

# DUP Instruction

Supplier Manual



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## 1 General

### 1.1 Objective

This guideline provides documentation requirements for Siemens suppliers. If these requirements are not followed, the documents will be rejected and need to be corrected and re-submitted.

### 1.2 Scope of Application

This guideline applies to all documents for equipment delivered by suppliers to Siemens-Energy using the Document Upload Portal (DUP).

### 1.3 Abbreviations

ANSI	-	American National Standards Institute
DUP	-	Document Upload Portal
ISO	-	International Organization for Standardization
PDF	-	Portable Document Format
PO	-	Purchase Order
SDRL	-	Supplier Document Requirement List

### 1.4 Major changes compared to last revision (valid from 21 May 21)

- Multi registration of documents (page 15)
- Wild card document category (page 16)
- Notification document category specific (page 18)

### 1.5 Process Roles & Responsibilities

Siemens-Energy – Grant access to DUP for supplier

Siemens-Energy – Makes documents available in DUP for upload

Supplier – Creates and sends documents to Siemens-Energy using the DUP

## 2 Supplier Document Requirements



















Supplier documents shall be submitted to Siemens-Energy in accordance with the requirements described below.

### 2.1 Concerned documents

All SDRL (supplier document requirement list ) documents.  
All quality documents according to the IP (inspection plan).

#### 2.1.1 Allowed file types

File formats that allowed to be uploaded in the DUP:

	<b>BMP</b>	Bitmap		<b>JPG</b>	Image		<b>TIFF</b>	Tagged Image Format
	<b>DOC</b>	Microsoft Word		<b>JT</b>	JT Direct Model		<b>XLS</b>	Microsoft Excel
	<b>DOCX</b>	Microsoft Word		<b>X_T</b>	Parasolid		<b>XLSX</b>	Microsoft Excel
	<b>DWG</b>	ACAD Drawing		<b>PDF</b>	Portabel Document Format		<b>ZIP</b>	Data Compression
	<b>GIF</b>	Image		<b>PNG</b>	Image			
	<b>ICO</b>	Image		<b>STEP</b>	NX			
	<b>JPEG</b>	Image		<b>TIF</b>	Tagged Image Format			

## **2.2 Quality of submitted documents**

Documents shall be of sufficient quality to allow immediate and accurate use, without any need for interpretation due to possible illegibility. Any illegible or indecipherable drawing or document will be systematically returned to Suppliers who shall in no case allege documents being returned as a reason for any delay affecting delivery.

It is mandatory for copies to be of the highest quality, so as to avoid prints/copies of poor quality.

- The content of the document must be searchable
- Document has to contain bookmarks for chapters, sub-chapters and where appropriate bookmarks for further themes. For the reader it has to be easy to navigate through the document.
- All pages shall be rotated in the proper orientation for reading
- Scanned documents have to be scanned with OCR-software to make sure machine-readable. Full-text search has to be possible also indexing within a pdf-document. Signed original documents have to be scanned colored. Document must not be protected
- On request Siemens-Energy reserves the right to request native files
- Documents with multiple sheets/pages must be submitted as one file
- Revised documents shall be submitted as a whole, not just the revised section.

### **2.2.1 Font size**

Supplier Documents shall be clear and the reduction of drawings shall be legible.

Minimum Font Size used in the Documents, Drawings and Calculations shall be 8 (eight) pt.

### 2.2.2 Paper size

Supplier Documents shall be clear and the reduction of drawings shall be legible.

Minimum Font Size used in the Documents, Drawings and Calculations shall be 8 (eight) pt.

