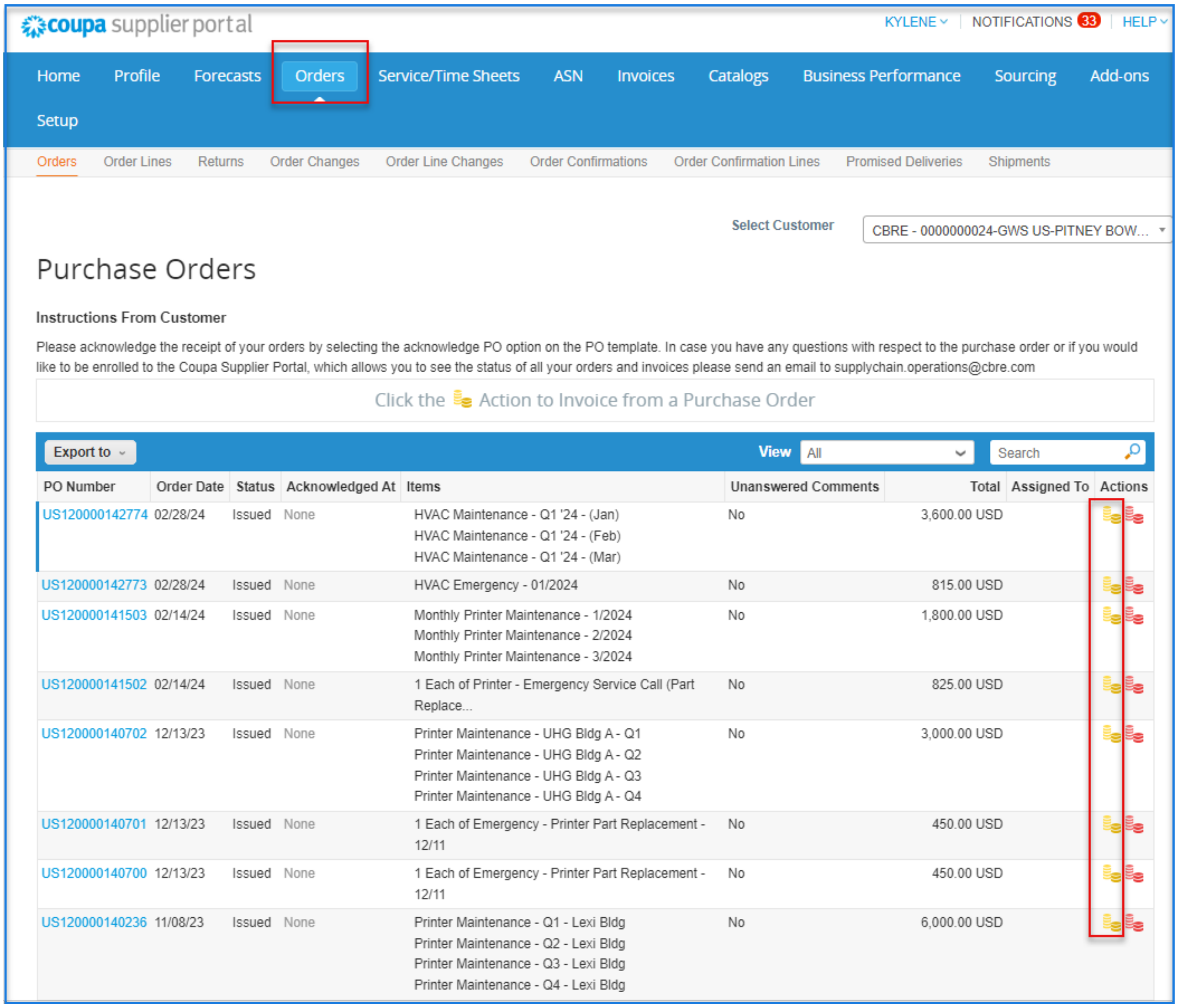
How to Create an Invoice for a Multi-Line PO

Once you receive a PO from CBRE, you can create the Invoice. Follow the instructions below to create the Invoice from the approved Purchase Order.

