MSInvoice
Electronic Submission of Invoices

Last Update: March 2014

Contents
1. Introduction ........................................................................................................................................... 2
    WHAT IS MSINVOICE? .......................................................................................................................... 2
    MSINVOICE AND STATUTORY COMPLIANCE RULES IN SUPPORT OF E-INVOICING ................................. 2
2. Log In/Access to MSInvoice .............................................................................................................. 3
    ACCESS TO MSINVOICE FROM https://einvoice.microsoft.com ................................................................ 3
3. Selecting Language ............................................................................................................................. 5
    CHANGING LANGUAGE ......................................................................................................................... 6
    SELECTING LANGUAGE AND DATE FORMAT PREFERENCES FOR COMMUNICATION ................................. 6
4. MSInvoice: Initiating the Invoice Process .......................................................................................... 6
    VALIDATE AND SELECT COMPANY DETAILS AND INVOICE TYPE ...................................................... 6
5. Submitting a PO-based Invoice .......................................................................................................... 9
    SELECT THE PO ....................................................................................................................................... 9
    ENTER INVOICE INFORMATION .......................................................................................................... 10
    REVIEW INVOICE SUMMARY .............................................................................................................. 16
1. Introduction
This document will provide you with an overview of MSInvoice, Microsoft’s tool for its vendors to submit invoices electronically. This document is designed to answer basic questions and to be a training resource for vendors.

WHAT IS MSINVOICE?
MSInvoice is a web-based application, provided by Microsoft to its vendors, which will allow vendors to submit electronic invoices directly to Microsoft. The MSInvoice tool can support electronic invoice submission on a one-on-one basis, and for those vendors that have been granted explicit permissions from Microsoft can also support mass uploading of invoices.

MSINVOICE AND STATUTORY COMPLIANCE RULES IN SUPPORT OF E-INVOICING
Care has been taken to ensure that invoices submitted via MSInvoice comply with statutory requirements such as the European Union Council Directive on Electronic Invoicing (2001/115/EC) and other e-invoicing rules in other jurisdictions.

While not all locations served by MSInvoice have strict electronic invoicing guidelines, many do. Where relevant, there are three general areas where Microsoft has focused to help make sure that invoices submitted via MSInvoice meet statutory requirements:

- Capturing the Correct Fields/Data: Based on the location of the vendor and which Microsoft location is being invoiced, MSInvoice will present a set of fields that vendors fill in so the appropriate information is captured and
present on an electronic invoice. Vendors can also add in new fields to customize the invoice to ensure that the right data is included. **Ultimately it is the vendors’ responsibility to make sure that all of the correct information is included on the invoice.**

- Ensuring Authenticity and Originality: (Where applicable) When an invoice is submitted, a digital signature is added to the invoice (by a third party) to guaranty the authenticity and originality at the time of invoice submission. The digitally signed invoice will be available for external auditors as well.

- Original Invoice Storage: Vendor Original Invoices (from a tax compliance standpoint) are downloadable or emailed back to the vendor so that the vendor has complete control of its own tax documents.

2. Log In/Access to MSInvoice

**ACCESS TO MSINVOICE FROM** [https://einvoice.microsoft.com](https://einvoice.microsoft.com)

**INVITATIONS TO MSINVOICE**

In order to access MSInvoice a user must first receive an email invite to the system. There are two types of roles within a vendor account:

- Account Administrators: Can invite users and other administrators to the system. Additionally, can create invoices.
- Users: Can create invoices.

The first account administrator for your account will have been invited by Microsoft to access the system. Once this person has accepted the invitation and registered, he or she will be able to invite other administrators or users to access MSInvoice as well.

*You will need a Windows Live ID in order to complete your registration.* You can use an existing Windows Live ID you may have or create a free new one for this purpose. You can even associate an existing email account with a Windows Live ID.

The Windows Live ID credentials you associate with your MSInvoice account during registration will be the same credentials you will use to log into MSInvoice on an on-going basis as well. For more information on Windows Live ID please visit: [http://explore.live.com/windows-live-home-id-using](http://explore.live.com/windows-live-home-id-using)

**VENDOR ACCOUNT ADMINISTRATIONS**

The Account Administrator is responsible for managing all users that will log into a given vendor account. Once the first Account Administrator is established, he or she will be responsible for inviting either users or fellow administrators to use the MSInvoice tool.

All Account Administrators can see a tab within MSInvoice where they can manage the users for their accounts. Some of the functions that can be performed by Account Administrators include:

- Invite others: Clicking on the link to Invite Users will launch a dialogue box where a person’s name, role (user or Account Admin) and email can be entered. Once this invite is submitted, the person whose information was just entered will receive an email from MSInvoice that contains a link. The person will need to click the link, enter the corresponding vendor number (not provided as part of the invite for security reasons), log in using a Windows Live ID, and accept the terms and conditions.
  - Invite other Account Administrators: Microsoft recommends that at least two people from a company are designated as Account Administrators. Administrators can invite others to be administrators or users...
Invite users: Users differ from Account Administrators in that they cannot invite others to the application.
• Edit, Deactivate, or Delete existing users
• Re-activate an inactive user
• Define default values that can be automatically used to speed up the invoicing process
• All other functions that are available to users on MSInvoice

FIRST TIME ACCESS ONCE AN INVITE IS RECEIVED
When you receive an email invite to MSInvoice it will contain a link. Clicking this link will provide you with an opportunity to register for the MSInvoice site. The link contained in this email is only valid for 14 days. If you do not activate the link within 14 days, you will need to request another invitation from the person who invited you originally.

The first step of completing registration is to enter your vendor number. If you do not know your vendor you must first obtain this from the person who invited you to MSInvoice.

Once you have entered your vendor number, you will be presented with a page to enter an email and password. You will need to enter valid Windows Live ID credentials at this point. For more information on creating a Windows Live ID account please visit the following site: [http://explore.live.com/windows-live-home-id-using](http://explore.live.com/windows-live-home-id-using)

Using a Windows Live ID to access MSInvoice provides you with the ability self-manage your account credentials. You have multiple options on how to obtain, create, or use a Windows Live ID.

• If you have a valid Windows Live ID you can use an existing account. Simply log in at this point with existing, valid Windows Live ID credentials to complete this step.
• You can also create a new, free Windows Live ID account and use that for MSInvoice access as well. Once this account is created, you can use that account to access MSInvoice
• Additionally, you can associate an existing email address with a Windows Live account.

Once you have entered your credentials, you will be presented with a Terms and Conditions page. You will need to accept the Terms and Conditions in order to access and use MSInvoice. Selecting Accept will then present you with a confirmation page that includes a link to the MSInvoice home page.

