

mijnLeverancier

Leveranciersregistratie

Handleiding voor de registratie
van nieuwe leveranciers

Maart 2025



INVOERING

Welkom bij mySupplier van CBRE

Registratiehandleiding voor nieuwe leveranciers

CBRE is er vast van overtuigd dat het zakendoen altijd integer moet verlopen en dat ethisch zakelijk gedrag binnen onze leveranciersgemeenschap moet worden bevorderd.

Als leverancier van producten en/of diensten aan CBRE en onze klanten is uw bedrijf van cruciaal belang voor ons succes.

mySupplier is CBRE's toegangspoort tot onboarding, compliance en leveranciersbetrokkenheid. Hiermee kunt u zelf uw bedrijfsgegevens en belangrijke referentiedocumenten beheren en aantonen dat u voldoet aan de bedrijfsnormen van CBRE.

Deze handleiding begeleidt u door de stappen om het online registratieproces te voltooien.

Leveranciers met een laag risico doorlopen een vereenvoudigde vragenlijst.

Als u een leverancier met een hoog risico bent, kan het zijn dat u aanvullende informatie moet verstrekken aan een externe instantie die een onafhankelijke beoordeling uitvoert. Aan deze dienst zijn kosten verbonden, die u rechtstreeks aan de externe dienstverlener moet betalen.

Als u extra ondersteuning nodig heeft, kunt u terecht op het trainingsportaal voor leveranciers:

VEREISTEN VOOR LEVERANCIERS OM ZICH TE REGISTREREN IN MYSUPPLIER

Om het voor u gemakkelijker te maken uw registratie in te dienen en aan de onboardingvereisten te voldoen, heeft CBRE een website gemaakt met een lijst van de vereisten per land.

1. Klik [hier](#) om de checklist met vereisten te bekijken.
2. Scrol omlaag en selecteer het land waar de goederen/diensten zullen worden geleverd.
3. Bereid de benodigde documenten voor om te uploaden naar uw mySupplier- profiel.

The screenshot displays the 'MySupplier Training Portal' interface. At the top, the CBRE logo is on the left, and a navigation menu with links like 'Services', 'Insights & Research', 'Properties', 'Offices', 'Careers', and 'About Us' is on the right. Below the header, the page title 'MySupplier Training Portal' is prominent. A secondary navigation bar contains 'Overview', 'Training Guides', 'FAQ', 'Requirements Checklist' (highlighted with a yellow dot and callout '1'), and 'Contact Info'. The main content area is titled 'Requirements Checklist' and includes a prompt: 'Click a country below for more information.' Below this, a list of countries is shown with dropdown arrows: 'U.K. & Ireland', 'Australia', 'China', and 'Hong Kong'. A yellow callout '2' points to the 'U.K. & Ireland' dropdown arrow.

STAP 1 – LEVERANCIERSREGISTRATIE EN WELKOMST-E-MAIL

CBRE mySupplier

1. Klik op de link om uw organisatie te registreren en een wachtwoord in te stellen.

2. Je gebruikersnaam om toegang te krijgen tot je profiel vind je direct onder de link.

- 1 [Click here to update your account](#)
- 2 Your username is: mysupliertestuser+123@gmail.com

Dear Supplier Partner,

We invite you to register on mySupplier as part of your CBRE supplier registration process.

mySupplier is an easy-to-use CBRE Global Standard Onboarding Platform that allows the business to screen supplier information prior to onboarding or updating existing supplier information in our finance systems, enabling CBRE colleagues to engage and transact with you.

You have been invited by your CBRE contact to register as a supplier to CBRE and / or its Client(s). For more information, please contact magdalena.morzanowska@cbre.com.

How to register in mySupplier:

Use the following guidance to prepare your information and documents for a seamless registration. It is important to complete your registration correctly and prevent delays.

- [Requirements Checklist](#)
- [Registration and Onboarding Manual](#)

Step 1. Update your account information in mySupplier to receive approval to register.

[Click here to update your account](#)

Your username is: mysupliertestuser+123@gmail.com

This link will expire within 7 days.

Step 2. Once approved, you will receive an email from mySupplier with instructions on setting up a user ID, a password and how to log in to complete your registration.

Step 3. Once your registration is submitted, your application will be reviewed by the mySupplier Support Team who may contact you directly should we have any questions.

Step 4. Your registration is complete once you have fully complied with the onboarding requirements and received the "Published" or "Authorized" status in mySupplier. You can view your status when you log in.

Important: CBRE can only transact with supplier partners once authorised in mySupplier. Take the time to understand the guidance provided to help complete your registration correctly and prevent delays. Incomplete or incorrect information and missing documents will cause delays to your onboarding and issuing of purchase orders by CBRE.

You can connect with mySupplier Live Chat for support with any queries.

We look forward to receiving your profile submission.

Kind regards,
CBRE Procurement



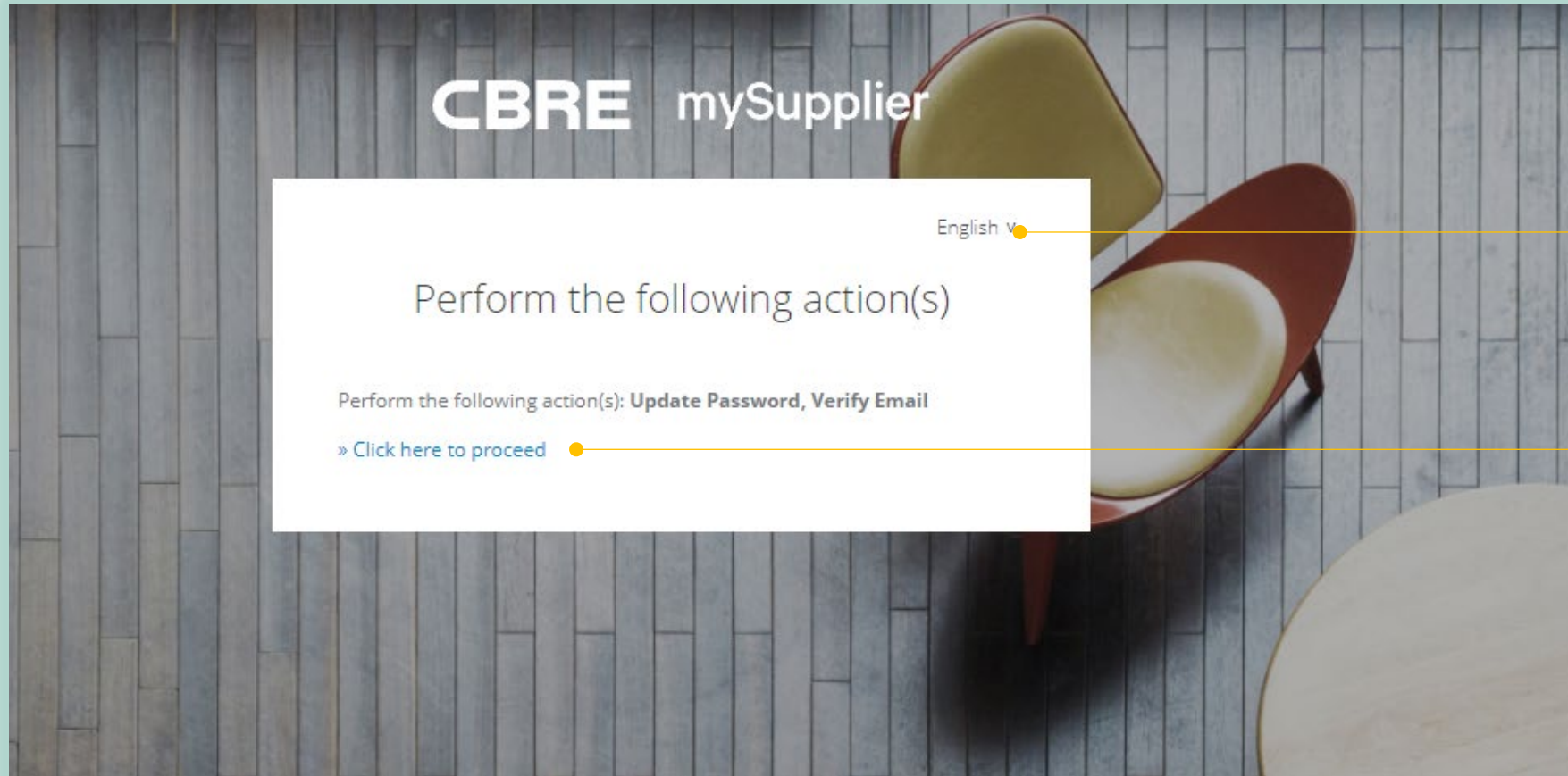
Tip

Houd er rekening mee dat alle uitnodigingsmails voor mySupplier, zowel voor registratie als voor het opnieuw instellen van wachtwoorden, nu vanuit noreply@cbre.com naar leveranciers worden verzonden.

