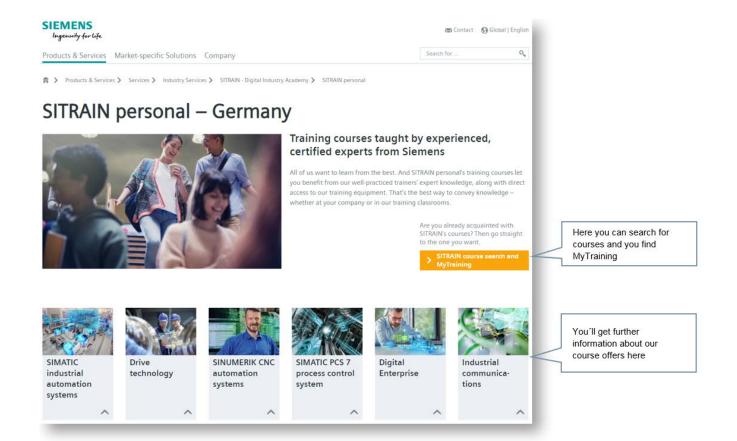


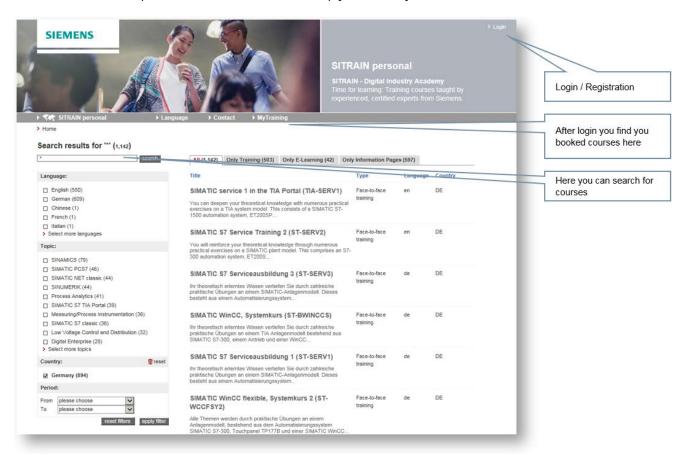
This guide will help you to book a course on the SITRAIN Germany website. www.siemens.de/sitrain-personal





Course search

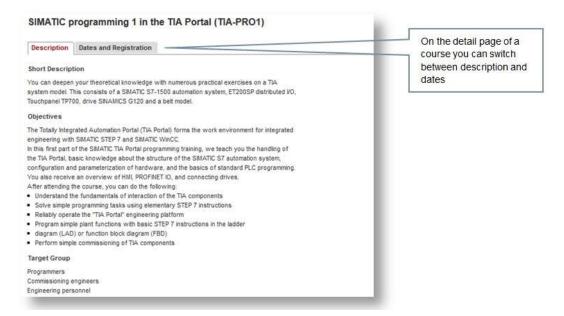
Numerous selection options and a search function help you to find your course.





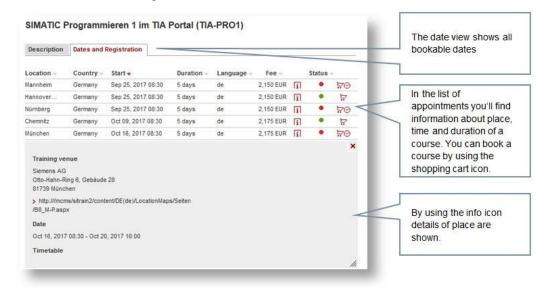
Booking

On the detail page of a course you will find information about it, e.g. objectives or needed requirements.

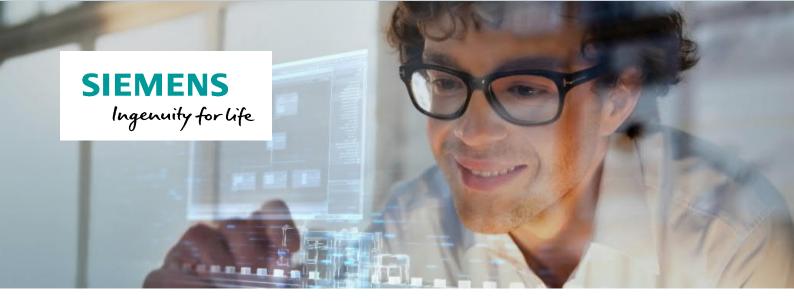


On the date view you will find an overview of dates of the selected course.

Here you can see at which place and at what time a course occurs. By using the information icon you can see details of the course, e.g. the exact address.



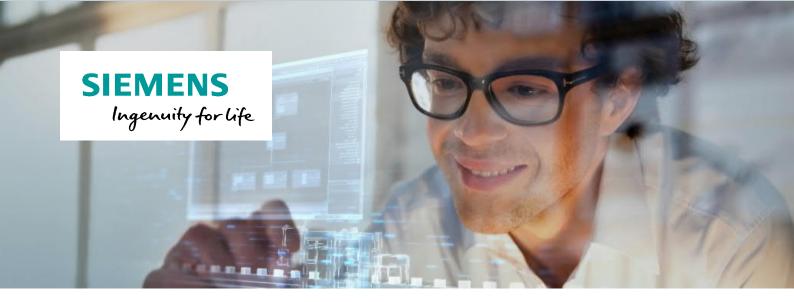
You can start your booking by using the shopping cart icon.



