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# Checklist for ABB Building Solutions Channel Partners

## Step-by-step required tasks for a successful transition

- 1. Create vendor set-up information prior to go-live date**
  - Who:** All customers
  - Timing:** Complete by go-live date
  - Where:** Customer internal system
  
- 2. Customer to submit PO sample and tax documents prior to go-live**
  - Who:** All customers
  - Timing:** Complete by 9/23
  - How:** Communication with customer service
  
- 3. Receive customer number from ABB**
  - Who:** ABB to send customer # to all System Integrators
  - Timing:** Send 30 days prior to go-live
  - How:** ABB empower customer number will be provided to the customer
  
- 4. Clear outstanding Cylon credit from aging reports (ShopAAM/Opera)**
  - Who:** ABB with customer accounting (Inside Sales & ABB Finance)
  - Timing:** Complete by 8/31
  - How:** Contact ALPS or your Building Solutions Inside Sales
  
- 5. Submit all pending product returns**
  - Who:** All customers
  - Timing:** Complete by 8/31 as there will be a freeze window between 8/31 and go-live date. Returns cannot be submitted during this period.
  - How:** Submit all return requests via current Tech & Sales Support process
  
- 6. Prepare for “Blackout Window” (9/26-30) for order shipping and processing**
  - Who:** ABB and all customers
  - Timing:** Push orders through processing by 9/23
  - How:** Order product through current ShopAAM prior to 9/23
  
- 7. Register for ABB single sign-on (SSO) in empower using customer number**
  - Who:** All customers
  - Timing:** Complete within 30 days prior to go-live
  - Where:** [empower website](#) / [Customer registration for empower](#) / [Getting started with empower](#)
  
- 8. Download price files from ABB empower and upload into internal system**
  - Who:** All customers
  - Timing:** Complete within 45 days of go-live date
  - Where:** [empower website](#)
  
- 9. Log into empower**
  - Who:** All customers
  - Timing:** Prior to go-live date
  - Where:** [empower website](#) / [Customer registration for empower](#) / [Getting started with empower](#)