

mySupplier

Intégration des fournisseurs

Nouveau manuel d'enregistrement
des fournisseurs

Mars 2026



INTRODUCTION

Bienvenue sur mySupplier de CBRE

Manuel d'enregistrement pour les nouveaux fournisseurs

CBRE s'engage fermement à mener des affaires avec la plus grande intégrité et à promouvoir une conduite commerciale éthique au sein de notre communauté de fournisseurs.

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

mySupplier est la porte d'entrée de CBRE vers l'intégration, la conformité et l'engagement avec les fournisseurs, qui vous permet de gérer vous-même les informations de votre entreprise et les documents de référence importants, et de démontrer votre conformité aux normes commerciales de CBRE

Ce manuel vous guidera dans les étapes pour compléter le processus d'inscription en ligne.

Si vous avez besoin d'un soutien supplémentaire, vous pouvez vous référer au portail de formation des fournisseurs :

[Lien vers le portail de formation](#)

EXIGENCES DU FOURNISSEUR POUR S'ENREGISTRER SUR MYSUPPLIER

Pour faciliter la soumission de votre inscription et le respect des conditions d'intégration, CBRE a préparé un site avec la liste des exigences par pays.

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

The screenshot displays the 'MySupplier Training Portal' on the CBRE website. The page is titled 'Suppliers MySupplier Training Portal'. A navigation bar includes 'Overview', 'Training Guides', 'FAQ', 'Requirements Checklist' (highlighted with a yellow dot and a line extending to a '1' in a yellow circle), and 'Contact Info'. Below the navigation bar, the 'Requirements Checklist' section is visible, featuring a grey button that says 'Click a country below for more information.' Below this button is a list of countries with dropdown arrows: 'U.K. & Ireland', 'Australia', 'China', and 'Hong Kong'. A yellow dot is placed on the dropdown arrow for 'U.K. & Ireland', with a line extending to a '2' in a yellow circle.

ÉTAPE 1 – ENREGISTREMENT DES FOURNISSEURS ET EMAIL DE BIENVENUE

CBRE mySupplier

1. Cliquez sur le lien pour enregistrer votre organisation et définir un mot de passe.

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](mailto:magdalenamorzanowska@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

