



SAP Ariba 

Axalta

Standard Account Supplier Training

PUBLIC



THE BEST RUN 

Axalta

Initiative Overview



What is Changing?

Beginning **May 3rd, 2021**, the following processes will be implemented over the Ariba Network for suppliers that support Axalta's India and Indonesia locations

In Scope:

- Purchase Orders will be routed electronically via the Ariba Network
- Purchase Order Acknowledgements
- Scheduling Agreements
- Advance Ship Notifications

Out of Scope

- **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

Axalta Invoicing

General Invoicing Requirements

To ensure proper and timely payment of your invoices, each invoice must include all of the following information:

- Both parties' complete legal business name address GST and/or VAT registration number
- A single correct Purchase Order/Delivery Schedule number
- Line items matching the Purchase Order/Delivery Schedule
- Invoice number and date
- Item description and/or Material Code price and quantity

Additional Invoicing Requirements for Suppliers Supporting Axalta Sites in India

- For faster processing, please submit all digitally signed invoices to AP.India@axalta.com
 - 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
- Invoices may be physically mailed to the "Invoice Address / Bill To" address displayed on the Purchase Order header text
 - Physically mailed invoices must contain a "wet" signature
- Please do not fax invoices as they will not be processed and will result in payment delays

Additional Invoicing Requirements for Suppliers Supporting Axalta Sites in Indonesia

- Invoices must be physically mailed to the "Invoice Address / Bill To" address displayed on the Purchase Order header text
- All invoices with a value of IDR 5 million (approximately US\$350) and above require a "wet" signature on the stamp duty
- Please do not fax or email invoices as they will not be processed and will result in payment delays

Main Points of Contact

India POC	Role	Location	Email Address
Swapnil Kore	South Asia Procurement Manager	Savali India	swapnil.d.kore@axalta.com
Nilesh Bagul	Procurement Specialist	Savali India	nilesh.bagul@axalta.com
Harshad Padhiyar	Commodity Buyer – Indirect Materials	Savali India	Harshad.Padhiyar@axalta.com
Kalpesh Suthar	Commodity Buyer – Direct Materials	Savali India	Kalpesh.J.Suthar@axalta.com
Indonesia 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

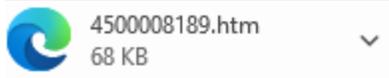
Receive Interactive Email Order From Customer

Click the **Process Order** button in the PO notification (interactive email)

Retention Policy Axalta 1 Year Delete (1 year)

Expires 3/19/2022

i Business Internal - Information that is directly related to Axalta's product line and if obtained by a competitor, would harm Axalta's competitive advantage. Examples include internal Axalta email and correspondence with external vendors.



Axalta Coating Systems, LLC - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.



Process order

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

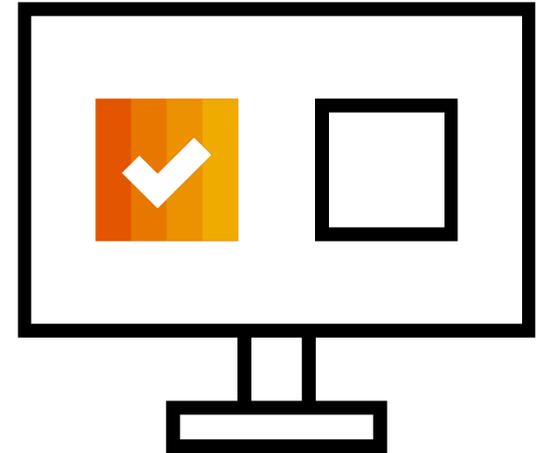
Register For A Standard Account



Receive Interactive Email PO



Click The Process Order Button



Sign Up Or Login

Configure Account, Accept Terms of Use, And Register

1 Review your Company information

Company information

* Indicates a required field

Company Name: *

Country: * ▼

Address: *

City: *

Postal Code: *

State:

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

2 Enter your User account information

User account information

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language: ▼

Email:

3 Accept Terms of Use and click on Register

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

Please note that after your Standard Account is registered, future POs will be sent to your designated user account email

[Next step](#)

Create Order Confirmation

View the Purchase Order

The screenshot displays the SAP Ariba Network interface. At the top, the header includes the SAP logo, 'Ariba Network', 'Standard Account', an 'Upgrade' button, and a 'TEST MODE' indicator. Navigation tabs include 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. On the right, there are 'Documents' and 'Create' options, along with a help icon and a user profile icon labeled 'FC'.

