



WebEDI

User manual for the suppliers of Škoda Auto

Version: 3.0
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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. The 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. In the basic menu select "**WebEDI**" → the application home page will display.
4. In the basic menu select "**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

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ŠKODA



WebEdi

CZ | EN | DE | RU

News

Login

Registration

Instructions

Contact

Homepage

Supplier	
Supplier No. *	<input type="text"/>
Index *	<input type="text"/>
Group	<input type="text"/>
DUNS Number *	<input type="text"/>

* Mandatory Item

Next



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 **"Next"**.
7. Enter the company's contact details and the information for the supplier administrator access.

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News Login Registration Instructions Contact Homepage

Supplier	
Supplier No. *	00001
Index *	0
Group	00001
DUNS Number *	000000000
Company name *	
E-mail *	
Contact person	
Street *	
City *	
ZIP Code	
Country *	
Phone *	
Mobile Phone	
Fax	

User	
User name *	
Name *	
Password *	
Password - Verification *	
E-mail *	

* Mandatory Item

Finish

- User name – 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. Application Login

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. In the basic menu select "**WebEDI**" → the application home page will display.
3. In the basic application menu select "**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.



Call-offs archive Current call-offs Delivery notes Diary Administration

nettl (22222)

List of Login

Group	22222
User	nettl
Last login	2013-06-06 11:54:03.0
Last invalid login	2013-03-29 10:19:12.0

When login is unsuccessful the login screen will display the "Incorrectly entered data" message. 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.)



4. Work with the application

Individual functions and steps within the application are carried out by clicking on the respective buttons or on the **blue** text.

Details can be entered or changed in the delivery notes form only in **orange** highlighted fields, and wrongly completed fields are highlighted in **pink**. In the **yellow** highlighted fields, the details do not need to be filled in. You can return to the previous screen only by pressing the **"Back"** button, the back function on the web browser is intentionally blocked.

4.1. Call-offs archive

This function serves for **displaying all incoming call-offs**, which are generally stored in the application for a period of 90 days. Call-offs can be displayed based on the date of receipt of the call-off in the application or based on the part number. Call-offs can be printed at any time or downloaded into the internal system in xml format.

1. Click on the button **"Call-offs archive"**.

The screenshot shows the ŠKODA application header with the logo and user name 'nettl (22222)'. The navigation menu includes 'Call-offs archive', 'Current call-offs', 'Delivery notes', 'Diary', and 'Administration'. Below the menu, the 'List of Login' table is displayed:

Group	22222
User	nettl
Last login	2013-06-06 11:54:03.0
Last invalid login	2013-03-29 10:19:12.0

2. Select the ranking of call-offs based on part number or call-off receipt date → click on the button **"Part number"** or **"Call-off date"**.

The screenshot shows the ŠKODA application header with the logo and user name 'nettl (22222)'. The navigation menu is the same as in the previous screenshot. Below it, the ranking menu has 'Part number' and 'Call-off date' buttons selected.

A list of all call-offs is displayed, ranked based on entered criteria.

3. Select the call-offs for the particular supplier plant index - select the value from the list "Index" → and click again on the button **"Part number"** or **"Call-off date"**. This step can be skipped - selection for all indexes is typically set - "*".
4. Select all call-offs for the required part number or date → click on the requested **part number** or **date** in the column "Part number" and/or "Date" →

The screenshot shows the ŠKODA application header with the logo and user name 'nettl (22222)'. The navigation menu is the same. Below it, the 'Index' dropdown menu is open, showing a list of dates: 05.11.2012, 23.10.2012, 22.10.2012, and 17.10.2012. The '23.10.2012' date is highlighted.

A list of call-offs will be displayed for the selected part number and/or date.

5. Select the call-off → click on the requested **call-off number** in the column "Call-off number".

The screenshot shows the ŠKODA application header with the logo and user name 'nettl (22222)'. The navigation menu is the same. Below it, the 'Call-offs by date' table is displayed for the date '23.10.2012':

Plant	Dock/Gate code	Dock/Gate name	Part number	Function	Order number	Call-off number
31	10389	SKODA SKLAD OCTAVIA	517 827 435	63	000055	00000066
31	10387	SKODA SKLAD A5	511 857 269	63	000055	00000069

The complete selected call-off is displayed.



6. Print the displayed call-off → click on the button "**Call-off printing**"
 or
 save the call-off as an xml file on your PC → click on the button "**Call-off export**".

ŠKODA nettl (22222)

Call-offs archive **Current call-offs** Delivery notes Diary Administration

Part number Call-off date

Call-off number 000000056 From 23.10.2012
 Replaces 000000065 From 15.10.2012
 Order number 000055

Supplier 22222/0 - testovací testik, výrobní družstvo, Nejkake mesto, Nejkake ulice, 111 11, CR

Customer 31 - Mladá Boleslav

Plant	31	Dock/Gate address	543 18 VRCHLABI	Dock/Gate code	10389
Part number	537 827 435	Part name	LAGERBOCK,GASFEDER A05,DRZAK CEPU K	Unit	PCE

Recent deliveries

Delivery note No.	Date	Quantity	Dates	
			Week	Totally to be delivered
	ihned		1100,0	79200,0
Cumulation				
Quantity	From			
78100,0				
	30.10.2012	44	1100,0	80300,0
	01.11.2012	44	1100,0	81400,0
	08.11.2012	45	1100,0	82500,0
	15.11.2012	46	1100,0	83600,0
	20.11.2012	47	1100,0	84700,0
	27.11.2012	48	1100,0	85800,0
	04.12.2012	49	1100,0	86900,0
	11.12.2012	50	1054,0	87954,0

Issued by TREJTNAR JAN Contact 00420-326-8-53436

Comments
 INVENTURA
 INVENTUR

Call-off printing Call-off export Back

The printing and downloading of the call-off is carried out by standard means using the web browser.

