

# SIEMENS RTL – Real Time Reliability User Guide

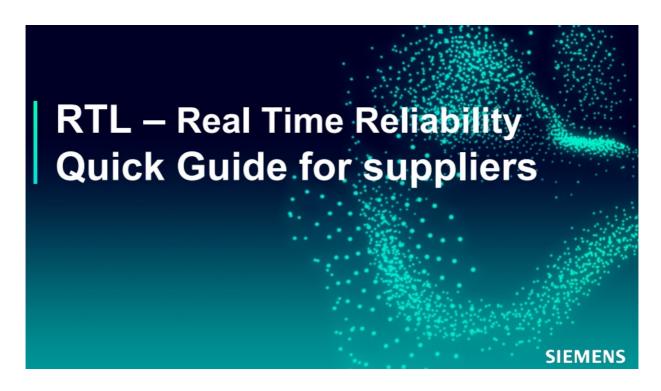
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SIEMENS RTL – Real Time Reliability



#### **Product Information**

### **Specifications:**

• Product Name: Siemens Supplier Portal

Language: German (English translation available)

· Access: Online portal

# **Product Usage Instructions**

### **Registration Process:**

- 1. Open <a href="https://rtl-portal.siemens.cloud">https://rtl-portal.siemens.cloud</a>
- 2. Note: The registration form is only available in German
- 3. Click "Registrieren" and fill out the form with your email address, password, surname, and last name.
- 4. Complete the process by clicking "Registrieren". Verify your email address through the confirmation email from SiemensID.
- 5. Log in to SiemensID using your email address and password.
- 6. Complete the one-time registration with RTL by filling out the data form.
- 7. Wait to be unlocked by an admin. You will receive feedback once unlocked.

#### **Navigation:**

- Dashboard: Shows delivery performance over the last six months and displays supplied plants as a reference.
- **PO Overview:** Displays all orders over a period with options to view delivery dates, goods receipt, and report delivery delays.
- Profile: View and adjust settings such as language and linked Supplier ID.
- KPI View: Displays supplier letter data and allows saving as PDF or sending via email.

#### Profile:

In the Profile section, you can adjust your displayed name, change language settings, and view the linked Supplier ID.

#### Dashboard:

The Dashboard provides an overview of plants supplied in the last six months, notifications for corrections, and delivery performance details.

#### PO Overview - Entry:

Select the period to view orders, choose plants for order display, and filter data based on goods receipt or delivery date.

### PO Overview - Data:

View all relevant order information in the table, configure table settings, and show/hide columns as needed.

#### PO Overview - Actions:

Select order lines to take actions like editing or processing orders.

### FAQ:

- Q: Can I change my registration details after completing the initial registration?
  - A: Yes, you can adjust your registration details at any time in the Profile section of the portal.
- · Q: How can I report delivery delays within the system?

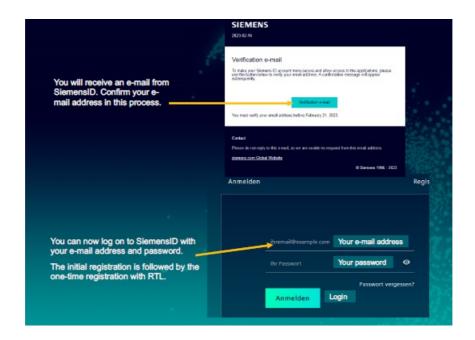
A: You can report delivery delays in the PO Overview section by selecting the respective order and using the available options.

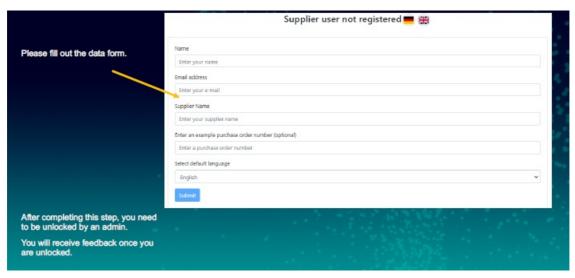
# **The Registration Process**

Open <a href="https://rtl-portal.siemens.cloud">https://rtl-portal.siemens.cloud</a>

Note registration form is only available in German

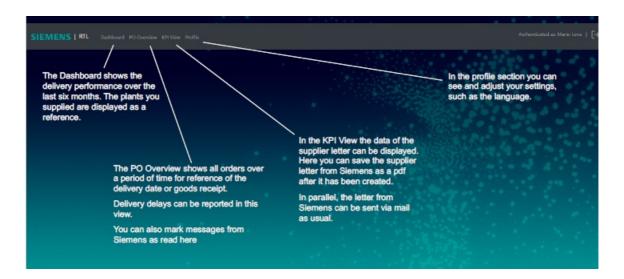




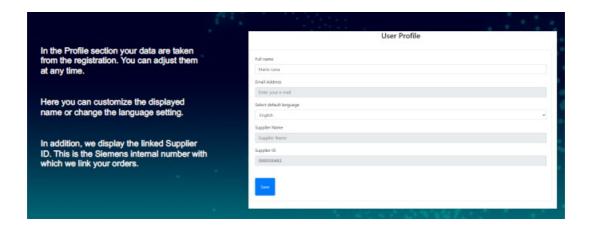


After completing this step, you need to be unlocked by an admin. You will receive feedback once you are unlocked.

