

mySupplier

Supplier Onboarding

New supplier registration manual

November 2025



INTRODUCTION

Welcome to CBRE's mySupplier Registration Manual for New Suppliers

CBRE is firmly committed to conducting business with the highest integrity and to promoting ethical business conduct with our supply community.

As a supplier of products and/or services to CBRE and our clients, your company is critical to our success.

mySupplier is CBRE's gateway to onboarding, compliance and supplier engagement that allows you to self-manage your company information and important reference documents and demonstrate your compliance to CBRE's business standards

This manual will guide you through the steps to complete the online registration process.

Low-risk suppliers will move through a simplified question set.

If you are a high-risk supplier, you may be required to complete additional information with a third-party agency who will provide an independent assessment. The service is subject to a fee, which is to be paid directly to the 3rd party provider.

If you need additional support, you can refer to the training portal for suppliers:

[Link to Training Portal](#)

SUPPLIER REQUIREMENTS TO REGISTER IN MYSUPPLIER

To make it easier for you to submit your registration and meet the onboarding requirements, CBRE has prepared a site with the list of requirements per country.

1. Please [click here](#) to access the Requirements Checklist.
2. Scroll-down and select the country where Goods/Services will be provided.
3. Prepare the required documents to be uploaded in your mySupplier profile.

The screenshot shows the 'MySupplier Training Portal' page. The header includes the CBRE logo and navigation links: Services, Insights & Research, Properties, Offices, Careers, About Us, and a search icon. Below the header, the page title is 'MySupplier Training Portal' with a sub-header 'Suppliers'. A navigation menu contains 'Overview', 'Training Guides', 'FAQ', 'Requirements Checklist' (highlighted with a yellow dot and a line to a callout '1'), and 'Contact Info'. The main content area is titled 'Requirements Checklist' and contains a prompt: 'Click a country below for more information.' Below this prompt is a list of countries with dropdown arrows: 'U.K. & Ireland', 'Australia' (highlighted with a yellow dot and a line to a callout '2'), 'China', and 'Hong Kong'.

