

A Supplier's Guide to Completing AECOM's Inherent Risk Questionnaire

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Purpose

This guide is to be used by new suppliers that will be working with AECOM and prospective suppliers who may be providing good or services to AECOM.

- When AECOM needs to validate potential new suppliers, we must ensure they meet AECOM expectations and to do this we use **Coupa Risk Assess (CRA)** to perform part of our risk assessment process.
- Potential new suppliers will receive several emails from Coupa inviting them to create an account in Coupa Risk Assess which then allows them to complete a questionnaire.
- This questionnaire asks several questions about your organisation. This guide explains the steps required to create an account in Coupa Risk Assess, completing and submitting an **Inherent Risk Questionnaire** (IRQ).



Setting up an account in Coupa Risk Assess

1. A Project Manager or their delegate from AECOM will initiate the set-up process in Coupa. You will receive:

One email showing your **Username** and a link to access **Coupa Risk Assess** along with a contact email should you need support getting access.



2. Click on the link in the first email and when prompted enter the Authentication Code from the second email (Tip: copy the authentication code and paste it in to the **Enter Code** box as shown below).

檾coupa	
Enter Your Authentication Code	
Enter Code:	Continue
Request a new code	

- 3. Answer the Security Question and select Continue.
- 4. Create a Password and confirm your Password.

This completes the account set up.

Note: Links sent from Coupa will expire **in 24 hours** so please complete the above steps promptly or 'Request a new code' by clicking the link above.



Changing your language in Coupa Risk Assess

Using your **Username** and the **Password** you just created you will be able to log in to Coupa Risk Assess. If you wish to change the language in Coupa Risk Assess:

1.	Go to Profile, top-right	AECOM				SI	D 🐈 ?
		<u>^</u>				SD Prof	file
				Workspaces: R.Portal-	Last Login: 2/24/2025 12:22 AN	Terr	ms of Use
		Action Items Personal				Sig	jn Out
		Evaluations:	Approvals:	Action Plans:			

2. Under Culture, select your chosen language and click Save Changes.

		Norwegian	•
General Settings	0	Polish	
Security Settings	General Setting	Portuguese (Brazil)	
	Update your general account s	Portuguese (Portugal)	
Contact Information		Romanian	
Group Membership	Username	Russian	
System Settings		Serbian	
System Settings	Company Name	Serbian (Cyrillic, Serbia)	
Out of Office Settings		Serbian (Latin, Serbia)	
Design of the second seco	Company Timezone	Sinhala	
Document Locker		Slovak	
		Slovenian	
	Prefix	Spanish	
		Spanish (Spain)	
	Name *	Swedish	or In
		Thai	
	litte	Turkish	
		Ukrainian (Ukraine)	
	Email	Vietnamese	
		Vietnamese (Vietnam)	
	Culture	Faciliate	-
	Culture	English	
	Poculte Por Page	10	Max 100
	Results rei rage	10	VIAX. 100
		Save changes Cancel	



Opening and completing the Questionnaire

Using your Username and the Password you just created you will be able to log in to Coupa Risk Assess.

1. Under "Evaluations" click on **Show Me All** or **Show Me** to open AECOM's Questionnaire. You will see the Coupa Risk Assess screen with any Evaluations you need to complete.

Persona	al				
s:			Approvals:		
	0 Late	Show Me	You Have	0 Late	Show Me
	0 Due This Week	Show Me		0 Action Required	Show Me
	1 Due Later	Show Me		0 Waiting	Show Me
v Me All	View Close	d Evaluations	Show Me All	View Clos	ed Approvals
	Persona S:	Personal S: O Late O Due This Week 1 Due Later View Close	Personal S: O Late Show Me O Due This Week Show Me D Due Later Show Me Ution Closed Evaluations	Personal S: O Late O Due This Week Show Me T Due Later Show Me View Closed Evaluations Show Me All Show Me All	Personal O Late Show Me 0 Due This Week Show Me 1 Due Later Show Me View Closed Evaluations Show Me All

2. Click on **View** to open the questionnaire. AECOM's questionnaire will open.

Action Items Personal											
Evaluations:					Approvals:			Action Pl	ans:		
You Have		0 Late	Sho	w Me	You Have	0 Late	Show Me	You Have		0 Not Started	Show Me
		0 Due This Week	Sho	w Me		0 Action Required	Show Me	2	$\mathbf{\cap}$	0 In Process	Show Me
		1 Due Later	Sho	w Me		0 Waiting	Show Me	2		0 Awaiting Approval	Show Me
Show	/ Me All		View Closed Evalua	tions	Show	v Me All	View Closed Approvals		Show Me	<u>a All</u>	View Closed Action Plans
Evaluations: All											
Name		Periodicity		Start Date		Context		Status	C	Due Date	Action
	\odot		\odot				•		•		
Prototype IRQ (Intl)		One Time		2/24/2025		W1-Screen-with-prototype IRQ re	eady to complete	Not Started	3	8/6/2025	C' View
H 4 1 F H											1 - FOF FREMS

Opening and completing the Questionnaire

3. Complete all sections before completing the **Declaration** and submitting the questionnaire.

Service / Product Se	lector	
Item #	Description	
1.0 😧	Selection of Service Types. When adding your core Service Types, please select a maximum of 3 Service Types(s) that your firm provides. To add multiple options select the Service Type	from the left-hand
	column and use the >> to add your selected values.	
	Service Type * 3D Modeling 3D Renders and 3D Fi Accounting Accounting Accustical, AV, ICT & § Acquisition, Heavy Dut Acquisition, Light Duty Acquisition, Light Duty Acquisition, Light Duty Actuators	es v
Permanent Staff		
O Insurance		
O Quality		
Environmental Mana	igement Systems	
O Health & Safety Man	agement Systems	
ESG (Environmental	, Social and Governance)	

Note: Some questions are 'conditional'. For example, if you select a particular Insurance type when completing the questionnaire, you will be expected to provide a copy of the insurance certificate, level of cover and expiry date.

4. Once you have completed all sections and submitted the questionnaire, select **Accept**.



Note: If any mandatory sections have not been completed a warning will appear and you will not be able to submit the questionnaire until all corrections have been made.

Evaluation is incomplete!

Components require a response on line(s): 13.12

What happens next

After submitting your responses, AECOM will evaluate your answers. Depending on the outcome of this evaluation, AECOM may request additional information from your organisation which you will be able to do by via the link sent to you by AECOM.

If all responses align with AECOM's requirements, AECOM will approve your submission, and you will receive an email confirming your information has been submitted successfully. If there are any problems with your submission a member of the Third Party Risk Management team in AECOM will be touch to resolve any issues.

Once all the necessary banking details have been made available, and validated by AECOM, you will be able to start transacting with AECOM. You will be able to transact using Coupa Supplier Portal (CSP) which includes real time tracking of PO's, invoice status and payment via CSP. AECOM collects banking information using CSP, for which you will have received a separate email requesting you to **Join and Respond** to CSP.

More information and how to use Coupa Supplier Portal can be found <u>here</u>.

For additional information about becoming a supplier to AECOM please visit Our supply chain page.

If you need assistance completing AECOM's questionnaire, please email <u>supplier@aecom.com</u> and someone will reach out to you to provide support.