Allowed ISO-A-sizes:

<i>Designation</i>	<i>Dimensions (mm)</i>	<i>Dimensions of Outline (mm)</i>
A4	210 x 297	190 x 277
A3	297 x 420	277 x 375
A2	420 x 594	390 x 554
A1	594 x 841	554 x 781
A0	841 x 1189	791 x 1119

Allowed ANDI sizes:

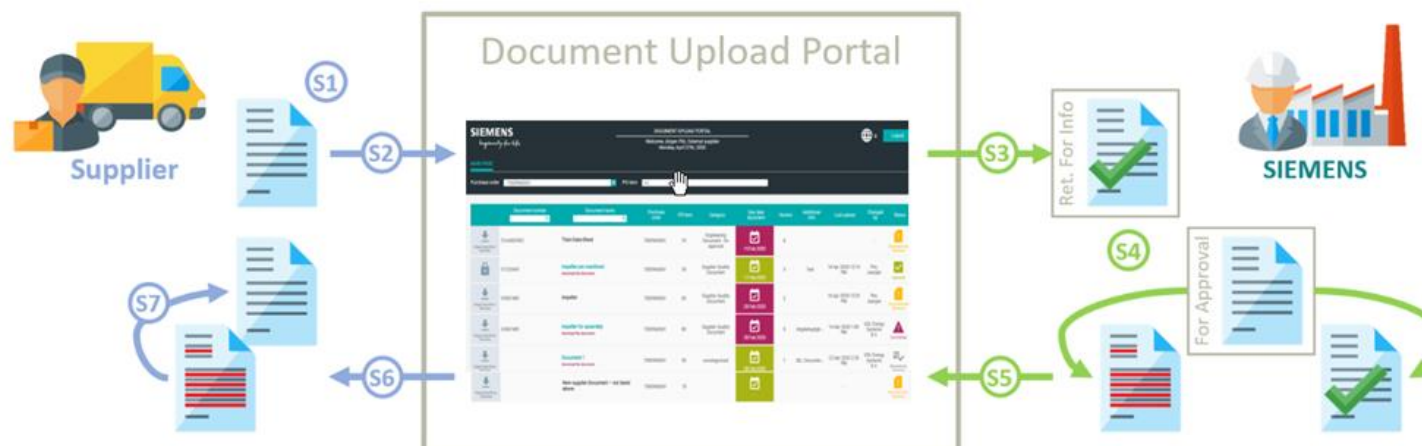
<i>Designation</i>	<i>Dimensions (inch)</i>	<i>Dimensions (mm)</i>
ANSI A	8.5 x 11	216 x 279
ANSI B	11 x 17	279 x 432
ANSI D	22 x 34	559 x 864

### 2.2.3 Language of documentation

The specification in the purchase order is leading. If there is no separate requirement, the documentation shall be prepared in English. The documentation required for legal approvals shall be prepared in the language required by the authorities as well as in English. A second language may be requested.

### 3 Process for handling Supplier Documents with Siemens Energy

Supplier shall send and receive all the documentation through the Document Upload Portal.



Step	Action	Responsible
S1	Prepare document	supplier
S2	Upload document	supplier
S3	Receive document.	Siemens Energy
S4	If document is for information, Siemens will retain document for information. No follow-up action is required. If document is for approval, Siemens will review the document and send back to supplier.	Siemens Energy
S5	Send document back to supplier	Siemens Energy
S6	Receive document	supplier
S7	If document is commented or rejected by Siemens, supplier shall update the document and send back to Siemens.	supplier

### 3.1 Document status

Every document has a status and a category. By assigning a status to a document it will determine the follow up action for Siemens Energy or supplier.

The following document statuses are being used for documents to Siemens:

#### For Information:

Document with category “engineering document for information” shall be send for information only. Siemens Energy will retain this document for information only and it shall not be send back with comments.

#### For Approval:

Document with category “engineering document for approval” shall be send for approval. Siemens Energy shall review the document and, if necessary, give comments on the content of the document. If not approved the supplier shall make a new revision of this document incorporating the comments and submit the new revision for review.

Response from siemens after receiving documents for approval :

Siemens response	Supplier action
Approved	Production may proceed. No further action needed.
Approved with Comments	Production may proceed according to comments. Resubmit revised document.
Rejected	Production shall not proceed. Resubmit revised document.

### 3.2 Turn around time

Documents with category “engineering document for approval” that are received for approval have a standard turn around time of 10 business days.

After receiving a document that is submitted for approval, Siemens must return the document with the status that it is “approved”, “commented” or is “rejected”. If the document has comments or is rejected, the supplier has a total of 10 business days to incorporate the comments and resubmit the updated document.





