Valeo WebEDI OBP 3.3
Training document

General overview and User Administration

WebEDI: Thomas Gries

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Historic:

Date	Changes	responsible
26.04.2007	Document created	Thomas Gries
05.09.2007	System requirements	Ulrich Stollbert
01.09.2009	Update EDI/WebEDI Portal	Thomas Gries

1 Valeo WebEDI based on Odette e-Forms 2 recommendation

Valeo started in 2005 successfully with a new WebEDI version based on Odette e-Forms 2 recommendation. An European standard for WebEDI applications.
The Odette e-Forms 2 recommendation was approved in April 2003. It is a merger of the two different recommendations named eForms V1 (Odette) and VDA4936 (VDA) from 2001.
In general, the same processes have been described, but only a unique European solution can be acceptable for the automotive community.

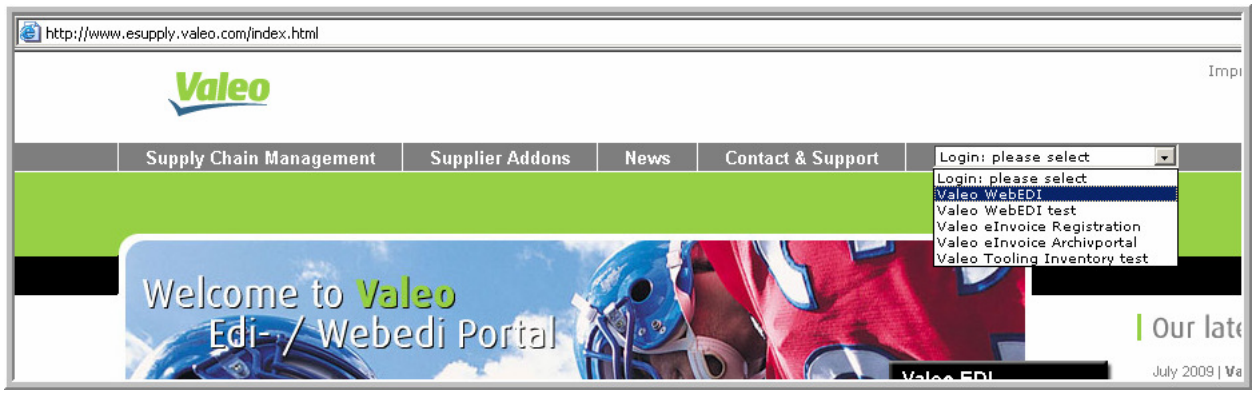
In 2007 Valeo made an update of the Valeo WebEDI system to the latest release of the Axway WebEDI system based on Odette e-Forms 2 recommendation.

2 The first Login

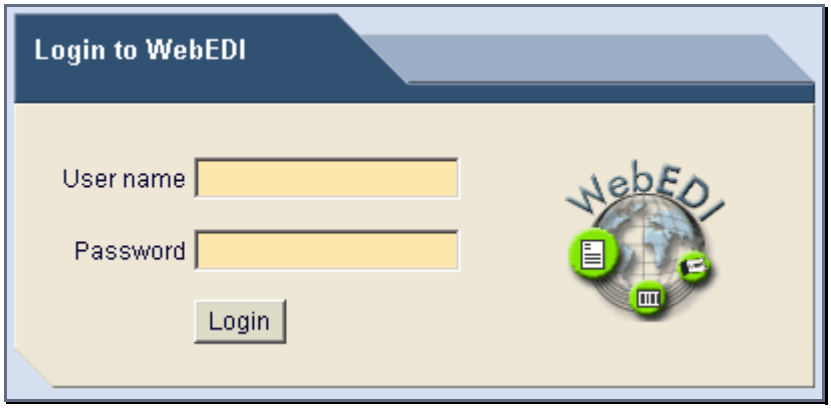
For the first login, you will be informed about your user and password from the responsible Valeo plant.