LOGGING INTO MSINVOICE
Once your initial registration is complete, you will be able to access MSInvoice directly by visiting [https://einvoice.microsoft.com](https://einvoice.microsoft.com) and entering your Windows Live credentials. You will see the following page:
CHANGE OF PASSWORD
Because you are using your Windows Live Account to access MSInvoice, you must change your Windows Live password in order to change your password. To accomplish this you can log out of MSInvoice and then log back in. During this process you can access the account services function of your Windows Live registration to modify your account settings.

DEFINING DEFAULT VALUES TO SPEED UP INVOICING
Note: This function is available to Vendor Account Administrators only.

On the Vendor Account Administration page the vendor account manager can set up default values that can automatically default in saved values into certain fields during invoicing. Any field set up as a default value will auto-populate when an invoice is created. These fields are still editable by the person creating the invoice. Each of the fields that can be set up as defaults can be set up differently for each Microsoft company code that your company invoices. The fields available for defaulting in include:

- Vendor email address
- Vendor VAT/GST number (only available for relevant countries)
- Tax Representative details (only available for relevant countries)
- Kid Number (only available for Norway)
- ESR Number (only available for Switzerland)
- SIREN Number (only available for France)

3. Selecting Language
MSInvoice has been translated into multiple languages for the benefit of Microsoft’s vendor community.
CHANGING LANGUAGE
To change the language shown on screen, select the language selector from the top right of the screen. Then select the appropriate language and the screen will automatically change to the selected language.

Please note: In some cases data that comes directly from our main financial system, may not be localized.

SELECTING LANGUAGE AND DATE FORMAT PREFERENCES FOR COMMUNICATION
Each vendor account number has a Vendor Account Administrator associated with it who will have access to a Vendor Account Management tool. Within this tool it is possible to set preferences for language and date formats, but these preferences must be set by the Vendor Account Administrator. The following fields can be individually defined for each Microsoft company that the vendor can invoice:

• Email Language: The language that is selected will dictate the language of all email communication to the vendor. To change this, the Vendor Account Manager must select the preferred language from the available drop down.

• Email Number and Date Format: Many emails that are sent from MSInvoice contain numbers and dates. The Vendor Account Administrator can define the format of these numbers and dates so that the format aligns to a given country's number/date format.

Please note: In some scenarios vendors will have the opportunity to download a copy of their submitted invoice for tax purposes. The language of the invoice that gets downloaded, will match the language selection of the person who submitted the invoice.

4. MSInvoice: Initiating the Invoice Process

VALIDATE AND SELECT COMPANY DETAILS AND INVOICE TYPE
A screen similar to the following will be displayed:
1. Before you will be able to take action, you need to select which vendor account you are invoicing from (if there are multiple available to you)
2. Select which Microsoft location you are invoicing
3. Select the country from which the invoice is to be issued (Invoice From). This is the country where you are registered for tax purposes.

After these steps are completed you will be able to take the various actions listed on the rest of the screen. These include:

- Creating a new invoice: If you are authorized to create invoices, you will see links that enable you to start the invoice creation process. Note: The options available to you in this section are defined based on the permissions granted to your account by the Microsoft Accounts Payable team.
- Reporting: Look up Purchase Orders, Invoices, and payment information. Some vendors in various locations will also have the ability to download digitally signed versions of original electronic invoices (for tax purposes) from this section.
- Administration: Each vendor account has one or more Vendor Account Administrators who manage access to MSInvoice on behalf of the vendor. If you are a Vendor Account Administrator you will see links to the Administration area of the tool
- Access Support and other resources: On the right hand column of the site you will be able to see which Microsoft companies/locations you can invoice as well as see links to support and relevant forms.
**Please Note:** If the Microsoft location/company that you need to invoice is not listed, contact the Microsoft employee who placed the order in order to resolve the issue.

The following screenshots and examples are based on invoicing from a specific country. There may be slight changes or differences based on the specific country you are invoicing.
5. Submitting a PO-based Invoice

If you have an established PO with Microsoft that you will be invoicing against, please select this option. This process will enable you to invoice against a specific PO, and will help you to ensure that the PO you have selected has enough funds available for invoicing. The general process is as follows:

Select the PO ➔ Enter Invoice Details ➔ Review Invoice Information ➔ Submit Invoice

To Submit a PO Invoice...

SELECT THE PO

1. Click on the “Create a PO Invoice” link.
2. If you know the Purchase Order # enter the PO number in the “Purchase Order Number” field and click on the “Select” button.
3. If you do not know the Purchase Order #

   - Click on the link to search for open purchase orders.
   - Locate the Purchase Order number using the search criteria
   - Once located, select the relevant PO and click on the Select button
   - **Please Note:** If you cannot locate a valid open PO #, please contact your Microsoft contact to assist you in locating a valid PO #.
ENTER INVOICE INFORMATION

There are multiple sections of an invoice to complete. See below for the complete instructions per section. Not all sections will be relevant for all locations. Generally, these will include:

1. Invoice Information
2. Invoice Details
3. Additional Charges
4. Tax Details
5. Statutory Information

*Invoice Information*
• **Invoice Date** — The current date will be defaulted in, however please be sure that this accurately reflects your actual invoice date.

• **Vendor Email Address** — This is important to enter correctly, as this will be the email used to communicate with you about the invoice.

• **Delivery Date** — Provide a date that the goods or services were delivered

• **Invoice Currency** — The currency of the invoice will automatically match that of the purchase order  

• **Vendor Invoice Number** — Enter the Invoice Number on your invoice.

  *Please Note: this number must be unique. For instance, occasionally your Microsoft invoice approver may reject an invoice and after corrections you want to re-submit. In this case, you must provide a unique invoice number for this submission.*

• **Shipment Destination** — Provide the country, a region/state, city, and zip/postal code where the goods or services were delivered.
• **Interim Approvers** – This field is optional. If you fill this out, the interim approver will need to approve the invoice before the final approver sees the invoice. The system will automatically route it to the interim approver(s) in the priority order you set, followed by the final approver.

• **Final Approver**—This field will default to the Microsoft employee’s alias that will be approving your invoice. In the past, this field was editable by suppliers. However, this field is no longer editable. If you receive an error stating that the approver is invalid; please contact your Microsoft contact for a new approver alias. If you need to change this value, you must contact your local Microsoft Accounts Payable Support Team. You may email us for any questions you have.

• **Comments to Approver** - Use this space to provide additional comments to your Microsoft invoice approver so they have the required details to approve your invoice.