## 4 DUP- Submittal Method

### 4.1 First time registration at Siemens DUP

If you are requested to use the Siemens DUP for document exchange, please send us the following information:

- your e-mail addresses that will be used for registration (company e-mail addresses only!)
- at minimum one Siemens PO number

Please send this information to your purchasing contact

The Siemens administration team will verify your request. After successful assignment of e-mail addresses to the supplier ID, you will receive a confirmation e-mail.

### 4.2 Login to the DUP

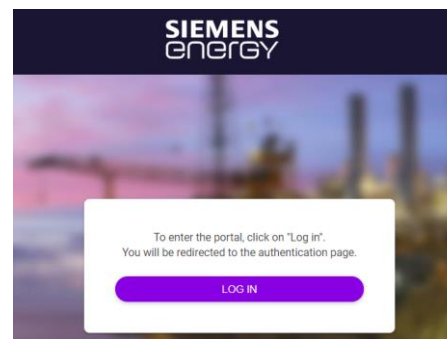


**It is mandatory to use Google Chrome or Firefox for the DUP  
Any other browser is not supported.**

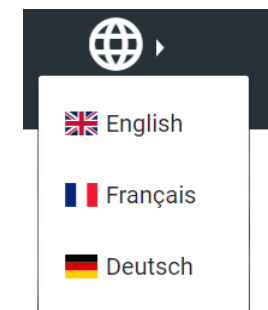
First time registration at Siemens DUP:

After you received the first confirmation from Siemens Energy access the DUP login page by using the following URL:

<https://dup.apps.prd.cf.siemens-energy.cloud/>



You can change the language of the application by clicking on the earth icon in the upper right corner.

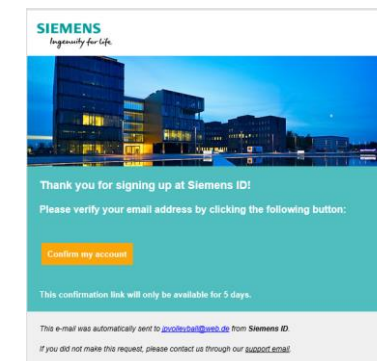


## Click on “Log In”

Go to the “Sign Up” tab.

Please keep in mind that there is no password assigned to you yet.

- Enter your email address.
  - Type in a password. The password must have the following conditions:
    - At least 8 characters in length.
    - Contain at least 3 of the following 4 types of characters
    - Lower case letters (a-z)
    - Upper case letters (A-Z)
    - Numbers (0-9)
    - Special characters (e.g. !@#%&\*)
  - Add your name
- agree to the terms & conditions and click on “sign up”.



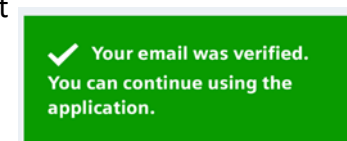
You will directly receive a notification followed by a verification email.

In the verification email you have to confirm your account by clicking the button “Confirm my account”

In your browser you will receive the final confirmation of your email & account

[You can now continue to login](#)

Now you have to change to the Log In tab in your browser



### 4.3 DUP User Interface

On the start page (landing page) of the DUP you can see all the requested documents by Siemens Energy for all the purchase orders that are assigned to your account.

In the header of the page you can filter documents based on Vendor ID, Purchase Order or Purchase order Item.

<i>Column</i>	<i>Description</i>
Purchase Order	Siemens Purchase order number
PO Item	Item within the purchase order

Below the header you will find all the documents that are assigned to your account and need to be send to siemens.




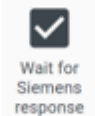

The order of showing the documents is based on the urgency. Overdue documents are listed first and than the documents that are due within the next 2 weeks.




By entering a specific PO, you can see all the requested or provided documents and not only the urgent documents. Here you have the possibility to upload additional documents that have not been listed on the main page. By adding a PO item the list can be reduced to the documents linked to one item.

