

NORTH AMERICA (NAM) TRANSFORMATION — ABB ELECTRIFICATION CANADA ULC

Transition guide for hazardous location lighting and Emergency Lighting Products

Hazlux, Emergi-Lite, Lumacell, Ready-Lite, Intelligent EML-Nexus

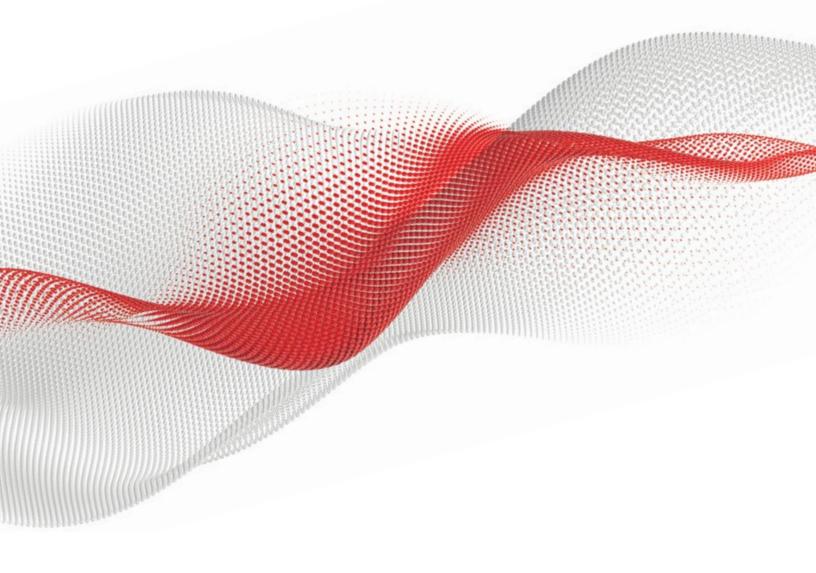


ABB Electrification Canada ULC is transforming our enterprise resource planning (ERP) platform from a legacy system to a proven installation of SAP (Torque) and will also transition to an industryproven front-end interface as our Customer Portal (ABB empower).

This change will help deliver improved logistics, optimized quotations and a simplified order process—all efficiencies that can help lower your transactional costs.

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Overview

This is your how-to guide for the new processes, policies, and procedures associated with the transition of certain product lines from ABB's T&B Access Customer Portal to ABB empower.

We want to make this transition as seamless and straightforward as possible. If you have questions about the transition, the ABB empower operating system; or, if you need any assistance, please contact your ABB sales representative. Our experienced Customer Service Support Team is also available to provide assistance during the transition and beyond. For details, see the Customer Service section of this guide.

If you are new to ABB empower, it is important that your systems are updated with the required changes documented in this transition guide. This will ensure that all orders and invoices are properly processed. Please carefully review the details in this document and ensure that your company completes the necessary actions.

The list below represents the product lines that will be affected by this transition. Please review the list closely.

Business Line	Product Line Description	Product Line
ELSB	Hazlux	022
ELSB	Emergi-Lite	127
ELSB	Lumacell	133
ELSB	Ready-Lite	134
ELSB	Intelligent EML – Nexus	306

ELSB = Electrification Smart Building

Information that will be communicated in this guide

What is happening?

ABB Electrification Canada ULC is transforming our current ERP platform from a legacy mainframe system that was implemented over 20 years ago to a proven version of SAP. SAP is a fully integrated and leading cloud ERP that will allow us to optimize processes, efficiency, and data protection. This transformation will include a transition from our current Customer Portal (T&B Access) to ABB's empower platform, and along with SAP will provide a common interface to conduct business across all divisions of ABB Electrification Canada ULC.

The transformation and subsequent upgrade will not affect our warehouse management systems, manufacturing systems, but will include a new transportation management system and provide enhancements to our ability to process customer complaints and case management.

Who will be affected by this transition?

Customers affected by this transition are those currently ordering any of the products identified on page 4 of this guide from ABB.

When will the transition happen?

The transition is expected to be completed over the upcoming months following extensive testing and piloting the changes with a smaller segment of our customer base.

How will shipping schedules be affected?

Customer shipping schedules will remain the same, and your orders will continue to ship out of our Hymus-Dorval factory and Bromont Master Distribution Center.

