

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.

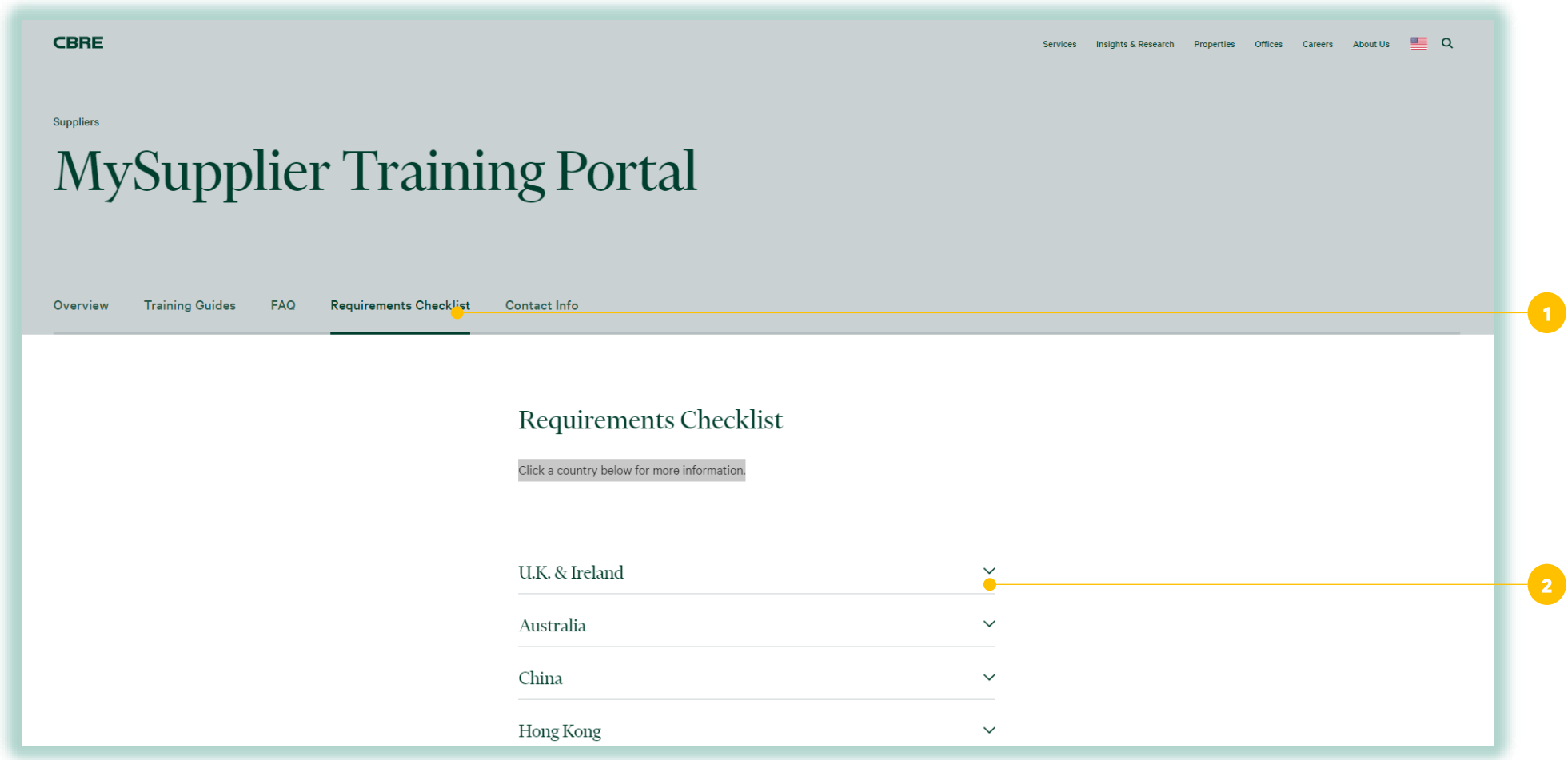
If you need additional support, you can refer to the training portal for suppliers:

[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.



