SAP Ariba

Axalta

Standard Account Supplier Training

(Training untuk Standard Account Supplier)

PUBLIC

AXALTA

THE BEST RUN SAP

SAP Ariba

Axalta

Initiative Overview

Apa yang berubah?

Mulai 3 May 2021, Proses - proses dibawah ini akan di terapkan menggunakan Ariba Network untuk semua supplier di Axalta Indonesia.

Proses yang melalui Ariba network :

- *PO akan di kirimkan secara electronic (email) dan otomatis melalui Ariba Network.*
- Konfirmasi PO
- Perjanjian Pengiriman /pengadaan (Schedule Agreement)
- Informasi pengiriman barang
  - Material Langsung /Direct - ASN Mandatory
  - Material production support/ indirect - ASN Preferred

Proses tidak melalui Ariba

- **Invoices***
- ***SAP Ariba/Axalta is currently working towards GST compliance for e-invoice submission for supplier supporting Axalta India locations. E-invoicing is currently not planned for Suppliers supporting Axalta Indonesia locations**

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INVOICE

Persyaratan Umum Invoice

Untuk memastikan invoice anda di bayarkan tepat waktu , maka tiap invoice harus memenuhi syarat syarat sebagai berikut:

- Data perusahaan harus sesuai dengan nomer NPWP yang terdaftar
- Mencantumkan Nomer PO atau Nomer Schedule Agreement
- Line items di Invoice harus sesuai dengan Purchase Order/Delivery Schedule
- Nomer dan tanggal Invoice harus tercantum dalam invoice
- Pada Invoice tercantum Descripsi atau kode barang, harga dan Jumlah .

Persyaratan tambahan Invoice

- Invoice original (hardcopy) dikirim ke alamat “Invoice Address / Bill To” yang tertera pada Purchase order.
- Semua invoice diatas IDR 5 Juta rupiah harus melampirkan Materai diatas tandatangan dan stample /Cap (bila ada).
- Mohon tidak memberikan Invoice melalui Fax atau email, invoice tidak akan di proses dan bisa mengakibatkan keterlambatan pembayaran.

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Kontak email dibawah ini jika ada pertanyaan :

AribaEnablement@axalta.com

Indonesia Local POC	Role	Location	Email Address
Nurni Wulandari	S&L Leader	Bekasi, Indonesia	nurni.wulandari@axalta.com
Taryono Taryono	Buyer	Bekasi, Indonesia	Taryono.Taryono@axalta.com

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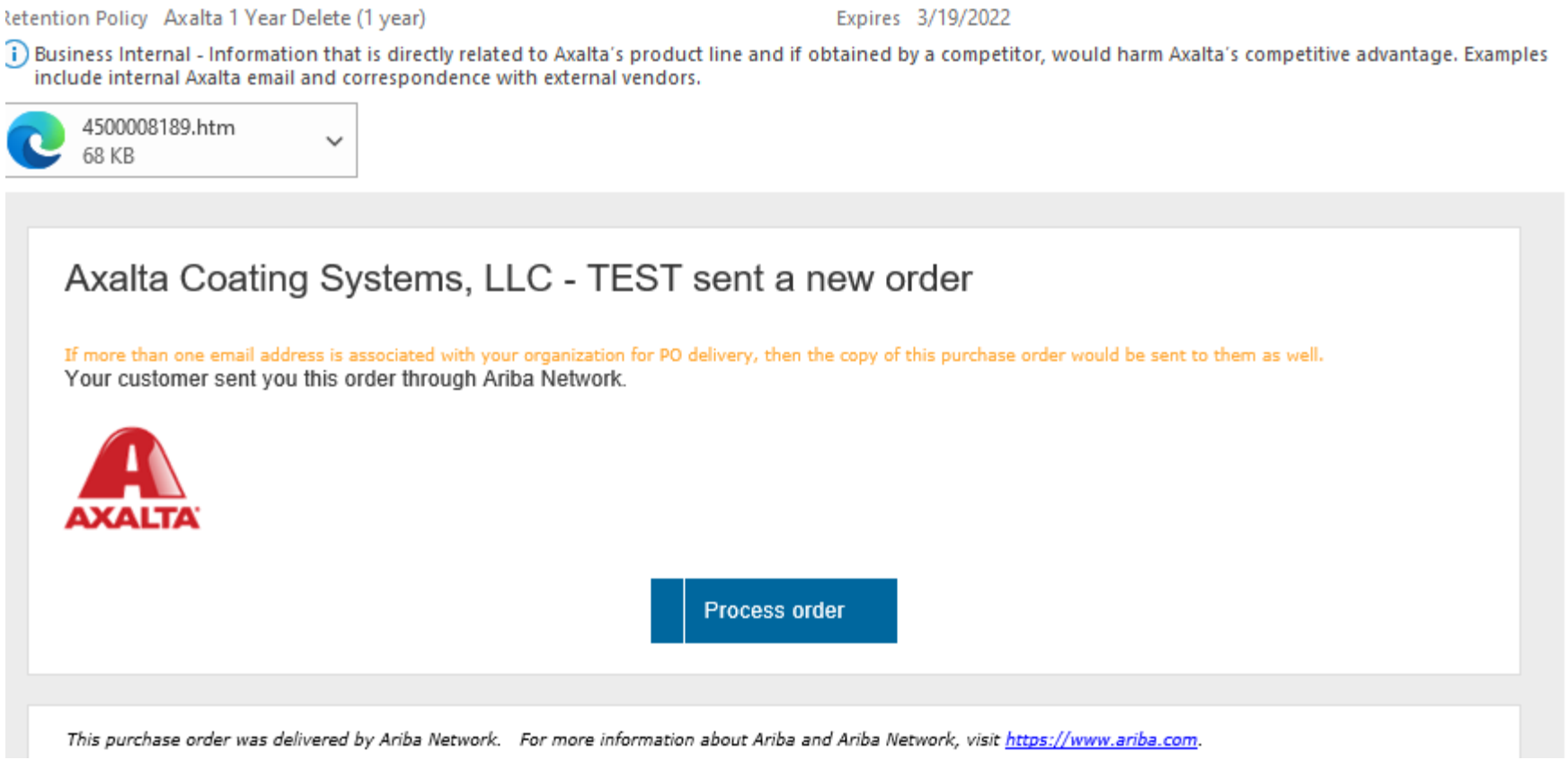
Step One: Menerima Email order dari Axalta

Tekan tombol Process Order pada notifikasi email tersebut(interactive email)



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Next step

Registrasi Standard Account

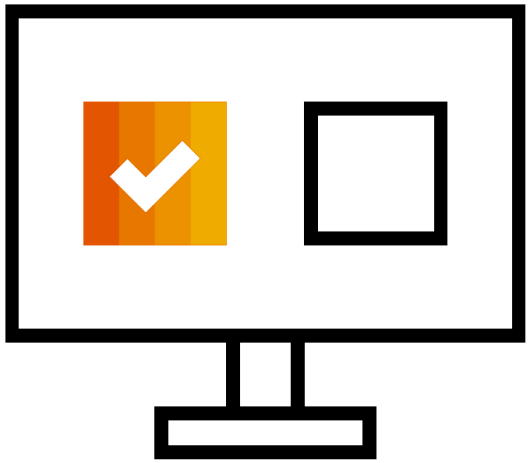
Step 1: Anda akan menerima PO PERTAMA dari Axalta via e mail

Menerima PO melalui interactive Email

Step 2: tekan ON pada tombol process order

Tekan tombol “Process Order”

Step 3: Registrasi account, Pastikan User name dan Password terjaga aman.



Sign Up Or Login

Ketika anda melakukan register dan memproses PO pertama artinya anda tidak perlu regristasi lagi.

Dari email yang anda terima , anda akan menekan tombol proses PO dan Log in ke akun Ariba Standar menggunakan User name dan Password.

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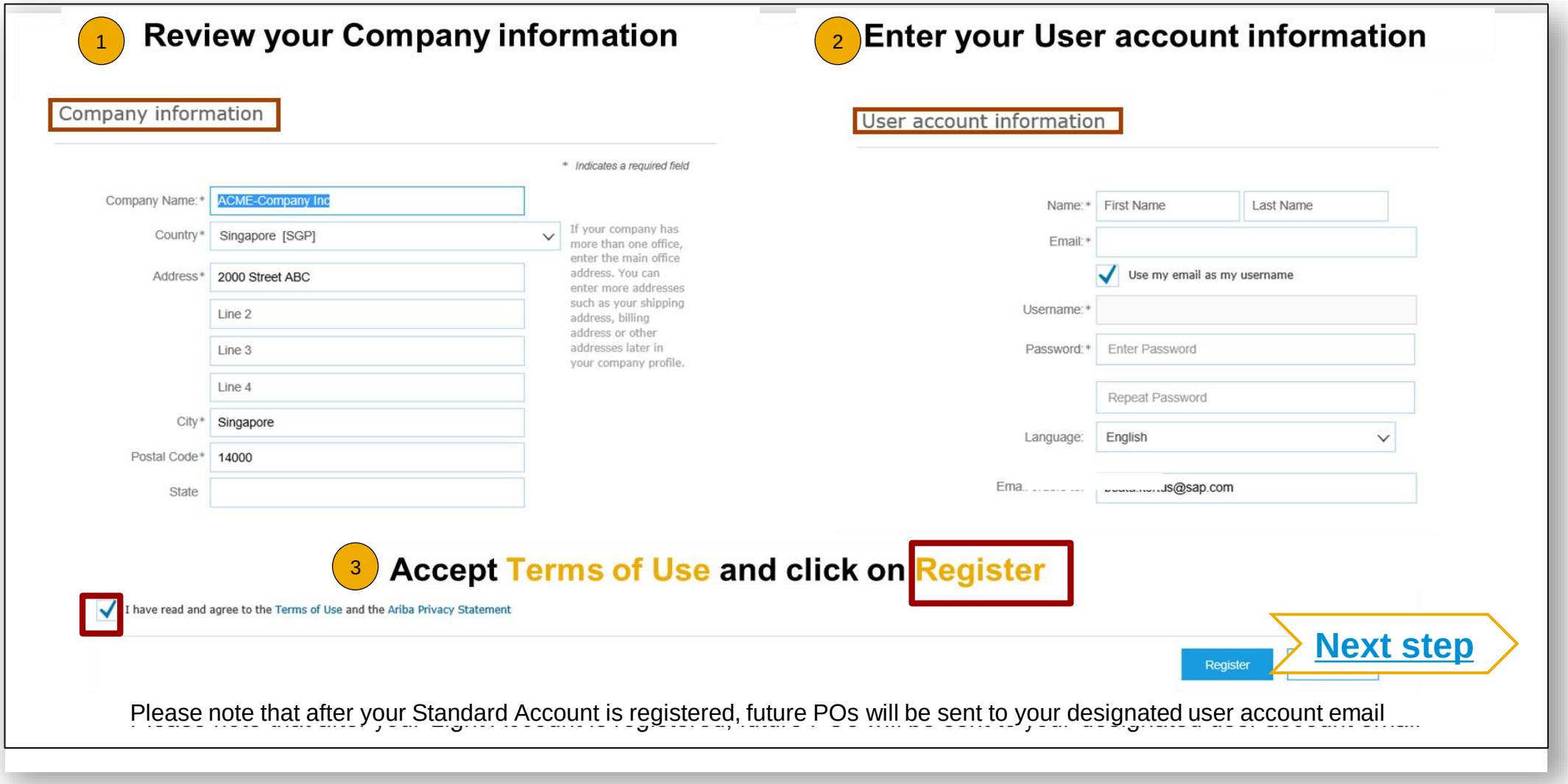
Konfigurasi Akun,Menyetujui Persyaratan Pangguna dan Registrasi.
(Anda tidak dapat melakukan pendaftaran sebelum menerima PO pertama atau setelah tanggal 3 May 2021)



