

# \*\*\*Supplier Communication\*\*\* Changes to your CBRE mySUPPLIER profile status



FAO: For the attention of the Key Account Contact effective from today

Starting Status:	Change from published Status to:	Why/When does this Occur?	Impact of Change:	Required Action(s) to be taken from you (supplier):
Published	Non-compliant <i>(initiated by CBRE mySUPPLIER)</i>	When your due diligence document(s) expire on CBRE mySUPPLIER.	<ul style="list-style-type: none"> <li>• CBRE requestors will not be able to raise any new PR/PO's to your company.</li> <li>• Payment of invoices against open PO's are not impacted.</li> </ul>	Log into CBRE mySUPPLIER and provide/update your CBRE mySUPPLIER profile with required due diligence document(s) as highlighted by the red sections.
Published	You make a change to your profile <i>(No impact to your CBRE mySUPPLIER status remains as 'Published')</i>	When you up-date your Bank Details within CBRE mySUPPLIER, which requires CBRE verification.	Supplier record in CBRE Financial System is put on 'Payment Hold'. No payments can be made until bank details are CBRE verified.	CBRE will perform an independent check and the supplier is required to inform their Accounts Payable department that a CBRE member will call them to verify new bank details.
Published	Re-apply <i>(initiated by CBRE mySUPPLIER)</i>	<p>When you are <u>invited</u> to update new required information to your CBRE mySUPPLIER profile.</p> <p>Critical information has not been provided/invalid by you the supplier <b>to enable payment</b> (e.g letterhead or bank details provided are invalid).</p>	<p>You can continue to make changes within your CBRE mySUPPLIER profile, but these will not be transferred to CBRE Financial System until all fields have been submitted and published status assigned.</p> <ul style="list-style-type: none"> <li>• CBRE requestors will not be able to raise any new PR/PO's to your company.</li> <li>• Any changes will not be transferred to CBRE Financial System, meaning Payments will be made to existing verified bank account.</li> </ul>	<p>Log into CBRE mySUPPLIER and provide/update your CBRE mySUPPLIER profile with required new information as highlighted by the red sections.</p> <p>Log into CBRE mySUPPLIER and provide required information to allow new bank details to be verified. Until this has been done CBRE will continue to pay to previously verified bank details.</p>