



WebFakt

User manual for end users of Škoda Auto suppliers



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Application description

The web application WebFakt enables suppliers:

- to send securely an invoice as a pdf file to Škoda Auto (ŠA)
- to send securely an e-invoice as a xml file using the structure Skoda_xml
- to send securely an e-invoice as a xml file with attachment using the structure Skoda_xml
- to send securely an e-invoice as an EDI message EDIFACT Global INVOIC D07A
- to send securely an e-invoice as an EDI message EDIFACT Global INVOIC D07A with attachment
- to check EDIFACT Global INVOIC message through Škoda Validation Portal
- to check XML structure Skoda_xml through Škoda Validation Portal

Note: An invoice may contain a maximum of 999 items.

A user works with the WebFakt application via an internet browser; Mozilla Firefox or MS IE are recommended.

Every invoice sent from WebFakt, which has been successfully delivered to ŠA, is acknowledged to a particular user (sender) by e-mail.

The application serves as one of accepted tools for EDI communication between Škoda Auto and supplier within e-invoicing process in ŠA.

Access to the application

The WebFakt application can be accessed by authorized users only.

A registration of a supplier including one supplier's administrator account is made by ŠA WebFAKT administrator from business department FRK:

Monika Bradová, tel. +420 734 299 333, monika.bradova@skoda-auto.cz

Within the registration process, based on agreement with supplier, a file type is set up. Allowed functions are related to the specified file type:

- pdf - to send an e-invoice as a pdf file
- Skoda XML - to send an e-invoice as a xml file Skoda_xml
- Global Invoice - to send an e-invoice as an EDI message EDIFACT Global INVOIC D07A
- Check Invoice - to check EDIFACT Global INVOIC message structure through Škoda Validation Portal before sending an e-invoice to ŠA
- Check Skoda XML - to check XML structure Skoda_xml through Škoda Validation Portal before sending an e-invoice to ŠA
- Skoda XML+ - to send an e-invoice as a xml file Skoda XML with attachment
- Global Invoice+ - to send an e-invoice as an EDI message EDIFACT Global INVOIC D07A with attachment

A part of registration is an e-mail you will receive automatically to an e-mail address you agreed with ŠA business department. The e-mail contains all logon data you will need for successful log on to WebFakt.

Note: Only the supplier's administrator registers other users within your company. Forward a new demand for access or password change to your IT department or another authorized department. The ŠA 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. (In the case of administrator, you have to contact the ŠA administrator.)

Application Logon

1. Enter address <https://web.teledin.cz> – Škoda Web Application Portal home page will appear.
2. Select "WebFakt" in the basic menu – the WebFakt application Login page will be displayed.
3. Enter all of your login data you received by e-mail or that was allocated to you by your company's IT department:



Group Supplier number assigned by ŠA
 User name User name.
 Password User password.
Hint: During your first logon, change the password, which you have received by e-mail!

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

When logon is unsuccessful the "Invalid login" report will appear on the Login screen. An access is blocked after three unsuccessful attempts, and you should contact your company's IT department that provided you with WebFakt logon information. (In the case of administrator, you have to contact the ŠA administrator.)

Note: The access is also blocked after three unsuccessful attempts to change a password.

A count of unsuccessful attempts is reset to zero after a successful login, three attempts are again available. The rule for a password structure must be kept; otherwise the password will not be accepted: minimum of 8 characters including at least one upper and one lower case letter and one figure. Special characters !@#\$\$%^&*() can be used.

Successful logon is confirmed by a WebFakt homepage with your login information and time of your last logon.

The screenshot shows the WebFakt homepage. At the top left is the ŠKODA logo and 'WebFakt' text. At the top right is the user identifier '22222 / nettl'. Below this is a green navigation bar with links: Home, File, Logs, Administration, Help, and Log out. Below the navigation bar is a table titled 'Summary login'.

Summary login	
Group	22222
User	nettl
Last login	2015.03.14 11:00
Last invalid login	2012.10.18 10:09

Work with the application

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.

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.



