

The Financial Times

Coupa Supplier Portal User Guide



Risk Assess Portal

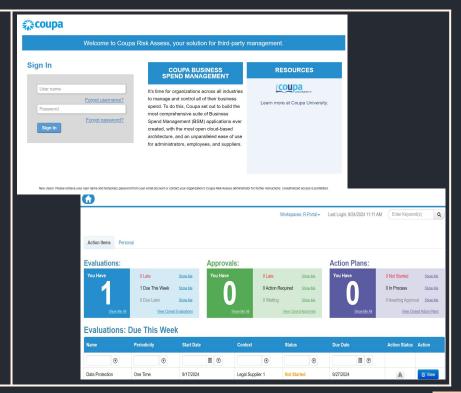


Risk Assess Portal - Initial Setup

Coupa Risk Assess Portal - Initial Setup

Coupa Risk Assess is a tool that helps businesses manage third-party risk and improve supplier relationships. It offers several features, including:

- Automated risk detection: Supports monitoring of third-party risk
- Supplier onboarding: Helps speed up the process of onboarding suppliers
- Portal: Offers an intuitive portal
- Alerts: Alerts suppliers when they need to complete missing information





Coupa Risk Assess Portal - Initial Setup

Step 1

If we require suppliers to complete our Risk Assess process, automatic emails will be sent from the Coupa Risk Assess Portal directly to the supplier.

The first email will contain an authentication code required for your first login and for account creation.

The second email will contain a link that will direct you to creating your account within the Coupa Risk Assess Portal.

You will be asked to create a password for this account and also choose a security question and answer to protect your account.

Your Coupa Risk Assess authentication code

Dear

Enclosed is the authentication code needed to login to the Coupa Risk Assess system.

Your authentication code is: VWj3sQNgG

A link to login was sent to you in a separate email. Please refer to that email for instructions on using your authentication code to login to your Coupa Risk Assess account.

If you have any questions please contact your administrator at coupa.admin@ft.com.

Thank you for using Coupa Risk Assess! The Coupa Risk Assess Team

A Coupa Risk Assess account has been created for you

Dear

A Coupa Risk Assess account has been created for you.

Your Username is

Please use the link below and the authentication code provided in a separate email with the subject "Your Coupa Risk Assess authentication code" to login to Coupa Risk Assess.

https://ft-staging.risk.coupahost.com/External/ si7314?xS=

XYuHiKUCEpWgPDTdYMDTNBcz0II8dVS%2FWOHfdm%2BYvh%2BG%

2F2Imo0Q22B2cPkDyYbDQL9Wz%2BEgxnN87zmZ0yOeF4Ekx3MjW0CowKvNKXkPHQfV%2B0FtdRgZoxkfFPJIWE9m%2FB1ct8wnU1OhFBs1u0ulztqXMtEmE

8SU5rOPFmc5wvaQzKulJxMVVSD6H9yo0hZMRcuell%2BtjHeU%3D

If you have any questions please contact your administrator at $\underline{\texttt{coupa.admin} @\texttt{ft.com}}$.

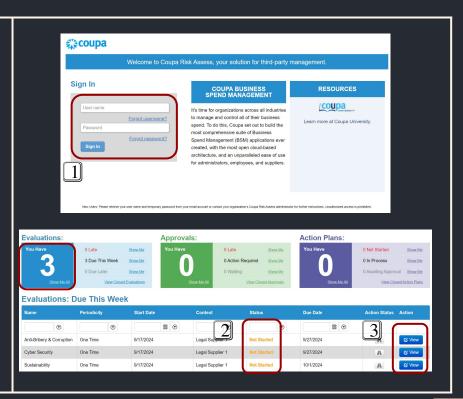
Thank you for using Coupa Risk Assess! The Coupa Risk Assess Team



Coupa Risk Assess Portal - Initial Setup

Step 2

- 1. Once your account is created, you will be asked to **Sign In** with your email and newly created password.
- 2. The Coupa Risk Assess Portal homepage will show all evaluations required by the FT Group, the individual evaluation forms will be listed in the bottom half of the homepage. You will also be able to see the status of the evaluations.
- 3. To view and complete an evaluation form select the **View** button next to the corresponding evaluation form.





Coupa Risk Assess Portal - Delegating Evaluation Forms

Delegating Evaluation Forms

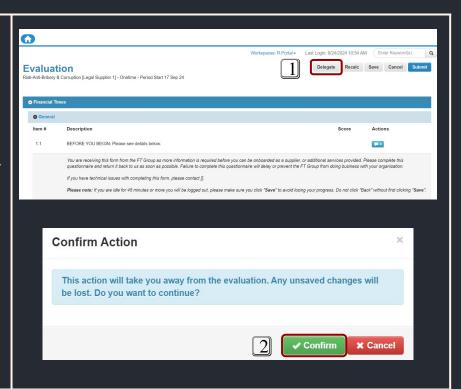
Step 1

The evaluation forms can be delegated to other areas of your business if required.

