Supplier Registration
Training Guide by Infineon

What you need to know

Dear supplier,

This **guide** serves the purpose of helping you perform a successful registration. It provides basic instructions about the information you need to complete on each section of the **registration form**.

In case of questions regarding the platform usage, please contact the helpdesk by email via

support.infineon@synertrade.com .



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Please click on in the respective action you are currently applying for



How to **fill out** the registration form

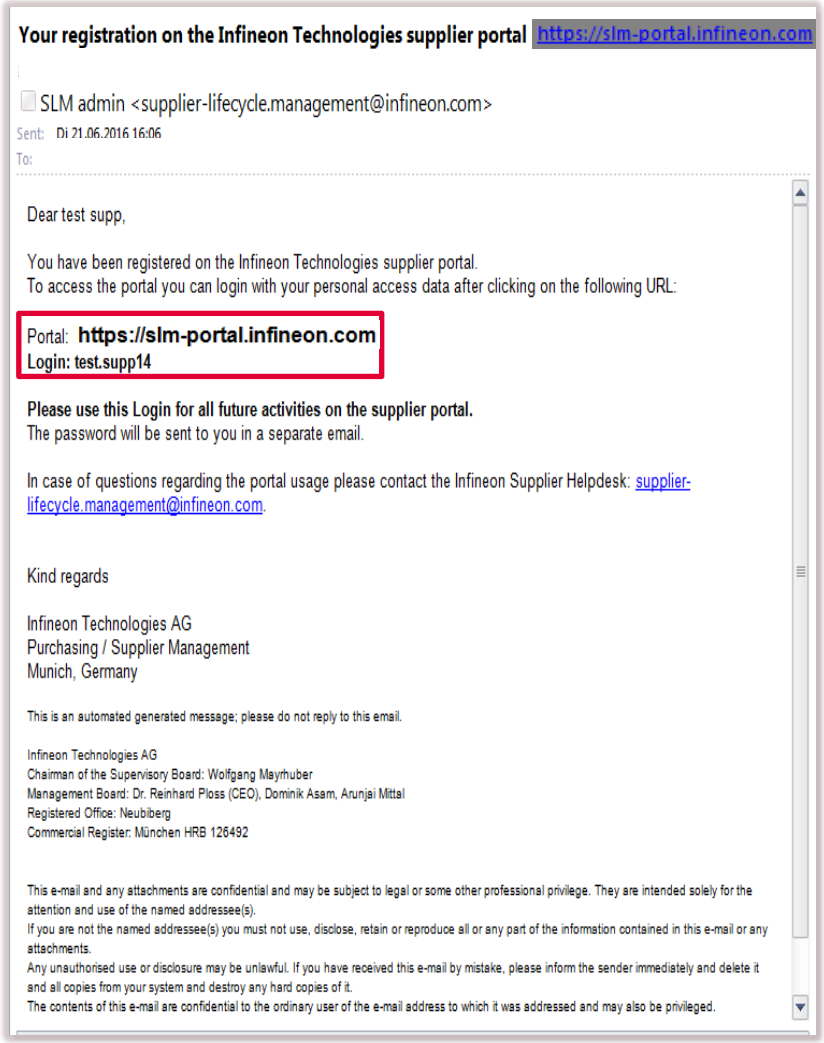


How to **update** the registration form

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Supplier Registration

- Dear supplier, as soon as you receive this eMail, you are invited as potential supplier by our Purchasing Department to start the Infineon registration process.
- Go to the link and use the „Login" name as Username.
- The one time Login password is sent in a separate eMail.
- Your password can be reset at any time.



Your registration on the Infineon Technologies supplier portal https://slm-portal.infineon.com

SLM admin <supplier-lifecycle.management@infineon.com>
Sent: Di 21.06.2016 16:06
To:

Dear test supp,

You have been registered on the Infineon Technologies supplier portal.
To access the portal you can login with your personal access data after clicking on the following URL:

Portal: **https://slm-portal.infineon.com**
Login: test.supp14

Please use this Login for all future activities on the supplier portal.
The password will be sent to you in a separate email.

In case of questions regarding the portal usage please contact the Infineon Supplier Helpdesk: supplier-lifecycle.management@infineon.com.

