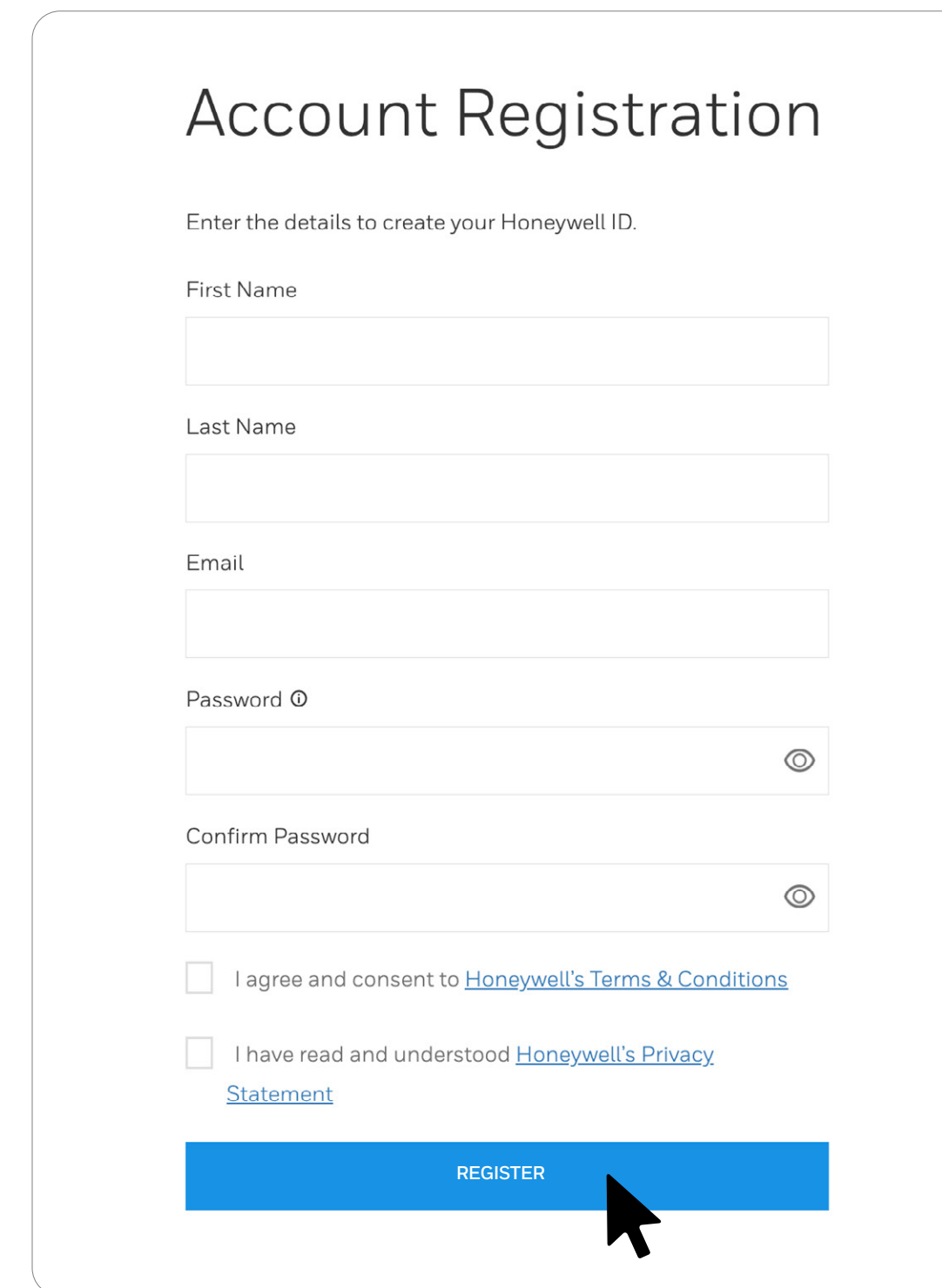
A. ACCESS FOR NEW USERS

 If you do NOT have Honeywell login credentials

1. Browse to sps.honeywell.com/shop/honeywell/en/login and click “Log in”