	Supplier document Number	SE document Number	Document name	Purchase order	PO Item	Supplier	Category	Due date document	Version	Additional Info	Last upload	Changed by	Status
Drag & drop file or click here	<input type="text"/>	BC000408C02C12-300-IP-0002	ORIFICE PLATE SCREW M48x3 D11.75	7001089225	120	VDL Energy Systems B.V.	Country spec. Certificate	24 Apr 2021	2		9 Apr 2021 7:11 AM	Pitz, Juergen	Document Not Received
Drag & drop file or click here	<input type="text"/>	BC000408C02C12-300-IP-0009	ORIFICE PLATE SCREW M24x1.5 D4.2	7001089225	110	VDL Energy Systems B.V.	Country spec. Certificate	24 Apr 2021	2		9 Apr 2021 7:11 AM	Pitz, Juergen	Document Not Received

Column	Description
Upload Document	Column where the requested document can be uploaded <a href="#">→ click here for more info</a>
Supplier document number	Supplier document number can be added. Must be added if the same document should be used for several document requests (multi registration)
SE document number	Siemens Energy document number
Document Name	Siemens Energy document name
Purchase Order	Siemens Energy Purchase Order number
PO Item	Purchase Order Item number
Category	Type of document (Quality or Engineering document)
Due Date Document	Agreed due date for sending document to Siemens Energy
Version	Version letter or number of the document
Additional Info	Comments to Siemens or to supplier.
Last Upload	Date when document is sent back from Siemens Energy to Supplier
Changed By	Siemens Energy user that sent the document back to supplier
Status	Status of the document <a href="#">→ click here for more info</a>

## 4.4 Statuses in the DUP

<i>Status Icon</i>	<i>Description</i>
	<p><b>Document Not Received:</b> Document is not uploaded yet.</p> <p>After uploading the document status will be set to "Received for approval" or "Wait for Siemens response" depending on the category type. The Siemens responsible will receive a notification that the document is available. After reviewing the document, it will be made available in the DUP for downloading with the status approved, commented or rejected.</p> <p>Uploading a "For Information" document will set the status to "Approved".</p>
	<p><b>Wait for Siemens response:</b> Only valid for document category "engineering document for approval". Document is uploaded. You have to wait for Siemens response.</p>
	<p><b>Received for Approval:</b> Document has been uploaded. Siemens Quality Managers will check it and change the status to approved, commented or rejected</p>





<i>Status Icon</i>	<i>Description</i>
	<p><b>Approved:</b> Document has been approved by Siemens.</p> <p>If the document has a category "engineering document for approval" supplier will receive a notification email that the document has been approved.</p> <p>If the document has a category "engineering document for information", this status will be shown after it has been uploaded. For information documents will not need response from Siemens</p>
	<p><b>Commented:</b> Document has been commented by Siemens. Supplier will receive a notification email. A new version must be uploaded.</p>
	<p><b>Rejected:</b> Document has been rejected by Siemens. A new version must be uploaded.</p>

### 4.5 Upload documents to the DUP

You can upload documents directly in the list of urgent documents. Type in the PO number for showing non urgent documents if needed.

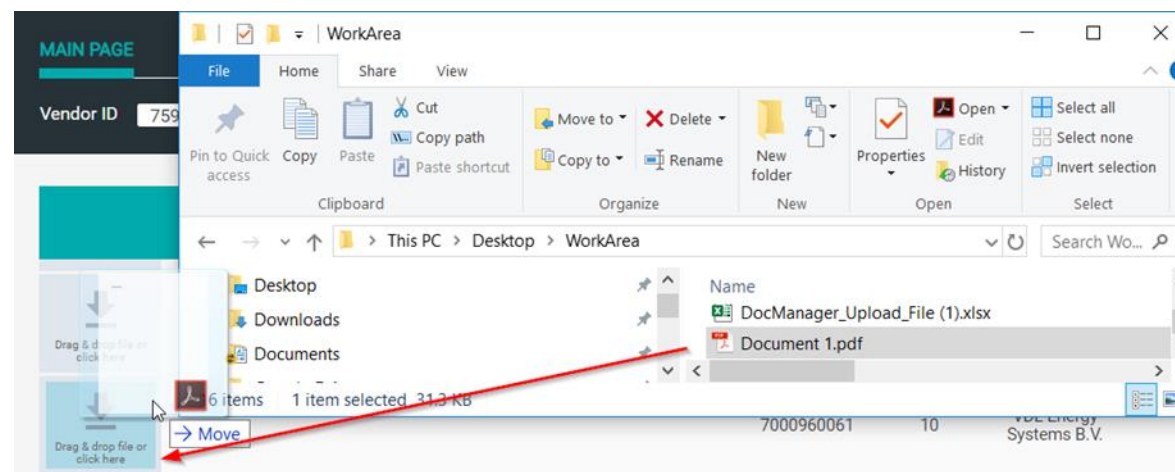
Based on the backbone system you might be limited to upload only one file per document line. Several files can only be uploaded by compiling them in a unique .zip file. In this case, please compile all documents from the PO Item to ONE pdf file (Index + content)!