Als u geen uitnodigingsmail ontvangt om u te registreren of geen e-mail voor het opnieuw instellen van uw wachtwoord om in te loggen, voeg uw e-mailadres dan toe aan de lijst met veilige afzenders van uw IT-afdeling.

STAP 2 – WACHTWOORD RESETTEN EN E-MAILVALIDATIE

1. Klik op de pijl om de taal van de portalinhoud te wijzigen.
2. Klik op de link om uw mySupplier-accountgegevens bij te werken.



STAP 2 – WACHTWOORD RESETTEN EN E-MAILVALIDATIE

3. Stel uw wachtwoord in volgens de richtlijnen voor het aanmaken van wachtwoorden.
4. Klik op Verzenden om verder te gaan.

CBRE mySupplier

English v

Update password

 You need to change your password. Password must be at least 10 characters; must contain at least one lowercase letter, one uppercase letter, one numeric digit, and one special character.

New Password

|

Confirm password

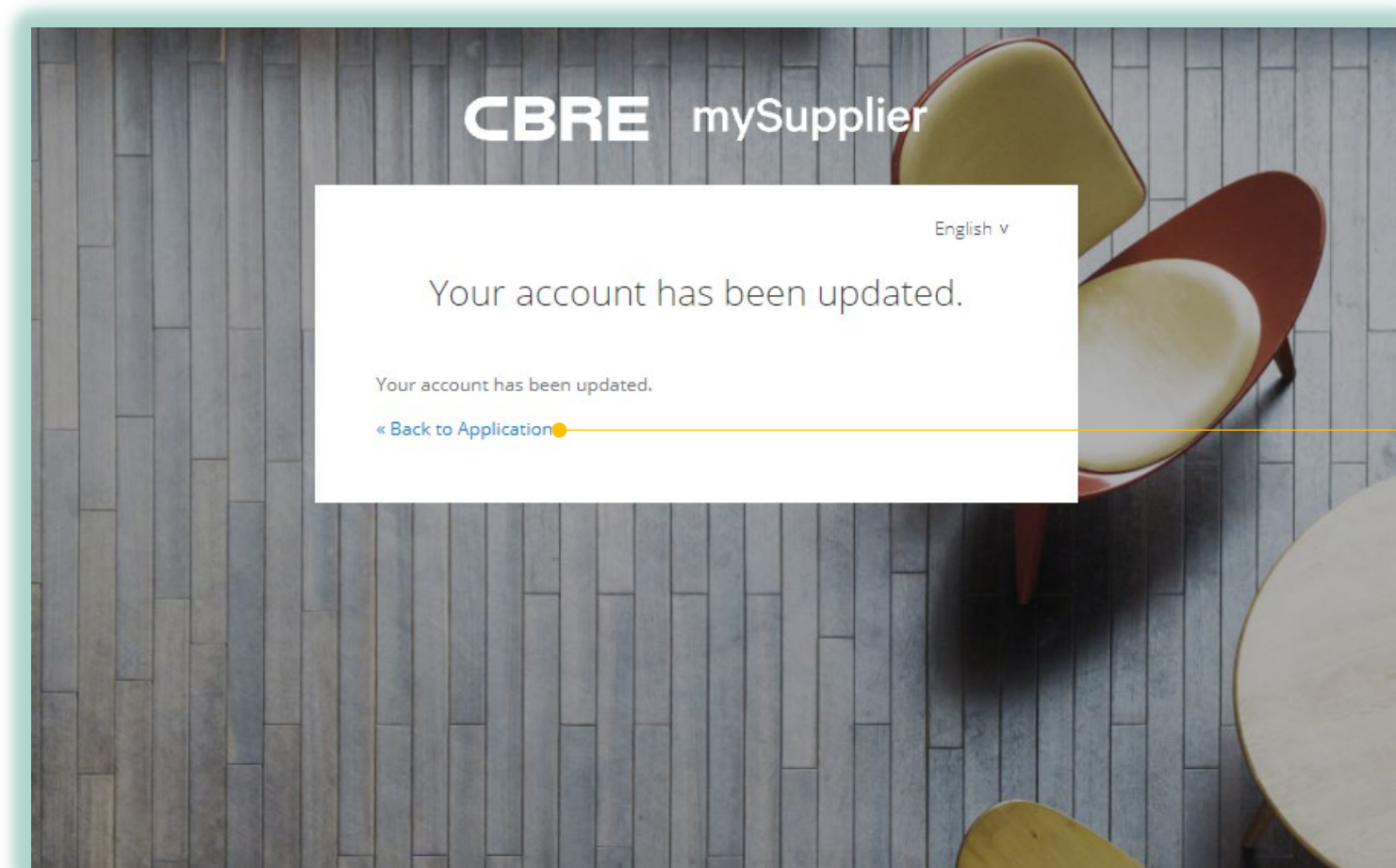
Submit

3

4

STAP 2 – WACHTWOORD RESETTEN EN E-MAILVALIDATIE

5. Klik op de link om in te loggen en de registratie te starten.



STAP 3 – INLOGGEN

1. Voer uw e-mailadres en wachtwoord in die u aan het begin van het registratieproces hebt ontvangen.
2. **Chatbot** – klik op de groene chatknop in de rechterbovenhoek van de pagina. Al uw vragen worden via deze functie beantwoord.

