SAP Ariba

Axalta

Standard Account Supplier Training

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AXALTA

THE BEST RUN SAP

SAP Ariba

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**

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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

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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

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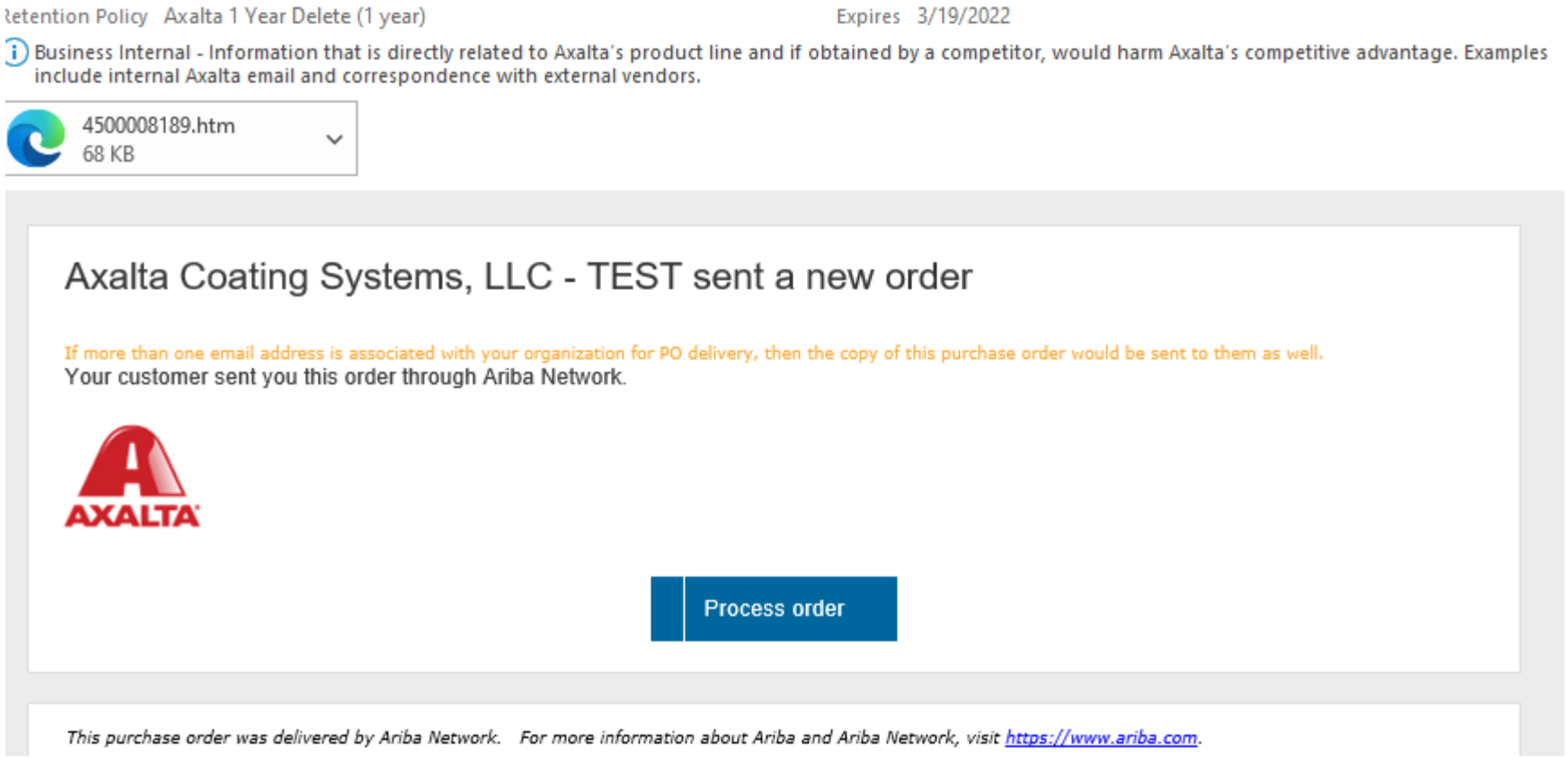
Receive Interactive Email Order From Customer

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



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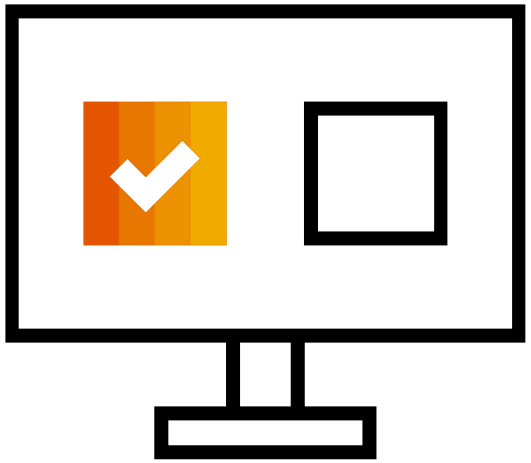
Next step

Register For A Standard Account

Receive Interactive Email PO

Click The Process Order Button



Sign Up Or Login

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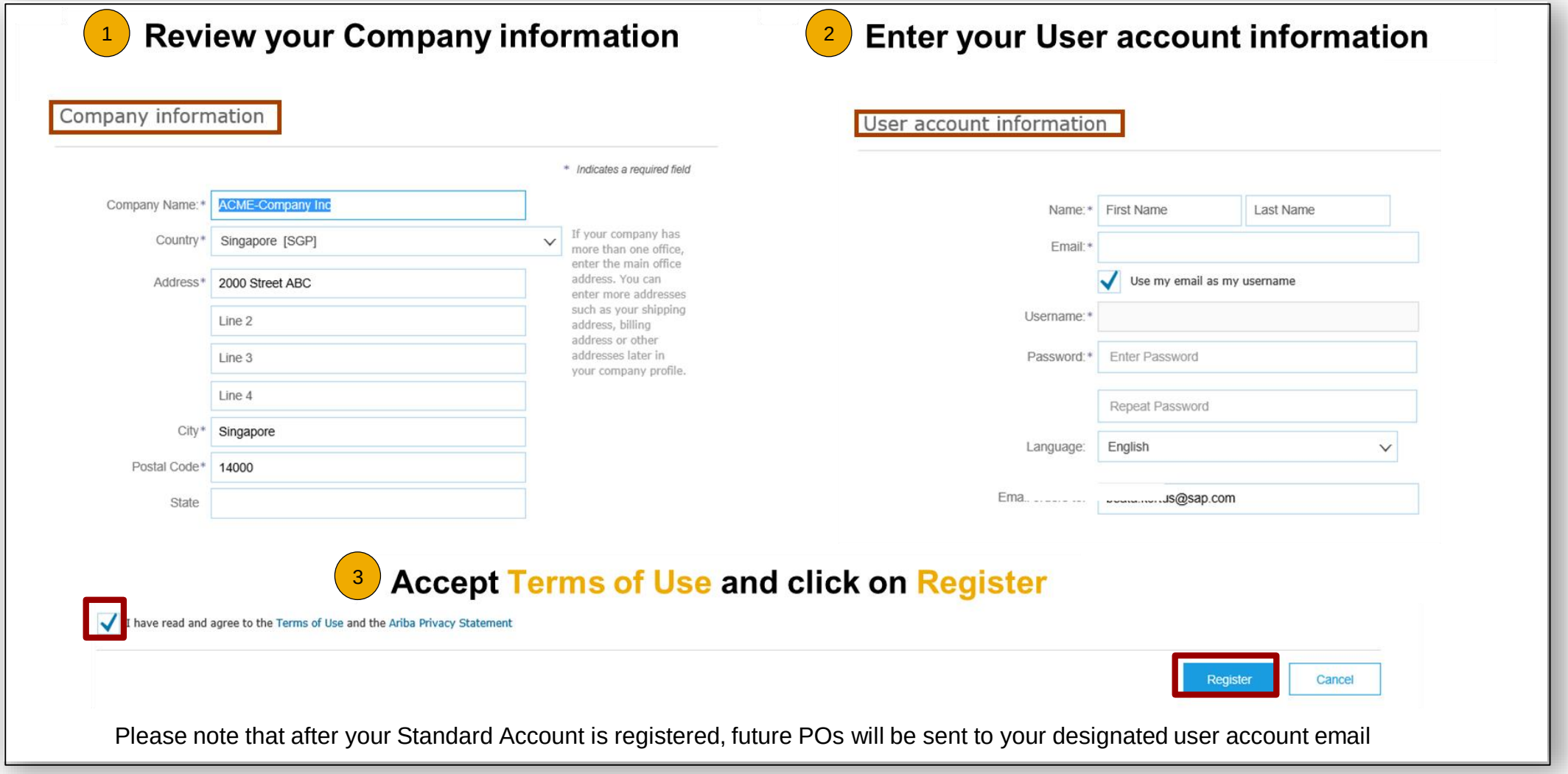
Configure Account, Accept Terms of Use, And Register



