One Supplier Portal

First Login to OSP



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1. OSP Sign In

1.1 First-Time Login and set up of the Multi-Factor Authentication

1.2. Regular log in



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OSP Sign In
First-Time Login (1/3)

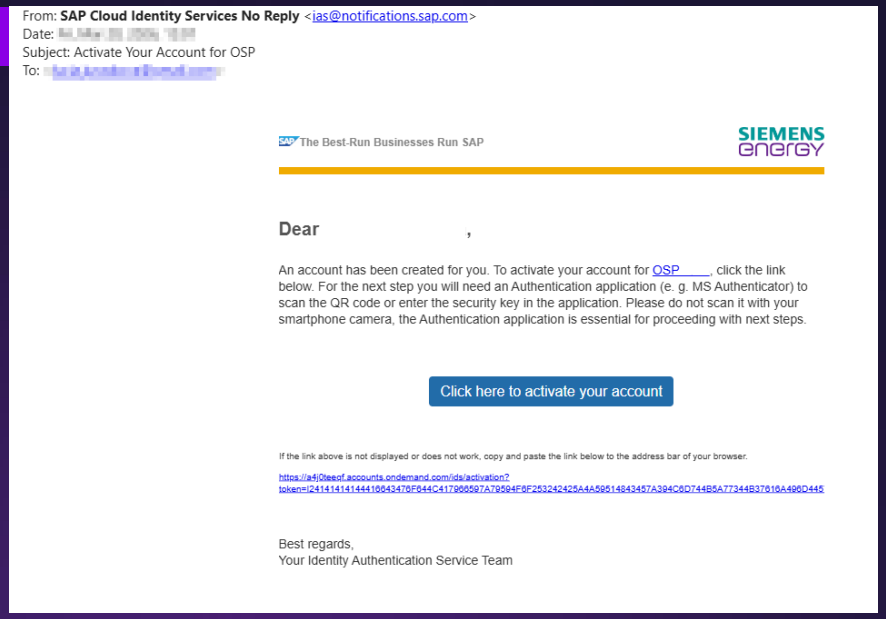
First-Time Login

If you are logging to One Supplier Portal for the first time, your account needs to be activated.

1 Access OSP

- On the **Go-Live date**, you will receive an email from ias@notifications.sap.com containing an OSP platform **account activation link.** Please make sure to check your **inbox** and **spam folder** in case the email is filtered.
- Before you click the link, please ensure you have installed a **Multifactor Authentication (MFA) application** (e.g. MS Authenticator). You will need this app to scan the QR code within the application (not using the phone camera). This step is essential for setting up your account. For logging into the platform onwards you can then choose also e-mail as two-factor authentication method.

1


From: **SAP Cloud Identity Services No Reply** <ias@notifications.sap.com>
Date: [illegible]
Subject: Activate Your Account for OSP
To: [illegible]

The Best-Run Businesses Run SAP

SIEMENS energy

Dear ,

An account has been created for you. To activate your account for OSP, click the link below. For the next step you will need an Authentication application (e. g. MS Authenticator) to scan the QR code or enter the security key in the application. Please do not scan it with your smartphone camera, the Authentication application is essential for proceeding with next steps.

Click here to activate your account

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

https://a4j0teeqf.accounts.ondemand.com/ids/activation?token=I2414141414441664347 6F644C417966597A79594F6F253242425A4A59514843457A394C6D744B5A77344B37616A496D445

Best regards,
Your Identity Authentication Service Team

OSP Sign In
First-Time Login (2/3)

