

Title:	Supplier Management	Number:	13-29.104.GWS.GLB
Sponsor:	Global Director Sourcing Governance	Effective Date:	1 May 2016
Owner:	Global Director Sourcing Governance	Revision:	3

1.0 PURPOSE

Define the requirements to find, qualify, and select new suppliers. Management, evaluation, and development of existing suppliers are also a requirement. Continuous improvement and relationship management of suppliers is also needed to meet Global Workplace Solutions expectations related to ethics, social, environmental, and financial objectives.

2.0 SCOPE

2.1 Geographic Applicability

2.1.1 This policy applies globally to all Global Workplace Solutions locations that are involved in the purchase of goods and services.

	APAC	EMEA	Americas	Compliance expected as written	Can be tailored to local needs	Specific Applicability / Variance / Exceptions
GWS	X	X	X	X		

2.2 Definitions

2.2.1 Goods – Materials, either as raw materials or finished components or products.

2.2.2 Services – Activities with a high labor content generally performed by licensed trades or firms that specialize in repair, installation, or maintenance functions.

2.2.3 Purchasing – The function of issuing purchase orders or contracts to suppliers once authorization to spend company funds is verified. . This widely distributed function is considered an extension of GWS Global Sourcing.

2.2.4 Global Sourcing – Supplier management activities to establish qualified sources of goods and services to be used by Global Workplace Solutions or directly by our end customers.

2.2.5 Specification – A well defined description of a raw material, component, process, project outcome, or finished product.

2.2.6 Standard – Industry, regional, national, or multi-national code that defines commonly agreed upon formulations, methods, techniques, rules, or other knowledge that applies to a specific industry or business.

2.2.7 Approved Suppliers – Those vendors that have been verified as meeting minimum requirements to do business with GWS, reference [Vendor and Third Party](#)

Administration Process BOS 13-29.207.GWS.GLB. May also be an existing supplier.

- 2.2.8 Global Standard Terms & Conditions – A legal document that has been established to define a common set of expectations between GWS and any supplier.
- 2.2.9 Diverse – A business that is at least 51% owned, managed, and controlled by a minority or women. Or as defined by the SBA Small Business Administration (SBA) or historically underutilized business based on local country definitions.
- 2.2.10 Bonding – A guarantee of performance most typically held by suppliers such as general contractors. Required in the Global Standard Terms & Conditions.
- 2.2.11 Insurance – Protects the financial well-being of CBRE or its customers in the case of unexpected loss. Required as applicable in the Global Standard Terms & Conditions of Purchase.
- 2.2.12 Due Diligence – A set of evaluations used to determine the fitness for use of a new supplier or to re-evaluate a current supplier.

3.0 RESPONSIBILITY

- 3.1 The senior Global Sourcing executive within GWS ensures that this policy is developed and deployed.
- 3.2 GWS Global Sourcing leadership ensure deployment of this policy.

4.0 POLICY

- 4.1 We must have clear, concise, and maintained specifications / standards (requirements) for goods and services. These requirements will be communicated to suppliers to ensure their full understanding and suitability for purpose.
- 4.2 New suppliers must be approved before they can provide goods or services. Supplier approval may consist of a supplier due diligence evaluation and Delegation of Authority approvals per the Vendor and Third Party Administration Process BOS 13-29-207.GWS.GLB and if deemed necessary, a formal review via an onsite audit by GWS. The candidate supplier's product will be evaluated / tested to ensure compliance to the established requirements.
- 4.3 Approved suppliers must perform to the satisfaction of GWS and demonstrate continuous improvement to develop their capabilities. A system must be maintained to evaluate and measure the supplier's performance. Strong suppliers are recognized and weak suppliers are removed from future consideration. Periodic re-evaluation per the Vendor and Third party Administration Process 13-29.207.GWS.GLB is required.
- 4.4 Suppliers must take corrective action and are responsible for any non-conformity of performance. A system must be maintained to track such supplier non-conformities, associated corrective action, and any related warranty recovery.
- 4.5 A method must be maintained to control supplier initiated changes that would affect quality, price, fitness for use, or performance. Suppliers must inform CBRE prior to delivering goods or services affected by such changes.
- 4.6 Status of approved suppliers will be maintained in our Enterprise Resource Planning (ERP) systems or equivalent. Revision of supplier information, addition, or removal of suppliers must be approved and recorded per Vendor and Third Party Administration Process BOS 13-29.207.GWS.GLB
- 4.7 A contract is required with an approved supplier to protect GWS from unnecessary risks. This will take the form of a purchase order, supply agreement, a subcontract agreement, or a mutually

negotiated formal contract per the Purchasing Policy 13-29.105.GWS.GLB and Non-PO Supplier Policy 13-29.102.GWS.GLB. All such contracts will reference the Global Terms and Conditions of Purchase and Standards of Business Conduct found at www.cbre.com/suppliertermsandconditions and www.cbre.com/codeofconduct.

4.8 GWS employees committing company funds for the purchase of goods or services shall encourage meaningful participation of diverse suppliers.

4.9 Records for all transactions involved in sections 4.1 through 4.9 shall be maintained.

5.0 RECORDS / LOGS

5.1 Each Policy mentioned in section 4.0 will have a record retention and management section that must be followed.

6.0 REFERENCES

6.1	Authorization Policy	BOS 13-29-106.GWS.GLB
6.4	Purchasing Policy	BOS 13-29.105.GWS.GLB
6.5	Vendor and Third Party Administration Process	BOS 13-20.207.GWS.GLB
6.6	Global Terms and Conditions of Purchase	www.cbre.com/suppliertermsandconditions
6.7	Non-PO Supplier Policy	BOS 13-29.102.GWS.GLB

SUMMARY OF CHANGES

Rebranded to CBRE

Removed reference to Logistics Procurement Policy BOS #13-81.100.BEHQ

Removed reference to Global Supplier Diversity and Business Development BOS #13-72.100.BEHQ

CBRE GLOBAL WORKPLACE SOLUTIONS SUPPLIER ADD CHANGE FORM



PLEASE ENSURE YOU ARE USING THE MOST RECENT VERSION OF THIS FORM DOWNLOADED FROM THE PORTAL. DOWNLOADED VERSIONS ARE UNCONTROLLED

To use this form you must have macros enabled on your PC. To enable macros please see instructions below. You may need to close and re-open excel for the settings to take effect.

