

Multi-Factor Authentication for Web4BIS Users

Setup Guide

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Multi-Factor Authentication for Web4BIS Users

Overview

The Siemens ID Multi-Factor Authentication (MFA) provides an extra layer of protection to your account.

MFA combines at least two authentication methods: Your email and password, and one of the following options: **a mobile device or a one-time verification code.**

During setup of the second authentication mode, a recovery code is generated that must be secured in a safe location. **If the code is lost, the access can only be reset with help of the Siemens ID Support (siemensid.support@siemens.com).**

If the application (e.g. Web4BIS) you try to access requires MFA, you are prompted to set it up.

There are at max 3 options to enroll MFA (SMS could be disabled for some applications):

- Auth0 Guardian authenticator app.
- Other authenticator Apps applies for most of the other authenticator apps like Microsoft Authenticator or Google Authenticator as examples.
- SMS Short message service, where you enroll with your mobile phone number.

After setting up one of the options, the other options are not visible again for the same user.

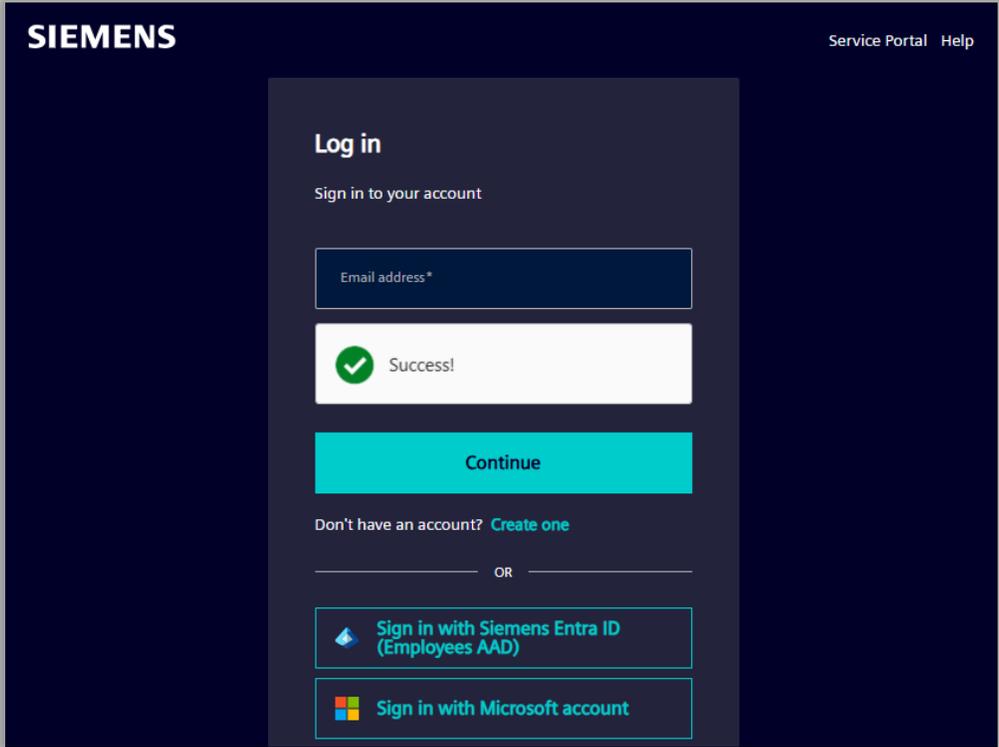
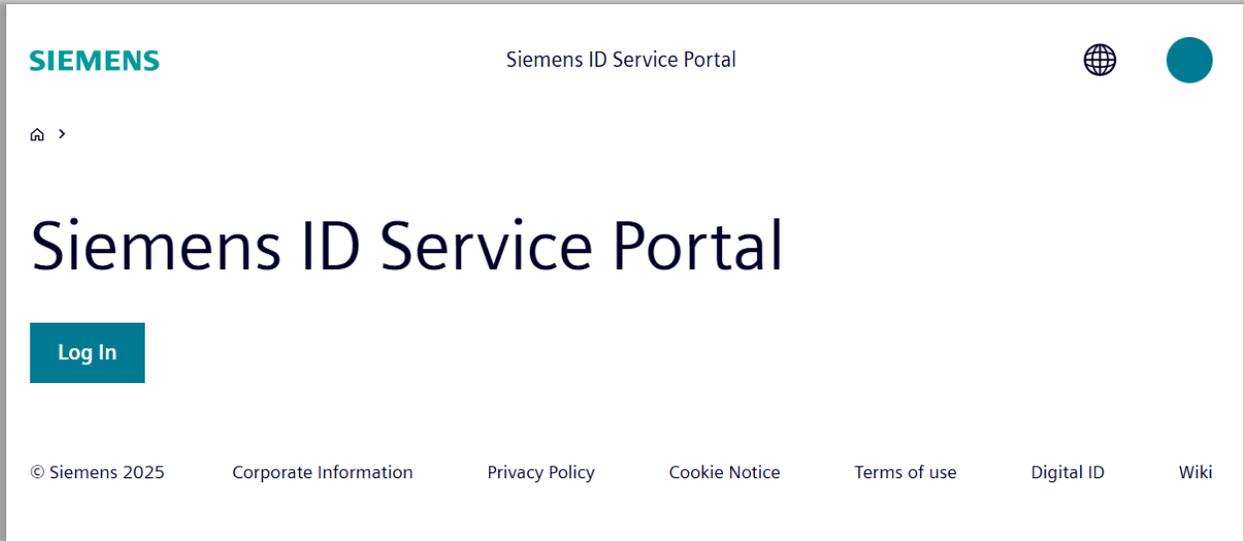
Depending on your region, SMS might not be supported. In general, we recommend using an authenticator app as these offer a higher level of security than SMS.

