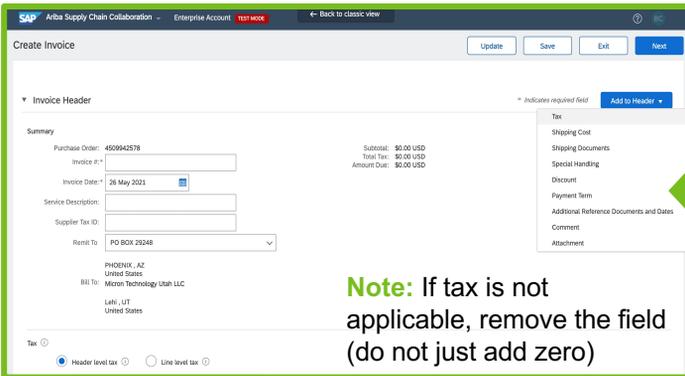
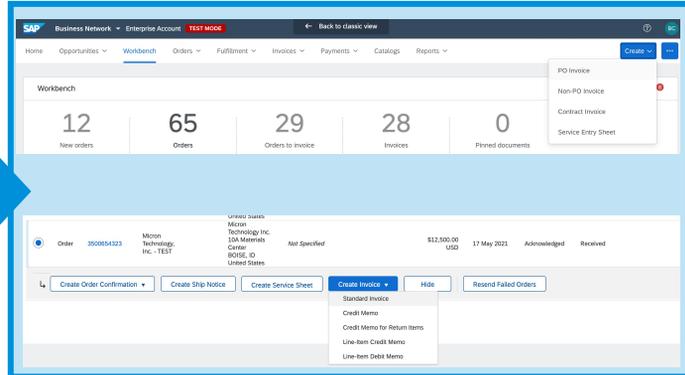


Invoicing on the SAP Business Network using PO Flip

How to create an Invoice via PO Flip (invoice derived from a PO received via SAP Business Network)

Creating the Invoice

1. From the home screen within your account, select the **Create** dropdown and select PO Invoice.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button at the bottom of the page 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.



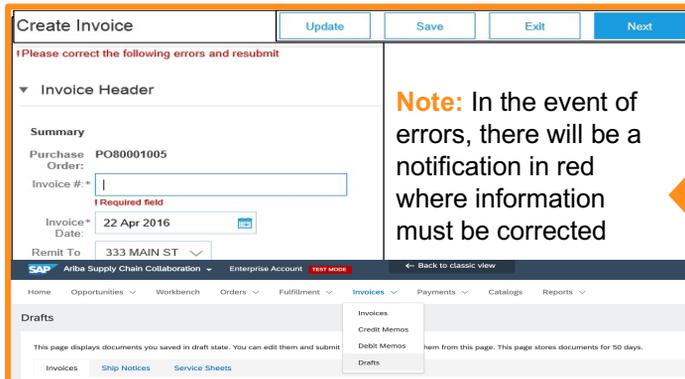
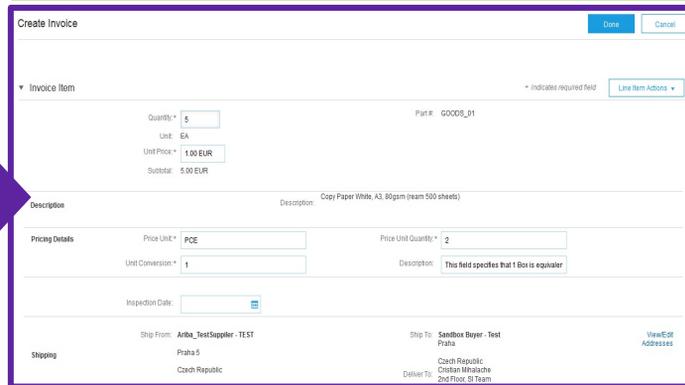
Note: If tax is not applicable, remove the field (do not just add zero)

Header Information

1. Enter an Invoice # which is your unique number for invoice ID. The **Invoice Date** will auto-populate.
2. Select **Remit-To address** from the drop-down. If 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 additional info to the Header such as: Special Handling, Payment Term, etc. **Note:** shipping header charges are not available.
5. Scroll down and select the items being invoiced.

Line Items.

1. **Line Items section** shows the line items from the Purchase Order.
2. Review or update **Quantity** for each line item.
3. If you wish to exclude a line item from the invoice, click on the line item's green slider.
4. Additional information can be viewed at the **Line Item Level** by editing a Line Item.
5. If **Allowances and Charges** included in the PO, will convert to the Invoice at either Header or Line Item Level based on where the info is on PO.



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

Review, Save, and Submit

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. Review your invoice for accuracy from the **Review page**. Scroll down the page to view all line item details and invoice totals.
3. If no changes are needed, click **Submit** to send
4. If changes are needed, click **Previous** to go back.
5. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later. You can keep draft invoices for up to 7 days.