

# mySupplier

Supplier Onboarding

New supplier registration manual

March 2023



# INTRODUCTION

## Welcome to CBRE's mySupplier Registration Manual for New Suppliers

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

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

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

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

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

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

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

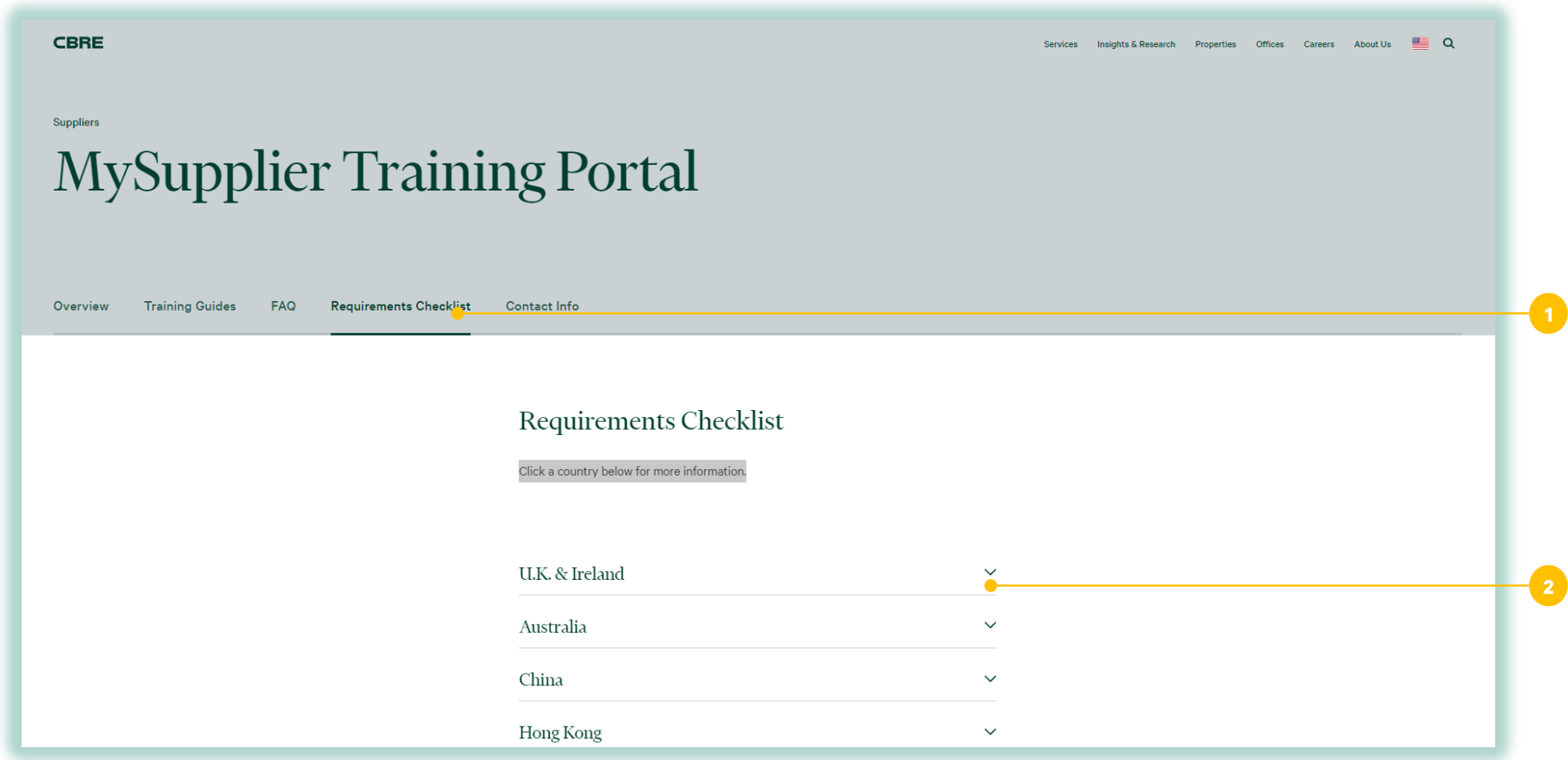
**[Link to Training Portal](#)**

# SUPPLIER REQUIREMENTS TO REGISTER IN MYSUPPLIER

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

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

*Note: For any questions regarding the requirements, please reach out to your respective CBRE Contact.*



# STEP 1 – SUPPLIER REGISTRATION AND WELCOME EMAIL

## CBRE mySupplier

Dear Supplier,

You have been invited to register on mySupplier as part of your CBRE supplier registration process.

mySupplier will be your central repository for storing and managing your certificates and insurance documents on an annual basis. The portal shall provide you with reminder notifications when certificates are due to expire and you can also update your service capability profile should this change.

The registration process requires you to upload your company policy documents, insurance certificates and financial information. It is suggested that this information is gathered prior to you undertaking your registration to reduce time and simplifying your submission.

Your username is [carolinedesignstore@gmail.com](mailto:carolinedesignstore@gmail.com).

In order to set up your new password click the following link: [Click here to update your account](#). This link will expire within 7 days.

### What happens next?

Once submitted, your application will be reviewed by the Supply Chain Solutions team. Should we have any additional questions we will contact you directly for further discussions before progressing your application.

On satisfactory completion you will receive an email containing your login details and you will be asked to create a password. Please keep these safe for future use.

Please be aware that before a purchase order can be raised you will need to log in to CBRE mySupplier using your login details and check that you have "Published" status on the portal.

Without updated documentation, you will not be compliant, and CBRE will not trade with suppliers in this status.

If you have any questions, or require further assistance, please do not hesitate to contact us at [mysupplieradmin@cbre.com](mailto:mysupplieradmin@cbre.com).

We look forward to receiving your application.

