

Supplier Collaboration Portal

Web4BIS: Siemens ID Authentication

User Quick Migration Guide
Version 01 / 2024-09-05

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Introduction

Web4BIS – Authentication via Siemens ID portal

To ensure that the high security requirements of Siemens regarding authentication can be still met, we are going to migrate all Web4BIS user accounts to the central Siemens ID portal. This means that a Web4BIS user will have to log in to the central Siemens ID portal with his/her e-mail address and a newly created password before he/she is redirected to Web4BIS.

The prerequisites for a successful authentication of a Web4BIS user via Siemens ID portal are:

- Web4BIS Support has activated the corresponding Web4BIS user account for Siemens ID authentication.
- The e-mail address (assigned to Web4BIS user account) is registered in the Siemens ID portal (the e-mail address represents the username in the Siemens ID portal).
- A new Siemens ID password is created by the Web4BIS user on the Siemens ID portal.

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User account migration

If the Web4BIS Support has activated a Web4BIS user account for Siemens ID authentication:

- The migration of a Web4BIS user account to the Siemens ID portal will be processed automatically after a successful authentication in Web4BIS with current Web4BIS username and old Web4BIS password.
- Only few steps (e.g. creating a new Siemens ID password) from the Web4BIS user are necessary. These steps are described on next pages.
- These steps depends on:
 - e-mail address (assigned to Web4BIS user) is not yet registered in the Siemens ID portal.
 - e-mail address (assigned to Web4BIS user) has already been registered previously in the Siemens ID portal.

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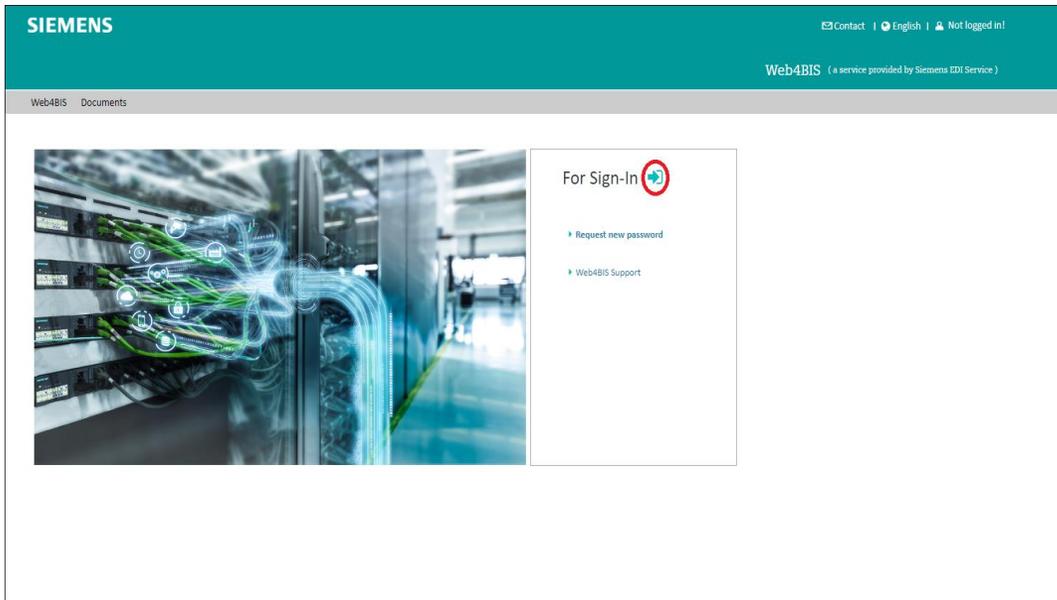
User account migration: e-mail address is not yet registered in Siemens ID portal

If the assigned e-mail address of a Web4BIS user is not yet registered in Siemens ID portal, then the following pages will describe the steps for the Web4BIS user account migration to Siemens ID portal.

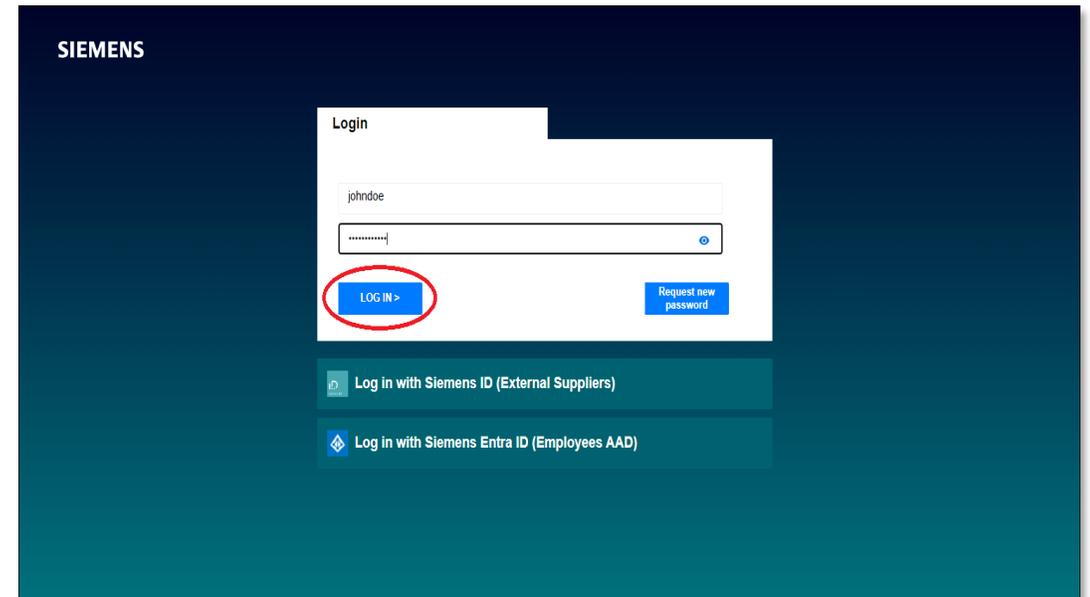
1. Start Web4BIS Start page:

<https://w4b.di.siemens.com/>

2. Activate button “For Sign-In”.



3. Fill in your Web4BIS username/password and activate button “LOG IN”.

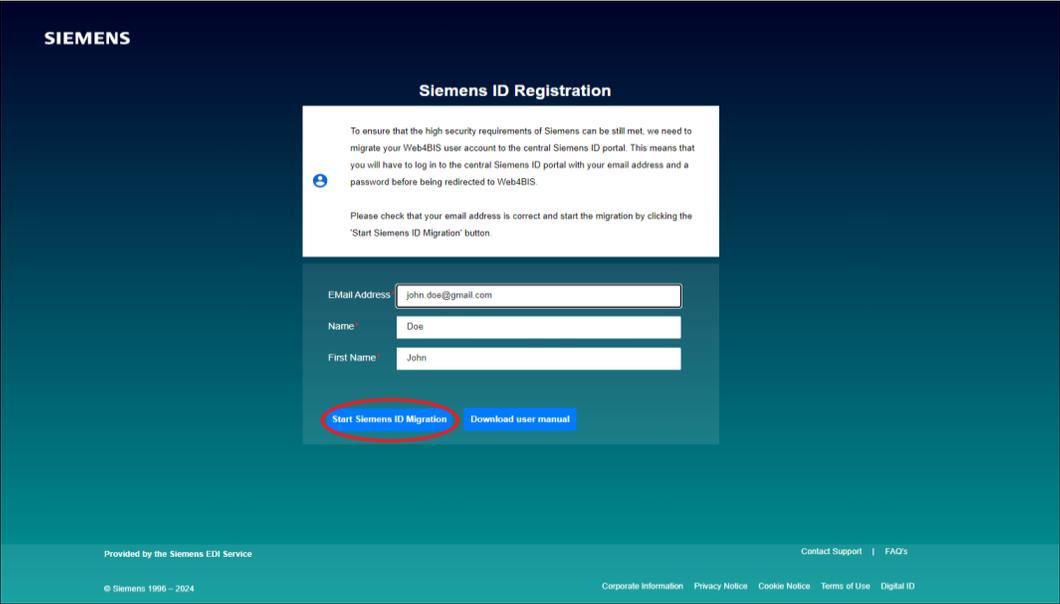


If your username and password were correct and your user account has been activated by Web4BIS Support for Siemens ID authentication: please follow the next steps.

User account migration: e-mail address is not yet registered in Siemens ID portal

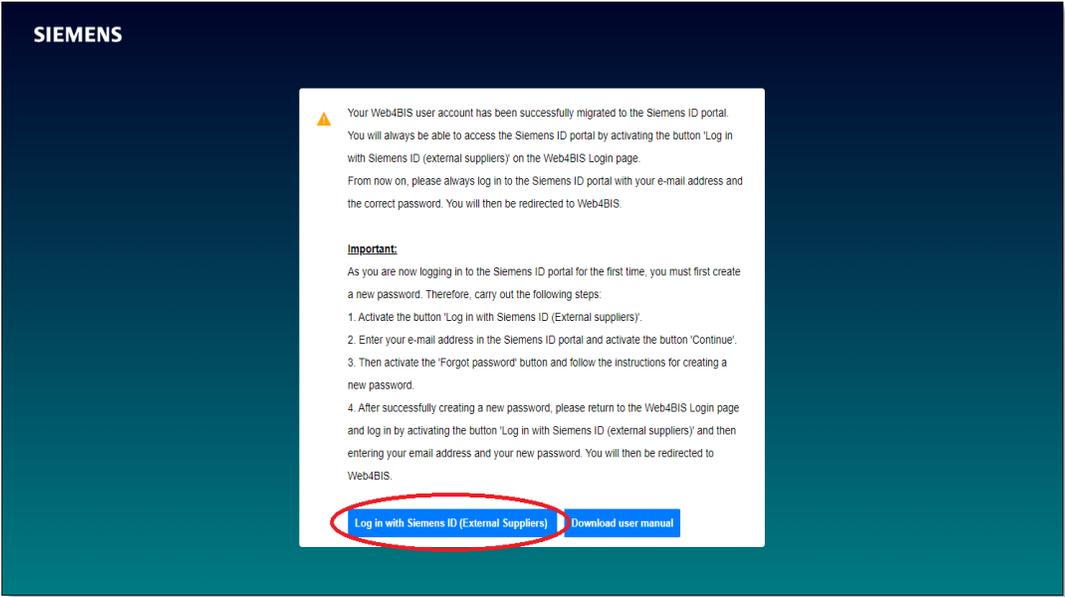
Check your e-mail address, name and first name.
(Only if displayed e-mail address is not correct then please contact:
web4bis-support.it@siemens.com)

4. Activate button “Start Siemens ID migration”.



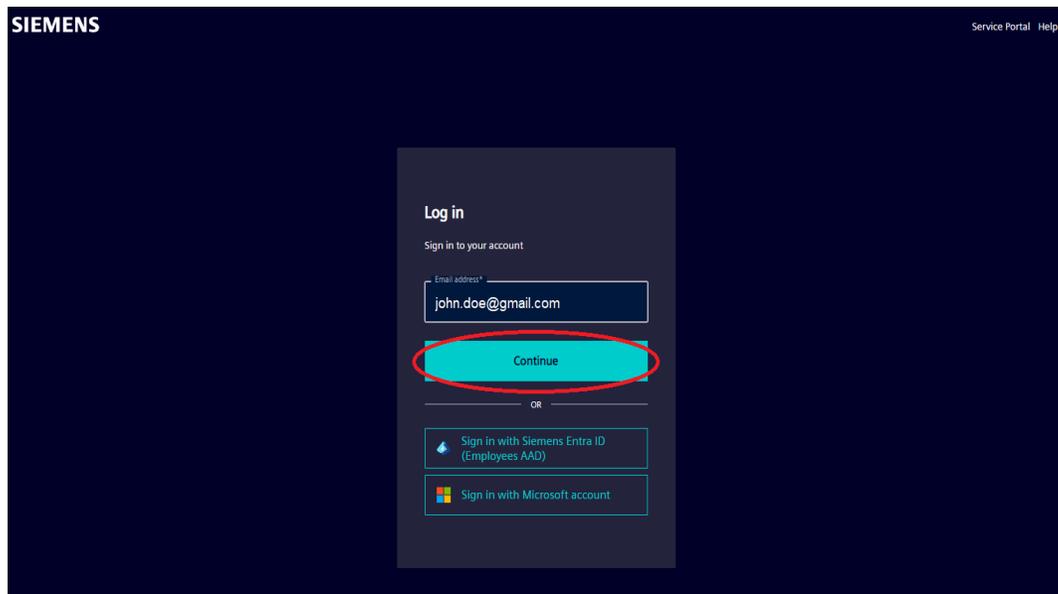
After successful migration, you have to reset your password in Siemens ID portal:

5. Activate button “Log in with Siemens ID (External Suppliers)”.



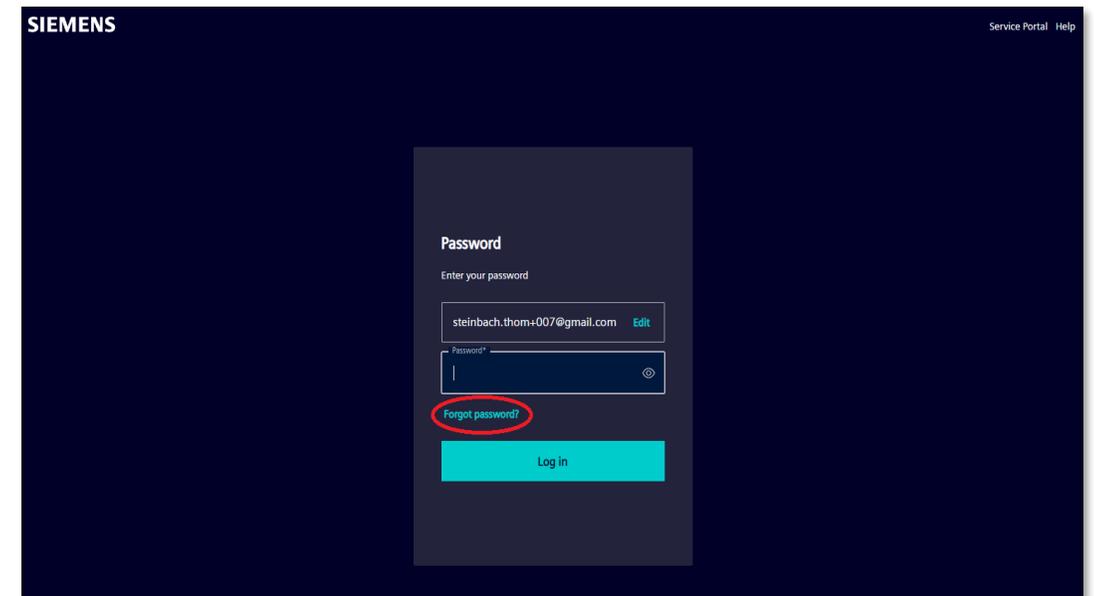
User account migration: e-mail address is not yet registered in Siemens ID portal

