

mySupplier

Incorporación de proveedores

Manual de registro de nuevos
proveedores

Junio de 2026



INTRODUCCIÓN

Bienvenido a mySupplier de CBRE.

Manual de registro para nuevos proveedores

CBRE está firmemente comprometida a realizar negocios con la máxima integridad y a promover una conducta empresarial ética con nuestra comunidad de proveedores.

Como proveedor de productos y/o servicios para CBRE y nuestros clientes, su empresa es fundamental para nuestro éxito.

mySupplier es la plataforma de CBRE para la incorporación, el cumplimiento normativo y la gestión de proveedores, que le permite autogestionar la información de su empresa y los documentos de referencia importantes, y demostrar su cumplimiento con los estándares comerciales de CBRE.

Este manual le guiará a través de los pasos necesarios para completar el proceso de registro en línea.

Los proveedores de bajo riesgo deberán responder a un cuestionario simplificado.

Si usted es un proveedor de alto riesgo, es posible que deba proporcionar información adicional a una agencia externa que realizará una evaluación independiente. Este servicio tiene un costo, el cual deberá pagarse directamente al proveedor ^{externo}.

Si necesita ayuda adicional, puede consultar el portal de formación para proveedores:

[Enlace al portal de formación](#)

REQUISITOS PARA QUE LOS PROVEEDORES SE REGISTREN EN MYSUPPLIER

Para facilitarte el proceso de registro y el cumplimiento de los requisitos de incorporación, CBRE ha preparado un sitio web con la lista de requisitos por país.

1. Haga [clic aquí](#) para acceder a la lista de requisitos.
2. Desplácese hacia abajo y seleccione el país donde se proporcionarán los bienes/servicios.
3. Prepara los documentos necesarios para subirlos a tu perfil de mySupplier .

The screenshot displays the 'MySupplier Training Portal' website. At the top left is the 'CBRE' logo. The top right navigation bar includes links for 'Services', 'Insights & Research', 'Properties', 'Offices', 'Careers', 'About Us', a US flag, and a search icon. Below the navigation bar, the page title 'MySupplier Training Portal' is prominently displayed. A secondary navigation bar contains links for 'Overview', 'Training Guides', 'FAQ', 'Requirements Checklist' (which is highlighted with a yellow dot and a line extending to a '1' in a yellow circle on the right), and 'Contact Info'. The main content area is titled 'Requirements Checklist' and features a grey button that says 'Click a country below for more information'. Below this button is a list of countries with dropdown arrows: 'U.K. & Ireland', 'Australia', 'China', and 'Hong Kong'. A yellow dot is placed on the dropdown arrow for 'U.K. & Ireland', with a line extending to a '2' in a yellow circle on the right.

PASO 1 – REGISTRO DE PROVEEDORES Y CORREO ELECTRÓNICO DE BIENVENIDA

CBRE mySupplier

1. Haz clic en el enlace para registrar tu organización y crear una contraseña .

2. Tu nombre de usuario para acceder a tu perfil se proporciona justo debajo del enlace.

1

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

2

● 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 my!

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 su 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

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.



