

eAccount



We protect and
beautify the world™



eAccount Features

- Real time account balance at your fingertips
- Simple navigation between tabs
- Ability to make payments at the full account level as well as on a single job account
- A visual aging of your account's current status
- Easy invoice retrieval
- Pull historic statements
- Analyze purchases on account

Logging On

- From the link below, you will be able to access your eAccount.
- https://eaccount.ppgnet.com/bd/public/frameset_top_html.jsp



SAP NetWeaver

User ID *

Password *

Logon Problems? [Get Support](#)

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Logging On

- **When accessing the site for the first time, you will be prompted to change your password. The new password must meet the criteria below.**
- 9-14 characters long, contain one lower case letter, one upper case letter, one number, one special character, and contain no repeating characters.



The screenshot shows the SAP NetWeaver user interface. On the left, there is a photograph of a man in a white t-shirt and blue jeans working at a counter in a warehouse. The main content area is titled "SAP NetWeaver" in orange. Below the title, there is a red error icon and the text "Password has expired". Underneath, the section "Change Password" is displayed. It includes a "User ID" field with the value "BDU_Trainer", and three password fields labeled "Old Password *", "New Password *", and "Confirm Password *". At the bottom of the form are "Change" and "Cancel" buttons. The SAP logo is in the bottom right corner, and the copyright notice "© 2008 SAP AG. All rights reserved." is at the bottom center.

Landing Page

- **Once you log in, you will be brought to the landing page. From this screen you may view an aging for the account as a whole, or view the open invoices on a particular job account.**
- To view an illustrative aging of your account as a whole, select the bolded option at top. To view the open invoices on a particular job account, select the job account listed under the top selection.

You have successfully logged on. Select your account.

Your account with us - Click on the first link to go to your aging summary.

[**0008358321/PPG CREDIT/ - 0008358321**](#)

[0005057508/PPG CREDIT/JOB ACCOUNT 1 - 0005057508](#)

[0005667393/TEST Q SYSTEM/JOB ACCOUNT 2 - 0005667393](#)



Aging Screen

- If the top option is selected, it will bring you to the aging screen. This screen will show your account balance by job and past due aging. If you click a hyperlink containing a number, it will bring up the invoices that make up that amount. The top line represents your account as a whole, where any lines below are single job accounts.
- By selecting an amount in the top, it will display all invoices on the account as a whole. Selecting an amount listed under a job will bring up invoices pertaining only to that job. You may make a payment by selecting any hyperlink below.

Aging Summary :

Total Over Due: -393.49
 Total Current: 901.00
 Total Future: 1,700.00
 Total Balance: 2,207.51

| Description | Head Office | Future | Current | Past Due (<31) | Past Due (31-60) | Past Due (>60) | Total Balance | Total Past Due |
|-----------------------------|-------------|--------------------------|------------------------|----------------------|----------------------|-------------------------|--------------------------|-------------------------|
| PPG CREDIT | 0008358321 | 1,700.00 | 901.00 | 0.00 | 0.00 | -393.49 | 2,207.51 | -393.49 |
| Description | Branch | Future | Current | Past Due (<31) | Past Due (31-60) | Past Due (>60) | Total Balance | Total Past Due |
| PPG CREDIT JOB ACCOUNT 1 | 0005057508 | 0.00 | 901.00 | 0.00 | 0.00 | -393.49 | 507.51 | -393.49 |
| TEST Q SYSTEM JOB ACCOUNT 2 | 0005667393 | 1,700.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,700.00 | 0.00 |



Making Payments

- **Selecting an amount will bring up the open bills screen. This page lists all the open invoices and credits.**
- Select an invoice and/or credit to pay that balance. There will be a total displayed at the bottom for all invoices selected. If you want do deselect a line items, click the check box again to deselect the item.

List of Open Bills

1. Select all bills that you would like to pay: Only selected bills are displayed [Change Search](#)

| Bill Description | Store POS Invoice | Branch | Customer PO | Invoice Date | Due | Customer Job Name / Old Invoice I |
|--|-------------------|------------|--------------|--------------|--------------|-----------------------------------|
| <input checked="" type="checkbox"/> 7260705768 | | 0005667393 | INVOICE BILL | Jan 6, 2017 | Mar 15, 2017 | 7260705768 |

| Credit Description | Store POS Invoice | Branch | Customer PO | Invoice Date | Date | Customer Job Name / Old Invoice I |
|---------------------------------------|-------------------|------------|--------------|--------------|--------------|-----------------------------------|
| <input type="checkbox"/> 968003026741 | 968003026741 | 0005057508 | acct# 306183 | Oct 20, 2015 | Oct 20, 2015 | Rebill To 306183530000 |

Select All Deselect All Download Selected Entries Download PDF

Total Net Payment Amount USD 642.25

- Once the payment is confirmed, select continue in the bottom left to pay the selected bills.


