

# Checklist for Installation Products Customer Transition

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

- 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 go-live date  
 Where: Customer's internal system
- 2. Submit sales tax exempt certificate/documentation**  
 Who: Non-EML Pilot customers  
 Timing: Immediately  
 How: via the Customer PO and [Tax Exempt Certificate Submission Form](#) (click to access)  
 Please be sure to include the following information:
  - 1) Vendor/supplier name: either **left blank** or made out to **ABB Installation Products Inc.** (those made out to specific brands within ABB, such as Lightalarms, Ex-Solutions or Hazlux, etc., will not be accepted)
  - 2) Must be signed and dated
  - 3) If a distributor has multiple state locations, they must include their multi-state jurisdiction tax certificate
- 3. Submit sample customer purchase order which must confirm the billing address and customer's ordering location**  
 Who: Non-EML Pilot customers  
 Timing: Immediately  
 How: via the Customer PO and [Tax Exempt Certificate Submission Form](#) (click to access)
- 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 45 days of ELIP go-live date  
 How: ABB empower customer numbers will be provided to the customer
- 6. 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).
- 7. 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
- 8. 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
- 9. Submit any pending returns**  
 Who: All customers  
 Timing: There will be a freeze window 30 days prior to go-live during which time returns cannot be submitted  
 How: via T&B Access
- 10. 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](#)
- 11a. 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](#)
- 11b. Log in to empower and request USS6 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.