

# **Supplier Registration Guide**







1 Introduction 3

2 iS2C Platform Access

3 Registration 7





1 Introduction

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3 Registration 7



# 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.





1 Introduction 3

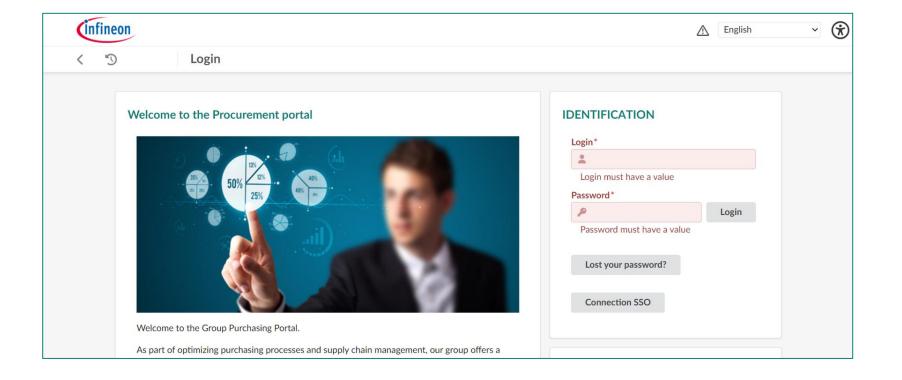
2 iS2C Platform Access

3 Registration



#### **iS2C Platform Access**

- > Dear supplier, please access the iS2C platform using the link you have received via email
- > In that same email, you will receive the temporary password that should be changed immediately
- > In case you forgot or lost the password, you can retrieve it by clicking "Lost your password?"





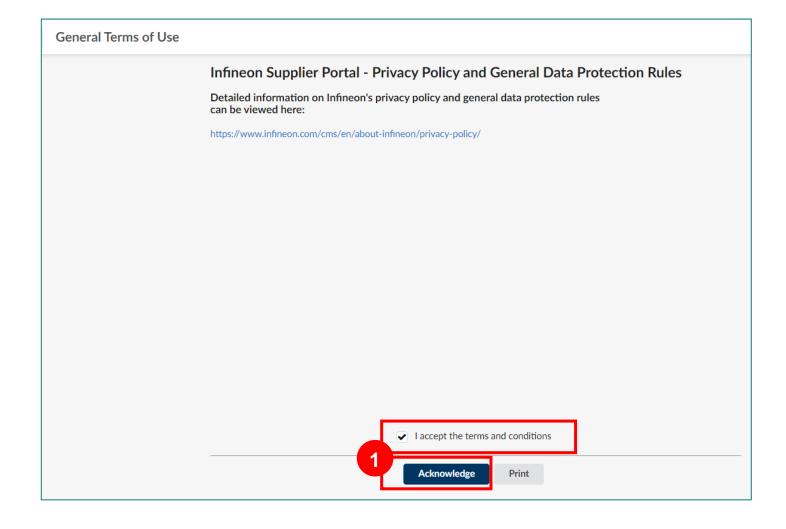


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# **Registration**Access Platform



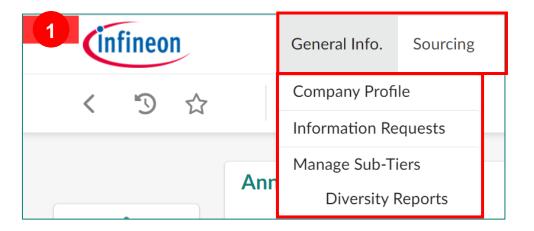
 First-time users must check the acceptance statement and click the "Acknowledge" button to log in.

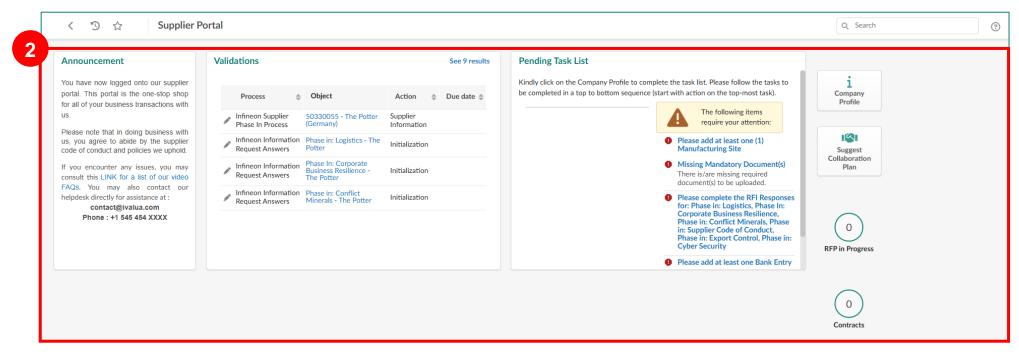


#### **Tool Navigation**

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- Menus and submenus available
- 2. Homepage: pending validations and quick links





#### 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.

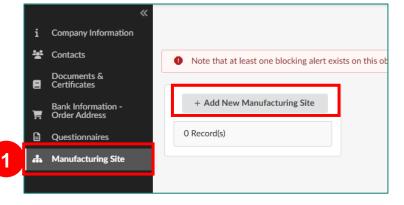
\*Please consult next slide to learn more on questionnaires

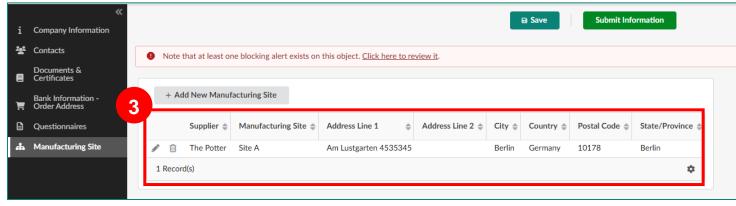
From homepage, click Suppliers > General Info > Company Profile.