• **Links to Supporting Documents and Add Document link** – You may attach any supporting documentation if required. **Please Note:** Any documentation that you attach will only be visible to your Microsoft invoice approver and will not be accessible once the invoice has been approved. (Please do not mail Microsoft a copy of the invoice, unless you are invoicing Microsoft Mexico.) If your file is larger than 3MB you will need to send the file via email to the Microsoft contact

**Invoice Details of Purchase Order**

- Click on the “checkbox(s)” to the left of the PO line(s) that are to be invoiced. **Please Note:** You can change how many lines are displayed. Select the Lines per page drop down to change the view.

- The “Credit/Debit” column defaults to Debit. If you need to submit a Credit, please select Credit.
Verify the “Description” to ensure the correct PO line item is being invoiced. The description will default from the purchase order, however you have the ability to change this on the invoice. Attention: Some or all of the PO Line Item description will have been automatically pulled from the PO and will display on your invoice. As you create the invoice you have the ability to modify the text for each line item description. **Please make sure that the description you are submitting is detailed enough to clearly indicate what is being invoiced.**

- Verify the “Quantity” (Please highlight the quantity and change if required).
- Verify the “Unit Price” (Please highlight the unit price and change if required). **Do not include any shipping/handling or taxes in the “unit price” as these items will be addressed later.** If you made any changes to the Quantity or Unit Price, press the Tab key and the Extended Amount will calculate. Please verify that this amount is correct.

**Please Note:** *If the actual invoice amount of your invoice is greater than the available unit price left to invoice on the PO, please contact your PO requisitioner as the PO may need to be extended so you can submit your invoice.*

- Verify or select the “Tax Type”.
- The “GL Account” and the “SAP Cost Object” fields should be automatically populated. These are required fields to submit the invoice. **IMPORTANT:** If you will be entering additional charges on the next screen (e.g. shipping/handling) you will need to know the SAP Cost Object number on the next screen. You can go backward, but its easier to note it on this screen.

**Please Note:** *you may need to highlight and change the current coding information (cost center or IO #) with a new cost center or IO # provided by your Microsoft PO Requisitioner.*

- You can opt to split your line item into multiple line items so that you may apply different tax rates to various items represented within the line item you are billing Microsoft for. If you do opt to split the line item you will need to define each field for each split item

### Additional Charges

<table>
<thead>
<tr>
<th>Credit/Debit</th>
<th>Description</th>
<th>Amount</th>
<th>Tax Type</th>
<th>GL Account</th>
<th>SAP Cost Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Duty / Customs</td>
<td>2.00</td>
<td>2.9% Input tax</td>
<td>724032</td>
<td>9981062</td>
</tr>
</tbody>
</table>

**Total Additional Charges**

| Total Additional Charges | 2.00 USD |

- Use this section if you have other items to bill, not included on the PO (e.g. Shipping, handling, freight, duties, or customs).
- The “Credit/Debit” column defaults to Debit.
- Select “Shipping & Handling/Freight” or “Duties and Customs” from the “Description” drop-down menu.
- Enter the “Amount”
- Select the appropriate “Tax Type” from the drop down menu.
- Enter the “GL Account”
• Enter the “Cost Center/IO” (Enter the # provided on screen in the “Invoice Details” section directly above.) If no “Cost Center/IO” number is provided above, leave this field blank.

**Tax Details**

![Tax Details Table]

• If your goods/services are taxable, you will see a summary of the taxes associated with the invoice broken down by tax rates.
• If the tax has calculated incorrectly, you can modify the total tax amounts at this stage. However, it is important to note that the tax rates can only be modified by a small variance from the calculated value. Please also remember it is your responsibility to provide correct details on the invoice, including all tax rates and tax amounts.
• You have the ability to modify the taxes shown in this table so that it accurately reflects the actual amounts of tax applied. Additionally, in certain countries where entering an invoice produces a digitally signed PDF version of the invoice, the amounts reflected in the tax details table will show up as a tax summary on the PDF version of the invoice. As such, any changes you make to this table will also be represented on this PDF version.
• If needed you can add an additional currency for your TAX/VAT/GST summary under Tax details.
• Microsoft has different negotiated payment terms with vendors. In some cases, you may be presented on this screen with an option to change the payment terms associated with an invoice. In these cases, payment of your invoice can be accelerated in exchange for a discount on the fees. If you are presented this option, then clicking “yes” will provide you more information about this option that is available to you. Please note: Changes to the invoice payment terms will not be made without your consent and will only be made to this individual invoice. If you select “yes” to see more information about this, your payment terms will not be altered until you also click the “Accept” button presented on this page.
• It is also possible in select circumstances that you will presented with an option to speak with a Microsoft representative about changing the payment terms of your company’s supplier agreement to accelerate payment for all your invoices in exchange for a discount on the invoiced fees. If you subsequently select “yes” you will be contacted at some point in the future about modifying the payment terms of your vendor agreement with Microsoft to include accelerated payment terms in exchange for a discount on the fees.

**Statutory Information**
This section lets you input information onto an invoice that is required for statutory reasons (depending on location), and to add in whatever extra information you need to enter. **Please Note:** The information entered in this section will not be captured on a per-field basis in Microsoft’s systems, but will show up on the original version of the invoice you download once it has been approved.

Because statutory information varies by country, the fields listed in this section will vary by location. However, for certain locations some information is required.

You have the opportunity at this stage to enter additional information on this invoice by adding a new field at the bottom of this screen. When you add a new field you can provide a field title and a field value so that you can accurately provide the information that is required for you to submit an accurate invoice.
REVIEW INVOICE SUMMARY

Once you have selected Confirm, the screen will then refresh to show a summary of all invoice data entered during the process. Review the details carefully to ensure accuracy.

<table>
<thead>
<tr>
<th>Invoice Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number: 545814</td>
<td></td>
</tr>
<tr>
<td>Date: 6/27/2011</td>
<td></td>
</tr>
<tr>
<td>Vendor:</td>
<td></td>
</tr>
<tr>
<td>Payment Method: PPS Credit Card</td>
<td></td>
</tr>
<tr>
<td>Vendor Email Address: v克莱米@微软.com</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Information**

- **Vendor VAT**: 123456789
- **Date of Supply**: 6/27/2011
- **Buyer VAT**: 987654321
- **Exemption Comments**: Credit note reason and reference to original invoice, if applicable:

**Invoice Details**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>PO Line No.</th>
<th>Goods Received</th>
<th>Credit/Debit</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Amount</th>
<th>Tax Type</th>
<th>GL Account</th>
<th>SAP Cost Object</th>
<th>Asset #</th>
</tr>
</thead>
<tbody>
<tr>
<td>0008428870</td>
<td>10</td>
<td>N/A</td>
<td>Debit</td>
<td>BVT</td>
<td>1.000</td>
<td>0.75</td>
<td>0.75</td>
<td>Ireland Input VAT 23.5%</td>
<td>724040</td>
<td>100000006</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Charges**

