

## Tips for Form Completion of the “Request for Public Comment: Risks in the Semiconductor Product Supply Chain”

### Organization Information

1. Please indicate if you are including business confidential information in this form. If so, please provide a statement justifying nondisclosure and referring to the specific legal authority claimed.
  - a. Users submitting a form that contains business confidential information, will need to submit a non-confidential version of the same form that does not contain the confidential business information. The non-confidential version of the submission will be placed in the public file on <https://www.regulations.gov>.
2. In part B, please mark **all** market segments applicable to your organization’s participation in the semiconductor supply chain.
3. Read carefully the instructions provided under **Next Step**.
  - a. Only complete this section (Section 2) and Sections 3 through 5 if your organization has primary or additional participation in Integrated Circuit Design, Front End Fabrication, Back End/Assembly Test/Packaging, Electronic Manufacturing Services/Printed Circuit Board Assembly, and IC distributor.
  - b. Proceed to Sections 6 through 8 if your organization only purchases integrated circuits.
  - c. Proceed to Section 9 if your organization does not operate in any of the aforementioned segments.

### Section 2

#### General:

1. Please only complete this section (Section 2) and Sections 3 through 5 if your organization has primary or additional participation in Integrated Circuit Design, Front End Fabrication, Back End/Assembly Test/Packaging, Electronic Manufacturing Services/Printed Circuit Board Assembly, and IC distributor.

#### Part A:

1. **Question:** If my organization does not currently design or manufacture but could provide a technology node, semiconductor material type, or device type, should I indicate this capability?
  - a. **Answer:** If your organization can currently restart or initiate design or manufacture operations, respond accordingly under the respective technology node.
2. Any areas for which you don’t have capabilities, do not respond, and leave it blank.

### Section 3

1. For responses under “Integrated Circuit Type” associated with “Total”, please indicate the most common primary circuit type your organization produces.
2. For each industry segment under “Integrated Circuit Type”, please indicate the primary circuit type, product type, primary technology node (in nanometers), and so forth, that your organization produces intended for use in that industry segment.
3. For responses under “Integrated Circuit Production” associated with “Total”, please provide the total sales of integrated circuits your organization produces in millions of dollars and your organization’s production capacity in units for 2019, 2020, and 2021 (projected).
4. For each industry segment under “Integrated Circuit Production”, please indicate the percentage of your organization’s total sales in dollars derived from integrated circuits intended for use in that industry segment; the percentages should sum to 100.

### Section 4a

1. Fill out this section carefully; product names entered in this section will automatically populate in Sections 4b through 4d.
2. For responses associated with “Total (all semiconductor products)”, provide a general description of the types of products your organization produces, and your organization’s total sales for the most recent month in units and millions of dollars. A response to the production section for the total line is not necessary.
3. **Question:** Should my organization’s response to total products be for all the semiconductor products my organization produces, or for the semiconductor products with the largest backlog my organization produces?
  - a. **Answer:** Your organization’s response should address all of your products, not just the top 10 products with the largest order backlog.
4. If your organization produces more than ten products, please list the ten products with the largest order backlog. You may determine which 10 products have the largest order backlog.
5. If your organization produces fewer than ten products, it is unnecessary to respond to additional cells in this section.
6. For each listed product that your organization sells, select the integrated circuit type and the material from the drop-down menu.
7. For each listed product that your organization sells, provide the primary technology node for that product.
8. For each listed product that your organization sells, provide the primary organization that fabricates the product and the country in which it is located. Provide the name of the fabricator, the city, and the country it is located in.
9. For each listed product that your organization sells, provide the primary organization that packages/assembles the product and the country in which it is located. Provide the name of the package/assembly organization, the city, and the country it is located in.
10. For each listed product that your organization sells, please provide the primary organization that distributes the product. Provide the name of the distributor, the city, and the country it is located in.

