ABB

Checklist for Surge Protective Devices (SPD) Customer Transition
For Product Line 183 (OVRH) only. Step-by-step required tasks for a successful transition

☐ **1. Set up Industrial Connections & Solutions LLC as a vendor in your internal system**
   Who: All customers - vendor number required to purchase SPD products separately from ELSB
   Timing: Immediately
   Where: Customer's internal system
   Why: ABB vendor number is tied to our legal entity which helps us direct how we do business with our customers (ie. banking info, invoices, etc.)

☐ **2. Submit sales tax exempt certificate/documentation**
   Who: All customers
   Timing: Immediately via TnB Access webform
      Or once the empower account number has been received for email submissions
   How: via the TnB Access webform or by email including empower account number to ABB Installation Products Inc. us-epistaxteam@abb.com (US)

☐ **3. Submit sample stock purchase order addressed to Industrial Connections & Solutions LLC**
   Who: US customers only
   Timing: Immediately via TnB Access webform
      Or once the empower account number has been received for email submissions
   How: via TnB Access Form or by email including the empower account number to us-torquecmf@abb.com (US only)

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

☐ **5. Receive customer number from ABB**
   Who: ABB to send (existing empower users continue to use same number)
   Timing: Within 30 days of SPD go-live date (to be communicated on a later date)
   How: ABB empower customer numbers will be provided to the customer

☐ **6. Receive pricing files from ABB and upload files into internal system**
   Who: Applies only to PL183 (OVRH) - ABB to send & customers to upload files
   Timing: Within 30 days of SPD go-live date (to be communicated on a later date)
   How: Pricing files will be provided to the customer from ABB

☐ **7. Register for an ABB SSO or confirm if one already exists**
   Who: All customers
   Timing: On or one week prior to SPD go-live date (to be communicated on a later date)
   Where: empower website / ABB empower Getting Started Guide

☐ **8. Register for empower profile & request accounts**
   Who: Non-TnB Access users
   Timing: On SPD go-live date (to be communicated on a later date)
   Where: empower website / ABB empower Getting Started Guide

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LEGEND

Vendor number - unique number assigned for SPD by the customer to Industrial Connections & Solutions LLC 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.