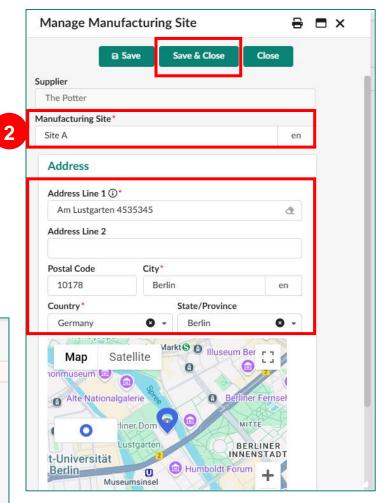
1. Navigate to the "Manufacturing Site" tab and click the "+ Add New Manufacturing Site" button.

Fill in all required fields, then click "Save & Close".

3. The new Manufacturing Site will appear.







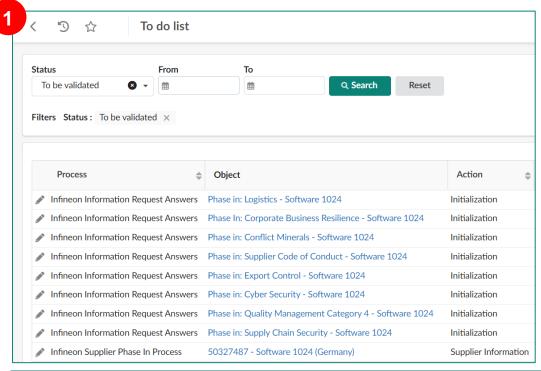
#### eQuestionnaires Overview



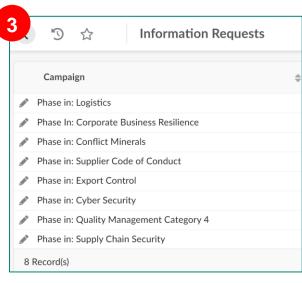
There are multiple ways to access the Questionnaires:

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

Please proceed with the rest of the guide







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.

#### **Documents & Certificates**



Alerts

Missing Mandatory Document(s)

with the role as "CSR Responsible"

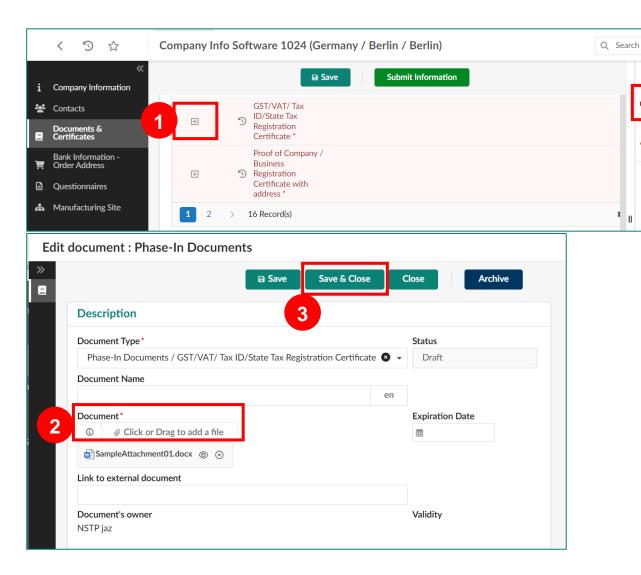
Please add at least one contact person

Access the **Documents & Certificates** tab.

- 1. Click "+" icon next to the required document.
- On pop-up window, click the "Click or Drag to add a file" button.
- 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

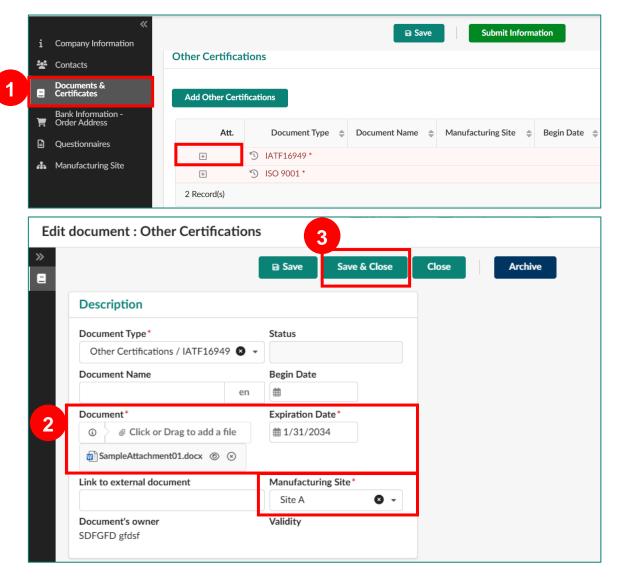


#### **Documents & Certificates**



- On the "Documents & Certificates" tab, under the "Other Certifications" section. Click the "+" icon next to the required document.
- A pop-up will appear. Upload the certification, input the expiration date, and select the site from the "Manufacturing Site" dropdown list if Quality Management Category 3 / 4 Information listed in your to do list.
- 3. Click the "Save & Close" button.

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

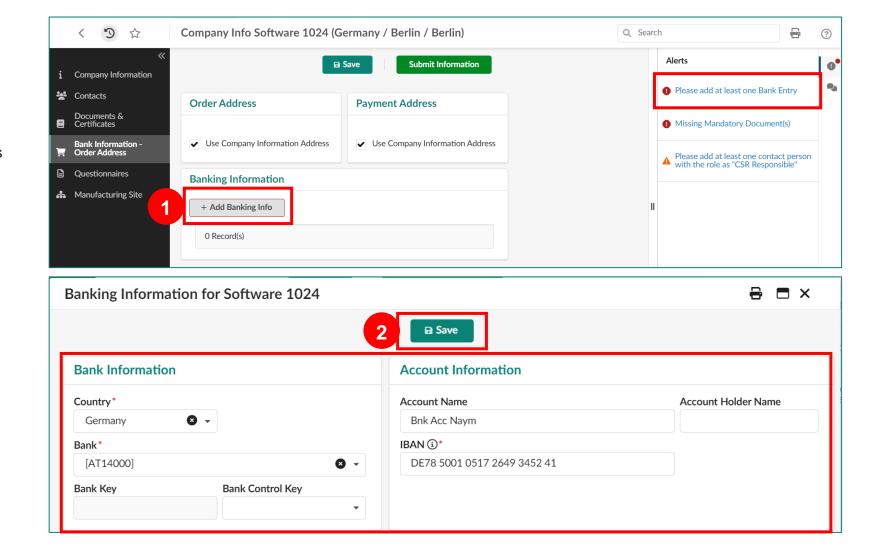


#### **Bank Details**



Access the "Bank Information – Order Address" tab.

