



# CBRE mySupplier Guide for suppliers

Dear Supplier,

This guide is intended to provide you with full assistance and knowledge in completing or updating, as well as submitting your mySupplier profile. CBRE mySupplier is the supplier onboarding platform used in the UK and Ireland to onboard suppliers into CBRE finance systems and conduct the supplier due diligence. Therefore, it is mandatory for your company to complete the mySupplier profile in order to become an approved supplier to CBRE and to keep your profile compliant by updating it whenever any document gets expired. This is a condition to have an active account for purchase orders and payments in the CBRE financial systems.

Getting Started .....	2
What do I do if I forget my username/password? .....	3
Why am I not receiving the password reset email? .....	4
How to navigate my profile on mySupplier? .....	5
What does my profile status mean? .....	6
When is my action required on mySupplier profile? .....	6
How will I know I need to complete or update my profile? .....	7
How to fill out the mySupplier profile? .....	7
Organisation Information .....	7
Tax and Banking Information.....	9
Goods or Services Provided .....	12
UK&I QHSE .....	13
Environmental, Social and Governance.....	15
Business Continuity and Data Protection .....	15
Licences, Permits, Certificates, Insurances & Disaster Recovery.....	15
Key Person Contact Information .....	17
Government Affiliations and Legal or Financial Judgements .....	18
CBRE Policies.....	18
UK+I Compliance.....	19
Financial History .....	20
Diversity .....	21
Submit Registration .....	21
What are the steps in the CBRE supplier onboarding process? .....	22
Where can I find additional instructions and user guides? .....	22
Who are my points of contact? .....	22



## Getting Started

1. Open the “Link to your profile” in the mySupplier email invite, if **profile not yet submitted**,

**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 \_\_\_\_\_

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.

2. Open <https://mysupplier.cbre.com/> via Google Chrome, if **profile already submitted once**,
3. Log in using your **primary email address** or **username** auto-generated upon the first submission,
4. You may also choose a different language in the right top corner.



## What do I do if I forget my username/password?

1. In that case click on the “[Forgot Username or Password](#)” link in the logon page and **enter your primary email address or username** and Submit; if you have provided a correct email address or username, you will receive the password reset email,

Forgot Your Password?

Username or email

« Back to Application

Submit

Enter your username or email address and we will send you instructions on how to create a new password.

2. In the next step open the email and click on the “[Click here to update your account](#)” link,

Dear mySupplier User,

You have requested a CBRE mySupplier account password reset.

Your username is [mysuppliertest123+mysupplierteamtest@googlemail.com](#).

In order to set up your new password click the following link: [Click here to update your account](#)

For any questions, please contact: [mysupplieradmin@cbre.com](#)

Kind regards,  
CBRE Procurement

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

UK: +442071828766  
ROI: +35316185766



3. Set up your new password by entering it twice and Submit; you will then receive the password update confirmation,

4. In order to log into your profile, click on the “[Back to Application](#)” link.

## Why am I not receiving the password reset email?

It is possible that you are expecting to receive the reset email to a different email address than the primary email address set up in your mySupplier profile. In that case please contact the **mySupplier Technical Support** [mySuppliertechsupport@cbre.com](mailto:mySuppliertechsupport@cbre.com). Should that not be the case, please make sure both email addresses [mySuppliertechsupport@cbre.com](mailto:mySuppliertechsupport@cbre.com) and [mysupplieradmin@cbre.com](mailto:mysupplieradmin@cbre.com) are **whitelisted by your company, which means adding these to your company safe senders list.**





## How to navigate my profile on mySupplier?

In order to view your mySupplier profile, click on the “Registration and Compliance” menu at the top. On the left hand-side you will see **your current status and additional advice** that might be essential when completing or updating your profile.

**CBRE mySupplier** LATEST NEWS

Please read: Important updates to mySupplier Portal

**Registration And Compliance** Help

Progress bar: [Red] [Green] [Blue]

Legend: Open (201) Required (7) Answered (11) Under Review (100) Follow-Up Required (0) Approved (0)

**Supplier Status: Re-apply**

Please update your letterhead with banking details in the Tax and Banking Information tab. Also please upload your safety statement in the UK&I OHSE tab. To finalise, please submit in the Submit Registration tab.

