



Albert Master data application

USER MANUAL

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General information

This document describes the user operation of the Master Data application, designed for creating and modifying vendor entries.

Date	Version	Description	Author
22/04/2022	1.0	Compilation	TOP
06/07/2022	1.1	Update according to changes in the app	GAF
26/07/2022	1.2	Revision, new layout	TOP
19/10/2022	1.3	Extension of stands in Chapter 2.4	GAF
26/10/2022	1.4	Text correction in Chapter 2.4	GAF
05/06/2024	1.5	Revisions, adding new functionalities	CAP
14/06/2024	1.6	Revisions and adjustments according to comments	CAP
02/02/2026	2.0	New Albert version, text revision, new functionality	MJ

1. Description of processes and screens

2.1 Description of processes

The application provides functionalities for the user's supervision of the correctness of the data, their completeness for further processing in the Albert system and the possibility of interaction with the supplier in case of the need for data correction.

THE APPLICATION ALLOWS YOU TO SUPERVISE THE FOLLOWING:

- Creating new data
- Updating and adding data to existing items

USER PROCESS STEPS:

- Create a new item
- Updating and supplementing data on incomplete items
- Updating and adding data to items that have already been submitted
- Viewing data for complete items
- Deleting an incomplete item
- Sending an item to Albert for processing

2.2 Logging in to the app

The application is available from the web browser at: <https://masterdata.albert.cz>

The user logs in with the account he/she received from the administrator in Albert. When logging in for the first time, the user is prompted to change their password. After changing the password, the login screen will be displayed, where you can select the language version (CZ/EN).

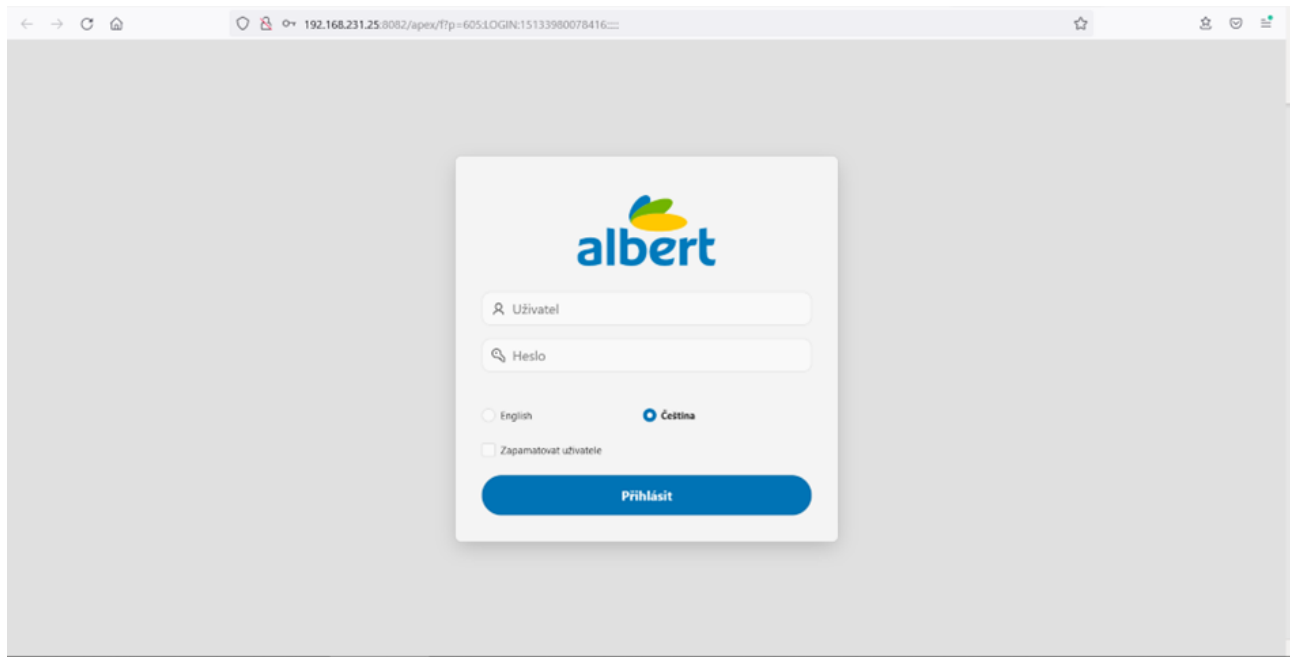


Figure 1- Login screen

2.3 Home screen - Supplier items

After logging in to the application, the user is shown the Supplier's articles screen.

Detail	GTIN	Description	Type	VAT code	Country of origin	Status
	08803733094047	TEST_cvik_2	Stand	21%	Brazil	Complete
	05053307076891	KSL_TEST_2	Stand	21%	Bosnia and Herzegovina	Complete
	0900500286401	Test MJ	Common		-	Draft
	08594016342053	FARMAR 220G	Common	12%	Czechia	Draft
	03804460000000	HOVĚZÍ ZADNÍ KYTA B.K. OA TEST přepočítat cenu	Common	12%	Poland	Complete
	0400556115990	test CSE atribut změna názvu	Common	12%	Virgin Islands (U.S.)	Complete
	08594061392102	test názvy doplnování	Common	12%	Algeria	Complete
	08591177096344	test kus přepočítat cenu na	Common	21%	Anguilla	Complete
	03809320000008	test vážená - cenu přepočítat na	Common	12%	Anguilla	Complete
	08445290541246	test karton	Packaging	0%	-	Error
	08594016342039	KRALOVSKÁ PASTIKA 120G	Common	12%	Czechia	Complete
	08590421058794	AEXC HOVĚZÍ CARRACCIO 100G	Common	12%	Czechia	Complete
	08590421350324	ES DRŮBEŽÍ PÁRKY 200G	Common	12%	Czechia	Complete
	08594016342145	ALUM DUNAJSKÁ KLOBĚGA 400G	Common	12%	Czechia	Complete
	08594016341605	PAPRIKAŠ 350G	Common	12%	Czechia	Complete

Figure 2 - Supplier's articles

Field name	Meaning of the field
GTIN	Global Trade Item Number – a unique and internationally recognized product identifier
Description	Item Name
Type	Item Type - Regular Item/Stand/Packaging
VAT code	Item sales tax code
Country of origin	Country of origin of the item
Status	Draft / Complete

At the top, there is a search filter that we can use to filter GTIN, Item Description, Item Condition, Sales Code, and Item Type.

