

Supplier Registration Training Guide by Infineon



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 .



Please click on in the respective action you are currently applying for



How to **fill out** the registration form

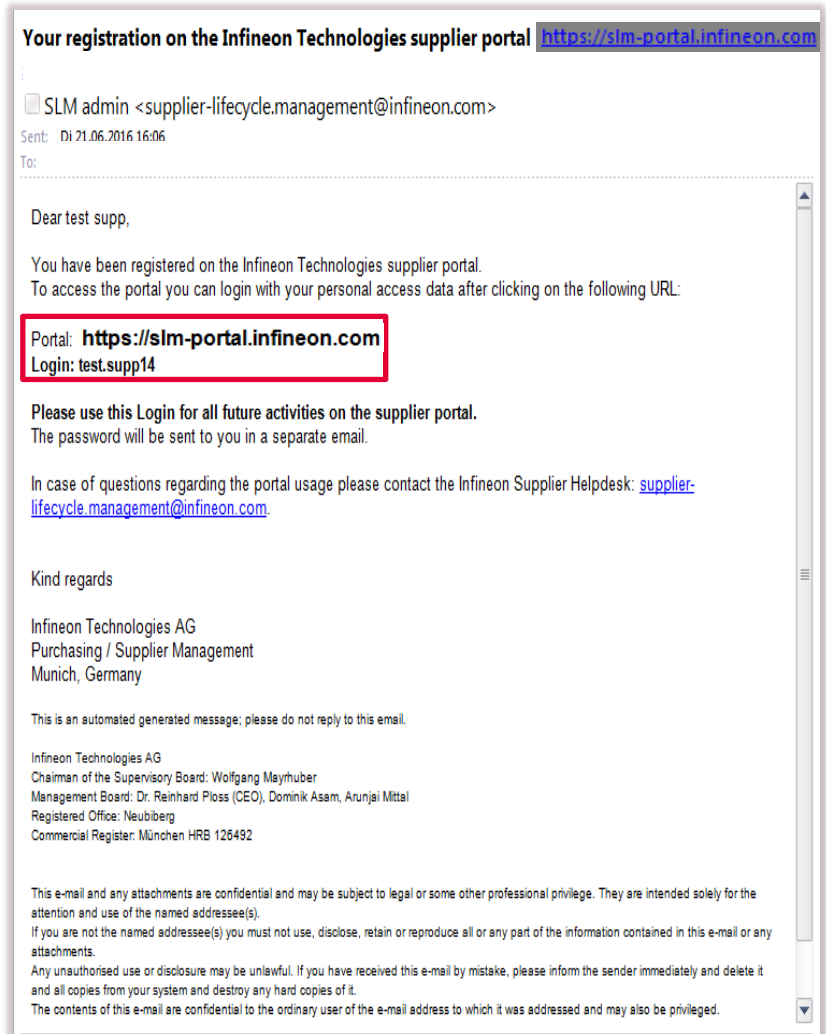


How to **update** the registration form

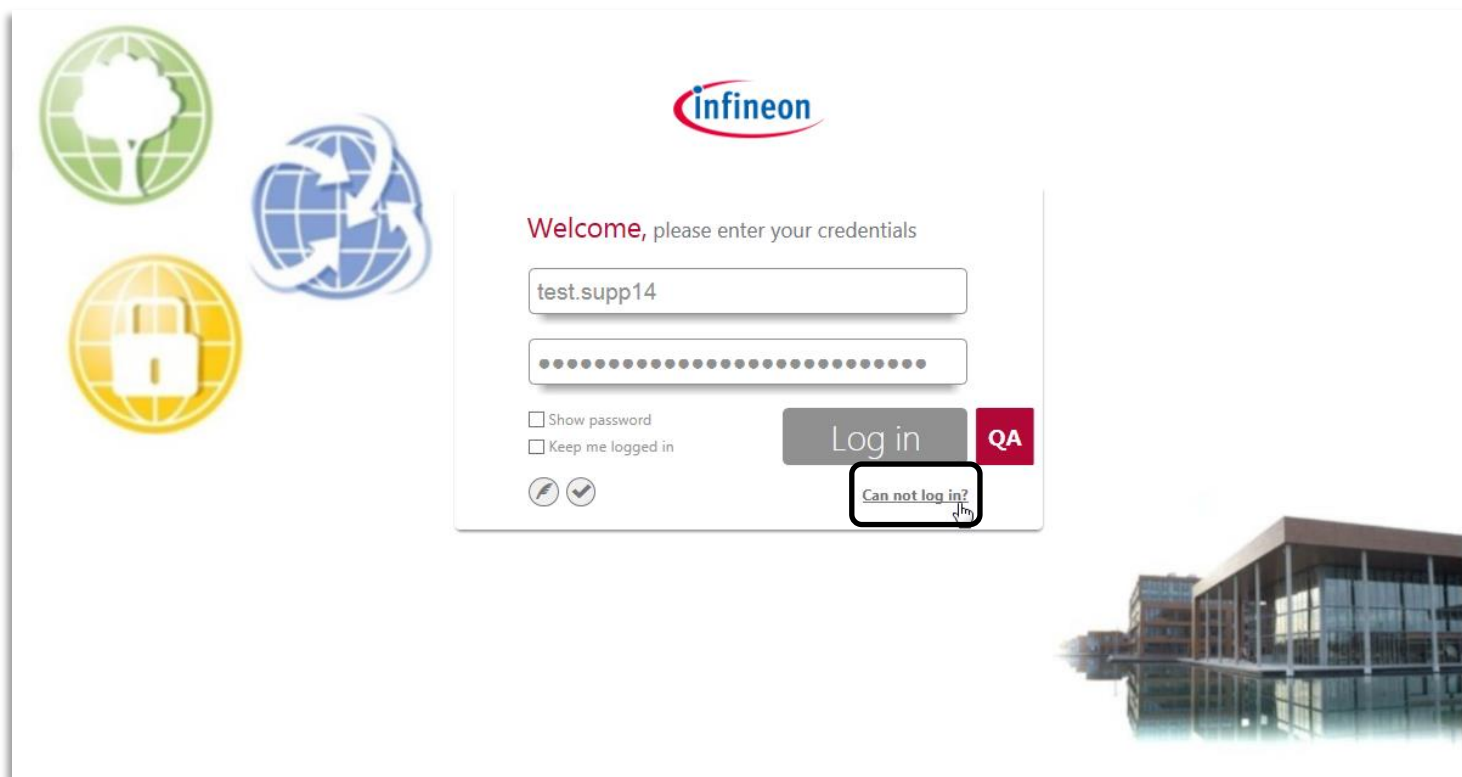
Supplier Registration



- Dear supplier, as soon as you receive this eMail, you are invited as potential supplier by our Purchasing Department to start the Infineon registration process.
- Go to the link and use the „Login“ name as Username.
- The one time Login password is sent in a separate eMail.
- Your password can be reset at any time.



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 [Can not log in?](#)

Supplier Registration – Change Password after First Login



Change password

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

Enter password:

Re-enter password:

Validate password

Passwords rules:

- » Length: min.15 - max.30
- » Number of numeric characters: min.1 - max.5
- » Number of special characters: min.1 - max.5
- » Number of capital letters: min.1
- » Allowed number of different passwords:5



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

Start the Registration



Supplier Self Registration Status: Not submitted [Support: supplier-lifecycle.management@infineon.com](mailto:support-supplier-lifecycle.management@infineon.com)

COMPANY ADDR...	ORDER AND INVOL...	COMPANY BANK A...	PCN AND INFINEO...	DOCUMENTS	CERTIFICATE OVER...	EXPORT CONTROL	INFORMATION SEC...	LOGISTICS	SITE SPECIFIC DATA	FINALIZATION
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[Need Help ?](#) ^

COMPANY INFORMATION

- › Dear supplier, all the tabs displayed are part of the registration process.
