Supplier Collaboration Portal
WEB4BIS

User Quick Start Guide

Version 03 / 2022-03-08

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Introduction

Web4BIS – the Siemens Supplier Collaboration Portal

Siemens is a worldwide leader in the electronics and electronic engineering sector with numerous business partners (customers, suppliers, carriers, etc.). Most of these partners already take part in the global electronic data exchange via Siemens' classic EDI Service.

With the Siemens inhouse portal solution, the EDI Service provides another access to electronic data exchange based on Internet Technologies.

This solution enables immediate consistent electronic business processes accompanied by low process costs and with a minimum use of technology.

Small and medium-sized companies whose transaction volumes do not warrant the setup of a classic EDI infrastructure form the main target group of Web4BIS

Web4BIS User Quick Start Guide

The Web4BIS "Quick User Start Guide" is a 33 pages subset of the "User Guide" and provides you with high-level portal usage information comprising the most frequented functionalities.
It should ease the start for you in order to avoid having to walk through 168 pages right in the beginning.
The User Quick Start Guide will be handed out to you with the Web4BIS onboarding package and may also be downloaded in our Web4BIS application in the following areas:

- *Prior login: Menu bar "Documents"*
- *After login: Menu bar "Info"*

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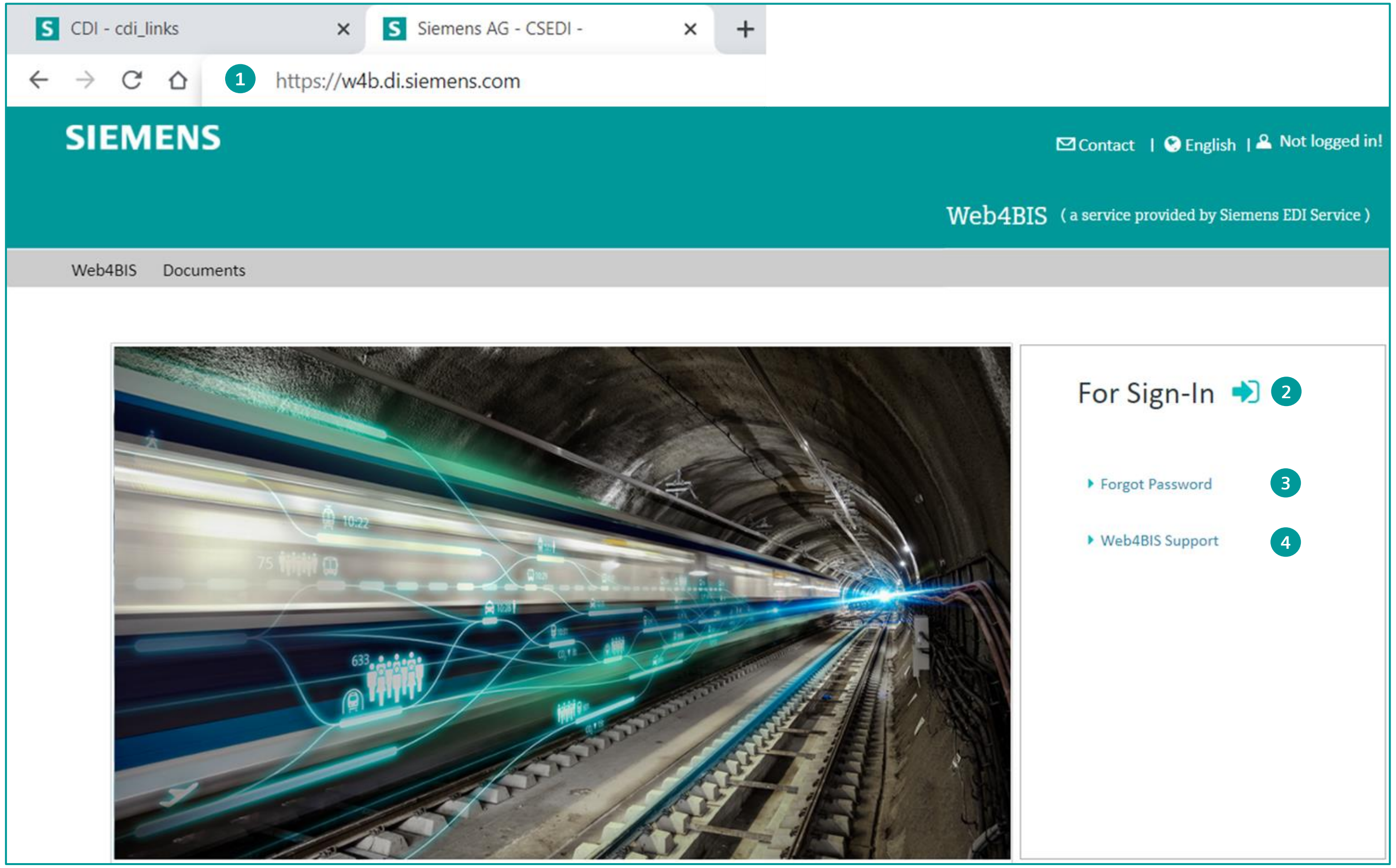
How to Start in Web4BIS after Registration
Access to Web4BIS – Sign-in

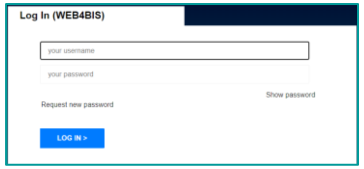


Web4BIS Access

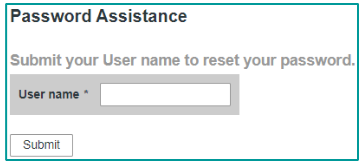
1 ▪ *To access the Web4BIS productive application, use the following link and save the address in your favourites:* https://w4b.di.siemens.com/

For Sign-In

2 ▪ *To enter your Username and Password: click on the "**For Sign-in**" arrow icon, enter username and password and click on "**LOG IN >**"*



3 ▪ *You have forgotten your password: use the "**Forgot Password**" function, enter your username and click on "**Submit**"*



4 ▪ *You need support from our Web4BIS team: click on the "**Web4BIS Support**" link and send an email to our support team*

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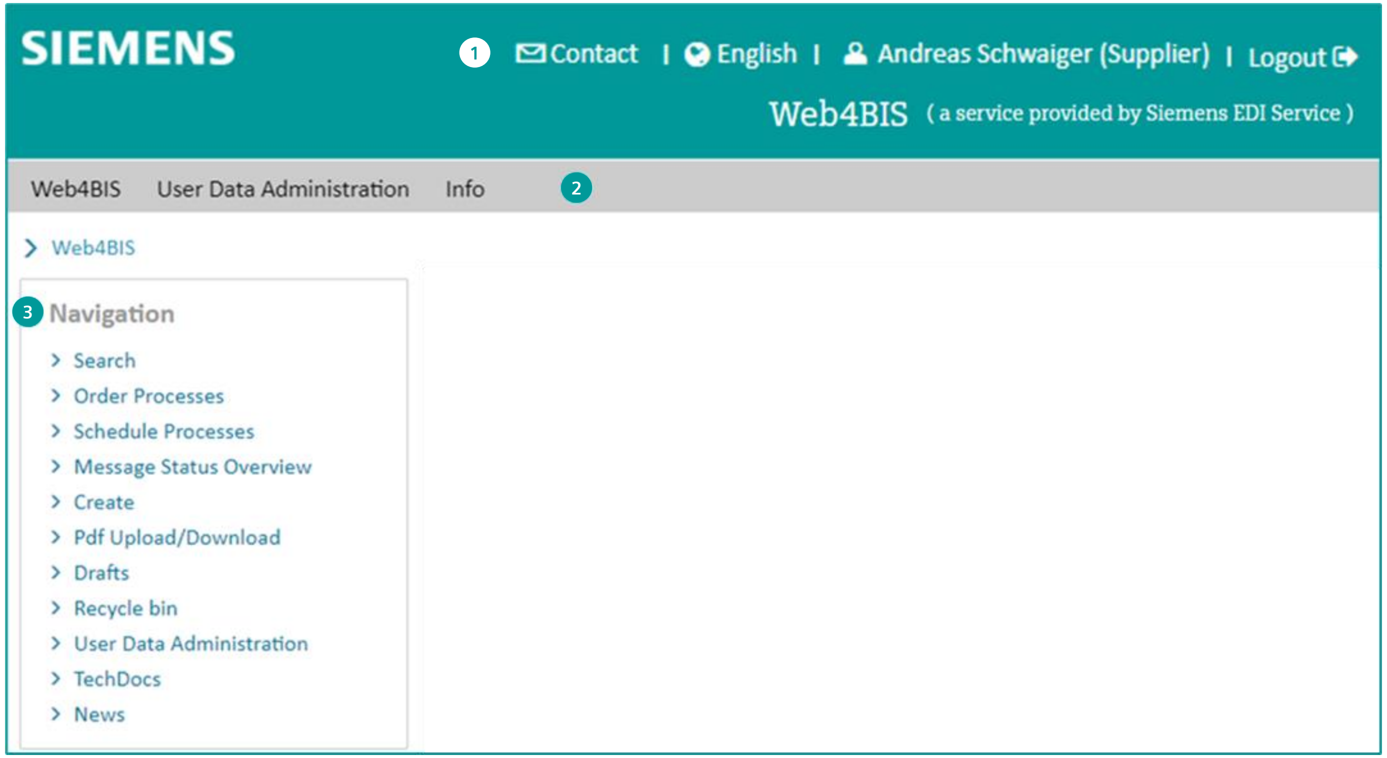
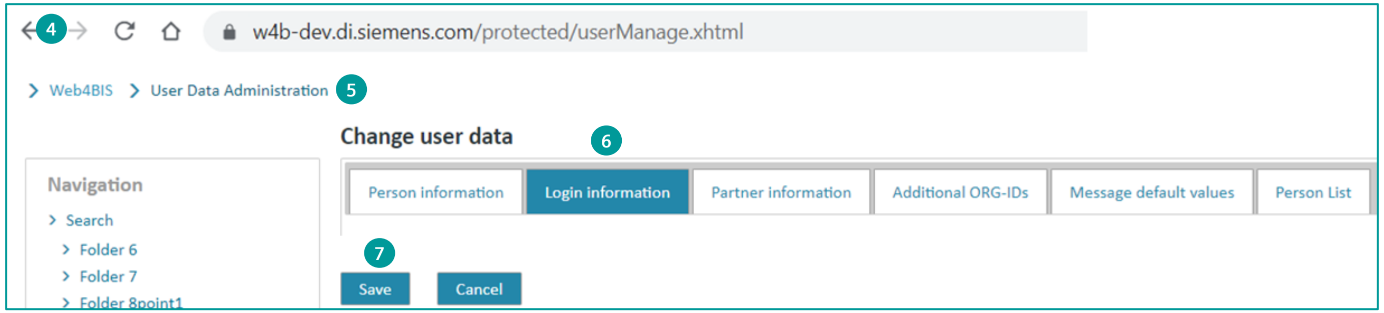
How to Start in Web4BIS after Registration

Useful information prior starting to work in Web4BIS – Tool/Menu Bars, Navigation, Scrolling





Tool Bar, Menu Bar and Navigation

1 ▪ ***Top Bar:*** *displayed on each single Web4BIS page*
- *“**Contact**“ the hotline in case of any queries*
- *Select your “**Language**“ for current session: English, Deutsch, español, français*
- *The user logged-in is displayed with her/his name incl. Party information (Supplier)*
- *„**Logout**“ from your current session*

2 ▪ ***Menu Bar**: displayed on each single Web4BIS page*
- *Click on „**Web4BIS**“ which directs you to the landing page*
- *View, modify, add, remove data stored in your account by click on “User Data Administration”*
- *Download the Web4BIS “User Guide“ with click on “Info”*

3 ▪ ***“Navigation”:*** *displayed on each single Web4BIS page*
- *The navigation is the starting point for searching and processing business processes, messages, own partner and user data*
- *Most used are “Search”, “Order Processes”, “Message Status Overview”, “Pdf Upload/Download”, “User Data Administration”*

Scrolling and Saving

4 ▪ *To scroll back to previous page(s) click on the “**backward**“ arrow in the address line bar*

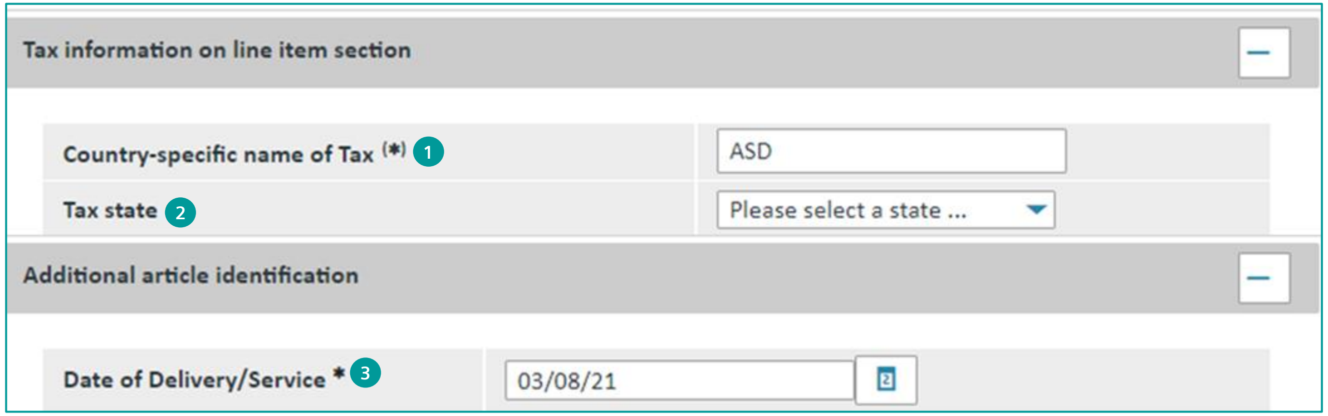
5 ▪ ***or*** *use the breadcrumbs displayed below the menu bar*

6 ▪ ***or*** *click on the tab previously used*

7 ➔ ***Note:*** *In order not to lose already entered data, always save your entries prior scrolling backwards or forwards!*

How to Start in Web4BIS after Registration

Useful information prior starting to work in Web4BIS – Markings, Symbols, Send Status



Field Properties

1. ▪ ***Conditionally mandatory*** *fields are marked with an asterisk in brackets* (*)
2. ▪ ***Optional*** *fields have got no asterisk*
3. ▪ ***Mandatory*** *fields are marked with an asterisk* *

➔ *Fields with a white background, no matter which field property is set, are editable by the user*

Main symbols and their meanings

	Viewed consolidated orders		Access to calendar		Document duty: Despatch advice sent
	Unread consolidated orders		Add item or record		Document duty: Despatch advice not sent
	Display business process or transaction		Recycle bin		Access item details
	Delete order process & related messages		Item changed		Reject line item
	Submit button of selected action		Item unchanged		Update line item
	Provides field entry information		Document duty: Order response sent	1 2 3 4 20	Scroll to next or previous line item
	"Ascending"/"Descending" sorting		Document duty: Order response not sent	--Select--	Select action or default values
	Download XML		Download PDF		Access to document details

Message transmission status

sent (processed)	Order response, dispatch advice, or invoice sent successfully to customer
sent (rejected) Bis protocol	Order response, dispatch advice, or invoice rejected (Web4BIS Support to act)
sent (rejected, support initiated (12)) Bis protocol	Web4BIS Support started to analyze the rejection root cause
sent (support finished (13)) Bis protocol	Support activities finished by Web4BIS support, further actions to be agreed on

