Supplier Master Guide

Micron Supplier Enablement Program

July 2021

Micron®

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SAP Business Network Overview

- What is the SAP Business Network?
- Micron Project Scope
- Supplier Value
- Account Types & Fee Schedule

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What is the SAP Business Network?

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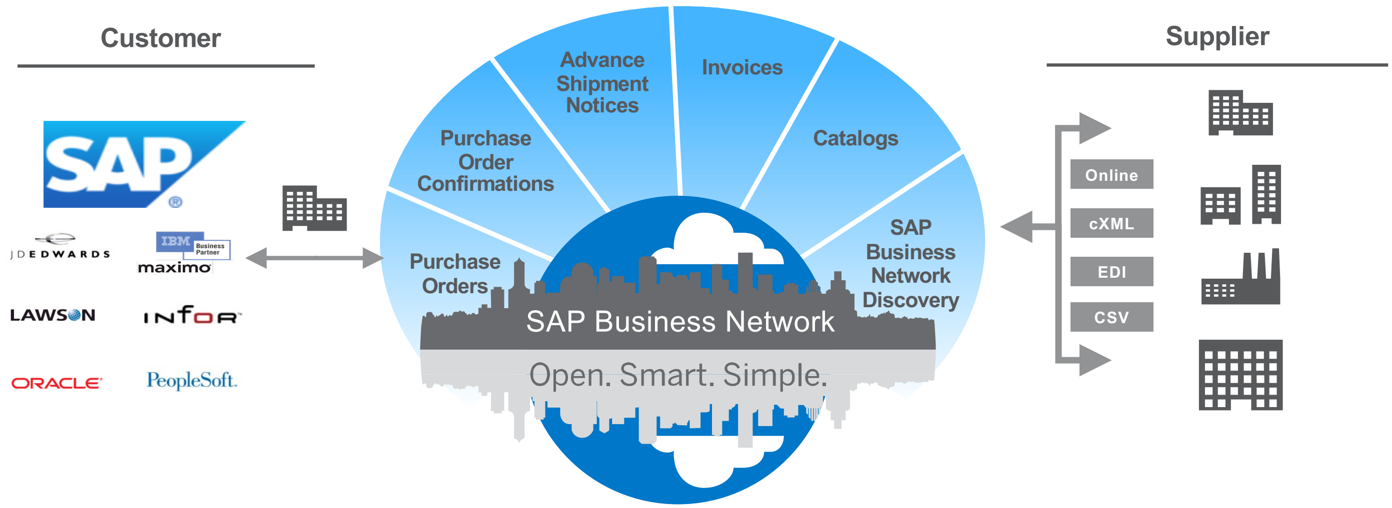
Micron selected SAP Business Network as their electronic transaction provider. As a Micron supplier, you are invited to join SAP Business Network and start transacting electronically.



2+ million Trading Partners

$850B In Annual Commerce

>60% Global 2000 use the Network

65+ million Annual Invoices

190 Countries

60+ million Annual Purchase Orders

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Why Supplier Enablement?

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Understanding Supplier Enablement at Micron:

- **Increase the percentage of electronic transactions** and **invoice accuracy** by **transitioning suppliers** currently using quick-enabled SAP Business Network accounts **to Enterprise or Standard accounts**
- **Allow suppliers to submit invoices** on or **through the SAP Business network without needing support** from Micron
- **Execute through phased approach** to target the high-volume suppliers first then the low volume suppliers in subsequent tiers

Executing Supplier Enablement at Micron:

Identify Suppliers in Scope

Enable Suppliers through Phased Approach

Transact Electronically with Suppliers with greater Invoice Accuracy

Realize benefits for both Micron and Suppliers i.e. streamlined processes & faster payments

SAP Business Network Enablement Benefits

Supplier Master Guide

Shared Benefits

- Improved on-time payments
- Streamlined processes
- Better visibility to transactions
- Real-time PO delivery

Impact

- Preventing errors and reducing manual efforts, leading to suppliers getting paid on-time.
- Drastically reducing touchpoints in S2P process.
- Consolidating Network relationships under one account, enabling supplier self-service.
- Real-time status of POs; electronic order confirmation.

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Micron Message: Dear Valued Suppliers

Supplier Master Guide

Micron is advancing efforts to streamline our procurement and accounts payable relationship with our suppliers. We are leveraging the SAP Business Network to increase efficiencies and automation transacting with suppliers. Key benefits include streamlined processes, faster payments, better visibility into transactions, real-time PO delivery and invoice automation.

What this Means for You
If not already conducting business on the SAP Business Network, transacting through SAP Business Network will be required moving forward when partnering with Micron.

Key Benefits
- Streamlined processes
- Faster payments
- Better visibility into transactions
- Real-time PO delivery
- Invoice automation

Timeline
In the coming weeks, SAP Business Network will send you important communication and instructions for joining the Network. This includes establishing a trading relationship with Micron or registering with an interactive link on the SAP Business Network and properly configuring your account. The formal transition date to SAP Business Network will be communicated soon.

Ready to Learn More?
Register for the one-hour SAP Business Network summit to learn about key changes, important actions and what this means to you. Summits are available across multiple time zones and languages to accommodate our global partners.

Cost Implications
Based upon the volume of transactions you perform on the SAP Business Network (across all customer relationships), fees may apply. Please visit SAP SAP Business Network Subscriptions and Pricing for additional guidance.

If you are not the correct recipient for this communication or have questions, please contact the Micron Supplier Enablement Team.

Thank you for your commitment to strengthening our business relationship and enabling more robust collaboration capabilities.

Regards,
Micron Supplier Enablement Team

SAP Business Network Helps Suppliers

Supplier Master Guide

60% average reduction in operating costs

Lower costs

Reduce time and paper usage

Eliminate postage costs

Reduce costs associated with Resources used to generate/ rework the invoices

30% growth in existing accounts
35% growth in new business

Increase your revenue

Become searchable customers using the AN worldwide

Establish new customer relationships via SAP Business Network Discovery

Publish your Catalogs in front of thousand buyers

15% increase in customer retention

Satisfy Micron

Support Micron's strategic business plan

Become a preferred supplier

Simplify the communication process

80% efficiency & transform business operations

Stay organized

Consolidate Network relationships under one account

Enjoy a simple way to store POs and invoices

Get better visibility into customers' spend and payments

View invoice status in real time

62% decrease in late payments

Receive faster payments

Help your invoice reach the correct contact in the approval flow

No need to confirm the orders via email/phone

Feel confident all order information is complete and accurate

Prevent errors through system checks

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Account Types and Benefits

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FULFILLMENT	STANDARD ACCOUNT	ENTERPRISE PORTAL USERS	ENTERPRISE FOR INTEGRATION
Process Impact	✓ Manual Process	✓ Manual Process	✓ Semi-Automated to Fully-Automated Process
Orders and Invoices	✓ Respond to emailed orders using order confirmations and invoices.	✓ Skip the emails. Get and manage orders and invoices all on SAP Business Network.	✓ Seamless and touchless customer orders and invoices.
Transacting Methods	✓ Interactive Email ✓ Mobile App	✓ PO Flip ✓ Mobile App ✓ Catalog Enablement	✓ CSV Upload ✓ SAP SAP Business Network Cloud Integration Gateway
Legal Archive		✓ Long-term invoice archiving for global compliance	✓ Long-term invoice archiving for global compliance
Reporting		✓ Get reports to track transactions and sales activities	✓ Get reports to track transactions and sales activities
Support	✓ Help Center	✓ Help Center, phone, chat, and webform	✓ Help Center, phone, chat, and webform
Cost	Free	Transaction/ Subscription Fees based on usage	Transaction/ Subscription Fees based on usage + internal resources

SELLING	
SAP Business Network Discovery	✓ Join our business matchmaking service to get high quality sales leads. Fees may apply.
Sourcing, Contract Management	✓ Get invited to RFx, Auctions and other events.

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SAP Business Network Fee Schedule Basics

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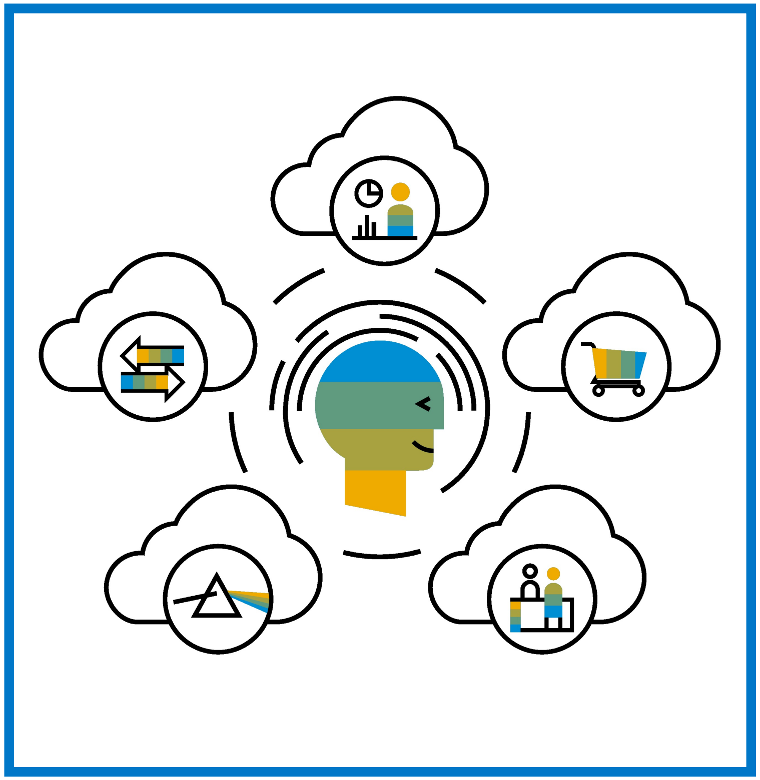

FREE for all suppliers to join and begin transacting

Two components of the supplier fee schedule:
Transaction Fees and Subscription Fees

Chargeable documents are considered Purchase Orders, Invoices, Service Entry Sheets, and Service Entry Sheet Responses

Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Subscription Levels

Supplier Master Guide

	STANDARD ACCOUNT	ENTERPRISE ACCOUNT				
		Premium	Bronze	Silver	Gold	Platinum
Subscription Rates	Free	Free	50 USD / Yr	750 USD / Yr	2,250 USD / Yr	5,500 USD / Yr
DOCUMENTS PER YEAR						
Documents Per Year	Unlimited	Up to 4	5 to 24	25-99	100-499	500+
TRANSACTION RATES						
Document Transactions	None	None	0.155%	0.155%	0.155%	0.155%
Service Entry Sheet Relationships	None	None	0.35%	0.35%	0.35%	0.35%
Customer Relationship Cap	None	None	20,000 USD	20,000 USD	20,000 USD	20,000 USD
Description	• Email based access • PO • PO Flip (OC, ASN, Invoice, SES) • Non PO Invoices • Invoice Status • Mobile App	• Unlimited portal access • Electronic catalogs • Supply Chain Collaboration • Customer support • Long-Term Invoice Archiving • Reporting	*Premium, plus:* • SAP Business Network achievement badges • Sales opportunity response	*Bronze, plus:* • Express integration support • cXML and EDI Integration • Supplier technical support • Two free Discovery responses	*Silver, plus:* • Unlimited responses to sales opportunities • eCommerce Consultation services • Priority support access	*Gold, plus:* • SAP Business Network LIVE pass • Extended integration support

Please visit SAP Business Network Subscriptions and Pricing for additional guidance on subscription levels and fees.

Supplier Fee Schedule

Supplier Master Guide

Transaction Fees

Billed every quarter

Per-relationship fee cap: $20,000/year

Without Service Entry Sheets

0.155% of transaction volume

With Service Entry Sheets*

0.35% of transaction volume

+

Subscription Fees

Billed once a year

Annual Document Count Across All Customer Relationships	**Subscription**	**Annual Fees**
Up to 4 documents	Premium	**Free**
5 to 24 documents	**Bronze	$50
25 to 99 documents **or** EDI/cXML usage	Silver	$750
100 to 499 documents	Gold	$2,250
500 and more documents	Platinum	$5,500

Notes:

* Service Entry sheets are not currently supported by Micron

** Chargeable suppliers transacting less than $250,000 in annual financial volume will be assigned to the Bronze level irrespective of annual document count

Enterprise Account Suppliers

- Account Set Up
- Purchase Orders
- Other Documents
- Invoice Methods
- Troubleshooting

Enterprise Account Suppliers

- Account Set Up (Basic Account Configurations, Enablement Tasks, Advanced Account Configuration
- Purchase Orders
- Other Documents
- Invoice Methods
- Troubleshooting

Review Micron Specifications (1/2)

Supplier Master Guide

Micron project specifics:

- ***Tax data*** is accepted at the header/summary level or at the line item level of the invoice.
- ***Shipping data*** is accepted at the header/summary level or at the line item level (Note: Shipping Expense Charges are not accepted at the header)
- ***Remittance Address and Remit ID*** is required on all invoices

Supported

- **Advance Shipment Notices**

  Apply against PO when items are shipped
- **Purchase Order Confirmations**

  Apply against a whole PO or line items
- **Detail Invoices**

  Apply against a single purchase order referencing a line item
- **Partial Invoices**

  Apply against specific line items from a single purchase order

Review Micron Specifications (2/2)

Supplier Master Guide

NOT Supported:

- **Shipping Expense Charges at Header**

  Micron system is set to reject any invoice with shipping charges in the header level of invoice.

- **Summary or Consolidated Invoices**

  Apply against multiple purchase orders; not accepted by Micron

- **Invoicing for Purchasing Cards (P-Cards)**

  An invoice for an order placed using a purchasing card; not accepted by Micron

- **Duplicate Invoices**

  A new and unique invoice number must be provided for each invoice; Micron will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on SAP Business Network

- **Paper Invoices**

  Micron requires invoices to be submitted electronically through SAP Business Network; Micron will no longer accept paper invoices

- **Service Entry Sheets**

  Apply against a single purchase order referencing a line item

- **Non-PO Invoices**

  Apply against a PO not received through SAP Business Network

- **BPO Invoices**

  Invoices against a blanket purchase order

- **Contract Invoices**

  Apply against contracts

- **Header Level Credit Memos**

  Credit Memos applied against whole invoices; not accepted by Micron

Accept Your Invitation

Supplier Master Guide

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with Micron.

1. **Click** the link in the emailed letter to proceed to the landing page.
2. You will need to put in the **Temporary ID** and you **Secure Code**.
3. If you already have an **existing account,** you will have to do step 2 but make sure you login as an existing supplier on the next screen.

To: <Supplier Name>
Email: junk.phoenix@ariba.com

Micron Technology, Inc. is excited to announce that we are advancing our efforts to streamline our procurement and accounts payable relationship. Micron has made a major commitment in partnering with SAP Ariba to improve your experience and continue moving toward automated transactions.

We have chosen SAP Ariba as our e-commerce platform provider. We and SAP Ariba will work with you to enable your company to use the Ariba Network to receive purchase orders and send invoices electronically. As you may recall from the project notification letter that you received, this is a very important project and the new way of doing business with Micron. Further communication will be sent to outline the cutover plan from your existing AP processes.

<Buyer Name> has invited you to use the Ariba Network ™ to establish a trading relationship for managing transactions electronically. You have already transacted with <Buyer Name>, and at least one document is available in a temporary account.

To set up a trading relationship on the Ariba Network, follow the instructions in this invitation for activating your account. You can either create a new account or use an existing account. The documents in the temporary account will be available in the account you decide to use.

Setting up the trading relationship with <Buyer Name> takes only a few minutes. There is no charge to register.

TO ACTIVATE YOUR ACCOUNT:

1. Go to https://service.ariba.com/register
2. Enter the following temporary log-in information:

   Temporary ID: **AN0010101010**
   Secure Code: **aBc123**

3. Review and accept the terms of use.

You can view additional information about <Buyer Name> in the Supplier Information Portal. After you establish the trading relationship, you can continue to access the supplier information portal for <Buyer Name> from your Ariba Network account.

For any additional questions or further assistance, please contact Ariba Customer Support.

Sincerely,
The Ariba Network Team
https://seller.ariba.com

Note: If you need assistance with accepting your trading relationship request please click follow this link and fill out the information and an SAP SAP Business Network team member will reach out to you SAP Business Network Onboarding assistance

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Register as a New User

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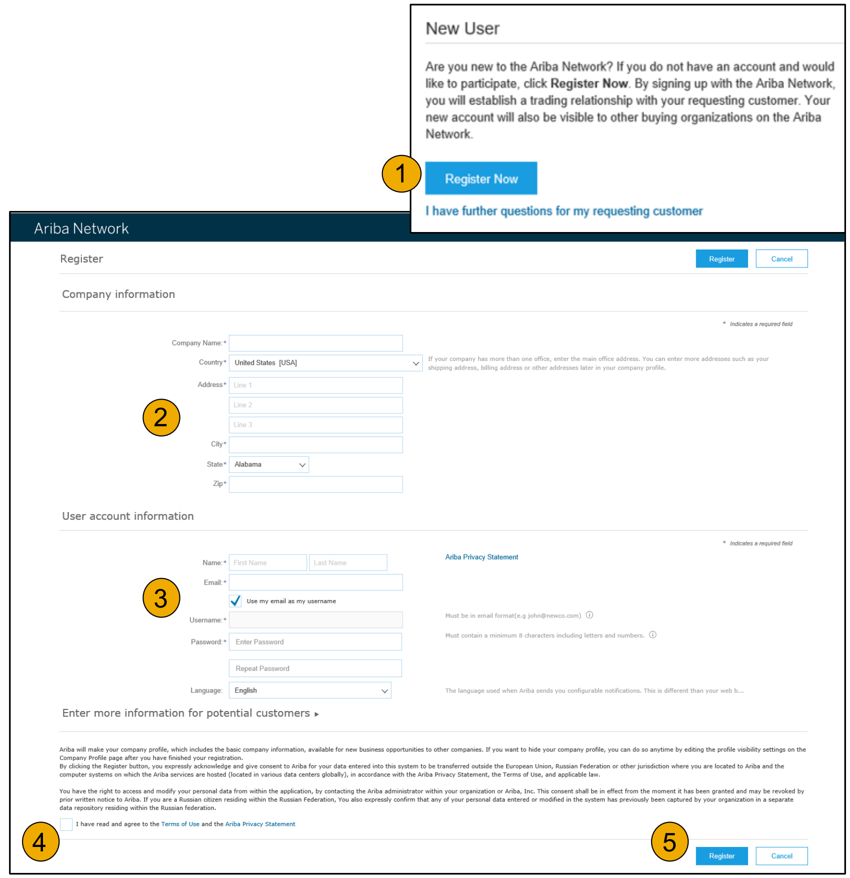
1. Click **Register Now**.
2. Enter Company Information fields marked requiring with an asterisk (*) including:
   - Company Name
   - Country
   - Address
3. Enter User Account information marked required with an asterisk (*) including
   - Name
   - Email Address
   - Username (if not the same as email address)
   - Password
4. Accept the **Terms of Use** by checking the box.
5. Click **Register** to proceed to your home screen.



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Accept Relationship as an Existing User

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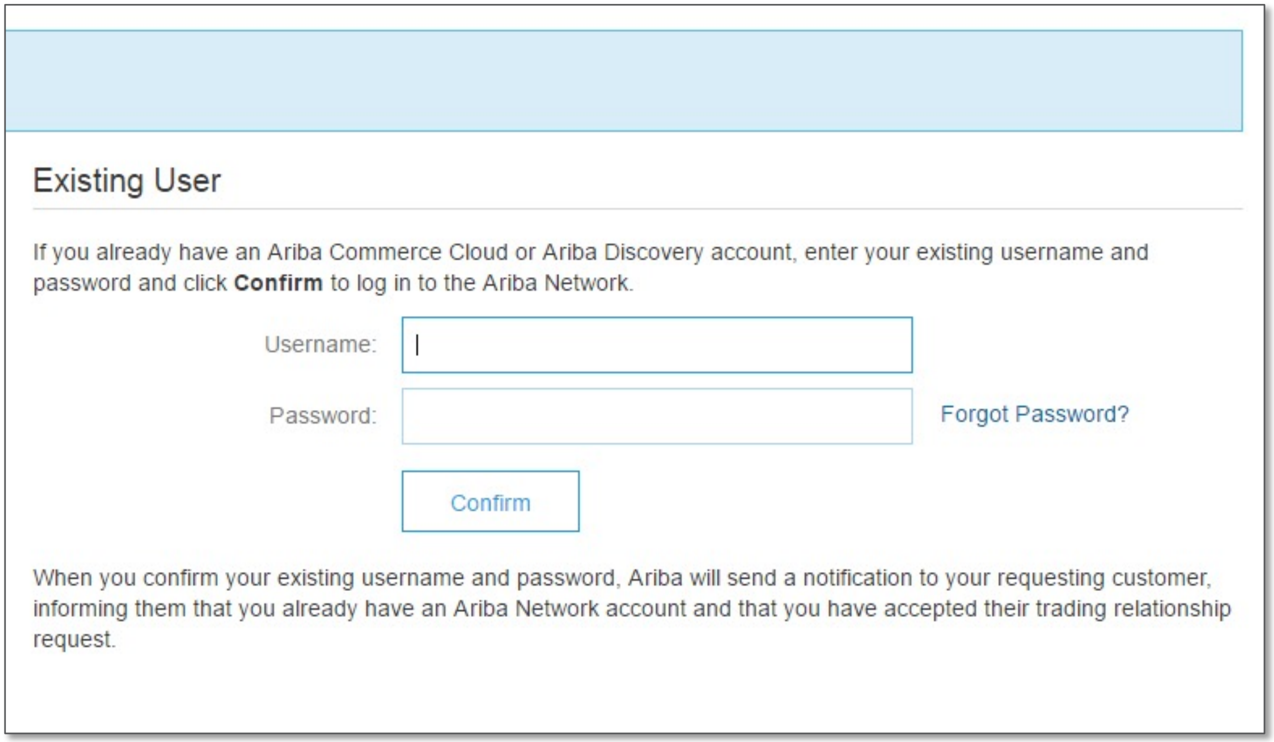
1. **Log in** using your current SAP Business Network username and password in order to accept the relationship with Micron



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Complete your Profile

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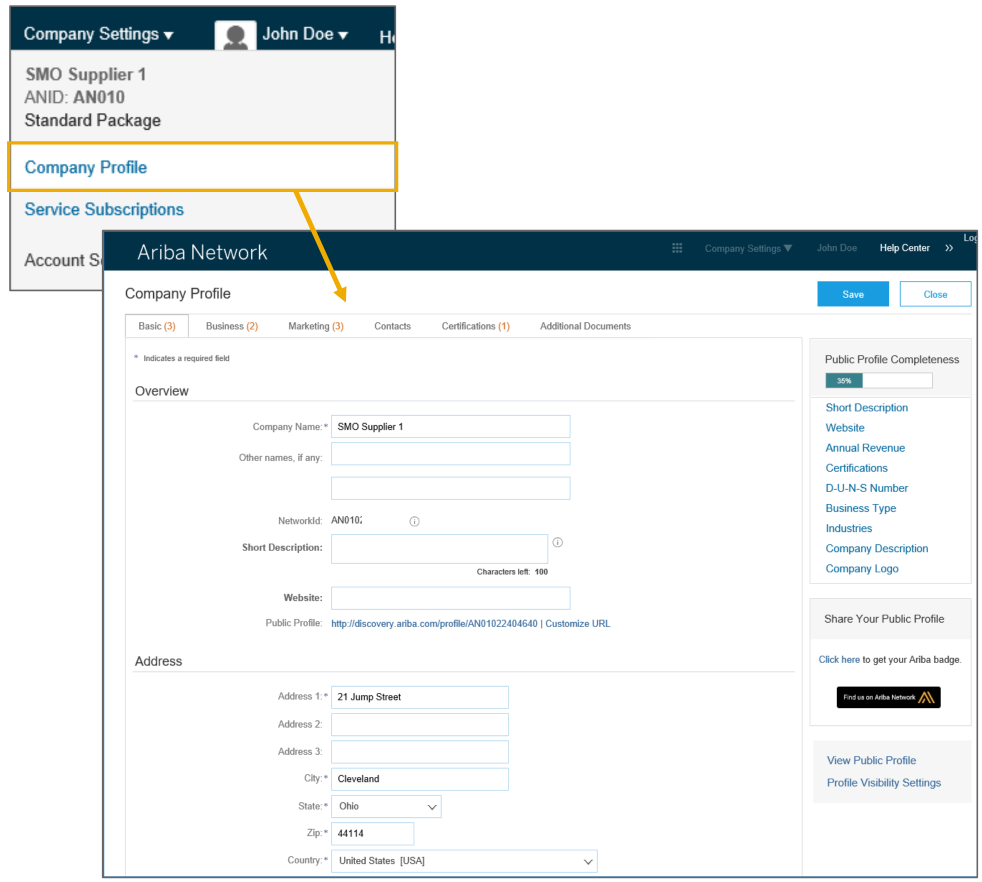
1. Select Company Profile from the Company Settings dropdown menu.
2. Complete all suggested fields within the tabs to best represent your company.
3. Fill the Public Profile Completeness meter to 100% by filling in the information listed below it.

Note: The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.



