

SHIELD - RISK MANAGEMENT TOOL



English	(Arabic) العربية	简体中文 (Chinese - simplified)	繁體中文 (台灣) (Chinese trad. (Taiwan))
Čeština (Czech)	Nederlands (Dutch)	Suomi (Finnish)	Français (French)
Deutsch (German)	Magyar (Hungarian)	Bahasa Indonesia (Indonesian)	Italiano (Italian)
日本語 (Japanese)	한국어 (Korean)	Norsk (Norwegian)	Polski (Polish)
Português (Portuguese)	Русский (Russian)	Español (Spanish)	Svenska (Swedish)
ไทย (Thai)	Türkçe (Turkish)	Tiếng Việt (Vietnamese)	

SHIELD Risk Management Tool

User Help Guide



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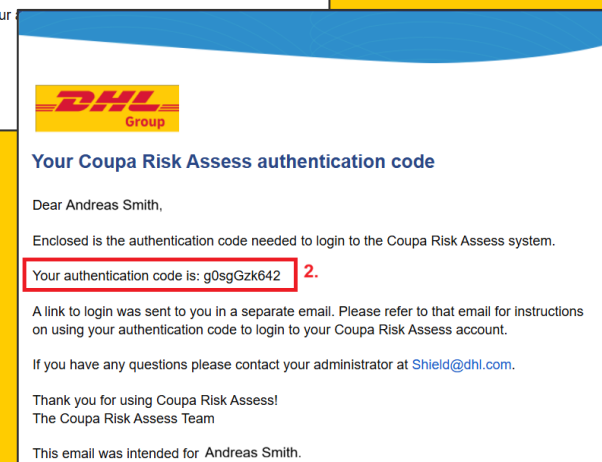
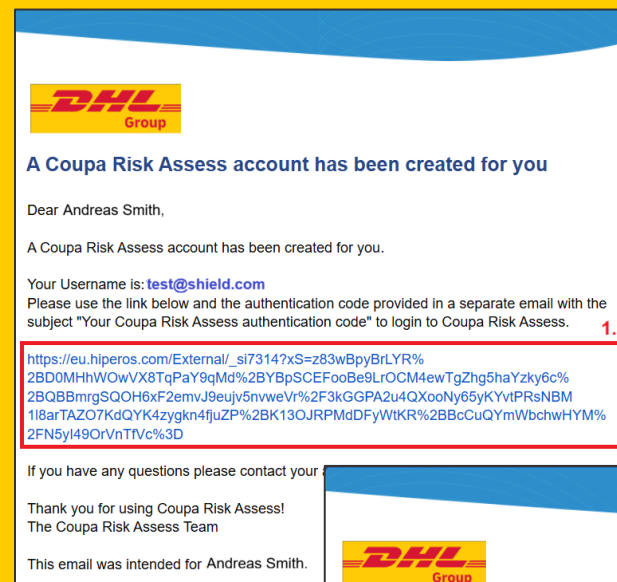
1. ACCOUNT REGISTRATION

Account Registration

Once your organization has been selected for Third Party Screening, you will receive two separate e-mails:

- 1. Account Creation:** this e-mail confirms the creation of your SHIELD account and provides your username
- 2. Authentication Details:** this e-mail contains your Coupa Risk Assess authentication

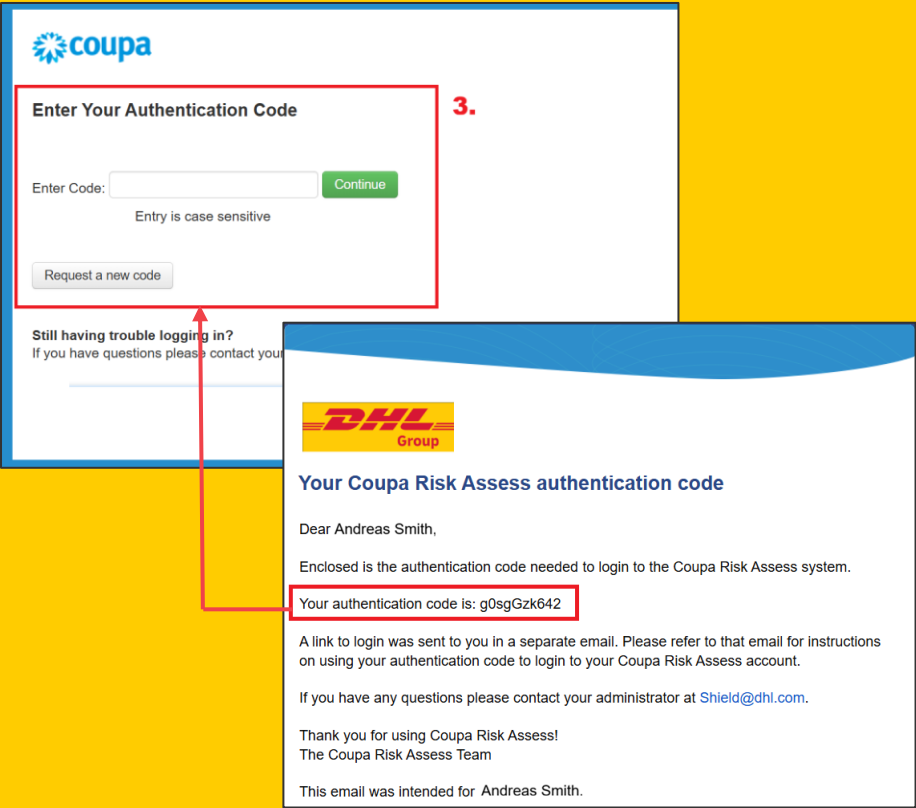
Upon receiving these e-mails, please verify that you are the intended recipient. Once confirmed, proceed by clicking the link provided in the Account Creation e-mail.



Account Registration

- 3. After clicking on the authentication link in the first e-mail, you will be redirected to a page requesting your authentication code.

Please enter the authentication code from the **Authentication Details** e-mail and click **Continue** to proceed.



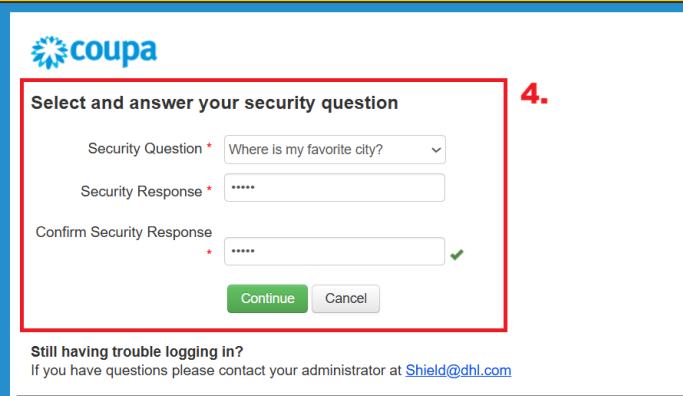
Account Registration

After entering the authentication code, you will be prompted to set up a security question:

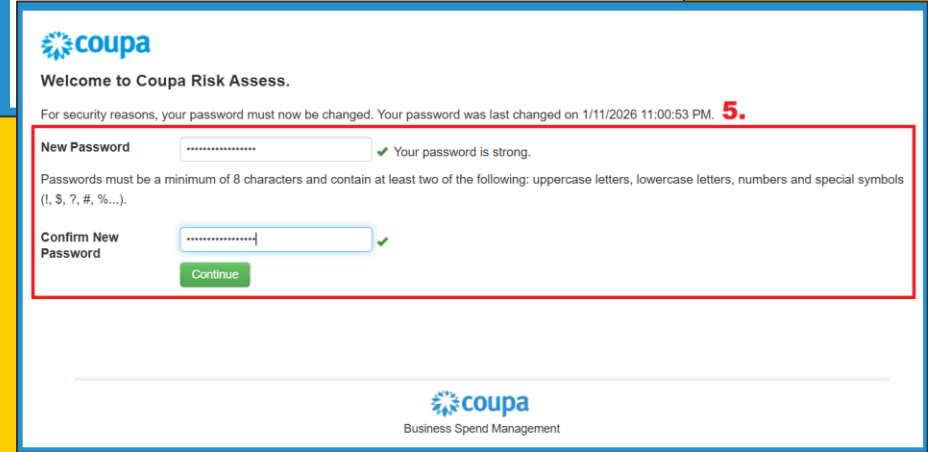
- 4. Select your preferred security question from the drop-down menu and click **Continue** to proceed

After confirming your selection, you will be directed to create a new password:

- 5. Please create a strong password using alphanumeric characters and click **Continue** to proceed



This screenshot shows the 'Select and answer your security question' step of the Coupa account registration process. A red box highlights the form fields, and a red '4.' is in the top right corner. The form includes a dropdown menu for the security question (currently set to 'Where is my favorite city?'), a text field for the security response (masked with dots), and a confirm security response field (also masked with dots and marked with a green checkmark). 'Continue' and 'Cancel' buttons are at the bottom. Below the form, there is a link for users having trouble logging in, directing them to contact their administrator at Shield@dhl.com.



This screenshot shows the 'Welcome to Coupa Risk Assess.' screen, where a new password must be created. A red box highlights the password fields, and a red '5.' is in the top right corner. The form includes a 'New Password' field (masked with dots and marked with a green checkmark) and a 'Confirm New Password' field (also masked with dots and marked with a green checkmark). A 'Continue' button is at the bottom. Above the fields, a message states: 'For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.' Below the fields, a note specifies: 'Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).' The Coupa logo and 'Business Spend Management' text are at the bottom.

Account Registration

After setting your login credentials, you will be redirected to the **login portal**:

6. Use your e-mail address as your username and the password you created to sign in to the SHIELD tool.

You may also access the login portal using the link provided in the **third e-mail** from Coupa Risk Access.

The image shows two screenshots. The top screenshot is the Coupa Risk Assess login portal. It features the Coupa logo, a welcome message, and a 'Sign In' section with fields for 'User name' and 'Password'. Below the fields are links for 'Forgot username?' and 'Forgot password?'. A red box highlights the 'Sign In' section, and a red arrow points from it to the bottom screenshot. The bottom screenshot is an email from DHL Group titled 'Compliance Third Party Screening (DDQ) is ready to complete'. It addresses 'Dear Andreas' and explains the requirement for due diligence screening (DDQ). At the bottom, a red box highlights the text 'Click [R.Porta](#) to log in.'

6.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name
Forgot username?

Password
Forgot password?

Sign In

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

coupa UNIVERSITY
Learn more at Coupa University.

New Users: Please retrieve your user name and temporary password.

DHL Group **SHIELD**

Compliance Third Party Screening (DDQ) is ready to complete

Dear Andreas,

Thank you for your interest in providing goods or services to DHL Group.

DHL Group is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen suppliers operate in a lawful manner, when acting on our behalf. Hence, we kindly ask you to complete the online compliance third party screening (due diligence screening - DDQ), which consists of several questionnaires that need to be completed by the due date indicated below. You can access the screening by clicking the link below.

Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement.

Please complete by 3/13/2026.

Click [R.Porta](#) to log in.

Account Registration

After logging in, you will be directed to the **Terms of Use** page.

1. You may review the terms and conditions in your preferred language by selecting it from the drop-down menu.
2. Once you have completed the review, please click **Accept** to proceed.

The screenshot shows the Coupa Terms of Use page. At the top, the Coupa logo and the name "Jane" are visible. The page title is "Terms of Use". Below the title, there is a welcome message and a list of terms. A language dropdown menu is open, showing a list of languages including English, Arabic, Chinese (Simplified, Peoples Republic of China), Chinese (Traditional, Taiwan), Czech, Dutch, French (Canada), French (France), German, Greek, Hungarian, Icelandic, Italian, Japanese, Korean, Malay (Malaysia), Norwegian, Polish, Portuguese (Brazil), and Portuguese (Portugal). The "Accept" button is highlighted with a red box.

Terms of Use

Welcome to the Coupa Risk Assess. These Terms of Use govern your ("you" or "Your") participation in the Coupa Risk Assess application and the Coupa Supplier Network (together referred to as the "Network") which is maintained and operated by Coupa Software, Inc., including its subsidiaries and affiliates ("Coupa").

1. Coupa offers to its customers ("Customers") online procurement, invoicing, data analysis, and other services and associated content, developed, operated, and maintained by Coupa, and made accessible via <http://www.coupa.com> or another web site or IP address designated by Coupa from time to time, or ancillary online products, including those offered via electronic mail, or offline products and services provided by Coupa to its Customers ("Service"). You wish to be listed in the Network as a potential or current supplier to Customers that use the Service. YOU EXPRESSLY AGREE AND ACKNOWLEDGE THAT YOU ARE SUBJECT TO, BOUND BY AND WILL COMPLY WITH THESE TERMS OF USE. BY USING THE SERVICE, YOU AGREE TO THESE TERMS OF USE. IF YOU DO NOT AGREE, DO NOT USE THE SERVICE.

2. Coupa reserves the right, at its sole discretion, to change these Terms of Use, at any time. The revised version will be effective at the time Coupa posts it. It is Your responsibility to check these Terms of Use periodically for changes. Your continued participation in the Network and use of the Service following the posting of changes will mean that You accept and agree to the changes. Coupa last amended these Terms of Use on the date stated above. However, if the revised version includes a material change, it will be effective 30 days after the material changes are initially posted. Coupa will make all reasonable endeavors to notify You of such material changes through the Service prior to the expiration of such 30-day period. As long as You comply with these Terms of Use, Coupa grants You a personal, non-exclusive, non-transferable, limited privilege to be a member of the Network and use the Service. COUPA RESERVES THE RIGHT TO IMMEDIATELY REMOVE YOU FROM THE NETWORK AND TERMINATE YOUR USE OF THE SERVICE IN ITS SOLE REASONABLE DISCRETION UPON NOTICE TO YOU (EMAIL ACCEPTABLE).

3. You represent and warrant the following: (i) You will comply with all laws and regulations that apply to Your participation in the Network and Service; (ii) You possess all right, power, and authority to enter into these Terms of Use; and (iii) Information that You provide to Coupa or upload to the Service will be accurate and that you are responsible for the accuracy of your information.

4. Each party shall continue to own all right, title, and interest in its intellectual property and materials associated with these Terms of Use. Additionally, neither party provides any license to its intellectual property or materials except as set forth herein. You grant to Coupa a limited, personal, non-sublicensable, non-exclusive license to use your information and associated intellectual property necessary for Coupa to include You in the Network and to provide information on or about Your products and services as part of the Service. You agree that Coupa may collect, use and disclose quantitative data derived from Your use of the Service for industry analysis, benchmarking, analytics, marketing, and other business purposes. All data collected, used, and disclosed will be in aggregate form only and will not identify You or Your users.

5. You shall not submit, upload, email, post or transmit to, or distribute or otherwise publish through the Service any material which: (i) disrupts the normal flow of dialogue and/or exchange within the Service, including posting or otherwise transmitting material that is not related to the subject at issue or otherwise restricts or inhibits any other user from using and enjoying the Service; (ii) is unlawful, threatening, abusive, libelous, defamatory, obscene, vulgar, offensive, harassing, hateful, sexually explicit, or indecent; (iii) constitutes or encourages conduct that would constitute a criminal offense, potentially give rise to civil liability, or otherwise violates the local, state, or national laws of any country; (iv) violates, plagiarizes, or infringes the rights of third parties; (v) contains a virus, worm, Trojan horse, or other harmful component; (vi) contains solicitations or advertisements of any kind; (vii) constitutes or contains false or misleading indication of origin or statement of fact; or (viii) contains chain letters or pyramid schemes.

6. The Service contains information about Coupa, its Customers, and other third parties. While this information was believed to be accurate as of the date prepared, Coupa disclaims any liability arising from its accuracy and any duty or obligation to update this information or any other content.

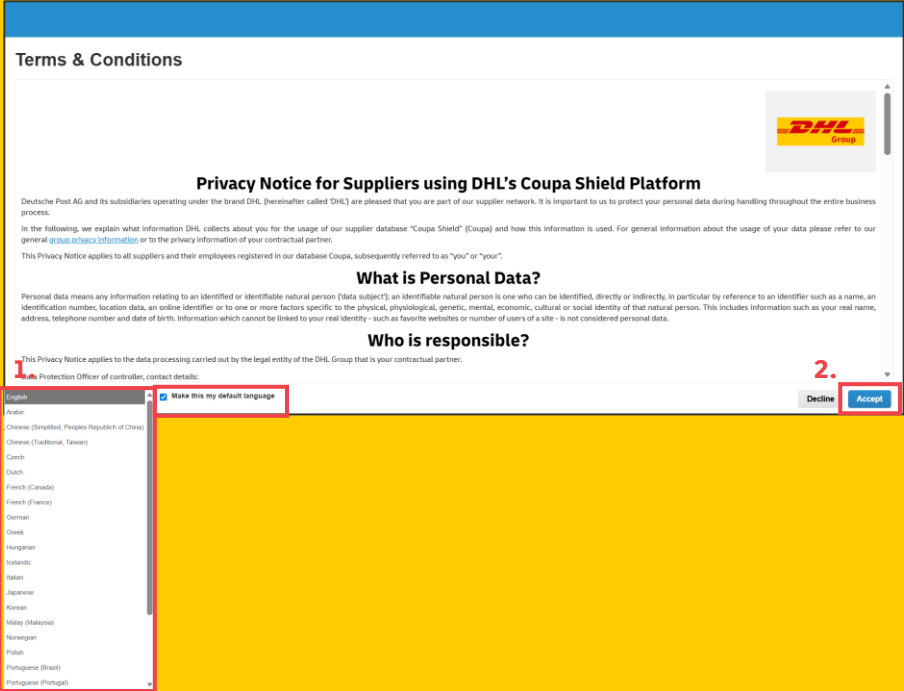
7. Coupa makes no warranty, express or implied, with respect to the content, information, or services provided through, or in conjunction with, the Service. Coupa makes no guarantee of the accuracy, correctness or completeness of any information in the Service, and shall not be responsible for: (i) any errors of omission arising from the use of such information; (ii) any failures, delays or interruptions in the delivery of any content or service provided by the Service; and (iii) any defamatory, libelous or unlawful material provided by the Service, including resumes, emails, profiles, opinions, advice, statements, memorandums or discussion board postings, or materials related to users' use of the Service. You acknowledge that the Service is provided "as is" and "as available" without any warranty of any kind.

Decision Accept

Account Registration

After accepting the Terms of Use, you will be shown the **Privacy Notice**.

- 1. You may review the privacy information in your preferred language by selecting it from the drop-down menu. If you wish, you may also set your selected language as the default by ticking the checkbox
- 2. Once you have completed the review, please click **Accept** to proceed.





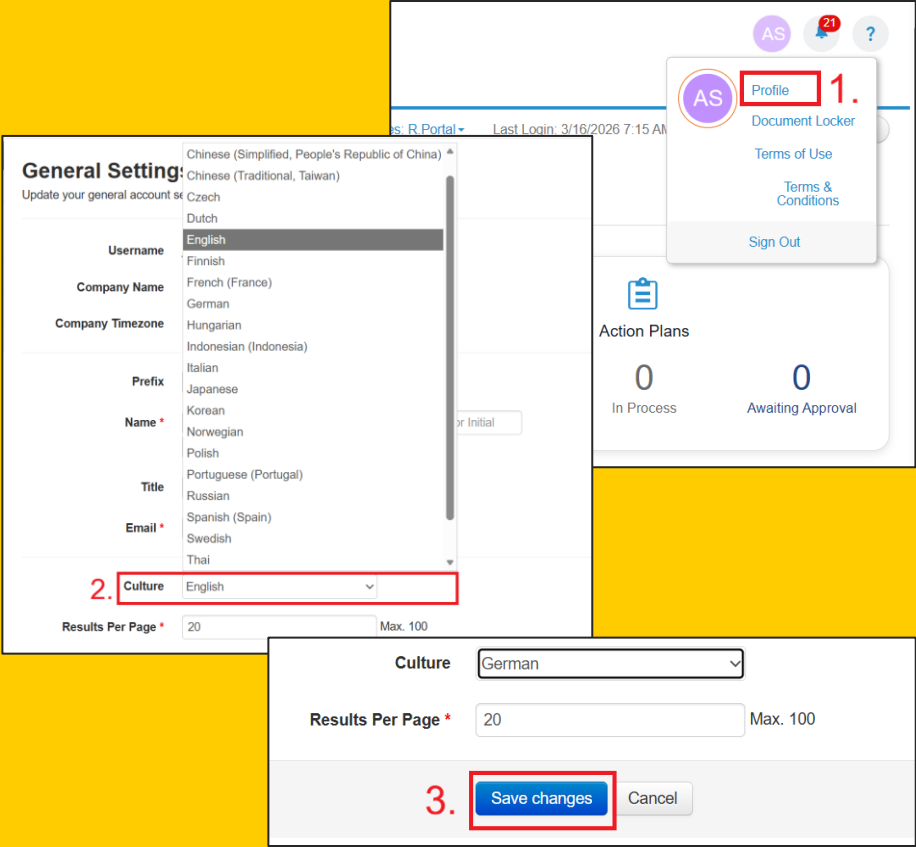
2. LANGUAGE SETTINGS

Language Settings

SHIELD provides several interface language options. To change the system language:

- 1. Click your name in the top-right corner and select **Profile**
- 2. In General Settings, click on **Culture** and select your preferred language.
- 3. Click **Save changes** to set the new language

 If your language is not available, you can use your browser's built-in translation feature (see next slides).



Language Settings

For some languages multiple options are available. If you wish to change the system language to any of these languages, please **ONLY** select the following options to ensure that the system and all questionnaires will be displayed in your desired language:

If applicable to you, please **ONLY** select one of the following languages:

- Spanish (Spain)
- French (France)
- Indonesian (Indonesia)
- Portuguese (Portugal)
- Vietnamese (Vietnam)
- Chinese (simplified)
- Chinese (traditional, Taiwan)

Please do **NOT** select one of the following languages:

- Spanish
- French (Canada)
- Indonesian
- Portuguese (Brazil)
- Vietnamese
- Chinese (Hongkong S.A.R.)

Language Settings

Questionnaires are available in the following languages on SHIELD:

- English
- Arabic
- Chinese (simplified)
- Chinese (traditional, Taiwan)
- Czech
- Dutch
- Finnish
- French (France)
- German
- Hungarian
- Indonesian (Indonesia)
- Italian
- Japanese
- Korean
- Polish
- Portuguese (Portugal)
- Russian
- Spanish (Spain)
- Swedish
- Thai
- Turkish
- Vietnamese (Vietnam)
- Norwegian (*selected questionnaires only*)



If you select any other language option on SHIELD **only** the Shield system interface will be displayed in that language. The questionnaire and all related questions will remain in English.

Language Settings: Browser Translation (Google Chrome / Microsoft Edge)

If your preferred language is not available in SHIELD, you can use the built-in browser translation features in modern browsers such as Google Chrome or Microsoft Edge:

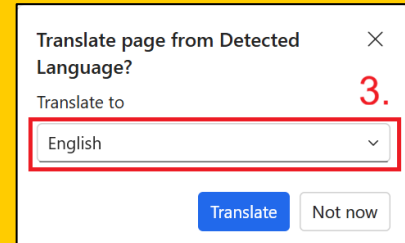
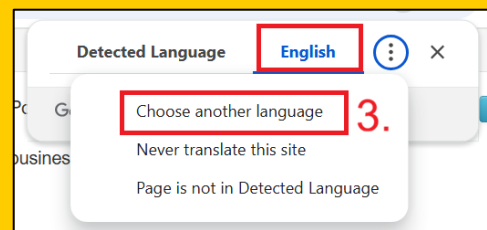
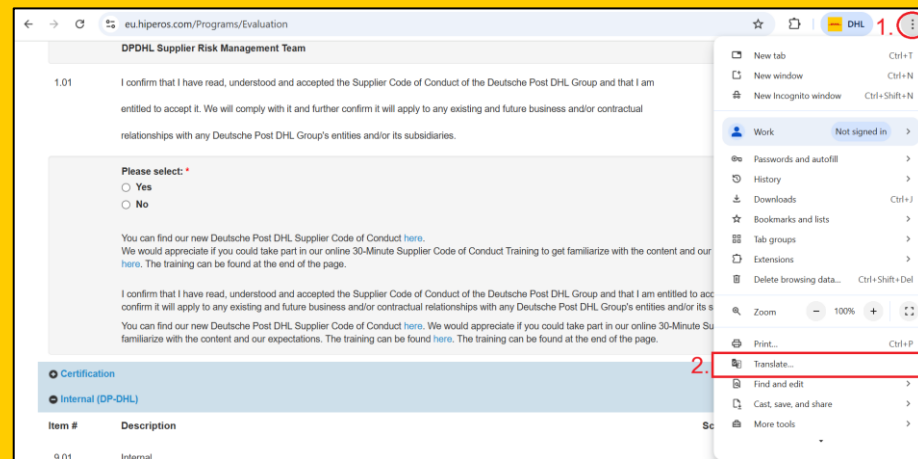
1. Open the browser menu in top-right corner.
2. Select **Translate** to open the Translation pop-up window.

For Google Chrome (on the left):

3. In the pop-up window, select **Choose another language** and pick your preferred language

For Microsoft Edge (on the right):

3. In the pop-up window, pick your preferred language





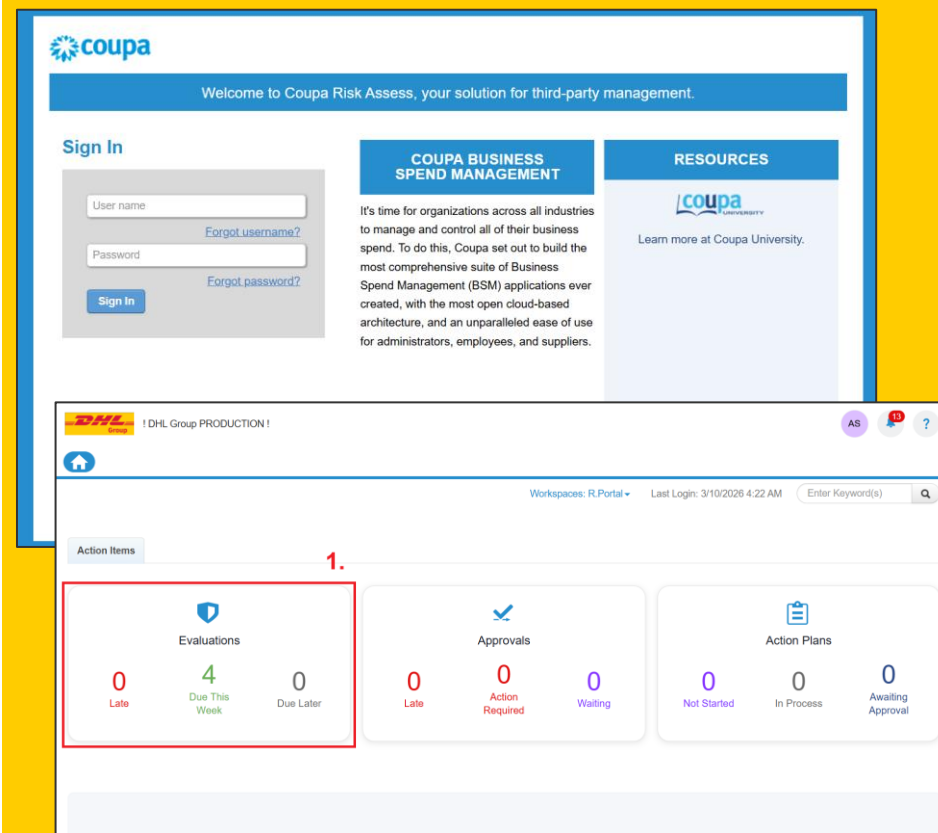
3. ANSWERING ASSESSMENT QUESTIONS

Answering Assessment Questions

Log in to the SHIELD tool using the **R.Portal** login link provided in your e-mail.

After logging in, you will be directed to your **Dashboard**, which displays all evaluations/ approvals that require your action

1. Select the **Evaluations** tab to view the full list of evaluations assigned to you.

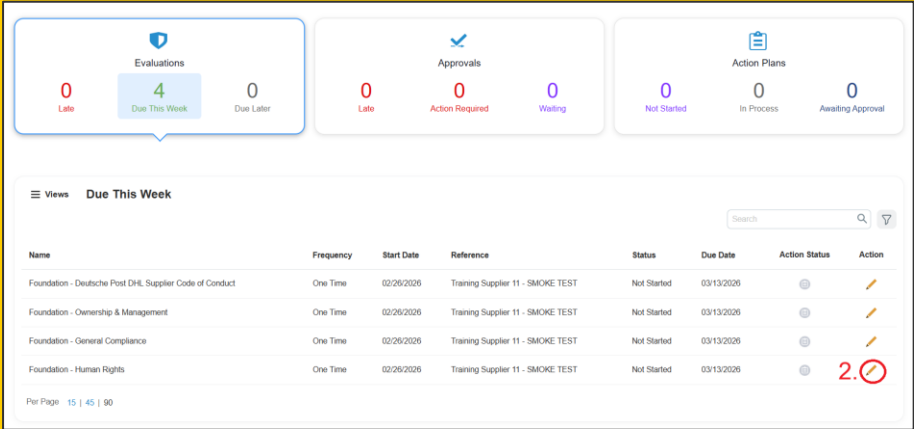


Answering Assessment Questions

This dashboard displays all evaluations awaiting your action. In this example, **4 assessments** are pending.

You can also view the status and due date for each assessment on this page.

- 2. To open an assessment (e.g. Foundation – Human Rights in this case), click the **pencil icon** in the Action Column.



Answering Assessment Questions

After selecting the pencil icon, the system will display the detailed evaluation page for the assessment. If you **are not the designated responsible person** for completing the specific assessment within your organization, you have the option to **delegate it** to the relevant responsible person. Detailed guidance of the delegation process is provided in next section.

If you are the correct person to complete the questionnaire on behalf of your organization, please review each item in the assessment and provide your responses.



After completing all required fields, select **“Submit”** to finalize and submit your answers to DHL Group

Please repeat the same procedure for all assessments assigned to you.

Workspaces: R Portal ▾Last Login: 3/10/2026 5:47 AM(Enter Keyword(s)) 🔍

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

DelegateRecalcSaveCancelSubmit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		🗨️ 0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

TopDelegateRecalcSaveCancelSubmit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		🗨️ 0

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. DELEGATION OF ASSESSMENTS TO ANOTHER USER

Delegation of Assessments to Another User

1. You may delegate an assessment to a designated responsible person within your organization by selecting the **Delegate** button.

After clicking Delegate, a confirmation pop-up window will appear.

2. Please, select **Confirm** to proceed to the delegation process.

Workspaces: RPortal Last Login: 3/10/2026 5:47 AM Enter Keyword(s) Q

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

1. Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as part of your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses on the home symbol on the upper left side of your screen to return to your dashboard. Please save your work from time to time to avoid losing data due to time out. To complete the process, you need to answer and submit each one of the sub-questionnaires. Please refrain from entering any text into the custom comment fields as this will not be evaluated.

1. Delegate Recalc Save Cancel Submit

Confirm Action

This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?

2. Confirm Cancel

Delegation of Assessments to Another User

As you continue, the **Evaluation Delegation** page will appear. On this page, you can enter the details of the individual to whom you intend to delegate the assessment.

- 3. Please select the **+ button** to open a new window where you can enter the first name, last name, and e-mail address of the designated user.
- 4. Once all required information has been provided, please click **Create User** to proceed.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

Comme

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel

Create User

4.

Delegation of Assessments to Another User

After entering the details, the username and e-mail address will be available for selection.

- 5. Please provide any relevant remarks explaining the reason for delegating the assessment.
- 6. Click **Delegate** to complete the delegation process.

Upon successful delegation, you will receive a confirmation e-mail.

The user to whom you have delegated the assessment will be required to complete the standard SHIELD Account Registration process (refer to respective section).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

×

+

Group

Comments

* Please enter why you are submitting this delegation.

5.

6.

Top

Back

Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.



5. ADDING A NEW SUPPLIER PRINCIPAL/ REPRESENTATIVE

Adding a New Supplier Principal

In the Ownership & Management section of our questionnaires, please follow the steps below for each relevant item (e.g., adding the Managing Director/General Manager/CEO or the Finance Director/CFO):

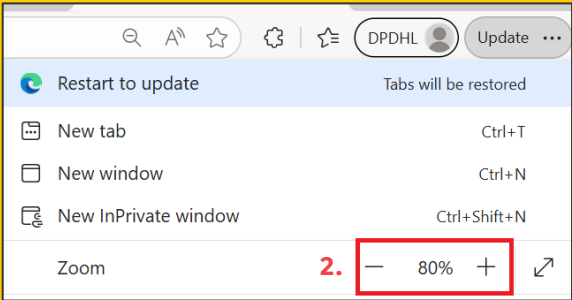
- 1. Select **Add New Supplier Principal** to enter required details.

The screenshot displays the 'Ownership & Management' section of the SHIELD questionnaire. It contains two items, 1.01 and 2.01, each with a description and a 'Supplier Principals' section. Item 1.01 is 'Please provide the full name of the Managing Director / General Manager / CEO.' and Item 2.01 is 'Please provide the full name of the Finance Director / CFO'. Both sections include a text input field, a pagination control showing '0' items, and a red-bordered button labeled 'Add New Supplier Principal' with a red '1.' next to it. Below the input field, there is a confirmation checkbox labeled 'I confirm' and a note: 'Accurate information must be provided in the above field and NOT left blank *'.

Adding a New Supplier Principal

After selecting “Add New Supplier Principal”, a pop-up window will appear requesting personal details:

- 2. If the full pop-up window, including the **Create** button, is not visible on your screen, adjust your browser zoom level to **80%-90%** using the zoom controls of your browser (see example on the right).
- 3. Provide at least all information required in the mandatory fields.
- 4. Once all mandatory fields have been completed, click **Create** to add the new Supplier Principal.

A screenshot of the 'Create Supplier Principal' form. The form has a title 'Create Supplier Principal' and a user icon. The form contains several input fields: 'First Name *', 'Last Name *', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership *'. A red box highlights the entire form area, with a red '3.' next to it. At the bottom right of the form, there is a 'Cancel' button and a 'Create' button. The 'Create' button is highlighted with a red '4.'

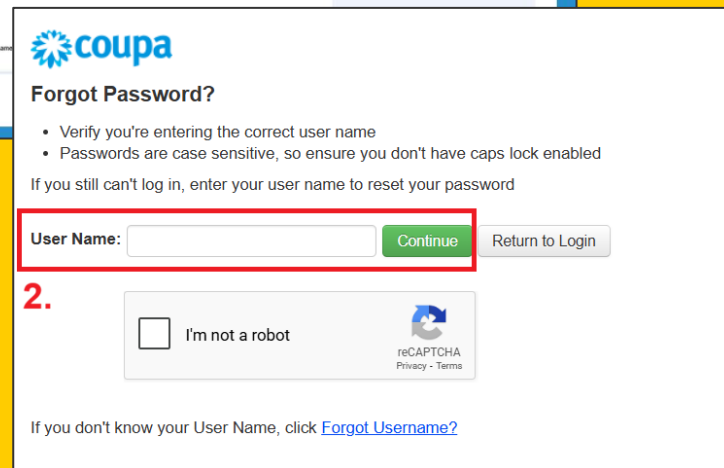
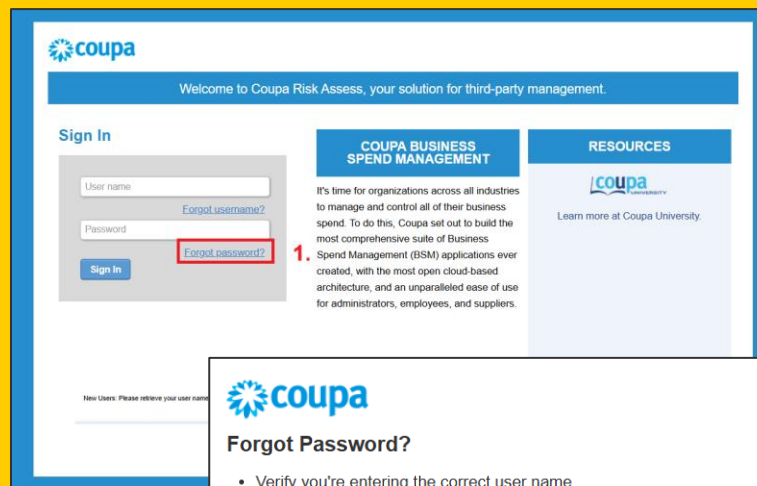


6. PASSWORD RESET

Password Reset

In case you need to reset your password:

1. Navigate to the [SHIELD login page](#) and click **Forgot password?**
2. Enter your username (typically your e-mail address) and click **Continue**



Password Reset

You will receive an e-mail.

- 3. Click the link in the e-mail
- 4. Answer the security question you created when setting up your account and click **Continue**



Password reset links expire after 24 hours. If your link expires and you cannot continue the password reset, please restart the process again from **Step 1**.



Your Coupa Risk Assess Password reset request

Dear **Andreas Smith**,

You recently requested a password reset for your Coupa Risk Assess account.

To change your password, click below or paste the password link into your browser.

https://eu.hiperos.com/External/_si7314?xS=z83wBpyBrLYR%2BD0MHhWOWVX8TqPaY9qMd%2BYBpSCEFooBe9LrOCM4ewTgZhg5haYzky6c%2BQBBmrgSQOH6xF2emvJ9eujv5nvweVr%2F3kGGPA2u4QXooNy65ydGpf%2FwcfIMR708fqUgllpwrlxDq1oXXNh4DMKJADREbOCekFckzBdnZq7wzVb%2FxfEyBj0rmwmsZLK0YGvRokU%3D

If you have any questions please contact Shield@dhl.com.

3.



Answer your security question

Where is my favorite city?

Continue

4.

Password Reset

You may then create a new password.

- 3. After entering and confirming the new password, click on **Continue** to finalize the reset



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, %...).

Confirm New Password

Continue

5.



Business Spend Management

Thank You



In case you have any difficulty logging into the system or other tool-related issues please send an e-mail to **Shield@dhl.com**.



أداة SHIELD لإدارة المخاطر SHIELD

دليل مساعدة المستخدم

تمت ترجمة هذا العرض التقديمي باستخدام الذكاء الاصطناعي.

تسجيل الحساب

1

اعدادات اللغة

2

الإجابة على أسئلة التقييم

3

تفويض التقييمات إلى مستخدم آخر

4

إضافة مدير/ممثل جديد للموردين

5

إعادة تعيين كلمة المرور

6





1. تسجيل الحساب

تمت ترجمة هذا العرض التقديمي باستخدام الذكاء الاصطناعي.

تسجيل الحساب

بمجرد أن يتم اختيار مؤسستك لفحص الطرف الثالث، ستتلقى رسالتين إلكترونيتين منفصلتين:

1. إنشاء الحساب: يؤكد هذا البريد الإلكتروني إنشاء حساب SHIELD الخاص بك ويوفر اسم المستخدم الخاص بك

2. تفاصيل المصادقة: يحتوي هذا البريد الإلكتروني على مصادقة تقييم المخاطر الخاص بك في Coupa Risk Assess

عند استلام هذه الرسائل الإلكترونية، يرجى التحقق من أنك المستلم المقصود. بمجرد التأكيد، تابع من خلال النقر على الرابط الموجود في البريد الإلكتروني الخاص بإنشاء الحساب.



A Coupa Risk Assess account has been created for you

Dear Andreas Smith,

A Coupa Risk Assess account has been created for you.

Your Username is: test@shield.com

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://eu.hiperos.com/External/_si7314?xS=z83wBpyBrLYR%2BD0MHhWOWVX8TqPaY9qMd%2BYBpSCEFooBe9LrOCM4ewTgZhg5haYzky6c%2BQBbmrgSQOH6xF2emvJ9eujv5nwveVr%2F3kGGPA2u4QXooNy65yKYvIPRsnBM118arTAZO7KdQYK4zygkn4fjuZP%2BK13OJRPMDfYwIKR%2BBcCuQYmWbchwHYM%2FN5y49OrVnTVc%3D

If you have any questions please contact your

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

This email was intended for Andreas Smith.



Your Coupa Risk Assess authentication code

Dear Andreas Smith,

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

Your authentication code is: **g0sgGzk642**

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.

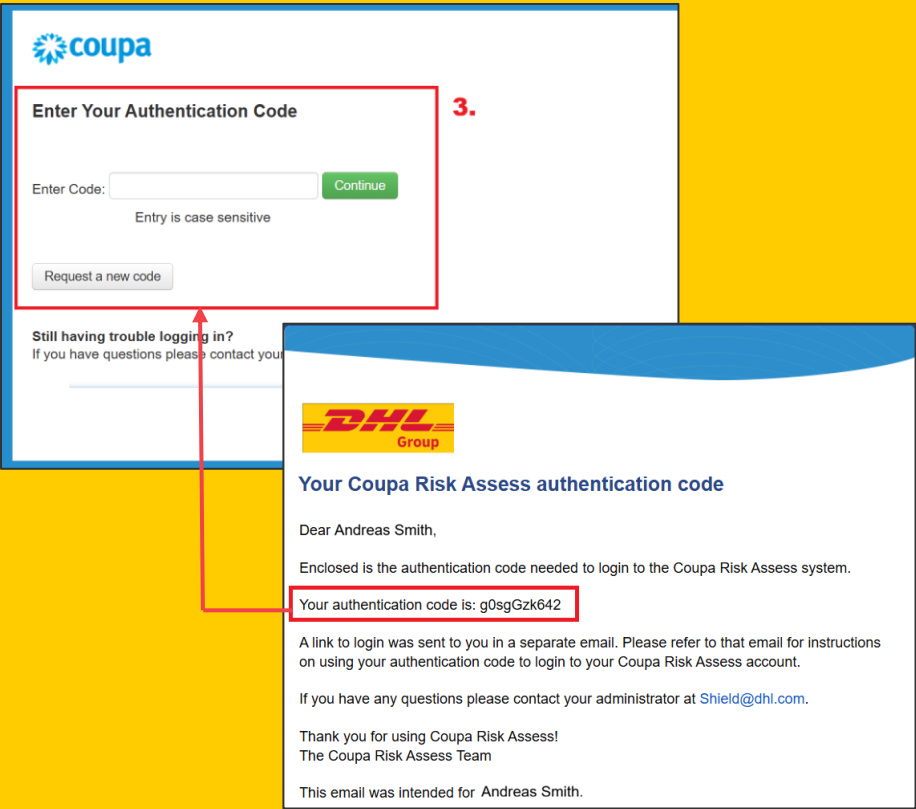
If you have any questions please contact your administrator at Shield@dhl.com.

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

This email was intended for Andreas Smith.

تسجيل الحساب

3. بعد النقر على رابط المصادقة في الرسالة الإلكترونية الأولى، ستتم إعادة توجيهك إلى صفحة تطلب منك رمز المصادقة الخاص بك. يُرجى إدخال رمز المصادقة من البريد الإلكتروني الخاص بتفاصيل المصادقة وانقر فوق متابعة للمتابعة.



تسجيل الحساب

بعد إدخال رمز المصادقة، ستتم مطالبتك بإعداد سؤال أمان:

4. حدد سؤال الأمان المفضل لديك من القائمة المنسدلة وانقر فوق متابعة للمتابعة

بعد تأكيد اختيارك، سيتم توجيهك لإنشاء كلمة مرور جديدة:

5. يُرجى إنشاء كلمة مرور قوية باستخدام أحرف أبجدية رقمية والنقر فوق متابعة للمتابعة



Select and answer your security question

4.

Security Question *

Security Response *

Confirm Security Response * ✓

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com



Welcome to Coupa Risk Assess.

5.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ✓


Business Spend Management

تسجيل الحساب

بعد تعيين بيانات اعتماد تسجيل الدخول، ستتم إعادة توجيهك إلى بوابة تسجيل الدخول:

6. استخدم عنوان بريدك الإلكتروني كاسم المستخدم وكلمة المرور التي أنشأتها لتسجيل الدخول إلى أداة SHIELD.

يمكنك أيضًا الوصول إلى بوابة تسجيل الدخول باستخدام الرابط المقدم في البريد الإلكتروني الثالث من Coupa Risk Access.

The image shows two screenshots. The top screenshot is the Coupa Risk Assess login page. It has a blue header with the Coupa logo and the text 'Welcome to Coupa Risk Assess, your solution for third-party management.' Below this is a 'Sign In' box with fields for 'User name' and 'Password', each with a 'Forgot username?' or 'Forgot password?' link. A 'Sign In' button is at the bottom. To the right are sections for 'COUPA BUSINESS SPEND MANAGEMENT' and 'RESOURCES'. The bottom screenshot is an email from DHL Group. It has the DHL Group and SHIELD logos at the top. The subject is 'Compliance Third Party Screening (DDQ) is ready to complete'. The body text says: 'Dear Andreas, Thank you for your interest in providing goods or services to DHL Group. DHL Group is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen suppliers operate in a lawful manner, when acting on our behalf. Hence, we kindly ask you to complete the online compliance third party screening (due diligence screening - DDQ), which consists of several questionnaires that need to be completed by the due date indicated below. You can access the screening by clicking the link below. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement. Please complete by 3/13/2026. Click R.Portals to log in.' A red box highlights the 'Click R.Portals to log in.' link, and a red arrow points from it to the 'Sign In' box in the top screenshot.

6.

Compliance Third Party Screening (DDQ) is ready to complete

Dear Andreas,

Thank you for your interest in providing goods or services to DHL Group.

DHL Group is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen suppliers operate in a lawful manner, when acting on our behalf. Hence, we kindly ask you to complete the online compliance third party screening (due diligence screening - DDQ), which consists of several questionnaires that need to be completed by the due date indicated below. You can access the screening by clicking the link below.

Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement.

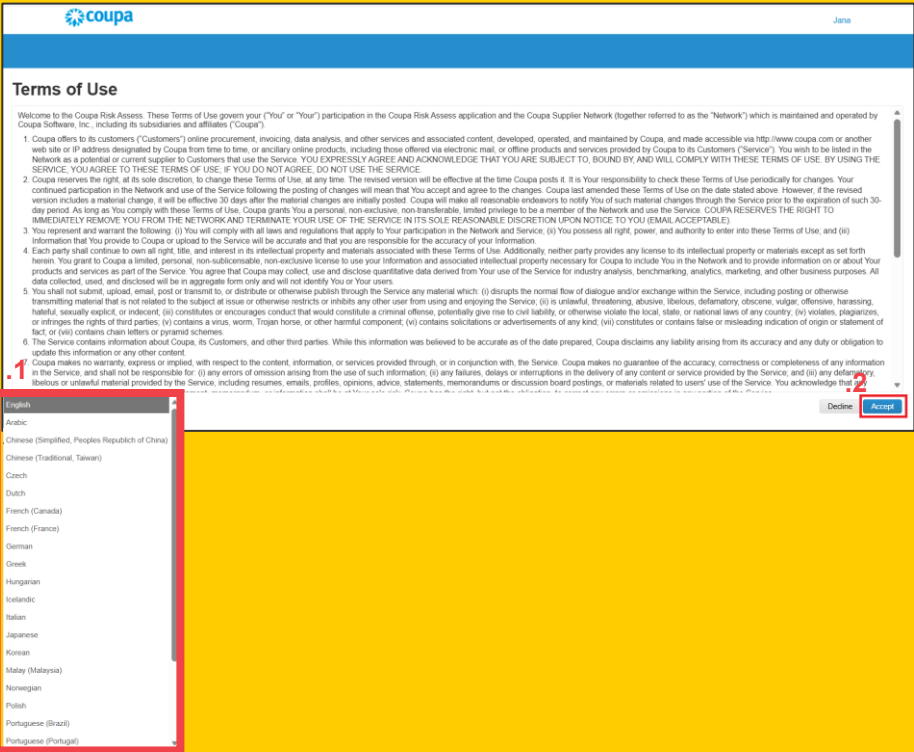
Please complete by 3/13/2026.

Click [R.Portals](#) to log in.

تسجيل الحساب

بعد تسجيل الدخول، سيتم توجيهك إلى صفحة شروط الاستخدام .

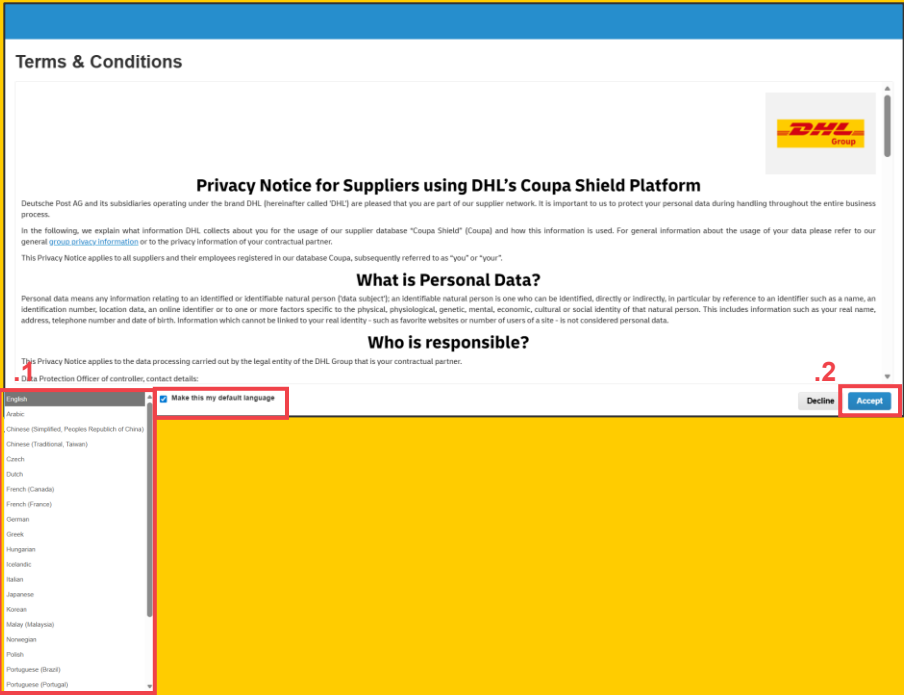
1. يمكنك مراجعة الشروط والأحكام بلغتك المفضلة من خلال اختيارها من القائمة المنسدلة.
2. بمجرد الانتهاء من المراجعة، يرجى النقر فوق قبول للمتابعة.



تسجيل الحساب

بعد قبول شروط الاستخدام، سيظهر لك إشعار الخصوصية.

- 1. يمكنك مراجعة معلومات الخصوصية بلغتك المفضلة من خلال تحديدها من القائمة المنسدلة. إذا كنت ترغب في ذلك، يمكنك أيضاً تعيين اللغة التي اخترتها كلغة افتراضية من خلال تحديد خانة الاختيار
- 2. بمجرد الانتهاء من المراجعة، يرجى النقر فوق قبول للمتابعة.





2. إعدادات اللغة

تمت ترجمة هذا العرض التقديمي باستخدام الذكاء الاصطناعي.

إعدادات اللغة

يوفر SHIELD العديد من خيارات لغة الواجهة. لتغيير لغة النظام:

1. انقر على اسمك في الزاوية العلوية اليمنى واختار **الملف الشخصي**
2. في الإعدادات العامة، انقر على **ثقافة** وحدد لغتك المفضلة.
3. انقر فوق **حفظ التغييرات** لتعيين اللغة الجديدة

إذا لم تكن لغتك متاحة، يمكنك استخدام ميزة الترجمة المدمجة في متصفحك (انظر الشرائح التالية).



The screenshot shows the SHIELD user interface. In the top right corner, there is a user profile menu with a red box around the 'Profile' option, labeled '1.'. Below this, the 'General Settings' page is displayed. The 'Culture' dropdown menu is highlighted with a red box and labeled '2.'. At the bottom of the settings page, the 'Save changes' button is highlighted with a red box and labeled '3.'. The 'Results Per Page' is set to 20, with a maximum of 100.

إعدادات اللغة

بالنسبة لبعض اللغات تتوفر خيارات متعددة. إذا كنت ترغب في تغيير لغة النظام إلى أي من هذه اللغات، يرجى تحديد الخيارات التالية **فقط** لضمان عرض النظام وجميع الاستبيانات باللغة التي تريدها:

إذا كان ذلك ينطبق عليك، يُرجى فقط اختر إحدى اللغات التالية:

- الإسبانية (إسبانيا)
- الفرنسية (فرنسا)
- الإندونيسية (إندونيسيا)
- البرتغالية (البرتغال)
- فييتنامي (فيتنام)
- الصينية (المبسطة)
- الصينية (التقليدية، تايوان)

يرجى القيام بما يلي عدم اختر إحدى اللغات التالية:

- الإسبانية
- الفرنسية (كندا)
- الإندونيسية
- البرتغالية (البرازيل)
- الفيتنامية
- الصينية (هونغ كونغ س.أ.ر.)

إعدادات اللغة

الاستبيانات متاحة باللغات التالية على SHIELD:

اللغة الإنجليزية	•	ياباني	•
اللغة العربية	•	كوري	•
الصينية (المبسطة)	•	البولندية	•
الصينية (التقليدية، تايوان)	•	البرتغالية (البرتغال)	•
التشيكية	•	الروسية	•
اللغة الهولندية	•	الإسبانية (إسبانيا)	•
الفنلندية	•	اللغة السويدية	•
الفرنسية (فرنسا)	•	التايلاندية	•
الألمانية	•	اللغة التركية	•
الهنغارية	•	فيتنامي (فيتنام)	•
الإندونيسية (إندونيسيا)	•	النرويجية (استبيانات مختارة فقط)	•
إيطالي	•		

إذا قمت بتحديد أي خيار لغة أخرى على SHIELD فقط سيتم عرض واجهة نظام Shield بتلك اللغة فقط. سيظل الاستبيان وجميع الأسئلة المتعلقة به باللغة الإنجليزية. 

إعدادات اللغة: ترجمة المتصفح (جوجل كروم / مايكروسوفت إيدج)

إذا كانت لغتك المفضلة غير متوفرة في SHIELD، يمكنك استخدام ميزات الترجمة المدمجة في المتصفح في المتصفحات الحديثة مثل Google Chrome أو Microsoft Edge:

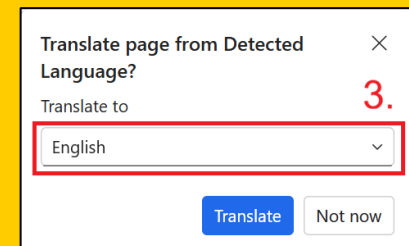
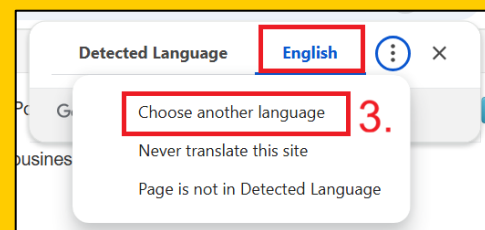
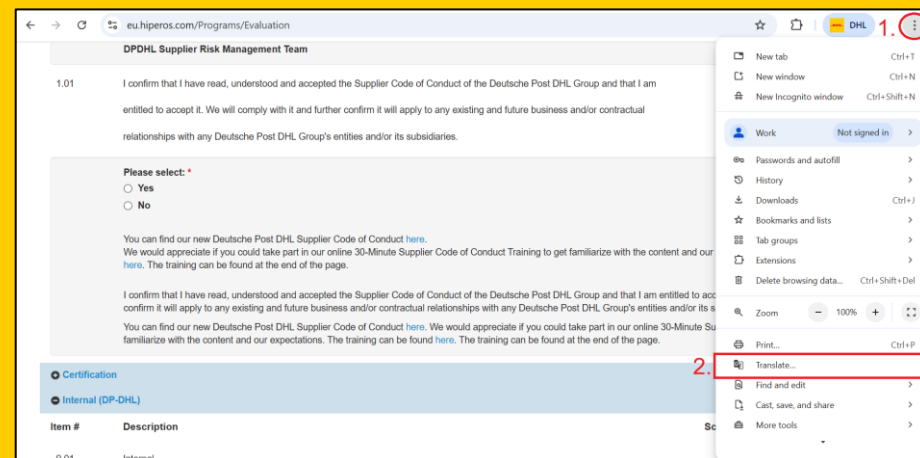
1. افتح قائمة المتصفح في الزاوية العلوية اليمنى.
2. حدد ترجمة لفتح نافذة الترجمة المنبثقة.

بالنسبة إلى Google Chrome (على اليسار):

3. في النافذة المنبثقة، حدد اختيار لغة أخرى واختار اللغة المفضلة لديك

لمايكروسوفت إيدج (على اليمين):

3. في النافذة المنبثقة، اختر لغتك المفضلة لديك





3. الإجابة على أسئلة التقييم

تمت ترجمة هذا العرض التقديمي باستخدام الذكاء الاصطناعي.

الإجابة على أسئلة التقييم

قم بتسجيل الدخول إلى أداة SHIELD باستخدام رابط تسجيل الدخول إلى بوابة R.Portال الموجود في بريدك الإلكتروني.

بعد تسجيل الدخول، سيتم توجيهك إلى لوحة التحكم الخاصة بك، والتي تعرض جميع التقييمات/الموافقات التي تتطلب منك اتخاذ إجراء

1. حدد علامة التبويب التقييمات لعرض القائمة الكاملة للتقييمات المعينة لك.

The screenshot displays the Coupa Risk Assess portal. The top section is a blue header with the Coupa logo and the text "Welcome to Coupa Risk Assess, your solution for third-party management." Below this is a "Sign In" section with fields for "User name" and "Password", and links for "Forgot username?" and "Forgot password?". To the right of the sign-in section is a "COUPA BUSINESS SPEND MANAGEMENT" section with a description of the platform and a "RESOURCES" section with a link to "Learn more at Coupa University."

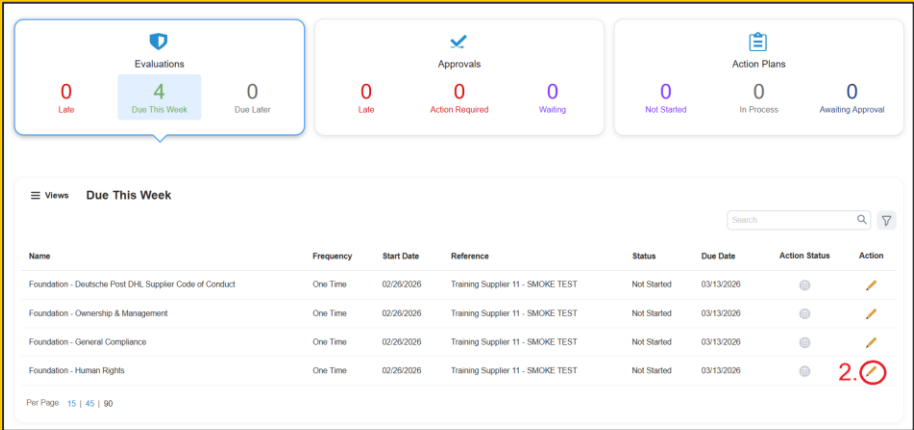
Below the sign-in section is a "DHL Group PRODUCTION !" banner. The main dashboard area shows "Workspaces: R.Portal" and "Last Login: 3/10/2026 4:22 AM". The "Action Items" section is highlighted with a red box and a red "1." next to it. It contains three cards: "Evaluations" with a shield icon, "Approvals" with a checkmark icon, and "Action Plans" with a clipboard icon. Each card shows a summary of items: "Evaluations" has 0 Late, 4 Due This Week, and 0 Due Later; "Approvals" has 0 Late, 0 Action Required, and 0 Waiting; "Action Plans" has 0 Not Started, 0 In Process, and 0 Awaiting Approval.

الإجابة على أسئلة التقييم

تعرض لوحة التحكم هذه جميع التقييمات التي تنتظر إجراءك. في هذا المثال، هناك 4 تقييمات معلقة.

يمكنك أيضًا عرض حالة كل تقييم وتاريخ استحقاقه على هذه الصفحة.

2. لفتح تقييم (على سبيل المثال المؤسسة - حقوق الإنسان في هذه الحالة)، انقر على أيقونة القلم الرصاص في عمود الإجراءات.



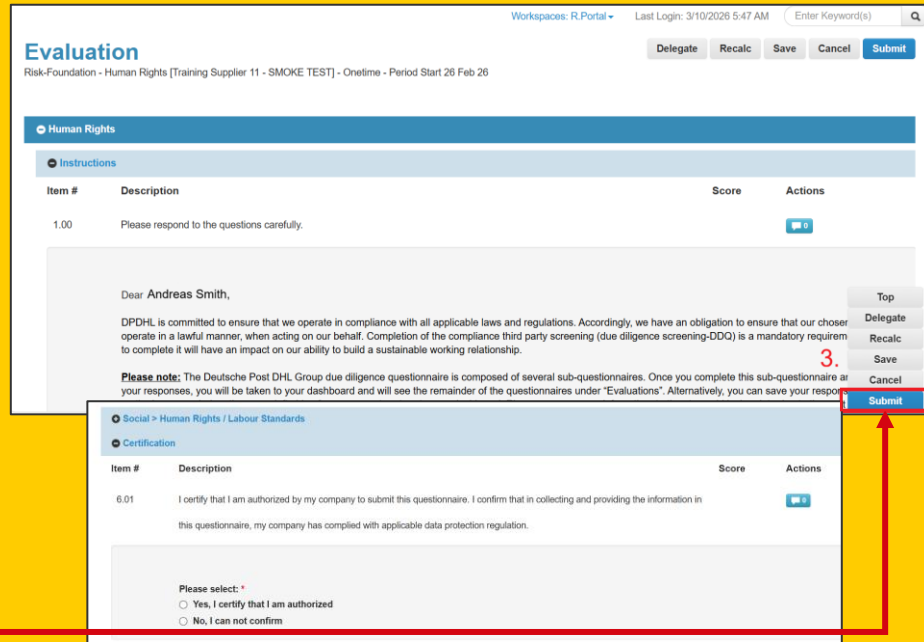
الإجابة على أسئلة التقييم

بعد تحديد رمز القلم الرصاص، سيعرض النظام صفحة التقييم التفصيلية للتقييم. إذا لم تكن أنت الشخص المسؤول المعين لإكمال التقييم المحدد داخل مؤسستك، فلديك خيار تفويضه إلى الشخص المسؤول المعني. يتم توفير إرشادات مفصلة لعملية التفويض في القسم التالي.

إذا كنت الشخص المناسب لإكمال الاستبيان بالنيابة عن مؤسستك، يرجى مراجعة كل بند في التقييم وتقديم إجاباتك.

بعد إكمال جميع الحقول المطلوبة، اختر "إرسال" لوضع اللمسات الأخيرة على إجاباتك وإرسالها إلى مجموعة DHL 

يرجى تكرار نفس الإجراء لجميع التقييمات المخصصة لك.



The screenshot shows the 'Evaluation' interface for 'Human Rights'. It includes a table with columns 'Item #', 'Description', 'Score', and 'Actions'. The first item is '1.00 Please respond to the questions carefully.' with a 'Submit' button. Below this is a section for 'Dear Andreas Smith,' with a paragraph of text and a '3. Submit' button. A red arrow points from the 'Submit' button in the 'Certification' section to the 'Submit' button in the 'Human Rights' section.

Evaluation
Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Overtime - Period Start 26 Feb 26

Workspaces: R Portal • Last Login: 3/10/2026 5:47 AM (Enter Keyword(s))

Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		Submit

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDG) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

Top Delegate Recalc Save Cancel Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		Submit

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. تفويض التقييمات إلى مستخدم آخر

تمت ترجمة هذا العرض التقديمي باستخدام الذكاء الاصطناعي.

تفويض التقييمات إلى مستخدم آخر

1. يمكنك تفويض تقييم إلى شخص مسؤول معين داخل مؤسستك عن طريق تحديد الزر تفويض.

بعد النقر فوق تفويض، ستظهر نافذة منبثقة للتأكيد.

2. من فضلك، حدد تأكيد للمتابعة إلى عملية التفويض.

Workspaces: RPortal Last Login: 3/10/2026 5:47 AM Enter Keyword(s) Q

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

1. Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as part of your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses on the home symbol on the upper left side of your screen to return to your dashboard. Please save your work from time to time to avoid losing data due to time out. To complete the process, you need to answer and submit each one of the sub-questionnaires. Please refrain from entering any text into the custom comment fields as this will not be saved.

1. Top Delegate Recalc Save Cancel Submit

Confirm Action

This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?

2. Confirm Cancel

تفويض التقييمات إلى مستخدم آخر

أثناء المتابعة، ستظهر صفحة تفويض التقييم . في هذه الصفحة، يمكنك إدخال تفاصيل الشخص الذي تتوي تفويض التقييم إليه.

- 3. يرجى تحديد الزر + لفتح نافذة جديدة حيث يمكنك إدخال الاسم الأول واسم العائلة وعنوان البريد الإلكتروني للمستخدم المعين.
- 4. بمجرد تقديم جميع المعلومات المطلوبة، يرجى النقر فوق إنشاء مستخدم للمتابعة.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

Comme

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel Create User

4.

تفويض التقييمات إلى مستخدم آخر

بعد إدخال التفاصيل، سيكون اسم المستخدم وعنوان البريد الإلكتروني متاحين للاختيار.

5. يرجى تقديم أي ملاحظات ذات صلة توضح سبب تفويض التقييم.

6. انقر فوق **تفويض** لإكمال عملية التفويض.

عند نجاح التفويض، ستتلقى رسالة تأكيد بالبريد الإلكتروني.

سيطلب من المستخدم الذي فوضت إليه التقييم إكمال عملية تسجيل حساب SHIELD القياسية (راجع القسم الخاص بكل منها).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

×

+

Group

Comments

5.

* Please enter why you are submitting this delegation.

6.

Top

Back

Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer
This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.



5. إضافة مورد رئيسي/ممثل مورد جديد

تمت ترجمة هذا العرض التقديمي باستخدام الذكاء الاصطناعي.

إضافة مورد رئيسي جديد للموردين

في قسم الملكية والإدارة من استبياناتنا، يرجى اتباع الخطوات أدناه لكل بند ذي صلة (على سبيل المثال، إضافة المدير الإداري/المدير العام/الرئيس التنفيذي أو المدير المالي/المسؤول المالي):

1. حدد إضافة مدير مورد جديد لإدخال التفاصيل المطلوبة.

Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 0 No items to display Add New Supplier Principal Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 0 No items to display Add New Supplier Principal Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

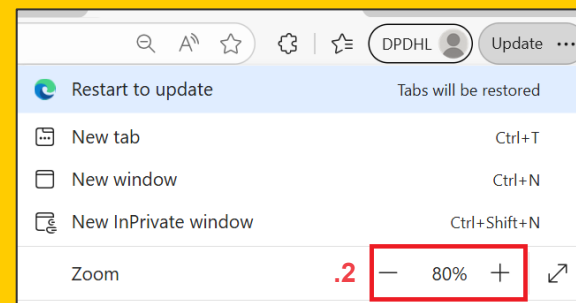
إضافة مورد رئيسي جديد للموردين

بعد اختيار "إضافة مدير مورد جديد"، ستظهر نافذة منبثقة تطلب منك التفاصيل الشخصية:

2. إذا كانت النافذة المنبثقة الكاملة، بما في ذلك زر إنشاء، غير مرئية على شاشتك، فاضبط مستوى تكبير المتصفح إلى 80% - 90% باستخدام عناصر التحكم في التكبير في متصفحك (انظر المثال على اليمين).

3. قدم على الأقل جميع المعلومات المطلوبة في الحقول الإلزامية.

4. بمجرد اكتمال جميع الحقول الإلزامية، انقر فوق إنشاء لإضافة مدير المورد الجديد.



Create Supplier Principal

3. First Name *

Last Name *

Middle Name

Title

Email

Phone

Extension

Percent of Ownership *

0.00

4. Cancel Create



6. إعادة تعيين كلمة المرور

تمت ترجمة هذا العرض التقديمي باستخدام الذكاء الاصطناعي.

إعادة تعيين كلمة المرور

في حال كنت بحاجة إلى إعادة تعيين كلمة المرور الخاصة بك:

1. انتقل إلى صفحة تسجيل الدخول **SHIELD** وانقر فوق هل نسيت كلمة المرور؟

2. أدخل اسم المستخدم (عادةً عنوان بريدك الإلكتروني) وانقر فوق متابعة

إعادة تعيين كلمة المرور

ستتلقى رسالة بريد إلكتروني.

3. انقر على الرابط الموجود في البريد الإلكتروني

4. أجب عن سؤال الأمان الذي قمت بإنشائه عند إعداد حسابك وانقر فوق متابعة

تنتهي صلاحية روابط إعادة تعيين كلمة المرور بعد 24 ساعة. إذا انتهت صلاحية الرابط الخاص بك ولم تتمكن من متابعة إعادة تعيين كلمة المرور، يُرجى إعادة تشغيل العملية مرة أخرى من الخطوة 1.



Your Coupa Risk Assess Password reset request

Dear **Andreas Smith**,

You recently requested a password reset for your Coupa Risk Assess account.

To change your password, click below or paste the password link into your browser.

https://eu.hiperos.com/External/_si7314?xS=z83wBpyBrLYR%2BD0MHhWOwVX8TqPaY9qMd%2BYBpSCEFooBe9LrOCM4ewTgZhg5haYzky6c%2BQBBmrgSQOH6xF2emvJ9eujv5nvweVr%2F3kGGPA2u4QXooNy65ydGpf%2FwcfIMR708fqUgllpwrlxDq1oXXNh4DMKJADREbOCekFckzBdnZq7wzVb%2FxfEyBj0rmwmsZLK0YGvRokU%3D

3.

If you have any questions please contact Shield@dhl.com.



Answer your security question

4.

Where is my favorite city?

Continue

إعادة تعيين كلمة المرور

يمكنك بعد ذلك إنشاء كلمة مرور جديدة.

3. بعد إدخال كلمة المرور الجديدة وتأكيدھا، انقر فوق متابعة لإنهاء عملية إعادة التعيين



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Confirm New Password

Continue

5.



Business Spend Management

شكراً لك



في حال واجهتك أي صعوبة في تسجيل الدخول إلى النظام أو أي مشاكل أخرى متعلقة بالأداة،
يرجى إرسال بريد إلكتروني إلى Shield@dhl.com.