Kind regards

Infineon Technologies AG
Purchasing / Supplier Management
Munich, Germany

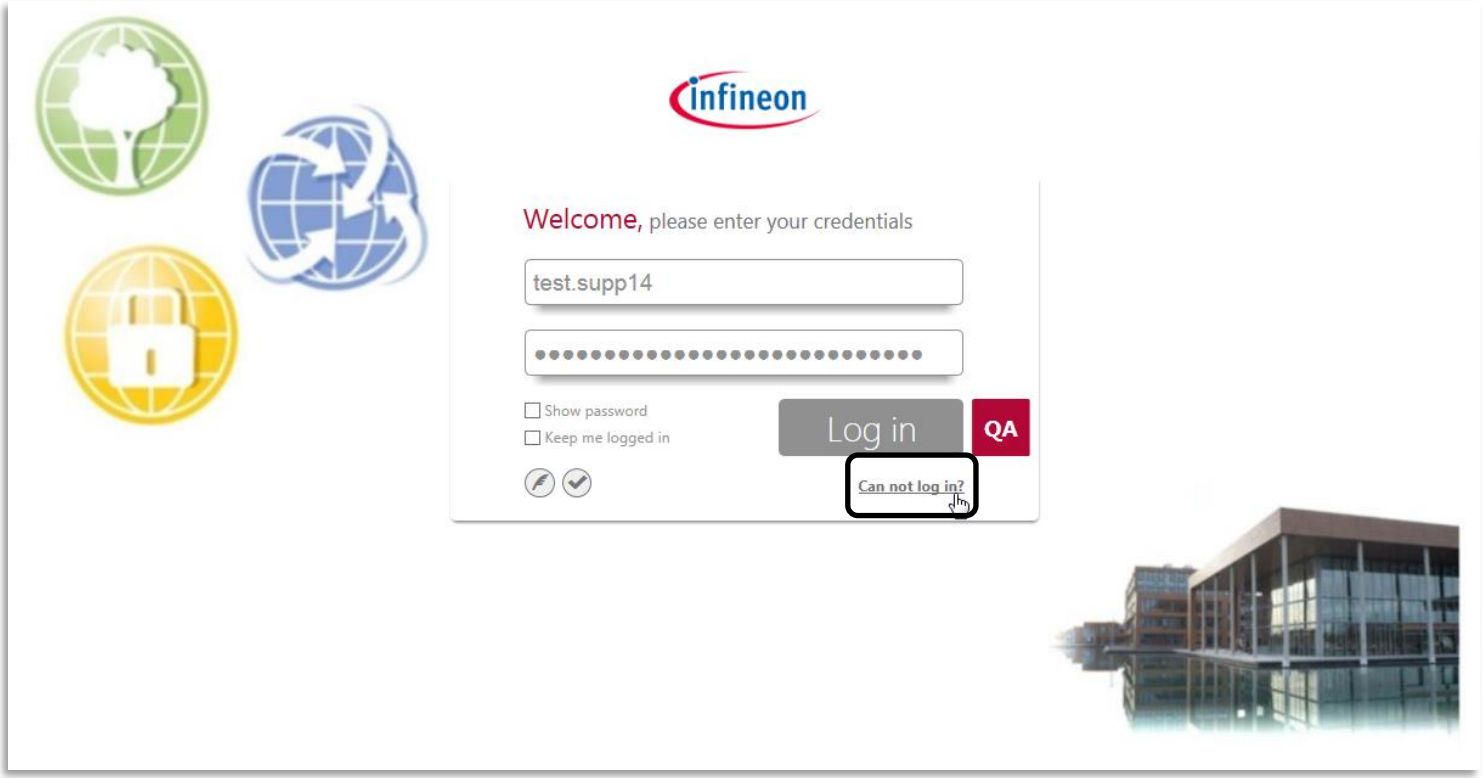
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Management Board: Dr. Reinhard Ploss (CEO), Dominik Asam, Arunjai Mittal
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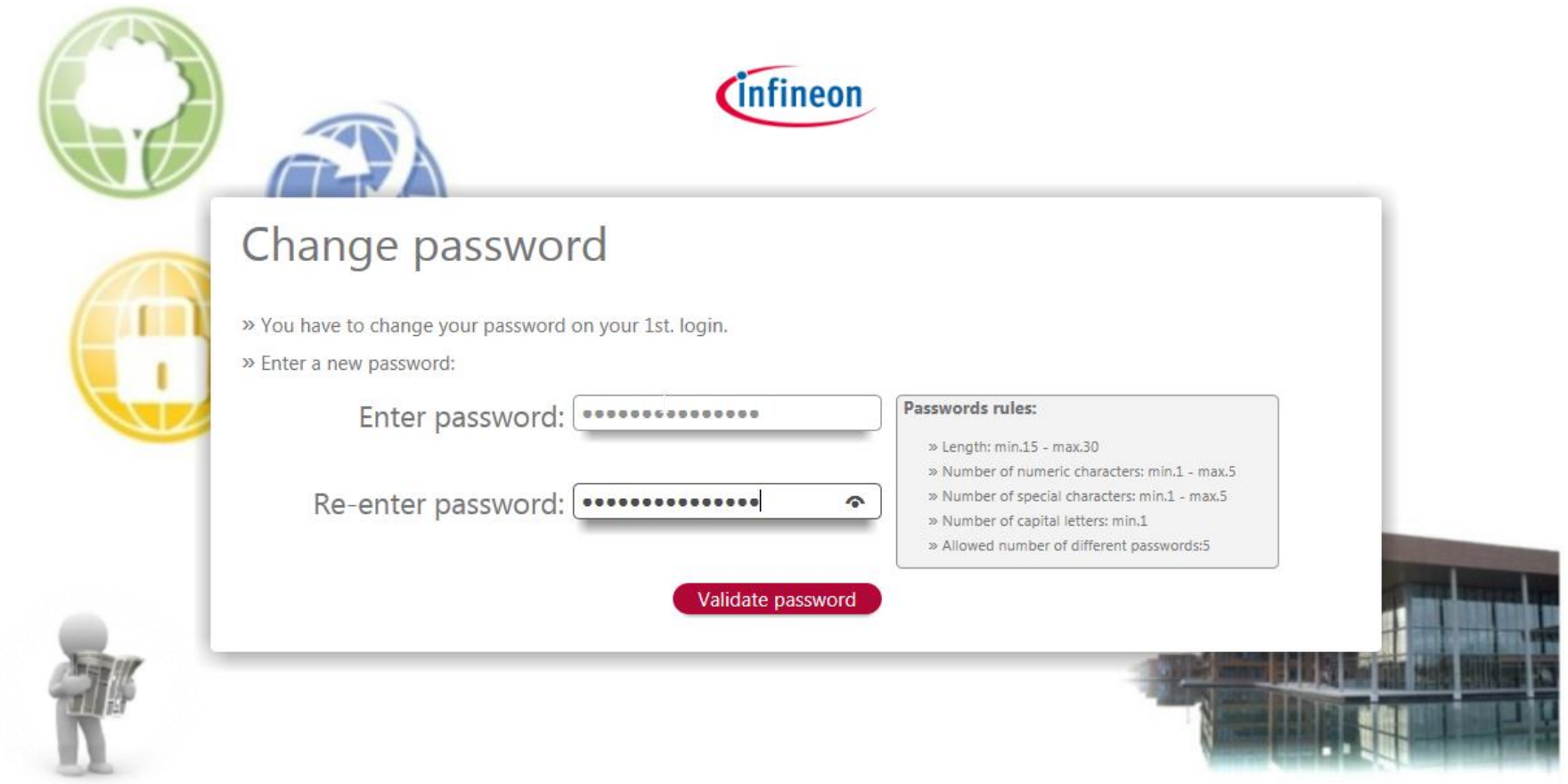
Supplier Registration Page