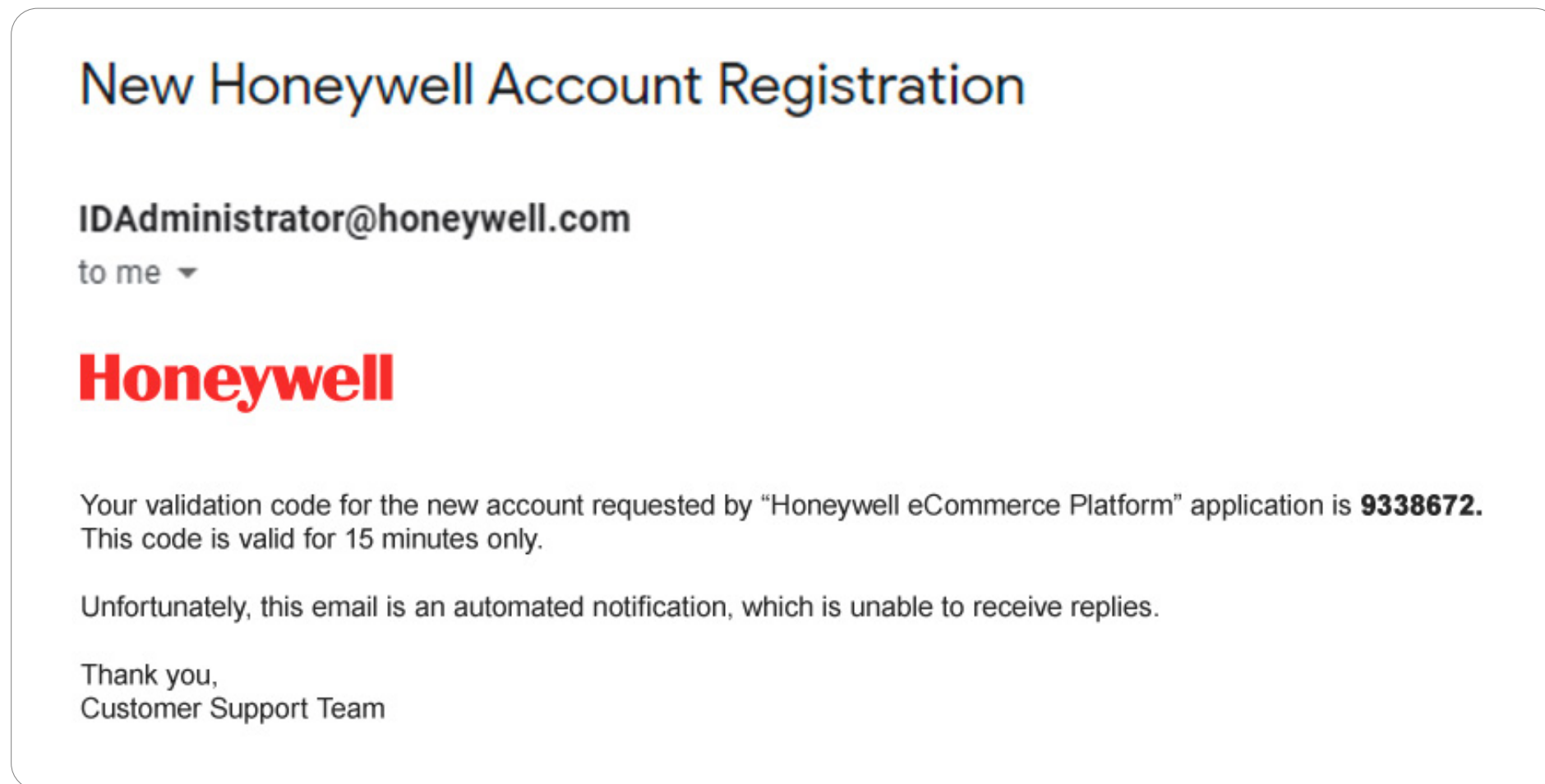
2. On the next page, click on the [Create an account](#) button



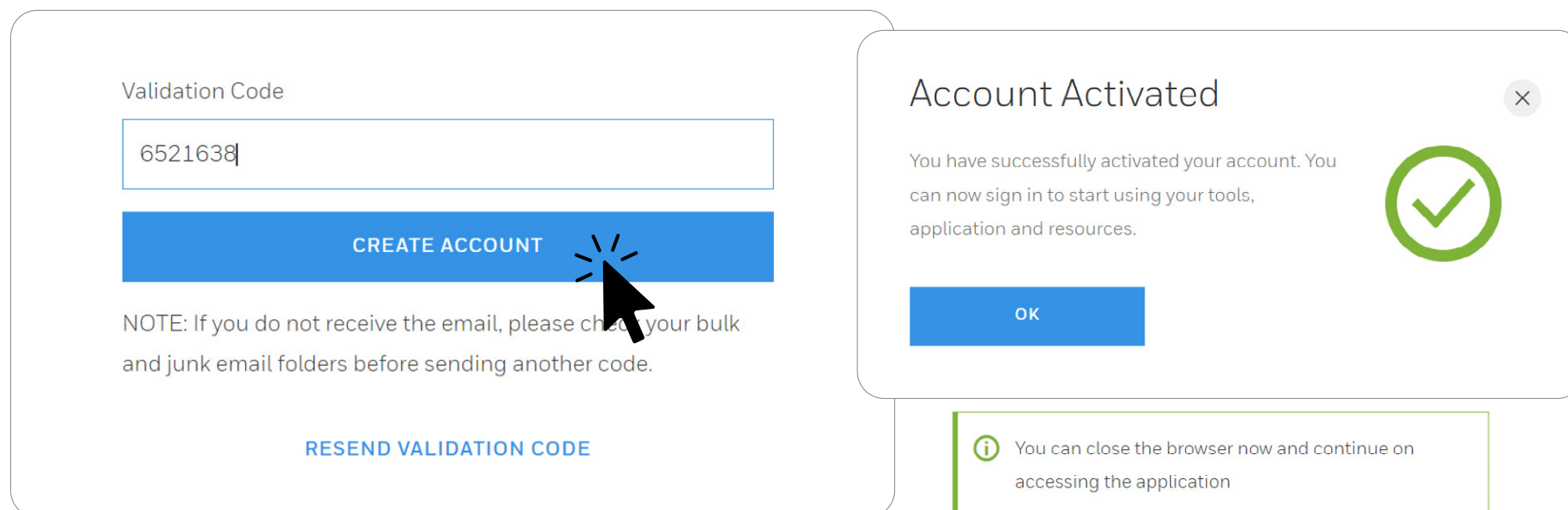
3. Enter your details, choose a password, and click “Register”



