

Checklist for Installation Products, Smart Power and Smart Buildings

Step-by-step required tasks for a successful transition (Canada)

- 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 Pilot customers only
Timing: Needs to be completed by ELIP SP/SB 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 60 days of ELIP SP/SB go-live date
How: ABB empower customer numbers will be provided to the customer
- 4. Ship and credit claim testing (SPA claim-backs)**
Who: All customers with ship and credit quotes
Timing: 60 days before ELIP SP/SB 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 60 days of ELIP SP/SB go-live date
How: See page 11 of Transition Guide for details and example
- 6. Receive pricing files from ABB and upload files into internal system**
Who: ABB to send and all customers to download files
Timing: Within 60 days of ELIP SP/SB go-live date
How: Pricing files will be provided to the customer by ABB
- 7. Submit any pending returns**
Who: All customers
Timing: Returns need to be addressed at least 30 days prior to the go-live date as there will be a freeze window during that time. Returns cannot be submitted during this window.
How: via T&B Access
- 8. Register for an ABB single sign-on (SSO)**
Who: All customers
Timing: On or one week prior to ELIP SP/SB go-live date
Where: [empower website](#) / [ABB empower Getting Started Guide](#)
- 9. Login to empower**
Who: T&B Access users only (others move to next step or create T&B Access prior to go-live)
Timing: On ELIP SP/SB go-live date
Where: [empower website](#) / [ABB empower Getting Started Guide](#)
- 10. Register for empower profile and request accounts**
Who: Non-T&B Access users
Timing: On ELIP SP/SB go-live date
Where: [empower website](#) / [ABB empower Getting Started Guide](#)

LEGEND

Vendor number - Unique number assigned for ELIP by the customer to ABB Electrification Canada ULC 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.