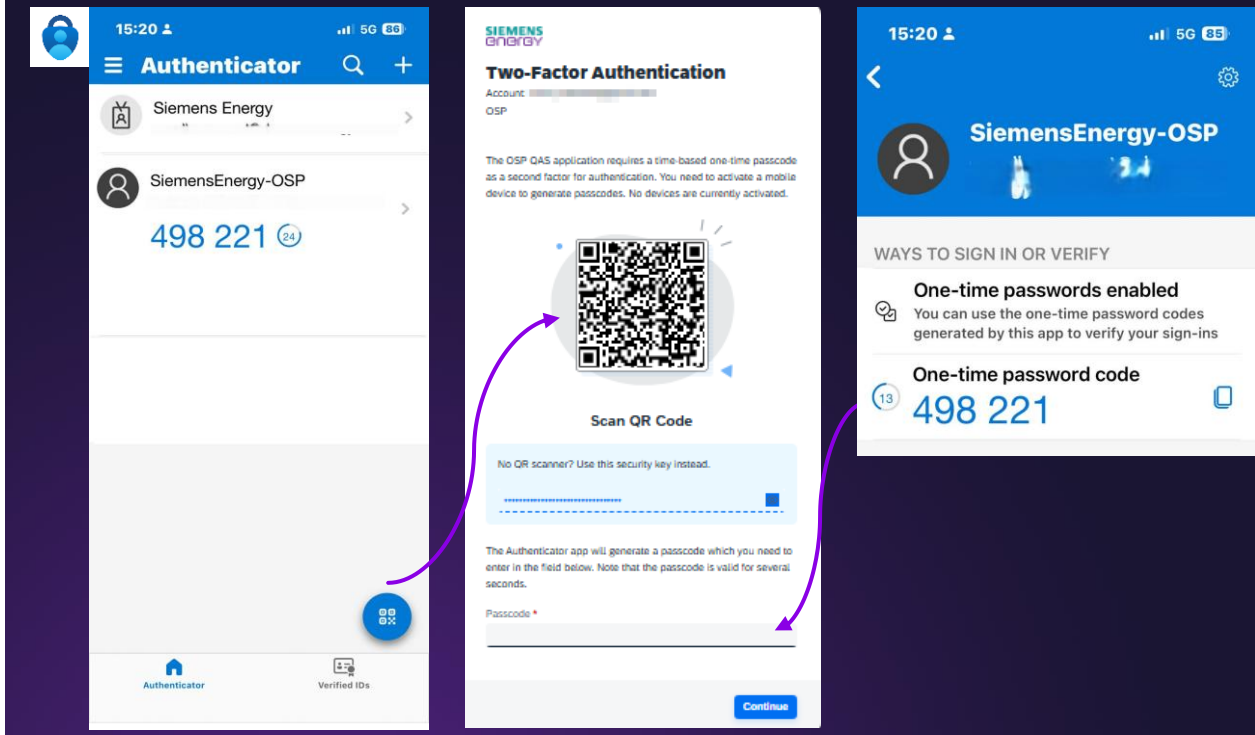
First-Time Login

If you are logging to One Supplier Portal for the first time, your account needs to be activated.

1 Two-Factor Authentication Method

- Scan the **QR code** using the **Authenticator app.**
- An authentication account for **Siemens Energy OSP** will be added automatically.
- Tap the newly added account to view the **one-time passcode** (6-digit number).
  - *Note: The passcode refreshes every 30 seconds.*
- Enter the **6-digit passcode** in the mandatory field and click **Continue.**

1



OSP Sign In
First Time Login (3/3)

First-Time Login

1 Account Set up & Activation

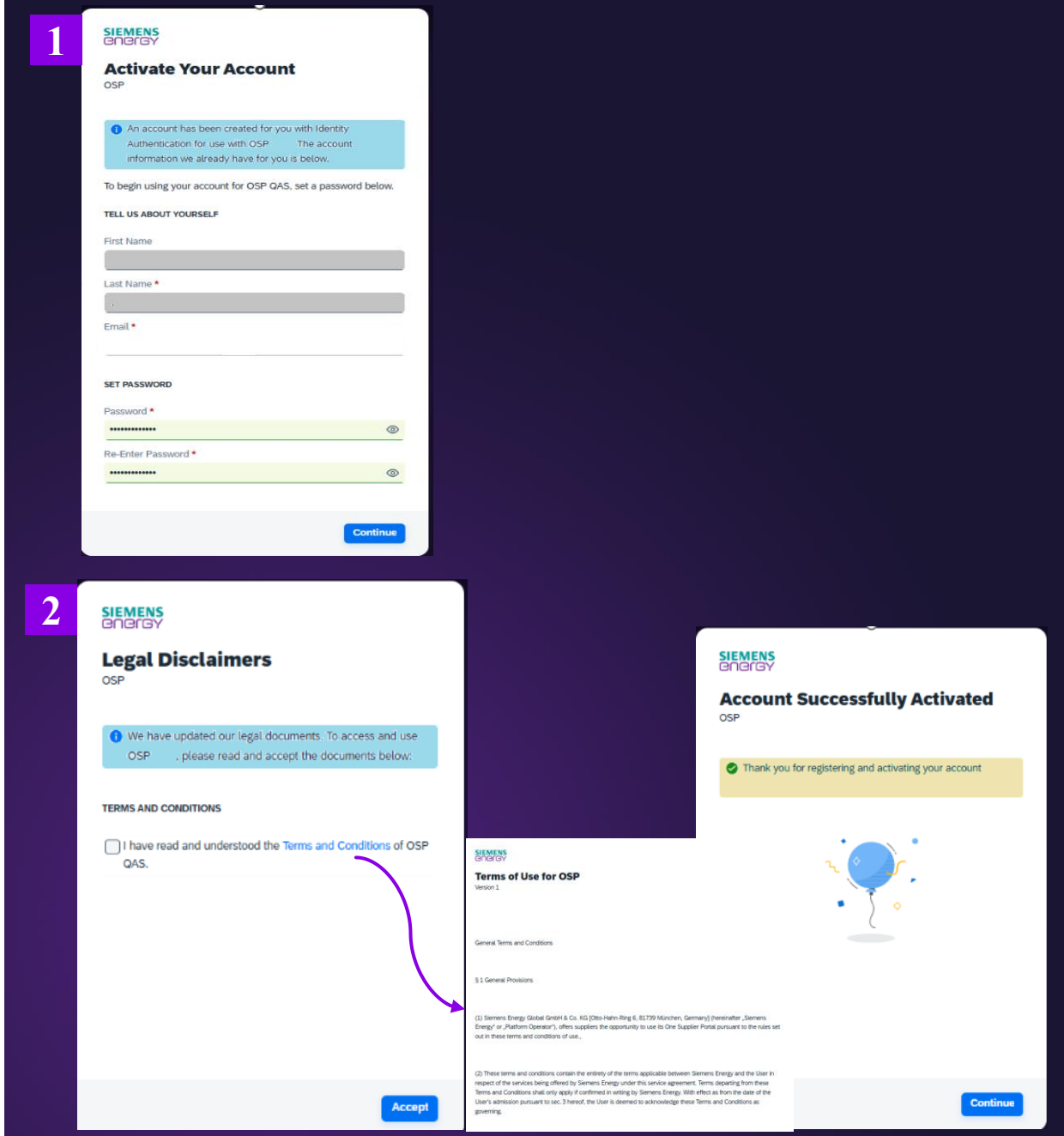
- **Enter your first name and last name**
- Your Email address will be auto-populated with the e-mail addressed used to configure your access and cannot be changed.
- **Set up your password**. Please ensure it:
  - Has more than 12 characters
  - Include 3 of the following: uppercase letters, lowercase letters, numbers, symbols.

