

# **Micron SAP Business Network Enablement Project Frequently Asked Questions**

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Micron Suppliers

Table of Contents

**Introduction .....3**

- Business Process Changes: What does this mean for you? ..... 3
- Project Benefits: What are the benefits of this project? ..... 3
- Associated Costs: Is there a cost associated with this initiative? ..... 3
- Initiative Timing: When will this take effect? ..... 3

**Understanding Project Scope .....5**

- Specifications: What are the Micron specifications in SAP Business Network for this effort?..... 5
- Project Roles: How does a supplier know their role within the project and SAP Business Network?..... 5
- Project End State: How will suppliers transact with Micron in the future through the Order Management process post enablement? ..... 6

**Project Costs & Fees .....7**

- Covering Fees: Will Micron cover the fees for a supplier’s Enterprise account? ..... 7
- Foregoing Fees: Is there any way for a supplier to forego the fees?..... 7
- Duplicate Fees: If a supplier already has an SAP Business Network account and transacts with other customers, do they pay supplemental fees to transact with Micron? ..... 7
- Disputing Fees: How does a supplier dispute an SAP Business Network fee? ..... 8
- Help with Fees: Who should a supplier contact to discuss potential SAP Business Network fees? ..... 8

**SAP Business Network Enablement Account Types .....9**

- Understanding QE: What is the difference between an SAP Business Network QE account and an SAP Business Network Standard account? ..... 9
- Standard Account Capabilities..... 9
- Upgrading to an Enterprise or an Integration Account ..... 10
- Opting Out: What are the ramifications if I choose to opt out of the SAP Business Network Enablement?..... 10

**Training & Additional Resources .....11**

- Training Details: Will training be provided and how can I register?..... 11
  - Micron Supplier Portal..... 11
  - Online Summits ..... 11
  - Enterprise Training (PO Flip Training)..... 11
  - Standard Training ..... 11
- Additional Resources about this Project: Where can I go if I have more questions? ..... 11
  - Micron Supplier Enablement (SE) Team for Standard Account Suppliers ..... 11
  - Supplier Enablement Helpdesk for Supplier Support During Deployment and Go-Live..... 12
  - SAP Business Network Customer Support for Supplier Support Post Go-Live and Existing Suppliers ..... 12
  - Integration and Catalog Support for Support Post Go-Live ..... 12
- Additional Resources on Payment: What resource can be used for payment related SAP Business Network questions? ..... 12

**SAP Business Network Enablement Project Terminology .....13**

## Introduction

Micron is advancing efforts to streamline our procurement and accounts payable relationship with our suppliers. We are leveraging the SAP Business Network (formerly known as Ariba) 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.

### **Business Process Changes: What does this mean for you?**

If suppliers are not already conducting business on the SAP Business Network, transacting through SAP Business Network will be required going forward.

### **Project Benefits: What are the benefits of this project?**

Along with the streamlined processes, the SAP Business Network brings our suppliers faster payments, better visibility to transactions, real-time PO delivery, online catalogs, invoice automation, and new business opportunities. Consistent messaging with our business partners and suppliers is critical to setting expectations around the benefits and required participation of suppliers on Micron's SAP Business Network.

Benefits to suppliers with fully enabled SAP Business Network accounts include the following:

- Streamlined processes
- Faster payments
- Better visibility to transactions
- Real-time PO delivery
- Online catalogs (for SAP Business Network Enterprise accounts only)
- Invoice automation
- New business opportunities

### **Associated Costs: Is there a cost associated with this initiative?**

Suppliers new to the SAP Business Network generally start transacting for free. However, based on the volume of transactions suppliers have on the SAP Business Network (across all customer relationships), fees may apply. Any potential fees may be offset by the many benefits of the SAP Business Network mentioned above. To learn more please visit our [detailed pricing section in this FAQ](#) or the [SAP Business Network Subscriptions and Pricing](#) portal. If you have any questions regarding pricing, contact the SAP Business Network team directly via the [Micron Enablement Help Link](#).

### **Initiative Timing: When will this take effect?**

The SAP Business Network Enablement project is transitioning the Micron supply base onto the SAP Business Network in a phased approach. The initiative has five phases known as “Waves” that are directed towards different groupings of Micron suppliers by volume, geography, and previous SAP Business Network activity.

