

# Supplier Lifecycle and Performance Management - Quick Reference Guide

*A How-To for Micron Suppliers*

## Welcome to Micron's Supplier Lifecycle and Performance (SLP) Management Tool

Micron has implemented a new online tool for our Suppliers; Ariba Supplier Lifecycle and Performance Management (SLP).

### SLP's benefits for Suppliers include:

- Enablement of **Supplier self-service**, empowering Suppliers to manage their profile information and update as needed.
- **Automatic notifications** when Supplier information is needed and when commercial requalification requirements are coming due.
- **Use of a single system** for updating your Supplier profile information and uploading your industry relevant documentation and certifications.

### How you will use SLP

- As an existing Supplier you will use the tool to manage your Micron Supplier Profile
  - Update your information
  - Provide relevant documentation and Certifications
  - Receive notifications when re-qualification is coming due or information is required

## Managing Your Micron Supplier Profile

To get started with SLP you will need to complete the following:

1



### LOG IN TO ARIBA

Register for an Ariba account and set up your login and password. If already an Ariba user you can use your existing credentials.



2



### COMPLETE REGISTRATION

Complete a questionnaire to provide information about your Company and if applicable, upload commodity specific certifications and documentation. Upon submission the Registration is routed for required Micron reviews.



3



### COMPLETE COMMERCIAL QUALIFICATION

You will receive an invite to provide additional information about your Company and specific material, product or service. Upon submission the Qualification is routed for required Micron reviews

## What You'll Need to Complete your Micron Supplier Profile:

In addition to populating your information in your Micron Supplier Profile you will also be completing two steps: **Registration** and **Commercial Qualification**. Below are items you may need to be prepared to provide the following:

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

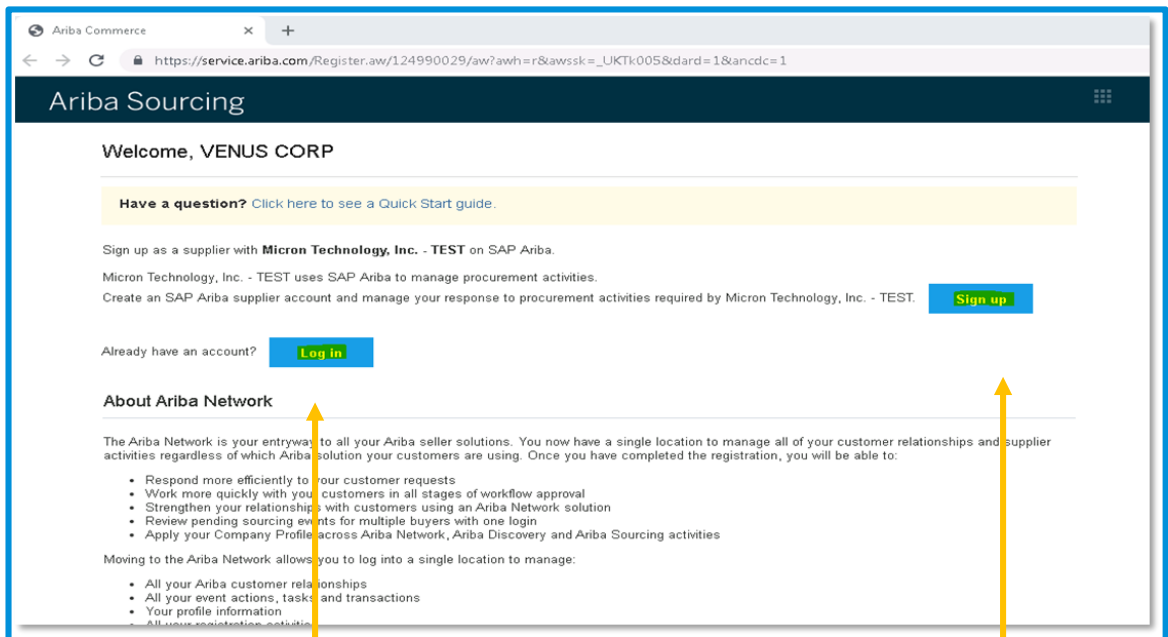
1

# LOG IN TO Ariba

You will receive an invitation to log in to Ariba via e mail. Click on the link provided to register for an Ariba account. *If you are already an Ariba user you can log in with your existing credentials.*