Kind regards,  
CBRE Procurement

Email: [mysupplieradmin@cbre.com](mailto:mysupplieradmin@cbre.com)  
<https://mysupplier.cbre.com>

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

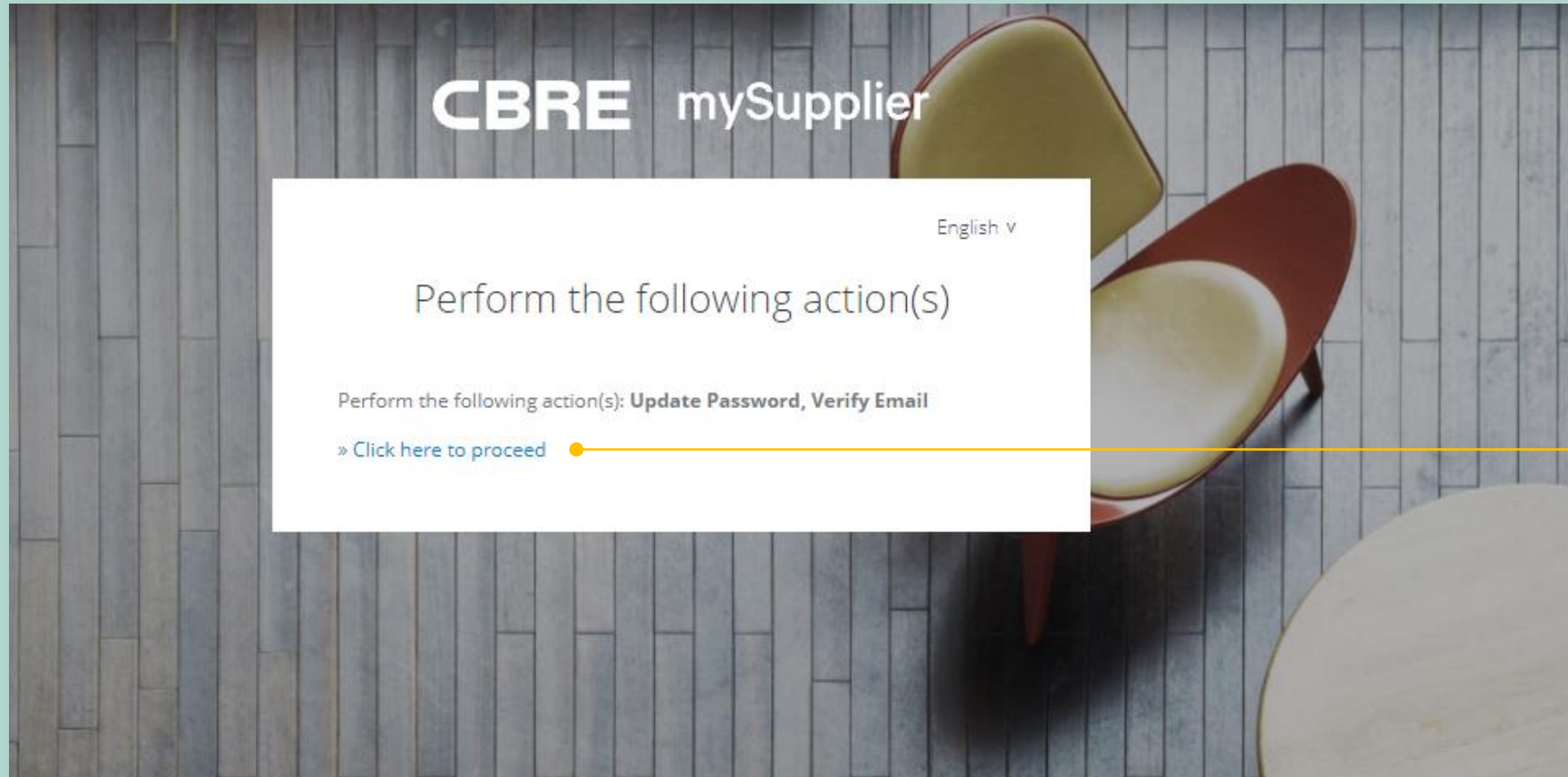


### Tip

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

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

## STEP 2 – PASSWORD RESET AND EMAIL VALIDATION



2. Click to update your mySupplier account information.




## STEP 2 – PASSWORD RESET AND EMAIL VALIDATION

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

**CBRE mySupplier**

English v

### Update Account Information

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

**Email**

**First name**

**Last name**

**Preferred Language**  
English v