In the first step of the 5-step booking process course details are displayed again.



With the "Previous" button you can go to the previous step, "Next" takes you to the next booking step.

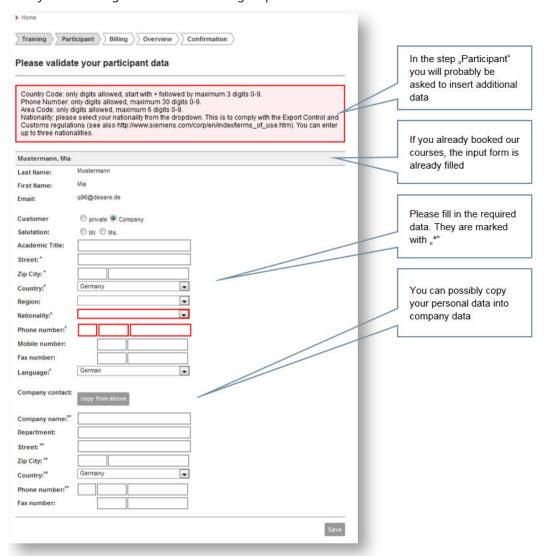


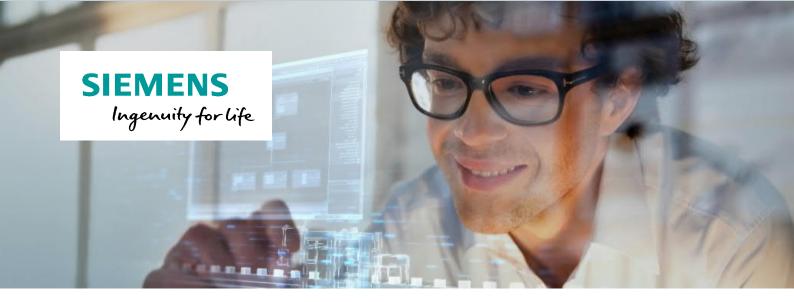
In the step "Participant" you will probably be asked to insert additional data.

If you already booked our courses in the past, the input form is already filled with your data of previous bookings.

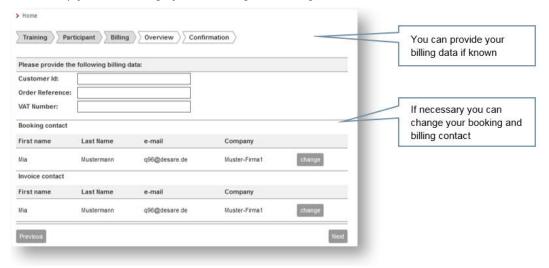
Please validate your participant data thoroughly. With * marked fields are required fields and you have to fill in them to continue the booking process.

Save your data to go to the next booking step.





If you already know your billing information, you can insert them in the "billing" step optionally. In this step you can change your booking and billing contact.



Note:

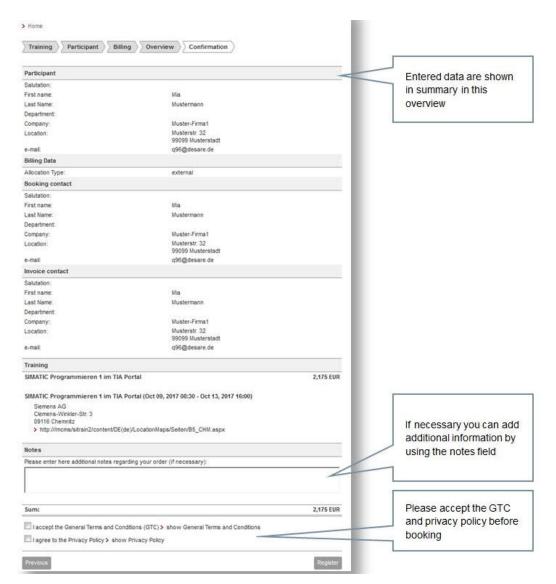
Booking contact: Person used by SITRAIN to receive booking confirmation, course invitation and other

contacts.

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



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.

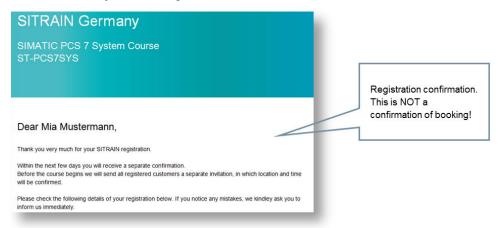


After accepting the GTCs and privacy policy you can complete the booking by using the "register" button.



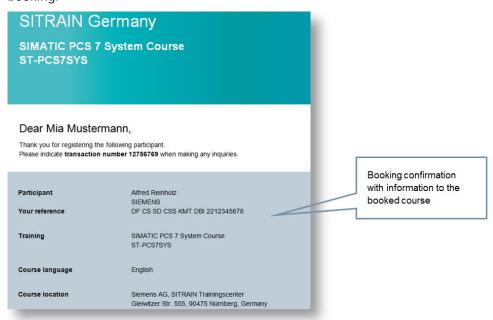
After sending the booking you will receive a message to the entered e-mail address.

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



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.



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

Web: www.siemens.de/sitrain-personal