

# **Supplier Lifecycle and Performance Management - Quick Reference Guide**

*Supporting Suppliers through the  
Micron Supplier Onboarding Process*

## Welcome to Micron's Supplier Quick Reference Guide for Supplier Lifecycle and Performance (SLP) Management *(aka Supplier Onboarding)*

### In This Guide You'll Find:

- A high-level overview of the three steps in the Supplier onboarding process
- Detail on what to expect in each step
- Where you can access support should you have technical difficulty or Supplier-specific questions.

### What You'll Need to Get Started:

The **Request** step requires basic information (Company name, tax identification number and commodity for which you'd like to be considered).

**Registration** and **Commercial Qualification** steps will require more detail. Please be prepared to provide the following:

- |                               |                       |
|-------------------------------|-----------------------|
| ▪ Company contact information | ▪ Business contacts   |
| ▪ Financial information       | ▪ Compliance contacts |
| ▪ Certifications              | ▪ Quality contacts    |
| ▪ Company policies            | ▪ Executive contacts  |
| ▪ Tax information             |                       |

## Three Steps of the Onboarding Process

*You must complete the onboarding process within 8 days.*



### REQUEST

Supplier provides basic information, tax identification and selects the commodity code that their product or service is associated with. Once submitted the Request will be reviewed by a Micron Team Member



### REGISTRATION

Supplier invited to provide information about their Company and if applicable, upload commodity specific certifications and documentation. Upon submission the Registration is routed for required Micron reviews.



*Only required for select products and services*

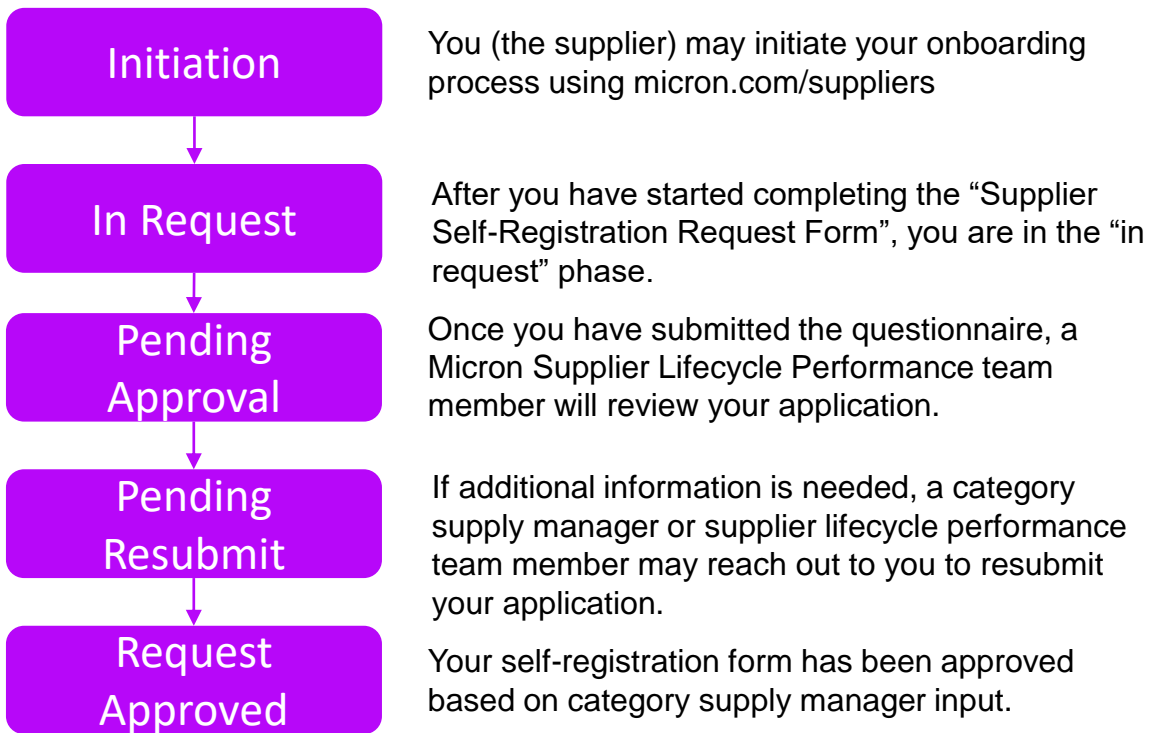
### COMMERICAL QUALIFICATION

Supplier invited to provide additional information on their Company and specific material, product or service. Upon submission the Qualification is routed for required Micron reviews..

