

1

Open the auto-notification email

from *cpgtools@microsoft.com* with the subject "MS Invoice User Registration Request".



2

Click the registration link

given under the "Action:" section and complete the registration process. You are required to have a Windows Live ID to complete this process.



3

Complete the registration successfully

and you will be able to check POs, invoices, and payment status using MS Invoice by going to the following link:
<https://einvoice.microsoft.com>.