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,

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

Dear Supplier Partner,

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

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

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

How to register in mySupplier:

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

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

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

[Click here to update your account](#)

Your username is: mysupliertestuser+123@gmail.com

This link will expire within 7 days.

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

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

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

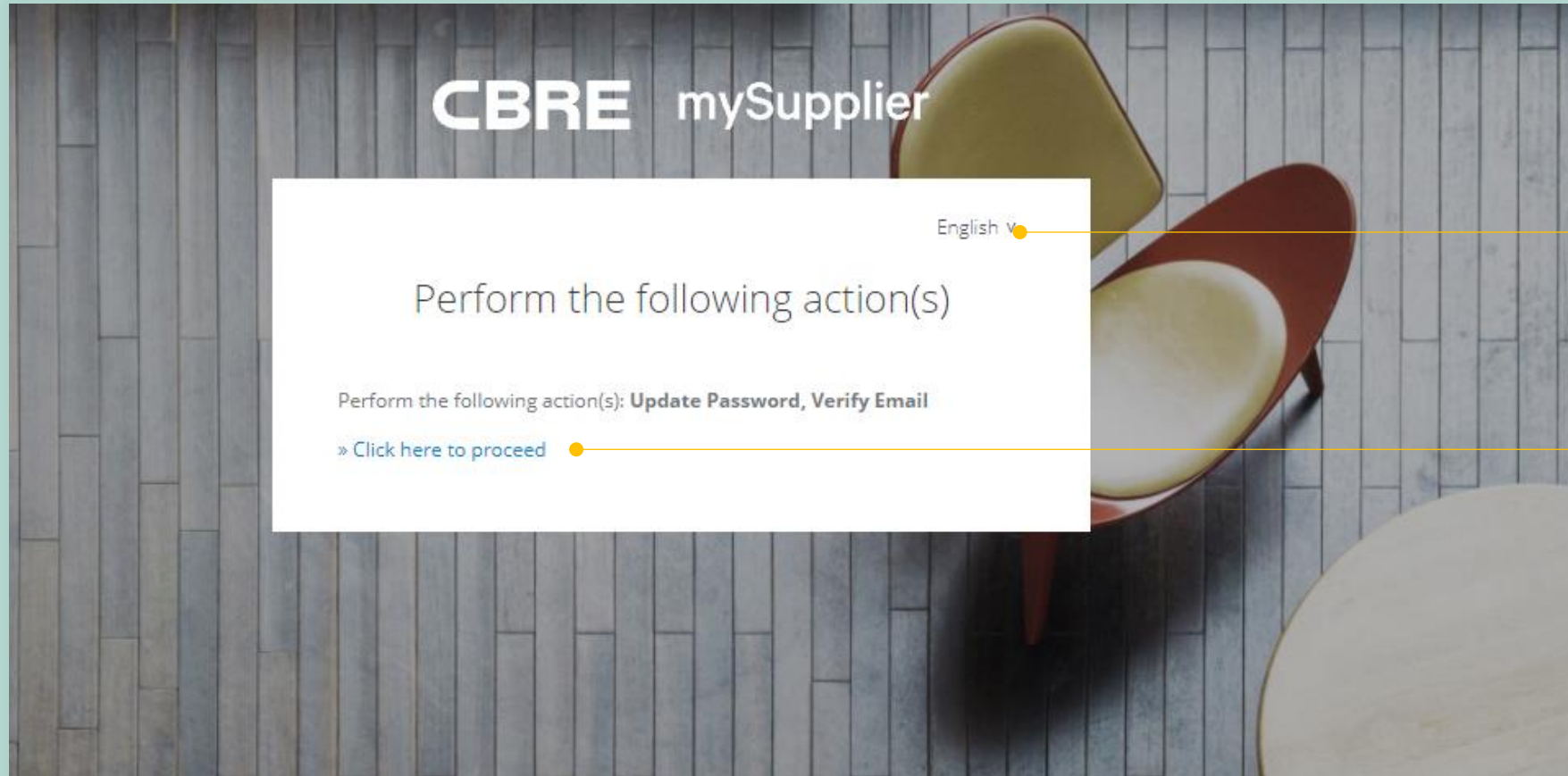


Please be aware that all mySupplier invite emails to register and password resets are now sent out to suppliers from noreply@cbre.com.