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Configure your Email Notifications

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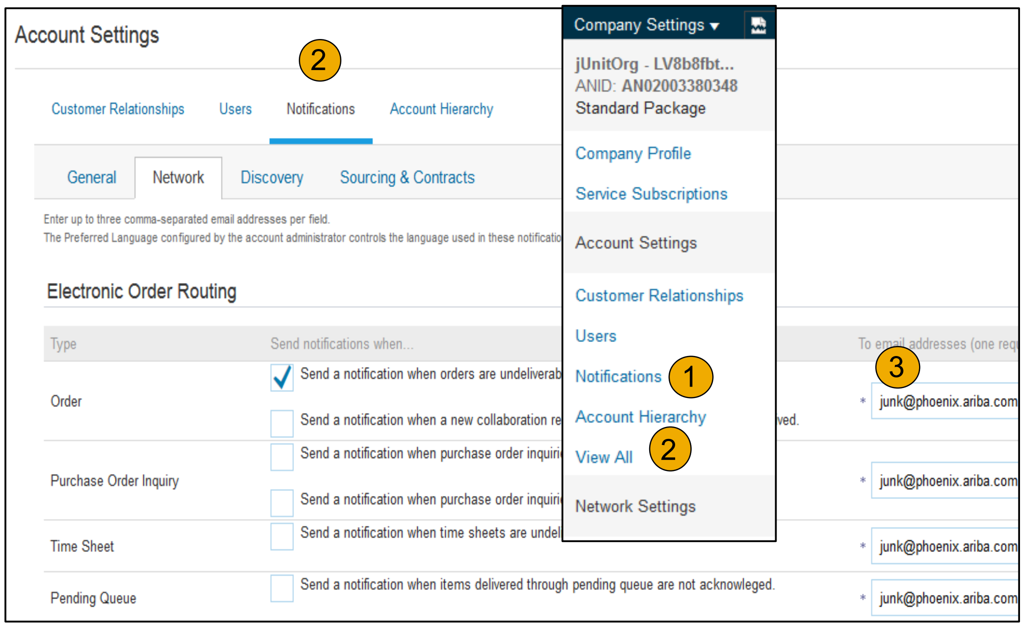
The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

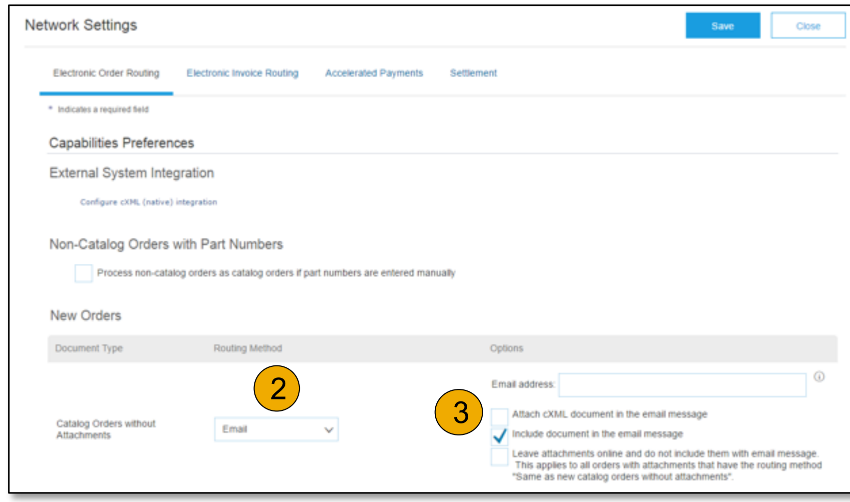
1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include NO spaces between the emails.



Select Electronic Order Routing Method

Supplier Master Guide

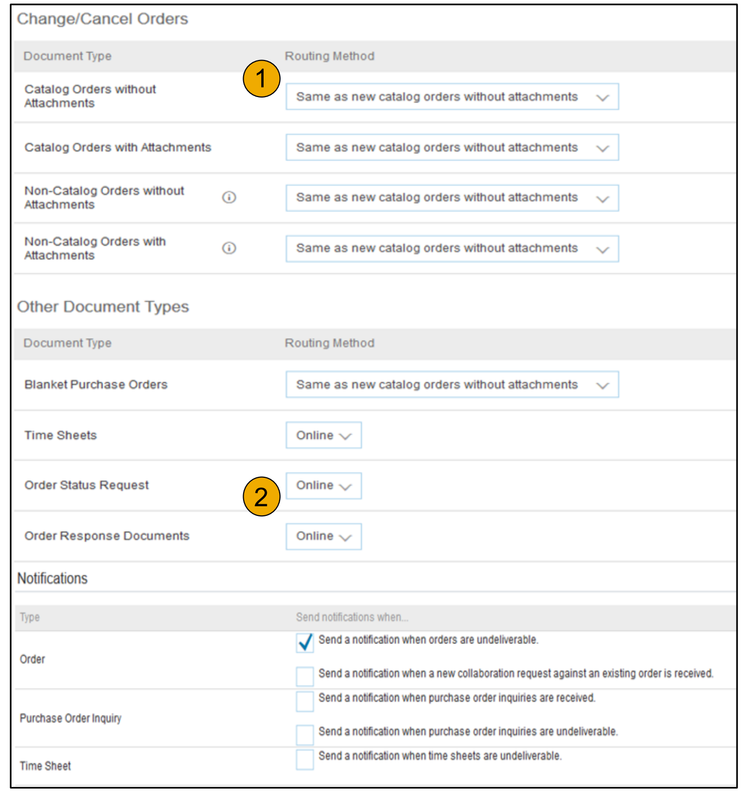
1. **Click** on Notifications under Company Settings.
2. **Click** on the Tasks link to configure your account.
3. **Choose** one of the following routing methods
   - **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
   - **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
   - **cXML/EDI:** Allows you to integrate your ERP system directly with SAP Business Network for transacting with Micron.
   - **Fax**
   - **cXML pending queue** (available for Order routing only)
4. **Configure** e-mail notifications.



Select Electronic Order Routing Method: *Notifications*

Supplier Master Guide

1. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
2. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).



Select Electronic Order Routing Method: *Methods and Tax Details*

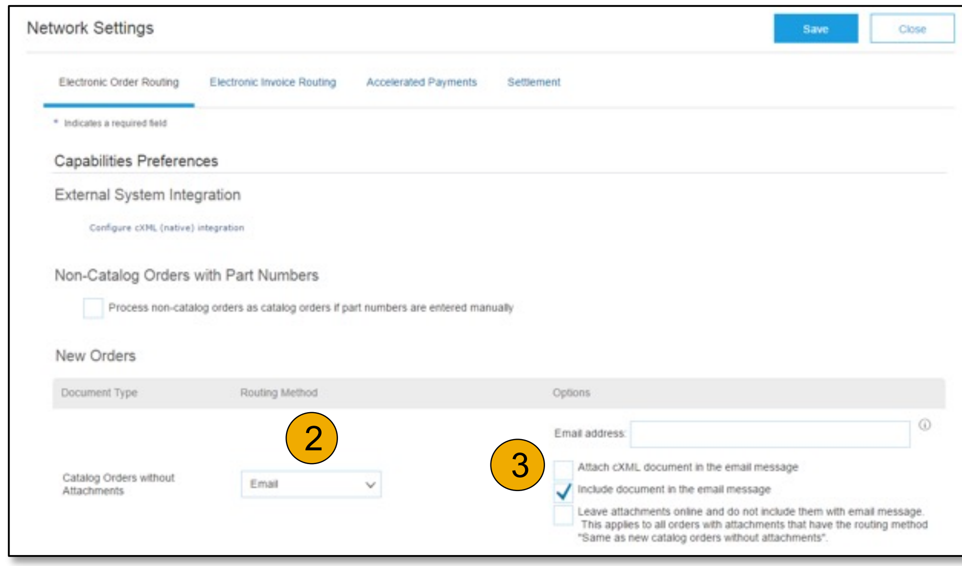
Supplier Master Guide

1. **Select** Electronic Invoice Routing.

2. **Choose** one of the following methods for Electronic Invoice Routing:
   - Online
   - cXML
   - EDI

   It is recommended to configure Notifications to email (the same way as in Order Routing).

3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

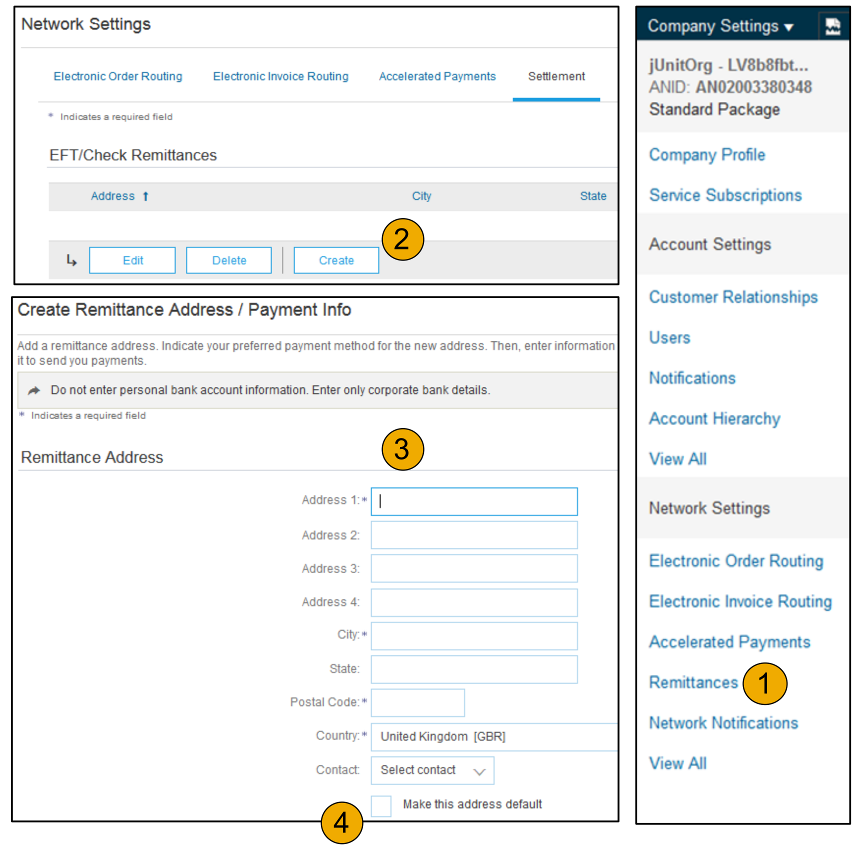


Configure your Remittance Information

Supplier Master Guide

1. **From the Company Settings** dropdown menu, select click on **Remittances.**
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of Microns. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

NOTE: Micron has pre-populated the remittance detail for you. You will receive a Remittance ID from Micron. If you need to change your remittance information, please see the steps to do so here.



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Configure your Remittance Information: *Payment Methods*

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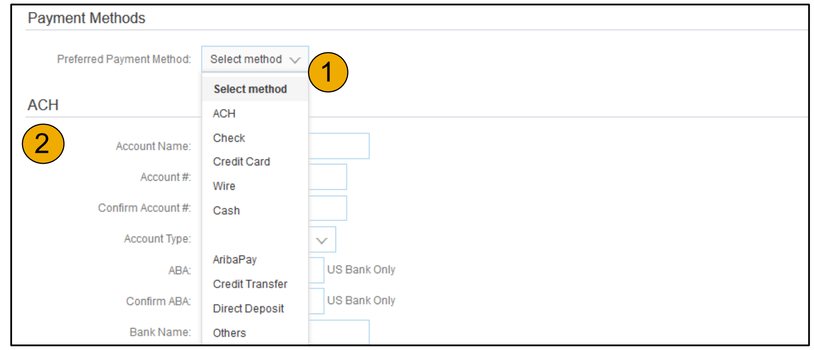
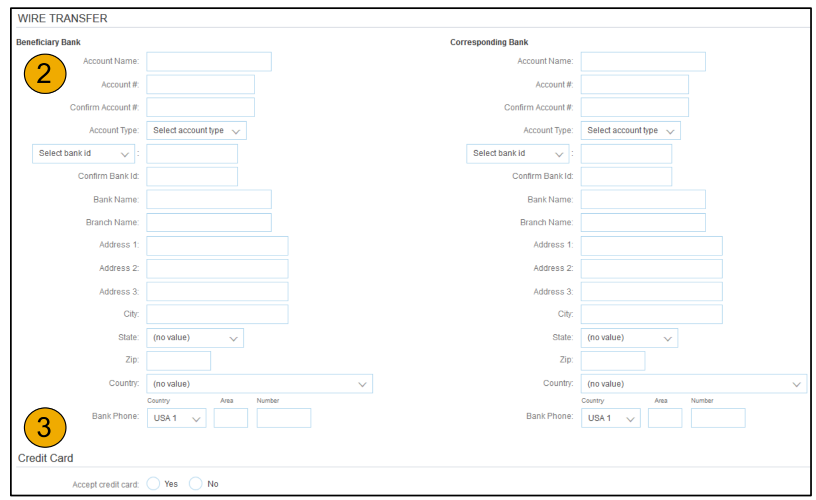
1. **Select** Preferred Payment Method from a drop-down box: SAP Business NetworkPay, Check, Credit card or Wire.
2. **Complete** the details for ACH or Wire transfers.
3. **Select** if you do or do not accept credit cards and click OK when finished.

Note: This does not change the method of payment from Micron, unless specified.





Track and Trace Payments: *Header Level and Payment Tracking Status*

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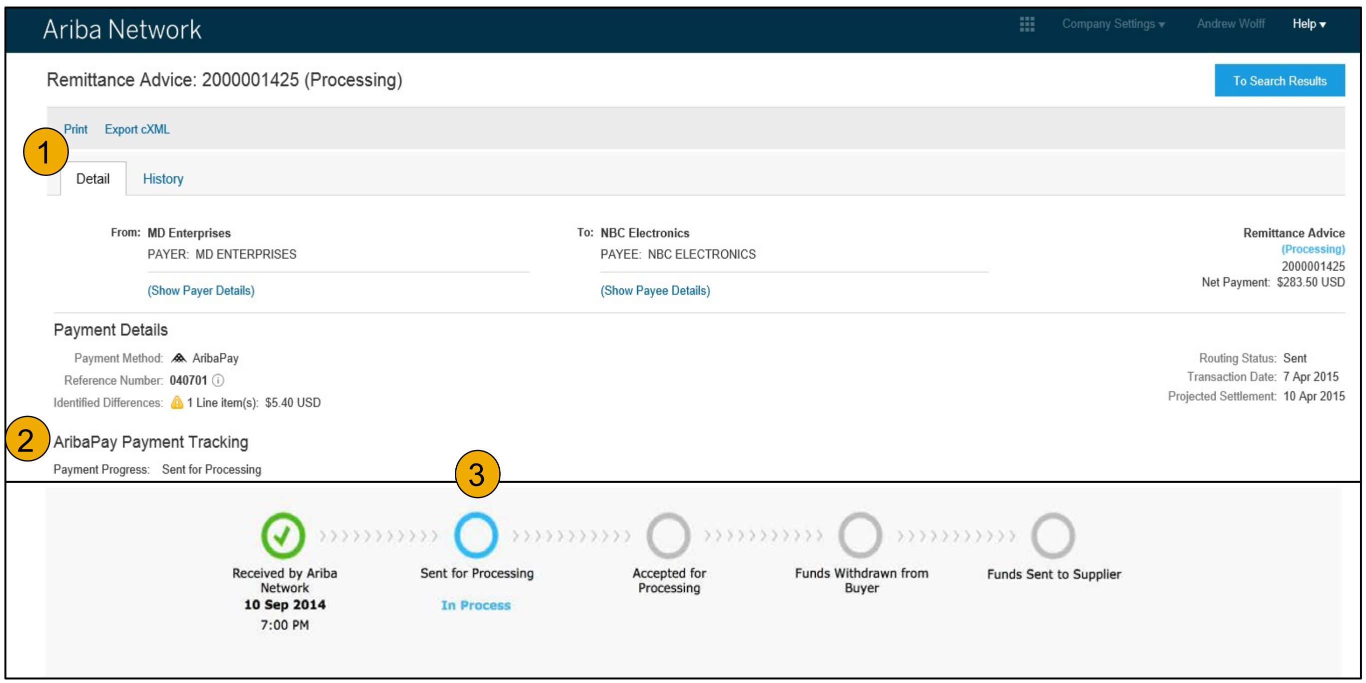
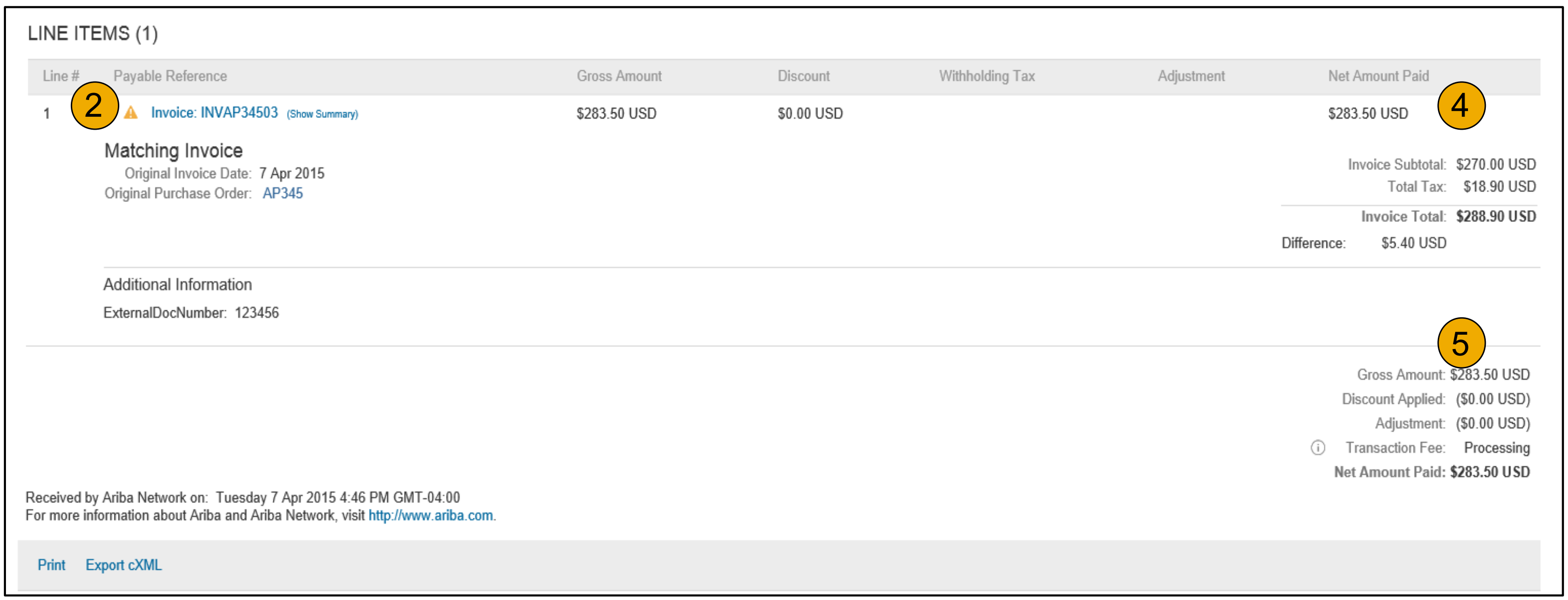
1. **Track and trace** your payment from the time it is received by SAP Business Network for processing
2. **The funds** are processed by the payment processing partner and sent to supplier for payment
3. **The color** of the circle indicates the status of the step



Track and Trace Payments: *Line Item Details*

Supplier Master Guide

1. **Line item** remittance detail shows information about the remittances being paid
2. **Blue invoice** numbers indicate a hyperlink back to invoice on SAP Business Network
3. **The Black invoice** number is an invoice not sent through SAP Business Network
4. **Indicates difference** in payment amount from invoice
5. **Transaction** payment information



Track and Trace Payments: *Export cXML or Download CSV Data*

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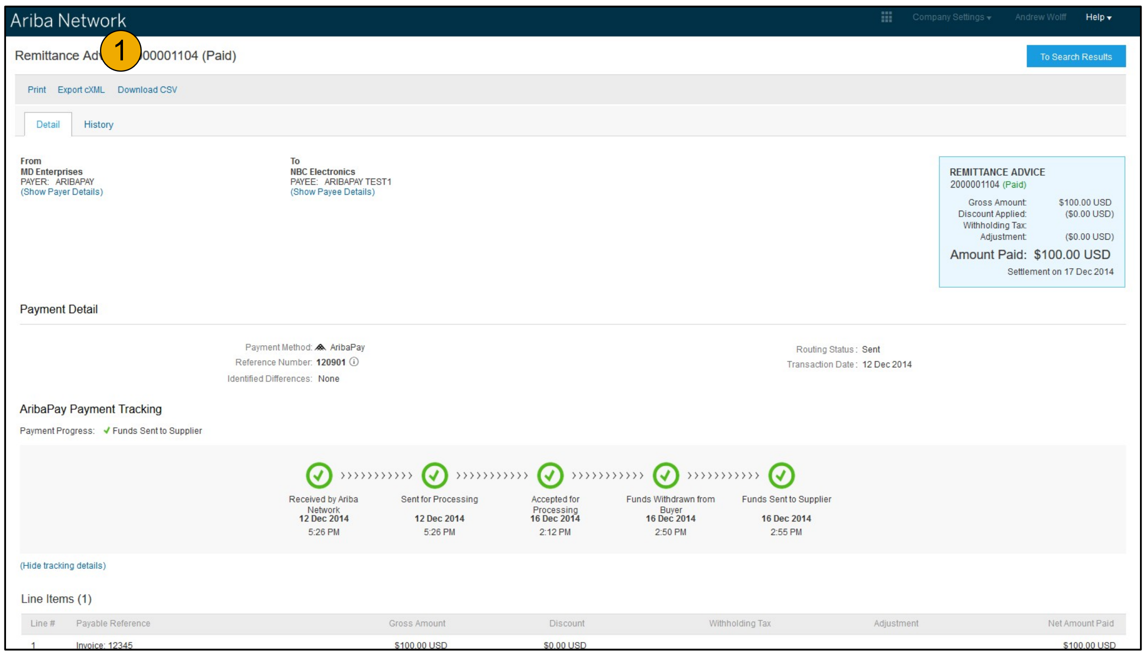
1. After accessing your payment remittance details from the inbox, you will have options to access the data either via **Export cXML** or Download CSV.
2. Items such as payment status, payment totals, tax withholding, and discount adjustments are included in the export/download.



Note: Remember that to use the cXML order-routing method, suppliers must implement a website that can initiate and accept XML posts.

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Review Your Relationships: *Current and Potential*

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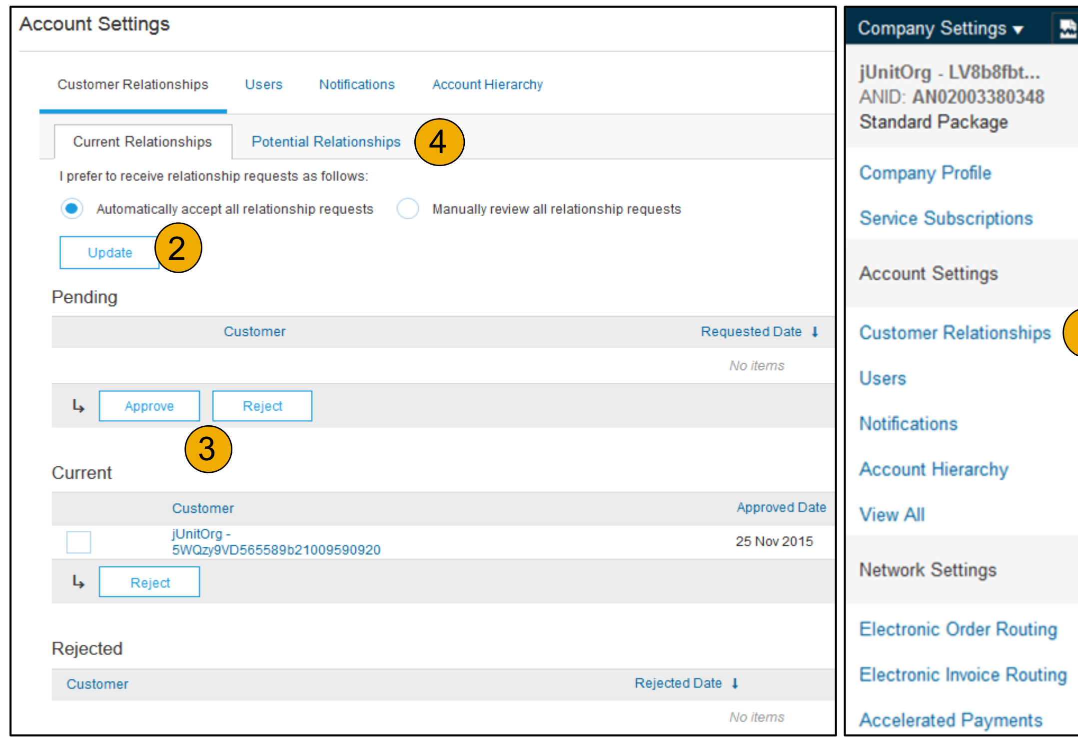
1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.



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Set Up User Accounts

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Administrator

1. There can only be one administrator per ANID
2. Automatically linked to the username and login entered during registration
3. Responsible for account set-up/configuration and management
4. Primary point of contact for users with questions or problems
5. Creates users and assigns roles/permissions to users of the account

User

1. Up to 250 user accounts can exist per ANID
2. Can have different roles/permissions, which correspond to the user’s actual job responsibilities
3. Can access all or only specific customers assigned by Administrator

Set Up User Accounts: *Create Roles & User (Administrator Only)*

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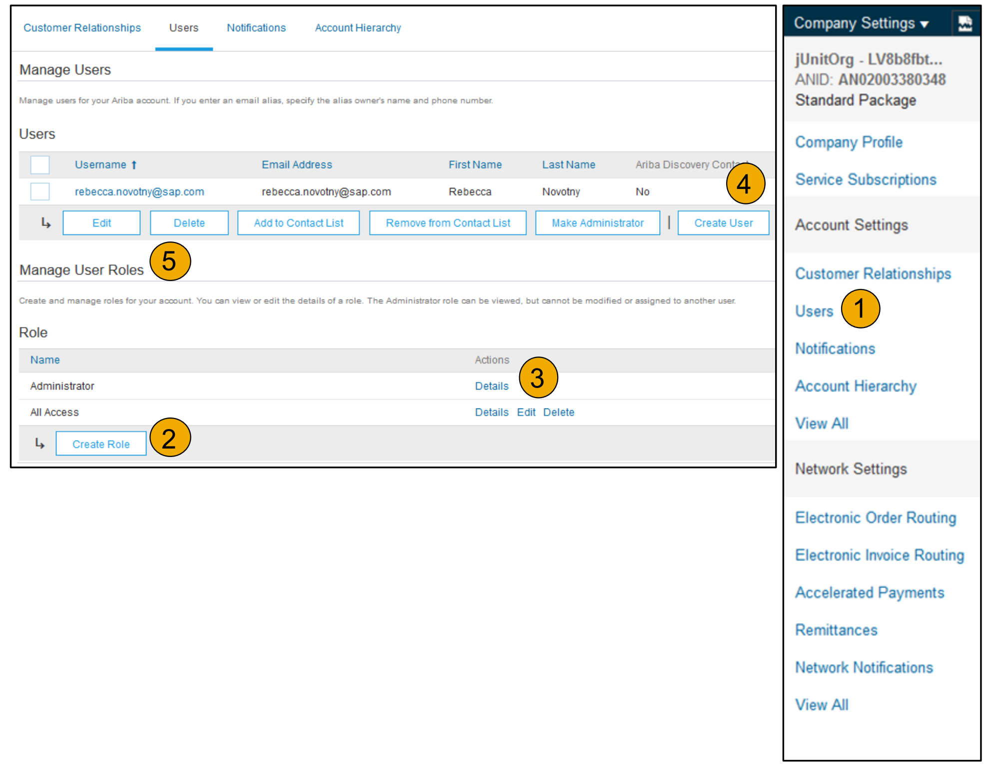
1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add** Permissions **to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done.