4.2. Current call-offs

The function serves for:

- displaying incoming call-offs, which so far have not been replaced with newer call-offs for the same plant, the unloading point and the part number.** Call-offs can be printed at any time or downloaded into the internal system in xml format.
- direct creation of delivery notes**

- Click on the button "**Current call-offs**".

ŠKODA nettl (22222)

Call-offs archive **Current call-offs** Delivery notes Diary Administration

List of Login

Group	22222
User	nettl
Last login	2013-06-07 07:37:35.0
Last invalid login	2013-03-29 10:19:12.0

- Select the ranking of call-offs based on part number or delivery location and date → click on the button "**Part number**" or "**Location and date**".

ŠKODA nettl (22222)

Call-offs archive **Current call-offs** Delivery notes Diary Administration

Part number **Location and date**

A list of all current call-offs is displayed, ranked based on entered criteria.

- Select the call-offs for the particular supplier plant index or delivery deadline - select the value from the list "**Index**", and/or "**Display deadline by:**" → click again on the button "**Part number**", and/or "**Place and date**".

This step can be skipped - selection for all indexes is typically set - "*" and delivery deadline "today".



- Select all call-offs to the requested part number or requested date → click on the requested **part number**, and/or **unloading area** in the column "Part number" and/or "Dock/Gate code".

ŠKODA nettl (22222)

Call-offs archive | Current call-offs | Delivery notes | Diary | Administration

Part number | Location and date

Index : * ▾

Display date to : Today ▾

Plant	Dock/Gate code	Dock/Gate name	Date
35	103C6	SKODA HALA U 33	IHNED
33	307N6	SKODA LOG.HALA M3-I	IHNED

Back

A list of call-offs will be displayed for the selected part number and/or the delivery date and destination.

- Select the call-off → click on the requested **call-off number** in the column "Call-off number" → the complete selected call-off will be displayed.

ŠKODA nettl (22222)

Call-offs archive | Current call-offs | Delivery notes | Diary | Administration

Part number | Location and date

Call-offs by location and date

Plant : 33
 Dock/Gate code : 307N6
 Dock/Gate name : SKODA LOG.HALA M3-I
 Date : IHNED

Part number	Function	Order number	Call-off number	Quantity
3T0 601 147 MHB	63	000055	00000124	252

Back

- Create the delivery notes for the required delivery date → click on the respective **date** in the column "Deadline"

OR

Print the displayed call-off → click on the button **"Call-off printing"**

OR

save the call-off as an xml file on your PC → click on the button **"Call-off export"**.

ŠKODA nettl (22222)

Call-offs archive | Current call-offs | Delivery notes | Diary | Administration

Part number | Location and date

Call-off number 00000124 From 05.10.2010
 Replaces 00000123 From 01.10.2010
 Order number 000055

Supplier 22222/0 - testovací testik, výrobní družstvo, Nejaké mesto, Nejaká ulice, 111 11, CR

Customer 33 - Kvasiny
 Plant 33 Dock/Gate address 517 02 KVASINY Dock/Gate code 307N6
 Part number 3T0 601 147 MHB Part name RADZIERBLEND BTV B6+A5 SUV Unit PCE

Recent deliveries

Delivery note No.	Date	Quantity	Date	Week	Quantity	Totally to be delivered
80028454	30.09.2010	420	ihned		252	0 46848 0
80028558	01.10.2010	252	06.10.2010	41	168	0 47016 0
80028725	01.10.2010	84	07.10.2010	41	336	0 47352 0
			08.10.2010	41	504	0 47856 0
			11.10.2010	42	336	0 48192 0
			12.10.2010	42	252	0 48444 0
			13.10.2010	42	252	0 48696 0
			14.10.2010	42	252	0 48948 0
			01 2011-04 2011		3108	0 61800 0
			05 2011-08 2011		3528	0 65328 0
			09 2011-13 2011		672	0 66000 0
			14 2011-17 2011		582	0 66582 0

Cumulation

Quantity	From
46596	0

Issued by KAJZRLIK, ALES Contact 00420-494-5-53038

Comments
 WERKSURLAUB - CZD
 KW/KT 27.- 28.