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

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

CBRE mySupplier

English v

Update Account Information

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

Email

First name

Last name

Preferred Language
English v

Submit

2

3

STEP 2 – PASSWORD RESET AND EMAIL VALIDATION

4. Set up your password following the guidelines for password creation.
5. Click Submit to proceed

CBRE mySupplier

English v

Update password

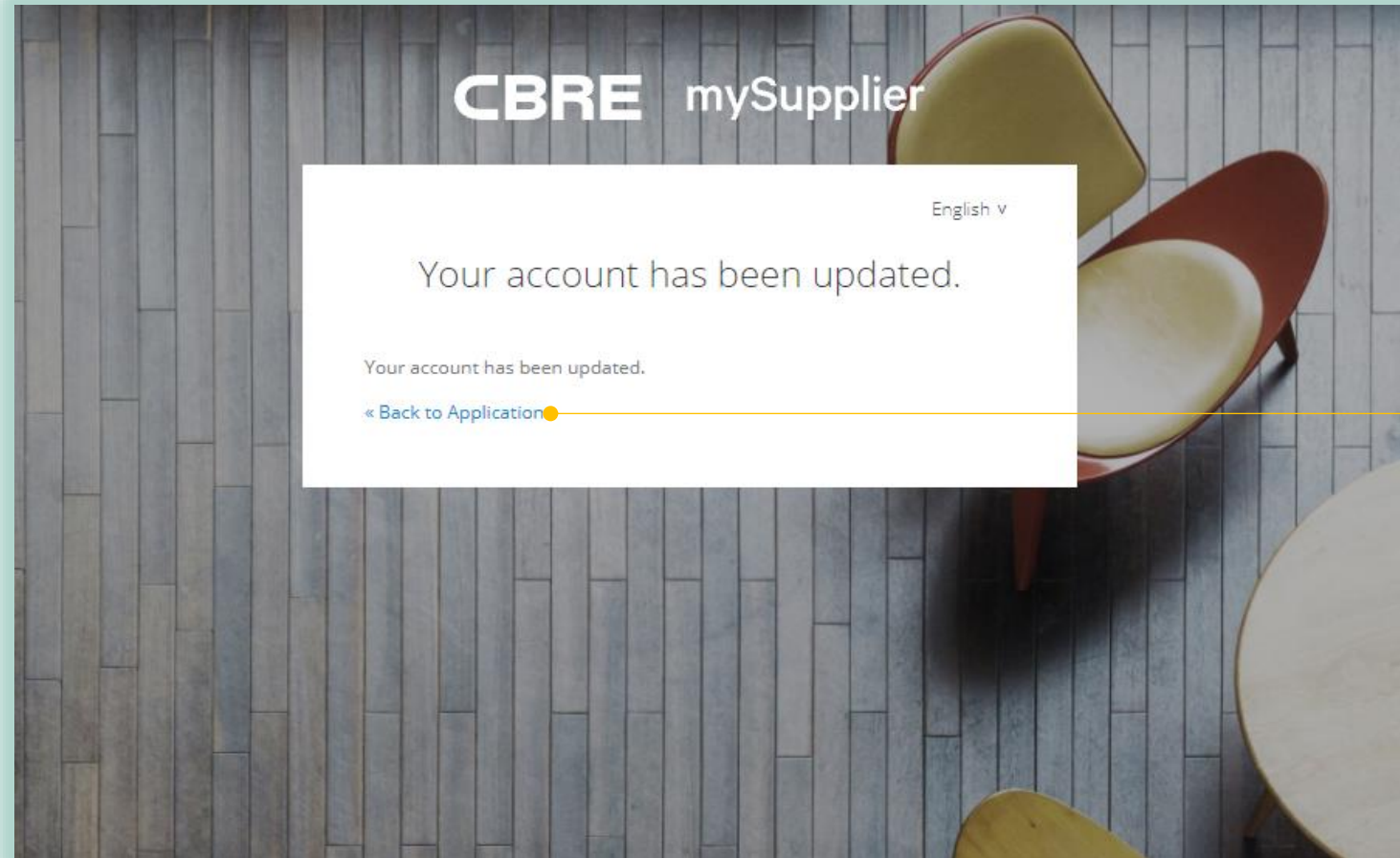
 You need to change your password. Password must be at least 10 characters; must contain at least one lowercase letter, one uppercase letter, one numeric digit, and one special character.

