

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

March 2025

Purpose

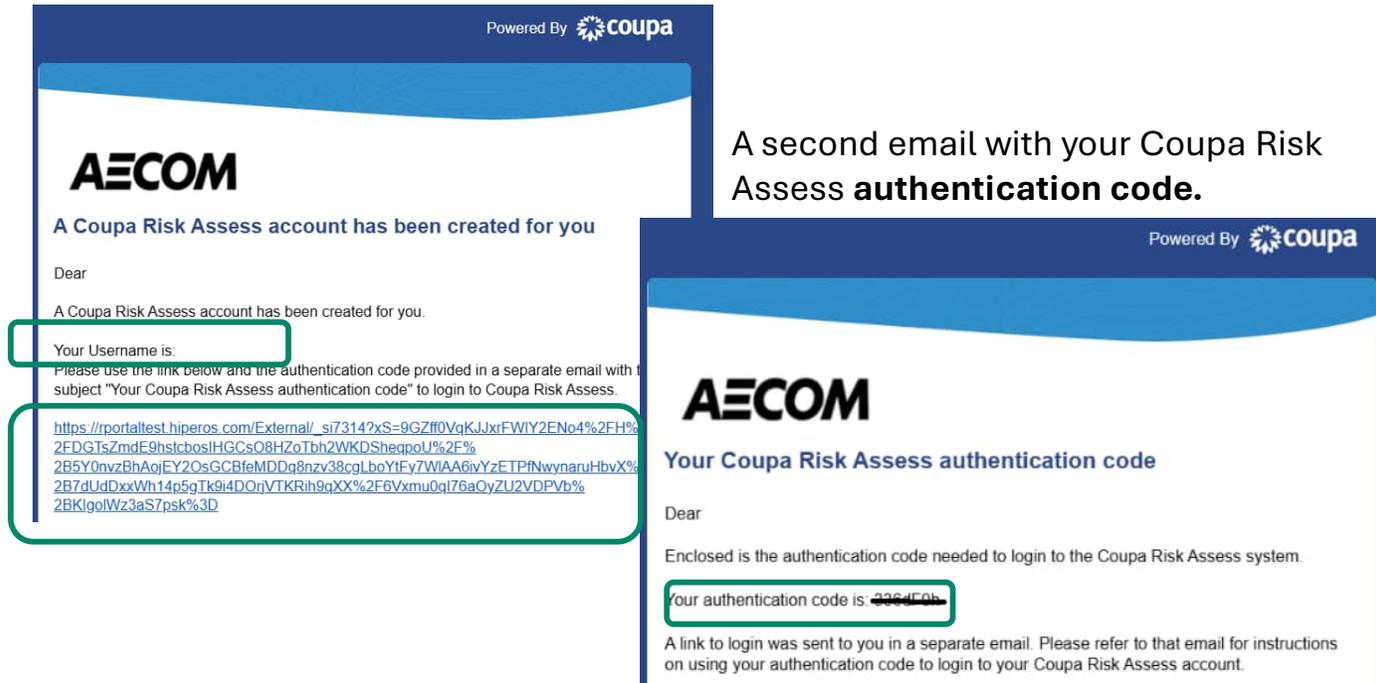
This guide is to be used by new suppliers that will be working with AECOM and prospective suppliers who may be providing good or services to AECOM.

- 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).

The screenshot shows the "Enter Your Authentication Code" screen. It features a text input field labeled "Enter Code:" with a "Continue" button to its right. Below the input field, it states "Entry is case sensitive". At the bottom, there is a "Request a new code" button.

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

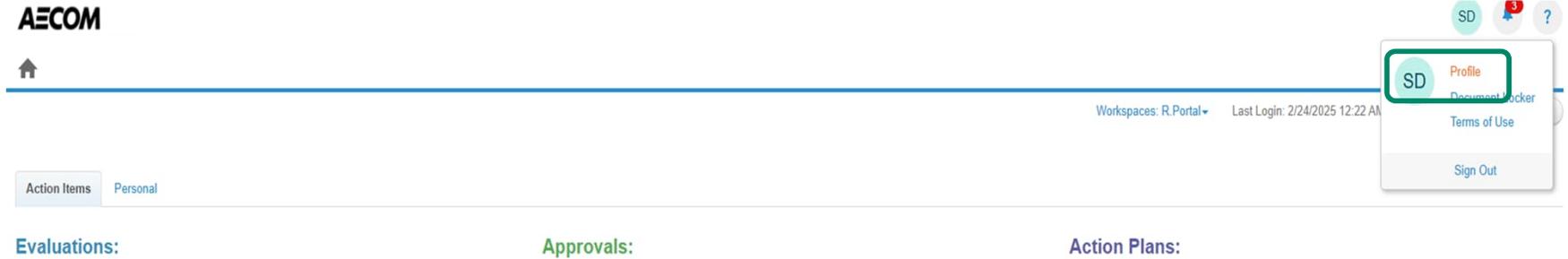
This completes the account set up.

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.