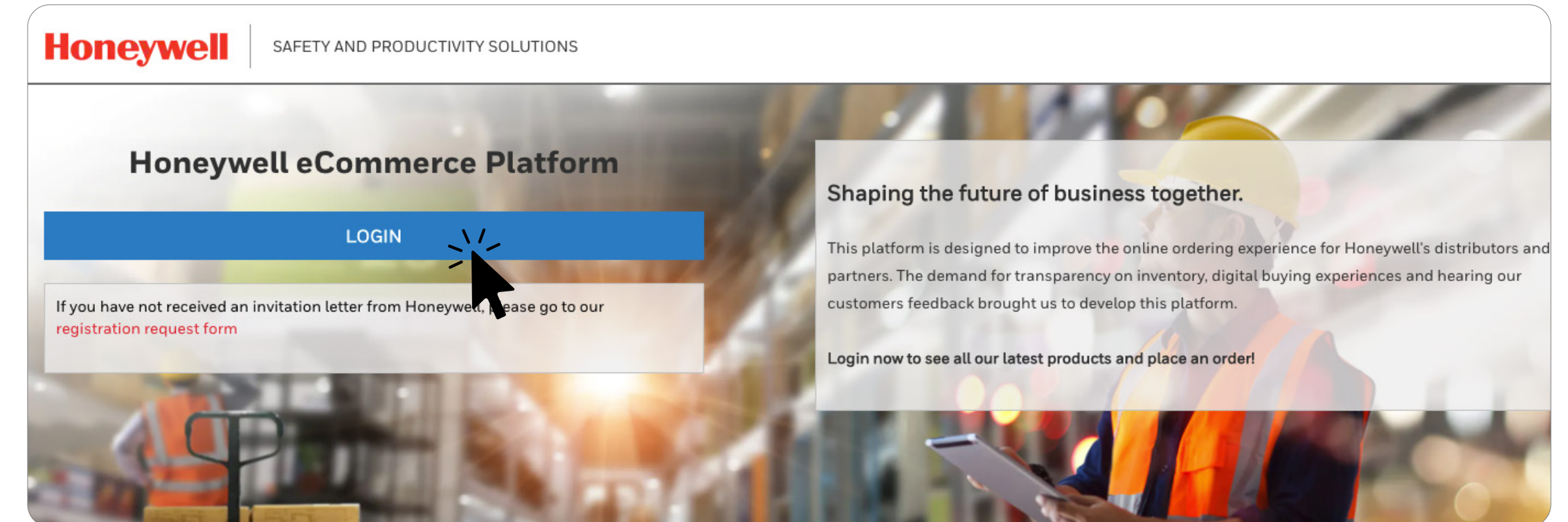
4. Check your email for this message:



Paste the code you received, and click "Create Account"



5. Return to <https://sps.honeywell.com/shop/honeywell/en/login> and click "Log in"





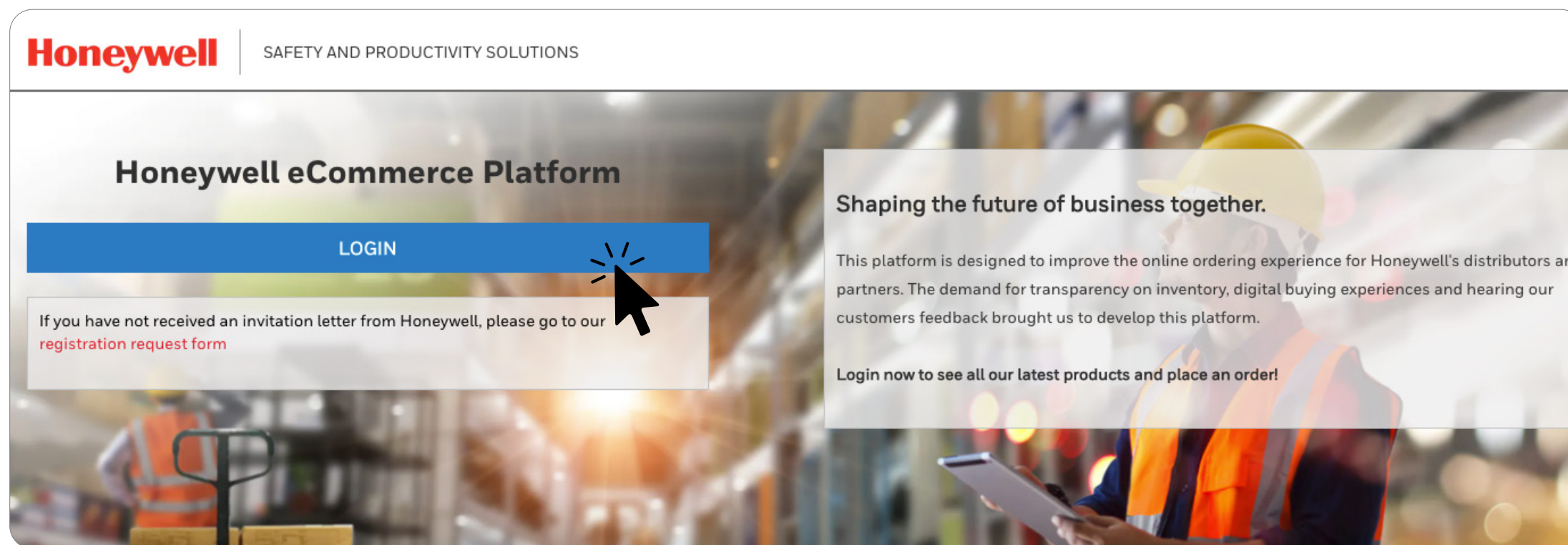
B. ACCESS FOR EXISTING USERS

 If you already have Honeywell login credentials

1. Proceed with logging in to sps.honeywell.com/shop/honeywell/en/login

2. If your Honeywell ID and password are already saved on your computer, you will have direct access to the eCommerce site.

3. If your Honeywell ID and password are not saved on your computer, you must re-enter your login credentials to access to the eCommerce site.





