Atlas Supplier Portal

Siemens Energy Finspång
SE P SQD GS FSP
Version.1 October 2024



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Portal Access

A

To access the Portal:
Click here to be directed to the Atlas Portal

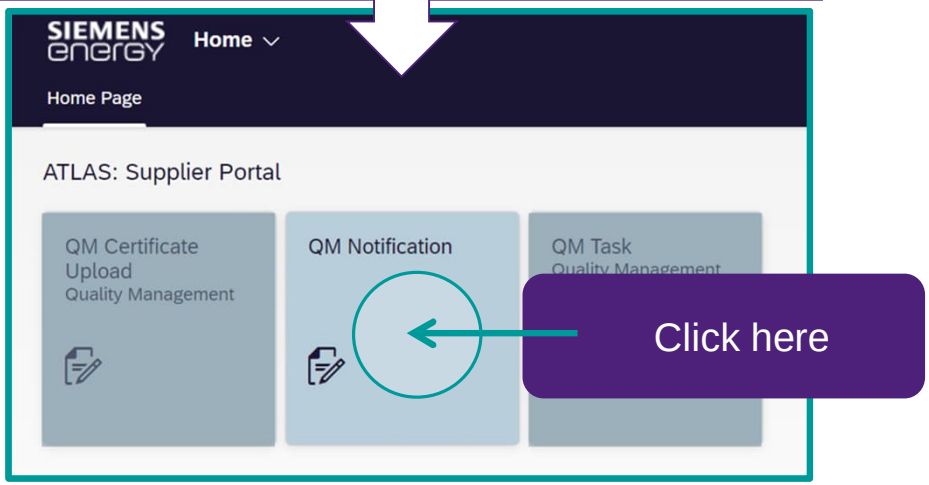
B

When accessing the Portal for the first time, use the MFA guide:
Click here to read the MFA User Guide

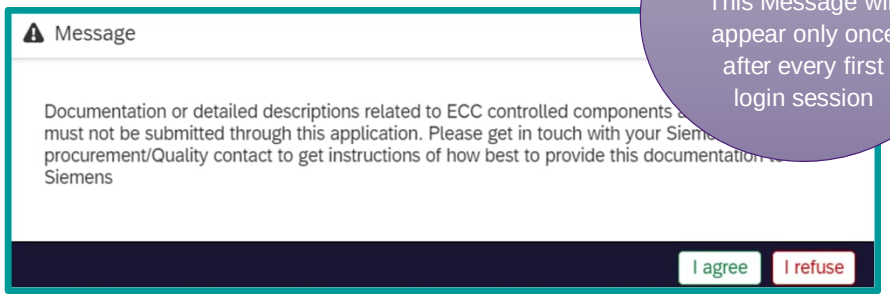
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QM Notification – Create an NCR

1 **Start view when logged on to the Portal:**



2 This message will appear.
Please follow prompt.



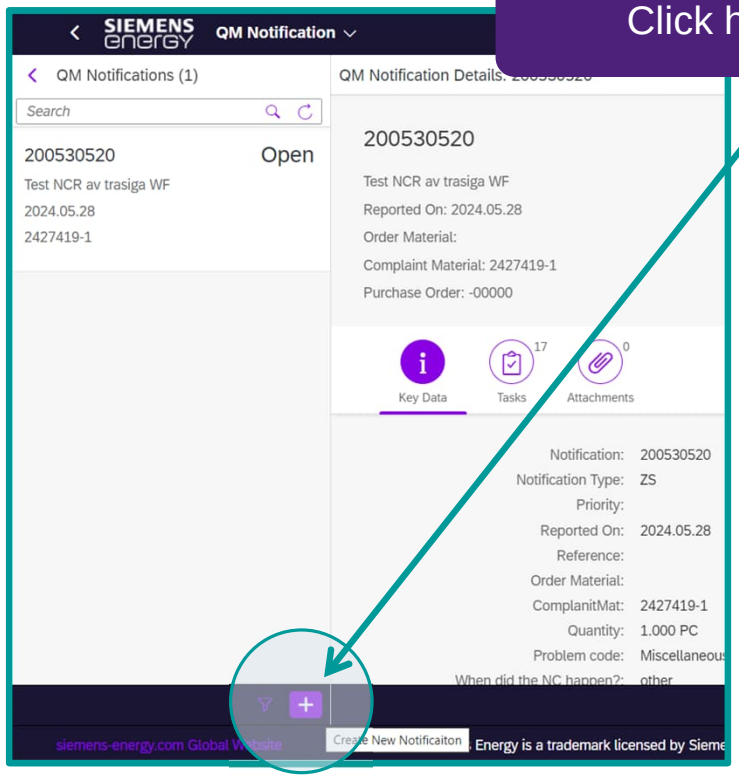
Please Note

This Message will appear only once after every first login session

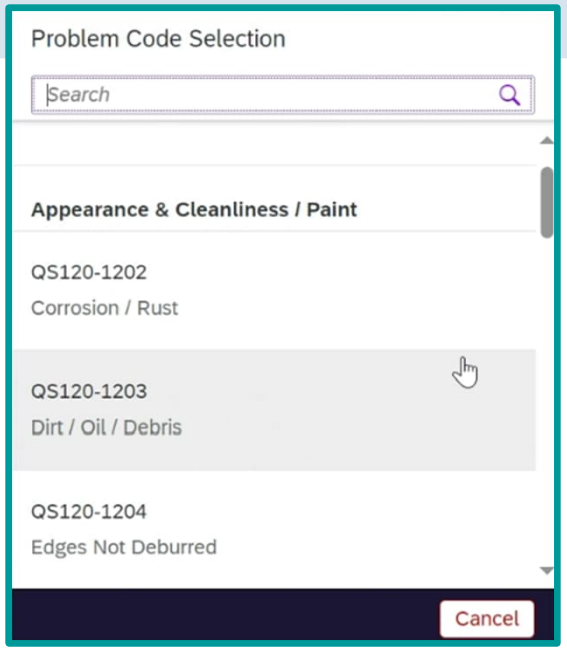
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Create an NCR