## 1

# REQUEST

There are 5 possible stages in the request process.



## Frequently Asked Questions

### *What questions will be asked on the request form?*

The form asks for basic information like address, company name, contact information, commodity code, and the Micron team member you are working with.

### *How do I access the request form?*

The “Supplier Self-Registration Request Form” referred to as “request form” is available on the [micron.com/supplier](https://micron.com/supplier) web page.

### *What should I keep in mind while completing the request form?*

It is important that the information inputted in the form matches information found on your W-9 form/W-8 form/EFT (electronic file transfer) documentation. Furthermore, please do not use dashes, spaces, or special characters.

1

# REQUEST

Click on the Initiate Supplier Request Process Link

Supplier Onboarding	Existing Suppliers
<p>Have you been contacted by our team for a procurement opportunity?</p> <p><a href="#">Click here to initiate the Supplier Request Form.</a></p> <p><i>Please review our expectations of our suppliers in the section above prior to submitting your request.</i></p> <p>Questions? Access the Supplier Request <a href="#">Help Documents</a>.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Click here</a> to view the E-mail address for the shipping instructions according to the shipping regions.</li> <li>• <a href="#">Click here</a> to access <u>and maintain</u> your Micron Supplier Profile - Requires an SAP Ariba login: <a href="#">Help Documents</a></li> <li>• <a href="#">Click here</a> to access additional information related to doing business with Micron (e.g. policies, training, etc.) - Requires a micron.com account: <a href="#">Sign up here</a></li> </ul>

Complete the Supplier Request Form

*Mandatory questions are marked with star (\*)*

*The phone number field must start with a +*

2 Supplier Basic Information

2.1 Supplier Corporate Name (Please use ALL CAPITALS) **(Please enter full legal Name exactly how it shows on your W-9/W-8 form/ Chop / EFT) \***

2.2 Name 2 (Please use ALL CAPITALS)

2.3 Contact First Name \*

2.4 Contact Last Name \*

2.5 Primary Email \*

2.6 Telephone Country dialing code \*

2.7 Telephone Number (Numbers only, no additional characters) \*

2.8 Telephone Extension

2.9 Primary Address **(Please select Country from the drop down list based on W-9/W-8/EFT) \***

12 Company Code- Please select the company code from the dropdown list as recommended by the Micron team member who invited you. \*

14 Account Group-It is a classifying feature within vendor master records. [Vendor Account Group (PO/MNFR)] \*

15 Were you invited by a Micron Team Member? \*  Yes  No

**Submit** Cancel

Clicking “Submit” will route the Request to the appropriate Micron Team for review.

