

mySupplier

Leverantörsintroduktion

Ny leverantörsregistreringsmanual

Observera att denna guide har översatts med hjälp av AI-teknologi.

November 2025



INFÖRANDET

Välkommen till CBRE:s mySupplier

Registreringsmanual för nya leverantörer

CBRE är fast engagerat i att bedriva verksamhet med högsta integritet och att främja etiskt affärsbeteende inom vårt leverantörssamhälle.

Som leverantör av produkter och/eller tjänster till CBRE och våra kunder är ert företag avgörande för vår framgång.

mySupplier är CBRE:s ingång till onboarding, efterlevnad och leverantörsengagemang som gör det möjligt för dig att själv hantera din företagsinformation och viktiga referensdokument samt visa att du följer CBRE:s affärsstandarder

Denna manual guidar dig genom stegen för att genomföra onlineregistreringsprocessen.

Leverantörer med låg risk går igenom en förenklad frågeuppsättning.

Om du är en högriskleverantör kan du behöva fylla i ytterligare information hos en extern myndighet som ger en oberoende bedömning. Tjänsten är föremål för en avgift, som ska betalas direkt till tredjepartsleverantören.

Om du behöver extra stöd kan du hänvisa till utbildningsportalen för leverantörer:

[Länk till utbildningsportalen](#)

LEVERANTÖRSKRAV FÖR ATT REGISTRERA SIG I MYSUPPLIER

För att göra det enklare för dig att skicka in din registrering och uppfylla onboarding-kraven har CBRE förberett en webbplats med en lista över krav per land.

1. Klicka [här](#) för att komma åt checklisten för krav.
2. Scrolla ner och välj det land där varor/tjänster kommer att tillhandahållas.
3. Förbered de nödvändiga dokumenten som ska laddas upp i din mySupplier-profil.

The screenshot shows the 'MySupplier Training Portal' website. The top navigation bar includes the CBRE logo and links for Services, Insights & Research, Properties, Offices, Careers, About Us, and a search icon. Below the navigation bar, the page title 'MySupplier Training Portal' is displayed. A secondary navigation bar contains links for Overview, Training Guides, FAQ, Requirements Checklist (highlighted with a yellow dot and a line to a '1' in a yellow circle), and Contact Info. The main content area is titled 'Requirements Checklist' and includes a prompt: 'Click a country below for more information.' Below this prompt 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.

STEG 1 – LEVERANTÖRSREGISTRERING OCH VÄLKOMSTMAIL

CBRE mySupplier

1. Klicka på länken för att registrera din organisation och skapa ett lösenord.

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.

2. Ditt användarnamn för att komma åt din profil finns precis under länken,

How to register in mySupplier:

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

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

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

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

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

This link will expire within 7 days.

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

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

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

Important: CBRE can only transact with supplier partners once authorised in mySupplier. Take the time to understand the guidance provided to help complete your registration correctly and prevent delays. Profiles submitted without 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.

