

How to Access your Submitted Coupa Risk Assessment Form

Purpose:

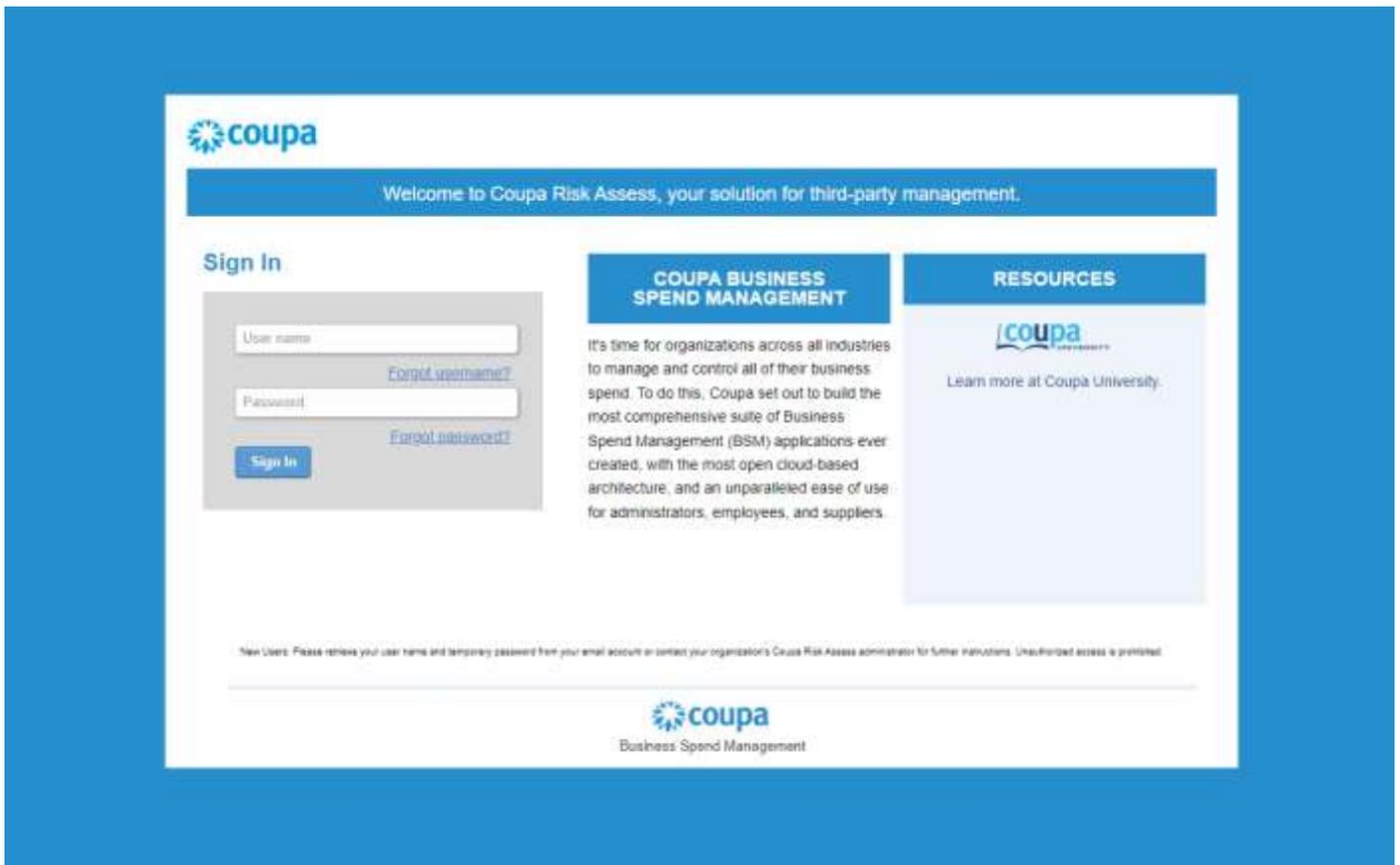
This guide provides instruction to CBRE Suppliers on how to access their submitted Coupa Risk Assessment form.

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

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



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.

You are viewing the action items of: abc test

The screenshot displays the Supplier Shield CSP homepage for user 'abc test'. It features three main sections: Evaluations, Approvals, and Action Plans. Each section shows a large '0' indicating the count of items. The Evaluations section has a red circle around the 'Show Closed Evaluations' button. Below these sections is a table titled 'Evaluations: Closed' with columns for Name, Frequency, Start Date, Contact, Status, Due Date, and Action.

Name	Frequency	Start Date	Contact	Status	Due Date	Action
Supplier Shield Risk Assessment Form - External	One Time	18/7/2024	ABC Bank Regression Test R48 05-09829245	Completed	18/7/2024	View

Additional Materials and Support

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