



ALBERT ČESKÁ REPUBLIKA, S.R.O.

Master Data App User Guide

Pavína Szekeresová
30.07.2024

Content

1.	General information	4
1.1	Legend	4
2.	Description of processes and screens	5
2.1	Description of processes	5
2.2	Logging in to the app	6
2.3	Home screen - Supplier items	7
2.4	Work with new data	8
2.4.1	Create a new common item	8
2.4.2	Creating a Stand item	11
2.4.2	Creating a Packaging Item.....	13
2.5	Updating and Viewing Data for Items	14
2.5.1	Update an incomplete item	14
2.5.2	Delete an item	14
2.5.3	Visualization a completed item	16
2.5.4	Updating a Complete Submitted Item	17
2.5.5	Create an item by duplicating a complete item.....	17
2.6	Changing Your Password	20

List of figures and tables

Figure 1 - Login screen.....	6
Figure 2 - Supplier's articles.....	7
Figure 3 - Create Edit Item	8
Figure 4 - Error when entering EAN	8
Figure 5 - New Item	9
Figure 6 - Detail of the Basic Information section.....	9
Figure 7 - Field help.....	10
Figure 8 - Missing Fields Report.....	10
Figure 9 - Filling in missing data	11
Figure 10 - Entering the Stand Item	11
Figure 11 - Item Detail Stand.....	12
Figure 12 - Composition of items on the Stand	12
Figure 13 - Entering an Packaging Item	13
Figure 14 - Detail of inserting Packaiging.....	13
Figure 15 - Overview of supplier items	14
Figure 16 - Delete an item	15
Figure 17 - Complete Item Detail.....	16
Figure 18 - Changing an item	17
Figure 19 - Duplication of an item.....	18
Figure 20 - Duplication of code entry.....	18
Figure 21 - Draft after duplication	18
Figure 22 - Duplicate item detail	19
Figure 23 - Changing Your Password	20

1. 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

1.1 Legend

Description of the functionality of the screens

The part of the screen to be

2. 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).