3. 3. Choose *Continue* to check and confirm your payment.


[Continue](#)

Pulling Invoice Copies

- This tab also allows you to pull copies of invoices by selecting the PDF icon in the action column.

Only selected bills are displayed Change Search

| Branch | Customer PO | Invoice Date | Due | Customer Job Name / Old Invoice Number | Billed Amount | Open | Payment Amount | Action |
|------------|--------------|--------------|--------------|--|---------------|--------------|----------------|---|
| 0005667393 | INVOICE BILL | Jan 6, 2017 | Mar 15, 2017 | 7260705768 | USD 1,700.00 | USD 1,700.00 | 1,700.00 |  |

| Branch | Customer PO | Invoice Date | Date | Customer Job Name / Old Invoice Number | Credit Amount | Available | Payment Amount | Action |
|------------|--------------|--------------|--------------|--|------------------|------------------|----------------|---|
| 0005057508 | acct# 306183 | Oct 20, 2015 | Oct 20, 2015 | Rebill To 306183530000 | (- USD 1,057.75) | (- USD 1,057.75) | |  |

| | | |
|--------------------------|------------|--------------|
| Total Net Payment Amount | USD 642.25 | USD 1,700.00 |
|--------------------------|------------|--------------|

- You may select multiple invoices by selecting the desired invoices, then selecting Download PDF. Multiple invoices will be downloaded as separate PDF files grouped together.

1. Select all bills that you would like to pay:

| | Bill Description | Store POS Invoice | Branch | Customer PO | Invoice Date |
|-------------------------------------|------------------|-------------------|------------|--------------|--------------|
| <input checked="" type="checkbox"/> | 7260705768 | | 0005667393 | INVOICE BILL | Jan 6, 2017 |

| | Credit Description | Store POS Invoice | Branch | Customer PO | Invoice Date |
|-------------------------------------|--------------------|-------------------|------------|--------------|--------------|
| <input checked="" type="checkbox"/> | 968003026741 | 968003026741 | 0005057508 | acct# 306183 | Oct 20, 2015 |

| | | | | | | |
|-------------------------|---------------------------|--|---------------------------|--------------------------|------------|------------|
| Select All | Deselect All | Download Selected Entries | Download PDF | Total Net Payment Amount | USD 642.25 | USD 642.25 |
|-------------------------|---------------------------|--|---------------------------|--------------------------|------------|------------|

2. 2. Select the payment method you want to use. You are paying with

Payment Method not yet Known



Downloading an Excel Spreadsheet

- The ability to download an Excel spreadsheet is available by selecting the invoices you would like to export, then selecting download selected entries.

| | Credit Description | Store POS Invoice | Branch | Customer PO | Invoice Date | Date |
|-------------------------------------|--------------------|-------------------|------------|--------------|--------------|--------------|
| <input checked="" type="checkbox"/> | 968003026741 | 968003026741 | 0005057508 | acct# 306183 | Oct 20, 2015 | Oct 20, 2015 |

Total Net Payment Amount USD 642.25

2. 2. Select the payment method you want to use. You are paying with

New Bank Details

- Select the Download Excel option, and an excel spreadsheet will be created.

Download of Bills

Choose the Format for Downloading the Bills

To process the bill overview in a spreadsheet program, use the Excel download.

Review Paid Invoices/Credits

- At any point, you may use the top panel to navigate between screens.



Need help? Please contact us at 1-844-746-8615 or accounts@ppg.com



Open Bills **Paid Bills** Payments Aging Summary Historical Statements Account History Dispute Cases Address Data Bank Data Credit Cards Change Password Switch Account FAQ Log Off

List of Bills Paid or Payment Arranged 0008358321 - 0008358321/PPG CREDIT/

- Selecting the paid bills tab will allow you to access invoices that have been paid on the account.
 - To filter your search, use the drop down menu in the top left to view either processed or in process invoices. Processed meaning they have been paid while in process meaning they are set to be paid. You may also pull a copy of the invoice using the same controls from the open bills page.

