MANUAL FOR COMPLETING THE LEONI QUALIFICATION QUESTIONNAIRE IN ARIBA

1. After you have received an email below, click "Click here" to start the process.

LEONI AG - TEST

Qualification questionnaire to become a qualified supplier with LEONI AG - TEST

Dear Supplier,

Now that ▓▓ ▓▓▓▓ ▓▓ is registered as a supplier with LEONI AG - TEST, you're invited to fill out one or more questionnaires to become qualified in the following categories:
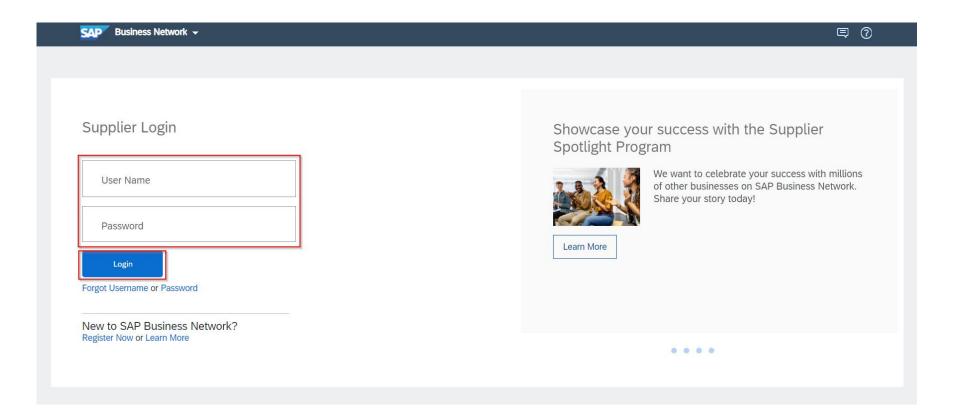
- M_CABLE ASSEMBLY in All

You are requested to provide the data of you and your Affiliates under the below link – complete, correct and in line with the agreements, terms and quotes in place or to be agreed with LEONI Bordnetz-Systeme GmbH and its Affiliates that are organized in the Wiring Systems Division of LEONI AG (hereafter "LEONI") – that are mandatory to be qualified and released as a supplier of LEONI in the LEONI ERP landscape and for enabling the ordering processes from LEONI with you and your Affiliates. LEONI reserves the right to reject insufficient and/or incorrect data loads and to request corrections from its Suppliers or make corrections of its own behalf. This right to reject, request corrections or correct the data shall be valid throughout the whole business relationships between your company and LEONI.

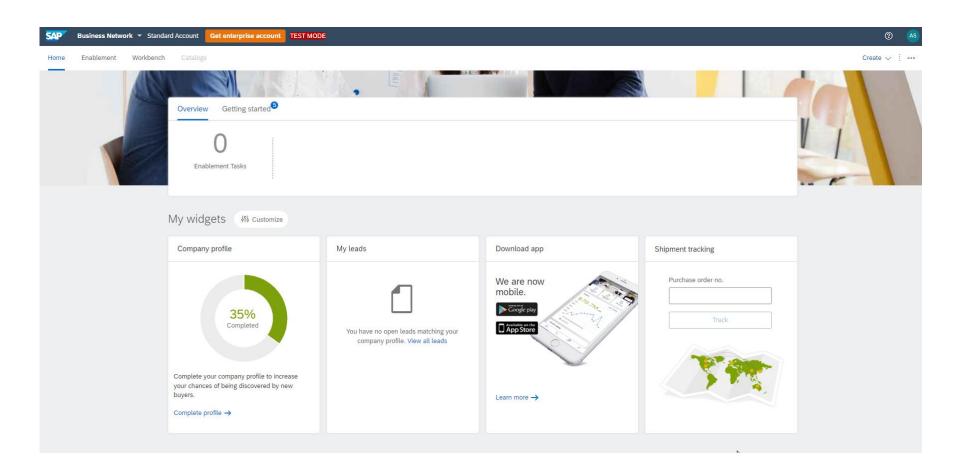Click Here to fill out the questionnaire

2. Once redirected, please enter your credentials (username & password) for your existing SAP Ariba supplier account and click the "Login" button.
   You will find instructions for registering with an existing supplier account here
   However, if you do not yet have an existing SAP Ariba supplier account, you will find instructions for registering a new supplier account here