STEP 1 – SUPPLIER REGISTRATION AND WELCOME EMAIL

CBRE mySupplier

1. Click on the link to register your organisation and set up a password.

2. Your username to access your profile is provided right below the link,

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

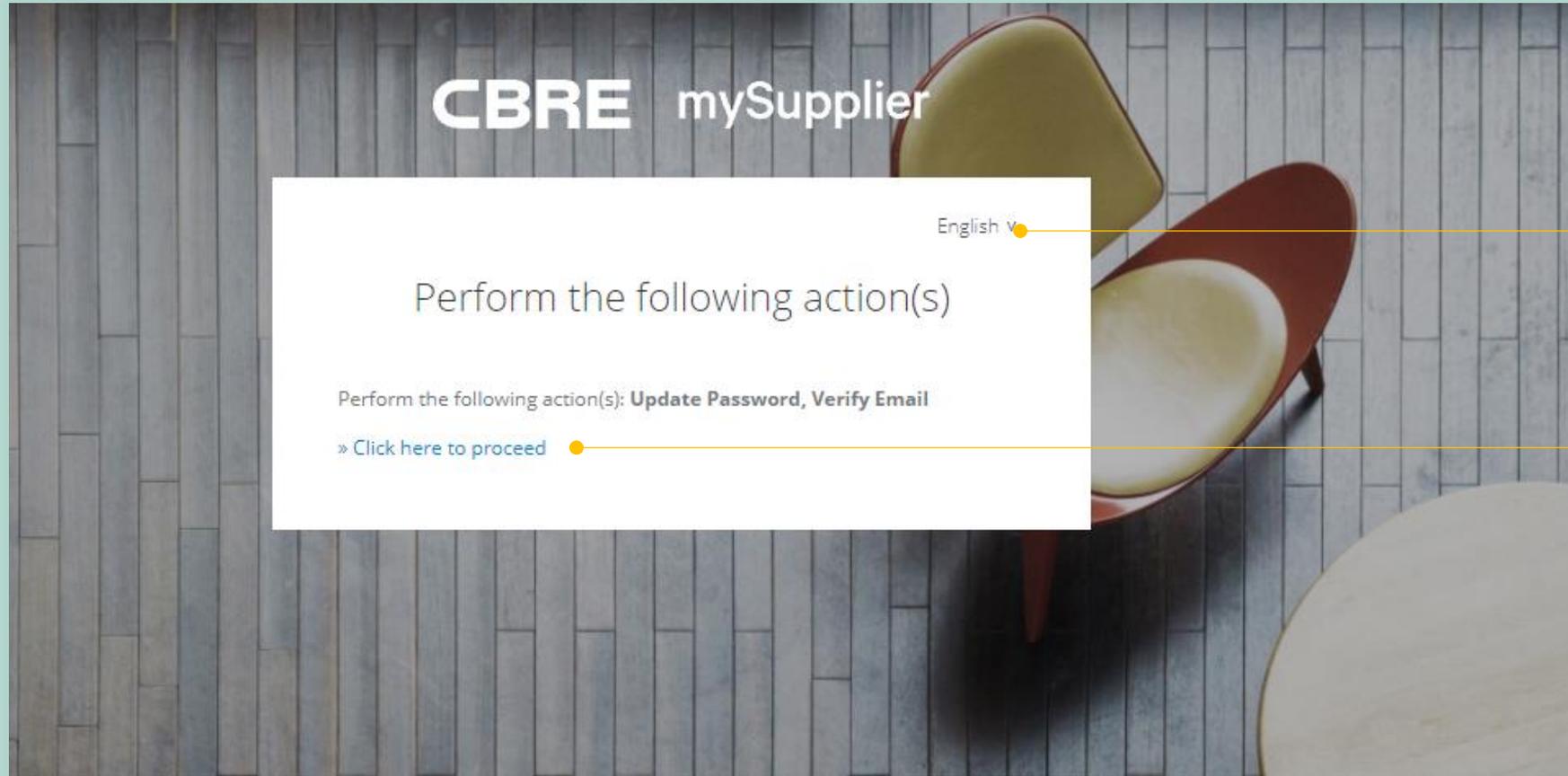


Tip

Please be aware that all mySupplier invite emails to register and password resets are now sent out to suppliers from noreply@cbre.com.

If you are not receiving an invitation email to register or the password reset email to log in, please whitelist your email address with your IT department.

STEP 2 – PASSWORD RESET AND EMAIL VALIDATION



1. Click the arrow to change the language the portal content.
2. Click the link to update your mySupplier account information.

STEP 2 – PASSWORD RESET AND EMAIL VALIDATION

CBRE mySupplier

English v

Update Account Information

 You need to update your user profile to activate your account.