- Dear supplier, enter the credentials you received via eMail here
- In case you forgot or lost the password, you can retrieve it by clicking the link **Can not log in?**

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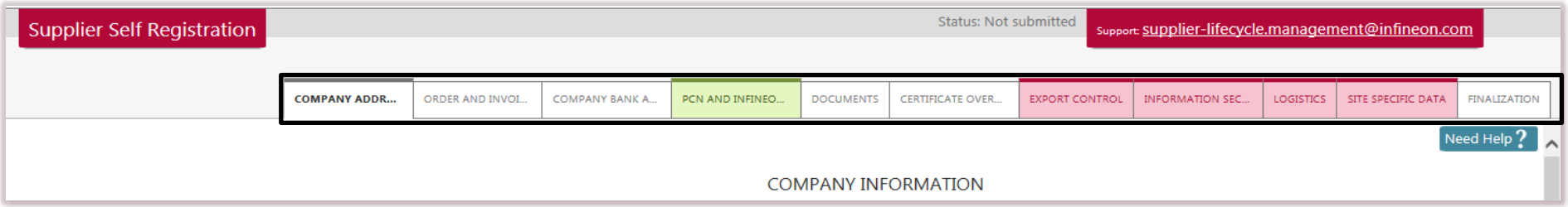
Supplier Registration – Change Password after First Login



› The system will ask you to change the password.
Please save your new password.