**Submit**


## STEP 2 – PASSWORD RESET AND EMAIL VALIDATION

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

**CBRE mySupplier**

English v

### Update password

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

New Password

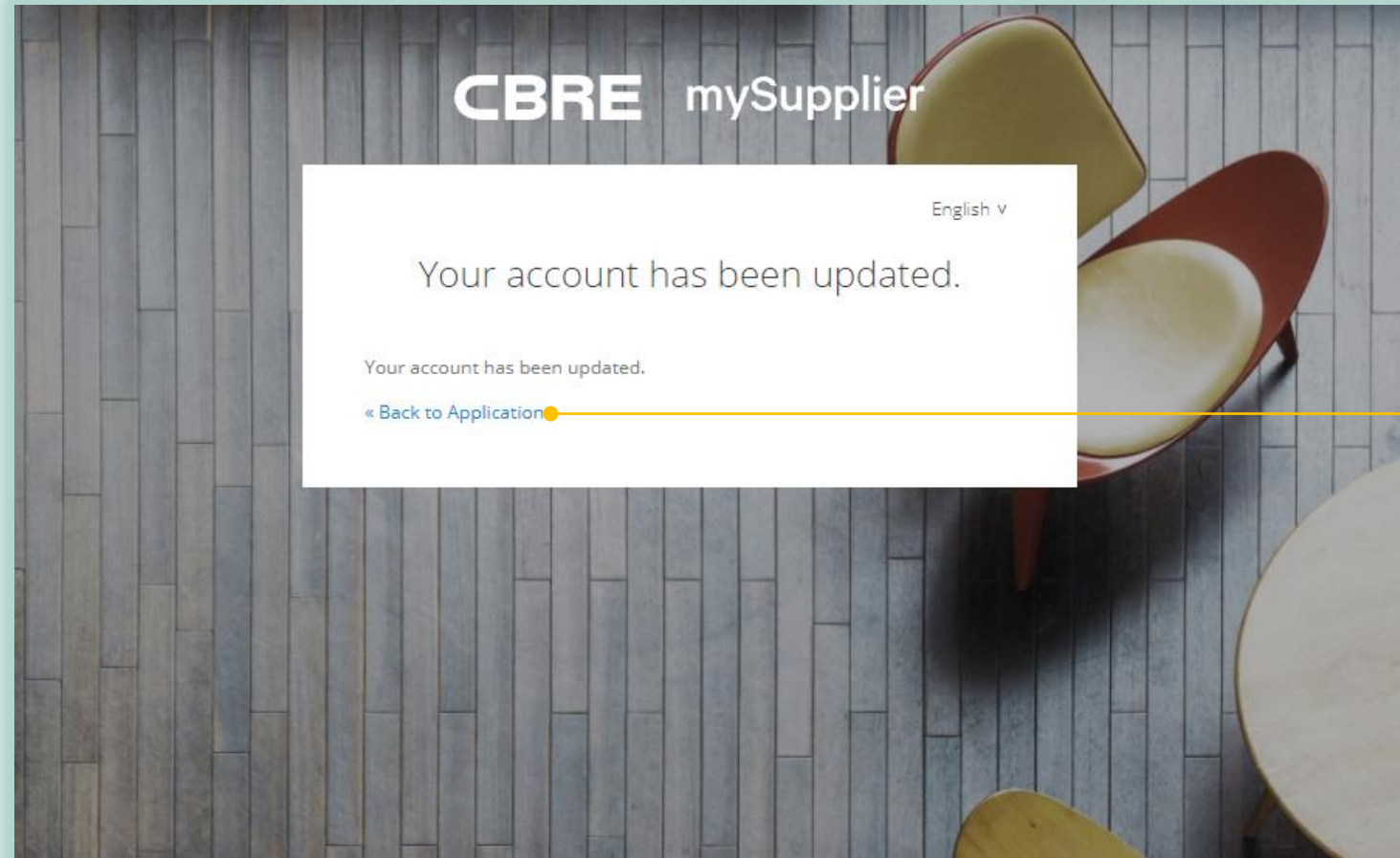
Confirm password

**Submit**

5

6

## STEP 2 – PASSWORD RESET AND EMAIL VALIDATION

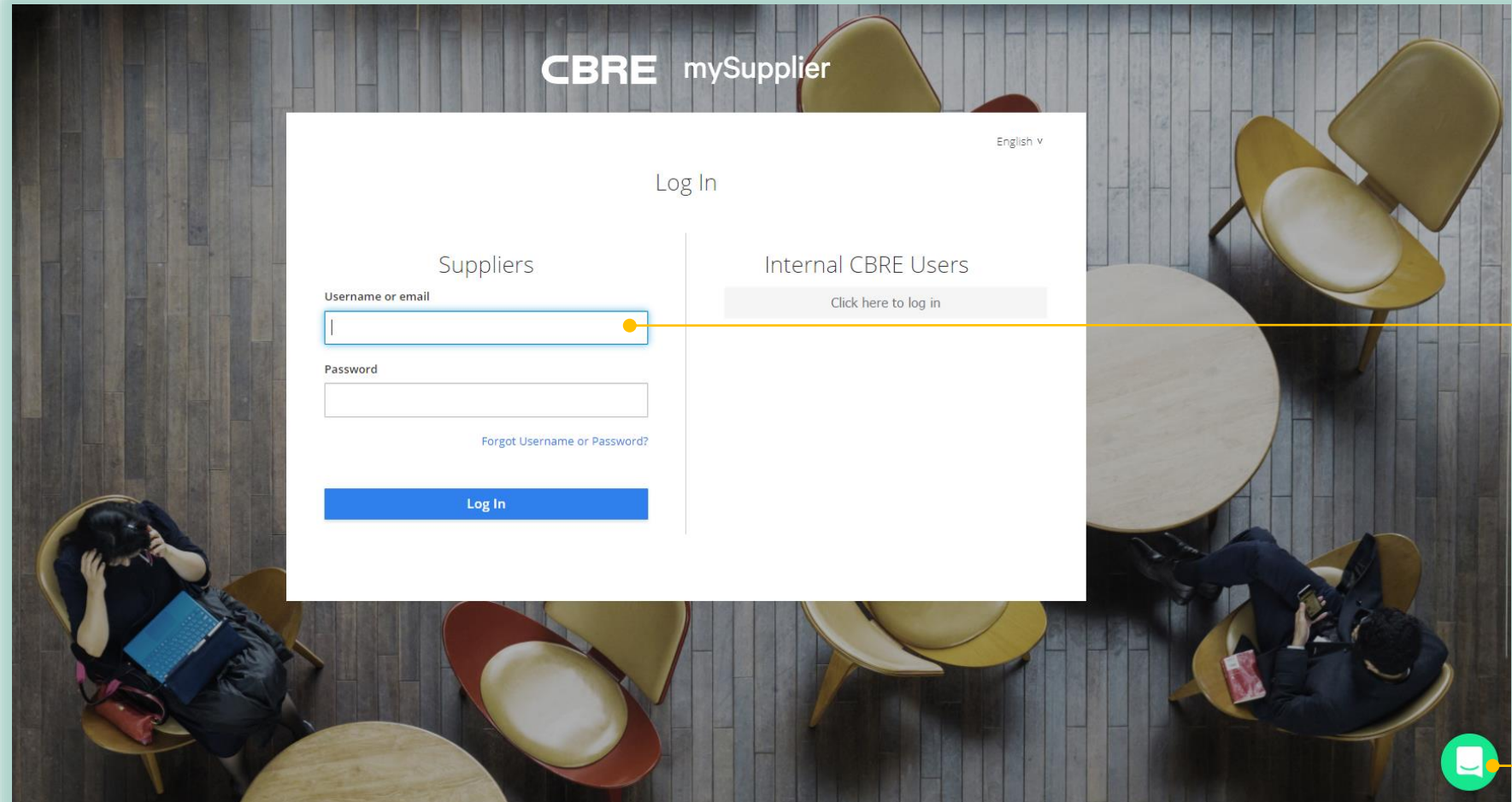


7. Click the link to start the registration.



# STEP 3 – LOG-IN

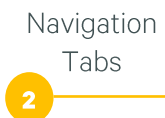
1. Enter your email address and password provided at the beginning of the registration process.
2. **Chatbot** – click the green chat feature in the right corner of the page. All your inquiries shall be raised through this functionality.



