Supplier Registration Training Guide - Ivalua (English Version) Chinese translation

Infineon Technologies AG

January 28th, 2025

Dear supplier,

This guide has the purpose of helping you register successfully into our iS2C platform. It provides basic instructions about the information you need to complete on each section of the registration form.

亲爱的供应商,

本指南旨在帮助您成功进行注册
它提供了有关您需要在注册表各部分填写的信息的基本说明。

Supplier Registration

Logging in the system 登入系统

Login is via this page.

1. Enter the **‘Login’** and **‘Password’,** then click **‘Login’** button.

For the first login, enter the credentials you received via email.

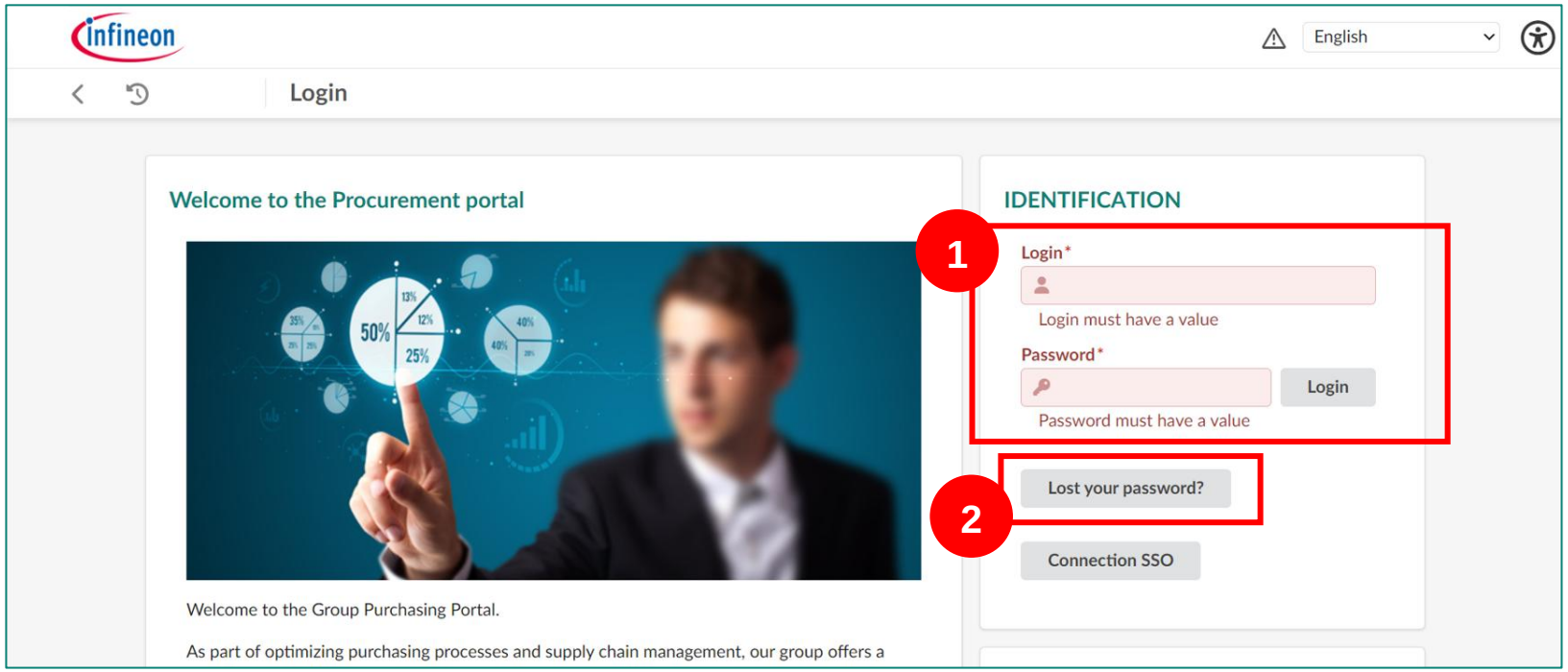
2. In case you forgot or lost the password, you can retrieve it by clicking **“Lost your password?”**

通过此页面登录。

1. 输入 “**登**录 ”**和** “**密**码”，**然后点**击 “**登**录 ”**按**钮。

首次登录时，请输入您通过电子邮件收到的凭据。

2. **如果忘**记或丢失了密码，可以点击 "**忘**记密码？

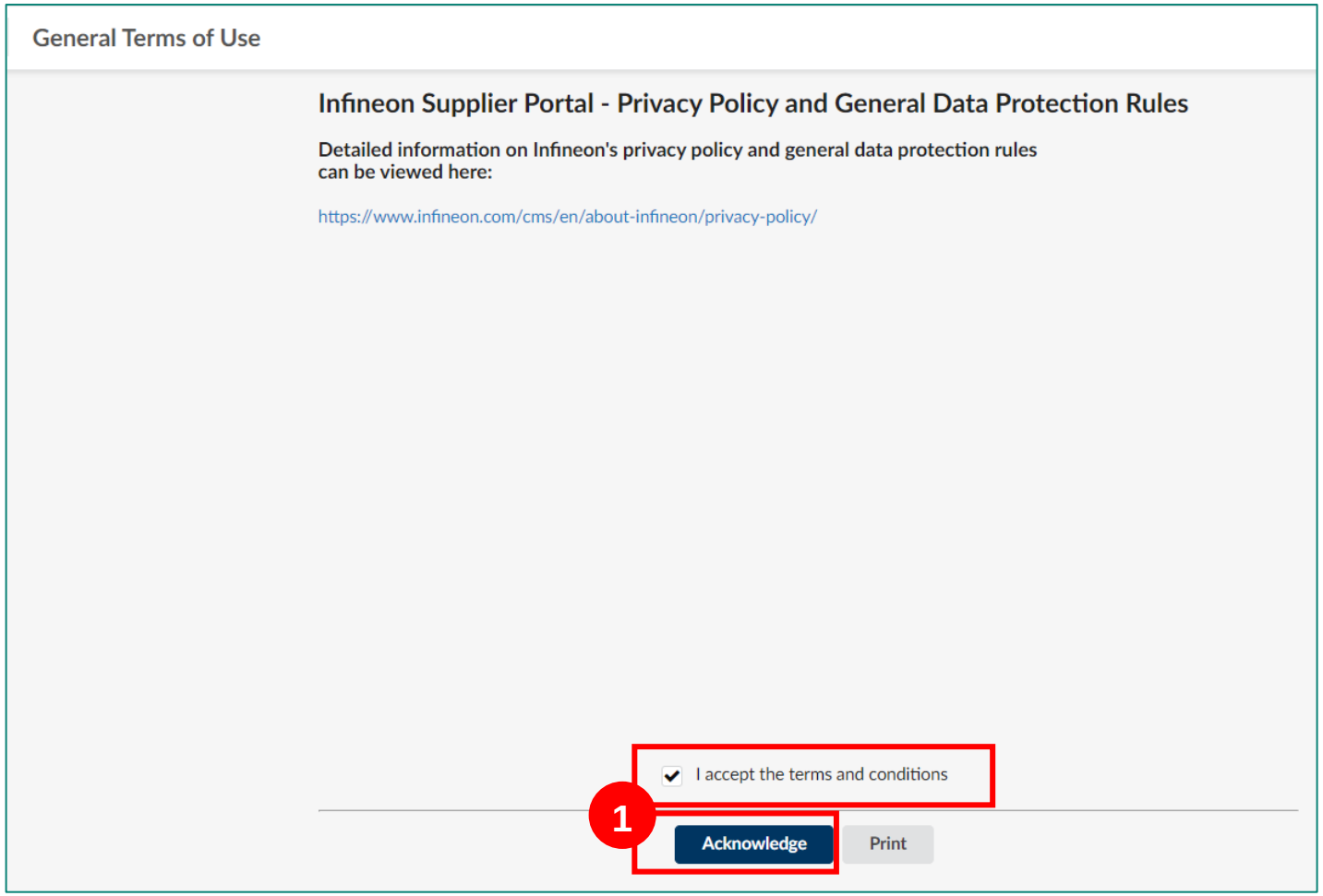


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Privacy Policy and General Data Protection Rules
隐私政策和一般数据保护规则

1. First-time users must check the acceptance statement and click the “**Acknowledge**” button to log in.

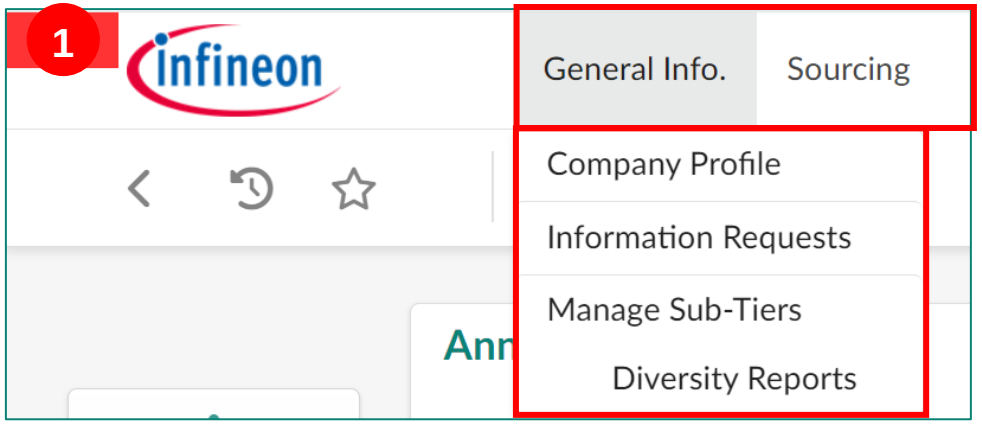
首次使用的用户必须检查接受声明并点击 **“确**认 **”按**钮才能**登**录。



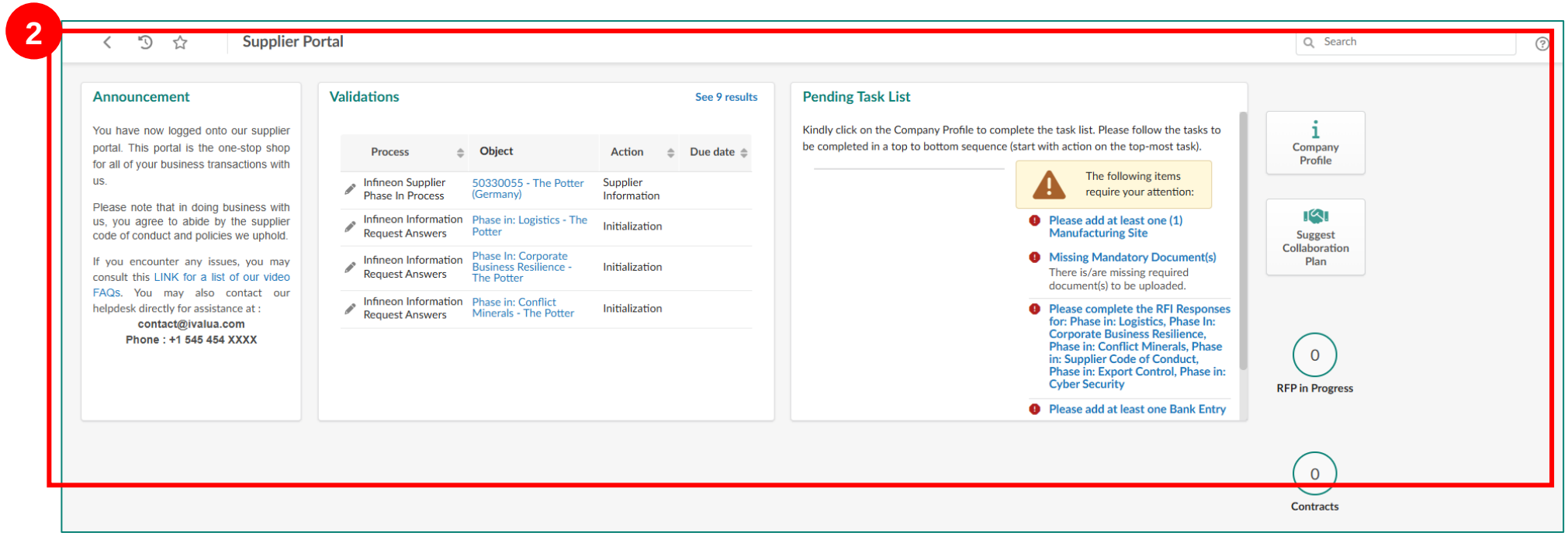
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Supplier Portal 供应商门户网站

1. **Menus and submenus** – available menus to view your information.
2. **Supplier Homepage** – view of onboarding process, pending validations and quick links.



1. **菜**单和子菜单 - **用于**查看信息的可用菜单。
2. **供**应商主页 - 查看入职流程、待验证信息和快速链接。



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Registration
Manufacturing Site

If you have **Quality Management Category 3 / 4** questionnaire listed in your to do list, please complete the **“Manufacturing Site”** tab as a first step.

**Please consult next slide to learn more on questionnaires*

如果您的待办事项清单中列有质量管理类别 3 / 4 调查表，请首先完成 “**生**产地 ”选项卡。

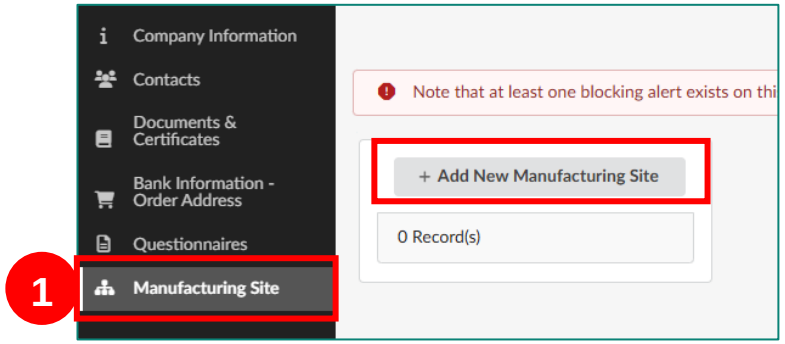
**请参阅下一张幻灯片，了解有关问卷调查的更多信息。*

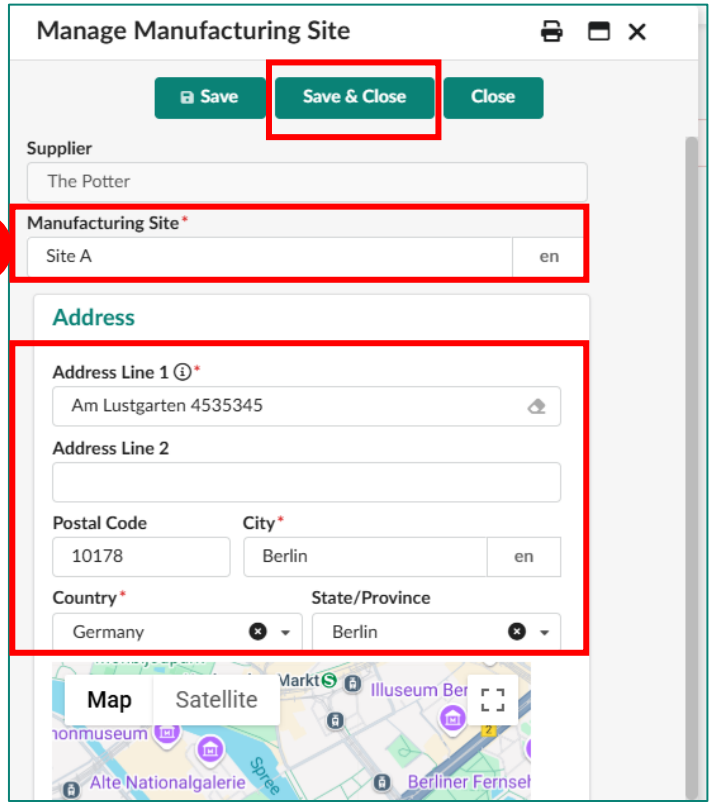
From homepage, click *Suppliers* > *General Info* > *Company Profile.*

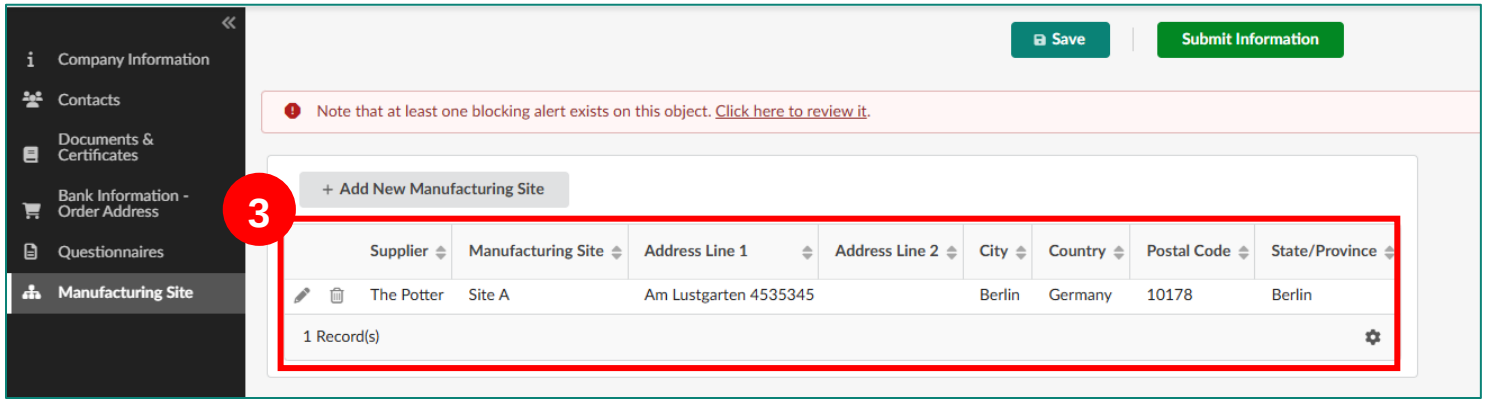
1. Navigate to the "*Manufacturing Site*" tab and click the **"+ Add New Manufacturing Site**" button.
2. Fill in all required fields, then click "**Save & Close**“.
3. The new Manufacturing Site will appear.

