

# **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:
  - **UAE** CBRE legal entity name: CBRE Real Estate and Global Workplace Solutions LLC
    - CBRE VAT/tax number: 100350115000003

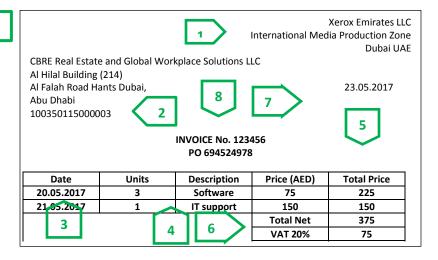
**Please Note**: that this is also applicable to invoices relating to the legacy Johnson Controls GWS division. The process for CBRE Managed Services Limited is unchanged.

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

#### Sample Invoice





### CBRE Real Estate and Global Workplace Solutions LLC

- ✓ 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
    - o Including PDF/A (PDF/A-1, PDF/A-2, PDF/A-3)
    - o 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 email to the Accounts Payable Invoice team as detailed below. Invoices not sent to the correct address will not be processed

### UAE;

CBRE-GWS-UAE-APInvoices@canon-europe.com

Please note these e-mail addresses are a no-reply email address. Once your invoice is received it will be scanned and submitted for processing

#### **Queries and Support:**

Should you have any queries on submitted invoices and/or payment status, remittance advice, etc. Then please contact our AP Helpdesk team who are available from Monday to Friday, 9AM – 5PM CET:

UAE; CBRE-GWS-UAE-Resolution@cbre.com Phone: 9 718 000 320 065

Thank you in advanced for your support.