

## 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 Rosenholmveien 25, 1414 Trollåsen , Norway	915.263.860 MVA

**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. <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

### Example Invoice

CBRE Corporate Outsourcing AS Rosenholmveien 25, 1414 Trollåsen Norway 915.263.860 MVA	Invoice # 123456 PO # NO1PO##### PO = NO1PO##### NO1PO + 9 digits	Sagenehjemmet Service AS Sandakerveien 64, 0484 Oslo, Norway 123. 345.678 MVA Date, 23/05/2020		
20.05.2020	3	Software	75	225
21.05.2020	1	IT Support	150	150
			Total Net	375
			VAT 20%	75
			Total Gross	450

**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](mailto: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](mailto: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.