Multi-Factor Authentication for Web4BIS Users

Access to the Siemens ID Service Portal

You can use the Siemens ID Service Portal to enable Multi-Factor Authentication (MFA): <https://sp.login.siemens.com/>

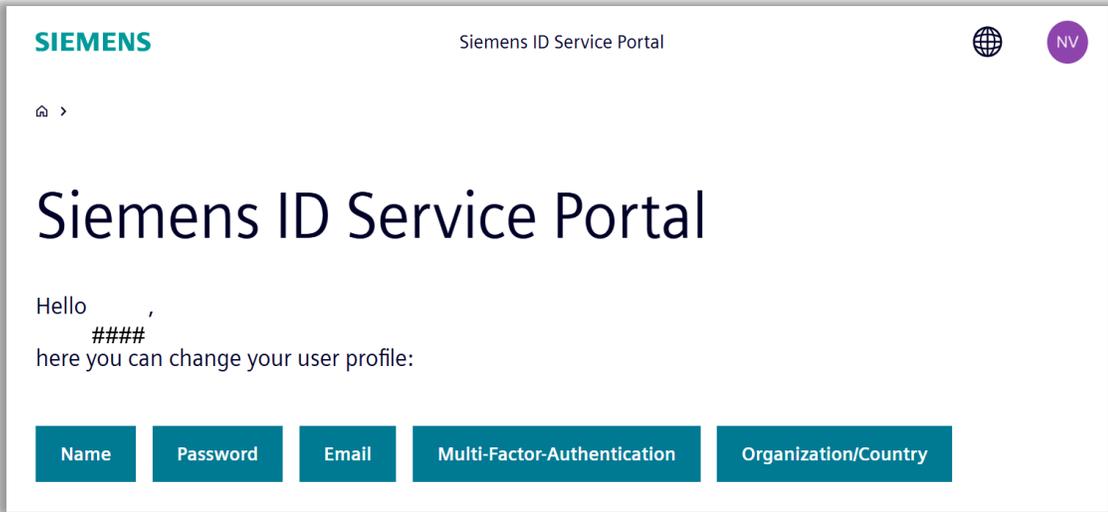
Please login using your Web4BIS Siemens Id credentials by clicking the “Log In” button:



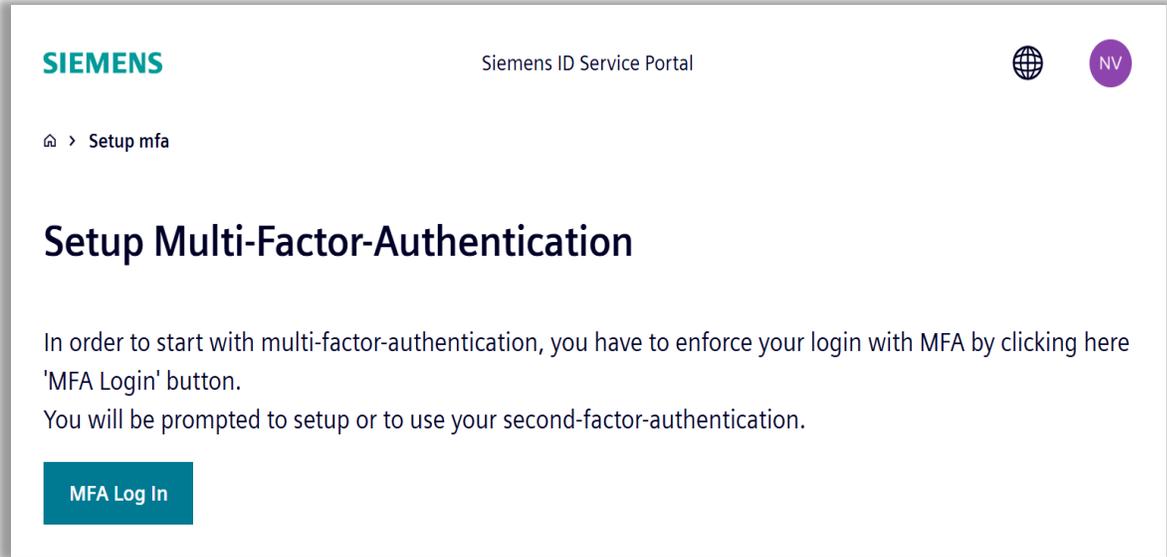
Multi-Factor Authentication for Web4BIS Users

Enabling MFA

Click on the “Multi-Factor-Authentication” button:



