

## Placing an Order & Selecting Request Dates

Log in to your account. If you have multiple locations, chose one by checking the box.

**Account Selection**

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**Select Account**

Search Accounts  **Search**

Please select one of the following accounts.

13 1265  
Account#: 307956 Location#: 314264  
Mi Controls Inc  
6516 5th Place S  
Seattle, WA, 98108

13 1265  
Account#: 310972 Location#: 321052  
Minvalco Inc  
4749 Old Highway 8 Ste 110  
Mounds View, MN, 55112-1529

Click on My Account on the top of the screen:

my account | homeowners link | honeywell.com Welcome Joe Distributor | account: 307956 location: 314264

The next screen will show you the different options and access you have to the location. Chose Quick Order Form.

**Account Navigation**

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**Current Account**  
13 1265  
Account: 307956 Location: 314264  
Mi Controls Inc  
6516 5th Place S  
Seattle, WA, 98108

[Change Account](#)

**My Account Information**

- [Address Book](#)
- [Additional Profile Information](#)
- [Communication Preferences](#)
- [Change Password](#)

**Other Helpful Links**

- [Request More Locations](#)
- [Contact Account Administrator](#)

**My Product and Order Information**

- [Order Status and History](#)
- [Quick Order Form](#)
- [Product Lists](#)
- [Returns](#)
- [Invoices](#)
- [Credit Memos](#)

You may manually type in the quantity, part number and request date or download CSV or Excel Templates to upload orders.

**My Account**

- My Account Information
  - Address Book
  - Additional Profile Information
  - Communication Preferences
- My Product and Order Information
  - Order Status and History
  - Quick Order Form
  - Product Lists
  - Returns
  - Invoices
  - Credit Memos
- Other Helpful Links

### Quick Order Form

You may enter the part number and quantity for each item you wish to order or upload a file of part numbers. Select Add to Cart when you are finished.

**Upload a File** Download CSV Order Template Download Excel Order Template

Quantity	Honeywell Material Number or Customer Part Number	Requested Delivery Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Quantity	Honeywell Material Number or Customer Part Number	Requested Delivery Date
<input type="text" value="5"/>	<input type="text" value="HZ322/U"/>	<input type="text"/>
<input type="text" value="25"/>	<input type="text" value="138889A/B"/>	<input type="text"/>
<input type="text" value="10"/>	<input type="text" value="ARD6/U"/>	<input type="text" value="08/15/2012"/>
<input type="text" value="10"/>	<input type="text" value="ARD6/U"/>	<input type="text" value="09/15/2012"/>
<input type="text" value="10"/>	<input type="text" value="ARD6/U"/>	<input type="text" value="08/15/2012"/>

Scroll to the bottom of the page and add to cart:

Add More Lines +

**Cancel** **Add to Cart**

Next, click on "My Shopping Cart" in the upper right hand corner of the page to view all items and change/chose request dates:

**My Shopping Cart**  
62 item(s):  
\$4,356.30

Here you can chose to enter any packing list notes and also mark complete shipments or emergency shipments.

Ship Order Complete

by checking this box, Honeywell will **not ship anything on the order until ALL parts** on the order are in stock.

EMERGENCY Must Ship Same Day

Order must be placed prior to 1 PM CST. by checking this box, you would like the order to **ship the same day** if the order is placed by 1pm Central time. This does not mean that your order will ship by air – you will still need to enter the shipping method in an upcoming screen. You may always call in emergency orders to Customer Care, to ensure and confirm shipping, stock levels etc.

### Cart

Add More Products via: [Continue Shopping](#) [Quick Order Form](#) [File Upload](#)

Packing List Notes:   
(60 characters max)

Ship Order Complete

EMERGENCY Must Ship Same Day  
Order must be placed prior to 1 PM CST. Emergency orders placed after 1 PM CST will not ship until the next business day. Ball Valves and Damper orders require a to process. No same day shipments. Damper orders – order must be placed by 11 AM CST for next business day shipment. If placed after 11 AM CST the order will business day from the date of entry.

Note on Ship Sets: Please note that materials shipping from different warehouses will not be shipped together regardless of their Ship Set.

Note on Pricing: Please note that quantity related price discounts may only be available on the Order Review page.

#### Plant Codes

4800 - Louisville  
5510 - Golden Valley  
5525 - Freeport


**Ship complete** – means that this line will not ship until all 5 parts are in stock. This is only for this line item, not the entire order.


**Ship Set** - Enter the number “1” in the box for all line items coming from the same plant to receive 1 shipment. Note that nothing will ship until all line items from that plant are in stock. But it will ensure 1 shipment.

**Requested Delivery Date** – this is the date that the product will arrive on your dock. Example – the HZ322/U has a 1 day Service Class and it has a 5 day transit time from UPS, so you would put the request date in as 6 days from the date of order. **YOU MAY ALWAYS LEAVE YOUR REQUEST DATES BLANK TO ENSURE THAT YOU FOLLOW THE ACHIEVE PROGRAM ORDERING EFFICIENCY GUIDELINES.** Ask your Sales Representative if you have questions on Achieve.

