

PBE Exchange Manage Email Notifications

How it Works

PBE Exchange provides email notifications for various order events, including shipment, cancellation, backorder and approval/ rejection of one-time orders. Users can also select to receive a notification when an Axalta invoice is available.

AXALTA COATING SYSTEMS

AXALTA PBE Exchange			HELP	ê -		How to Receive Email Notifications
CREATE	ORDER	ORDERS & INVOICES		MY PROFILE	•	From the PBE Exchange home page, click A for the page, click A followed by My Profile .
MY PROFILE						
User Name: axcoll002mgr Last Updated: 12/08/2022						
Manage Notifications Add a contact with an email address to receive ord	er status and invoice notificatio	ins.		ADD CONTACT	•	From the My Profile page, click Add Contact .
Contact Barb Birchem	Email Address	xalta.com	Edit	Delete		
Notification Settings Complete the following contact name Enter a new contact name Enter a new email address	e and email address fie	lds.				From the Notification Settings modal, type your name and email address.
To activate an email notification, main Order Status Mark to receive notifications backordered or when one-tim Invoices Mark to receive email notific available. SAVE	k the following option when orders are shipp ne orders are approved ations when a new Axa CANCEL	s. red, cancelled, or rejected. alta invoice is				Next, mark the type of notifications this email address should receive. When finished, click Save .

RALTA PBE	Exchange		HELP	<u> </u>	1	How to Edit Email Notifications	
	CREATE ORDER	ORDERS & INVOICES		MY PROFILE]	From the PRF Exchange	
				LOGOUT		home page, click A.	
					7		
MY PROFILE User Name: Last Updated:	axcoll002mgr 12/08/2022				From the My Profile page click 🔅 under Edit for the desired email address.		
Manage Notifica Add a contact with ar	ations n email address to receive order status and invoice nor	ifications.		ADD CONTACT			
Contact	Email Addre	55	Edit	Delete			
PBE Exchange	pbe-exchan;	ge@axalta.com	0	ā			
Notification Se Complete the f	ettings following contact name and email addre	ss fields.				From the Notification Settings modal, make any necessary changes.	
PBE Exchange						When finished, click Save .	
pbe-exchange@	@axalta.com						
To activate an Order 1 Mark 1 backor Mark 1 horder Mark 1 availa	email notification, mark the following of Status to receive notifications when orders are rdered or when one-time orders are app es to receive email notifications when a ne ble.	ptions. shipped, cancelled, roved or rejected. w Axalta invoice is					

AXALTA PBE	Exchange		HELP	Å .		How to Delete Email Notifications
	CREATE ORDER	ORDERS & INVOICES		MY PROFILE]•	 From the PBE Exchange home page, click A followed by My Profile.
MY PROFILE User Name: ax Last Updated: 1x	xcoll002mgr 2/08/2022					 From the My Profile page, click in under Delete for the desired email address.
Manage Notificat Add a contact with an e Contact	tions email address to receive order status and invoice not Email Addre s	ifications. s	Edit	ADD CONTACT		

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Delete Contact
Notifications will no longer be sent to this contact. Are you sure you want to delete this contact?
OK

barbara.birchem@axalta.com

Barb Birchem

On the **Delete Contact** modal, click **OK** to discontinue email notifications.

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



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