



D A M S T R A
CONNECT + PROTECT YOUR WORLD

SUPPLIER COMPLIANCE SOLUTION

SUPPLIER INSURANCE VERIFICATION

CBRE MACQUARIE GROUP

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1. Overview

CBRE in the management of services to their client Macquarie Group, have engaged Damstra Technology to electronically record Supplier and Worker Compliance.

Damstra’s Supplier Management System has been designed to effectively manage, where required:

- Supplier Insurance Verification and Compliance
- Worker Registration and Compliance
- Work Order workflow and assignment to a Compliant Worker

As an appointed Supplier of CBRE providing goods or services to the Macquarie Group, if requested by CBRE you are required to register your company with Damstra Technology to ensure your compliance. This is a mandatory requirement of CBRE and Macquarie and failure to do so will result in your company no longer being able to provide services to Macquarie.

2. Assistance

If you have any questions or require assistance with the registration process, please contact Damstra Technology on Australia 1300 722 801, New Zealand 0800 722801, USA 888 8377688 or UK 020 39952399 or for any other country on service@damstratechnology.com. or through Damstra online chat.

There will also be a chat support function available on each page when you are working in the systems.

3. CBRE Supplier Insurance Registration

Damstra Insurance Verification is a technology enabled process to ensure CBRE suppliers delivering services to the Macquarie Group have relevant insurance policies in place as required by CBRE.

If advised by CBRE to register for Damstra Supplier Insurance Verification you will be required to register in the Damstra portal using the Supplier Insurance Verification Icon on www.greensuppliercompliance.com.

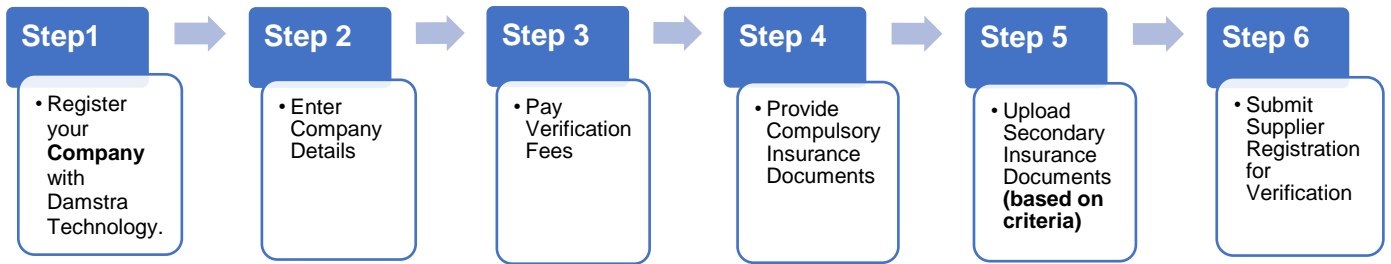
The screenshot shows the 'Welcome to CBRE Supplier Compliance' page. It includes a navigation bar with 'Home' and 'User Guides & FAQs'. The main content area contains a welcome message and instructions for suppliers. Below the text is a flowchart illustrating the registration process:

- CBRE mySupplier (Start APAC, UK & Ireland Only) connects to Avetta (Supplier Safety Prequalification & Insurance) and ecovadis (Supplier Sustainability).
- Avetta connects to DAMSTRA (Worker Management).
- ecovadis connects to DAMSTRA (Supplier Insurance Verification).

The flowchart also indicates that suppliers in APAC, UK, and Ireland are not required to complete CBRE mySupplier registration before commencing any work with CBRE.



There are five main steps to register your company with Damstra



The Damstra Fee for verification of a suppliers’ insurance documents is AUD90 per year, to be paid by the supplier on credit card. Options to pay in local currency will also be available from December 2022 at time of payment.