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Set Up User Accounts: *Modifying User Accounts (Administrator Only)*

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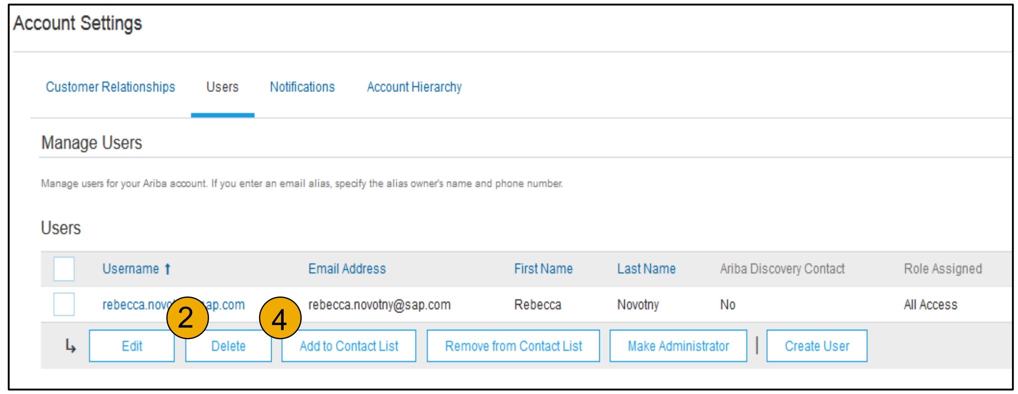
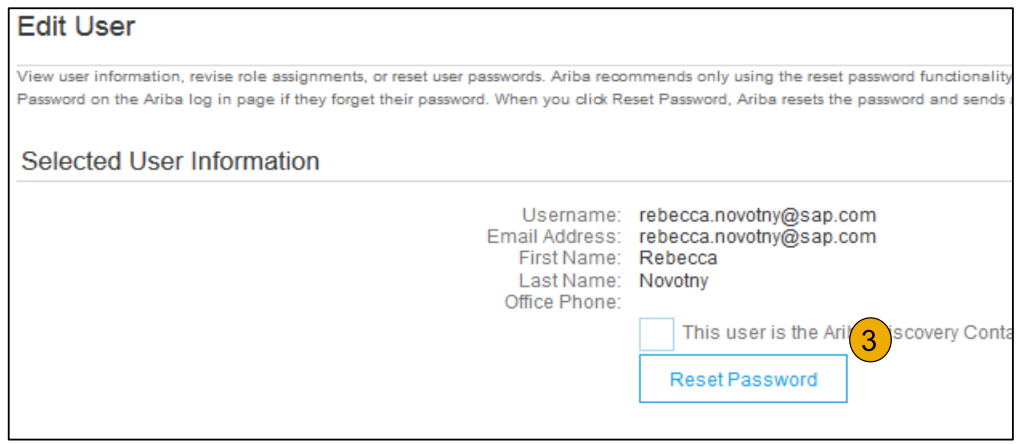
1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
   - Delete User
   - Add to Contact List
   - Remove from Contact List
   - Make Administrator





Enhanced User Account Functionality

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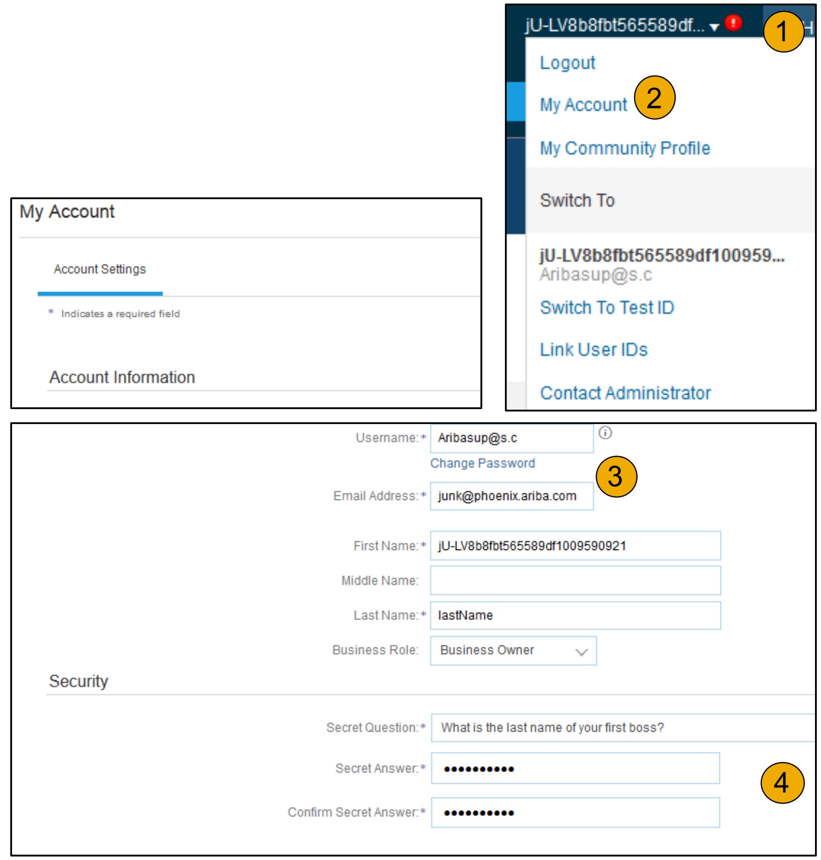
1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
   - Quickly access your personal user account information and settings
   - Link your multiple user accounts
   - Switch to your test account
2. **Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.
3. **Click** on My Account to view your user settings.
4. **Click** Complete or update all required fields marked by an asterisk.
   - **Note:** If you change username or password, remember to use it at your next login.
5. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.



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Set Up a Test Account

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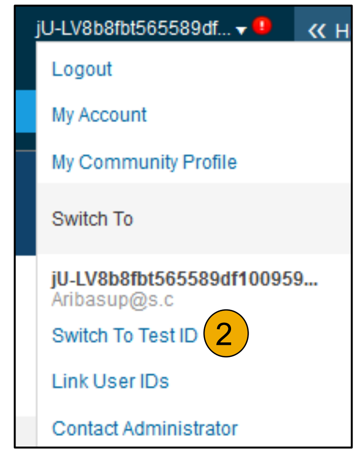
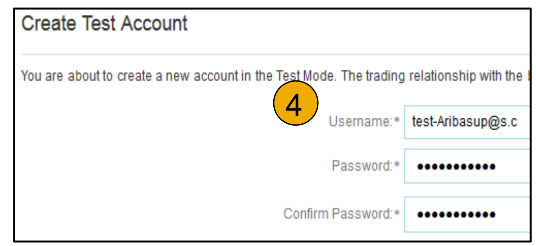
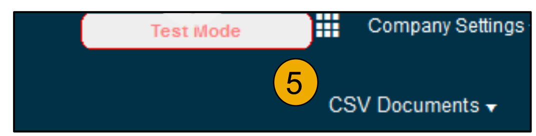
1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
2. **To set up** your Test Account, you need to be on the tabular view of your SAP Business Network Production Account.
3. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test Account button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
4. **Click** OK when the SAP Business Network displays a warning indicating You are about to switch to Test Mode.
5. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
   - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.
   - **Note:** Test account transactions are free of charge.
6. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix "-T" appended to your SAP Business Network ID (ANID).







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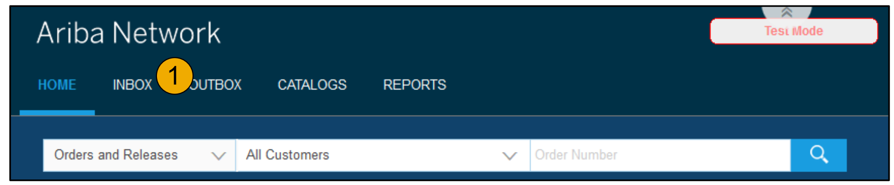
Enterprise Account Suppliers

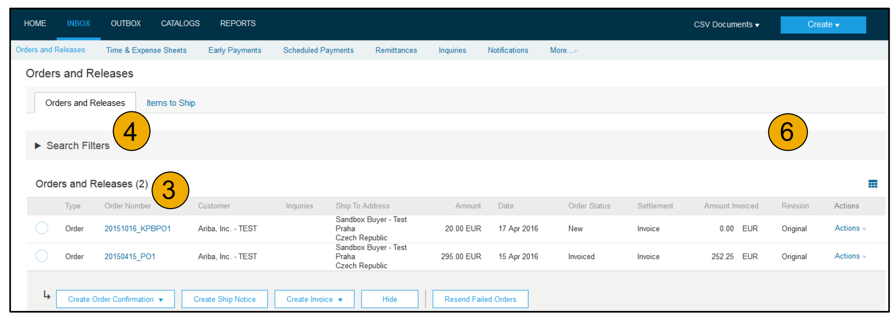
- Account Set Up
- Purchase Orders (View Purchase Orders, Purchase Order Details, Create PDF of Purchase Order)
- Other Documents
- Invoice Methods
- Troubleshooting

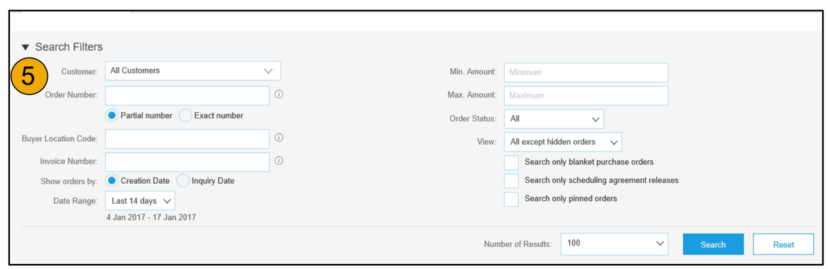
Manage POs: *View Purchase Orders*

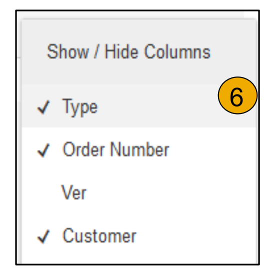
Supplier Master Guide

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Micron.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.









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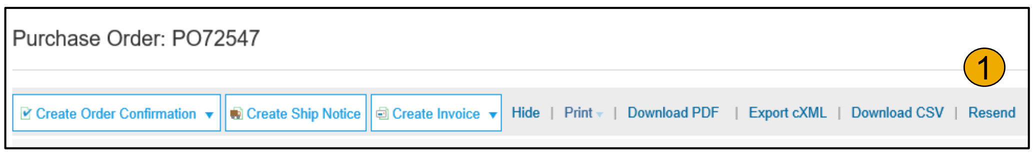
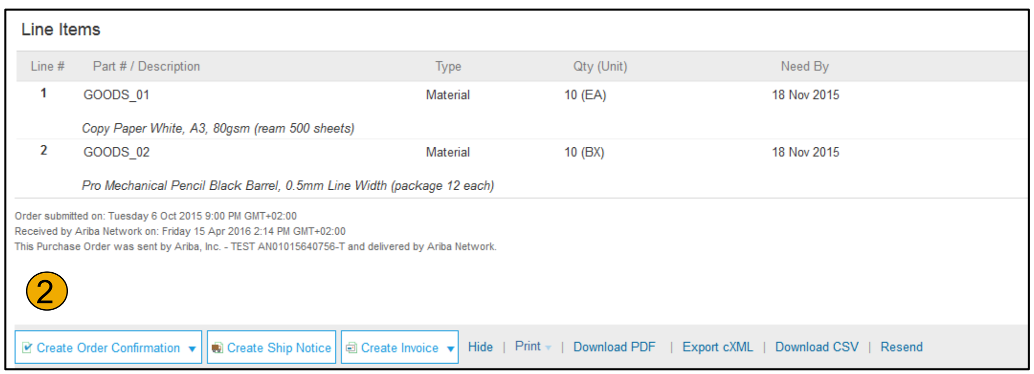
Manage POs: *Purchase Order Detail*

Supplier Master Guide

1. **View** the details of your order. The order header includes the order date and information about the buying organization and supplier.
   - **Note:** You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.
   - Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.
2. **Line Items section** describes the ordered items. Each line describes a quantity of items Micron wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.





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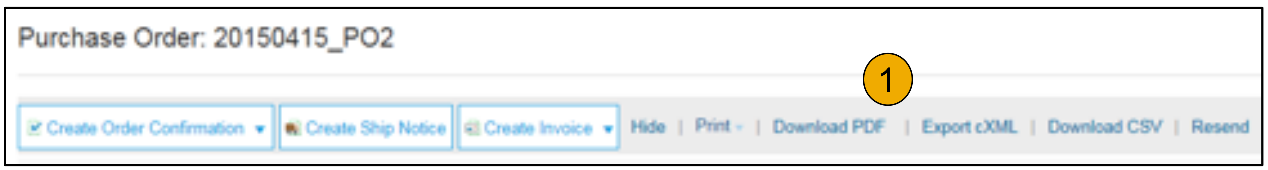
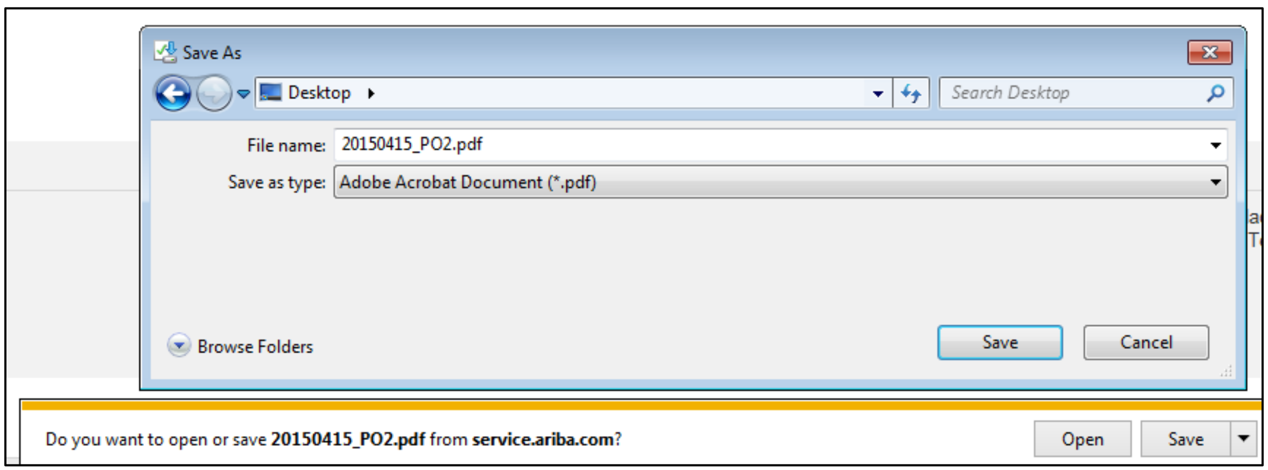
Manage POs: *Create PDF to PO*

Supplier Master Guide

1. **Select "Download PDF"** as shown.

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.





Enterprise Account Suppliers

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- Purchase Orders
- **Other Documents (Order Confirmations, Advanced Ship Notices)**
- Invoice Methods
- Troubleshooting

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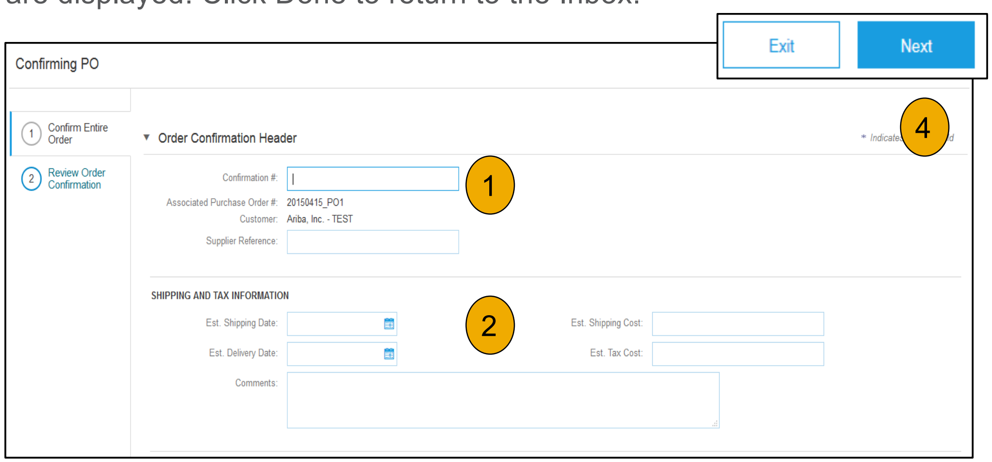
Create Order Confirmation: *Confirm Entire Order*

Supplier Master Guide

This slide explains how to Confirm Entire Order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation**.**
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to Micron.**
7. Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.



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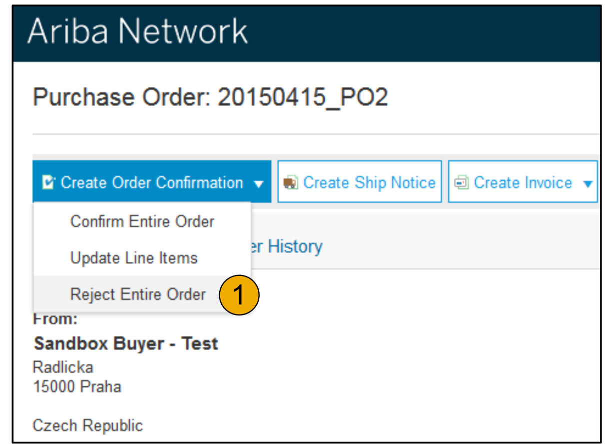
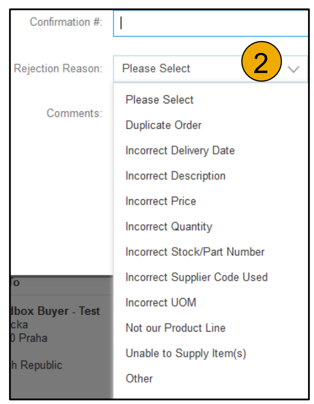
Create Order Confirmation: *Reject Entire Order*

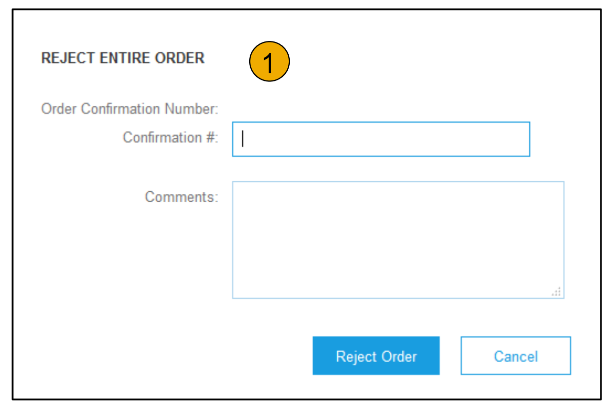
Supplier Master Guide

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Statuses will be explained on the next few slides.)







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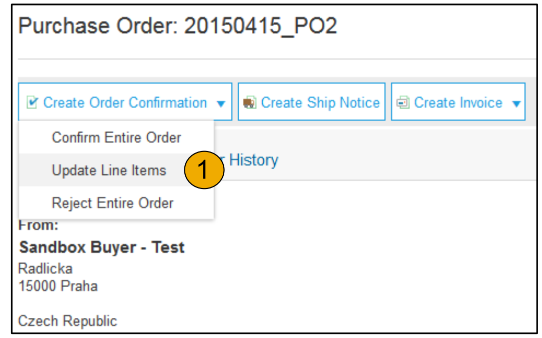
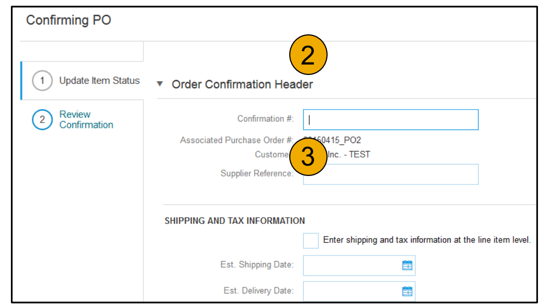
Create Order Confirmation: *Update Line Items*

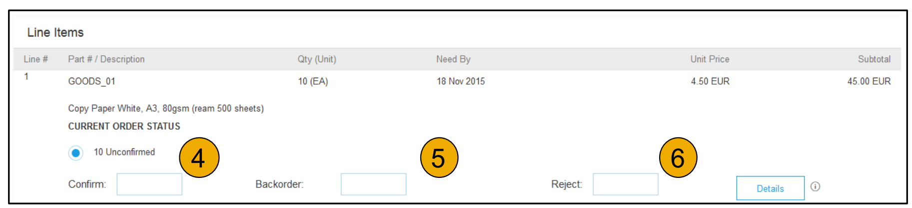
Supplier Master Guide

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.
6. **Reject –** Enter a reason why these items are rejected in the Comments field by clicking the Details button.

Note: If Micron is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within SAP Business Network**.**







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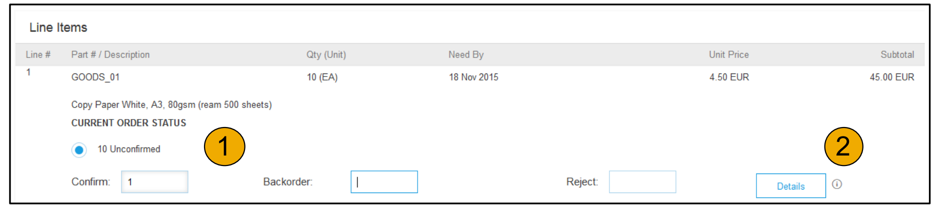
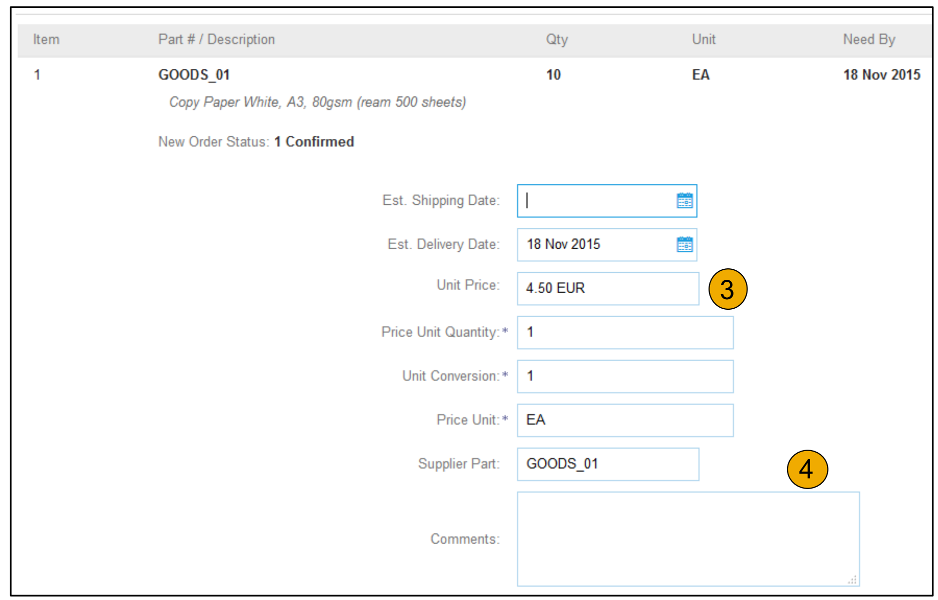
Confirm Order: *Update Line Items – Price Change*

Supplier Master Guide

1. **Enter** the quantity in the Confirm data entry field.
2. **Click** Details to enter the details regarding the price change.
3. **Note** the new price in the Unit Price field on the Status Details page for the line item. Enter a Comment regarding the price change, if needed.
   Item substitutions for the requested part can also be communicated using the Supplier Part field.
4. **Update** the Description as needed and click OK when done.





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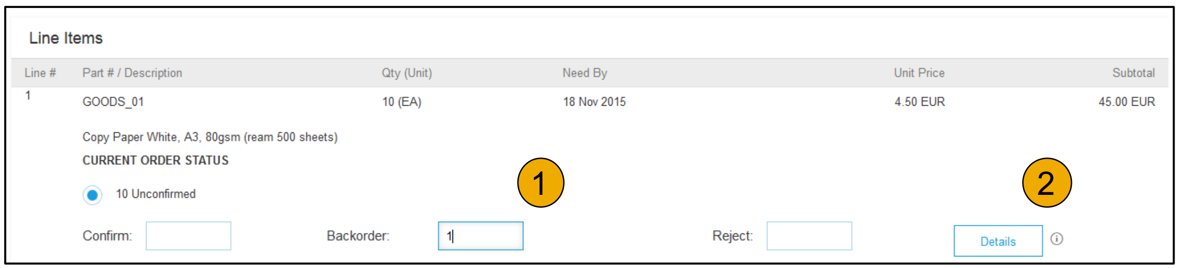
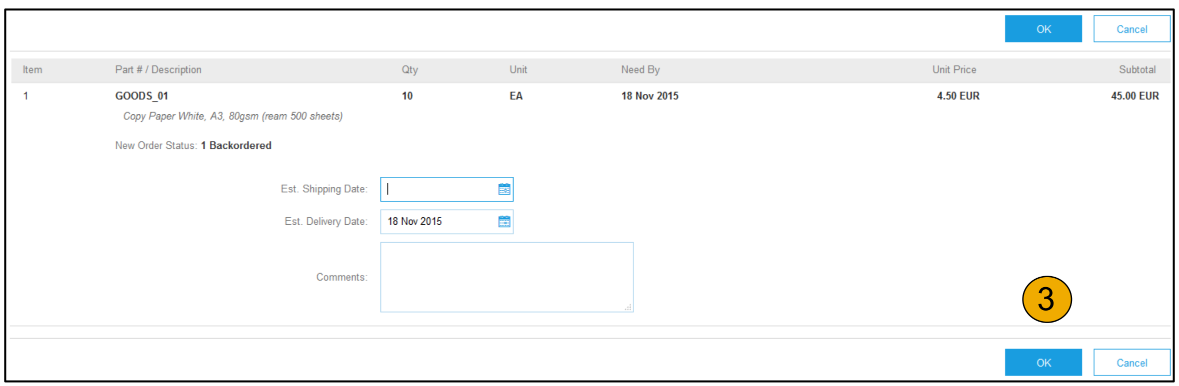
Confirm Order: *Update Line Items – Back Order*

Supplier Master Guide

1. **Enter** the quantity backordered in the Backorder data entry field.
2. **Click** Details to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. **Click** OK when done.
4. **Note:** If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.
5. **Click** Next.