Call-off printing | Call-off export | Back



7. Create the delivery notes → for the procedure, see chapter 4.3.1 Delivery notes creation.



nettl (22222)

Call-offs archive | Current call-offs | **Delivery notes** | Diary | Administration

Part number | Location and date

Delivery note creation

new add

Supplier	22222/0 - testovací testik, výrobní družstvo, Nejaké mesto, Nejaká ulice, 111 11, CR					
Customer	33 - Kvasiny					
Dock/Gate address	517 02 KVASINY	Dock/Gate code	307N6	Plant	33	
Order number	000055	Delivery note number	Delivery date requested	06.10.2010	Despatch date	07.06.2013
Carrier		Registration number		Trailer registration number		
Gross	Name	Supplier's purchase order		Shipping department		
Nett	E-mail	Phone		Fax		

Part number	Part name	Required	Unit	Call-off number	From
<input checked="" type="checkbox"/> 3T0 601 147 MHB	RADZIERBLLENDE BTV B6+A5 SUV	168.0	PCE	000000124	05.10.2010

Create delivery note | Back

4.3. Delivery notes

The button "Delivery notes" is not intended for creation of a new delivery notes, but for displaying and printing stored and sent delivery notes and GTL labels. Modifications may be made only in delivery notes that have not been submitted for sending or that have not been sent.

The delivery notes is always created based on the selected "current call-off", from which all important data about the customer (Škoda) and the reference material (part number, packaging, etc.) is entered into the delivery notes. The details that the supplier can insert are related to identification of the supplier, the delivered quantity and packaging.

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 shipping 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.

4.3.1 Delivery notes creation

A new delivery notes can be created only from a "Current call-offs" – see chapter 4.2.

1. Select for the chosen current call-off creation of a delivery notes for the required delivery deadline → click on the particular active **date** in the column "Deadline".



nettl (22222)

Call-offs archive | Current call-offs | **Delivery notes** | Diary | Administration

Part number | Location and date

Call-off number	000000124	From	05.10.2010
Replaces	000000123	From	01.10.2010
Order number	000055		

Supplier 22222/0 - testovací testik, výrobní družstvo, Nejaké mesto, Nejaká ulice, 111 11, CR

Customer	33 - Kvasiny		
Plant	33	Dock/Gate address	517 02 KVASINY
		Dock/Gate code	307N6
Part number	3T0 601 147 MHB	Part name	RADZIERBLLENDE BTV B6+A5 SUV
		Unit	PCE

Recent deliveries			Dates			
Delivery note No.	Date	Quantity	Date	Week	Quantity	Totally to be delivered
80028454	30.09.2010	420	ihned		252	46848
80028558	01.10.2010	252	06.10.2010	41	168	47016
80028725	01.10.2010	84	07.10.2010	41	336	47352
			08.10.2010	41	504	47856
			11.10.2010	42	336	48192
			12.10.2010	42	252	48444
			13.10.2010	42	252	48696
			14.10.2010	42	252	48948
			15.10.2010	43	252	49200

Cumulation	
Quantity	From
46596	0



2. Create the heading for the delivery notes → select **"new"** and complete the details in the **orange** highlighted fields.

ŠKODA nettl (22222)

Call-offs archive | Current call-offs | **Delivery notes** | Diary | Administration

Part number | Location and date

Delivery note creation

new add

Supplier	22222/0 - testovací testik, výrobní družstvo, Nejaké mesto, Nejaká ulice, 111 11, CR						
Customer	33 - Kvasiny						
Dock/Gate address	517 02 KVASINY		Dock/Gate code	307N6	Plant	33	
Order number	000055	Delivery note number		Delivery date requested	ihned	Despatch date	07.06.2013
Carrier			Registration number		Trailer registration number		
Gross		Name		Supplier's purchase order	Shipping department		
Nett		E-mail		Phone	Fax		

Part number	Part name	Required Unit	Call-off number	From
<input checked="" type="checkbox"/> 3T0 601 147 MHB	RADZIERBLLENDE BTV B6+A5 SUV	252.0 PCE	000000124	05.10.2010

Create delivery note | Back

- Despatch date change the offered date so that it corresponds to the actual date of shipping the delivery to ŠA
- Name the supplier's contact person's name
- Shipping department internal identification of supplier's department

If at the time of creation of the delivery notes you do not know the value for any of the required fields (transporter, licence plate number, etc.), you can fill in any substitute character (preferably the hyphen "-"), which you can later replace with the correct value.

The delivery notes number and the shipping 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.

In the **yellow** highlighted fields, the details do not need to be filled in.

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

3. Click on the button **"Create delivery notes"**.
If you have not filled in any of the required fields, the delivery notes will not be created, and an error message will be displayed.

ŠKODA nettl (22222)

Call-offs archive | Current call-offs | **Delivery notes** | Diary | Administration

Part number | Location and date

Delivery note creation

new add

Supplier	22222/0 - testovací testik, výrobní družstvo, Nejaké mesto, Nejaká ulice, 111 11, CR						
Customer	33 - Kvasiny						
Dock/Gate address	517 02 KVASINY		Dock/Gate code	307N6	Plant	33	
Order number	000055	Delivery note number	150016	Delivery date requested	ihned	Despatch date	07.06.2013
Carrier			Registration number		Trailer registration number		
Gross		Name		Supplier's purchase order	Shipping department		
Nett		E-mail	mn@ferryman.eu	Phone	Fax		

Part number	Part name	Required Unit	Call-off number	From
<input checked="" type="checkbox"/> 3T0 601 147 MHB	RADZIERBLLENDE BTV B6+A5 SUV	252.0 PCE	000000124	05.10.2010

Wrong or incomplete data

OK

Create delivery note | Back

Click on "OK" - the error message will disappear and the non-completed or wrongly completed fields will be highlighted in **pink**.