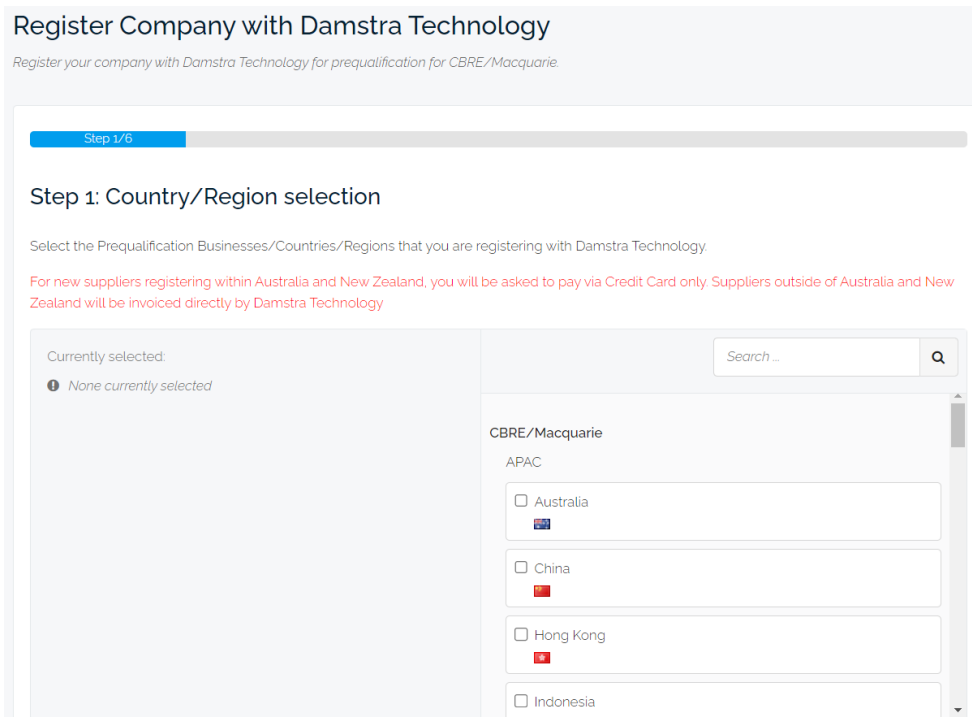
The following step-by-step guide will take you through what is required to be completed as pre-work requirements for CBRE/Macquarie Group.

To complete these steps, you will need:

- your company’s ABN/NZBN number (if applicable).
- your company’s registered and trading names.
- your company’s contact details.
- credit card details for payment for Insurance Verification.

NOTE: This step is only required if your Company hasn’t registered with Damstra Technology before.

Step One – Select Country





Step Two – Enter Company Details

Register Company with Damstra Technology

Register your company with Damstra Technology for prequalification for CBRE/Macquarie.

Step 2/6

Step 2: Company Details

Please fill in the required details for your company, and press Next to proceed.

- CBRE/Macquarie Australia

All fields must be answered, unless marked *(optional)*

Company details

Country company is registered in

Company contact details

Company phone number

Fax *(optional)*

Company's physical address

Country

Street address

Step Three – Pay Verification Fees

Register Company with Damstra Technology

Register your company with Damstra Technology for CBRE.

Step 3/6

Step 3: Payment

Please review the items to be paid for the registration(s) below, then complete payment.

Once this is processed, you will be able to proceed to upload any required documents and complete any remaining questionnaires.

Company: SAMEX PTY LTD
User: Sam Marciano
Registering for:

- CBRE/Macquarie Australia/ New Zealand

Item	Quantity	Unit Price	Total
CBRE/Macquarie - Australia/ New Zealand	1	\$90.00	\$90.00
Subtotal			\$90.00
Credit Card Surcharge	2%		\$1.80
GST			\$9.18
Total:			\$100.98

Payment via Credit Card is the only accepted payment method at this time. A credit-card surcharge may apply.

[Pay Now](#)

Once registered, a confirmation notification with your username and password will be sent to your registered email address.



DT Damstra Technology
Unlock CBRE Portal Account e-mail
To: Inbox - TIKS Sam 2:14 pm

Sam Marciano,

Your account is ready To be unlocked. Please click [this link](#) to re-activate/activate your account or type <https://cbre.damstratechnology.com/Verify.aspx?AccessCode=9391633255938961&Username=samex> into your web browser.


Please note that you will not be able to log in until your account has been unlocked via the links above.

After your account has been unlocked, login with your username & password:
Your username is set to: [REDACTED]
Your temporary password is set to: [REDACTED]

This password replaces your current password, if you had one previously assigned. The password is case-sensitive and must be entered as above. You will need to change this password on your first log in.

helpdesk@damstratechnology.com

Damstra Technology
This is an automated email. Please do not reply.