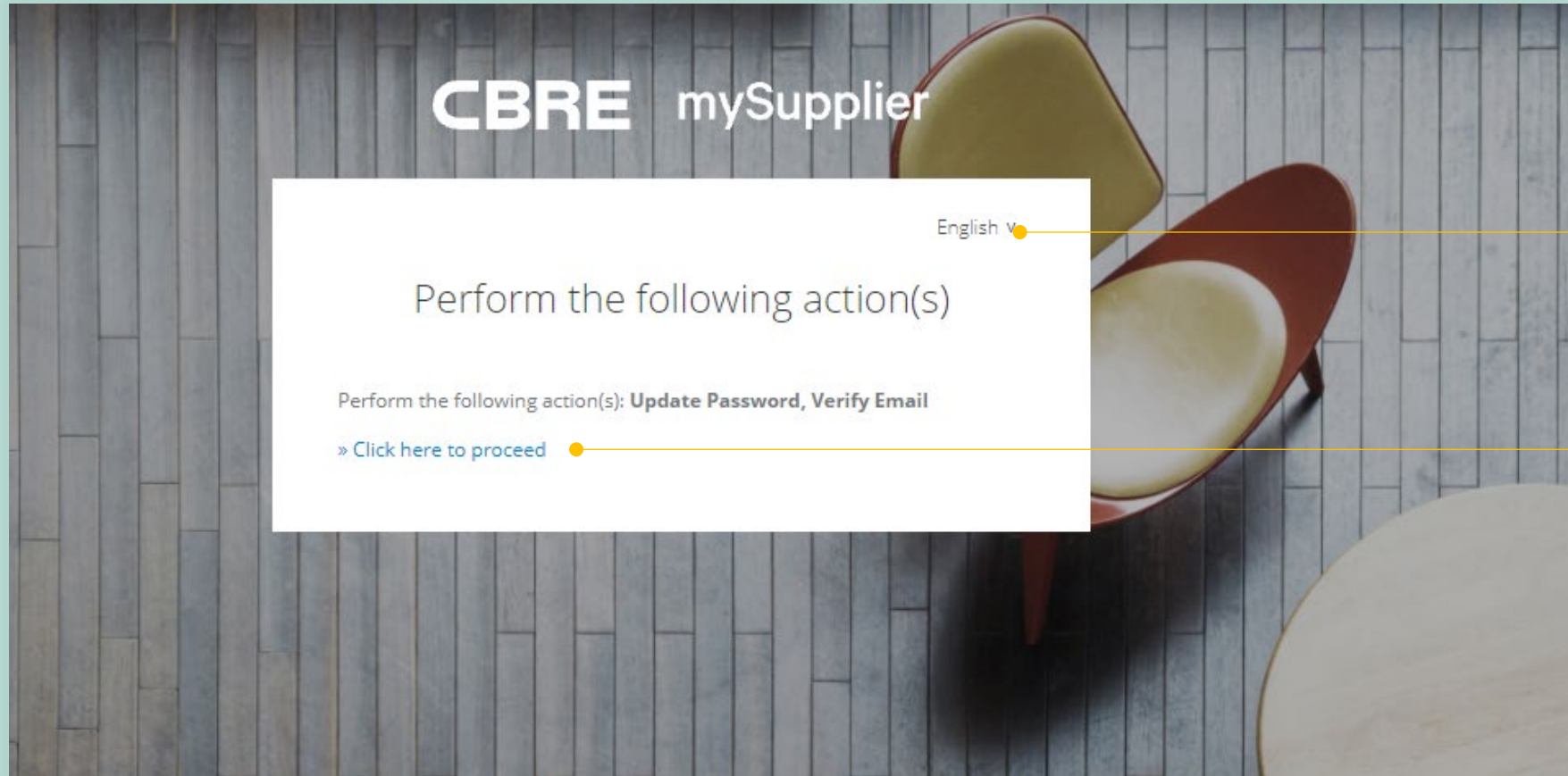
Consejo

Tenga en cuenta que todos los correos electrónicos de invitación a mySupplier para registrarse y restablecer contraseñas ahora se envían a los proveedores desde noreply@cbre.com.

Si no recibe un correo electrónico de invitación para registrarse o un correo electrónico para restablecer la contraseña e iniciar sesión, agregue su

PASO 2 - RESTABLECIMIENTO DE CONTRASEÑA Y VALIDACIÓN DE CORREO ELECTRÓNICO

1. Haz clic en la flecha para cambiar el idioma del contenido del portal.
2. Haz clic en el enlace para actualizar la información de tu cuenta mySupplier.



PASO 2 - RESTABLECIMIENTO DE CONTRASEÑA Y VALIDACIÓN DE CORREO ELECTRÓNICO

3. Configura tu contraseña siguiendo las instrucciones para la creación de contraseñas.
4. Haz clic en Enviar para continuar.

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.