File

Archive A list of all sent files and relevant information about the whole transaction. Information is stored up to 20 days.

Uploaded	Send as	File	File type	Size	Antivirus	Phase	Status	Group	Company name
2016.06.06 13:05	WINV.CS.22222.HUGEC DLC	test_27348.EDI	GLOBAL_INVOICE	16614	OK	EDI MESSAGE	ERR	22222	testovaci
2016.06.06 11:05	WINV.CS.22222.JRWCAESW	GI-22222-34080588_pokus.e	GLOBAL_INVOICE	1203	OK	EDI MESSAGE	ERR	22222	testovaci
2016.06.06 11:02	WINV.CS.22222.B8B7OAFY	T104320.030616.787888m.I	GLOBAL_INVOICE	16614	OK	SUPPLIER NUMBER	ERR	22222	testovaci
2016.06.03 14:43	WINV.CS.22222.FANQDWI4	GI-22222-34080588_pokus.e	GLOBAL_INVOICE	1203	OK	EDI MESSAGE	ERR	22222	testovaci
2016.06.02 15:33	WINV.CS.22222.E2G1FN0I	GI-22222-34080588_pokus.e	GLOBAL_INVOICE	1203	OK	EDI MESSAGE	ERR	22222	testovaci
2016.06.02 11:42	WINV.CS.22222.YDESBEWEY	GI-22222-34080588_pokus.e	GLOBAL_INVOICE	1203	OK	EDI MESSAGE	ERR	22222	testovaci
2016.06.01 09:17	WINV.CS.22222.VEABDGVG	GI-22222-34080588_pokus.e	GLOBAL_INVOICE	1203	OK	EDI MESSAGE	ERR	22222	testovaci

OK in the column "Status" indicates that a phase of processing stated in the "Phase" column was successfully completed. A list of phases ordered sequentially see in Addendum 1 – Transaction Flow.

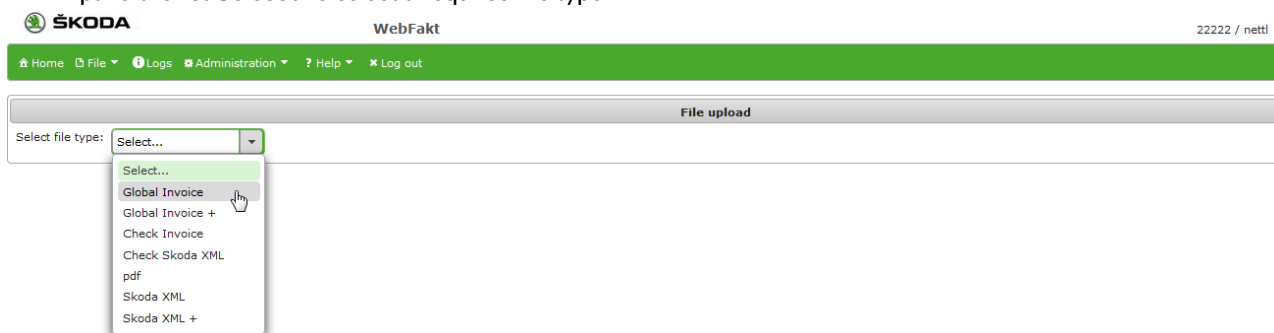
- Detail information about the respective phases of the sending off – select a line; then click on **Detail** button.
- Checking the uploaded file – select a line; then click on **Download** button.