To make the first login following steps are necessary:

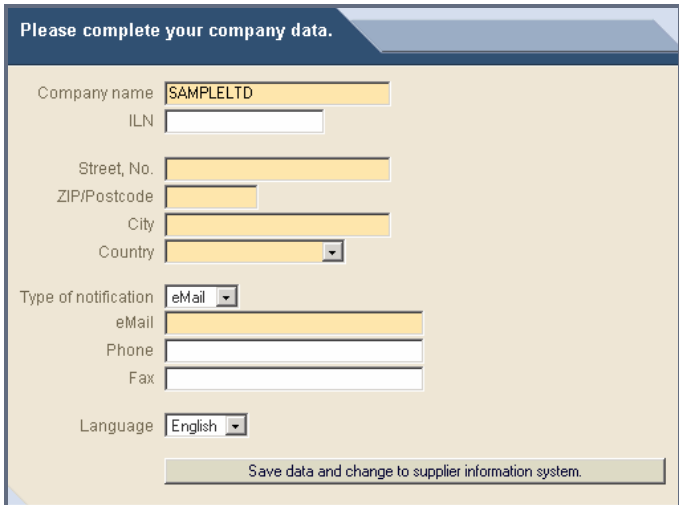
1. Start Internet
2. Please type in the Internet address http://www.esupply.valeo.com for the EDI-/WebEDI Portal.



3. Select the Login “Valeo WebEDI ” to get the login for WebEDI OBP. Please enter your user name and your password in the designated fields. Please take care on upper and lower cases for the user and password. Then, click on the button *Login*.

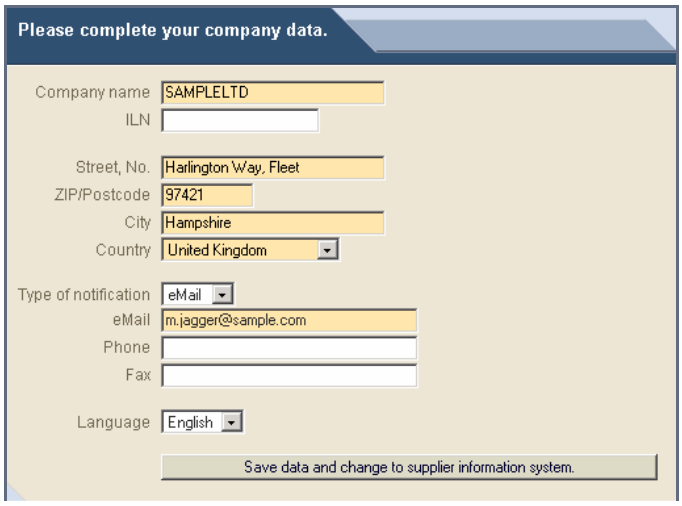


4. When you register for the first time, you will see once the following popup:



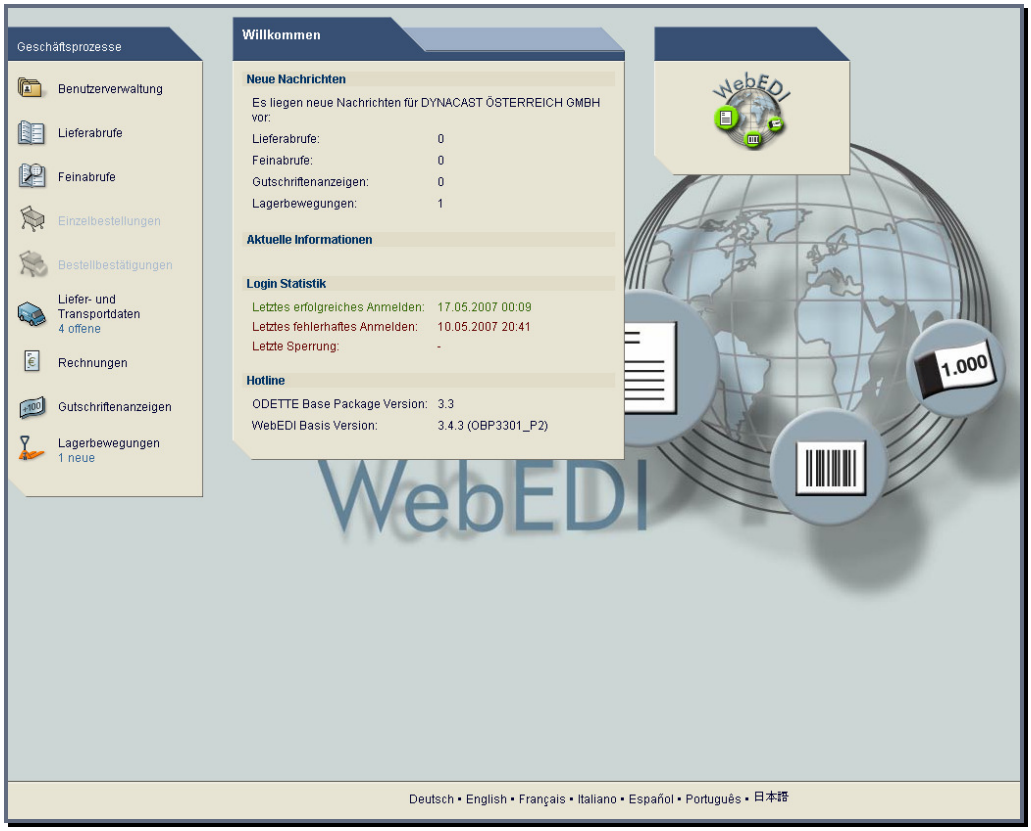
5. Please complete the information on your address. Mandatory are the yellow fields, the others are optional. In the following extract you can see an example of the address data fields. **It is absolutely mandatory that you choose as way of communication *e-mail* and that you enter your e-mail address in the corresponding field.**

