

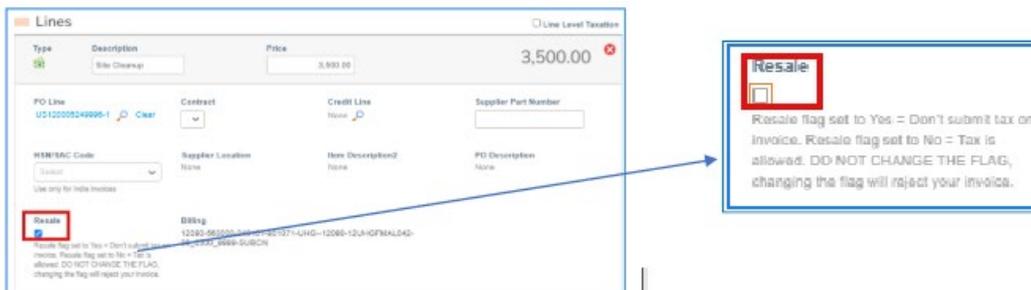
Creating an Invoice with Resale-eligible Tax Items

CBRE has implemented a PO line validation process that will assist in determining if your invoice is eligible for submitting with header or line level taxes. This updated validation will ensure proper tax handling for resale transactions.

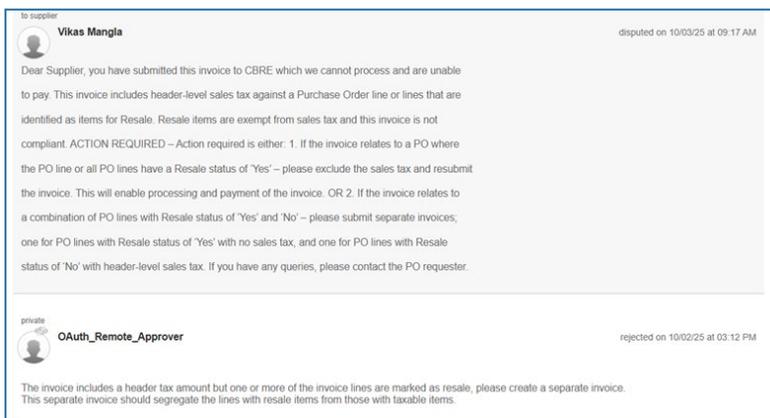
The Resale-eligible validation only applies to any PO that starts with the following prefixes:

- GWS US 12090, POs starting US12000
- GWS US 12010, POs starting 12USP
- GWS US 10185, POs starting 10LS
- GWS US 12094, POs starting US12000
- GWS US 12095, POs starting US12000
- TT PJM GWS US 10432, POs starting USPJM
- TT PJM GWS US 10433, POs starting USPJM

If a PO Line has resale-eligible items, there will be  below **Resale**. Changing this flag manually, when submitting an invoice, will result in the invoice being rejected upon submission.

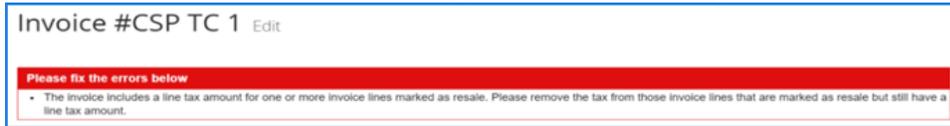


An invoice dispute notification is sent to the supplier and a delay in payment may occur. (Example notification below). [Resolve the disputed invoice.](#)



CBRE has added a blocker and will not allow invoices that are flagged Resale-eligible with tax to be submitted. When creating your invoice, you may receive one of the following red error messages.

1. Sales tax is added to invoices against PO lines flagged for Resale.



In this case, please remove the tax from the invoice and submit the invoice.

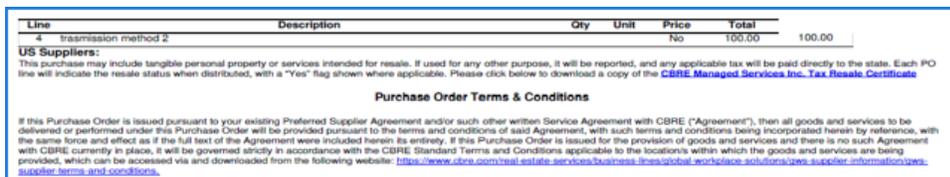
2. Header-level sales tax is added to invoices against PO lines flagged for Resale or against a combination of PO lines for Resale and not for Resale.