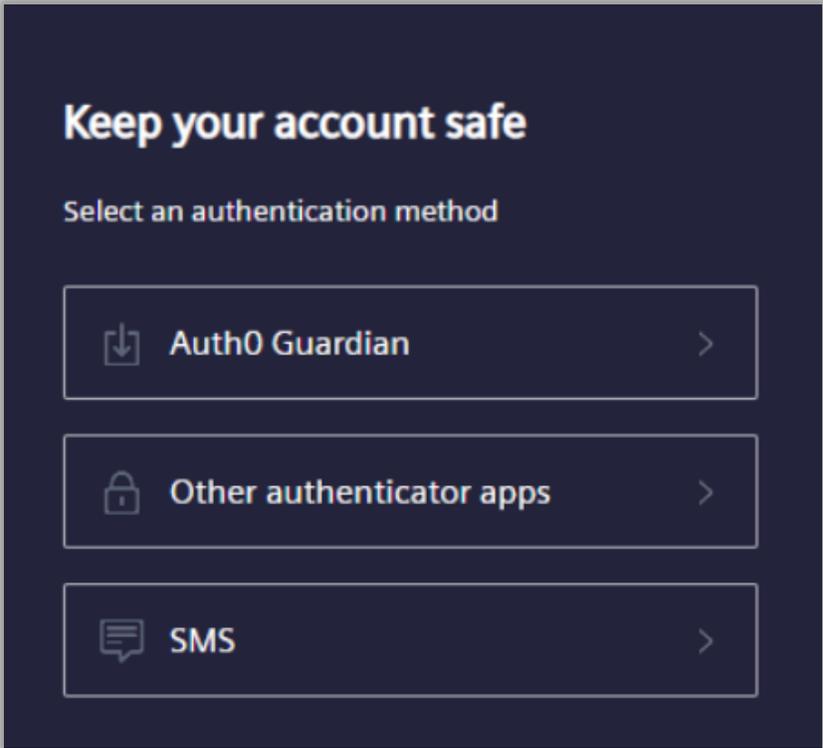
To start with MFA, you have to login with MFA so please click the “MFA Log In”.



Multi-Factor Authentication for Web4BIS Users

Enabling MFA

This is one time registration page, select your preferred authentication method (2nd authentication factor) in addition to your email / password. Three options are available:



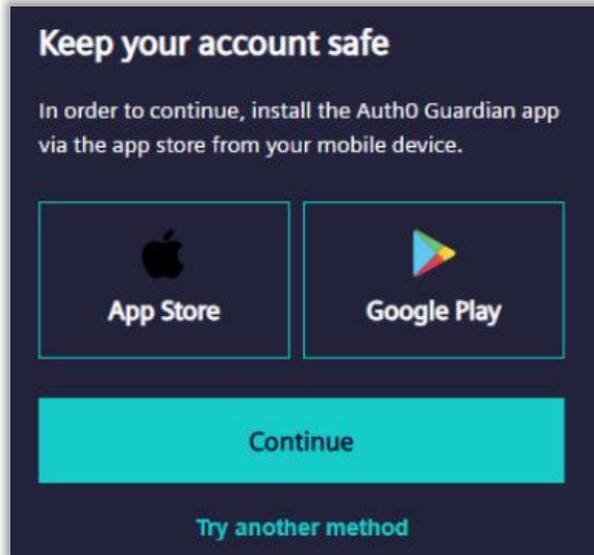
We recommend using an authenticator app, as it is more secure than SMS. The three options are described on the following pages.

