



PBE Exchange

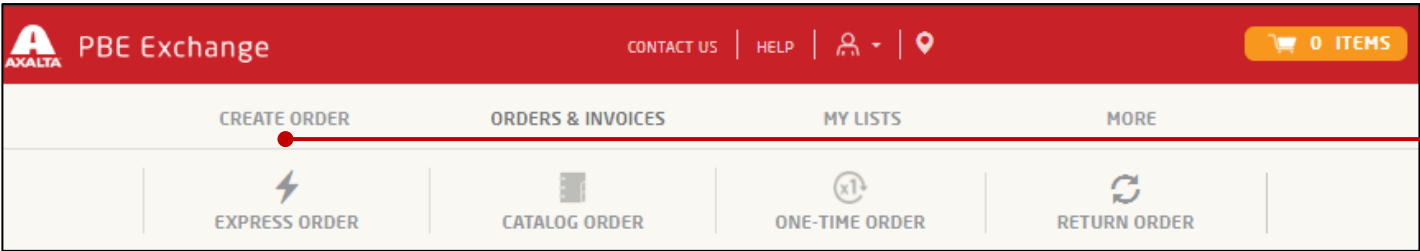
One-Time Order

How it Works

One-Time Order is an optional feature that allows users to request products not listed on their Approved Product List (APL). Once the order is placed, it's sent to the designated person in the company to decide whether to approve or reject the purchase.

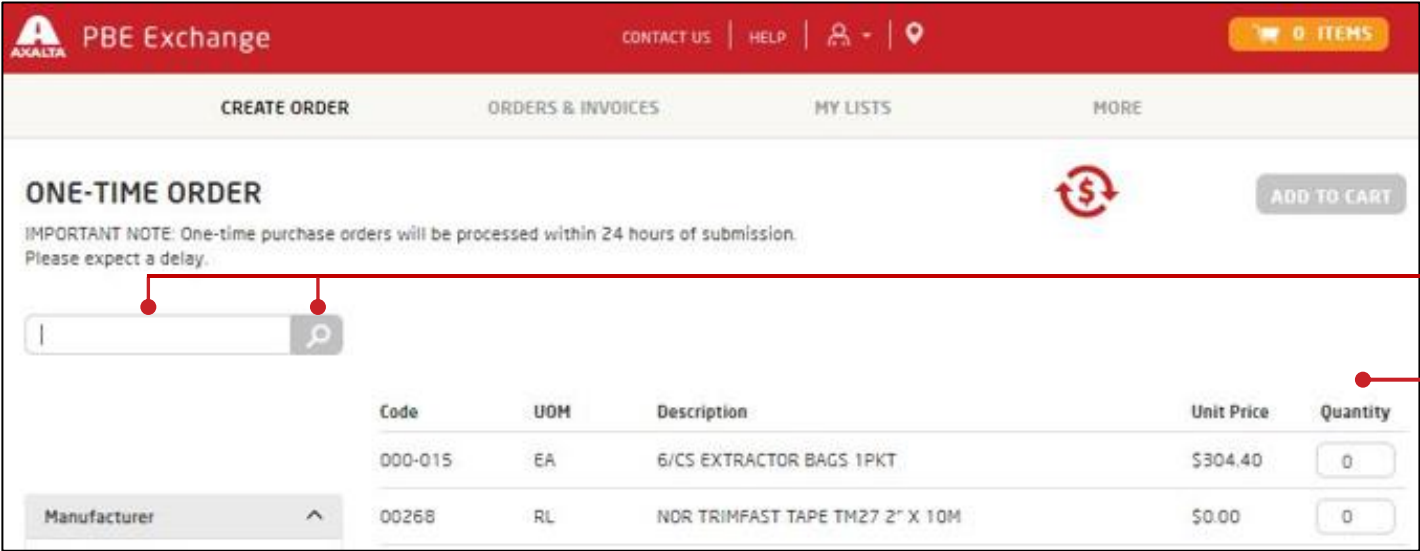
Note: One-Time Order only appears if you are specifically setup for this additional feature.