At the bottom, there is an overview of existing items of the logged-in supplier, inserted via the Master Data application.

Items can have 3 statuses:

Draft

In Draft status, the item is ready for further editing and completion.

Complete


In Complete status, it is sent to Albert for processing.


Error

In Error status, the item is in case of an error in the connection between the application and Albert, which may occur, for example, due to an internet connection failure or supplier parameter settings on the Albert side. In this case, contact an Albert sales representative.


Description of individual icons and buttons:

The icon  allows you to return to the main Supplier Items screen from anywhere in the application.

The icon  opens the password change form.

The icon  allows you to edit items in Draft status.

The icon  allows you to preview items in Complete status, without the possibility of editing.

The button  allows you to create a **new item** or **edit** an item in **Complete status**.

2.4 Work with new data

2.4.1 Create a new common item

Clicking the Add/Edit button opens the window for inserting the item. There is the selection of item types Common, Stand and Packaging.



Item type
Common

Sales code or weight EAN7 (28xxxx, 29xxxx)

Continue

Figure 3- Create/Edit Item

The type is selected according to the inserted item.

- Common - Standard Items
- Stand – a complex item A complex item containing multiple kinds of items. It is important that the items that are included in the stand have already been entered into the system.
- Packaging – returnable packaging

In the Sales code field, enter the sale code of the item.

Then we click on the **Continue** button. The correct EAN format will then be checked in the background. If the code entered does not match the format, an error message will be displayed.

Figure 4 - Incorrect EAN - Error message


If the format check is correct, a screen with empty fields for entering all the data will open.

If the item already exists in the application, the item with the previously entered data will open and can be edited.

The data is divided into sections.

Figure 5 - New item

After clicking on the section, we can start entering the required data. Fields marked with a red asterisk * are mandatory for saving the item to the Complete state.

Each field contains help for the data being entered. Help is opened by clicking on the icon  next to the field.