Email
carolinedesignstore@gmail.com

First name

Last name

Preferred Language
English v

Submit

2. Enter your first and last name.
3. Click Submit button to proceed.

STEP 2 – PASSWORD RESET AND EMAIL VALIDATION

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

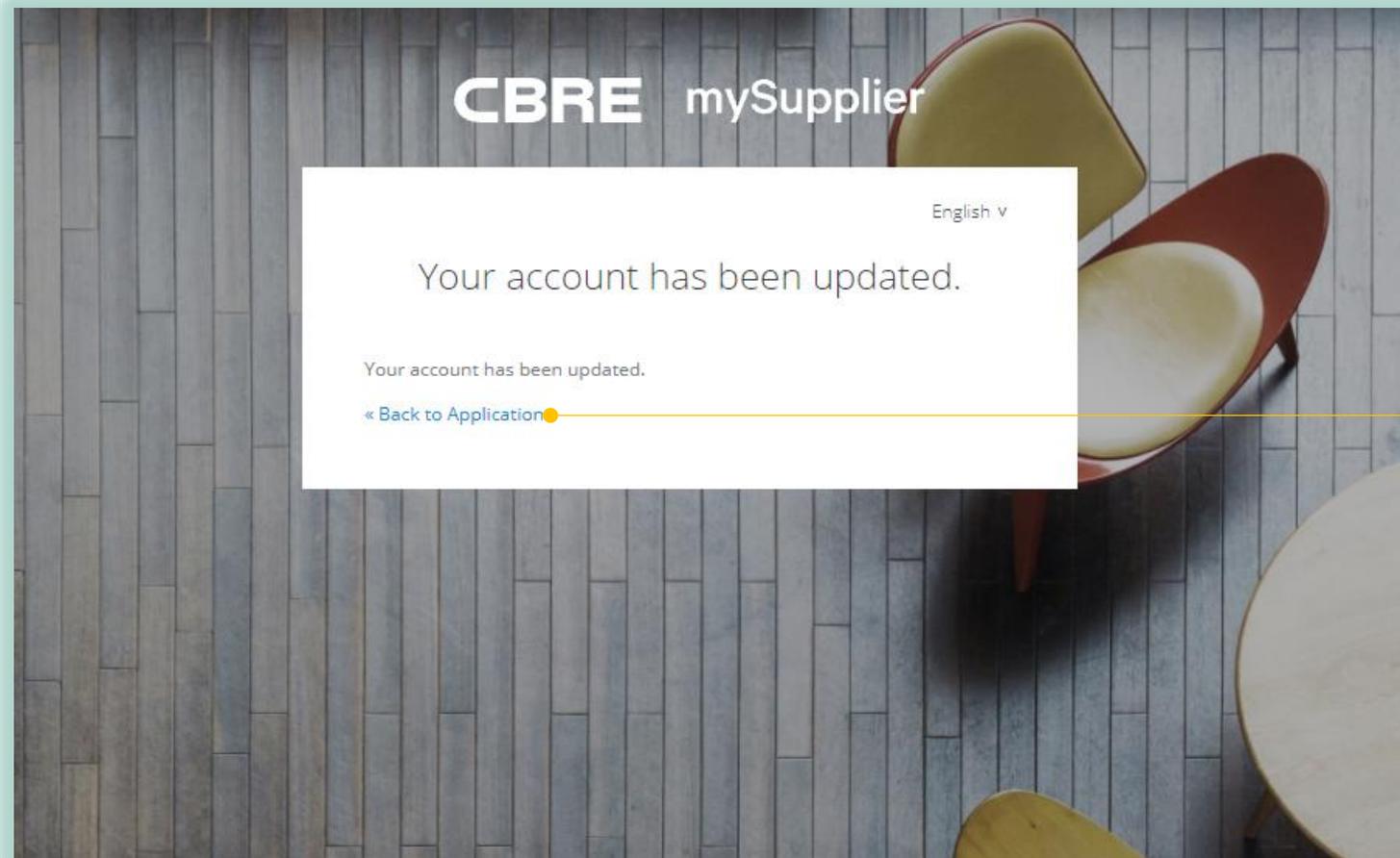
Confirm password

Submit

4. Set up your password following the guidelines for password creation.

5. Click Submit to proceed

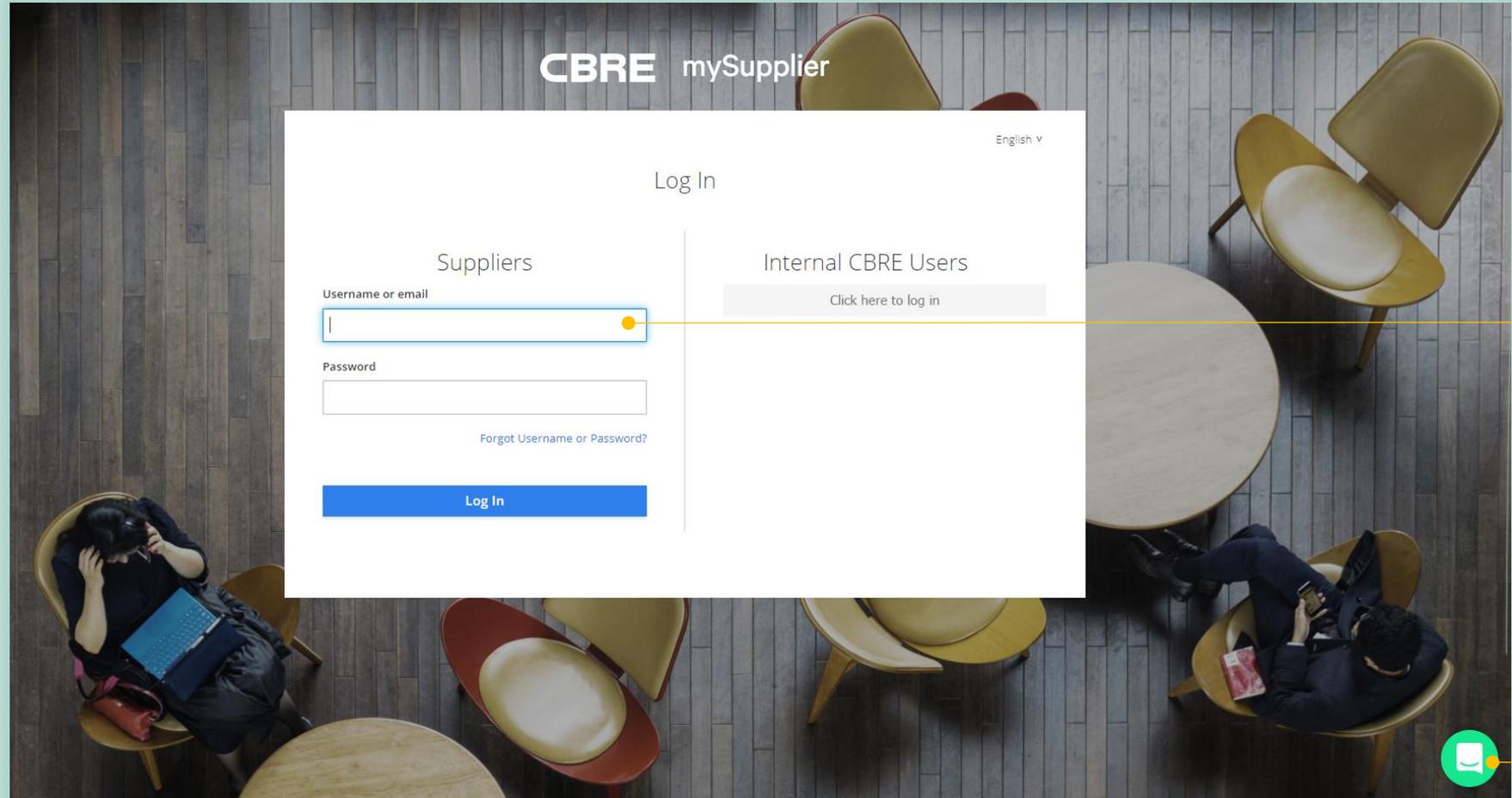
STEP 2 – PASSWORD RESET AND EMAIL VALIDATION