PLEASE FULLY REVIEW THE GUIDANCE NOTES BELOW AND [CLICK HERE TO BEGIN YOUR REQUEST](#) →

INSTRUCTIONS - HOW TO ENABLE MACROS

If you were not asked upon opening of the form to enable macros you should see a prompt below the command ribbon asking if you wish to do so. If you have this option please select 'Enable Content' If neither of these options are available to you please follow the instructions below:

1. Click the "Office Button" or "File Button" at the top left hand corner of the screen.
2. Select "Excel Options" at the bottom right corner.
3. Select "Trust Centre" on the left hand menu.
4. Select "Trust Centre Settings" on the right hand side.
5. Select "Macro Settings" on the left hand menu.
6. Finally select the last option "Enable all macros"
7. Click OK twice in order to confirm the new settings.
8. Close and re-open Excel for the settings to take effect.

This will not need to be repeated in the future (unless a new PC is received).

GUIDANCE NOTES

PLEASE NOTE THIS FORM SHOULD BE COMPLETED IN ENGLISH FOR OVERSIGHT PURPOSES. IT IS THE BUSINESS REQUESTERS RESPONSIBILITY TO COMPLETE ALL ELEMENTS OF THE FORM

ADDING A SUPPLIER

A new supplier should only be added to the Vendor Master File if there is no existing supplier that can provide the goods or services required. The requester must investigate all opportunities to utilise an existing supplier prior to submitting a new request.

Prior to adding a supplier to the Vendor Master File the Vendor and Third Party Administration Process (13-29.207.GWS.GLB) must be reviewed. To download a copy of the Vendor and Third Party Administration Process please use the following link to the integrity portal. Select your country. The Vendor and Third Party Administration Process can be found under the Purchasing section of the page.

PLEASE NOTE - THIS FORM AND PROCESS CANNOT BE USED TO ADD SUPPLIERS CLASSIFIED AS HIGH RISK. YOU MUST FOLLOW THE HIGH RISK SUPPLIER ACCREDITATION GUIDELINES (13-29.806.GWS.GLB).

Suppliers classified as High Risk are as follows: Agent/Sales Consultant, Customs Broker, Freight Forwarder and Government Facing Business Consultant. For a full list of supplier types and their descriptions please click the button below:

Global Preferred Supplier List

Global WorkPlace Solutions has a Global Preferred Supplier List (GPSL). This list can be found on the Integrity Portal. This list should be used to investigate if an already approved and active supplier can be used to deliver the goods or services required prior to submitting a request to add a new supplier to the ERP. Should an existing supplier be found you should utilise this supplier and end the request to add a new supplier.

You can review the GWS Global Preferred Supplier list by clicking the link below:

[Click here to link to Gblal Preferred Supplier List](#)

Strategic Category Management Program

Global WorkPlace Solutions has implemented a Global Strategic Category Management Program. This program will develop and deploy the best in class suppliers, globally and regionally, for each major service line utilising a standardised, leveraged, approach; capturing value through supplier rationalisation and continuous improvement. Suppliers being added to the Vendor Master File that fall into categories currently in scope should have the relevant category leaders approval. For details of the Strategic Category Management Program please review the Strategic Category Management portal pages which can be found using the following link:

[Click here to link to the Strategic Category Management Portal Pages](#)

GWS Delegation of Authority Matrix

Approvals must be sought in accordance with the Global WorkPlace Solutions Delegation of Authority (DOA) (DOA_Matrix_14_00_500A.GWS) The GWS DOA can be located on the integrity portal. To navigate to the integrity portal please use the link JCI Integrity Portal link below. This link will take you to the landing page, on the right hand side of the page you will find the link to GWS DOA Documentation and matrix you will require to determine the correct approvals for your request.

Due Diligence Requirements

New Supplier requests must be accompanied by required due diligence. Due diligence requirements vary dependant on your request. Details of required due diligence are set out in the Vendor and Third Party Administration Process (13-29.207.GWS.GLB) referenced at the top of the guidance notes. You must ensure that evidence of supplier due diligence is attached to your request.

Health & Safety Requirement

It is a GWS requirement that a Health & Safety Questionnaire is completed in conjunction with all new suppliers. Health & Safety Questionnaires are provided in a number of languages. You will be provided with the option to select a desired language when completing the form. If there is a reason why the Health & Safety form cannot be completed please liaise with your local Sourcing representative. If there are any Health & Safety Specific questions please liaise with your local EHS representative.

Business Operating System (BOS)

The Business Operating System (BOS) is one common, enterprise wide standard for documenting, sharing and managing Johnson Control Policies, Processes and Procedures. Throughout the form you will be directed to Processes, Policies & Procedures relative to your request. Many of these are stored on the GWS BOS Search Tool. Please click the link below which will direct you to the GWS Portal Home Page, you can use the quick links on the right hand side to open the BOS Search Tool. From here you will be able to enter the BOS number provided to you throughout the form and your desired language if this is available. You are also able to select a type of document to refine your search further. For example 'Form'. Once you have entered these details please select the large blue button at the top of the page to search all GWS documents.