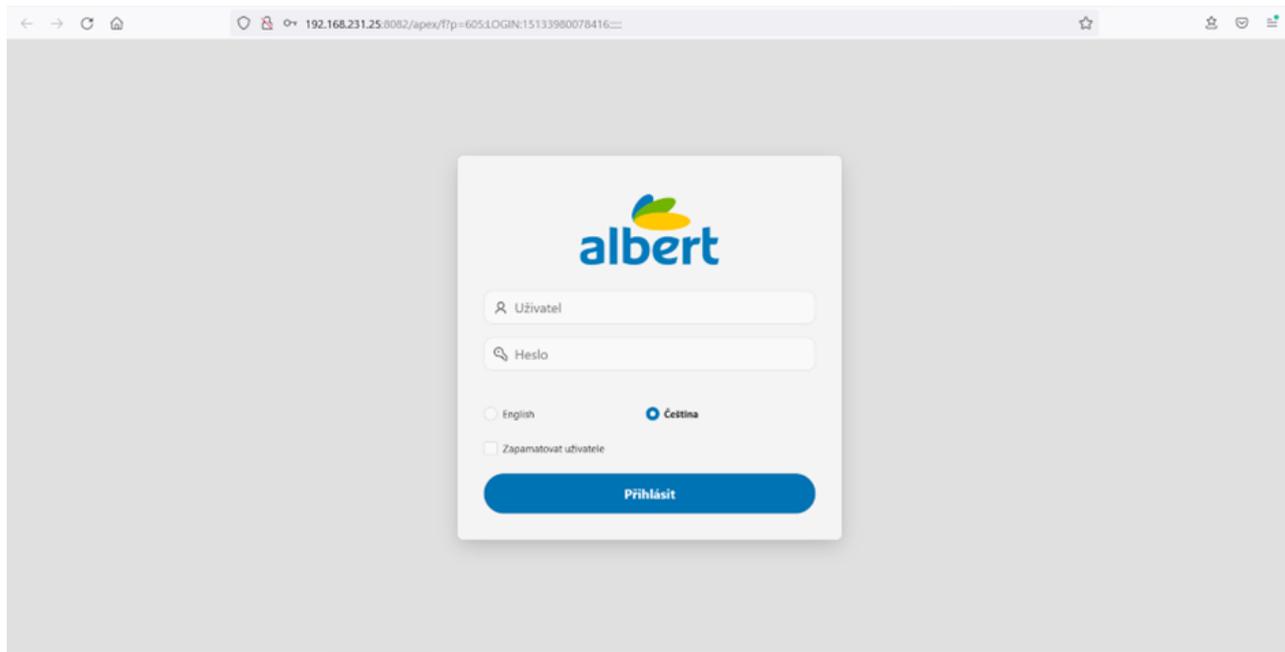


Figure 1 - Login screen

2.3 Home screen - Supplier items

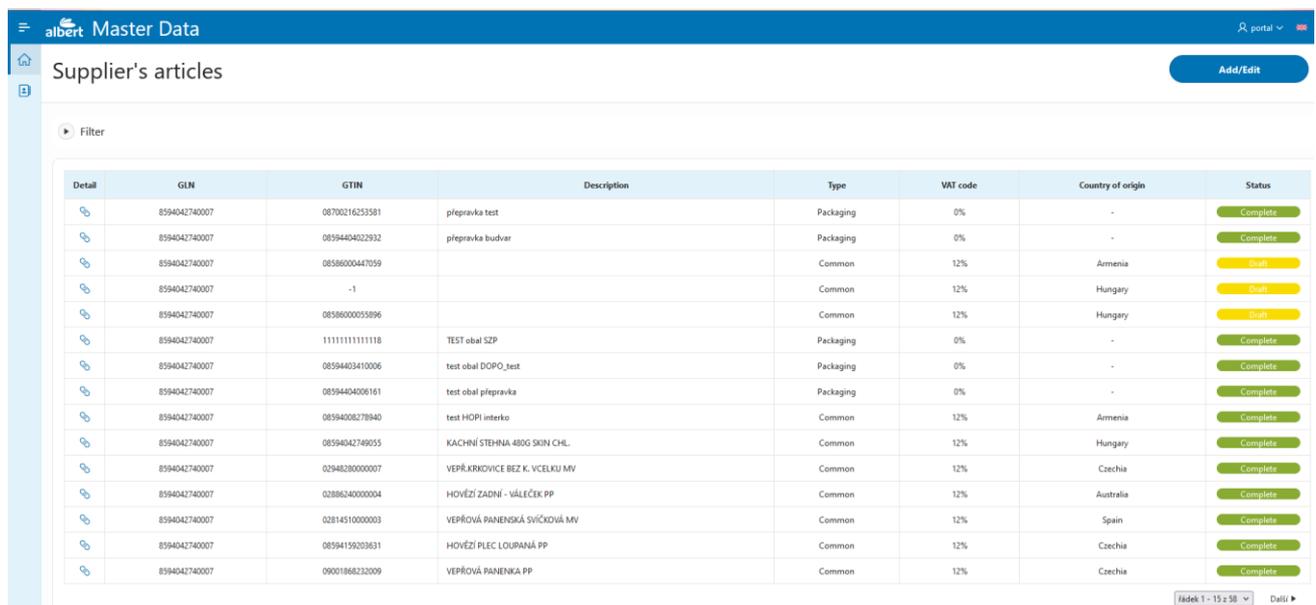
After logging in to the application, the user is shown the Supplier's articles screen.

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.

On the left edge of the screen is a vertical menu with icons. The icon  allows you to return to the main

Supplier's articles screen from anywhere in the application. The icon  opens the password change form.



Detail	GLN	GTIN	Description	Type	VAT code	Country of origin	Status
Detail	8594042740007	08700216253581	pipravka test	Packaging	0%	-	Complete
Detail	8594042740007	08594404022932	pipravka budvar	Packaging	0%	-	Complete
Detail	8594042740007	08586000447059		Common	12%	Armenia	Draft
Detail	8594042740007	-1		Common	12%	Hungary	Draft
Detail	8594042740007	0858600055896		Common	12%	Hungary	Draft
Detail	8594042740007	11111111111118	TEST obal SZP	Packaging	0%	-	Complete
Detail	8594042740007	08594403410006	test obal DOPO_test	Packaging	0%	-	Complete
Detail	8594042740007	08594404006161	test obal pripravka	Packaging	0%	-	Complete
Detail	8594042740007	08594008278940	test HORI interko	Common	12%	Armenia	Complete
Detail	8594042740007	08594042749055	KACHNÍ STEHNA 480G SKIN CHL.	Common	12%	Hungary	Complete
Detail	8594042740007	02948280000007	VEPŘ.KRKOVICE BEZ K. VCELKU MV	Common	12%	Czechia	Complete
Detail	8594042740007	02886240000004	HOVĚZÍ ZADNÍ - VÁLĚČEK PP	Common	12%	Australia	Complete
Detail	8594042740007	02814510000003	VEPŘOVÁ PANENSKÁ SVÍČKOVÁ MV	Common	12%	Spain	Complete
Detail	8594042740007	08594159203631	HOVĚZÍ PLEC LOUPANÁ PP	Common	12%	Czechia	Complete
Detail	8594042740007	09001868232009	VEPŘOVÁ PANENKA PP	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

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

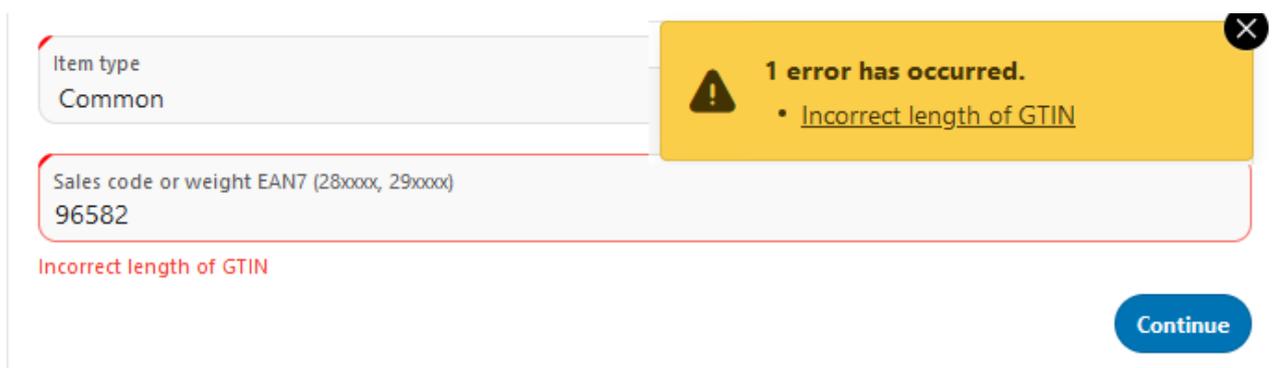
Figure 3 - Create Edit Item

The type is selected according to the inserted item.