How to reset your password

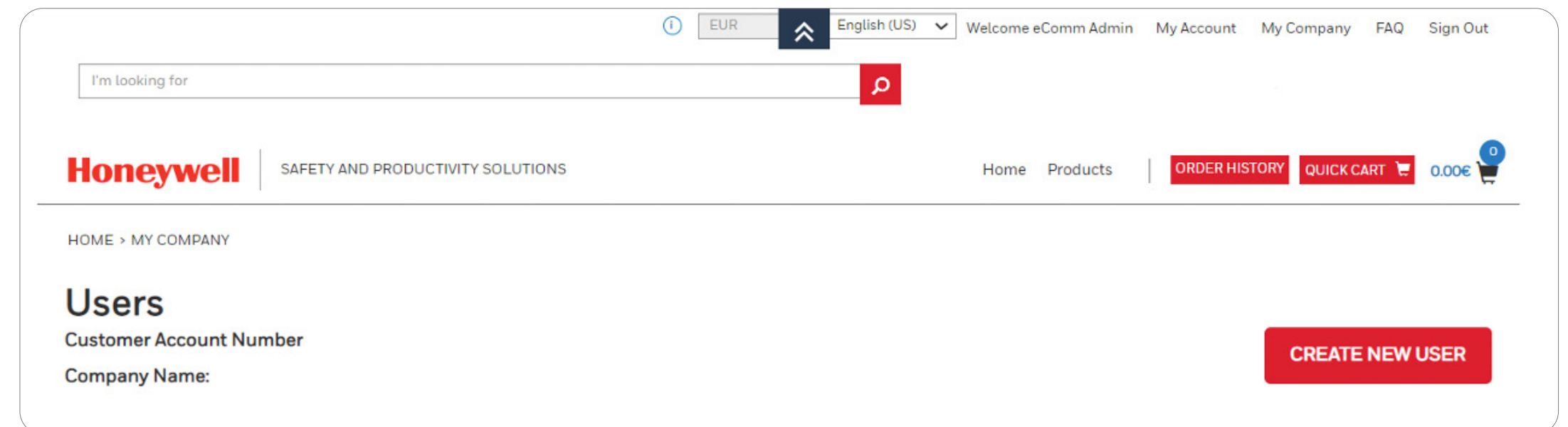
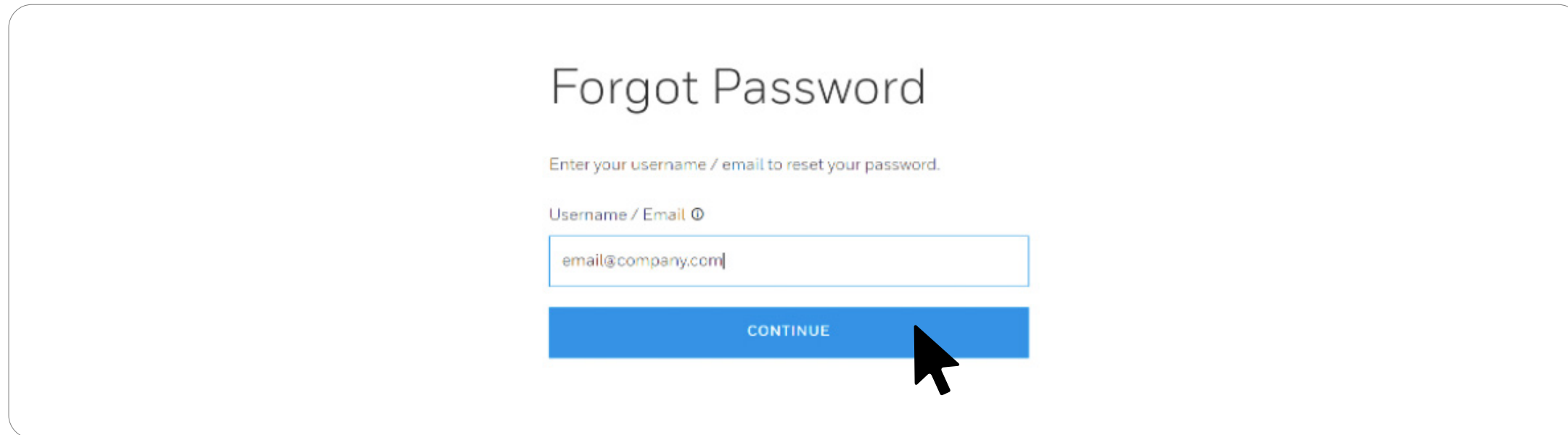
You can reset your password by clicking the [Forgot Password](#) link. Password should be at least 8 characters long, no spaces, and must contain one each of the following: one digit (0-9), one lowercase letter (a-z), one uppercase letter (A-Z), and one special character (! @ \$ % ^ & + “)

How to manage user accounts

If you are set up as an administrator for your company account, you can manage users for your company via “My Company” tab at the top of every screen.

Click on “Users” to see the existing user accounts.

Next, click on name of the user you would like to manage. If you’d like to change some of their information, or grant them administrator privileges, or disable/re-enable them, click “Edit”.





NAVIGATION/ SHOPPING

How to place an order

Simply search for items that you would like to order through the search bar or go directly into sub-product lists using the mega-menu.

How to place orders for two different company accounts

If you have rights to place orders for more than one company, you will need to select the appropriate business entity each time you order. The businesses will be listed each time you log into the platform.

Honeywell SAFETY AND PRODUCTIVITY SOLUTIONS

Our systems indicate that your company historically purchases across multiple businesses within the Honeywell Safety and Productivity Solutions group. Please select the business entity you will primarily order from today.

(you can still purchase products for all your orgs; this will be used as a tie-breaker if there are duplicate items)

* Honeywell Business Entity

PLEASE SELECT

- PLEASE SELECT
- 168S - Life Safety Germany GmbH (EU Customers) - EUR
- 590A - Life Safety Distribution GmbH (non-EU customers) - EUR

PROCEED



Product Availability

In the product page there is a table that displays the Estimated Availability Date* of each material.

*The Est. Availability Date is a live call from SAP.

Estimated Availability Dates are impacted by current stock level, which may be different at the time when the order is processed; delivery dates will be advised after the order is processed.

Estimated availability date scenarios are as follows:



- within lead time
(material availability date < today's date + Standard Lead Time)

| Add to Wish List | Part # | Description | Size | List Price | Discount | Net Price | Order Qty | Est. Availability Date | Subtotal |
|------------------|--|---|-------------|-----------------|--|-----------|--|------------------------------|----------|
| | YZ-2RQW-A2 EAN UPC 78454921477 | MICRO SWITCH YZ Series Standard Basic Switch: Single Pole Normally Open Circuitry: 15 A at 250 Vac: Wobble Actuator: 0.7 N [2.5 oz] Operating Force: Screw Termination: Silver Contacts: UL: CSA: CE: ENEC | One Size | \$34.80 1 EA | 35% List Price Scales | | <input type="text" value="0"/> Min 200 each | Available on 09-SEP-2022 | \$0.00 |



- outside lead time
(material availability date > today's date + Standard Lead Time)

| | | | | | | | | | |
|--|--|---|-------------|-----------------|--|--|--|------------------------------|--------|
| | YZ-RX58-D5 EAN UPC 78454950150 | MICRO SWITCH YZ Series Standard Basic Switch: Single Pole Normally Open Circuitry: 15 A at 250 Vac: Pin Plunger Actuator: 1:11 N [4.0 oz] Operating Force: Silver Contacts: Quick Connect Termination: UL: CSA | One Size | \$20.56 1 EA | 35% List Price Scales | | <input type="text" value="0"/> Min 200 each | Available on 18-APR-2023 | \$0.00 |
|--|--|---|-------------|-----------------|--|--|--|------------------------------|--------|



- the product is not for sale or has been discontinued.
You will find a link to a similar product on the page, if available.