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

Next step

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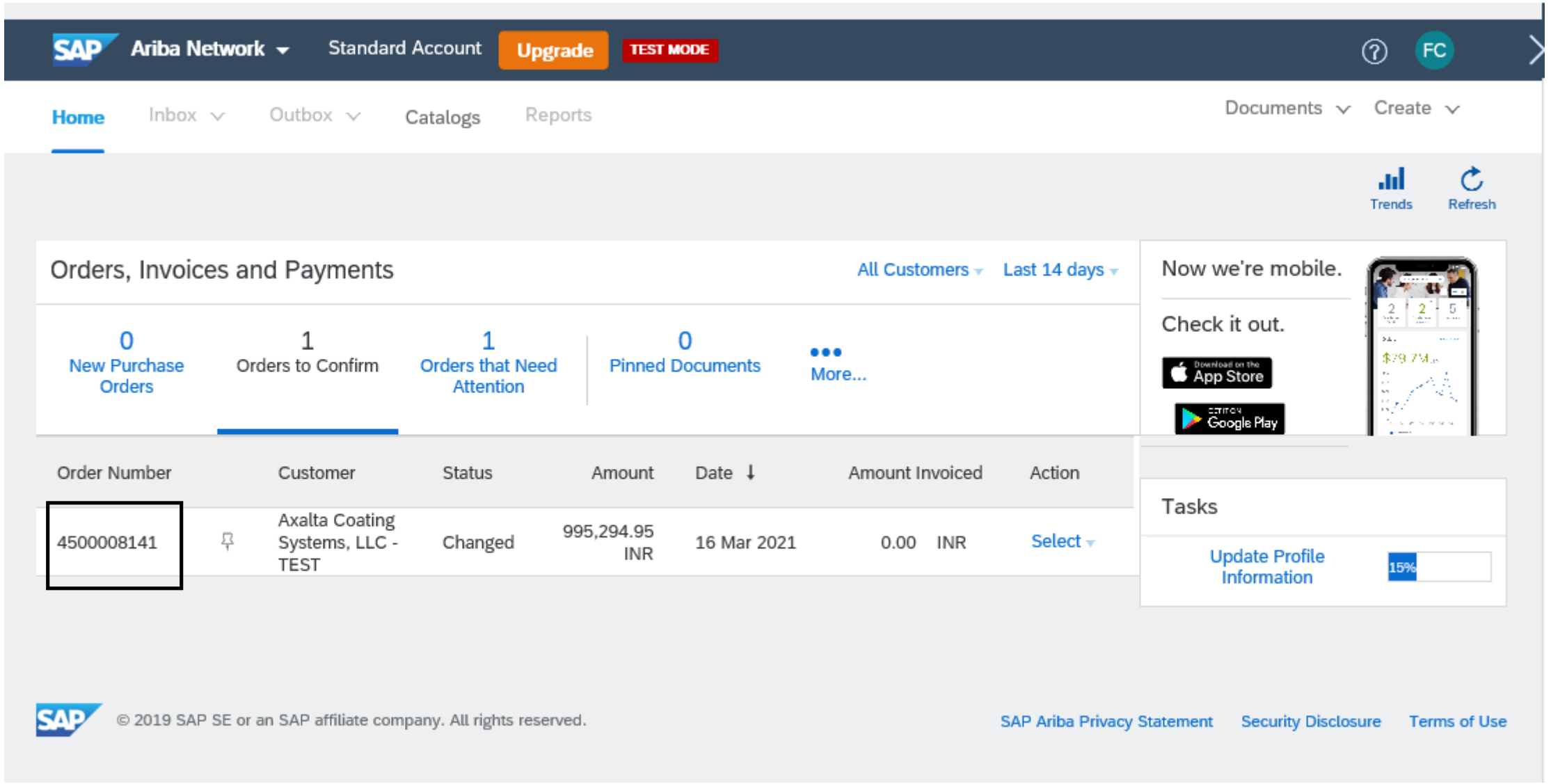
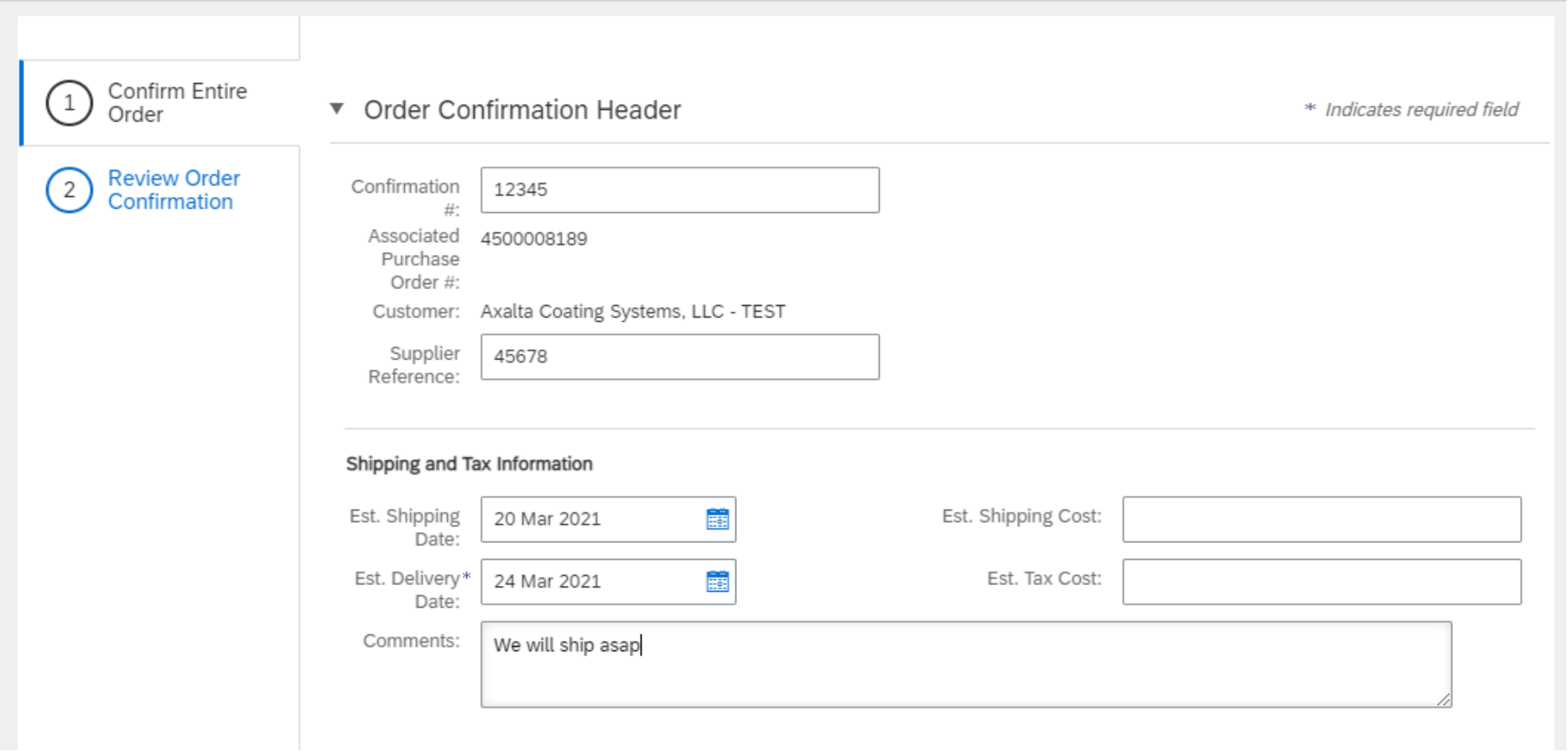
Create Order Confirmation