从供应商主页，供应商 > **一般信息** > **公司**简介。

1. 导航至 “**制造网站** ”选项卡，然后单击 “**+ 添加新制造网站** ” 按钮。
2. **填写所有必填字段，然后**单击 “**保存并关**闭”。
3. **新的生**产基地将出现在表格中。







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Registration

eQuestionnaires Overview

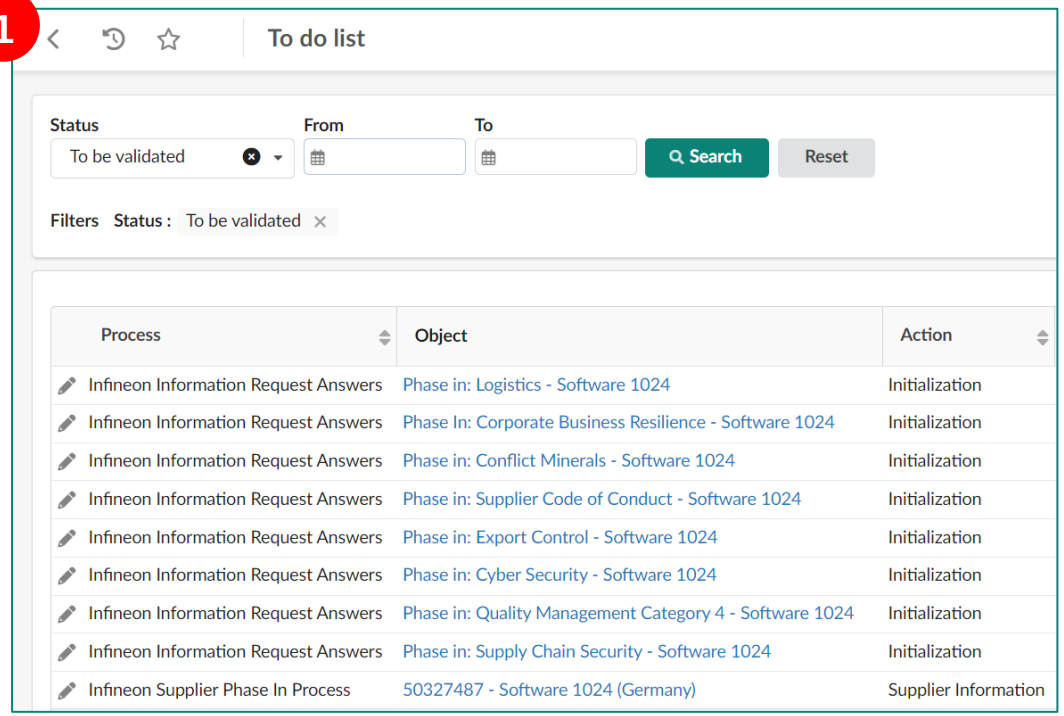
There are multiple ways to access the Questionnaires:

1. Pending validations > To do List
2. General Info. > Company Profile > Questionnaires tab
3. Information Request

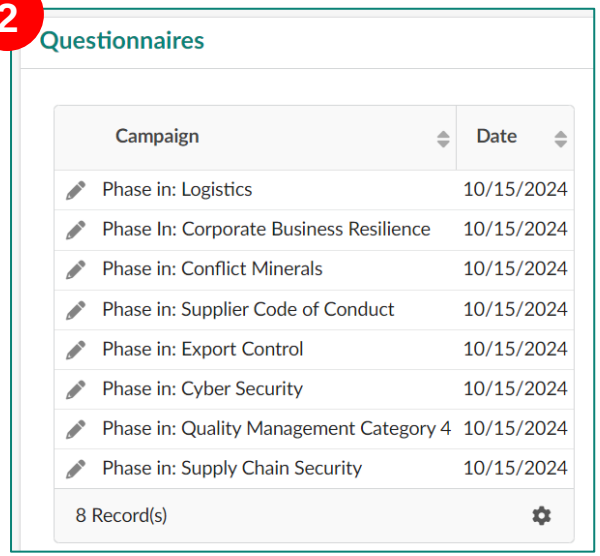
访问问卷有多种方式：

1. **待**验证 > **待**办事项列表
2. **一般信息。**> **公司**简介 > 问卷选项卡
3. **信息**请求

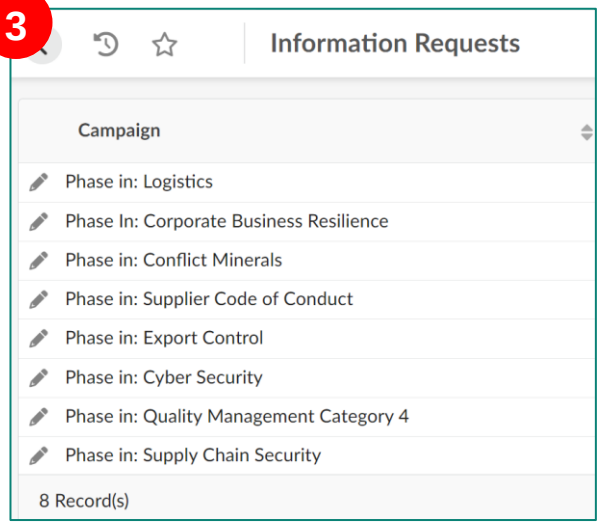
1



2



3



Note: Please keep in mind that questionnaires are triggered based on the commodity you will be supplying. The questionnaires available on this training might not all apply to you.

注意：请记住，问卷是根据您将供应的商品触发的。本培训提供的问卷可能并不都适用于您。

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Supplier Registration – Documents & Certificates
供应商注册 - 文件和证书

Access the **Documents & Certificates** tab.

1. Click **“+”** icon next to the required document.
2. On pop-up window, click the “**Click or Drag to add a file**” button.
3. Upload the required documents. Then “**Save & Close**”.

Note: *You need to do this for all the required documents.*

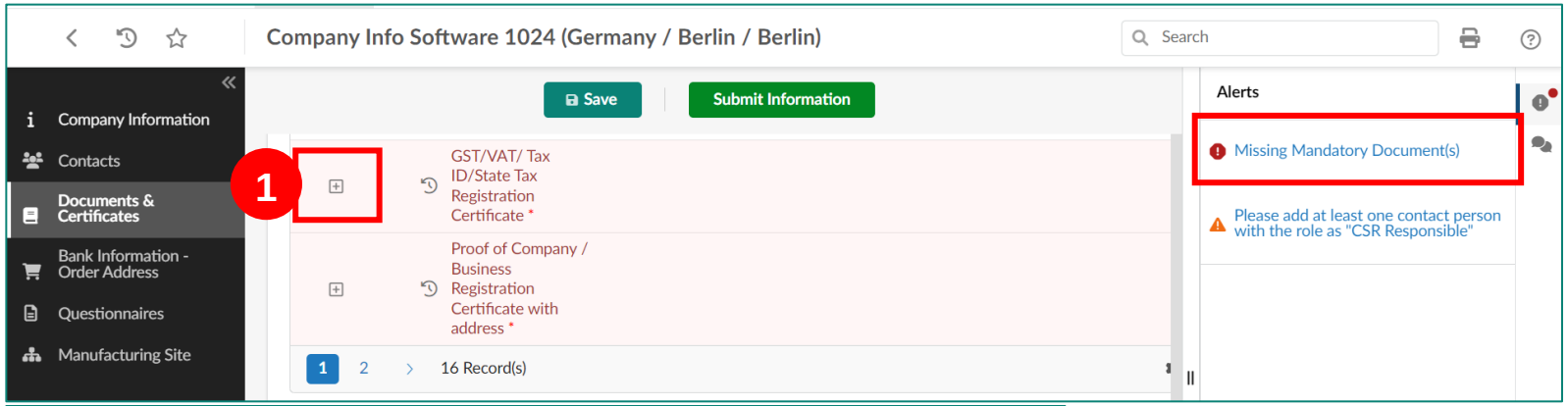
**Same documents can be used for different purposes*

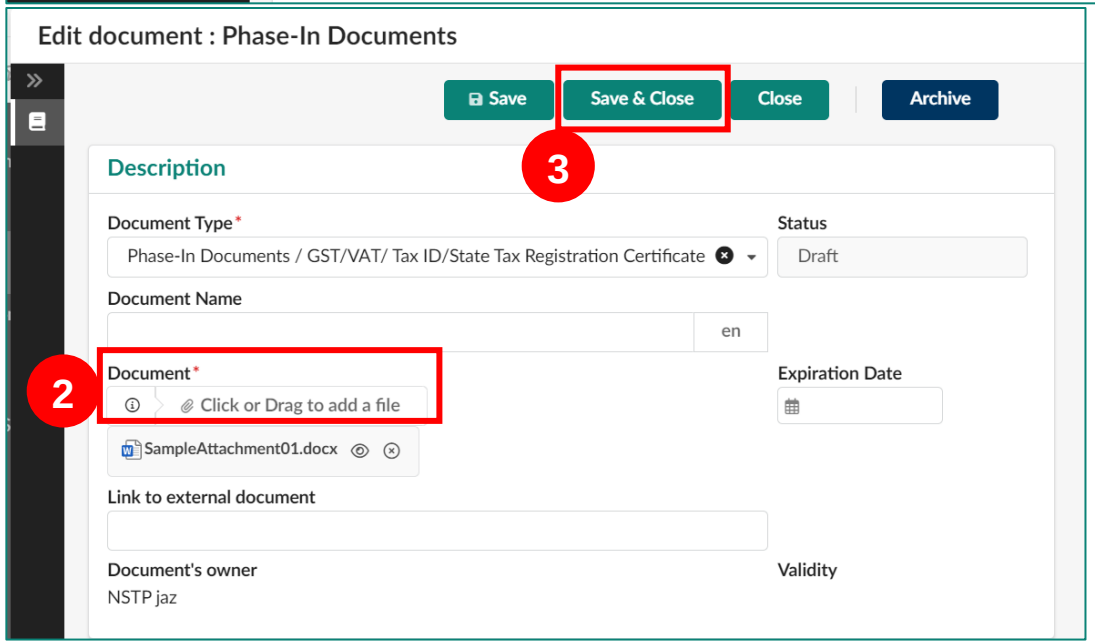
访问 “**文件和**证书 ”选项卡。

1. **点**击所需文件旁边的 “**+**”图标。
2. **在**弹出窗口中点击 “**点**击或拖动添加文件 ”**按**钮。
3. **上**传所需文件。然后 “**保存并关**闭”。

注意：所有所需文件都需要这样做。

**相同的文件可用于不同的目的。*





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Supplier Registration – Documents & Certificates
供应商注册 - 文件和证书

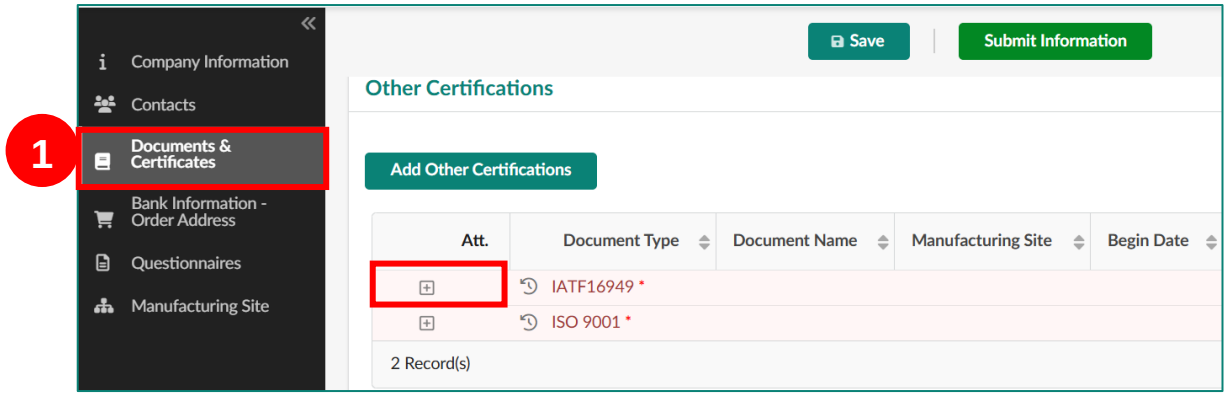
- Access the **Documents & Certificates** tab.
  1. Click **“+”** icon next to the required certificate.
  2. On pop-up window, click the “**Click or Drag to add a file**” button. Upload the required certificate and fill-out the “**Expiration Date”**.
  3. Then “**Save & Close**”.

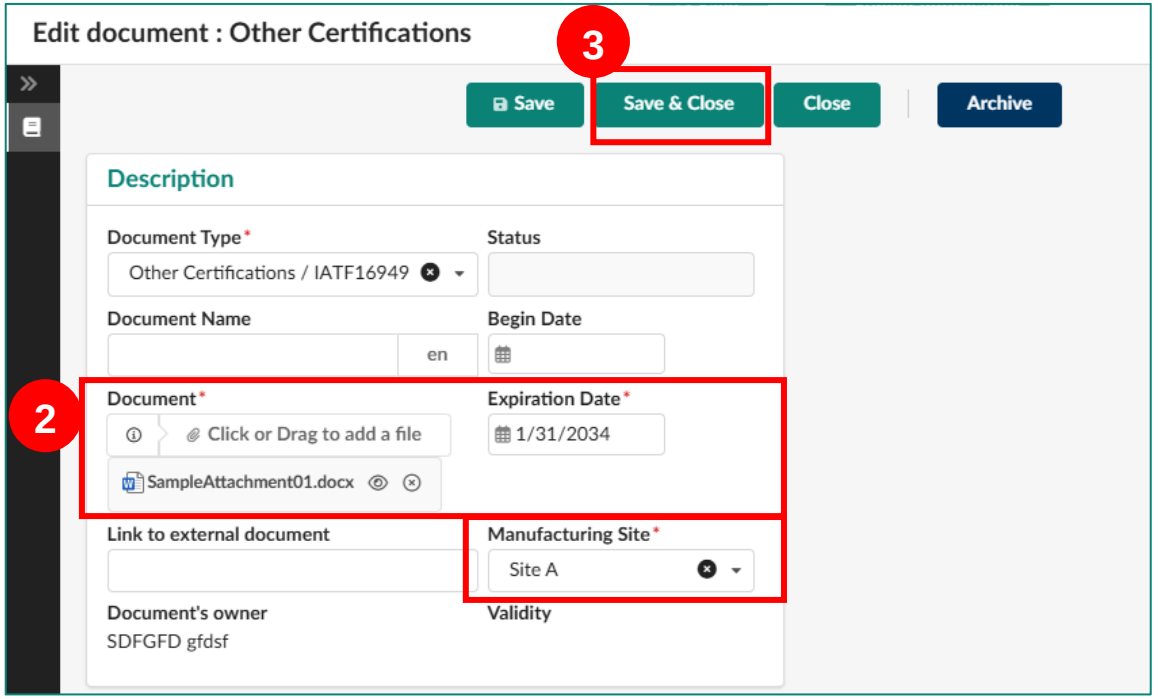
Note: *You will need to do this step for all the required certifications.*

访问 “**文件和**证书 ”选项卡。

1. **点**击所需证书旁边的 “**+**”图标。
2. **在**弹出窗口中点击 “**点**击或拖动添加文件 ”**按**钮。上传所需证书并填写 “**有效期**”。
3. **然后** “**保存并关**闭”。

注意：**您需要**为所有必要的认证执行此步骤。





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Supplier Registration - Bank Information
供应商注册 - 银行信息

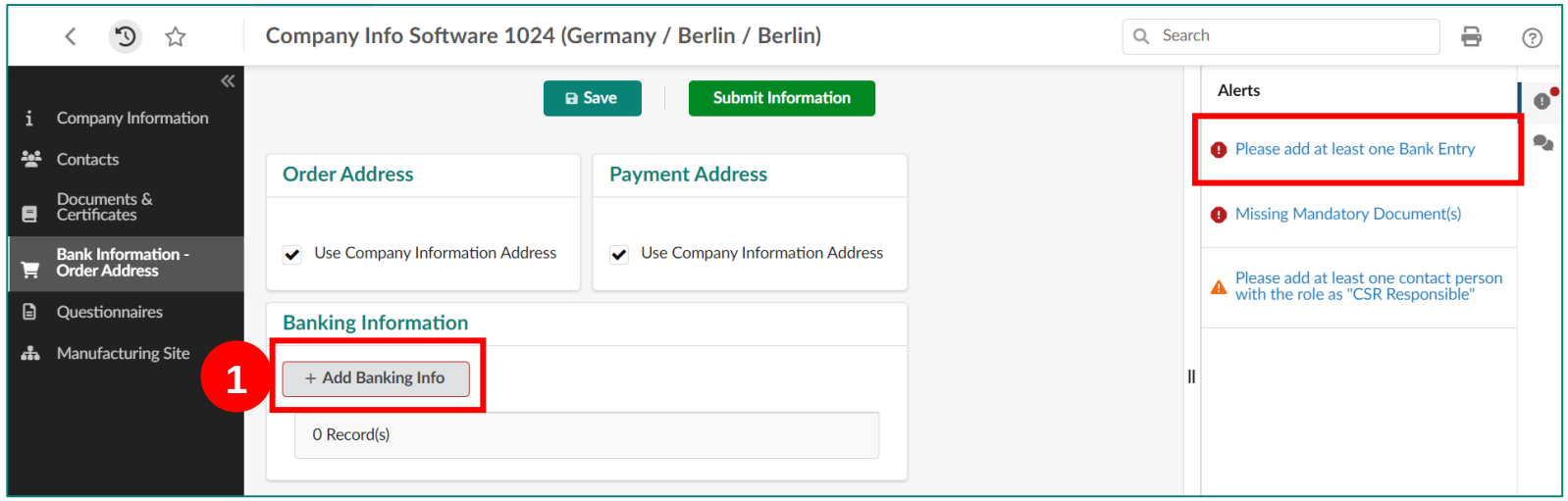
Access the **Bank Information – Order Address** tab.

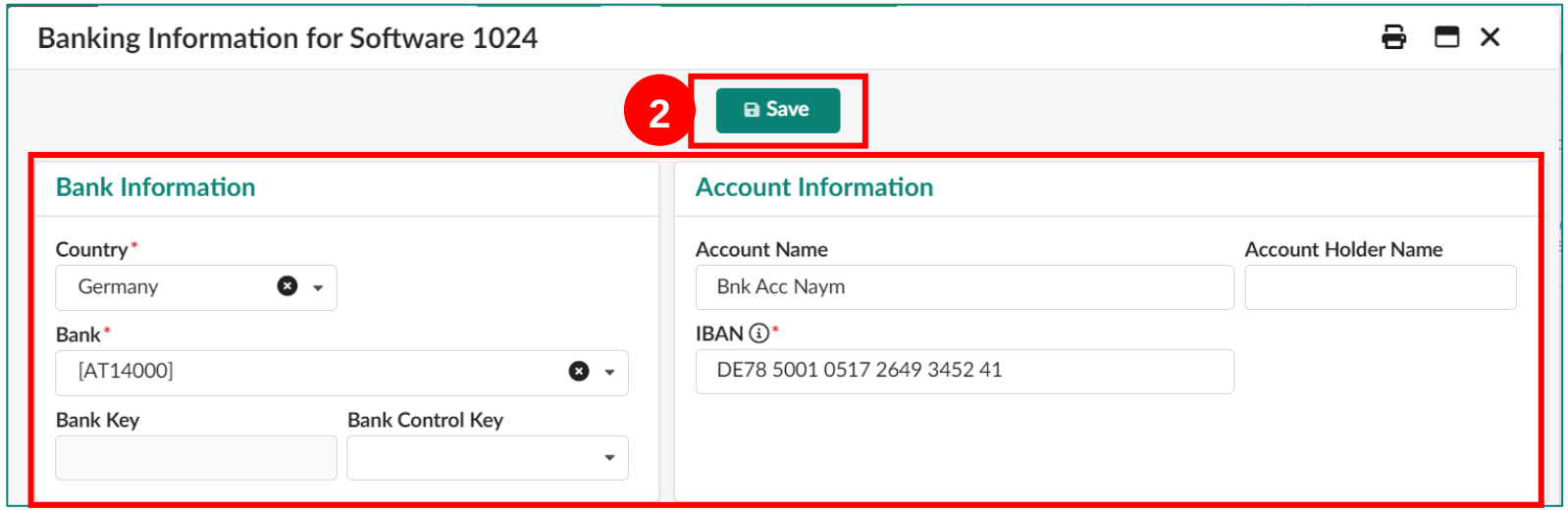
1. Click **"+ Add Banking Info**" button.
2. On pop-up window, complete the required fields (*marked with asterisk "**"*). Then "**Save**".