By clicking on the e mail link you will open the following screen:



A

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

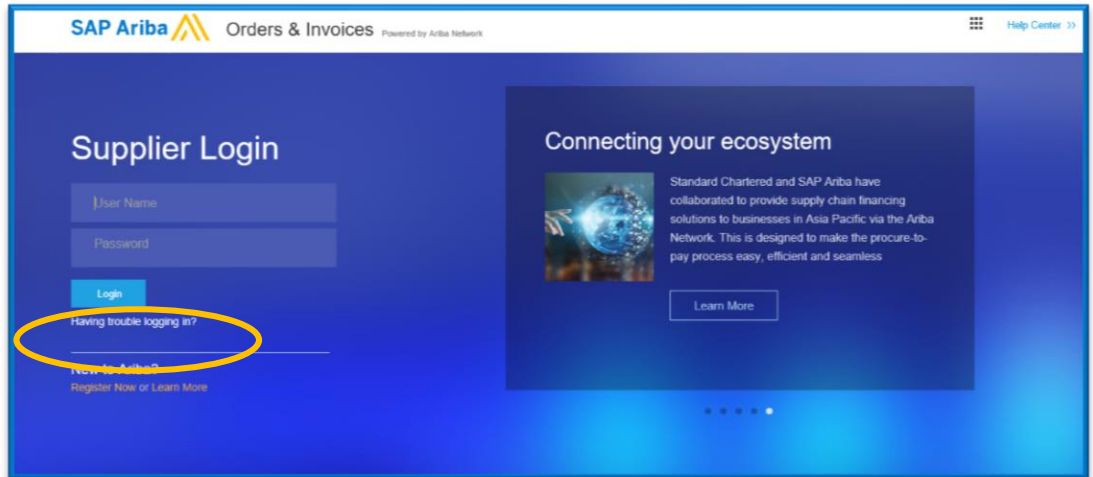
B

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

## 1 LOG IN TO Ariba

### 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.

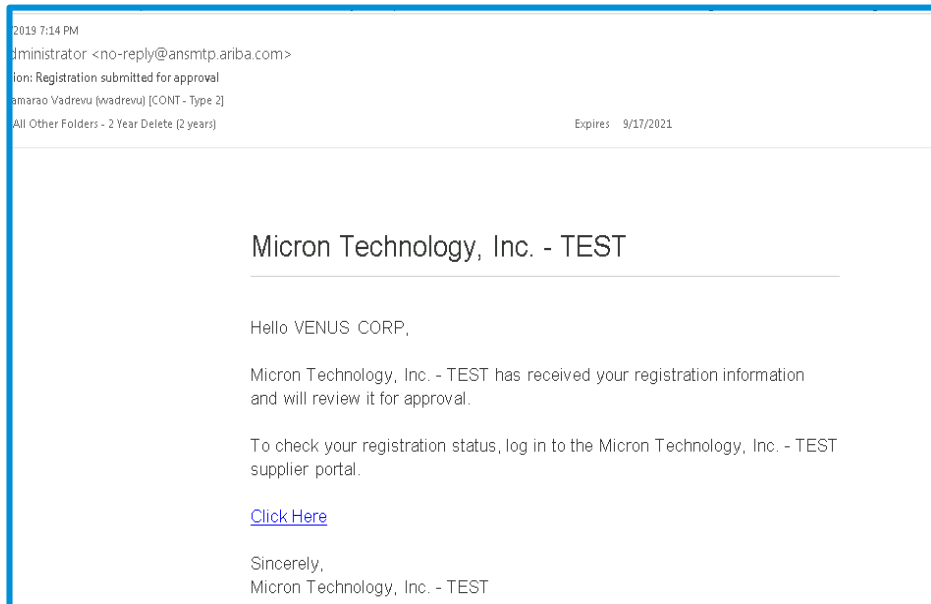
## REGISTRATION

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

**Note:** 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 six sections: 1. General data, 2. Category, 3. Compliance, 4. Finance, 5. Quality, and 6. Environmental Health & Safety. A yellow warning box 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.