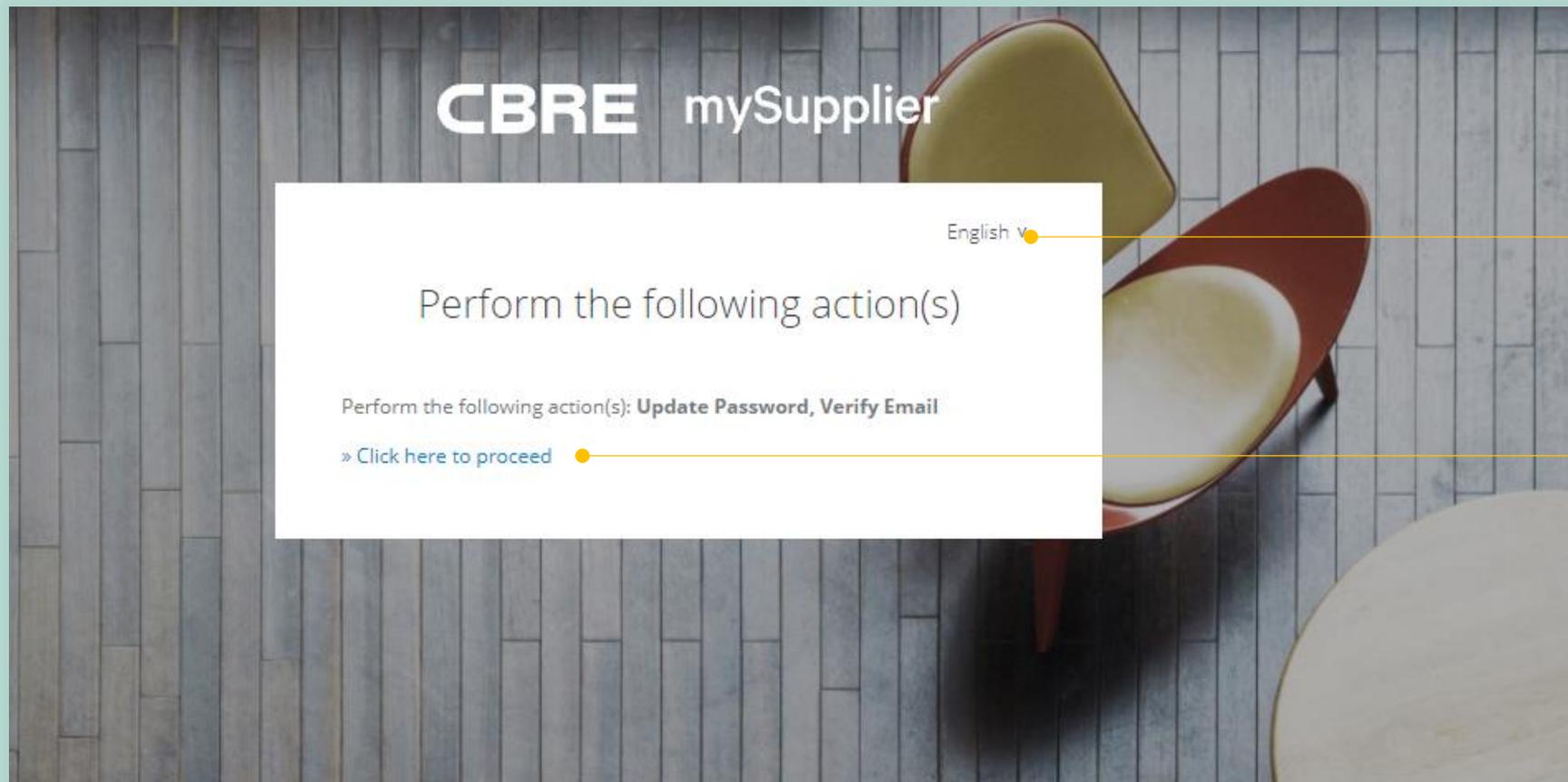
Kind regards,
CBRE Procurement



Observera att alla mySupplier-inbjudningsmejl för registrering och lösenordsåterställningar nu skickas ut till leverantörer från noreply@cbre.com.

Om du inte får någon inbjudan till registrering eller lösenordsåterställningsmejl för inloggning, vänligen vitlista din e-postadress hos din IT-avdelning.

STEG 2 – LÖSENORDSÅTERSTÄLLNING OCH E-POSTVALIDERING



1. Klicka på pilen för att ändra språket i portalens innehåll.
2. Klicka på länken för att uppdatera din mySupplier-kontoinformation.