CBRE mySupplier

English v

Log In

Suppliers

Internal CBRE Users

Username or email

Click here to log in

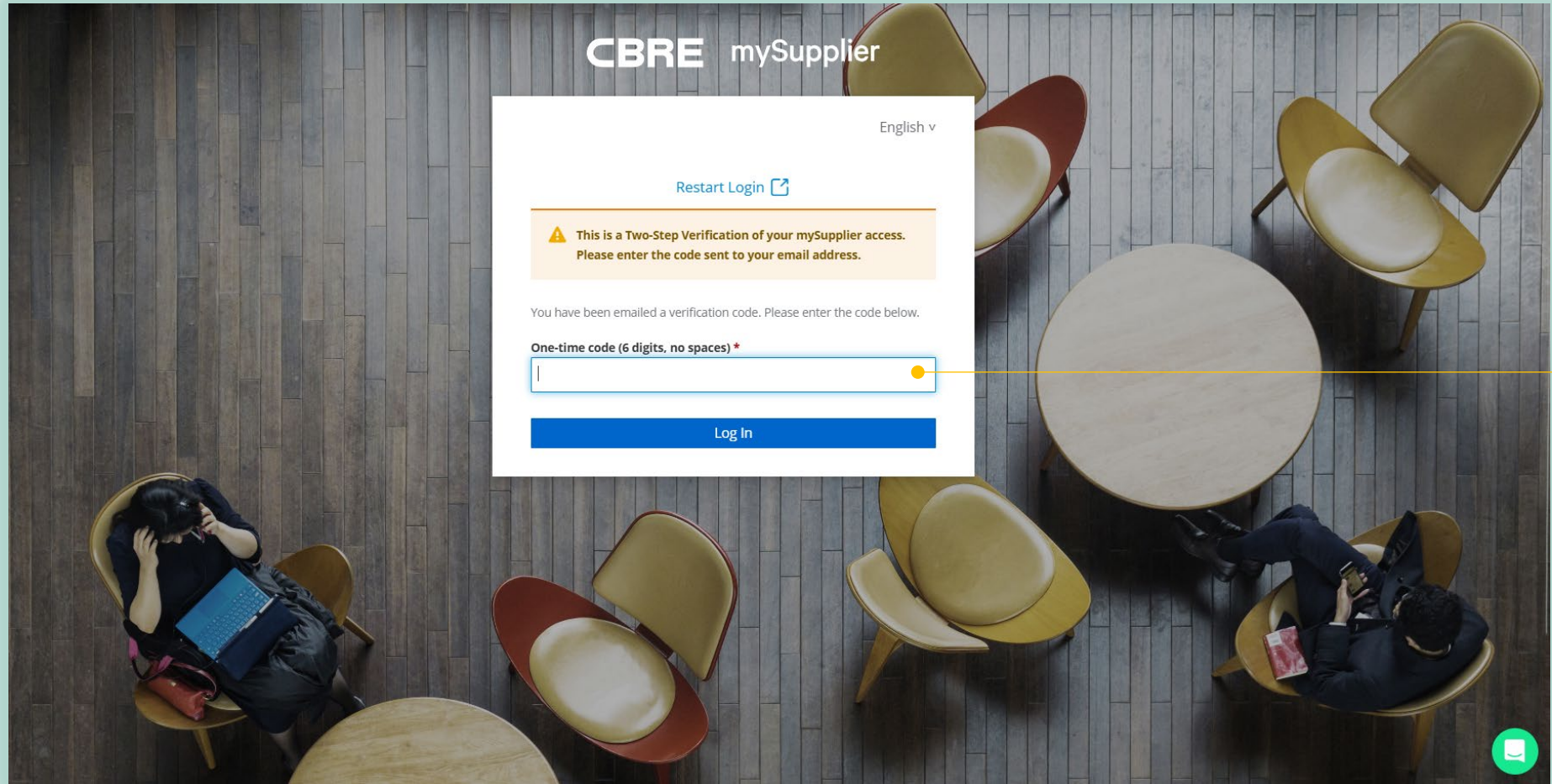
Password

Forgot Username or Password?

Log In

STAP 3 – INLOGGEN

3. Voer de eenmalige code in die naar uw e-mailadres of mobiele app is verzonden.



The image shows a screenshot of the CBRE mySupplier login interface overlaid on a background photograph of a modern interior with wooden floors and yellow chairs. The login window is white with a blue header bar containing the 'CBRE mySupplier' logo. In the top right corner of the window, there is a language selector 'English v'. Below the header, there is a 'Restart Login' link with an external link icon. A yellow warning box with a triangle icon contains the text: 'This is a Two-Step Verification of your mySupplier access. Please enter the code sent to your email address.' Below this, a message states: 'You have been emailed a verification code. Please enter the code below.' A label 'One-time code (6 digits, no spaces) *' is positioned above a text input field. A blue 'Log In' button is located at the bottom of the form. A yellow circle with the number '3' is positioned to the right of the input field, connected by a thin yellow line. In the bottom right corner of the background image, there is a green circular icon with a white speech bubble.

CBRE mySupplier

English v

[Restart Login](#)

**⚠ This is a Two-Step Verification of your mySupplier access.
Please enter the code sent to your email address.**

You have been emailed a verification code. Please enter the code below.

One-time code (6 digits, no spaces) *

[Log In](#)

STAP 4 – NAVIGEREN

1. Klik op Mijn bedrijfsprofiel om uw profiel te bekijken, aan te vullen of bij te werken.
2. Selecteer Training en Hulpmiddelen om alle gebruikershandleidingen te bekijken.
3. Selecteer mySupplier Support voor directe hulp en geautomatiseerde vragen en antwoorden.
4. Je kunt hier de voortgang van je profielaanvulling bekijken.
5. Je kunt hier de voortgang van de onboarding van je bedrijf volgen.

The screenshot shows the mySupplier dashboard with a dark green header containing navigation links: Home, My Company Profile, and Training And Resources. Below the header is a large banner with the text "Welcome to mySupplier" and a background image of people working. A light blue notification bar at the top states: "CBRE GWS teams have recently reviewed and implemented some changes to the mySupplier questions, streamlining the onboarding process whilst capturing the minimum, required information to operate and transact. If you are viewing this message, you are a new or existing supplier partner who has been moved to the new profile, please check your My Company Profile Progress below and action the To Do." Below this are three main sections: "My Company Profile" (with a "START HERE" button), "Training and Resources", and "mySupplier Support". The "My Company Profile" section includes a progress bar showing 88% completion and a table with "Completed" (109) and "To Do" (15) items. The "Training and Resources" section provides access to training materials. The "mySupplier Support" section offers chat support. Below these are "Resources Quick Links" and "Latest mySupplier Updates". Numbered callouts 1 through 5 point to specific elements: 1 points to the "My Company Profile" section, 2 points to the "START HERE" button, 3 points to the "mySupplier Support" section, 4 points to the "Completed" count in the progress bar, and 5 points to the "Onboarding Complete" status in the authorization flow.

Home My Company Profile Training And Resources

Welcome to mySupplier

CBRE GWS teams have recently reviewed and implemented some changes to the mySupplier questions, streamlining the onboarding process whilst capturing the minimum, required information to operate and transact. If you are viewing this message, you are a new or existing supplier partner who has been moved to the new profile, please check your My Company Profile Progress below and action the To Do.

My Company Profile

Update and maintain your company's mySupplier profile to ensure CBRE GWS receive and hold, up to date, essential company information.

[START HERE](#)

Training and Resources

Access training and resources available to supplier partners to help update and maintain a compliant and published company profile.

mySupplier Support

If you're unable to locate the resources you need or encounter any issues, contact CBRE's dedicated mySupplier Support Team via Chat.

My Company Profile Progress

88%

Completed 109	To Do 15
------------------	-------------

Company Profile Authorisation Status

Auth. Status: Authorised [Go to Company Profile >](#)

Profile in Progress Profile Submitted Profile Approved Onboarding Complete

Resources Quick Links

- New Supplier Registration Manual (UK and Ireland)
- New Supplier Registration Manual (Asia Pacific)
- Onboarding and Maintenance Checklist

Latest mySupplier Updates

No news to display, check back later

[See all](#)

STAP 4 – NAVIGEREN

1. Klik op de pijlknoppen of ga naar een andere sectie met behulp van de navigatietabbladen.

Navigatietabbladen

1

2. Elk tabblad toont het exacte aantal van alle verplichte vragen die in elke sectie worden vermeld.

3. Lees de toestemmingsverklaring voor gegevensbescherming door. Vink het vakje aan om verder te gaan.

Please fill out all mandatory questions and click "Submit Registration" X

Introduction

Company Information

Contact & Account Information

Quality, Health, Safety and Environment (QHSE)

Tax & Banking Information

Company & Financial History

Environmental Social and Governance (ESG)

Diversity

Business Interruption

Insurances

Licences, Permits & Certificates

Government Affiliations & Legal or Financial Judgements

Submit Registration

1 / 13

Data Protection Consent

During this application process, this system may need to send some of the data which you provide to government registration verification services or commercial risk assessment service providers in order to conduct additional checks. Please therefore read and accept the following Data Protection Consent Statement before proceeding.

Required for GDPR purposes.