神盾风险管理工具

用户帮助指南

本演示文稿采用人工智能技术进行翻译。



目录

- 1 [账户注册](#)
- 2 [语言设置](#)
- 3 [回答评估问题](#)
- 4 [将摊款委托给其他用户](#)
- 5 [添加新的供应商负责人/代表](#)
- 6 [密码重置](#)





1. 账户注册

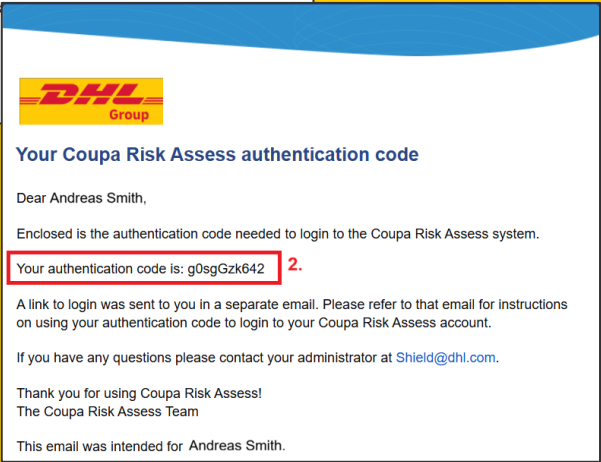
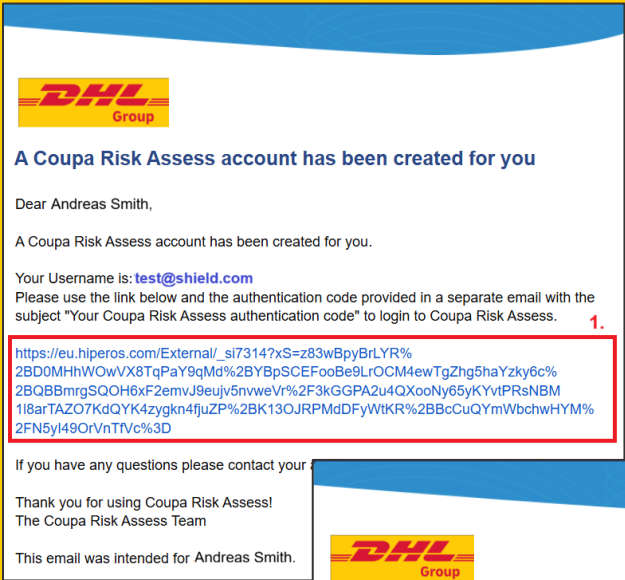
本演示文稿采用人工智能技术进行翻译。

账户注册

一旦您的组织被选中进行第三方筛选，您将分别收到两封邮件：

- 1. 创建帐户： 这封电子邮件将确认您已创建神盾帐户，并提供您的用户名
- 2. 身份验证详细信息： 此电子邮件包含您的 Coupa 风险评估身份信息

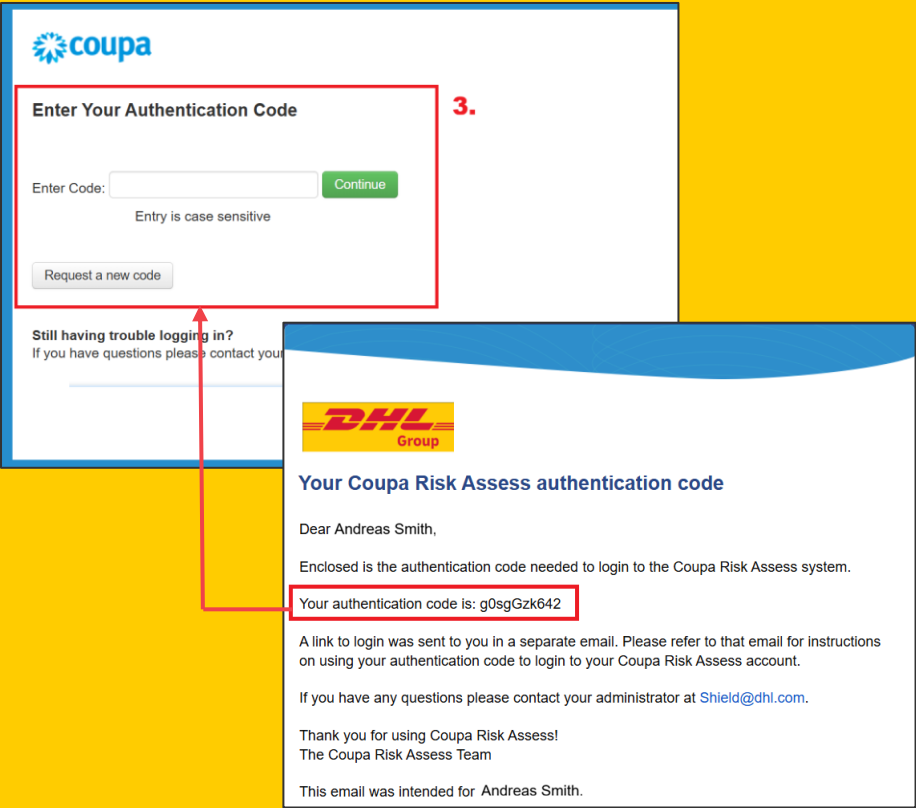
收到这些电子邮件后，请核实您是否为收件人。确认后，点击账户创建电子邮件中提供的链接。



账户注册

3. 点击第一封邮件中的验证链接后，您将被转到一个请求验证码的页面。

请从"验证详细信息"电子邮件中输入验证码，然后单击"继续"继续。



账户注册

输入验证码后，系统会提示您设置一个安全问题：

- 4. 从下拉菜单中选择您喜欢的安全问题，然后单击 "继续 " 继续操作

确认选择后，系统将引导您创建一个新密码：

- 5. 请使用字母数字字符创建一个强大的密码，然后单击 "继续 "继续

4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

Continue Cancel

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ***** ✓

Continue

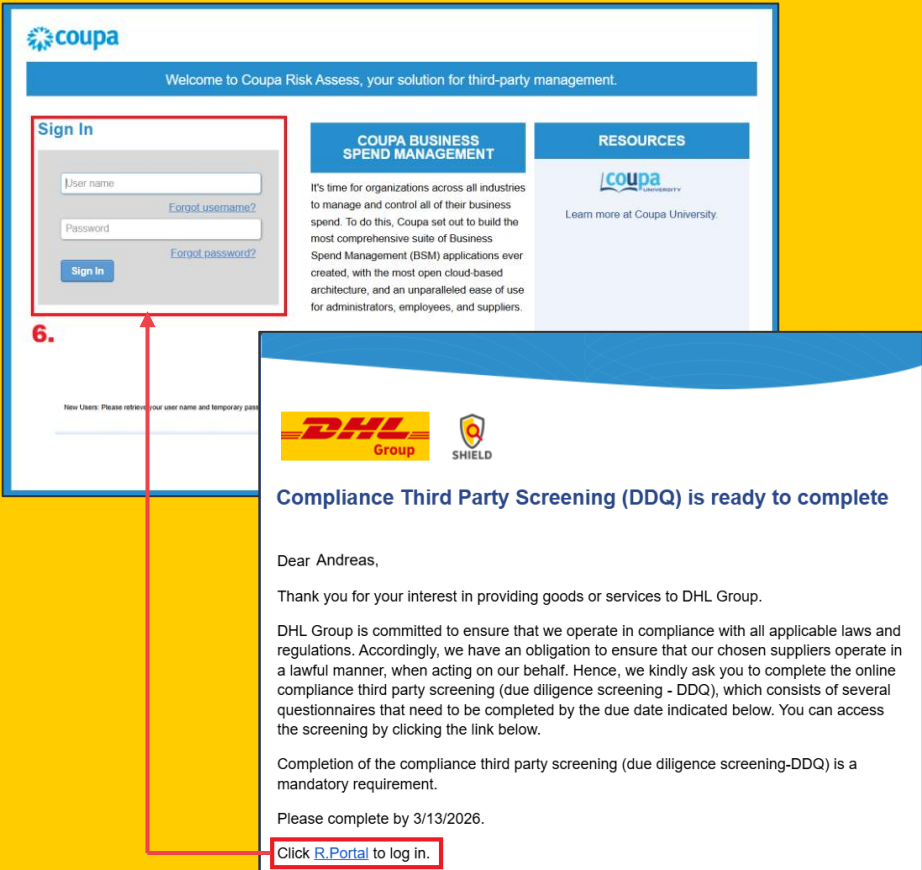
coupa
Business Spend Management

账户注册

设置登录凭据后，您将跳转到**登录门户**：

- 6. 使用您的电子邮件地址作为用户名，并使用您在登录神盾局工具时创建的密码。

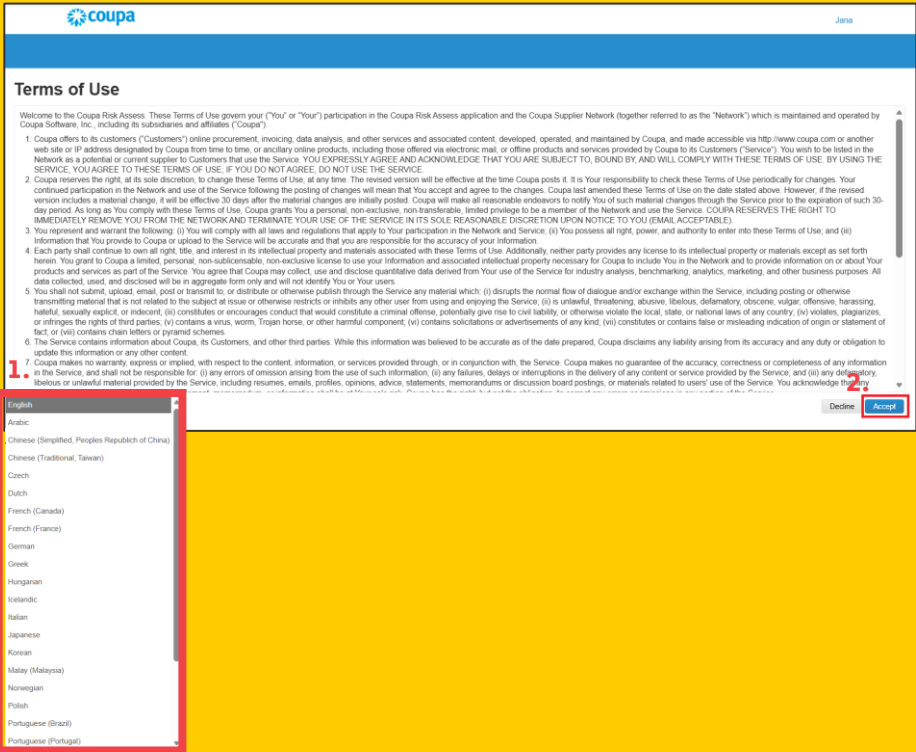
您也可以使用 Coupa Risk Access**第三封**电子邮件 中提供的链接访问登录门户。



账户注册

登录后， 您将进入 "使用条款" 页面。

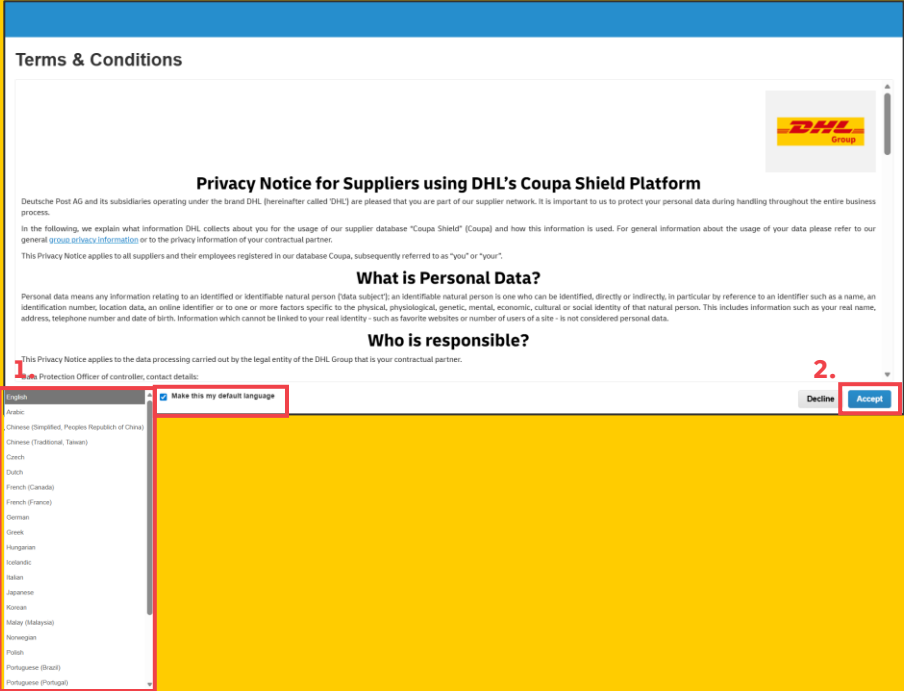
- 1. 您可以从下拉菜单中选择自己喜欢的语言来查看条款和条件。
- 2. 完成审核后， 请单击 "接受" 继续。



账户注册

接受使用条款后， 您将看到隐私声明。

- 1. 您可以从下拉菜单中选择自己喜欢的语言来查看隐私信息。如果您愿意， 还可以勾选复选框， 将所选语言设置为默认语言。
- 2. 完成审核后， 请单击 "接受" 继续。





2.语言设置

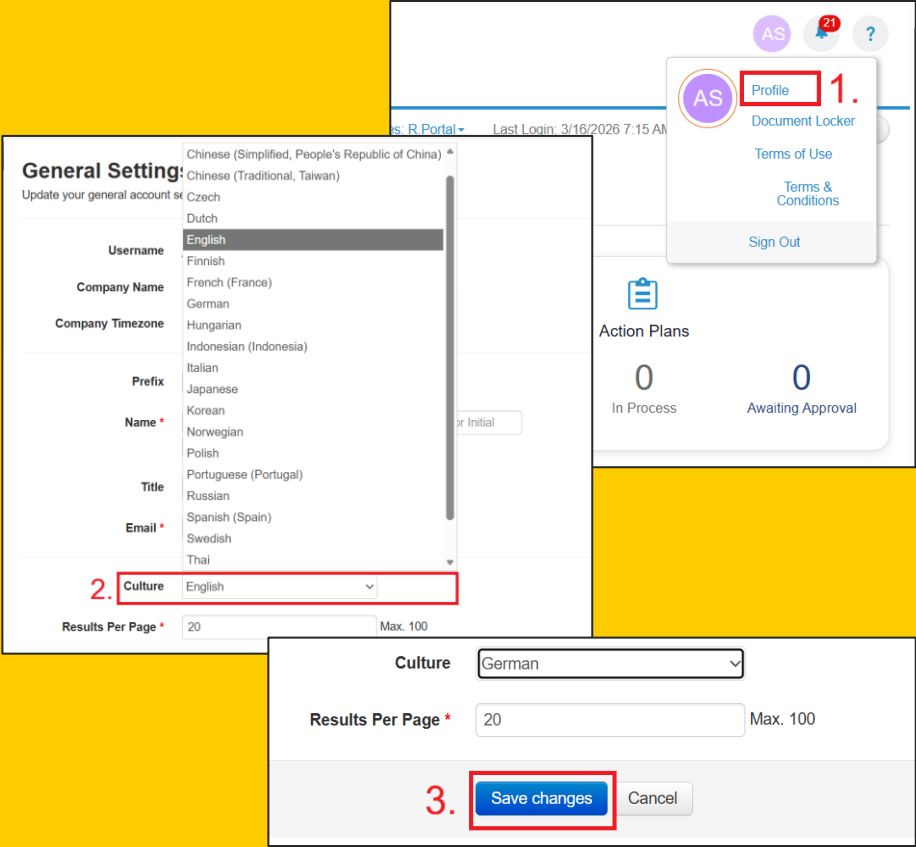
本演示文稿采用人工智能技术进行翻译。

语言设置

神盾系统提供多种界面语言选择。更改系统语言：

- 1. 单击右上角您的姓名并选择 "个人资料"
- 2. 在 "常规设置 "中， 点击 "文化"， 选择您喜欢的语言。
- 3. 单击**保存更改** 设置新语言

 如果您的语言无法使用， 可以使用浏览器的内置翻译功能（见下一张幻灯片）。



语言设置

某些语言有多个选项。如果您希望将系统语言更改为这些语言中的任何一种，**请仅**选择以下选项，**以确保系统和所有问卷均以您所需的语言显示**：

如果适用于您，请 仅 选择以下语言之一：

- 西班牙语（西班牙）
- 法语（法国）
- 印度尼西亚语
- 葡萄牙语
- 越南语（越南）
- 中文（简体）
- 中文（繁体，台湾）

请不要 请勿 选择以下语言之一：

- 西班牙语
- 法语（加拿大）
- 印尼语
- 葡萄牙语（巴西）
- 越南语
- 中文（香港特别行政区）

语言设置

SHIELD 上有以下语言版本的调查问卷：

- 英语
- 阿拉伯语
- 中文（简体）
- 中文（繁体，台湾）
- 捷克语
- 荷兰语
- 芬兰语
- 法语（法国）
- 德国
- 匈牙利语
- 印度尼西亚语
- 意大利语
- 日语
- 韩语
- 波兰语
- 葡萄牙语
- 俄罗斯
- 西班牙语（西班牙）
- 瑞典语
- 泰语
- 土耳其语
- 越南语（越南）
- 挪威语（仅限部分问卷）



如果您在神盾上选择任何其他语言选项 **只有**盾牌系统界面将以该语言显示。问卷和所有相关问题仍将使用英语。

语言设置： 浏览器翻译（谷歌浏览器/微软边缘浏览器）

如果神盾中没有您喜欢的语言，您可以使用 Google Chrome 或 Microsoft Edge 等现代浏览器的内置浏览器翻译功能：

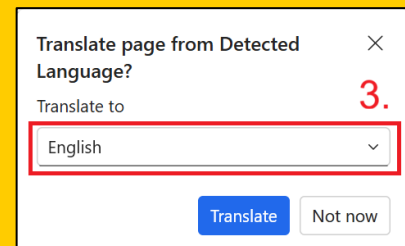
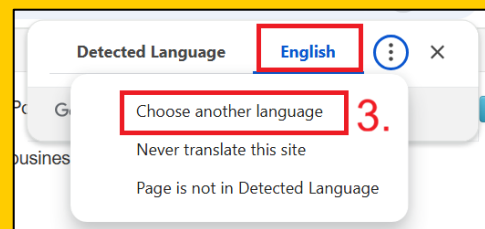
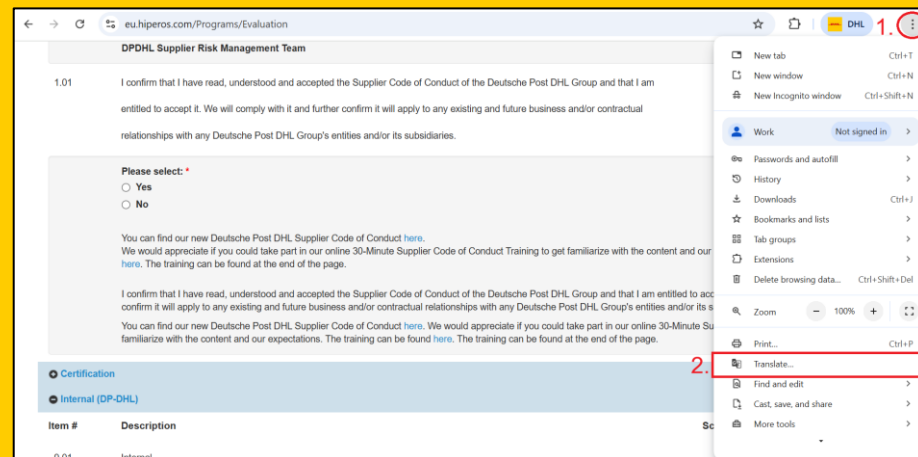
1. 打开右上角的浏览器菜单。
2. 选择 "翻译" 打开 "翻译" 弹出窗口。

谷歌浏览器（左侧）：

3. 在弹出的窗口中，选择 "选择其他语言"，然后选择您喜欢的语言

Microsoft Edge（右侧）：

3. 在弹出的窗口中，选择您喜欢的语言





3.回答评估问题

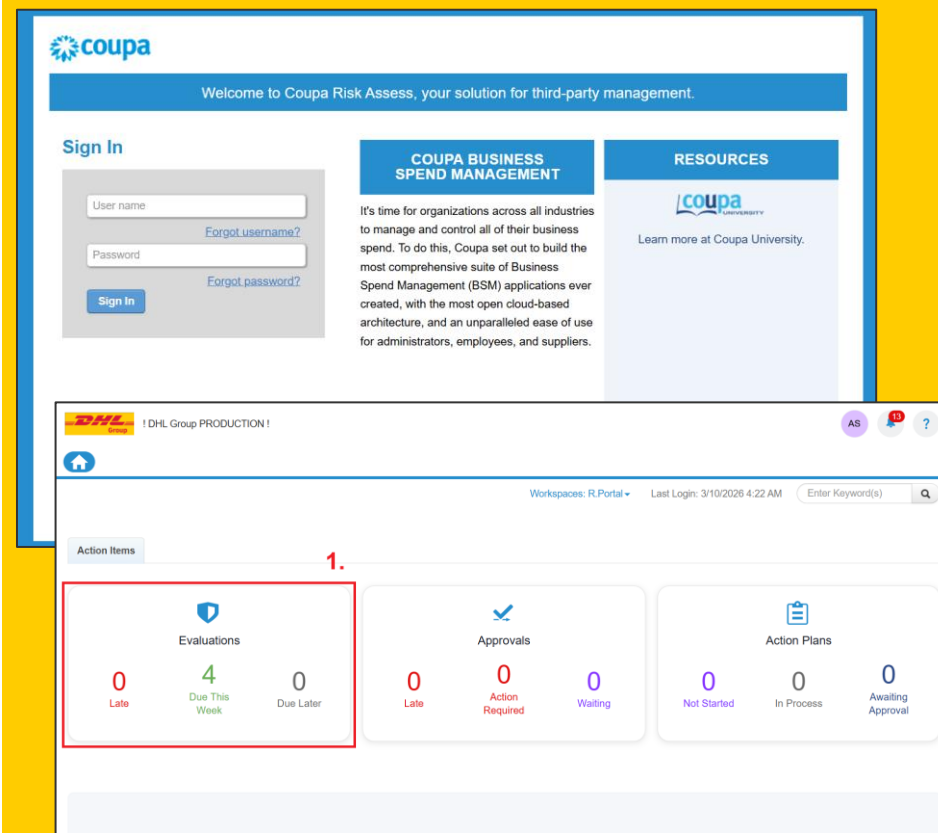
本演示文稿采用人工智能技术进行翻译。

回答评估问题

使用电子邮件中提供的**R.Portal** 登录链接登录 SHIELD 工具。

登录后，您将进入**"控制面板"**，显示所有需要您采取行动的评估/批准情况

1. 选择**"评估"**选项卡，查看分配给您的评估的完整列表。

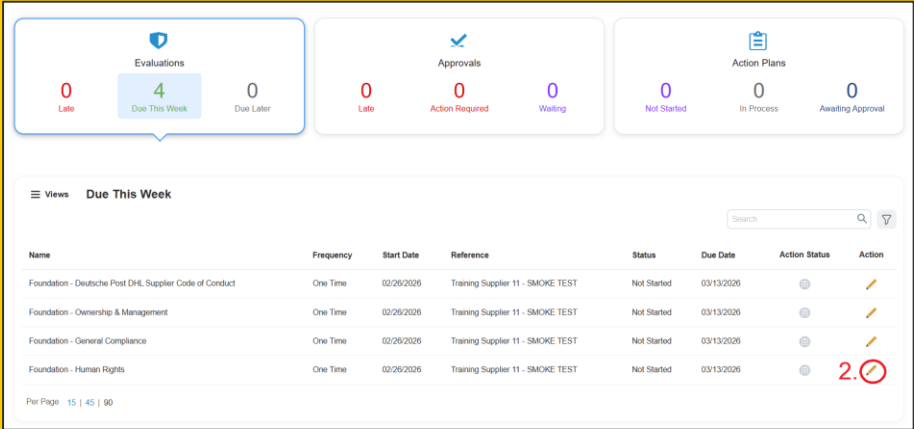


回答评估问题

该仪表板显示等待您采取行动的所有评估。在本例中，有4项评估 待定。

您还可以在此页面查看每项评估的状态和截止日期。

- 2. 要打开一项评估（如本例中的基金会--人权）， 请单击操作栏中的铅笔图标。



回答评估问题

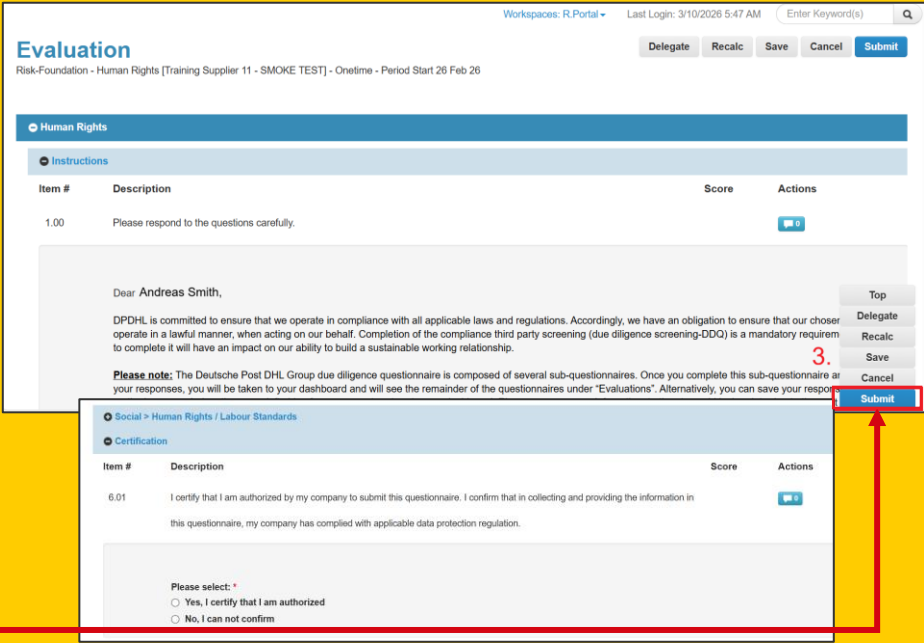
选择铅笔图标后，系统将显示详细的评估页面。如果您不是贵组织内完成特定评估的**指定负责人**，您可以选择**委托**相关负责人完成评估。有关授权程序的详细指导见。

如果您是代表贵组织填写问卷的正确人选，请查看评估中的每个项目并提供您的答复。

请对分配给您的所有评估重复相同的程序。



填写完所有必填字段后，选择 **"提交"**以最终确定并向 DHL 集团提交您的答案





4.将评估委托给另一位用户

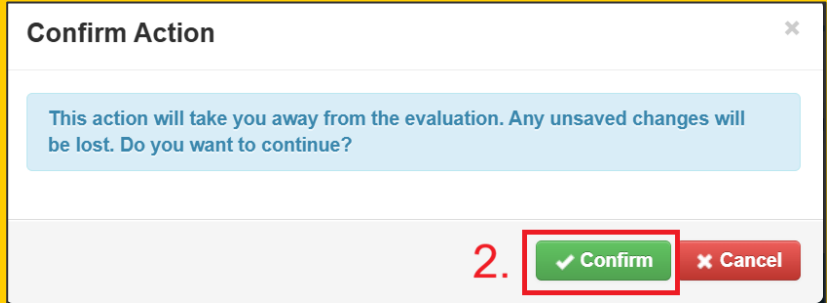
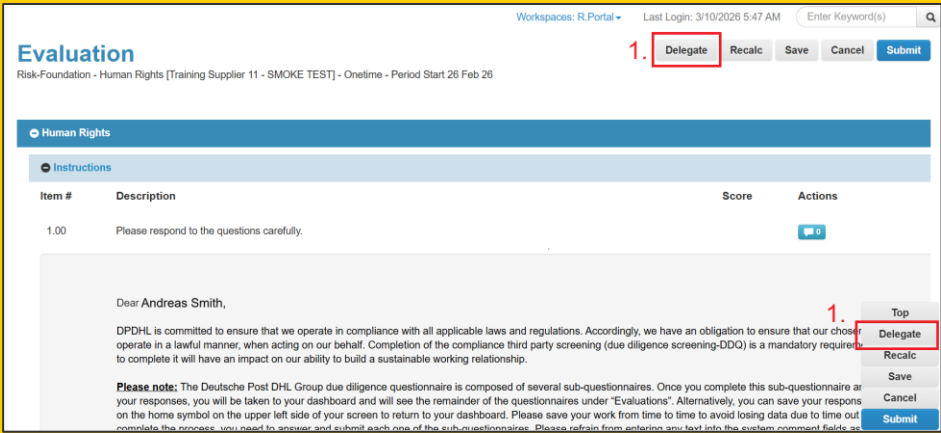
本演示文稿采用人工智能技术进行翻译。

将摊款委托给另一用户

1. 您可以选择 "委托 "按钮， 将评估委托给组织内指定的负责人。

点击 "委托 "后， 会弹出一个确认窗口。

2. 请选择 "确认 " 进入授权程序。



将摊款委托给 另一用户

继续，将出现 "评估授权 "页面 。在此页面，您可以输入您打算委托评估的个人的详细信息。

- 3. 请选择+ 按钮 打开一个新窗口，在此输入指定用户的名、姓和电子邮件地址。
- 4. 提供所有必要信息后，请单击 "创建用户 "继续。

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User

 3.

☐ Group

Comments

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

john.doe@gmail.com

First Name *

John

Last Name *

Doe

Cancel

Create User

将摊款委托给另一用户

输入详细信息后，可选择用户名 和电子邮件地址。

- 5. 请提供相关备注，解释委托评估的原因。
- 6. 单击 "委托" 完成委托过程。

授权成功后，您将收到一封确认电子邮件。

受您委托进行评估的用户需要完成标准的 SHIELD 帐户注册流程（请参阅 [各节](#)）。

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

×

+

Group

Comments

* Please enter why you are submitting this delegation.

5.

6.

Top

Back

Delegate

DHL

Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.



5.增加新的供应商负责人/代表

本演示文稿采用人工智能技术进行翻译。

添加新的供应商负责人

在问卷的所有权和管理部分，请按照以下步骤填写每个相关项目（例如，添加常务董事/总经理/首席执行官或财务总监/首席财务官）：

- 1. 选择**添加新供应商负责人**，输入所需详细信息。

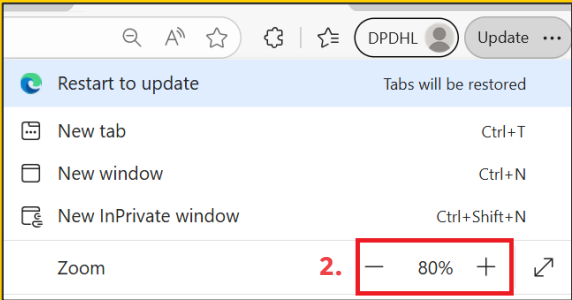
Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 0 No items to display  1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 0 No items to display  1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

添加新的供应商负责人

选择 "添加新供应商负责人 "后， 会弹出一个窗口， 要求提供个人详细信息：

- 2. 如果在屏幕上看不到弹出的完整窗口， 包括创建 按钮， 请使用浏览器的缩放控件将浏览器缩放级别调整到**80%-90%**（见右侧示例）。
- 3. 至少提供必填字段中要求的所有信息。
- 4. 完成所有必填字段后， 单击 "创建 "添加新的供应商负责人。



Create Supplier Principal

3. First Name *

Last Name *

Middle Name

Title

Email

Phone

Extension

Percent of Ownership *

0.00

4. Create



6.重置密码

本演示文稿采用人工智能技术进行翻译。

密码重置

如果您需要重置密码：

1. 导航至 [SHIELD 登录页面](#) 并单击忘记密码？
2. 输入您的用户名（通常是您的电子邮件地址），然后单击继续

The image shows the Coupa Risk Assess login interface. The main page has a 'Sign In' section with fields for 'User name' and 'Password', and a 'Forgot password?' link highlighted with a red box. To the right, there are sections for 'COUPA BUSINESS SPEND MANAGEMENT' and 'RESOURCES'. Below the main page, a modal titled 'Forgot Password?' is displayed. This modal contains instructions, a 'User Name:' input field with a red border, a green 'Continue' button, and a 'Return to Login' button. Below this is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the modal, it says 'If you don't know your User Name, click [Forgot Username?](#)'.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name [Forgot username?](#)

Password [Forgot password?](#)

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

[coupa](#) University

Learn more at Coupa University.

Forgot Password?

- Verify you're entering the correct user name
- Passwords are case sensitive, so ensure you don't have caps lock enabled

If you still can't log in, enter your user name to reset your password

User Name: [Continue](#) [Return to Login](#)

2.

☐ I'm not a robot

reCAPTCHA Privacy - Terms

If you don't know your User Name, click [Forgot Username?](#)

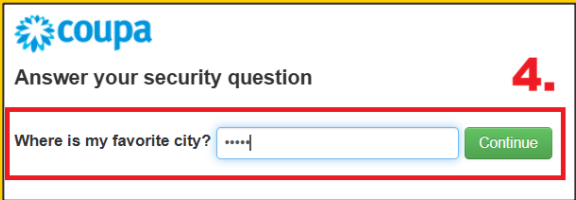
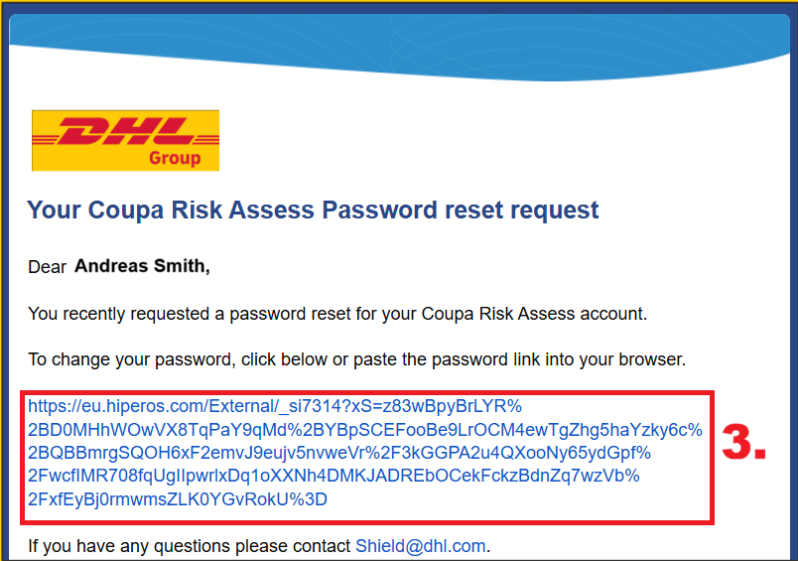
密码重置

您将收到一封电子邮件。

- 3. 点击电子邮件中的链接
- 4. 回答您在设置账户时创建的安全问题，然后单击继续



密码重置链接在 24 小时后失效。如果链接过期，无法继续密码重置，请从**步骤 1**重新开始。



密码重置

然后您可以创建一个新密码。

3. 输入并确认新密码后，单击 "继续" 完成重置



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

谢谢



如果您在登录系统时遇到任何困难或其他与工具相关的问题，请发送电子邮件至 **Shield@dhl.com**。



神盾风险管理工具

用户帮助指南

本演示文稿采用人工智能技术进行翻译。



目录

- 1 [账户注册](#)
- 2 [语言设置](#)
- 3 [回答评估问题](#)
- 4 [将摊款委托给其他用户](#)
- 5 [添加新的供应商负责人/代表](#)
- 6 [密码重置](#)





1. 账户注册

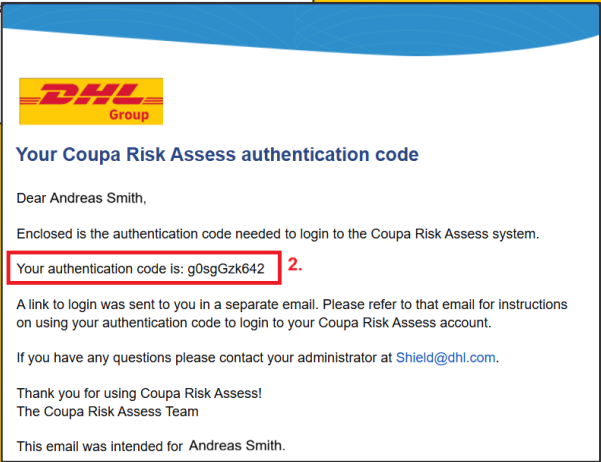
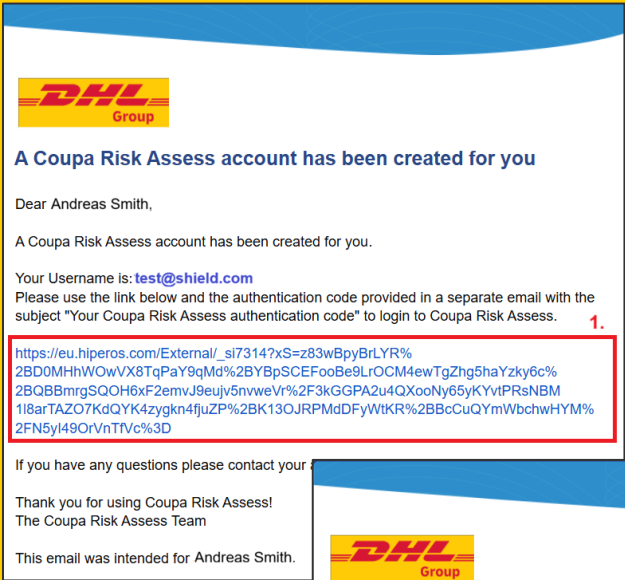
本演示文稿采用人工智能技术进行翻译。

账户注册

一旦您的组织被选中进行第三方筛选，您将分别收到两封邮件：

- 1. 创建帐户： 这封电子邮件将确认您已创建神盾帐户，并提供您的用户名
- 2. 身份验证详细信息： 此电子邮件包含您的 Coupa 风险评估身份信息

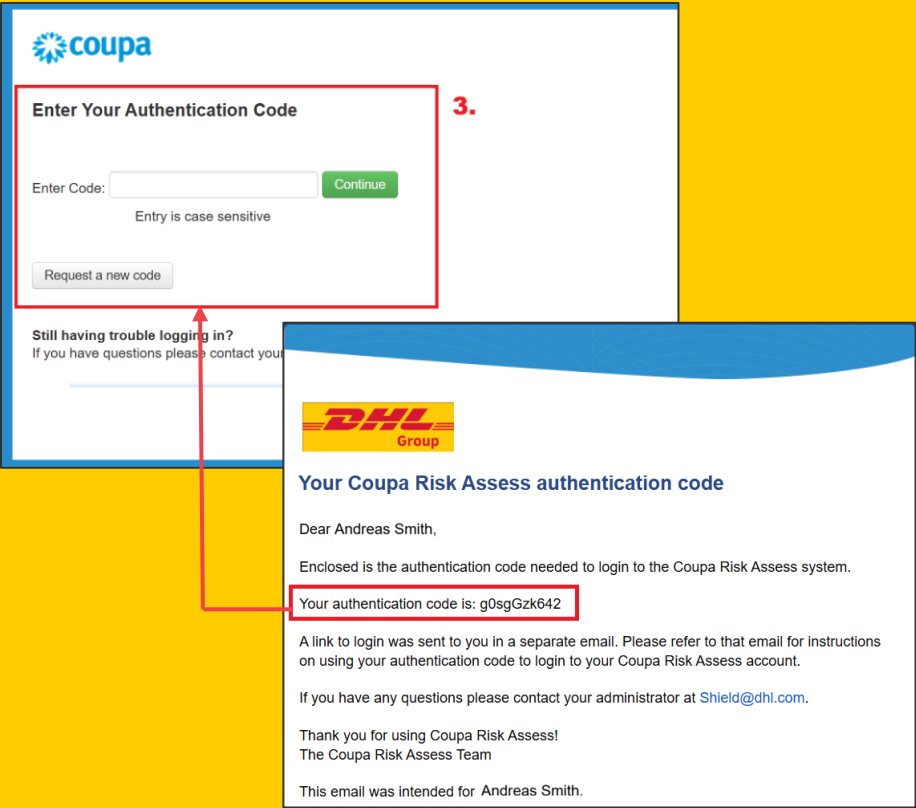
收到这些电子邮件后，请核实您是否为收件人。确认后，点击账户创建电子邮件中提供的链接。



账户注册

3. 点击第一封邮件中的验证链接后，您将被转到一个请求验证码的页面。

请从"验证详细信息"电子邮件中输入验证码，然后单击"继续"继续。



账户注册

输入验证码后，系统会提示您设置一个安全问题：

- 4. 从下拉菜单中选择您喜欢的安全问题，然后单击 "继续 " 继续操作

确认选择后，系统将引导您创建一个新密码：

- 5. 请使用字母数字字符创建一个强大的密码，然后单击 "继续 "继续

coupa

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

Continue Cancel

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

coupa

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, ?, #, %...).

Confirm New Password ***** ✓

Continue

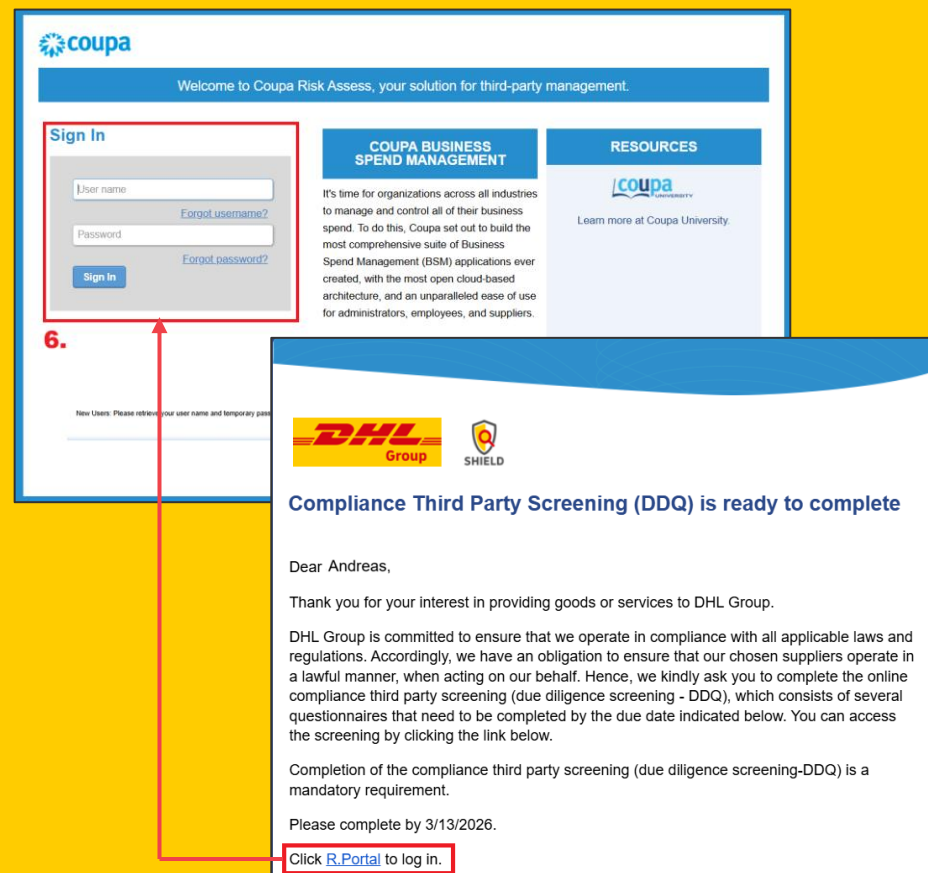
coupa
Business Spend Management

账户注册

设置登录凭据后，您将跳转到**登录门户**：

- 使用您的电子邮件地址作为用户名，并使用您在登录神盾局工具时创建的密码。

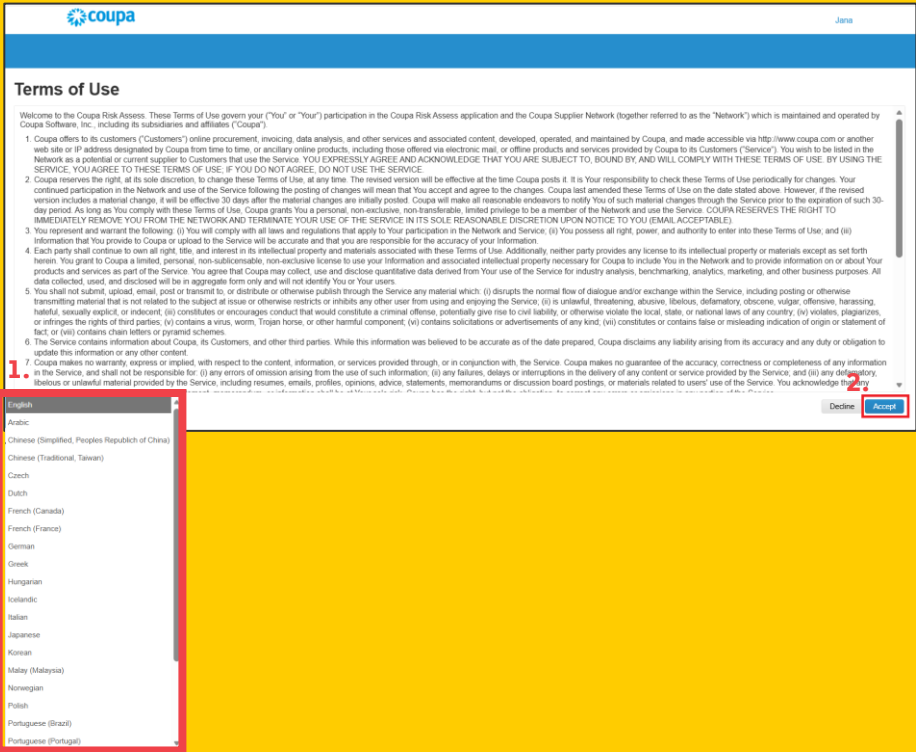
您也可以使用 Coupa Risk Access**第三封**电子邮件 中提供的链接访问登录门户。



账户注册

登录后， 您将进入 "使用条款" 页面。

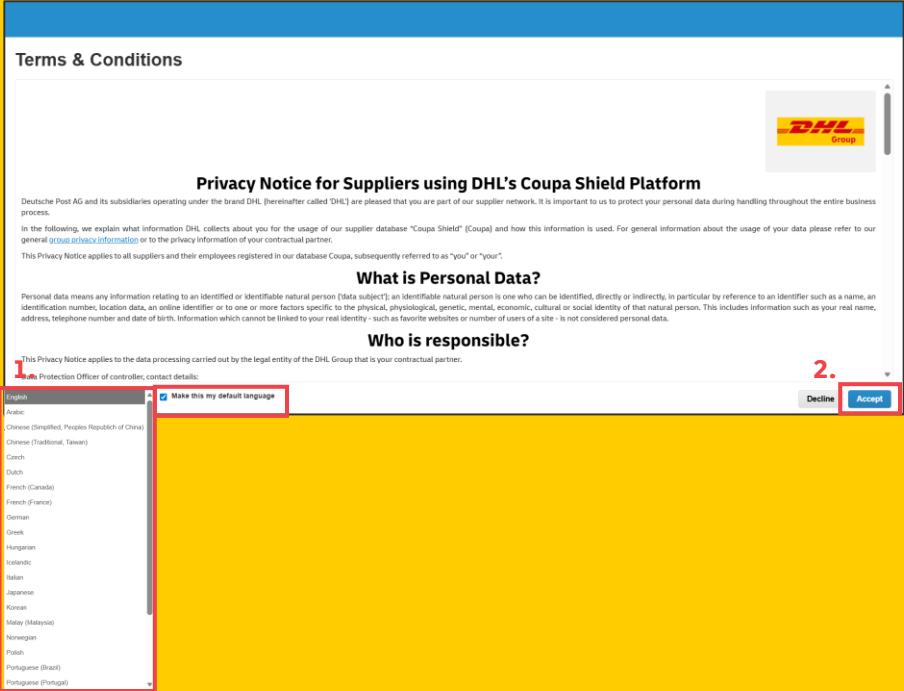
- 1. 您可以从下拉菜单中选择自己喜欢的语言来查看条款和条件。
- 2. 完成审核后， 请单击 "接受" 继续。



账户注册

接受使用条款后， 您将看到隐私声明。

- 1. 您可以从下拉菜单中选择自己喜欢的语言来查看隐私信息。如果您愿意， 还可以勾选复选框， 将所选语言设置为默认语言。
- 2. 完成审核后， 请单击 "接受" 继续。





2.语言设置

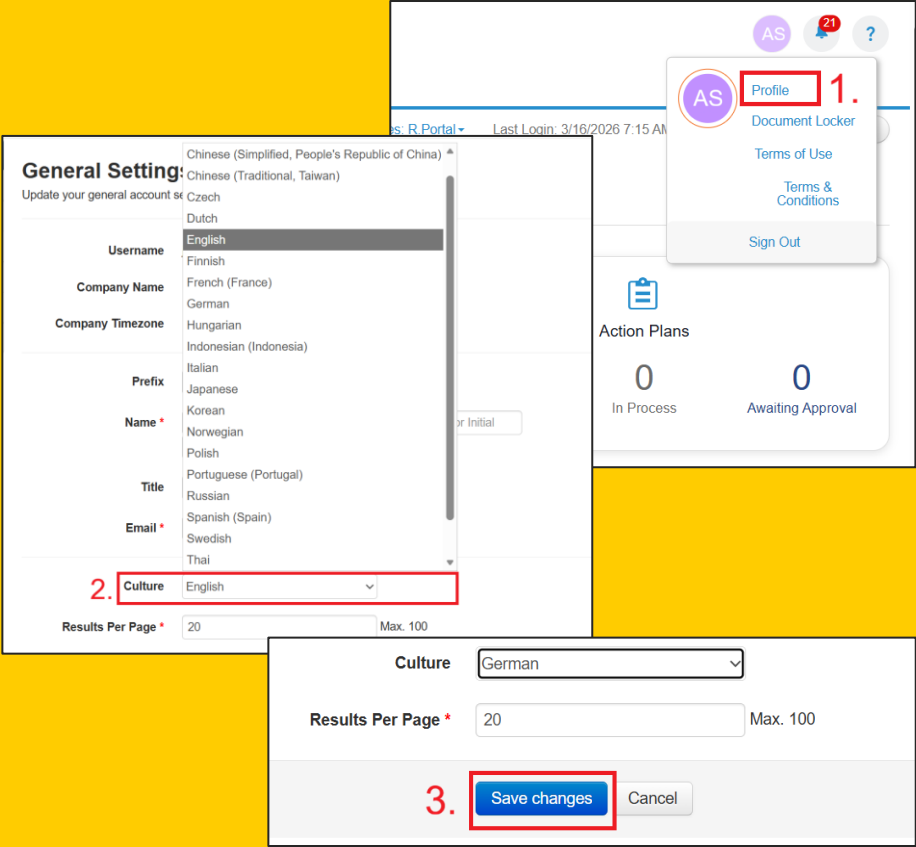
本演示文稿采用人工智能技术进行翻译。

语言设置

神盾系统提供多种界面语言选择。更改系统语言：

- 1. 单击右上角您的姓名并选择 "个人资料"
- 2. 在 "常规设置 "中， 点击 "文化"， 选择您喜欢的语言。
- 3. 单击**保存更改** 设置新语言

 如果您的语言无法使用， 可以使用浏览器的内置翻译功能（见下一张幻灯片）。



语言设置

某些语言有多个选项。如果您希望将系统语言更改为这些语言中的任何一种，**请仅**选择以下选项，**以确保系统和所有问卷均以您所需的语言显示**：

如果适用于您，请 仅 选择以下语言之一：

- 西班牙语（西班牙）
- 法语（法国）
- 印度尼西亚语
- 葡萄牙语
- 越南语（越南）
- 中文（简体）
- 中文（繁体，台湾）

请不要 请勿 选择以下语言之一：

- 西班牙语
- 法语（加拿大）
- 印尼语
- 葡萄牙语（巴西）
- 越南语
- 中文（香港特别行政区）

语言设置

SHIELD 上有以下语言版本的调查问卷：

- 英语
- 阿拉伯语
- 中文（简体）
- 中文（繁体，台湾）
- 捷克语
- 荷兰语
- 芬兰语
- 法语（法国）
- 德国
- 匈牙利语
- 印度尼西亚语
- 意大利语
- 日语
- 韩语
- 波兰语
- 葡萄牙语
- 俄罗斯
- 西班牙语（西班牙）
- 瑞典语
- 泰语
- 土耳其语
- 越南语（越南）
- 挪威语（*仅限部分问卷*）



如果您在神盾上选择任何其他语言选项 **只有** 盾牌系统界面将以该语言显示。问卷和所有相关问题仍将使用英语。

语言设置： 浏览器翻译（谷歌浏览器/微软边缘浏览器）

如果神盾中没有您喜欢的语言，您可以使用 Google Chrome 或 Microsoft Edge 等现代浏览器的内置浏览器翻译功能：

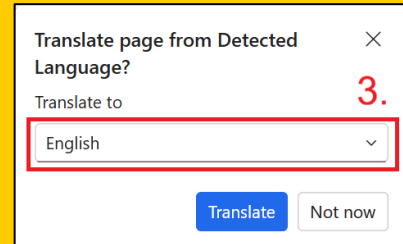
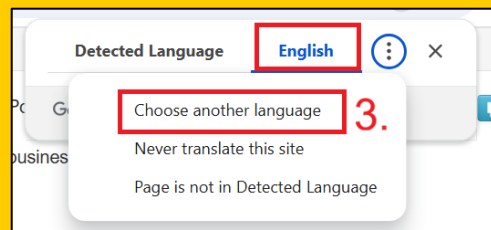
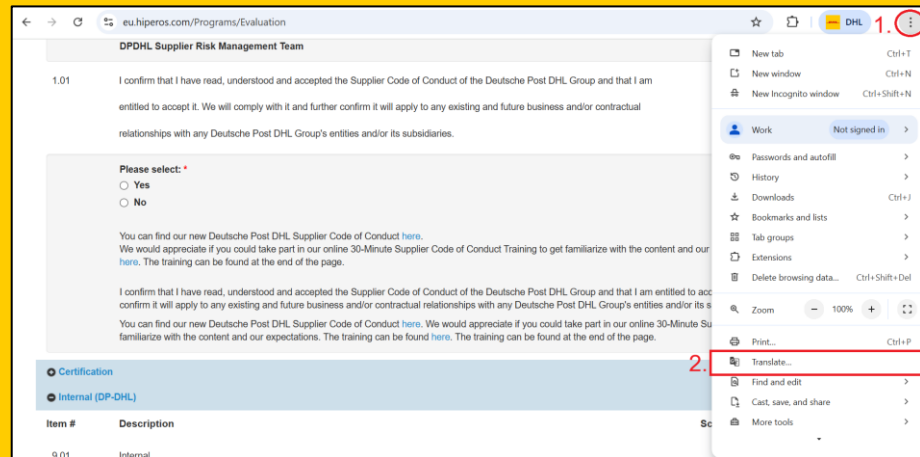
1. 打开右上角的浏览器菜单。
2. 选择 "翻译" 打开 "翻译" 弹出窗口。

谷歌浏览器（左侧）：

3. 在弹出的窗口中，选择 "选择其他语言"，然后选择您喜欢的语言

Microsoft Edge（右侧）：

3. 在弹出的窗口中，选择您喜欢的语言





3.回答评估问题

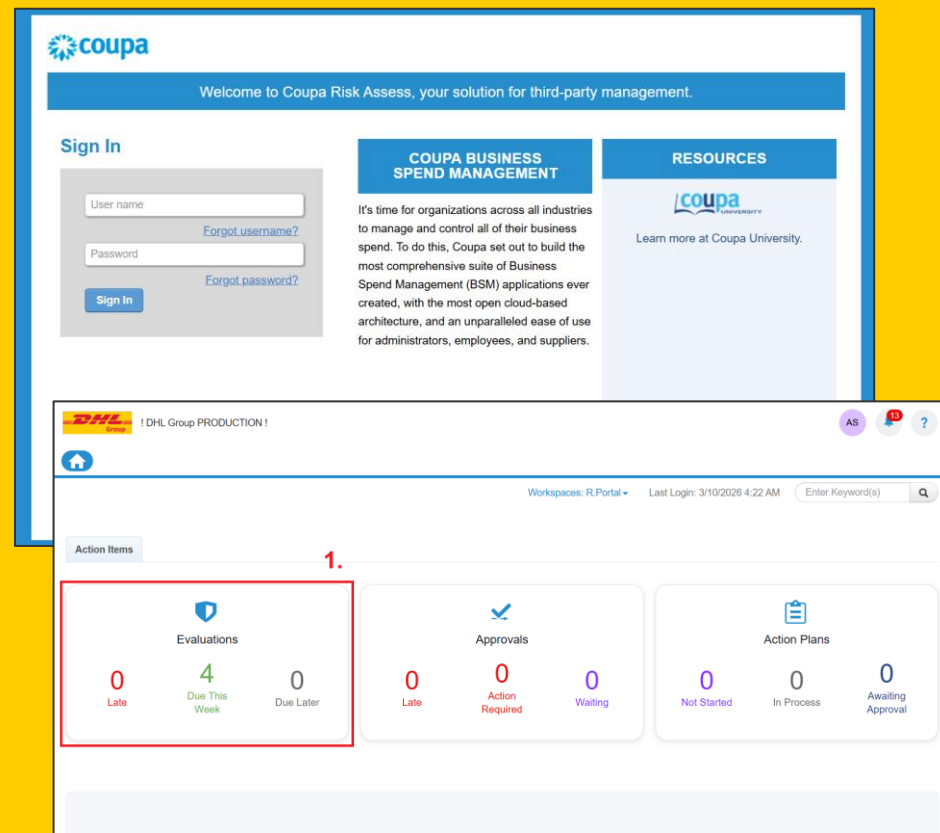
本演示文稿采用人工智能技术进行翻译。

回答评估问题

使用电子邮件中提供的**R.Portal** 登录链接登录 SHIELD 工具。

登录后，您将进入**"控制面板"**，显示所有需要您采取行动的评估/批准情况

1. 选择**"评估"**选项卡，查看分配给您的评估的完整列表。

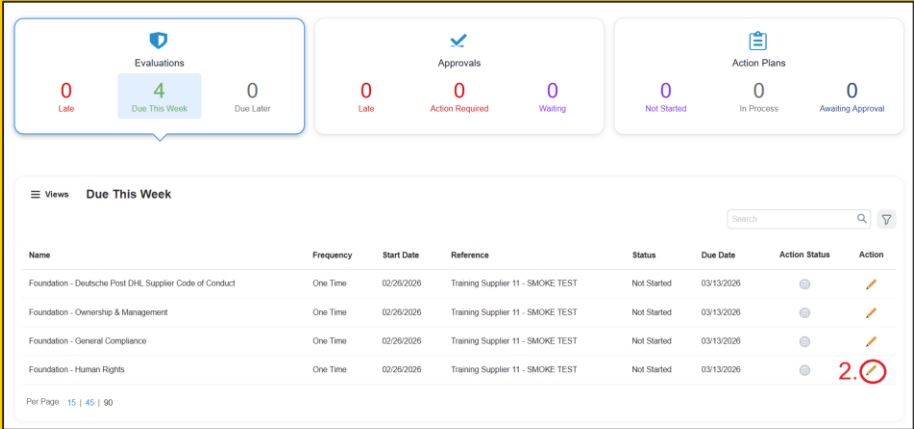


回答评估问题

该仪表板显示等待您采取行动的所有评估。在本例中，有4项评估 待定。

您还可以在此页面查看每项评估的状态和截止日期。

- 2. 要打开一项评估（如本例中的基金会--人权）， 请单击操作栏中的铅笔图标。



回答评估问题

选择铅笔图标后，系统将显示详细的评估页面。如果您不是贵组织内完成特定评估的**指定负责人**，您可以选择**委托**相关负责人完成评估。有关授权程序的详细指导见。

如果您是代表贵组织填写问卷的正确人选，请查看评估中的**每个项目**并提供您的答复。



填写完所有必填字段后，选择 **"提交"**以最终确定并向 DHL 集团提交您的答案

请对分配给您的所有评估重复相同的程序。

Workspaces: R PortalLast Login: 3/10/2026 5:47 AMEnter Keyword(s)

EvaluationRisk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

DelegateRecalcSaveCancelSubmit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

TopDelegateRecalcSaveCancelSubmit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4.将评估委托给另一位用户

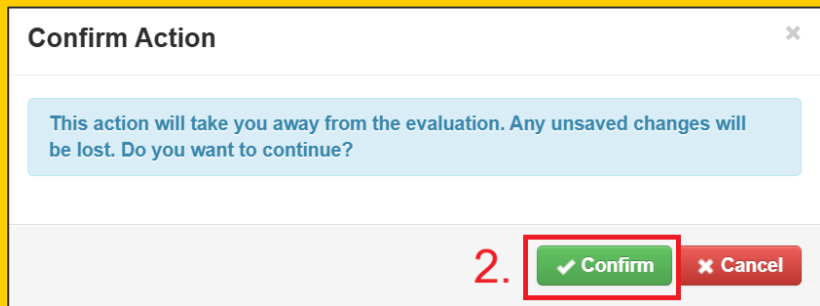
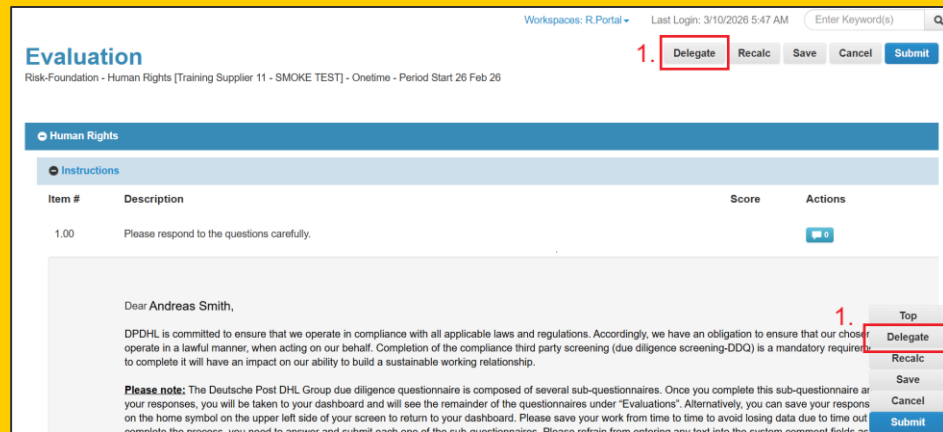
本演示文稿采用人工智能技术进行翻译。

将摊款委托给另一用户

1. 您可以选择 **"委托"** 按钮，将评估委托给组织内指定的负责人。

点击 **"委托"** 后，会弹出一个确认窗口。

2. 请选择 **"确认"** 进入授权程序。



将摊款委托给 另一用户

继续，将出现 "评估授权 "页面 。在此页面，您可以输入您打算委托评估的个人的详细信息。

- 3. 请选择+ 按钮 打开一个新窗口，在此输入指定用户的名、姓和电子邮件地址。
- 4. 提供所有必要信息后，请单击 "创建用户 "继续。

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

Comme

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel Create User

4.

将摊款委托给另一用户

输入详细信息后，可选择用户名 和电子邮件地址。

- 5. 请提供相关备注，解释委托评估的原因。
- 6. 单击 "委托" 完成委托过程。

授权成功后，您将收到一封确认电子邮件。

受您委托进行评估的用户需要完成标准的 SHIELD 帐户注册流程（请参阅 [各节](#)）。

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

×

+

Group

Comments

* Please enter why you are submitting this delegation.

5.

6.

Top

Back

Delegate

DHL

Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

DHL Group | SHIELD Help Guide | April 2026

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5.增加新的供应商负责人/代表

本演示文稿采用人工智能技术进行翻译。

添加新的供应商负责人

在问卷的所有权和管理部分，请按照以下步骤填写每个相关项目（例如，添加常务董事/总经理/首席执行官或财务总监/首席财务官）：

- 1. 选择**添加新供应商负责人**，输入所需详细信息。

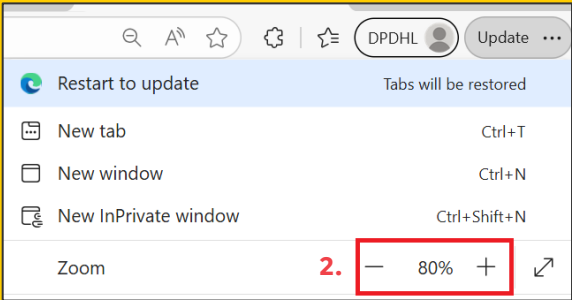
Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 0 No items to display  1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 0 No items to display  1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

添加新的供应商负责人

选择 "添加新供应商负责人 "后， 会弹出一个窗口， 要求提供个人详细信息：

- 2. 如果在屏幕上看不到弹出的完整窗口， 包括创建 按钮， 请使用浏览器的缩放控件将浏览器缩放级别调整到**80%-90%**（见右侧示例）。
- 3. 至少提供必填字段中要求的所有信息。
- 4. 完成所有必填字段后， 单击 "创建 "添加新的供应商负责人。

A screenshot of a "Create Supplier Principal" form. The form has a title bar and a list of input fields: "First Name", "Last Name", "Middle Name", "Title", "Email", "Phone", "Extension", and "Percent of Ownership". A red box highlights the entire form area, with a red "3." next to it. At the bottom right, there are "Cancel" and "Create" buttons. The "Create" button is highlighted with a red "4.".



6.重置密码

本演示文稿采用人工智能技术进行翻译。

密码重置

如果您需要重置密码：

1. 导航至 [SHIELD 登录页面](#) 并单击忘记密码？
2. 输入您的用户名（通常是您的电子邮件地址），然后单击继续

The image shows the Coupa Risk Assess login interface. The main page has a 'Sign In' section with fields for 'User name' and 'Password', and a 'Forgot password?' link highlighted with a red box. To the right, there are sections for 'COUPA BUSINESS SPEND MANAGEMENT' and 'RESOURCES'. Below the main page, a modal titled 'Forgot Password?' is displayed. This modal contains instructions, a 'User Name:' input field with a red border, a green 'Continue' button, and a 'Return to Login' button. Below this is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the modal, it says 'If you don't know your User Name, click [Forgot Username?](#)'.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name [Forgot username?](#)

Password [Forgot password?](#)

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

[coupa](#) University

Learn more at Coupa University.

Forgot Password?

- Verify you're entering the correct user name
- Passwords are case sensitive, so ensure you don't have caps lock enabled

If you still can't log in, enter your user name to reset your password

User Name: [Continue](#) [Return to Login](#)

2.

☐ I'm not a robot

reCAPTCHA Privacy - Terms

If you don't know your User Name, click [Forgot Username?](#)

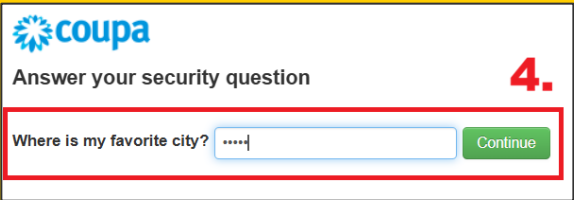
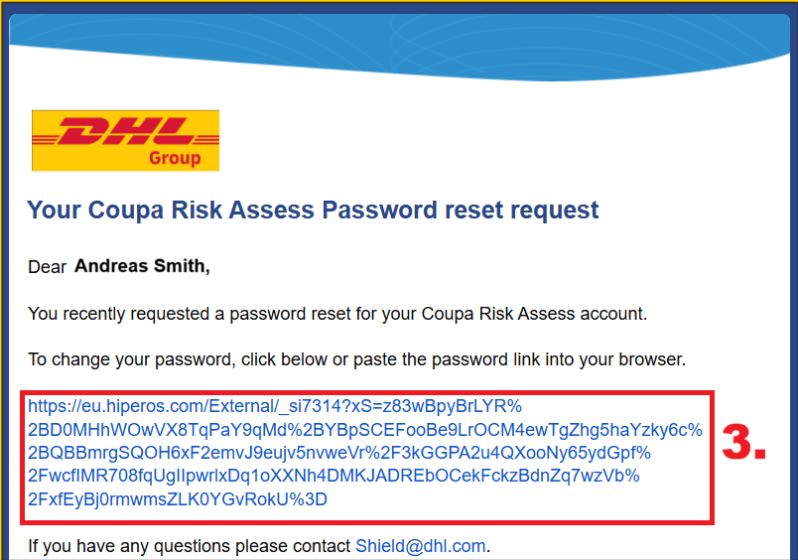
密码重置

您将收到一封电子邮件。

- 3. 点击电子邮件中的链接
- 4. 回答您在设置账户时创建的安全问题，然后单击继续



密码重置链接在 24 小时后失效。如果链接过期，无法继续密码重置，请从**步骤 1**重新开始。



密码重置

然后您可以创建一个新密码。

3. 输入并确认新密码后，单击 "继续" 完成重置



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

谢谢



如果您在登录系统时遇到任何困难或其他与工具相关的问题，请发送电子邮件至 **Shield@dhl.com**。



Nástroj pro řízení rizik SHIELD

Příručka nápovědy pro uživatele

Tato prezentace byla přeložena pomocí umělé inteligence.



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- 6 **Obnovení hesla**





1. REGISTRACE ÚČTU

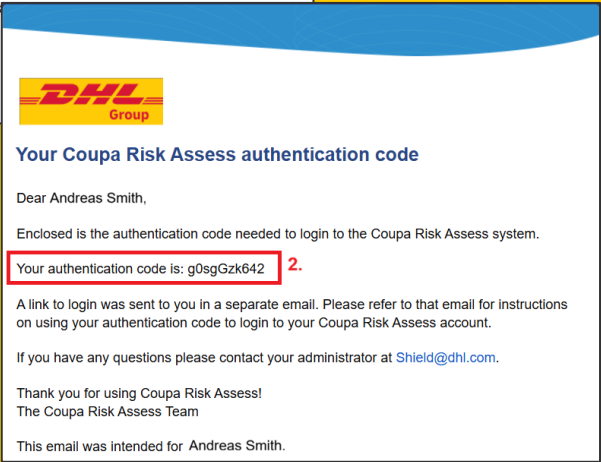
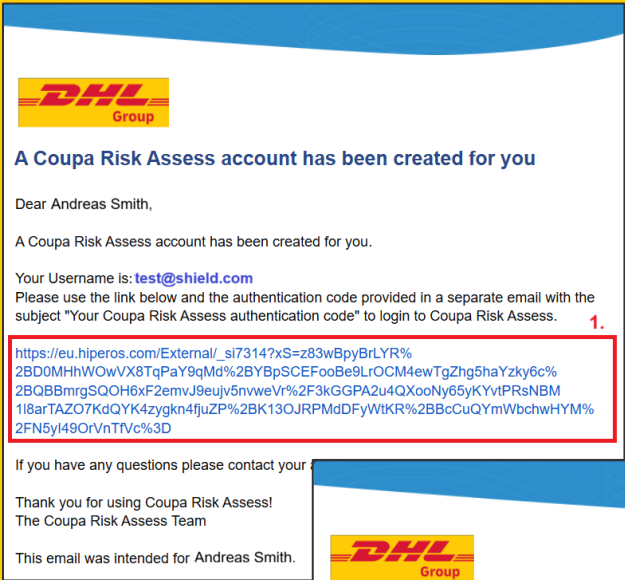
Tato prezentace byla přeložena pomocí umělé inteligence.

Registrace účtu

Jakmile bude vaše organizace vybrána pro screening třetích stran, obdržíte dva samostatné e-maily:

- 1. **Vytvoření účtu:** tento e-mail potvrzuje vytvoření vašeho účtu SHIELD a poskytuje vaše uživatelské jméno
- 2. **Podrobnosti o ověření:** tento e-mail obsahuje vaše ověření Coupa Risk Assess

Po obdržení těchto e-mailů si prosím ověřte, že jste jejich adresátem. Po potvrzení pokračujte kliknutím na odkaz uvedený v e-mailu o vytvoření účtu.



Registrace účtu

3. Po kliknutí na ověřovací odkaz v prvním e-mailu budete přesměrováni na stránku s žádostí o zadání ověřovacího kódu.

Zadejte ověřovací kód z e-mailu s **ověřovacími údaji** a pokračujte kliknutím na tlačítko **Pokračovat**.

The image shows two parts of the authentication process. On the left is the Coupa login page with the heading "Enter Your Authentication Code". It features a text input field labeled "Enter Code:", a green "Continue" button, and a "Request a new code" button. A red box highlights the input field and the "Continue" button. On the right is an email from DHL Group titled "Your Coupa Risk Assess authentication code". The email is addressed to "Dear Andreas Smith," and contains the text: "Enclosed is the authentication code needed to login to the Coupa Risk Assess system." Below this, the authentication code "g0sgGzk642" is displayed and highlighted with a red box. A red arrow points from the highlighted code in the email to the "Enter Code:" input field on the Coupa page. A red number "3." is also present in the top right corner of the Coupa page screenshot.

3.

Enter Your Authentication Code

Enter Code: **Continue**

Entry is case sensitive

Request a new code

Still having trouble logging in?
If you have questions please contact your administrator at [Shield@dhl.com](#)

DHL Group

Your Coupa Risk Assess authentication code

Dear Andreas Smith,

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

Your authentication code is: **g0sgGzk642**

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 Shield@dhl.com.

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

This email was intended for Andreas Smith.

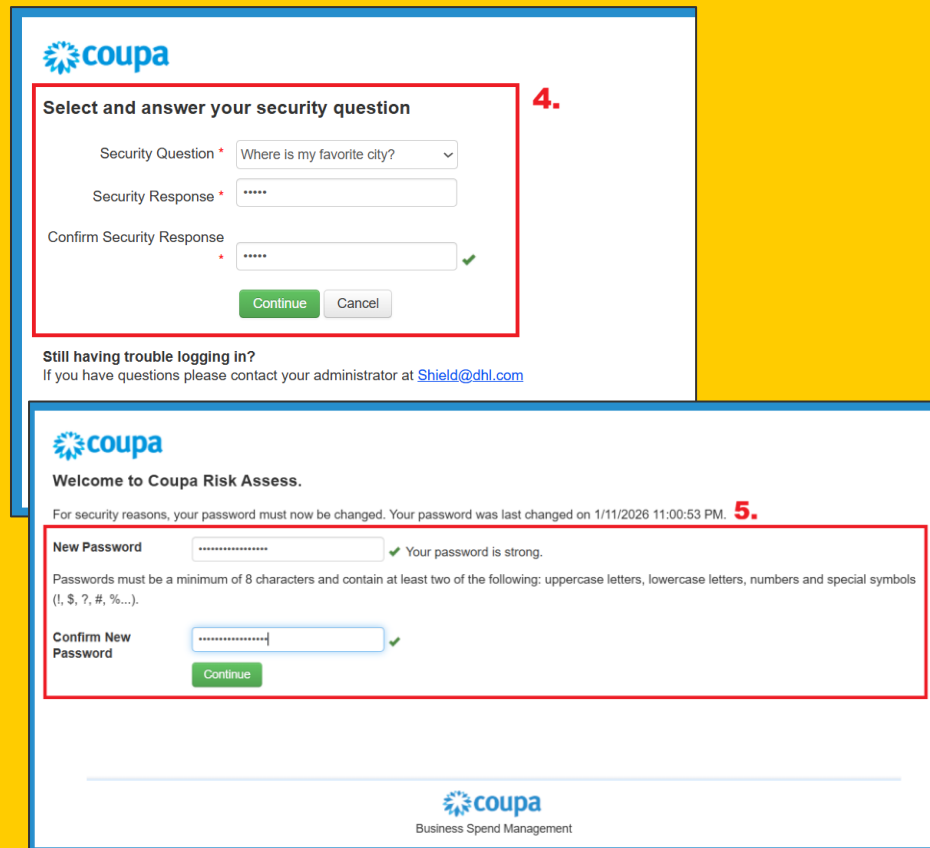
Registrace účtu

Po zadání ověřovacího kódu budete vyzváni k nastavení bezpečnostní otázky:

4. Z rozevírací nabídky vyberte preferovanou bezpečnostní otázku a pokračujte kliknutím na tlačítko **Pokračovat**

Po potvrzení výběru budete přesměrováni na vytvoření nového hesla:

5. Vytvořte prosím silné heslo pomocí alfanumerických znaků a pokračujte kliknutím na tlačítko **Pokračovat**



4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

Continue Cancel

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ***** ✓

Continue

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Business Spend Management

Registrace účtu

Po nastavení přihlašovacích údajů budete přesměrováni na **přihlašovací portál**:

6. Jako uživatelské jméno použijte svou e-mailovou adresu a heslo, které jste si vytvořili pro přihlášení do nástroje SHIELD.

K přihlašovacímu portálu můžete přistupovat také pomocí odkazu uvedeného ve **třetím e-mailu** od společnosti Coupa Risk Access.

The image shows two screenshots. The top screenshot is the Coupa Risk Assess login page. It features the Coupa logo, a welcome message, and a 'Sign In' section with fields for 'User name' and 'Password'. A red box highlights the 'Sign In' section, and a red arrow points from it to the bottom screenshot. The bottom screenshot is an email from DHL Group regarding 'Compliance Third Party Screening (DDQ)'. It includes the DHL Group and SHIELD logos, a greeting to Andreas, and a request to complete the DDQ screening by 3/13/2026. A red box highlights the link 'Click R.Porta| to log in.' in the email.

6.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name Forgot username?

Password Forgot password?

Sign In

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

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Learn more at Coupa University.

New Users: Please retrieve your user name and temporary password.

DHL Group **SHIELD**

Compliance Third Party Screening (DDQ) is ready to complete

Dear Andreas,

Thank you for your interest in providing goods or services to DHL Group.

DHL Group is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen suppliers operate in a lawful manner, when acting on our behalf. Hence, we kindly ask you to complete the online compliance third party screening (due diligence screening - DDQ), which consists of several questionnaires that need to be completed by the due date indicated below. You can access the screening by clicking the link below.

Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement.

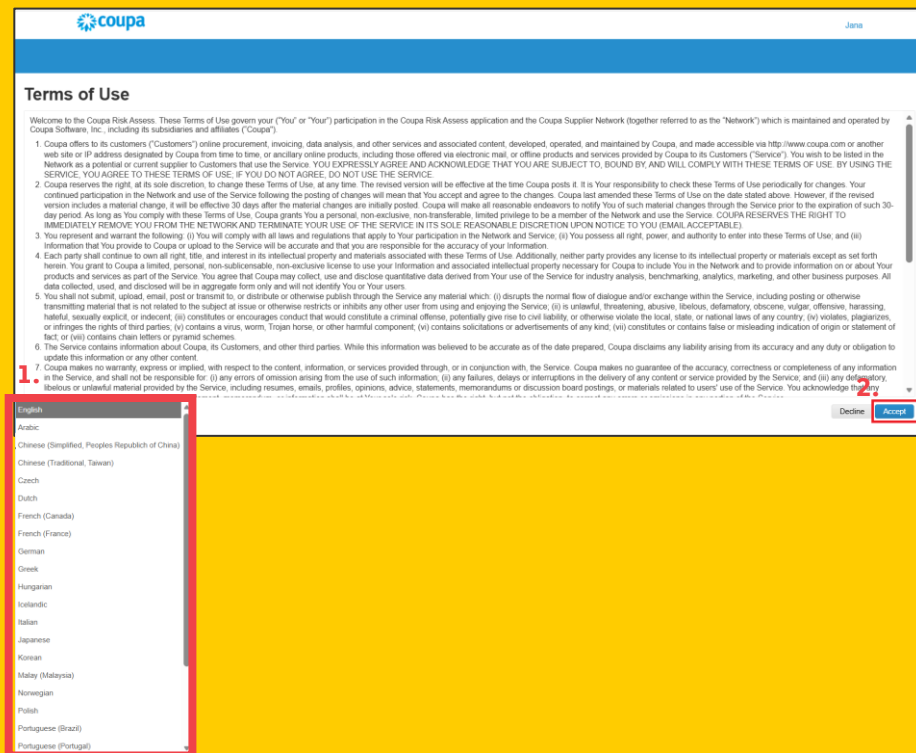
Please complete by 3/13/2026.

Click **R.Porta|** to log in.

Registrace účtu

Po přihlášení budete přesměrováni na stránku s podmínkami používání.

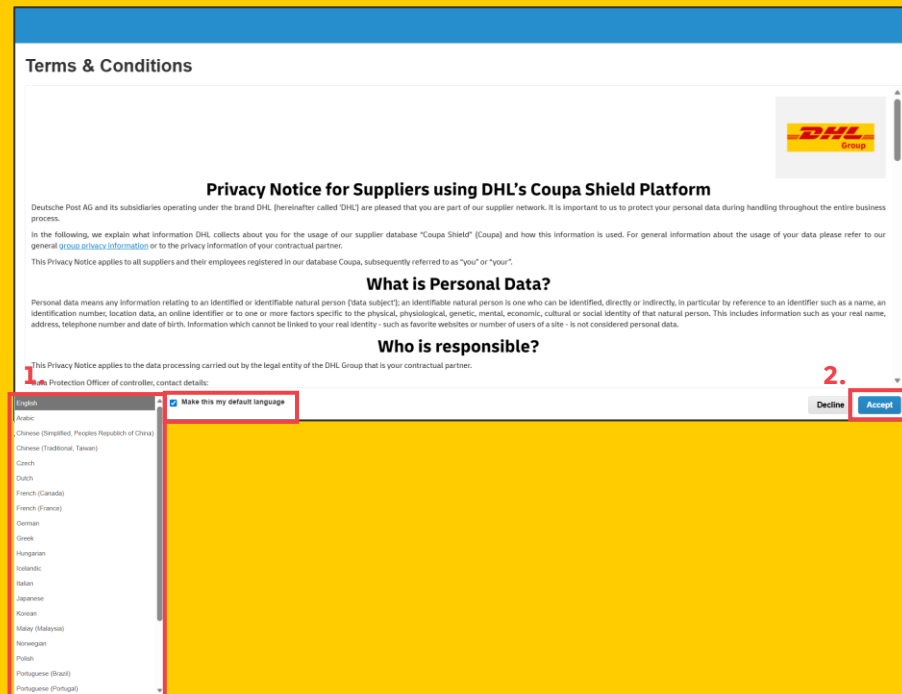
1. Podmínky si můžete prohlédnout ve vámi preferovaném jazyce výběrem z rozevírací nabídky.
2. Po dokončení kontroly pokračujte kliknutím na tlačítko **Přijmout**.



Registrace účtu

Po přijetí podmínek používání se vám zobrazí **oznámení o ochraně osobních údajů**.

1. Informace o ochraně osobních údajů si můžete prohlédnout ve vámi preferovaném jazyce výběrem z rozevírací nabídky. Pokud chcete, můžete vybraný jazyk nastavit jako výchozí zaškrtnutím políčka
2. Po dokončení kontroly pokračujte kliknutím na tlačítko **Přijmout**.





2. NASTAVENÍ JAZYKA

Tato prezentace byla přeložena pomocí umělé inteligence.

Nastavení jazyka

SHIELD nabízí několik možností jazyka rozhraní. Změna systémového jazyka:

1. Klikněte na své jméno v pravém horním rohu a vyberte možnost **Profil**
2. V části Obecná nastavení klikněte na položku **Kultura** a vyberte preferovaný jazyk.
3. Kliknutím na tlačítko **Uložit změny** nastavte nový jazyk



Pokud váš jazyk není k dispozici, můžete použít vestavěnou funkci překladu prohlížeče (viz další snímky).

The screenshot illustrates the steps to change the system language in SHIELD. In the top right corner, the user's profile is visible, and the 'Profile' option is highlighted with a red box and the number 1. The 'General Settings' panel is open, showing various account information. The 'Culture' dropdown menu is highlighted with a red box and the number 2, currently set to 'English'. At the bottom, a panel shows the 'Culture' dropdown set to 'German', and the 'Save changes' button is highlighted with a red box and the number 3.

Nastavení jazyka

U některých jazyků je k dispozici více možností. Pokud si přejete změnit jazyk systému na některý z těchto jazyků, vyberte **POUZE** následující možnosti, aby se systém a všechny dotazníky zobrazovaly v požadovaném jazyce:

Pokud se vás to týká, uveďte **POUZE** vyberte jeden z následujících jazyků:

- Španělština (Španělsko)
- Francouzština (Francie)
- Indonéština (Indonésie)
- Portugalština (Portugalsko)
- Vietnamština (Vietnam)
- Čínština (zjednodušená)
- Čínština (tradiční, Tchaj-wan)

Prosím, udělejte to **NE** vybrat jeden z následujících jazyků:

- Španělština
- Francouzština (Kanada)
- Indonéský
- Portugalština (Brazílie)
- Vietnamci
- Čínština (Hongkong S.A.R.)

Nastavení jazyka

Dotazníky jsou v systému SHIELD k dispozici v následujících jazycích:

- Angličtina
- Arabština
- Čínština (zjednodušená)
- Čínština (tradiční, Tchaj-wan)
- Česky
- Holandský
- Finsko
- Francouzština (Francie)
- Němčina
- Maďarština
- Indonéština (Indonésie)
- Italský
- Japonský
- Korejský
- Polský
- Portugalština (Portugalsko)
- Ruský
- Španělština (Španělsko)
- Švédský
- Thai
- Turecký
- Vietnamština (Vietnam)
- Norština (*pouze vybrané dotazníky*)



Pokud na zařízení SHIELD vyberete jinou možnost jazyka **pouze** bude systémové rozhraní Shieldu zobrazeno v tomto jazyce. Dotazník a všechny související otázky zůstanou v angličtině.

Nastavení jazyka: Překlad prohlížeče (Google Chrome / Microsoft Edge)

Pokud váš preferovaný jazyk není v zařízení SHIELD k dispozici, můžete použít vestavěné funkce překladu v moderních prohlížečích, jako je Google Chrome nebo Microsoft Edge:

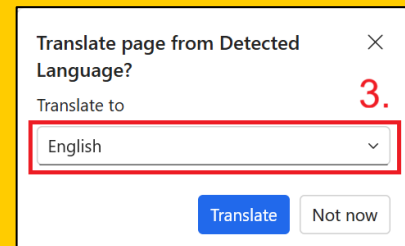
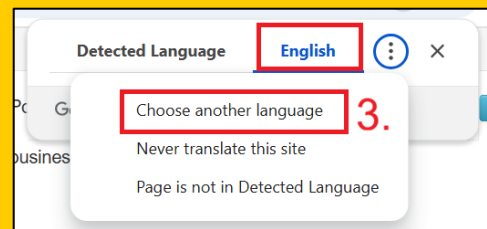
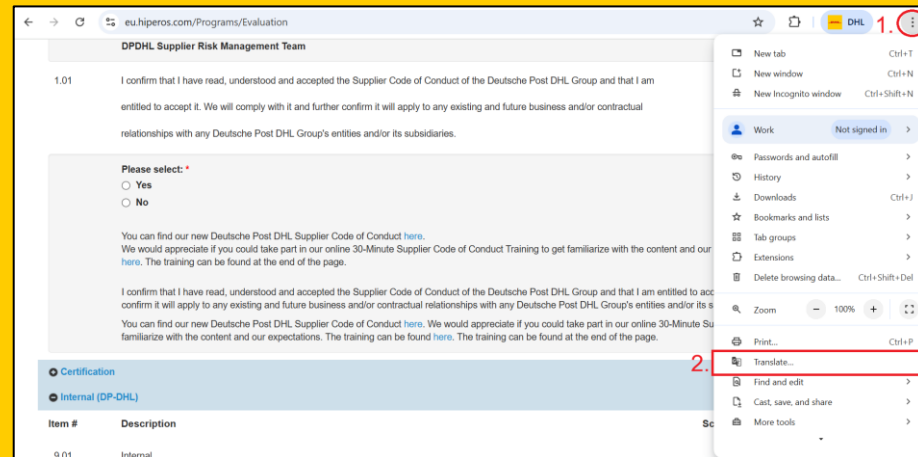
1. Otevřete nabídku prohlížeče v pravém horním rohu.
2. Výběrem možnosti **Přeložit** otevřete vyskakovací okno Překlad.

Pro Google Chrome (vlevo):

3. Ve vyskakovacím okně vyberte možnost **Zvolit jiný jazyk** a vyberte preferovaný jazyk

Pro Microsoft Edge (vpravo):

3. Ve vyskakovacím okně vyberte preferovaný jazyk





3. ODPOVĚDI NA HODNOTÍCÍ OTÁZKY

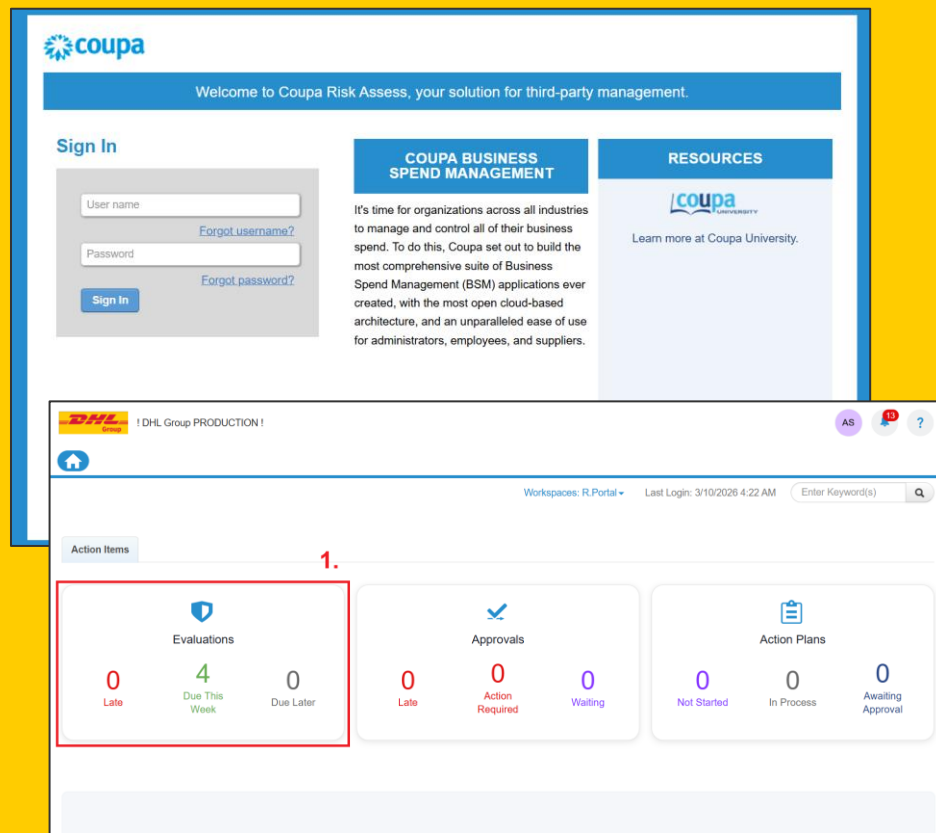
Tato prezentace byla přeložena pomocí umělé inteligence.

Odpovědi na hodnotící otázky

Přihlaste se do nástroje SHIELD pomocí přihlašovacího odkazu **R.Portal**, který jste obdrželi v e-mailu.

Po přihlášení budete přesměrováni na **ovládací panel**, kde se zobrazí všechna hodnocení/schválení, která vyžadují vaši akci

1. Chcete-li zobrazit úplný seznam hodnocení, která vám byla přidělena, vyberte kartu **Hodnocení**.

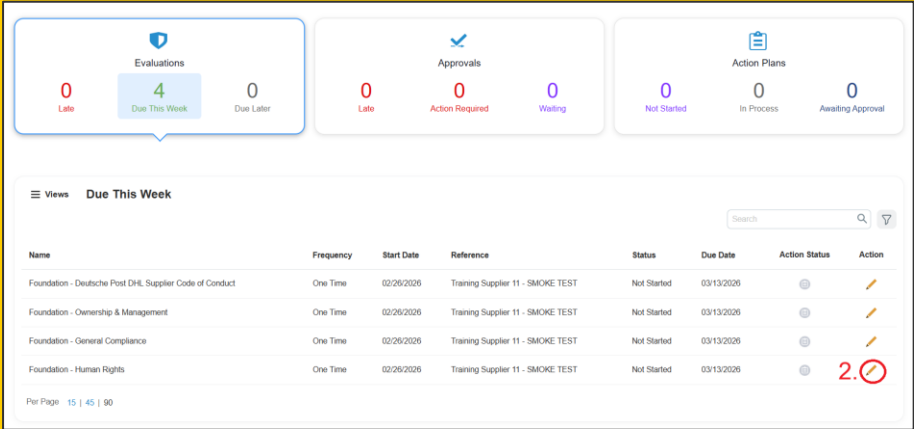


Odpovědi na hodnotící otázky

Na tomto panelu se zobrazují všechna hodnocení, která čekají na vaši akci. V tomto příkladu jsou v procesu **4 posouzení**.