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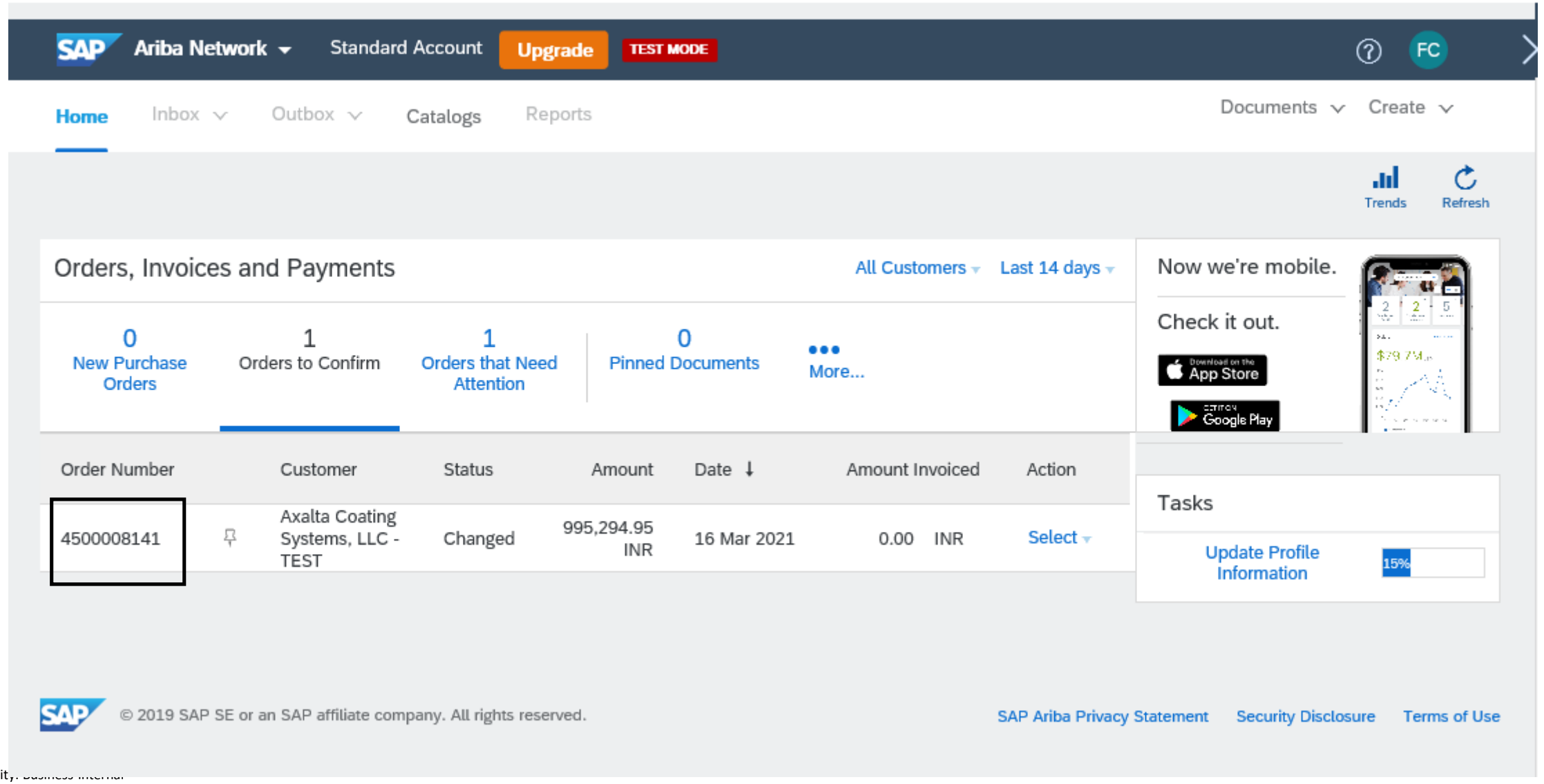
Membuat Konfirmasi Order

Lihat Purchase order



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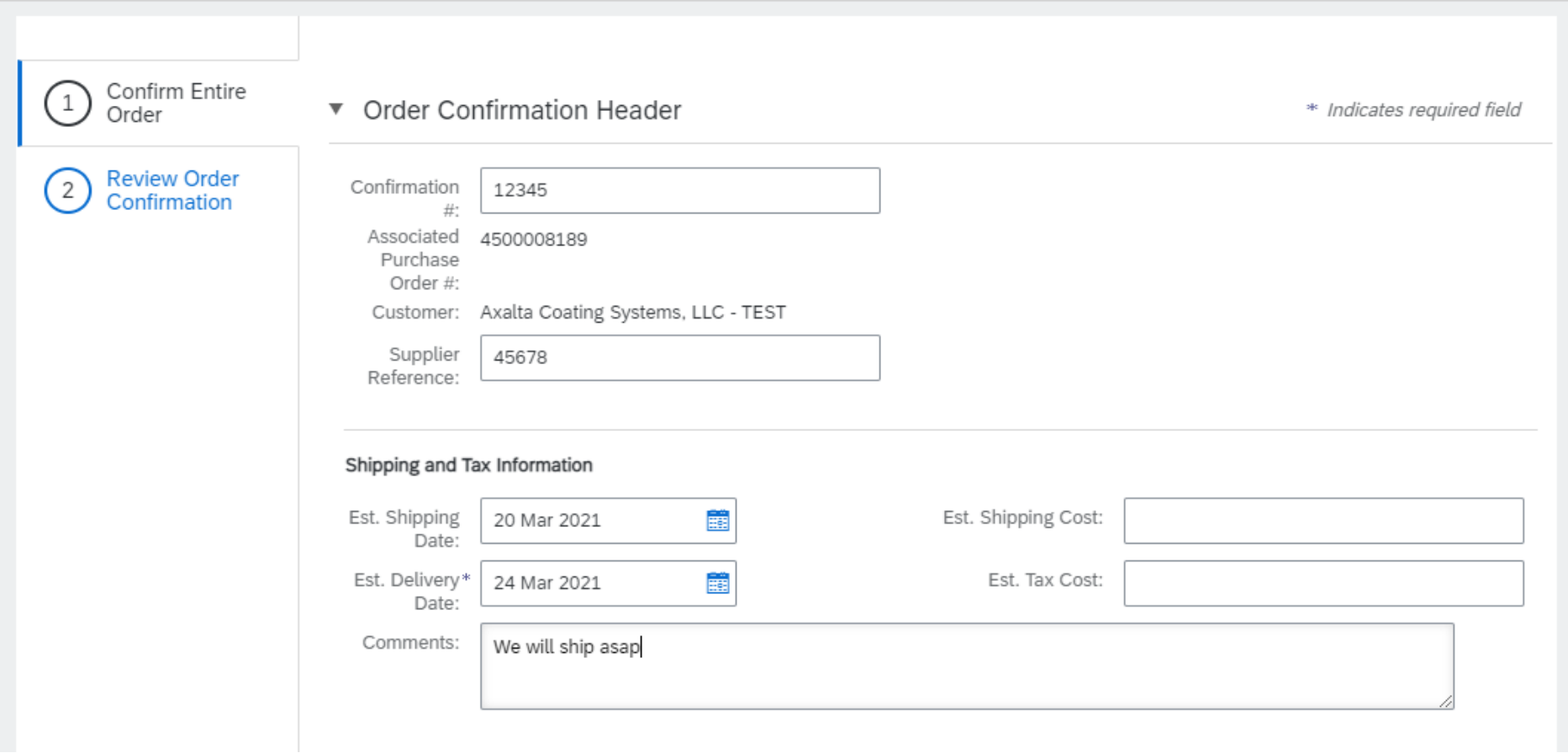
Membuat Konfirmasi Order



Tambahkan semua konfirmasi yang di perlukan lalu tekan tombol “next”

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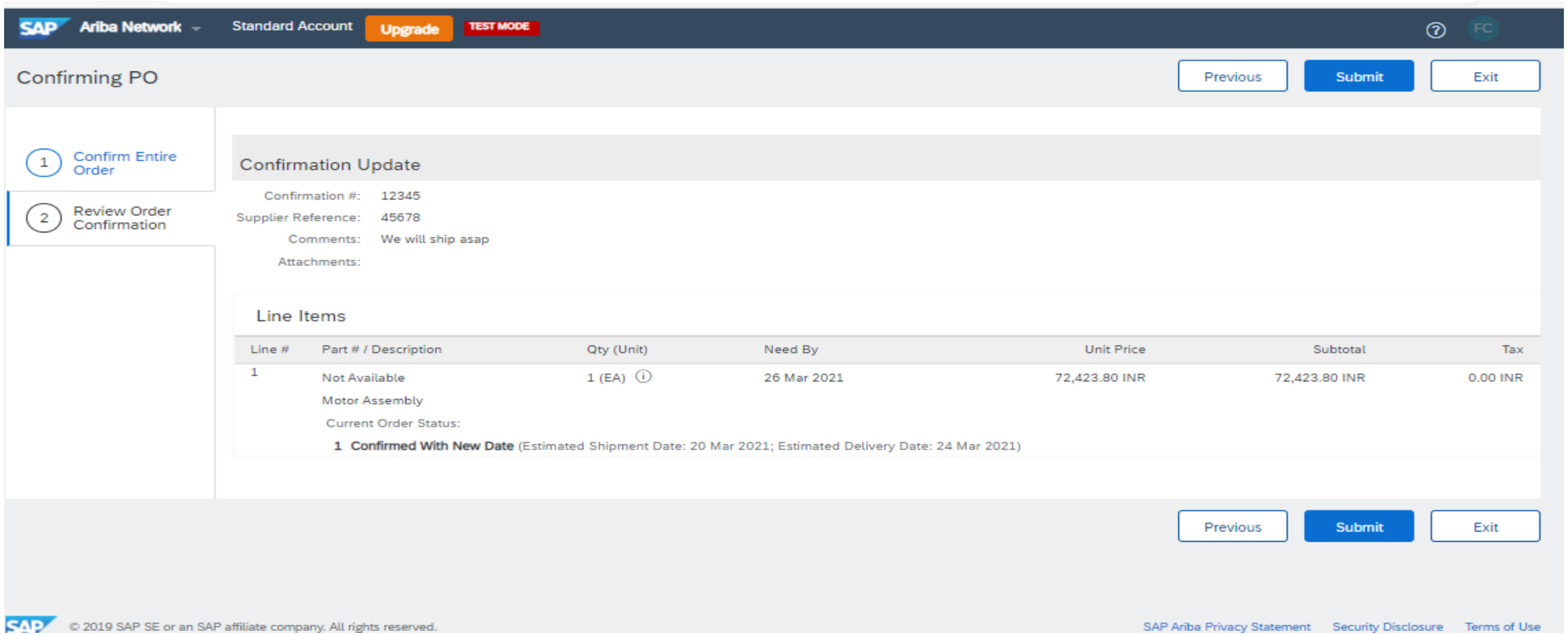
Membuat Konfirmasi Order



Lihat dan pastikan benar konfirmasi order yang anda buat lalu tekan tombol “submit”