You confirm that you have notified or shall notify any employees of your Company whose personal information you provide (the "Relevant Employees") in completing your application for inclusion in CBRE's database of approved/preferred suppliers (the "Database") and creation of records within the Database.

You acknowledge and consent on your own behalf and on behalf of the Relevant Employees to CBRE and members of the CBRE Group processing such personal data as may be required for the purposes of:

- i) your application for inclusion in the Database
- ii) management and maintenance of the Database
- iii) provision of services to CBRE's clients which processing may include the instruction of a third party sub-processor.

All such processing shall be carried out in accordance with applicable law * ☐

Key Considerations

1

2

3

STAP 5 – BEDRIJFSINFORMATIE

1. Uw CBRE-leveranciers-ID is zichtbaar in uw profiel zodra uw bedrijf is geregistreerd bij de CBRE-systemen.
2. Beantwoord de vragen over het beleid en de algemene voorwaarden van CBRE om door te gaan naar de vragen over de bedrijfsidentificatie.

Please fill out all mandatory questions and click "Submit Registration" X

Introduction 1

Company Information 9

Contact & Account Information 29

Quality, Health, Safety and Environment (QHSE) 4

Tax & Banking Information 11

Company & Financial History 2

Environmental Social and Governance (ESG) 6

Diversity 1

Business Interruption 1

Insurances 10

Licences, Permits & Certificates 2

Government Affiliations & Legal or Financial Judgements 5

Submit Registration

CBRE Supplier Data

Your CBRE Vendor ID is generated once you have been onboarded to CBRE's ERP, this is unique to your company. You will be asked to provide this when engaging with our Business Services Organisation teams, i.e. mySupplier and Finance Service Desks.

To avoid delays, it is recommended to provide this in your initial correspondence with CBRE

CBRE Vendor ID(s) 1

CBRE Policies

CBRE's Supplier Code of Conduct ("the Code") sets out our fundamental ethical and business conduct requirements for our suppliers, and we require all suppliers to comply with the Code.

By ticking this box, you are confirming your company have reviewed and understood the Code in its entirety, and will comply with it, and ensure that its staff, contractors, sub-contractors, and agents supporting CBRE, comply with it, and with all applicable laws and regulations where Supplier operates.

CBRE Supplier Code of Conduct * 2

Does your organisation or any of your senior management have any previous or current business relationships or personal connections with CBRE or its employees which may indicate a perceived or real conflict of interest? * 2

☐ Yes ☐ No

CBRE Terms & Conditions

Please confirm you have read and understood CBRE's Supplier Terms and Conditions * 2

 **Tip**

Alle vragen met een * zijn verplicht en moeten worden beantwoord om uw registratie te voltooien.

De invoer wordt automatisch opgeslagen en geaccepteerd wanneer de groen vinkje verschijnt

STAP 5 – BEDRIJFSINFORMATIE

3. Vul alle informatie in de volgende secties in, van Bedrijfsoverzicht tot Categorieën Goederen en Diensten.

Please fill out all mandatory questions and click "Submit Registration"

x

Introduction

1

Company Information

9

Contact & Account Information

29

Quality, Health, Safety and Environment (QHSE)

4

Tax & Banking Information

11

Company & Financial History

2

Environmental Social and Governance (ESG)

6

Diversity

1

Business Interruption

1

Insurances

10

Licences, Permits & Certificates

2

Government Affiliations & Legal or Financial Judgements

5

Submit Registration

CBRE Supplier Data

>

CBRE Policies

>

CBRE Terms & Conditions

>

Company Overview

>

Ultimate Beneficial Owner (UBO) Information

>

Ultimate Beneficial Owner (UBO)

>

Add New Section

Company Registered Address

>

Correspondence Address

>

Ownership Information

>

Goods & Services Categories

>

STAP 5 – BEDRIJFSINFORMATIE

4. Geef trefwoorden op waarmee potentiële klanten uw bedrijf beter kunnen vinden via een zoekopdracht met vrije tekst (bijv.: schoonmaak, conciërge, training, enz.).



Tip

Houd er rekening mee dat we voor bepaalde diensten die we aan CBRE of haar klanten leveren, u zullen vragen om certificaten en verzekeringsdocumenten met betrekking tot deze specifieke diensten te uploaden. De lijst met vereiste documenten vindt u hieronder.

 Please fill out all mandatory questions and click "Submit Registration" X

Introduction1

Company Information12

Contact & Account Information25

Quality, Health, Safety and Environment (QHSE)2

Tax & Banking Information11

Company & Financial History2

Environmental Social and Governance (ESG)6

Diversity1

Business Interruption1

Insurances9

Licences, Permits & Certificates14

Government Affiliations & Legal or Financial Judgements5

Submit Registration

Goods & Services Categories

Primary category the supplier will be providing goods and services for to CBRE.
*
Drainage & Plumbing
✓

The sub-category the supplier will be providing goods and services for to CBRE.
*
Drainage & Plumbing
✓

Please provide a list of keyword search terms for any specific goods or services you commonly provide as a company. These keywords will be searchable in a "keyword" search engine used by CBRE employees looking for specific goods and services. Only include industry standard terms and each word once, separated by a comma e.g. xxxx, xxxx *

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14

STAP 6 – CONTACT- EN ACCOUNTGEGEVENS

Gelieve ons de contactgegevens te verstrekken van de bevoegde vertegenwoordigers binnen uw organisatie, zodat CBRE contact met hen kan opnemen.

1. De primaire contactpersoon is de belangrijkste rol, aangezien deze persoon de enige is die toegang mag verlenen aan andere gebruikers binnen uw organisatie.
2. Je kunt de contactgegevens eenvoudig overschrijven met de nieuwe gegevens als er in de toekomst personeelwijzigingen plaatsvinden.
3. Je kunt ook specifieke toegangsrechten toekennen aan elke gebruiker.

Please fill out all mandatory questions and click "Submit Registration" X

Introduction1

Company Information9

Contact & Account Information28

Quality, Health, Safety and Environment (QHSE)4

Tax & Banking Information11

Company & Financial History2

Environmental Social and Governance (ESG)6

Diversity1

Business Interruption1

Insurances10

Licences, Permits & Certificates2

Government Affiliations & Legal or Financial Judgements5

Submit Registration

Primary Contact Person

The primary contact is the person in your company who will be provided with an administrator user name and password to the CBRE mySupplier platform. They will be responsible for updating and maintaining your company information, in your profile. Including, where applicable, banking information, insurances, licences permits and certificates and contact changes.

First Name *

Last Name *

Job Title *

Contact Telephone Number *

Email Address *

mysupliertestuser+123@gmail.com

User Settings

☒ Issue Profile Login

☒ Receive Notifications

☒ Edit Tax/Banking

BELANGRIJK

Om veiligheidsredenen kan het gedeelte 'Primaire contactpersoon' alleen worden bijgewerkt door de persoon die in dat gedeelte is aangewezen. Alle andere contactvelden in dit tabblad kunnen uitsluitend door de primaire contactpersoon worden bijgewerkt.

 Tip

Om andere teamleden toegang te geven, vinkt u de optie 'Profiel aanmelden' aan om de toegangslink naar uw teamleden te verzenden.

Verderop kunt u een optie selecteren waarmee de geselecteerde teamleden meldingen kunnen ontvangen of hun belasting-/bankgegevens kunnen bewerken.

STAP 6 – CONTACT- EN ACCOUNTGEGEVENS

4. Voeg de gegevens van andere teamleden toe, zoals de secundaire contactpersoon, de financiële afdeling en de werkorderbeheerder, zodat zij toegang krijgen tot het mySupplier- profiel.
5. Vul in het gedeelte 'Financieel manager' het e-mailadres in voor de betalingsbevestiging .
6. Vul in het gedeelte 'Inkooporder' het e-mailadres in voor de bestellingen .