2 Legal Disclaimer

- To access and use OSP please open**, read and accept** the **Terms & Conditions. This step is mandatory.**
- Once the account is successfully activated, click continue to be redirected to OSP Platform sign in.

3 Account Validity & Support

- If the account is **NOT** accessed at least once within **a 6 months period,** your password expires. To keep the account active, **please log in regularly.**
- In case of any issues with the log in to OSP please contact us via E-Mail: ospsupport@siemens-energy.com.



1. OSP Sign In

1.1 First-Time Login and set up of the Multi-Factor Authentication

1.2. Regular log in



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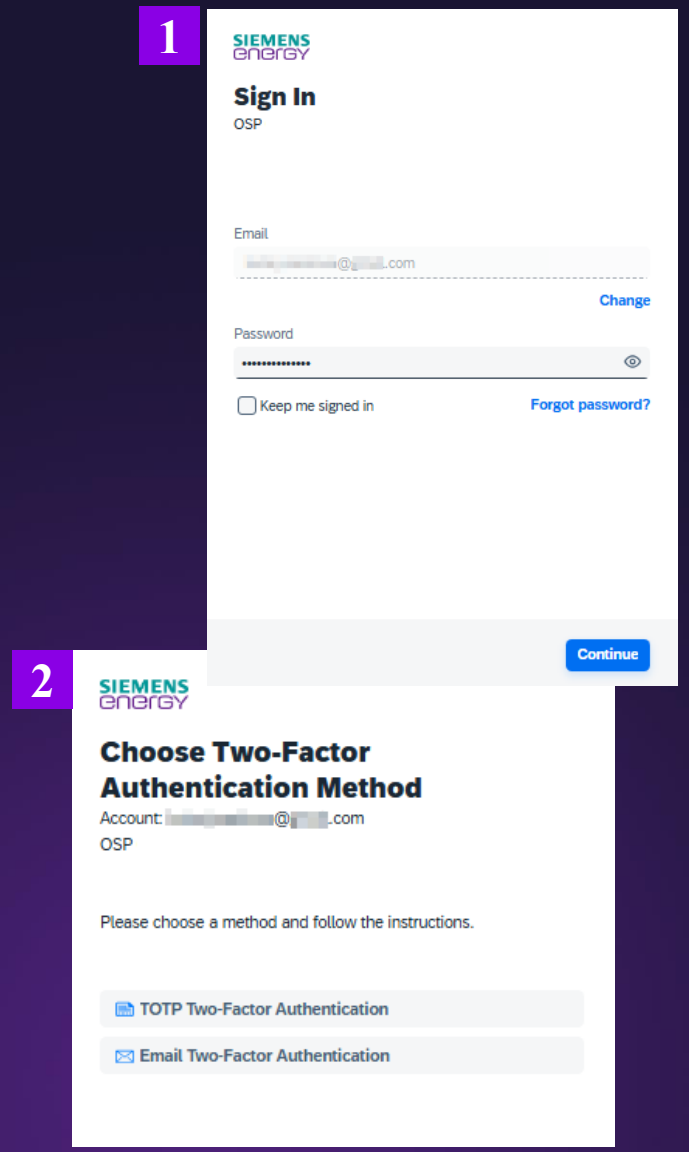
OSP Sign In
Regular log in (1/3)

Regular Login

After your accounts was activated, the log in into the One Supplier portal looks as follows:

1 OSP Platform regular login

- Go on the OSP Homepage
- Click the **Log in** icon.
- Your **email address** will be pre-filled. Enter your **password**.
- You will then be prompted to choose one of the **two-factor authentication methods:**
  - **TOTP** – authentication via the authenticator app
  - **Email**