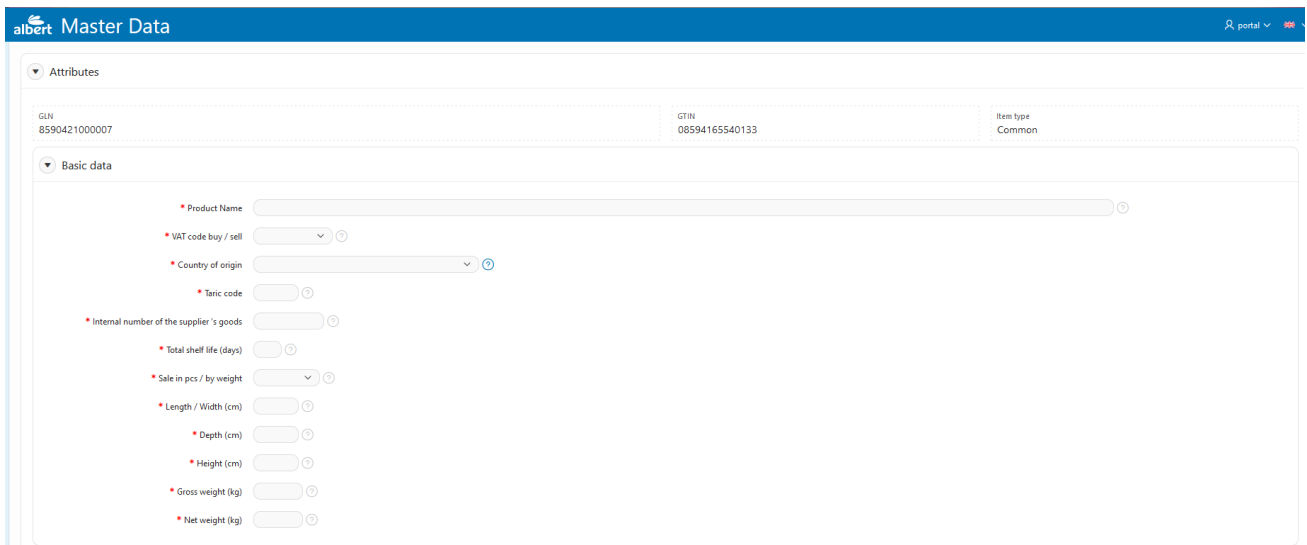


Figure 6 - Detail of Basic information section

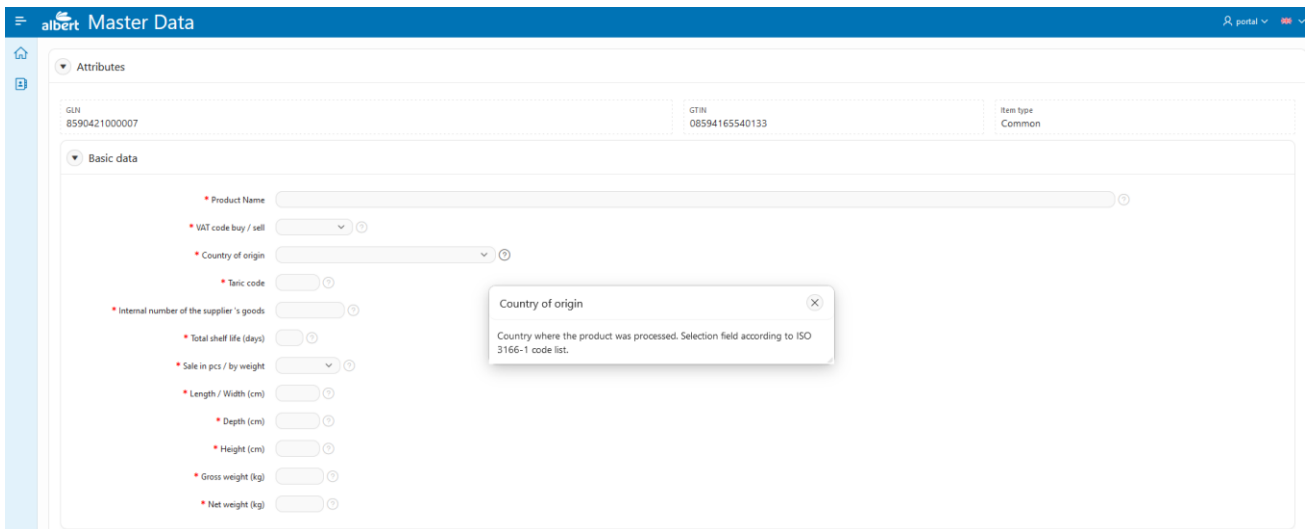






Figure 7 - Help field

To save the data in the draft state, click on the button . There is no check of the filled in data.

An item in Draft status can be edited using  or the button .

Please note that if you use the icon  to return to the Supplier Items home screen while working on an item, the data will not be saved. To keep the item, you must always Save as draft or save as complete.

To save the complete data (Complete), click on the button . After clicking, the mandatory fields will be checked, and logical checks will be run. If an error is found, an error message is displayed.

If an error is found, an error message will be displayed.

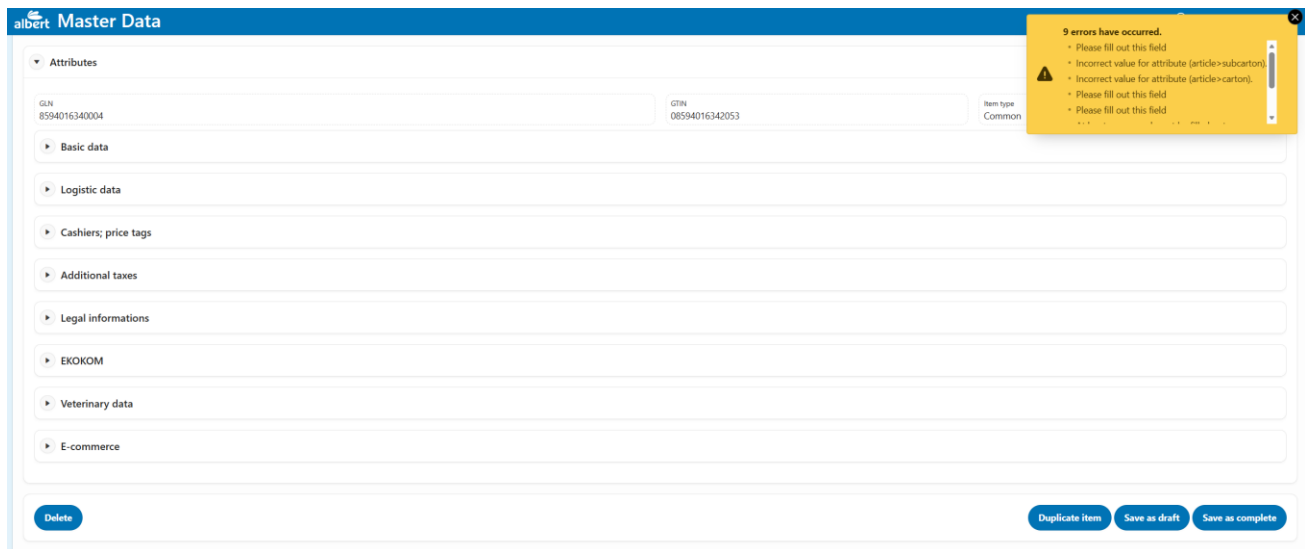


Figure 8 - Missing/incorrect fields report

Clicking on the error line will take you directly to the field for completion or correction.