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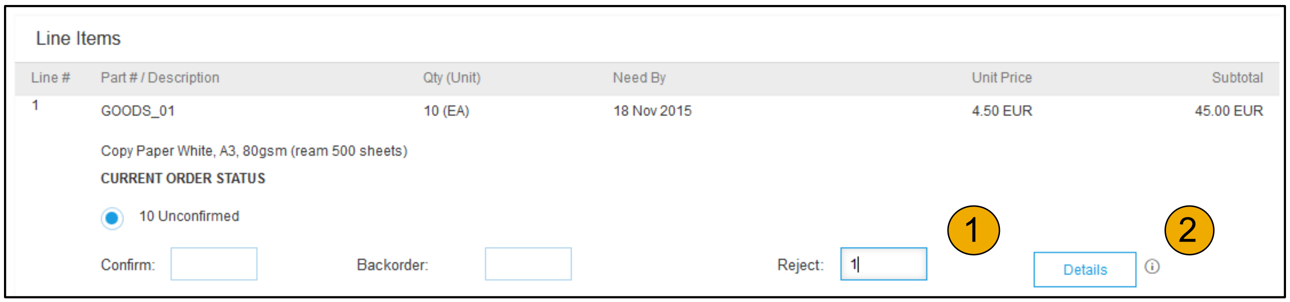
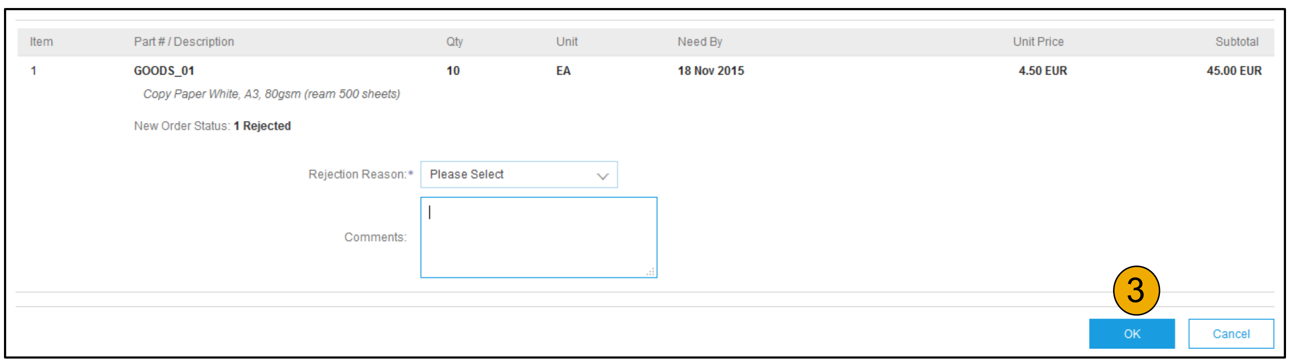
Confirm Order: *Update Line Items – Reject*

Supplier Master Guide

1. **Enter** the quantity in the Reject data entry field to reject item.
2. **Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. **Click OK** when done.





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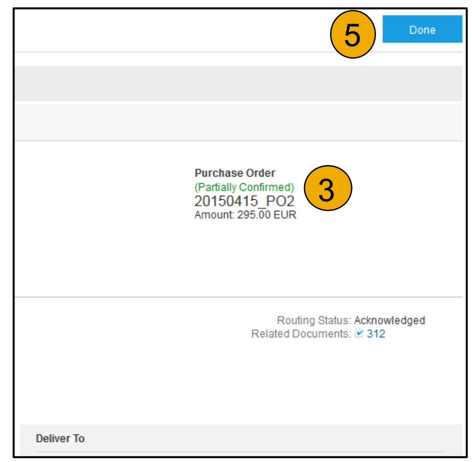
Confirm Order: *Update Line Items – Reject*

Supplier Master Guide

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Micron.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click** Done to return to the Inbox.



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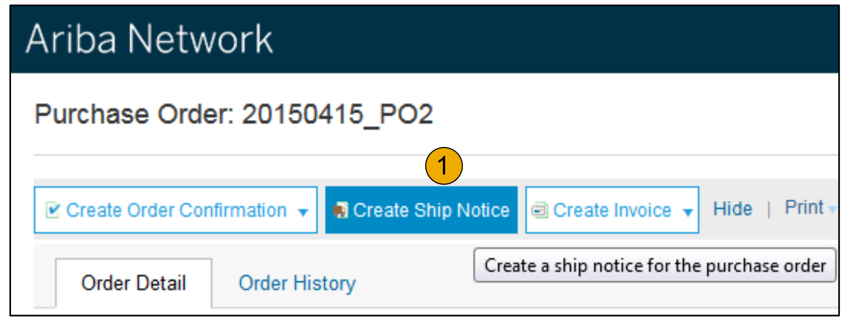
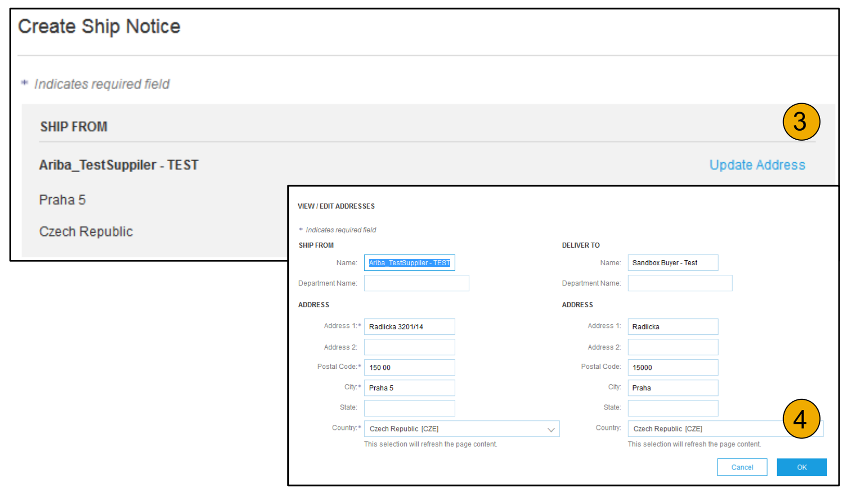
Create Ship Notice

Supplier Master Guide

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Create** Ship Notice using your SAP Business Network account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
3. **Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear.
4. **Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
5. **Check** if Deliver to information is correct. Click OK.





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Create Ship Notice: *Delivery Terms and Transportation Details*

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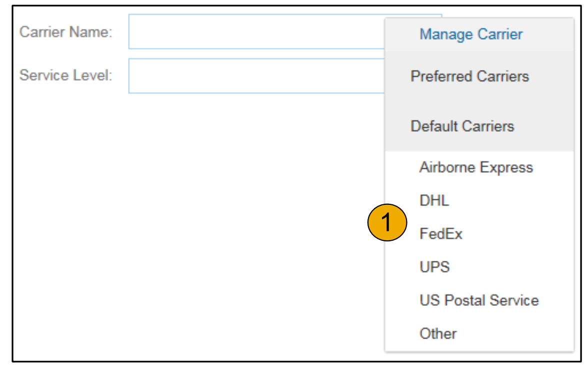
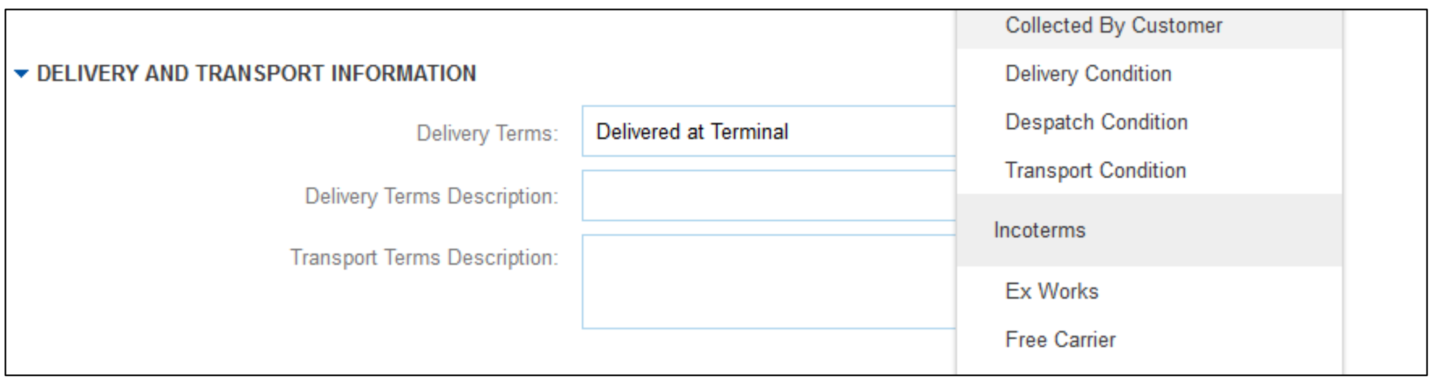
1. **Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

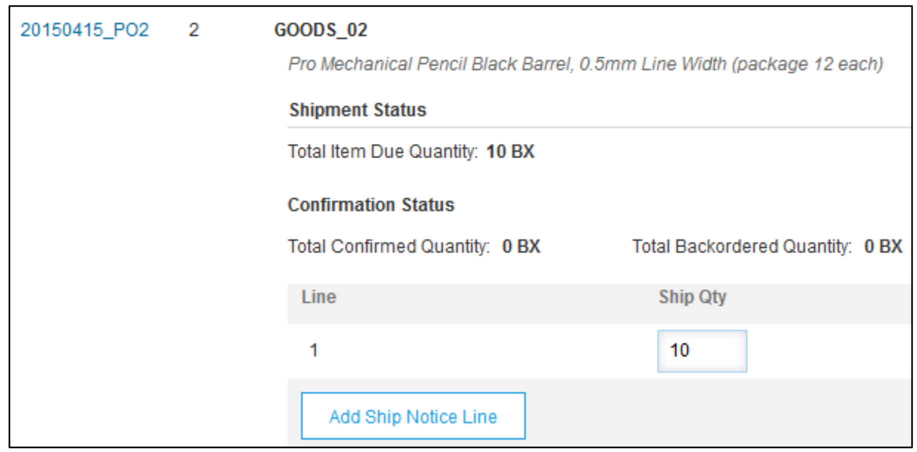




Create Ship Notice: *Details*

Supplier Master Guide

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Click Next** to proceed to review your Ship Notice.



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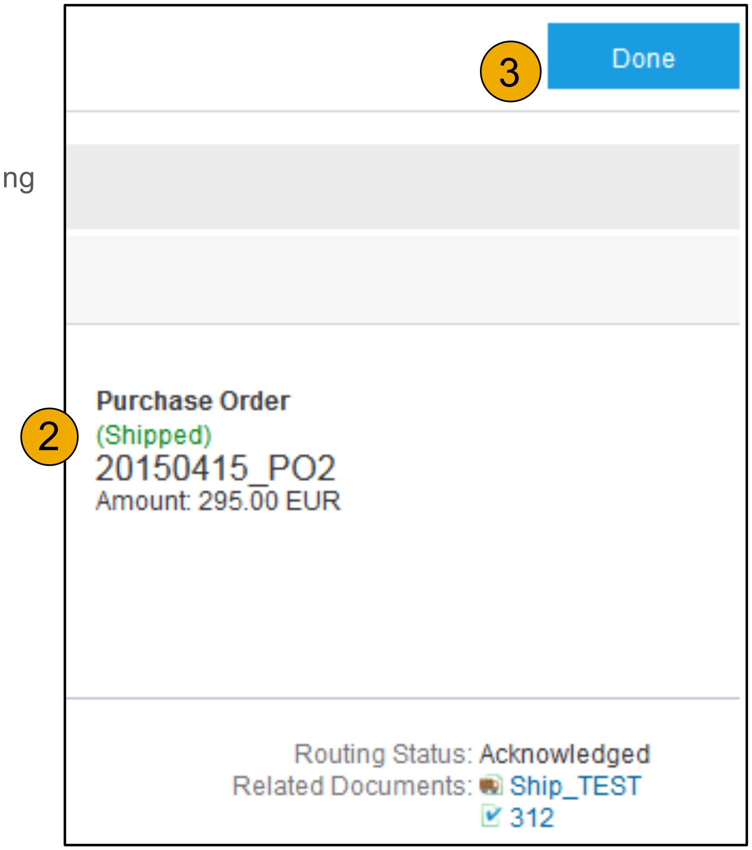
Submit Ship Notice

Supplier Master Guide

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Micron. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click** Done to return to the Home page.



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- **Invoice Methods (Invoice Information, Invoice Methods, Invoice Management)**
- Troubleshooting

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Micron Invoice Requirements

Supplier Master Guide

- Suppliers are required to include a **remittance address and remit ID on all invoices**
- Invoice Numbers format:
  - should be in upper case only
  - Max limit 50
  - Long Dash / Em Dash (–) and Ampersand (&) symbols are not allowed
- Tax data is accepted at the header level and summary level of the invoice
- Tax must be summarized by tax category. Select one valid tax category per region.
  - Only one line per tax category.
- Valid tax categories:
  - Sales Tax
  - Gst
  - Pst
  - Hst
  - Qst
  - VAT
- No mixed invoices. PO invoices cannot contain non-PO lines. A separate invoice should be sent.
- Invoice must match the PO or it will be rejected. (if it's billed at qty 1 for $5M that's what invoice must reflect)
- PO and Invoice currency must be the same. (bill to must match who the PO is written to)
- Attachments are optional unless required by Regional requirement or Micron specific requirements by region. Singapore, Taiwan, Malaysia, Japan, require soft copy invoice to meet regional regulatory compliance.
- Payment Terms not required (net 30 vs. net 45 – terms and conditions must match) – PO should match qty/ price /terms
- Invoice line description is mandatory less than 250 characters. (will convert to what's on the PO)
- For PO-Flip invoices, the "Remit To" selected needs to be associated with a "Remit ID" which corresponds to a Location ID which is sent on the PO. Individual sites have own ANID.

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PDF Invoicing Requirements

Supplier Master Guide

What is PDF Invoicing?

- PDF Invoicing is an additional channel for suppliers to submit invoices to their customers* through the Ariba Network
- Digital PDF invoices can be uploaded or emailed via Ariba Network

Who is PDF Invoicing for?

- PDF Invoicing works for both Enterprise and Standard Account Suppliers
- Supplier's address must be in a supported country**
- Australia, Austria, Belgium, Brunei, Canada, France, Germany, Hong Kong, India, Ireland, Italy, Macau, Malaysia, Netherlands, Philippines, Singapore, Spain, Sweden, Switzerland, Taiwan, Thailand, UK, US, Vietnam
- Invoices in these languages are currently supported**
- Dutch, English, French, German, Italian, Spanish, Swedish

Invoice File Requirements

- All Invoices must be in the layout submitted during Onboarding.
- Invoices must be in one of the supported languages.
- One PDF file must contain a single invoice.
- Only material invoices are supported.
- The minimum fields (details found here) must be included on all invoices. Consult your customer if any additional fields are required.

Invoice File Limitations

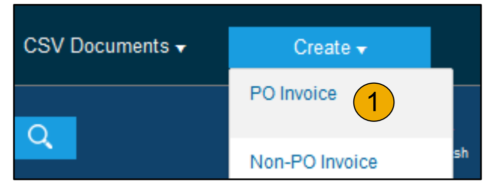
- The invoice copy must be a Readable PDF, not a scanned copy.
- The file name must not contain any of the following characters: &, “, ‘, <, >
- An upload must not have more than 10 invoice files uploaded at a time.
- The maximum document size is 2MB.
- The invoice number for each file must be unique.
- Submitted files must not be password protected.
- Invoices referring to multiple POs is not supported.

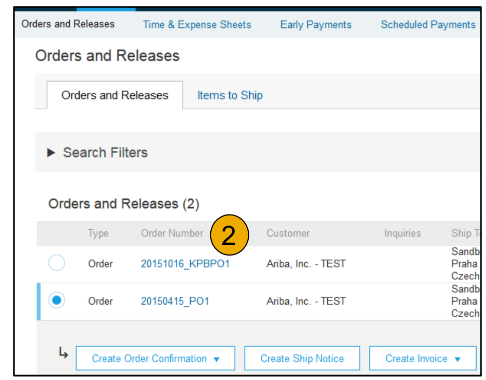
Invoice via PO Flip

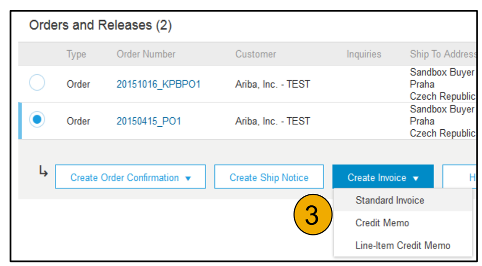
Supplier Master Guide

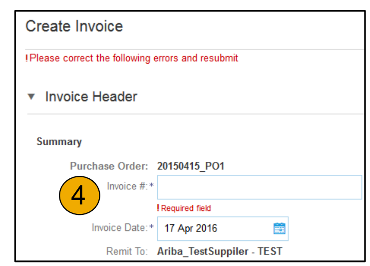
To create a PO-Flip invoice (or an invoice derived from a PO that you received via SAP Business Network):

1. From the home screen within your SAP Business Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable**. Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Micron.









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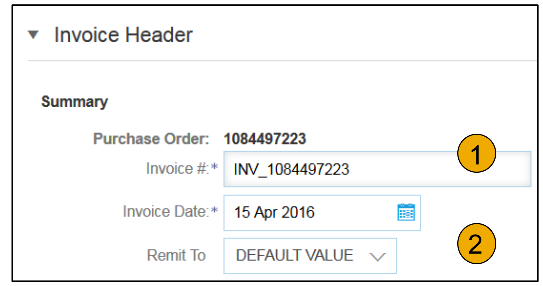
Invoice via PO Flip: *Header*

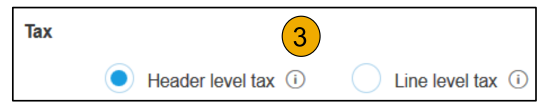
Supplier Master Guide

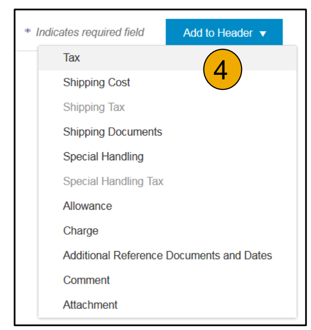
Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. **Select Remit-To** address from the drop down box if you have entered more than one. A Remit-To address is **required**.
3. **You must select the appropriate radio button** to enter **Tax and Shipping** at the Header level.
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. **Scroll** down to the Line items section to select the line items being invoiced.

Note: Attachment file size should not exceed 40MB.







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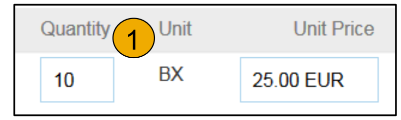
Invoice via PO Flip: *Line Items*

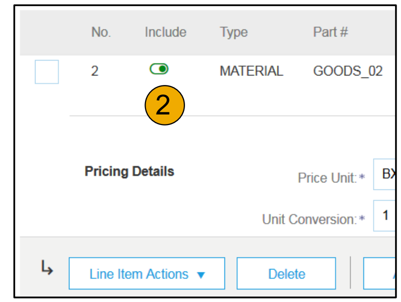
Supplier Master Guide

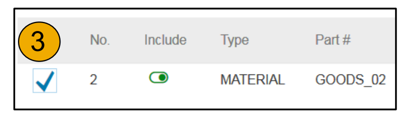
Line Items section shows the line items from the Purchase Order.

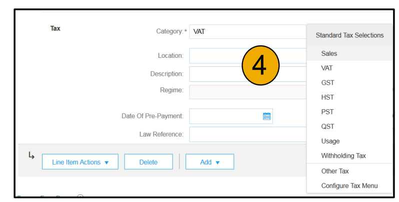
1. **Review or update Quantity** for each line item you are invoicing.
2. **If you wish** to exclude a line item from the invoice, click on the line item's green slider. You can also exclude the line item by clicking the check box to the left and clicking 'Delete'.

Note: You can generate another invoice later to bill for the excluded item.









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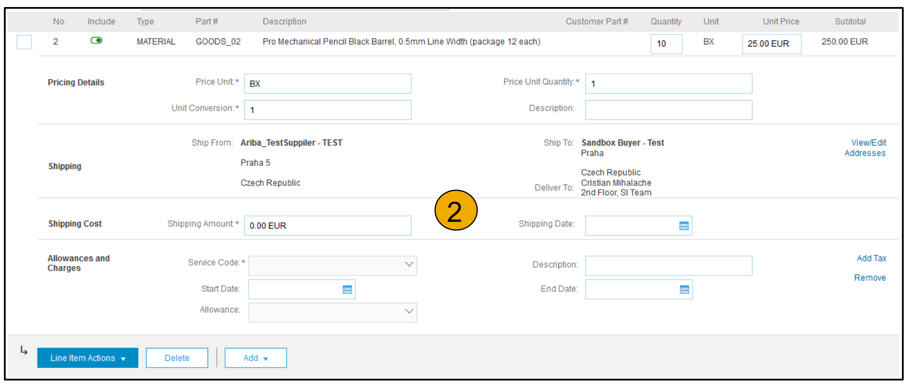
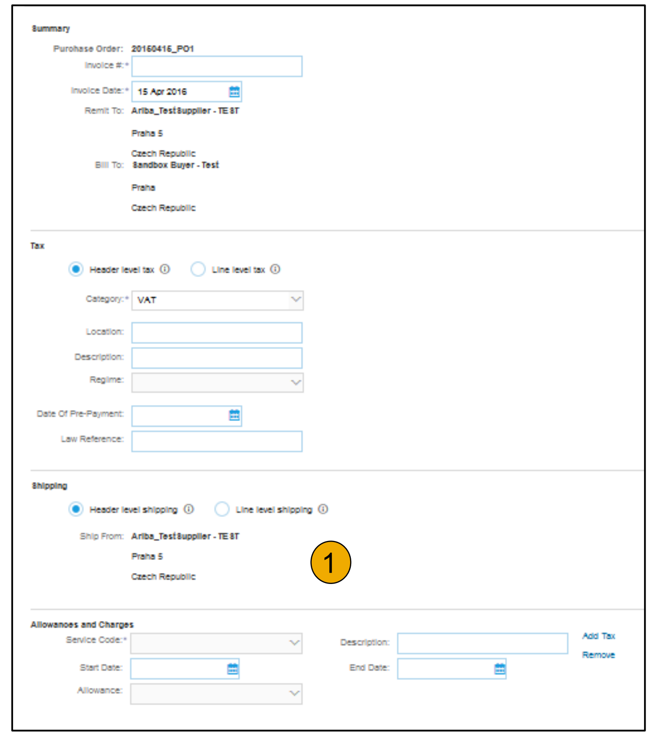
Invoice via PO Flip: *Review Allowances & Charges*

Supplier Master Guide

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges





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Invoice via PO Flip: *Line Item Comments*

Supplier Master Guide

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions > Add > Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

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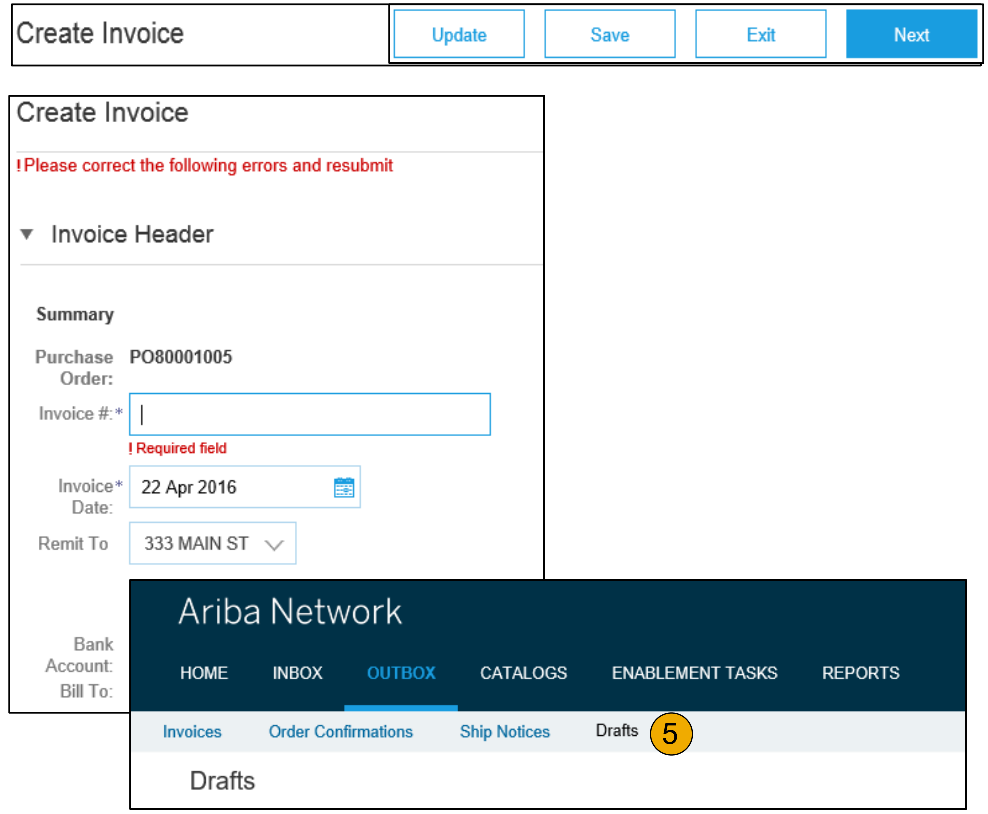
Invoice via PO Flip: *Review, Save, or Submit to Customer*

Supplier Master Guide

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Micron.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox > Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

Note: In the event of errors, there will be a notification in red where information must be corrected



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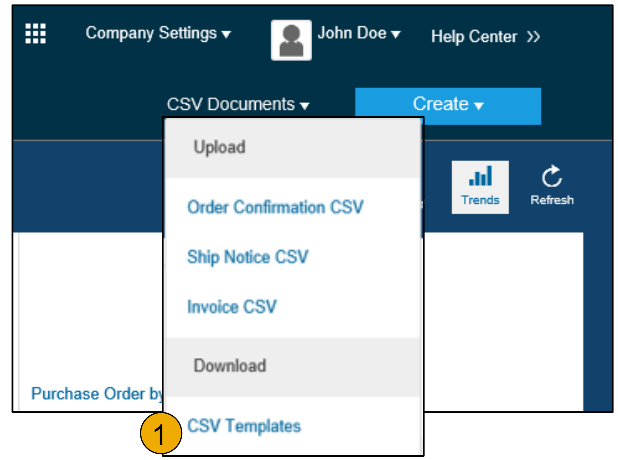
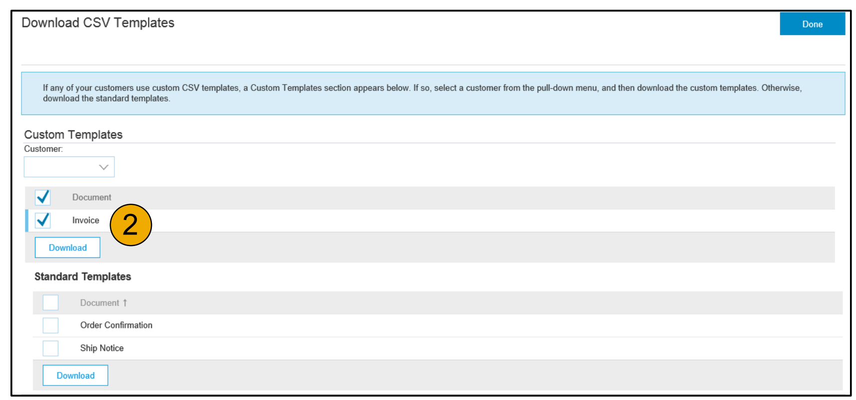
Invoice via CSV: *Download Template*

Supplier Master Guide

1. **Access** a customer's CSV file template, by going to **CSV Documents** and choosing **CSV Templates** under Download.
2. **Select** the correct template by finding Micron on the drop down menu, checking the radio button for Invoice, and clicking Download.
3. **Populate** the template and upload it from Create> CSV Invoice > Browse > Import.
4. **CSV files** are processed by SAP Business Network and forwarded to the customer in the form of cXML message.
5. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.





