

WebEDI

User Guideline for the suppliers of Škoda Auto

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0. Change log

Date	Version	Page	Description
03/07/2018	4.0.1		New User Guideline – Upgrade WebEDI 3.0.3 to WebEDI 4.0.1
24/09/2019	4.0.2	19-20	Examples of an operation with lids updated Deliveries #1 and #2 updated, deliveries #3 and #4 added

1. Application description

The webEDI application is intended generally for support of those suppliers of Škoda Auto (ŠA), who for any reason cannot use standard EDI communication for exchanging data regarding call-offs and delivery notes. The application is primarily intended for small and medium-sized suppliers, who supply to ŠA a limited range of parts with low frequency of deliveries and for whom building of a robust system for EDI communication would be unnecessarily expensive.

The aim of the application is to enable registered suppliers:

1. To receive long-term call-offs from ŠA in a secure way (LAB).
2. To create and electronically send delivery notes (ASN) to ŠA in a secure way.
3. Printing of the call-offs and transport labels based on the standards of VW Group / Škoda Auto.

The basis of the application is in the direction of ŠA □ supplier the function of storing call-offs sent from ŠA to the website of the registered supplier and the option of their downloading or browsing, in the direction of supplier □ ŠA creation of a delivery notes based on the particular call-off, its sending from ŠA in the EDI message format required by ŠA, printing of paper documents in accordance with VDA4939 and printing of the GTL transport label.

Access to the application

A user works with the WebEDI application using the MS IE or Firefox web browser. Only authorised registered users have access to the application functions.

2. Registration of external partners

The supplier carries out registration of the WebEDI user alone. Registration is carried out in two steps:

1. An applicant completes the registration form on the web.
2. Škoda Auto approves the registration and activates access to the application.

Completion of the registration form

1. Enter the address <https://web.teledin.cz> □ the browser will display the web application home page.
2. Select the application language – CZ, EN, DE, RU.
3. Select **WebEDI** → the application home page will display.
4. Select the bookmark **Registration** → the registration form will display.
5. Enter the basic **identification details** of the supplier:
 - supplier 5-digit code assigned by Škoda Auto
 - index of the supplier's plant (usually "0" unless otherwise agreed with ŠA logistics)
 - DUNS number
 - All items with * are mandatory

New supplier	
Supplier No.: *	<input type="text"/>
Index: *	<input type="text"/>
Group:	<input type="text"/>
DUNS Number: *	<input type="text"/>
Groupname: *	<input type="text"/>
E-mail: *	<input type="text"/>
Contact person: *	<input type="text"/>
Street: *	<input type="text"/>
City: *	<input type="text"/>
ZIP Code: *	<input type="text"/>
Country: *	<input type="text"/>
Phone: *	<input type="text"/>
Mobile Phone:	<input type="text"/>
Fax:	<input type="text"/>
Remark:	<input type="text"/>

The basic identification data serves for creating links between the WebEDI application and ŠA systems for creating call-offs and processing delivery notes. The supplier can no longer change entered identification data. Erroneously entered identification data can be changed only by the application administrator, who can cancel the registration, after which the supplier must re-register with the correct details.

If the supplier number changes, new registration must always be carried out.

6. Press the button **Save**.
7. Enter the company's contact details and the information for the supplier administrator access.

New supplier		Contact user	
Supplier No.: *	<input type="text" value="00001"/>	User: *	<input type="text"/>
Index: *	<input type="text" value="0"/>	Name: *	<input type="text"/>
Group:	<input type="text" value="00001"/>	Password: *	<input type="text"/>
DUNS Number: *	<input type="text" value="000000000"/>	Password - Verification *	<input type="text"/>
Groupname: *	<input type="text" value="Testco"/>	Language: *	<input type="text" value="English"/>
E-mail: *	<input type="text" value="testco@testco.com"/>	E-mail: *	<input type="text"/>
Contact person: *	<input type="text" value="Jan Tester"/>	Remark:	<input type="text"/>
Street: *	<input type="text" value="U testu 15"/>		
City: *	<input type="text" value="New Test"/>		
ZIP Code: *	<input type="text" value="00001"/>		
Country: *	<input type="text" value="CZ"/>		
Phone: *	<input type="text" value="+420"/>		
Mobile Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
Remark:	<input type="text"/>		

- User – User ID of the user/administrator for access to the WebEDI application
- Name – User's first name and surname

8. Press the button **Finish** → the registration is sent to ŠA for approval.

Activation of access to the application

The ŠA administrator carries out activation. Successfully carried out and approved registration is confirmed for the user by e-mail. Upon confirmation of the registration, access is also granted to all WebEDI services. The user will be informed by e-mail about potential non-approval of registration.

The supplier is registered under the supplier number as a "group of users" including one user with access to the WebEDI service with authorisation of the group administrator. The administrator may himself register within the group a specific number of users, who will be able to log in the application directly. When assigning each new user, it is necessary to state the particular user's e-mail address. The message regarding creation of the new user account, including log-in details, will only go to that address. In the interest of the user, the password needs to be changed immediately at the time of the first log in.

The user/administrator is authorised to:

- change data in the highlighted fields
- establish other users at its own company and to authorize their application access
- change data or to cancel users at its company

The registered user/administrator is informed by e-mail about:

- successfully completed registration
- application logon method
- every newly received file

The application is immediately available to the user upon the delivery of these e-mails.

Registration of other users within the supplier

Only the supplier's administrator registers other users. Forward your demand for new user access or forgotten password change to your IT department or another authorized department. The Škoda Auto administrators will not respond to your requests – the IT department or the department that was provided the administrator access for your company is the Supplier's contact partner for Škoda Auto.

A registered user/administrator is informed by e-mail about:

- application logon method
- every newly received file

3. Work with the application

3.1. Application Logon

Registered users communicate with the web application via a secured channel SSL (HTTPS) using the certificate of I.CA certification agency.

1. Enter the address <https://web.teledin.cz> the browser will display the web application home page.
2. Select **WebEDI** → the application home page will display.
3. Select the bookmark **Login** → the application log-in page will appear.
4. Enter all of your **login details**:

Group	supplier number
User name	Your <i>user name</i> , under which you are registered as an application user
Password	Your user password At first login, this is the password that you received by e-mail or which was assigned to you by your company's IT department. Change your password immediately.

When entering login information, always differentiate lower case and upper case letters.

Successful login is confirmed by a screen with your login information and a time of your last login.

The screenshot shows the WebEDI application interface. At the top left is the ŠKODA logo. The page title is "WebEDI" and the user ID is "22222 / nettlcz". A navigation bar contains links for "Domů", "Soubor", "Protokoly", "Správa", "Nápověda", and "Odhlásit". Below this is a table titled "Přehled přihlášení" (Login Summary).

Přehled přihlášení	
Skupina	22222
Uživatel	nettlcz
Poslední přihlášení	2018.06.18 14:16
Poslední neúspěšné přihlášení	2018.06.13 11:34

When login is unsuccessful the message "Invalid Login" will display on the login screen. Access is blocked after three unsuccessful attempts, and you will have to contact your company's IT department that provided you with the WebEDI login information. (In the case of administrator, you have to contact the ŠA administrator.)

3.2. General principles

A work with the application is intuitive.

After placing a mouse on the selected menu item it is automatically expanded if there is a list of sub items. Click on the selected item, the corresponding screen will be displayed.

- Page size – in table heading select a maximum number of displayed lines per page .
- Movement among pages – either click on a page number or on back / forward or beginning / end arrows.

It is possible to sort and filter records within each table:

- Sort – The up / down arrows placed behind a column name enable to sort records by selected item; just click on the column name.

- Filter – After ticking the "Filter" check-box the box for typing a filter chain appears in every column. Enter a filter chain or select an item from pull-down menu, records containing values beginning with this filter chain in the selected column will be displayed. A filtering cross more columns is possible. Filters are cancelled by unchecking the "Filter" check-box.
- Filling out the forms –
 - > items with * are mandatory
 - > grey background boxes – values can be edited
 - > boxes with an icon of pull-down menu – values are selected from a list

There are **functional buttons** at the bottom of each table. The buttons are activated or deactivated depending on the level of the logged on user's permission or on the selected line attributes. Buttons with a clear black text represents available functions, grey ones are unavailable.

You can return to the previous screen by pressing **Return** button or through a selection from the Main menu, the back function on the web browser is not recommended at all.

By **Reset** button you can cancel all search filters – the page is reset into an initial position.

