

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

*August 2025*

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# Purpose

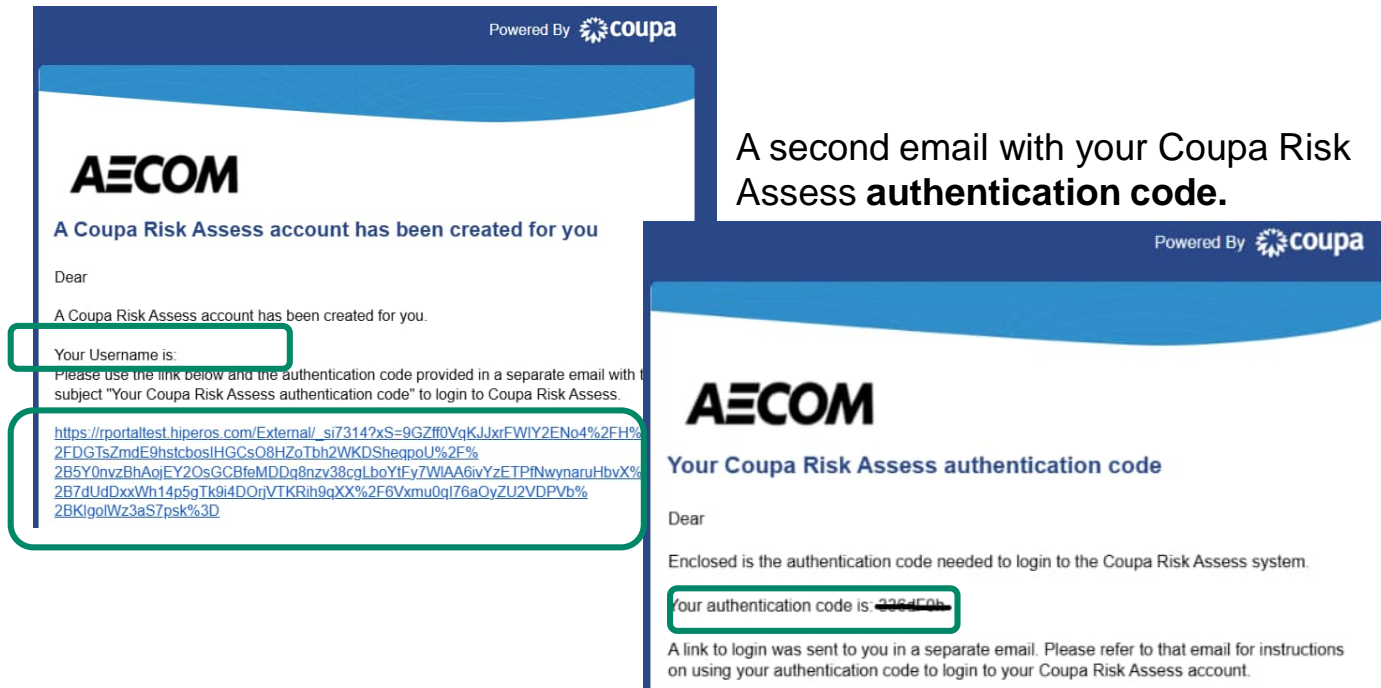
This guide is to be used by new suppliers that will be working with AECOM and prospective suppliers who may be providing good or services to AECOM.

- 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).

Enter Your Authentication Code

Enter Code:  Continue

Entry is case sensitive

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.

# Logging in to Coupa Risk Assess (Changing language if required)

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



Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name

[Forgot username?](#)

Password


[Forgot password?](#)

Sign In

COUPA BUSINESS SPEND MANAGEMENT


It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES



Learn more at Coupa University.

New Users: Please retrieve your user name and temporary password from your email account or contact your organization's Coupa Risk Assess administrator for further instructions. Unauthorized access is prohibited.