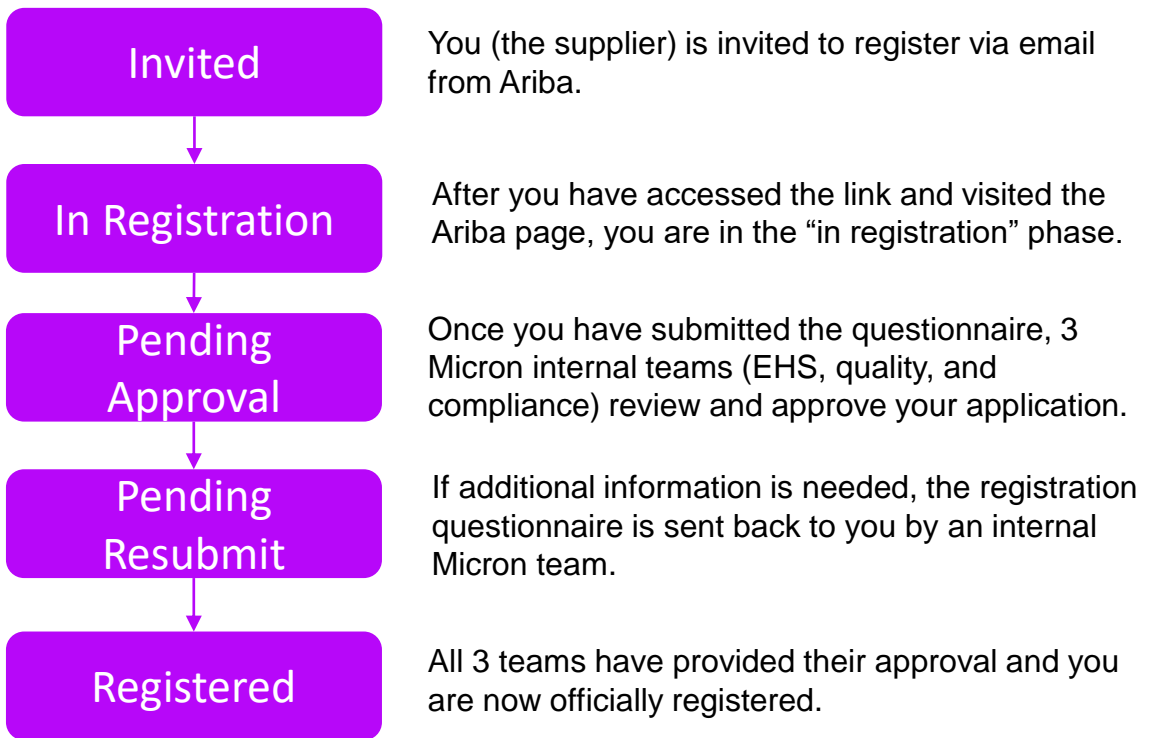
You will receive a confirmation of your submission.

You may also receive notification of your Request’s approval or denial.

## 2

## REGISTRATION

There are 5 possible stages in the registration process.



## Frequently Asked Questions

### *What questions will be asked on the registration form?*

The form asks for general information like corporate name and primary contact information. Please make sure the inputted name matches the name found on your tax documents. There are compliance questions that ask about your company’s policy on forced labor, child labor, bribery, etc. If your company provides physical products to Micron, you may be asked quality questions about product safety, risk management, proof of certifications etc. Questions related to environmental, health, and safety (EHS) are also present.

Bank details and financial information will be requested as well.

### *What documents will my company need to agree too?*

- [Supplier Responsibility Document](#)
- [Supplier Requirements Standard \(SRS\)](#)
- General Terms and Conditions of Purchase

You may need to agree to additional policies/documents based on the product/service you will provide to Micron.

### *What documents will I need to upload?*

- Copy of W8 or W9
- EFT (Electronic funds transfer) Form
- Sales Tax Questionnaire

Additional documents may need to be attached to the form depending on the product/service you will provide to Micron.

2

# REGISTRATION

If Micron is interested in proceeding with your request, you will receive an invitation to Register. Click on the link provided to create your Ariba account. *If you are already an Ariba user you can log in with your existing credentials.*

Dear Supplier,

Micron Supplier Lifecycle and Performance Management team has invited you for supplier registration on-boarding process. This process is followed by Micron where your information will be Registered in our system to start Business with Micron.

