

Supplier Registration Training Guide (English Version)

Infineon Technologies AG

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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Supplier Registration

Dear supplier,

As soon as you received this E-mail you are invited as a potential supplier by our Procurement Department to start the Infinen registration process.

- Please click on the link and use the **“login”** name as username
- The one time login password will be sent in a separate E-mail
- Your password can be reset at any time by clicking on the “Forgot password” option

1

YOUR REGISTRATION ON THE INFINEON TECHNOLOGIES SUPPLIER PORTAL HTTPS://SLM-PORTAL.INFINEON.COM

Dear Supplier,

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.ID.01

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

Please follow the supplier registration guide link to complete the registration process. In case of any questions regarding the portal usage, please contact the Infineon Supplier Helpdesk: .

Kind regards,

Infineon Technologies AG
Procurement / Supplier Manage
Munich, Germany

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Infineon Technologies AG
Chairman of the Supervisory Board: Dr.
Management Board: Dr. Reinhard Ploss (CEO), Dr. Sve
Registered Office: Neubiberg
Commercial Register: München HRB 126492

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If you are not the addressee of this e-mail you may not
If you have received this e-mail in error please e-mail th

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INFINEON TECHNOLOGIES SUPPLIER PORTAL HTTPS://SLM-PORTAL.INFINEON.COM **: PASSWORD**

Dear **Supplier,**

A new password has been generated. Please enter this new temporary password together with your Login.
URL: **https://slm-portal.infineon.com**
Password: **SSV,ZtsYovkyEf!GN&F&aj&fGRXsy6 (Please select the “show password”-option and make sure there is no trailing space)**

(Password may not be active immediately; you may need to wait around 5 minutes before logging in).

After first log-in, please follow the 2 steps:
1. You will be required to enter a new personal password (please ensure you follow the password rules set).
2. Once logged in, click the link in the left menu or on your user name in top left corner; check and save your personal settings for your profile (language, time zone etc.).

In case of questions regarding the portal usage, please refer to our supplier registration guide link or contact the Infineon Supplier Helpdesk: .

Kind regards,

Infineon Technologies AG
Procurement / Supplier Management
Munich, Germany

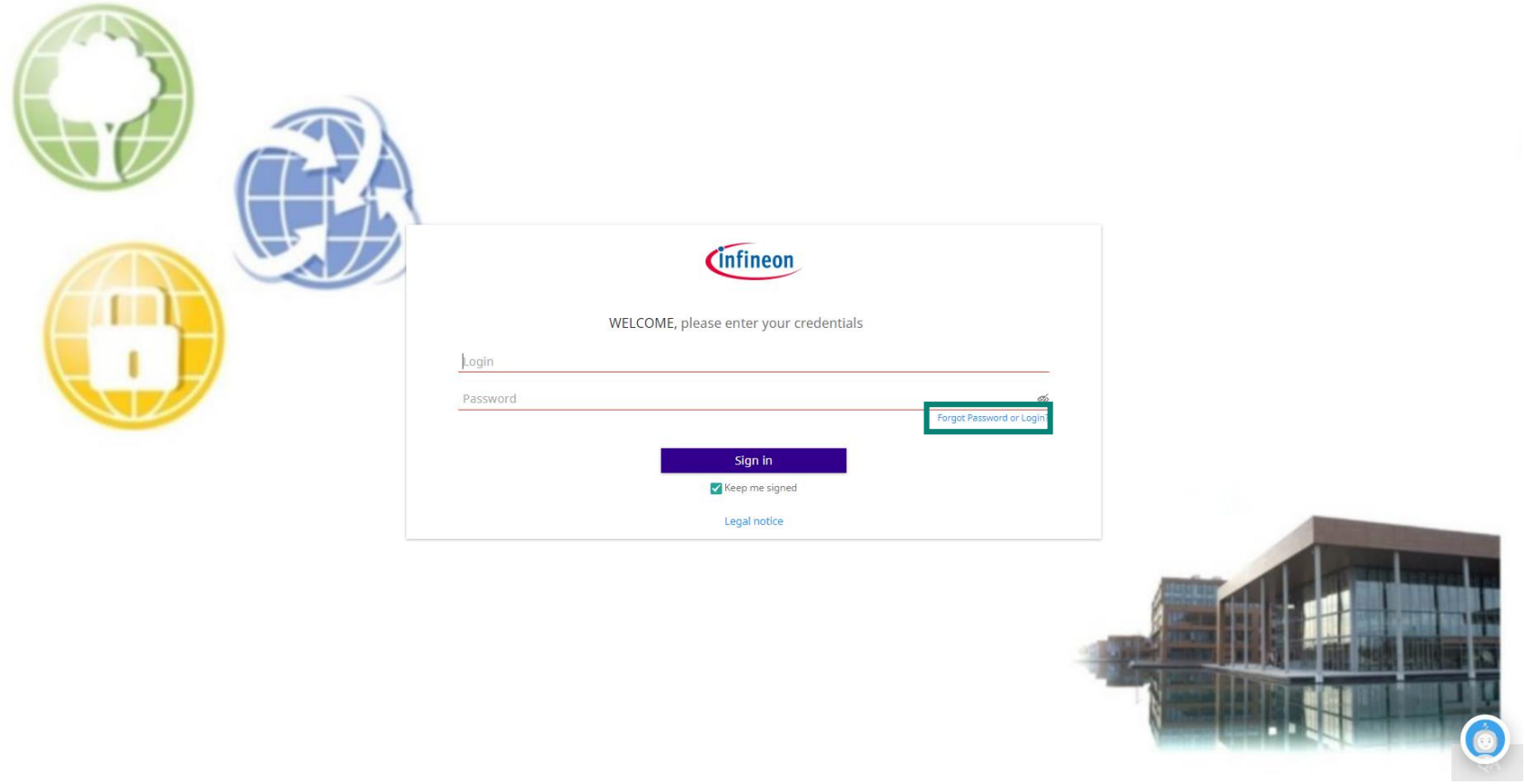
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Management Board: Dr. Reinhard Ploss (CEO), Dr. Sven Schneider, Dr. Helmut Gassel, Jochen Hanebeck
Registered Office: Neubiberg
Commercial Register: München HRB 126492

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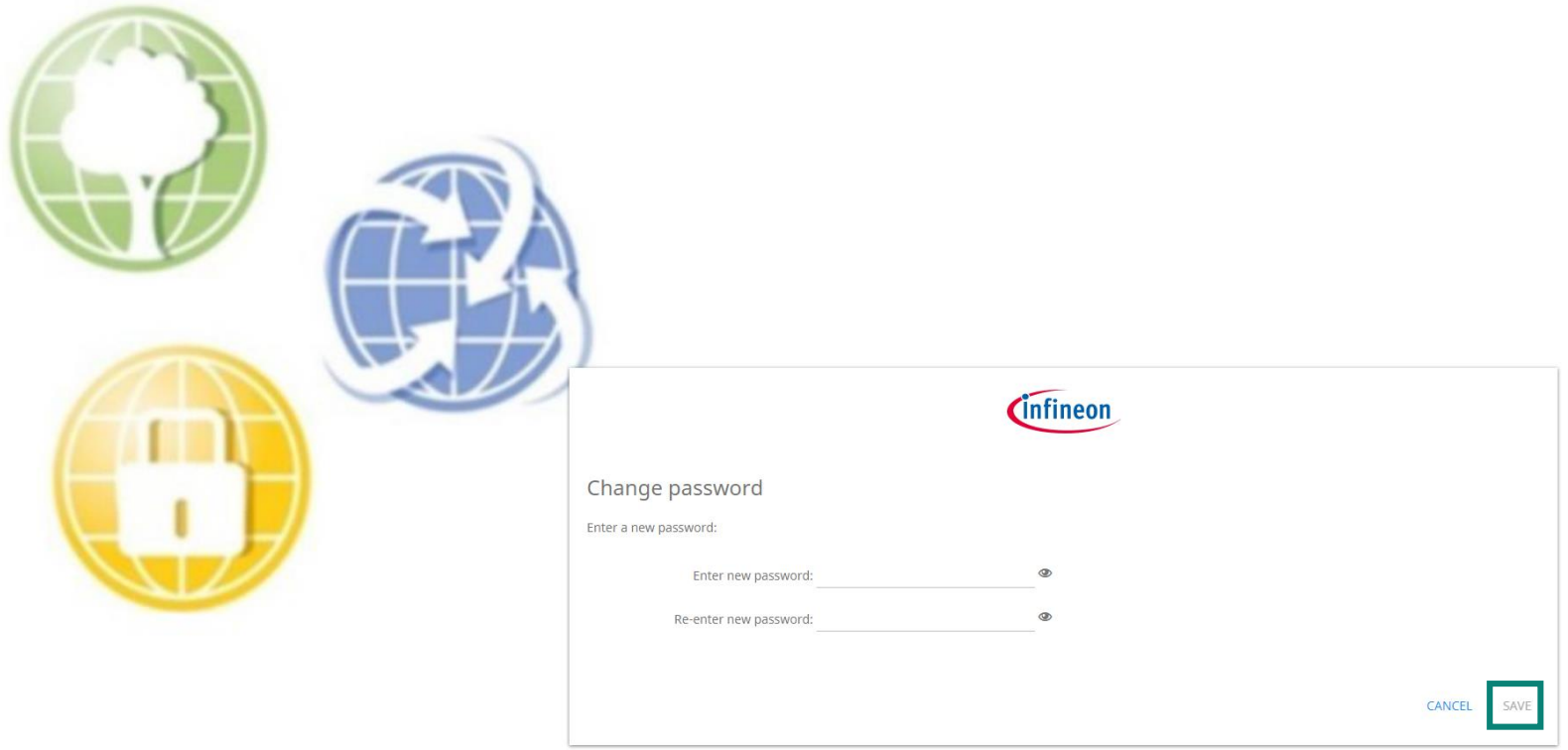
Supplier Registration Page



- 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 Forgot Password or Login?

