

mySupplier

Leverandør onboarding

Ny leverandørregistreringsmanual

Juni 2026



INDLEDNING

Velkommen til CBREs mySupplier

Registreringsmanual for nye leverandører

CBRE er stærkt forpligtet til at drive forretning med den højeste integritet og til at fremme etisk forretningsadfærd i vores leverandørmiljø.

Som leverandør af produkter og/eller tjenester til CBRE og vores kunder er din virksomhed afgørende for vores succes.

mySupplier er CBREs indgang til onboarding, compliance og leverandøringagement, der giver dig mulighed for selv at administrere dine virksomhedsoplysninger og vigtige referencedokumenter og demonstrere din overholdelse af CBREs forretningsstandarder.

Denne manual vil guide dig gennem trinnene for at fuldføre online registreringsprocessen.

Lavrisikoleverandører vil gennemgå et forenklet spørgsmålsæt.

Hvis du er en højrisikoleverandør, kan du blive bedt om at udfylde yderligere oplysninger hos et tredjepartsbureau, som vil foretage en uafhængig vurdering. Tjenesten er underlagt et gebyr, som skal betales direkte til tredjepartsleverandøren.

Hvis du har brug for yderligere support, kan du se træningsportalen for leverandører:

[Link til træningsportal](#)

LEVERANDØRKRAV FOR REGISTRERING I MYSUPPLIER

For at gøre det nemmere for dig at indsende din registrering og opfylde onboardingkravene, har CBRE udarbejdet en hjemmeside med en liste over krav pr. land.

1. Klik [her](#) for at få adgang til kravstjeklisten.
2. Rul ned, og vælg det land, hvor varerne/tjenesterne skal leveres.
3. Forbered de nødvendige dokumenter, der skal uploades i din mySupplier-profil.

The screenshot shows the 'MySupplier Training Portal' interface. At the top left is the CBRE logo. The top right contains navigation links: Services, Insights & Research, Properties, Offices, Careers, About Us, and a search icon. Below the logo is the text 'Suppliers' and the main heading 'MySupplier Training Portal'. A horizontal 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'. The main content area is titled 'Requirements Checklist' and includes a prompt: 'Click a country below for more information.' Below this are four dropdown menus for 'U.K. & Ireland', 'Australia', 'China', and 'Hong Kong', each with a downward arrow and a yellow dot. A line from a '2' in a yellow circle points to the first dropdown menu.

TRIN 1 – LEVERANDØRREGISTRERING OG VELKOMST-EMAIL

CBRE mySupplier

1. Klik på linket for at registrere din organisation og oprette en adgangskode .

2. Dit brugernavn til at få adgang til din profil finder du lige under linket.

Dear Supplier Partner,

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

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

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

How to register in mySupplier:

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

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

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

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

2 Your username is: mysuppliertestuser+123@gmail.com

This link will expire within 7 days.

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

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

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

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. Prof 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



