

Project Name:

**CBRE PAYMODE-X
USER GUIDE FOR SUPPLIER ENROLLMENT**

Version: 1.1

Date: January 10th, 2017

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SUPPLIER ENROLLMENT INSTRUCTIONS

In our global initiative to become more energy efficient and sustainable, CBRE has partnered with Bottomline Technologies to implement a web-based electronic invoicing system. Paymode-X (PMX) allows any supplier to create an invoice using an Internet browser and submit it to CBRE for payment. There is no cost to the supplier for this service.

These instructions detail the steps necessary to register for PMX. Participation in this program is not optional. If you have been directed to the *Supplier Enrollment Portal*, you must complete the enrollment process and submit invoices through PMX. For support or issues with this process, please access the **CBRE GWS Supplier Invoicing Portal** at:

<http://www.cbre.us/services/globalcorporateservices/Pages/Paymode.aspx>

or, contact the **CBRE Global IT Service Desk**:

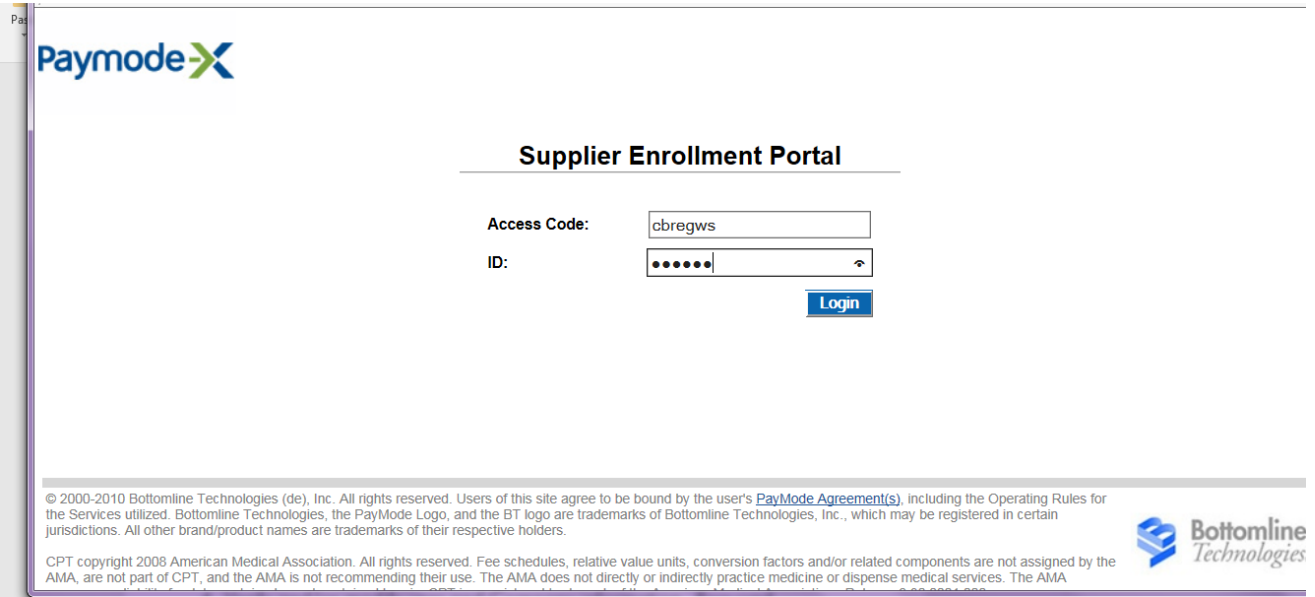
Phone: +1 877 435 7547

Email: ServiceDesk@cbre.com

Paymode-X Admin Hours: M-F 9:00AM – 5:00PM US Central Time

Instructions

1. Start an internet browser session.
2. In the address bar enter the address <https://supplier.bottomlinexchange.com>. The following screen is displayed.



3. Log in to the Enrollment Portal:
 - a. In the login screen "Access Code:" field, enter "cbregws" (must be lowercase).
 - b. In the "ID:" field enter your CBRE vendor number. (Dots will display while doing so.) Your vendor number may be found on your CBRE purchase order in the middle of the page under the "Vendor No." heading.

CBRE

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All CBRE standard terms and conditions related to the purchase of goods and services on this purchase order are included and in force. The terms may be accessed via the following website:
www.cbre.com/suppliertermsandconditions

CBRE has established Standards of Business Conduct and expects Seller and Seller's employees and contractors to abide by this policy of its own. It is accessible on the following website:
www.cbre.com/codeofconduct

All invoices shall be submitted within 14 days of invoice date, failure to do so may result in the invoice being rejected.