Multi-Factor Authentication for Web4BIS Users

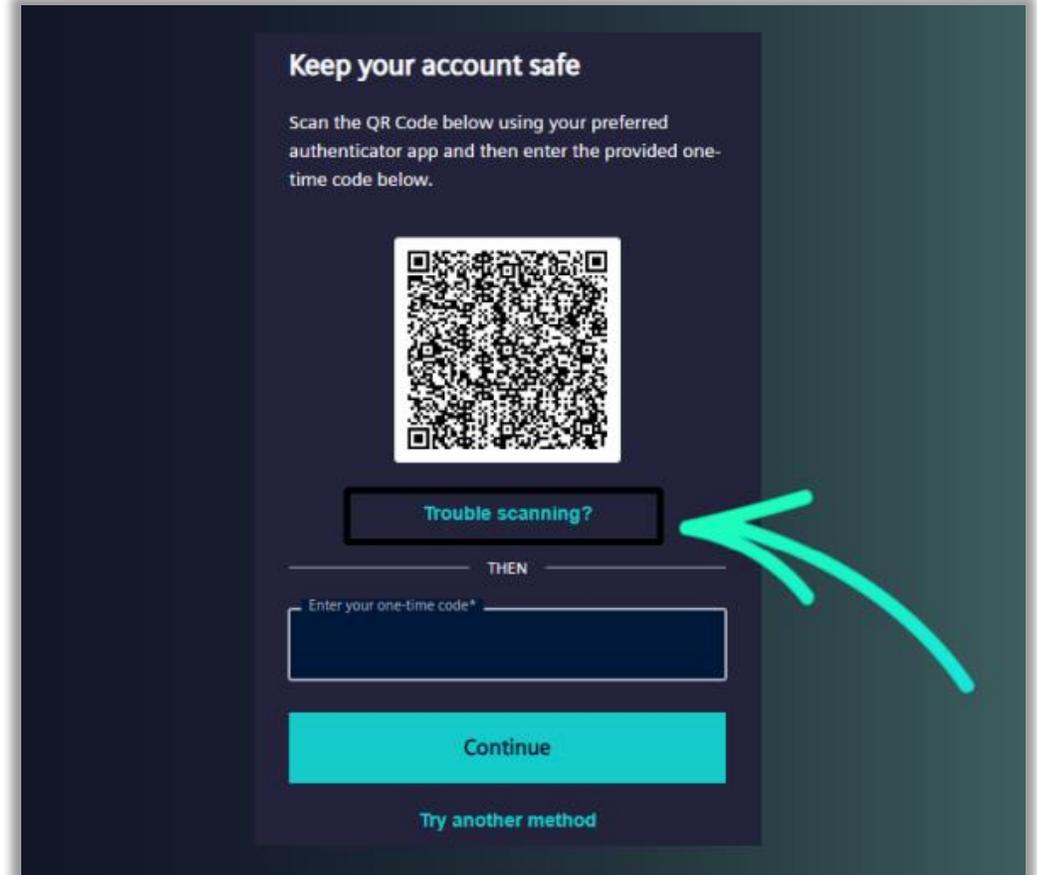
Enabling MFA, option 1: Auth0 Guardian

If you chose Guardian, a screen with the links for the apps on the App Store and Google Play will be presented.

If you already have the app installed on your mobile, you can select “Continue”.



A QR code will be displayed and you can scan it with the desired authenticator app (e.g. Guardian) in your mobile. Then enter the code provided by the authenticator app and select “Continue”.

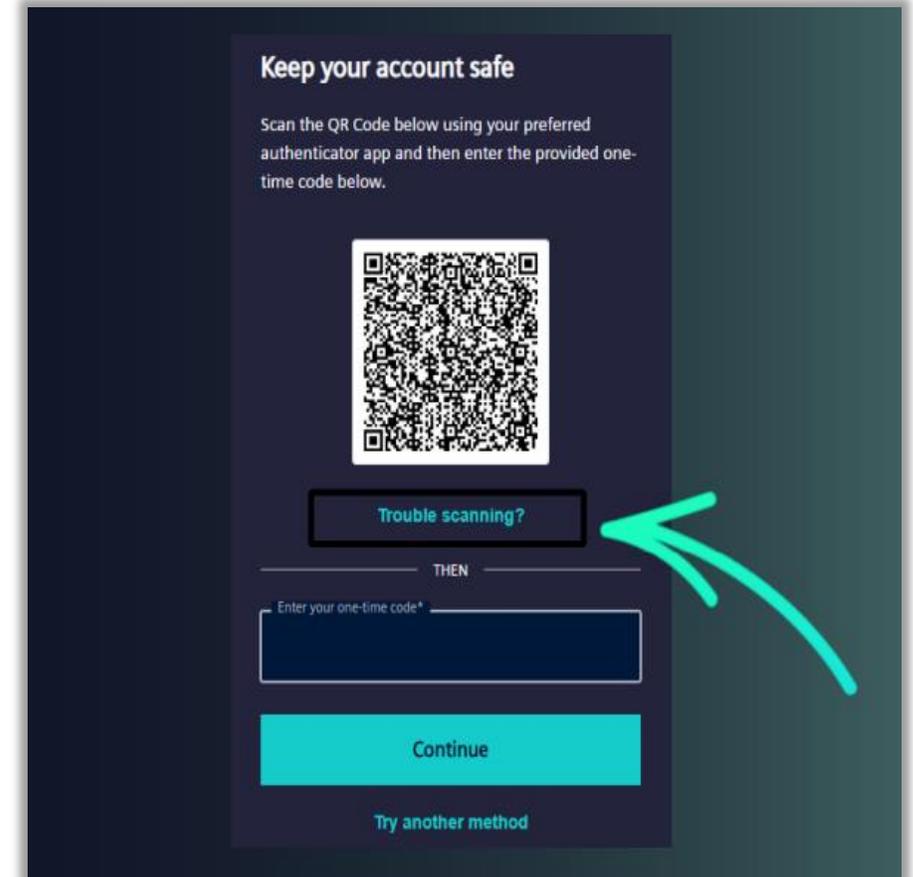


If you are unable to scan the QR code, select “Trouble scanning?” and a code will be presented to insert in the application on your mobile.

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Enabling MFA, option 2: Other Authenticator Apps

If you chose 'Other Authenticator Apps', a QR code is displayed, and you can scan with the desired authenticator app in your mobile. Then enter the code provided by the authenticator app and select "Continue".