How are <u>existing</u> ABB empower users affected by this transition?

Existing ABB empower users will now be able to order the affected products, listed on page 4 of this guide, from the empower platform, which will be subject to new terms and conditions and a new Return Goods Authorization policy. Customers currently using ABB empower will retain their current account number and ABB empower profile.

What tasks are <u>new</u> ABB empower users being asked to complete?

Customers will need to take actions to set up their account with IC&S to help ensure an efficient quoting and ordering experience. Please see the checklist below.

Terms and conditions

The ABB Installation Products Inc. General Terms and Conditions of Sale will apply: <u>Link to General Terms & Conditions of Sale</u>

Consult your ABB sales representative for more detail.



Checklist for new and existing ABB empower users

	Step-by-step required tasks for a successful transition
Pages 7&8	 1. Set up ABB Electrification Canada ULC 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.)
Page 7	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. <u>us-epistaxteam@abb.com</u> (US), or ABB Electrification Canada ULC <u>collection.canada@ca.abb.com</u> (CA)
Page 7	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 <u>us-torquecmf@abb.com</u> (US only)
Page 14	4. Complete user acceptance testing with ABB Who: EDI customers only How: ABB EDI representative will contact the customer's EDI representative
Pages 7 & 9	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
Page 9	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
Page 9	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
Page 7	B. 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
Pages 7 & 9	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
	 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.

Account setup for new ABB empower users

All customers purchasing affected products will be migrated to the ABB empower operating system. Your new ABB Electrification Canada ULC customer number will be communicated in the coming weeks. Once that migration is complete, new payment terms may apply. Please note, your remittance information will change. A copy of the ABB General Terms and Conditions of Sale is linked below for your reference.

All payment remittance info can be found within the vendor setup information on the following page.

Tax-exempt certificates



This must be completed prior to "go-live" date; otherwise your account will <u>not</u> be active, and you will <u>not</u> be able to place orders.

T&B Access users are encouraged to validate their tax-exempt status via the webform in the Actions panel in your account. If you do not see this option in the Action panel of your account, this process is being completed on your behalf by your account manager.

For non-T&B Access users, once you receive your empower customer number, please email tax- exempt validation documents to <u>collection.canada@ca.abb.com</u>. Required tax-exemption documentation for each province is listed below. Please include your empower customer number in all correspondence.

Manitoba – A vendor permit number must be provided to exempt a sale.

Saskatchewan – A vendor permit number must be provided to exempt a sale. Additionally, a copy of the tax-exemption certificate OR screen print of the provincial sales tax (PST) validation from the SETS Saskatchewan eTax Services website must be provided. **British Columbia** – A vendor permit number or a purchase exemption certificate (PEC) must be provided to exempt a sale.

GST/HST: Documentation certifying tax-exemption status must be provided to exempt a sale.

If the company name on your tax-exemption certificate varies from the company name on your purchase orders, please submit your TD1 along with the requested information.

Document downloads

General Terms & Conditions of Sale

ABB Electrification Canada ULC Vendor setup information

A second vendor may need to be created for EML products (and ONLY EML products) by the purchasing department of your company.

All other ABB Installation Products (T&B) are not changing at this time, but will in the future.

A new EDI Trading Partner will need to be created by the EDI Technical contact of your company.

If open orders need to be cancelled and recreated in our new ERP system, your ABB Customer Service Rep will contact you.

NEW REMITTANCE INFORMATION - CHEQUE AND WIRE: (effective starting June 6, 2022)

For payment by cheque, please follow the instructions below:

Cheque payment in CAD (via registered mail) Name: ABB Electrification Canada ULC C/O: T45798C PO Box: 4578 Station A Toronto, Ontario M5W 0L8

Cheque payment in CAD (via courier) Name: Toronto Wholesale Lockbox Department 4 Prince Andrew Place Toronto, Ontario M3C 2H4 Attn: ABB Electrification Canada ULC (Lockbox# T45798C)

Cheque payment in USD (via registered mail) Name: ABB Electrification Canada ULC C/O T45798U PO Box: 4578 Station A Toronto, Ontario M5W 0L8

Cheque payment in USD (via courier) Name: Toronto Wholesale Lockbox Department 4 Prince Andrew Place Toronto, Ontario M3C 2H4 Attn: ABB Electrification Canada ULC (Lockbox# T45798U) Federal tax ID number: R105265250 Provincial tax ID number: 1002886509 D&B number: 20-200-9064

Your Accounts Receivable contact will be assigned once your account is established in the system.