2. Votre nom d'utilisateur pour accéder à votre profil est fourni juste en dessous du lien,

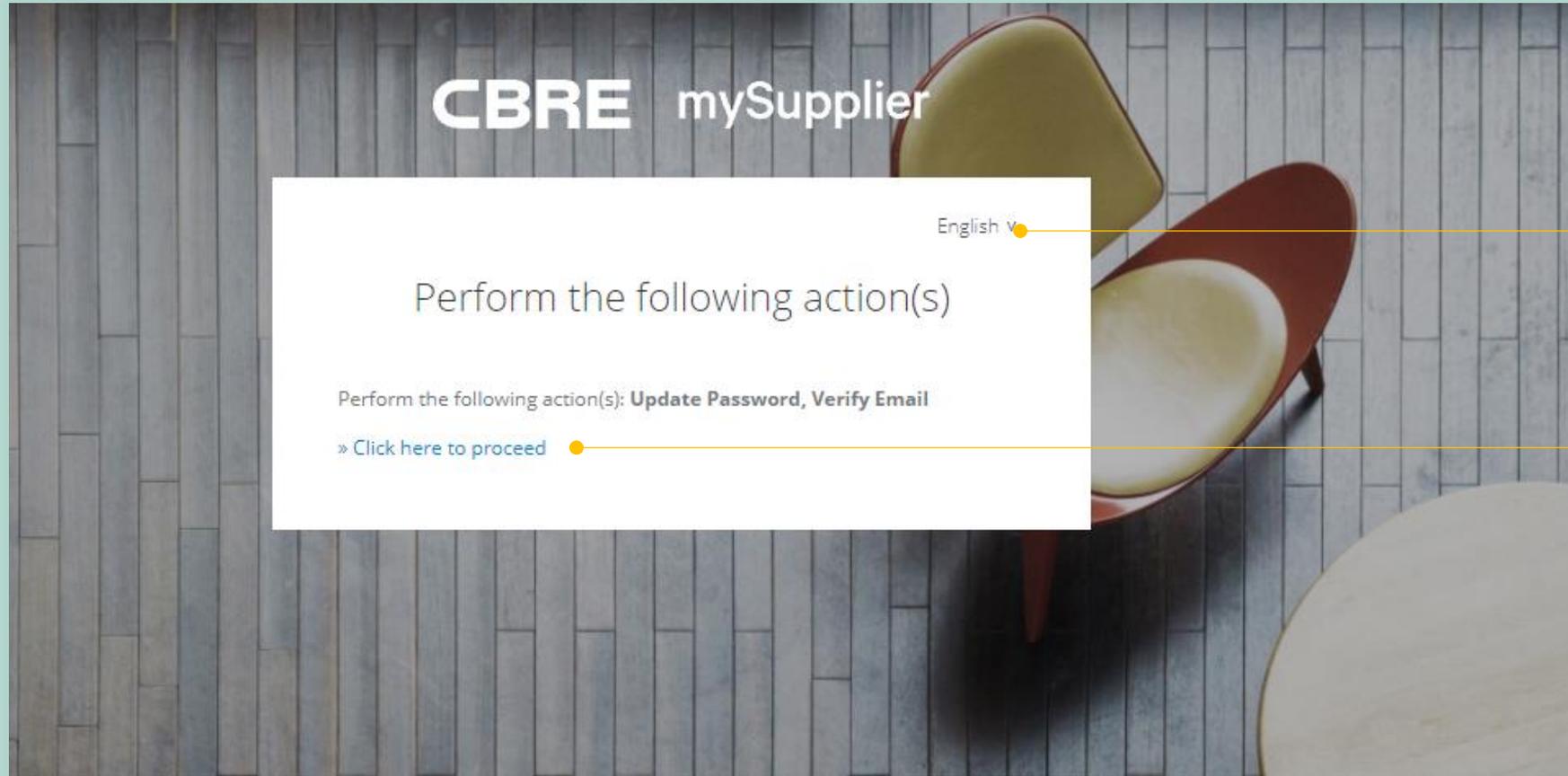


Conseil

Veuillez noter que tous les e-mails d'invitation mySupplier à s'inscrire et les réinitialisations de mot 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 de réinitialisation de mot de passe pour vous connecter, veuillez mettre votre

ÉTAPE 2 – RÉINITIALISATION DU MOT DE PASSE ET VALIDATION DES 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 DES E-MAILS

3. Configurez votre mot de passe en suivant les consignes de création du mot de passe.
4. Cliquez sur Soumettre pour procéder

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.