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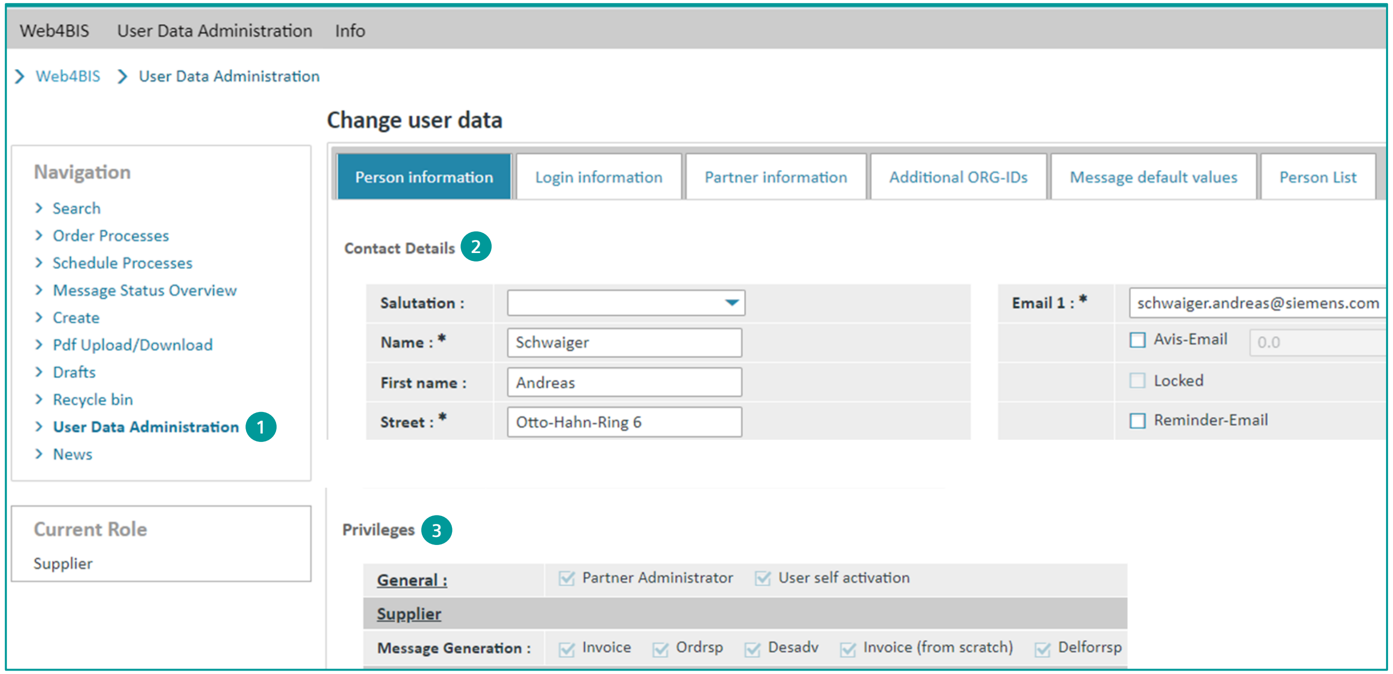
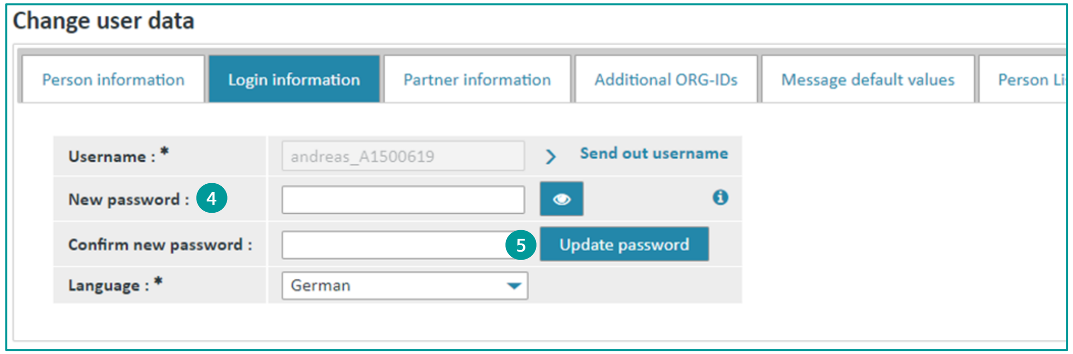
How to Start in Web4BIS after Registration

Administrate your user data – Person and Login information





Access User Data Administration

1 ▪ *To view, modify, or enrich your user data, go to “**Navigation**” → „**User Data Administration**“ (or use the direct link in the menu bar)*

➔ *Note: Already existing data has been filled by the Web4BIS support*

Verify and Complete Person Information

*Tab: “**Person information**”*

2 ▪ *“**Contact Details**”:*

- *Check existing data for correctness and modify, add if necessary*
- *“**Email 1**”: Your e-mail address is used as the sender of order responses and as receiver of user password requests*
- *Avis/Reminder-Email: Flag for notification of new and unread messages*

3 ▪ *“**Privileges**”:*

- *General: At least one user must be flagged as „Partner Administrator“ to add new, modify, or delete users*
- *Supplier Message Generation: Allowed outbound messages*

Change Password after 1st Login

*Tab: “**Login information**”*

4 ▪ *“**New password**”:*

- *Your partner administrator has created an user account for you*
- *You will receive your Web4BIS access data by e-mail with a link to the login screen*
- *After 1st login you are asked to change your password*

5 - *To confirm your new password → click on „**Update password**“*

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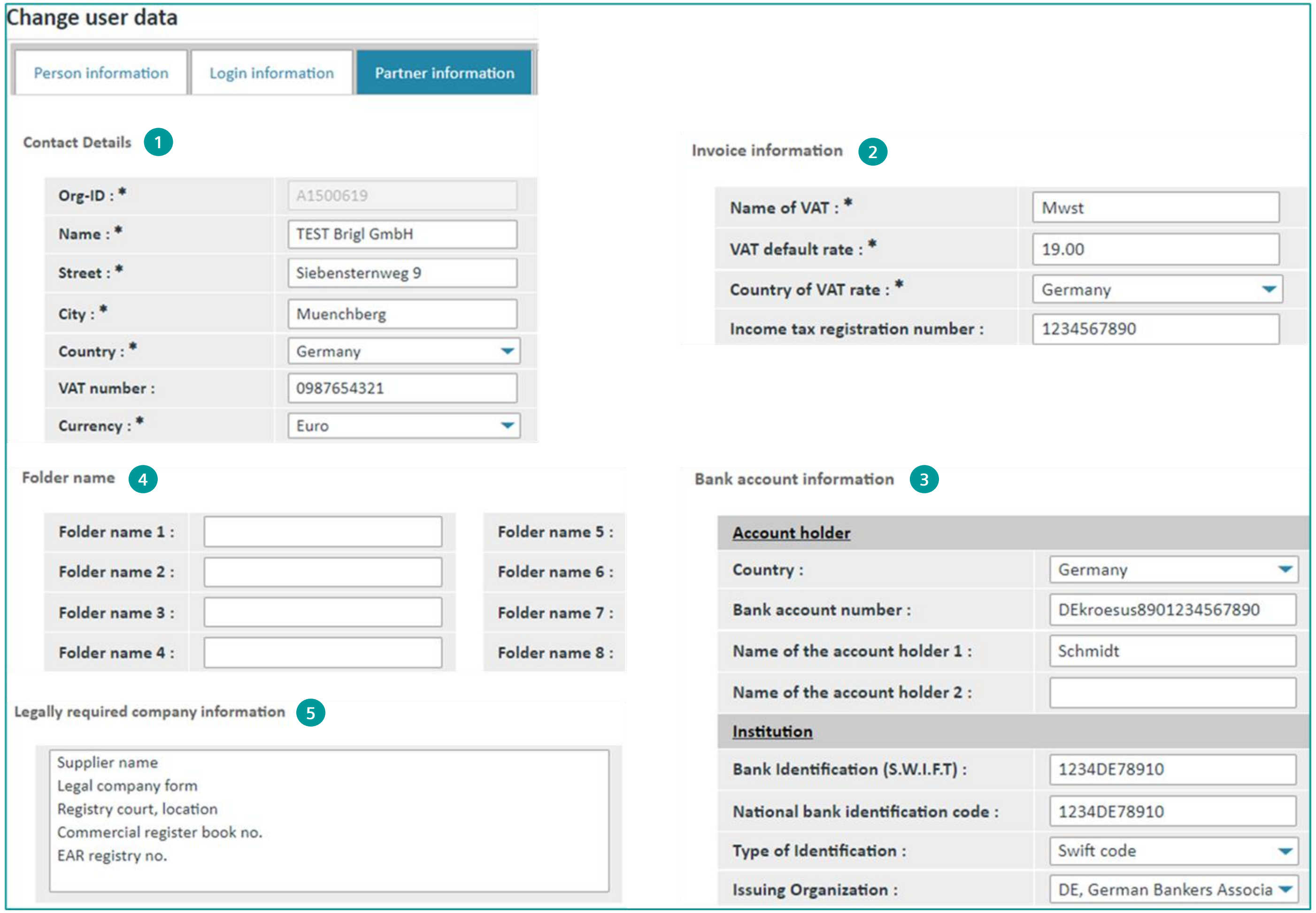
How to Start in Web4BIS after Registration

Administrate your user data – Partner information



Partner Information Content

1. *"Contact Details":*
   - *All mandatory fields are already prefilled by the Web4BIS support team with registration*
   - *Optional fields, such as "VAT number" or "Department" should also be filled by the user, as these become mandatory entries when creating an invoice*
2. *"Invoice information":*
   - *All mandatory fields are prefilled by the Web4BIS support team with dummy values and need to be replaced by the user*
   - *The optional field „Income tax registration number" should also be filled as this may be used when creating an invoice*
3. *"Bank account information":*
   - *Please fill "Country", "Bank account number" (i.e. IBAN), "Name of the account holder 1", "Bank identification (S.W.I.F.T)" or „National bank identifcation code" depending on the "Type of identification" you are going to select*
   - *All those fields become mandatory when creating an invoice*
4. *"Folder name":*
   - *Web4BIS provides standard folders in the "Navigation" which are fixed and cannot be changed by the user*
   - *In order to allow creation of own folders, Web4BIS provides 8 folders which can be labeled by the user as required*
5. *"Legally required company information":*
   - *The legal notice (German: Impressum) is a mandatory information in the invoice and must be filled be the supplier*

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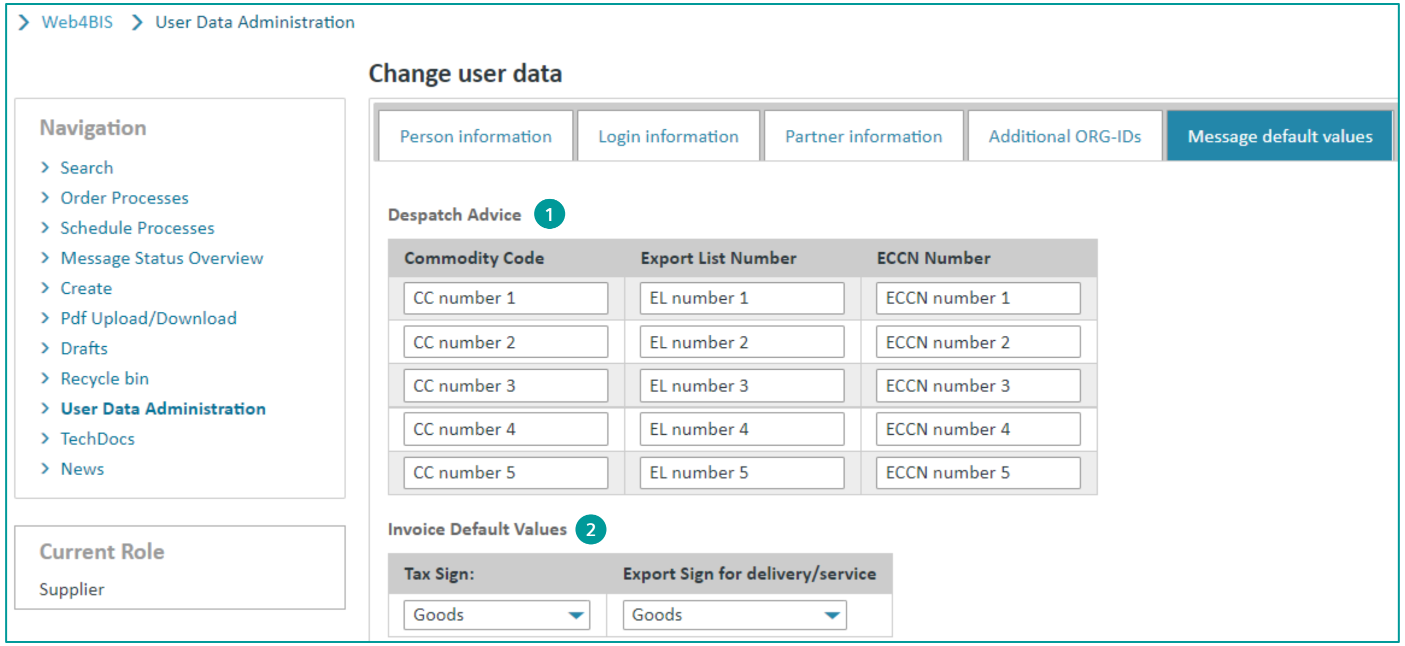
How to Start in Web4BIS after Registration

Administrate your user data – Message default values and Person List



Define Message Default Values

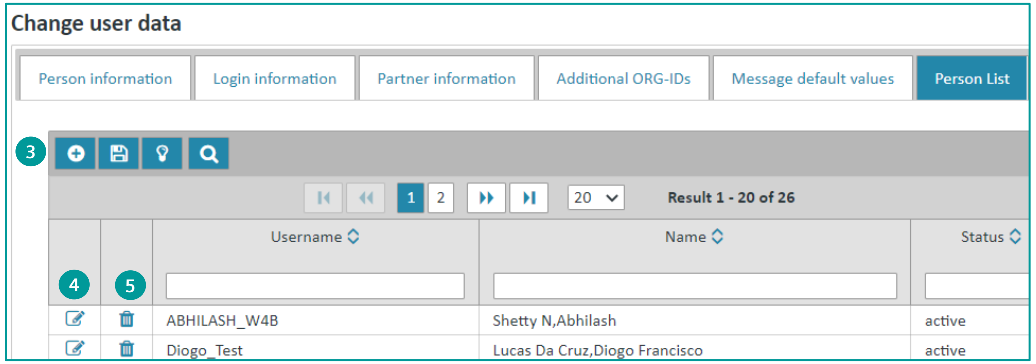
All message default values defined here are proposed as selection option or fixed values with creation of the below message types:

1. *“**Despatch Advice**”: Export control values*
   - *Up to 5 Commodity Code values*
   - *Up to 5 Export List Number values*
   - *Up to 5 Export Classification Control Number values*

2. *“**Invoice Default Values**”: Type of billed item*
   - *“**Tax Sign**”: Catalogue service, Goods, Service, mutually defined*
   - *“**Export Sign**” for delivery/service: Goods or Services*

***Advantage** for the user:*

- *Repeated entries of recurring items are avoided by defining default values*



Add – Modify – Delete – Unlock Users

*With the “**Partner Administration**” role which has been defined in “**Person information**”, the user administration is enabled to:*

3. *Add a new person: click on the „ “ icon and setup a new user*
4. *Modify a user: click on the „ “ icon and edit the existing user*
5. *Delete a user: click on the „ “ icon and remove the user*

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You Receive Order Messages from your Customer

Access your new and changed order messages

New Message in Inbox S0000021

CW web4bis-support.it@siemens.com
To Schwaiger, Andreas (IT APD EIA C01)

We removed extra line breaks from this message.