Invoice to: CBRE GWS LLC - Tax ID: 47-1807842
or
CBRE GWS OF Puerto Rico Inc. - Tax ID: 66-0827285

To invoice electronically:
www.cbre.com/paymodex

To invoice via post:
PO Box 2942
Milwaukee, WI 53201

To invoice by email use your account specific drop box

Accounts Payable Helpdesk for Invoice inquiries:
+1 844 788 6819
CBRE-GWS-NA-APHelpdesk-Resolution@cbre.com

Supplier

Ship To:

Order Date	Buying Agent	Revised Date/Buying Agent	Vendor No.	Contact Phone/Email
15-NOV-16	R PLATA		*****	gws.na.procurement@cbre.com
Ship Via		Payment Terms	F.O.B.	Phone
		60 DAYS EOM/MM (NET)	ORIGIN	[REDACTED]
Project Num/Name:/Service Tkt Num:			Special Instructions	

If the vendor number cannot be located, contact the **Paymode-X Customer Support**: team at **1-877-443-6944** **Option 4** M-F 8AM to 8PM Eastern Standard Time.

c. Upon login, the user and Company information is presented.

The screenshot shows a web browser window displaying the Paymode-X user profile page for buyer CBRE. The page includes a navigation bar with the Paymode-X logo, a 'Logout' link, and an 'Edit | Documentation' menu. The main content area is divided into three sections: 'Company Information', 'Administrator User', and 'Company Address'. The 'Company Information' section contains fields for 'AP ID', 'Tax Identifier', and 'Name', with the first two fields masked with black boxes. The 'Administrator User' section contains fields for 'Name', 'Email Address', 'Confirm Email Address', 'Telephone', 'Alternate Telephone', and 'Locale' (set to 'English (United States)'). The 'Company Address' section contains fields for 'Building', 'Room', and 'Floor'. On the right side of the page, there are 'Save' and 'Certify' buttons, and a 'Display Tips' checkbox.

4. Verify and/or modify user and Company information. Required fields are indicated with a red asterisk (*). Hovering over a field provides additional information.

Buyer: CBRE

Company Information

AP ID: [Redacted]

Tax Identifier:* [Redacted]

Name: [Redacted]

Administrator User

Name:* [Text Field]

Email Address:* [Text Field]

Confirm Email Address:* [Text Field]

Telephone:* [Text Field]

Alternate Telephone: [Text Field]

Locale:* English (United States) [Dropdown]

Company Address

Building: [Text Field] Room: [Text Field] Floor: [Text Field]

Save

Certify

Display Tips

Logout

Your administrator's email address. This is also the user name that your administrator will use to log in to Bottomline Business eXchange.

- a. Make any changes necessary. All changes will be communicated to CBRE after you have completed the enrollment process.
- b. When satisfied with the entered information, complete the process by clicking the “Certify” button in the upper right. If you would like to save any changes made and return later to make additional modifications before certifying, click the “Save” button.

Logout

Save

Certify

Display Tips

- c. Upon successful certification you will be presented with a “Thank You” screen describing the next steps.
- e. Within 1 hour you will receive your initial set of login credentials from pr@paymode.com. Please verify this will pass your spam filter.



Thank You

On behalf of the Bottomline Business eXchange implementation team, thank you for registering with us, and for providing your validated information. Your client has already provided you with information detailing how your invoices should be submitted. You should receive a confirmation email with a login ID and password within 24 hours from donotreply@bottomlinexchange.com. Please ensure this email address will pass any junk mail or spam mail filters. Contact us at the number below if you do not receive the confirmation email or have questions about the use of the Bottomline Business eXchange. We look forward to working with you.
Sincerely,
Business eXchange Implementation Team
BEeXSupport@bottomline.com
1-888-923-9553

5. Paymode-X Invoicing Instructions and a video are available for download from the CBRE GWS Supplier Invoicing Portal.

<http://www.cbre.us/services/globalcorporateservices/Pages/Paymodex.aspx>

CBRE United States CBRE Offices United States | Worldwide Login Employee | Client

United States > Global Workplace Solutions

SERVICES

- Overview
- Our Services
- GWS Knowledge Center
 - Whitepapers and Research
 - Upcoming Events
 - Contact Us
- Global Workplace Solutions Suppliers
 - Global Supplier Terms & Conditions
 - Supplier Invoicing**
- All Services

Supplier Invoicing

Thanks for your interest in the CBRE Global Workplace Solutions Supplier Invoicing portal for the United States and Canada.

Please review the invoicing instructions prior to submitting your first invoice, then use the buttons below to access the system. A new browser window will open to provide portal access.

INVOICE NOW

Already enrolled?
Click above to create an invoice.
Invoicing Instructions
Paymode-X Invoicing Instructions - Video

ENROLL

First Time?
Click above to enroll.
Enrollment Instructions

Enrollment
Take a step towards a greener, more sustainable world with electronic invoicing.

Click on the "Enroll Now" button to launch the enrollment portal. Enter the Access Code "cbregws" and ID (your CBRE Global Workplace Solutions' supplier ID found on your purchase order).

Upon logging in you will be presented with your Company information. Make any necessary changes and click "Certify". This will create your invoicing account and send you a confirming email with the Paymode-X URL, your user login and temporary password.

RESOURCES

- CBRE Paymode-X Support

CBRE Global IT Service Desk:

Phone: +1 877 435 7547

Email: ServiceDesk@cbre.com

Paymode-X Admin Hours: M-F 9:00AM – 5:00PM US Central Time

- CBRE GWS Supplier Invoicing
<http://www.cbre.us/services/globalcorporateservices/Pages/Paymodex.aspx>

This site provides links to the Paymode-X invoicing tool and the Paymode-X Supplier Enrollment Portal.