Na této stránce si také můžete prohlédnout stav a datum splatnosti každého hodnocení.

- 2. Chcete-li otevřít hodnocení (např. Nadace - Lidská práva v tomto případě), klikněte na **ikonu tužky** ve sloupci Akce.



Odpovědi na hodnotící otázky

Po výběru ikony tužky systém zobrazí stránku s podrobným hodnocením hodnocení. Pokud **nejste** ve své organizaci **určenou odpovědnou osobou** za provedení konkrétního hodnocení, máte možnost **pověřit** jeho provedením příslušnou odpovědnou osobu. Podrobné pokyny k procesu delegování jsou uvedeny na adrese [v následujícím oddíle](#).

Pokud jste správnou osobou, která má dotazník jménem vaší organizace vyplnit, projděte si prosím jednotlivé položky hodnocení a uveďte své odpovědi.



Po vyplnění všech požadovaných polí zvolte "**Submit**", čímž dokončíte a odešlete své odpovědi skupině DHL

Stejný postup opakujte u všech hodnocení, která vám byla přidělena.



4. DELEGOVÁNÍ HODNOCENÍ NA JINÉHO UŽIVATELE

Tato prezentace byla přeložena pomocí umělé inteligence.

Delegování hodnocení na Jiný uživatel

1. Posouzení můžete delegovat na určenou odpovědnou osobu ve vaší organizaci výběrem **tlačítka Delegovat**.

Po kliknutí na tlačítko Delegovat se zobrazí vyskakovací okno s potvrzením.

2. Chcete-li přejít k procesu delegování, vyberte možnost **Potvrdit**.

The screenshot shows the 'Evaluation' page for 'Human Rights' under 'Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST]'. The 'Instructions' section is visible. At the top right, there is a navigation bar with buttons: 'Delegat', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegat' button is highlighted with a red box and the number 1. Below the instructions, there is a section for 'Dear Andreas Smith' with a paragraph of text and a 'Please note' section. On the right side of this section, there is a vertical menu with buttons: 'Top', 'Delegat', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegat' button is highlighted with a red box and the number 1.

The screenshot shows a 'Confirm Action' dialog box. It contains a message: 'This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?'. At the bottom right, there are two buttons: 'Confirm' (with a green checkmark) and 'Cancel' (with a red X). The 'Confirm' button is highlighted with a red box and the number 2.

Delegování hodnocení na Jiný uživatel

Jakmile budete pokračovat, zobrazí se **stránka Delegace hodnocení** . Na této stránce můžete zadat údaje o osobě, kterou hodláte pověřit posouzením.

- 3. Výběrem **tlačítka +** otevřete nové okno, kde můžete zadat jméno, příjmení a e-mailovou adresu určeného uživatele.
- 4. Po zadání všech požadovaných údajů pokračujte kliknutím na tlačítko **Vytvořit uživatele** .

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

+ 3.

Comme

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel Create User 4.

Delegování hodnocení na Jiný uživatel

Po zadání údajů bude k dispozici uživatelské jméno a e-mailová adresa.

- Uved'te všechny relevantní poznámky vysvětlující důvod pro delegování hodnocení.
- Proces delegování dokončíte kliknutím na tlačítko **Delegovat**.

Po úspěšném delegování obdržíte potvrzovací e-mail.

Uživatel, kterého jste pověřili posouzením, bude muset dokončit standardní proces registrace účtu SHIELD (viz příslušná část).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

☒ User
 ☐ Group

Comments

* Please enter why you are submitting this delegation.

5.

Top

Back

6. Delegate




Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer
This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

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5. PŘIDÁNÍ NOVÉHO ZADAVATELE/ZÁSTUPCE DODAVATELE

Tato prezentace byla přeložena pomocí umělé inteligence.

Přidání nového zadavatele dodavatele

V části Vlastnictví a řízení našich dotazníků postupujte podle níže uvedených kroků pro každou příslušnou položku (např. přidání generálního ředitele/generálního ředitele/ředitele společnosti nebo finančního ředitele/finančního ředitele):

- 1. Vyberte možnost **Přidat nového dodavatele** a zadejte požadované údaje.

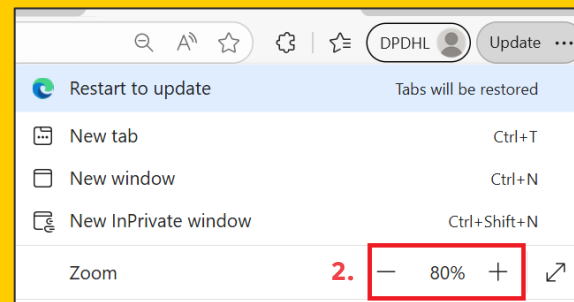
Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 0 No items to display Add New Supplier Principal 1.			
Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 0 No items to display Add New Supplier Principal 1.			
Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

Přidání nového zadavatele dodavatele

Po výběru možnosti "Add New Supplier Principal" se zobrazí vyskakovací okno s žádostí o osobní údaje:

2. Pokud na obrazovce není vidět celé vyskakovací okno včetně tlačítka **Vytvořit**, nastavte úroveň zvětšení prohlížeče na **80-90 %** pomocí ovládacích prvků zvětšení prohlížeče (viz příklad vpravo).
3. Uved'te alespoň všechny informace požadované v povinných polích.
4. Po vyplnění všech povinných polí klikněte na tlačítko **Vytvořit** a přidejte nového zadavatele dodavatele.



 A screenshot of a web form titled "Create Supplier Principal". The form contains several input fields: "First Name", "Last Name", "Middle Name", "Title", "Email", "Phone", "Extension", and "Percent of Ownership". A red box highlights the entire form area, with a red "3." next to it. At the bottom right of the form, there are "Cancel" and "Create" buttons. A red "4." is next to the "Create" button.



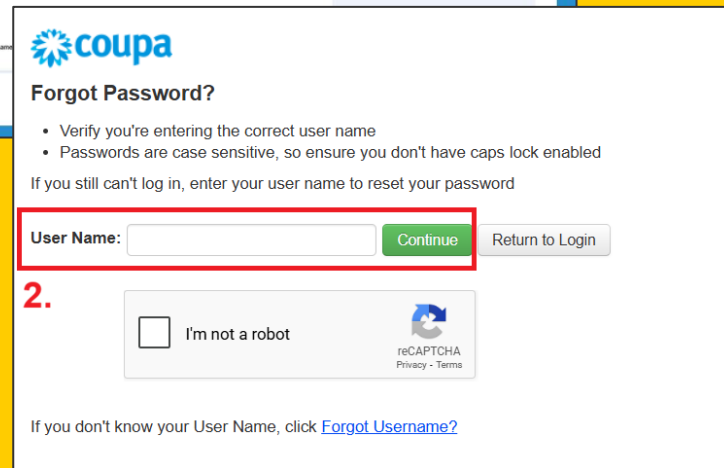
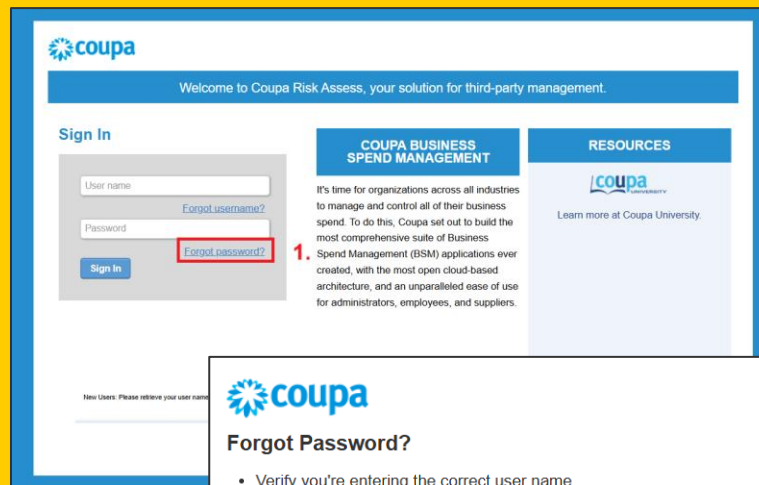
6. RESET HESLA

Tato prezentace byla přeložena pomocí umělé inteligence.

Obnovení hesla

V případě, že potřebujete obnovit heslo:

1. Přejděte na **přihlašovací stránku SHIELD** a klikněte na možnost **Zapomenuté heslo?**
2. Zadejte své uživatelské jméno (obvykle e-mailovou adresu) a klikněte na tlačítko **Pokračovat**



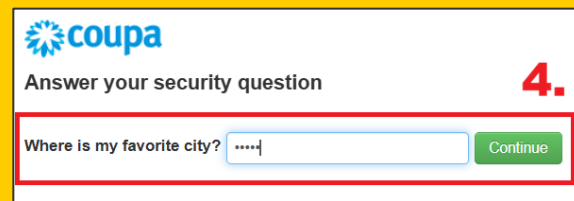
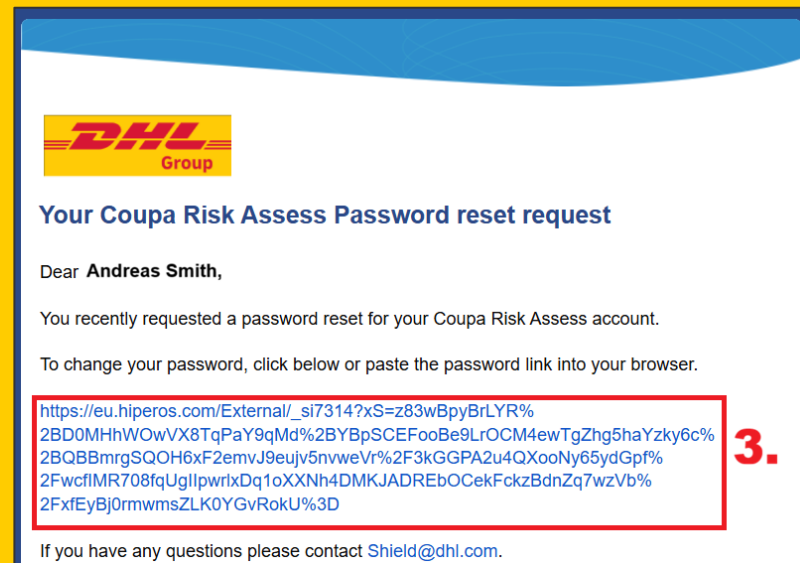
Obnovení hesla

Obdržíte e-mail.

3. Klikněte na odkaz v e-mailu
4. Odpovězte na bezpečnostní otázku, kterou jste vytvořili při nastavování účtu, a klikněte na tlačítko **Pokračovat**



Platnost odkazů pro obnovení hesla vyprší po 24 hodinách. Pokud platnost vašeho odkazu vyprší a vy nemůžete pokračovat v obnově hesla, spusťte proces znovu od **kroku 1**.



Obnovení hesla

Poté si můžete vytvořit nové heslo.

- 3. Po zadání a potvrzení nového hesla klikněte na tlačítko **Pokračovat** a dokončete resetování



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Děkujeme

V případě potíží s přihlášením do systému nebo jiných problémů souvisejících s nástrojem zašlete e-mail na adresu **Shield@dhl.com**.



SHIELD hulpmiddel voor risicobeheer

Gebruikershandleiding

Deze presentatie is vertaald met behulp van Kunstmatige Intelligentie.



Inhoudsopgave

- 1 **Account Registratie**
- 2 **Taalinstellingen**
- 3 **Beoordelvingsvragen beantwoorden**
- 4 **Delegatie van beoordelingen aan een andere gebruiker**
- 5 **Een nieuwe leverancier-opdrachtgever/vertegenwoordiger toevoegen**
- 6 **Wachtwoord opnieuw instellen**





1. ACCOUNTREGISTRATIE

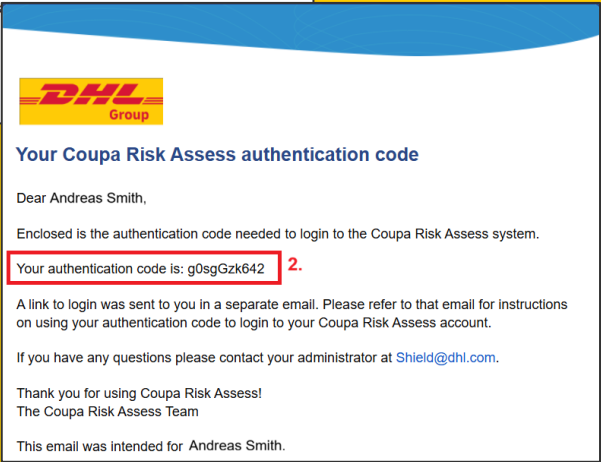
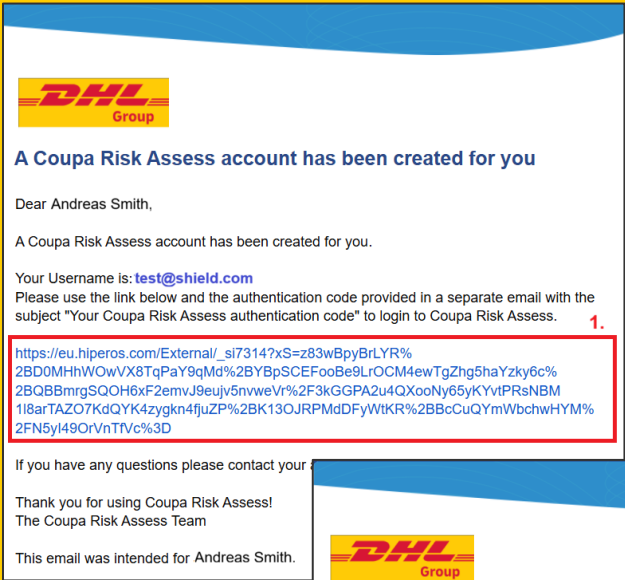
Deze presentatie is vertaald met behulp van Kunstmatige Intelligentie.

Account Registratie

Zodra je organisatie is geselecteerd voor Third Party Screening, ontvang je twee aparte e-mails:

- 1. **Account aanmaken:** deze e-mail bevestigt de aanmaak van je SHIELD account en geeft je gebruikersnaam
- 2. **Authenticatiegegevens:** deze e-mail bevat je Coupa Risk Assess authenticatie

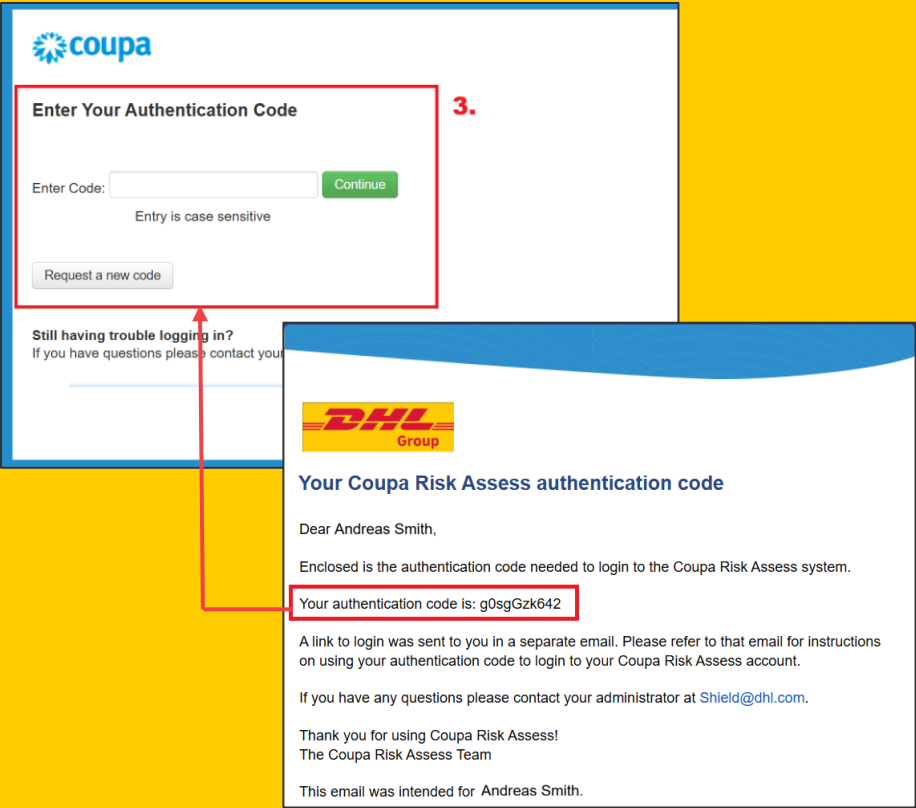
Controleer na ontvangst van deze e-mails of je de beoogde ontvanger bent. Klik na bevestiging op de link in de e-mail voor het aanmaken van een account.



Account Registratie

3. Nadat je op de verificatielink in de eerste e-mail hebt geklikt, word je doorgestuurd naar een pagina waar om je verificatiecode wordt gevraagd.

Voer de verificatiecode uit de e-mail **Authenticatiegegevens** in en klik op **Doorgaan** om verder te gaan.



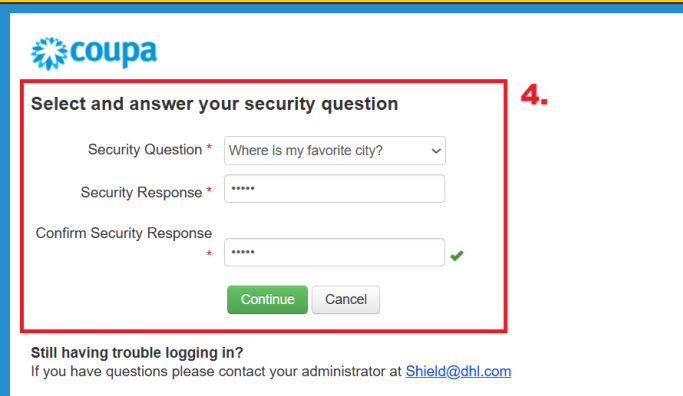
Account Registratie

Na het invoeren van de verificatiecode wordt je gevraagd om een beveiligingsvraag in te stellen:

- 4. Selecteer de gewenste beveiligingsvraag in het vervolgkeuzemenu en klik op **Doorgaan** om verder te gaan

Nadat je je keuze hebt bevestigd, word je gevraagd om een nieuw wachtwoord aan te maken:

- 5. Maak een sterk wachtwoord aan met alfanumerieke tekens en klik op **Doorgaan** om verder te gaan



The screenshot shows the 'Select and answer your security question' step of the Coupa account registration process. A red box highlights the form fields. A red number '4.' is in the top right corner. The form includes a dropdown for 'Security Question' (set to 'Where is my favorite city?'), a text field for 'Security Response' (masked with dots), and a text field for 'Confirm Security Response' (also masked with dots and marked with a green checkmark). 'Continue' and 'Cancel' buttons are at the bottom. Below the form, there is a link for users having trouble logging in.

4.

Select and answer your security question

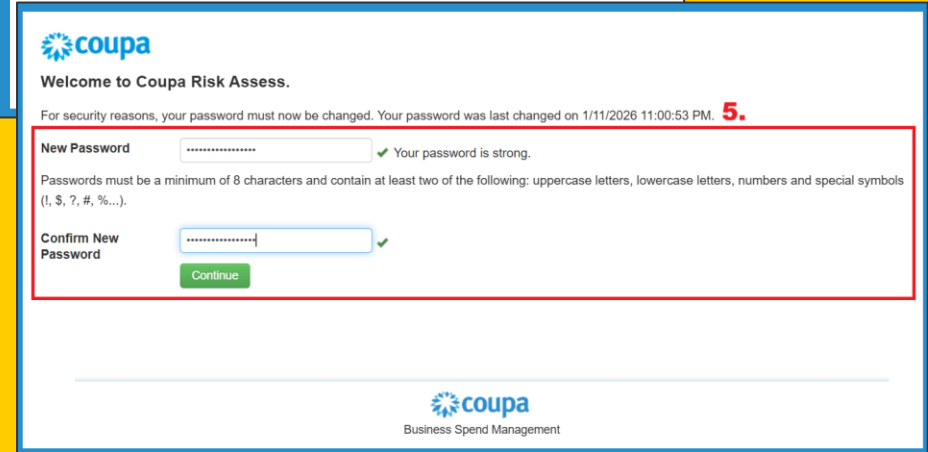
Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

Continue Cancel

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com



The screenshot shows the 'Welcome to Coupa Risk Assess.' screen with a password creation prompt. A red box highlights the password fields. A red number '5.' is in the top right corner. The prompt states that the password must be changed for security reasons. The form includes a 'New Password' field (masked with dots and marked with a green checkmark indicating it is strong), a text box explaining password requirements (minimum 8 characters, including uppercase, lowercase, numbers, and special symbols), and a 'Confirm New Password' field (also masked with dots and marked with a green checkmark). A 'Continue' button is at the bottom. The Coupa logo and 'Business Spend Management' text are at the bottom of the page.

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ***** ✓

Continue

coupa
Business Spend Management

Account Registratie

Na het instellen van je inloggegevens word je doorgestuurd naar het **inlogportaal**:

6. Gebruik je e-mailadres als gebruikersnaam en het wachtwoord dat je hebt aangemaakt om je aan te melden bij de SHIELD tool.

Je kunt ook naar het inlogportaal gaan via de link in de **derde e-mail** van Coupa Risk Access.

The image shows two screenshots. The top screenshot is the Coupa Risk Assess login page. It features the Coupa logo, a welcome message, and a 'Sign In' section with fields for 'User name' and 'Password'. A red box highlights the 'Sign In' section, and a red arrow points from it to the bottom screenshot. The bottom screenshot is an email from DHL Group titled 'Compliance Third Party Screening (DDQ) is ready to complete'. It contains a message to Andreas and a link 'Click R.Porta| to log in.' which is highlighted with a red box.

6.

6. Gebruik je e-mailadres als gebruikersnaam en het wachtwoord dat je hebt aangemaakt om je aan te melden bij de SHIELD tool.

Je kunt ook naar het inlogportaal gaan via de link in de **derde e-mail** van Coupa Risk Access.

Compliance Third Party Screening (DDQ) is ready to complete

Dear Andreas,

Thank you for your interest in providing goods or services to DHL Group.

DHL Group is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen suppliers operate in a lawful manner, when acting on our behalf. Hence, we kindly ask you to complete the online compliance third party screening (due diligence screening - DDQ), which consists of several questionnaires that need to be completed by the due date indicated below. You can access the screening by clicking the link below.

Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement.

Please complete by 3/13/2026.

Click [R.Porta|](#) to log in.

Account Registratie

Na het inloggen kom je op de pagina **Gebruiksvoorwaarden**

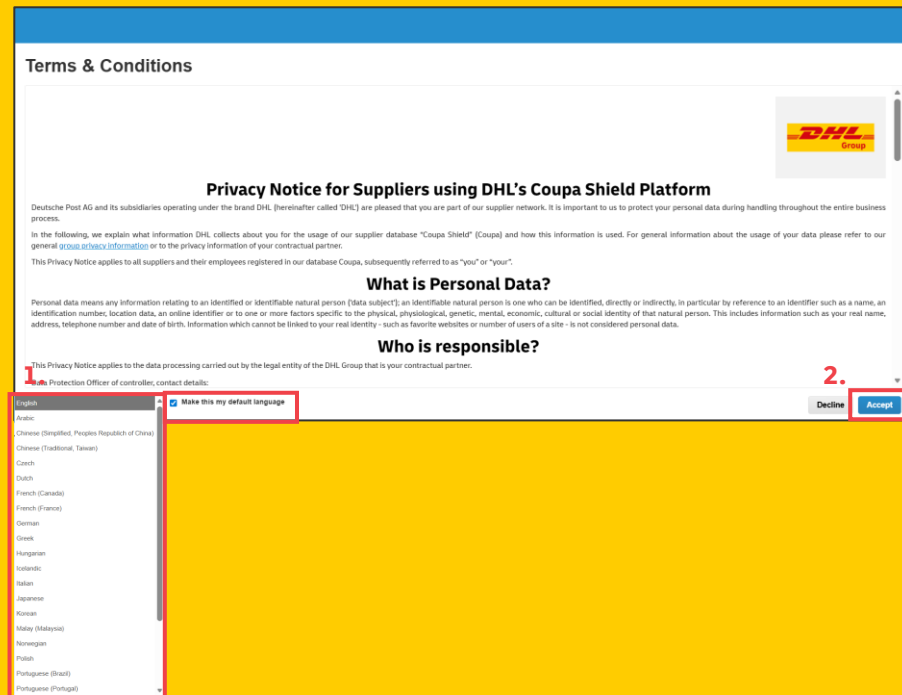
1. Je kunt de algemene voorwaarden bekijken in de taal van je voorkeur door deze te selecteren in het vervolgkeuzemenu.
2. Als je de beoordeling hebt voltooid, klik je op **Accepteren** om verder te gaan.

The screenshot shows the 'Terms of Use' page for Coupa. At the top, the Coupa logo and name are visible. Below the header, the title 'Terms of Use' is displayed. The main content area contains the full text of the terms of use, starting with 'Welcome to the Coupa Risk Assess. These Terms of Use govern your ("you" or "Your") participation in the Coupa Risk Assess application and the Coupa Supplier Network...'. A language selection dropdown menu is open, showing a list of languages including English, Arabic, Chinese (Simplified), Chinese (Traditional), Czech, Dutch, French (Canada), French (France), German, Greek, Hungarian, Icelandic, Italian, Japanese, Korean, Malay (Malaysia), Norwegian, Polish, Portuguese (Brazil), and Portuguese (Portugal). The 'Accept' button is highlighted with a red box.

Account Registratie

Nadat je de Gebruiksvoorwaarden hebt geaccepteerd, krijg je de **Privacyverklaring** te zien.

1. Je kunt de privacy-informatie bekijken in de taal van je voorkeur door deze te selecteren in het vervolgkeuzemenu. Als je wilt, kun je de geselecteerde taal ook als standaardtaal instellen door het selectievakje aan te vinken
2. Als je de beoordeling hebt voltooid, klik je op **Accepteren** om verder te gaan.





2. TAALINSTELLINGEN

Deze presentatie is vertaald met behulp van Kunstmatige Intelligentie.

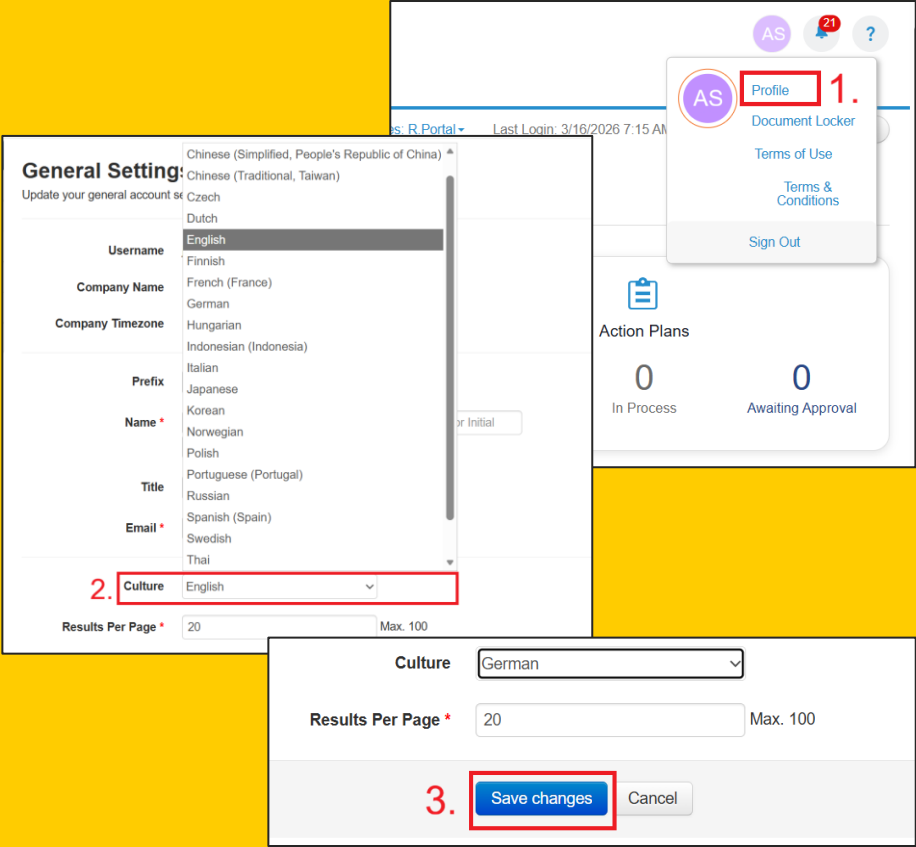
Taalinstellingen

SHIELD biedt verschillende interfacetaalopties. De systeemtaal wijzigen:

- 1. Klik op je naam in de rechterbovenhoek en selecteer **Profiel**
- 2. Klik in Algemene instellingen op **Cultuur** en selecteer de taal van je voorkeur.
- 3. Klik op **Wijzigingen opslaan** om de nieuwe taal in te stellen



Als jouw taal niet beschikbaar is, kun je de ingebouwde vertaalfunctie van je browser gebruiken (zie volgende dia's).



Taalinstellingen

Voor sommige talen zijn meerdere opties beschikbaar. Als je de systeemtaal in een van deze talen wilt wijzigen, selecteer dan **ALLEEN** de volgende opties om ervoor te zorgen dat het systeem en alle vragenlijsten in de door jou gewenste taal worden weergegeven:

Als dit op jou van toepassing is, gelieve **ALLEEN** een van de volgende talen selecteren:

- Spaans (Spanje)
- Frans (Frankrijk)
- Indonesisch (Indonesië)
- Portugees (Portugal)
- Vietnamees (Vietnam)
- Chinees (vereenvoudigd)
- Chinees (traditioneel, Taiwan)

Gelieve **NIET** een van de volgende talen selecteren:

- Spaans
- Frans (Canada)
- Indonesisch
- Portugees (Brazilië)
- Vietnamees
- Chinees (Hongkong S.A.R.)

Taalinstellingen

Vragenlijsten zijn beschikbaar in de volgende talen op SHIELD:

- Engels
- Arabisch
- Chinees (vereenvoudigd)
- Chinees (traditioneel, Taiwan)
- Tsjechisch
- Nederlands
- Fins
- Frans (Frankrijk)
- Duits
- Hongaars
- Indonesisch (Indonesië)
- Italiaans
- Japans
- Koreaans
- Pools
- Portugees (Portugal)
- Russisch
- Spaans (Spanje)
- Zweeds
- Thais
- Turks
- Vietnamees (Vietnam)
- Noors (*alleen geselecteerde vragenlijsten*)



Als je een andere taaloptie selecteert op SHIELD **wordt alleen** wordt de Shield systeeminterface in die taal weergegeven. De vragenlijst en alle bijbehorende vragen blijven in het Engels.

Taalinstellingen: Browservertaling (Google Chrome / Microsoft Edge)

Als de taal van je voorkeur niet beschikbaar is in SHIELD, kun je de ingebouwde browservertalingsfuncties gebruiken in moderne browsers zoals Google Chrome of Microsoft Edge:

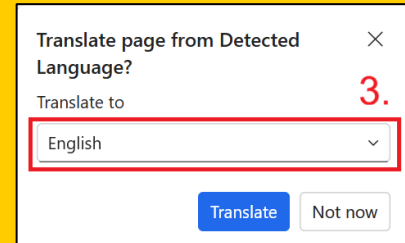
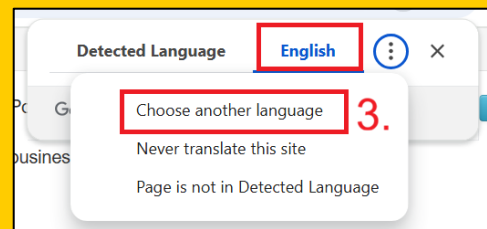
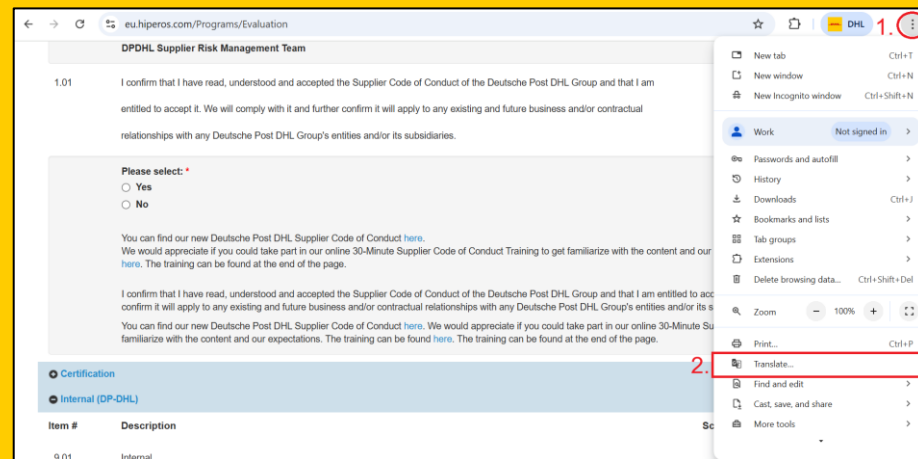
1. Open het browsermenu in de rechterbovenhoek.
2. Selecteer **Vertalen** om het pop-up venster Vertaling te openen.

Voor Google Chrome (aan de linkerkant):

3. Selecteer in het pop-upvenster **Kies een andere taal** en kies de taal van je voorkeur

Voor Microsoft Edge (rechts):

3. Kies in het pop-upvenster de taal van je voorkeur





3. BEOORDELINGSVRAGEN BEANTWOORDEN

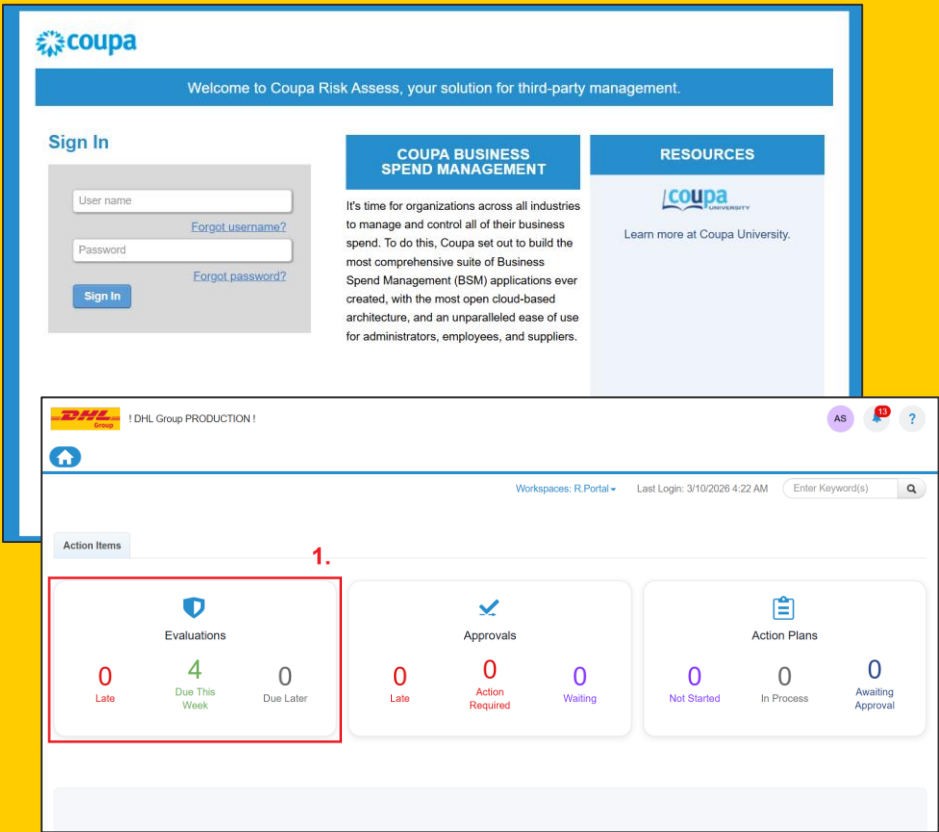
Deze presentatie is vertaald met behulp van Kunstmatige Intelligentie.

Beoordelvingsvragen beantwoorden

Log in op de SHIELD tool met de **R.Portal** inloglink die je in je e-mail hebt gekregen.

Na het inloggen kom je op je **Dashboard**, waar alle evaluaties/goedkeuringen staan die jouw actie vereisen

- 1. Selecteer het tabblad **Evaluaties** om de volledige lijst met aan jou toegewezen evaluaties te bekijken.

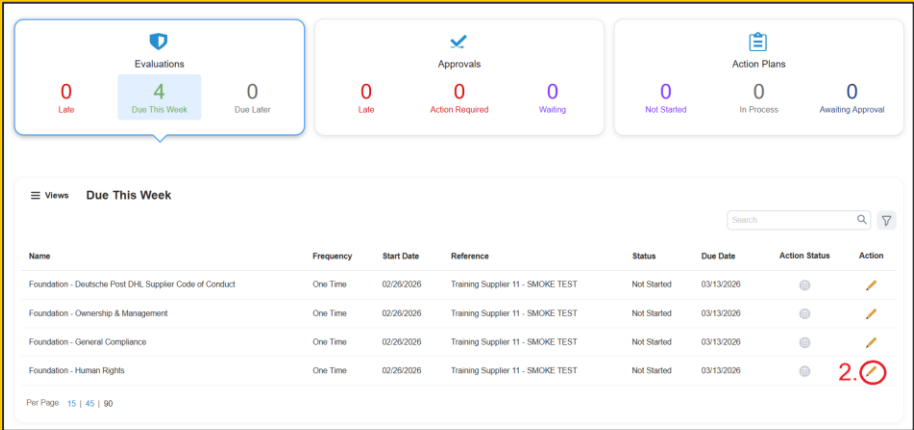


Beoordelingsvragen beantwoorden

Dit dashboard toont alle evaluaties die op jouw actie wachten. In dit voorbeeld zijn **4 beoordelingen** in behandeling.

Je kunt op deze pagina ook de status en vervaldatum van elke beoordeling bekijken.

- 2. Om een beoordeling te openen (bijvoorbeeld Stichting - Mensenrechten in dit geval), klik je op het **potloodpictogram** in de kolom Actie.



Beoordelvragen beantwoorden

Nadat je het potloodpictogram hebt geselecteerd, toont het systeem de gedetailleerde evaluatiepagina voor de beoordeling. Als je binnen jouw organisatie **niet de aangewezen verantwoordelijke bent** voor het invullen van de specifieke beoordeling, dan heb je de mogelijkheid om **dit te delegeren** aan de betreffende verantwoordelijke persoon. Gedetailleerde richtlijnen voor het delegatieproces worden gegeven op in de volgende sectie.

Als jij de juiste persoon bent om de vragenlijst namens jouw organisatie in te vullen, bekijk dan elk onderdeel van de beoordeling en geef je antwoorden.



Nadat je alle verplichte velden hebt ingevuld, selecteer je "**Verzenden**" om je antwoorden af te ronden en op te sturen naar DHL Group

Herhaal dezelfde procedure voor alle beoordelingen die aan jou zijn toegewezen.

Workspaces: R Portal | Last Login: 3/10/2026 5:47 AM | Enter Keyword(s)

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as part of your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses and return to the questionnaire at a later date.

Top Delegate Recalc Save Cancel Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		0

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. DELEGATIE VAN BEOORDELINGEN AAN EEN ANDERE GEBRUIKER

Deze presentatie is vertaald met behulp van Kunstmatige Intelligentie.

Delegatie van beoordelingen naar Een andere gebruiker

1. Je kunt een beoordeling delegeren aan een aangewezen verantwoordelijke persoon binnen je organisatie door de **knop Delegeren** te selecteren.

Nadat je op Delegeren hebt geklikt, verschijnt er een bevestigingsvenster.

2. Selecteer **Bevestigen** om verder te gaan met het delegatieproces.

The screenshot shows the 'Evaluation' interface for 'Human Rights'. At the top right, there are buttons: 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' button is highlighted with a red box and the number 1. Below this, there is a table with columns 'Item #', 'Description', 'Score', and 'Actions'. The first row shows '1.00' and 'Please respond to the questions carefully.' with a '0' icon in the 'Actions' column. Below the table, there is a section titled 'Dear Andreas Smith,' followed by a paragraph of text. At the bottom right of this section, there is a vertical menu with buttons: 'Top', 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' button is highlighted with a red box and the number 1.

The screenshot shows a 'Confirm Action' dialog box. It has a title bar with a close button. Below the title bar, there is a light blue box with the text: 'This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?'. At the bottom right, there are two buttons: 'Confirm' (with a green checkmark icon) and 'Cancel' (with a red 'x' icon). The 'Confirm' button is highlighted with a red box and the number 2.

Delegatie van beoordelingen naar Een andere gebruiker

Als je doorgaat, verschijnt de **pagina Evaluatie Delegatie** .
Op deze pagina kun je de gegevens invoeren van de persoon aan wie je de beoordeling wilt delegeren.

- 3. Selecteer de **knop +** om een nieuw venster te openen waarin je de voornaam, achternaam en het e-mailadres van de aangewezen gebruiker kunt invoeren.
- 4. Als alle vereiste informatie is ingevuld, klik je op **Gebruiker aanmaken** om verder te gaan.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

Comme

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel

Create User

4.

Delegatie van beoordelingen naar Een andere gebruiker

Na het invoeren van de gegevens zijn de gebruikersnaam en het e-mailadres beschikbaar om te selecteren.

- 5. Geef eventuele relevante opmerkingen om de reden voor het delegeren van de beoordeling toe te lichten.
- 6. Klik op **Delegeren** om het delegeren te voltooien.

Na een succesvolle delegatie ontvang je een bevestigingsmail.

De gebruiker aan wie je de beoordeling hebt gedelegeerd, moet het standaard SHIELD Account Registratieproces voltooien (zie respectievelijk sectie).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

Group

Comments

Please enter why you are submitting this delegation.

Top

Back

Delegate

6.

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.



5. EEN NIEUWE OPDRACHTGEVER/VERTEGENWOORDI GER VOOR LEVERANCIERS TOEVOEGEN

Deze presentatie is vertaald met behulp van Kunstmatige Intelligentie.

Een nieuwe leverancier toevoegen

Volg in het gedeelte Eigendom & Management van onze vragenlijsten de onderstaande stappen voor elk relevant item (bijvoorbeeld het toevoegen van de Managing Director/General Manager/CEO of de Finance Director/CFO):

- 1. Selecteer **Nieuwe leverancier toevoegen** om de vereiste gegevens in te voeren.

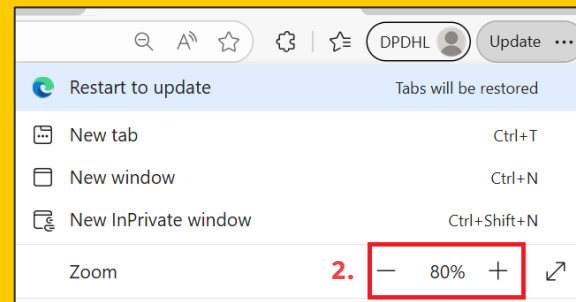
Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 0 No items to display  1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 0 No items to display  1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

Een nieuwe leverancier toevoegen

Nadat je "Nieuwe leverancier toevoegen" hebt geselecteerd, verschijnt er een pop-upvenster waarin om persoonlijke gegevens wordt gevraagd:

- Als het volledige pop-upvenster, inclusief de knop **Maken**, niet zichtbaar is op je scherm, stel dan het zoomniveau van je browser in op **80%-90%** met de zoomregelaars van je browser (zie het voorbeeld rechts).
- Geef ten minste alle vereiste informatie in de verplichte velden.
- Zodra alle verplichte velden zijn ingevuld, klik je op **Maken** om de nieuwe Supplier Principal toe te voegen.



 A screenshot of a web form titled 'Create Supplier Principal'. The form contains several input fields: 'First Name', 'Last Name', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership'. A red box highlights the entire form area, with a red number '3.' next to it. At the bottom right of the form, there are two buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with a red box and a red number '4.'.



6. WACHTWOORD RESET

Deze presentatie is vertaald met behulp van Kunstmatige Intelligentie.

Wachtwoord opnieuw instellen

Voor het geval je je wachtwoord opnieuw moet instellen:

1. Navigeer naar de [SHIELD inlogpagina](#) en klik op **Wachtwoord vergeten?**
2. Voer je gebruikersnaam in (meestal je e-mailadres) en klik op **Doorgaan**

The image shows two screenshots of the Coupa login interface. The top screenshot is the main login page with a 'Sign In' section containing fields for 'User name' and 'Password', and links for 'Forgot username?' and 'Forgot password?'. The 'Forgot password?' link is highlighted with a red box and labeled '1.'. To the right, there are sections for 'COUPA BUSINESS SPEND MANAGEMENT' and 'RESOURCES'. The bottom screenshot is the 'Forgot Password?' page, which includes instructions to verify the user name and ensure passwords are case-sensitive. It features a 'User Name:' input field (highlighted with a red box and labeled '2.'), a green 'Continue' button, and a grey 'Return to Login' button. Below this is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there is a link for 'Forgot Username?'.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name

Password

[Forgot username?](#)

[Forgot password?](#)

Sign In

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

[coupa](#) University

Learn more at Coupa University.

New Users: Please retrieve your user name

Forgot Password?

- Verify you're entering the correct user name
- Passwords are case sensitive, so ensure you don't have caps lock enabled

If you still can't log in, enter your user name to reset your password

User Name:

Continue [Return to Login](#)

2.

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

If you don't know your User Name, click [Forgot Username?](#)

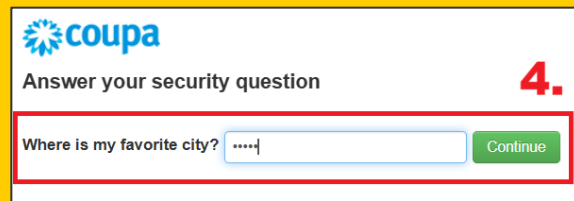
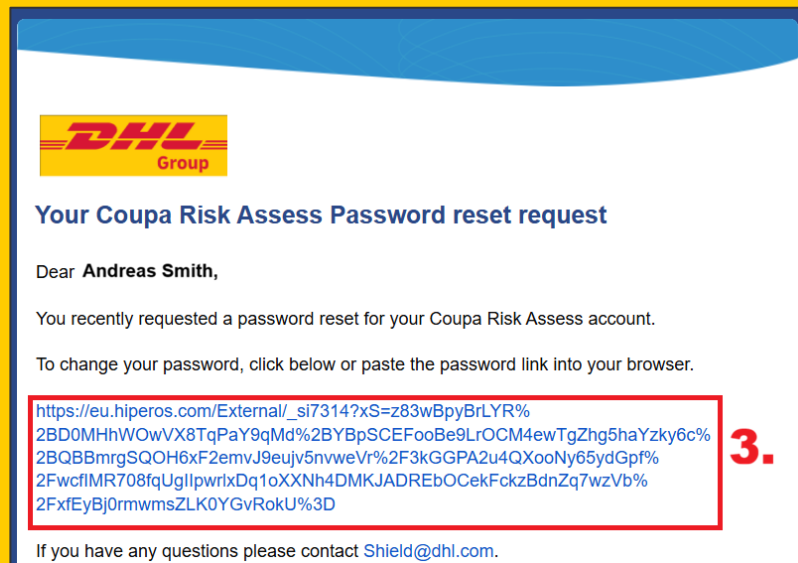
Wachtwoord opnieuw instellen

Je ontvangt een e-mail.

3. Klik op de link in de e-mail
4. Beantwoord de beveiligingsvraag die je hebt gemaakt bij het instellen van je account en klik op **Doorgaan**



Koppelingen voor het resetten van wachtwoorden verlopen na 24 uur. Als je link verloopt en je kunt niet doorgaan met het resetten van je wachtwoord, start het proces dan opnieuw vanaf **Stap 1**.



Wachtwoord opnieuw instellen

Je kunt dan een nieuw wachtwoord aanmaken.

- 3. Nadat je het nieuwe wachtwoord hebt ingevoerd en bevestigd, klik je op **Doorgaan** om de reset te voltooien



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Bedankt



Als je problemen hebt met inloggen op het systeem of andere problemen met de tool, stuur dan een e-mail naar **Shield@dhl.com**.

SHIELD-riskinhallintatyökalu

Käyttäjän ohjeopas

Tämä esitys on käännetty tekoälyä käyttäen.



Sisällysluettelo

- 1 Tilin rekisteröinti**
- 2 Kieliasetukset**
- 3 Arviointikysymyksiin vastaaminen**
- 4 Arviointien delegointi toiselle käyttäjälle**
- 5 Uuden toimittajan päämiehen / edustajan lisääminen**
- 6 Salasanen palautus**





1. TILIN REKISTERÖINTI

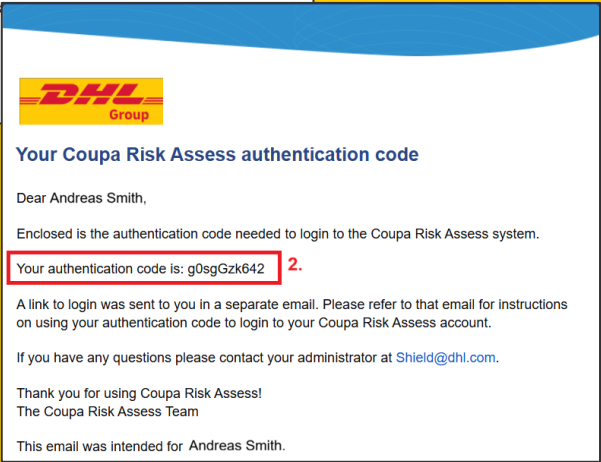
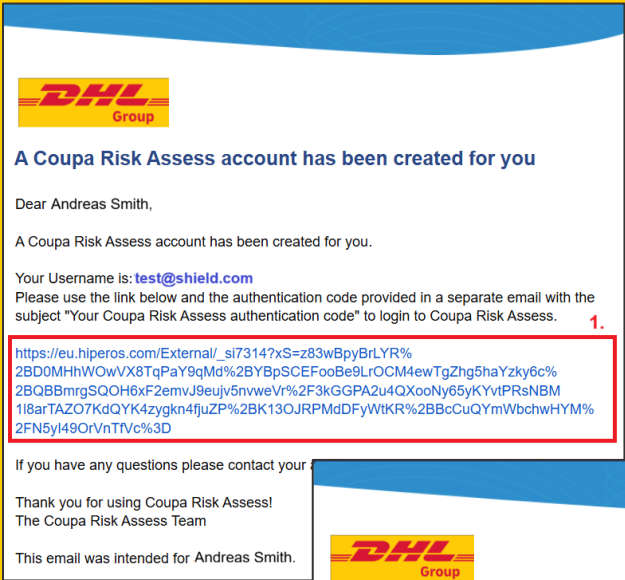
Tämä esitys on käännetty tekoälyä käyttäen.

Tilin rekisteröinti

Kun organisaatiosi on valittu kolmannen osapuolen seulontaan, saat kaksi erillistä sähköpostiviestiä:

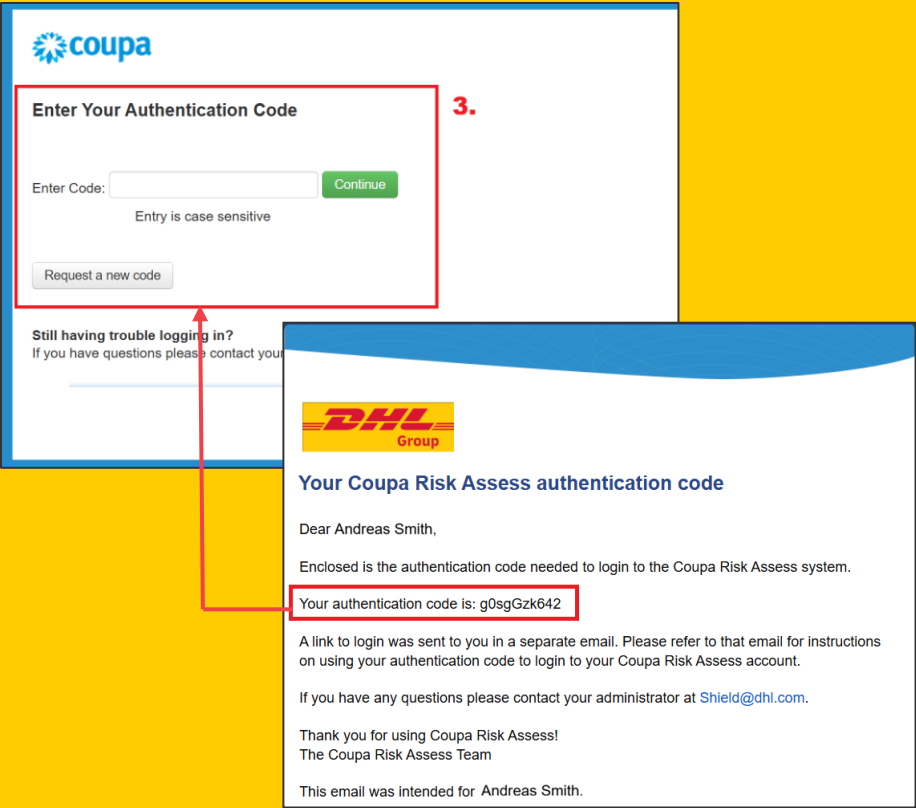
- 1. **Tilin luominen:** Tässä sähköpostiviestissä vahvistetaan SHIELD-tilisi luominen ja annetaan käyttäjätunnuksesi
- 2. **Todennustiedot:** tämä sähköposti sisältää Coupa Risk Assess -todennuksen

Kun saat nämä sähköpostiviestit, tarkista, että olet tarkoitettu vastaanottaja. Kun olet saanut vahvistuksen, jatka klikkaamalla sähköpostiviestissä annettua linkkiä.



Tilin rekisteröinti

3. Kun olet napsauttanut ensimmäisessä sähköpostiviestissä olevaa tunnistautumislinkkiä, sinut ohjataan sivulle, jossa pyydetään tunnistautumiskoodia. Kirjoita todennuskoodi **todennustiedot-sähköpostiviestistä** ja jatka valitsemalla **Jatka**.



Tilin rekisteröinti

Kun olet syöttänyt todennuskoodin, sinua pyydetään asettamaan turvakysymys:

- 4. Valitse haluamasi turvakysymys avattavasta valikosta ja jatka valitsemalla **Jatka**

Kun olet vahvistanut valintasi, sinua ohjataan luomaan uusi salasana:

- 5. Luo vahva salasana käyttämällä aakkosnumeerisia merkkejä ja jatka valitsemalla **Jatka**



Select and answer your security question

Security Question *

Where is my favorite city? ▾

Security Response *

Confirm Security Response

✓

Continue

Cancel

Still having trouble logging in?

If you have questions please contact your administrator at Shield@dhl.com



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password

✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password

✓

Continue



Business Spend Management

Tilin rekisteröinti

Kun olet asettanut kirjautumistietosi, sinut ohjataan kirjautumisportaaliin:

- Käytä käyttäjätunnuksena sähköpostiosoitettasi ja salasanaa, jonka olet luonut SHIELD-työkaluun kirjautuessasi.

Voit myös käyttää kirjautumisportaalia käyttämällä Coupa Risk Accessin **kolmannessa sähköpostiviestissä** annettua linkkiä.

The image shows two screenshots. The top screenshot is the Coupa Risk Assess login page. It has a blue header with the Coupa logo and the text 'Welcome to Coupa Risk Assess, your solution for third-party management.' Below the header is a 'Sign In' box with fields for 'User name' and 'Password', each with a 'Forgot username?' and 'Forgot password?' link. A 'Sign In' button is at the bottom of the box. To the right of the 'Sign In' box are two sections: 'COUPA BUSINESS SPEND MANAGEMENT' and 'RESOURCES'. The 'COUPA BUSINESS SPEND MANAGEMENT' section contains text about Coupa's solution for third-party management. The 'RESOURCES' section contains the Coupa University logo and a link to 'Learn more at Coupa University'. A red box highlights the 'Sign In' box, and a red arrow points from it to the bottom screenshot. The bottom screenshot is an email notification from DHL Group. It has a blue header with the DHL Group logo and the SHIELD logo. The text of the email reads: 'Compliance Third Party Screening (DDQ) is ready to complete', 'Dear Andreas,', 'Thank you for your interest in providing goods or services to DHL Group.', 'DHL Group is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen suppliers operate in a lawful manner, when acting on our behalf. Hence, we kindly ask you to complete the online compliance third party screening (due diligence screening - DDQ), which consists of several questionnaires that need to be completed by the due date indicated below. You can access the screening by clicking the link below.', 'Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement.', 'Please complete by 3/13/2026.', and 'Click [R.Porta](#) to log in.'

Tilin rekisteröinti

Kun olet kirjautunut sisään, sinut ohjataan käyttöehtosivulle .

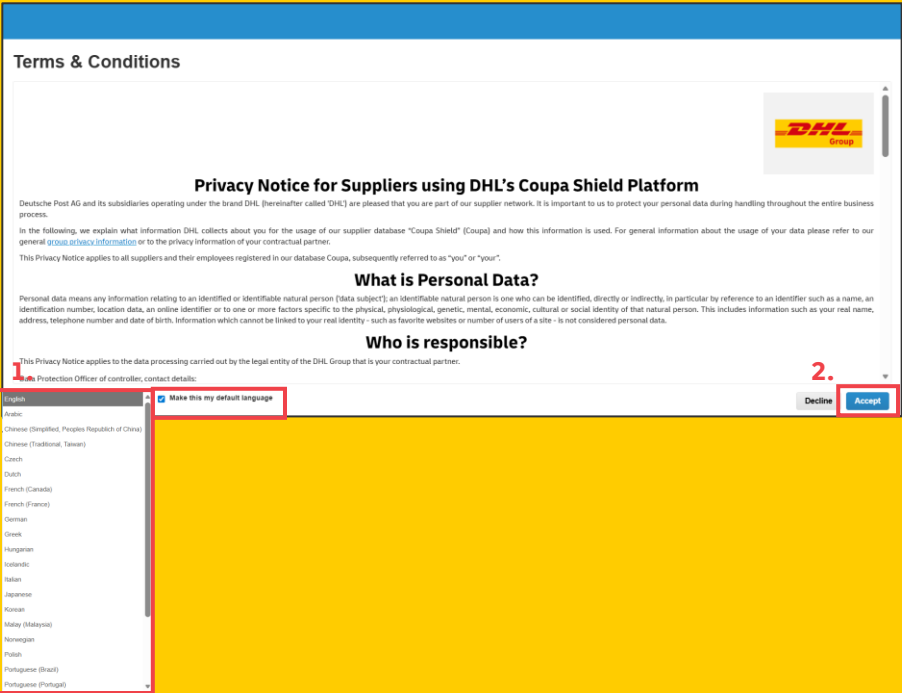
1. Voit tarkastella käyttöehtoja haluamallasi kielellä valitsemalla sen pudotusvalikosta.
2. Kun olet suorittanut tarkistuksen, jatka valitsemalla **Hyväksy** .

The screenshot shows the 'Terms of Use' page for Coupa. At the top, the Coupa logo is visible. Below it, the title 'Terms of Use' is displayed. The main content area contains the full text of the terms of use, which is partially obscured by a language selection dropdown menu. The dropdown menu is open, showing a list of languages: English, Arabic, Chinese (Simplified, Peoples Republic of China), Chinese (Traditional, Taiwan), Czech, Dutch, French (Canada), French (France), German, Greek, Hungarian, Icelandic, Italian, Japanese, Korean, Malay (Malaysia), Norwegian, Polish, Portuguese (Brazil), and Portuguese (Portugal). The 'English' option is currently selected. At the bottom right of the page, there are two buttons: 'Decline' and 'Accept'. The 'Accept' button is highlighted with a red box.

Tilin rekisteröinti

Kun olet hyväksynyt käyttöehdot, sinulle näytetään tietosuojailmoitus.

- 1. Voit tarkastella tietosuojatietoja haluamallasi kielellä valitsemalla sen pudotusvalikosta. Halutessasi voit myös asettaa valitsemasi kielen oletuskieleksi rastittamalla valintaruudun
- 2. Kun olet suorittanut tarkistuksen, jatka valitsemalla **Hyväksy**.





2. KIELIASETUKSET

Tämä esitys on käännetty tekoälyä käyttäen.

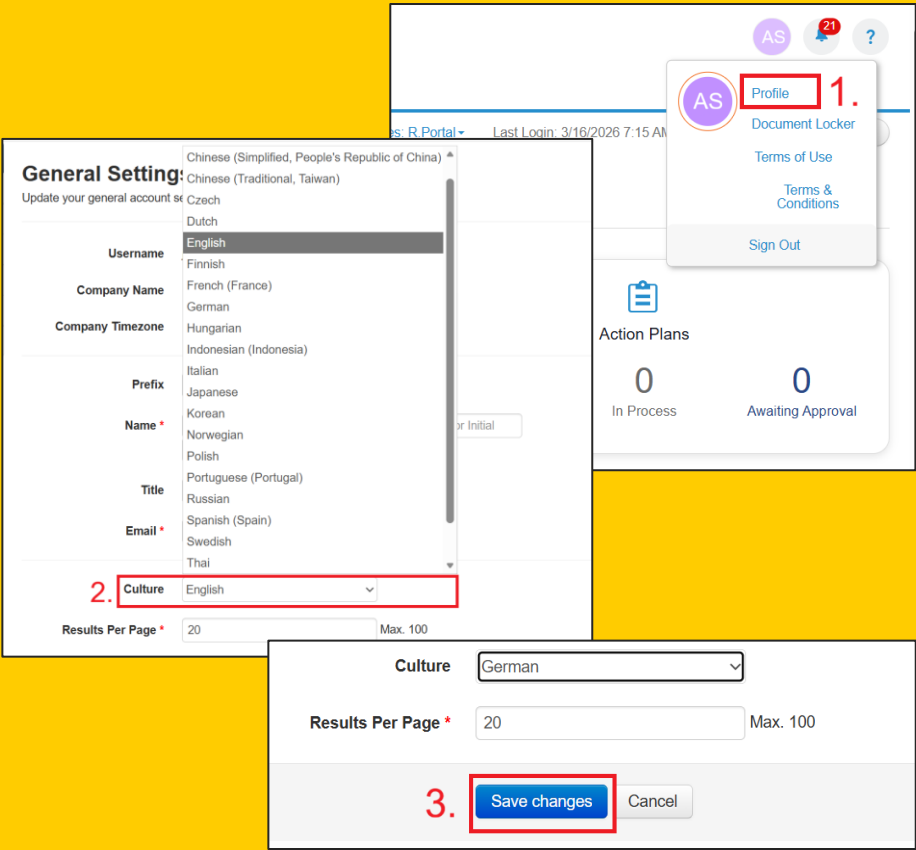
Kieliasetukset

SHIELD tarjoaa useita käyttöliittymän kielivaihtoehtoja. Järjestelmän kielen vaihtaminen:

- 1. Napsauta oikeassa yläkulmassa olevaa nimeäsi ja valitse **Profiili**
- 2. Napsauta Yleiset asetukset -kohdassa **Kulttuuri** ja valitse haluamasi kieli.
- 3. Aseta uusi kieli valitsemalla **Tallenna muutokset**



Jos kieleesi ei ole käytettävissä, voit käyttää selaimesi sisäänrakennettua käännöstoimintoa (katso seuraavat diat).



Kieliasetukset

Joillekin kielille on saatavilla useita vaihtoehtoja. Jos haluat vaihtaa järjestelmän kielen johonkin näistä kielistä, valitse **VAIN** seuraavat vaihtoehdot, jotta järjestelmä ja kaikki kyselylomakkeet näkyvät haluamallasi kielellä:

Jos se koskee teitä, ilmoittakaa **VAIN** valitse yksi seuraavista kielistä:

- Espanja (Espanja)
- Ranska (Ranska)
- Indonesian kieli (Indonesia)
- Portugali (Portugali)
- Vietnamilainen (Vietnam)
- Kiina (yksinkertaistettu)
- Kiina (perinteinen, Taiwan)

Ole kiltti ja tee se **ÄLÄ** valitse mitään seuraavista kielistä:

- Espanjan
- Ranska (Kanada)
- Indonesialainen
- Portugali (Brasilia)
- Vietnamilainen
- Kiinalainen (Hongkong S.A.R.)

Kieliasetukset

Kyselylomakkeet ovat saatavilla SHIELDissä seuraavilla kielillä:

- Englanti
- Arabia
- Kiina (yksinkertaistettu)
- Kiina (perinteinen, Taiwan)
- Tšekki
- Hollantilainen
- Suomalainen
- Ranska (Ranska)
- Saksan
- Unkarilainen
- Indonesian kieli (Indonesia)
- Italian
- Japanilainen
- Korean
- Puolan
- Portugali (Portugali)
- Venäläinen
- Espanja (Espanja)
- Ruotsalainen
- Thai
- Turkkilainen
- Vietnamilainen (Vietnam)
- Norja (*vain tietyt kyselylomakkeet*)



Jos valitset jonkin muun kielivaihtoehdon SHIELD-ohjelmassa **vain** shield-järjestelmän käyttöliittymä näytetään kyseisellä kielellä. Kyselylomake ja kaikki siihen liittyvät kysymykset laaditaan edelleen englanniksi.

Kieliasetukset: Selainkäännös (Google Chrome / Microsoft Edge)

Jos haluamasi kieli ei ole käytettävissä SHIELDissä, voit käyttää selaimen sisäänrakennettuja käännösominaisuuksia nykyaikaisissa selaimissa, kuten Google Chromessa tai Microsoft Edgessä:

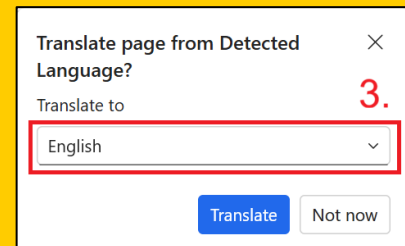
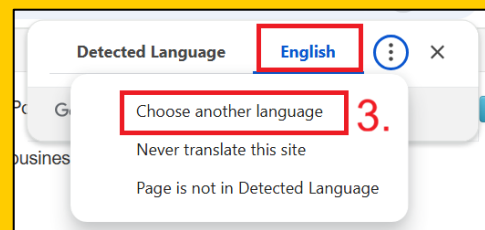
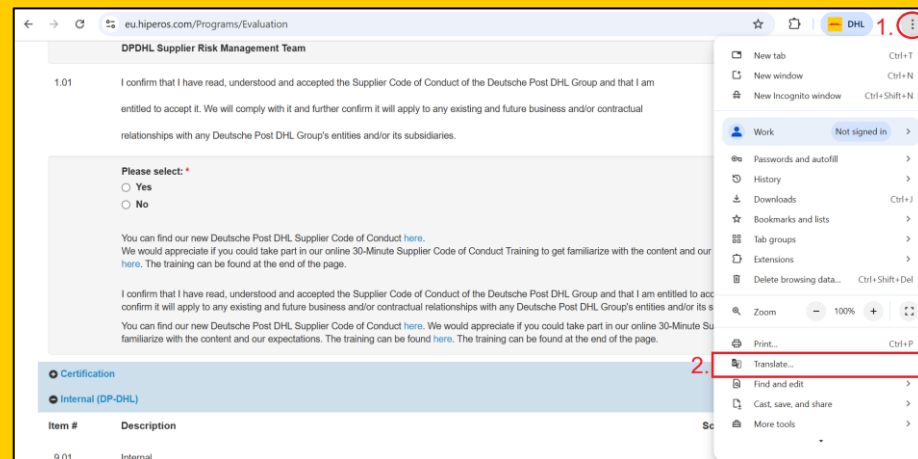
1. Avaa selaimen valikko oikeassa yläkulmassa.
2. Avaa ponnahdusikkuna Käännös valitsemalla **Käännä**.

Google Chrome (vasemmalla):

3. Valitse ponnahdusikkunassa **Valitse toinen kieli** ja valitse haluamasi kieli

Microsoft Edge (oikealla):

3. Valitse ponnahdusikkunassa haluamasi kieli





3. ARVIOINTIKYSYKSIIN VASTAAMINEN

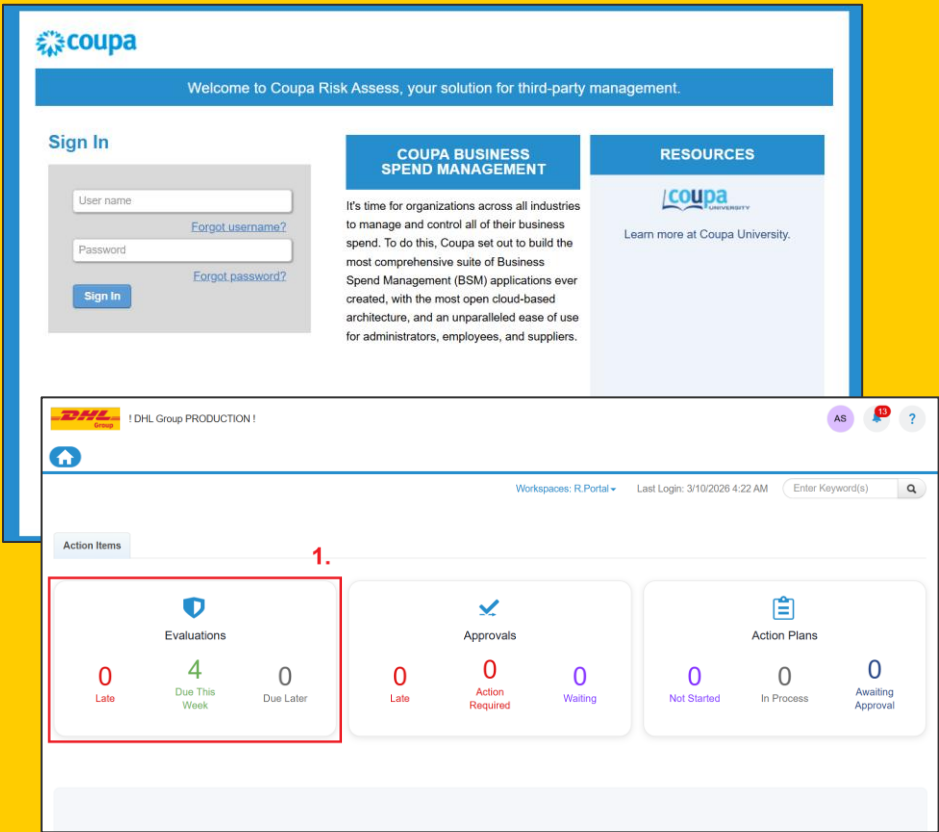
Tämä esitys on käännetty tekoälyä käyttäen.

Arviointikysymyksiin vastaaminen

Kirjaudu sisään SHIELD-työkaluun sähköpostissa saamasi **R.Portal-kirjautumislinkin** avulla.

Kun olet kirjautunut sisään, sinut ohjataan **kojelaudallesi**, jossa näkyvät kaikki arvioinnit/hyväksynnät, jotka vaativat toimenpiteitäsi

- 1. Valitse **Arvioinnit-välilehti** nähdäksesi koko luettelon sinulle osoitetuista arvioinneista.

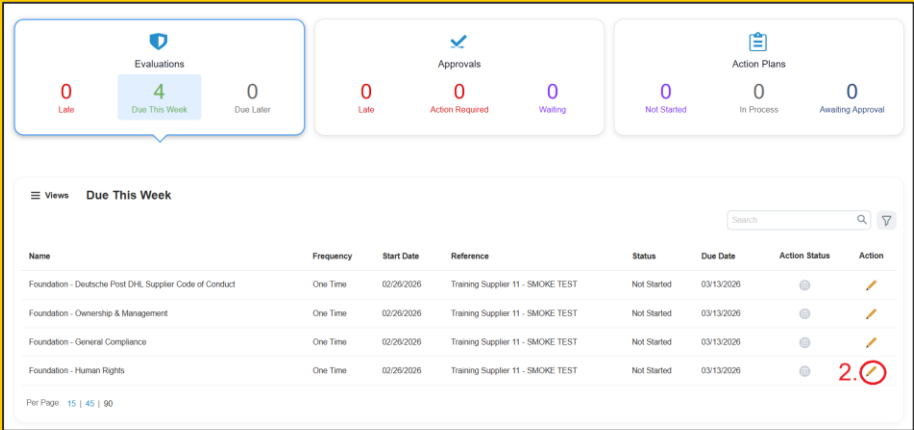


Arviointikysymyksiin vastaaminen

Tämä kojelauta näyttää kaikki arvioinnit, jotka odottavat toimintaasi. Tässä esimerkissä **4 arviointia** on vireillä.

Voit myös tarkastella kunkin arvioinnin tilaa ja eräpäivää tällä sivulla.

- 2. Voit avata arvioinnin (tässä tapauksessa esim. säätiö - ihmisoikeudet) napsauttamalla toimintosarakkeessa olevaa **kynäkuvaketta**.



Arviointikysymyksiin vastaaminen

Kun olet valinnut kynäkuvakkeen, järjestelmä näyttää arvioinnin yksityiskohtaisen arviointisivun. Jos **et ole** organisaatiossasi **nimetty vastuuhenkilö** , joka vastaa kyseisen arvioinnin suorittamisesta, voit **delegoida sen** asianomaiselle vastuuhenkilölle. Yksityiskohtaiset ohjeet delegointiprosessista annetaan seuraavassa jaksossa.

Jos olet oikea henkilö täyttämään kyselylomakkeen organisaatiosi puolesta, tarkista jokainen arviointikohta ja anna vastauksesi.



Kun olet täyttänyt kaikki vaaditut kentät, valitse **"Lähetä"** viimeistelläksesi ja lähettääksesi vastauksesi DHL Groupille

Toista sama menettely kaikkien sinulle osoitettujen arviointien osalta.

Workspaces: R PortalLast Login: 3/10/2026 5:47 AM(Enter Keyword(s))

EvaluationRisk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

DelegateRecalcSaveCancelSubmit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our choser operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

Top

Delegate

Recalc

Save

Cancel

Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		0

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. ARVIOINTIEN DELEGOINTI TOISELLE KÄYTTÄJÄLLE

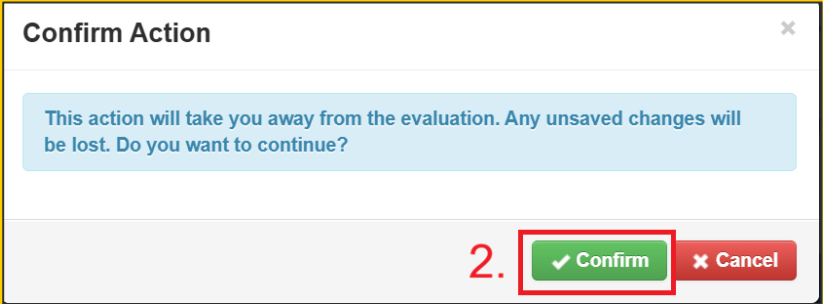
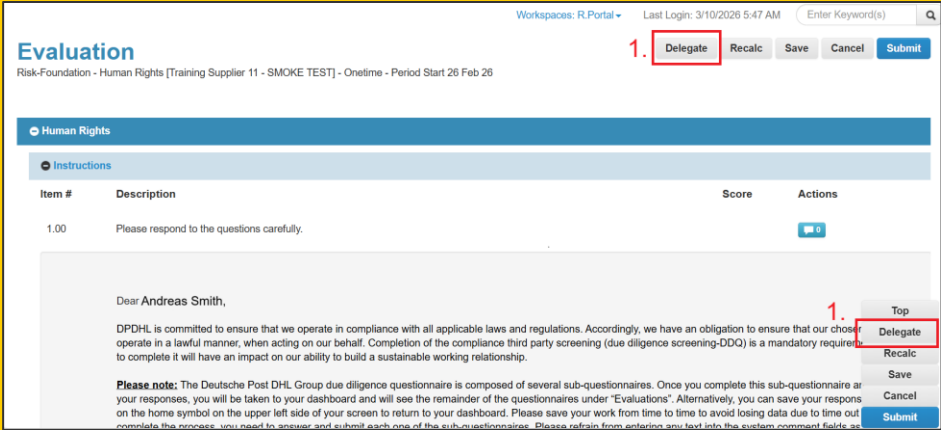
Tämä esitys on käännetty tekoälyä käyttäen.

Arviointien delegointi osoitteeseen Toinen käyttäjä

- 1. Voit siirtää arvioinnin organisaatiossasi nimetylle vastuuhenkilölle valitsemalla **Delegoi**-painikkeen.

Kun olet napsauttanut Delegoi-painiketta, näyttöön tulee vahvistusikkuna.

- 2. Valitse **Vahvista** jatkaaksesi siirtoprosessia.



Arviointien delegointi osoitteeseen

Toinen käyttäjä

Kun jatkat, **arviointivaltuutussivu** tulee näkyviin. Tällä sivulla voit syöttää sen henkilön tiedot, jolle aiot siirtää arvioinnin.

- 3. Valitse **+-painike** avataksesi uuden ikkunan, johon voit syöttää nimetyn käyttäjän etunimen, sukunimen ja sähköpostiosoitteen.
- 4. Kun kaikki tarvittavat tiedot on annettu, jatka valitsemalla **Luo käyttäjä**.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

Comme

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel

Create User

4.

5. Esitä mahdolliset huomautukset, joissa selitetään arvioinnin siirtämisen syy.
6. Viimeistele delegointiprosessi valitsemalla **Delegoi**.

Käyttäjän, jolle olet delegoinut arvioinnin, on suoritettava SHIELD-tilin vakiomuotoinen rekisteröintiprosessi (katso [vastaava kohta](#)).

6. Delegate



5. UUDEN TOIMITTAJAN PÄÄMIEHEN/EDUSTAJAN LISÄÄMINEN

Tämä esitys on käännetty tekoälyä käyttäen.

Uuden toimittajan päämiehen lisääminen

Noudata kyselylomakkeemme Omistus ja johto -osiossa alla olevia ohjeita kunkin asiaankuuluvan kohdan osalta (esim. toimitusjohtajan/pääjohtajan/toimitusjohtajan tai talousjohtajan/talousjohtajan lisääminen):

1. Valitse **Add New Supplier Principal (Lisää uusi toimittajan päämies)** syöttääksesi tarvittavat tiedot.

Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		

Supplier Principals

No items to display

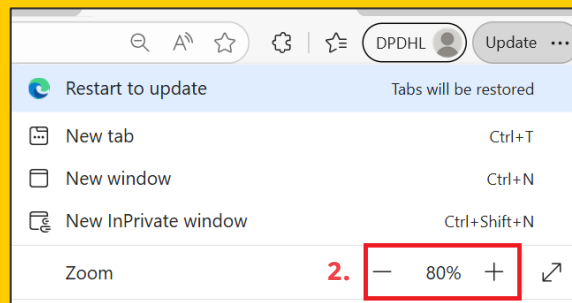
Accurate information must be provided in the above field and NOT left blank *

☐ I confirm

Uuden toimittajan päämiehen lisääminen

Kun olet valinnut "Add New Supplier Principal" (Lisää uusi toimittajan päämies), näyttöön tulee ponnahdusikkuna, jossa pyydetään henkilökohtaisia tietoja:

2. Jos koko ponnahdusikkunaa, mukaan lukien **Luo-painiketta**, ei näy näytölläsi, säädä selaimesi zoomaustaso **80-90 %:iin** käyttämällä selaimesi zoomaussäätimiä (katso esimerkki oikealla).
3. Ilmoita vähintään kaikki pakollisissa kentissä vaaditut tiedot.
4. Kun kaikki pakolliset kentät on täytetty, napsauta **Luo** lisätäksesi uuden toimittajan päämiehen.



 A screenshot of a web form titled 'Create Supplier Principal'. The form contains several input fields: 'First Name', 'Last Name', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership'. A red box highlights the entire form area, with a red '3.' next to it. At the bottom right of the form, there are 'Cancel' and 'Create' buttons. A red '4.' is placed next to the 'Create' button.



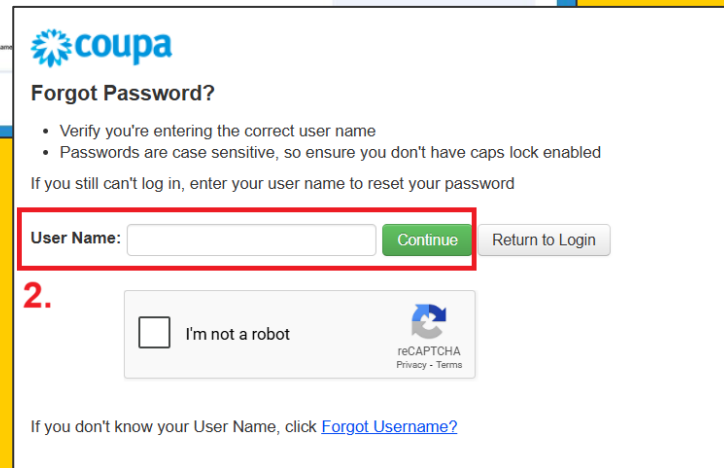
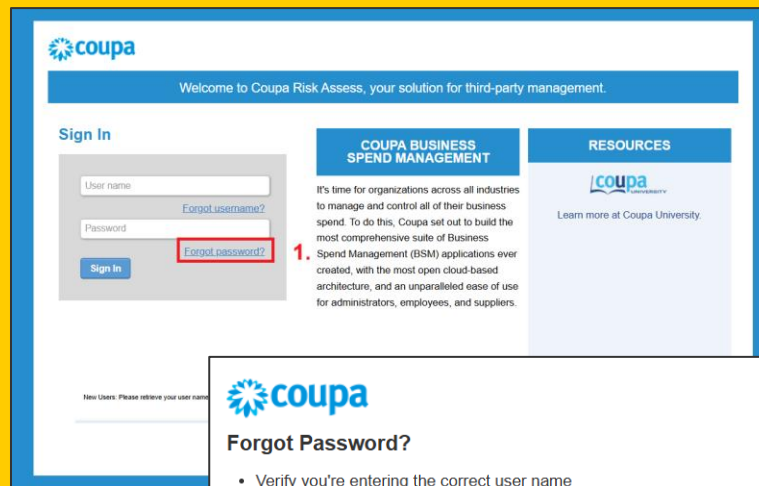
6. SALASANAN NOLLAUS

Tämä esitys on käännetty tekoälyä käyttäen.