NOTE: For specific country requirements, please refer to invoicing instructions available on the PO at the link in the Billing section.

1. Navigate to the **Orders** tab and click on the **Gold Coins** under **Actions.**



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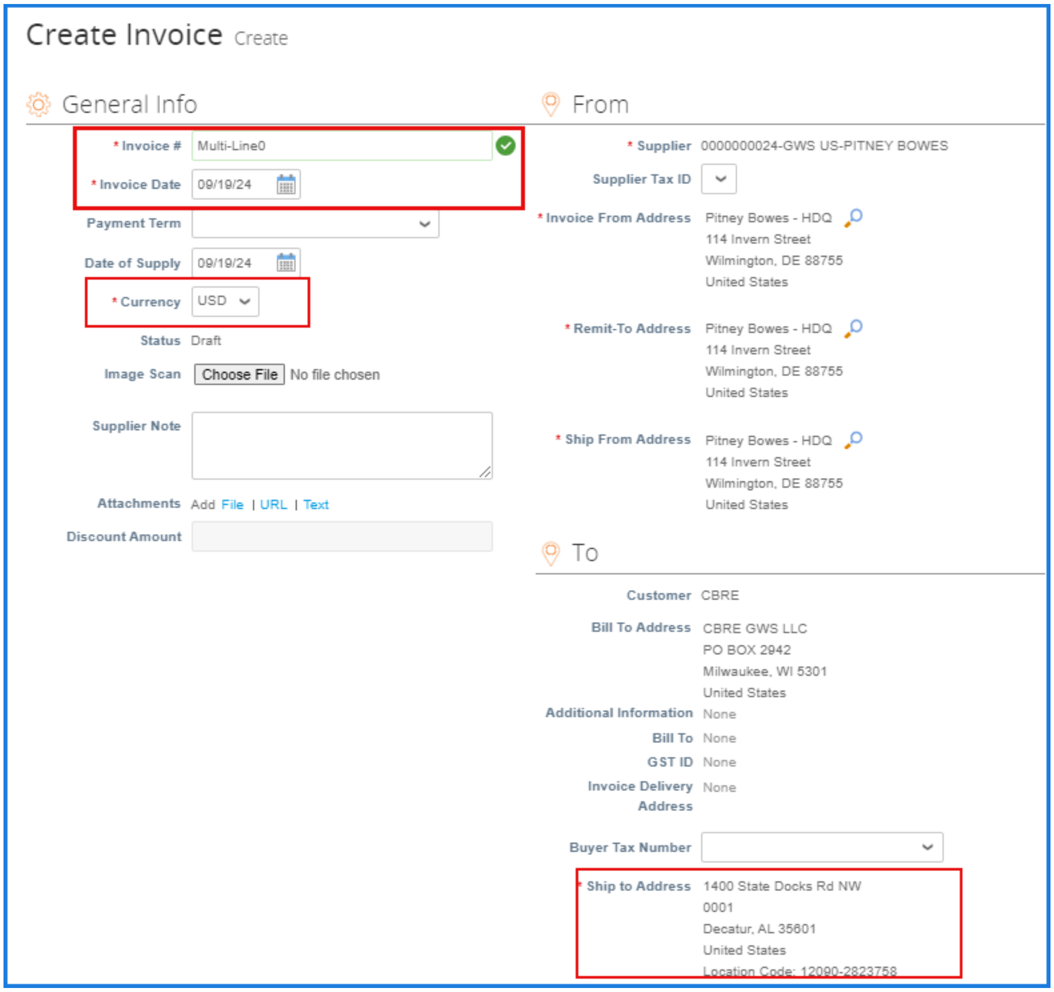
2. Enter the unique **Invoice Number**, **Invoice Date**, and verify that a **valid Ship To address** is selected. You also can upload an invoice attachment (Excel, Word, or PDF. URL or TEXT). Limit attachments to 16MB.
NOTE: Invoice number character length cannot exceed 25 characters. ONLY ACCEPTABLE symbols are (.) (/) (-) (_)