The main content area is titled 'Orders, Invoices and Payments' and includes filters for 'All Customers' and 'Last 14 days'. Below this, there are four summary cards: '0 New Purchase Orders', '1 Orders to Confirm', '1 Orders that Need Attention', and '0 Pinned Documents'. A 'More...' button is also present.

On the right side, there is a mobile app promotion with the text 'Now we're mobile. Check it out.' and buttons for 'Download on the App Store' and 'GET IT ON Google Play'. Below this is a 'Tasks' section with a button for 'Update Profile Information' and a progress indicator at 15%.

The central part of the screen features a table with the following data:

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
4500008141	Axalta Coating Systems, LLC - TEST	Changed	995,294.95 INR	16 Mar 2021	0.00 INR	Select

At the bottom, the footer contains the SAP logo, copyright information '© 2019 SAP SE or an SAP affiliate company. All rights reserved.', and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

Create Order Confirmation

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: 4500008189

Customer: Axalta Coating Systems, LLC - TEST

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date:  Est. Shipping Cost:

Est. Delivery* Date:  Est. Tax Cost:

Comments:

Add All Order Confirmation Details and click Next

Create Order Confirmation

Confirming PO Previous Submit Exit

Confirmation Update

Confirmation #: 12345
Supplier Reference: 45678
Comments: We will ship asap
Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available Motor Assembly	1 (EA) ⓘ	26 Mar 2021	72,423.80 INR	72,423.80 INR	0.00 INR

Current Order Status:
1 Confirmed With New Date (Estimated Shipment Date: 20 Mar 2021; Estimated Delivery Date: 24 Mar 2021)

Previous Submit Exit

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Review your Order Confirmation and click Submit

Create Advanced Shipping Notice

SAP Ariba Network Standard Account Upgrade TEST MODE

Create Ship Notice Save Exit Next

* Indicates required field

SHIP FROM	DELIVER TO
TOTAL OIL INDIA PVT LTD-TEST Update Address	IN SAVLI MFG 8715 Update Address
MUMBAI IN-MH India	GUJARAT 24 India

▼ Ship Notice Header

SHIPPING	TRACKING
Packing Slip ID: + 12345	Carrier Name: FedEx
Requested Delivery Date: --	Tracking No.: + 123456789
Ship Notice Type: Actual	Tracking Date: 26 Mar 2021
Shipping Date: + 19 Mar 2021	Shipping Method: Air
Delivery Date: + 23 Mar 2021	Service Level:
Gross Volume: Unit:	
Gross Weight: Unit:	

Welcome to your SAP Standard
Documentation

Add the Shipping Details and click Next

Create Advanced Shipping Notice

SAP Ariba Network Standard Account Upgrade TEST MODE

Create Ship Notice Previous Save Submit Exit

Confirm and submit this document.

SHIP FROM TOTAL OIL INDIA PVT LTD-TEST 3RD FLOOR, THE LEELA GALLERIA, MUMBAI IN-MH 400059 India	DELIVER TO IN SAVLI MFG 8715 Axalta Coating Systems India Private Limited, PLOT NO KV-1/2,GIDC SAVLI GIDC SAVLI,VILLAGE ALINDRA,SAVLI,VADODARA GST:24AAECD2713NIZQ GUJARAT 24 391775 India
---	---

Ship Notice Header

SHIPPING Packing Slip ID: 12345 Invoice No.: -- Requested Delivery Date: -- Ship Notice Type: Actual Actual Shipping Date: 19 Mar 2021 Actual Delivery Date: 23 Mar 2021 12:00:00 PM Gross Volume: -- Gross Weight: --	TRACKING Carrier Name: FedEx Tracking No.: 123456789 Tracking Date: 26 Mar 2021 Shipping Method: Air Service Level: --
---	--

