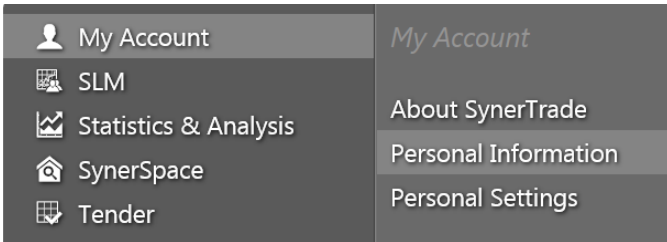


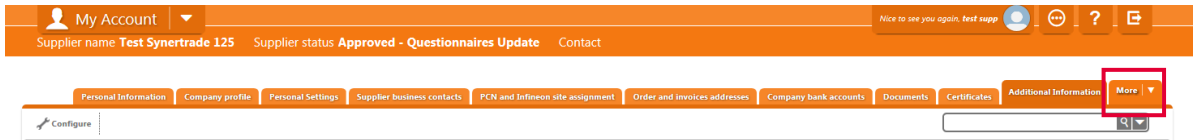
# Update Questionnaire Pocket Guide for Supplier (1/3)



1. Log in Supplier Management Portal: <https://slm-portal.infineon.com>
2. Go to the menu/ Account/ Personal Information



3. Choose the tab „More“ and open eQuestionnaires



4. Within the tab “eQuestionnaire” you can find all relevant questionnaires that have to be updated. Please click the questionnaire name in order to open it and to be able to fill it in.

No.	Questionnaire	Tab	Information Sheet Type	Type	Last change	Last change by
1	Business Continuity Planning	Business Continuity Planning	Supplier Information Sheet	<input type="checkbox"/>	23.06.2016 09:14	Gabriela Covalciuc
2	Corporate Social Responsibility and Compliance	Corporate Social Responsibility and Compliance	Supplier Information Sheet	<input type="checkbox"/>	22.06.2016 14:32	test supp
3	Environment, Safety & Health	Environment, Safety & Health	Supplier Information Sheet	<input type="checkbox"/>	22.06.2016 14:33	test supp

# Update Questionnaire Pocket Guide for Supplier (2/3)

5. Please fill in all relevant information (mandatory fields are marked red). If you've updated the questionnaire previously after your first registration, your current information will be available. It's also possible to select previous versions of your answered questionnaires.

The screenshot shows the Infineon supplier questionnaire interface. At the top, there is a navigation bar with 'My Account' and 'Supplier name Test Synertride 125'. A green banner indicates 'Your data have been published successfully'. Below this, there are buttons for 'Back to overview', 'Publish', 'Cancel', 'Export', and 'Print'. A dropdown menu shows '24.06.2016 13:22, Published by test supp'. The main content area is a table with 'Question' and 'Answer' columns. The first question is 'Please name your counterpart for Business Continuity topics', with fields for Name (test supp14d), Email address (supp14@test.com), and Telephone number (0040258963258). Below this are several questions related to Business Continuity Management, each with a 'No' dropdown option. The last question is 'Can you confirm that there is a written recovery plan describing the steps and timing for resuming 100% of critical production activities at this site within a stated', also with a 'No' dropdown. The footer shows a hamburger menu, the date '24.06.2016 / 13:28 / GMT+01:00', and the Infineon logo.

Callouts in the image:

- Red box: Publish to make the update visible for Infineon (pointing to the Publish button)
- Red box: Previous versions are available (pointing to the dropdown menu)
- Red box: Mandatory fields are marked "red" (pointing to the red borders around the Name, Email address, and Telephone number fields)

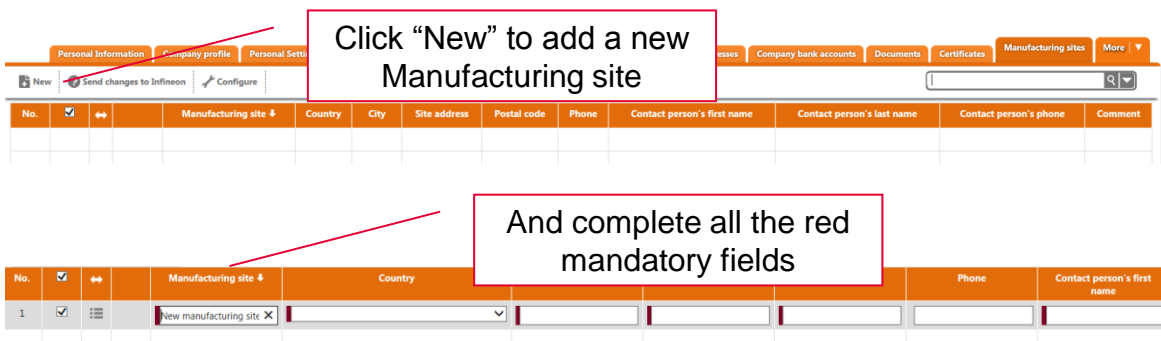
To finalize the questionnaire please choose publish on top. Your contact person at Infineon will be informed automatically about the successful completion.

Besides the mandatory questionnaires please ensure that your general company data are up to date as well.

# Update Questionnaire Pocket Guide for Supplier (3/3)

For **production** supplier only:

1. If not done yet – please update the tab “manufacturing site” (those relevant for Infineon). New manufacturing sites can be added by the “New” button, existing can be updated by clicking on the manufacturing sites name.



Click “New” to add a new Manufacturing site

No.	<input checked="" type="checkbox"/>	↔	Manufacturing site ↓	Country	City	Site address	Postal code	Phone	Contact person's first name	Contact person's last name	Contact person's phone	Comment
1	<input checked="" type="checkbox"/>	⋮	New manufacturing site X									

And complete all the red mandatory fields

In case of questions please do not hesitate to contact the helpdesk: **supplier-lifecycle.management@infineon.com**