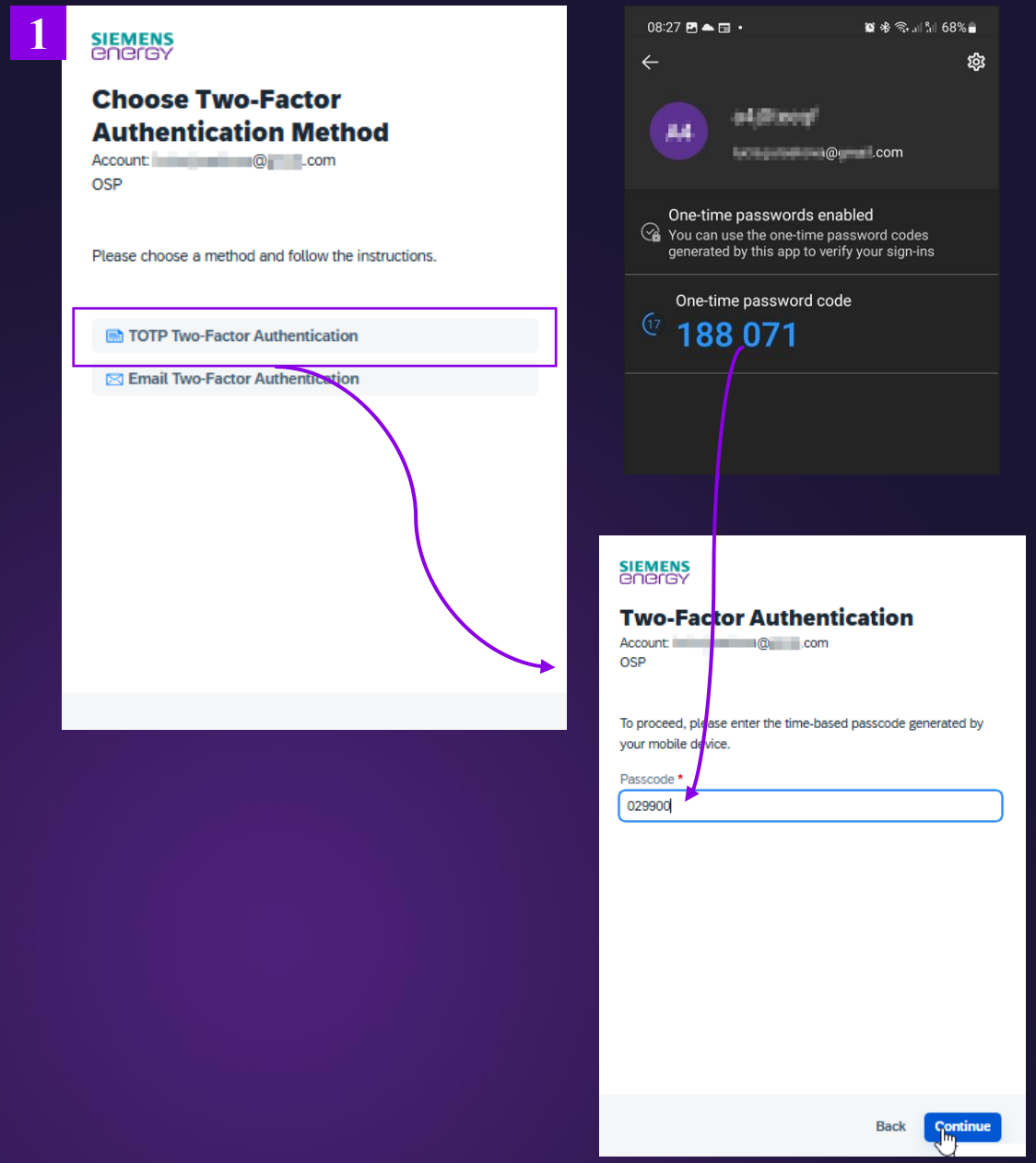
OSP Sign In
Regular log in (2/3)

TOTP two-Factor Authentication Method

When logging in with the TOTP method:

1 TOTP Two-Factor Authentication Method

- Choose the TOTP Two-Factor Authentication
- Go into your authentication account for Siemens Energy OSP.
- View one-time passcode – 6-digitnumber. Please note that the passcode changes every 30 seconds.
- Enter the 6-digit number to mandatory passcode field and press continue to log in.