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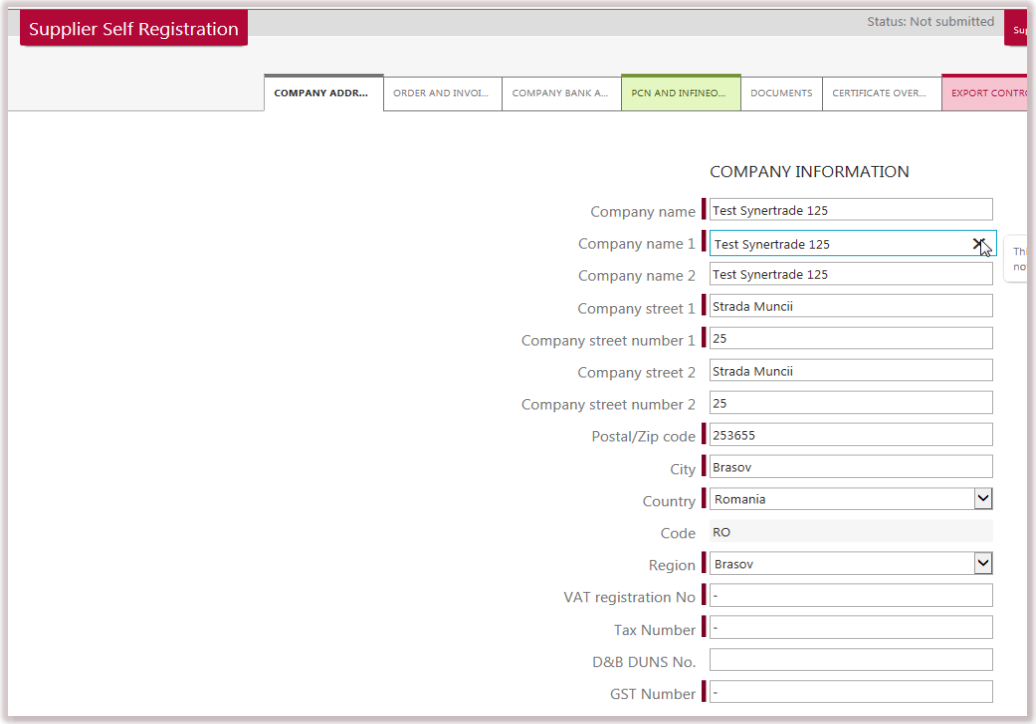
Start the Registration



- Dear supplier, all the tabs displayed are part of the registration process.
- In order to "SAVE" and jump to each section you always need to click "NEXT".

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Section: Company Information

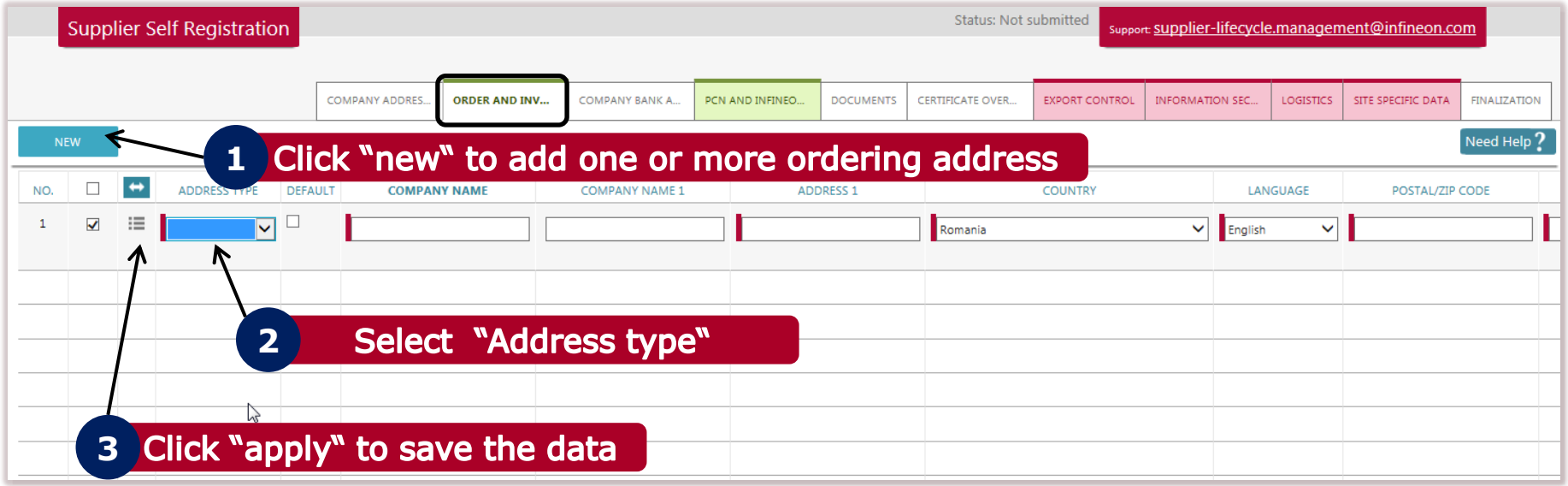




- In the tab "**Company address**" you key in the address of your office location.
- Please provide the tax information of your company relevant for the invoicing process.
- If any field does not apply to your company information, please key in **"N/A".**
- **"eMail address"** – please key in the eMail address of the person responsible who will fill out or update the registration form. Any communication after the release of the registration form is sent to this eMail address.

