

**SIEMENS**

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# Guide for booking for others

SITRAIN – Digital Industry Academy

This guide will help you to book for others on the SITRAIN Germany website.

[www.siemens.de/sitrain-personal](http://www.siemens.de/sitrain-personal)

The screenshot shows the Siemens website header with the logo and tagline. The navigation menu includes 'Products & Services', 'Market-specific Solutions', and 'Company'. A search bar is located in the top right. The breadcrumb trail reads: 'Products & Services > Services > Industry Services > SITRAIN - Digital Industry Academy > SITRAIN personal'. The main heading is 'SITRAIN personal – Germany'. Below this is a large image of a training session with the text: 'Training courses taught by experienced, certified experts from Siemens'. A paragraph follows: 'All of us want to learn from the best. And SITRAIN personal's training courses let you benefit from our well-practiced trainers' expert knowledge, along with direct access to our training equipment. That's the best way to convey knowledge – whether at your company or in our training classrooms.' Below the text is a call-to-action button: 'SITRAIN course search and MyTraining'. At the bottom, there is a row of six course categories: 'SIMATIC industrial automation systems', 'Drive technology', 'SINUMERIK CNC automation systems', 'SIMATIC PCS 7 process control system', 'Digital Enterprise', and 'Industrial communications'. Two callout boxes are present: one pointing to the search button and another pointing to the course category tiles.

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Contact Global | English

Products & Services Market-specific Solutions Company

Search for ...

Products & Services > Services > Industry Services > SITRAIN - Digital Industry Academy > SITRAIN personal

## SITRAIN personal – Germany

**Training courses taught by experienced, certified experts from Siemens**

All of us want to learn from the best. And SITRAIN personal's training courses let you benefit from our well-practiced trainers' expert knowledge, along with direct access to our training equipment. That's the best way to convey knowledge – whether at your company or in our training classrooms.

Are you already acquainted with SITRAIN's courses? Then go straight to the one you want.

**SITRAIN course search and MyTraining**

Here you can search for courses and you find MyTraining

You'll get further information about our course offers here

- SIMATIC industrial automation systems
- Drive technology
- SINUMERIK CNC automation systems
- SIMATIC PCS 7 process control system
- Digital Enterprise
- Industrial communications

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## Booking for others

At the moment you need the approval of our customer consultants if you want to make a booking for others (e.g. colleagues/employees).

If you want to make a booking for others please contact your course office. Your service contact in the course office will give you the rights to book for others.

You will find the service contacts by using the following link and at the end of this document.

<https://www.sitrain-learning.siemens.com/DE/en/content/KursangebotInHrereNaehe.do>

## Booking for others – booking process

If you want to book for others you will find the option at the bottom of the form "Participant" by using the checkbox field.

Use the checkbox field followed by the "next" button to select/insert the participant to be booked.

The screenshot shows a web interface for booking training. At the top, there are navigation tabs: Training, Participant, Billing, Overview, and Confirmation. The 'Participant' tab is active. Below the tabs is a section titled 'Participant Data' with a form containing the following information:

Mustermann, Mia	
Salutation:	Ms.
Title:	
First name:	Mia
Last Name:	Mustermann
e-mail:	mia.mustermann@muster-firma.de
Department:	
Company:	Muster-Firma1
Location:	Musterstr. 32 99099 Musterstadt
Nationality:	Germany
Phone:	+49 999 4565465
Fax:	+49
Mobile:	+49

At the bottom of the form, there is a checkbox labeled 'Book for others' and a 'Next' button. Below the form are 'Previous', 'Edit', and 'Next' buttons.

Callout boxes provide additional information:

- One box points to the 'Participant' tab: "You can decide to make a booking for others in the „participant“ step"
- Another box points to the 'Book for others' checkbox: "Use „Book for others“ to select/insert other participants"

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On the next screen you can search for colleagues/employees which already exist in our booking system. If a participant has been found, it will be shown in the hits list. You can add it to the booking list by clicking on it. If you want to book a person, who is not yet in our system, you can insert their data by using the "Create new" button (after next screenshot). You can use both ways (search and add/create new) to book as many participants for the same course as you want.

The screenshot shows a web interface titled "Selection of participants". At the top left, there is a breadcrumb "Home". Below the title, there is a search input field containing the text "frank". To the right of the input field are two buttons: "Search" and "Create new". Below the search area, there is a table with the following structure:

First name	Last Name	e-mail	Company
Frank	Schmidt	frank.schmidt@muster-firma.de	Muster-Firma1

Callouts from the right side of the image point to the search field, the "Create new" button, and the table row.

- Use the search field to search for existing participants.
- You can create a new participant by using the „Create new“ button.
- Existing participants are shown in the list. Click to select.

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- ⚠ If you add a new person, please make sure to fill in the customer's personal email address. This is important to give them access to their personal learning environment, where web based trainings can be called or course documents and certificates can be downloaded.

