WebFakt

User manual for end users of Škoda Auto suppliers

Contents

Application description

The web application WebFakt enables suppliers:

- 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.

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 Sobotková, tel. +420 734 299 333, monika.sobotkova@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:

- 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

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

Hint: During your first logon, change the password, which you have received by e-mail!

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.

ŠKODA	WebFakt	22222 / nettl
🏠 Home 🗋 File ▾ ❶ Logs ⚙ Administration ▾ ? Help ▾ ✖ Log out		

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.

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:

A. to ŠA – the file types pdf, Skoda XML, Global Invoice
B. to ŠA – the file types Skoda XML+ (Skoda XML with attachment), Global Invoice+ (Global Invoice with attachment)
C. to ŠA Validation Portal – the file types Check Invoice, Check Skoda XML
   (a check of a formal correctness of the Global INVOIC structure, resp. Skoda_xml)

Workflow for A) a C)

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

2. 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.
3. Click on **Upload** button.

Workflow for B)

1. Expand the list **Select** and select a required file type.
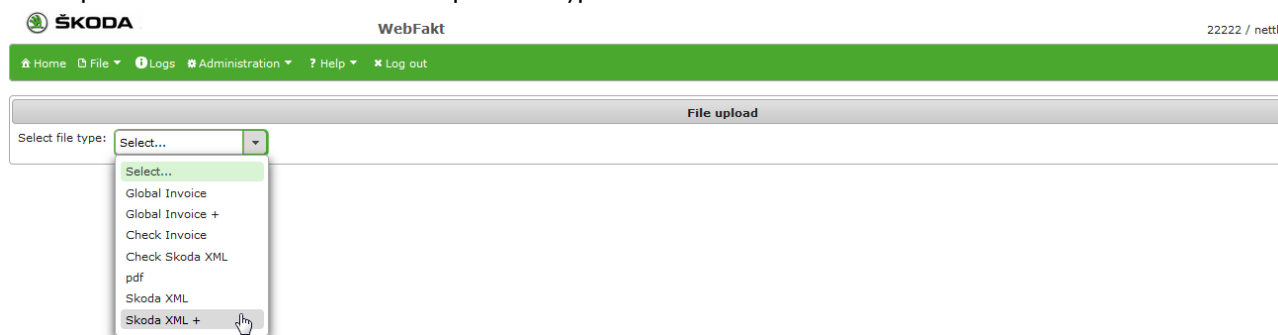
2. Click on **Browse** button and select the file with invoice data. **Just 1 file** is allowed to be selected and uploaded, it will be processed separately with a unique identification code.
   Pdf file can not be selected as a data file.
   Note: Only alphanumeric characters of the English alphabet, 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
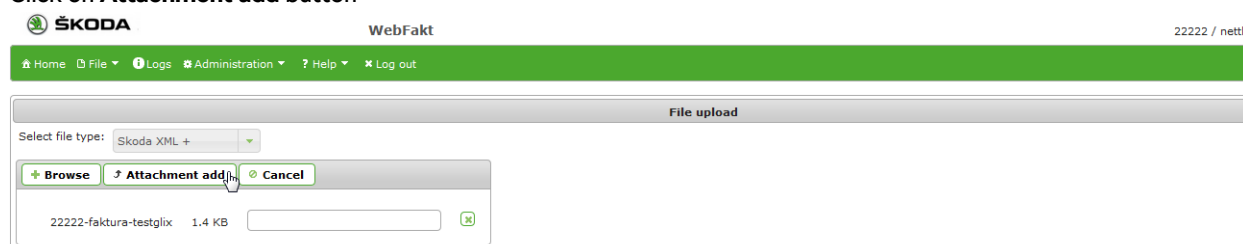
4. Click on **Attachment selection** button and select a required attachment. **Just 1 file** is allowed to be selected and uploaded as the attachment and it always must be a pdf file with the extension .pdf. For filename rules see point 2 above. The maximum attachment size is 15 MB.
   If a data file 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.
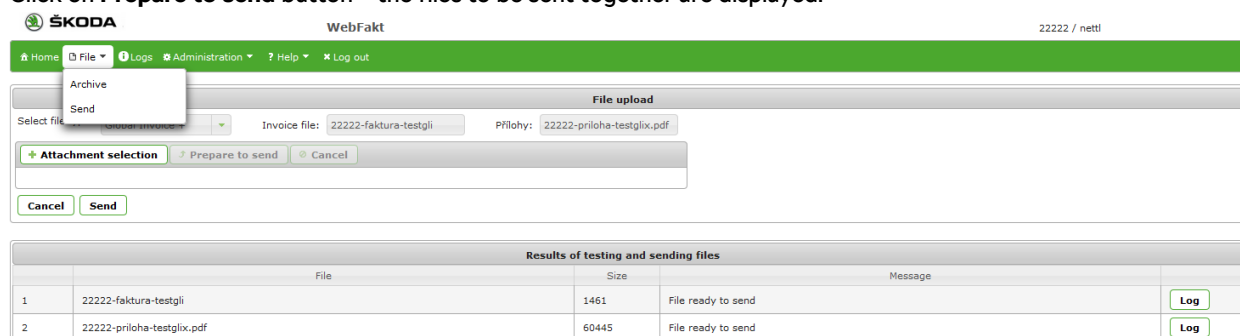
6. Click on **Upload** button.

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.

- 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**.

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

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.

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.

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 EDITEL Help Desk - technical support of the WebFakt application
   +420 261 009 068, helpdesk@editel.cz
2. Inform administrators of ŠA.

Contacts

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

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

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

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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