3 Create an NCR by clicking the **+**



4 A pop-up selection for problem code will appear. Choose a suitable code for the deviation that's been identified.



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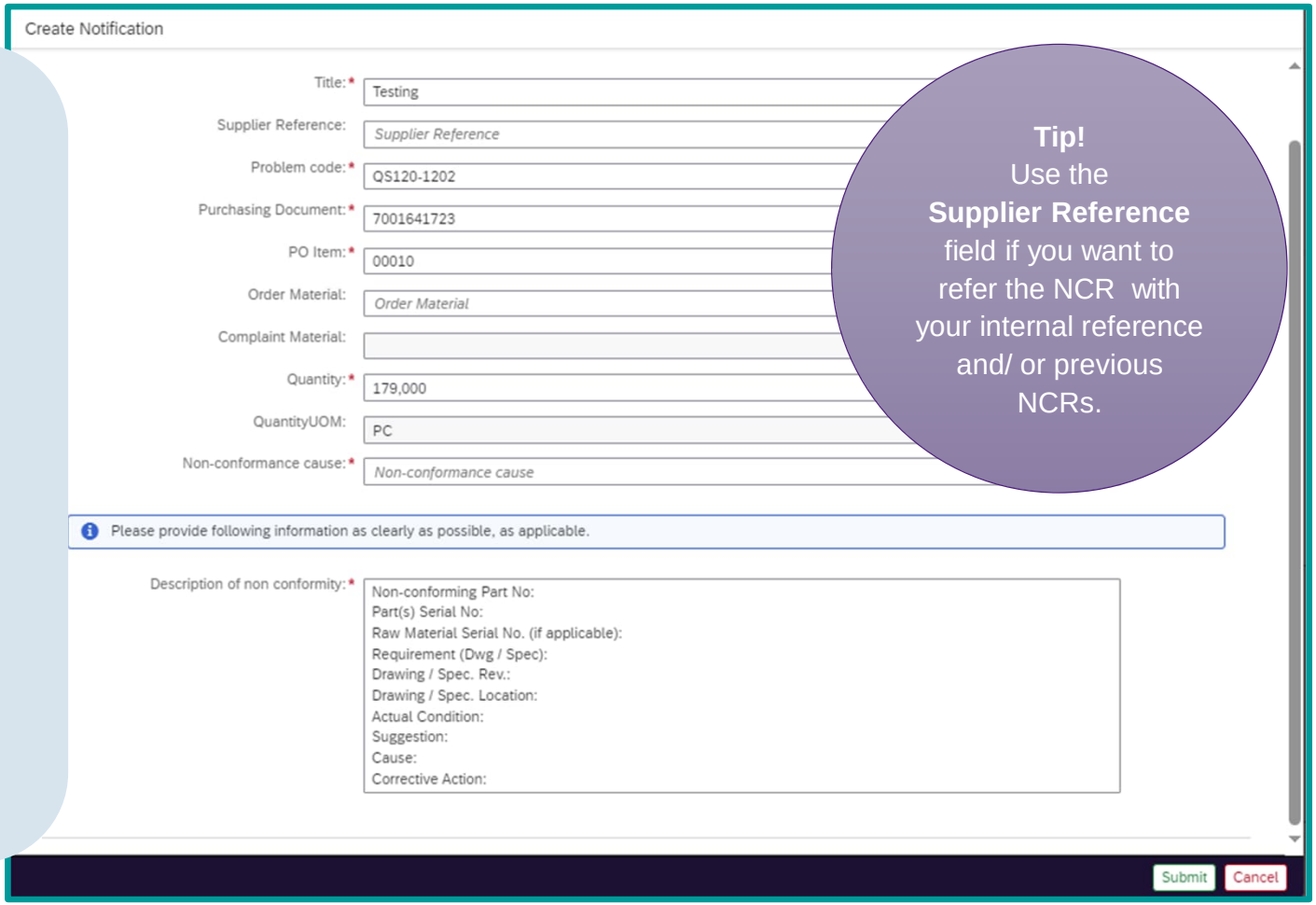
Create an NCR – Field Values

5

Populate all fields that have a red "*"

Once the correct **Purchasing document and PO item** has been entered, some information will be pre-populated.

Exact quantity of affected parts must be put in **Quantity** field.



Tip!
Use the **Supplier Reference** field if you want to refer the NCR with your internal reference and/ or previous NCRs.

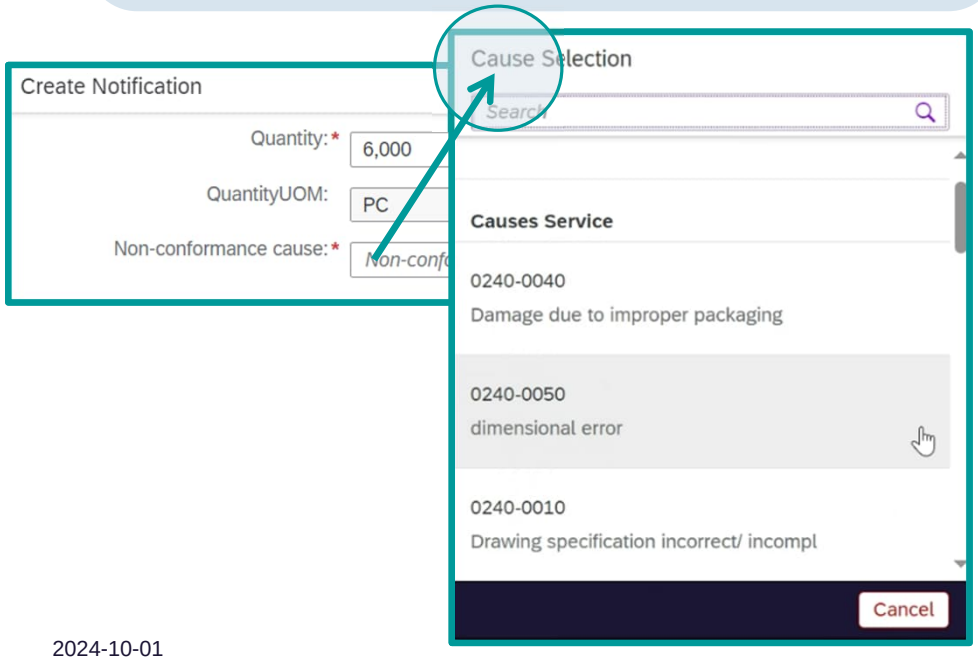
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Create an NCR - Cause Selection

6

This pop up will appear when you enter the **Non-conformance cause.**

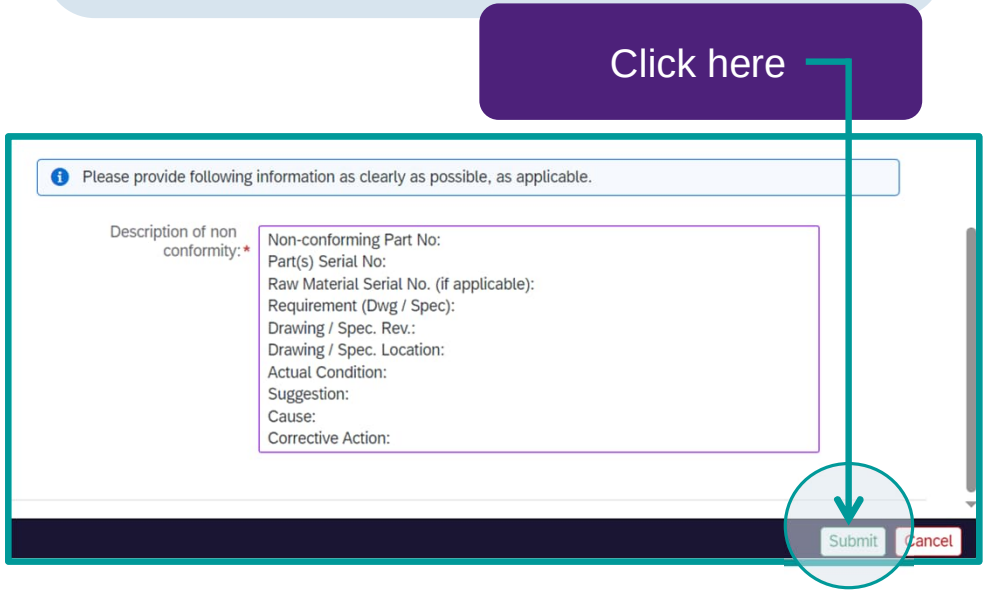
Choose suitable **Cause Selection** for deviation discovered.



7

Provide as much information as possible in the description of the non-conformity.

Once done, please press submit.