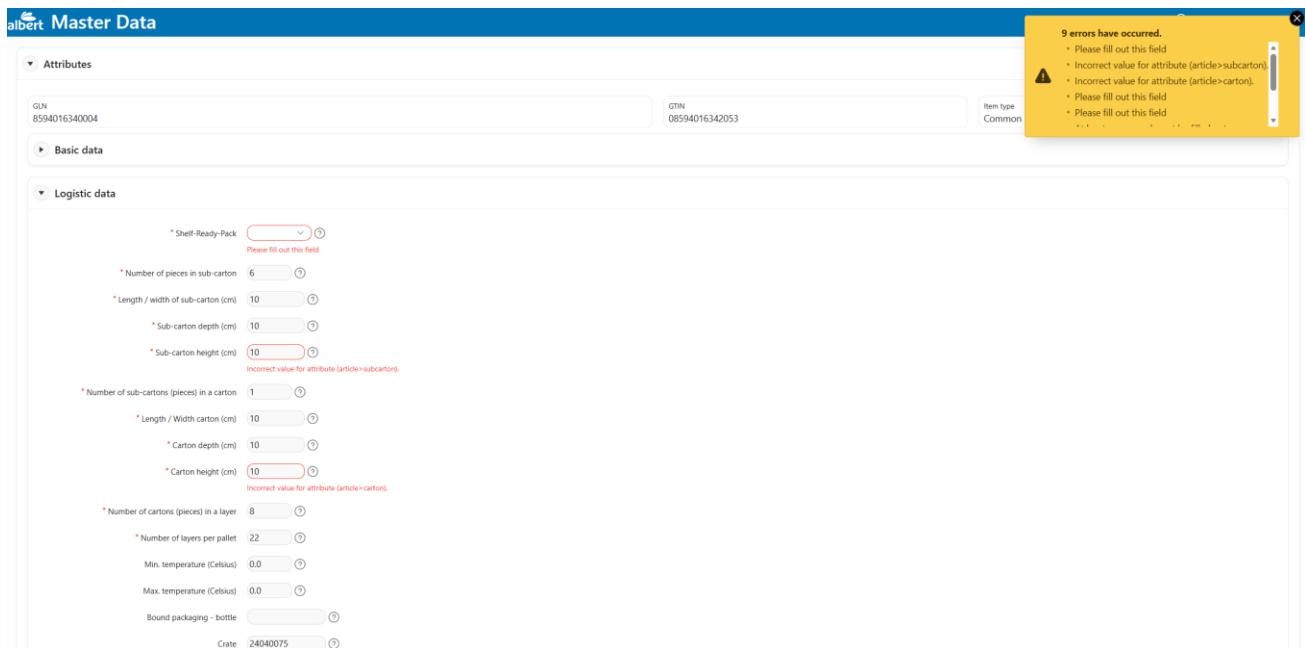


Figure 9 - Filling/correcting data

After refilling, correcting we can save it again.

If all mandatory fields are filled in and there are no errors in the item, the item status changes to Complete and the data is sent to Albert for processing.

Any further editing of an item in Complete status must be done via the button

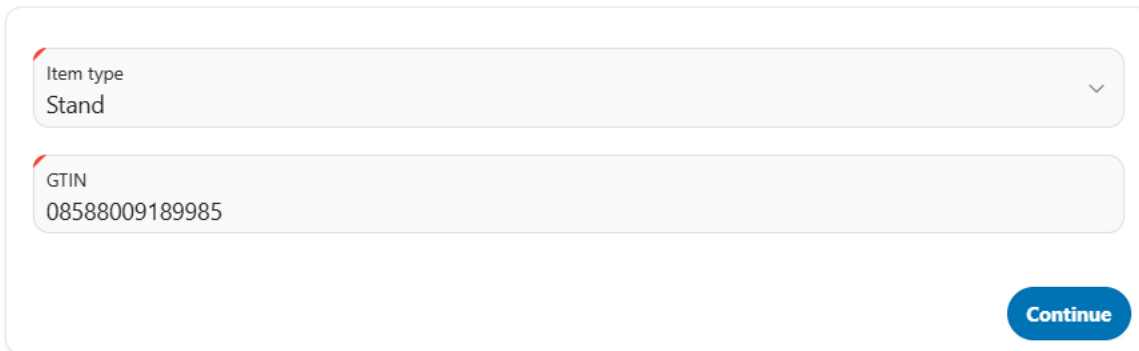


2.4.2 Creating a Stand item

Working with an item of the Stand type is like working with an item of the Regular type, except that you enter the GTIN14 and an extra section called Birth Certificate of the stand.

Therefore, we do not enter the EAN, but the GTIN14 (14-digit EAN; when creating from EAN13, add 0 from the left).

Clicking the Add/Edit button opens the window to insert the item. Select Item Type Stand and enter GTIN14.



The screenshot shows a form with two main input areas. The first is a dropdown menu labeled 'Item type' with 'Stand' selected. The second is a text input field labeled 'GTIN' containing the value '08588009189985'. A blue 'Continue' button is located at the bottom right of the form.

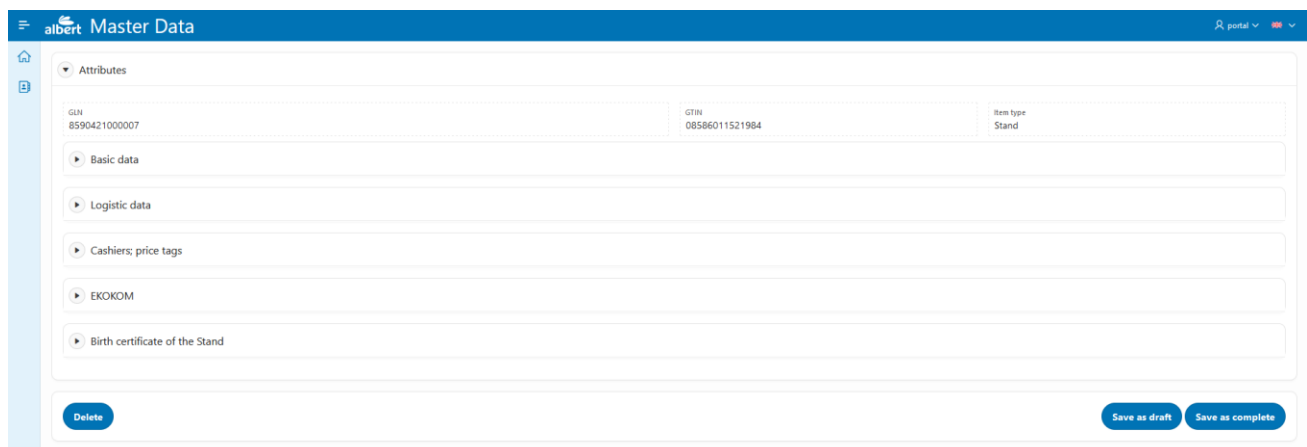
Figure 10 - Entering the Stand item

Then click on the Continue button. A check for the correct EAN format will then run in the background.

If the format check is OK, a screen with empty fields for entering all the data will open.

If the item already exists in the application, the item with the previously entered data will open and can be edited.

The data is divided into sections.



The screenshot shows the 'Master Data' application interface. The 'Attributes' section is expanded, displaying fields for GLN (8590421000007), GTIN (08586011521984), and Item type (Stand). Below this are several expandable sections: Basic data, Logistic data, Cashiers; price tags, EKOKOM, and Birth certificate of the Stand. At the bottom, there are three buttons: Delete, Save as draft, and Save as complete.

Figure 11 - Details of the Stand field

After clicking on the section, we can start entering the required data. Fields marked with a red asterisk * are mandatory for saving the item to Complete status.

