



Purchasing Subscription to Train

This guide will describe the steps for a Field Trainer to purchase a subscription to conduct training on ABB's behalf.

Please visit our [Train the Trainer webpage](#) for additional information and helpful links

Purchase a subscription using a P.O.

1. Submit a purchase order to drivetraining@us.abb.com
 - a. Include the length of subscription desired (3,6, or 12 months)
 - b. and the type of training that will be performed (startup or service)

<u>3 Month Subscription</u>	<u>6 Month Subscription</u>	<u>12 Month Subscription</u>
Startup Subscription - \$5,700	Startup Subscription - \$10,000	Startup Subscription - \$18,000
Service Subscription - \$19,200	Service Subscription - \$37,000	Service Subscription - \$72,000

2. The Training Coordinators will
 - a. confirm when the purchase order has been processed.
 - b. You will be enrolled in the applicable subscription program.
 - c. Once your order has been processed, you may submit your request(s) to lead a class.
 - d. The Training Coordinator will also provide the codes for your students to enroll in their training programs and bypass ABB's pricing on the program.
3. When your subscription period is up, your course in the subscription program will expire. You can either submit another purchase order, or purchase with a credit card directly through the Learning Management System.

****Directions to purchase a subscription via Credit Card are on the following page.**

Purchase a Subscription Using a Credit Card

1. Visit the [Train the Trainer webpage](#)
2. Click the link under the subscription length desired

<u>3 Month Subscription</u>	<u>6 Month Subscription</u>	<u>12 Month Subscription</u>
 Startup Subscription - \$5,700 Service Subscription - \$19,200	 Startup Subscription - \$10,000 Service Subscription - \$37,000	 Startup Subscription - \$18,000 Service Subscription - \$72,000
Click Here to pay with a CC and receive a 10% discount.	Click Here to pay with a CC and receive a 10% discount.	Click Here to pay with a CC and receive a 10% discount.
(Subscription programs will only be visible to Authorized Trainers)	(Subscription programs will only be visible to Authorized Trainers)	(Subscription programs will only be visible to Authorized Trainers)

3. Select "Apply" to the right of the type of training you would like to deliver.

Program	Type	Status	Action
 TTT 3 Month Service Subscription 	Train the trainer		 <input type="button" value="Apply"/>
 TTT 3 Month Startup Subscription 	Train the trainer		<input type="button" value="Apply"/>

4. Apply for the course within the program. This will take you to the shopping cart. Select "Check Out with PayPal" and complete the payment process.
5. After payment has been received (within 1-2 business days) the Training Coordinators will send a coupon code for your students to enroll in training through ABB's learning management system and bypass ABB's pricing.