   Note: Via this e-mail address, you will receive an information the first time data has been provided for you in the internet. Also in the future, you will receive an e-mail as soon as new data has been provided for you in the internet.



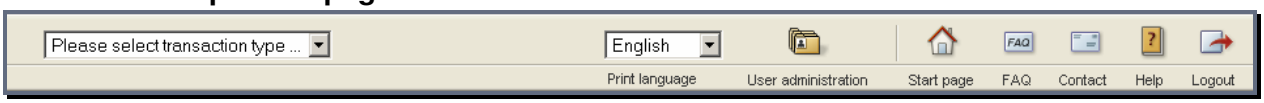
6. After having completed the address details, please click on the button *Save data and* .....

Now you are in the main menu / start menu of the WebEDI application of Valeo.



On the bottom of the screen, you can change the language. In the address data, you can save your default language.

Icons on the top of the page:



Selectbox: One possibility to select a business process

Print language: You could define the print language of documents different from the login language.

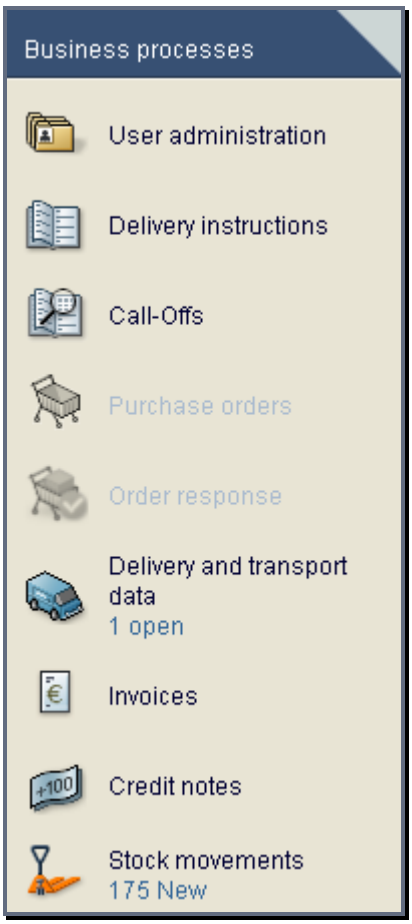
User administration: In the *User administration* you can change your password, adapt your address details or create sub-user.

