

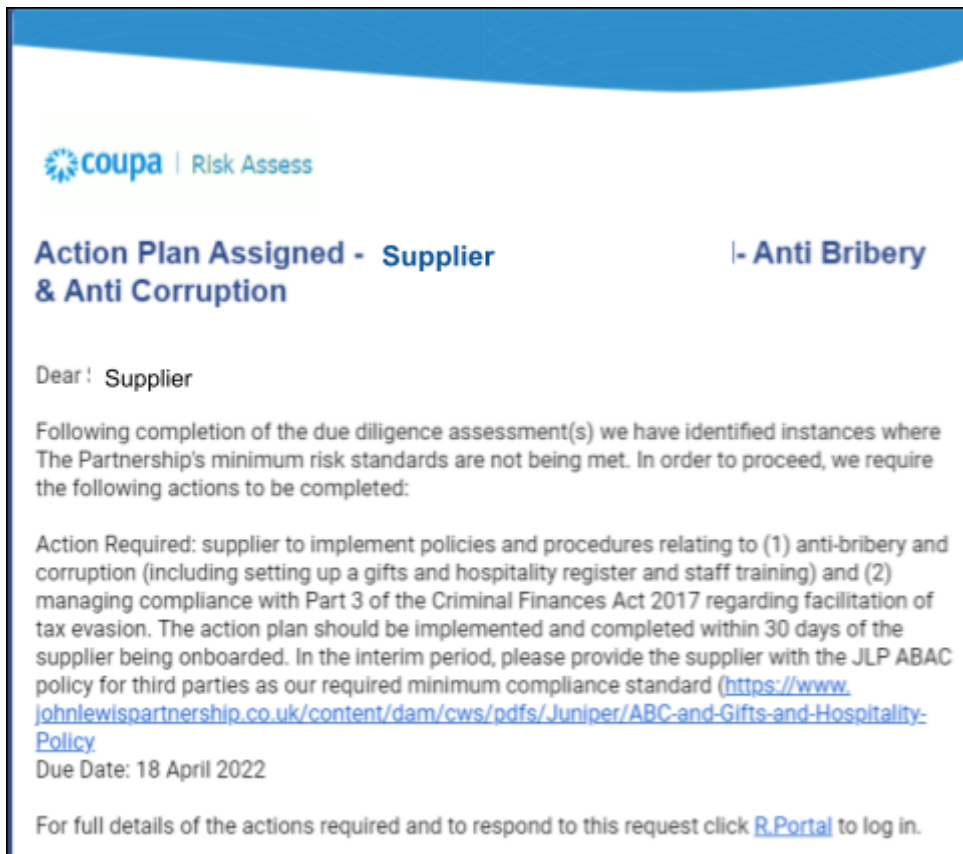
Supplier Guide to updating and completing Action Plans in Coupa Risk Assess

As part of our supplier due diligence process, we may ask you to provide information about how you manage & mitigate risk. John Lewis Partnership Risk Domain Specialists will then review this information, which may require action from you to ensure you meet the JLP standards for Goods Not For Resale (GNFR) Suppliers.

If such an action arises from this process, this document explains how to respond to that action in Coupa. Please work with your JLP Business Contract Manager to address the actions and provide them with timely updates on what you are doing to achieve them. This also applies to any performance actions that your JLP Business Contract Manager may require during the term of your contract.

Notification advising of an action to be taken

When an action is raised you will receive the following notification with details of the action required:



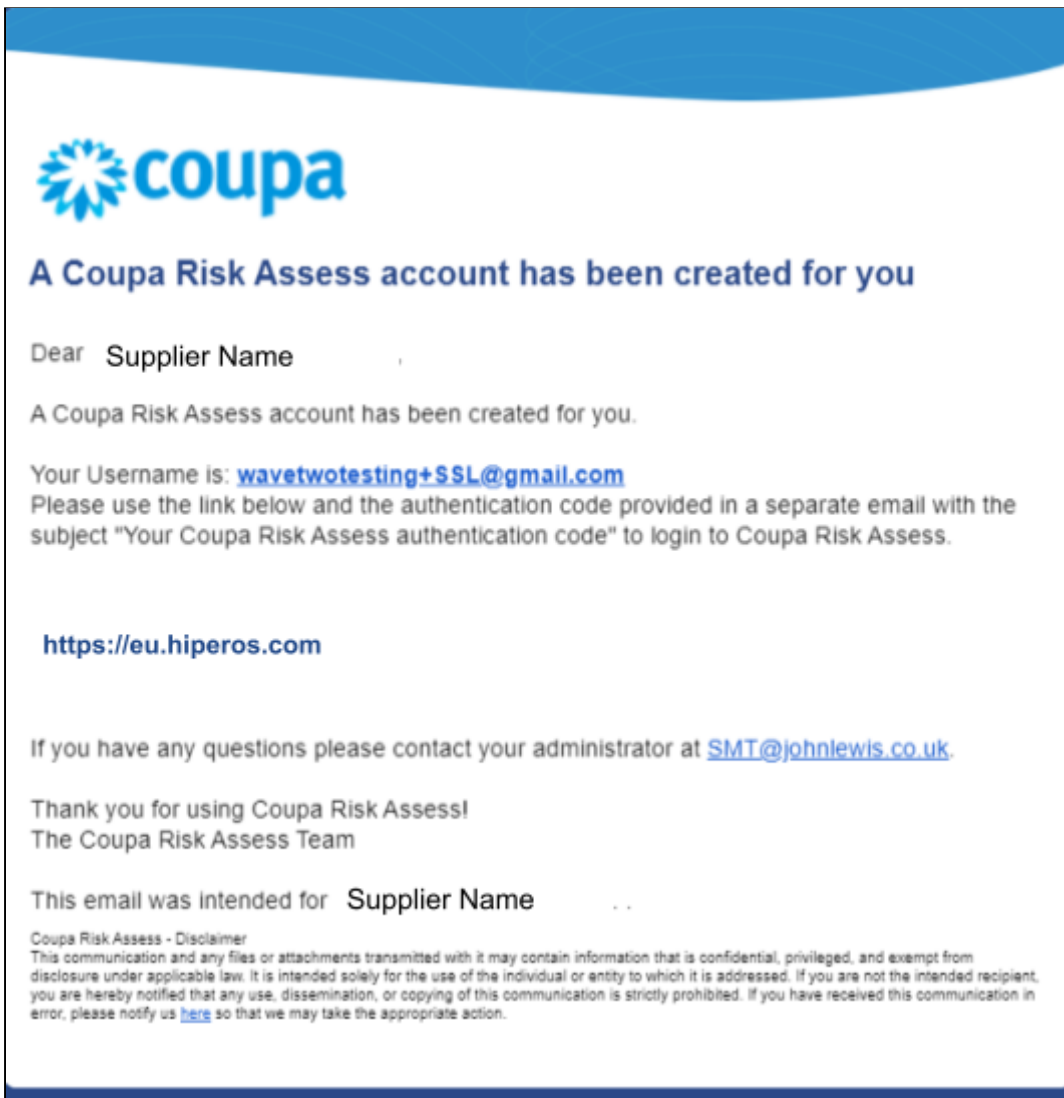
How to Login into Coupa Risk Assess

Link to Coupa Risk Assess: <https://eu.hiperos.com>

If it is the first time you have received an action in Coupa Risk Assess you will be required to create an Account.

You will receive 2 notifications (Please check your spam folder in case they are in there):

- A link to the [Coupa Risk Assess Portal](#)
- Authentication code (which is a temporary password)



Reviewing the action

1. Once logged in you will be taken to the Dashboard. Click on **Actions** either "Not Started" or "In Progress":

The screenshot shows the Coupa Action Plans dashboard. At the top, there are three summary cards: 'Evaluations' with a count of 4, 'Approvals' with a count of 0, and 'Action Plans' with a count of 4. Below these is a table titled 'Action Plans: In Process' with columns for Name, Content, Content Type, Status, Earliest Due Date, Action Status, and Action. Two rows are visible, both with a status of 'In Process' and a due date of 14/04/2022. The first row is for '11947 Risk Actions' and the second for '10513 Onboarding Risk Action Plans'. A 'View' button is present for each row.

Name	Content	Content Type	Status	Earliest Due Date	Action Status	Action
Supplier Name: 11947 Risk Actions	Scenario 6_001	Relationship	In Process	14/04/2022	!	View
Supplier Name: 10513 Onboarding Risk Action Plans	Shedbank Solar Limited	Supplier	In Process	14/04/2022	!	View

2. Click on **View** to display the action plan items and their status

Updating and completing the action

3. Select the action you want to update:

The screenshot shows a table of action items with a dropdown menu at the top labeled 'Change status for selected items:'. The table has columns for Action Item Name, Status Display, Date Created, Due Date, and Initiator. Three items are listed: 'Anti Bribery and Corruption' (Completed), 'Informatio' (In Process), and 'Modern Slavery' (In Process). Each row has a checkbox on the left and a 'View' button on the right.

Action Item Name	Status Display	Date Created	Due Date	Initiator
<input type="checkbox"/> Anti Bribery and Corruption	Completed	06/04/2022	13/04/2022	RDS ABAC
<input type="checkbox"/> Informatio	In Process	06/04/2022	17/04/2022	RDO, Health & Safety
<input type="checkbox"/> Modern Slavery	In Process	06/04/2022	13/04/2022	RDS Modern Slavery

4. Select "Edit" and add any attachments and notes and click on "Save"

Action Plan Item Close Edit
scenario_6_test - Relationship

The Partnership - Risk - Modern Slavery

Initiator: Jacobs, Paul Status: In Process

Assigned To: Supplier Name Priority: Low

Assignment: Supplier Past Due: 14/04/2022

Approver: BCM Organization: The Partnership

Action Plan: Supplier Name E10547, Risk Actions Category: Risk

Action Item: Modern Slavery

Action Item Description: Introduce Modern Slavery Training

Action Required/Request: Work with your contract manager to address Modern Slavery training and how this can be applied to your organisation

Action Taken/Response: (No actions specified)

Add Notes

Name	Description	Created Date
Supplier Name	Modern Slavery Training programme docs	11/04/2022 12:45

Add Attachment

Created By	Name	Created Date
Supplier Name	Modern Slavery Training programme docs	11/04/2022 12:45

- Select the relevant Action Plan that is required to be updated and change to "Completed" or "In Progress"

Available Action Items

Supplier Name 10613 Onboarding Risk Action Plans

Supplier Name

Change status for selected items:

<input type="checkbox"/>	Action Item Name		Date Created
<input checked="" type="checkbox"/>	Supplier Name Bribery & Anti Corruption	Anti	Completed 08/04/2022
<input type="checkbox"/>	Supplier Name Slavery	Modern	In Process 08/04/2022

Dropdown menu options: Not Started, In Process, Cancelled, Completed

- A notification will be issued to the Contract or relationship manager at JLP otherwise known as the BCM. The completed action will need to be reviewed and approved by them
- Please complete the action by the deadline date stipulated

8. Reminder notifications will be issued if the action is not completed by the specified date.