访问 "银行信息 - 订单地址 "选项卡。

1. 单击 "+ **添加**银行信息 "**按**钮。
2. **在**弹出窗口中填写必填字段（带星号 "*"）。

然后点击 "**保存**"。





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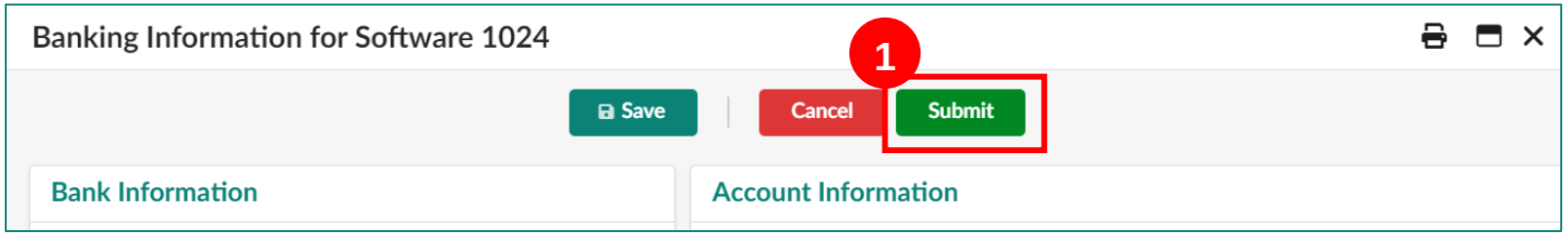
Supplier Registration - Bank Information
供应商注册 - 银行信息

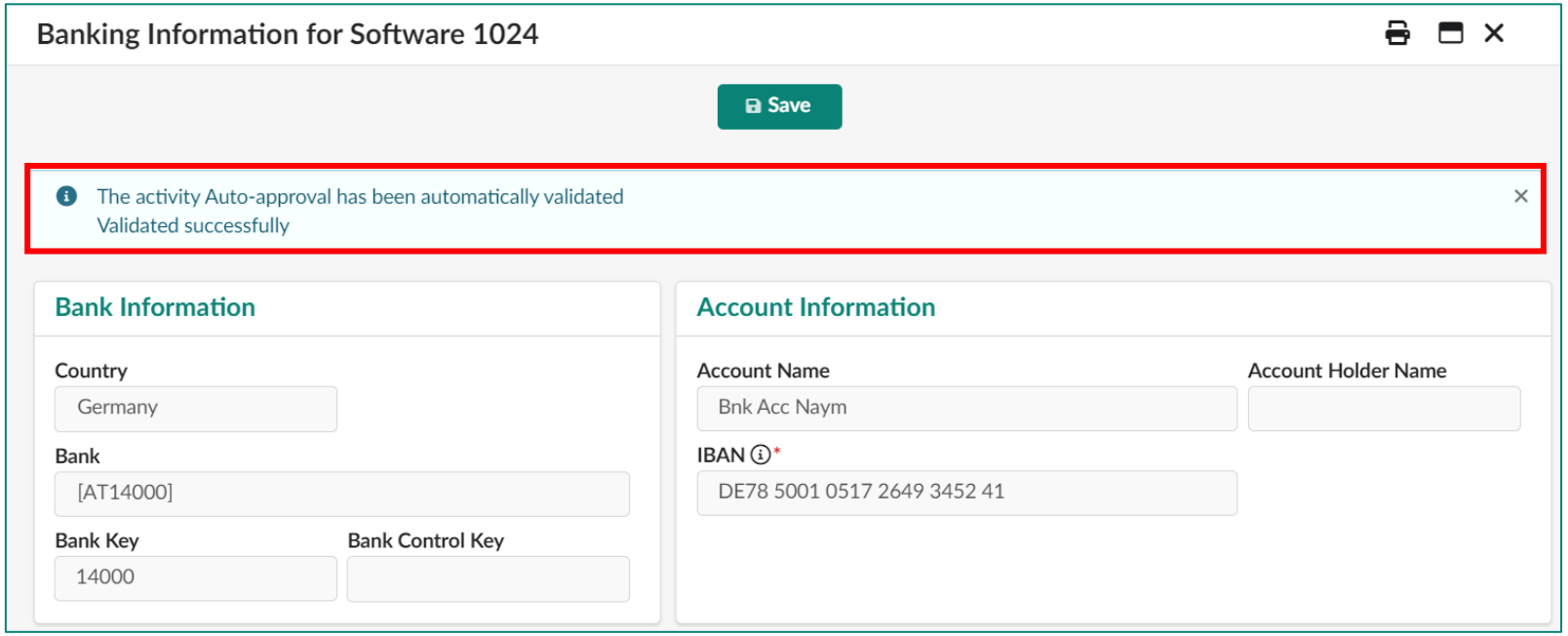
1. Click “**Submit**” button to complete the process

➢ An information alert which indicate that bank creation is automatically and successfully validated.

1. **点**击 “**提交** ”**按**钮完成流程

➢ **信息提示表明**银行创建已自动成功验证。

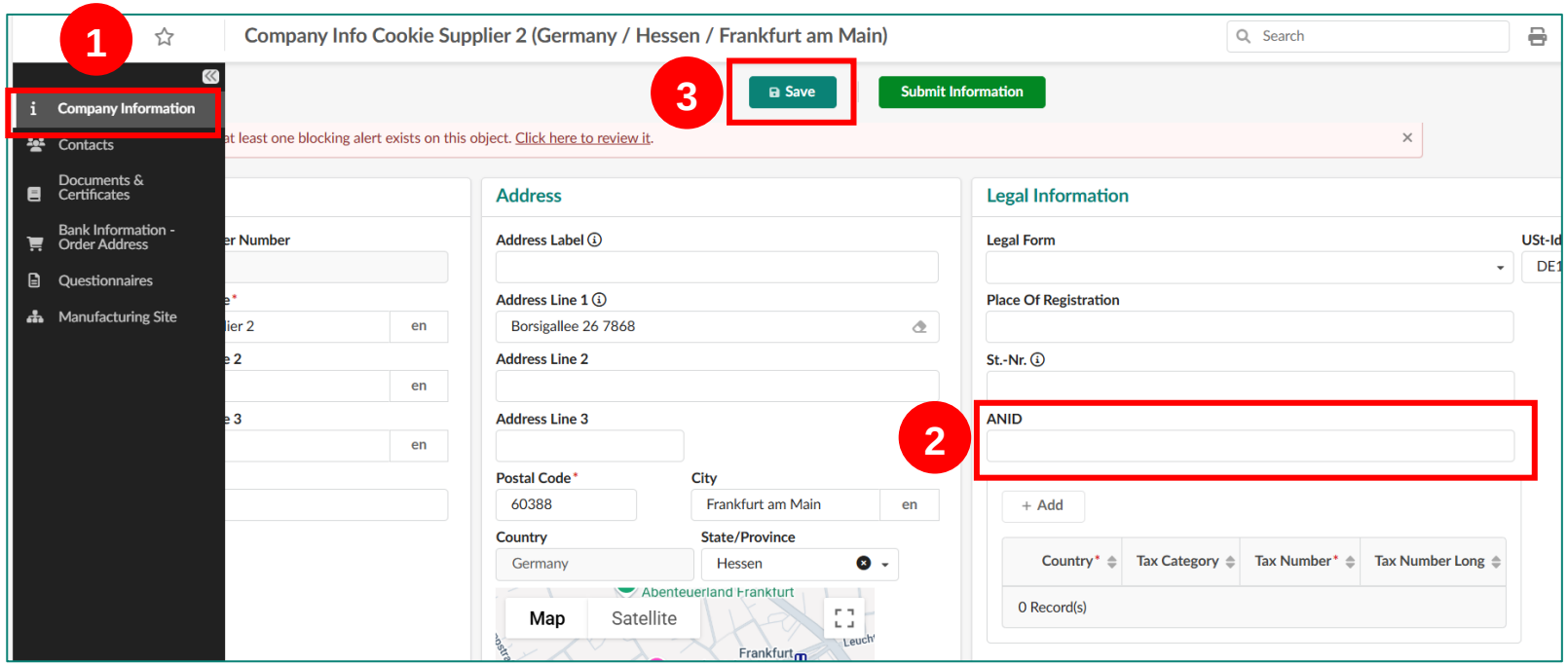




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Supplier Registration – Company Information
供应商注册 - 公司信息

1. Access the **Company Information** tab and validate the information.
2. If your company already possesses an SAP Business Network account, please complete the 'ANID' field found in the Legal Information section. While this field is not mandatory, its completion is advised. An internal team from Infineon will contact you to establish a connection.
3. Then click **“Save”**.



1. 访问 **“公司信息”**选项卡并验证信息。
2. **如果**贵公司已经拥有 SAP Business Network 账户，请填写法律信息部分中的 **“ANID ”字段**。虽然该字**段不是必填字段**，**但建**议您填写。英飞凌内部团队**将与您**联系建立连接。
3. **然后点**击 **“保存”**。

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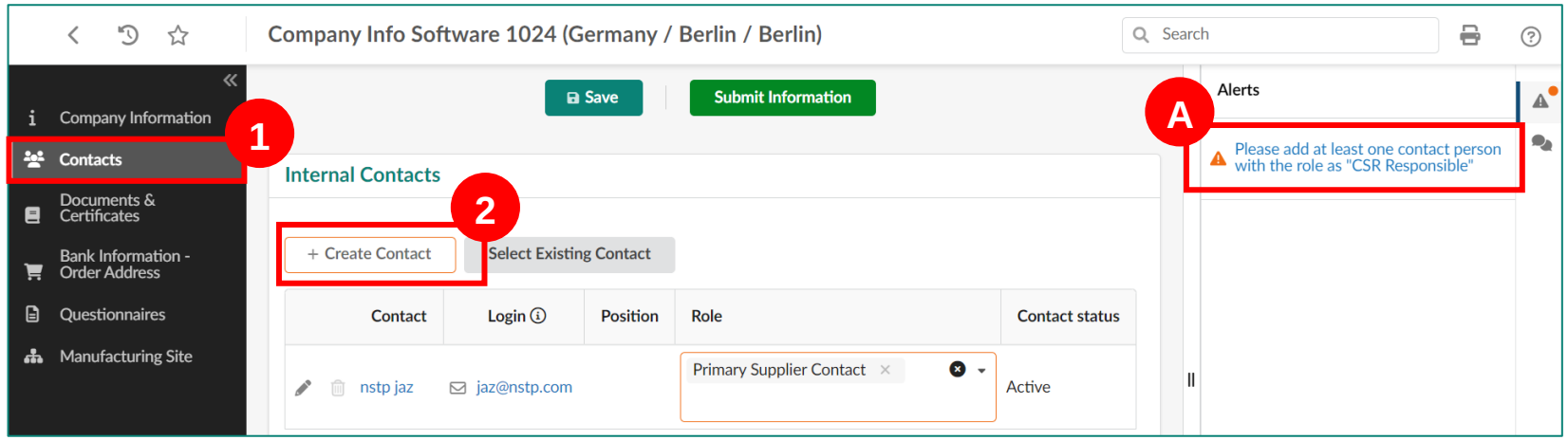
Supplier Registration – Contacts 供应商登记 - 联系方式

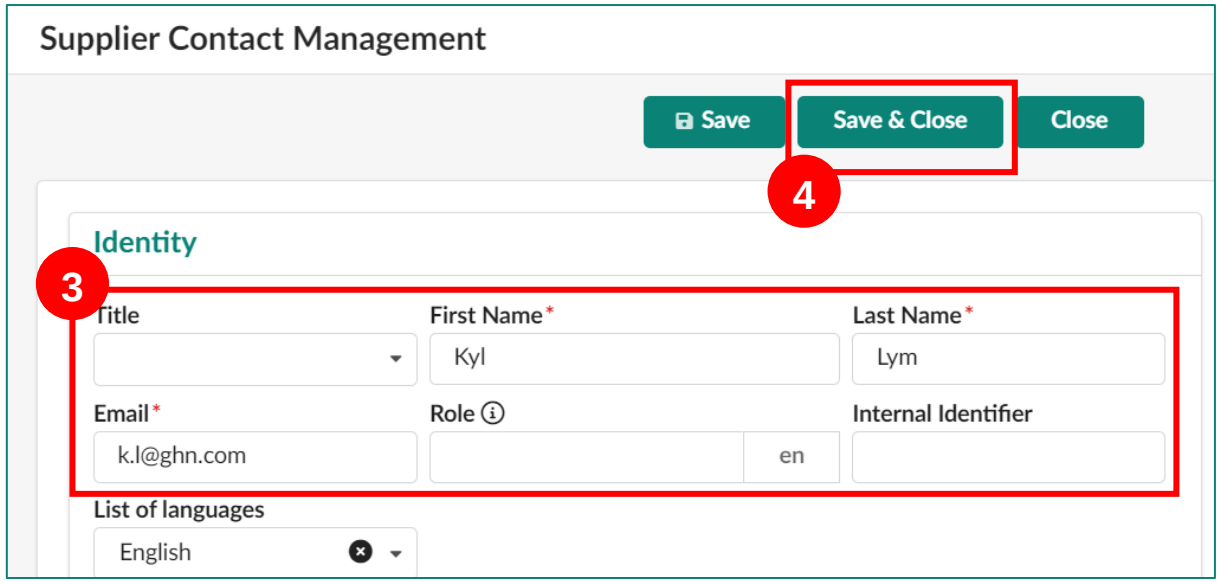
Additional contacts can be added to your organization if more users need to access or complete the registration process. To do this, please follow these steps:

1. Access the **Contact** tab.
2. Click **“+Create Contact”** .
3. On the pop-up window, complete the following required fields *(marked with asterisk “*”).*
   - First Name
   - Last Name
   - Email
4. Click “**Save & Close**”.

如果有更多用户需要访问或完成注册过程，可以向您的组织添加其他联系人。为此，请按照以下步骤操作：

1. 访问联系人选项卡。
2. 单击 “+创建联系人”。
3. **在**弹出的窗口中，填写以下必填字段（标有星号）。
   - **名**
   - **姓**
   - 电子邮件
4. **然后点**击 “**保存并关**闭”。





A. The orange alert is a non-blocking notification, you can proceed without completing the step.

A. **橙色**警报为非阻塞性通知，**您可以不完成**该步骤而继续**操作**。

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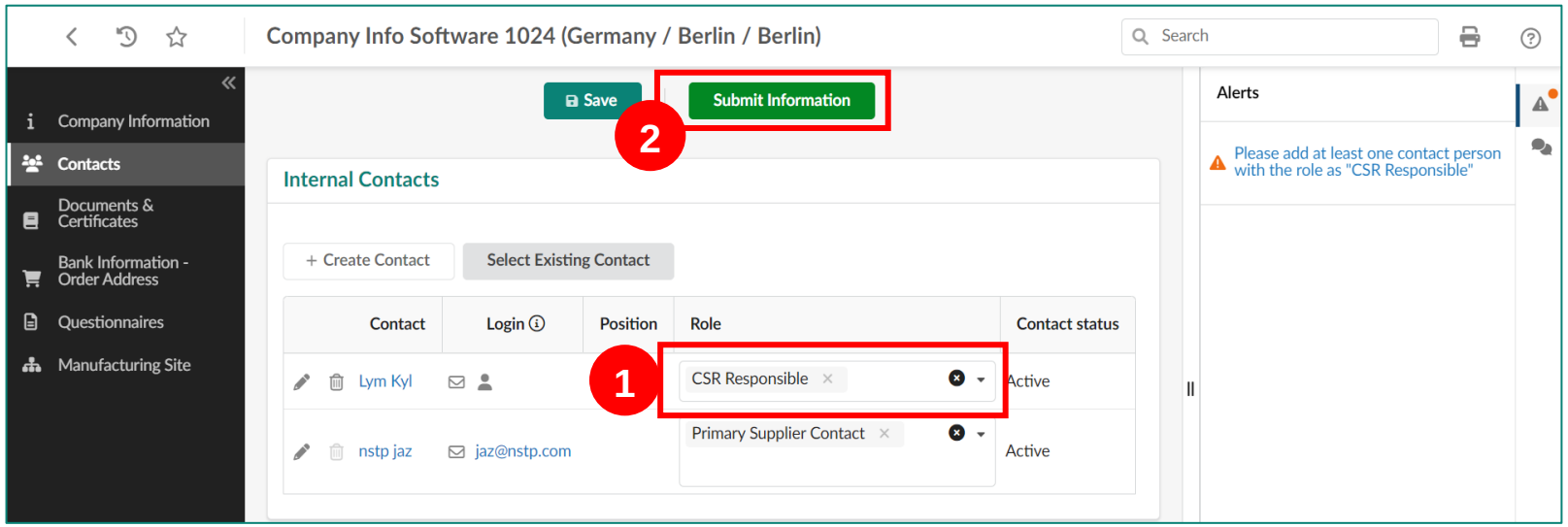
Supplier Registration – CSR Responsible
供应商注册 - 企业社会责任

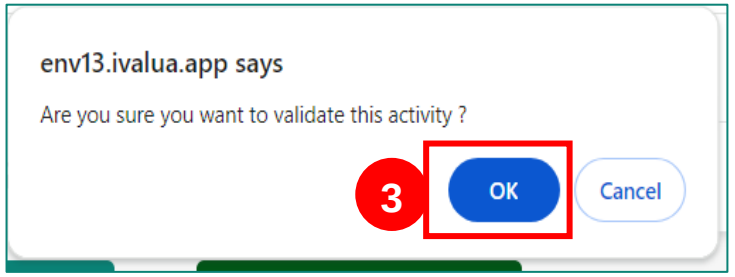
If your organization has a CSR Function that can support with additional questionnaire on sustainability topics via the platform of our partner IntegrityNext, please create the contact accordingly by:

1. Choose "**CSR Responsible**" as recommended in the warning alert.
2. Then click "**Submit Information**" button.
3. Select "**OK**" in the *confirmation message*.

如果贵组织的企业社会责任职能部门可以通过我们的合**作伙伴** IntegrityNext **平台提供有关可持**续发展主题的附**加**问卷，请通过以下方式创建相应的联系方式：

1. **根据警告提示**选择 "**企**业社会责任负责人"。
2. **然后点**击 "**提交信息** "**按**钮。
3. **在确**认信息中选择 "**确定**"。





***Note:** CSR Responsible might be contacted to complete aditional questionnaires on partner platform "IntegrityNext".*

注：**可能会**联系企业社会责任负责人在合作伙伴平台 "IntegrityNext "**上填写附加**问卷。

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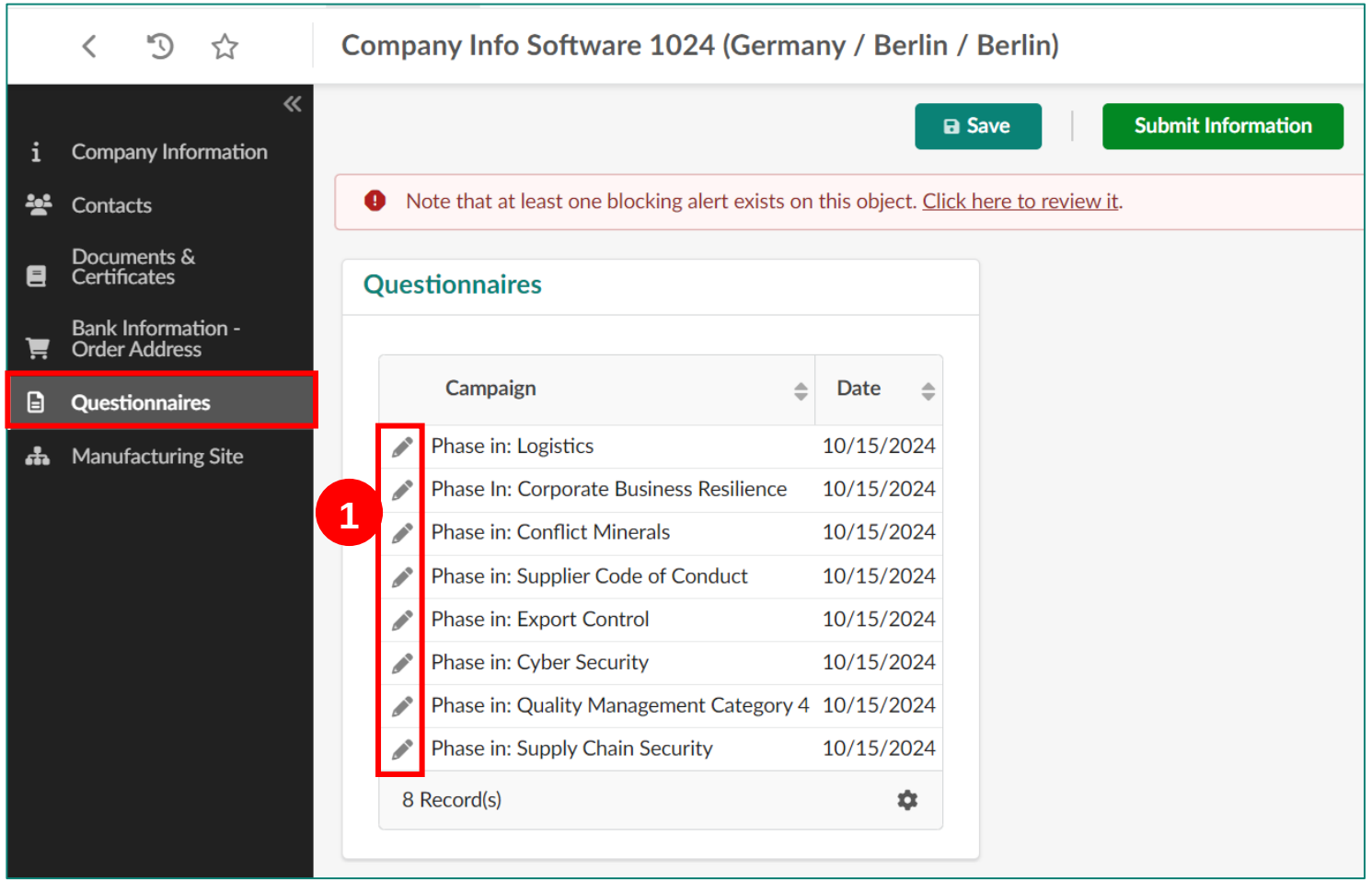
Accessing Questionnaires
获取问卷

Access *General Info.* > *Company Profile* > *Questionnaires* tab.