# **Navigation**



- In the Profile section your data are taken from the registration. You can adjust them at any time.
- Here you can customize the displayed name or change the language setting.
- In addition, we display the linked Supplier ID. This is the Siemens internal number with which we link your orders.



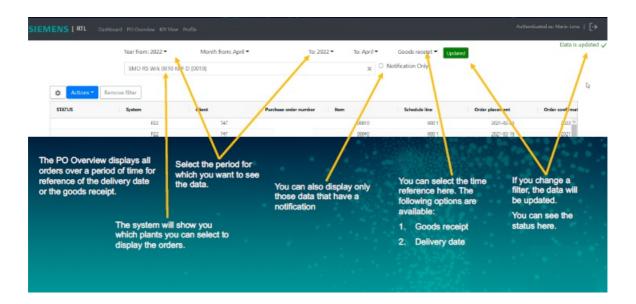
#### **Dashboard**



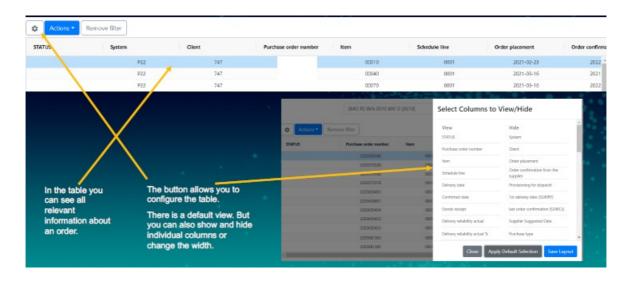
- In the dashboard, you can see the plants you have supplied in the last six months.
- To the right is the number of notifications. These are correction suggestions that you have made and that Siemens has processed.
- Clicking on the plant will take you to the order overview to the notifications.
- On the right side you see the delivery performance over the last six months.
- If you move the mouse over a point in the graph, you will see the quantity ordered and the order value for the month.

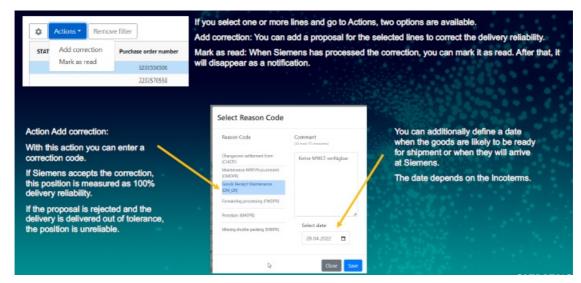
The Dashboard serves as an overview for you and provides information.

# PO Overview - Entry



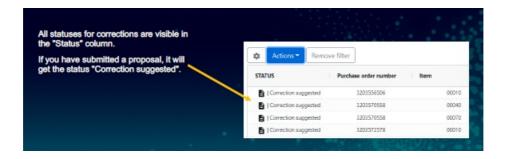
#### PO Overview - Data





- If you select one or more lines and go to Actions, two options are available.
- Add correction: You can add a proposal for the selected lines to correct the delivery reliability.
- Mark as read: When Siemens has processed the correction, you can mark it as read. After that, it will disappear
  as a notification.

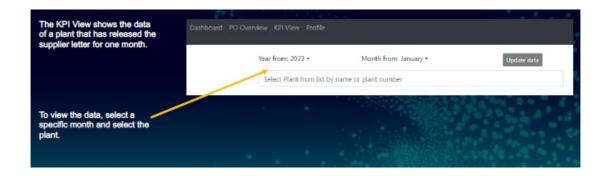
### PO Overview - Corrections



### Other statuses are:

- 1. Marked as read / accepted
- 2. Marked as read / rejected

# **KPI View – Entry**



- Siemens can also continue to send the supplier letter via e-mail.
- Furthermore, after Siemens has approved the supplier letter, you will have the option to save the letter as a pdf in the KPI View.

### **KPI View - Data**



# **Support**

• If you have any problems or questions, please contact our mailbox:

- MO LOG Source sourcing-logistics.mobility@siemens.com
- For a clear assignment of the request we ask you to include "RTL Topic "in the subject.

# **Documents / Resources**



<u>SIEMENS RTL - Real Time Reliability</u> [pdf] User Guide RTL Real Time Reliability, Time Reliability, Reliability

# References

- Siemens ID Authentication Error
- User Manual

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