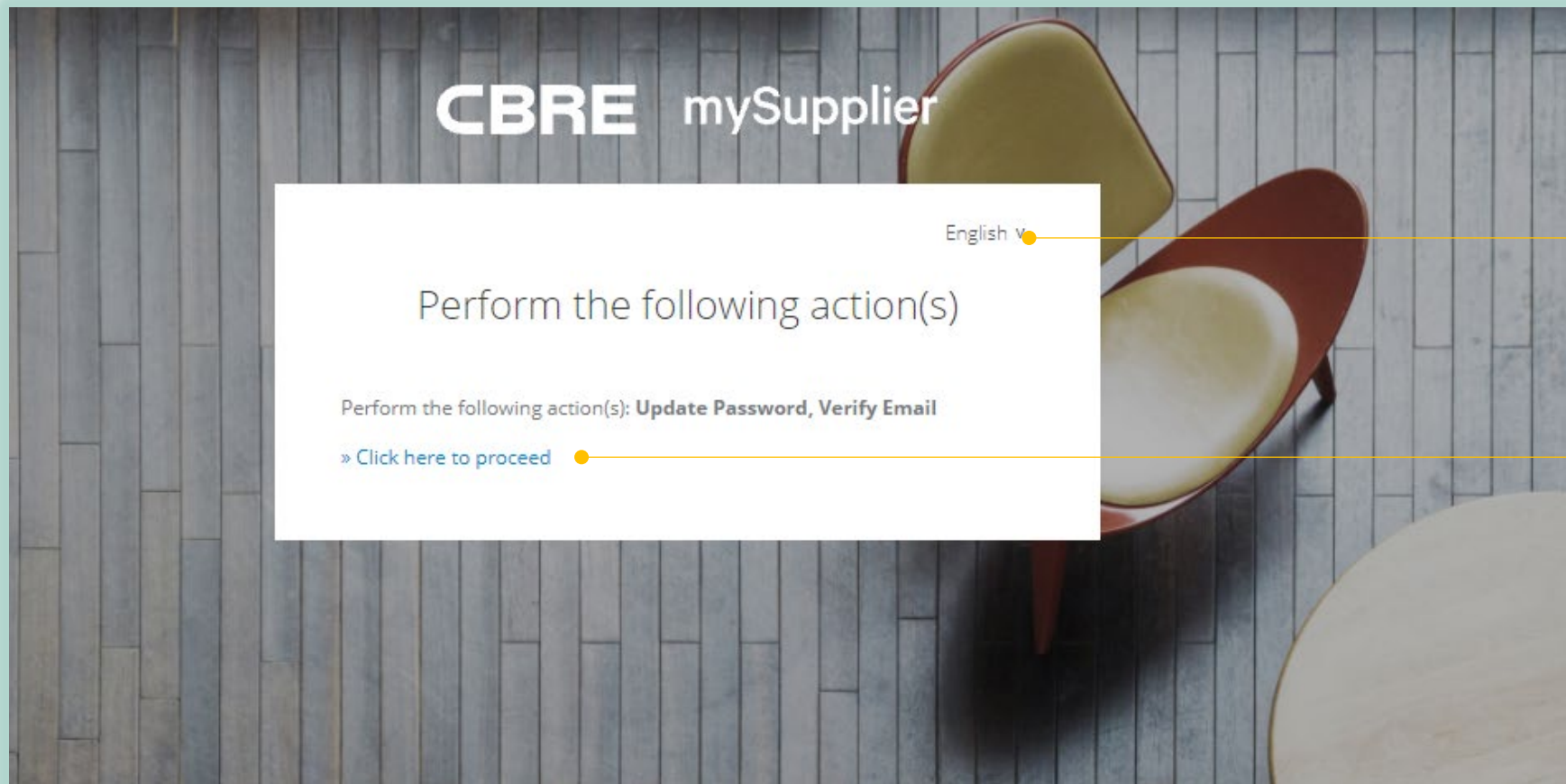
Tip

Vær opmærksom på, at alle mySupplier-e-mails med invitationer til registrering og nulstilling af adgangskoder nu sendes til leverandører fra noreply@cbre.com.

Hvis du ikke modtager en e-mail med invitation til registrering eller en e-mail med nulstilling af adgangskode for at logge ind, bedes du hvidliste din e-mailadresse hos din IT-afdeling.

TRIN 2 - NULSTILLING AF ADGANGSKODE OG E-MAILVALIDERING

1. Klik på pilen for at ændre sproget i portalindholdet.
2. Klik på linket for at opdatere dine mySupplier-kontooplysninger.



TRIN 2 - NULSTILLING AF ADGANGSKODE OG E-MAILVALIDERING

3. Opret din adgangskode i henhold til retningslinjerne for oprettelse af adgangskoder.
4. Klik på Send for at fortsætte

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.