- a) Common - Standard Items
- b) 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.
- c) Packaging – returnable packaging

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

Then we click on the **Continue button**. Subsequently, a background check will be performed for the correct EAN format. If the code you entered doesn't match the format, you'll see an error message.



Item type
Common

Sales code or weight EAN7 (28xxxx, 29xxxx)
96582

Incorrect length of GTIN

1 error has occurred.
• Incorrect length of GTIN

Continue

Figure 4 - Error when entering EAN

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

If the item already exists, the previously entered data is displayed. The data is divided into sections.

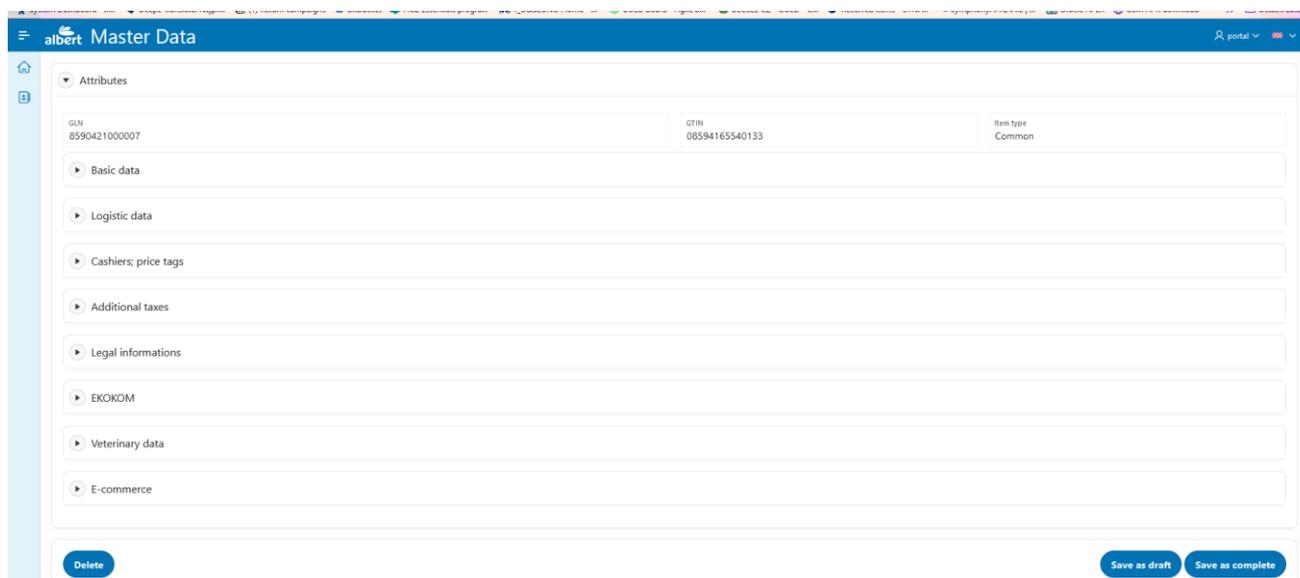


Figure 5 - New Item

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

Each field contains a help for the data you are entering. Help can be opened by clicking on the icon  next to the field.

