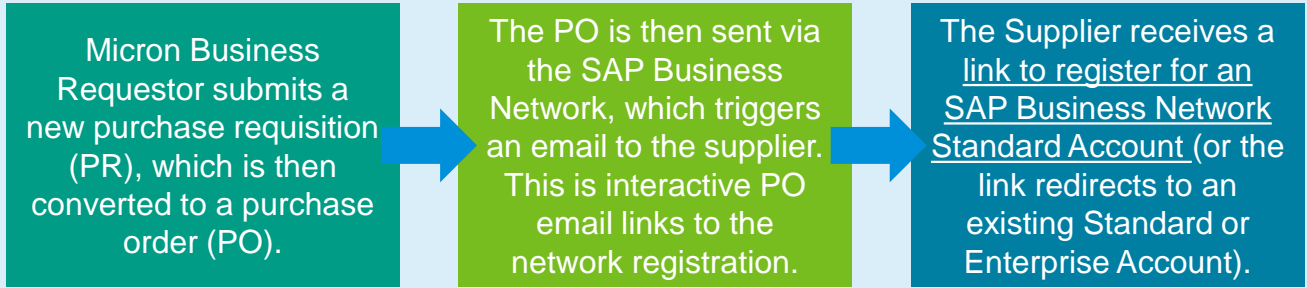




Standard Account Invoicing

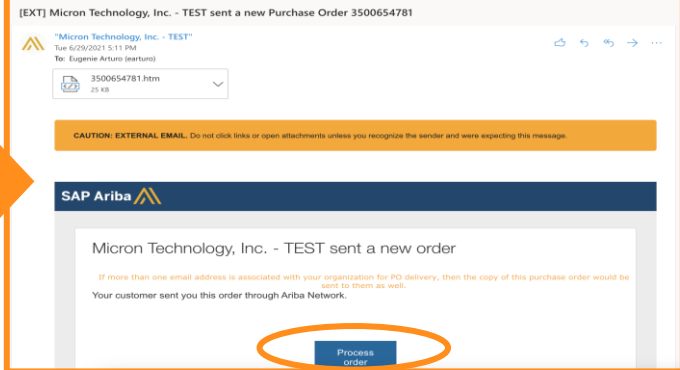
Ensure SAP Business Network Registration

Before transacting on the SAP Business Network, you must ensure you are registered on the network. The following process is used to register supplier on the network:



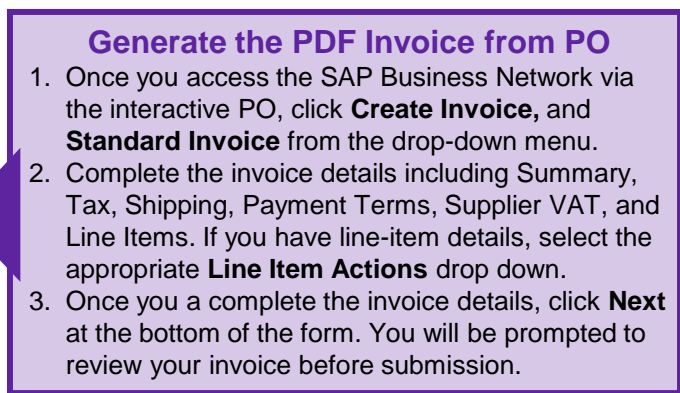
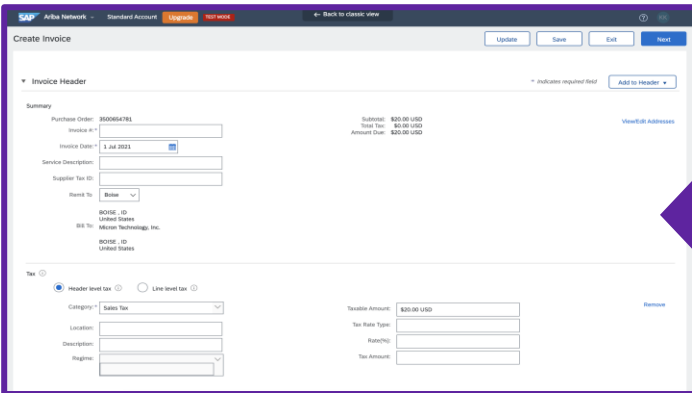
Click Link in Interactive PO to Invoice

1. The registration process, a Micron PO is sent via the SAP Business Network, which triggers an email sent to you. **Check your email inbox** for a link from Micron Technology.
 2. Select the hyperlink box **Process Order**. If the dialog box appears, select **Open**.
- Note: If you did not receive an email, or cannot find your email after following all instructions below, contact the [Micron Supplier Enablement team](#) for support.



Generate the PDF Invoice from PO

1. Once you access the SAP Business Network via the interactive PO, click **Create Invoice**, and **Standard Invoice** from the drop-down menu.
2. Complete the invoice details including Summary, Tax, Shipping, Payment Terms, Supplier VAT, and Line Items. If you have line-item details, select the appropriate **Line Item Actions** drop down.
3. Once you complete the invoice details, click **Next** at the bottom of the form. You will be prompted to review your invoice before submission.



If your Interactive PO Email is Lost

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.