6. Enter your e-mail address in the Siemens ID portal and activate button “Continue”.



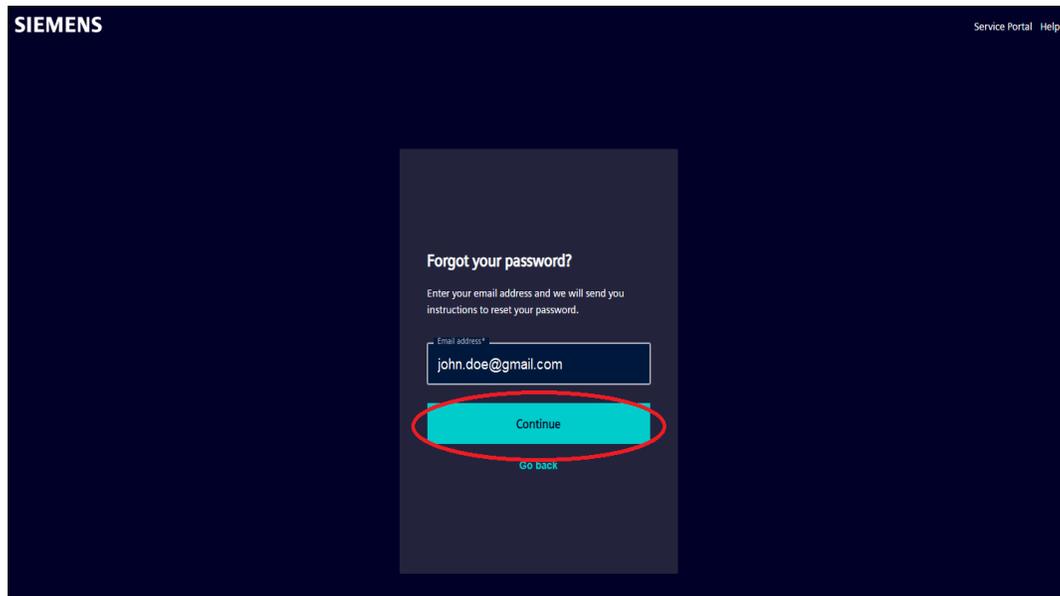
Because you need to create a new password:

7. Activate link “Forgot password”.



User account migration: e-mail address is not yet registered in Siemens ID portal

8. Enter you e-mail address and activate button “Continue”.



SIEMENS Service Portal Help

Forgot your password?

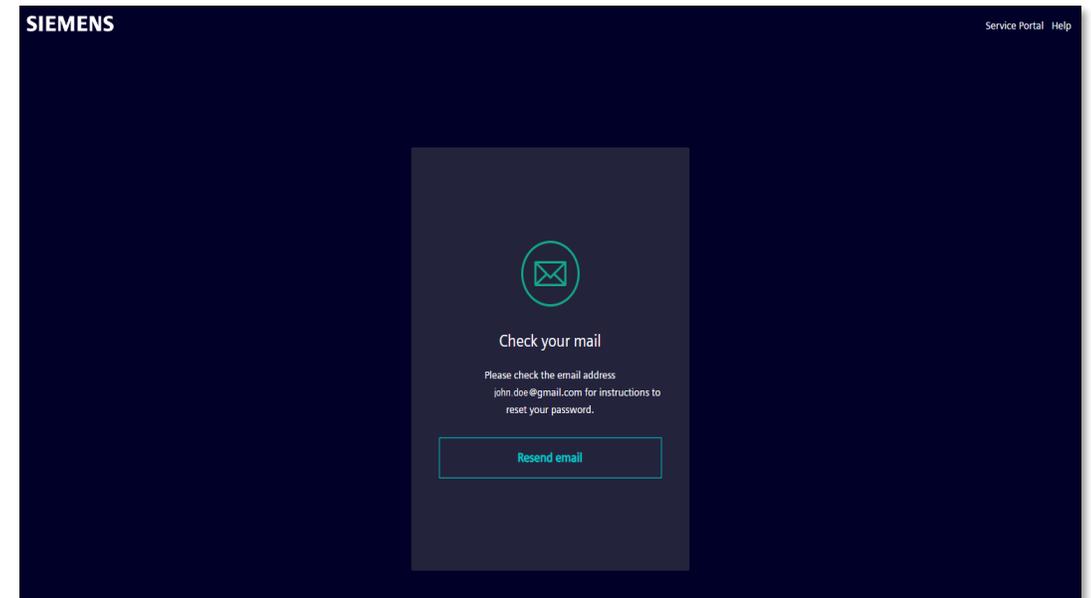
Enter your email address and we will send you instructions to reset your password.

Email address*
john.doe@gmail.com

Continue

Go back

A corresponding “Reset password” e-mail will be sent to your e-mail address:



SIEMENS Service Portal Help

Check your mail

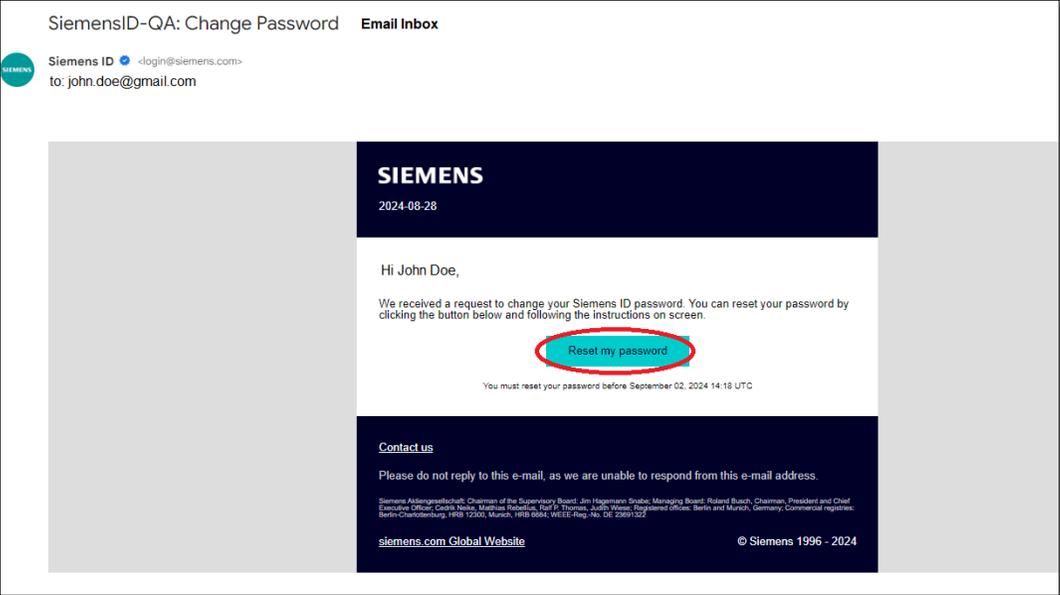
Please check the email address
john.doe@gmail.com for instructions to
reset your password.