Salasanan palautus

Jos sinun on palautettava salasanasi:

1. Siirry [SHIELD kirjautumissivulle](#) ja valitse **Unohditko salasanan?**
2. Kirjoita käyttäjätunnuksesi (yleensä sähköpostiosoitteesi) ja napsauta **Jatka**



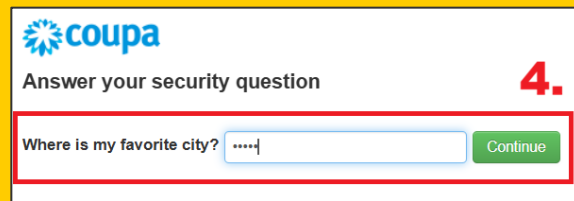
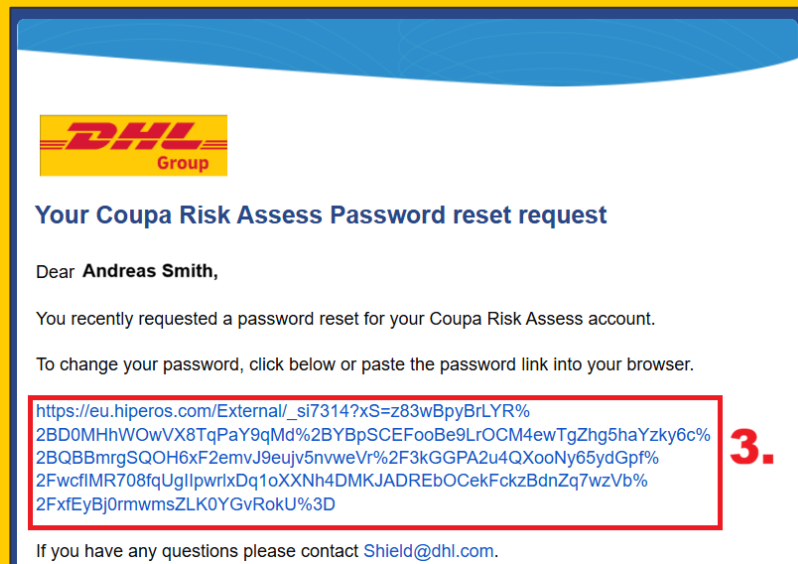
Salasanan palautus

Saat sähköpostiviestin.

3. Napsauta sähköpostiviestissä olevaa linkkiä
4. Vastaa turvakysymykseen, jonka olet luonut tiliäsi määrittettäessä, ja valitse **Jatka**



Salasanan palautuslinkit vanhentuvat 24 tunnin kuluttua. Jos linkkisi vanhenee etkä voi jatkaa salasanan palauttamista, aloita prosessi uudelleen **vaiheesta 1.**



Salasanan palautus

Tämän jälkeen voit luoda uuden salasanan.

- 3. Kun olet syöttänyt ja vahvistanut uuden salasanan, napsauta **Continue (Jatka)** viimeistelläksesi nollauksen



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Kiitos



Jos sinulla on vaikeuksia kirjautua järjestelmään tai muita työkaluun liittyviä ongelmia, lähetä sähköpostia osoitteeseen **Shield@dhl.com**.

Outil de gestion des risques SHIELD

Guide d'aide à l'utilisateur

Cette présentation a été traduite à l'aide de l'intelligence artificielle.



Table des matières

- 1 Enregistrement du compte**
- 2 Paramètres de langue**
- 3 Répondre aux questions d'évaluation**
- 4 Délégation des évaluations à un autre utilisateur**
- 5 Ajout d'un nouveau fournisseur principal / représentant**
- 6 Réinitialisation du mot de passe**





1. ENREGISTREMENT DU COMPTE

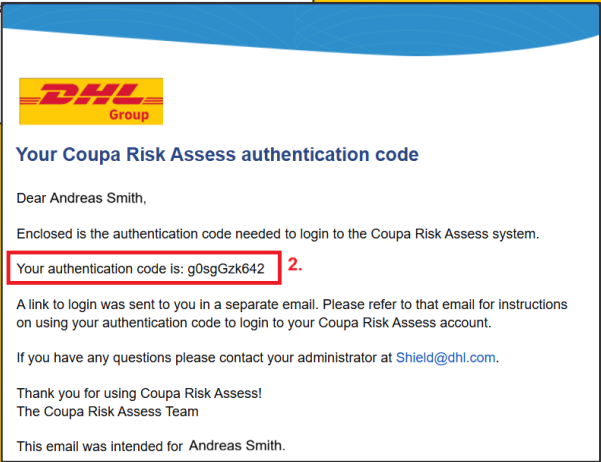
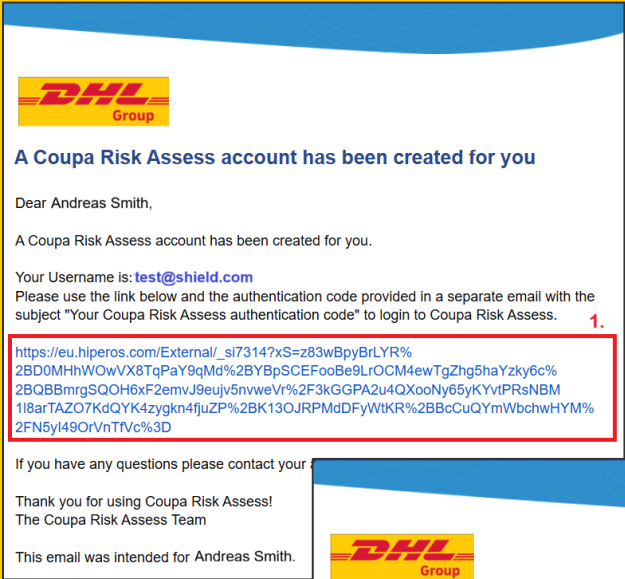
Cette présentation a été traduite à l'aide de l'intelligence artificielle.

Enregistrement du compte

Une fois que ton organisation a été sélectionnée pour le Third Party Screening, tu recevras deux courriels distincts :

- 1. **Création du compte** : cet e-mail confirme la création de ton compte SHIELD et fournit ton nom d'utilisateur
- 2. **Détails de l'authentification** : cet e-mail contient ton authentification Coupa Risk Assess

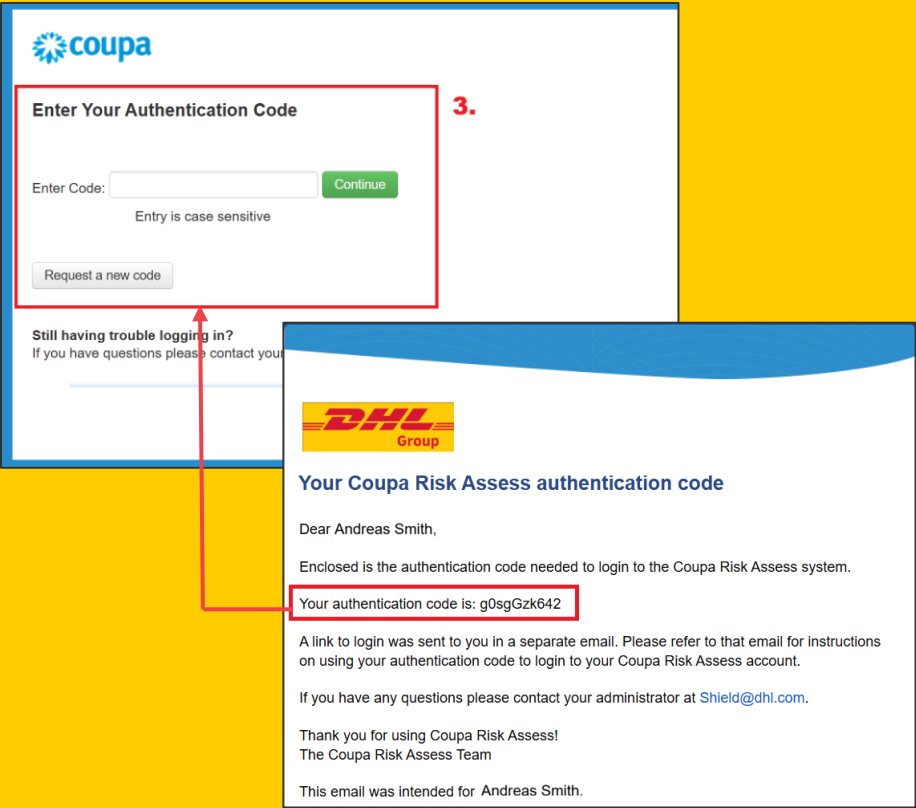
À la réception de ces courriels, vérifie que tu es bien le destinataire. Une fois confirmé, procède en cliquant sur le lien fourni dans l'e-mail de création de compte.



Enregistrement du compte

3. Après avoir cliqué sur le lien d'authentification dans le premier e-mail, tu seras redirigé vers une page te demandant ton code d'authentification.

Saisis le code d'authentification figurant dans l'e-mail **des détails d'authentification** et clique sur **Continuer** pour poursuivre.



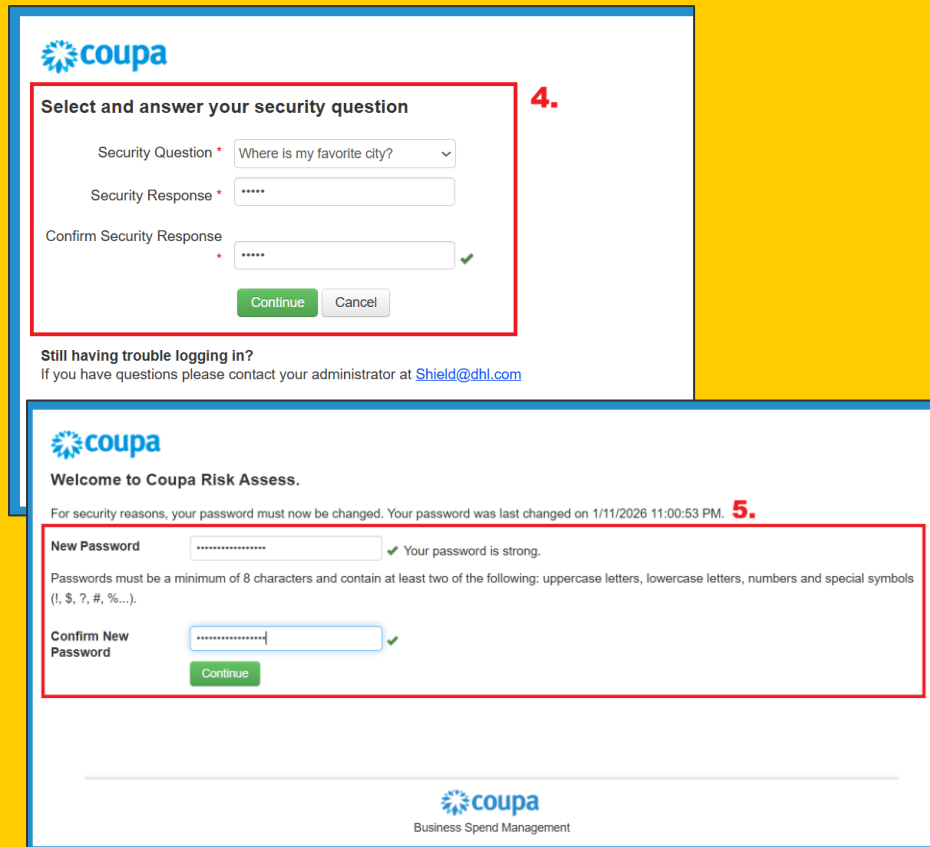
Enregistrement du compte

Après avoir saisi le code d'authentification, tu seras invité à définir une question de sécurité :

4. Sélectionne ta question de sécurité préférée dans le menu déroulant et clique sur **Continuer** pour poursuivre

Après avoir confirmé ta sélection, tu seras invité à créer un nouveau mot de passe :

5. Crée un mot de passe fort en utilisant des caractères alphanumériques et clique sur **Continuer** pour poursuivre



4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

Continue **Cancel**

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ***** ✓

Continue

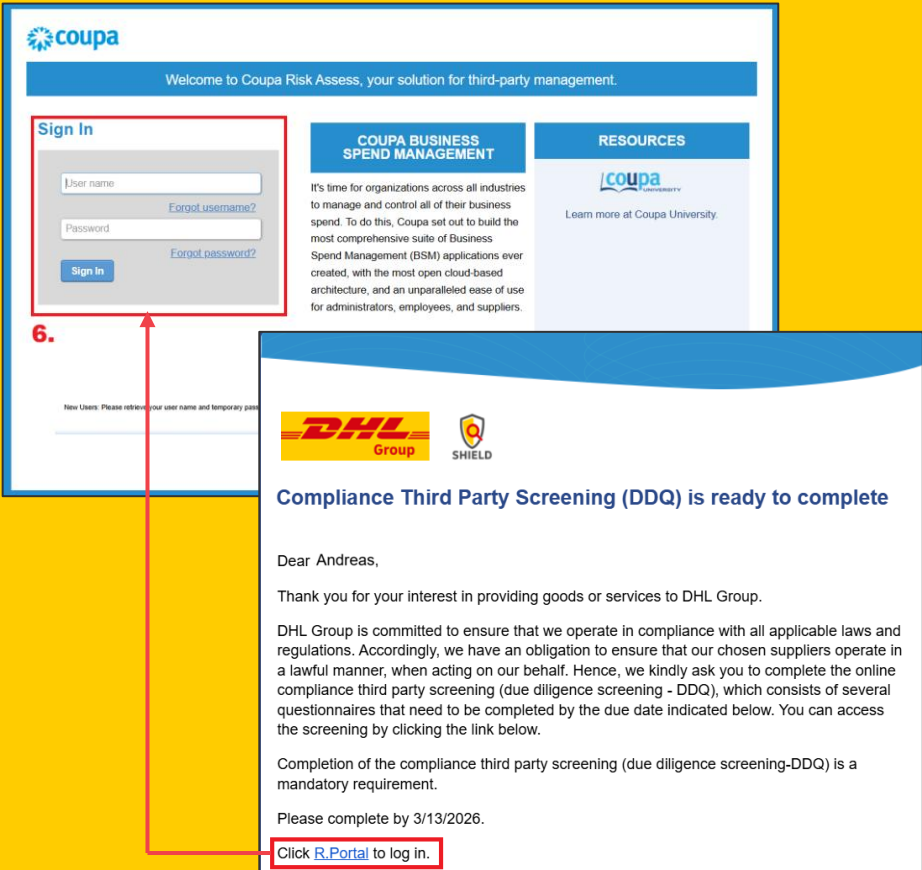
coupa
Business Spend Management

Enregistrement du compte

Après avoir défini tes identifiants de connexion, tu seras redirigé vers le **portail de connexion**:

- 6. Utilise ton adresse e-mail comme nom d'utilisateur et le mot de passe que tu as créé pour te connecter à l'outil SHIELD.

Tu peux également accéder au portail de connexion en utilisant le lien fourni dans le **troisième e-mail** de Coupa Risk Access.



Enregistrement du compte

Après t'être connecté, tu seras dirigé vers la page des conditions d'utilisation .

1. Tu peux consulter les conditions générales dans la langue de ton choix en la sélectionnant dans le menu déroulant.
2. Une fois que tu as terminé la révision, clique sur **Accepter** pour continuer.

The screenshot shows the 'Terms of Use' page for Coupa. At the top, the Coupa logo and name are visible. Below the header, the title 'Terms of Use' is displayed. The main content area contains a welcome message and a list of terms. A language dropdown menu is open, showing a list of languages including English, Arabic, Chinese (Simplified), Chinese (Traditional), Czech, Dutch, French (Canada), French (France), German, Greek, Hungarian, Icelandic, Italian, Japanese, Korean, Malay (Malaysia), Norwegian, Polish, Portuguese (Brazil), and Portuguese (Portugal). The 'Accept' button is highlighted with a red box.

Terms of Use

Welcome to the Coupa Risk Assess. These Terms of Use govern your ("you" or "Your") participation in the Coupa Risk Assess application and the Coupa Supplier Network (together referred to as the "Network") which is maintained and operated by Coupa Software, Inc., including its subsidiaries and affiliates ("Coupa").

1. Coupa offers to its customers ("Customers") online procurement, invoicing, data analysis, and other services and associated content, developed, operated, and maintained by Coupa, and made accessible via <http://www.coupa.com> or another web site or IP address designated by Coupa from time to time, or ancillary online products, including those offered via electronic mail, or offline products and services provided by Coupa to its Customers ("Service"). You wish to be listed in the Network as a potential or current supplier to Customers that use the Service. YOU EXPRESSLY AGREE AND ACKNOWLEDGE THAT YOU ARE SUBJECT TO, BOUND BY AND WILL COMPLY WITH THESE TERMS OF USE. BY USING THE SERVICE, YOU AGREE TO THESE TERMS OF USE. IF YOU DO NOT AGREE, DO NOT USE THE SERVICE.

2. Coupa reserves the right, at its sole discretion, to change these Terms of Use, at any time. The revised version will be effective at the time Coupa posts it. It is Your responsibility to check these Terms of Use periodically for changes. Your continued participation in the Network and use of the Service following the posting of changes will mean that You accept and agree to the changes. Coupa last amended these Terms of Use on the date stated above. However, if the revised version includes a material change, it will be effective 30 days after the material changes are initially posted. Coupa will make all reasonable endeavors to notify You of such material changes through the Service prior to the expiration of such 30-day period. As long as You comply with these Terms of Use, Coupa grants You a personal, non-exclusive, non-transferable, limited privilege to be a member of the Network and use the Service. COUPA RESERVES THE RIGHT TO IMMEDIATELY REMOVE YOU FROM THE NETWORK AND TERMINATE YOUR USE OF THE SERVICE IN ITS SOLE REASONABLE DISCRETION UPON NOTICE TO YOU (EMAIL ACCEPTABLE).

3. You represent and warrant the following: (i) You will comply with all laws and regulations that apply to Your participation in the Network and Service; (ii) You possess all right, power, and authority to enter into these Terms of Use; and (iii) Information that You provide to Coupa or upload to the Service will be accurate and that you are responsible for the accuracy of your information.

4. Each party shall continue to own all right, title, and interest in its intellectual property and materials associated with these Terms of Use. Additionally, neither party provides any license to its intellectual property or materials except as set forth herein. You grant to Coupa a limited, personal, non-sublicensable, non-exclusive license to use your information and associated intellectual property necessary for Coupa to include You in the Network and to provide information on or about Your products and services as part of the Service. You agree that Coupa may collect, use and disclose quantitative data derived from Your use of the Service for industry analysis, benchmarking, analytics, marketing, and other business purposes. All data collected, used, and disclosed will be in aggregate form only and will not identify You or Your users.

5. You shall not submit, upload, email, post or transmit to, or distribute or otherwise publish through the Service any material which: (i) disrupts the normal flow of dialogue and/or exchange within the Service, including posting or otherwise transmitting material that is not related to the subject at issue or otherwise restricts or inhibits any other user from using and enjoying the Service; (ii) is unlawful, threatening, abusive, libelous, defamatory, obscene, vulgar, offensive, harassing, hateful, sexually explicit, or indecent; (iii) constitutes or encourages conduct that would constitute a criminal offense, potentially give rise to civil liability, or otherwise violate the local, state, or national laws of any country; (iv) violates, plagiarizes, or infringes the rights of third parties; (v) contains a virus, worm, Trojan horse, or other harmful component; (vi) contains solicitations or advertisements of any kind; (vii) constitutes or contains false or misleading indication of origin or statement of fact; or (viii) contains chain letters or pyramid schemes.

6. The Service contains information about Coupa, its Customers, and other third parties. While this information was believed to be accurate as of the date prepared, Coupa disclaims any liability arising from its accuracy and any duty or obligation to update this information or any other content.

7. Coupa makes no warranty, express or implied, with respect to the content, information, or services provided through, or in conjunction with, the Service. Coupa makes no guarantee of the accuracy, correctness or completeness of any information in the Service, and shall not be responsible for: (i) any errors of omission arising from the use of such information; (ii) any failures, delays or interruptions in the delivery of any content or service provided by the Service; and (iii) any defamatory, libelous or unlawful material provided by the Service, including resumes, emails, profiles, opinions, advice, statements, memorandums or discussion board postings, or materials related to users' use of the Service. You acknowledge that the Service may contain material that is defamatory, libelous or unlawful material provided by the Service, including resumes, emails, profiles, opinions, advice, statements, memorandums or discussion board postings, or materials related to users' use of the Service. You acknowledge that the Service may contain material that is defamatory, libelous or unlawful material provided by the Service, including resumes, emails, profiles, opinions, advice, statements, memorandums or discussion board postings, or materials related to users' use of the Service.

Decline Accept

Enregistrement du compte

Après avoir accepté les conditions d'utilisation, tu verras apparaître l'**avis de confidentialité**.

1. Tu peux consulter les informations de confidentialité dans la langue de ton choix en la sélectionnant dans le menu déroulant. Si tu le souhaites, tu peux également définir la langue sélectionnée comme langue par défaut en cochant la case
2. Une fois que tu as terminé la révision, clique sur **Accepter** pour continuer.

Terms & Conditions

Privacy Notice for Suppliers using DHL's Coupa Shield Platform

Deutsche Post AG and its subsidiaries operating under the brand DHL (hereinafter called 'DHL') are pleased that you are part of our supplier network. It is important to us to protect your personal data during handling throughout the entire business process.

In the following, we explain what information DHL collects about you for the usage of our supplier database "Coupa Shield" (Coupa) and how this information is used. For general information about the usage of your data please refer to our general [group privacy information](#) or to the privacy information of your contractual partner.

This Privacy Notice applies to all suppliers and their employees registered in our database Coupa, subsequently referred to as "you" or "your".

What is Personal Data?

Personal data means any information relating to an identified or identifiable natural person (data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. This includes information such as your real name, address, telephone number and date of birth. Information which cannot be linked to your real identity – such as favorite websites or number of users of a site – is not considered personal data.

Who is responsible?

This Privacy Notice applies to the data processing carried out by the legal entity of the DHL Group that is your contractual partner.

Protection Officer of controller, contact details:

English ☒ Make this my default language

Chinese (Simplified, Peoples Republic of China)
Chinese (Traditional, Taiwan)
Czech
Dutch
French (Canada)
French (France)
German
Greek
Hungarian
Indonesian
Italian
Japanese
Korean
Malay (Malaysia)
Norwegian
Polish
Portuguese (Brazil)
Portuguese (Portugal)

Decline Accept



2. PARAMÈTRES DE LANGUE

Cette présentation a été traduite à l'aide de l'intelligence artificielle.

Paramètres de langue

SHIELD propose plusieurs langues d'interface. Pour changer la langue du système :

1. Clique sur ton nom dans le coin supérieur droit et sélectionne **Profil**
2. Dans Paramètres généraux, clique sur **Culture** et sélectionne la langue de ton choix.
3. Clique sur **Enregistrer les modifications** pour définir la nouvelle langue



Si ta langue n'est pas disponible, tu peux utiliser la fonction de traduction intégrée à ton navigateur (voir les diapositives suivantes).

The screenshot illustrates the process of changing the system language in SHIELD. It is divided into three numbered steps:

- Step 1:** A user profile dropdown menu is shown in the top right corner. The user's name 'AS' is circled in purple, and the 'Profile' option is highlighted with a red box and the number '1'.
- Step 2:** The 'General Settings' modal is open. The 'Culture' dropdown menu is highlighted with a red box and the number '2'. The list of languages includes Chinese, Czech, Dutch, English (selected), Finnish, French, German, Hungarian, Indonesian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Russian, Spanish, Swedish, and Thai.
- Step 3:** A zoomed-in view of the bottom of the 'General Settings' modal shows the 'Culture' dropdown set to 'German' and the 'Save changes' button highlighted with a red box and the number '3'.

Paramètres de langue

Pour certaines langues, plusieurs options sont disponibles. Si tu souhaites changer la langue du système pour l'une de ces langues, sélectionne **UNIQUEMENT** les options suivantes pour que le système et tous les questionnaires s'affichent dans la langue souhaitée :

Si cela s'applique à toi, merci de **UNIQUEMENT** sélectionner une des langues suivantes :

- Espagnol (Espagne)
- Français (France)
- Indonésien (Indonésie)
- Portugais (Portugal)
- Vietnamien (Vietnam)
- Chinois (simplifié)
- Chinois (traditionnel, Taiwan)

S'il te plaît, ne **PAS** sélectionner l'une des langues suivantes :

- Espagnol
- Français (Canada)
- Indonésien
- Portugais (Brésil)
- Vietnamien
- Chinois (Hongkong S.A.R.)

Paramètres de langue

Les questionnaires sont disponibles dans les langues suivantes sur SHIELD:

- Anglais
- L'arabe
- Chinois (simplifié)
- Chinois (traditionnel, Taiwan)
- Tchèque
- Néerlandais
- Le finnois
- Français (France)
- Allemand
- Hongrois
- Indonésien (Indonésie)
- Italien
- Japonais
- Coréen
- Polonais
- Portugais (Portugal)
- Russe
- Espagnol (Espagne)
- Suédois
- Thaïlandais
- Turc
- Vietnamien (Vietnam)
- Norvégien (*certaines questionnaires seulement*)



Si tu choisis une autre option de langue sur la SHIELD **seule l'interface du système Shield sera affichée dans cette langue** l'interface du système Shield sera affichée dans cette langue. Le questionnaire et toutes les questions connexes resteront en anglais.

Paramètres de langue : Traduction du navigateur (Google Chrome / Microsoft Edge)

Si ta langue préférée n'est pas disponible dans la SHIELD, tu peux utiliser les fonctions de traduction intégrées aux navigateurs modernes tels que Google Chrome ou Microsoft Edge :

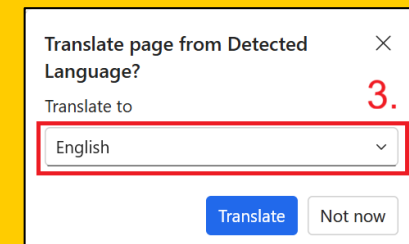
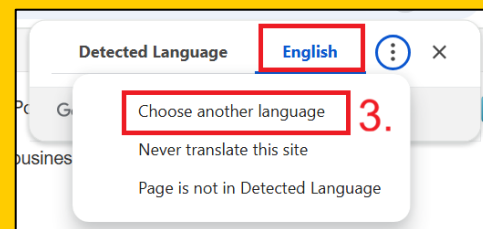
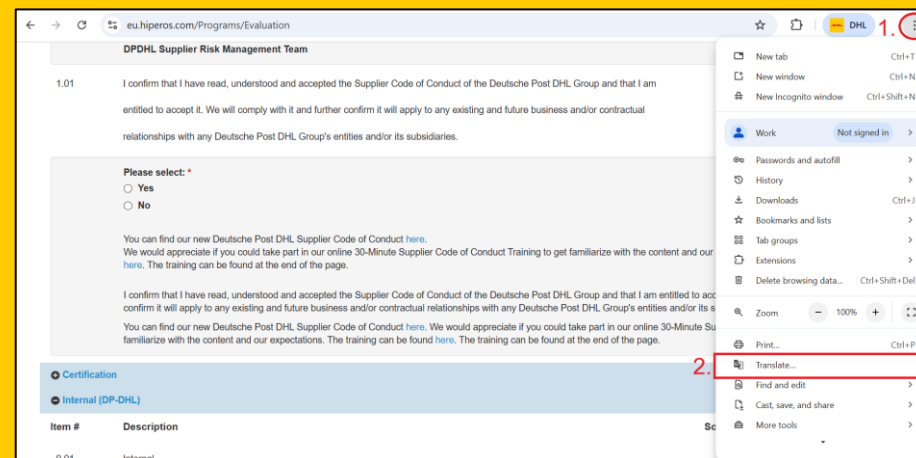
1. Ouvre le menu du navigateur dans le coin supérieur droit.
2. Sélectionne **Traduire** pour ouvrir la fenêtre contextuelle de traduction.

Pour Google Chrome (à gauche) :

3. Dans la fenêtre qui s'affiche, sélectionne **Choisir une autre langue** et choisis ta langue préférée

Pour Microsoft Edge (à droite) :

3. Dans la fenêtre pop-up, choisis la langue que tu préfères





3. RÉPONDRE AUX QUESTIONS D'ÉVALUATION

Cette présentation a été traduite à l'aide de l'intelligence artificielle.

Répondre aux questions d'évaluation

Connecte-toi à l'outil SHIELD en utilisant le lien de connexion **R.Portal** fourni dans ton e-mail.

Après t'être connecté, tu seras dirigé vers ton **tableau de bord**, qui affiche toutes les évaluations/approvements qui nécessitent ton intervention

1. Sélectionne l'onglet **Evaluations** pour afficher la liste complète des évaluations qui te sont attribuées.

The screenshot displays two web interfaces. The top interface is the Coupa Risk Assess login page, featuring a 'Sign In' section with input fields for 'User name' and 'Password', and links for 'Forgot username?' and 'Forgot password?'. To the right, there is a 'COUPA BUSINESS SPEND MANAGEMENT' section with a descriptive paragraph and a 'RESOURCES' section with a link to 'Learn more at Coupa University'.

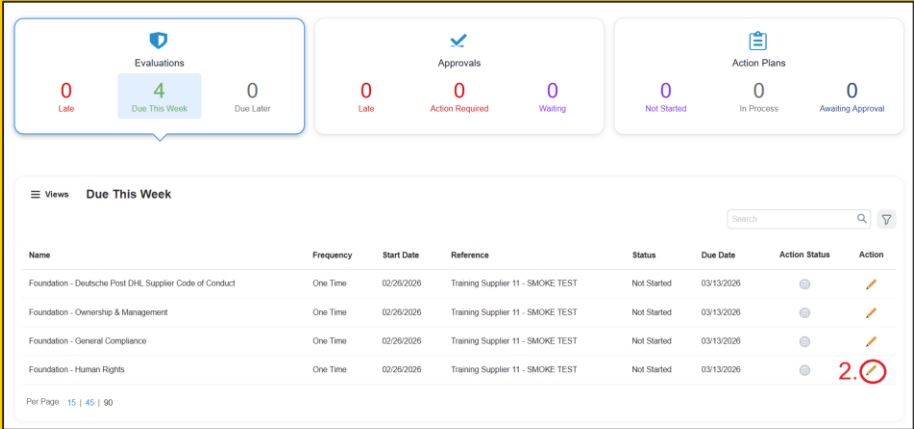
The bottom interface is the DHL Group PRODUCTION dashboard. It features a navigation bar with a home icon, a workspace dropdown set to 'R.Portal', a last login timestamp of '3/10/2026 4:22 AM', and a search bar. Below the navigation bar, there are three main cards: 'Evaluations', 'Approvals', and 'Action Plans'. The 'Evaluations' card is highlighted with a red box and a red '1.' next to it. It shows a shield icon and three metrics: '0 Late' (red), '4 Due This Week' (green), and '0 Due Later' (grey). The 'Approvals' card shows a checkmark icon and three metrics: '0 Late' (red), '0 Action Required' (red), and '0 Waiting' (purple). The 'Action Plans' card shows a clipboard icon and three metrics: '0 Not Started' (purple), '0 In Process' (grey), and '0 Awaiting Approval' (grey).

Répondre aux questions d'évaluation

Ce tableau de bord affiche toutes les évaluations qui attendent ton intervention. Dans cet exemple, **4 évaluations** sont en attente.

Tu peux également consulter le statut et la date d'échéance de chaque évaluation sur cette page.

- 2. Pour ouvrir une évaluation (par exemple Fondation - Droits de l'homme dans ce cas), clique sur **l'icône du crayon** dans la colonne Action.



Répondre aux questions d'évaluation

Après avoir sélectionné l'icône du crayon, le système affichera la page d'évaluation détaillée de l'évaluation. Si tu **n'es pas la personne responsable désignée** pour effectuer l'évaluation spécifique au sein de ton organisation, tu as la possibilité de **la déléguer** à la personne responsable concernée. Des conseils détaillés sur le processus de délégation sont fournis dans la section suivante.

Si tu es la bonne personne pour remplir le questionnaire au nom de ton organisation, passe en revue chaque point de l'évaluation et donne tes réponses.



Après avoir rempli tous les champs requis, sélectionne **"Soumettre"** pour finaliser et envoyer tes réponses à DHL Group

Répète la même procédure pour toutes les évaluations qui te sont attribuées.

The screenshot shows the 'Evaluation' interface for 'Human Rights'. At the top, there's a header with 'Workspaces: R Portal', 'Last Login: 3/10/2026 5:47 AM', and a search bar. Below the header, the 'Evaluation' title is followed by 'Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26'. Action buttons 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit' are visible. The main content area is titled 'Human Rights' and contains an 'Instructions' section. A table lists items for evaluation, with item 1.00 stating 'Please respond to the questions carefully.' Below the table, a message from 'Dear Andreas Smith,' explains the purpose of the evaluation and mentions 'DPDHL'. A 'Please note' section states that the evaluation is part of a larger questionnaire. At the bottom, a 'Certification' section asks the user to confirm they are authorized to submit the questionnaire. A red arrow points from the 'Submit' button in the bottom right corner of the interface to the 'Soumettre' button mentioned in the text.



4. DÉLÉGATION DES ÉVALUATIONS À UN AUTRE UTILISATEUR

Cette présentation a été traduite à l'aide de l'intelligence artificielle.

Délégation des évaluations à Un autre utilisateur

1. Tu peux déléguer une évaluation à une personne responsable désignée au sein de ton organisation en sélectionnant le **bouton Déléguer**.

Après avoir cliqué sur Déléguer, une fenêtre pop-up de confirmation s'affiche.

2. S'il te plaît, sélectionne **Confirmer** pour procéder à la procédure de délégation.

Workspaces: RPortal Last Login: 3/10/2025 5:47 AM Enter Keyword(s) Q

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

1. Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as part of your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses on the home symbol on the upper left side of your screen to return to your dashboard. Please save your work from time to time to avoid losing data due to time out. To complete the process, you need to answer and submit each one of the sub-questionnaires. Please refrain from entering any text into the custom comment fields as this will not be saved.

1. Delegate Recalc Save Cancel Submit

Confirm Action

This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?

2. Confirm Cancel

Délégation des évaluations à Un autre utilisateur

Au fur et à mesure que tu continues, la **page de délégation d'évaluation** s'affiche. Sur cette page, tu peux saisir les coordonnées de la personne à qui tu as l'intention de déléguer l'évaluation.

- 3. Sélectionne le **bouton +** pour ouvrir une nouvelle fenêtre dans laquelle tu pourras saisir le prénom, le nom et l'adresse électronique de l'utilisateur désigné.
- 4. Une fois que toutes les informations requises ont été fournies, clique sur **Créer un utilisateur** pour continuer.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

Comme

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel

Create User

4.

Délégation des évaluations à Un autre utilisateur

Après avoir saisi les détails, le nom d'utilisateur et l'adresse e-mail seront disponibles pour la sélection.

- 5. Fournis toute remarque pertinente expliquant la raison de la délégation de l'évaluation.
- 6. Clique sur **Déléguer** pour terminer le processus de délégation.

Une fois la délégation réussie, tu recevras un e-mail de confirmation.

L'utilisateur à qui tu as délégué l'évaluation devra suivre la procédure standard d'enregistrement de compte SHIELD (voir section respective).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

×

+

Group

Comments

* Please enter why you are submitting this delegation.

5.

Top

Back

6. Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

DHL Group | SHIELD Help Guide | April 2026

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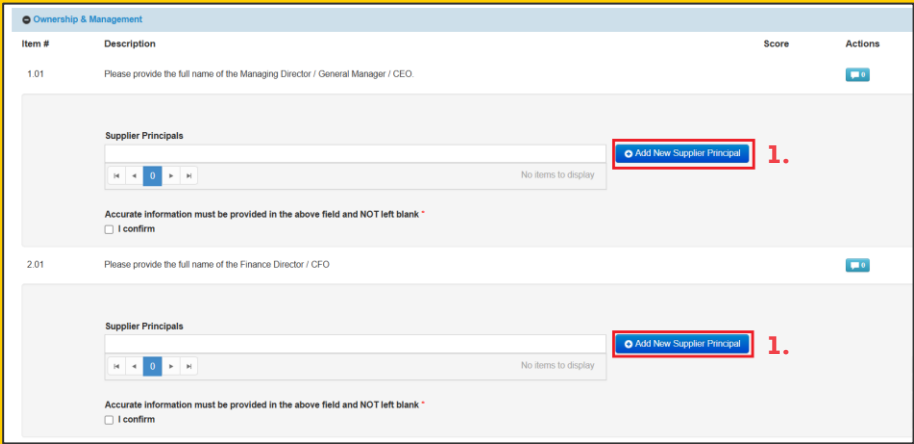
5. AJOUT D'UN NOUVEAU FOURNISSEUR PRINCIPAL/REPRÉSENTANT

Cette présentation a été traduite à l'aide de l'intelligence artificielle.

Ajout d'un nouveau fournisseur principal

Dans la section Propriété et gestion de nos questionnaires, tu dois suivre les étapes ci-dessous pour chaque élément pertinent (par exemple, ajouter le directeur général/la directrice générale/le chef de la direction ou le directeur financier/la directrice financière) :

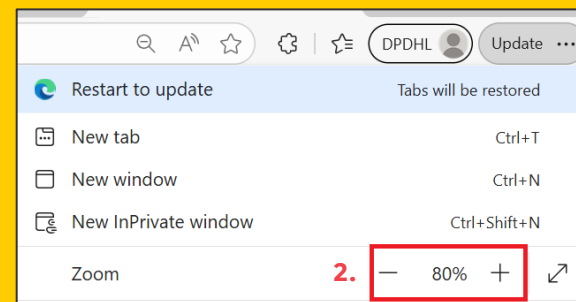
- 1. Sélectionne **Ajouter un nouveau fournisseur principal** pour entrer les détails requis.



Ajout d'un nouveau fournisseur principal

Après avoir sélectionné "Ajouter un nouveau fournisseur principal", une fenêtre contextuelle s'affiche pour demander des informations personnelles :

- Si la fenêtre pop-up complète, y compris le bouton **Créer**, n'est pas visible sur ton écran, règle le niveau de zoom de ton navigateur sur **80%-90%** en utilisant les commandes de zoom de ton navigateur (voir l'exemple à droite).
- Fournis au moins toutes les informations requises dans les champs obligatoires.
- Une fois que tous les champs obligatoires ont été remplis, clique sur **Créer** pour ajouter le nouveau fournisseur principal.



 A screenshot of a web form titled "Create Supplier Principal". On the left is a small icon of a person. The form contains several input fields: "First Name", "Last Name", "Middle Name", "Title", "Email", "Phone", "Extension", and "Percent of Ownership". A red box labeled "3." highlights the "First Name" through "Extension" fields. At the bottom right, there are "Cancel" and "Create" buttons. The "Create" button is highlighted with a red box and labeled "4.".



6. RÉINITIALISATION DU MOT DE PASSE

Cette présentation a été traduite à l'aide de l'intelligence artificielle.

Réinitialisation du mot de passe

Au cas où tu aurais besoin de réinitialiser ton mot de passe :

1. Va sur la **page de connexion de SHIELD** et clique sur **Mot de passe oublié ?**
2. Saisis ton nom d'utilisateur (généralement ton adresse e-mail) et clique sur **Continuer**

The image shows two screenshots from the Coupa Risk Assess system. The top screenshot is the login page with a 'Sign In' section containing fields for 'User name' and 'Password', and links for 'Forgot username?' and 'Forgot password?'. The 'Forgot password?' link is highlighted with a red box. The bottom screenshot is a modal titled 'Forgot Password?' which provides instructions: 'Verify you're entering the correct user name' and 'Passwords are case sensitive, so ensure you don't have caps lock enabled'. It also states 'If you still can't log in, enter your user name to reset your password'. Below this is a form with a 'User Name:' label, a text input field (highlighted with a red box), a green 'Continue' button, and a grey 'Return to Login' button. A red '2.' is placed to the left of the form. Below the form is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom, it says 'If you don't know your User Name, click [Forgot Username?](#)'.

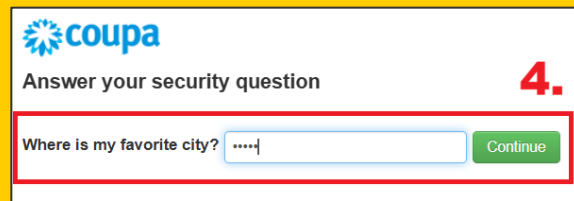
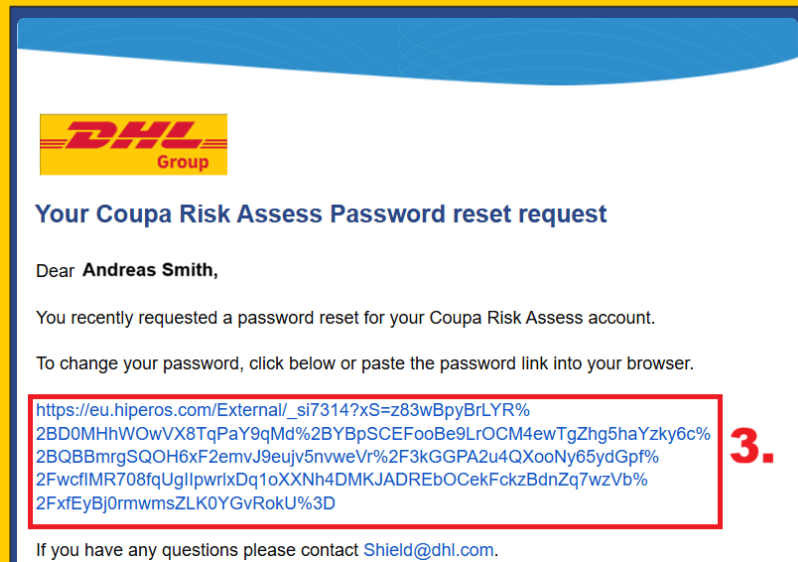
Réinitialisation du mot de passe

Tu recevras un e-mail.

3. Clique sur le lien dans l'e-mail
4. Réponds à la question de sécurité que tu as créée lors de la configuration de ton compte et clique sur **Continuer**



Les liens de réinitialisation de mot de passe expirent après 24 heures. Si ton lien expire et que tu ne peux pas continuer la réinitialisation du mot de passe, recommence le processus à partir de l'**étape 1**.



Réinitialisation du mot de passe

Tu peux alors créer un nouveau mot de passe.

- 3. Après avoir saisi et confirmé le nouveau mot de passe, clique sur **Continuer** pour finaliser la réinitialisation



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Merci d'avoir répondu à l'appel



Si tu as des difficultés à te connecter au système ou si tu as d'autres problèmes liés à l'outil, envoie un e-mail à **Shield@dhl.com**.



SHIELD Risikomanagement-Tool

Benutzerhandbuch

Diese Präsentation wurde mit Hilfe von Künstlicher Intelligenz übersetzt.



Inhaltsverzeichnis

- 1** Kontoanmeldung
- 2** Spracheinstellungen
- 3** Beantwortung von Bewertungsfragen
- 4** Delegation von Beurteilungen an einen anderen Nutzer
- 5** Hinzufügen eines neuen Auftraggebers/Vertreters
- 6** Passwort zurücksetzen





1. KONTOREGISTRIERUNG

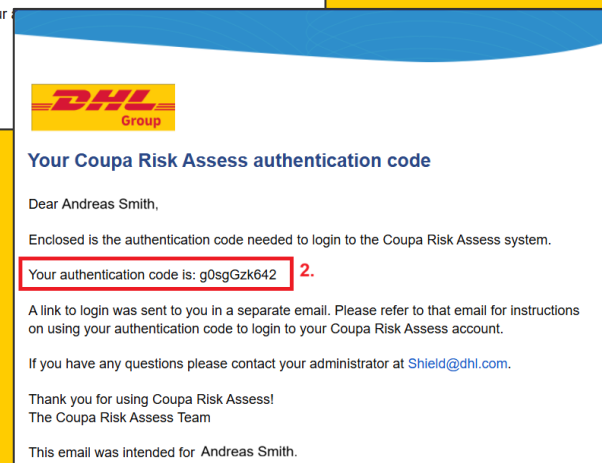
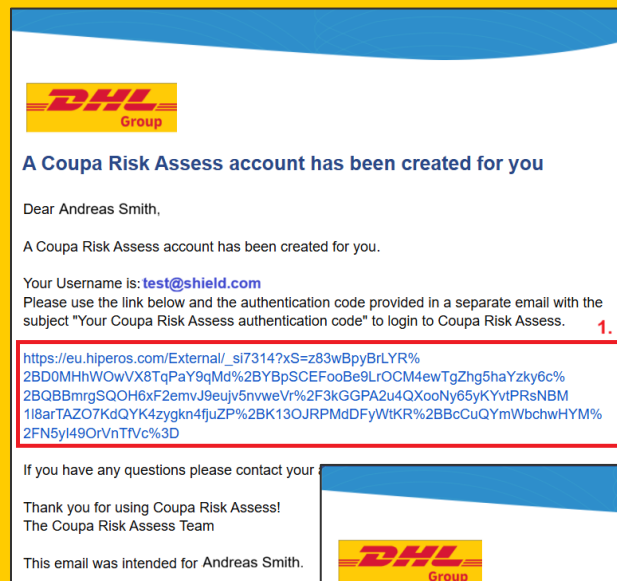
Diese Präsentation wurde mit Hilfe von Künstlicher Intelligenz übersetzt.

Kontoanmeldung

Sobald deine Organisation für das Third Party Screening ausgewählt wurde, erhältst du zwei separate E-Mails:

- Kontoerstellung:** Diese E-Mail bestätigt die Erstellung deines SHIELD-Kontos und enthält deinen Benutzernamen
- Authentifizierungsdetails:** Diese E-Mail enthält deine Coupa Risk Assess-Authentifizierung

Wenn du diese E-Mails erhältst, überprüfe bitte, ob du der beabsichtigte Empfänger bist. Nach der Bestätigung klickst du auf den Link, der in der E-Mail zur Kontoerstellung angegeben ist.



Kontoanmeldung

3. Nachdem du auf den Authentifizierungslink in der ersten E-Mail geklickt hast, wirst du zu einer Seite weitergeleitet, auf der du deinen Authentifizierungscode eingeben musst.

Bitte gib den Authentifizierungscode aus der E-Mail mit **den Authentifizierungsdetails** ein und klicke auf **Weiter**, um fortzufahren.

The image shows two parts of the authentication process. On the left is the Coupa login page, and on the right is an email from DHL Group.

Coupa Login Page:

- Logo: coupa
- Section: Enter Your Authentication Code
- Form: Enter Code: Continue
- Text: Entry is case sensitive
- Link: Request a new code
- Footer: Still having trouble logging in? If you have questions please contact your administrator at [Shield@dhl.com](#)

Email:

- From: DHL Group
- Subject: Your Coupa Risk Assess authentication code
- Text: Dear Andreas Smith,
- Text: Enclosed is the authentication code needed to login to the Coupa Risk Assess system.
- Text: Your authentication code is: **g0sgGzk642**
- Text: 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.
- Text: If you have any questions please contact your administrator at Shield@dhl.com.
- Text: Thank you for using Coupa Risk Assess!
- Text: The Coupa Risk Assess Team
- Text: This email was intended for Andreas Smith.

A red box highlights the authentication code 'g0sgGzk642' in the email, and a red arrow points from it to the 'Enter Code' field on the Coupa login page. A red box also highlights the 'Enter Your Authentication Code' section on the login page, with a red '3.' next to it.

Kontoanmeldung

Nachdem du den Authentifizierungscode eingegeben hast, wirst du aufgefordert, eine Sicherheitsfrage zu stellen:

4. Wähle deine bevorzugte Sicherheitsfrage aus dem Dropdown-Menü und klicke auf **Weiter** , um fortzufahren

Nachdem du deine Auswahl bestätigt hast, wirst du aufgefordert, ein neues Passwort zu erstellen:

5. Bitte erstelle ein sicheres Passwort mit alphanumerischen Zeichen und klicke auf **Weiter** , um fortzufahren



Select and answer your security question

4.

Security Question *

Security Response *

Confirm Security Response * ✓

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com



Welcome to Coupa Risk Assess.

5.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ✓



Business Spend Management

Kontoanmeldung

Nachdem du deine Anmeldedaten eingegeben hast, wirst du zum **Anmeldeportal** weitergeleitet :

6. Verwende deine E-Mail-Adresse als Benutzernamen und das Passwort, das du für die Anmeldung im SHIELD-Tool erstellt hast.

Du kannst das Login-Portal auch über den Link in der **dritten E-Mail** von Coupa Risk Access aufrufen.

The image shows two screenshots. The top screenshot is the Coupa Risk Assess login page. It features the Coupa logo, a welcome message, and a 'Sign In' section with fields for 'User name' and 'Password'. A red box highlights the 'Sign In' section, and a red arrow points from it to the bottom screenshot. The bottom screenshot is an email from DHL Group with the SHIELD logo. The email subject is 'Compliance Third Party Screening (DDQ) is ready to complete'. The body of the email contains a message to Andreas, thanking him for his interest and asking him to complete the DDQ screening. At the bottom of the email, there is a link 'Click R.Porta| to log in.' which is highlighted with a red box.

6.

Click [R.Porta|](#) to log in.

Kontoanmeldung

Nachdem du dich eingeloggt hast, wirst du auf die Seite mit **den Nutzungsbedingungen** weitergeleitet.

1. Du kannst die Geschäftsbedingungen in deiner bevorzugten Sprache einsehen, indem du sie aus dem Dropdown-Menü auswählst.
2. Wenn du die Überprüfung abgeschlossen hast, klicke bitte auf **Akzeptieren**, um fortzufahren.

The screenshot shows the 'Terms of Use' page for Coupa. At the top, the Coupa logo and the name 'Jane' are visible. The page title is 'Terms of Use'. Below the title, there is a welcome message and a list of terms. A language dropdown menu is open, showing a list of languages including English, Arabic, Chinese (Simplified), Chinese (Traditional), Czech, Dutch, French (Canada), French (France), German, Greek, Hungarian, Icelandic, Italian, Japanese, Korean, Malay (Malaysia), Norwegian, Polish, Portuguese (Brazil), and Portuguese (Portugal). The 'Accept' button is highlighted with a red box.

Terms of Use

Welcome to the Coupa Risk Assess. These Terms of Use govern your ("you" or "Your") participation in the Coupa Risk Assess application and the Coupa Supplier Network (together referred to as the "Network") which is maintained and operated by Coupa Software, Inc., including its subsidiaries and affiliates ("Coupa").

1. Coupa offers to its customers ("Customers") online procurement, invoicing, data analysis, and other services and associated content, developed, operated, and maintained by Coupa, and made accessible via <http://www.coupa.com> or another web site or IP address designated by Coupa from time to time, or ancillary online products, including those offered via electronic mail, or offline products and services provided by Coupa to its Customers ("Service"). You wish to be listed in the Network as a potential or current supplier to Customers that use the Service. YOU EXPRESSLY AGREE AND ACKNOWLEDGE THAT YOU ARE SUBJECT TO, BOUND BY AND WILL COMPLY WITH THESE TERMS OF USE. BY USING THE SERVICE, YOU AGREE TO THESE TERMS OF USE. IF YOU DO NOT AGREE, DO NOT USE THE SERVICE.

2. Coupa reserves the right, at its sole discretion, to change these Terms of Use, at any time. The revised version will be effective at the time Coupa posts it. It is Your responsibility to check these Terms of Use periodically for changes. Your continued participation in the Network and use of the Service following the posting of changes will mean that You accept and agree to the changes. Coupa last amended these Terms of Use on the date stated above. However, if the revised version includes a material change, it will be effective 30 days after the material changes are initially posted. Coupa will make all reasonable endeavors to notify You of such material changes through the Service prior to the expiration of such 30-day period. As long as You comply with these Terms of Use, Coupa grants You a personal, non-exclusive, non-transferable, limited privilege to be a member of the Network and use the Service. COUPA RESERVES THE RIGHT TO IMMEDIATELY REMOVE YOU FROM THE NETWORK AND TERMINATE YOUR USE OF THE SERVICE IN ITS SOLE REASONABLE DISCRETION UPON NOTICE TO YOU (EMAIL ACCEPTABLE).

3. You represent and warrant the following: (i) You will comply with all laws and regulations that apply to Your participation in the Network and Service; (ii) You possess all right, power, and authority to enter into these Terms of Use; and (iii) Information that You provide to Coupa or upload to the Service will be accurate and that you are responsible for the accuracy of your information.

4. Each party shall continue to own all right, title, and interest in its intellectual property and materials associated with these Terms of Use. Additionally, neither party provides any license to its intellectual property or materials except as set forth herein. You grant to Coupa a limited, personal, non-sublicensable, non-exclusive license to use your information and associated intellectual property necessary for Coupa to include You in the Network and to provide information on or about Your products and services as part of the Service. You agree that Coupa may collect, use and disclose quantitative data derived from Your use of the Service for industry analysis, benchmarking, analytics, marketing, and other business purposes. All data collected, used, and disclosed will be in aggregate form only and will not identify You or Your users.

5. You shall not submit, upload, email, post or transmit to, or distribute or otherwise publish through the Service any material which: (i) disrupts the normal flow of dialogue and/or exchange within the Service, including posting or otherwise transmitting material that is not related to the subject at issue or otherwise restricts or inhibits any other user from using and enjoying the Service; (ii) is unlawful, threatening, abusive, libelous, defamatory, obscene, vulgar, offensive, harassing, hateful, sexually explicit, or indecent; (iii) constitutes or encourages conduct that would constitute a criminal offense, potentially give rise to civil liability, or otherwise violates the local, state, or national laws of any country; (iv) violates, plagiarizes, or infringes the rights of third parties; (v) contains a virus, worm, Trojan horse, or other harmful component; (vi) contains solicitations or advertisements of any kind; (vii) constitutes or contains false or misleading indication of origin or statement of fact; or (viii) contains chain letters or pyramid schemes.

6. The Service contains information about Coupa, its Customers, and other third parties. While this information was believed to be accurate as of the date prepared, Coupa disclaims any liability arising from its accuracy and any duty or obligation to update this information or any other content.

7. Coupa makes no warranty, express or implied, with respect to the content, information, or services provided through, or in conjunction with, the Service. Coupa makes no guarantee of the accuracy, correctness or completeness of any information in the Service, and shall not be responsible for: (i) any errors of omission arising from the use of such information; (ii) any failures, delays or interruptions in the delivery of any content or service provided by the Service; and (iii) any defamatory, libelous or unlawful material provided by the Service, including resumes, emails, profiles, opinions, advice, statements, memorandums or discussion board postings, or materials related to users' use of the Service. You acknowledge that the Service is not intended to be used for legal advice.

Decline Accept

Kontoanmeldung

Nachdem du die Nutzungsbedingungen akzeptiert hast, wird dir der **Datenschutzhinweis** angezeigt.

1. Du kannst die Datenschutzinformationen in deiner bevorzugten Sprache einsehen, indem du sie aus dem Dropdown-Menü auswählst. Wenn du möchtest, kannst du deine ausgewählte Sprache auch als Standard festlegen, indem du das Kontrollkästchen anklickst
2. Wenn du die Überprüfung abgeschlossen hast, klicke bitte auf **Akzeptieren**, um fortzufahren.

Terms & Conditions

Privacy Notice for Suppliers using DHL's Coupa Shield Platform

Deutsche Post AG and its subsidiaries operating under the brand DHL (hereinafter called 'DHL') are pleased that you are part of our supplier network. It is important to us to protect your personal data during handling throughout the entire business process.

In the following, we explain what information DHL collects about you for the usage of our supplier database "Coupa Shield" (Coupa) and how this information is used. For general information about the usage of your data please refer to our general [group privacy information](#) or to the privacy information of your contractual partner.

This Privacy Notice applies to all suppliers and their employees registered in our database Coupa, subsequently referred to as "you" or "your".

What is Personal Data?

Personal data means any information relating to an identified or identifiable natural person (data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. This includes information such as your real name, address, telephone number and date of birth. Information which cannot be linked to your real identity - such as favorite websites or number of users of a site - is not considered personal data.

Who is responsible?

This Privacy Notice applies to the data processing carried out by the legal entity of the DHL Group that is your contractual partner.

Protection Officer of controller, contact details:

English ☒ Make this my default language

Chinese (Simplified, Peoples Republic of China)
Chinese (Traditional, Taiwan)
Czech
Dutch
French (Canada)
French (France)
German
Greek
Hungarian
Indonesian
Italian
Japanese
Korean
Malay (Malaysia)
Norwegian
Polish
Portuguese (Brazil)
Portuguese (Portugal)

Decline Accept



2. SPRACHEINSTELLUNGEN

Diese Präsentation wurde mit Hilfe von Künstlicher Intelligenz übersetzt.

Spracheinstellungen

SHIELD bietet mehrere Sprachoptionen für die Benutzeroberfläche. So änderst du die Systemsprache:

1. Klicke auf deinen Namen in der oberen rechten Ecke und wähle **Profil**
2. Klicke in den allgemeinen Einstellungen auf **Kultur** und wähle deine bevorzugte Sprache aus.
3. Klicke auf **Änderungen speichern**, um die neue Sprache einzustellen



Wenn deine Sprache nicht verfügbar ist, kannst du die integrierte Übersetzungsfunktion deines Browsers nutzen (siehe nächste Folien).

The screenshot illustrates the process of changing the system language in the SHIELD application. It is divided into three numbered steps:

- Step 1:** A user profile dropdown menu is shown in the top right corner. The user's name 'AS' is visible, and the 'Profile' option is highlighted with a red box and the number '1'.
- Step 2:** The 'General Settings' page is displayed. Under the 'Culture' section, a dropdown menu is open, showing a list of languages including Chinese, Czech, Dutch, English (highlighted), Finnish, French, German, Hungarian, Indonesian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Russian, Spanish, Swedish, and Thai. The 'Culture' label is highlighted with a red box and the number '2'.
- Step 3:** A confirmation dialog box is shown at the bottom. It displays 'Culture' set to 'German' and 'Results Per Page' set to '20'. The 'Save changes' button is highlighted with a red box and the number '3'.

Spracheinstellungen

Für einige Sprachen sind mehrere Optionen verfügbar. Wenn du die Systemsprache in eine dieser Sprachen ändern möchtest, wähle bitte **NUR** die folgenden Optionen aus, um sicherzustellen, dass das System und alle Fragebögen in deiner gewünschten Sprache angezeigt werden:

Falls für dich zutreffend, bitte **NUR** eine der folgenden Sprachen aus:

- Spanisch (Spanien)
- Französisch (Frankreich)
- Indonesisch (Indonesien)
- Portugiesisch (Portugal)
- Vietnamesisch (Vietnam)
- Chinesisch (vereinfacht)
- Chinesisch (traditionell, Taiwan)

Bitte tun **NICHT** eine der folgenden Sprachen aus:

- Spanisch
- Französisch (Kanada)
- Indonesisch
- Portugiesisch (Brasilien)
- Vietnamesisch
- Chinesisch (Hongkong S.A.R.)

Spracheinstellungen

Die Fragebögen sind in den folgenden Sprachen auf SHIELD verfügbar:

- Englisch
- Arabisch
- Chinesisch (vereinfacht)
- Chinesisch (traditionell, Taiwan)
- Tschechisch
- Niederländisch
- Finnisch
- Französisch (Frankreich)
- Deutsch
- Ungarisch
- Indonesisch (Indonesien)
- Italienisch
- Japanisch
- Koreanisch
- Polnisch
- Portugiesisch (Portugal)
- Russisch
- Spanisch (Spanien)
- Schwedisch
- Thai
- Türkisch
- Vietnamesisch (Vietnam)
- Norwegisch (*nur ausgewählte Fragebögen*)



Wenn du eine andere Sprachoption auf SHIELD auswählst **nur** wird nur die Shield-Systemoberfläche in dieser Sprache angezeigt. Der Fragebogen und alle damit zusammenhängenden Fragen werden auf Englisch gestellt.

Spracheinstellungen: Browser-Übersetzung (Google Chrome / Microsoft Edge)

Wenn deine bevorzugte Sprache in SHIELD nicht verfügbar ist, kannst du die integrierten Browser-Übersetzungsfunktionen in modernen Browsern wie Google Chrome oder Microsoft Edge nutzen:

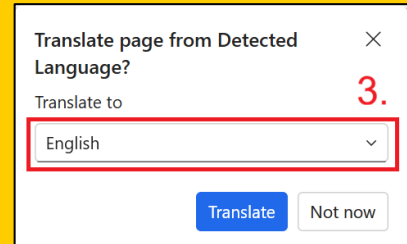
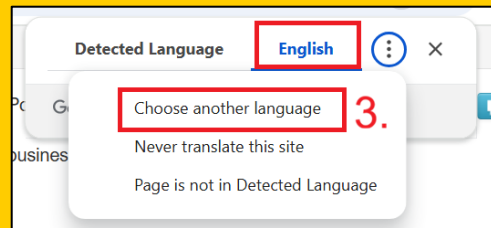
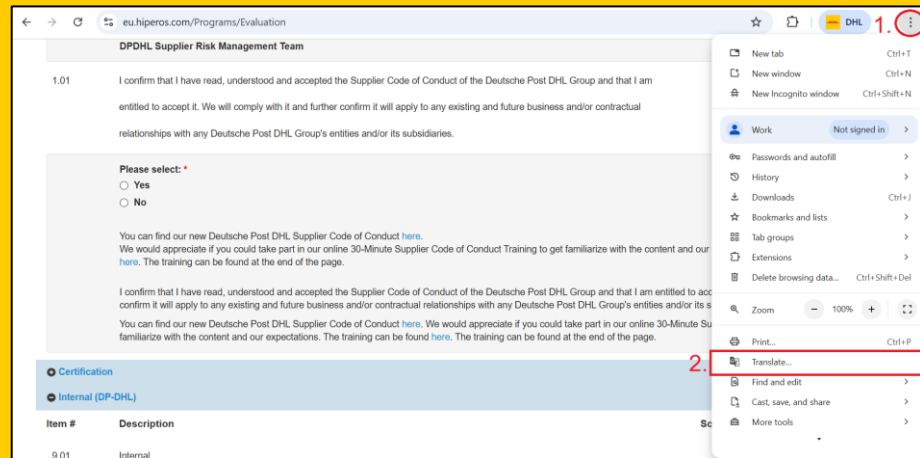
1. Öffne das Browser-Menü in der oberen rechten Ecke.
2. Wähle **Übersetzen**, um das Pop-up-Fenster Übersetzung zu öffnen.

Für Google Chrome (auf der linken Seite):

3. Wähle im Pop-up-Fenster **Andere Sprache wählen** und wähle deine bevorzugte Sprache aus

Für Microsoft Edge (auf der rechten Seite):

3. Wähle im Pop-up-Fenster deine bevorzugte Sprache aus





3. BEANTWORTUNG VON BEWERTUNGSFRAGEN

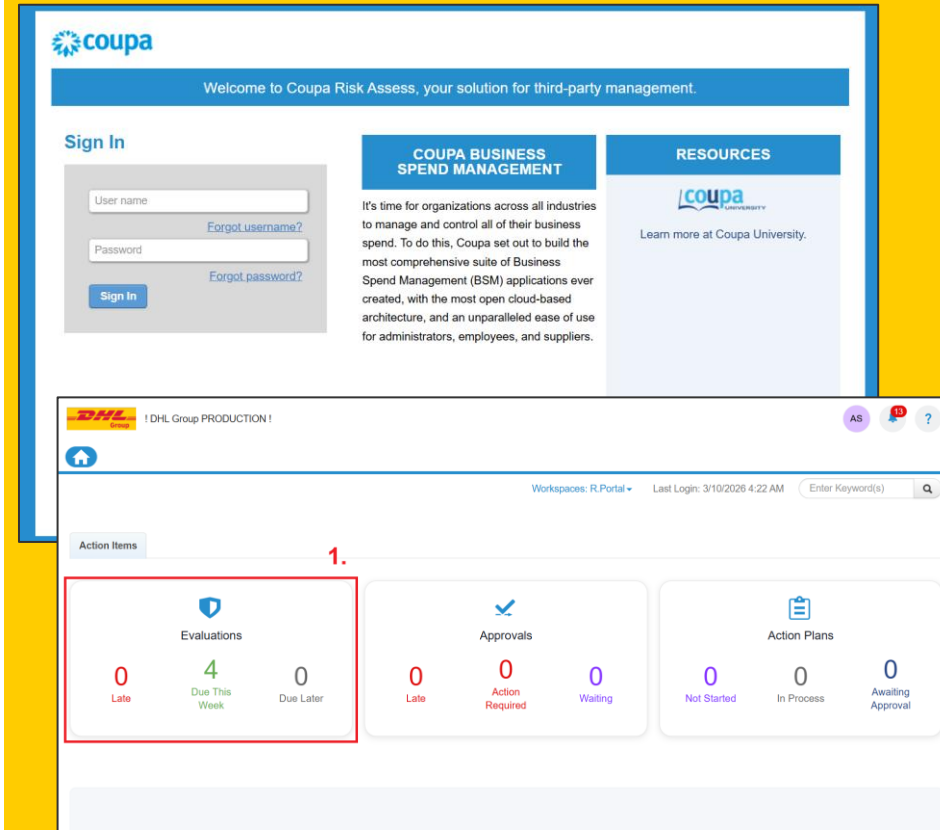
Diese Präsentation wurde mit Hilfe von Künstlicher Intelligenz übersetzt.

Beantwortung von Bewertungsfragen

Logge dich mit dem **R.Portal-Login-Link** , den du in deiner E-Mail erhalten hast, in das SHIELD-Tool ein.

Nachdem du dich eingeloggt hast, wirst du zu deinem **Dashboard** weitergeleitet, das alle Bewertungen/Genehmigungen anzeigt, die dein Handeln erfordern

1. Wähle die Registerkarte "**Bewertungen**", um die vollständige Liste der dir zugewiesenen Bewertungen anzuzeigen.

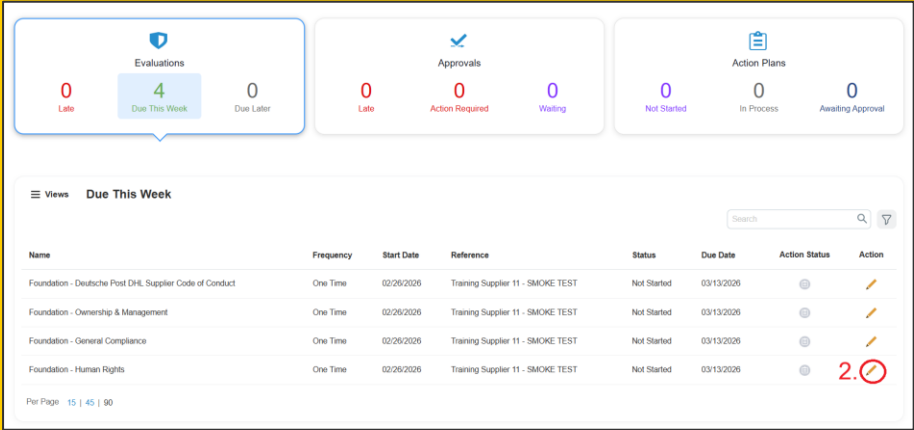


Beantwortung von Bewertungsfragen

Dieses Dashboard zeigt alle Bewertungen an, die auf deine Aktion warten. In diesem Beispiel sind **4 Beurteilungen** anhängig.

Auf dieser Seite kannst du auch den Status und das Fälligkeitsdatum für jede Prüfung einsehen.

- 2. Um eine Bewertung zu öffnen (z.B. Stiftung - Menschenrechte in diesem Fall), klicke auf das **Bleistiftsymbol** in der Aktionsspalte.



Beantwortung von Bewertungsfragen

Nachdem du das Bleistiftsymbol ausgewählt hast, zeigt das System die detaillierte Bewertungsseite für die Prüfung an. Wenn du **nicht die verantwortliche Person** für die Durchführung der spezifischen Prüfung in deiner Organisation **bist**, hast du die Möglichkeit, **sie** an die entsprechende verantwortliche Person **zu delegieren**. Eine ausführliche Anleitung zum Delegationsprozess findest du unter im nächsten Abschnitt.

Wenn du die richtige Person bist, um den Fragebogen im Namen deiner Organisation auszufüllen, gehe bitte jeden Punkt der Bewertung durch und gib deine Antworten.



Nachdem du alle erforderlichen Felder ausgefüllt hast, wähle **"Abschicken"**, um deine Antworten abzuschließen und an DHL Group zu senden

Bitte wiederhole das gleiche Verfahren für alle dir zugewiesenen Prüfungen.

Workspaces: R Portal Last Login: 3/10/2026 5:47 AM (Enter Keyword(s))

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		Submit

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire at your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

Top Delegate Recalc Save Cancel Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		Submit

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. DELEGATION VON BEWERTUNGEN AN EINEN ANDEREN NUTZER

Diese Präsentation wurde mit Hilfe von Künstlicher Intelligenz übersetzt.

Delegation von Beurteilungen an Andere Nutzer

1. Du kannst eine Prüfung an eine verantwortliche Person innerhalb deiner Organisation delegieren, indem du auf die **Schaltfläche Delegieren** klickst.

Nachdem du auf Delegieren geklickt hast, erscheint ein Bestätigungsfenster.

2. Bitte wähle **Bestätigen**, um mit dem Delegationsprozess fortzufahren.

The screenshot shows the 'Evaluation' page for 'Human Rights' under 'Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST]'. At the top right, there is a navigation bar with buttons: 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' button is highlighted with a red box and the number '1.'. Below this, the 'Instructions' section is visible, followed by a table with columns 'Item #', 'Description', 'Score', and 'Actions'. The first item is '1.00' with the description 'Please respond to the questions carefully.' and a score of '0'. Below the table, there is a message to 'Dear Andreas Smith,' and a paragraph of text about DPDHL's commitment to compliance. At the bottom right, there is another set of buttons: 'Top', 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' button is again highlighted with a red box and the number '1.'.

The screenshot shows a 'Confirm Action' dialog box. It contains a message: 'This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?'. At the bottom right, there are two buttons: 'Confirm' (with a green checkmark icon) and 'Cancel' (with a red 'X' icon). The 'Confirm' button is highlighted with a red box and the number '2.'.

Delegation von Beurteilungen an Andere Nutzer

Wenn du fortfährst, wird die **Seite Bewertungsdelegation** angezeigt. Auf dieser Seite kannst du die Daten der Person eingeben, an die du die Prüfung delegieren willst.

- 3. Bitte klicke auf die **Schaltfläche +** , um ein neues Fenster zu öffnen, in dem du den Vor- und Nachnamen sowie die E-Mail-Adresse des gewünschten Nutzers eingeben kannst.
- 4. Wenn du alle erforderlichen Informationen eingegeben hast, klicke bitte auf **Benutzer erstellen** , um fortzufahren.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

+ 3.

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel Create User 4.

Delegation von Beurteilungen an Andere Nutzer

Nach der Eingabe der Details stehen der Benutzername und die E-Mail-Adresse zur Auswahl.

5. Bitte füge alle relevanten Anmerkungen hinzu, die den Grund für die Übertragung der Prüfung erklären.
6. Klicke auf **Delegieren**, um den Delegierungsprozess abzuschließen.

Nach erfolgreicher Delegation erhältst du eine Bestätigungs-E-Mail.

Der/die Benutzer/in, dem/der du die Prüfung übertragen hast, muss den Standardprozess der SHIELD-Kontoregistrierung abschließen (siehe [bzw.](#)).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

☒ User
 ☐ Group

Comments

* Please enter why you are submitting this delegation.

5.

6.

Top

Back

Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer
 This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

DHL Group | SHIELD Help Guide | April 2026

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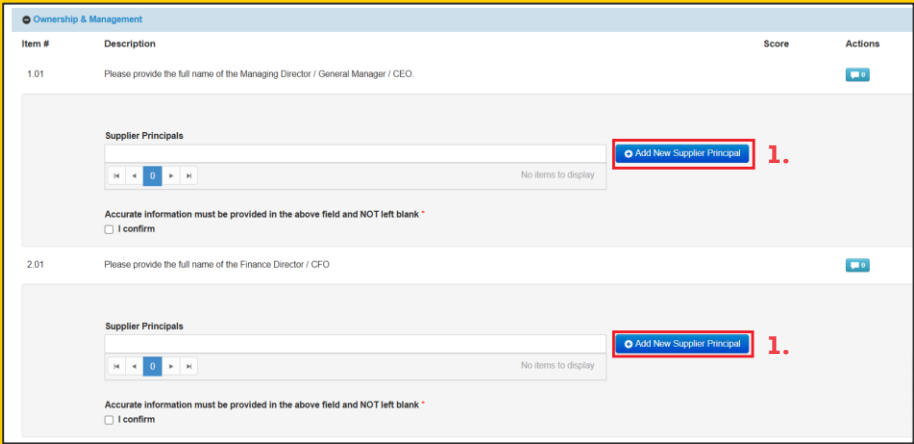
5. HINZUFÜGEN EINES NEUEN AUFTRAGGEBERS/VERTRETERS

Diese Präsentation wurde mit Hilfe von Künstlicher Intelligenz übersetzt.

Hinzufügen eines neuen Lieferantenauftraggebers

Im Abschnitt "Eigentümer & Management" unserer Fragebögen befolgst du bitte die nachstehenden Schritte für jeden relevanten Punkt (z. B. Hinzufügen des Geschäftsführers/Geschäftsführers/CEO oder des Finanzdirektors/CFO):

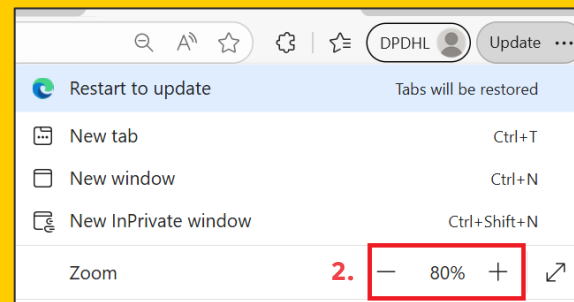
- 1. Wähle " **Neuen Auftraggeber hinzufügen**" , um die erforderlichen Details einzugeben.



Hinzufügen eines neuen Lieferantenauftraggebers

Nachdem du "Neuen Auftraggeber hinzufügen" ausgewählt hast, erscheint ein Pop-up-Fenster, in dem du deine persönlichen Daten eingeben musst:

2. Wenn das gesamte Pop-up-Fenster, einschließlich der Schaltfläche "**Erstellen**", auf deinem Bildschirm nicht zu sehen ist, stelle die Zoomstufe deines Browsers auf **80%-90%** ein (siehe Beispiel rechts).
3. Gib mindestens alle erforderlichen Informationen in den Pflichtfeldern an.
4. Wenn du alle Pflichtfelder ausgefüllt hast, klicke auf **Erstellen**, um den neuen Auftraggeber hinzuzufügen.



 A screenshot of a "Create Supplier Principal" form. The form has a title bar and a sidebar with a person icon. The main area contains several input fields: "First Name", "Last Name", "Middle Name", "Title", "Email", "Phone", "Extension", and "Percent of Ownership". A red box highlights the entire form area, with a red number "3." to the left. At the bottom right, there are "Cancel" and "Create" buttons. The "Create" button is highlighted with a red box and a red number "4." to its right.



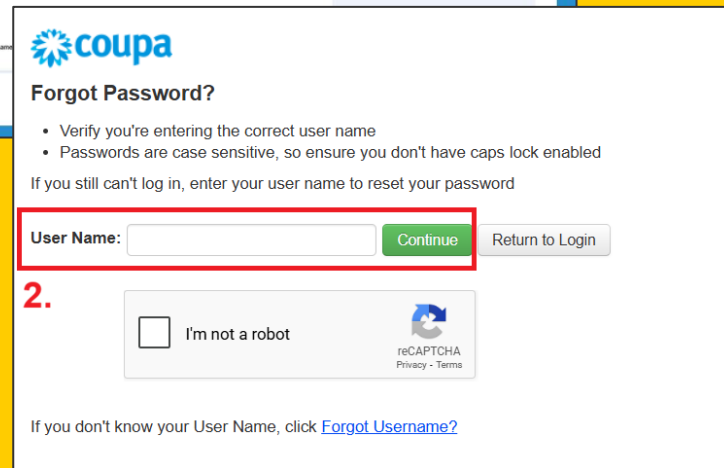
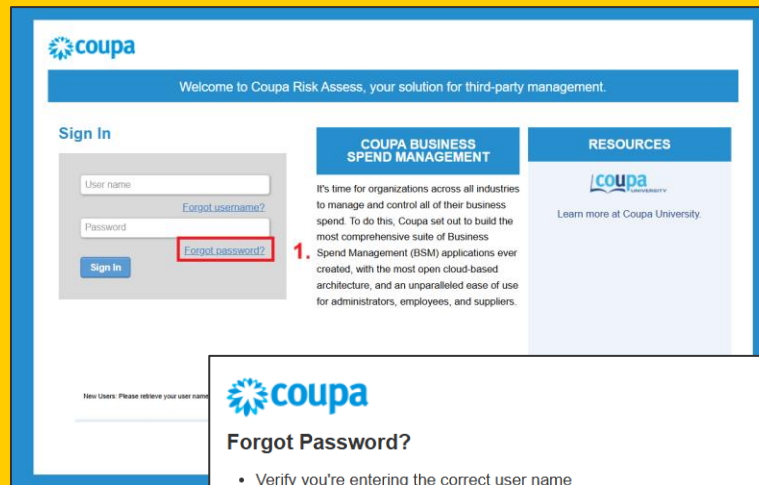
6. PASSWORT ZURÜCKSETZEN

Diese Präsentation wurde mit Hilfe von Künstlicher Intelligenz übersetzt.

Passwort zurücksetzen

Für den Fall, dass du dein Passwort zurücksetzen musst:

1. Navigiere zur [SHIELD Login-Seite](#) und klicke auf **Passwort vergessen?**
2. Gib deinen Benutzernamen ein (normalerweise deine E-Mail-Adresse) und klicke auf **Weiter**



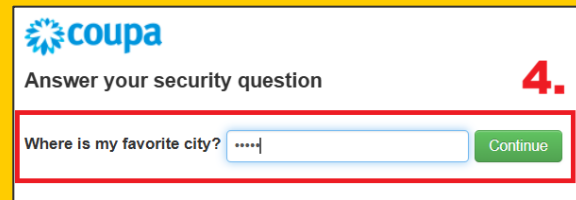
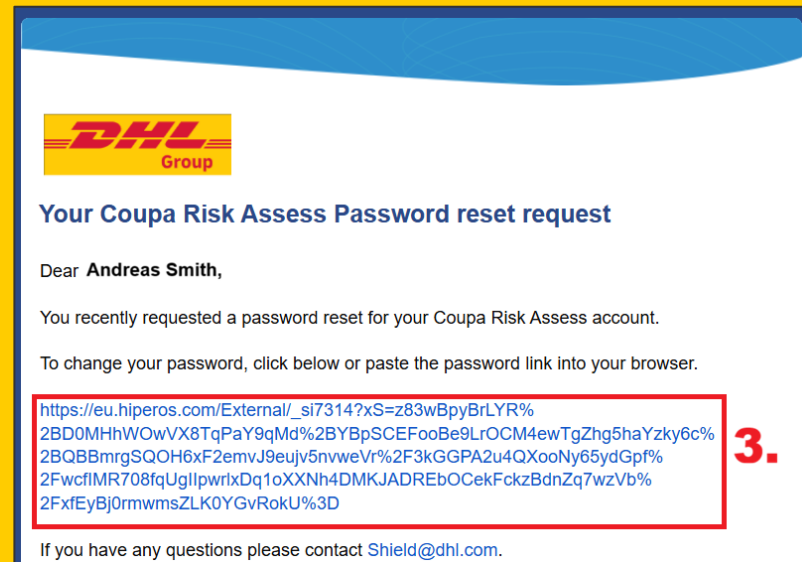
Passwort zurücksetzen

Du wirst eine E-Mail erhalten.

3. Klicke auf den Link in der E-Mail
4. Beantworte die Sicherheitsfrage, die du bei der Einrichtung deines Kontos gestellt hast, und klicke auf **Weiter**



Links zum Zurücksetzen des Passworts verfallen nach 24 Stunden. Wenn dein Link abläuft und du das Zurücksetzen des Passworts nicht fortsetzen kannst, starte den Prozess bitte noch einmal ab **Schritt 1.**



Passwort zurücksetzen

Du kannst dann ein neues Passwort erstellen.

- 3. Nachdem du das neue Passwort eingegeben und bestätigt hast, klicke auf " **Weiter**" , um das Zurücksetzen abzuschließen



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Dankeschön



Solltest du Schwierigkeiten beim Einloggen in das System oder andere Probleme mit dem Tool haben, sende bitte eine E-Mail an **Shield@dhl.com**.

SHIELD kockázatkezelési eszköz

Felhasználói segédlet

Ezt a prezentációt mesterséges intelligencia segítségével fordították le.