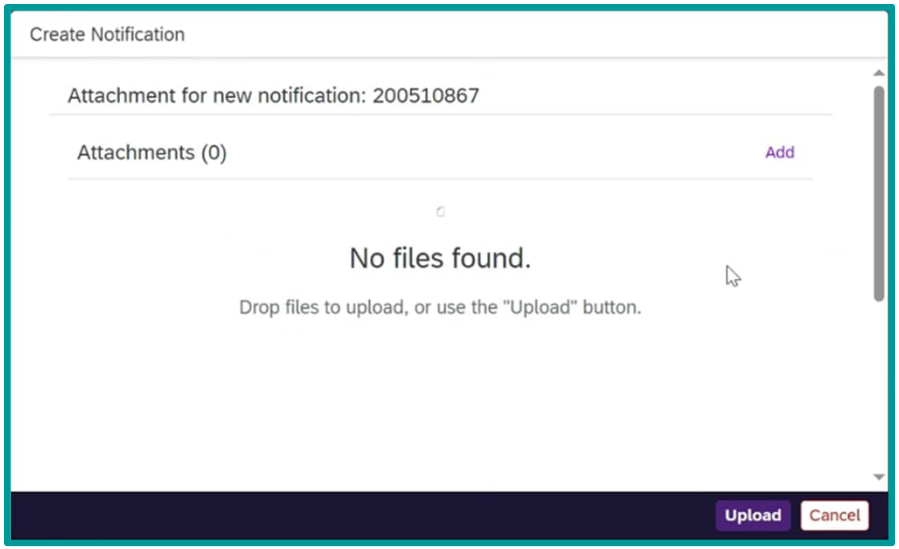
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Create an NCR – How to upload attachments

8

This pop-up will appear. Please upload all relevant documentation here by either dragging files or using the upload button.

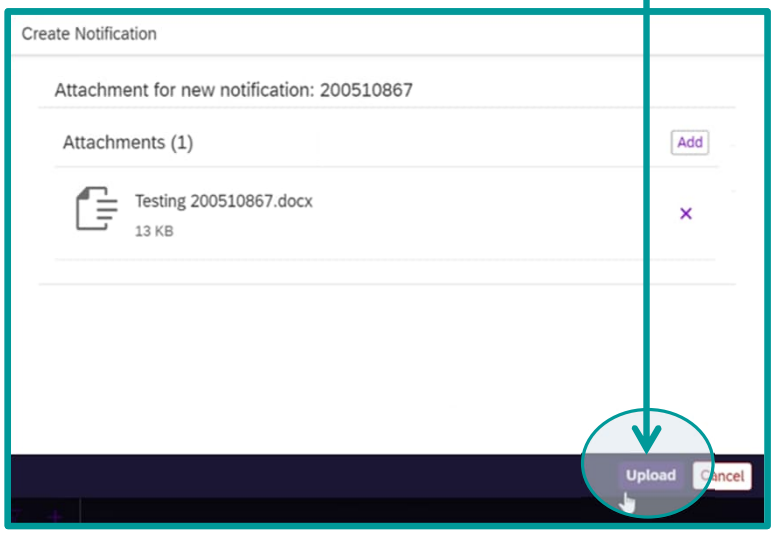
If the non-conformity relates to **multiple serial numbers**, please upload an Excel file here.



9

Once all attachments has been uploaded, press upload.

Click here



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Next steps once submitted

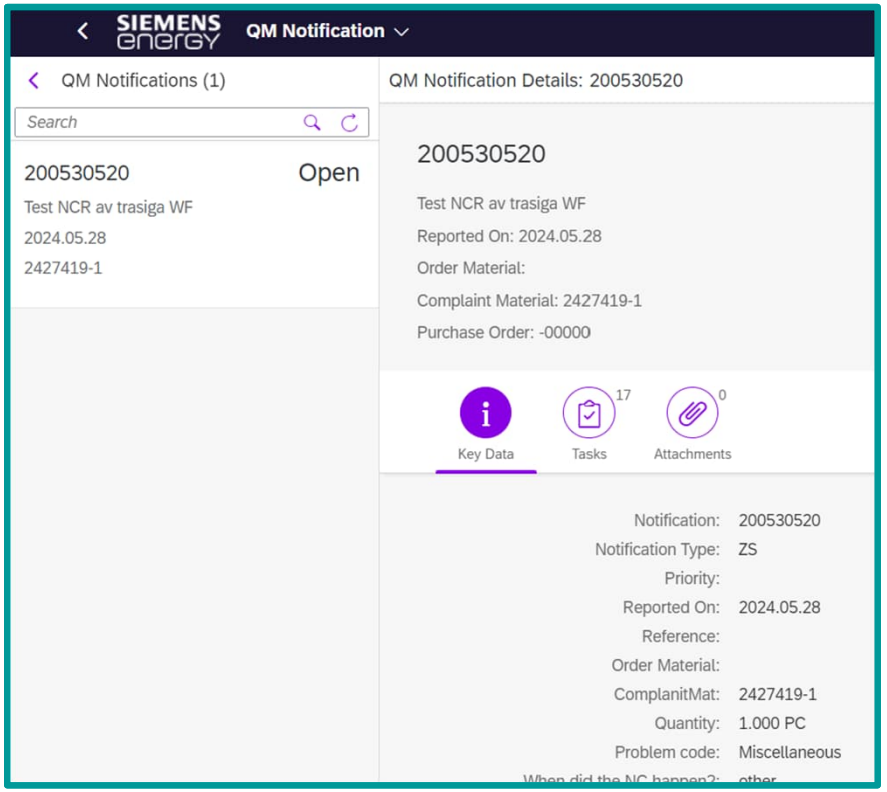
Once the NCR has been submitted to Siemens Energy, you will be able to see the NCR reference number 200XXXX in the Portal.

Your assigned SQA coordinator will review the NCR. If there is any missing information, the SQA coordinator will contact you. To ensure a swift process, we appreciate your support in this matter. Once reviewed and complete, the NCR will be submitted for engineering decision.

If there are any queries during this process, do not hesitate to contact us directly.

You will receive email notifications from the Atlas Portal when there any action to be done in the concession, but we do recommend that you log into the Portal regularly.

Please note if a deviation is identified at Siemens Energy, we will inform you about this through the Atlas Portal. You will receive an email notification from the Atlas Portal.



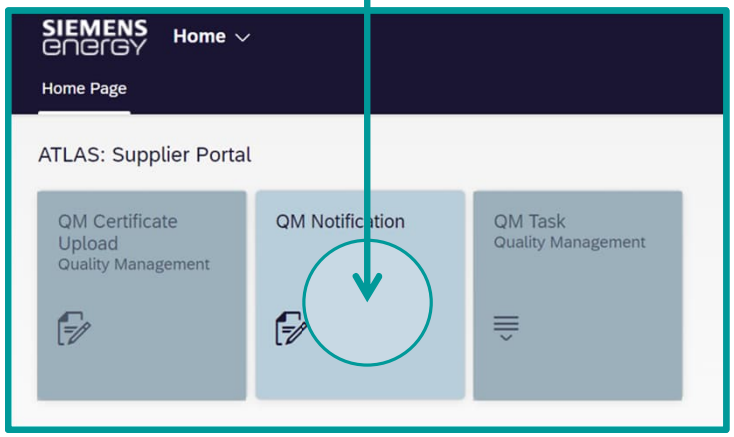
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How to review and complete tasks in ongoing NCRs

1

Open the Portal according to the instructions on page 4, and klick **QM Notification**