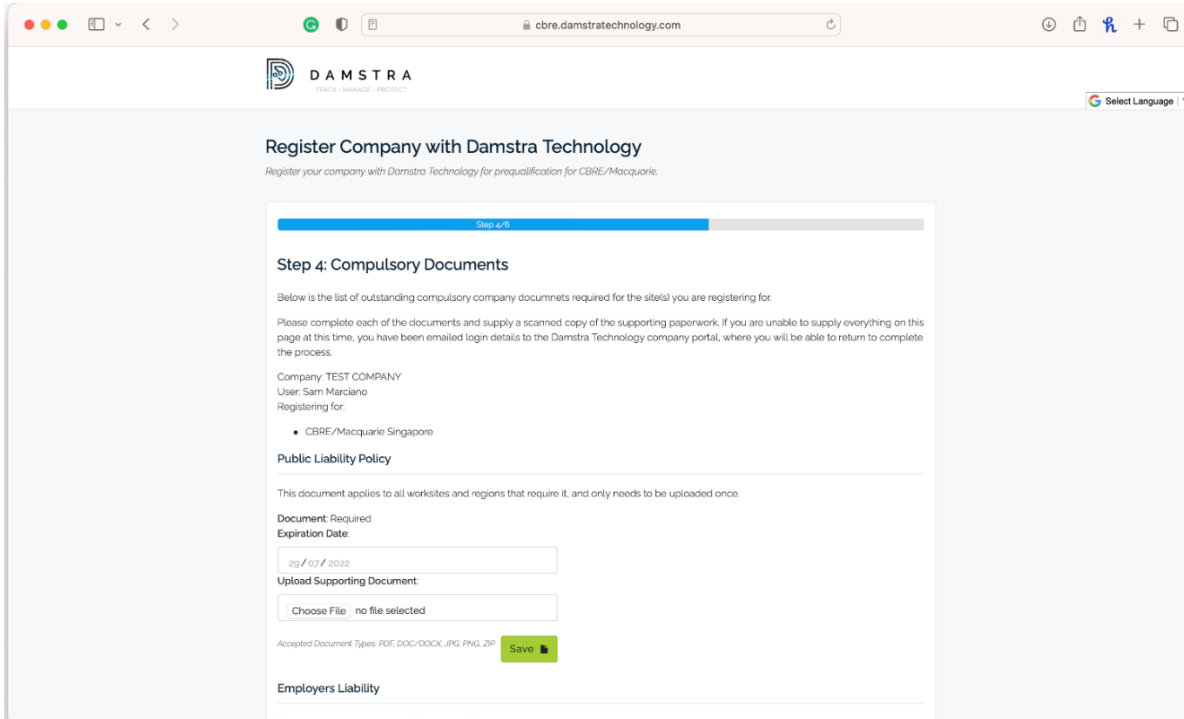
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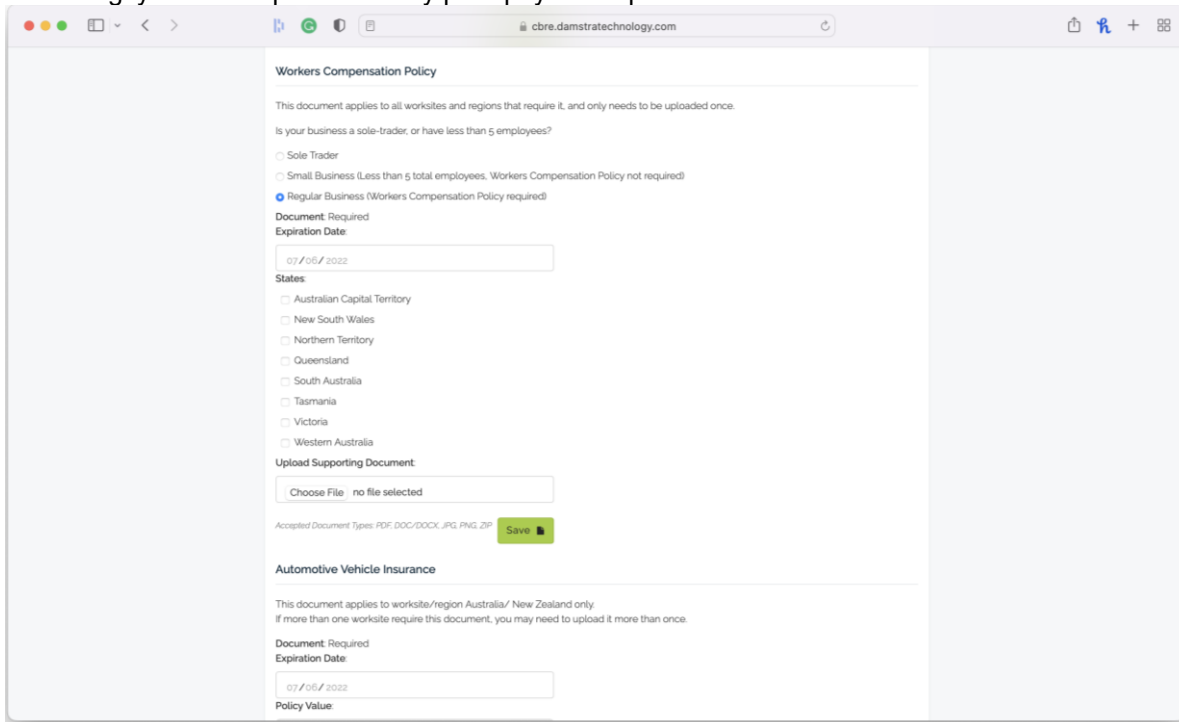
Step Four – Upload Compulsory Insurance Documents