List of Bills Paid or Payment Arranged 0008358321 - 0008358321/PPG CRI

To display paid bills, select the appropriate search criteria:

Status: Period:

| | Bill Description | Branch | Document Date | Due | Billed Amount | Already Paid | Status | Action |
|--------------------------|------------------------------|------------|---------------|--------------|---------------|--------------|-----------|--------|
| <input type="checkbox"/> | 976502015983 | 0005057508 | May 14, 2016 | May 14, 2016 | - USD 288.87 | - USD 288.87 | Processed | |



Review Previous Payments

- **Selecting the payments screen will allow you to view processed and in process payments. Use the same selection criteria to filter payments.**

List of Payments

To display the list of payments, select the appropriate search criteria:

Status: Period:

| | Payment Description | Used On | Payment Amount | Payment Method |
|--------------------------|----------------------------------|--------------|-----------------------------|----------------------------|
| <input type="checkbox"/> | Payment 1400122142 of 04/08/2016 | Apr 8, 2016 | -USD 290.47 | Other Payments/Settlements |
| <input type="checkbox"/> | Payment 1400119032 of 04/05/2016 | Apr 5, 2016 | USD 290.47 | Other Payments/Settlements |
| <input type="checkbox"/> | Payment 1600019663 of 04/01/2016 | Apr 1, 2016 | -USD 240.00 | Other Payments/Settlements |
| <input type="checkbox"/> | Payment 1400112337 of 03/28/2016 | Mar 28, 2016 | USD 240.00 | Other Payments/Settlements |

- **Selecting a payment amount will bring up the details regarding that payment.**

Historical Statements

- **Accessing the Historical statement tab will allow you to pull a copy of a your monthly statement. Use the date key to select the statement you would like to pull. Once selected, select the find button which will prompt the copy to be pulled. Once the statement is generated, a pop-up box at bottom will prompt you to pull the statement. Select open to view the statement or save to save a copy.**

Historical Statements Download:

Fiscal Year Month



- **Using this function will show you what open items appeared on that month's statement. If a historic statement is pulled, it may show closed invoices if they have been paid since the date entered.**
- **The historical statement function will be available for all statements dating back to July of 2015.**

Account History

- Selecting the Account History tab will allow you to analyze trends on your current spending. The account history tab breaks out purchases by month, both at a job level as well as the whole account level, depending on your selection. Select a month's hyperlink to begin.

| Open Bills | Paid Bills | Payments | Aging Summary | Historical Statements | Account History | Dispute Cases | Address Data | Bank Data | Credit Cards | Change Passw |
|--|--------------------------------------|------------------------------------|--------------------------------|-----------------------|-----------------|---------------|--------------|-----------|--------------|--------------|
| Balances and Line Items | | | | | | | | | | |
| To see the items for a particular period, click on the corresponding amount. | | | | | | | | | | |
| Fiscal Year : <input type="text" value="2016"/> | | | | | Currency: USD | | | | | |
| Balances | | | | | | | | | | |
| Month | Debit | Credit | Balance | Accumulated Balance | | | | | | |
| 2016 | | | | USD 5,430.98 | | | | | | |
| 01/2016 | USD 15,807.35 | USD 19,174.60 | - USD 3,367.25 | USD 2,063.73 | | | | | | |
| 02/2016 | USD 42,905.25 | USD 42,117.30 | USD 787.95 | USD 2,851.68 | | | | | | |
| 03/2016 | USD 77,807.26 | USD 79,477.82 | - USD 1,670.56 | USD 1,181.12 | | | | | | |
| 04/2016 | USD 19,744.90 | USD 19,611.95 | USD 132.95 | USD 1,314.07 | | | | | | |
| 05/2016 | USD 10,599.41 | USD 12,306.97 | - USD 1,707.56 | - USD 393.49 | | | | | | |
| 06/2016 | USD 0.00 | USD 0.00 | USD 0.00 | - USD 393.49 | | | | | | |
| 07/2016 | USD 0.00 | USD 0.00 | USD 0.00 | - USD 393.49 | | | | | | |
| 08/2016 | USD 0.00 | USD 0.00 | USD 0.00 | - USD 393.49 | | | | | | |
| 09/2016 | USD 0.00 | USD 0.00 | USD 0.00 | - USD 393.49 | | | | | | |
| 10/2016 | USD 0.00 | USD 0.00 | USD 0.00 | - USD 393.49 | | | | | | |
| 11/2016 | USD 0.00 | USD 0.00 | USD 0.00 | - USD 393.49 | | | | | | |
| 12/2016 | USD 0.00 | USD 0.00 | USD 0.00 | - USD 393.49 | | | | | | |
| Total | USD 166,864.17 | USD 172,688.64 | - USD 5,824.47 | - USD 393.49 | | | | | | |
| <input type="button" value="Print"/> | <input type="button" value="Excel"/> | <input type="button" value="CSV"/> | | | | | | | | |







