

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:** CBRE GWS (Ireland) Limited
- **Legal Address:** 118 Lower Baggot Street, Dublin 2, Ireland
- **CBRE VAT/tax number:** IE9685275S

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. 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 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
			Total Net	375
			VAT 20%	75
			Total gross	450 GBP

- ✓ 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

Ireland;

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 Phone: +44 800 098 8046

Ireland; CBRE-GWS-IR-Resolution@cbre.com Phone: +353 180 081 7391

Thank you in advanced for your support.