Tartalomjegyzék

- 1** Számla regisztráció
- 2** Nyelvi beállítások
- 3** Értékelési kérdések megválaszolása
- 4** Értékelések átruházása egy másik felhasználóra
- 5** Új beszállítói megbízó / képviselő hozzáadása
- 6** Jelszó visszaállítása





1. SZÁMLA REGISZTRÁCIÓ

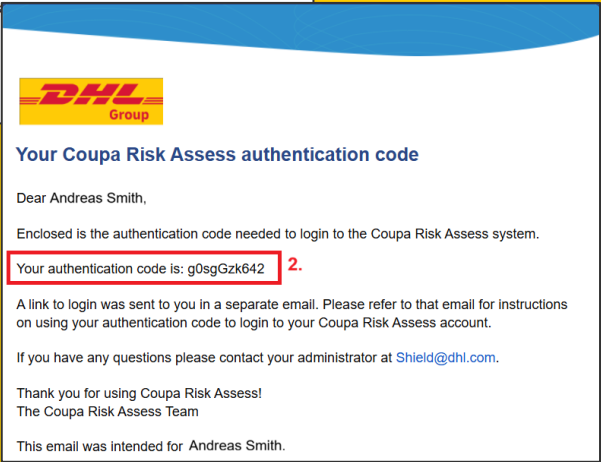
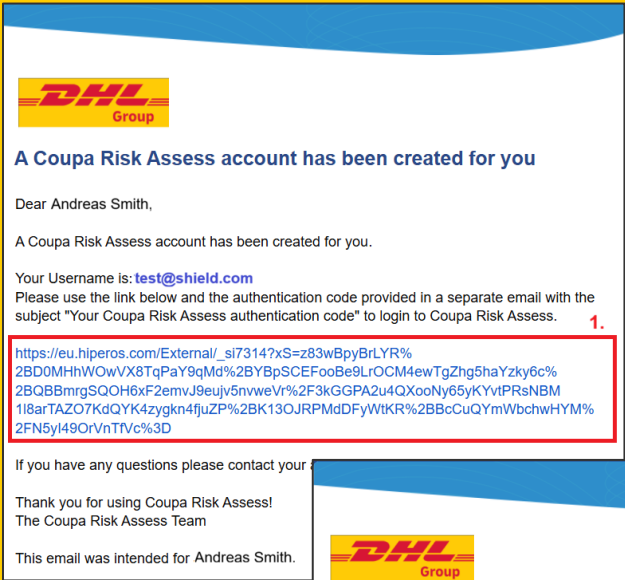
Ezt a prezentációt mesterséges intelligencia segítségével fordították le.

Számla regisztráció

Miután szervezetét kiválasztották a harmadik fél általi szűrésre, két külön e-mailt fog kapni:

- 1. **Fiók létrehozása:** ez az e-mail megerősíti a SHIELD-fiók létrehozását, és megadja a felhasználónevét
- 2. **Hitelesítési adatok:** ez az e-mail tartalmazza a Coupa Risk Assess hitelesítését

Ezen e-mailek kézhezvételekor kérjük, ellenőrizze, hogy Ön a címzett. A megerősítést követően kattintson a Fiók létrehozása e-mailben megadott linkre.



Számla regisztráció

3. Miután az első e-mailben található hitelesítési linkre kattintott, egy olyan oldalra kerül átirányításra, amely a hitelesítési kódot kéri.

Kérjük, adja meg a hitelesítési kódot a **Hitelesítési adatok** e-mailben, és kattintson a **Folytatás** gombra a folytatáshoz.

The image shows two parts of the authentication process. The top part is a screenshot of the Coupa login page. It features the Coupa logo at the top left. Below it, a red rectangular box highlights the 'Enter Your Authentication Code' section. This section contains a text input field labeled 'Enter Code:', a green 'Continue' button, and a note 'Entry is case sensitive'. Below the input field is a 'Request a new code' button. To the right of the red box, a red number '3.' is displayed. Below the red box, there is a link that says 'Still having trouble logging in? If you have questions please contact your administrator at [redacted]'. The bottom part of the image is a screenshot of an email from DHL Group. The email is titled 'Your Coupa Risk Assess authentication code'. It is addressed to 'Dear Andreas Smith,' and states: 'Enclosed is the authentication code needed to login to the Coupa Risk Assess system.' Below this, the authentication code 'g0sgGzk642' is displayed and highlighted with a red rectangular box. A red arrow points from this box up to the 'Enter Code:' input field in the Coupa login page. The email also includes a link to login, instructions on using the code, contact information for the administrator (Shield@dhl.com), and a signature from 'The Coupa Risk Assess Team'.

3.

Enter Your Authentication Code

Enter Code: Continue

Entry is case sensitive

Request a new code

Still having trouble logging in?
If you have questions please contact your administrator at [redacted]

DHL Group

Your Coupa Risk Assess authentication code

Dear Andreas Smith,

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

Your authentication code is: **g0sgGzk642**

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 Shield@dhl.com.

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

This email was intended for Andreas Smith.

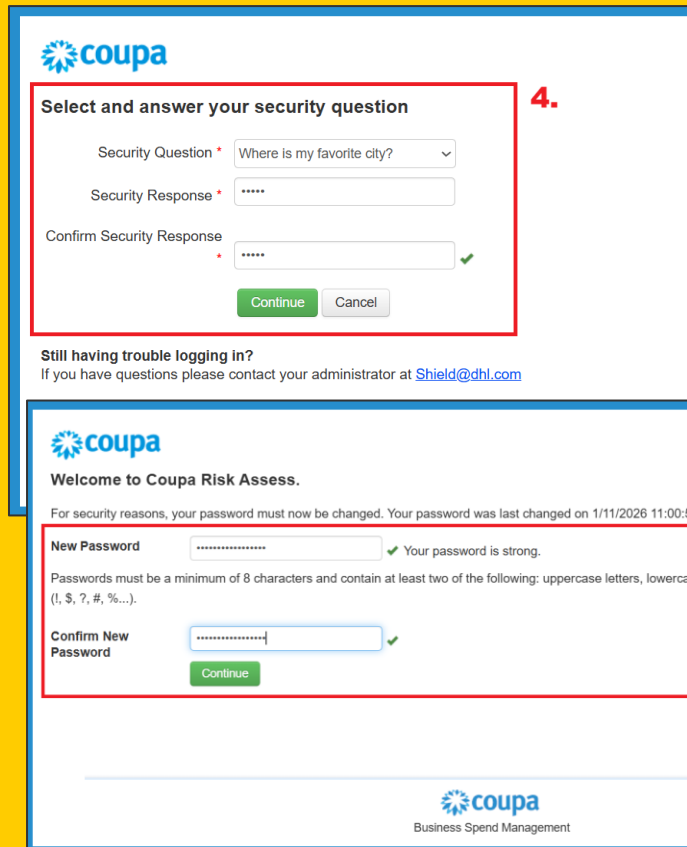
Számla regisztráció

A hitelesítési kód megadása után a rendszer felszólítja Önt egy biztonsági kérdés beállítására:

4. Válassza ki a kívánt biztonsági kérdést a legördülő menüből, majd kattintson a **Folytatás** gombra a folytatáshoz

A kiválasztás megerősítése után a rendszer új jelszó létrehozására szólítja fel:

5. Kérjük, hozzon létre egy erős jelszót alfanumerikus karakterek használatával, és kattintson a **Folytatás** gombra a folytatáshoz



4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

Continue Cancel

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ***** ✓

Continue

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Számla regisztráció

A bejelentkezési adatok megadása után a **bejelentkezési portálra** kerül átirányításra :

- Használja felhasználónévként az e-mail címét és a SHIELD eszközbe való bejelentkezéshez létrehozott jelszót.

A bejelentkezési portálhoz a Coupa Risk Access **harmadik e-mailjében** megadott link segítségével is hozzáférhet.

The image shows two parts of the process. The top part is a screenshot of the Coupa Risk Assess login page. It features a 'Sign In' form with fields for 'User name' and 'Password', each with a 'Forgot username?' and 'Forgot password?' link. A red box highlights the 'Sign In' button and the form fields, with a red arrow pointing to the email notification below. The email notification is from DHL Group and SHIELD, titled 'Compliance Third Party Screening (DDQ) is ready to complete'. It addresses Andreas and explains the requirement for due diligence screening (DDQ). At the bottom of the email, a red box highlights the text 'Click [R.Portál](#) to log in.'

coupa

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name

Forgot username?

Password

Forgot password?

Sign In

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

coupa UNIVERSITY

Learn more at Coupa University.

6.

New Users: Please retrieve your user name and temporary password.

DHL Group

SHIELD

Compliance Third Party Screening (DDQ) is ready to complete

Dear Andreas,

Thank you for your interest in providing goods or services to DHL Group.

DHL Group is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen suppliers operate in a lawful manner, when acting on our behalf. Hence, we kindly ask you to complete the online compliance third party screening (due diligence screening - DDQ), which consists of several questionnaires that need to be completed by the due date indicated below. You can access the screening by clicking the link below.

Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement.

Please complete by 3/13/2026.

Click [R.Portál](#) to log in.

Számla regisztráció

A bejelentkezés után a **Felhasználási** feltételek oldalra kerül.

1. A legördülő menüből kiválasztva megtekintheti a feltételeket az Ön által preferált nyelven.
2. Ha befejezte a felülvizsgálatot, kérjük, kattintson az **Elfogadom** gombra a folytatáshoz.

The screenshot shows the 'Terms of Use' page for Coupa. At the top, the Coupa logo and the name 'Jana' are visible. The page title is 'Terms of Use'. Below the title, there is a welcome message and a list of terms. A language dropdown menu is open, showing a list of languages including English, Arabic, Chinese (Simplified, Peoples Republic of China), Chinese (Traditional, Taiwan), Czech, Dutch, French (Canada), French (France), German, Greek, Hungarian, Icelandic, Italian, Japanese, Korean, Malay (Malaysia), Norwegian, Polish, Portuguese (Brazil), and Portuguese (Portugal). The 'Accept' button is highlighted with a red box.

Terms of Use

Welcome to the Coupa Risk Assess. These Terms of Use govern your ("You" or "Your") participation in the Coupa Risk Assess application and the Coupa Supplier Network (together referred to as the "Network") which is maintained and operated by Coupa Software, Inc., including its subsidiaries and affiliates ("Coupa").

1. Coupa offers to its customers ("Customers") online procurement, invoicing, data analysis, and other services and associated content, developed, operated, and maintained by Coupa, and made accessible via <http://www.coupa.com> or another web site or IP address designated by Coupa from time to time, or ancillary online products, including those offered via electronic mail, or offline products and services provided by Coupa to its Customers ("Service"). You wish to be listed in the Network as a potential or current supplier to Customers that use the Service. YOU EXPRESSLY AGREE AND ACKNOWLEDGE THAT YOU ARE SUBJECT TO, BOUND BY AND WILL COMPLY WITH THESE TERMS OF USE. BY USING THE SERVICE, YOU AGREE TO THESE TERMS OF USE. IF YOU DO NOT AGREE, DO NOT USE THE SERVICE.

2. Coupa reserves the right, at its sole discretion, to change these Terms of Use, at any time. The revised version will be effective at the time Coupa posts it. It is Your responsibility to check these Terms of Use periodically for changes. Your continued participation in the Network and use of the Service following the posting of changes will mean that You accept and agree to the changes. Coupa last amended these Terms of Use on the date stated above. However, if the revised version includes a material change, it will be effective 30 days after the material changes are initially posted. Coupa will make all reasonable endeavors to notify You of such material changes through the Service prior to the expiration of such 30-day period. As long as You comply with these Terms of Use, Coupa grants You a personal, non-exclusive, non-transferable, limited privilege to be a member of the Network and use the Service. COUPA RESERVES THE RIGHT TO IMMEDIATELY REMOVE YOU FROM THE NETWORK AND TERMINATE YOUR USE OF THE SERVICE IN ITS SOLE REASONABLE DISCRETION UPON NOTICE TO YOU (EMAIL ACCEPTABLE).

3. You represent and warrant the following: (i) You will comply with all laws and regulations that apply to Your participation in the Network and Service; (ii) You possess all right, power, and authority to enter into these Terms of Use; and (iii) Information that You provide to Coupa or upload to the Service will be accurate and that you are responsible for the accuracy of your information.

4. Each party shall continue to own all right, title, and interest in its intellectual property and materials associated with these Terms of Use. Additionally, neither party provides any license to its intellectual property or materials except as set forth herein. You grant to Coupa a limited, personal, non-sublicensable, non-exclusive license to use your information and associated intellectual property necessary for Coupa to include You in the Network and to provide information on or about Your products and services as part of the Service. You agree that Coupa may collect, use and disclose quantitative data derived from Your use of the Service for industry analysis, benchmarking, analytics, marketing, and other business purposes. All data collected, used, and disclosed will be in aggregate form only and will not identify You or Your users.

5. You shall not submit, upload, email, post or transmit to, or distribute or otherwise publish through the Service any material which: (i) disrupts the normal flow of dialogue and/or exchange within the Service, including posting or otherwise transmitting material that is not related to the subject at issue or otherwise restricts or inhibits any other user from using and enjoying the Service; (ii) is unlawful, threatening, abusive, libelous, defamatory, obscene, vulgar, offensive, harassing, hateful, sexually explicit, or indecent; (iii) constitutes or encourages conduct that would constitute a criminal offense, potentially give rise to civil liability, or otherwise violate the local, state, or national laws of any country; (iv) violates, plagiarizes, or infringes the rights of third parties; (v) contains a virus, worm, Trojan horse, or other harmful component; (vi) contains solicitations or advertisements of any kind; (vii) constitutes or contains false or misleading indication of origin or statement of fact; or (viii) contains chain letters or pyramid schemes.

6. The Service contains information about Coupa, its Customers, and other third parties. While this information was believed to be accurate as of the date prepared, Coupa disclaims any liability arising from its accuracy and any duty or obligation to update this information or any other content.

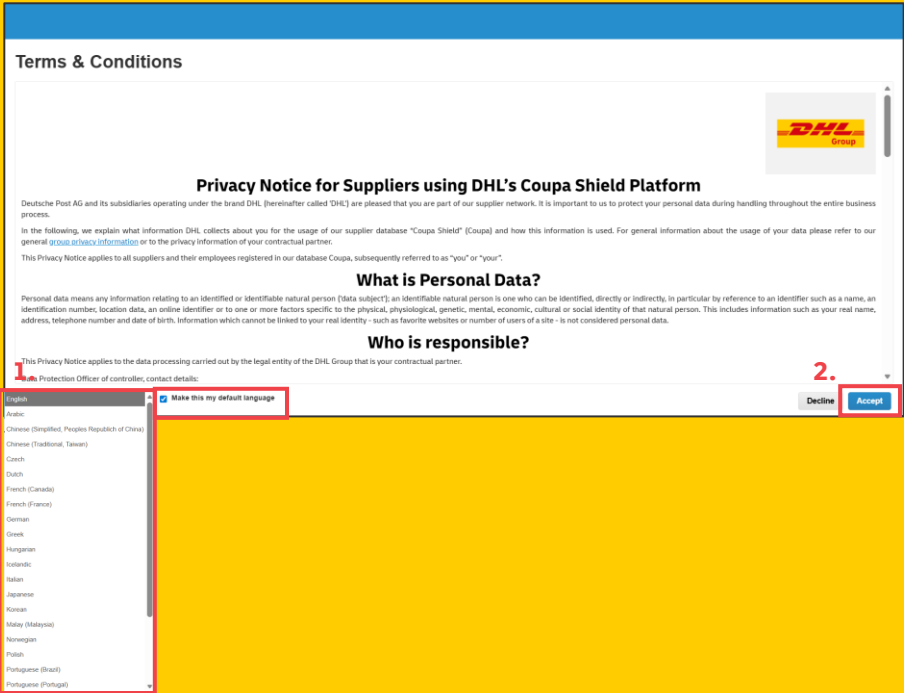
7. Coupa makes no warranty, express or implied, with respect to the content, information, or services provided through, or in conjunction with, the Service. Coupa makes no guarantee of the accuracy, correctness or completeness of any information in the Service, and shall not be responsible for: (i) any errors of omission arising from the use of such information; (ii) any failures, delays or interruptions in the delivery of any content or service provided by the Service; and (iii) any defamatory, libelous or unlawful material provided by the Service, including resumes, emails, profiles, opinions, advice, statements, memorandums or discussion board postings, or materials related to users' use of the Service. You acknowledge that the Service is provided "as is" and without any warranty.

Decision Accept

Számla regisztráció

A Felhasználási feltételek elfogadása után megjelenik az Adatvédelmi nyilatkozat.

- 1. A legördülő menüből kiválasztva megtekintheti az adatvédelmi információkat az Ön által preferált nyelven. Ha kívánja, a kiválasztott nyelvet alapértelmezettként is beállíthatja a jelölőnégyzet bejelölésével
- 2. Ha befejezte a felülvizsgálatot, kérjük, kattintson az **Elfogadom** gombra a folytatáshoz.





2. NYELVI BEÁLLÍTÁSOK

Ezt a prezentációt mesterséges intelligencia segítségével fordították le.

Nyelvi beállítások

A SHIELD többféle interfész nyelvi opciót kínál. A rendszer nyelvének megváltoztatása:

1. Kattintson a nevére a jobb felső sarokban, és válassza a **Profil** lehetőséget
2. Az Általános beállítások menüpontban kattintson a **Kultúra** elemre, és válassza ki a kívánt nyelvet.
3. Kattintson a **Módosítások mentése** gombra az új nyelv beállításához



Ha az Ön nyelve nem elérhető, használhatja a böngésző beépített fordítási funkcióját (lásd a következő diákat).

The screenshot shows the SHIELD user interface. In the top right corner, there is a user profile menu with a red box around the 'Profile' link, labeled '1.'. Below this, the 'General Settings' window is open. In the 'General Settings' window, the 'Culture' dropdown is set to 'English', and a red box highlights it, labeled '2.'. At the bottom of the 'General Settings' window, there is a 'Save changes' button, which is highlighted with a red box and labeled '3.'. In the bottom right corner, there is another 'Culture' dropdown set to 'German', also highlighted with a red box.

Nyelvi beállítások

Egyes nyelvek esetében több lehetőség is rendelkezésre áll. Ha a rendszer nyelvét ezen nyelvek bármelyikére szeretné megváltoztatni, kérjük, **CSAK** a következő opciókat válassza ki, hogy a rendszer és az összes kérdőív az Ön által kívánt nyelven jelenjen meg:

Ha ez Önre vonatkozik, kérjük, adja meg a következőket **CSAK** válassza ki az alábbi nyelvek egyikét:

- Spanyol (Spanyolország)
- Francia (Franciaország)
- Indonéz (Indonézia)
- Portugál (Portugália)
- Vietnámi (Vietnam)
- Kínai (egyszerűsített)
- Kínai (hagyományos, tajvani)

Kérem, tegye meg **NEM** ne válassza a következő nyelvek egyikét:

- Spanyol
- Francia (Kanada)
- Indonéz
- Portugál (Brazília)
- Vietnámi
- Kínai (Hongkong S.A.R.)

Nyelvi beállítások

A kérdőívek a következő nyelveken érhetőek el a SHIELD-en:

- Angol
- Arabic
- Kínai (egyszerűsített)
- Kínai (hagyományos, tajvani)
- Cseh
- Holland
- Finn
- Francia (Franciaország)
- Német
- Magyar
- Indonéz (Indonézia)
- Olasz
- Japán
- Koreai
- Lengyel
- Portugál (Portugália)
- Orosz
- Spanyol (Spanyolország)
- Svéd
- Thai
- Török
- Vietnámi (Vietnam)
- Norvég *(csak kiválasztott kérdőívek)*



Ha más nyelvi opciót választ a SHIELD-en **csak a** a Pajzs rendszerfelülete jelenik meg az adott nyelven. A kérdőív és az összes kapcsolódó kérdés angol nyelven marad.

Nyelvi beállítások: Böngésző fordítás (Google Chrome / Microsoft Edge)

Ha az Ön által preferált nyelv nem érhető el a SHIELD-ben, használhatja a modern böngészők, például a Google Chrome vagy a Microsoft Edge beépített fordítási funkcióit:

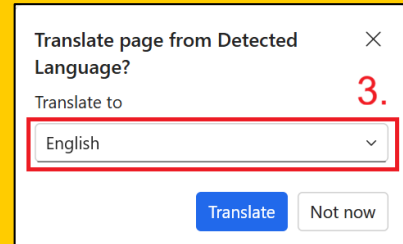
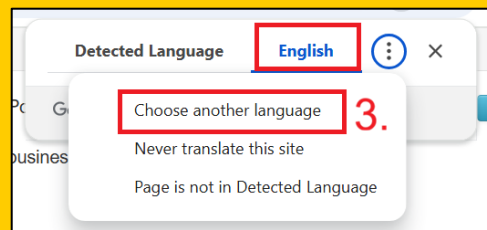
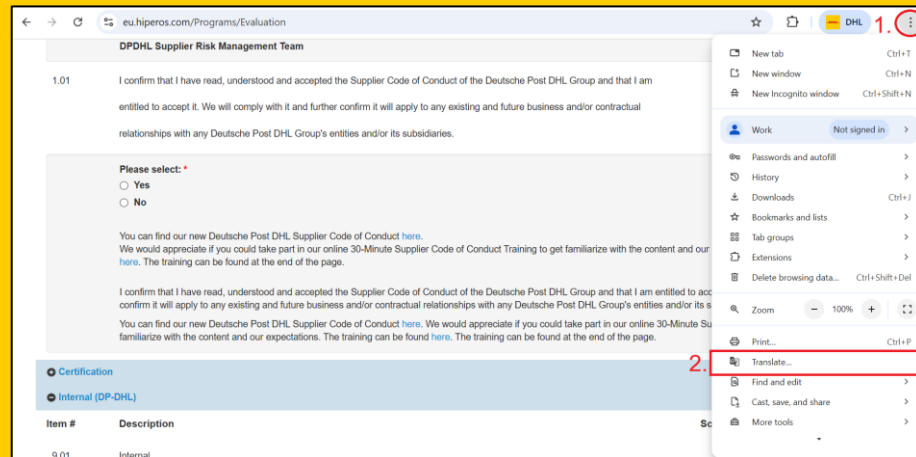
1. Nyissa meg a böngésző menüjét a jobb felső sarokban.
2. Válassza a **Fordítás** lehetőséget a Fordítás felugró ablak megnyitásához.

A Google Chrome esetében (balra):

3. A felugró ablakban válassza a **Másik nyelv kiválasztása** lehetőséget, és válassza ki a kívánt nyelvet

A Microsoft Edge esetében (a jobb oldalon):

3. A felugró ablakban válassza ki a kívánt nyelvet





3. ÉRTÉKELŐ KÉRDÉSEK MEGVÁLASZOLÁSA

Ezt a prezentációt mesterséges intelligencia segítségével fordították le.

Értékelési kérdések megválaszolása

Jelentkezzen be a SHIELD eszközbe az e-mailben kapott **R.Portal** bejelentkezési link segítségével.

A bejelentkezés után az Ön **műszerfalára** kerül, ahol az összes olyan értékelés/jóváhagyás látható, amely az Ön tevékenységét igényli

1. Válassza az **Értékelések** lapot az Önhöz rendelt értékelések teljes listájának megtekintéséhez.

The image shows two screenshots. The top screenshot is the Coupa Risk Assess login page. It features a 'Sign In' section with fields for 'User name' and 'Password', and links for 'Forgot username?' and 'Forgot password?'. To the right, there is a 'COUPA BUSINESS SPEND MANAGEMENT' section with a brief description of the service, and a 'RESOURCES' section with the Coupa University logo and a link to 'Learn more at Coupa University'.

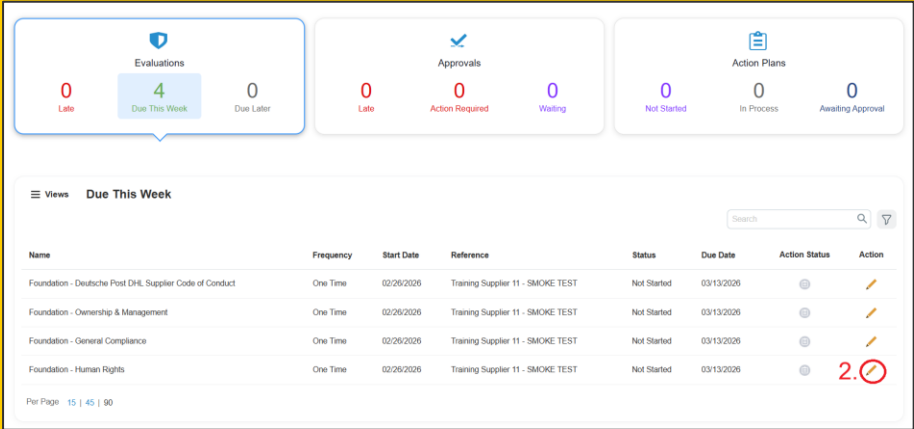
The bottom screenshot is the DHL Group PRODUCTION dashboard. It has a header with the DHL logo and the text 'DHL Group PRODUCTION'. Below the header, there is a navigation bar with a home icon, a workspace dropdown set to 'R.Portal', a last login timestamp of '3/10/2026 4:22 AM', and a search bar labeled 'Enter Keyword(s)'. The main content area is titled 'Action Items' and contains three cards. The first card, 'Evaluations', is highlighted with a red box and a red '1.' next to it. It shows a shield icon and three status counts: '0 Late' (red), '4 Due This Week' (green), and '0 Due Later' (grey). The second card, 'Approvals', shows a checkmark icon and three status counts: '0 Late' (red), '0 Action Required' (red), and '0 Waiting' (purple). The third card, 'Action Plans', shows a clipboard icon and three status counts: '0 Not Started' (purple), '0 In Process' (grey), and '0 Awaiting Approval' (grey).

Értékelési kérdések megválaszolása

Ez a műszerfal megjeleníti az összes, Önre váró értékelést. Ebben a példában **4 értékelés** van folyamatban.

Ezen az oldalon megtekintheti az egyes értékelések státuszát és esedékességi dátumát is.

- 2. Egy értékelés megnyitásához (pl. ebben az esetben az Alapítvány - Emberi jogok) kattintson a Cselekvés oszlopban lévő **ceruza ikonra**.



Értékelési kérdések megválaszolása

A ceruza ikon kiválasztása után a rendszer megjeleníti az értékelés részletes értékelési oldalát. Ha **nem** Ön a **kijelölt felelős személy** az adott értékelés elvégzésére a szervezetén belül, akkor lehetősége van arra, hogy a megfelelő felelős személyre **bízza azt** . Az átruházási folyamat részletes útmutatása a oldalon található a következő szakaszban.

Ha Ön a megfelelő személy a kérdőív kitöltésére a szervezet nevében, kérjük, tekintse át az értékelés minden egyes pontját, és adja meg válaszait.



Miután kitöltötte az összes kötelező mezőt, válassza a "**Beküldés**" gombot a válaszok véglegesítéséhez és a DHL Group-hoz történő benyújtásához

Kérjük, ismételje meg ugyanezt az eljárást az összes Önnek kiosztott értékelésnél.

Workspaces: R Portal | Last Login: 3/10/2026 5:47 AM | Enter Keyword(s) | Search

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Delegate | Recalc | Save | Cancel | Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire and submit your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses and return to the questionnaire at a later date.

Top

Delegate

Recalc

Save

Cancel

Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		0

Please select: *

Yes, I certify that I am authorized

No, I can not confirm



4. ÉRTÉKELÉSEK ÁTRUHÁZÁSA EGY MÁSIK FELHASZNÁLÓRA

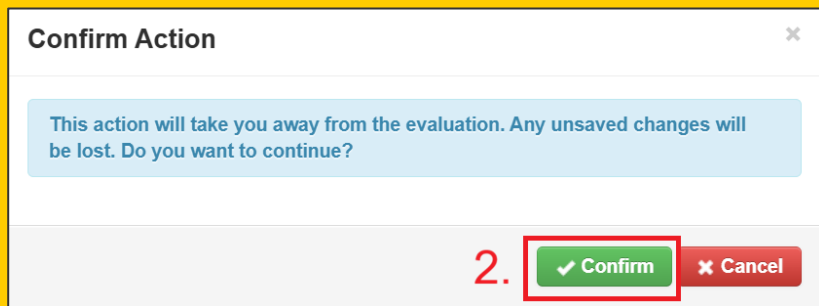
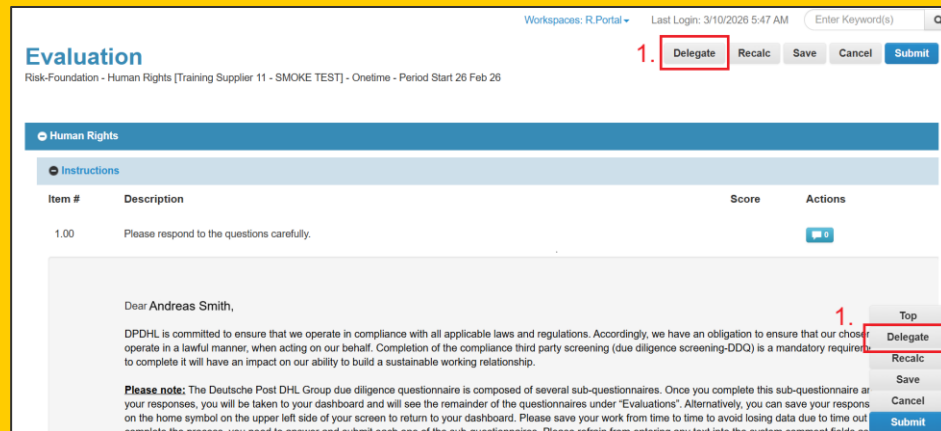
Ezt a prezentációt mesterséges intelligencia segítségével fordították le.

Értékelések átruházása a másik felhasználóra

1. A **Delegálás gomb** megnyomásával delegálhat egy értékelést egy kijelölt felelős személynek a szervezeten belül.

A Delegálás gombra kattintva egy felugró megerősítő ablak jelenik meg.

2. Kérjük, válassza a **Megerősítés** lehetőséget a delegálási folyamat folytatásához.



Értékelések átruházása a másik felhasználóra

A folytatásban megjelenik az **Értékelés delegálása oldal** . Ezen az oldalon megadhatja annak a személynek az adatait, akire az értékelést át kívánja ruházni.

- 3. Kérjük, válassza a **+ gombot** , hogy megnyíljon egy új ablak, ahol megadhatja a kijelölt felhasználó keresztnévét, vezetéknévét és e-mail címét.
- 4. Ha minden szükséges információt megadott, kattintson a **Felhasználó létrehozása** gombra a folytatáshoz.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel

Create User

Értékelések átruházása a másik felhasználóra

Az adatok megadása után a felhasználónév és az e-mail cím lesz választható.

5. Kérjük, adja meg az értékelés átruházásának indoklására vonatkozó megjegyzéseit.
6. Kattintson a **Delegálás** gombra a delegálási folyamat befejezéséhez.

A sikeres delegálás után visszaigazoló e-mailt fog kapni.

Annak a felhasználónak, akire az értékelést átruházta, ki kell töltenie a SHIELD-fiók regisztrációjának standard folyamatát (lásd a vonatkozó részét:).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

☒ User
 ☐ Group

Comments

* Please enter why you are submitting this delegation.

5.

6.

Delegate

Top

Back

Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer
 This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

DHL Group | SHIELD Help Guide | April 2026

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5. ÚJ BESZÁLLÍTÓI MEGBÍZÓ/KÉPVISELŐ FELVÉTELE

Ezt a prezentációt mesterséges intelligencia segítségével fordították le.

Új szállítói megbízó hozzáadása

Kérdőívünk Tulajdonosi és irányítási szakaszában kérjük, kövesse az alábbi lépéseket minden egyes vonatkozó elemnél (pl. az ügyvezető igazgató/ügyvezető igazgató/ vezérigazgató vagy a pénzügyi igazgató/ pénzügyi igazgató hozzáadása):

- 1. Válassza az **Új szállítói megbízó hozzáadása** lehetőséget a szükséges adatok megadásához.

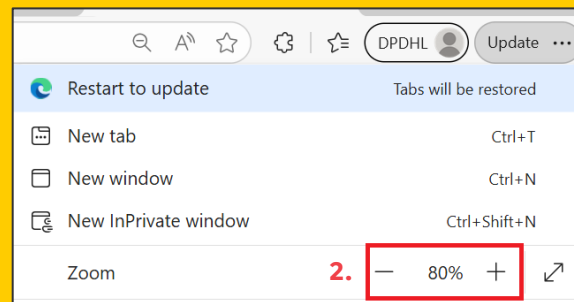
Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 0 No items to display  1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 0 No items to display  1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

Új szállítói megbízó hozzáadása

Miután kiválasztotta az "Új szállítói megbízó hozzáadása" lehetőséget, egy felugró ablak jelenik meg, amely személyes adatokat kér:

- Ha a teljes felugró ablak, beleértve a **Létrehozás** gombot is, nem látható a képernyőn, állítsa a böngésző nagyítási szintjét **80%-90%-ra** a böngésző nagyításvezérlője segítségével (lásd a jobb oldali példát).
- Adja meg legalább a kötelező mezőkben előírt összes információt.
- Ha minden kötelező mezőt kitöltött, kattintson a **Létrehozás** gombra az új szállítói megbízó hozzáadásához.





6. JELSZÓ VISSZAÁLLÍTÁSA

Ezt a prezentációt mesterséges intelligencia segítségével fordították le.

Jelszó alaphelyzetbe állítása

Abban az esetben, ha vissza kell állítania jelszavát:

1. Navigáljon a [SHIELD bejelentkezési oldalra](#) és kattintson az **Elfelejtett jelszó?**
2. Adja meg a felhasználónevét (általában az e-mail címét), majd kattintson a **Tovább** gombra

The image shows two screenshots from the Coupa Risk Assess application. The top screenshot is the main login page, which includes a 'Sign In' section with fields for 'User name' and 'Password', and a 'Forgot password?' link highlighted with a red box. The bottom screenshot is a modal titled 'Forgot Password?' which contains instructions, a 'User Name' input field with a red border, a green 'Continue' button, and a reCAPTCHA section with the text 'I'm not a robot' and a red box around the 'Continue' button. A red number '2.' is placed next to the reCAPTCHA section.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name [Forgot username?](#)

Password [Forgot password?](#)

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

[coupa](#) University

Learn more at Coupa University.

Forgot Password?

- Verify you're entering the correct user name
- Passwords are case sensitive, so ensure you don't have caps lock enabled

If you still can't log in, enter your user name to reset your password

User Name: **Continue** [Return to Login](#)

2.

☐ I'm not a robot

reCAPTCHA Privacy - Terms

If you don't know your User Name, click [Forgot Username?](#)

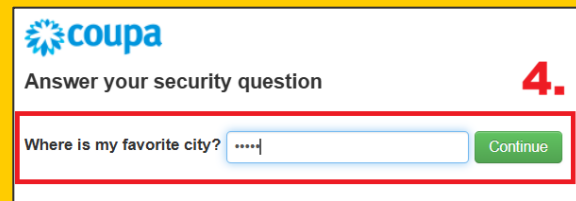
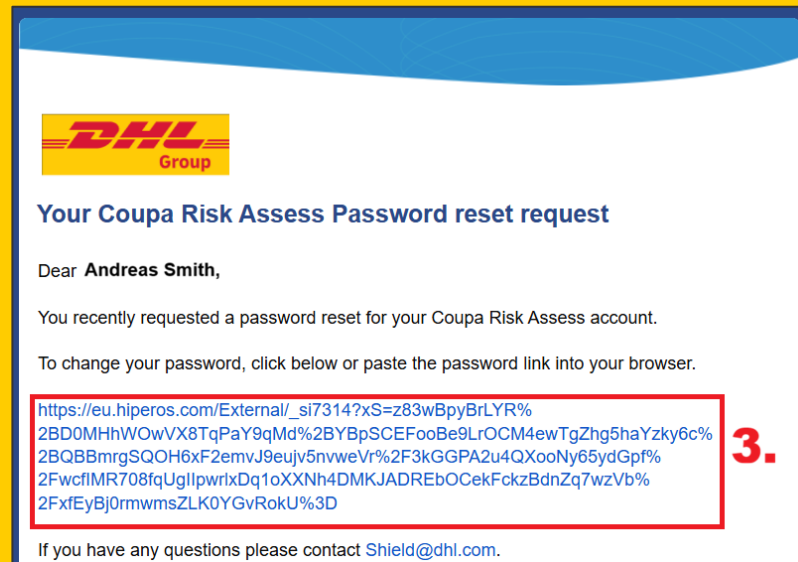
Jelszó visszaállítása

Kapni fog egy e-mailt.

3. Kattintson az e-mailben található linkre
4. Válaszoljon a fiókja beállításakor létrehozott biztonsági kérdésre, majd kattintson a **Folytatás** gombra



A jelszó-visszaállítási linkek 24 óra elteltével lejárnak. Ha a link lejár, és nem tudja folytatni a jelszó visszaállítását, kérjük, kezdje újra a folyamatot az **1. lépéstől**.



Jelszó alaphelyzetbe állítása

Ezután létrehozhat egy új jelszót.

- 3. Az új jelszó megadása és megerősítése után kattintson a **Folytatás** gombra a visszaállítás véglegesítéséhez



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, %, %...).

Confirm New Password

Continue

5.



Business Spend Management

Köszönöm



Amennyiben nehézségei vannak a rendszerbe való bejelentkezéssel vagy egyéb, az eszközzel kapcsolatos problémákkal, kérjük, küldjön e-mailt a **Shield@dhl.com** címre.



Alat Manajemen Risiko SHIELD

Panduan Bantuan Pengguna

Presentasi ini diterjemahkan menggunakan Kecerdasan Buatan.



Daftar Isi

- 1 Pendaftaran Akun**
- 2 Pengaturan Bahasa**
- 3 Menjawab Pertanyaan Penilaian**
- 4 Pendelegasian Penilaian ke Pengguna Lain**
- 5 Menambahkan Prinsipal/Perwakilan Pemasok Baru**
- 6 Reset Kata Sandi**





1. PENDAFTARAN AKUN

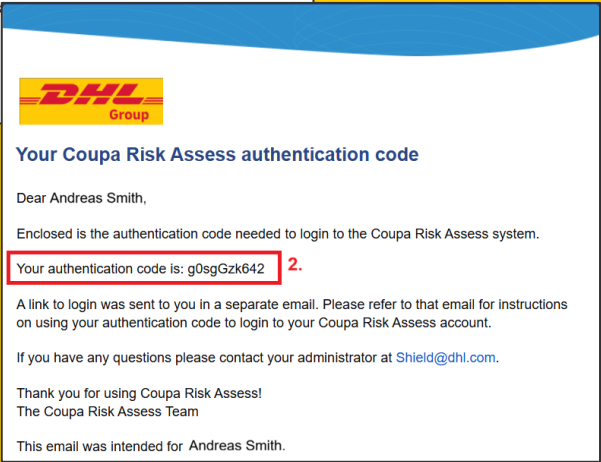
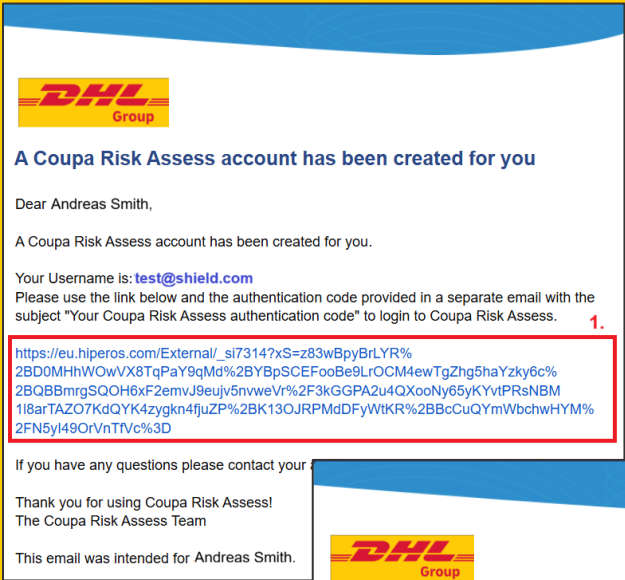
Presentasi ini diterjemahkan menggunakan Kecerdasan Buatan.

Pendaftaran Akun

Setelah organisasi Anda terpilih untuk Penyaringan Pihak Ketiga, Anda akan menerima dua email terpisah:

- 1. **Pembuatan Akun:** email ini mengonfirmasi pembuatan akun SHIELD Anda dan memberikan nama pengguna Anda
- 2. **Detail Autentikasi:** email ini berisi autentikasi Coupa Risk Assess Anda

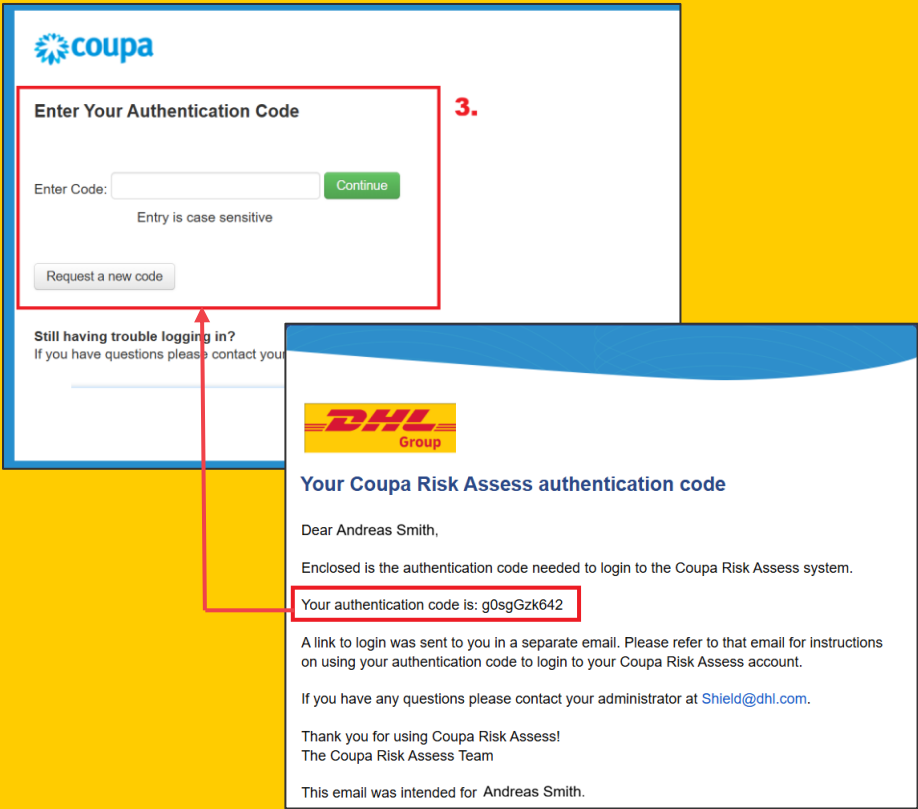
Setelah menerima email ini, mohon verifikasi bahwa Anda adalah penerima yang dituju. Setelah dikonfirmasi, lanjutkan dengan mengeklik tautan yang disediakan dalam email Pembuatan Akun.



Pendaftaran Akun

3. Setelah mengeklik tautan autentikasi pada email pertama, Anda akan diarahkan ke halaman yang meminta kode autentikasi.

Masukkan kode **autentikasi** dari email **Rincian Autentikasi** dan klik **Lanjutkan** untuk melanjutkan.



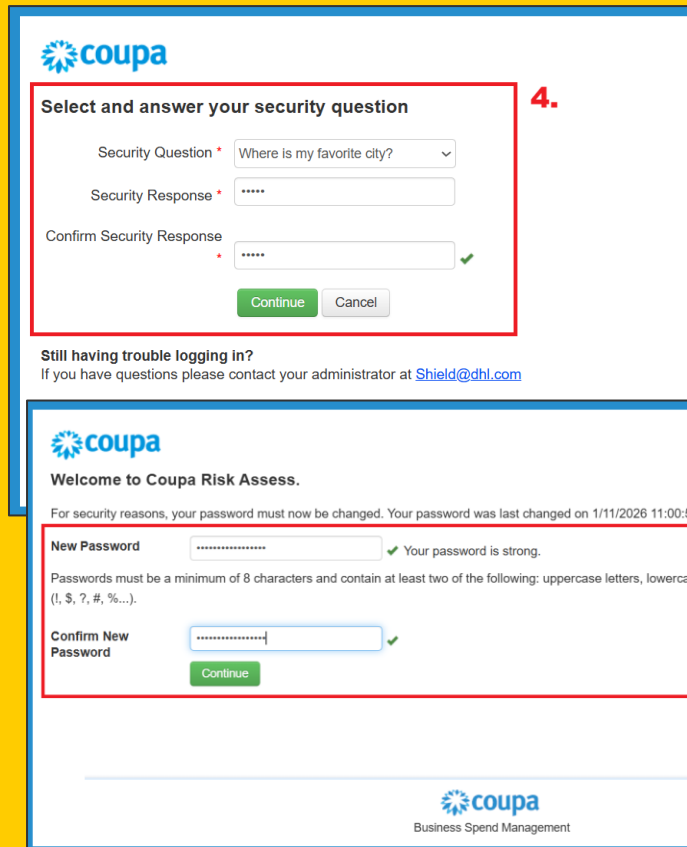
Pendaftaran Akun

Setelah memasukkan kode autentikasi, Anda akan diminta untuk mengatur pertanyaan keamanan:

4. Pilih pertanyaan keamanan yang Anda inginkan dari menu drop-down dan klik **Lanjutkan** untuk melanjutkan

Setelah mengonfirmasi pilihan Anda, Anda akan diarahkan untuk membuat kata sandi baru:

5. Buatlah kata sandi yang kuat dengan menggunakan karakter alfanumerik dan klik **Lanjutkan** untuk melanjutkan



4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

[Continue](#) [Cancel](#)

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ***** ✓

[Continue](#)

coupa
Business Spend Management

Pendaftaran Akun

Setelah mengatur kredensial login Anda, Anda akan diarahkan ke **portal login**:

- Gunakan alamat email Anda sebagai nama pengguna dan kata sandi yang Anda buat untuk masuk ke alat SHIELD.

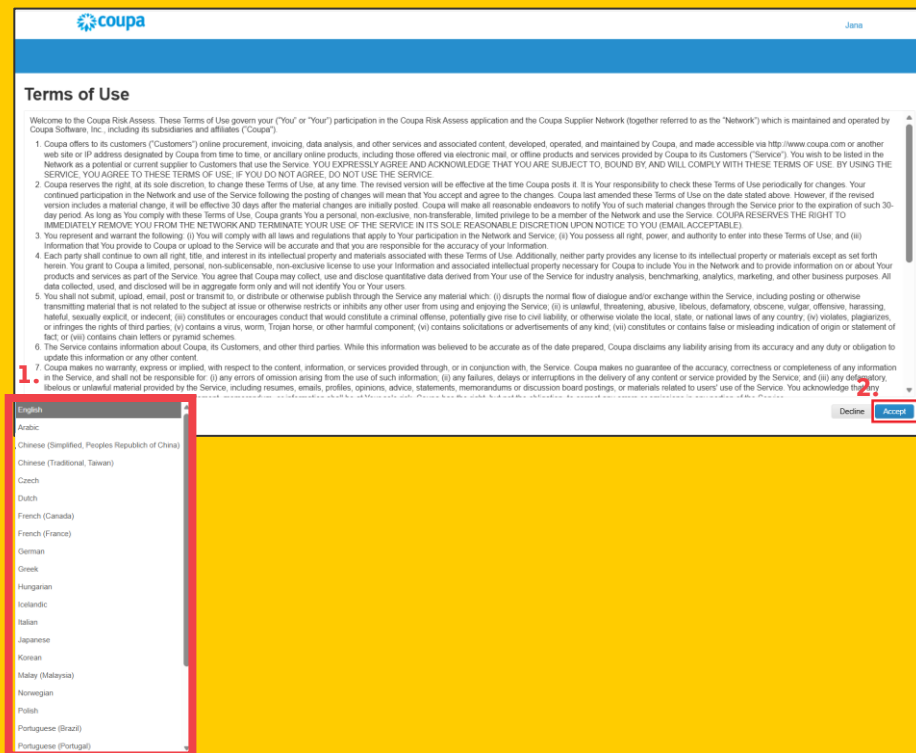
Anda juga dapat mengakses portal login menggunakan tautan yang disediakan dalam **email ketiga** dari Coupa Risk Access.

The image shows two screenshots. The top screenshot is the Coupa Risk Assess login page. It features the Coupa logo, a welcome message, and a 'Sign In' section with fields for 'User name' and 'Password'. A red box highlights the 'Sign In' button and the 'Forgot username?' and 'Forgot password?' links. A red arrow points from this box to the bottom screenshot. The bottom screenshot is an email from DHL Group titled 'Compliance Third Party Screening (DDQ) is ready to complete'. It contains a message to Andreas, thanking him for his interest and asking him to complete the DDQ screening. At the bottom of the email, a red box highlights the text 'Click [R.Portal](#) to log in.'

Pendaftaran Akun

Setelah masuk, Anda akan diarahkan ke halaman **Ketentuan Penggunaan**.

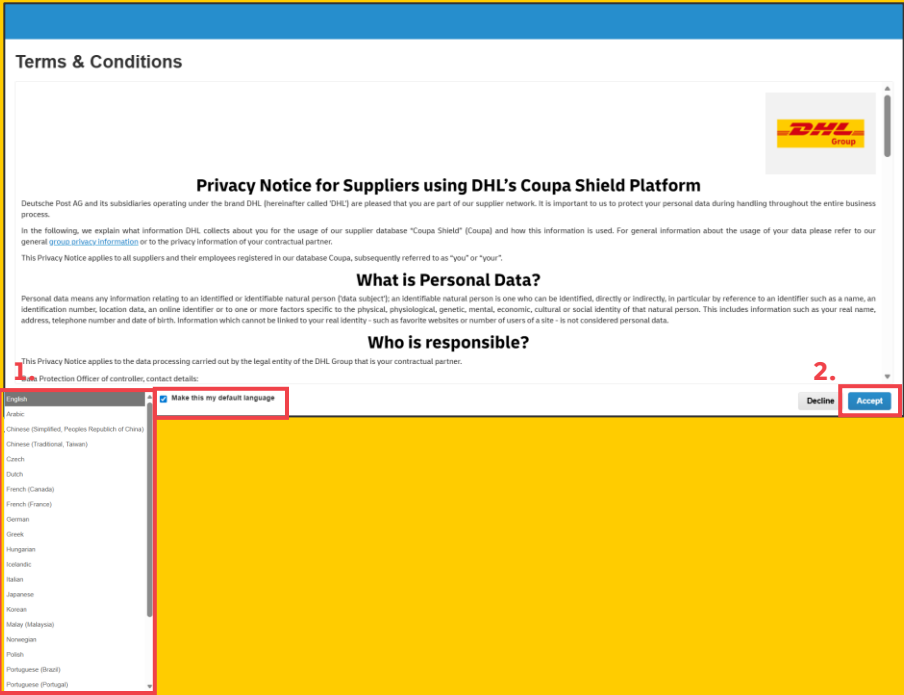
1. Anda dapat meninjau syarat dan ketentuan dalam bahasa pilihan Anda dengan memilihnya dari menu pilihan.
2. Setelah Anda menyelesaikan tinjauan, silakan klik **Terima** untuk melanjutkan.



Pendaftaran Akun

Setelah menerima Ketentuan Penggunaan, Anda akan diperlihatkan **Pemberitahuan Privasi**.

- 1. Anda dapat meninjau informasi privasi dalam bahasa pilihan Anda dengan memilihnya dari menu pilihan. Jika mau, Anda juga dapat menetapkan bahasa yang Anda pilih sebagai bahasa default dengan mencentang kotak centang
- 2. Setelah Anda menyelesaikan tinjauan, silakan klik **Terima** untuk melanjutkan.





2. PENGATURAN BAHASA

Presentasi ini diterjemahkan menggunakan Kecerdasan Buatan.

Pengaturan Bahasa

SHIELD menyediakan beberapa opsi bahasa antarmuka. Untuk mengubah bahasa sistem:

1. Klik nama Anda di sudut kanan atas dan pilih **Profil**
2. Pada Pengaturan Umum, klik **Budaya** dan pilih bahasa pilihan Anda.
3. Klik **Simpan perubahan** untuk mengatur bahasa baru



Jika bahasa Anda tidak tersedia, Anda dapat menggunakan fitur terjemahan bawaan browser Anda (lihat slide berikutnya).

The screenshot illustrates the process of changing the system language in the SHIELD application. It is divided into three numbered steps:

- Step 1:** A user profile dropdown menu is shown in the top right corner. The user's name 'AS' is next to a notification bell with '21' alerts. The 'Profile' option is highlighted with a red box and the number '1'.
- Step 2:** The 'General Settings' modal is open. Under the 'Culture' section, a dropdown menu is expanded, showing a list of languages including Chinese, Czech, Dutch, English (highlighted), Finnish, French, German, Hungarian, Indonesian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Russian, Spanish, Swedish, Thai, and Vietnamese. The 'Culture' dropdown is highlighted with a red box and the number '2'.
- Step 3:** A smaller modal shows the 'Culture' dropdown now set to 'German'. At the bottom, the 'Save changes' button is highlighted with a red box and the number '3', next to a 'Cancel' button.

Pengaturan Bahasa

Untuk beberapa bahasa, tersedia beberapa opsi. Jika Anda ingin mengubah bahasa sistem ke salah satu bahasa ini, **HANYA** pilih opsi berikut untuk memastikan bahwa sistem dan semua kuesioner akan ditampilkan dalam bahasa yang Anda inginkan:

Jika berlaku untuk Anda, silakan **HANYA** pilih salah satu bahasa berikut:

- Bahasa Spanyol (Spanyol)
- Bahasa Prancis (Prancis)
- Bahasa Indonesia (Indonesia)
- Bahasa Portugis (Portugal)
- Vietnam (Vietnam)
- Bahasa Mandarin (disederhanakan)
- Bahasa Mandarin (tradisional, Taiwan)

Tolong lakukan **TIDAK** pilih salah satu bahasa berikut:

- Bahasa Spanyol
- Prancis (Kanada)
- Bahasa Indonesia
- Bahasa Portugis (Brasil)
- Vietnam
- Bahasa Mandarin (Hongkong S.A.R.)

Pengaturan Bahasa

Kuesioner tersedia dalam bahasa-bahasa berikut di SHIELD:

- Bahasa Inggris
- Bahasa Arab
- Bahasa Mandarin (disederhanakan)
- Bahasa Mandarin (tradisional, Taiwan)
- Ceko
- Belanda
- Finlandia
- Bahasa Prancis (Prancis)
- Bahasa Jerman
- Hongaria
- Bahasa Indonesia (Indonesia)
- Bahasa Italia
- Bahasa Jepang
- Bahasa Korea
- Polandia
- Bahasa Portugis (Portugal)
- Rusia
- Bahasa Spanyol (Spanyol)
- Swedia
- Thailand
- Bahasa Turki
- Vietnam (Vietnam)
- Norwegia (*hanya kuesioner tertentu*)



Jika Anda memilih opsi bahasa lain pada SHIELD **hanya** antarmuka sistem Shield akan ditampilkan dalam bahasa tersebut. Kuesioner dan semua pertanyaan terkait akan tetap dalam bahasa Inggris.

Pengaturan Bahasa: Terjemahan Peramban (Google Chrome / Microsoft Edge)

Jika bahasa pilihan Anda tidak tersedia di SHIELD, Anda dapat menggunakan fitur penerjemahan peramban bawaan di peramban modern seperti Google Chrome atau Microsoft Edge:

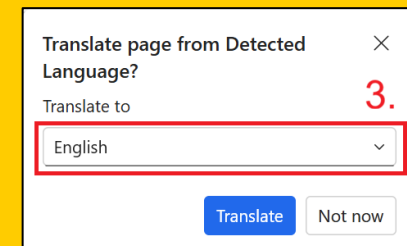
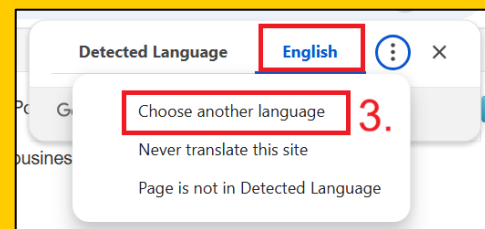
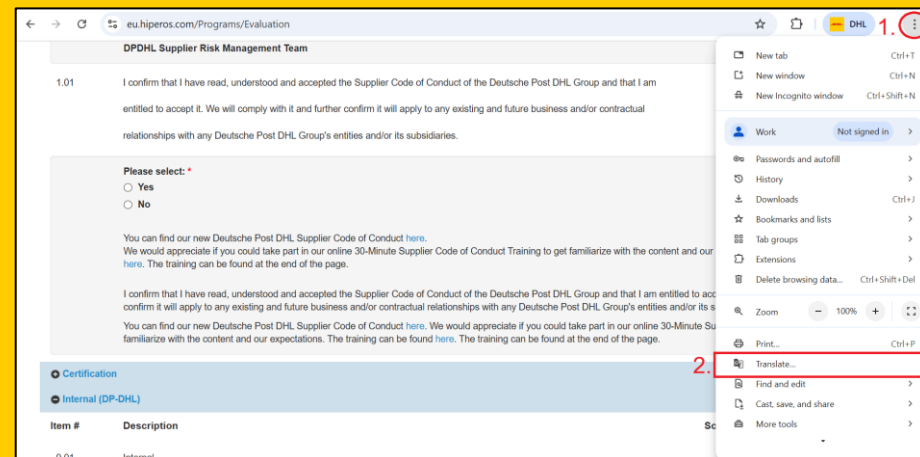
1. Buka menu browser di sudut kanan atas.
2. Pilih **Terjemahkan** untuk membuka jendela pop-up Terjemahan.

Untuk Google Chrome (di sebelah kiri):

3. Pada jendela pop-up, pilih **Pilih bahasa lain** dan pilih bahasa yang Anda inginkan

Untuk Microsoft Edge (di sebelah kanan):

3. Pada jendela pop-up, pilih bahasa yang Anda inginkan





3. MENJAWAB PERTANYAAN- PERTANYAAN PENILAIAN

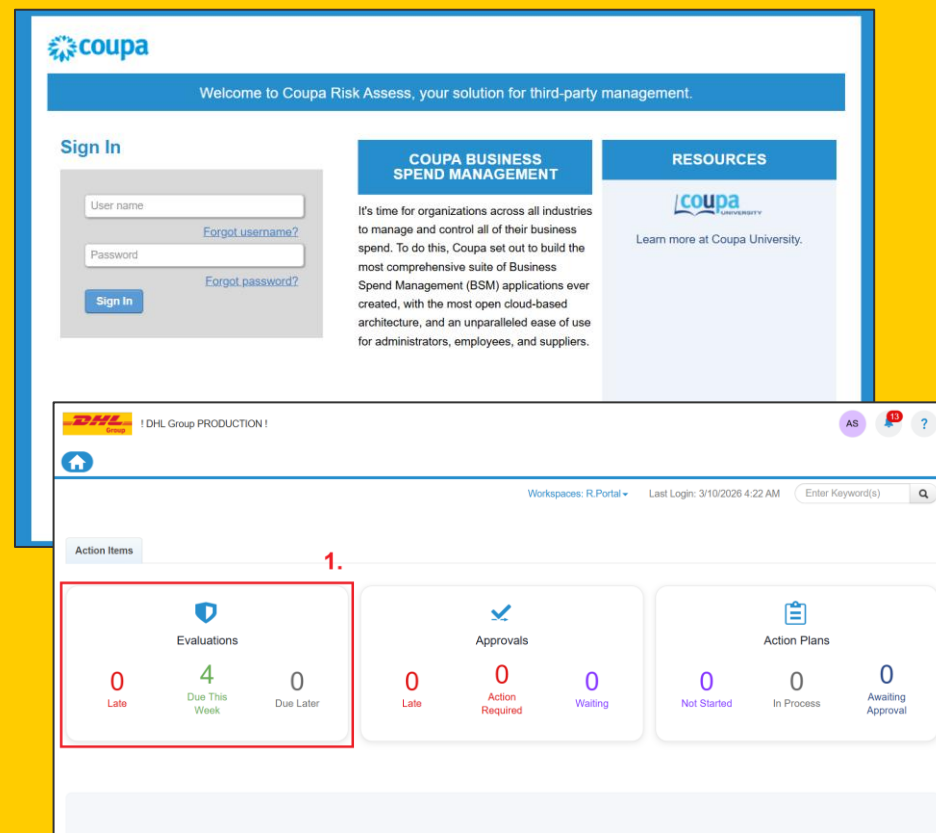
Presentasi ini diterjemahkan menggunakan Kecerdasan Buatan.

Menjawab Pertanyaan Penilaian

Masuk ke alat SHIELD menggunakan tautan masuk **R.Portal** yang disediakan di email Anda.

Setelah masuk, Anda akan diarahkan ke **Dasbor** Anda, yang menampilkan semua evaluasi/persetujuan yang memerlukan tindakan Anda

1. Pilih tab **Evaluasi** untuk melihat daftar lengkap evaluasi yang diberikan kepada Anda.

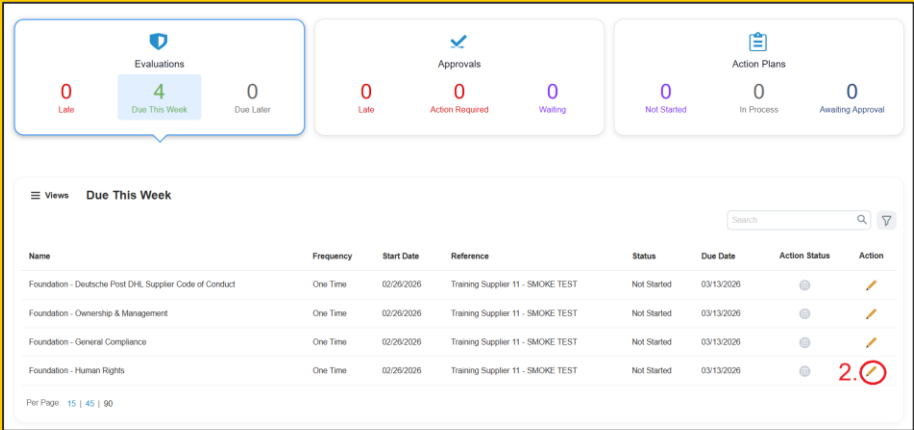


Menjawab Pertanyaan Penilaian

Dasbor ini menampilkan semua evaluasi yang menunggu tindakan Anda. Dalam contoh ini, **4 penilaian** sedang menunggu keputusan.

Anda juga dapat melihat status dan tanggal jatuh tempo untuk setiap penilaian di halaman ini.

- 2. Untuk membuka penilaian (misalnya Yayasan - Hak Asasi Manusia dalam kasus ini), klik **ikon pensil** di Kolom Tindakan.



Menjawab Pertanyaan Penilaian

Setelah memilih ikon pensil, sistem akan menampilkan halaman evaluasi terperinci untuk penilaian. Jika Anda **bukan penanggung jawab yang ditunjuk** untuk menyelesaikan penilaian tertentu dalam organisasi Anda, Anda memiliki opsi untuk **mendelegasikannya** kepada penanggung jawab yang relevan . Panduan terperinci mengenai proses pendelegasian dapat dilihat di pada bagian selanjutnya.

Jika Anda adalah orang yang tepat untuk mengisi kuesioner ini atas nama organisasi Anda, mohon tinjau kembali setiap butir pertanyaan dan berikan tanggapan Anda.



Setelah mengisi semua kolom yang diperlukan, pilih "**Kirim**" untuk menyelesaikan dan mengirimkan jawaban Anda ke DHL Group

Ulangi prosedur yang sama untuk semua penilaian yang ditugaskan kepada Anda.

Workspaces: R Portal Last Login: 3/10/2026 5:47 AM Enter Keyword(s)

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

Top Delegate Recalc Save Cancel Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		0

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. PENDELEGASIAN PENILAIAN KEPADA PENGGUNA LAIN

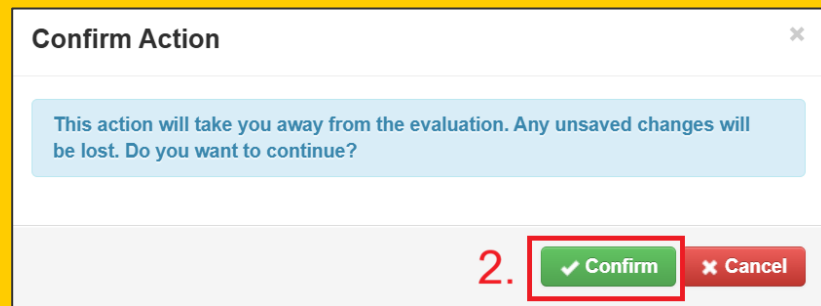
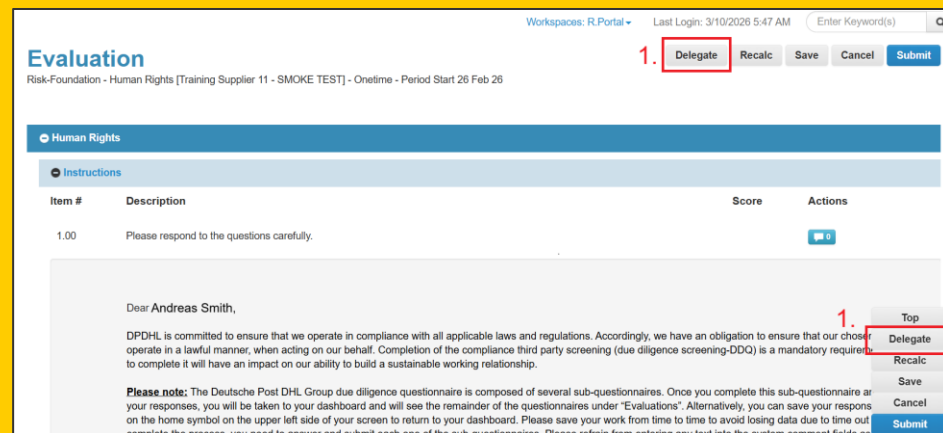
Presentasi ini diterjemahkan menggunakan Kecerdasan Buatan.

Pendelegasian Penilaian ke Pengguna Lain

1. Anda dapat mendelegasikan penilaian kepada orang yang bertanggung jawab di dalam organisasi Anda dengan memilih **tombol Delegasikan**.

Setelah mengklik Delegasikan, jendela pop-up konfirmasi akan muncul.

2. Pilih **Konfirmasi** untuk melanjutkan ke proses pendelegasian.



Pendelegasian Penilaian ke Pengguna Lain

Saat Anda melanjutkan, **halaman Delegasi Evaluasi** akan muncul. Pada halaman ini, Anda dapat memasukkan detail individu yang ingin Anda delegasikan penilaian.

- 3. Pilih **tombol +** untuk membuka jendela baru di mana Anda dapat memasukkan nama depan, nama belakang, dan alamat email pengguna yang ditunjuk.
- 4. Setelah semua informasi yang diperlukan diberikan, silakan klik **Buat Pengguna** untuk melanjutkan.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

+ 3.

Create Training Supplier 11 - SMOKE TEST User

* Please enter

Email Address *

First Name *

Last Name *

Cancel Create User 4.

Pendelegasian Penilaian ke Pengguna Lain

Setelah memasukkan detail, nama pengguna dan alamat email akan tersedia untuk dipilih.

- 5. Mohon berikan komentar yang relevan yang menjelaskan alasan pendelegasian penilaian.
- 6. Klik **Delegasikan** untuk menyelesaikan proses pendelegasian.

Setelah delegasi berhasil, Anda akan menerima email konfirmasi.

Pengguna yang telah Anda delegasikan penilaian akan diminta untuk menyelesaikan proses Pendaftaran Akun SHIELD standar (lihat bagian masing-masing).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User

Doe, John (john.doe@gmail.com)

✕

+

☐ Group

Comments

* Please enter why you are submitting this delegation.

Top

Back

6. Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.



5. MENAMBAHKAN PRINSIPAL/PERWAKILAN PEMASOK BARU

Presentasi ini diterjemahkan menggunakan Kecerdasan Buatan.

Menambahkan Prinsipal Pemasok Baru

Pada bagian Kepemilikan & Manajemen di kuesioner kami, silakan ikuti langkah-langkah di bawah ini untuk setiap item yang relevan (misalnya, menambahkan Direktur Utama/Manajer Umum/CEO atau Direktur Keuangan/CFO):

- 1. Pilih **Tambah Prinsipal Pemasok Baru** untuk memasukkan detail yang diperlukan.

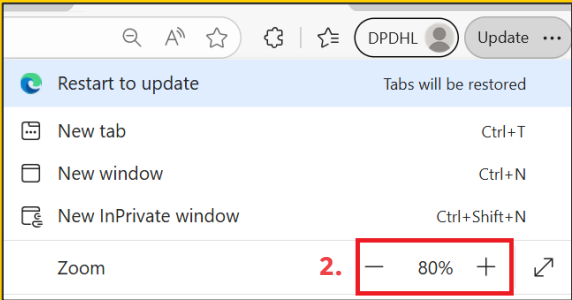
Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 0 No items to display  1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 0 No items to display  1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

Menambahkan Prinsipal Pemasok Baru

Setelah memilih "Tambah Prinsipal Pemasok Baru", jendela pop-up akan muncul untuk meminta detail pribadi:

- 2. Jika jendela pop-up penuh, termasuk tombol **Buat** , tidak terlihat di layar Anda, sesuaikan level zoom browser Anda ke **80%-90%** menggunakan kontrol zoom browser Anda (lihat contoh di sebelah kanan).
- 3. Berikan setidaknya semua informasi yang diperlukan di bidang wajib.
- 4. Setelah semua kolom wajib diisi, klik **Buat** untuk menambahkan Prinsipal Pemasok baru.



Create Supplier Principal

3. First Name *

Last Name *

Middle Name

Title

Email

Phone

Extension

Percent of Ownership *

0.00

4. Create



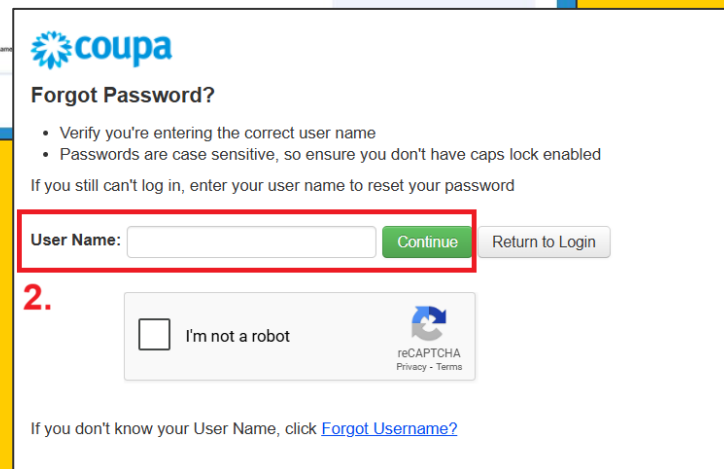
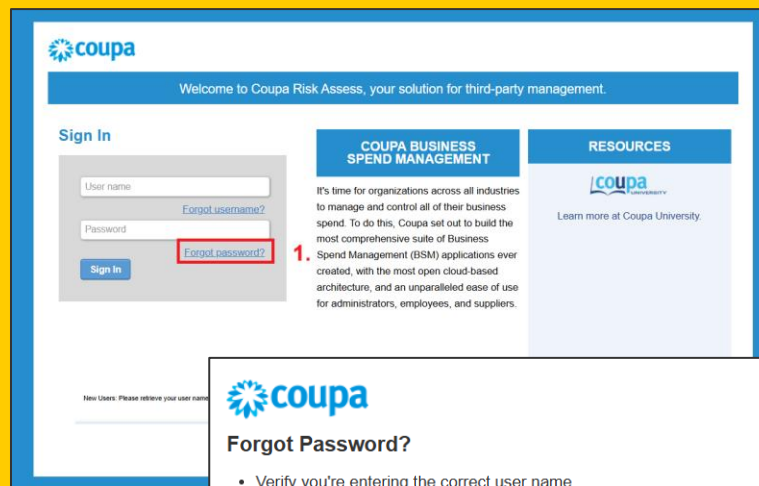
6. RESET KATA SANDI

Presentasi ini diterjemahkan menggunakan Kecerdasan Buatan.

Reset Kata Sandi

Jika Anda perlu mengatur ulang kata sandi Anda:

1. Buka **halaman login SHIELD** dan klik **Lupa kata sandi?**
2. Masukkan nama pengguna Anda (biasanya alamat email Anda) dan klik **Lanjutkan**



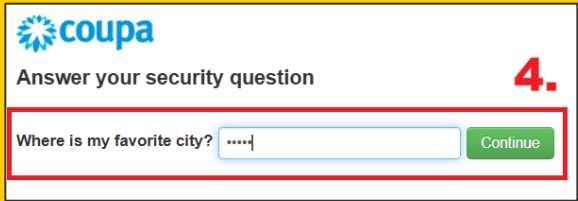
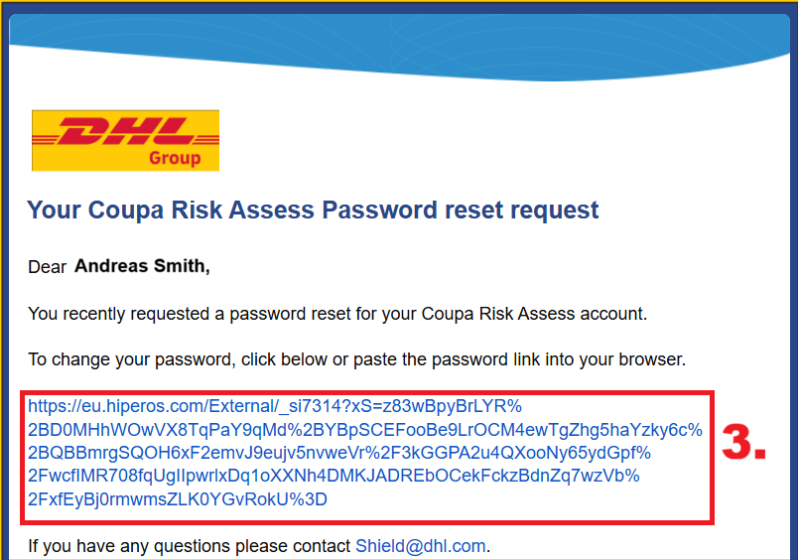
Reset Kata Sandi

Anda akan menerima email.

- 3. Klik tautan dalam email
- 4. Jawab pertanyaan keamanan yang Anda buat saat menyiapkan akun dan klik **Lanjutkan**



Tautan pengaturan ulang kata sandi akan kedaluwarsa setelah 24 jam. Jika tautan Anda kedaluwarsa dan Anda tidak dapat melanjutkan pengaturan ulang kata sandi, silakan mulai ulang proses dari **Langkah 1**.



Reset Kata Sandi

Selanjutnya, Anda dapat membuat kata sandi baru.

- 3. Setelah memasukkan dan mengonfirmasi kata sandi baru, klik **Lanjutkan** untuk menyelesaikan pengaturan ulang



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Terima kasih



Jika Anda mengalami kesulitan untuk masuk ke dalam sistem atau masalah lain yang berhubungan dengan alat ini, silakan kirim email ke **Shield@dhl.com**.



Strumento di gestione del rischio SHIELD

Guida dell'utente

Questa presentazione è stata tradotta utilizzando l'intelligenza artificiale.



Tabella dei contenuti

- 1 Registrazione dell'account**
- 2 Impostazioni della lingua**
- 3 Rispondere alle domande di valutazione**
- 4 Delega delle valutazioni a un altro utente**
- 5 Aggiunta di un nuovo fornitore principale/rappresentante**
- 6 Ripristino della password**





1. REGISTRAZIONE DELL'ACCOUNT

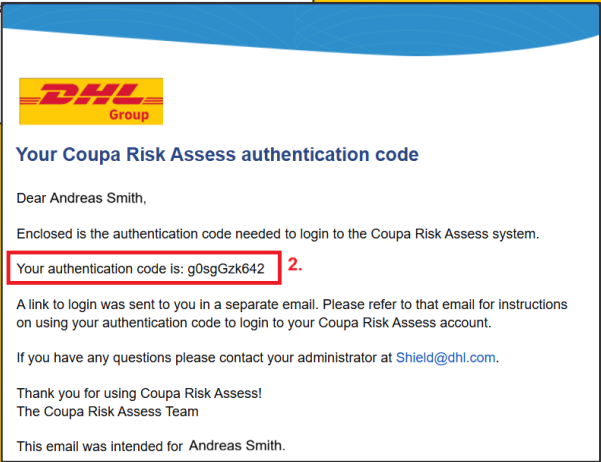
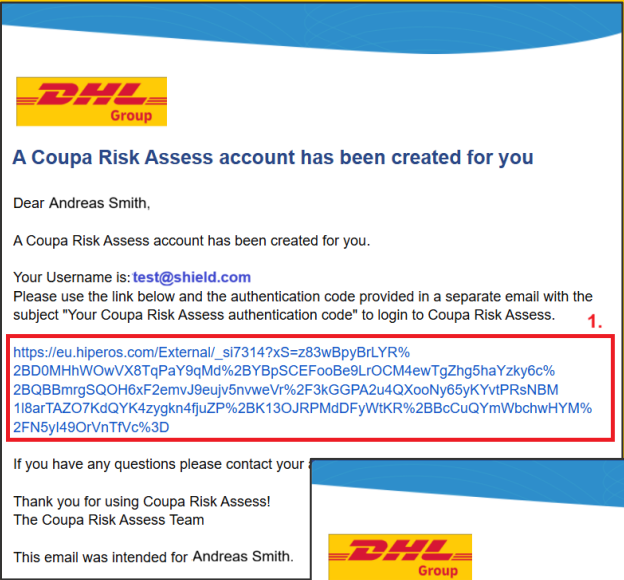
Questa presentazione è stata tradotta utilizzando l'intelligenza artificiale.

Registrazione dell'account

Una volta che la tua organizzazione è stata selezionata per lo screening di terze parti, riceverai due e-mail separate:

- 1. **Creazione dell'account:** questa e-mail conferma la creazione del tuo account SHIELD e fornisce il tuo nome utente
- 2. **Dettagli di autenticazione:** questa e-mail contiene l'autenticazione di Coupa Risk Assess

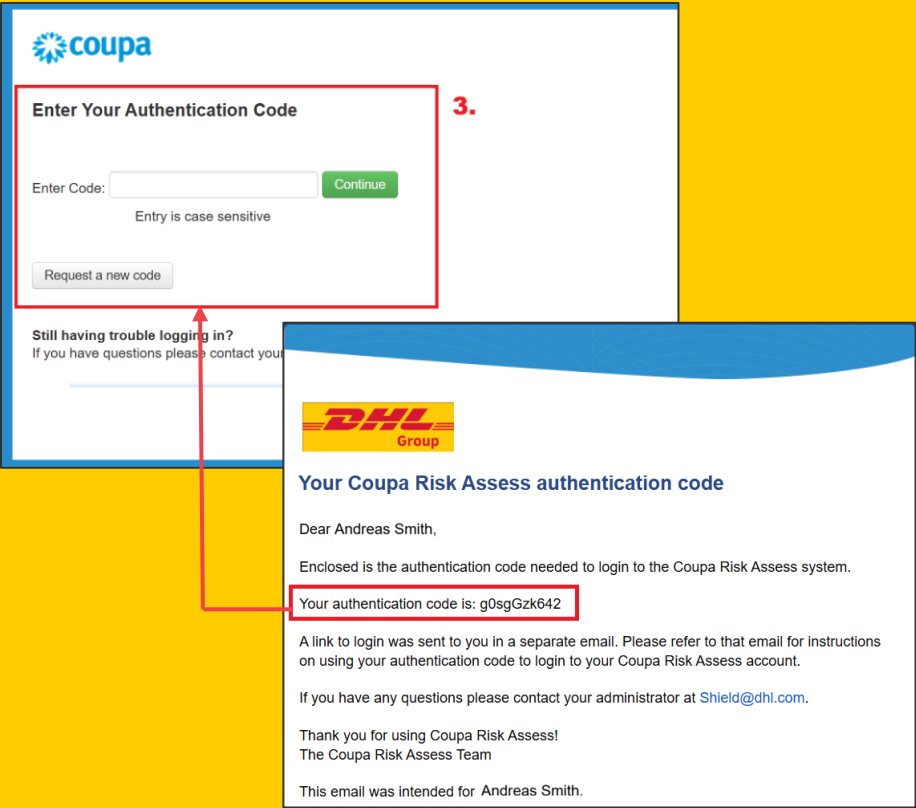
Quando ricevi queste e-mail, verifica di essere il destinatario. Una volta confermato, procedi cliccando sul link fornito nell'e-mail di creazione dell'account.



Registrazione dell'account

- 3. Dopo aver cliccato sul link di autenticazione nella prima e-mail, verrai reindirizzato a una pagina che richiede il tuo codice di autenticazione.

Inserisci il codice di autenticazione che trovi nell'e-mail **Dettagli di autenticazione** e clicca su **Continua** per procedere.



Registrazione dell'account

Dopo aver inserito il codice di autenticazione, ti verrà richiesto di impostare una domanda di sicurezza:

4. Seleziona la domanda di sicurezza che preferisci dal menu a tendina e clicca su **Continua** per procedere

Dopo aver confermato la selezione, ti verrà chiesto di creare una nuova password:

5. Crea una password forte utilizzando caratteri alfanumerici e clicca su **Continua** per procedere



Select and answer your security question

4.