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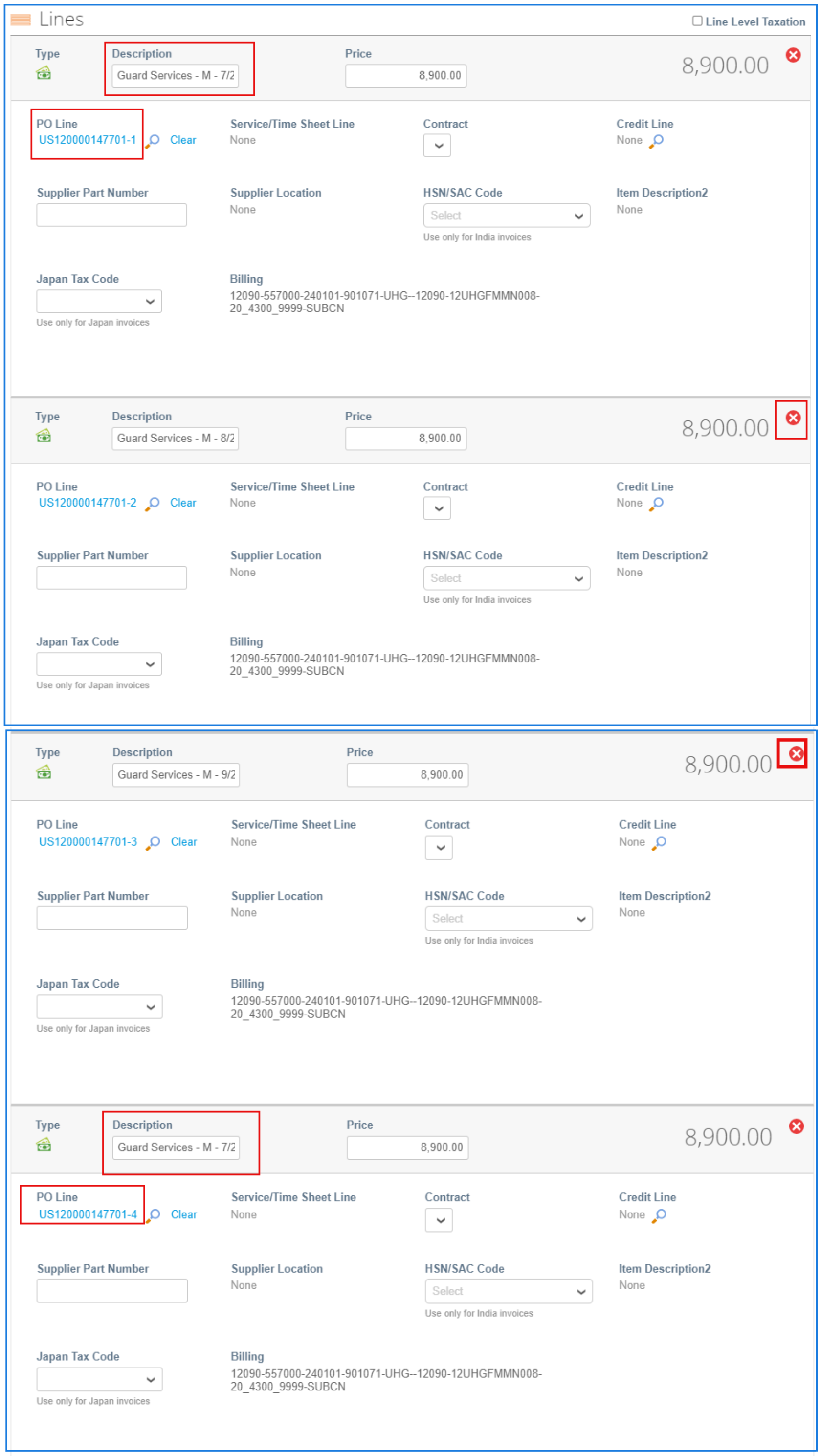
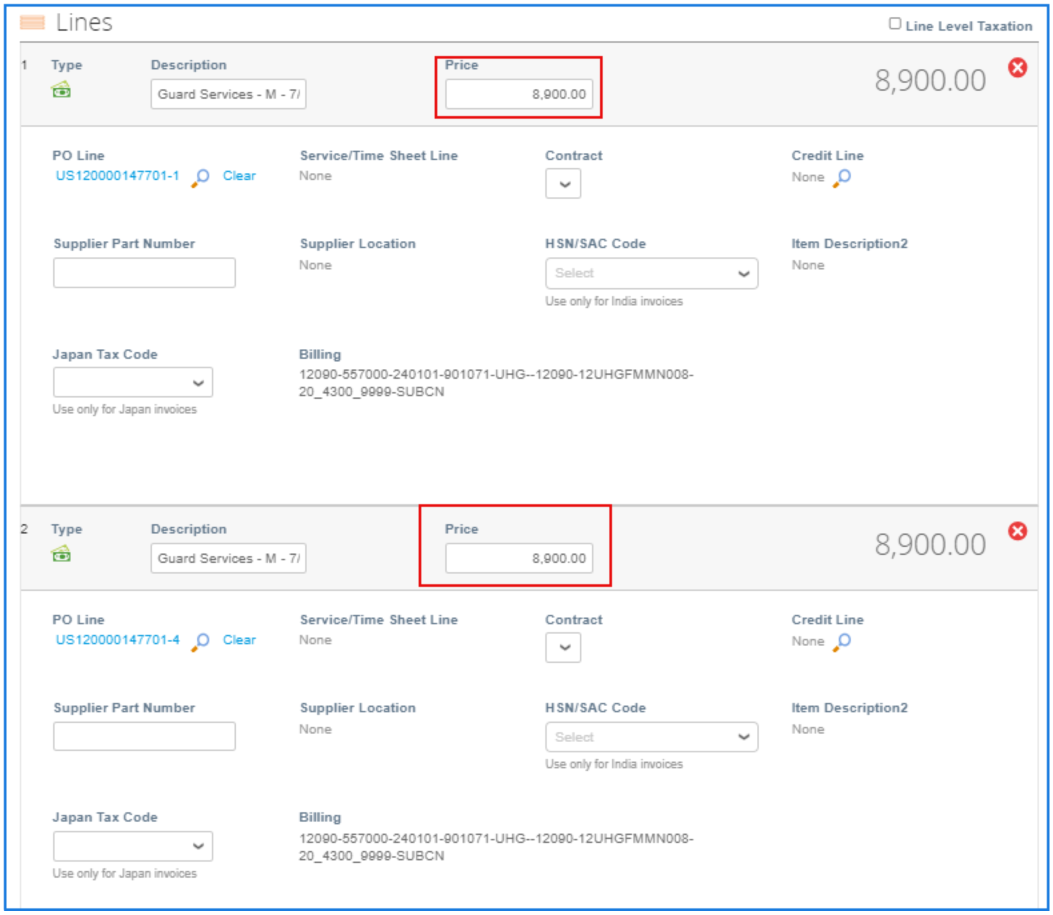
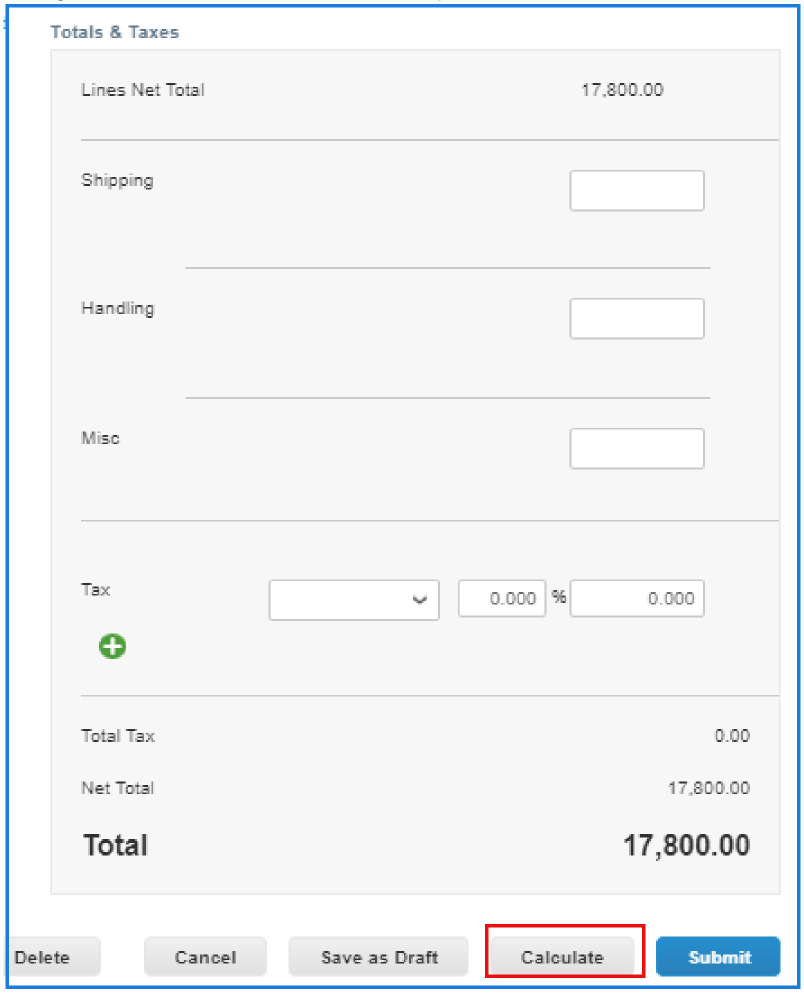
3. Scroll down to the **Lines** detail to enter in the **Price/Amount** and always validate that you are billing the correct line(s). Click the **Red X** to delete the lines that will be invoiced later.
For Example, the following is a multi-line PO for monthly security guard services. There are two PO lines for each month of service. The supplier wants to create an invoice for guard services in July only and will click the **Red X** to delete the lines that will be invoiced later.