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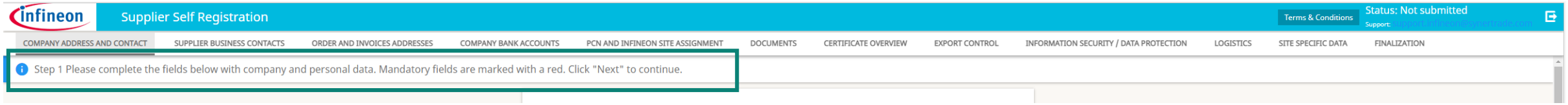
Supplier Registration – Change Password after First Login



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

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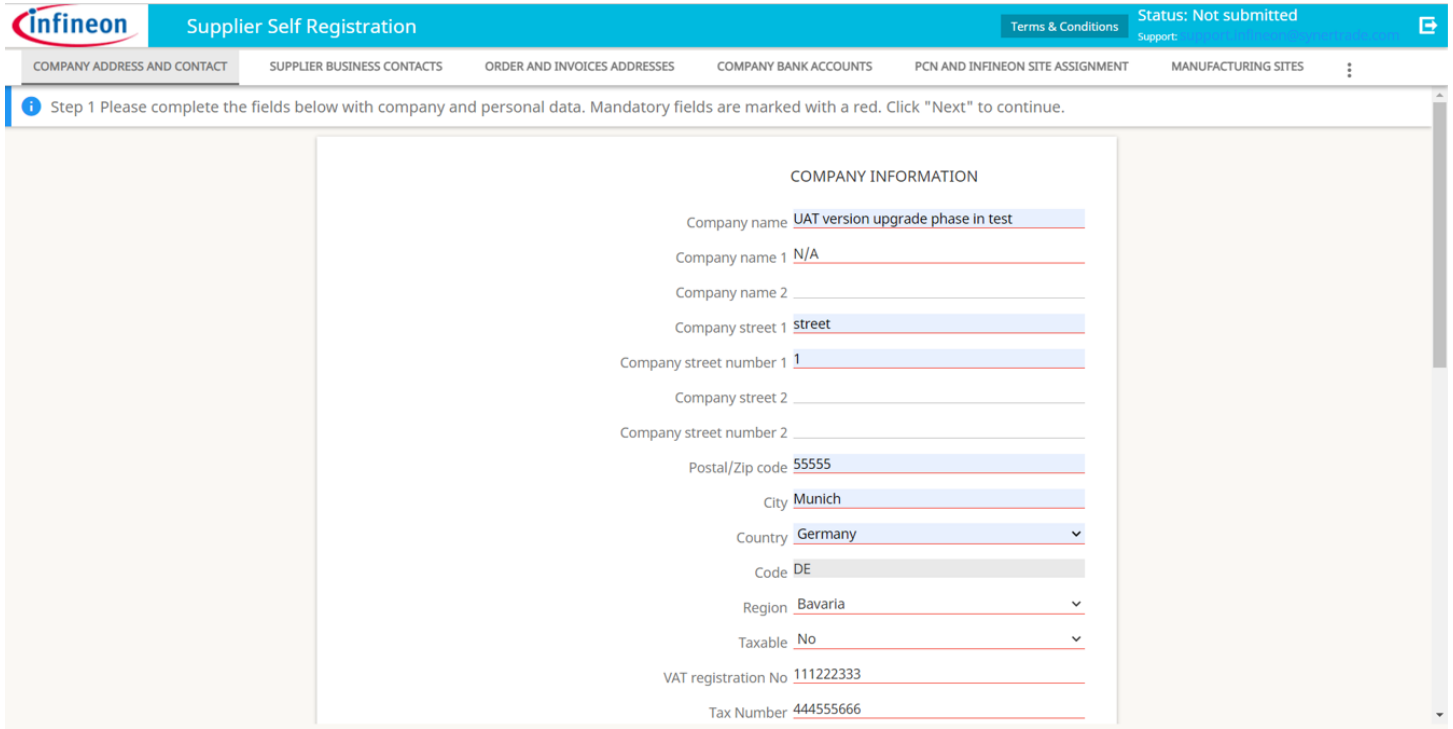
Start the Registration



- In order to “Save” and jump to each section you always need to click **“Next”**.

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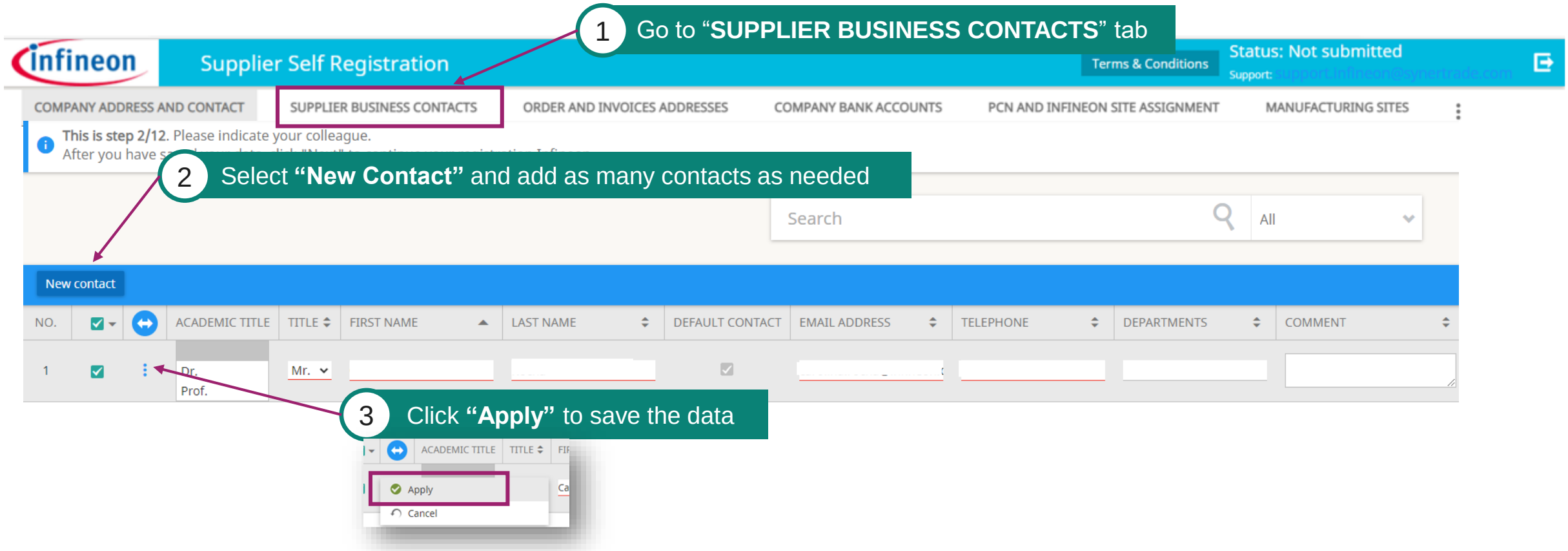
Section: Company Information



- In the tab **"COMPANY ADDRESS AND CONTACT"** you key in the address of your office location
- Please provide the relevant tax information of your company 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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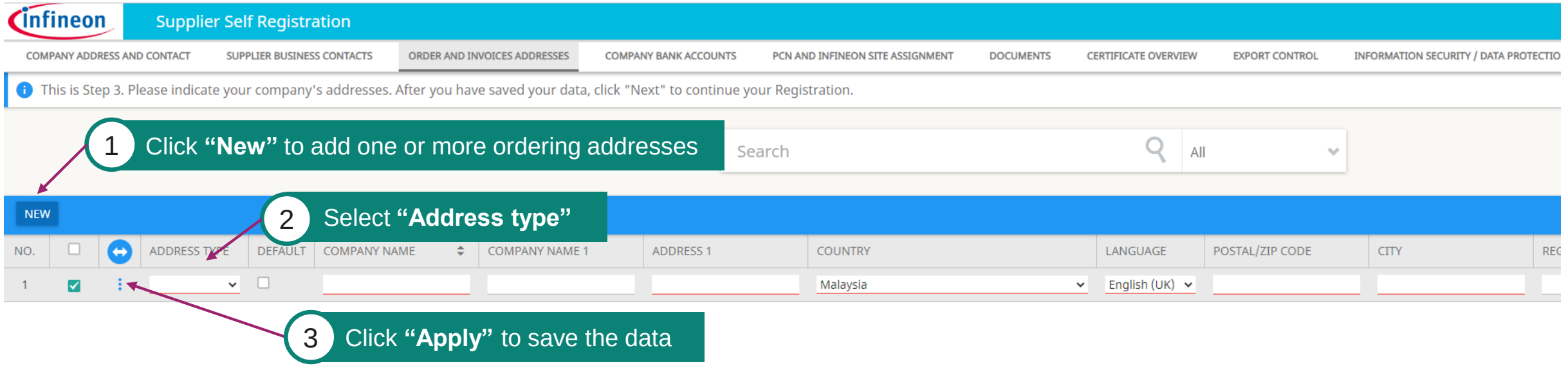
Supplier Registration – Supplier Business Contacts