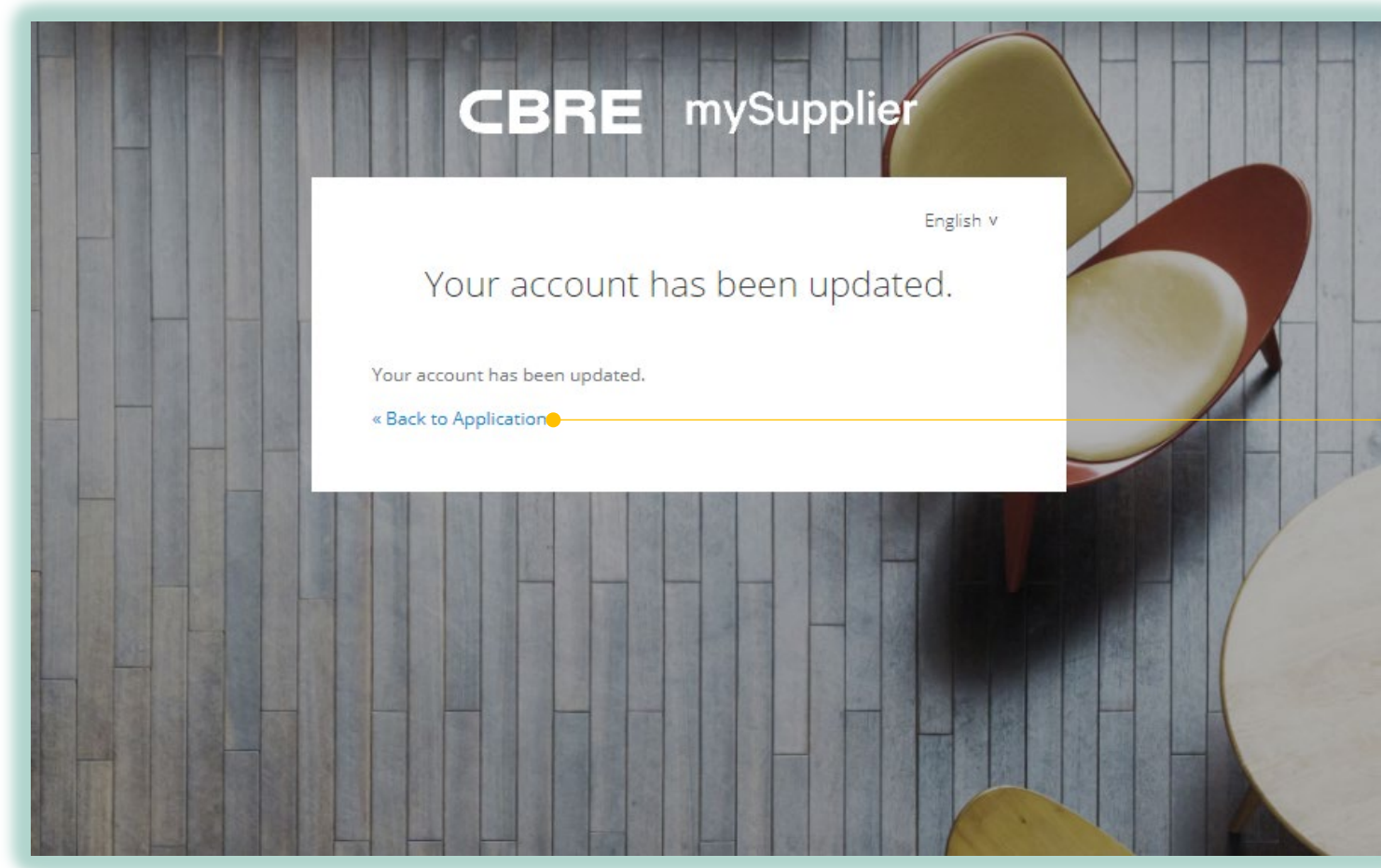
New Password

Confirm password

Submit

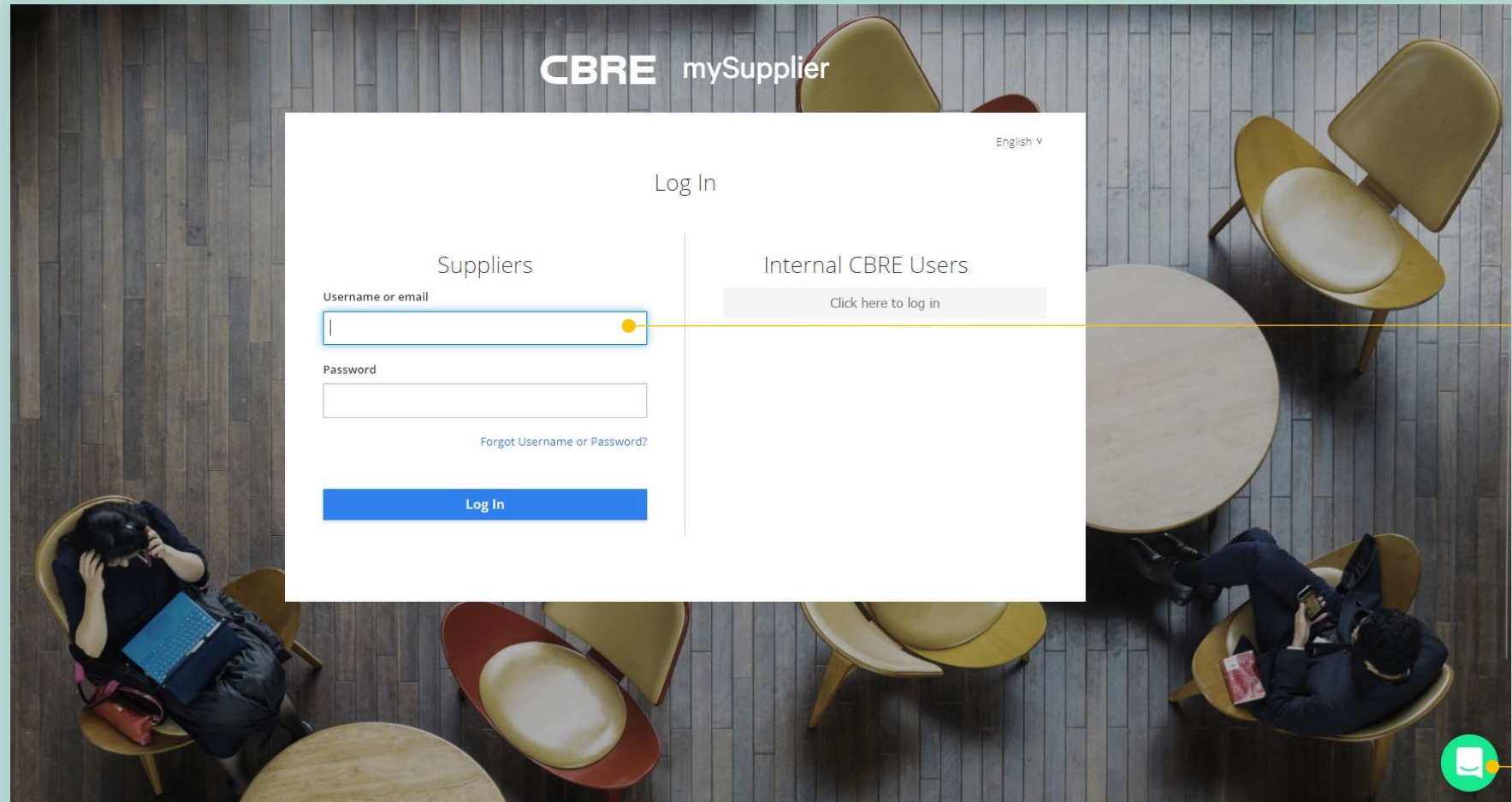
PASO 2 - RESTABLECIMIENTO DE CONTRASEÑA Y VALIDACIÓN DE CORREO ELECTRÓNICO

5. Haz clic en el enlace para iniciar sesión y comenzar el registro.



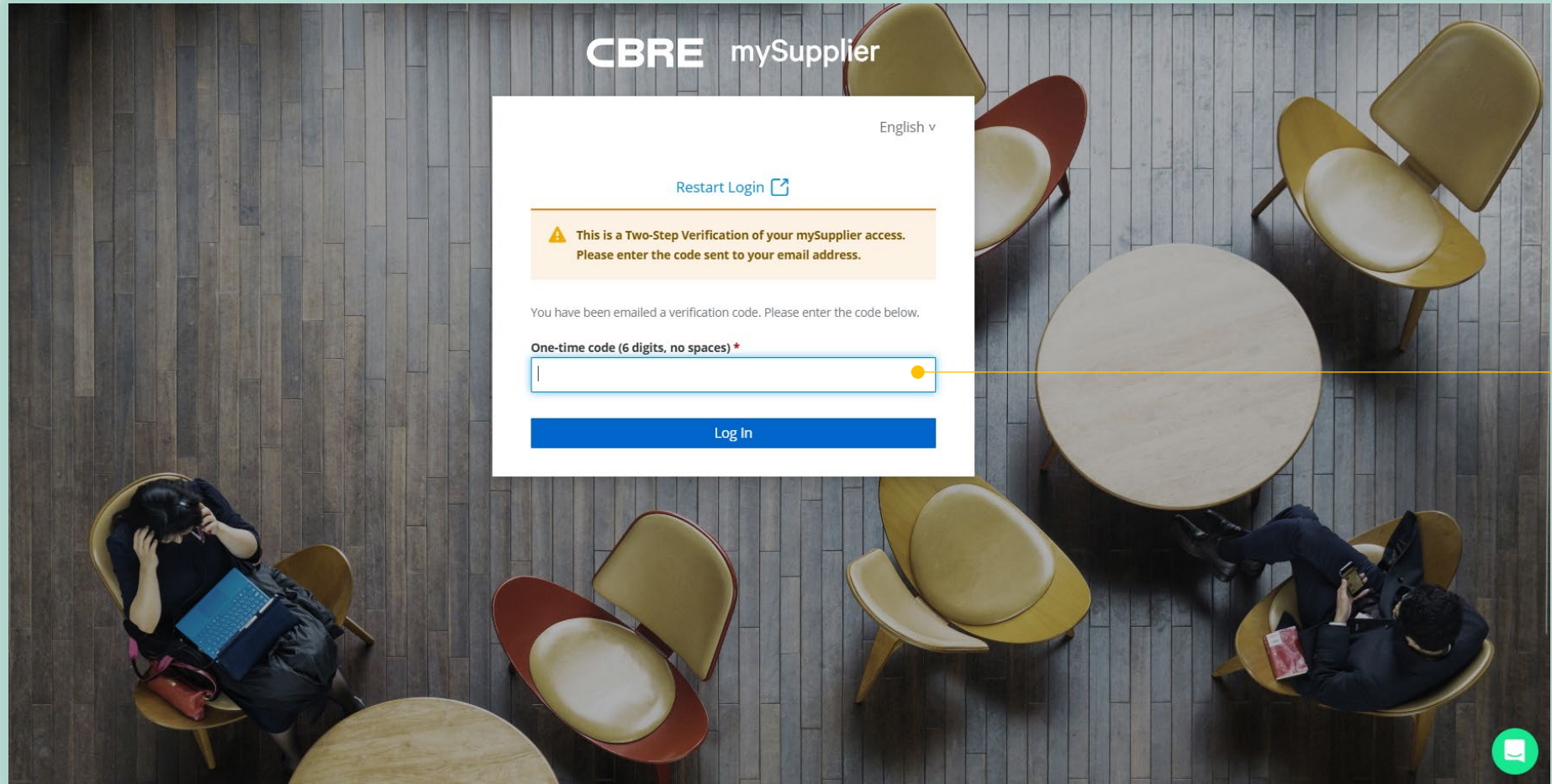
PASO 3 – INICIAR SESIÓN

1. Introduce tu dirección de correo electrónico y la contraseña que proporcionaste al inicio del proceso de registro.
2. **Chatbot:** haga clic en el icono verde de chat que se encuentra en la esquina superior derecha de la página. Todas sus consultas se realizarán a través de esta función.



PASO 3 – INICIAR SESIÓN

- Introduce el código de un solo uso que te hemos enviado a tu correo electrónico o a tu aplicación móvil.



PASO 4 - NAVEGACIÓN

1. Haz clic en "Mi perfil de empresa" para ver, completar o actualizar tu perfil.
2. Seleccione Formación y recursos para acceder a todas las guías de usuario.
3. Seleccione Soporte de mySupplier para obtener ayuda instantánea y respuestas automáticas a preguntas frecuentes.
4. Aquí puedes consultar el progreso de la finalización de tu perfil.
5. Aquí puede consultar el progreso de la incorporación de su empresa.