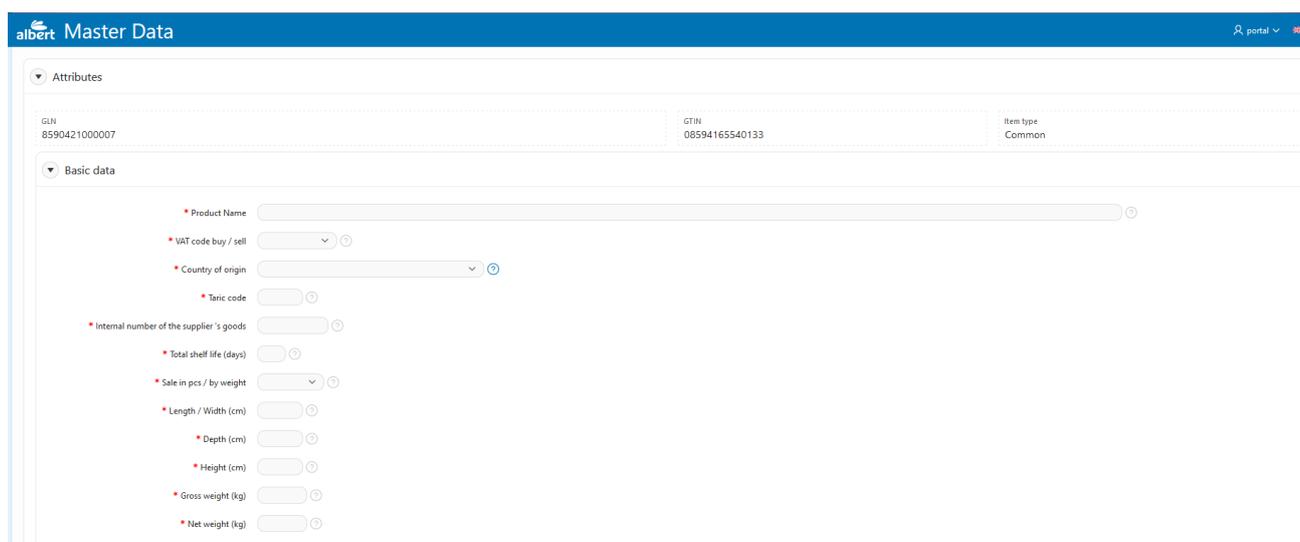


Figure 6 - Detail of the Basic Information section

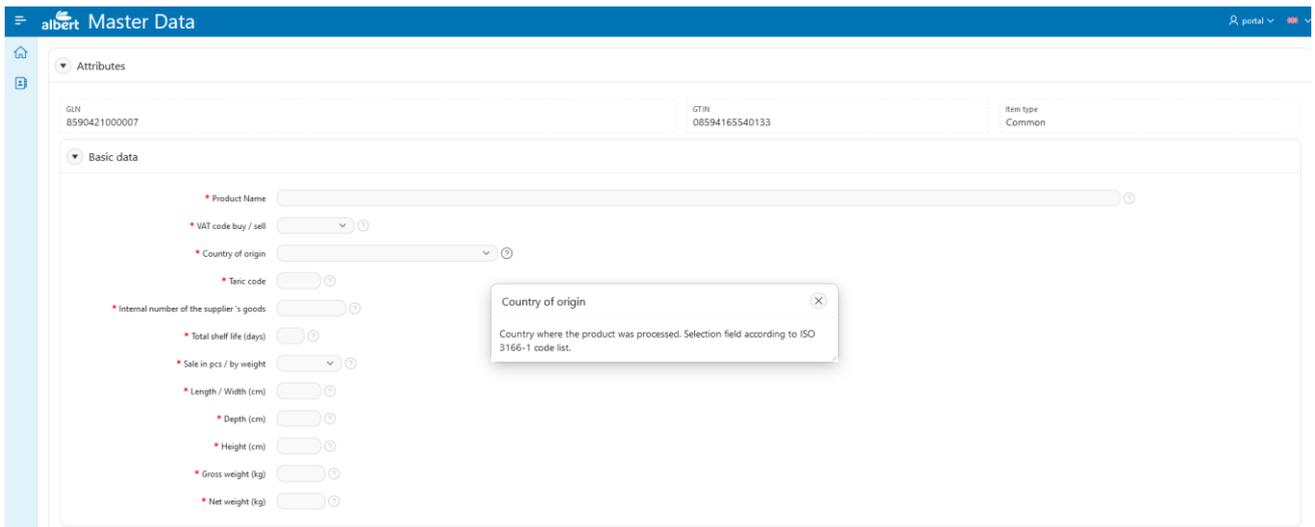


Figure 7 - Field help

Save as draft

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

Save as complete

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

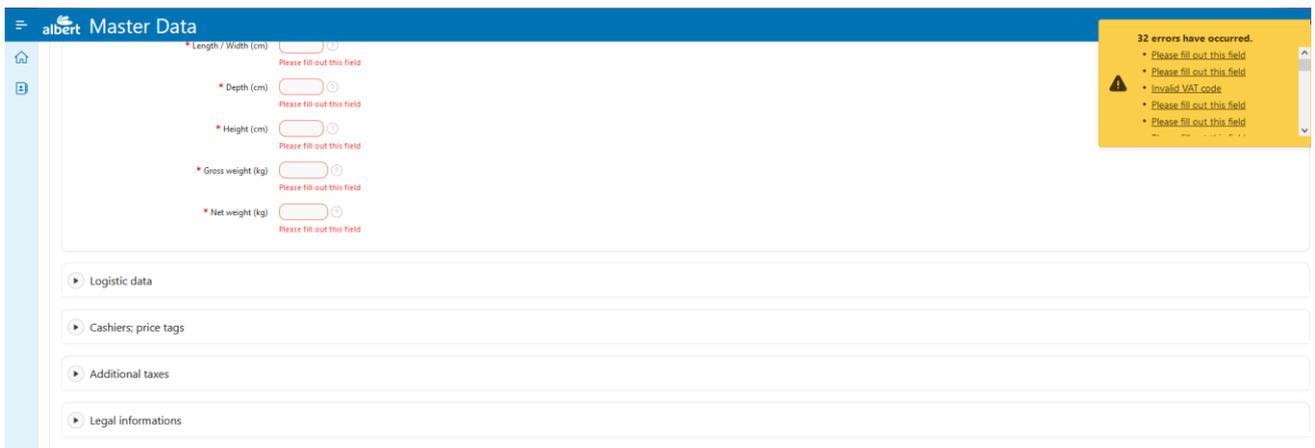


Figure 8 - Missing Fields Report

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

The screenshot shows the 'Albert Master Data' interface. At the top, there's a blue header with the 'albert' logo and 'Master Data' text. Below the header, there's a navigation bar with 'Attributes' selected. The main content area shows a form for 'Basic data' with various fields, many of which are empty and have red error messages below them: 'Please fill out this field'. A yellow warning box in the top right corner contains a triangle icon and the text '32 errors have occurred.' followed by a list of error messages: 'Please fill out this field', 'Please fill out this field', 'Invalid VAT code', 'Please fill out this field', and 'Please fill out this field'. The form fields include: Product Name (text input), VAT code buy / sell (dropdown menu), Country of origin (dropdown menu), Tactic code (text input), Internal number of the supplier's goods (text input), Total shelf life (days) (text input), Sale in pcs / by weight (dropdown menu), Length / Width (cm) (text input), Depth (cm) (text input), Height (cm) (text input), and Gross weight (kg) (text input). The top right of the form shows 'Item type' as 'Common'.

Figure 9 - Filling in missing data

After refilling, we can save it again.

If all mandatory fields are filled in, the status of the item is changed to Complete and the data is sent to Albert for processing.

2.4.2 Creating a Stand item

Working with a Stand type is similar to working with an item of the Common type, it differs in GTIN14 entry and extra section.

Inserting GTIN14 (from EAN13 is formed by adding 0 from the left).

The screenshot shows a form for creating a 'Stand' item. The 'Item type' dropdown menu is set to 'Stand'. Below it, the 'GTIN' field contains the value '8586011521984'. A blue 'Continue' button is located at the bottom right of the form.

Figure 10 - Entering the Stand Item

Subsequently, a section for entering will appear:

Figure 11 - Item Detail Stand