DELIVERY AND TRANSPORT INFORMATION

Delivery Terms: --	Shipping Payment Method: Account
Delivery Terms Description: --	Shipping Contract Number: --
Transport Terms Description: --	Shipping Instructions: --

Review the Shipping Details and click Submit

To Reject the Order

From the drop down “Create Order Confirmation Select Reject Order – Enter the Reason and Comments and click Reject Order. The Buyer will have the requester cancel the PO and resubmit a new PO if applicable. Suppliers cannot change POs

The screenshot shows a SAP Purchase Order (PO) for 4500008189. The interface includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. A modal dialog box titled 'REJECT ENTIRE ORDER' is open, containing the following fields:

- Order Confirmation Number: 12345
- Confirmation #: 12345
- Rejection Reason: A dropdown menu currently showing 'Please Select'.
- Comments: A text area for providing details.
- Buttons: 'Reject Order' and 'Cancel'.

The background PO details include:

- From:** IN SAVLI MFG 8715, Axalta Coating Systems India Private Limited, PLOT NO KV-1/2, GIDC SAVLI, GIDC SAVLI, VILLAGE ALINDRA, SAVLI, VADODARA, GUJARAT, India.
- To:** TOTAL 3RD F, MUMBAI, Maharashtra, India.
- Amount:** 72,423.80 INR.
- Routing Status:** Acknowledged.
- Related Documents:** 12345.

Ariba Support

[Contact Ariba for Support](#)

SAP Ariba 



Axalta Coating Systems, LLC



Populate all required fields and click **Submit**. We will respond to your request by email or phone.

First Name: *

Last Name: *

Company: *

Ariba Network ID:

