



SAP Ariba 

# Axalta

## Enterprise Supplier Account Configuration Guide

PUBLIC



THE BEST RUN 

# 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](mailto: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

# Account Configuration must be completed by April 15, 2021

## Account Access and Configuration

Go to  
[supplier.ariba.com](https://supplier.ariba.com)

Enter Username & Password and click Login to access your Production account.

Click the **Company Settings** tab to open the menu. Click **Company Profile**.

Then, click on the area you want to update.

### Supplier Login

Login

Forgot Username or Password

New to Ariba?  
[Register Now](#) or [Learn More](#)

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below this is a search bar with 'Orders and Releases' and 'All Customers' filters. The main content area displays 'Outstanding Invoices' with a bar chart showing values from Sep 2015 to Jan 2016. On the right, the 'Company Settings' dropdown menu is open, listing various configuration options. The 'Company Profile' option is highlighted with a yellow box. A red arrow points from the 'Company Profile' text in the yellow box to the 'Company Profile' option in the dropdown menu.

- Company Settings
- UnitOrg - LV8b1f1b...
- AND - AN02803380348
- Standard Package
- Company Profile**
- Service Subscriptions
- Account Settings
- Customer Relationships
- Users
- Notifications
- Account Hierarchy
- View All
- Network Settings
- Electronic Order Routing
- Electronic Invoice Routing
- Accelerated Payments
- Demographics

# Create your Company Profile

## Company Profile Configuration

Company Profile

Basic

Business

Marketing (3)

Contacts

Certifications

Additional Do

**Basic:** Complete or update all required fields marked by an asterisk in the Basic Company Profile tab. Click the **Add** button to classify your Company by **Commodities, Sales Territory** and **Industries**.

**Business:** Enter additional information for your company, such as Tax or VAT IDs.

**Marketing:** Add a company description, company logo, and/or links to your social media. If applicable, you can also add your D-U-N-S number in the section marked "Credit and Risk Information from D&B". \*The more information you provide, the more relevant business opportunities you may receive. (These are accessed through the "LEADS" tab at the top of your screen.

**Contacts:** Add the main company contacts. Additional contacts (role- or customer-specific) can also be setup.

Company Settings

jU-LV8b8ft565589d

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

Notifications

Account Hierarchy

View All



# Configure your notifications (Set to Email)

## Notifications and Network Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

Click on **Notifications** under **Company Settings**. **Network Notifications** can be accessed from here as well, or you may switch to the **Network** tab when in **Notifications**.

You can enter up to **3 email addresses** per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

Account Settings

Customer Relationships Users **Notifications** Account Hierarchy

General **Network** Discovery Sourcing & Contracts

Enter up to three comma-separated email addresses per field.  
The Preferred Language configured by the account administrator controls the language used in these notifications.

### Electronic Order Routing

Type	Send notifications when...	To email addresses
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable.	* junk@phoenix.ar
	<input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.	
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received.	* junk@phoenix.ar
	<input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.	
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.	* junk@phoenix.ar
	<input type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	
Pending Queue		* junk@phoenix.ar

### Catalog Subscriptions

Type	Send notifications when...	To email addresses
Catalog	<input checked="" type="checkbox"/> Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors. <small>Note: Only Anba Procurement solution users can send status updates to suppliers.</small>	* junk@phoenix.ariba.com

Company Settings ▾

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

Company Profile

Service Subscriptions

Account Settings

Customer Relationships

Users

**Notifications**

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

**Network Notifications**

View All

# Electronic Order Routing

SAP

Ariba Network

Enterprise Account

TEST MODE

RB

Network Settings

Save

Close

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Settlement

\* Index

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Configure Cloud Integration Gateway (non-native integration)