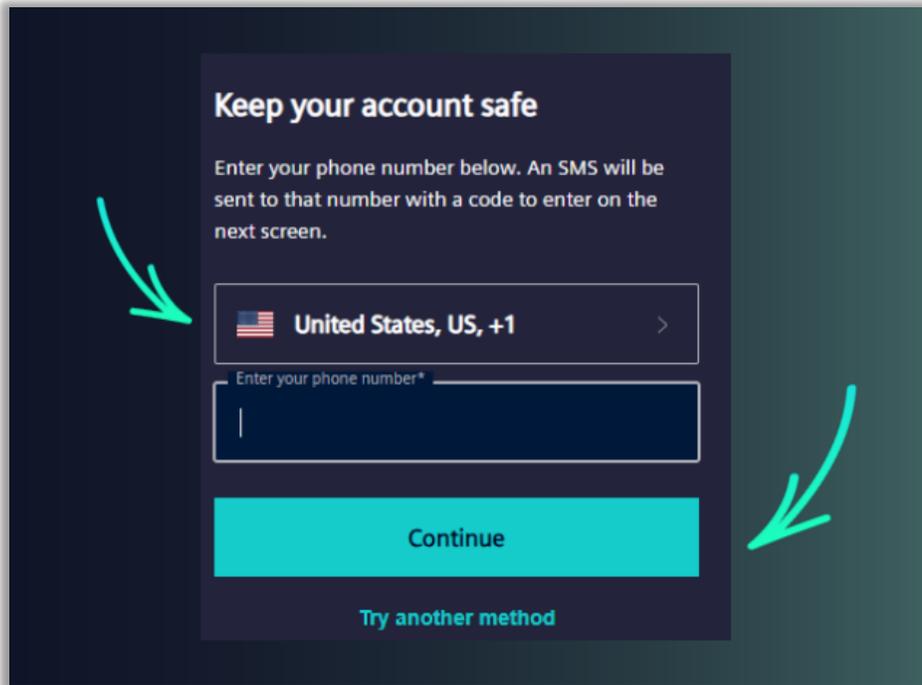


If you are unable to scan the QR code, select "Trouble scanning?" and a code will be presented to insert in the application on your mobile.

Multi-Factor Authentication for Web4BIS Users

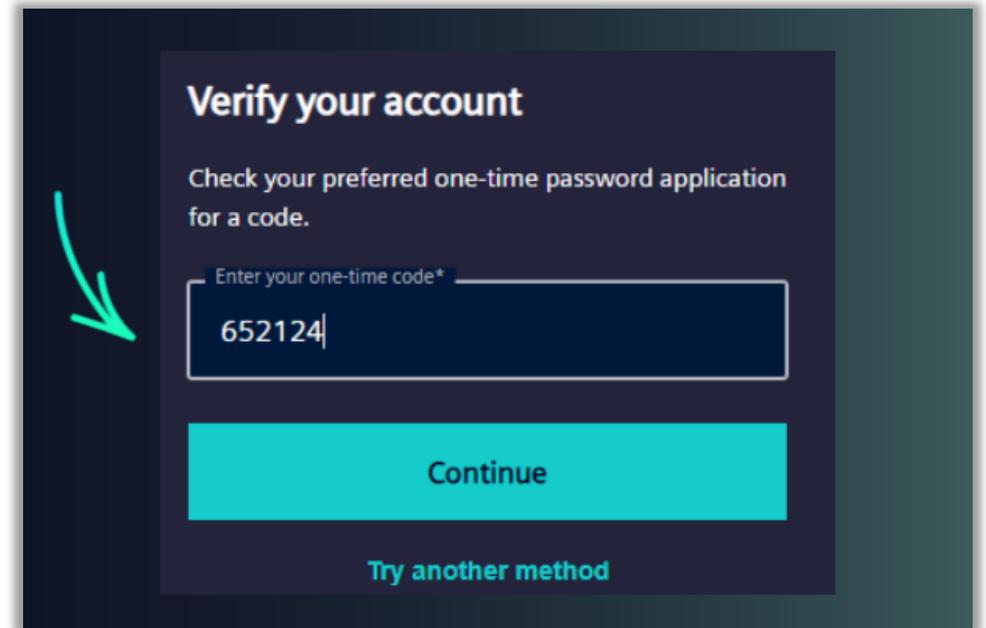
Enabling MFA, option 3: SMS

Depending on your region, SMS might not be supported. Choose an authenticator app instead. If you choose SMS, you will see a screen where you need to select your country from the dropdown list and insert your local mobile number (without the international prefix) and select "Continue".



The screenshot shows a dark-themed interface with the heading "Keep your account safe". Below the heading is the instruction: "Enter your phone number below. An SMS will be sent to that number with a code to enter on the next screen." There is a dropdown menu for country selection, currently showing "United States, US, +1" with a right-pointing chevron. Below the dropdown is a text input field labeled "Enter your phone number*" which is empty. At the bottom of the form are two buttons: a large teal "Continue" button and a smaller teal "Try another method" link.

On the next screen, you must enter the code received by SMS.



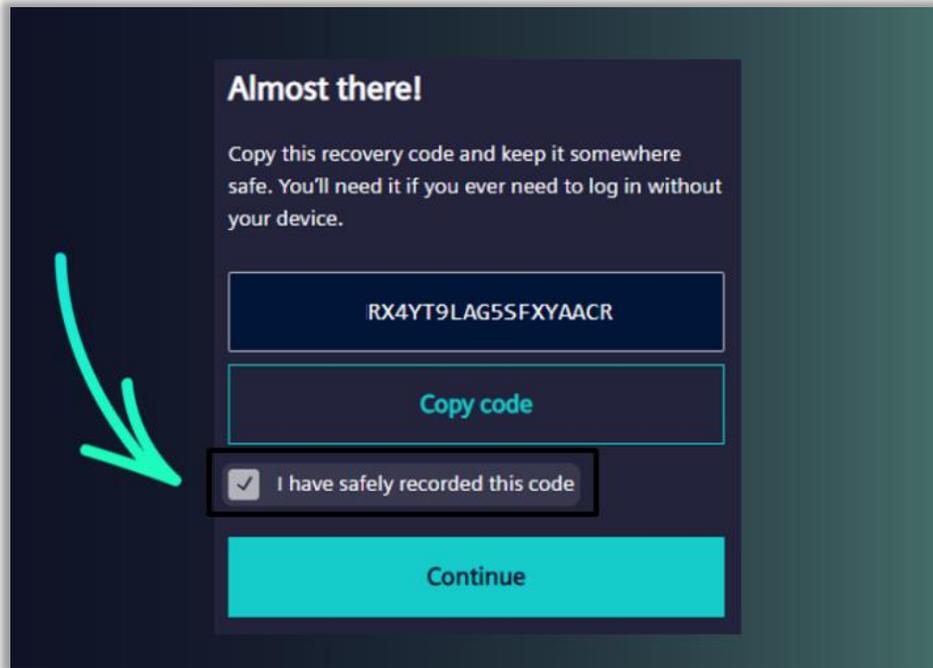
The screenshot shows a dark-themed interface with the heading "Verify your account". Below the heading is the instruction: "Check your preferred one-time password application for a code." There is a text input field labeled "Enter your one-time code*" containing the number "652124". At the bottom of the form are two buttons: a large teal "Continue" button and a smaller teal "Try another method" link.