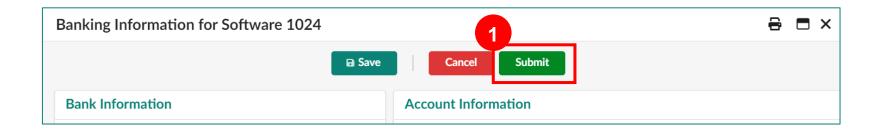
- Click "+ Add Banking Info" button.
- On pop-up window, complete the required fields (marked with asterisk "\*"). Then "Save".

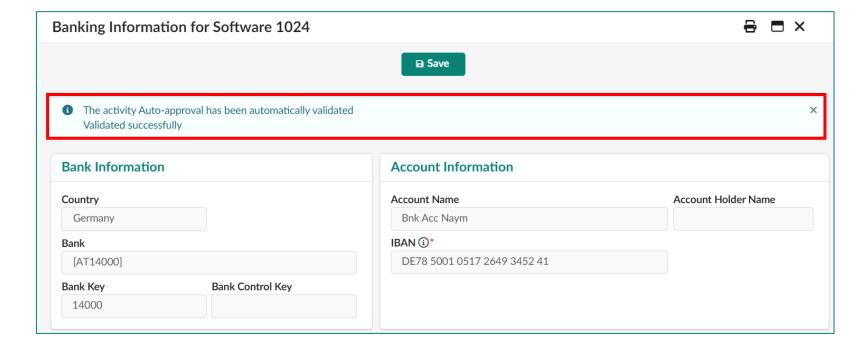


#### **Bank Details**



- Click "Submit" button to complete the process
- An information alert which indicate that bank creation is automatically and successfully validated.

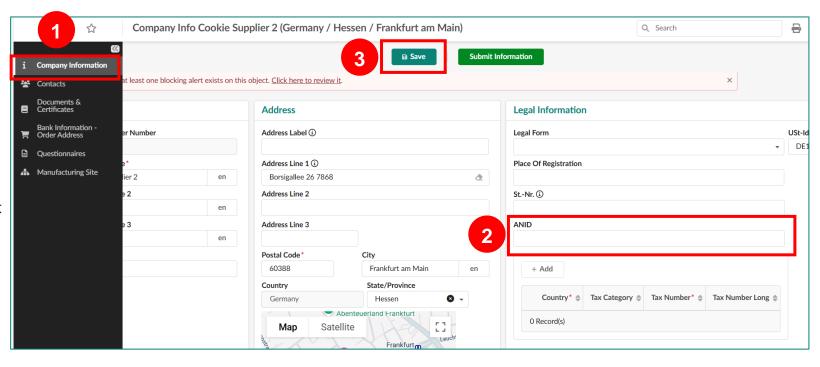




#### **Company Information**



- 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".



#### Contacts

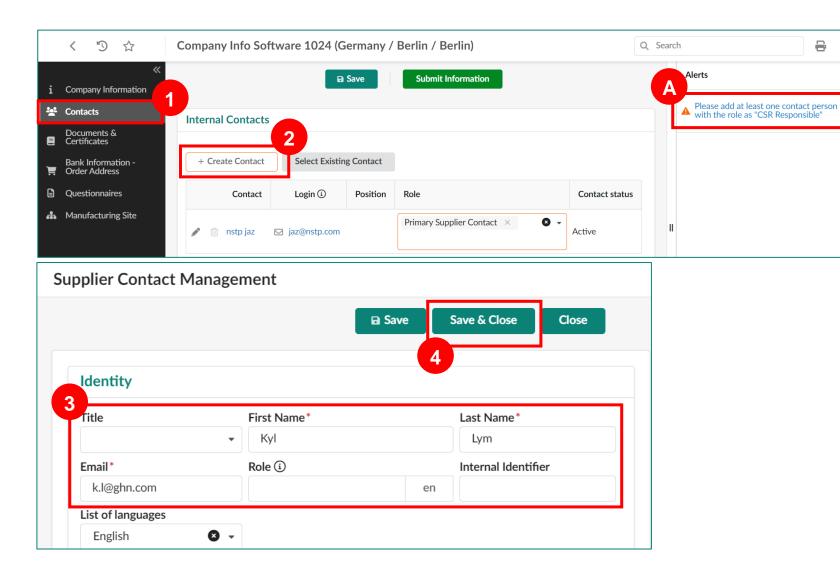


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Additional contacts can be added to your organization if more users need to access or complete the registration process. To do this, please follow these steps:

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

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



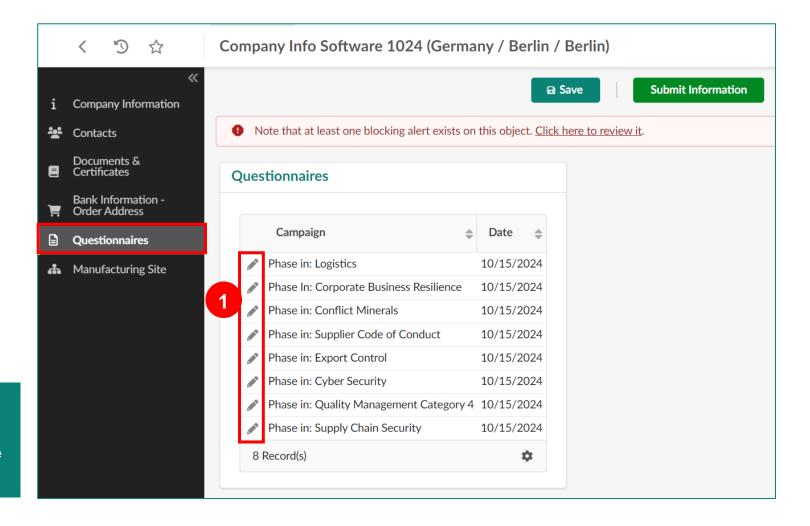
#### Answering eQuestionnaires



Access General Info. > Company Profile > Questionnaires tab.

