# TABLE OF CONTENTS

1. **HOW TO REGISTER ON HSP PARTNER SITE** ................................................................. 3  
   1.1 **STEP 1** ......................................................................................................................... 3  
   1.2 **STEP 2** ......................................................................................................................... 4  
   1.3 **STEP 3** ......................................................................................................................... 4  
   1.4 **STEP 4** ......................................................................................................................... 5  
   1.5 **STEP 5** ......................................................................................................................... 6  
   1.6 **STEP 6** ......................................................................................................................... 8  
2. **ACCESS THE ORDER AND SHIPMENT INFORMATION** ................................................. 10  
   2.1 **STEP 1** ......................................................................................................................... 10  
   2.2 **STEP 2** ......................................................................................................................... 10  
   2.3 **STEP 3** ......................................................................................................................... 11
1. How to Register on HSP Partner site

1.1 Step 1

1.2 Step 2

Click on the Register link as shown below

1.3 Step 3

The registration page will be displayed as below. The fields marked in "*" are mandatory.

- Fill in the login details
- Fill in the personal details

Click the register link
1.4 Step 4

You will receive an email from the system confirming the initial registration and a link for activating the account.
Dear <User Name>,

Thank you for registering. Your User ID is <User Name>.

To activate your account, please click on the link below and verify your password.


You must complete the process above to activate your account.

Thank you and regards,

Customer Support Team.

Click on the “activate” link and verify the password to confirm the registration. You will receive a mail from the system confirming your registration.

1.5 Step5

Login with your User ID and Password upon activation by clicking on the “Login” link in home page

Once you login, the site will open up the manage profile page where you have to fill up the mandatory information (as per screen below)
Submit the form after filling up the mandatory information. An email will be sent to Honeywell customer service to review your profile.

You will receive the below email confirming the request submission to the Honeywell system administrator.
1.6 Step 6

The Honeywell customer service will review your registration and will confirm by mail once you are associated to Distributor account.

- HSP Partner Portal – Registration Completed

From: HSPPortalsupport@Honeywell.com
Sent: 12 November 2013 22:17PM
To: <User>

Dear <User>,

Thank you for your interest in the HSP Partner Portal. Your registration is reviewed and ready to be used.

Please login to the site using the user name and password created at the time of registration. Once logged in, you can view your orders by clicking ‘Orders’ link on the top of the page.

Thank You,
HSP Partner Portal Web Support Team

Click Here to access the HSP Partner Portal.
In case of any questions or queries, you can call customer service or submit a request in the site by navigating to the “Contact us” page (as shown below).

The contact us page will have the customer service contact numbers and the query form.

Customer Service Contact Numbers

Inquiry Form
2  Access the order and Shipment information

2.1  Step 1

Login to the site with the registered User ID and Password (as in Step 1.5)

2.2  Step 2

Upon successful login, the user will be redirected to the distributor profile page (as per screen below if the Login is associated to a Distributor account). Also the “Orders” link will be visible.

The profile page will display the following information
- Customer Name
- Customer Default Bill To Address
- Customer Default Contact Number
2.3 Step 3

The order details can be accessed by clicking on the “Orders” menu.

On clicking the “Orders” link, the system will display all Open orders and shipped orders for past 90 days. By default the orders will be sorted by “Order Date.”

The following information is displayed on the order screen:
- Order Number
- Purchase Order Number
- Order Currency
- Order Value
- Order Balance
- View Shipments link (The link is displayed only if there are Shipments for the order)

You can drill down to get order details by clicking on the order NO.

You can drill down to shipping details by clicking on the link.
• Order Date
• Order Status

The Order data can be sorted by each of the above columns by clicking on the column name.

The Orders can be filtered by PO number, Order Number and Order date as per screen shot below

Order Details
The following information are displayed in the order details screen

• Ship to customer name
• Ship to address
• Item Number
• Item Description
• Quantity ordered
• Quantity Shipped
• Quantity Open
• Unit Price
• Unit of Measure
• Extended Price
• Scheduled Ship Date

Order Number: 1606124
Ship To Customer: SHAW MODULAR SOLUTIONS LLC
Shipping Address: 3191 W LINCOLN RD., LAKE CHARLES, LA 70605.8273

Print the orders or Export the information to Excel

View Ship to location
- **Order Line Status**

The search box will be displayed (as per screenshot below) if the number of order lines exceed 15 Items.

![Order Line Status Screenshot](image1)

**Shipment Details**

The Shipment detail information can be accessed by clicking the “View Shipments” link (as per screenshot below)

![Shipment Details Screenshot](image2)

The Shipment information is displayed based on **“Pick Number”**

The following information is displayed per shipment:
- Pick Number
- Shipped From Location
- Date Shipped
- Link to Tracking Number (If available)

All the items that are shipped as part of the Pick Number are displayed as part of the Shipment details.

![Shipment Details Screenshot](image3)
Tracking Information

The Carrier name and tracking number are displayed when the “Tracking Number(s)” link is clicked as per screenshot below.

![Tracking Information Screenshot]

The status of the shipment can be tracked by clicking on the “tracking number” if the carrier provider supports online tracking.

![Clicking on tracking number will take you to carrier website]

This document and all information and expression contained herein are the property of Honeywell Int’l Inc., are loaned in confidence, and may not, in whole or in part, be used, duplicated, or disclosed for any purpose without prior written permission of Honeywell Int’l Inc. All rights reserved. See on-line copy for the current auditable version of this document on the ACS IT Common Processes website.