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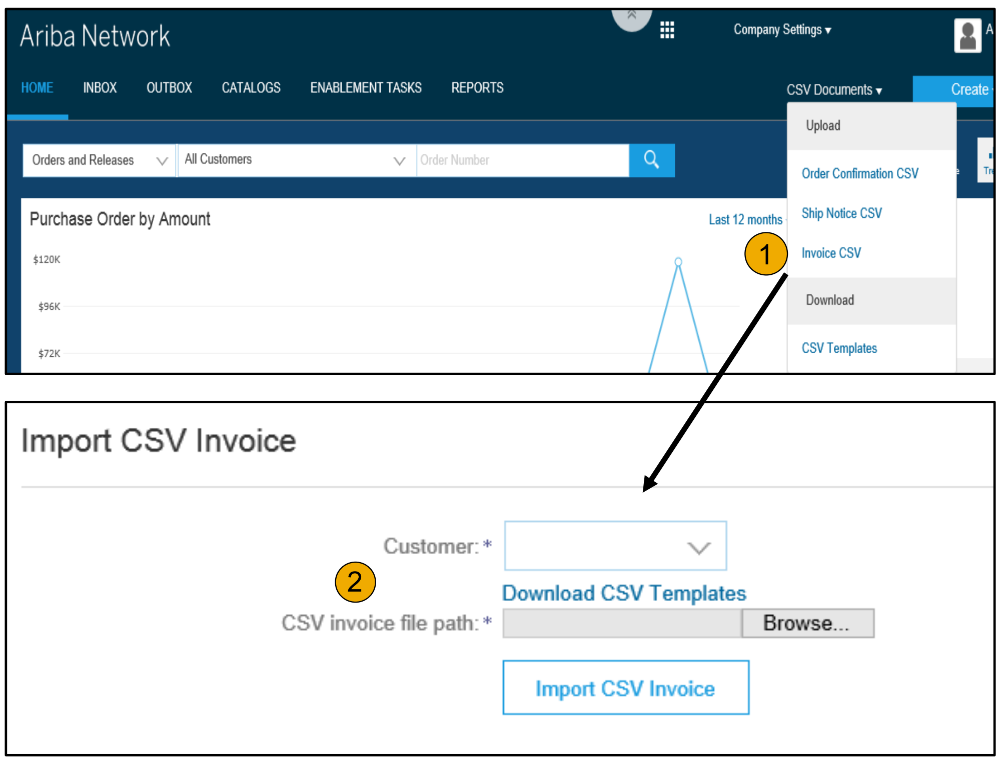
Invoice via CSV: *Download Template*

Supplier Master Guide

1. **Populate** the template and upload it from **CSV Documents > Upload > Invoice CSV.**
2. **CSV files** are processed by SAP Business Network and forwarded to the customer in the form of cXML message.



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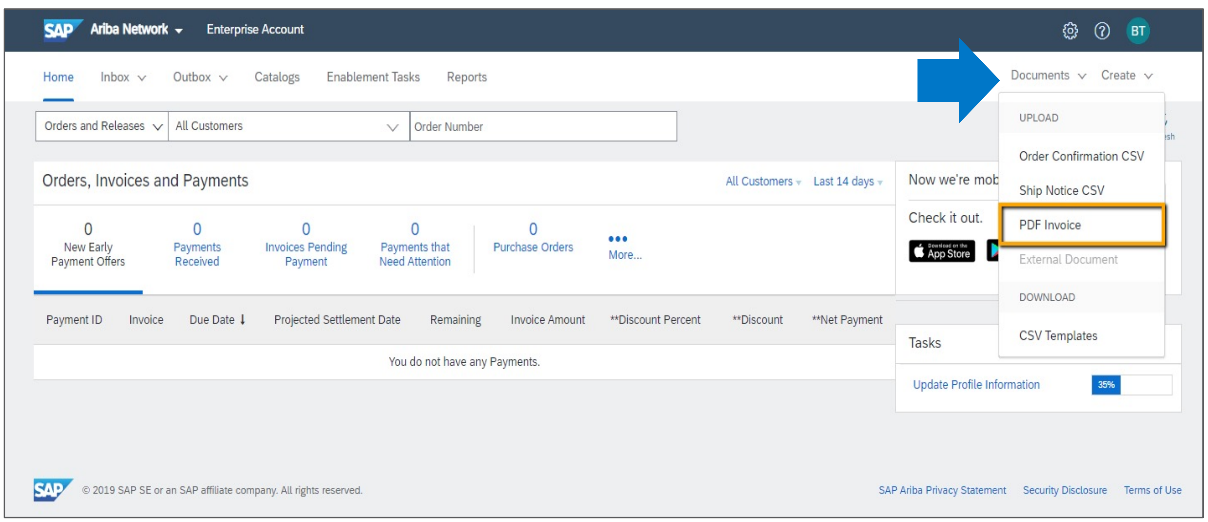
PDF Invoicing: *Onboarding*

Supplier Master Guide

1. Connect to your Production account
2. If you have access to the PDF Invoices solution, you will see <PDF Invoice> in the Documents Menu
3. Onboarding happens once from your Production account. You cannot onboard from your Test account.
4. To onboard, follow these steps:
   a) Connect to your Production account
   b) From your Home screen, click on <Documents>, then <PDF Invoice>
   c) You will be redirected to the onboarding screens*

*Caution! If your onboarding has already been successfully completed, this action will take you to a screen from which you can upload PDF Invoices to Production. Make sure you have tested before.



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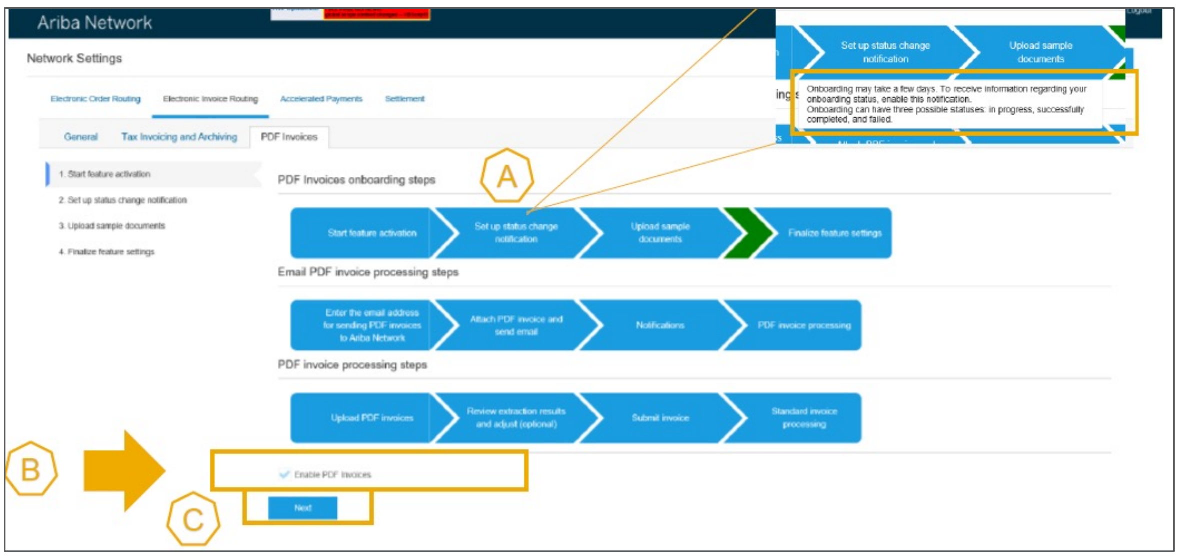
PDF Invoicing: *Onboarding – Step 1*

Supplier Master Guide

1. **Step 1:** Read through the process flows and understand the PDF Invoices solution
2. Click on the boxes for more detailed information
   A. Check the <Enable PDF Invoices> box and column
   B. Hit <Next>

Note – Onboarding is required for both Enterprise and Standard accounts before submitting PDF Invoices.



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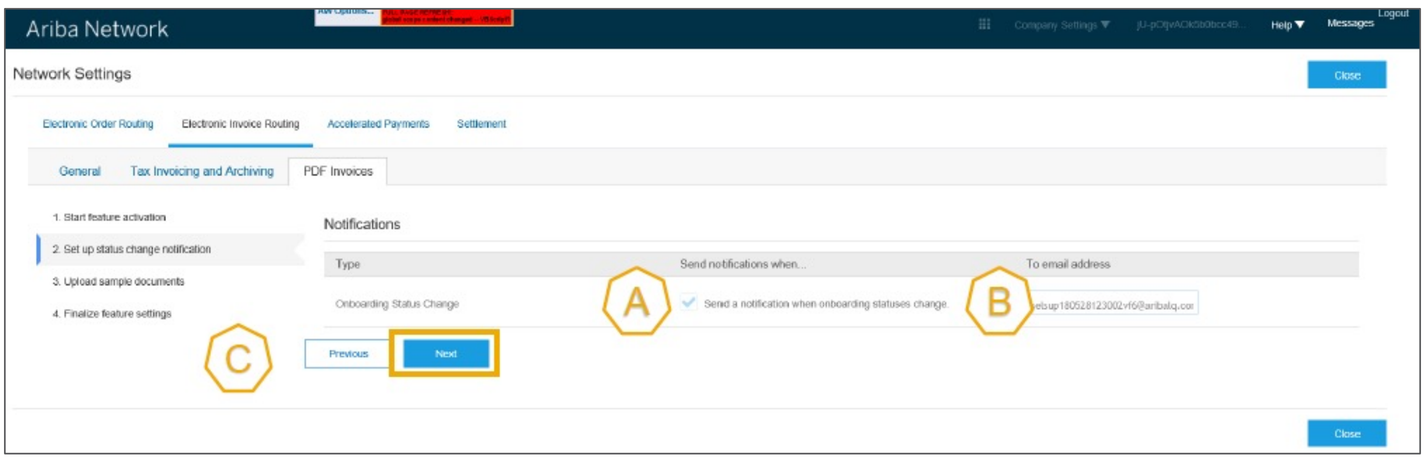
PDF Invoicing: *Onboarding – Step 2*

Supplier Master Guide

1. **Step 2**: Setup onboarding status change notification
2. Here you define the E-mail address to which a notification will be sent after the onboarding has been done
3. The notification will either advise that the onboarding was successful or that there was a problem. If there was a problem, you will have 2 more onboarding attempts.
   A. Check the box
   B. Define E-mail
   C. Hit <Next>



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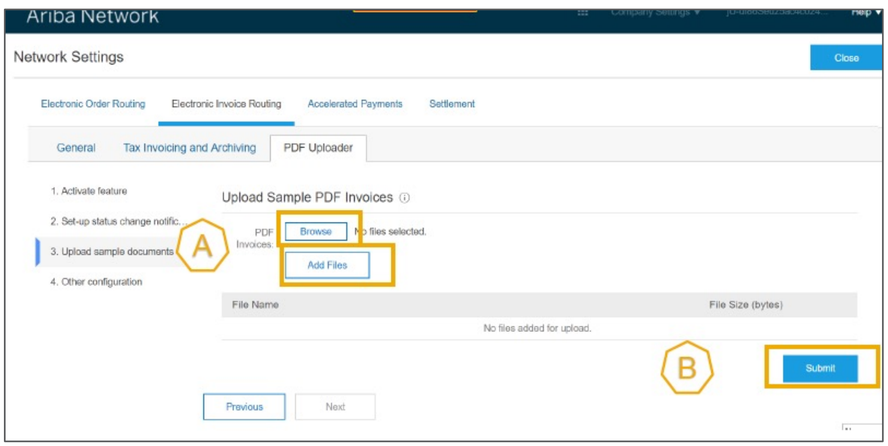
PDF Invoicing: *Onboarding – Step 3*

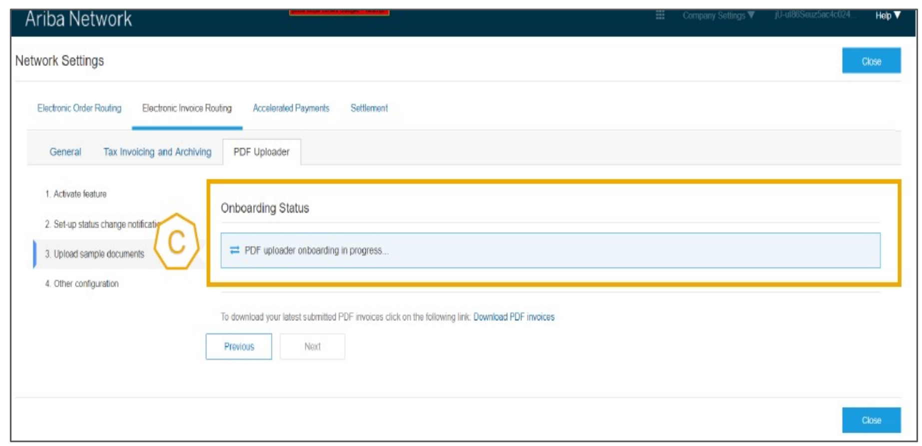
Supplier Master Guide

1. **Step 3**: Upload 5 to 10 examples of PDF invoices representative of your invoicing practice with the customer.
   A. Prepare example PDF invoices. Hit <Browse> and select the files from your computer. Hit <Add files>
   B. Hit <Submit>

Note – Make sure that you provide enough variety in your sample invoices (different taxes, different material groups, multiple line items, etc.) and they follow the necessary requirements.

1. **Onboarding In Progress:** Once you have sent the example PDF invoices, the system displays <**Onboarding in progress**>. In 48 hours, you will receive the onboarding status change notification.





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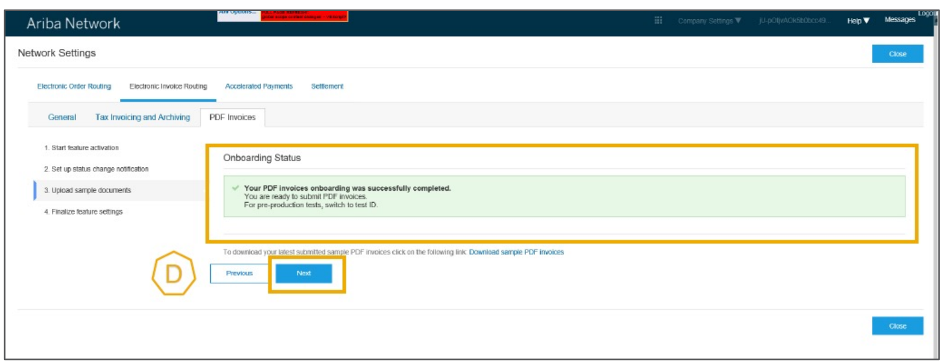
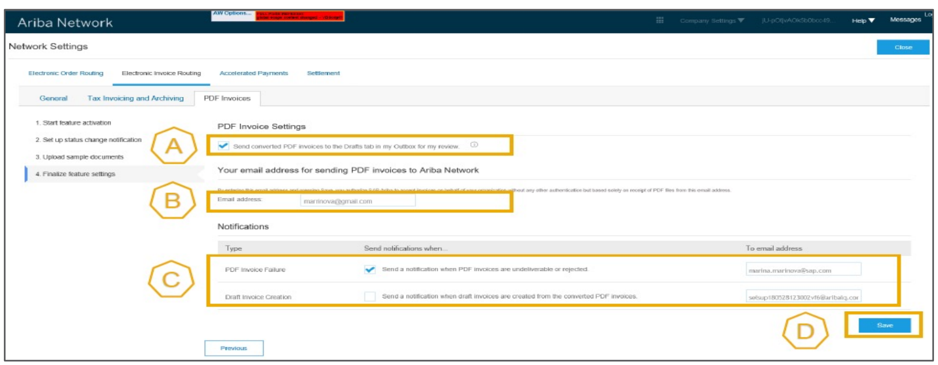
PDF Invoicing: *Onboarding – Step 4*

Supplier Master Guide

1. **Step 4**: Successful Onboarding
   - If you see the following message on step 3 in your Production account, it means that you have successfully onboarded. You can now run tests with your Test account.
   - Hit <Next> to finalize the settings of your Production account.
2. Finalize settings of the Production account.
   - Request draft invoice to be created out of your PDF before submission to review the extraction results (recommended).
   1. Enter the E-mail address of your organization if you want to send PDF invoices via E-mail to SAP Business Network.
   2. Activate the 2 notifications and put the E-mail address to which they must be sent
   3. Note - For standard accounts, if notifications are not set, notification will be sent to the E-mail address from user's account
   4. Hit <Save>

Note – If the onboarding is not successful, you will have a total of 3 attempts to upload the samples





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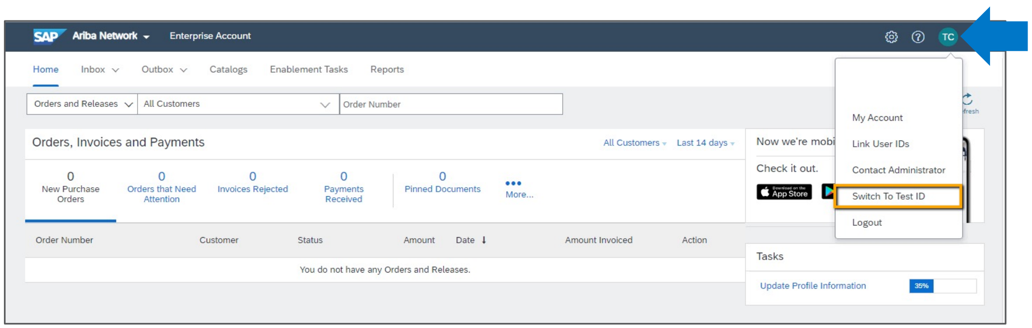
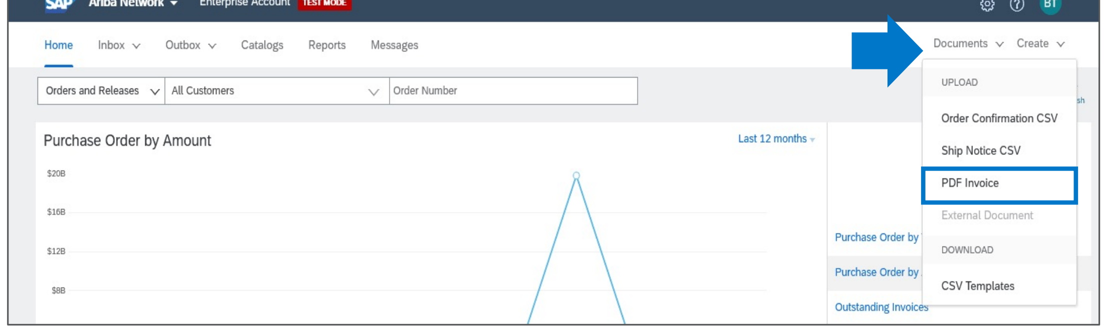
PDF Invoicing: *Testing*

Supplier Master Guide

1. Testing must be done in your Test account. Switch to your test account in your settings.
2. In your Test account, if you have successfully onboarded following the process in the previous section, you will see in the <Documents> menu <**PDF Invoice**>.
3. It means you are now ready to test PDF Invoices with your customer.





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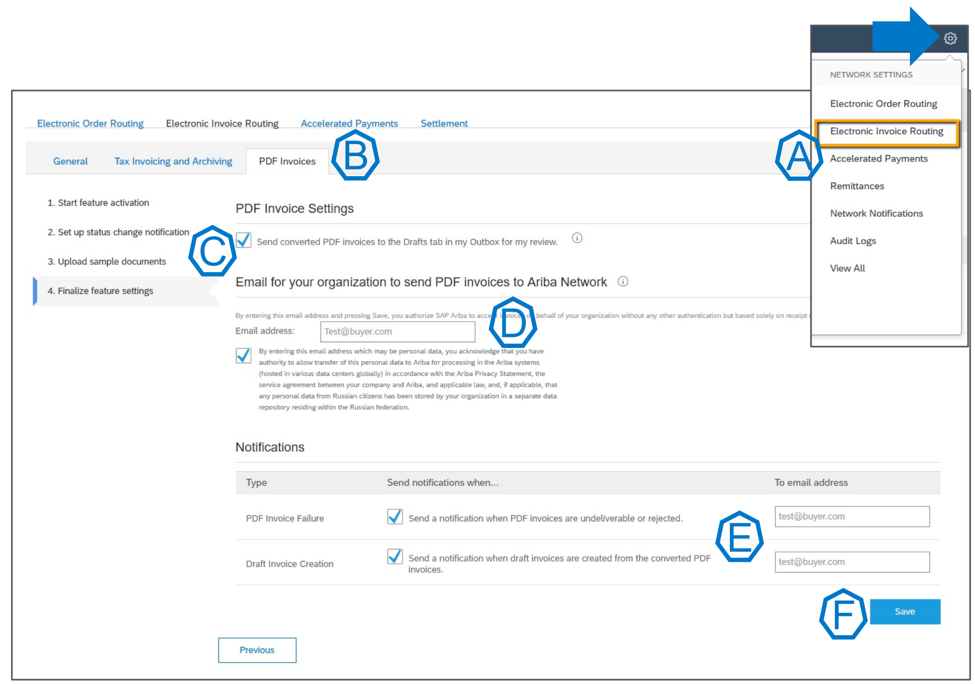
PDF Invoicing: *Testing Configuration*

Supplier Master Guide

1. Make sure you complete the PDF Invoices settings in your Test account.
2. Go to <Electronic Invoice Routing>
3. Click on <PDF Invoices>
4. Request draft invoice to be created out of your PDF before submission to review the extraction results (recommended).
5. Enter the E-mail address of your organization if you want to send PDF invoices via E-mail to SAP Business Network.
6. Note – The E-mail address stored in this field in Production and Test cannot be the same. If one person manages PDF Invoicing for both accounts do not populate the email address in Production until testing is complete.
7. Activate the 2 notifications and put the E-mail address to which they must be sent.
8. Note - For standard accounts, if notifications are not set, notification will be sent to the E-mail address from the user’s account
9. Hit <Save>



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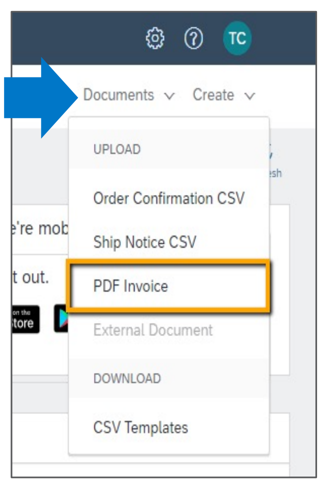
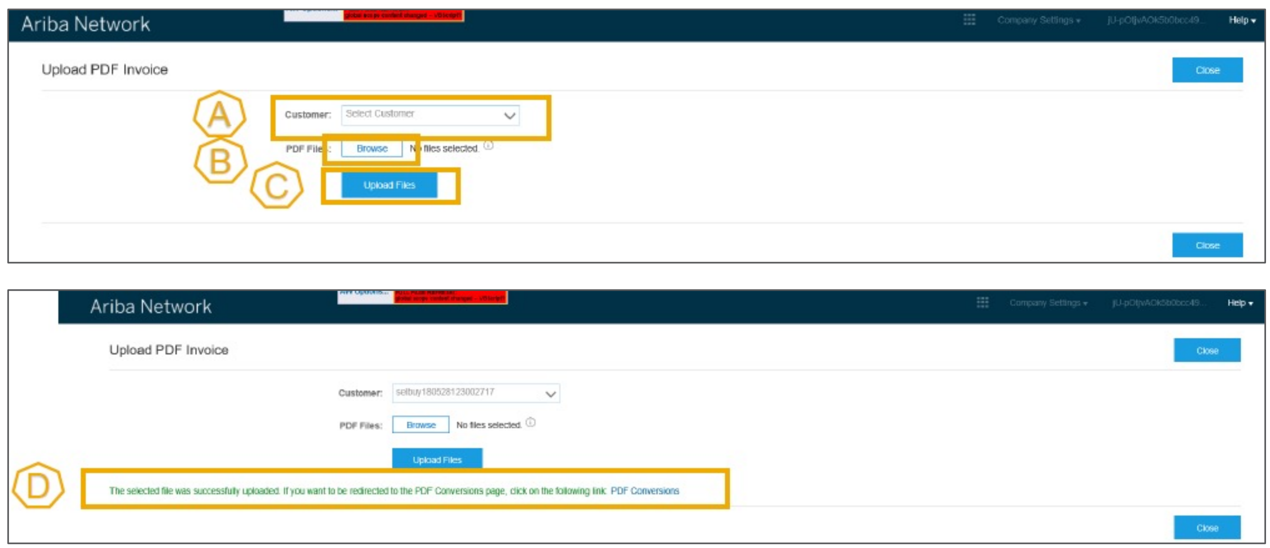
PDF Invoicing: *Testing Invoices*

Supplier Master Guide

1. In your Test account, in the <Documents> menu click on **<PDF Invoice>** to navigate to the upload screen.
2. Select the customer you want to invoice.
3. Select the PDF invoice you want to send from your computer. Hit <Browse> and choose the file.
4. Upload the file
5. After the file is uploaded, click the link suggesting to redirect you to the page <PDF Conversions>. This is where you can track the status of your document.