A different area is the Birth Certificate of the Stand section, where we enter the individual components of the stand:

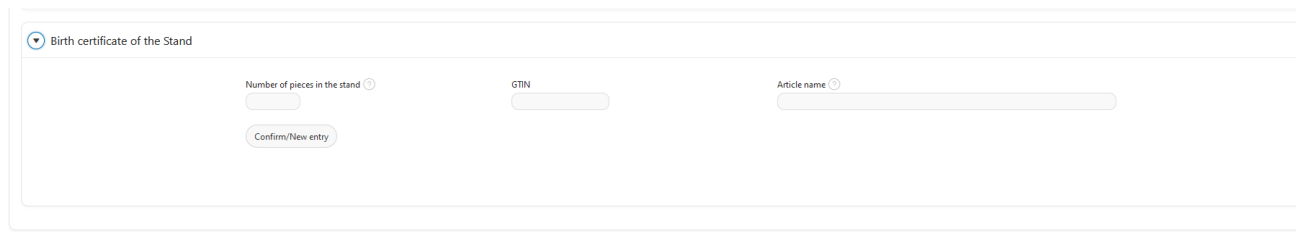




Figure 12 - Composition of the Stand

If there is more than one item on the Stand, we will use the button for the next item. Use the button to save each item.

Confirm/New entry

To remove an item, use the icon .



	Number of pieces in the stand	GTIN	Article name
	25	08590421031773	Oslici

If you want to delete the stand, contact the Albert Commercial Department

Save as draft Save as complete

Figure 13 - Inserting the composition of the Stand

The next steps are the same as for Common item.

2.4.2 Creating a Packaging Item

Working with an item of the Packaging type is like working with an item of the Regular type, except that you enter the GTIN14 and an extra section.

Therefore, we do not enter the EAN, but the GTIN14 (14-digit EAN; when creating from EAN13, add 0 from the left).

Clicking the Add/Edit button opens the window to insert the item. Select Item Type Packaging and enter GTIN14.

Item type
Packaging

GTIN
08586011521984

Continue

Figure 14 - Inserting a Packaging item

Then click on the Continue button. A check for the correct EAN format will then run in the background.

If the format check is OK, a screen with empty fields for entering all the data will open.

If the item already exists in the application, the item with the previously entered data will open and can be edited.

The data is divided into sections.

albert Master Data

Attributes

GUN: 8590421000007 | GTIN: 08586011521984 | Item type: Packaging

Basic data

Logistic data

Cashiers; price tags


Delete | Save as draft | Save as complete

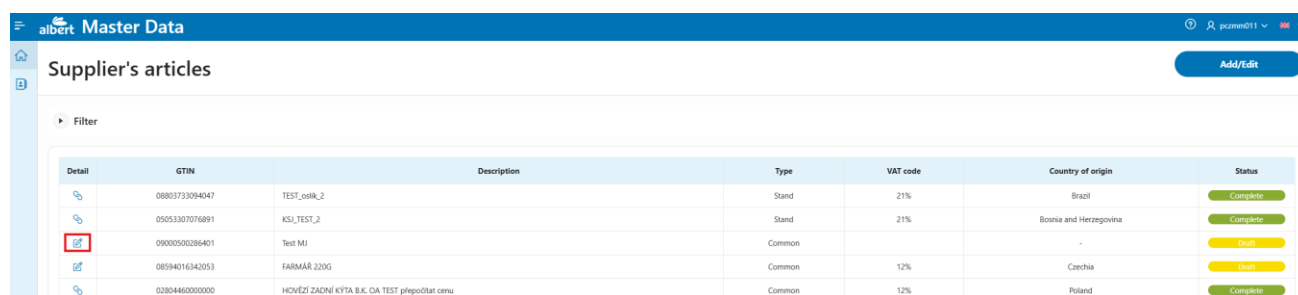
Figure 15 - Packaging sections detail

The next steps are the same as for Common item.

2.5 Updating and Viewing Data for Items

2.5.1 Update an incomplete item

By clicking on the icon  in the **Detail** column of the selected item in the Draft status, we will open the screen for editing data.








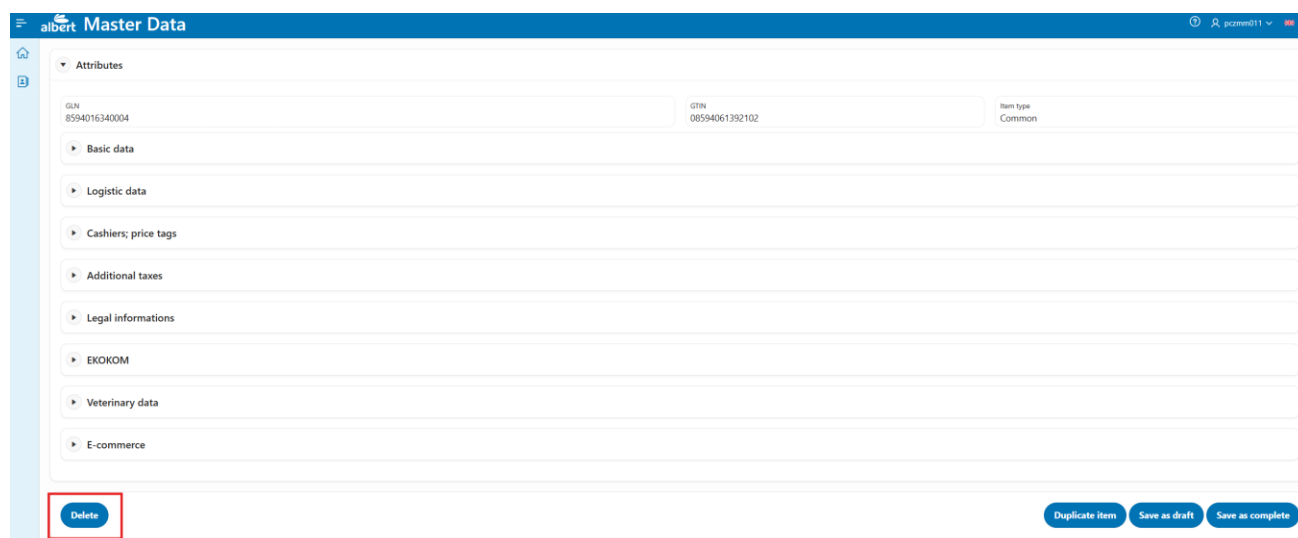
Detail	GTIN	Description	Type	VAT code	Country of origin	Status
	08803733094047	TEST_osik_2	Stand	21%	Brazil	Complete
	05053307076891	KSL_TEST_2	Stand	21%	Bosnia and Herzegovina	Complete
	09000500286401	Test MJ	Common		-	Draft
	08594016342053	FARMAR.2D0G	Common	12%	Czechia	Draft
	02804460000000	HOWŽI ZADNÍ KYTA B.X. OA TEST přepočtat cenu	Common	12%	Poland	Complete

