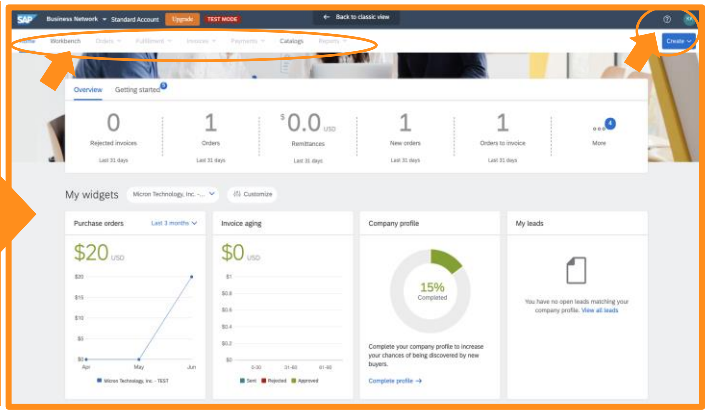
# Quick Reference Guide
*For Micron Standard Account Suppliers*

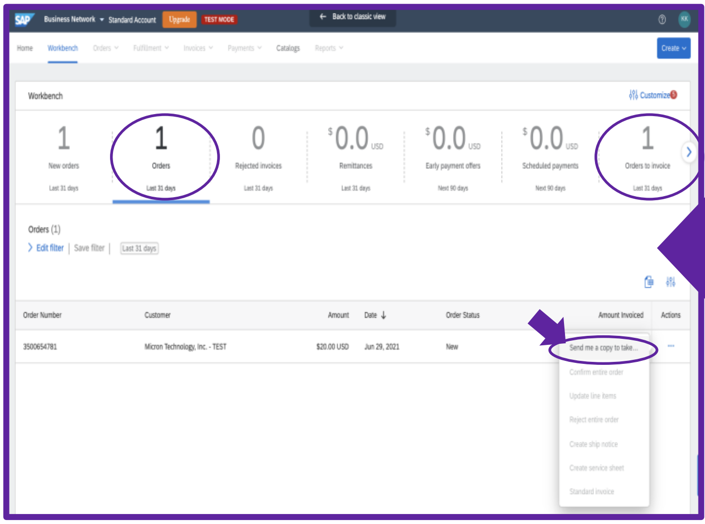
## Additional Standard Account Functionality

- The SAP Business Network added **additional functionality to the free Standard Account** which was previously only available to Enterprise Accounts
- The updated functionality **enables streamlined and simplified transactions** on the SAP Business Network **and supports additional customization** for each supplier

### Added Features

1. The **question mark icon** on the top right side of the navigation bar allow for **additional support for Standard Account suppliers**, including learning content and help desk support
2. The **settings icon** is where suppliers can now find user account, company account, and network settings
3. On the main menu bar, **Workbench** and **Catalogs** are added features for invoicing and catalog configuration





### Orders & Invoices

1. Orders and Invoices are now accessible via the **Orders tile or Invoices tile** on the main menu, located in the **Overview Bar**
2. The Overview Bar on the homepage show counts of relevant documents, including orders, invoices, etc.
3. Clicking on a tile in the Overview Bar will take you to the **Transaction Workbench**
4. Below the highlighted tile, you will see a list of your documents based on the filter criteria. Filter on creation date to up to last 365 days.
5. If you want to flip an order to an invoice, click the **Actions** on the order and select **Send me a copy to take action.** This will send you the interactive PO over email

### Transaction Workbench

1. Once you select the filter criteria for your tile, apply to see a result. You can click **Save Filter** to save this custom search and go back to it faster later
2. You can also **create multiple tiles for the same document type** i.e. create order tiles for creation date, key customers, etc. You can add up to 25 tiles in the workbench
3. You can customize the layout of the documents table by clicking on the **settings icon**