

Announcement: Changes to invoicing coming in November for select regions

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As a part of Microsoft's ongoing effort to improve our services, we are making changes to our current systems and payment process to better serve you, our suppliers. These changes will streamline our payment processing with more accurate representation of goods and services and automatic validation of tax charges on suppliers' invoices.

What's changing?

- You will no longer be required to input the "**Tax Code**" on invoices.
- You will enter a "**Ship-from**" address and "**Material Group**" of the good or service you have provided to Microsoft.

Who's impacted?

Suppliers in the following regions can expect to see changes in November: Australia, Egypt, France, Germany, Kuwait, Lebanon, Pakistan, Puerto Rico, Qatar, Saudi Arabia, United Arab Emirates, United Kingdom, and United States.

When?

The new process will take effect on **November 11, 2016**.

More information

More information about the detailed changes will be provided in the coming weeks, including specific guidance on how to make the appropriate selections for Ship-from and Category/Material group(s).

If you have immediate questions, please contact our change management team at TEO-CM@microsoft.com.

Regards,
Microsoft Procurement
Supplier Code of Conduct Program