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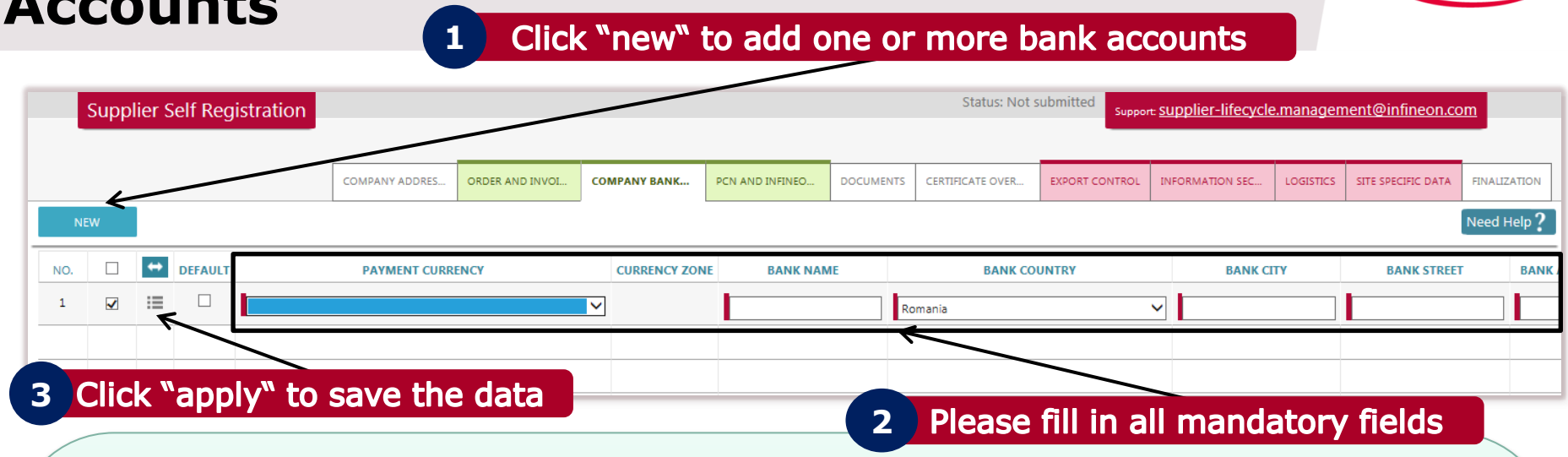
Supplier Registration – Order and Invoices Addresses



- The maintenance of "**Order & Invoice address**" is mandatory. If you have more than one ordering address for different Infineon Sites please add all the ordering addresses which apply for each Infineon Site.
- If the "**Delivery**" is provided from a different company/third party or a different division of your company, please add the delivery company/division name and its address.
- If the invoice address is different as the ordering address, please add the invoice address.

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Supplier Registration – Company Bank Accounts

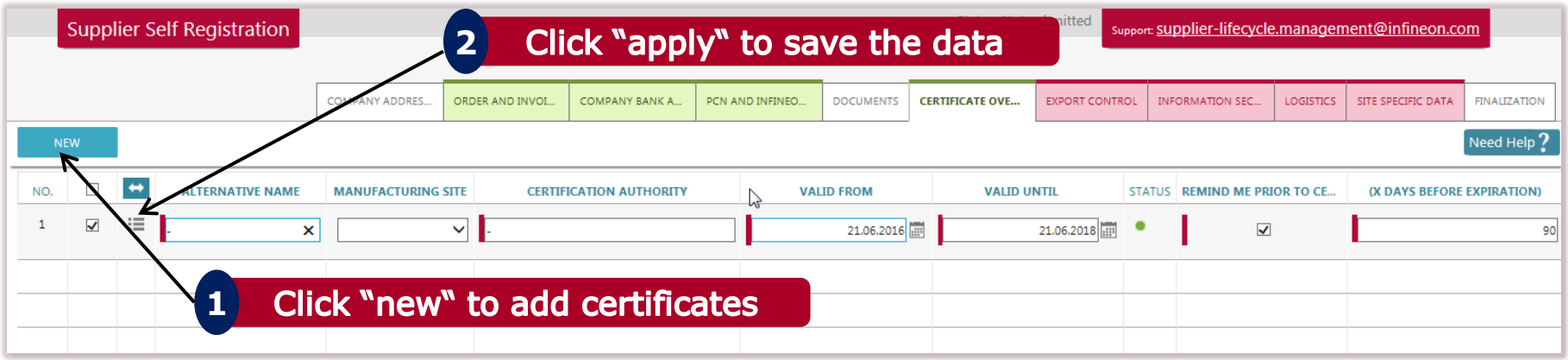


- You can enter more than one bank accounts for more than one currency.
- Please key in "N/A" if a specific field does not apply to your company.
- "Beneficiary Name" = only in case the Beneficiary owner is natural person who owns 25% or more of shares or votes within the company (if it does not apply please key in "N/A").
- "Bank holder" = in case a third party bank account is involved in the payment transaction.
- "Managing directors" = CEO or Managing Director of the company.



