



December 4, 2017

Subject: ABB Supplier Notification – *Go Live date changed to January 22, 2018*

Dear Service Provider:

Thank you for your partnership with ABB and their affiliate companies, Baldor and Thomas and Betts.

As you are aware Jones Lang LaSalle Americas, Inc. (“JLL”) has been awarded the Integrated Facility Management Services for the United States that was due to Go Live on Monday, December 11, 2017.

We wanted to make you aware that the Go Live date has been changed to **January 22, 2018**. This will allow you, our valuable partners, extra time to get registered in Avetta and Corrigo and will allow for additional questions to be clarified. Nothing has changed in the scope of work or the Notification packet except for the date change. ***You will continue to provide services and bill ABB directly as you have done historically until our Go Live date of January 22, 2018.***

If you have specific questions about registration or about insurance requirements then please don’t hesitate to reach out and we can review with you. Many times a specific requirement will not be applicable to your company.

If you need an updated notification packet sent to you then please advise us and we will be happy to send you out a new packet.

### **Invoices for Services and Goods**

All invoices for services rendered and inquiries regarding payment for services rendered prior to January 22, 2018, should be sent to ABB as done previously. Please ensure all past due invoices for services and goods performed prior to January 22, 2018, have been reconciled and any remaining invoices submitted to ABB no later than 60 days after the effective date.

As of January 22, 2018, invoicing will be completed within the Corrigo work order system. An invoice must be attached for each work order. The process is simple, transparent, and removes the need for email, faxes, and phone calls.

Details around invoice submittal and payment will be covered during the Corrigo vendor training session. More information regarding Corrigo can be found under Section III of this packet.

### **Work Orders**

A Work Order number for existing recurring services and new services will be issued when the supplier has been contacted to perform the work. For services provided on-site to ABB for non-recurring services, a Work Order number will also be issued to perform additional work. A Work Order number will need to be listed on all invoices to satisfy JLL’s internal accounting requirements for prompt payment.

### **Payment Terms**

Payment terms for all undisputed amounts are Net 90 days from JLL’s receipt of a valid invoice, provided invoice is received prior to process cutoff date. JLL shall pay Supplier only as and when ABB provides JLL with the funds to cover such payment. Payment will be made via check to the remittance address on file.

## **Next Steps:**

If you are already registered in Avetta, Corrigo and have submitted your Rate Card – *Thank you!*

- Register with Avetta to complete JLL Pre-Qualification and Compliance Program **by January 5, 2018 at <http://pages.avetta.com/JLL-ABB-US.html>**
- Register for the Corrigo Network subscription **by January 5, 2017**
- Join one of the Corrigo training calls listed above (An invitation will be sent by Corrigo)
- Submit Assignment Consent forms, as applicable
- Complete and submit Rate Card in Excel to [ABB.Vendor@am.jll.com](mailto:ABB.Vendor@am.jll.com) **by January 5, 2017**
- Follow guidelines for invoices for services rendered and inquiries regarding payment for services rendered prior to and after January 22, 2018.

Please note that you will receive follow-up phone calls from the JLL Supply Chain Team regarding registration and the Corrigo Team with instructions for joining the work order network.

Should you have any questions about this letter please contact the JLL supplier hotline at 1-855-307-8015 or e-mail [ABB.Vendor@am.jll.com](mailto:ABB.Vendor@am.jll.com).

### **Contact List for Questions**

General Transition Questions – JLL

Phone: 1-855-307-8015

Email: [ABB.Vendor@am.jll.com](mailto:ABB.Vendor@am.jll.com)

Work Order Network (Corrigo) Tech Support

Connection & Set-Up

Email: [connect@corrigo.com](mailto:connect@corrigo.com)

Support Line

Phone: 800-517-2705

Email: [support@corrigo.com](mailto:support@corrigo.com) Or, Click on the “Support” link on the Network Login Page

Vendor Screening Portal (Avetta)

Phone: 877-725-3022

Email: [registrations@Avetta.com](mailto:registrations@Avetta.com)

**Very truly yours,**

**Supply Chain Lead for the Deployment Team  
Jones Lang LaSalle Americas, Inc.**

---

## ABB Facilities that JLL will provide IFM services

Designation- FID #	Full Address
ABB - 9AAE101009	16250 W. Glendale Drive, New Berlin, WI
ABB - 9AAE101016	3022 NC 43 North, Pinetops, NC
ABB - 9AAE103273	996 NC 111 S, Pinetops, NC
ABB - 9AAE100998	843 North Jefferson Street, Lewisburg, WV
ABB - 9AAE103259	1425 North Discovery Parkway, Wauwatosa, WI
ABB - 9AAE101940	23831 S. Banning Boulevard, Carson, CA
ABB - 9AAE100981	1109 Howard Drive, Deer Park, TX

Designation- FID #	Full Address
Baldor - 9AAE102752	4401 East Dixon Boulevard, Shelby, NC
Baldor - 9AAE102436	101 Reliance Road, Kings Mountain, NC
Baldor - 9AAE102435	510 Rockwell Drive, Marion, NC
Baldor - 9AAE102412	1 Boreham Drive, Clarksville, AR
Baldor - 9AAE102434	70 Reems Creek Road, Asheville, NC
Baldor - 9AAE102414	1910 Baldor Drive, Ozark, AR
Baldor - 9AAE102410	905 Highway 247, Belton, SC

Designation- FID #	Full Address
Thomas & Betts - 9AAE102917	415 19th Street Drive, S.E., Hickory, NC