Resend email

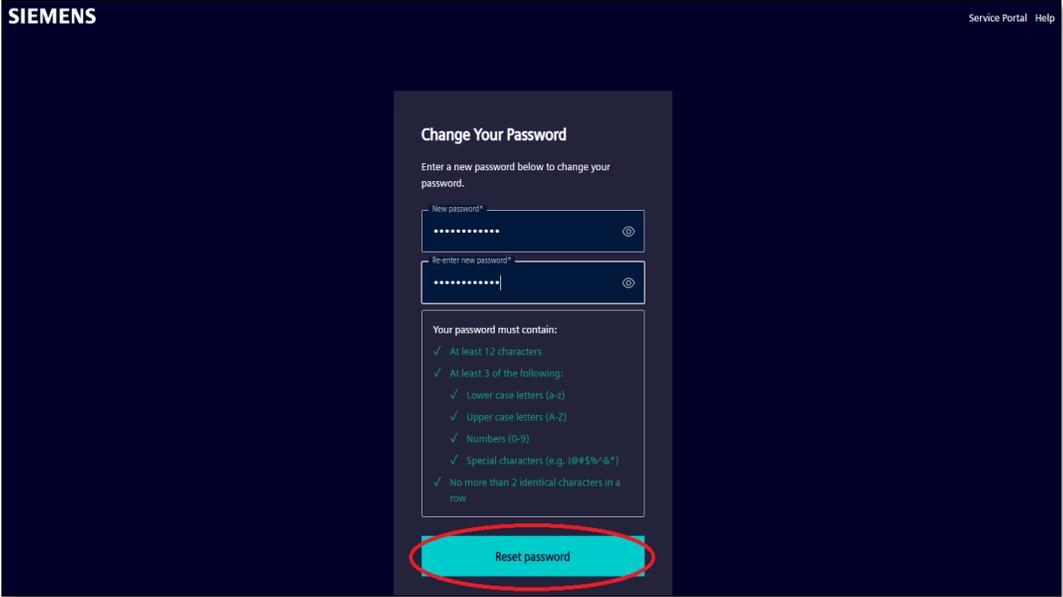
User account migration: e-mail address is not yet registered in Siemens ID portal

Please check your e-mail inbox:

- 9. Open the e-mail sent by Siemens with subject “Change Password” and activate button “Reset my password”.



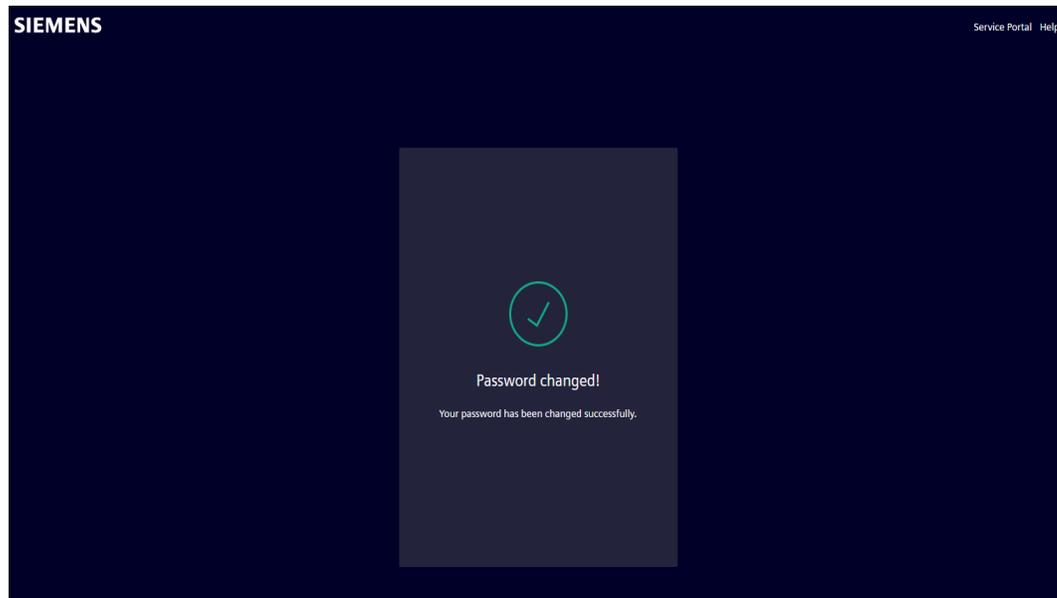
- 10. Enter a new password*, re-enter the new password and activate button “Reset password”.



* the new password must meet the Siemens password guidelines

User account migration: e-mail address is not yet registered in Siemens ID portal

Siemens ID confirms that the password has been reset:



All user account migration processing has been finished.

You can log in via Siemens ID portal from now on (see page 21).

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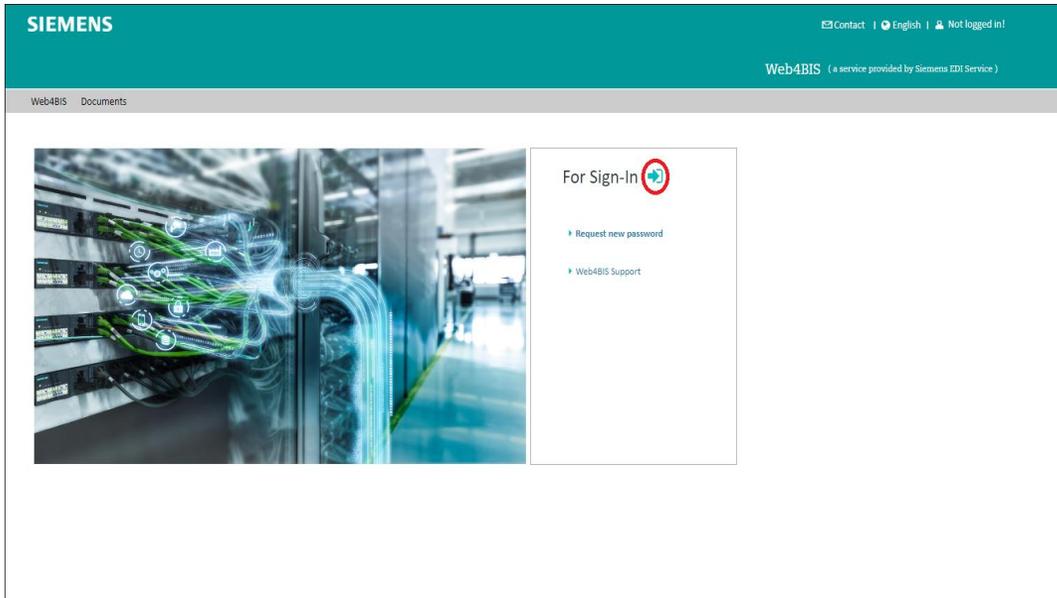
User account migration: e-mail address is already registered in Siemens ID portal

If the assigned e-mail address of a Web4BIS user is already registered in Siemens ID portal, then the following pages will describe the steps for the Web4BIS user account migration to Siemens ID portal.