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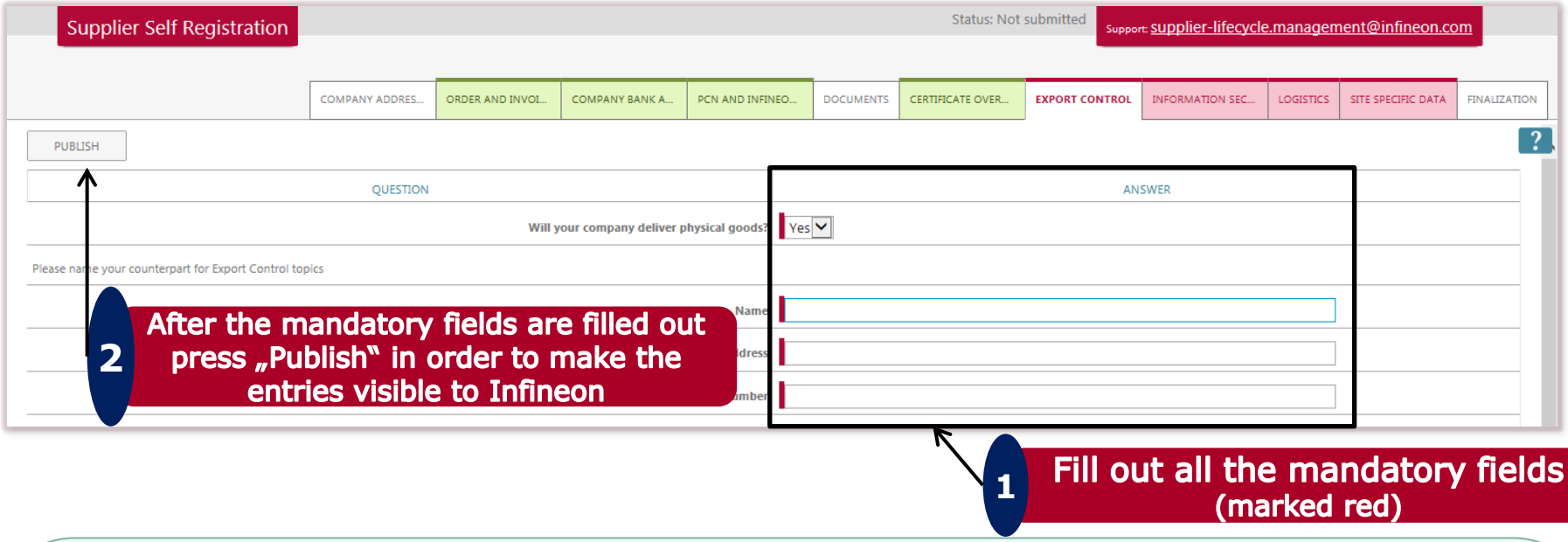
Supplier Registration – Certificates



- With the button "NEW" you can add more than one certificate.
- In the **drop down list** you find the ISO Code Certificates required by Infineon.
- Please do not forget to write the exact **validation date**. The system will generate an automatic reminder eMail if the validation will expire and when it expires.
- Infineon will send you an eMail to update or add certain certificates if this is required.

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Supplier Registration – Phase-in Questionnaires