# NAVIGATING

1. Click the world icon at the upper right corner to change your preferred language
  2. Click the arrow buttons or move to another section using the navigation tabs.
- Navigation  
Tabs

2
3. Please go over the Data Protection Consent. Kindly tick the box to proceed.



The screenshot displays the 'Registration And Compliance' section of the CBRE Supplier self-registration portal. On the left is a navigation menu with categories like Organisation Information, Contact & Account Information, Goods & Services Categories, Working Practices, Health & Safety, Tax & Banking Information, Financial History, Environmental, Social and Governance (ESG), Diversity, Insurances, Licences, Permits, Certificates & Disaster Recovery, Government Affiliations & Legal or Financial Judgements, CBRE Policies, and Submit Registration. The main content area shows the 'Introduction' page, which includes a welcome message, instructions on how to complete the registration process, and a note about the Data Protection Consent statement. A yellow callout box at the top right highlights the 'Submit Registration' button.

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

### Introduction

Welcome to CBRE Supplier self-registration portal. Please complete all of the questions on the portal relevant to the services that you will provide. An asterisk (\*) to the right of the question field. CBRE expects high standards from its supply partners, all services provided shall be appropriate to the goods and/or services being provided by the supply chain partner, as well as business insurance cover that covers the risks associated with the goods and/or services being provided. All questions should be answered with information relating to the Company that will enter a contract with and provide goods and/or services to CBRE, unless information of other group companies is specifically requested. The portal has a 'Save' button on each page this should be used regularly to ensure that registration information is saved as it is entered. When all applicable information is completed please 'Submit' your supplier profile for CBRE Approval.

The ⓘ provides further details and information for the field that it is linked to, hover over the ⓘ to see the information.

When the registration process is completed please ensure that an authorised representative of your company checks and submits the profile which includes agreeing to CBRE Terms and Conditions and agreeing to provide services in accordance with CBRE's Code of Conduct for Suppliers. There are a number of required fields. If these fields are not completed correctly they will be highlighted to you when you select 'Submit Registration' on the Submit Registration tab. Your data will not be submitted to CBRE until all required fields are completed. Following submission, your registration information will be reviewed and approved, however, during the approval process you may be asked to provide or upload further information which will delay the approval process. Please therefore complete the information requested as thoroughly as possible. Without up-to-date documentation, you will not be compliant, and CBRE will not trade with suppliers in this status. Please be aware that before a purchase order can be raised you will need to log in to CBRE mySupplier using your log in details and check that you are "Published" on the portal. If you have any questions, or require further assistance, please do not hesitate to contact us at mysupplier.emea@cbre.com.

### 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.

**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, and 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. \***

# STEP 4 – ORGANISATION INFORMATION

1. Ensure you answer all mandatory questions.
2. Each tab shows an exact number of all mandatory questions listed in each section.
3. Please carefully complete the Organisation Identification and Registered Address sections. CBRE will check the provided details against the uploaded documents.

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

Introduction 1

Organisation Information 9

Contact & Account Information 6

Goods & Services Categories 1

Working Practices 3

Health & Safety

Tax & Banking Information 12

Financial History 2

Environmental, Social and Governance (ESG)

Diversity

Insurances 1

Licences, Permits & Certificates 1

Government Affiliations & Legal or Financial Judgements 8

CBRE Policies 6

Submit Registration 1

Organisation Identification

Full legal name of your organisation \*

Trade Name or Brand Name

Country of registration \*

Legal Status \*

Organisation Registration / Identification Number \*

Registered Address

Please provide a physical address and not a post office box address. A post office box address can be provided as your correspondence address.

Line 1 \*

1

2

3

3

Tip

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

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

# STEP 5 – CONTACT & ACCOUNT INFORMATION

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

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

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

Introduction

Organisation Information

Contact & Account Information

Goods & Services Categories

Working Practices

Health & Safety

Tax & Banking Information

Financial History

Environmental, Social and Governance (ESG)

Diversity

Insurances

Licences, Permits & Certificates

Government Affiliations & Legal or Financial Judgements

CBRE Policies

Submit Registration

Primary Contact Person

The person in your organisation who will be provided with an administrator user name and password to the CBRE mySupplier system in order to update or change your organisation information including where applicable banking information.

First Name \*

X

✓

Last Name \*

X

✓

Job Title \*

Office Number \*

0

✓

Mobile Number \*

Email Address \*

magdalena.morzanowska@gmail.com

✓

Authorised Representative? \*

Yes

No

User Settings

Issue Profile Login

Receive Notifications

Edit Tax/Banking

## IMPORTANT

For data security reason, the Primary Contact Person section can be updated by the person nominated in that section. There is no possibility to update this tab from the perspective of any other member of your organisation.

## Tip

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

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

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# STEP 5 – CONTACT & ACCOUNT INFORMATION

- 4. Add other team members' details such as Secondary Contact, Finance, Work Order Manager to give them access to the mySupplier profile.
- 5. Please provide the Email for Remittance Advice in the Finance Manager section.
- 6. Please provide the Email for Purchase Orders in the Purchase Order section.

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

Introduction

Organisation Information

Contact & Account Information

Goods & Services Categories

Working Practices

Health & Safety

Tax & Banking Information

Financial History

Environmental, Social and Governance (ESG)

Diversity

Insurances

Licences, Permits & Certificates

Government Affiliations & Legal or Financial Judgements

CBRE Policies

Submit Registration

Primary Contact Person

Secondary Contact Person

Key Account Manager

Finance Manager / Accounts Payable Manager

Purchase Order / Work Order Recipient

Operations / Dispatch Manager

Health and Safety Manager Information

Create additional contacts

Please enter any additional contacts below.

Contact's Function

+

4

5

6



# STEP 6 – GOODS AND SERVICES PROVIDED

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

Introduction1

Organisation Information10

Contact & Account Information6

**Goods & Services Categories1**

Working Practices9

Health & Safety1

Tax & Banking Information12

Financial History2

Environmental, Social and Governance (ESG)✓

Diversity✓

Insurances1

Licences, Permits & Certificates1

Government Affiliations & Legal or Financial Judgements8

CBRE Policies6

Submit Registration1

International Operations

Does your organisation operate in, have established business operations in or regularly trade with other countries in the world? If so please click on the boxes to select the relevant countries.