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Enabling MFA, final steps 1

To finish the process in all 3 authentication options, you will receive a code that you must copy and save in a safe location. This code allows you to reset your MFA in Siemens ID portal in case you change your phone or the one you have configured is not accessible anymore.

If you lose the code, the MFA can only be reset with help of the Siemens ID Support (siemensid.support@siemens.com).



Almost there

Copy this recovery code and keep it somewhere safe. You'll need it if you ever need to log in without your device.

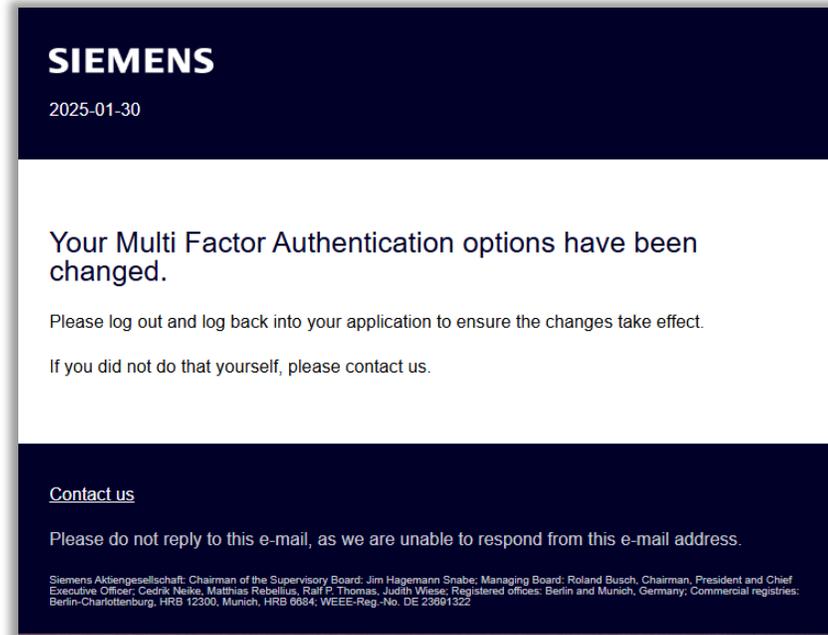
RX4YT9LAG5SFXYAACR

Copy code

I have safely recorded this code

Continue

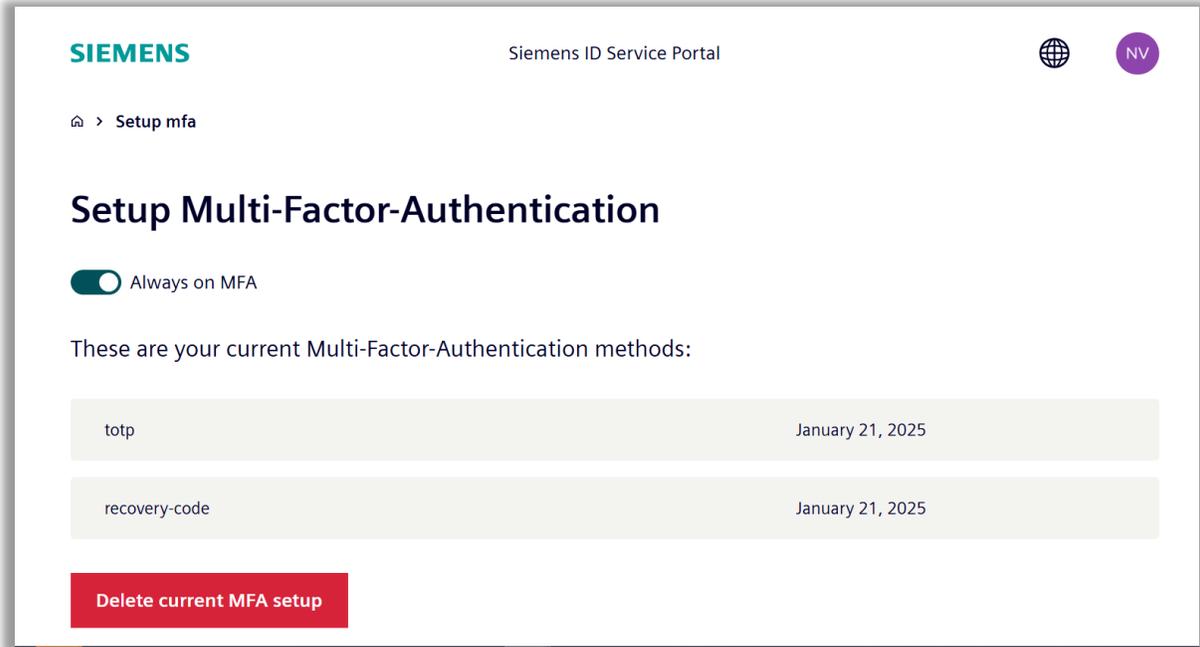
After successful MFA registration user will redirect to the Siemens ID service portal. Now user can enable the “Always on MFA toggle” (see next page). After successfully enabled MFA, you will receive an email like below.



