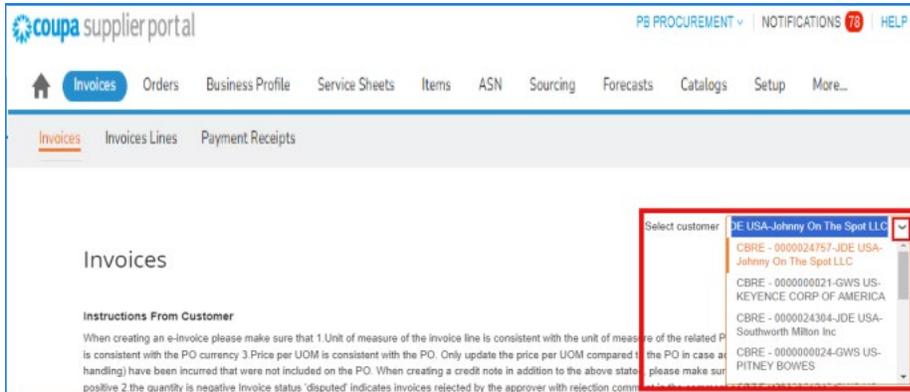


Selecting Correct CBRE Customer

CBRE uses shared supplier numbers in our Coupa platform. It is possible that you will have multiple CBRE customer supplier numbers to select from. It is important to select the correct CBRE customer in Coupa from the **Invoices** and **Orders** pages.

1. Click  to view a list of your customers.



2. Select the CBRE customer from the drop down.

The following example may help you select the correct CBRE customer.

This....



Not this....



- **CBRE** is the **identifier for CBRE accounts**. You will only see **CBRE**, not your customer's name
- **0000024787** is the **single supplier number** linked to your Coupa account.
- **JDE USA** is the customer's **finance system and region**.

For additional support, please contact the Procurement Buyer Support Team.

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