Security Question *

Security Response *

Confirm Security Response * ✓

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM. 5.

New Password ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ✓



Business Spend Management

Registrazione dell'account

Dopo aver impostato le credenziali di accesso, verrai reindirizzato al **portale di accesso**:

6. Usa il tuo indirizzo e-mail come nome utente e la password che hai creato per accedere allo strumento SHIELD.

Puoi anche accedere al portale di login utilizzando il link fornito nella **terza e-mail** di Coupa Risk Access.

The image shows two parts of the Coupa Risk Assess interface. The top part is a screenshot of the login page, which includes a 'Sign In' form with fields for 'User name' and 'Password', and a 'Sign In' button. A red box highlights the 'Sign In' form, and a red arrow points from it to the bottom part of the image. The bottom part is a screenshot of an email notification from DHL Group, titled 'Compliance Third Party Screening (DDQ) is ready to complete'. The email is addressed to 'Dear Andreas' and contains information about the due diligence screening (DDQ) process. A red box highlights the link 'Click R.Portale to log in.' in the email, which is connected to the 'Sign In' form in the top screenshot by a red arrow.

6.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name [Forgot username?](#)

Password [Forgot password?](#)

Sign In

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

[coupa university](#)

Learn more at Coupa University.

New Users: Please retrieve your user name and temporary password.

DHL Group **SHIELD**

Compliance Third Party Screening (DDQ) is ready to complete

Dear Andreas,

Thank you for your interest in providing goods or services to DHL Group.

DHL Group is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen suppliers operate in a lawful manner, when acting on our behalf. Hence, we kindly ask you to complete the online compliance third party screening (due diligence screening - DDQ), which consists of several questionnaires that need to be completed by the due date indicated below. You can access the screening by clicking the link below.

Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement.

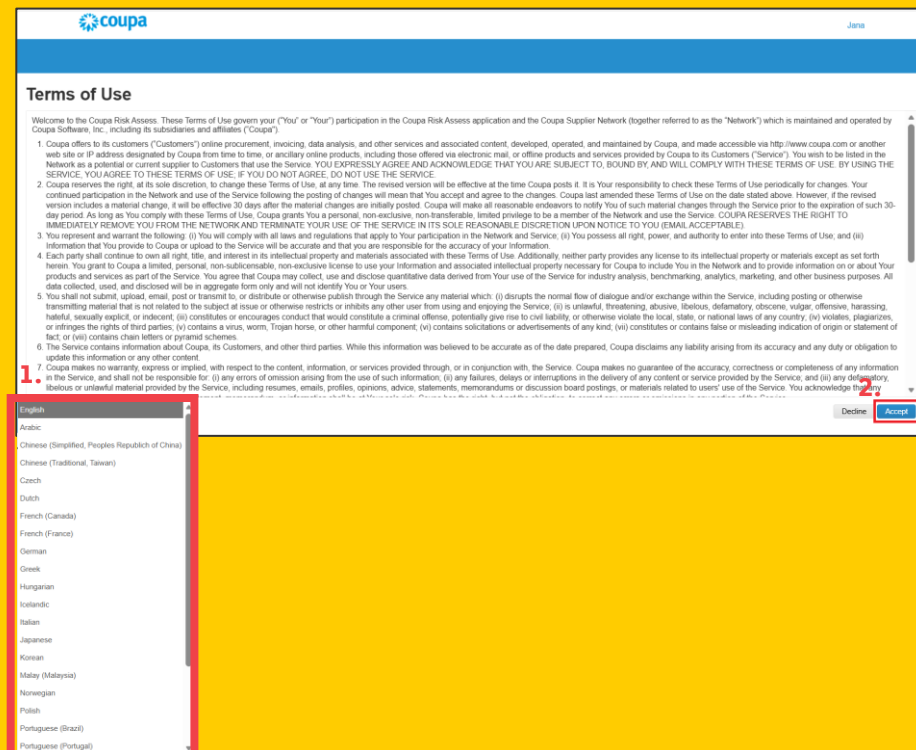
Please complete by 3/13/2026.

[Click R.Portale to log in.](#)

Registrazione dell'account

Dopo aver effettuato il login, verrai indirizzato alla pagina delle **Condizioni d'uso**.

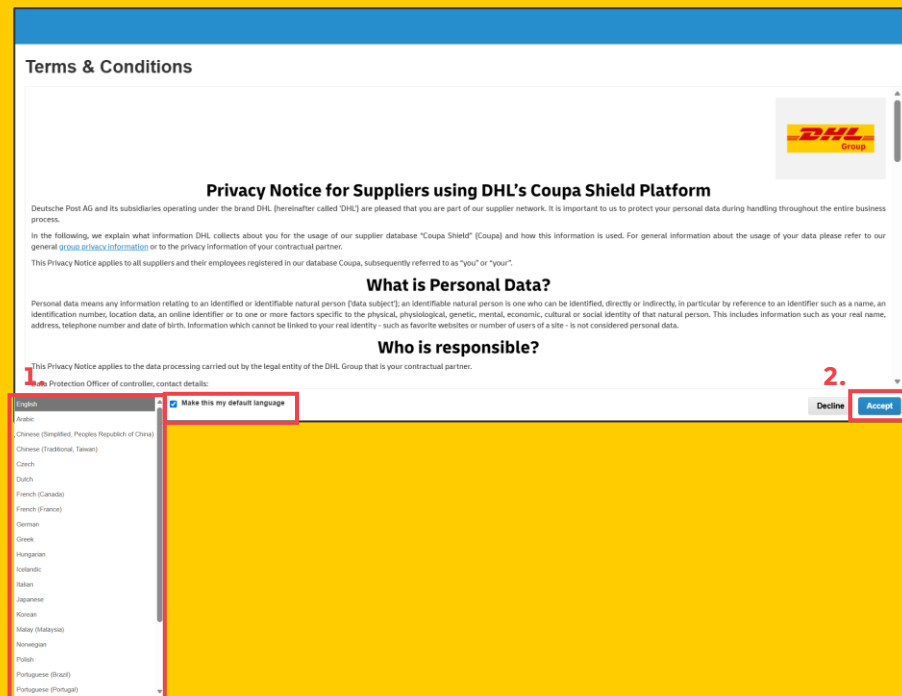
1. Puoi consultare i termini e le condizioni nella lingua che preferisci selezionandola dal menu a tendina.
2. Una volta completata la revisione, clicca su **Accetta** per procedere.



Registrazione dell'account

Dopo aver accettato le Condizioni d'uso, ti verrà mostrata l'**Informativa sulla privacy**.

1. Puoi consultare le informazioni sulla privacy nella lingua che preferisci selezionandola dal menu a tendina. Se lo desideri, puoi anche impostare la lingua selezionata come predefinita spuntando la casella di controllo
2. Una volta completata la revisione, clicca su **Accetta** per procedere.





2. IMPOSTAZIONI DELLA LINGUA

Questa presentazione è stata tradotta utilizzando l'intelligenza artificiale.

Impostazioni della lingua

SHIELD offre diverse opzioni per la lingua dell'interfaccia. Per cambiare la lingua del sistema:

1. Clicca sul tuo nome nell'angolo in alto a destra e seleziona **Profilo**
2. In Impostazioni generali, clicca su **Cultura** e seleziona la lingua che preferisci.
3. Clicca su **Salva modifiche** per impostare la nuova lingua



Se la tua lingua non è disponibile, puoi utilizzare la funzione di traduzione integrata del tuo browser (vedi le prossime diapositive).

The screenshot illustrates the process of changing the system language in SHIELD. It shows the user profile menu in the top right corner, the 'General Settings' panel with the 'Culture' dropdown set to 'English', and the 'Save changes' button highlighted. A red box highlights the 'Profile' option in the user menu, and another red box highlights the 'Culture' dropdown in the settings panel. A third red box highlights the 'Save changes' button at the bottom of the settings panel.

Impostazioni della lingua

Per alcune lingue sono disponibili più opzioni. Se desideri cambiare la lingua del sistema in una di queste lingue, seleziona **SOLO** le seguenti opzioni per assicurarti che il sistema e tutti i questionari vengano visualizzati nella lingua desiderata:

Se è il tuo caso, ti preghiamo di **SOLO** selezionare una delle seguenti lingue:

- Spagnolo (Spagna)
- Francese (Francia)
- Indonesiano (Indonesia)
- Portoghese (Portogallo)
- Vietnamita (Vietnam)
- Cinese (semplificato)
- Cinese (tradizionale, Taiwan)

Per favore, non **NON** selezionare una delle seguenti lingue:

- Spagnolo
- Francese (Canada)
- Indonesiano
- Portoghese (Brasile)
- Vietnamita
- Cinese (Hongkong S.A.R.)

Impostazioni della lingua

I questionari sono disponibili nelle seguenti lingue su SHIELD:

- Inglese
- Arabo
- Cinese (semplificato)
- Cinese (tradizionale, Taiwan)
- Ceca
- Olandese
- Finlandese
- Francese (Francia)
- Tedesco
- Ungherese
- Indonesiano (Indonesia)
- Italiano
- Giapponese
- Coreano
- Polacco
- Portoghese (Portogallo)
- Russo
- Spagnolo (Spagna)
- Svedese
- Thai
- Turco
- Vietnamita (Vietnam)
- Norvegese (*solo questionari selezionati*)



Se selezioni un'altra opzione linguistica su SHIELD **solo** l'interfaccia del sistema Shield verrà visualizzata in quella lingua. Il questionario e tutte le relative domande rimarranno in inglese.

Impostazioni della lingua: Traduzione del browser (Google Chrome / Microsoft Edge)

Se la tua lingua preferita non è disponibile in SHIELD, puoi utilizzare le funzioni di traduzione integrate nei browser moderni come Google Chrome o Microsoft Edge:

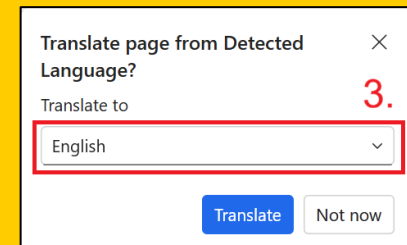
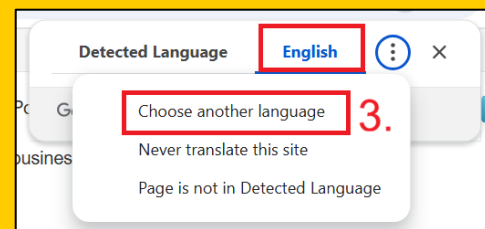
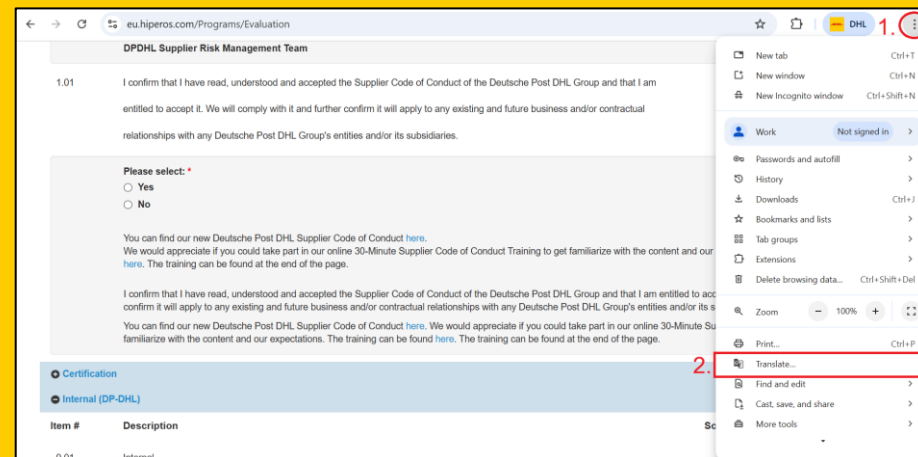
1. Apri il menu del browser nell'angolo in alto a destra.
2. Seleziona **Traduci** per aprire la finestra a comparsa Traduzione.

Per Google Chrome (a sinistra):

3. Nella finestra a comparsa, seleziona **Scegli un'altra lingua** e scegli la lingua che preferisci

Per Microsoft Edge (a destra):

3. Nella finestra a comparsa, scegli la lingua che preferisci





3. RISPONDERE ALLE DOMANDE DI VALUTAZIONE

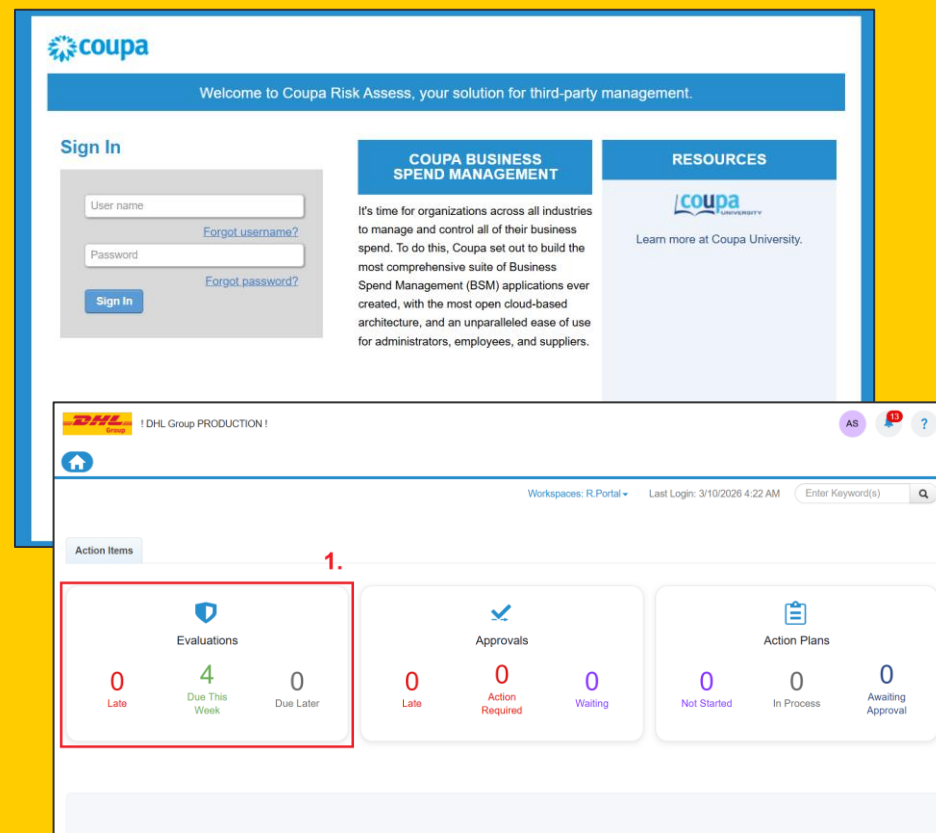
Questa presentazione è stata tradotta utilizzando l'intelligenza artificiale.

Rispondere alle domande di valutazione

Accedi allo strumento SHIELD utilizzando il link di accesso al **portale R.Portale** fornito nella tua e-mail.

Dopo aver effettuato il login, verrai indirizzato alla tua **Dashboard**, che mostra tutte le valutazioni/approvazioni che richiedono il tuo intervento

1. Seleziona la scheda **Valutazioni** per visualizzare l'elenco completo delle valutazioni che ti sono state assegnate.

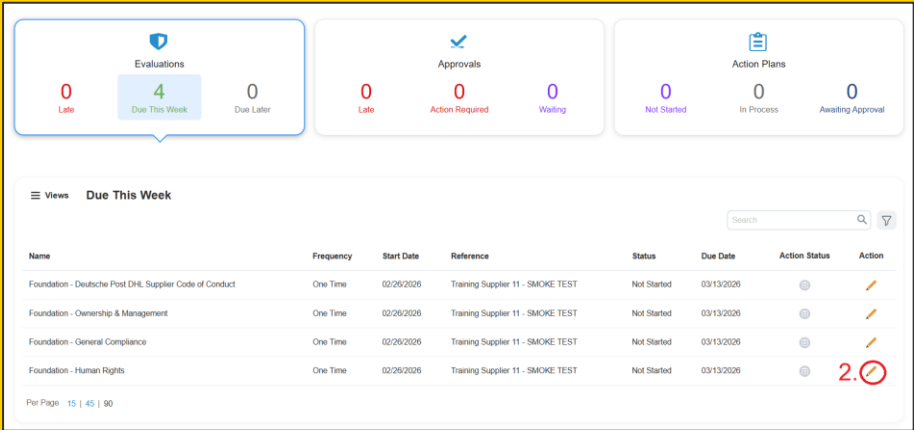


Rispondere alle domande di valutazione

Questo cruscotto mostra tutte le valutazioni in attesa di un tuo intervento. In questo esempio, sono in corso **4 valutazioni**.

In questa pagina puoi anche visualizzare lo stato e la data di scadenza di ogni valutazione.

- 2. Per aprire una valutazione (ad esempio Fondazione - Diritti umani in questo caso), clicca sull'**icona della matita** nella colonna Azione.



Rispondere alle domande di valutazione

Dopo aver selezionato l'icona della matita, il sistema visualizzerà la pagina di valutazione dettagliata della valutazione. Se **non sei la persona responsabile designata** per completare la valutazione specifica all'interno della tua organizzazione, hai la possibilità di **delegarla** alla persona responsabile pertinente. Una guida dettagliata del processo di delega è fornita all'indirizzo [nella prossima sezione](#).

Se sei la persona giusta per completare il questionario a nome della tua organizzazione, ti preghiamo di esaminare ogni voce della valutazione e di fornire le tue risposte.



Dopo aver completato tutti i campi richiesti, seleziona **"Invia"** per completare e inviare le tue risposte a DHL Group

Ripeti la stessa procedura per tutte le valutazioni che ti sono state assegnate.

Workspaces: R Portal • Last Login: 3/10/2026 5:47 AM (Enter Keyword(s))

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		Submit

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

Top Delegate Recalc Save Cancel Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		Submit

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. DELEGA DELLE VALUTAZIONI A UN ALTRO UTENTE

Questa presentazione è stata tradotta utilizzando l'intelligenza artificiale.

Delega delle valutazioni a Un altro utente

1. Puoi delegare una valutazione a una persona responsabile designata all'interno della tua organizzazione selezionando il **pulsante Delega**.

Dopo aver cliccato su Delega, apparirà una finestra pop-up di conferma.

2. Seleziona **Conferma** per procedere con il processo di delega.

The screenshot shows the 'Evaluation' page for 'Human Rights' under 'Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST]'. At the top right, there are buttons: 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' button is highlighted with a red box and the number 1. Below this, there is a table with columns 'Item #', 'Description', 'Score', and 'Actions'. The first row shows '1.00' and 'Please respond to the questions carefully.' with a '0' icon in the actions column. Below the table, there is a message to 'Dear Andreas Smith,' and a paragraph of text. At the bottom right, there is another set of buttons: 'Top', 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' button is again highlighted with a red box and the number 1.

The screenshot shows a 'Confirm Action' dialog box. It contains a message: 'This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?'. At the bottom right, there are two buttons: 'Confirm' (with a green checkmark icon) and 'Cancel' (with a red 'x' icon). The 'Confirm' button is highlighted with a red box and the number 2.

Delega delle valutazioni a Un altro utente

Continuando, apparirà la **pagina di valutazione delle deleghe** . In questa pagina puoi inserire i dati della persona a cui intendi delegare la valutazione.

- 3. Seleziona il **pulsante +** per aprire una nuova finestra in cui potrai inserire il nome, il cognome e l'indirizzo e-mail dell'utente designato.
- 4. Una volta fornite tutte le informazioni richieste, clicca su **Crea utente** per procedere.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

+ 3.

Comme

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel Create User 4.

Delega delle valutazioni a Un altro utente

Dopo aver inserito i dati, il nome utente e l'indirizzo e-mail saranno disponibili per la selezione.

- 5. Fornisci qualsiasi commento pertinente che spieghi il motivo della delega della valutazione.
- 6. Clicca su **Delega** per completare il processo di delega.

Una volta effettuata la delega, riceverai un'e-mail di conferma.

L'utente a cui hai delegato la valutazione dovrà completare la procedura standard di registrazione dell'account SHIELD (vedi sezione).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

✕

+

Group

Comments

* Please enter why you are submitting this delegation.

5.

Top

Back

6. Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

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DHL Group | SHIELD Help Guide | April 2026

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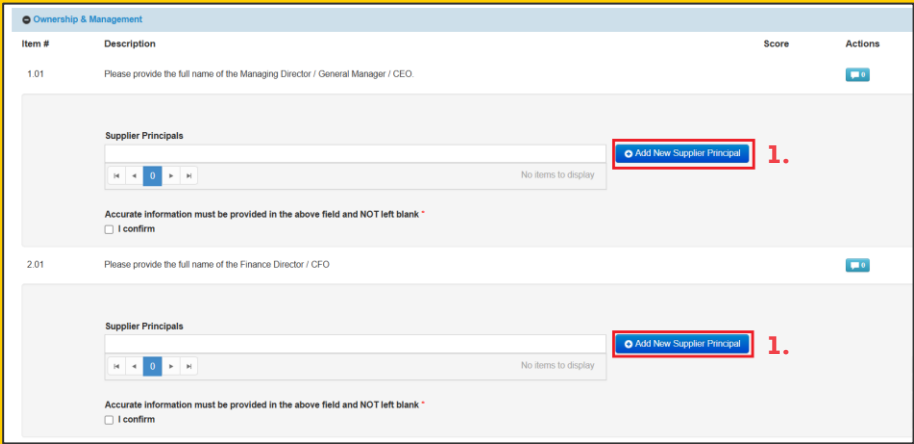
5. AGGIUNTA DI UN NUOVO FORNITORE MANDANTE/RAPPRESENTANTE

Questa presentazione è stata tradotta utilizzando l'intelligenza artificiale.

Aggiunta di un nuovo fornitore principale

Nella sezione Proprietà e gestione dei nostri questionari, segui i passaggi seguenti per ogni voce pertinente (ad esempio, aggiungi l'Amministratore delegato/Direttore generale/CEO o il Direttore finanziario/CFO):

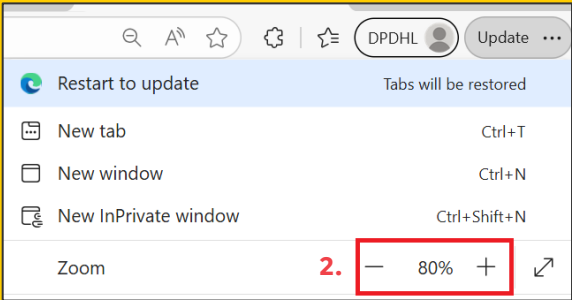
- 1. Seleziona **Aggiungi nuovo fornitore principale** per inserire i dettagli richiesti.



Aggiunta di un nuovo fornitore principale

Dopo aver selezionato "Aggiungi nuovo fornitore principale", apparirà una finestra pop-up che richiederà i dati personali:

- 2. Se la finestra pop-up completa, compreso il pulsante **Crea** , non è visibile sullo schermo, regola il livello di zoom del browser all'**80%-90%** utilizzando i controlli di zoom del browser (vedi esempio a destra).
- 3. Fornisci almeno tutte le informazioni richieste nei campi obbligatori.
- 4. Una volta completati tutti i campi obbligatori, clicca su **Crea** per aggiungere il nuovo Principale fornitore.

A screenshot of the 'Create Supplier Principal' form. The form has a title 'Create Supplier Principal' and a red box highlighting the form fields. The fields are: First Name *, Last Name *, Middle Name, Title, Email, Phone, Extension, and Percent of Ownership *. The 'Create' button is highlighted with a red '4.'.



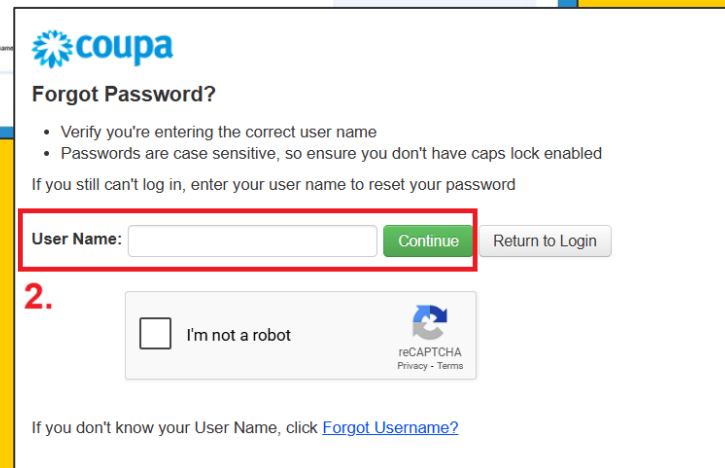
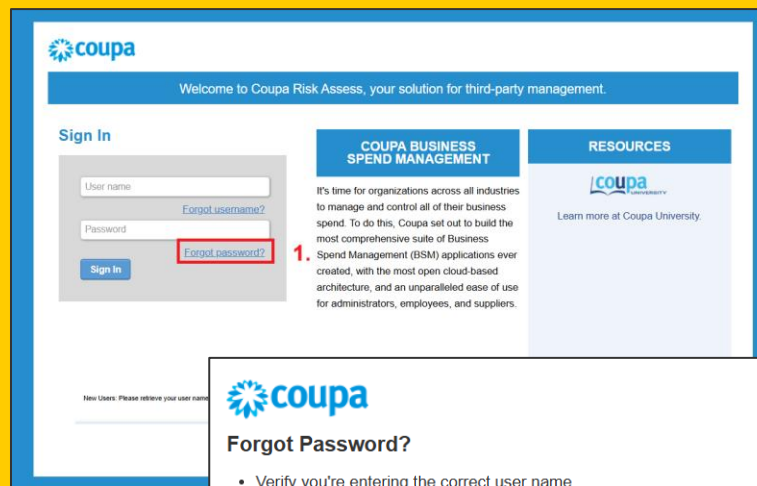
6. RIPRISTINO DELLA PASSWORD

Questa presentazione è stata tradotta utilizzando l'intelligenza artificiale.

Ripristino della password

In caso di necessità di reimpostare la password:

1. Vai alla **pagina di login di SHIELD** e clicca su **Password dimenticata?**
2. Inserisci il tuo nome utente (in genere il tuo indirizzo e-mail) e clicca su **Continua**



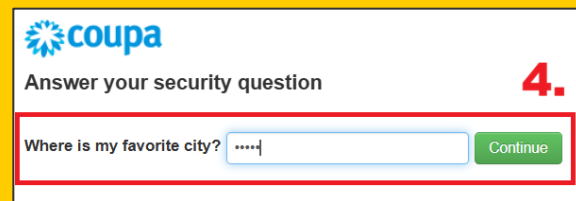
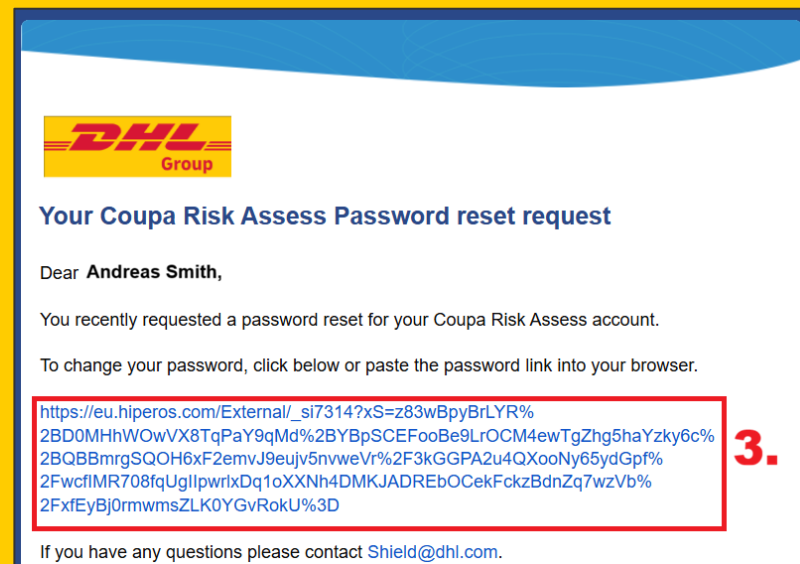
Ripristino della password

Riceverai un'e-mail.

3. Clicca sul link contenuto nell'e-mail
4. Rispondi alla domanda di sicurezza che hai creato al momento della creazione del tuo account e clicca su **Continua**



I link per la reimpostazione della password scadono dopo 24 ore. Se il tuo link scade e non puoi continuare la reimpostazione della password, riavvia la procedura dal **punto 1**.



Ripristino della password

Potrai quindi creare una nuova password.

- 3. Dopo aver inserito e confermato la nuova password, clicca su **Continua** per completare il reset



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Grazie



In caso di difficoltà di accesso al sistema o di altri problemi relativi allo strumento, invia un'e-mail a **Shield@dhl.com**.



SHIELDリスク管理ツール

ユーザー・ヘルプ・ガイド

このプレゼンテーションは人工知能を使って翻訳された。



目次

- 1 [アカウント登録](#)
- 2 [言語設定](#)
- 3 [評価の質問に答える](#)
- 4 [他のユーザーへの査定の委任](#)
- 5 [新しいサプライヤー代表者の追加](#)
- 6 [パスワードリセット](#)





1.アカウント登録

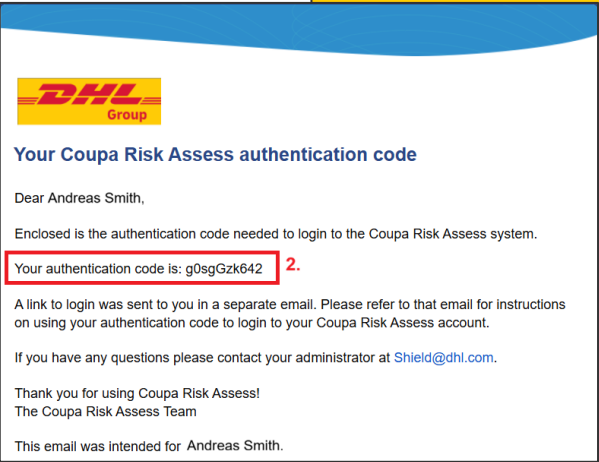
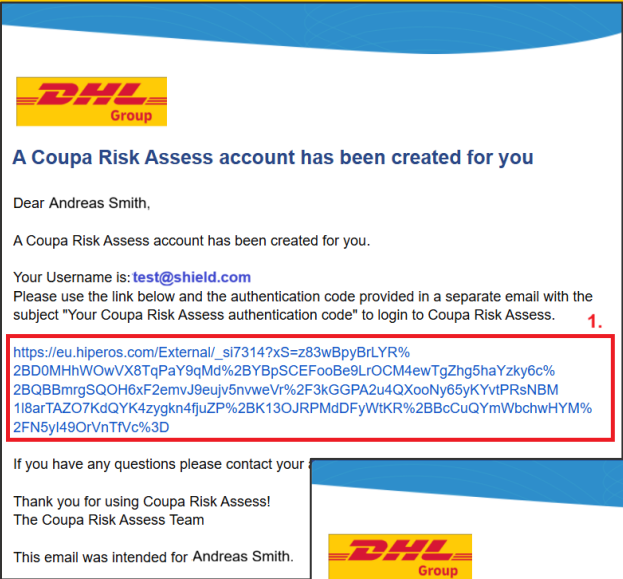
このプレゼンテーションは人工知能を使って翻訳された。

アカウント登録

あなたの組織が第三者審査に選ばれると、2通の電子メールが送られる：

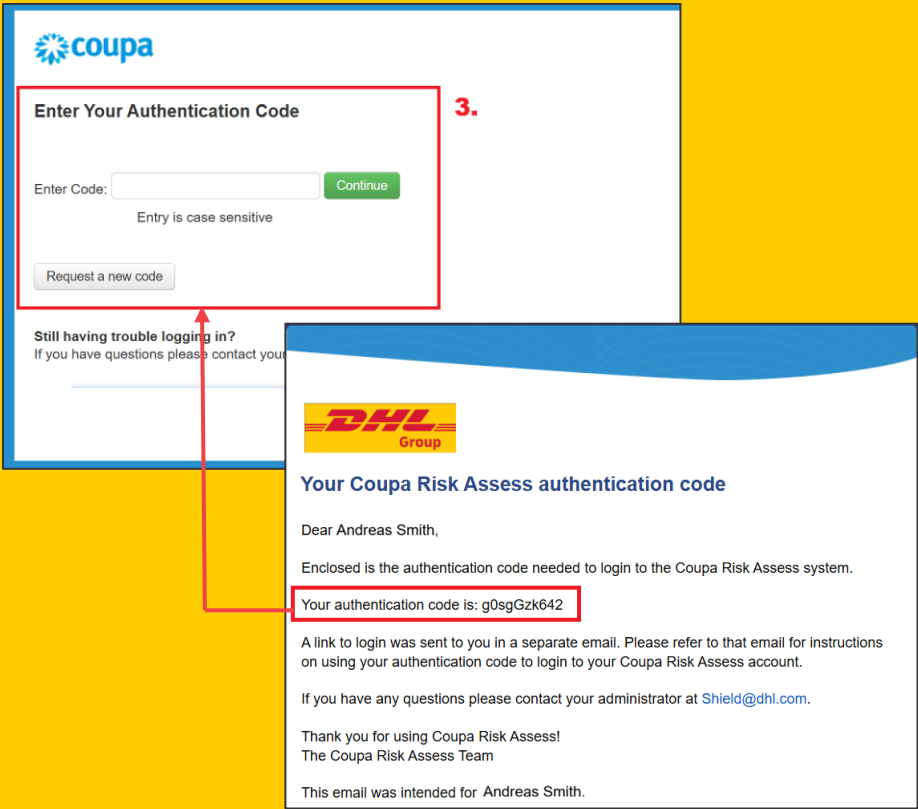
- 1. **アカウント作成**： このメールはSHIELDアカウントの作成を確認し、ユーザー名を提供する。
- 2. **認証の詳細**： このメールには、Coupa Risk Assess認証が含まれている。

これらの電子メールを受け取ったら、あなたが意図した受信者であることを確認してほしい。確認後、アカウント作成Eメールに記載されているリンクをクリックして進む。



アカウント登録

3. 最初のEメールにある認証リンクをクリックすると、
認証コードを要求するページにリダイレクトされる。
認証の詳細 メールに記載されている認証コードを入力し、「**続行**」をクリックして次に進む。



アカウント登録

認証コードを入力した後、セキュリティ質問を設定するよう促される：

4. ドロップダウンメニューから希望のセキュリティ質問を選択し、「**Continue**」をクリックして次に進む。

選択を確認した後、新しいパスワードを作成するよう指示される：

5. 英数字を使用して強力なパスワードを作成し、[続行]をクリックして次に進む。

The first screenshot shows the 'Select and answer your security question' step. It includes a dropdown menu for the security question, a text input for the security response, and a confirm security response field. A green checkmark indicates the response is correct. The 'Continue' button is highlighted.

The second screenshot shows the 'Welcome to Coupa Risk Assess.' step. It includes a 'New Password' field, a 'Confirm New Password' field, and a 'Continue' button. A green checkmark indicates the password is strong. The 'Continue' button is highlighted.

アカウント登録

ログイン認証情報を設定すると、ログインポータルにリダイレクトされる：

- 電子メールアドレスをユーザー名として使用し、SHIELDツールにサインインするために作成したパスワードを使用する。

また、Coupa Risk Accessからの**3通目のEメール**に 記載されているリンクを使用して、ログインポータルにアクセスすることもできる。

The image shows two parts of the process. The top part is a screenshot of the Coupa Risk Assess login portal. It features a 'Sign In' form with fields for 'User name' and 'Password', each with a 'Forgot username?' and 'Forgot password?' link. A red box highlights the 'Sign In' button, and a red arrow points from it to the bottom part of the image. The bottom part is a screenshot of an email from DHL Group. The email subject is 'Compliance Third Party Screening (DDQ) is ready to complete'. The body of the email explains the requirement for due diligence screening (DDQ) and provides a link to complete the screening. A red box highlights the link 'Click R Portal to log in.' in the email.

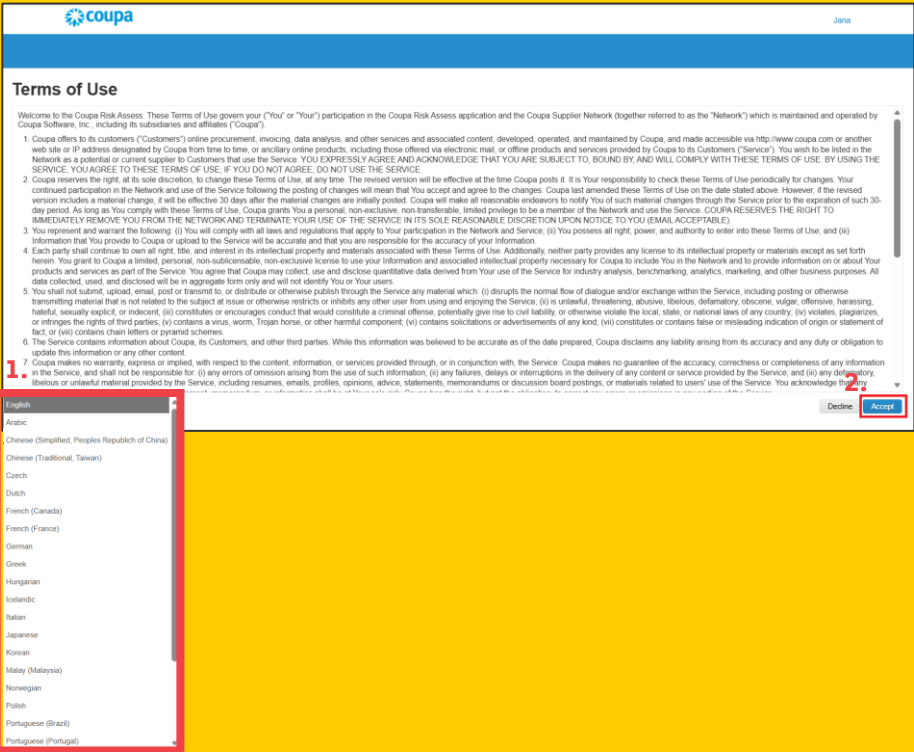
6.

Click [R Portal](#) to log in.

アカウント登録

ログイン後、利用規約のページが表示される。

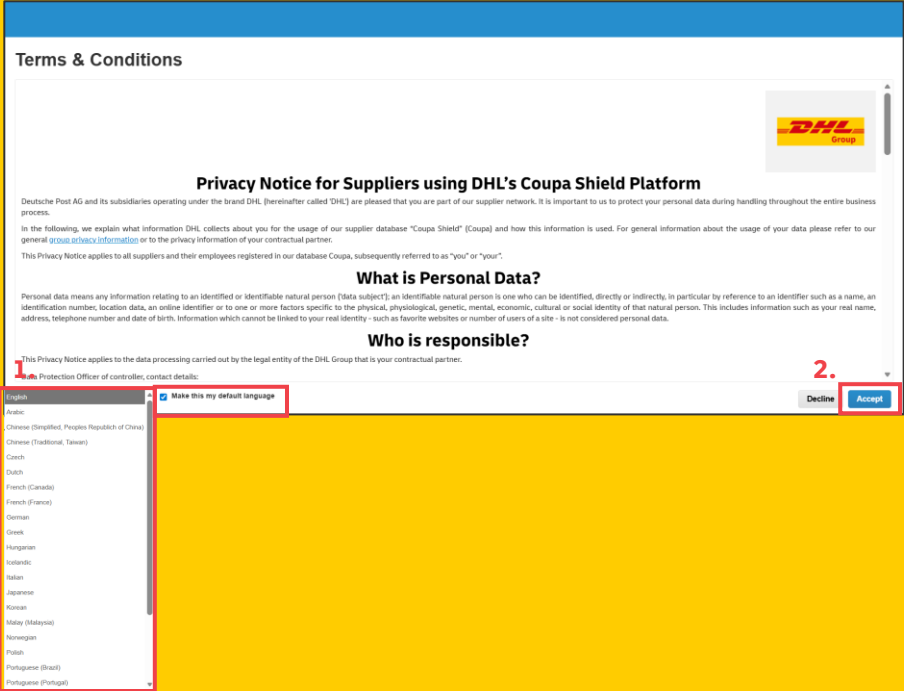
- 1. ドロップダウンメニューから希望の言語を選択し、利用規約を確認することができる。
- 2. 審査が完了したら、**Accept**をクリックして次に進む。



アカウント登録

利用規約に同意すると、プライバシーに関するお知らせが表示される。

- 1. ドロップダウンメニューから希望の言語を選択することで、プライバシー情報を自分の好きな言語で確認することができる。ご希望の場合は、チェックボックスにチェックを入れて、選択した言語をデフォルトとして設定することもできる。
- 2. 審査が完了したら、**Accept**をクリックして次に進む。





2.言語設定

このプレゼンテーションは人工知能を使って翻訳された。

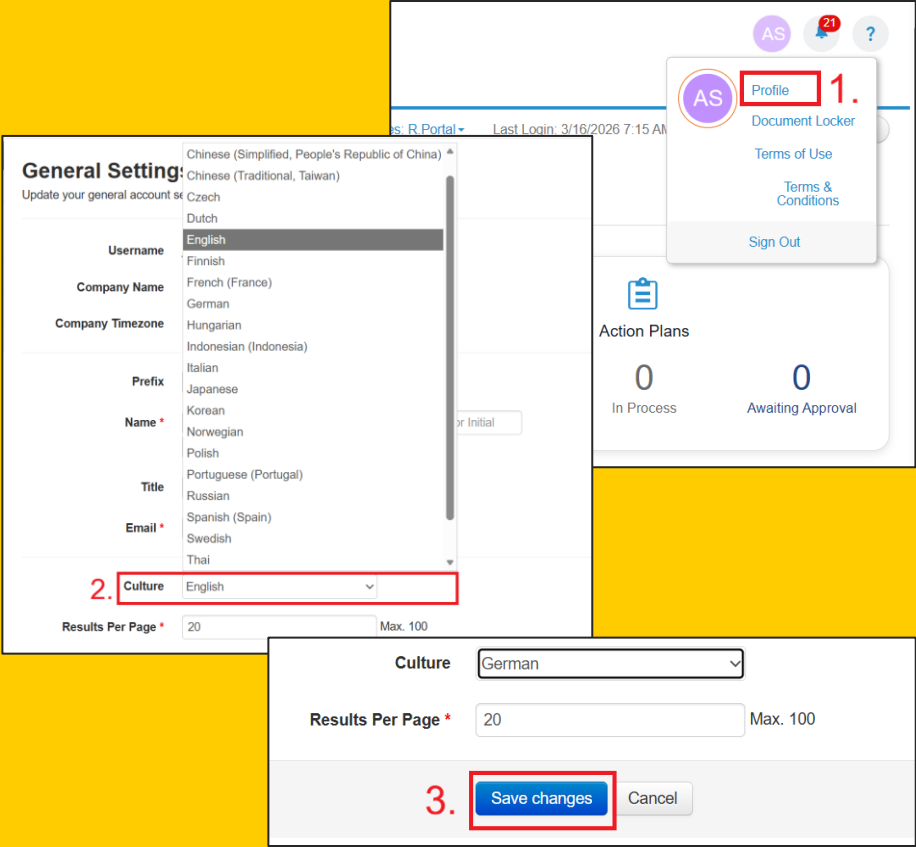
言語設定

SHIELDにはいくつかのインターフェース言語オプションがある。システム言語を変更する：

- 1. 右上の名前をクリックし、プロフィールを選択する。
- 2. 一般設定]で[文化] をクリックし、希望の言語を選択する。
- 3. **Save changes** をクリックして新しい言語を設定する



あなたの言語が利用できない場合は、ブラウザに内蔵されている翻訳機能を使うことができる（次のスライドを参照）。



言語設定

言語によっては複数のオプションが利用できる。システム言語をこれらの言語のいずれかに変更したい場合は、システムおよびすべてのアンケートが希望の言語で表示されるように、以下の**オプションのみ**を選択すること：

該当する場合 のみ以下の言語のいずれかを選択すること：

- スペイン語（スペイン）
- フランス語（フランス）
- インドネシア語（インドネシア）
- ポルトガル語（ポルトガル）
- ベトナム人
- 中国語（簡体字）
- 中国語（繁体字、台湾）

お願い 選択しないこと以下の言語のいずれかを選択しないこと：

- スペイン語
- フランス語（カナダ）
- インドネシア語
- ポルトガル語（ブラジル）
- ベトナム語
- 中国語（香港S.A.R.）

言語設定

SHIELDでは、以下の言語でアンケートを実施している：

- ・ 英語
- ・ アラビア語
- ・ 中国語（簡体字）
- ・ 中国語（繁体字、台湾）
- ・ チェコ
- ・ オランダ語
- ・ フィンランド語
- ・ フランス語（フランス）
- ・ ドイツ語
- ・ ハンガリー語
- ・ インドネシア語（インドネシア）
- ・ イタリア語
- ・ 日本人
- ・ 韓国語
- ・ ポーランド語
- ・ ポルトガル語（ポルトガル）
- ・ ロシア語
- ・ スペイン語（スペイン）
- ・ スウェーデン
- ・ タイ
- ・ トルコ語
- ・ ベトナム人
- ・ ノルウェー語（一部のアンケートのみ）



SHIELDで他の言語オプションを選択した場合 のみ シールドのシステムインターフェイスがその言語で表示される。質問票および関連する質問はすべて英語のままとする。

言語設定： ブラウザ翻訳（Google Chrome / Microsoft Edge）

お好みの言語がSHIELDで利用できない場合は、Google ChromeやMicrosoft Edgeなどの最新ブラウザに内蔵されているブラウザ翻訳機能を利用できる：

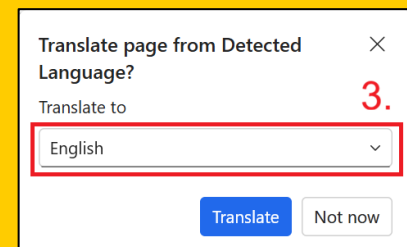
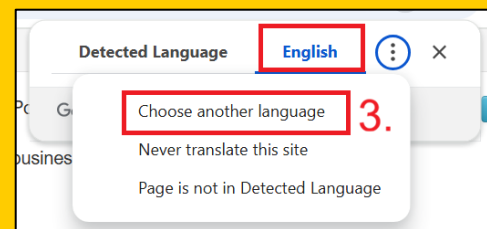
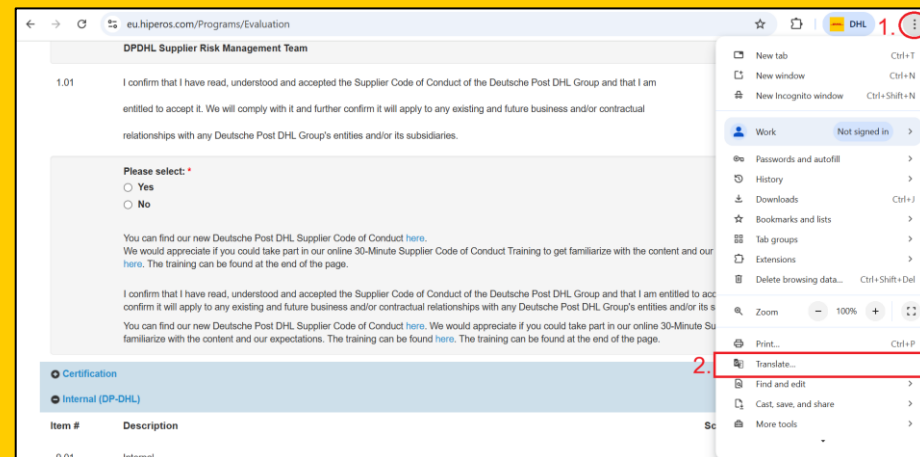
1. 右上のブラウザ・メニューを開く。
2. **Translate**を選択し、翻訳ポップアップウィンドウを開く。

グーグル・クロームの場合（左側）：

3. ポップアップ・ウィンドウで、**Choose another language**（別の言語を選択）を選択し、希望の言語を選ぶ。

Microsoft Edgeの場合（右側）：

3. ポップアップウィンドウで、希望の言語を選ぶ





3. アセスメントの質問に答える

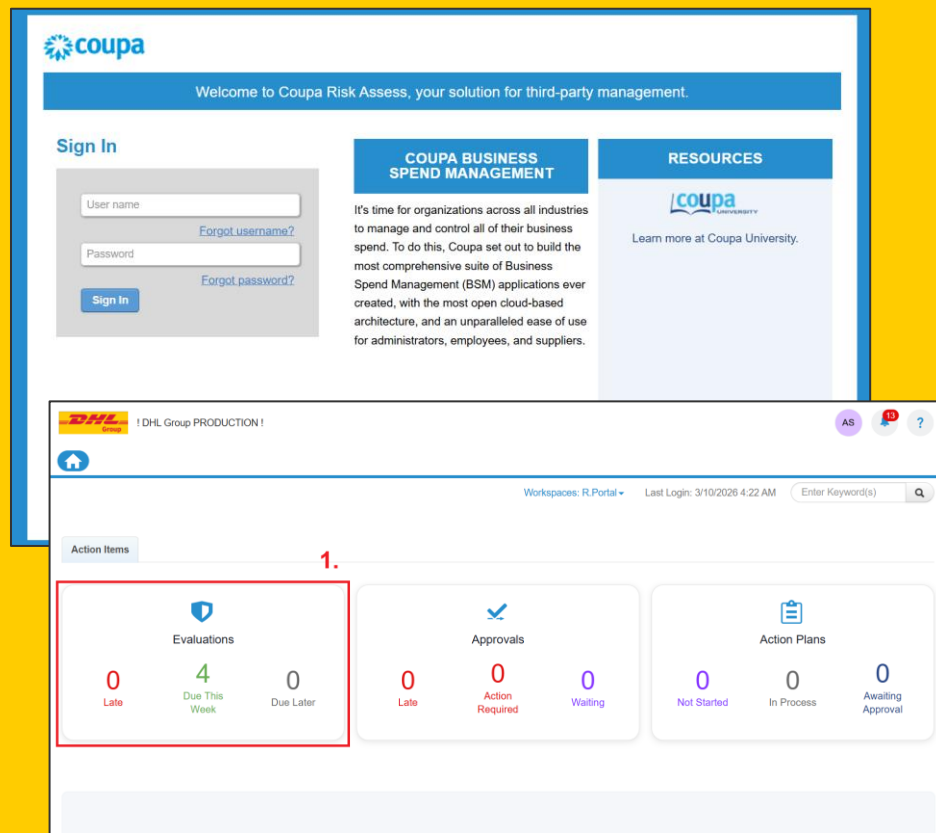
このプレゼンテーションは人工知能を使って翻訳された。

評価の質問に答える

Eメールに記載されている**R.Portal** ログインリンクを使用してSHIELDツールにログインする。

ログイン後、ダッシュボードが表示され、あなたのアクションが必要なすべての評価/承認が表示される。

1. あなたに割り当てられた評価の全リストを表示するには、「評価」タブを選択する。

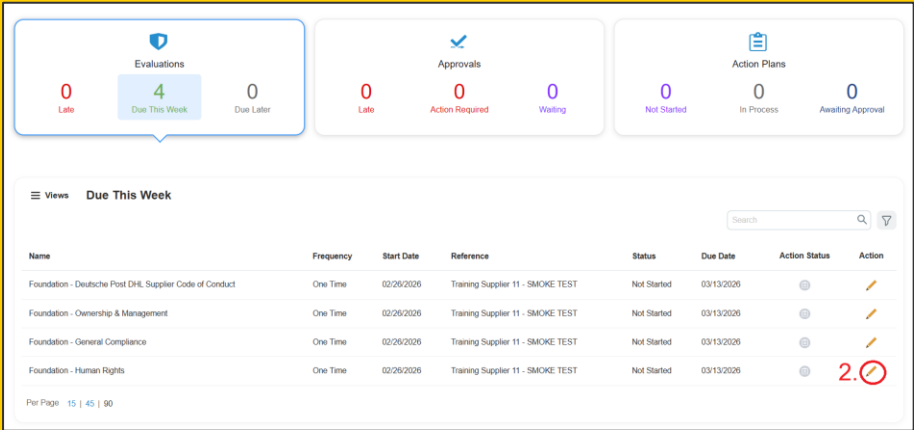


評価の質問に答える

このダッシュボードは、あなたのアクションを待っているすべての評価を表示する。この例では、**4つの査定が 保留**されている。

このページでは、各評価のステータスと期日を確認することもできる。

- 2. アセスメント（例：財団-人権）を開くには、アクション欄の鉛筆アイコンをクリックする。



評価の質問に答える

鉛筆アイコンを選択すると、評価の詳細ページが表示される。組織内で特定のアセスメントを完了する責任者として指定されていない場合は、関連する責任者に委任するオプションがある。委任プロセスに関する詳細なガイダンスは、次のセクション () に記載されている。

もし、あなたが組織を代表してアンケートに回答する適切な人物であるならば、評価の各項目を確認し、回答を記入のこと。



すべての必須項目を入力後、「送信」を選択し、DHLグループに回答を送信する。

あなたに割り当てられたすべての評価について、同じ手順を繰り返してください。

Workspaces: R Portal Last Login: 3/10/2026 5:47 AM (Enter Keyword(s))

Evaluation

Risk-Foundation > Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

Top Delegate Recalc Save Cancel Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm

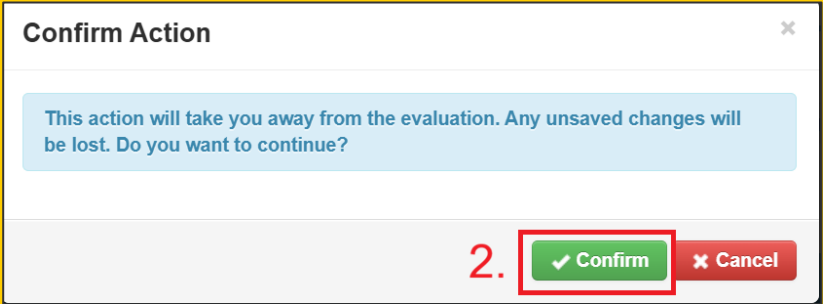
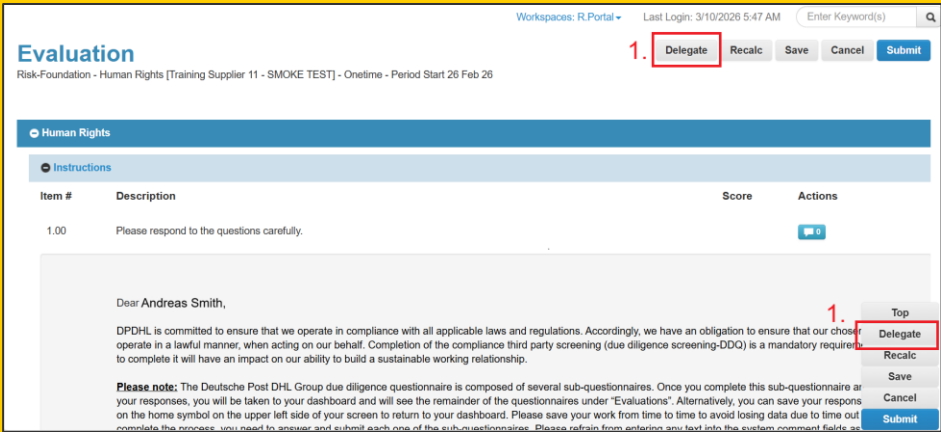


4.他のユーザーへの評価の委任

このプレゼンテーションは人工知能を使って翻訳された。

別のユーザーへの査定委任

1.
- Delegateをクリックすると、確認のポップアップウィンドウが表示される。
2. 委任手続きに進むには、「確認」を選択する。



別のユーザーへの査定委任

続けていくと、**評価委任のページ**が表示される。このページでは、査定を委任する個人の詳細を入力することができる。

3. を選択すると新しいウィンドウが開き、指定したユーザーの姓、名、Eメールアドレスを入力することができる。
4. 必要な情報をすべて入力したら、**Create User**をクリックして次に進む。

Evaluation Delegation
Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

Enter at least 3 characters to find a User...

Create Training Supplier 11 - SMOKE TEST User

* Please enter

Email Address *
john.doe@gmail.com

First Name *
John

Last Name *
Doe

Cancel **Create User**

別のユーザーへの査定委任

詳細を入力すると、ユーザー名（ ）とEメールアドレスが選択可能になる。

5. 査定を委任した理由を説明する関連する備考があれば記入すること。
6. **Delegate**（委任）」をクリックし、委任手続きを完了する。

委任に成功すると、確認のEメールが届く。

評価を委任したユーザーは、標準的なSHIELDアカウント登録プロセスを完了する必要がある（各セクションを参照）。

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

×

+

Group

Comments

* Please enter why you are submitting this delegation.

5.

6.

Top

Back

Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

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5. サプライヤーの代表者を追加する

このプレゼンテーションは人工知能を使って翻訳された。

新しいサプライヤー・プリンシパルを追加する

質問票の「オーナーシップ&マネジメント」セクションで、関連する項目（例えば、マネージング・ディレクター／ジェネラル・マネージャー／CEOやファイナンス・ディレクター／CFOを追加する）ごとに、以下の手順に従ってください：

- 1. **Add New Supplier Principal**を 選択し、必要な詳細を入力する。

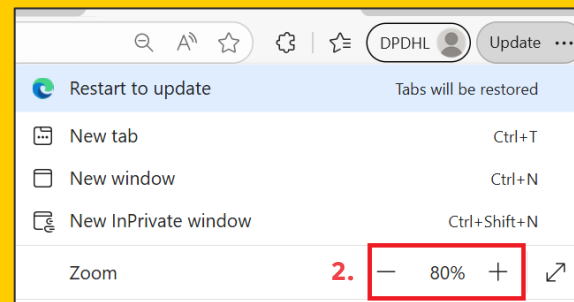
The screenshot displays the 'Ownership & Management' section of the SHIELD system. It contains a table with two items, each requiring a 'Supplier Principals' list. In both cases, the 'Add New Supplier Principal' button is highlighted with a red box and labeled with a red '1.'.

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 1. 0 No items to display Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 1. 0 No items to display Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

新しいサプライヤー・プリンシパルを追加する

Add New Supplier Principal "を選択すると、個人情報要求するポップアップ・ウィンドウが表示される：

2. 作成 ボタンを含むポップアップ・ウィンドウ全体が画面に表示されない場合は、ブラウザのズーム・コントロールを使用して、ブラウザのズーム・レベルを**80%～90%**に調整する（右の例を参照）。
3. 必須項目には、少なくとも必要なすべての情報を記入すること。
4. すべての必須項目が入力されたら、「**Create**」をクリックして新しいサプライヤー・プリンシパルを追加する。



 A screenshot of a web form titled 'Create Supplier Principal'. The form contains several input fields: 'First Name *', 'Last Name *', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership *'. The 'First Name' and 'Last Name' fields are marked with an asterisk, indicating they are required. The 'Percent of Ownership' field has a value of '0.00'. A red box highlights the entire form area, with the number '3' next to it. At the bottom right of the form, there are two buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with a red box and the number '4'.



6.パスワードリセット

このプレゼンテーションは人工知能を使って翻訳された。

パスワードリセット

パスワードをリセットする必要がある場合

1. [SHIELDのログインページ](#)に移動し、「**Forgot password?**
2. ユーザー名（通常はEメールアドレス）を入力し、**Continue**をクリックする。

The image shows two screenshots of the Coupa Risk Assess interface. The top screenshot is the main login page with a 'Sign In' section containing fields for 'User name' and 'Password', and links for 'Forgot username?' and 'Forgot password?'. The 'Forgot password?' link is highlighted with a red box. The bottom screenshot is a modal titled 'Forgot Password?' which provides instructions and a form to reset the password. The 'User Name' field and the 'Continue' button are highlighted with a red box. Below the form is a reCAPTCHA section with the text 'I'm not a robot' and a checkbox. At the bottom of the modal, there is a link for 'Forgot Username?'.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name [Forgot username?](#)

Password [Forgot password?](#)

Sign In

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

[coupa](#) University

Learn more at Coupa University.

Forgot Password?

- Verify you're entering the correct user name
- Passwords are case sensitive, so ensure you don't have caps lock enabled

If you still can't log in, enter your user name to reset your password

User Name: **Continue** [Return to Login](#)

2.

☐ I'm not a robot

reCAPTCHA Privacy - Terms

If you don't know your User Name, click [Forgot Username?](#)

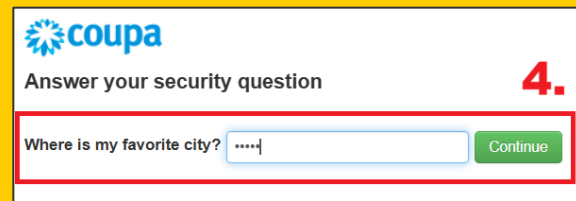
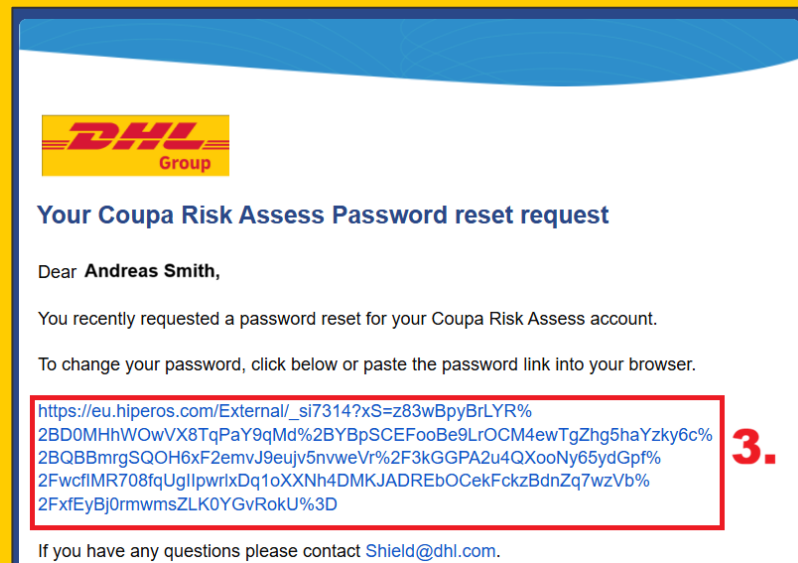
パスワードリセット

Eメールが届く。

3. メール内のリンクをクリックする
4. アカウント設定時に作成したセキュリティの質問に答え、**Continue**をクリックする。



パスワードリセットリンクは24時間後に失効する。
リンクの有効期限が切れてパスワードリセットを
続行できない場合は、手順1からやり直してほしい。



パスワードリセット

その後、新しいパスワードを作成することができる。

- 3. 新しいパスワードを入力し確認した後、**Continue**をクリックしてリセットを確定する。



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

ありがとう



システムへのログインに問題がある場合、またはその他のツールに関する問題がある場合は、**Shield@dhl.com**まで電子メールをお送りいただきたい。



쉴드 위험 관리 도구

사용자 도움말 가이드

이 프레젠테이션은 인공 지능을 사용하여 번역되었습니다.



목차

- 1 계정 등록
- 2 언어 설정
- 3 평가 질문에 답하기
- 4 다른 사용자에게 평가 위임
- 5 새 공급업체 책임자/대리인 추가하기
- 6 비밀번호 재설정





1. 계정 등록

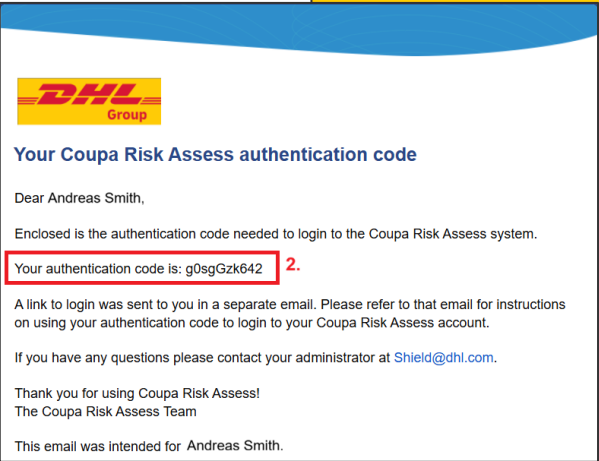
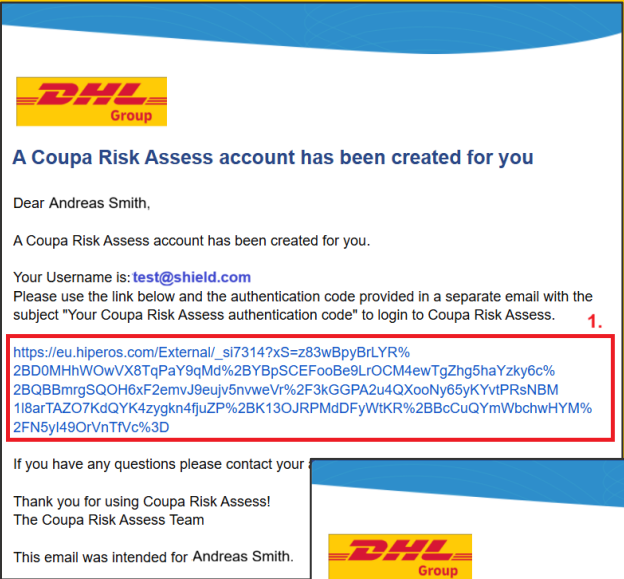
이 프레젠테이션은 인공지능을 사용하여 번역되었습니다.

계정 등록

조직이 타사 심사에 선정되면 두 개의 별도 이메일을 받게 됩니다:

- 1. **계정 생성:** 이 이메일은 SHIELD 계정 생성을 확인하고 사용자 이름을 제공합니다
- 2. **인증 세부 정보:** 이 이메일에는 쿠팡 리스크 평가 인증이 포함되어 있습니다

이러한 이메일을 받으면 본인이 의도한 수신자인지 확인해 주세요. 확인이 완료되면 계정 생성 이메일에 제공된 링크를 클릭하여 계속 진행합니다.



계정 등록

3. 첫 번째 이메일에 포함된 인증 링크를 클릭하면 인증 코드를 요청하는 페이지로 리디렉션됩니다.

인증 세부 정보 이메일에 있는 인증 코드를 입력하고 **계속**을 클릭하여 **계속** 진행하세요.

3.

Enter Your Authentication Code

Enter Code: Continue

Entry is case sensitive

Request a new code

Still having trouble logging in?
If you have questions please contact your administrator at [Shield@dhl.com](#)

DHL Group

Your Coupa Risk Assess authentication code

Dear Andreas Smith,

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

Your authentication code is: **g0sgGzk642**

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 Shield@dhl.com.

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

This email was intended for Andreas Smith.

계정 등록

인증 코드를 입력하면 보안 질문을 설정하라는 메시지가 표시됩니다:

4. 드롭다운 메뉴에서 원하는 보안 질문을 선택하고 **계속**을 클릭하여 **계속** 진행합니다

선택을 확인하면 새 비밀번호를 만들라는 안내가 표시됩니다:

5. 영숫자를 사용하여 강력한 비밀번호를 생성하고 **계속**을 클릭하여 **계속** 진행하세요

4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

Continue Cancel

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ***** ✓

Continue

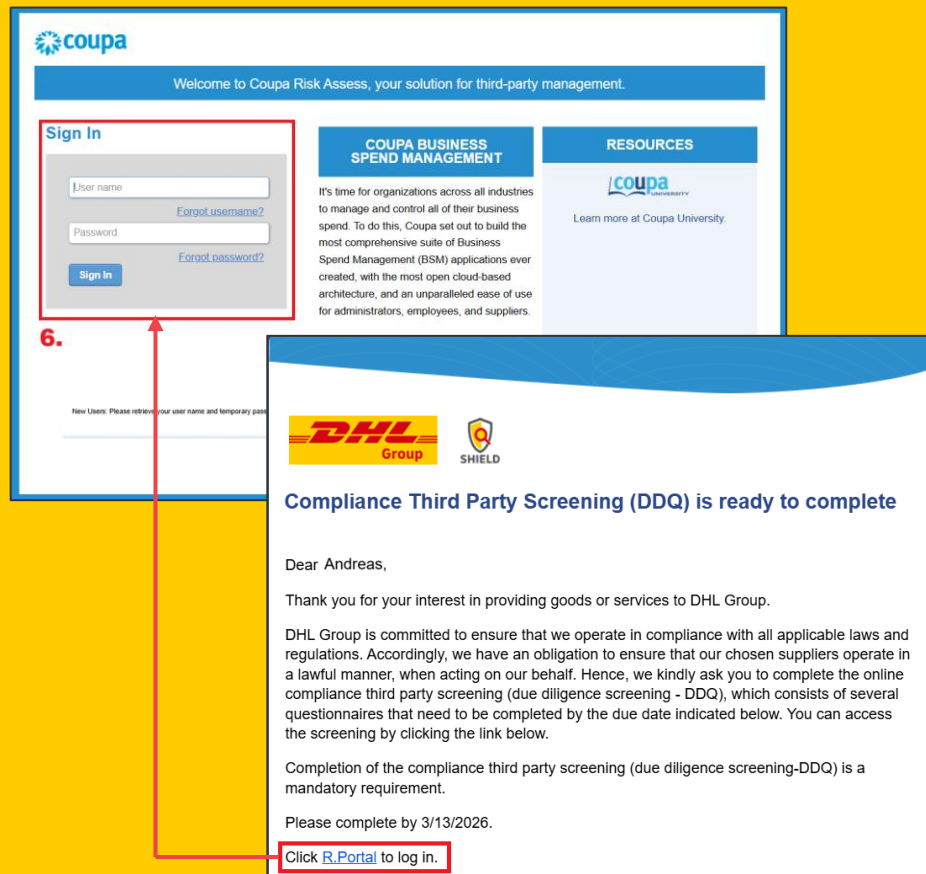
coupa
Business Spend Management

계정 등록

로그인 자격 증명을 설정하면 로그인 포털로 리디렉션됩니다:

- 이메일 주소를 사용자 아이디로 사용하고 생성한 비밀번호를 사용하여 SHIELD 도구에 로그인합니다.

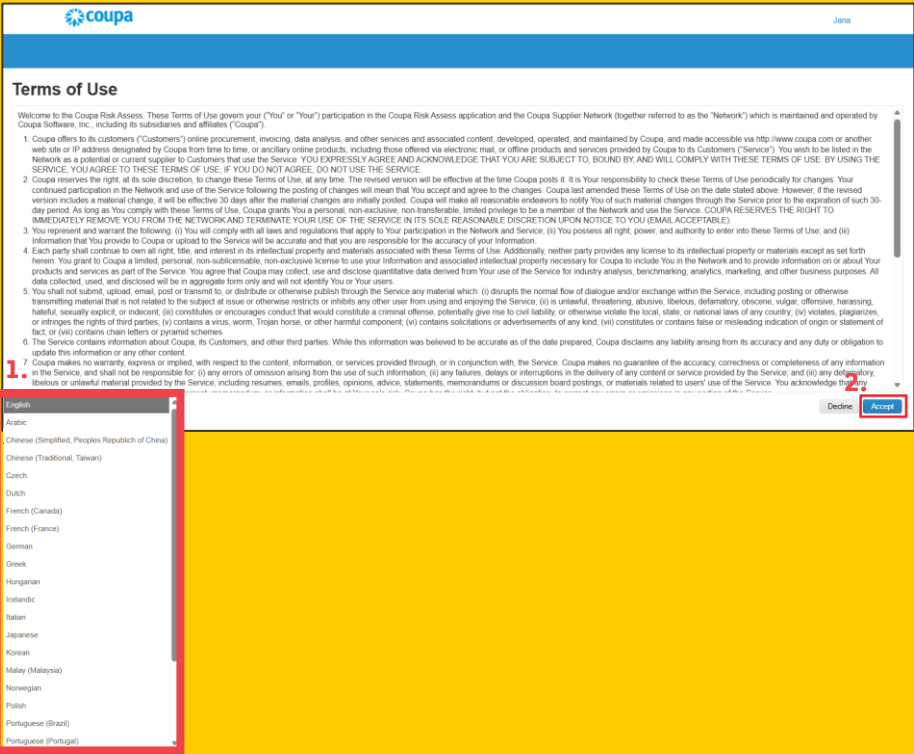
쿠팡 리스크 액세스가 보낸 세 번째 이메일에 제공된 링크를 사용하여 로그인 포털에 액세스할 수도 있습니다.



계정 등록

로그인하면 **이용약관** 페이지로 이동합니다.

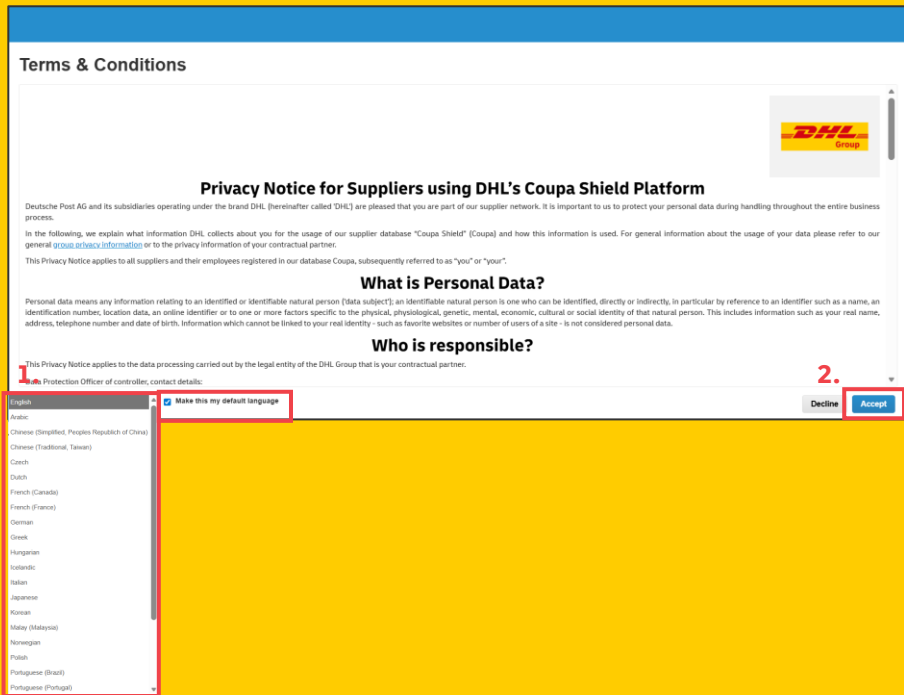
- 1. 드롭다운 메뉴에서 원하는 언어를 선택하여 이용약관을 검토할 수 있습니다.
- 2. 검토를 완료했으면 **수락**을 클릭하여 계속 진행하세요.



계정 등록

이용 약관에 동의하면 **개인정보** 취급방침이 표시됩니다.

1. 드롭다운 메뉴에서 원하는 언어를 선택하여 원하는 언어로 개인정보 처리방침을 검토할 수 있습니다. 원하는 경우 확인란을 선택하여 선택한 언어를 기본값으로 설정할 수도 있습니다
2. 검토를 완료했으면 **수락**을 클릭하여 계속 진행하세요.





2. 언어 설정

이 프레젠테이션은 인공지능을 사용하여 번역되었습니다.

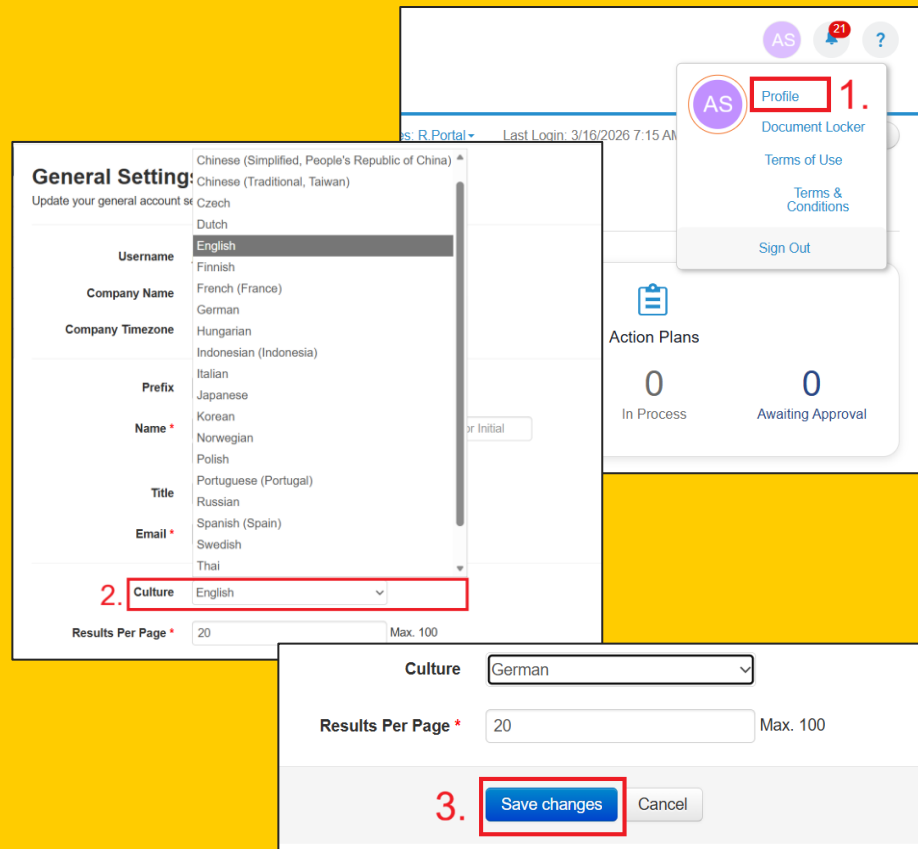
언어 설정

SHIELD는 여러 인터페이스 언어 옵션을 제공합니다. 시스템 언어를 변경하려면 다음과 같이 하세요:

1. 오른쪽 상단 모서리에 있는 이름을 클릭하고 **프로필**을 선택합니다
2. 일반 설정에서 **문화**를 클릭하고 원하는 언어를 선택합니다.
3. **변경 사항 저장**을 클릭하여 새 언어를 설정합니다



해당 언어를 사용할 수 없는 경우 브라우저에 내장된 번역 기능을 사용할 수 있습니다(다음 슬라이드 참조).



언어 설정

일부 언어의 경우 여러 옵션을 사용할 수 있습니다. 시스템 언어를 이러한 언어 중 하나로 변경하려면 다음 **옵션만** 선택하여 시스템과 모든 설문지가 원하는 언어로 표시되도록 하세요:

해당되는 경우 **ONLY** 다음 언어 중 하나를 선택하세요:

- 스페인어(스페인)
- 프랑스어(프랑스)
- 인도네시아어(인도네시아)
- 포르투갈어(포르투갈)
- 베트남어(베트남)
- 중국어(간체)
- 중국어(번체, 대만)

제발 **NOT** 다음 언어 중 하나를 선택하세요:

- 스페인어
- 프랑스어(캐나다)
- 인도네시아어
- 포르투갈어(브라질)
- 베트남어
- 중국어(홍콩특별행정구)

언어 설정

설문지는 SHIELD에서 다음 언어로 제공됩니다:

· 영어	· 일본어
· 아랍어	· 한국어
· 중국어(간체)	· 폴란드어
· 중국어(번체, 대만)	· 포르투갈어(포르투갈)
· 체코어	· 러시아어
· 네덜란드어	· 스페인어(스페인)
· 핀란드어	· 스웨덴어
· 프랑스어(프랑스)	· Thai
· 독일어	· 터키어
· 헝가리어	· 베트남어(베트남)
· 인도네시아어(인도네시아)	· 노르웨이어 (일부 설문에만 해당)
· 이탈리아어	



SHIELD에서 다른 언어 옵션을 선택하면 **만**을 선택하면 Shield 시스템 인터페이스가 해당 언어로 표시됩니다. 설문지 및 모든 관련 질문은 영어로 유지됩니다.

언어 설정: 브라우저 번역(구글 크롬/마이크로소프트 엣지)

원하는 언어가 SHIELD에서 제공되지 않는 경우 Google Chrome 또는 Microsoft Edge와 같은 최신 브라우저에 내장된 브라우저 번역 기능을 사용할 수 있습니다:

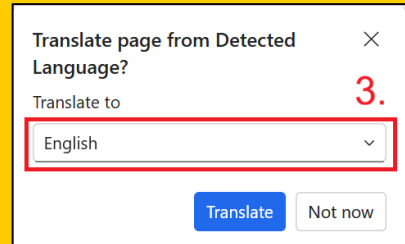
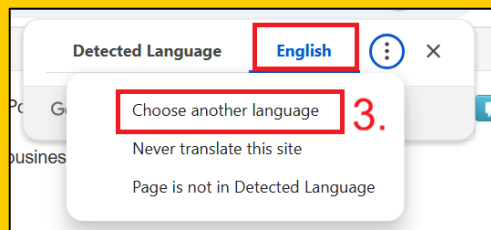
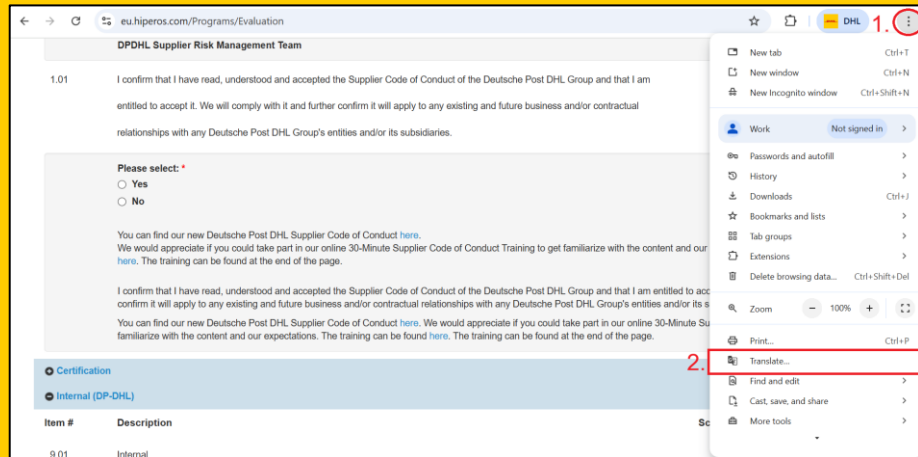
1. 오른쪽 상단 모서리에 있는 브라우저 메뉴를 엽니다.
2. 번역을 선택하여 번역 팝업 창을 엽니다.

