



How to Invoice CBRE

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

 Create an invoice in the Coupa Supplier Portal		 Create invoice from your email SAN
<div>1</div>	Open the email from CBRE with the received PO.	Open the email from CBRE with the received PO.
	<div>2</div> Log in to the Coupa Supplier Portal.	Select Create Invoice .
	<div>3</div> Select Purchase Orders to see all purchase orders raised towards your company.	Insert data in required fields on the invoice.
	<div>4</div> Click the Action Button and Flip PO to invoice.	Submit your invoice by clicking Submit .
<div>Your invoice is sent to CBRE. To access and download your compliant invoice log in to Coupa.</div>		
<div>5</div>	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.
<div>QUESTIONS?</div>		
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 Z+M Group mailbox - please see the next page what requirements must be met for the invoice to be processed and approved without any delays. 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 IFM Industrie GmbH Grugaplatz 2, 45131 Essen, Deutschland	DE298455731

- **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 minimum required quality i.e. readability (applies to invoices submitted via Z+M Group)

NOTE: If invoice will not meet the above conditions it will be rejected to you by -Z+M Group 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 amount Please consider reverse charge in accordance with Section 13b UStG

Sample PDF Invoice

Max Mustermann GmbH Musterstrasse 1 D – 1234 Musterstadt Deutschland DE123456789		Stadt 23/05/2020	
		CBRE GWS IFM Industrie GmbH Grugaplatz 2-4 45131 Essen Germany DE298455731	
Rechnung #	123456		
BESTELL Nr #	GER#####	GER + 10#	
BESTELL Nr #	DE#####	DE + 5#	
BESTELL Nr #	FP1#####	FP1 + 6#	
Datum	Einheiten	Beschreibung	Preis (EUR)
20.05.2020	3	Software	75
21.05.2020	1	IT Support	150
		Gesamt netto	225
		19% MwSt.	375
		Gesamt brutto	435 EUR

How to Submit an invoice

Automatic and CBRE’s preferred invoicing channels

- Create an invoice in the Coupa Supplier Portal using PO-Flip (please see the guidelines on page 1)
- Create an invoice from the Purchase Order email using the SAN (please see the guidelines on page 1)

PDF-created invoices:

- Send an invoice via email to Z+M Group mailbox as detailed below.
- **Emails should meet below standards:**
 - A single e-mail should contain 20 PDF files maximum (Size of attached files should not exceed 25 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

Purchase Order structure as below, the invoice must be sent to:

	PO structure	CSP	SAN	Germany Z+M Group mailbox
NEW	GER1234567890	✓	✓	cbre-gws-germany-ifm-apinvoices@dcprague.com
NEW	D35POXXXXX	✓	✓	
Non-Coupa	Other PO Formats	X	X	Follow the instructions in the Purchase Order received. The Invoicing process will not be affected.

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.

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:

Germany: CBRE-GWS-DE-resolution@cbre.com, Call: +49 8000004555

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

GWSEMEASupplyChainBuyer@cbre.com

For any queries relating to POs, please reach out to the CBRE buyer specified on the PO.