

## How to Create an Invoice

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.** 

acoup	Coupa supplier portal Kylene -   NOTIFICATIONS 33   HEL								IS 3   HELP -			
Home Setup	Profile	e Fore	casts	Orders	Service/Time Sheets	ASN	Invoices	Catalogs	Busine	ss Performance	Sourcing	Add-ons
Orders	Order Lir	nes Retu	irns C	Order Changes	Order Line Changes	Order Confirm	nations O	rder Confirmation I	Lines F	Promised Deliveries	Shipments	
Purc	hase	Orde	ers					Select Cu	stomer	CBRE - 0000000	024-GWS US-F	PITNEY BOW *
Instructi Please ac like to be	ions From knowledge enrolled to	Customer the receipt the Coupa S	of your o Supplier F	rders by selecting Portal, which allow	the acknowledge PO opt vs you to see the status o Click the Se Actio	ion on the PO f all your order n to Invoic	template. In o s and invoice te from a	case you have any s please send an e Purchase Oro	questions email to sup der	with respect to the p oplychain.operations	urchase order o @cbre.com	r if you would
Export	t to 👻							View	All	~	Search	₽
PO Num	nber	Order Date	Status	Acknowledged	I At Items			Unanswer	red Comm	ents	Total Assigne	ed To Actions
US1200	00142774	02/28/24	Issued	None	HVAC Maintenance HVAC Maintenance HVAC Maintenance	e - Q1 '24 - (Ja e - Q1 '24 - (Fe e - Q1 '24 - (M	in) eb) ar)	No		3,600.00	) USD	
US12000	00142773	02/28/24	Issued	None	HVAC Emergency	- 01/2024		No		815.00	) USD	
US12000	00141503	02/14/24	Issued	None	Monthly Printer Ma Monthly Printer Ma Monthly Printer Ma	intenance - 1/2 intenance - 2/2 intenance - 3/2	2024 2024 2024	No		1,800.00	) USD	
US12000	00141502	02/14/24	Issued	None	1 Each of Printer - Replace	Emergency Se	ervice Call (Pa	art No		825.00	) USD	ie ie
US12000	00140702	12/13/23	Issued	None	Printer Maintenand Printer Maintenand Printer Maintenand Printer Maintenand	e - UHG Bidg e - UHG Bidg e - UHG Bidg e - UHG Bidg	A - Q1 A - Q2 A - Q3 A - Q4	No		3,000.00	) USD	99 <b>9</b> 9
US12000	00140701	12/13/23	Issued	None	1 Each of Emerger 12/11	ncy - Printer Pa	art Replaceme	ent - No		450.00	) USD	ie ie
US12000	00140700	12/13/23	Issued	None	1 Each of Emerger 12/11	ncy - Printer Pa	art Replaceme	ent - No		450.00	) USD	ie ie
US12000	00140236	11/08/23	Issued	None	Printer Maintenanc Printer Maintenanc Printer Maintenanc Printer Maintenanc	e - Q1 - Lexi E e - Q2 - Lexi E e - Q3 - Lexi E e - Q4 - Lexi E	lldg lldg lldg lldg	No		6,000.00	) USD	<b></b>



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 (.) (/) (-) (\_)

	Se	lect Customer	CBRE - 0000000024-GWS US-PITNEY BOW *
General Info	🤗 From		
* Invoice # INV0308	* Supplier	0000000024-GWS	US-PITNEY BOWES
* Invoice Date 03/08/24	Supplier Tax ID	~	
Payment Term 🗸	* Invoice From Address	Pitney Bowes - H	
Date of Supply 03/08/24		Wilmington, MN 7	7786
* Currency USD 🗸		United States	
Status Draft	* Remit-To Address	Pitney Bowes - H	DQ 🔎
Image Scan Choose File No file chosen		Wilmington, MN 7	7896
		United States	
Supplier Note	* Ship From Address	Pitney Bowes - H	DQ _0
		118 Inverness Str Wilmington, MN 7	eet 7786
Attachments Add File   URL   Text		United States	
Discount Amount	🥺 To		
	Customer	CBRE	
	Bill To Address	CBRE GWS LLC	
		PO BOX 2942 Milwaukee, WI 5320	1
	6 J 111 I I - F	United States	
	Additional Information Bill To	None	
	G ST ID	None	
	Invoice Delivery Address	None	
	Ruuss Tax Number		
	Buyer lax Number	~	
	* Ship to Address	9401 SOUTHRID 300 STE 300	GE PARK CT STE
		Suite 300	
		Orlando, FL 3281	9
		United States	2000 2044407
	Additional Information	None	090-2814107
	Bill To	None	
	G ST ID	None	
	Invoice Delivery	None	
	Address		



3. Scroll down to the **Lines** detail to enter in the **Price/Amount** and always validate that you are billing the correct line.

