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.

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:

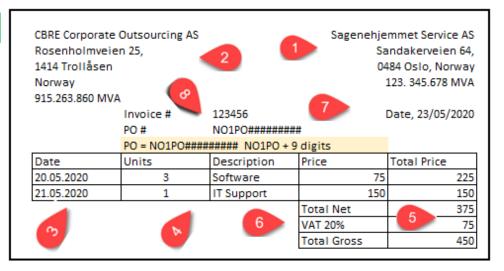
CBRE Legal Entity Name:	CBRE VAT/Tax Number
CBRE Corporate Outsourcing AS	915.263.860 MVA
Rosenholmveien 25, 1414 Trollåsen , Norway	

PO - The invoice must have a valid applicable CBRE PO Number. Contact your operations contact should you not have a purchase order reference. 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 correct invoice date. 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 registration number	6. VAT Amounts
3.	Delivery date	7. Invoice date
4.	Amount and description of services	8. Invoice number & PO number

Example Invoice





Invoice submission:

Submit your invoice via e-mail ensuring below standards are met

- 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
 - Including PDF/A (PDF/A-1, PDF/A-2, PDF/A-3)
 - 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

Where to Send Invoices:

All invoices must be sent by email to our Scanning department (details below). Invoices not sent to the correct email address will not be processed:

Email: CBRE-GWS-NO-APInvoices@canon-europe.com

Please note this e-mail address is 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 invoices and/or payment status, remittance advice, etc, please reach out to our AP Resolution team who are available from Monday to Friday, 9AM – 5PM CET:

Email: CBRE-GWS-NO-RESOLUTION@cbre.com Call: +47 23961994

For any queries relating to POs, please reach out to the CBRE buyer specified on the PO.

Thank you in advance for your support.