To do this:

Open the evaluation you need to delegate, select the **View** button.

- 1. When the evaluation form opens, on the top menu bar you will see an option to delegate. Select **Delegate**.
- 2. A popup will ask you to confirm the action. Select **Confirm**.





Delegating Evaluation Forms

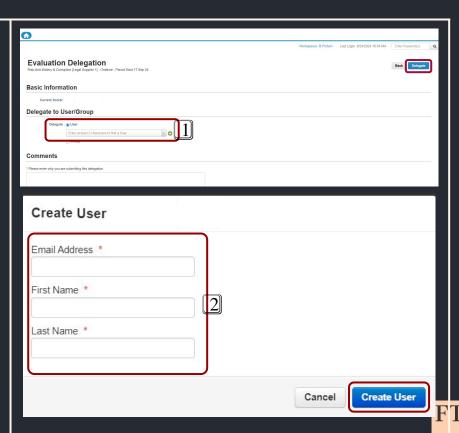
Step 2

- 1. If the person you wish to delegate the evaluation to has a Coupa Risk Assess Portal account, start typing their name into the box in the Delegate to User/Group section. Their name will appear in the drop down for you to select. Select **Delegate**.
- 2. If the person you are delegating to has not created an account on the Coupa Risk Assess Portal, select the green **Plus** icon. You will have the option to manually enter their details.

Enter the email address and name of the person you wish to delegate the evaluation form to and select **Create User**.

They will receive an authentication code and account creation link. They will need to create an account before being able to access the evaluation forms.

Please see previous section on setting up an account with the Coupa Risk Assess Portal for support with this.



Coupa Risk Assess Portal - Completing and Submitting Evaluation forms

Completing and Submitting Evaluation Forms

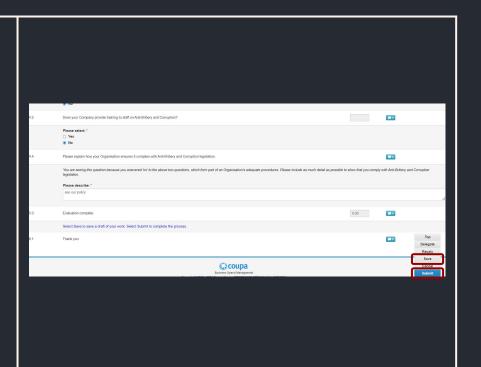
Step 1

Open the evaluation you wish to complete, select **View**.

When the evaluation form opens read the introduction and complete the questions.

Once you have entered/chosen your responses at the bottom of the screen, select **Submit**. This needs to be done for each evaluation form.

Please note: You also have an option to save your responses to complete at a later stage. Until we have received all evaluation forms we will not be able to issue PO's or receive invoices, please complete and return these as soon as possible.





Further help and support

If you are unable to find answers to your questions within these guides you can refer to:

- FT Supplier Webpage, which includes FAQs and other supporting information: aboutus.ft.com/suppliers
- You can contact our Procure-to-Pay Operations team at p2p@ft.com

Or if you require technical assistance with Coupa you can refer to:

- <u>Coupa Supplier Help Centre</u>
- <u>Coupa Compass</u> Provides generic user guides for Suppliers including videos, courses and resources to help with technical issues.
- View the 'Getting started with the CSP' guide from Coupa
- From the CSP homepage you can click the bubble in the bottom right of the screen, to chat live with a Coupa specialist

Glossary of Terms

CSP	Coupa Supplier Portal
Admin	The person with Administration rights for the Coupa Supplier Portal for your account
Financial Times business contact	The Financial Times employee you have been discussing supply of goods and/or services
РО	Purchase Order
Users	Your employees who have access to the Coupa Supplier Portal
Invitation	There are two types of invitation you could receive from the Financial Times, both will be sent by email. Suppliers already working with the FT will receive an invitation when we launch the CSP on <insert date="">. After this date, any new Suppliers that start working with the FT will receive an invitation initiated by their Financial Time business contact.</insert>
Coupa Compass	This is Coupa's own support webpage that includes user guides for suppliers including videos, courses and resources to help with any issues you may have using the CSP, including technical help
Supplier Information Form	This is the form that will be sent by the Financial Times business contact. It is a Supplier Information form that allows The FT to collect basic company information from our Suppliers and is the first step in connecting with the Financial Times for business through the CSP