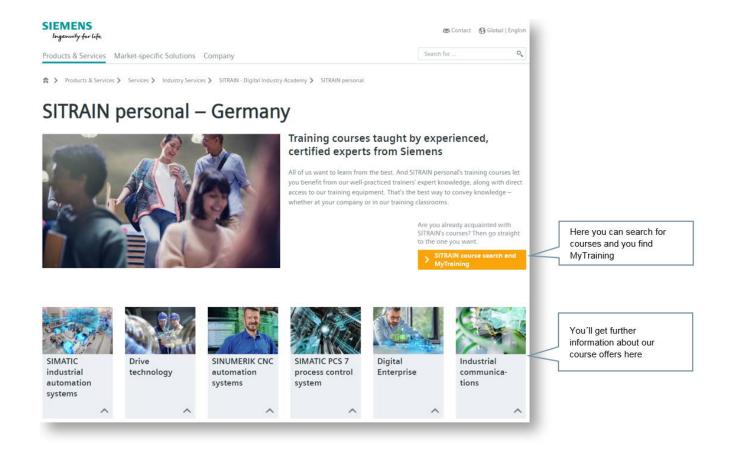


This guide will help you to book for others on the SITRAIN Germany website. www.siemens.de/sitrain-personal





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.

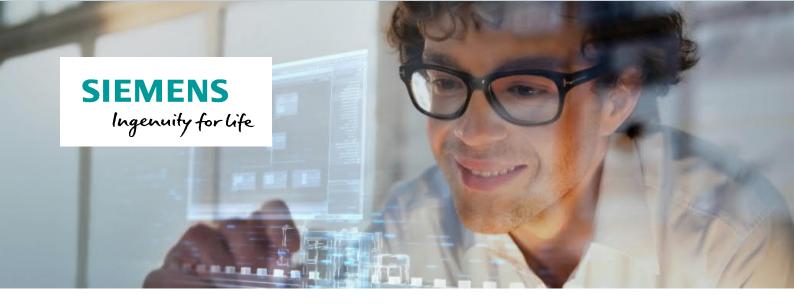
https://www.sitrain-learning.siemens.com/DE/en/content/KursangebotinIhrerNaehe.do

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.

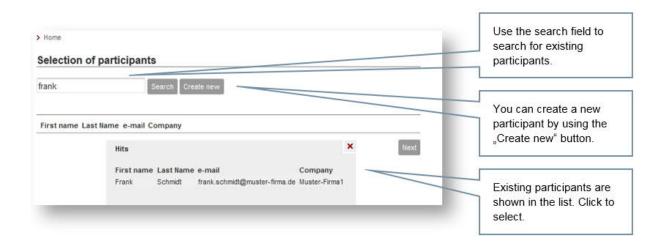


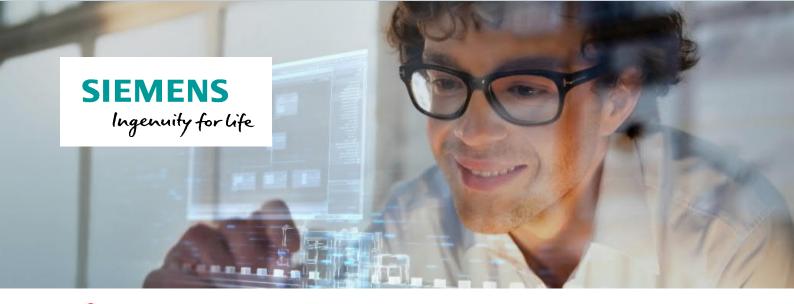


On the next screen you can search for colleagues/employees which already exist in our booking system.

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).

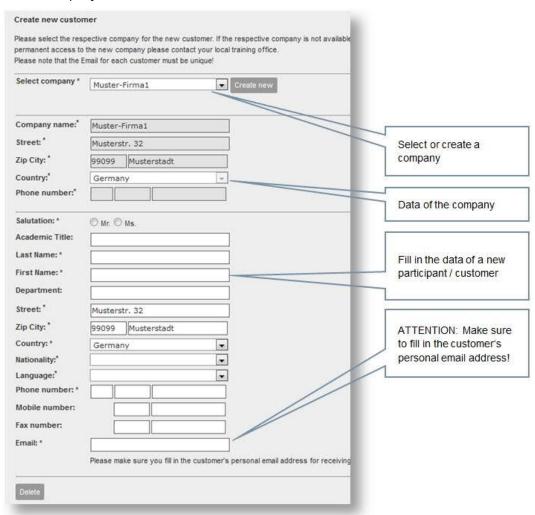
You can use both ways (search and add/create new) to book as many participants for the same course as you want.





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.





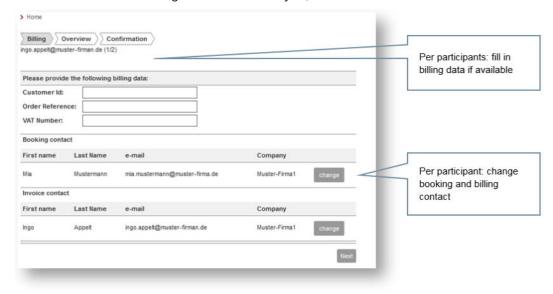
If you compiled all participants for the chosen course, you will get a clear overview in the "Selection of participants" screen. If you do not wish to book a participant, please remove the checkbox in front of the name.



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).