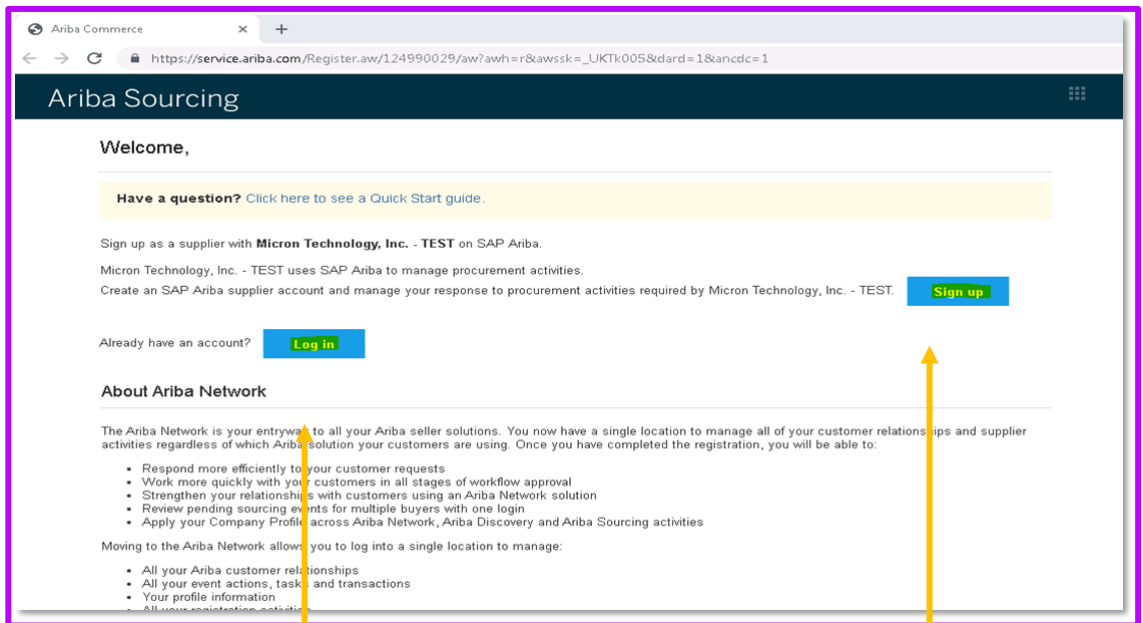
A link which had been sent to your email from Ariba Administrator [no-reply@ansmtp.ariba.com](mailto:no-reply@ansmtp.ariba.com) (Check your junk mail box) which will take you to the registration page. We would request you to Sign up and complete the registration questionnaires within 2 business days. So that, Our Internal Team will review and approve the registration within 10 days, if there is no concerns.

Key Points:

1. Registration process should be complete **before timer expires, if not the registration will be auto cancelled.**
2. If you select US Site in Q.2.1.160, W8-E-BEN form is mandatory
3. If you are ISO certified, please fill up information (Certificate type, issuer, year of publication, certificate number, certificate location, effective date & expiration date) for ISO certificate into the system
4. Your legal company name in question 2.1.1, EFT and W8 form must be same. There's character limit of question 2.1.1, please move rest of the name to 2.1.2.
5. Company name mentioned in the W8 Form/EFT form should match with Q.2.1.1
6. Use Micron's EFT form to fill in your banking information, you can download it from question 4.3. Please ensure the company name, address and Tax ID must be same across all files.
7. Handwritten signature and company stamp in the EFT form is mandatory. (The person to sign the form should be a president, general manager, financial controller)

Please let us know if you need further assistance.

Suppliers must log on to the Ariba Network to access their Registration questionnaire.



A

**Already an Ariba user?**  
You can sign in with your existing credentials.

B

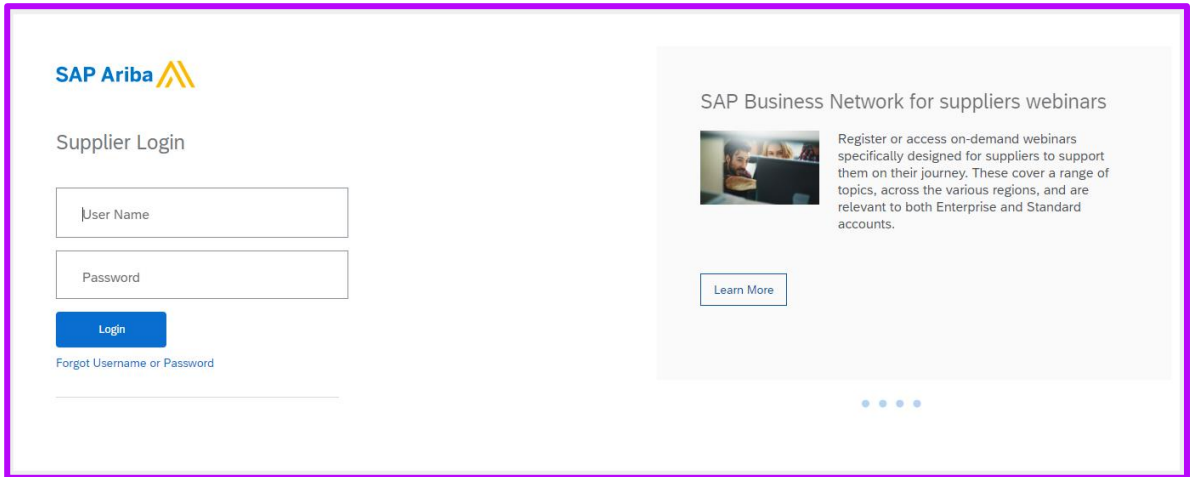
**New to the Ariba Network?**  
Click the Sign Up link to register for a login and password.