Multi-Factor Authentication for Web4BIS Users

Enabling MFA, final steps 2

Now user has the control on MFA by enabling/disabling “Always on MFA” toggle below:



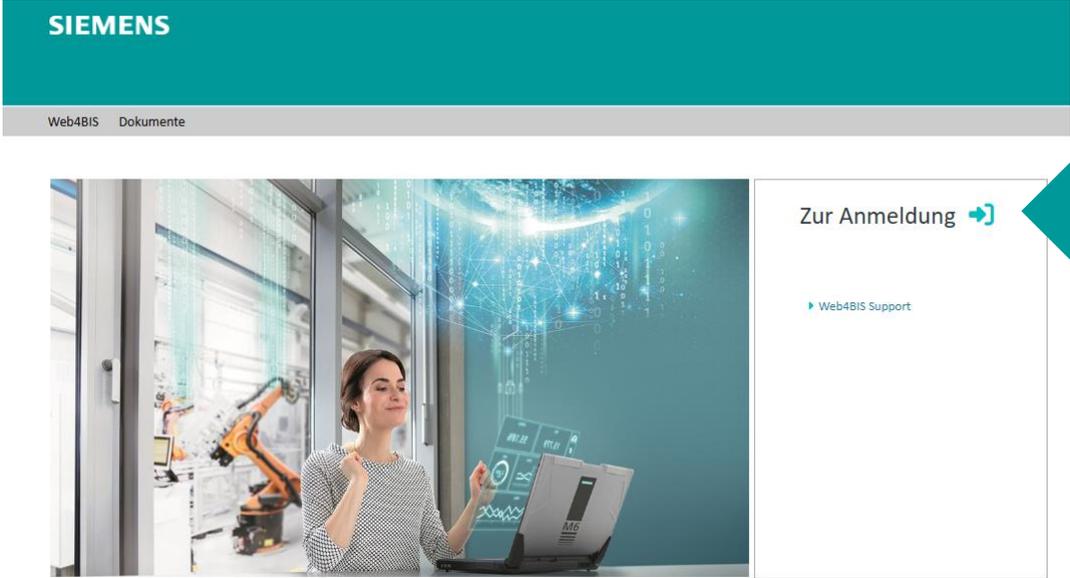
To set up a new method or device at a later time, remove the configured MFA methods by clicking “Delete current MFA setup”.

The process to set a new one is the same you used when you set the MFA for the first time. A success message will be shown when the new MFA method is set.

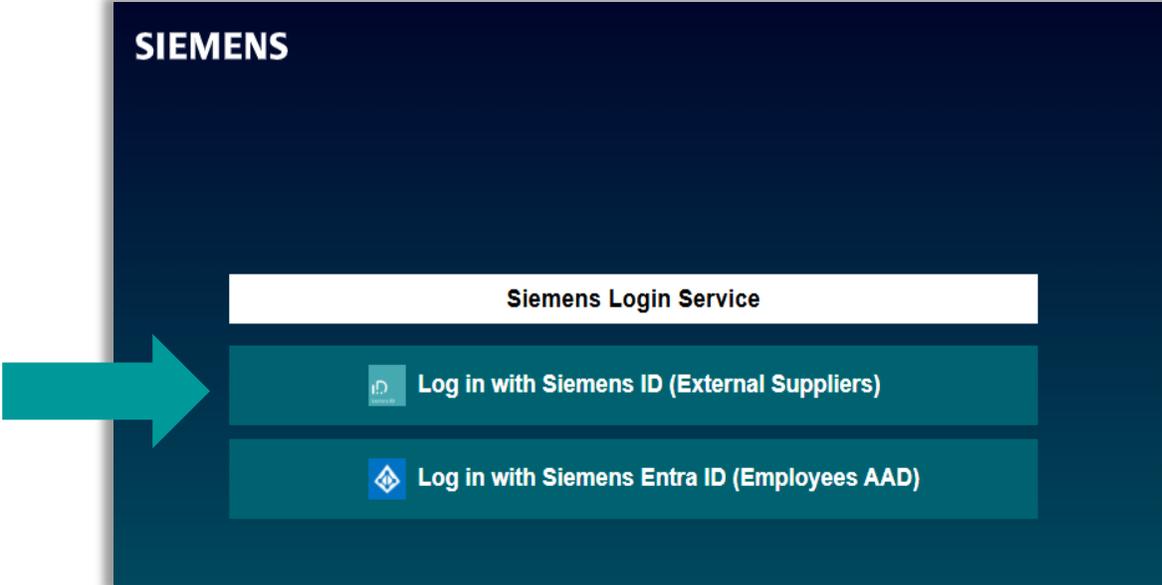
Multi-Factor Authentication for Web4BIS Users

