

Checklist for Surge Protective Devices (SPD) Customer Transition

Step-by-step required tasks for a successful transition

For Product Line 181 (Current Technology) only

☐ 1. Set up ABB Inc. 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 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)

☐ 3. Submit sample stock purchase order

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. Receive customer number from ABB

Who: ABB to send

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

☐ 5. Log in to ABB empower with ID

Who: All customers

Timing: On or one week prior to SPD go-live date (to be communicated on a later date)

Where: [empower website](#) / [Customer registration for empower](#) / [Getting started with empower](#)

LEGEND

Vendor number - unique number assigned for SPD by the customer to ABB Inc. 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.