View the Purchase Order



Create Order Confirmation



Add All Order Confirmation Details and click Next

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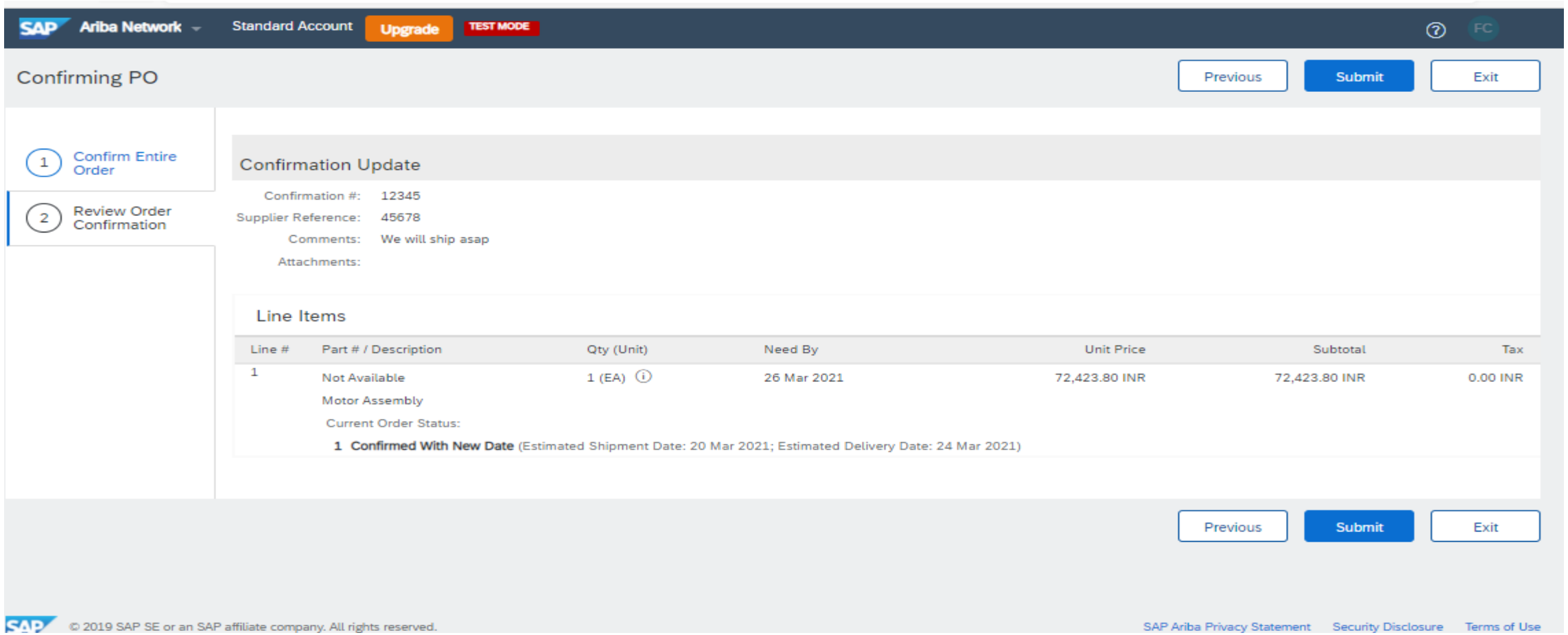
Create Order Confirmation



Review your Order Confirmation and click Submit

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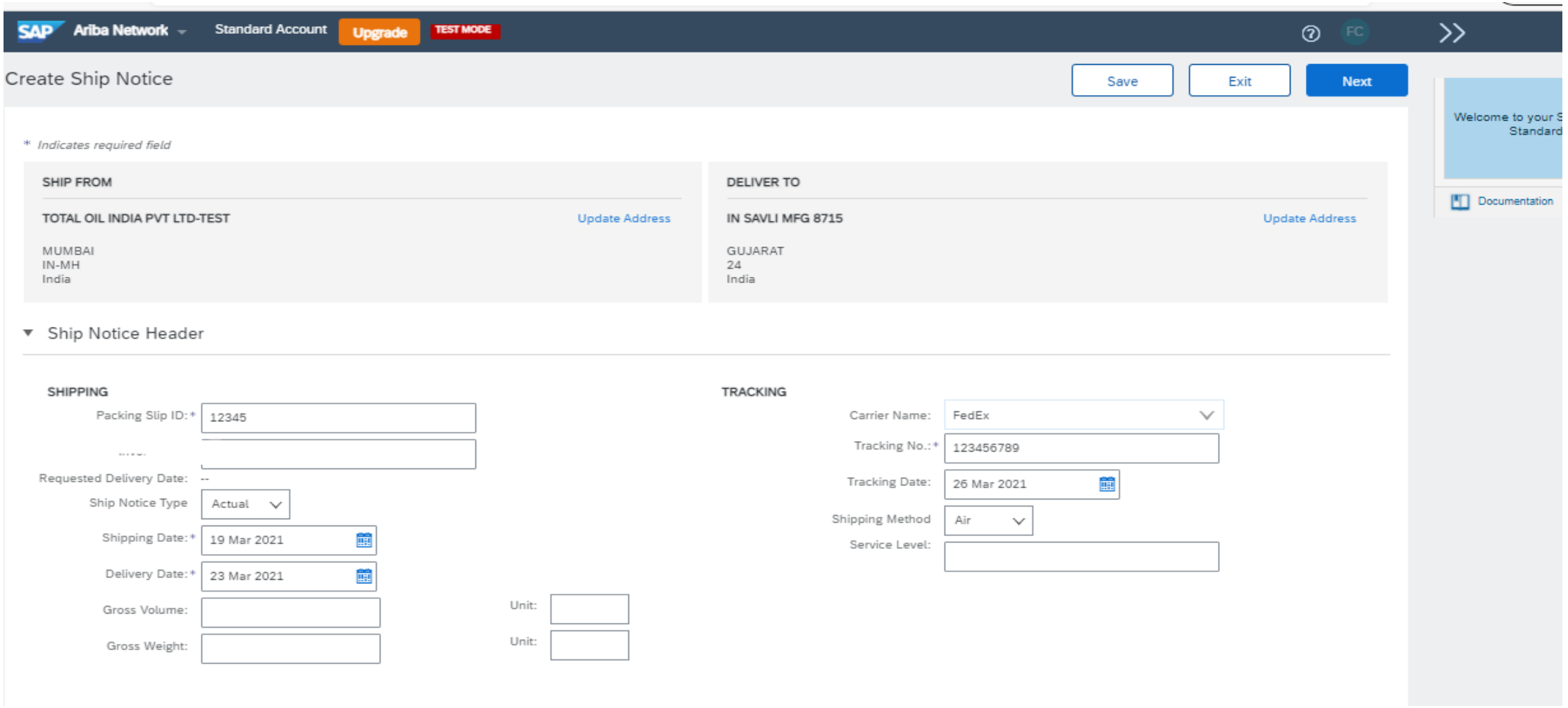
Create Advanced Shipping Notice



Add the Shipping Details and click Next

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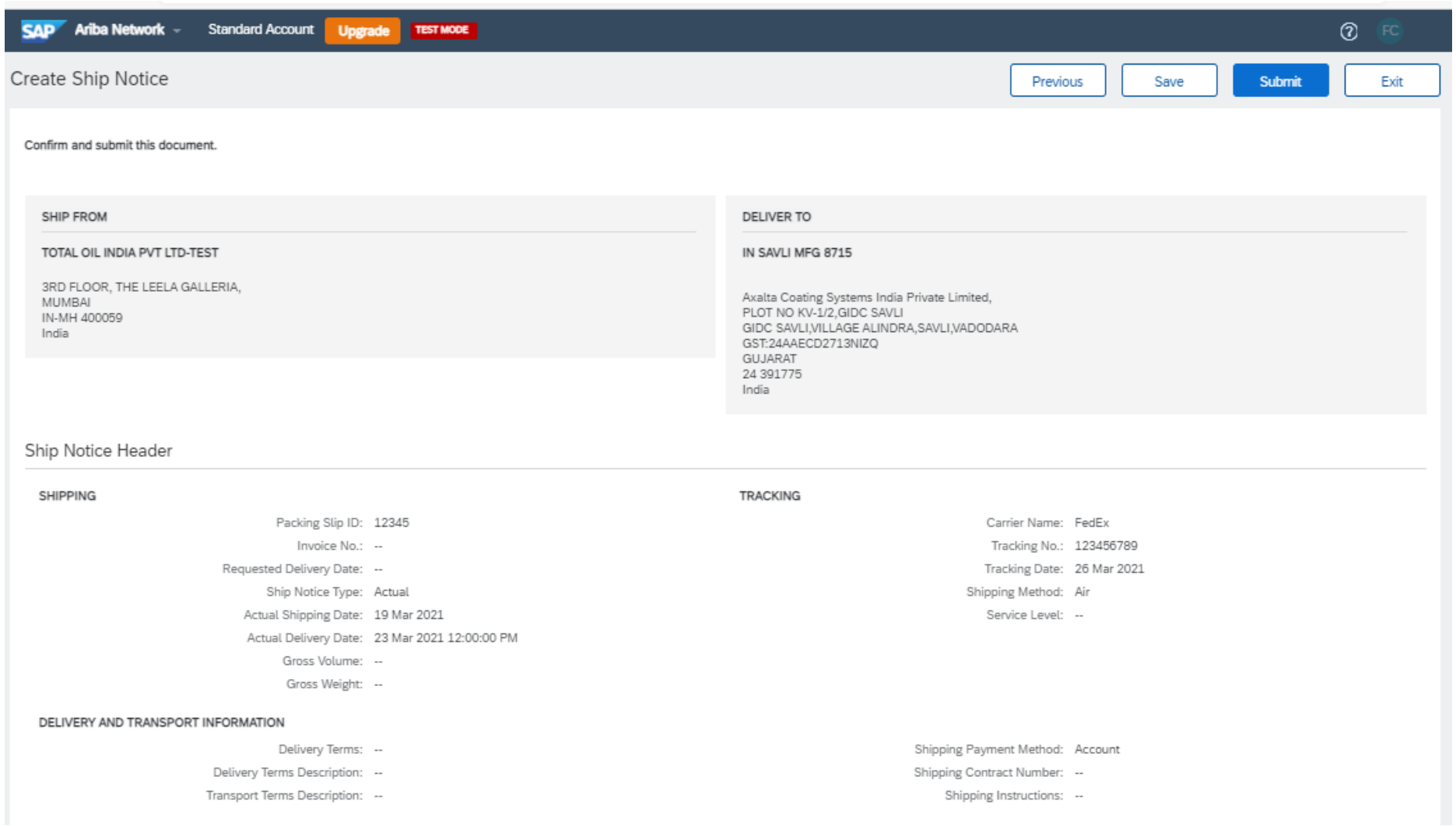
Create Advanced Shipping Notice



