

Researching Onboarding and Compliance Status

The purpose of this help guide is to provide instruction for researching the status of the onboarding and compliance statuses in the Coupa module.

Scope:

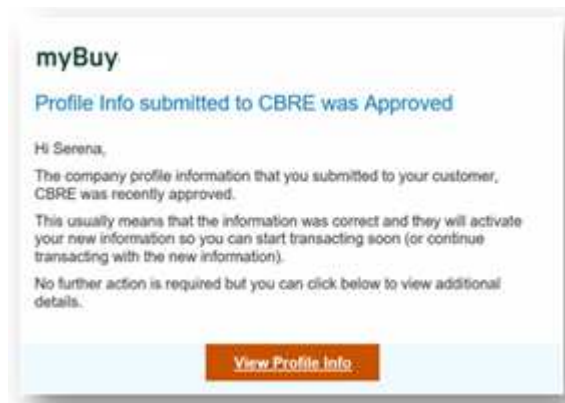
- Checking the status of the onboarding process
- Risk Assessment status
- What if your application got declined?

Checking the Status in the Onboarding Process

After completing and submitting the onboarding questionnaire, the status of the form will be **Pending Approval** while the submission is evaluated. Once complete, the Supplier will be notified via email whether the submission was successful.

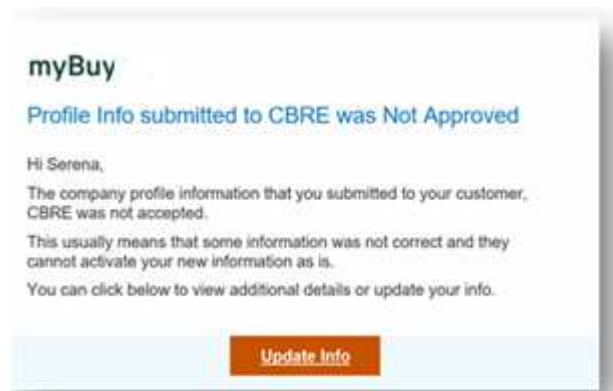
- **Supplier Approved:**

Suppliers who receive an email that their profile information was **Approved** have successfully completed Onboarding and have no further action. If a Risk Assessment is required, a separate invite with instructions will be emailed to the supplier.



- **Supplier Rejected:**

Suppliers may be **Rejected** due to a failed Moody's check, or if DIRO cannot verify bank details. Suppliers will receive an email with the reason for rejection and must correct the issues before the onboarding process can be restarted.



Risk Assessment Status

Requesters can check which stage an assessment is in by viewing the "Risk Assessment Lifecycle" field.

Supplier Details Visualization

Supplier Name	Ace Chemicals-US-629401385	Status	Active
Supplier Number	186	Business Short Name	Ace Chemicals-US-629401385
Legal Name		Supplier Type	Business Entity
DUNS Number	0	Classification	
Risk Rating		Tax ID	629401385
VAT Number		Year Established	
T.E.L.	No	Supplier Group	
Supplier Parent		Default Supplier Manager	Vasagadekar, Rucha (Rucha.Vasagadekar@cbre)
Default Account Manager	Mariani, Jamie M. (mybustessupprace@gmail.com)	Company's contact telephone number	
Country/Region of Origin		Default Language	
Website			
Products and/or Services		Goods / Services	Banking Equipment - Maintenance / Repair
Tier	Tier 1		
Risk Assessment Lifecycle	Due Diligence in Progress		
Batch Number	AV00913		
Reason for Supplier	Project Specific Supplier	Residual Risk	
Inherent Risk			

Enterprise Supplier Data this data is view only and comes from Coupa Core

Shield Risk Assessment

Principal or Agency	Principal	Line of Business	USA - Advisory Services
Form 1 Summary	Risk-Supplier Shield Risk Assess - Internal [Ace Chemicals-US-629401385] - Online - Period Start 09 May 23.pdf	Form 1 Completion Date	5/9/2023
Form 2 Summary	Risk-Supplier Shield Risk Assessment Form - External [Ace Chemicals-US-629401385] - Online - Period Start 09 May 23.pdf	Form 2 Completion Date	5/9/2023
Shield Risk Assess Completion Date		Annual Refresh Date	

Status options that will display:

- Onboarded
- Form 1 Completed
- Form 2 Completed
- Due Diligence in Progress
- Calculation in progress
- Risk Assess Completed
- Scheduled for Reassessment

Assessments are completed annually. Users can locate the date of the next assessment at the "Annual Refresh Date" field. Once the Risk Assessment Lifecycle field states "Risk Assess Complete", then the Annual Refresh Date will be auto populated. Assessments in progress will not display a refresh date.

What if your application got declined

In case that CBRE has identified issues with your entity in its due diligence process through Moody's that may relate to your entity status, anti-money laundering, sanctions, embargoes or past relationship with CBRE, your application will be declined. If you believe this is a mistake please contact your CBRE Supplier Relationship manager.

Your application will also be declined if you already have a profile in Coupa. You can locate this in the 'Suppliers' Tab in Coupa. If you have any queries please contact your Supplier Relationship Manager in the first instance.