

mySupplier

Intégration des fournisseurs

Manuel d'inscription des nouveaux
fournisseurs

Mars 2025



INTRODUCTION

Bienvenue sur mySupplier de CBRE

Manuel d'inscription pour les nouveaux fournisseurs

CBRE s'engage fermement à mener ses activités avec la plus grande intégrité et à promouvoir une conduite éthique des affaires auprès de sa communauté de fournisseurs.

En tant que fournisseur de produits et/ou de services à CBRE et à nos clients, votre entreprise est essentielle à notre succès.

mySupplier est le portail de CBRE pour l'intégration, la conformité et l'engagement des fournisseurs. Il vous permet de gérer vous-même les informations de votre entreprise et vos documents de référence importants, et de démontrer votre conformité aux normes commerciales de CBRE.

Ce manuel vous guidera tout au long des étapes nécessaires pour compléter le processus d'inscription en ligne.

Les fournisseurs à faible risque devront répondre à un questionnaire simplifié.

Si vous êtes un fournisseur à haut risque, vous pourriez être amené à fournir des informations complémentaires à un organisme tiers qui réalisera une évaluation indépendante. Ce service est payant et les frais sont à régler directement à l'organisme tiers.

Si vous avez besoin d'aide supplémentaire, vous pouvez consulter le portail de formation pour les fournisseurs :

[Lien vers le portail de formation](#)

EXIGENCES DES FOURNISSEURS POUR S'INSCRIRE À MYSUPPLIER

Pour vous faciliter la tâche lors de votre inscription et vous permettre de satisfaire aux exigences d'intégration, CBRE a préparé un site répertoriant les exigences par pays.

1. Veuillez [cliquer ici](#) pour accéder à la liste de vérification des exigences.
2. Faites défiler vers le bas et sélectionnez le pays où les biens/services seront fournis.
3. Préparez les documents requis à télécharger dans votre profil mySupplier .

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' (which is underlined and has a yellow dot), and 'Contact Info'. The main content area is titled 'Requirements Checklist' and includes a prompt: 'Click a country below for more information.' Below this, there is a list of countries: 'U.K. & Ireland', 'Australia', 'China', and 'Hong Kong', each followed by a downward-pointing arrow. A yellow line with a circle '1' points to the 'Requirements Checklist' tab in the navigation bar. Another yellow line with a circle '2' points to the downward arrow next to 'U.K. & Ireland'.

ÉTAPE 1 – INSCRIPTION DES FOURNISSEURS ET COURRIEL DE BIENVENUE

CBRE mySupplier

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.

1 [Click here to update your account](#)

2 Your username is: mysuppliertestuser+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 to mySupplier.

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. Profiles submitted without the required 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



