

How to Create an Invoice

Once you receive a PO from CBRE, you can create the Invoice. Follow the instructions below to create the Invoice from the approved Purchase Order.

NOTE: For specific country requirements, please refer to invoicing instructions available on the PO at the link in the Billing section.

1. Navigate to the **Orders** tab and click on the **Gold Coins** under **Actions**.

Purchase Orders

Select Customer: CBRE - 000000024-GWS US-PITNEY BOW...

Instructions From Customer
Please acknowledge the receipt of your orders by selecting the acknowledge PO option on the PO template. In case you have any questions with respect to the purchase order or if you would like to be enrolled to the Coupa Supplier Portal, which allows you to see the status of all your orders and invoices please send an email to supplychain.operations@cbre.com

Click the Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
US120000142774	02/28/24	Issued	None	HVAC Maintenance - Q1 '24 - (Jan) HVAC Maintenance - Q1 '24 - (Feb) HVAC Maintenance - Q1 '24 - (Mar)	No	3,600.00 USD		
US120000142773	02/28/24	Issued	None	HVAC Emergency - 01/2024	No	815.00 USD		
US120000141503	02/14/24	Issued	None	Monthly Printer Maintenance - 1/2024 Monthly Printer Maintenance - 2/2024 Monthly Printer Maintenance - 3/2024	No	1,800.00 USD		
US120000141502	02/14/24	Issued	None	1 Each of Printer - Emergency Service Call (Part Replace...	No	825.00 USD		
US120000140702	12/13/23	Issued	None	Printer Maintenance - UHG Bldg A - Q1 Printer Maintenance - UHG Bldg A - Q2 Printer Maintenance - UHG Bldg A - Q3 Printer Maintenance - UHG Bldg A - Q4	No	3,000.00 USD		
US120000140701	12/13/23	Issued	None	1 Each of Emergency - Printer Part Replacement - 12/11	No	450.00 USD		
US120000140700	12/13/23	Issued	None	1 Each of Emergency - Printer Part Replacement - 12/11	No	450.00 USD		
US120000140236	11/08/23	Issued	None	Printer Maintenance - Q1 - Lexi Bldg Printer Maintenance - Q2 - Lexi Bldg Printer Maintenance - Q3 - Lexi Bldg Printer Maintenance - Q4 - Lexi Bldg	No	6,000.00 USD		

2. Enter the unique **Invoice Number**, **Invoice Date**, and verify that a **valid Ship To address** is selected. You also can upload an invoice attachment (Excel, Word, or PDF. URL or TEXT). Limit attachments to 16MB.

NOTE: Invoice number character length cannot exceed 25 characters. ONLY ACCEPTABLE symbols are (.) (/) (-) ()

Select Customer CBRE - 000000024-GWS US-PITNEY BOW...

Create Invoice Create

General Info

* Invoice # ✓

* Invoice Date

Payment Term

Date of Supply

* Currency

Status Draft

Image Scan No file chosen

Supplier Note

Attachments [Add File](#) | [URL](#) | [Text](#)

Discount Amount

From

* Supplier 000000024-GWS US-PITNEY BOWES

Supplier Tax ID

* Invoice From Address
118 Inverness Street
Wilmington, MN 77786
United States

* Remit-To Address
119 Inverness
Wilmington, MN 77696
United States

* Ship From Address
118 Inverness Street
Wilmington, MN 77786
United States

To

Customer CBRE

Bill To Address CBRE GWS LLC
PO BOX 2942
Milwaukee, WI 53201
United States

Additional Information None

Bill To None

GST ID None

Invoice Delivery None
Address

Buyer Tax Number

* Ship to Address
300 STE 300
Suite 300
Orlando, FL 32819
United States
Location Code: 12090-2814107

Additional Information None

Bill To None



GST ID None

Invoice Delivery None
Address

3. Scroll down to the **Lines** detail to enter in the **Price/Amount** and always validate that you are billing the correct line.

If you are invoicing for only 1 line on the PO, click the **Red X**  to delete the lines that will be invoiced later.