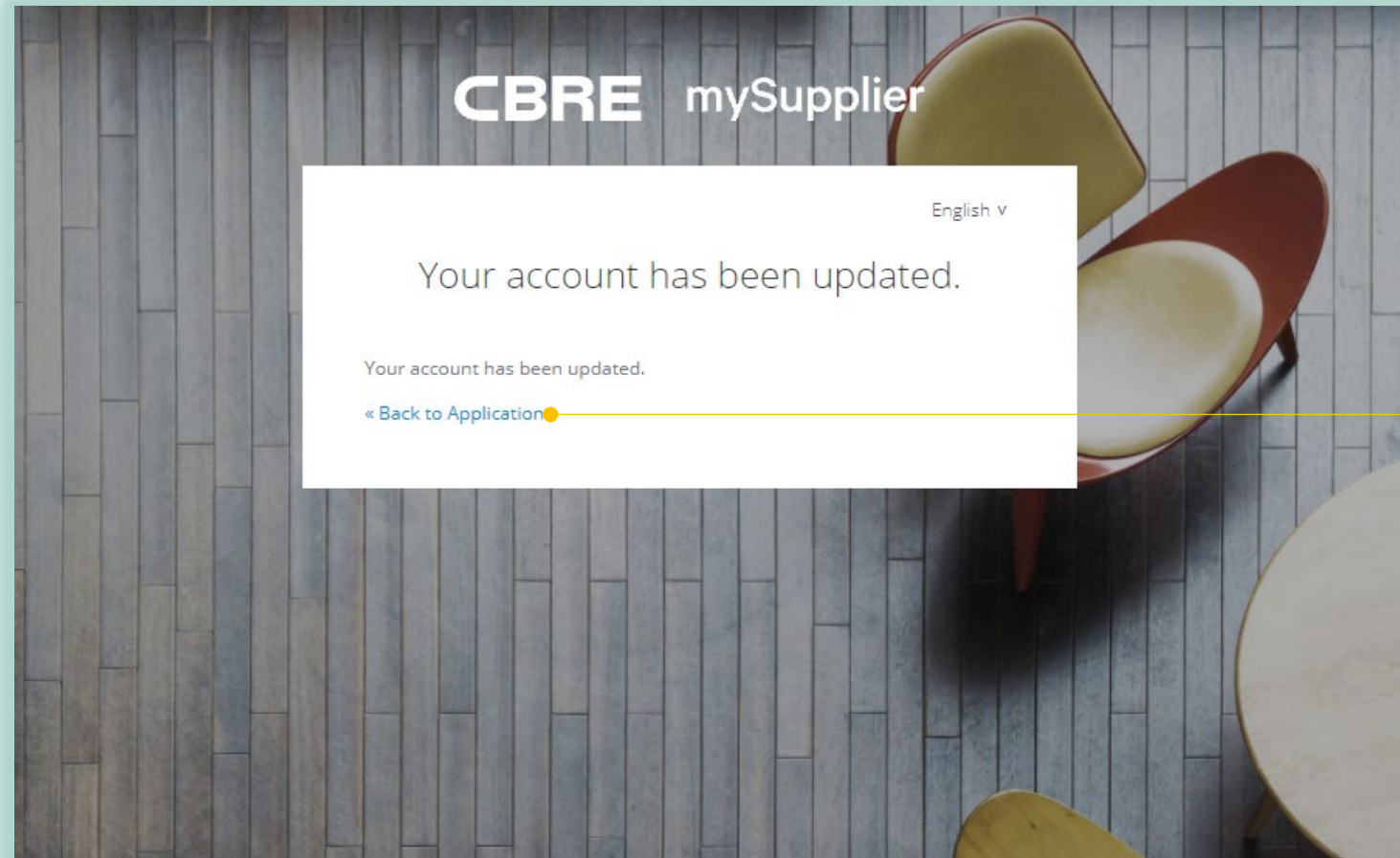
New Password

Confirm password

Submit

TRIN 2 - NULSTILLING AF ADGANGSKODE OG E-MAILVALIDERING

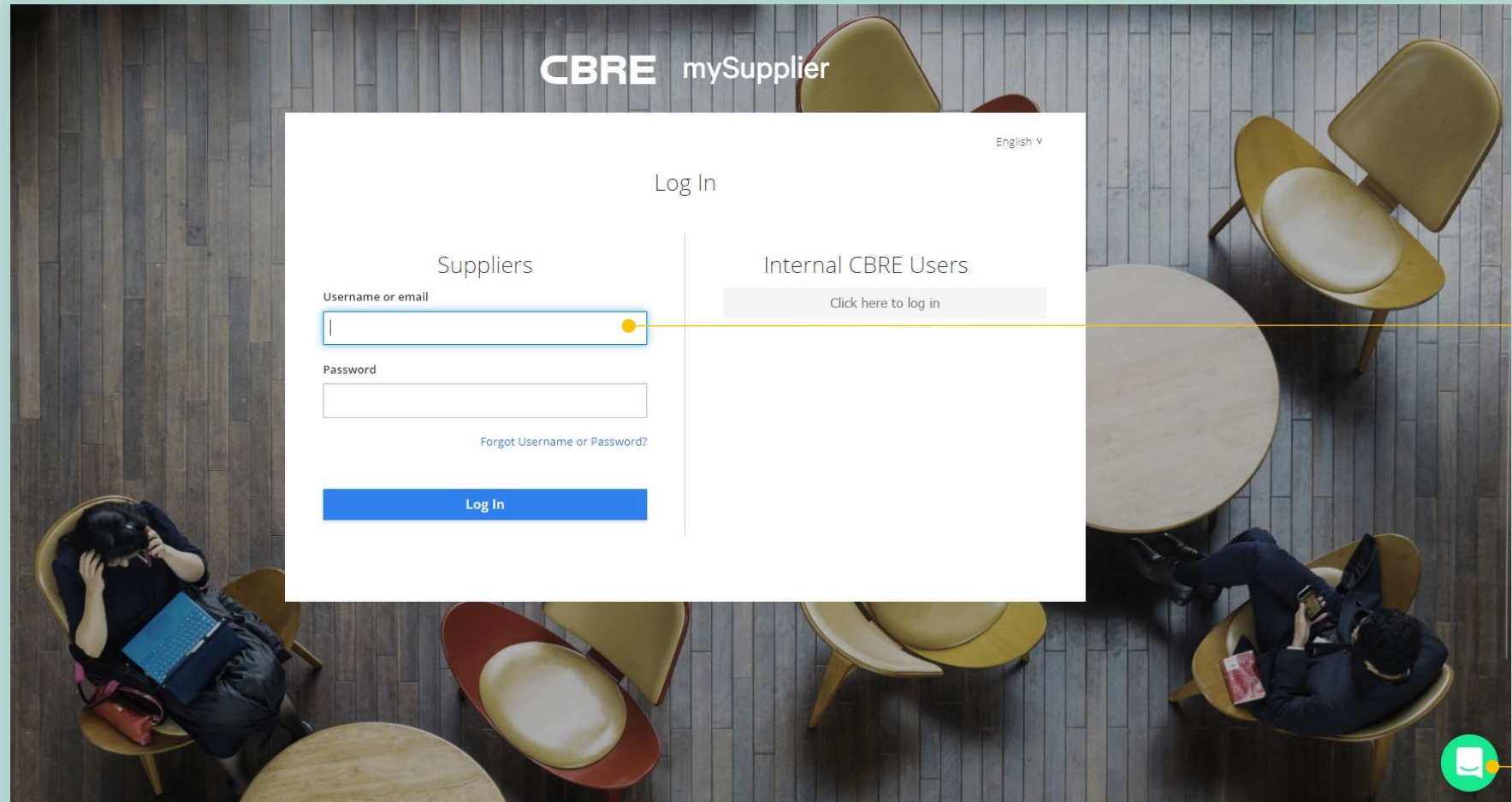
5. Klik på linket for at logge ind og starte registreringen.