☐ Africa

☐ Americas

☐ Asia Pacific

☐ Europe

Goods & Services Categories

You are under consideration to supply CBRE or our Clients with the following category(s):

▼ Facilities - Building & Grounds

▼ Electrical Engineering / Contractor

Battery Supply & Testing

Calibration & Test Equipment

Electrical Motors

General Electrical

High / Low Voltage (Installation & Maintenance)

PAT & Fixed Wire Testing

Power Factor Correction Equipment

Power Management Systems

Switchgear & Cable

Thermal Imaging

Tip

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

# STEP 6 – GOODS AND SERVICES PROVIDED

1. Select if you will provide Goods, Services or Both.
2. Provide key words that will help business requestors better find your company with a free text search (ex: Cleaning, janitorial, training, etc).

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

Introduction	1
Organisation Information	9
Contact & Account Information	11
<b>Goods &amp; Services Categories</b>	2
Working Practices	8
Health & Safety	2
Tax & Banking Information	8
Financial History	13
Environmental, Social and Governance (ESG)	✓
Diversity	✓
Insurances	✓
Licences, Permits, Certificates & Disaster Recovery	1
Government Affiliations & Legal or Financial Judgements	7
CBRE Policies	5
Submit Registration	1

Will your Organisation provide Goods, Services, or Both to CBRE or its Clients? \*

Please select

KEYWORD SEARCH

Please also provide a list of keyword search terms for any specific goods or Services that you commonly provide.

These keywords will be searchable in a "keyword" search engine used by CBRE staff looking for specific goods and services.

Please only include industry standard terms.

Please write each word once, separated by a comma.

255 characters remaining.

1

2

# STEP 7 – WORKING PRACTICES

The answers in this section will determine the H&S risk rating and if your organisation needs to register with our external H&S risk management organisation.

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

Introduction1

Organisation Information4

Contact & Account Information11

Goods & Services Categories2

Working Practices5

Health & Safety2

Tax & Banking Information4

Financial History13

Environmental, Social and Governance (ESG)✓

Diversity✓

Insurances✓

Licences, Permits, Certificates & Disaster Recovery1

Government Affiliations & Legal or Financial Judgements2

CBRE Policies5

Submit Registration1

Workers - Employees, Subcontractors & Suppliers

Current number of full time equivalent (FTE) employees? \* ☐

Does your organisation use subcontractors in addition to its own employees? Please note that the use of sub-contractors will normally require written approval before the start of work. \*

Please select

Working Practices

Are you ONLY DELIVERING GOODS WITHOUT the use of any equipment/ operators for delivery /installation? \*

☐ Yes ☐ No

Will you be supplying or delivering goods/ materials/ equipment WITH the use of equipment/operators for delivery/installation? \*

☐ Yes ☐ No

Will your organisation (employees, subcontractors or suppliers) perform physical works comprising either construction, installation, maintenance or repair activities using tools and equipment on a CBRE or CBRE Client site? \*

☐ Yes ☐ No

Are you a Consultant or Designer that provides consulting services to CBRE requiring access to active work areas? \*

☐ Yes ☐ No

Will your organisation (including subcontractors or suppliers) directly transport or provide any mode of transport to CBRE or CBRE Client Employees? (e.g. shuttle services, pool cars, company cars, lease cars, cycle schemes etc) \*

☐ Yes ☐ No

# STEP 8- HEALTH AND SAFETY

1. If you are a high-risk supplier, you may be required to complete additional information with a third-party agency that will provide an independent assessment. This will be subject to a fee.
2. mySupplier is connected with the Avetta portal, therefore, you can view the Avetta status by selecting 'Yes' and conducting an automated check. In case you are not yet registered, you will be sent a link to register with Avetta.
3. To complete the status check enter your Avetta registration number in the box below.

The screenshot shows a registration form with a sidebar on the left and a main content area on the right. The sidebar contains a list of sections with progress indicators: Introduction (1), Organisation Information (9), Contact & Account Information (4), Goods & Services Categories (2), Working Practices (checkmark), **Health & Safety** (1), Tax & Banking Information (7), Financial History (checkmark), Environmental, Social and Governance (ESG) (11), Diversity (checkmark), Insurances (checkmark), Licences, Permits & Certificates (1), Government Affiliations & Legal or Financial Judgements (7), CBRE Policies (6), and Submit Registration (1). The main content area has two expandable sections. The first, 'HSE Risk Assessment Requirements', contains the text: 'In order to work on CBRE or CBRE Client Sites, we require that you have a valid Health and Safety Risk Assessment conducted by our external HSE Assessment Provider, Avetta.' The second, 'Avetta Registration', contains a sub-section 'HSE Risk Assessment' with the question 'Is your organisation registered with Avetta? \*'. Below this question are three radio buttons: 'Yes' (selected), 'No', and 'Don't know'. A green checkmark is visible below the 'Yes' button. Below the radio buttons is a text input field with the label 'Please enter your Avetta Registration number \*'. Three yellow callout lines with numbered circles point to specific elements: callout 1 points to the 'HSE Risk Assessment Requirements' section header, callout 2 points to the 'Yes' radio button, and callout 3 points to the Avetta registration number input field.

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

**Health & Safety**

**HSE Risk Assessment Requirements**

In order to work on CBRE or CBRE Client Sites, we require that you have a valid Health and Safety Risk Assessment conducted by our external HSE Assessment Provider, Avetta.

**Avetta Registration**

**HSE Risk Assessment**

Is your organisation registered with Avetta? \*

☒ Yes ☐ No ☐ Don't know

Please enter your Avetta Registration number \*

# STEP 9 – TAX & BANKING INFORMATION

1. Please carefully complete the Tax Information section. CBRE will check the provided details against the uploaded documents.
2. Ensure the Banking Details section is correctly completed. CBRE will check the provided details against the uploaded documents.