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 working at a table. A blue notification banner at the top states: "CBRE GWS teams have recently reviewed and implemented some changes to the mySupplier questions, streamlining the onboarding process whilst capturing the minimum, required information to operate and transact. If you are viewing this message, you are a new or existing supplier partner who has been moved to the new profile, please check your My Company Profile Progress below and action the To Do." Below the notification are three main sections: "My Company Profile" with a "START HERE" button, "Training and Resources" with a graduation cap icon, and "mySupplier Support" with a headset icon. The "My Company Profile" section includes a progress bar showing 88% completion and a table with 109 completed items and 15 to-do items. The "Training and Resources" section shows a flowchart of the onboarding process: Profile in Progress, Profile Submitted, Profile Approved, and Onboarding Complete. The "mySupplier Support" section includes a "Go to Company Profile >" link. At the bottom, there are "Resources Quick Links" and "Latest mySupplier Updates" sections. A chat icon is visible in the bottom right corner.

Home My Company Profile Training And Resources

Welcome to mySupplier

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

My Company Profile

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

[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%

Completed	To Do
109	15

Company Profile Authorisation Status

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

Profile in Progress Profile Submitted Profile Approved Onboarding Complete

Resources Quick Links

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

Latest mySupplier Updates

No news to display, check back later

[See all](#)

PASO 4 - NAVEGACIÓN

1. Haz clic en los botones de flecha o navega a otra sección usando las pestañas de navegación.

Pestañas de navegación

1

2. Cada pestaña muestra el número exacto de todas las preguntas obligatorias que aparecen en cada sección.

3. Por favor, revise el consentimiento de protección de datos. Marque la casilla para continuar.

The screenshot shows a registration form with a navigation sidebar on the left and a main content area. The sidebar contains the following tabs with question counts:

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	

The main content area is titled "Introduction" and displays the "Data Protection Consent" section. The consent text reads: "During this application process, this system may need to send some of the data which you provide to government registration verification services or commercial risk assessment service providers in order to conduct additional checks. Please therefore read and accept the following Data Protection Consent Statement before proceeding." It is required for GDPR purposes. The user must confirm that they have notified or shall notify any employees of their Company whose personal information they provide (the "Relevant Employees") in completing their application for inclusion in CBRE's database of approved/preferred suppliers (the "Database") and creation of records within the Database. The user must also acknowledge and consent on their own behalf and on behalf of the Relevant Employees to CBRE and members of the CBRE Group processing such personal data as may be required for the purposes of: i) your application for inclusion in the Database, ii) management and maintenance of the Database, and iii) provision of services to CBRE's clients which processing may include the instruction of a third party sub-processor. At the bottom of the consent section, there is a checkbox for "All such processing shall be carried out in accordance with applicable law" which is currently unchecked. The form also includes navigation arrows at the top right and a "Key Considerations" section at the bottom.

1

2

3

PASO 5 – INFORMACIÓN DE LA EMPRESA

1. Su ID de proveedor de CBRE será visible en su perfil una vez que su empresa se haya incorporado a los sistemas de CBRE.
2. Responda las preguntas sobre las políticas y los términos y condiciones de CBRE para pasar a las preguntas de identificación de la empresa.

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 ***



Consejo

Todas las preguntas con * son obligatorias y deben responderse para completar su registro.

La entrada se guarda automáticamente y se acepta cuando Aparece una marca de verificación verde

PASO 5 – INFORMACIÓN DE LA EMPRESA

- Complete toda la información en las secciones siguientes, desde la descripción general de la empresa hasta las categorías de bienes y servicios.

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

PASO 5 – INFORMACIÓN DE LA EMPRESA

4. Proporcione palabras clave que ayuden a los clientes potenciales a encontrar mejor su empresa mediante una búsqueda de texto libre (por ejemplo: Limpieza, conserjería, capacitación, etc.).



Consejo

Tenga en cuenta que, para ciertos servicios prestados a CBRE o a sus clientes, le solicitaremos que adjunte los certificados y pólizas de seguro correspondientes. A continuación, encontrará la lista de documentos necesarios.

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
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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 *

PASO 6 - INFORMACIÓN DE CONTACTO Y DE LA CUENTA

Por favor, facilítenos los datos de contacto de los representantes autorizados de su organización con quienes CBRE podrá ponerse en contacto.

1. La persona de contacto principal desempeña el rol más importante, ya que será la única autorizada para otorgar acceso a otros usuarios de su organización.
2. En caso de que se produzcan cambios de personal en el futuro, simplemente puede sustituir los datos de contacto por los nuevos.
3. También puede otorgar derechos de acceso específicos a cada usuario.

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

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Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

Primary Contact Person

The primary contact is the person in your company who will be provided with an administrator user name and password to the CBRE mySupplier platform. They will be responsible for updating and maintaining your company information, in your profile. Including, where applicable, banking information, insurances, licences permits and certificates and contact changes.