You have a new message in your inbox:
a message from A1103229 (ORDER, order reference no: 4500818146, receiver: S0000021) Please connect to the URL specified below.
With best regards
Your Siemens BIS Support

Sie haben eine neue Nachricht im Eingangskorb:
eine Nachricht von A1103229 (ORDER, Bestellnummer: 4500818146, Empfaenger: S0000021) Bitte melden Sie sich an unter der unten angegebenen URL.
Mit freundlichen Gruessen
Ihr Siemens BIS Support

URL: https://w4b-sta.di.siemens.com/

Notification and Direct Access to Web4BIS

1. *On condition that the user has flagged the Avis-Email in her/his "**Person information**" → "**Contact Details**", the user receives a notification from web4bis-support.it@siemens.com about a new order message. Email body content:*
   - *Sender ORG-ID (Buyer), Receiver ORG-ID (Supplier)*
   - *Order number*
2. *Via click on the **URL** the user is directed to the Web4BIS "**Sign-in**"*

➔ *Note: After having signed-in, the user is not automatically directed to the order record mentioned in the email notification; to access the corresponding order record, the user should copy the order number from the notification and paste it into the Web4BIS search*

> Web4BIS > Order Processes

Navigation
- Search
- Order Processes (3)
  - New
  - Changed
  - User Defined Label 1
  - User Defined Label 2
  - User Defined Label 3
  - User Defined Label 4
  - User Defined Label 5
- Recycle bin
- User Data Administration
- TechDocs
- News

Order Processes Status Overview

	Incoming (4)		Processing					Recycle bin
	New	Changed	User Defined Label 1	User Defined Label 2	User Defined Label 3	User Defined Label 4	User Defined Label 5	
Order Process	81	6	5	3	-	5	2	36

Where to Find New and Changed Order Messages

3. *In the Web4BIS "**Navigation**" click on "**Order Processes**" where a selection option to all new and changed orders is provided*
4. *Another option to access new and changed order messages is provided in the "**Order Processes Status Overview**" by clicking on the "**Incoming**"→ "**New**" and "**Changed**" link*

➔ *Note:*
- *"**New**" is equal to first purchase order sent with order number %*
- *"**Changed**" is equal to a change of an existing order number %*
- *Once an order is changed the order with the corresponding order record is moved from "**New**" to "**Changed**" and remains there until it's moved to a „**User defined folder**" or the „**Recycle bin**"*

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You Receive Order Messages from your Customer

Get relevant order details via the consolidated order view

Order Processes: new

20

☑	Order Number	Buyer ID	Buyer Name	Consolidation Date/Time	Siemens Partner Id	Folder	
	2000866091a						2
1 ☑	2000866091a	A1202324	Siemens Canada Limited, Name 2,	16.09.2021 05:33:02 PM	A1504530	show consolidated order	

Access the Consolidated Order View

- 1 In *"**Navigation**" click on "**Order Processes**" → "**New**" or "**Changed**" which opens a list of all existing new or changed order records*
- 2 *Click on the "**show consolidated order**" icon:* show consolidated order
  - *Green icon color: already viewed*
  - *Orange icon color: unread*

Consolidated Order Details - No.: 2000866091

Header Data | Item Data | General Data 3

General		Buyer Info (BY)		Supplier Info (SU)		Delivery address (UC)	
Order type	Order	Partner Org ID	A1202324	Partner Org ID	A1500619	Partner Org ID	A1202324
Message type	ORDERS	Name 1	Siemens Canada	Name 1	Siemens AG	Name 1	Siemens Canada Lim
Order number	2000866091	Name 2	Name 2	Name 2	Name 2	Name 2	Name 2
Order date	03.09.2021	Name 3	Name 3	Name 3	Name 3	Name 3	Name 3
		Name 4	Name 4	Name 4	Name 4	Name 4	Name 4

What is a Consolidated Order?

Definition: *A consolidated order contains all order changes referenced to the same order number. This consolidated order forms the basis for additional turnaround messages such as creation of an order response, a despatch advice, or an invoice. In addition, a consolidated order provides information about changed orders as well as confirmed, delivered and invoiced orders*

- 3 *All details of a consolidated order are shown in three tabs:*
  - *"**Header Data**": General info, buyer, supplier, delivery addresses*
  - *"**Item Data**": All relevant item details incl. change info*
  - *"**General Data**": Text, Incoterms, Payment terms, other party info*

Header Data | Item Data | General Data

Line item No	Document duty	Part No. (Buyer)	Part No. (Supplier)	Article Description	Quantity	Unit	Price	Price Unit	Desired delivery date	Confirmed delivery date	Status	Action
000010	5 6	BP0000000010	VP0000000010	Item Description 1 - 000000001	100	Piece	100.00	1 Piece	10.09.2021	-		

Item Data – Document Duty

- *Document duty: the customer defines whether there are two possible duties for the supplier to be able to bill the order:*
  - 5 - ORDRSP has not been sent for this position *: icon appears if order response is a MUST*
  - 6 - DESADV has not been sent for this position *: icon appears if despatch advice is a MUST*

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You Receive Order Messages from your Customer

Get relevant order process details via the business process view

Order Processes: new

20

☑	Order Number	Buyer Name	Consolidation Date/Time	Siemens Partner Id	Folder	Action
	2000866091a					
1 ☑	2000866091a	Siemens Canada Limited, Name 2	16.09.2021 05:33:02 PM	A1504530	new	2 show business process

Order Process Detail (Folder 1)

(1 of 1) 1

☐	Message Number	Order Number	Creation Date/Time	Updates	Message type	3 Status	Action
☐	1202424014_AQ	1202424014_AQ	25.01.2021 04:35:24 PM		order	viewed	4
☐	test2601Up	1202424014_AQ	26.01.2021 09:56:54 AM		invoice	sent	
☐	test2501	1202424014_AQ	25.01.2021 04:40:46 PM		despatch advice	sent	
☐	test2501	1202424014_AQ	25.01.2021 04:38:23 PM	No	order response	sent	
☐	test2601d	1202424014_AQ	26.01.2021 09:55:35 AM		invoice	drafted	

Access the Business Process View

1. *In "**Navigation**" click on "**Order Processes**" → "**New**" or "**Changed**" which opens a list of all existing new or changed order records*
2. *Click on the business process icon:* show business process

What is a Business Process?

Definition: All messages with the same order number are combined in a single business process accompanied by the current message status.

3. *Main message status examples:*
   - *An order or order change received but not yet viewed shows the Status = "**received**", else "**viewed**" is displayed*
   - *Response messages such as order response, despatch advice and invoice, if created and already sent, show "**sent**"*
   - *Messages saved as a draft, but not sent, show "**drafted**"*
4. *Show details or Download:* Show details, Download XML, Download PDF

„Business Process" vs. „Consolidated Order" – Creation of Response Messages

- *In the "**Business Process**" view, the user **cannot create** response messages, such as order response, despatch advice, invoice, i.e., this view is provided for receiving an overview of all messages assigned to one order number or order reference, to download those, as well as to move those to pre-defined folders*
- *In the "**Consolidated Order**" view, the user is **enabled to create** response messages, such as order response, despatch advice, invoice as well as to download the XML, PDF or move it to pre-defined folders*

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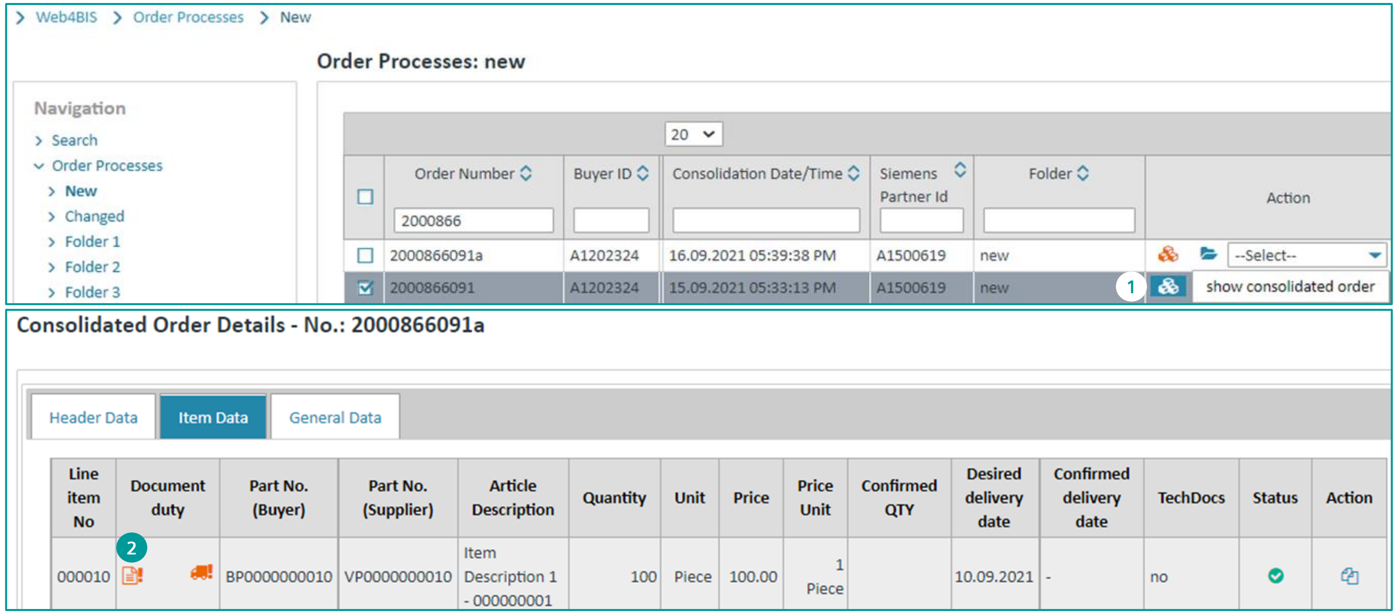
You Need to Confirm Order Messages

Send an order response without changes – Document duty, response type



	Order Number	Buyer ID	Consolidation Date/Time	Siemens Partner Id	Folder	Action
	2000866					
☐	2000866091a	A1202324	16.09.2021 05:39:38 PM	A1500619	new	--Select--
☑	2000866091	A1202324	15.09.2021 05:33:13 PM	A1500619	new	1 show consolidated order

Consolidated Order Details - No.: 2000866091a

Header Data | Item Data | General Data

Line item No	Document duty	Part No. (Buyer)	Part No. (Supplier)	Article Description	Quantity	Unit	Price	Price Unit	Confirmed QTY	Desired delivery date	Confirmed delivery date	TechDocs	Status	Action
000010	2	BP0000000010	VP0000000010	Item Description 1 - 000000001	100	Piece	100.00	1 Piece		10.09.2021	-	no		

Header Data | Item Data | General Data

Line item No	Document duty	Part No. (Buyer)	Part No. (Supplier)	Article Description	Quantity	Unit	Price	Price Unit	Confirmed QTY	Desired delivery date	Confirmed delivery date	TechDocs	Status	Action
000010		BP0000000010	VP0000000010	Item Description 1 - 000000001	100	Piece	100.00	1 Piece		10.09.2021	-	no		

Check Document Duty

Prior creating an order response, the user needs to check whether the customer has defined a document duty for an order response:

1. *Go to "**Navigation**" → click on "**New**" or "**Changed**" → search for the order document → flag the corresponding order record and click on the consolidated order icon*
2. *Click on "**Item Data**" and check for the "**Document duty**" symbol:*
   - *If existing and "color = orange", then an order response has not yet been sent and **must** be created*
   - *If existing and "color = green", then an order response has already been sent (this is just as info, as the user is enabled to sent multiple order responses)*
   - *If not existing, then the customer does not ask for an order response*

Select response type

Once the user has checked the received purchase order or order change against the agreed conditions and discussed the ordered quantities as well as requested delivery dates with the supplier's production planning and scheduling team, the order can be confirmed

Response type selection:

3. *In the consolidated order view go to "**Please select and submit an action:**" → select "**Order response without changes**" and click on "**Submit**"*

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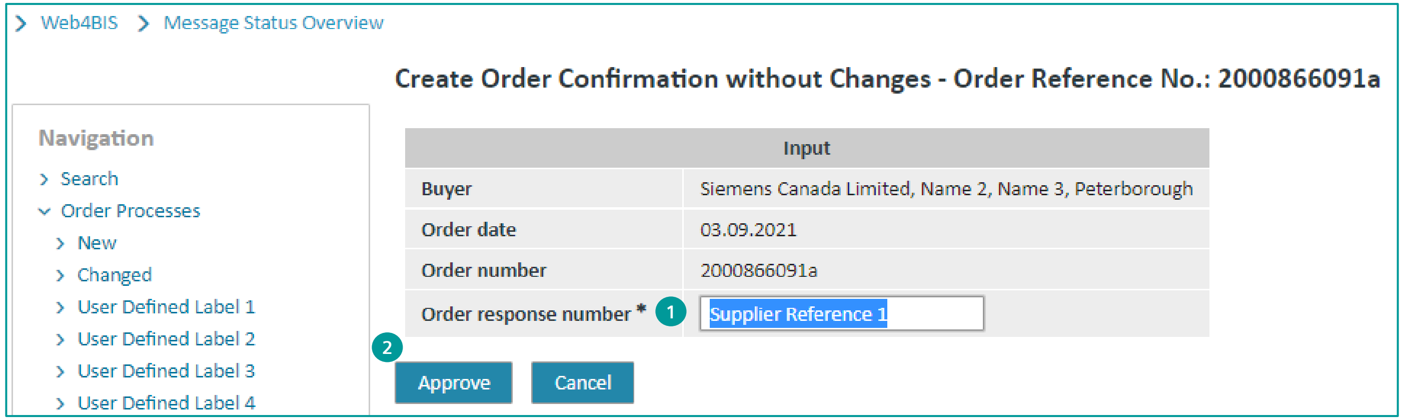
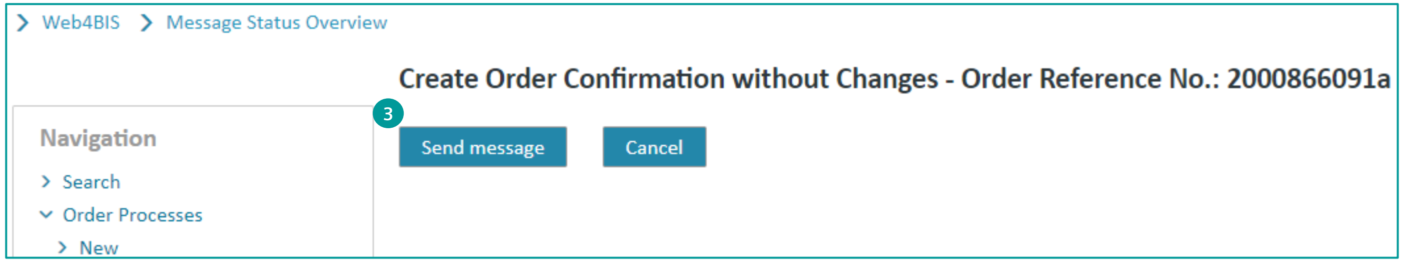
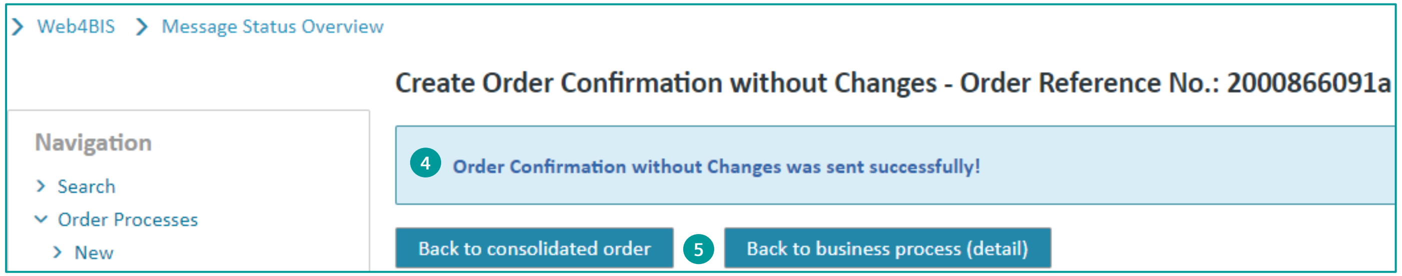
You Need to Confirm Order Messages