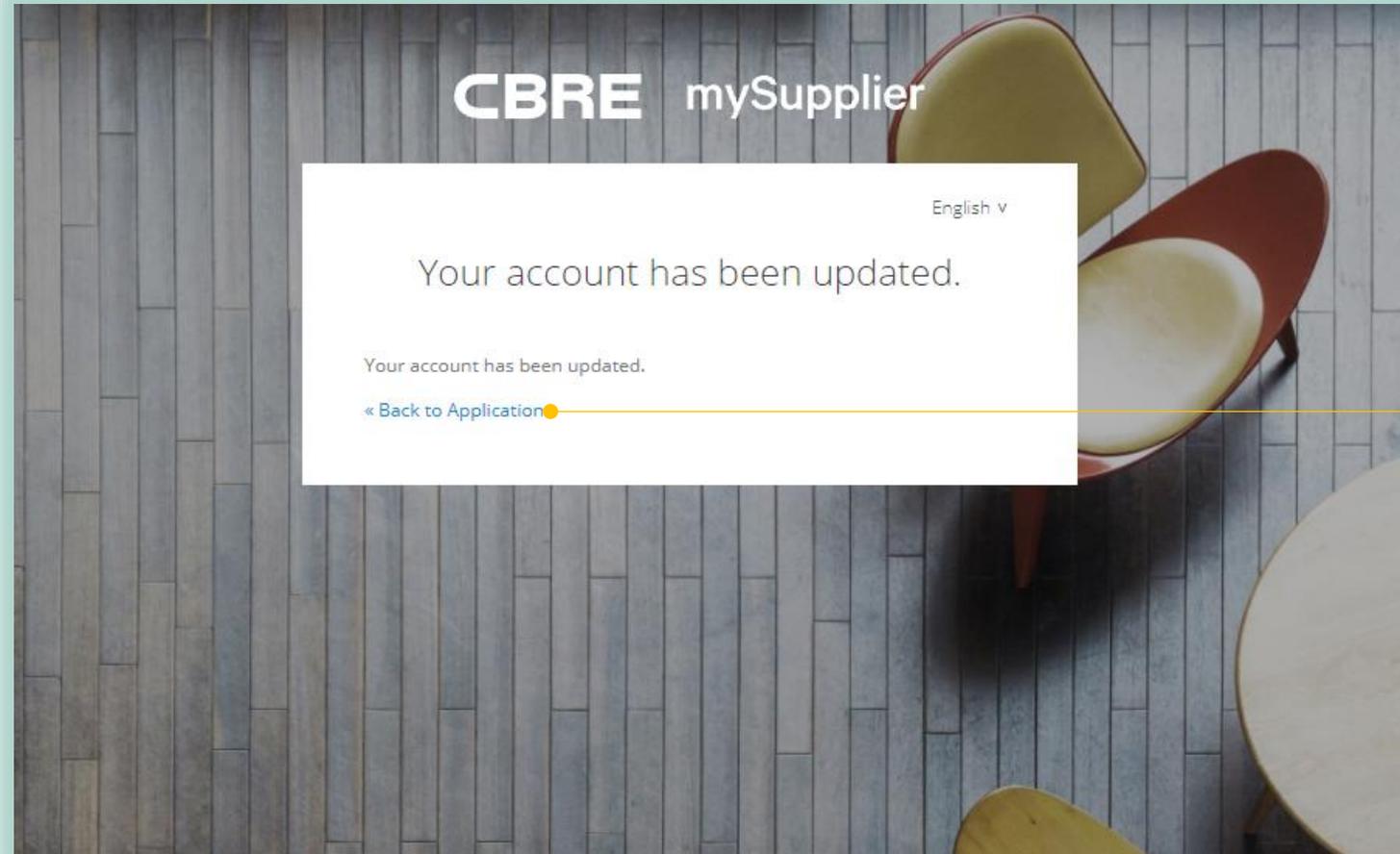
New Password

Confirm password

Submit

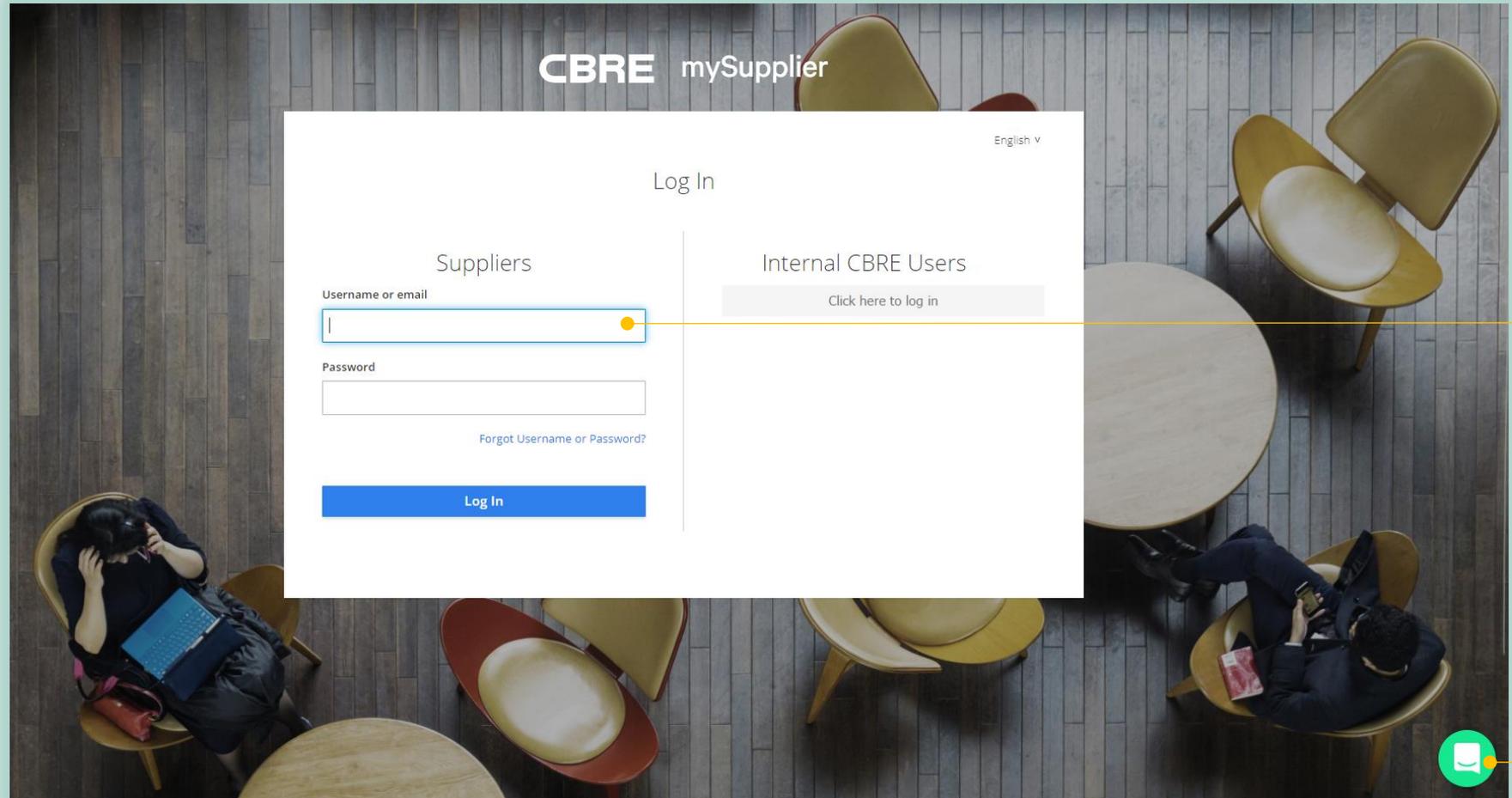
ÉTAPE 2 – RÉINITIALISATION DU MOT DE PASSE ET VALIDATION DES E-MAILS

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



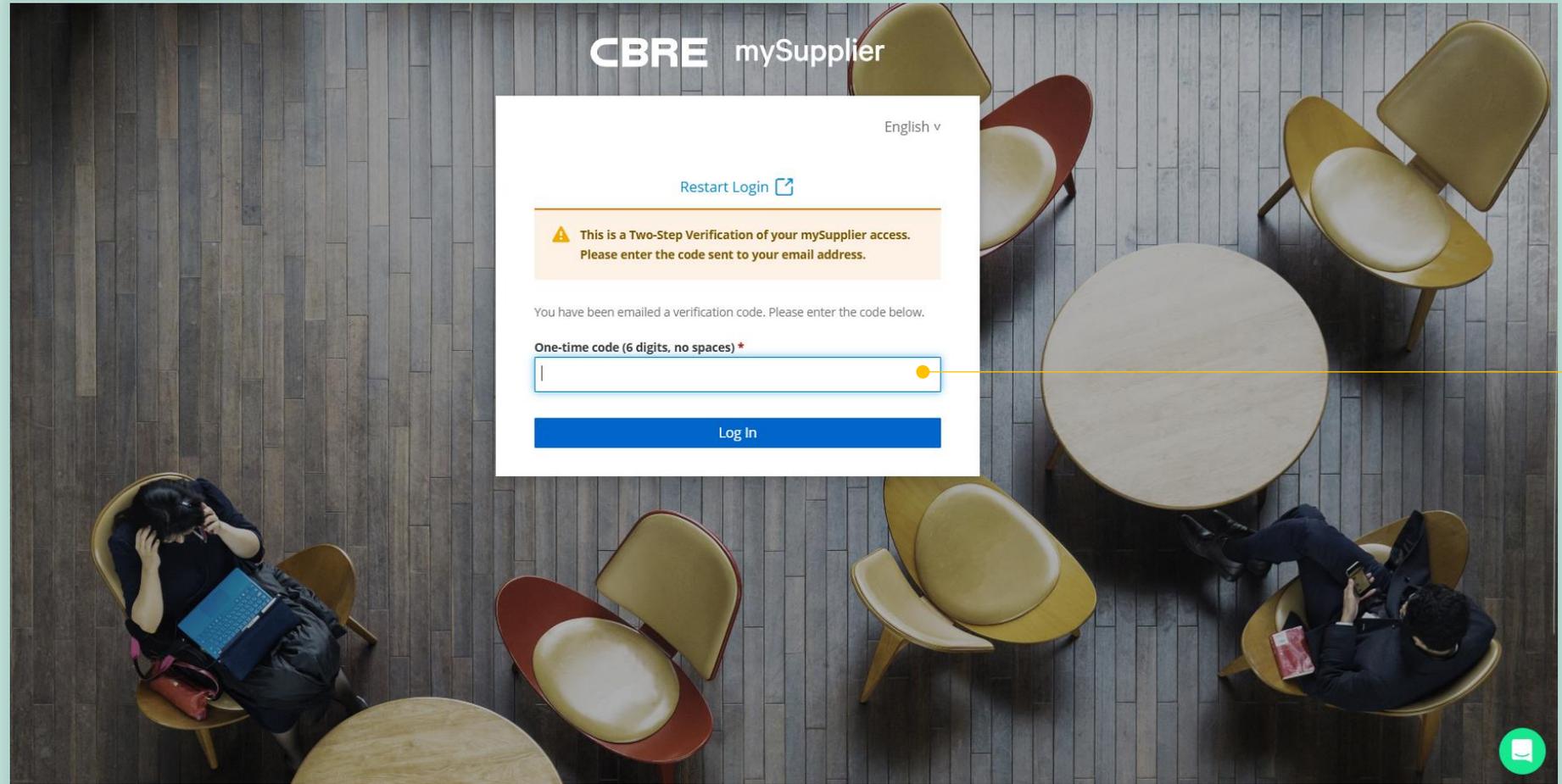
ÉTAPE 3 – CONNEXION

1. Saisissez votre adresse e-mail et votre mot de passe fournis au début du processus d'inscription.
2. **Chatbot** – cliquez sur la fonction de chat vert dans le coin droit de la page. Toutes vos questions seront posées via cette fonctionnalité.



ÉTAPE 3 – CONNEXION

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



ÉTAPE 4 – NAVIGUER

1. Cliquez sur le profil Mon entreprise pour consulter, compléter ou mettre à jour votre profil.
2. Sélectionnez Formation et Ressources pour accéder à tous les guides utilisateurs.
3. Sélectionnez le support mySupplier pour une aide instantanée et une séance de questions-réponses automatisée.
4. Vous pouvez consulter l'avancement de la complétion de votre profil ici.
5. Vous pouvez consulter l'avancement de l'intégration de votre entreprise ici.

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 header section with the text 'Welcome to mySupplier' and a background image of people working. A notification banner 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 are three main action cards: 'My Company Profile' (with a 'START HERE' button), 'Training and Resources' (with a graduation cap icon), and 'mySupplier Support' (with a headset icon). The 'My Company Profile Progress' section shows an 88% completion bar and a table with 109 completed items and 