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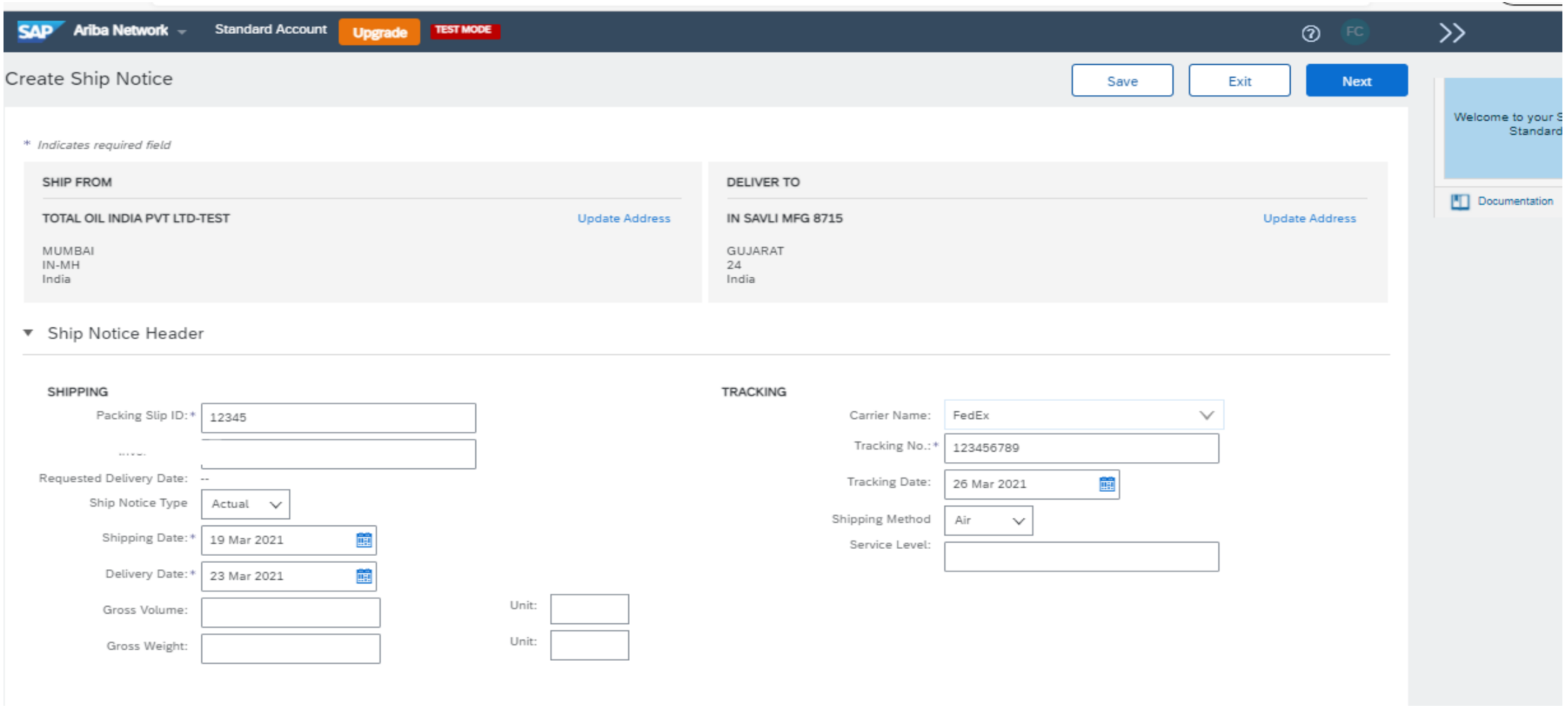
Membuat Informasi Pengiriman



Tambahkan informasi detail mengenai pengiriman order lalu tekan tombol “next”

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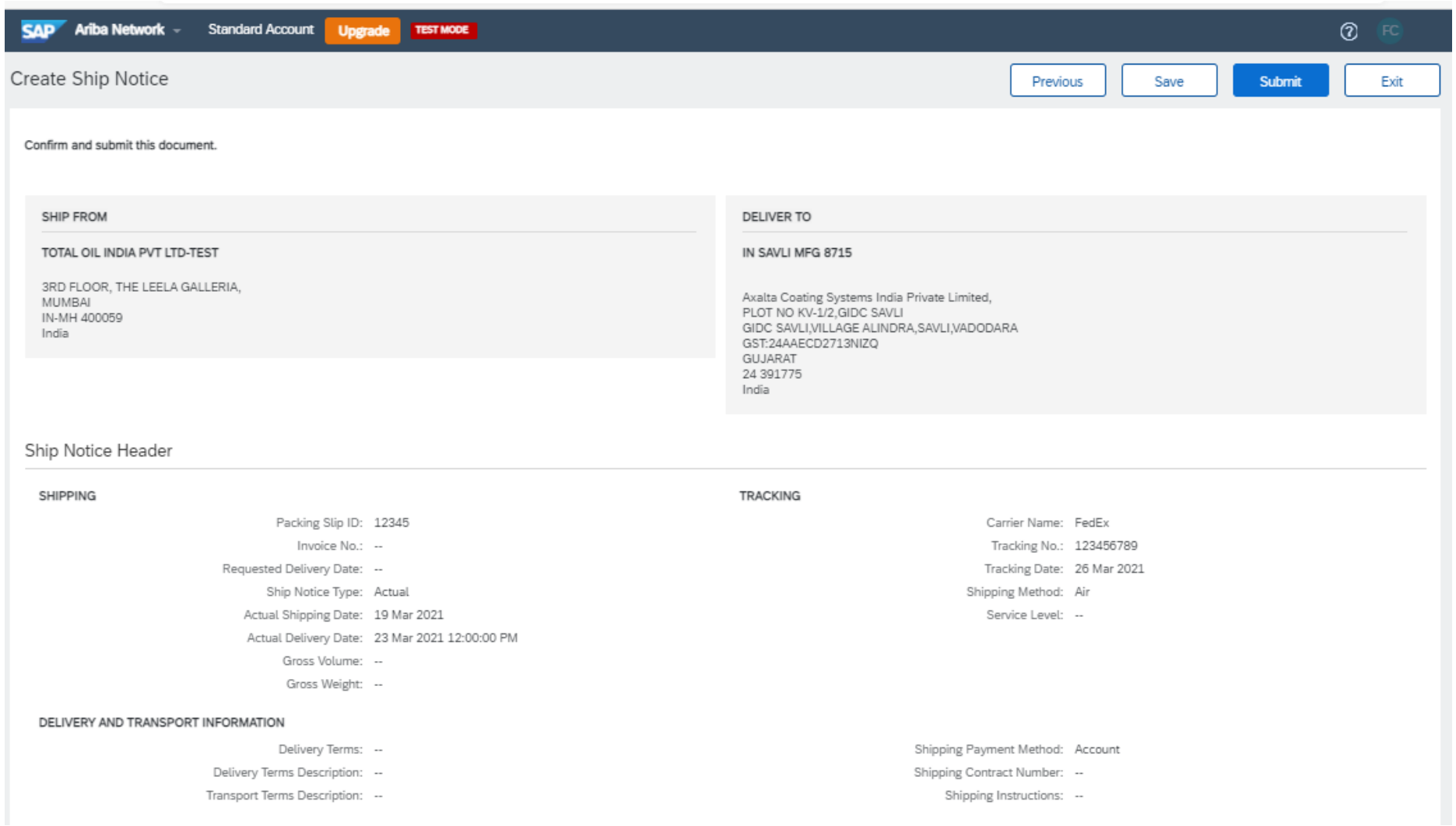
Membuat Informasi Pengiriman



Lihat dan pastikan benar informasi pengiriman yang anda buat lalu tekan tombol “submit”

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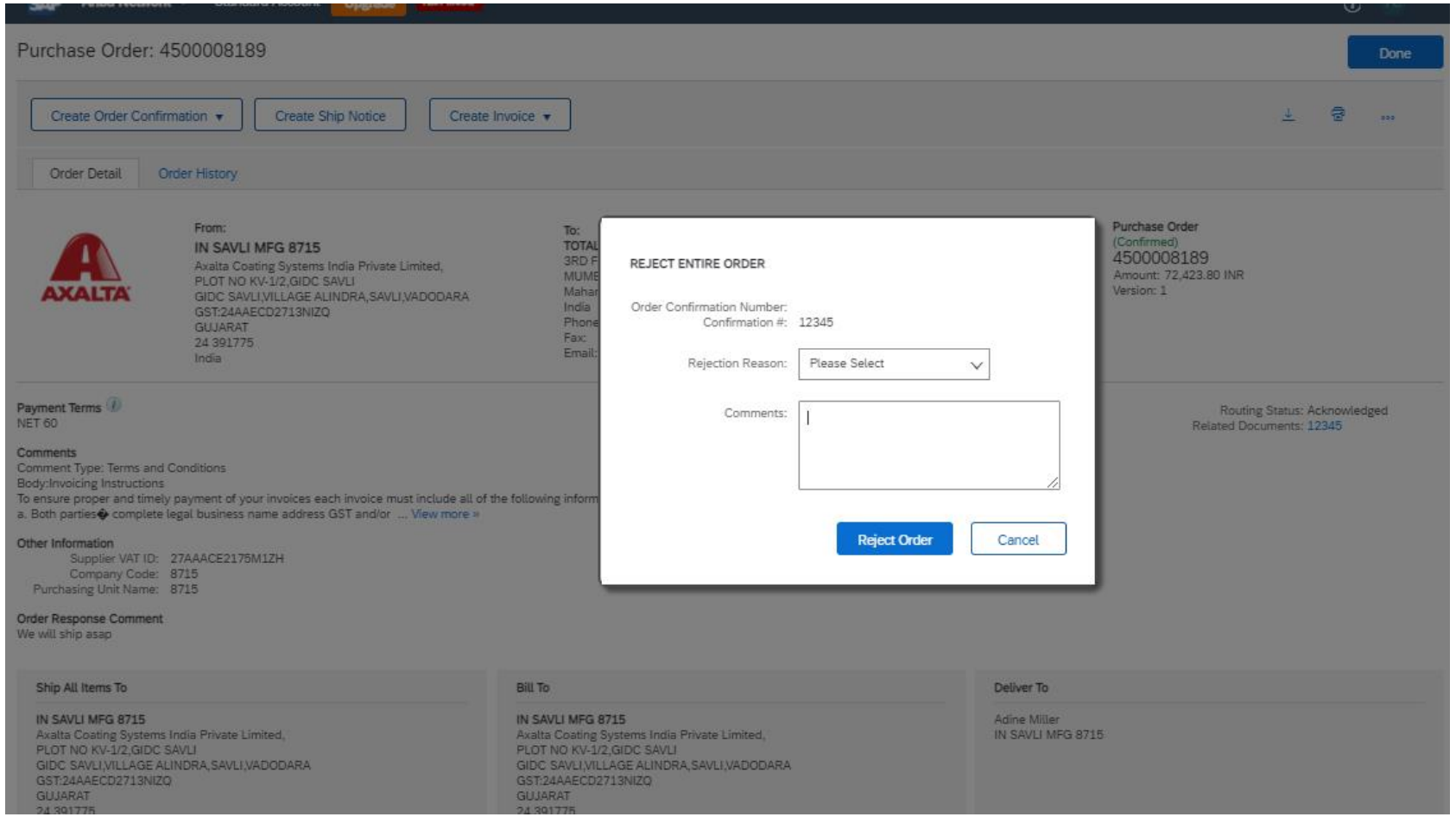
Cara menolak Purchase Order

Dari Tombol panah di sebelah “Create Order Confirmation” Pilih “Reject Order” – Masukan alas an dan Komentar lalu tekan tombol Reject Order. The Buyer will have the requester cancel the PO and resubmit a new PO if applicable. Supplier tidak bisa merubah PO.