## 2 REGISTRATION

### A Log in using your existing Ariba credentials

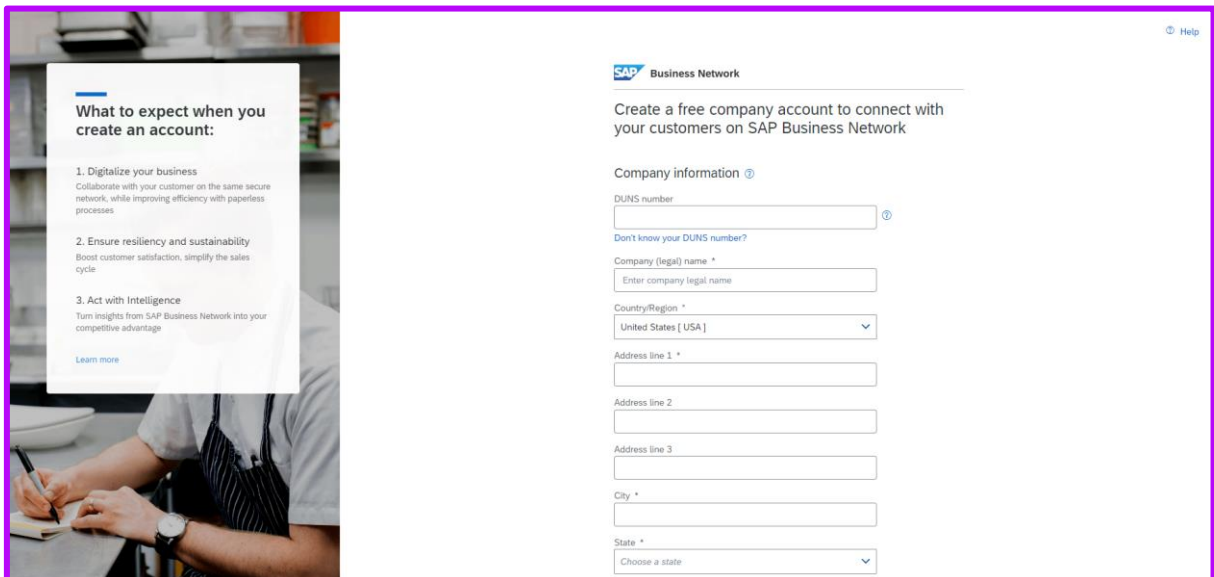
Clicking “Sign In” will bring you to the following screen. Log in using your existing Ariba credentials.



Forgot your Ariba login credentials? Click the “Having Trouble Logging In” link.

### B Register for an Ariba Login and Password

Clicking on the “Sign Up” link will bring you to this screen. Populate your information and click “Register” to create your Ariba account.