15 to-do items. The 'Company Profile Authorisation Status' section shows a progress bar with four steps: Profile in Progress, Profile Submitted, Profile Approved, and Onboarding Complete, all marked with green checkmarks. The 'Resources Quick Links' section lists three links: 'New Supplier Registration Manual (UK and Ireland)', 'New Supplier Registration Manual (Asia Pacific)', and 'Onboarding and Maintenance Checklist'. The 'Latest mySupplier Updates' section shows 'No news to display, check back later'. A chat icon is visible in the bottom right corner. Numbered callouts 1 through 5 are overlaid on the image, pointing to the 'My Company Profile' card, the 'Training and Resources' card, the 'mySupplier Support' card, the 'My Company Profile Progress' section, and the 'Onboarding Complete' step in the progress bar, respectively.

ÉTAPE 4 – NAVIGUER

1. Cliquez sur les boutons flèches ou passez à une autre section via les onglets de navigation.

Onglets de navigation

1

2. Chaque onglet affiche un nombre exact de toutes les questions obligatoires listées dans chaque section.

3. Veuillez consulter le Consentement à la Protection des Données. Veuillez cocher la case pour continuer.

The screenshot shows a registration form with a navigation sidebar on the left and a main content area on the right. The sidebar contains a list of sections with question counts: 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 displays the 'Data Protection Consent' section. The consent text states: '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.' It is required for GDPR purposes. The user confirms that they have notified or shall notify any employees of their Company whose personal information they provide (the "Relevant Employees") in completing their application for inclusion in CBRE's database of approved/preferred suppliers (the "Database") and creation of records within the Database. The user acknowledges and consents on their 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, 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 for 'All such processing shall be carried out in accordance with applicable law' which is currently unchecked. The form also includes navigation arrows and a '1 / 13' indicator.

Section	Number of Questions
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	

1

2

3

ÉTAPE 5 – INFORMATIONS SUR L'ENTREPRISE

1. Votre identifiant fournisseur CBRE est visible dans votre profil une fois votre entreprise intégrée aux systèmes CBRE.

2. Remplissez les questions sur les Politiques et Conditions Générales 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
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)

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 *

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? *

Yes No

CBRE Terms & Conditions

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

Conseil

Toutes les questions avec * sont obligatoires et doivent être répondues pour compléter votre inscription

L'entrée est sauvegardée automatiquement et acceptée lorsque le coche vert apparaît

ÉTAPE 5 – INFORMATIONS SUR L'ENTREPRISE

3. Complétez toutes les informations dans les sections suivantes, de la Présentation de l'entreprise à Catégories Biens & Services.