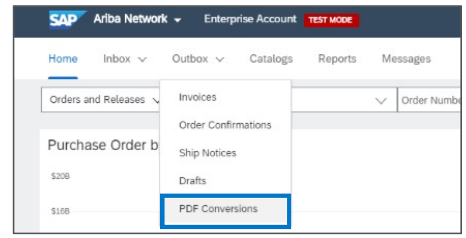


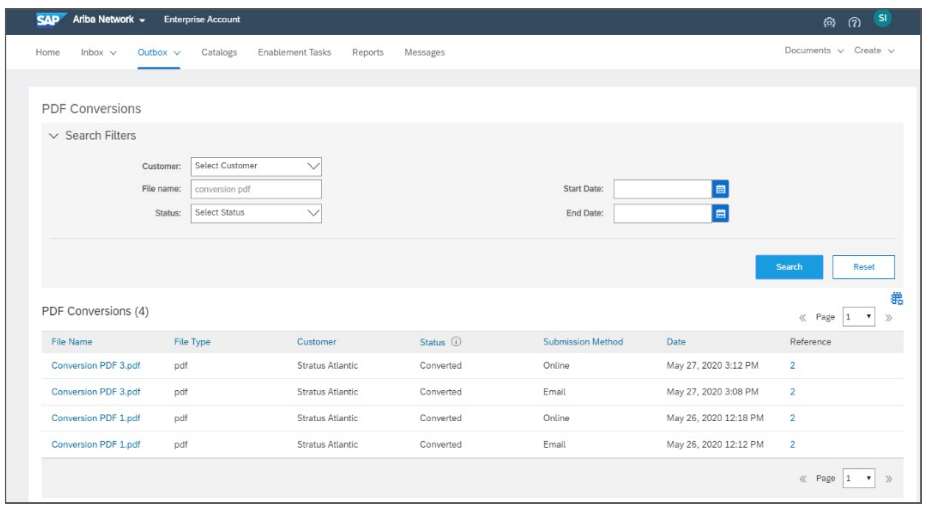


PDF Invoicing: *Tracking Test Invoices*

Supplier Master Guide

1. **In your In your Test account, go to <Outbox>, then hit <PDF Conversions>.**
2. **Review the status of each of the documents uploaded.**
   - Queued: The document is going to be sent to the service provider for conversion.
   - Conversion Pending: The document was successfully sent to the service provider.
   - Converted: The service provider successfully extracted data from the PDF file and created a cXML invoice. SAP Business Network created either an invoice or a draft invoice depending on the supplier's configuration.
   - Conversion Failed: The service provider was unable to extract a valid cXML document from the PDF file.
   - Failed: A document can have the Failed status at any stage. For example, the service provider system is down or unreachable.



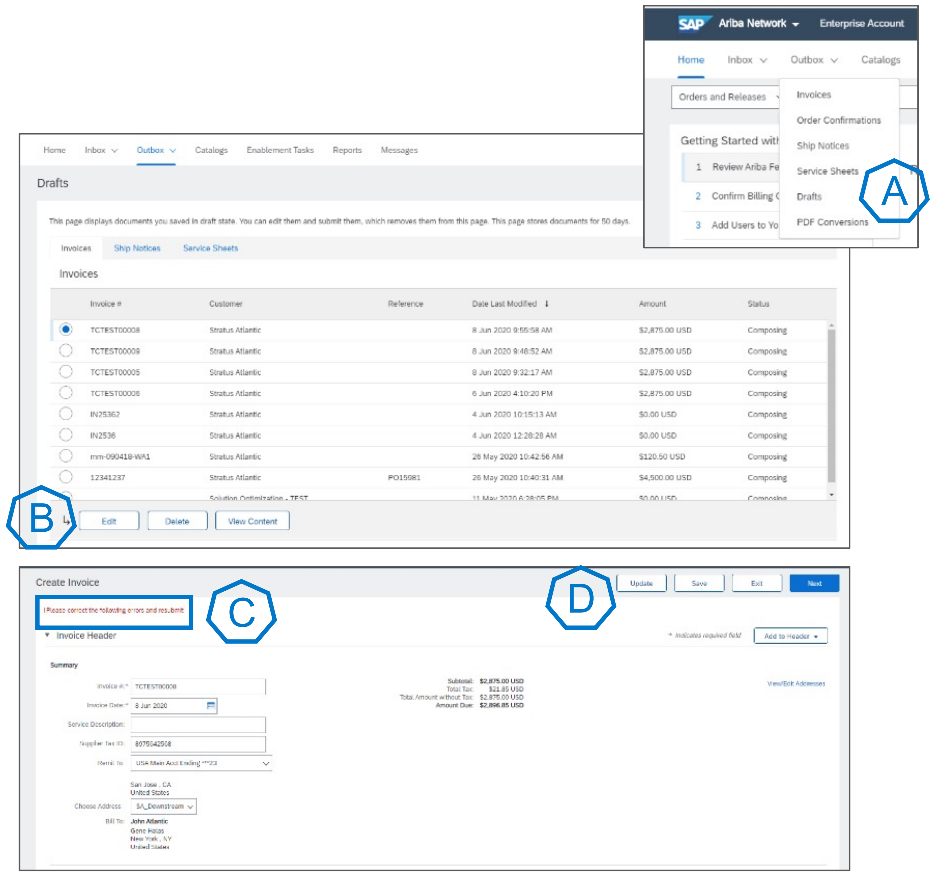


PDF Invoicing: *Submitting Converted PDF Invoices as Admin*

Supplier Master Guide

1. Once your invoice has been converted, the invoice will be displayed in the <Drafts> section of the <Outbox>.
2. Select the radio button of the invoice to be submitted and click <Edit> to review the invoice.
3. Review the invoice for any errors and update if the invoice does not meet your customer's requirements.
4. <Save> the invoice to continue to work and submit within the next 7 days or click <Next> then <Submit> to send the invoice to the customer.
5. Once the invoice has been submitted it will be removed from the Drafts section and will be visible in the Outbox.

Note – Only the Admin of the account has access to view invoices on the Drafts screen.



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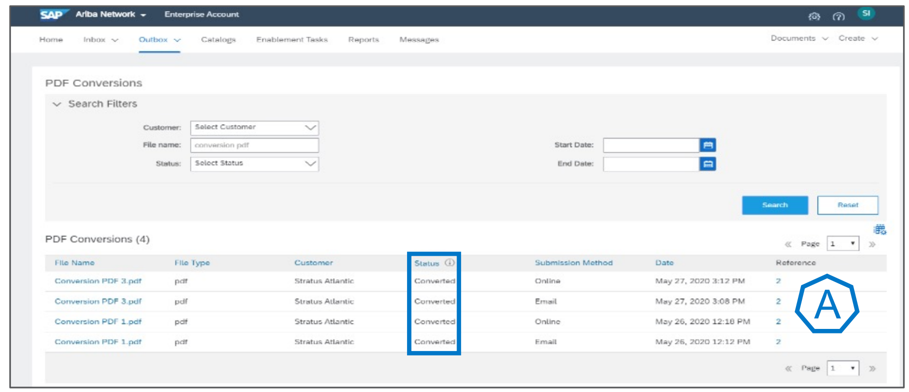
PDF Invoicing: *Submitting Converted PDF Invoices as non-Admin*

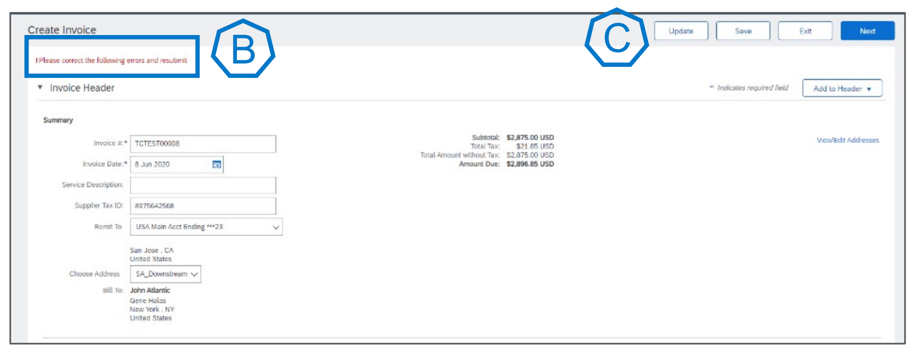
Supplier Master Guide

1. Users in addition to the Admin can view and submit converted invoices via the <PDF Conversions> screen of the <Outbox>.
2. Once your invoice has been converted, click on the <Reference> link corresponding to your invoice.
3. Review the invoice for any errors and update if the invoice does not meet your customer’s requirements.
4. <Save> the invoice to continue to work and submit within the next 7 days or click <Next> then <Submit> to send the invoice to the customer.

Note – The PDF Conversions screen does not indicate if an invoice has been submitted or not, but shows all PDF Invoices regardless of their submission status.

The Admin will have the best view of PDF Invoices that have yet to be submitted through the Drafts screen.





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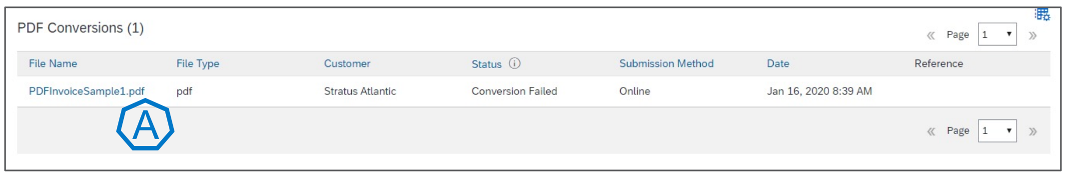
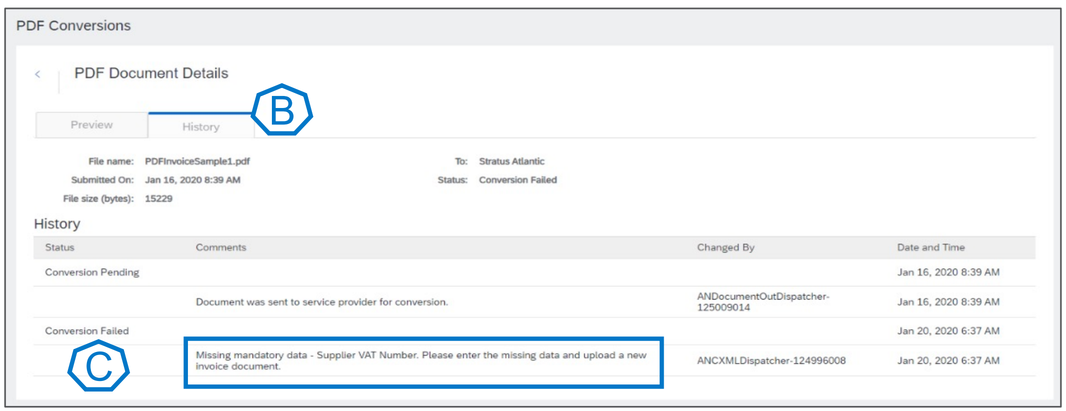
PDF Invoicing: *Failed Status Conversion*

Supplier Master Guide

1. From the <PDF Conversion> screen
   - Click the File Name of the failed document to open the file
   - Click on the <History> tab
   - Review the Comments for the Conversion Failure
   - Update the invoice accordingly and reupload





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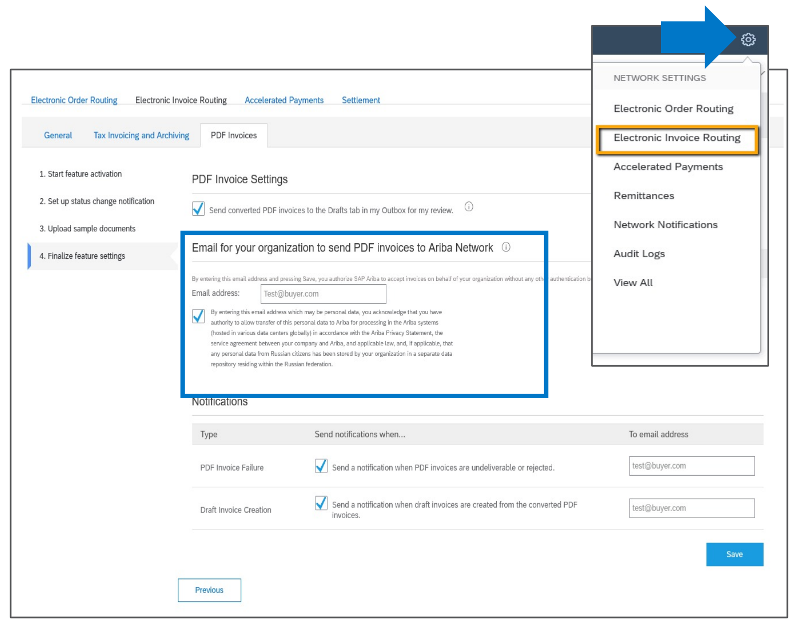
PDF Invoicing: *Testing via Email*

Supplier Master Guide

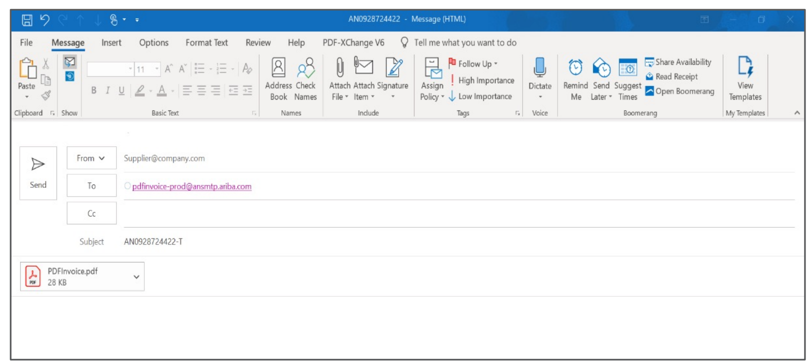
1. PDF Invoices can only be emailed from the email address whitelisted in the PDF Invoicing tab.
2. The email address can only be used for 1 ANID.
3. If the same email address will be used to send PDF invoices for Test and Production, do not populate this field in Production while testing.



To: pdfinvoice-prod@ansmtp.SAP Business Network.com

Subject: Buyer Test ANID (AN01010000000-T)

Attachment: Single PDF Invoice



Notes

- Each email must contain a **single** PDF invoice attachment
- The sender's E-mail address must be configured in the corresponding supplier account via the previous step for the AN to recognize the E-mail
- The E-mail cannot have any other E-mail address in the To or the CC
- The subject must only be the buyer's Test account ANID, which includes the –T to denote the Test account

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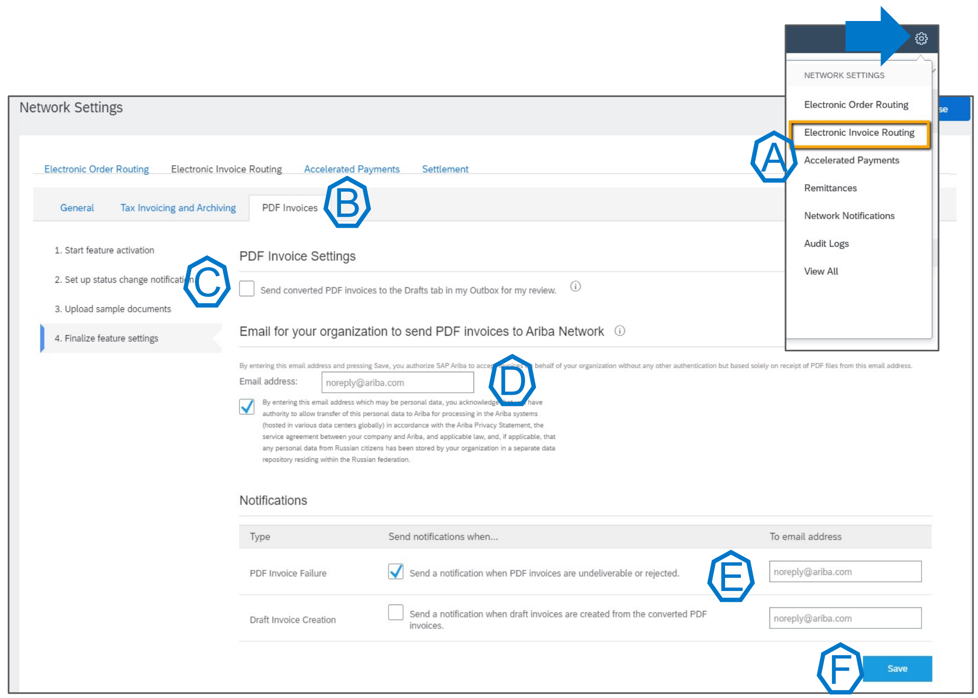
PDF Invoicing: *Using PDF Invoicing After Testing - Configuration*

Supplier Master Guide

1. Once you are comfortable with the process and no longer want a manual review of the invoices before submission, disable the Drafts setting.
2. Go to <Electronic Invoice Routing>
3. Click on <PDF Invoices>
4. If you are comfortable with the process and no longer need to review each invoice, leave the Drafts option unchecked to send invoices directly to the customer without review
5. Enter the E-mail address of your organization if you want to send PDF invoices via E-mail to SAP Business Network.
6. Note – The E-mail address stored in this field in Production and Test cannot be the same. If one person manages PDF Invoicing for both accounts delete the E-mail address in Test once testing is complete.
7. Activate the undeliverable/rejected notification and put the E-mail address to which it must be sent.
8. For standard accounts, if notifications are not set, notification will be sent to the E-mail address from the user's account
9. Hit <Save>



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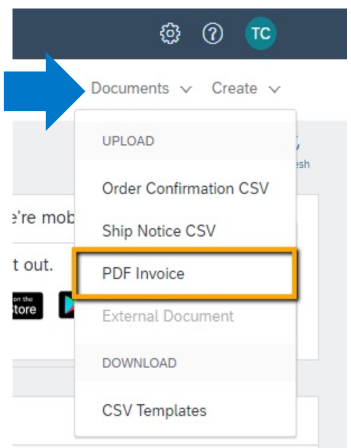
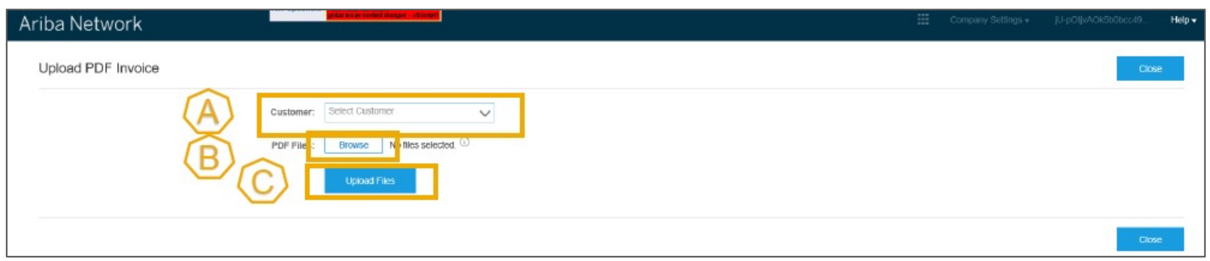
PDF Invoicing: *Using PDF Invoicing After Testing - Sending*

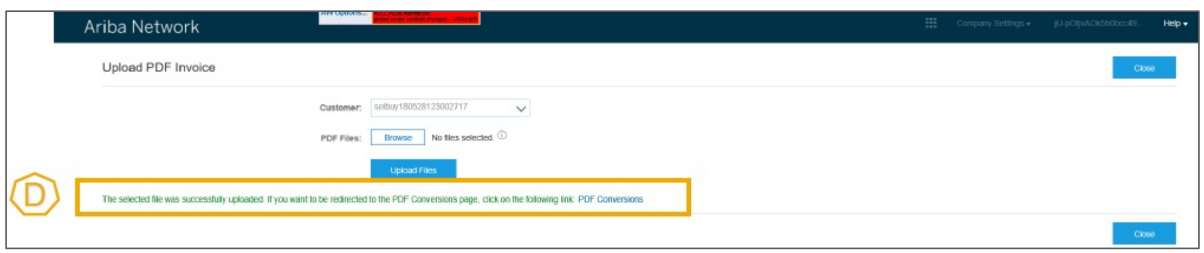
Supplier Master Guide

1. In your Production account, in the <Documents> menu click on **<PDF Invoice>** to navigate to the upload screen.
2. Select the customer you want to invoice.
3. Select the PDF invoice you want to send from your computer. Hit <Browse> and choose the file
4. Upload the file
5. After the file is uploaded, click the link suggesting to redirect you to the page <PDF Conversions>. This is where you can track the status of your document.

Note – Once Drafts are disabled the invoice will be sent directly to the customer without manual review as soon as the conversion is successful.







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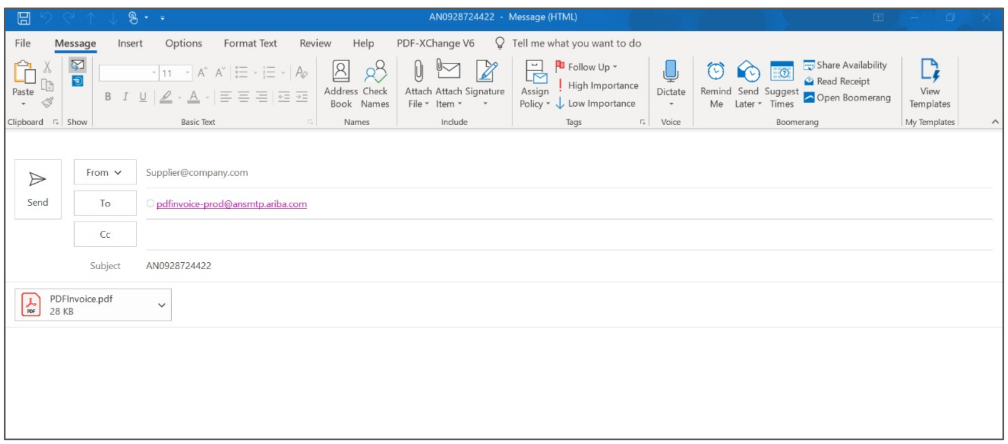
PDF Invoicing: *Using PDF Invoicing After Testing - Email*

Supplier Master Guide

1. To: pdfinvoice-prod@ansmtp.SAP Business Network.com
2. Subject: Buyer Production ANID (AN01010000000)
3. Attachment: Single PDF Invoice

Notes

- Each email must contain a single PDF invoice attachment
- The sender's E-mail address must be configured in the corresponding supplier account via the previous step for the AN to recognize the E-mail
- The email cannot have any other email address in the To or the CC
- The subject must only be the buyer's Production account ANID, which excludes the -T to denote Production account

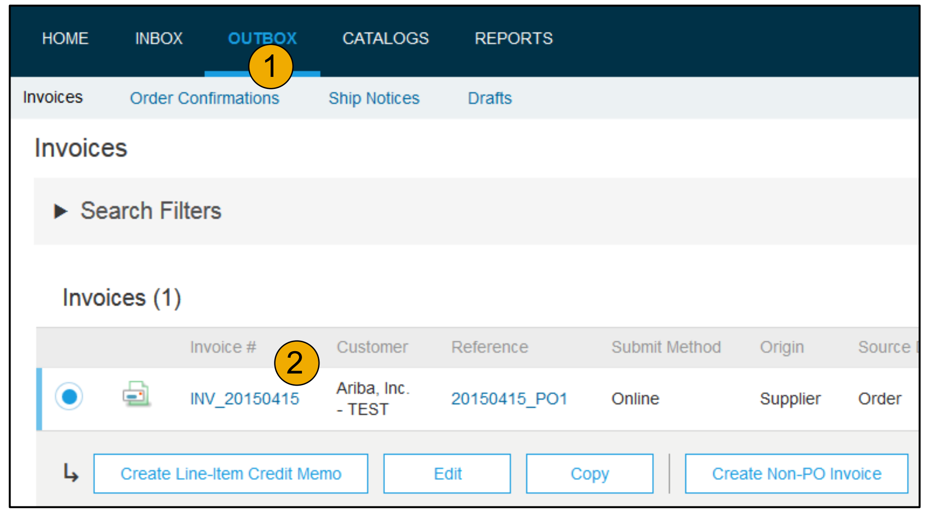


Copy an Existing Invoice

Supplier Master Guide

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy and click Copy. OR Open the invoice you want to copy.
3. **On** the **Detail** tab, click **Copy This Invoice**.
4. **Enter** a new invoice number.
5. **Edit** the other fields as necessary.
6. **Click** Next, review the invoice, and save or submit it.