First Name *

Last Name *

Job Title *

Contact Telephone Number *

Email Address *

User Settings

- Issue Profile Login
- Receive Notifications
- Edit Tax/Banking

IMPORTANTE

Por motivos de seguridad de datos, la sección de Persona de Contacto Principal solo puede ser actualizada por la persona designada en dicha sección. Todas las demás secciones de contacto en esta pestaña solo pueden ser actualizadas por la Persona de Contacto Principal.

Consejo

Para otorgar acceso a otros miembros del equipo, marque la opción "Emitir perfil de inicio de sesión" para proporcionar el enlace de acceso a los miembros de su equipo.

Más adelante, puede seleccionar una opción para que los miembros del equipo seleccionados reciban notificaciones o puedan editar los datos fiscales o bancarios.

1

2

3

PASO 6 - INFORMACIÓN DE CONTACTO Y DE LA CUENTA

4. Agregue los datos de otros miembros del equipo, como el contacto secundario, el departamento de finanzas y el gerente de órdenes de trabajo, para darles acceso al perfil de mySupplier .
5. Por favor, indique el correo electrónico para el aviso de remesa en la sección de Administrador Financiero.
6. Por favor, indique el correo electrónico para las órdenes de compra en la sección de Órdenes de Compra.


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	

Key Contact Information	>
Primary Contact Person	>
Secondary Contact Person	>
Key Account Manager	>
Finance Manager / Accounts Payable Manager	>
Purchase Order / Work Order Recipient	>
Operations / Dispatch Manager	>
Health & Safety Manager	>

4

5

6



PASO 7 – CALIDAD, SALUD, SEGURIDAD Y MEDIO AMBIENTE (QHSE)

1. Responda a la pregunta más frecuente sobre trabajos de alto riesgo para que podamos comprender mejor la naturaleza de sus servicios.

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

Introduction	1
Company Information	12
Contact & Account Information	25
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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

PASO 7 – CALIDAD, SALUD, SEGURIDAD Y MEDIO AMBIENTE (QHSE)

- Si usted es un proveedor de alto riesgo en materia de calidad, salud, seguridad y medio ambiente (QHSE), deberá proporcionar información adicional a una agencia externa que realizará una evaluación independiente. Este servicio tiene un costo.
- mySupplier está conectado con el portal SafeContractor ; por lo tanto, puede consultar el estado de SafeContractor seleccionando "Sí" y realizando una comprobación automatizada basada en el número de registro de la organización que aparece en la pestaña Información de la empresa.
- Si no se encuentra su registro, introduzca su número de certificado SafeContractor para realizar la verificación de segundo nivel.

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

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

QHSE Risk Assessment Requirements

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

For further information about SafeContractor/SafeSupplier, please visit:

[Supplier dedicated SafeContractor/SafeSupplier website](#)

Third Party Vetting Provider

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

Yes No

Please select the 3rd party vetting provider *

Alcumus - Safe Contractor / Safe Supplier

SafeContractor/SafeSupplier Registration

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

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

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

[SafeContractor/SafeSupplier Check](#)

Registration not found

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

Provide your Membership Number ⓘ

[Verify Membership Number](#)

PASO 8 – INFORMACIÓN FISCAL Y BANCARIA

1. Por favor, complete cuidadosamente la sección de Información Fiscal. CBRE verificará el número proporcionado con los registros públicos.
2. Asegúrese de que la pregunta sobre el régimen de retención de impuestos esté correctamente respondida. CBRE verificará su respuesta en los registros públicos correspondientes, por ejemplo, HMRC en el Reino Unido.

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

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Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

Tax Information

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

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

Yes No

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

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

Yes No

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

CIS Construction Industry Scheme (UK)

Construction Industry Scheme

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

PASO 8 – INFORMACIÓN FISCAL Y BANCARIA

- Por favor, complete cuidadosamente la sección de Datos Bancarios. CBRE realizará una verificación independiente de los datos bancarios proporcionados.

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

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

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 *



Consejo

Para consultar la lista completa de requisitos y las directrices sobre cómo proporcionarnos sus datos bancarios de forma segura, [haga clic aquí](#), seleccione su país y desplácese hasta Información bancaria.

IMPORTANTE

La información que figure en la sección de **Datos Bancarios** se utilizará para actualizar todos los sistemas pertinentes de CBRE Finance y procesar sus facturas.

PASO 8 – INFORMACIÓN FISCAL Y BANCARIA

- Por favor, lea atentamente las instrucciones que aparecen en el membrete requerido en la sección Documentos de registro de la empresa y datos bancarios.
- Asegúrese de guardar el membrete con todos los detalles indicados en formato PDF y subirlo para la verificación independiente de los datos bancarios.

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

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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

IMPORTANTE

Tenga en cuenta que un membrete incorrecto es una de las razones más frecuentes por las que las solicitudes de registro de proveedores se devuelven a los proveedores para su corrección. Para obtener orientación y descargar una plantilla de membrete, [haga clic aquí](#).

PASO 9 – HISTORIAL DE LA EMPRESA Y FINANCIERO

1. Se le solicita que proporcione la facturación anual de su organización, lo cual es esencial para comprender el tamaño de su empresa y aplicar el enfoque correcto al realizar la verificación de cumplimiento.