Send A file to upload to WebFakt application and send off:

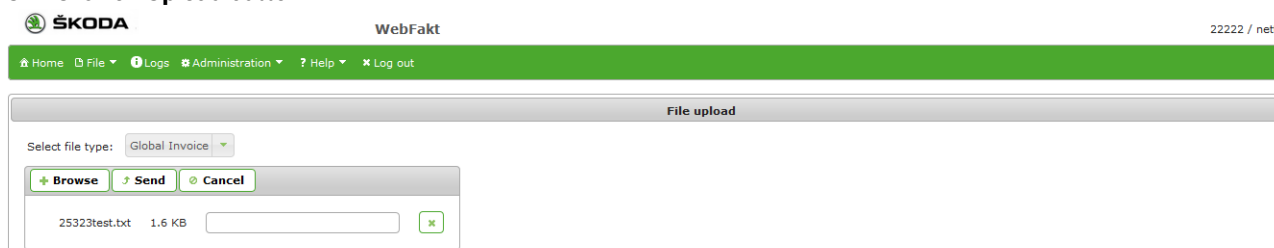
- to ŠA – the file types pdf, Skoda XML, Global Invoice
- to ŠA – the file types Skoda XML+ (Skoda XML with attachment), Global Invoice+ (Global Invoice with attachment)
- to ŠA Validation Portal – the file types Check Invoice, Check Skoda XML

Workflow for A) a C)

- Expand the list **Select** and select a required file type.



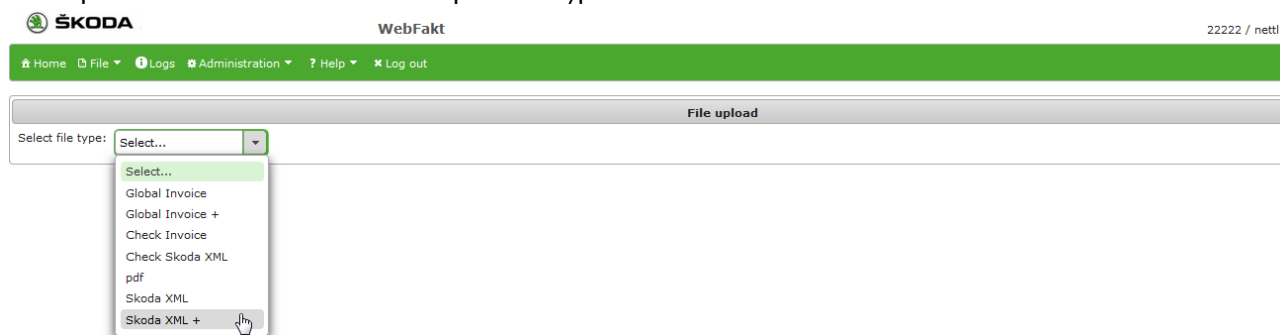
- Click on **Browse** button and select the file. **Up to 10 files** are allowed to be selected and uploaded altogether, however each file will be processed separately with a unique identification code.
Note: Only alphanumeric characters of the English alphabet, dot, hyphen and underscore sign are allowed to be present within a file name. All other characters incl. space, bracket and any diacritics are not allowed and a file will be refused. In case of pdf file type the file extension must always be .pdf.
- Click on **Upload** button.





Workflow for B)

1. Expand the list **Select** and select a required file type.

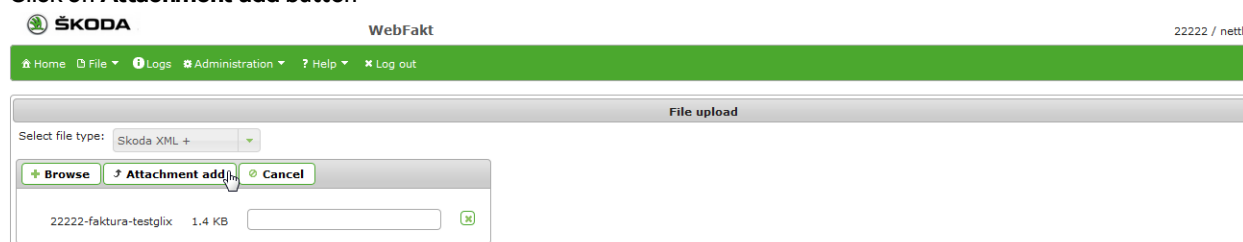


2. Click on **Browse** button and select the file with invoice data. **Just 1 file** is allowed to be selected and uploaded, it will be processed separately with a unique identification code.

Pdf file can not be selected as a data file.