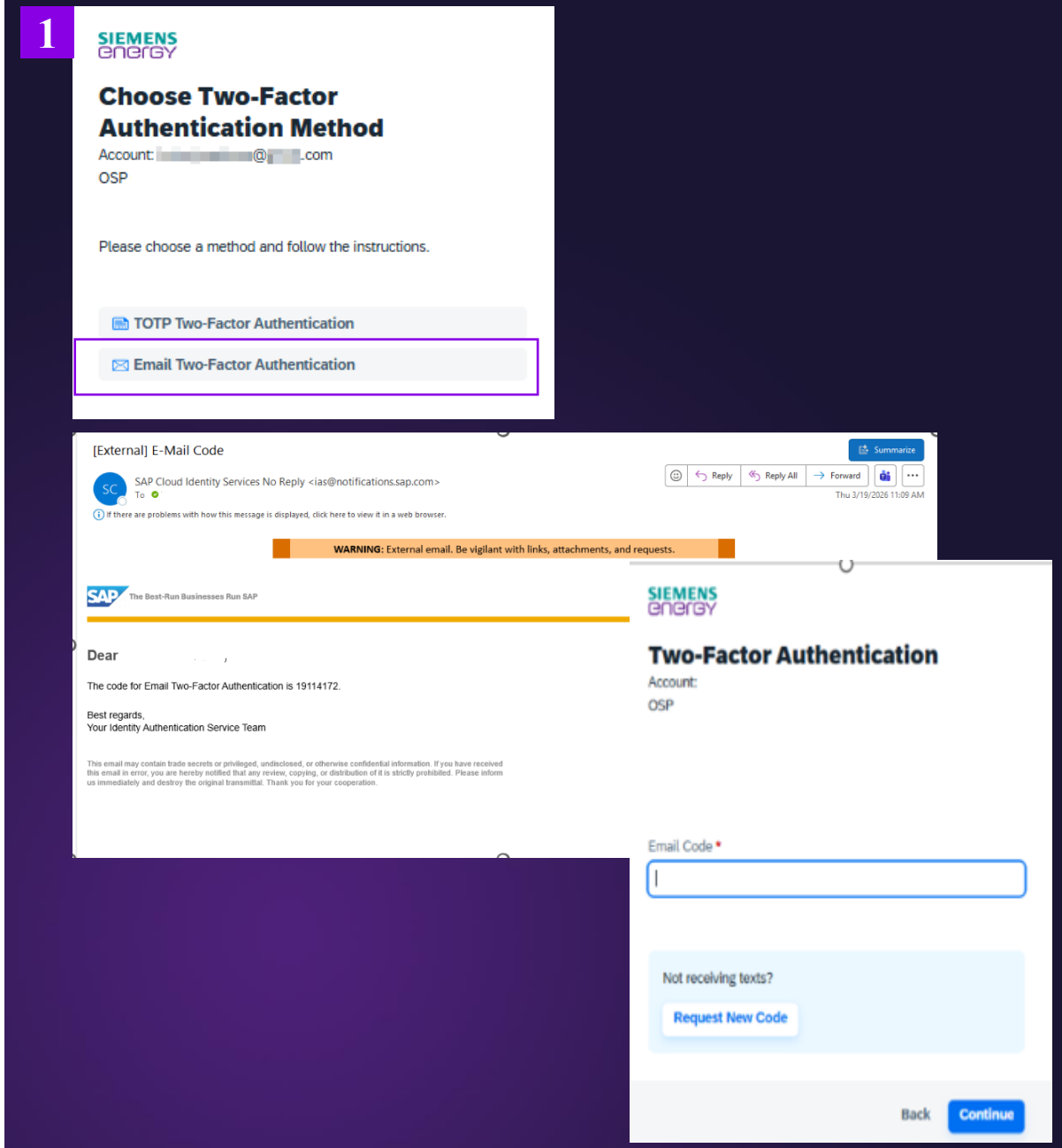


OSP Sign In
Regular log in (3/3)

Email Two-Factor Authentication

1 Email Two-Factor Authentication

- You will receive an email containing a one-time passcode (OTP). This email will be sent only to the email address used to share the access link. The OTP will not work for any other email address.
- Please check your inbox and spam folder in case the email is filtered.
- Enter the one-time passcode to log in.



2. OSP Homepage

2.1 Main View
2.2 Profile Settings



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OSP Homepage Main View

First look at the Dashboard

After logging into the One Supplier Portal all applications that you have access to will be displayed on the Homepage. Each tile represents a respective application. The icons on the upper right side are the following:

1 Search

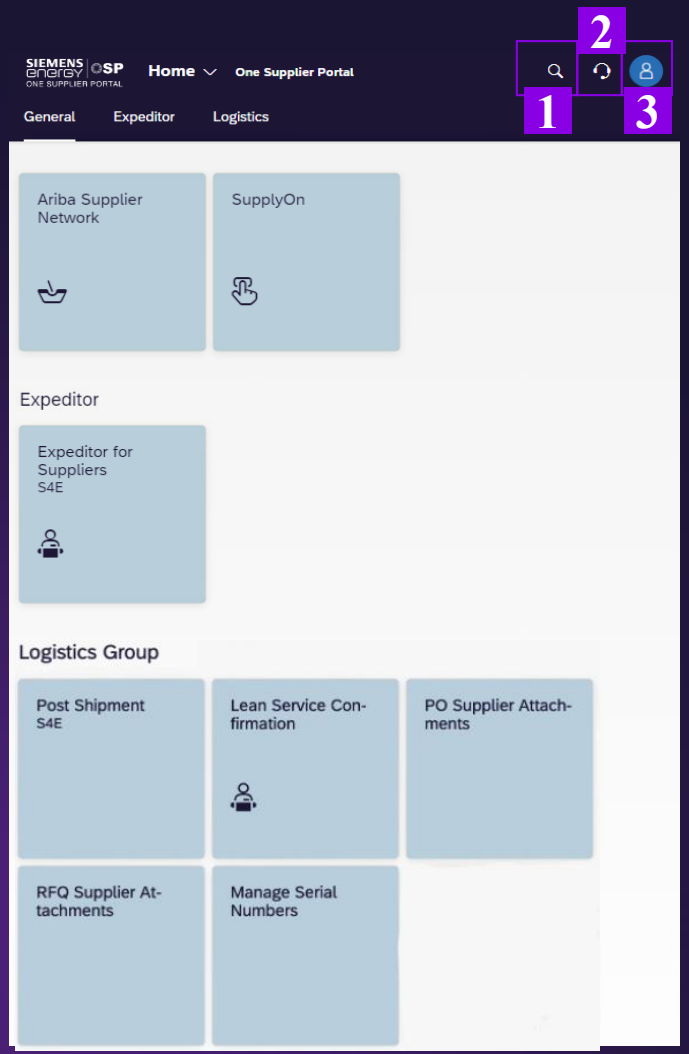
If you click on icon, you can search for applications.