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

ÉTAPE 5 – INFORMATIONS SUR L'ENTREPRISE

4. Fournissez des mots-clés qui aideront les demandeurs d'entreprise à mieux trouver votre entreprise grâce à une recherche libre (ex : nettoyage, concierge, formation, etc.).

Conseil

Veillez noter que pour certains services fournis à CBRE ou à ses clients, nous vous demanderons de télécharger des certificats et des assurances liés à ces services particuliers. Trouvez ci-dessous la liste des documents

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	

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 – COORDONNÉES ET INFORMATIONS DE COMPTE

Veillez nous fournir les coordonnées des représentants autorisés de votre organisation à contacter par CBRE.

1. La personne de contact principale est le rôle le plus important car la personne sera la seule autorisée à accorder l'accès aux autres utilisateurs de votre organisation.
2. Vous pouvez simplement éclipser les coordonnées avec les nouvelles en cas de changement futur de personnel.
3. Vous pouvez également accorder des droits d'accès spécifiques à chaque utilisateur.

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

Introduction	1
Company Information	9
Contact & Account Information	28
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	

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 *

User Settings [?](#)

- Issue Profile Login [?](#)
- Receive Notifications
- Edit Tax/Banking

IMPORTANT

Pour des raisons de sécurité des données, la section Personne de contact principale peut être mise à jour par la personne désignée dans cette section. Toutes les autres sections de contact de cet onglet peuvent être mises à jour uniquement par la personne principale à contact.

Conseil

Pour donner accès aux autres membres de l'équipe, veuillez cocher l'option Connexion du profil de problème pour émettre le lien d'accès à vos membres.

Par la suite, vous pouvez choisir une option pour que les membres sélectionnés reçoivent des notifications ou pour modifier les informations fiscales/bancaires.

1

2

3

ÉTAPE 6 – COORDONNÉES ET INFORMATIONS DE COMPTE

4. Ajoutez les coordonnées d'autres membres de l'équipe comme Contact secondaire, Finances, Gestionnaire des ordres de travail pour leur donner accès au profil mySupplier.

5. Veuillez fournir l'adresse Email pour les conseils de transfert de fonds dans la section Responsable financier.

6. Veuillez fournir l'adresse e-mail pour les bons de commande dans la section des bons de commande.

Please fill out all mandatory questions and click "Submit Registration" X	
Introduction	1
Company Information	9
Contact & Account Information	28
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	

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 (QHSE)

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

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

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

- Si vous êtes un fournisseur QHSE à haut risque, il est possible que vous soyez invité à fournir des informations supplémentaires.
- Les questions concernant les interventions et les accidents du travail sont obligatoires.

The screenshot shows a registration form with a table of contents on the left and two main sections on the right. The table of contents lists various sections with their respective question counts. The 'Quality, Health, Safety and Environment (QHSE)' section is highlighted in blue. The right-hand sections are 'QHSE Risk Assessment Requirements' and 'QHSE Related Incidents'. The 'QHSE Risk Assessment Requirements' section contains two paragraphs of text. The 'QHSE Related Incidents' section contains two questions with radio button options for 'Yes' and 'No'. Three yellow callout boxes with numbers 2, 3, and 3 are connected to specific elements in the form: the first points to the first paragraph in the 'QHSE Risk Assessment Requirements' section, the second points to the 'No' radio button in the first question of the 'QHSE Related Incidents' section, and the third points to the 'No' radio button in the second question of the 'QHSE Related Incidents' section.

Please fill out all mandatory questions and click "Submit Registration" X	
Introduction	1
Company Information	13
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	3
Tax & Banking Information	8
Company & Financial History	3
Environmental Social and Governance (ESG)	6
Diversity	1
Business Interruption	1
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	9
Submit Registration	

QHSE Risk Assessment Requirements

To ensure appropriate safety and compliance measures are in place, a member of the QHSE team may be in touch to request further information and supporting evidence of your control measures.

We appreciate your cooperation in maintaining the highest standards of health, safety, and environmental performance.

QHSE Related Incidents

Has your business received any regulatory interventions (e.g. prosecutions, fines, other sanctions) in relation to health and safety or environmental matters over the last 5 years? * Yes No

Has your business had a fatal occupational incident in the past 3 years? * Yes No

ÉTAPE 8 – INFORMATIONS FISCALES ET BANCAIRES

1. Veuillez remplir soigneusement la section Informations fiscales. CBRE vérifiera le numéro fourni avec les registres publics.
2. Assurez-vous que la question sur le régime de retenue à la source est correctement remplie. CBRE vérifiera votre réponse dans les registres publics concernés, par exemple HMRC pour le Royaume-Uni.

