

Dear Customer,

At Honeywell, we strive to ensure your **order is processed without any delays.**

To facilitate efficient booking, please find below the list of **Critical Data Elements that your Purchase Order (PO) must include.**

If any of these **Critical Data Elements are missing** from the **Customer PO**, and/or if the document is handwritten, **we will be unable to process your order in our system.**

Please note that this list is not exhaustive; specific businesses or regions may require additional mandatory fields as needed.

Critical data elements to be reflected on your PO submitted to Honeywell:

- PO must be in electronic format in clear text. Accepted formats are PDF, Word, Excel, body of an email. Not accepted formats: scans, image-like files,
- Customer legal name & address
- Customer PO number and PO date
- Sold to/Ship to/Bill to address (must have Country)
- Requested Delivery date **or** Delivery schedule for multiple shipments
- Payment Term Tax Information (If tax is exempted, please provide Tax exemption certificate)
- Technically validated part numbers, or BOM
- Price, Quantity, and unit of measure (UoM) **per line for each material**
- PO Total Net Value
- Selling Currency
- Terms and conditions regarding delivery (Incoterms and descriptions)
- Requirements related to **invoicing, including invoice delivery methods (sent to email, upload to portal etc.)**
- Customer contact information
- Fees & surcharges (where applicable)
- Logistics arrangements:
 - required equipment type (e.g. LTL, Flat bed, etc.)
 - product receiving time at warehouse

Please note **should you have any changes to your initial PO, the revised version must be provided to Honeywell 2 weeks in advance of delivery date, or the adjustments can't be incorporated.**

Should you have any queries, do not hesitate to contact your Sales Representative.

Kind Regards

Honeywell