



Supplier Registration Training Guide

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



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 Infineon 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



YOUR REGISTRATION ON THE INFINEON TECHNOLOGIES SUPPLIER PORTAL [HTTPS://SLM-PORTAL-PREPROD-SI.INFINEON.COM](https://slm-portal-preprod-si.infineon.com)

Dear Sofia Marques,

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-preprod-si.infineon.com>
Login: sofia.marques04

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: support.infineon@synertrade.com.

Kind regards

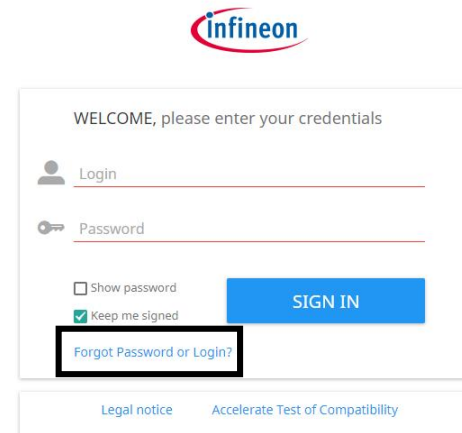
Infineon Technologies AG
Purchasing / Supplier Management
Munich, Germany

This is an automated generated message: please do not reply to this email.

Infineon Technologies AG
Chairman of the Supervisory Board: Wolfgang Mayrhuber
Management Board: Dr. Reinhard Ploss (CEO), Dominik Asam, Arunjai Mittal
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The contents of this e-mail are confidential to the ordinary user of the e-mail address to which it was addressed and may also be privileged.
If you are not the addressee of this e-mail you may not copy, forward, disclose or otherwise use it or any part of it in any form whatsoever.
If you have received this e-mail in error please e-mail the sender by replying to support.infineon@synertrade.com.

Supplier Registration Page



The screenshot shows the Infineon login interface. At the top is the Infineon logo. Below it, the text reads "WELCOME, please enter your credentials". There are two input fields: "Login" with a person icon and "Password" with a key icon. Below the password field are two checkboxes: "Show password" (unchecked) and "Keep me signed" (checked). A blue "SIGN IN" button is to the right. A link "Forgot Password or Login?" is highlighted with a black box. At the bottom, there are two links: "Legal notice" and "Accelerate Test of Compatibility".



- › 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?](#)

Supplier Registration – Change Password after First Login



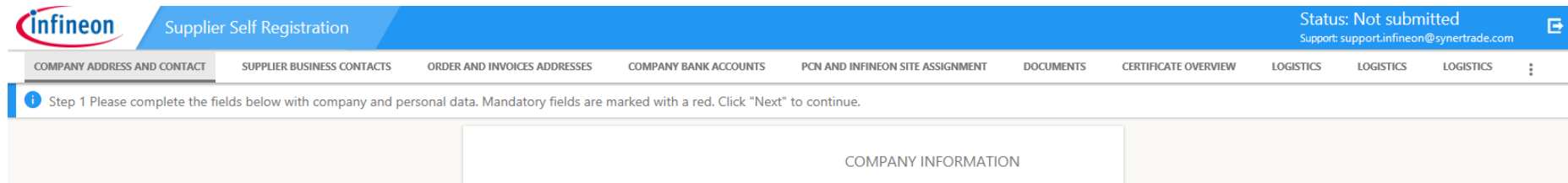
Change password

You have to change your password on your 1st. login.
Enter a new password:

VALIDATE PASSWORD

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

Start the Registration



Infineon Supplier Self Registration Status: Not submitted
Support: support.infineon@synertrade.com