4. Complete or correct the appropriate details → click again on the button "Create delivery notes".



Call-offs archive | Current call-offs | Delivery notes | Diary | Administration

Part number | Location and date

Delivery note creation

Supplier	22222/0 - testovací testik, výrobní družstvo, Nejaké mesto, Nejaká ulice, 111 11, CR						
Customer	33 - Kvasiny						
Dock/Gate address	517 02 KVASINY	Dock/Gate code	307N6	Plant	33		
Order number	000055	Delivery note number	150016	Delivery date requested	lnred	Despatch date	07.06.2013
Carrier	Ferryman	Registration number	AB 12345	Trailer registration number			
Gross	3096	Name	MN	Supplier's purchase order		Shipping department	
Nett	3024	E-mail	mn@ferryman.eu	Phone	123456789	Fax	

Part number	Part name	Required	Within delivery	Unit	Call-off number	From
3T0 601 147 MHB	RADZIERBLENDE BTV B6+	252.0	252.0	PCE	124	05.10.2010

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Weight/packaging	Weight/commodity
i	3	114888	returnable	3T0 601 147 MHB	84.0	252.0	4154 4156 small	24.0	12.0



Save delivery note | Send delivery note | Help | Back

The delivery notes will be displayed with the relevant part number and with the packaging proposed based on the call-off date.

If the packaging is not displayed, it was not in the call-off either and therefore needs to be filled in.

- 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, ...) <i>Master or Mixed in WebEDI 2.0</i>	O	M
	Packaging at the lowest level - inner packaging (packaging, which is in direct contact with parts - KLT, boxes, ...) <i>Single in WebEDI 2.0</i>	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		

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Gross	Nett	Weight/packaging
0		1	returnable				4157 4157 large	0	0	0.0

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


Icons for loading another packaging on the package type stated in the very left column of this line.



Example: freight in a pallet, in which there are 2 crates

5a. Insert the packaging at the highest level – pallet → press the icon  on the left under the form

Part number	Part name	Required	Within delivery	Unit	Call-off number	From
3T0 601 147 MHB	RADZIERBLENDE BTV B6+	252.0	0.0	PCE	124	05.10.2010



Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Gross	Nett	Weight/packaging
O 	1		returnable				4158 4158 large	0	0	0.0



Save delivery note Send delivery note Help Back

5b. Place the container on the pallet → press the icon  on the right for the row with the loaded pallet



Part number	Part name	Required	Within delivery	Unit	Call-off number	From
3T0 601 147 MHB	RADZIERBLENDE BTV B6+	252.0	0.0	PCE	124	05.10.2010

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Gross	Nett	Weight/packaging
O 	1		returnable				4158 4158 large	0	0	0.0
I 	1		returnable	3T0 601 147 MHB	0.0	0.0	4159 4159 small	0.0		12.0



5c. Complete the required details → whether there are 2 containers in the pallet, there are 25 parts in a single container

Part number	Part name	Required	Within delivery	Unit	Call-off number	From
3T0 601 147 MHB	RADZIERBLENDE BTV B6+	252.0	50.0	PCE	124	05.10.2010

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Gross	Nett	Weight/packaging
O 	1	PALLET	returnable				4158 4158 large	600	600	0.0
I 	1	BOX	returnable	3T0 601 147 MHB	50.0	50.0	4159 4159 small	0.0		12.0



Within delivery If highlighted in yellow, then the sent quantity does not correspond to the quantity required in the call-off.

Quantity Number of packages

Type Code or name of packaging based on the packaging guideline (or based on an agreement).

Returnability Specification of returnable/non-returnable packaging.

Label 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 change the size of the label based on the type of packaging.

Weight/packaging Weight of packaging unit.

Weight/commodity Weight of one delivered part.

6. Set the weight - when first entering the part number (if not displayed):

- Fill in the type of packaging

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Weight/packaging	Weight/commodity
I 	1	BOX	returnable	3T0 601 147 MHB	0.0	0.0	4160 4160 small	0.0	12.0

- Click on the icon representing weight and enter the new required weight or change the existing weight.



Editing weight

Type	Name	Weight
Goods	3T0 601 147 MHB	12
Packaging	BOX	1
Packaging	PALLET	24

Save changes Back

When creating the first delivery notes for a certain part number, you must enter the weight of the packaging and the part, and the application will then remember them for all other delivery notes.

The value "0" may be entered, and in such case the field will be highlighted in yellow. Spaces do not need to be completed.

The current weight can be changed, and the change will be shown in the created delivery notes and in all subsequent records. The original values will remain in the previous delivery notes.

- Save the changes.

7. Save / send the delivery notes → press the appropriate button

7a. "Save the delivery notes"

Delivery notes details completed so far will be saved in the database. Until you use it, the delivery notes will only be on the screen and cannot reach anyone (even the Teledin help desk). Part of saving is checking the accuracy and completion of the required fields.