STEG 2 – LÖSENORDSÅTERSTÄLLNING OCH E-POSTVALIDERING

CBRE mySupplier

English v

Update Account Information

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

Email
carolinedesignstore@gmail.com

First name

Last name

Preferred Language
English v

Submit

2. Ange ditt för- och efternamn.

3. Klicka på Skicka-knappen för att fortsätta.

STEG 2 – LÖSENORDSÅTERSTÄLLNING OCH E-POSTVALIDERING

CBRE mySupplier

English v

Update password

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

New Password

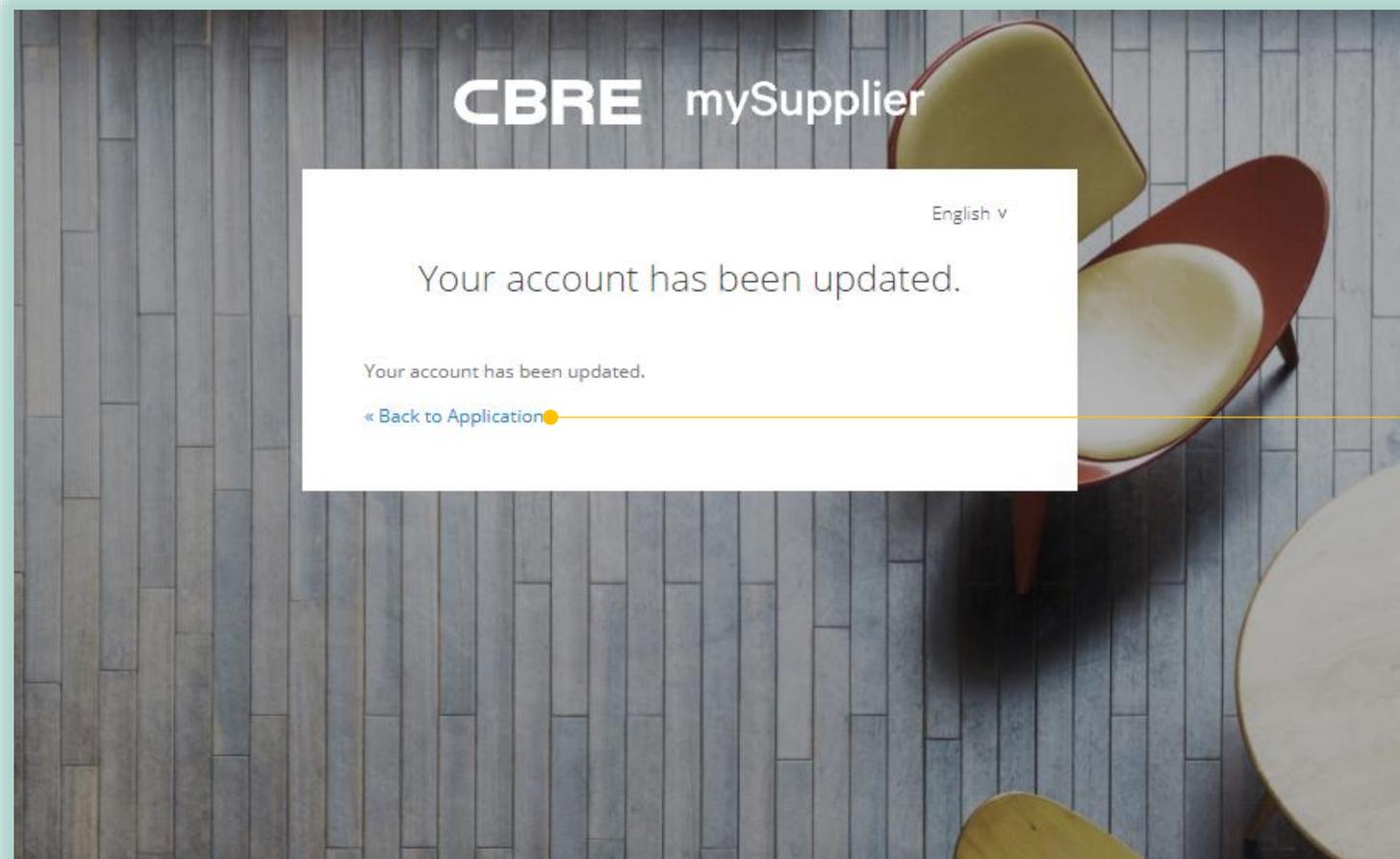
Confirm password

Submit

4. Ställ in ditt lösenord enligt riktlinjerna för lösenordsskapande

5. Klicka på Skicka för att fortsätta

STEG 2 – LÖSENORDSÅTERSTÄLLNING OCH E-POSTVALIDERING

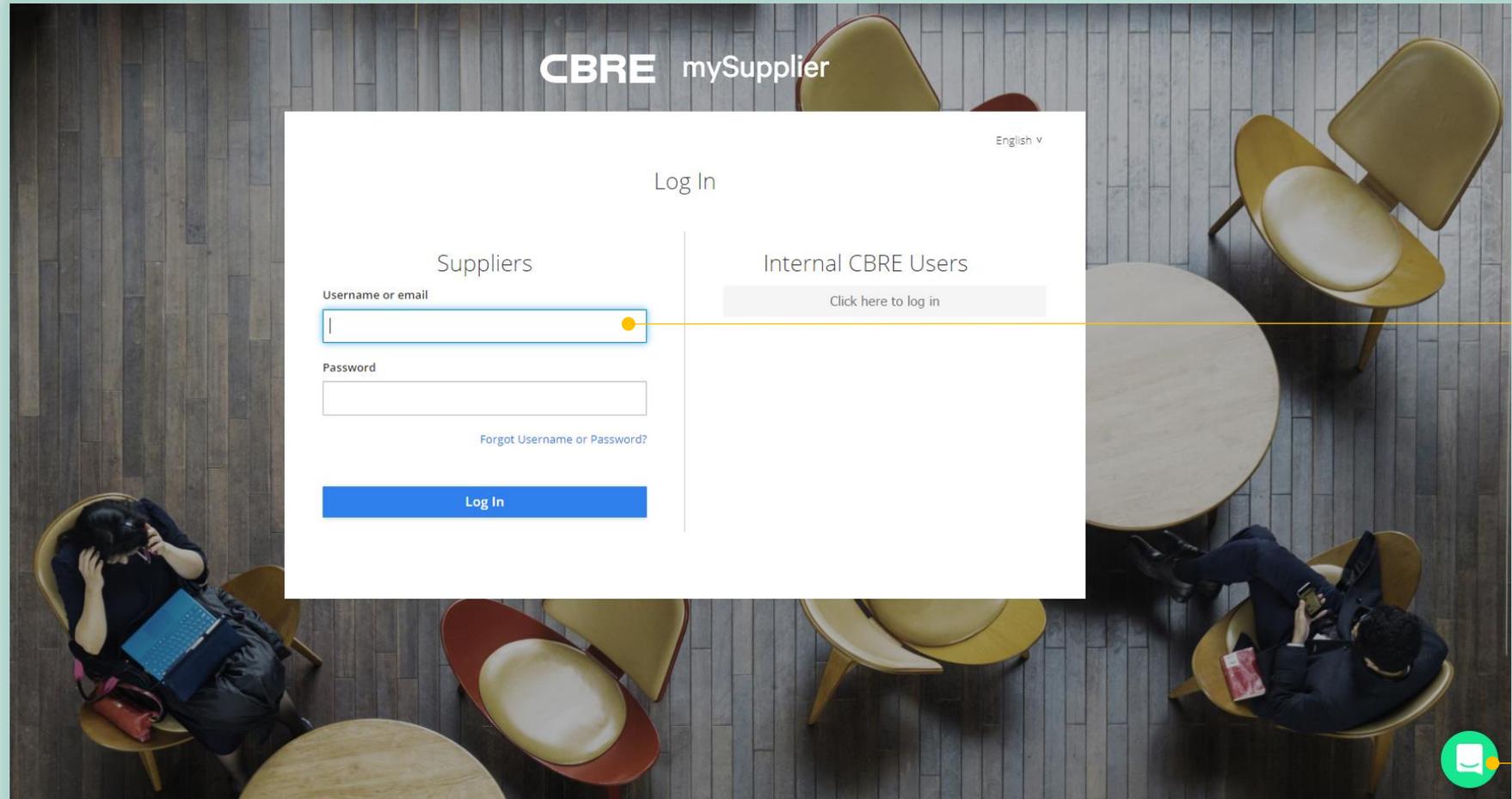


6. Klicka på länken för att logga in och starta registreringen.

6

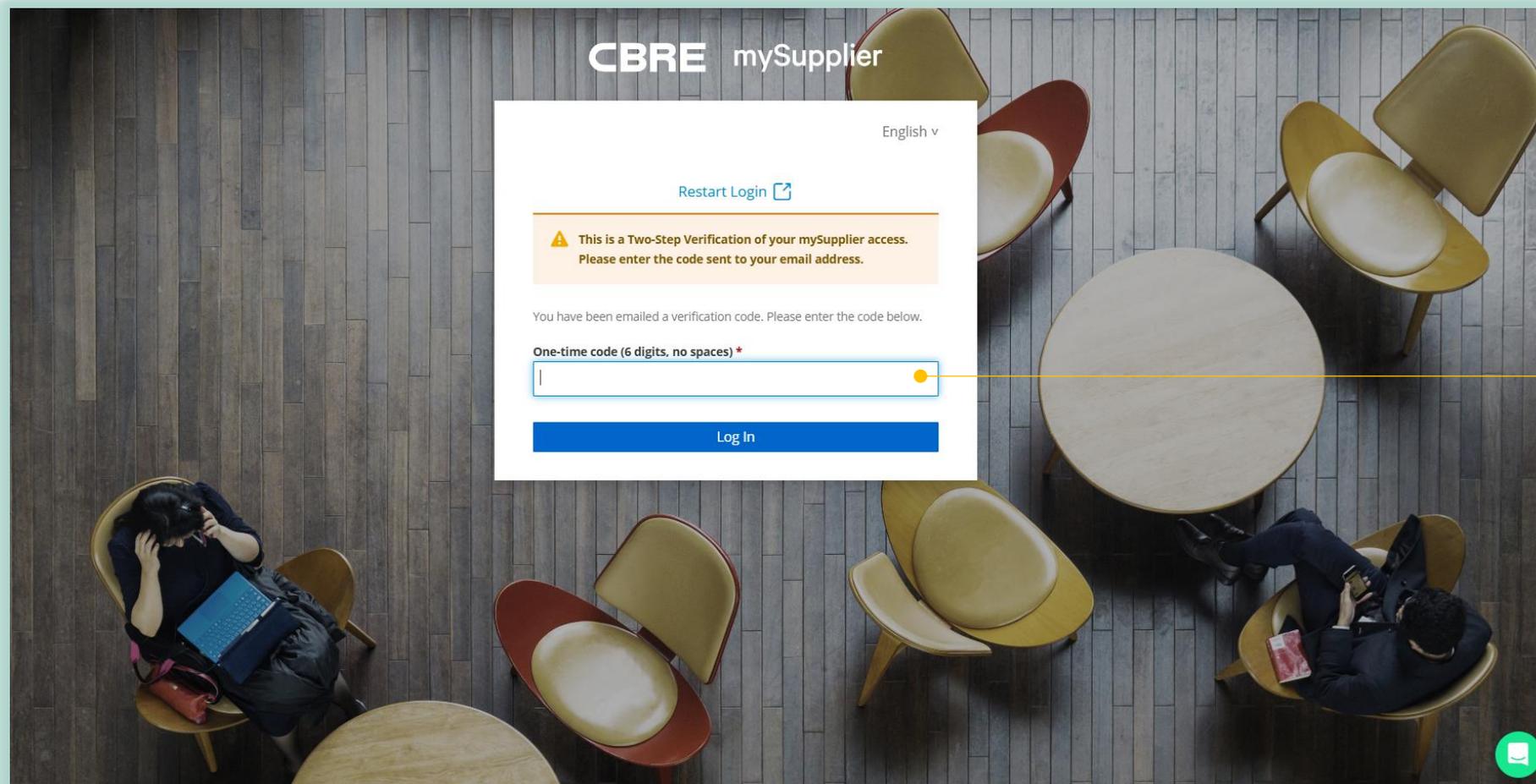
STEG 3 – INLOGGNING

1. Ange din e-postadress och ditt lösenord som anges i början av registreringsprocessen.
2. **Chatbot** – klicka på den gröna chattfunktionen i det högra hörnet av sidan. Alla dina förfrågningar kommer att riktas via denna funktion.



STEG 3 – INLOGGNING

3. Ange din engångskod som skickas till din e-postadress eller mobilapplikation.



STEG 4 – NAVIGERING

1. Klicka på Mitt företagsprofil för att se och slutföra eller uppdatera din profil.
2. Välj Utbildning och resurser för att få tillgång till alla användarguider.
3. Välj mySupplier Support för omedelbar hjälp och automatiserad Q&A.
4. Här kan du se hur långt du kommit med din profil.
5. Du kan se hur ditt företags onboarding går här.

The screenshot shows the mySupplier dashboard with a dark green header containing navigation links: Home, My Company Profile, and Training And Resources. Below the header is a large banner with the text "Welcome to mySupplier" and a background image of people in a meeting. A light blue notification bar at the top contains a message about recent changes to