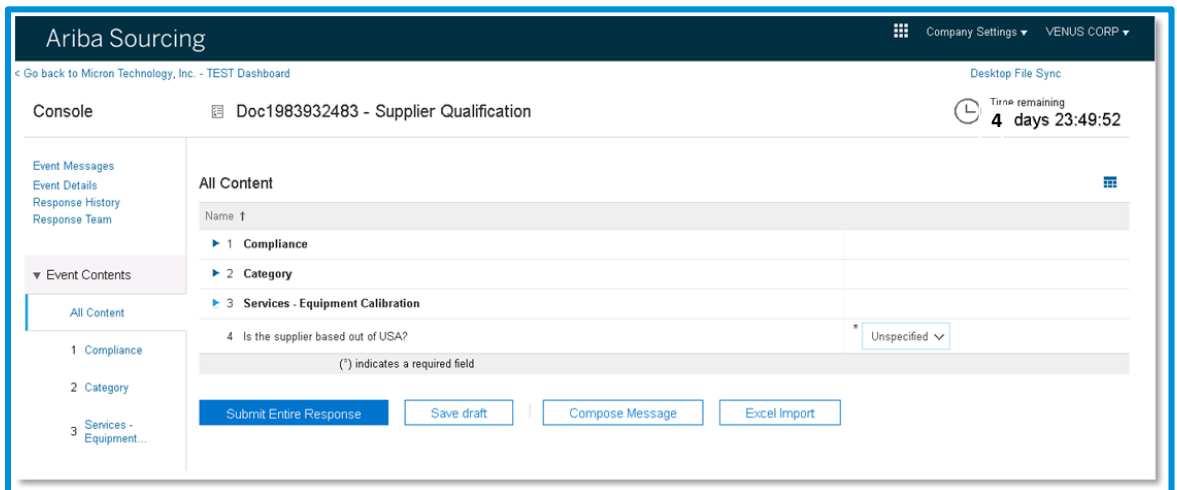
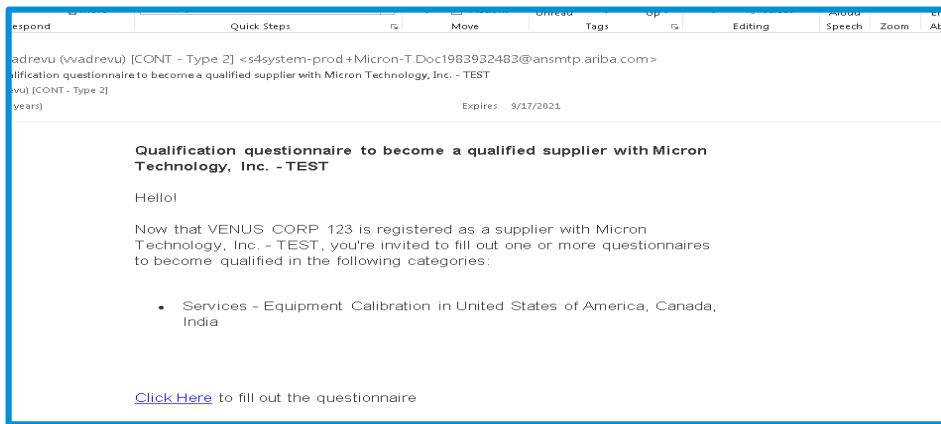
You will receive confirmation of your submission.

**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:** 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.

**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.

