

Checklist for Emergency Lighting Customer Transition

Step-by-step required tasks for a successful transition

- 1. Set up ABB Installation Products as a vendor in your internal system**
 Who: All customers - vendor number required to purchase EML products separately from ELIP
 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 T&B Access webform
 Or once the empower account number has been received for email submissions
 How: via the T&B Access webform or by email including empower account number to ABB Installation Products Inc. us-epistaxteam@abb.com (US), or ABB Electrification Canada ULC collection.canada@ca.abb.com (CA)
- 3. Submit sample stock purchase order addressed to ABB Installation Products Inc.**
 Who: US customers only
 Timing: Immediately via T&B Access webform
 Or once the empower account number has been received for email submissions
 How: via T&B 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 EML go-live 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: ABB to send & all customers to upload files
 Timing: Within 45 days of EML go-live date
 How: Pricing files will be provided to the customer from ABB
- 7. Register for an ABB SSO**
 Who: All customers
 Timing: On or one week prior to EML go-live date
 Where: [empower website](#) / [ABB empower Getting Started Guide](#)
- 8. 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 EML go-live date
 Where: [empower website](#) / [ABB empower Getting Started Guide](#)
- 9. Register for empower profile & request accounts**
 Who: Non-T&B Access users
 Timing: On EML go-live date
 Where: [empower website](#) / [ABB empower Getting Started Guide](#)

LEGEND

Vendor number - unique number assigned for EML by the customer to ABB Installation Products (US) or ABB Electrification Canada ULC (CA) 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.