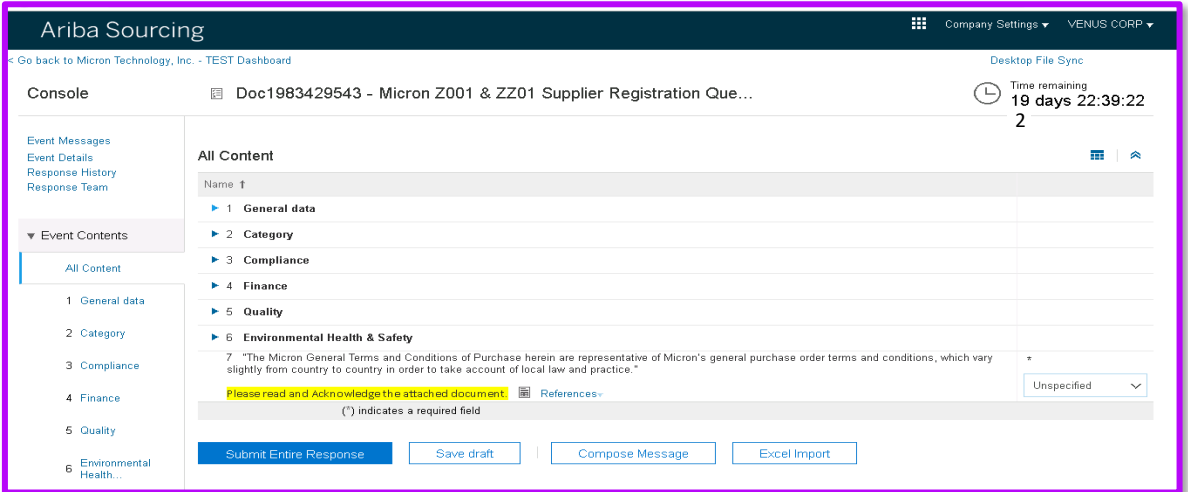


2

# REGISTRATION

Once logged on to your Ariba account you can access your Registration questionnaire.

**Note:** Prospective Suppliers have **two days to complete** and submit the Registration. If you do not complete and submit the questionnaire within three days your Registration will be deleted.



Once you have completed your Registration questionnaire, and click “Submit”, your Registration will route to the appropriate Micron Team for review.



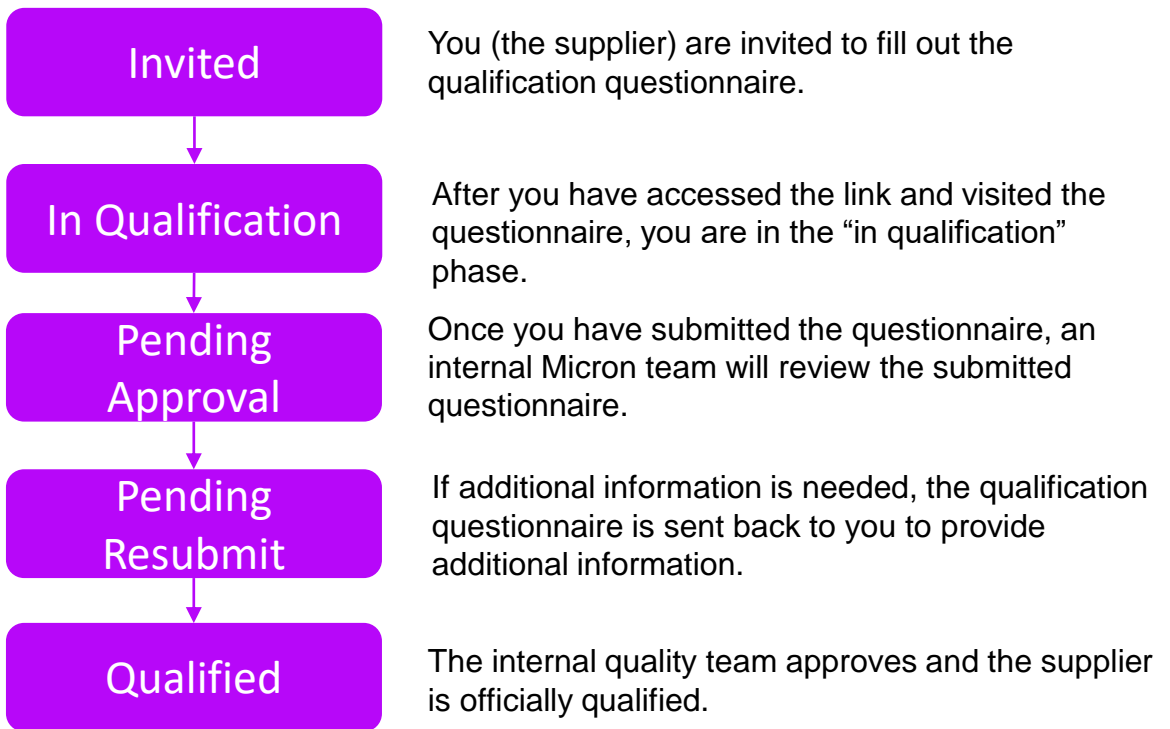
You will receive confirmation of your submission.