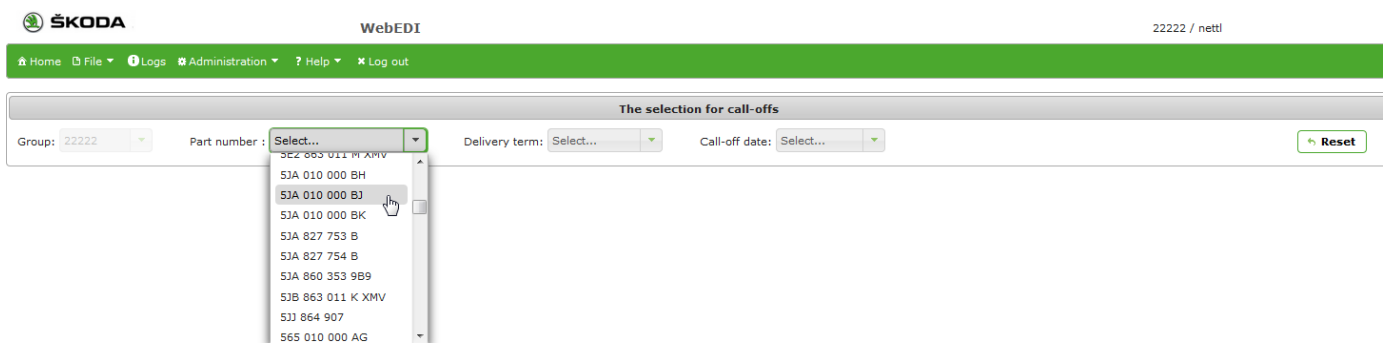
4. File

This function serves to:

- **Display all incoming call-offs**, which are generally stored in the application for a period of 90 days. Call-offs can be displayed by the date of issue, the date of delivery or the part number. Call-offs can be printed or downloaded into the internal system in xml format anytime.
- **Create a new delivery note (ASN)**. A delivery note is always created based on the selected call-off.
- **Display a list of saved delivery notes**. Any delivery note of the list is possible to be displayed and printed anytime, including GTL printing.

4.1. Call-offs

1. Select **File ▶ Call-Offs list**.
2. Select required **call-offs list by the date of issue, the date of delivery or the part number**.



A list of all call-offs fitting the selected criteria is displayed.

3. Select a required call-of → click on the proper line.

The selection for call-offs

Group: 22222 Part number: SJA 010 000 BJ Delivery term: Select... Call-off date: Select... [Reset](#)

Filter:

Call-offs

Date of Issue	Call-off number	Part number	Usage Key	Plant	Dock/Gate code	Order number
2018.06.05	190	SJA 010 000 BJ	11	3T	103Z5	000055
2018.06.04	189	SJA 010 000 BJ	11	3T	103Z5	000055

[Detail](#)

4. Click on the **Detail** button

Call-Off - detail

Call-off number	189	From	2018.06.04
Replaces	188	From	2018.05.29
Order number	000055		

Supplier 22222/0 - 22222, Nejaké mesto, Nejaká ulice, 11111111, Česko

Customer 3T - CKD Mladá Boleslav

Plant	3T	Dock/Gate address	V. Klementa 869;;;29360;Mlada Boleslav;CZ	Dock/Gate code	103Z5	Delivery location	BZ5
Part number	SJA 010 000 BJ	Part name	REIFENFUELLDRUCK	Unit	PCE		

Recent deliveries		
Delivery note No.	Date	Quantity
2458	2018.04.20	1000
2809	2018.05.10	1000
2972	2018.05.18	1000

Dates			
Date	Week	Quantity	Totally to be delivered
2018.06.11	24	1000	11000
2018.07.30	31	1000	12000
2018.08.20	34	1000	13000
2018.09.03	36	1000	14000
2018.09.24	39	1000	15000
42 2018-43 2018		1000	16000
44 2018-45 2018		1000	17000
47 2018-48 2018		1000	18000
50 2018-51 2018		1000	19000

Cumulation	
Quantity	From
10000	2017.10.27

Issued by Zahumenska Zita Contact 420326817548

Notes
Neue EFZ im LAB ab 02.11.17/ Abgrenzung
zum Inventur-Stichtag 27.10.17

[Return](#) [Call-off printing](#) [Call-off export](#) [Last sent delivery notes](#)

The complete call-off is displayed.

5. A displayed call-off can be:

- printed → click on **Call-off printing**
- downloaded as xml file on your local PC → click on **Call-off export**
- available to display a list of delivery notes created for this call-off → click on **Last sent delivery notes**

A print and download are realized by standard tools of your browser.

4.2. **Delivery notes**

4.2.1 **List of delivery notes**

A list of delivery notes is intended for a display and print of saved or already sent delivery notes and GTLs not for new delivery note creation. Changes are possible to be made only in delivery notes with the status "Created" – that means they have not been passed on to sending yet or already sent.

1. Select **File** ▶ **Deliveries** ▶ **Deliveries – list.**

The selection for delivery notes

Group: 22222

Filter:

Deliveries

Delivery note number	Order number	Dock/Gate code	Plant	Creation date	Send to day	Forwarded for processing	Processed	Status
20185267	000055	103P4	3P	2018.06.07 11:17	2018.06.07	2018.06.07 11:22	2018.06.07 11:30	Ready to send
20185266	0017005800	15501	K3	2018.06.06 11:17	2018.06.06	2018.06.06 11:18	2018.06.06 11:20	Ready to send
20185265	000055	103P4	3P	2018.04.27 09:05	2018.04.27		2018.04.27 09:06	Ready to send
20183331	000055	103Z5	3T	2018.03.27 16:32	2018.03.28		2018.03.29 10:27	Ready to send
20183216	000055	103Z5	3T	2018.03.27 16:18	2018.03.25		2018.03.27 16:21	Ready to send
20180424	000055	103P4	3P	2018.04.24 10:49	2018.04.24		2018.04.24 10:49	Ready to send
23608	000055	103Z5	3T	2018.04.18 16:18	2018.04.18			Created
2319	000055	103Z5	3T	2018.02.21 14:29	2018.02.21			Created
123	000055	103P4	3P	2018.04.26 10:17	2018.04.26			Created

Detail

A complete list of delivery notes is displayed.

Each date stated in the table represents a date of finishing of a relevant stage of processing:

Column name	Status	Activation	Action	Other permitted actions with ASN
Creation date	Created	"Save" button	ASN was firstly saved without sending	change save send delete print print GTL
Send to day		a value of the entry "Despatch date" in ASN	ASN will be sent on the stated day	
Forwarded to processing	Forwarded	"Send" button	ASN was passed on to a processing	delete print print GTL
Processed	Ready to send	automatically on the day of "Despatch date" as staed in ASN	ASN converted to a standard EDI message according to despatch date (todays and older immediatly). Standard EDI message will be sent to Škoda	print print GTL
Processed	Error	automatically on the day of "Despatch date" as staed in ASN	an error within a conversion to a standard EDI message Standard EDI message will not be sent to Škoda	print print GTL

2. Select a required ASN → click on the proper line.
3. Click on the **Detail** button.

address	Boleslav;CZ	location	БЗБ	Dock/Gate code	10325	Plant	31
Order number	000055	Delivery note No. *	20185287	Delivery date requested	2018.09.10	Despatch date *	2018.07.16
Carrier *	DHL	Dispatch type *	05 Supplier's own truck	Registration number *	ABC 1234	Trailer registration number	
Gross	285	Name *	Nettl	Supplier's purchase order		Shipping department	XYZ-1
Net	250	E-mail *	nettl@testovaci.eu	Phone *	123456789	Fax	

Manual editing of labels

Part number	Part name	Required	Within delivery	Unit	Call-off number	Date of Issue
1Z0 010 748 P	HINWEISSCHILD	1000.0	1000.0	ST	47	2018.06.04
SE0 010 000 ED	REIFENFUELLDRUCK	1000.0	0.0	ST	42	2018.06.04
SE0 010 000 EG	REIFENFUELLDRUCK	1000.0	0.0	ST	43	2018.06.04
SE0 010 000 EH	REIFENFUELLDRUCK	1000.0	0.0	ST	31	2018.06.04
SJA 010 000 BH	REIFENFUELLDRUCK	0.0	0.0	ST	171	2018.06.05
SJA 010 000 BJ	REIFENFUELLDRUCK	1000.0	0.0	ST	190	2018.06.05
6V0 010 008	KLIMAAANLAGE	3000.0	0.0	ST	70	2018.06.05

Number *	1	Type *	0000PAL	Returnability	No	Label	11230871	11230871	Small	Gross	285	Net	250	Weight/packaging	20
Number *	5	Type *	0001SCH	Returnability	No	Label	11230872	11230876	Small	Weight/packaging	3				
Part number *	1Z0 010 748 P	Quantity *	200.000	In sum	1000.000	Weight/commodity	0.250								

Return Add O Add I Weight Expand the pallets Delete Save Send Print VDA4939 Label GTL

The complete ASN is displayed.

Delivery notes deletion → click on **Delete** button

After confirmation of the query, the delivery notes will be permanently deleted from the list of delivery notes.

Warning! A permission to delete ASN has only an administrator of the Group.

It is possible to delete ASN with status "Created" only.

4.2.2 Creating a delivery note

Creation of the delivery notes includes several functions:

- The creation of the delivery notes itself and its storage in the database for further processing or overviews.
- Creation of an EDI message in the standard required by Škoda and its sending to ŠA. Sending is managed by the despatch date stated in the heading of the delivery notes.
- Printing of the delivery notes based on the standard VDA 4939.
- Printing of GTL labels based on the Odette GTL standard.

The delivery notes is always created based on one of delivery terms of a selected call-off, from which all important customer's (Škoda) and delivery data (part number, packaging, etc.) is taken over into the delivery notes. The details which the supplier can enter are related to identification of the supplier, the delivered quantity and packaging.

1. Select **File** ▶ **Deliveries** ▶ **New delivery**.
2. Select required **part number** or **delivery term**.

Select a reference for the new delivery

Group: 22222 Part number: **Select...** Delivery term: Select... Reset

Select...

