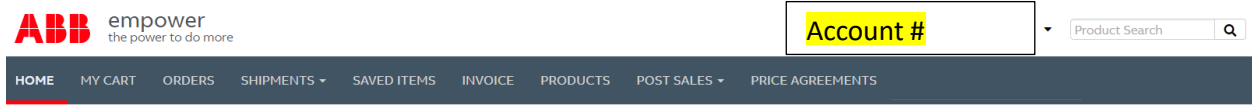
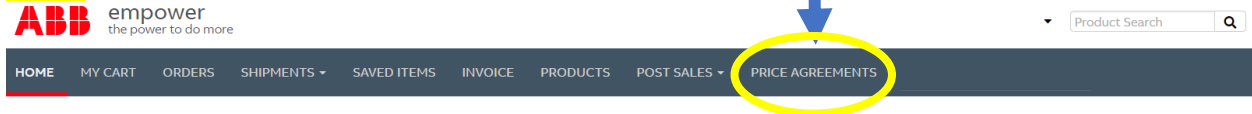


How to download your price book from empower:

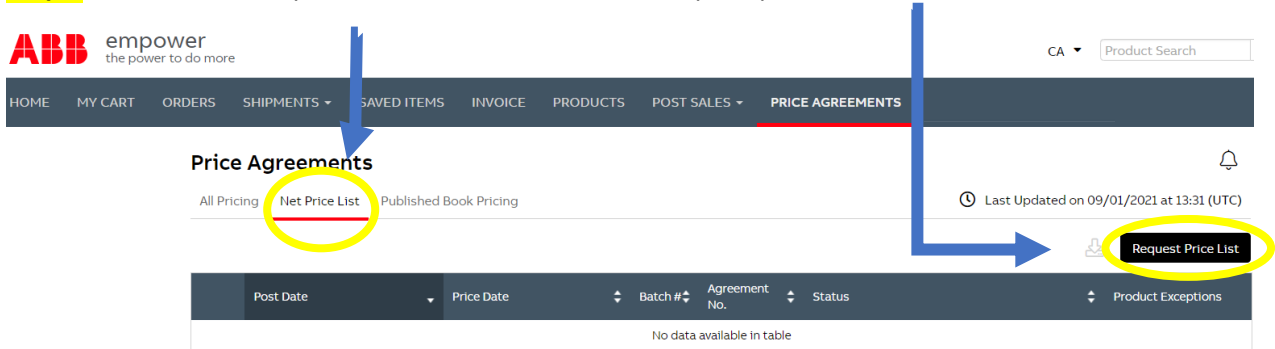
**Step A** Log into your account that you want to download a price book for



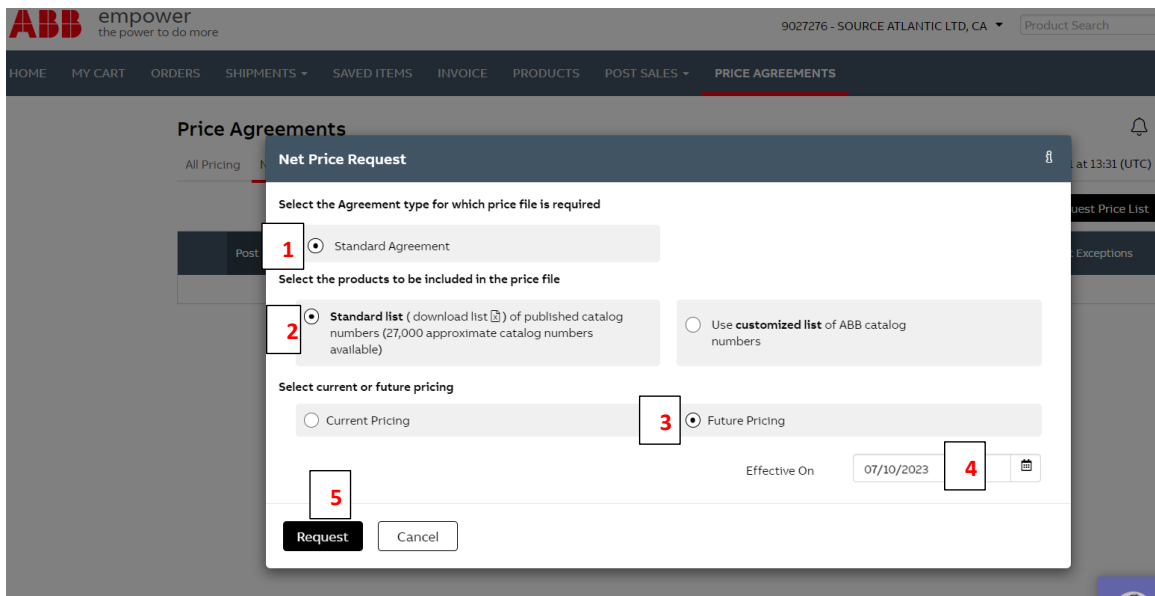
**Step B** Click on price agreements tab