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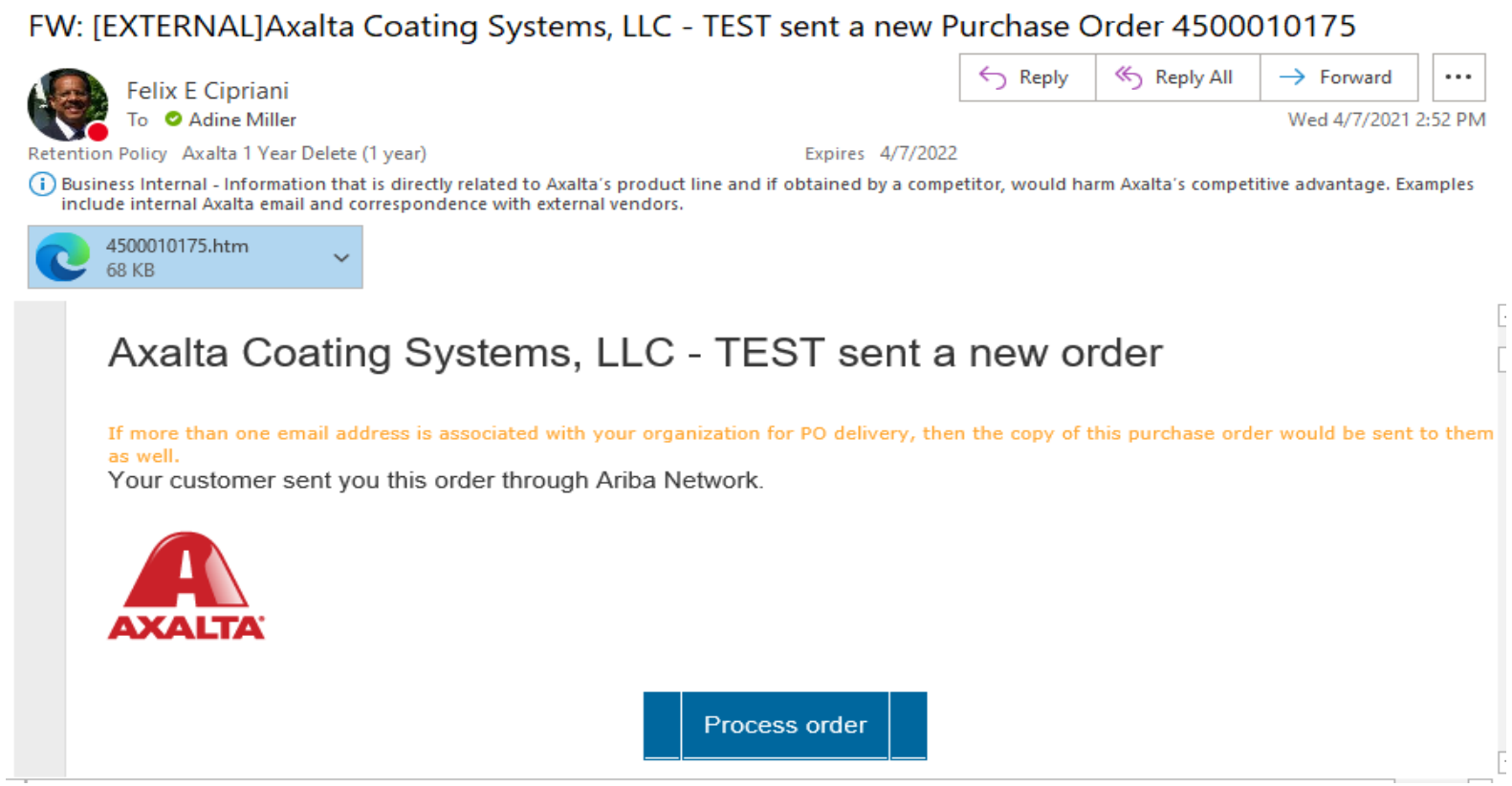
Cara mengunduh Purchase Order format PDF

Dari email tekan tombol “Process Order”



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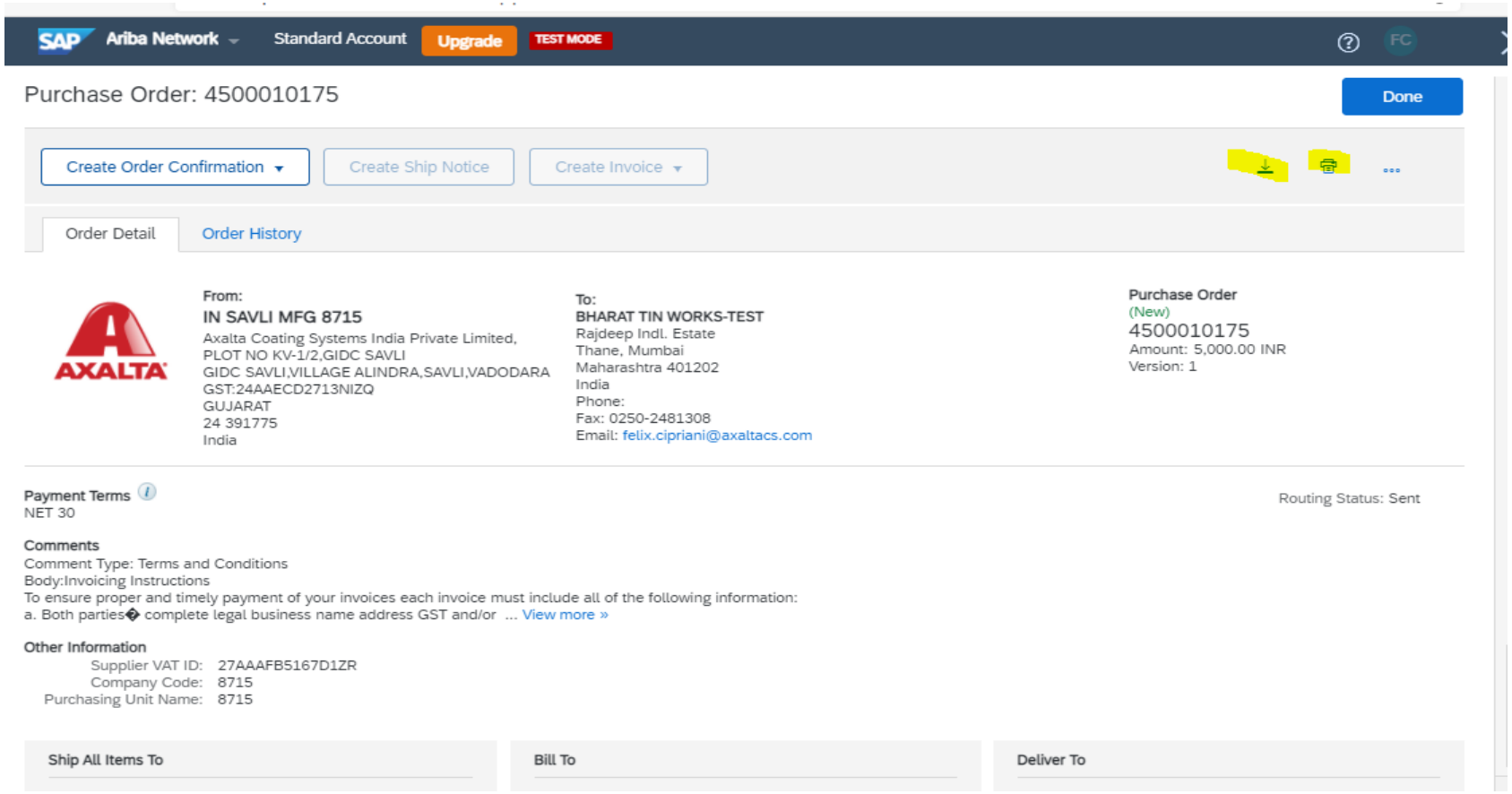
Cara mengunduh Purchase Order format PDF

Untuk tipe Akun Standar, pada kanan atas layar terdapat gambar Panah ke bawah dan logo Printer. Tekan tombol tersebut untuk mengunduh PO atau cetak PO .



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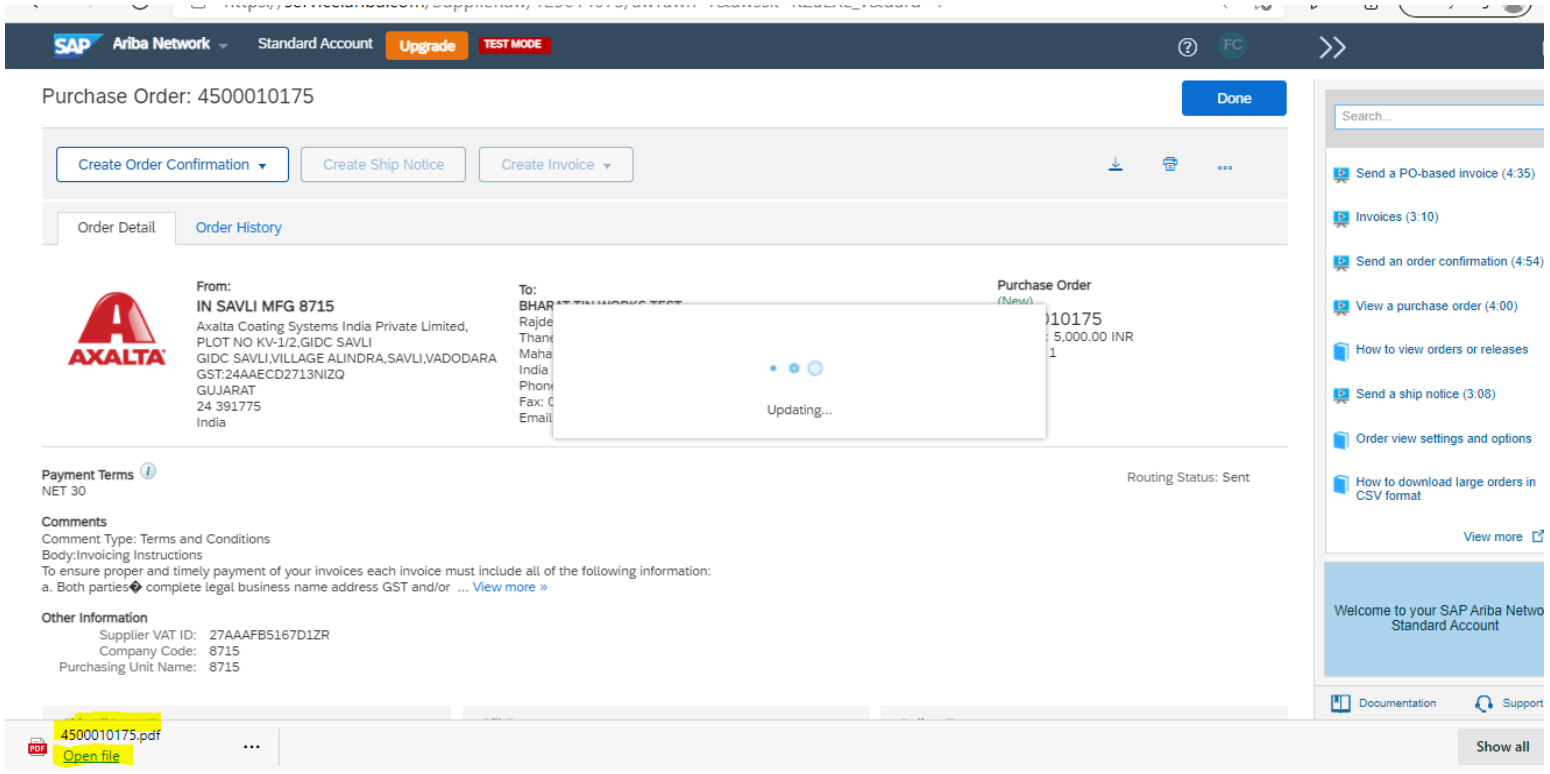
Cara mengunduh Purchase Order format PDF

Anda dapat memilih untuk mengunduh atau menyimpan PDF PO sesuai kebutuhan anda.