5

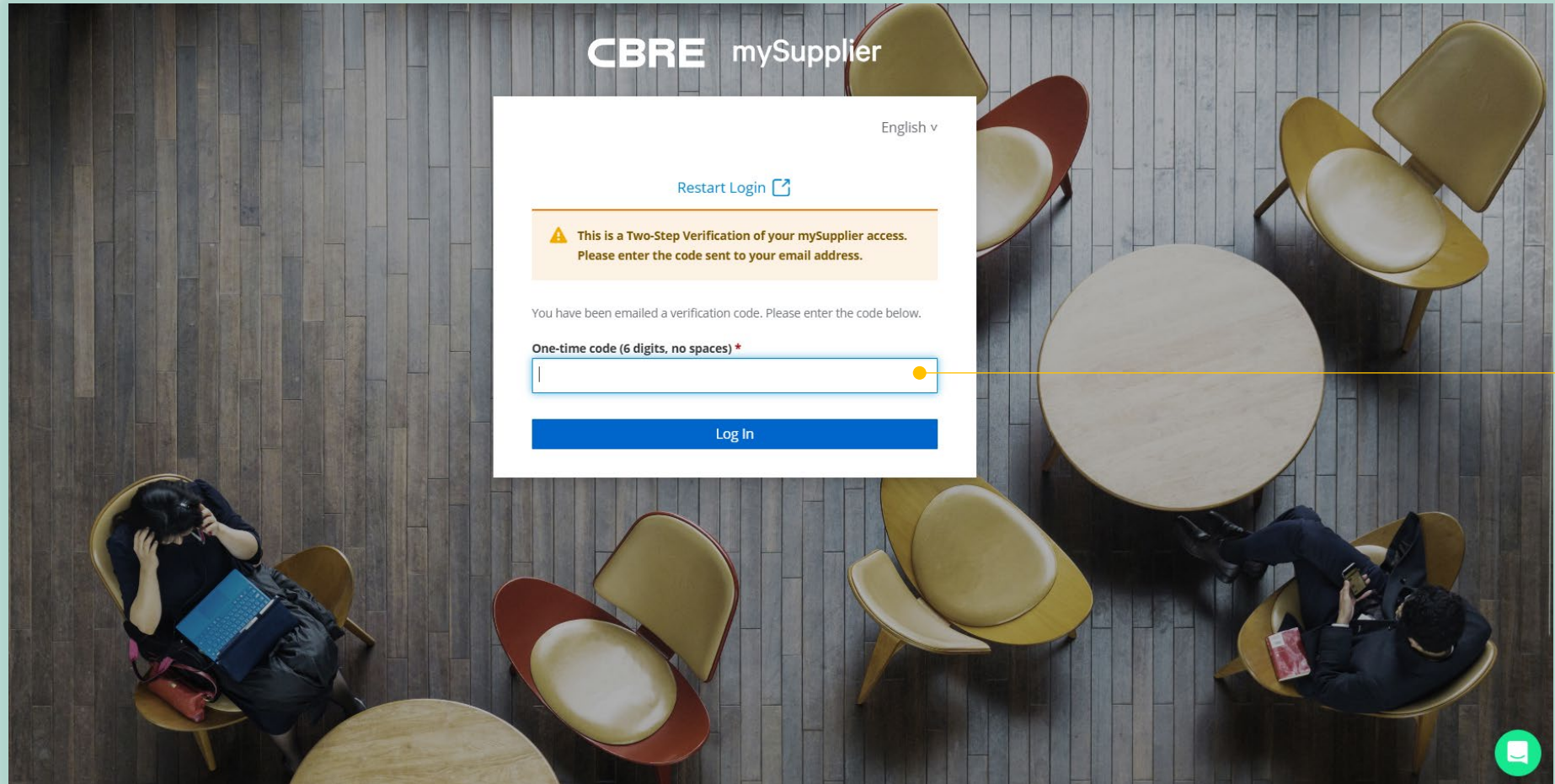
TRIN 3 - LOG-IND

1. Indtast din e-mailadresse og adgangskode, som du angav i starten af registreringsprocessen.
2. **Chatbot** – klik på den grønne chatfunktion i højre hjørne af siden. Alle dine henvendelser vil blive stillet via denne funktion.