Review the Shipping Details and click Submit

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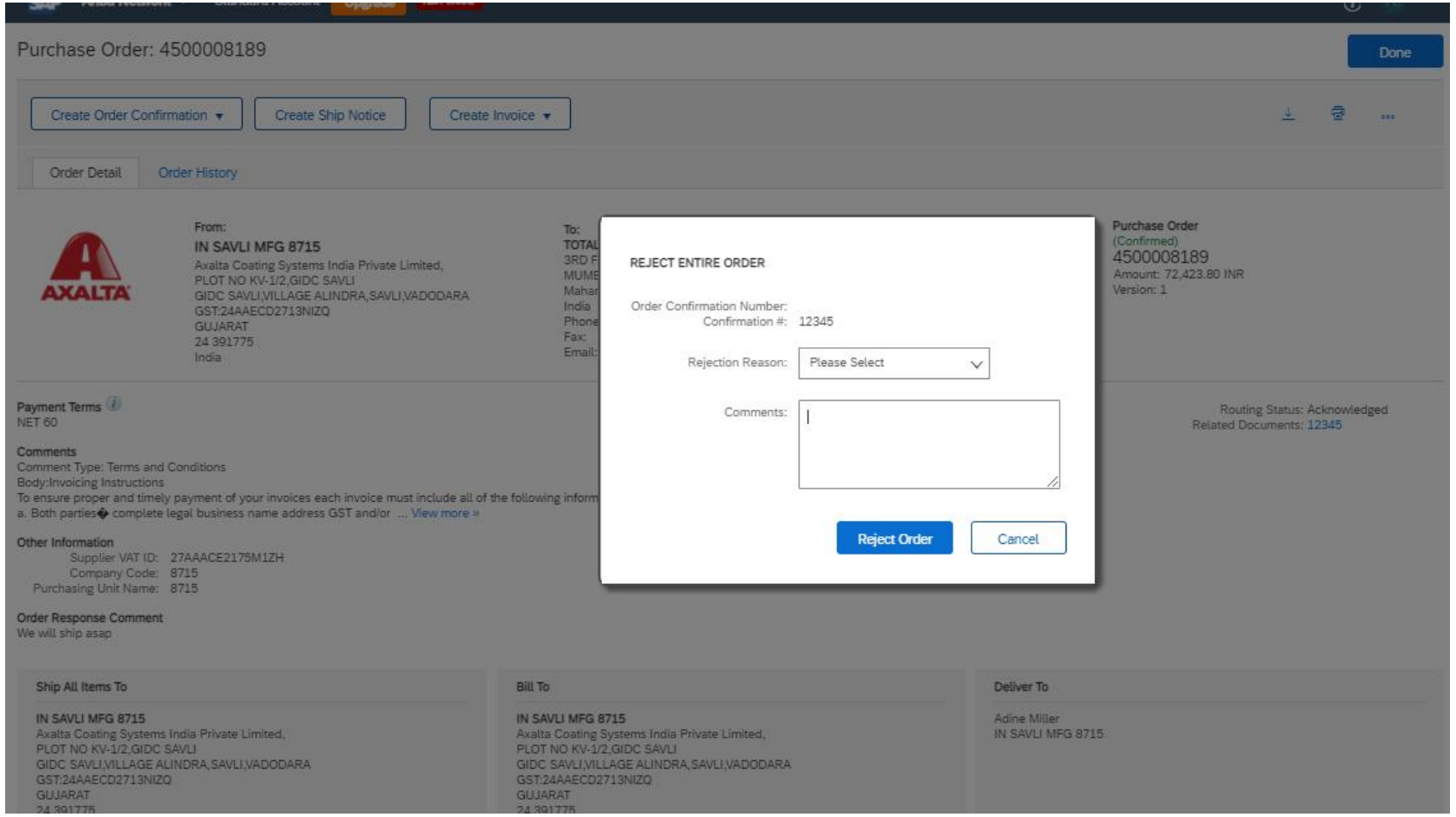
To Reject the Order

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



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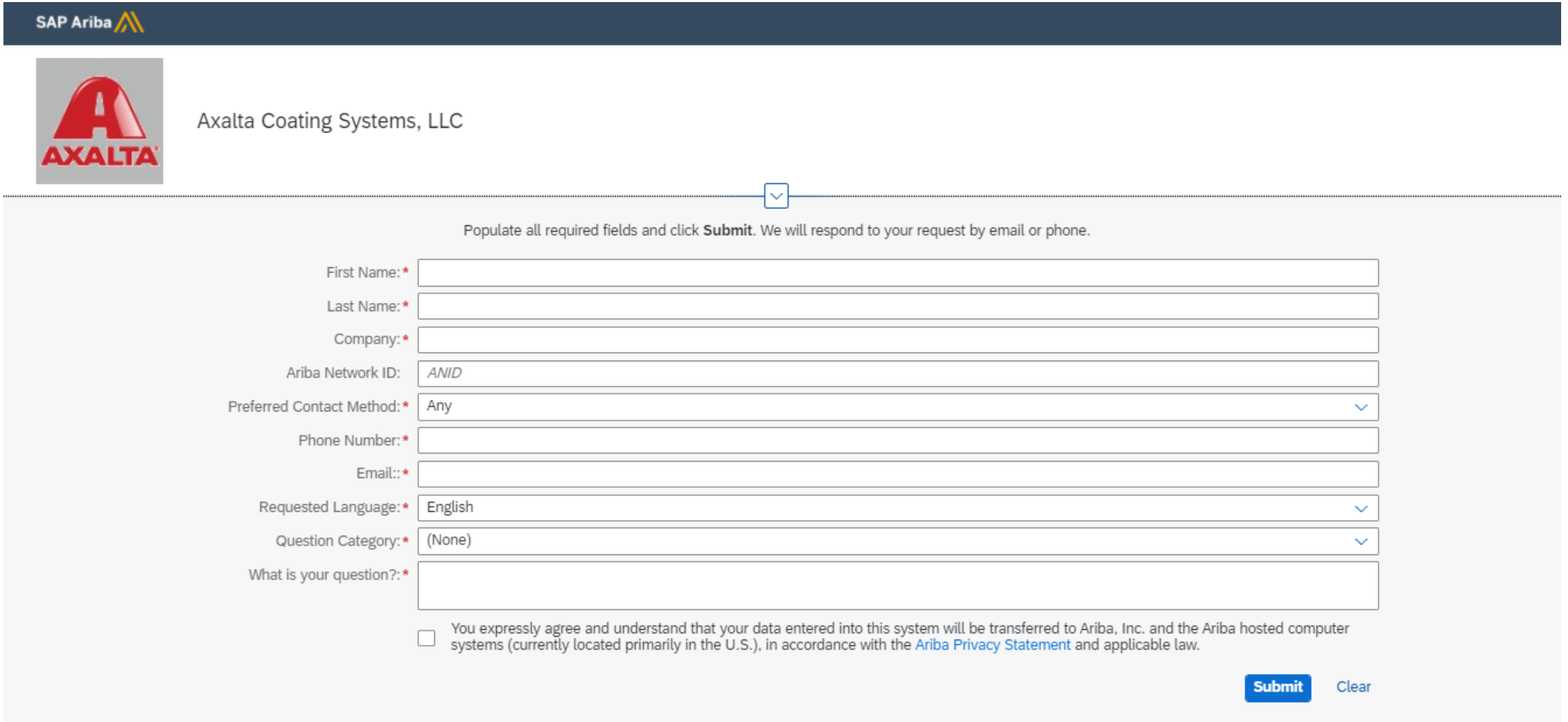
Ariba Support