- You are invited to add as many contacts as needed, please fill in the mandatory fields underlined in red.
- Infineon kindly asks you for this field to be correctly maintained and updated at all times, not only during registration.
- Note that it is not possible to delete business contacts, only to disable them. This option can be found in the respective existing contact → action needed: click "disable"

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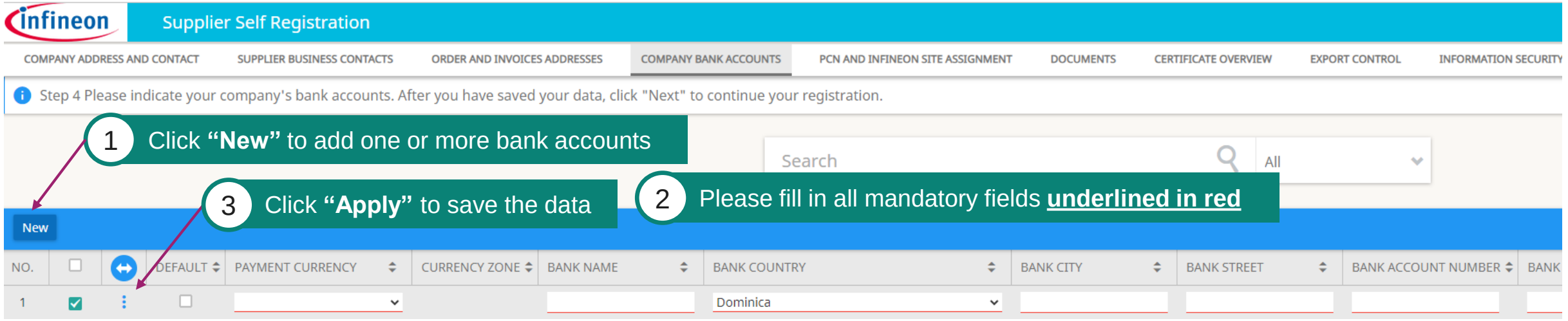
Supplier Registration – Order and Invoices Addresses



- The maintenance of "Order & Invoice address" is mandatory.
- It is mandatory to add an ordering addresses, under “Ordering” address type.
- If you wish to use a different email for invoicing, you can add a new line with address type “invoicing”, the address can remain the same.

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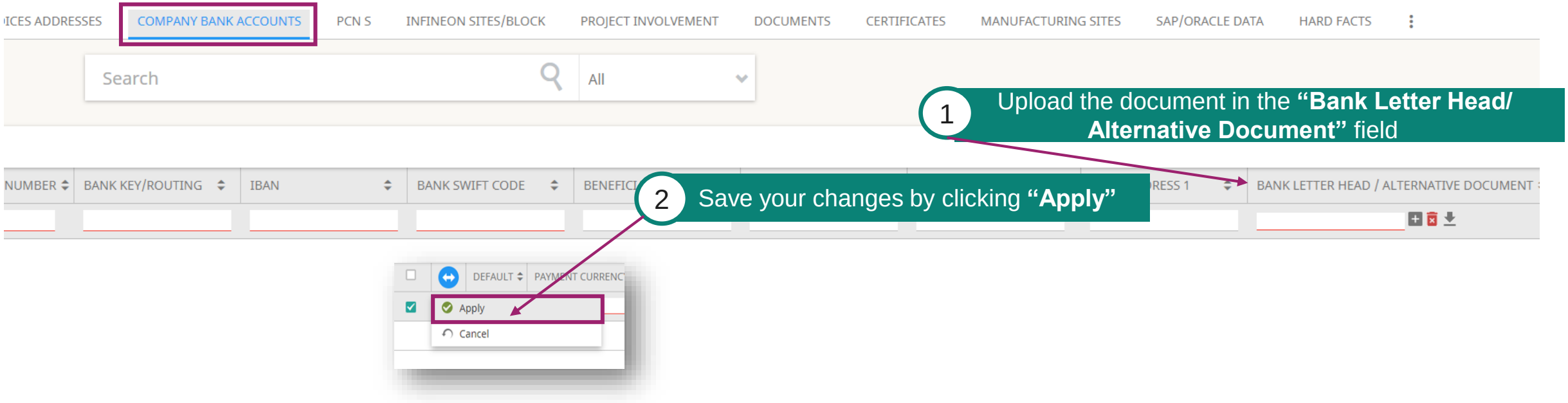
Supplier Registration – Company Bank Accounts



- Click on the button “New”. Maintain the mandatory information underlined in red and click “APPLY”. Please be aware that if you do NOT click “Apply”, your data will not be saved.
- You can enter more than one bank account for multiple currencies.
- 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% of the shares or more or votes within the company (if it does not apply, please key in "N/A").
- Please be informed that the Bank Holder name should be the Name of the Company. Otherwise, in case a third party bank account is involved in the payment transaction.
- "Managing directors" = CEO or Managing Director of the company.
- “Bank Account Type (Japan suppliers Only)” – not mandatory, only applicable for Japanese suppliers. In case your company is not a Japanese supplier, please **do not fill in this field.**

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Supplier Registration – Company Bank Accounts – Bank Letter Head



- After the registration process is completed from supplier side, changes to existing bank details or addition of new bank details need to be performed via NsKnox.
- For each added account it is mandatory to attach a bank letter head or an alternative document that verifies the bank details.

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Supplier Registration – Bank Account Changes after the Supplier Registration

To ensure a secure process for changing bank information, we would like to cooperate with our suppliers and ask you to make any changes to your bank details required after registering as a supplier via the NsKnox portal and have the data validated.

In case a change in your bank information is required, you, as a supplier are responsible for actively making bank account changes via the NsKnox online portal and not via our Synertrade tool. This is the only way to ensure safer and timely payments.

In the case any other changes to company information (e.g. email address, company address, etc.) is required, we kindly ask you to directly perform this change using our Synertrade Supplier Portal via the following link: https://slm-portal.infineon.com/

In case your company is delivering to US (except Austin) / EU Infineon sites:

– Whenever you require a change of your bank account information, **please reach out to SMDT@infineon.com** as soon as possible, without waiting the issuance of an invoice, to avoid delays related to bank account changes.

In case your company is delivering to Austin (US) / Thailand / Philippines / Indonesia Infineon sites:

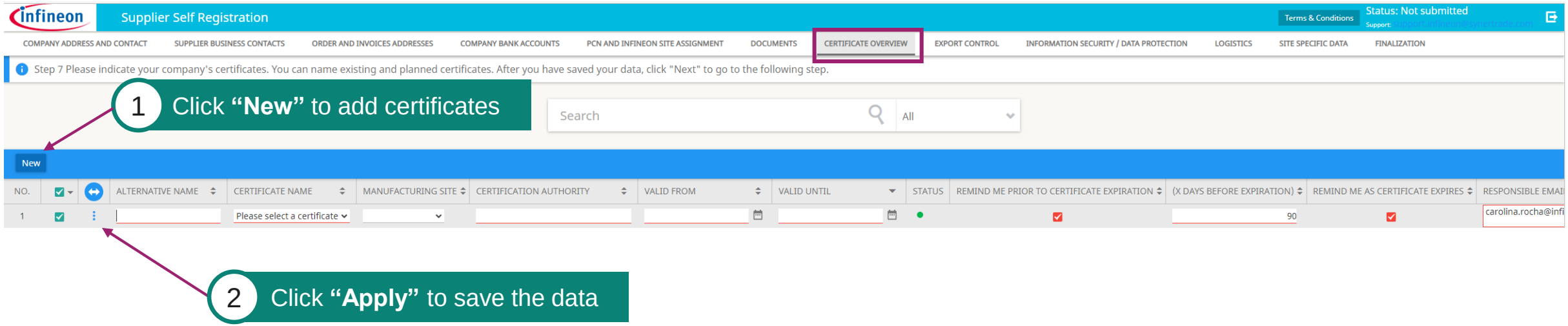
– Whenever you require a change of your bank account information, **please reach out to suppliersetup@infineon.com** as soon as possible, without waiting the issuance of an invoice, to avoid delays related to bank account changes.

In case your company is delivering to other sites (not listed above):

– Whenever you require a change of your bank account information, **please reach out to R-IFX-SupplierMaste@infineon.com** as soon as possible, without waiting the issuance of an invoice, to avoid delays related to bank account changes.