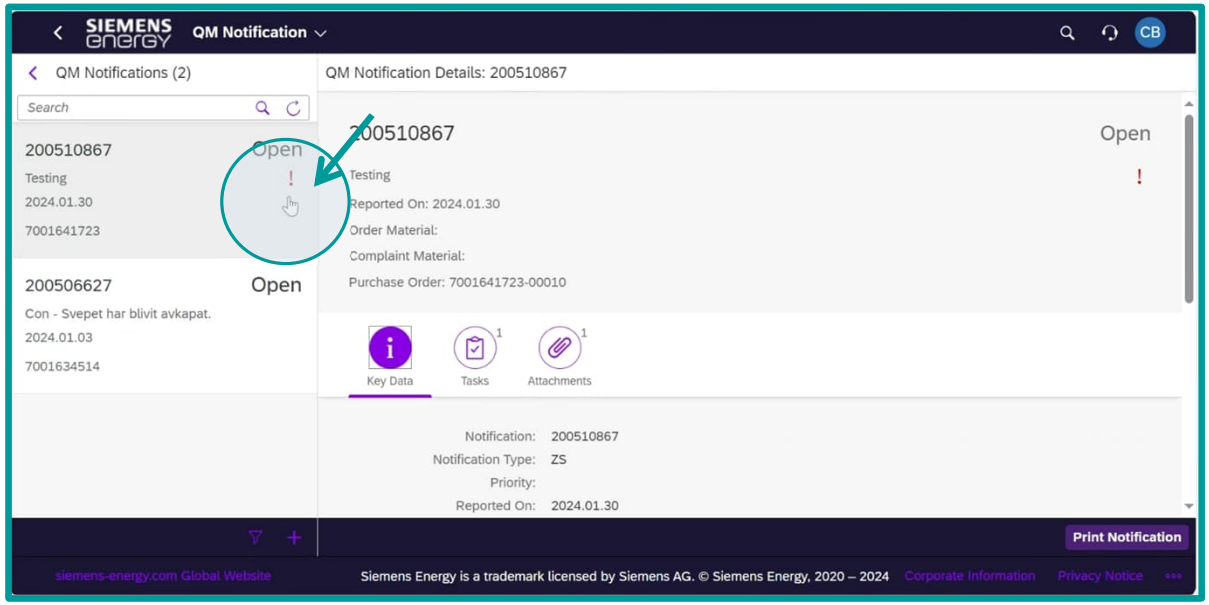
Click here



2

To the left, you will see all open NCR's.

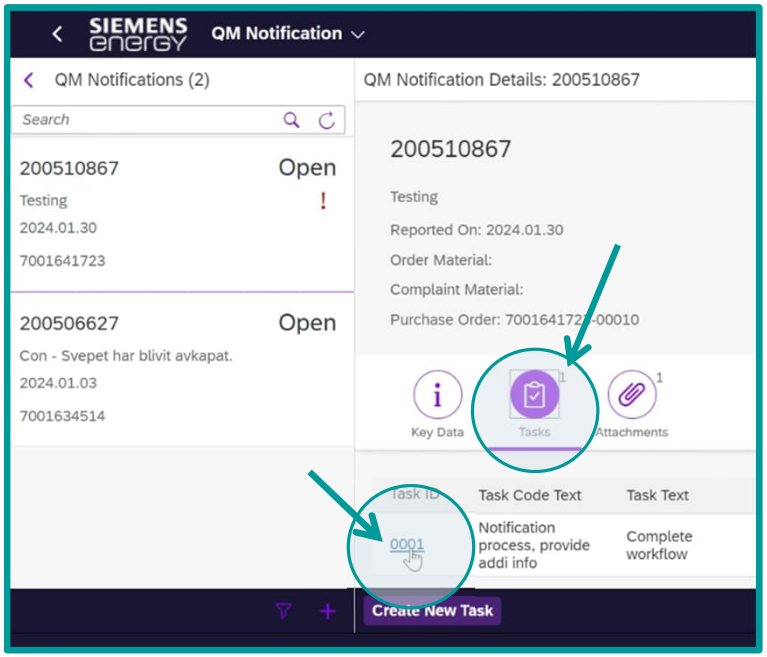
If there is a red "!" There is outstanding action to be done from your side



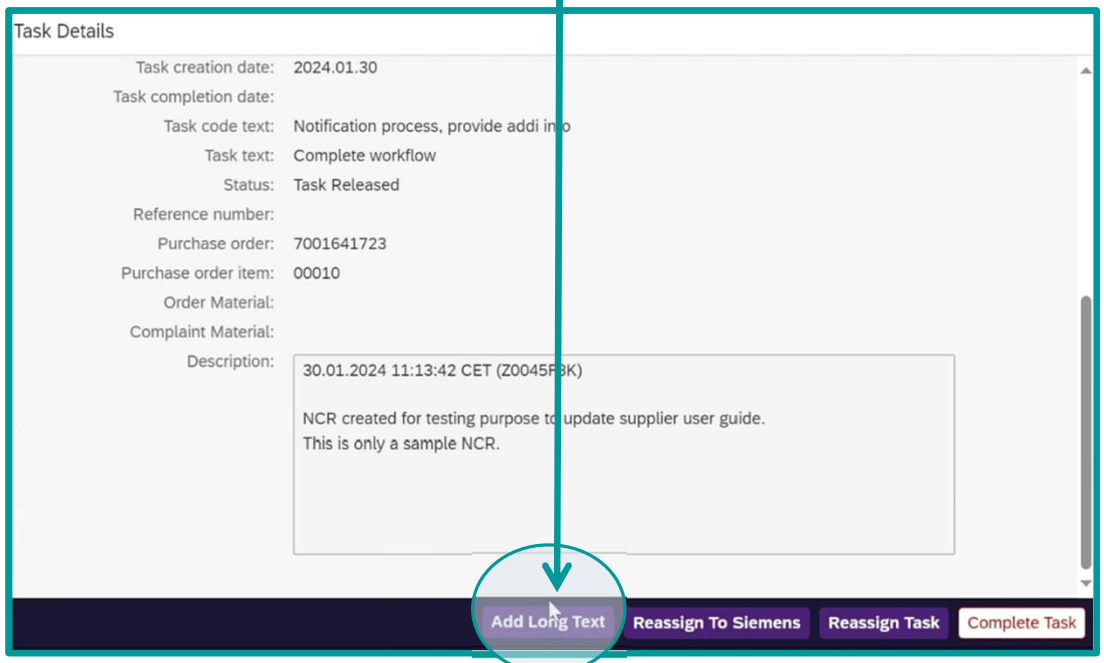
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How to complete an open task

3 Open the NCR with the red “!” Click on **Task** and then on the field **Task ID** to see action needed.



4 To add your response to the task, click **Add Long text**

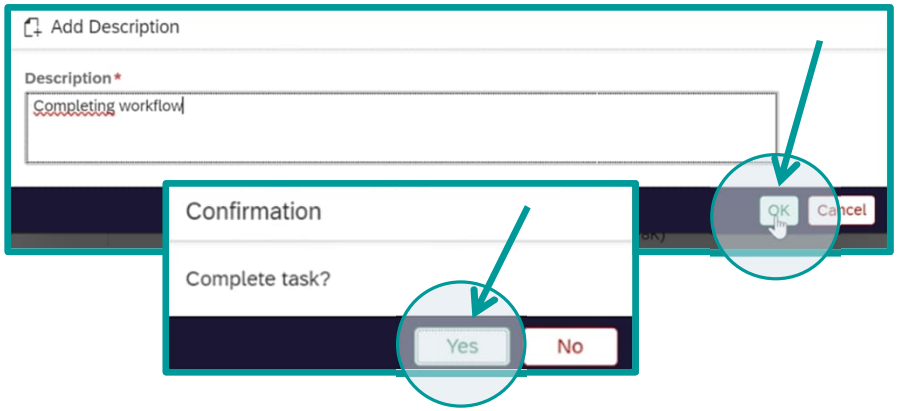


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How to complete a task - add long text

5

Add the requested response in the box and click **OK,**
Then click pop-up click **Yes** in the pop-up that will appear.