Contact Ariba for Support



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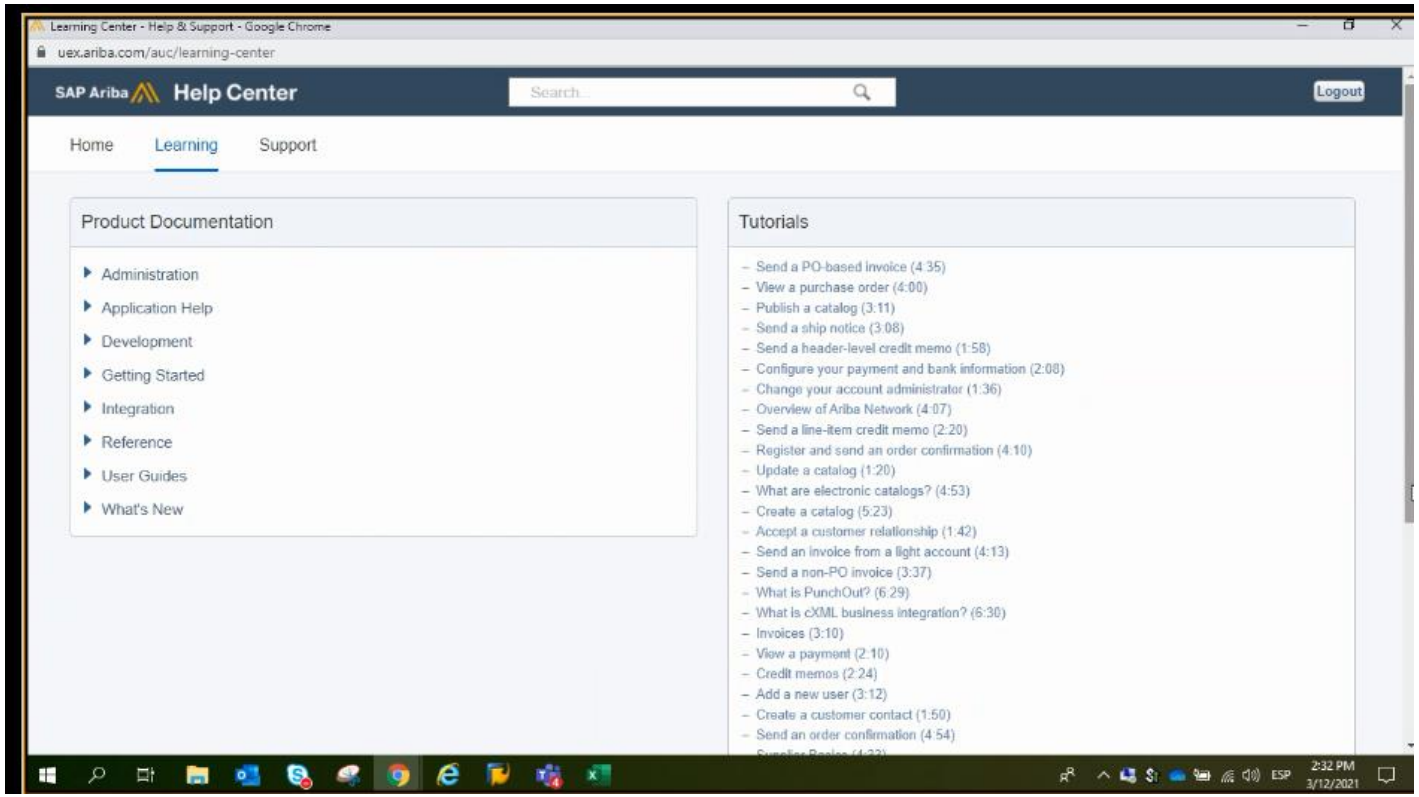
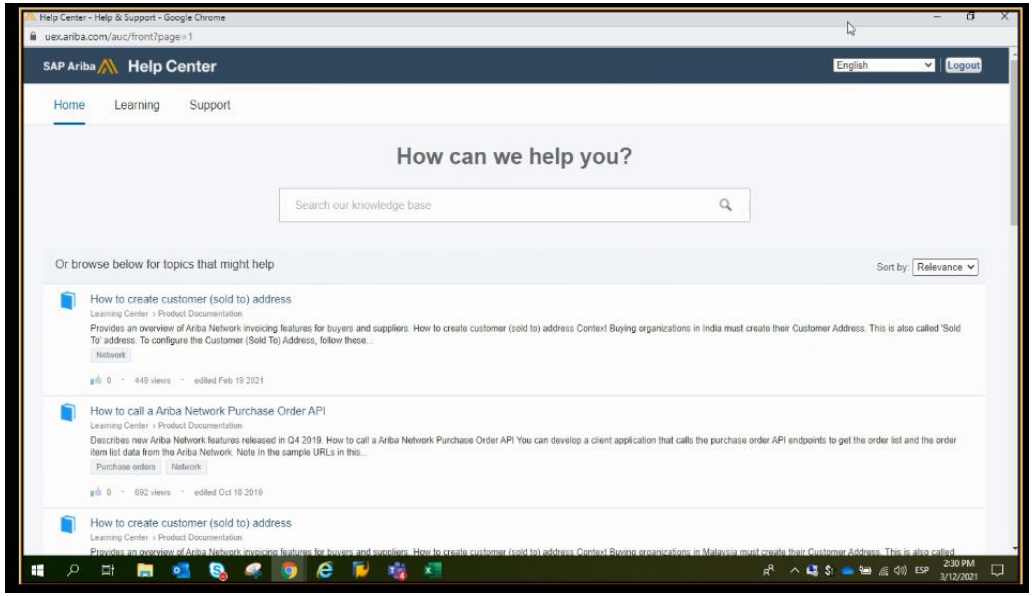
Ariba Help Center





[The Ariba Network, standard account support page]

Click Below for:

[Additional Trainings and Tutorials]

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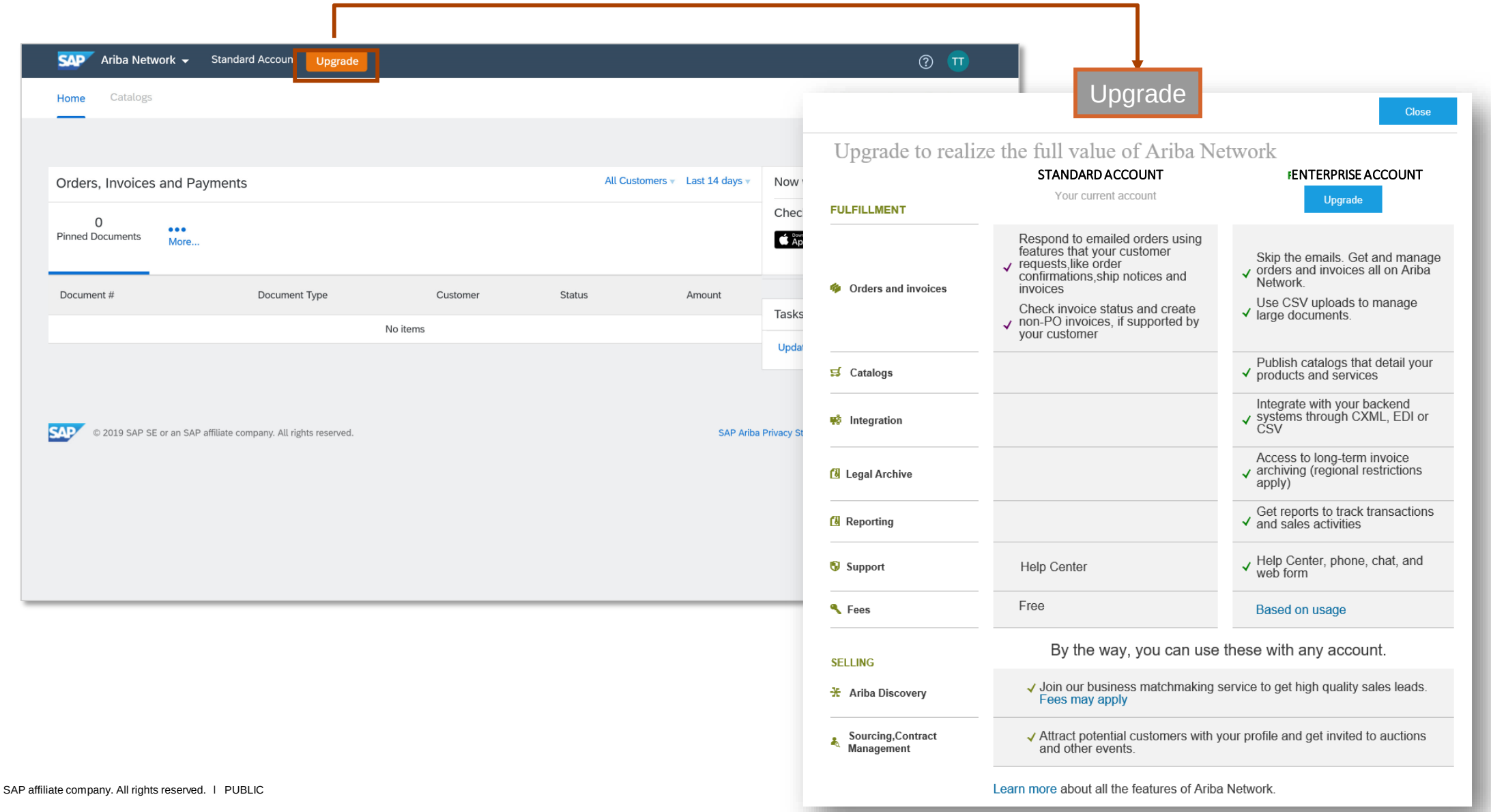
How To Upgrade from Standard Account To Enterprise Account