A different area is the Composition of the stand, where we enter the individual components of the stand:

Figure 12 - Composition of items on the Stand

Confirm/New entry

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.

The next steps are the same as for Common item.

2.4.2 Creating a Packaging Item

Working with a Packaging item is similar to a Common item., It differs in GTIN14 entry and the sections. Inserting GTIN14 (from EAN13 is formed by adding 0 from the left).



The screenshot shows a form with two main input fields. The first field is labeled 'Item type' and has a dropdown menu with 'Packaging' selected. The second field is labeled 'GTIN' and contains the value '08586011521984'. A blue 'Continue' button is located at the bottom right of the form.

Figure 13 - Entering an Packaging Item

Subsequently, a section for entering will appear:



The screenshot shows the 'Master Data' app interface. The top bar is blue with the 'albert' logo and 'Master Data' text. Below the bar, there is a navigation menu on the left with a home icon and a list icon. The main content area is titled 'Attributes' and contains a table with the following data:

GLN	GTIN	Item type
8590421000007	08586011521984	Packaging

Below the table, there are three expandable sections: 'Basic data', 'Logistic data', and 'Cashiers; price tags'. At the bottom of the form, there are three buttons: 'Delete', 'Save as draft', and 'Save as complete'.

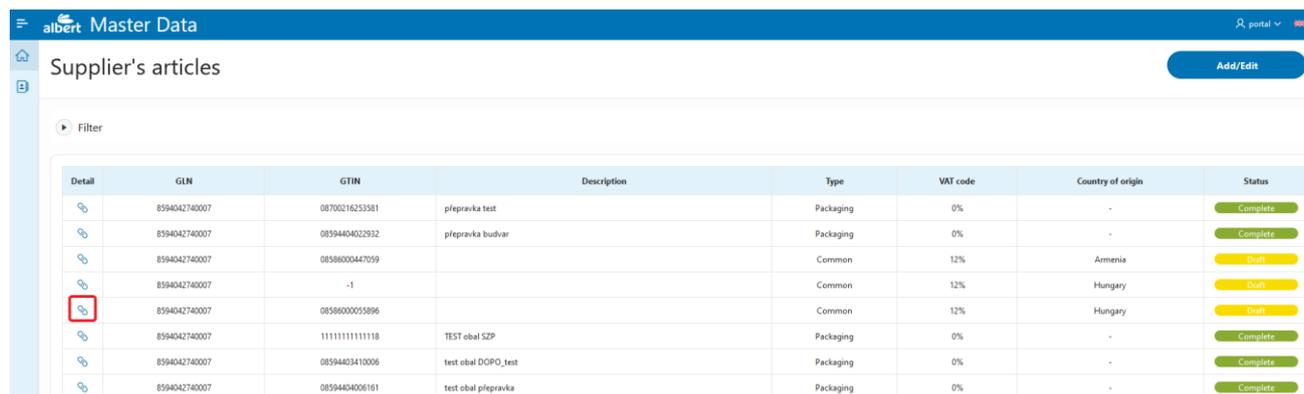
Figure 14 - Detail of inserting Packaiging

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	GLN	GTIN	Description	Type	VAT code	Country of origin	Status
	8594042740007	087002162533581	prepravka test	Packaging	0%	-	Complete
	8594042740007	08594404022932	prepravka budvar	Packaging	0%	-	Complete
	8594042740007	08586000447059		Common	12%	Armenia	Draft
	8594042740007	-1		Common	12%	Hungary	Draft
	8594042740007	08586000055896		Common	12%	Hungary	Draft
	8594042740007	111111111111118	TEST obal SZP	Packaging	0%	-	Complete
	8594042740007	08594403410006	test obal DOPO_test	Packaging	0%	-	Complete
	8594042740007	08594404006161	test obal prepravka	Packaging	0%	-	Complete

Figure 15 - 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.

albert Master Data portal

Attributes

GUN 8594042740007	GTIN 08586000055896	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 16 - 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.