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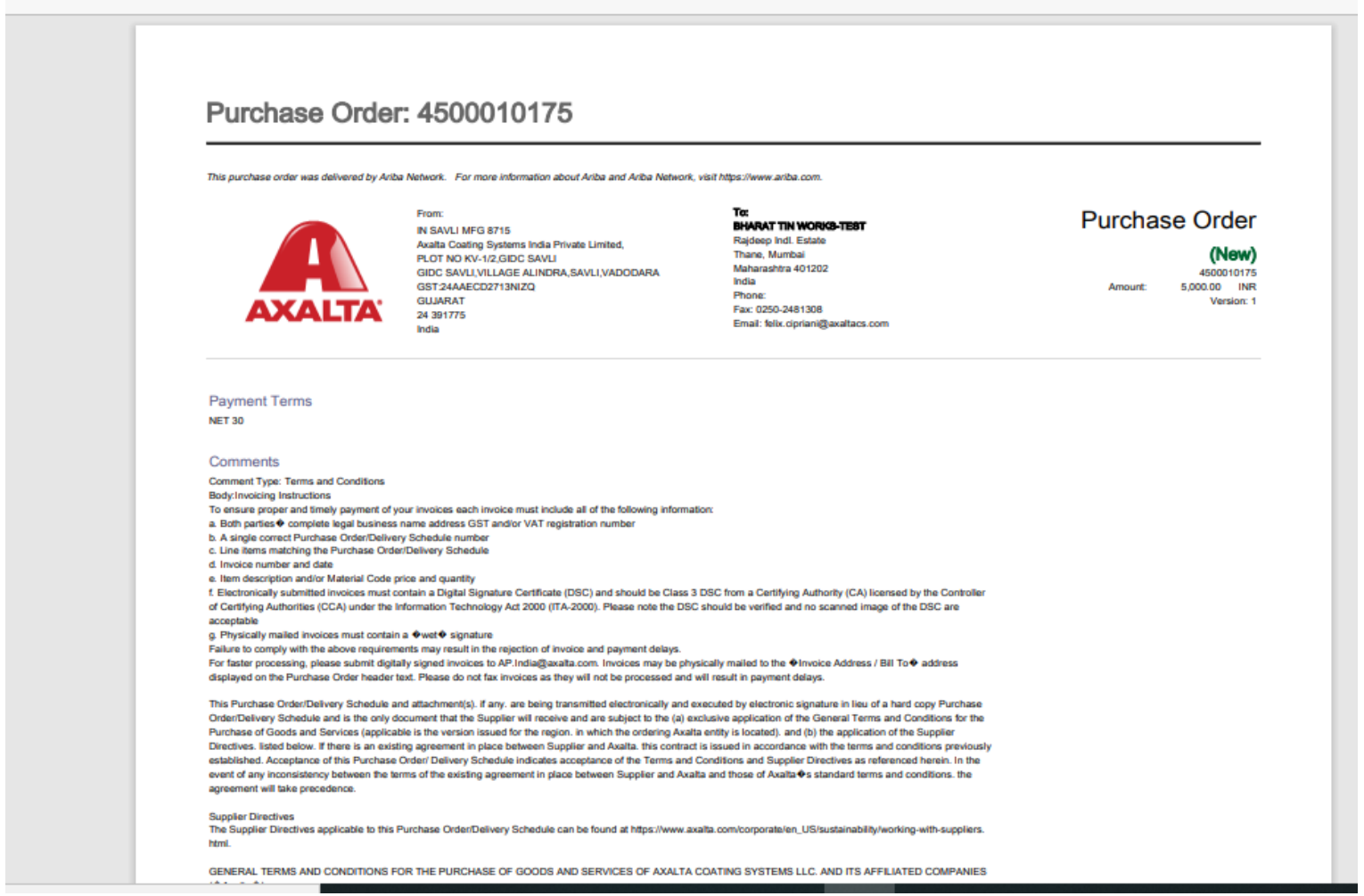
Cara mengunduh Purchase Order format PDF

Contoh PO yang sudah di unduh



Purchase Order: 4500010175

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit https://www.ariba.com.

From:
IN SAVLI MFG 8715
Axalta Coating Systems India Private Limited,
PLOT NO KV-1/2,GIDC SAVLI
GIDC SAVLI,VILLAGE ALINDRA,SAVLI,VADODARA
GST:24AAECD2713N1ZQ
GUJARAT
24 391775
India

To:
BHARAT TIN WORKS-TEST
Rajdeep Indl. Estate
Thane, Mumbai
Maharashtra 401202
India
Phone:
Fax: 0250-2481308
Email: felix.cipriani@axaltacs.com

Purchase Order
(New)
4500010175
Amount: 5,000.00 INR
Version: 1

Payment Terms
NET 30

Comments
Comment Type: Terms and Conditions
Body:Invoicing Instructions
To ensure proper and timely payment of your invoices each invoice must include all of the following information:
a. Both parties complete legal business name address GST and/or VAT registration number
b. A single correct Purchase Order/Delivery Schedule number
c. Line items matching the Purchase Order/Delivery Schedule
d. Invoice number and date
e. Item description and/or Material Code price and quantity
f. Electronically submitted invoices must contain a Digital Signature Certificate (DSC) and should be Class 3 DSC from a Certifying Authority (CA) licensed by the Controller of Certifying Authorities (CCA) under the Information Technology Act 2000 (ITA-2000). Please note the DSC should be verified and no scanned image of the DSC are acceptable
g. Physically mailed invoices must contain a wet signature
Failure to comply with the above requirements may result in the rejection of invoice and payment delays.
For faster processing, please submit digitally signed invoices to AP.India@axalta.com. Invoices may be physically mailed to the Invoice Address / Bill To address displayed on the Purchase Order header text. Please do not fax invoices as they will not be processed and will result in payment delays.

This Purchase Order/Delivery Schedule and attachment(s). if any. are being transmitted electronically and executed by electronic signature in lieu of a hard copy Purchase Order/Delivery Schedule and is the only document that the Supplier will receive and are subject to the (a) exclusive application of the General Terms and Conditions for the Purchase of Goods and Services (applicable is the version issued for the region. in which the ordering Axalta entity is located). and (b) the application of the Supplier Directives. listed below. If there is an existing agreement in place between Supplier and Axalta. this contract is issued in accordance with the terms and conditions previously established. Acceptance of this Purchase Order/ Delivery Schedule indicates acceptance of the Terms and Conditions and Supplier Directives as referenced herein. In the event of any inconsistency between the terms of the existing agreement in place between Supplier and Axalta and those of Axalta's standard terms and conditions. the agreement will take precedence.

Supplier Directives
The Supplier Directives applicable to this Purchase Order/Delivery Schedule can be found at https://www.axalta.com/corporate/en_US/sustainability/working-with-suppliers.html.

GENERAL TERMS AND CONDITIONS FOR THE PURCHASE OF GOODS AND SERVICES OF AXALTA COATING SYSTEMS LLC. AND ITS AFFILIATED COMPANIES

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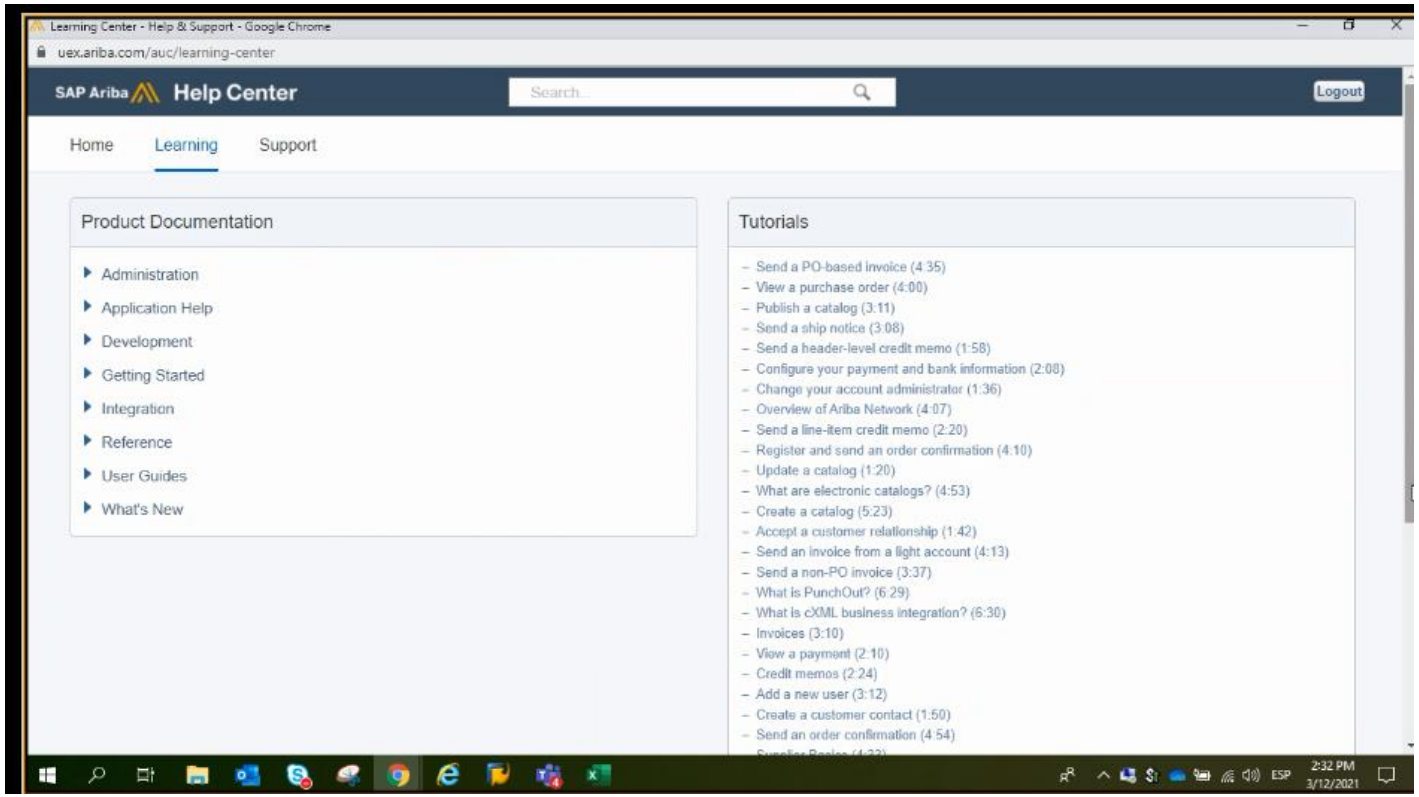
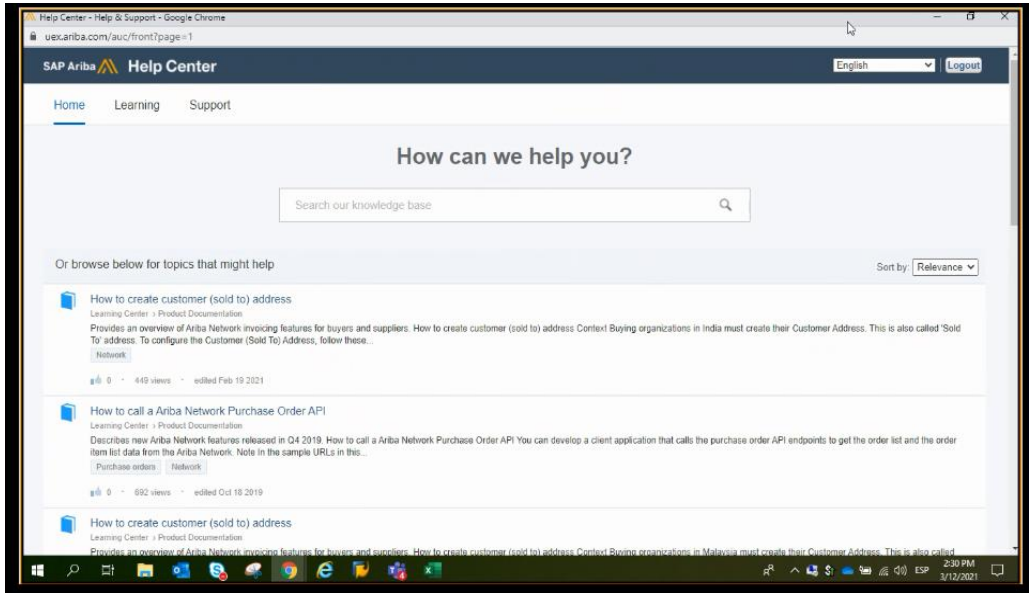
Pusat Bantuan Ariba





[The Ariba Network, standard account support page]

Tekan Tombol:

[Additional Trainings and Tutorials]