- › In order to "SAVE" and jump to each section you always need to click "NEXT".

Section: Company Information

Supplier Self Registration Status: Not submitted

COMPANY ADDR... ORDER AND INVO... COMPANY BANK A... PCN AND INFINEO... DOCUMENTS CERTIFICATE OVER... EXPORT CONTR...

COMPANY INFORMATION

Company name

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

Code

Region

VAT registration No

Tax Number

D&B DUNS No.

GST Number

- > In the tab "**Company address**" you key in the address of your office location.
- > Please provide the tax information of your company relevant 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 – Order and Invoices Addresses

Supplier Self Registration Status: Not submitted Support: supplier-lifecycle.management@infineon.com

COMPANY ADDRES... **ORDER AND INV...** COMPANY BANK A... PCN AND INFINEO... DOCUMENTS CERTIFICATE OVER... EXPORT CONTROL INFORMATION SEC... LOGISTICS SITE SPECIFIC DATA FINALIZATION

1 Click "new" to add one or more ordering address Need Help ?

NO.	<input type="checkbox"/>	ADDRESS TYPE	DEFAULT	COMPANY NAME	COMPANY NAME 1	ADDRESS 1	COUNTRY	LANGUAGE	POSTAL/ZIP CODE
1	<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Romania	English	<input type="text" value=""/>

2 Select "Address type"

3 Click "apply" to save the data

- > 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.
- > 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

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

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COMPANY ADDRES... ORDER AND INVOL... **COMPANY BANK...** PCN AND INFINEO... DOCUMENTS CERTIFICATE OVER... EXPORT CONTROL INFORMATION SEC... LOGISTICS SITE SPECIFIC DATA FINALIZATION

NEW Need Help?