2 Help Service

If you click on icon, you will be redirected to the **help service**.

3 Profile

If you click on icon, you will open the **profile settings**.



2. OSP Homepage

2.1 Main View

2.2 Profile Settings



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OSP Homepage
Profile Settings (1/5)

Settings

By clicking on the profile settings icon you will get to the settings menu where you are able to edit your account and customize the homepage and appearance.

1 User Account

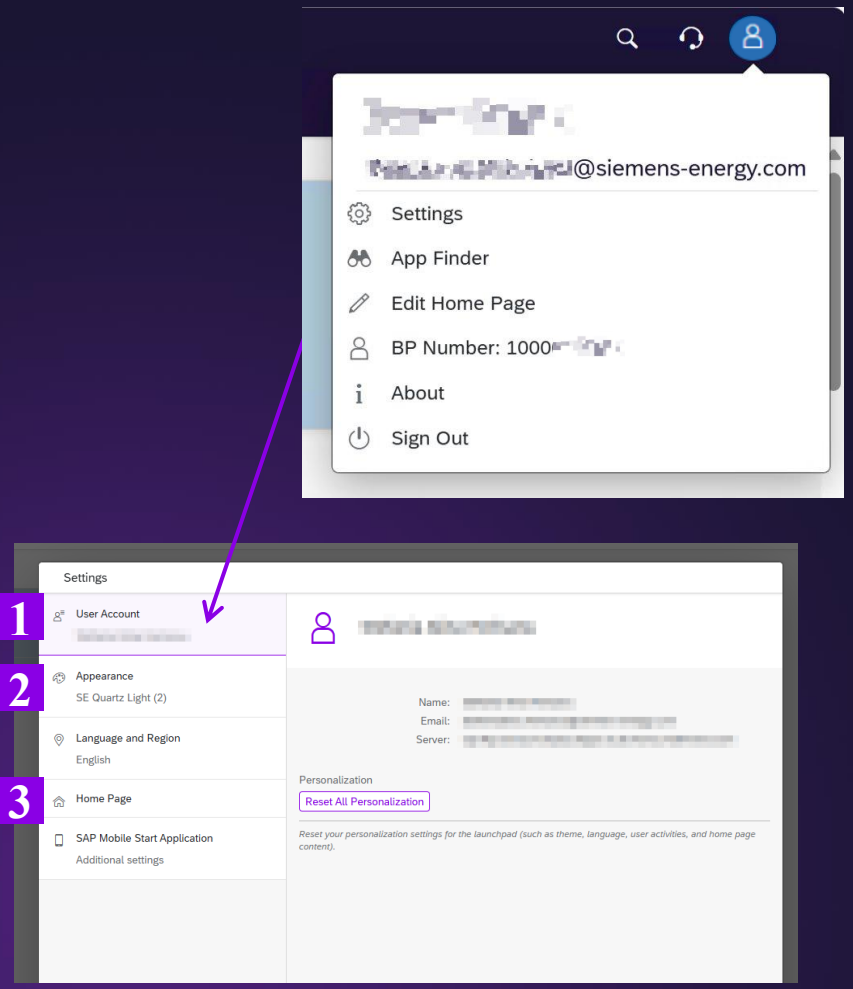
You can view **account details** and **reset personalization settings** (theme, language, user activities and home page)

2 Appearance

You can choose different **colours** and **themes**.

3 Home Page

You can **rearrange** the **applications** on a **single page** or choose to display **one group at a time**.



OSP Homepage
Profile Settings (2/5)

Settings

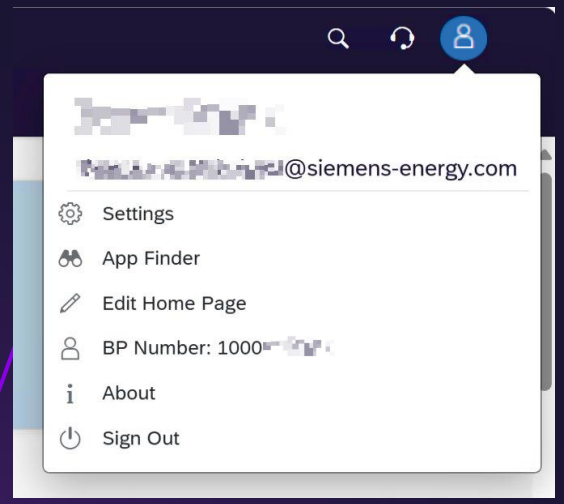
Within the profile settings you can reset user accounts and customize the homepage and appearance.