Est. Availability Date

This product is not for sale



ORDER CREATION/ VALIDATION

How to place a “quick” order

Use the **Quick Cart** button, insert product references into the search field separated by a comma (,) and click on the search button (i.e.: 1011146, 1010975, 1011170...).

If you look for a product with sizes, don't forget to include the size in the search field, otherwise the product will not be found (i.e.: 2100250-06, 4506000-S...).

You will then be presented with a search results screen that will allow you to validate matches and confirm addition of the products into your cart.

How to save and reuse a cart

On your Shopping Cart page, click on “Move to list”.

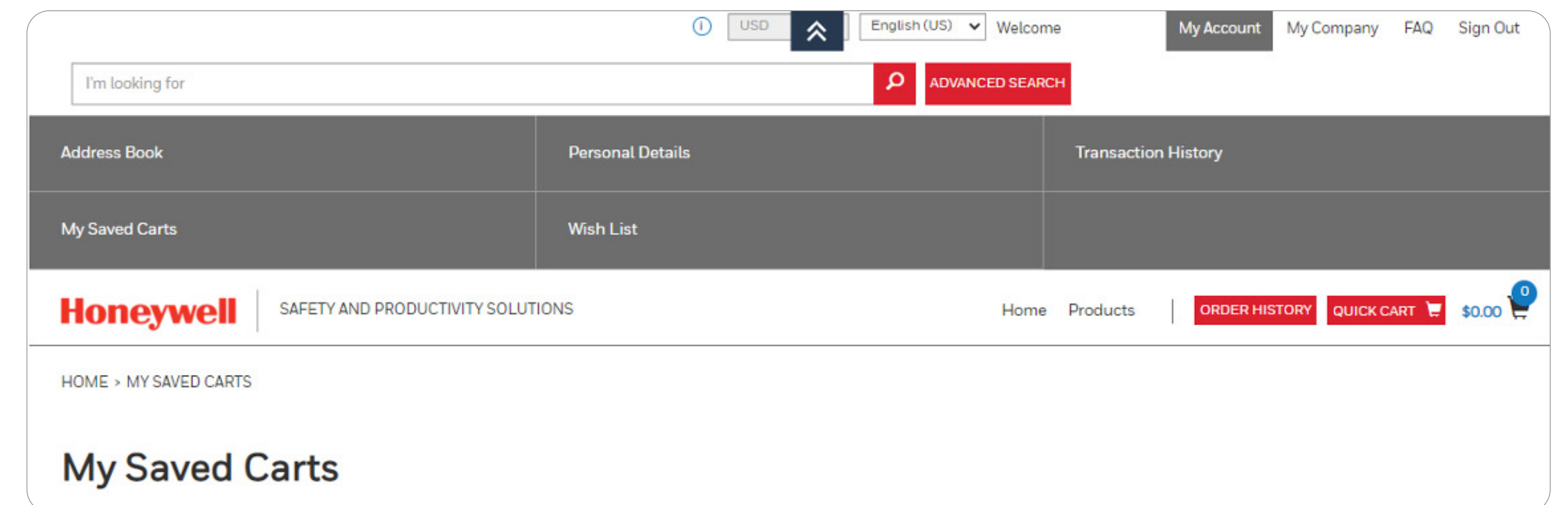
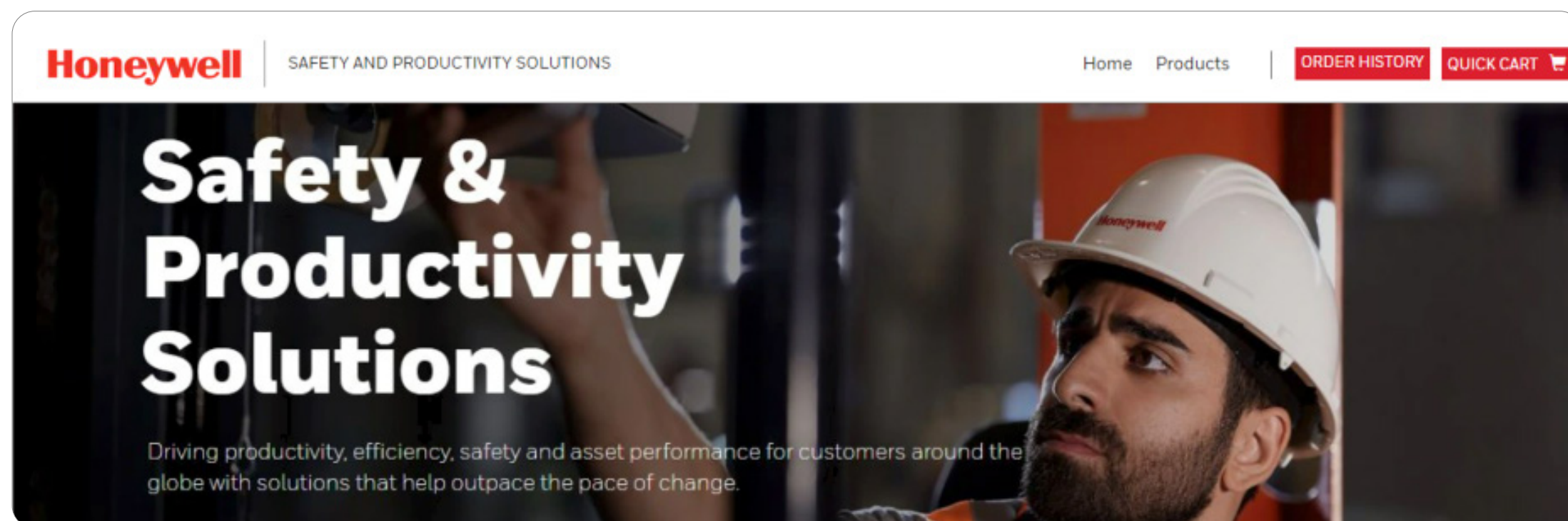
Here you can create a name and description for your saved cart.