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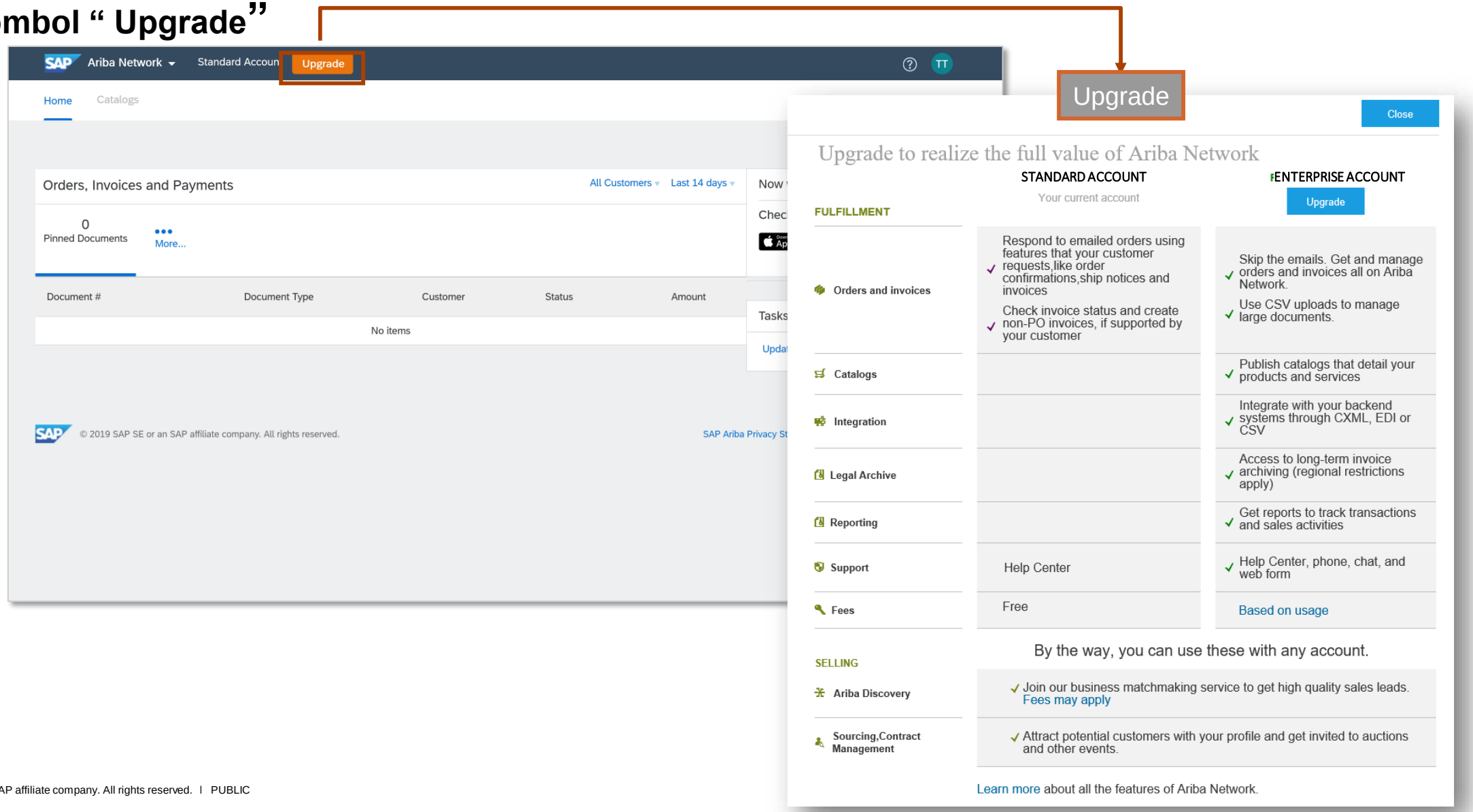
Cara meningkatkan tipe Akun Standar ke Tipe Akun Enterprise

Tekan tombol “ Upgrade”



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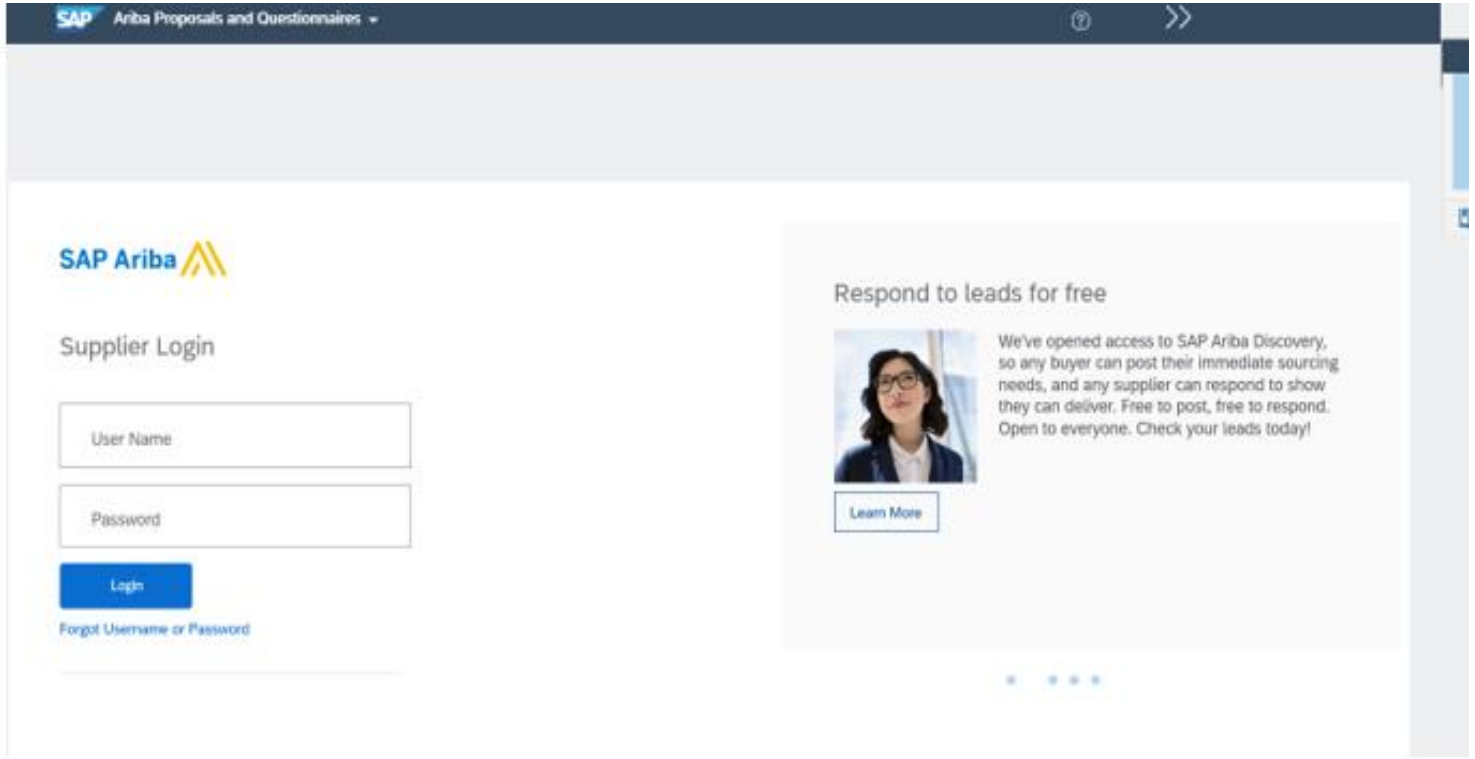
Bagaimana Cara Merubah/Memperbaharui Kontak Bisnis atau Bisnis detail

Login ke Standar Akun Ariba



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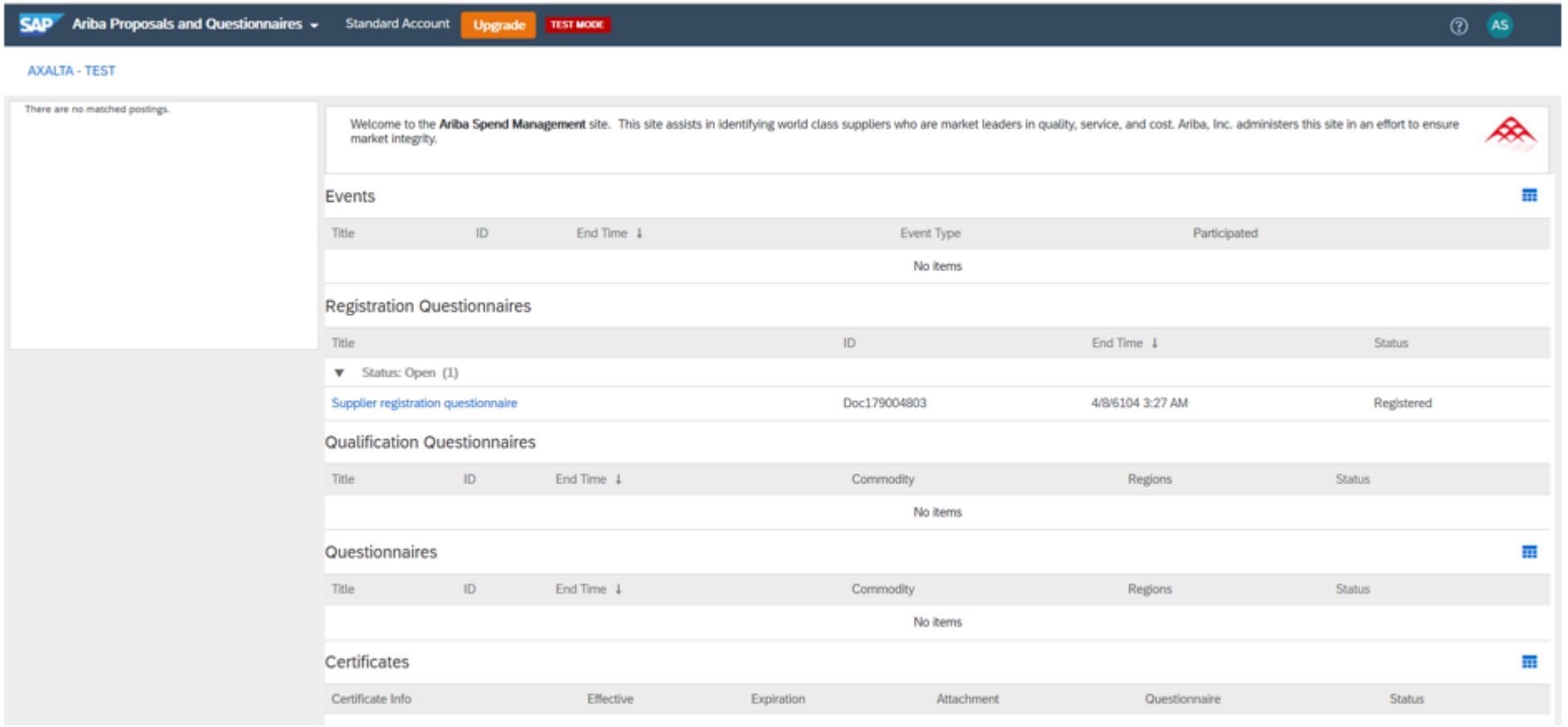
Cara Merubah/Memperbaharui Kontak Bisnis atau Bisnis detail

Tekan tombol “Supplier registration”