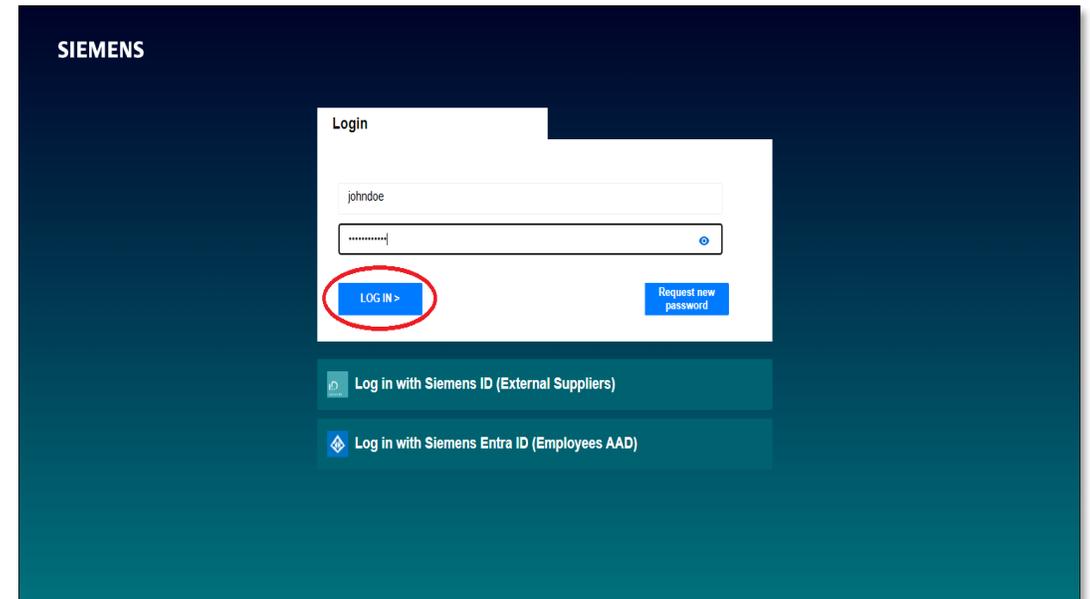
1. Start Web4BIS Start page:

<https://w4b.di.siemens.com/>

2. Activate button “For Sign-In”.



3. Fill in your Web4BIS username/password and activate button “LOG IN”.

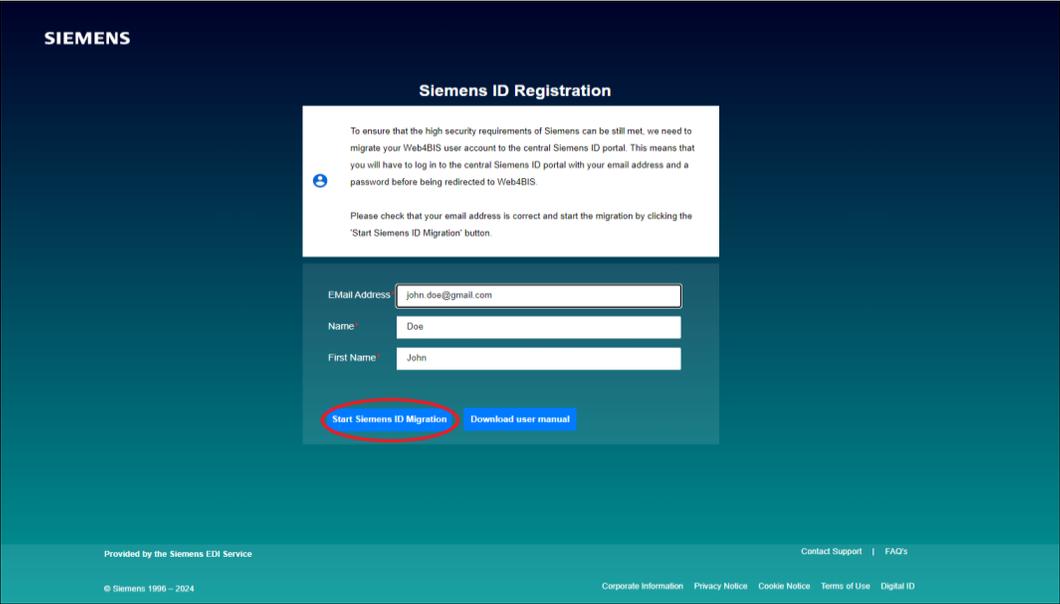


If your username and password were correct and your user account has been activated by Web4BIS Support for Siemens ID authentication: please follow the next steps.

User account migration: e-mail address is already registered in Siemens ID portal

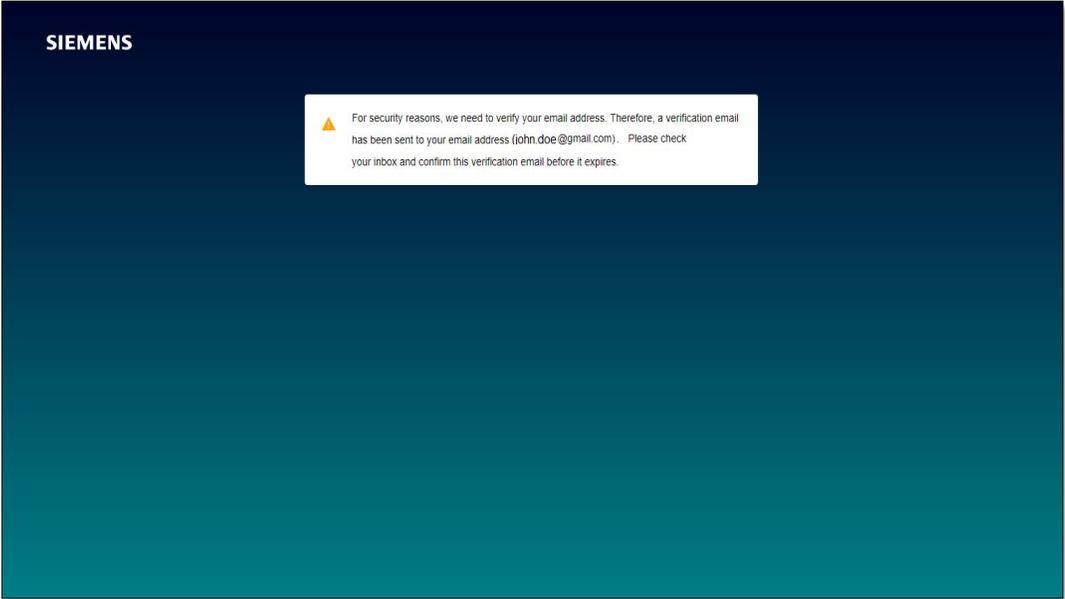
Check your e-mail address, name and first name.
(Only if displayed e-mail address is not correct then please contact:
web4bis-support.it@siemens.com)

4. Activate button “Start Siemens ID migration”.



E-mail address was already registered in Siemens ID portal:

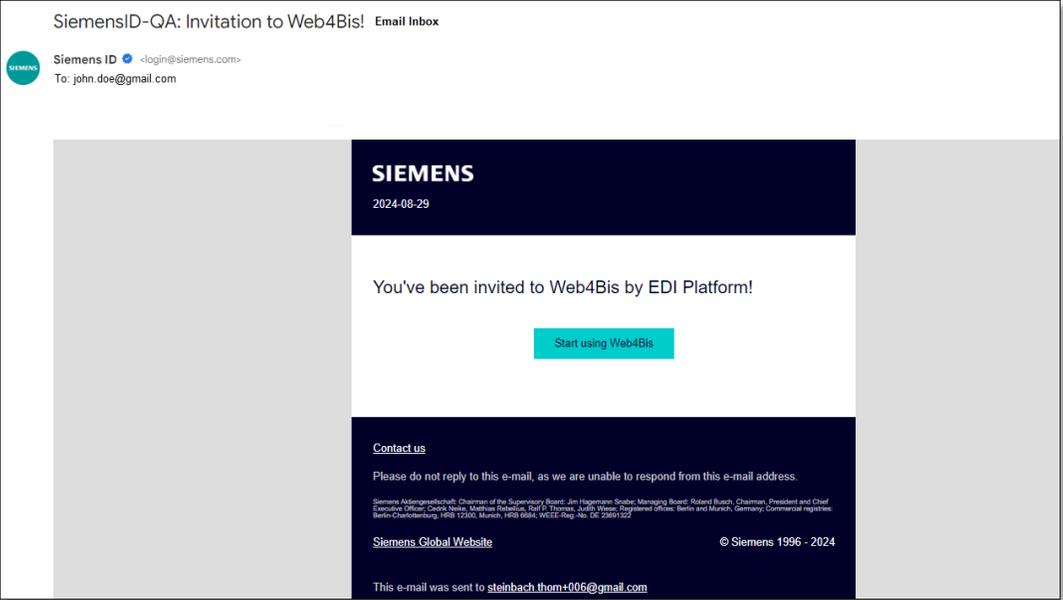
5. Your e-mail address must be verified: please check your e-mail inbox.



User account migration: e-mail address is already registered in Siemens ID portal

Please check your e-mail inbox:

- 6. **Open the e-mail sent by Siemens with subject “Invitation to Web4BIS” and activate button “Start using Web4BIS”.**



All user migration processing has been finished.

You can log in via Siemens ID portal from now on (see page 21 or activate button “Log in with Siemens ID (External Suppliers)”).

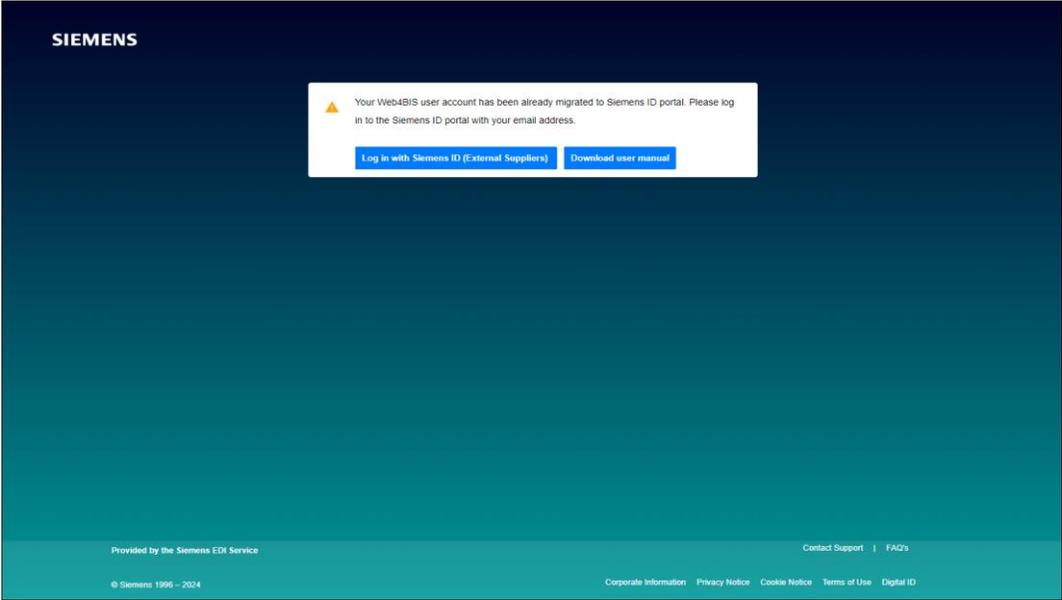


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Web4BIS authentication

If Web4BIS user account has been already migrated to Siemens ID portal:

- only authentication via Siemens ID portal is possible!
- authentication via Web4BIS username/password is no longer allowed.

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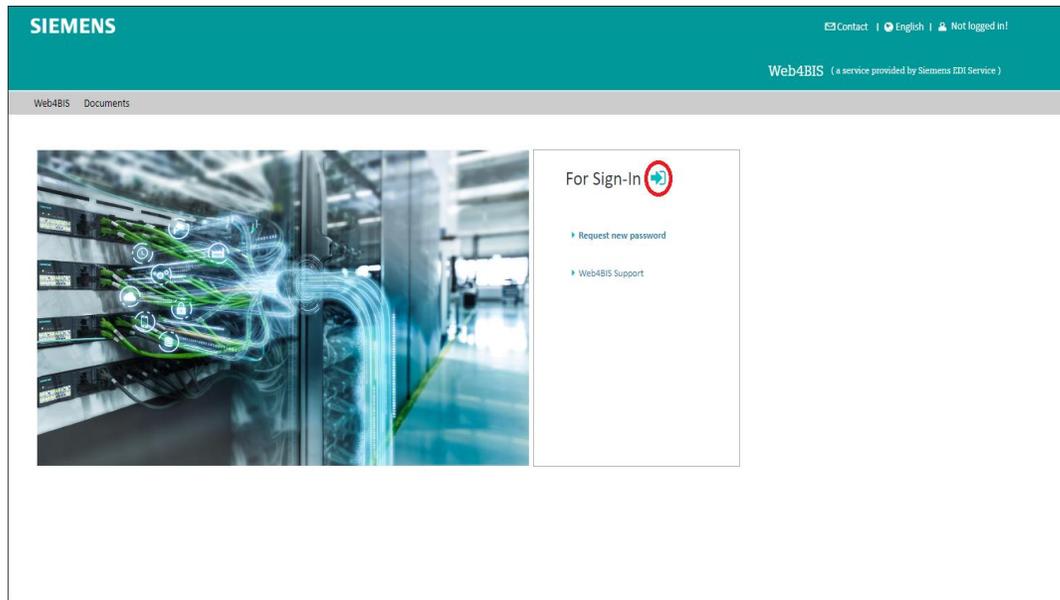
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Web4BIS authentication: Siemens ID portal