[Click here to link to BOS Search Tool](#)

Quick Links

- ▶ Toolkits
- ▶ BOS search
- ▶ FY15 L&D ebook
- ▶ Critical Environments
- ▶ Environment, Health & Safety
- ▶ Global preferred supplier list
- ▶ Vacancy List

ALL GWS DOCUMENTS USING SEARCH FILTER OPTIONS

FINANCIAL SERVICES MARKET UNIT ACCOUNTS HQ
INDUSTRIAL MARKET UNIT ACCOUNTS HQ
LIFE SCIENCES MARKET UNIT ACCOUNTS HQ
OIL & GAS MARKET UNIT ACCOUNTS HQ
TECHNOLOGY MARKET UNIT ACCOUNTS HQ
AMERICAS MARKET UNIT ACCOUNTS HQ
EMEA MARKET UNIT ACCOUNTS HQ
REAL ESTATE & WORKPLACE SERVICE LINE ACCOUNTS HQ

ALL GWS HQ-ISSUED DOCUMENTS

GLOBAL HQ-ISSUED DOCUMENTS
AMERICAS HQ-ISSUED DOCUMENTS
ASIA HQ-ISSUED DOCUMENTS
EMEA HQ-ISSUED DOCUMENTS

Other BOS Documents & Reference

BE BOS DOCUMENTS
BOS TEMPLATES
BOS DOCUMENT & TOOL CONTROL
GENERAL INFORMATION

How to Use This Tool ?

- To view BOS documents published at an account, place your cursor over the Market Unit button then click on the account from the list.
- To view documents published at the Headquarters level, click on one of the Blue or Green buttons.
- For an advanced search using any or all of the **Search Filter Options** below:
 - First select your **Search Filter Options**
 - Then click on the account name or HQ button where you want to apply your search options.

Note: The top button **ALL GWS DOCUMENTS** requires using the Search Filter Options.

Search Filter Options

Clear Filter Options

Document -Any-
 Strategy
 Policy
 Process/Procedure
 Work Instruction
 Standard
 Specification
 Form
 Record
 Guideline
 Training Material

Function [-Any-]
Category [-Any-]
Document #s
Keyword(s)
Market Unit
Language
Sort By Document Name
Report Type Documents

Exact Phrase
 Begins
 Exact Phrase
 All of the words
 Any of the words

Clear Filter Options After selecting filter option(s), click on a Location button in the graphic.

CHANGING A SUPPLIER RECORD

GWS requires supplier records to be maintained and updated regularly to ensure data integrity within its supplier databases. You must ensure the details being provided on the form are accurate following any approval and due diligence requirements as listed above.

**CBRE GLOBAL WORKPLACE SOLUTIONS SUPPLIER ADD CHANGE FORM
(FORMULARIO PARA AGREGAR/MODIFICAR PROVEEDORES DE GLOBAL WORKPLACE SOLUTIONS,
CBRE)**



**PLEASE ENSURE YOU ARE USING THE MOST RECENT VERSION OF THIS FORM DOWNLOADED FROM THE PORTAL. DOWNLOADED VERSIONS ARE UNCONTROLLED
(ASEGÚRESE DE ESTAR UTILIZANDO LA ÚLTIMA VERSIÓN DE ESTE FORMULARIO, QUE SE PUEDE DESGARGAR DEL PORTAL. LAS VERSIONES DESCARGADAS NO ESTÁN CONTROLADAS)**

To use this form you must have macros enabled on your PC. To enable macros please see instructions below. You may need to close and re-open excel for the settings to take effect

(Para usar este formulario, debe tener las macros habilitadas en su PC. Para habilitarlas, siga las siguientes instrucciones. Quizás tenga que cerrar y volver a abrir Excel para que se aplique la configuración).

**PLEASE FULLY REVIEW THE GUIDANCE NOTES BELOW AND CLICK HERE TO BEGIN YOUR REQUEST →
(LEA TODAS LAS NOTAS ORIENTATIVAS QUE SE ENCUENTRAN A CONTINUACIÓN Y HAGA CLIC AQUÍ PARA COMENZAR CON SU SOLICITUD)**

**INSTRUCTIONS - HOW TO ENABLE MACROS
(INSTRUCCIONES: CÓMO HABILITAR LAS MACROS)**

If you were not asked upon opening of the form to enable macros you should see a prompt below the command ribbon asking if you wish to do so. If you have this option please select 'Enable Content' If neither of these options are available to you please follow the instructions below:

(Si al abrir el formulario no apareció un mensaje pidiéndole que habilite las macros, debería ver una solicitud debajo de la cinta de comandos con este mismo pedido. Si esta opción aparece, seleccione «Habilitar contenido». Si ninguna de estas opciones está disponible, siga las siguientes instrucciones:)

1. Click the "Office Button" or "File Button" at the top left hand corner of the screen (1. Haga clic en «Botón de Office" o «Botón de archivo» en la esquina superior izquierda de la pantalla).
 2. Select "Excel Options" at the bottom right corner (2. Seleccione «Opciones de Excel» en la esquina inferior derecha).
 3. Select "Trust Centre" on the left hand menu (3. Seleccione «Centro de confianza» en el menú de la izquierda).
 4. Select "Trust Centre Settings" on the right hand side (4. Seleccione el botón «Configuración del Centro de confianza» situado del lado derecho).
 5. Select "Macro Settings" on the left hand menu (5. Seleccione «Configuración de macros» en el menú de la izquierda).
 6. Finally select the last option "Enable all macros" (6. Por último, seleccione la última opción «Habilitar todas las macros»).
 7. Click OK twice in order to confirm the new settings (7. Haga clic en Aceptar para confirmar la nueva configuración).
 8. Close and re-open Excel for the settings to take effect (8. Cierre y vuelva a abrir Excel para que se aplique la configuración).
- This will not need to be repeated in the future (unless a new PC is received)
(No es necesario volver a repetir esta operación en el futuro [a menos que utilice una nueva PC]).

