

How to Access your Submitted Coupa Risk Assessment Form

Purpose:

This guide provides instruction to CBRE Suppliers on how to access their submitted Coupa Risk Assessment form.

Scope:

- Accessing the Coupa Risk Assessment Portal
- Navigating to your submitted Coupa Risk Assessment form

Accessing the Coupa Risk Assessment Portal via the Coupa Link

 Open your web browser and go to <u>https://cbre.risk.coupahost.com/Account/Login</u> (We recommend saving this link in your Favorites for easy access). The following screen will appear:

coupa		
Welcome to	Coupa Risk Assess, your solution for third-party n	nanagement.
Sign In	COUPA BUSINESS SPEND MANAGEMENT	RESOURCES
User name Except uppman Paccount Supple	 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. 	Learn more at Coupa University
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- 2. Log in using your Coupa Risk Assessment credentials.
- 3. On the Coupa Risk Assess home screen, click on 'View Closed Evaluations' to access your submitted form.

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Supplier Shield – Help Guide

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Additional Materials and Support

- For tips on using Supplier Shield please: Suppliers Supply Chain Technologies and Registration | CBRE 1.
- For specific inquiries, contact the Supplier Shield Support Team at supplierrisk@cbre.com 2.