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Search for an Invoice

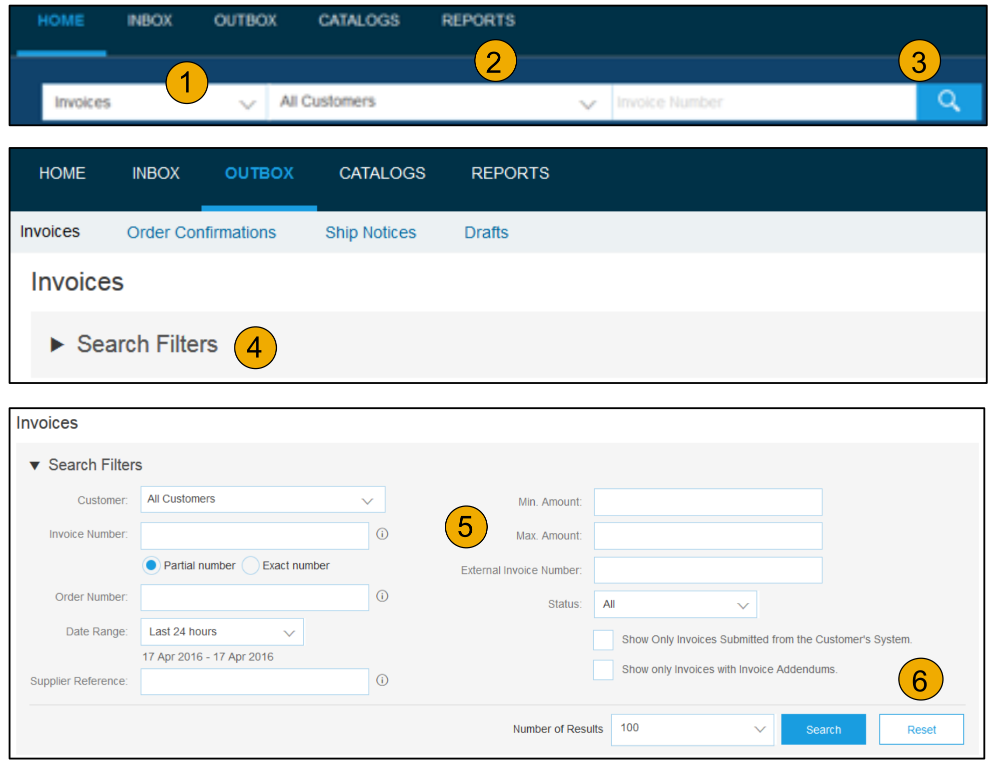
Supplier Master Guide

Quick Search:

1. **From the Home Tab,** Select Invoices in the Document type to search.
2. **Select** Micron from Customer Drop down menu**.**
3. **Enter** Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

1. **Search** Filters from Outbox (Invoices).
2. **Enter** the criteria to build the desired search filter.
3. **Click** Search.



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Check Invoice Status: *Routing Status to Micron*

Supplier Master Guide

Check Status:
If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status:
Reflects the status of the transmission of the invoice to Micron via the SAP Business Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Micron invoicing rules. Micron will not receive this invoice
- **Queued** – SAP Business Network received the invoice but has not processed it
- **Sent** – SAP Business Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Micron invoicing application has acknowledged the receipt of the invoice

Check Invoice Status: *Review Invoice Status with Micron*

Supplier Master Guide

Invoice Status

Reflects the status of Micron's action on the Invoice.

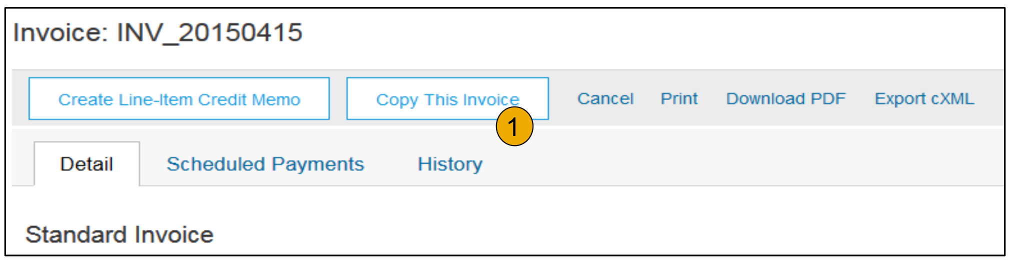
- **Sent** – The invoice is sent to the Micron, but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Micron approved the invoice cancellation
- **Paid** – Micron paid the invoice / in the process of issuing payment. Only if Micron uses invoices to trigger payment.
- **Approved** – Micron has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
- **Rejected** – Micron has rejected the invoice, or the invoice failed validation by SAP Business Network. If Micron accepts the invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – SAP Business Network experienced a problem routing the invoice

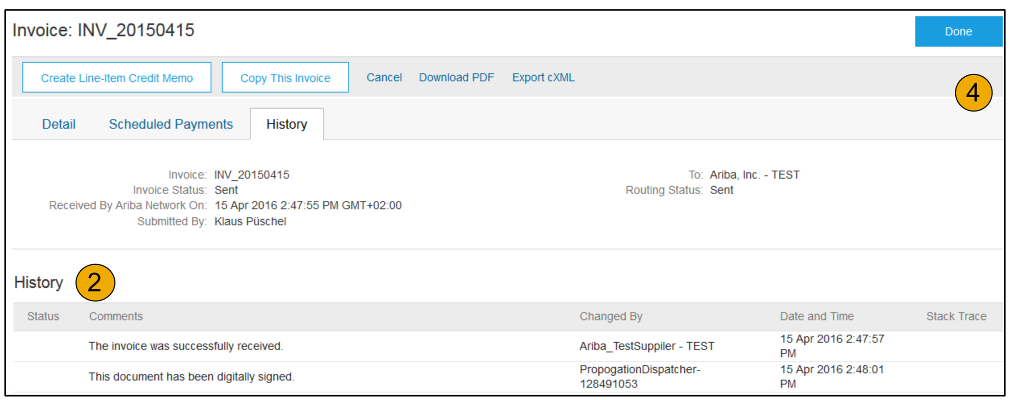
Review Invoice History: *Check Status Comments*

Supplier Master Guide

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.





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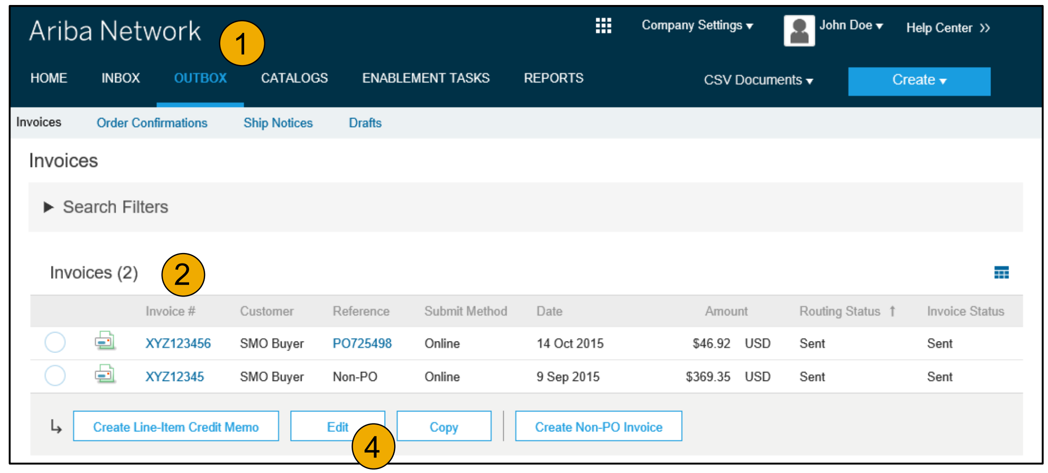
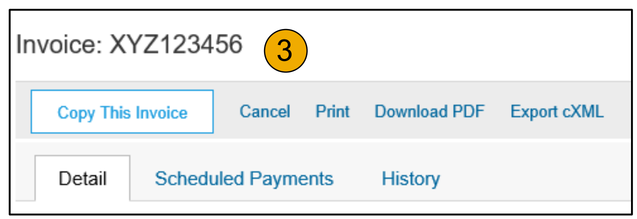
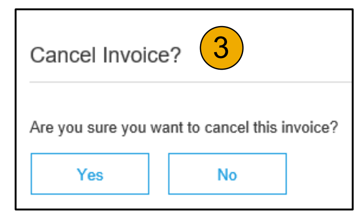
Modify an Existing Invoice: *Cancel, Edit, and Resubmit*

Supplier Master Guide

1. **Click** the **Outbox tab.**
2. **In the Invoice #** column, click a link to view details of the invoice.
3. **Click Cancel.** The status of the invoice changes to **Canceled**.
4. **Click** the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. **Click Submit** on the Review page to send the invoice**.**





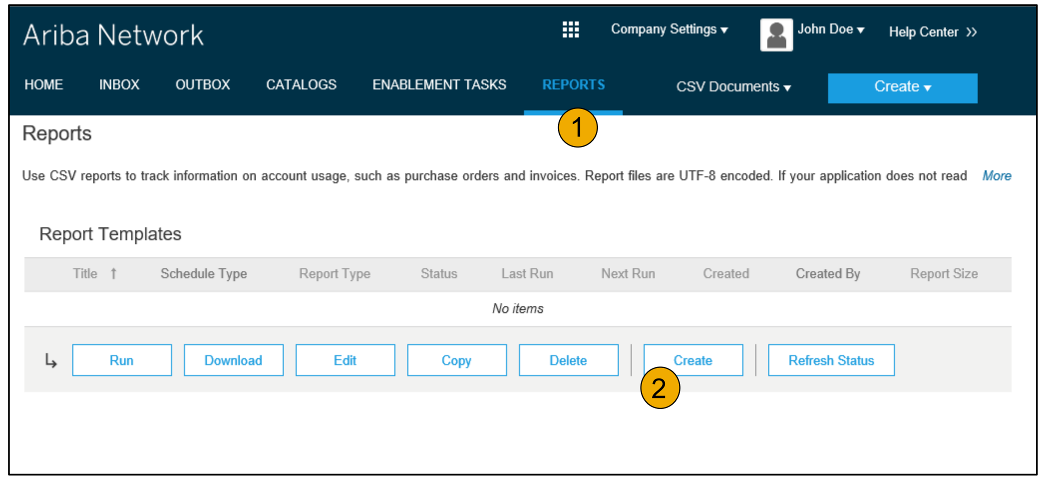


Download Invoice Report: *Learn About Transacting*

Supplier Master Guide

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. **Click** the **Reports** tab from the menu at the top of the page.
2. **Click Create**.



- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

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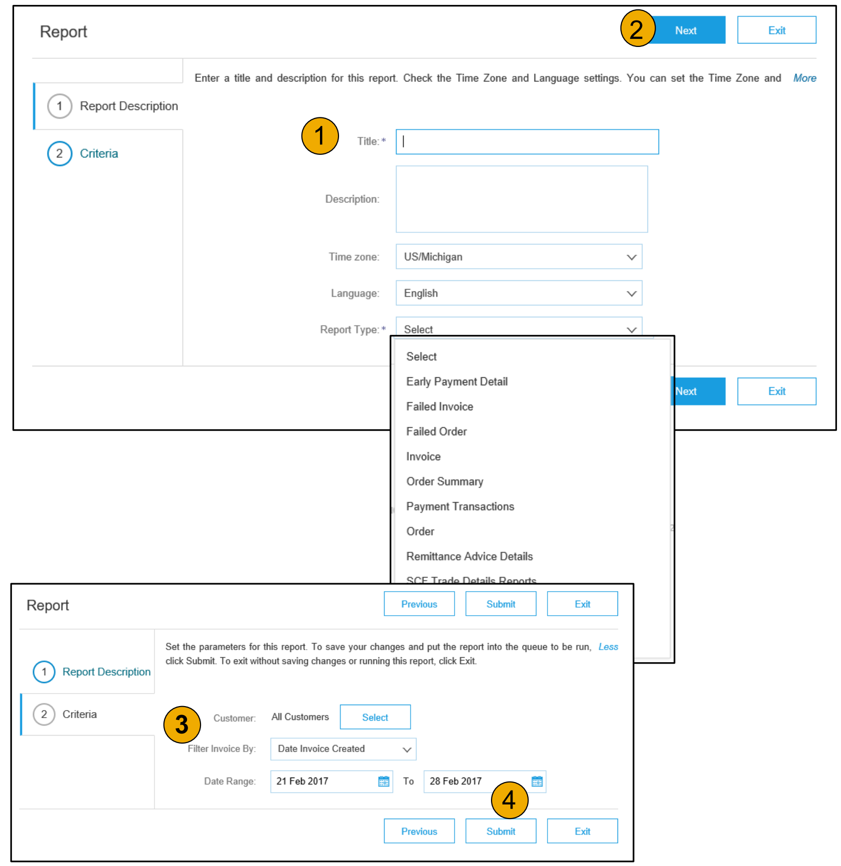
Invoice Reports

Supplier Master Guide

1. Enter required information. Select an Invoice report type — Failed Invoice or Invoice.
2. Click Next.
3. Specify Customer and Created Date in Criteria.
4. Click Submit.
5. You can view and download the report in CSV format when its status is Processed.

Note: For more detailed instructions on generating reports, refer to the SAP Business Network Transactions Guide found on the HELP page of your account.



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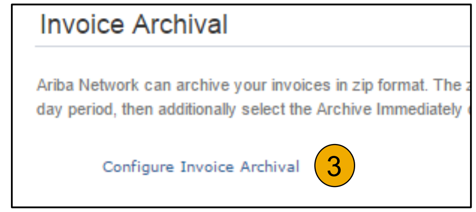
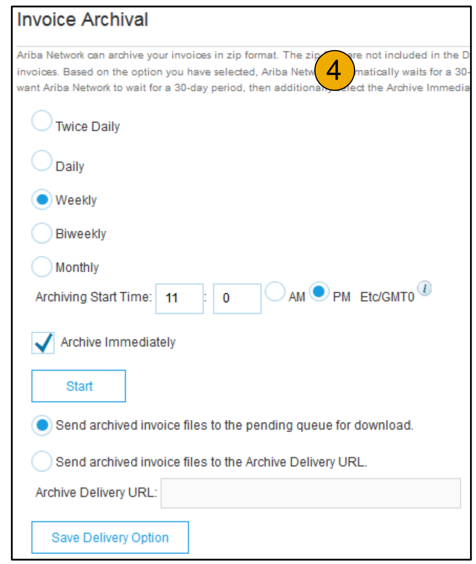
Invoice Archival

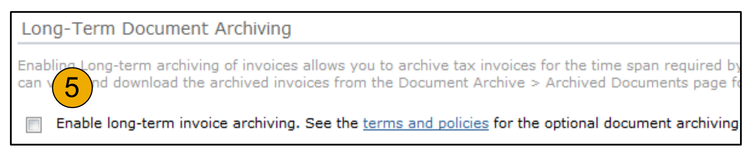
Supplier Master Guide

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing.**
2. Select the tab **Tax Invoicing and Archiving.**
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival.**
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Micront**.
   - If you want SAP Business Network to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
   - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)







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Enterprise Account Suppliers

- Account Set Up
- Purchase Orders
- Other Documents
- Invoice Methods
- **Troubleshooting**

Understanding Payment Schedule: *When is payment?*

Supplier Master Guide

- SAP Business Network does not process payments. For the most accurate payment information, please reach out to Micron directly.
- With this said, Micron can update you on the invoice status by email. Invoice status email notifications are sent to the users configured in your account.
- After you submit an invoice, Micron receives the invoice and begins to process it. If the invoice does not have any errors, Micron approves the invoice for payment. This triggers an invoice status notification that includes information about the **Approved** status of the invoice.
  - If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status. You can also check invoice status from the **Outbox** by selecting the invoice link
  - **The Invoice Status r**eflects the status of Micron's action on the Invoice
    - **Sent** – The invoice is sent to the Micron, but they have not yet verified the invoice against purchase orders and receipts
    - **Cancelled** – Micron approved the invoice cancellation
    - **Paid** – Micron paid the invoice / in the process of issuing payment. Only if Micron uses invoices to trigger payment.
    - **Approved** – Micron has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
    - **Rejected** – Micron has rejected the invoice, or the invoice failed validation by SAP Business Network. If Micron accepts the invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
    - **Failed** – SAP Business Network experienced a problem routing the invoice
- Micron has the option to send you payment updates. This may come in the form of email or be found within the **Inbox.** If Micron chooses to supply this information, Micron can provide additional payment information within the following **Inbox** sections: **Early Payments, Scheduled payments, Remittances,** and **Receipts.**
- Micron can specify the date when you will be paid, which is calculated from the payment terms on the invoice.
- If Micron has not provided scheduled payment information, the best way to find out when your approved invoice will be paid is to contact Micron.

Issue / Exception Review: *Missing Goods Receipt*

Supplier Master Guide

If you are a supplier and are missing a goods receipt, will this be shown in SAP Business Network for you to create the invoice and be paid on time?

- Micron can only update you on the invoice status by email. Invoice status email notifications are sent to the users configured in your account.
- After you submit an invoice, Micron receives the invoice and begins to process it. The invoice status can be the following:
  - **Sent** – The invoice is sent to the Micron, but they have not yet verified the invoice against purchase orders and receipts
  - **Cancelled** – Micron approved the invoice cancellation
  - **Paid** – Micron paid the invoice / in the process of issuing payment. Only if Micron uses invoices to trigger payment.
  - **Approved** – Micron has verified the invoice against the purchase orders or contracts and receipts and approved if for payment
  - **Rejected** – Micron has rejected the invoice, or the invoice failed validation by SAP Business Network. If Micron accepts the invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
  - **Failed** – SAP Business Network experienced a problem routing the invoice
- Micron has the option to send you payment updates. This may come in the form of email or be found within the **Inbox.** If Micron chooses to supply this information, Micron can provide additional payment information within the following **Inbox** sections: **Early Payments, Scheduled payments, Remittances,** and **Receipts.**
- Micron can specify the date when you will be paid, which is calculated from the payment terms on the invoice
- Please discuss payment terms with CSM to understand your payment terms.
- Wires and ACH payments are made on a biweekly cadence for POs with net terms, once monthly for accumulation terms on final calendar business day of the month. Paper checks – final Friday of the month
- If your invoice does not change to **Paid** status in **60 days**, please contact Micron A/P. Can also log into Micron Vendor Portal
- Please reach out the the Accounts payable team for your region in the contacts below.
  - North America: **AP@micron.com**
  - Singapore: **MSA_QUERIES@micron.com**
  - Micron Malaysia: **AP_MMY@micron.com**
  - Micron China: **MICRON_CHINA_AP@micron.com**
  - Micron Europe: **MEL_AP1@micron.com**
  - Micron Taiwan: **TW_AP_TEAM@micron.com**
  - Micron Japan Limited: **MJP_FIN_AP@micron.com**
  - Italy: **AP_MIY@micron.com**
  - India: **MOI_AP_INDIA_QUERY@micron.com**

Standard Account Suppliers

- Account Set Up
- PO Management
- Invoicing via Interactive PO
- Invoicing via PDF Invoice

Standard Account Suppliers

- Account Set Up (Registration, Configuration, Upgrading)
- PO Management
- Invoicing via Interactive PO
- Invoicing via PDF Invoice

Accept Your Invitation

Supplier Master Guide

When you receive your first document from Micron, you are prompted to register a Standard account on SAP Business Network.

- To register your Standard account, take one of the following actions:
  - In a purchase order notification, click **Process order**.
  - In an invoice notification, click **View invoice**.
- Click **X** on the top right of the window if you receive a Duplicate Account warning. Do one of the following:
  - If you have an existing SAP Business Network account with another customer, click **Log in** to add the new order to your existing account.
  - If you don't have an account, click **Sign up** to start the registration process.

Registration

Supplier Master Guide

- Review the basic information about your business, such as your company name and address. An asterisk (*) indicates a required field. Enter the following information:
  - Your name
  - Your email address
  - Your desired unique username (needs to have an email address format)
  - Your desired password
  - Your preferred language
  - One email address or email distribution list who needs to be notified of new purchase orders
- (Optional) Click the arrow next to **Tell us more about your business** if you want to provide additional information to Micron and any potential customers.
- Choose the check box at the bottom of the page to agree to the terms of use.
- Click **Register**.
- **Result:** You are taken either to the purchase order page or invoice details page and can begin to process the purchase order as needed.
- For future purchase orders email notifications, when you click **Process order**, you'll be prompted to log in to your account to create new order confirmations, ship notices, or invoices.

Additional Information

With Standard accounts, you have access to receive documents from Microns. If Micron allows it, you can send invoices, order confirmations, ship notices, and service entry sheets to customers.

Optionally, you can upgrade to a full-use account to take advantage of additional benefits on SAP Business Network.

Important: If you choose to upgrade to a full-use account and you reach a certain level of transaction volume with Micron, you might need to pay a subscription fee to continue transacting with Micron through SAP Business Network. For more information on the SAP Business Network fee structure, visit the subscriptions and pricing page, and choose your region from the **Global Pricing** area on the right side of the page.

Configure your Account

Supplier Master Guide

After you register your SAP Business Network Standard account, we recommend reviewing and updating all the following areas of your account to make sure your company is ready to transact with your customer. Keeping your account information up to date also increases the chances of finding new business through SAP SAP Business Network Discovery.

1. Manage the action tiles on your home dashboard
2. Update your user account information
3. Update your company profile
4. Configure which notifications you want to receive
5. Set-up additional users with access to your company's Standard Account
6. Decide which email address should receive purchase orders and other documents from Micron
7. Configure your payment and bank information
8. Review Micron's transaction rules
9. Review the other configuration areas for accuracy

For more information, **visit this page**.

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Upgrading your Account

Supplier Master Guide

You can upgrade to an Enterprise account at any time by taking the following steps:

1. Sign in to your SAP Business Network Standard account.
2. Click **Upgrade** at the top of any page.

   Note: You can also hover over any of the grayed-out tabs (**Inbox**, **Outbox**, **Reports**, or **Document Archive**) and click **Upgrade**.
3. Compare the Standard and Enterprise account benefits.
4. Under **Enterprise Account**, click **Upgrade**.
5. Check the box to confirm you agree to the terms of the upgrade.
6. Click **Upgrade**.

Additional Information

When you upgrade your production account, your test account automatically upgrades to a full-use account as well. However, if you upgrade your test account, your production account isn't upgraded.

Tip: You might want to upgrade your test account first in order to explore the additional features before deciding to upgrade your production account.

Find out more about the benefits of upgrading your account on SAP Business Network.

Standard Account Suppliers

- Account Set Up
- PO Management (Processing Orders, Finding Lost POs, Resending Orders)
- Invoicing via Interactive PO
- Invoicing via PDF Invoice

Processing Orders

Supplier Master Guide

1. To process a purchase order with a Standard account, please click **Process order** in the purchase order email notification that you should have received from Micron.
2. After you register or log in to your SAP Business Network Standard account, you are taken to the purchase order details page, where you can create order confirmations, create ship notices, and create invoices against the purchase order.
3. If you misplace the original email notification for a particular purchase order, you can send a new copy of the email from the home dashboard of your Standard account.
4. **Tip:** If you download and sign in to the SAP SAP Business Network Supplier mobile app, you can view your full list of purchase orders and create order confirmations without needing to click **Process order** in the purchase order email notification. For more details on installing and using the SAP SAP Business Network Supplier mobile app, see the SAP SAP Business Network Supplier mobile app user guide.

How to Find a Lost PO Email

Supplier Master Guide

1. If you misplace a purchase order email notification, follow the steps below:
2. Log in to your SAP Business Network Standard account.
3. In the **Orders, Invoices, and Payments** dashboard section of your account click **More**.
4. Click the **Orders to Invoice** square.
5. Click **Select > Send me a copy to take action** in the **Action** column next to the purchase order you would like to invoice.

Resending Orders

Supplier Master Guide

With Standard accounts, you receive purchase orders through email and process them by clicking the **Process Order** button. If you misplace a purchase order email notification, follow the below steps to send a copy:

1. Sign in to your SAP Business Network Standard account.
2. In the **Orders, Invoices, and Payments** dashboard, click **More**.
3. Click the **Purchase Orders** tile.
4. Under the **Action** column, click **Select** > **Send me a copy to take action**.

This will resend the purchase order to your user's email address configured in the **My Account** section.

The default view for the **Orders, Invoices and Payments** dashboard is the last 14 days. If needed, this filter can be changed by clicking **Last 14 days** in the top right corner of the dashboard and selecting a different view.

Standard Account Suppliers

- Account Set Up
- PO Management
- Invoicing via Interactive PO (Submitting an Invoice, Invoice Payment, Rejected Invoices)
- Invoicing via PDF Invoice

Submitting an Invoice

Supplier Master Guide

1. Click **Process Order** from the purchase order notification email. If you have not yet registered an account, this button will allow you to do so.
   If you already have an account, log in.
2. Click **Create Invoice**. This button will be grayed out if Micron requires you to create an order confirmation or ship notice first. Hover over the grayed out button to see what is required.
3. Enter all required information (marked with an asterisk*)
4. Click **Next** to review the invoice.
5. Click **Submit**.

Additional Information

If you have misplaced the purchase order email notification, please see here for directions on how to resend it.

If you have not received one, check your junk mail folder or spam filter settings to verify that automated emails from SAP Business Network are not blocked from your email account before contacting Micron to confirm that it was sent.

To view a video tutorial on submitting invoices through a Standard account, click here.

When will Invoices be Paid?

Supplier Master Guide

- SAP Business Network does not process payments. For the most accurate payment information, please reach out to Micron directly.
- With this said, Micron can update you on the invoice status by email. Invoice status email notifications are sent to the users configured in your account.
- After you submit an invoice, Micron receives the invoice and begins to process it. If the invoice does not have any errors, Micron approves the invoice for payment. This triggers an invoice status notification that includes information about the **Approved** status of the invoice.
- Micron has the option to send you payment updates. This may come in the form of email or be found within the **Inbox.** If Micron chooses to supply this information, Micron can provide additional payment information within the following **Inbox** sections: **Early Payments, Scheduled payments, Remittances,** and **Receipts.**
- Micron can specify the date when you will be paid, which is calculated from the payment terms on the invoice.
- If Micron has not provided scheduled payment information, the best way to find out when your approved invoice will be paid is to contact Micron.

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Rejected Invoices

Supplier Master Guide

You can review the reason your invoice was rejected in the email notification from Micron. If you need further clarification, contact Micron.

Additional Information

After your invoice is rejected, you need to submit a corrected invoice so Micron can process it for payment. Depending on Micron's invoicing rules, you might be able to reuse the invoice number from your rejected invoice. If not, you'll need to choose a unique invoice number when submitting the corrected invoice.