## Tip

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

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

Introduction1

Organisation Information9

Contact & Account Information4

Goods & Services Categories2

Working Practices✓

Health & Safety✓

**Tax & Banking Information7**

Financial History✓

Environmental, Social and Governance (ESG)11

Diversity✓

Insurances✓

Licences, Permits & Certificates1

Government Affiliations & Legal or Financial Judgements7

CBRE Policies6

Submit Registration1

Tax Information

What is your Organisation's Tax Identification Number? \* ⓘ ⓘ

Are you registered for Sales Tax / GST / VAT in the Country in which you have been asked to supply goods and services? ⓘ \*

☐ Yes ☐ No

Banking Details

**Important:**

All information contained within the banking details section will be used to update all relevant CBRE Finance systems for procurement and payment. This section cannot be changed by CBRE staff. Any changes made in this system must be updated by your Financial Administrator.

Once this application has been submitted, CBRE will contact your company to verify bank details. Once confirmed we will update CBRE Finance Systems which process your invoices.

**Payment Method \*** ⓘ

**Bank / Branch Country \*** ⓘ

1

2

## IMPORTANT

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



# STEP 9 – TAX & BANKING INFORMATION

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

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

Introduction 1

Organisation Information 9

Contact & Account Information 4

Goods & Services Categories 2

Working Practices ✓

Health & Safety ✓

**Tax & Banking Information 7**

Financial History ✓

Environmental, Social and Governance (ESG) 11

Diversity ✓

Insurances ✓

Licences, Permits & Certificates 1

Government Affiliations & Legal or Financial Judgements 7

CBRE Policies 6

Submit Registration 1

Tax Information >

Banking Details >

Remittance Details >

Organisation Registration & Banking Details Documents ▼

Please upload copies of printed documentary evidence to confirm your organisation registration and banking details.


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

\* ⓘ

+ Choose


# STEP 10 – FINANCIAL HISTORY


1. Although the question is not mandatory, your financial history helps us to determine your financial health and potential for long-term partnering. Note that some countries or businesses may require you to provide this information

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

Introduction	1
Organisation Information	9
Contact & Account Information	4
Goods & Services Categories	2
Working Practices	✓
Health & Safety	✓
Tax & Banking Information	7
<b>Financial History</b>	✓
Environmental, Social and Governance (ESG)	11
Diversity	✓
Insurances	✓
Licences, Permits & Certificates	1
Government Affiliations & Legal or Financial Judgements	7
CBRE Policies	6
Submit Registration	1

Financial Risk Reports

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



+ Choose

1

# STEP 11 – ENVIRONMENTAL, SOCIAL & GOVERNANCE

This section focuses on your organisation policies. A response is not mandatory, however, it is important to understand your alignment with CBRE's business values. Please provide documents where possible.

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

Introduction	1
Organisation Information	9
Contact & Account Information	6
Goods & Services Categories	1
Working Practices	3
Health & Safety	
Tax & Banking Information	12
Financial History	2
<b>Environmental, Social and Governance (ESG)</b>	
Diversity	
Insurances	1
Licences, Permits & Certificates	1
Government Affiliations & Legal or Financial Judgements	8
CBRE Policies	6
Submit Registration	1

Environmental Programmes and Policies

Does your company have a written environmental programme?

☐ Yes ☐ No

Energy and Climate

Does your organisation measure their corporate greenhouse gas emissions?

☐ Yes ☐ No

Does your organisation report their greenhouse gas emissions to the Carbon Disclosure Project (CDP)?

☐ Yes ☐ No

Does your organisation have greenhouse gas reduction targets?

☐ Yes ☐ No

# STEP 12 – DIVERSITY

1. If you answer 'Yes' to any of the first 2 questions. You will be required to log-in to CBRE's Global Supplier Diversity platform, ConnXus.
2. ConnXus is a free platform where diverse Suppliers can promote their business

*\*Note: This is entirely Optional unless your CBRE contact requires you to register*

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

Introduction

1

Organisation Information

9

Contact & Account Information

6

Goods & Services Categories

1

Working Practices

3

Health & Safety

✓

Tax & Banking Information

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Financial History

2

Environmental, Social and Governance (ESG)

✓

Diversity

✓

Insurances

1

Licences, Permits & Certificates

1

Government Affiliations & Legal or Financial Judgements

8

CBRE Policies

6

Submit Registration

1

Diversity Classification

Is your organisation considered a diverse business enterprise? e.g. (Your company self identifies or is registered as a diverse business in one or more of the following groups: minority/ethnic minority, Indigenous, Women, Disability, Veteran, Social Enterprise, and or LGBTQ+)

Yes

No

✓

1

Is your company considered a small business enterprise? e.g. Privately owned corporation, partnership, or sole proprietorship that has fewer employees and less annual revenue than a corporation or regular-sized business (e.g. Micro business, macro business, very very small business, small business, 8A, Hub Zone)

Yes

No

✓

Please register your organisation on CBRE's Global Supplier Diversity platform, ConnXus by going to:

[ConnXus - User - Login \(myconnxion.com\)](#)

There is no cost to register with ConnXus.

By registering with ConnXus, you will be further promoting your organisation's status as a CBRE Diverse Supplier and potentially opening your organisation to additional opportunities.

A ConnXus registration also allows CBRE to track and report on its commitments to supporting Diverse businesses.

Please provide your ConnXus share link so that our staff can view your ConnXus profile.

2

# STEP 13 – INSURANCE

- 1. If you answer ‘Yes’ for particular insurance policy, you will be required to provide the expiry date and insurance coverage, then attach a copy of the insurance certificate.
- 2. We are monitoring the insurance expiry dates, therefore, the system will notify you to update the information and upload the up-to-date document as it becomes expired.

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

Introduction1

Organisation Information9

Contact & Account Information6

Goods & Services Categories1

Working Practices3

Health & Safety✓

Tax & Banking Information12

Financial History2

Environmental, Social and Governance (ESG)✓

Diversity✓

Insurances4

Licences, Permits & Certificates1

Government Affiliations & Legal or Financial Judgements8

CBRE Policies6

Submit Registration1

Insurance

Employers Liability or Workers Compensation Liability Insurance

✓ Yes

✓

Expiry Date \*

DayMonthYear


Indemnity Level \*

Insurance policy currency \*

Please select

Please upload your Employers Liability or Workers Compensation Liability insurance certificate. \*

+ Choose



Tip

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

IMPORTANT

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



# STEP 14 – LICENCES, PERMITS & CERTIFICATES

1. Provide all licenses or permits that your organisation holds or intends to apply for relating to the services that will be delivered to CBRE.
2. Enter the certificate name and click the 'Plus' button to create a certificate section. The input will be recorded and disappear to give way to enter the other certificates.