**GUIDANCE NOTES
(NOTAS ORIENTATIVAS)**

**PLEASE NOTE THIS FORM SHOULD BE COMPLETED IN ENGLISH FOR OVERSIGHT PURPOSES. IT IS THE BUSINESS REQUESTERS RESPONSIBILITY TO COMPLETE ALL ELEMENTS OF THE FORM
(TENGA EN CUENTA QUE ESTE FORMULARIO DEBE COMPLETARSE EN INGLÉS PARA QUE PUEDA SER SUPERVISADO. LOS SOLICITANTES DE LA EMPRESA SON RESPONSABLES DE COMPLETAR TODOS LOS ELEMENTOS DEL FORMULARIO)**

**Adding a Supplier
(Agregar un proveedor)**

A new supplier should only be added to the Vendor Master File if there is no existing supplier that can provide the goods or services required. The requester must investigate all opportunities to utilise an existing supplier prior to submitting a new request

Prior to adding a supplier to the Vendor Master File the Vendor and Third Party Administration Process (13-29.207.GWS.GLB) must be reviewed. To download a copy of the Vendor and Third Party Administration Process please use the following link to the integrity portal. Select your country. The Vendor and Third Party Administration Process can be found under the Purchasing section of the page

(Solo deben agregarse proveedores nuevos al Archivo maestro de proveedores si no existe ningún proveedor que proporcione los productos o servicios requeridos. El solicitante debe investigar todas las oportunidades para utilizar un proveedor ya existente antes de presentar una nueva solicitud).

(Antes de agregar un proveedor al Archivo maestro de proveedores, B19 debe revisar el Proceso de administración de terceros y proveedores (13-29.207.GWS.GLB). Para descargar una copia de este documento, utilice el siguiente vínculo en el portal Integrity (Integridad). Seleccione su país. El Proceso de administración de proveedores y terceros se encuentra disponible en la sección Purchasing (Compras) de la página).

PLEASE NOTE - THIS FORM AND PROCESS CANNOT BE USED TO ADD SUPPLIERS CLASSIFIED AS HIGH RISK. YOU MUST FOLLOW THE HIGH RISK SUPPLIER ACCREDITATION GUIDELINES (13-29.806.GWS.GLB).

Suppliers classified as High Risk are as follows: Agent/Sales Consultant, Customs Broker, Freight Forwarder and Government Facing Business Consultant. For a full list of supplier types and their descriptions please click the button below:

(TENGA EN CUENTA QUE ESTE FORMULARIO Y PROCESO NO PUEDEN USARSE PARA AGREGAR PROVEEDORES CLASIFICADOS COMO DE ALTO RIESGO. DEBE SEGUIR EL PROCESO DE PROVEEDORES DE ALTO RIESGO (Cómo completar el Cuestionario de auditoría de terceros - Solicitante de la empresa 13-29.806.GWS.GLB). Los proveedores clasificados como de Alto riesgo son los siguientes: agente/asesor de ventas, agente de aduana, transitario y asesor comercial en asuntos gubernamentales. Para obtener una lista completa de los tipos de proveedores y sus descripciones, haga clic en el siguiente botón:)

Global Preferred Supplier List (Lista global de proveedores preferidos)

Global WorkPlace Solutions has a Global Preferred Supplier List (GPSL). This list can be found on the Integrity Portal. This list should be used to investigate if an already approved and active supplier can be used to deliver the goods or services required prior to submitting a request to add a new supplier to the ERP. Should an existing supplier be found you should utilise this supplier and end the request to add a new supplier. You can review the GWS Global Preferred Supplier list by clicking the link below:

(Global WorkPlace Solutions cuenta con una Lista global de proveedores preferidos (GPSL, por sus siglas en inglés). Esta lista debe utilizarse para investigar si ya hay un proveedor activo y aprobado que pueda utilizarse para abastecer los productos y servicios requeridos, antes de presentar una solicitud para agregar un nuevo proveedor en el ERP (Sistema de planificación de recursos empresariales). Si encuentra un proveedor ya existente, debe recurrir a él y descartar la solicitud para agregar al nuevo proveedor. Puede revisar la lista global de proveedores preferidos de GWS con el siguiente vínculo:)

[Click here to link to Global Preferred Supplier List \(Haga clic aquí para ver la Lista global de proveedores preferidos\)](#)

Strategic Category Management Program (Programa de gestión de categorías estratégicas)

Global WorkPlace Solutions has implemented a Global Strategic Category Management Program. This program will develop and deploy the best in class suppliers, globally and regionally, for each major service line utilising a standardised, leveraged, approach; capturing value through supplier rationalisation and continuous improvement. Suppliers being added to the Vendor Master File that fall into categories currently in scope should have the relevant category leaders approval. For details of the Strategic Category Management Program please review the Strategic Category Management portal pages which can be found using the following link:

(Global WorkPlace Solutions de ha implementado un Programa de gestión de categorías estratégicas. Este programa desarrollará e implementará los mejores proveedores, a nivel regional y global, por cada línea de servicio principal que utilice un enfoque estandarizado y provechoso; y capture valor mediante la racionalización de proveedores y la mejora continua. Los proveedores agregados al Archivo maestro de proveedores que entran en las categorías actuales de este ámbito de trabajo deben contar con la autorización de los líderes de categoría pertinentes. Para obtener más información sobre el Programa de gestión de categorías estratégicas, revise las páginas del portal Strategic Category Management (Gestión de categorías estratégicas), disponible a través del siguiente vínculo:)

[Click here to link to the Strategic Category Management Portal Pages \(Haga clic para ver las páginas del portal Strategic Category Management \(Gestión de categorías estratégicas\)\)](#)

GWS Delegation of Authority Matrix (Matriz de delegación de autoridad de GWS)

Approvals must be sought in accordance with the Global WorkPlace Solutions Delegation of Authority (DOA) (DOA_Matrix_14_00_500A.GWS) The GWS DOA can be located on the integrity portal. To navigate to the integrity portal please use the link JCI Integrity Portal link below. This link will take you to the landing page, on the right hand side of the page you will find the link to GWS DOA Documentation and matrix you will require to determine the correct approvals for your request

(Las autorizaciones deben realizarse de acuerdo con la Delegación de Autoridad (DOA) de Global WorkPlace Solutions (DOA_Matrix_14_00_500A.GWS). Puede encontrar el documento DOA de GWS en el portal Integrity (Integridad). Para navegar hasta este portal, use el vínculo del portal Integrity de JCI que se encuentra a continuación. Este lo llevará a la página de destino; en el lado derecho de la página, encontrará el vínculo a la documentación y la matriz de DOA de GWS. Se le pedirá que defina las autorizaciones correctas para la solicitud).