the onboarding process. The main content area is divided into three columns: "My Company Profile" (with a "START HERE" button), "Training and Resources" (with a graduation cap icon), and "mySupplier Support" (with a headset icon). Below these are two progress sections: "My Company Profile Progress" showing an 88% completion bar and a table with 109 completed items and 15 to-do items; and "Company Profile Authorisation Status" showing a flow from "Profile in Progress" to "Onboarding Complete" with green checkmarks. At the bottom, there are "Resources Quick Links" and "Latest mySupplier Updates" sections. Five yellow callout circles with numbers 1-5 point to specific elements: 1 points to the "My Company Profile" card, 2 points to the "START HERE" button, 3 points to the "mySupplier Support" card, 4 points to the "Completed" count in the progress table, and 5 points to the "Onboarding Complete" status in the authorization flow.

STEG 4 – NAVIGERING

1. Klicka på pilknapparna eller gå till en annan sektion med hjälp av navigeringsflikarna.

Navigationsflikar

1

2. Varje flik visar ett exakt antal av alla obligatoriska frågor som listas i varje avsnitt.

3. Gå gärna igenom samtycket till dataskydd. Var vänlig och kryssa i rutan för att fortsätta.

The screenshot shows a registration form interface. On the left is a vertical navigation menu with tabs for different sections, each with a number of questions. The 'Introduction' tab is selected. The main content area displays the 'Data Protection Consent' section, which includes a paragraph of text, a 'Required for GDPR purposes' heading, and a confirmation statement. At the bottom of the consent section is a checkbox for agreeing to the terms. The interface also features a top navigation bar with left and right arrows, and a bottom section for 'Key Considerations'. Three yellow callout boxes with numbers 1, 2, and 3 point to the navigation arrows, the consent text, and the checkbox, respectively.

