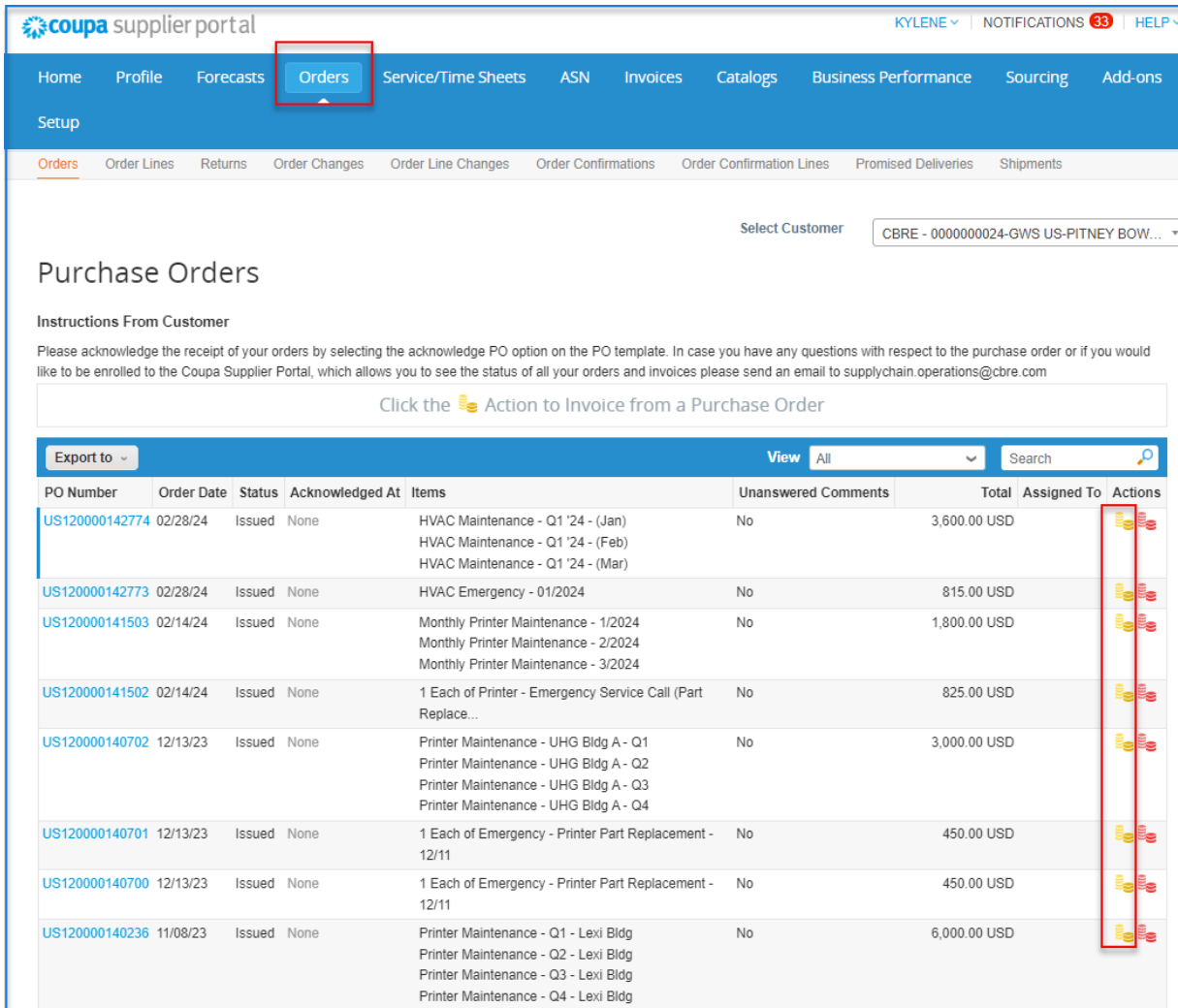


## How to Create an Invoice for a Multi-Line PO

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**.




























**Purchase Orders**

Select Customer: CBRE - 0000000024-GWS US-PITNEY BOW...

Instructions From Customer

Please acknowledge the receipt of your orders by selecting the acknowledge PO option on the PO template. In case you have any questions with respect to the purchase order or if you would like to be enrolled to the Coupa Supplier Portal, which allows you to see the status of all your orders and invoices please send an email to [supplychain.operations@cbre.com](mailto:supplychain.operations@cbre.com)