Google Chrome(왼쪽)의 경우:

3. 팝업 창에서 다른 언어 선택을 선택하고 원하는 언어를 선택합니다

Microsoft Edge(오른쪽)의 경우:

3. 팝업 창에서 원하는 언어를 선택합니다





3. 평가 질문에 답하기

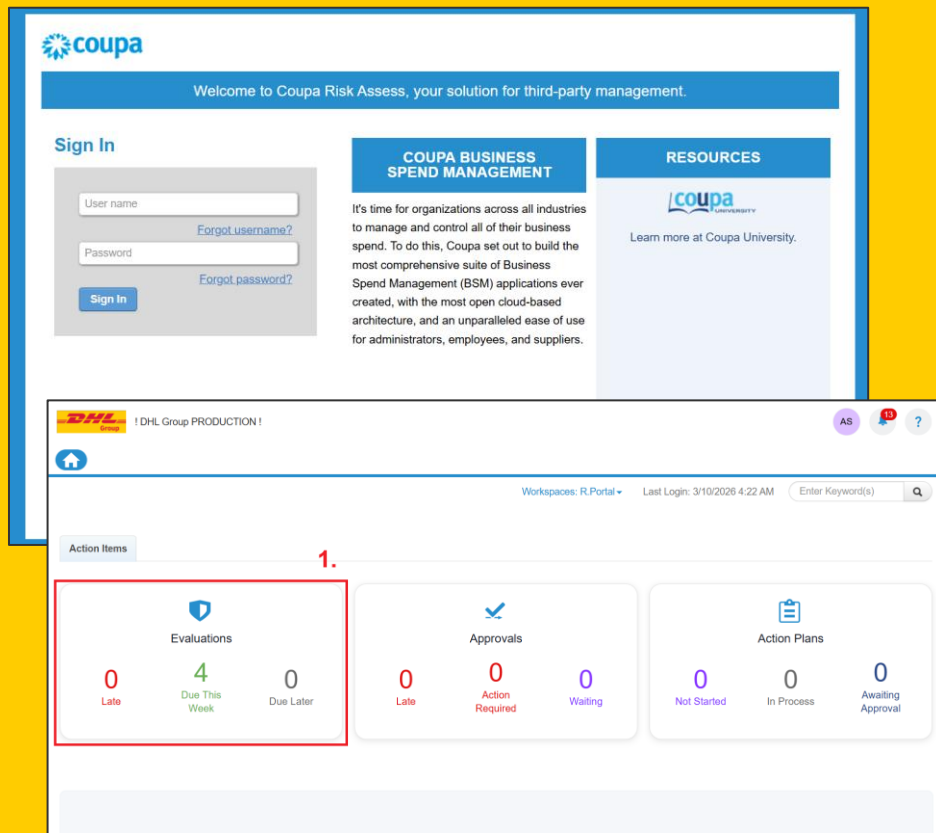
이 프레젠테이션은 인공지능을 사용하여 번역되었습니다.

평가 질문에 답하기

이메일에 제공된 **R.Portal** 로그인 링크를 사용하여 SHIELD 도구에 로그인합니다.

로그인하면 작업이 필요한 모든 평가/승인이 표시되는 대시보드로 이동하게 됩니다

1. 평가 탭을 선택하여 자신에게 할당된 평가의 전체 목록을 확인합니다.

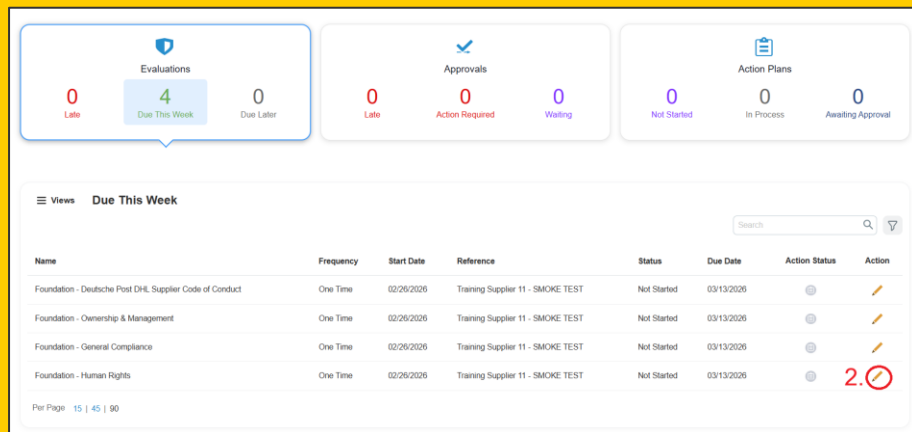


평가 질문에 답하기

이 대시보드에는 작업을 기다리는 모든 평가가 표시됩니다.
이 예에서는 **4개의 평가**가 보류 중입니다.

이 페이지에서 각 평가의 상태와 마감일을 확인할 수도 있습니다.

- 평가(예: 이 경우 재단 - 인권)를 열려면 작업 열에서 **연필 아이콘**을 클릭합니다.



평가 질문에 답하기

연필 아이콘을 선택하면 시스템에 평가에 대한 자세한 평가 페이지가 표시됩니다. 조직 내에서 특정 평가를 완료할 **책임자로 지정된 사람이 아닌** 경우 해당 책임자에게 위임할 수 있습니다. 위임 절차에 대한 자세한 안내는 다음 섹션의 에서 확인할 수 있습니다.

귀하가 조직을 대표하여 설문지를 작성할 책임자인 경우, 평가의 각 항목을 검토하고 답변을 제공해 주세요.



모든 필수 입력란을 작성한 후 **"제출"**을 선택하여 답변을 마무리하고 DHL 그룹에 제출합니다

Workspaces: R Portal Last Login: 3/10/2026 5:47 AM (Enter Keyword(s))

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Overtime - Period Start 26 Feb 26

Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		Submit

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses and return to the questionnaire later.

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		Submit

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. 다른 사용자에게 평가 위임

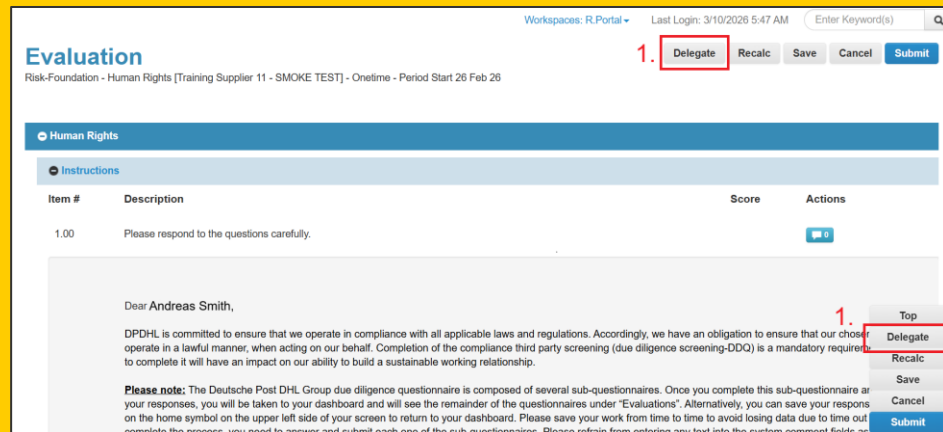
이 프레젠테이션은 인공지능을 사용하여 번역되었습니다.

다른 사용자에게 평가 위임

1. 위임 버튼을 선택하여 조직 내 지정된 담당자에게 평가를 위임할 수 있습니다.

위임을 클릭하면 확인 팝업창이 나타납니다.

2. 위임 절차를 진행하려면 확인을 선택해 주세요.



다른 사용자에게 대한 평가 위임

계속 진행하면 **평가 위임 페이지**가 나타납니다. 이 페이지에서 평가를 위임할 개인의 세부 정보를 입력할 수 있습니다.

3. 버튼을 선택하면 지정된 사용자의 이름, 성, 이메일 주소를 입력할 수 있는 새 창이 열립니다.
4. 필요한 정보를 모두 입력했으면 **사용자 생성**을 클릭하여 계속 진행하세요.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

3.

Create Training Supplier 11 - SMOKE TEST User

* Please enter

Email Address *
john.doe@gmail.com

First Name *
John

Last Name *
Doe

4.

Cancel Create User

다른 사용자에게 평가 위임

세부 정보를 입력하면 사용자 아이디 및 이메일 주소를 선택할 수 있습니다.

5. 평가를 위임하는 이유를 설명하는 관련 발언을 입력하세요.
6. 위임을 클릭하여 위임 프로세스를 완료합니다.

위임에 성공하면 확인 이메일을 받게 됩니다.

평가를 위임한 사용자는 표준 SHIELD 계정 등록 절차를 완료해야 합니다([각 섹션 참조](#)).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

☒ User
 ☐ Group

Comments

* Please enter why you are submitting this delegation.

Top

Back

Delegate

6.

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer
 This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

DHL Group | SHIELD Help Guide | April 2026

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5. 새 공급업체 대표/대리인 추가

이 프레젠테이션은 인공지능을 사용하여 번역되었습니다.

새 공급업체 대표 추가

설문지의 소유권 및 관리 섹션에서 각 관련 항목(예: 전무 이사/총괄 관리자/CEO 또는 재무 이사/CFO 추가)에 대해 아래 단계를 따라 작성해 주세요:

- 1. 새 공급업체 대표 추가를 선택하여 필요한 세부 정보를 입력합니다.

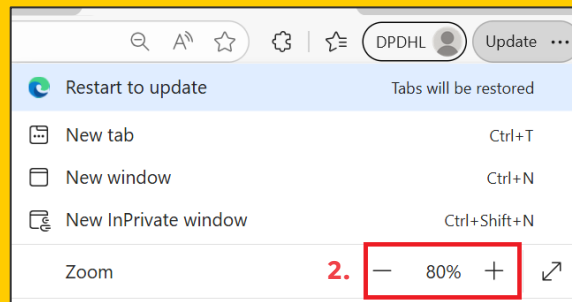
Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 0 No items to display Add New Supplier Principal 1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 0 No items to display Add New Supplier Principal 1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

새 공급업체 대표 추가

"새 공급업체 담당자 추가"를 선택하면 개인 정보를 요청하는 팝업 창이 나타납니다:

2. **만들기** 버튼을 포함한 전체 팝업 창이 화면에 표시되지 않으면 브라우저의 줌 컨트롤을 사용하여 브라우저 줌 수준을 **80%-90%로** 조정합니다(오른쪽 예 참조).
3. 필수 입력란에 필요한 모든 정보를 입력하세요.
4. 모든 필수 필드를 완료했으면 **생성**을 클릭하여 새 공급업체 대표를 추가합니다.


A screenshot of a web form titled 'Create Supplier Principal'. The form contains several input fields for personal information: 'First Name', 'Last Name', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership'. A red box highlights the entire form area, with a red number '3.' to its left. At the bottom right of the form, there are two buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with a red box, and a red number '4.' is placed to its right.



6. 비밀번호 재설정

이 프레젠테이션은 인공지능을 사용하여 번역되었습니다.

비밀번호 재설정

비밀번호를 재설정해야 하는 경우:

1. [실드 로그인 페이지](#)()로 이동하여 **비밀번호를 잊으셨나요?**
2. 사용자 이름(일반적으로 이메일 주소)을 입력하고 **계속**을 클릭합니다

The image shows two screenshots from the Coupa Risk Assess system. The top screenshot is the main login page, titled 'Welcome to Coupa Risk Assess, your solution for third-party management.' It features a 'Sign In' section with fields for 'User name' and 'Password', and links for 'Forgot username?' and 'Forgot password?'. The 'Forgot password?' link is highlighted with a red box. To the right, there are sections for 'COUPA BUSINESS SPEND MANAGEMENT' and 'RESOURCES'. The bottom screenshot is a modal titled 'Forgot Password?' which provides instructions: 'Verify you're entering the correct user name' and 'Passwords are case sensitive, so ensure you don't have caps lock enabled'. It also states, 'If you still can't log in, enter your user name to reset your password'. Below this, there is a 'User Name:' input field, a green 'Continue' button, and a 'Return to Login' button. The 'User Name:' field and the 'Continue' button are highlighted with a red box. Below the input field is a checkbox labeled 'I'm not a robot' with a reCAPTCHA logo. At the bottom, it says 'If you don't know your User Name, click [Forgot Username?](#)'.

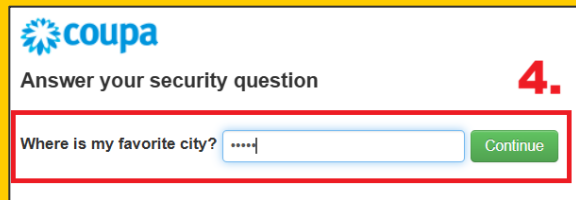
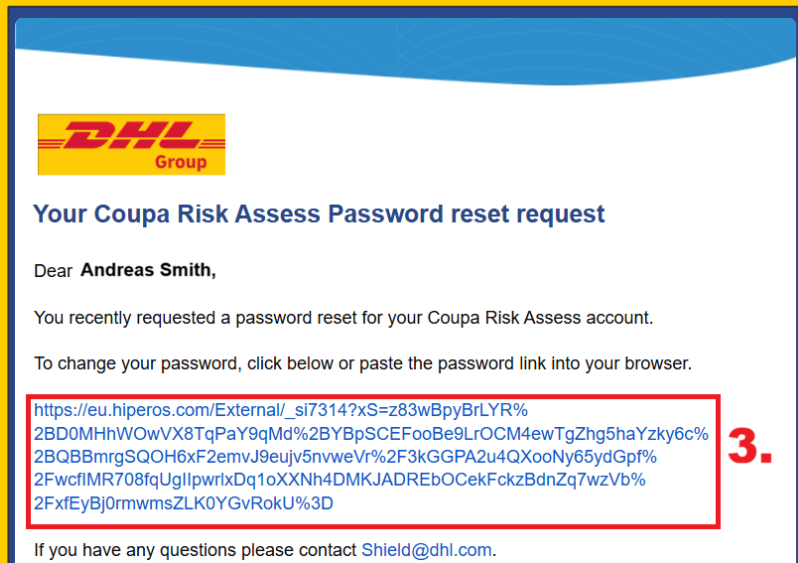
비밀번호 재설정

이메일을 받게 됩니다.

3. 이메일에 포함된 링크를 클릭합니다
4. 계정을 설정할 때 만든 보안 질문에 답하고 **계속**을 클릭합니다



비밀번호 재설정 링크는 24시간 후에 만료됩니다.
링크가 만료되어 비밀번호 재설정을 계속할 수 없는
경우 **1단계부터** 프로세스를 다시 시작하세요.



비밀번호 재설정

그런 다음 새 비밀번호를 만들 수 있습니다.

- 3. 새 비밀번호를 입력하고 확인한 후 **계속**을 클릭하여 재설정을 완료합니다



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

감사합니다



시스템에 로그인하는 데 문제가 있거나 기타 도구 관련 문제가 있는 경우 **Shield@dhl.com**으로 이메일을 보내주세요.



SHIELD risikostyringsverktøy

Brukerveiledning

Denne presentasjonen ble oversatt ved hjelp av kunstig intelligens.



Innholdsfortegnelse

- 1** [Kontoregistrering](#)
- 2** [Språkinnstillinger](#)
- 3** [Svar på vurderingsspørsmål](#)
- 4** [Delegering av vurderinger til en annen bruker](#)
- 5** [Legge til en ny leverandørhovedperson/representant](#)
- 6** [Tilbakestilling av passord](#)





1. KONTOREGISTRERING

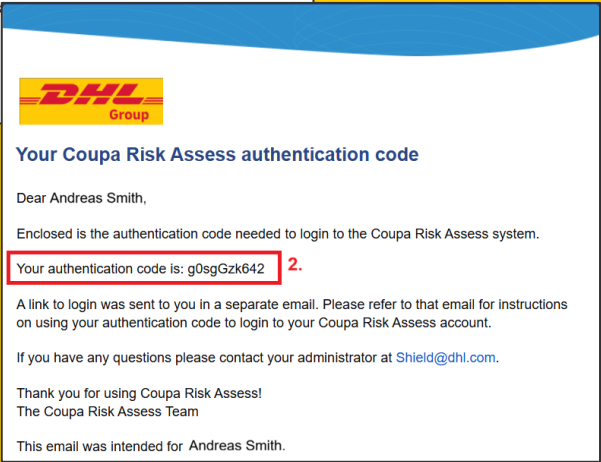
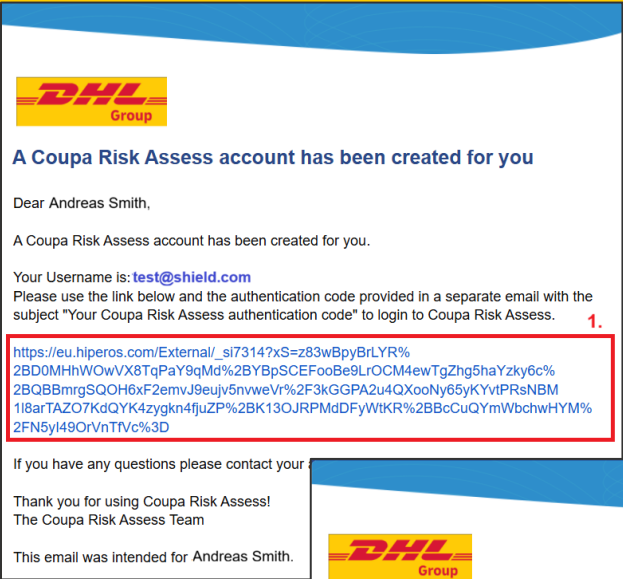
Denne presentasjonen ble oversatt ved hjelp av kunstig intelligens.

Kontoregistrering

Når organisasjonen din er valgt ut til tredjepartsscreening, vil du motta to separate e-poster:

- 1. **Kontooppretting:** Denne e-posten bekrefter opprettelsen av SHIELD-kontoen din og oppgir brukernavnet ditt.
- 2. **Autentiseringsdetaljer:** Denne e-posten inneholder din Coupa Risk Assess-autentisering

Når du mottar disse e-postene, vennligst bekreft at du er den tiltenkte mottakeren. Når du er bekreftet, fortsett ved å klikke på lenken i e-posten om kontooppretting.



Kontoregistrering

3. Etter at du har klikket på autentiseringslenken i den første e-posten, blir du omdirigert til en side som ber om autentiseringskoden din.

Skriv inn autentiseringskoden fra e-posten **med autentiseringsdetaljer**, og klikk på **Fortsett** for å fortsette.

The image shows two overlapping screenshots from a Coupa login process. The top screenshot is the 'Enter Your Authentication Code' page, which has a red box around the input field and a red number '3.' to its right. The bottom screenshot is an email from DHL Group titled 'Your Coupa Risk Assess authentication code'. A red box highlights the authentication code 'g0sgGzk642' in the email, with a red arrow pointing from it to the input field in the top screenshot.

Top Screenshot: Coupa Login Page

3.

Enter Your Authentication Code

Enter Code:

Entry is case sensitive

Still having trouble logging in?
If you have questions please contact your administrator

Bottom Screenshot: Email Content

DHL Group

Your Coupa Risk Assess authentication code

Dear Andreas Smith,

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

Your authentication code is: **g0sgGzk642**

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 Shield@dhl.com.

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

This email was intended for Andreas Smith.

Kontoregistrering

Etter at du har skrevet inn autentiseringskoden, blir du bedt om å stille et sikkerhetsspørsmål:

4. Velg ditt foretrukne sikkerhetsspørsmål fra rullegardinmenyen og klikk på **Fortsett** for å fortsette.

Etter at du har bekreftet valget ditt, blir du bedt om å opprette et nytt passord:

5. Opprett et sterkt passord med alfanumeriske tegn og klikk på **Fortsett** for å fortsette.

4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

Continue Cancel

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, %...).

Confirm New Password ***** ✓

Continue

coupa
Business Spend Management

Kontoregistrering

Etter at du har angitt påloggingsinformasjonen din, blir du omdirigert til **påloggingsportalen**:

6. Bruk e-postadressen din som brukernavn og passordet du opprettet for å logge på SHIELD-verktøyet.

Du kan også få tilgang til innloggingsportalen ved å bruke lenken i den **tredje e-posten** fra Coupa Risk Access.

The image shows two screenshots. The top screenshot is the Coupa Risk Assess login page. It features the Coupa logo, a welcome message, and a 'Sign In' section with fields for 'User name' and 'Password'. A red box highlights the 'Sign In' section, and a red arrow points from it to the bottom screenshot. The bottom screenshot is an email from DHL Group titled 'Compliance Third Party Screening (DDQ) is ready to complete'. The email body contains instructions for completing the screening. A red box highlights the link 'Click [R.Porta](#) to log in.' in the email.

6.

Sign In

User name

Forgot username?

Password

Forgot password?

Sign In

New Users: Please retrieve your user name and temporary password.

DHL Group

SHIELD

Compliance Third Party Screening (DDQ) is ready to complete

Dear Andreas,

Thank you for your interest in providing goods or services to DHL Group.

DHL Group is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen suppliers operate in a lawful manner, when acting on our behalf. Hence, we kindly ask you to complete the online compliance third party screening (due diligence screening - DDQ), which consists of several questionnaires that need to be completed by the due date indicated below. You can access the screening by clicking the link below.

Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement.

Please complete by 3/13/2026.

Click [R.Porta](#) to log in.

Kontoregistrering

Etter innlogging blir du sendt til siden **med bruksvilkår**.

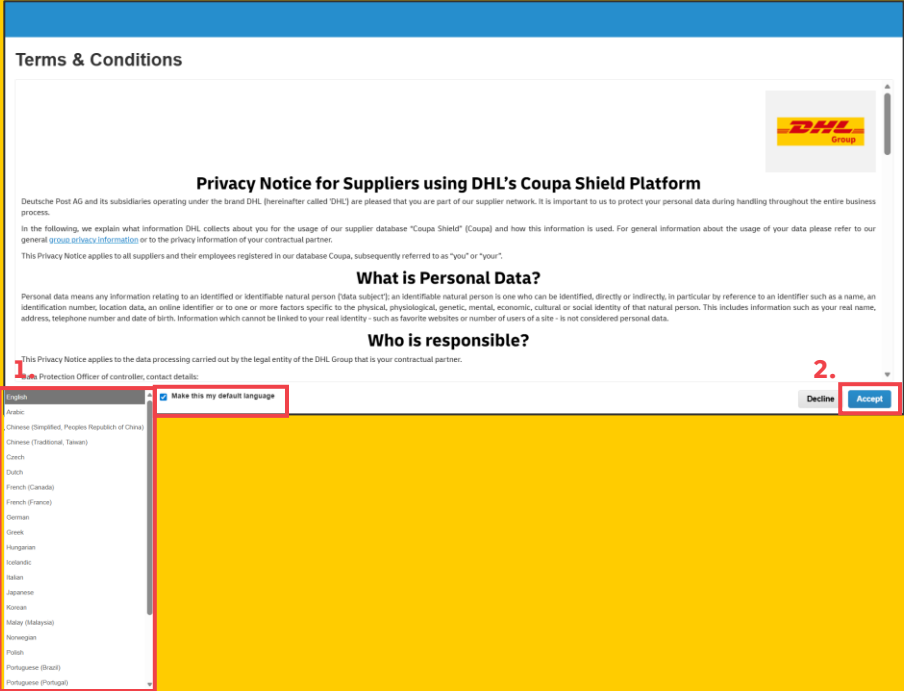
1. Du kan se gjennom vilkårene og betingelsene på ditt foretrukne språk ved å velge det fra rullegardinmenyen.
2. Når du har fullført gjennomgangen, klikker du på **Godta** for å fortsette.

The screenshot shows the 'Terms of Use' page for Coupa. At the top, the Coupa logo and name are visible. Below the header, the title 'Terms of Use' is displayed. The main content area contains the full text of the terms of use, which is partially obscured by a language selection dropdown menu. The dropdown menu is open, showing a list of languages including English, Arabic, Chinese (Simplified), Chinese (Traditional), Czech, Dutch, French (Canada), French (France), German, Greek, Hungarian, Icelandic, Italian, Japanese, Korean, Malay (Malaysia), Norwegian, Polish, Portuguese (Brazil), and Portuguese (Portugal). The 'English' option is currently selected. At the bottom right of the page, there are two buttons: 'Decline' and 'Accept'. The 'Accept' button is highlighted with a red box.

Kontoreregistrering

Etter at du har godtatt bruksvilkårene, vil du se **personvernerklæringen**.

- 1. Du kan se gjennom personverninformasjonen på ditt foretrukne språk ved å velge den fra rullegardinmenyen. Hvis du ønsker det, kan du også angi det valgte språket som standard ved å merke av i boksen.
- 2. Når du har fullført gjennomgangen, klikker du på **Godta** for å fortsette.





2. SPRÅKINNSTILLINGER

Denne presentasjonen ble oversatt ved hjelp av kunstig intelligens.

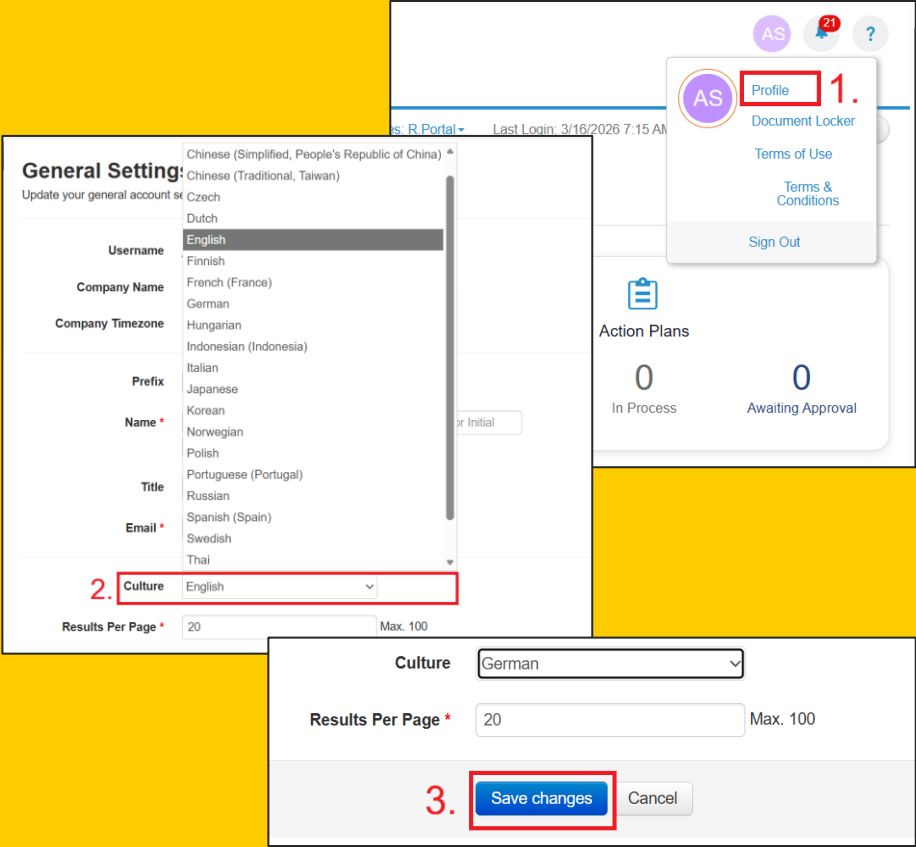
Språkinnstillinger

SHIELD tilbyr flere grensesnittspråkalternativer. For å endre systemspråket:

- 1. Klikk på navnet ditt øverst til høyre og velg **Profil**
- 2. I Generelle innstillinger klikker du på **Kultur** og velger ønsket språk.
- 3. Klikk på **Lagre endringer** for å angi det nye språket



Hvis språket ditt ikke er tilgjengelig, kan du bruke nettleserens innebygde oversettelsesfunksjon (se de neste lysbildene).



Språkinnstillinger

For noen språk er det flere alternativer tilgjengelige. Hvis du ønsker å endre systemspråket til et av disse språkene, må du **KUN** velge følgende alternativer for å sikre at systemet og alle spørreskjemaer vises på ønsket språk:

Hvis det er aktuelt for deg, vennligst velg **KUN** ett av følgende språk:

- Spansk (Spania)
- Fransk (Frankrike)
- Indonesisk (Indonesia)
- Portugisisk (Portugal)
- Vietnamesisk (Vietnam)
- Kinesisk (forenklet)
- Kinesisk (tradisjonell, taiwan)

Vennligst **IKKE** velg et av følgende språk:

- Spansk
- Fransk (Canada)
- Indonesisk
- Portugisisk (Brasil)
- Vietnamesisk
- Kinesisk (Hongkong SAR)

Språkinnstillinger

Spørreskjemaer er tilgjengelige på følgende språk på SHIELD :

- Engelsk
- Arabisk
- Kinesisk (forenklet)
- Kinesisk (tradisjonell, taiwan)
- Tsjekkisk
- Nederlandsk
- finsk
- Fransk (Frankrike)
- Tysk
- Ungarsk
- Indonesisk (Indonesia)
- Italiensk
- japansk
- Koreansk
- Pusse
- Portugisisk (Portugal)
- Russisk
- Spansk (Spania)
- Svensk
- Thai
- Tyrkisk
- Vietnamesisk (Vietnam)
- Norsk (*kun utvalgte spørreskjemaer*)



Hvis du velger et annet språkalternativ på SHIELD, vil **bare** Shield-systemgrensesnittet vises på det språket. Spørreskjemaet og alle tilhørende spørsmål vil forbli på engelsk.

Språkinnstillinger: Nettleseroversettelse (Google Chrome / Microsoft Edge)

Hvis ditt foretrukne språk ikke er tilgjengelig i SHIELD, kan du bruke de innebygde oversettelsesfunksjonene i moderne nettlesere som Google Chrome eller Microsoft Edge:

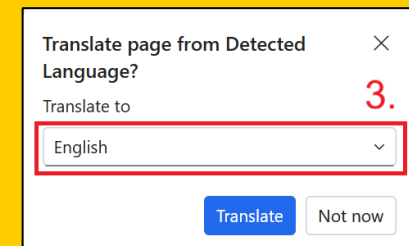
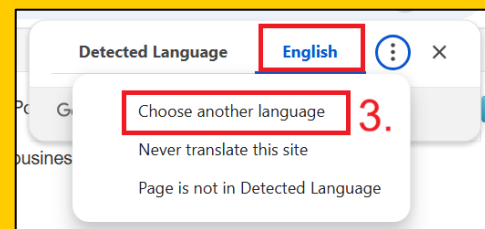
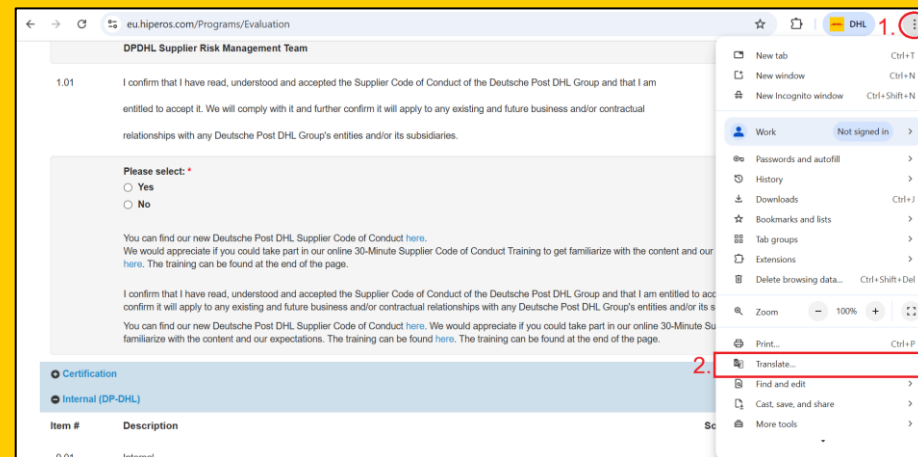
1. Åpne nettlesermenyen øverst til høyre.
2. Velg **Øversett** for å åpne popup-vinduet for oversettelse.

For Google Chrome (til venstre):

3. I popup-vinduet velger du **Velg et annet språk** og velger ønsket språk.

For Microsoft Edge (til høyre):

3. I popup-vinduet velger du ønsket språk





3. SVAR PÅ VURDERINGSSPØRSMÅL

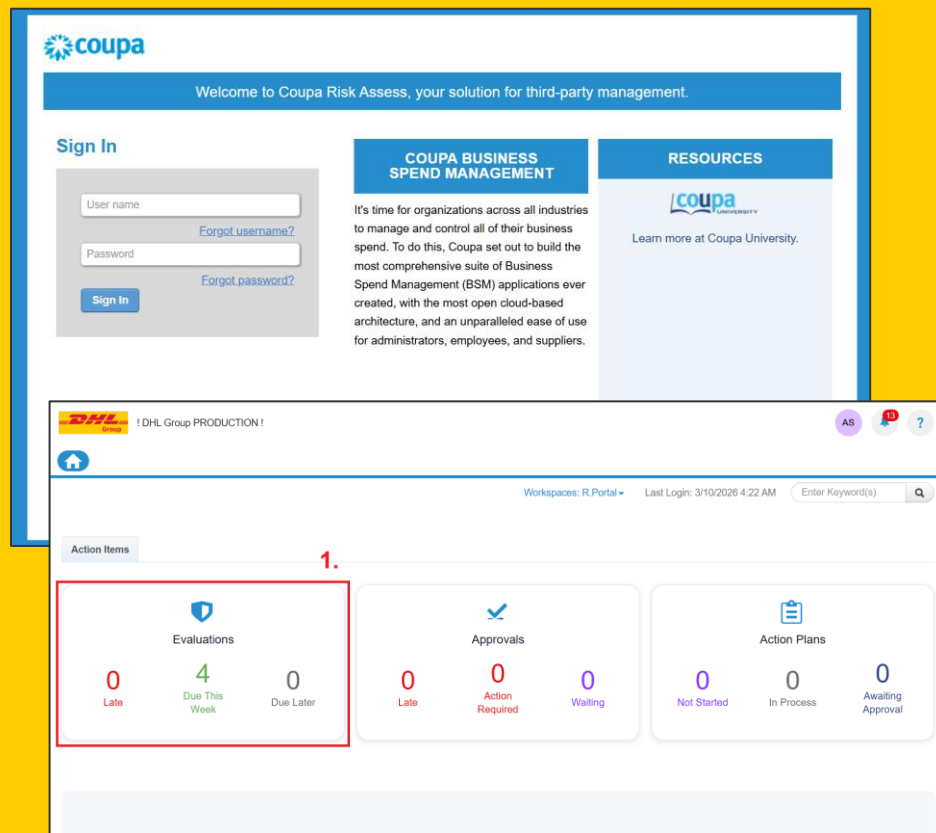
Denne presentasjonen ble oversatt ved hjelp av kunstig intelligens.

Svar på vurderingsspørsmål

Logg inn på SHIELD-verktøyet ved hjelp av **R.Portal**-innloggingslenken du fikk i e-posten din.

Etter innlogging blir du sendt til **dashbordet** ditt, som viser alle evalueringer/godkjenninger som krever handling fra deg.

1. Velg **Evalueringer**- fanen for å se hele listen over evalueringer som er tildelt deg.

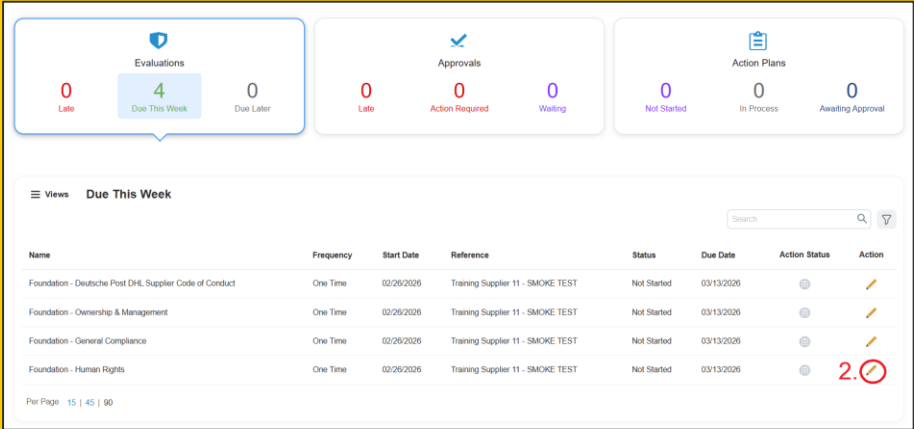


Svar på vurderingsspørsmål

Dette dashbordet viser alle evalueringer som venter på din handling. I dette eksemplet er det **fire vurderinger** som venter på behandling.

Du kan også se status og forfallsdato for hver vurdering på denne siden.

- 2. For å åpne en vurdering (f.eks. Foundation – Human Rights i dette tilfellet), klikk på **blyantikonet** i handlingskolonnen.



Svar på vurderingsspørsmål

Etter at du har valgt blyantikonet, vil systemet vise den detaljerte evalueringssiden for vurderingen. Hvis du **ikke er den utpekte ansvarlige personen** for å fullføre den spesifikke vurderingen i din organisasjon, har du muligheten til å **delegere den** til den relevante ansvarlige personen. Detaljert veiledning om delegeringsprosessen er gitt i neste avsnitt.

Hvis du er den rette personen til å fylle ut spørreskjemaet på vegne av organisasjonen din, vennligst gjennomgå hvert element i vurderingen og gi svarene dine.



Etter at du har fylt ut alle obligatoriske felt, velger du « **Send inn** » for å fullføre og sende inn svarene dine til DHL Group.

Vennligst gjenta samme prosedyre for alle vurderinger som er tildelt deg.

Workspaces: R PortalLast Login: 3/10/2026 5:47 AMEnter Keyword(s)

EvaluationRisk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

DelegateRecalcSaveCancelSubmit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire and your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses and return to the questionnaire at a later date.

Top

Delegate

Recalc

Save

Cancel

Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		0

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. DELEGERING AV VURDERINGER TIL EN ANNEN BRUKER

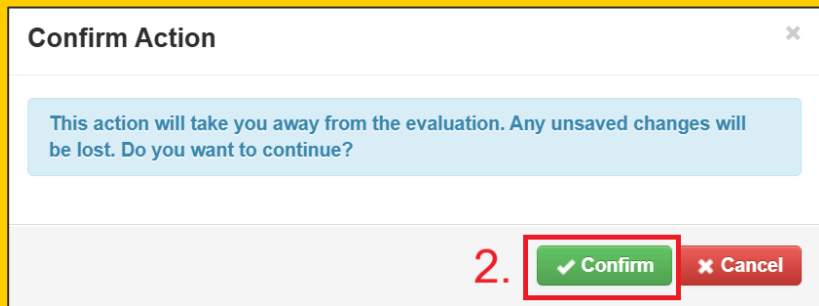
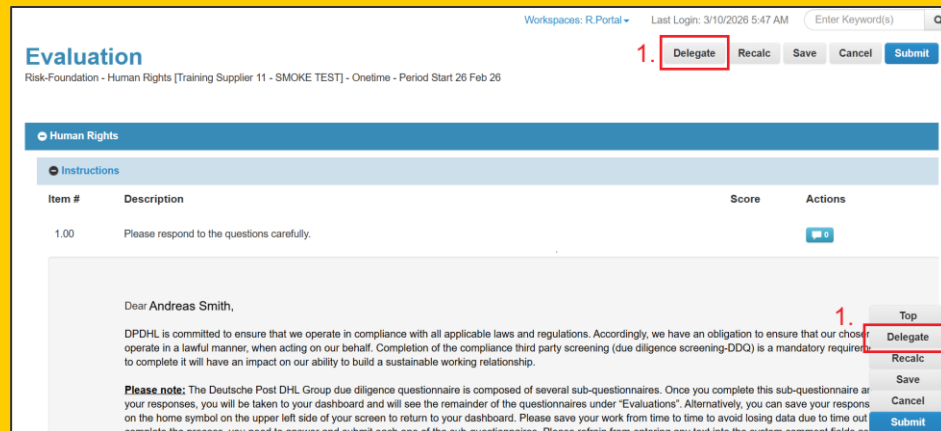
Denne presentasjonen ble oversatt ved hjelp av kunstig intelligens.

Delegering av vurderinger til En annen bruker

1. Du kan delegerere en vurdering til en utpekt ansvarlig person i organisasjonen din ved å velge **Delegerknappen**.

Etter at du har klikket på Deleger, vil et popup-vindu for bekreftelse vises.

2. Vennligst velg **Bekreft** for å fortsette med delegeringsprosessen.



Delegering av vurderinger til En annen bruker

Etter hvert som du fortsetter, vil **siden for evalueringsdelegering** vises. På denne siden kan du legge inn detaljene til personen du har tenkt å delegere vurderingen til.

- 3. Velg **+ -knappen** for å åpne et nytt vindu der du kan skrive inn fornavn, etternavn og e-postadresse til den angitte brukeren.
- 4. Når all nødvendig informasjon er oppgitt, klikker du på **Opprett bruker** for å fortsette.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

Create Training Supplier 11 - SMOKE TEST User

* Please enter

Email Address *

First Name *

Last Name *

Cancel

Create User

4.

Delegering av vurderinger til En annen bruker

Etter at du har lagt inn detaljene, brukernavnet og e-postadressen vil være tilgjengelig for valg.

5. Vennligst oppgi eventuelle relevante merknader som forklarer årsaken til delegeringen av vurderingen.
6. Klikk på **Deleger** for å fullføre delegeringsprosessen.

Når delegeringen er fullført, vil du motta en bekreftelses-e-post.

Brukeren du har delegert vurderingen til, må fullføre standard SHIELD-kontoregistreringsprosess (se respektive seksjon).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

☒ User
 ☐ Group

Comments

* Please enter why you are submitting this delegation.

5.

6.

Top

Back

Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer
 This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

DHL Group | SHIELD Help Guide | April 2026

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5. LEGGE TIL EN NY LEVERANDØRHOVEDLEVANDØR/- REPRESENTANT

Denne presentasjonen ble oversatt ved hjelp av kunstig intelligens.

Legge til en ny leverandørhovedperson

I delen om eierskap og ledelse i spørreskjemaene våre, følg trinnene nedenfor for hvert relevante element (f.eks. legge til administrerende direktør/daglig leder/konsernsjef eller finansdirektør/finansdirektør):

- 1. Velg **Legg til ny leverandørhovedperson** for å angi nødvendige opplysninger.

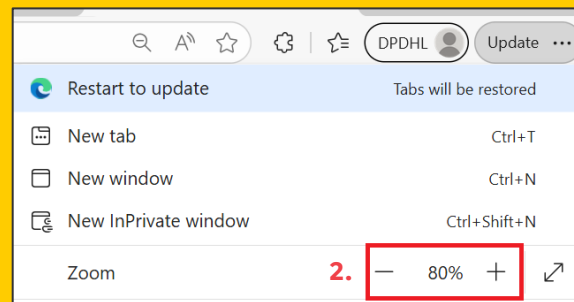
Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 0 No items to display Add New Supplier Principal 1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 0 No items to display Add New Supplier Principal 1. Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

Legge til en ny leverandørhovedperson

Etter at du har valgt «Legg til ny leverandørhovedperson», vil et popup-vindu dukke opp der du blir bedt om personopplysninger:

2. Hvis hele popup-vinduet, inkludert **Opprett** -knappen, ikke er synlig på skjermen, juster zoomnivået i nettleseren til **80–90 %** ved hjelp av zoomkontrollene i nettleseren (se eksempel til høyre).
3. Oppgi minst all nødvendig informasjon i de obligatoriske feltene.
4. Når alle obligatoriske felt er utfylt, klikker du på **Opprett** for å legge til den nye leverandørens hovedperson.





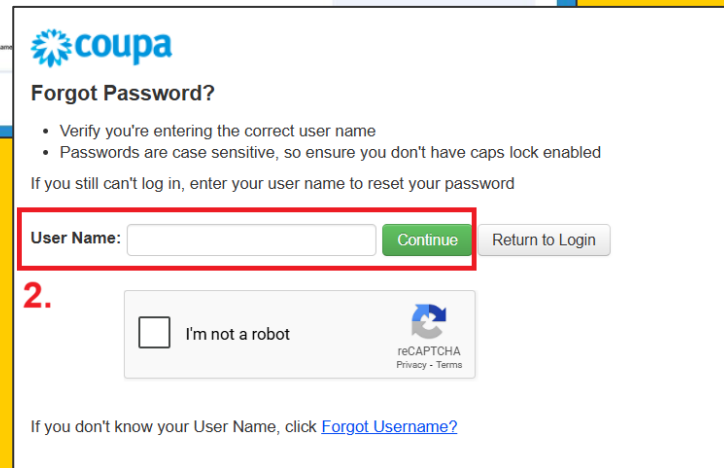
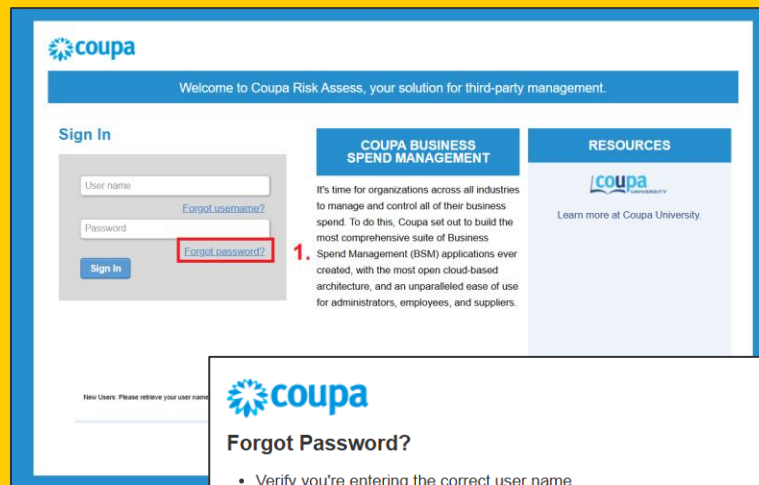
6. TILBAKESTILLING AV PASSORD

Denne presentasjonen ble oversatt ved hjelp av kunstig intelligens.

Tilbakestilling av passord

Hvis du trenger å tilbakestille passordet ditt:

1. Naviger til [SHIELD-innloggingsside](#) og klikk på **Glemt passord?**
2. Skriv inn brukernavnet ditt (vanligvis e-postadressen din) og klikk på **Fortsett**



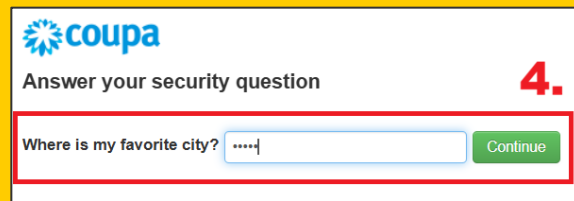
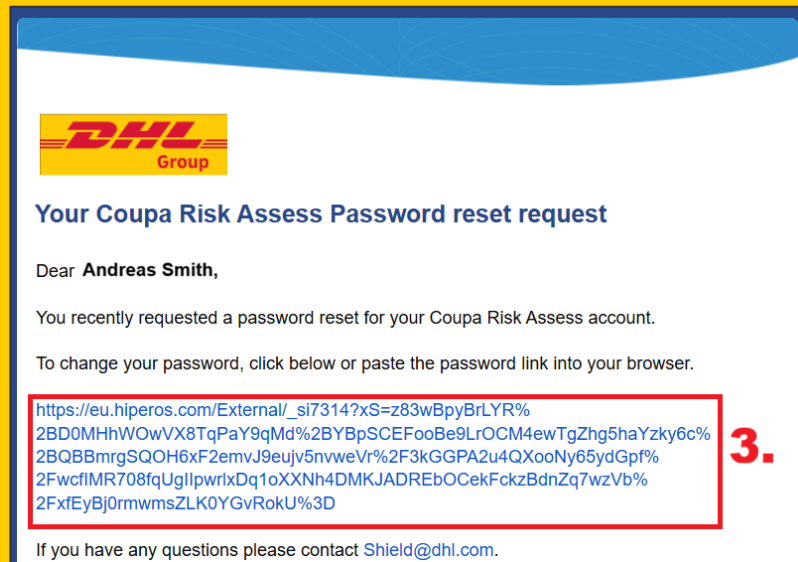
Tilbakestilling av passord

Du vil motta en e-post.

3. Klikk på lenken i e-posten
4. Svar på sikkerhetsspørsmålet du opprettet da du konfigurerte kontoen din, og klikk på **Fortsett**.



Lenker for tilbakestilling av passord utløper etter 24 timer. Hvis lenken din utløper og du ikke kan fortsette tilbakestillingen av passordet, kan du starte prosessen på nytt fra **trinn 1**.



Tilbakestilling av passord

Du kan deretter opprette et nytt passord.

- 3. Etter at du har skrevet inn og bekreftet det nye passordet, klikker du på **Fortsett** for å fullføre tilbakestillingen.



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Takk skal du ha



Hvis du har problemer med å logge inn i systemet eller andre verktøyrelaterte problemer, kan du sende en e-post til **Shield@dhl.com**.

Narzędzie do zarządzania ryzykiem **SHIELD**

Podręcznik pomocy użytkownika

Ta prezentacja została przetłumaczona przy użyciu sztucznej inteligencji.



Spis treści

- 1 Rejestracja konta
- 2 Ustawienia języka
- 3 Odpowiadanie na pytania oceniające
- 4 Przekazywanie ocen innemu użytkownikowi
- 5 Dodawanie nowego zleceniodawcy/przedstawiciela dostawcy
- 6 Reset hasła





1. REJESTRACJA KONTA

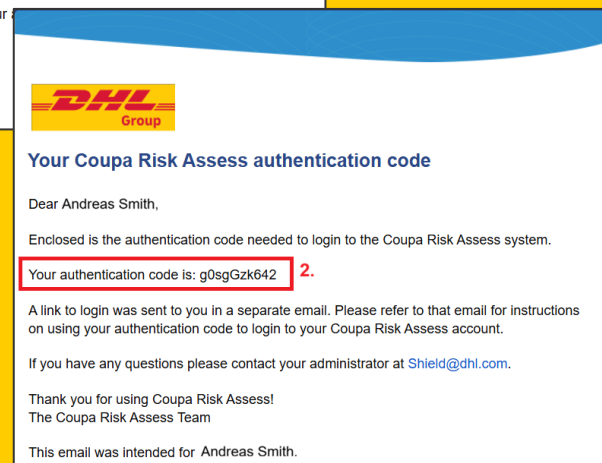
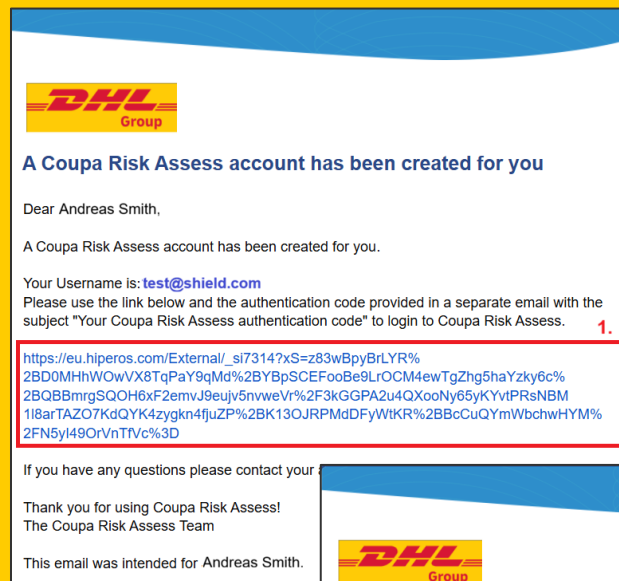
Ta prezentacja została przetłumaczona przy użyciu sztucznej inteligencji.

Rejestracja konta

Gdy Twoja organizacja zostanie wybrana do udziału w programie Third Party Screening, otrzymasz dwie osobne wiadomości e-mail:

- 1. Utworzenie konta:** ten e-mail potwierdza utworzenie twojego konta SHIELD i podaje twoją nazwę użytkownika
- 2. Szczegóły uwierzytelnienia:** ten e-mail zawiera Twoje uwierzytelnienie Coupa Risk Assess

Po otrzymaniu tych wiadomości e-mail sprawdź, czy jesteś zamierzonym odbiorcą. Po potwierdzeniu przejdź dalej, klikając link podany w wiadomości e-mail dotyczącej utworzenia konta.



Rejestracja konta

3. Po kliknięciu linku uwierzytelniającego w pierwszej wiadomości e-mail zostaniesz przekierowany na stronę z prośbą o podanie kodu uwierzytelniającego.

Wprowadź kod uwierzytelniający z wiadomości e-mail ze **szczegółami uwierzytelniania** i kliknij przycisk **Kontynuuj**, aby kontynuować.

3.

Enter Your Authentication Code

Enter Code: **Continue**

Entry is case sensitive

[Request a new code](#)

Still having trouble logging in?
If you have questions please contact your administrator

DHL Group

Your Coupa Risk Assess authentication code

Dear Andreas Smith,

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

Your authentication code is: **g0sgGzk642**

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 Shield@dhl.com.

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

This email was intended for Andreas Smith.

Rejestracja konta

Po wprowadzeniu kodu uwierzytelniającego zostaniesz poproszony o skonfigurowanie pytania zabezpieczającego:

- Wybierz preferowane pytanie zabezpieczające z menu rozwijanego i kliknij **Kontynuuj**, aby przejść dalej

Po potwierdzeniu wyboru zostaniesz poproszony o utworzenie nowego hasła:

- Utwórz silne hasło przy użyciu znaków alfanumerycznych i kliknij przycisk **Kontynuuj**, aby przejść dalej

4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

Continue Cancel

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, %...).

Confirm New Password ***** ✓

Continue

coupa
Business Spend Management

Rejestracja konta

Po ustawieniu danych logowania zostaniesz przekierowany do **portalu logowania**:

- Użyj swojego adresu e-mail jako nazwy użytkownika i hasła, które utworzyłeś, aby zalogować się do narzędzia SHIELD.

Możesz również uzyskać dostęp do portalu logowania za pomocą łącza podanego w **trzeciej wiadomości e-mail** od Coupa Risk Access.

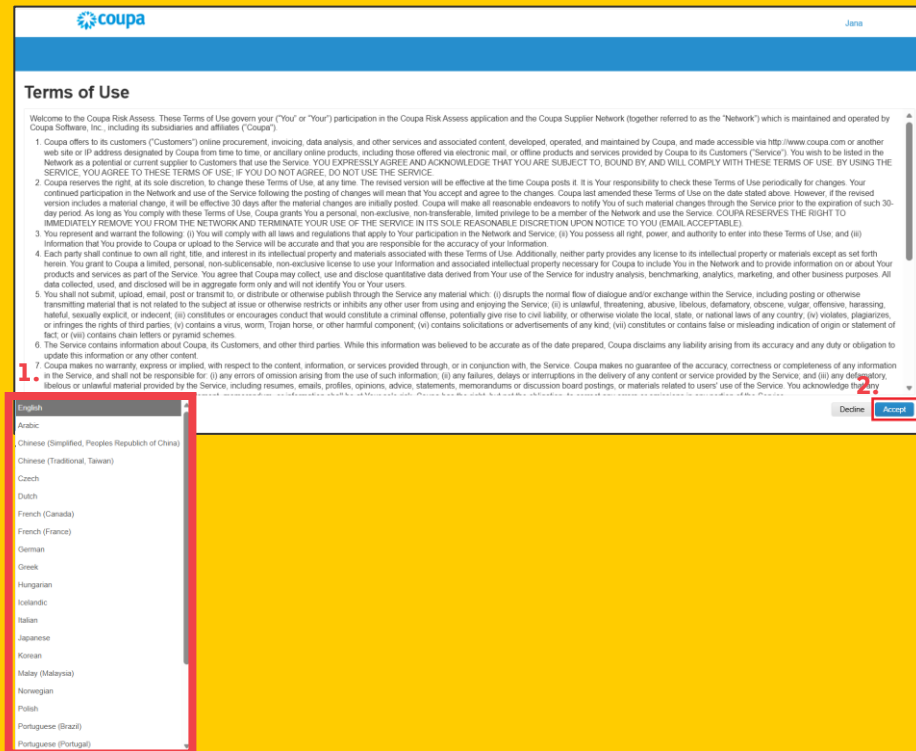
The image shows two parts of the process. The top part is a screenshot of the Coupa Risk Assess login page. It features a 'Sign In' form with fields for 'User name' and 'Password', each with a 'Forgot username?' and 'Forgot password?' link. A 'Sign In' button is below the fields. To the right, there's a 'COUPA BUSINESS SPEND MANAGEMENT' section with a welcome message and a 'RESOURCES' section with a 'Learn more at Coupa University' link. A red box highlights the 'Sign In' form, and a red arrow points from it to the bottom part of the image.

The bottom part is a screenshot of an email notification from DHL Group. The email is titled 'Compliance Third Party Screening (DDQ) is ready to complete'. It is addressed to 'Dear Andreas,' and thanks the recipient for their interest in providing goods or services to DHL Group. The email states that DHL Group is committed to ensuring compliance with applicable laws and regulations, and asks the recipient to complete an online compliance third party screening (due diligence screening - DDQ) by the due date indicated below. The due date is 3/13/2026. At the bottom, there is a link 'Click R.Porta to log in.' which is highlighted with a red box.

Rejestracja konta

Po zalogowaniu zostaniesz przekierowany na stronę **Warunki użytkowania**.

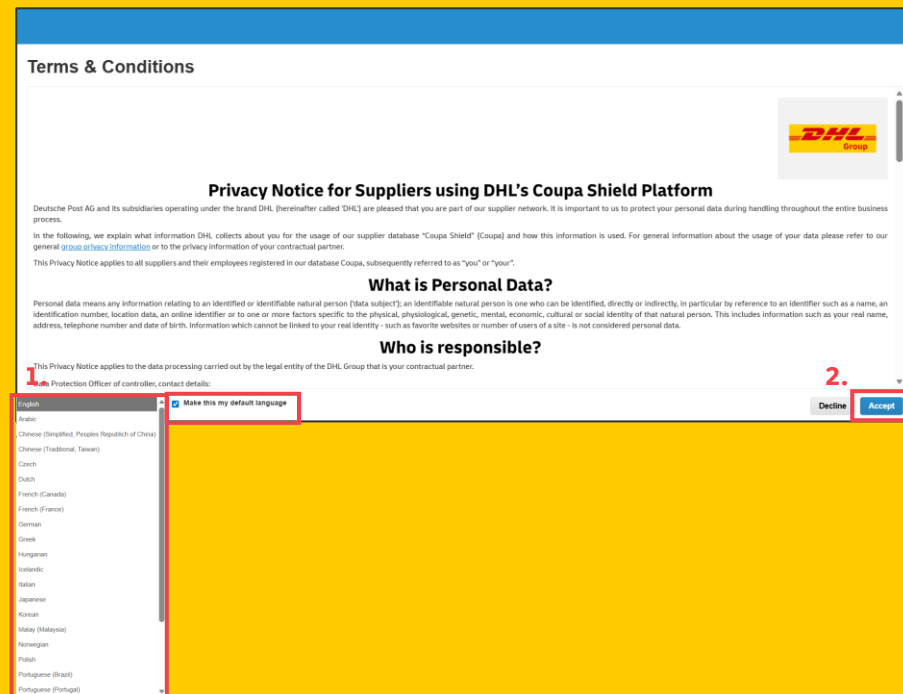
1. Możesz zapoznać się z regulaminem w preferowanym języku, wybierając go z rozwijanego menu.
2. Po zakończeniu przeglądu kliknij przycisk **Akceptuj**, aby kontynuować.



Rejestracja konta

Po zaakceptowaniu Warunków użytkowania zostanie wyświetlona **Informacja o ochronie prywatności**.

1. Możesz zapoznać się z informacjami o ochronie prywatności w preferowanym języku, wybierając go z menu rozwijanego. Jeśli chcesz, możesz również ustawić wybrany język jako domyślny, zaznaczając pole wyboru
2. Po zakończeniu przeglądu kliknij przycisk **Akceptuj**, aby kontynuować.





2. USTAWIENIA JĘZYKA

Ta prezentacja została przetłumaczona przy użyciu sztucznej inteligencji.

Ustawienia języka

SHIELD oferuje kilka opcji językowych interfejsu. Aby zmienić język systemu:

1. Kliknij swoją nazwę w prawym górnym rogu i wybierz **Profil**
2. W Ustawieniach ogólnych kliknij opcję **Kultura** i wybierz preferowany język.
3. Kliknij **Zapisz zmiany**, aby ustawić nowy język



Jeśli twój język nie jest dostępny, możesz skorzystać z wbudowanej funkcji tłumaczenia przeglądarki (patrz następne slajdy).

The screenshot illustrates the process of changing the system language in three steps:

- Step 1:** A user profile dropdown menu is shown in the top right corner. The user's name 'AS' is visible. The 'Profile' option is highlighted with a red box and the number '1'.
- Step 2:** The 'General Settings' dialog box is open. Under the 'Culture' section, the 'English' option is selected from a list of languages. This selection is highlighted with a red box and the number '2'.
- Step 3:** The 'Save changes' button is highlighted with a red box and the number '3'.

Additional details visible in the interface include the 'Results Per Page' set to 20 (Max. 100), the 'Company Name' field, and the 'Last Login' timestamp of 3/16/2026 7:15 AM.

Ustawienia języka

W przypadku niektórych języków dostępnych jest wiele opcji. Jeśli chcesz zmienić język systemu na którykolwiek z tych języków, wybierz **TYLKO** poniższe opcje, aby upewnić się, że system i wszystkie kwestionariusze będą wyświetlane w wybranym języku:

Jeśli dotyczy to Ciebie, proszę **TYLKO** wybierz jeden z następujących języków:

- Hiszpański (Hiszpania)
- Francuski (Francja)
- Indonezyjski (Indonezja)
- Portugalski (Portugalia)
- Wietnamski (Wietnam)
- Chiński (uproszczony)
- Chiński (tradycyjny, Tajwan)

Nie rób tego **NIE** wybierz jednego z następujących języków:

- Hiszpański
- Francuski (Kanada)
- Indonezyjski
- Portugalski (Brazylia)
- Wietnamski
- Chiński (Hongkong S.A.R.)

Ustawienia języka

Kwestionariusze są dostępne w następujących językach na platformie SHIELD:

- Angielski
- Arabski
- Chiński (uproszczony)
- Chiński (tradycyjny, Tajwan)
- Czechy
- Holenderski
- Fiński
- Francuski (Francja)
- Niemiecki
- Węgierski
- Indonezyjski (Indonezja)
- Włoski
- Japoński
- Koreański
- Polski
- Portugalski (Portugalia)
- Rosyjski
- Hiszpański (Hiszpania)
- Szwedzki
- Tajski
- Turecki
- Wietnamski (Wietnam)
- Norweski (*tylko wybrane kwestionariusze*)



Jeśli wybierzesz jakąkolwiek inną opcję językową na SHIELD **tylko** interfejs systemu Shield będzie wyświetlany w tym języku. Kwestionariusz i wszystkie związane z nim pytania pozostaną w języku angielskim.

Ustawienia języka: Tłumaczenie przeglądarki (Google Chrome / Microsoft Edge)

Jeśli preferowany język nie jest dostępny w SHIELD, możesz skorzystać z wbudowanych funkcji tłumaczenia w nowoczesnych przeglądarkach, takich jak Google Chrome lub Microsoft Edge:

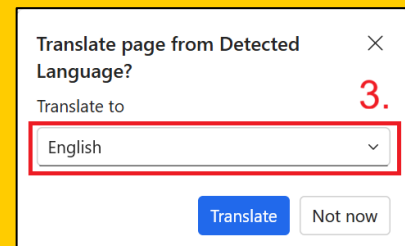
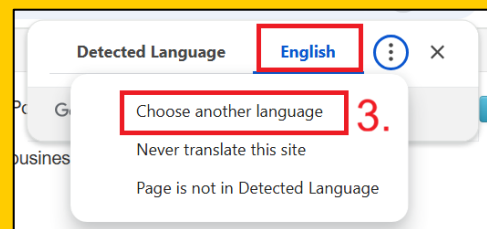
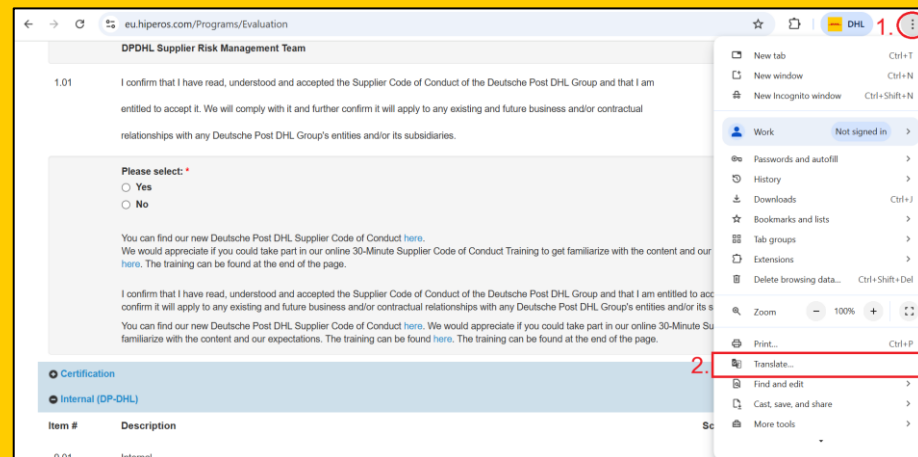
1. Otwórz menu przeglądarki w prawym górnym rogu.
2. Wybierz opcję **Tłumacz**, aby otworzyć okno podręczne Tłumaczenie.

Dla Google Chrome (po lewej):

3. W wyskakującym oknie wybierz opcję **Wybierz inny język** i wybierz preferowany język

Dla Microsoft Edge (po prawej):

3. W wyskakującym oknie wybierz preferowany język





3. ODPOWIADANIE NA PYTANIA OCENIAJĄCE

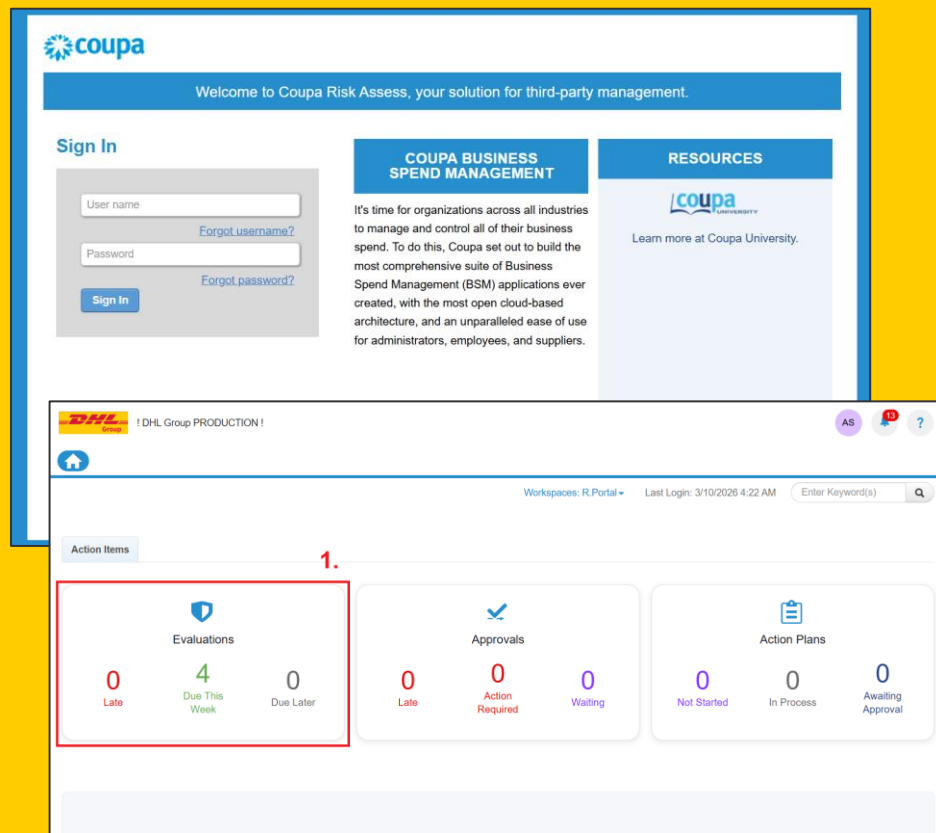
Ta prezentacja została przetłumaczona przy użyciu sztucznej inteligencji.

Odpowiadanie na pytania oceniające

Zaloguj się do narzędzia SHIELD za pomocą łącza logowania **R.Portal** dostarczonego w wiadomości e-mail.

Po zalogowaniu zostaniesz przekierowany do **pulpitu nawigacyjnego**, w którym wyświetlane są wszystkie oceny/zatwierdzenia wymagające Twojego działania

- Wybierz kartę **Oceny**, aby wyświetlić pełną listę przypisanych do ciebie ocen.

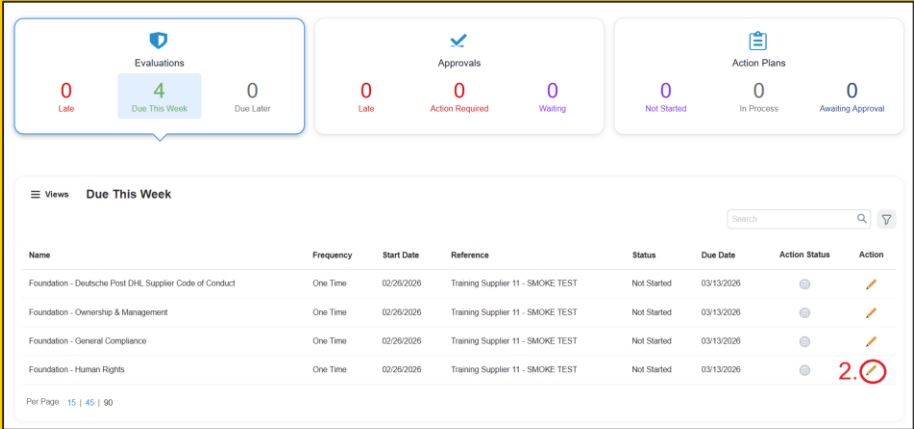


Odpowiadanie na pytania oceniające

Ten pulpit nawigacyjny wyświetla wszystkie oceny oczekujące na Twoje działanie. W tym przykładzie oczekują **4 oceny**.

Na tej stronie możesz również wyświetlić status i termin każdej oceny.

- 2. Aby otworzyć ocenę (np. Foundation - Human Rights w tym przypadku), kliknij **ikonę ołówka** w kolumnie Akcja.



Odpowiadanie na pytania oceniające

Po wybraniu ikony ołówka system wyświetli stronę szczegółowej oceny. Jeśli nie jesteś **wyznaczoną osobą odpowiedzialną** za przeprowadzenie konkretnej oceny w swojej organizacji, masz możliwość **delegowania** jej do odpowiedniej osoby odpowiedzialnej. Szczegółowe wytyczne dotyczące procesu delegowania uprawnień znajdują się na stronie w następnej sekcji.

Jeśli jesteś właściwą osobą do wypełnienia kwestionariusza w imieniu swojej organizacji, zapoznaj się z każdym punktem oceny i udziel odpowiedzi.



Po wypełnieniu wszystkich wymaganych pól, wybierz "**Wyślij**", aby sfinalizować i przesać swoje odpowiedzi do DHL Group

Powtórz tę samą procedurę dla wszystkich przypisanych ci ocen.

Workspaces: R Portal | Last Login: 3/10/2026 5:47 AM | Enter Keyword(s)

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

Top Delegate Recalc Save Cancel Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		0

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. DELEGOWANIE OCEN DO INNEGO UŻYTKOWNIKA

Ta prezentacja została przetłumaczona przy użyciu sztucznej inteligencji.

Delegowanie ocen do Inny użytkownik

1. Możesz delegować ocenę do wyznaczonej osoby odpowiedzialnej w organizacji, wybierając **przycisk Deleguj**.

Po kliknięciu przycisku Deleguj pojawi się wyskakujące okienko z potwierdzeniem.

2. Wybierz opcję **Potwierdź**, aby przejść do procesu delegowania.

The screenshot shows the 'Evaluation' page for 'Human Rights' under 'Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST]'. At the top right, there is a navigation bar with buttons: 'Deleguj', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Deleguj' button is highlighted with a red box and the number 1. Below this, there is a table with columns: 'Item #', 'Description', 'Score', and 'Actions'. The first row shows '1.00' and 'Please respond to the questions carefully.' with a '0' icon in the 'Actions' column. Below the table, there is a section titled 'Dear Andreas Smith,' followed by a paragraph of text and a 'Please note' section. On the right side of this section, there is a vertical menu with buttons: 'Top', 'Deleguj', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Deleguj' button is highlighted with a red box and the number 1.

The screenshot shows a 'Confirm Action' dialog box. It contains a message: 'This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?'. At the bottom right, there are two buttons: 'Confirm' (with a green checkmark icon) and 'Cancel' (with a red 'X' icon). The 'Confirm' button is highlighted with a red box and the number 2.

Delegowanie ocen do Inny użytkownik

Gdy będziesz kontynuować, pojawi się **strona Delegowanie oceny**. Na tej stronie możesz wprowadzić dane osoby, której zamierzasz delegować ocenę.

- Wybierz **przycisk +**, aby otworzyć nowe okno, w którym możesz wprowadzić imię, nazwisko i adres e-mail wyznaczonego użytkownika.
- Po podaniu wszystkich wymaganych informacji kliknij przycisk **Utwórz użytkownika**, aby kontynuować.

Evaluation Delegation
Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

Enter at least 3 characters to find a User... **3.**

Create Training Supplier 11 - SMOKE TEST User

* Please enter

Email Address *
john.doe@gmail.com

First Name *
John

Last Name *
Doe

4.

Cancel Create User

Delegowanie ocen do Inny użytkownik

Po wprowadzeniu danych, nazwa użytkownika i adres e-mail będą dostępne do wyboru.

5. Podaj wszelkie istotne uwagi wyjaśniające powód delegowania oceny.
6. Kliknij **Deleguj**, aby zakończyć proces delegowania.

Po pomyślnej delegacji otrzymasz wiadomość e-mail z potwierdzeniem.

Użytkownik, któremu delegowałeś ocenę, będzie musiał ukończyć standardowy proces rejestracji konta SHIELD (patrz [odpowiednia sekcja](#)).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

×

+

Group

Comments

* Please enter why you are submitting this delegation.

5.

Top

Back

6. Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

DHL Group | SHIELD Help Guide | April 2026

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5. DODANIE NOWEGO GŁÓWNEGO DOSTAWCY/PRZEDSTAWICIELA

Ta prezentacja została przetłumaczona przy użyciu sztucznej inteligencji.

Dodawanie nowego głównego dostawcy

W sekcji "Własność i zarządzanie" naszych kwestionariuszy wykonaj poniższe kroki dla każdej odpowiedniej pozycji (np. dodając dyrektora zarządzającego/dyrektora generalnego/CEO lub dyrektora finansowego/CFO):

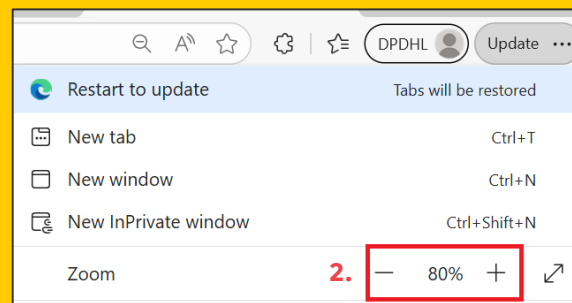
- 1. Wybierz **Add New Supplier Principal** , aby wprowadzić wymagane szczegóły.

The screenshot displays the 'Ownership & Management' section of the SHIELD system. It contains two questionnaire items, 1.01 and 2.01, each with a 'Supplier Principals' table. The tables are currently empty, showing '0' items to display. A red box highlights the 'Add New Supplier Principal' button in the top right corner of each section, with a red '1.' next to it. The interface also includes a confirmation checkbox labeled 'I confirm' and a note: 'Accurate information must be provided in the above field and NOT left blank'.

Dodawanie nowego głównego dostawcy

Po wybraniu opcji "Add New Supplier Principal" pojawi się wyskakujące okienko z prośbą o podanie danych osobowych:

2. Jeśli całe wyskakujące okno, w tym przycisk **Utwórz**, nie jest widoczne na ekranie, dostosuj poziom powiększenia przeglądarki do **80%-90%** za pomocą elementów sterujących powiększeniem przeglądarki (patrz przykład po prawej stronie).
3. Podaj przynajmniej wszystkie informacje wymagane w polach obowiązkowych.
4. Po wypełnieniu wszystkich obowiązkowych pól kliknij przycisk **Utwórz**, aby dodać nowego głównego dostawcę.



 A screenshot of the 'Create Supplier Principal' form. The form has a title 'Create Supplier Principal' and a red box around the input fields for 'First Name', 'Last Name', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership'. The 'Percent of Ownership' field has a value of '0.00'. At the bottom right, there is a red box around the 'Create' button.



6. RESETOWANIE HASŁA

Ta prezentacja została przetłumaczona przy użyciu sztucznej inteligencji.

Reset hasła

Jeśli musisz zresetować hasło:

1. Przejdź do **strony logowania SHIELD** i kliknij **Zapomniałeś hasła?**
2. Wprowadź swoją nazwę użytkownika (zazwyczaj adres e-mail) i kliknij **Kontynuuj**

The image shows two screenshots from the Coupa Risk Assess system. The top screenshot is the main login page with a 'Sign In' section containing fields for 'User name' and 'Password', and links for 'Forgot username?' and 'Forgot password?'. The 'Forgot password?' link is highlighted with a red box and labeled with a red '1.'. To the right are sections for 'COUPA BUSINESS SPEND MANAGEMENT' and 'RESOURCES'. The bottom screenshot is a modal titled 'Forgot Password?' which provides instructions: 'Verify you're entering the correct user name' and 'Passwords are case sensitive, so ensure you don't have caps lock enabled'. It also states: 'If you still can't log in, enter your user name to reset your password'. Below this is a form with a 'User Name:' label, an input field (highlighted with a red box), a green 'Continue' button, and a grey 'Return to Login' button. A red '2.' is next to the input field. Below the form is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom, it says: 'If you don't know your User Name, click [Forgot Username?](#)'.

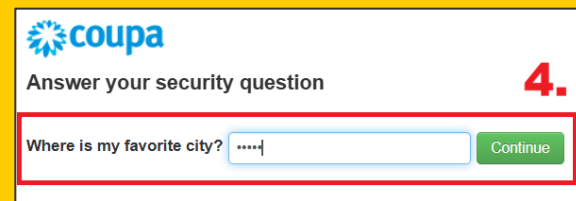
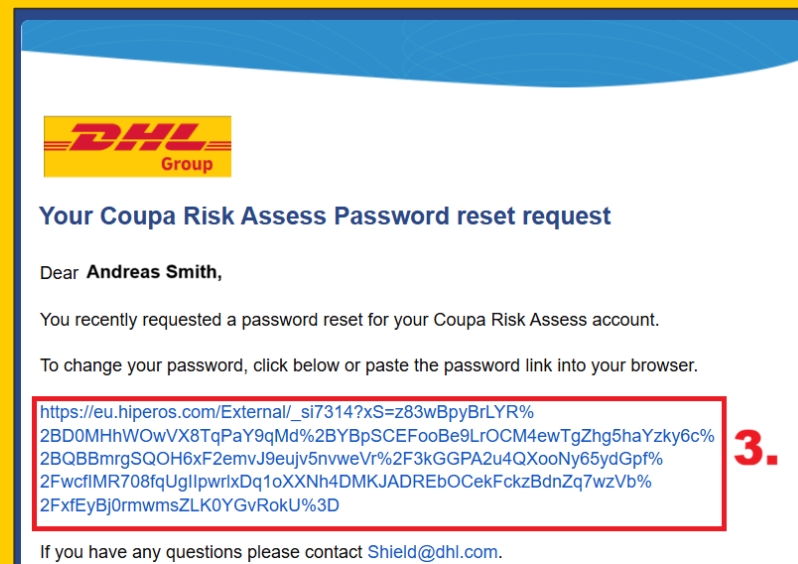
Reset hasła

Otrzymasz wiadomość e-mail.

3. Kliknij łącze w wiadomości e-mail
4. Odpowiedz na pytanie bezpieczeństwa utworzone podczas konfigurowania konta i kliknij **Kontynuuj**



Linki do resetowania hasła wygasają po 24 godzinach. Jeśli link wygaśnie i nie możesz kontynuować resetowania hasła, rozpocznij proces ponownie od **kroku 1**.



Reset hasła

Następnie możesz utworzyć nowe hasło.

- 3. Po wprowadzeniu i potwierdzeniu nowego hasła kliknij przycisk **Kontynuuj**, aby sfinalizować resetowanie



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, & ...).