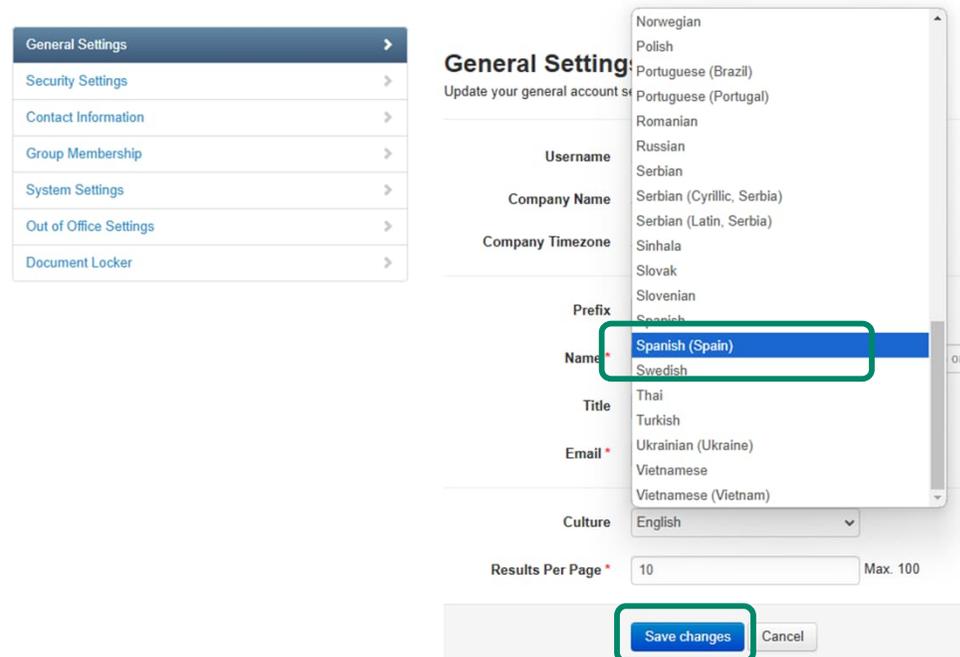
Changing your language in Coupa Risk Assess

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



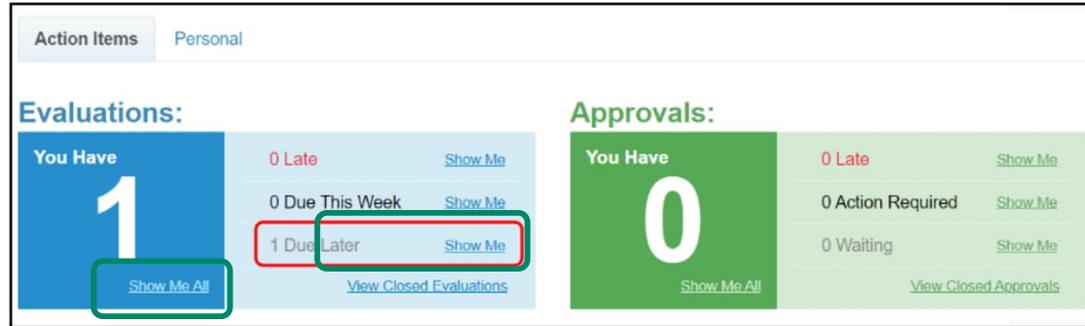
2. Under **Culture**, select your chosen language and click **Save Changes**.



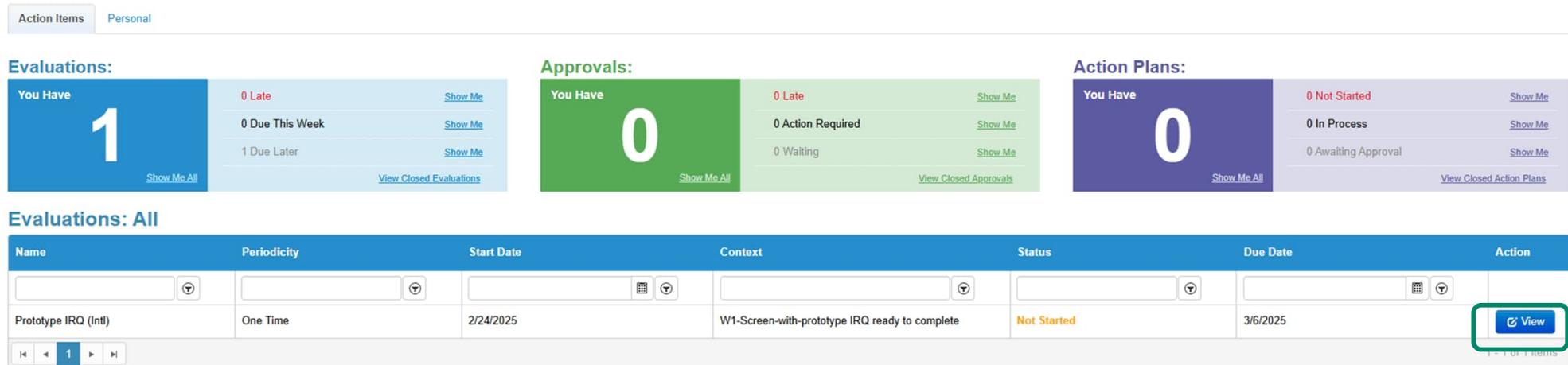
Opening and completing the Questionnaire

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.



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



Opening and completing the Questionnaire

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

Service / Product Selector

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 *

Available Values

- 3D Modeling
- 3D Renders and 3D Fi
- Accounting
- Acoustical, AV, ICT & E
- Acquisition, Heavy Dut
- Acquisition, Heavy Eq
- Acquisition, Light Duty
- Actuators

>> <<

Selected Values

- Permanent Staff
- Insurance
- Quality
- Environmental Management Systems
- Health & Safety Management 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**.

Authorization Required

I certify that all information that I have provided is valid.

I Accept I Refuse

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 [here](#).

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 supplier@aecom.com and someone will reach out to you to provide support.