



GTAC Latin America Telephone Menu & Users Guide

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Date: 11 December 2018

Create a new Incident Report (IR)

1. Dial your local GTAC Customer Support phone number and wait to be connected.
2. Press **1** to create a **new Incident Report (IR)**.
3. Enter your **SoldTo/Server ID** up to 10 digits, with or without leading zeros and press **#** when complete.



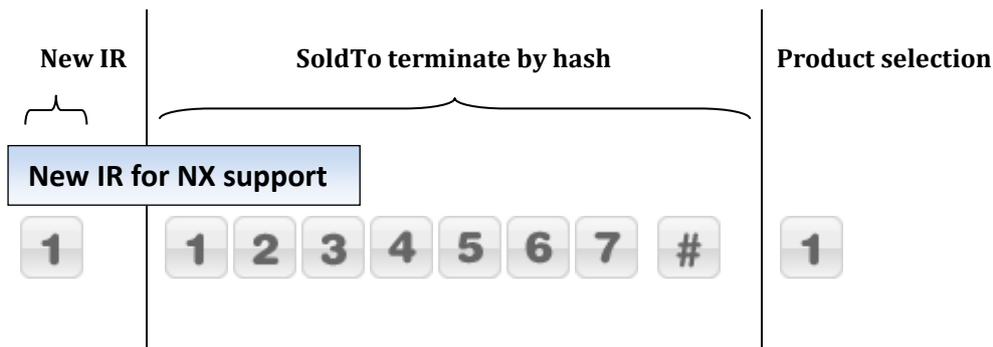
4. Product selection:

Select your product according to the attached list.
(A detailed list of support options is shown on page 4).

E.g. NX support **1**

- 0. License, Installation of products
- 1. NX
- 2. SolidEdge
- 3. Teamcenter
- 4. Tecnomatix
- 5. LMS
- 6. Comos
- 7. All other products

Resulting key sequence after successful telephone connection:



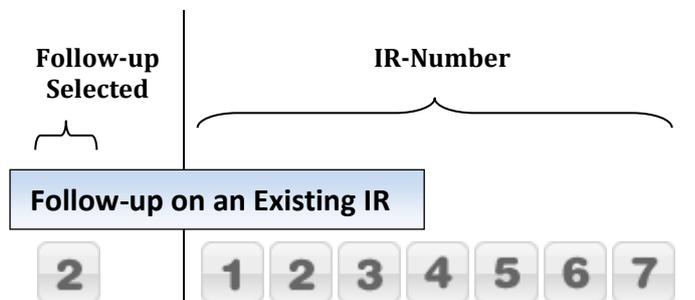
Note:

This sequence can be typed in continuously once the connection is established.

Follow-up on an existing Incident Report (IR)

1. Dial your local GTAC Customer Support phone number and wait to be connected.
2. Press **2** to follow-up on an existing Incident Report.
3. Enter your **IR-Number** up to 7 digits, e.g. **1 2 3 4 5 6 7**

Resulting key sequence after successful telephone connection:



- ➔ You will be immediately forwarded to the responsible Customer Support Specialist, if available.

Note:

This sequence can be typed in continuously once the connection is established.

Telephone Menu Support Options

1. New IR + SoldTo ID
2. Follow-up on Existing IR + IR-Number (immediately routed to support agent)

0. Licensing and Installation of products
 1. NX
 2. Solid Edge
 3. Teamcenter
 4. Tecnomatix
 5. LMS
 6. COMOS, Simatic-IT, Preactor, Polarion, QMS Support, MindSphere and Managed Services
 - 6.1 COMOS
 - 6.2 Simatic-IT
 - 6.2.1 Simatic-IT Production Suite and LMS
 - 6.2.2 Simatic-IT Unified Architecture
 - 6.2.3 Simatic-IT eBR and XFP
 - 6.2.4 Simatic-IT R&D Suite, Interspec, Unilab
 - 6.3 Preactor
 - 6.4 Polarion
 - 6.5 QMS
 - 6.5.1 QMS QSYS, SINIC, Calvin
 - 6.5.2 QMS Compliant Pro, QSI Now
 - 6.6 MindSphere
 - 6.7 Managed Services
 - 6.7.1 Managed Services for Teamcenter
 - 6.7.2 Managed Services for Simatic-IT
 - 6.7.3 Managed Services for Polarion
 7. Other products



Local Support Phone Numbers

- Mexico, Central America, Caribbean and South America (except Brazil):
+52 55 5261 4796
- Brazil
+55 11 4228 7611

Related information

Phone system

This system will guide you to the support agent most suited to solve your problem. The incident reporting procedure will be smoother if you have your SoldTo ID available when calling.

Your SoldTo/Server ID

Your SoldTo ID or Server ID is your identification when calling GTAC. This number proves that you have a valid maintenance contract. You can always find the SoldTo ID number in the header of your license file.

Most of our products will display the SoldTo ID under the help menu: "Help -> about xxx" or "Help about xxx -> system information".

Electronic Support Tools

In addition to telephone support via the hotline, we provide a number of electronic support tools at <http://www.siemens.com/gtac>.

The electronic support tools include incident reporting, status updates and incident tracking via a web form, a download and upload server for data, frequently asked questions and many other useful sources of information.

To access these tools, you need a WebKey account. You can register for an account at <https://plmapps.industrysoftware.automation.siemens.com/webkey/>.

When you register, you will be asked to provide your SoldTo ID and your WebKey access code, which are both available in your license file.