WebSBI

User manual for end users of Škoda Auto suppliers

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Application description

The web application webSBI enables suppliers of Skoda Auto to receive self-billing (SBI) invoices through the internet network. A user works with the WebSBI application via an internet browser.

SBI invoices issued by Skoda Auto (ŠA) are transmitted to the application where they are stored in a database as pdf files and xml structures. Each authorized user has the secure access to the website assigned just to him by specifying a unique user ID and password. Every new SBI invoice coming to the system is announced to a particular user by e-mail.

SBI invoices are displayed on a screen, can be printed as pdf file, and can be downloaded to user's own application as an xml structure. After given period (30 days by default) a SBI invoice is deleted from the database. If any SBI invoice has not been accessed during that period a user is warned by e-mail that the invoice will be deleted by 10 days.

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 WebSBI application can be accessed by authorized users only.

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

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Monika Sobotková, tel. +420 734 299 333, monika.sobotkova@skoda-auto.cz

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 login data you will need for successful logon to WebSBI.

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 "WebSBI" in the basic menu – the WebSBI 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's Group name assigned by ŠA administrator.
User   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 WebSBI 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 WebSBI homepage with your login information and time of your last logon.

Summary login	
Group	22222
User	Nettl
Last login	2015.03.17 20:55
Last invalid login	

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 received SBI invoices (as pdf and xml files) within a defined time period. SBI invoices (files) are stored up to 30 days.

Group	Company name	Invoice No.	Delivery note No.	File (type/recorded/size)			Date of Issue	Payment Due Date	Total Amount	Delivered	Scanned
22222	Testovací	31000004	00612798	PDF	2015.03.17 15:25:00	92160	2013.03.02	2013.04.25	10,395.53	2015.03.17 15:25:00	
				XML	2015.03.17 15:25:00	4112					
22222	Testovací	31000003	00612797	PDF	2015.03.17 15:23:00	90112	2013.03.02	2013.04.25	4,184.18	2015.03.17 15:11:00	
				XML	2015.03.17 15:11:00	3253					

- Detail information about SBI invoice – select a line of the required invoice number; then click on "Detail" button.
- Download or scan SBI invoice content – select a line of the required invoice number; then click on "Download PDF" or "Download XML" button.
  A date in "Scanned" column is the date when a user downloaded or scanned the respective pdf or xml file.

Deliveries A list of all advanced shipping notes relevant to SBI invoices received within a defined time period. SBI invoices are stored up to 30 days.

- Detail information about ASN – select a line of the required delivery note number; then click on "Detail" button.

Logs

Possibility to follow up all of the user's activities – logon, logoff, a user account operation. 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, then 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 WebSBI 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 WebSBI application.
Supplier's administrator: Contact administrators of ŠA.

Inaccessible WebSBI application

1. Contact directly EDITEL Help Desk - technical support of the WebSBI 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 (FIB) – Mon - Fri: 7:00 - 15:00

Michal Nettl, ext.michal.nettl@skoda-auto.cz , michal.nettl@editel.cz

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

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