

Guide for booking a course SITRAIN – Training for Industry

This guide will help you to book a course on the SITRAIN India website. www.siemens.co.in/sitrain

This information can also be found under "contact" on our website:





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.

Description	Dates and Registration								bookable dates
Location +	Country ->	Start +	Duration	Language -	Fee -		Status		
lannheim	Germany	Sep 25, 2017 08:30	5 days	de	2,150 EUR	li	•	20	
lannover	Germany	Sep 25, 2017 08:30	5 days	de	2,150 EUR	ī			In the list of
Vürnberg	Germany	Sep 25, 2017 08:30	5 days	de	2,150 EUR	lil	•	20	appointments you'll find
Chemnitz	Germany	Oct 09, 2017 08:30	5 days	de	2,175 EUR	ī	•	2	information about place
München	Germany	Oct 16, 2017 08:30	5 days	de	2,175 EUR	II	٠	20	time and duration of a
Training ver Siemens AG Otto-Hahn-Ri 81739 Münch	nue ng 6, Gebäude ien	28						Â	course by using the shopping cart icon.
> http:///mcm /B8_M-P.asp>	s/sitrain2/cont <	ent/DE(de)/LocationMap	s/Seiten					~	By using the info icon
Date									details of place are
	08-30 . Oct 20	2017 16:00							shown.
Oct 16, 2017	00.00 - 00: 20								

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.

Training Par	rticipant \rangle Billing	Overview >> Confi	rmation	-	You can provide your billing data if known
Please provide th	ne following billing	data:			
Customer Id: Order Reference: VAT Number:					
Booking contact First name	Last Name	e-mail	Company		If necessary you can change your booking and billing contact
Mia	Mustermann	q96@desare.de	Muster-Firma1	change	
Invoice contact					
First name	Last Name	e-mail	Company		
Mia	Mustermann	q96@desare.de	Muster-Firma1	change	
Previous				Next	

<u>Note:</u>

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.

Training >> Participant >> Billin	ng Overview Confirmation		
Dectisionet			
Participant			Entered data are shown
Salutation:			in summary in this
-irst name:	Ma		overview
ast name.	Mussermann		Overview
Company:	Huster Firma 1		
ocation:	Musterstr. 32 99099 Musterstadt		
-mail:	q96@desare.de		
Billing Data			
Incating Type:	external		
looking contact			
in a start and the start and t		12	
salutation:			
ast Name:	Mustermann		
anartment	Museum mann		
lomnany:	Muster-Firma1		
ocation	Musterstr. 32 99099 Musterstadt		
s-mail:	q96@desare.de		
nvoice contact			
Salutation			
irst name:	Min		
ast Name:	Mustermann		
lepartment:			
ompany:	Muster-Firma1		
ocation:	Musterstr. 32		
	99099 Musterstadt		
-mail:	q96@desare.de		
raining			
SIMATIC Programmieren 1 im TIA	Portal	2,175 EUR	
SIMATIC Programmieron 1 im TIA	Portal (Oct 00 2047 09:20 Oct 17 2047 15:00)		
Siemens AG	(0100 (000 00, 2011 0000 - Out 13, 2011 10.00)		
Clemens-Winkler-Str. 3			
09116 Chemnitz			If necessary you can add
http:///mcms/sitrain2/content/DE(d)	/e)/LocationMaps/Seiten/B5_CHM.aspx		additional information by
lotes			using the notes field
Aease enter here additional notes rega	rding your order (if necessary):		adding the notice field
		4	
			Disease successfully OTO
Sum:		2,175 EUR	Please accept the GTC and privacy policy before
Sum:	ditions (GTC) > show General Terms and Conditions	2,175 EUR	Please accept the GTC and privacy policy before
Sum: I accept the General Terms and Con I agree to the Privacy Policy > show	dBons (GTC) > show General Terma and CondBons	2,175 EUR	Please accept the GTC and privacy policy before booking

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.

SITRAIN Germany	
SIMATIC PCS 7 System Course ST-PCS7SYS	
	Registration confirmation. This is NOT a
Dear Mia Mustermann,	commation of booking!
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 kindley ask you to inform us immediately.	

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.:022 3966 3208E-Mail:customer.training.in@siemens.comWeb:www.siemens.co.in/sitrain