Due Diligence Requirements (Requisitos de auditoría)

New Supplier requests must be accompanied by required due diligence. Due diligence requirements vary dependant on your request. Details of required due diligence are set out in the Vendor and Third Party Administration Process (13-29.207.GWS.GLB) referenced at the top of the guidance notes. You must ensure that evidence of supplier due diligence is attached to your request

(Las solicitudes de nuevos proveedores deben estar acompañadas de la auditoría necesaria. Los requisitos de auditoría varían en función de la solicitud. Los detalles de la auditoría requerida están establecidos en el Proceso de administración de terceros (13-29.207.GWS.GLB), antes mencionado en las notas orientativas. Asegúrese de anexar la evidencia de la auditoría del proveedor a la solicitud).

Health & Safety Requirement (Requisito de Higiene y Seguridad)

It is a GWS requirement that a Health & Safety Questionnaire is completed in conjunction with all new suppliers. Health & Safety Questionnaires are provided in a number of languages. You will be provided with the option to select a desired language when completing the form. If there is a reason why the Health & Safety form cannot be completed please liaise with your local Sourcing representative. If there are any Health & Safety Specific questions please liaise with your local EHS representative.

(GWS exige que se complete el Cuestionario de higiene y seguridad junto con todos los nuevos proveedores. Estos están disponibles en varios idiomas. Tendrá la opción de seleccionar el idioma que desee al completar el formulario. Si por algún motivo no puede completar el formulario de higiene y seguridad, comuníquese con su representante local de Contrataciones. Si tiene preguntas específicas sobre higiene y seguridad, contacte a su representante local de EHS [Medio Ambiente, Salud y Seguridad]).

Changing a Supplier record (Modificar un expediente de proveedor)

GWS requires supplier records to be maintained and updated regularly to ensure data integrity within its supplier databases. You must ensure the details being provided on the form are accurate following any approval and due diligence requirements as listed above.

(GWS requiere que los expedientes de los proveedores se mantengan y se actualicen de forma regular para asegurar la integridad de los datos de las bases de datos de proveedores. Asegúrese de que la información proporcionada en el formulario sea exacta y siga los requisitos de auditoría antes mencionados).

Business Operating System (BOS) (Sistema Operativo Empresarial [BOS])

The Business Operating System (BOS) is one common, enterprise wide standard for documenting, sharing and managing GWS Policies, Processes and Procedures. Throughout the form you will be directed to Processes, Policies & Procedures relative to your request. Many of these are stored on the GWS BOS Search Tool. Please click the link below which will direct you to the GWS Portal Home Page, you can use the quick links on the right hand side to open the BOS Search Tool. From here you will be able to enter the BOS number provided to you throughout the form and your desired language if this is available. You are also able to select a type of document to refine your search further. For example 'Form'. Once you have entered these details please select the large blue button at the top of the page to search all GWS documents.

(El Sistema Operativo Empresarial (BOS) es un estándar común que se aplica en toda la empresa para documentar, compartir y gestionar las políticas, procesos y procedimientos de GWS. A lo largo del formulario, se lo dirigirá a políticas, procesos y procedimientos relacionados con su solicitud. Muchos de estos se encuentran con la herramienta de búsqueda de BOS de GWS. Haga clic en el siguiente vínculo para ir a la página de inicio del portal de GWS. Allí puede usar los vínculos rápidos situados del lado derecho para abrir la herramienta de búsqueda de BOS. Aquí podrá ingresar el número de BOS proporcionado a lo largo del formulario y el idioma deseado (si está disponible). También podrá seleccionar un tipo de documento para refinar aún más la búsqueda. Por ejemplo, introduciendo «Formulario». Una vez que haya introducido esta información, seleccione el gran botón azul ubicado en la parte superior de la página para buscar todos los documentos de GWS).

[Click here to link to BOS Search Tool \(Haga clic aquí para ir a la herramienta de búsqueda de BOS\).](#)

Quick Links

- ▶ Toolkits
- ▶ BOS search
- ▶ FY15 L&D ebook
- ▶ Critical Environments
- ▶ Environment, Health & Safety
- ▶ Global preferred supplier list
- ▶ Vacancy List

ALL GWS DOCUMENTS
USING SEARCH FILTER OPTIONS

FINANCIAL SERVICES
MARKET UNIT ACCOUNTS

INDUSTRIAL
MARKET UNIT ACCOUNTS

LIFE SCIENCES
MARKET UNIT ACCOUNTS

OIL & GAS
MARKET UNIT ACCOUNTS

TECHNOLOGY
MARKET UNIT ACCOUNTS

AMERICAS
MARKET UNIT ACCOUNTS

EMEA
MARKET UNIT ACCOUNTS

REAL ESTATE & WORKPLACE
SERVICE LINE ACCOUNTS

ALL GWS HQ-ISSUED DOCUMENTS

GLOBAL
HQ-ISSUED
DOCUMENTS

AMERICAS
HQ-ISSUED
DOCUMENTS

ASIA
HQ-ISSUED
DOCUMENTS

EMEA
HQ-ISSUED
DOCUMENTS

How to Use This Tool ?

1. To view BOS documents published at an account, place your cursor over the Market Unit button then click on the account from the list.
2. To view documents published at the Headquarters level, click on one of the Blue or Green buttons.
3. For an advanced search using any or all of the **Search Filter Options** below:
 - a. First select your **Search Filter Options**
 - b. Then click on the account name or HQ button where you want to apply your search options.