With this way you can possibly book participants of another company. Use the "Create new" button next to the "select company" field.

**Create new customer**

Please select the respective company for the new customer. If the respective company is not available permanent access to the new company please contact your local training office.  
Please note that the Email for each customer must be unique!

Select company \*

Company name: \*

Street: \*

Zip City: \*

Country: \*

Phone number: \*

Salutation: \*  Mr.  Ms.

Academic Title:

Last Name: \*

First Name: \*

Department:

Street: \*

Zip City: \*

Country: \*

Nationality: \*

Language: \*

Phone number: \*

Mobile number:

Fax number:

Email: \*

Please make sure you fill in the customer's personal email address for receiving

Callout boxes:

- Select or create a company
- Data of the company
- Fill in the data of a new participant / customer
- ATTENTION: Make sure to fill in the customer's personal email address!

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If you compiled all participants for the chosen course, you will get a clear overview in the “Selection of participants” screen. If you do not wish to book a participant, please remove the checkbox in front of the name.

First name	Last Name	e-mail	Company	
<input checked="" type="checkbox"/>	Ingo	Appet	ingo.appet@muster-firma.de	Muster-Firma1
<input checked="" type="checkbox"/>	Frank	Schmidt	frank.schmidt@muster-firma.de	Muster-Firma1

Chosen participants for booking are shown here. Remove them by unchecking the checkbox in front of the name.

By using the “next” button you will come to the billing input mask per participant.

If billing data are available you can provide them here.

In this booking mask you can change the booking and billing contact for each participant (default is the person, who carries out the booking – in this case it is you).

First name	Last Name	e-mail	Company	
Mia	Mustermann	mia.mustermann@muster-firma.de	Muster-Firma1	change

First name	Last Name	e-mail	Company	
Ingo	Appet	ingo.appet@muster-firma.de	Muster-Firma1	change

Per participants: fill in billing data if available

Per participant: change booking and billing contact

Note:

**Booking contact:** Person used by SITRAIN to receive booking confirmation, course invitation and other contacts.

**Billing contact:** Person who should receive the bill of booked courses.

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The step "overview" shows in summary all entered data and the chosen course in an overview. You can enter additional information which could be important for SITRAIN in the notes field.

> Home

Billing Overview Confirmation

ingo.appelt@muster-firma.de (1/2)

---

**Participant**

Salutation: Mr.  
First name: Ingo  
Last Name: Appelt  
Department:  
Company: Muster-Firma1  
Location: Musterstr. 32  
99099 Musterstadt  
e-mail: ingo.appelt@muster-firma.de

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**Billing Data**

Allocation Type: external

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**Booking contact**

Salutation: Ms.  
First name: Mia  
Last Name: Mustermann  
Department:  
Company: Muster-Firma1  
Location: Musterstr. 32  
99099 Musterstadt  
e-mail: mia.mustermann@muster-firma.de

---

**Invoice contact**

Salutation: Mr.  
First name: Ingo  
Last Name: Appelt  
Department:  
Company: Muster-Firma1  
Location: Musterstr. 32  
99099 Musterstadt  
e-mail: ingo.appelt@muster-firma.de

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**Training**

SIMATIC Programmieren 1 im TIA Portal 2,175 EUR

SIMATIC Programmieren 1 im TIA Portal (Nov 06, 2017 08:30 - Nov 10, 2017 13:00)  
Siemens AG  
Rohrdamm 85  
13629 Berlin  
> [http://mcms/sitain2/content/DE\(de\)/LocationMaps/Seiten/BS\\_BLN.aspx](http://mcms/sitain2/content/DE(de)/LocationMaps/Seiten/BS_BLN.aspx)

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**Notes**

Please enter here additional notes regarding your order (if necessary):

Notes: maximum 80 characters.

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**Sum:** 2,175 EUR

I accept the General Terms and Conditions (GTC) > [show General Terms and Conditions](#)

I agree to the Privacy Policy > [show Privacy Policy](#)

Previous Register

Per participant: entered data are shown in summary in this overview

Per participant: if necessary you can add additional information by using the notes field

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After sending the booking you will receive a message to the entered e-mail address.

With this message you receive the confirmation of the receipt of your booking in our system but NOT a confirmation of your booking.

**SITRAIN Germany**  
SIMATIC PCS 7 System Course  
ST-PCS7SYS

Dear Mia Mustermann,

Thank you very much for your SITRAIN registration.

Within the next few days you will receive a separate confirmation.  
Before the course begins we will send all registered customers a separate invitation, in which location and time will be confirmed.

Please check the following details of your registration below. If you notice any mistakes, we kindly ask you to inform us immediately.

Registration confirmation.  
This is NOT a  
confirmation of booking!

Due to export control laws we have to verify all bookings.