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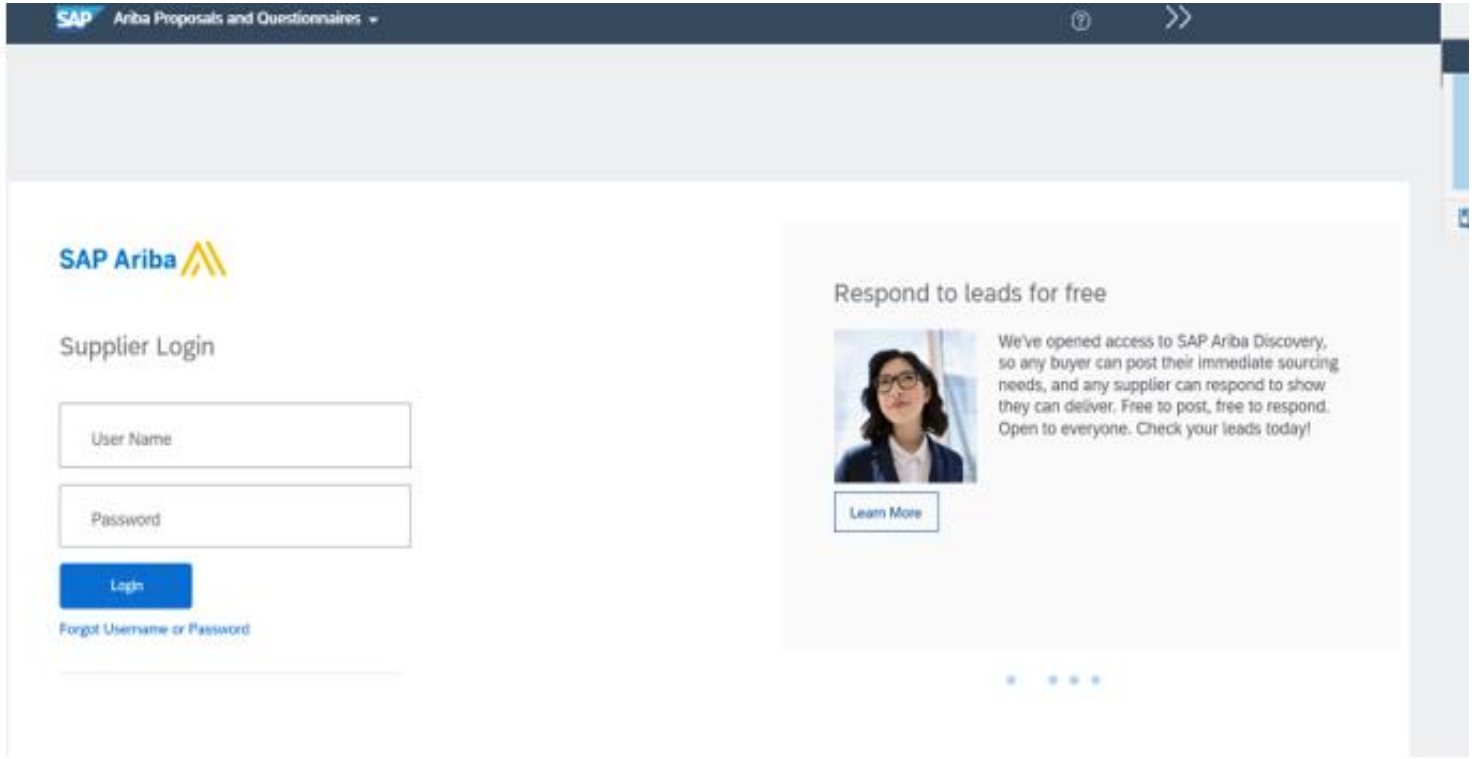
If you need to make changes to Your Contact or Business Details

Login to Ariba Standard Account



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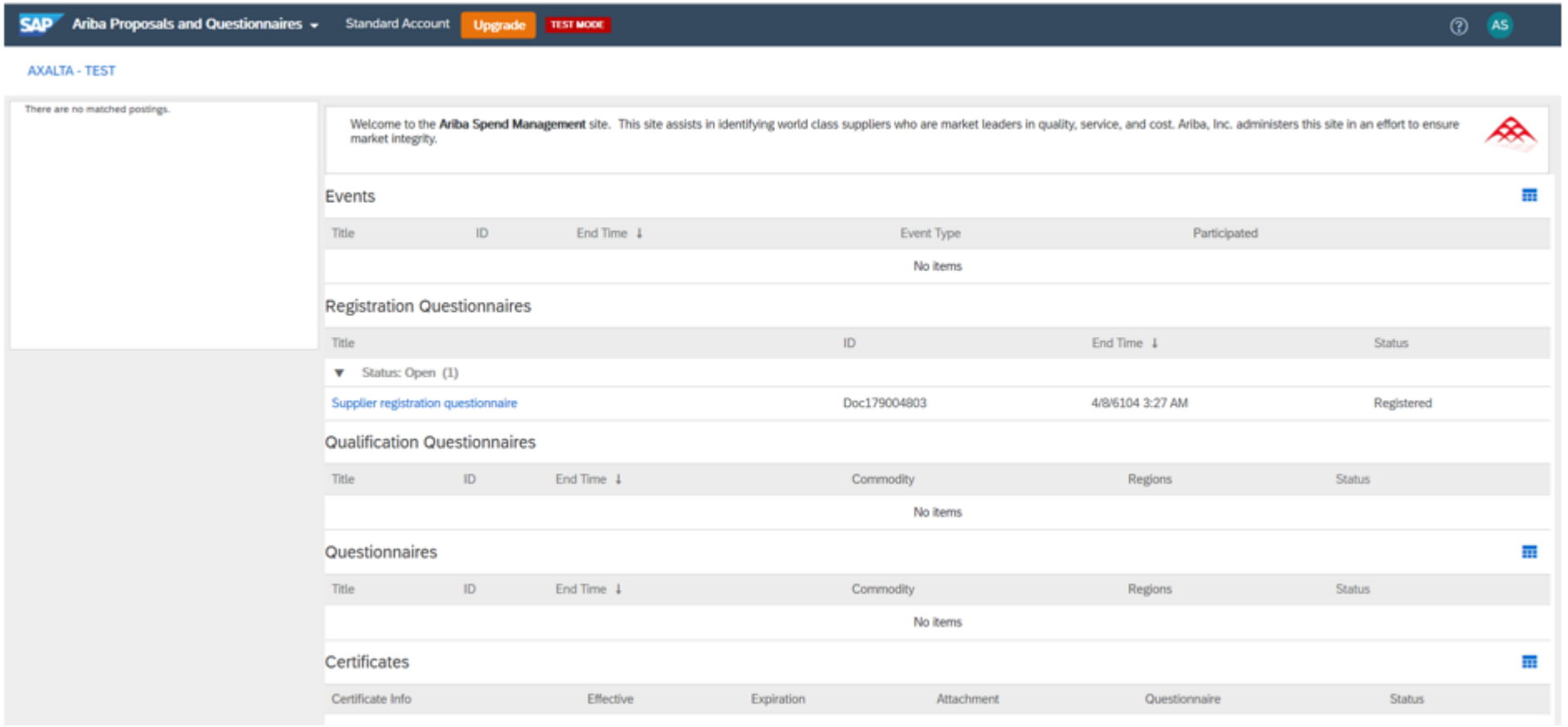
To Update Your Contact or Business Details