Please fill out all mandatory questions and click "Submit Registration"

Introduction1

Company Information9

Contact & Account Information28

Quality, Health, Safety and Environment (QHSE)4

Tax & Banking Information11

Company & Financial History2

Environmental Social and Governance (ESG)6

Diversity1

Business Interruption1

Insurances10

Licences, Permits & Certificates2

Government Affiliations & Legal or Financial Judgements5

Submit Registration

Key Contact Information>

Primary Contact Person>

Secondary Contact Person●>

Key Account Manager>

Finance Manager / Accounts Payable Manager●>

Purchase Order / Work Order Recipient●>

Operations / Dispatch Manager>

Health & Safety Manager>

4

5

6

STAP 7 – KWALITEIT, GEZONDHEID, VEILIGHEID EN MILIEU (QHSE)

1. Beantwoord de meest gestelde vraag over risicovolle werkzaamheden, zodat we de aard van uw diensten beter kunnen begrijpen.

Please fill out all mandatory questions and click "Submit Registration"

X

Introduction

1

Company Information

12

Contact & Account Information

25

Quality, Health, Safety and Environment (QHSE)

2

Tax & Banking Information

11

Company & Financial History

2

Environmental Social and Governance (ESG)

6

Diversity

1

Business Interruption

1

Insurances

9

Licences, Permits & Certificates

14

Government Affiliations & Legal or Financial Judgements

5

Submit Registration

QHSE Risk Assessment

▼

As a company, do you provide any of the following tasks or services within your scope of services? *

☒ Working at height from a fixed or mobile scaffolding, using a mobile elevated work platform, abseiling, in a roof space, in or adjacent to a lift shaft.

☒ Working at ground level where there is risk of falling into a void.

☒ Work involving ladders/steps where the potential severity of falling is significant.

☐ Work on high voltage electrical equipment or other work on electrical equipment which may give rise to danger.

☐ Mechanical Lifting operations.

☐ Hot works including soldering, brazing, welding, hot air guns, bitumen burners, naked flames and/or introduction of ignition sources

☐ Confined Spaces including work in tanks, vessels, pipe-work, pits, chambers.

☐ Work on any pressure system/vessel including boilers, chillers, pressurisation units.

☐ Any trenching, excavations, shallow pits or ground penetration.

☐ Working on Emergency Preparedness Systems (Fire, First Aid, Rescue equipment).

☐ Perform hazardous waste site clean-up operations including medical surveillance, air monitoring, and decontamination.

☐ Direct transport or any mode of transport to CBRE or CBRE Client Employees (e.g., shuttle services, pool cars, company cars, lease cars, cycle schemes, etc.).

☐ Food or catering services (excluding vending services) to CBRE or CBRE Client Employees.

☐ Cooling Tower maintenance

☐ None of the above

STAP 7 – KWALITEIT, GEZONDHEID, VEILIGHEID EN MILIEU (QHSE)

- Als u een QHSE-leverancier met een hoog risico bent, bent u verplicht aanvullende informatie te verstrekken aan een externe instantie die een onafhankelijke beoordeling uitvoert. Hieraan zijn kosten verbonden.
- mySupplier is gekoppeld aan het SafeContractor- portaal. U kunt daarom de SafeContractor -status bekijken door 'Ja' te selecteren en een geautomatiseerde controle uit te voeren op basis van het organisatieregistratienummer dat is opgegeven in het tabblad Bedrijfsinformatie.
- Als uw registratie niet wordt gevonden, voer dan uw SafeContractor -certificaatnummer in om de tweede controle uit te voeren.

Please fill out all mandatory questions and click "Submit Registration" x

Introduction 1

Company Information 12

Contact & Account Information 25

Quality, Health, Safety and Environment (QHSE) 2

Tax & Banking Information 11

Company & Financial History 2

Environmental Social and Governance (ESG) 6

Diversity 1

Business Interruption 1

Insurances 9

Licences, Permits & Certificates 14

Government Affiliations & Legal or Financial Judgements 5

Submit Registration

QHSE Risk Assessment Requirements

SafeContractor/SafeSupplier is CBRE's preferred external QHSE Risk Assessment Service Provider for the UK and Republic of Ireland.

For further information about SafeContractor/SafeSupplier, please visit:

Supplier dedicated SafeContractor/SafeSupplier website

Third Party Vetting Provider

Is your company registered with a 3rd party vetting provider? *

☒ Yes ☐ No

Please select the 3rd party vetting provider *

Alcumus - Safe Contractor / Safe Supplier

SafeContractor/SafeSupplier Registration

Please check your Company's registration by clicking the SafeContractor/SafeSupplier Check button.

Please note by clicking this button, you give CBRE permission to send your Company Registered Number provided in this form to Alcumus' Safe Contractor / Safe Supplier systems to automatically verify your registration and current status. SafeContractor / SafeSupplier is a service provided by Alcumus, a UK based Health, Safety and ESG Assessment company. Alcumus is considered a third party sub-processor as per CBRE's Data Consent statement which you will be asked to acknowledge in the Introduction tab. All such processing shall be carried out in accordance with applicable law.

Please click the SafeContractor/SafeSupplier Registration Check button below to see if your company is registered.

SafeContractor/SafeSupplier Check

Registration not found

We have been unable to check your registration status based on the company registration details provided, on the SafeContractor/SafeSupplier System.

Please try entering your Membership Number instead.

Provide your Membership Number ⓘ

Verify Membership Number

STAP 8 – BELASTING- EN BANKINFORMATIE

1. Vul het gedeelte met belastinggegevens zorgvuldig in. CBRE controleert het opgegeven nummer aan de hand van de openbare registers.
2. Zorg ervoor dat u de vraag over de bronbelastingregeling correct invult. CBRE zal uw antwoord controleren in de relevante openbare registers, bijvoorbeeld HMRC in het Verenigd Koninkrijk.

Please fill out all mandatory questions and click "Submit Registration" X

Introduction1

Company Information12

Contact & Account Information29

Quality, Health, Safety and Environment (QHSE)4

Tax & Banking Information10

Company & Financial History2

Environmental Social and Governance (ESG)6

Diversity1

Business Interruption1

Insurances10

Licences, Permits & Certificates2

Government Affiliations & Legal or Financial Judgements5

Submit Registration

Tax Information

What is your Company's Tax Identification Number? This is also known as a Unique Tax Reference (UTR). * ⓘ

Are you registered for either Sales Tax / Goods and Services Tax (GST) / Value Added Tax (VAT) / Sales and Services Tax (SST) or Consumption Tax? ⓘ *

☒ Yes ☐ No

✓

What is your Sales Tax / Goods and Services Tax (GST) / Value Added Tax (VAT) / Sales and Services Tax (SST) or Consumption Tax Number? * ⓘ

Are you registered to a withholding tax scheme within the country your company is registered in? * ⓘ

☒ Yes ☐ No

✓

Select the withholding tax scheme your company is registered with. * ⓘ

CIS Construction Industry Scheme (UK) ▼

✓

Construction Industry Scheme

Types of construction work covered by the HMRC Construction Industry Scheme include jobs such as site preparation, alterations, dismantling, construction, repairs, decorating and demolition. Please bear in mind that in order to ensure the efficiency and correctness of the payment process the labour and materials should be quoted and invoiced separately if the contract allows. Where a contract includes services that are construction operations, and operations that are not construction operations, all payments for both types of work will fall within the CIS. Therefore, we kindly advise that the services should be described on the invoice in detail to allow CBRE verification if they are excluded from CIS. To find more details on services excluded from CIS, please visit the HMRC website: <https://www.gov.uk/what-you-must-do-as-a-cis-contractor/>

1

1

2

STAP 8 – BELASTING- EN BANKINFORMATIE

3. Vul het gedeelte Bankgegevens zorgvuldig in. CBRE zal een onafhankelijke verificatie van de verstrekte bankgegevens uitvoeren.



