Quick Reference Guide
For Micron Standard Account Suppliers

Standard Account Guide

What is a Standard Account?

- Standard account is free and accessible for transacting through email notifications
- Requires manual invoice loading, and allows for filtering by PO date ranges
- Standard account enablement includes similar functionality to an enterprise account and will allow you to transact with Micron, such as invoicing and Help Center Access
- Upgrading to Enterprise account is available. Submit request to Micron Enablement Help Desk

CLICK HERE FOR THE STANDARD ACCOUNT PORTAL

Accepting the Invitation & Registration

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

1. For PO notifications, click **Process order**.
2. For an invoice notification, click **View invoice**.
3. If you have an existing SAP Network account, click Log in to add new order to your account.
4. If you don't have an account, click **Sign up** to start the registration process. Review basic info about your business and click Register.

Configuring your Account

After registering, ensure you review and update the following areas of your account to ensure you are ready to transact with Micron.

1. Manage action tiles on the home dashboard
2. Update your user account information
3. Configure notifications you want to receive
4. Set-up more users with access to account
5. Decide which email address to receive PO emails & input payment/bank information
6. Review Micron's transaction rules

Processing Orders

1. Click the **Process Order** in the purchase order email notification
2. After you register or log in to your Standard account, you are taken to the **Purchase Order Details page**. You can:
   - Create order confirmations
   - Create ship notices
   - Invoices against the PO
3. If you misplace the email for a PO, you can send a new copy from home dashboard

Finding a Lost PO Email

If you misplace a purchase order email notification, follow the steps below:

1. Log in to your SAP Business Network account.
2. Click **Workbench** in the **top menu bar.**
3. Click the **Orders tile**.
4. Click the **Send me a copy to take** action in the **Action** column next to the purchase order you would like to invoice.

Submitting an Invoice

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

Timing of Invoice Payment

1. Micron can provide **invoice status by email**.
2. After invoice submission, Micron begins processing. If the invoice does not have any errors, payment is approved. This triggers an invoice status notification of **Approved.**
3. Additional payment info can be found in following **Inbox** sections: Early or Scheduled Payments, Remittance, and Receipts.
4. If scheduled payment information is not shown, contact Micron for payment timing.