



Q: What questions will be asked on the request form?

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

Q: How do I access the request form?

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

Q: What should I keep in mind while completing the request form?

A: 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.

Q: What questions will be asked on the registration form?

A: 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.

Q: What documents will my company need to agree too during the registration phase?

A: You will need to agree to the following:

- [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.

Q: What documents will I need to upload during the registration phase?

A: You may need to upload the following documents:

- 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.

Q: Which suppliers are required to complete out the qualification questionnaire?

A: 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.

Q: What questions does the qualification questionnaire ask?

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

Q: Why are “critical suppliers” required to complete the qualification questionnaire?

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

Q: What is Ariba?

Ariba (or SAP Ariba) is an e-procurement suite of tools provided by SAP. Micron uses several Ariba modules for purchasing-related activities.

Q: What is Ariba SLP?

A: SLP is the acronym for Supplier Lifecycle & Performance Management. It is the SAP/Ariba system utilized by Micron for processing supplier onboarding.

Q: Is there a fee for me to use the Ariba SLP?

A: Suppliers can register on the Ariba Network for free.

Q: What is the preferred method to transact with Micron?

A: Micron has implemented SAP Ariba Network worldwide for more efficient purchasing and payment to our suppliers.

We encourage all our suppliers to transact with us on the Ariba Network through a Standard (free of charge) or Enterprise (fee-based) account. This will facilitate the submission of invoices electronically, making and receiving payment against purchase orders, and self-managed account information to streamline all these processes.

Suppliers must register as SAP Ariba users. If they are already registered, they need to activate their Ariba Network account with Micron. Additionally, suppliers can update their banking and other details within their SAP Ariba account.

Q: I am new to Ariba. How do I get started?

A: If you have not worked on Ariba SLP (and do not have an Ariba account) before, please reach out to your Micron Global Procurement Representative to get started. If you're already an Ariba user, please reach out to your Micron Global Procurement Representative regarding banking detail change. Your Micron Global Procurement Representative will send you an invite to fill in your banking information in Ariba. You can then log in with your existing credentials to fill up and submit the form. If you need further assistance, please contact your Micron Global Procurement Representative.

Q: I am a legacy/non-PO supplier that is not in Ariba. How do I get started?

A: To begin the sign-up process for Ariba, please contact your Micron Global Procurement Representative, who will send you an email with further instructions.

Q: What should I do if I have login issues?

A: Make sure your username and password are both correct and that you are using the correct case for each. If you are still having trouble, try resetting your password. This can often resolve login issues. If resetting your password doesn't work, raise a ticket to [Ariba Connect](#) and select the Ariba Sourcing option as shown below to help you troubleshoot the issue and get you back into your account.

Q: Is Micron a member of the Responsible Business Alliance?

A: Yes, Micron is part of a group of leading electronics companies committed to upholding the highest standards of ethics throughout the global supply chain as outlined in the [RBA Code of Conduct](#).

Please read this letter from our Senior Vice President and Chief Procurement Officer, Ben Tessone, for more information: [RBA supplier introduction | Micron Technology Inc.](#)

Q: How does Micron support supplier diversity?

Micron is committed to increasing representation and spending with diverse suppliers. For more information on our supplier diversity program, please see [Supplier diversity program | Micron Technology Inc.](#)

Q: Are purchase orders required?

A: Yes, no work can be performed until a PO (purchase order) is issued. Invoices submitted without a corresponding valid PO number will be returned unpaid.

Q: What information is required regarding shipment and packaging of goods?

A: Please see Micron's Purchase Terms and Conditions and speak with your Micron point of contact for the most up-to-date information.

Q: What information should I include on my invoice to help prevent delays?

A: Thank you for proactively helping us pay for goods and services in a timely manner. Please reference Micron's PO number on the invoice and check to ensure the invoice information matches the information found on the PO, including but not limited to 'Bill-to' & 'Ship-to' locations, item name, item description, price, and currency.

Q: How can I ensure there are no delays in the payment of our submitted invoices?

A: Suppliers MUST include Micron's Purchase Order Number (PO #) on all invoices, statements, and inquiries to Micron. Failure to include this information will result in Micron not being able to process the invoice. A correct Micron PO# will be ten digits in length and will start with either a "45" or "35" as the first two digits. The PO # should not include any text or descriptions such as, "Rent", "Per XXX at Micron", etc.

Q: How do I submit invoices into Ariba?

A: Please review information published by SAP Ariba such as [Invoicing](#).

Q: How can I track my invoices?

A: If you are Ariba-enabled, please review information published by SAP Ariba such as [Invoicing](#).

Q: Why am I being asked to complete a U.S. tax form (W-8/W-9)?

A: You are being asked to complete a U.S. tax form as part of the supplier onboarding process to ensure compliance with U.S. tax regulations. This helps the company to accurately report payments made to suppliers and to determine the appropriate tax withholding, if any. For U.S.-based suppliers, this typically involves submitting a W-9 form, while non-U.S. suppliers may need to submit the appropriate W-8 form. This information is crucial for the company's financial and tax reporting obligations. Please review the "[Financial and Tax Documents](#)" section to review the documents.