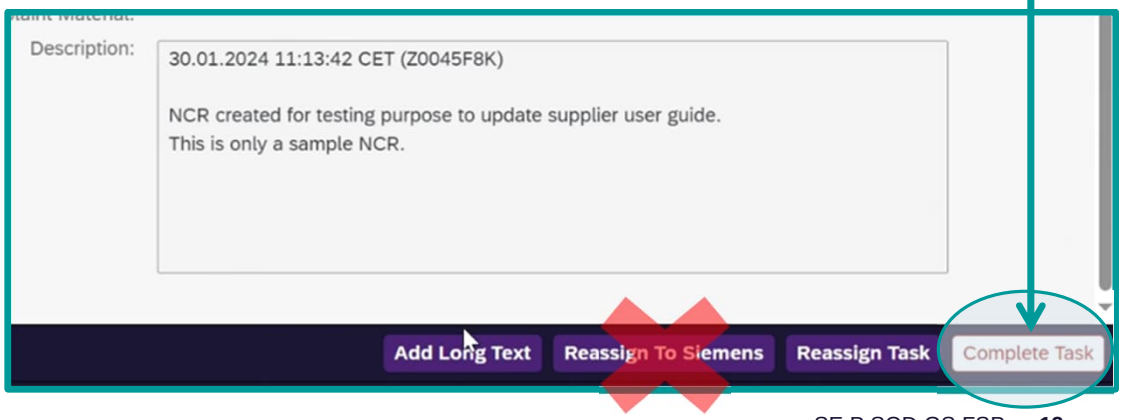


6

To complete the workflow, press **Complete task**.

Click here

Please note, the option “Reassign to Siemens” should **not** be used for Finspång and Trollhättan due to system setup.



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Glossary

SQA Coordinator

- Assigned Siemens Energy concession contact person (Supplier Quality Administration)

Task

- Assigned action that needs to be completed

Status: Task Released

- Action/ Tasks that has been released.

Status: Task Complete

- Task has been completed, no further action from your side.

“!” Exclamation mark

- Shows pending action/tasks to be completed

How to review closed or archived NCRs

- See slide on page 14

How to print a notification

- See slide on page 15

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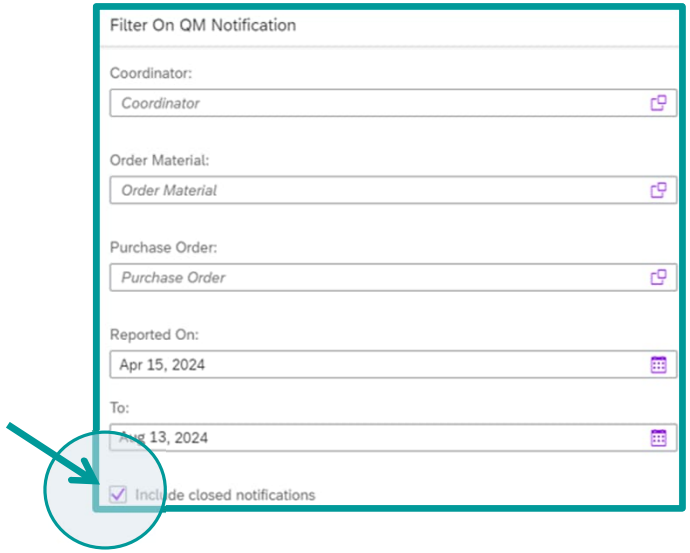
FAQ - Review closed or archived NCRs

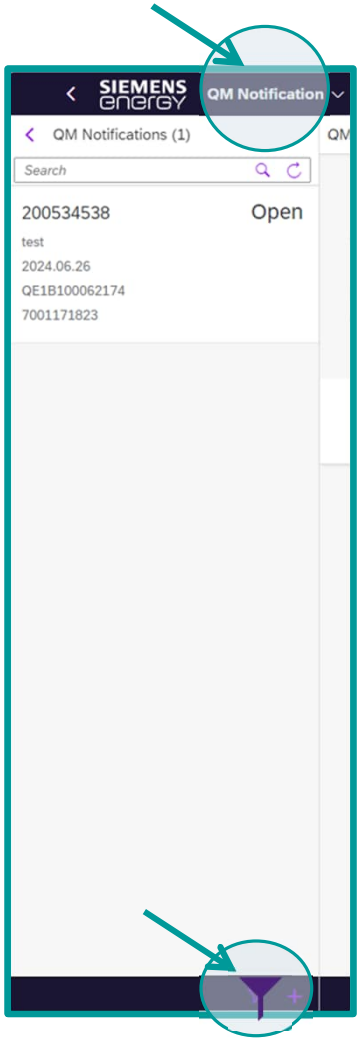
If you wish to view closed or archived NCRs, go to **QM notification** and then then press the **filter symbol** to open the date settings. Enter your selected timeline and **tick the box** to include closed notifications.

You can use this search option to review specific materials or purchase orders as well.

Info

Depending on selected timeline, it can take up to a couple of minutes for the data to populate.

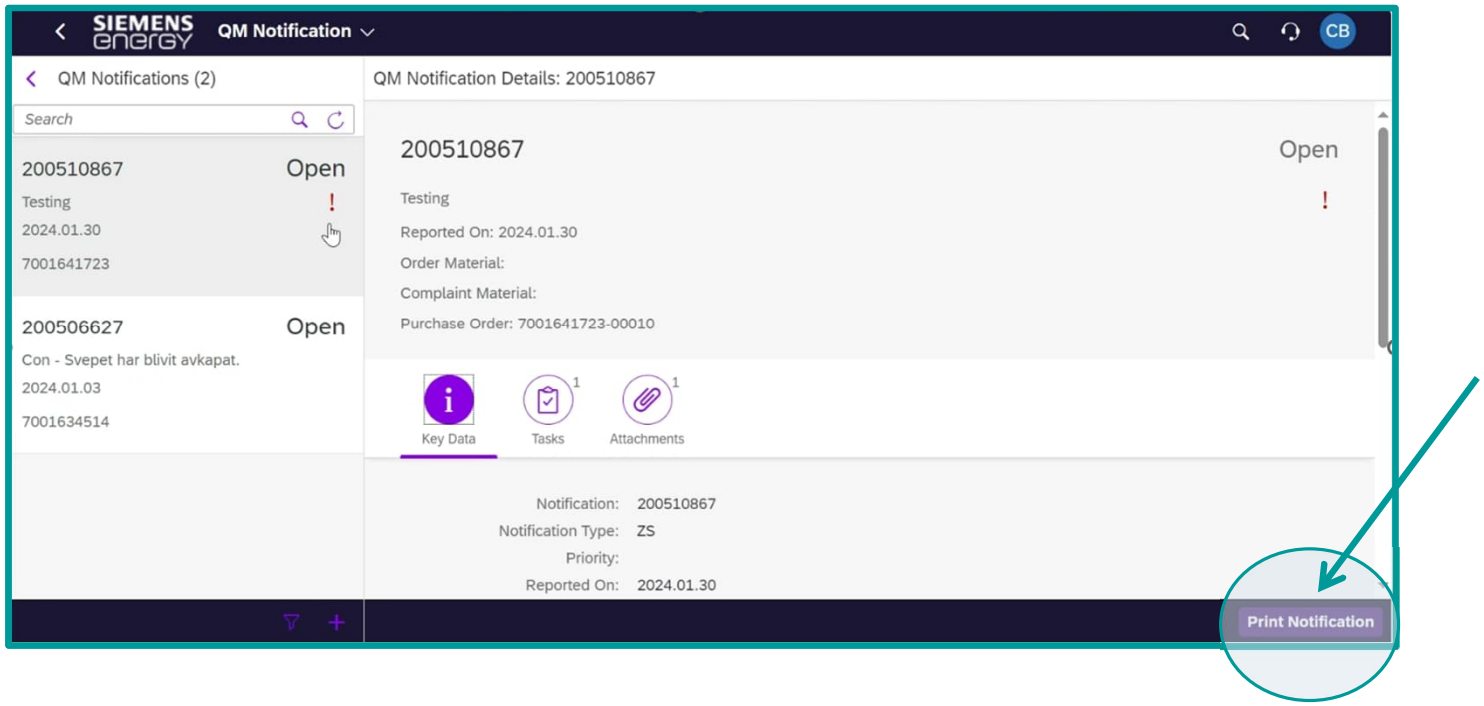




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FAQ - Print Notification

All NCRs can be printed from the system and saved as a PDF. To print, please open the **QM notification** and press Print Notification.



