

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

1



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



2



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.



3



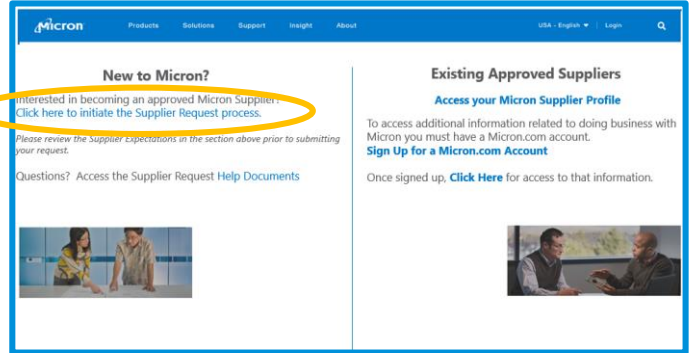
COMMERICAL QUALIFICATION

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

Click on the Initiate Supplier Request Process Link



Complete the Supplier Request Form

Mandatory questions are marked with star ()*

The phone number field must start with a +

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

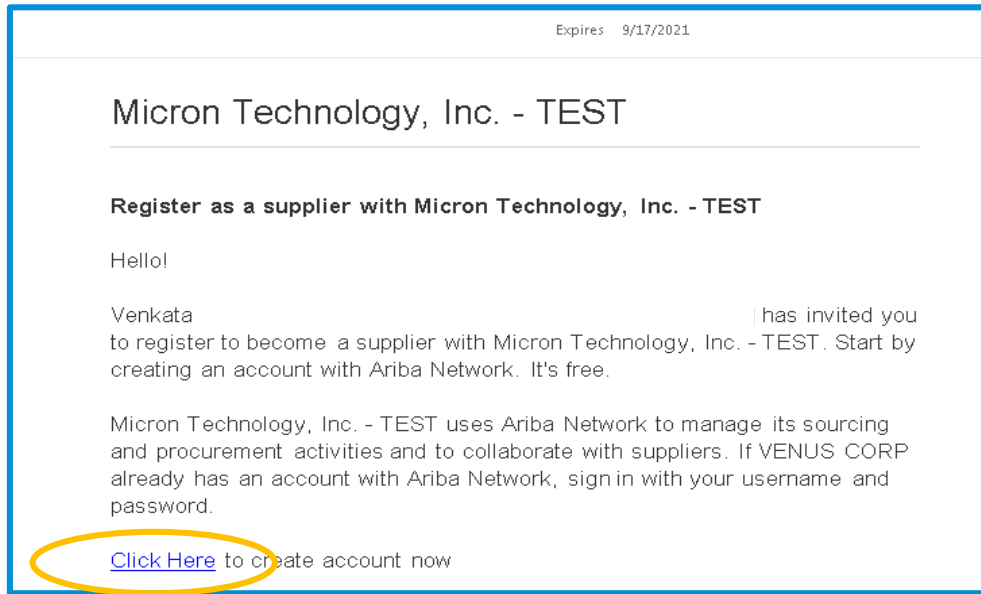
You will receive a confirmation of your submission.

