

How to Invoice CBRE GWS LLC

You can submit an e-invoice directly against the received Purchase Order (PO) using the Coupa Supplier Portal or Supplier Actionable Notification (SAN).

You'll benefit from quick and easy electronic invoice submission and seamless processing for faster payments. Coupa is user friendly giving you 24/7 access to your invoice status and payment details in real-time.



Create an invoice in the **Coupa Supplier Portal**



Create invoice from your email **SAN**

| | | |
|---|---|---|
| 1 | Open the email from CBRE with the received PO. | Open the email from CBRE with the received PO. |
| 2 | Log in to the Coupa Supplier Portal. | Select Create Invoice . |
| 3 | Select Purchase Orders to see all purchase orders raised towards your company. | Insert data in required fields on the invoice. |
| 4 | Click the Gold Coins and Flip PO to invoice. | Submit your invoice by clicking Submit . |

Your invoice is sent to CBRE.
To access your invoice **log in to Coupa**.

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| 5 | Once the invoice is created, you can view your payment details in the Coupa Supplier Portal. | |
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QUESTIONS?

Learn more about [Coupa Supplier Portal](#) and [how to register](#).

Learn more about [SAN](#).

Not yet registered?

Registering for the Coupa Supplier Portal (CSP) is quick, easy and most importantly free!

- **Register here for the CSP.**
- Once you've registered, provide the primary contact name and email address you used (including a link to [your public profile](#)) to the **Procurement Buyer Team**.
- It will only take a few minutes. Once the details have been provided, the CBRE Procurement Buyer Team will let you know once you have access to the Coupa Supplier Portal (CSP)

Invoice Requirements

Key requirements that must be met for any supplier invoices submitted through any of our invoicing channels to be processed and paid by our central Accounts Payable Team can be found below.

Invoice requirements

- **CBRE legal entity name** – invoice must be issued to the correct legal entity:

| CBRE Legal Entity Name |
|-------------------------------|
| CBRE GWS LLC |

- **Purchase Order (PO)** – The invoice must have a valid and applicable CBRE PO Number. If you do not have a purchase order, please contact your operations point of contact.
- **Resale Eligible Purchases** – Services and purchases may include tangible personal property or services intended for resale. If used for any other purpose, it will be reported, and any applicable tax will be paid directly to the state. Each PO line will indicate the resale status when distributed, with a “Yes” flag shown where applicable. Purchase Order lines indicated as resale eligible should not have any tax.

Note: Any invoices sent to CBRE that do not meet CBRE standards will be rejected by CBRE and will not be available for view in our accounting system.

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|---|---|
| 1. Supplier - Name and remit to address | 5. Net amounts broken down by tax rates |
| 2. Customer (CBRE GWS LLC) - Name and address of customer & Tax registration number | 6. Tax Amounts |
| 3. Delivery Date | 7. Invoice date |
| 4. Amount and description of services | 8. Invoice number and PO number |

Sample Invoice

CBRE GWS, LLC
PO Box 2942
Milwaukee, WI 53201
USA

SSS Management Services Inc
9500 Carnegie Avenue
Santa Clara, California 95050
USA
TIN 12 -3456789

INVOICE # 123456
PO# US12000#####

Date, 12/31/2021

| Date | Units | Description | Price (USD) | Total Price |
|------------|-------|-------------|--------------------|----------------|
| 12.21.2021 | 3 | Software | 75 | 225 |
| 12.21.2021 | 1 | IT support | 150 | 150 |
| | | | Total Net | 375 |
| | | | Sales Tax | 75 |
| | | | Total gross | 450 USD |

- All invoices must be submitted through the CSP within 60 days of service completion
 - Most invoice requirements are inherited from the PO when submitting invoice via SAN and CSP
 - Invoices must match description, pricing, unit of measure, and quantity (if applicable) on each PO line
 - Invoices may be rejected for lack of required information
- US Suppliers: Please note our resale exemption for this purchase.** The tangible personal property or service shall be resold, and tax should therefore not be included on your invoice. A link to the resale certificate is located on every purchase order.

Exception Invoice Submission

Electronic invoicing - CBRE's preferred invoicing channels.

IMPORTANT! Invoices created via our e-invoicing channels are available immediately for our AP Teams to process.

Exceptionally, suppliers can send PDF invoices to our Invoice Email Inbox:

- Send invoices via email to invoices+gws_us@cbre.coupa.com as detailed below.

Please note that invoices submitted through email inbox might be handled with delay.

Emails should meet below standards:

- A single e-mail should contain only 1 PDF invoice (Size of attached files should not exceed 9 MB).
- Attached PDF is inserted as attachment not in the body of email.
- All invoices need to be submitted in PDF format; supported PDF versions are: 1.3, 1.4, 1.5, 1.6 and 1.7 compliant files, including PDF/A (PDF/A-1, PDF/A-2, PDF/A-3) & PDF/X (PDF/X-1a:2001, PDF/X-1a:2003).
- PDF must not be password protected or contain security settings that restrict access to the data contained in the PDF file; PDF must have print option available.
- Active dynamic content, XFA form data content, mark-ups, comments and “sticky notes” in PDF will not be rendered.
- Do not combine multiple invoices in one document. Each invoice needs to be submitted in a separate file.
- Invoice requirements (e.g. PO number, Legal Entity name, Tax registration number) remain unchanged.

Queries and Support

On submitted invoices, payment status, remittance advice and other queries, please contact our AP Resolution team who are available from Monday to Friday, 9AM – 5PM CT:

Email: CBRE-GWS-NA-APHelpDesk-Resolution@cbre.com

For queries related to Coupa Supplier Portal please contact our Procurement Team:

Email: GWSNAM_ProcurementBuyerSupport@cbre.com