Below the status you will see the tabs that need to be completed. There are three tabs colours:

- **red** – indicate the tabs that require update,
- **blue** – indicate the tabs that have been updated within the recent profile submission,
- **grey** – indicate the tabs that have been updated before.

**Introduction and Notes**

**Organisation Information**

**Tax & Banking Information**

**Goods or Services Provided**

**UK&I OHSE**

Environmental, Social and Governance (ESG)

Business Continuity and Data Protection

**Licences, Permits, Certificates, Insurances & Disaster Recovery**

**Key Person Contact Information**

**Government Affiliations & Legal or Financial Judgements**

**CBRE Policies**

**UK&I Compliance**

**Financial History**

Diversity

**Submit Registration**

**Introduction**

Welcome to CBRE Supplier self-registration portal. Please complete all of the questions on the portal relevant to the services that the Company provides. All mandatory questions are identified by an asterisk (\*) to the right of the question field. CBRE expects high standards from its supply partners, all services provided shall require a recognised, industry standard qualification and/or certification appropriate to the goods and/or services being provided by the supply chain partner, as well as business insurance cover that reflects the goods being provided, the services being performed and the associated risks to CBRE and its clients. 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:

EMEA: [mysupplier.emea@cbre.com](mailto:mysupplier.emea@cbre.com)

UK and Ireland: [mysupplieradmin@cbre.com](mailto:mysupplieradmin@cbre.com)

**Notes**

**IMPORTANT:** In case there are no tabs highlighted in red, before you start updating your profile, please go to Submit Registration tab at the bottom of the tabs list, click “Re-Submit Registration” button and wait until the page gets re-loaded. The tabs with the outstanding data will be instantly highlighted in red.



## What does my profile status mean?

Status on mySupplier	Onboarding stage	Description	Potential risks that may delay onboarding	Action owner
<b>Invited</b>	<b>Invitation to Register sent to the Supplier</b>	Registration link sent to supplier's email address provided in the request form, supplier needs to complete and submit the profile	Incorrect email address or invitation email is routed to supplier's spam folder	Supplier
<b>Awaiting publication</b>	<b>Supplier's profile review</b>	Supplier completed or updated their registration form on the portal, supplier profile is reviewed by mySupplier Team	Incorrect letterhead as well as the company and banking details on the supplier's profile, compliance requirements not fulfilled	mySupplier Administrator
<b>Awaiting Onboarding to Payment System</b>	<b>Supplier approved and awaiting setup in the financial system</b>	mySupplier Team approved supplier submission, VMF Team is creating supplier's account in the financial system		VMF Administrator
<b>Published</b>	<b>Supplier setup in the financial system</b>	Supplier fully compliant and the account is created in the financial system		VMF Team Administrator (if not active in AX)
<b>Re-Apply</b>	<b>Supplier was asked for an update by mySUPPLIER team</b>	mySupplier Team sent supplier a request to update their profile on mySupplier with additional information, awaiting supplier's update	Supplier's contact email address is no longer valid or email is routed to supplier's spam folder	Supplier
<b>Non-compliant</b>	<b>Supplier's profile gets expired</b>	Supplier automatically notified about the document's expiry, awaiting supplier's update	Supplier's contact email address is no longer valid or email is routed to supplier's spam folder	Supplier

## When is my action required on mySupplier profile?

Your action is required on your profile in case your profile is in one of the following statuses:

- **invited** – indicates that you have been requested to register on mySupplier and CBRE is awaiting the first submission of your profile,
- **re-apply** – indicates that you have been asked for additional information to be updated on your profile and submitted,
- **non-compliant** – indicates that some information got expired on your profile and needs to be updated and submitted.