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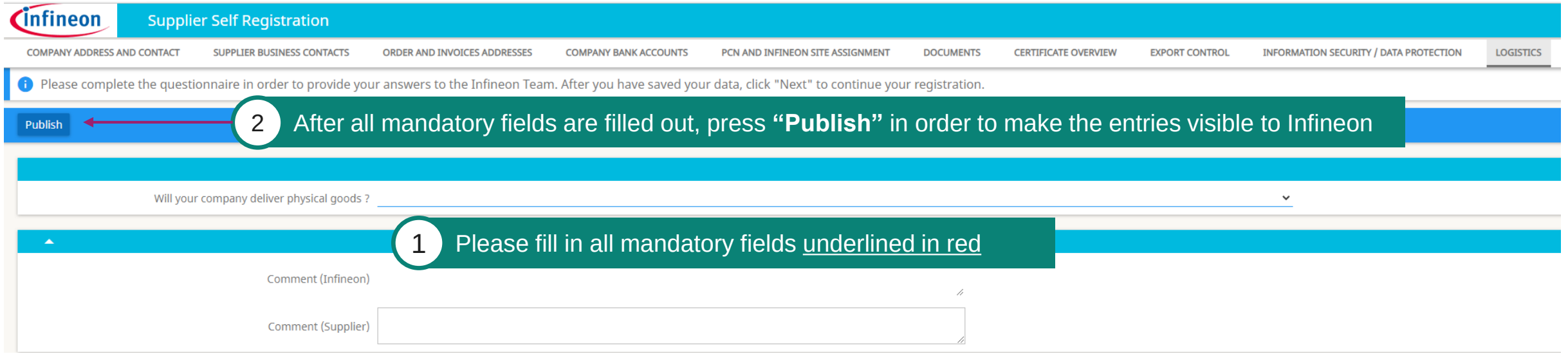
Supplier Registration – Certificates



- With the button “New” you can add more than one certificate.
- In the drop-down list you can find the ISO Code Certificates required by Infineon.
- Please write the exact dates of when the certificate is valid. The system will generate an automatic email reminder close to the expiration date as well as a reminder after it expires.
- Infineon will send you an email to update or add certain certificates if it is required.

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Supplier Registration – eQuestionnaires



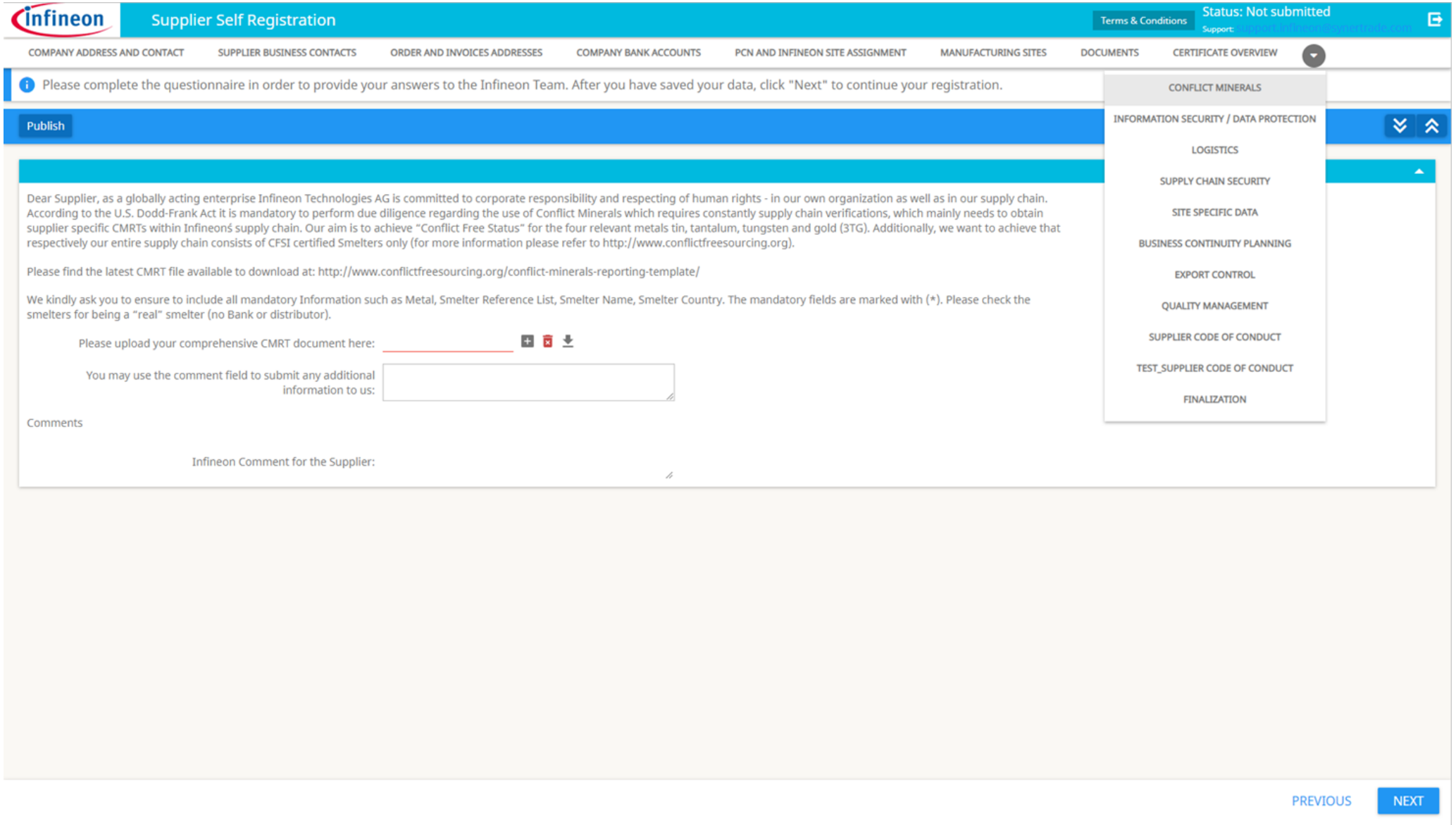
- Specific questionnaires are mandatory and need to be answered depending on what type of goods/materials/services you deliver and to which Infineon site.
- Please be aware: all of your answers will be analysed and evaluated by the IFX Supplier Registration team

All existing questionnaires required by IFX to be answered:

- *Conflict Minerals*
- *Information Security / Data Protection*
- *Logistics*
- *Supply Chain Security*
- *Site specific data*
- *Business Continuity Planning*
- *Export Control*
- *Quality Management*
- *Supplier Code of Conduct*

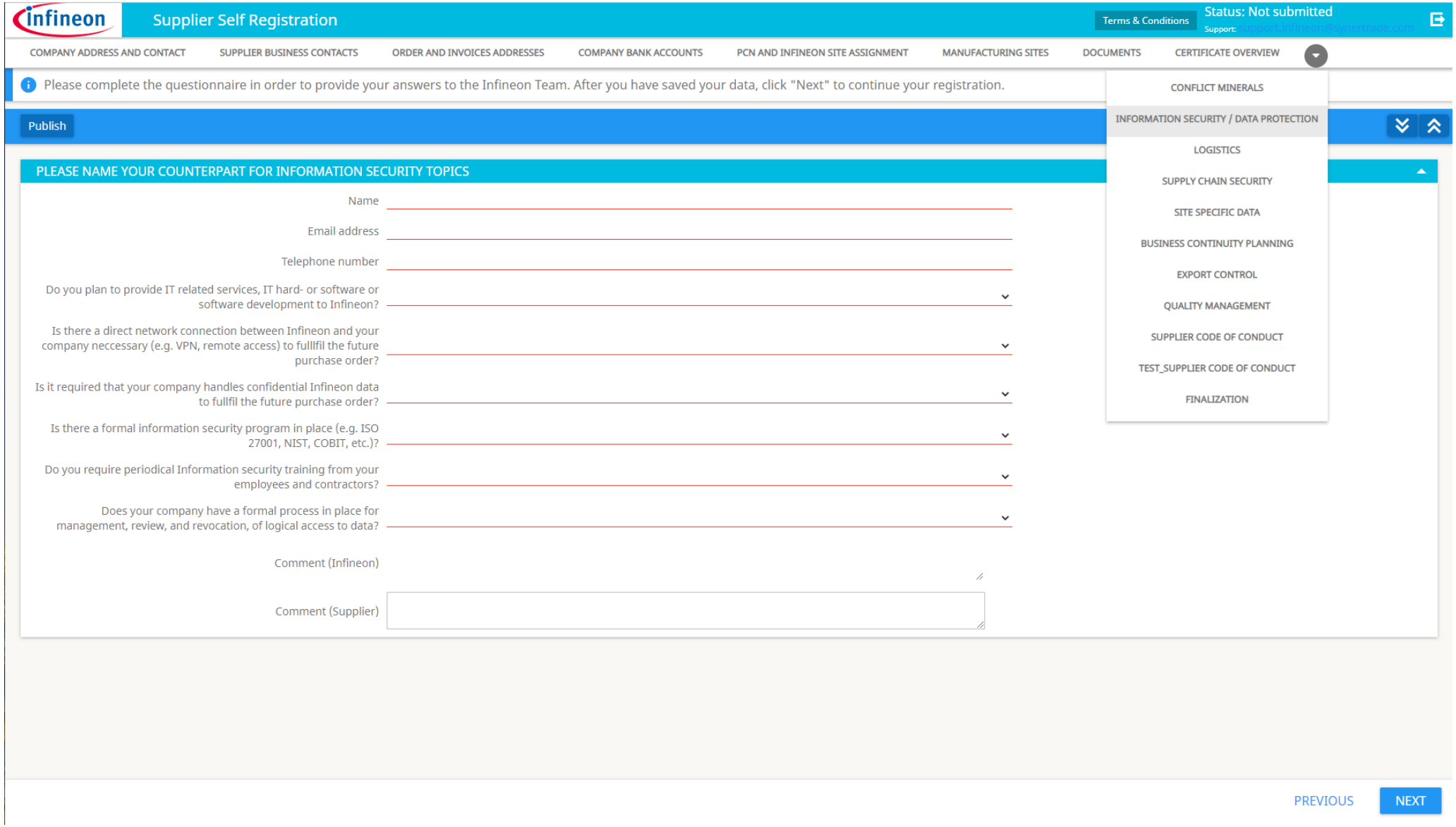
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Phase-in Questionnaires – Conflict Minerals