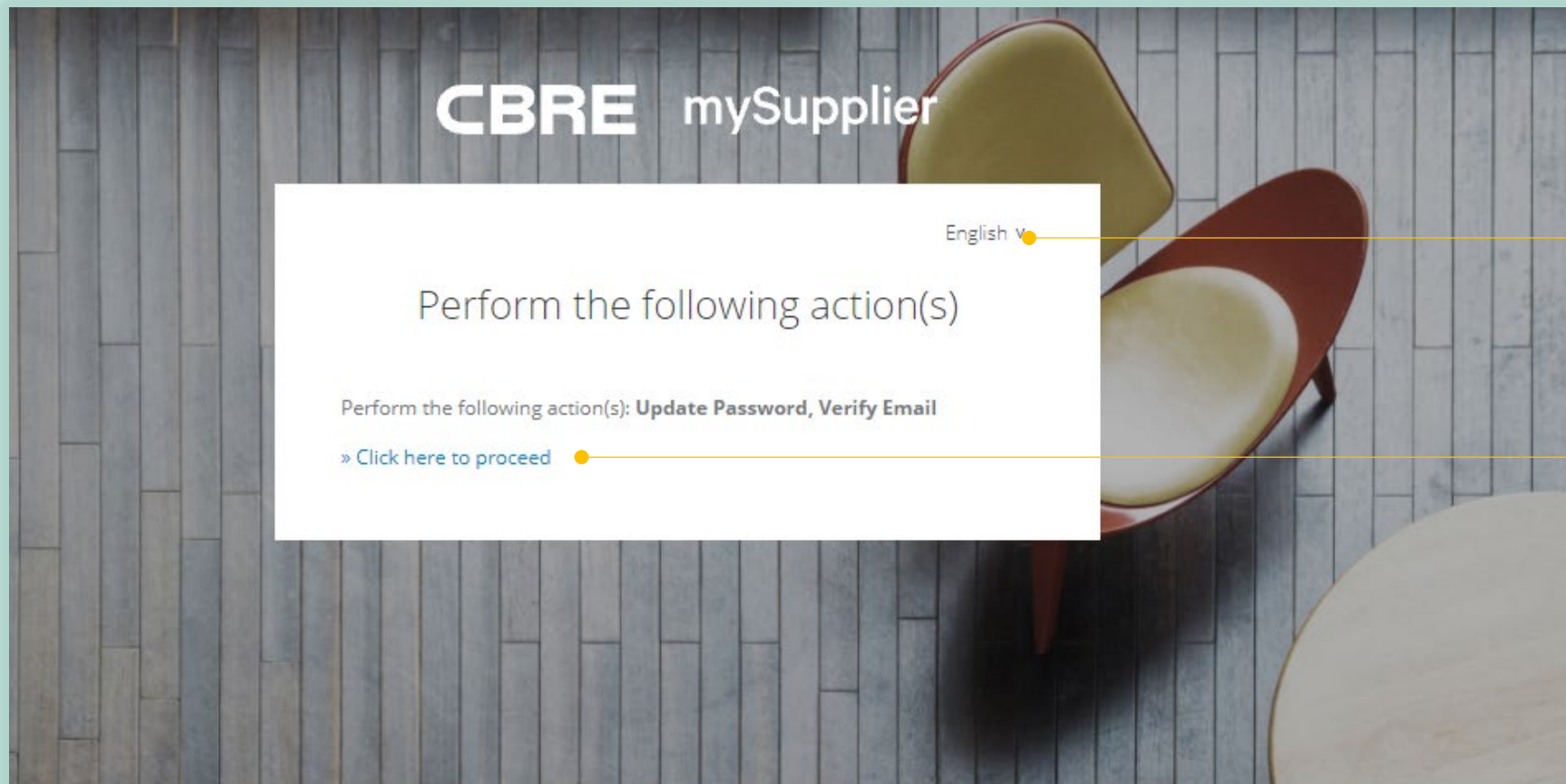
Conseil

Veuillez noter que tous les e-mails d'invitation mySupplier pour l'inscription et la réinitialisation des mots de passe sont désormais envoyés aux fournisseurs depuis noreply@cbre.com.

Si vous ne recevez pas d'e-mail d'invitation à vous inscrire ou d'e-mail de réinitialisation de mot de passe pour vous connecter, veuillez ajouter votre adresse e-mail à la liste blanche de votre service informatique.

ÉTAPE 2 – RÉINITIALISATION DU MOT DE PASSE ET VALIDATION DE L'ADRESSE E-MAIL

1. Cliquez sur la flèche pour changer la langue du contenu du portail.
2. Cliquez sur le lien pour mettre à jour les informations de votre compte mySupplier.



ÉTAPE 2 – RÉINITIALISATION DU MOT DE PASSE ET VALIDATION DE L'ADRESSE E-MAIL

3. Configurez votre mot de passe en suivant les instructions de création de mots de passe.
4. Cliquez sur « Soumettre » pour continuer.