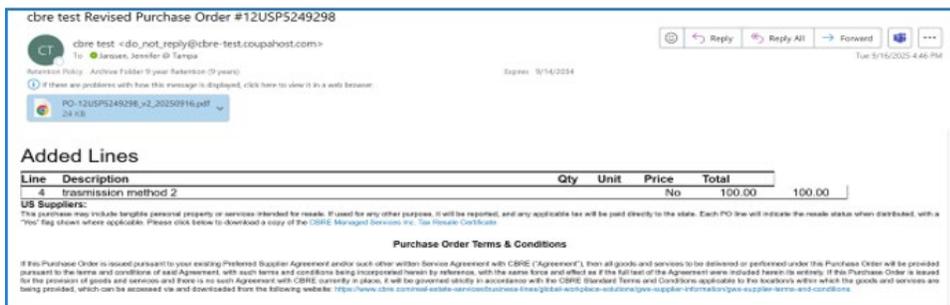
In this case, please submit a separate invoice against the PO lines flagged resale-eligible and non-resale eligible.

The **CBRE Resale Certificate** can be obtained in three (3) places:

1. Near the bottom of the PO PDF document.



2. Within the Email notification that a new PO has been issued.



3. Direct links to the Resale Certification:

- a. [CBRE GWS LLC](#)
- b. [CBRE Managed Services](#)

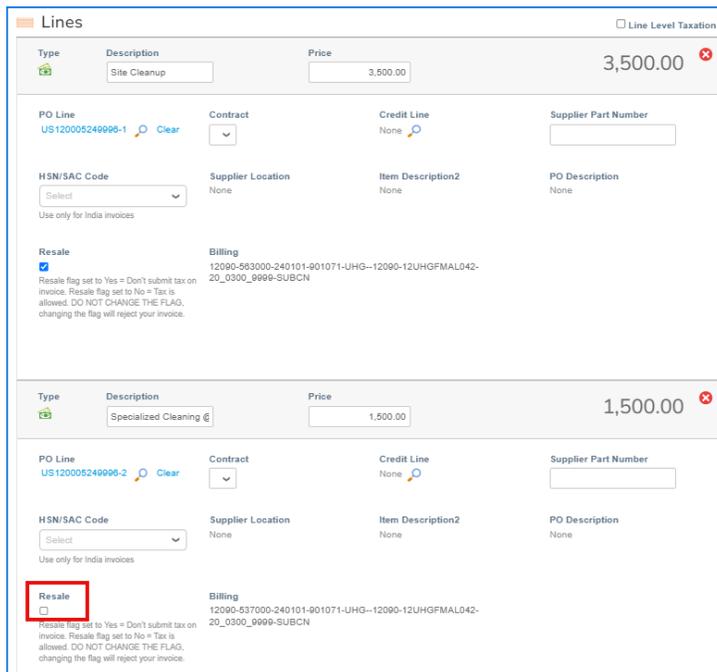
Refer to [standard invoice creation instructions](#) when creating an invoice for a PO with resale-eligible items only.

The following steps provide a guideline for creating an invoice when a PO consists of both resale-eligible and non-resale eligible items.

NOTE: separate invoices will need to be submitted when a PO contains both resale-eligible items and non-resale eligible items.

When creating an invoice for a **multi-line PO with a combination of resale-eligible and non-resale eligible items**, follow the steps below.

1. Locate the line with the non-resale eligible item. (In this example, Line 2).



Lines ☐ Line Level Taxation

Type	Description	Price	
	Site Cleanup	3,500.00	3,500.00 ✖

PO Line: US120005249999-1 [Clear](#) Contract: Credit Line: None Supplier Part Number:

HSN/SAC Code: Supplier Location: None Item Description2: None PO Description: None

Use only for India invoices

Resale Billing: 12090-563000-240101-901071-UHG--12090-12UHGFMAL042-20_0300_9999-SUBCN
Resale flag set to Yes = Don't submit tax on invoice. Resale flag set to No = Tax is allowed. DO NOT CHANGE THE FLAG, changing the flag will reject your invoice.

