How to register

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.