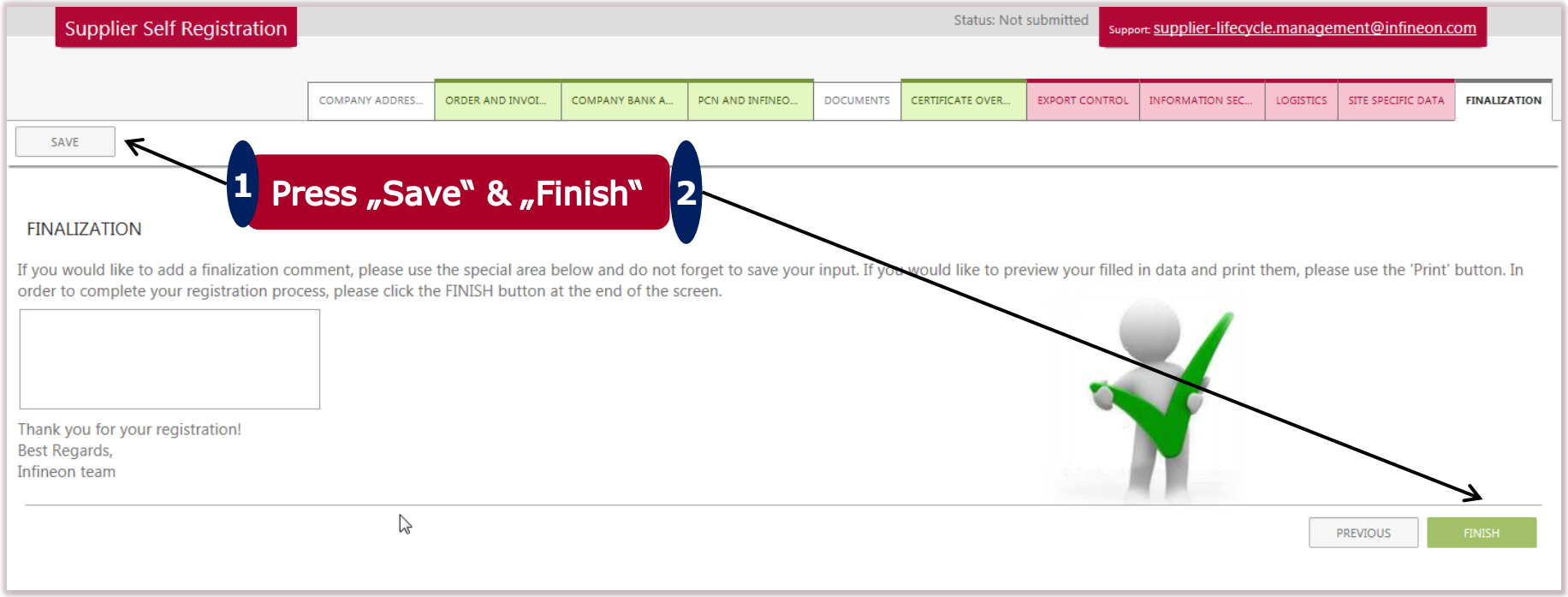


- Specific questionnaires are mandatory and need to be answered depending on what type of goods/materials/services you deliver and to which Infineon site.
- Please be aware, any input of yours will be analysed and evaluated by the IFX Supplier Registration team
- Questionnaires required by IFX to be answered
  - Business Continuity Planning
  - Corporate Social Responsibility and Compliance
  - Environment, Safety & Health
  - Export Control
  - Information Security / Data Protection
  - Quality Management
  - Logistics
  - Conflict Minerals
  - Site specific data
  - Supply Chain Security



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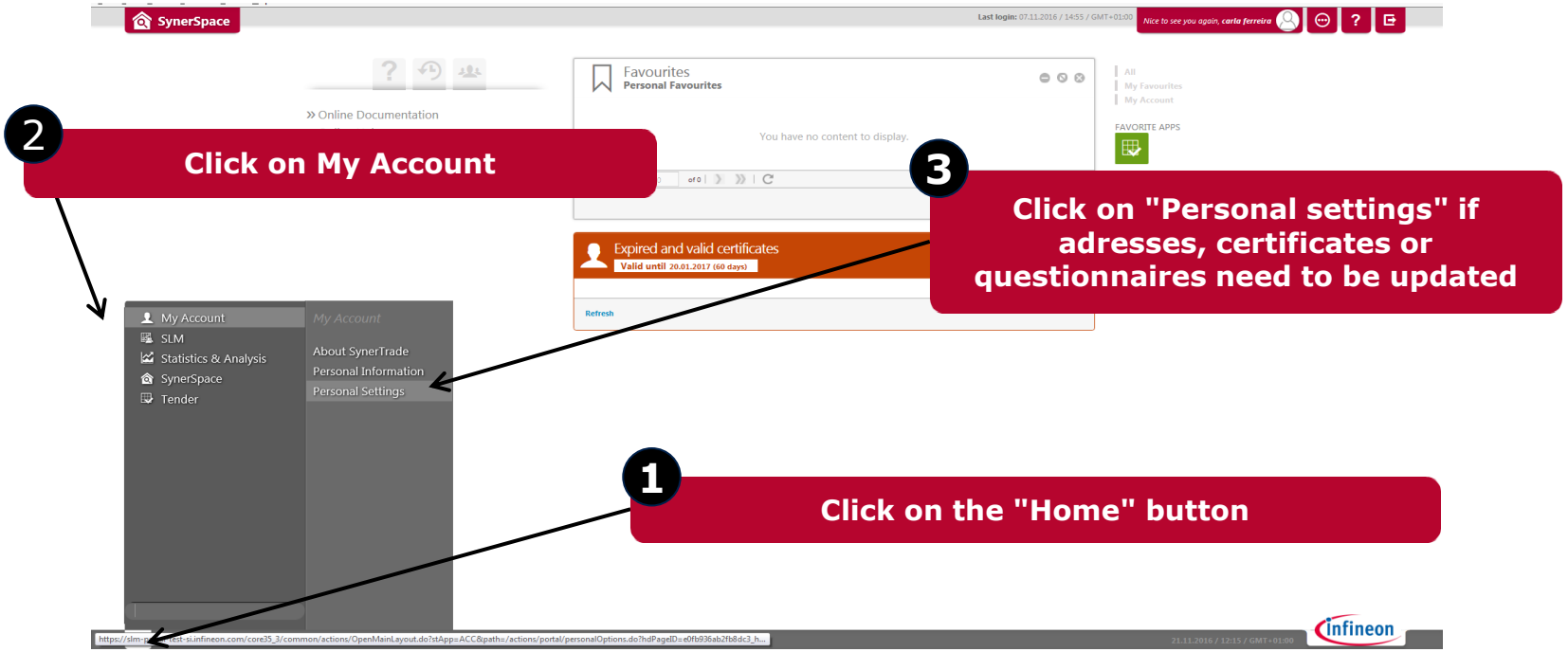
Supplier Registration – Finalization



- Please be aware that as soon as you click the button "**Finish**", you cannot update anymore the registration form as long as this is not released by Infineon.
- The registration form can be rejected and sent back to you if additional information is needed or missing.
- You will be notified via eMail once the registration form is released and approved successfully by our supplier registration team.