Standard Account Suppliers

- Account Set Up
- PO Management
- Invoicing via Interactive PO
- **Invoicing via PDF Invoice**

PDF Invoicing Requirements

Supplier Master Guide

What is PDF Invoicing?

- PDF Invoicing is an additional channel for suppliers to submit invoices to their customers* through the Ariba Network
- Digital PDF invoices can be uploaded or emailed via Ariba Network

Who is PDF Invoicing for?

- PDF Invoicing works for both Enterprise and Standard Account Suppliers
- Supplier's address must be in a supported country**
- Australia, Austria, Belgium, Brunei, Canada, France, Germany, Hong Kong, India, Ireland, Italy, Macau, Malaysia, Netherlands, Philippines, Singapore, Spain, Sweden, Switzerland, Taiwan, Thailand, UK, US, Vietnam
- Invoices in these languages are currently supported**
- Dutch, English, French, German, Italian, Spanish, Swedish

Invoice File Requirements

- All Invoices must be in the layout submitted during Onboarding.
- Invoices must be in one of the supported languages.
- One PDF file must contain a single invoice.
- Only material invoices are supported.
- The minimum fields (details found here) must be included on all invoices. Consult your customer if any additional fields are required.

Invoice File Limitations

- The invoice copy must be a Readable PDF, not a scanned copy.
- The file name must not contain any of the following characters: &, “, ‘, <, >
- An upload must not have more than 10 invoice files uploaded at a time.
- The maximum document size is 2MB.
- The invoice number for each file must be unique.
- Submitted files must not be password protected.
- Invoices referring to multiple POs is not supported.

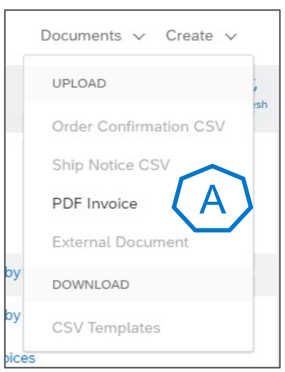
PDF Invoicing

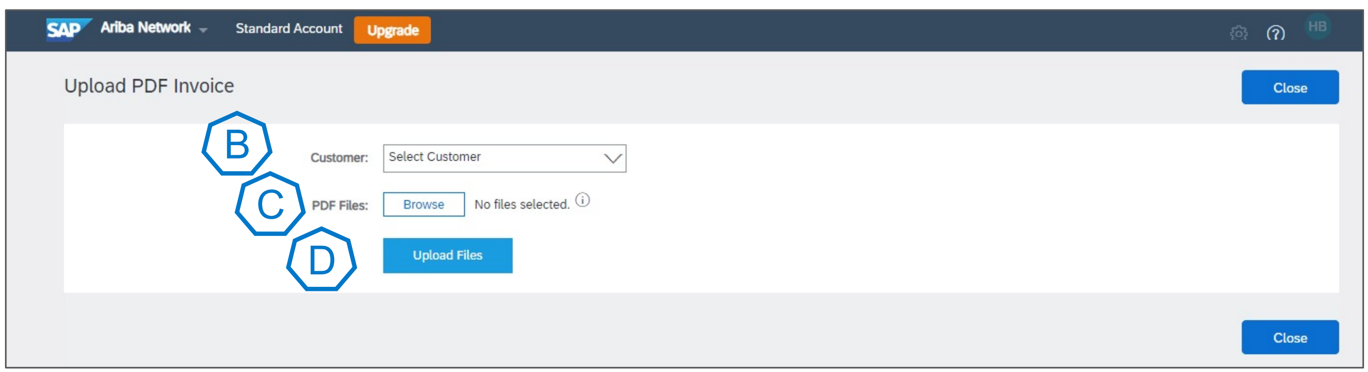
Supplier Master Guide

You can review in depth Configuration and Testing in the Enterprise Account Section – PDF Invoicing.

How to Upload a PDF Invoice from a Standard Account

1. From the <Documents> menu click <PDF Invoice>
2. Select the customer you want to invoice.
3. Select the PDF invoice you want to send from your computer. Hit <Browse> and choose the file.
4. Upload the file.





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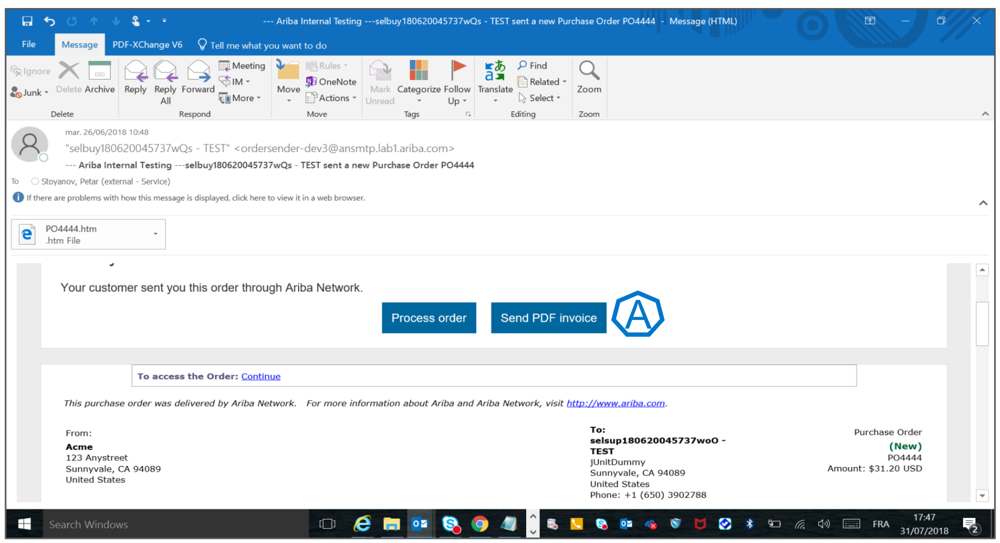
PDF Invoicing – *Emailing Invoice*

Supplier Master Guide

How to E-mail a PDF Invoice from an Interactive E-mail Order

1. When an interactive E-mail order is sent by the customer, the E-mail will contain a Send PDF Invoice link that will take you to a prepopulated form to attach your PDF invoice.
2. Click <Send PDF Invoice> to attach the PDF Invoice to the form and submit.

Note – The Send PDF Invoice button will only be visible after successfully completing the Onboarding.

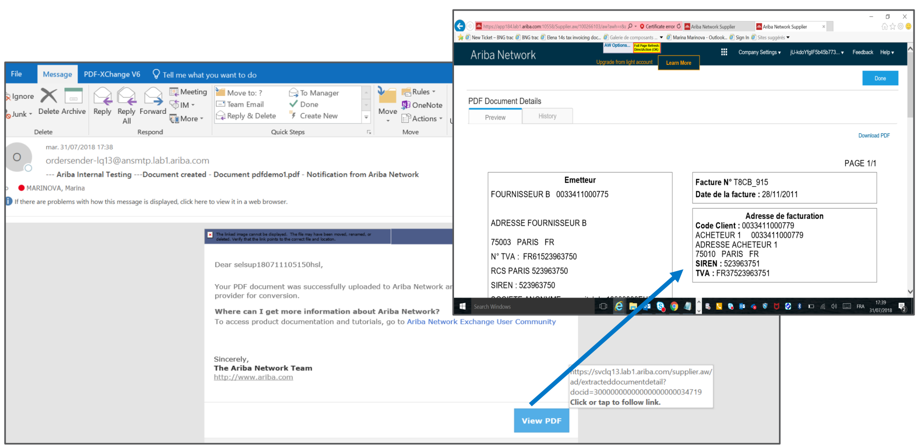


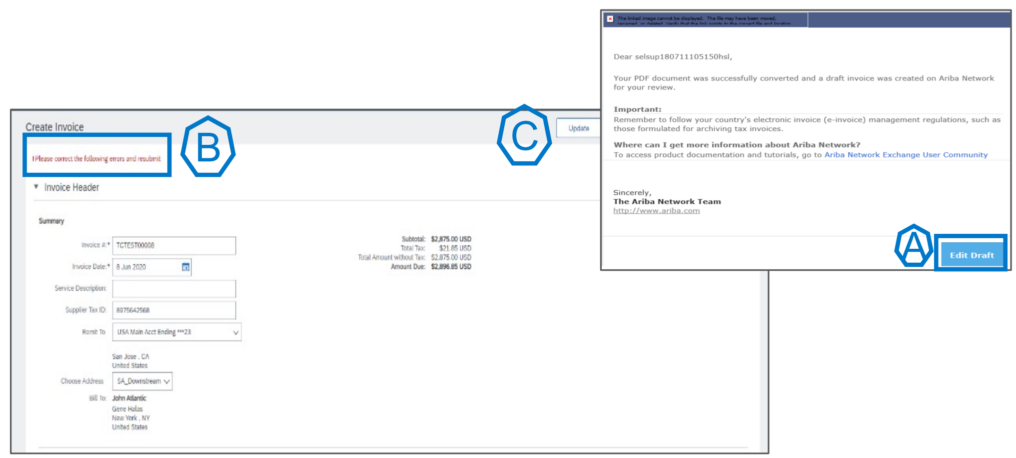
PDF Invoicing – *Successful Upload & Conversion*

Supplier Master Guide

Successful Upload from a Standard Account

1. When a PDF Invoice is successfully submitted from a standard account you will receive a notification with a link to view the PDF document in SAP Business Network.
2. When a PDF Invoice is successfully converted, if Drafts are enabled, you will receive a notification with a link to <Edit Draft>.
3. Review the invoice for any errors and update if the invoice does not meet your customer's requirements.
4. <Save> the invoice to continue to work and submit within the next 7 days or click <Next> then <Submit> to send the invoice to the customer.





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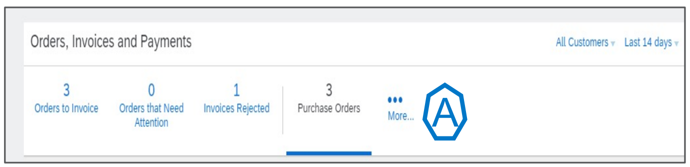
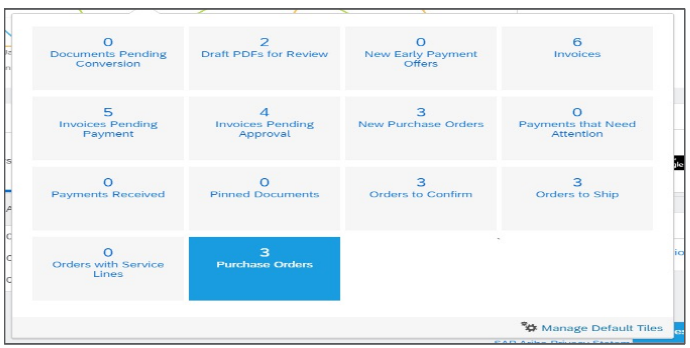
PDF Invoicing – *Pending Conversions & Drafts*

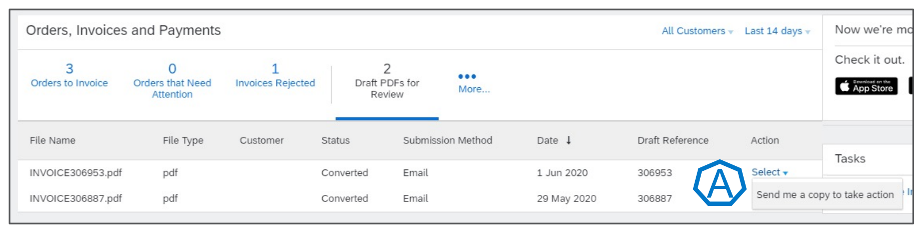
Supplier Master Guide

Where to see Pending Conversions and Drafts

1. From the Dashboard, click <More> to expand to see the tiles for Documents Pending Conversion and Draft PDF for Review.
2. View the data on the Dashboard by clicking the tile.
3. Draft PDF invoices for review will have a status of Converted. Click <Select> and <Send me a copy to take action> if the original email copy was misplaced.







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PDF Invoicing: *Using PDF Invoicing After Testing - Configuration*

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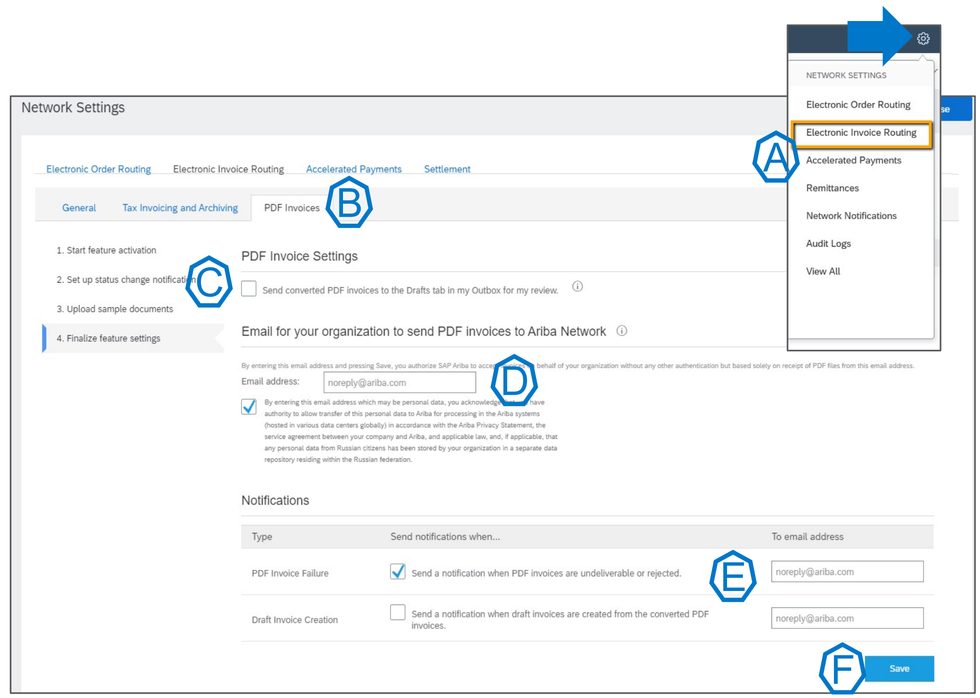
1. Once you are comfortable with the process and no longer want a manual review of the invoices before submission, disable the Drafts setting.
2. Go to <Electronic Invoice Routing>
3. Click on <PDF Invoices>
4. If you are comfortable with the process and no longer need to review each invoice, leave the Drafts option unchecked to send invoices directly to the customer without review
5. Enter the E-mail address of your organization if you want to send PDF invoices via E-mail to SAP Business Network.
6. Note – The E-mail address stored in this field in Production and Test cannot be the same. If one person manages PDF Invoicing for both accounts delete the E-mail address in Test once testing is complete.
7. Activate the undeliverable/rejected notification and put the E-mail address to which it must be sent.
8. For standard accounts, if notifications are not set, notification will be sent to the E-mail address from the user's account
9. Hit <Save>



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- Training Resources
- Project Key Terms

Additional Resources

- Support Resources
- Training Resources
- Project Key Terms

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Support Resources

Supplier Master Guide

Micron Supplier Enablement Team

- For **Standard Account Suppliers**
- Standard Account Suppliers should always contact the internal Micron SE team at **micron_supplierenablement@micron.com**
- Contact Regarding the following:
  - Compliance (Supplier Reluctant to Join or Supplier Escalations)
  - Micron Business Process
  - Document (PO) information/issuing

Supplier Enablement Help Desk

- For **Supplier Support During Deployment and Go-Live**
- SAP Business Network Enablement Assistance: **US** | **Europe** | **Asia-Pacific**
- Helpdesk Phone *(Enterprise Only)*: 1-800-974-4899 | 8am-5pm M-F
- Contact Regarding the following: Network Registration, Configuration Support, First Time Invoicing, Supplier Enablement Tasks, TRR Questions, General Enablement Questions, General explanation of fees (prior to joining the Network)

SAP Business Network Customer Support

- For **Supplier Support Post Go-Live and Existing Suppliers**
- Help Center: **https://supplier.SAP Business Network.com**
- Contact regarding:
  - Technical Questions: Passwords, User Role Changes, Network Errors, Integration Questions, Document errors, etc.
  - How Do I? Help with invoicing, navigating the site, locating old POs, etc.

Integration and Catalog Support

- For **Support Post Go-Live**
- Integration: **askSAP Business Networktech@SAP Business Network.com**
- Catalog: **SAPSAP Business NetworkCatalogManagement@sap.com**
- Contact Regarding:
  - Existing Users
  - Network issues
  - Inquiries

Additional Resources

- Support Resources
- Training Resources
- Project Key Terms

Training Resources

Supplier Master Guide

General Information about the Micron Supplier Network Enablement Program

- Click here for more contact info
- Click here for a program overview
- Click here for account type info
- Click here for info on fees & pricing

Resources For Enterprise Account Holders

- Click here for a guide on Enterprise Account training
- Click here for configuration of your Enterprise Account
- Click here for invoicing with your Enterprise Account

Visit the ***Micron Supplier Document Page*** *for more resources on transacting as an Enterprise Account Supplier on the SAP Business Network*

Resources For Standard Account Holders

- Click here for key transactions in your Standard Account
- Click here for invoicing with your Standard Account
- Click here for new features within Standard Accounts

Visit the ***Micron Supplier Document Page*** *for more resources on transacting as a Standard Account Supplier on the SAP Business Network*

Additional Resources

- Support Resources
- Training Resources
- **Project Key Terms**

Project Key Terms (1/4)

Supplier Master Guide

Key Term	Meaning
A/P	Accounts Payable. Responsible for releasing payments to suppliers. They also communicate with suppliers on payment schedules for invoices and release payments according to schedule. Help resolve/escalate invoice reconciliations with procurement operations.
SAP Business Network	SAP Business Network is Micron's cloud-based procurement solution designed to improve business processes. Allows for many types of purchases and is the first stop for users when making a purchase. Accessible through Alias SAP Business Network/
SAP Business Network Administrator	SAP Business Network-assigned Supplier role within the system configuration. This individual performs duties, such as account configuration, creating roles in SAP Business Network system and is primary contact for internal supplier SAP Business Network users.
SAP Business Network Resource Center	The page designed to help connect users to more information about the Procurement Process and SAP Business Network. Includes training, communications, and more. Accessible through the Alias SAP Business Network/
Approver	Anyone who can approve or reject purchase requisitions placed in SAP Business Network by requestors. They are cost center managers and have the authority to spend.
Budget Holder	Also Requestor. Anyone in the organization using SAP Business Network to request the purchase of a product, service, material, or labor by creating purchase requisitions. The requestor/budget holder will be part of a site, division, department, etc. who requires goods or services for them to fulfill operational duties. Their role in the procure to pay process are to, adequately define needs of goods or services. Submit requisitions for goods and services approval. Approve Invoices for services rendered and monitor requisitions through Procure to Pay Process to completion.
Catalogs	SAP Business Network Catalogs. A procurement catalogs solution within SAP Business Network that combines consumer-like shopping with a simplified procurement process. Includes user-friendly catalog and shopping-cart functionality so users can quickly buy what they
Catalog Item	An entry in the SAP Business Network catalog that represents a product or service contained within that catalog. Each catalog item has characteristics, which contain information about the product. Item characteristics include the Product ID, Product name, Short description, Price
Central Receiving	Central place at a Micron site where goods ordered are physically received. If central receiving exists at a site, then the requestor does not need to complete goods receipt, and MatOps will complete it on their behalf.
Commodity Code	Used to classify products and services within a company – all products/services are referred to using a number with up to 8 digits. The commodity code chosen will populate the G/L in the request – Commodity Code to G/L mapping is available through the SAP Business Network Resource Center or this link for the US, or this link for Asia
Cost Center	Component in an organization that adds to the cost and indirectly adds to the profit of the organization (Example: Marketing, Customer Service, etc.)

Project Key Terms (2/4)

Supplier Master Guide

Key Term	Meaning
CSM	Category Supplier Manager. Team members with responsibility for the Supply Management process including Category Strategy, Sourcing and Selection. They create Sourcing Strategies, Manage Supplier base and new suppliers as needed, complete request for quotations.
Delegation	You may delegate your authority as approver to someone else so they can act on your behalf – they may also have their own responsibilities in SAP Business Network as a requestor and/or approver. Also may be referred to as proxy.
Enterprise Account	A type of SAP Business Network account used by a supplier on Micron's SAP Business Network. Enterprise accounts enable the supplier to interact directly with the SAP Business Network rather than mailing their invoices into the AP team, but has more functionality than a Standard SAP Business Network Account, including SAP Business Network electronic catalogs, reporting, or the possibility of back-end integration.
Enterprise for Integration Account	An Enterprise SAP Business Network Account that has been back-end integrated between Micron and the supplier so that the P2P process is fully automated and seamless between their ERP systems.
ERS	Evaluated Receipt Settlement. Procedure for settling goods receipts automatically. When you use Evaluated Receipt Settlement (ERS), you agree with the vendor that the latter will not submit an invoice in respect of a purchase order transaction. Instead, the system posts the invoice document automatically on the basis of the data in the purchase order and goods receipts.
G/L	General Ledger. A structure that records value movements in a company code and represents the G/L account items in a chart of accounts.
Goods Receipt	Goods Receipt (GR) is the physical inbound movement of materials, indicating that items in PO received by Micron and can pay supplier
Incoterms	A codification of international rules for the interpretation of the commonly used terms in international trade. An international commercial term (Incoterm) defines the terms of sale and the passing of risks for import and export of merchandise.
Invoice	Document that states the invoice recipient's obligations to the vendor or service provider. An invoice is normally created after the goods receipt or service performance has been confirmed. It includes general invoice information, such as total amount, total tax, freight costs, vendor and invoice recipient, and detailed information (header information, item information, approval preview).
Invoice Reconciliation	Once the requestor submits the goods receipt, the PO will be compared to the invoice and GR (if applicable, services not applicable). If the invoice, purchase order, and goods receipt (if applicable, services not applicable) do not match, Invoice Reconciliation (IR) issues occur
Marketplace	US-Only. Single place to initiate your purchasing actions using guided buying using category-specific views that helps users find what they need to purchase, regardless of the platform (SAP Business Network or otherwise). Accessible through Alias Marketplace/

Project Key Terms (3/4)

Supplier Master Guide

Key Term	Meaning
Non-Catalog	Non-Catalog item or requisition. A good or service that cannot be found in the SAP Business Network catalogs.
P2P	Procure to Pay. The process of integrating purchasing and accounts payable systems to create greater efficiencies. It exists within the larger procurement management process and involves four key stages: selecting goods and services; enforcing compliance and order; receiving and reconciliation; invoicing and payment.
PCard	Purchasing Card. Can be used in the US and unable to locate an item or identified supplier in the SAP Business Network catalogs, cannot wait for supplier to be onboarded, and require timely delivery
PO Flip	You create a standard PO-based invoice from a purchase order that Micron has sent you through SAP Business Network if the purchase order does not contain item groups or require service sheets. When you create a PO-based invoice, you “flip” the purchase order information into an invoice and then add taxes and other charges as required and make any necessary line-item modifications. This is also called PO-Flip.
PO Type	The types of purchase orders that are categorized by type of good, service, or request type. PO types drive actions such as requiring goods receipt, or approval in SAP Business Network vs. SAP. Examples include YSTD (SAP Business Network tangible goods), YNRS (non-receivable service PO), YDTE (driven by request type)
Procurement	Group at Micron that provides support to for activities relating to the purchasing of materials or services needed, with responsibility for Order Management, including PO release and PO changes. In a future automated state, this role moves to the budget holder and the ERP (SAP / SAP Business Network). Procurement Operations also owns responsibility for SAP Business Network catalog management, SAP Business Network SLP guidance, and maintenance within SAP Business Network. Procurement reviews requisitions submitted in SAP Business Network for accuracy and quality data. Add appropriate notes and instructions as applicable. Close Out PO’s following and expiration or PO Termination. Review, resolve and escalate issues, including problem receipt packages, Invoice reconciliation (Missing goods receipts, price discrepancies).
Purchase Requisition	Also seen as PR. Request or instruction to Purchasing to procure a certain quantity of a product or a service so that it is available at a certain point in time. They are created in SAP Business Network by the Requestor. PRs are approved by SAP Business Network Approvers.
Purchase Order	Also seen as PO. Request or instruction from a purchasing organization to a vendor (external supplier) or a plant to deliver a certain quantity of a product or to perform certain services at a certain point in time. The purchase order exists in the form of an order, and Purchase Requisitions are converted into POs.
QE	Quick Enabled. QE accounts are internal accounts that allow Micron to manually enter supplier invoice data and forego the need for suppliers to interact directly with the SAP Business Network.

Project Key Terms (4/4)

Supplier Master Guide

Key Term	Meaning
Request Types	Types of requests in SAP Business Network that can be set as Standard, Down-Tool (DT), Down-Tool After Hours (DTAH), or Expedite. Determines the approval flow, speed of approval. Determined by criticality of purchase request.
Requestor	Also Budget Holder. Anyone in the organization using SAP Business Network to request the purchase of a product, service, material, or labor by creating purchase requisitions. The requestor/budget holder will be part of a site, division, department, etc. who requires goods or services for them to fulfill operational duties. Their role in the procure to pay process are to, adequately define needs of goods or services. Submit requisitions for goods and services approval. Approve Invoices for services rendered and monitor requisitions through Procure to Pay Process to completion.
Sourcing	Determination of the source from which a customer is delivered. Procurement supports sourcing as well as supplier engagement. This determination takes place at item level during order entry.
Standard Account	A type of SAP Business Network account used by a supplier on Micron's SAP Business Network. Standard accounts enable the supplier to interact directly with the SAP Business Network rather than mailing their invoices into the AP team, and has less functionality than a Standard SAP Business Network Account.
Supplier	Suppliers are companies carefully selected by procurement to provide the product, service, material, or labor from purchase of requisitions created by Requestors. The role of the supplier is to provide best cost, quality products/service and to complete several roles with the Order management process. These roles include quotation, Purchase Order confirmation, Advanced Ship Notification, provide proper documentation, and Invoice entry. Other duties can be found in Micron's Supplier Responsibility.
TRR	Trading Relationship Request. An email sent from SAP Business Network on behalf of Micron that contains information about transacting electronically and agreement to submit invoices via SAP Business Network.
Vendor	External Supplier
Watcher	When request is submitted and the approval flow is established, the water is determined and is notified of the request progress