Inquiries can be sent to: collection.canada@ca.abb.com

For payment by wire or bank transfer, please follow the instructions below:

ACH/wire transfer info

 Pay to bank: Citibank N.A. Canadian Branch 123 Front Street West, 18th floor Toronto, Ontario M5J 2M3
 Bank number: 0328
 SWIFT: CITICATTBCH
 Beneficiary: ABB Electrification Canada ULC
 Transit number: 20012
 Account number: 2010560105 CAD Account 2010560107 USD Account

If the wire is issued from the US in USD, please use the following intermediary bank: Intermediary bank: Citibank New York ABA number: 021000089 SWIFT: CITIUS33

Payment Detail: Invoice: _____

Clearly indicate the numbers of the invoice(s) being paid Send remittance advices to: <u>acctg_canada@ca.abb.com</u>



ABB empower overview

ABB empower provides users the ability to fully create and follow orders through keydigital commerce functionality, while ABB empower Q uoteprovides users the ability to fully configure and execute project quotes and orders.

There is an online <u>Getting Started Guide</u> to help users become familiar with the ABB empower system and learn helpful tips for navigating the tool.

Every page in ABB empower has an icon (20), which links directly to online lessons. ABB empower is very intuitive and even new users can quickly navigate for instant results.

Getting help ABB empower account registration

For existing T&B Access users

For users who have provided their email address when recently logging into T&B Access, an empower profile will be automatically created and migrated to empower for you. You SHOULD NOT create an empower profile. **Each user will still need to register for an individual ABB SSO ID to complete their empower account setup.** Please refer to the empower <u>Getting Started Guide</u> for more information on registering for an ABB SSO ID.

For non-T&B Access users

New users, and users who have not logged into T&B Access recently will need to create an empower profile. This requires you to know your customer account numbers. Visit <u>empower.abb.com/help</u> and click "Register Now" to begin the user setup process. Please consult this <u>Getting Started Guide</u> for more details on how to register for ABB empower as well as the <u>ABB empower FAQs</u> for common questions and answers.

Contact empowerU@abb.com for technical issues and questions related to using ABB empower. You can also click the icon @ at the bottom of the page and then select "help". External customers should contact their Account Manager or empower Admin for account access and revalidation requests. Contact Customer Service for questions regarding orders and billing.

VERY IMPORTANT: Customers are encouraged to create their ABB SSO ID prior to Day 1 of go live but they SHOULD NOT TRY to log into empower until Day 1. This is because your empower profile will not be created and the supporting data such as customer account data, materials, and pricing will not be set up.

Step 1: Log in or create an account through "Register Now" link.

Login

Registered users on the login butto

Don't have

nt	Get ABB ID to register.				
	-	-			

	empower Login	
an access empower by clicking n below:	ABB employee? Already have an ABB ID? Ug in to empower to create your profile	New external users If you are new to empower, begin the registration process by creating your ABB ID.
Log in	Log in with ABB ID	Get ABB ID to Register
an account? Register Now	if you need assistance, c	ontact us at empoweru@abb.com

Customers who purchase product across multiple ABB Sales Organizations (Sales Orgs) may see a list of approved accounts on their empower account management page based on the Sales Orgs with which they transact.

Select the correct account that corresponds to the ABB legal entity on your purchase order. Please note for products affected by this transition guide, Sales Orgs USS6 (for US Customers purchasing EML and Hazardous Location Lighting product), or CAS6 (for Canadian customers purchasing EML/Hazardous Location Lighting product) will be selected. The following are examples of ABB's various Sales Orgs and a screenshot example of the empower account management page:

ABB IS United States to be used when placing an order for legacy Industrial Solutions and ABB Smart Buildings/Smart Power (USS1)

ABB IS Canada to be used when placing an order for legacy Industrial Solutions and ABB Smart Buildings/Smart Power (CAS1)

ABB Inc. to be used when placing an order for legacy Zenith and power controls US (USS5)