Send an order response without changes – Create confirmation, send message

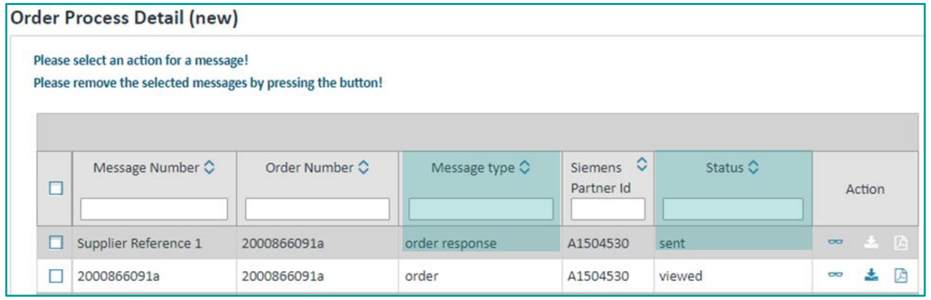






Enter Supplier's Reference

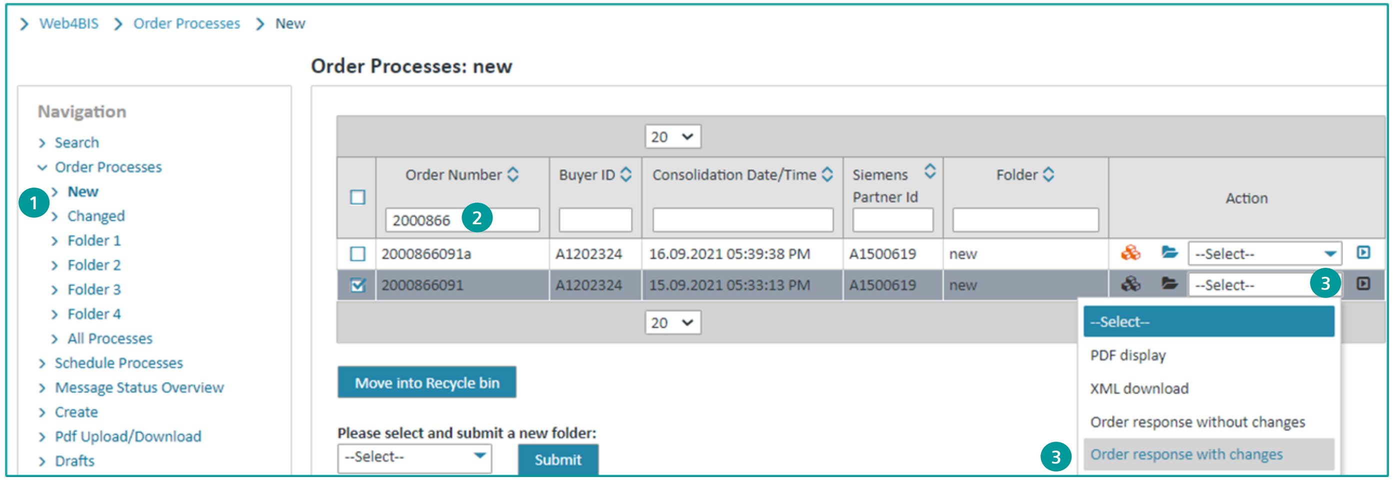
1. *In the order confirmation "**Input**" section the mandatory "**Order response number ***" must be filled by the user*
   - *Field property: alphanumeric, max. characters = 20*
2. *Click on "**Approve**"*
   - *A background check is performed and informs the user whether the confirmed delivery date is in the past*
   - *The user is still able to change the delivery date and send or just send by ignoring the warning*
3. *Click on "**Send message**"*
4. *With successful transmission, the user receives a "**success**" notification*
5. *The user has got two options after the response has been sent:*
   - *Go back to the consolidated order*
   - *Go back to the business process (detail) where the response status is now displayed:*



SIEMENS

You Need to Confirm Order Messages

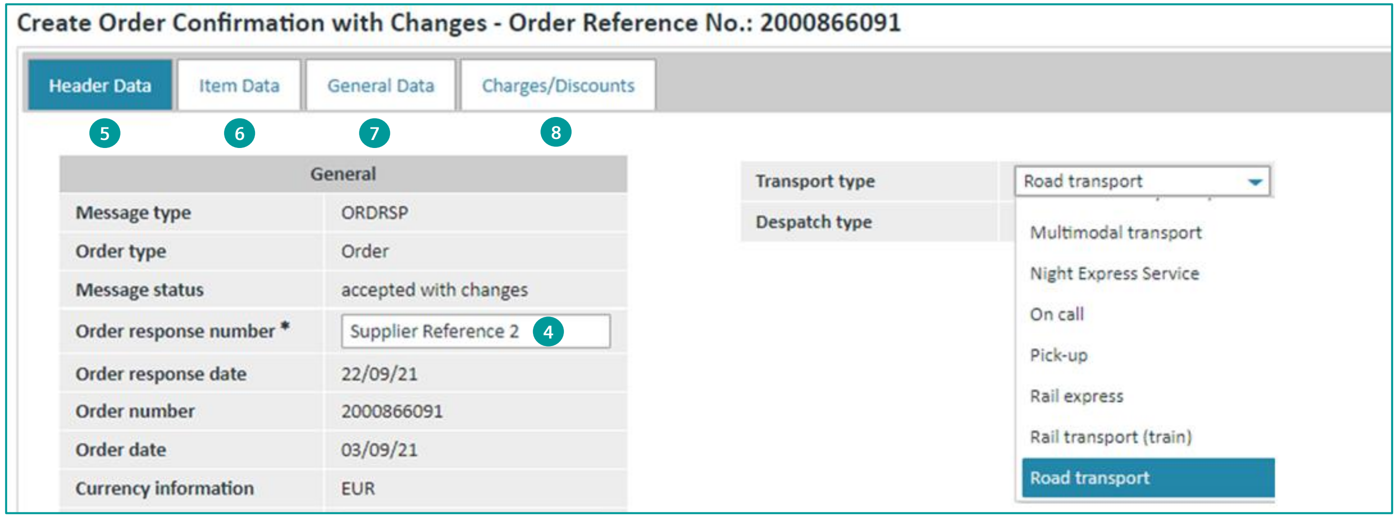
Send an order response with changes – Select response type, change options



Select Response Type

On condition that that the customers requested an order response via the document duty symbol and the production planning / scheduling results delivered a deviating result where one or multiple item details cannot be supplied as requested by the customer, the user is able to generate an order response with changes:

- 1 *As mentioned in the previous slides the "**Action**" for generating a response message is also available in the Order Processes overview via "**Navigation**" → "**Order Processes**" → "**New**" or "**Changed**"*
- 2 *Search for the to be confirmed order record*
- 3 *Flag the record → select the "**Action**" = "**Order response with changes**" and submit*



Order Response Change Options

- 4 *Prior changing values, the user must always fill the mandatory "**Order response number**"*
- *There are various tabs where changes to the order may be performed:*

  - 5 - *"**Header Data**": e.g., Transport type, Despatch type, ...*
  - 6 - *"**Item Data**": Item details, charges/discounts, partial deliveries*
  - 7 - *"**General Data**": Incoterms, supplier remarks, legal company info*
  - 8 - *"**Charges/Discounts**": Non-item specific, valid for the entire order*

➔ *In general: all "white" fields are released for editing*

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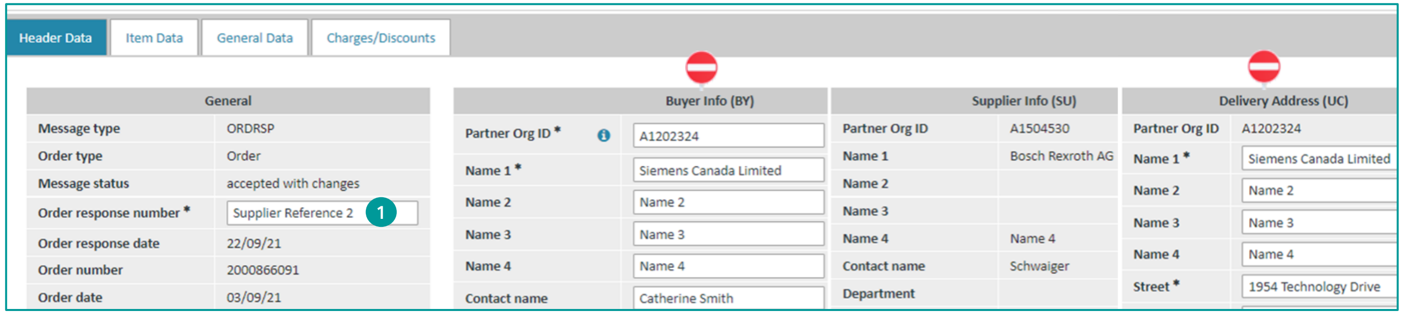
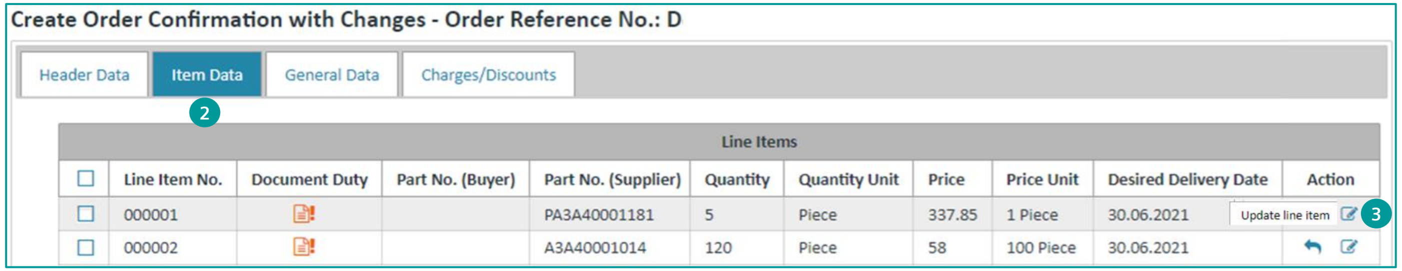
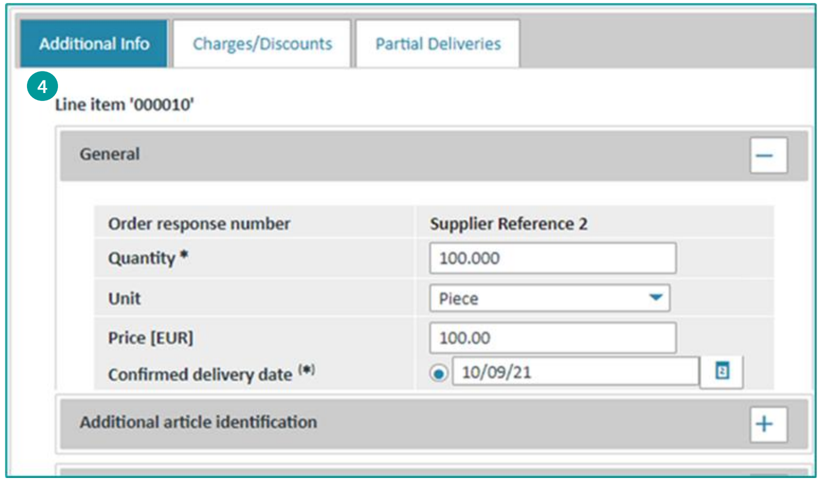
You Need to Confirm Order Messages

Send an order response with changes – Change header and item data







Change Header Data

1 ▪ *Except adding the "**Order response number**" and changing or adding transport and/or despatch type within the "**General**" section, the user should not change "**Buyer info (BY)**" and "**Delivery Address (UC)**" data*

- *Both addresses reflect the master data as it's setup in SAP*
- *If a change is required, then an order change should be sent*

Change Item Data

2 ▪ *To change item details, click on the tab **"Item Data"***

3 ▪ *In "**Item Data**" click on the Action icon "**Update line item**"*

➔ *Three tabs are now displayed and with clicking on those, various changes can be performed by the user:*

4 - *"**Additional Info**": Quantity, Price and multiple other generic item data*

➔ *All sections in "Additional Info" are expanded ("-") by default as shown in the "General" section; all further sections like "Additional article identification" etc., the user may collapse ("+") as required in order to avoid scrolling*

5 - *"**Charges/Discounts**": The user is enabled to change or remove already existing charges and discounts which have been transmitted by the customer in the order message; additionally, the user may add charges and/or discounts by clicking on the "+" symbol* 7

6 - *"**Partial Deliveries**": In case the ordered quantity is split for delivery at different dates, then the quantities and delivery dates can be changed there; additionally, the user may add a quantity with delivery date by clicking on the "+" symbol* 7