1. Click the **pencil** icon to answer the questionnaire.

访问一般信息。> **公司**简介 > 问卷选项卡。

1. 单击铅笔图标回答问卷。



Please note that questionnaires are triggered based on the commodity, so not all questionnaires listed here will be visible in your Questionnaires listing

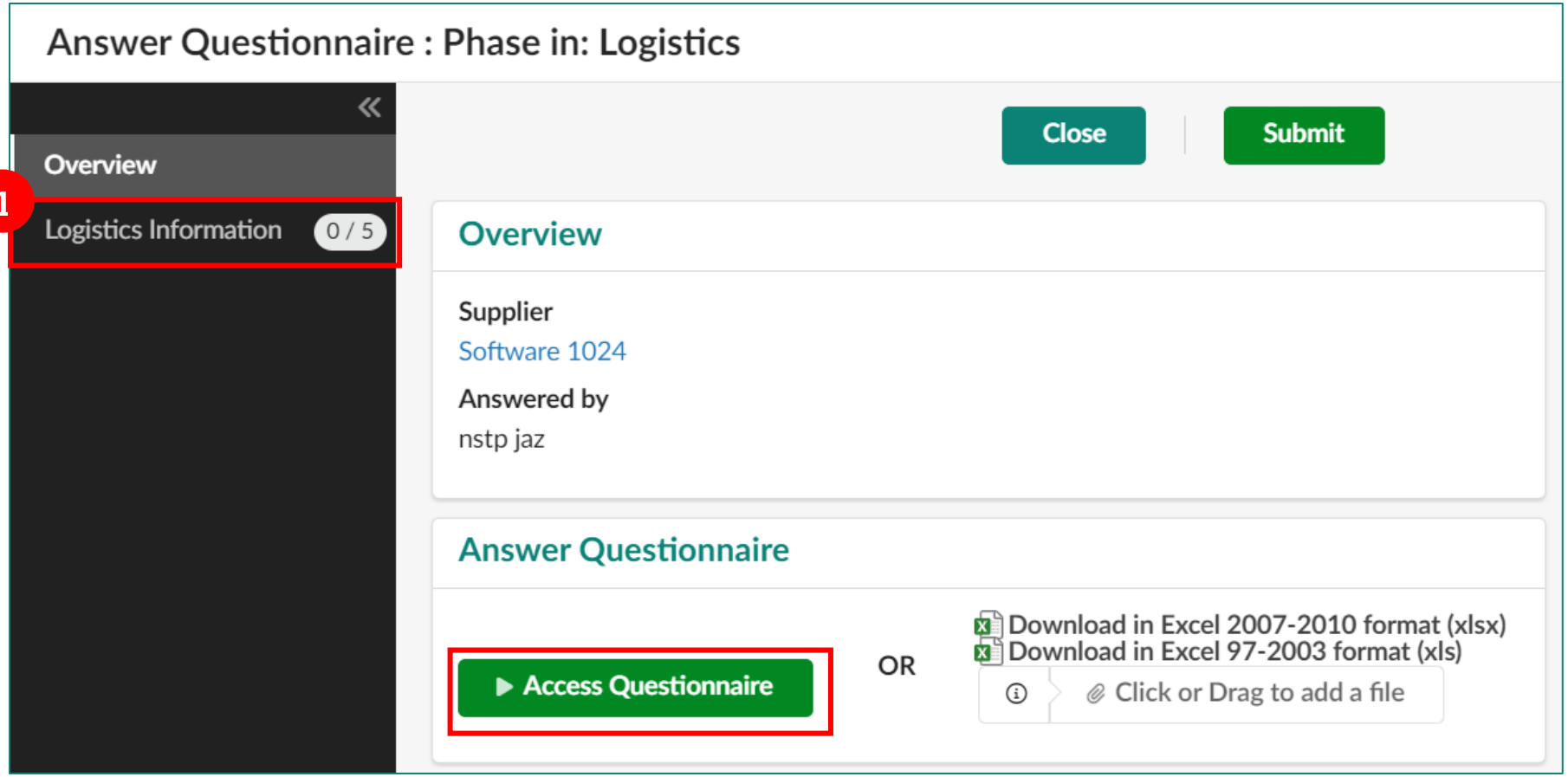
请注意，问卷是根据商品触发的，因此并非此处列出的所有问卷都会出现在您的问卷列表中。

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Phase-in Questionnaires – Logistics
阶段性调查表 – 物流

1. Click either the “**Logistics Information**” tab or the “**Access Questionnaire**” button to view all the questions.

1. **点**击 “**物流信息** ”标签或 “访问问卷 ”**按**钮，查看所有问题。



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Phase-in Questionnaires – Logistics
阶段性调查表 – 物流

Logistic Information

- Contact information, including the name, email, and telephone number of the person responsible for logistics and questions related to crisis management and emergency planning.

物流信息

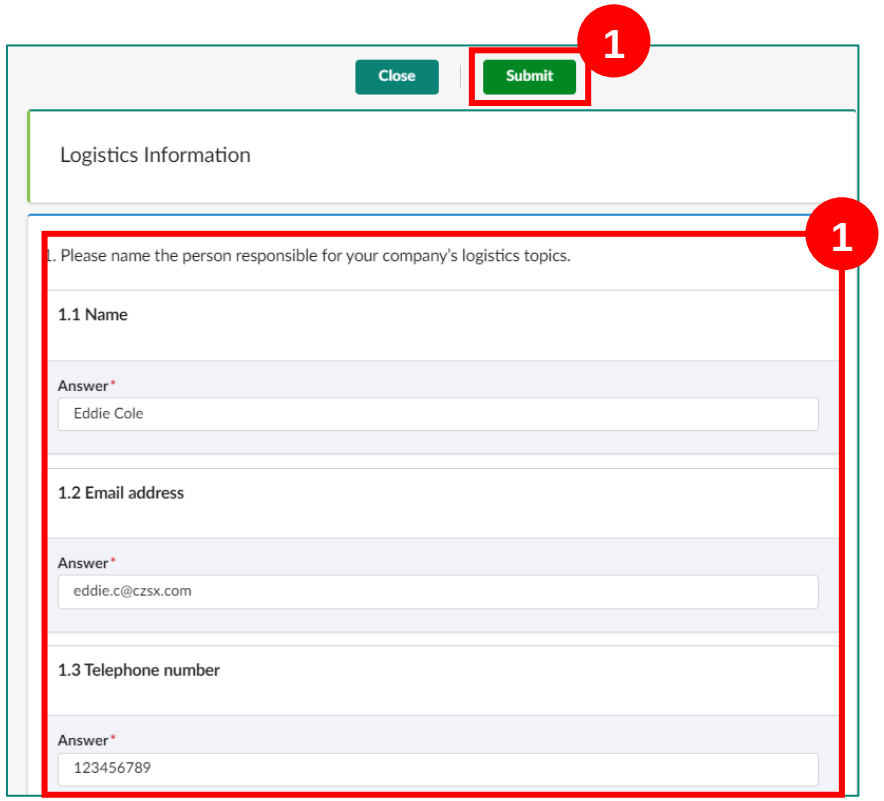
- 联系信息，包括负责后勤和危机管理与应急计划相关问题的人员的姓名、电子邮件和电话号码。

1. Answer all the questions and click “**Submit**” button.
2. On confirmation message, click “**OK**”.
3. Notification confirming that the submission was successful is displayed. Then click the “**Close**” button.

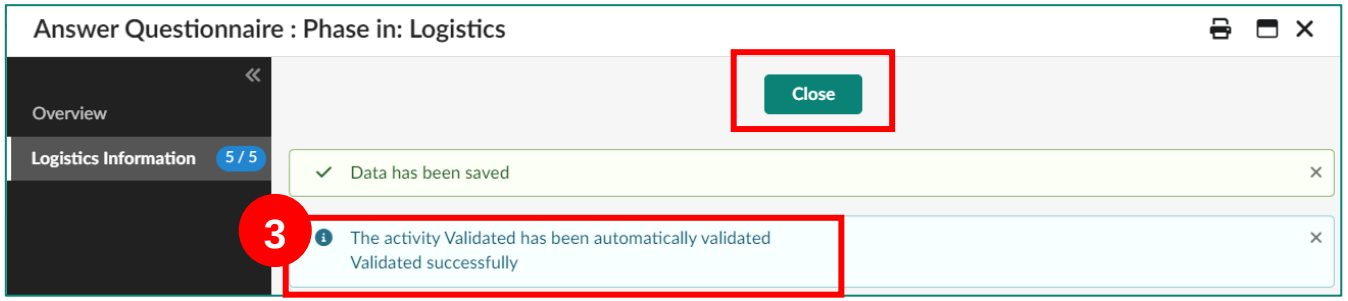
1.**回答所有**问题并点击 “**提交** ”**按**钮。

2.**收到确**认信息后，点击 “**确定**”。

3.**将**显示确认提交成功的通知。然后点击 “**关**闭 ”**按**钮。







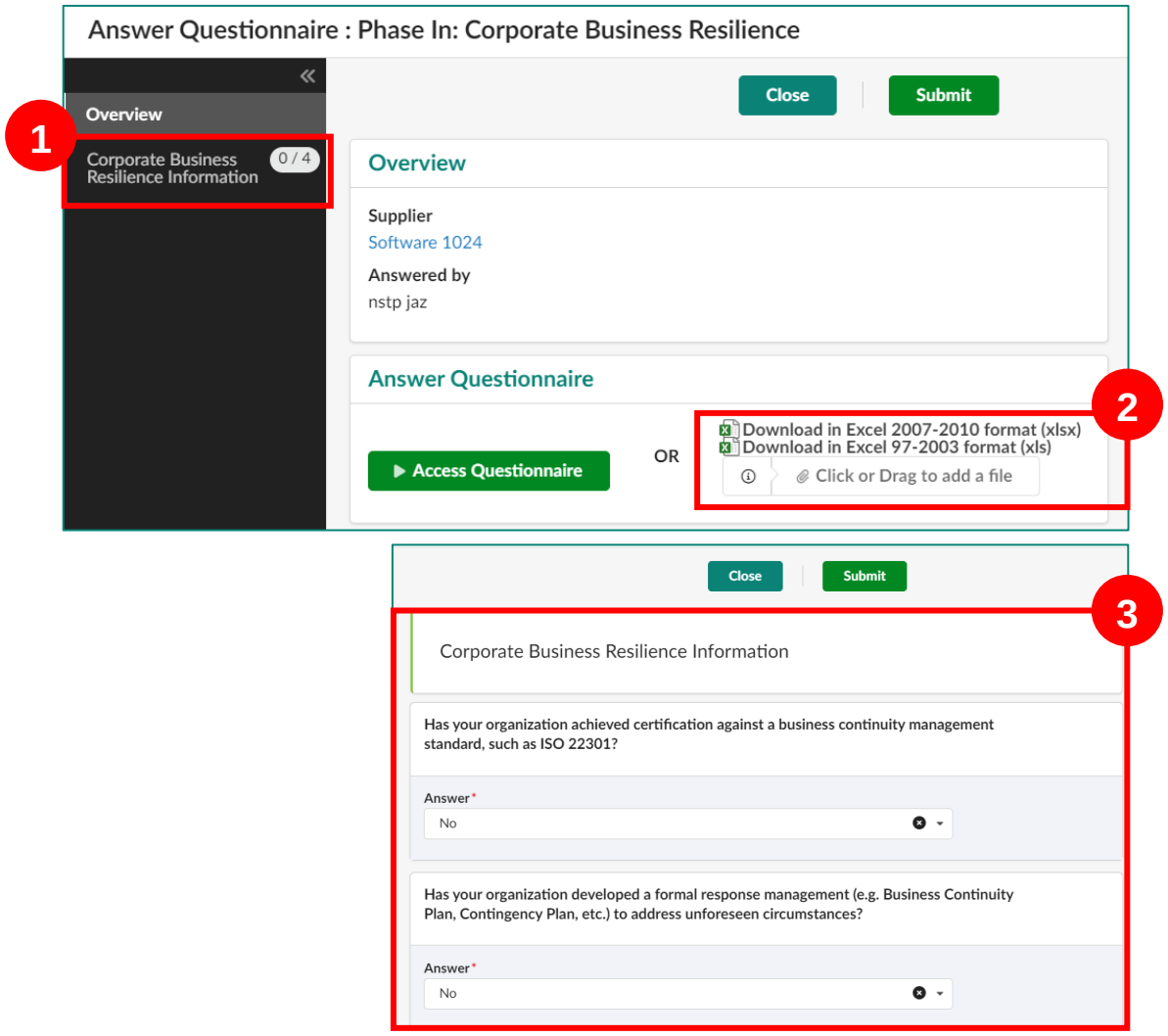
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Phase-in Questionnaires – Corporate Business Resilience
阶段性调查问卷 - 企业业务复原力

1. Click either the “**Corporate Business Resilience Information**” tab or the “**Access Questionnaire**” button to view all the questions.
2. Alternatively, you can download the questionnaire and complete it offline. Once finished, you should upload the completed questionnaire using the designated upload box.
3. Questions regarding to organization's preparedness and response management to contingencies are displayed.

1. 单击 “**企**业业务复原力信息 ”选项卡或 “访问问卷 ”**按**钮，查看所有问题
2. **您也可以下**载问卷并离线填写。完成后，您应使用指定的上传框上传完**成的**问卷。
3. **企业商业韧性信息**

显示有关组织对突发事件的准备和响应管理的问题。



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Phase-in Questionnaires – Corporate Business Resilience
阶段性调查问卷 - 企业业务复原力

Corporate Business Resilience Information

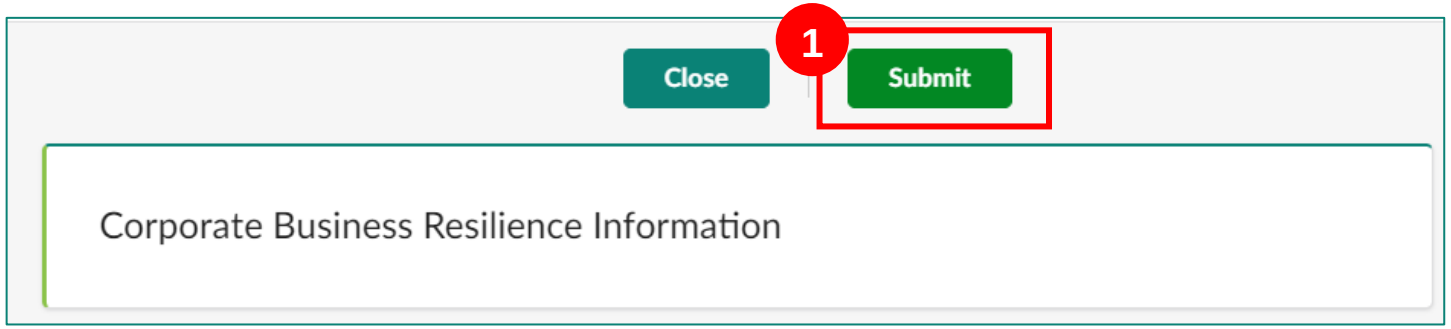
1. Answer all the questions and click “**Submit**” button.
2. On confirmation message, click “**OK**”.
3. Notification confirming that the submission was successful. Then click the “**Close**” button.

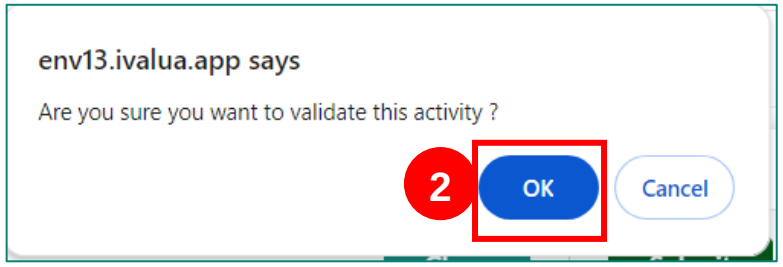
企业商业韧性信息

1.**回答所有**问题并点击“**提交**”**按**钮。

2. **确**认消息后，点击“**确定**”。

3. **通知确**认提交成功。然后点击“**关**闭”**按**钮。





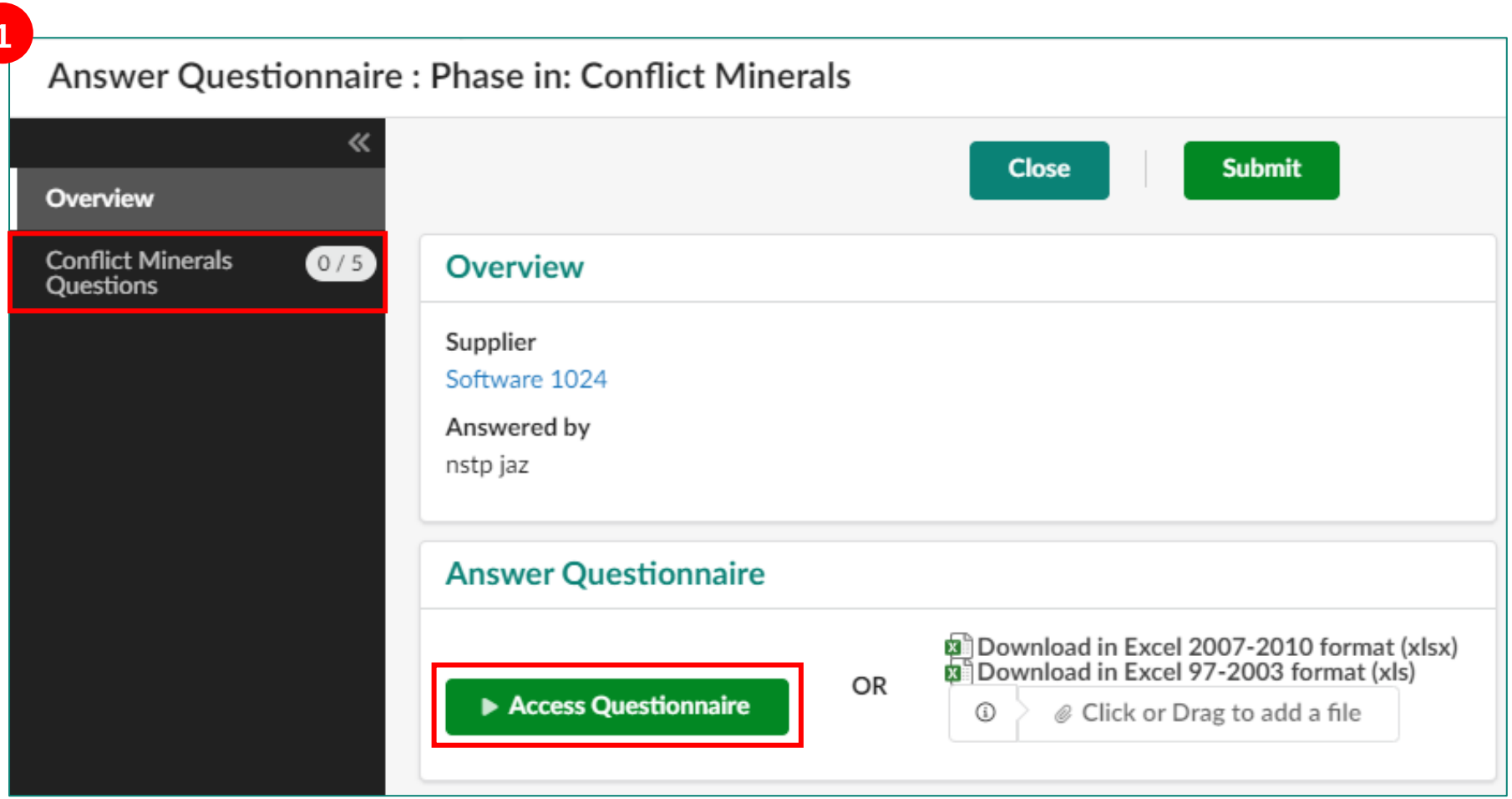


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Phase-in Questionnaires – Conflict Minerals
分阶段调查问卷 - 冲突矿产

1. Click either the “**Conflict Minerals Questions**” tab or the “**Access Questionnaire**” button to view all the questions.