Preferred Contact Method: * 

Phone Number: *

Email: *

Requested Language: * 

Question Category: * 

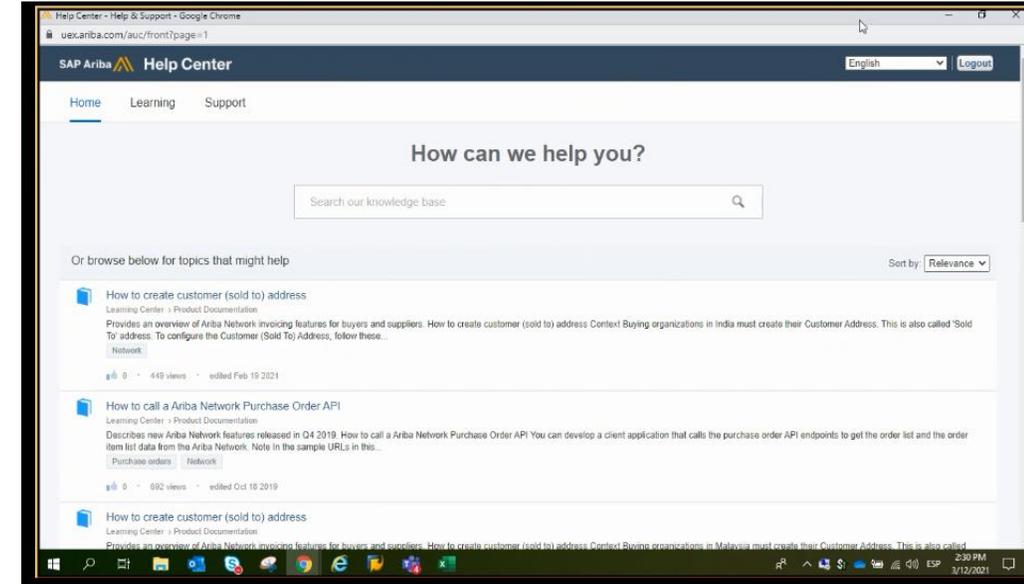
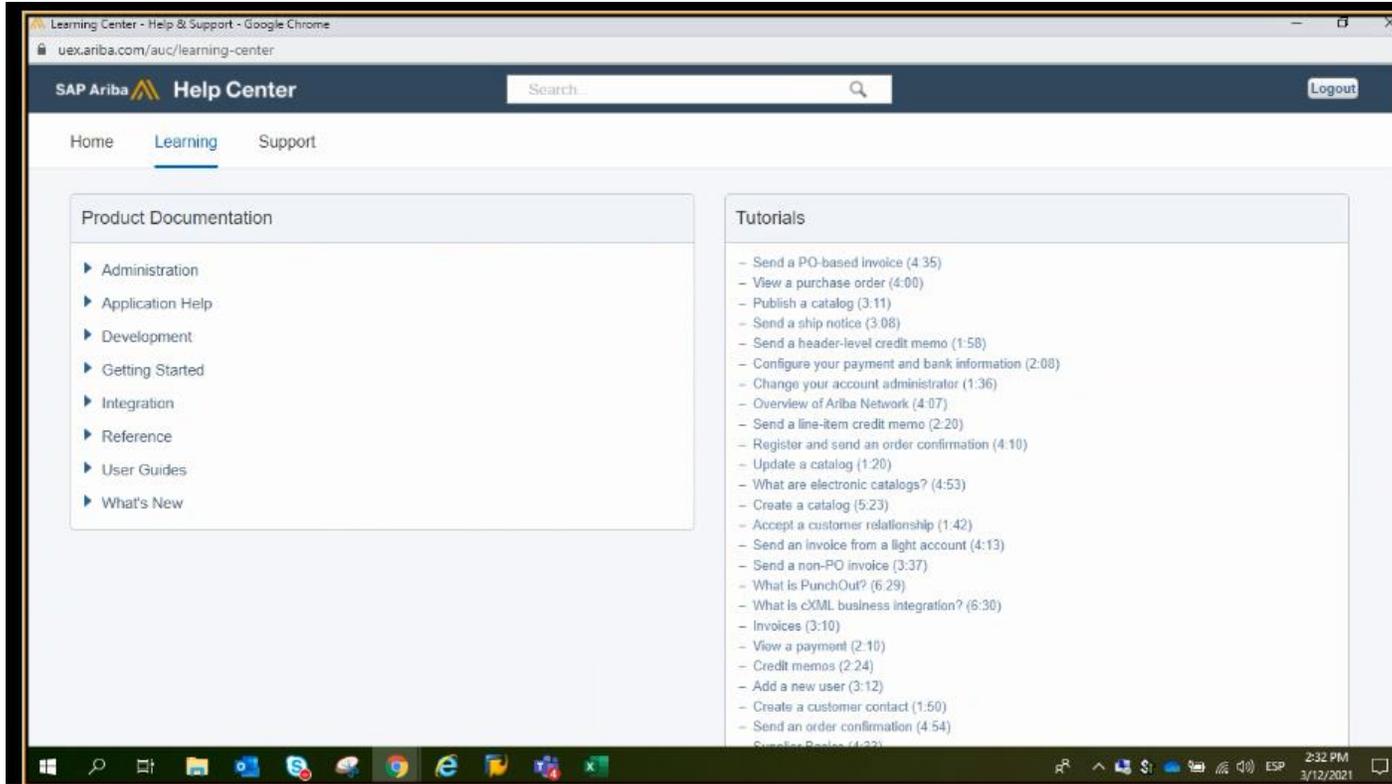
What is your question?: *

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the [Ariba Privacy Statement](#) and applicable law.

Submit

Clear

Ariba Help Center



[The Ariba Network, standard account support page](#)

Click Below for:

[Additional Trainings and Tutorials](#)

How To Upgrade from Standard Account To Enterprise Account

The screenshot shows the SAP Ariba Network interface. At the top, the user is logged in as 'Standard Account' with an 'Upgrade' button highlighted. A modal window is open, titled 'Upgrade to realize the full value of Ariba Network'. The modal compares the features of a 'STANDARD ACCOUNT' (labeled 'Your current account') and an 'ENTERPRISE ACCOUNT'. The 'Upgrade' button for the Enterprise Account is highlighted in blue.