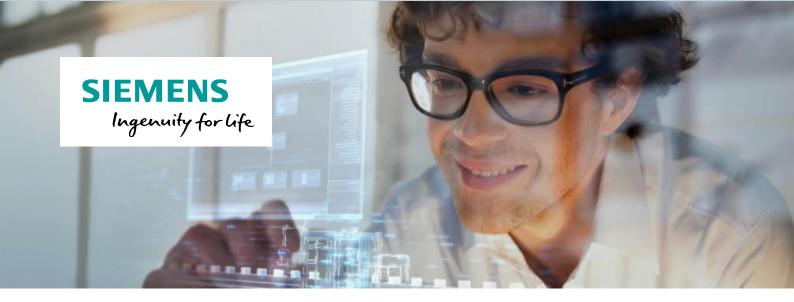


Note:

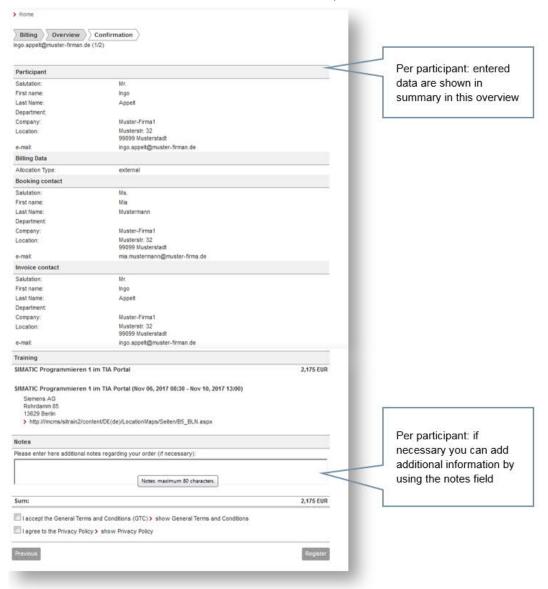
Booking contact: Person used by SITRAIN to receive booking confirmation, course invitation and other

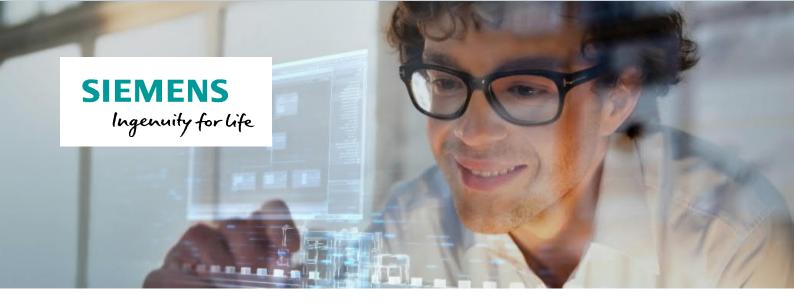
contacts.

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



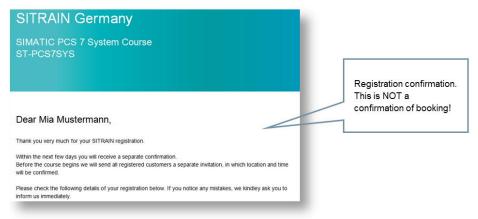
The step "overview" shows in summary all entered data and the chosen course in an overview. You can enter additional information which could be important for SITRAIN in the notes field.





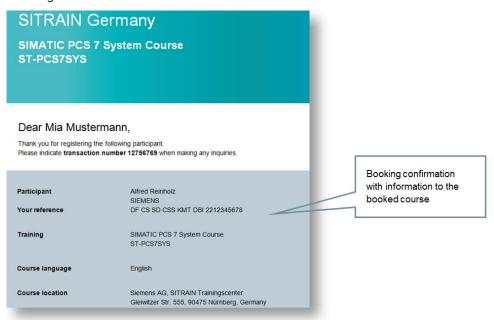
After sending the booking you will receive a message to the entered e-mail address.

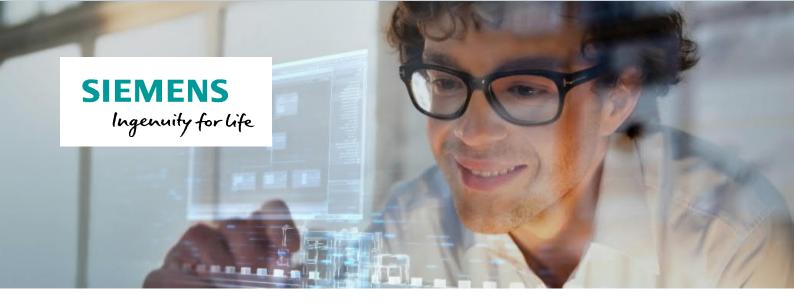
With this message you receive the confirmation of the receipt of your booking in our system but NOT a confirmation of your booking.



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.





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

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



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

Freiburg, Stuttgart, Ulm

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



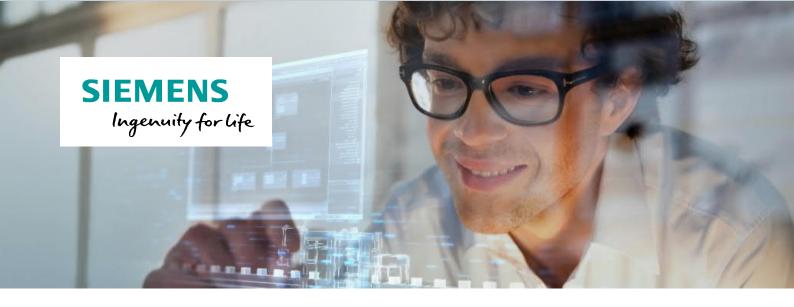
Katja Binder Phone: +49 (711) 1 37-24 72 Fax: +49 (711) 1 37-20 63

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



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

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



Ines Sole-Lardiez
Phone: +49 (201) 8 16-10 23
Fax: +49 (201) 8 16-59 24 45
☑ 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
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Despina SegI Phone: +49 (89) 9221-8102 Fax: +49 (89) 92 21-3868 ☑ 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

Web: www.siemens.de/sitrain-personal