New Password

Confirm password

Submit

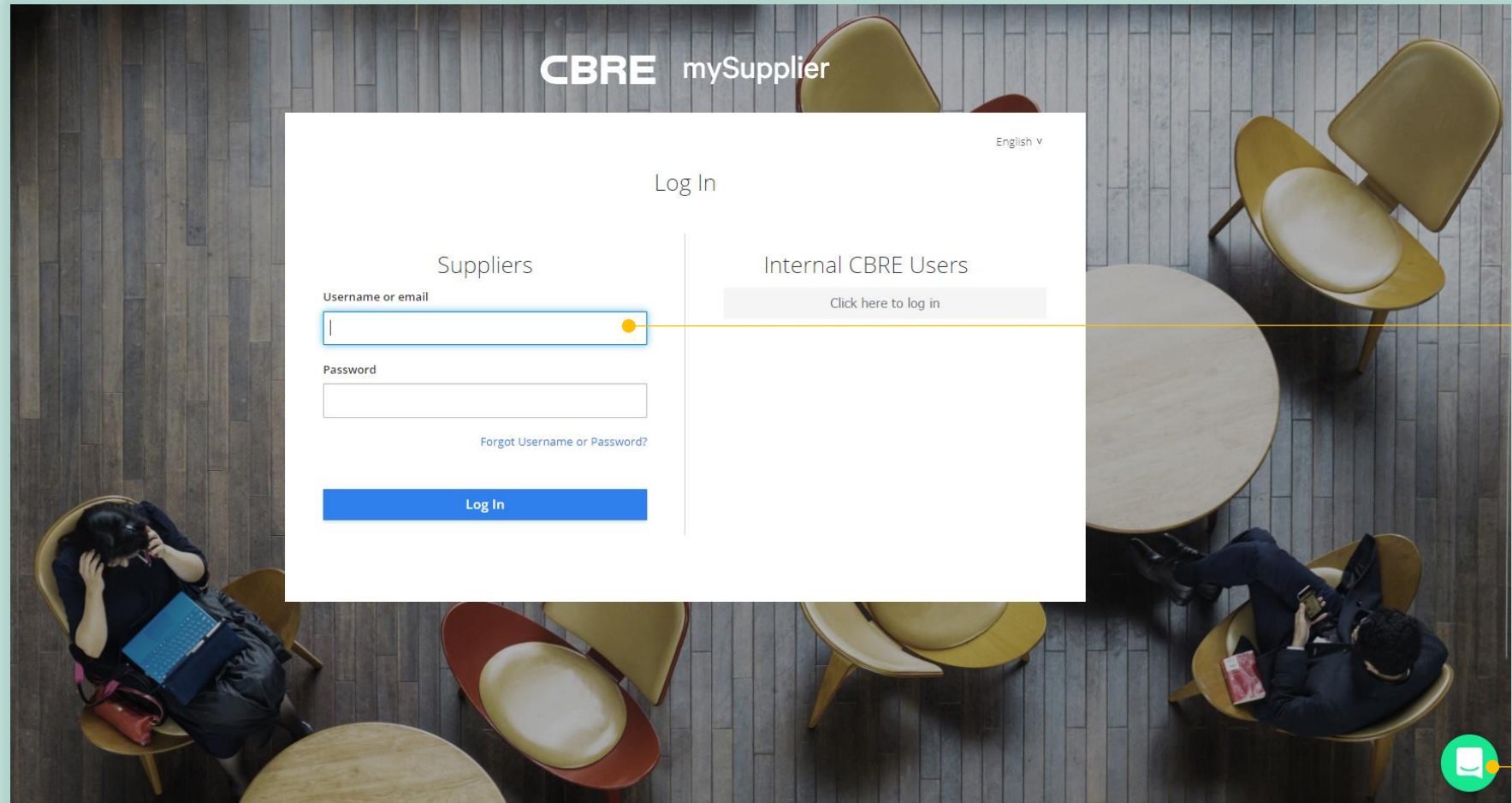
STEP 2 – PASSWORD RESET AND EMAIL VALIDATION