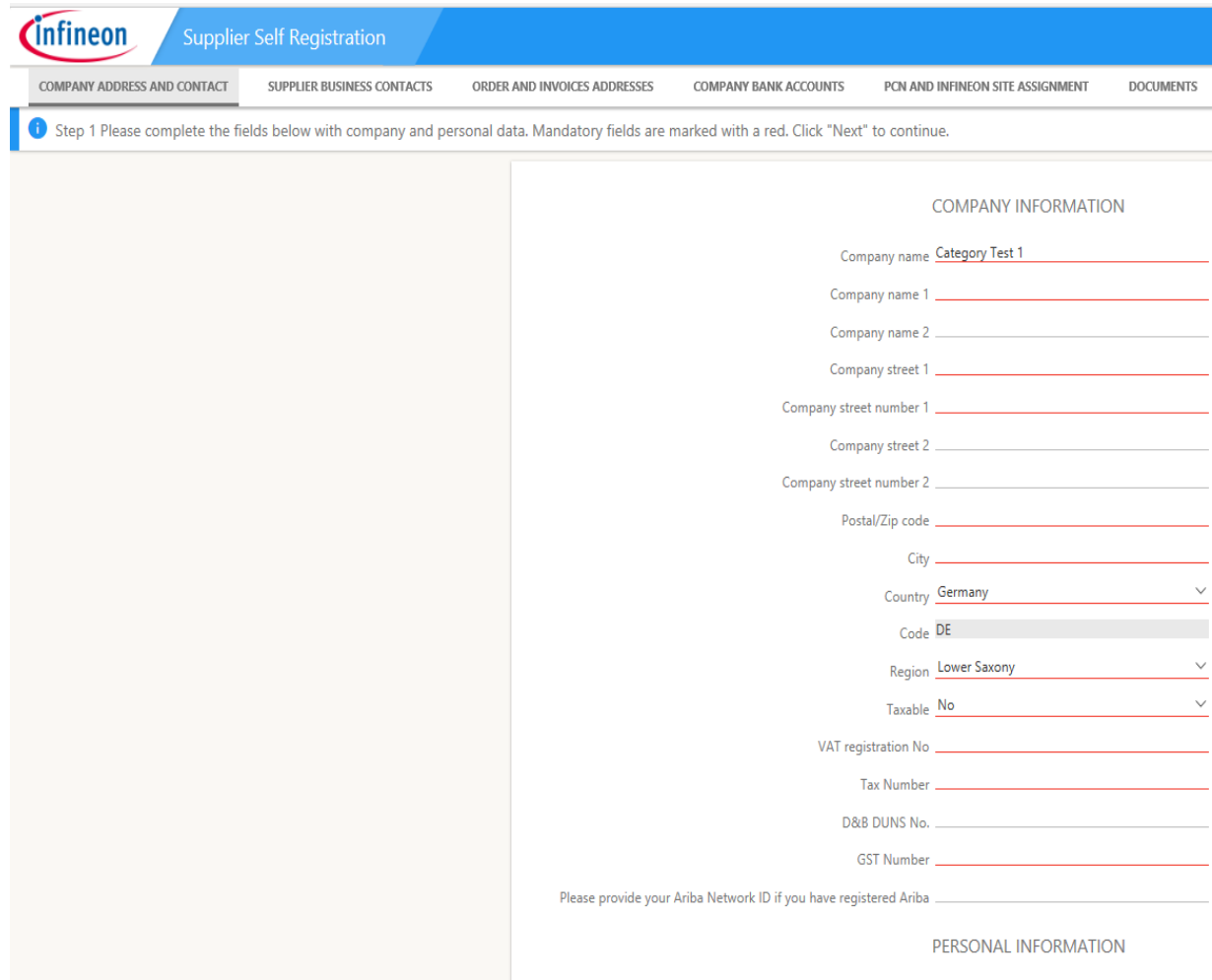
COMPANY ADDRESS AND CONTACT SUPPLIER BUSINESS CONTACTS ORDER AND INVOICES ADDRESSES COMPANY BANK ACCOUNTS PCN AND INFINEON SITE ASSIGNMENT DOCUMENTS CERTIFICATE OVERVIEW LOGISTICS LOGISTICS LOGISTICS

Step 1 Please complete the fields below with company and personal data. Mandatory fields are marked with a red. Click "Next" to continue.

COMPANY INFORMATION

› In order to "SAVE" and jump to each section you always need to click "**NEXT**".

Section: Company Information



Infineon Supplier Self Registration

COMPANY ADDRESS AND CONTACT | SUPPLIER BUSINESS CONTACTS | ORDER AND INVOICES ADDRESSES | COMPANY BANK ACCOUNTS | PCN AND INFINEON SITE ASSIGNMENT | DOCUMENTS

Step 1 Please complete the fields below with company and personal data. Mandatory fields are marked with a red. Click "Next" to continue.

