Customer:

ABB

Checklist for Installation Products Customer Transition
Step-by-step required tasks for a successful transition (CA)

☐ **1.** **Ensure that all of your Emergency Lighting and Installation Products catalog numbers roll up under one of the vendor numbers (newly created or original) prior to go-live date**
   Who: EML, Smart Power and Smart Building customers only
   Timing: Needs to be completed by ELIP go-live date
   Where: Customer's internal system

☐ **2.** **Complete user acceptance testing with ABB**
   Who: EDI customers only
   How: ABB EDI representative will contact the customer's EDI representative

☐ **3.** **Receive customer number from ABB**
   Who: ABB to send (existing empower users continue to use same number)
   Timing: Within 45 days of ELIP go-live date
   How: ABB empower customer numbers will be provided to the customer

☐ **4.** **Ship and debit claim testing (SPA claim-backs)**
   Who: All customers with ship and debit quotes
   Timing: 45 days before ELIP go-live date
   How: Upload all new SAP quote numbers and end user codes. Download empower required template followed by training and testing (EDI 844 and 849 testing).

☐ **5.** **Prepare your system with appropriate Product Line/Product Group fields based on new SAP terminology conversion of MPG/MG2**
   Who: All customers
   Timing: Within 45 days of ELIP go-live date
   How: See page 11 of Transition Guide for details and example

☐ **6.** **Download pricing files from ABB and upload to customer internal system**
   Who: All customers are responsible for downloading new pricing files from ABB empower
   Timing: Within 45 days of ELIP go-live date
   How: Download new pricing files from ABB empower and upload files into your internal system

☐ **7.** **Submit any pending returns**
   Who: All customers
   Timing: There will be a freeze window 45 days prior to go-live during which time returns cannot be submitted
   How: via T&B Access

☐ **8.** **Register for an ABB single sign-on (SSO)**
   Who: New empower users
   Timing: On or one week prior to ELIP go-live date
   Where: empower website / Customer registration for empower / Getting started with empower

☐ **9a.** **Log in to empower**
   Who: New empower users
   Timing: On ELIP go-live date
   Where: empower website / Customer registration for empower / Getting started with empower

☐ **9b.** **Log in to empower and request CAS6 Sales Org to be added to empower profile**
   Who: Current empower users
   Timing: On ELIP go-live date
   Where: empower website / Customer registration for empower / Getting started with empower

LEGEND

Vendor number - Unique number assigned for ELIP by the customer to ABB Installation Products once the customer has identified ABB as a vendor in their internal system.

Account number - Unique number assigned by ABB to each customer. This number is generated by ABB's SAP system and is the same number used in empower to identify a customer.

Customer number - Same number as the account number.