Account History

- **Use the Fiscal year to filter by year. Select a month's amount to view the invoices that make up that total.**

Display All Bills
 Branch
 Business Transaction

Line Items 2016: Month 1 - Debit

| Business Transaction | Branch | MDS Account # | Due | Clearing Date | Reference | Reference Date | Amount | Action |
|---|------------|------------------|--------------|---------------|------------------------------|----------------|--------------|---|
| 7280976904 - Invoice - Jan 13, 2016 | 0005057508 | 3039043100000000 | Jan 13, 2016 | Jan 18, 2016 | 967704083772 | Jan 13, 2016 | USD 2,988.57 |   |
| 7280982933 - Invoice - Jan 14, 2016 | 0005057508 | 3039043100000000 | Jan 14, 2016 | Jan 20, 2016 | 924803029401 | Jan 14, 2016 | USD 1,155.60 |   |

- **From this level, you may also use the branch filter to display only one job. Using this filter will show you purchases made on a single job over a course of the selected month.**
 - The branch number for a project can be found on the landing page/Aging Summary or listed on your statement, these numbers will begin with a 5.

Address Data, Bank Data and Credit Card Data

- The address tab will display the physical address we have listed on your account.
- The Bank data tab will allow you to save your banking information in our system. Once saved, you will have the option to select that bank information when making a payment.
- The Credit Card data tab works similar to the bank data tab, this tab will allow you to save your credit card information to be stored to your secure account.

| Open Bills | Paid Bills | Payments | Aging Summary | Historical Statements | Account History | Dispute Cases | Address Data | Bank Data | Credit Cards | Change Password |
|-------------------------------------|-------------------------------------|----------------------|----------------------|-----------------------|-----------------|---------------|--------------|-----------|--------------|-----------------|
| Bank Details | | | | | | | | | | |
| Country | Bank Number | Account Number | Account Holder | Account Description | | | | | | |
| New entry <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | |
| <input type="button" value="Save"/> | <input type="button" value="Back"/> | | | | | | | | | |

| Open Bills | Paid Bills | Payments | Aging Summary | Historical Statements | Account History | Dispute Cases | Address Data | Bank Data | Credit Cards | Change Password |
|--|-------------------------------------|----------------------|----------------------|-------------------------|-----------------|---------------|--------------|-----------|--------------|-----------------|
| Credit Cards | | | | | | | | | | |
| Card Type | Card Number | Expires (MM/YYYY) | Cardholder | Credit Card Description | | | | | | |
| New entry American Express <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | |
| <input type="button" value="Save"/> | <input type="button" value="Back"/> | | | | | | | | | |

Change Password, Switch Account, and FAQ

- Access the change password tab to change your password.

Change Password

Old Password

New Password

Repeat Password

- The switch account screen will bring you to the landing page which is detailed on page 4.

Select your account.

Your account with us - Click on the first link to go to your aging summary.

[0008358321/PPG CREDIT/ - 0008358321](#)

[0005057508/PPG CREDIT/JOB ACCOUNT 1 - 0005057508](#)

[0005667393/TEST Q SYSTEM/JOB ACCOUNT 2 - 0005667393](#)

- At any point, you may access the FAQ tab which will house answers to frequently asked questions about eAccount.

Need Further Assistance?

- **If you need further assistance with eAccount, please contact our eAccount helpdesk via phone or email at the contact information below. They will be able to help with any additional questions regarding our new online tool. The helpdesk's hours are 8:00 am – 5:00 pm EST.**
 - 1-844-746-8615
 - eaccountservice@ppg.com
- **Thank you for being a loyal customer of PPG!**



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