CBRE mySupplier

English ▼

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

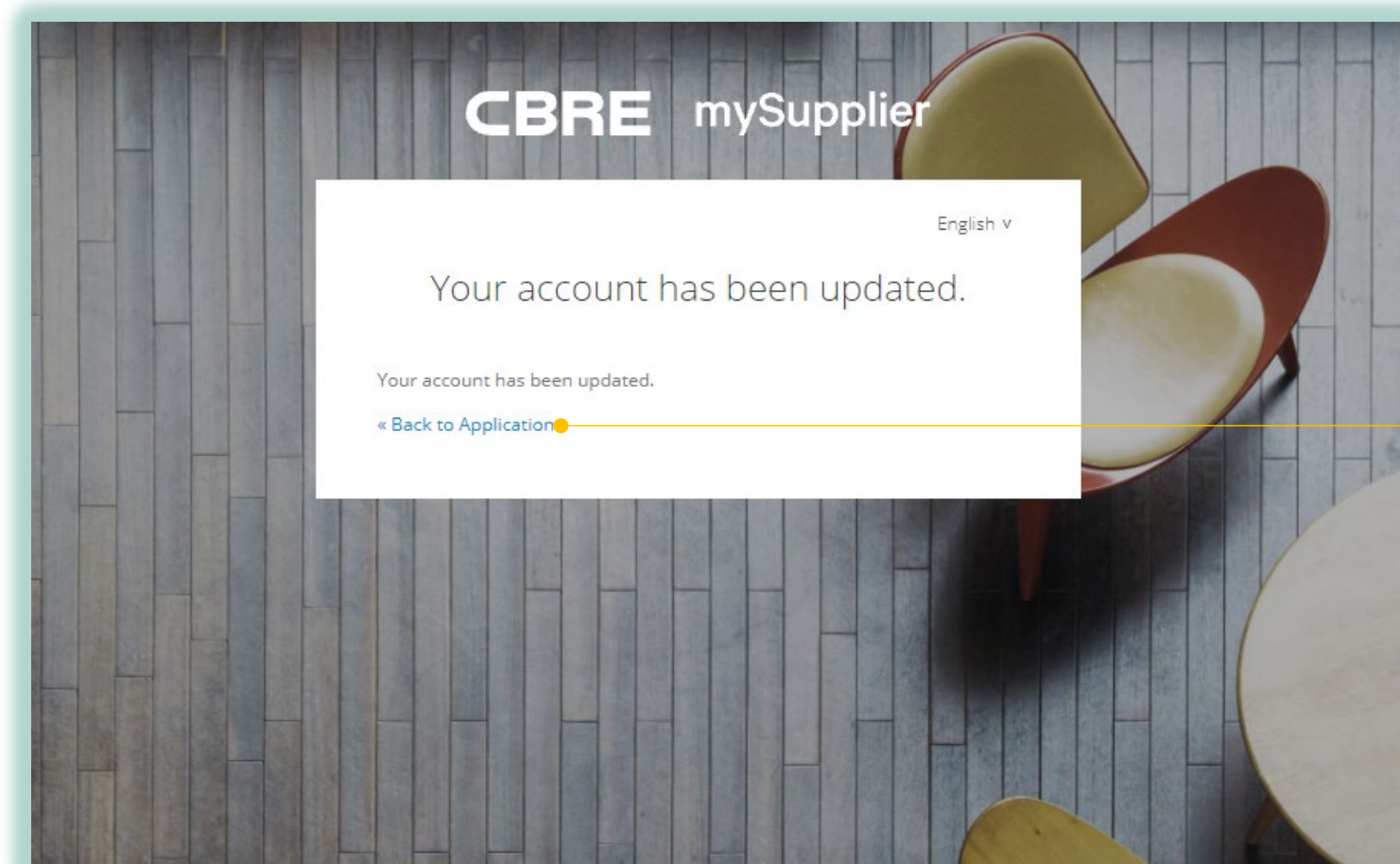
Submit

3

4

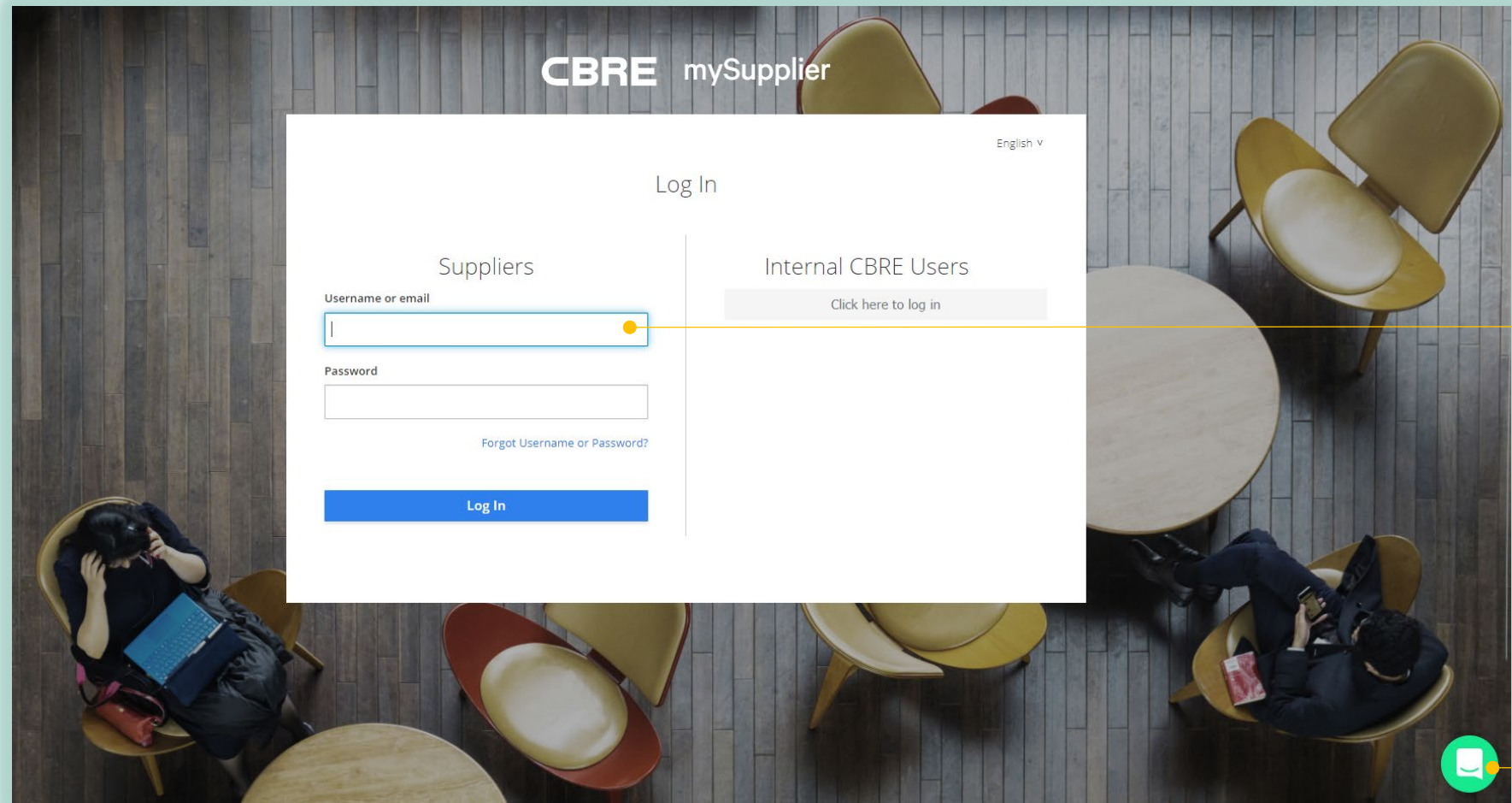
ÉTAPE 2 – RÉINITIALISATION DU MOT DE PASSE ET VALIDATION DE L'ADRESSE E-MAIL

5. Cliquez sur le lien pour vous connecter et commencer l'inscription.