COMPANY INFORMATION

Company name Category Test 1

Company name 1 _____

Company name 2 _____

Company street 1 _____

Company street number 1 _____

Company street 2 _____

Company street number 2 _____

Postal/Zip code _____

City _____

Country Germany ▼

Code DE

Region Lower Saxony ▼

Taxable No ▼

VAT registration No _____

Tax Number _____

D&B DUNS No. _____

GST Number _____

Please provide your Ariba Network ID if you have registered Ariba _____

PERSONAL INFORMATION

- › In the tab "Company address" 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.



Supplier Registration – Supplier Business Contacts

1 Go to “Supplier Business Contacts” tab

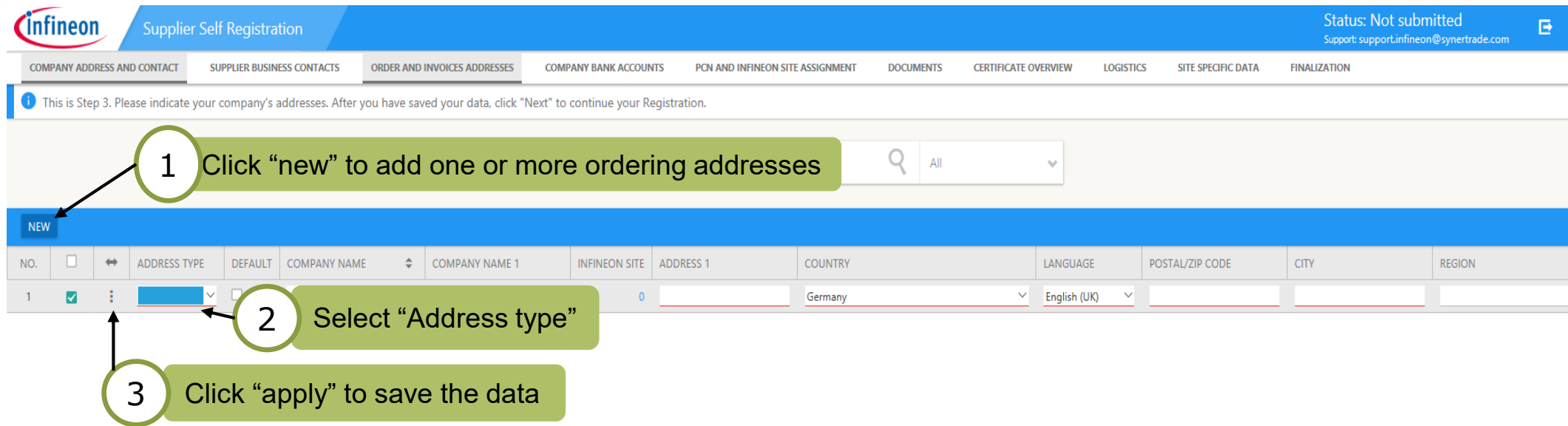
2 Select “New Contact” and add as many contacts as needed

3 Click “Apply” to save the data

NO.	ACADEMIC TITLE	TITLE	FIRST NAME	LAST NAME	LOGIN
1		Mr.	Sofia	Marques	sofia.marques04
2			Mario	Ribeiro	

- › You are invited to add as many contacts as needed to maintain the updated information on our Synertrade tool.
- › Infineon kindly asks that this field be maintained as updated as possible, not only during registration.
- › Note that it’s not possible to delete business contacts but only to disable them. This option can be found in the respective existing contact → action needed: click „disable“

Supplier Registration – Order and Invoices Addresses



Supplier Self Registration

Status: Not submitted
Support: support.infineon@synertrade.com

COMPANY ADDRESS AND CONTACT | SUPPLIER BUSINESS CONTACTS | **ORDER AND INVOICES ADDRESSES** | COMPANY BANK ACCOUNTS | PCN AND INFINEON SITE ASSIGNMENT | DOCUMENTS | CERTIFICATE OVERVIEW | LOGISTICS | SITE SPECIFIC DATA | FINALIZATION

This is Step 3. Please indicate your company's addresses. After you have saved your data, click "Next" to continue your Registration.