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

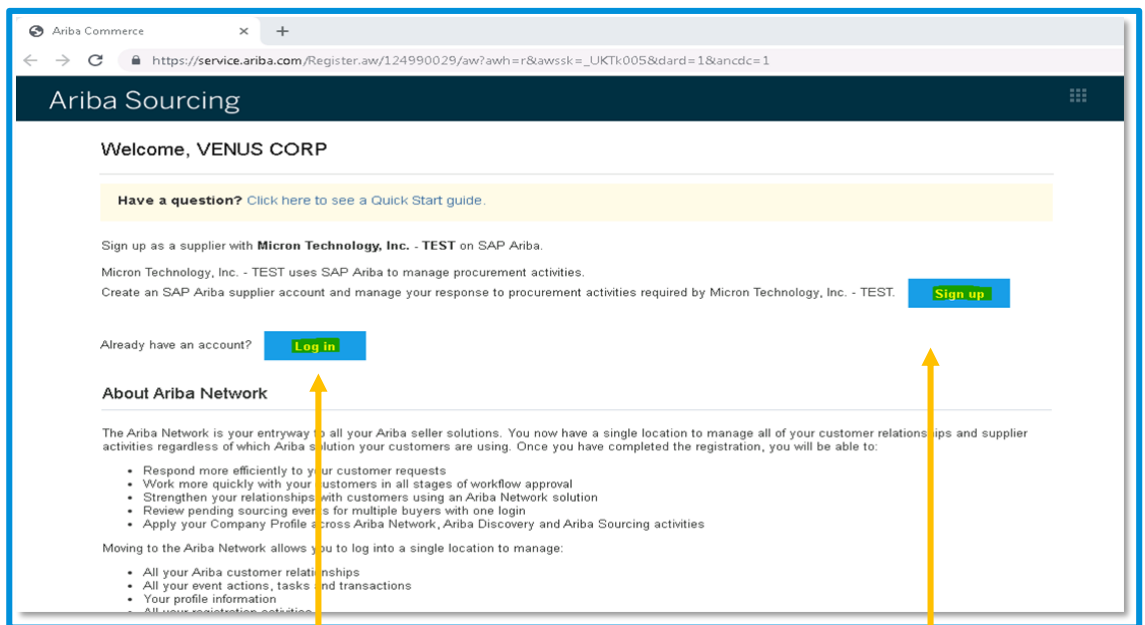
2

REGISTRATION

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.*



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.



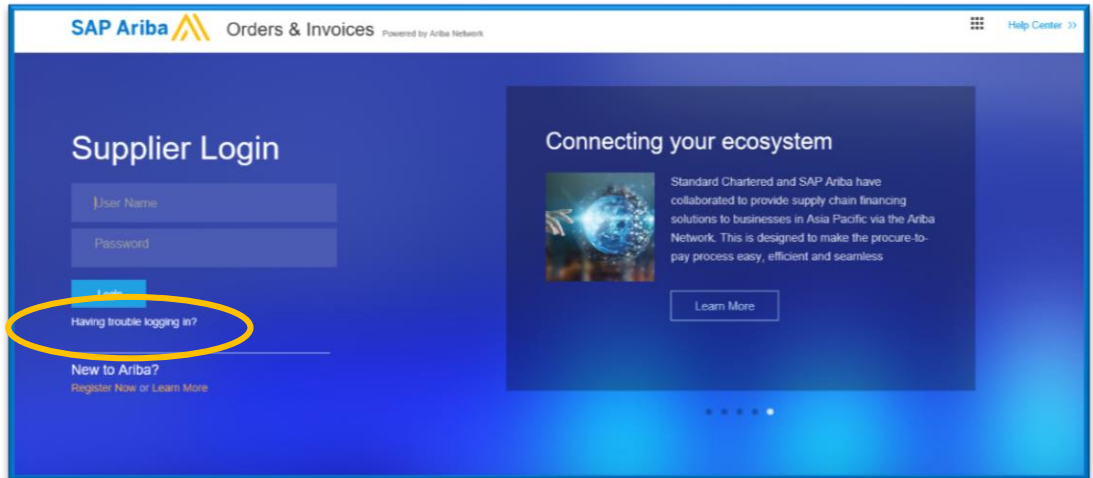
2

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.