**Step C** First click on Net price list tab and then click on Request price list button

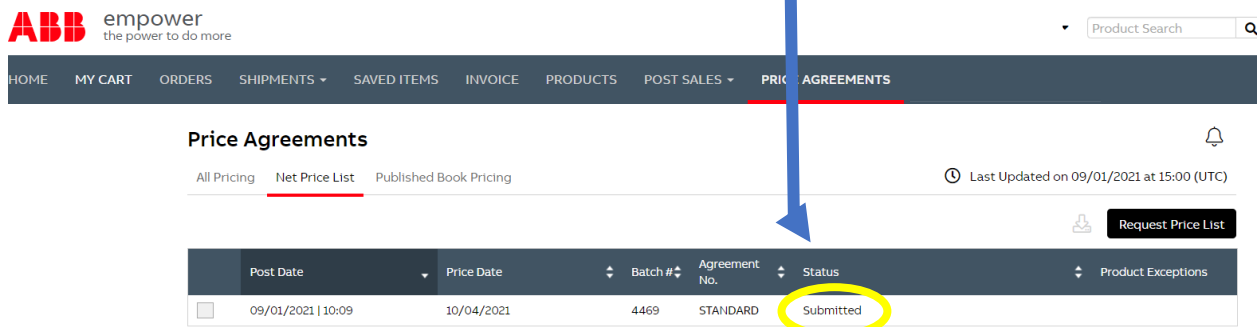


**Step D** When the pop-up window comes up select **1** Standard agreement, **2** Standard list, **3** Future pricing, **4** Effective date of 7/10/2023 and then click on the **5** request button.



How to download your price book from empower (continued):

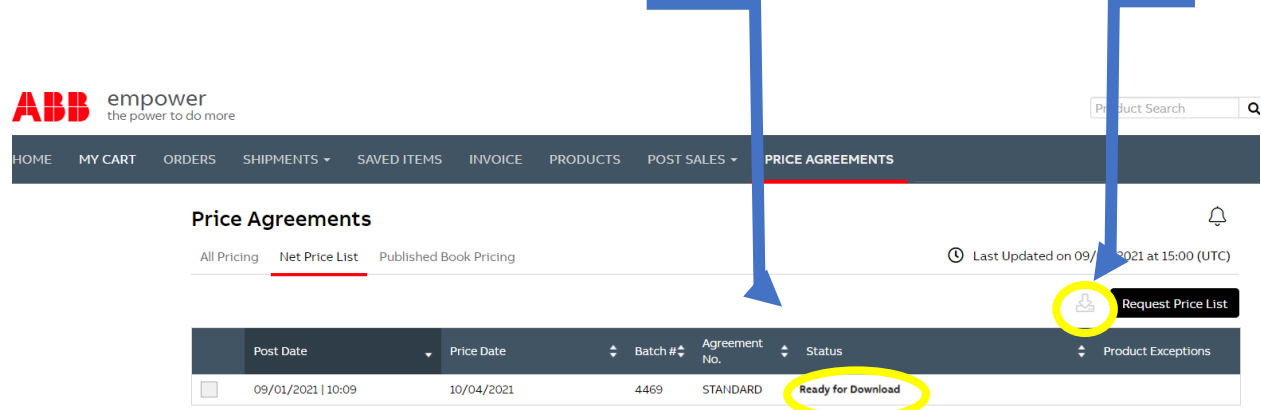
**Step E** After you have made your price book request you will see on the screen your request has been submitted.



The screenshot shows the ABB empower interface. The top navigation bar includes links for HOME, MY CART, ORDERS, SHIPMENTS, SAVED ITEMS, INVOICE, PRODUCTS, POST SALES, and PRICE AGREEMENTS. The 'PRICE AGREEMENTS' tab is active. Below the navigation bar, the 'Price Agreements' section is displayed. It includes tabs for 'All Pricing', 'Net Price List' (which is selected), and 'Published Book Pricing'. A 'Request Price List' button is visible. A table lists price agreements with columns: Post Date, Price Date, Batch #, Agreement No., Status, and Product Exceptions. The first row shows a status of 'Submitted', which is circled in yellow. A blue arrow points from this status to the 'Request Price List' button.

Post Date	Price Date	Batch #	Agreement No.	Status	Product Exceptions
09/01/2021   10:09	10/04/2021	4469	STANDARD	Submitted	

**Step F** The next morning your price book file will be available for download. To download file go to price agreements tab in Empower and confirm "Ready for download". Then click on download icon.



The screenshot shows the ABB empower interface. The top navigation bar includes links for HOME, MY CART, ORDERS, SHIPMENTS, SAVED ITEMS, INVOICE, PRODUCTS, POST SALES, and PRICE AGREEMENTS. The 'PRICE AGREEMENTS' tab is active. Below the navigation bar, the 'Price Agreements' section is displayed. It includes tabs for 'All Pricing', 'Net Price List' (which is selected), and 'Published Book Pricing'. A 'Request Price List' button is visible. A table lists price agreements with columns: Post Date, Price Date, Batch #, Agreement No., Status, and Product Exceptions. The first row shows a status of 'Ready for Download', which is circled in yellow. A blue arrow points from this status to the download icon (a small icon of a document with a download arrow) located next to the 'Request Price List' button.

Post Date	Price Date	Batch #	Agreement No.	Status	Product Exceptions
09/01/2021   10:09	10/04/2021	4469	STANDARD	Ready for Download	

There are also step by step training documents available Empower University

[Net Price List | Price Agreements \(SPA\) | empowerU \(lessonly.com\)](#)

[Price/Quote Hawk \(SPA Notifications\) | Price/Quote Hawk \(SPA Notifications\) | empowerU \(lessonly.com\)](#)