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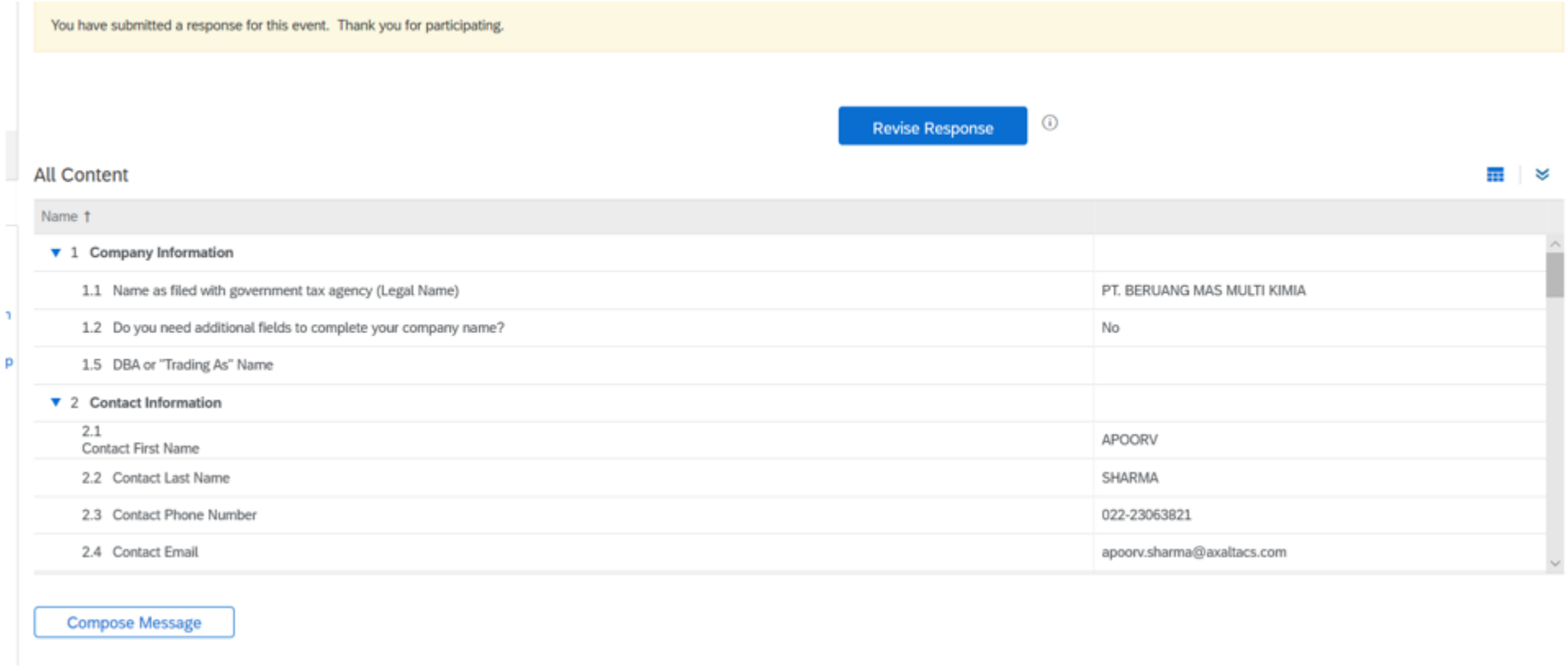
Cara Merubah/Memperbaharui Kontak Bisnis atau Bisnis detail

Tekan tombol “Revise Response”



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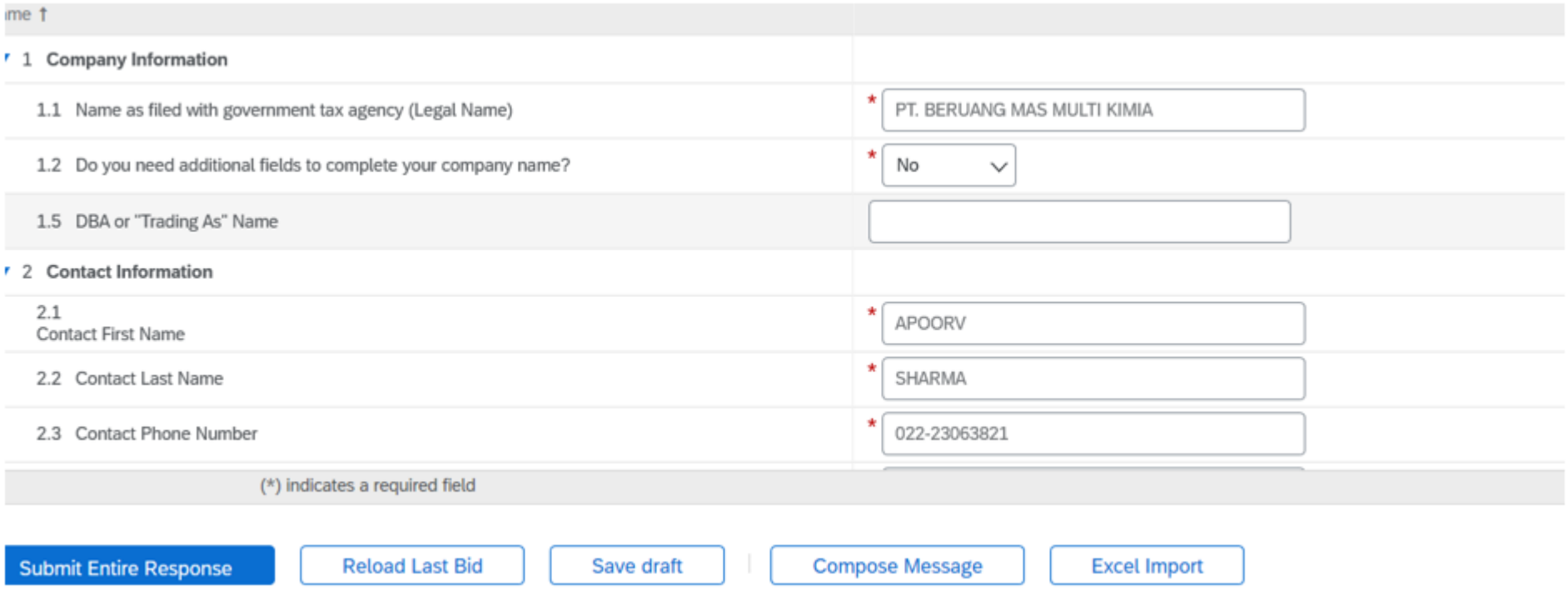
Cara Merubah/Memperbaharui Kontak Bisnis atau Bisnis detail

Perbaharui kolom yang di butuhkan, seperti Nama, kontak Info, alamat, Bank detail, metode pembayaran atau informasi lain yang diinginkan dan tekan tombol “submit entire response”



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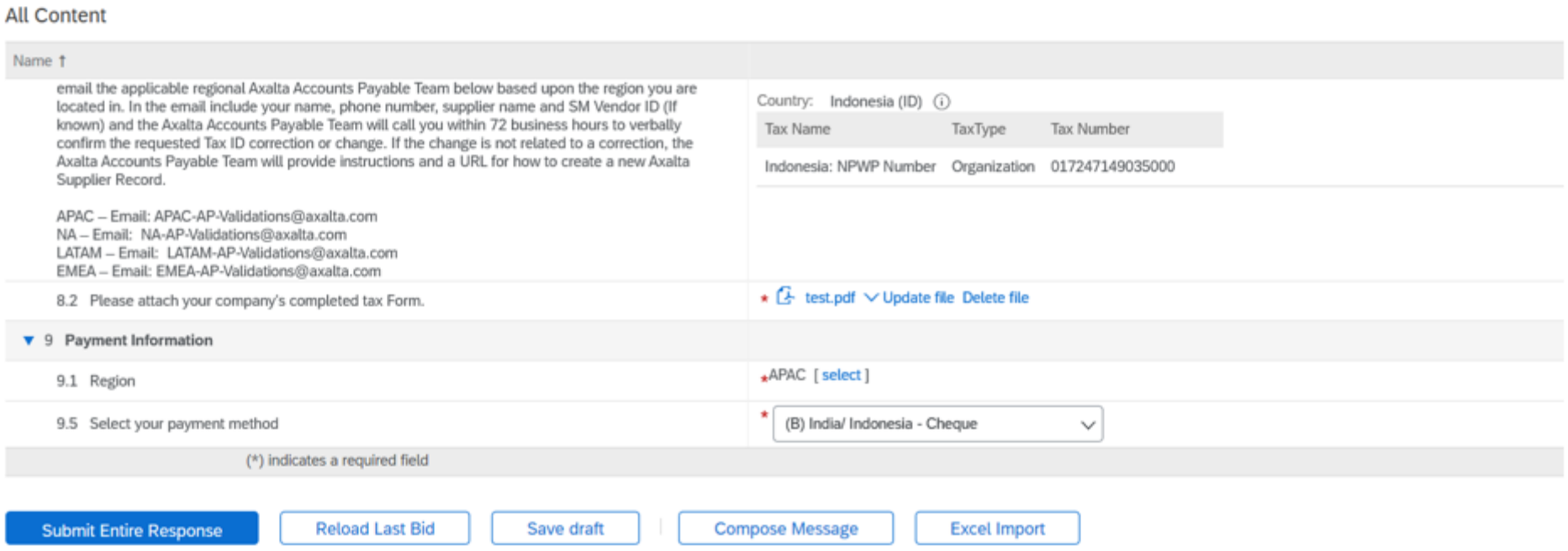
Cara Merubah/Memperbaharui Kontak Bisnis atau Bisnis detail

Catatan: Untuk menambah no rekening Bank, Jika belum ada metode pembayaran harus di rubah dari Cheque (cek).



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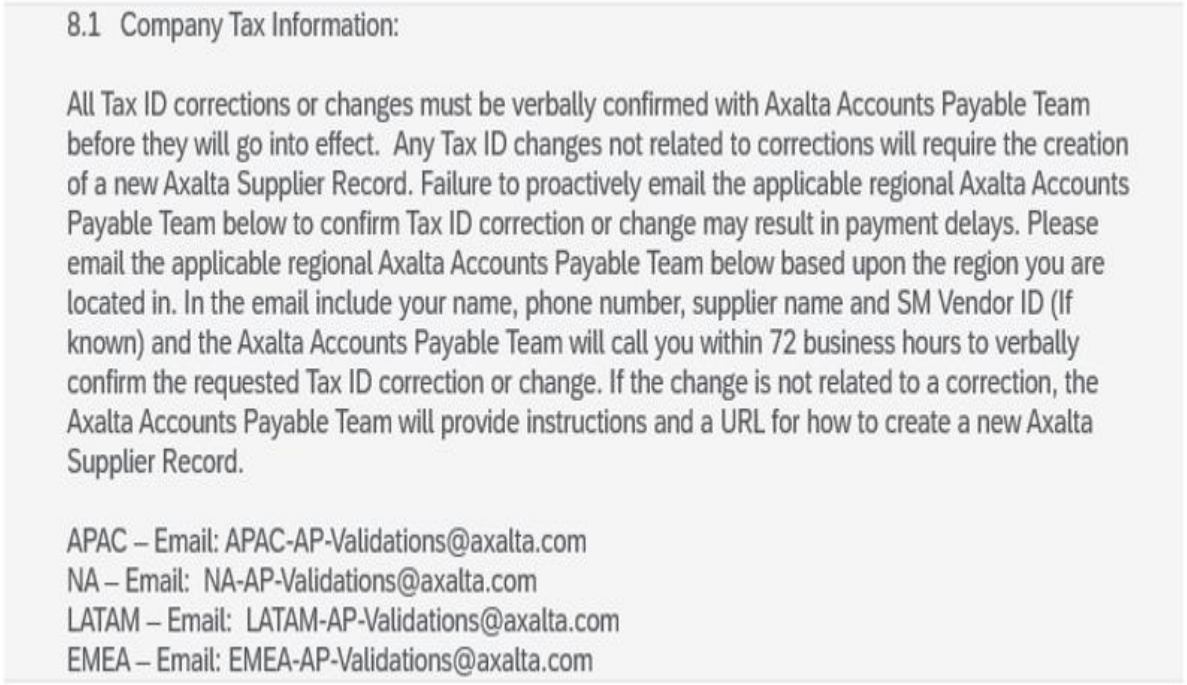
Cara Merubah/Memperbaharui Kontak Bisnis atau Bisnis detail

Untuk mengupdate Informasi mengenai Pajak , harap memperhatikan hal berikut :



8.1 Company Tax Information:

All Tax ID corrections or changes must be verbally confirmed with Axalta Accounts Payable Team before they will go into effect. Any Tax ID changes not related to corrections will require the creation of a new Axalta Supplier Record. Failure to proactively email the applicable regional Axalta Accounts Payable Team below to confirm Tax ID correction or change may result in payment delays. Please email the applicable regional Axalta Accounts Payable Team below based upon the region you are located in. In the email include your name, phone number, supplier name and SM Vendor ID (If known) and the Axalta Accounts Payable Team will call you within 72 business hours to verbally confirm the requested Tax ID correction or change. If the change is not related to a correction, the Axalta Accounts Payable Team will provide instructions and a URL for how to create a new Axalta Supplier Record.