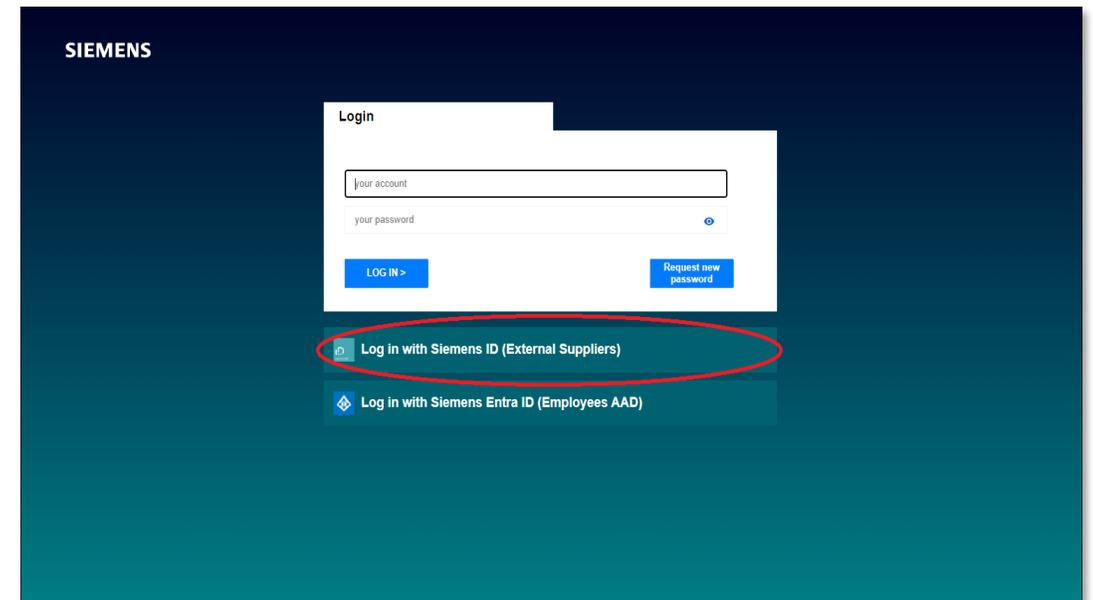
1. Start Web4BIS Start page:

<https://w4b.di.siemens.com/>

2. Activate button “For Sign-In”.

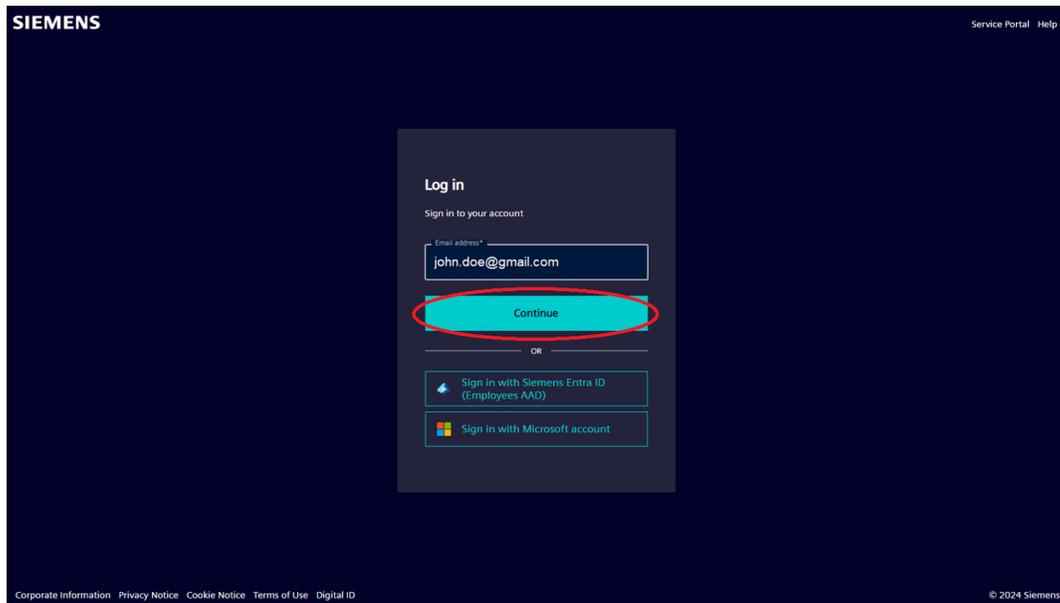


3. Activate button “Log in with Siemens ID (External Suppliers)”.

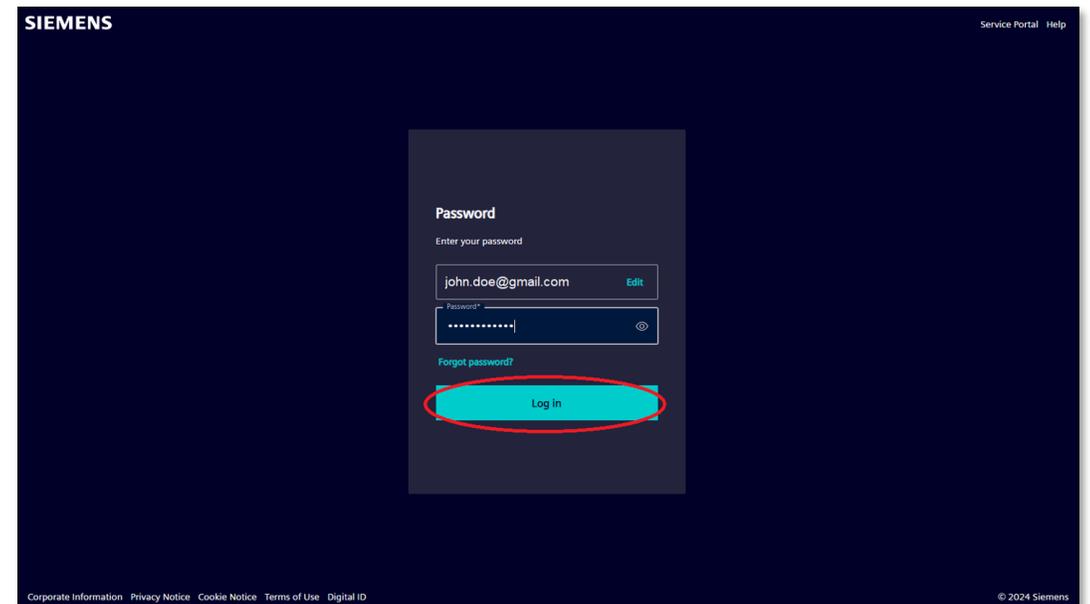


Web4BIS authentication: Siemens ID portal

4. Enter your e-mail address in the Siemens ID portal and activate button “Continue”.



5. Enter your (new) password and activate button “Log in”.



Web4BIS authentication: Siemens ID portal

After successful Siemens ID portal authentication you will be redirected to Web4BIS:

The screenshot displays the Siemens Web4BIS portal interface. At the top, there is a teal header with the Siemens logo, contact information, and user details. Below the header, a breadcrumb trail shows 'Web4BIS > User Data Administration > Info'. A left-hand navigation menu lists various options like Search, Order Processes, and Create. The main content area is divided into three sections: Business Processes Status Overview, Message Status Overview, and Consignment stock messages, each containing a data table.