TRIN 3 - LOG-IND

3. Indtast din engangskode, der er sendt til din e-mailadresse eller mobilapplikation.



TRIN 4 - NAVIGERING

1. Klik på Min virksomhedsprofil for at se og udfylde eller opdatere din profil.
2. Vælg Træning og ressourcer for at få adgang til alle brugervejledningerne.
3. Vælg mySupplier Support for øjeblikkelig hjælp og automatiserede spørgsmål og svar.
4. Du kan tjekke status for færdiggørelsen af din profil her.
5. Du kan følge status for din virksomheds onboarding her.

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 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 cards: "My Company Profile" (with a "START HERE" button), "Training and Resources", and "mySupplier Support". The "My Company Profile" card features a progress bar at 88% and a table with 109 completed items and 15 to-do items. The "Training and Resources" card provides access to training materials. The "mySupplier Support" card offers chat support. Below these cards are two sections: "My Company Profile Progress" (with a progress bar and table) and "Company Profile Authorisation Status" (with a status bar and a progress flow from "Profile in Progress" to "Onboarding Complete"). At the bottom, there are "Resources Quick Links" and "Latest mySupplier Updates" (showing no news).

1. My Company Profile

2. My Company Profile

3. mySupplier Support

4. My Company Profile Progress

5. Company Profile Authorisation Status

TRIN 4 - NAVIGERING

1. Klik på pileknapperne, eller gå til et andet afsnit ved hjælp af navigationsfanerne.

Navigationsfaner

1

2. Hver fane viser et præcist antal af alle obligatoriske spørgsmål, der er anført i hvert afsnit.

3. Gennemgå venligst samtykket til databeskyttelse. Sæt venligst kryds i feltet for at fortsætte.

The screenshot displays a registration form interface. On the left is a navigation sidebar with a list of sections and their respective question counts. The 'Introduction' section is currently selected. The main content area shows the 'Data Protection Consent' section, which includes a consent statement and a checkbox for agreeing to the terms. The interface also features a top navigation bar with a 'Submit Registration' button and a progress indicator (1/13). Three yellow callout boxes with numbers 1, 2, and 3 point to the navigation arrows, the 'Data Protection Consent' section, and the consent checkbox, respectively.

| Section | Count |
|---|-------|
| 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 | |

Introduction

Data Protection Consent

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

Required for GDPR purposes.

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

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

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

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

Key Considerations

TRIN 5 - VIRKSOMHEDSOPLYSNINGER

1. Dit CBRE-leverandør-ID er synligt i din profil, når din virksomhed er blevet onboardet i CBRE-systemerne.
2. Besvar spørgsmålene om CBRE's politikker og vilkår og betingelser for at gå videre til spørgsmålene om virksomhedsidentifikation.

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

| | |
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| 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

Alle spørgsmål markeret med * er obligatoriske og skal besvares for at fuldføre din registrering

Indtastningen gemmes automatisk og accepteres, når grøn markering vises

TRIN 5 - VIRKSOMHEDSOPLYSNINGER

3. Udfyld alle oplysninger i yderligere afsnit fra Virksomhedsoversigt til Vare- og tjenestekategorier.

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

TRIN 5 - VIRKSOMHEDSOPLYSNINGER

4. Angiv nøgleord, der vil hjælpe forretningsanmodere med bedre at finde din virksomhed med en fritekstsøgning (f.eks.: rengøring, vicevært, træning osv.).



Tip

Vær opmærksom på, at vi for visse tjenester leveret til CBRE eller dets kunder vil bede dig om at uploade certifikater og forsikringer relateret til disse specifikke tjenester. Find listen over nødvendige dokumenter nedenfor.

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

| | |
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| 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 *

TRIN 6 – KONTAKT- OG KONTOINFORMATION

Angiv venligst kontaktoplysningerne på de autoriserede repræsentanter i din organisation, som CBRE skal kontakte.

1. Den primære kontaktperson er den vigtigste rolle, da personen er den eneste, der kan give adgang til andre brugere i din organisation.
2. Du kan blot tilskrive kontaktoplysningerne med de nye i tilfælde af fremtidige personaleændringer.
3. Du kan også give specifikke adgangsrettigheder til hver bruger.