Figure 16 - Overview of supplier items

Fill in the mandatory data and save it with the "Save as draft" or "Save as complete" button. In the Draft state, the item is ready for further editing and completion, in the Complete state it is sent to Albert for processing.

2.5.2 Delete an item

You can delete an item by clicking the **Delete** button at the bottom of the screen.



Attributes

GTIN: 8594016340004 Item type: Common

Basic data

Logistic data

Cashiers; price tags

Additional taxes

Legal informations

EKOKOM


Veterinary data

E-commerce

Delete Duplicate item Save as draft Save as complete

Figure 17 - Delete an item

2.5.3 Visualization a completed item

By clicking on the icon  in the **Detail** column of the selected item in the Complete status, we will open the screen for viewing the data. Items in the Complete status cannot be edited in this screen. To edit them, use the Create/Edit button.

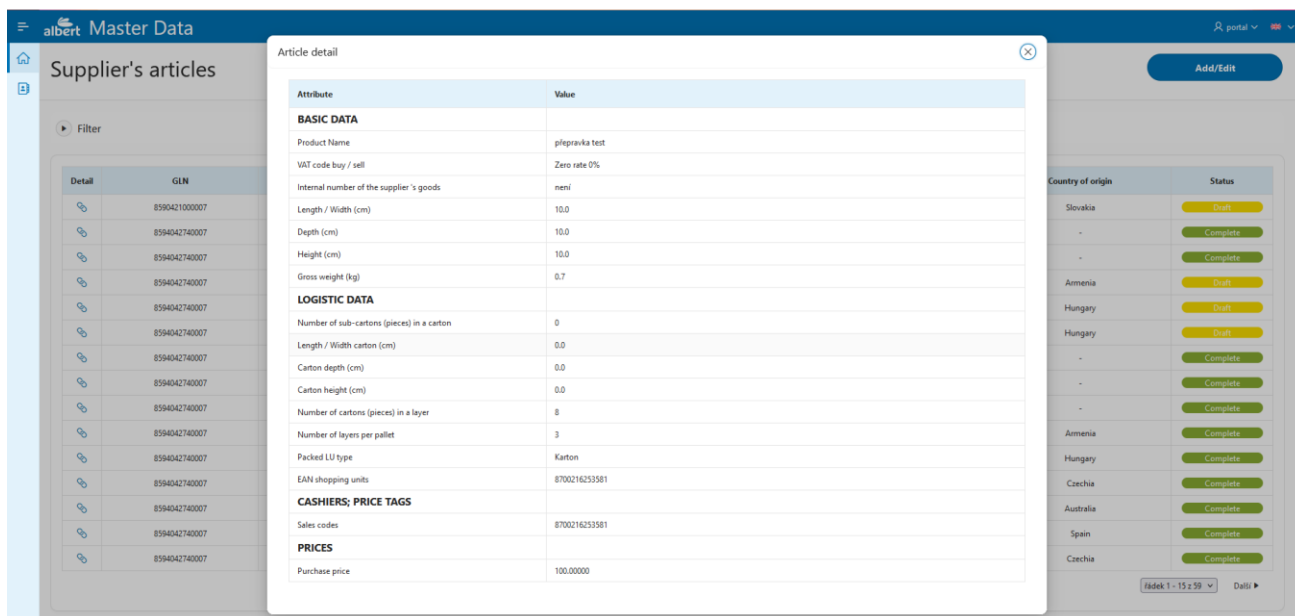


Figure 18 - Complete item details

2.5.4 Updating a Complete Submitted Item

Add/Edit

This is done in the same way as creating a new item using the button
Continue by entering the GTIN of an existing complete item – the item will open with the confirmed data and can be modified.

The screenshot shows the 'Master Data' application interface. At the top, there's a blue header with the 'albert' logo and 'Master Data' text. Below the header, there's a search bar and a user profile icon. The main content area is titled 'Attributes' and contains several input fields. The first row has 'GIN' with the value '8590421000007', 'GTIN' with the value '08595686302217', and 'Item type' with the value 'Common'. Below this are several expandable sections, each with a right-pointing arrow: 'Basic data', 'Logistic data', 'Cashiers; price tags', 'Additional taxes', 'Legal informations', 'EKOKOM', 'Veterinary data', and 'E-commerce'. At the bottom of the form, there are four buttons: 'Delete', 'Duplicate Item', 'Save as draft', and 'Save as complete'.

Figure 19 - Changing of item

Continue as when entering a new item.

2.5.5 Create an item by duplicating a complete item

This functionality can be used to create items with the same data.

Add/Edit

Use the button to insert the GTIN of the existing item you want to duplicate.