1 Click "new" to add one or more ordering addresses

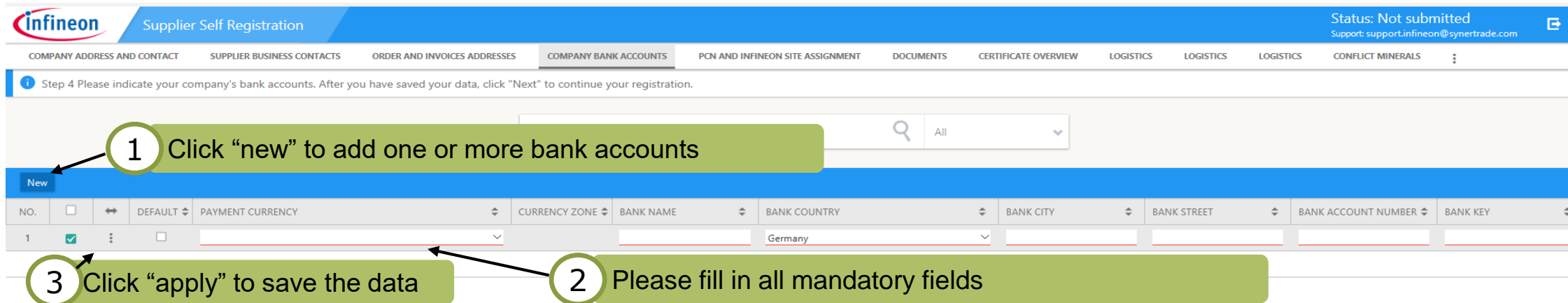
2 Select "Address type"

3 Click "apply" to save the data

NO.	<input type="checkbox"/>	↔	ADDRESS TYPE	DEFAULT	COMPANY NAME	COMPANY NAME 1	INFINEON SITE	ADDRESS 1	COUNTRY	LANGUAGE	POSTAL/ZIP CODE	CITY	REGION
1	<input checked="" type="checkbox"/>	⋮	<input type="text"/>	<input type="checkbox"/>			0		Germany	English (UK)			

- › 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, under "Ordering" address type.
- › 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.

Supplier Registration – Company Bank Accounts



Supplier Self Registration

Status: Not submitted
Support: support.infineon@synertrade.com

COMPANY ADDRESS AND CONTACT | SUPPLIER BUSINESS CONTACTS | ORDER AND INVOICES ADDRESSES | **COMPANY BANK ACCOUNTS** | PCN AND INFINEON SITE ASSIGNMENT | DOCUMENTS | CERTIFICATE OVERVIEW | LOGISTICS | LOGISTICS | LOGISTICS | CONFLICT MINERALS

Step 4 Please indicate your company's bank accounts. After you have saved your data, click "Next" to continue your registration.

1 Click "new" to add one or more bank accounts

NO.	<input type="checkbox"/>	DEFAULT	PAYMENT CURRENCY	CURRENCY ZONE	BANK NAME	BANK COUNTRY	BANK CITY	BANK STREET	BANK ACCOUNT NUMBER	BANK KEY
1	<input checked="" type="checkbox"/>					Germany				

3 Click "apply" to save the data

2 Please fill in all mandatory fields

- > Click on the button "New". Maintain the mandatory information marked with a red underscore and click "APPLY". Pay attention not to click outside of the data line while creating it.
- > 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").
- > 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.

Supplier Registration –Bank Accounts: Documents

Supplier Self Registration
Status: Not submitted
Support: support.infineon@synertrade.com

COMPANY ADDRESS AND CONTACT
 SUPPLIER BUSINESS CONTACTS
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 SITE SPECIFIC DATA
 FINALIZATION

Step 4 Please indicate your company's bank accounts. After you have saved your data, click "Next" to continue your registration.