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

Introduction	1
Company Information	12
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	4
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	

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 Informations bancaires. CBRE effectuera une vérification indépendante des informations bancaires des informations bancaires fournies.

Conseil

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

IMPORTANT

Les informations dans la **section Détails bancaires** seront utilisées pour mettre à jour tous les systèmes CBRE Finance pertinents afin de traiter vos factures.

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

Introduction	1
Company Information	12
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	4
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	

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 sur l'en-tête à en- vous requises dans les documents d'enregistrement de l'entreprise et de détails bancaires. Section.
5. Assurez-vous que l'en-tête contenant tous les détails listés soit enregistré en PDF et téléchargé dans le but de la vérification indépendante des informations bancaires.

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

Introduction	1
Company Information	12
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	4
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	

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

IMPORTANT

Gardez à l'esprit qu'un papier à en-tête incorrect est l'une des raisons les plus fréquentes pour lesquelles les soumissions d'enregistrement des fournisseurs sont renvoyées aux fournisseurs pour correction. Pour des conseils et un modèle d'en-tête, téléchargez [ici](#)

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ÉTAPE 9 – HISTORIQUE DE L'ENTREPRISE ET DES FINANCES

1. Vous devez fournir à votre organisation un chiffre d'affaires annuel, ce qui est essentiel pour comprendre la taille de votre entreprise et appliquer une approche correcte lors de la vérification de la conformité.

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

ÉTAPE 10 – ENVIRONNEMENT, SOCIAL ET GOUVERNANCE

Cette section porte sur les politiques de votre organisation. Il est important, ou CBRE, de comprendre votre alignement avec les valeurs commerciales de CBRE.

Pour plus d'informations, consultez le programme d'évaluation de la durabilité des fournisseurs du CBRE via EcoVadis à la page suivante.

 Please fill out all mandatory questions and click "Submit Registration" X	Labour Relations
Introduction	Modern Slavery
Company Information 1	
Contact & Account Information 29	
Quality, Health, Safety and Environment (QHSE) 3	Governance and Environment
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	

Évaluations de la durabilité des fournisseurs

Alimenté par
ecovadis



En 2014, CBRE a commencé à obtenir des fiches de bord EcoVadis pour nos propres opérations commerciales, dans le but de démontrer nos pratiques de gestion durable à nos clients.

CBRE détient désormais une note Gold d'EcoVadis, qui fait partie des 5 % les plus grandes entreprises mondiales.

Depuis 2019, CBRE utilise EcoVadis pour soutenir son programme d'approvisionnement durable et utilise ces données pour suivre les progrès par rapport aux indicateurs clés de performance de durabilité tout au long de la chaîne d'approvisionnement.

CBRE

Approvisionnement durable

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 non financiers, notamment les impacts environnementaux, du travail et des droits de l'homme, l'éthique et les marchés publics durables. Chaque entreprise est évaluée sur les questions matérielles en fonction de la taille, de l'emplacement et du secteur d'activité de son entreprise.

Des feuilles de bord faciles à lire fournissent des indications sur les points forts et les domaines d'amélioration, qui peuvent être utilisées pour concentrer les efforts de durabilité et élaborer des plans d'action correctives pour améliorer la performance en durabilité.

Comment cela fonctionne-t-il ?

Regardez cette vidéo de 5' [sur le fonctionnement des évaluations de durabilité](#)

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Quels fournisseurs sont invités à participer ?

CBRE invite les types de fournisseurs suivants à passer des évaluations de durabilité des fournisseurs

- Les partenaires fournisseurs du programme de partenaires privilégiés de CBRE
- Fournisseurs qui desservent un client ayant un programme de durabilité ciblé
- Fournisseurs qualifiés contribuant aux principaux risques ESG de CBRE dans la chaîne d'approvisionnement, selon l'évaluation de CBRE

Pourquoi CBRE invite-t-il des fournisseurs à EcoVadis ?

Lisez [à propos du programme d'évaluation de la durabilité des fournisseurs de CBRE](#) ou contactez-nous à sustainable.procurement@cbre.com

Que devra faire notre entreprise ?

1. Inscrivez votre entreprise sur la [plateforme EcoVadis](#)
2. Accédez au questionnaire spécialement adapté à votre entreprise
3. Choisissez le forfait d'abonnement à l'évaluation qui vous convient
4. Soumettez le questionnaire rempli en incluant les preuves documentées existantes pour appuyer vos réponses.
5. Une fois votre feuille de bord reçue, partagez les résultats avec CBRE et d'autres clients.