Then click “Save”.

You can access this saved cart on your next shopping session by clicking “My Account/Saved Carts”.

Find the cart you saved and want to reuse and click “Restore”.

If you plan on reusing this cart, keep the check mark where it says, “Keep a copy of this cart on saved list”.





How to upload your Quick Cart using a CSV file

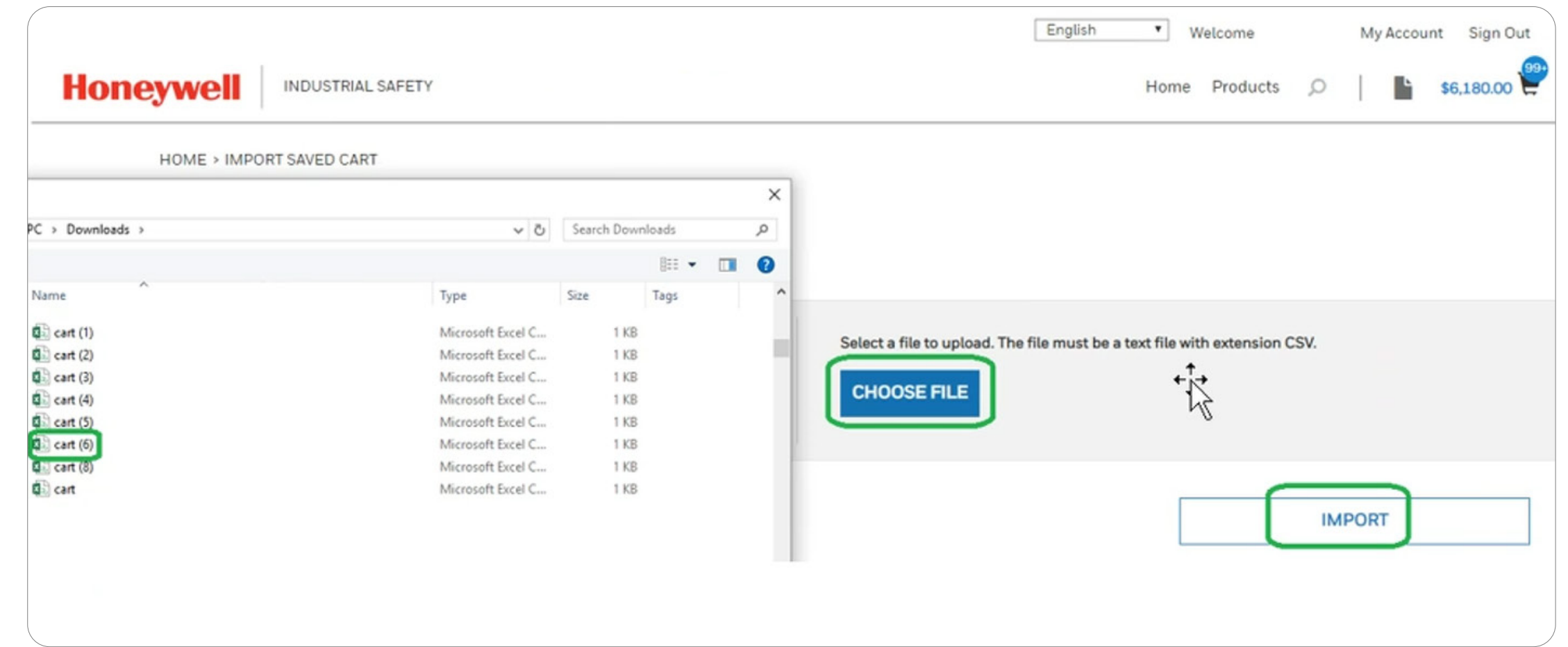
There are two methods to create your Quick Cart:

1. If you know the product number(s) you want to order, click on the “Quick Cart” icon near the top of every screen.

Here, you can choose to enter the item(s) you’d like to order (you adjust quantities in the cart), or you can also import a previously-saved cart.

2. You can import a CSV file via the **Quick Cart/Import saved cart**. “SKU number” and “Quantity” columns are mandatory and must be completed.

All the other columns are optional.