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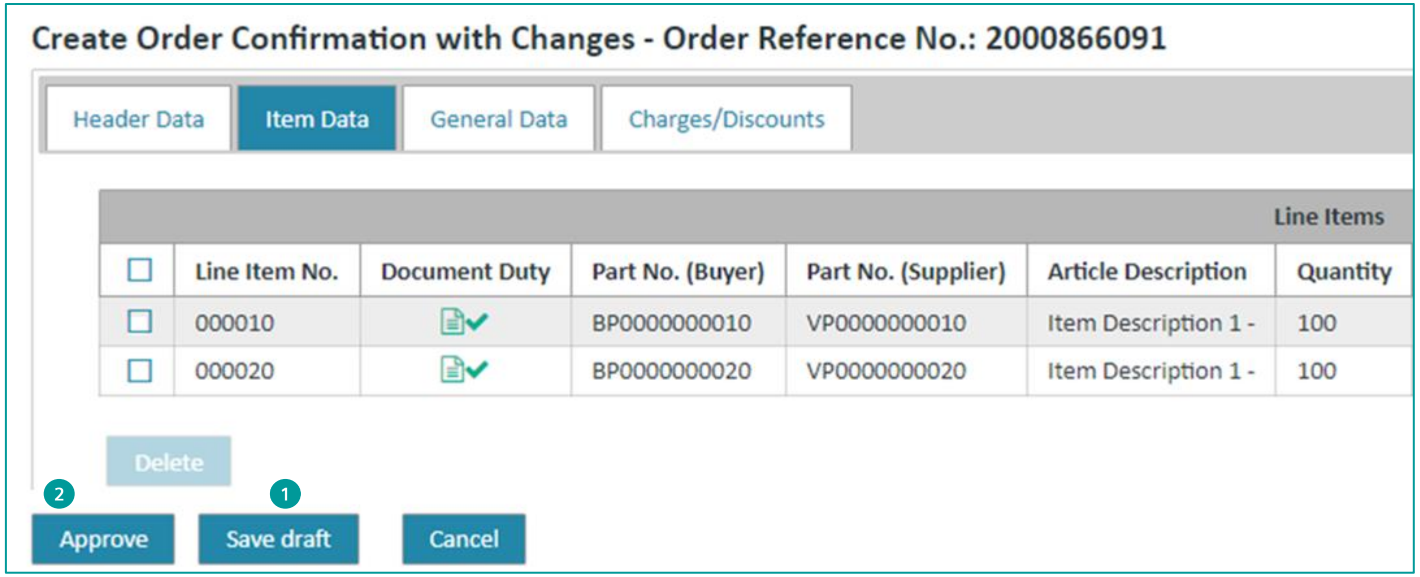
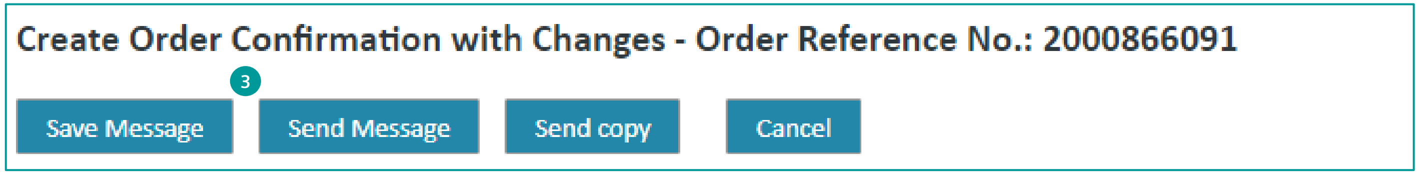
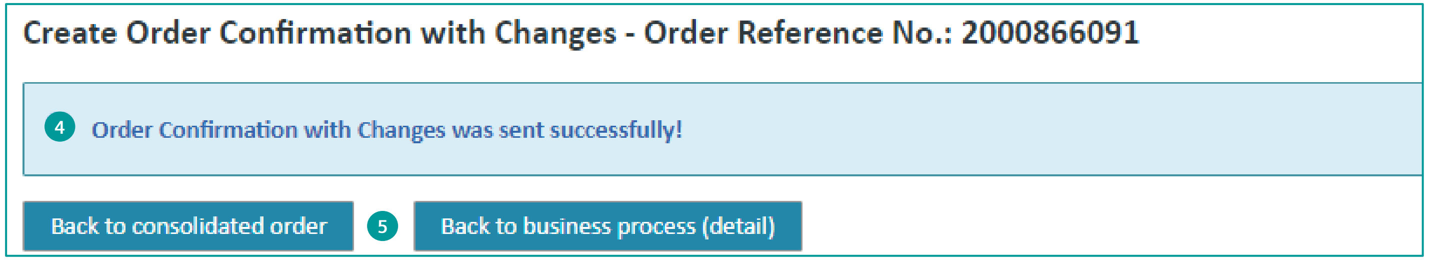
You Need to Confirm Order Messages

Send an order response with changes – Save, approve, and send message







Save Confirmation Draft / Approve Confirmation

1 ▪ *As soon as the user starts to change the order by adding, modifying, removing data in the relevant tabs "**Header Data**", "**Item Data**", "**General Data**", "**Charges/Discounts**", all activities within the various tabs should always end with "**Save draft**"*

➔ *With saving the entries it's ensured that no data is lost and needs to be re-entered*

2 ▪ *After having finished the entries for the "**Order Confirmation with changes**", the next step is to approve all entries made*

▪ *Click on "**Approve**"*

➔ ***Note:** No matter in which "tab" you are working in, the entries can always be saved as well as approved, e.g., if you just need to change the delivery date of an item, then enter your "**Order response number**" in "**Header Data**" → click on "**Save draft**" → click on "**Item Data**" → change the date and click on "**Approve**"*

Send Message

3 ▪ *Click on "**Save message**" if you decided to send the confirmation at a later stage or for immediate sending, click on "**Send Message**"*

„Sent" Notification

4 ▪ *With successful transmission, the user receives a "**success**" notification (same as for "**Order response without changes**")*

5 ▪ *The user has got two options after the response has been sent:*

- *Back to the consolidated order or to the business process (detail)*

SIEMENS

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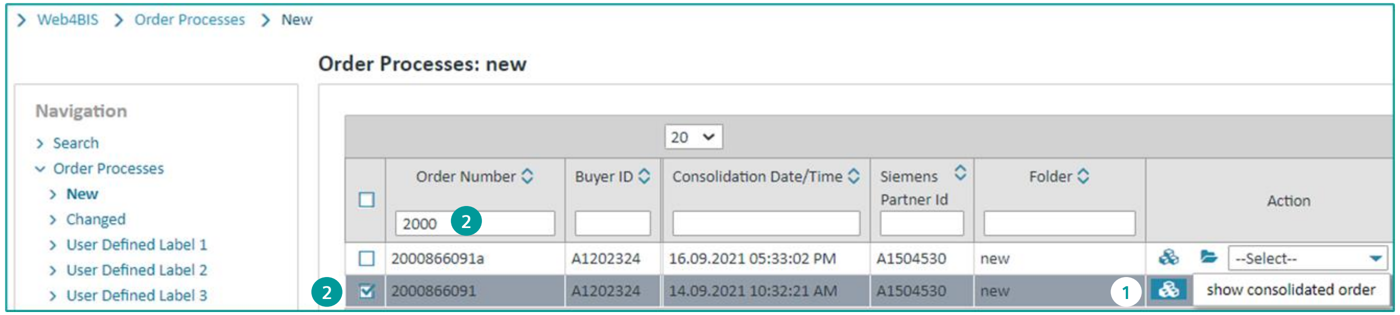
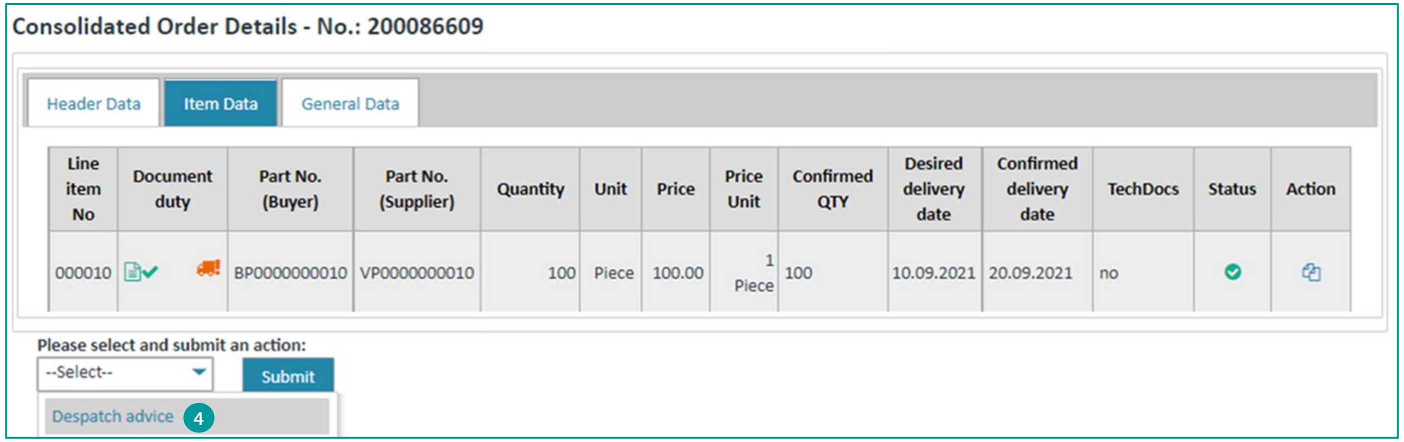
Items are due for Shipment

Issue a shipping notification w/o packing information – Document duty, select despatch advice





Check Document Duty

Use case example:
A purchase order was sent by the customer which has been confirmed by the user with or without changes and the item(s) are due for shipment.
There are two options for the user:
The user creates a despatch advice even there is no document duty to do so, or the customer has defined a document duty for the despatch advice. The document duty needs to be checked upfront:

1. *Go to "**Navigation**" → click on "**New**" or "**Changed**"*
2. *Search for the order → flag the corresponding order record and click on the consolidated order icon*
3. *Click on "**Item Data**" and check for the "**Document duty**" symbol:*
   - *If existing and "color = orange", then a despatch advice <u>has not yet been sent</u> and must be created*
   - *If existing and "color = green", then a despatch advice <u>was sent</u>*
   - *If not existing, then a despatch advice may be created optionally*

Select Despatch Advice and Submit

*Once the user has sent the order response – which is the most common business case – the next step is to create the despatch advice (optionally or mandatory depending on the "**Document duty**"):*

4. *In the consolidated order view go to "**Please select and submit an action:**" → select "**Despatch advice**" and click on "**Submit**"*

➔ ***Note**: The user is now directed to the "**Create Despatch Advice**" view where 6 tabs with different information are displayed, and the user is enabled to start issuing the despatch advice (see next slide)*

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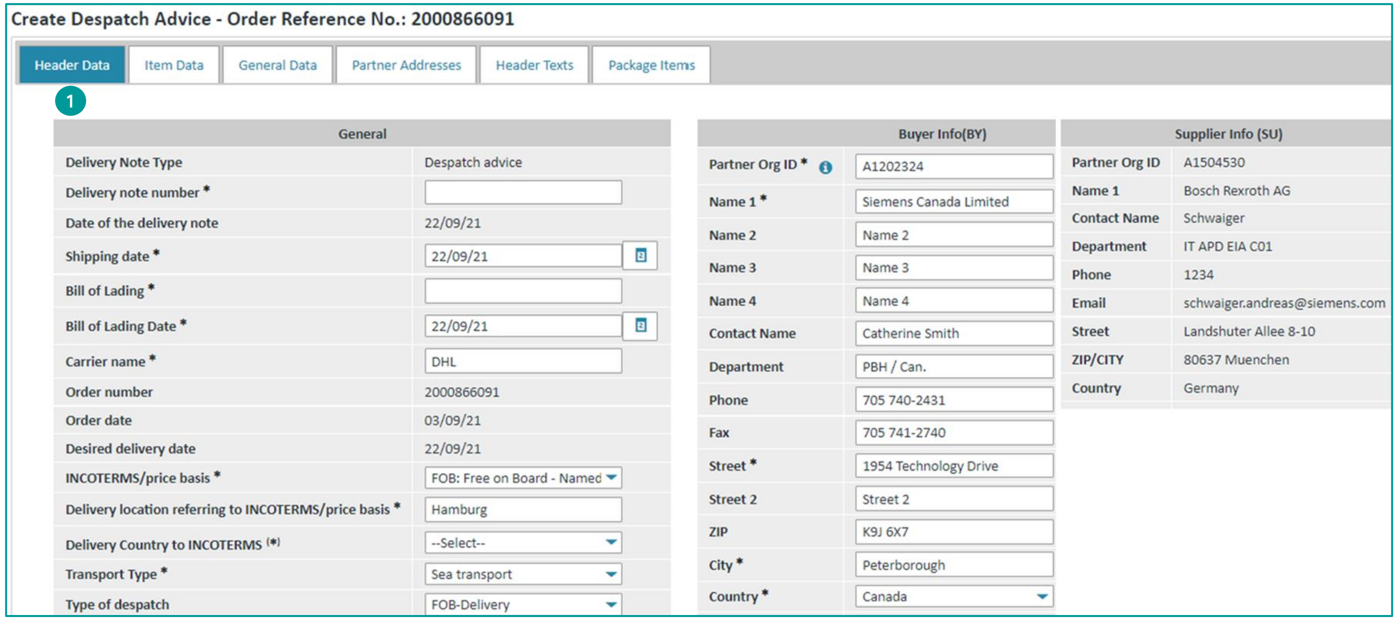
Items are due for Shipment

Issue a shipping notification w/o packing information – Header data entries, update line item



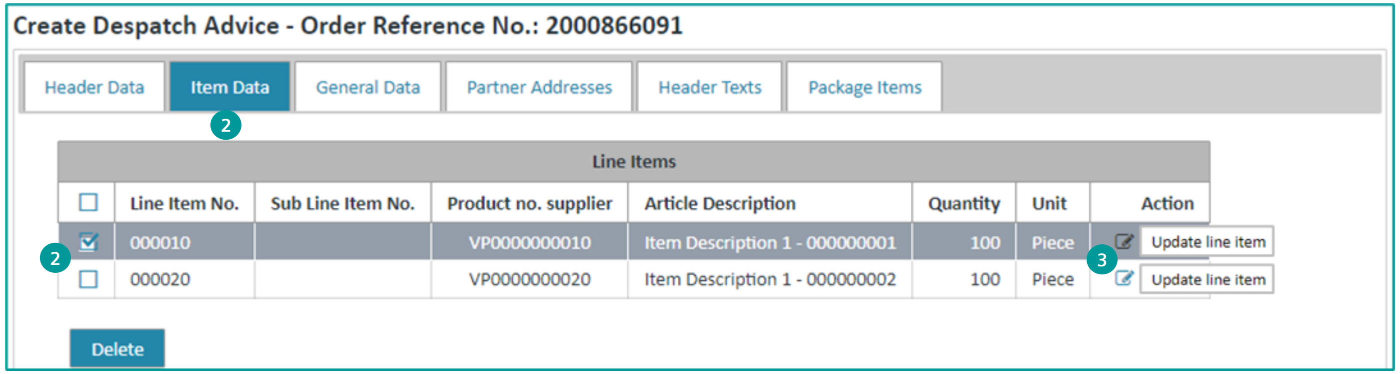
Header Data – Mandatory Entries

*Sections "**General**" and "**Buyer Info(BY)**":*

1 ▪ *All mandatory fields marked with an asterisk " ***** ", which are not yet prefilled with the content of the consolidated order or with "**User Data Administration**" values, must be filled by the user. These are:*
   - *Delivery note number*
   - *Bill of Lading*
   - *Carrier name*
   - *Delivery Country to INCOTERMS*
   - *Transport Type*

▪ *All other fields are prefilled and may be edited by the user as required*

➔ ***Note:** To avoid scrolling in the drop-down menus, just click on the drop-down menu and enter the first letters of the desired country or transport type value, e.g., Germany → "ger" or Road transport → "roa". The user is directed as close as possible to the required value!*



☐	Line Item No.	Sub Line Item No.	Product no. supplier	Article Description	Quantity	Unit	Action
☑	000010		VP0000000010	Item Description 1 - 000000001	100	Piece	Update line item
☐	000020		VP0000000020	Item Description 1 - 000000002	100	Piece	Update line item

Item Data – Update Line Item

2 ▪ *To access the "**Item Data**" details in order to add values to all mandatory fields which are not yet prefilled with the content of the consolidated order, the user clicks on the "**Item Data**" tab where all line items are displayed*

3 ▪ *The user is not forced to select a line item, it's just a click on the "**Update line item**" icon and the user is accessing the corresponding "**Additional Info**" → "**General**" details page of the corresponding line item*

