



PBE Exchange

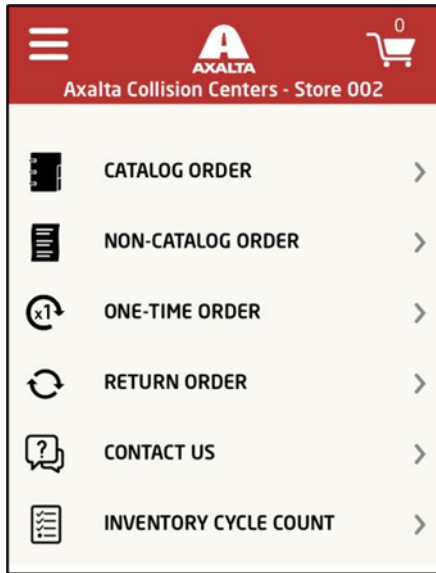
Mobile App – One-Time Order

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 purchase orders will be processed within 24 hours of submission. Please expect a delay.

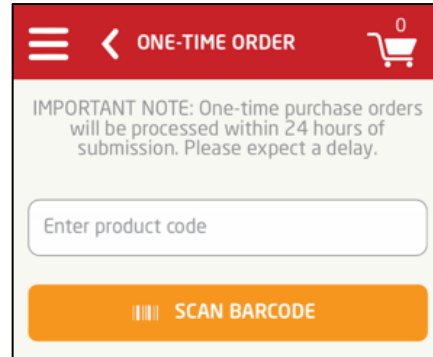
Mobile App – One-Time Order



Once logged into the PBE Exchange Mobile App, tap **One-Time Order** to begin your product search.

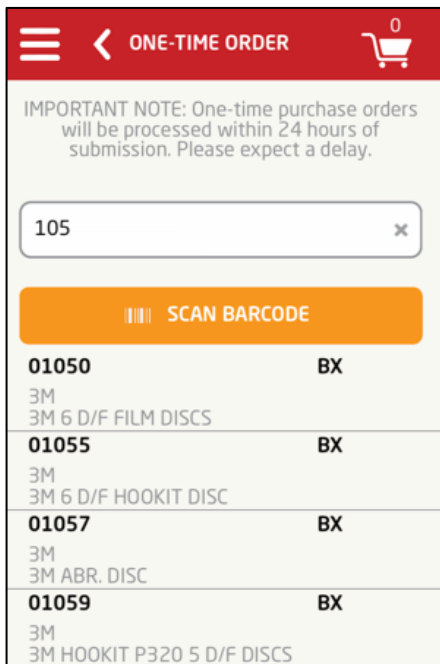
The Mobile App has (2) search methods:

1. Manual Search
2. Scan Barcode Search

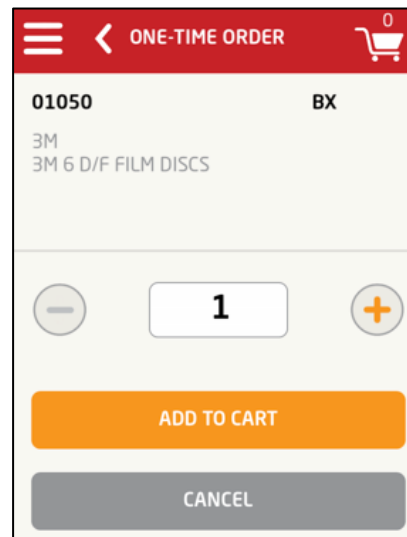


Manual Search

From the **One-Time Order** screen, tap in the **Enter product code** field and begin typing a code or description.



As product information is entered, a list of matching products will appear below. From the list of matching products, tap your product.



Next, type your quantity or tap the (-) or (+) buttons.

When finished, tap **Add To Cart**.

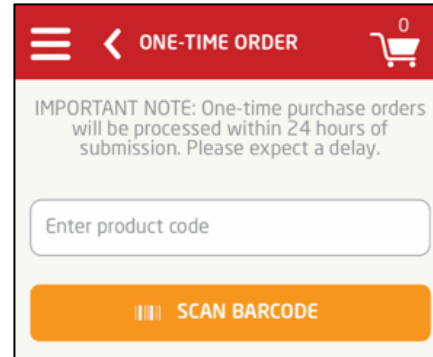
Continue adding products until finished.

Mobile App – One-Time Order



Scan Barcode Search

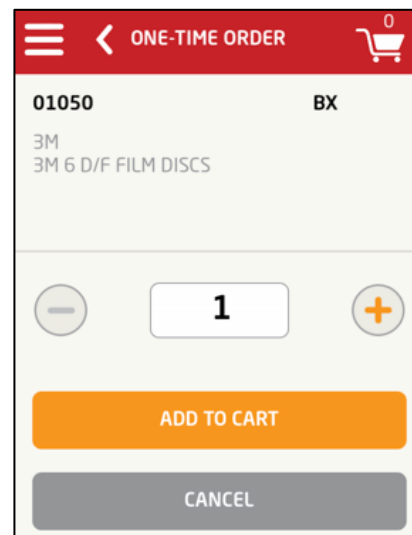
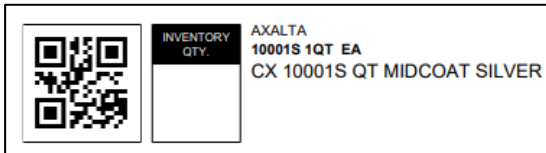
Once logged into the PBE Exchange Mobile App, tap **One-Time Order** to begin your product search.



From the **One-Time Order** screen, tap **Scan Barcode**.

Using the camera on your mobile device, focus on the QR Code located on either the shelf label or product label.

Once the QR Code is read, your product will appear on the screen.