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User Guide

Multi-Factor Authentication (MFA)



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Last update: August 29, 2023
Version 2.0

User Guide

Multi-Factor Authentication (MFA)

| General information

1. What is Multi-Factor Authentication (MFA)?
2. Why is MFA Important?
3. Methods of MFA

| Instructions

4. How to set up your MFA?
    - 4.1 Microsoft Authenticator App
    - 4.2 Phone Option

5. How to use MFA?
    - 5.1 Using Microsoft Authenticator App as your MFA method
        - Option 1: Approve a request (Recommended)
        - Option 2: Verification code
    - 5.2 Using your Mobile Phone as the MFA method
        - Option 3: Text (SMS)
        - Option 4: Call

| Additional support

6. Where to find more information and get support

Last update: August 29, 2023
Version 2.0

User Guide

Multi-Factor Authentication (MFA)

| General information

1. What is Multi-Factor Authentication (MFA)

Multi-Factor Authentication (MFA) is an authentication process that combines at least two credentials for a secure registration process. It ensures safe access to Siemens Energy network and systems for identity verification, thereby hampering identity thefts.

2. Why is MFA Important?

The MFA process serves to effectively increase authentication security and protection against unauthorized access to Siemens Energy data or applications, consequently protecting our clients and partners as well.

According to the new Siemens Energy cybersecurity standards, all our applications require Multi-Factor Authentication to grant access, and the authentication will be requested using MFA methods when you log in to the Siemens Energy applications*.

** If you are already signed into your organization's Azure Account, this sign-in can be passed through and you will only be required to confirm your identity with the second factor you configured for Siemens Energy.*

3. Methods of MFA

You will need to use a mobile phone for the following authentication methods *(*except for Receiving a Call, which can be done via landline as well*).*

- Microsoft Authenticator App: There are two options to authenticate via the app.
    - "Approve a request" (recommended option): You need to enter the number shown on your login page in the app.
    - "Verification code": You need to enter the verification code shown in the app on the login page.
- Text: You receive a verification code by text message. The verification code needs to be entered for the authentication to be successful.
- Call: You receive an automated phone call. After successfully answering the call, you need to press the "#" button to authenticate yourself.

Manuals

Multi-Factor Authentication (MFA)

How to set up your MFA

There are two MFA methods: one is the Microsoft Authenticator app and the other is the phone option. You can choose either method when setting up your MFA.

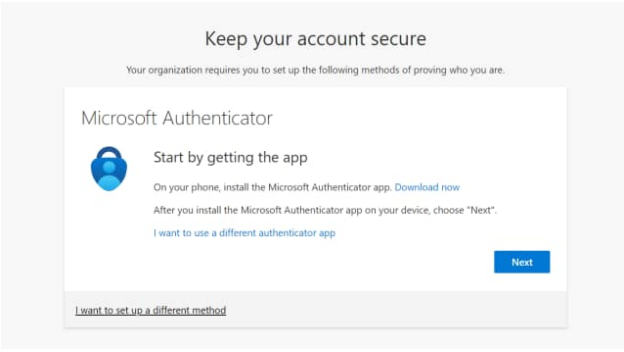
When you log in to Siemens Energy applications, MFA authentication will be needed.*
The first time you log in, you will be required to set up your MFA. This configuration happens the very first time only. See below for how to proceed.

** If you want to set up the phone option as your sole authentication method, you can choose it in "Step 1" – there is no need to install MS Authenticator on your mobile.*

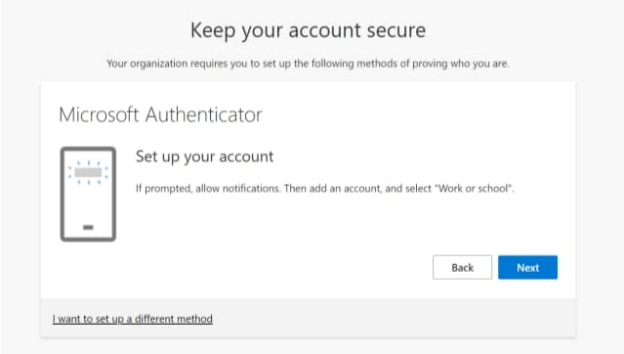
Microsoft Authenticator App

If you already have the MS Authenticator app downloaded and set up on your mobile, all you need to do is add (+) the new account credentials you use for Siemens Energy and go directly to Step 3.

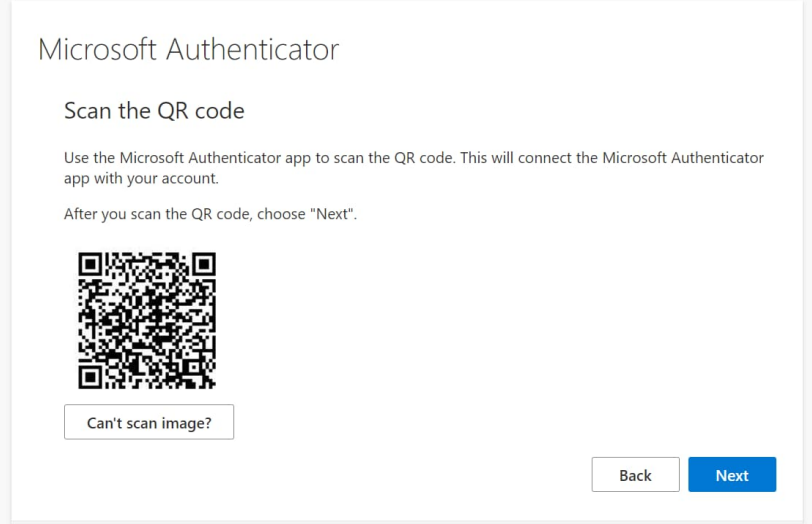
Step 1 When you log in to the application, a Dialogue Box will be displayed inviting you to use Microsoft Authenticator (see below). Click on "Next" to start configuring MFA with the MS Authenticator App.



Step 2 You can start the MFA set-up on your computer. In parallel, download the MS Authenticator App on your mobile and log in to the app with your usual credentials.

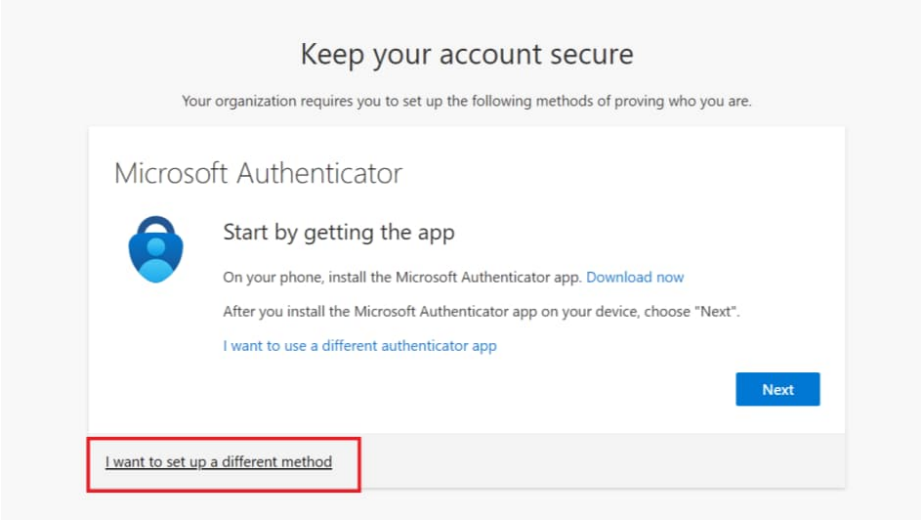


Step 3 With your mobile, scan the QR Code displayed on your computer screen to connect the Authenticator App with your Device.