Click the  Action to Invoice from a Purchase Order

PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
US120000142774	02/28/24	Issued	None	HVAC Maintenance - Q1 '24 - (Jan) HVAC Maintenance - Q1 '24 - (Feb) HVAC Maintenance - Q1 '24 - (Mar)	No	3,600.00 USD		  
US120000142773	02/28/24	Issued	None	HVAC Emergency - 01/2024	No	815.00 USD		  
US120000141503	02/14/24	Issued	None	Monthly Printer Maintenance - 1/2024 Monthly Printer Maintenance - 2/2024 Monthly Printer Maintenance - 3/2024	No	1,800.00 USD		  
US120000141502	02/14/24	Issued	None	1 Each of Printer - Emergency Service Call (Part Replace...	No	825.00 USD		  
US120000140702	12/13/23	Issued	None	Printer Maintenance - UHG Bldg A - Q1 Printer Maintenance - UHG Bldg A - Q2 Printer Maintenance - UHG Bldg A - Q3 Printer Maintenance - UHG Bldg A - Q4	No	3,000.00 USD		  
US120000140701	12/13/23	Issued	None	1 Each of Emergency - Printer Part Replacement - 12/11	No	450.00 USD		  
US120000140700	12/13/23	Issued	None	1 Each of Emergency - Printer Part Replacement - 12/11	No	450.00 USD		  
US120000140236	11/08/23	Issued	None	Printer Maintenance - Q1 - Lexi Bldg Printer Maintenance - Q2 - Lexi Bldg Printer Maintenance - Q3 - Lexi Bldg Printer Maintenance - Q4 - Lexi Bldg	No	6,000.00 USD		  

- 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 (.) (/) (-) ( )

## Create Invoice Create

### General Info

\* Invoice #

Multi-Line0

✓

\* Invoice Date

09/19/24

📅

Payment Term

⌵

Date of Supply

09/19/24

📅

\* Currency

USD

⌵

Status

Draft

Image Scan

Choose File

No file chosen

Supplier Note

📝

Attachments

Add

File

|

URL

|

Text

Discount Amount

### From

\* Supplier

0000000024-GWS US-PITNEY BOWES

Supplier Tax ID

⌵

\* Invoice From Address

Pitney Bowes - HDQ

📍

114 Invern Street

Wilmington, DE 88755

United States

\* Remit-To Address

Pitney Bowes - HDQ

📍

114 Invern Street

Wilmington, DE 88755

United States

\* Ship From Address

Pitney Bowes - HDQ

📍

114 Invern Street

Wilmington, DE 88755

United States

### To

Customer

CBRE

Bill To Address

CBRE GWS LLC

PO BOX 2942

Milwaukee, WI 5301

United States

Additional Information

None

Bill To

None

GST ID

None

Invoice Delivery

None

Address

Buyer Tax Number

⌵

\* Ship to Address



1400 State Docks Rd NW

0001

Decatur, AL 35601


United States

Location Code: 12090-2823758

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.

Lines

☐ Line Level Taxation

Type	Description	Price	8,900.00	
	Guard Services - M - 7/2	8,900.00		

PO Line

US120000147701-1

Clear

Service/Time Sheet Line

None

Contract

Credit Line

None

Supplier Part Number

Supplier Location

None

HSN/SAC Code

Select

Item Description2

None

Japan Tax Code

Billing

12090-557000-240101-901071-UHG--12090-12UHGFMN008-20\_4300\_9999-SUBCN

PO Line

US120000147701-2

Clear

Service/Time Sheet Line

None

Contract

Credit Line

None

Supplier Part Number

Supplier Location

None

HSN/SAC Code

Select

Item Description2

None

Japan Tax Code

Billing

12090-557000-240101-901071-UHG--12090-12UHGFMN008-20\_4300\_9999-SUBCN

PO Line

US120000147701-3

Clear

Service/Time Sheet Line

None

Contract

Credit Line

None

Supplier Part Number

Supplier Location

None

HSN/SAC Code

Select

Item Description2

None

Japan Tax Code

Billing

12090-557000-240101-901071-UHG--12090-12UHGFMN008-20\_4300\_9999-SUBCN

PO Line

US120000147701-4

Clear

Service/Time Sheet Line

None

Contract

Credit Line

None

Supplier Part Number

Supplier Location

None

HSN/SAC Code

Select

Item Description2

None

Japan Tax Code

Billing

12090-557000-240101-901071-UHG--12090-12UHGFMN008-20\_4300\_9999-SUBCN

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.