1 Click "upload" to add one or more documents

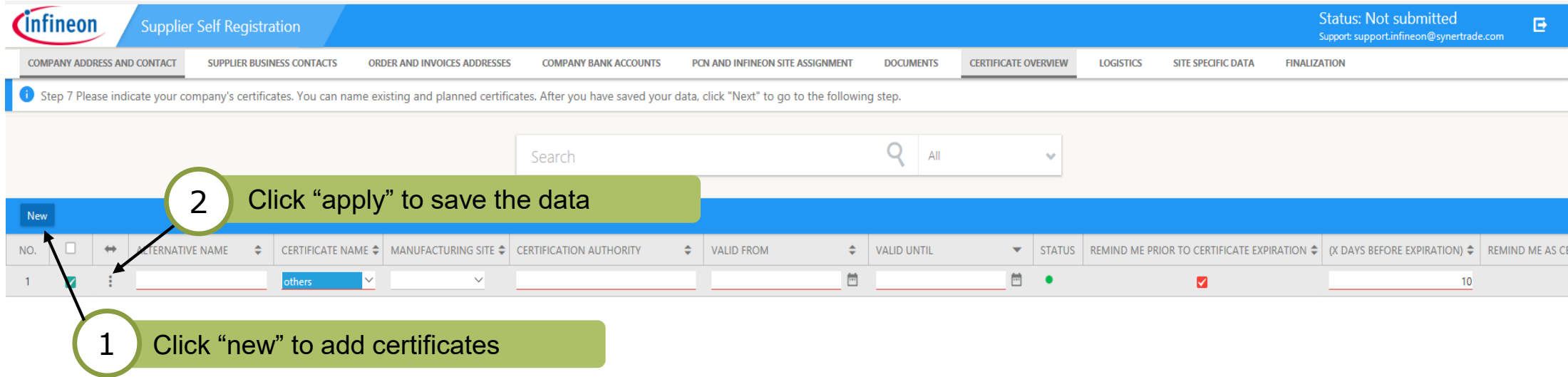
2 Save your changes

Save Advanced Upload **UPLOAD** Export Send changes to Infineon ERP documents Configure

NO.	<input type="checkbox"/>	↔	NAME	⇅	TYPE	NO.	⇅	EXPIRED	⇅	INTERNAL ACCESS	⇅	DOC
-----	--------------------------	---	------	---	------	-----	---	---------	---	-----------------	---	-----

- > Whenever a bank account is added to our system, we need a Bank Letterhead attached for compliance and security reasons.
- > This step is mandatory for creation and modification of new bank accounts. Once a new bank account is entered on our Synertrade tool, go to „Documents“ tab and Upload the Bank Letterhead as shown above.

Supplier Registration - Certificates



Step 7 Please indicate your company's certificates. You can name existing and planned certificates. After you have saved your data, click "Next" to go to the following step.