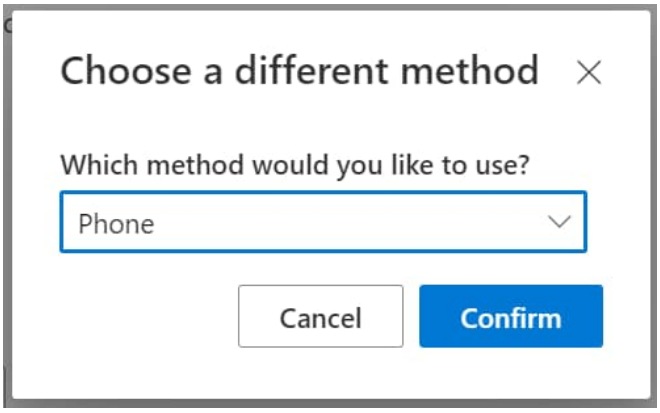


Phone Option

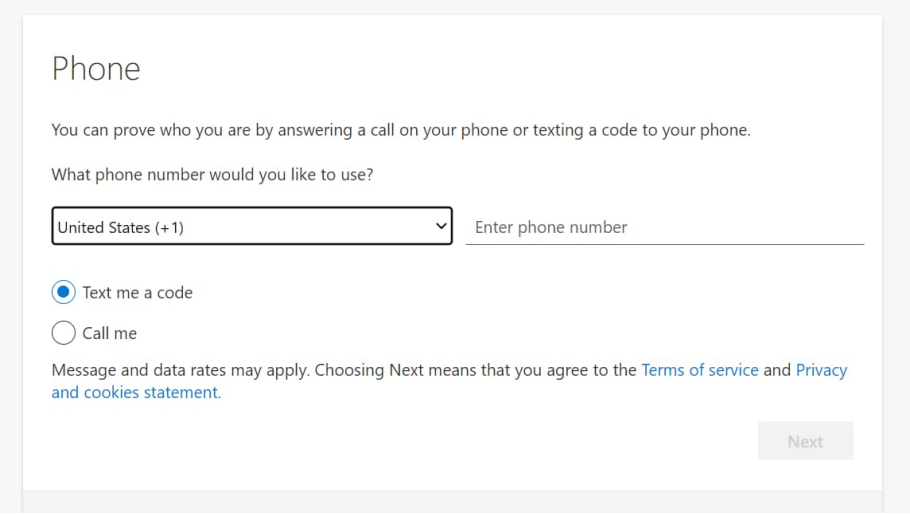
Step 4 If you instead want to choose the phone option as your MFA method, select the option “I want to set up a different method”.



Step 5 From the drop-down menu, select the “Phone” option as shown below.



Step 6 Input your relevant details on the next page:



Step 7 Based upon your selection (Text me a code / Call me), a code will be sent to you via text message (SMS) or a call would be made to your device to approve the registration; press the “#” key to confirm that you received the call.

Once you finish these steps, you have successfully completed the MFA Setup and you can start using it!

User Guide

Multi-Factor Authentication (MFA)

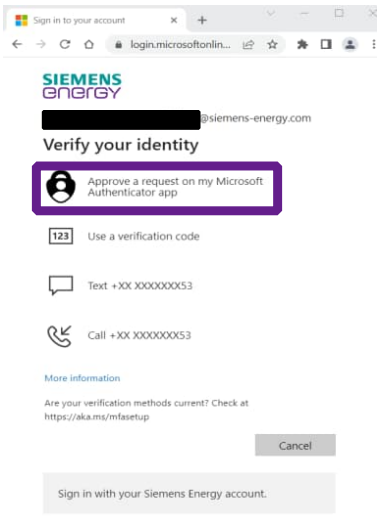
5. How to use MFA?

5.1. Using Microsoft Authenticator as your MFA method

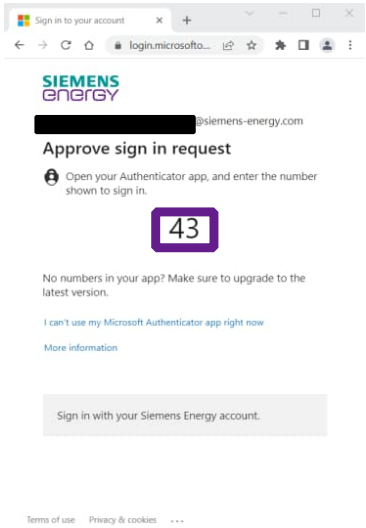
When you log in to a Siemens Energy Application, a Dialogue Screen will appear with some options on how to authenticate:

Option 1: Approve a request (Recommended)

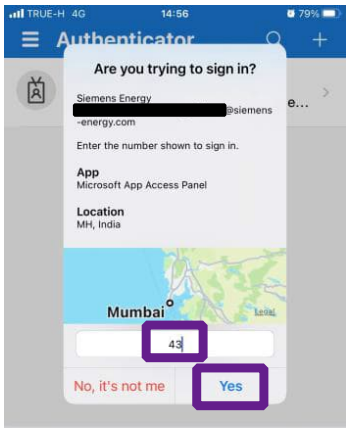
1 On the login page of your computer, select the method “Approve a request on my Microsoft Authenticator app”.



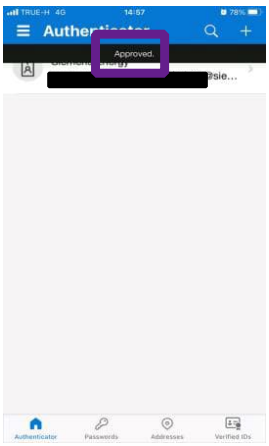
2 You will be presented with a 2-digit number.



3 Go to the Microsoft Authenticator app on your mobile phone and enter the 2-digit number that is shown on the login page.



4 You get an Approved status message showing the authentication was completed.



User Guide

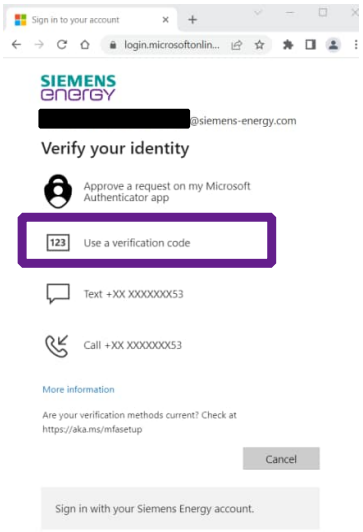
Multi-Factor Authentication (MFA)

5. How to use MFA?

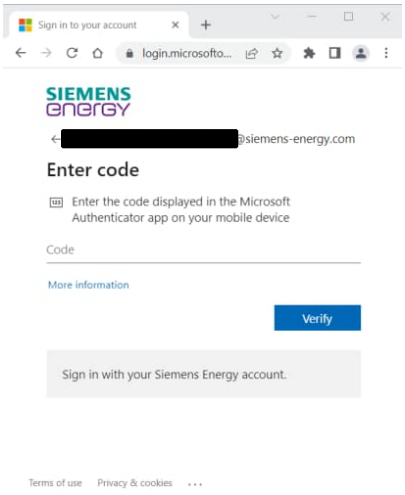
5. 1 Using Microsoft Authenticator as your MFA method

Option 2: Verification Code

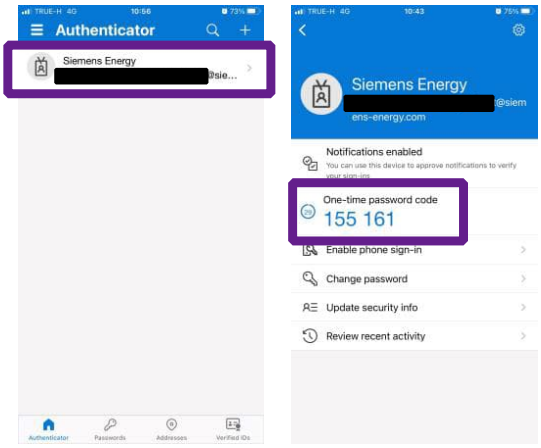
1 On the login page of your computer, select the method “Use a verification code”.