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

| | |
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| 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

VIGTIG

Af datasikkerhedsmæssige årsager kan afsnittet Primær kontaktperson opdateres af den person, der er udpeget i det pågældende afsnit. Alle andre kontaktafsnit i denne fane kan kun opdateres af den primære kontaktperson.

Tip

For at give adgang til andre teammedlemmer, skal du markere indstillingen Udsted profillogin for at udstede adgangslinket til dine teammedlemmer.

Dernæst kan du vælge en mulighed for, at de valgte teammedlemmer skal modtage notifikationer eller redigere skatte-/bankoplysninger.

1

2

3

TRIN 6 - KONTAKT- OG KONTOINFORMATION

4. Tilføj andre teammedlemmers oplysninger, f.eks. sekundær kontaktperson, økonomiansvarlig eller arbejdsordrechef, for at give dem adgang til mySupplier- profilen.
5. Angiv venligst e-mailadressen for rådgivning om betalinger i afsnittet om økonomiansvarlig.
6. Angiv venligst e-mailadressen for indkøbsordrer i afsnittet Indkøbsordre.

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

- Key Contact Information
- Primary Contact Person
- Secondary Contact Person ● ————— 4
- Key Account Manager
- Finance Manager / Accounts Payable Manager ● ————— 5
- Purchase Order / Work Order Recipient ● ————— 6
- Operations / Dispatch Manager
- Health & Safety Manager

TRIN 7 - KVALITET, SUNDHED, SIKKERHED OG MILJØ (QHSE)

1. Besvar det vigtigste spørgsmål om højrisikoarbejde for at give os en bedre forståelse af arten af jeres tjenester.

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

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| 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

TRIN 7 - KVALITET, SUNDHED, SIKKERHED OG MILJØ (QHSE)

2. Hvis du er en QHSE-højrisikoleverandør, skal du udfylde yderligere oplysninger hos et tredjepartsbureau, der udfører en uafhængig vurdering. Dette er gebyrbelagt.
3. mySupplier er forbundet med SafeContractor- portalen, derfor kan du se SafeContractor- statussen ved at vælge 'Ja' og udføre en automatisk kontrol baseret på det organisationsregistreringsnumm er, der er angivet under fanen Virksomhedsoplysninger.
4. Hvis din registrering ikke findes, skal du indtaste dit SafeContractor -certifikatnummer for at udføre anden niveau- kontrol.

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

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| Submit Registration | |

QHSE Risk Assessment Requirements

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

For further information about SafeContractor/SafeSupplier, please visit:

Supplier dedicated SafeContractor/SafeSupplier website

Third Party Vetting Provider

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

Yes No

Please select the 3rd party vetting provider *

Alcumus - Safe Contractor / Safe Supplier

SafeContractor/SafeSupplier Registration

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

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

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

SafeContractor/SafeSupplier Check

Registration not found

We have been unable to check your registration status based on the company registration details provided, on the SafeContractor/SafeSupplier System. Please try entering your Membership Number instead.

Provide your Membership Number

Verify Membership Number

TRIN 8 - SKATTE- OG BANKOPLYSNINGER

1. Udfyld venligst afsnittet om skatteoplysninger omhyggeligt. CBRE vil kontrollere det angivne nummer i forhold til de offentlige registre.
2. Sørg for, at spørgsmålet om kildeskatteordningen er korrekt udfyldt. CBRE vil verificere dit svar i de relevante offentlige registre, f.eks. HMRC for Storbritannien.

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

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| Submit Registration | |

Tax Information

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

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

Yes No

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

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

Yes No

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

CIS Construction Industry Scheme (UK)

Construction Industry Scheme

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

TRIN 8 - SKATTE- OG BANKOPLYSNINGER

- Udfyld venligst afsnittet om bankoplysninger omhyggeligt. CBRE vil foretage en uafhængig verifikation af bankoplysningerne for de angivne bankoplysninger.



Tip

For at se den fulde tjekliste over krav og retningslinjer for, hvordan du sikkert giver os dine bankoplysninger, [klik her](#), vælg dit land, og rul til Bankoplysninger.

VIGTIG

Oplysningerne i afsnittet **Bankoplysninger** vil blive brugt til at opdatere alle relevante CBRE Finance-systemer for at behandle dine fakturaer.

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

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| 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 *

TRIN 8 - SKATTE- OG BANKOPLYSNINGER

4. Læs venligst instruktionerne på det brevpapir, der kræves i afsnittet om virksomhedsregistrerings- og bankoplysninger, omhyggeligt.
5. Sørg for, at brevhovedet med alle de anførte oplysninger gemmes i PDF-filen og uploades med henblik på den uafhængige verifikation af bankoplysninger.