Search All

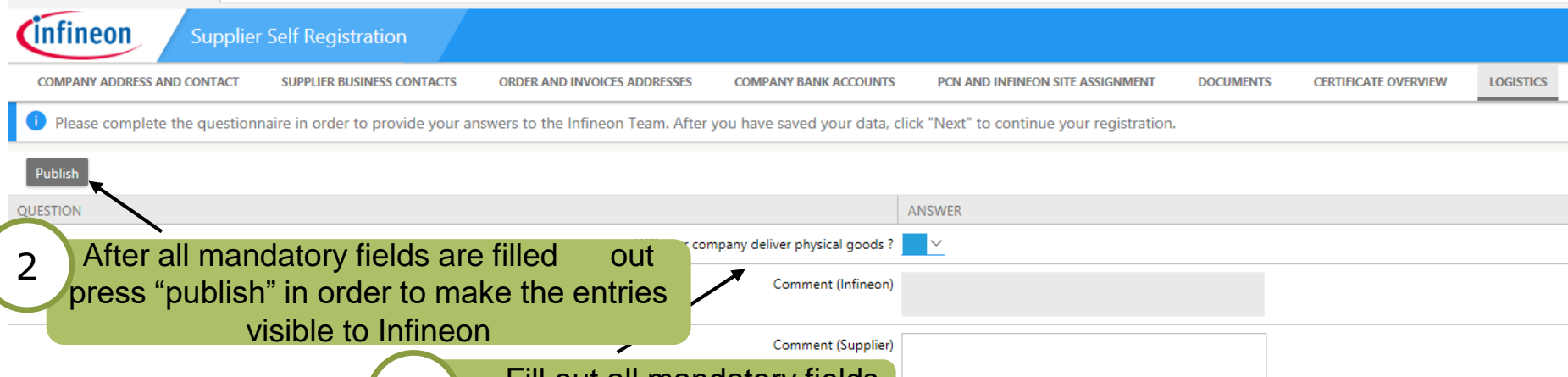
2 Click "apply" to save the data

1 Click "new" to add certificates

NO.	<input type="checkbox"/>	↔	ALTERNATIVE NAME	CERTIFICATE NAME	MANUFACTURING SITE	CERTIFICATION AUTHORITY	VALID FROM	VALID UNTIL	STATUS	REMIND ME PRIOR TO CERTIFICATE EXPIRATION	(X DAYS BEFORE EXPIRATION)	REMIND ME AS
1	<input checked="" type="checkbox"/>	<input type="button" value="⋮"/>	<input type="text"/>	others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	10	

- › 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 do not forget to write the exact validation date. The system will generate an automatic email reminder whenever the validation date is close to expire and after it expires.
- › Infineon will send you an email to update or add certain certificates if it is required.

Supplier Registration –eQuestionnaires



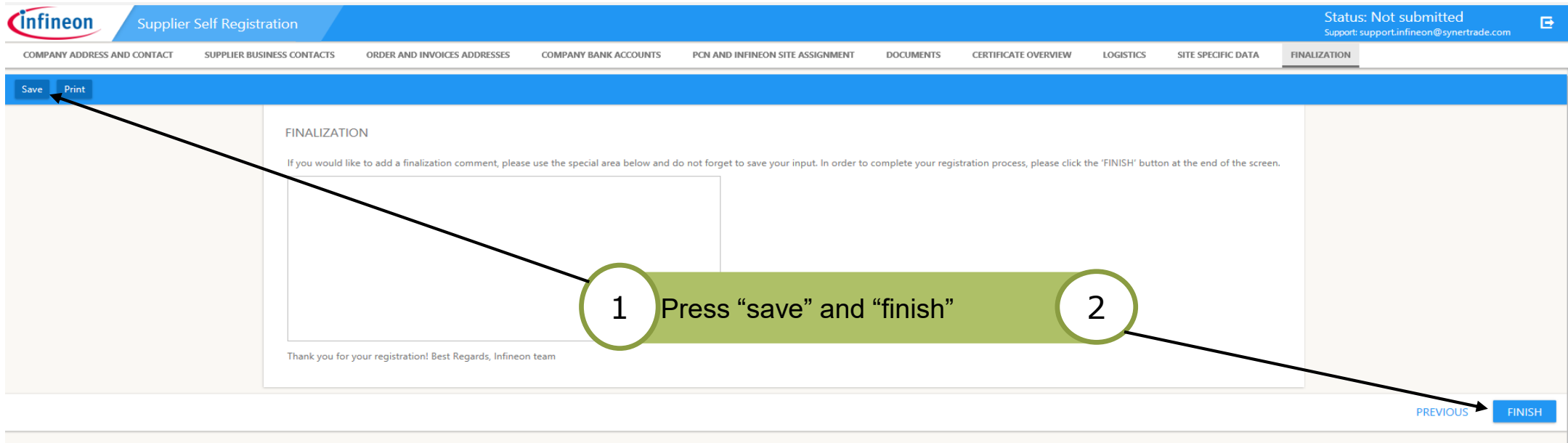
2 After all mandatory fields are filled out press "publish" in order to make the entries visible to Infineon

1 Fill out all mandatory fields (marked red)

- › 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 analyzed 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

Supplier Registration - Finalization



Infineon Supplier Self Registration

Status: Not submitted
Support: support.infineon@synertrade.com

COMPANY ADDRESS AND CONTACT SUPPLIER BUSINESS CONTACTS ORDER AND INVOICES ADDRESSES COMPANY BANK ACCOUNTS PCN AND INFINEON SITE ASSIGNMENT DOCUMENTS CERTIFICATE OVERVIEW LOGISTICS SITE SPECIFIC DATA FINALIZATION

Save Print

FINALIZATION

If you would like to add a finalization comment, please use the special area below and do not forget to save your input. In order to complete your registration process, please click the 'FINISH' button at the end of the screen.

