

How do I complete a risk assessment?

You may be asked to complete a risk assessment as part of your onboarding or contracting journey with Jazz.

Risk assessments help Jazz evaluate and manage potential risks associated with supplier products and services.

A few things to note before you start:

Make sure you have:

- Access to the email address used for onboarding
- Information about your organization, services and security controls
- Any supporting documents that may be requested during the assessment

The Coupa Risk Assessment system is separate from the Coupa Supplier Portal (CSP). If you're asked to complete a risk assessment, you'll receive separate account setup instructions, even if you already have a CSP account.

Step 1: Look out for your invitation emails

If a risk assessment is required, you'll receive emails from the Coupa Risk Assessment system (noreply@jazzpharma.risk-mail.coupahost.com). This email will be sent to the email address that was entered in your New Supplier Information form.

These emails will:

- confirm your account has been created
- provide your authentication code
- guide you through setting up your account

Helpful tip:

Check your junk or spam folder if you do not receive the emails.

Step 2: Set up your account

To activate your account:

- Open the account setup email
- Enter the authentication code provided in the second email
- Create your password
- Review and accept the Terms of Use
- Sign in using your email address and password

Once setup is complete, you'll be directed to the Risk Assessment dashboard.

Step 3: Access your evaluations

Your dashboard will display any evaluations requiring action.

You may see different types of assessments depending on the services being provided.

Examples may include:

- Privacy
- Compliance
- Anti-Bribery and Corruption

To open an evaluation:

- Locate the relevant questionnaire
- Select **View** in the Action column

Step 4: Complete the questionnaire(s)

Read each question carefully and complete all required fields.

Depending on the assessment, you may need to:

- answer questions
- provide additional comments
- upload supporting documents
- provide responder information

Make sure the information provided is accurate and complete before submitting.

Step 5: Save your progress

Some questionnaires may take time to complete.

We recommend saving your progress regularly, especially if:

- multiple teams are contributing
- supporting documents are being gathered
- the assessment contains a large number of questions

This helps avoid losing information if your session expires or a submission issue occurs

Step 6: Delegate the evaluation(s) if required

If another colleague is better placed to answer certain questions, you can delegate the evaluation to them.

To delegate:

- Open the evaluation
- Select **Delegate**
- Enter the delegate's details
- Add comments if required
- Confirm the delegation

The delegated user will then receive access to complete the evaluation.

What happens next?

Jazz will review the information provided as part of the supplier due diligence process and will contact you if any further information is needed.

Important: Our Information Security and Quality teams do not use Coupa to carry out risk assessments. If we require information from you about either of these risk areas, you will receive an email directly from someone in the relevant risk team.

Note: From time to time, Jazz may ask existing suppliers to complete additional risk assessments to help ensure supplier information remains accurate and up to date.

Please complete risk evaluations promptly.

We can't complete your supplier onboarding and begin working with you until all relevant risk assessments have been completed.

Need help?

- For questions about Jazz's risk assessment processes, email supplierenablement@jazzpharma.com
- Alternatively, please reach out to your Jazz representative.