

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:

Pakistan - CBRE legal entity name: CBRE Corporate Outsourcing (Private) Limited

- **CBRE VAT number:** STRN: 3277 8761 17367

- **CBRE Tax number:** NTN 7146765-0

(company also has a number of provincial registrations)

Please Note: that this is also applicable to invoices relating to the legacy Johnson Controls GWS division. The process for CBRE Managed Services Limited is unchanged.

PO - The invoice must have a valid applicable CBRE PO Number. Contact your operations SPOC 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. 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 |

Sample Invoice

CBRE Corporate Outsourcing (Private) Limited
Office # 110, First floor
Khayaban-e-Jami, Block-9, Clifton
Karachi
NTN 7146765-0

Mia Technical Services
3Plot No 893 street no50
Bharia Town, Islamabad

INVOICE No. 123456
PO 687524978

Islamabad, 23.05.2017

| Date | Units | Description | Price (RS) | Total Price |
|------------|-------|-------------|--------------------|---------------|
| 20.05.2017 | 3 | Software | 75 | 225 |
| 21.05.2017 | 1 | IT support | 150 | 150 |
| | | | Total Net | 375 |
| | | | VAT 20% | 75 |
| | | | Total gross | 450 RS |

- ✓ Invoices should be submitted by e-mail and meet the below standards:
 - **Invoice is to be issued to one clearly stated CBRE GWS entity**
 - **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
 - Other financial documents (statements, orders) will not be forwarded to appropriate AP sub-departments

Where to Send Invoices:

All invoices must be sent by **Hardcopy** to the Accounts Payable for address below.

CBRE Corporate Outsourcing (Pvt.) Limited
Office # 110, First Floor, The Forum | Khayaban-e-Jami, Block-9, Clifton
Karachi | 75600 | PAKISTAN

Queries and Support:

Should you have any queries on submitted invoices and/or payment status, remittance advice, etc. Then please contact our Finance Department who is available from Monday to Friday, 9AM – 5PM (GMT+5):

Pakistan Finance Department: Phone (+92-213) 530-6791 , Phone (+92-213) 530-6983

Thank you in advanced for your support.