At the bottom of the screen there is a button to duplicate the item:

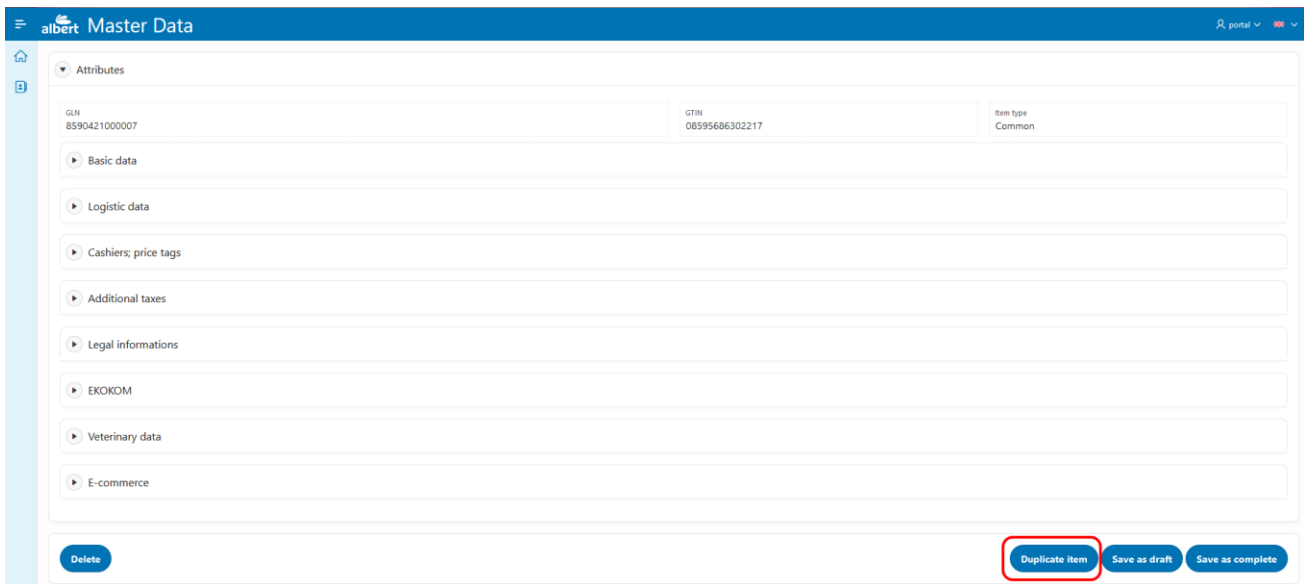


Figure 20 - Duplication of item

The application will then prompt you to enter a new sales EAN code:

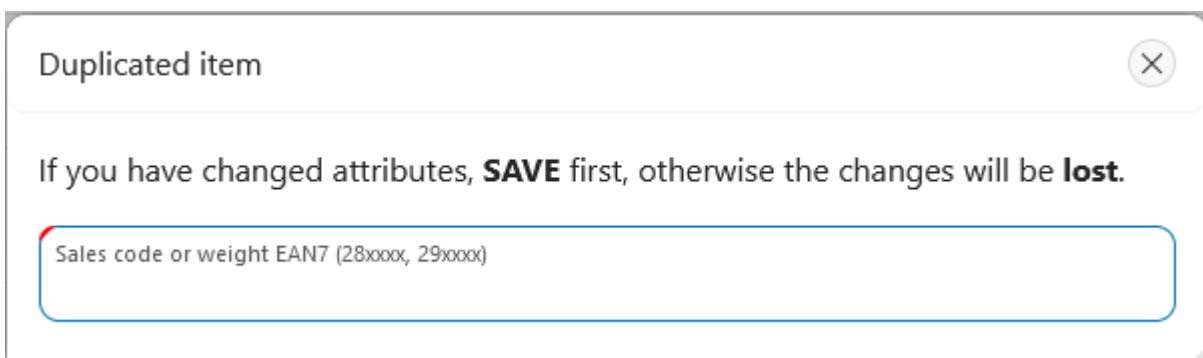


Figure 21 - Duplication, EAN entering

Enter the item EAN and confirm with the Enter key. **Always enter the item EAN**, not the GTIN, otherwise the item will not be created correctly.

A Draft item is created with most of the data of the original item:

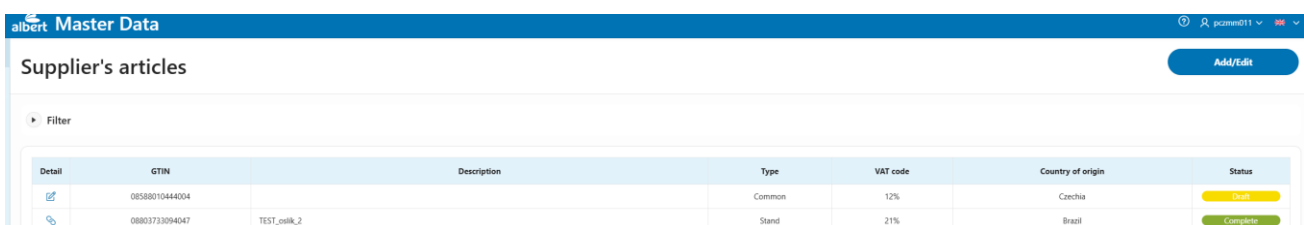
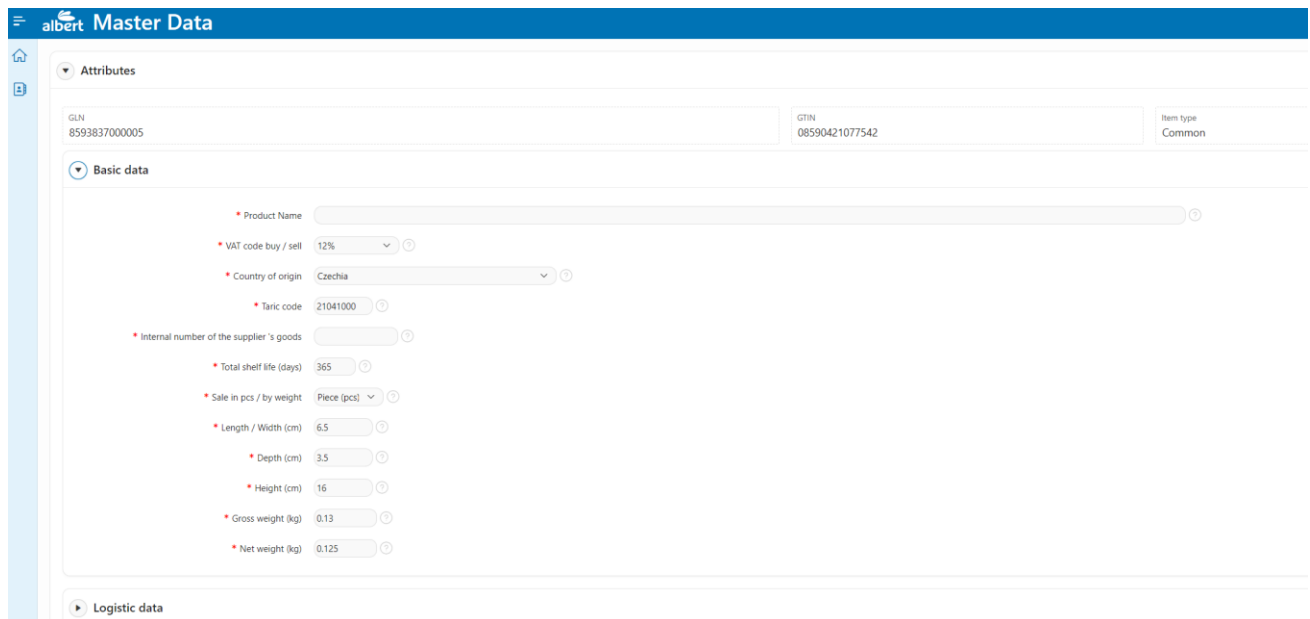


