

Announcement: Changes for invoicing process are live!

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The new Microsoft invoicing requirements are in effect. Your invoices now must include three new fields for each line-item

1. **Ship-from address:** When billing for goods, this is the location from which you shipped the good(s). When billing for services, it is your home office or billing address.
2. **Ship-to address:** This is the location to which the good(s)/service(s) is being delivered.
3. **Purchase Classification:** This indicates the type of good(s) or services(s) provided to Microsoft. The Purchase Classification code can be found on your PO confirmation email for all POs created after November 11, 2016. For non-PO invoicing, you can find a list of all the acceptable Purchase Classification codes on the MS Invoice website.

Subsidiaries impacted

Suppliers that submit transactions to Microsoft from one or more of the following locales: Australia, Egypt, France, Germany, Lebanon, Kuwait, Pakistan, Puerto Rico, Qatar, Saudi Arabia, United Arab Emirates, United Kingdom, and the United States

When?

These changes will go into effect on **February 12, 2017**.

Further information

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

Regards,
Microsoft Procurement
Supplier Code of Conduct Program