Web4BIS Login Flow

If you want to log in to Web4BIS, please activate the “Arrow” button on the Web4BIS start page:



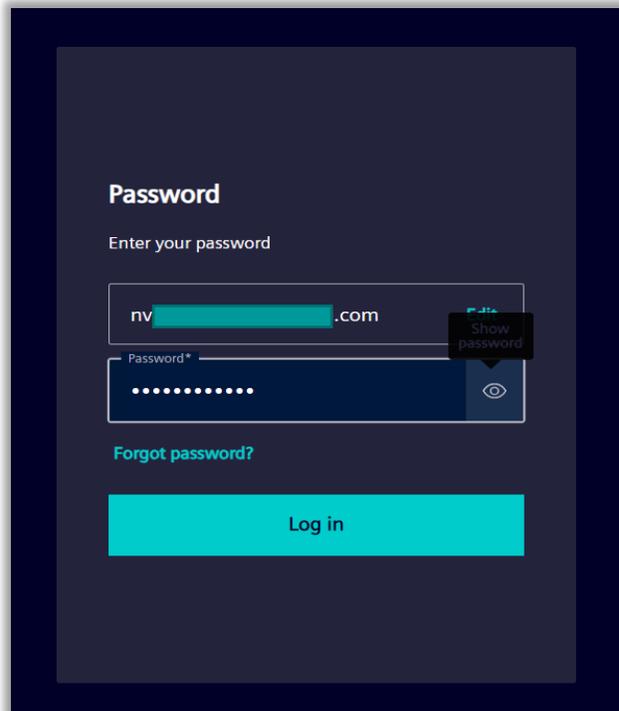
Then activate the “Log in with Siemens ID (External Suppliers)” button.



Multi-Factor Authentication for Web4BIS Users

Web4BIS Login Flow

You will be redirected to the Siemens ID portal page where you can enter your e-mail address and password (1st authentication factor). Please activate the “Log in” button:



Password

Enter your password

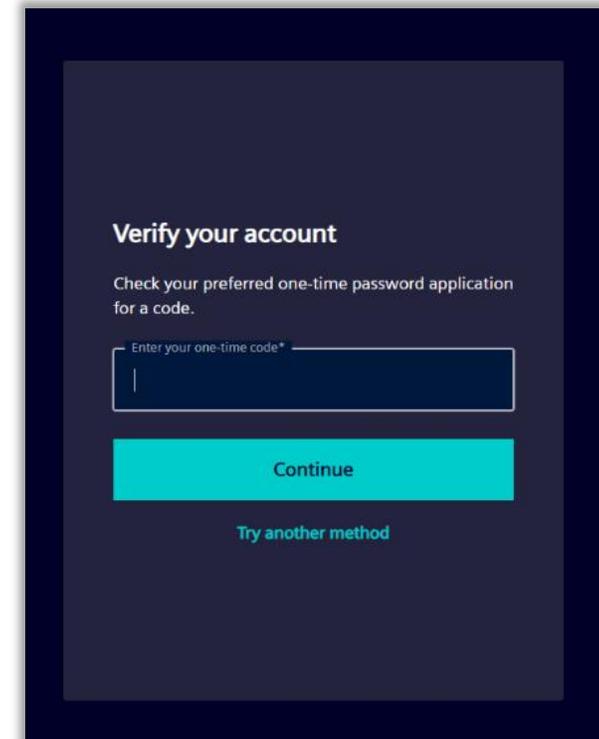
nv...@...com

Password*

Forgot password?

Log in

If MFA has been activated for your e-mail address in the Siemens ID portal: Please enter the code (TOTP token) that was sent to you via your authenticator app or via SMS (2nd authentication factor): Then please activate the “Continue” button.



Verify your account

Check your preferred one-time password application for a code.

Enter your one-time code*

Continue

Try another method

Multi-Factor Authentication for Web4BIS Users

Web4BIS Login Flow

After successful authentication, you will be redirected to the Web4BIS app.

The screenshot displays the Siemens Web4BIS user interface. At the top, the Siemens logo is on the left, and navigation links for 'Contact', 'English', 'Vinodkumar N (Customer, Supplier)', and 'Logout' are on the right. Below the header, the page title 'Web4BIS (a service provided by Siemens EDI Service)' is visible. The main content area is divided into several sections:

- Navigation:** A sidebar menu with options like Search, Order Processes, Schedule Processes, Message Status Overview, Create, Pdf Upload/Download, Drafts, Recycle bin, User Data Administration, and News.
- Change Role:** A dropdown menu currently set to 'Supplier'.
- Business Processes Status Overview:** A table showing the status of various processes.
- Message Status Overview:** A table showing the status of messages.
- Invoices from scratch:** A table showing the status of invoices.
- Consignment stock messages:** A table showing the status of consignment stock messages.

	Incoming		Processing								Recycle bin	Total
	New	Changed	1 Folder	2 Folder	3 Folder	4 Folder	5 Folder	6 Folder	7 Folder	8 Folders		
Order Process	148	9	4	3	1	5	3	-	2	8	2	185
Schedule Process	126	2	-	1	-	-	-	-	2	5	2	143

	Outbox		Recycle bin	Total
	Drafted	Sent		
Invoices from scratch	203	101	1	305

	Inbox		Recycle bin	Total
	Received	Viewed		
Delivery Forecasts	-	36	-	36

| Contact

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