Quelles informations sont nécessaires ?

Regardez cette vidéo de 5' [sur la façon de remplir le questionnaire](#)
[Support Desk EcoVadis](#) en 14 langues

Pourquoi notre entreprise devrait-elle participer ?

En participant, votre entreprise bénéficiera des avantages suivants :

- ✓ Mettez-vous en avant comme un fournisseur durable validé par CBRE*
- ✓ Montrez comment votre entreprise aide vos clients à s'aligner sur l'évolution des exigences de durabilité du marché et réglementaires
- ✓ Partagez vos capacités avec des milliers d'entreprises du réseau EcoVadis
- ✓ Accédez à des étapes spécifiques pour améliorer votre note de durabilité

(*) Si vous atteignez le seuil de performance

Qu'y gagne votre entreprise à participer ?

En savoir plus sur [les avantages de l'évaluation EcoVadis ici](#)

ÉTAPE 11 – DIVERSITÉ

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

Trouvez plus d'informations sur les catégories de certification et les groupes de défense sur la page suivante.

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

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)
- HUB Zone (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+ – [OutBritian](#)

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 dans vos systèmes,

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

✓

ÉTAPE 13 – ASSURANCES

IMPORTANT

Merci de ne pas ignorer les notifications automatiques par e-mail, car vous disposerez de 60 jours pour mettre à jour votre profil jusqu'à ce que votre organisation perde le statut de fournisseur CBRE.

1. Les deux premiers types d'assurances sont obligatoires pour chaque fournisseur CBRE. On vous demande de fournir le nom de l'assureur, la date d'expiration et la couverture d'assurance, puis de joindre une copie du certificat d'assurance.
2. Nous surveillons les dates d'expiration de l'assurance, c'est pourquoi le système vous notifiera de mettre à jour les informations et de télécharger le document à jour dès qu'il expire.

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

Introduction	1
Company Information	12
Contact & Account Information	33
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	9
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	9
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 *

Day Month Year

Insurance Policy Currency *

Please select

Please upload your company's employee injury or work-related illness insurance proof of registration with your local state-funded or government run scheme

+ Choose

Please provide details of your company's insurance coverage for injury to third parties or damage to third-party property arising from your business operations (e.g., general liability insurance or public liability insurance or as applicable in your country).

Name of Insurance Provider *

Expiry Date *

Day Month Year

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

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



Conseil

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

ÉTAPE 14 – LICENCES, PERMIS ET CERTIFICATS

1. Confirmez que vous disposez de documents appropriés qui certifient que vous pouvez effectuer le champ des services que vous avez sélectionnés dans l'onglet QHSE.
2. Répondez à la question concernant les certificats ISO.
3. Si vous en possédez un, téléchargez le document avec d'autres informations essentielles dans la section Certificat.
4. Téléchargez tout autre certificat de catégorie que vous détenez en entrant le nom du document dans la case et en cliquant sur un bouton plus. Une section certificat sera créée pour que vous puissiez la remplir.

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

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

Conseil
Veuillez indiquer les informations du document joint correspondant 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.? *

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

ÉTAPE 15 – AFFILIATIONS GOUVERNEMENTALES ET JURIDIQUES OU FINANCIÈRES JUGEMENTS

Toutes les questions de cet onglet sont obligatoires.

Si vous répondez « Oui » à une question, merci de fournir des informations supplémentaires.

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

ÉTAPE 16 – SOUMETTRE L'INSCRIPTION

1. Toutes les questions sur les onglets seront acceptées pour que la soumission soit réussie dès que les coches vertes apparaissent sur tous les onglets.
2. Cliquez sur le bouton Soumettre l'inscription pour l'envoyer à CBRE pour révision.

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

Submit Registration

Que se passe-t-il ensuite ?

Votre inscription sera examinée par CBRE et vous pourrez être contacté pour clarifier vos réponses ou fournir des informations supplémentaires.

Si vous êtes accepté comme fournisseur CBRE, vous serez informé. Dorénavant, vous pourrez gérer les détails de votre entreprise via mySupplier.

ÉTAPE 17 – EMAIL DE CONFIRMATION

Vous recevrez un e-mail de confirmation sur l'email fourni dans votre profil mySupplier.

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.

SCÉNARIO DE RÉ-CANDIDATURE – SOUMISSION RETOURNÉE

Si votre soumission vous est renvoyée après l'examen CBRE, vous recevrez une notification par e-mail pour vous connecter à mySupplier et 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 & AIDE

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

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

Merci !