6. Click the link to log in and start the registration.

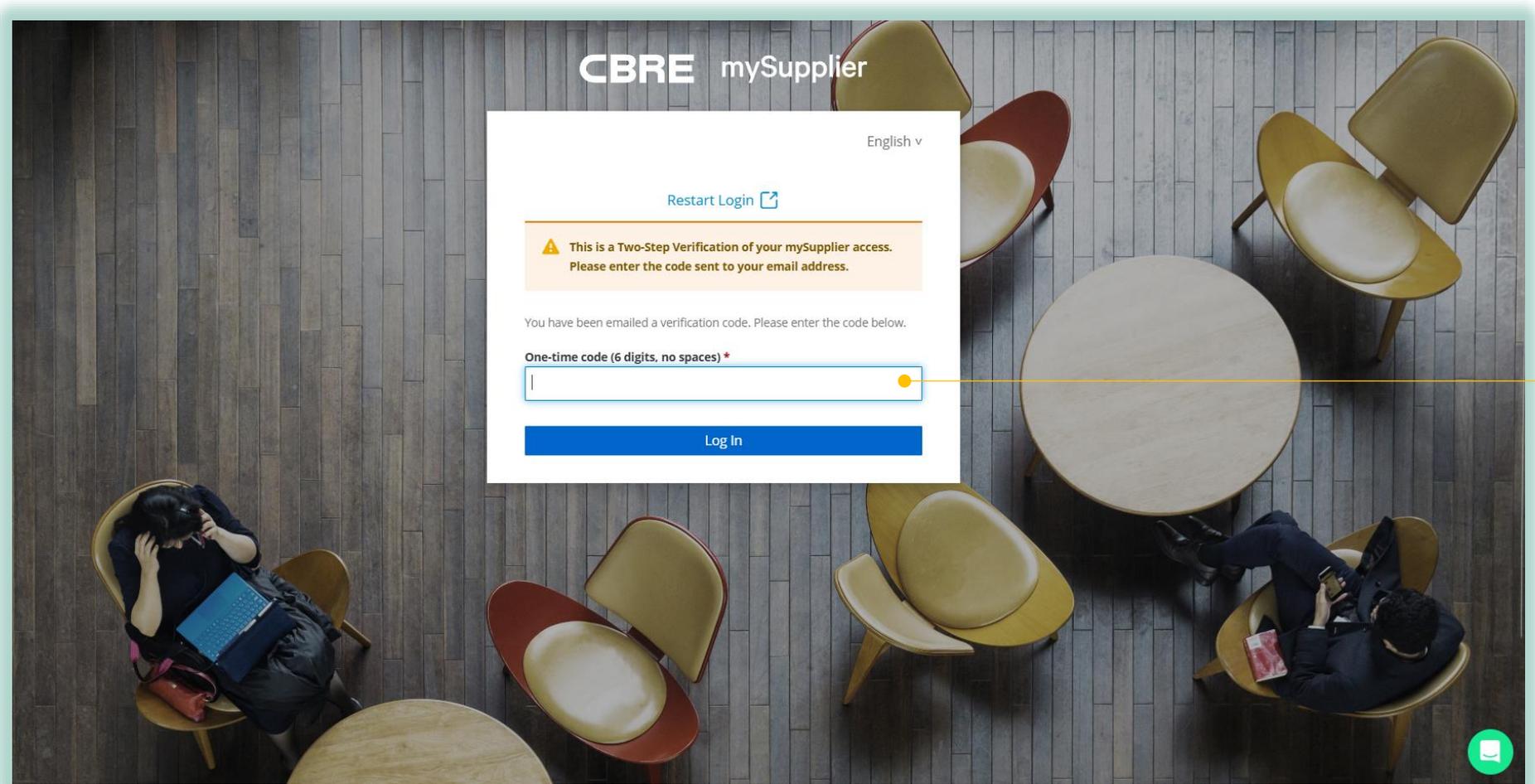
STEP 3 – LOG-IN

1. Enter your email address and password provided at the beginning of the registration process.
2. **Chatbot** – click the green chat feature in the right corner of the page. All your inquiries shall be raised through this functionality.



STEP 3 – LOG-IN

3. Enter your one-time code sent to your email address or mobile application.



STEP 4 – NAVIGATING

1. Click the My Company Profile to view and complete or update your profile.
2. Select Training and Resources to access all the user guides.
3. Select mySupplier Support for instant help and automated Q&A.
4. You can check the progress of your profile completion here.
5. You can check the progress of your company onboarding here.

The screenshot shows the mySupplier dashboard with a dark green header containing navigation links: Home, My Company Profile, and Training And Resources. Below the header is a large banner with the text "Welcome to mySupplier" and a background image of people in a meeting. A blue notification bar at the top contains a message about recent changes to the onboarding process. The main content area is divided into three columns: "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 are two main sections: "My Company Profile Progress" and "Company Profile Authorisation Status". The progress section shows an 88% completion bar and a table with 109 completed items and 15 to-do items. The authorization status section shows a flowchart with four steps: Profile in Progress, Profile Submitted, Profile Approved, and Onboarding Complete, all marked with green checkmarks. At the bottom, there are "Resources Quick Links" and "Latest mySupplier Updates" sections.

Home My Company Profile Training And Resources

Welcome to mySupplier

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

My Company Profile

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

Training and Resources

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

mySupplier Support

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

My Company Profile Progress

88%

Completed	To Do
109 ✓	15 □

Company Profile Authorisation Status

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

Profile in Progress ✓ Profile Submitted ✓ Profile Approved ✓ Onboarding Complete ✓

Resources Quick Links

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

Latest mySupplier Updates

No news to display, check back later

STEP 4 – NAVIGATING

1. Click the arrow buttons or move to another section using the navigation tabs.

Navigation
Tabs

1

2. Each tab shows an exact number of all mandatory questions listed in each section.

3. Please go over the Data Protection Consent. Kindly tick the box to proceed.

The screenshot displays 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 their respective mandatory 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 shows 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 is asked to confirm 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 is also asked to acknowledge and consent 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 labeled 'All such processing shall be carried out in accordance with applicable law *' which is currently unchecked. The form also features navigation arrows at the top right and a 'Key Considerations' section at the bottom.

