

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.		
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 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 Sweden AB Blekhölmstorget 30, F9, 111 64 STOCKHOLM	SE 556991262801

- **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 mailbox)

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.

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

Coromatic AB
Birger Jarlgatan 15
Stockholm
Sweden

1

2

Stockholm, 01/11/2021

3

CBRE GWS Sweden AB
Blekhölmstorget 30, F9,
111 64 STOCKHOLM
SE 55699126801

4

Faktura 12345/21
PO: ZASE78256890

5

Datum	Ant.	Produktbeskrivning	Pris	Belopp
20.10.2021	3	Software	75	225
21.10.2021	1	IT support	150	150
6	7	8	Summa SEK	375
			Moms 20%	75
			Total	450 SEK

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 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	Sweden mailbox
NEW	ZASExxxxxxxx	✓	✓	CBRE-GWS-SE-APInvoices@canon-europe.com (Valid until 30th June 2024 will be decommissioned) CBRE-GWS-SE-APInvoices@dcprague.com (From 1st July 2024 please use this address)
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.

The 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:

Sweden: CBRE-GWS-SE-Resolution@cbre.com Phone: + 46 118000927

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

GWSEMEASupplyChainBuyer@cbre.com

- If you have any questions or information such as change of company name, company VAT registration number or bank account number, please contact us as soon as possible. This is to avoid delays or complications when paying you. Email updates, payment reminders or questions to your CBRE contact person or to the following email

infogws.se@cbre.com