Tip

Voor de volledige checklist met vereisten en richtlijnen voor het veilig verstrekken van uw bankgegevens, [klik hier](#), selecteer uw land en scroll naar beneden naar Bankgegevens.

BELANGRIJK

De informatie in het gedeelte 'Bankgegevens' wordt gebruikt om alle relevante CBRE Finance-systemen bij te werken, zodat uw facturen verwerkt kunnen worden.

Please fill out all mandatory questions and click "Submit Registration" X

Introduction1

Company Information12

Contact & Account Information29

Quality, Health, Safety and Environment (QHSE)4

Tax & Banking Information10

Company & Financial History2

Environmental Social and Governance (ESG)6

Diversity1

Business Interruption1

Insurances10

Licences, Permits & Certificates2

Government Affiliations & Legal or Financial Judgements5

Submit Registration

Banking Details

Important:

All information contained within the banking details section will be used to update CBRE GWS Finance (ERP) Systems to enable CBRE GWS to operate and transact with you. This section cannot be amended by CBRE employees. Any changes to your banking details must be made in mySupplier by the primary contact or other contacts who have been granted tax and banking edit rights in the Contact & Account Information tab (this is ideally the financial contact).

Once your mySupplier company profile has been submitted, CBRE may contact you to verify your bank details. You must verify these immediately, once verified, we will update the CBRE Finance (ERP) Systems to enable CBRE GWS to operate and transact with you. Should there be a change to the provided details, it is your responsibility to update and maintain these within this platform to ensure you are paid promptly and accurately.

Please note the banking details and information you provide will be used across CBRE businesses. CBRE can only accept one bank account per currency for each supplier. If you would like to discuss adding an additional account in the same currency to those already provided, please reach out to your CBRE Business Relationship Owner.

Bank / Branch Country *

Please enter a country

Bank Name *

Bank Address

Account Number *

STAP 8 – BELASTING- EN BANKINFORMATIE

4. Lees de instructies op het briefpapier in het gedeelte 'Bedrijfsregistratie en bankgegevens' aandachtig door.
5. Zorg ervoor dat het briefhoofd met alle vermelde gegevens als PDF is opgeslagen en geüpload, zodat de onafhankelijke verificatie van de bankgegevens mogelijk is.

Please fill out all mandatory questions and click "Submit Registration" X

Introduction1

Company Information12

Contact & Account Information29

Quality, Health, Safety and Environment (QHSE)4

Tax & Banking Information10

Company & Financial History2

Environmental Social and Governance (ESG)6

Diversity1

Business Interruption1

Insurances10

Licences, Permits & Certificates2

Government Affiliations & Legal or Financial Judgements5

Submit Registration

Banking Details>

Remittance and Purchase Order Details>

Company Registration and Banking Details Documents (Company Letterhead)▼

CBRE independently verify bank details for all new and existing suppliers to prevent potentially fraudulent activity. This essential activity is mandatory and managed by our dedicated Bank Details team. No payments can be processed to suppliers until CBRE have verified these details.

Your Company Letterhead must include all required information below in full to avoid delays to processing your details. Ensure this information is communicated to your Finance teams.

IMPORTANT: ALL requirements are listed below and must be included in a SINGLE document in a non-editable format e.g. PDF, JPG, PNG. Please note the same applies to further bank details and letterhead updates.

[Link to PDF Bank Verification Process](#)

The letterhead must include:

- Legal Entity Name
- Registered Address
- Contact Details
- Company Registration Number
- Company Tax Identification Number (Unique Tax Reference)
- IBAN + SWIFT
- Company Logo
- Company Stamp OR Signature of Manager or Higher

Please upload printed copies of your Company Registration & Banking Details document *

Choose

BELANGRIJK

Houd er rekening mee dat een onjuist briefhoofd een van de meest voorkomende redenen is waarom leveranciersregistraties ter correctie naar de leveranciers worden teruggestuurd. [Klik hier voor meer informatie en een voorbeeldbriefhoofd om te downloaden.](#)

STAP 9 – BEDRIJFS- EN FINANCIËLE GESCHIEDENIS

1. U dient de jaarlijkse omzet van uw organisatie op te geven. Dit is essentieel om de omvang van uw onderneming te begrijpen en een correcte aanpak te hanteren bij het uitvoeren van de compliance-screening.

 Please fill out all mandatory questions and click "Submit Registration" X

Introduction

Company Information 1

Contact & Account Information 29

Quality, Health, Safety and Environment (QHSE) 3

Tax & Banking Information 10

Company & Financial History 2

Environmental Social and Governance (ESG) 6

Diversity 1

Business Interruption 1

Insurances 10

Licences, Permits & Certificates 2

Government Affiliations & Legal or Financial Judgements 5

Submit Registration

Financial History

Provide your most recent financial year's Company's Annual Turnover in your currency e.g. If this is one million, please enter 1,000,000 *

Select the currency your annual turnover is reported on

Currency * 

Please select ▼

1

STAP 10 – MILIEU, SOCIALE ZAKEN & BESTUUR

Deze sectie richt zich op het beleid van uw organisatie. Het is belangrijk voor CBRE om te begrijpen hoe uw beleid aansluit bij de bedrijfswaarden en -normen van CBRE.

Als onderdeel van deze beoordeling dienen leveranciers bereid te zijn antwoorden en ondersteunende documentatie te verstrekken met betrekking tot arbeidsverhoudingen en moderne slavernijpraktijken. Zorg ervoor dat de relevante informatie en bewijsstukken beschikbaar zijn voordat u de beoordeling voltooit.

Meer informatie over het Supplier Sustainability Assessment Program van CBRE via EcoVadis vindt u op de volgende pagina.

Please fill out all mandatory questions and click "Submit Registration"

X

Introduction

Company Information1

Contact & Account Information29

Quality, Health, Safety and Environment (QHSE)3

Tax & Banking Information10

Company & Financial History2

Environmental Social and Governance (ESG)6

Diversity1

Business Interruption1

Insurances10

Licences, Permits & Certificates2

Government Affiliations & Legal or Financial Judgements5

Submit Registration

Labour Relations

Modern Slavery

Governance and Environment

Beoordelingen van de duurzaamheid van leveranciers

Mogelijk gemaakt door

ecovadis



In 2014 is CBRE begonnen met het verkrijgen van EcoVadis- scorekaarten voor onze eigen bedrijfsvoering, met als doel onze duurzame managementpraktijken aan onze klanten te kunnen aantonen.

CBRE heeft nu een zilveren rating van EcoVadis , waarmee het tot de top 15% van bedrijven wereldwijd behoort.

Sinds 2019 gebruikt CBRE EcoVadis als basis voor haar programma voor verantwoord inkopen en gebruikt de gegevens om de voortgang ten opzichte van duurzaamheids-KPI's in de hele toeleveringsketen te volgen.

CBRE

Verantwoorde inkoop

Meer informatie over het Supplier Sustainability Assessment-programma van CBRE vindt u [HIER](#).

Wat is een duurzaamheidsbeoordeling?

De EcoVadis -rating omvat een breed scala aan niet-financiële managementsystemen, waaronder de impact op milieu, arbeids- en mensenrechten, ethiek en duurzame inkoop. Elk bedrijf wordt beoordeeld op de materiële aspecten die relevant zijn voor de omvang, locatie en sector van het bedrijf.

Overzichtelijke scorekaarten bieden inzicht in sterke punten en verbeterpunten, die gebruikt kunnen worden om duurzaamheidsinspanningen te richten en corrigerende actieplannen te ontwikkelen om de duurzaamheidsprestaties te verbeteren.

Hoe werkt het?

Bekijk deze [video van 5 minuten over hoe duurzaamheidsbeoordelingen werken](#).

Welke leveranciers worden uitgenodigd om deel te nemen?