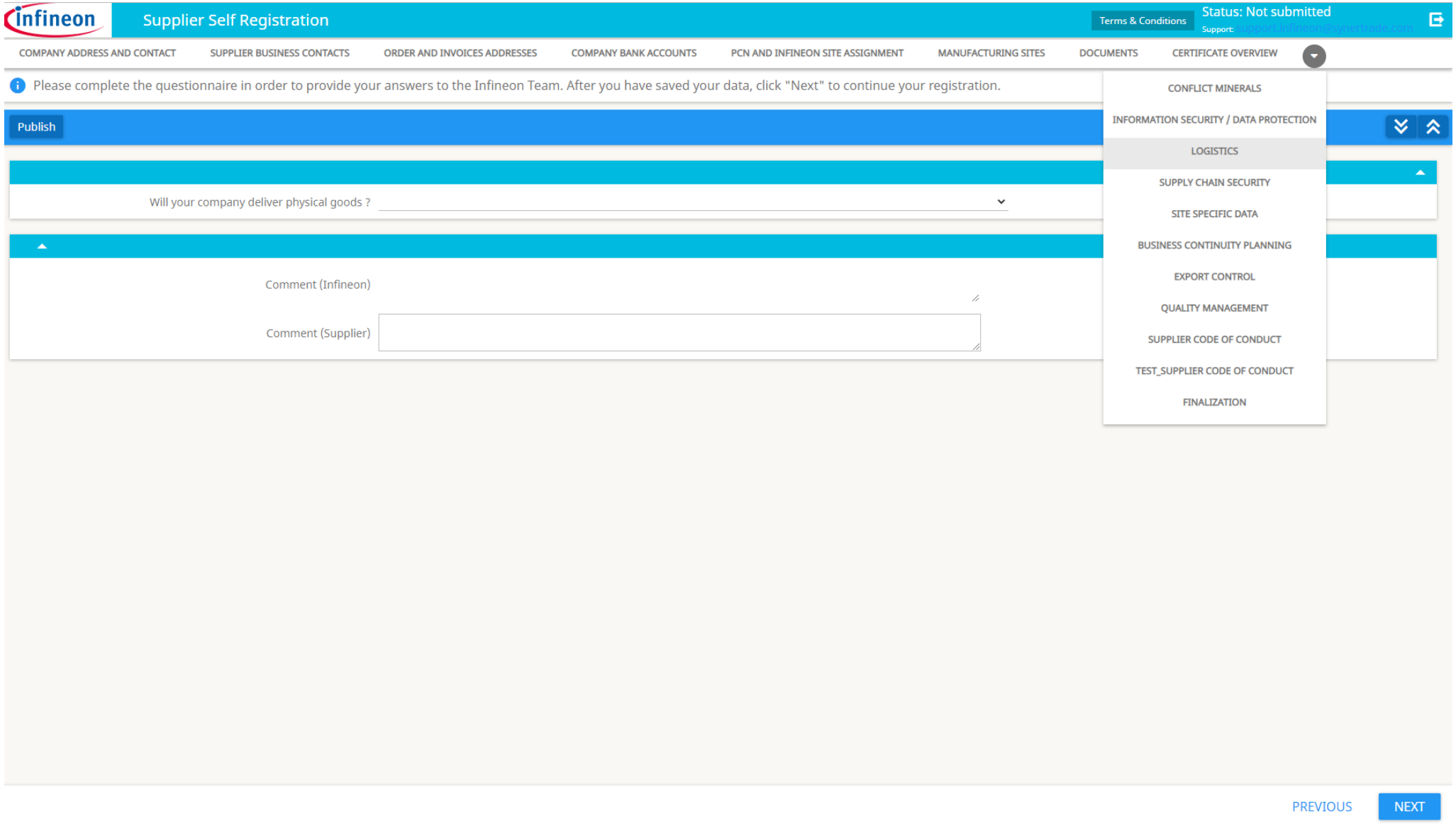
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Phase-in Questionnaires – Information Security / Data Protection



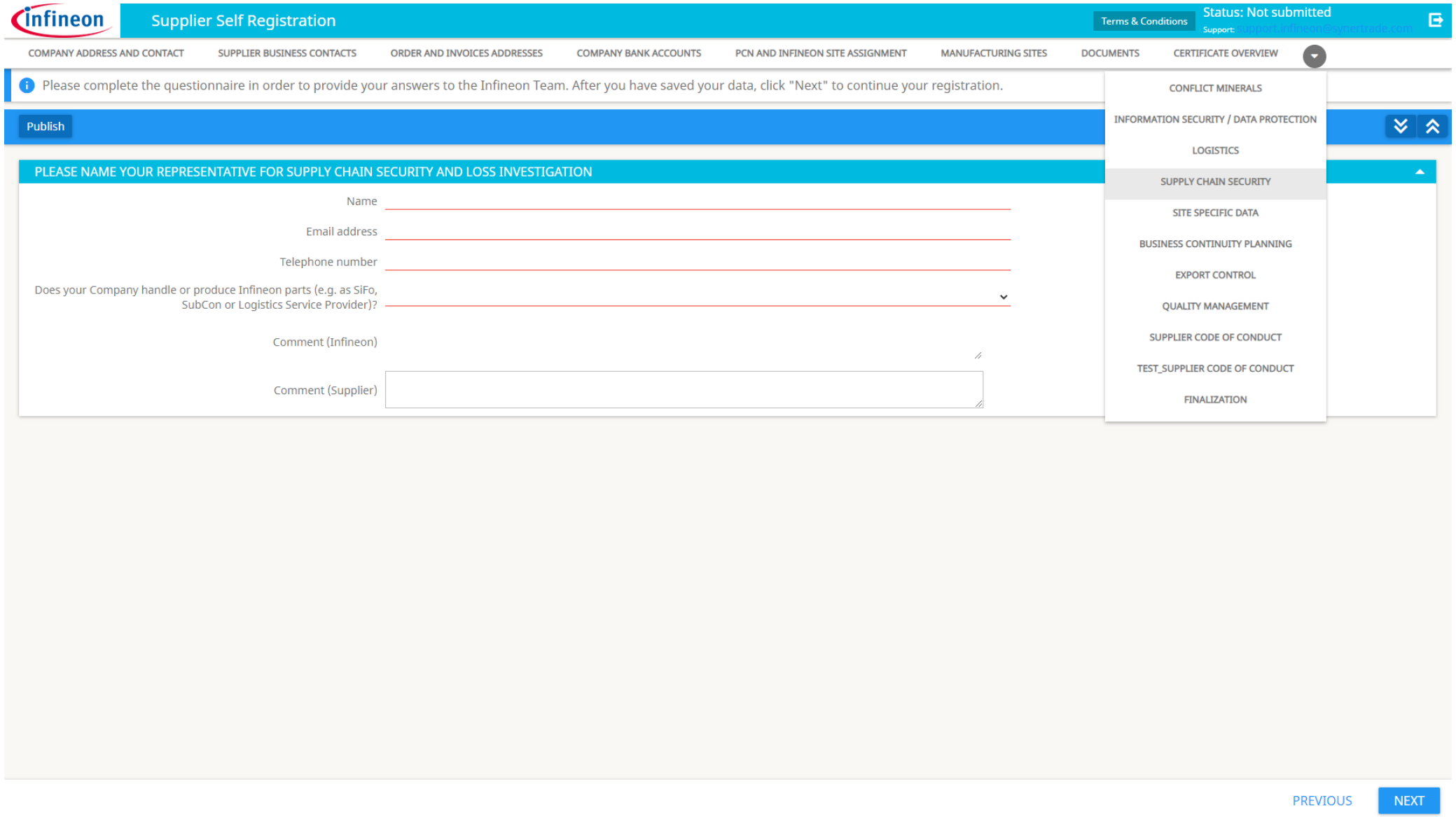
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Phase-in Questionnaires – Logistics