4. The Lines detail will now only include what you are currently invoicing. For example, July services. Review the line details and update price or totals, if needed.

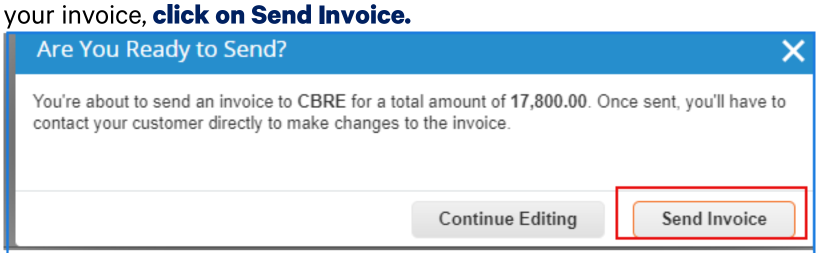


5. Scroll down to the **Totals & Taxes** section. Here is where you can add in any **Shipping**, **Handling** or **Misc**. charges. Taxes should be included only on the tax line.

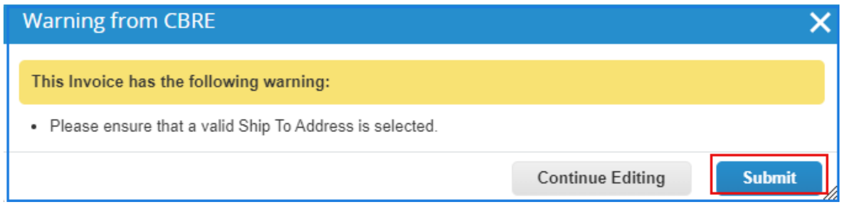


6. Click on **Calculate** to calculate your invoice total. Click on **Submit** when done.

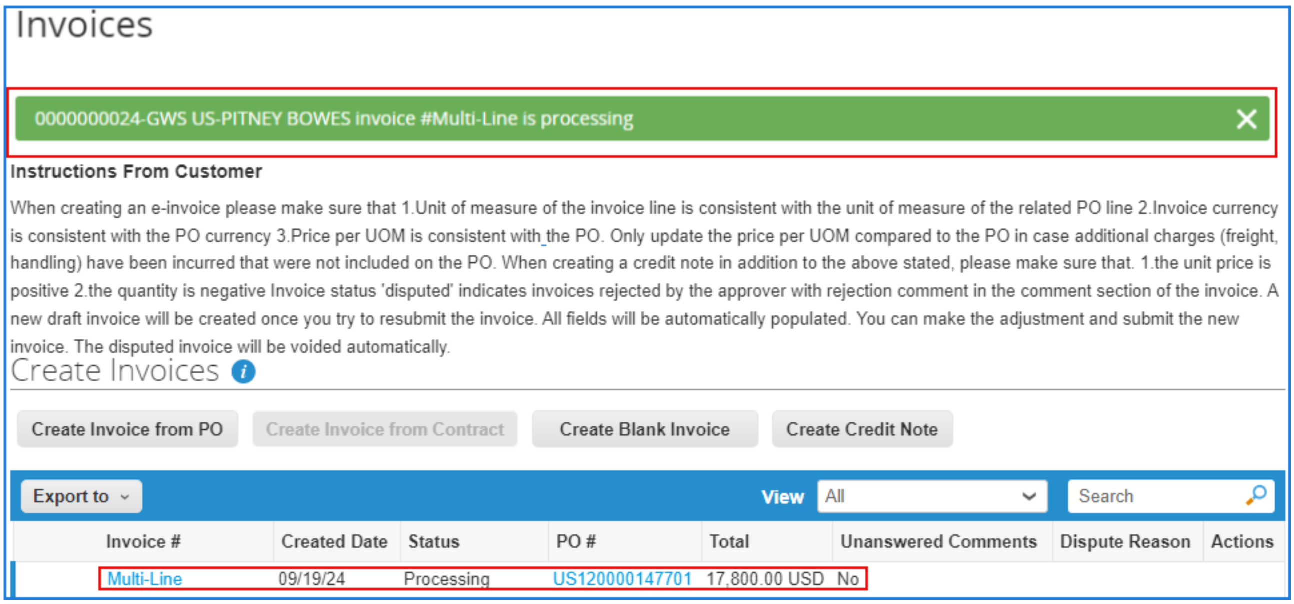
7. After submitting your invoice, you will get a pop-up **"Are You Ready to Send?"**, if you have finished creating your invoice, **click on Send Invoice.**



8. A pop-up notification will display. **Please ensure that a valid Ship To address is selected**. Click **Submit** once verified.



9. Your Invoice has now been submitted to CBRE for processing. You will be able to see the invoice on your Invoice Tab.



For more information or assistance, reach out to your **Procurement Buyer Support team.**

Region & Line of Business	Support Email Contact
GWS APAC	APAC_ProcurementBuyerSupport@cbre.com
GWS EMEA	GWSEMEAsupplychainbuyer@cbre.com
GWS Latin America	LATAM_ProcurementBuyerSupport@cbre.com
GWS US & Canada	GWSNAM_ProcurementBuyerSupport@cbre.com
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