NO.	<input type="checkbox"/>	<input checked="" type="checkbox"/> DEFAULT	PAYMENT CURRENCY	CURRENCY ZONE	BANK NAME	BANK COUNTRY	BANK CITY	BANK STREET	BANK
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Romania	<input type="text"/>	<input type="text"/>	<input type="text"/>

3 Click "apply" to save the data

2 Please fill in all mandatory fields

- > 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").
- > "Bank holder" = in case a third party bank account is involved in the payment transaction.
- > "Managing directors" = CEO or Managing Director of the company.



Supplier Registration – Certificates

Supplier Self Registration

Support: supplier-lifecycle.management@infineon.com

COMPANY ADDRES... ORDER AND INVOI... COMPANY BANK A... PCN AND INFINEO... DOCUMENTS CERTIFICATE OVE... EXPORT CONTROL INFORMATION SEC... LOGISTICS SITE SPECIFIC DATA FINALIZATION

NEW Need Help?

NO.	<input type="checkbox"/>	ALTERNATIVE NAME	MANUFACTURING SITE	CERTIFICATION AUTHORITY	VALID FROM	VALID UNTIL	STATUS	REMINDE ME PRIOR TO CE...	(X DAYS BEFORE EXPIRATION)
1	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	21.06.2016	21.06.2018	●	<input checked="" type="checkbox"/>	90

1 Click "new" to add certificates

2 Click "apply" to save the data

- › With the button "NEW" you can add more than one certificate.
- › In the **drop down list** you find the ISO Code Certificates required by Infineon.
- › Please do not forget to write the exact **validation date**. The system will generate an automatic reminder eMail if the validation will expire and when it expires.
- › Infineon will send you an eMail to update or add certain certificates if this is required.

Supplier Registration – Phase-in Questionnaires

Supplier Self Registration Status: Not submitted Support: supplier-lifecycle.management@infineon.com

COMPANY ADDRESS... ORDER AND INVO... COMPANY BANK A... PCN AND INFINEO... DOCUMENTS CERTIFICATE OVER... EXPORT CONTROL INFORMATION SEC... LOGISTICS SITE SPECIFIC DATA FINALIZATION

PUBLISH ?

QUESTION	ANSWER
Will your company deliver physical goods?	<input type="text" value="Yes"/>
Please name your counterpart for Export Control topics	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
Number	<input type="text"/>

2 After the mandatory fields are filled out press „Publish“ in order to make the entries visible to Infineon

1 Fill out all the 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 analysed 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

Supplier Self Registration
Status: Not submitted
Support: supplier-lifecycle.management@infineon.com

COMPANY ADDRES...
ORDER AND INVOL...
COMPANY BANK A...
PCN AND INFINEO...
DOCUMENTS
CERTIFICATE OVER...
EXPORT CONTROL
INFORMATION SEC...
LOGISTICS
SITE SPECIFIC DATA
FINALIZATION


1 Press „Save“ & „Finish“

2

FINALIZATION

If you would like to add a finalization comment, please use the special area below and do not forget to save your input. If you would like to preview your filled in data and print them, please use the 'Print' button. 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



- › 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 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

2 **Click on My Account**

3 **Click on "Personal settings" if addresses, certificates or questionnaires need to be updated**

1 **Click on the "Home" button**

- After your registration form is released and approved by Infineon Purchasing department, you can update your registration form at any time. Please log in with your username and password.
- Infineon will ask for specific updates: update certificates, update questionnaires or answer to new questionnaires.
- Any change done will be transmitted to the Infineon Purchasing Team.

How to send the changes to Infineon

The screenshot shows the Infineon supplier portal interface. At the top, there is a navigation bar with 'My Account' and 'Supplier status Approved'. Below this is a menu with various options like 'Personal Information', 'Company profile', etc. The main content area is titled 'Company information' and contains a form with fields for 'Company name', 'Company street 2', 'Postal code', 'City', 'Country', 'Code', 'Region', 'VAT registration No', 'Tax Number', 'D&B DUNS No.', and 'GST Number'. Three callouts are present: 1. A red box with a blue circle containing the number '1' and the text 'You can update any information in the required, marked sections.' with arrows pointing to the 'Company name' and 'Company street 2' fields. 2. A red box with a blue circle containing the number '2' and the text 'Do not forget to click "Save"', with an arrow pointing to the 'Save' button. 3. A red box with a blue circle containing the number '3' and the text 'Do not forget to click "Send changes to Infineon"', with an arrow pointing to the 'Send changes to Infineon' button.

- You **save the changes** and send them later to Infineon.
- The changes are sent to Infineon after you have clicked the button "**Send changes to Infineon**".



Part of your life. Part of tomorrow.