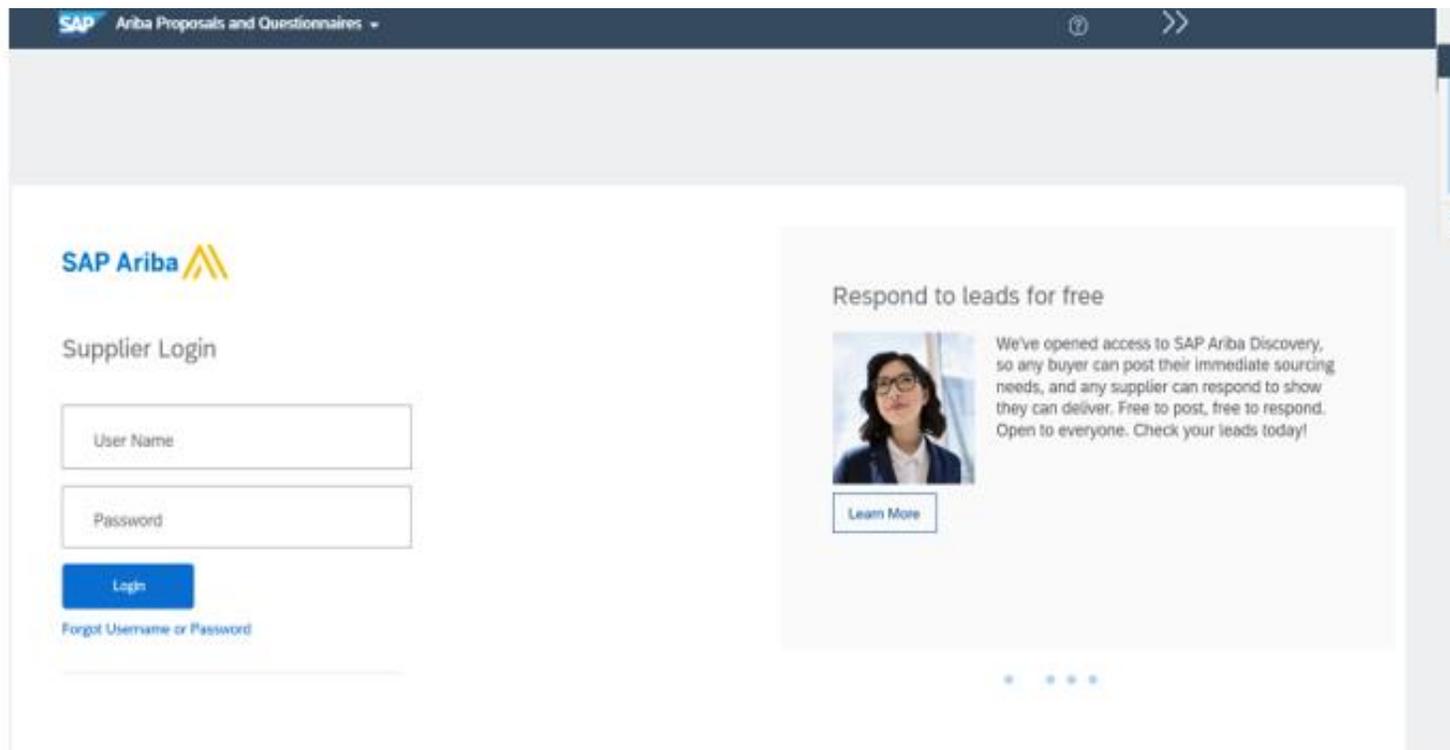
	STANDARD ACCOUNT Your current account	ENTERPRISE ACCOUNT Upgrade
FULFILLMENT		
Orders and invoices	<ul style="list-style-type: none">Respond to emailed orders using features that your customer requests, like order confirmations, ship notices and invoicesCheck invoice status and create non-PO invoices, if supported by your customer	<ul style="list-style-type: none">Skip the emails. Get and manage orders and invoices all on Ariba Network.Use CSV uploads to manage large documents.
Catalogs		<ul style="list-style-type: none">Publish catalogs that detail your products and services
Integration		<ul style="list-style-type: none">Integrate with your backend systems through CXML, EDI or CSV
Legal Archive		<ul style="list-style-type: none">Access to long-term invoice archiving (regional restrictions apply)
Reporting		<ul style="list-style-type: none">Get reports to track transactions and sales activities
Support	Help Center	<ul style="list-style-type: none">Help Center, phone, chat, and web form
Fees	Free	Based on usage
SELLING		
Ariba Discovery	<ul style="list-style-type: none">Join our business matchmaking service to get high quality sales leads. Fees may apply	
Sourcing, Contract Management	<ul style="list-style-type: none">Attract potential customers with your profile and get invited to auctions and other events.	