FAQ Frequently ask questions. Here you find information about WebEDI problems and proposed solutions. You will find also FAQs on the EDI- / WebEDI portal

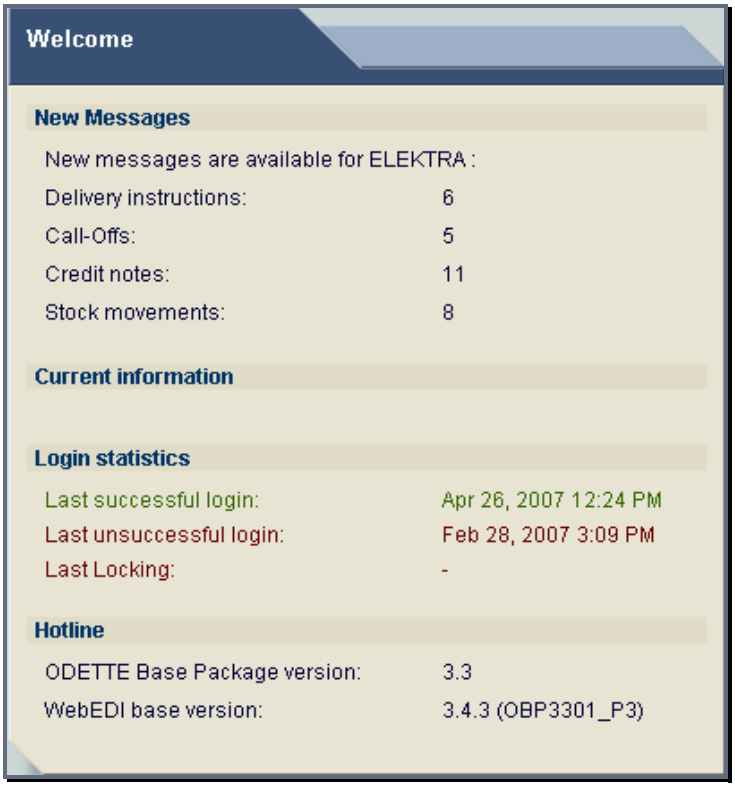
Contact: You can send an E-mail to the hotline of WebEDI. The address is hotline-esupply@valeo.com

Help: Here you start the online help of the WebEDI application

Logout: You quit the WebEDI application of Valeo



With this menu *business processes* you can select your business processes you have to work. The numbers in blue are messages not read yet.

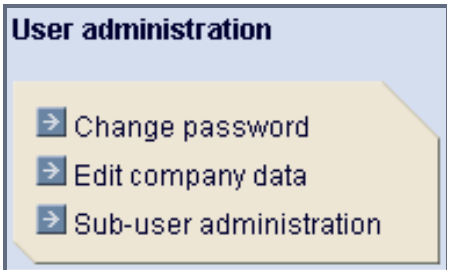


On this part of the screen, you will get an overview, about new messages and the last login. In the area “Current information”, you will be informed about extraordinary downtimes or maintenance of the Application.

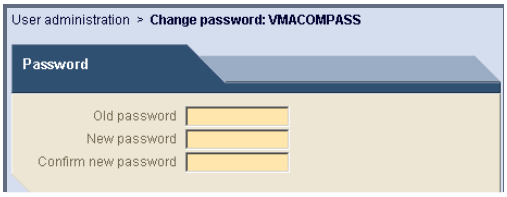
3 Change the user password

After having reached the main menu of the WebEDI application, you should change your password in the *User administration*.

1. Please choose the menu point *User administration*
2. You will see the following window



3. Choose the option *change password.* In the first field please enter your existing password and then in the following fields your new password. After pressing the key *Change* your password will be changed.

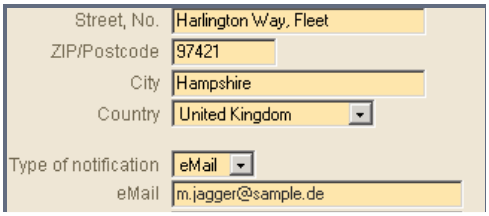


4 Change E-mail notification

The E-Mail address for the E-Mail notification can be made with the user administration from the WebEDI main user.