Note: The top button **ALL GWS DOCUMENTS** requires using the Search Filter Options.

Clear Filter Options

Document	<input checked="" type="checkbox"/> -Any-	Function	<input type="text" value="-Any-"/>		
	<input type="checkbox"/> Strategy	Category	<input type="text" value="-Any-"/>		<input type="radio"/> Exact Phrase
	<input type="checkbox"/> Policy	Document #s	<input type="text"/>		<input checked="" type="radio"/> Begins
	<input type="checkbox"/> Process/Procedure	Keyword(s)	<input type="text"/>		<input type="radio"/> Exact Phrase
	<input type="checkbox"/> Work Instruction	Market Unit	<input type="text"/>		<input type="radio"/> All of the words
	<input type="checkbox"/> Standard	Language	<input type="text"/>		<input checked="" type="radio"/> Any of the words
	<input type="checkbox"/> Specification	Sort By	<input type="text" value="Document Name"/>		
	<input type="checkbox"/> Form	Report Type	<input type="text" value="Documents"/>		
	<input type="checkbox"/> Record				
	<input type="checkbox"/> Guideline				
	<input type="checkbox"/> Training Material				

Clear Filter Options After selecting filter option(s), click on a Location button in the graphic.

Other BOS Documents & Reference

INTEGRITY EVERY DAY

BE BOS DOCUMENTS

BOS TEMPLATES

GWS DOCUMENT & DATA CONTROL

GENERAL INFORMATION

**CBRE GLOBAL WORKPLACE SOLUTIONS SUPPLIER ADD CHANGE FORM
(FORMULÁRIO PARA ADICIONAR ALTERAÇÃO DE FORNECEDOR DA CBRE
GLOBAL WORKPLACE SOLUTIONS)**



**PLEASE ENSURE YOU ARE USING THE MOST RECENT VERSION OF THIS FORM DOWNLOADED FROM THE PORTAL. DOWNLOADED VERSIONS ARE UNCONTROLLED
(ASSEGURE QUE VOCÊ ESTEJA USANDO A VERSÃO MAIS RECENTE DESTE FORMULÁRIO BAIXADO DO PORTAL. AS VERSÕES BAIXADAS NÃO SÃO CONTROLADAS)**

**To use this form you must have macros enabled on your PC. To enable macros please see instructions below. You may need to close and re-open excel for the settings to take effect.
(Para usar este formulário você precisa ter as macros ativadas em seu PC. Para ativas as macros consulte as instruções abaixo. Poderá ser necessário fechar e reabrir o Excel para que as configurações tenham efeito.)**

**PLEASE FULLY REVIEW THE GUIDANCE NOTES BELOW AND CLICK HERE TO BEGIN YOUR REQUEST →
(REVEJA TODAS AS NOTAS DE DIRETRIZES ABAIXO E CLIQUE AQUI PARA INICIAR SUA SOLICITAÇÃO)**

**INSTRUCTIONS - HOW TO ENABLE MACROS
(INSTRUÇÕES - COMO ATIVAS AS MACROS)**

If you were not asked upon opening of the form to enable macros you should see a prompt below the command ribbon asking if you wish to do so. If you have this option please select 'Enable Content' If neither of these options are available to you please follow the instructions below:

(Caso você não tenha sido solicitado ao abrir o formulário a ativar as macros, deverá ver um prompt abaixo da faixa de opções de comando perguntando se o deseja fazer. Caso você tenha esta opção, selecione 'Ativar conteúdo'. Se nenhuma destas opções estiver disponível, siga as instruções abaixo:)

1. Click the "Office Button" or "File Button" at the top left hand corner of the screen. (1. Clique no "Botão Office" ou no "Botão Arquivo" no canto superior esquerda da tela.)
2. Select "Excel Options" at the bottom right corner. (2. Selecione "Opções do Excel" no canto inferior direito.)
3. Select "Trust Centre" on the left hand menu. (3. Selecione "Central de confiabilidade" no menu na esquerda.)
4. Select "Trust Centre Settings" on the right hand side. (4. Selecione "Configurações da central de confiabilidade" no lado direito.)
5. Select "Macro Settings" on the left hand menu. (5. Selecione "Configurações de macro" no menu na esquerda.)
6. Finally select the last option "Enable all macros" (6. Finalmente selecione "Habilitar todas as macros".)
7. Click OK twice in order to confirm the new settings. (7. Clique duas vezes em OK para confirmar as novas configurações.)
8. Close and re-open Excel for the settings to take effect. (8. Feche e reabra o Excel para que as configurações tenham efeito.)

This will not need to be repeated in the future (unless a new PC is received). (Isso não terá que ser repetido no futuro (a não ser que um novo PC seja recebido).)

**GUIDANCE NOTES
(NOTAS de DIRETRIZ)**

**PLEASE NOTE THIS FORM SHOULD BE COMPLETED IN ENGLISH FOR OVERSIGHT PURPOSES. IT IS THE BUSINESS REQUESTERS RESPONSIBILITY TO COMPLETE ALL ELEMENTS OF THE FORM
(OBSERVE QUE ESTE FORMULÁRIO DEVE SER COMPLETADO EM INGLÊS PARA FINS DE EXAME. É A RESPONSABILIDADE DOS SOLICITADORES DA EMPRESA EM COMPLETAR TODOS OS ELEMENTOS DO FORMULÁRIO.)**

**Adding a Supplier
(Adicionar um fornecedor)**

A new supplier should only be added to the Vendor Master File if there is no existing supplier that can provide the goods or services required. The requester must investigate all opportunities to utilise an existing supplier prior to submitting a new request.

Prior to adding a supplier to the Vendor Master File the Vendor and Third Party Administration Process (13-29.207.GWS.GLB) must be reviewed. To download a copy of the Vendor and Third Party Administration Process please use the following link to the integrity portal. Select your country. The Vendor and Third Party Administration Process can be found under the Purchasing section of the page.