By the way, you can use these with any account.

[Learn more](#) about all the features of Ariba Network.

If you need to make changes to Your Contact or Business Details

Login to Ariba Standard Account



To Update Your Contact or Business Details

Click on Supplier registration questionnaire

The screenshot displays the SAP Ariba Spend Management interface. The top navigation bar includes the SAP logo, 'Ariba Proposals and Questionnaires', 'Standard Account', 'Upgrade', and 'TEST MODE'. The user is logged in as 'AS'. The main content area is titled 'AXALTA - TEST' and contains a message: 'There are no matched postings.' Below this, a welcome message states: 'Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.' The interface is divided into several sections:

- Events:** A table with columns: Title, ID, End Time ↓, Event Type, Participated. It shows 'No items'.
- Registration Questionnaires:** A table with columns: Title, ID, End Time ↓, Status. It shows one item: 'Supplier registration questionnaire' with ID 'Doc179004803', End Time '4/8/6104 3:27 AM', and Status 'Registered'. A dropdown menu is open showing 'Status: Open (1)'.
- Qualification Questionnaires:** A table with columns: Title, ID, End Time ↓, Commodity, Regions, Status. It shows 'No items'.
- Questionnaires:** A table with columns: Title, ID, End Time ↓, Commodity, Regions, Status. It shows 'No items'.
- Certificates:** A table with columns: Certificate Info, Effective, Expiration, Attachment, Questionnaire, Status. It is currently empty.

To Update Your Contact or Business Details

Click on Revise Response

You have submitted a response for this event. Thank you for participating.

[Revise Response](#) ⓘ

All Content ⌵ ⌵

Name ↑	
▼ 1 Company Information	
1.1 Name as filed with government tax agency (Legal Name)	PT. BERUANG MAS MULTI KIMIA
1.2 Do you need additional fields to complete your company name?	No
1.5 DBA or "Trading As" Name	
▼ 2 Contact Information	
2.1 Contact First Name	APOORV
2.2 Contact Last Name	SHARMA
2.3 Contact Phone Number	022-23063821
2.4 Contact Email	apoorv.sharma@axaltacs.com

[Compose Message](#)

To Update Your Contact or Business Details

Update the required fields such as Name, Contact info, address, bank details, payment method or any other required info and click on submit response

Time ↑	
1 Company Information	
1.1 Name as filed with government tax agency (Legal Name)	* <input type="text" value="PT. BERUANG MAS MULTI KIMIA"/>
1.2 Do you need additional fields to complete your company name?	* <input type="text" value="No"/>
1.5 DBA or "Trading As" Name	<input type="text"/>
2 Contact Information	
2.1 Contact First Name	* <input type="text" value="APOORV"/>
2.2 Contact Last Name	* <input type="text" value="SHARMA"/>
2.3 Contact Phone Number	* <input type="text" value="022-23063821"/>
(*) indicates a required field	

[Submit Entire Response](#) [Reload Last Bid](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

To Update Your Contact or Business Details

Please note: For getting bank added, if not there already payment method should be changed from Cheque