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

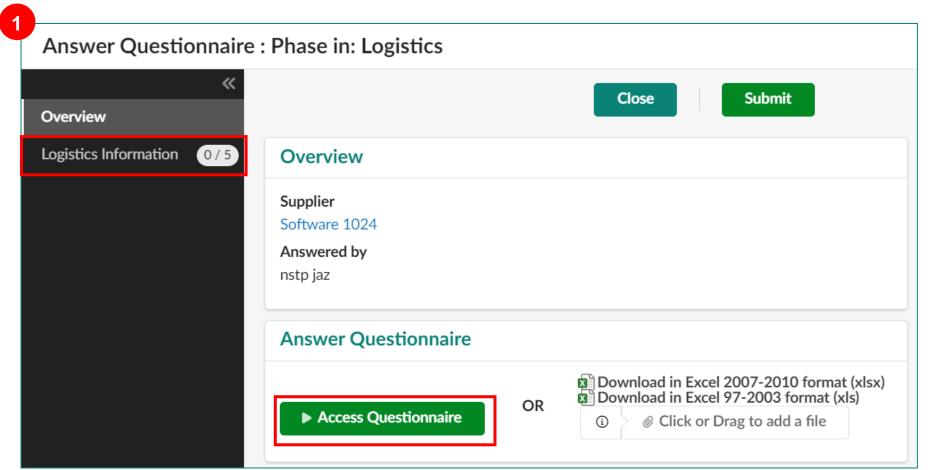
Please note that questionnaires are triggered based on the commodity, so not all questionnaires listed here will be visible in your Questionnaires listing



### Questionnaire – Logistics



Click either the "Logistics
 Information" tab or the "Access
 Questionnaire" button to view all the questions.



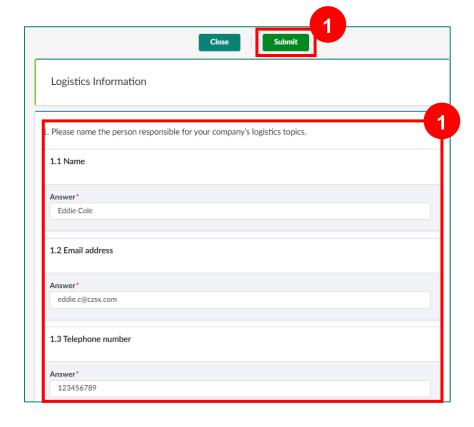
### Questionnaire – Logistics

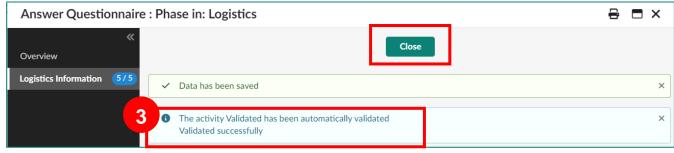
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#### **Logistic Information**

- Contact information, including the name, email, and telephone number of the person responsible for logistics and questions related to crisis management and emergency planning.
- 1. Answer all the questions and click "Submit" button.
- 2. On confirmation message, click "OK".
- Notification confirming that the submission was successful is displayed. Then click the "Close" button.



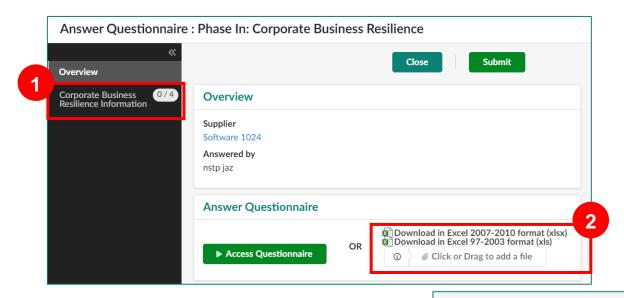


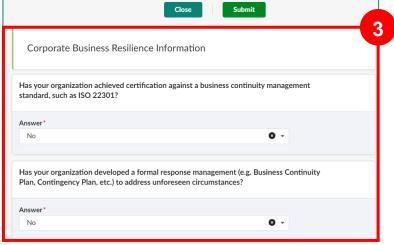


#### Questionnaire - Corporate Business Resilience



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



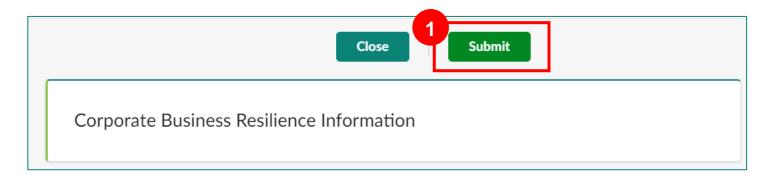




#### Questionnaire - Corporate Business Resilience

# **Corporate Business Resilience Information**

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



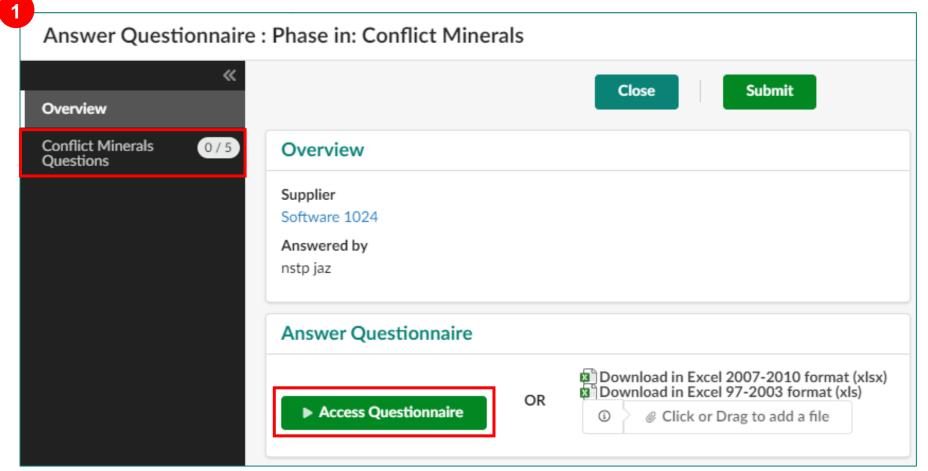




#### Questionnaire - Conflict Minerals



Click either the "Conflict Minerals
 Questions" tab or the "Access
 Questionnaire" button to view all the questions.