## How will I know I need to complete or update my profile?

We will notify you by **email sent to your primary email address** that there is an action required. There is number of notifications sent to suppliers on different occasions:

- **you are invited to mySupplier** – you will receive an email with a link to register; if the link is not used timely, it may expire after some time; in that case mySupplier Team can resend it,
- **you are requested to provide further information or update your profile** – you will receive an email with a request to log into your profile and update it,
- **your documents are about to expire** – some of the documents on your profile are about to expire and you will receive a notification 14, 5 and a day before the expiry of your documents,
- **your profile is about to expire** – some of the documents on your profile have expired and you are granted a 21-day grace period to update the documents in order to keep your profile updated,
- **your profile got expired** – some of the documents on your profile got expired, the 21-day grace period has passed by and you will receive an auto-notification with a request to log into your profile and update it.

**IMPORTANT: Once your profile gets expired, your account in the CBRE financial system is put on hold for purchase orders. Therefore, you cannot receive any new purchase orders by the time your profile is updated and fully compliant.**

## How to fill out the mySupplier profile?

There are number of **mandatory questions marked with a red asterix (\*)** which you need to answer in order to be able to submit your profile. In the following sections you will find clear instructions on how to fill out each tab on you profile. **We strongly recommend saving your progress** with the “Save” button at the bottom of the tab page once it is completed and before you move onto the next one.



## Organisation Information

The information completed in the Organisation Identification section helps us identify your company from the legal point of view. Bear in mind, that we verify that data with other source of information like official company registers: **Companies House for United Kingdom** (<https://find-and-update.company-information.service.gov.uk/>) and **Company Registration Office for Republic of Ireland** (<https://search.cro.ie/company/CompanySearch.aspx>).

The following details specifically will be checked against official registers:

- Legal name,
- Company Registration Number,
- Registered address



Therefore, please **make sure that you provide the same details on your profile**. Furthermore, the above details **need to be included in your official letterhead with banking details** and uploaded on your profile.

### Organisation Identification

Full legal name of your organisation ⓘ \*

Trade Name or Brand Name ⓘ

Country of registration ⓘ \* ⓘ

Legal Status ⓘ \*

Company Registration Number ⓘ \* ⓘ

Date of registration \* ⓘ

### Registered Address

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

Line 1 \* ⓘ

Line 2 ⓘ

Line 3 ⓘ

Town / City \* ⓘ

State / County / Province / Region ⓘ

Country \* ⓘ

Postcode \* ⓘ

Main Telephone Number ⓘ ⓘ

Organisation Website ⓘ ⓘ

Also please complete the other sections in the Organisation Information tab: **Ownership Information, Use of Subcontractors, Existing organisational relationship or staff connections with CBRE**, which will support us with further review of your company profile.





## Tax and Banking Information

Along with your organization identification information, **this is the most important section** that you will need to complete on your profile. Based on these details **CBRE will be able to make payments to your company**.

In the **Tax Information section** we will ask you to provide your **Organisation's Tax Identification Number** (called a Unique Tax Reference number in UK) and **Sales Tax Number** (VAT Number). VAT should always begin with the county-specific code e.g. GB or IE. Find more about VAT Numbers in EU on this webpage: [https://ec.europa.eu/taxation\\_customs/business/vat/eu-vat-rules-topic/vat-identification-numbers\\_en](https://ec.europa.eu/taxation_customs/business/vat/eu-vat-rules-topic/vat-identification-numbers_en)

The following details will be checked against VIES. You may validate your VAT Number on this webpage ([https://ec.europa.eu/taxation\\_customs/vies/vieshome.do?selectedLanguage=EN](https://ec.europa.eu/taxation_customs/vies/vieshome.do?selectedLanguage=EN)):

- Legal name,
- VAT Number.

Therefore, please **make sure that you provide the same details on your profile**. Furthermore, the above details need to be **included in your official letterhead with banking details** and uploaded on your profile.

**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

What is your Sales Tax / GST / VAT Number? ⓘ \* ✉

Bear in mind that if you are a sole trader in UK and do not hold a UTR, we will ask you to provide your National Insurance Number. Please remember that your NIN need to be **included in your official letterhead with banking details** and uploaded on your profile.