All Content

Name †							
<p>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.</p> <p>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</p>	<p>Country: Indonesia (ID) ⓘ</p> <table border="1"><thead><tr><th>Tax Name</th><th>TaxType</th><th>Tax Number</th></tr></thead><tbody><tr><td>Indonesia: NPWP Number</td><td>Organization</td><td>017247149035000</td></tr></tbody></table>	Tax Name	TaxType	Tax Number	Indonesia: NPWP Number	Organization	017247149035000
Tax Name	TaxType	Tax Number					
Indonesia: NPWP Number	Organization	017247149035000					
8.2 Please attach your company's completed tax Form.	* test.pdf Update file Delete file						
▼ 9 Payment Information							
9.1 Region	* APAC [select]						
9.5 Select your payment method	* (B) India/ Indonesia - Cheque ▼						

(*) indicates a required field

[Submit Entire Response](#) [Reload Last Bid](#) [Save draft](#) | [Compose Message](#) [Excel Import](#)

To Update Your Contact or Business Details

For Updating Tax information, please follow steps below:

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

To Update Your Contact or Business Details

For Updating/ Adding Bank information suppliers please see below:

Banking Information #1

Delete

Less... 

For security purposes, all Bank Information changes must be verbally confirmed with Axalta Accounts Payable Team before any changes are permitted. Failure to proactively email the applicable regional Axalta Accounts Payable Team to request changes to Bank Information 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 changes.

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

Ariba Support

[Contact Ariba for Support](#)

SAP Ariba 



Axalta Coating Systems, LLC



Populate all required fields and click **Submit**. We will respond to your request by email or phone.

First Name: *

Last Name: *

Company: *

Ariba Network ID:

