

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 an 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 the 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.

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| 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. |
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QUESTIONS?

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| Learn more about Coupa Supplier Portal and how to register. | Learn more about SAN. |
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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 Denmark ApS Rued Langgaards Vej 6-8, 2300 København S, Denmark | DK 31058201 |

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

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

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

Sample PDF Invoice

| CAVERION DANMARK A/S Lykkegårdsvej 15 4000 Roskilde Danmark | | 1 | København, 01/11/2021 | | 2 |
|--|-------|--------------------------------------|---|--------------------|---|
| | | 3 | CBRE Corporate Outsourcing ApS Rued Langgaards Vej 6-8, 2300 København S, Denmark | | 3 |
| | | 4 | DK 31058201 | | 5 |
| | | Faktura 12345/21 PO: R1DK78256890 | | | |
| Dato | Antal | Produktbeskrivelse | Pris pr. enhed | Produktbeskrivelse | |
| 20.10.2021 | 3 | Software | 75 | 225 | |
| 21.10.2021 | 1 | IT support | 150 | 150 | |
| | | | Total Netto | 375 | |
| | | | MOMS 20% | 75 | |
| | | | Total | 450 (DKK) | |

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 | Denmark Canon mailbox |
|------------|---------------------|-----|-----|--|
| NEW | R1DKxxxxxxxx | ✓ | ✓ | CBRE-GWS-DK-APInvoices@canon-europe.com |
| Non-Coupa | D85POxxxxxxxx | X | X | CBRE-GWS-DK-APInvoices@canon-europe.com |

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

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

EXCEPTION: Invoices with PO structure: 211xxxxxxxx/210xxxxxxxx or Exxxxxxxx/Fxxxxxxxx/Cxxxxxxxx should be submitted to the email address: dxc.emea.ap.dk@cbre.com

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:

Denmark: CBRE-GWS-DK-Resolution@cbre.com

Phone: + 45 89870252

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

GWSEMEASupplyChainBuyer@cbre.com