During each of the phases, the following communication & training activities will be conducted to onboard suppliers and support their enablement:

- **Send Project Notification Letter (PNL) to Suppliers:** The PNL is the first communication Micron sends to suppliers informing them of the project and provides information to register for the online Summit.
- **Deliver Online Summit:** The online Summit event is a one-hour SAP Business Network summit to learn about key changes, important actions, and what the project means to you.
- **Send Trading Relationship Request (TRR):** The email sent from SAP Business Network to suppliers on behalf of Micron that contains information about transacting electronically.
- **Distribute Video Training:** The video trainings are demos of the Enterprise (PO Flip) or Standard Accounts and how suppliers will be transacting with Micron once fully enabled on the SAP Business Network.
- **Issue Go-Live Letters:** The go-live letters are a confirmation to the supplier that they will start transacting with their newly enabled Enterprise or Standard SAP Business Network accounts on a specified date.

To see recordings or more details about some of these training events, visit the [Training & Additional Resources section](#) of this FAQ.

It is important to note that SAP Business Network will directly send suppliers instructions for joining the Network via the Trading Relationship Request. This communication includes establishing a trading relationship with Micron on the SAP Business Network and properly configuring the SAP Business Network account. Supplier contacts must prompt action on all communications and requests regarding this effort (not to exceed five business days) with the support and urging of their Micron CSM. Target cutover dates from existing AP processes will occur by wave on the dates shown in the timeline.

## Understanding Project Scope

### Specifications: What are the Micron specifications in SAP Business Network for this effort?

SAP Business Network configuration varies by customer, and Micron has its own specifications in scope for SAP Business Network Enablement. Please see specifics listed here below:

- 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
- 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 of 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

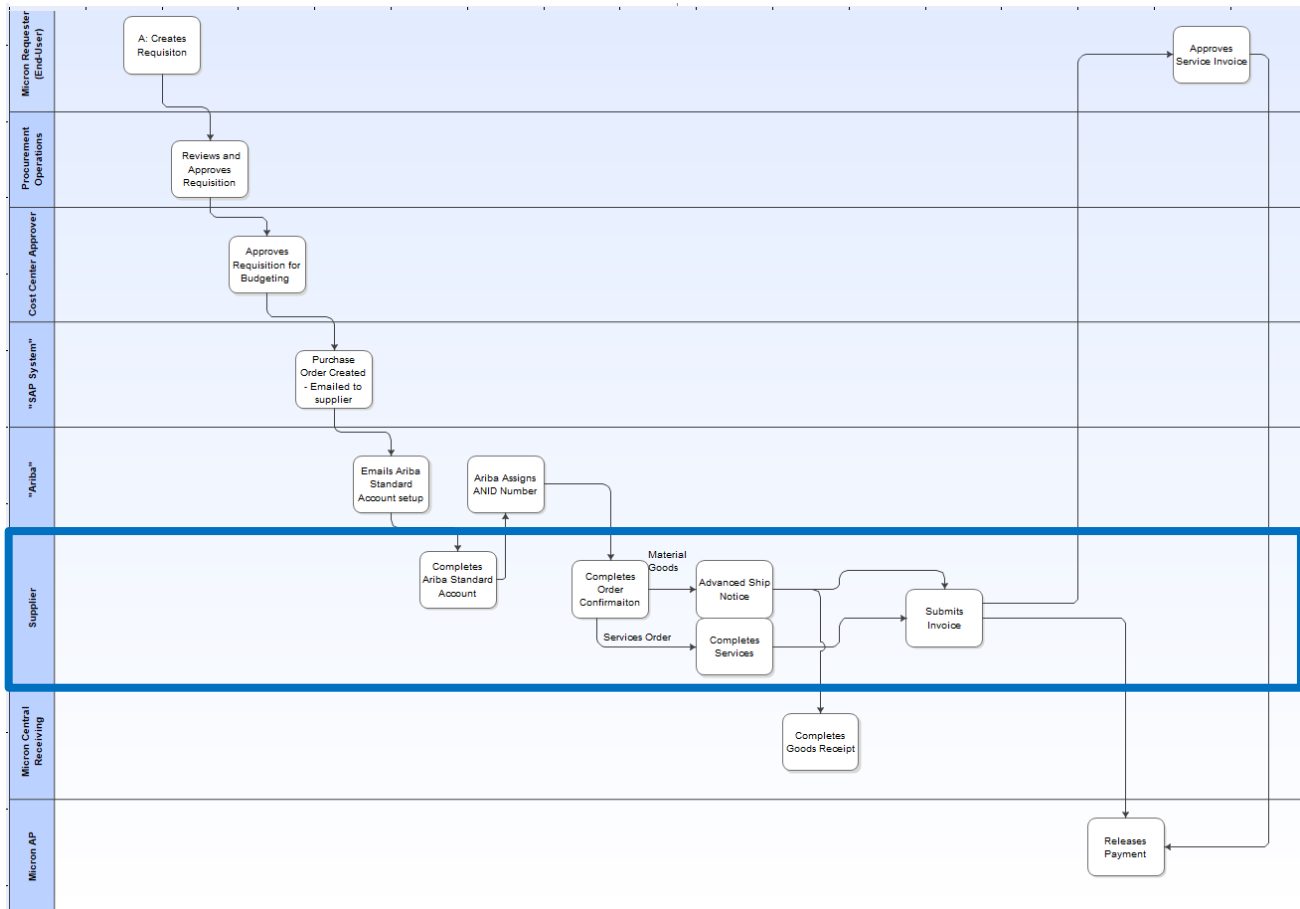
### Project Roles: How does a supplier know their role within the project and SAP Business Network?