Preferred Contact Method: * 

Phone Number: *

Email: *

Requested Language: * 

Question Category: * 

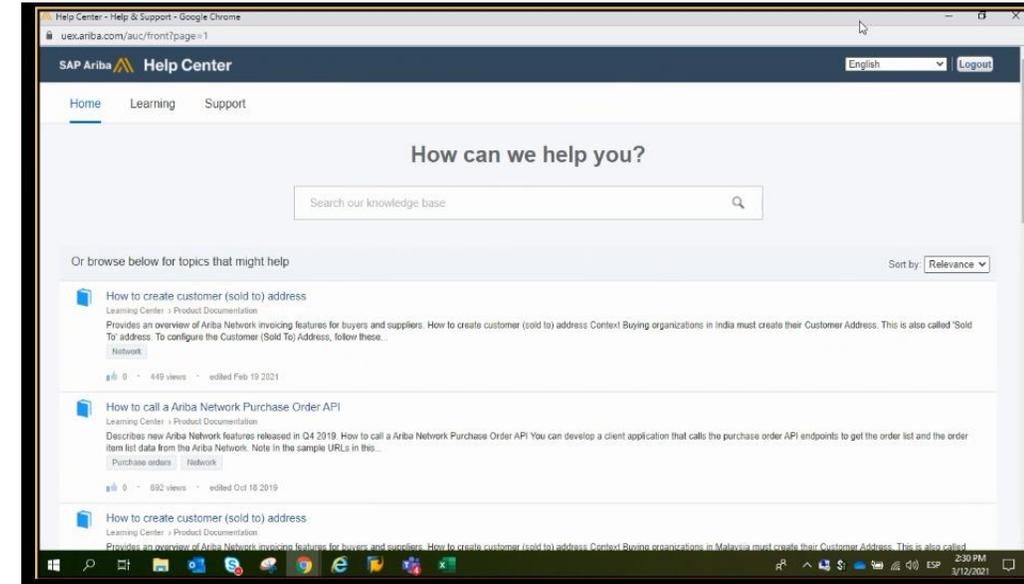
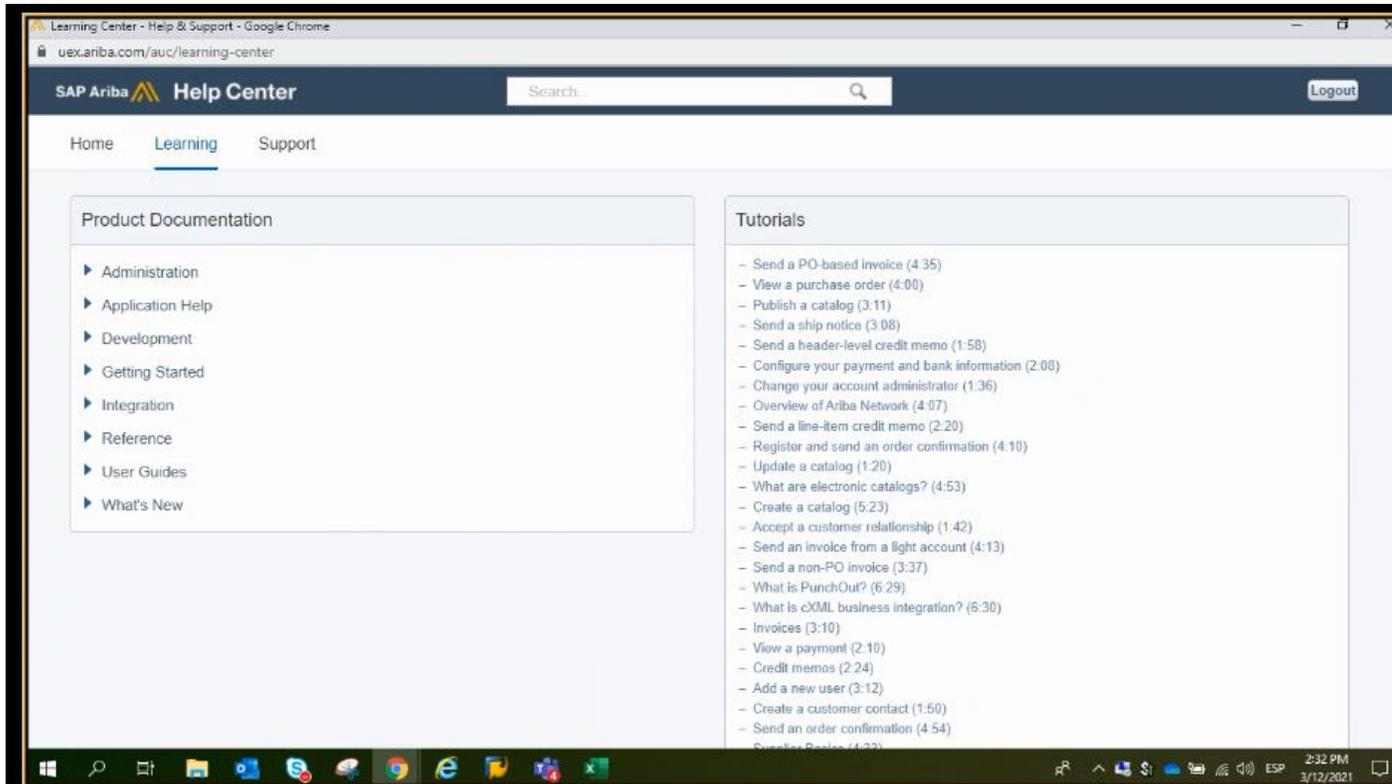
What is your question?: *

You expressly agree and understand that your data entered into this system will be transferred to Ariba, Inc. and the Ariba hosted computer systems (currently located primarily in the U.S.), in accordance with the [Ariba Privacy Statement](#) and applicable law.

Submit

Clear

Ariba Help Center



[The Ariba Network, standard account support page](#)

Click Below for:

[Additional Trainings and Tutorials](#)

Questions or Concerns

India POC	Role	Location	Email Address
Swapnil Kore	South Asia Procurement Manager	Savali India	swapnil.d.kore@axalta.com
Nilesh Bagul	Procurement Specialist	Savali India	nilesh.bagul@axalta.com
Harshad Padhiyar	Commodity Buyer – Indirect Materials	Savali India	Harshad.Padhiyar@axalta.com
Kalpesh Suthar	Commodity Buyer – Direct Materials	Savali India	Kalpesh.J.Suthar@axalta.com
Indonesia 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

Thank You!

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

