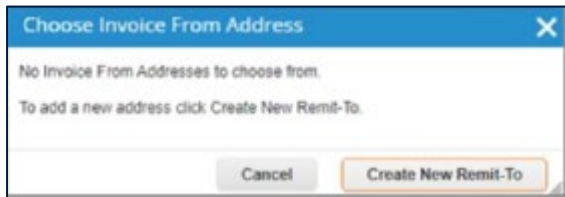


## Supplier Actionable Notifications

The first time you generate an invoice via SAN, you will be requested to complete local statutory questions required for invoicing, such as Remittance Address (see below message that will be prompted when you first create an invoice).

If you do not have the data requested in the mandatory fields, populate the field with “Not Available”

**Important:** CBRE does not require supplier to provide their bank details in Coupa (this information is maintained in our ERP, contact your CBRE contact if you have any questions)



Below is an example of the fields that require completion for a supplier based in the United States. Provide the required information in the fields marked with the red asterisk (\*) and then click **Create and Use**.



**Enter a new address** [X]

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

**Company Information**

Supplier: Supplier Name

\* Country/Region: United States

\* Registered company legal name: [Redacted]

**Address**

Remit to name: [ ]

\* Line 1: [ ]

Line 2: [ ]

\* City: [ ]

County: [ Select an Option ]

\* Postal Code: [ ]

Preferred Language: English

**Tax Registration**

Tax Country/Region: United States

Tax ID: [ ]

Not For Cross-Border Invoices:

**Banking Information**

NOTE: Banking information is required for compliant invoicing when indicated (with a \*). Otherwise, banking info here is not required and will remain private.

Bank Name: [ ]

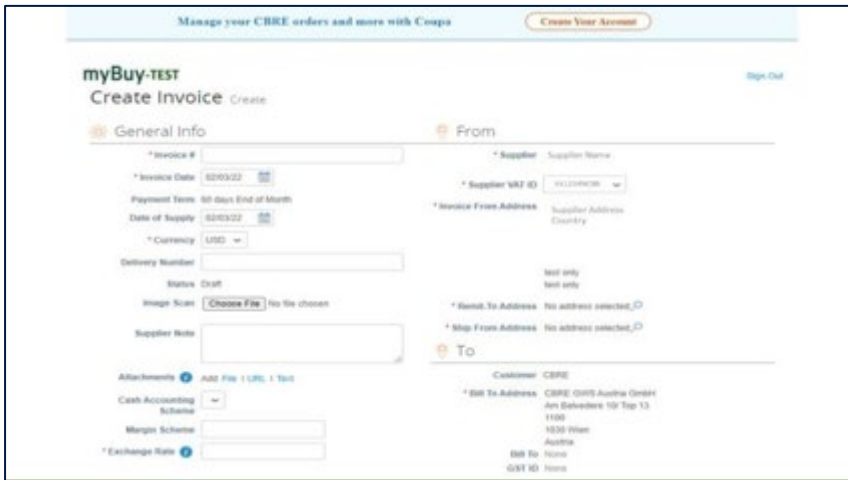
Beneficiary Name: [ ]

Bank Account Number: [ ]

Transit Code Type: [ ]

[ Cancel ] [ **Create and Use** ]

When submitting an invoice, complete all the required fields. Most fields will be prepopulated with the data from the purchase order.



To access a copy of your invoice:

- If you are registered on the Coupa Supplier Portal (CSP), you can access a legal copy of the invoice in the platform under the Invoice tab.
- If you are not registered on the CSP, sign-in to the platform or request your CBRE point of contact to share a copy with you.

For more information or assistance, reach out to your Procurement Buyer Team.

Region & Line of Business	Support Email Contact
GWS APAC	<a href="mailto:APAC_ProcurementBuyerSupport@cbre.com">APAC_ProcurementBuyerSupport@cbre.com</a>
GWS EMEA	<a href="mailto:GWSEMEAsupplychainbuyer@cbre.com">GWSEMEAsupplychainbuyer@cbre.com</a>
GWS Latin America	<a href="mailto:LATAM_ProcurementBuyerSupport@cbre.com">LATAM_ProcurementBuyerSupport@cbre.com</a>
GWS US & Canada	<a href="mailto:GWSNAM_ProcurementBuyerSupport@cbre.com">GWSNAM_ProcurementBuyerSupport@cbre.com</a>
Corporate/Advisory APAC	<a href="mailto:APACSupplyChainBuyers@cbre.com">APACSupplyChainBuyers@cbre.com</a>
Corporate/Advisory EMEA	<a href="mailto:ADVEMEA_ProcurementBuyerSupport@cbre.com">ADVEMEA_ProcurementBuyerSupport@cbre.com</a>
Corporate U.S.	<a href="mailto:USProcurement@cbre.com">USProcurement@cbre.com</a>