Type	Description	Price	
	Specialized Cleaning €	1,500.00	1,500.00 ✖

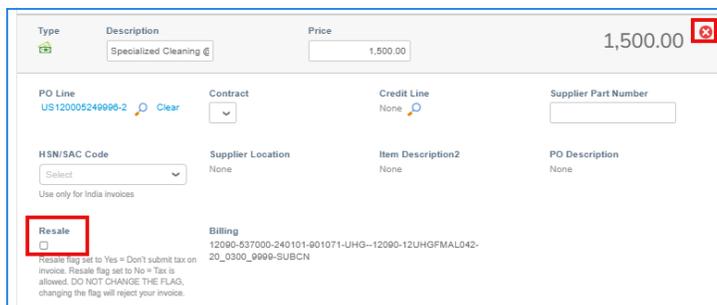
PO Line: US120005249999-2 [Clear](#) Contract: Credit Line: None Supplier Part Number:

HSN/SAC Code: Supplier Location: None Item Description2: None PO Description: None

Use only for India invoices

Resale Billing: 12090-537000-240101-901071-UHG--12090-12UHGFMAL042-20_0300_9999-SUBCN
Resale flag set to Yes = Don't submit tax on invoice. Resale flag set to No = Tax is allowed. DO NOT CHANGE THE FLAG, changing the flag will reject your invoice.

2. Click  to remove the non-resale eligible Line from the invoice.



Lines ☐ Line Level Taxation

Type	Description	Price	
	Specialized Cleaning €	1,500.00	1,500.00 ✖

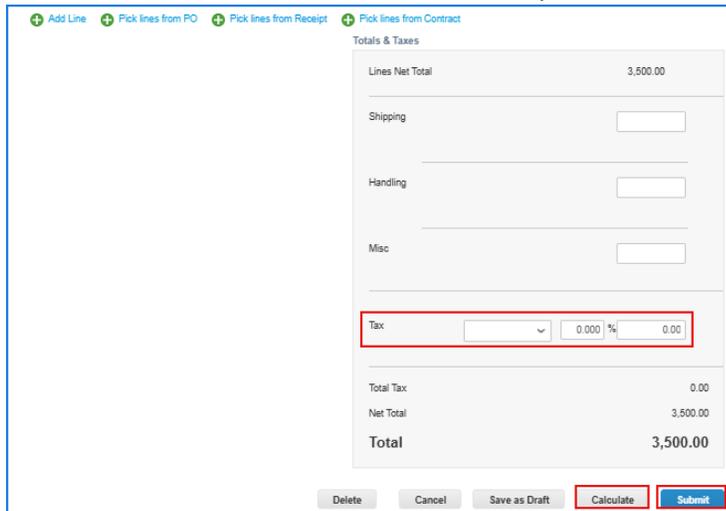
PO Line: US120005249999-2 [Clear](#) Contract: Credit Line: None Supplier Part Number:

HSN/SAC Code: Supplier Location: None Item Description2: None PO Description: None

Use only for India invoices

Resale Billing: 12090-537000-240101-901071-UHG--12090-12UHGFMAL042-20_0300_9999-SUBCN
Resale flag set to Yes = Don't submit tax on invoice. Resale flag set to No = Tax is allowed. DO NOT CHANGE THE FLAG, changing the flag will reject your invoice.

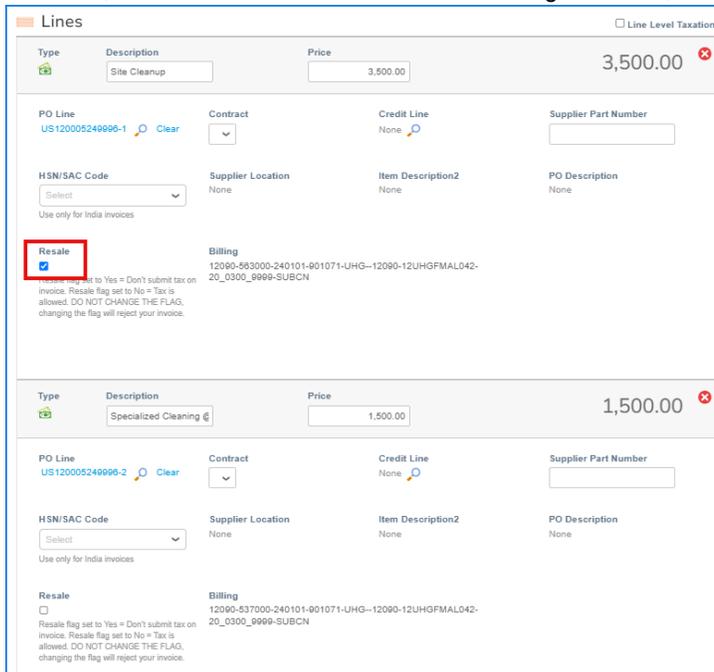
3. Confirm that **Tax(es)** are not added. (See example, below).