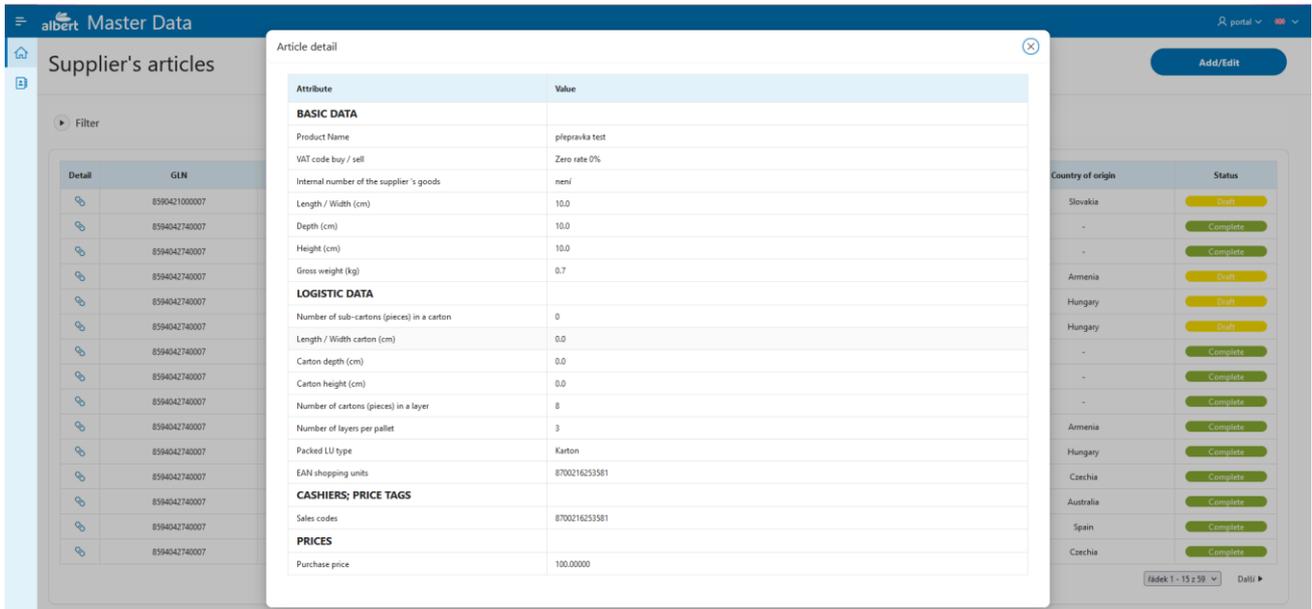
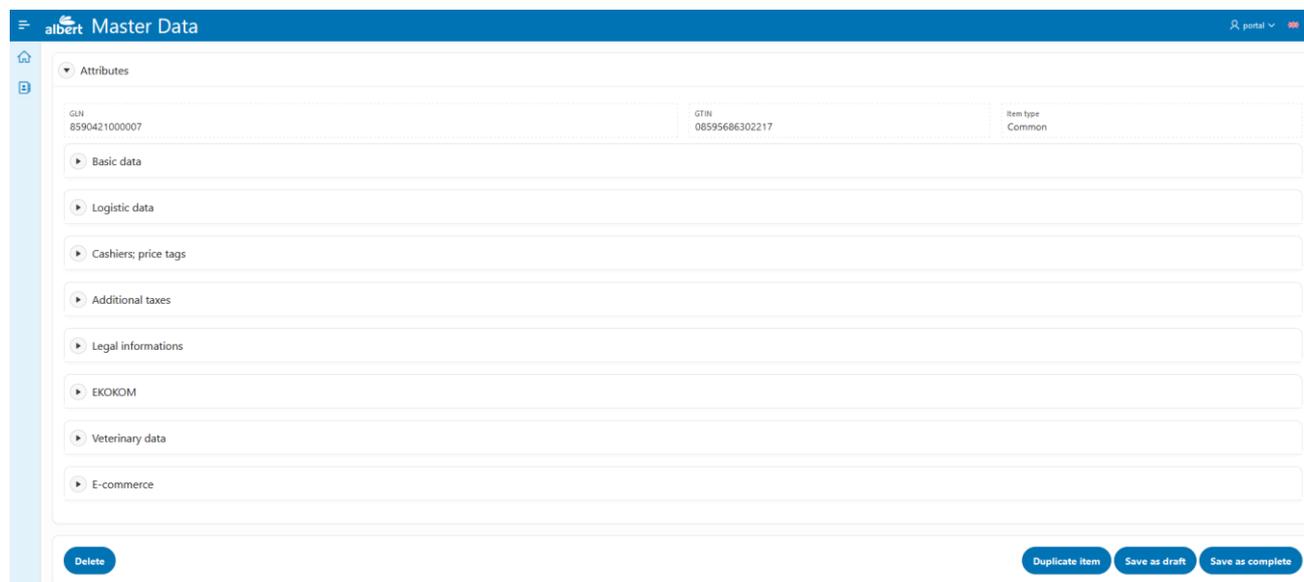


Figure 17 - Complete Item Detail

2.5.4 Updating a Complete Submitted Item

Add/Edit

It is done in the same way as creating a new item: use the button to insert the GTIN of the existing Complete item.– The item opens with the saved data and can be changed.



