Oggetto: Impostare l'azione richiesta invito per conto del beneficiario

Microsoft Payment Central

Luca Bonissi

Dear Luca Bonissi,

Greeting from Microsoft! Luca Bonissi have been invited to onboard as a payee. This will enable Microsoft to move forward with release of a pending refund, rebate, or partner payment.

To Sign-in to Microsoft Payment Central, you will need to sign in with your email DDDD@bonissi.it.

In order to receive this payment, please provide your payment information by completing below steps within the **next two** (2) business days.

Next Steps:

- 1. Go to Microsoft Payment Central
- 2. Click on Sign-in
- **3.** Provide your email address and password.

Note: If you see a Work/School account and a Personal account option, choose the Personal account option.

Note: If this email address is not associated to a Microsoft Account, you will need to associate it to a Microsoft Account. Click "Create one" at the bottom of the Sign-in page to associate your current email address. Please note, "Create account" does not create a new email address.

- **4.** Complete the required information
- 5. Submit

If you are unable to Sign-in, please review the Sign-in instructions <u>here</u>. If you require additional Sign-in assistance, please seek help <u>here</u>.

If you have any questions regarding your payee invite, please reach out to your Microsoft Business Contact/Customer Service Representative. If you require assistance using the Microsoft Payment Central tool, please visit the Microsoft Payment Central Frequently Asked Questions Page. Otherwise, you may Request Support.

Thank you for your cooperation with this process. We value your business and are working diligently to release your pending payment.

Microsoft Accounts Payable Help Desk

Microsoft Logo

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Microsoft promotes the highest ethical business standards. Please review Microsoft's Commitment to Anti-Corruption. If for any reason your relationship with Microsoft is being compromised, please advise Microsoft Procurement Management as soon as possible.

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