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

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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

PASO 10 – MEDIOAMBIENTAL, SOCIAL Y GOBERNANZA

Esta sección se centra en las políticas de su organización. Para CBRE es importante comprender su alineación con los valores empresariales de CBRE.

En la página siguiente

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

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Labour Relations

Modern Slavery

Governance and Environment

Evaluaciones de sostenibilidad de proveedores

Desarrollado por
ecovadis



En 2014, CBRE comenzó a obtener las certificaciones EcoVadis para sus propias operaciones comerciales, con el objetivo de demostrar a sus clientes sus prácticas de gestión sostenible.

CBRE cuenta ahora con la calificación Oro de EcoVadis, lo que la sitúa en el 5% superior de las empresas a nivel mundial.

Desde 2019, CBRE utiliza EcoVadis para respaldar su programa de compras sostenibles y utiliza los datos para realizar un seguimiento del progreso en relación con los indicadores clave de rendimiento (KPI) de sostenibilidad a lo largo de la cadena de suministro.

CBRE

Compras sostenibles

Para obtener más información sobre el programa de evaluación de sostenibilidad de proveedores de CBRE, [HAGA CLIC AQUÍ](#).

¿Qué es una evaluación de sostenibilidad?

La calificación de EcoVadis abarca una amplia gama de sistemas de gestión no financieros, incluyendo impactos ambientales, laborales y de derechos humanos, ética y compras sostenibles. Cada empresa es calificada en función de los aspectos relevantes según su tamaño, ubicación e industria.

Los cuadros de mando, fáciles de leer, proporcionan orientación sobre las fortalezas y las áreas de mejora, que pueden utilizarse para centrar los esfuerzos de sostenibilidad y desarrollar planes de acción correctiva para mejorar el desempeño en materia de sostenibilidad.

¿Cómo funciona?

Mira este [vídeo de 5 minutos sobre cómo funcionan las evaluaciones de sostenibilidad](#).

¿Qué proveedores están invitados a participar?

CBRE invita a los siguientes tipos de proveedores a someterse a evaluaciones de sostenibilidad de proveedores.

- Proveedores del programa de socios preferentes de CBRE
- Proveedores que prestan servicios a un cliente que cuenta con un programa de sostenibilidad específico.
- Proveedores cualificados que contribuyen a los principales riesgos de la cadena de suministro ESG de CBRE, según lo determinado por la evaluación de CBRE.

¿Por qué CBRE invita a sus proveedores a EcoVadis?

Infórmese sobre [el programa de evaluación de sostenibilidad de proveedores de CBRE](#) o póngase en contacto con nosotros en sustainable.procurement@cbre.com.

¿Qué tendrá que hacer nuestra empresa?

1. Registra tu empresa en la [plataforma EcoVadis](#).
2. Acceda al cuestionario diseñado específicamente para su empresa.
3. Elige el paquete de suscripción de evaluación que mejor se adapte a ti.
4. Envíe el cuestionario cumplimentado, incluyendo la documentación que respalde sus respuestas.
5. Una vez que reciba su informe de evaluación, comparta los resultados con CBRE y otros clientes.

¿Qué información se necesita?

Mira este [vídeo de 5 minutos sobre cómo completar el cuestionario](#).

[Servicio de asistencia de EcoVadis](#) en 14 idiomas

¿Por qué debería participar nuestra empresa?

Al participar, su empresa obtendrá acceso a los siguientes beneficios:

- ✓ Aparece como proveedor sostenible certificado por CBRE*.
- ✓ Demuestre cómo su empresa ayuda a sus clientes a adaptarse a los requisitos de sostenibilidad cambiantes del mercado y la normativa.
- ✓ Comparte tus capacidades con miles de empresas en la red de EcoVadis.
- ✓ Obtén acceso a pasos específicos sobre cómo mejorar tu calificación de sostenibilidad.

(* Si cumples con el umbral de rendimiento)

¿Qué beneficios obtiene su empresa al participar?

Obtenga más información sobre [los beneficios de la evaluación de EcoVadis aquí](#).

PASO 11 – DIVERSIDAD

1. Si responde "Sí" a las primeras preguntas, deberá responder a preguntas adicionales.

En la página siguiente encontrará más información sobre las categorías de certificación y los grupos de defensa.

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

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Insurances	10
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Diversity Classification

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

Yes No

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

Please select

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

- Ethnic minority business - EMB
- Women owned business - WOB
- Veteran owned business - VOB
- Social Enterprise
- LGBTQ+ owned business
- Disabled owned business
- Indigenous Business

1

PASO 11 – DIVERSIDAD

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

PASO 12 - INTERRUPCIÓN DE LA ACTIVIDAD COMERCIAL

1. Seleccione las respuestas pertinentes para que CBRE pueda comprender si gestiona datos dentro de sus sistemas y cómo lo hace.

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

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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

✓

PASO 13 – SEGUROS

IMPORTANTE

Por favor, no ignore las notificaciones automáticas por correo electrónico, ya que tendrá 60 días para actualizar su perfil antes de que su organización pierda la condición de proveedor de CBRE.

1. Los dos primeros tipos de seguro son obligatorios para todos los proveedores de CBRE. Por favor, indique el nombre de la compañía aseguradora, la fecha de vencimiento y el nivel de indemnización, y adjunte una copia del certificado de seguro.