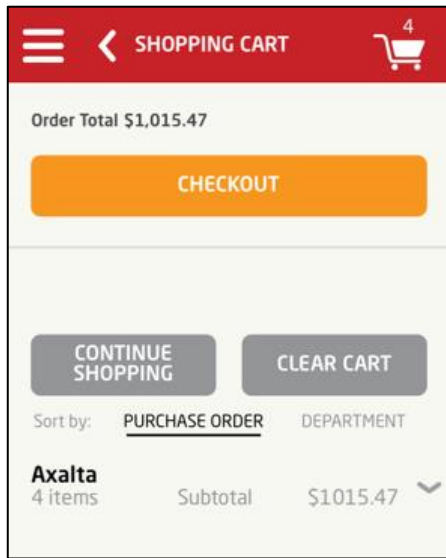


Next, type your quantity or tap the (-) or (+) buttons.

When finished, tap **Add To Cart**.

Continue adding products until finished.

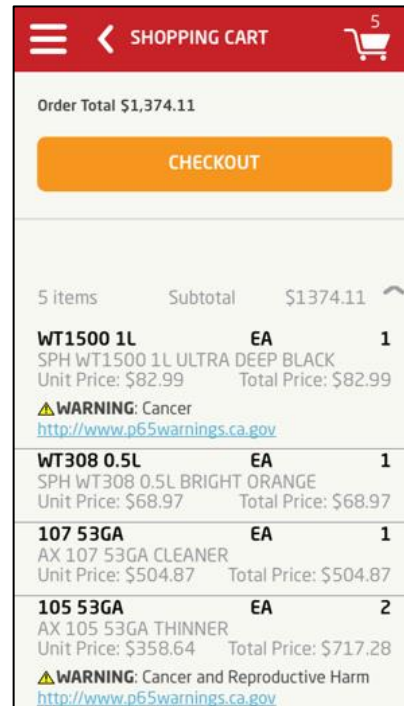
Mobile App – One-Time Order



Shopping Cart

When satisfied with your order, tap the shopping cart icon.

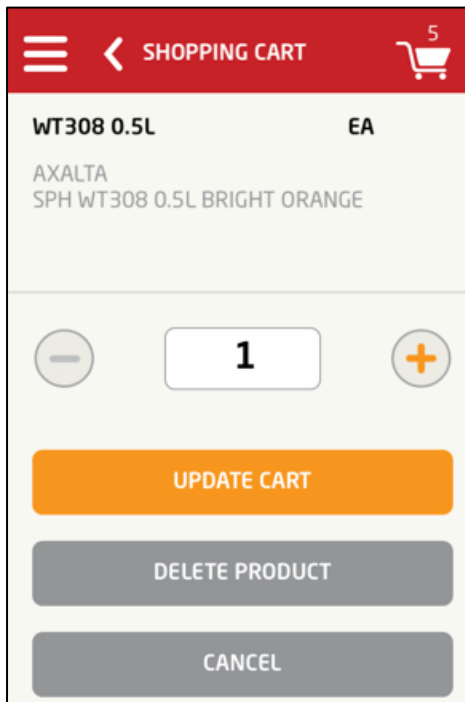
To view all the products in your shopping cart, tap **V**.



Modifying Quantities

To modify a quantity, tap on the product.

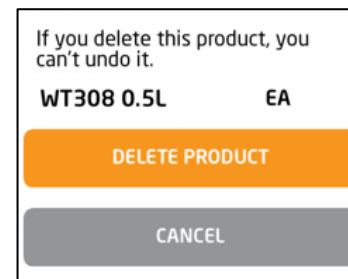
From the product screen, type your new quantity or tap the (-) or (+) buttons. When finished, click **Update Cart** to save the change.



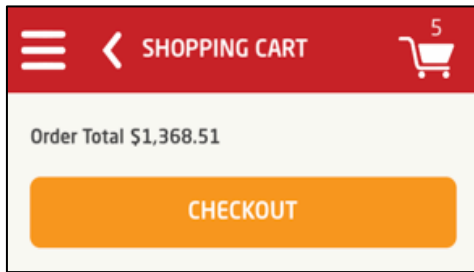
Deleting Product(s)

To remove a product, tap **Delete Product**.

To confirm the deletion, tap **Delete Product**.

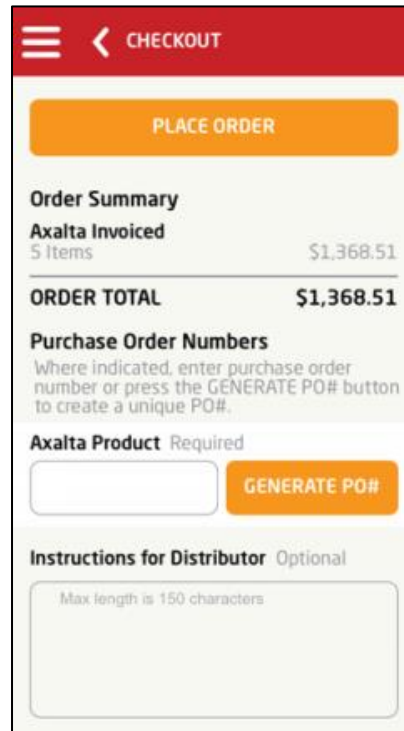


Mobile App – One-Time Order



Checking Out

When satisfied with your shopping cart, tap **Checkout**.



From the **Checkout** screen, type a purchase order number or tap **Generate PO#**.

If you have any additional instructions, type it in the **Instructions for Distributor** field.

When finished, tap **Place Order**.

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

In the United States:
1.855.6.AXALTA
axalta.us

In Canada:
1.800.668.6945
axalta.ca