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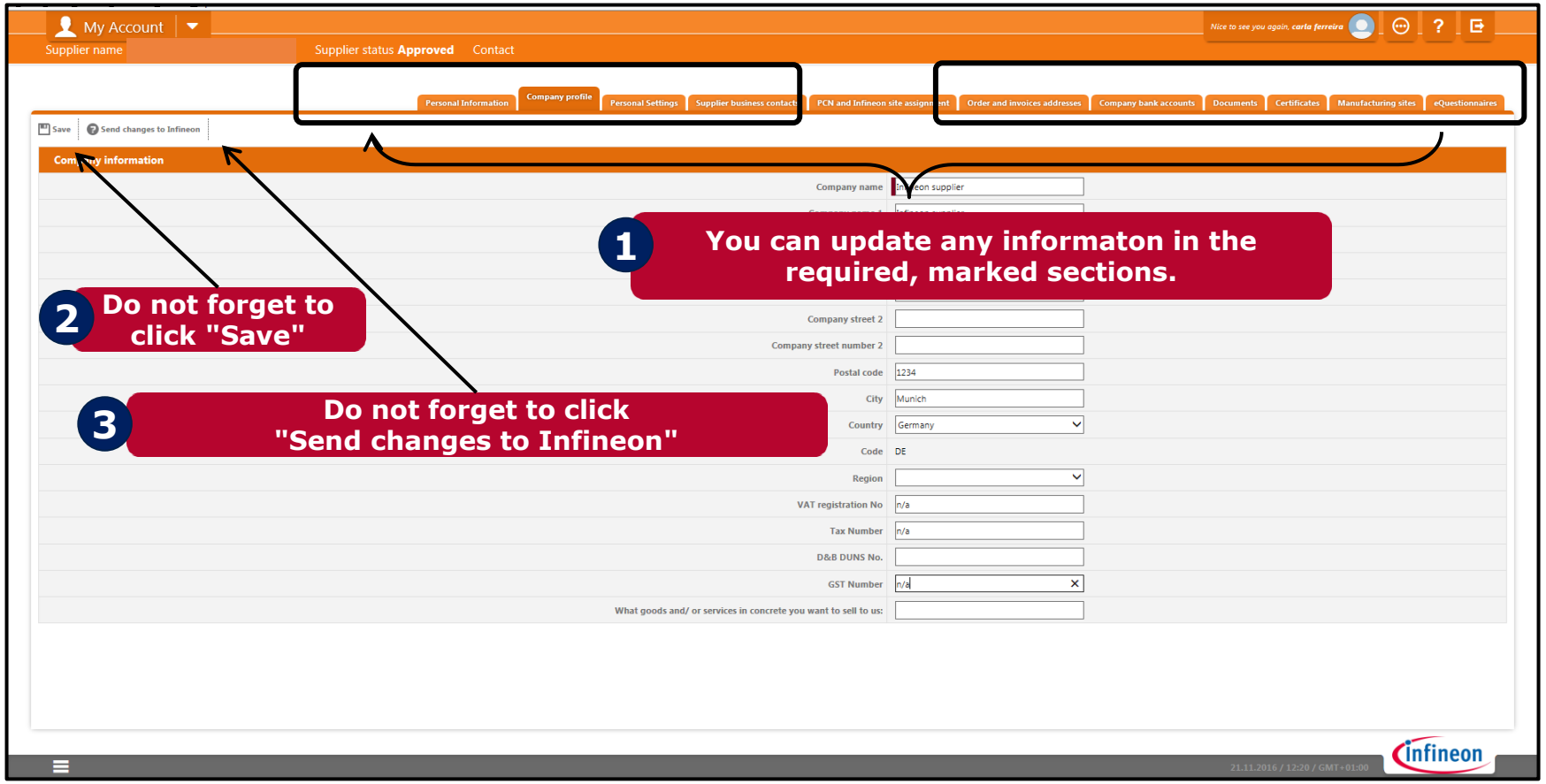
How to update your registration form – your entry page



- After your registration form is released and approved by Infineon Purchasing department, you can update your registration form at any time. Please log in with your username and password.
- Infineon will ask for specific updates: update certificates, update questionnaires or answer to new questionnaires.
- Any change done will be transmitted to the Infineon Purchasing Team.

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How to send the changes to Infineon



- You **save the changes** and send them later to Infineon.
- The changes are sent to Infineon after you have clicked the button "**Send changes to Infineon**".

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