CBRE nodigt de volgende soorten leveranciers uit om een duurzaamheidsbeoordeling te ondergaan.

- Leverancierspartners van het CBRE Preferred Partner Program
- Leveranciers die diensten verlenen aan een klant met een gericht duurzaamheidsprogramma.
- Gekwalificeerde leveranciers die bijdragen aan de belangrijkste ESG-risico's in de toeleveringsketen van CBRE, zoals vastgesteld door de beoordeling van CBRE.

Waarom nodigt CBRE leveranciers uit voor EcoVadis ?

Lees meer over [het Supplier Sustainability Assessment-programma van CBRE](#) of neem contact met ons op via responsible.procurement@cbre.com.

Wat moet ons bedrijf doen?

1. Registreer uw bedrijf op het [EcoVadis-platform](#).
2. Vul de vragenlijst in die speciaal voor uw bedrijf is samengesteld.
3. Kies het assessmentabonnement dat het beste bij u past.
4. Dien de ingevulde vragenlijst in, inclusief bestaande bewijsstukken ter ondersteuning van uw antwoorden.
5. Zodra je je scorekaart hebt ontvangen, deel je de resultaten met CBRE en andere klanten.

Welke informatie is nodig?

Bekijk deze [video van 5 minuten over hoe je de vragenlijst invult](#).

[EcoVadis-helpdesk](#) in 14 talen

Waarom zou ons bedrijf deelnemen?

Door deel te nemen, krijgt uw bedrijf toegang tot de volgende voordelen:

- ✓ Word erkend als een door CBRE goedgekeurde duurzame leverancier*.
- ✓ Laat zien hoe uw bedrijf uw klanten helpt zich aan te passen aan de veranderende markt- en wettelijke eisen op het gebied van duurzaamheid.
- ✓ Deel uw mogelijkheden met duizenden bedrijven in het EcoVadis- netwerk .
- ✓ Krijg toegang tot specifieke stappen om uw duurzaamheidsbeoordeling te verbeteren.

(*) Als u aan de prestatiedrempel voldoet

Wat levert deelname uw bedrijf op?

[hier](#)

STAP 11 – DIVERSITEIT

1. Als u de eerste vragen met 'Ja' beantwoordt, wordt u gevraagd om verdere vragen te beantwoorden.

Meer informatie over de certificeringscategorieën en belangenorganisaties vindt u op de volgende pagina.

Please fill out all mandatory questions and click "Submit Registration" X

Introduction

Company Information 1

Contact & Account Information 29

Quality, Health, Safety and Environment (QHSE) 3

Tax & Banking Information 10

Company & Financial History 2

Environmental Social and Governance (ESG) 4

Diversity 1

Business Interruption 1

Insurances 10

Licences, Permits & Certificates 2

Government Affiliations & Legal or Financial Judgements 5

Submit Registration

Diversity Classification

Is your business 51% or more owned or operated by a diverse group i.e. minority/ethnic minority, Indigenous, Women, Disability, Veteran, Social Enterprise, and or LGBTQ? *

☒ Yes ☐ No

✓

Has your status been certified by a diverse advocacy group, if so please select your primary classification? *

Please select ▼

Are you certified by any additional diverse advocacy groups? If applicable, please select all that apply.

☐ Ethnic minority business - EMB

☐ Women owned business - WOB

☐ Veteran owned business - VOB

☐ Social Enterprise

☐ LGBTQ+ owned business

☐ Disabled owned business

☐ Indigenous Business

1

STAP 11 – DIVERSITEIT

DEFINITIONS AND PARTNERS

Certification Categories by Region & Advocacy Support

UNITED STATES

- Minority Business Enterprise (MBE) – [NMSDC](#)
- Woman Business Enterprise (WBE) – [WBENC](#)
- Veteran Owned Business (VBE) – [NVBDC](#)
- Gay, Lesbian, Bisexual, Transgender (GLBT) – [NGLCC](#)
- Disabled & Service Disabled Veteran – [DisabilityIn](#)
- AbilityOne Program
- Small Business Enterprise (SBE)
- SBA 8 (A)
- Alaskan Native Corporation (ANCs)
- Small Disadvantaged Business (SDB)
- Disadvantaged Business Enterprise (DBE)
- Woman-Owned Small Business (WOSB)
- Economically Disadvantaged Woman-Owned Small Business (ED-WOSB)
- HUBZone (HUBZone)
- Historically Black Colleges and Universities (HBCU)

BRAZIL

- Disability, Indigenous, and people of African descent – [Integrare](#)
- Woman Business Enterprise (WBE) [WEConnect International](#)

CANADA

- Minority Business Enterprise (Visible MBE) – [CAMSC](#)
- Indigenous Owned Business – [CCAB](#)
- Woman Business Enterprise (WBE) [WBE Canada](#)
- LGBTQ+ – [CGLCC](#)
- Very Small Business

UNITED KINGDOM

- Women-owned business – [WEConnect International](#)
- Small and Medium Enterprise or Small Business
- Social Enterprise Business – [SEUK](#)
- Designated Minority (ethnic minorities, registered disabled, and supported businesses) – [MSDUK](#)
- Veteran owned business – [VOUK](#)
- LGBTQ+ – [OutBritish](#)

SOUTH AFRICA

- Broad-Based Black Economic Empowerment (B-BBEE) – South African Supplier Diversity Council*
- Women-owned business – [We Connect International](#)

CONTINENTAL EUROPE

- Equitable Future Across Europe (ESDP)
- The European LGBTIQ Chamber of Commerce (EGLCC)

AUSTRALIA

- Indigenous Business – [Supply Nation](#)
- Social Enterprise Business – [Social Traders](#)
- Small to medium local businesses
- Woman Owned Business – [WEConnect International](#)
- Disability Enterprises

CHINA

- Ethnic minority, Veteran, Disability, and LGBT owned businesses – [Minority Supplier Diversity Council \(MSD\) China*](#)
- Women-owned business – [We Connect International](#)

* Corporate Membership – Advocacy Bodies as of Jan 2023

STAP 12 – BEDRIJFSSTAKING

1. Selecteer de relevante antwoorden zodat CBRE kan begrijpen of en hoe u gegevens binnen uw systemen beheert.

 Please fill out all mandatory questions and click "Submit Registration" X

Introduction

Company Information 1

Contact & Account Information 29

Quality, Health, Safety and Environment (QHSE) 3

Tax & Banking Information 10

Company & Financial History 2

Environmental Social and Governance (ESG) 4

Diversity 1

Business Interruption ✓

Insurances 10

Licences, Permits & Certificates 2

Government Affiliations & Legal or Financial Judgements 5

Submit Registration

Data Protection ▼

Will you be providing, receiving, storing or accessing any of the following? Check all that apply. Please note additional information and due diligence checks may be requested by the CBRE Cyber Security and / or the Data Protection Team. *

☒ Receive, store or process personal or confidential information on behalf of CBRE or its clients

☐ IT related services to CBRE or its clients (including IT consultancy or IT design services)

☐ Software (including Software as a Service) to CBRE or its clients that will either be housed on or accessed through the CBRE network

☐ CBRE and/or clients IT systems

☐ None of the above

✓

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27

STAP 14 – LICENTIES, VERGUNNINGEN EN CERTIFICATEN

1. Controleer of u over de juiste documenten beschikt die aantonen dat u de in het QHSE-tabblad geselecteerde diensten kunt uitvoeren.
2. Beantwoord de vraag met betrekking tot ISO-certificaten.
3. Als u een certificaat heeft, upload dit dan samen met andere essentiële gegevens in het gedeelte 'Certificaat'.
4. Upload alle andere categoriecertificaten die u bezit door de naam van het document in het vak in te voeren en op de plusknop te klikken. Er wordt een certificatensectie aangemaakt die u kunt invullen.

