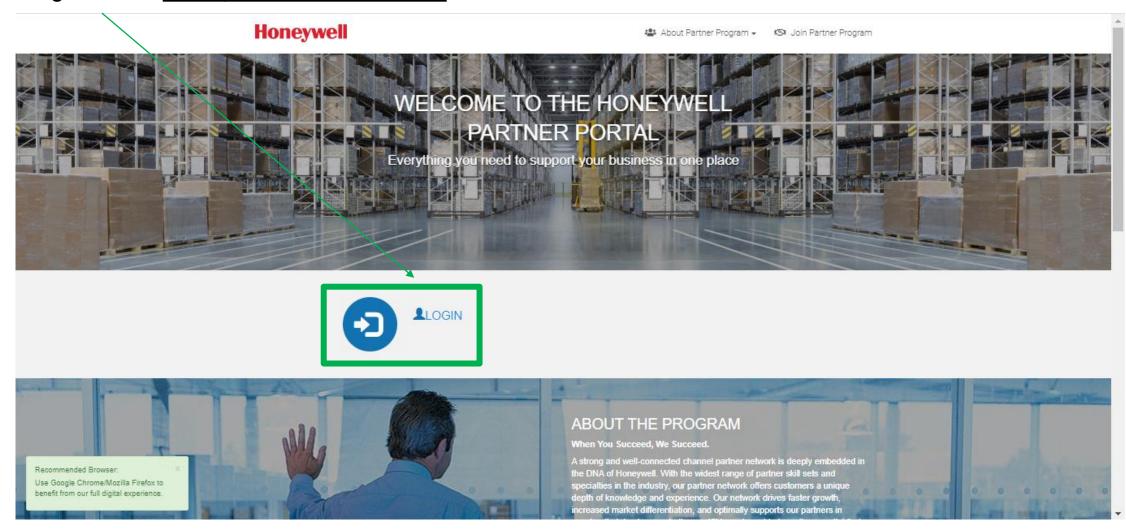
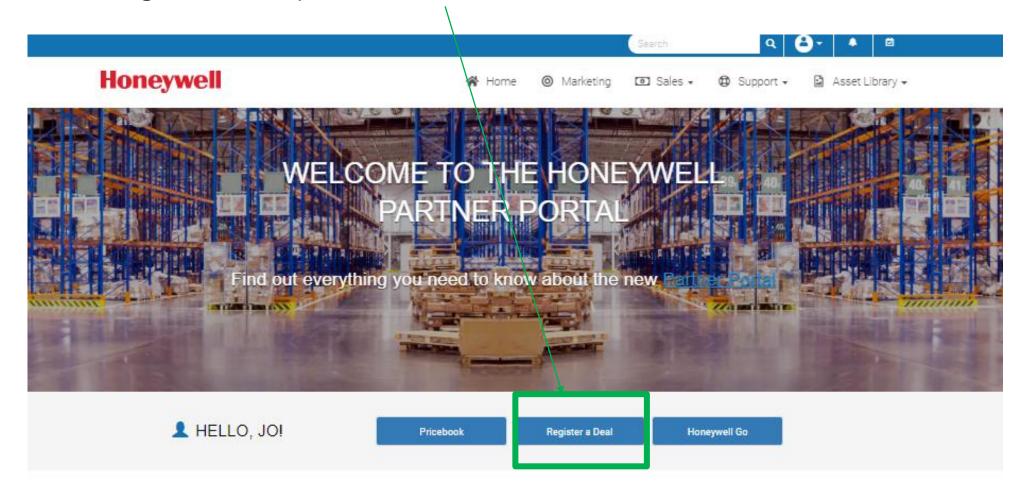