1. **点**击“**冲突**矿产问题”选项卡或“访问问卷”**按**钮以查看所有问题。



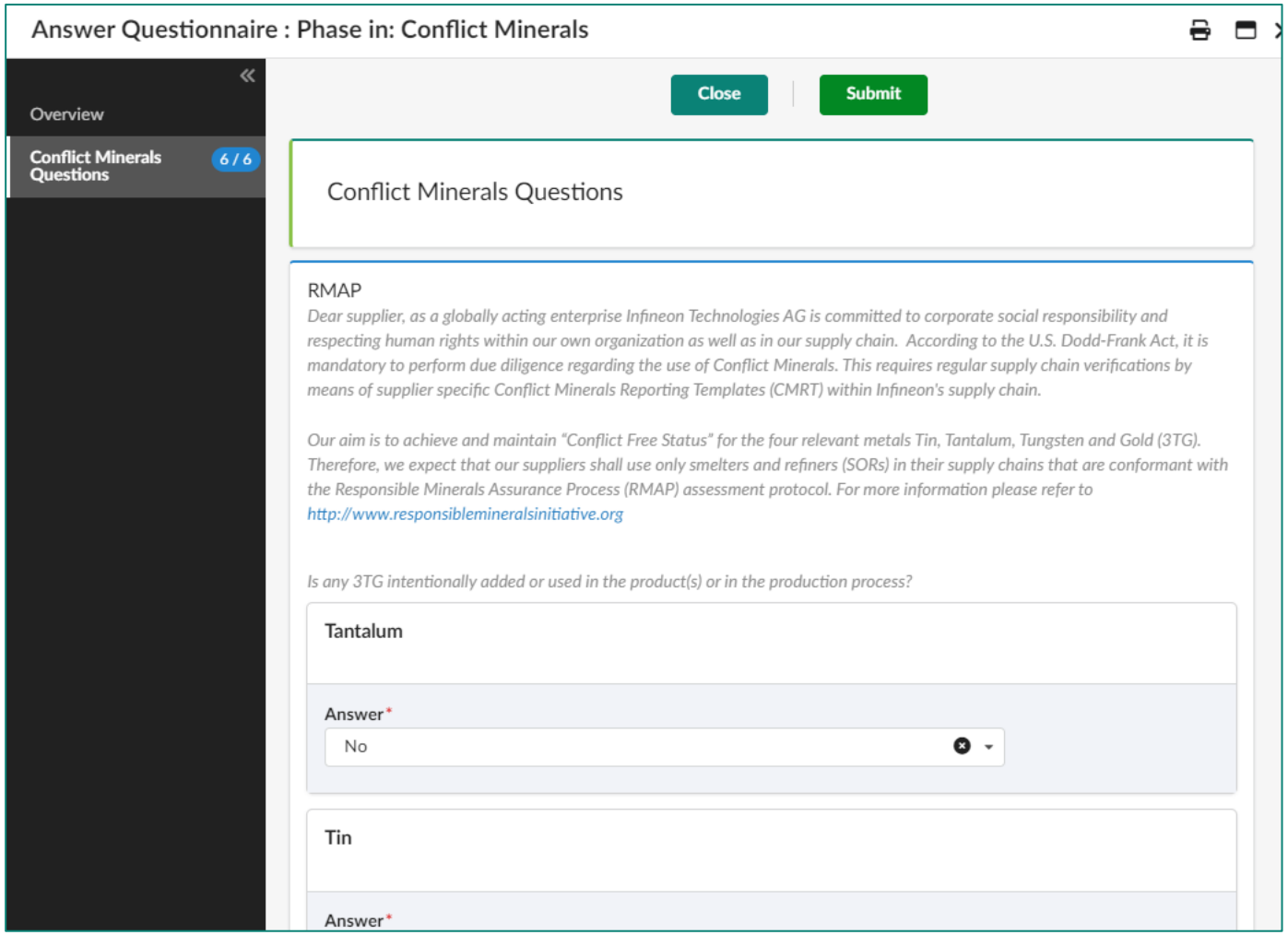
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Phase-in Questionnaires – Conflict Minerals
分阶段调查问卷 - 冲突矿产

Conflict Minerals Questions

- Question to conduct due diligence on the use of conflict minerals.

问题 对冲突矿产的使用进行尽职调查。



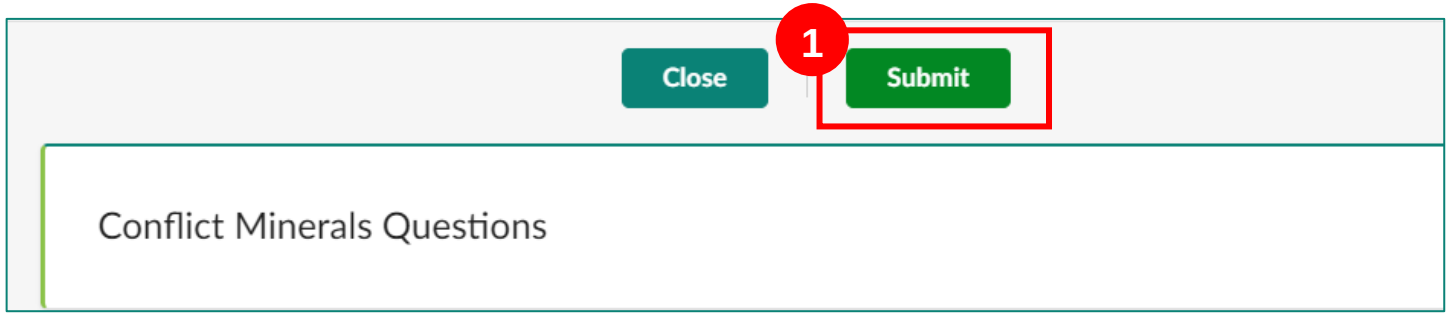
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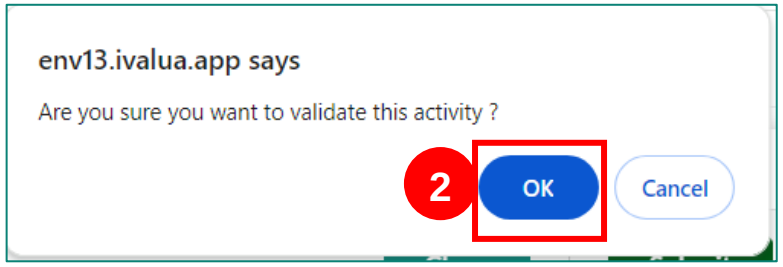
Phase-in Questionnaires – Conflict Minerals
分阶段调查问卷 - 冲突矿产

Conflict Minerals Questions

1. Answer all the questions and click “**Submit**” button.
2. On confirmation message, click “**OK**”.
3. Notification confirming that the submission was successful is displayed. Then click the “**Close**” button.

1. **回答所有**问题，然后单击**“提交”按**钮。
2. **在确**认消息中，单击**“确定”**。
3. **此**时将显示确认提交成功的通知。然后单击**“关**闭**”按**钮。





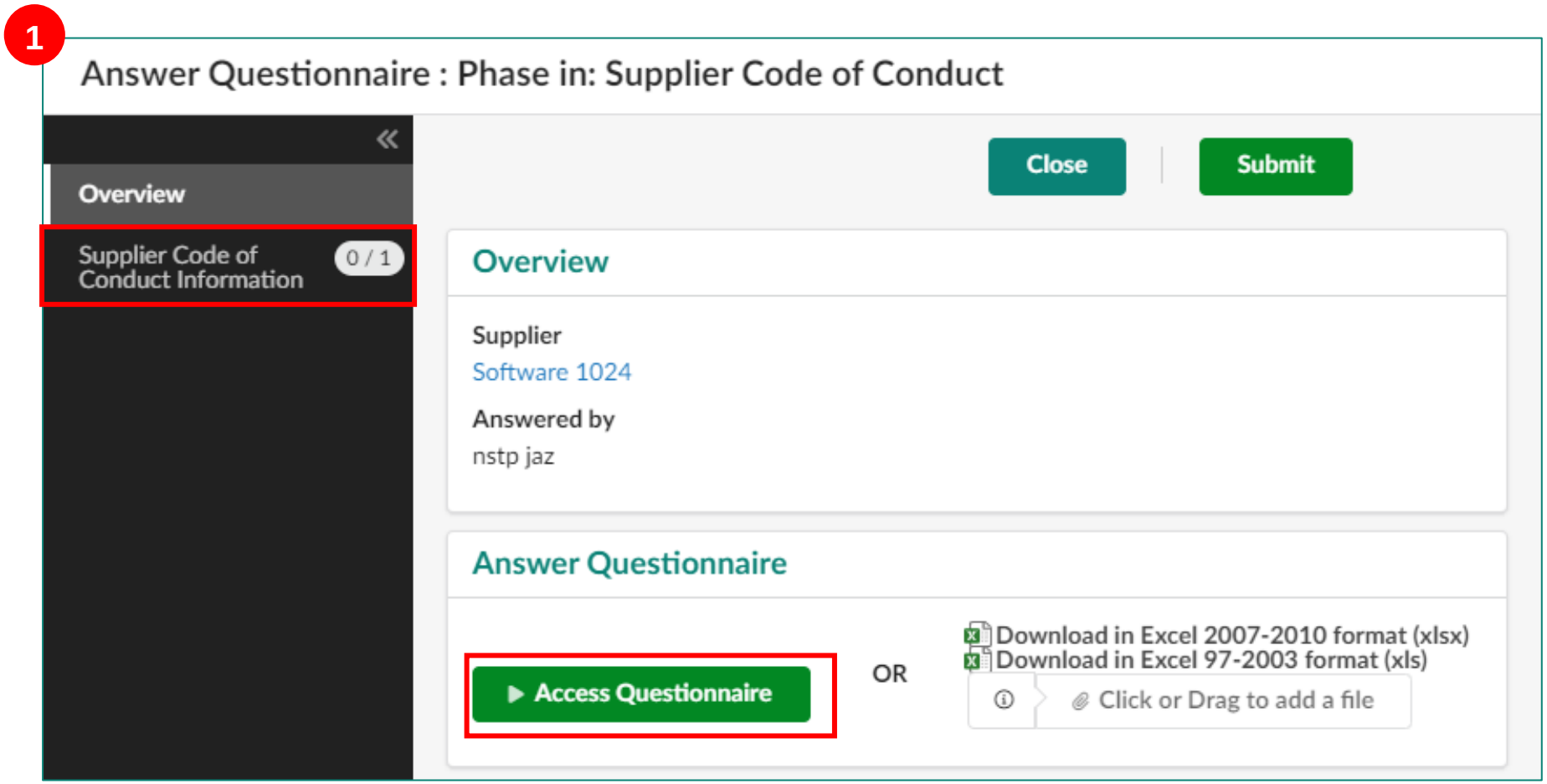


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Phase-in Questionnaires – Supplier Code of Conduct
阶段性调查问卷 - 供应商行为准则

1. Click either the “**Supplier Code of Conduct Information”** tab or the “**Access Questionnaire**” button to view all the questions.

1. **点**击“**供**应商行为准则信息”选项卡或“访问问卷”**按**钮查看所有问题。

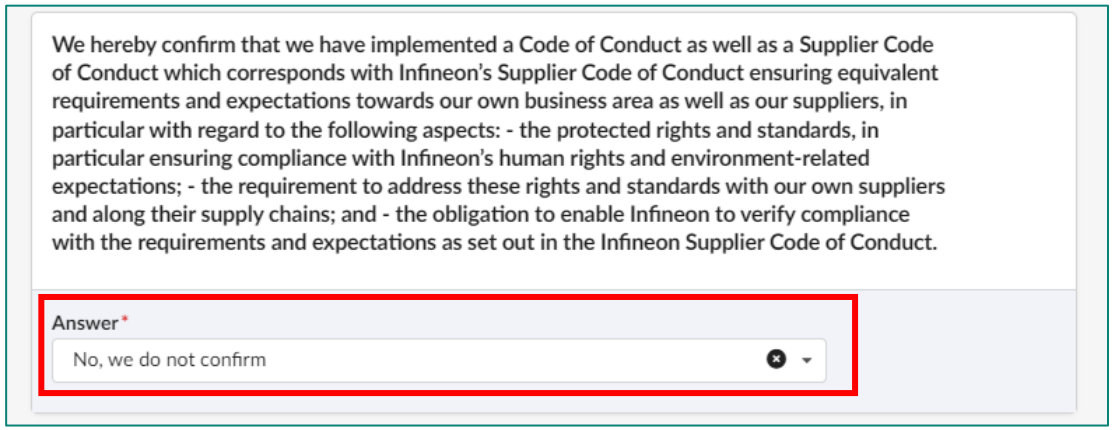


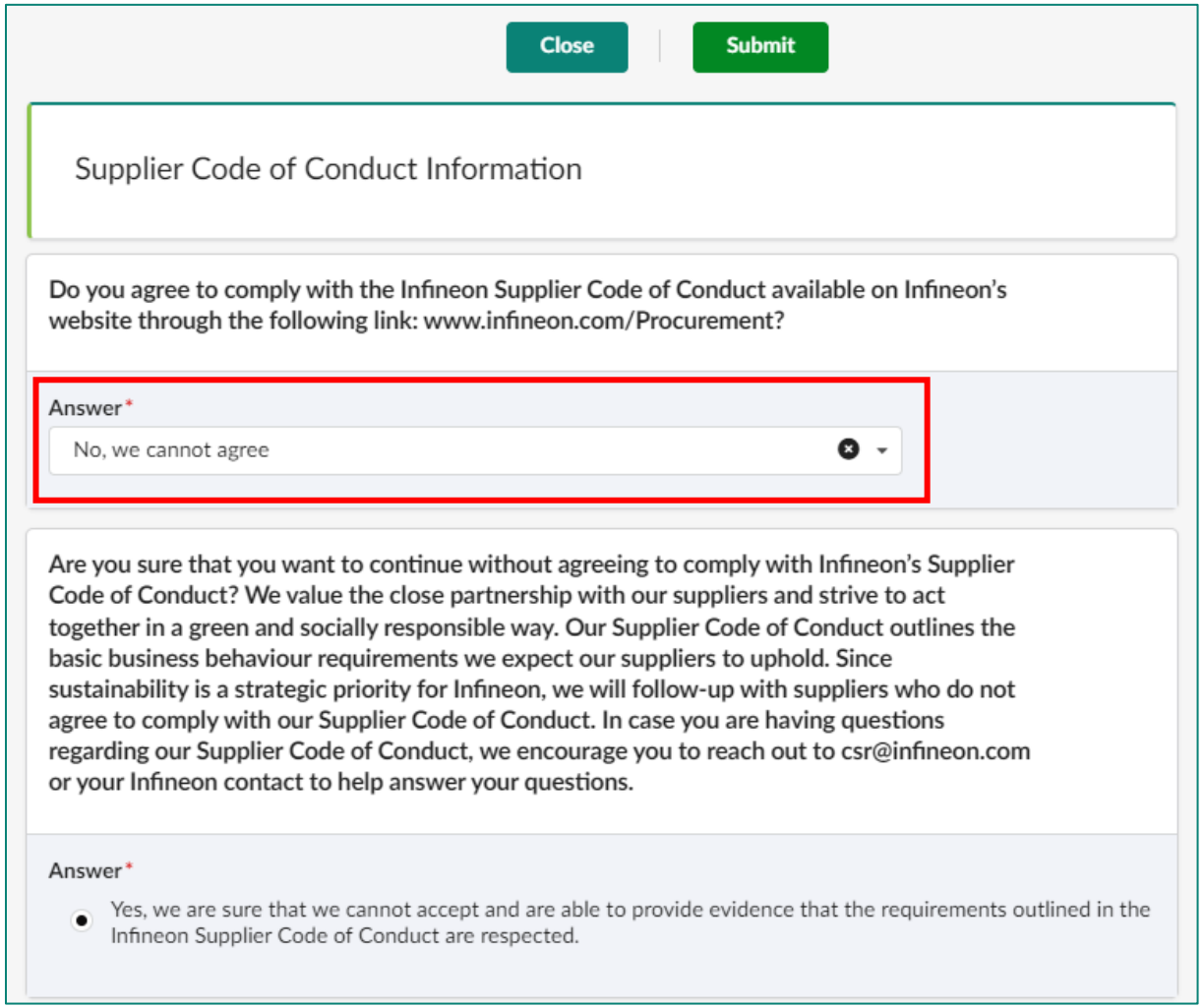
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Phase-in Questionnaires – Supplier Code of Conduct
阶段性调查问卷 - 供应商行为准则

Supplier Code of Conduct Information

- Questions regarding confirmation of compliance with Infineon Supplier Code of Conduct are displayed.
- 将显示有关确认遵守 Infineon 供应商行为准则的问题。





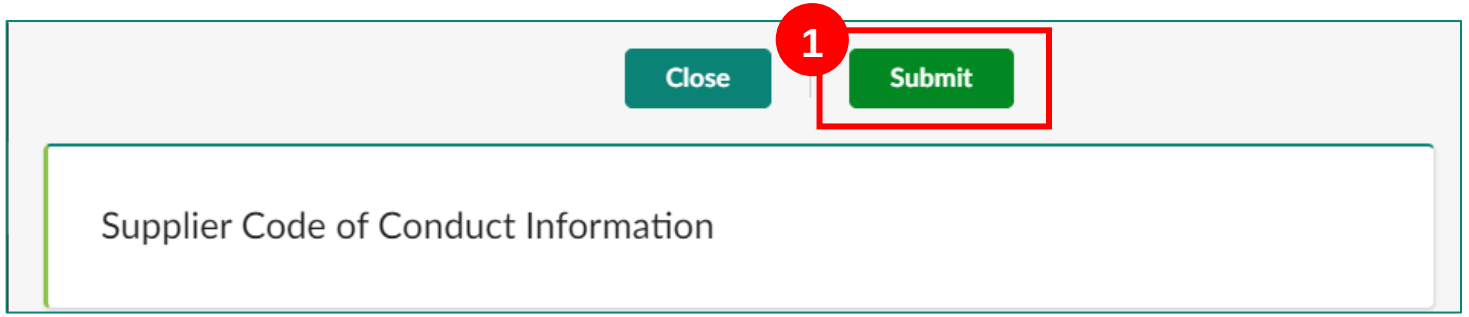
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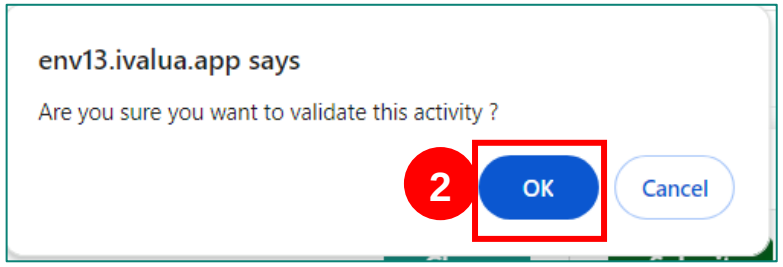
Phase-in Questionnaires – Supplier Code of Conduct
阶段性调查问卷 - 供应商行为准则

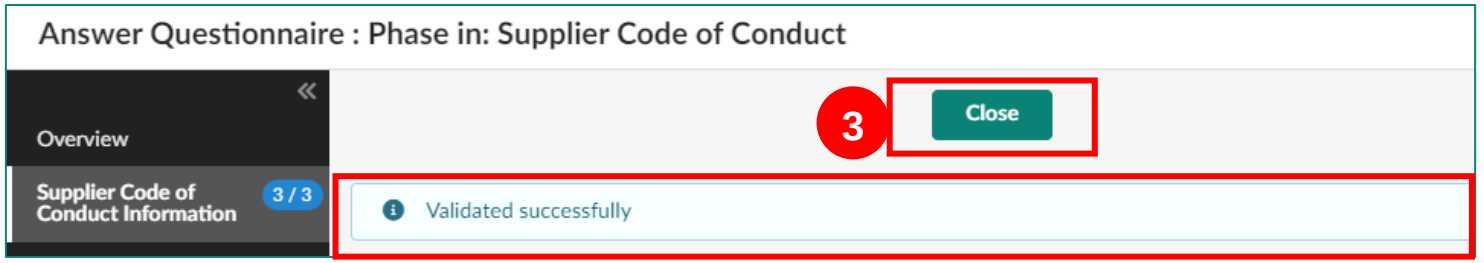
Supplier Code of Conduct Information

1. Answer all the questions and click “**Submit**” button.
2. On confirmation message, click “**OK**”.
3. Notification confirming that the submission was successful is displayed. Then click the “**Close**” button.