Section	Number of Questions
Introduction	1
Company Information	9
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	4
Tax & Banking Information	11
Company & Financial History	2
Environmental Social and Governance (ESG)	6
Diversity	1
Business Interruption	1
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

Introduction

Data Protection Consent

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

Required for GDPR purposes.

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

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

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

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

Key Considerations

STEG 5 – FÖRETAGSINFORMATION

1. Ditt CBRE-leverantörs-ID syns i din profil när ditt företag är omplacerat i CBRE-systemen.
2. Fyll i CBRE:s policyer och frågor om villkor för att gå vidare till frågor om företagsidentifiering.

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

CBRE Supplier Data

Your CBRE Vendor ID is generated once you have been onboarded to CBRE's ERP, this is unique to your company. You will be asked to provide this when engaging with our Business Services Organisation teams, i.e. mySupplier and Finance Service Desks.

To avoid delays, it is recommended to provide this in your initial correspondence with CBRE

CBRE Vendor ID(s)

CBRE Policies

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

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

CBRE Supplier Code of Conduct *

Does your organisation or any of your senior management have any previous or current business relationships or personal connections with CBRE or its employees which may indicate a perceived or real conflict of interest? *

Yes No

CBRE Terms & Conditions

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



Dricks

Alla frågor med * är obligatoriska och måste besvaras för att slutföra din registrering

Posten sparas automatiskt och accepteras när den gröna kontrollen visas

STEG 5 – FÖRETAGSINFORMATION

3. Fyll i all information i ytterligare avsnitt från Företagsöversikt till Varor och tjänster-kategorier.

The screenshot shows a registration interface with a left-hand navigation menu and a main content area. The navigation menu includes sections like 'Introduction', 'Company Information' (highlighted), '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', and 'Submit Registration'. The main content area contains various sections such as 'CBRE Supplier Data', 'CBRE Policies', 'CBRE Terms & Conditions', 'Company Overview' (highlighted with a yellow circle and a line), 'Ultimate Beneficial Owner (UBO) Information', 'Ultimate Beneficial Owner (UBO)', 'Company Registered Address', 'Correspondence Address', 'Ownership Information', and 'Goods & Services Categories'. A blue 'Add New Section' button is located in the bottom right of the main content area. A yellow circle with the number '3' is positioned to the right of the 'Company Overview' section.

Section	Count
Introduction	1
Company Information	9
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	4
Tax & Banking Information	11
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Business Interruption	1
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

STEG 5 – FÖRETAGSINFORMATION

4. Ge nyckelord som hjälper företagsförfrågare att bättre hitta ditt företag med en gratissökning (t.ex. städning, städning, utbildning, etc).

Dricks

Var medveten om att för vissa tjänster som tillhandahålls CBRE eller dess kunder kommer vi att be dig ladda upp certifikat och försäkringar relaterade till dessa specifika tjänster. Nedan finns listan över nödvändiga

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 *

STEG 6 – KONTAKT- OCH KONTOINFORMATION

Vänligen ge oss kontaktuppgifter till de auktoriserade representanterna i din organisation som CBRE kan kontakta.

1. Primärkontaktperson är den viktigaste rollen eftersom personen är den enda som får ge tillgång till andra användare i din organisation.
2. Du kan helt enkelt åsidosätta kontaktuppgifterna med de nya ifall det skulle bli personalförändringar i framtiden.
3. Du kan också ge specifika åtkomsträttigheter till varje användare.

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

Introduction	1
Company Information	9
Contact & Account Information	28
Quality, Health, Safety and Environment (QHSE)	4
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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	

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

VIKTIG

Av datasäkerhetsskäl kan avsnittet Primär kontaktperson uppdateras av den person som nominerats i den sektionen. Alla andra kontaktsektioner i denna flik kan uppdateras endast av den primära kontaktpersonen.

Dricks

För att ge tillgång till andra teammedlemmar, vänligen kryssa i alternativet Inloggning med Issue Profile för att ge åtkomstlänken till dina teammedlemmar.

Vidare kan du välja ett alternativ för att de valda teammedlemmarna ska få Notiser eller för att kunna redigera skatte-/bankuppgifter.

STEG 6 – KONTAKT- OCH KONTOINFORMATION

4. Lägg till andra teammedlemmars uppgifter såsom sekundär kontakt, ekonomi, arbetsorderhanterare för att ge dem tillgång till mySupplier-profilen.

5. Vänligen ange e-postadressen för remitteringsråd i avsnittet Ekonomichef.

6. Vänligen ange e-postadressen för inköpsorder i avsnittet Inköpsorder.

 Please fill out all mandatory questions and click "Submit Registration" x	Key Contact Information >
Introduction 1	Primary Contact Person >
Company Information 9	Secondary Contact Person >
Contact & Account Information 28	Key Account Manager >
Quality, Health, Safety and Environment (QHSE) 4	Finance Manager / Accounts Payable Manager >
Tax & Banking Information 11	Purchase Order / Work Order Recipient >
Company & Financial History 2	Operations / Dispatch Manager >
Environmental Social and Governance (ESG) 6	Health & Safety Manager >
Diversity 1	
Business Interruption 1	
Insurances 10	
Licences, Permits & Certificates 2	
Government Affiliations & Legal or Financial Judgements 5	
Submit Registration	



4

5

6

STEG 7 – KVALITET, HÄLSA, SÄKERHET OCH MILJÖ (QHSE)

1. Svara på den ledande frågan om högriskarbeten för att hjälpa oss att bättre förstå arten av dina tjänster.

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

Introduction	1
Company Information	12
Contact & Account Information	25
Quality, Health, Safety and Environment (QHSE)	2
Tax & Banking Information	11
Company & Financial History	2
Environmental Social and Governance (ESG)	6
Diversity	1
Business Interruption	1
Insurances	9
Licences, Permits & Certificates	14
Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