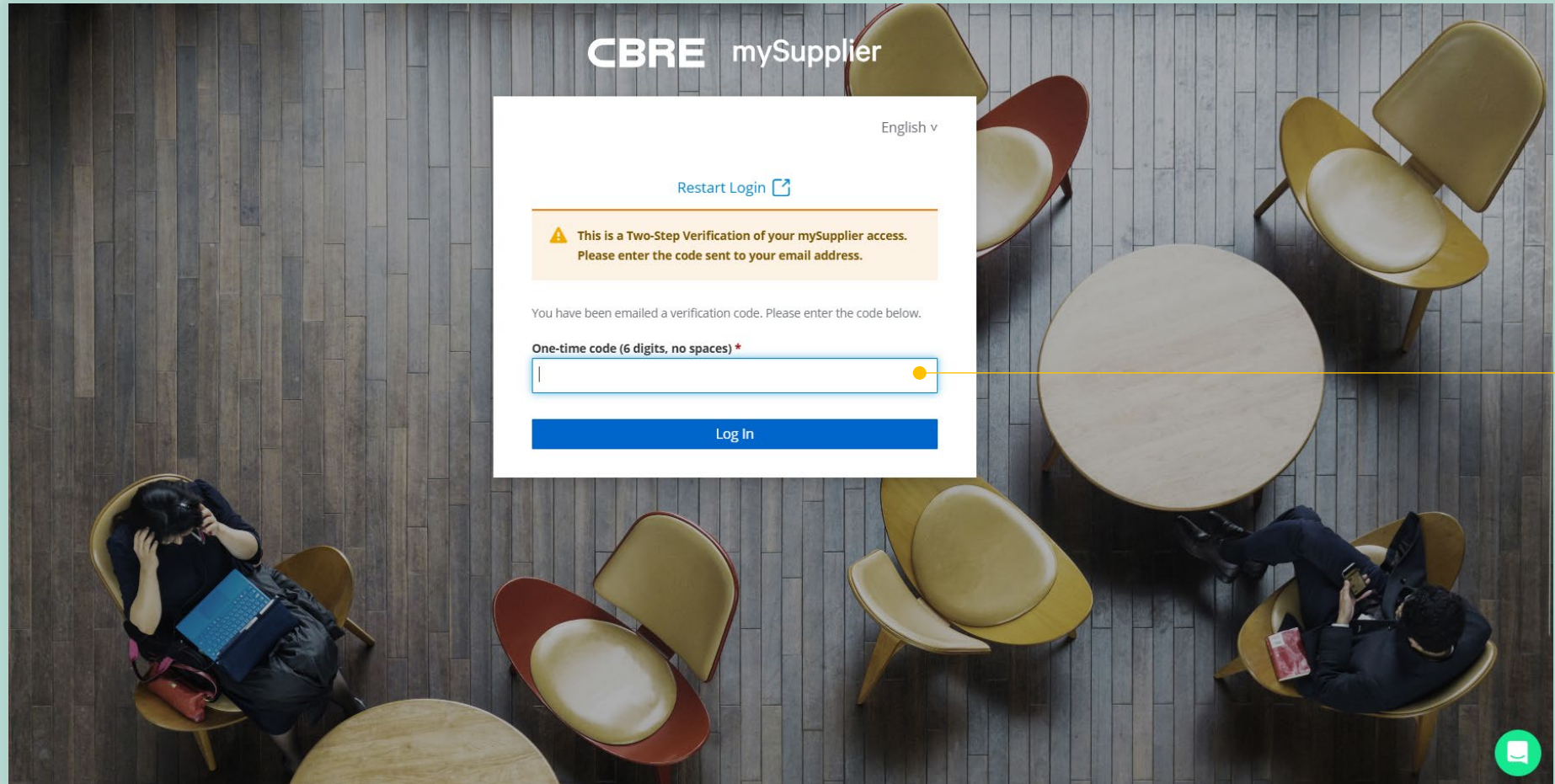
ÉTAPE 3 – CONNEXION

1. Saisissez votre adresse e-mail et votre mot de passe fournis au début du processus d'inscription.
2. **Chatbot** – Cliquez sur l'icône de chat verte en haut à droite de la page. Toutes vos demandes seront effectuées via cette fonctionnalité.