Section	Mandatory 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

STEP 5 – COMPANY INFORMATION

1. Your CBRE vendor ID is visible in your profile once your company is onboarded into CBRE systems.
2. Complete the CBRE Policies and Terms & Conditions questions to move to the company identification questions.

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 ***



Tip

All questions with * are mandatory, and must be answered to complete your registration

The entry is auto-saved and accepted when the green check appears

STEP 5 – COMPANY INFORMATION

3. Complete all information in further sections from Company Overview to Goods & Services Categories.

The screenshot displays a registration form interface. On the left is a table of sections, and on the right is a list of content items. The 'Company Overview' section is highlighted with a yellow circle and a '3' in a yellow circle.

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

STEP 5 – COMPANY INFORMATION

4. Provide key words that will help business requestors better find your company with a free text search (ex: Cleaning, janitorial, training, etc).



Tip

Please be aware that for certain services supplied to CBRE or its Clients we will ask you to upload certificates and insurance related to these particular services. Find the list of required documents below.

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 *

STEP 6 – CONTACT & ACCOUNT INFORMATION

Please provide us with the contact details of the authorised representatives in your organisation to be contacted by CBRE.

1. Primary Contact Person is the most important role as the person will be the only one allowed to grant the access to other users in your organisation.
2. You can simply override the contact details with the new ones in case of any staff changes in the future.
3. You can also grant specific access rights for each user.

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

For data security reason, the Primary Contact Person section can be updated by the person nominated in that section. All other contact sections in this tab can be updated by the Primary Contact Person only.

Tip

To give access to other team members, please tick the Issue Profile Login option to issue the access link to your team members.

Further on, you can select an option for the selected team members to be issued Notifications or to be able to Edit Tax/Banking details.

1

2

3

STEP 6 – CONTACT & ACCOUNT INFORMATION

4. Add other team members' details such as Secondary Contact, Finance, Work Order Manager to give them access to the mySupplier profile.

5. Please provide the Email for Remittance Advice in the Finance Manager section.

6. Please provide the Email for Purchase Orders in the Purchase Order section.

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

STEP 7 – QUALITY, HEALTH, SAFETY AND ENVIRONMENT (QHSE)

1. Answer the leading high risk works question to let us better understand the nature of your 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

STEP 7 – QUALITY, HEALTH, SAFETY AND ENVIRONMENT (QHSE)

2. If you are a QHSE high-risk supplier, you are required to complete additional information with a third-party agency who provide an independent assessment. This is subject to a fee.
3. mySupplier is connected with the Avetta portal, therefore, you can view the Avetta status by selecting 'Yes' and conducting an automated check based on your Avetta ID provided in your profile.
4. Click Verify ID to view your Avetta registration status.

QHSE Risk Assessment Requirements

Avetta is CBRE's preferred external QHSE Risk Assessment Service Provider for Asia Pacific (APAC)

For further information about Avetta, please visit:

[Supplier dedicated Avetta website](#)

Third Party Vetting Provider

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

Yes No

Please select the 3rd party vetting provider *

Avetta

Avetta Registration

Provide your Avetta ID *

123854

Please check your Company's registration by clicking the Verify ID button.

Please note by clicking this button, you give CBRE permission to send your Company Registered Number provided in this form to Avetta systems to automatically verify your registration and current status. Avetta is a US based Health, Safety and ESG Assessment company. Avetta 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.

[Verify ID](#)

Avetta Company Name

Commercial Door Services Limited

Connection Status

- Active

Overall Compliance Status

- Compliant

STEP 8 – TAX & BANKING INFORMATION

1. Please select the geographic areas that you can supply to within the CBRE country of supply.
2. Please carefully complete the Tax Information section. CBRE will check the provided details against the uploaded documents.

Introduction	1
Company Information	10
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	2
Tax & Banking Information	9
Company & Financial History	2
Environmental Social and Governance (ESG)	7
Diversity	1
Business Interruption	1
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	9
Submit Registration	

Geographic Scope

You have been invited to supply the following CBRE Country:

Australia

Please indicate the geographic areas that you can supply to within the country(s) shown below. *

▶ Australia

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? *

STEP 8 – TAX & BANKING INFORMATION

3. Please carefully complete the Banking Details section. CBRE will conduct an independent banking details verification of the provided banking details.

