



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
 - 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

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

User Name

Password

Login

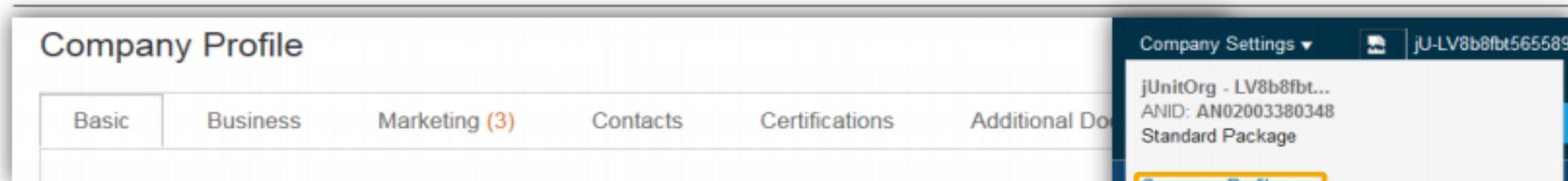
[Forgot Username or Password](#)

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

The screenshot shows the Ariba Network user interface. At the top, there is a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Below this is a search bar and a 'Company Settings' dropdown menu. The 'Company Settings' menu is open, showing a list of options: 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Demographics'. The 'Company Profile' option is highlighted with a yellow box. In the background, there is a bar chart titled 'Outstanding Invoices' for the period from Sep 2015 to Jan 2016, showing a single bar for Dec 2015 with a value of approximately \$113.

Create your Company Profile

Company Profile Configuration



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.

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.

The screenshot shows the SAP Account Settings interface. On the right, a 'Company Settings' dropdown menu is open, with 'Notifications' and 'Network Notifications' highlighted. The main content area is titled 'Account Settings' and has tabs for 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. Under 'Notifications', there are sub-tabs for 'General', 'Network', 'Discovery', and 'Sourcing & Contracts'. The 'Network' tab is selected. Below the tabs, there are instructions: '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.' The 'Electronic Order Routing' section contains a table with columns for 'Type', 'Send notifications when...', and 'To email addresses...'. The 'Order' row has a checked checkbox for 'Send a notification when orders are undeliverable' and an email address 'junk@phoenix.ar'. The 'Purchase Order Inquiry' row has a checked checkbox for 'Send a notification when purchase order inquiries are received' and an email address 'junk@phoenix.ar'. The 'Time Sheet' row has a checked checkbox for 'Send a notification when time sheets are undeliverable' and an email address 'junk@phoenix.ar'. The 'Pending Queue' row has a checked checkbox for 'Send a notification when items delivered through pending queue are not acknowledged' and an email address 'junk@phoenix.ar'. Below this is the 'Catalog Subscriptions' section, which has a checked checkbox for 'Send a notification when a customer subscribes to my catalog or when my procurement customer sends status updates on catalogs, including catalog errors.' and an email address 'junk@phoenix.ariba.com'. A note below states: 'Note: Only Ariba Procurement solution users can send status updates to suppliers.'

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 checked="" 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 checked="" type="checkbox"/> Send a notification when time sheets are undeliverable.	* junk@phoenix.ar
Pending Queue	<input checked="" type="checkbox"/> Send a notification when items delivered through pending queue are not acknowledged.	* junk@phoenix.ar

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 Ariba Procurement solution users can send status updates to suppliers.</small>	* junk@phoenix.ariba.com

Electronic Order Routing

SAP Ariba Network Enterprise Account TEST MODE

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement

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	Email	Email address: roman.baltag@sap.com <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <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". <input checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	EDI without attachments	Current Routing method for new orders: Same as new catalog orders without attachments ▲ Attachments will be included in the order.
Non-Catalog Orders without Attachments	cXML Pending Queue without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Fax	Current Routing method for new orders: Email ▲ Attachments will be included in the order.
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email ▲ Attachments will be included in the order.

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 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	Alias Discovery Contact	Is Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	Access

Actions: Edit, Delete, Add to Contact List, Remove from Contact List, Make Administrator, **Create User**

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	Details
All Access	Details Edit Delete

Actions: **Create Role**

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

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.

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?

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

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	i

[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.

uex.ariba.com/auc/front?fa_fenb=is&a_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
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
58 · 68531 views · edited Nov 24 2019

How do I create an invoice?
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
28 · 50945 views · edited Feb 18 2019

Why was my invoice or service entry sheet rejected?
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
62 · 34438 views · edited Jan 08 2020

I need help with invoicing

Documentation | Support

Top 5 FAQs

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