If the backbone system allows multiple files, make sure you select all documents at the same time.

Supplier document Number	SE document Number	
	<input type="text"/>	BC000408C02C12-300-IP-0002 ORIFIC
	<input type="text"/>	BC000408C02C12-300-IP-0009 ORIFIC
	<input type="text"/>	BC000408C02C12-300-IP-0008 Interm
	<input type="text"/>	BC000408C01C12-300-IP-0009 Interm

Click ion the upload icon then select the file(s) from your hard drive to upload.

You can also drag & drop the file(s) on the upload button.



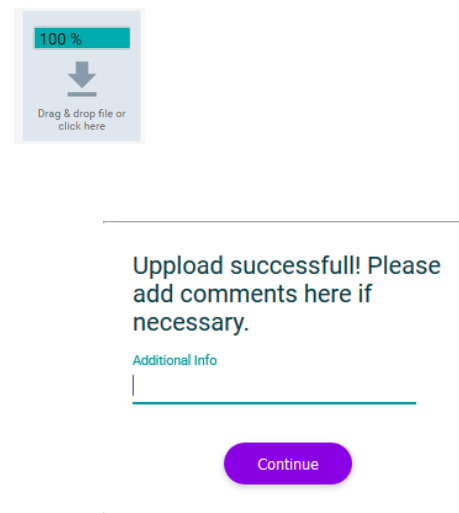
During upload a progress bar is shown in the upload icon.


**Max. file size: 800 MB**

When the upload is finished a success message is shown.

You can enter a comment that will be linked to the document and displayed after upload. This message will also be forwarded to the document responsible within Siemens.

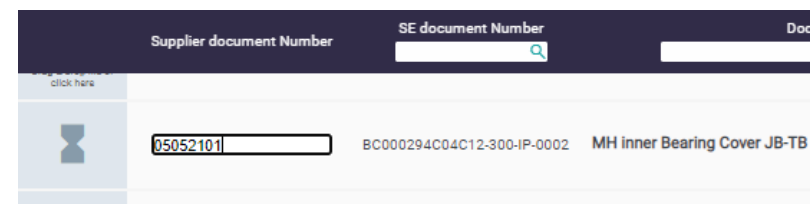
An error message is displayed in case there is a virus or malware detected in the file or the upload portal has a technical problem.



 **You can upload a new version of a document as long as its status is not “Approved”.**

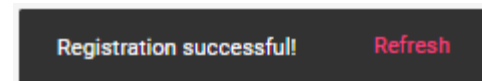
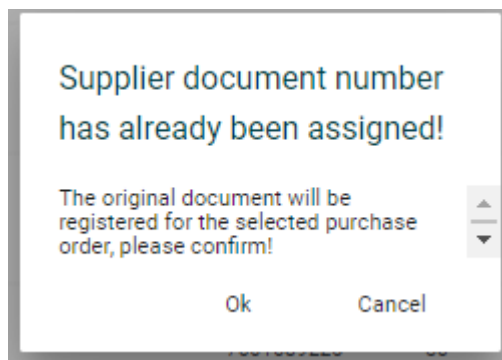
#### 4.6 Multi registration (not possible for documents with category „Engineering document“)

If a document is valid for more than one document request you can perform a multi registration and link the same document to different purchase orders or items. To do so type in your supplier document number before uploading the document the first time. Instead of uploading the document to the next purchase order, just type in the supplier document number and press Enter



The DUP will check whether this document number is known to the system and a pop up window will appear. You can confirm this action by pressing “OK” or by Enter. If you want to upload a new document, but the number is already assigned to another document you need to change the number!