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 *



Tip

For the full requirements checklist and guidelines on how to safely provide us with your banking details [click here](#), select your country and scroll to Banking Information.

IMPORTANT

Information in the Banking Details section will be used to update all relevant CBRE Finance systems to process your invoices.

STEP 8 – TAX & BANKING INFORMATION

4. Please carefully read the instructions on the documentation required in the Company Registration & Banking Details Documents section.
5. Link to the [Requirements checklist](#) explaining what document are required per each country and their examples is also available in the same section in the Supplier Training Portal.

Introduction	1
Company Information	10
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	2
Tax & Banking Information	9
Company & Financial History	2
Environmental Social and Governance (ESG)	7
Diversity	1
Business Interruption	1
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	9
Submit Registration	

Geographic Scope >

Tax Information >

Banking Details >

Remittance and Purchase Order Details >

Company Registration and Banking Details Documents (Company Letterhead) v

For further information on what documentation is required, please review the [Requirements Checklist page on CBRE.com](#)

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

+ Choose

STEP 9 – COMPANY & FINANCIAL HISTORY

1. You are required to provide your organisation annual turnover which is essential to understand the size of your enterprise and apply a correct approach when conducting the compliance screening.
2. Although the question is not mandatory, your company financial risk reports helps us to determine your financial health and potential for long-term partnering. Note that some countries or businesses may require you to provide this information.

Introduction	1
Company Information	10
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	2
Tax & Banking Information	9
Company & Financial History	2
Environmental Social and Governance (ESG)	7
Diversity	1
Business Interruption	1
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	9
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

Financial Risk Reports

Has your organisation had any external financial risk reports produced in the last 12 months by organisations such as Dunn & Bradstreet, Equifax, or Experian? If so please upload the report(s)

[i](#)

+ Choose

STEP 10 – ENVIRONMENTAL, SOCIAL & GOVERNANCE

This section focuses on your organisation policies. It is important for CBRE to understand your alignment with CBRE's business values.

Find more information on the CBRE's Supplier Sustainability Assessment Program via EcoVadis on the next page.

 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	

Supplier Sustainability Assessments

Powered by
ecovadis



In 2014, CBRE began obtaining EcoVadis scorecards for our own business operations, with the goal to demonstrate our sustainable management practices to our clients.

CBRE now holds a Gold Rating from EcoVadis, part of the top 5% of companies globally.

Since 2019, CBRE uses EcoVadis to underpin its Sustainable Procurement program & uses the data to track progress against sustainability KPIs along the supply chain.

CBRE

Sustainable Procurement

Learn more about CBRE's Supplier Sustainability Assessment program
[CLICK HERE](#)

What is a Sustainability Assessment?

The EcoVadis Rating covers a broad range of non-financial management systems including Environmental, Labor & Human Rights, Ethics and Sustainable Procurement impacts. Each company is rated on the material issues as they pertain to their company's size, location and industry.

Easy-to-read scorecards provide guidance on strengths and improvement areas, which can be used to focus sustainability efforts and develop corrective action plans to improve sustainability performance.

How does it work?

Watch this 5' [video about How Sustainability Assessments work](#)

Which suppliers are invited to participate?

CBRE invites the following supplier types to undergo Supplier Sustainability Assessments

- CBRE's Preferred Partner Program supplier partners
- Suppliers servicing a client who has a focused sustainability program
- Qualified suppliers contributing to CBRE's top ESG supply chain risks, as determined by CBRE's assessment

Why does CBRE invite suppliers to EcoVadis?

Read about [CBRE's Supplier Sustainability Assessment program](#) or contact us at sustainable.procurement@cbre.com

What will our company need to do?

1. Register your company on the [EcoVadis platform](#)
2. Access the questionnaire specifically tailored for your company
3. Choose the assessment subscription package that works for you
4. Submit the completed questionnaire including existing documented evidence to back your responses.
5. Once you've received your scorecard, share the results with CBRE and other clients.

What information is needed?