<table>
<thead>
<tr>
<th>Credit/Debit</th>
<th>Description</th>
<th>Amount</th>
<th>Tax Type</th>
<th>GL Account</th>
<th>SAP Cost Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Duty / Customers</td>
<td>2.00</td>
<td>2.8% Input tax</td>
<td>724032</td>
<td>9999962</td>
</tr>
</tbody>
</table>

**Tax Details**

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Taxable Amount</th>
<th>TAX Rate</th>
<th>TAX Amount</th>
<th>TAX Amount In</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ireland Input VAT 23.5%</td>
<td>0.75 USD</td>
<td>23.50%</td>
<td>0.18 USD</td>
<td>0.18 EUR</td>
</tr>
<tr>
<td>2.8% Input tax</td>
<td>2.00 USD</td>
<td>2.80%</td>
<td>0.06 USD</td>
<td>0.06 EUR</td>
</tr>
<tr>
<td><strong>Total TAX</strong></td>
<td><strong>2.25 USD</strong></td>
<td></td>
<td><strong>0.24 USD</strong></td>
<td><strong>0.34 EUR</strong></td>
</tr>
</tbody>
</table>

By submitting this invoice, you are attesting that the facts are accurate and reflect the work completed in accordance with Microsoft’s Vendor Policy.
• If any data has to be amended use the “Previous” button at the bottom of the screen.
• When satisfied with the accuracy of the invoice, click the “Submit” button to create the E-invoice. At this point, your invoice is submitted directly to Microsoft.

Please Note: At this point in the process, in some locations a digital signature will be applied to your invoice on your behalf. Once the invoice has been approved you will be notified that you can download the original invoice. We will send this notification to the email address you provided on the previous screen.

SUBMIT INVOICE

• After clicking “Submit”, a confirmation page will appear, confirming successful submission.
• You can print the invoice confirmation using the buttons at the top of the page.
• Please note that because you have submitted this invoice electronically, you should not send Microsoft a hard copy of this invoice, unless you are invoicing Microsoft Mexico. This is important for statutory reasons, as the invoice you submit electronically is the original invoice from a tax perspective. So please do not send a hard copy of this invoice to Microsoft. If you are invoicing Microsoft Mexico please continue to send in a hard copy of your invoice.

6. MSInvoice: Non-PO invoices
The process for submitting a non-PO invoice is similar to a PO-based invoice; however many of the fields do not automatically populate as they do in a purchase order-based invoice. According to Microsoft’s policies, this option is only available if you have received approval from your Microsoft contact.
The general process is as follows:

**Enter Invoice Details ➔ Review Invoice Information ➔ Submit Invoice**

To Submit a Non-PO Invoice...
- Click on the “Non-PO Invoice” link.

**ENTER INVOICE INFORMATION**

There are multiple sections of an invoice to complete. See below for the complete instructions per section. Not all sections will be relevant for all locations. Generally, these will include:

1. Invoice Information
2. Invoice Details
3. Additional Charges
4. Tax Details
5. Statutory Information

### Invoice Information

<table>
<thead>
<tr>
<th>Invoice Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Amount</td>
</tr>
<tr>
<td>Shipping &amp; Handling / Freight</td>
</tr>
<tr>
<td>Duty / Customs</td>
</tr>
<tr>
<td>Tax Amount</td>
</tr>
<tr>
<td>Total Invoice Amount</td>
</tr>
</tbody>
</table>

- **Invoice Date** — The current date will be defaulted in, however please be sure that this accurately reflects your actual invoice date.
- **Vendor Email Address** — This is important to enter correctly, as this will be the email used to communicate with you about the invoice.
• **Delivery Date** – Provide a date that the goods or services were delivered. **Invoice Currency** – You will need to select the currency.

• **Vendor Invoice Number**—Enter the Invoice Number on your invoice. **Please Note:** this number must be unique. For instance, occasionally your Microsoft invoice approver may reject an invoice and after corrections you want to re-submit. In this case, you must provide a unique invoice number for this submission.

• **Shipment Destination** – Provide the country, a region/state, city, and zip/postal code where the goods or services were delivered.

• **Interim Approvers** – This field is optional. If you fill this out, the interim approver will need to approve the invoice before the final approver sees the invoice. The system will automatically route it to the interim approver(s) in the priority order you set, followed by the final approver.

• **Final Approver**—This field is required. If you do not have this information you will need to obtain it from the person at Microsoft who placed the order with you.

  Important: If you receive an error stating that the approver is invalid; please contact your Microsoft contact for a new approver alias. You may also email us for any questions you may have.

• **Comments to Approver** - Use this space to provide additional comments to your Microsoft invoice approver so they have the required details to approve your invoice.

• **Links to Supporting Documents and Add Document link** – You may attach any supporting documentation if required. **Please Note:** Any documentation that you attach will only be visible to your Microsoft invoice approver and will not be accessible once the invoice has been approved. (Please do not mail Microsoft a copy of the invoice, unless you are invoicing Microsoft Mexico.) If your file is larger than 3MB you will need to send the file via email to the Microsoft contact

### Invoice Details

<table>
<thead>
<tr>
<th>Credit/Debit</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Amount</th>
<th>Tax Type</th>
<th>GL Account</th>
<th>SAP Cost Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>0 char(s) entered (Max. 25 chars)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Zero Rated Input Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debit</td>
<td>0 char(s) entered (Max. 25 chars)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Zero Rated Input Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debit</td>
<td>0 char(s) entered (Max. 25 chars)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Zero Rated Input Tax</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• The “Credit/Debit” column defaults to Debit. If you need to submit a Credit, please select Credit.

• Enter the “Description” of the items represented on the invoice.

• Enter the “Quantity”.
• Enter the “Unit Price” (Please highlight the unit price and change if required.) **Do not include any shipping/handling or taxes in the “unit price” as these items will be addressed later.** If you press the Tab key and the Extended Amount will calculate. Please verify that this amount is correct.

• Enter the appropriate “Tax Type”.

• The “GL Account” and the “SAP Cost Object” (Cost Center or Internal Order (IO)) fields are mandatory. These should have been provided to you by your Microsoft contact.

• If more lines are required use the “Add Line” button to provide more fields.

• Once all required fields have been filled in non-PO “Invoice Creation” Screen, and then you can press the “Continue” button.