QHSE Risk Assessment

As a company, do you provide any of the following tasks or services within your scope of services? *

- Working at height from a fixed or mobile scaffolding, using a mobile elevated work platform, abseiling, in a roof space, in or adjacent to a lift shaft.
- Working at ground level where there is risk of falling into a void.
- Work involving ladders/steps where the potential severity of falling is significant.
- Work on high voltage electrical equipment or other work on electrical equipment which may give rise to danger.
- Mechanical Lifting operations.
- Hot works including soldering, brazing, welding, hot air guns, bitumen burners, naked flames and/or introduction of ignition sources
- Confined Spaces including work in tanks, vessels, pipe-work, pits, chambers.
- Work on any pressure system/vessel including boilers, chillers, pressurisation units.
- Any trenching, excavations, shallow pits or ground penetration.
- Working on Emergency Preparedness Systems (Fire, First Aid, Rescue equipment).
- Perform hazardous waste site clean-up operations including medical surveillance, air monitoring, and decontamination.
- Direct transport or any mode of transport to CBRE or CBRE Client Employees (e.g., shuttle services, pool cars, company cars, lease cars, cycle schemes, etc.).
- Food or catering services (excluding vending services) to CBRE or CBRE Client Employees.
- Cooling Tower maintenance
- None of the above

STEG 7 – KVALITET, HÄLSA, SÄKERHET OCH MILJÖ (QHSE)

- Om du är en högriskleverantör för QHSE måste du fylla i ytterligare information med en extern myndighet som tillhandahåller en oberoende bedömning. Detta är föremål för en avgift.
- mySupplier är kopplat till SafeContractor-portalen, därför kan du se SafeContractor-statusen genom att välja 'Ja' och genomföra en automatisk kontroll baserat på organisationsregistreringsnumret som anges i fliken Företagsinformation.
- Om din registrering inte hittas, ange ditt SafeContractor-certifikatnummer för att genomföra kontrollen på andra nivån.

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

Introduction	1
Company Information	12
Contact & Account Information	25
Quality, Health, Safety and Environment (QHSE)	2
Tax & Banking Information	11
Company & Financial History	2
Environmental Social and Governance (ESG)	6
Diversity	1
Business Interruption	1
Insurances	9
Licences, Permits & Certificates	14
Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

QHSE Risk Assessment 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](#)

STEG 8 – SKATTE- OCH BANKINFORMATION

1. Vänligen fyll noggrant i avsnittet Skatteinformation. CBRE kommer att kontrollera det angivna numret mot de offentliga registren.
2. Se till att frågan om källskattsschemat är korrekt utförd. CBRE kommer att verifiera ditt svar i relevanta offentliga register, t.ex. HMRC för Storbritannien.

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

Introduction	1
Company Information	12
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	4
Tax & Banking Information	10
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Business Interruption	1
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

Tax Information

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

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

Yes No

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

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

Yes No

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

CIS Construction Industry Scheme (UK)

Construction Industry Scheme

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

STEG 8 – SKATTE- OCH BANKINFORMATION

- Vänligen fyll noggrant i avsnittet Bankuppgifter. CBRE kommer att genomföra en oberoende verifiering av bankuppgifter av de angivna bankuppgifterna.



Dricks

För hela checklisten över krav och riktlinjer för hur du säkert ger oss dina bankuppgifter, [klicka här](#), välj ditt land och scrolla till Bankinformation.

VIKTIG

Informationen i avsnittet **Bankdetaljer** kommer att användas för att uppdatera alla relevanta CBRE-finansieringssystem för att hantera dina fakturor.

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

Introduction	1
Company Information	12
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	4
Tax & Banking Information	10
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Diversity	1
Business Interruption	1
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

Banking Details

Important:

All information contained within the banking details section will be used to update CBRE GWS Finance (ERP) Systems to enable CBRE GWS to operate and transact with you. This section cannot be amended by CBRE employees. Any changes to your banking details must be made in mySupplier by the primary contact or other contacts who have been granted tax and banking edit rights in the Contact & Account Information tab (this is ideally the financial contact).

Once your mySupplier company profile has been submitted, CBRE may contact you to verify your bank details. You must verify these immediately, once verified, we will update the CBRE Finance (ERP) Systems to enable CBRE GWS to operate and transact with you. Should there be a change to the provided details, it is your responsibility to update and maintain these within this platform to ensure you are paid promptly and accurately.

Please note the banking details and information you provide will be used across CBRE businesses. CBRE can only accept one bank account per currency for each supplier. If you would like to discuss adding an additional account in the same currency to those already provided, please reach out to your CBRE Business Relationship Owner.

Bank / Branch Country *

Please enter a country

Bank Name *

Bank Address

Account Number *

3

STEG 8 – SKATTE- OCH BANKINFORMATION

- Vänligen läs noggrant instruktionerna på brevpappret som krävs i dokumenten för företagsregistrering och bankuppgifter. Sektion.
- Se till att brevpappret med alla angivna uppgifter sparas i PDF och laddas upp för oberoende verifiering av bankuppgifter.