You may also receive notification of your Registrations’ approval, a request for additional information, or denial.

**Note:** You may be asked to provide additional information about your company or clarify your questionnaire answers..

# COMMERCIAL QUALIFICATION

There are 5 possible stages in the qualification process.



## Frequently Asked Questions

### *Which suppliers are required to complete out the qualification questionnaire?*

Critical suppliers are required to fill out the qualification questionnaire. Based on the registration questionnaire, a supplier may be categorized as a “critical supplier”. Critical suppliers are typically vendors who provide products directly related to the production of Micron products.

### *What questions does the qualification questionnaire ask?*

The qualification questionnaire asks further questions about your company’s policies on materials and equipment, ethics, registered directors, labor, supply risk, etc.

### *Why are “critical suppliers” required to complete the qualification questionnaire?*

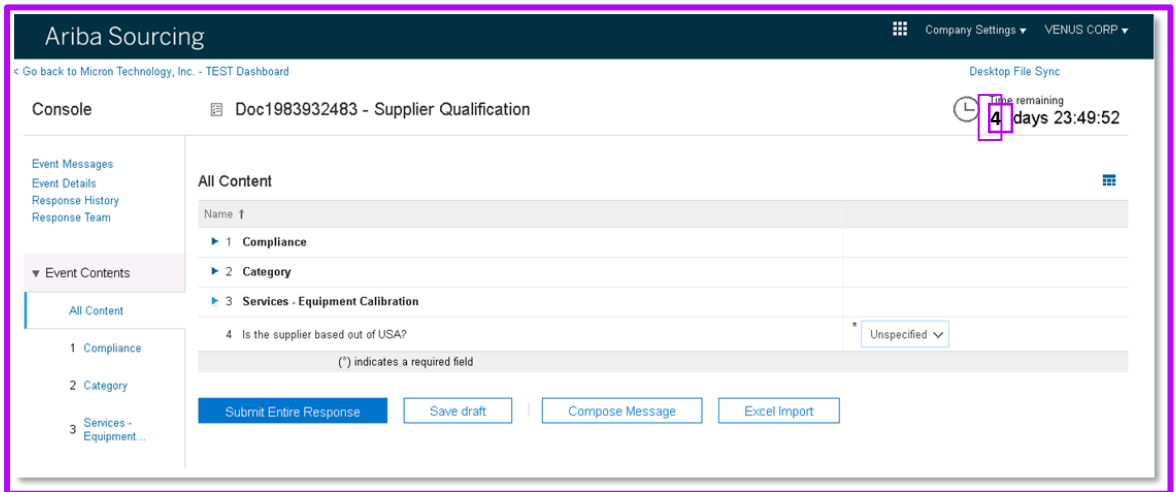
Critical suppliers are required to fill out the qualification questionnaire because it demonstrates their suitability and competence at providing a product/service to Micron.

3

# COMMERCIAL QUALIFICATION

Suppliers who are approved in Registration will be invited to complete questionnaires to become qualified for specific commodities.

**Note:** Prospective Suppliers have **two days from invitation to complete** and submit the Commercial Qualification form. If not completed and submitted within this time, your registration will be deleted.



Once a Supplier has completed their Qualification questionnaire, and clicks “Submit”, their Qualification will route to the appropriate Micron Team for review.

You will receive confirmation of your submission.

You may also receive notification of your Qualifications’ approval, request for additional information, or denial.

**Note:** You may be asked to provide additional information about your company or clarify your questionnaire answers.

## QUESTIONS?

Technical difficulties? Contact [Ariba Support](#)

For questions that arise when completing your Registration and Commercial Qualification questionnaires, please use the “Compose Message” button at the bottom of the Registration and Commercial Qualification screens.