SAP Business Network assigns roles within system configuration to help monitor task completion throughout order management process. Based on size of company an individual can have several roles to complete the necessary tasks. Below are several key roles.

- **SAP Business Network Administrators:** Individual who perform duties, such as account configuration, creating roles in SAP Business Network system and is primary contact for internal supplier users.
- **Sales/Order Management:** Receive and complete purchase orders through SAP Business Network. Roles include Order confirmation.
- **Shipping:** Completing shipment of goods, includes providing advanced ship notifications and packing slip of materials shipped. Note that providing correct or partial information on packing slip could result in delayed payment.
- **Accounts Receivables:** Compile and enter invoices into SAP Business Network for payment. Invoice Procedure for entering invoices.

**Project End State: How will suppliers transact with Micron in the future through the Order Management process post enablement?**

It is important to note that every supplier will be expected to adhere to the new Order Management process post enablement, including completing SAP Business Network Standard Account enablement, completing the order confirmation, creating ASNs or completing services, and submitting the invoice. The following process flow details the in-depth steps through the to-be order management post enablement. The supplier role is highlighted in blue and demonstrates how they interact within the greater process and Micron groups.



## Project Costs & Fees

### Covering Fees: Will Micron cover the fees for a supplier’s Enterprise account?

No. The fees related to Enterprise accounts are absorbed by the suppliers; however, we have only targeted the high-volume suppliers (already transacting with Enterprise accounts for other buyers) for Enterprise waves and still have the Standard (free) option available in the event suppliers refuse to opt into Enterprise with Micron (see account type and pricing details below). Please note that *no fees will be charged to suppliers until they are fully enabled and have POs sent from Micron*. If you need more information on fees, visit the [SAP Business Network Accounts & Pricing Portal](#).