NOTE: If you forgot either your Supplier SAP Ariba account username or password, use the option: "Forgot Username or Password".
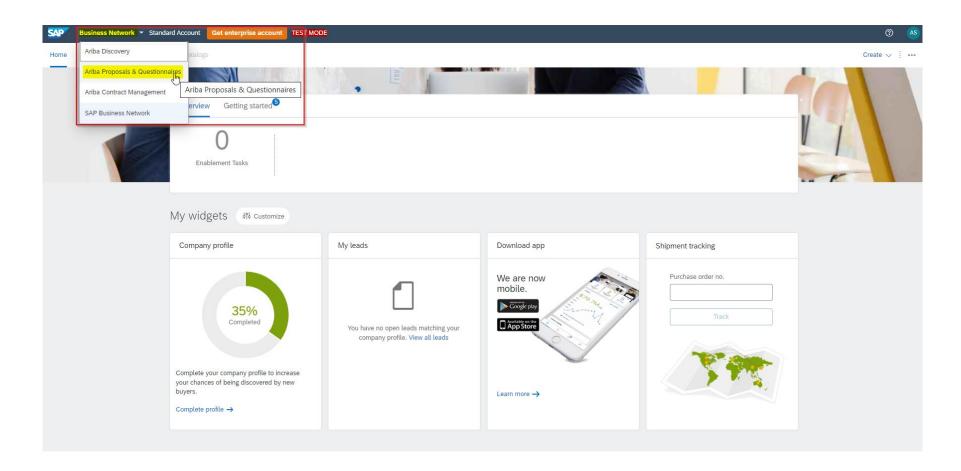
3. After entering the correct credentials, you will be automatically redirected to your Ariba Account home page.
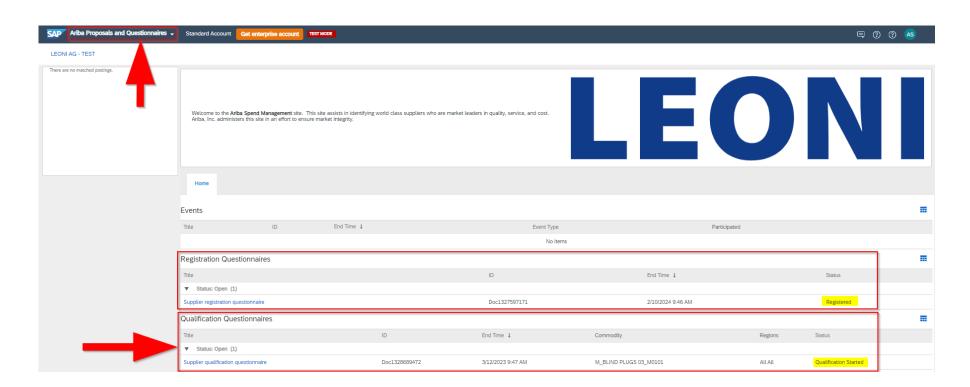
4. Under „Business Network", select „Ariba Proposals & Questionnaires".
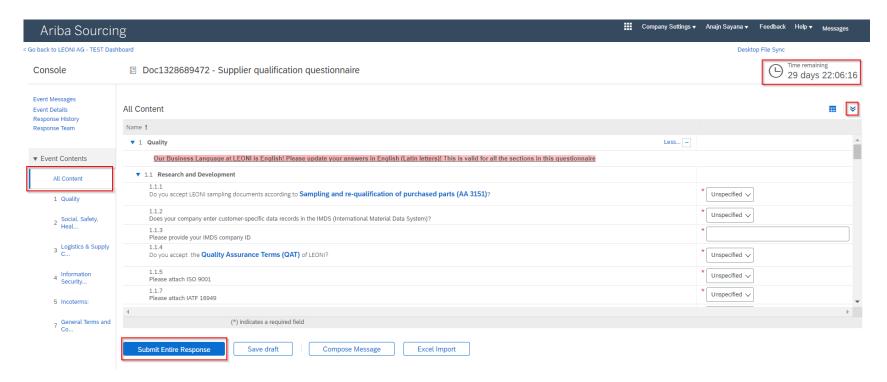
LEONI