**Additional Charges**

<table>
<thead>
<tr>
<th>Credit / Debit</th>
<th>Description</th>
<th>Amount</th>
<th>Tax Type</th>
<th>GL Account</th>
<th>SAP Cost Object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Shipping &amp; Handling / Freight</td>
<td>0.00</td>
<td>Zero Rated Input Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00 EUR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Use this section if you have other items to bill, not included on the invoice (e.g. Shipping, handling, freight, duties, or customs).

• The “Credit/Debit” column defaults to Debit.

• Select “Shipping & Handling/Freight” or “Duties and Customs” from the “Description” drop-down menu.

• Enter the “Amount”

• Select the appropriate “Tax Type” from the drop down menu.

• Enter the “GL Account”

• Enter the “SAP Cost Object” (Enter the # provided on screen in the “Invoice Details” previous section.) If no “SAP Cost Object” number is provided, leave this field blank.

**Tax Details**
• If your goods/services are taxable, you will see a summary of the taxes associated with the invoice broken down by tax rates.
• If the tax has calculated incorrectly, you can modify the total tax amounts at this stage. However, it is important to note that the tax rates can only be modified by a small variance from the calculated value. Please also remember it is your responsibility to provide correct details on the invoice, including all tax rates and tax amounts.
• You have the ability to modify the taxes shown in this table so that it accurately reflects the actual amounts of tax applied. Additionally, in certain countries where entering an invoice produces a digitally signed PDF version of the invoice, the amounts reflected in the tax details table will show up as a tax summary on the PDF version of the invoice. As such, any changes you make to this table will also be represented on this PDF version.
• If needed you can add an additional currency for your TAX/VAT/GST summary under Tax details.
• Microsoft has different negotiated payment terms with vendors. In some cases, you may be presented on this screen with an option to change the payment terms associated with an invoice. In these cases, payment of your invoice can be accelerated in exchange for a discount on the fees. If you are presented this option, then clicking “yes” will provide you more information about this option that is available to you. Please note: Changes to the invoice payment terms will not be made without your consent and will only be made to this individual invoice. If you select “yes” to see more information about this, your payment terms will not be altered until you also click the “Accept” button presented on this page.
• It is also possible in select circumstances that you will presented with an option to speak with a Microsoft representative about changing the payment terms of your company's supplier agreement to accelerate payment for all your invoices in exchange for a discount on the invoiced fees. If you subsequently select “yes” you will be contacted at some point in the future about modifying the payment terms of your vendor agreement with Microsoft to include accelerated payment terms in exchange for a discount on the fees.

Statutory Information
• This section lets you input information onto an invoice that is required for statutory reasons (depending on location), and to add in whatever extra information you need to enter.

  **Please Note:** The information entered in this section will not be captured on a per-field basis in Microsoft’s systems, but will show up on the original version of the invoice you download once it has been approved.

• Because statutory information varies by country, the fields listed in this section will vary by location. However, for certain locations some information is required.

• You have the opportunity at this stage to enter additional information on this invoice by adding a new field at the bottom of this screen. When you add a new field you can provide a field title and a field value so that you can accurately provide the information that is required for you to submit an accurate invoice.

**REVIEW INVOICE SUMMARY**

Once you have selected Confirm, the screen will then refresh to show a summary of all invoice data entered during the process. Review the details carefully to ensure accuracy.
If any data has to be amended use the “Previous” button at the bottom of the screen.

When satisfied with the accuracy of the invoice, click the “Submit” button to create the E-invoice. At this point, your invoice is submitted directly to Microsoft.

Please Note: At this point in the process, in some locations a digital signature will be applied to your invoice on your behalf. Once the invoice has been approved you will be notified that you can download the original invoice. We will send this notification to the email address you provided on the previous screen.
• After clicking “Submit”, a confirmation page will appear, confirming successful submission.
• You can print the invoice using the buttons at the top of the page.

Please note: because you have submitted this invoice electronically, you should not send Microsoft a hard copy of this invoice unless you are invoicing Microsoft Mexico. This is important for statutory reasons, as the invoice you submit electronically is the original invoice from a tax perspective. So please do not send a hard copy of this invoice to Microsoft. If you are invoicing Microsoft Mexico, please do send in a hard copy of your invoice via mail.

7. MSInvoice: Submitting Multiple Invoices at Once via EI Upload
The following is provided as an in-depth example of using the EI upload process for submitting multiple invoices at one time to Microsoft. There are differences on a per region basis that exist for using this process, so the following is provided for illustrative purposes only. Before EI upload is available for you to use, you must first obtain the appropriate permissions from the Microsoft Accounts Payable team. Also, it is expected that all vendors using the EI upload functionality will receive individual training before submitting invoices using this method.

The general process for submitting EI files is...
OBTAINING THE EI TEMPLATE

In order to use the EI Upload feature, you must first be set up in the system to do so. Once these permissions have been activated you will need to use the specific template for your region. This is important because each region has somewhat different fields that are required and different EI upload templates as result.

When you select the option to invoice Microsoft via EI upload, the following screen will appear:

Select the option to Download EI Template and then save the appropriate template (based on your region) to your computer. Once you have the right template, open up the copy you saved.

PREPARING THE EI FILE

After opening the EI template file the following screen will be displayed:
Before you start entering the data, please be aware of the following:

**File Structure**

- The second line must contain the value **2.0** in column 13 or M. This number indicates the format version you are complying with.
- An invoice consists of one header line, one or more detail lines, **one or two statutory field lines** and one or more VAT/TAX/GST details in national currency lines.
- Each line must indicate a "Record Type" in column 1 or A using one of the following values: "C" - Comments, "H" - Header, "D" - Details, "S" - Statutory field header, "V" - Statutory field value, "X" – VAT/TAX/GST details in National Currency, "E" - End File.
- Rows which contain the value "C" in column 1 are ignored and used only for reference.
- Rows which contain the value "S" in column 1 may have fixed headers for first 6 fields between columns B-G. User may enter the header name there or can ignore it. From column H onwards, a custom 'field name' can be entered.
• Rows which contain the value "V" in column 1 may have fixed values for first 6 fields between columns B-G. From column H onwards, value corresponding to the entered custom 'field name' can be entered.
• A blank row or a value of "E" in column 1 designates the end of the file.
• Each cell in the example has a comment box to assist you in the creation of the invoices.

File Format

• The file provided for processing can either be an Excel file or Tab-Delimited file. Regardless of the file type, you must ensure the file extension is .xls or .xlsx.
  o There are a series of “pre-checks” built into the EI upload process. These pre-checks will provide you with onscreen notification of common errors. **Please Note:** Only Excel files associated with Office 2007 or later (.xlsx files) will undergo the pre-checks. You can use early versions of Excel, but the pre-checks will not apply and you will be notified of any errors when the file is sent back to you.
• If using an Excel file format, the first worksheet in the workbook must contain the invoice information you want to process.
• Always use the approved EI upload template.
• Do not enable macro’s or link data from other sources on the EI upload template.