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

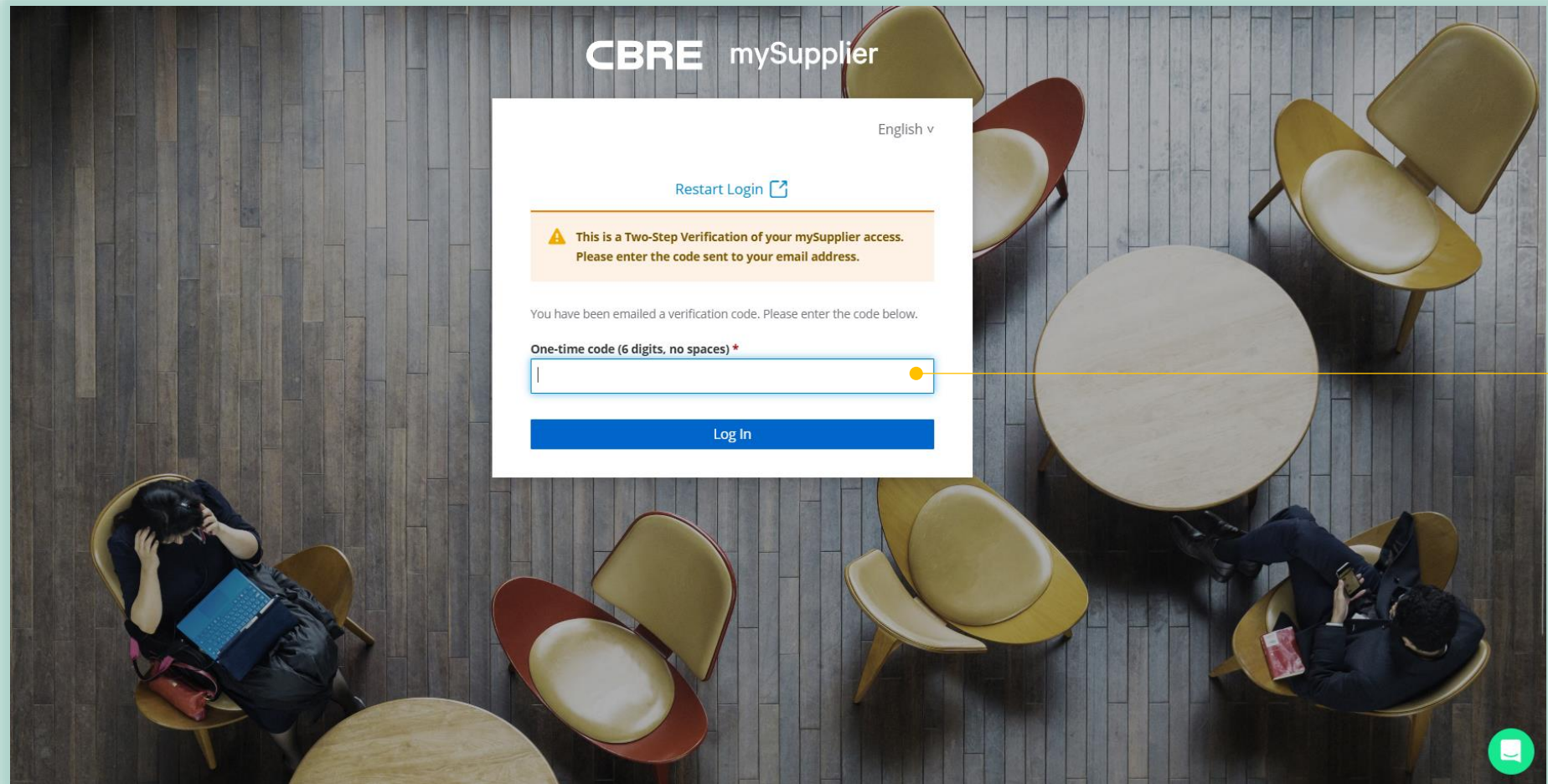
STEP 3 – LOG-IN

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.



The image shows a screenshot of the CBRE mySupplier login interface. The background is a high-angle photograph of a modern interior with wooden floors, several yellow and red armchairs, and round wooden tables. Two people are seated in the chairs, one using a laptop and the other a smartphone. Overlaid on this is a white login form. At the top of the form is the 'CBRE mySupplier' logo. To the right of the logo is a language selector 'English v'. Below the logo is a 'Restart Login' link with an external link icon. A yellow warning box contains a triangle icon and the text: 'This is a Two-Step Verification of your mySupplier access. Please enter the code sent to your email address.' Below this, a message states: 'You have been emailed a verification code. Please enter the code below.' This is followed by a label 'One-time code (6 digits, no spaces) *' and a text input field with a cursor. At the bottom of the form is a blue 'Log In' button. A yellow line with a circle at the end points from the input field to a yellow circle containing the number '3' on the right side of the slide. A small green chat icon is in the bottom right corner of the background image.

CBRE mySupplier

English v

[Restart Login](#)

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

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

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

[Log In](#)

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.

HomeMy Company ProfileTraining And Resources

Welcome to mySupplier

My Company Profile

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

START HERE

Training and Resources

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

mySupplier Support

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

My Company Profile Progress

88%

Completed109

To Do15

Company Profile Authorisation Status