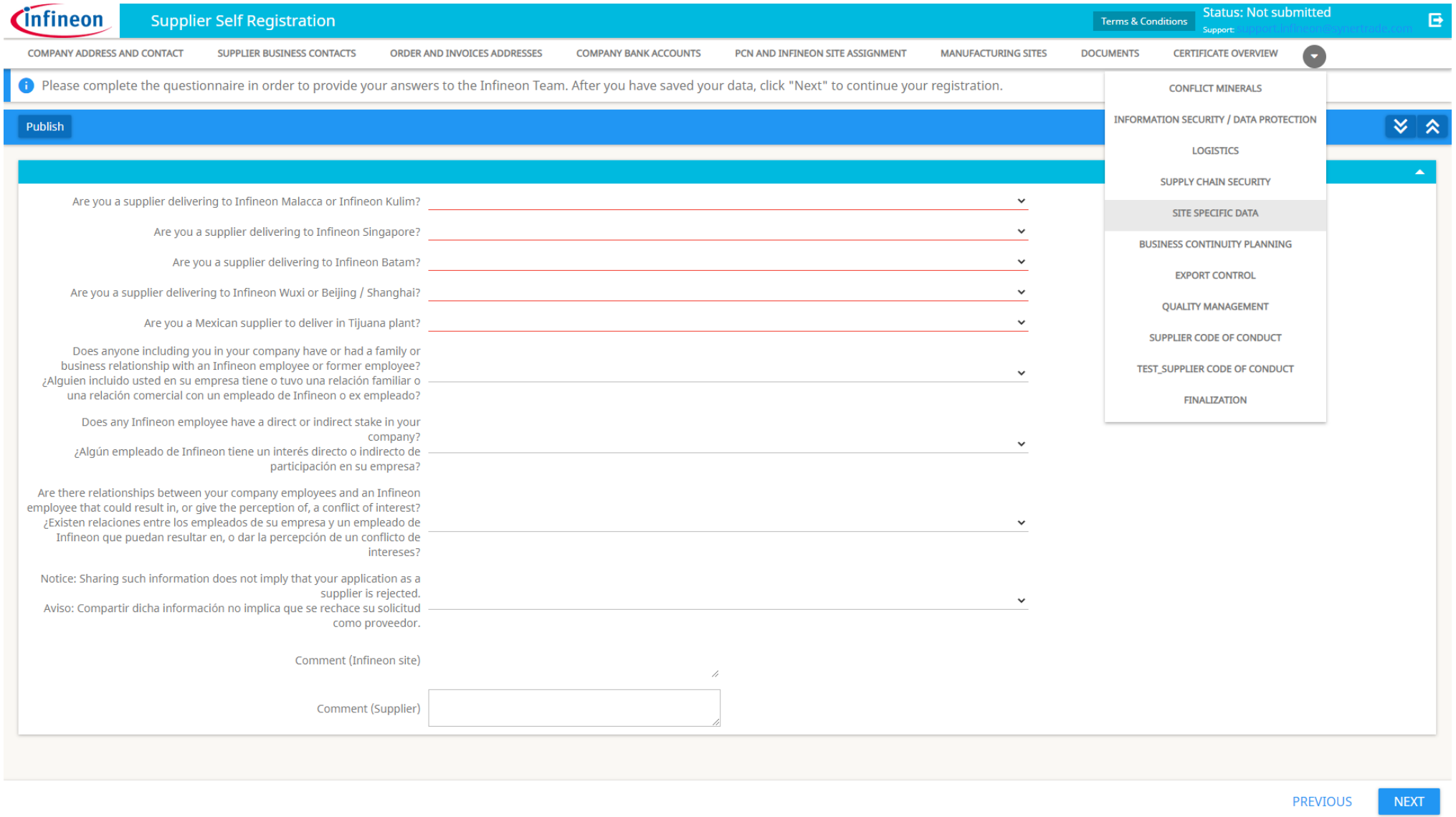
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Phase-in Questionnaires – Supply Chain Security



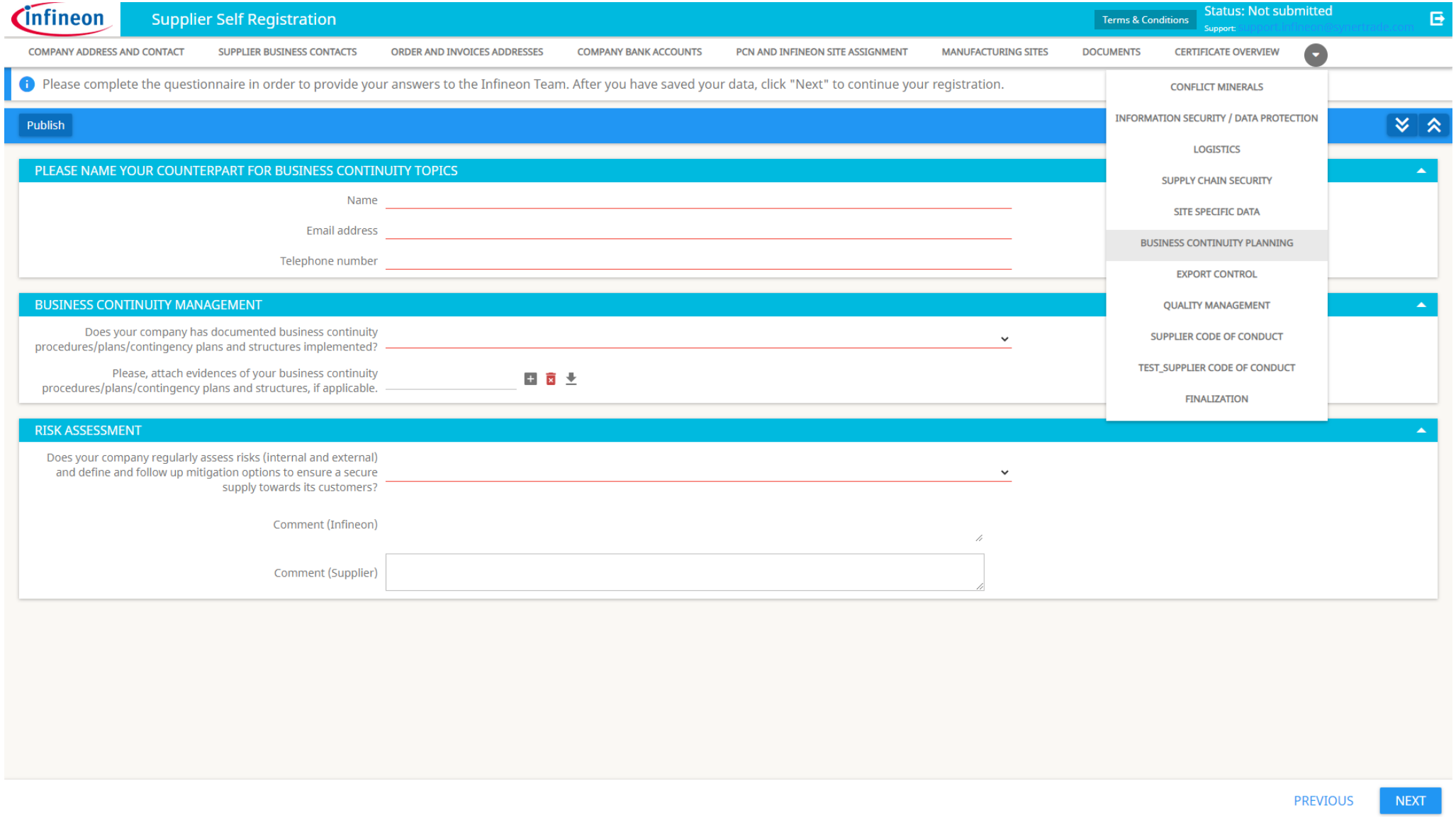
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Phase-in Questionnaires – Site Specific Data



