

CBRE ServiceInsight

# E-INVOICING

## Gain efficiency and accuracy through automated vendor invoicing

ServiceInsight is the workplace command center that optimizes asset performance and employee experiences. Our clients benefit from a solution that drives excellence through efficiency, and provides the right tool for every role involved in the work order process.

As part of the ServiceInsight workplace command center, e-Invoicing streamlines business relationships by digitizing the end-to-end invoicing process. Replacing offline, often manual processes, e-Invoicing is more efficient and accurate, and offers a better audit trail than traditional invoicing. This easy-to-use tool provides a modern, improved invoicing process for employees, technicians, and vendors alike.

### Streamline vendor relationships with e-Invoicing

#### FEATURES

- Incorporates invoicing into the core work order process
- Eliminates managing/ scanning invoices
- Removes additional invoice coding
- Simplifies approval process
- Tracks audit trail of each action and approval

WO Number	Status	Invoice #	Invoice Date	Payment Details: Payment	Payment Date	Payment Num	Invoice Total	Order Type	Contry, St, City	WO NTE C
C22696	CIA - Completed, Invoice in Audit	C22696SC	10/18/2017 12:00:00 AM EST				519.61	Corrective	US, FL, Marco Isl	750.00
C22706	CA1 - Completed, Awaiting Approver #1	C22706SC*2	10/18/2017 12:00:00 AM EST				229.49	Corrective	US, FL, Marco Isl	500.00
C22704	CA1 - Completed, Awaiting Approver #1	C22704	10/23/2017 12:00:00 AM EST				180.41	Corrective	US, FL, Marco Isl	750.00
C22713	CA1 - Completed, Awaiting Approver #1	C22713	10/25/2017 12:00:00 AM EST				79.50	Corrective	US, FL, Marco Isl	500.00
C22715	CA1 - Completed, Awaiting Approver #1	C22715SC	10/24/2017 12:00:00 AM EST				103.01	Corrective	US, FL, Marco Isl	250.00
C22723	CMP - Completed/Posted	C22723 1	10/30/2017 12:00:00 AM EST	229.25	11/2/2017 12:00:00 AM	1439	229.25	Corrective	US, FL, Marco Isl	500.00
C22733	CMP - Completed/Posted	C22733 2.2	11/1/2017 12:00:00 AM EST	318.86	11/8/2017 12:00:00 AM	1445	318.86	Corrective	US, OH, North Rl	500.00
C22740	CMP - Completed/Posted	C22740 2.3	11/3/2017 12:00:00 AM EST	4399.60	11/8/2017 12:00:00 AM	1445	4399.60	Corrective	US, FL, Marco Isl	4500.00 F
C22763	CMP - Completed/Posted	C22763 2.4.4	11/7/2017 12:00:00 AM EST	131.76	11/15/2017 12:00:00 AM	1449	131.76	Corrective	US, FL, Marco Isl	500.00

9 Records found

## Vendor self-service enhances engagement and effectiveness

### Improve process efficiency

E-Invoicing eliminates offline steps, along with emails and phone calls clarifying and correcting manual invoice issues, by incorporating invoices into the core work order process.

### Reduce invoice cycle time

By eliminating offline processes and providing vendor self-service capabilities, the end-to-end cycle time to receive and approve invoices may be reduced.

### Minimize errors

Create transparency and reduce invoice disputes and errors by pulling invoicing information directly from ServiceInsight work order data. The comprehensive, online process increases alignment between teams and vendors and reduces invoice audits.

### Increase vendor satisfaction

Automation, efficiency, and self-sufficiency are provided to vendors through e-Invoicing and ServiceInsight's Vendor Activity Website (VAWS); and improve their experience of working with your team.

## Detailed invoice report displays line items and visibility into Not to Exceed (NTE) requirements

**Invoice Data**  
**EXCEL PLUMBING, INC**  
 1188 TOWER DR  
 AKRON, OH 443051990  
 330-9402400

**General Information**  
 Status:  No Invoice  Final Invoice \* Invoice Number: INV23279  
 Bill To: No paper invoice should be mailed to CBRE. This form represents your detailed invoice submittal. \* Invoice Date: 6/25/2018  
 ATH-Interior/Lobby Sold To: 1200 SOH Center Road, Mayfield Heights, OH 44124 \* Work Order: 23279 - Lobby - Water or Sewer - Baseline Prevention Inspection  
 District: Moore

**Description of Work Performed and Parts Replaced**  
 Inspected backflow preventer

**Refresh Totals**

**Labor**

Remove	# of Hours	Rate	TechName	Exempt	Per Row	Amount	Totals
<input type="checkbox"/>	1	125	Joe Smith	<input type="checkbox"/>	Edt	\$125.00	\$125.00
<input type="checkbox"/>	2	175	Tom Carpenter	<input type="checkbox"/>	Edt	\$350.00	\$500.00
						<b>Labor Total</b>	<b>\$500.00</b>

**Material**

Remove	Description	Unit Cost	Quantity	Exempt	Per Row	Amount	Totals
<input type="checkbox"/>	Miscellaneous Materials	50	1	<input type="checkbox"/>	Edt	\$50.00	\$50.00
						<b>Sub Total</b>	<b>\$50.00</b>
						<b>Material Total</b>	<b>\$50.00</b>

**Mileage**

Total Miles Driven	Rate per Mile	Exempt	Per Row	Amount	Mileage Total
20	25	<input type="checkbox"/>	Edt	\$500.00	\$500.00

**Miscellaneous**

Remove	Description	Cost	Exempt	Per Row	Amount	Totals	
<input type="checkbox"/>			<input type="checkbox"/>	Edt			
						<b>Misc Total</b>	<b>\$</b>

**Shipping and Freight**

Remove	Description	Cost	Exempt	Per Row	Amount	Totals	
<input type="checkbox"/>			<input type="checkbox"/>	Edt			
						<b>Ship and Freight Total</b>	<b>\$</b>

**Tax**

Remove	Description	Tax Rate %	Amount	Totals
<input type="checkbox"/>	BC GST 5% + PST 7% - 12.0000%	12.0000	\$150.00	\$150.00
			<b>Summary Tax Subtotal</b>	<b>\$150.00</b>
			<b>Line Item Tax Subtotal</b>	<b>\$50.00</b>
			<b>Overall Tax Total</b>	<b>\$150.00</b>

## Optimize Your Workplace

As part of the ServiceInsight workplace command center, e-Invoicing automates the vendor invoicing process, helping clients drive excellence through efficiency. This simple yet comprehensive tool also serves as a self-sufficient resource for vendors, enhancing engagement and effectiveness through a fast and easy invoice process.



### Contact us today for a demo

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