NOTE: Insurance Documents are based on a pre-determined requirements set by CBRE/ Macquarie Group



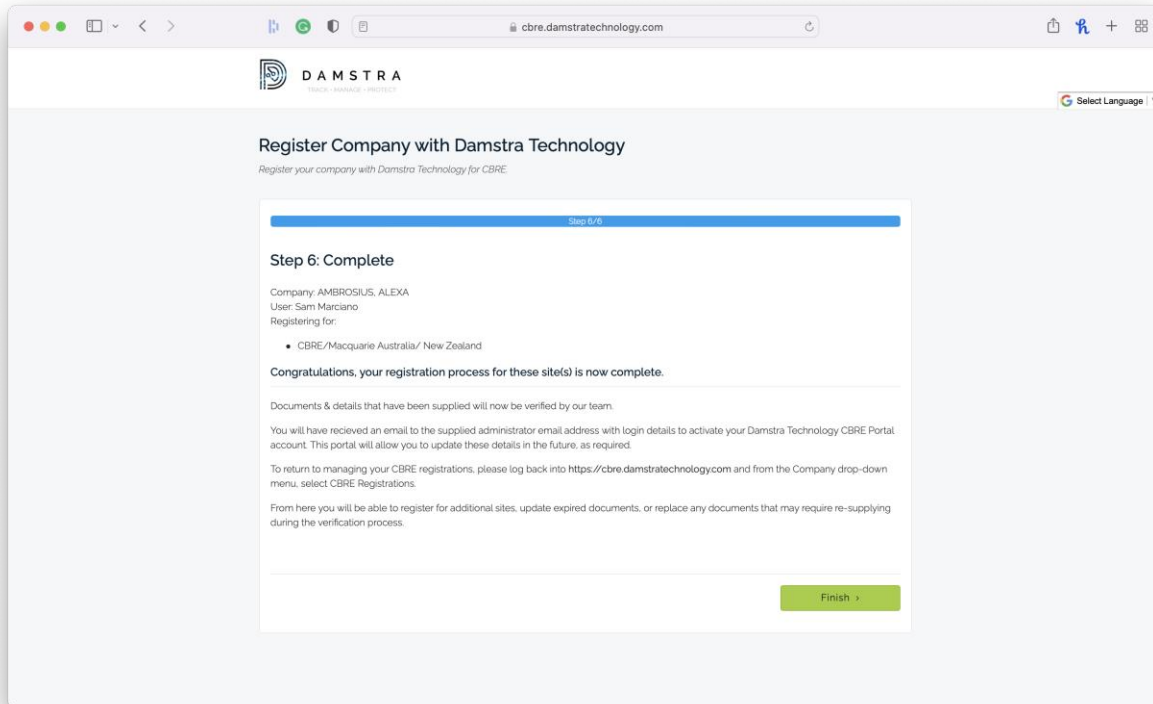
Step Five – Upload Secondary Insurance Documents (based on criteria)

Answering 'yes' to set questions may prompt you to upload additional insurance documents.