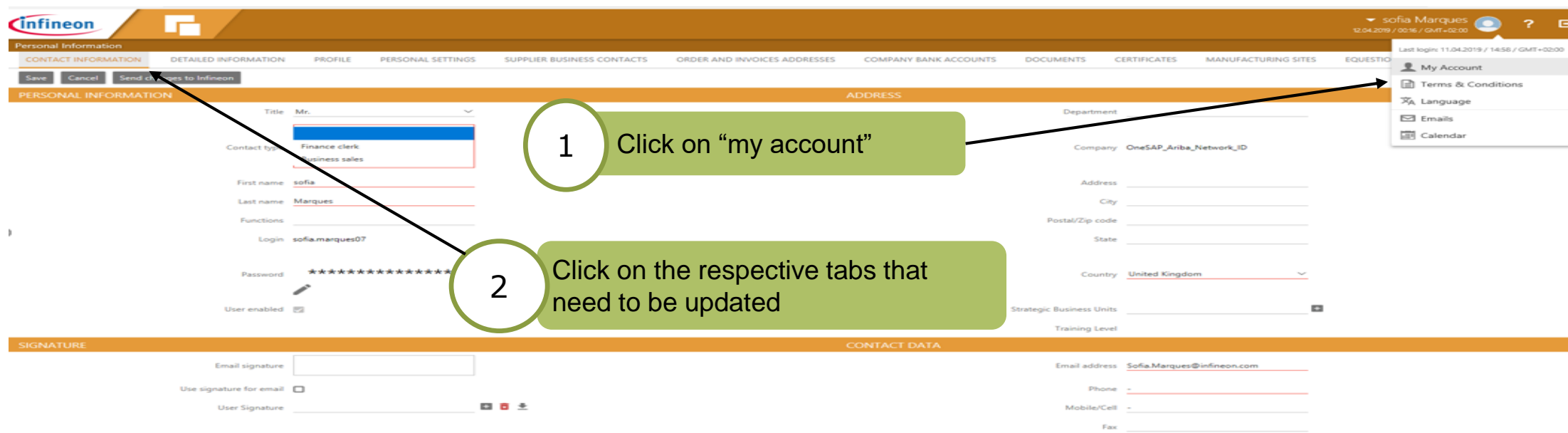
Thank you for your registration! Best Regards, Infineon team

PREVIOUS FINISH

1 Press "save" and "finish" 2

- > 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 is missing.
- > You will be notified via email once the registration form is released and approved successfully by our supplier registration team.

How to update your registration form – your entry page



1 Click on "my account"

2 Click on the respective tabs that need to be updated

- › 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 will ask for specific updates: update certificates, update questionnaires or reply to new questionnaires.
- › Any change done will be transmitted to the Infineon Procurement Team after the "Send changes to Infineon" button is used.

How to send the changes to Infineon

The screenshot shows a user profile page with a navigation bar at the top containing tabs: CONTACT INFORMATION, DETAILED INFORMATION, PROFILE, PERSONAL SETTINGS, SUPPLIER BUSINESS CONTACTS, ORDER AND INVOICES ADDRESSES, COMPANY BANK ACCOUNTS, DOCUMENTS, CERTIFICATES, MANUFACTURING SITES, and QUESTIONNAIRES. Below the navigation bar are three buttons: Save, Cancel, and Send changes to Infineon. The main content area is divided into two sections: PERSONAL INFORMATION and ADDRESS. The PERSONAL INFORMATION section includes fields for Title (Mr.), Contact type (Finance clerk), First name (sofia), Last name (Marques), Functions, Login (sofia.marques07), Password (masked with asterisks), and a checked checkbox for User enabled. The ADDRESS section includes fields for Address, City, Postal/Zip code, State, Country (United Kingdom), Strategic Business Units, and Training Level. Three green callout boxes with numbered circles provide instructions: 1. 'You can update any information on the required, marked sections' (pointing to the PERSONAL INFORMATION and ADDRESS sections); 2. 'Click "save" to save changes' (pointing to the Save button); 3. 'Click "send changes to Infineon"' (pointing to the Send changes to Infineon button).



Part of your life. Part of tomorrow.