5. Open questionnaires are available after selecting "Ariba Proposals and Questionnaires" in the top left corner.
   As you can see, you have already successfully sent the registration questionnaire to LEONI (status: registered) and are now asked to fill out the qualification questionnaire (status: qualification started). To do this, please click on the questionnaire that has not yet been answered.
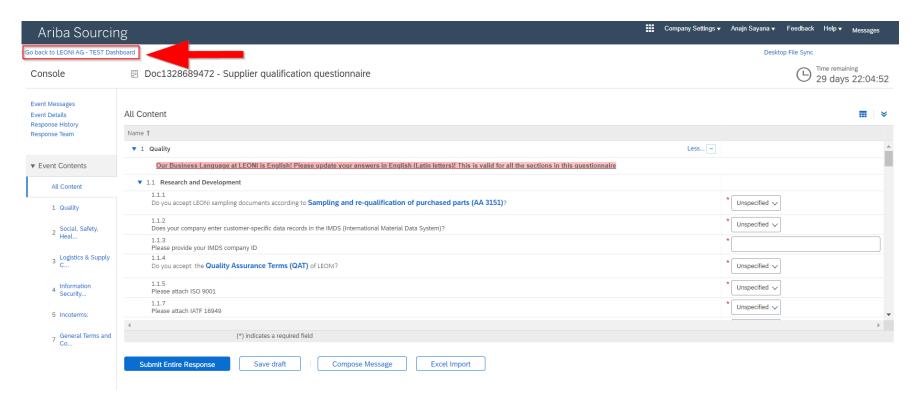
6. Please fill out the questionnaire carefully and correctly. If an answer is missing in the field with (*), the system prevents further transmission of the answer. If you want to see all content, select "All Content" from the list on the left. To expand the questionnaire, press the arrow in the top right corner of the questionnaire. As soon as the questionnaire has been filled out completely and correctly, click on the "Submit Entire Response" button to send the questionnaire back to LEONI.

NOTE: The time remaining until the submission has to be completed you see in the top right corner. Make absolutely sure to submit the answered questionnaire within this time, otherwise this is no longer possible on your part.
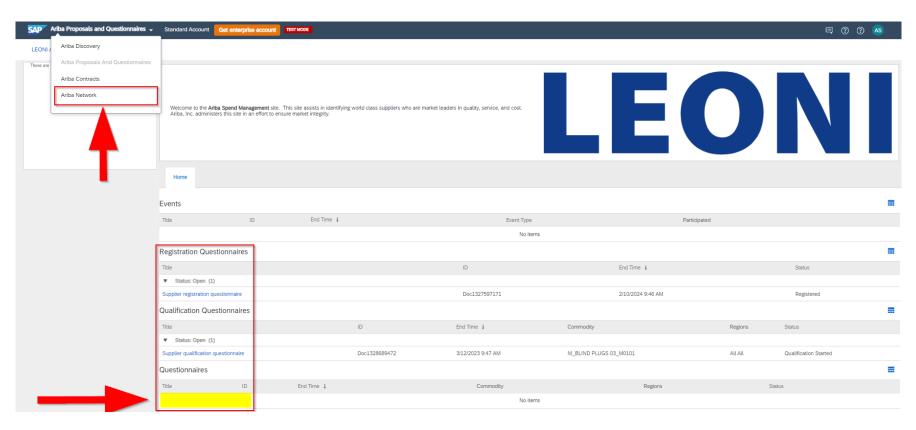
7. To see all questionnaires that are still open, press the "Go back to Dashboard" button.
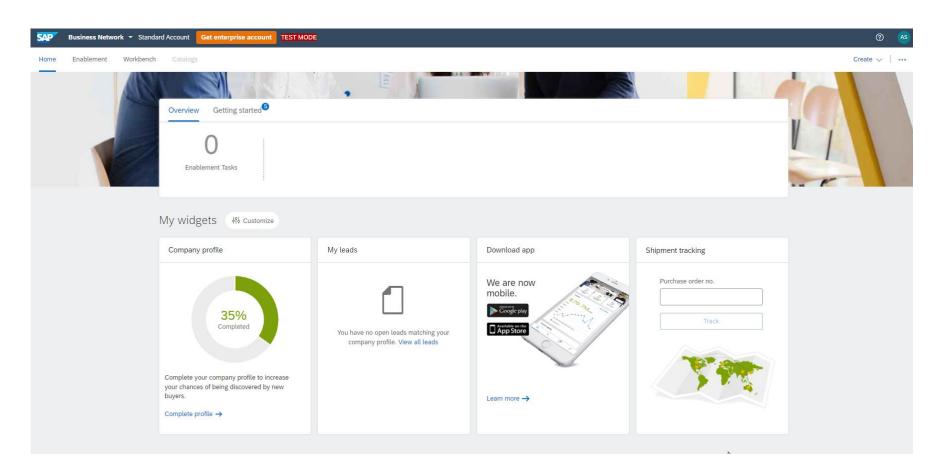
8. If there are no more questionnaires to be answered, clicking "Ariba Network" will return you to your account home page.

9. You are back on your Ariba account home page.

Thank you for familiarizing yourself with the instructions and for successfully submitting the qualification questionnaire to LEONI. If you still have questions or problems in this regard, please contact supplier-onboarding@leoni.com and add "Ariba: Question regarding the completion of the LEONI qualification questionnaire" in the subject line.