Business Spend Management

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

General Settings

Security Settings

Contact Information

Group Membership

System Settings

Out of Office Settings

Document Locker

General Settings

Update your general account settings

Username

Company Name

Company Timezone

Prefix

Name

Title

Email

Culture

Results Per Page

10

Max. 100

Save changes

Cancel

Norwegian

Polish

Portuguese (Brazil)

Portuguese (Portugal)

Romanian

Russian

Serbian

Serbian (Cyrillic, Serbia)

Serbian (Latin, Serbia)

Sinhala

Slovak

Slovenian

Spanish

**Spanish (Spain)**

Swedish

Thai

Turkish

Ukrainian (Ukraine)

Vietnamese

Vietnamese (Vietnam)

1. If you wish to change the language in Coupa Risk Assess: Go to **Profile**, top-right

AECOM

SD

Profile

Document Locker

Terms of Use

Sign Out

Workspaces: R Portal

Last Login: 2/24/2025 12:22 AM

Action Items

Personal

Evaluations:

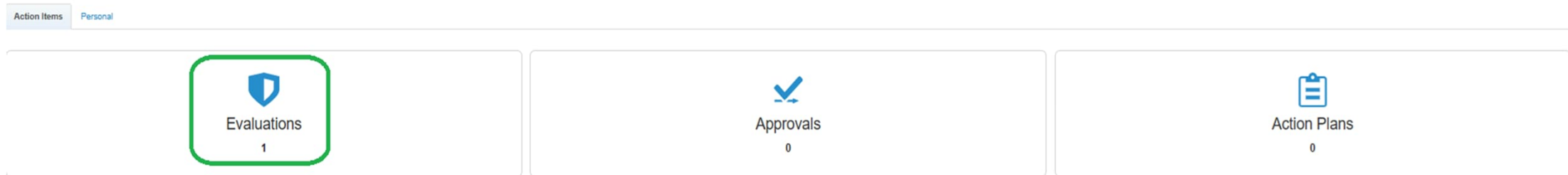
Approvals:

Action Plans:

# Opening the Risk Questionnaire (1 of 2)

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

1. Once logged in, select “**Evaluations**” to see any Risk Questionnaire awaiting completion.



# Opening the Risk Questionnaire (2 of 2)

- 2. You will see the Risk Questionnaire awaiting completion. If completing the IRQ is delayed, you will be able to access it under “**Due This Week**” or “**Late**”
- 3. Select the ‘Pencil’ icon under “**Actions**” to open the Risk Questionnaire.

Workspaces: R.Portal | Last Login: 7/23/2025 2:07 AM |

Action Items | Personal

0  
Late

0  
Due This Week

1  
Due Later

Approvals  
0

Action Plans  
0

All | Late | Due This Week | Due Later | Closed

Name	Periodicity	Start Date	Context	Status	Due Date	Action Status	Action
International IRQ	One Time	07/22/2025	France-E2E-Test-21-Jul	Not Started	08/01/2025		

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# Completing and submitting the Risk Questionnaire

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

## Evaluation

Risk-International (RQ) [France-E2E-Test-21-Jul] - Onetime - Period Start 22 Jul 25

TPRM\_AECOM

Service / Product Selector

Item # Description

1.0 Selection of Service Types. When adding your core Service Types, please select a maximum of 3 Service Type(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 Accounting  
Acoustical, AV, ICT  
Acquisition, Heavy I  
Acquisition, Light Di

>>  
<<

Selected Values

Permanent Staff  
Insurance  
Quality  
Environmental Management Systems  
Health & Safety Management Systems  
ESG (Environmental, Social and Governance)  
Equality, Diversity and Inclusivity  
Security and Resilience - Business Continuity  
CyberIT  
Bribery and Corruption  
Ethics & Compliance  
Country Specific  
Declaration  
Finance  
Functional

**Note:** Some questions are 'conditional' and may vary based on AECOM's assessment of the goods or services we expect to purchase from a supplier. For example, if you provide subcontract, site based services, expect to receive a more comprehensive questionnaire than a supplier providing office stationery.

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

## Authorization Required

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

👍 I Accept

✖ I Refuse

Evaluation is incomplete!

- Components require a response on line(s): 13.12

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## 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](mailto:supplier@aecom.com) and someone will reach out to you to provide support.