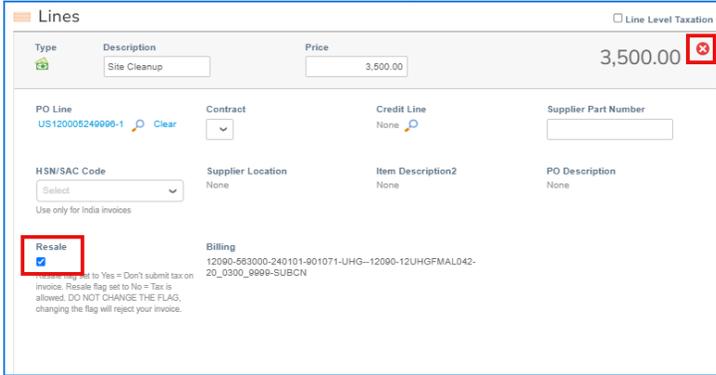
4. Click **Calculate**.

5. Click **Submit**.

6. Next, to create the invoice for non-resale eligible items, locate the Lines with resale-eligible items.



7. Click  to remove the resale-eligible Lines from the invoice.



Lines ☐ Line Level Taxation

Type	Description	Price
	Site Cleanup	3,500.00 

PO Line: US12000524999-1 Clear

Contract: ▼ Credit Line: None ↻ Supplier Part Number:

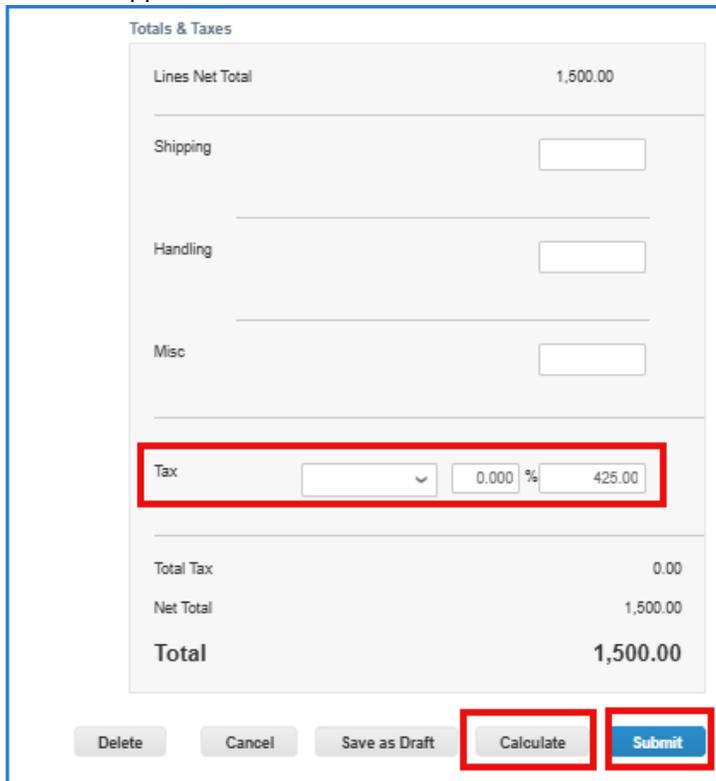
HSN/SAC Code: Select Supplier Location: None Item Description2: None PO Description: None

Resale

Billing: 12090-583000-240101-901071-UHG-12090-12UHGFMAL042-20_0300_9899-SUBCN

Resale flag set to Yes = Don't submit tax on invoice. Resale flag set to No = Tax is allowed. DO NOT CHANGE THE FLAG, changing the flag will reject your invoice.

8. Enter applicable sales taxes in **Totals & Taxes**.



Totals & Taxes

Lines Net Total	1,500.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="text"/> 0.000 % 425.00
Total Tax	0.00
Net Total	1,500.00
Total	1,500.00

Buttons:

9. Click **Calculate**.

10. Click **Submit**.

Important Reminders:

- A link to the Resale certificate will be included on every purchase order.
- Invoices incorrectly including sales tax on resale-flagged PO lines will not be processed.
- Visit [Coupa Training Portal](#) for invoice creation job aids and eLearnings.

For more information or assistance, reach out to your [Procurement Buyer Support Teams](#).