1. **回答所有**问题，然后单击**“提交”按**钮。
2. **在确**认消息中，单击**“确定”**。
3. **此**时将显示确认提交成功的通知。然后单击**“关**闭**”按**钮。





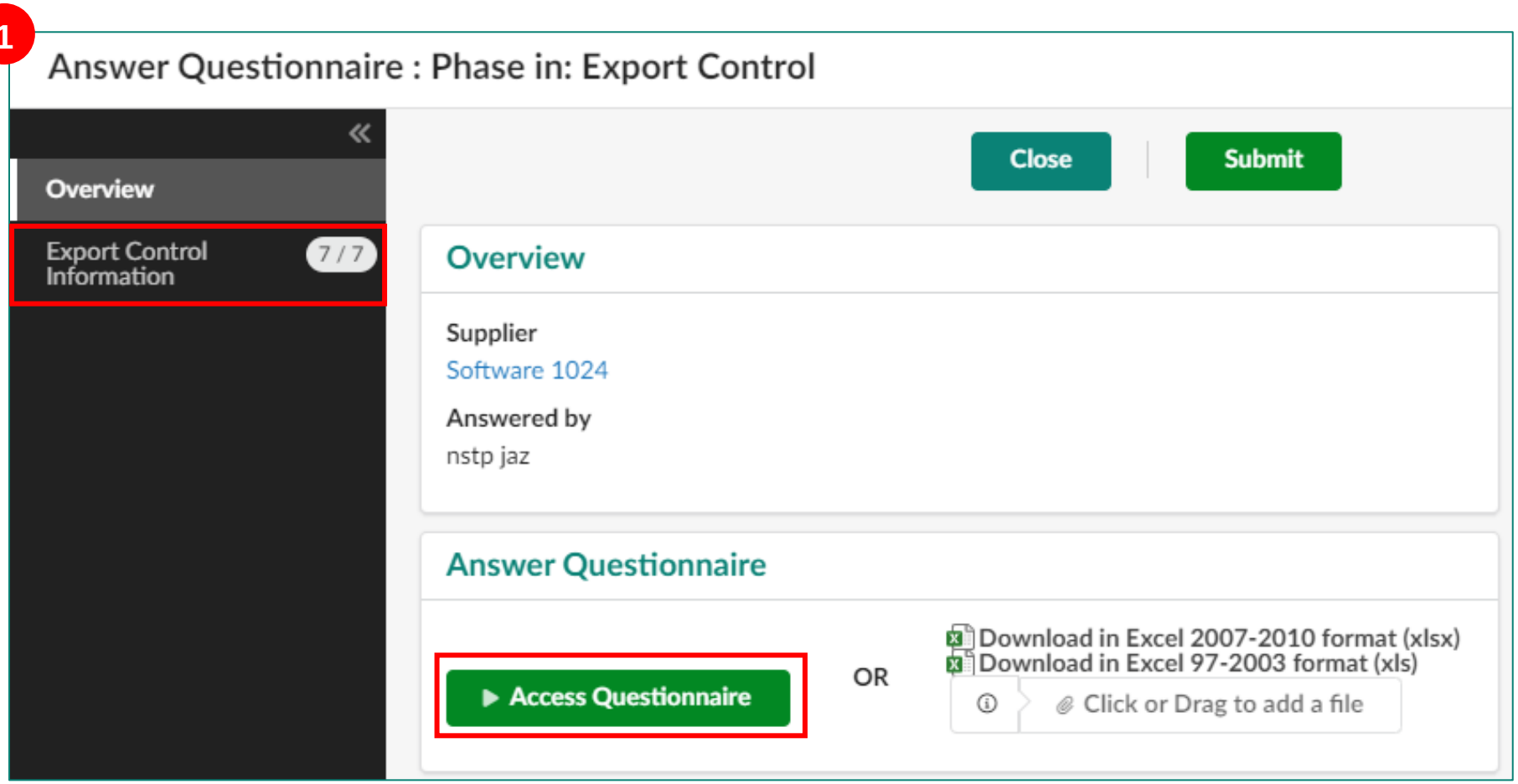


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Phase-in Questionnaires – Export Control
分阶段问卷 - 出口管制

1. Click either the “**Export Control Information”** tab or the “**Access Questionnaire**” button to view all the questions.

1. **点**击“**出口管制信息**”选项卡或“访问问**卷”按**钮查看所有问题。



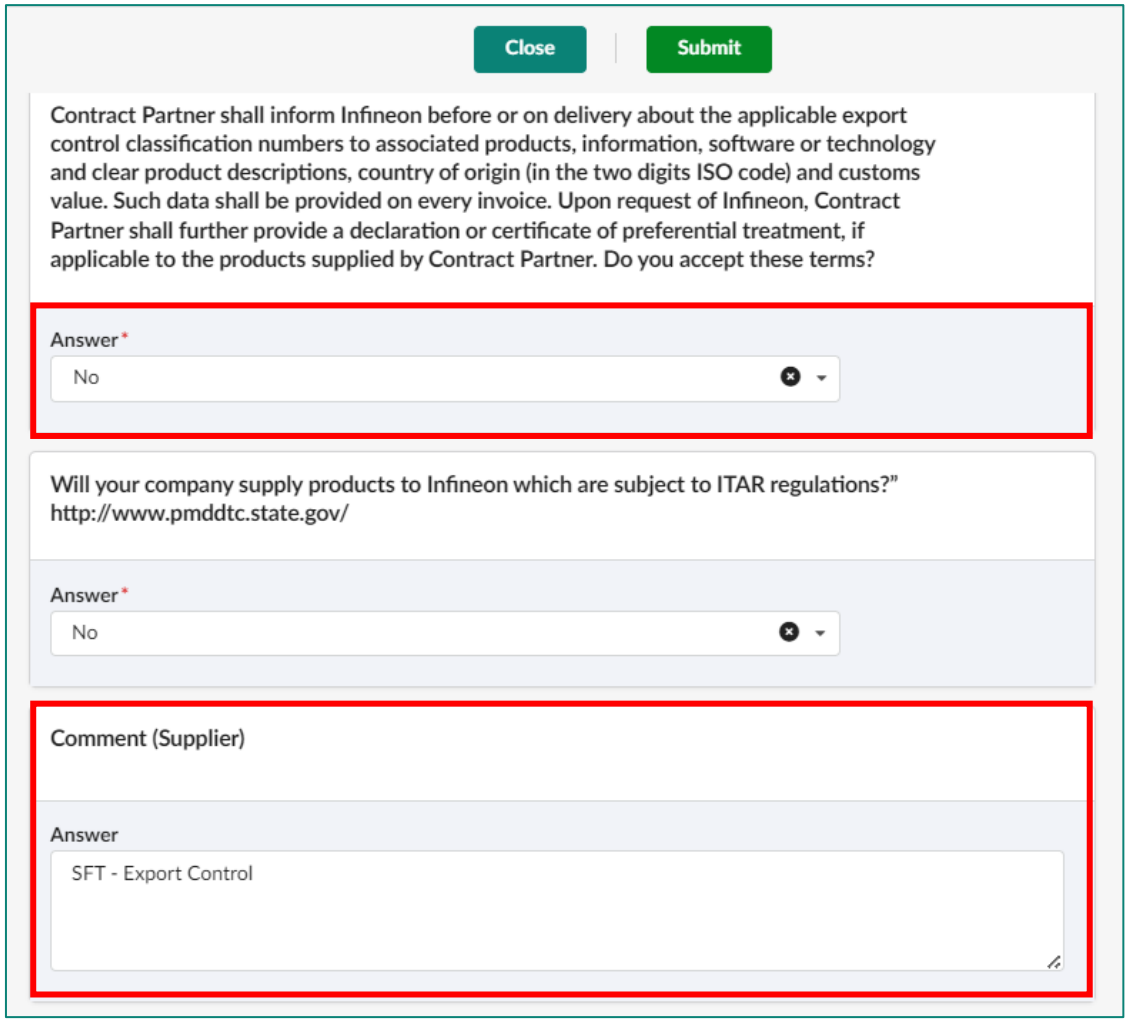
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Phase-in Questionnaires – Export Control
分阶段问卷 - 出口管制

Export Control Information

- Question regarding export control classification are displayed

显示有关出口管制分类的问题



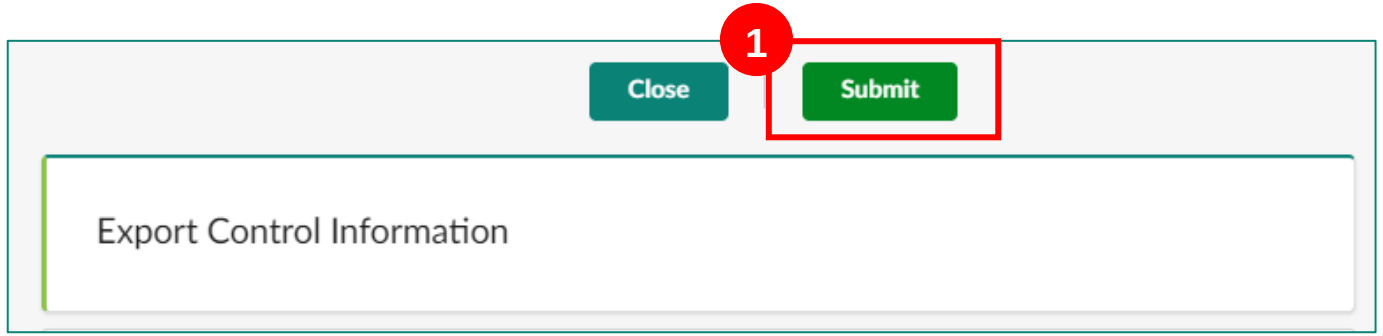
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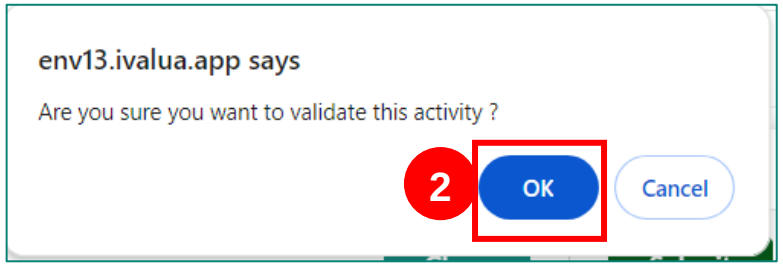
Phase-in Questionnaires – Export Control
分阶段问卷 - 出口管制

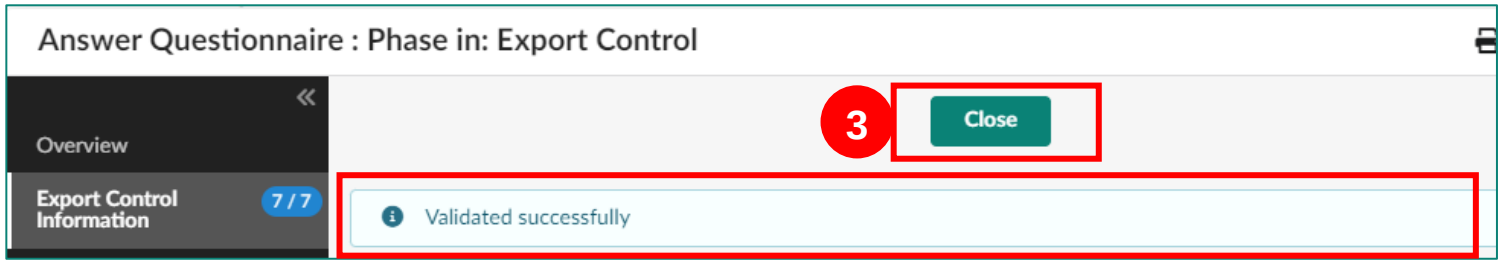
Export Control Information

1. Answer all the questions and click “**Submit**” button.
2. On confirmation message, click “**OK**”.
3. Notification confirming that the submission was successful is displayed. Then click the “**Close**” button.

1. **回答所有**问题，然后单击**“提交”按**钮。
2. **在确**认消息中，单击**“确定”**。
3. **此**时将显示确认提交成功的通知。然后单击**“关**闭**”按**钮。





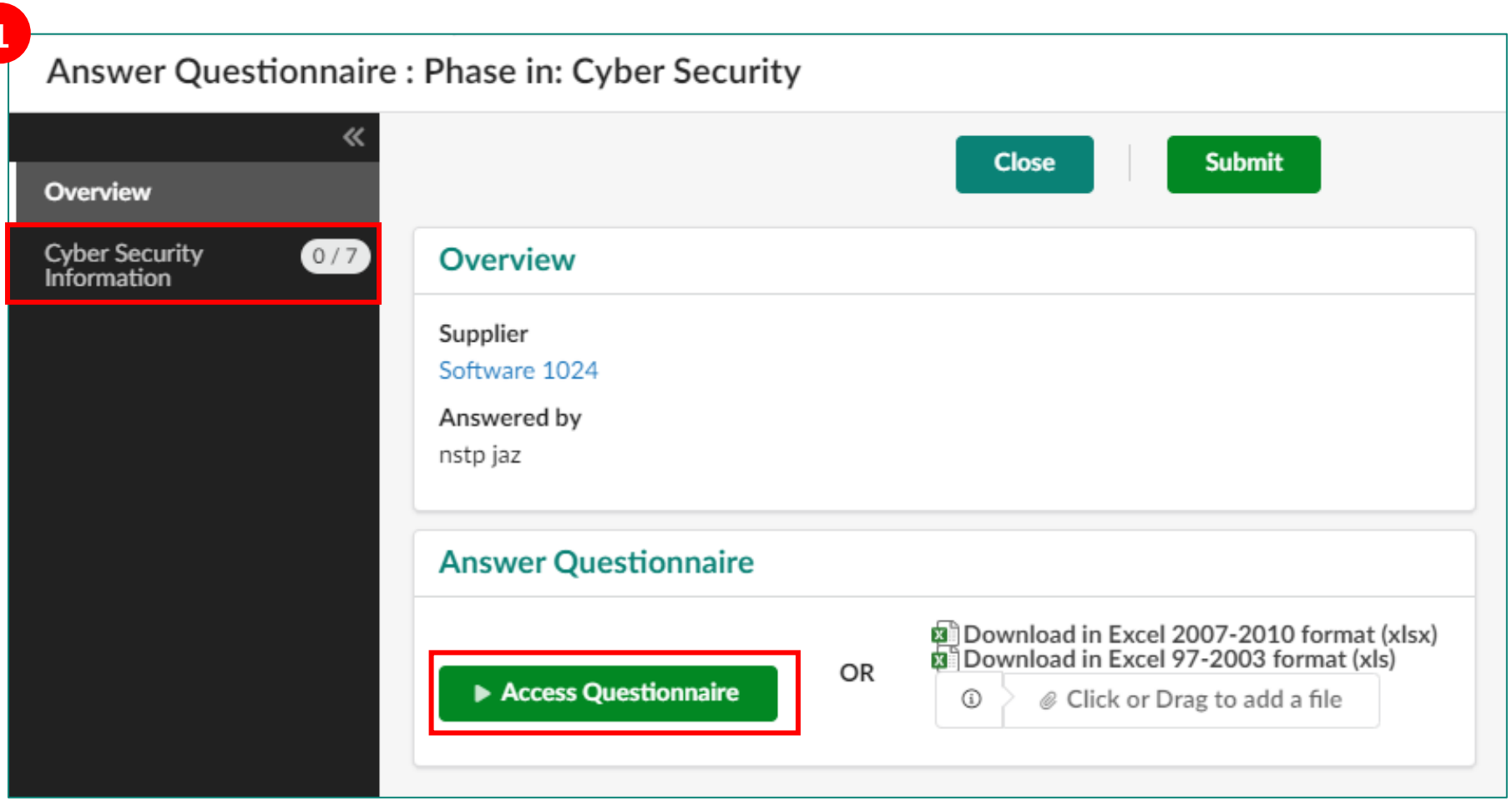


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Phase-in Questionnaires – Cyber Security
阶段性调查问卷 - 网络安全

1. Click either the “**Cyber Security Information”** tab or the “**Access Questionnaire**” button to view all the questions.

1. **点**击“**网**络安全信息”选项卡或“访问问**卷”按**钮查看所有问题。



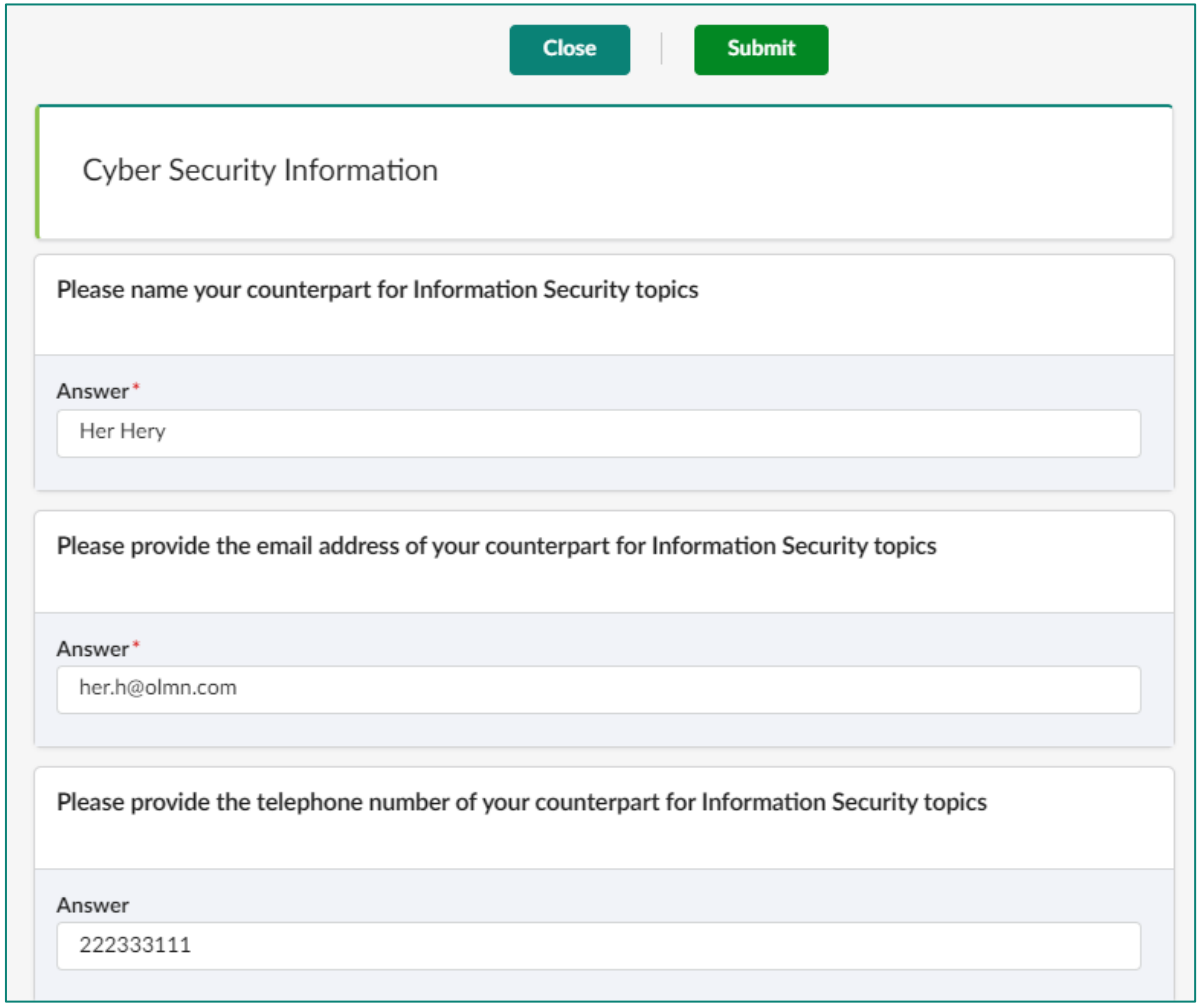
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Phase-in Questionnaires – Cyber Security
阶段性调查问卷 - 网络安全

Cyber Security Information

- Questions regarding Cyber Security practices and relevant contact information are displayed.