Auth. Status: Authorised

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

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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 shows a registration form interface. On the left is a 'Navigation Tabs' panel with a list of sections and their 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. A yellow callout bubble with the number '1' points to the 'Introduction' tab. The main content area is titled 'Introduction' and contains a 'Data Protection Consent' section. This section includes a paragraph about data sharing, a 'Required for GDPR purposes' heading, and a confirmation statement: '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.' Below this is another statement: '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:' followed by a list of three purposes: i) your application for inclusion in the Database, ii) management and maintenance of the Database, and iii) provision of services to CBRE's clients which processing may include the instruction of a third party sub-processor. At the bottom of the consent section is a checkbox labeled 'All such processing shall be carried out in accordance with applicable law *'. A yellow callout bubble with the number '2' points to the consent text, and another with the number '3' points to the checkbox. On the right side of the form, there are navigation arrows and a page indicator '1 / 13'. A yellow callout bubble with the number '1' points to the navigation arrows.

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

Introduction

1 / 13

Introduction

Company Information

Contact & Account Information

Quality, Health, Safety and Environment (QHSE)

Tax & Banking Information

Company & Financial History

Environmental Social and Governance (ESG)

Diversity

Business Interruption

Insurances

Licences, Permits & Certificates

Government Affiliations & Legal or Financial Judgements

Submit Registration

Data Protection Consent

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

Required for GDPR purposes.