Such saved delivery notes:

- will also be available for later modifications,
- is not included in the list of delivery notes sent to ŠA via an EDI message.

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

- Create additional delivery notes → click on "OK". The application will return to the page "Current call-offs".
- Leave the application → click on "Exit". The application will return to the WebEDI home page.

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".

7b. "Send delivery notes"

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

A sent or queued for sending delivery notes:

- cannot be modified or changed,
- cannot be resent.

8. Print the delivery notes → press the button "**Print delivery notes**".

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

9. Print the GTL label → press the button "Print GTL".

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.



4.3.2 Adding an item to delivery notes

An item can be added to a delivery notes only:

- from the "current call-off" - see chapter 4.2.
- for a delivery notes, which is saved, but has not yet been sent
- for a delivery notes with the same order number, specification and unloading point

1. Select for the chosen current call-off a creation of a delivery notes for the required delivery deadline → click on the particular active **date** in the column "Deadline".
2. Select the delivery notes that you want to expand → select **"add"** and select the delivery notes number from the list in the only **orange** highlighted field.

ŠKODA nettl (22222)

Call-offs archive | Current call-offs | **Delivery notes** | Diary | Administration

Part number | Location and date

Delivery note creation

new **add**

Supplier	22222/0 - testovací testik, výrobní družstvo, Nejkake mesto, Nejkake ulice, 111 11, CR						
Customer	33 - Kvasiny						
Dock/Gate address	517 02 KVASINY			Dock/Gate code	307N6	Plant	33
Order number	000055	Delivery note number	150016	Delivery date requested		Despatch date	
Carrier	Ferryman			Registration number	AB 12345	Trallor registration number	
Gross	5160	Name	MN	Supplier's purchase order		Shipping department	
Nett	5040	E-mail	mn@ferryman.eu	Phone	123456789	Fax	

Part number	Part name	Required	Unit	Call-off number	From
3TO 601 147 MHB	RADZIERBLENDE BTV B6+A5 SUV	168.0	PCE	000000124	05.10.2010

Create delivery note | Back

No other details need to be filled in, because they are already in the heading of the "basic" delivery notes.

3. Click on the button "Create delivery notes".
If you have not filled in the number that you are expanding, an error message will appear. (Click on OK, select the delivery notes number and click again on "Create delivery notes".)
4. Click again on the button "Create delivery notes".

ŠKODA nettl (22222)

Call-offs archive | Current call-offs | **Delivery notes** | Diary | Administration

Part number | Location and date

Delivery note creation

Supplier	22222/0 - testovací testik, výrobní družstvo, Nejkake mesto, Nejkake ulice, 111 11, CR						
Customer	33 - Kvasiny						
Dock/Gate address	517 02 KVASINY			Dock/Gate code	307N6	Plant	33
Order number	000055	Delivery note number	150016	Delivery date requested	01.01.0001	Despatch date	07.06.2013
Carrier	Ferryman			Registration number	AB 12345	Trallor registration number	
Gross	5160	Name	MN	Supplier's purchase order		Shipping department	
Nett	5040	E-mail	mn@ferryman.eu	Phone	123456789	Fax	

Part number	Part name	Required	Within delivery	Unit	Call-off number	From
3TO 601 147 MHB	RADZIERBLENDE BTV B6+	252.0	420.0	ST	124	05.10.2010

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Weight/packaging	Weight/commodity
1	3	114888	returnable	3TO 601 147 MHB	84.0	252.0	4154 4156	small	24.0
1	2	114888	returnable	3TO 601 147 MHB	84.0	168.0	4168 4169	small	24.0

Save delivery note | Send delivery note | Help | Back

The delivery notes will be displayed for the particular part, which contains:

- The already existing delivery notes items, including the packaging.
- The newly connected item, including the proposed packaging based on the call-off.



If the packaging is not displayed for the new item, it was not in the call-off either and therefore needs to be filled in.

- The field "In delivery" is highlighted in yellow, because the sent quantity does not correspond to the quantity required in the call-off.

5. Continue entering packaging and saving and sending the delivery notes - see points 5-8 in chapter 4.3.1. Delivery notes creation.

4.3.3 List of delivery notes

By clicking on the button "**Delivery notes**" you will get an overview of all saved and sent delivery notes sorted according to:

- The delivery notes number → click on the button "**Delivery notes number**"
- The date of creation of the delivery notes → click on the button "**Creation date**"

The screenshot shows the ŠKODA web interface. At the top right, it says "nettl (22222)". Below the navigation menu, there are buttons for "Delivery note number", "Creation date", and "Old version". The "Creation date" button is selected. Below this, there is a table with the following data:

Delivery note number	Created	Scheduled to send	Sent
18	26.03.2013 - 08:58:10		
19	27.03.2013 - 10:06:01		
22	02.04.2013 - 11:59:54		
25	31.01.2013 - 10:16:06	31.01.2013 - 10:49:15	31.01.2013 - 10:49:15
26	31.01.2013 - 10:24:30	31.01.2013 - 10:45:06	31.01.2013 - 10:45:06
121	20.05.2013 - 08:41:48		
234	02.04.2013 - 09:03:22		
544	22.03.2013 - 14:22:54		
777	09.04.2013 - 07:24:08		
150010	30.01.2013 - 12:25:09		
150013	10.04.2013 - 11:00:20		
150016	07.06.2013 - 08:36:21		
211212	22.03.2013 - 12:42:10		