#### Section 4b

1. This section auto-populates with responses from Section 4a. Please respond chronologically.
2. In order to develop relevant policies, it is critical to know the semiconductor supply chain. Respondents may choose to provide either the top three current customer organizations or industries for each product they identified in Section 4a.
3. Respondents should indicate the city and state (if located in the United States) or country (if located internationally) of each of their top three current customer organizations or industries.
4. Respondents should indicate the percentage of each product's sales (NOT the percentage of your organization's total sales) accounted for by the top three current customer organizations or industries for each product.

#### Section 4c

1. This section auto-populates product names with responses from Section 4a. Please respond chronologically.
2. For responses associated with "Total (all semiconductor products)", please provide the typical lead times in 2019 and currently, overall and for each phase of the production process, in general for the products you produce. Your organization's response should address all of your products, not just the top 10 products with the largest lead times.
3. Respondents should use their best judgment when indicating their 2019 lead times, with average or typical lead times for the year preferred. For total products, the lead times should reflect all products, not the sum or average of the top 10 products.
4. In "Explanation of Delays/Bottlenecks", we encourage respondents to discuss all reasons for current delays, including disruptions in the supply of inputs and changes to demand specific to respondents' organizations.

#### Section 4d

1. This section auto-populates product names with responses from Section 4a. Please respond chronologically.
2. In "Explanation of Inventory Changes", we encourage respondents to discuss all reasons for changes, including changes resulting from alterations to new or existing supply contracts and disruptions in the supply of inputs.

## Section 5

### Part A:

1. In order to evaluate and provide policy responses to semiconductor supply chain risks, it is critical to know the key drivers of production disruptions. Indicate the top 10 most significant disruptions that have affected your organization's ability to provide products.
2. For "Supplier of Delayed Input", please provide the name of the key or most important supplier of this input for your organization; Provide the supplier name, city, and country.
3. For "Primary Product Impacted", the drop-down menu is auto populated with responses from Section 4a. Please respond chronologically.
4. If the "Primary Product Impacted" is not one of the ten products with the largest backlog that your organization produces, please write in your product under the section titled "Primary Product Impacted (from Section 4a)".

### Part B:

1. When listing factors that your organization considers when evaluating whether to increase supply, we encourage organizations to discuss the process (methods and variables) they use when forecasting product demand.

### Part C:

1. Should you indicate your organization has changed its purchasing levels or practices, please describe the change in the "Explanation" cell. We encourage organizations to describe the reasons for the change.
2. **Question:** When answering what single change would most increase your ability to supply semiconductor products, may respondents provide changes internal or external to their organization?
  - a. **Answer:** You may indicate both internal and or external changes in this section.

## Section 6:

1. Please complete sections 6 through 8 if your organization only purchases integrated circuits. Fill out these tabs in chronological order.
2. In part B, please provide a description of the types of products your organizations sells and avoid classifying them as miscellaneous or various.

## Section 7a:

1. Please fill out this section carefully. The information in this section will automatically populate in part 7b.

## Section 7b:

1. If your organization does not maintain inventory, please include the explanation for this in the explanation box associated with the product in question.

## Section 8:

### Part A:

1. First, indicate the type of disruption that affected your production in the last year.
2. Entries from section 7a will automatically populate under “Primary Semiconductor Input Impacted” column. Please select from the drop-down menu from your entries in 7a. If the “Primary Semiconductor Input Impacted” is not one of the ten products listed, please write in your product under the section titled “Primary Semiconductor Input Impacted (from section 7a)”.

### Part D:

3. Question three provides separate boxes for respondents to include the percentage of their organization’s orders fulfilled by distributors versus through direct purchases. The total of those percentages should add up to 100.

## Section 9:

1. Use this section to provide any information that does not fit in other sections of the form if you have additional information that does not fit in this section, please send separately to [regulations.gov](https://www.regulations.gov).
2. If your organization has encountered non-refundable/cancelable contracts, you may provide information regarding that experience, and how your organization responded to it (if applicable) in this section.