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

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

i) your application for inclusion in the Database

ii) management and maintenance of the Database

iii) provision of services to CBRE's clients which processing may include the instruction of a third party sub-processor.

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

Key Considerations

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) 1

CBRE Policies

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

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

CBRE Supplier Code of Conduct * 2

Does your organisation or any of your senior management have any previous or current business relationships or personal connections with CBRE or its employees which may indicate a perceived or real conflict of interest? *
☐ Yes ☐ No

CBRE Terms & Conditions

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

 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.

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

x

Introduction

1

Company Information

9

Contact & Account Information

29

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4

Tax & Banking Information

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Company & Financial History

2

Environmental Social and Governance (ESG)

6

Diversity

1

Business Interruption

1

Insurances

10

Licences, Permits & Certificates

2

Government Affiliations & Legal or Financial Judgements

5

Submit Registration

CBRE Supplier Data

>

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

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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 *

mysupliertestuser+123@gmail.com

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.

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" X

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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 >

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

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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

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

- 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.
- mySupplier is connected with the SafeContractor portal, therefore, you can view the SafeContractor status by selecting 'Yes' and conducting an automated check based on the organisation registration number provided in the Company Information tab.
- Should your registration be not found, enter your SafeContractor certificate number to conduct the second level check.

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](#)

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STEP 8 – TAX & BANKING INFORMATION

1. Please carefully complete the Tax Information section. CBRE will check the provided number against the public registers.
2. Ensure the withholding tax scheme question is correctly completed. CBRE will verify your answer in the relevant public registers e.g. HMRC for UK.

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

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Tax Information

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

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

☒ Yes ☐ No

✓

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

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

☒ Yes ☐ No

✓

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

CIS Construction Industry Scheme (UK) ▼

✓

Construction Industry Scheme

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

1

1

2

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.



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.

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

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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 *

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

- Please carefully read the instructions on the letterhead required in the Company Registration & Banking Details Documents. Section.
- Ensure the letterhead with all the listed details is saved in PDF and uploaded for the purpose of the independent banking details verification.

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

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Submit Registration

Banking Details

Remittance and Purchase Order Details

Company Registration and Banking Details Documents (Company Letterhead)

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

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

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

[Link to PDF Bank Verification Process](#)

The letterhead must include:

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

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

Choose

4

IMPORTANT
Bear in mind that an incorrect letterhead is one of the most frequent reasons why supplier registration submissions are reverted to suppliers for corrections. For guidance and a letterhead template download [click here](#)

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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.

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

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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

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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

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Labour Relations

Modern Slavery

Governance and Environment

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

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Diversity Classification

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

☒ Yes ☐ No

✓

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

Please select ▼

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

☐ Ethnic minority business - EMB

☐ Women owned business - WOB

☐ Veteran owned business - VOB

☐ Social Enterprise

☐ LGBTQ+ owned business

☐ Disabled owned business

☐ Indigenous Business

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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+ – [OutBritain](#)

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

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Data Protection 

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

- ☒ Receive, store or process personal or confidential information on behalf of CBRE or its clients
- ☐ IT related services to CBRE or its clients (including IT consultancy or IT design services)
- ☐ Software (including Software as a Service) to CBRE or its clients that will either be housed on or accessed through the CBRE network
- ☐ CBRE and/or clients IT systems
- ☐ None of the above



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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.

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

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 **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. *

☒ 

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



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.

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Business Interruption	✓
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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

Your profile is ready to submit for onboarding review

[Submit Profile](#)

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[Submit Registration](#)

Supporting Information

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

Please leave blank if you do not have any comments.

Submission

There are many mandatory questions which require answers in this registration form, marked with a 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 our team and you may be contacted for further information or clarification on your responses or provided documents.

If you are accepted as a supplier, you will be notified. Go to mySupplier to manage your company profile.

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.

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!