The date in the list columns represent these conditions:

Status	Activation	Action	Other permitted actions with ASN
Created	first use of the button "Save delivery notes"	The delivery notes was saved without sending	modification saving sending cancellation printing GTL printing
Submitted for sending	use of the button "Send delivery notes"	The delivery notes has been sent or queued for sending	cancellation printing GTL printing
sent	automatically on the despatch date specified on the delivery notes	the standard EDI message has been sent to ŠA	printing GTL printing

Delivery notes displaying → click on the delivery notes number in the column "Delivery notes number"



Call-offs archive Current call-offs Delivery notes Diary Administration

Delivery note number Creation date Old version

Delivery note

Delivery note status	Created						
Supplier	22222/0 - testovací testik, výrobní družstvo, Nejaké mesto, Nejaká ulice, 111 11, CR						
Customer	33 - Kvasiny						
Dock/Gate address	517 02 KVASINY		Dock/Gate code	307N6	Plant	33	
Order number	000055	Delivery note number	150016	Delivery date requested	ihned	Despatch date	07.06.2013
Carrier	Ferryman		Registration number	AB 12345	Trailer registration number		
Gross	3096	Name	MN	Supplier's purchase order		Shipping department	
Nett	3024	E-mail	mn@ferryman.eu	Phone	123456789	Fax	

Part number	Part name	Required	Within delivery	Unit	Call-off number	From
3TO 601 147 MHB	RADZIERBLLENDE BTV B6+	252,0	420,0	ST	124	05.10.2010

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Weight/packaging	Weight/commodity
1	3	114888	returnable	3TO 601 147 MHB	84,0	252,0	4154 4156 small	24,0	12,0

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Weight/packaging	Weight/commodity
1	2	114888	returnable	3TO 601 147 MHB	84,0	168,0	4168 4169 small	24,0	12,0



Save delivery note Send delivery note Delete delivery note Print ASN VDA4939 Label GTL Help Back

Delivery notes cancellation → click on the button "Cancel delivery notes"

After confirmation of the query, the delivery notes will be permanently deleted from the list of delivery notes. Do not cancel an already sent delivery notes.

4.3.4 Printing of delivery notes and GTL

Select the required delivery notes from the delivery notes list - see chapter 4.3.3.

Delivery notes printing → click on the button "Print delivery notes VDA4939"

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 the button "GTL label"

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.

4.4. Administration

Via the "Administration" function, it is possible to manage user accounts in a scope based on the assigned authorisation.

User's 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. Click on the "Administration" button
2. Click on the "Users" button → a summary of all the existing users will display

New user account opening

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

ŠKODA

nettl (22222)

Call-offs archive Current call-offs Delivery notes Diary Administration

Groups Users Authorization Log out

New User

Group *	22222
User name *	
Name	
Password *	
Password - Verification *	
E-mail	
Active *	<input type="checkbox"/>
Language *	CZ
Role *	ADVANCED_USER
Remark - User	

* Mandatory Item

Save changes

- 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 the "Cancel record" button

Changing data

3. Click on the selected user
4. Make changes
5. Click on the "Save changes" button

Password change

3. Click on the selected user
4. Click on the "Change password" button
5. Fill-out required information
6. Click on the "Save changes" button

End-user

Your company administrator opened the user account with the "ADVANCED_USER" authorization.

The user is authorized to:

- change data in his profile
- change his password



Procedure for data change / password change

1. Click on the "Administration" button
2. Click on the "Users" button → a list of all the existing users will display
3. Select the user

Changing data

4. Make changes
5. Click on the "Save changes" button

Password change

4. Click on the "Change password" button
5. Fill-out required information
6. Click on the "Save changes" button

4.5. Diary

Using the "Diary" function, the administrator can monitor all of the users' activities – login, logoff, user creation and deletion, error messages, etc.

1. Click on the "Diary" button
2. Select the user → click on the required user in the "Log of Events" roll-down menu
3. Click on the "Diary" button → the selected user's event journal will display

Time	Group	User	Module	Code	Message
130607-08:43	22222	nettl	edit_delivery	899	ERR_SQL_OTHERS: org.postgresql.util.PSQLException: ResultSet not positioned properly, perhaps you need to call next.
130607-07:46	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	Uživatel úspěšně přihlášen (22222:nettl)
130607-07:46	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	Uživatel odhlášen (22222:nettl)
130607-07:37	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	Uživatel úspěšně přihlášen (22222:nettl)
130606-12:50	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	User login successful (22222:nettl)
130606-12:49	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	User logout (22222:nettl)
130606-12:47	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	User login successful (22222:nettl)
130606-11:54	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	User login successful (22222:nettl)
130606-11:08	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	Uživatel úspěšně přihlášen (22222:nettl)
130606-10:28	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	Uživatel odhlášen (22222:nettl)
130606-10:19	22222	nettl	admin_user_detail.jsp	0	Změna uzivatele: (22222:nettl)
130606-10:17	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	Uživatel úspěšně přihlášen (22222:nettl)
130606-09:28	22222	nettl	webedi.WebEdi\$WebEdiAuthorization	0	Uživatel úspěšně přihlášen (22222:nettl)



5. Signing-out from the application

Automatic sign-out – you will be automatically signed out of the application if idle for more than 20 minutes. If you attempt to continue once this time-period expires, a screen requesting your login will appear.