Limitations

• A maximum of 999 invoice Detail lines can be provided for each invoice Header line.
• There are no set limits for the number of invoices a file can contain.

**ENTERING DATA IN THE EI FILE**

**HEADER field**
Enter the following data in the correct column:

<table>
<thead>
<tr>
<th>Required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column</strong></td>
<td><strong>Data to be entered</strong></td>
</tr>
<tr>
<td>A</td>
<td>Enter &quot;H&quot; – Header.</td>
</tr>
<tr>
<td>B</td>
<td>Provide the Invoice Number.</td>
</tr>
<tr>
<td>C</td>
<td>Provide the Invoice Date (mm/dd/yyyy).</td>
</tr>
<tr>
<td>D</td>
<td>Provide the MS Company Code.</td>
</tr>
<tr>
<td>E</td>
<td>Provide the Total Amount (including tax and freight).</td>
</tr>
<tr>
<td>F</td>
<td>Provide the 3 character ISO currency code (see Currency Abbrev tab).</td>
</tr>
</tbody>
</table>
Provide the Transaction Type, “I” for Invoice and “C” for Credit Memo.

PO invoices - Provide the Purchase Order Number, non-PO invoices - you may leave this field blank.

Provide the City where the goods or services are provided.

Provide the State/Province where the goods or services are provided.

Provide the Zip Code where the goods or services are provided.

Provide the 2 Character ISO Country Code for the destination of the goods or services on the invoice (see Region and Country (ISO)codes tab).

Provide the Delivery Date.

PO invoices - provide the alias of the Invoice Approver, aliases beginning with an a-, v- and Microsoft full time employees can be used as Final Approvers. If this field does not match what is on the PO, then you will get an error when you submit the file. If you need to change this value you must contact your local Microsoft Accounts Payable team. The PO will provide these details. Non-PO invoices - only Microsoft full time employees are permitted, aliases beginning with an a- and/or v- cannot be used (do not include ‘@microsoft.com’ extensions).

Provide the Vendor Email Address at your company. Email notifications regarding this invoice(s) will be sent to this address.

Not Required

There are some additional fields you may see referenced in the EI file. Please refer to the table below for guidance on how to treat these fields.

<table>
<thead>
<tr>
<th>Column</th>
<th>Data to be entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>N&amp;O</td>
<td>For internal use only, please leave these blank.</td>
</tr>
<tr>
<td>P</td>
<td>Provide a brief description of the Invoice.</td>
</tr>
<tr>
<td>Q</td>
<td>Please leave this field blank.</td>
</tr>
<tr>
<td>R</td>
<td>Provide an Interim Approver if listed on the PO or provided by the non-PO purchaser (do not include @microsoft.com extension). When multiple Interim Approvers are required separate each alias with a semi colon.</td>
</tr>
<tr>
<td>U</td>
<td>Use this field to provide comments to the Microsoft approver that will assist in his or her approval (i.e. Project Number, Schedule Number).</td>
</tr>
<tr>
<td>Column</td>
<td>Data to be entered</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------</td>
</tr>
<tr>
<td>A</td>
<td>Enter &quot;D&quot; – Details.</td>
</tr>
<tr>
<td>B</td>
<td>Provide the Invoice Number. (this has to be the same number as provided in the header line).</td>
</tr>
<tr>
<td>C</td>
<td>PO invoices - Enter the corresponding line number on the purchase order you are invoicing against, non-PO Invoices, Tax or Freight lines - you may leave this field blank.</td>
</tr>
<tr>
<td>D</td>
<td>PO invoices - Provide the Quantity (Qty), the invoicing format should always mirror the Purchase Order accept when a partial shipment has been sent. If a PO line is created for i.e. $1000 USD and you enter a Qty 1 at a unit price of $500 USD, another invoice can submitted with the same quantity until the amount has been exhausted. For Tax or Freight lines you may leave this field blank.</td>
</tr>
<tr>
<td>E</td>
<td>Provide the Unit Price. The Invoicing format should always mirror the PO. However, you can invoice with a lower Unit Price (use Qty 1) until the Unit Price for that line item as mentioned on the PO is exhausted.</td>
</tr>
<tr>
<td>F</td>
<td>Provide the Tax Code. Tax Codes identify if a line is taxable or non-taxable. For a complete list of Tax codes, please select the Tax Code tab. If a line is taxable, the system will use this code to automatically calculate the applicable tax amount.</td>
</tr>
<tr>
<td>G</td>
<td>Enter the General Ledger (GL) account number the line item amount will be charged to. The PO will indicate the GL account that should be utilized, for non-PO invoices the GL must be provided by the purchaser.</td>
</tr>
<tr>
<td>H</td>
<td>Enter a Cost Center (CC) or Internal Order (IO) number. The PO will indicate the CC or IO from the PO Line, for non-PO invoices it will be provided by the person placing the order. (Asset Invoices do not require a CC or IO).</td>
</tr>
<tr>
<td>I</td>
<td>Provide a Description. PO invoices - this should utilize the description provided on the PO, non-PO invoices - this field should briefly indicate the goods or service being invoiced, Freight Lines - provide ‘Freight’ as the description, Tax Lines - provide ‘Tax’ as the description.</td>
</tr>
</tbody>
</table>
Indicates the type of line being provided. Permitted entries are: I - for invoice and Credits, F - for Freight/Shipping, T - for Tax Modification (There are no limits on the number of I, M, F lines each invoice can have but you are limited to only one T line per invoice), M - for Manual Tax (Canadian Company codes only).

<table>
<thead>
<tr>
<th>Column</th>
<th>Data to be entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>Indicate the type of line being provided. Permitted entries are: I - for invoice and Credits, F - for Freight/Shipping, T - for Tax Modification (There are no limits on the number of I, M, F lines each invoice can have but you are limited to only one T line per invoice), M - for Manual Tax (Canadian Company codes only).</td>
</tr>
<tr>
<td>K (only required for Asset invoices)</td>
<td>Computer hardware assets require the Microsoft assigned Asset number provided on the PO.</td>
</tr>
<tr>
<td>L (only required for Asset invoices)</td>
<td>Computer hardware assets require an Asset Tag number. Physical asset tags are supplied by the Microsoft Asset group.</td>
</tr>
<tr>
<td>M (only required for Asset invoices)</td>
<td>Computer hardware assets require the Asset Serial Number of the main asset. In bundles, the main asset is the computer and not the accessories.</td>
</tr>
<tr>
<td>N (only required for Asset invoices)</td>
<td>The asset manufacturer is required when invoicing computer hardware assets. Leave this field blank if the manufacturer is unknown.</td>
</tr>
</tbody>
</table>

Not required

There are some additional fields you may see referenced in the EI file. Please refer to the table below for guidance on how to treat these fields.