ÉTAPE 3 – CONNEXION

3. Saisissez votre code unique envoyé à votre adresse e-mail ou à votre application mobile.



ÉTAPE 4 - NAVIGATION

1. Cliquez sur « Mon profil d'entreprise » pour consulter, compléter ou mettre à jour votre profil.
2. Sélectionnez « Formation et ressources » pour accéder à tous les guides d'utilisation.
3. Sélectionnez l'assistance mySupplier pour obtenir une aide instantanée et des questions-réponses automatisées.
4. Vous pouvez suivre l'avancement de la création de votre profil ici.
5. Vous pouvez suivre ici l'avancement de l'intégration de votre entreprise.

The screenshot shows the mySupplier dashboard interface. At the top, there is a navigation bar with links for Home, My Company Profile, and Training And Resources. Below this is a large banner area with the text 'Welcome to mySupplier' and a background image of people working. A 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 the notification bar are three main sections: 'My Company Profile' (with a 'START HERE' button), 'Training and Resources' (with a graduation cap icon), and 'mySupplier Support' (with a headset icon). Below these sections are two progress bars: 'My Company Profile Progress' (showing 88% completion) and 'Company Profile Authorisation Status' (showing a four-step process: Profile in Progress, Profile Submitted, Profile Approved, and Onboarding Complete). At the bottom, there are two sections: 'Resources Quick Links' (listing New Supplier Registration Manual for UK and Ireland, Asia Pacific, and an Onboarding and Maintenance Checklist) and 'Latest mySupplier Updates' (showing 'No news to display, check back later').

Home My Company Profile Training And Resources

Welcome to mySupplier

1 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.

1 **My Company Profile** [START HERE](#)

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

2 **Training and Resources**

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

3 **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.

4 **My Company Profile Progress**

88%

Completed 109 ✓	To Do 15 □
--------------------	---------------

5 **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 [See all](#)

No news to display, check back later

ÉTAPE 4 – NAVIGATION

1. Cliquez sur les boutons fléchés ou passez à une autre section à l'aide des onglets de navigation.

Onglets de navigation

1

2. Chaque onglet affiche le nombre exact de questions obligatoires listées dans chaque section.

3. Veuillez prendre connaissance du consentement relatif à la protection des données. Veuillez cocher la case pour continuer.

The screenshot displays a registration interface with a sidebar of navigation tabs and a main content area. The sidebar tabs include: 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), and Submit Registration. The main content area is titled 'Introduction' and contains a 'Data Protection Consent' section. This section includes a paragraph about data sharing, a 'Required for GDPR purposes' heading, and a confirmation statement. Below this, it lists three purposes: i) your application for inclusion in the Database, ii) management and maintenance of the Database, and iii) provision of services to CBRE's clients which processing may include the instruction of a third party sub-processor. At the bottom of the consent section, there is a checkbox labeled 'All such processing shall be carried out in accordance with applicable law *'. The interface also features a top navigation bar with left and right arrows and a '1 / 13' indicator, and a bottom section titled 'Key Considerations'.

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

Introduction

1 / 13

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

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

ÉTAPE 5 – INFORMATIONS SUR L'ENTREPRISE

1. Votre identifiant fournisseur CBRE est visible dans votre profil une fois que votre entreprise est intégrée aux systèmes CBRE.
2. Répondez aux questions relatives aux politiques et aux conditions générales de CBRE pour passer aux questions d'identification de l'entreprise.

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
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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 I 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

☐

 **Conseil**

Toutes les questions marquées d'un astérisque (*) sont obligatoires et vous devez y répondre pour finaliser votre inscription.

La saisie est automatiquement enregistrée et acceptée lorsque Une coche verte apparaît

ÉTAPE 5 – INFORMATIONS SUR L'ENTREPRISE

3. Veuillez compléter toutes les informations dans les sections suivantes, de la présentation de l'entreprise aux catégories de biens et services.

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

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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 >

3

ÉTAPE 5 – INFORMATIONS SUR L'ENTREPRISE

4. Fournissez des mots clés qui aideront les demandeurs d'affaires à mieux trouver votre entreprise grâce à une recherche en texte libre (ex : Nettoyage, entretien ménager, formation, etc.).



Conseil

Veuillez noter que pour certains services fournis à CBRE ou à ses clients, nous vous demanderons de télécharger les certificats et assurances relatifs à ces services. Vous trouverez la liste des documents requis ci-dessous.

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

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Diversity	1
Business Interruption	1
Insurances	9
Licences, Permits & Certificates	14
Government Affiliations & Legal or Financial Judgements	5
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 *

ÉTAPE 6 – INFORMATIONS DE CONTACT ET DE COMPTE

Veuillez nous fournir les coordonnées des représentants autorisés au sein de votre organisation qui pourront être contactés par CBRE.

1. Le rôle de personne de contact principale est le plus important, car cette personne sera la seule autorisée à accorder l'accès aux autres utilisateurs de votre organisation.
2. Vous pourrez facilement remplacer les coordonnées par les nouvelles en cas de changement de personnel à l'avenir.
3. Vous pouvez également accorder des droits d'accès spécifiques à chaque utilisateur.