N 910 177 01

1Z0 010 748 J

1Z0 010 748 P

3V0 010 000 AT

3V0 860 353 B XTB

3V0 860 353 B 9B9

3V1 863 011 HQR

3V1 863 011 JHS

3. Select the call-off to which the ASN will be created → click on the proper line.

Select a reference for the new delivery

Group: 22222 Part number: 1Z0 010 748 P Delivery term: Select... Reset

Filter: **Call-offs**

Date of Issue	Call-off number	Part number	Usage Key	Plant	Dock/Gate code	Order number
2018.06.04	47	1Z0 010 748 P	11	3T	103Z5	000055

New delivery

4. Click on **New delivery** button.

5. Select the delivery date to which the ASN will be created → click on the proper line with required date.

Create a delivery note from a call-off

Call-off number	47	From	2018.06.04
Replaces	46	From	2018.05.30
Order number	000055		

Supplier: 22222/0 - 22222, Nejake mesto, Nejaka ulice, 11111111, Česko

Customer	3T - CKD Mladá Boleslav		
Plant	3T	Dock/Gate address	V. Klementa 869;;;29360;Mlada Boleslav;CZ
		Dock/Gate code	103Z5
		Delivery location	BZ5
Part number	1Z0 010 748 P	Part name	HINWEISSCHILD
		Unit	PCE

Recent deliveries		
Delivery note No.	Date	Quantity
737	2017.02.02	1000
6545	2017.11.02	1000
1230	2018.02.26	1000

Dates			
Date	Week	Quantity	Totally to be delivered
2018.08.06	32	1000	3000
2018.09.10	37	1000	4000
2018.10.08	41	1000	5000
46 2018-47 2018		1000	6000
50 2018-51 2018		1000	7000
03 2019-04 2019		1000	8000
08 2019-09 2019		1000	9000

Cumulation	
Quantity	From
2000	2017.10.27

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Notes: Neue EFZ im LAB ab 02.11.17/ Abgrenzung zum Inventur-Stichtag 27.10.17

Return + Create

6. Click on **Create** button.

New delivery

Status	Created						
Supplier	22222/0 - 22222, Nejake mesto, Nejaka ulice, 11111111, Česko						
Customer	3T - CKD Mladá Boleslav						
Dock/Gate address	V. Klementa 869;;;29360;Mlada Boleslav;CZ	Delivery location	BZ5	Dock/Gate code	103Z5	Plant	3T
Order number	000055	Delivery note No. *	20185290	Delivery date requested	2018.10.08	Despatch date *	2018.07.19
Carrier *		Dispatch type *	05 Supplier's own truck	Registration number *		Trailer registration number	
Gross	0	Name *		Supplier's purchase order		Shipping department	
Net	0	E-mail *		Phone *		Fax	

New Add

Manual editing of labels

Part number	Part name	Required	Within delivery	Unit	Call-off number	Date of Issue
1Z0 010 748 P	HINWEISSCHILD	1000.0	0,0	ST	47	2018.06.04
SE0 010 000 ED	REIFENFUELLDRUCK	1000.0	0,0	ST	42	2018.06.04
SE0 010 000 EH	REIFENFUELLDRUCK	1000.0	0,0	ST	31	2018.06.04
SJA 010 000 BH	REIFENFUELLDRUCK	0.0	0.0	ST	171	2018.06.05

Delivery is empty

Return Add O Add I Weight Expand the pallets Delete Save Send Print VDA4939 Label GTL

A template of ASN containing all part numbers matching the required delivery date is displayed.
 Note: ASN is possible to create only for a fixed date not for a period.

7. Mark a type of ASN as **New** and enter values into grey highlighted fields.

- Despatch date change the offered date so that it corresponds to the actual date of shipping the delivery to ŠA (if necessary)
- Name the supplier's contact person's name
- Shipping department internal identification of supplier's department
- Dispatch type select from the pull-down list

Dispatch type *	05 Supplier's own truck
Name *	Select...
E-mail *	01 Sub supplier's truck
	02 Customer's truck
	03 Freight forwarder's truck
	04 Railway company's truck
Part name	05 Supplier's own truck
	06 Bahn Fracht
	07 BahnExpress
	08 Rail car
	09 Mail delivery
	10 Air freight
	11 Sea freight
	20 Private parcel service

If a value for any of the required fields (transporter, licence plate number, etc.) is not known at the time of ASN creation you can enter any substitute character (preferably the hyphen "-") which you can later replace with the correct value.

A delivery note number and a Despatch date must always be completed with the correct value. A duplicate number in the delivery notes is reported with a warning → click on OK and the application will return to the completed form.

Details in the non-highlighted fields cannot be changed, they are automatically taken from the selected call-off.

8. Click on **Add O** or **Add I**.

- Button functions: Add O = to load a pallet
- Add I = to load directly into KLT which is not loaded on a pallet

If any of the required fields was not filled in the delivery note will not be created, and an error message will be displayed.

Delivery note - detail

Status	Created						
Supplier	22222/0 - 22222, Nejake mesto, Nejaka ulice, 11111111, Česko						
Customer	3T - CKD Mladá Boleslav						
Dock/Gate address	V. Klementa 869;;;29360;Mlada Boleslav;CZ	Delivery location	BZ5	Dock/Gate code	10325	Plant	3T
Order number	000055	Delivery note No. *	20185290	Delivery date requested	2018.10.08	Despatch date *	2018.07.19
Carrier *	DHL	Dispatch type *	05 Supplier's own truck	Registration number *	ABC 1234	Trailer registration number	
Gross	0	Name *	Nettl	Supplier's purchase order		Shipping department	XYZ-1
Net	0	E-mail *	nettl@testovaci.eu	Phone *		Fax	

New Add
 Manual editing of labels

Part number	Part name	Required	Within delivery	Unit	Call-off number	Date of Issue
1Z0 010 748 P	HINWEISSCHILD	1000.0	0.0	ST	47	2018.06.04
5E0 010 000 ED	REIFENFUELLDRUCK	1000.0	0.0	ST	42	2018.06.04
5E0 010 000 EH	REIFENFUELLDRUCK	1000.0	0.0	ST	31	2018.06.04
5JA 010 000 BH	REIFENFUELLDRUCK	0.0	0.0	ST	171	2018.06.05

Delivery is empty

The empty or wrongly completed fields will be highlighted in pink.

9. Complete or correct the appropriate details → click on **Add O** or **Add I** button again

Delivery note - detail

Status	Created						
Supplier	22222/0 - 22222, Nejake mesto, Nejaka ulice, 11111111, Česko						
Customer	3T - CKD Mladá Boleslav						
Dock/Gate address	V. Klementa 869;;;29360;Mlada Boleslav;CZ	Delivery location	BZ5	Dock/Gate code	10325	Plant	3T
Order number	000055	Delivery note No. *	20185290	Delivery date requested	2018.10.08	Despatch date *	2018.07.19
Carrier *	DHL	Dispatch type *	05 Supplier's own truck	Registration number *	ABC 1234	Trailer registration number	
Gross	0	Name *	Nettl	Supplier's purchase order		Shipping department	XYZ-1
Net	0	E-mail *	nettl@testovaci.eu	Phone *	123456789	Fax	

New Add
 Manual editing of labels


Part number	Part name	Required	Within delivery	Unit	Call-off number	Date of Issue
1Z0 010 748 P	HINWEISSCHILD	1000.0	0.0	ST	47	2018.06.04
5E0 010 000 ED	REIFENFUELLDRUCK	1000.0	0.0	ST	42	2018.06.04
5E0 010 000 EH	REIFENFUELLDRUCK	1000.0	0.0	ST	31	2018.06.04
5JA 010 000 BH	REIFENFUELLDRUCK	0.0	0.0	ST	171	2018.06.05






Number *	1	Type *		Returnability	No	Label	11230883	11230883	Small	Gross	Net	Weight/packaging
----------	---	--------	--	---------------	----	-------	----------	----------	-------	-------	-----	------------------

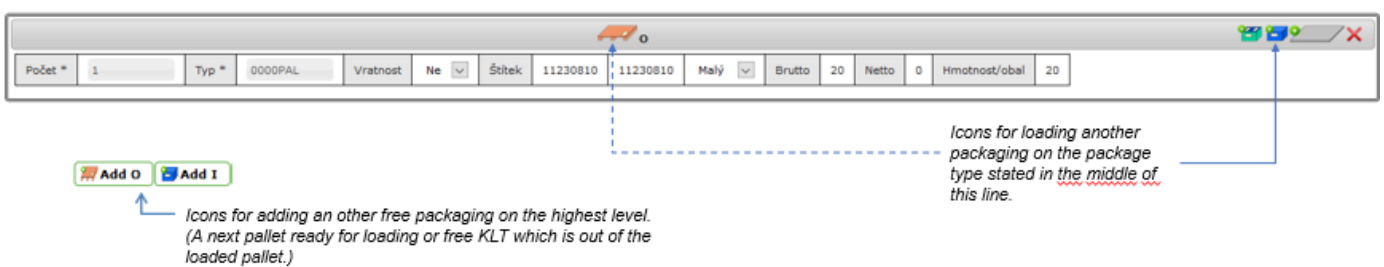
A delivery note with all part numbers matching the selected delivery term and call-off master data will be displayed. If a packaging is not displayed it was in the call-off neither and therefore it needs to be filled in.

10. Fill in the packaging (if necessary) → click on the particular icon representing the selected type of packaging. The packaging will be completed based on the specified packaging guideline.