(Um novo fornecedor somente deve ser adicionado no Arquivo Master de Fornecedores se não houver nenhum fornecedor existente que possa fornecer os bens ou serviços necessários. O solicitante deve investigar todas as oportunidades para utilizar um fornecedor existente antes de submeter uma nova solicitação.

Antes de adicionar um fornecedor no Arquivo Master de Fornecedores, o Processo de Administração de Fornecedores e Terceiros (13-29.207.GWS.GLB) precisa ser revisado. Para efetuar o download de uma cópia do Processo de Administração de Fornecedores e Terceiros, use o link a seguir para o portal de integridade. Selecione seu país. o Processo de Administração de Fornecedores e Terceiros pode ser encontrado na seção Compras da página.)

PLEASE NOTE - THIS FORM AND PROCESS CANNOT BE USED TO ADD SUPPLIERS CLASSIFIED AS HIGH RISK. YOU MUST FOLLOW THE HIGH RISK ACCREDITATION PROCESS (13-29.806.GWS.GLB). Suppliers classified as High Risk are as follows: Agent/Sales Consultant, Customs Broker, Freight Forwarder and Government Facing Business Consultant. For a full list of supplier types and their descriptions please click the button below:

(OBSERVAÇÃO - ESTE FORMULÁRIO NÃO PODE SER UTILIZADO PARA ADICIONAR FORNECEDORES CLASSIFICADOS COMO DE ALTO RISCO. VOCÊ PRECISA SEGUIR O PROCESSO DE FORNECEDOR DE ALTO RISCO. (13-29.806.GWS.GLB). Os fornecedores classificados como de Alto Risco são os que seguem: Agente/Consultor de vendas, Agente alfandegário, Transportadora e Consultor de negócios com o governo. Para obter uma lista completa de tipos de fornecedores e suas descrições, clique no botão abaixo:)

Global Preferred Supplier List (Lista de Fornecedor Preferencial Global)

Global WorkPlace Solutions has a Global Preferred Supplier List (GPSL). This list can be found on the Integrity Portal. This list should be used to investigate if an already approved and active supplier can be used to deliver the goods or services required prior to submitting a request to add a new supplier to the ERP. Should an existing supplier be found you should utilise this supplier and end the request to add a new supplier. You can review the GWS Global Preferred Supplier list by clicking the link below:

(A Global WorkPlace Solutions tem uma Lista de Fornecedor Preferencial Global. Esta lista pode ser encontrada no Portal de Integridade. Esta lista deve ser utilizada para investigar se um fornecedor já aprovado e ativo pode ser utilizado para fornecer os bens e serviços necessários antes de submeter uma solicitação para adicionar um novo fornecedor no ERP. Caso um fornecedor existente seja encontrado, você deve utilizar este fornecedor e encerrar a solicitação para adicionar um novo fornecedor. Você pode rever a Lista de Fornecedor Preferencial Global ao clicar no link abaixo:)

[Click here to link to Global Preferred Supplier List \(Clique aqui para obter a Lista de Fornecedor Preferencial Global\)](#)

Strategic Category Management Program (Programa de gerenciamento de categorias estratégicas)

Global WorkPlace Solutions has implemented a Global Strategic Category Management Program. This program will develop and deploy the best in class suppliers, globally and regionally, for each major service line utilising a standardised, leveraged, approach; capturing value through supplier rationalisation and continuous improvement. Suppliers being added to the Vendor Master File that fall into categories currently in scope should have the relevant category leaders approval. For details of the Strategic Category Management Program please review the Strategic Category Management portal pages which can be found using the following link:

(A Global WorkPlace Solutions implementou um Programa de gerenciamento de categorias estratégicas. Este programa irá desenvolver e implementar os fornecedores melhores de sua classe, globalmente e regionalmente, para cada linhas de serviços principais que utilizam uma abordagem padronizada e alavancada, capturando o valor através da racionalização e aprimoramento contínuo do fornecedor. Os fornecedores sendo adicionados no Arquivo Master de Fornecedores que estejam nas categorias no momento no escopo, devem ter a aprovação do líderes de categoria relevantes. Para obter os detalhes sobre o Programa de gerenciamento de categorias estratégicas, reveja as páginas do portal Gerenciamento de categorias estratégicas que podem ser encontradas usando o link a seguir:)

[Click here to link to the Strategic Category Management Portal Pages \(Clique aqui para as páginas do portal Gerenciamento de categorias estratégicas\)](#)

GWS Delegation of Authority Matrix (Matriz de Delegação de Autoridade da GWS)

Approvals must be sought in accordance with the Global WorkPlace Solutions Delegation of Authority (DOA) (DOA_Matrix_14_00_500A.GWS) The GWS DOA can be located on the integrity portal. To navigate to the integrity portal please use the link JCI Integrity Portal link below. This link will take you to the landing page, on the right hand side of the page you will find the link to GWS DOA Documentation and matrix you will require to determine the correct approvals for your request.

(As aprovações devem ser solicitadas de acordo com a Matriz de Delegação de Autoridade da Global WorkPlace Solutions (DOA) (DOA_Matrix_14_00_500A.GWS). A GWS DOA pode ser encontrada no Portal de Integridade. Para navegar no portal de integridade, utilize o link Portal de Integridade JCI abaixo. Este link o levará para a página inicial. No lado direito da página, você irá encontrar o link para a Documentação da GWS DOA e a matriz permitirá determinar as aprovações corretas para sua solicitação.)

Due Diligence Requirements (Requisitos de Due Diligence)

New Supplier requests must be accompanied by required due diligence. Due diligence requirements vary dependant on your request. Details of required due diligence are set out in the Vendor and Third Party Administration Process (13-29.207.GWS.GLB) referenced at the top of the guidance notes. You must ensure that evidence of supplier due diligence is attached to your request.

