

Opportunity Exchange Invitation & Registration Information
--

Can I have an invitation to participate in OE?

We invite a group of Toyota Tier I suppliers to participate in OE as exhibitors.

We invite MBEs that are certified by the National Minority Development Council (NMSDC) to participate in the seminars, breakfast, and visit the tradeshow to meet Toyota Tier I suppliers to potentially do business with. We do not allow any companies to exhibit that do not currently hold a contract directly with Toyota.

It is possible that your company is a current Toyota supplier, but was not identified as an exhibitor. If you are interested in exhibiting at this year's event, please email opportunityexchange@tema.toyota.com with the subject line "WOULD LIKE TO BE AN EXHIBITOR."

Please include the following information in the body of your email:

- 1) Company name
- 2) Supplier Code
- 3) Which Toyota facility currently supplying parts or services to
- 4) Who is your Toyota purchasing contact
- 5) Provide your contact information:
 - a. First and Last Name
 - b. Title
 - c. E-mail Address

Someone from the OE team will get back to you in two business days.

When I try to register, I get an error message indicating my Registration Key is not recognized?

Direct Toyota suppliers receive an invitation which includes a company specific URL to submit your registration. It is possible that your company is a direct supplier to Toyota, but was not included in the invitation list or you did not receive that electronic invitation. If you are interested in participating at this year's event, please email opportunityexchange@tema.toyota.com with the subject line "Need Registration Key"

Please include the following information in the body of your email:

- 1) Company Name
- 2) Supplier Code
- 3) Which Toyota facility currently supplying parts or services to
- 4) Who is your Toyota purchasing contact
- 5) Provide your contact information:
 - a. First and Last Name
 - b. Title
 - c. E-mail Address

Someone from the OE team will get back to you in two business days.

How can I confirm that I am registered?

Registration confirmations are issued upon completion of your registration. You should also bookmark the URL prior to closing Internet Explorer so that you have access to modify your submission at any time.

I am having difficulty registering for OE can you take my registration over the phone?

No, registrations must be completed online. If you are experiencing difficulties, please take a screen shot of the error message you received and e-mail it to opportunityexchange@tema.toyota.com. This will allow us to more efficiently trouble shoot your problem.

I need to register additional members or change the name of someone who has registered, how do I do that?

Please return to your company's registration link sent to you via your confirmation e-mail, you have the ability to update your company's registration until the advanced registration system closes on October 28, 2011. After this date, we will not be able to accept any changes to your registration. After this date, any additional changes will need to be handled upon arrival at the event site.

How can I obtain additional information and register for OE?

To obtain additional event details, please visit www.toyotaopportunityexchange.com. If you are a Minority Business Enterprise (MBE), please use the registration link on the above website.

If you are **not** an MBE, your company should have received an email with a personalized registration link. If you did not receive this, please email opportunityexchange@tema.toyota.com with the subject line "DID NOT RECEIVE OE INVITE." Please include the following information in the body of your email:

- 1) Company Name
- 2) Supplier Code
- 3) Provide contact information

Someone from the OE team will get back to you in 2 business days.

Can Women Business Enterprises (WBEs) participate in OE?

We welcome WBEs to join however; we are in the stages of developing expectations for ourselves and our suppliers with respect to doing business with WBEs. As of now, the Tier II sourcing expectations that we have communicated to our supply base are with NMSDC certified MBEs, only. We expect to have a more defined direction with respect to WBEs in the near future.

If I can't register until a few days prior to the event can I still attend OE?

Our advanced registration closes on Friday October 28, 2011. After advanced registration closes you will need to register or make adjustments at the event.

NO ADVANCED REGISTRATIONS WILL BE ACCEPTED AFTER FRIDAY OCTOBER 28, 2011.