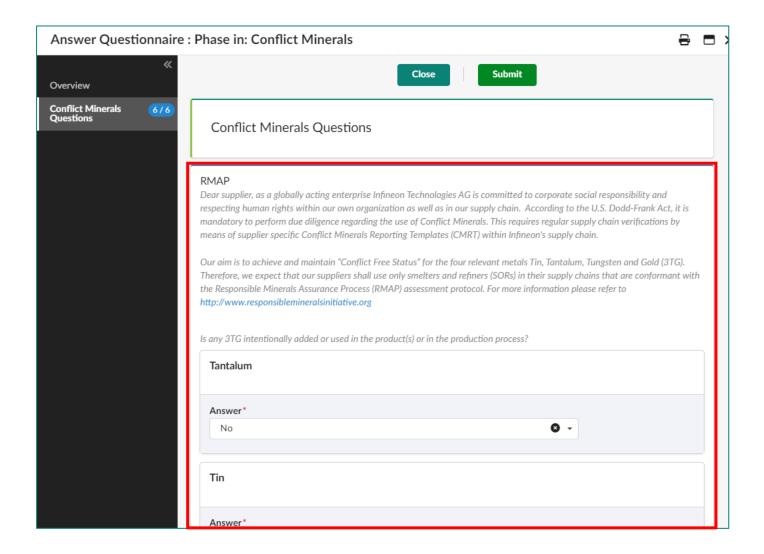


#### Questionnaire - Conflict Minerals



#### **Conflict Minerals Questions**

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



#### Questionnaire - Conflict Minerals



#### **Conflict Minerals Questions**

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



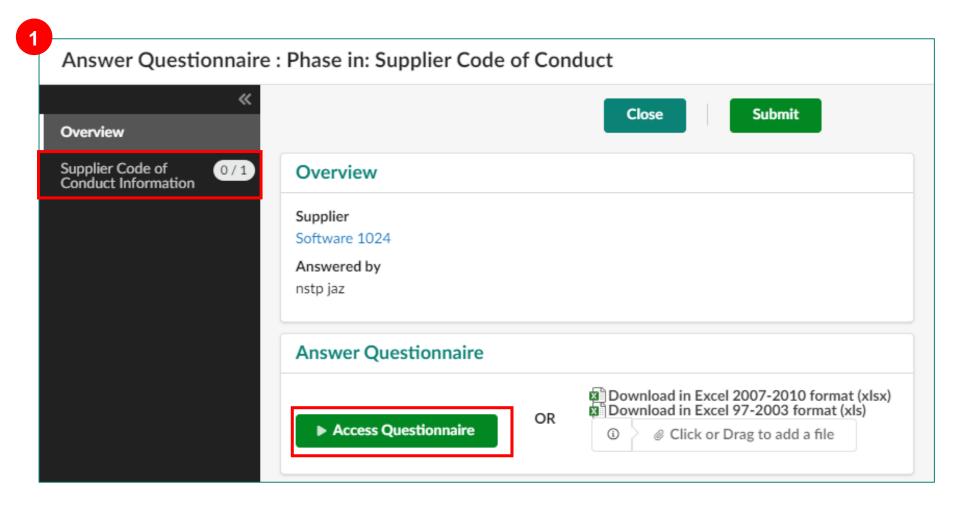




### Questionnaire - Supplier Code of Conduct



 Click either the "Supplier Code of Conduct Information" tab or the "Access Questionnaire" button to view all the questions.



#### Questionnaire - Supplier Code of Conduct



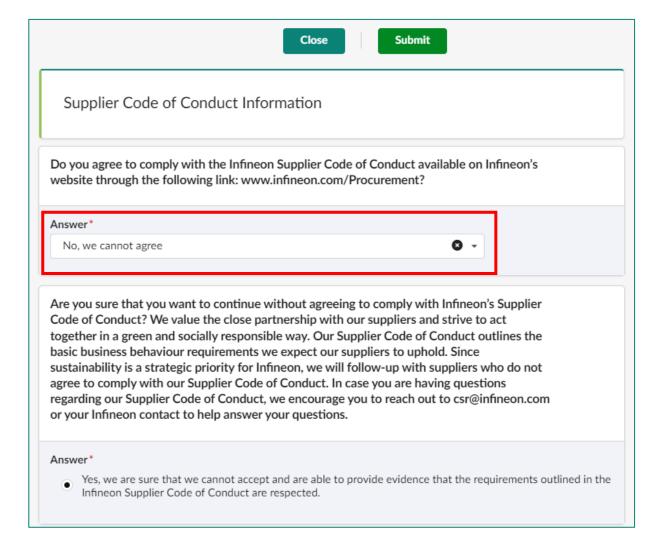
#### **Supplier Code of Conduct Information**

Questions regarding confirmation of compliance with Infineon
 Supplier Code of Conduct are displayed.

We hereby confirm that we have implemented a Code of Conduct as well as a Supplier Code of Conduct which corresponds with Infineon's Supplier Code of Conduct ensuring equivalent requirements and expectations towards our own business area as well as our suppliers, in particular with regard to the following aspects: - the protected rights and standards, in particular ensuring compliance with Infineon's human rights and environment-related expectations; - the requirement to address these rights and standards with our own suppliers and along their supply chains; and - the obligation to enable Infineon to verify compliance with the requirements and expectations as set out in the Infineon Supplier Code of Conduct.