ABB Installation Products USA to be used when placing an order for Installation Products US (USS6)

ABB Electrification EL Canada to be used when placing an order for Installation Products Canada (CAS6)

E MY CART	ORDERS SHIPMENTS .	SAVED ITEMS INVOICE	PRODUCTS	S POST SALES -	PRICE AGREEMENTS		
ofile Acco	unt Management						
Accounts			North	America •			Q,
Approved Acco	unts Favorites Pending for A	Approval				Request Acco	ount
Approved Acco	_		State 2	Sales Org.	Sales Channel	Request Acco	ount
	_		State :	Sales Org ABB IS United States	Sales Channel Distribution		
Account No.	Account Name	* city :				•	:
Account No.	Account Name ABBCDEFOHURU1	City Sitement	Alabama	ABB IS United States	Distribution	: ① ☆	:

Special pricing authorization

Definition

Special pricing authorization or SPA quotation is an agreement between ABB and a distributor to use pre-negotiated prices to serve specific end users through its inventory. The distributor claims back the difference between the into-stock price and the pre-negotiated price of goods within a specified period.

This SPA definition does not apply to any other type of quote or agreements that ABB utilizes.

Purpose

SPA quotations allow ABB and its distribution partners more flexibility to bid in strategic sales situations.

Application and duration

Each SPA quotation given to a distributor correlates directly to an authorized end user. The SPA Quotation Effective Date and the SPA Quotation Expiration Date is specified at the creation of the SPA. The maximum length is one year for expiry date; however, SPA quotations are renewable. SPA quote pricing cannot be used for into-stock purchases.

Responsibilities

ABB sales representatives are responsible for identification of, suggestions for, and recommendations on situations requiring SPA

quotations, as well as ensuring that required approvals and proper documentation (including end customer number) are obtained prior to committing to special pricing to the distributor. Written authorization is required as verbal SPA agreements will not be accepted. Distributors are responsible for ensuring that SPA pricing is used in accordance with the quotation and providing requested documentation in support of claims. Misuse of SPAs may result in termination of the quote agreement with the distributor. All claims are subject to ABB audit.

End customer guidelines

- An end customer can only be tied to a distributor in the Sales Region where they are located. Any exceptions must have prior approval from the National sales group. If an end customer wants to purchase products from a different distributor, ABB requires written notification from the end customer stating the same.
- Each end customer listed on a secondary SPA requires a unique end customer number.
- Pricing for secondary SPA agreements will be reviewed on an annual basis. All pricing is subject to change.
- Secondary SPAs must be greater than \$10,000 in sales annually (with a minimum of \$2,500 per each end customer).

SPA claim policy

Deductions taken for PA credit PR IOR to issuance of credit explicitly violates ABBpolicy. Thefollowingcriteriamustbesatisfiedtoreceive PAcredit. Failure to meet such criteria will result in a denial of the requested PA credit.

> **Timing:** Distributors must submit SPA claim requests within ninety (90) days of the date of sale to the authorized end customer. In addition, credit will only be issued for those items covered and in effect per the SPA at the time of the end customer sale date.

Pricing agreement type: Distributors may only request SPA credit using a valid SPA Quote for material bought at standard into stock or Book price level. Distributors cannot request credit for product originally ordered on a project quote, or any other discounted pricing (i.e. promotion).

Pricing: ABB will only issue SPA credit if the SPA price is less than the purchase price. ABB will calculate SPA claims using the into-stock price level and the applicable cash discounts will be deducted from the credit memo. Distributors cannot request credit for product that was ordered and shipped into stock by other than the into-stock or published book price.

End customer information: Claim-back submission requires distributors to submit only using the empower standard formatted template that includes their end customer(s) name and ABB end user code with the credit request.

Distributor account qualification: Credit will only be issued against an SPA if the distributor's account number is listed on that SPA.

SPA conditions: All submitted SPA claim-back requests must reference a valid SPA number and the date of the distributor's sale to the end customer must be within the effective date of the SPA. Product for which credit is being requested must be explicitly covered by the referenced SPA.