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

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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

IMPORTANT

Pour des raisons de sécurité des données, la section « Personne à contacter en priorité » ne peut être mise à jour que par la personne désignée dans cette section. Toutes les autres sections de contact de cet onglet ne peuvent être mises à jour que par la personne à contacter en priorité.

Conseil

Pour donner accès aux autres membres de l'équipe, veuillez cocher l'option « Connexion au profil du problème » afin de leur envoyer le lien d'accès.

Vous pourrez ensuite sélectionner une option permettant aux membres de l'équipe sélectionnés de recevoir des notifications ou de modifier leurs informations fiscales/bancaires.

ÉTAPE 6 – INFORMATIONS DE CONTACT ET DE COMPTE

4. Ajoutez les coordonnées des autres membres de l'équipe, tels que le contact secondaire, le responsable des finances et le gestionnaire des bons de commande, pour leur donner accès au profil mySupplier .
5. Veuillez indiquer l' **adresse électronique pour les avis de virement** dans la section Gestionnaire financier.
6. Veuillez indiquer l' **adresse électronique pour les bons de commande** dans la section « Bons de commande ».

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

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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

ÉTAPE 7 – QUALITÉ, SANTÉ, SÉCURITÉ ET ENVIRONNEMENT (QSSE)

1. Répondez à la question principale concernant les travaux à haut risque afin de nous permettre de mieux comprendre la nature de vos services.

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

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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.☐☐☐☐☐☐☐☐☐☐

ÉTAPE 7 – QUALITÉ, SANTÉ, SÉCURITÉ ET ENVIRONNEMENT (QSSE)

- Si vous êtes un fournisseur à haut risque QHSE, vous devez fournir des informations complémentaires à un organisme tiers qui réalisera une évaluation indépendante. Ce service est payant.
- mySupplier est connecté au portail SafeContractor ; vous pouvez donc consulter le statut SafeContractor en sélectionnant « Oui » et en effectuant une vérification automatisée basée sur le numéro d'enregistrement de l'organisation fourni dans l'onglet Informations sur l'entreprise.
- Si votre inscription est introuvable, saisissez votre numéro de certificat SafeContractor pour effectuer la vérification de deuxième niveau.

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

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Quality, Health, Safety and Environment (QHSE) 2

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Environmental Social and Governance (ESG) 6

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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](#)

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ÉTAPE 8 – INFORMATIONS FISCALES ET BANCAIRES

1. Veuillez remplir soigneusement la section « Informations fiscales ». CBRE vérifiera le numéro fourni auprès des registres publics.
2. Veuillez vous assurer que la question relative au régime de retenue à la source est correctement remplie. CBRE vérifiera votre réponse auprès des registres publics compétents, par exemple auprès du HMRC pour le Royaume-Uni.

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

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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/>

ÉTAPE 8 – INFORMATIONS FISCALES ET BANCAIRES

3. Veuillez remplir soigneusement la section « Coordonnées bancaires ». CBRE effectuera une vérification indépendante des coordonnées bancaires fournies.



Conseil

Pour consulter la liste complète des exigences et les directives sur la manière de nous fournir vos coordonnées bancaires en toute sécurité, [cliquez ici](#), sélectionnez votre pays et faites défiler jusqu'à Informations bancaires.

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

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Insurances	10
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Submit Registration	

IMPORTANT

Les informations figurant dans la section « **Coordonnées bancaires** » seront utilisées pour mettre à jour tous les systèmes financiers pertinents de CBRE afin de traiter vos factures.

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 *

ÉTAPE 8 – INFORMATIONS FISCALES ET BANCAIRES

4. Veuillez lire attentivement les instructions figurant sur le papier à en-tête requis dans la section « Documents d'immatriculation de la société et coordonnées bancaires ».
5. Veuillez vous assurer que le papier à en-tête contenant toutes les informations requises est enregistré au format PDF et téléchargé à des fins de vérification indépendante des coordonnées bancaires.

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) v

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

IMPORTANT

Veuillez noter qu'un en-tête incorrect est l'une des raisons les plus fréquentes pour lesquelles les dossiers d'inscription des fournisseurs sont renvoyés aux fournisseurs pour correction. Pour obtenir des conseils et télécharger un modèle d'en-tête, [cliquez ici](#).

ÉTAPE 9 – HISTORIQUE DE L'ENTREPRISE ET HISTORIQUE FINANCIER

1. Vous devez fournir le chiffre d'affaires annuel de votre organisation, information essentielle pour comprendre la taille de votre entreprise et appliquer une approche appropriée lors du contrôle de conformité.

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

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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 

ÉTAPE 10 – ENVIRONNEMENT, SOCIAL ET GOUVERNANCE

Cette section porte sur les politiques de votre organisation. Il est important pour CBRE de comprendre votre adhésion à ses valeurs et normes commerciales.