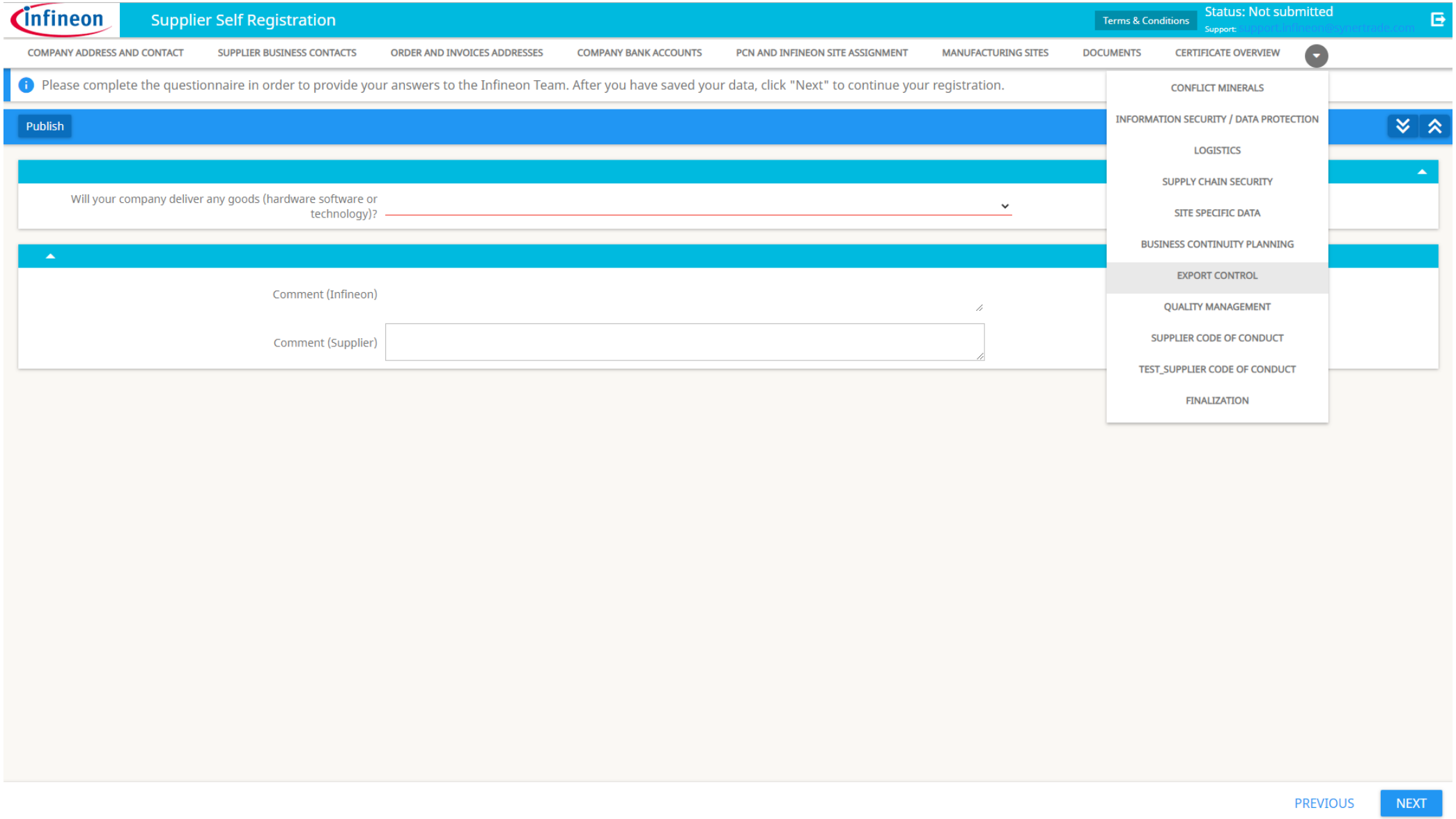
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Phase-in Questionnaires – Business Continuity Planning



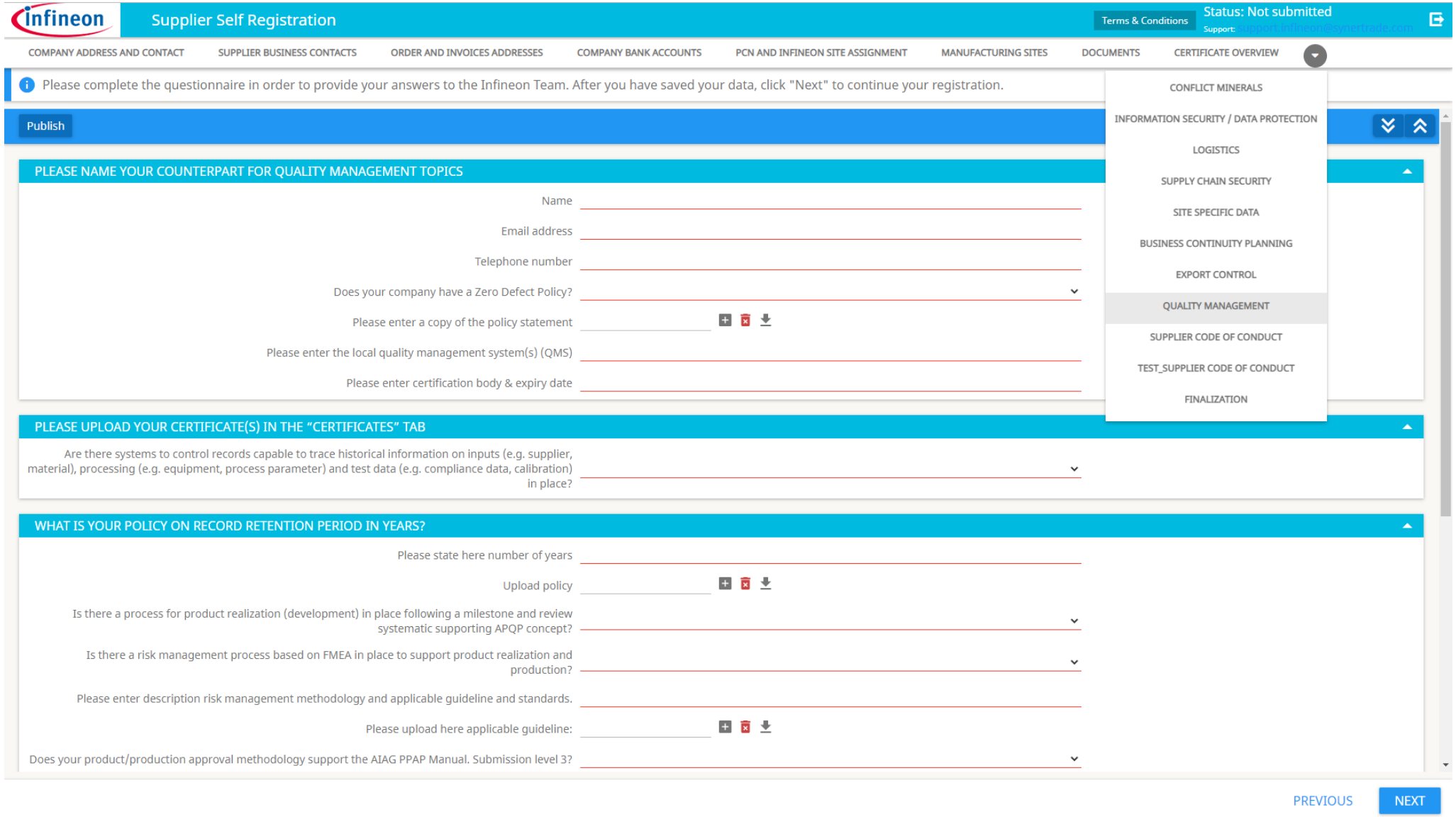
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Phase-in Questionnaires – Export Control



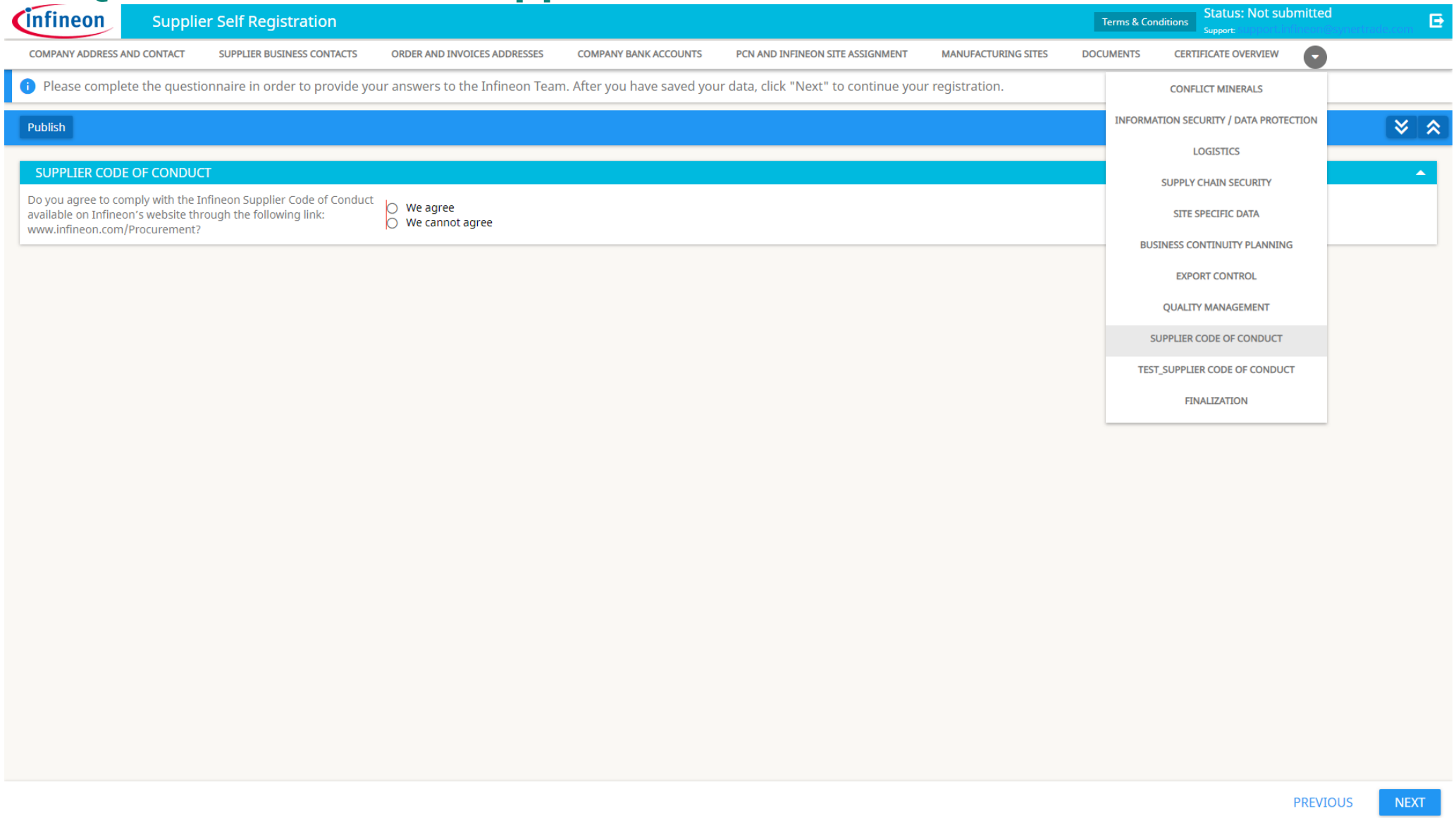
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Phase-in Questionnaires – Quality Management



