

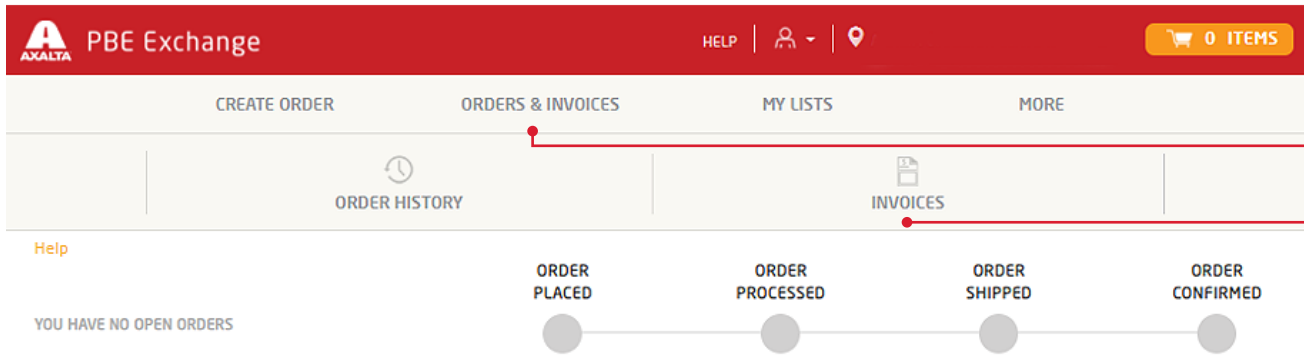


PBE Exchange

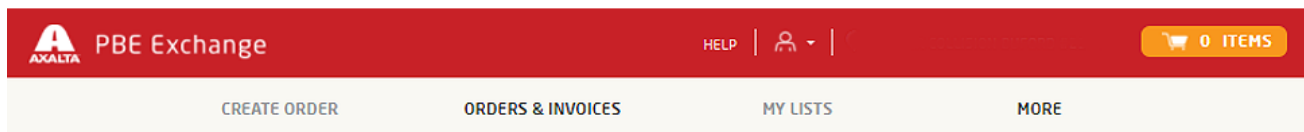
Invoices

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.



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



Click **Manage Email Preferences** to add your email address so Axalta invoices can be sent directly to your inbox.

MY INVOICES

Show: ALL INVOICES LAST 30 DAYS LAST 90 DAYS CURRENT YEAR PRIOR YEAR PICK A DATE RANGE

Invoice Type: All Types Search By Invoice# Export Selected Invoices as: Individual PDFs EXPORT

<input type="checkbox"/>	Invoice # ▾	Sold To Account	Created Date ▾	Net Amount ▾	Credit ▾
<input type="checkbox"/>			09/01/2020	\$1,200.43	-
<input type="checkbox"/>			08/17/2020	\$1,271.73	-
<input type="checkbox"/>			08/10/2020	\$1,281.72	-

Customize your invoice search:

To search by date, go to the **Show** section and make a selection.

To search by type, go to the **Invoice Type** drop-down list and make a selection.

MY INVOICES

MANAGE EMAIL PREFERENCES

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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