Lines ☐ Line Level Taxation

Type	Description	Price	
	Q1 - HVAC Maintenanc	1,200.00	1,200.00 

PO Line: US120000142774-1 [Clear](#) Service/Time Sheet Line: None Contract: Credit Line: None [Clear](#)

Supplier Part Number: Supplier Location: None HSN/SAC Code: Item Description2: None
Use only for India invoices

Japan Tax Code: Billing: 12090-537000-240101-901071-UHG--12090-12UHGFMMN008-20_1300_9999-SUBCN
Use only for Japan invoices

Type	Description	Price	
	Q2 - HVAC Maintenanc	1,200.00	1,200.00 

PO Line: US120000142774-2 [Clear](#) Service/Time Sheet Line: None Contract: Credit Line: None [Clear](#)

Supplier Part Number: Supplier Location: None HSN/SAC Code: Item Description2: None
Use only for India invoices

Japan Tax Code: Billing: 12090-537000-240101-901071-UHG--12090-12UHGFMMN008-20_1300_9999-SUBCN
Use only for Japan invoices

4. Scroll down to the Totals & Taxes section. Here is where you can add in any **Shipping, Handling** or **Misc.** charges. Taxes should be included only on the tax line.

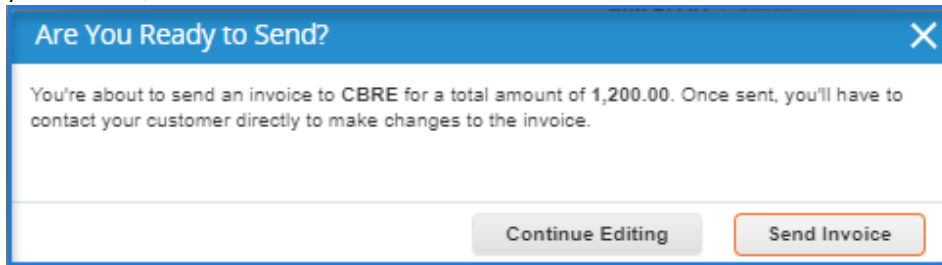
NOTE: For GWS US Invoices ONLY – Each Purchase Order line will indicate the resale status when distributed with a “Yes” flag shown where applicable. Purchase Order lines indicated as resale eligible should not have any tax.

5. Click on **Calculate** to calculate your invoice total. Click on **Submit** when done.

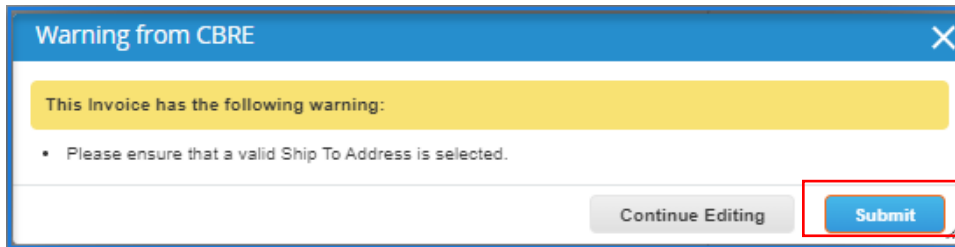
Totals & Taxes

Lines Net Total	1,200.00
Shipping	<input type="text"/>
Handling	<input type="text"/>
Misc	<input type="text"/>
Tax	<input type="text" value="0.000"/> % <input type="text" value="0.000"/>
<input type="button" value="+"/>	
Total Tax	0.00
Net Total	1,200.00
Total	1,200.00

- After submitting your invoice, you will get a pop-up **“Are You Ready to Send?”**, if you have finished creating your invoice, **click on Send Invoice**.

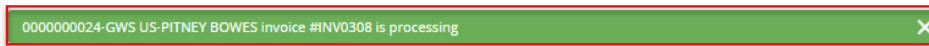


- A pop-up notification will display. **Please ensure that a valid Ship To address is selected**. Click **Submit** once verified.



- Your Invoice has now been submitted to CBRE for processing. You will be able to see the invoice on your Invoice Tab.

Invoices



Instructions From Customer

When creating an e-invoice please make sure that 1. Unit of measure of the invoice line is consistent with the unit of measure of the related PO line 2. Invoice currency is consistent with the PO currency 3. Price per UOM is consistent with the PO. Only update the price per UOM compared to the PO in case additional charges (freight, handling) have been incurred that were not included on the PO. When creating a credit note in addition to the above stated, please make sure that 1. the unit price is positive 2. the quantity is negative Invoice status 'disputed' indicates invoices rejected by the approver with rejection comment in the comment section of the invoice. A new draft invoice will be created once you try to resubmit the invoice. All fields will be automatically populated. You can make the adjustment and submit the new invoice. The disputed invoice will be voided automatically.

Create Invoices 

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Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
INV0308	03/08/24	Pending Approval	US120000142774	1,200.00 USD	No		

For more information or assistance, reach out to your 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