Note: Only alphanumeric characters of the English alphabet, dot, hyphen and underscore sign are allowed to be present within a file name. All other characters incl. space, bracket and any diacritics are not allowed and a file will be refused. In case of pdf file type the file extension must always be .pdf.

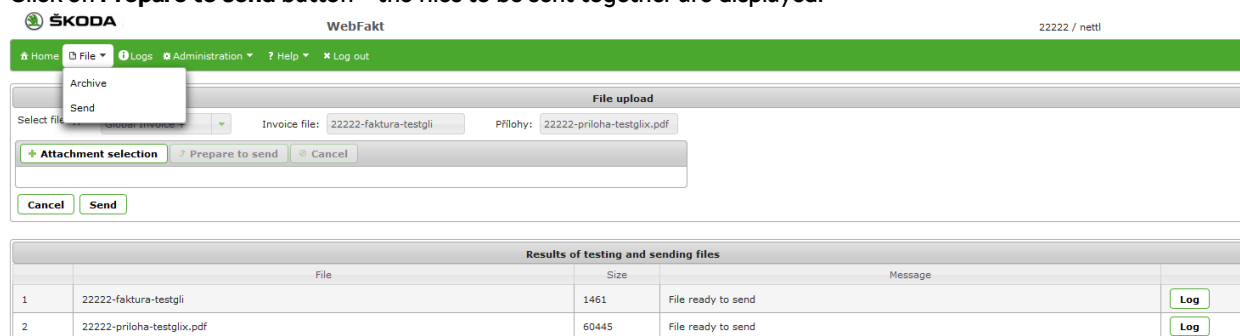
3. Click on **Attachment add** button



4. Click on **Attachment selection** button and select a required attachment. **Just 1 file** is allowed to be selected and uploaded as the attachment and it always must be a pdf file with the extension .pdf. For filename rules see point 2 above. The maximum attachment size is 15 MB.

If a data file structure is not correct a selection of an attachment is not available.

5. Click on **Prepare to send** button – the files to be sent together are displayed.



6. Click on **Upload** button.

Successfully sent file is:

- Stored in the archive – the file types pdf, Skoda XML, Skoda XML+, Global Invoice, Global Invoice+.
A description of a transaction flow – see Archive.
- Checked by the Validation Portal.
An error report from VP is displayed on the screen; by clicking on "Print" button you can create a print page ready to be printed as pdf file directly from your browser.



Logs

Possibility to follow up all of the user's activities – logon, logoff, a user account operation, files processing, error messages. The level of a display depends on the level of the logged on user's permission.

Filter: Level: FINE

Event log

Time	Group	User	Module	Level	Message
2015.03.14 12:11:21	22222	nettl	app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"
2015.03.14 11:00:26	22222	nettl	app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"
2015.03.13 13:38:08	22222	nettl	app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"
2015.03.13 12:38:06	22222	nettl	service.UploadService.writeRecord	INFO	Uploaded file: "PINV.CS.22222.10DSU03G"
2015.03.13 12:38:06	22222	nettl	webfakt.FileProcessing.writeDataToDir	INFO	File saved into directory: "/home/webfakt/DATA/PRE_UPLOAD_FILE/9uZTuSsOeX/PINV.CS.22222.10DSU03G"
2015.03.13 12:38:06	22222	nettl	webfakt.FileProcessing.tarDataToDir	INFO	File tarred and prepared to send: "PINV.CS.22222.10DSU03G"
2015.03.13 12:26:30	22222	nettl	app.secu.VerifyLogin.login	INFO	Successful login for user: "22222 / nettl"

Detail

- Detail information about the recorded transaction – select a line; then click on **Detail** button.

Administration

New user account setting up

Accounts for new users within the Group can be open by the supplier's administrator.