APAC – Email: APAC-AP-Validations@axalta.com
NA – Email: NA-AP-Validations@axalta.com
LATAM – Email: LATAM-AP-Validations@axalta.com
EMEA – Email: EMEA-AP-Validations@axalta.com

8.1 Informasi Pajak Perusahaan

Semua koreksi ID pajak atau perubahannya harus di informasikan secara verbal ke tim Axalta AP sebelumnya. Setiap perubahan ID Pajak yang tidak berhubungan dengan koreksi (co: ID berubah) maka akan diminta untuk membuat data supplier yang baru. Jika tidak ada email konfirmasi dari Axalta atas persetujuan perubahan ID pajak tersebut maka efeknya adalah keterlambatan pembayaran. Jadi mohon untuk mengirimkan email ke AP team di lokasi terdekat anda (finance team Axalta indonesia) . Dalam email tersebut termasuk Nama anda,no telephon, Nama supplier dan SM vendor ID (jika ada mengetahui) dan Axalta AP team akan menghubungi anda dalam 72 jam kerja untuk secara verbal mengkonfirmasikan permintaan perubahan ID Pajak anda. Jika perubahan tidak berhubungan dengan Koreksi, Axalta AP team akan memberikan instrusksi dan Link cara membuat Supplier data yang baru.

APAC – Email : APAC-AP-Validations@axalta.com

NA-Email : NA-AP-Validations@axalta.com

LATAM-Email : LATAM-AP-Validations@axalta.com

EMEA-Email : EMEA-AP-Validations@axalta.com

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Cara Merubah/Memperbaharui Kontak Bisnis atau Bisnis detail

Untuk mengupdate Informasi mengenai Informasi Bank harap memperhatikan hal berikut :

Informasi Perbankan #1

Untuk keamanan, semua perubahan informasi Bank harus di informasikan secara verbal ke pada team AP Axalta sebelum perubahan dizinkan. Kegagalan melakukan informasi melalui email kepada AP team bisa Mengakibatkan keterlambatan pembayaran. Jadi mohon untuk mengirimkan email ke AP team di lokasi terdekat anda (finance team Axalta indonesia) . Dalam email tersebut termasuk Nama anda,no telephon, Nama supplier dan SM vendor ID (jika ada mengetahui) dan Axalta AP team akan menghubungi anda dalam 72 jam kerja untuk secara verbal mengkonfirmasikan permintaan perubahan anda

APAC – Email : APAC-AP-Validations@axalta.com

NA-Email : NA-AP-Validations@axalta.com

LATAM-Email : LATAM-AP-Validations@axalta.com

EMEA-Email : EMEA-AP-Validations@axalta.com

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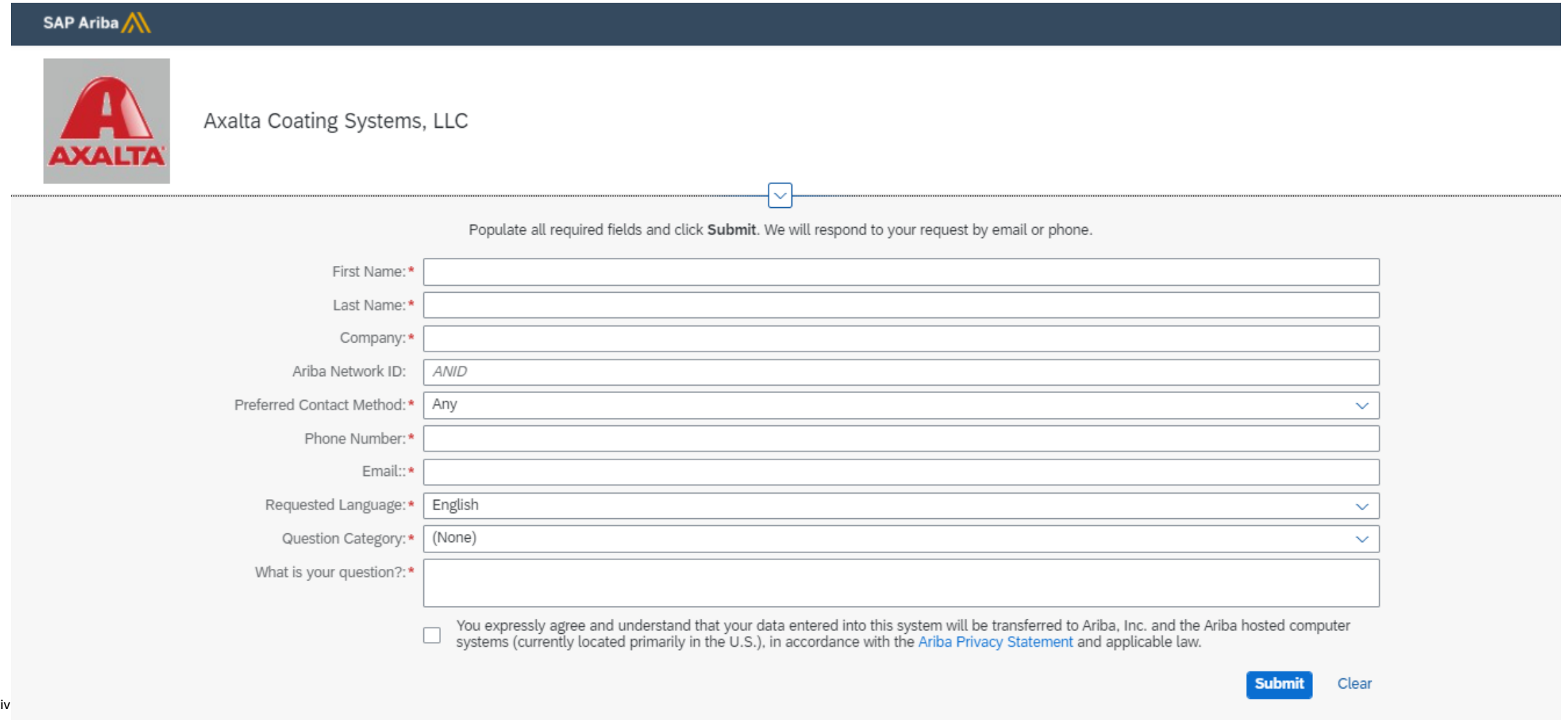
Support

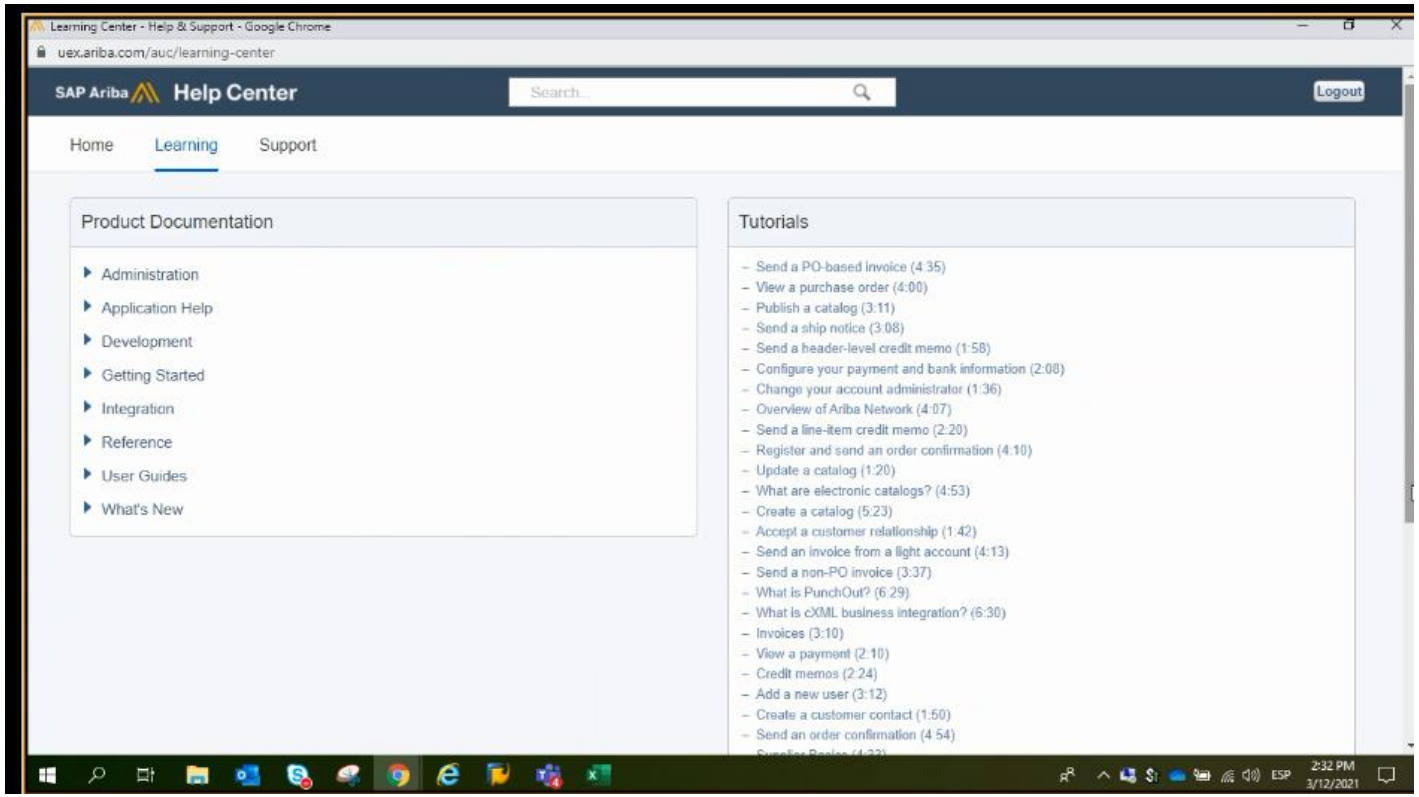
Contact Ariba for Support

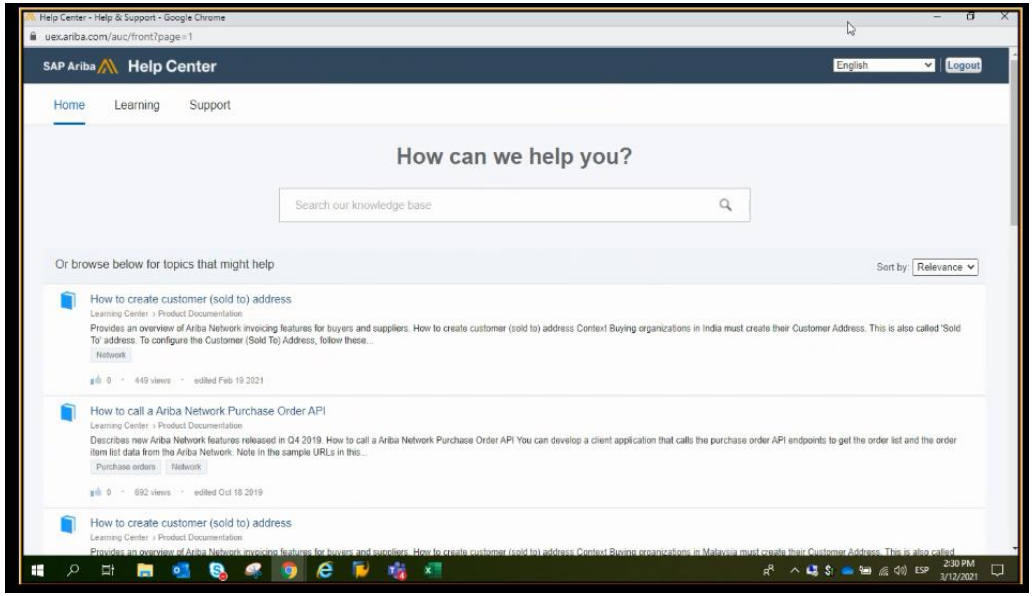
Contact Axalta for Support: AribaEnablement@axalta.com



Sensitiv

Ariba Help Center





[The Ariba Network, standard account support page]

Click Below for:

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Thank You!

Adine Miller, Axalta Global Supplier Enablement Consultant
Adine.Miller@contractors.axalta.com

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