Business Processes Status Overview

	Incoming		Processing							Recycle bin	Total
	New	Changed	F1	F2	F3	DDD	DFDF	DGOOGGO	GSG		
Order Process	2	1	-	-	-	-	-	-	-	-	3
Schedule Process	-	-	-	-	-	-	-	-	-	-	-

Message Status Overview

Invoices from scratch

	Outbox		Recycle bin	Total
	Drafted	Sent		
Invoices from scratch	1	10	-	11

Consignment stock messages

	Inbox		Recycle bin	Total
	Received	Viewed		
Delivery Forecasts	-	-	-	-
Inventory Reports	-	-	-	-
Self Billing Invoices	-	-	-	-

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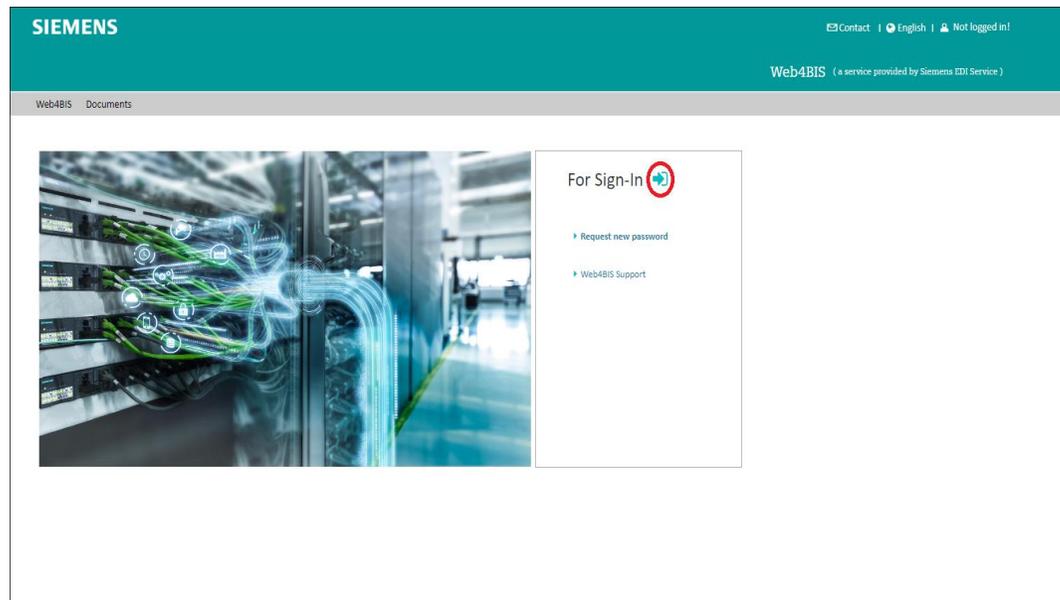
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Web4BIS authentication: Web4BIS username/password

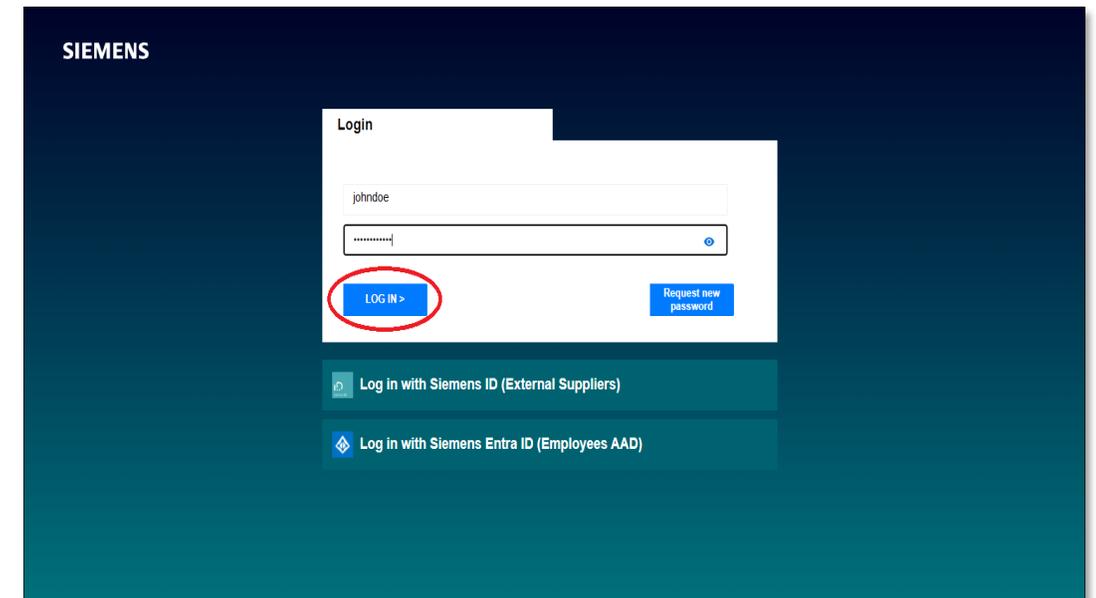
1. Start Web4BIS Start page:

<https://w4b.di.siemens.com/>

2. Activate button “For Sign-In”.



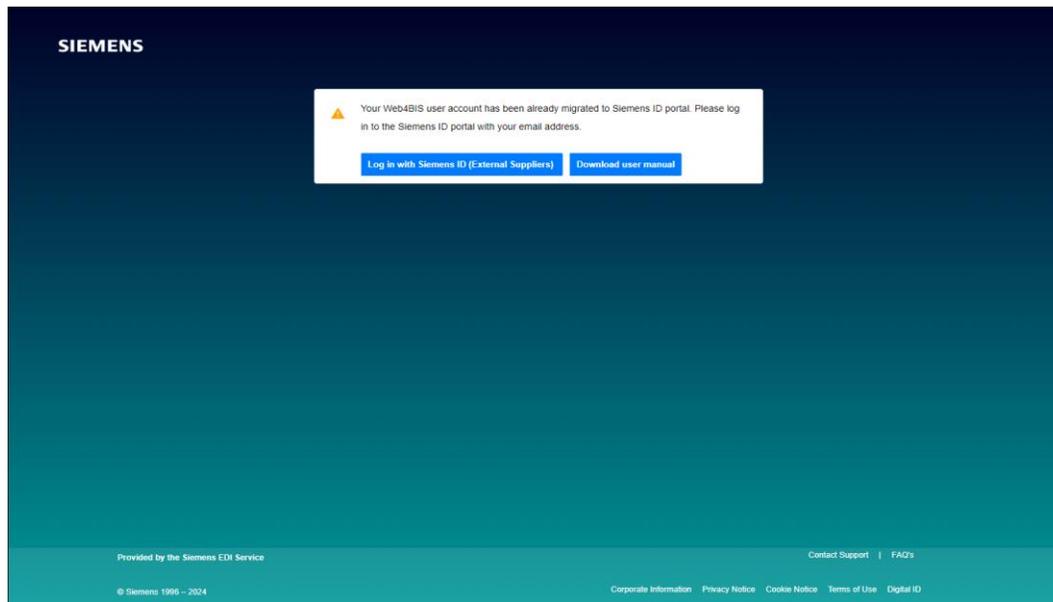
3. Fill in your Web4BIS username/password and activate button “LOG IN”.



Web4BIS authentication: Web4BIS username/password

If Web4BIS user account has been already migrated to Siemens ID portal:
→ Authentication via Web4BIS username/password is no longer allowed.

You can log in via Siemens ID portal (see page 21 or activate button “Log in with Siemens ID (External Suppliers)”).



| Contact

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