Figure 12 - Draft after duplication

Data that is unique and needs to be added was not copied for the duplicate item. Unique data includes the EAN, item name, internal supplier number, and EAN purchase unit.

Use the Detail button  to enter item editing mode:



The screenshot displays the 'Master Data' interface for a duplicate item. The 'Attributes' section contains the following information:

Field	Value
GLN	8593837000005
GTIN	08590421077542
Item type	Common

The 'Basic data' section includes the following fields:

- Product Name: [Empty text field]
- VAT code buy / sell: 12%
- Country of origin: Czechia
- Taric code: 21041000
- Internal number of the supplier's goods: [Empty text field]
- Total shelf life (days): 365
- Sale in pcs / by weight: Piece (pcs)
- Length / Width (cm): 6.5
- Depth (cm): 3.5
- Height (cm): 16
- Gross weight (kg): 0.13
- Net weight (kg): 0.125

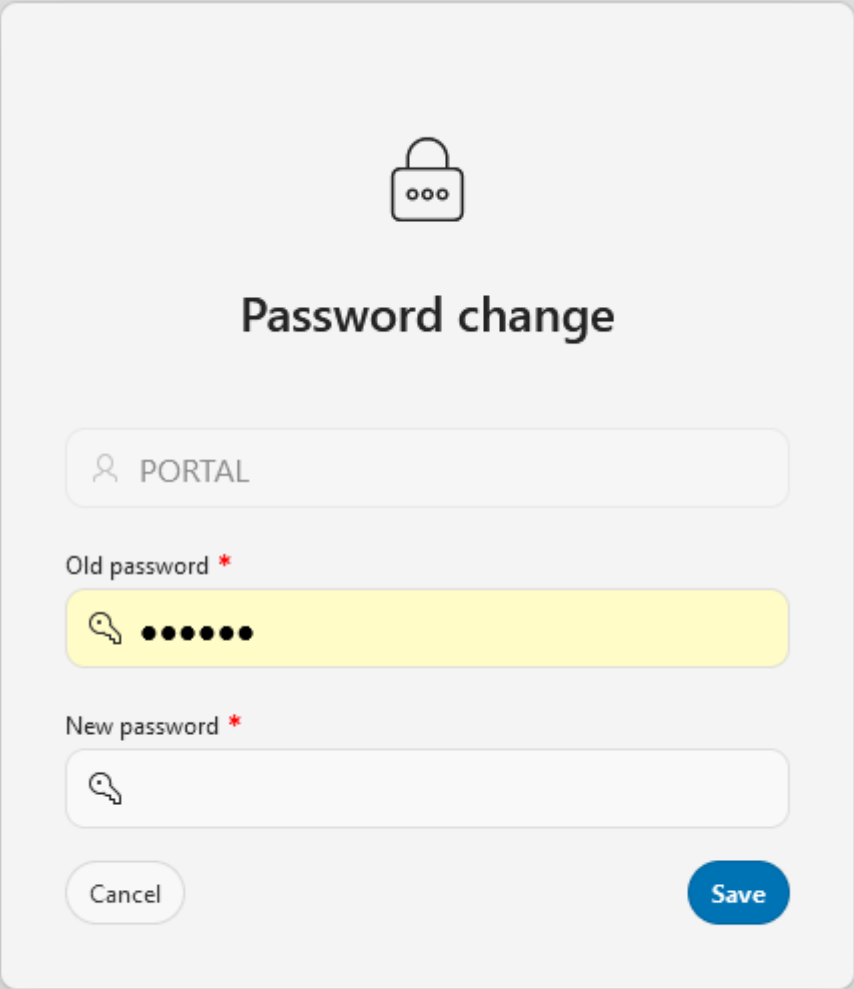
The 'Logistic data' section is partially visible at the bottom of the form.

Figure 22 - Duplicate item detail

Continue as when entering a new item. We fill in the required unique data, update any data already filled in from the duplicate item, and save it as Complete.

2.6 Changing Your Password

Clicking on the Change Password icon  will open the password change form.



The image shows a 'Password change' form. At the top, there is a lock icon with three dots inside. Below the icon, the title 'Password change' is centered. The form contains three input fields: a user selection field with a person icon and the text 'PORTAL'; an 'Old password *' field with a key icon and a yellow background; and a 'New password *' field with a key icon. At the bottom, there are two buttons: 'Cancel' and 'Save'.

Figure 23 - Password change

Enter your current password in the Old password field. Enter your new password in the New password field and confirm by clicking Save. Your new password is now set.