

## 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 by our central Accounts Payable Team.

### 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:

**UK** - **CBRE legal entity name:** CBRE GWS Limited  
- **CBRE VAT/tax number:** GB209921950

**Ireland** - **CBRE legal entity name:** Irish Branch of CBRE GWS Limited  
- **Legal Address:** 118 Lower Baggot Street, Dublin 2, Ireland  
- **CBRE VAT/tax number:** IE9984228C

**Please Note:** The process for CBRE Managed Services Limited, CBRE Limited and CBRE Corporate Outsourcing is unchanged.

**PO** - The invoice must have a valid applicable CBRE PO Number. Contact your operations contact should you not have a purchase order reference as 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 where an invoice is being re-submitted, insert amended invoice date

1. <b>Supplier</b> - Name and address & VAT/Tax registration number	5. Net amounts broken down by tax rates
2. <b>Customer (CBRE)</b> - 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

### Sample Invoice

CBRE GWS Ltd  
2 The Briars  
Waterberry Drive, Waterlooville  
Hampshire, PO7 7YH, UK  
GB209921950

SSS Management Services Ltd  
3 Market Close, Poole, Dorset, BH15 1NQ  
GB 723 6878 07

INVOICE No. 123456  
PO 604524978

London, 23.05.2017

Date	Units	Description	Price (GBP)	Total Price
20.05.2017	3	Software	75	225
21.05.2017	1	IT support	150	150
			<b>Total Net</b>	<b>375</b>
			<b>VAT 20%</b>	<b>75</b>
			<b>Total gross</b>	<b>450 GBP</b>

CBRE GWS Limited

Registered in England and Wales. Registered Number: 661449

Registered Office: 2 The Briars, Waterberry Drive, Waterlooville, Hampshire, PO7 7YH, U.K.

- ✓ Invoices should be submitted by e-mail and meet the below standards:
  - **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 the Accounts Payable Invoice team as detailed below. Invoices not sent to the correct address will not be processed

#### **UK;**

[CBRE-GWS-UK-APInvoices@canon-europe.com](mailto:CBRE-GWS-UK-APInvoices@canon-europe.com)

#### **Ireland;**

[CBRE-GWS-IR-APInvoices@canon-europe.com](mailto:CBRE-GWS-IR-APInvoices@canon-europe.com)

Please note these e-mail addresses are 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 submitted invoices and/or payment status, remittance advice, etc. Then please contact our AP Helpdesk team who are available from Monday to Friday, 9AM – 5PM CET:

**UK;** [CBRE-GWS-UK-Resolution@cbre.com](mailto:CBRE-GWS-UK-Resolution@cbre.com) Phone: +44 800 098 8046

**Ireland;** [CBRE-GWS-IR-Resolution@cbre.com](mailto:CBRE-GWS-IR-Resolution@cbre.com) Phone: +353 180 081 7391

Thank you in advanced for your support.