

How to Invoice CBRE

Submit your e-invoice via [InvoiceReady \(Accountor\)](#):

Online billing address and instructions: OVT-tunnus 003726756148 Operaattori OpusCapita

You can also 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.		
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? <div> Learn more about Coupa Supplier Portal and how to register. Learn more about SAN. </div>		

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 Finland OY PL 51755 00021 Laskutus	FI26756148

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

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:

Finland: CBRE-GWS-FI-Resolution@cbre.com Phone: +35 8137291310

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

GWSEMEASupplyChainBuyer@cbre.com