Please fill out all mandatory questions and click "Submit Registration" x

Introduction

Company Information 1

Contact & Account Information 29

Quality, Health, Safety and Environment (QHSE) 3

Tax & Banking Information 10

Company & Financial History 2

Environmental Social and Governance (ESG) 4

Diversity 1

Business Interruption

Insurances 10

Licences, Permits & Certificates 6

Government Affiliations & Legal or Financial Judgements 5

Submit Registration

 **Tip**

Zorg ervoor dat de gegevens in het bijgevoegde document overeenkomen met de gegevens die u in het certificaatgedeelte hebt ingevuld.

Licenses, Permits and Certificates to Operate

Please confirm you have the proper procedures, training, tools and equipment, and the licences, permits and certificates to conduct the scope of services you have selected in the Quality, Health, Safety and Environment (QHSE) tab, including all high risk work activity you have identified. *

☒ 

To add a Licence, Permit and / or Certificate, enter the Name of the licence, permit or certificate held and click the + button. You will be required to enter basic, mandatory details and upload a copy of the document.

Management Systems (ISO)

Does your organisation hold any Management System Certifications, such as ISO 9001, ISO 14001, ISO 45001, ISO 50001, etc.? *

☒ Yes ☐ No 

Management Systems (ISO) Certificate

Certificate Reference e.g. OHS 500795 *

Issuer of licence, permit or certificate *

Date of Issue of licence, permit or certificate *

Day Month Year

Does the licence, permit or certificate have an expiry date? *

☐ Yes ☐ No

Upload a copy of your licence, permit or certificate * 

Operational (Trade)

Name of licence, permit or certificate held



Environmental and Waste

Name of licence, permit or certificate held



Labour Standards

Name of licence, permit or certificate held



Other

Name of licence, permit or certificate held



STAP 15 – OVERHEIDSVERBANDEN & JURIDISCHE OF FINANCIËLE UITSPRAKEN

Alle vragen in dit tabblad zijn verplicht.

Als u op een van de vragen 'Ja' antwoordt, geef dan aanvullende informatie.

Introduction	
Company Information	✓
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	3
Tax & Banking Information	9
Company & Financial History	2
Environmental Social and Governance (ESG)	5
Diversity	1
Business Interruption	✓
Insurances	10
Licences, Permits & Certificates	6
Government Affiliations & Legal or Financial Judgements	9
Submit Registration	

Affiliations with a Government Organisation or Individuals >

Declarations: Legal & Financial Issues >

National or International Sanctions ▼

CBRE Inc., including its non-U.S. branches and subsidiaries, ("CBRE") must comply with the sanctions administered and enforced by the Office of Foreign Assets Control of the U.S. Department of the Treasury ("OFAC") in the U.S., the UN Security Council ("UN"), the European Union ("EU"), and the Office of Financial Sanctions Implementation ("OFSI") in the U.K. Additionally, CBRE may comply to other local country sanctions laws, based on its business and operations footprint. For these reasons, it is CBRE's policy to assess the sanctions risks posed by companies involving sanctioned jurisdictions and persons.

The current comprehensively Sanctioned Countries are Cuba, Iran, North Korea, Syria, and the Crimea, Donetsk, and Luhansk regions of Ukraine. These may be subject to change due to the emerging sanctions risks and geopolitical map. For the latest please consult the following country programs: OFAC Country link: [Sanctions Programs and Country Information](#) | Office of Foreign Assets Control, OFSI: [Financial sanctions targets by regime - GOV.UK](#), EU: [EU Sanctions Map](#), and the UN: [Sanctions](#) | [Security Council](#).

Has the Company or any Company in the Group, or any owners of the company including board members and employees been subject to sanctions or linked to any persons or companies sanctioned by OFAC, OFSI, EU, and the UN besides other local country programs? *

☐ Yes ☐ No

STAP 16 – REGISTRATIE VERSTUREN

1. Alle vragen op de tabbladen worden pas geaccepteerd als ze succesvol zijn ingediend wanneer er groene vinkjes op alle tabbladen verschijnen.
2. Klik op de knop 'Registratie indienen' om het naar CBRE te sturen ter beoordeling.

 Your profile is ready to submit for onboarding review

[Submit Profile](#)

Introduction

Company Information

Contact & Account Information

Quality, Health, Safety and Environment (QHSE)

Tax & Banking Information

Company & Financial History

Environmental Social and Governance (ESG)

Diversity

Business Interruption

Insurances

Licences, Permits & Certificates

Government Affiliations & Legal or Financial Judgements

Submit Registration

Supporting Information

Please use the text box below to provide comments if you are unable to answer or provide the required information to any questions in relation to your company profile.

Please leave blank if you do not have any comments.

Submission

There are many mandatory questions which require answers in this registration form, marked If the mandatory questions have not been answered, they will be highlighted to you w registration" button below. Your registration form will not be submitted to CBRE until all man answered.

Submit Registration

Wat gebeurt er vervolgens?

Uw aanmelding wordt beoordeeld door CBRE en mogelijk wordt er contact met u opgenomen om uw antwoorden te verduidelijken of aanvullende informatie te verstrekken.

Als u als CBRE-leverancier wordt geaccepteerd, ontvangt u een melding. U kunt uw bedrijfsgegevens vervolgens beheren via mySupplier .

STAP 17 – BEVESTIGINGSMAIL

Je ontvangt een bevestigingsmail op het e-mailadres dat je in je mySupplier-profiel hebt opgegeven.

CBRE mySupplier

Dear Supplier,

Thank you for taking the time to complete your registration in [mySupplier Portal](#).

Your application has been sent to our Supply Chain Solutions team for review. Should we have any questions we will contact you to further discuss before making a final decision. You will be notified in due course with the outcome of the application.

Please be aware that whilst the team are reviewing the information provided, you will be unable to make any changes to your application. If you still need to make any changes or you are having any difficulties, please contact the mySupplier support team via mySupplier Live Chat and we will unlock your profile for editing.

For more information on how to update your profile, please [click here](#) to access our Suppliers Training Portal.

SCENARIO OPNIEUW AANVRAGEN – TERUGGEZONDEN INZENDING

Als uw inzending na beoordeling door CBRE wordt teruggestuurd, ontvangt u een e-mailmelding met het verzoek om in te loggen op mySupplier en de ontbrekende informatie of documenten aan te leveren.

CBRE mySupplier

Dear Supplier,

We would like to inform you that your registration has been reviewed and we require further information about your company before we can progress with your application.

Please refer to the following:

Steps to re-submit the required documents:

Step 1. Login [here](#) with your unique username and password

Step 2. Find Sections as indicated above.

Step 3. Find the items with "Follow-up Required" written on the field.

Step 4. Follow steps as indicated on the comment box below the field.

Step 5. Update and complete Questionnaire.

Step 6. Click Submit Registration and Re-submit your application

The country specific requirements are listed on our CBRE website. Kindly re-review by [CLICKING HERE](#).

Note: *CBRE only begins procurement transactions with suppliers once authorized in mySupplier. Please take the time to understand the requirements and prepare your documents to complete your registration correctly and prevent delays. Incomplete submissions and/or missing required documents will cause delays in your onboarding or receipt of purchase orders.*

You will be receiving an email reminder to update your profile every week by the time you take the required action. Please ensure your outstanding information is completed within 60 days from the expiry notification to prevent your profile suspension in the mySupplier Portal and a PO hold in the CBRE finance system.

For a step by step walk-through on how to update each part of your profile we highly recommend downloading the [Supplier Registration Guide](#) which will assist you in completing your registration with CBRE.

CONTACTEN & HULP

Als u extra ondersteuning nodig heeft bij het voltooien van uw registratie, raadpleeg dan het [leverancierstrainingportaal](#).

[mySupplier chatbot](#) is ook beschikbaar voor dringende vragen.

Bedankt!