# 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 <u>e-mail address</u> and a <u>newly created password</u> 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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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".

SIEMENS	
	Login
	johndoe 
	Deg in with Siemens ID (External Suppliers)
	➢ Log in with Siemens Entra ID (Employees AAD)

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.

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".

SIEMENS	
	Siemens ID Registration
	To ensure that the high security requirements of Siemens can be still met, we need to migrate your Web-BBS user account to the central Siemens ID portal. This means that you will have to log in to the central Siemens ID portal with your email address and a password before being refereded to Web-BBS. Please check that your email address is correct and start the migration by clicking the "Start Siemens ID Migration" button.
	EMail Address 🧾 john doe@gmail.com
	Name Doo
	Start Slemens ID Migration Download user manual
Provided by the Siemens EDI Service	Contact Support   FAO's
	Corporate Information Privacy Notice Cookie Notice Terms of Use Digital ID

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

#### 5. Activate button "Log in with Siemens ID (External Suppliers)".



6. Enter you e-mail address in the Siemens ID portal and activate button "Continue".



Because you need to create a new password:

7. Activate link "Forget password".





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



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





Please check your e-mail inbox:

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

	SiemensID-QA: Change Password	Email Inbox	
EMENS	Siemens ID 🔹 <login@siemens.com> to: john.doe@gmail.com</login@siemens.com>		
		SIEMENS	
		2024-08-28 Hi John Doe.	
		We received a request to change your Siemens ID password. You can reset your password by clicking the button below and following the instructions on screen.	
		You must reset your password before September 02, 2024 14-18 UTC	
		<u>Contact us</u> Please do not renty to this e-mail, as we are unable to respond from this e-mail address.	
		Senses Allergestrations, 1990 table of man, all the and annual of trade provide the trade of the stand durated. Senses Allergestration, Cohame of the Supervice Neard, and Neare, Rapated State, Managing Boart, Robert Saude and David Encoder: Chancelonda, Intell South (Near Saude), Near Saude Neare, Rapated State, Sensing Connercial register: Benti Chancelonda, 1981 1500, Namid, 1981 State, Near Saude Neare, Saude State, Saude State, Saude State, Saude	
		siemens com Global Website © Siemens 1996 - 2024	

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



\* the new password must meet the Siemens password guidelines



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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If the assigned e-mail address of a Web4BIS user is <u>already registered</u> 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".

SIEMENS	
	Login
	johndoe
	Log in with Siemens ID (External Suppliers)
	♦ Log in with Siemens Entra ID (Employees AAD)

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.

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".

SIEMENS	
	Siemens ID Registration
	To ensure that the high security requirements of Siemens can be still met, we need to migrate your Web/BIS user account to the central Siemens ID portal. This means that you will have to log in to the central Siemens ID portal with your email address and a password before being redirected to Web/BIS. Please check that your email address is correct and start the migration by clicking the
	Start Sumens ID Migraton botton.
	First Name John
	Stort Siemens 10 Migration Download user manual
Provided by the Siemens EDI Service	Contact Support   FAD's
	Corporate information Privacy Notice Cookle Notice Terms of Use Digital ID

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

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



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".

	SiemensID-QA: Invitation to Web4Bis	Email Inbox	
SIEMENS	Siemens ID 🔮 <login@siemens.com> To; john.doe@gmail.com</login@siemens.com>		
		SIEMENS	
		2024-08-29	
		You've been invited to Weh4Bis by FDI Platform!	
		Start using Web4Bis	
		<u>Contact us</u>	
		Please do not reply to this e-mail, as we are unable to respond from this e-mail address. Sense Addressibility Charman of the Supervisor Read: An Hagman State, Managing Band, Roland Band, Charman, President and Char	
		Berler-Chekotenburg, 1998 12200, Marekh, 1998 6888, WEEE Reg. Als. DE 2009/227 <sup>488</sup> to discus, loan als provid, contrasta ingenera. <u>Siemens Global Website</u> © Siemens 1996 - 2024	
		This e-mail was sent to <u>steinbach thom+005@gmail.com</u>	

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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#### 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 you 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:

SIEMENS										🖾 Cont	act 🛛 🕙 English		l Logout 🖨
											Web	4BIS (a serv	vice provided by Siemens EDI Service )
Web4BIS User Data Administration	Info												
> Web4BIS													
	Business Processes St	atus Overvie	w										
Navigation		🖨 Inco		Processing								1	
> Search		New	Changed	F1	F2	F3	DDD	DFDF	DGOOGGO	GGG	Recycle bin	Total	
> Order Processes	Order Process ()	Z	1		-		-	-	-		-	8	
Schedule Processes     Message Status Overview	Schedule Process ()		-		-				-				
Drafts     Recycle bin     User Data Administration     News	Message Status Overview Imoles from scatch												
		2	Outbox	📋 Recyc	le bin	Total							
		Drafted	Sent										
	Invoices from scratch	1	10			11							
	Consignment stock messages												
		# north											
		Received	Viewed	U Necycle	DIN	an Iotal							
	Delivery Forecasts ()	-	-	-		-							
	Inventory Reports (		-	-									
	Self Billing Involces 🚯		-	-									



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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:

 $\rightarrow$  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)".







Published by: Siemens IT APS

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