Own sign-out – sign out by clicking → "Administration" → "Log out" → "Logoff"

6. Problem solving

Inaccessible application WebEDI

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

tel: 420221015250
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 or contact the administrator of the application from ŠA:

Administrators of Škoda Auto / EOT- Mon - Fri: 7:00 – 16:00:

Michal Nettl, phone. +420 326 8 17448, michal.nettl@skoda-auto.cz
Josef Chmelík, phone +420 326 8 17659, josef.chmelik@skoda-auto.cz

Problem with issuing of delivery notes

Contact the Teledin Help Desk - WebEDI application technical support:

tel.: +420 221 015 250
E-mail: webedi@teledin.cz

Problem with printing delivery notes and GTL

Contact the Teledin Help Desk - WebEDI application technical support:

tel.: +420 221 015 250
E-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 the ŠA application 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.



7. Addendum – 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: +420 221 015 250

e-mail: webedi@teledin.cz



7.1. Goods in bulk / unpacked parts

Part number	Part name	Required	Within delivery	Unit	Call-off number	From
1U0 804 207	DESKA VYZTUZNA	50.0	50.0	ST	8	03.07.2012

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label		Weight/packagi	
I	1	BULK	nonreturnable	1U0 804 207	50.0	50.0	3496	3496	large	0.0



- Save delivery note
- Send delivery note
- Delete delivery note
- Print ASN VDA4939
- Label GTL
- Help
- Back

VOLNE
BULK
FREI
etc.

!

zero weight is allowed



7.2. Complex packaging

A packaging of two parts 5J0 809 309 and 5J0 809 310 (hereinafter 309 and 310) together into a box. Four of such boxes are then loaded on one palette – see a simple picture of this shipment at the end of this example.

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Weight/packaging	Weight/commodity	
I	4	111902	returnable	5J0 809 309	500.0	2000.0	3991 3994 small	12.0	8.0	X
I	4	111902	returnable	5J0 809 310	500.0	2000.0	3995 3998 small	12.0	4.0	X
O	1	VW0012	returnable				3999 3999 large	7583	7500	1.0
I	10	004147	returnable	5J6 809 665	250.0	2500.0	4000 4009 small	8.0	3.0	X
A	1	001210	returnable					2.0		X



Let us create a new palette, on which we shall load parts 310 and 309

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Gross	Nett	Weight/packaging	
O	1		returnable				4010 4010 large	0	0	0.0	X

Let us load 4 "interim" packages" on it

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Gross	Nett	Weight/packaging	
O	1		returnable				4010 4010 large	0	0	0.0	X
T	4		returnable				4012 4015 small	0.0			X

We load 4 boxes for part 309 into it

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Gross	Nett	Weight/packaging	
O	1		returnable				4010 4010 large	0	0	0.0	X
T	4		returnable				4012 4015 small	0.0			X
I	1		returnable	5J0 809 309	0.0	0.0	4016 4016 small	0.0		8.0	X

1 Into each of them we put a box for part 309. This part number is offered here automatically...

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Gross	Nett	Weight/packaging	
O	1		returnable				4010 4010 large	0	0	0.0	X
T	4		returnable				4012 4015 small	0.0			X
I	1		returnable	5J0 809 309	0.0	0.0	4016 4016 small	0.0		8.0	X

... and if we add another box



Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Gross	Nett	Weight/packaging
O	1		returnable				4010 4010 large	0	0	0.0
T	4		returnable				4012 4015 small			0.0
I	1		returnable	530 809 309	0.0	0.0	4016 4016 small	0.0		8.0
I	1		returnable	530 809 309	0.0	0.0	4017 4017 small	0.0		8.0



... and if we add another box, we must choose 310 from roll-down menu.

We fill required package types, quantities, etc., now using original lines with parts 309 and 310 still presented on the screen Do not forget to fill gross and net weights.

Part name	Requires	Within delivery	Unit	Call-off number	From
VYTLAHA NOSNIKU R00	2000.0	4000.0PCE		213	05.11.2012
VYTLAHA NOSNIKU R04	2000.0	4000.0PCE		209	05.11.2012
VYTLAHA PLYN.PEDALU	2500.0	2500.0PCE		197	05.11.2012