**Step 1** – Log in to the **Honeywell Partner Portal** 



Step 2: Select the Register a Deal quick links button



**Step 2.1** – Registering a deal with Project Registration

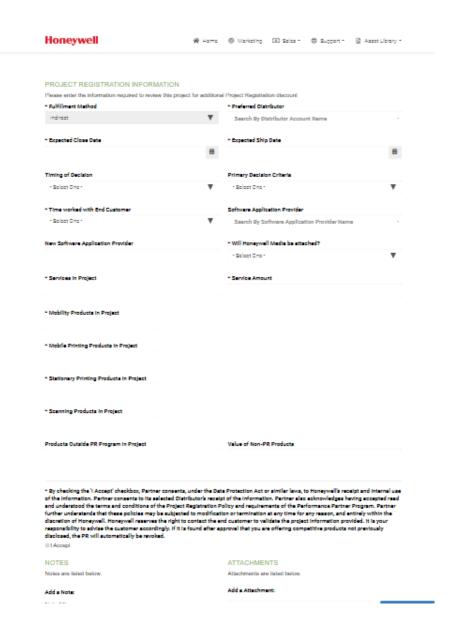
The default is that you wish to request Project Registration (the box at the top of the form is checked)

Enter the fields (mandatory fields are marked with an asterisk)

Press submit

# OPPORTUNITY INFORMATION Please enter the information for this opportunity. Request Project Registration?

\* Opportunity Name



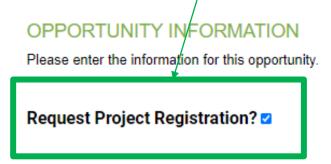
**Step 2.2** – Registering a deal without Project Registration.

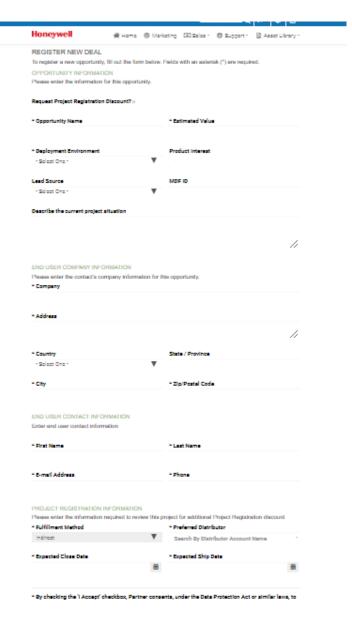
If you do not require Project Registration uncheck the box at the top of the form

The fields required for PR processing are removed from the form

Enter the fields (mandatory fields are marked with an asterisk)

Press submit.





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Step 3: Editing the deal you submitted

Once submitted, you will receive a confirmation email.

You will find the deal on the Deal Dashboard under the Pending tab with a status of Draft

Whilst in the Pending tab, it has not been processed/reviewed/approved

You are able to edit values on the form whilst still in the Pending tab

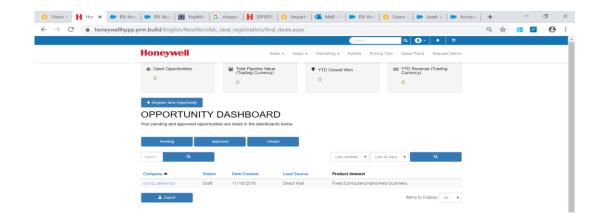
#### Dear

Your deal registration has been received. It will remain in Draft status on the Pending tab of your Deal Dashboard until we have processed your request. Once submitted for PR approval, it will move to the Accepted tab. We will review your request within the next 48 hours. Upon acceptance or denial, you will receive a separate confirmation email and be advised of the Project Registration ID, if accepted.

Sincerely,

Honeywell Partner Program Team

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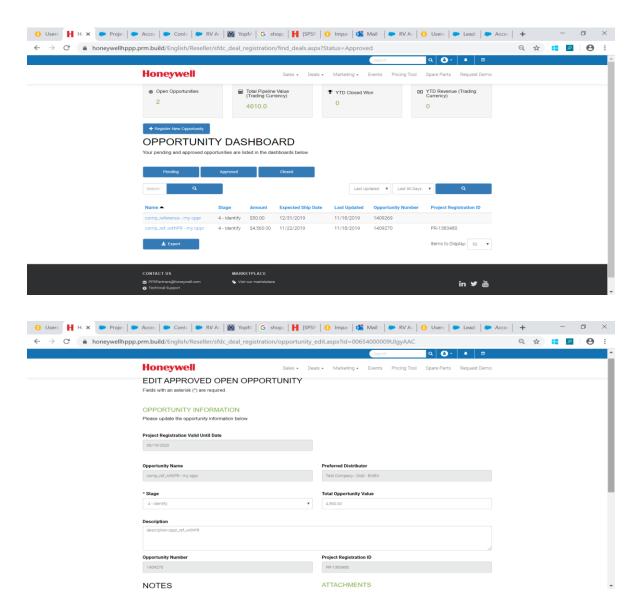