**Tax Information**

Do you have a Unique Tax Reference (UTR) Number? ⓘ \* ✉ ☐ Yes ☒ No

Please provide your National Insurance Number ⓘ \* ✉



If you are a **UK supplier registered for the Construction Industry Scheme**, we will check your **UTR Number against the HMRC database**. Bear in mind, that in case of negative verification in HMRC, we will not be able to process payment to your company. Therefore, make sure that your UTR Number **contains 10 digits only without spaces and special characters**. Furthermore, the above details need to be **included in your official letterhead with banking details** and uploaded on your profile.

Tax Information

Please provide your organisation's Unique Tax Reference (UTR) Number \*

Are you registered for Sales Tax / GST / VAT?
☒ Yes
☐ No

What is your Sales Tax / GST / VAT Number?

Do you provide services covered by the Construction Industry Scheme (CIS)?
☒ Yes
☐ No

Are you Registered for the Construction Industry Scheme (as either a contractor or a sub contractor)?

**Banking Details section** requires your highest attention. Here you will need to provide your banking details, specifically your **IBAN and SWIFT/BIC Code**. These need to be **included in your official letterhead with banking details** and uploaded on your profile. **Account Number, Sort Code and SWIFT/BIC Code** should match the **IBAN**.

Bank / Branch Country \*

United Kingdom

Bank Name \*

BANK XYZ

Bank Address

Account Name

Account Number

Bank / Sort / Routing Code \*

SWIFT / BIC Code \*

Sort Code / Transit Code

IBAN \*

GB33BUKB20201555555555

Bank Account Currency \*

GBP Pound Sterling



Also please make sure that the IBAN begins with the country-specific code e.g. GB or IE. Find more about **IBAN format** on this webpage: <https://www.iban.com/structure>. Find more about **SWIFT/BIC Code** and check whether it is correct on this webpage: <https://transferwise.com/gb/swift-codes/bic-swift-code-checker>. If you are still not sure whether your banking details are correct, we strongly recommend contacting your bank.

**IMPORTANT: CBRE pays the highest attention within the onboarding process when it comes to Banking Details correctness. Make sure all details listed below are included in your company letterhead and match the ones provided in sections covered above: Organisation Identification, Tax Information and Banking Details. In case of any missing information on your letterhead or mismatch between letterhead and details filled in the sections your profile will be rejected.**

Please include all below listed details on your letterhead and upload it in the Letterhead Upload section. We strongly recommend familiarizing yourself with the **Banking Details Verification Process** by clicking on the link in the Letterhead Upload section.

Letterhead Upload

English - Bank detail verification by CBRE.pdf

Please inform your Administration team that a member of CBRE may be in contact to validate the banking details.

- Legal Entity Name
- Legal Address
- Contact Details
- VAT or Tax identify number and Company Registration Number
- IBAN + SWIFT
- Company Logo
- Company Stamp (if possible)
- Signature of Manager or Higher (if possible)

+ Choose

In the **Remittance Details** section you are asked to provide your correct email addresses.

Remittance Details

Email for Remittance Advice

Email for Purchase Orders



In the following section you will need to answer “Yes” to become a supplier to CBRE.

Remittance Advice

Please confirm that CBRE can use banking details and the information provided in this section across all CBRE businesses (LFM/DCS/EA). \*

☒ Yes
 ☐ No

Please confirm that you accept CBRE's standard policy to accept only one bank account per currency per supplier. \*

☒ Yes
 ☐ No

If you are not using CBRE Tradex system to submit invoices to CBRE yet, you will be asked for contact details so that CBRE could contact you and discuss further how to use Tradex.

E-Invoicing

E-Invoicing - CBRE requires all supplier invoices to be submitted electronically via Tradex. This is an important part of CBRE's relationship with suppliers as it provides a more cost effective, visible and sustainable invoice to payment process. ⓘ

Please note Tradex is currently only available for UK and Ireland - CBRE GWS Limited, CBRE Managed Services Limited and CBRE GWS Ireland Limited.

Does the Company already submit invoices to CBRE via Tradex? \*

☒ Yes
 ☐ No

## Goods or Services Provided

In this tab you will need to answer questions in relation on where and what goods or services you provide to CBRE or its Clients. Therefore, in the **Geographic Scope** section, please select the **regions within the country your company deliver within to CBRE or its Clients**.