Following steps are necessary:

1. Press *user administration*
2. Select "*Edit company data*"
3. Change the E-Mailaddress
4. Save data



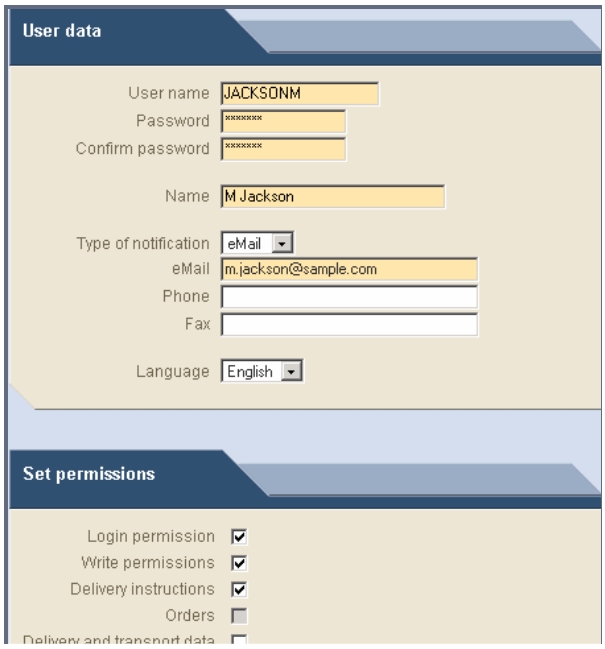
5 Sub-user administration

In the *Sub-user administration* you may create further user of your company.

Sub-user may be created with different access rights and a different e-mail address. For example you can create a sub-user, only with the rights to display delivery instructions.
Please take care, that a sub-user can only be created with the main user of WebEDI. Which is the user, you get first time from Valeo.

5.1 Create a Sub-user

1. You go to the *User administration* and choose *Sub-user administration* from the menu. After having chosen the *Sub-user administration*, please click on create *new sub-user*.

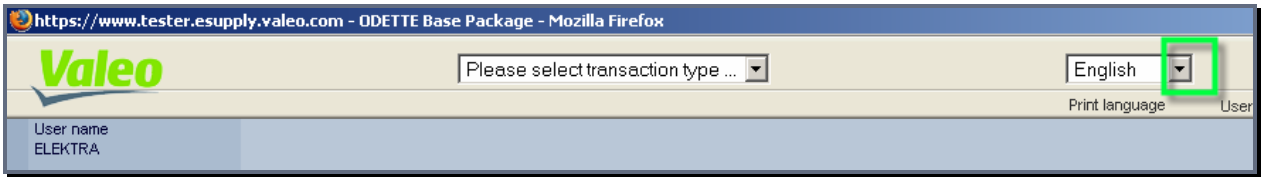


Please save the sub user.

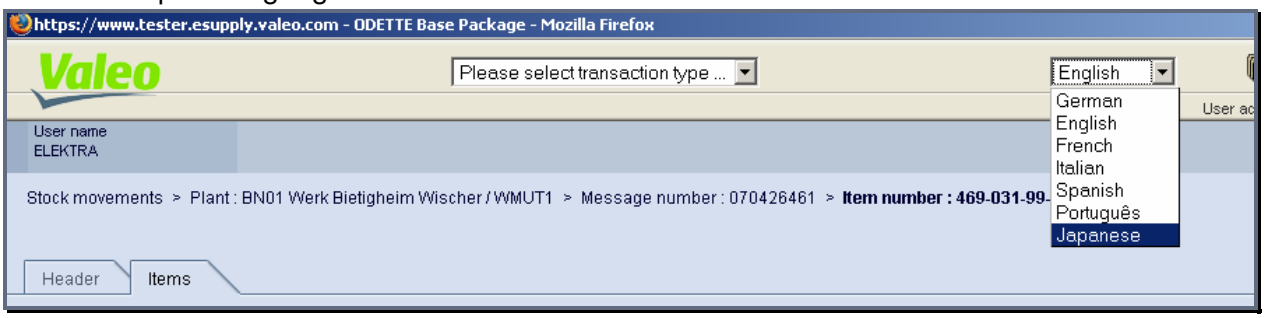
6 Define Print language

For the print out of all documents in WebEDI (Delivery instruction, Labels, etcetera) the print language could be defined different from the login language. Per default all messages are printed in the login language, this could be changed by the following procedure:

Open the select box for the print language, which is displayed on the top of the screen



