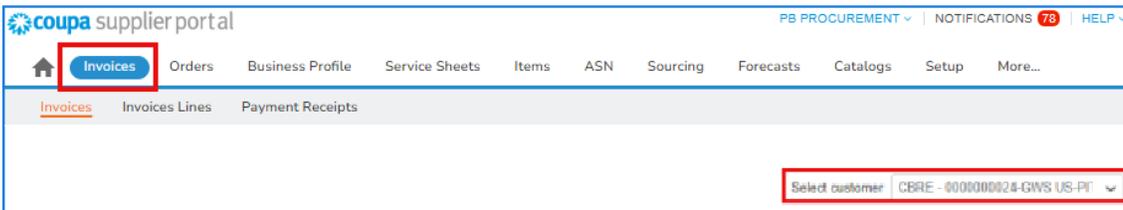


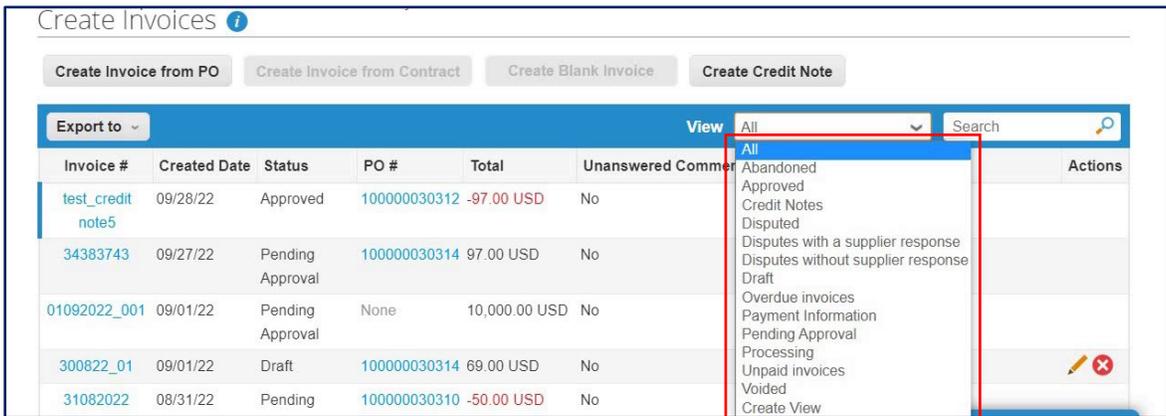
Searching and Viewing Invoices

The following steps outlined below are for searching and viewing invoices and their statuses.

1. Log in to your Coupa Supplier Portal <http://supplier.coupahost.com/>
2. From the main menu, select the **Invoices** tab.
3. Select CBRE from the **Select Customer** drop-down.



4. In the **View** drop-down select from the pre-defined views.



Finding Payment Information

- To check whether an invoice has been paid, in the **View** drop-down, select the Payment Information view. You can also create your own view where the columns **Paid**, **Payment Term**, and **Payment Information** are included.

Export to		View		Payment Information		Search	
Paid	PO #	Invoice #	Status	Invoice Date	Payment Term	Date Of Supply	Payment Information
Yes	US120000006520	2538067	Approved	12/01/19	N60	12/05/19	Payment# - on 02/05/20 for USD 949.34
Yes	US120000006520	2514387	Approved	11/01/19	N60	11/06/19	Payment# - on 01/08/20 for USD 946.03
Yes	US120000006520	2493674	Approved	10/01/19	N60	10/09/19	Payment# - on 12/04/19 for USD 2,232.61
Yes	US120000006520	2464869	Approved	09/01/19	N60	09/06/19	Payment# - on 11/06/19 for USD 2,244.86
Yes	US120000006520	2442965	Approved	08/01/19	N60	08/07/19	Payment# - on 10/02/19 for USD 2,246.04
Yes	US120000006520	2420624	Approved	07/01/19	N60	07/08/19	Payment# - on 09/04/19 for USD 2,248.94
Yes	US120000006520	2400204NT	Approved	06/01/19	N60	06/06/19	Payment# - on 08/02/19 for USD 2,256.92
Yes	US120000006520	2376911NT	Approved	05/01/19	N60	05/06/19	Payment# - on 07/03/19 for USD 2,275.60
Yes	US120000006520	2357308NT	Approved	04/01/19	N60	04/08/19	Payment# - on 06/05/19 for USD 2,298.44

- Additional information can be seen when you open the invoice and scroll down to the **Payments** section.

Status	Date	Type	Description	Amount
Total Reconciled 0.00				
Invoice Total				-97.00
Remaining Balance				-97.00

3. For any payment questions or issues, please contact your PO requester.

Use the table below to understand the different invoice statuses and descriptions.

STATUS	DESCRIPTION
ABANDONED	<p>A disputed invoice has been abandoned. When an invoice is abandoned, a comment is also provided with instructions on how to correctly submit the invoice.</p> <p>You can set notification preferences for abandoned invoices.</p>
APPROVED	<p>The invoice has been reviewed and submitted for payment.</p>
DISPUTED	<p>The invoice has been disputed. Invoices with this status have information that CBRE does not agree to, needs clarification on, or finds incorrect. You can correct a disputed invoice and resubmit.</p>
DRAFT	<p>The invoice has been created, but it has not yet been submitted.</p>
INVALID	<p>Specific for compliant e-invoices for clearance countries. Invoices with this status are visible only to you.</p>
PENDING APPROVAL	<p>The invoice is currently under review.</p>
PROCESSING	<p>The invoice is being processed by the AP department and should be paid soon.</p>
VOIDED	<p>The invoice has been voided. Invoices with this status will have additional information provided. The invoice will need to be re-created and submitted correctly.</p>

For additional support, please contact your Procurement Buyer Support Team based on region.

Region & Line of Business	Support Email Contact
ADV & GWS APAC	APAC_ProcurementBuyerSupport@cbre.com
Corporate & US	usprocurement@cbre.com
GWS U.S. & Canada	GWSNAM_ProcurementBuyerSupport@cbre.com
GWS Latin America	LATAM_ProcurementBuyerSupport@cbre.com Chile, Panama, Peru, Costa Rica, Uruguay, Dominican Republic, Columbia, Argentina, Mexico
EMEA, Canada ACML	All CBRE Entities