Geographic Scope

You have been invited to a supply the following CBRE Country:

**UK**

Please indicate the geographic areas that you can supply to within the country(s) shown below.

☒ United Kingdom
 ☐ North East England
 ☐ Wales



In the following part you will be asked about countries your company operate in general.

Does your organisation operate in, have established business operations in select the relevant countries.

- ▶ ☐ Africa
- ▶ ☐ Americas
- ▶ ☐ Asia Pacific
- ▶ ☐ Europe

In the Goods or Services Provided section you are asked whether you provide services, goods or both, and **whether you provide any professional, consulting or design services**. In the service and goods categories list, please select the **categories that best reflect your business conducted with CBRE or its Clients**. Simply click on the little arrow and the sub-categories will show up. There are up to 3 levels of categories in each of the 6 main visible categories.

Please select the category(s) which best describe what you provide:

- ☒ Business Services
- ☐ Facilities - Services
  - ▶ ☐ Facilities - Design & Build Services
  - ▶ ☐ Facilities - Building & Grounds
  - ▶ ☐ Technology & Telecom
  - ▶ ☐ Transportation & Travel

The last section called **Keyword Search** is the place where you can **specify your business type as well as goods or services you provide** in words to give us even better understanding of your business.

## UK&I QHSE

QHSE section is where we ask you about H&S-related areas. In the first question you are required to upload the **health and safety policy** (for United Kingdom) or **safety statement** (for the Republic of Ireland) **submitted in the past 12 months in accordance with legal requirements in your country**. The document should be **signed and dated** with the last or next review date so that we could understand whether it is still valid.

QHSE

Please upload the health and safety policy that has been submitted in the past 12 months in accordance with legal and / or legal requirements in the country.

+ Choose





Below you will find **accident table** where you will need to provide **number of incidents** for each of 13 categories. The number provided in each field should represent a value in relation to 100. If there are 0 incidents, please enter 0 in a relevant field.

	2020	2019	2018	2017	2016
H&S Improvement Notices	0.00				
H&S Prohibition Notices					
H&S Prosecutions					

In this following question you will need to state whether your **company employ a dedicated QHSE professional and what are their qualifications**. Bear in mind that according to the legal regulations in the Republic of Ireland it is mandatory to employ such professional. Therefore, **Irish suppliers need to answer “Yes” to this question and provide further details**.

Does your Company employ a dedicated QHSE (Quality, Health, Safety and Environment) professional? ⓘ

☒ Yes

☐ Directly Employed - Employee ☐ Indirectly Employed - External Consultant

State the QHSE professionals qualifications. \* ⓘ

In the last 2 questions in the **QHSE section** we ask about the **procedure of reporting incidents**. In the first one you will need to upload your company procedure and in the second one, please answer “Yes” in order to become a supplier to CBRE.

Please provide a copy of the procedure used by the company for reporting and investigating accidents, incidents (including dangerous occurrences), occupational illnesses and near misses. ⓘ

Do you report health and safety incidents at work in accordance with in-Country regulatory and/or legal requirements? \* ⓘ

☒ Yes



The second section called **Environmental** includes 11 non-mandatory questions in relation to **reducing environmental impact** in certain areas.

## Environmental, Social and Governance

In this tab you will find **non-mandatory questions** on the above aspects divided into 8 sections.

## Business Continuity and Data Protection

In this tab you will find **non-mandatory questions** on the above aspects divided into 2 sections.

## Licences, Permits, Certificates, Insurances & Disaster Recovery

In the **Licences or Permits to Operate** section you are required to provide **information and supporting evidence for any licences, permits, certificates**. If you hold any accreditation, please select “Yes” or “Some” and enter the name of the accreditation and click on the “+” button.



In the newly created section, please complete the information on the accreditation you specified. Make sure the **expiry date on the document matches the one you select in the section** relevant for that accreditation.

