

PBE Exchange Invoices

How it Works

In PBE Exchange, users can search for invoices based on date, invoice type or invoice number and export in PDF or CSV file formats. For added convenience, select to receive email notifications for new Axalta invoices which typically are completed within 48 hours of the distributor completing the BOL.

AXALTA COATING SYSTEMS



From the top PBE Exchange home page, click **Orders & Invoices** in the header, then click **Invoices** from the fly out menu.

PBE Exchange			неця А - Саланататата		💘 О ІТЕМS		Click Manage Email Preferences to add your	
	CREATE ORDER	ORDERS & INVOICES	MY LISTS	MORE			email address so Axalta invoices can be sent	
MY INVOICES				MANAGE EM	AIL PREFERENCES	•	directly to your inbox.	
Show: ALL INVOICES	LAST 30 DAYS LAST 9	00 DAYS CURRENT YEAR PRIO	R YEAR PICK A DATE RANGE				Customize vour invoice	
Invoice Type: Search By Invoice#			Expor		Selected Invoices as:		search:	
All Types	Search			Individual PDFs	S Y EXPORT		To search by date go to the	
🗌 Invoice # 🗸	Sold To Account		Created Date 🔺	Net Amount 🗸	Credit •		Show section and make a selection.	
			09/01/2020	\$1,200.43	-			
			08/17/2020	\$1,271.73			To search by type, go to the	
			08/10/2020	\$1,281.72			Invoice Type drop-down list and make a selection.	

PBE Exc	hange		неlр А -		📺 O ITEMS
	CREATE ORDER	ORDERS & INVOICES	MY LISTS	MORE	
MY INVOICES	5			MANAGE EMAI	L PREFERENCES
Show: ALL INVOICES	G LAST 30 DAYS LA	AST 90 DAYS CURRENT YEAR	PRIOR YEAR PICK A DATE RANGE	.	
Invoice Type:	Search By Invoi	ice#		Export Selected	Invoices as:
All Types	Search	ַ מ		Individual PDFs	EXPORT
🗌 Invoice # 🗸	Sold To Acco	ount	Created Date 🔺	Net Amount 🕶	Credit +
			09/01/2020	\$1,200.43	
			08/17/2020	\$1,271.73	-

To search for a specific invoice, go to the **Search By Invoice#** field, type your number and click the spyglass.

From the **Export Selected Invoices as** drop-down list, select your preferred format.

When finished, click **Export**. An Excel file tab will appear at the bottom of your page with your selected information.

In the United States: 1.855.6.AXALTA axalta.us In Canada: 1.800.668.6945 axalta.ca



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