Legend:

Icon	Description	Abbrev.	VDA4913
	Packaging at highest level - outer packaging (pallet, ...)	O	M

	Packaging at the lowest level - inner packaging (packaging, which is in direct contact with parts - KLT, boxes, ...)	I	S
	Packaging at an intermediate level / copack / Beipack (packaging resting on the pallet and containing other packaging, which contain parts)	T	G
	Auxiliary packaging (lid, leads, empty KLT for settlement)	A	
	Packaging removal		
	entered weight		



Icons for loading another packaging on the package type stated in the middle of this line.

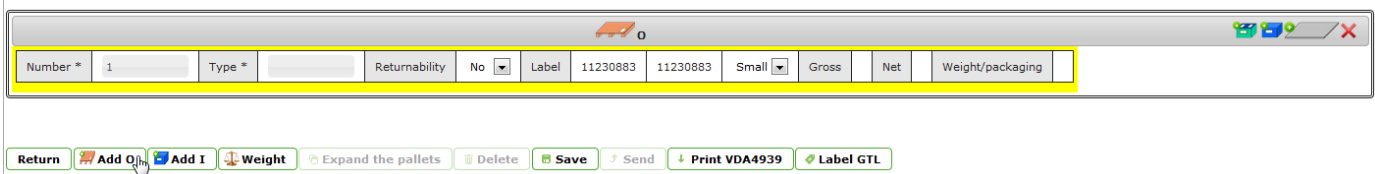
Icons for adding an other free packaging on the highest level.
(A next pallet ready for loading or free KLT which is out of the loaded pallet.)

Follow the steps as in the example: a freight is in 5 KLTs placed on 1 pallet

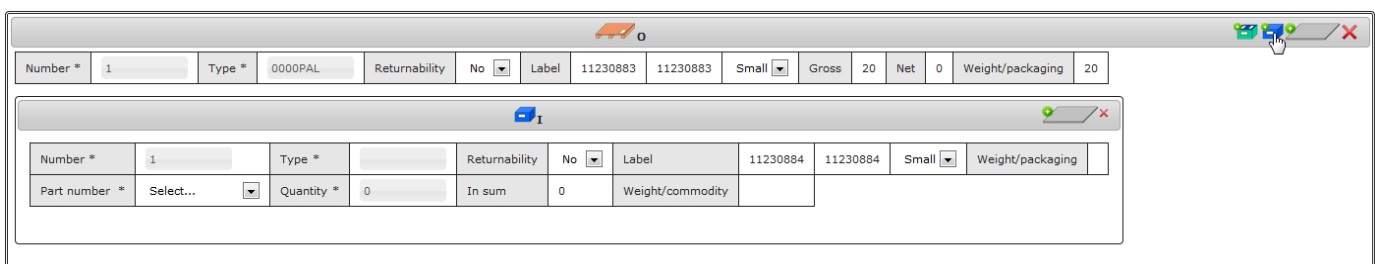
10a. Enter a number and type of packaging.

Note: If a packaging is not displayed add the packaging you need → click on **Add O** or **Add I** button, then enter a number and type of packaging.

Part number	Part name	Required	Within delivery	Unit	Call-off number	Date of Issue
1Z0 010 748 P	HINWEISSCHILD	1000.0	0.0	ST	47	2018.06.04
5E0 010 000 ED	REIFENFUELLDRUCK	1000.0	0.0	ST	42	2018.06.04
5E0 010 000 EH	REIFENFUELLDRUCK	1000.0	0.0	ST	31	2018.06.04
5JA 010 000 BH	REIFENFUELLDRUCK	0.0	0.0	ST	171	2018.06.05



10b. Put KLT on the pallet → click on the blue icon on the line of the pallet.



Number *	Type *	Returnability	Label	Gross	Net	Weight/packaging
1		No	11230883	20	0	20

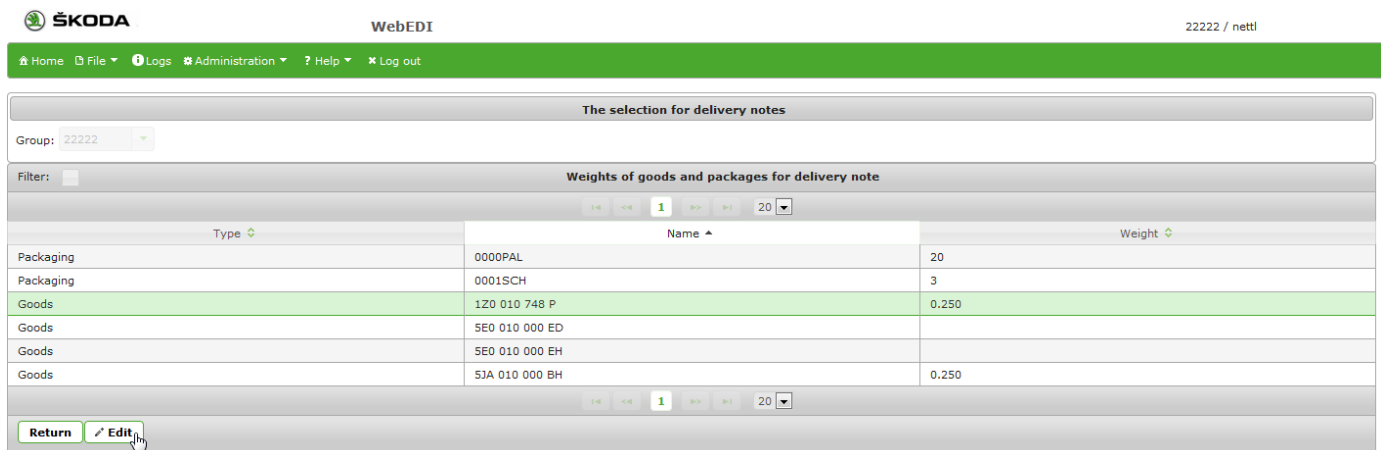
Part number *	Quantity *	In sum	Weight/commodity
Select...	0	0	

10c. Select a part number from the list

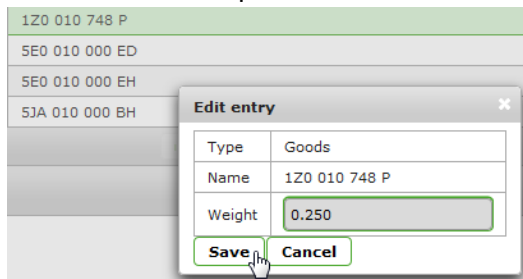
10d. Enter the mandatory items → there are 5 KLTs of 200 pieces on the pallet

- Within delivery
 - Quantity
 - Type
 - Returnability
 - Label
 - Weight/packaging
 - Weight/commodity
- If highlighted in **yellow**, then the sent quantity does not match the quantity required in the call-off.
- Number of packages
- Code or name of packaging based on the packaging guideline (or based on an agreement).
- Specification of returnable/non-returnable packaging.
- The application offers label numbers and ensures that the numbers are unique. However, if you need a separate numbering series, you can overwrite the numbers, but in such situation you must check duplicity on your own, because the electronic delivery notes (standard EDI message) will not be accepted for processing on the side of ŠA.
- You can set up your own numbering after ticking the "Manual editing of labels" check-box.
- You can also change the size of the label based on the type of packaging.
- Weight of **one** packaging unit.
- Weight of **one** delivered part.

10e. When entering the part number for the first time, set the weight (if not displayed yet) → klikněte na **Weight** button



- Select the line of a required item → click on **Edit** button.

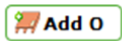


- Enter the right weight → click on **Save** button – the weight is stored into the weight table. The value "0" may be entered, however in such case the field will be highlighted in yellow. Spaces are not allowed. A current weight can be changed, and the change is valid for the created delivery notes and all subsequent records. The original value will remain in the previous delivery notes.
- Click on **Return** button – the weight is entered to ASN.

Number *	Type *	Returnability	No	Label	Weight/commodity		
1	0000PAL	No	11230883	11230883	20		
5	0001SCH	No	11230884	11230888	3		
Part number *	1Z0 010 748 P	Quantity *	200.000	In sum	1000.000	Weight/commodity	0.250

WARNING!

When loading KLTs on a pallet be careful not to separate them as free single packages.



A new pallet is set up.

Number *	5	Type *	0000PAL	Returnability	No	Label	11230883	11230887	Small	Gross	596	Net	567	Weight/packaging	20
----------	---	--------	---------	---------------	----	-------	----------	----------	-------	-------	-----	-----	-----	------------------	----

A follow up



sets up a new KLT as single free loaded out of the pallet.