**IMPORTANT:** Bear in mind that there is specific accreditation required from suppliers in relation to various types of services provided to CBRE. You might be contacted again by mySupplier Team, should a certain requirement be unfulfilled.

In the **Quality Systems** section you may specify any Quality Management certifications that your company hold the same way as in the **Licences and Permits to Operate** section.

In the newly created section, please complete the information on the accreditation you specified. Make sure the **expiry date on the document matches the one you select in the section** relevant for that accreditation.



In the **Insurance** section you are required to upload your insurance policies. CBRE require most of the suppliers to hold the **Employers Liability** as well as **Public Liability** insurance policies. **Professional Indemnity** policy is required from professional, design and consultancy suppliers.

Insurance	
Employers Liability or Workers Compensation Liability Insurance <input checked="" type="checkbox"/>	<input type="button" value="x No"/>
Public Liability or General Liability Insurance <input checked="" type="checkbox"/>	<input type="button" value="x No"/>
Combined Public and Product Liability Insurance <input checked="" type="checkbox"/>	<input type="button" value="x No"/>
Professional Indemnity or Errors and Omissions Insurance <input checked="" type="checkbox"/>	<input type="button" value="x No"/>
Commercial Crime Insurance or Fidelity Insurance <input checked="" type="checkbox"/>	<input type="button" value="x No"/>
All Risks <input checked="" type="checkbox"/>	<input type="button" value="x No"/>

In order to upload an insurance policy, please **select “Yes”** next to an insurance policy type and complete the below details. Make sure the **expiry date on the document matches the one you select in the section** relevant for that insurance.

Insurance	
Employers Liability or Workers Compensation Liability Insurance <input checked="" type="checkbox"/>	<input checked="" type="button" value="Yes"/>
Expiry Date * <input checked="" type="checkbox"/>	2 July 2021
Indemnity Level * <input checked="" type="checkbox"/>	10,000,000
Insurance policy currency * <input checked="" type="checkbox"/>	GBP Pound Sterling
Please upload your Employers Liability or Workers Compensation Liability insurance certificate. <input checked="" type="checkbox"/>	
<input checked="" type="button" value="+ Choose"/>	

## Key Person Contact Information

This tab is dedicated to your **contact details relevant for various roles** in your company. It is mandatory for you to complete the Primary Contact Person section. Primary contact is responsible for updating your company profile on mySupplier. Please **make sure the primary email address is correct and is monitored regularly** as mySupplier will be sending reminders and notifications on that one.



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 \*

Last Name \*

Job Title \*

Office Number \*

Mobile Number \*

Email Address \*

Authorised Representative? \*

☐ Yes
☐ No

## Government Affiliations and Legal or Financial Judgements

In this tab you will find **mandatory questions** on the above aspects divided into 3 sections.

## CBRE Policies

All sections within this tab **must only be completed by an Authorised Representative of your organisation**. Therefore, please contact them to log into your company profile on mySupplier and confirm these statements. **Each section contains a link to view the document to be confirmed.**

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. \*

☒ 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





## UK+I Compliance

In the **UK+I Compliance** section you will need to answer some mandatory questions related to **employee and recruitment** aspects.

UK+I Compliance

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

50

Of the above number of FTE employees, approximately how many are likely to work on CBRE business?

5

Of the above number of FTE employees, how many are Site Management Safety Training Scheme (SMSTS) accredited? \*

5

Does the Company have a process in place to ensure adequate steps are taken against all forms of discrimination, both in the workplace and at the recruitment stage?

No

Does the Company have any documented case studies for the type of work proposed? If Yes, please upload evidence.

No

The **Company Policies** section is where you can upload your internal company policies.

Company Policies

If you have uploaded a policy below, you must add a "next review date". This is the date that your policy should be renewed. mySUPPLIER will remind you when your policy is about to expire.

When entering dates, Please select the year, month and then date.