Dans le cadre de cette évaluation, les fournisseurs doivent être prêts à fournir des réponses et des documents justificatifs relatifs aux relations de travail et aux pratiques en matière d'esclavage moderne. Veuillez vous assurer que les informations et les preuves pertinentes sont disponibles avant de procéder à l'évaluation.

Vous trouverez plus d'informations sur le programme d'évaluation de la durabilité des fournisseurs de CBRE via EcoVadis à la page suivante.

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

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Business Interruption	1
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

Labour Relations

Modern Slavery

Governance and Environment

Évaluations de la durabilité des fournisseurs

Alimenté par
ecovadis



En 2014, CBRE a commencé à obtenir des fiches d'évaluation EcoVadis pour ses propres activités, dans le but de démontrer ses pratiques de gestion durable à ses clients.

CBRE détient désormais la notation Argent d' EcoVadis , faisant partie des 15 % meilleures entreprises au monde.

Depuis 2019, CBRE utilise EcoVadis pour étayer son programme d'approvisionnement responsable et utilise les données pour suivre les progrès réalisés en matière d'indicateurs clés de performance (KPI) de durabilité tout au long de la chaîne d'approvisionnement.

CBRE

Achats responsables

Pour en savoir plus sur le programme d'évaluation de la durabilité des fournisseurs de CBRE, [cliquez ici](#).

Qu'est-ce qu'une évaluation de la durabilité ?

La notation EcoVadis couvre un large éventail de systèmes de gestion extra-financiers, notamment les impacts environnementaux, sociaux et relatifs aux droits humains, à l'éthique et aux achats durables. Chaque entreprise est évaluée sur les enjeux importants liés à sa taille, sa localisation et son secteur d'activité.

Des tableaux de bord faciles à lire fournissent des indications sur les points forts et les axes d'amélioration, qui peuvent être utilisés pour cibler les efforts de développement durable et élaborer des plans d'action correctifs pour améliorer la performance en matière de développement durable.

Comment ça marche ?

Regardez cette [vidéo de 5 minutes expliquant comment fonctionnent les évaluations de durabilité](#)

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Quels fournisseurs sont invités à participer ?

CBRE invite les types de fournisseurs suivants à se soumettre à des évaluations de durabilité des fournisseurs.

- partenaires fournisseurs du programme de partenaires privilégiés de CBRE
- Fournisseurs au service d'un client doté d'un programme de développement durable ciblé
- Fournisseurs qualifiés contribuant aux principaux risques ESG liés à la chaîne d'approvisionnement identifiés par CBRE, selon l'évaluation de CBRE

Pourquoi CBRE invite-t-elle les fournisseurs à EcoVadis ?

Pour en savoir plus sur [le programme d'évaluation de la durabilité des fournisseurs de CBRE](#), ou pour nous contacter, veuillez écrire à responsible.procurement@cbre.com.

Que devra faire notre entreprise ?

1. Inscrivez votre entreprise sur la [plateforme EcoVadis](#)
2. Accédez au questionnaire spécialement conçu pour votre entreprise
3. Choisissez la formule d'abonnement aux évaluations qui vous convient.
4. Veuillez soumettre le questionnaire dûment rempli, accompagné des pièces justificatives existantes pour appuyer vos réponses.
5. Une fois votre fiche d'évaluation reçue, partagez les résultats avec CBRE et vos autres clients.

Quelles informations sont nécessaires ?

Regardez cette [vidéo de 5 minutes expliquant comment remplir le questionnaire](#).
[Assistance EcoVadis](#) en 14 langues

Pourquoi notre entreprise devrait-elle participer ?

En participant, votre entreprise bénéficiera des avantages suivants :

- ✓ Faites-vous remarquer en tant que fournisseur durable agréé par CBRE*
- ✓ Démontrez comment votre entreprise aide ses clients à s'adapter à l'évolution des exigences réglementaires et du marché en matière de développement durable.
- ✓ Partagez vos compétences avec des milliers d'entreprises du réseau EcoVadis
- ✓ Accédez aux étapes spécifiques pour améliorer votre note de durabilité

(*) Si vous atteignez le seuil de performance

Quels avantages votre entreprise retire-t-elle de sa participation ?

Pour en savoir plus sur [les avantages de l'évaluation EcoVadis](#), [cliquez ici](#).

ÉTAPE 11 – DIVERSITÉ

1. Si vous répondez « Oui » aux premières questions, vous devrez répondre à d'autres questions.

Vous trouverez plus d'informations sur les catégories de certification et les groupes de défense des intérêts à la page suivante.

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

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Insurances	10
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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

ÉTAPE 11 – DIVERSITÉ

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

ÉTAPE 12 – INTERRUPTION DES ACTIVITÉS

1. Sélectionnez les réponses pertinentes afin que CBRE puisse comprendre si et comment vous gérez les données au sein de vos systèmes.

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

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Business Interruption	
Insurances	10
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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





ÉTAPE 13 – ASSURANCES

IMPORTANT

Veillez ne pas ignorer les notifications automatiques par e-mail, car vous disposez de 60 jours pour mettre à jour votre profil avant que votre organisation ne perde son statut de fournisseur CBRE.

