How to Respond to Risk Action Plans for Suppliers

C Kimberly-Clark

Powering K-C's digital future

C Kimberly-Clark



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Your screen in the Coupa System may differ slightly from this training, but the steps to complete the activity will be the same.



This icon indicates there are further policy or business process details relating to a step. Click on the provided link(s) placed throughout the QRC for more information.

Purpose

This Quick Reference Card (QRC) explains the processes for how to create, respond to, and track risk action plans in Coupa Risk Assess.

• Task 1: Respond to an Action Plan

Key Terms

- The **Approver** is the individual who will approve the action plan.
- The **Action Item** is specific item being tracked within the action plan.
- The Action Item Description provides more detailed information regarding the action item.
- Action Required/Request is the action which the recipient of the action plan needs to take.
- Action Taken/Response is the field completed by the supplier or internal Kimberly-Clark user based on the action plan's outcome.
- **Coupa Risk Assess (CRA)** is a system that connects all parties involved in thirdparty risk management to collaborate on reducing the cost of compliance, minimizing risk and maximizing the value of their relationships.
 - a. Action plans are created in CRA to communicate and document issues that require remediation by an internal Kimberly-Clark user or a supplier within a given timeframe.
- A **Risk Action Plan** informs which risk domain the action plan is regarding, the Supplier's name, and their relationship name.
- **Risk Domains** are categories or focus areas that help to guide third-party risk management. Risk domains are used to scope or frame types of controls that should be evaluated during a vendor risk assessment.
- **Risk Management** is the continuing process of identifying, analyzing, mitigating and monitoring risk to avoid supply disruptions and financial loss to both Kimberly-Clark and our Supply Chain.

Responding to an Action Plan

When an Action Plan is assigned, the supplier will receive an email with the subject line, **Action Plan Item Submitted for (Supplier name).** The email will contain a link to respond to the Action Plan.

- 1. Click on the link in the email.
 - a. Suppliers can also access additional training resources if additional assistance is needed to complete the task.



2. Login to Coupa.

	Login
	* Email
	• Password
I	Forgot your password?
	Login
	New to Coupa? CREATE AN ACCOUNT
	New to Coupur CREATE AN ACCOUNT

The Coupa Risk Assess Dashboard appears.

- 3. Locate the Action Plans tile and click the Show Me All link.
 - a. If there are multiple action plans, locate the specific plan that needs addressing via the **Status column In Process**.
- 4. From the displayed list of Action Plans, find the name of the desired pending plan and click the **View button** next to it.

valuations:	_		Approvals:			Action Plans	a	3		
You Have	2 Late	Show Ma	You Have	0 Late	Show Me	You Have		Not Started		Show Me
12	4 Due This Week	Sham.Ma	11	1 Action Required	Stotes: Ma	-		1 In Process		Show.Ma
	6 Due Later	Show Me		10 Waiting	Show Me			0 Awaiting Approval		Show Me
	1	New Closed Evaluations	Show, Mr. All		Mess Closed Accesses		Show Me All		View Close	d Action Plans
ction Plans: All		Context		Context Type	Siata		Earliest Due Date		Action Status	Action
Action Plans: All		Context		Context Type	Statu		Earliest Due Date		Action Status	Action

- 5. Review the Action Plan for the following relevant information:
 - Action Item Description
 - Action Required/Request (this indicates the action to be taken/responded to by the Supplier)
 - Priority
 - Due Date

erly-Clark - Anti-Corruptio	n Assessment - Internal - Testing 2/23/23		5	
Initiator:	Golding, Jan	Status:	In Process	
Assigned To:	Pereira, Alexis	Priority:	Medium	
Assignment:	Internal	Due Date:	3/31/2023	
Approver:	Golding, Jan	Organization:	Kimberly-Clark	
Action Plan:	Risk-Supplier Self Risk Assessment [Company G] - Onetime - Period Start 19 Jan 23-Action Plan	Category:	Anti-Corruption Assessment - Internal	
Action item:	Testing 2/23/23			
Action Item Description:	h	5		
Action Required/Request:	testing			
Action Taken/Response:	(No actions specified.)			
				Add N
	Description		Created Date	
				Add Attachn

Note: If the Action Plan needs to be completed by another individual in the organization, the plan can be delegated to that individual.

***IMPORTANT**: Delegating an Action Plan can only be done if the related due diligence questionnaire (e.g., Anti-Corruption Assessment, Cybersecurity Assessment, etc.) has been previously delegated to that desired individual.

To delegate the Action Plan, perform the following:

a. Click the Edit button.