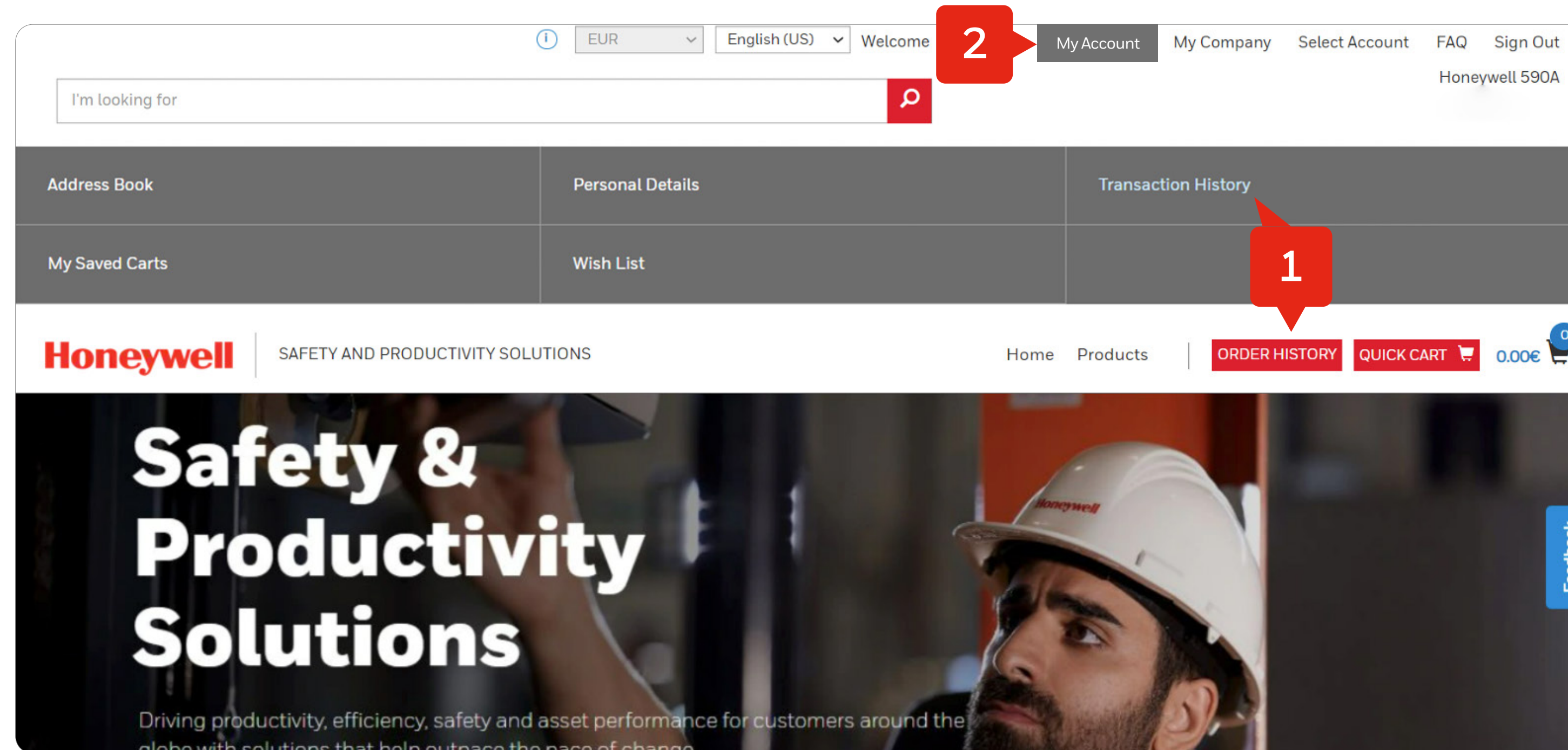




ORDER TRACKING/ HISTORY

Once you're logged in on the OneSPS eCommerce Platform, click on the red "Order History" button to view your transactions (1).

Alternatively, you can go to "My Account" and click on "Transaction History" (2).





You can **filter** and **search** for orders by the Sales Order Number, PO Number, Status, Invoice Number, Date Range and Specific Date. This information is updated every 20 minutes from SAP.

The list with your orders contains details such as Legal Entity, PO Number, Order Number, User, Status, Date, and Total Amount.

USD English (US) My Account My Company Select Account FAQ Sign Out

I'm looking for

Honeywell SAFETY AND PRODUCTIVITY SOLUTIONS Home Products **ORDER HISTORY** QUICK CART \$0.00

HOME > ORDER HISTORY

Recently placed orders will not show up here. Please allow 20 minutes for the order to be synchronized

MY TRANSACTIONS

TRANSACTION TYPE: Orders

FILTER BY: **Filter orders**

- Show all orders
- Open Orders
- Order Number
- PO Number
- Status
- Invoice Number
- Creation Date Range
- Specific Creation Date
- Part #

Sort by: **Sort orders** Date Created

1 Order

| Legal Entity | P.O. Number | Order No. | User | Status | Date Created | Total |
|--------------------------|-------------|---|------|-----------|--------------|------------|
| Hand Held Products, Inc. | | 0015843685 Click on the order number for details | | Scheduled | | \$1,050.00 |



Once you click on the “**Order number**”, you will see the ordered products and their details (such as description, size, discount, net price, quantity, delivery status and subtotal), as well as the packing list, tracking details (if available) and the address information.

You can download a copy of the order acknowledgement and any invoices corresponding to this order. In addition, for each line, you will be able to see the delivery status, the estimated delivery date, and the tracking number, if available.

If the order placed is a standard recurring order, click the “**Reorder**” button to quickly add it to the shopping cart.

HOME > ORDER HISTORY > ORDER 0028124715

Sales Order Details REORDER

| P.O. NUMBER | SALES ORDER NO. | COMPANY | STATUS | DATE CREATED | TOTAL | ORDER ACKNOWLEDGEMENT | INVOICE |
|-------------|-----------------|---------|-----------|--------------|----------|-----------------------|---------|
| test | 0028124715 | | Cancelled | 08 July 2021 | \$625.20 | | |

Your delivery Items

| Item # | Part # | Description | Size | Order Quantity | Shipped Quantity | Subtotal | Status | Agreement# | Packing List | Est. Delivery | Tracking |
|--------|-------------------------|----------------------|------|----------------|------------------|----------|-----------|------------|--------------|---------------|----------|
| 10 | 1010975 | KIT HYGIENETHUNDERT2 | | 60 | 60 | \$625.20 | Cancelled | | | 27 Jul 2021 | NA |

Order Totals

| | |
|------------|----------|
| Sub Total: | \$625.20 |
| Total: | \$625.20 |

REORDER

Shipping Address

Shipping Method

- Delivery Type
- Standard Shipment
- Shipping Payment
- Default
- Shipping Account #