One-Time Order



From the PBE Exchange home page, click **Create Order** in the header, then click **One-Time Order** from the fly out menu.

Important Note: One-Time Orders will be processed within 24 hours of submission. Please expect a delay.



To narrow your search, enter a code or description in the search field followed by clicking the spyglass.

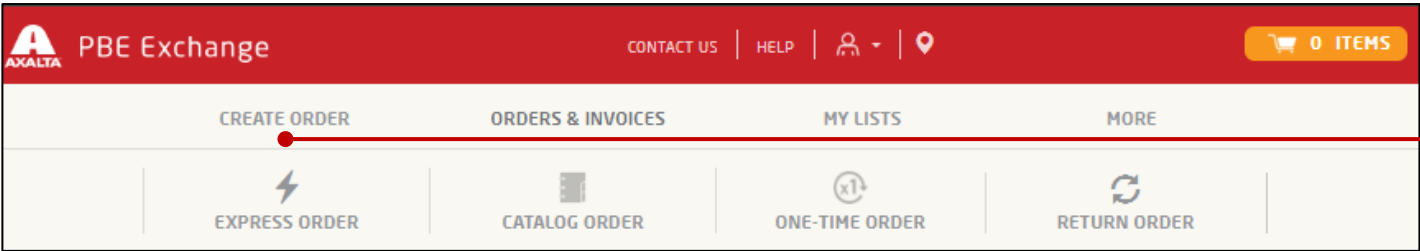
Next, go to the **Quantity** column to type your amount or click the up or down arrows.



When finished, click **Add To Cart**. The Success prompt will appear indicating your selected product(s) have been added to your shopping cart.

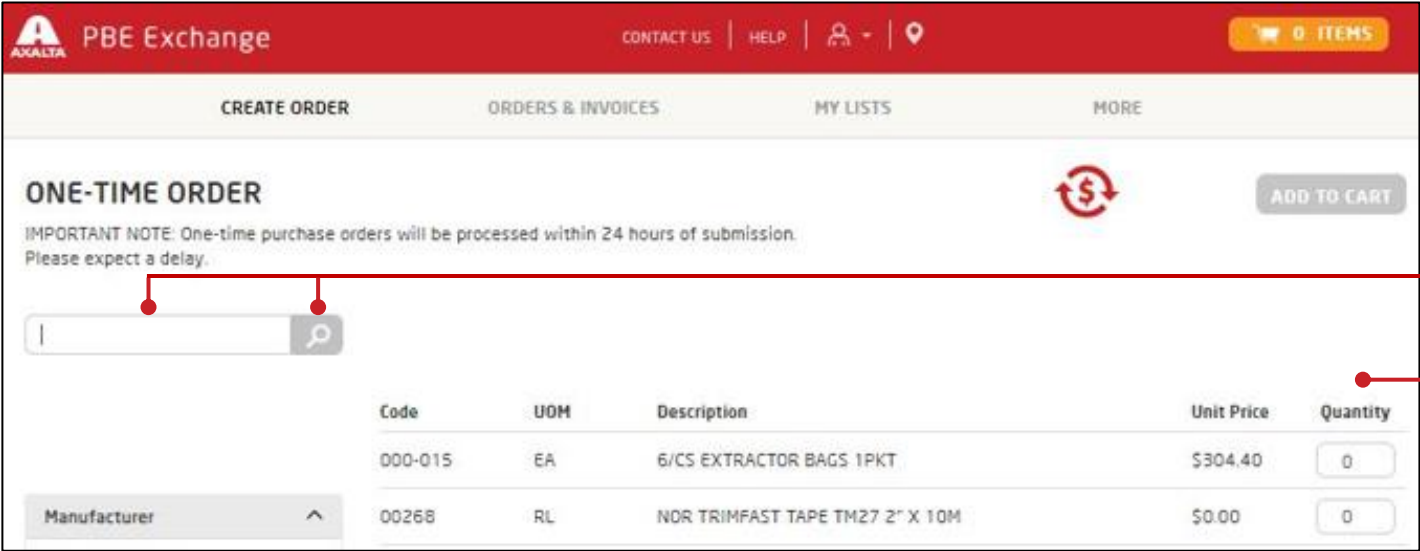
When satisfied with your order, click the shopping cart icon in the top right corner of the page to checkout.