Number *	5	Type *	0000PAL	Returnability	No	Label	11230883	11230887	Small	Gross	596	Net	567	Weight/packaging	20																												
<table border="1"> <tr> <td>Number *</td> <td>3</td> <td>Type *</td> <td>0001SCH</td> <td>Returnability</td> <td>No</td> <td>Label</td> <td>11230888</td> <td>11230902</td> <td>Small</td> <td>Weight/packaging</td> <td>3</td> </tr> <tr> <td>Part number *</td> <td>3V0 860 353 B XTB</td> <td>Quantity *</td> <td>9</td> <td>In sum</td> <td>27</td> <td>Weight/commodity</td> <td>4.2</td> <td colspan="8"></td> </tr> </table>																Number *	3	Type *	0001SCH	Returnability	No	Label	11230888	11230902	Small	Weight/packaging	3	Part number *	3V0 860 353 B XTB	Quantity *	9	In sum	27	Weight/commodity	4.2								
Number *	3	Type *	0001SCH	Returnability	No	Label	11230888	11230902	Small	Weight/packaging	3																																
Part number *	3V0 860 353 B XTB	Quantity *	9	In sum	27	Weight/commodity	4.2																																				

This situation is indicated by a yellow background of the pallet. For loading KLT onto the pallet click on the blue icon on the line of the pallet

Number *	1	Type *	0000PAL	Returnability	No	Label	11230883	11230883	Small	Gross	44	Net	21	Weight/packaging	20																												
<table border="1"> <tr> <td>Number *</td> <td>1</td> <td>Type *</td> <td>0001SCH</td> <td>Returnability</td> <td>No</td> <td>Label</td> <td>11230884</td> <td>11230884</td> <td>Small</td> <td>Weight/packaging</td> <td>3</td> </tr> <tr> <td>Part number *</td> <td>3V0 860 353 B XTB</td> <td>Quantity *</td> <td>5</td> <td>In sum</td> <td>5</td> <td>Weight/commodity</td> <td>4.2</td> <td colspan="8"></td> </tr> </table>																Number *	1	Type *	0001SCH	Returnability	No	Label	11230884	11230884	Small	Weight/packaging	3	Part number *	3V0 860 353 B XTB	Quantity *	5	In sum	5	Weight/commodity	4.2								
Number *	1	Type *	0001SCH	Returnability	No	Label	11230884	11230884	Small	Weight/packaging	3																																
Part number *	3V0 860 353 B XTB	Quantity *	5	In sum	5	Weight/commodity	4.2																																				
<table border="1"> <tr> <td>Number *</td> <td>1</td> <td>Type *</td> <td></td> <td>Returnability</td> <td>No</td> <td>Label</td> <td>11230885</td> <td>11230885</td> <td>Small</td> <td>Weight/packaging</td> <td></td> </tr> <tr> <td>Part number *</td> <td>3V0 860 353 B XTB</td> <td>Quantity *</td> <td>0</td> <td>In sum</td> <td>0</td> <td>Weight/commodity</td> <td>4.2</td> <td colspan="8"></td> </tr> </table>																Number *	1	Type *		Returnability	No	Label	11230885	11230885	Small	Weight/packaging		Part number *	3V0 860 353 B XTB	Quantity *	0	In sum	0	Weight/commodity	4.2								
Number *	1	Type *		Returnability	No	Label	11230885	11230885	Small	Weight/packaging																																	
Part number *	3V0 860 353 B XTB	Quantity *	0	In sum	0	Weight/commodity	4.2																																				

11. Save the delivery note → click on **Save** button

Number *	1	Type *	0000PAL	Returnability	No	Label	11230883	11230883	Small	Gross	285	Net	250	Weight/packaging	20																												
<table border="1"> <tr> <td>Number *</td> <td>5</td> <td>Type *</td> <td>0001SCH</td> <td>Returnability</td> <td>No</td> <td>Label</td> <td>11230884</td> <td>11230888</td> <td>Small</td> <td>Weight/packaging</td> <td>3</td> </tr> <tr> <td>Part number *</td> <td>1Z0 010 748 P</td> <td>Quantity *</td> <td>200.000</td> <td>In sum</td> <td>1000.000</td> <td>Weight/commodity</td> <td>0.250</td> <td colspan="8"></td> </tr> </table>																Number *	5	Type *	0001SCH	Returnability	No	Label	11230884	11230888	Small	Weight/packaging	3	Part number *	1Z0 010 748 P	Quantity *	200.000	In sum	1000.000	Weight/commodity	0.250								
Number *	5	Type *	0001SCH	Returnability	No	Label	11230884	11230888	Small	Weight/packaging	3																																
Part number *	1Z0 010 748 P	Quantity *	200.000	In sum	1000.000	Weight/commodity	0.250																																				

Return Add O Add I Weight Expand the pallets Delete Save Send Print VDA4939 Label GTL

Delivery notes details completed so far will be saved in the database. Part of saving is checking the accuracy and completion of the required fields.

Such saved delivery notes:

- is available for adding another item (whether part number or packaging),
- is available for later modifications,
- is not included in the list of delivery notes sent to ŠA via an EDI message.

Note: If you need to consult a current ASN with Teledin helpdesk, you must leave it by Return button. Under no circumstances you may work with the helpdesk on the same ASN at the same time.

Successful saving of a delivery notes is confirmed via notification. Then you can:

- add another item – see point 10
- send ASN → click on **Send** button – see point 12b
- create another ASN → select **File ▶ Deliveries ▶ New delivery** in Main menu
- return to the list of created ASN → select **File ▶ Deliveries ▶ Deliveries – list** in Main menu
- leave the WebEDI application → select **Logout** in Main menu

If saving is unsuccessful, an error message will be displayed.

Hint: Print the delivery notes and GTL label for checking before selecting "Send delivery notes". You can still make corrections in a saved delivery notes, but you can no longer make any changes in a sent delivery notes. A delivery notes printed before sending will be marked with the water mark "INVALID".

12a. Add another item whether part number or packaging – see point 10 → click on **Save** button

12b. Send ASN → click on **Send** button

The created delivery note is saved in the database, and the delivery note will be sent to Škoda in the respective EDI message standard. Sending of the delivery note will be carried out in the date that you specified in the item "Despatch date" within the delivery note heading. If the despatch date is later than the delivery note creation date, the delivery note will be placed in the list of delivery notes queued for sending.

A delivery note sent or queued for sending:

- can not be modified or changed,
- can not be resent.

12c. Print ASN → click on **Print VDA4939** button.

A paper delivery notes pursuant to standard VDA 4939 is strictly required. Its data must conform with the sent EDI message.

12d. Print GTL label → click on **Label GTL** button.

GTL (Global Transport Label) must be part of each unit of packaging delivered to Škoda, and their details must correspond to the details on the paper delivery notes VDA4939 and in the sent EDI message.

Examples: An operation with lids

The example compares a loading one lid onto a pallet (a delivery #1 contains of 5 pallets, on each pallet are 3 boxes and 1 lid) to loading one lid onto a box (a delivery #2 contains of 4 pallets, on each pallet are 3 boxes with one lid on each box). Consider this example as an explanation of operation with lids. In practice you are required to break down multiple pallets into single units.

Comment: The number of pallets is highlighted in yellow until it is broken down.

A delivery #1 – 5 pallets, 3 boxes and 1 lid on each pallet (5 pallets, 15 boxes and 5 lids in total)



The screenshot shows a software window with two panes. The top pane displays delivery details for delivery #1. The 'Number' field is highlighted in yellow and contains the value '5'. Below this, a table shows the following data:

Level	Number	Type	Returnability	Weight/packaging
A	1	LID	No	

A blue arrow points from the text "1 lid on each of pallets is loaded" to the 'LID' entry in the table. The bottom pane shows details for a part number '3V0 860 353 B XTB' with a quantity of 9 and a weight of 4.2.

A delivery #2 – 4 pallets, on each pallet are 3 boxes with one lid on each box (4 pallets, 12 boxes and 12 lids in total)



Number *	5	Type *	0000PAL	Returnability	No	Label	11230883	11230887	Small	Gross	596	Net	567	Weight/packaging	20
----------	---	--------	---------	---------------	----	-------	----------	----------	-------	-------	-----	-----	-----	------------------	----

Number *	3	Type *	0001SCH	Returnability	No	Label	11230888	11230902	Small	Weight/packaging	3
Part number *	3V0 860 353 XTB	Quantity *	9	In sum	27	Weight/commodity	4.2				

Level	Number	Type *	Returnability	Weight/packaging
A	1	LID	No	

← 1 lid on each of 0008SCH is loaded

A delivery #3 – 8 separate boxes, 1 lid on each of them (8 boxes, 8 lids in total)

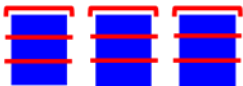


Počet *	8	Typ *	0004SCH	Vratnost	Ano	Štítek	24157998	24158005	Malý	Hmotnost/obal	1
Číslo dílu *	PAK YCA NS7 801	Množství *	20	Celkem	160	Hmotnost/zboží	2				

Úroveň	Počet *	Typ *	Vratnost	Hmotnost/obal
A	1	LID	Ano	2

← 1 lid on each of 0004SCH is loaded

A delivery #4 – 3 separate boxes, 1 lid and 2 interlayers on each of them (3 boxes, 3 lids and 6 interlayers in total)



Počet *	3	Typ *	0002SCH	Vratnost	Ano	Štítek	24157998	24158000	Malý	Hmotnost/obal	10
Číslo dílu *	PAK YCA NS7 801	Množství *	20	Celkem	60	Hmotnost/zboží	2				

Úroveň	Počet *	Typ *	Vratnost	Hmotnost/obal
A	1	LID	Ano	2
A	2	REGLET	Ano	1

← 1 lid on each of 0002SCH is loaded

← 2 interlayers to each of 0002SCH are inserted

4.2.3 Adding another item on delivery note

An item can be only added on:

- an ASN currently open on the screen – see chapter 4.2.1 point 10.
- an ASN, which is saved, but has not yet been sent yet
- an ASN with the same order number, specification and unloading point

1. Select **File** ▶ **Deliveries** ▶ **New delivery**.
2. Select required **part number** or **delivery term**.
3. Select the call-off to which the ASN will be edited → click on the proper line.
4. Click on **New delivery** button.