(Novas solicitações de fornecedor devem estar acompanhadas pelo due diligence requerido. Os requisitos de due diligence podem variar de acordo com sua solicitação. Os detalhes do due diligence requerido estão definidos no Processo de Administração de Fornecedores e Terceiros (13-29.207.GWS.GLB) referenciado no topo das notas da diretriz. Você precisa assegurar que a evidência do due diligence do fornecedor esteja anexado à sua solicitação.)

Health & Safety Requirement (Requisito de Saúde e Segurança)

It is a GWS requirement that a Health & Safety Questionnaire is completed in conjunction with all new suppliers. Health & Safety Questionnaires are provided in a number of languages. You will be provided with the option to select a desired language when completing the form. If there is a reason why the Health & Safety form cannot be completed please liaise with your local Sourcing representative. If there are any Health & Safety Specific questions please liaise with your local EHS representative.

(É um requisito da GWS que um Questionário de Saúde e Segurança seja completado em conjunto com todos os novos fornecedores. Os Questionários de Saúde e Segurança são fornecidos em diversos idiomas. Você terá a opção de selecionar um idioma desejado ao completar o formulário. Caso haja um motivo pelo qual o Questionário de Saúde e Segurança não possa ser completado, entre em contato com seu representante local de Aquisições. Se houver quaisquer questões específicas quanto a Saúde e Segurança entre em contato com seu representante EHS local.)

Changing a Supplier record (Alterar um registro de fornecedor)

GWS requires supplier records to be maintained and updated regularly to ensure data integrity within its supplier databases. You must ensure the details being provided on the form are accurate following any approval and due diligence requirements as listed above.

(A GWS requer que os registros de fornecedores seja mantido atualizado regularmente para assegurar a integridade dos dados nestes bancos de dados de fornecedores. Você precisa assegurar que os detalhes sendo fornecidos no formulário sejam precisos ao seguir os requisitos de aprovação e due diligence como acima listados.)

Business Operating System (BOS) (Sistema de Operação Administrativa (BOS))

The Business Operating System (BOS) is one common, enterprise wide standard for documenting, sharing and managing CBRE Policies, Processes and Procedures. Throughout the form you will be directed to Processes, Policies & Procedures relative to your request. Many of these are stored on the GWS BOS Search Tool. Please click the link below which will direct you to the GWS Portal Home Page, you can use the quick links on the right hand side to open the BOS Search Tool. From here you will be able to enter the BOS number provided to you throughout the form and your desired language if this is available. You are also able to select a type of document to refine your search further. For example 'Form'. Once you have entered these details please select the large blue button at the top of the page to search all GWS documents.

(O Sistema de Operação Administrativa (BOS) é uma norma comum no âmbito da corporação para documentar, compartilhar e gerenciar as Políticas, Processos e Procedimentos da CBRE. NO formulário você será dirigido aos Processos e Procedimentos relativos a sua solicitação. Muitos destes estão armazenados na Ferramenta de Pesquisa BOS da GWS. Clique no link abaixo que irá dirigi-lo à Pagina Inicial do Portal da GWS. Você pode utilizar os links rápidos no lado direito para abrir a Ferramenta de Pesquisa BOS. Nela, você será capaz de inserir o número BOS fornecido no formulário e o seu idioma desejado se este estiver disponível. Você também será capaz de selecionar um tipo de documento para efetuar o ajuste fino de seu pesquisa. Por exemplo 'Formulário'. Após você ter inserido estes detalhes, selecione o botão grande no topo da página para pesquisar em todos os documentos da GWS.)

[Click here to link to BOS Search Tool \(Clique aqui para o link da Ferramenta de Pesquisa BOS\)](#)

Quick Links

- ▶ Toolkits
- ▶ BOS search
- ▶ FY15 L&D ebook
- ▶ Critical Environments
- ▶ Environment, Health & Safety
- ▶ Global preferred supplier list
- ▶ Vacancy List

ALL GWS DOCUMENTS
USING SEARCH FILTER OPTIONS

FINANCIAL SERVICES MARKET UNIT ACCOUNTS 100 INDUSTRIAL MARKET UNIT ACCOUNTS 100
LIFE SCIENCES MARKET UNIT ACCOUNTS 100 OIL & GAS MARKET UNIT ACCOUNTS 100
TECHNOLOGY MARKET UNIT ACCOUNTS 100 AMERICAS MARKET UNIT ACCOUNTS 100
EMEA MARKET UNIT ACCOUNTS 100
REAL ESTATE & WORKPLACE SERVICE LINE ACCOUNTS 100

ALL GWS HQ-ISSUED DOCUMENTS

GLOBAL HQ-ISSUED DOCUMENTS AMERICAS HQ-ISSUED DOCUMENTS ASIA HQ-ISSUED DOCUMENTS EMEA HQ-ISSUED DOCUMENTS

Other BOS Documents & Reference

BE BOS DOCUMENTS BOS TEMPLATES GWS DOCUMENT & DATA CONTROL GENERAL INFORMATION

How to Use This Tool ?

1. To view BOS documents published at an account, place your cursor over the Market Unit button then click on the account from the list.
2. To view documents published at the Headquarters level, click on one of the Blue or Green buttons.
3. For an advanced search using any or all of the **Search Filter Options** below:
a. First select your **Search Filter Options**
b. Then click on the account name or HQ button where you want to apply your search options.

Note: The top button **ALL GWS DOCUMENTS** requires using the Search Filter Options.

Clear Filter Options

Search Filter Options

Document - Any- Strategy Policy Process/Procedure Work Instruction Standard Specification Form Record Guideline Training Material

Function [-Any-] Category [-Any-] Document #s Keyword(s)

Market Unit Language

Sort By Document Name Report Type Documents

Exact Phrase Begins Exact Phrase All of the words Any of the words

Clear Filter Options After selecting filter option(s), click on a Location button in the graphic.