Billing Address

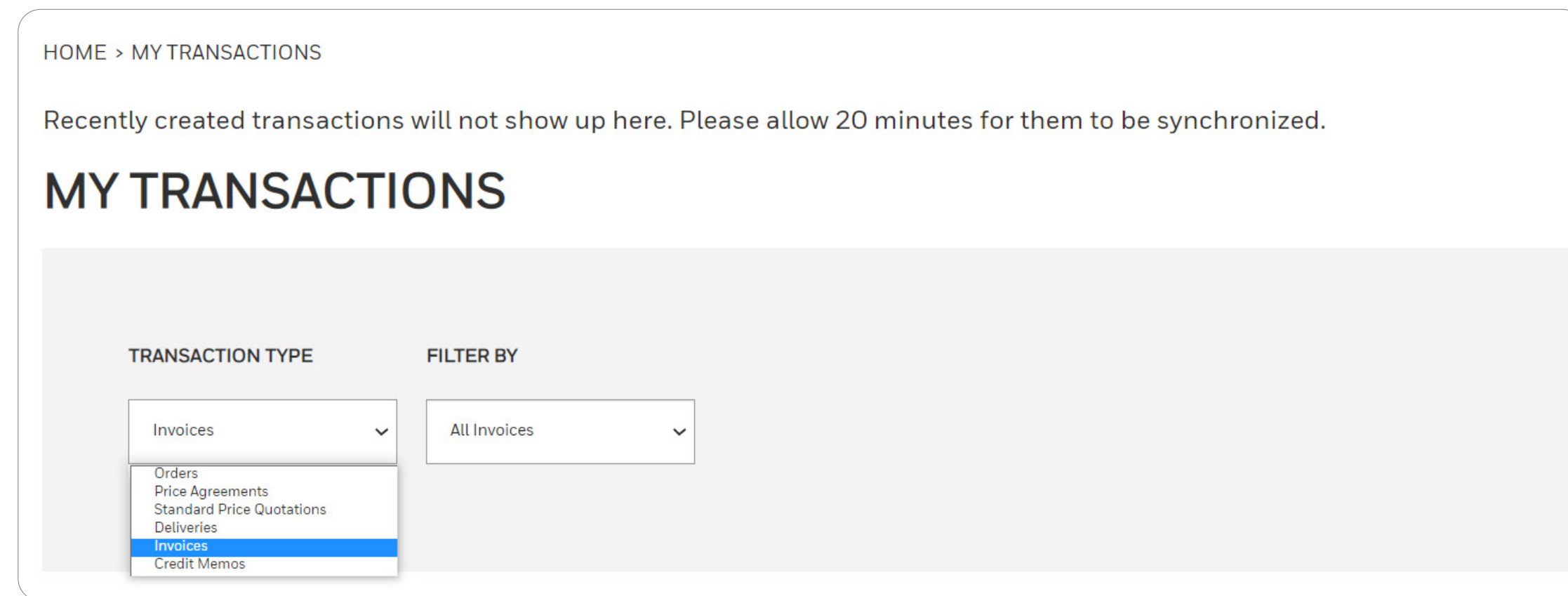


BILLING/ PAYMENT

To view a printable version of any invoice placed on the SPS eCommerce Platform, go to [My Account/Order History](#).

Choose a previous order and click on the [Order Number](#) link. Please note that you will also receive your invoice as usual.

Alternatively, go to Order History and select “**Invoices**” from your transactions. The payment terms will be shown on the invoice details.





SHIPPING/ LOGISTIC INFORMATION

You can download a duplicate copy of your order confirmation with expected shipping dates.

This document is available in the “**My Orders**” section. In the drop-down menu displayed near your details, click in [My Account/Order](#) history and select an order reference.

In the order history, you will find each item’s delivery status:

- “-” (the shipping process has not started),
- “Partially delivered” or
- “Fully delivered”

Important Note:

Shipping costs are standard conditions mentioned in the **Honeywell Terms and Conditions** and are given as an indication on the SPS eCommerce Platform. The final shipping costs will be confirmed in the order confirmation.



FAQs

Q. I'm having issues logging in!

A. For issues logging into the site, please contact onespsecomm@honeywell.com

Q. What is my Honeywell ID?

A. The email address that you used during your registration.

Q. Can I register an account with a personal email address, such as one that ends in @gmail or @mail?

A. No. To access the SPS eCommerce Platform, we require a “company domain” email. With a company domain, we can ensure that the user is associated with the proper company, and if that company no longer has access to our systems, the users can be managed. However, if you do not have a website or email address, we will work with you to transition to one of our wholesale partners to ensure you receive the best level of support for your customers.

Q. I'm not sure which product best suits my needs. Is there a comparison feature?

A. Yes. In the product list, select up to 4 products to compare by clicking the box next to “Add to compare”. Click “View Compare” to see how the products differ.

Q. How can I print out product information?

A. Within a product’s detail page, there are two options for printing product information: “Full” or “Without Price”.

Q. Are there catalogues, product brochures and other literature available on the platform?

A. Yes! Product brochures and other literature can be found and downloaded under the “Resources” tab on each product page. Downloadable catalogues can be found via a link at the bottom of each page (coming soon).

Q. How do I use a promotion code for my order?

A. If you received a promotion code from Honeywell, enter the code on your shopping cart page. The field for the promotion code is located next to the availability indicator.

Q. What happens if I don't find the product I want?

A. Honeywell has selected its best seller products to ensure a timely delivery. If you don't find the product you want on this Honeywell online shop, please contact your Customer Support Representative.



Q. How can I update my company's email address?

A. Create a new account for that person with the correct email address. Then disable the account with the incorrect email.

Q. How can I manage my order after final validation?

A. You are not able to modify your order after final validation. For further information, contact your Honeywell Customer Service Representative. Order updates made by Customer Service will not be reflected on the SPS eCommerce Platform, unless the order is canceled.

Q. How do I return a product ordered online?

A. Return procedures can be found in the [Terms and Conditions](#) section at the bottom of each page. For further information, contact your Honeywell Customer Service Representative.

Q. Can an order be canceled on the site or via Customer Support?

A. For order cancelations, please contact you Customer Support Representative via the [Contact Us](#) page.

Q. How to add/change a shipping address?

A. You can request a new shipping or billing address by visiting the [My Account/Address Book](#). Click on "Add Address" and choose "Add or Change a Ship-To Address" in the "Reason for Contact" drop-down menu and enter your new address. Your request will be evaluated by Honeywell for approval. Once approved, you can use this new address within 72 hours.

THANK
YOU!

For more information

sps.honeywell.com

Honeywell Safety and Productivity Solutions

855 S Mint St
Charlotte, NC 28202
800-582-4263
www.honeywell.com

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