Watch this 5' [video about how to complete the questionnaire](#)
[EcoVadis Support Desk](#) in 14 languages

Why should our company participate?

By participating, your company will gain access to the following benefits:

- ✓ Get highlighted as a CBRE-vetted Sustainable Supplier*
- ✓ Demonstrate how your company helps your clients to align to evolving market and regulatory sustainability requirements
- ✓ Share your capabilities with thousands of companies in the EcoVadis network
- ✓ Gain access to specific steps on how to improve your sustainability rating

(*) If you meet the performance threshold

What does your company get in participating?

Learn more about [EcoVadis assessment benefits here](#)

STEP 11 – DIVERSITY

1. If you answer 'Yes' to the first questions, you will be required to answer further questions.

Find more information on the Certification Categories and Advocacy Groups on the next page.

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

STEP 11 – DIVERSITY

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+ – [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

STEP 12 – BUSINESS INTERRUPTION

1. Select the relevant answers so CBRE can understand if and how you manage data within your systems,

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

✓

STEP 13 – INSURANCES

IMPORTANT

Please do not ignore the automated email notifications as you will have 60 days to update your profile until your organisation loses the status of a CBRE supplier.

1. Employers Liability or Workers Compensation Liability and Public Liability or General Liability Insurance is mandatory for every CBRE supplier. You are asked to provide the name of the insurance provider, expiry date and insurance coverage, then attach a copy of the insurance certificate.

2. We are monitoring the insurance expiry dates, therefore, the system will notify you to update the information and upload the up-to-date document as it becomes expired.

3. Answer the additional question on the scope of goods and services you provide to CBRE.

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

Introduction	
Company Information	1
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Quality, Health, Safety and Environment (QHSE)	3
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Diversity	1
Business Interruption	✔
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

Insurances

Employers Liability or Workers Compensation Liability Insurance

Name of Insurance Provider *

Expiry Date *

Indemnity Level *

Insurance Policy Currency *

Please upload your Employers Liability or Workers Compensation Liability Insurance Certificate

Public Liability or General Liability Insurance

Name of Insurance Provider *

Expiry Date *

Indemnity Level *

Tip

Please make sure the attached document's details match the details entered in the insurance section.

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

STEP 14 – LICENCES, PERMITS & CERTIFICATES

1. Confirm you have proper documents that certify you can conduct the scope of services you have selected in the QHSE tab.
2. Answer the question related to ISO certificates.
3. If you hold one, upload the document with other essential details in the Certificate section.
4. Upload any other category certificates that you hold by entering the name of the document in the box and clicking a plus button. A certificate section will be created for you to complete it.

Tip
Please make sure the attached document's details match the details entered in the certificate section.

Licences, 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. *

Yes No

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

Please enter a valid name +

Environmental and Waste

Name of licence, permit or certificate held

Please enter a valid name +

Labour Standards

Name of licence, permit or certificate held

Please enter a valid name +

Other

Name of licence, permit or certificate held

Please enter a valid name +

STEP 15 – GOVERNMENT AFFILIATIONS & LEGAL OR FINANCIAL JUDGEMENTS

All questions in this tab are mandatory.

If you answer 'Yes' to any question, please provide additional information.

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

STEP 16 – SUBMIT REGISTRATION

1. All tabs questions will be accepted for submission to be successful once green ticks show up on all tabs.
2. Click the Submit Registration button to send it to CBRE for review.

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 click the "submit registration" button below. Your registration form will not be submitted to CBRE until all mandatory questions are answered.

[Submit Registration](#)

What happens next ?

Your registration will be reviewed by CBRE and you may be contacted to clarify your responses or provide additional information.

If you are accepted as a CBRE supplier, you will be notified. Going forward, you can manage your company details through mySupplier.

STEP 17 – CONFIRMATION EMAIL

You will receive a confirmation email on the email provided in your mySupplier profile.

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.

RE-APPLY SCENARIO – RETURNED SUBMISSION

If your submission is returned to you after CBRE review, you will receive an email notification to log into mySupplier and provide the missing information or documents.

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 & HELP

If you need additional support in completing your registration, please refer to the [Supplier Training Portal](#)

[mySupplier chatbot](#) is also available for urgent queries.

Thank You!