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

Introduction1

Organisation Information9

Contact & Account Information6

Goods & Services Categories1

Working Practices3

Health & Safety✓

Tax & Banking Information12

Financial History2

Environmental, Social and Governance (ESG)✓

Diversity✓

Insurances4

**Licences, Permits & Certificates1**

Government Affiliations & Legal or Financial Judgements8

CBRE Policies6

Submit Registration1

Introduction

In this section you will be asked to provide information and supporting evidence for any licences, permits, certificates and Insurances.

Licences or Permits to Operate

Please provide information on each licence or permit which you hold, have applied for or intend to apply for.

NICEIC

+

Does your organisation have the required licenses or permits to operate issued by a government organisations or recognised legislative authority for the Goods and / or services that you will supply to CBRE or CBRE or its Client(s)? \* ☐

☐ Yes - All

☐ Some

☐ None

Quality Systems

Does your organisation hold any recognised Quality Management certifications such as ISO 9001 or ISO 27001? ☐

☐ Yes

☐ No



## Tip

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

# STEP 15 – GOVERNMENT AFFILIATIONS & LEGAL OR FINANCIAL

All questions in this tab are mandatory.

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

Your registration will be further reviewed by our Compliance team and you may be contacted for further information.

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

Introduction1

Organisation Information9

Contact & Account Information6

Goods & Services Categories1

Working Practices3

Health & Safety✓

Tax & Banking Information12

Financial History2

Environmental, Social and Governance (ESG)✓

Diversity✓

Insurances4

Licences, Permits & Certificates1

**Government Affiliations & Legal or Financial Judgements8**

CBRE Policies6

Submit Registration1

Affiliations with a Government Organisation or Individuals▼

Is the Company or any Company in the Group (including subsidiaries, predecessors, successors or affiliates) owned or controlled, either partially or fully, a government or quasi government entity (National or International)? \*

☐ Yes ☐ No

Are any staff or employees of the Company or any Group Company, connected or related to government officials (e.g. family, business or otherwise)? \*

☐ Yes ☐ No

Will your services for CBRE require that you interact with Government Officials or government authorities, including making payments or pursuing deals/ engagements with governments? \*

☐ Yes ☐ No

Declarations: Legal & Financial Issues▼

Have there been any substantial legal actions/claims/judgements/liens against the Company or any Company in the Group or any Executive in the Group during the last 3 years, including those still outstanding? If yes, please upload a document outlining the full details. \*

☐ Yes ☐ No

# STEP 16 – CBRE POLICIES

1. You can view the CBRE Supplier Code of Conduct by clicking on the link.

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

Introduction1

Organisation Information9

Contact & Account Information6

Goods & Services Categories1

Working Practices3

Health & Safety✓

Tax & Banking Information12

Financial History2

Environmental, Social and Governance (ESG)✓

Diversity✓

Insurances4

Licences, Permits & Certificates1

Government Affiliations & Legal or Financial Judgements8

**CBRE Policies6**

Submit Registration1

CBRE Policies

The following sections must only be completed by an Authorised Representative of your organisation.

CBRE Supplier Code of Conduct

[Click here to view the Supplier Code Of Conduct](#)

Please confirm that your organisation has read and understood the CBRE Supplier Code of Conduct document and accepts that it shall ensure that its staff, contractors, sub-contractors and agents comply with the Code of Conduct at all times in the provision of goods and services to CBRE or CBRE's Clients. \* ☐

☐ Confirmed

☐ Not Confirmed

Contractor Code of Conduct

[View Contractor Code of Conduct](#)

Please confirm that the Company has read and understood the Contractor Code of Conduct document and shall ensure that its staff, contractors, sub-contractors and agents comply with the Contractor Code of Conduct at all times. \* ☐

☐ Confirmed

☐ Not Confirmed

Conflict of Interest

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

# STEP 16 – CBRE POLICIES

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

Introduction	1
Organisation Information	9
Contact & Account Information	4
Goods & Services Categories	2
Working Practices	✓
Health & Safety	✓
Tax & Banking Information	7
Financial History	✓
Environmental, Social and Governance (ESG)	11
Diversity	✓
Insurances	✓
Licences, Permits & Certificates	1
Government Affiliations & Legal or Financial Judgements	7
<b>CBRE Policies</b>	6
Submit Registration	1

Terms & Conditions

**CBRE Standard Purchase Order Terms and Conditions**

Once this form has been fully completed and your application to work has been approved, your organisation will be engaged under separate commercial and contractual terms.

Those terms will be specified either in CBRE's Standard Purchase Order Agreement Terms and Conditions or, where applicable, a custom contractual agreement written up between the contracting parties.

**At this stage of the application process, we ask that you acknowledge that you have read and understood CBRE's general terms and conditions listed below and confirm that there is no material reason why your organisation will not enter into a contract with CBRE under these general terms and conditions. \***

☐ Confirmed

☐ Not Confirmed

Note: If you have a current contract with CBRE, or put in place a custom contract with CBRE in the future, it will take precedence over these standard terms and conditions.

**CBRE Global Workplace Solutions Global Terms and Conditions (APAC) of Purchase**

- 
2. You can also view the CBRE Terms and Conditions by clicking on the link.

# STEP 17 – SUBMIT REGISTRATION

1. Once you answer all questions, confirm that all information is true and accurate.
2. All tabs questions will be accepted for submission to be successful once green ticks show up on all tabs.
3. Click the Submit Registration button to send it to CBRE for review.

**Your profile is ready to submit for onboarding review** [Submit Profile](#)

- Introduction
- Organisation Information
- Contact & Account Information
- Goods & Services Categories
- Working Practices
- Health & Safety
- Tax & Banking Information
- Financial History
- Environmental, Social and Governance (ESG)
- Diversity
- Business Interruption
- Insurances
- Licences, Permits & Certificates
- Government Affiliations & Legal or Financial Judgements
- CBRE Policies
- Submit Registration**

### True and Accurate Information

I confirm that the information provided for the registration and all supporting documentation is a true and accurate representation of the systems, processes, certificates, licences and accreditations of the Company in respect of sub-contracting and the assessment of competence. I confirm that all individuals involved in the delivery of works are competent to undertake the work on behalf of the Company. \*

☒ Confirmed ☐ Not Confirmed

### Supporting Information

Is there any further information which you would like to provide in relation to your application?