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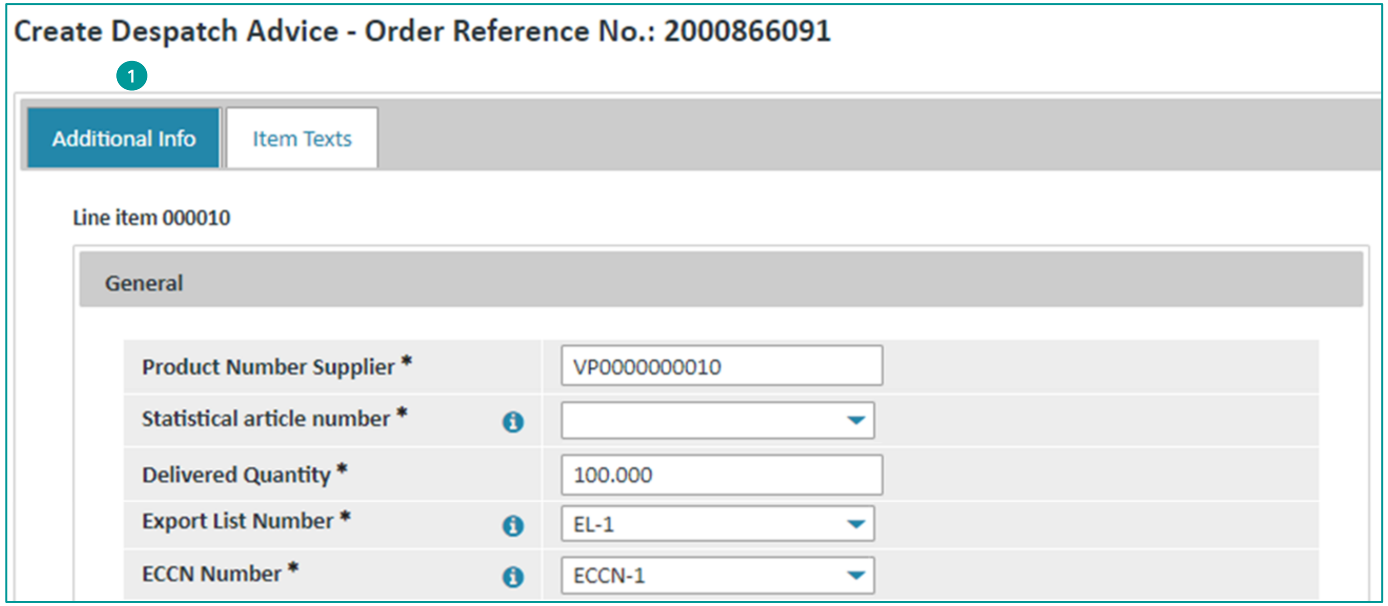
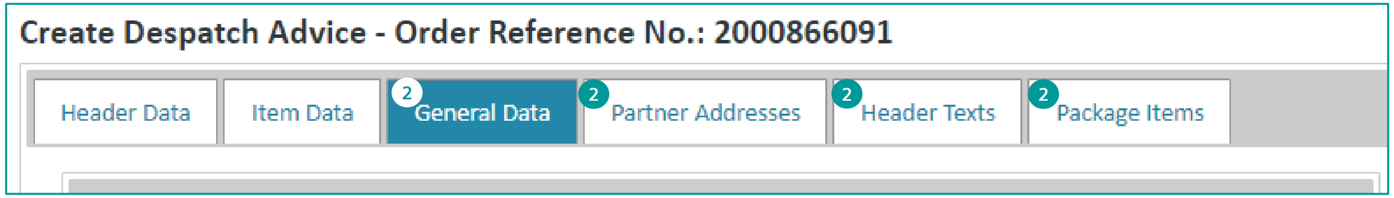
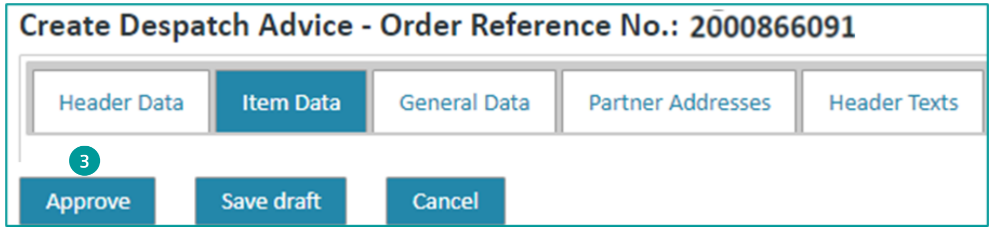
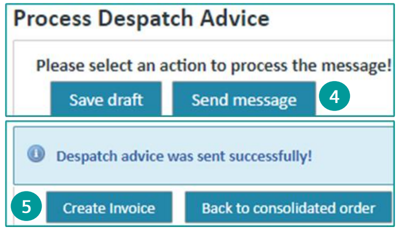
Items are due for Shipment

Issue a shipping notification w/o packing information – Item data, optional data, send message









Item Data – Mandatory Entries

"Item Data" → "Additional Info":

1 ▪ *All mandatory fields marked with an asterisk " ***** " and not yet prefilled with the content of the consolidated order must be filled by the user. These are:*
  - *Statistical article number (=Commodity code)*
  - *Export List Number*
  - *ECCN Number*

▪ *All other fields are prefilled and may be edited by the user as required*

➔ ***Note:***
- *If the user has defined default values in her/his "**User Data Administration**" → "**Change user data**" → "**Message default values**", then those are selectable in the drop-down menus*
- *If not, then the corresponding export control values need to be entered as required*

Optional Entries

2 ▪ *The remaining tabs "**General Data**", "**Partner Addresses**", "**Header Texts**", and "**Package Items**" are optional and, therefore, no further entries are required in order to be able to send the despatch advice*

Approve and Send the Despatch Advice

3 ▪ *To approve the entries, click on "**Approve**"*

4 ▪ *To send the despatch advice click on "**Send message**"*

5 ➔ *Now the consolidated order is ready for "**Create Invoice**"!*

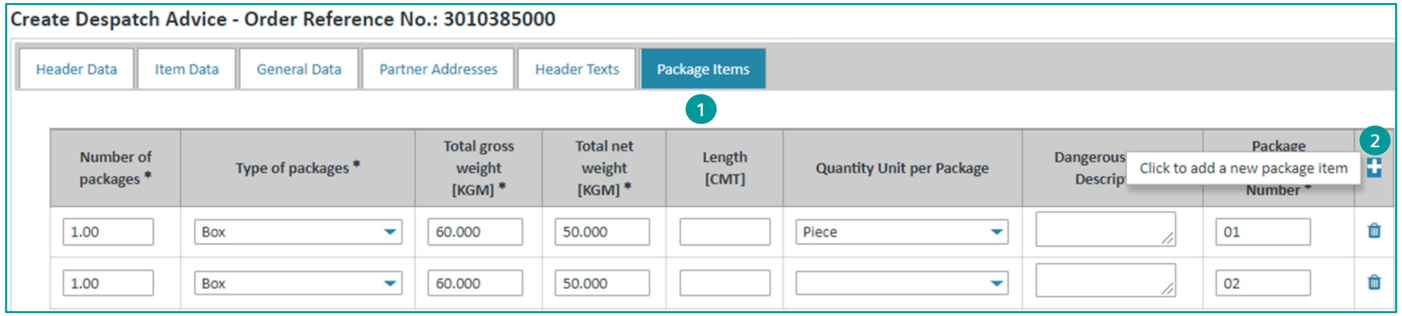
SIEMENS

Items are due for Shipment
Issue a shipping notification w/ packing information

Package Items – Requested by your Customer?

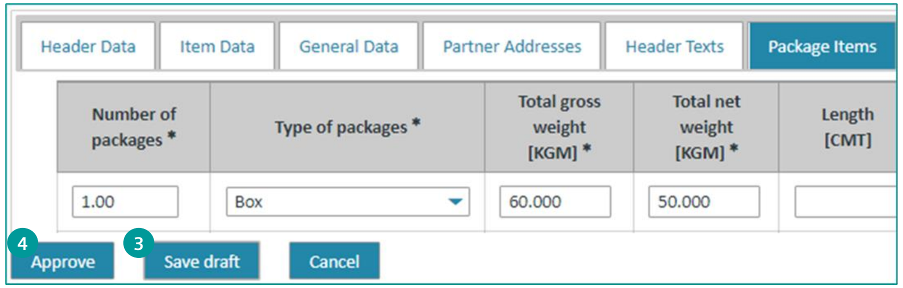
If your customer has asked you to provide packaging information in your despatch advices, then Web4BIS offers an easy and fast way to add the relevant package data.

Note:
It's important to discuss with your customer the packaging requirement prior usage of the "Web4BIS – Despatch Advice" functionality. It must be ensured that the receiving SAP system is setup accordingly!



Add Package Information - Optional

1. *If package information is requested by the customer, then the user first enters all mandatory fields in tabs "**Header Data**" and "**Item Data**", saves the despatch advice as draft and clicks on the "**Package Items**" tab*
2. *To add a "**Package Items**" record, the user clicks on the "**+**" symbol which opens a record with all mandatory as well as optional fields*



Approve and Send the Despatch Advice

3. *If all mandatory fields which are marked with an asterisk " * " are filled by the user, and, if needed also optional fields, the despatch advice should be saved as draft by the user*
4. *To approve the entries, click on "**Approve**"*
5. *To send the despatch advice click on "**Send message**"*
6. *Now the consolidated order is ready for "**Create Invoice**"!*

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Invoice your Billable Items
Important notes prior using the Web4BIS invoicing functionality

The Web4BIS application is a Siemens-proprietary application and hosted on Siemens servers!

1. ***Pre-conditions for usage of the invoice functionality in Web4BIS for German suppliers***

To conform with German legal requirements, the invoice transfer must not be started within the Web4BIS application. In order to comply with this German legal provision, the supplier's invoice transfer is solved by an invoice down- and upload functionality:

- *The pdf-invoice is downloaded from Web4BIS by the supplier (and stored on his/her local hard drive) and uploaded unchanged from the suppliers' hard drives*
- *The uploaded pdf-file is checked for non-allowed changes, matched against the invoice created in Web4BIS and finally sent to the invoice recipient in duplicate:*
    - *As EDI invoice (EDIFACT INVOIC D10.A) ® electronic message*
    - *As PDF invoice which is stored in a Siemens "DocStore" (Document Repository System) and which is the „ORIGINAL" invoice ® attachment*

2. ***Pre-conditions for usage of the invoice functionality in Web4BIS for non-German countries***

With the current state of our Web4BIS invoice application, we provide suppliers with a functional solution for electronic invoicing. However, it is the responsibility of all invoice users from abroad to clarify with their accounting department whether the exported content meets the legal requirements of their country:

- *The Siemens buyer (if necessary, with the help of the supplier) should check beforehand whether the functionality provided in Web4BIS for the creation of invoices also meets the legal requirements of the respective country (including the check if a pdf-invoice download/upload scenario is necessary)*
- *The suppliers are responsible for the invoice content, whereas the Siemens EDI-Service assumes responsibility for exporting the invoice content unchanged to the invoice recipient*

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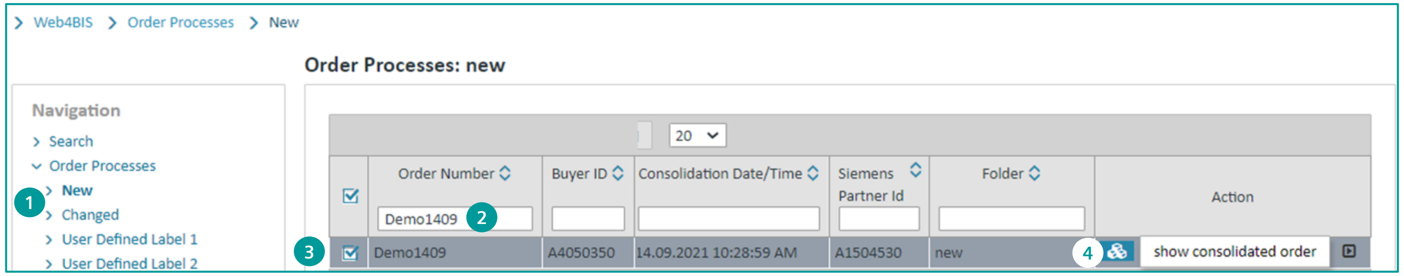
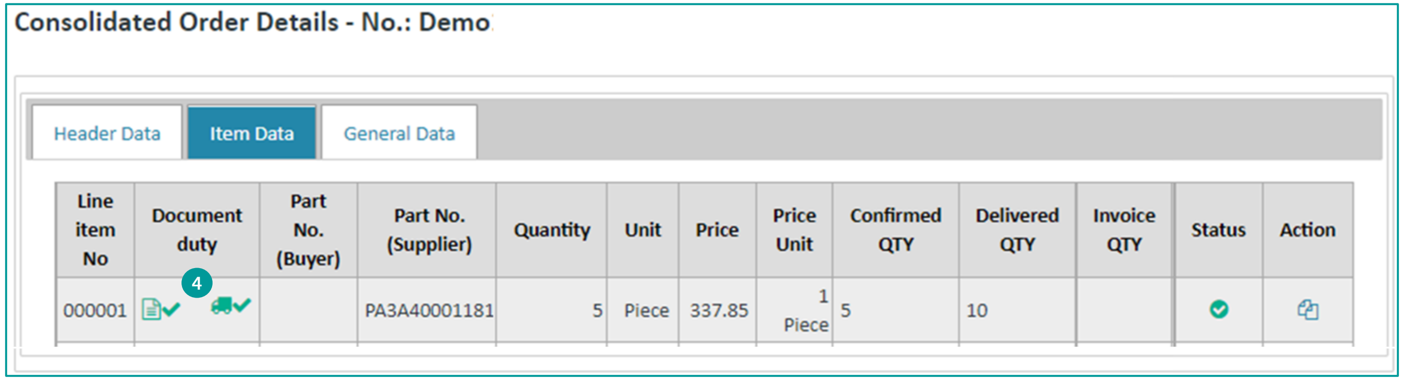
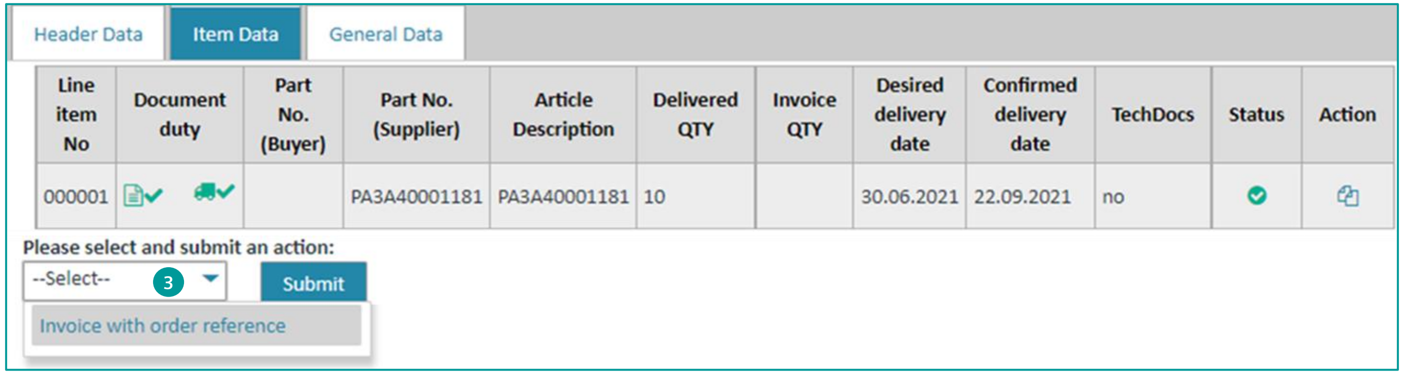
Invoice your Billable Items

Create the invoice – Document duty fulfillment, select Invoice with order reference