Does the Company have policies and procedures in place and sponsored by your board or senior executive for the following:

	In Place	Next Review Date			
Corporate Social Responsibility Policy	No	Day	Month	Year	+ Choose
Environmental Policy	No	Day	Month	Year	+ Choose
Food Safety Policy	No	Day	Month	Year	+ Choose
Global Reporting Initiative	No	Day	Month	Year	+ Choose
Quality Policy	No	Day	Month	Year	+ Choose
Sustainability Policy	No	Day	Month	Year	+ Choose



## Financial History

In this section you will need to provide your financial data like **annual turnover** as well as **net profit/loss before tax for the past three years**, starting with the most recent year.

Financial History

Please select one of the following currency options provided, and convert the Company financial information to this currency if necessary.

Currency \*

Please select

Annual Turnover \*

Please select

Please provide a summary of your last three years audited results

What is Company net profit/loss before tax for the past three years? (Starting with the most recent year):

Year 1

Year

Profit and Loss

Year 2

Year

Profit and Loss

Year 3

Year

Profit and Loss

What is the Company gross revenue for the past three years? (Starting with the most recent year)

Year 1

Year

Gross Revenue

Year 2

Year

Gross Revenue

Year 3

Year

Gross Revenue

In the **Significant Customers** section please list **names or industry sectors** along with the **percentage of the gross revenue** for your company's **top three customers**.

Significant Customers

Please list the name or industry sectors of the Company's top three customers and the percentage of the gross revenue they represent.

Customer 1

Company Name

Percentage

Customer 2

Company Name

Percentage

Customer 3

Company Name

Percentage



In the **Business References** section you can provide your 2 business references with the contact details.

**Business References**

**Primary Contact**

Company Name

Contact Name

Office Number

Email

**Secondary Contact**

Company Name

Contact Name

Office Number

Email

## Diversity

In this tab you will find **non-mandatory questions** on the above aspects divided into 6 sections.

## Submit Registration

Last but not least, this is the tab where you **submit your profile data to mySupplier Team** by confirming **you have provided true and accurate data** and clicking the **“Submit Registration”** button. It is important that you submit your profile and receive a confirmation on your screen, otherwise we will not get notified about the submission and your profile will be visible to us as incomplete.

**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

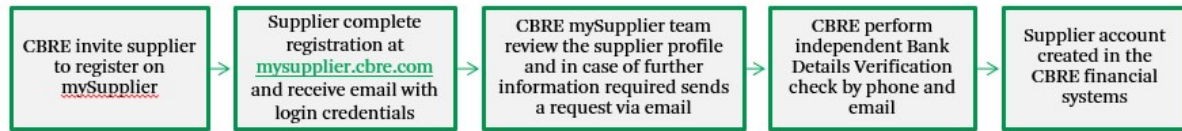
**Submission**

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. Your registration form will not be submitted to CBRE until all mandatory questions have been answered.

**Submit Registration**



## What are the steps in the CBRE supplier onboarding process?

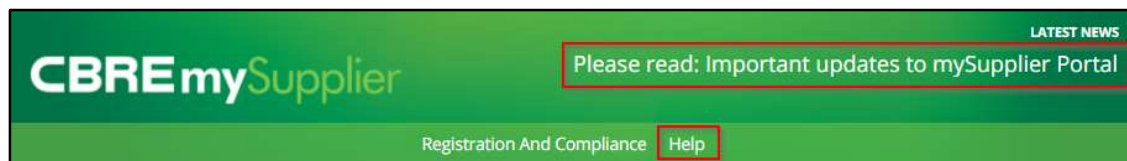


## Where can I find additional instructions and user guides?

We strongly encourage you to check the **News Articles** section in the right top corner of the mySupplier webpage. You will find there the **latest updates on mySupplier portal as well as guides** on the following topics:

- How to register on mySupplier,
- Supplier Banking Details verification process,
- How to submit invoices to CBRE.

You may find additional information or answers to the Frequently Asked Questions in the **Help** tab.



## Who are my points of contact?

- If you **need access to mySupplier** or are experiencing any **technical issues**, please email the mySupplier Technical Support at [mySuppliertechsupport@cbre.com](mailto:mySuppliertechsupport@cbre.com).
- For any **onboarding-related queries**, please email [mySupplieradmin@cbre.com](mailto:mySupplieradmin@cbre.com).