How to Invoice CBRE

You can submit an e-invoice directly against the received PO using the Coupa Supplier Portal or Supplier Actionable Notification (SAN).

	Create an invoice in the **Coupa Supplier Portal**	Create invoice from your email **SAN**
1	Open the email from CBRE with the received PO.	Open the email from CBRE with the received PO.
2	**Log in** to the Coupa Supplier Portal.	Select **Create Invoice.**
3	Select **Purchase Orders** to see all purchase orders raised towards your company.	Insert data in required fields on the invoice.
4	Click the **Action Button** and **Flip** PO to invoice.	Submit your invoice by clicking **Submit.**
	Your invoice is sent to CBRE. To access and download your compliant invoice log in to Coupa.	
5	Once the invoice is created, you can track the payment status in the Coupa Supplier Portal.	You will receive confirmation of payment once your invoice is paid.

QUESTIONS?

Learn more about Coupa Supplier Portal and how to register.

Learn more about SAN.

The other way of submitting documents is to send them in PDF format to Canon mailbox - please see the next page what requirements must be met for the invoice to be processed and approved without any delays. Please note that this is not an automatic channel. We strongly recommend using CSP or SAN - quick and efficient electronic invoicing channels.

Guideline - Supplier Invoicing Process

Please, see below a reminder of the key requirements that must be met for any supplier invoices to be processed and paid by our central Accounts Payable Team.

Invoice requirements

- **CBRE legal entity name** – invoice must be issued to CBRE to the correct legal entity and tax number:

CBRE Legal Entity Name	CBRE VAT/Tax Number
CBRE GWS España S.L. C/Miguel Yuste 6, 3º, 28037 Madrid	ES B83402883

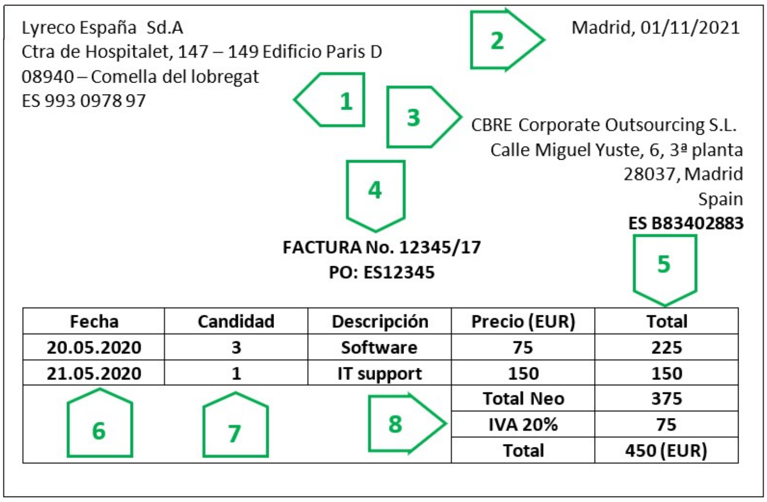
- **PO** – The invoice must have a valid and applicable CBRE PO Number. Should you have no purchase order, please contact your operations SPOC. Please remember, that any invoice without PO or with invalid PO will be rejected – **NO PO NO PAY POLICY**
  NOTE: POs in the old format (ESxxxxxx/638xxxxxxx) will still be allowed into MB if they are still active

- **Invoice Quality** – invoice has to meet minimum required quality i.e. readability (applies to invoices submitted via Canon)

NOTE: If invoice will not meet the above conditions it will be rejected to you by Canon and will not be available for view in our accounting system.

1. **Supplier -** Name and address & VAT/Tax registration number	5. Net amounts broken down by tax rates
2. Invoice date	6. Delivery date
3. **Customer (CBRE)** - Name and address of customer & VAT/Tax registration number	7. Amount and description of services
4. Invoice number & PO number	8. VAT amounts

Sample PDF Invoice



Lyreco España Sd.A
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ES 993 0978 97

Madrid, 01/11/2021

CBRE Corporate Outsourcing S.L.
Calle Miguel Yuste, 6, 3ª planta
28037, Madrid
Spain
ES B83402883

FACTURA No. 12345/17
PO: ES12345

Fecha	Candidad	Descripción	Precio (EUR)	Total
20.05.2020	3	Software	75	225
21.05.2020	1	IT support	150	150
			Total Neo	375
			IVA 20%	75
			Total	450 (EUR)

How to Submit an invoice:

Automatic and CBRE's preferred invoicing channels

- Create an invoice in the Coupa Supplier Portal – CSP (please see the guidelines on page 1)
- Create an invoice from your email SAN (please see the guidelines on page 1)

PDF-created invoices:

- Send an invoice via email to Canon mailbox as detailed below.
    - **Emails should meet below standards:**
        - A single e-mail should contain 15 PDF files maximum (Size of attached files should not exceed 9 MB)
        - Attached PDF is inserted as attachment not in the body of email
    - **Invoices should meet below standards:**
        - All invoices need to be submitted in PDF format; supported PDF versions are: 1.3, 1.4, 1.5, 1.6 and 1.7 compliant files, including PDF/A (PDF/A-1, PDF/A-2, PDF/A-3) & PDF/X (PDF/X-1a:2001, PDF/X-1a:2003)
        - PDF must not be password protected or contain security settings that restrict access to the data contained in the PDF file; PDF must have print option available
        - Active dynamic content, XFA form data content, mark-ups, comments and "sticky notes" in PDF will not be rendered
        - Do not combine multiple invoices in one document. Each invoice needs to be submitted in a separate file
        - Other financial and non-financial documents (statements, orders, reminders, flyers) will be forwarded to CBRE AP Helpdesk

PO structure as below, the invoice must be sent to:

	PO structure	**CSP**	**SAN**	**Spain Canon mailbox**
NEW	SPESxxxxxxxx	✓	✓	CBRE-GWS-ES-APInvoices@canon-europe.com
OLD	ESxxxxxx/638xxxxxxx	X	X	CBRE-GWS-ES-APInvoices@canon-europe.com
NON-COUPA	Other PO formats	X	X	See instruction on specific Purchase Order

NOTE: Invoices not sent to the correct address will not be processed.

Above e-mail address is a no reply email address. Once your invoice is received it will be scanned and submitted for processing.

EXCEPTION: For POs with a different structure, See instruction on above table, in column PO structure in "Other PO formats".

Queries and Support

- On submitted invoices, payment status, remittance advice and other queries, please contact our AP Resolution team who are available from Monday to Friday, 9AM – 5PM CET:

  Spain: **CBRE-GWS-ES-Resolution@cbre.com** Phone: +34 900838618

- For queries related to Coupa Supplier Portal please contact our Procurement Team

  GWSEMEASupplyChainBuyer@cbre.com