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

☐ Do not send status updates for inbound documents in pending queue

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	<div>Email</div> <div>Online</div> <div>cXML</div> <div>Email</div> <div>EDI</div> <div>cXML Pending Queue</div> <div>Fax</div>	<div>Email address: roman.baltag@sap.com</div> <div><input type="checkbox"/> Attach cXML document in the email message</div> <div><input checked="" type="checkbox"/> Include document in the email message</div> <div><input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".</div> <div><input checked="" type="checkbox"/> Attach PDF document in the email message</div> <div>Current Routing method for new orders: Email</div> <div>Attachments will be included in the order.</div>
Catalog Orders with Attachments	without attachments	
Non-Catalog Orders without Attachments	without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email



# Assign Administrator and Users who can access the Account

## Administrators and Users

---

### Administrator

- **Automatically linked to the username and login entered during registration**
- **Responsible for account configuration and management**
- **Primary point of contact for users with questions or problems.**
- **Creates roles for the account**

### User

- **Can have different roles, which correspond to the user's actual job responsibilities**
- **Responsible for updating personal user information**

## Create Roles for the Users

## Role and User Creation

Click on the **Users** tab on the **Administration Navigator**. The Users page will load.

- 1 First, create a role.

1. Click on the **Create Role** button in the Manage Roles section.
2. Type the **Name** and a **Description** for the Role.
3. Add **Permissions** to the Role that correspond to the user's actual job responsibilities by checking the proper boxes.
4. Click **Save**. The new Role is now created.

Account Settings

Customer Relationships

**Users**

Notifications

Account Hierarchy

Manage Users

Manage users for your Arbia account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Arbia Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	Access
⌵	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Add to Contact List</a>	<a href="#">Remove from Contact List</a>	<a href="#">Make Administrator</a>	<a href="#">Create User</a>

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified or assigned to another user.

Role

Name	Actions
Administrator	<a href="#">Details</a>
All Access	<a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a>
⌵	<a href="#">Create Role</a>

Customer Relationships

**Users**

Notifications

Account Hierarchy

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All

**2** Second, create a User.

1. Click on **Create User** button.
2. Add all relevant information about the user including name and contact info.
3. Select a role in the **Role Assignment** section.
4. Click on **Done**.

**Note:** You can add up to 250 users to your Ariba Network account.

# Modify Users

## Modify Users

1. Click on the **Administration** tab.
2. Click on **Edit** for the selected user.
3. Click on the **Reset Password Button** to reset the password of the user.
4. Other options:
  - **Delete User**
  - **Add to Contact List**
  - **Remove from Contact List**
  - **Make Administrator**

The screenshot shows the 'Account Settings' window with the 'Users' tab selected. The 'Manage Users' section displays a table of users. The user 'rebecca.novotny@sap.com' is selected, and the 'Edit' button is highlighted. An arrow points from the 'Edit' button in the table to the 'Edit User' modal. The modal shows the user's details and a 'Reset Password' button, which is also highlighted.

**Account Settings** [Save] [Close]

Customer Relationships **Users** Notifications Account Hierarchy

**Manage Users**

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

**Users**

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned	
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access	All	⋮

[Edit] [Delete] [Add to Contact List] [Remove from Contact List] [Make Administrator] [Create User]

**Edit User**

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality on this page. Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends an email.

**Selected User Information**

Username: rebecca.novotny@sap.com  
Email Address: rebecca.novotny@sap.com  
First Name: Rebecca  
Last Name: Novotny  
Office Phone:







☐ This user is the Ariba Discovery Contact ⓘ

[Reset Password]

# Supplier Information Portal & Help Center

Welcome to the **CUSTOMER** Supplier Information Portal. This portal provides information for all suppliers conducting business with **CUSTOMER**. For your organization, this means that the traditional way of transacting with us is changing fundamentally. On this site you will find information regarding the transformation as well as a number of tools to help answer any of the questions you may have.

What information are you looking for?