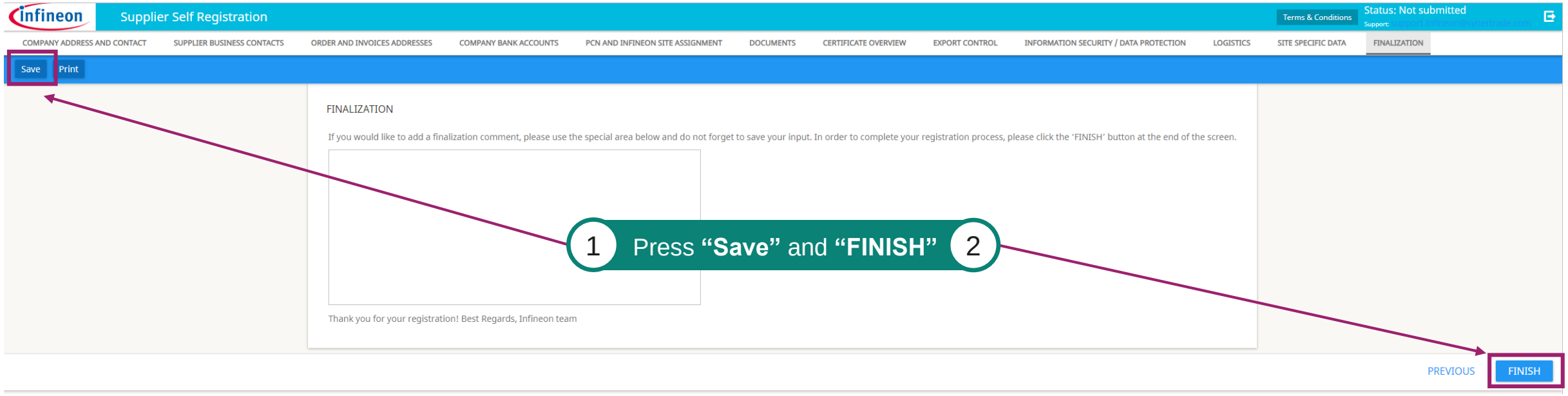
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Phase-in Questionnaires – Supplier Code of Conduct



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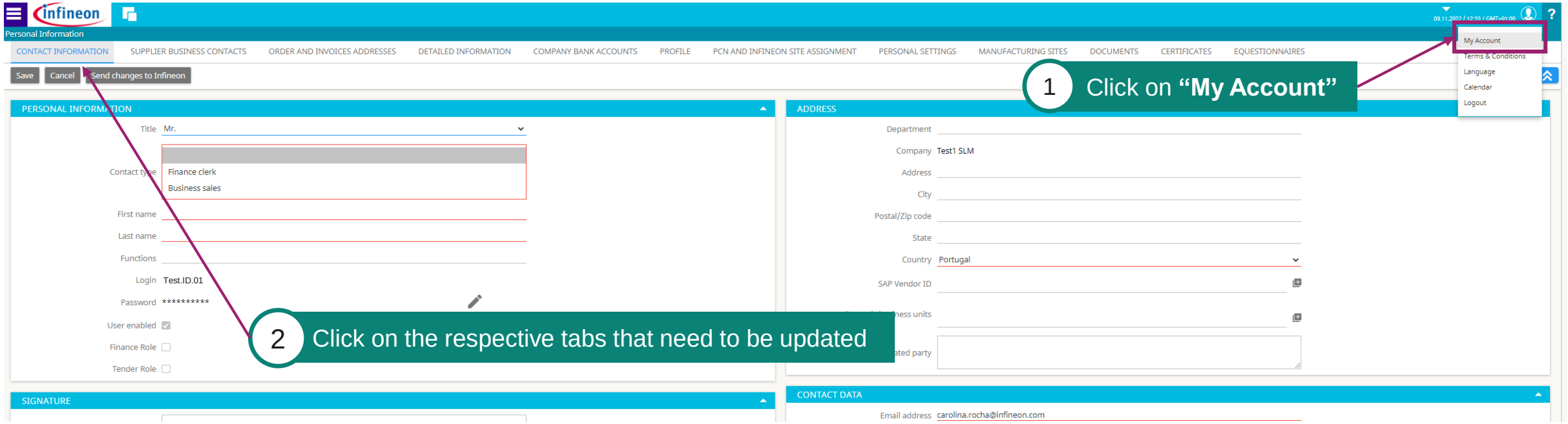
Supplier Registration - Finalization



- When you are sure you finished the registration, click “Save” and after “Finish”
- Please be aware that after clicking **"FINISH"**, you are no longer allowed to edit your answers until our colleagues are able to validate all of your information.
- The registration form can be rejected and sent back to you if additional information is needed or is 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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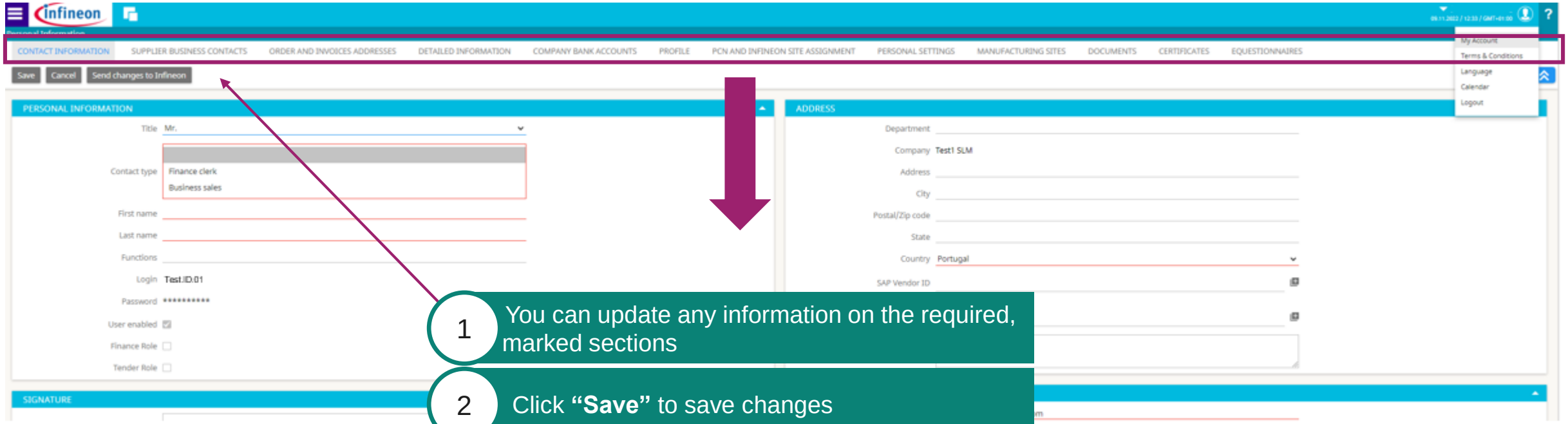
How to update your registration form – your entry page



- After your registration form is released and approved by Infineon Procurement department, you can update your registration form at any time. Please log in with your username and password. If necessary, you can use the "Forgot password" option to retrieve a new one.
- Infineon may ask for specific updates: update certificates, update questionnaires or answers to new questionnaires.
- Any change done will be transmitted to the Infineon Procurement Team after the "Send changes to Infineon" button is used.

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How to send the changes to Infineon



1. You can update any information on the required, marked sections
2. Click **“Save”** to save changes
3. Click **“Send changes to Infineon”**

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