After completing the verification, you (or your deviating contact) will receive a binding confirmation of your booking.

**SITRAIN Germany**  
SIMATIC PCS 7 System Course  
ST-PCS7SYS

Dear Mia Mustermann,

Thank you for registering the following participant.  
Please indicate **transaction number 12756769** when making any inquiries.

<b>Participant</b>	Alfred Reinholz SIEMENS
<b>Your reference</b>	DF CS SD CSS KMT DBI 2212345678
<b>Training</b>	SIMATIC PCS 7 System Course ST-PCS7SYS
<b>Course language</b>	English
<b>Course location</b>	Siemens AG, SITRAIN Trainingscenter Gleiwitzer Str. 555, 90475 Nürnberg, Germany

Booking confirmation  
with information to the  
booked course

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## An overview of your service contact in the course office

### Frankfurt, Fulda, Mannheim, Koblenz/Neuwied

Course location Mannheim  
Siemens AG  
SITRAIN Trainingscenter  
Dynamostraße 4  
68165 Mannheim  
Germany



Maria Sainz-Munoz  
Phone: +49 (621) 4 56-23 77  
Fax: +49 (621) 4 56-32 68  
✉ [sitrain.mte.de@siemens.com](mailto:sitrain.mte.de@siemens.com)

### Freiburg, Stuttgart, Ulm

Course location Stuttgart  
Siemens AG  
SITRAIN Trainingscenter  
Weissacher Straße 11  
70499 Stuttgart  
Germany



Katja Binder  
Phone: +49 (711) 1 37-24 72  
Fax: +49 (711) 1 37-20 63  
✉ [sitrain.sdw.de@siemens.com](mailto:sitrain.sdw.de@siemens.com)

### Bielefeld, Hamburg, Hanover, Kassel

Course location Hanover  
Siemens AG  
SITRAIN Trainingscenter  
Werner-von-Siemens-Platz 1, Haus 1E  
30880 Hanover - Laatzen  
Germany



Petra Grabbe  
Phone: +49 (511) 8 77-10 70  
Fax: +49 (511) 8 77-12 84  
✉ [sitrain.nord.de@siemens.com](mailto:sitrain.nord.de@siemens.com)



Jacqueline Sermann  
Phone: +49 (511) 877-12 82  
Fax: +49 (511) 877-12 84  
✉ [sitrain.nord.de@siemens.com](mailto:sitrain.nord.de@siemens.com)

### Chemnitz, Berlin, Leipzig, Magdeburg, Erfurt

Course location Chemnitz  
Siemens AG  
SITRAIN Trainingscenter  
Clemens-Winkler-Straße 3  
09116 Chemnitz  
Germany



Ramona Sehm  
Phone: +49 (371) 4 75-35 53  
Fax: +49 (371) 4 75-35 55  
✉ [sitrain.ost.de@siemens.com](mailto:sitrain.ost.de@siemens.com)



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## Cologne, Essen, Wiehl

**Course location Cologne**  
Siemens AG  
SITRAIN Trainingscenter  
Franz-Geuer-Str. 10  
50823 Cologne  
Germany



Marlies Matthews-Williams  
Phone: +49 (221) 576-10 18  
Fax: +49 (201) 8 16-59 24 45  
✉ [sitrain.west.de@siemens.com](mailto:sitrain.west.de@siemens.com)

**Course location Essen**  
Siemens AG  
SITRAIN Trainingscenter  
Kruppstraße 16  
45128 Essen  
Germany



Gunda Voss  
Phone: +49 (201) 8 16-25 98  
Fax: +49 (201) 8 16-59 24 45  
✉ [sitrain.west.de@siemens.com](mailto:sitrain.west.de@siemens.com)



Ines Sole-Lardiez  
Phone: +49 (201) 8 16-10 23  
Fax: +49 (201) 8 16-59 24 45  
✉ [sitrain.west.de@siemens.com](mailto:sitrain.west.de@siemens.com)

## Munich, Nuremberg

**Course location Munich**  
Siemens AG  
SITRAIN Trainingscenter  
Otto-Hahn-Ring 6  
81739 Munich  
Germany



Sandra Frank  
Phone: +49 (89) 9221-2796  
Fax: +49 (89) 92 21-3868  
✉ [sitrain.sued.de@siemens.com](mailto:sitrain.sued.de@siemens.com)



Despina Segl  
Phone: +49 (89) 9221-8102  
Fax: +49 (89) 92 21-3868  
✉ [sitrain.sued.de@siemens.com](mailto:sitrain.sued.de@siemens.com)

### You need more information?

We will be pleased to advise you personally.

### SITRAIN Customer Support

Tel.: 0911/895-7575

E-Mail: [sitrain.de@siemens.com](mailto:sitrain.de@siemens.com)

Web: [www.siemens.de/sitrain-personal](http://www.siemens.de/sitrain-personal)