	Standard account <sup>1</sup>	Enterprise account				
		Premium <sup>1</sup>	Bronze	Silver	Gold	Platinum
Subscription Rates	Free	Free	USD 50 <i>NY</i>	USD 750 <i>NY</i>	USD 2,250 <i>NY</i>	USD 5,500 <i>NY</i>
<b>DOCUMENTS PER YEAR</b>						
Documents per year	Unlimited	Up to 4*	5 to 24*	25-99*	100-499*	500+*
<b>TRANSACTION RATES<sup>2</sup></b>						
Document Transactions <sup>3</sup>	None	None	.155%	.155%	.155%	.155%
Service Entry Sheet Relationships <sup>4</sup>	None	None	.35%	.35%	.35%	.35%
Customer Relationship Cap <sup>5</sup>	None	None	USD 20,000	USD 20,000	USD 20,000	USD 20,000
	<ul style="list-style-type: none"> <li>E-mail based access</li> <li>PO</li> <li>PO Flip (OC, ASN, Invoice, SES)</li> <li>Non PO Invoices</li> <li>Invoice Status</li> <li>Mobile App</li> </ul>	<i>Standard, plus:</i> <ul style="list-style-type: none"> <li>Portal use</li> <li>Catalogs</li> <li>Supply Chain Collaboration</li> <li>Customer support</li> <li>Long-Term Invoice Archiving</li> <li>Reporting</li> </ul>	<i>Premium, plus:</i> <ul style="list-style-type: none"> <li>Ariba achievement badges</li> <li>Sales opportunity response</li> </ul>	<i>Bronze, plus:</i> <ul style="list-style-type: none"> <li>Integration Express consultation</li> <li>cXML and EDI Integration</li> <li>Supplier technical support</li> </ul>	<i>Silver, plus:</i> <ul style="list-style-type: none"> <li>Unlimited responses to sales opportunities</li> <li>eCommerce consultation services</li> <li>Priority support access</li> </ul>	<i>Gold, plus:</i> <ul style="list-style-type: none"> <li>Ariba LIVE pass</li> </ul>

### Foregoing Fees: Is there any way for a supplier to forego the fees?

While we expect to engage SAP Business Network in the conversations around fees, the supplier does have the Standard account option if they refuse the Enterprise account. The free standard account is accessible through email notifications and requires manual invoice loading. Standard account enablement includes similar functionality to an enterprise account and will allow basic transaction with Micron through SAP Business Network. However, suppliers will not have access to the SAP Business Network electronic catalogs, reporting, or back-end integration tailored to their ERP system. If you or your supplier does not require this functionality, then a standard account is recommended and sufficient.

It is also important to note that with an Enterprise Account, you would see a Dashboard versus using a standard account limits users to email Inbox/Outbox functionality. See more about the differences between Integration vs. Enterprise vs. Standard Accounts in the [SAP Business Network Enablement Account Types section](#) of this FAQ document.

### Duplicate Fees: If a supplier already has an SAP Business Network account and transacts with other customers, do they pay supplemental fees to transact with Micron?


There are two components to the supplier fee schedule, transaction fees and subscription fees. Transaction Fees are billed quarterly and are 0.155% of a supplier’s transacting volume, or 0.35% if the suppliers be submitting Service Entry Sheets (note: Service Entry Sheets are not in scope for Micron). Any transaction fees the supplier incurs will be capped at \$20,000 per customer relationship; however, the supplier can continue to accrue fees with other customer relationships. Subscription Fees are billed once annually and are based

on the number of chargeable documents you transact on SAP Business Network across all customer relationships. If you have additional questions, visit the [SAP Business Network Pricing Page](#).

### Disputing Fees: How does a supplier dispute an SAP Business Network fee?

If the supplier believes their SAP Business Network bill has been incorrectly calculated, they can create a dispute case by going to the Service Subscription Section of their SAP Business Network account. Prior to creating a dispute case, SAP Business Network advises that the supplier checks their transaction activity report, which lists all the documents used to calculate the SAP Business Network fees. Suppliers can view the transaction activity report by clicking the **Display Transaction Activity Report** icon which appears to the right of your bill under the **Action** column on the **Open Bills** tab.

Use the following steps to access the Service Subscription Section and creating a dispute case:

1. In the upper-right corner of the application, click **[user initials] > Service Subscriptions**.
2. Click the **Open Bills** tab and locate the bill.
3. Under **Action** to the right, click the 
4. Select a cause from the drop-down menu and enter a reason for your dispute in the **Comment** section with as much detail as possible.
5. Double-check that the contact information listed underneath **Contact Data** is correct.
6. Click **Send**. Your request will be sent to the billing team, and you will be contacted by a representative.

### Help with Fees: Who should a supplier contact to discuss potential SAP Business Network fees?

Suppliers should visit the [Micron Enablement Help portal](#) for enablement specific questions like how to configure the account, how to find and invoice against a PO, and what fees are associated with these transactions. CSMs are not expected to manage the fee conversation with suppliers. To contact SAP Business Network with any questions on fees, visit the [SAP Business Network Enablement Help Desk](#).