Step Six– Submit Supplier Registration for Verification





4. What happens next?

Processing Supplier Registration

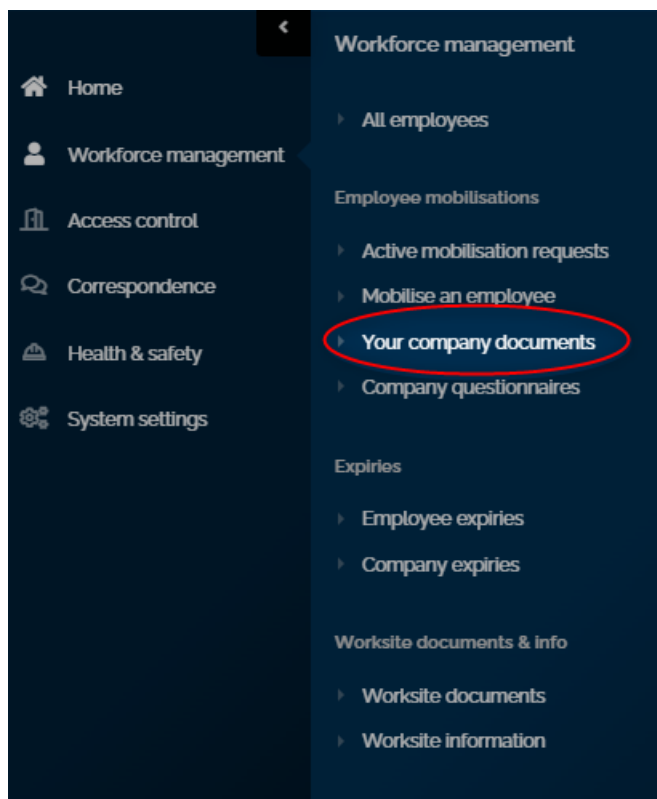
Damstra Technology will review your supplier’s registration within a 24-hour time frame and based on CBRE’s requirements, will accept, or deny the documentation. You will be sent an email containing your unique username and password for your Company Portal Account. If urgency is required, you can phone Damstra to request high priority.

NOTE:

This is not a commitment that it will be processed immediately but it will alert the Damstra team that these booking needs urgent attention.

Declined Documentation/Registration

If the submitted documentations are declined, you will receive an automated email outlining the reason. To submit amended item(s), log back into your company portal and re-upload the correct documentation via the **Your Company Documents** module.



Here you will see a list of all your insurance documents and the status for each record. If an action is required, you will be prompted to upload a new file for verification.



Your company documents [Ⓜ] Upload document

Required documents | Approved documents | Verification History

Required documents

These documents are required for your employee's mobilisations.

Showing 1 - 7 of 7 ⏪ < 1 > ⏩

Name	Worksite	Status
▼ Anno Docu	DMS Test	● Yet to send for verification
▼ Company Pre-Qualification	Demonstration Site 1	● Yet to send for verification
▼ Custom document 1	Demo worksite three	● Attention required
▼ Motor Vehicle Insurance	AGL Antlene Facility	● Attention required
▼ QA Insurance	DMS Test	● Yet to send for verification
▼ Testing Insurance 1	Demonstration Site 3	● Expired on 30 May 2020
▼ Workers Compensation/Sole Trader	n/a	● Expired on 5 May 2022

Showing 1 - 7 of 7 ⏪ < 1 > ⏩

Insurances Approved

Once your Insurance Verifications have been completed, an automated email will be sent to your company confirming or rejecting your Supplier Registration.

You will receive a notification advising of the any insurance expiries 3 months and 1 month prior to the recorded expiry date.

5. FAQs

General

What are the minimum system requirements?

Damstra has been developed using modern technologies and, as a result, needs a modern web browser. Damstra only supports the latest version of the most popular web browsers, which include:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge
- Safari
- Opera

What is Damstra’s role?