<table>
<thead>
<tr>
<th>Column</th>
<th>Data to be entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Enter the Asset Owner alias when invoicing for computer hardware assets (leave it blank if the owner is unknown).</td>
</tr>
<tr>
<td>P</td>
<td>Enter the PO number if you are invoicing against multiple PO's (leave it blank if you are invoicing against one PO).</td>
</tr>
<tr>
<td>Q</td>
<td>Enter “I” for Invoice or “C” for Credit Memo (leave it blank if the Invoice Header Transaction Type is specified in Column H of the Header line).</td>
</tr>
</tbody>
</table>

Statutory Field Header
Enter the following data in the correct column:

Required
### Column Data to be entered

<table>
<thead>
<tr>
<th>Column</th>
<th>Data to be entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter &quot;S&quot; - Statutory field header.</td>
</tr>
<tr>
<td>B</td>
<td>Provide Invoice Number (this has to be the same number as provided in the header line).</td>
</tr>
<tr>
<td>C</td>
<td>Enter the field name “Vendor VAT #”. Note: this label may change based on regional needs. Instructions are provided within the template to account for regional differences.</td>
</tr>
<tr>
<td>D</td>
<td>Enter the field name “Date of Supply”.</td>
</tr>
<tr>
<td>E</td>
<td>Enter the field name “Buyer VAT #”. Note: this label may change based on regional needs. Instructions are provided within the template to account for regional differences.</td>
</tr>
</tbody>
</table>

### Not required

There are some additional fields you may see referenced in the EI file. Please refer to the table below for guidance on how to treat these fields.

<table>
<thead>
<tr>
<th>Column</th>
<th>Data to be entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-H</td>
<td>Enter the field names “VAT Info (For Tax Representatives)”, “Exemption comments” and “Credit Note Reason” or leave them blank. Note: these labels may change based on regional needs. Instructions are provided within the template to account for regional differences.</td>
</tr>
<tr>
<td>I-R</td>
<td>This field allows for any additional information that may be required on the invoice. Up to 10 fields are allowed per invoice.</td>
</tr>
</tbody>
</table>

### Statutory Field Value

Enter the following data in the correct column:

#### Required

<table>
<thead>
<tr>
<th>Column</th>
<th>Data to be entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter &quot;V&quot; - Statutory field value.</td>
</tr>
<tr>
<td>B</td>
<td>Provide the Invoice Number (this has to be the same number as provided in the header line).</td>
</tr>
<tr>
<td>C-E</td>
<td>Provide the field values, Vendor VAT#, Date of Supply and Buyer VAT# as mentioned in columns C-E of the Statutory Field Header line. Note: these values may change based on regional needs. Instructions are provided within the template to account for regional differences.</td>
</tr>
</tbody>
</table>
Not required

There are some additional fields you may see referenced in the EI file. Please refer to the table below for guidance on how to treat these fields.

<table>
<thead>
<tr>
<th>Column</th>
<th>Data to be entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-H</td>
<td>Provide the field value of the description mentioned in column F-H of the Statutory Field Header line.</td>
</tr>
<tr>
<td>I-R</td>
<td>Provide the field value of the description mentioned in column I-R of the Statutory Field Header line.</td>
</tr>
</tbody>
</table>

**Statutory Tax Details in National Currency**

Enter the following data in the correct column. Please note that this line is not required if the relevant tax code(s) have been provided in column F on the “D” - details line(s):

Not required

<table>
<thead>
<tr>
<th>Column</th>
<th>Data to be entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter “X” – VAT details in National Currency.</td>
</tr>
<tr>
<td>B</td>
<td>Provide the Invoice Number (this has to be the same number as provided in the header line).</td>
</tr>
<tr>
<td>C</td>
<td>Provide the VAT/TAX/GST Details using a Tax code. For a complete list of Tax codes, please select the Tax Code tab.</td>
</tr>
<tr>
<td>D</td>
<td>Provide the Taxable Amount of the invoice.</td>
</tr>
<tr>
<td>E</td>
<td>Provide the VAT/TAX/GST Amount.</td>
</tr>
<tr>
<td>F</td>
<td>Provide the National Currency using the 3 character ISO Currency Code.</td>
</tr>
<tr>
<td>G</td>
<td>Provide the VAT/TAX/GST Amount in the National Currency.</td>
</tr>
</tbody>
</table>

**End File**

Required

<table>
<thead>
<tr>
<th>Column</th>
<th>Data to be entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Enter “E” - End File. This designates the end of the file</td>
</tr>
</tbody>
</table>

**UPLOADING THE EI FILE**

After selecting EI upload the following screen will be displayed:
Once you press the “Browse” button you can choose the file to upload:
Choose the file to upload and press the “Open” button.

Once this has been done the location of the file will show up before the “Browse” button.

After this you can press the “Upload” button.

The screen will then refresh to confirm the completed uploading and provide you with the EI Ticket number.

Please make a note of this EI Ticket number as it will be required by the support team in case of issues.

**Errors with Your EI File**

MSInvoice performs an EI Pre-Check before your file is completely uploaded. If it appears that your file contains one or more errors a screen will appear with the found errors in red:

If this screen appears, please correct the errors and resubmit the entire file.

**CONFIRMATION EMAIL OF THE EI UPLOAD**

You will receive a confirmation by email about 10-15 minutes after the file has been uploaded:

If you don’t get a notification within 24 hours, please contact your local Microsoft Accounts Payable team and with the EI Ticket Number.

If there is any error in your file you can review it in the attached excel-file. The Errors tab will show you the invoices that had errors:
Please correct the errors, delete the error tab and the invoices that were processed correctly and re-submit the corrected invoices.

8. MSInvoice: Downloading invoices

In some locations, those vendors that use MSInvoice have signed an electronic invoicing contract with Microsoft that states that the electronic invoice submitted is the official invoice from a tax/compliance standpoint. For those locations, the vendors can download the original invoice as it was submitted with a digital signature affixed to the invoice. This provides Microsoft’s vendors the direct control over their own tax documents.

**RECEIVE NOTIFICATION**

The invoices available for download are the original invoices from a tax compliance standpoint, and care should be taken to store these appropriately. The originality and authenticity of these invoices is ensured via an electronic signature applied on your behalf per the terms of your contract with Microsoft.

When the recently submitted invoice is ready for download, a notification will be sent by email to the address provided at the point of invoice submission.