## SAP Business Network Enablement Account Types

As mentioned, the SAP Business Network enablement initiative has divided suppliers into four tiers based on volume, geography, and previous SAP Business Network activity. High-transaction suppliers are onboarded onto Enterprise Accounts, while all remaining suppliers use Standard Accounts.

Suppliers that are currently using SAP Business Network to transact with Micron have been using Quick Enabled (QE) accounts. In order to automate and streamline processes between SAP Business Network and its suppliers, Micron is fully enabling Suppliers onto the SAP Business Network with either an Enterprise or Standard account.

Area	Standard Account	Enterprise Account
Sell	<ul style="list-style-type: none"> <li>SLP/ SIM Profile setup</li> <li>Ariba Sourcing and Ariba Discovery/ Quote Automation</li> <li>P2P (Collaboration) requests</li> <li>Guided Buying RFQ</li> </ul>	<ul style="list-style-type: none"> <li>Same</li> </ul>
Access	<ul style="list-style-type: none"> <li>PO based document - email trigger access</li> <li>Non-PO or contract invoice, pdf invoicing - Direct Dashboard access</li> </ul>	<ul style="list-style-type: none"> <li>Integrated or Direct Dashboard (inbox)</li> </ul>
Fulfill – PO	<ul style="list-style-type: none"> <li>Order, PO-Flip for Order Confirmation and ASN, GRN</li> <li>Legacy Orders</li> </ul>	<ul style="list-style-type: none"> <li>Inbox access</li> <li>Catalogs + PunchOut</li> </ul>
Invoice	<ul style="list-style-type: none"> <li>PO-Flip for SES and PO e-Invoices</li> <li>Non-PO Invoice and Credit Notes</li> <li>P2P Contract-Invoicing and SES</li> </ul>	<ul style="list-style-type: none"> <li>Outbox access</li> <li>CSV based Invoice upload</li> </ul>
Invoice Status	<ul style="list-style-type: none"> <li>Invoice status notifications</li> <li>Payment Proposal</li> <li>Remittance Details</li> </ul>	<ul style="list-style-type: none"> <li>Same</li> </ul>
Early payment	<ul style="list-style-type: none"> <li>Dynamic Discounting + Pay Term Service (and status portal)</li> </ul>	<ul style="list-style-type: none"> <li>Same</li> </ul>
Ariba Support	<ul style="list-style-type: none"> <li>Help Center</li> </ul>	<ul style="list-style-type: none"> <li>Help Center, phone, chat, and web form, Integration services/support</li> </ul>
AN Relationships	<ul style="list-style-type: none"> <li>Unlimited AN relationships</li> <li>Account hierarchy</li> </ul>	<ul style="list-style-type: none"> <li>All relationships are full-use relationships</li> </ul>
Legal Archive	<ul style="list-style-type: none"> <li>Invoice notification with cXML and PDF invoice, to be used for local archiving</li> </ul>	<ul style="list-style-type: none"> <li>Zip Invoice (for mass download)</li> <li>Long-Term Document Invoice Archiving (regional restrictions apply)</li> </ul>
Integration		<ul style="list-style-type: none"> <li>cXML, EDI, fax, CSV, (future: PDF email or upload)</li> </ul>
AN Payment	<ul style="list-style-type: none"> <li>AribaPay ACH support</li> <li>Banks provided track-and-trace and 3-way matching on AN with AribaPay</li> </ul>	<ul style="list-style-type: none"> <li>Same</li> </ul>
Reporting		<ul style="list-style-type: none"> <li>Deep Reporting &amp; Analysis</li> </ul>
Supply Chain Collaboration	<ul style="list-style-type: none"> <li>Supply Chain Collaboration specific documents like Consignment collaboration, Forecast collaboration, or Manufacturing planning</li> </ul>	<ul style="list-style-type: none"> <li>Full Supply Chain Collaboration with Integration</li> </ul>
Fees	<ul style="list-style-type: none"> <li>FREE for AN Fulfillment document exchange</li> </ul>	<ul style="list-style-type: none"> <li>AN Fees apply, see next slide</li> </ul>
Mobile App	<ul style="list-style-type: none"> <li>Included</li> </ul>	<ul style="list-style-type: none"> <li>Included</li> </ul>

### Understanding QE: What is the difference between an SAP Business Network QE account and an SAP Business Network Standard account?