- Select the delivery date to which the ASN will be edited → click on **Create** button.
- Mark a type of ASN as **Add**
- Select a ASN number that will be edited.

ŠKODA WebEDI 22222 / nettl

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Delivery note - detail

Status	Created						
Supplier	22222/0 - 22222, Nejaké mesto, Nejaká ulice, 11111111, Česko						
Customer	3T - CKD Mladá Boleslav						
Dock/Gate address	V. Klementa 869;;;29360;Mlada Boleslav;CZ	Delivery location	BZ5	Dock/Gate code	103Z5	Plant	3T
Order number	000055	Delivery note No. *	Select...	Delivery date requested	2018.10.08	Despatch date *	2018.07.20
Carrier *		Dispatch type *	Select...	Registration number *		Trailer registration number	
Gross	0	Name *	2319	Supplier's purchase order		Shipping department	
Net	0	E-mail *	20185279	Phone *		Fax	
			20185282				
			20185285				
			20185287				
			23608				

Manual editing of labels

Part number	Part name	Required	Within delivery	Unit	Call-off number	Date of Issue
1Z0 010 748 P	HINWEISSCHILD	1000.0	0.0	ST	47	2018.06.04
5E0 010 000 ED	REIFENFUELLDRUCK	1000.0	0.0	ST	42	2018.06.04
5E0 010 000 EH	REIFENFUELLDRUCK	1000.0	0.0	ST	31	2018.06.04
5JA 010 000 BH	REIFENFUELLDRUCK	0.0	0.0	ST	171	2018.06.05

Delivery is empty

Return Add O Add I Weight Expand the pallets Delete Save Send Print VDA4939 Label GTL

- Add another item whether part number or packaging – see 4.2.1 point 10.

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Order number	000055	Delivery note No. *	20185287	Delivery date requested	2018.09.10	Despatch date *	2018.07.16
Carrier *	DHL	Dispatch type *	05 Supplier's own truck	Registration number *	ABC 1234	Trailer registration number	
Gross	285	Name *	Nettl	Supplier's purchase order		Shipping department	XYZ-1
Net	250	E-mail *	nettl@testovaci.eu	Phone *	123456789	Fax	

Manual editing of labels

Part number	Part name	Required	Within delivery	Unit	Call-off number	Date of Issue
1Z0 010 748 P	HINWEISSCHILD	1000.0	1000.0	ST	47	2018.06.04
5E0 010 000 ED	REIFENFUELLDRUCK	1000.0	0.0	ST	42	2018.06.04
5E0 010 000 EG	REIFENFUELLDRUCK	1000.0	0.0	ST	43	2018.06.04
5E0 010 000 EH	REIFENFUELLDRUCK	1000.0	0.0	ST	31	2018.06.04
5JA 010 000 BH	REIFENFUELLDRUCK	0.0	0.0	ST	171	2018.06.05
5JA 010 000 BJ	REIFENFUELLDRUCK	1000.0	0.0	ST	190	2018.06.05
6V0 010 008	KLIMAAANLAGE	3000.0	0.0	ST	70	2018.06.05

Number *	1	Type *	0000PAL	Returnability	No	Label	11230871	11230871	Small	Gross	285	Net	250	Weight/packaging	20
----------	---	--------	---------	---------------	----	-------	----------	----------	-------	-------	-----	-----	-----	------------------	----

Number *	5	Type *	0001SCH	Returnability	No	Label	11230872	11230876	Small	Weight/packaging	3
Part number *	1Z0 010 748 P	Quantity *	200.000	In sum	1000.000	Weight/commodity	0.250				

Return Add O Add I Weight Expand the pallets Delete Save Send Print VDA4939 Label GTL

- Save the delivery note → click on **Save** button
Possible actions after saving – see 4.2.1 points 11 – 12.

4.2.4 Printing of delivery notes and GTL

Vyberte požadovaný DL ze seznamu DL – viz kapitola 4.2.1.

Delivery notes printing → click on **Print VDA4939** button

The delivery notes will be created in pdf format according to the standard VDA 4939. The document can be printed or saved on a local PC or printed later.

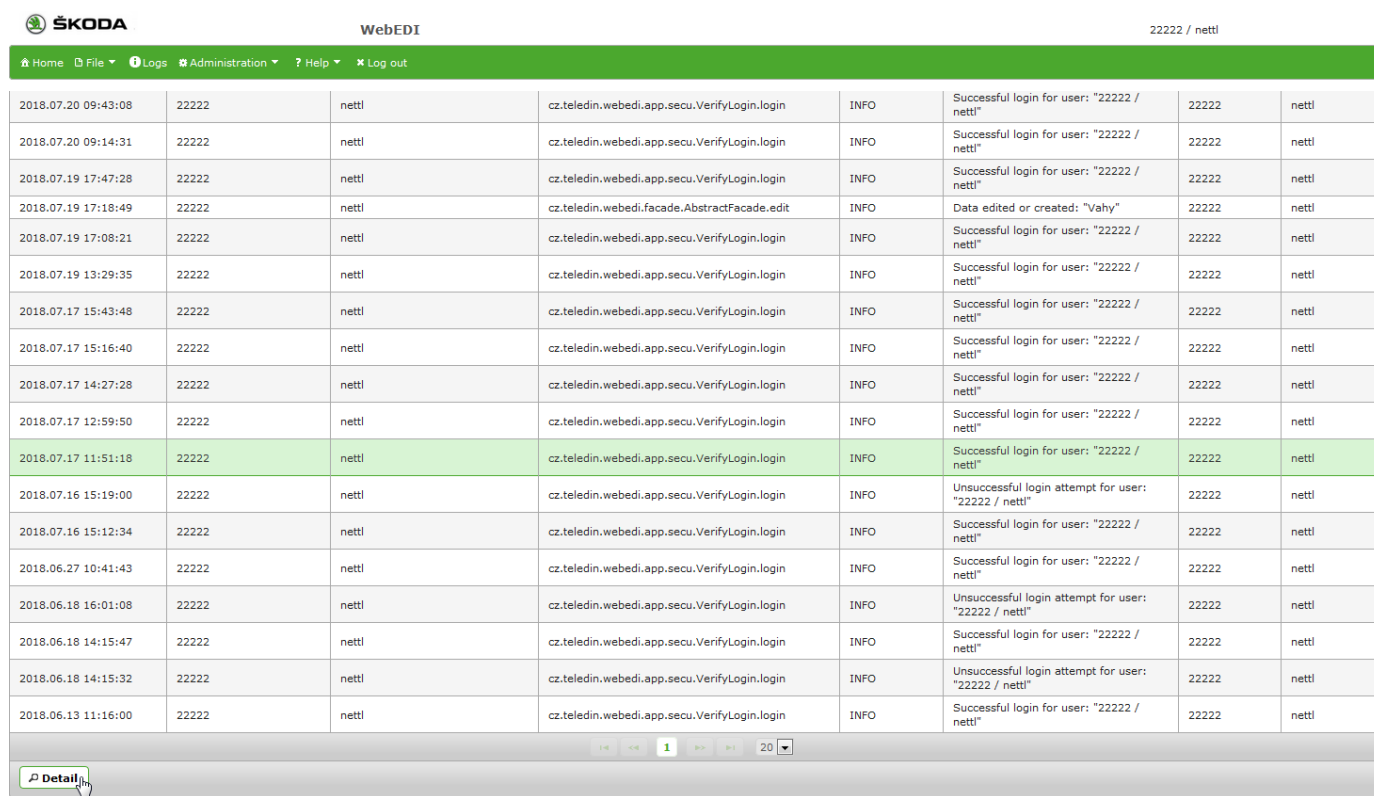
A delivery notes printed before sending will be labelled with the water mark "INVALID".

GTL printing → click on **Label GTL** button

All labels belonging to the delivery notes are printed in pdf format based on the standard Odette GTL. The label sizes and numbers correspond to the details on the delivery notes and in the EDI message. Labels can be printed or saved on a local PC and printed later.

5. Logs

Via **Logs** function an administrator is able to follow up a history of users' activities – login, logoff, user creation and deletion, error messages, etc..



Date	User ID	User Name	Action	Status	Details	User ID	User Name
2018.07.20 09:43:08	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.07.20 09:14:31	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.07.19 17:47:28	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.07.19 17:18:49	22222	nettl	cz.teledin.webedi.facade.AbstractFacade.edit	INFO	Data edited or created: "Vahy"	22222	nettl
2018.07.19 17:08:21	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.07.19 13:29:35	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.07.17 15:43:48	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.07.17 15:16:40	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.07.17 14:27:28	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.07.17 12:59:50	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.07.17 11:51:18	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.07.16 15:19:00	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Unsuccessful login attempt for user: "22222 / nettl"	22222	nettl
2018.07.16 15:12:34	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.06.27 10:41:43	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.06.18 16:01:08	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Unsuccessful login attempt for user: "22222 / nettl"	22222	nettl
2018.06.18 14:15:47	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl
2018.06.18 14:15:32	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Unsuccessful login attempt for user: "22222 / nettl"	22222	nettl
2018.06.13 11:16:00	22222	nettl	cz.teledin.webedi.app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"	22222	nettl

- Detail information – select a line and click on **Detail** button.