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

Introduction	1
Company Information	12
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	4
Tax & Banking Information	10
Company & Financial History	2
Environmental Social and Governance (ESG)	6
Diversity	1
Business Interruption	1
Insurances	10
Licences, Permits & Certificates	2
Government Affiliations & Legal or Financial Judgements	5
Submit Registration	

Banking Details

Remittance and Purchase Order Details

Company Registration and Banking Details Documents (Company Letterhead)

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

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

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

[Link to PDF Bank Verification Process](#)

The letterhead must include:

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

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

Choose

VIKTIG

Tänk på att felaktigt brevhuvud är en av de vanligaste orsakerna till att leverantörsregistreringsinlämningar återförs till leverantörer för rättelser. För vägledning och nedladdning av en mall, [klicka här](#)

STEG 9 – FÖRETAGS- OCH EKONOMISK HISTORIK

1. Du är skyldig att tillhandahålla din organisations årliga omsättning, vilket är avgörande för att förstå företagets storlek och tillämpa en korrekt metod vid genomförandet av efterlevnadsgranskningen.

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

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

Financial History

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

Select the currency your annual turnover is reported on

Currency *

Please select

STEG 10 – MILJÖ, SOCIALT OCH STYRNING

Detta avsnitt fokuserar på din organisations policyer. Det är viktigt för CBRE att förstå din samklang med CBRE:s affärsvärderingar.

Hitta mer information om CBRE:s program för leverantörshållbarhetsbedömning via EcoVadis på nästa sida.

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

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

Labour Relations

Modern Slavery

Governance and Environment

Leverantörshållbarhetsbedömningar

Styrt av
ecovadis

Vad är en hållbarhetsbedömning?

EcoVadis Rating täcker ett brett spektrum av icke-finansiella ledningssystem, inklusive miljö-, arbets- och mänskliga rättigheter, etik och hållbarhetspåverkan. Varje företag bedöms utifrån de materiella frågorna som rör företagets storlek, läge och bransch.

Lättlästa poängkort ger vägledning om styrkor och förbättringsområden, vilka kan användas för att fokusera hållbarhetsinsatser och utveckla korrigerande handlingsplaner för att förbättra hållbarhetsprestandan.

Hur fungerar det?

Titta på denna 5-fots [video om hur hållbarhetsbedömningar fungerar](#)



År 2014 började CBRE samla in EcoVadis poängkort för vår egen verksamhet, med målet att visa våra hållbara förvaltningsmetoder för våra kunder.

CBRE innehar nu ett guldbetyg från EcoVadis, som är en av de 5 % största företagen globalt.

Sedan 2019 använder CBRE EcoVadis för att stödja sitt program för hållbar upphandling och använder data för att följa framsteg mot hållbarhets-KPI:er längs leveranskedjan.

Vilka leverantörer är inbjudna att delta?

CBRE bjuder in följande leverantörstyper att genomgå leverantörshållbarhetsbedömningar

- CBRE:s leverantörspartners i Preferred Partner Program
- Leverantörer som betjänar en kund med ett fokuserat hållbarhetsprogram
- Kvalificerade leverantörer bidrar till CBRE:s största ESG-risker i leveranskedjan, enligt CBRE:s bedömning

Varför bjuder CBRE in leverantörer till EcoVadis?

Läs om [CBRE:s program för leverantörshållbarhetsbedömning](#) eller kontakta oss på sustainable.procurement@cbre.com

Vad behöver vårt företag göra?

1. Registrera ditt företag på [EcoVadis-plattformen](#)
2. Få tillgång till frågeformuläret som är särskilt anpassat för ditt företag
3. Välj det bedömningsprenumerationspaket som passar dig
4. Skicka in det ifyllda frågeformuläret inklusive befintliga dokumenterade bevis för att stödja dina svar.
5. När du har fått ditt scorecard, dela resultaten med CBRE och andra klienter.

Vilken information behövs?

Titta på denna 5-fots [video om hur du fyller i frågeformuläret](#)
[EcoVadis supportdesk](#) på 14 språk

CBRE

Hållbar upphandling

Läs mer om CBRE:s program för leverantörshållbarhetsbedömning
[KLICKA HÄR](#)

Varför ska vårt företag delta?

Genom att delta får ditt företag tillgång till följande fördelar:

- ✓ Bli framhävda som en CBRE-granskad hållbar leverantör*
- ✓ Visa hur ditt företag hjälper dina kunder att anpassa sig till föränderliga marknads- och regulatoriska hållbarhetskrav
- ✓ Dela dina möjligheter med tusentals företag i EcoVadis-nätverket
- ✓ Få tillgång till specifika steg för hur du kan förbättra din hållbarhetsbedömning

(* Om du uppfyller prestandagränsen

Vad får ditt företag ut av att delta?

Läs mer om fördelarna med [EcoVadis bedömning här](#)

STEG 11 – MÅNGFALD

1. Om du svarar 'Ja' på de första frågorna kommer du att behöva svara på fler frågor.

Hitta mer information om certifieringskategorierna och påverkansgrupper på nästa sida.

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

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

Diversity Classification

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

Yes No

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

Please select

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

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

1

STEG 11 – MÅNGFALD

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

STEG 12 – AFFÄRSAVBROTT

1. Välj de relevanta svaren så att CBRE kan förstå om och hur du hanterar data i dina system,

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

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

Data Protection

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

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

✓

STEG 13 – FÖRSÄKRINGAR

VIKTIG

Vänligen ignorera inte de automatiska e-postnotiserna eftersom du har 60 dagar på dig att uppdatera din profil tills din organisation förlorar statusen som CBRE-leverantör.

1. Arbetsgivaransvarsförsäkring eller arbetsskadeförsäkring samt allmän ansvarsförsäkring är obligatorisk för varje CBRE-leverantör. Du ombeds att lämna försäkringsbolagets namn, utgångsdatum och försäkringsskydd, och sedan bifoga en kopia av försäkringsintyget.

2. Vi övervakar försäkringens utgångsdatum, därför kommer systemet att meddela dig att uppdatera informationen och ladda upp det uppdaterade dokumentet när det går ut.