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. Standard accounts enable the supplier to interact directly with the SAP Business Network rather than mailing their invoices into the AP team. Once the Supplier Enablement Team communicates to you your go-live date, no paper invoices will be accepted beyond that date and transacting with Micron solely using SAP Business Network will be required.

### Standard Account Capabilities

The free standard account is accessible through email notifications. It requires you to manually load your invoices. Standard account enablement includes similar functionality to an enterprise account and will allow you to transact with Micron. However, you will not have access to the SAP Business Network electronic catalogs, reporting, or back-end integration tailored to your system. If you do not require this functionality, then a standard account is recommended and sufficient.

## Upgrading to an Enterprise or an Integration Account

If you find the standard account functionalities do not meet your or your supplier’s requirements, there is the option to upgrade to an enterprise or integration account. Upgrades include enhanced functionality, including automated touchless customer orders and invoices processed by integrating with your back-end system. See the graphic below for a comparison between Standard vs. Enterprise vs. Enterprise for Integration Accounts. Suppliers should submit a request to the [Micron Enablement Help Desk](#) to update/upgrade their accounts.

	<b>A</b> STANDARD ACCOUNT	<b>B</b> ENTERPRISE PORTAL USERS	ENTERPRISE FOR INTEGRATION
<b>FULFILLMENT</b>			
<b>Process Impact</b>	✓ Manual Process	✓ Manual Process	✓ Semi-Automated to Fully-Automated Process
<b>Orders and Invoices</b>	✓ Respond to emailed orders using order confirmations and invoices.	✓ Skip the emails. Get and manage orders and invoices all on Ariba Network.	✓ Seamless and touchless customer orders and invoices.
<b>Transacting Methods</b>	✓ Interactive Email ✓ Mobile App	✓ PO Flip ✓ Mobile App ✓ Catalog Enablement	✓ CSV Upload ✓ SAP Ariba Cloud Integration Gateway
<b>Legal Archive</b>		✓ Long-term invoice archiving for global compliance	✓ Long-term invoice archiving for global compliance
<b>Reporting</b>		✓ Get reports to track transactions and sales activities	✓ Get reports to track transactions and sales activities
<b>Support</b>	✓ Help Center	✓ Help Center, phone, chat, and webform	✓ Help Center, phone, chat, and webform
<b>Cost</b>	Free	Transaction/ Subscription Fees based on usage	Transaction/ Subscription Fees based on usage + internal resources
<b>SELLING</b>			
<b>Ariba Discovery</b>	✓ Join our business matchmaking service to get high quality sales leads. Fees may apply.		
<b>Sourcing, Contract Management</b>	✓ Get invited to RFx, Auctions and other events.		

## Opting Out: What are the ramifications if I choose to opt out of the SAP Business Network Enablement?

Moving forward, all suppliers will be required to transact through Micron’s SAP Business Network to receive payment. Micron suppliers were targeted for an enterprise, integration, or standard account based on their volume of transactions with Micron. However, if the SAP Business Network team has tried to contact the supplier to schedule an introductory meeting and invitation to accept the Trading Relationship Request and they do not respond, or the supplier specifically requests not to enable, then the supplier is declining to transact electronically with Micron via the SAP Business Network. As a result, Micron will discontinue business with you and not pay invoices that are submitted outside the SAP Business Network in the future.

If the supplier would like to continue to do business with Micron but are not sure of using SAP Business Network or the steps involved to transact with Micron on the SAP Business Network, the supplier would read the FAQ document detailing all part of the project, as well as familiarize themselves with the Order Management Process that suppliers will follow post enablement. If suppliers that have opted out of SAP Business Network Enablement decide that they want to be enabled, they can continue working with Micron at no financial cost through the free standard SAP Business Network account. The standard account is accessible through interactive email notifications and requires you to manually load your invoices.

## Training & Additional Resources

### Training Details: Will training be provided and how can I register?

Yes, training was provided for each wave of enablement. There were three supplier training events: Summits, Enterprise Training, and Standard Training.