Lines

Line Level Taxation

1	Type	Description	Price	
		Guard Services - M - 7/	8,900.00	8,900.00

PO Line

US120000147701-1

Clear

Service/Time Sheet Line

None

Contract

Credit Line

None

Supplier Part Number

Supplier Location

None

HSN/SAC Code

Select

Item Description2

None

Japan Tax Code

Billing

12090-557000-240101-901071-UHG--12090-12UHGFMMN008-20\_4300\_9999-SUBCN

PO Line

US120000147701-4

Clear

Service/Time Sheet Line

None

Contract

Credit Line

None

Supplier Part Number

Supplier Location

None

HSN/SAC Code

Select

Item Description2

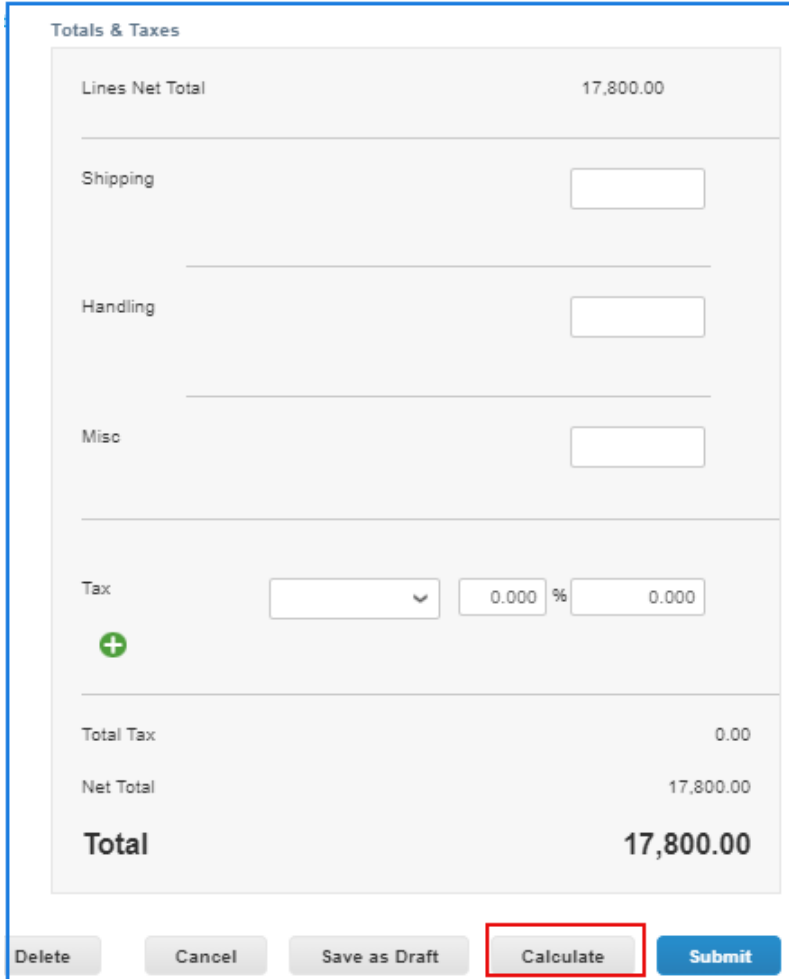
None

Japan Tax Code

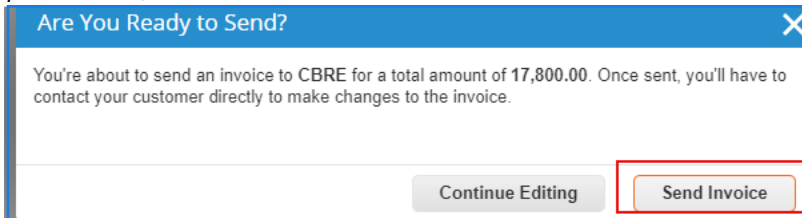
Billing

12090-557000-240101-901071-UHG--12090-12UHGFMMN008-20\_4300\_9999-SUBCN

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.

Warning from CBRE

This Invoice has the following warning:

- Please ensure that a valid Ship To Address is selected.

Continue Editing
Submit

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

Invoices

000000024-GWS US-PITNEY BOWES invoice #Multi-Line is processing

**Instructions From Customer**  
When creating an e-invoice please make sure that 1.Unit of measure of the invoice line is consistent with the unit of measure of the related PO line 2.Invoice currency is consistent with the PO currency 3.Price per UOM is consistent with the PO. Only update the price per UOM compared to the PO in case additional charges (freight, handling) have been incurred that were not included on the PO. When creating a credit note in addition to the above stated, please make sure that. 1.the unit price is positive 2.the quantity is negative Invoice status 'disputed' indicates invoices rejected by the approver with rejection comment in the comment section of the invoice. A new draft invoice will be created once you try to resubmit the invoice. All fields will be automatically populated. You can make the adjustment and submit the new invoice. The disputed invoice will be voided automatically.

Create Invoices

Create Invoice from PO
Create Invoice from Contract
Create Blank Invoice
Create Credit Note

Export to
View All
Search

Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
Multi-Line	09/19/24	Processing	US120000147701	17,800.00 USD	No		

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

Region & Line of Business	Support Email Contact
GWS APAC	<a href="mailto:APAC_ProcurementBuyerSupport@cbre.com">APAC_ProcurementBuyerSupport@cbre.com</a>
GWS EMEA	<a href="mailto:GWSEMEAsupplychainbuyer@cbre.com">GWSEMEAsupplychainbuyer@cbre.com</a>
GWS Latin America	<a href="mailto:LATAM_ProcurementBuyerSupport@cbre.com">LATAM_ProcurementBuyerSupport@cbre.com</a>
GWS US & Canada	<a href="mailto:GWSNAM_ProcurementBuyerSupport@cbre.com">GWSNAM_ProcurementBuyerSupport@cbre.com</a>
Corporate/Advisory APAC	<a href="mailto:APACSupplyChainBuyers@cbre.com">APACSupplyChainBuyers@cbre.com</a>
Corporate/Advisory EMEA	<a href="mailto:ADVEMEA_ProcurementBuyerSupport@cbre.com">ADVEMEA_ProcurementBuyerSupport@cbre.com</a>



Coupa Supplier Portal

Corporate U.S.

[USProcurement@cbre.com](mailto:USProcurement@cbre.com)