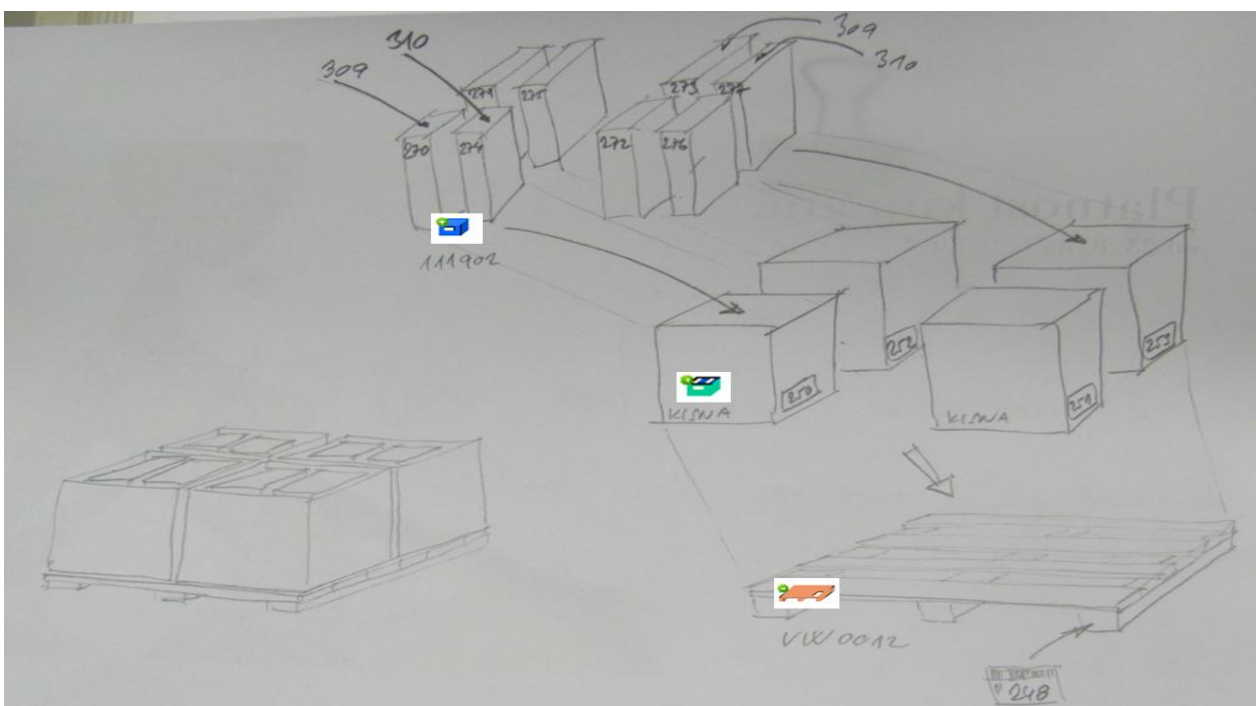
Required	Within delivery	Unit	Call-off number	From
001	2000.0	2000.0PCE	213	05.11.2012
R04	2000.0	2000.0PCE	209	05.11.2012
J	2500.0	2500.0PCE	197	05.11.2012

Using the little cross we erase the original lines. Then we can add aux packages

The application offers here label numbers and controls their uniqueness. If you need your own numbering sequence just rewrite them. Let us continue as usually.

- Save delivery note
- Send delivery note
- Delete delivery note
- Print ASN VDA4939
- Label GTL
- Help
- Back

- Package on the highest level = outer. Master or mixed in the previous version – WebEDI 2.0.
- Package on the lowest level = inner. Single in the previous version – WebEDI 2.0. This package is in a direct contact with delivered articles.
- Package on the intermediate level, copack, beipack. This package is loaded on a palette and contains other packages, which only contain articles
- Auxilliary package. Lid, cover, clump, empty KLT for balancing.





7.3. Parts co-packed into one package VW0012

Delivery note status	Created				
Supplier	22222/0 - testovací testik, výrobní družstvo, Nejaké mesto, Nejaka ulice, 111 11, CR				
Customer	31 - Mladá Boleslav				
Dock/Gate address	293 60 MLADA BOLESLAV	Dock/Gate code	10379	PL	
Order number	000055	Delivery note number	53080710	Delivery date requested	09.09.9999
Carrier	FHL		Registration number	AA 55-12	Tr
Gross	46501	Name	Tomáš Beneda	Supplier's purchase order	t
Nett	46500	E-mail	tom.beneda@atlas.cz	Phone	221015257

Part number	Part name	Required	Within delivery	Unit	Call-off number	From
530 809 309	VYZTUHA NOSNIKU ROO	2500.0	2500.0	ST	213	05.11.2012
530 809 310	VYZTUHA NOSNIKU ROO	2500.0	2500.0	ST	209	05.11.2012
536 809 665	VYZTUHA PLYN.PEDALU	2500.0	2500.0	ST	197	05.11.2012
539 809 665	VERST.GASFEDER A05	2000.0	2000.0	ST	181	05.11.2012

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Gross	Nett
O	1	VW0012	returnable				3518 3518 large	46501	46500

Packaging	Number	Type	Returnability	Part number	Quantity	In sum	Label	Weight/pa
I	1	BEIPACK	nonreturnable	539 809 665	2000.0	2000.0	3585 3585 small	0.0
I	1	BEIPACK	nonreturnable	530 809 309	2500.0	2500.0	3601 3601 small	0.0
I	1	BEIPACK	nonreturnable	530 809 310	2500.0	2500.0	3612 3612 small	0.0
I	1	BEIPACK	nonreturnable	536 809 665	2500.0	2500.0	3618 3618 small	0.0

package type is BEIPACK !

zero weight is allowed