#### Micron Supplier Portal

The [Micron Supplier Portal](#) is part of the Micron.com site that provides additional information to both Registered and Unregistered Suppliers. The SAP Business Network Enablement Training documents intended for suppliers are translated into 6 languages (English, German, Italian, Japanese, Simplified Chinese, Traditional Chinese) and can be found in the following folders:

- Enablement Overview – Guides for All Micron Suppliers
- Standard Account – Guides for only Standard Account Suppliers
- Enterprise Account – Guides & Short Videos for only Enterprise Account Suppliers

#### Online Summits

Click the links below to view and download the one-hour SAP Business Network summit to learn about key changes, important actions and what this means to you. Summits were available across multiple time zones and languages to accommodate our global partners. The SAP Business Network provided a recording link via email after each session.

Language	Recording Link
Mandarin	<a href="#">Click here</a>
Japanese	<a href="#">Click here</a>
English	<a href="#">Click here</a>

#### Enterprise Training (PO Flip Training)

The Enterprise or PO Flip Training is a walkthrough of how suppliers will be using the SAP Business Network transacting with Micron using an Enterprise Account.

- WebEx Version: [Micron PO Flip Webinar Recording](#)
- Zoom Version: [Micron PO Flip Webinar Recording](#) | Passcode: wsR13+5+

#### Standard Training

The Standard training is a walkthrough of how suppliers will use the SAP Business Network transacting with Micron through a Standard Account. When available, a link will be provided the SAP Business Network Standard training.

### Additional Resources about this Project: Where can I go if I have more questions?

#### Micron Supplier Enablement (SE) Team for Standard Account Suppliers

- Standard Account Suppliers should always contact the internal Micron SE team at [micron\\_supplierenablement@micron.com](mailto: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 Helpdesk** for Supplier Support During Deployment and Go-Live

- SAP Business Network Enablement Assistance: [US](#) | [Europe](#) | [Asia-Pacific](#)
- 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)
- This team is not Buyer-facing; If a Micron employee has questions regarding SAP Business Network supplier enablement, they may reach out to [the SAP Business Network Help Desk](#)

**SAP Business Network Customer Support** for Supplier Support Post Go-Live and Existing Suppliers

- Help Center: <https://supplier.ariba.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.
- Service Subscription: Fees already incurred

**Integration and Catalog Support** for Support Post Go-Live

- Integration: [askaribatech@ariba.com](mailto:askaribatech@ariba.com)
- Catalog: [SAPArribaCatalogManagement@sap.com](mailto:SAPArribaCatalogManagement@sap.com)
- Contact Regarding:
  - Existing Users
  - Network issues
  - Inquiries

**Additional Resources on Payment: What resource can be used for payment related SAP Business Network questions?**

Please reach out the Accounts payable team for your region in the contacts below.

- North America: [AP@micron.com](mailto:AP@micron.com)
- Singapore: [MSA\\_QUERIES@micron.com](mailto:MSA_QUERIES@micron.com)
- Micron Malaysia: [AP\\_MMY@micron.com](mailto:AP_MMY@micron.com)
- Micron China: [MICRON\\_CHINA\\_AP@micron.com](mailto:MICRON_CHINA_AP@micron.com)
- Micron Europe: [MEL\\_AP1@micron.com](mailto:MEL_AP1@micron.com)
- Micron Taiwan: [TW\\_AP\\_TEAM@micron.com](mailto:TW_AP_TEAM@micron.com)
- Micron Japan Limited: [MJP\\_FIN\\_AP@micron.com](mailto:MJP_FIN_AP@micron.com)
- Italy: [AP\\_MIY@micron.com](mailto:AP_MIY@micron.com)
- India: [MOI\\_AP\\_INDIA\\_QUERY@micron.com](mailto:MOI_AP_INDIA_QUERY@micron.com)

## SAP Business Network Enablement Project Terminology

If you need a refresher on Procure to Pay (P2P) and SAP Business Network Enablement Terminology, please use the below table. If you have a question on certain terminology or about the project in general, please contact the [Supplier Enablement Team](#).

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 <a href="#">this link</a> for the US, or <a href="#">this link</a> 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.)
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 based on 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/
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 your customer 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.
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 <a href="#">Micron's Supplier Responsibility</a> .
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