Answer\*

No, we do not confirm







#### **Supplier Code of Conduct Information**

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



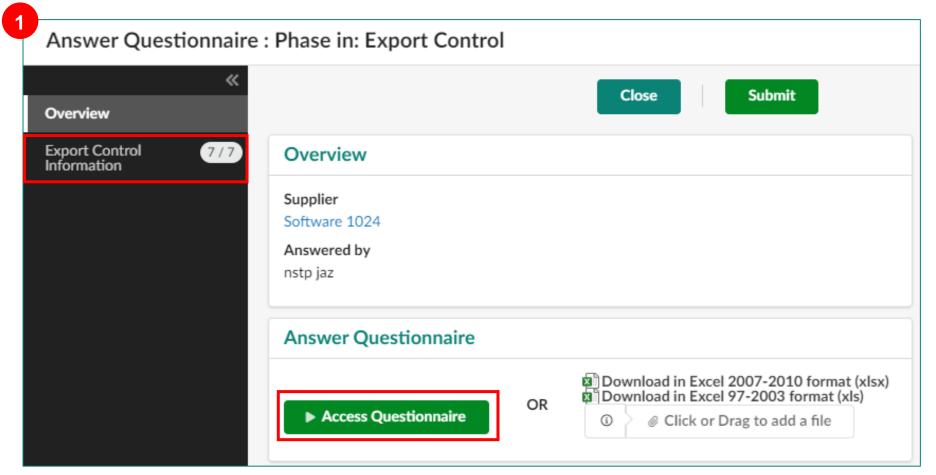




#### Questionnaire - Export Control Information



Click either the "Export Control
Information" tab or the "Access
Questionnaire" button to view all the
questions.

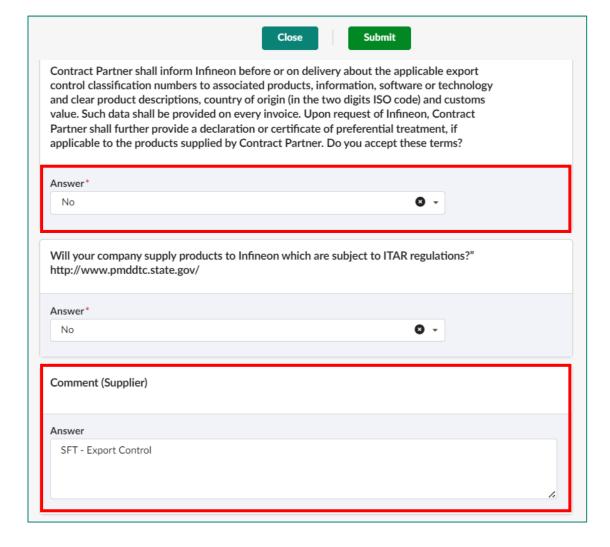


#### **Questionnaire - Export Control Information**



#### **Export Control Information**

 Question regarding export control classification are displayed

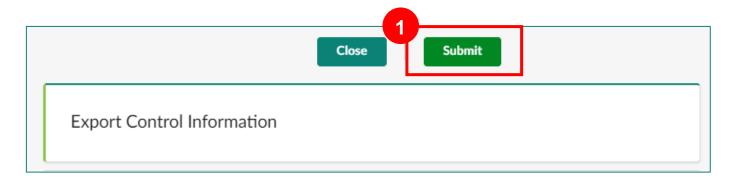




### **Questionnaire - Export Control Information**

#### **Export Control Information**

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



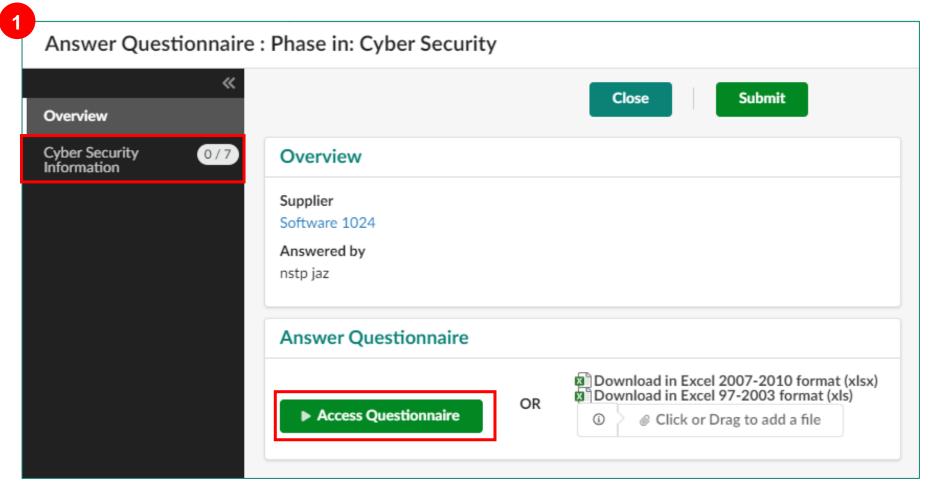




### Questionnaire - Cyber Security Information



Click either the "Cyber Security
 Information" tab or the "Access
 Questionnaire" button to view all the questions.

