

# Coupa Risk Assess

## Supplier Quick Reference Guide

### Welcome to Coupa Risk Assess

VMware has the responsibility to evaluate the risk of all products/services provided by third parties. Our supplier onboarding process is enhanced to include a risk evaluation of all suppliers. System generated questionnaires will be initiated requesting you complete and return to VMware so that we may complete your onboarding process.

This guide will help you to Access, Complete and Submit Due Diligence Questionnaires in Coupa Risk Assess

### Account Set-Up (One-Time)

- You will receive two email notifications from **vmwsuppliers** ([noreply@vmware.risk-mail.coupahost.com](mailto:noreply@vmware.risk-mail.coupahost.com)), VMware's Supplier Data Management Team, titled as follows:
  1. A Coupa Risk Assess **account** has been created for you
  2. Coupa Risk Assess: Your Coupa Risk Assess **authentication code**
- Select the link within the account email notification, you will be taken to a page to enter an Authentication Code, this code may be found in the second email received
- Enter Authentication Code and select Continue
- Select a Security Question, provide your Security Response, select Continue
- Create your Password and Continue
- You will be directed to the login page, Enter Username (email address) and Password and Select Sign In
- Review and Accept the Terms of Use, Your Set up is now complete!

### Risk Assess Dashboard

Upon completion of your account set up you will be directed to the Risk Assess Dashboard

- Evaluations displays the number of Due Diligence Questionnaires you have been requested to complete
- Select Show Me All to see all evaluations pending your action
  - Status Not Started the evaluation is pending your action
  - Status In Process the evaluation has been saved for completion later

### Risk Assess Dashboard Navigation

- *Evaluations*: Evaluations assigned requiring your action
- *Approvals and Action Plans*: Not Applicable
- *Name*: Reflects the Risk Area of each Evaluation
- *Periodicity*: Frequency of Evaluation
- *Start Date*: Evaluation Start Date
- *Context*: Supplier Name (Relationship Name)
- *Status*: Evaluation Status
- *Due Date*: Evaluation Due Date
- *Action*: Select *View* to see Evaluation Details

### Respond to Evaluations

Evaluations appear in your dashboard; each evaluation name reflects the risk area under which you are requested to provide information

- To access each evaluation, select View in the Action Column of the corresponding line
- Evaluations include instructions on how to complete:
  - Indicate Yes, No or N/A for each question
  - Add detailed comments as requested
  - Provide Responder's Information
  - Submit

## Risk Assess Evaluation Delegation

To delegate the evaluation to another user

- Select *Delegate* at the top right of the evaluation screen
- Confirm Action by selecting *Confirm*
- Enter Required Information:
  - Select Delegate *User*
  - Select the '+' to add User information who may complete the evaluation
  - Enter the Delegate's *Email Address, First and Last Name*
  - Select Create User
  - Add Comments
  - Select *Delegate*

## Delegated Evaluator Actions

As the receiver of delegated evaluations, refer to the steps outlined above to Access, Complete and Submit Due Diligence Questionnaires.

- Account Set-Up (One-Time)
- Risk Assess Dashboard
- Risk Assess Dashboard Navigation
- Respond to Evaluations

## Support Resources

- For queries, email [vmwsuppliers@vmware.com](mailto:vmwsuppliers@vmware.com)
- For Training, FAQs and Contacts visit <https://www.vmware.com/company/procure-to-pay.html>