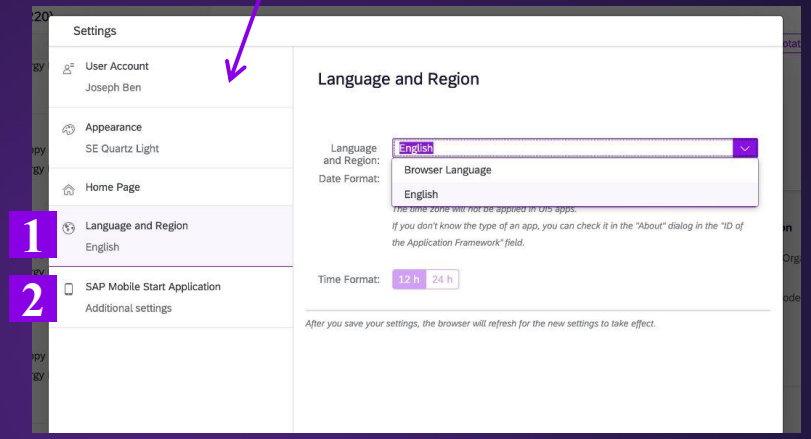
1 Language and Region

You can choose English (US) as language and date format, or use our **browser's language settings** instead of the computer's default.

2 SAP Mobile Start Application

You can scan the **QR codes** to **install** and **register** for the mobile application.





OSP Homepage
Profile Settings (3/5)

App Finder

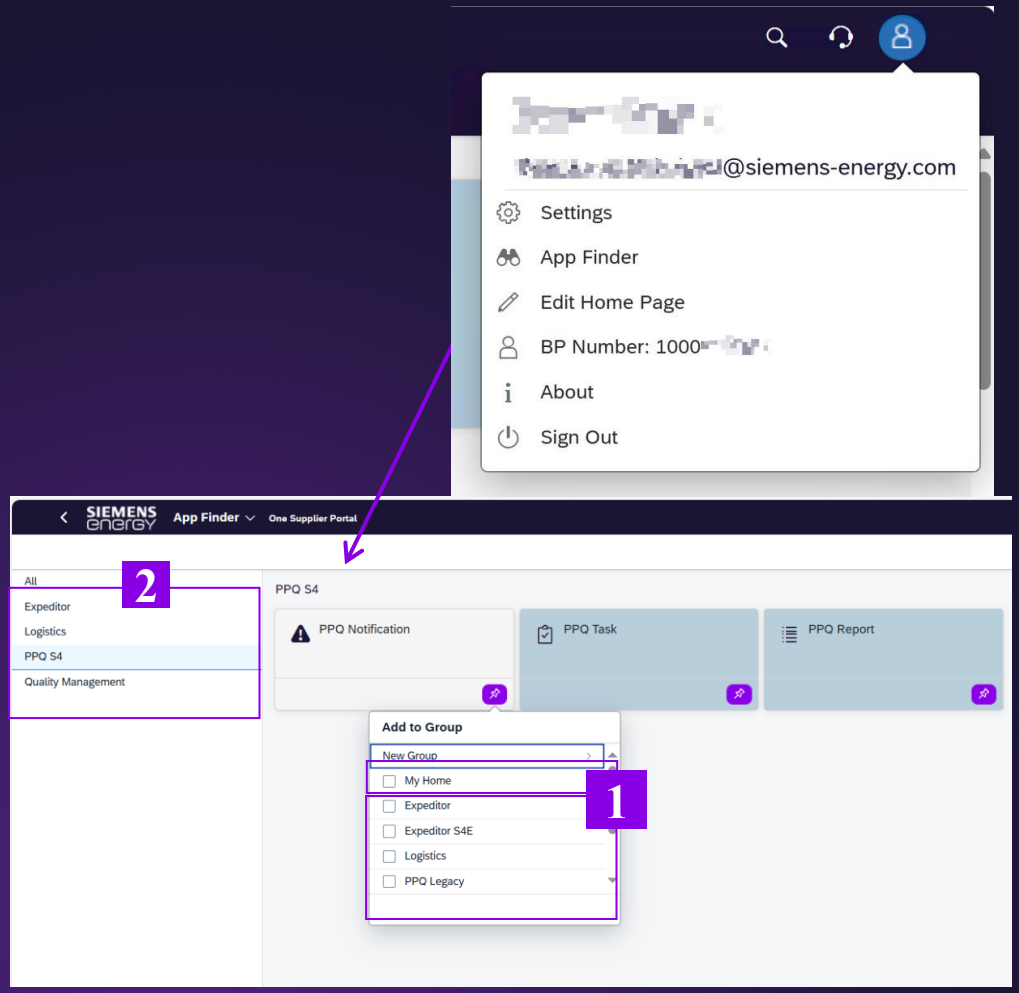
Within the app finder you are able to customize your applications and search for different apps.

1 Catalogue Customization

You can **rearrange apps within catalogues** and **organize** them into **new groups** for easier access and management.

2 App Search

You can **search** within **individual catalogues** to quickly find specific apps.