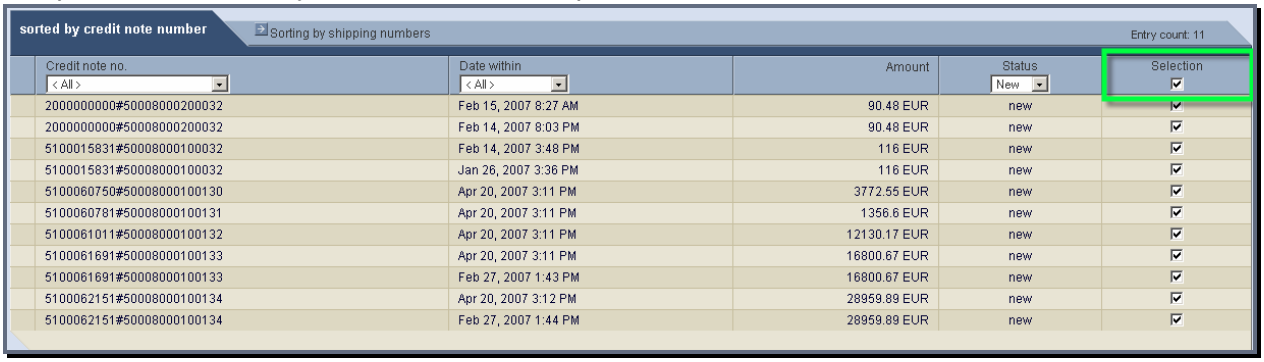
Choose the print language out of the list.



All documents will be printed in the language displayed in the field Print language

7 Mass selection and de-selection

A function to select or de-select all is available in WebEDI. This function could be used in several processes of the system. Here an example for Credit Notes.



Credit note no.	Date within	Amount	Status	Selection
< All >	< All >		New	
2000000000#50008000200032	Feb 15, 2007 8:27 AM	90.48 EUR	new	
2000000000#50008000200032	Feb 14, 2007 8:03 PM	90.48 EUR	new	
5100015831#50008000100032	Feb 14, 2007 3:48 PM	116 EUR	new	
5100015831#50008000100032	Jan 26, 2007 3:36 PM	116 EUR	new	
5100060750#50008000100130	Apr 20, 2007 3:11 PM	3772.55 EUR	new	
5100060781#50008000100131	Apr 20, 2007 3:11 PM	1356.6 EUR	new	
5100061011#50008000100132	Apr 20, 2007 3:11 PM	12130.17 EUR	new	
5100061691#50008000100133	Apr 20, 2007 3:11 PM	16800.67 EUR	new	
5100061691#50008000100133	Feb 27, 2007 1:43 PM	16800.67 EUR	new	
5100062151#50008000100134	Apr 20, 2007 3:12 PM	28959.89 EUR	new	
5100062151#50008000100134	Feb 27, 2007 1:44 PM	28959.89 EUR	new	

If you click on the hook in the selection box, all messages are de-selected. After clicking again on the empty box, all messages are selected again

8 System requirements

Hardware		
	Minimum	**Recommended**
Operating system	Windows 2000 or XP	
Processor speed	>= 2 GHz	>= 2,8 GHz
Main memory	512 MB	>= 1 GB
Hard disk	40 GB	>= 80 GB
Color monitor	17”	19”
Graphics card	1024 x 768 (>=256 collors)	1280 x 1024 (>=32K colors)
Mouse	Yes	Yes
Internet speed	64 KBit´s	>=768 KBit´s, better 1 MBit
Software		
Webbrowser	Microsoft Internet Explorer 6.0 or Mozilla 1.7x or Firefox 1.5 with JavaScript enabled and with security set back or completely turned of (e.g. popup blocker)	
PDF reader	PDF 1.3-compatible reader, e.g. Acrobat Reader 4.0 or higher	

Especially for user / supplier with more then 20 references or using the process shipment should be equipped with the recommended system requirements.

Please take care by using “Google toolbar” with the deactivating of Pop ups. The pop ups are necessary for working with WebEDI. JavaScript has to be activated.

9 Contact

For further information ask your contact person at the responsible Valeo plant or

Contact the central hotline in Germany:

Phone: +49 (0) 7142 73-2519
E-mail: hotline-esupply@valeo.com