Shipment history: The quantity of a distributor's claim-back request may not exceed the quantity of ABB's stock shipments to that specific location and customer number. From the date of the end customer invoice, ABB will use two (2) years of ABB's stock shipments for shipment history calculations. Any products outside the two-year period available for credit balance are no longer claimback eligible.

Authorized multi-branch locations: Requested claim-back quantity may not exceed total sum purchased amount for all branches combined. The distributor must calculate the SPA credit amount using the purchase price for the relevant ABB shipments to the SPA claim location.

Debit resolution: Based on the claim-back credit invoice date, the distributor will have 30 days to pay back the debit amount associated to the claim-back. If the debit age exceeds 60 days, ABB reserves the right to deduct the full unpaid debit amount from any other payments due to the distributor.

Amendment: ABB Electrification Canada ULC reserves the right to amend any or all of the terms of this policy at any time at its sole discretion.

ABB empower

The ABB empower U homepage contains complete user guidelines for all aspects related to ABB empower usability among them:

- What is ABB empower? <u>Overall introduction and</u> <u>benefits of using ABB empower</u>.
- How to get started: login/sign up process, useful
 ABB empower links
- <u>ABB empower SPA claim process description</u>

EDI

In addition to ABB empower SPA claim functionalities, ABB provides EDI as an alternative for submitting SPA claims. If you prefer to use EDI, please contact our EDI support team at <u>us.edisupport@abb.com</u> for account setup. If you have questions about the SPA credit process, please email <u>empoweru@abb.com</u>.

SPA claim process

ABBElectrificationProductsrequiresthefollowingdocumentation and data to process your Secondary SPA Claimback Request:

Distributor account number:

- Secondary SPA number (eight-digit number)
- ABB catalog number
- Quantity sold
- End customer invoice number and date
- End customer code (six-digit number)
- End customer name
- Purchase cost
- Distributor account number

The following data is optional; however, it assists in processing and reconciliation.

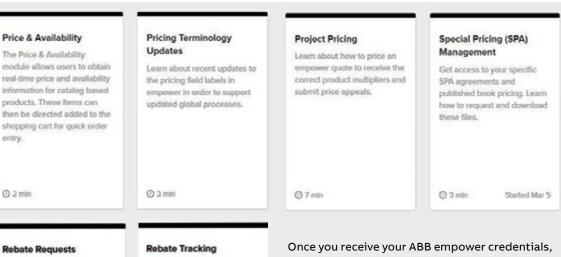
Distributor calculated replacement into-stock cost

- Secondary SPA SKU price
- Distributor extended claim-back amount: (into-stock replacement cost – secondary SPA net price) x quantity sold

New pricing agreements will be sent to you prior to the go-live date. You will also receive the quote number for the new pricing agreement, which will link your current TOPS agreement that has been migrated to SAP.

All SPA claims related to ELSP and ELSB products, must be submitted in ABB empower and/or via EDI connection to SAP Torque system, including SPA claims related to orders entered in TOPS and TNB Access (legacy systems) prior to the transition.

ABB empower pricing management process



Rebate Requests

entry.

@ 2 min

[5 minutes] Users can submit their Rebate Requests on empower. Learn how to process a manual rebate or upload a rebate file for processing.

[3 minutes] Users can now track their rebate requests and download their reconciliation reports directly from GE empower.

you may access a complete ABB empower learning program at https://empoweru.lessonly.com/learn.

For example, the following link describes the pricing management process including the topics listed below. (Login to your ABB empower account to review information). https://empoweru.lessonly.com/learn/

topics/37889-pricing

eCommerce

Industry feeds

ABB will continue to feed enhanced marketing information for our top products via the Industry Data Exchange Association (IDW) and Trade Services platforms such as 1World Sync, Data Alliance, etc. This includes specification pages, technically attributed content, images, marketing descriptions and links to additional support material.

FDI

Our excellent EDI services will continue to be available although the EDI connection to our company may change if you have a direct AS2 or S/FTP connection. A new EDI Partner will also be required. We will contact you with any connection changes or required testing. For detailed rollout

procedure, please refer to the introductory email to impacted customers (titled Important Notice -Network Communications Changes).

ABB's EDI IDs:

- Test: 002154433SAPQ
- Production: 002154433SAP
- Qualifier code: 01

SPA claims:

In addition to ABB empower SPA claim functions, ABB provides EDI as an alternative for submitting SPA claims. If you prefer to use EDI, please contact our EDI support team at us.edisupport@abb.com for account setup. If you have questions about the SPA credit process, please email empower@abb.com.