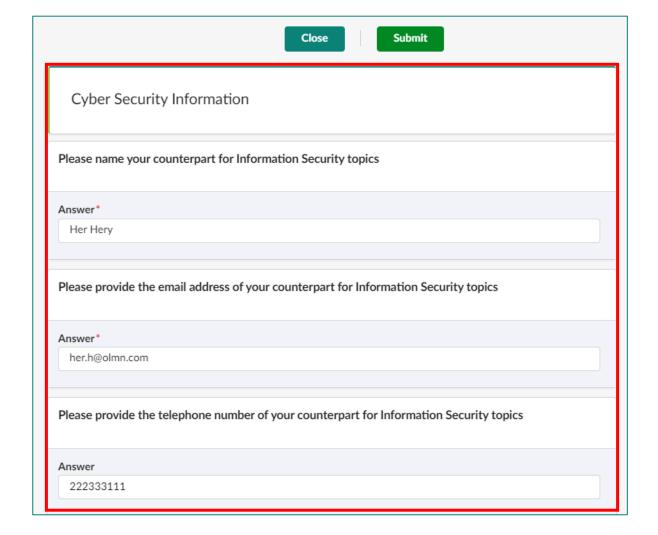


### Questionnaire - Cyber Security Information



#### **Cyber Security Information**

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

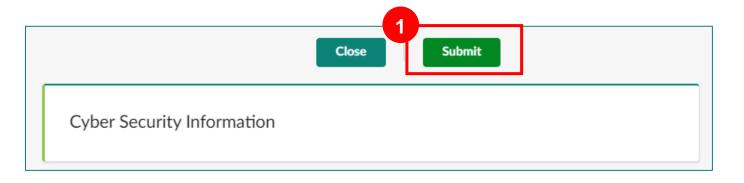




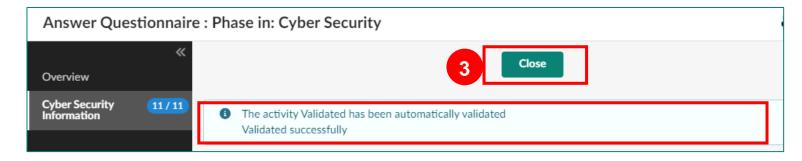


#### **Cyber Security Information**

- Answer all the questions and click "Submit" button.
- On confirmation message, click "OK".
- Notification confirming that the submission was successful is displayed. Then click the "Close" button.



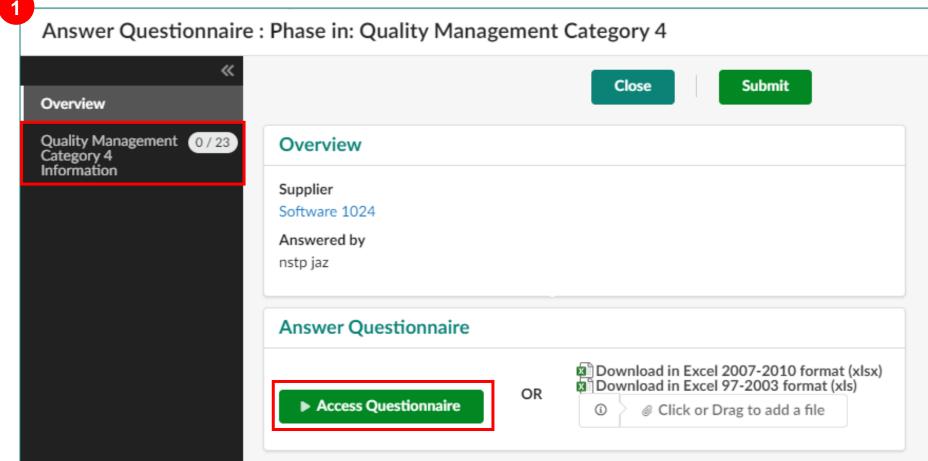




#### **Questionnaire - Quality Management Information**



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

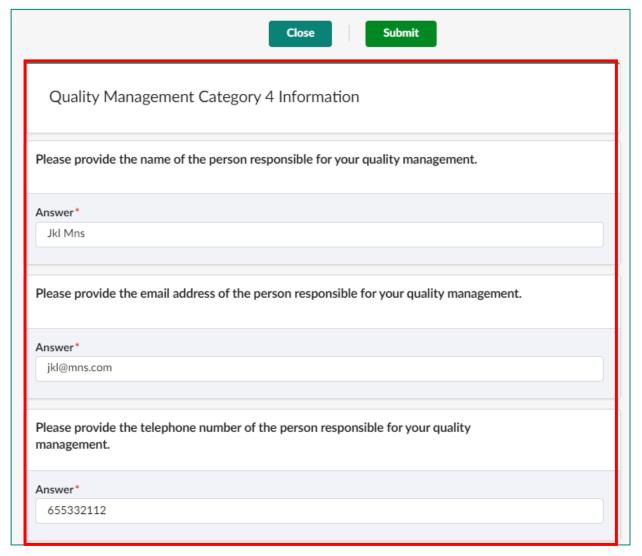






#### **Quality Management Category 3 / 4 Information**

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

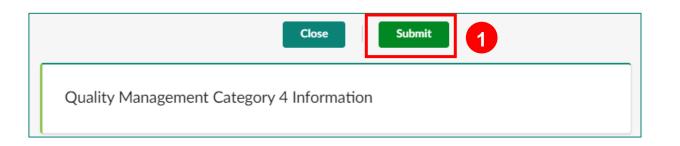




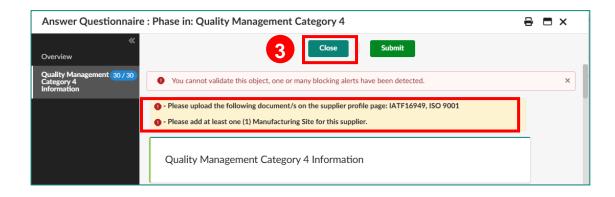


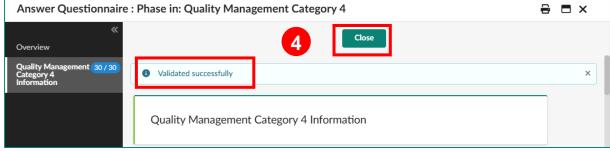
#### **Quality Management Category 3 / 4 Information**

- 1. Answer all the questions and click "Submit" button.
- On confirmation message, click "OK".
- 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.