将显示有关网络安全实践和相关联系信息的问题。



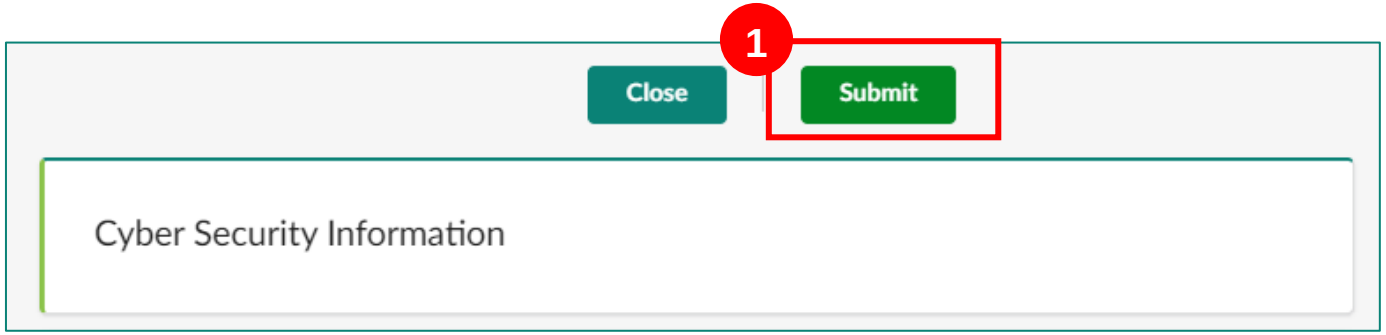
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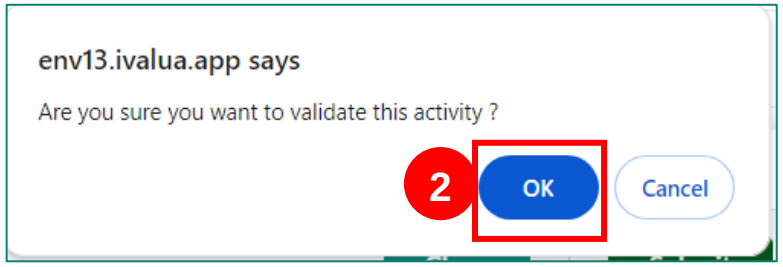
Phase-in Questionnaires – Cyber Security
阶段性调查问卷 - 网络安全

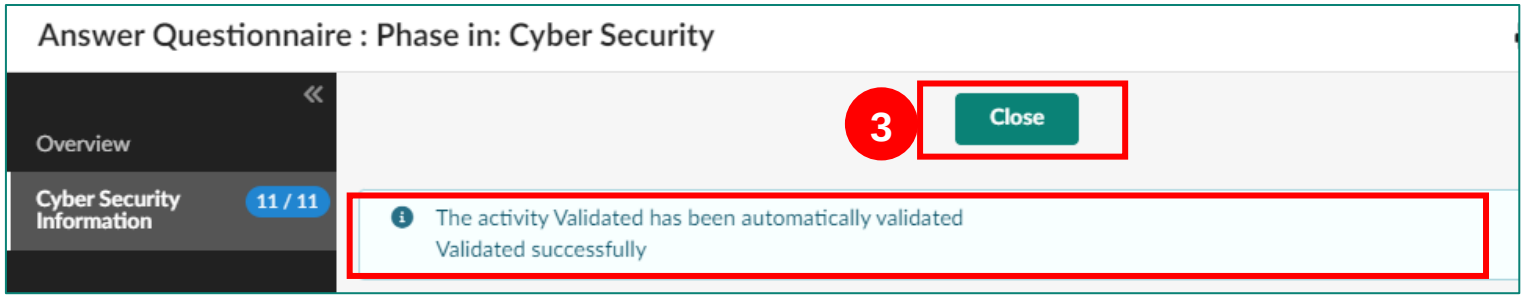
Cyber Security Information

1. Answer all the questions and click “**Submit**” button.
2. On confirmation message, click “**OK**”.
3. Notification confirming that the submission was successful is displayed. Then click the “**Close**” button.

1. **回答所有**问题，然后单击**“提交”按**钮。
2. **在确**认消息中，单击**“确定”**。
3. **此**时将显示确认提交成功的通知。然后单击**“关**闭**”按**钮。





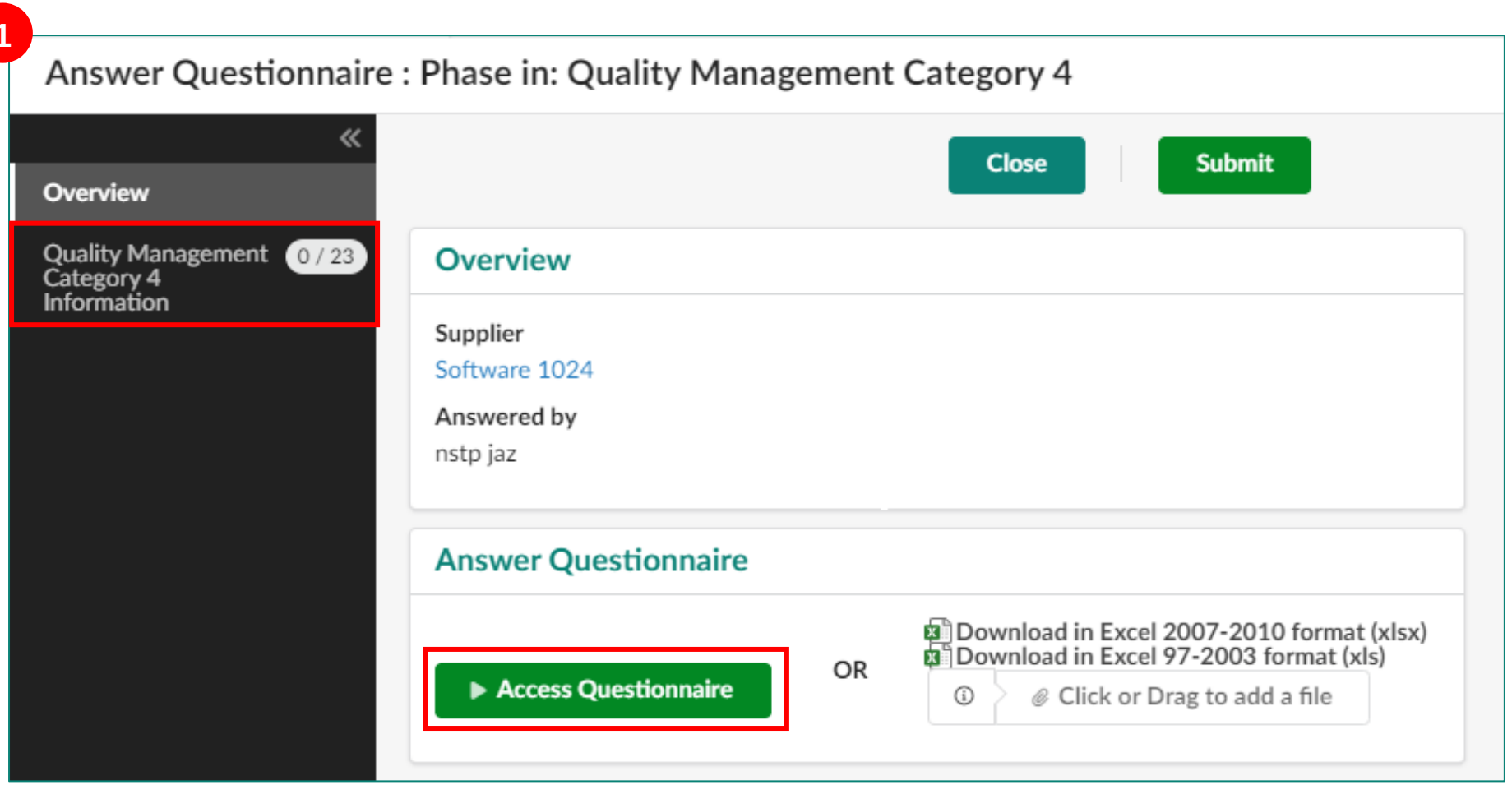


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Phase-in Questionnaires – Quality Management Category 3/4
分阶段实施问卷 – 质量管理类别 3/4

1. Click either the “**Quality Management Category 3/4 Information”** tab or the “**Access Questionnaire**” button to view all the questions.

1. **点**击“质量管理类别 3/4 **信息**”选项卡**或**“访问问卷”**按**钮以查看所有问题。



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Phase-in Questionnaires – Quality Management Category 3 / 4
分阶段实施问卷 – 质量管理类别 3 / 4

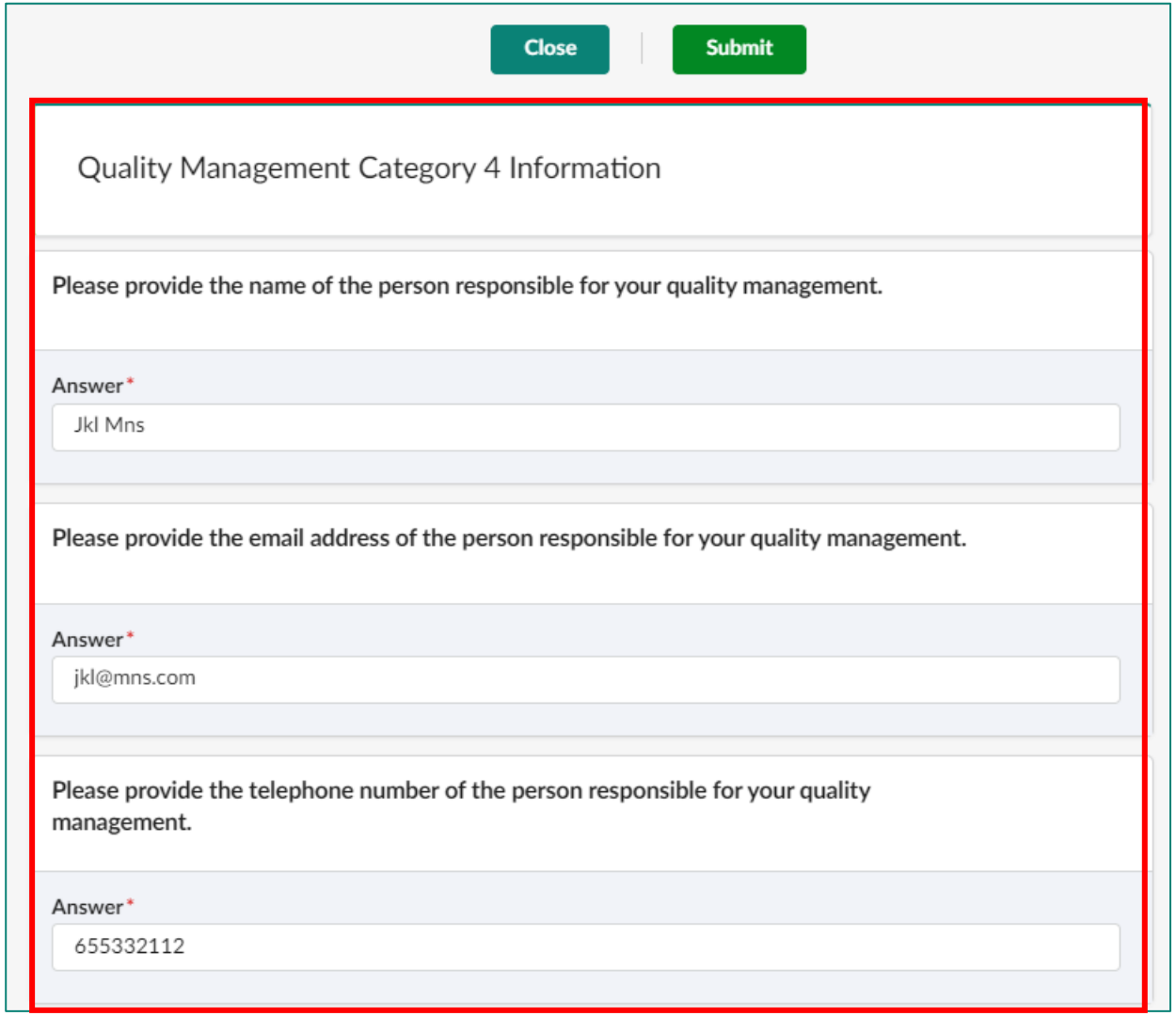
Quality Management Category 3/4 Information

- Questions about how the organization manages quality standards are displayed.
- Answers might generate new questions or need to provide additional documents.

质量管理类别 3/4 信息

将显示有关组织如何管理质量标准的问题。

答案可能会生成新问题或需要提供其他文档。



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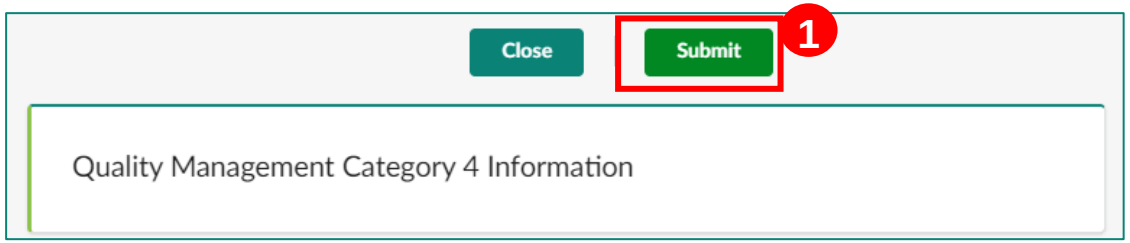
Phase-in Questionnaires – Quality Management Category 3 / 4
分阶段实施问卷 – 质量管理类别 3 / 4

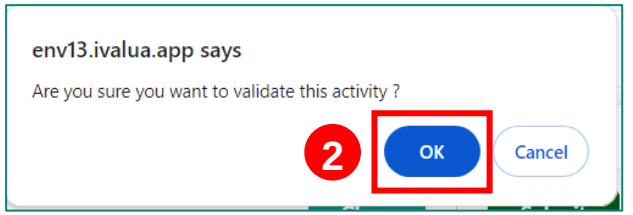
Quality Management Category 3 / 4 Information

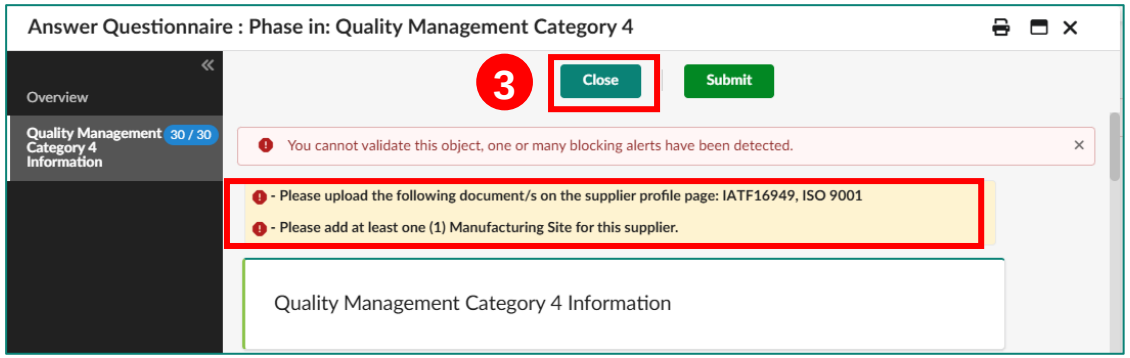
1. Answer all the questions and click “**Submit**” button.
2. On confirmation message, click “**OK**”.
3. If there are blocking alerts shows up requesting to upload certificates and fill up manufacturing site, click the **“Close”** button and refer to this slide to complete remaining steps.
4. If everything is fine, the questionnaire will be validated, then click the “**Close”** button to. exit the pop-up.

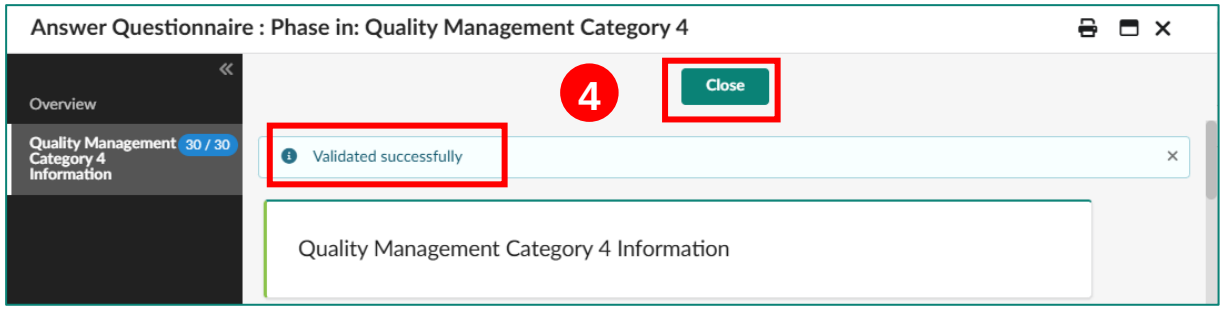
质量管理类别 3 / 4 信息

1. **回答所有**问题，然后单击**“提交”按**钮。
2. **在确**认消息中，单击**“确定”**。
3. **如果**弹出阻止提示，要求上传证书和填写制造网站，请单击 **“关**闭 **”按**钮，**然后参考**本幻灯**片完成剩余步**骤。退出弹出窗口。
4. **如果一切正常**，问卷将被验证，然后点击 **“关**闭 **”按**钮。本幻灯







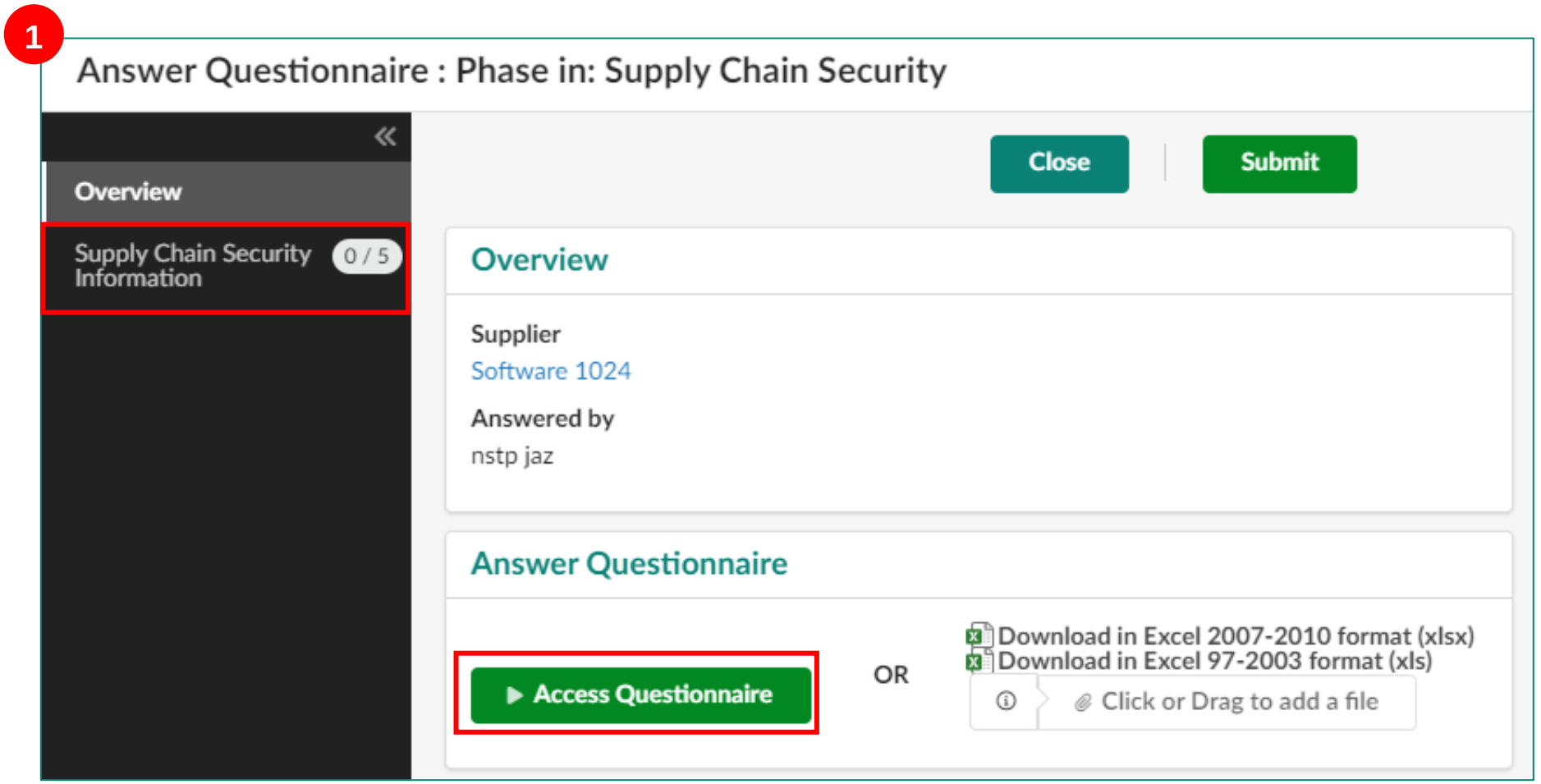


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Phase-in Questionnaires – Supply Chain Security
分阶段实施调查问卷 – 供应链安全

1. Click either the “**Supply Chain Security Information”** tab or the “**Access Questionnaire**” button to view all the questions.