Click on Supplier registration questionnaire



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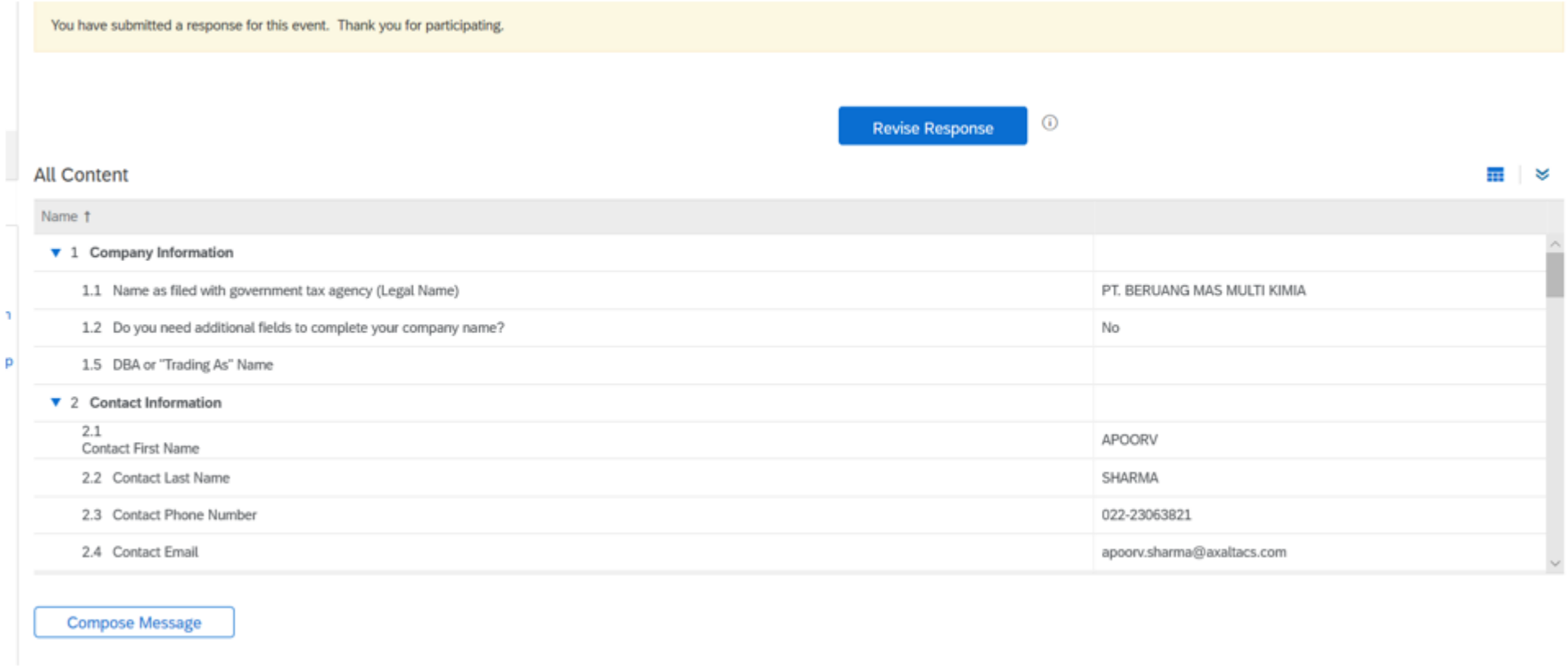
To Update Your Contact or Business Details

Click on Revise Response



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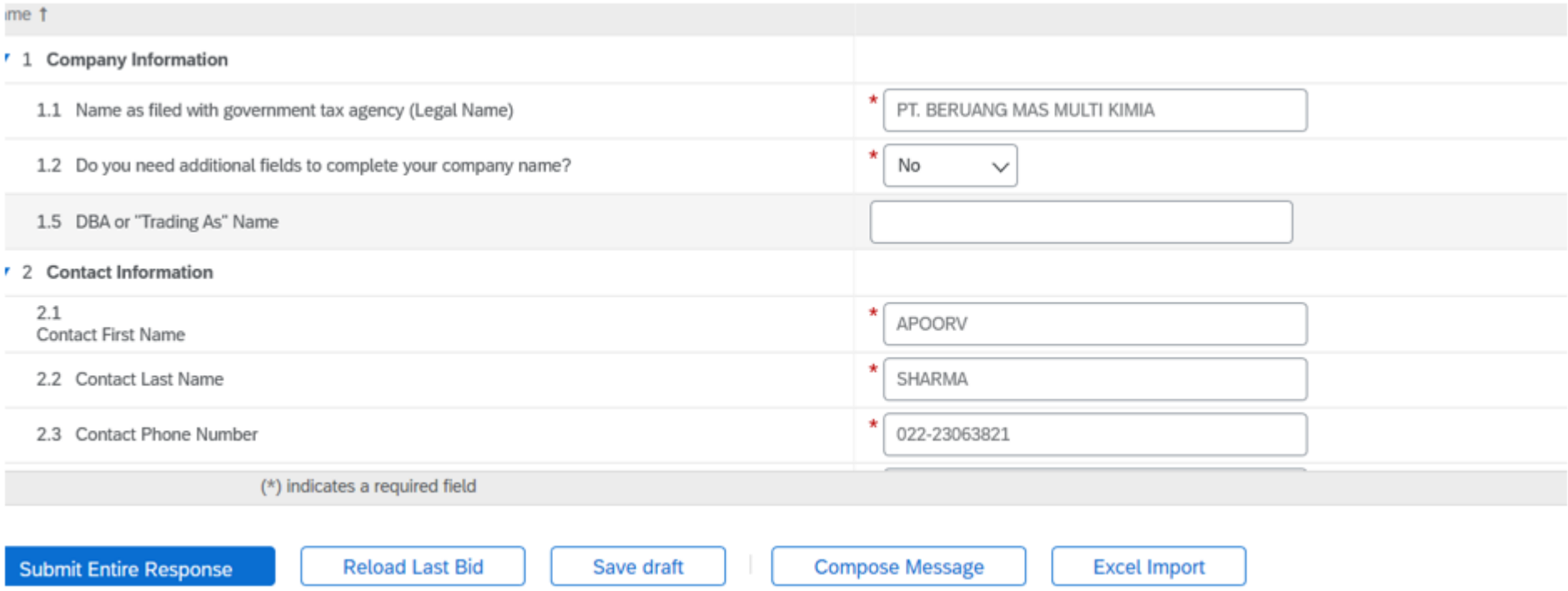
To Update Your Contact or Business Details

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



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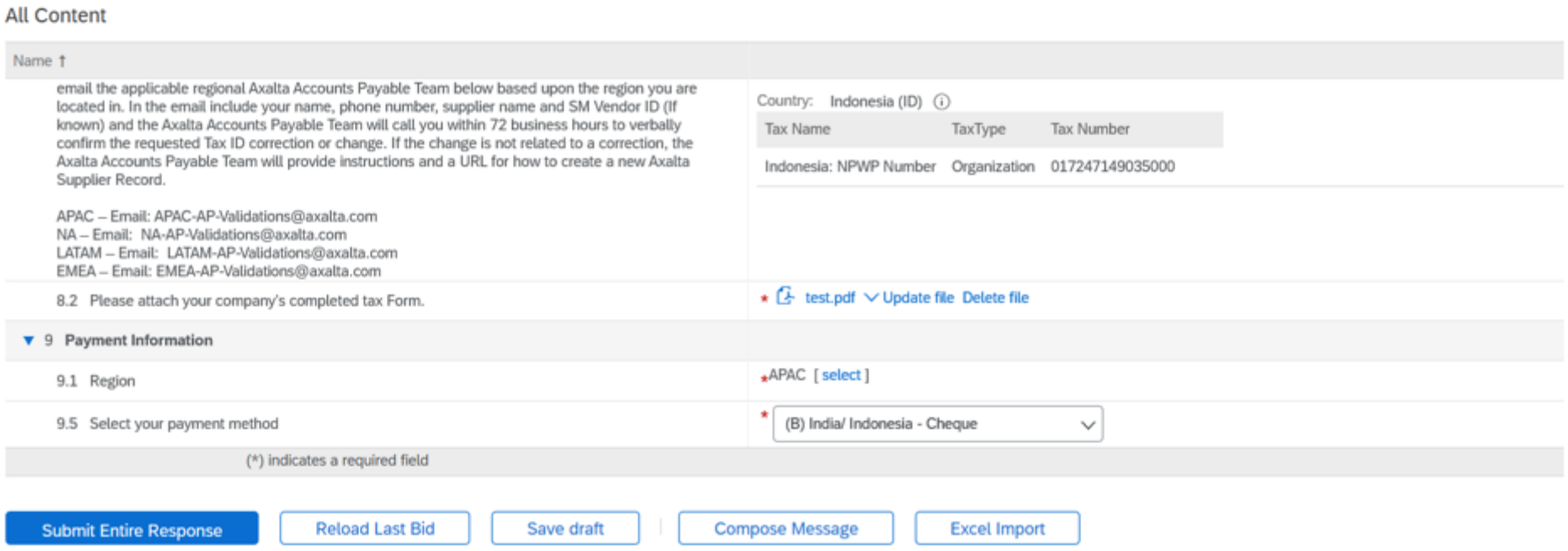
To Update Your Contact or Business Details

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



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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

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To Update Your Contact or Business Details

For Updating/ Adding Bank information suppliers please see below:

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Ariba Support

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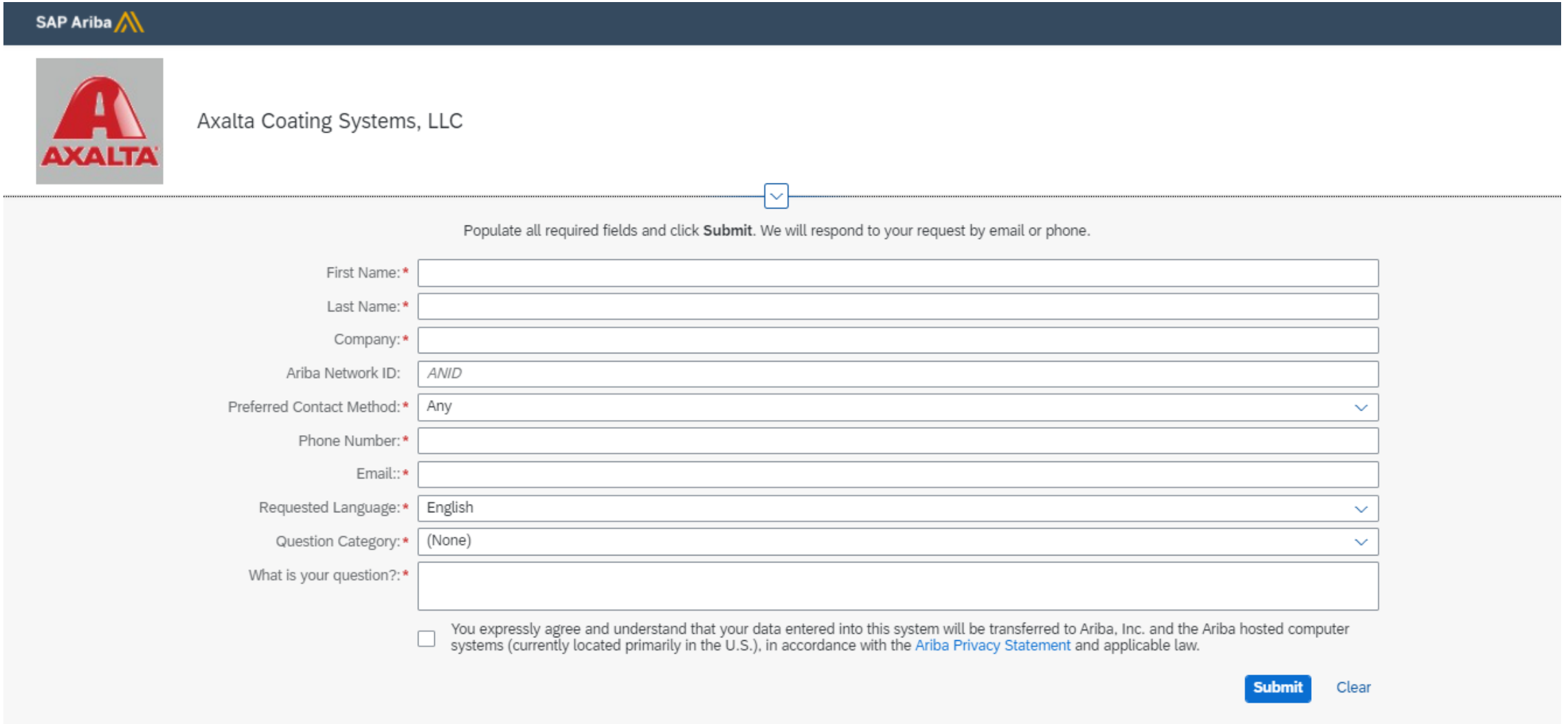

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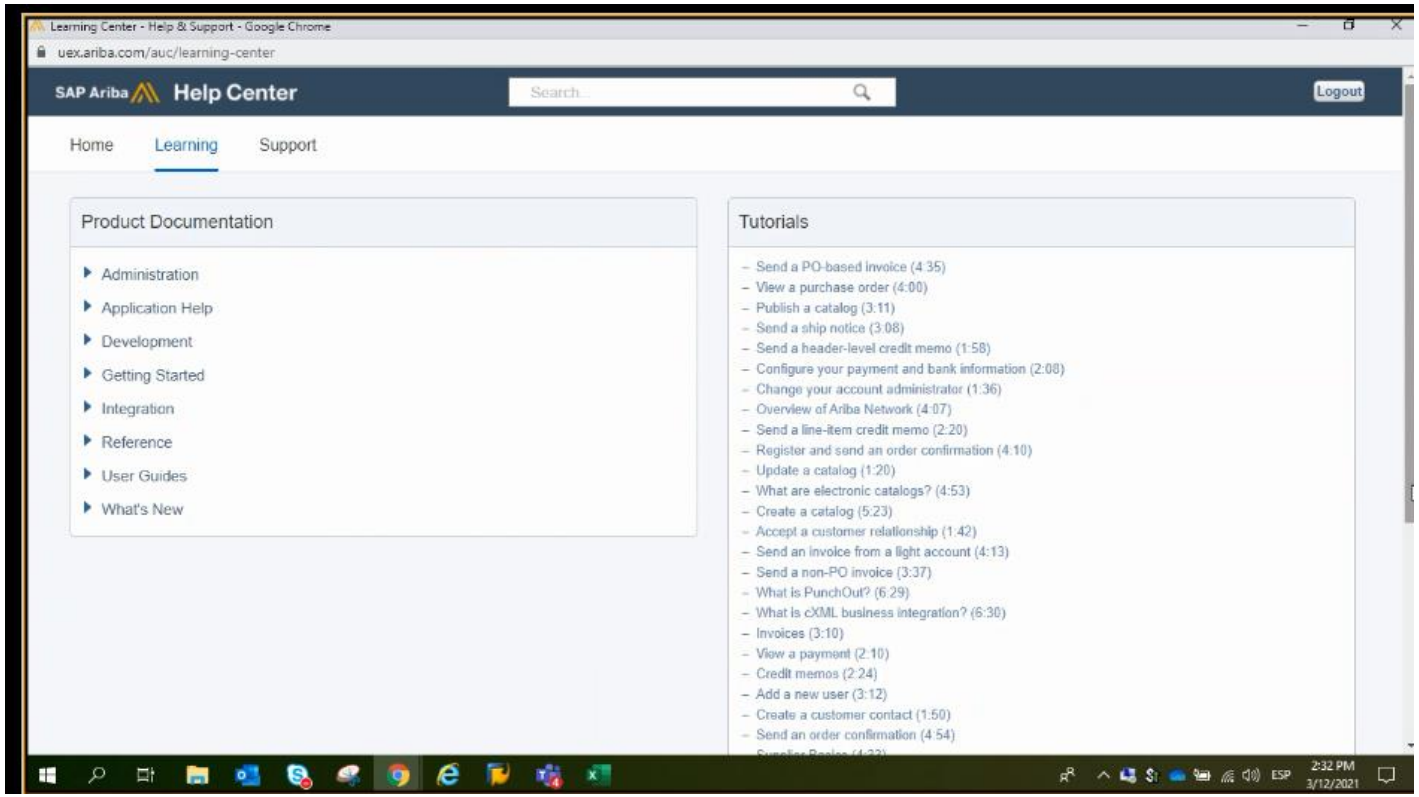

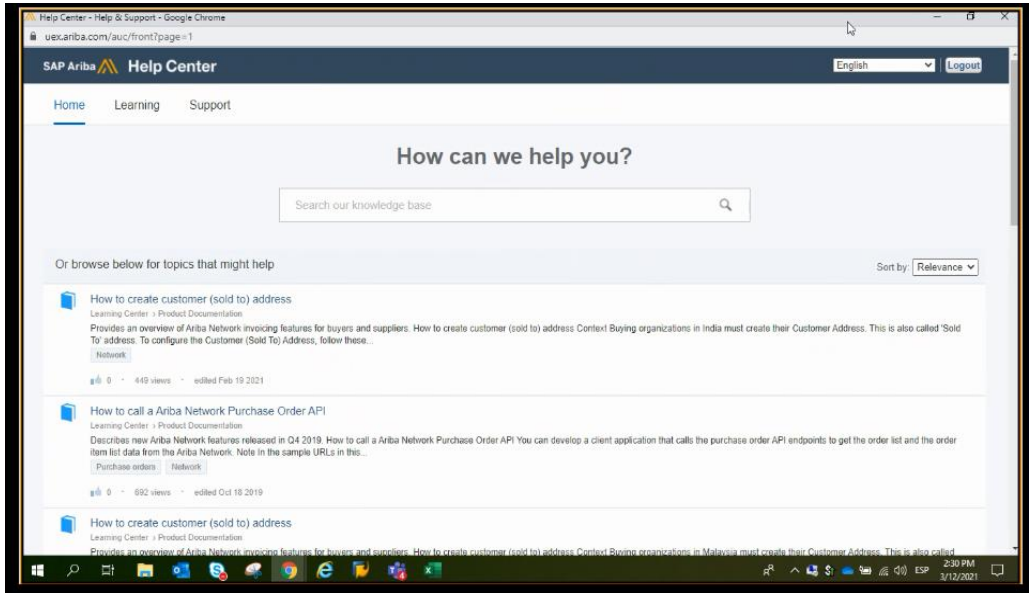

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Questions or Concerns

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

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Thank You!

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