6. Administration

Via **Administration** function an administrator is able to manage user accounts in a scope according to the assigned authorisation.

Depending on the assigned role, the user can set individual data (language, password, contact data, role etc.) for himself / herself or another user. Contact details need to be kept up-to-date as they are used for sending notification e-mails from the application or for any other contacts. You can enter more than one contact in the e-mail entry. In that case separate the contacts with a comma.

User authorisation

End-user administrator

The ŠA administrator establishes a "USER_ADMIN" authorized administrator during an external partner registration.

The administrator is authorized to:

- change data in his profile
- open a new user with the "ADVANCED_USER" right
- cancel an established user
- change the user's authorized data
- set the user's default password

browse the event journal

Procedure for the opening of new user account / cancellation / data change / password change

1. Select **Administration** ► **Users** → a list of all existing users will be displayed

Group	Active	Group type	User	Name	Active	Role	Language	Count invalid logins	Current Login	Last login	Last invalid login
22222	Yes	SUPPLIER	nettl	MN	Yes	SUPPLIER_ADMIN	EN	0	2018.07.20 10:18	2018.07.20 10:16	2018.07.16 15:19
22222	Yes	SUPPLIER	robert	Robert	Yes	SUPPLIER_USER	CZ	0	2018.07.13 10:59	2018.06.27 10:52	
22222	Yes	SUPPLIER	nettkcz	Michal Netti	Yes	SUPPLIER_USER	CZ	0	2018.07.16 11:33	2018.07.16 10:54	2018.07.16 09:54
22222	Yes	SUPPLIER	test	test	Yes	SUPPLIER_USER	CZ	0	2018.07.17 14:36	2018.07.17 13:33	2018.07.12 08:53
22222	Yes	SUPPLIER	srajcr	Pavel Šrajcr	Yes	SUPPLIER_USER	CZ	0	2012.11.23 10:13	2012.11.23 11:12	

New user account opening

2. Click on **Create** button

Group: * [Select...]

User: * [Text]

Name: * [Text]

Password: * [Text]

Password - Verification * [Text]

E-mail: [Text]

Active: * Yes

Language: * [Czech]

Role: * [Select...]

Remark: [Text]

[Save] [Cancel]

3. Enter data into the mandatory fields, select the application language and user authorization
4. Tick **Active** field
5. Click on **Save** button

- User - logon user name (User ID)
- Name - User name
- E-mail - user e-mail to which application notifications will be sent (multiple e-mail addresses allowed)
- Active - access permission / ban (temporary)
- Language - application language version – CZ, EN, DE, or RU
- Role - assigned authorizations (default value recommended)

User cancellation

3. Click on the selected user
4. Click on **Delete** button

User settings change

3. Select a user
4. Click on **Edit** button
5. Edit grey highlighted items → click on **Save** button

User:	test
Name: *	test
Language:	Czech
Count invalid logins:	0
Current Login:	2018.07.17 14:36
Last login:	2018.07.17 13:33
Last invalid login:	2018.07.12 08:53
E-mail:	
Active: *	Yes
Remark:	
Group:	22222
Role: *	SUPPLIER_USER
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Password change

Each user is authorized to change his own password. Change is done in the Password screen.

3. Select a user
4. Click on **Password** button
5. Enter your old password
6. Enter a new password, confirm → click on **Save** button.

User:	nettl
Name:	MN
The password of the logged user: *	
Password: *	
Password - Verification *	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

End-user

Your company administrator is authorized to open a user account with the "ADVANCED_USER" role.

The user is authorized to:

- change data in his profile
- change his password

7. Application Logoff

A user is required to log off after finishing work with the application.

Own logoff – click on "Log out" button.

Automatic logoff – you will be automatically logged off of the application if idle for more than 20 minutes. If you attempt to continue once this time-period expires, the Login page will appear.

8. Problem solution

Inaccessible application WebEDI

If the WebEDI application becomes inaccessible, contact the Teledin Help Desk - technical support for the WebEDI application:

tel: 420 326 837 921
E-mail: webedi@teledin.cz

Login or application operation troubles

Contact your IT partner in your company who authorised you to use the WebEDI application.

Problem with data contents of call-offs

Contact your partners from the ŠA department that issues call-offs:

Production:	Alan Fišer	Alan.Fiser@skoda-auto.cz
Genuine parts:	Miroslav Šona	Miroslav.Sona@skoda-auto.cz

Problem with issuing of delivery notes

Contact the Teledin Help Desk - WebEDI application technical support:

tel: +420 326 837 921
mail: webedi@teledin.cz

Problem with printing delivery notes and GTL

Contact the Teledin Help Desk - WebEDI application technical support:

tel: +420 326 837 921
mail: webedi@teledin.cz

Forgotten password

End-user – your company administrator can cancel and then create your new user account in order to solve your forgotten password problem.

Administrator – only WebEDI system administrator can fix your password problem in accordance with your application delivered by e-mail. A password will only be reset if the applicant's name and e-mail address correspond to the existing data in the database of partners/users registered in the WebEDI application.

9. Addendum I – Instruction for delivery notes creation - examples

Undermentioned examples are intended to help you with a creation of the most frequently used delivery notes covering deliveries to Skoda Auto.

In case of doubts about a delivery notes creation contact Teledin Help Desk:

phone: +420 326 837 921

e-mail: webedi@teledin.cz

For a detailed description of the packaging structures see VW Guidelines. You can download those documents in German or English by clicking on one of the links below.

[deutsch](#)

[English](#)

9.1. Goods in bulk / unpacked parts

Number *	1	Type *	000GLOS	Returnability	No	Label	11230961	11230961	Small	Weight/packaging	0
Part number *	3V1 863 011 HQR	Quantity *	0	In sum	0	Weight/commodity	0.20				

freely loaded

! non-returnable

zero weight is allowed

9.2. Complex packaging

A packaging of two parts 3V1 863 011 HQR a 3V1 863 011 JHS (hereinafter HQR and JHS) together into a box. Four of such boxes are then loaded on one pallet – see a simple picture of this shipment at the end of this example.

Let us prepare a new pallet which we will load parts HQR and JHS on

Number *	Type *	Returnability	No	Label	Gross	Net	Weight/packaging
1	0000PAL	No	11230961	11230961	Small	20	20

Let's load 4 „interim“ packages on it..

Number *	Type *	Returnability	No	Label	Gross	Net	Weight/packaging
1	0000PAL	No	11230961	11230961	Small	32	20

Number *	Type *	Returnability	No	Label	Weight/packaging
4	0012SCH	No	11230962	11230965	3

...and 2 boxes into each of them

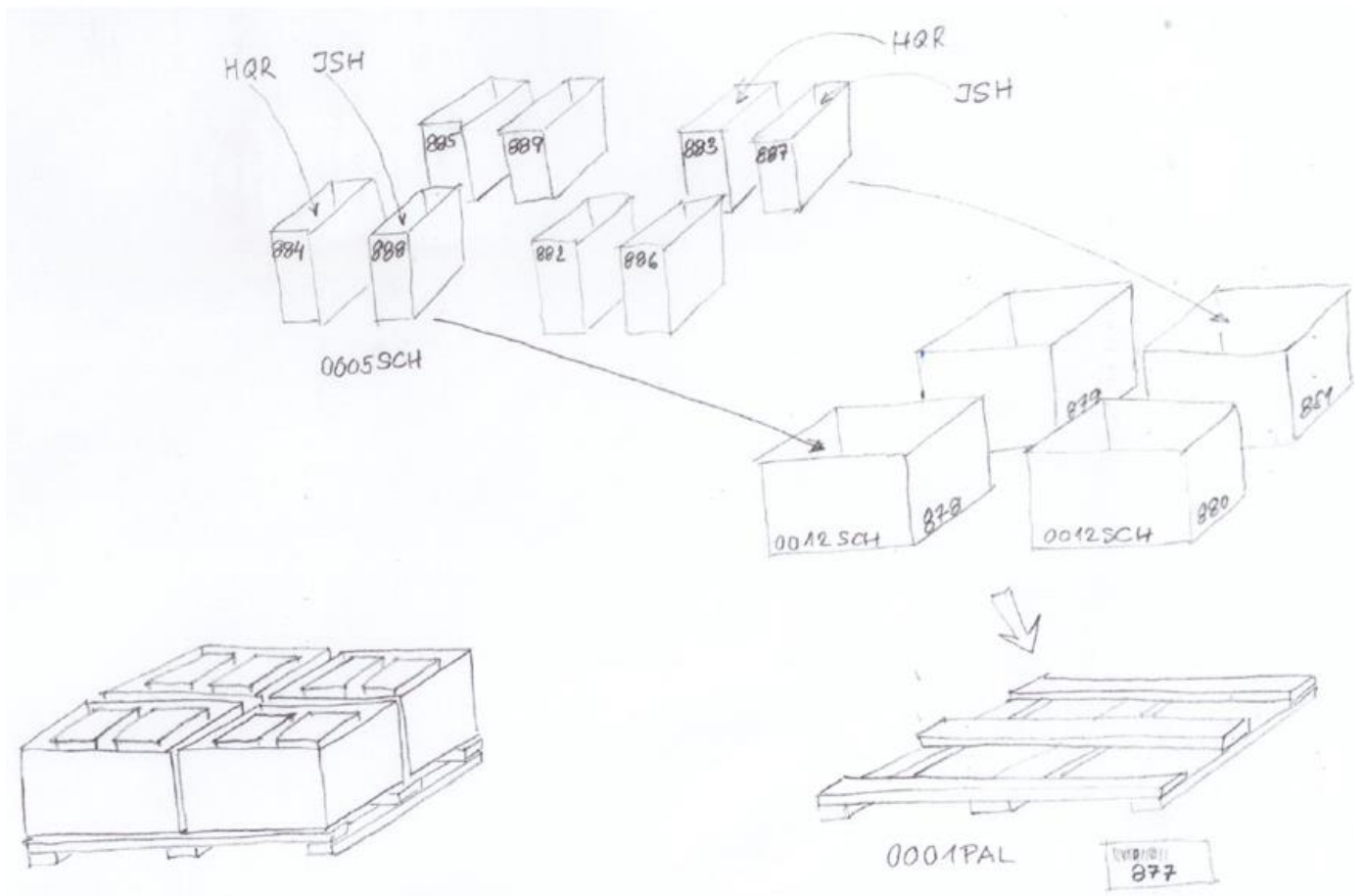
Number *	Type *	Returnability	No	Label	Gross	Net	Weight/packaging
1	0000PAL	No	11230961	11230961	Small	190	78