The screenshot shows the 'Master Data' app interface. At the top, there is a blue header with the 'albert' logo and 'Master Data' text. Below the header, there is a search bar and a 'portal' dropdown. The main content area is titled 'Attributes' and contains several input fields. The first row shows 'GTIN' with the value '8590421000007' and 'item type' with the value 'Common'. Below this, there are several expandable sections: 'Basic data', 'Logistic data', 'Cashiers; price tags', 'Additional taxes', 'Legal informations', 'EKOKOM', 'Veterinary data', and 'E-commerce'. At the bottom of the screen, there are three buttons: 'Delete', 'Duplicate item', and 'Save as complete'.

Figure 18 - Changing an item

Continue as when entering a new item.

2.5.5 Create an item by duplicating a complete item

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:

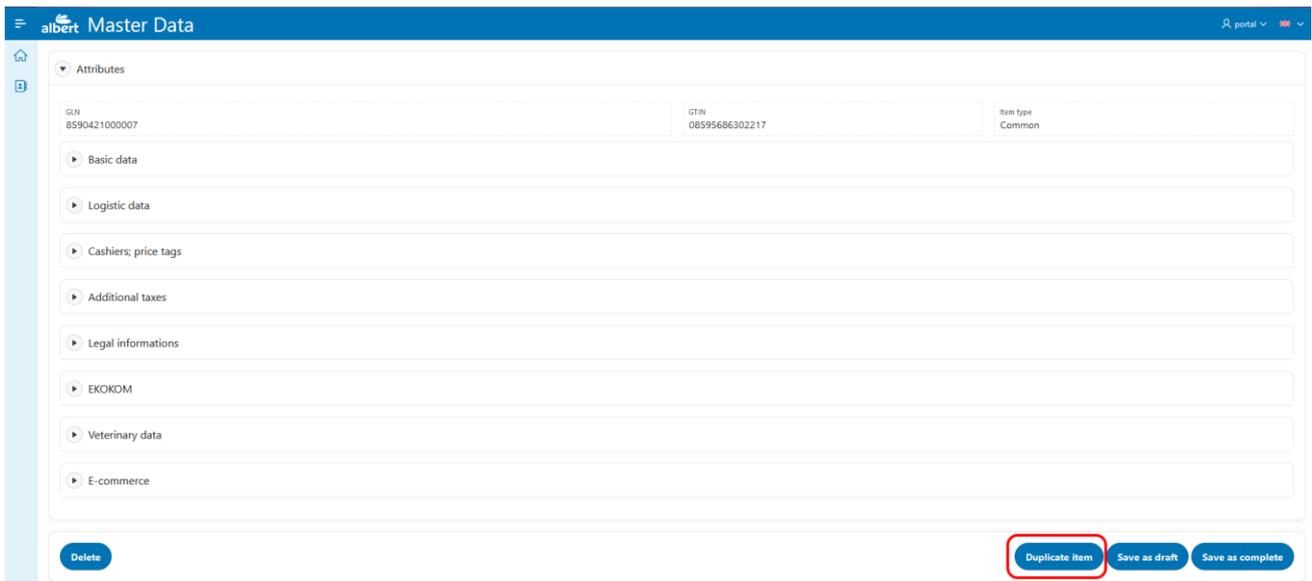


Figure 19 - Duplication of an item

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

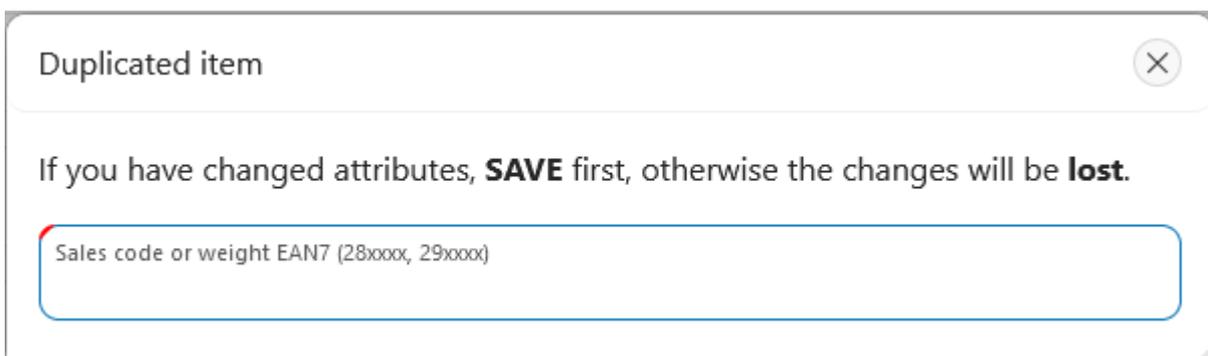


Figure 20 - Duplication of code entry

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

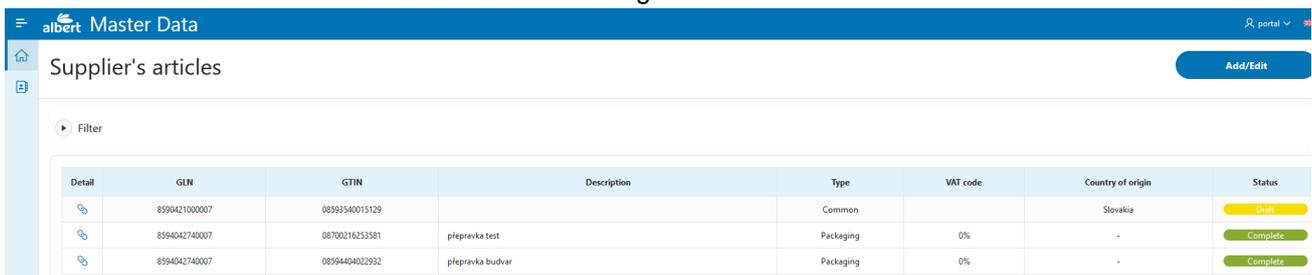


Figure 21 - Draft after duplication

Data that are unique need to be added. Use the Detail button to fill in the missing mandatory fields.