You will receive a pop up for the successful registration

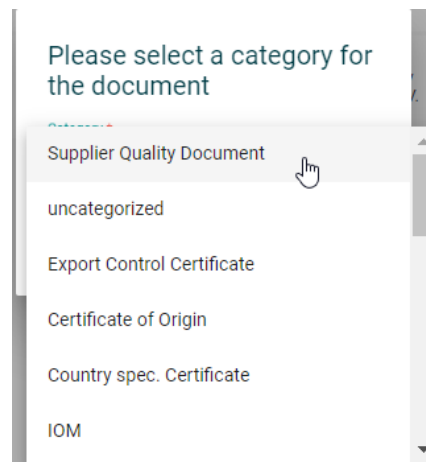
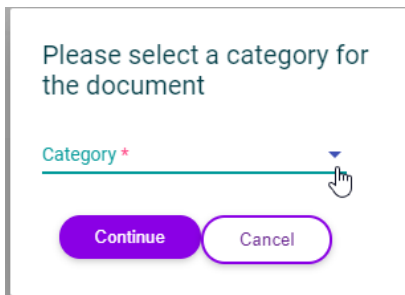


#### 4.7 Wild card function

If you select a single purchase order item, you can upload new unrequested documents. You need to select a document category

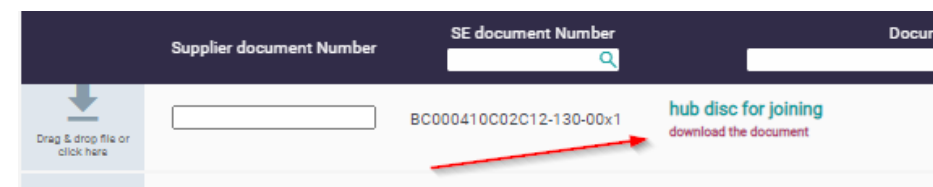
Purchase order		PO Item		Due date document	
7000843065		All			
Document number	Document name	Purchase order	PO Item	Category	Due date document
BC000290C02C12-450-IP-0001	Test envelope for DUP <a href="#">download the template</a>	7000843065	10	IOM	31 Jan 2019
	New supplier Document – not listed above	7000843065	10		





#### 4.8 Download documents from the DUP

Documents that are send back to the supplier can be downloaded by clicking on the red link under the document name.



## 5 Notifications to Supplier from the DUP

The DUP portal will send emails to inform the supplier contact(s) about document due dates and change of the status. If several contact emails exist there is a possibility to send notifications document category specific. Which means e.g. one contact gets the notifications for quality documents another contact the notifications for ECC documents. Please contact your Siemens-Energy contact and specify the document category – email combination(s).

The email from the portal contains:

- name of the requested documents,
- PO number & item,
- document due date
- link to the portal.

### 5.1 Upcoming & overdue Documents (weekly mail)

An email is sent weekly to the supplier with a list of documents that are overdue and due within the next 2 weeks.

### 5.2 Overdue Documents (daily mail)

For overdue documents, an email is sent to the supplier each working day.

### 5.3 Commented and Rejected Documents

For documents where the status is changed to commented or rejected, an email is sent to the supplier once the status change occurs.

### 5.4 Approved Documents

For engineering documents where the status is changed from “Waiting for Siemens response” to approved, an email is sent to the supplier once the change occurs.

## 6 Help

- **No access to DUP “This page can’t be displayed”:**

- Please use the Chrome Browser or Firefox.
- In case your local IT has prohibited page access you need to contact your local IT to get access through your firewall

- **I forgot my password:**

At the "Log in" tab you will find the "Forgot password?" button. Follow the instructions.

- **Login not possible:**

You need to login with the same email that was transmitted to Siemens for login

- **Uploading error:**

- If you are logged in for a while without action press F5 for a refresh. You might be asked to login again. After logging in again the upload should be possible.
- If you try to upload from a different file share and get problems, first try to upload from your local desktop. Your IT might not support drag & drop from external file shares

### Further information

If you need further assistance, please contact your local purchaser