If the invoice is not downloaded after the first notification, a reminder email will be sent. If the invoice is still not downloaded, it will be sent as an email attachment in PDF format to the alias you provided while you submitted the invoice. Once the invoice has been sent as an attachment, the download status will update to downloaded in MSInvoice and the original will be deleted from Microsoft’s systems.

**SELECT AND DOWNLOAD INVOICES**

In order to download the invoice(s), log in to access the MSInvoice site at any time. Select the option to Download Invoices from the Home screen.

You will then be taken to a screen where you can download invoices. Select the check box(es) adjacent to the invoice(s) to be downloaded from the list:
Click the “Download” button, and select the preferred download location when the dialog box appears.

Click “Save” to save the invoice to the local computer.

Once you successfully have downloaded the invoice(s) please confirm on the screen that you have these files. Confirming receipt of the downloaded invoice will cause the invoice to be marked as “downloaded” in the system. Once an invoice is marked as “downloaded”, only a copy is henceforth available. This is an important step in the process. If you do not confirm receipt you risk...
having duplicate “original” invoices available for download which can cause issues with compliance audits where a single “original” invoice is required.

Please Note: Once an original given invoice has been downloaded in this manner, only a copy of the invoice will be accessible.

• You can select a single invoice or multiple invoices to download at one time.
• Once the download process starts, DO NOT SELECT THE CANCEL OPTION as this can interfere with a successful download.
• This is the list of Vendor Original Invoices, and each will have a digital signature attached to help auditors know that the invoice is the same as when you submitted it. This digital signature is applied immediately once you submit an invoice.
• Important to Note: Storage of the Vendor Original Invoice is the vendor’s responsibility. As such, please take care to store these in an appropriate location.
• Once an invoice has been downloaded, the Vendor Original Invoice will be removed from Microsoft’s systems. Once the original is downloaded, you can still access a copy of this invoice at any time from MSInvoice. However, you will not be able to re-download the Original Vendor Invoice.
• If you do not download the Vendor Original Invoice, it will be emailed to the contact entered during the invoicing process.

9. Proof of Execution (POE)

POE Definition: Per Microsoft policy some invoices require a Proof of Execution (POE) document before an invoice can be approved and paid.

POE designation: If POE is required the PO or Invoice details will have a POE column with a Y in it.
POE File type size limitation: 3 MB
POE process: The POE document can be uploaded at invoice entry, at invoice approval or before an invoice is received and associated to a PO. POE may not be required in all circumstances, please check with your Microsoft contact to clarify what is required under MS Policy.

Attestation: If an invoice has been flagged for POE there are two steps that a final invoice approver has to take before the invoice can be approved and paid.

   Step 1: A POE document has to be uploaded, or confirmed as scanned with the invoice into DMS or confirmed as being an exception as detailed in the policy.
   Step 2: The final approver has to attest that the action they took in Step 1 is in alignment with policy.

DMS: Document Management System used by Accenture to scan paper invoices received from suppliers.
EI Upload: EI Upload allows batch upload of invoices. You can associate a POE to an invoice only after the EI Submission has taken place. Please go to http://msinvoice to upload the relevant POEs.
10. Reporting: Invoice Lookup

OVERVIEW
The reporting tool provides Microsoft’s vendors with the ability to review account details online. You can view PO, invoice, and payment details. It is important to review your invoices online as you will want to track the status of your invoice to determine if your Microsoft invoice approver has approved, rejected, or reassigned your invoice to another approver.

HOW TO USE THE REPORTING TOOL
When you click on the “View Purchase Orders, Invoices, and Payments” link, you should see a screen similar to the following:

- You can search on Purchase Orders, Invoices, and/or Payments
- Where information is required you will be directed to provide that information

11. Frequently Asked Questions

Who to contact for support?
For support you can always contact your dedicated local Microsoft AP support team

How do I submit my invoice?
Invoices should be submitted through the new MSInvoice tool, by keying the information into the simple user interface. Please do not send a hard copy of the invoice unless you are invoicing Microsoft Mexico. This is especially important since the electronic version of the invoice you submitted is the Original Invoice from a statutory compliance perspective, and any hard copies of this invoice could add confusion to any future auditing that may occur.

How do I submit my invoice in Mexico?
Invoices should be submitted through the MSInvoice tool, by keying the information into the simple user interface. Please follow up this submission by sending a paper copy of your invoice to Microsoft via mail. Please note, this process only applies to Mexico, and not the other Microsoft offices in other countries.

**How do I submit an invoice with a smaller amount than the original PO?**

You can invoice with a lower Unit Price or a partial quantity than the original PO (or line item on the PO) until the total amount has been exhausted. For instance, if a PO line is created for $1000 USD and you enter a Qty 1 at a unit price of $250 USD, other invoices can be submitted with the same quantity until the amount has been exhausted.

**How do I submit a credit memo?**

Credit memos can be submitted through MSInvoice by following the same process as submitting a Debit invoice, except that you need to be sure to select “Credit” in the “Credit/Debit” column. Please note for PO invoicing, a credit memo can only be booked against a PO that has one or more approved invoices (up to the amount of the approved invoices). For instance, if a PO has been invoice d for $1000 USD, you can enter credit memos up to $1000 USD.

**How do I know the Final Approver, GL Account and Cost Center/Internal Order for my non-PO invoice?**

The Final Approver, GL Account and Cost Center or Internal Order are provided to you by your Microsoft contract person. If you receive any error stating that the information you entered is invalid, please contact him/her for new details. Alternatively you can email your local Microsoft AP support.

**Does Electronic Invoicing help catch potential errors early in the process?**

Data validation checks are built into the tool at the point of submission. Any discrepancies between the invoice being entered and the related PO will be highlighted upfront, enabling quick and easy correction. In case of exceptional issues, the dedicated AP Teams will remain available to provide support.

**How does submitting electronically impact my payment?**

The date on which the invoice is entered into MSInvoice will be used as the invoice date, from which payment timings will be calculated. Quicker submission of documents should allow Microsoft to better deliver on-time payment for vendors.

**How is my invoice archived?**

The Original Invoice (from a tax compliance standpoint) will be available for download or sent via email. Once the original is received, it is the vendor’s responsibility to archive these appropriately. A copy of the invoice will be available online via the invoice look up tool.

**How do I change my password?**

Once you have logged in to MSInvoice, you can change the password by changing your Windows Live ID password. IDs and passwords are not maintained within MSInvoice. Instead, this information is maintained by the Windows Live ID service.

**How can I add/change users on my account?**

It is the responsibility of the Vendor Administrator to invite users to the account. If a Vendor Administrator needs to add a new user, they can do so from the Vendor Administration section of the site and click on Invite User.