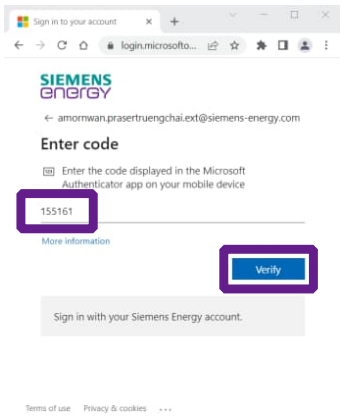
2 You will be asked to enter the code that will be displayed on Authenticator App of your mobile.



3 Go to the Microsoft Authenticator app on your mobile phone, select your account, and check the 6-digit number that is shown in “One-time password code”.



4 On the login page, enter the verification code you received on your Microsoft Authenticator app.



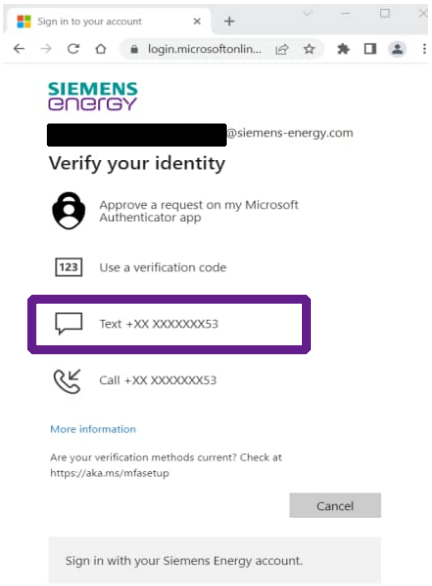
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Multi-Factor Authentication (MFA)

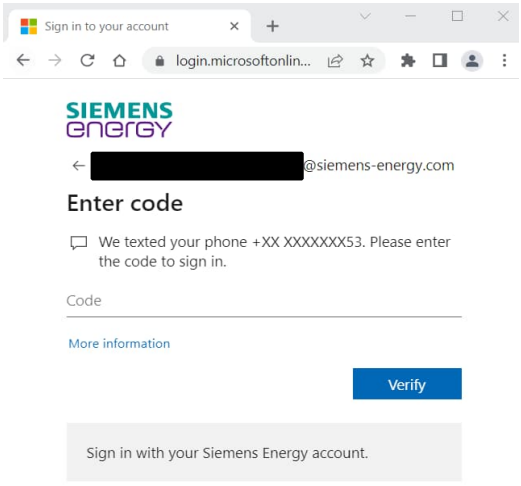
5. Using your Mobile Phone as the MFA method

Option 1: Text (SMS)

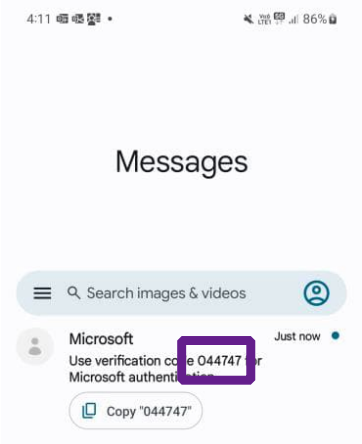
1 Select the method “Text +XX XXXXXXXX”. This is an MFA push verification code sent by text message (SMS) to your mobile phone.



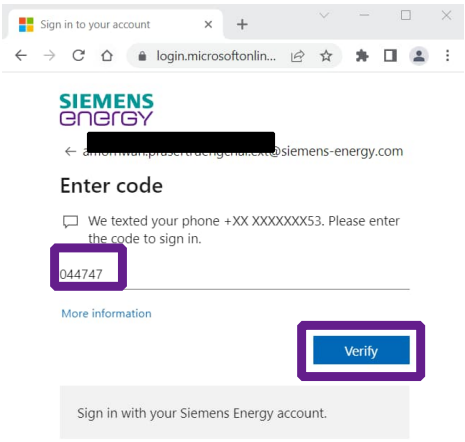
2 On the login page, you will be asked to enter a code.



3 In the Messages app on your mobile device, you need to check the verification code received from Microsoft



4 On the login page, enter the verification code you received on your mobile phone.



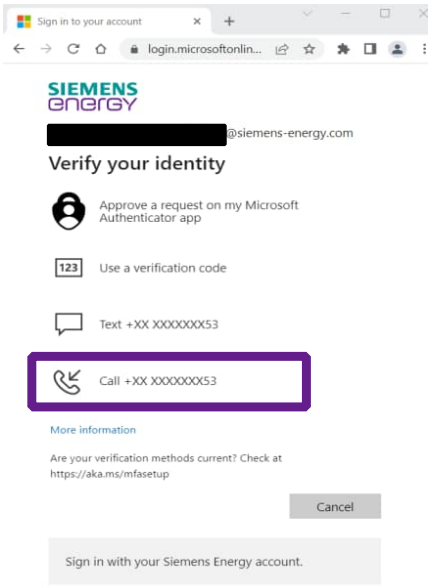
User Guide

Multi-Factor Authentication (MFA)

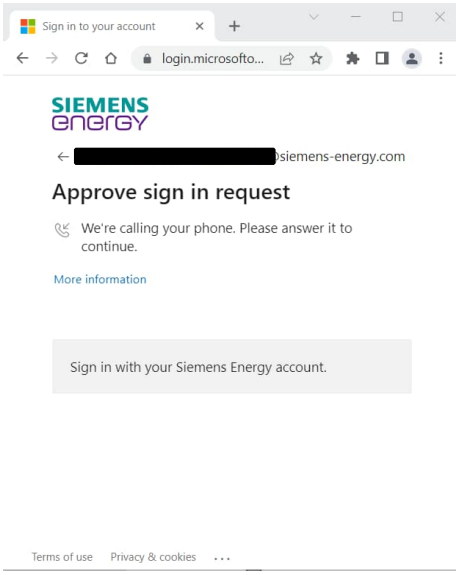
5. Using your Mobile Phone as the MFA method

Option 2: Phone Call

1 Select method “Call +XX XXXXXXXX”. This method allow you to authenticate by an automated phone call.



2 On the login page, you will be notified that you are being called.



3 You will receive an automated call on your phone. After successfully answering the call, you need to press the “#” button to authenticate yourself in the Siemens Energy application.



User Guide

Multi-Factor Authentication (MFA)

| Additional support

6. Where to find more information and get support

- If you have any questions or concerns with this process, please reach out to us directly at cep.energy@siemens-energy.com.

- If you would like to check your security settings and/or set up your mobile phone by yourself, please click here (Microsoft MySign-Ins).