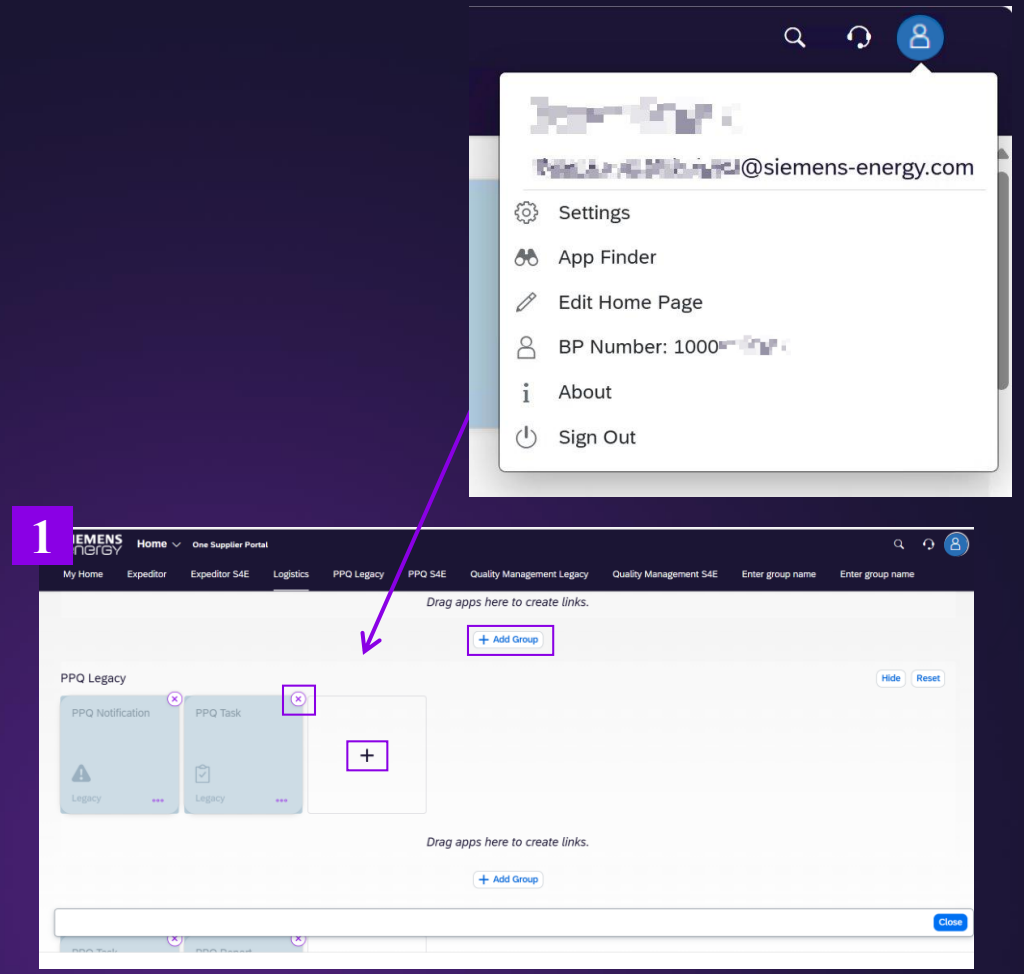
OSP Homepage Profile Settings (4/5)

Edit Home Page

Within the edit homepage field you can edit your homepage.

1 Edit Home Page

You can **add**, **remove**, and **drag** applications, as well as **add groups** in the homepage.



OSP Homepage
Profile Settings (5/5)

Others

There are also three more options displayed in the menu which are the following:

1 **Display Supplier Business Partner Number**

You can see your **Supplier Business Partner Number**.

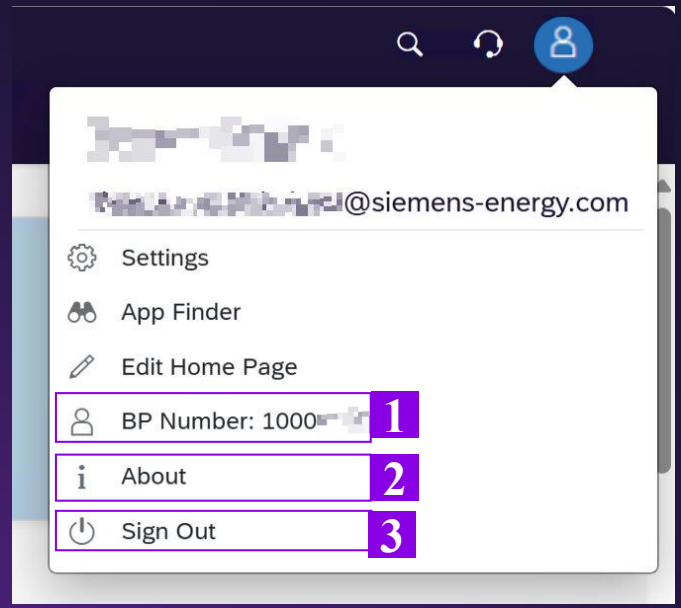
2 **About**

You can find information about:

- Application
- System
- Environment.

3 **Sign Out**

You can **sign out** from OSP on your Explorer.



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If you have any questions or issues, please reach out to:

- The OSP Service Mailbox: ospsupport@siemens-energy.com
- Your Siemens Energy Contact

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