Damstra’s job is to collect process and manage Suppliers and Contractor's data on behalf of CBRE and its client Macquarie Group. Damstra do not make the rules but ensure compliance to the CBRE rules and that the Contractor Management Program is followed.

As part of CBRE/Macquarie Group Contractor Management platform, certain insurance, documents and qualifications are required before CBRE/Macquarie Group will allow their suppliers to perform a particular role or job on their sites.

How do I get an exemption from a requirement?

Depending on the client protocol you can reach out to your CBRE point of contact.

Does my registration fee expire?

Yes, your registration expires annually.

Where can I view Damstra’s privacy policy and terms and conditions?

You can view our privacy policy and terms here: <https://damstratechnology.com/terms-conditions#terms-conditions>



Insurance

I sent my insurance documents yesterday, why have I not heard anything?

Damstra has 24 hours to process paperwork after we receive it. Once Damstra have received and processed all the correct documents and completed forms, your company is sent a registration email to let you know what to do next.

Why do I need to complete insurance question and upload a certificate of insurance?

Each insurance question must be completed and submitted for it to be reviewed and verified. Uploading a certificate of insurance along with completing question allows for the information entered to be validated by Damstra.

Do I need to submit my insurance policy or certificate of insurance?

You only need to provide your certificate of insurance.

Who can I talk to about the insurance requirements?

You can discuss the insurance requirements with a Damstra Customer Service Representative. However, the insurance requirements have been set by CBRE.

Becoming a Purchase Order Approved Company

Trading Account/PO Payment Option

1. A request must be lodged to the Damstra Accounts/Finance Department ahead of time before the intention to use a PO.
2. Please send your intention request to accounts@damstratechnology.com
If approved, Supplier company must issue a PO based on their agreement with finance.
3. The PO option gets activated for the requesting Supplier.
4. Registrations prior to the issuance of the PO must be paid through CC.
5. When registering a worker, the PO option for payment should be available (PO to be uploaded and PO number to be provided).

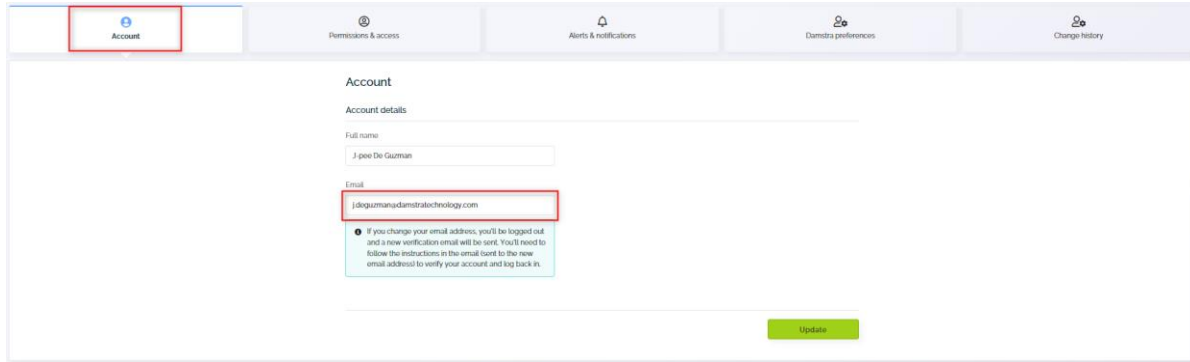
Considerations

- 12 months with Damstra Technology.
- Company must have 20 minimum active users.

Can I update/amend my log in details?

Supplier Portal Administrators are created with nominated email address and password. You will be prompted to update your password the first time you log into the system, however if you wish to amend your default email address, you can do this within your Supplier Portal.

Select the **System Settings > User Login Accounts > Details > Account** – within this tab you can update the email address.



Employee Accounts - are automatically created when an employee is added to your company. By using the employees unique Damstra ID number as their username, this cannot be amended. Their email address, by default is also what is listed against their employee record.

Can I claim reimbursement for Insurance Registration fees from CBRE?

No, Insurance registration fees are a cost for individual companies to manage.

Creating additional Administrators

With the new Company Portal, you can create administrators as many as you like. You can either have someone as a **Standard** user or **Admin** user. Click [Create new company user](#) to nominate one under **System Settings > User Login Accounts**