1. **点**击“**供**应链安全信息”选项卡或“访问问卷”**按**钮查看所有问题。



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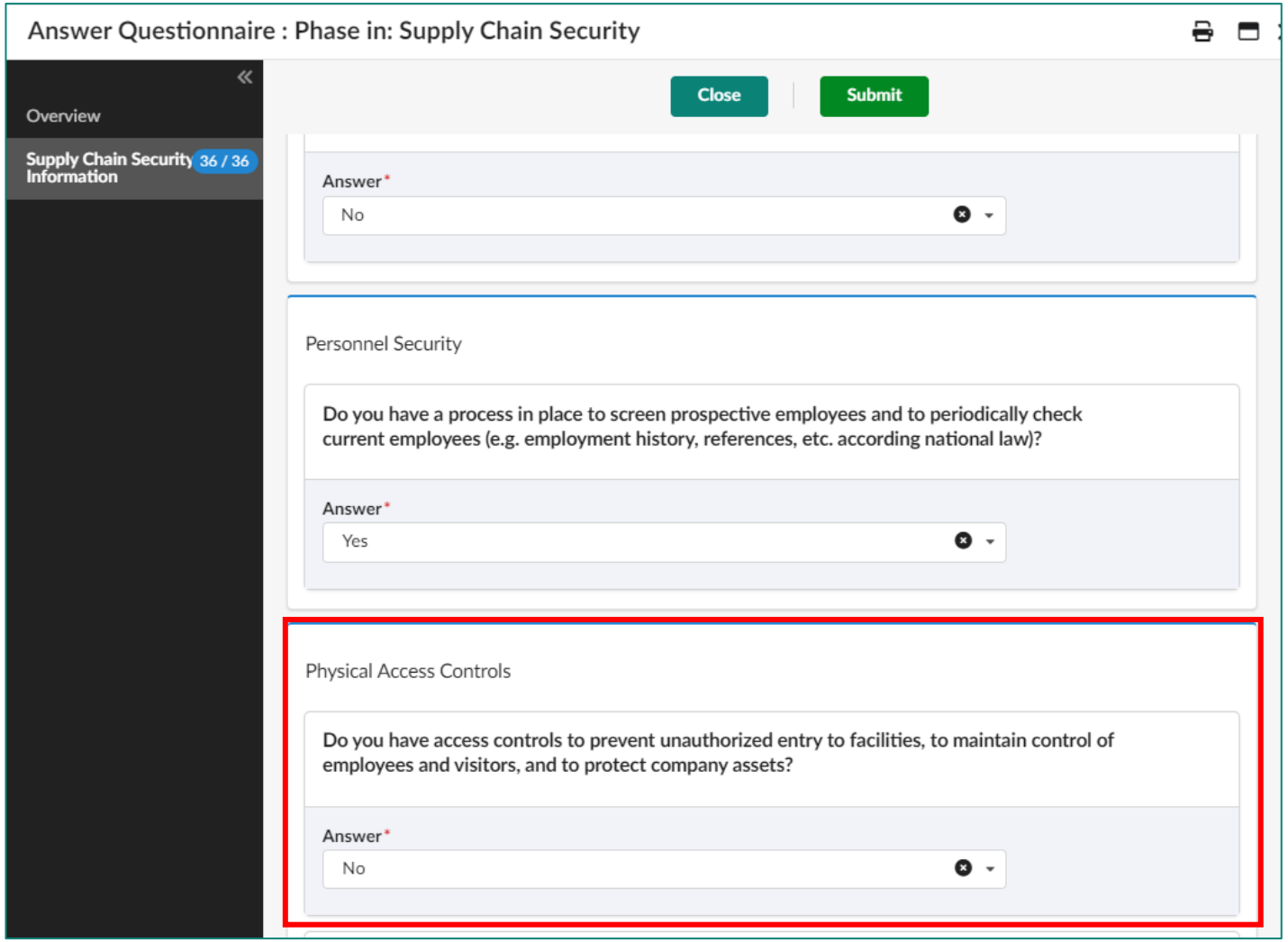
Phase-in Questionnaires – Supply Chain Security
分阶段实施调查问卷 – 供应链安全

Supply Chain Security Information

- Questions about the actions on securing the organization's assets are displayed.
- Answers might generate new questions or need to provide documents.

供应链安全信息

- **将**显示有关保护组织资产的作的问题。
- **答案可能会**产生新问题或需要提供**文档**。



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Phase-in Questionnaires – Supply Chain Security
分阶段实施调查问卷 – 供应链安全

Supply Chain Security Information

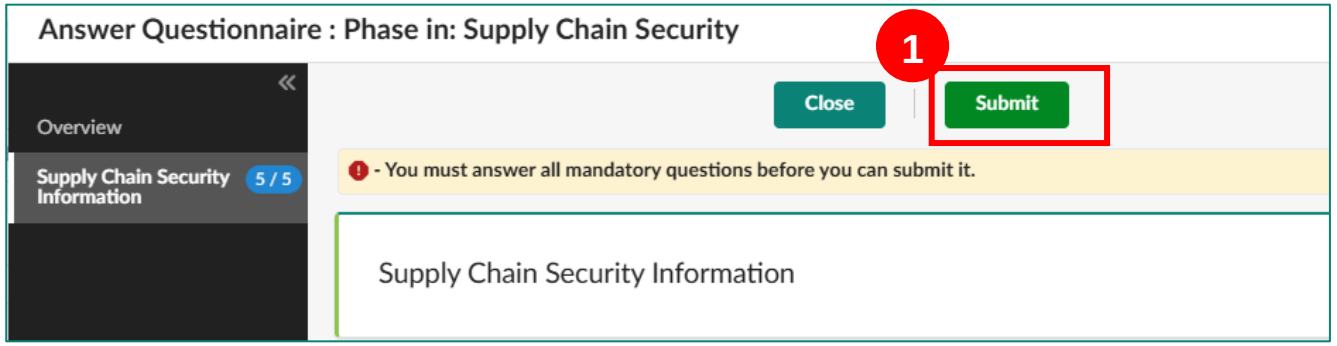
1. Answer all the questions and click “**Submit**” button.
2. On confirmation message, click “**OK**”.
3. Notification confirming that the submission was successful is displayed. Then click the “**Close**” button.

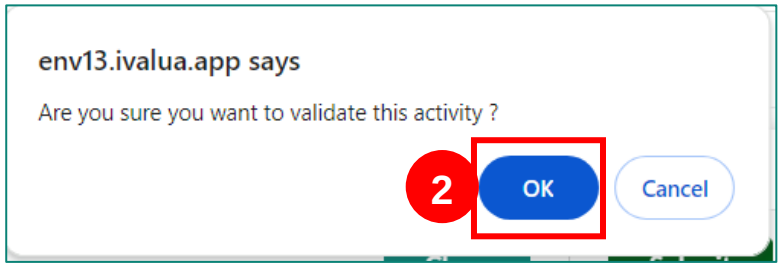
供应链安全信息

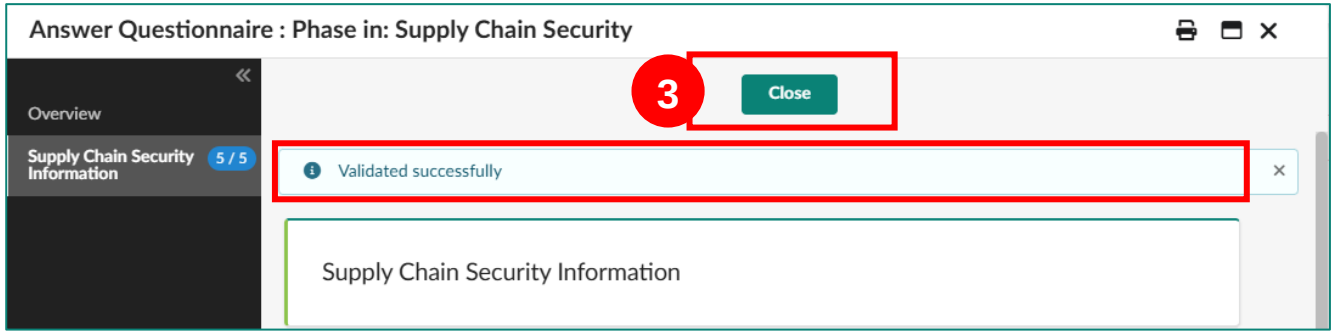
1. **回答所有**问题，然后单击**“提交”按**钮。
2. **在确**认消息中，单击**“确定”**。
3. **此**时将显示确认提交成功的通知。然后单击**“关**闭**”按**钮。

Note: *The blocking alert related to the submit button appears when the questionnaire has not yet been answered.*

注意：**当**调查问卷尚未回答时，将显示与提交按钮相关的**阻止**警报。







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Supplier Registration – Supplier Registration Finalization
供应商注册 - 供应商注册完成

As a final step, from supplier homepage, *Suppliers* > *General Info* > *Company Profile* or from any tabs listed on the left.

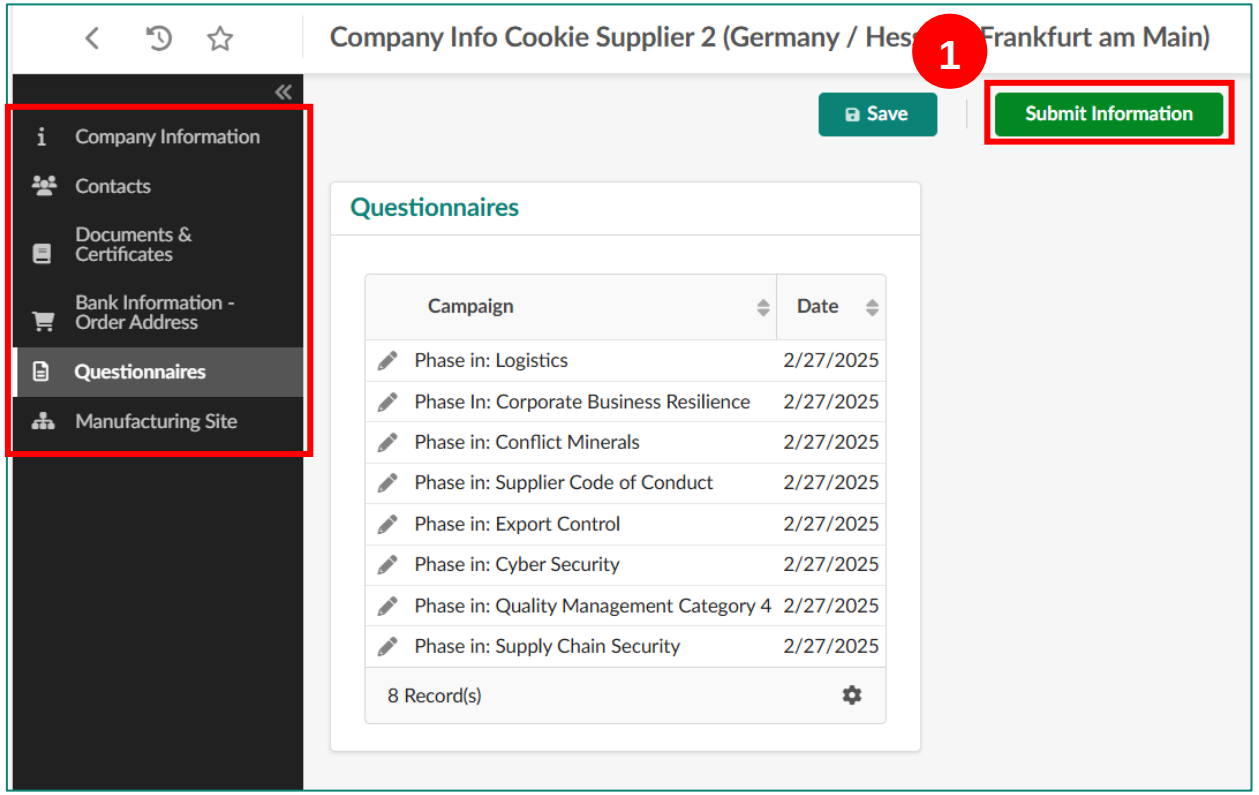
1. Click “**Submit Information**” button.
2. Select “**OK**” in the *confirmation message*.

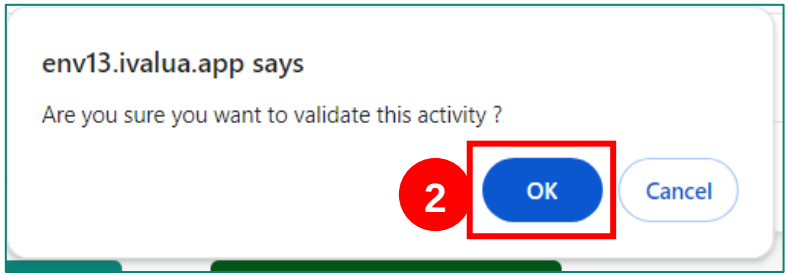
最后一步，从供应商主页 “**供**应商”>“**一般信息**”>“**公司**简介 ”**或左**侧列出的任何选项卡进行注册。

1. **然后点**击 “**提交信息** ”**按**钮。
2. **在确**认信息中选择 “**确定**”。

Note: *The registration form can be rejected and sent back to you if additional information is required or is missing.*

注意：**如果需要**补充信息或缺少信息，注册表可能**会被拒**绝并退回给您。





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Revising Phase-in Questionnaires
修订分阶段实施调查问卷

In some cases, provided answers for certain questionnaires would not be sufficient, hence, it requires supplier to re-answer and fulfil certain questionnaire criteria requested by the respective questionnaire evaluators.

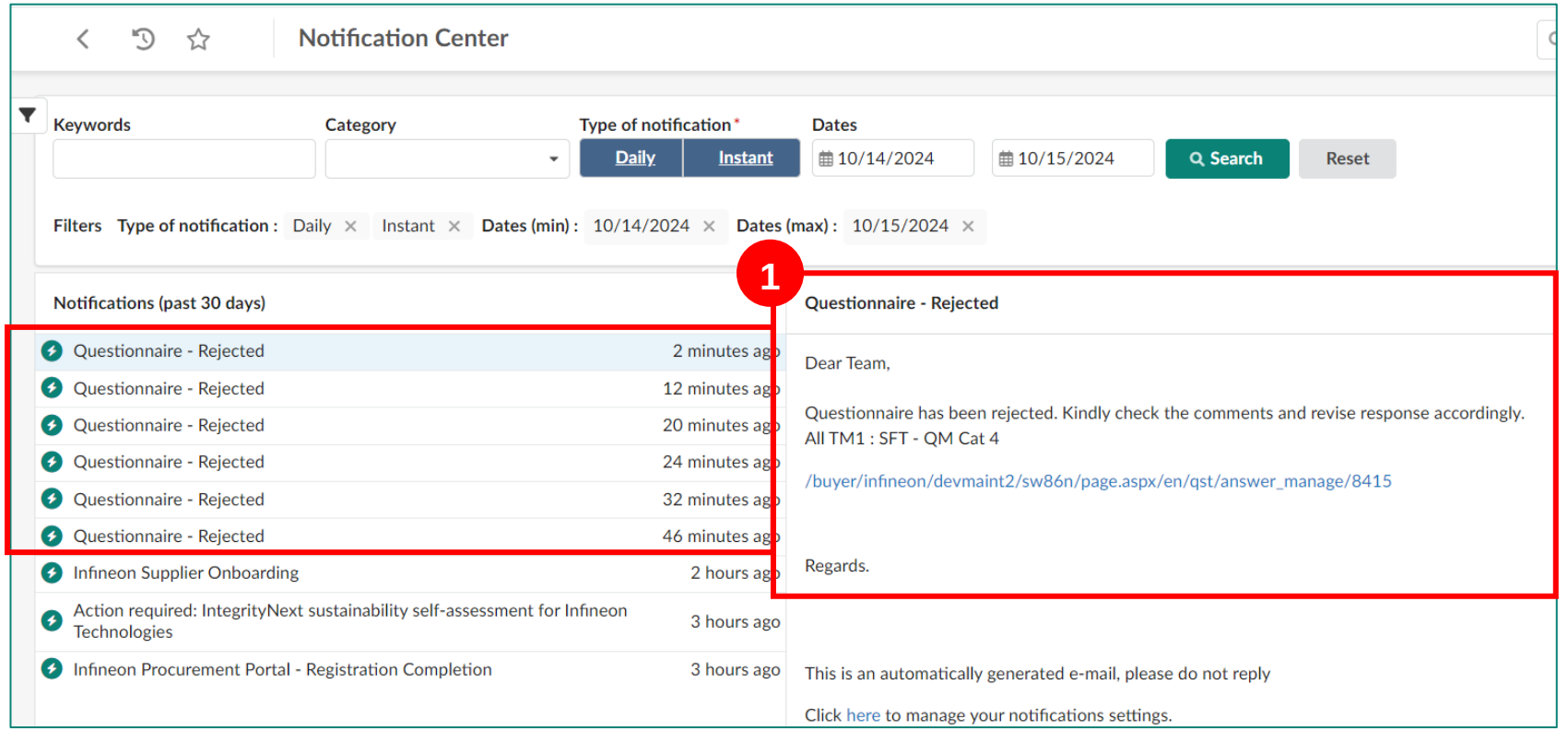
在某些情况下，所提供的某些问卷答案并不**充分，因此需要供**应商重新回答，并满足相**关**问卷评估人员所要求的某些问卷标准。

Access the *Notification Center*.

1. **Notifications** will be sent with evaluators comment. Revise the answer accordingly. Click the link in the message.

   访问通知中心。

   将发送带有评估员评论的通知。相应**地修改答案。**单击消息中的链接。



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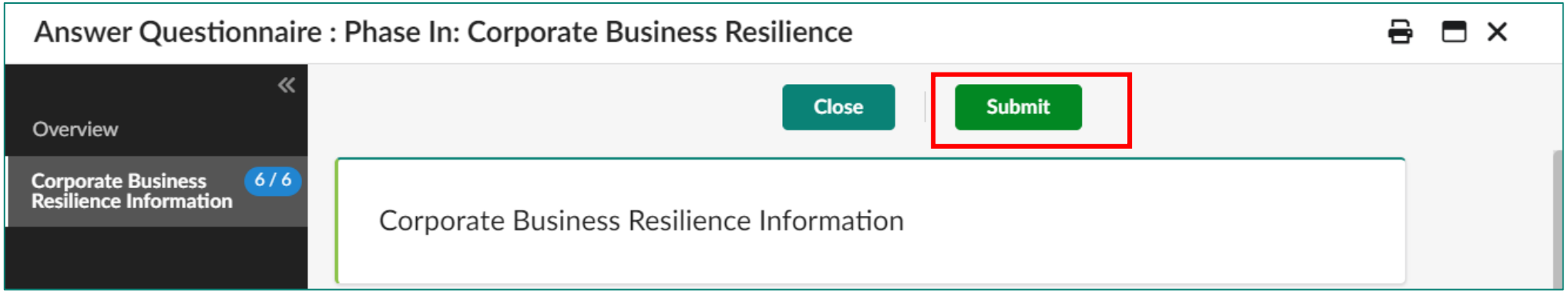
Revising Phase-in Questionnaires – Corporate Business Resilience
修订分阶段实施问卷 – 企业业务弹性

In *General Info.* > *Company Profile* > *Questionnaires* tab, click the pencil icon corresponding to the questionnaire that needs revision.

- Update the answers and click the "**Submit**".

在 General Info. > Company Profile > Questionnaires 选项卡中，单击与需要修订的调查问卷对应的铅笔图标。

❑ **更新答案并**单击 "Submit"。



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