 <b>Buyer Letter</b> Regarding the Ariba Network	 <b>Introduction Ariba Network</b> See how the navigate the Network	 <b>Ariba Network General Resources</b> General resources for suppliers transacting using the Ariba Network
 <b>Integration &amp; Catalog</b> Catalog & Integrations processes for transacting via the Ariba Network.	 <b>Standard Account Information</b> Access to Standard Account Services	 <b>Training Guides &amp; Training Clips</b> Learn how to transact with <b>CUSTOMER</b>

Customer Relationships | Manage Users | Notifications | Application Subscriptions | Account Registration

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests ☐ Manually review all relationship requests

[Update](#)

Current (1) Pending (0) Rejected (0)

Current Customers

Filter

Customers

[+](#)

[Apply](#) [Reset](#)

<input type="checkbox"/> Customer ↑	Network ID	Relationship Type	Approved Date	Supplier Information Portal
<input type="checkbox"/> Ben's Company - TEST	AN01014461904-T	Trading	15 Jul 2019	<a href="#">View</a>

[Reject](#)

Help Center

Search...

[I need help accessing a sourcing event](#)

[How do I create an invoice?](#)

[Why was my invoice or service entry sheet rejected?](#)

[I need help with invoicing](#)

[I need help with purchase orders](#)

[When will my invoice be paid?](#)

[I need help connecting with a customer](#)

[Does Ariba offer live webinar training?](#)

[I need help with payment](#)

[How can I find a purchase order Ariba Network?](#)

[How do I add a new customer?](#)

[How do I edit and resubmit a failed rejected invoice?](#)

[Do I contact Ariba or my customer when I have a question or issue?](#)

[How do I create a purchase order based invoice?](#)

[How do I know which type of invoice to create?](#)

[Who do I contact for help?](#)

[Send a PO-based Invoice \(4:35\)](#)

[Can't find what you are looking for? Try these search tips.](#)

[View more](#)

Top 5 FAQs

Documentation | Support

uex.ariba.com/au/front?fa\_fenb=is8a\_ui=COMBO

Ariba Exchange User Community

English [Logout](#)


Search...

[Home](#) [Learning](#) [Support](#)

User Community Home


Popular Topics

Sort by: Relevance

[I need help accessing a sourcing event](#) Community Moderator 

You can access a sourcing event to which you have been invited in two ways: Through the invitation email the buyer sends By going to the Proposals page (click app drop-down menu in the upper-left corner of the application and select Proposals.) If the event you are looking for is not listed on the


[Event participation](#) [View homepage](#) [RFQ](#) [Standard accounts](#)

[How do I create an invoice?](#) Senior Community Consultant 

Question How do I submit an invoice? Answer First, you will need a trading relationship with your customer. Then, you will need to determine what type of invoice you are submitting. Please see the article "How do I know which type of invoice to create?" to determine what type of invoice you are


[Invoices](#) [PO Invoices](#) [Non-PO Invoices](#) [Contract Invoices](#) [Invoice status](#)

[Enablement tasks and activities](#) [View homepage](#) [Supply chain](#)

[Why was my invoice or service entry sheet rejected?](#) Senior Manager, Customer Support 

Question Why has my invoice or service entry sheet been rejected? Answer Invoices are rejected either. Automatically by your customer's invoicing rules Manually by your customer The rejection happens when the invoice violates invoicing requirements

[Search invoices](#) [Invoice status](#) [Invoice history](#) [View homepage](#) [Invoice rejection messages](#)

[I need help with invoicing](#) Community Moderator 

Learning Center  
Product documentation and tutorials

Support Center  
Get help with specific problems

Additional Resources

Getting Started with cXML  
cXML Reference Guide  
cXML Release Notes

Popular Tags

[Invoices](#) [Contact account administrator](#)

[Supply chain](#) [View homepage](#)

[Search purchase orders](#)

[Search invoices](#) [Invoice status](#)

[Create PO Invoice](#) [Standard accounts](#)

[Invoice rejection messages](#) [Catalogs](#)

[Account navigation](#) [Customer relationships](#)

[My account](#) [Supplier subscription fees](#)

**After you complete the Steps in the Slides Above, you will be ready to  
Transact with Axalta Coating Systems on May 3, 2021  
Thank You!**

**Adine Miller, Axalta Global Supplier Enablement Consultant**

**[Adine.Miller@contractors.axalta.com](mailto:Adine.Miller@contractors.axalta.com)**

