

# **Guideline- Supplier Invoicing Process**

Dear Supplier, In order to assist supplier invoicing and improve payments to our suppliers, CBRE has simplified our AP Processes. 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:

Your invoice will only be further processed for payment providing the below invoice restrictions/requirements have been met:

✓ Invoice must be issued stating the correct CBRE GWS legal entity, tax number and Purchase Order ("PO") number:

Pakistan - CBRE legal entity name: CBRE Corporate Outsourcing (Private) Limited

- CBRE VAT number: STRN: 3277 8761 17367
- CBRE Tax number: NTN 7146765-0

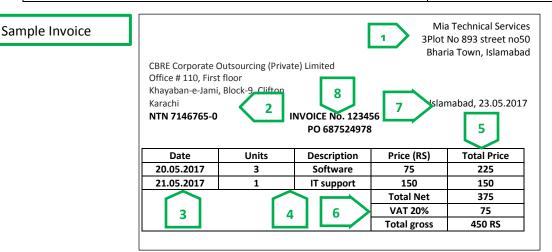
(company also has a number of provincial registrations)

**Please Note**: that this is also applicable to invoices relating to the legacy Johnson Controls GWS division. The process for CBRE Managed Services Limited is unchanged.

**PO** - The invoice must have a valid applicable CBRE PO Number. Contact your operations SPOC should you not have a purchase order reference as invoices containing either no PO or the incorrect PO number will not be paid.

**Invoice Update** - Invoice is to contain; description "INVOICE", the correct price and where an invoice is being re-submitted, insert amended invoice date

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



www.cbre.com CBRE Corporate Outsourcing (Private) Limited Office # 110, First floor, The Forum, Khayaban-e-Jami, Block-9, Clifton Karachi, Pakistan



- ✓ Invoices should be submitted by e-mail and meet the below standards:
  - Invoice is to be issued to one clearly stated CBRE GWS entity
  - A single e-mail should contain 15 PDF files maximum (Size of attached files should not exceed 9 MB)
  - 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)
    - Including PDF/X (PDF/X-1a:2001, PDF/X-1a:2003)

# ✓ Attached PDF is inserted as attachment not in the body of email

- PDF must not be password protected
- PDF must not contain security settings that restrict access to the data contained in the PDF file, PDF must have print option available
- Active dynamic content in PDF will not be rendered
- XFA form data content in PDF may not be rendered
- Mark-ups, comments and "sticky notes" in the PDF will not be rendered
- Do not combine multiple invoices in one document. Each invoice needs to be submitted in a separate file
- Invoice requirements (e.g. PO number, Legal Entity name, Tax registration number) remain unchanged
- Other financial documents (statements, orders) will not be forwarded to appropriate AP subdepartments

#### Where to Send Invoices:

All invoices must be sent by **Hardcopy** to the Accounts Payable for address below.

CBRE Corporate Outsourcing (Pvt.) Limited Office # 110, First Floor, The Forum | Khayaban-e-Jami, Block-9, Clifton Karachi | 75600 | PAKISTAN

# **Queries and Support:**

Should you have any queries on submitted invoices and/or payment status, remittance advice, etc. Then please contact our Finance Department who is available from Monday to Friday, 9AM – 5PM (GMT+5):

Pakistan Finance Department: Phone (+92-213) 530-6791, Phone (+92-213) 530-6983

Thank you in advanced for your support.