Return goods authorization (RGA)

All return requests for affected product lines will transition from T&B Access to ABB empower. Products purchased via ABB empower should be returned through ABB empower. However, products purchased from ABB prior to the migration should be returned through your Emergency Lighting customer service representative.

> To ensure a smooth transition from T&B Access to empower, we are implementing a 30-day cut-off prior to the go-live of the EML transition, during which time no new RGA requests can be entered in T&B Access. Any new requests will be entered by

our Emergency Lighting Customer Service Team when the transition is complete. We strongly encourage you to return the products associated with any returns currently open in T&B Access as soon as possible.

POST SALES - PRIC Returns Rebates North America

Warranty returns can be requested via the Post Sales option in empower.

To be eligible for credit, returned products must meet the following requirements:

- Current design, in new unused, undamaged condition and in their original, unopened, "as-shipped" cartons.
- Classified by ABB as returnable as indicated in the ABB empower RGA Tool.
- Returnable Products must have manufacturing date codes of two (2) years or less at the time of return.
 Returned products must be received by ABB within 20 days of the RGA approval date.
- Return freight: Must be prepaid by the distributor location (excluding ABB error returns and VMI partner returns).
- No debits are allowed until the material has been returned and the factory has inspected and issued the credit.
- Debit amount must match the approved amount. Please reference the credit memo number on the debit.
- \Box RGAs must be included. Material arriving at our facility without RGA will be returned to sender.

Note: These are the standard return terms, please refer to your Master Sales Agreement for additional information.

Customer service

ABB Customer Service Support Team: all orders for ABB Electrification Canada ULC will flow through ABB empower, the ABB online portal. To assist you during this transition, we have an experienced Customer Service Support Team to serve as your consistent point of contact.

The ABB Customer Service Support Team offers dedicated support by:

- Monitoring orders to ensure that every shipment stays on schedule based on requirements.
- \Box Offering alternative solutions to out-of-stock items or lengthy lead times.
- □ Serving as your access point for after-hours emergency services.
- Coordinating inventory adjustments based on your specific forecasted need.
- Expediting products to meet your customers' timeline where possible.
- Assisting with order issues and special-order instructions.

ABB technical support

ABB Electrification Canada ULC Tech Support, located in Dorval, Quebec, provides support and solutions for ABB Electrification Canada ULC products and applications, and offers the following services:

- Low voltage product application support
- Troubleshooting
- Technical certificates
- Testing information
- Copies of old literature
- Safety data sheets
- Instructors for equipment startup
- Web and email contact
- Nexus application information



For the most up-to-date Emergency Lighting Customer Service and Technical Support group contacts, please visit:

Canada contacts	United States contacts
Emergency Lighting contacts	Emergency Lighting contacts
Customer Service contacts	Customer Service contacts

Canadian Emergency Lighting Sales Organization



Emergency Lighting and Hazardous Location Lighting - Senior Level Regional Contacts - Canada

Region	Name	Title	Phone #	Email Address
West	Rob Ruys	Regional Sales Manager	+1 604-598-9811	rob.ruys@ca.abb.com
	Jess Howe	Lighting Manager	+1 604-616-5756	jess.howe@ca.abb.com
	Matt Courtorielle	Inside Sales Supervisor	+1 587-758-4337	matt.courtorielle@ca.abb.com
South	Todd Ferguson	Regional Sales Manager	+1 905-635-7880	todd.ferguson@ca.abb.com
	Gary Nagel	Regional Lighting Sales Specialist	+1 905-975-7790	gary.nagel@ca.abb.com
	Susan Woods	Inside Sales Supervisor	+1 905-635-7854	susan.woods@ca.abb.com
East	Jean-Francois Dugal	Regional Sales Manager	+1 514-941-2416	jean-francois.dugal@ca.abb.com
	Pierre Vincent	Lighting Manager	+1 514-945-6365	pierre.vincent@ca.abb.com
	Nathalie St-James	Inside Sales Supervisor	+1 855-356-5740 ext 5740	nathalie.st-james@ca.abb.com

