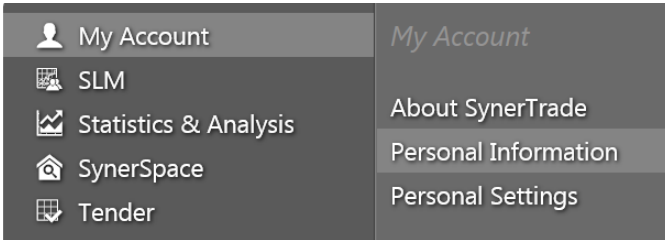


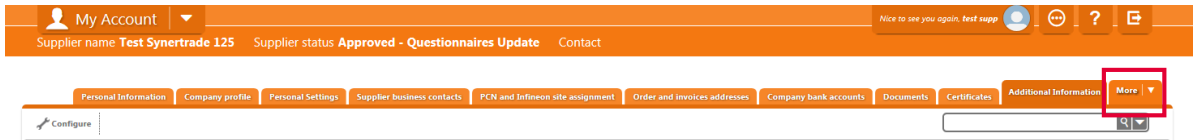
Update Questionnaire Pocket Guide for Supplier (1/3)



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.

The screenshot shows the 'eQuestionnaire' tab selected. A table lists three questionnaires. A red arrow points to the 'Corporate Social Responsibility and Compliance' row.

No.	Questionnaire	Tab	Information Sheet Type	Type	Last change	Last change by
1	Business Continuity Planning	Business Continuity Planning	Supplier Information Sheet		23.06.2016 09:14	Gabriela Covalciuc
2	Corporate Social Responsibility and Compliance	Corporate Social Responsibility and Compliance	Supplier Information Sheet		22.06.2016 14:32	test supp
3	Environment, Safety & Health	Environment, Safety & Health	Supplier Information Sheet		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 Synertrade 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 divided into 'Question' and 'Answer' columns. The 'Question' column contains several questions related to Business Continuity Management (BCM) and Business Recovery. The 'Answer' column contains input fields for 'Name', 'Email address', and 'Telephone number', and dropdown menus for 'Can you confirm that your company has a written and enforced Business Continuity Management (BCM) policy that applies to all primary sites.', 'Can you confirm that your company's senior management has reviewed the Business Continuity Management (BCM) program to ensure necessary processes have been established and maintained in the last 12 months.', 'Can you confirm that your company has a written pandemic plan that covers all primary sites.', and 'Is there any standardized methodology your Business Continuity Management is based upon'. There is also a field for 'Please attach your Business Continuity Plan if applicable' with a file upload icon. At the bottom, there is a footer with a hamburger menu, the date '24.06.2016 / 13:28 / GMT+01:00', and the Infineon logo.

Annotations 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 input 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: **support.infineon@synertrade.com**