

Guide to Accessing ABB eSourcing Supplier Tutorials

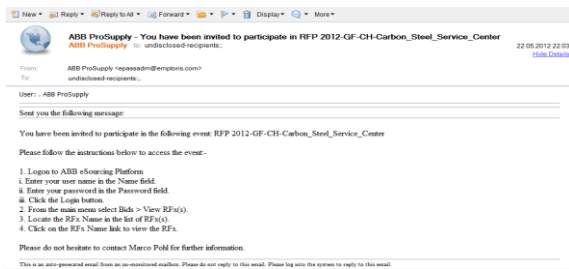
The following page maps out the various steps required to access and view the tutorials which have been provided within the eSourcing tool.

Suppliers will be provided a brief training by ABB Category Managers/Buyers via a webinar. In addition, these tutorials can be reviewed independently.

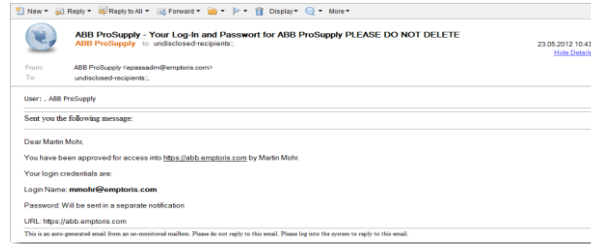
Step 1: Invitation from ABB Category Manager/Buyer

The ABB Category Manager/Buyer running the event will select the suppliers to be invited for an eSourcing event (e.g. eRFI, eRFQ or eAuction). Once the supplier is invited he or she will receive the following three emails from ABB regarding the event:

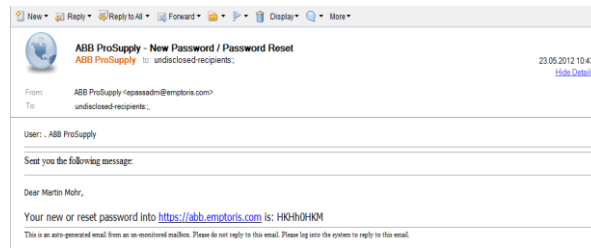
1. Invitation from the Buyer to participate in the event



2. Username and login details.



3. Password and reset instructions.



Step 2: Login and tutorial navigation

1. Enter the internet browser and navigate to <https://abb.emptoris.com>.

The following internet browsers are supported: IE 8,9,10, Firefox 17 and Chrome 22.

2. Log in to ABB eSourcing using the user details & password provided in the email sent by the ABB Category Manager/Buyer.

3. Click on Login 

4. Click on Tutorials on the extreme right hand side to view all the Topics

covered. 

5. Click on the topics to view the details provided.



Additional information and links:

- [ABB eSourcing Tool](#)
- [eSourcing Support](#)

Note: Suppliers will be provided access to the platform by invitation from ABB only. Suppliers that are not yet providing products or services to ABB should navigate to [Becoming an ABB Supplier](#).