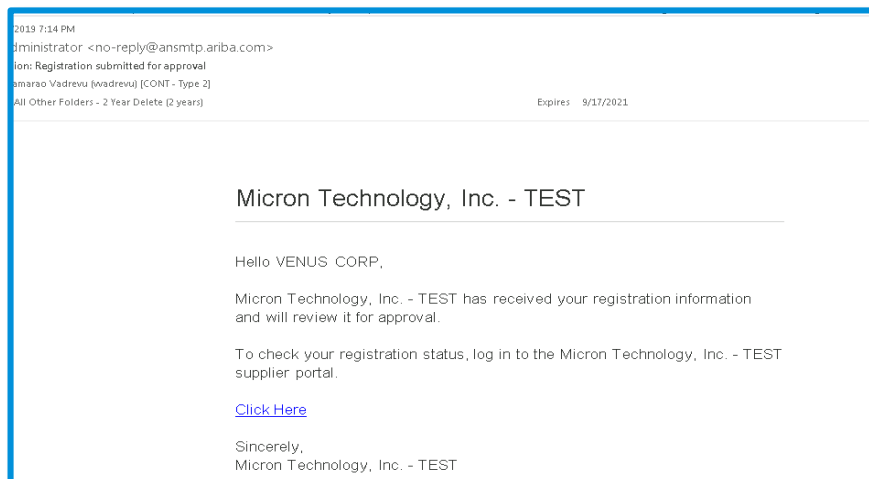
REGISTRATION

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

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

The screenshot shows the Ariba Sourcing registration questionnaire for Micron Technology, Inc. - TEST. The interface includes a navigation menu on the left with options like 'Event Messages', 'Event Details', 'Response History', and 'Response Team'. The main content area is titled 'All Content' and lists sections: 1 General data, 2 Category, 3 Compliance, 4 Finance, 5 Quality, and 6 Environmental Health & Safety. A yellow warning banner states: 'Please read and Acknowledge the attached document.' Below the sections are buttons for 'Submit Entire Response', 'Save draft', 'Compose Message', and 'Excel Import'. A timer in the top right corner shows 'Time remaining 19 days 22:39:22'.

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.

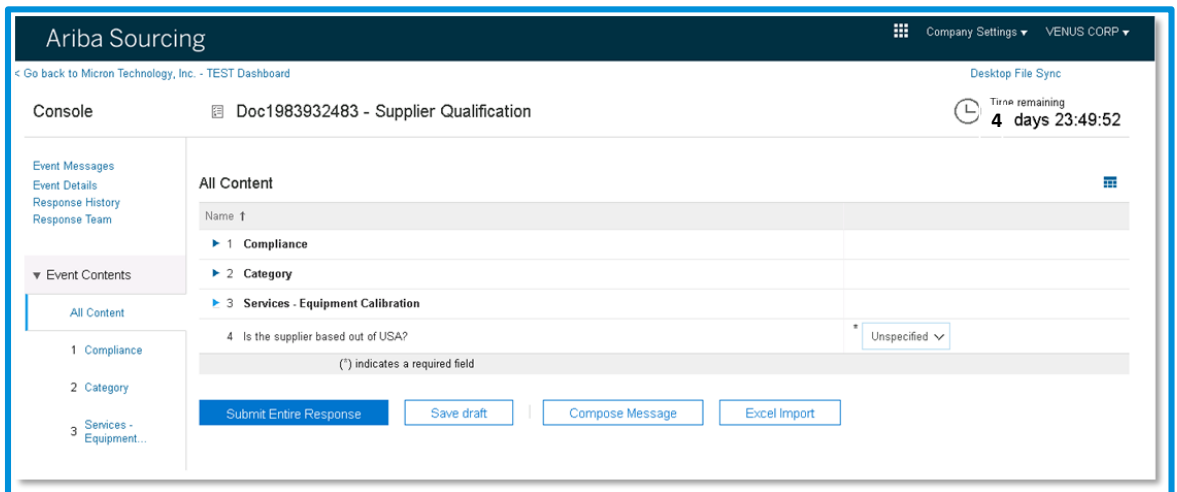
You may also receive notification of your Registrations' approval, a request for additional information, or denial.

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

COMMERCIAL QUALIFICATION

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

Note: Prospective Suppliers have **five 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.