2. Estamos controlando las fechas de vencimiento de los seguros, por lo que el sistema le notificará para que actualice la información y cargue el documento actualizado cuando caduque.

3. Responda a la pregunta adicional sobre el alcance de los bienes y servicios que usted proporciona a CBRE.

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

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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 *

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 *

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

Consejo

Por favor, asegúrese de que los datos del documento adjunto coincidan con los datos introducidos en la sección de seguros.

PASO 14 – LICENCIAS, PERMISOS Y CERTIFICADOS

1. Confirme que dispone de la documentación adecuada que certifique que puede llevar a cabo el alcance de los servicios que ha seleccionado en la pestaña QHSE.
2. Responda a la pregunta relacionada con los certificados ISO.
3. Si dispone de uno, suba el documento junto con los demás datos esenciales en la sección de Certificados.
4. Para subir cualquier otro certificado de categoría que posea, introduzca el nombre del documento en el recuadro y haga clic en el botón de signo más. Se creará una sección para que complete el certificado.

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

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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

Consejo
Asegúrese de que los datos del documento adjunto coincidan con los datos introducidos en la sección del certificado.

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

 +

PASO 15 – AFILIACIONES GUBERNAMENTALES Y ASUNTOS LEGALES O FINANCIERAS

SENTENCIAS

Todas las preguntas de esta pestaña son obligatorias.

Si responde "Sí" a alguna pregunta, por favor proporcione información adicional.

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Company Information	✓
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Tax & Banking Information	9
Company & Financial History	2
Environmental Social and Governance (ESG)	5
Diversity	1
Business Interruption	✓
Insurances	10
Licences, Permits & Certificates	6
Government Affiliations & Legal or Financial Judgements	9
Submit Registration	

Affiliations with a Government Organisation or Individuals

Declarations: Legal & Financial Issues

National or International Sanctions

CBRE Inc., including its non-U.S. branches and subsidiaries, ("CBRE") must comply with the sanctions administered and enforced by the Office of Foreign Assets Control of the U.S. Department of the Treasury ("OFAC") in the U.S., the UN Security Council ("UN"), the European Union ("EU"), and the Office of Financial Sanctions Implementation ("OFSI") in the U.K. Additionally, CBRE may comply to other local country sanctions laws, based on its business and operations footprint. For these reasons, it is CBRE's policy to assess the sanctions risks posed by companies involving sanctioned jurisdictions and persons.

The current comprehensively Sanctioned Countries are Cuba, Iran, North Korea, Syria, and the Crimea, Donetsk, and Luhansk regions of Ukraine. These may be subject to change due to the emerging sanctions risks and geopolitical map. For the latest please consult the following country programs: OFAC Country link: [Sanctions Programs and Country Information](#) | Office of Foreign Assets Control, OFSI: [Financial sanctions targets by regime - GOV.UK](#), EU: [EU Sanctions Map](#), and the UN: [Sanctions | Security Council](#).

Has the Company or any Company in the Group, or any owners of the company including board members and employees been subject to sanctions or linked to any persons or companies sanctioned by OFAC, OFSI, EU, and the UN besides other local country programs? *

Yes No

PASO 16 – ENVIAR REGISTRO

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

1. Todas las preguntas de las pestañas se aceptarán para su envío una vez que aparezcan marcas de verificación verdes en todas las pestañas.

2. Haz clic en el botón "Enviar registro" para enviarlo a CBRE para su revisión.

¿Qué sucederá después?

Su inscripción será revisada por CBRE y es posible que nos pongamos en contacto con usted para aclarar sus respuestas o proporcionar información adicional.

Si su empresa es aceptada como proveedor de CBRE, recibirá una notificación. A partir de ese momento, podrá gestionar los datos de su empresa a través de mySupplier .

PASO 17 - CORREO ELECTRÓNICO DE CONFIRMACIÓN

Recibirás un correo electrónico de confirmación en la dirección de correo electrónico que proporcionaste en tu perfil de mySupplier .

CBRE mySupplier

Dear Supplier,

Thank you for taking the time to complete your registration in [mySupplier Portal](#).

Your application has been sent to our Supply Chain Solutions team for review. Should we have any questions we will contact you to further discuss before making a final decision. You will be notified in due course with the outcome of the application.

Please be aware that whilst the team are reviewing the information provided, you will be unable to make any changes to your application. If you still need to make any changes or you are having any difficulties, please contact the mySupplier support team via mySupplier Live Chat and we will unlock your profile for editing.

For more information on how to update your profile, please [click here](#) to access our Suppliers Training Portal.

ESCENARIO DE VOLVER A SOLICITAR – SOLICITUD DEVUELTA

Si su solicitud le es devuelta tras la revisión de CBRE, recibirá una notificación por correo electrónico para que inicie sesión en mySupplier y proporcione la información o los documentos que falten.

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.

CONTACTO Y AYUDA

Si necesita ayuda adicional para completar su registro, consulte el [Portal de Capacitación para Proveedores](#).

[Chatbot de mySupplier](#) También está disponible para consultas urgentes.

¡Gracias!