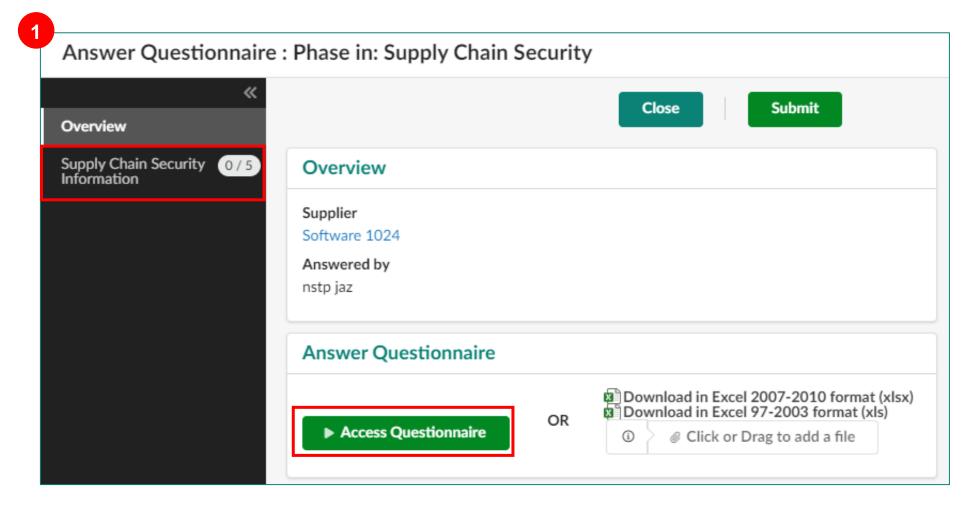




#### Questionnaire - Supply Chain Security Information



 Click either the "Supply Chain Security Information" tab or the "Access Questionnaire" button to view all the questions.

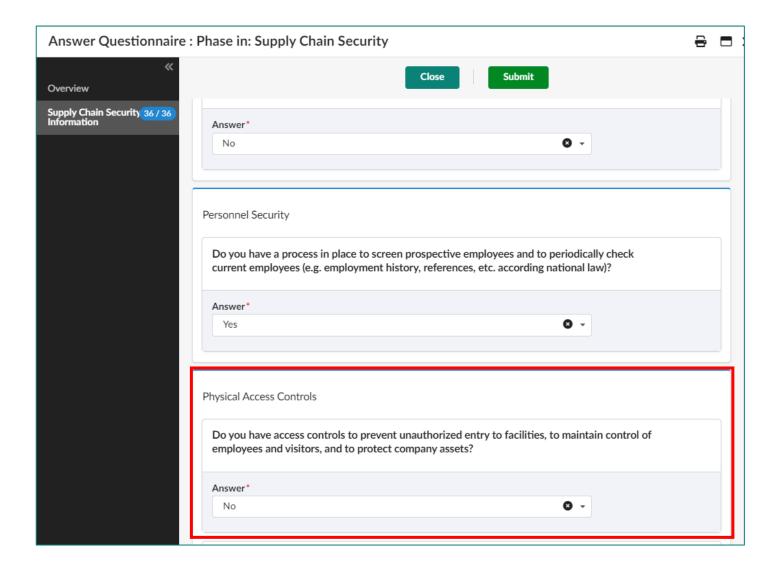






#### **Supply Chain Security Information**

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



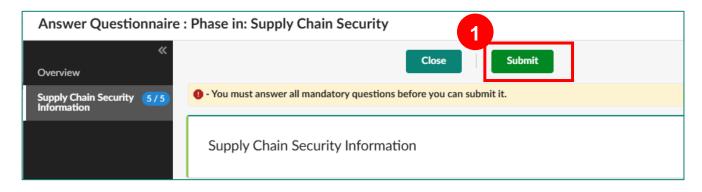




#### **Supply Chain Security Information**

- Answer all the questions and click "Submit" button.
- On confirmation message, click "OK".
- Notification confirming that the submission was successful is displayed. Then click the "Close" button.

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







#### **Supplier Registration Finalization**



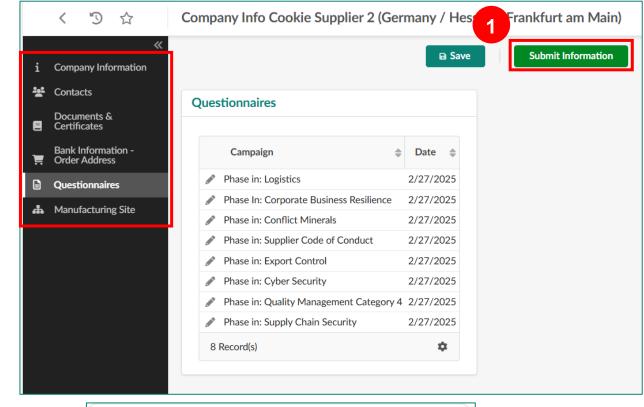
As a final step, from supplier homepage,

Suppliers > General Info > Company

Profile or from any tabs listed on the left.

- 1. Click "Submit Information" button.
- Select "OK" in the confirmation message.

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





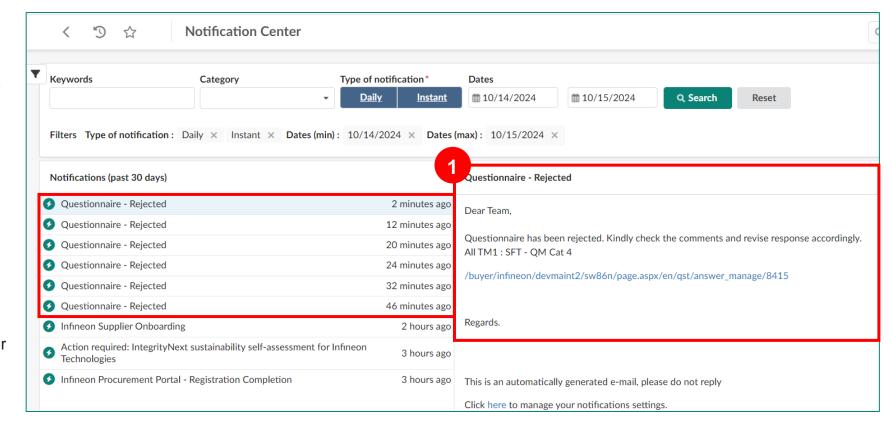
#### Phase In Questionnaires Resubmission



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

Login as Supplier Contact.

- > Access the Notification Center.
  - Notifications will be sent to the supplier with evaluators comment. Revise the answer accordingly. Click the link in the message.





#### Phase In Questionnaires Resubmission

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".