The screenshot shows a registration interface. On the left is a sidebar menu with the following items and progress indicators: 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), and Submit Registration. A yellow banner at the top of the sidebar reads: 'Please fill out all mandatory questions and click "Submit Registration"'. The main content area is titled 'Banking Details' and contains a section for 'Company Registration and Banking Details Documents (Company Letterhead)'. This section includes a warning: '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.' Below this is a link: 'Link to PDF Bank Verification Process'. A list of requirements for the letterhead is provided: '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, and Company Stamp OR Signature of Manager or Higher'. At the bottom, there is a prompt: 'Please upload printed copies of your Company Registration & Banking Details document' with a plus icon and a document icon. A 'Choose' button is visible at the bottom of the document upload area.

VIGTIG

Husk, at et forkert brevpapir er en af de hyppigste årsager til, at leverandørregistreringsindsendelser returneres til leverandørerne til rettelse. For vejledning og download af en brevpapirskabelon, [klik her](#).

TRIN 9 – VIRKSOMHEDENS OG FINANSIELLE HISTORIK

1. Du skal oplyse din organisations årlige omsætning, hvilket er afgørende for at forstå størrelsen af din virksomhed og anvende en korrekt tilgang, når du udfører compliance-screeningen.

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

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

Financial History

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

Select the currency your annual turnover is reported on

Currency *

Please select

1

TRIN 10 - MILJØMÆSSIGE, SOCIALE OG FORVALTNINGSMÆSSIGE FORHOLD

Dette afsnit fokuserer på jeres organisationspolitikker. Det er vigtigt for CBRE at forstå jeres overensstemmelse med CBREs forretningsværdier.

Find mere information om CBRE's program for vurdering af leverandørbæredygtighed via EcoVadis på næste side.

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 | |

Labour Relations

Modern Slavery

Governance and Environment

Leverandørbæredygtighedsvurderinger

Drevet af
ecovadis



I 2014 begyndte CBRE at indhente EcoVadis-scorecards til vores egne forretningsaktiviteter med det formål at demonstrere vores bæredygtige ledelsespraksis for vores kunder.

CBRE har nu en guldvurdering fra EcoVadis, som er en del af de 5% bedste virksomheder globalt.

Siden 2019 har CBRE brugt EcoVadis til at understøtte sit program for bæredygtigt indkøb og bruger dataene til at spore fremskridt i forhold til bæredygtigheds-KPI'er i hele forsyningskæden.

CBRE

Bæredygtigt indkøb

Få mere at vide om CBRE's program for vurdering af leverandørers bæredygtighed [KLIK HER](#)

Hvad er en bæredygtighedsvurdering?

EcoVadis-vurderingen dækker en bred vifte af ikke-finansielle ledelsessystemer, herunder miljø, arbejdskraft og menneskerettigheder, etik og bæredygtige indkøb. Hver virksomhed vurderes på de væsentlige problemstillinger, der vedrører virksomhedens størrelse, placering og branche.

Letlæselige scorecards giver vejledning om styrker og forbedringsområder, som kan bruges til at fokusere bæredygtighedsindsatsen og udvikle korrigerende handlingsplaner for at forbedre bæredygtighedspræstationen.

Hvordan fungerer det?

Se denne 5-fods [video om, hvordan bæredygtighedsvurderinger fungerer](#)

Hvilke leverandører er inviteret til at deltage?

CBRE inviterer følgende leverandørtyper til at gennemgå bæredygtighedsvurderinger for leverandører

- CBRE's foretrukne partnerprograms leverandørpartnere
- Leverandører, der betjener en klient, der har et fokuseret bæredygtighedsprogram
- Kvalificerede leverandører, der bidrager til CBRE's største ESG-forsyningskæderisici, som fastslået af CBRE's vurdering

Hvorfor inviterer CBRE leverandører til EcoVadis?

Læs om [CBRE's program for vurdering af leverandørers bæredygtighed](#), eller kontakt os på sustainable.procurement@cbre.com

Hvad skal vores virksomhed gøre?

1. Registrer din virksomhed på [EcoVadis-plattformen](#)
2. Få adgang til spørgeskemaet, der er skræddersyet til din virksomhed
3. Vælg den abonnementspakke for evalueringer, der passer til dig
4. Indsend det udfyldte spørgeskema inklusive eksisterende dokumentation, der understøtter dine svar.
5. Når du har modtaget dit scorekort, skal du dele resultaterne med CBRE og andre kunder.

Hvilke oplysninger er nødvendige?

Se denne 5-minutters [video om, hvordan du udfylder spørgeskemaet](#) [EcoVadis supportcenter](#) på 14 sprog

Hvorfor skal vores virksomhed deltage?

Ved at deltage får din virksomhed adgang til følgende fordele:

- ✓ Bliv fremhævet som en CBRE-godkendt bæredygtig leverandør*
- ✓ Vis, hvordan din virksomhed hjælper dine kunder med at tilpasse sig de udviklende markeds- og lovgivningsmæssige bæredygtighedskrav
- ✓ Del dine evner med tusindvis af virksomheder i EcoVadis-netværket
- ✓ Få adgang til specifikke trin til, hvordan du kan forbedre din bæredygtighedsvurdering

(* Hvis du opfylder præstationsgrænsen)

Hvad får din virksomhed ud af at deltage?

