

**How to get an access to the ŠKODA B2B portal and the Financial Portal NEW for your company?**

Please provide us with one person from your company who will be the so-called OrgAdmin on the ŠKODA B2B portal.

**The OrgAdmin is** the administrator of your organization on the ŠKODA B2B portal.

Through the Orgadmin, it will be possible to grant access to other users from your company to the ŠKODA B2B portal and subsequently to the Financial portal NEW application.

Once you provide us with the details of the OrgAdmin, your company will be entered into the ŠKODA B2B portal.

The OrgAdmin will then receive a registration form via email, which they will confirm, and which grant them access to the ŠKODA B2B portal.

The authorization for verification is done through an SMS sent to the provided mobile phone.

**After these steps, we will send information to the OrgAdmin's email on how to request access to the financial portal NEW application.**

**Please send the form with the completed details of the OrgAdmin to the email SKODA finport: [finport@skoda-auto.cz](mailto:finport@skoda-auto.cz)**

**Request for access to ŠKODA B2B portal – provision of data about Orgadmin:**

**Company name**

**No.Creditor/no.Debtor**

Assigned registration number of supplier/customer in Škoda Auto a.s.

**D-U-N-S**

Nine-digit identification number assigned by Dun & Bradstreet (D&B)

**Details of Orgadmin**

**Name**

**Surname**

**Email address**