Check Document Duty Fulfillment

Prior starting to create the invoice, a preliminary document duty fulfillment check is necessary. Either your customer has not asked to create an order response and/or despatch advice and immediately allows the invoice creation or document duties have to be fulfilled:

1. *Go to "**Navigation**" → click on "**New**" or "**Changed**"*
2. *Search for the order*
3. *Flag the corresponding order record and click on the consolidated order icon*
4. *Click on "**Item Data**" and check for the "**Document duty**" symbol(s):*
   - *If existing and "color = orange", then there is a document duty on order response and/or despatch advice and <u>both have not yet been sent</u>*
   - *If existing and "color = green", then there is a document duty on order response and/or despatch advice and <u>both have already been sent;</u> the invoice creation is enabled for processing*
   - *If not existing, then there is no document duty which allows for an immediate invoice creation*

Select the Action to Start the Invoice Creation

3. *In the consolidated order view go to "**Please select and submit an action:**" → select "**Invoice with order reference**" and click on "**Submit**"*

➔ *The user is now directed to the "**Create Invoice**" view where 6 tabs with different information are displayed, and the user is enabled to start invoicing the billable items of the consolidated order (see next slide)*

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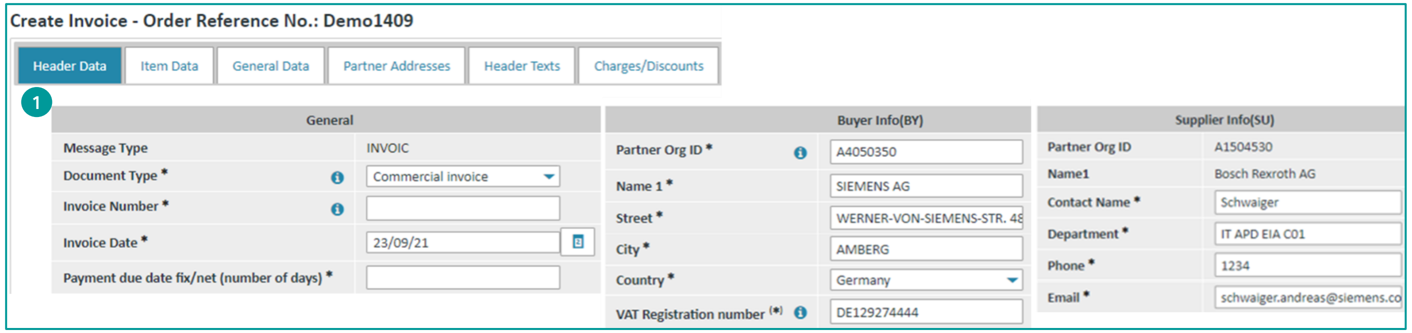
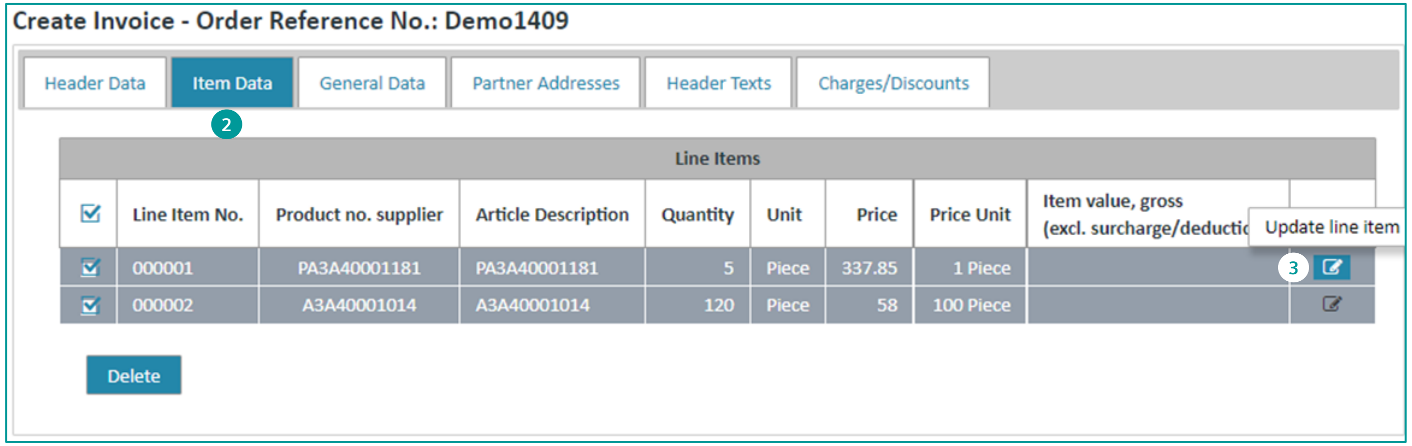
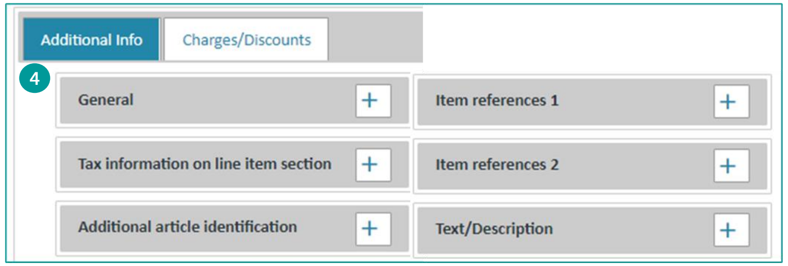
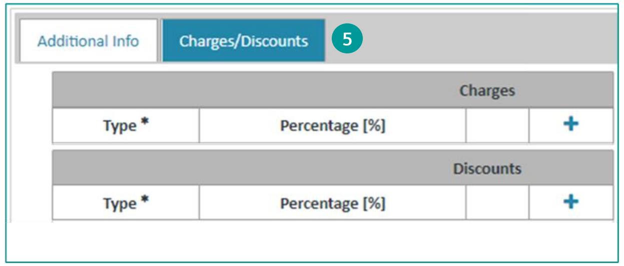
Invoice your Billable Items

Create the invoice – Header data, update line item









Header Data – Mandatory Entries

1 ▪ *All mandatory fields marked with an asterisk " ***** " and not yet prefilled with the content of the consolidated order or pre-defined in "**Partner Information**" must be filled by the user. These are:*
- *__General__: Invoice Number, Payment due date fix/net (number of days)*
- *__Buyer Info(BY)__: VAT Registration Number (if not yet pre-defined)*
- *__Supplier Info(SU)__: Department (if not yet pre-defined)*

Item Data – Update Line Item

2 ▪ *With click on "**Item Data**" all line items of the corresponding consolidated order are displayed*

3 ▪ *To access the line items, a click on the "Update line item" icon directs the user to two line item detail tabs, which are:*

4 - *"**Additional Info**":*
  - ❖ *General*
  - ❖ *Tax information on line item section*
  - ❖ *Additional article identification*
  - ❖ *Item References 1*
  - ❖ *Item References 2*
  - ❖ *Text Description*
  - ➔ ***Note:** Sections "**General**", "**Tax…**", and "**Additional art…**" include mandatory fields, all other sections are optional*

5 - *"**Charges/Discounts**":*
  - ❖ *Change, add, or remove charges*
  - ❖ *Change, add, or remove discounts*
  - ➔ ***Note:** the entire section is optional, only in case of change or add, fields become mandatory*

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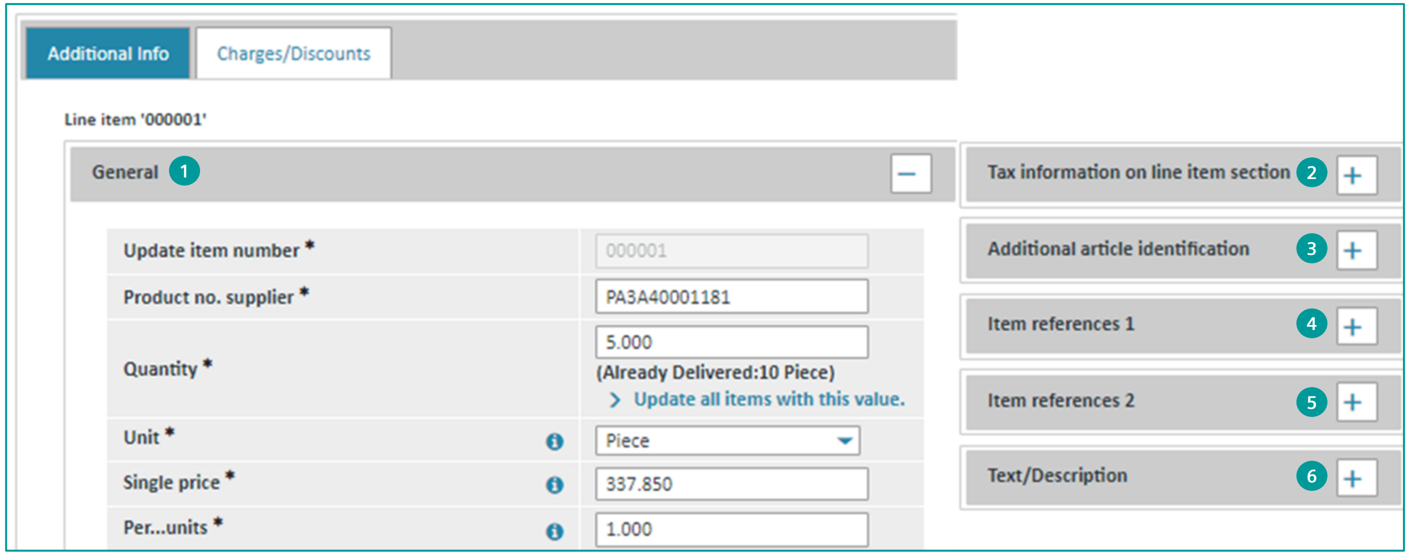
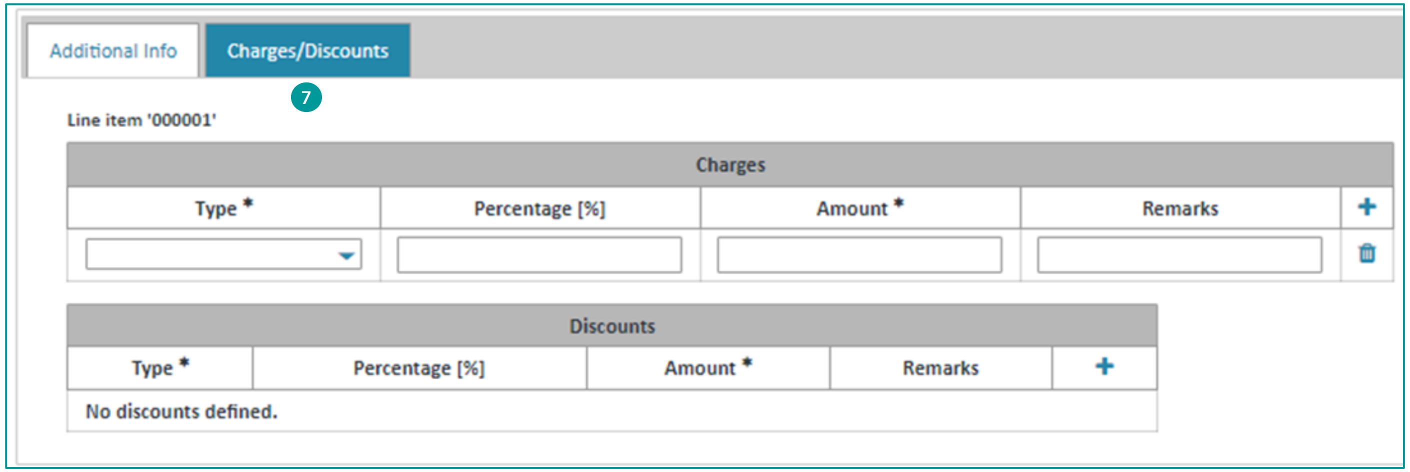
Invoice your Billable Items

Create the invoice – Update line item additional info, charges and discounts





Item Data – Mandatory Entries

*All mandatory fields marked with an asterisk " * " and not yet prefilled with the content of the consolidated order must be filled by the user.*

1. ▪ *"**General**":*
   - *All mandatory fields are already prefilled from the consolidated order (Order, Order Changes, Order Response, Despatch Advice)*
   - *May be edited by the user as required*
   - *The various sections are collapsed in the screenshot, but by default expanded*
2. ▪ *"**Tax information on line item section**":*
   - *On condition that the user has specified the tax information with setting up "**User Data Administration**" → "**Change user data**" → "**Partner Information**" → "**Invoice Information**", all mandatory fields are already prefilled*
   - *May be edited by the user as required*
3. ▪ *"**Additional article identification**":*
   - *"**Date of Delivery/Service**" needs to be filled by the user*
   - *"**Export-Sign**" is already prefilled on condition that the user has specified either "Goods" or "Service" with setting up "**User Data Administration**" → "**Change user data**" → "**Message default values**" → "**Export Sign**"*
   - *May be edited by the user as required*
4. ▪ *"**Item references 1**"*
5. ▪ *"**Item references 2**"*
6. ▪ *"**Text Description**"*
7. ▪ *"**Charges/Discounts**": option to change existing, add or remove*

➔ *The above sections 4, 5, 6, and 7 are optional sections and may be filled by the user as required*