Number *	Type *	Returnability	No	Label	Weight/packaging
4	0012SCH	No	11230962	11230965	3

Number *	Type *	Returnability	No	Label	Weight/packaging		
1	0005SCH	No	11230966	11230969	10		
Part number *	3V1 863 011 HQR	Quantity *	20	In sum	20	Weight/commodity	0.20

Number *	Type *	Returnability	No	Label	Weight/packaging		
1	0005SCH	No	11230970	11230973	10		
Part number *	3V1 863 011 JHS	Quantity *	65	In sum	65	Weight/commodity	0.30

One box for HQR, the other for JHS



9.3. Parts co-packed into one package VW0012

Number *	1	Type *	0012SCH	Returnability	No	Label	11230961	11230961	Small	Small	Gross	29	Net	26	Weight/packaging	3																					
<table border="1"> <thead> <tr> <th>Number *</th> <td>1</td> <th>Type *</th> <td>0000LOS</td> <th>Returnability</th> <td>No</td> <th>Label</th> <td>11230962</td> <td>11230962</td> <th>Small</th> <td>Small</td> <th>Weight/packaging</th> <td>0</td> </tr> </thead> <tbody> <tr> <td>Part number *</td> <td>3V1 863 011 HQR</td> <td>Quantity *</td> <td>20</td> <td>In sum</td> <td>20</td> <td>Weight/commodity</td> <td>0.20</td> </tr> </tbody> </table>																	Number *	1	Type *	0000LOS	Returnability	No	Label	11230962	11230962	Small	Small	Weight/packaging	0	Part number *	3V1 863 011 HQR	Quantity *	20	In sum	20	Weight/commodity	0.20
Number *	1	Type *	0000LOS	Returnability	No	Label	11230962	11230962	Small	Small	Weight/packaging	0																									
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10. Addendum II – Customer packaging type coded

Kód / Code	Název / popis	Name / Beschreibung	Name / description
	PALETY	Paletten	Pallets
0000PAL	paleta 120 x 80 cm, do 15 cm výšky paleta 120 x 100 cm, do 15 cm výšky	120 x 80 cm, Flachpalette bis 15 cm Höhe 120 x 100 cm, Flachpalette bis 15 cm Höhe	120 x 80 cm, up to 15 cm height 120 x 100 cm, up to 15 cm height
0001PAL	120 x 80 cm, do 50 cm výšky	120 x 80 cm, bis 50 cm Höhe bebaut	120 x 80 cm, stacked up to 50 cm
0002PAL	120 x 80 cm, do 100 cm výšky	120 x 80 cm, bis 100 cm Höhe bebaut	120 x 80 cm, stacked up to 100 cm
0003PAL	120 x 80 cm, do 150 cm výšky	120 x 80 cm, bis 150 cm Höhe bebaut	120 x 80 cm, stacked up to 150 cm
0004PAL	120 x 80 cm, do 200 cm výšky	120 x 80 cm, bis 200 cm Höhe bebaut	120 x 80 cm, stacked up to 200 cm
0005PAL	120 x 100 cm, do 50 cm výšky	120 x 100 cm, bis 50 cm Höhe bebaut	120 x 100 cm, stacked up to 50 cm
0006PAL	120 x 100 cm, do 100 cm výšky	120 x 100 cm, bis 100 cm Höhe bebaut	120 x 100 cm, stacked up to 100 cm
0007PAL	120 x 100 cm, do 150 cm výšky	120 x 100 cm, bis 150 cm Höhe bebaut	120 x 100 cm, stacked up to 150 cm
0008PAL	120 x 100 cm, do 200 cm výšky	120 x 100 cm, bis 200 cm Höhe bebaut	120 x 100 cm, stacked up to 200 cm
	KARTONY, KRABICE, BALÍKY	Schachteln, Kisten, Pakete	Boxes, crates, packets
0001SCH	rozměry do 30 x 20 x 14 cm	Abmessung bis 30 x 20 x 14 cm	Dimensions up to 30 x 20 x 14 cm
0002SCH	rozměry do 30 x 20 x 28 cm	Abmessung bis 30 x 20 x 28 cm	Dimensions up to 30 x 20 x 28 cm
0003SCH	rozměry do 40 x 30 x 14 cm	Abmessung bis 40 x 30 x 14 cm	Dimensions up to 40 x 30 x 14 cm
0004SCH	rozměry do 40 x 30 x 28 cm	Abmessung bis 40 x 30 x 28 cm	Dimensions up to 40 x 30 x 28 cm
0005SCH	rozměry do 50 x 30 x 20 cm	Abmessung bis 50 x 30 x 20 cm	Dimensions up to 50 x 30 x 20 cm
0006SCH	rozměry do 50 x 50 x 50 cm	Abmessung bis 50 x 50 x 50 cm	Dimensions up to 50 x 50 x 50 cm
0007SCH	rozměry do 58 x 48 x 36 cm	Abmessung bis 58 x 48 x 36 cm	Dimensions up to 58 x 48 x 36 cm
0008SCH	rozměry do 60 x 40 x 14 cm	Abmessung bis 60 x 40 x 14 cm	Dimensions up to 60 x 40 x 14 cm
0009SCH	rozměry do 60 x 40 x 28 cm	Abmessung bis 60 x 40 x 28 cm	Dimensions up to 60 x 40 x 28 cm
0010SCH	rozměry do 80 x 60 x 40 cm	Abmessung bis 80 x 60 x 40 cm	Dimensions up to 80 x 60 x 40 cm
0011SCH	rozměry do 98 x 58 x 36 cm	Abmessung bis 98 x 58 x 36 cm	Dimensions up to 98 x 58 x 36 cm
0012SCH	rozměry do 100 x 60 x 73 cm	Abmessung bis 100 x 60 x 73 cm	Dimensions up to 100 x 60 x 73 cm
0013SCH	rozměry do 120 x 78 x 110 cm	Abmessung bis 120 x 78 x 110 cm	Dimensions up to 120 x 78 x 110 cm
0014SCH	rozměry do 120 x 80 x 40 cm	Abmessung bis 120 x 80 x 40 cm	Dimensions up to 120 x 80 x 40 cm
0015SCH	rozměry do 120 x 80 x 90 cm	Abmessung bis 120 x 80 x 90 cm	Dimensions up to 120 x 80 x 90 cm
0016SCH	rozměry do 120 x 100 x 90 cm	Abmessung bis 120 x 100 x 90 cm	Dimensions up to 120 x 100 x 90 cm

	OSTATNÍ BALENÍ	Sonstige Verpackungen	Other packaging
0000SON	ostatní nevratný obal, bez další specifikace	sonstige Einwegverpackung, nicht näher spezifiziert	other disposable packaging, no further details
0001SON	ostatní nevratný obal > 1 cbm, bez další specifikace	sonstige Einwegverpackung > 1 cbm, nicht näher spezifiziert	other disposable packaging > 1 m ³ , no further details
0002SON	ostatní nevratný obal < 1 cbm, bez další specifikace	sonstige Einwegverpackung < 1 cbm, nicht näher spezifiziert	other disposable packaging < 1 m ³ , no further details
0000BEH	jiná nádoba či obal na tekutiny, kanistr, hobok, nádrž, kontejner bez další specifikace	sonst. Flüssigkeitsbehälter, Gebinde, Kanister, Hobbock, Tank, Container, nicht näher spezifiziert	other liquid container, packing drum, can, sealed tin container (hobbock), tank, cargo container, no further details
0000FAS	sud, bez další specifikace	Fass, nicht näher spezifiziert	barrel, no further details
0000SAC	pytel, bez další specifikace	Sack, nicht näher spezifiziert	bag, sack no further details
0000BLE	plechovka, cívka, bez další specifikace	Blechpakete, Blechcoils, nicht näher spezifiziert	sheet metal packaging, sheet metal coils, no further details
0000BUN	svazek, bez další specifikace	Bunde, nicht näher spezifiziert	bunches, no further details
0000UMR	páskování, bez další specifikace	Umreifung, nicht näher spezifiziert	hoop, tightening strap, no further details
0000LOS	volně ložený materiál (nebaleno)	loses Material (unverpackt)	freely loaded (not packed)