Lines			C Line Level Taxation	
Type Description	Pric	1,200.00	1,200.00	
PO Line US120000142774-1 🔎 C	Service/Time Sheet Line lear None	Contract	Credit Line None 🔎	
Supplier Part Number	Supplier Location None	HSN/SAC Code Select Use only for India invoices	Vone	
Japan Tax Code	Billing 12090-537000-240101-901 20_1300_9999-SUBCN	Billing 12090-537000-240101-901071-UHG12090-12UHGFMMN008- 20_1300_9999-SUBCN		
Type Description	Pric	1,200.00	1,200.00	
PO Line US120000142774-2 0 C	Service/Time Sheet Line lear None	Contract	Credit Line	
Supplier Part Number	Supplier Location None	HSN/SAC Code Select Use only for India invoices	Vone	
Japan Tax Code	Billing 12090-537000-240101-901 20_1300_9999-SUBCN	Billing 12090-537000-240101-901071-UHG12090-12UHGFMMN008- 20_1300_9999-SUBCN		

If you are invoicing for only 1 line on the PO, click the **Red X** <sup>1</sup> to delete the lines that will be invoiced later.



- 4. 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.
- 5. Click on **Calculate** to calculate your invoice total. Click on **Submit** when done.

Totals & Taxes	
Lines Net Total	1,200.00
Shipping	
Handling	
Misc	
Tax	♥ 0.000 % 0.000
Total Tax	0.00
Net Total	1,200.00
Total	1,200.00
Delete Cano	el Save as Draft Calculate Submit



6. 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.** 

Are You Ready to Send?		×				
You're about to send an invoice to CBRE for a total amount of 1,200.00. Once sent, you'll have to contact your customer directly to make changes to the invoice.						
	Continue Editing	Send Invoice				

7. 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

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

Invoices

00000002	000000024-GWS US-PITNEY BOWES invoice #INV0308 is processing						
Instructions Fr	om 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. An ew 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 Invoice from PO Create Invoice from Contract Create Blank Invoice Create Credit Note							
Export to v					View All	✓ Search	₽
Invoice #	Created Date	Status	PO #	Total	Unanswered Comments	Dispute Reason	Actions
<u>INV0308</u>	03/08/24	Pending Approval	US120000142774	1,200.00 USD	No		



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

Region & Line of Business	Support Email Contact
GWS APAC	APAC_ProcurementBuyerSupport@cbre.com
GWS EMEA	AUSTRIA - CBRE-GWS-AT-Resolution@cbre.com BELGIUM - CBRE-GWS-BE-Resolution@cbre.com CZECH REPUBLIC - CBRE-GWS-CZ-Resolution@cbre.com DENMARK - CBRE-GWS-DK-Resolution@cbre.com FINLAND - CBRE-GWS-FI-Resolution@cbre.com GERMANY - CBRE-GWS-FR-Resolution@cbre.com HUNGARY - CBRE-GWS-DE-Resolution@cbre.com IRELAND - CBRE-GWS-IU-Resolution@cbre.com ITALY - CBRE-GWS-IT-Resolution@cbre.com LUXEMBOURG - CBRE-GWS-IL-Resolution@cbre.com NETHERLANDS - CBRE-GWS-NL-Resolution@cbre.com NORWAY - CBRE-GWS-NL-Resolution@cbre.com SLOVAKIA - CBRE-GWS-NL-Resolution@cbre.com SLOVAKIA - CBRE-GWS-SK-Resolution@cbre.com SLOVENIA - CBRE-GWS-SI-Resolution@cbre.com SUVAKIA - CBRE-GWS-SI-Resolution@cbre.com SUVAKIA - CBRE-GWS-SI-Resolution@cbre.com SLOVENIA - CBRE-GWS-SI-Resolution@cbre.com SUVENIA - CBRE-GWS-SI-Resolution@cbre.com SUVENIA - CBRE-GWS-SI-Resolution@cbre.com SUVENIA - CBRE-GWS-SI-Resolution@cbre.com SUTZERLAND - CBRE-GWS-SE-Resolution@cbre.com
GWS Latin America	LATAM_ProcurementBuyerSupport@cbre.com
GWS US & Canada	GWSNAM_ProcurementBuyerSupport@cbre.com
Corporate/Advisory APAC	APACSupplyChainBuyers@cbre.com
Corporate/Advisory EMEA	ADVEMEA_ProcurementBuyerSupport@cbre.com
Corporate U.S.	USProcurement@cbre.com