1. Select **Administration** ▶ **Users**.

Filter:

Users

Group	Company name	Active	Group type	User	Name	Active	Role	Language	Count invalid logins	Current login	Last login	Last invalid login
22222	testovaci	Yes	SUPPLIER	bradova	Monika Bradová	Yes	SUPPLIER_USER	CZ	0	2014.01.13 14:41		
22222	testovaci	Yes	SUPPLIER	nettl	MN	Yes	SUPPLIER_ADMIN	EN	0	2015.03.14 12:11	2015.03.14 11:00	2012.10.18 10:09

+ Create Detail Edit Available Delete Password

2. Click on the **Create** button.

Create new entry ✕

Group: *	<input type="text" value="Select..."/>
User: *	<input type="text"/>
Name: *	<input type="text"/>
Password: *	<input type="password"/>
Password - Verification *	<input type="password"/>
E-mail:	<input type="text"/>
Active: *	<input type="checkbox"/> Yes
Language: *	<input type="text" value="Czech"/>
Role: *	<input type="text" value="Select..."/>
Remark:	<input type="text"/>

3. Enter data into the mandatory fields, select the application language, user role and activity.
4. Save.



User account change

Depending on user's own role a user can change one's own or another user account.

It is required to keep contact data updated since they are used for sending notifications by WebFakt application. In case you need to enter more than one e-mail address to the "E-mail" field use comma as the delimiter.

1. Select a user, and then click on **Edit** button.
2. Edit the grey highlighted fields and save.

Edit entry	
User:	nettl
Name: *	MN
Language:	English
Count invalid logins:	0
Current Login:	14.03.2015 12:29:48
Last login:	14.03.2015 12:10:20
Last invalid login:	18.10.2012 08:09:58
E-mail:	michal.nettl@teledin.cz
Active:	1
Remark:	
Group:	22222 - testovaci
Role: *	SUPPLIER_ADMIN
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Password change

Every user is entitled to change one's own password. Supplier's administrator is entitled to change password of any user within the Group.

1. Select a user, and then click on **Password** button.
2. Enter the old password.
3. Enter a new password, confirm and save.

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

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.



Problem solution

Logon or application operation troubles

End user: Contact your IT partner in your company who authorized you to use the WebFakt application.

Supplier's administrator: Contact administrators of ŠA.

Inaccessible WebFakt application

1. Contact directly Teledin Help Desk - technical support of the WebFakt application
+420 326 837 921, webedi@teledin.cz
2. Inform administrators of ŠA.

Contacts

Škoda Auto business department (FRK) – Mon - Fri: 7:00 - 15:00

Monika Sobotková, tel. +420 734 999 333, monika.sobotkova@skoda-auto.cz

Škoda Auto administrators (FIP) – Mon - Fri: 9:00 - 17:00

Michal Nettl, michal.nettl@teledin.cz

Teledin Help Desk – Mon - Fri: 9:00 - 17:00

tel: +420 326 837 921

mail: webedi@teledin.cz



Addendum 1 – Transaction Flow

File type	Phase	Status	Closing phase	Description
*	?	?		Unknown status
PDF	RECEIPT	OK	yes	Receipt confirmed by Skoda
SKODA_XML, SKODA_XML+	TLD CONVERSION	ERR	no	Errors in Skoda_xml structure
SKODA_XML, SKODA_XML+	RECEIPT	OK	no	Receipt confirmed by Skoda
SKODA_XML, SKODA_XML+	SUPPLIER NUMBER	ERR	no	Supplier number mismatch
SKODA_XML, SKODA_XML+	EDI MESSAGE	ERR	no	Errors in Global INVOIC message structure
SKODA_XML, SKODA_XML+	EDI MESSAGE	OK	yes	Global INVOIC message structure OK
SKODA_XML, SKODA_XML+	RECEIPT	OK	no	Receipt confirmed by Skoda
GLOBAL_INVOICE, GLOBAL_INVOICE+	SUPPLIER NUMBER	ERR	no	Supplier number mismatch
GLOBAL_INVOICE, GLOBAL_INVOICE+	EDI MESSAGE	ERR	no	Errors in Global INVOIC message structure
GLOBAL_INVOICE, GLOBAL_INVOICE+	EDI MESSAGE	OK	yes	Global INVOIC message structure OK