3. Svara på den ytterligare frågan om omfattningen av varor och tjänster du tillhandahåller till CBRE.

The screenshot shows a registration form for insurances. On the left is a navigation menu with items like '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' (highlighted), 'Licences, Permits & Certificates', 'Government Affiliations & Legal or Financial Judgements', and 'Submit Registration'. A yellow banner at the top of the form says 'Please fill out all mandatory questions and click "Submit Registration"'. The main form area is titled 'Insurances' and contains sections for 'Employers Liability or Workers Compensation Liability Insurance' and 'Public Liability or General Liability Insurance'. The 'Employers Liability' section has fields for 'Name of Insurance Provider *', 'Expiry Date *' (with Day, Month, and Year dropdowns), and 'Indemnity Level *'. The 'Public Liability' section has fields for 'Name of Insurance Provider *', 'Expiry Date *' (with Day, Month, and Year dropdowns), and 'Indemnity Level *'. Below these is an 'Insurance Policy Currency *' dropdown menu. At the bottom, there is a section for uploading documents with a '+ Choose' button. A dark grey box on the right contains a list of questions with checkboxes, such as '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', and 'Are you providing any design, consultancy, or professional services or advice'. Three yellow circles with numbers 1, 2, and 3 point to specific parts of the form: circle 1 points to the 'Public Liability or General Liability Insurance' header, circle 2 points to the 'Expiry Date' dropdowns, and circle 3 points to the first checkbox in the list.

 **Dricks**

Vänligen se till att detaljerna i det bifogade dokumentet stämmer överens med de som anges i försäkringsavsnittet.

STEG 14 – LICENSER, TILLSTÅND OCH CERTIFIKAT

1. Bekräfta att du har korrekta dokument som intygar att du kan utföra det tjänsteutbud du valt i QHSE-fliken.
2. Svara på frågan om ISO-certifikat.
3. Om du har en, ladda upp dokumentet med andra viktiga detaljer i avsnittet Certifikat.
4. Ladda upp andra kategoricertifikat som du har genom att skriva in rutan och klicka på en plusknapp. En certifikatsektion kommer att skapas för att du ska kunna slutföra den.

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

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

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

Dricks

Vänligen se till att detaljerna i det bifogade dokumentet stämmer överens med de uppgifter som anges i certifikatsektionen.

1

2

3

4

STEG 15 – STATLIGA ANSLUTNINGAR OCH JURIDISKT ELLER EKONOMISKT BEDÖMNINGAR

Alla frågor i denna flik är obligatoriska.

Om du svarar 'Ja' på någon fråga, vänligen ge ytterligare information.

Introduction	
Company Information	✓
Contact & Account Information	29
Quality, Health, Safety and Environment (QHSE)	3
Tax & Banking Information	9
Company & Financial History	2
Environmental Social and Governance (ESG)	5
Diversity	1
Business Interruption	✓
Insurances	10
Licences, Permits & Certificates	6
Government Affiliations & Legal or Financial Judgements	9
Submit Registration	

Affiliations with a Government Organisation or Individuals >

Declarations: Legal & Financial Issues >

National or International Sanctions ▾

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

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

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

Yes No

STEG 16 – SKICKA IN REGISTRERING

1. Alla flikfrågor accepteras för inlämning för att lyckas när gröna bockar visas på alla flikar.
2. Klicka på knappen Skicka in registrering för att skicka den till CBRE för granskning.

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.

1

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

2

Vad händer härnäst?

Din registrering kommer att granskas av CBRE och du kan bli kontaktad för att förtydliga dina svar eller lämna ytterligare information.

Om du blir accepterad som CBRE-leverantör kommer du att bli underrättad. Framöver kan du hantera företagets uppgifter via mySupplier.

STEG 17 – BEKRÄFTELSEMAIL

Du kommer att få ett bekräftelsemail på den e-postadress som finns i din mySupplier-profil.

CBRE mySupplier

Dear Supplier,

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

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

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

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

ÅTERANSÖKNINGSSCENARIO – RETURNERAD INLÄMNING

Om din inlämning returneras till dig efter CBRE-granskningen kommer du att få en e-postnotis om att logga in på mySupplier och lämna den saknade informationen eller dokumenten.

CBRE mySupplier

Dear Supplier,

We would like to inform you that your registration has been reviewed and we require further information about your company before we can progress with your application.

Please refer to the following:

Steps to re-submit the required documents:

Step 1. Login [here](#) with your unique username and password

Step 2. Find Sections as indicated above.

Step 3. Find the items with "Follow-up Required" written on the field.

Step 4. Follow steps as indicated on the comment box below the field.

Step 5. Update and complete Questionnaire.

Step 6. Click Submit Registration and Re-submit your application

The country specific requirements are listed on our CBRE website. Kindly re-review by [CLICKING HERE](#).

Note: *CBRE only begins procurement transactions with suppliers once authorized in mySupplier. Please take the time to understand the requirements and prepare your documents to complete your registration correctly and prevent delays. Incomplete submissions and/or missing required documents will cause delays in your onboarding or receipt of purchase orders.*

You will be receiving an email reminder to update your profile every week by the time you take the required action. Please ensure your outstanding information is completed within 60 days from the expiry notification to prevent your profile suspension in the mySupplier Portal and a PO hold in the CBRE finance system.

For a step by step walk-through on how to update each part of your profile we highly recommend downloading the [Supplier Registration Guide](#) which will assist you in completing your registration with CBRE.

KONTAKTER & HJÄLP

Om du behöver ytterligare stöd för att slutföra din registrering, vänligen se [Leverantörsutbildningsportalen](#)

[mySupplier-chattboten](#) finns också tillgänglig för akuta frågor.

Tack!