For example, if you were unable to answer some questions fully, or you do not think some questions are relevant to your organisation, please provide details in the box below.

### 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 select the "submit registration" button below. submitted to CBRE until all mandatory questions have been answered.

**Submit Registration**

## What happens next ?

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

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



# STEP 18 – CONFIRMATION EMAIL

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

## **CBRE** mySupplier

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Dear Supplier,

Thank you for taking the time to complete your registration on mySUPPLIER.

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.

Kind regards,

mySupplier Team

Email: [mysupplieradmin@cbre.com](mailto:mysupplieradmin@cbre.com)

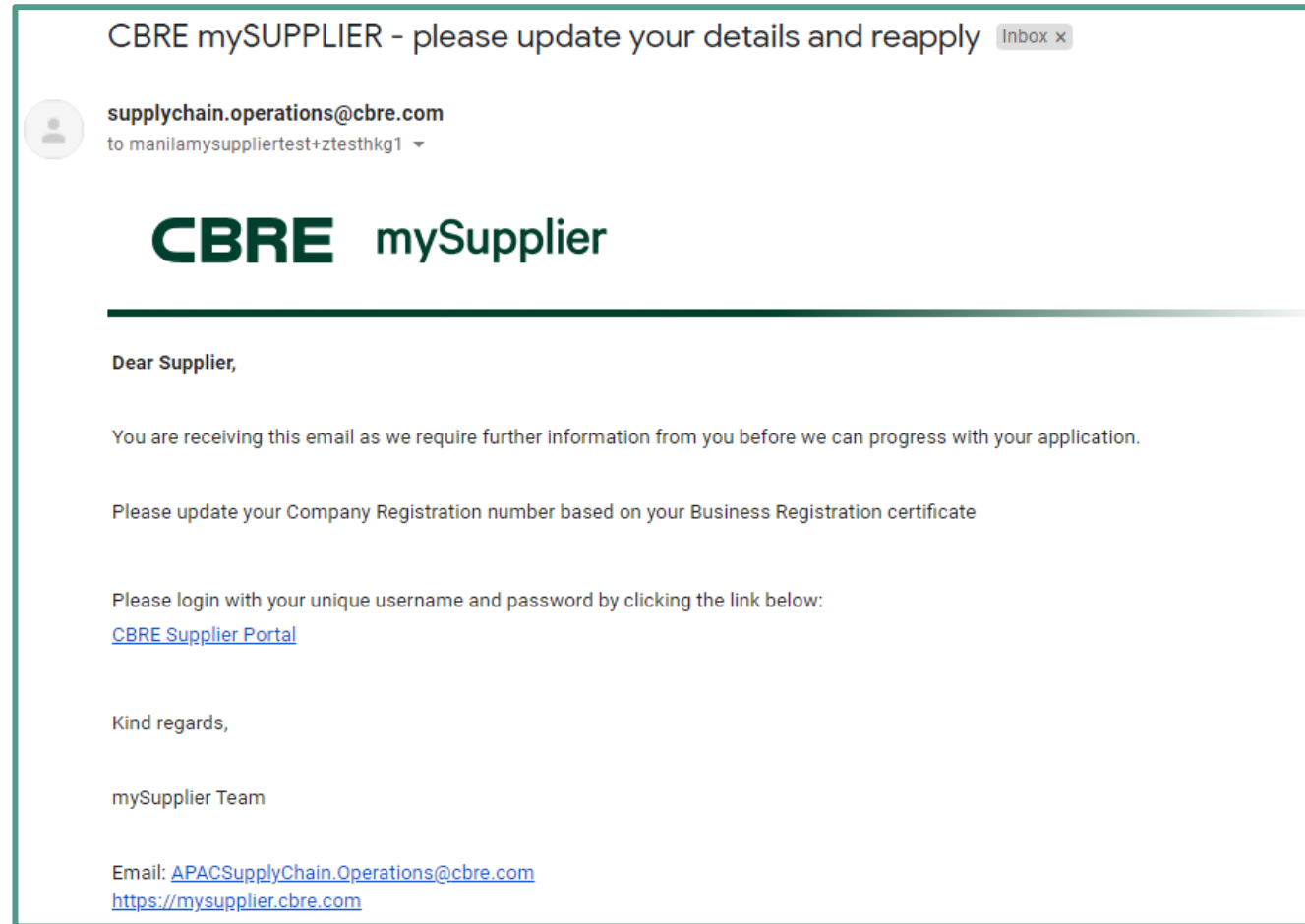
<https://mysupplier.cbre.com>

UK: +442071828766

ROI: +35316185766

# RE-APPLY SCENARIO – RETURNED SUBMISSION

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



## RE-APPLY SCENARIO

1. View the reason why your registration was returned to you.
2. Go to the tab where the follow-up request for update has been placed (marked with a purple box).
3. Go to the Submit Registration tab and click the Resubmit Registration button.

Supplier status changed to Re-Apply

Show less

Re-Apply Reason: Please update your Company Registration number based on your Business Registration certificate

Your profile is ready to submit for onboarding review

Submit Profile

Introduction and Notes

Organisation Information

Tax & Banking Information

Financial History

Goods & Services Categories

Health & Safety

Environmental, Social and Governance (ESG)

Diversity

Business Interruption

Licences, Permits, Certificates, Insurances & Disaster Recovery

Key Person Contact Information

Government Affiliations & Legal or Financial Judgements

CBRE Policies

Submit Registration

Organisation Identification

Full legal name of your organisation \* ⓘ ⓘ  
HongKongSupplier01  
✓

Trade Name or Brand Name ⓘ

Country of registration \* ⓘ ⓘ  
Hong Kong SAR China  
✓

Legal Status ⓘ \*  
Sole Trader / Sole Proprietorship  
✓

Organisation Registration / Identification Number \* ⓘ ⓘ  
1111111  
✓  
➔ Follow up action requested

Comments

DateCreated By

03-Nov-2021 12:15jelaide.jongko@cbre.comPlease update your Company Registration number based on your Business Registration certificate

## CONTACTS & HELP

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

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

# Thank You!