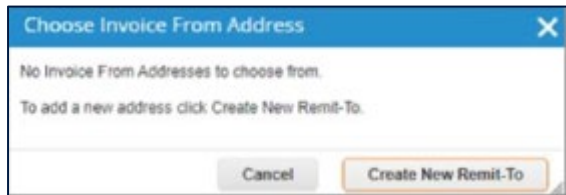


Supplier Actionable Notifications

The first time you generate an invoice via SAN, you will be requested to complete local statutory questions required for invoicing, such as Remittance Address (see below message that will be prompted when you first create an invoice).

If you do not have the data requested in the mandatory fields, populate the field with “Not Available”

Important: CBRE does not require supplier to provide their bank details in Coupa (this information is maintained in our ERP, contact your CBRE contact if you have any questions)



Below is an example of the fields that require completion for a supplier based in the United States. Provide the required information in the fields marked with the red asterisk (*) and then click **Create and Use**.

Enter a new address

Create a Remit To address to make it available on invoices to specify the details of how you would want to be paid. The Remit To name helps when creating invoices online.

Company Information

Supplier

* Country/Region

* Registered company legal name

Address

Remit to name

* Line 1

Line 2

* City

Country

* Postal Code

Preferred Language

Tax Registration

Tax Country/Region

Tax ID

Not For Cross-Border Invoices ☐

Banking Information

NOTE: Banking information is required for compliant invoicing when indicated (with a *). Otherwise, banking info here is not required and will remain private.

Bank Name:

Beneficiary Name:

Bank Account Number:

Transit Code Type:

When submitting an invoice, complete all the required fields. Most fields will be prepopulated with the data from the purchase order.

Manage your CBRE orders and more with Coupa

Create Your Account

myBuy-test

Create Invoice

General Info

From

To

To access a copy of your invoice:

- If you are registered on the Coupa Supplier Portal (CSP), you can access a legal copy of the invoice in the platform under the Invoice tab.
- If you are not registered on the CSP, sign-in to the platform or request your CBRE point of contact to share a copy with you.

For more information or assistance, reach out to your Procurement Buyer 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
Corporate/Advisory APAC	APACSupplyChainBuyers@cbre.com
Corporate/Advisory EMEA	ADVEMEA_ProcurementBuyerSupport@cbre.com
Corporate U.S.	USProcurement@cbre.com