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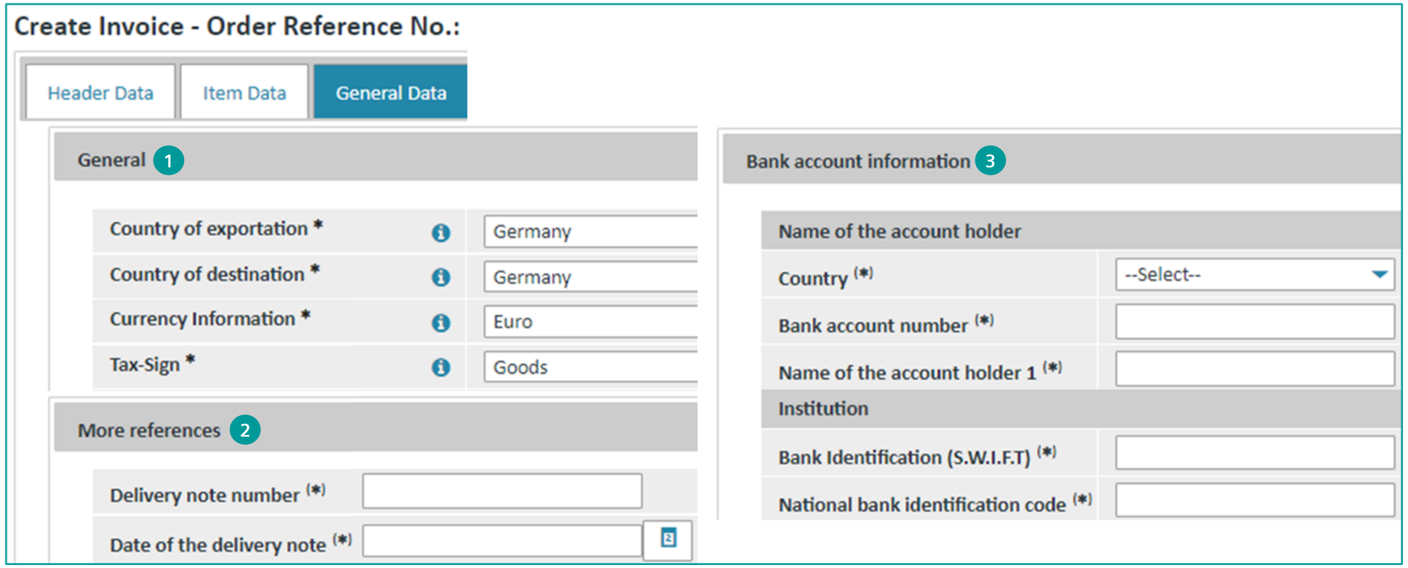
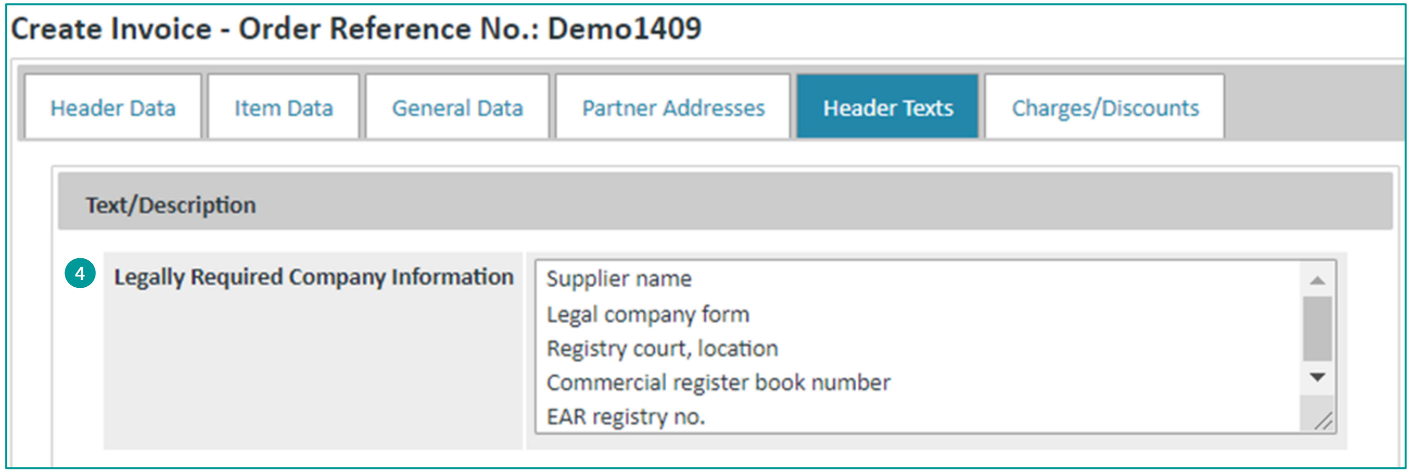
Invoice your Billable Items

Create the invoice – General data and header text



General Data – Mandatory Entries

1. *"**General**":*
   - *Country and Currency data are prefilled from consolidated order*
   - *"Tax-Sign" is prefilled on condition that the user has specified the value with setting up "**User Data Administration**" → "**Change user data**" → "**Message default values**" → "**Tax Sign**"*
2. *"**More references**":*
   - *Delivery note number and Date of the delivery note are prefilled from the consolidated order on condition that a despatch advice has been issued*
3. *"**Bank account information**":*
   - *"Name of the account holder" and "Institution" fields are prefilled if the user has specified those in "**User Data Administration**" → "**Change user data**" → "**Partner Information**" → "**Bank account information**"*



Header Texts – Mandatory Entries

4. *"**Legally Required Company Information**" is prefilled on condition that the user has specified the text in "**User Data Administration**" → "**Change user data**" → "**Partner Information**" → "**Legally Required Company Information**"*

→ *The legal text is not defined to be a mandatory field as this information may also be used in the Order Response where it's an optional entry*

→ *In the invoice, however, this legal information is mandatory!*

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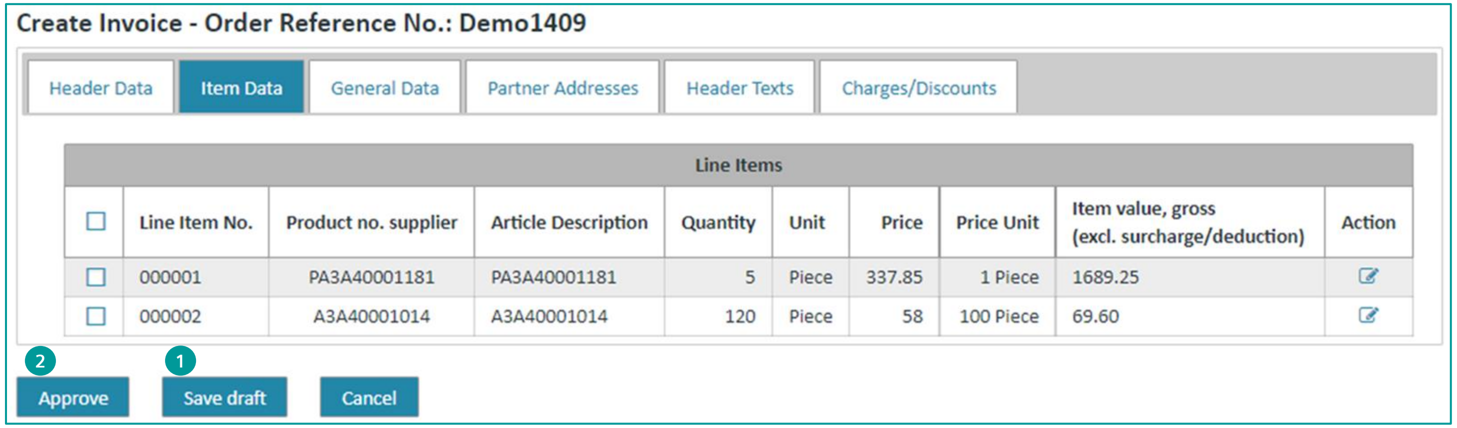
Invoice your Billable Items

Create the invoice – Save, approve, select type of processing the invoice, pdf-invoice



☐	Line Item No.	Product no. supplier	Article Description	Quantity	Unit	Price	Price Unit	Item value, gross (excl. surcharge/deduction)	Action
☐	000001	PA3A40001181	PA3A40001181	5	Piece	337.85	1 Piece	1689.25	
☐	000002	A3A40001014	A3A40001014	120	Piece	58	100 Piece	69.60	

Save Draft and Approve your Entries

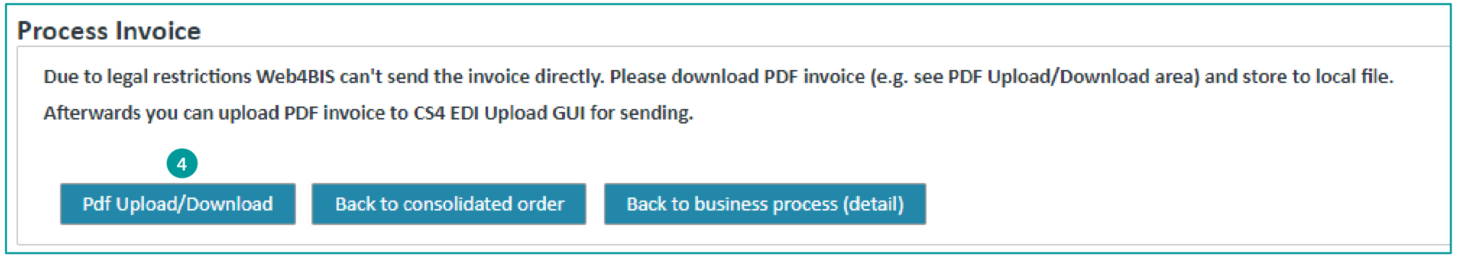
1. *With completion of your data entries, it's advisable to save the invoice as draft (also saving the invoice when moving from one section to another is helpful as you'll avoid losing data entries)*
   - *Click on "**Save draft**"*
2. *The next step is to approve all your entries; all entries are now verified in the background and in case of missing mandatory data, the user get's an error message and needs to correct the error*
   - *Click on "**Approve**"*

   ➔ *Example error message:* General Data / Date of the delivery note is a required field

Select Type of Processing the Invoice

3. *On condition that all mandatory fields are filled, the user is now enabled to process the invoice*
   - *Click on "**Process invoice**" or "**Process invoice copy**"*

   ➔ *If a down-/upload of the invoice is mandatory, then both options direct the user to the corresponding down-/upload functionality*



Process PDF invoice

4. *On condition that the customer and supplier have defined an Invoice PDF processing, the PDF download/upload is mandatory*
   - *The setting for mandatory PDF download/upload is defined in "**User Data Administration**" → "**Change user data**" → "**Partner information**" → "**Process invoice through PDF**"*

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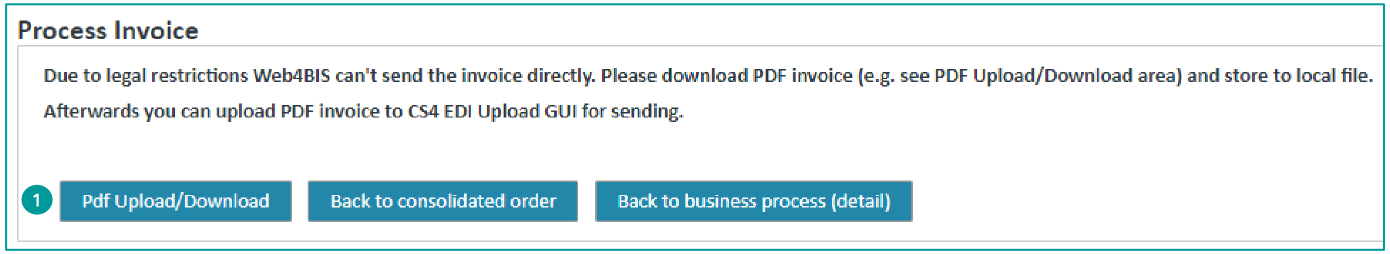
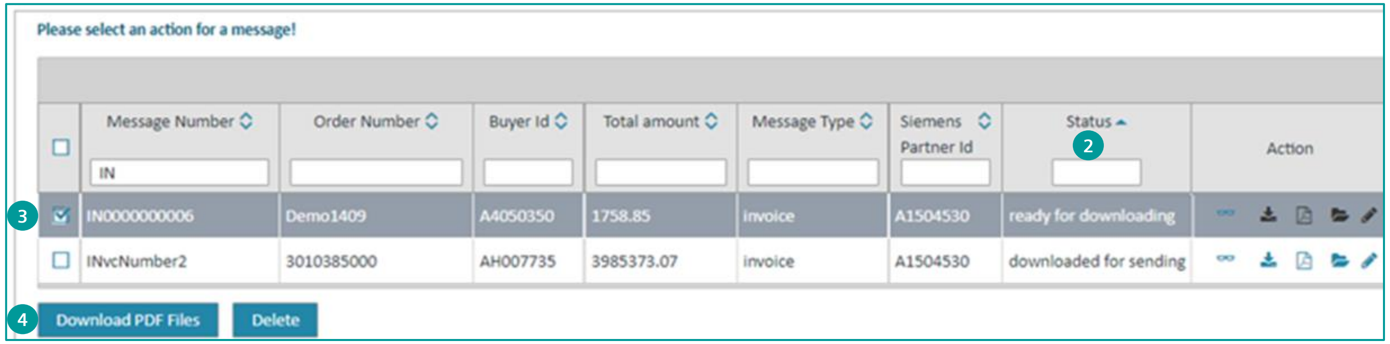
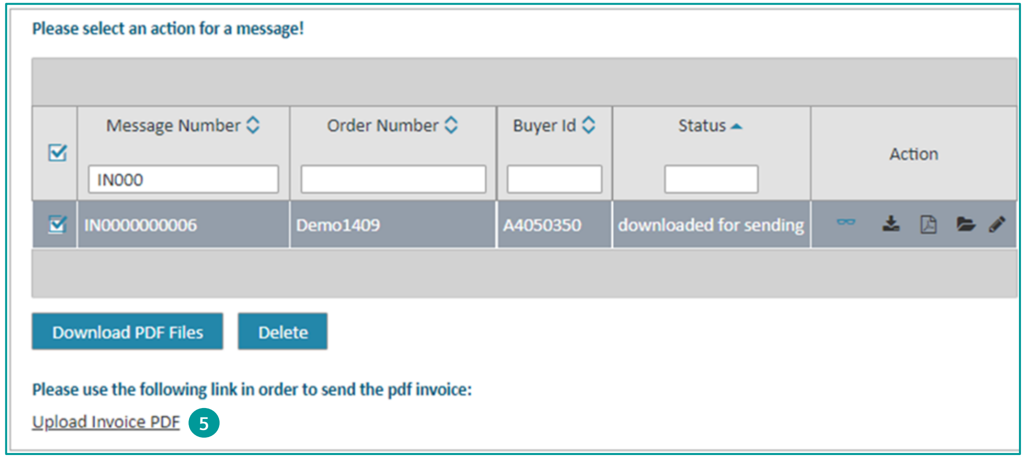
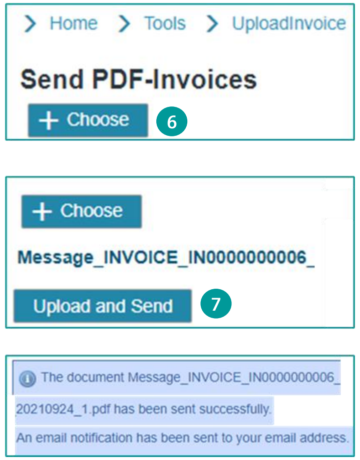
Invoice your Billable Items
Down- /upload the invoice in pdf-format and send it to your customer









Process the Invoice with Download

*The invoice the user is creating in the Web4BIS application is considered to be the "**Original Invoice**".*

1 ▪ *To store the downloaded file of the Original Invoice on your local hard drive, click on "**Pdf Upload/Download**"*

Download the Invoice

2 ▪ *A list of all invoices that are in status "**ready for downloading**" and "**downloaded for sending**" is displayed*

3 ▪ *Flag the corresponding invoice which you would like to download*

4 ▪ *Click on "**Download PDF Files**"*
- *The download is started, and the invoice stored as zip-file on your local hard drive*
- *Extract the pdf invoice from the zip-file*

Upload and Send the Invoice

5 ▪ *To upload the invoice, click on "**Upload Invoice PDF**" and select the corresponding invoice stored on your local hard drive*

6 ▪ *Click on "**+ Choose**"*

7 ▪ *Click on "**Upload and send**"*

➔ *With successful upload both, the Original PDF-invoice as well as electronic EDIFACT invoice, are sent to the customer (you are receiving a success notification and an e-mail with the pdf-file)*

➔ *The customer, if a PDF-invoice was sent to the DocStore, must be able to download the Original Invoice from the DocStore*

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Web4BIS User Guide, Web4BIS Support

Web4BIS User Guide

Function call in menu bar:
"Info"** → **"User Guide"** → **"English"** and **"Deutsch"

The Web4BIS "User Guide" is a 168 pages manual which provides you with detailed information about all Web4BIS functionalities, symbols, tabs, links, and other important topics you need to know.
It is advisable, in case you are stuck during use of Web4BIS or in general, to open the guide, search for the relevant chapter, and read-through the relevant explanations. The User Guide supports you in your daily work in Web4BIS.

Web4BIS Support

Function call in menu bar:
"Contact"** → **"Support"** → **'web4bis-support.it@siemens.com'

Our Web4BIS support teams are located in Prague (Czechia) as well as in India. German support requests are handled by the Prague EDI team whereas English support requests will be taken over by the Indian team.
For any questions, no matter which topic you need support in, please do not hesitate to contact our Web4BIS Support. Our team will be glad to provide you with a prompt support.

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Contact

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