**Default Plant** – you may select line items shipping from the same distribution center to ship complete also. Please see plant codes above.

Remember, you may leave all ship complete and dates blank and Honeywell will ship product as it is available, but may result in multiple shipments per order depending on stock levels and if there are multiple plant codes.

Delete Selected Lines	Material Information	Default Plant	Quantity	Unit Price	Total
<input type="checkbox"/> Delete <input type="checkbox"/> Ship Complete Ship Set: <input type="text"/>	 <b>HZ322/U</b> Service Class: 1 Business Days	4800	<input type="text" value="5"/>	\$112.45	\$562.25

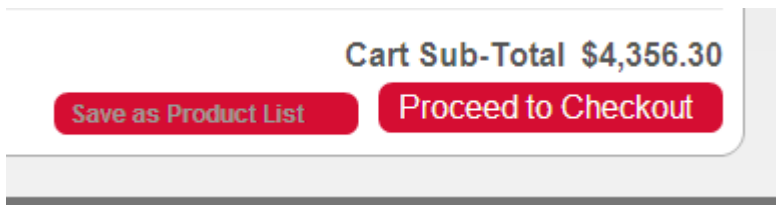
Requested Delivery Date:  

Packing List Notes:

Shipping Instructions:

I need multiple requested delivery dates

Next, click on proceed to Checkout:



Cart Sub-Total \$4,356.30

[Save as Product List](#) [Proceed to Checkout](#)

Now you will go through the following steps to complete the order.

- Step 1**  
Shipping Information
- Step 2  
Payment Information
- Step 3  
Order Review
- Step 4  
Order Confirmation

**Either chose your current address or click the box to enter a New Drop Ship address.** No drop ship fees apply to orders placed electronic.

### Shipping Address

My current shipping address

Mi Controls Inc  
6516 5th Place S  
Seattle  
WA  
98108  
UNITED STATES

Attention :

Enter a New Address

*click here and field will pop up for you to put in a new address and you can also save to your personal address book for future orders.*

**Chose your Shipping Method.** Best way available means a Honeywell preferred carrier will ship the product, by ground. By selecting a carrier, you will be prompted to enter a carrier and your collect account number. *Emergency or air orders need to chose "select a carrier".*

### Shipping Method

Best Way Available

Select a Carrier

**Emergency Air orders.** Chose select a carrier and from the drop down box, enter the carrier/ship method, i.e UPS NDA – Next Day Air.

*Pay & Add* – all shipping charges are added to the invoice.

*Collect* – enter your companies collect account number, no charges will be on the Honeywell generated invoice.

## Shipping Method

Best Way Available

Select a Carrier

Pay & Add

Collect

Collect Account Number

Enter any Shipping Instructions and click on Next.

## Shipping Instructions

Please enter any shipping instructions you wish to include with your order.

Back to Cart

Enter your Purchase Order number and click on Next. Check the billing address to make sure that it is correct.

## Payment Information

Fill in the fields below to complete your payment information.

### Payment Method

Pay by Purchase Order

PO Number \*

Pay by Credit Card

Review your order and make any necessary changes if needed.

## Order Review

Please check your order.

### Order Information:

Ship Order Complete: No

Emergency Shipment: No

Packing List Notes:

[Change](#)

### Shipping Information

Shipping Address  
Mi Controls Inc

6516 5th Place S  
Seattle  
WA  
98108  
UNITED STATES

Shipping Method  
UPS NDA-Next Day Air

[Pay & Add](#)

[Shipping Instructions](#)

### Payment Information

Payment Method  
Purchase Order

PO Number: PO1234

Billing Address  
Mi Controls Inc  
P O Box 80686  
Seattle  
WA  
98108  
UNITED STATES

[Change](#)

For next day air orders, be sure to check EMERGENCY! Click on change to mark emergency.

### Order Information:


Ship Order Complete: No

Emergency Shipment: Yes

Packing List Notes:

[Change](#)

## Viewing your order:

	Material information	Default plant	Quantity	Unit Price
Ship Line Complete: Yes Ship Set:	 <b>HZ322/U</b>	4800	5	\$112.45
Requested Delivery Date: 08/09/2012			Available: 5 units 08/15/2012	

**Available:** this is the expected date that Honeywell will have all the products to your dock.

Next, enter any promo codes:

Have a Promotional Code? Enter it here:

Apply

[How do I get a promotional code?](#)

Accept the Terms & Conditions and click on Submit! Your order will be instantly received and processed.

SubTotal	\$2,873.20
Tax	\$258.59
<b>Order Total</b>	<b>\$3,131.79</b>

I accept the [Order Terms & Conditions](#)

**Submit Order**

You will receive an order confirmation number and an email.

## Order Confirmation

Your web reference number is: **1001211**

You will receive an email confirmation of your order which will include your official order number.

Please call your Sales Representative or Customer Care at 888-793-8193 with any questions regarding ordering or the new website!

Thank you for your continued support of Honeywell!