1. Les deux premiers types d'assurance sont obligatoires pour tous les fournisseurs de CBRE. Veuillez indiquer le nom de l'assureur, la date d'expiration et le niveau de garantie, puis joindre une copie de l'attestation d'assurance.

2. Nous surveillons les dates d'expiration des assurances ; par conséquent, le système vous avertira de mettre à jour les informations et de télécharger le document à jour dès son expiration.

3. Répondez à la question supplémentaire concernant l'étendue des biens et services que vous fournissez à CBRE.

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

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Diversity
Business Interruption
Insurances
Licences, Permits & Certificates
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Submit Registration

Insurances

Does your company operate in a jurisdiction where employee injury or work-related illness coverage is provided through mandatory employer contributions to a state-funded or government-run scheme? *

☒ Yes ☐ No

Please provide details of your company's insurance coverage for employee injury or work-related illness, including any statutory workers' injury or compensation schemes mandated by your local government (e.g., employer's liability insurance or workers' compensation, or as applicable in your country).

Name of Insurance Provider *

Expiry Date *

Insurance Policy Currency *

Please provide details of your company's insurance coverage for employee injury or work-related illness, including any statutory workers' injury or compensation schemes mandated by your local government (e.g., employer's liability insurance or workers' compensation, or as applicable in your country).

Name of Insurance Provider *

Expiry Date *

Indemnity Level *

Insurance Policy Currency *

To understand if your business holds the required insurances for the scope of goods and services you will be providing to CBRE and/or its clients, for the duration of the engagement with CBRE, please check all that apply.

☐ Do you manufacture or supply products
☐ Will you be working onsite at a manufacturing facility or environment
☐ Will your employees have access to CBRE and/or clients IT systems
☐ Will you undertake Project related works
☐ Are you providing any design, consultancy, or professional services or advice



Conseil

Veillez vous assurer que les informations figurant sur le document joint correspondent à celles saisies dans la section assurance.

ÉTAPE 14 – LICENCES, PERMIS ET CERTIFICATS

1. Veuillez vérifier que vous disposez des documents nécessaires attestant que vous êtes en mesure de réaliser les prestations que vous avez sélectionnées dans l'onglet QHSE.
2. Répondez à la question relative aux certificats ISO.
3. Si vous en possédez un, veuillez télécharger le document accompagné des autres informations essentielles dans la section « Certificat ».
4. Pour télécharger d'autres certificats en votre possession, saisissez leur nom dans le champ prévu à cet effet et cliquez sur le bouton « + ». Une section dédiée aux certificats sera alors créée pour que vous puissiez la compléter.

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

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Company & Financial History
Environmental Social and Governance (ESG)
Diversity
Business Interruption
Insurances
Licences, Permits & Certificates
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Submit Registration


Conseil

Veuillez vous assurer que les informations figurant sur le document joint correspondent à celles saisies dans la section « Certificat ».

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.?

Management Systems (ISO) Certificate

Certificate Reference e.g. OHS 500795

Issuer of licence, permit or certificate

Date of Issue of licence, permit or certificate

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

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

ÉTAPE 15 – AFFILIATIONS GOUVERNEMENTALES ET LIENS JURIDIQUES OU FINANCIERS

JUGEMENTS

Toutes les questions de cet onglet sont obligatoires.

Si vous répondez « Oui » à l'une des questions, veuillez fournir des informations complémentaires.

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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

ÉTAPE 16 – SOUMETTRE L'INSCRIPTION

1. Toutes les questions des onglets seront acceptées et considérées comme réussies une fois que des coches vertes apparaîtront sur tous les onglets.
2. Cliquez sur le bouton « Soumettre l'inscription » pour l'envoyer à CBRE pour examen.

 Your profile is ready to submit for onboarding review [Submit Profile](#)

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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 with a star. If the mandatory questions have not been answered, they will be highlighted to you when you click the "registration" button below. Your registration form will not be submitted to CBRE until all mandatory questions are answered.

Submit Registration

Que va-t-il se passer ensuite ?

Votre inscription sera examinée par CBRE et vous pourriez être contacté(e) pour clarifier vos réponses ou fournir des informations complémentaires.

Si votre candidature en tant que fournisseur CBRE est retenue, vous en serez informé. Vous pourrez ensuite gérer les informations relatives à votre entreprise via mySupplier .

ÉTAPE 17 – COURRIEL DE CONFIRMATION

Vous recevrez un courriel de confirmation à l'adresse électronique indiquée dans votre profil 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.

SCÉNARIO DE NOUVELLE CANDIDATURE – RETOUR DE LA DEMANDE

Si votre demande vous est retournée après examen par CBRE, vous recevrez une notification par courriel vous invitant à vous connecter à mySupplier et à fournir les informations ou documents manquants.

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.

CONTACTS ET AIDE

Si vous avez besoin d'aide supplémentaire pour finaliser votre inscription, veuillez consulter le [portail de formation des fournisseurs](#).

[chatbot mySupplier](#) est également disponible pour les demandes urgentes.

Merci!