albert Master Data

Attributes

GLN: 8593837000005 GTIN: 08590421077542 Item type: Common

Basic data

- * Product Name:
- * VAT code buy / sell: 12%
- * Country of origin: Czechia
- * Taric code: 21041000
- * Internal number of the supplier's goods:
- * 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

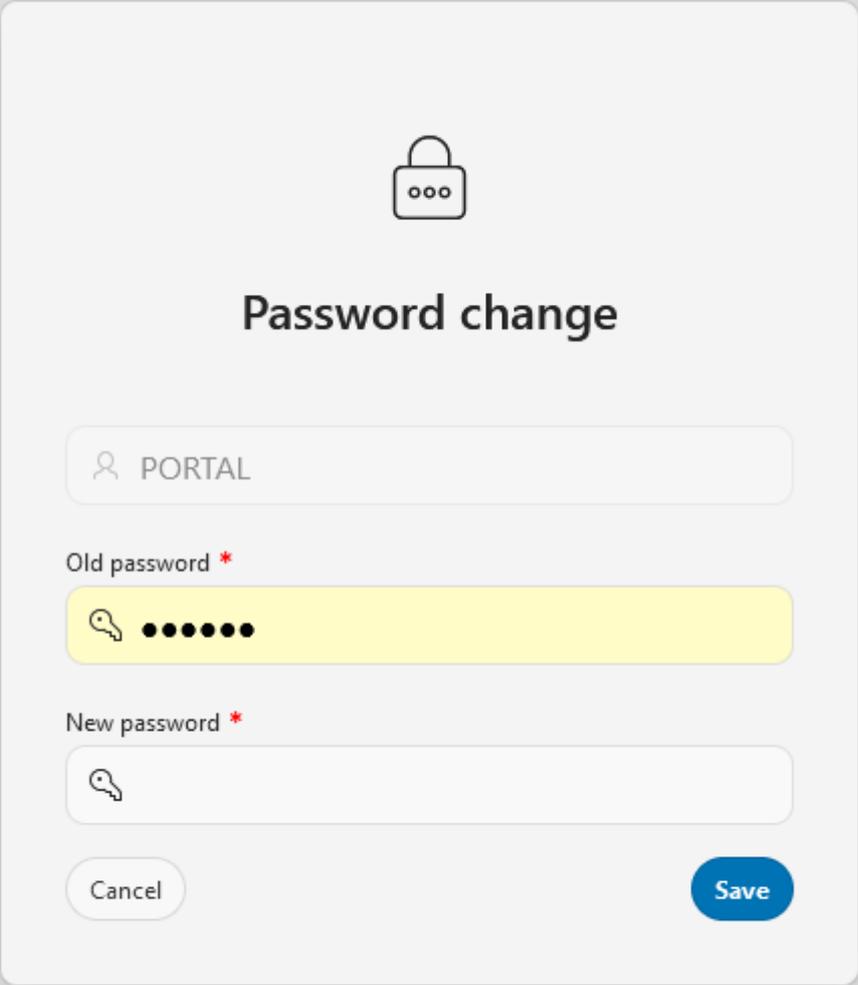
Logistic data

Figure 22 - Duplicate item detail

Continue as when entering a new item.

2.6 Changing Your Password

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



The image shows a 'Password change' modal form. At the top center is a padlock icon with three dots inside. Below the icon is the title 'Password change'. Underneath the title is a text input field containing the word 'PORTAL' with a magnifying glass icon on the left. Below this is the label 'Old password *' followed by a password input field with a key icon on the left and seven black dots representing the password. Below that is the label 'New password *' followed by another password input field with a key icon on the left. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Save' button.

Figure 23 - Changing Your Password

Enter your new password in the New Password field, then click Save. The new password is set.