				1.000	
ction Plan Item				Close	/ Edit
K-Supplier Self Risk Assessment (Comp	any GJ - Onetime - Period Start 19 Jan 23 - Evaluation Line item				
mberly-Clark - Anti-Corruptio	n Assessment - Internai - Testing 2/23/23				
Initiator:	Golding, Jan	Status:	In Process		
Assigned To:	Pereira, Alexis	Priority:	Medium		
Assignment:	Internal	Due Date:	3/31/2023		
Approver:	Golding, Jan	Organization:	Kimberly-Clark		
Action Plan:	Risk-Supplier Self Risk Assessment [Company G] - Onetime - Period Statt 19 Jan 23-Action Plan	Category:	Anti-Corruption Assessment - Internal		
Action Item:	Testing 2/23/23	N			
Action Item Description:		NJ			
Action Required/Request:	testing				
A setting The last of the setting of	(his sections see allow)				

- b. Locate the **Assigned To** field and change the existing individual to the desired individual.
- c. Click the **Save** button.

		5
Quick Action Plan		× Cancel × Save
test		
Risk-Cybersecurity Assessment [CRA Test Supplier 4.c] - Onetime - Period Star	rt 26 Apr 23 - Evaluation Line Item	
Kimberly-Clark - Anti-Corruption Assessment - Internal - t	test	
Initiator: *	Status:	
Pereira, Alexis (alexispereira@kpmg.com)	× Process V	
	5b	
Assigned To: *	-riority:	
Doe, John 4c (KC.SuppliersTest2+4.c@gmail.com)	× 🔺 Medium 🗸	
- 1	Q Bast Duo:	
Doe, John 4c (KC.SuppliersTest2+4.c@gmail.com)	Fusiona m	
Pereira, Alexis (alexispereira14@yahoo.com)	5/17/2023	
Approver: *	Organization: *	
Pereira, Alexis (alexispereira@kpmg.com)	× V Kimberly-Clark V	

Note: The action plan will be routed via CRA to the selected individual for their completion.

Whether delegation is needed or not, continue with the following steps to respond to the Action Plan.

6. Click the **Add Attachment** button to upload any requested and/or supporting documentation to the plan.

Action Plan Item	pany G] - Onetime - Period Start 19 Jan 23 - Evaluation Line Item			Close 🖌 Edit
(imberly-Clark - Anti-Corrupti	on Assessment - Internal - Testing 2/23/23			
Initiator	Golding, Jan	Status:	In Process	
Assigned To	Pereira, Alexis	Priority:	Medium	
Assignment	Internal	Due Date:	3/31/2023	
Approver	Golding, Jan	Organization:	Kimberly-Clark	
Action Plan	Risk-Supplier Self Risk Assessment [Company G] - Onetime - Period Start 19 Jan 23-Action Plan	Category:	Anti-Corruption Assessment - Internal	
Action Item	Testing 2/23/23	N		
Action Item Description		45		
Action Required/Request	testing			
Action Taken/Response	(No actions specified.)			
				Add Notes
lame	Description		Created Date	
				Add Attachment
Created By Name		Created Date		

- 7. Click the Add Notes button to record the actions taken.
- 8. Click the **Save** button when finished.
- 9. After recording the actions, the Action Plan is ready to be sent to the approver. Click the **Edit** button to access the **Quick Action Plan** menu.

erly-Clark - Anti-Corruptio	n Assessment - Internai - Testing 2/23/	Notes			
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Approver-	Geeing Jan	See. Etch	inner	r Hanterly-Class	
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Action Bars	36500g 2-25923		\otimes	0	
Action tem Description!					
Action Required Request:	Sectors				
Action Token/Response	(No actors specflet.)				_
					Add Notes
	Description			Created Date .	

- 10. Click on the Status dropdown menu and select Completed.
- 11. Click **Save** when finished.

nitiator: "	Status: 10	
Golding, Jan (jan.golding+kct@coupa.com)	x v In Process	
Assigned To: *	In Process Completed	
Pereira, Alexis (alexispereira@kpmg.com)	× * Approve	
assignment.	Not Started Cancelled	
Internal V	3/31/2023	
Approver: *	Organization: *	
Golding, san (jan.golding+kci@coupa.com)	x ·	
Action Item Name: *	Category *	
Testing 2/23/23	Anti-Corruption Assessment - Inter	
	10	
Action Item:		
esting 2/23/23		
Action Item Description:		

The view returns to the Action Plan Item screen.

12. Click the **Close** button.

Action Item Description	 Second and a second and 	3			
Action item	: Testing 2/23/23	N			
Action Plan	Risk-Supplier Self Risk Assessment [Company G] - Onetime - Period Start 19 Jao 23-Action Plan		Category:	Anti-Corruption Assessment - Internal	
Assignmen	: Internal		Due Date: Organization:	3/31/2023 Kimberk-Clark	
Assigned To	: Pereira, Alexis		Priority:	Medium	
Initiato	: Golding, Jan		Status:	In Process	



If more information is required, the supplier will be redirected to the Action Plan via link embedded in the email to address and resubmit their Action Plan.

Additional Resources

N/A