### Step 4: Reviewing the deal

Once reviewed/processed, you will be able to see the deal in the Approved tab of the Deal Dashboard

You are then able to edit certain values, such as stage of project, to progress the deal

As and when PR discount has been approved, you will receive a confirmation email and the PR ID will appear on the Deal Dashboard and on the deal itself



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# **HOW TO RENEW A PROJECT REGISTRATION**

One month before the PR is due to expire, you will receive a reminder email and a button will pop up in the

deal dashboard, offering you the chance to renew the PR.

Performance Partner Member: Reseller Hello EMEA
Opportunity Name: comp\_deal\_reg\_wPR\_3 - my oppr
Record link: https://honeywellsps:SFO.cs69.my.salesforce.com/0062D000004HoL (Platinum and Gold Partners: Please first
login to the SFDC Partner Portal)

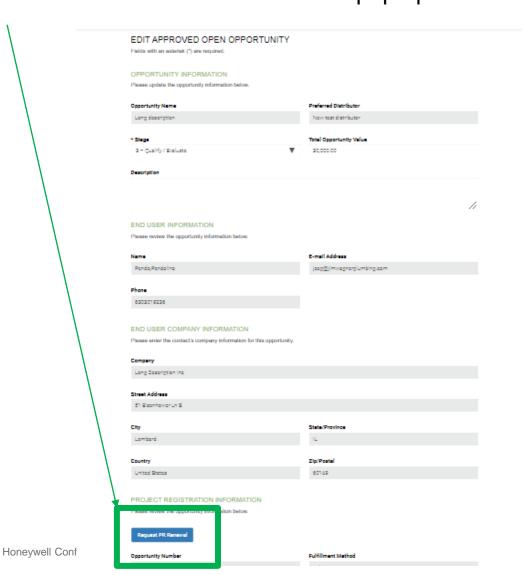
Project Registration Approval Number: PR-1333918
Valid until: 12/20/2019

This project registration approval is valid until the date specified above which will be reached
in 30 days. If you are aware that final decision on this project will extend beyond this date,
please contact your Honeywell Channel Manager, Jo Brookes to discuss renewal of this project
registration.

As noted in the Project Registration program document, renewals will be considered with proof
of account progress since the time approval was granted.

Thank you for your partnership!

Regards,
Honeywell Project Registration Team



# **HOW TO RENEW A PROJECT REGISTRATION**

Select that button and enter a reason for the extension request. 🚺 Impartin 🔛 Project | 🗑 YopMail | 🚰 Mail - S | 📙 [SPSPRI | 🚺 Impartin | 📙 Hon 🗴 🐡 Project | 🧼 RV Accc | 🕝 hoppin | 🐧 Users > | 🤛 RV Accc | 🖝 Accoun | 🕂 Q # # P 8 : honeywellhppp.stage.impartner.live/English/Reseller/sfdc\_deal\_registration/opportunity\_edit\_aspx?id=0062D0000004IHoLQAU ■ Q | 🚹 - | 🖈 | 💆 Honeywell Please provide the Reason for requesting a PR Renewal \* Reason EDIT APPROVED OF Need extension Fields with an asterisk (\*) a require Please update the opportur / inform Project Registration Valid L til Date Opportunity Name **Preferred Distributor** \* Stage **Total Opportunity Value** Description **Opportunity Number** Project Registration ID

# **HOW TO RENEW A PROJECT REGISTRATION**

Once request is submitted, the button disappears and you are notified you have requested renewal. The request will go through the same approval process and the expiry date will be updated if approved.