Få mere at vide om [fordelene ved EcoVadis vurdering her](#)

TRIN 11 - MANGFOLDIGHED

1. Hvis du svarer 'Ja' til de første spørgsmål, skal du besvare yderligere spørgsmål.

Find mere information om certificeringskategorierne og interessegrupperne på næste side.

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

TRIN 11 – MANGFOLDIGHED

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

TRIN 12 – FORRETNINGSafbrydelse

1. Vælg de relevante svar, så CBRE kan forstå, om og hvordan I administrerer data i jeres systemer.

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

✓

TRIN 13 – FORSIKRINGER

VIGTIG

Ignorer ikke de automatiske e-mailnotifikationer, da du har 60 dage til at opdatere din profil, indtil din organisation mister status som CBRE-leverandør.

1. De to første typer forsikring er obligatoriske for alle CBRE-leverandører. Angiv venligst navnet på forsikringsudbyderen, udløbsdatoen og erstatningsniveauet, og vedhæft derefter en kopi af forsikringsbeviset.

2. Vi overvåger forsikringens udløbsdatoer, derfor vil systemet give dig besked om at opdatere oplysningerne og uploade det opdaterede dokument, når det udløber.

3. Besvar det yderligere spørgsmål om omfanget af varer og tjenester, du leverer til CBRE.

The screenshot shows a web form titled "Insurances" with a sidebar on the left containing a table of navigation items. The main form area contains several sections with text and input fields. Annotations 1, 2, and 3 point to specific parts of the form.

| Item | Count |
|---|----------|
| 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

Indemnity Level *

Insurance Policy Currency *

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



Tip

Sørg venligst for, at oplysningerne i det vedhæftede dokument stemmer overens med de oplysninger, der er indtastet i forsikringsafsnittet.

TRIN 14 - LICENSER, TILLADELSER OG CERTIFIKATER

1. Bekræft, at du har de nødvendige dokumenter, der bekræfter, at du kan udføre de tjenester, du har valgt under QHSE-fanen.
2. Besvar spørgsmålet vedrørende ISO-certifikater.
3. Hvis du har et, skal du uploade dokumentet sammen med andre vigtige oplysninger i certifikatsektionen.
4. Upload eventuelle andre kategoricertifikater, du har, ved at indtaste dokumentets navn i feltet og klikke på en plusknop. Der oprettes en certifikatsektion, som du kan udfylde.

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

- Introduction
- Company Information 1
- Contact & Account Information 29
- Quality, Health, Safety and Environment (QHSE) 3
- Tax & Banking Information 10
- Company & Financial History 2
- Environmental Social and Governance (ESG) 4
- Diversity 1
- Business Interruption
- Insurances 10
- Licences, Permits & Certificates 6**
- Government Affiliations & Legal or Financial Judgements 5
- Submit Registration

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

Tip

Sørg venligst for, at oplysningerne i det vedhæftede dokument stemmer overens med de oplysninger, der er indtastet i certifikatafsnittet.

1

2

3

4

TRIN 15 – OFFENTLIGE TILKNYTNINGER OG JURIDISKE ELLER FINANSIELLE FORBINDELSER

DOMME

Alle spørgsmål i denne fane er obligatoriske.

Hvis du svarer 'Ja' til et af spørgsmålene, bedes du give yderligere oplysninger.

| | |
|--|----|
| 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

TRIN 16 – INDSSEND REGISTRERING

1. Alle fanespørgsmål vil blive accepteret til indsendelse, når grønne flueben vises på alle faner.
2. Klik på knappen Send registrering for at sende den til CBRE til gennemgang.

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

Hvad sker der nu?

Din registrering vil blive gennemgået af CBRE, og du kan blive kontaklet for at præcisere dine svar eller give yderligere oplysninger.

Hvis du bliver accepteret som CBRE-leverandør, vil du blive underrettet. Fremover kan du administrere dine virksomhedsoplysninger via mySupplier .

TRIN 17 - BEKRÆFTELSE-EMAIL

Du vil modtage en bekræftelsesmail på den e-mailadresse, du har angivet i din mySupplier- profil.

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.

GENANSØGNINGSSCENARIE – RETURNERET INDSENDELSE

Hvis din indsendelse returneres til dig efter CBRE's gennemgang, vil du modtage en e-mail-besked om at logge ind på mySupplier og angive de manglende oplysninger eller dokumenter.

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.

KONTAKTER & HJÆLP

Hvis du har brug for yderligere hjælp til at gennemføre din registrering, kan du se [leverandøruddannelsesportalen](#)

[mySupplier chatbot](#) er også tilgængelig for hastende forespørgsler.

Tak!