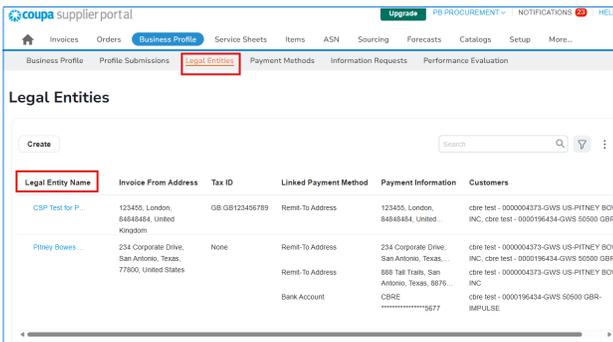


Link Customer to Existing Legal Entity for Invoicing

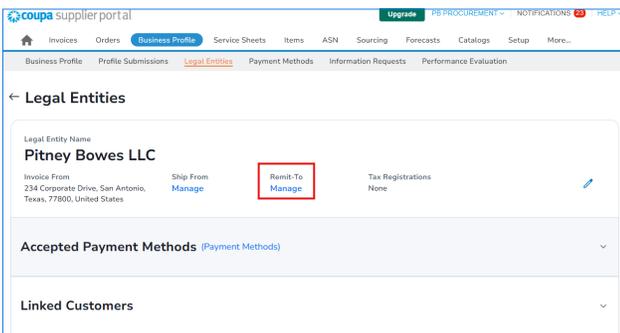
1. Log in to your Coupa Supplier Portal <http://supplier.coupahost.com/>
2. From the main menu, select the **Business Profile** tab.
3. Select **Legal Entities**.



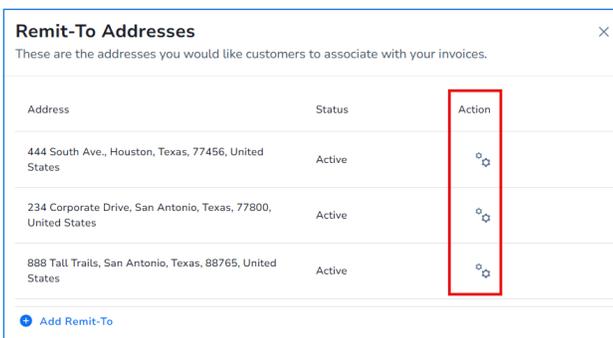
4. Select **Legal Entity Name** that will be used for invoicing.



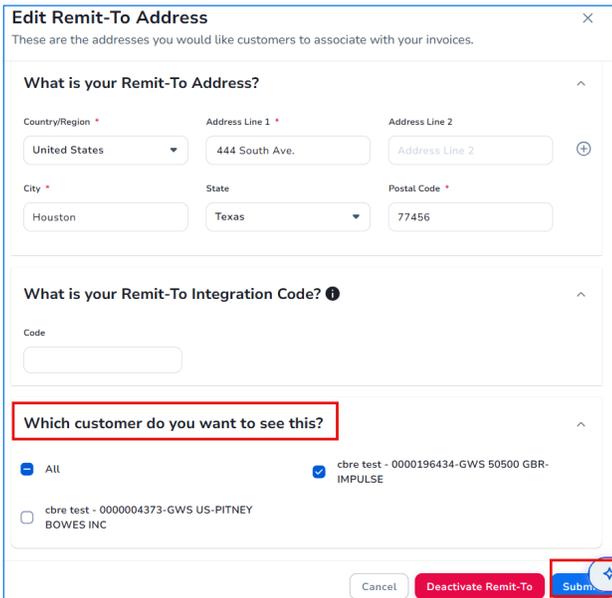
5. Select **Manage** under **Remit-To**



6. Select  for the **Remit-To** that the customer (**CBRE**) should be linked to.



7. Scroll to **Which customer do you want to see this?** and select customer (**CBRE**).



8. Select **Submit**.

For additional support, please contact 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