One-Time Order



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To narrow your search, enter a code or description in the search field followed by clicking the spyglass.

Next, go to the **Quantity** column to type your amount or click the up or down arrows.



When finished, click **Add To Cart**. The Success prompt will appear indicating your selected product(s) have been added to your shopping cart.

When satisfied with your order, click the shopping cart icon in the top right corner of the page to checkout.

One-Time Order

The screenshot shows the PBE Exchange shopping cart interface. At the top, there is a navigation bar with the PBE Exchange logo and links for CONTACT US, HELP, and user/location icons. Below this is a secondary navigation bar with options: CREATE ORDER, ORDERS & INVOICES, MY LISTS, and MORE. The main heading is 'SHOPPING CART'. On the right side, there are two buttons: 'UPDATE CART' (highlighted in orange) and 'PROCEED WITH CHECK OUT' (greyed out). Below the heading, there is a 'No data' indicator and a progress bar. Further down, there are buttons for 'CONTINUE SHOPPING' and 'CLEAR CART'. On the right, the 'ORDER TOTAL' is displayed as '\$23.89'. Below this, there is a 'Sort By' dropdown menu currently set to 'PURCHASE ORDER' with 'DEPARTMENT' as an alternative. The main section is titled 'Distributor Invoiced 1 items' and contains a table with the following data:

Code	UOM	Description	Manufacturer	Unit Price	Total Price	Quantity	Remove
00268	RL	NOR TRIMFAST TAPE TM27 2" X 10M	NORTON	\$23.89	\$23.89	1	

At the bottom right of the table area, the 'SUBTOTAL' is shown as '\$23.89'.

To modify a quantity, go to the **Quantity** column to type your amount or click the up or down arrows.

When finished, click **Update Cart** to save the change.

To remove a product, go to the **Remove** column and click the trash can.

This screenshot shows the same PBE Exchange shopping cart interface, but with the 'UPDATE CART' button greyed out and the 'PROCEED WITH CHECK OUT' button highlighted in orange. The rest of the interface, including the navigation bars and the table, remains the same.

When your shopping cart is correct, click **Proceed With Check Out**.

One-Time Order

The screenshot shows the 'CHECK OUT' page on the PBE Exchange website. The page has a red header with the Axalta logo and navigation links. Below the header are tabs for 'CREATE ORDER', 'ORDERS & INVOICES', 'MY LISTS', and 'MORE'. The main content area is titled 'CHECK OUT' and includes a '< RETURN TO CART' button. The 'Purchase Order Numbers' section contains a text input field with the value 'PA202404042119103_1' and a 'GENERATE DISTRIBUTOR PO#' button. The 'Ship To Address' section has a greyed-out address field. The 'Instructions for Distributor' section has an optional text input field. The 'Bill To' section shows 'Distributor A'. On the right side, there is an orange 'PLACE ORDER' button and an 'Order Summary' box showing 'Distributor Invoiced 1 items \$23.89' and 'ORDER TOTAL \$23.89'. Red lines with dots at the end point from the annotations on the right to the corresponding fields and buttons on the page.

Note: For the **Place Order** button to be active, all required fields must be completed

Enter a purchase order or click **Generate Distributor PO#** .

Verify the **Ship To Address**.

If you have any additional comments about your order, type them in the **Instructions for Distributor** field.

When finished, click **Place Order**.

In the United States:
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axalta.us

In Canada:
1.800.668.6945
axalta.ca