Confirm New Password

Continue

5.



Business Spend Management

Dziękuję



Jeśli masz jakiegokolwiek trudności z zalogowaniem się do systemu lub inne problemy związane z narzędziem, wyślij wiadomość e-mail na adres **Shield@dhl.com**.

Ferramenta de gestão de riscos SHIELD

Guia de Ajuda do Utilizador

Esta apresentação foi traduzida com recurso a Inteligência Artificial.



Índice

- 1 Registo de conta**
- 2 Definições de idioma**
- 3 Responder às perguntas de avaliação**
- 4 Delegação de avaliações a outro utilizador**
- 5 Adicionar um novo fornecedor principal/representante**
- 6 Redefinição da palavra-passe**





1. REGISTO DE CONTA

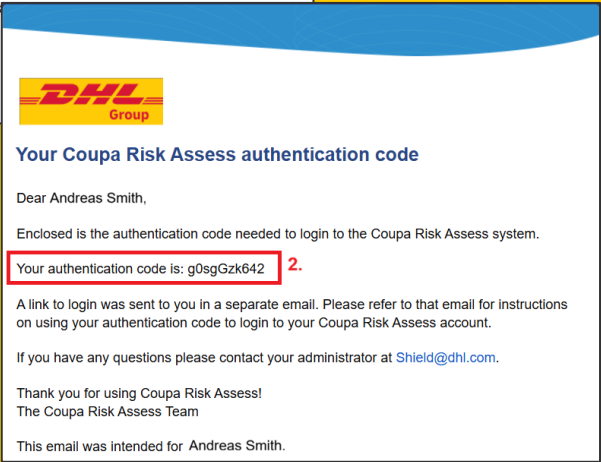
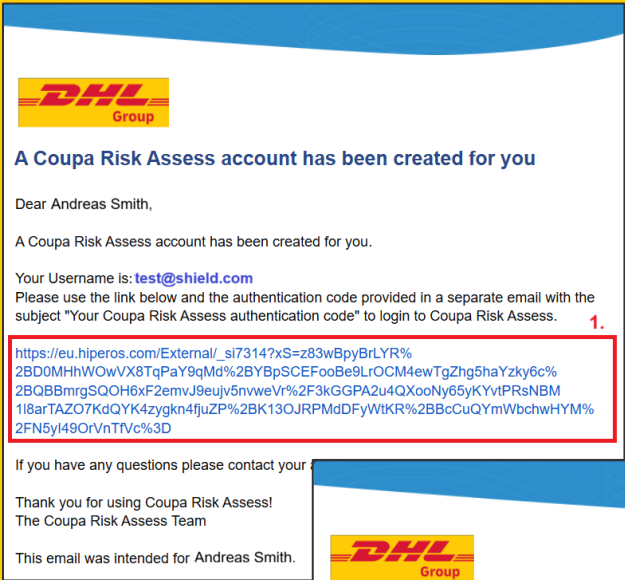
Esta apresentação foi traduzida com recurso a Inteligência Artificial.

Registo de conta

Quando a tua organização tiver sido selecionada para o rastreio por terceiros, receberás duas mensagens de correio eletrónico separadas:

- 1. **Criação de conta:** este e-mail confirma a criação da tua conta SHIELD e fornece o teu nome de utilizador
- 2. **Detalhes da autenticação:** este e-mail contém a tua autenticação Coupa Risk Assess

Ao receberes estas mensagens de correio eletrónico, verifica se és o destinatário pretendido. Depois de confirmado, clica na ligação fornecida na mensagem de correio eletrónico de criação de conta.



Registo de conta

3. Depois de clicares na ligação de autenticação na primeira mensagem de correio eletrónico, serás redireccionado para uma página que pede o teu código de autenticação.

Introduz o código de autenticação da mensagem de correio eletrónico **Detalhes de autenticação** e clica em **Continuar** para prosseguir.

The image shows two overlapping screenshots from a yellow background. The top screenshot is a web page titled 'coupa' with the heading 'Enter Your Authentication Code'. It features a text input field labeled 'Enter Code:', a green 'Continue' button, and a note 'Entry is case sensitive'. Below the input field is a 'Request a new code' button. A red box highlights the input field and the 'Continue' button, with a red number '3.' to its right. The bottom screenshot is an email from DHL Group titled 'Your Coupa Risk Assess authentication code'. It is addressed to 'Dear Andreas Smith,' and contains the text: 'Enclosed is the authentication code needed to login to the Coupa Risk Assess system.' Below this, the code 'Your authentication code is: g0sgGzk642' is displayed, with the code itself highlighted by a red box. A red arrow points from this box to the 'Enter Code:' field in the top screenshot. The email also includes instructions on how to use the code and contact information for the Coupa Risk Assess Team.

3.

Enter Your Authentication Code

Enter Code: Continue

Entry is case sensitive

Request a new code

Still having trouble logging in?
If you have questions please contact your administrator at [Shield@dhl.com](#)

DHL
Group

Your Coupa Risk Assess authentication code

Dear Andreas Smith,

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

Your authentication code is: g0sgGzk642

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 Shield@dhl.com.

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

This email was intended for Andreas Smith.

Registo de conta

Depois de introduzires o código de autenticação, ser-te-á pedido que definas uma pergunta de segurança:

4. Selecciona a tua pergunta de segurança preferida no menu pendente e clica em **Continuar** para prosseguir

Depois de confirmares a tua seleção, ser-te-á pedido que crie uma nova palavra-passe:

5. Cria uma palavra-passe forte utilizando caracteres alfanuméricos e clica em **Continuar** para prosseguir

4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response *

Confirm Security Response * ✓

Continue **Cancel**

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ✓

Continue

coupa
Business Spend Management

Registo de conta

Depois de definires as tuas credenciais de início de sessão, serás redireccionado para o **portal de início de sessão**:

- Utiliza o teu endereço de correio eletrónico como nome de utilizador e a palavra-passe que criaste para iniciar sessão na ferramenta SHIELD.

Também podes aceder ao portal de início de sessão utilizando a ligação fornecida no **terceiro e-mail** do Coupa Risk Access.

The image shows two screenshots. The top screenshot is the Coupa Risk Assess login page. It features the Coupa logo, a welcome message, and a 'Sign In' section with fields for 'User name' and 'Password'. A red box highlights the 'Sign In' button and the 'Forgot username?' and 'Forgot password?' links. A red arrow points from the 'Sign In' button to the bottom screenshot. The bottom screenshot is an email from DHL Group titled 'Compliance Third Party Screening (DDQ) is ready to complete'. It contains text about the requirement to complete DDQ screening by 3/13/2026. A red box highlights the link 'Click R.Porta to log in.' in the email.

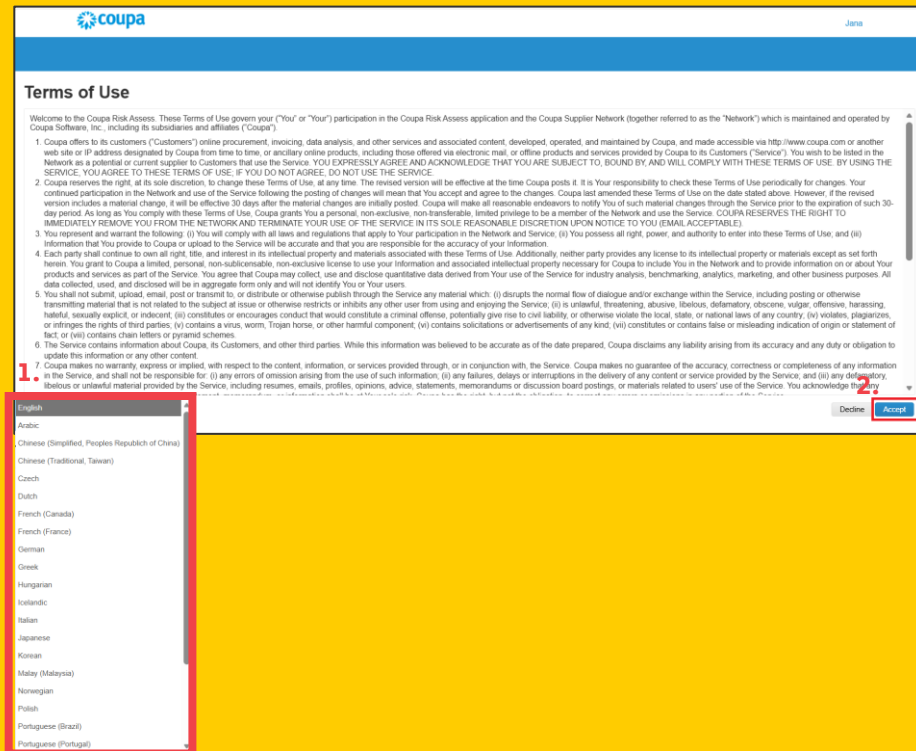
6.

Click [R.Porta](#) to log in.

Registo de conta

Depois de iniciares sessão, serás direcionado para a página de **Termos de Utilização**.

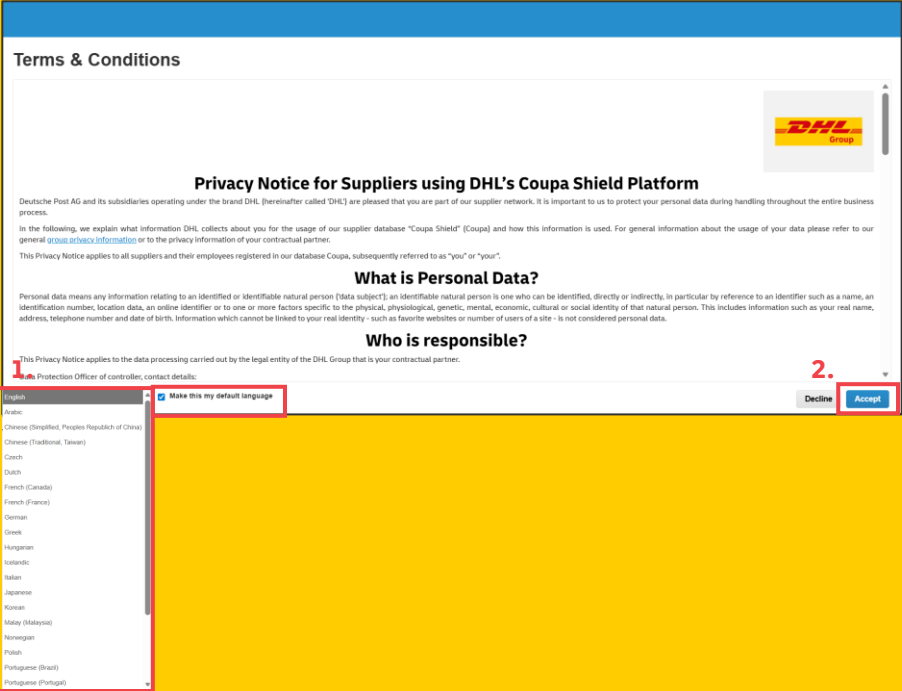
1. Podes rever os termos e condições na tua língua preferida, seleccionando-a no menu pendente.
2. Depois de concluída a revisão, clica em **Aceitar** para prosseguir.



Registo de conta

Depois de aceites as Condições de Utilização, ser-te-á apresentada a **Política de Privacidade**.

- 1. Podes rever as informações sobre privacidade na tua língua preferida, seleccionando-a no menu pendente. Se quiseres, podes também definir a língua seleccionada como língua padrão, assinalando a caixa de verificação
- 2. Depois de concluída a revisão, clica em **Aceitar** para prosseguir.





2. DEFINIÇÕES DE LÍNGUA

Esta apresentação foi traduzida com recurso a Inteligência Artificial.

Definições de idioma

O SHIELD oferece várias opções de idioma de interface. Para alterar o idioma do sistema:

1. Clica no teu nome no canto superior direito e seleciona **Perfil**
2. Em Definições gerais, clica em **Cultura** e seleciona o teu idioma preferido.
3. Clica em **Guardar alterações** para definir a nova língua



Se a tua língua não estiver disponível, podes utilizar a funcionalidade de tradução integrada do teu browser (ver os próximos diapositivos).

The screenshot illustrates the process of changing the system language in the SHIELD application. It is divided into three numbered steps:

- Step 1:** A user profile dropdown menu is shown in the top right corner. The user's name 'AS' is circled, and the 'Profile' option is highlighted with a red box and the number 1.
- Step 2:** The 'General Settings' page is displayed. A list of languages is shown, with 'English' selected. At the bottom, the 'Culture' dropdown menu is highlighted with a red box and the number 2, showing 'English' as the current selection.
- Step 3:** A modal window for changing the culture is shown. The 'Culture' dropdown is set to 'German' and is highlighted with a red box and the number 3. Below it, the 'Results Per Page' is set to 20. At the bottom, the 'Save changes' button is highlighted with a red box and the number 3.

Definições de idioma

Para algumas línguas, estão disponíveis várias opções. Se pretenderes alterar a língua do sistema para qualquer uma destas línguas, seleciona **APENAS** as seguintes opções para garantir que o sistema e todos os questionários serão apresentados na língua pretendida:

Se te for aplicável, por favor **APENAS** seleciona uma das seguintes línguas:

- Espanhol (Espanha)
- Francês (França)
- Indonésio (Indonésia)
- Português (Portugal)
- Vietnamita (Vietname)
- Chinês (simplificado)
- Chinês (tradicional, Taiwan)

Por favor, não **NÃO** seleciona uma das seguintes línguas:

- Espanhol
- Francês (Canadá)
- Indonésio
- Português (Brasil)
- Vietnamita
- Chinês (Hong Kong R.A.E.)

Definições de idioma

Os questionários estão disponíveis nas seguintes línguas no SHIELD:

- Inglês
- Árabe
- Chinês (simplificado)
- Chinês (tradicional, Taiwan)
- Checa
- Holandês
- Finlandês
- Francês (França)
- Alemão
- Húngaro
- Indonésio (Indonésia)
- Italiano
- Japonês
- Coreano
- Polaco
- Português (Portugal)
- Russo
- Espanhol (Espanha)
- Sueco
- Tailandês
- Turco
- Vietnamita (Vietname)
- Norueguês (*apenas questionários selecionados*)



Se seleccionares qualquer outra opção de idioma no SHIELD **apenas** a interface do sistema Shield será apresentada nesse idioma. O questionário e todas as perguntas relacionadas permanecerão em inglês.

Definições de idioma: Tradução do navegador (Google Chrome / Microsoft Edge)

Se o teu idioma preferido não estiver disponível no SHIELD, podes utilizar as funcionalidades de tradução do browser incorporadas em browsers modernos, como o Google Chrome ou o Microsoft Edge:

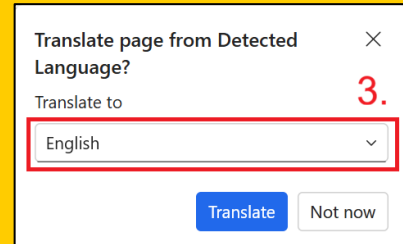
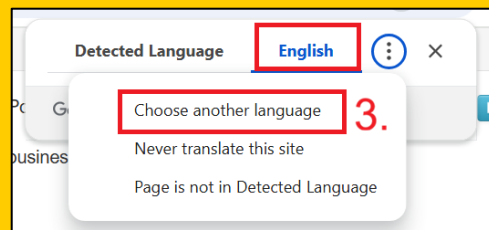
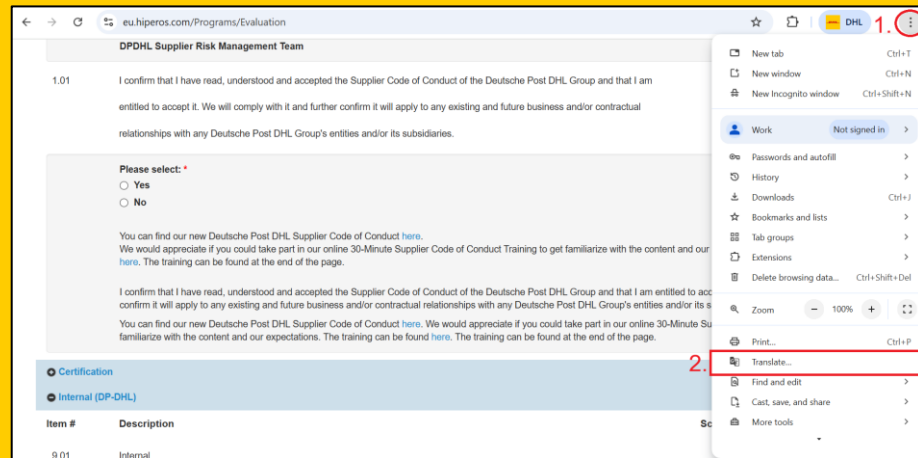
1. Abre o menu do browser no canto superior direito.
2. Selecciona **Traduzir** para abrir a janela pop-up Tradução.

Para o Google Chrome (à esquerda):

3. Na janela pop-up, selecciona **Escolher outra língua** e escolhe a língua que preferes

Para o Microsoft Edge (à direita):

3. Na janela pop-up, escolhe o teu idioma preferido





3. RESPONDER A PERGUNTAS DE AVALIAÇÃO

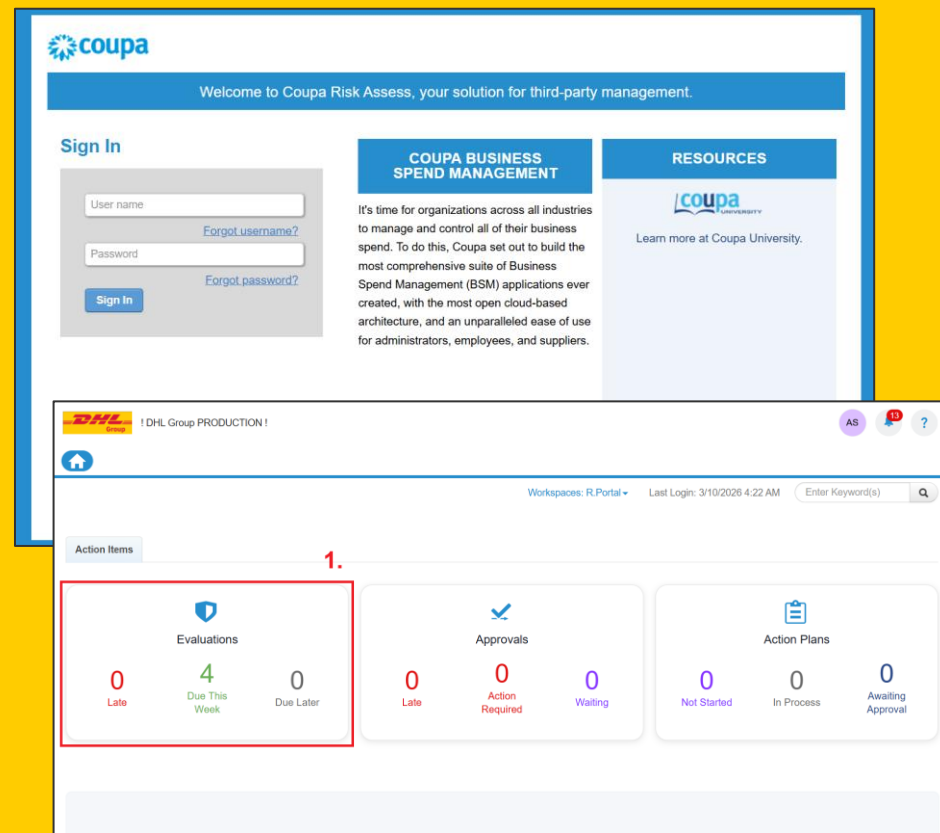
Esta apresentação foi traduzida com recurso a Inteligência Artificial.

Responder às perguntas de avaliação

Inicia sessão na ferramenta SHIELD utilizando a ligação de início de sessão **do Portal R.** fornecida no teu e-mail.

Depois de iniciares a sessão, serás direcionado para o teu **Painel de Controlo**, que apresenta todas as avaliações/aprovações que requerem a tua ação

1. Selecciona o separador **Avaliações** para ver a lista completa das avaliações que te foram atribuídas.

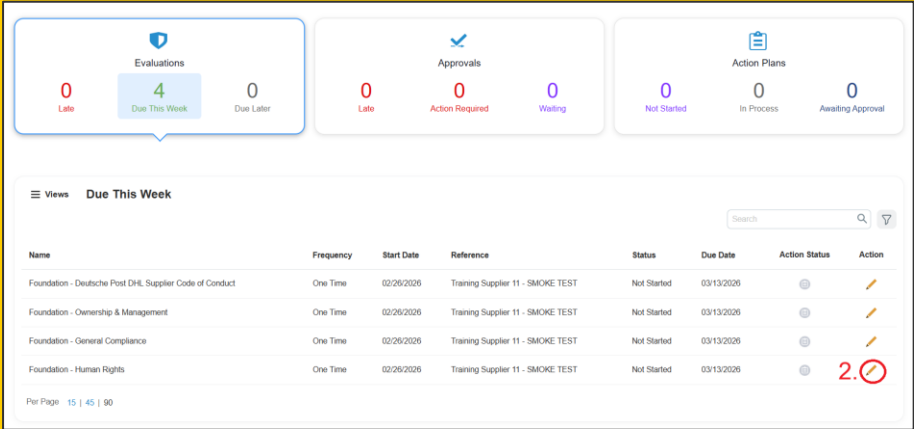


Responder às perguntas de avaliação

Este painel de controlo apresenta todas as avaliações que aguardam a tua ação. Neste exemplo, há **4 avaliações** pendentes.

Também podes ver o estado e a data de vencimento de cada avaliação nesta página.

- 2. Para abrir uma avaliação (por exemplo, Fundação - Direitos Humanos neste caso), clica no **ícone do lápis** na coluna Ação.



Responder às perguntas de avaliação

Depois de seleccionar o ícone do lápis, o sistema apresenta a página de avaliação detalhada da avaliação. Se **não fores a pessoa responsável designada** para realizar a avaliação específica na tua organização, tens a opção de **a delegar** na pessoa responsável relevante. Na secção seguinte, são fornecidas orientações pormenorizadas sobre o processo de delegação.

Se fores a pessoa indicada para preencher o questionário em nome da tua organização, revê cada item da avaliação e dá as tuas respostas.



Depois de preencheres todos os campos obrigatórios, selecciona "**Submeter**" para finalizar e enviar as tuas respostas ao Grupo DHL

Repete o mesmo procedimento para todas as avaliações que te foram atribuídas.



4. DELEGAÇÃO DE AVALIAÇÕES A OUTRO UTILIZADOR

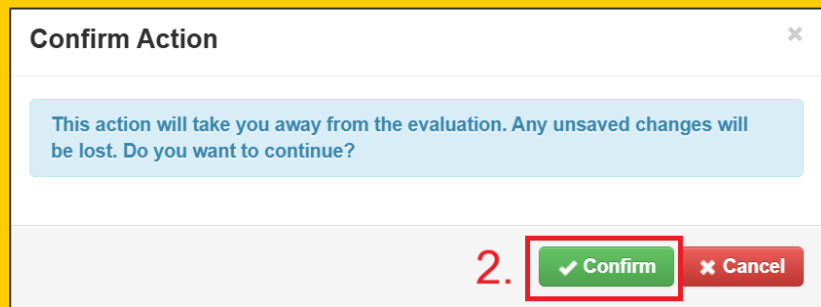
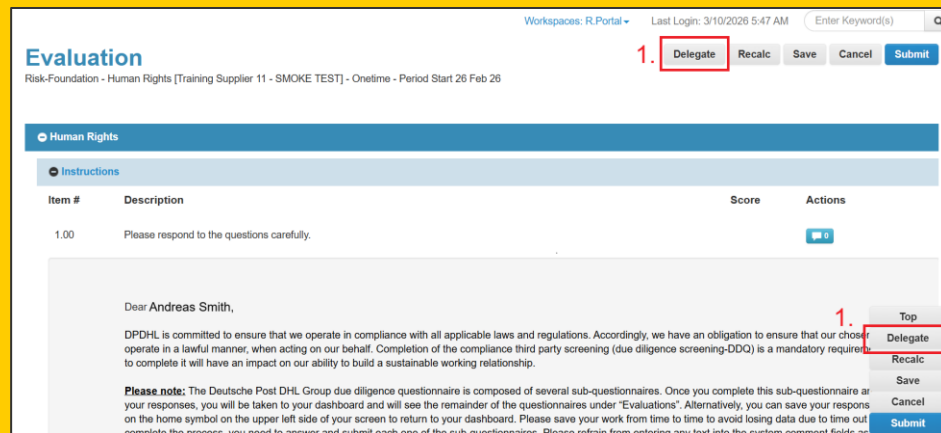
Esta apresentação foi traduzida com recurso a Inteligência Artificial.

Delegação de avaliações para Outro utilizador

1. Podes delegar uma avaliação a uma pessoa responsável designada dentro da tua organização, seleccionando o **botão Delegar**.

Depois de clicar em Delegar, aparece uma janela pop-up de confirmação.

2. Por favor, selecciona **Confirmar** para prosseguir com o processo de delegação.



Delegação de avaliações para Outro utilizador

Ao continuares, aparece a **página Delegação de avaliação** . Nesta página, podes introduzir os dados da pessoa a quem pretendes delegar a avaliação.

- 3. Selecciona o **botão +** para abrir uma nova janela onde podes introduzir o nome, o apelido e o endereço de e-mail do utilizador designado.
- 4. Quando todas as informações necessárias tiverem sido fornecidas, clica em **Criar utilizador** para prosseguir.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

Create Training Supplier 11 - SMOKE TEST User

* Please enter

Email Address *

First Name *

Last Name *

Cancel Create User 4.

Delegação de avaliações para Outro utilizador

Depois de introduzires os dados, o nome de utilizador e o endereço de e-mail estarão disponíveis para seleção.

- 5. Apresenta quaisquer observações relevantes que expliquem o motivo da delegação da avaliação.
- 6. Clica em **Delegar** para concluir o processo de delegação.

Após a delegação bem sucedida, receberás um e-mail de confirmação.

O utilizador a quem delegou a avaliação terá de concluir o processo padrão de Registo de Conta SHIELD (consulte [respectiva secção](#)).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

x

+

Group

Comments

* Please enter why you are submitting this delegation.

5.

6.

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Delegate

DHL

Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

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5. ADICIONAR UM NOVO FORNECEDOR PRINCIPAL/REPRESENTANTE

Esta apresentação foi traduzida com recurso a Inteligência Artificial.

Adicionando um novo responsável principal do fornecedor

Na secção Propriedade e Gestão dos nossos questionários, segue os passos abaixo para cada item relevante (por exemplo, adicionar o Diretor Geral/CEO ou o Diretor Financeiro/CFO):

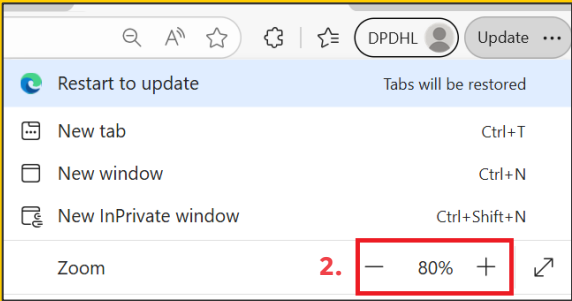
- 1. Selecciona **Adicionar novo responsável pelo fornecedor** para introduzir os detalhes necessários.

The screenshot displays the 'Ownership & Management' section of a questionnaire. It contains two items, 1.01 and 2.01, each with a description and a table for 'Supplier Principals'. In both tables, the 'Add New Supplier Principal' button is highlighted with a red box, and a red '1.' is placed next to it, indicating the first step in the process. The table for item 1.01 has a description 'Please provide the full name of the Managing Director / General Manager / CEO.' and the table for item 2.01 has a description 'Please provide the full name of the Finance Director / CFO'. Both tables show 'No items to display' and a '0' in the pagination controls. A confirmation checkbox 'I confirm' is present below each table.

Adicionando um novo responsável principal do fornecedor

Depois de seleccionares "Adicionar novo responsável pelo fornecimento", aparece uma janela pop-up a pedir dados pessoais:

- 2. Se a janela pop-up completa, incluindo o botão **Criar** , não estiver visível no teu ecrã, ajusta o nível de zoom do teu browser para **80%-90%** utilizando os controlos de zoom do teu browser (ver exemplo à direita).
- 3. Fornece, pelo menos, todas as informações requeridas nos campos obrigatórios.
- 4. Quando todos os campos obrigatórios tiverem sido preenchidos, clica em **Criar** para adicionar o novo responsável principal do fornecedor.

A screenshot of a 'Create Supplier Principal' form. The form has a red box around the input fields for 'First Name', 'Last Name', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership'. A red '3.' is next to the first name field. At the bottom right, there is a 'Create' button highlighted with a red '4.' and a 'Cancel' button next to it.



6. REPOR PALAVRA-PASSE

Esta apresentação foi traduzida com recurso a Inteligência Artificial.

Redefinição da palavra-passe

No caso de precisares de redefinir a tua palavra-passe:

1. Navega até à **página de início de sessão SHIELD** e clica em **Esqueceste-te da palavra-passe?**
2. Introdus o teu nome de utilizador (normalmente o teu endereço de e-mail) e clica em **Continuar**

The image shows two screenshots from the Coupa Risk Assess system. The top screenshot is the main login page with a 'Sign In' section containing fields for 'User name' and 'Password', and links for 'Forgot username?' and 'Forgot password?'. The 'Forgot password?' link is highlighted with a red box. The bottom screenshot is a modal titled 'Forgot Password?' which provides instructions and a form to reset the password. It includes a 'User Name' field, a 'Continue' button, and a 'Return to Login' button. A red box highlights the 'User Name' field and the 'Continue' button. Below this, there is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. A final instruction at the bottom says 'If you don't know your User Name, click [Forgot Username?](#)'.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name [Forgot username?](#)

Password [Forgot password?](#)

Sign In

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

1.

RESOURCES

[coupa](#) University

Learn more at Coupa University.

New Users: Please retrieve your user name

Forgot Password?

- Verify you're entering the correct user name
- Passwords are case sensitive, so ensure you don't have caps lock enabled

If you still can't log in, enter your user name to reset your password

User Name: **Continue** [Return to Login](#)

2.

☐ I'm not a robot

reCAPTCHA Privacy - Terms

If you don't know your User Name, click [Forgot Username?](#)

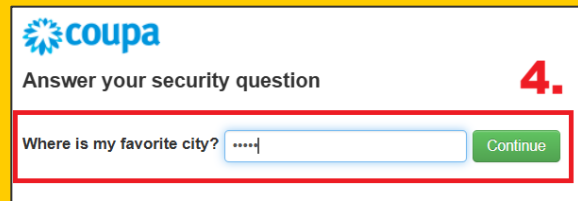
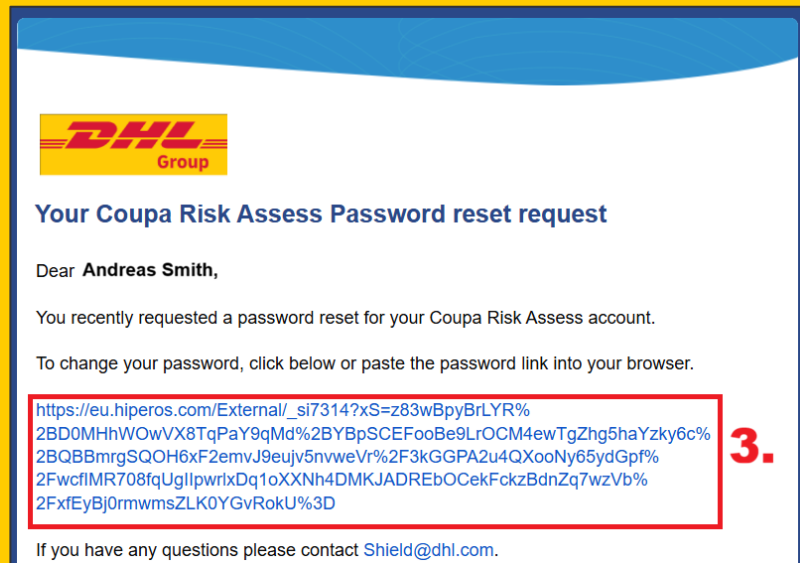
Redefinição da palavra-passe

Receberás um e-mail.

3. Clica na ligação da mensagem de correio eletrónico
4. Responde à pergunta de segurança que criaste ao configurar a tua conta e clica em **Continuar**



As ligações de reposição da palavra-passe expiram após 24 horas. Se a tua ligação expirar e não puderes continuar a redefinição da palavra-passe, reinicia o processo a partir do **Passo 1**.



Redefinição da palavra-passe

Podes então criar uma nova palavra-passe.

- 3. Depois de introduzires e confirmares a nova palavra-passe, clica em **Continuar** para finalizar a reposição



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Obrigado



Se tiveres alguma dificuldade em entrar no sistema ou outros problemas relacionados com a ferramenta, envia um e-mail para **Shield@dhl.com**.

Инструмент для управления рисками **SHIELD**

Руководство пользователя

Эта презентация была переведена с помощью искусственного интеллекта.



Оглавление

- 1** [Регистрация аккаунта](#)
- 2** [Настройки языка](#)
- 3** [Ответы на оценочные вопросы](#)
- 4** [Делегирование оценок другому пользователю](#)
- 5** [Добавление нового директора/представителя поставщика](#)
- 6** [Сброс пароля](#)





1. РЕГИСТРАЦИЯ АККАУНТА

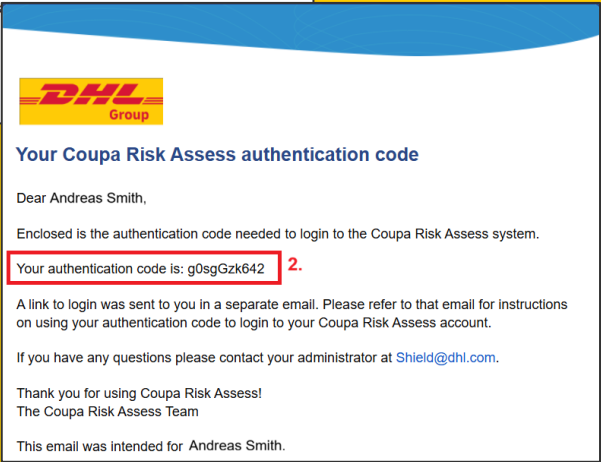
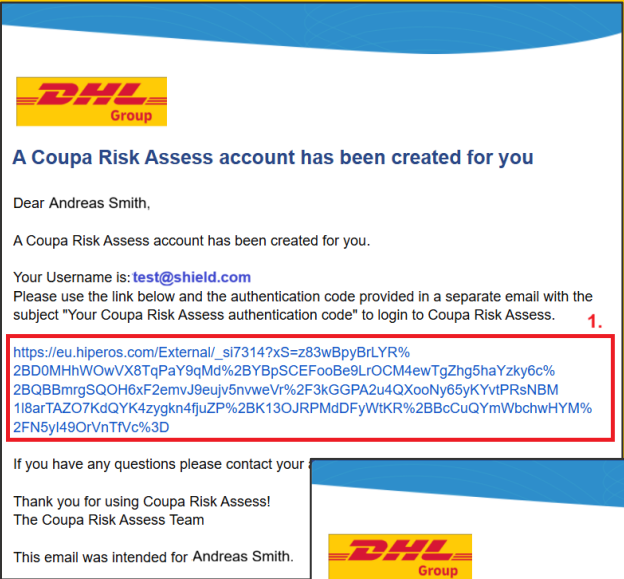
Эта презентация была переведена с помощью искусственного интеллекта.

Регистрация аккаунта

После того как твоя организация будет выбрана для участия в Third Party Screening, ты получишь два отдельных письма:

- 1. **Создание аккаунта:** это письмо подтверждает создание твоего аккаунта SHIELD и предоставляет имя пользователя
- 2. **Authentication Details:** в этом письме содержится твоя аутентификация Coupa Risk Assess

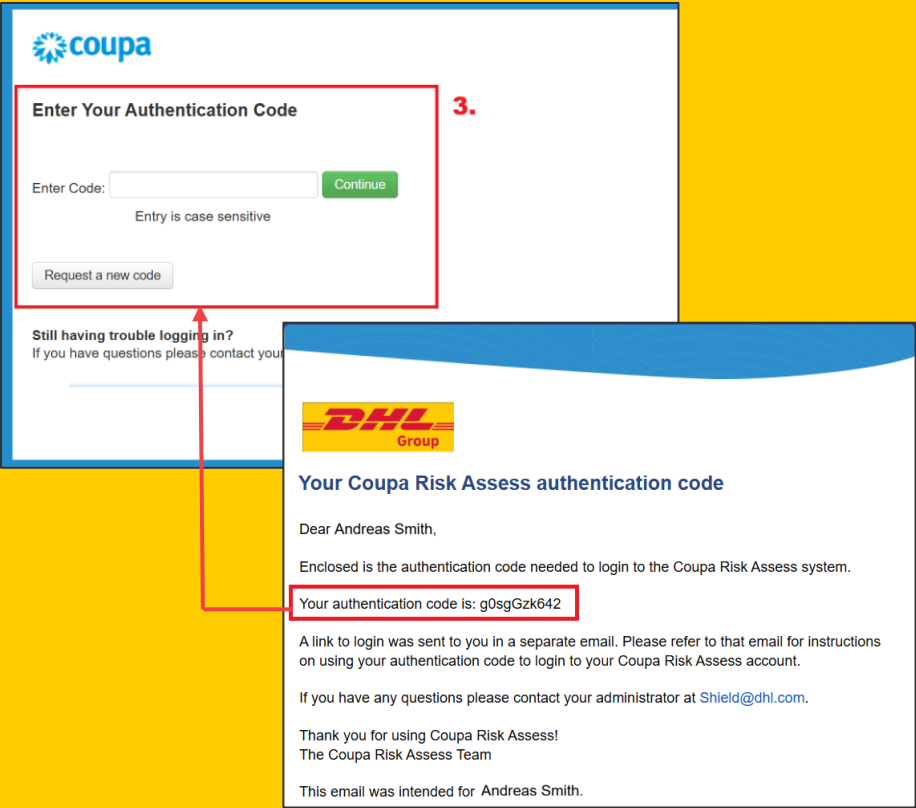
Получив эти письма, проверь, что ты являешься их адресатом. После подтверждения перейди по ссылке, указанной в письме о создании аккаунта.



Регистрация аккаунта

3. После того как ты нажмешь на ссылку аутентификации в первом письме, ты будешь перенаправлен на страницу, запрашивающую твой код аутентификации.

Введи код аутентификации из письма **Authentication Details** и нажми **Continue**, чтобы продолжить.



Регистрация аккаунта

После ввода кода аутентификации тебе будет предложено задать секретный вопрос:

4. Выбери из выпадающего меню предпочтительный вопрос безопасности и нажми кнопку **Продолжить**, чтобы продолжить

После подтверждения выбора тебе будет предложено создать новый пароль:

5. Создай надежный пароль, используя буквенно-цифровые символы, и нажми кнопку **Продолжить**, чтобы продолжить

4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

[Continue](#) [Cancel](#)

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ***** ✓

[Continue](#)

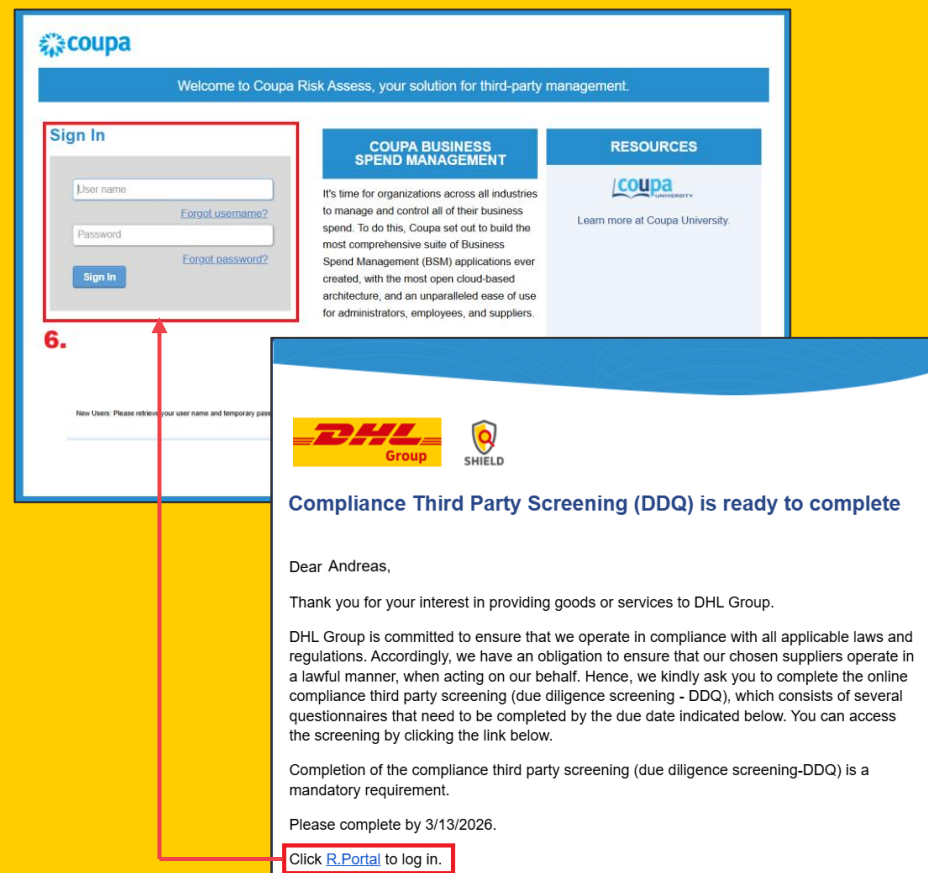
coupa
Business Spend Management

Регистрация аккаунта

После установки учетных данных ты будешь перенаправлен на **портал для входа в систему**:

- Используй адрес своей электронной почты в качестве имени пользователя и пароль, который ты создал для входа в инструмент SHIELD.

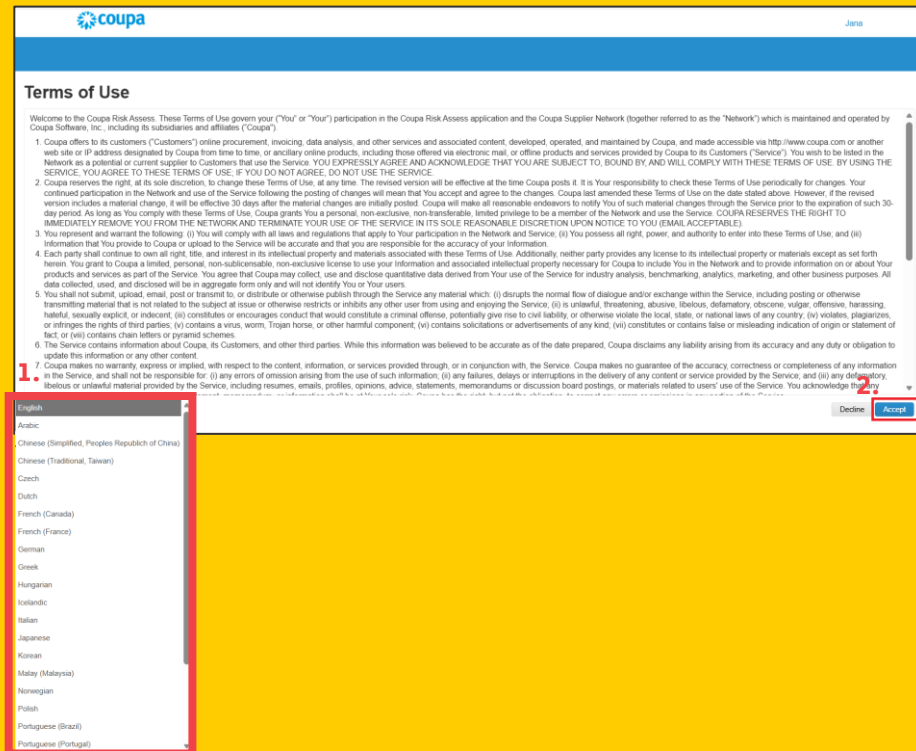
Также ты можешь зайти на портал авторизации по ссылке, указанной в **третьем письме** от Coupa Risk Access.



Регистрация аккаунта

После входа в систему ты попадешь на страницу "Условия использования".

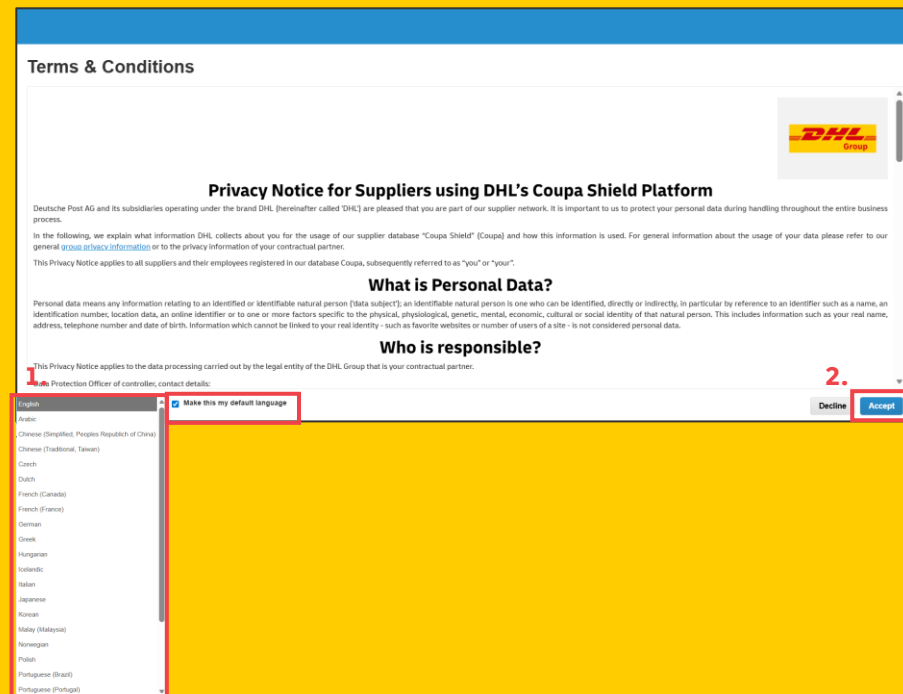
1. Ты можешь ознакомиться с правилами и условиями на предпочитаемом языке, выбрав его в выпадающем меню.
2. После того как ты завершил просмотр, нажми кнопку **Принять**, чтобы продолжить.



Регистрация аккаунта

После принятия Условий использования тебе будет показано **Уведомление о конфиденциальности**.

1. Ты можешь ознакомиться с информацией о конфиденциальности на удобном для тебя языке, выбрав его в выпадающем меню. При желании ты также можешь установить выбранный язык по умолчанию, поставив галочку в чекбоксе
2. После того как ты завершил просмотр, нажми кнопку **Принять**, чтобы продолжить.





2. НАСТРОЙКИ ЯЗЫКА

Эта презентация была переведена с помощью искусственного интеллекта.

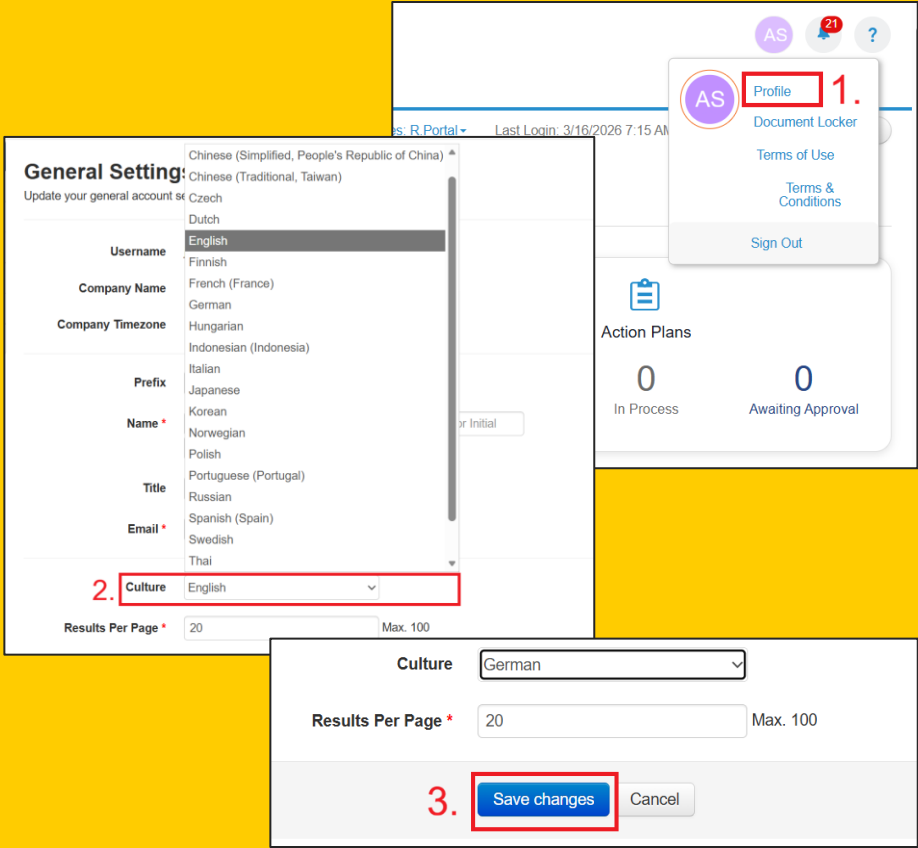
Настройки языка

SHIELD предоставляет несколько вариантов языка интерфейса. Чтобы изменить язык системы:

- 1. Щелкни по своему имени в правом верхнем углу и выбери пункт **"Профиль"**
- 2. В разделе "Общие настройки" нажми на **"Культура"** и выбери предпочтительный язык.
- 3. Нажми кнопку **Сохранить изменения** , чтобы установить новый язык



Если твой язык недоступен, ты можешь воспользоваться встроенной в браузер функцией перевода (см. следующие слайды).



Настройки языка

Для некоторых языков доступно несколько вариантов. Если ты хочешь изменить язык системы на любой из этих языков, выбирай **ТОЛЬКО** следующие опции, чтобы система и все анкеты отображались на нужном тебе языке:

Если это применимо к тебе, пожалуйста **ТОЛЬКО** выберите один из следующих языков:

- Испанский (Испания)
- Французский язык (Франция)
- Индонезийский (Индонезия)
- Португальский язык (Португалия)
- Вьетнамский (Вьетнам)
- Китайский (упрощенный)
- Китайский (традиционный, тайваньский)

Пожалуйста **НЕ** выбирать один из следующих языков:

- Испанский
- Французский (Канада)
- Индонезийский
- Португальский (Бразилия)
- Вьетнамский
- Китайский (Гонконг С.А.Р.)

Настройки языка

Анкеты на SHIELD доступны на следующих языках:

- Английский
- Арабский
- Китайский (упрощенный)
- Китайский (традиционный, тайваньский)
- Чехия
- Голландский
- Финский
- Французский язык (Франция)
- Немецкий
- Венгерский
- Индонезийский (Индонезия)
- Итальянский
- Японский
- Корейский
- Польский
- Португальский язык (Португалия)
- Русский
- Испанский (Испания)
- Шведский
- Тайский
- Турецкий
- Вьетнамский (Вьетнам)
- Норвежский язык (*только избранные анкеты*)



Если ты выберешь любой другой язык на SHIELD **только** интерфейс системы Shield будет отображаться на этом языке. Анкета и все связанные с ней вопросы останутся на английском языке.

Настройки языка: Перевод браузеров (Google Chrome / Microsoft Edge)

Если предпочитаемый тобой язык недоступен в SHIELD, ты можешь воспользоваться встроенными функциями перевода в современных браузерах, таких как Google Chrome или Microsoft Edge:

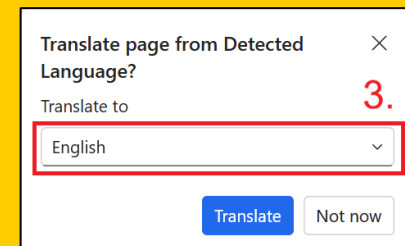
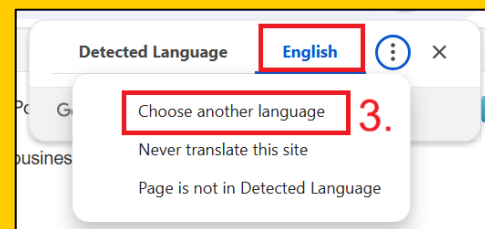
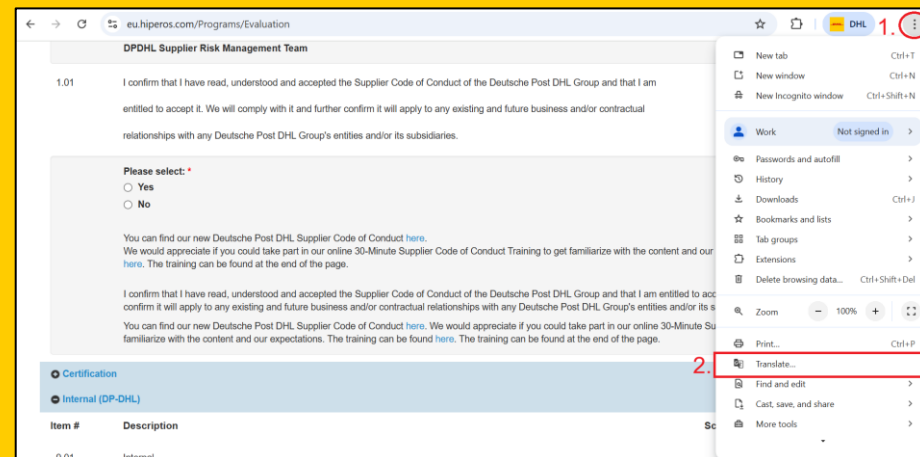
1. Открой меню браузера в правом верхнем углу.
2. Выбери **Translate**, чтобы открыть всплывающее окно Translation.

Для Google Chrome (слева):

3. Во всплывающем окне выбери пункт **Choose another language** и выбери предпочитаемый язык

Для Microsoft Edge (справа):

3. Во всплывающем окне выбери предпочитаемый язык





3. ОТВЕТЫ НА ВОПРОСЫ ПО ОЦЕНКЕ

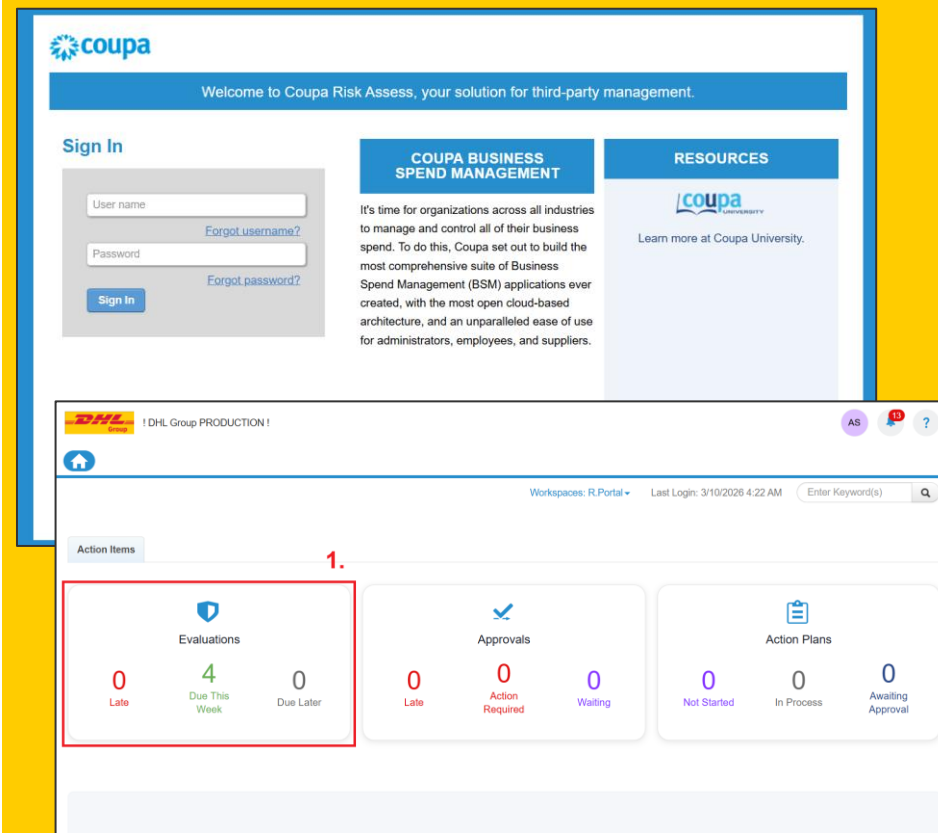
Эта презентация была переведена с помощью искусственного интеллекта.

Ответы на оценочные вопросы

Войди в инструмент SHIELD, используя ссылку для входа на **R.Portal**, полученную в твоём письме.

После входа в систему ты попадёшь на свою **приборную панель**, где отображаются все оценки/одобрения, требующие твоих действий

1. Выбери вкладку **"Оценки"**, чтобы просмотреть полный список назначенных тебе оценок.

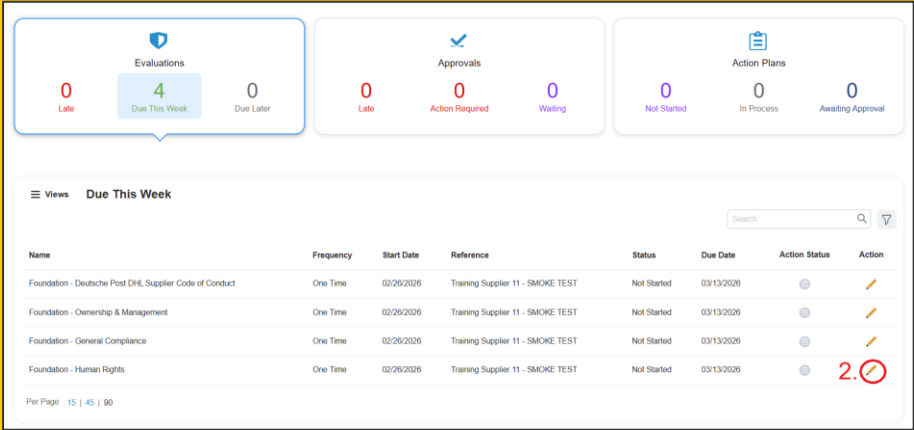


Ответы на оценочные вопросы

На этой панели отображаются все оценки, ожидающие твоих действий. В этом примере на рассмотрении находятся **4 оценки**.

На этой странице ты также можешь посмотреть статус и срок выполнения каждой оценки.

- 2. Чтобы открыть оценку (например, в данном случае Foundation - Human Rights), нажми на **значок карандаша** в колонке Action.



Ответы на оценочные вопросы

После выбора иконки с карандашом система отобразит страницу с подробным описанием оценки. Если ты **не являешься назначенным ответственным лицом** за прохождение конкретной оценки в своей организации, у тебя есть возможность **делегировать** ее соответствующему ответственному лицу. Подробное руководство по процессу делегирования представлено на сайте [в следующем разделе](#).

Если ты подходишь для заполнения анкеты от имени своей организации, ознакомься с каждым пунктом оценки и предоставь свои ответы.



Заполнив все необходимые поля, нажми **"Отправить"**, чтобы окончательно оформить и отправить свои ответы в DHL Group

Повтори ту же процедуру для всех назначенных тебе оценок.

Workspaces: R Portal Last Login: 3/10/2026 5:47 AM (Enter Keyword(s))

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

Top Delegate Recalc Save Cancel Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		0

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. ДЕЛЕГИРОВАНИЕ ОЦЕНОК ДРУГОМУ ПОЛЬЗОВАТЕЛЮ

Эта презентация была переведена с помощью искусственного интеллекта.

Делегирование оценок на другому пользователю

1. Ты можешь делегировать оценку назначенному ответственному лицу в своей организации, выбрав кнопку **"Делегировать"**.

После нажатия кнопки "Делегировать" появится всплывающее окно с подтверждением .

2. Чтобы перейти к процессу делегирования, выбери **"Подтвердить"** .

Workspaces: RPortal Last Login: 3/10/2025 5:47 AM Enter Keyword(s) Q

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

1. Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as part of your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses on the home symbol on the upper left side of your screen to return to your dashboard. Please save your work from time to time to avoid losing data due to time out. To complete the process, you need to answer and submit each one of the sub-questionnaires. Please refrain from entering any text into the custom comment fields as this will not be evaluated.

1. Delegate Recalc Save Cancel Submit

Confirm Action

This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?

2. Confirm Cancel

Делегирование оценок на другому пользователю

Когда ты продолжишь, появится **страница "Делегирование оценки"**. На этой странице ты можешь ввести данные человека, которому ты собираешься делегировать оценку.

3. Выбери **кнопку +**, чтобы открыть новое окно, в котором ты сможешь ввести имя, фамилию и адрес электронной почты назначенного пользователя.
4. После того как вся необходимая информация будет указана, нажми кнопку **Create User**, чтобы продолжить.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

3.

Create Training Supplier 11 - SMOKE TEST User

* Please enter

Email Address *
john.doe@gmail.com

First Name *
John

Last Name *
Doe

4.

Cancel Create User

Делегирование оценок на другому пользователю

После ввода данных имя пользователя и адрес электронной почты будут доступны для выбора.

- 5. Укажите все необходимые примечания, объясняющие причину делегирования оценки.
- 6. Нажми **Delegate** , чтобы завершить процесс делегирования.

После успешного делегирования ты получишь подтверждение по электронной почте.

Пользователь, которому ты делегировал оценку, должен будет пройти стандартный процесс регистрации учетной записи SHIELD (см. соответствующий раздел).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

✕

+

Group

Comments

* Please enter why you are submitting this delegation.

6.

Top

Back

Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

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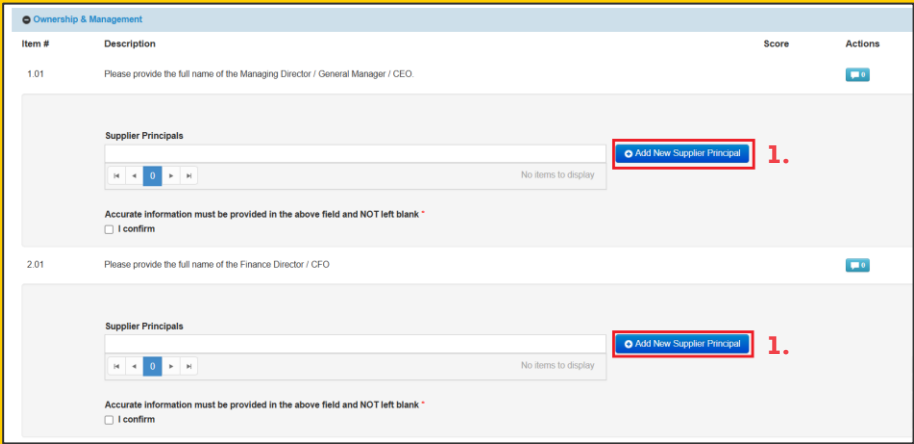
5. ДОБАВЛЕНИЕ НОВОГО ДИРЕКТОРА/ПРЕДСТАВИТЕЛЯ ПОСТАВЩИКА

Эта презентация была переведена с помощью искусственного интеллекта.

Добавление нового принципала поставщика

В разделе "Владение и управление" наших анкет выполни следующие шаги для каждого соответствующего пункта (например, добавь управляющего директора/генерального директора или финансового директора/финансового директора):

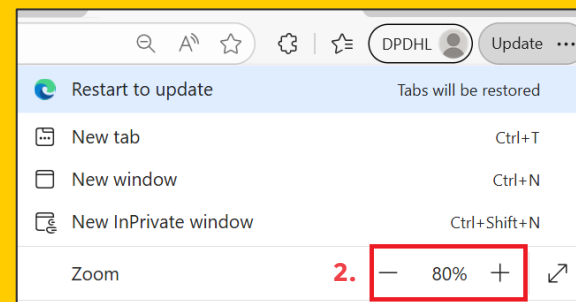
- 1. Выбери **Add New Supplier Principal** , чтобы ввести необходимые данные.



Добавление нового принципала поставщика

После выбора пункта "Добавить нового директора поставщика" появится всплывающее окно с запросом личных данных:

- Если все всплывающее окно, включая кнопку **"Создать"**, не видно на твоём экране, установи уровень масштабирования браузера на **80-90 %** с помощью регуляторов масштабирования браузера (см. пример справа).
- Укажи хотя бы всю информацию, которая требуется в обязательных полях.
- После того как все обязательные поля будут заполнены, нажми кнопку **Create**, чтобы добавить нового директора по работе с поставщиками.



 A screenshot of the 'Create Supplier Principal' form. The form has a title bar and a sidebar with a user icon. The main area contains several input fields: 'First Name', 'Last Name', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership'. A red box highlights the entire form area, with a red '3.' next to it. At the bottom right, there are 'Cancel' and 'Create' buttons, with a red '4.' next to the 'Create' button.



6. СБРОС ПАРОЛЯ

Эта презентация была переведена с помощью искусственного интеллекта.

Сброс пароля

На случай, если тебе понадобится сбросить пароль:

1. Перейди на **страницу входа** [SHIELD](#) и нажми кнопку **Забыл пароль?**
2. Введите свое имя пользователя (обычно это адрес электронной почты) и нажмните кнопку **Продолжить**

The image shows two screenshots from the Coupa Risk Assess system. The top screenshot is the main login page with a 'Sign In' section containing fields for 'User name' and 'Password', and links for 'Forgot username?' and 'Forgot password?'. The 'Forgot password?' link is highlighted with a red box. The bottom screenshot is a modal titled 'Forgot Password?' which provides instructions: 'Verify you're entering the correct user name' and 'Passwords are case sensitive, so ensure you don't have caps lock enabled'. It also states 'If you still can't log in, enter your user name to reset your password'. Below this is a form with a 'User Name:' label, a text input field, a green 'Continue' button, and a grey 'Return to Login' button. The 'User Name' field and the 'Continue' button are highlighted with a red box. Below the form is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom, it says 'If you don't know your User Name, click [Forgot Username?](#)'.

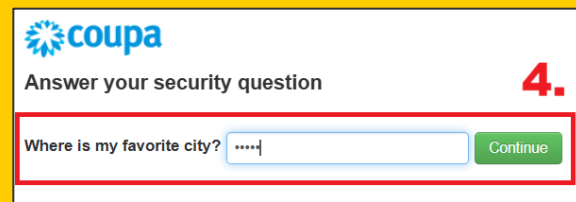
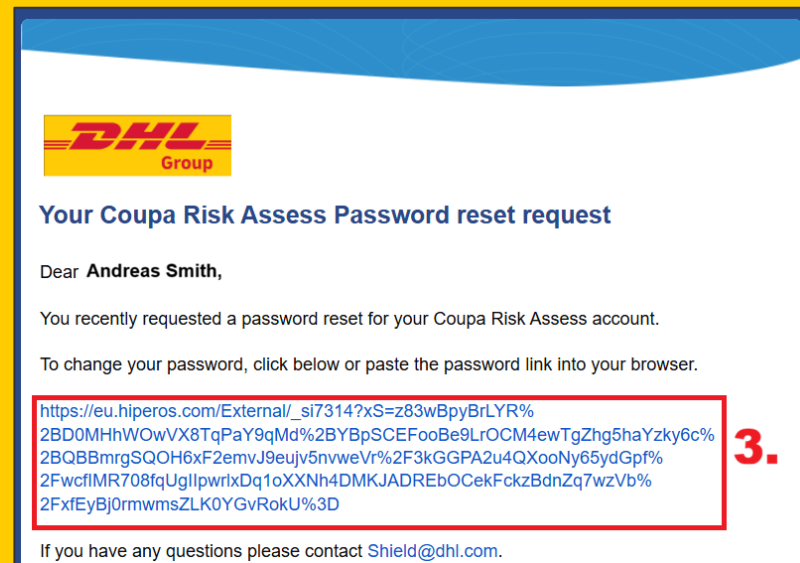
Сброс пароля

Ты получишь электронное письмо.

3. Перейдите по ссылке в письме
4. Ответь на секретный вопрос, который ты создал при настройке своего аккаунта, и нажми кнопку **Продолжить**



Срок действия ссылок на сброс пароля истекает через 24 часа. Если срок действия твоей ссылки истек и ты не можешь продолжить сброс пароля, начни процесс заново, начиная с **шага 1**.



Сброс пароля

После этого ты можешь создать новый пароль.

- 3. После того как ты введешь и подтвердишь новый пароль, нажми на кнопку **Continue** , чтобы завершить сброс



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Спасибо



Если у тебя возникли трудности со входом в систему или другие проблемы, связанные с инструментом, отправь письмо на **Shield@dhl.com**.



Herramienta SHIELD de Gestión de Riesgos

Guía de ayuda al usuario

Esta presentación se tradujo utilizando Inteligencia Artificial.



Contenido

- 1 **Registro de la cuenta**
- 2 **Ajustes de idioma**
- 3 **Responder a las preguntas de evaluación**
- 4 **Delegación de evaluaciones a otro usuario**
- 5 **Añadir un nuevo proveedor principal / representante**
- 6 **Restablecer contraseña**





1. REGISTRO DE LA CUENTA

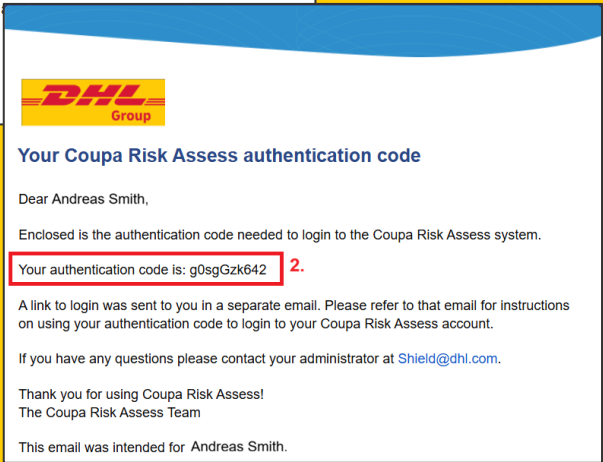
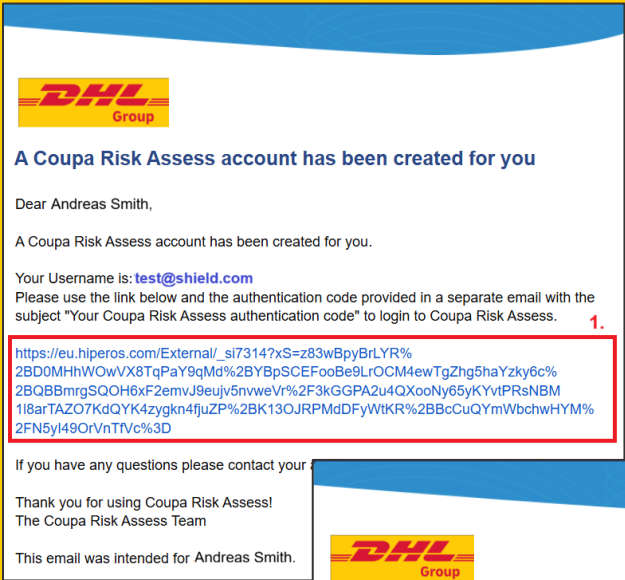
Esta presentación se tradujo utilizando Inteligencia Artificial.

Registro de la cuenta

Una vez que tu organización haya sido seleccionada para el Control de Terceros, recibirás dos correos electrónicos distintos:

- 1. **Creación de la cuenta:** este correo electrónico confirma la creación de tu cuenta SHIELD y proporciona tu nombre de usuario
- 2. **Detalles de autenticación:** este correo electrónico contiene tu autenticación de Coupa Risk Assess

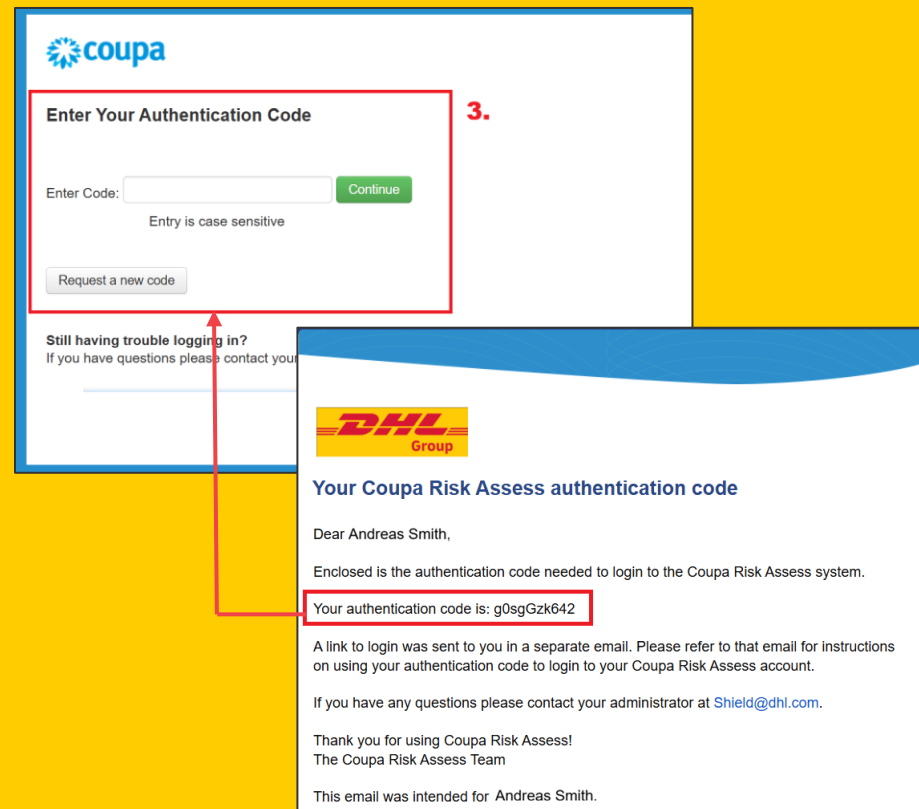
Al recibir estos correos electrónicos, comprueba que eres el destinatario. Una vez confirmado, procede haciendo clic en el enlace proporcionado en el correo electrónico de creación de cuenta.



Registro de la cuenta

3. Tras hacer clic en el enlace de autenticación del primer correo electrónico, se te redirigirá a una página en la que se te solicitará el código de autenticación.

Introduce el código de autenticación del correo electrónico **Detalles de autenticación** y haz clic en **Continuar** para proseguir.



Registro de la cuenta

Tras introducir el código de autenticación, se te pedirá que configures una pregunta de seguridad:

- 4. Selecciona la pregunta de seguridad que prefieras en el menú desplegable y haz clic en **Continuar** para proseguir

Tras confirmar tu selección, se te pedirá que crees una nueva contraseña:

- 5. Por favor, crea una contraseña segura utilizando caracteres alfanuméricos y haz clic en **Continuar** para proseguir



Select and answer your security question

Security Question *

Where is my favorite city? ▾

Security Response *

Confirm Security Response

***** ✓

Continue

Cancel

Still having trouble logging in?

If you have questions please contact your administrator at Shield@dhl.com

4.



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password

***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, ?, #, %...).

Confirm New Password

***** ✓

Continue



Business Spend Management

5.

Registro de la cuenta

Tras establecer tus credenciales de acceso, se te redirigirá al **portal de acceso**:

- Utiliza tu dirección de correo electrónico como nombre de usuario y la contraseña que creaste para acceder a la herramienta SHIELD.

También puedes acceder al portal de acceso utilizando el enlace proporcionado en el **tercer correo electrónico** de Coupa Risk Access.

The image shows two parts of the Coupa Risk Assess interface. The top part is a screenshot of the login page, which includes a 'Sign In' form with fields for 'User name' and 'Password', and a 'Sign In' button. A red box highlights the 'Sign In' form, and a red arrow points from it to the bottom part of the image. The bottom part is a screenshot of an email notification from DHL Group and SHIELD. The email is titled 'Compliance Third Party Screening (DDQ) is ready to complete' and is addressed to 'Dear Andreas'. It contains text about the company's commitment to compliance and a link to complete the screening. A red box highlights the link 'Click R.Porta to log in.' in the email, and a red arrow points from it back to the 'Sign In' form in the top screenshot.

6.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name [Forgot username?](#)

Password [Forgot password?](#)

Sign In

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

[coupa university](#)

Learn more at Coupa University.

DHL Group **SHIELD**

Compliance Third Party Screening (DDQ) is ready to complete

Dear Andreas,

Thank you for your interest in providing goods or services to DHL Group.

DHL Group is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen suppliers operate in a lawful manner, when acting on our behalf. Hence, we kindly ask you to complete the online compliance third party screening (due diligence screening - DDQ), which consists of several questionnaires that need to be completed by the due date indicated below. You can access the screening by clicking the link below.

Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement.

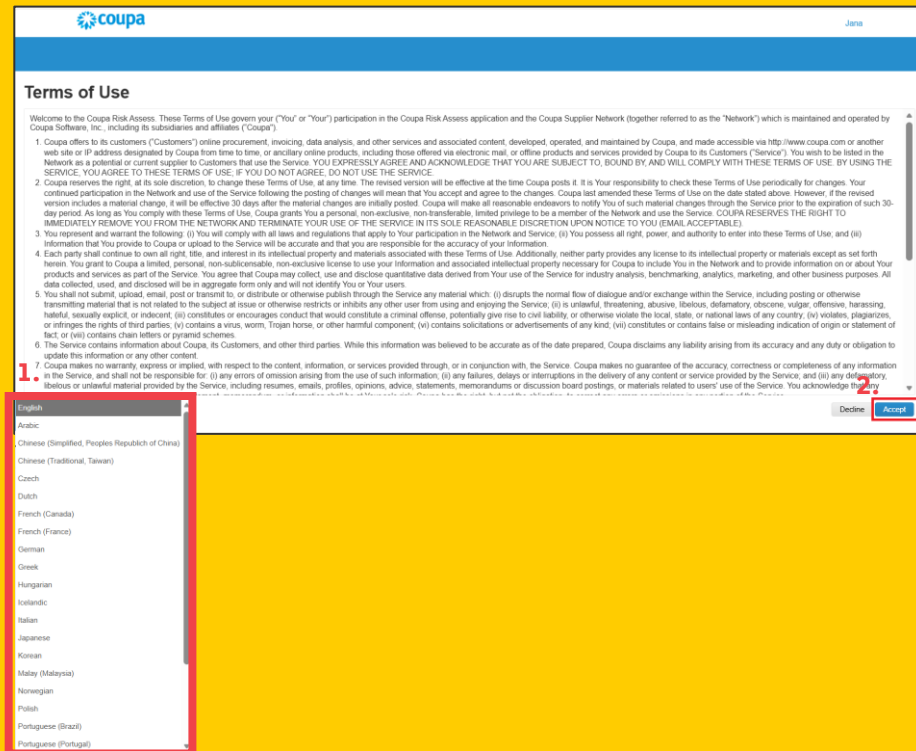
Please complete by 3/13/2026.

[Click R.Porta to log in.](#)

Registro de la cuenta

Después de iniciar sesión, se te dirigirá a la página de **Condiciones de uso**.

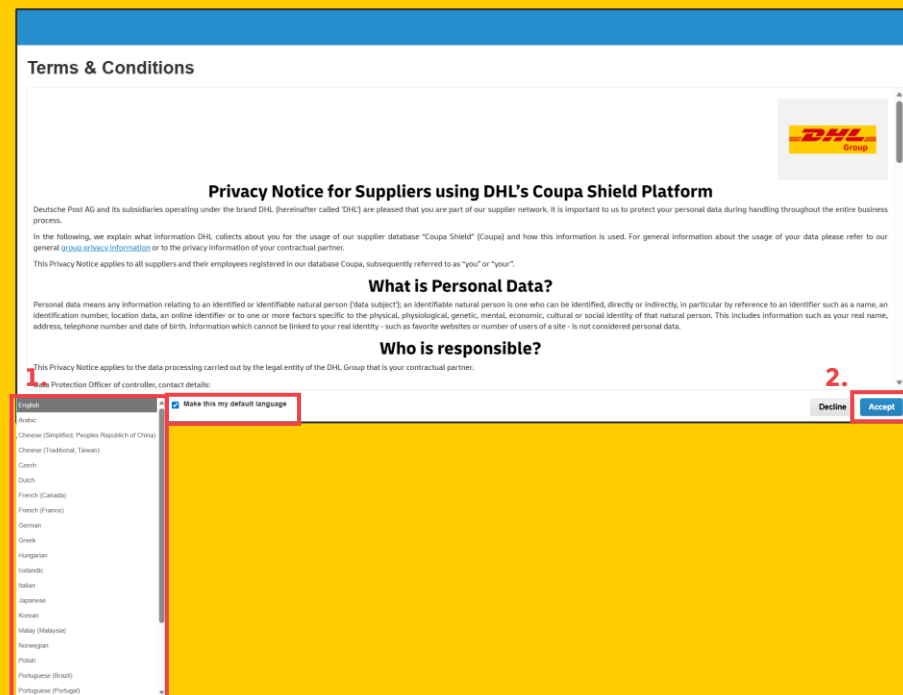
1. Puedes consultar los términos y condiciones en el idioma que prefieras seleccionándolo en el menú desplegable.
2. Una vez que hayas completado la revisión, haz clic en **Aceptar** para continuar.



Registro de la cuenta

Tras aceptar las Condiciones de uso, se te mostrará el **Aviso de privacidad**.

1. Puedes revisar la información sobre privacidad en el idioma que prefieras seleccionándolo en el menú desplegable. Si lo deseas, también puedes establecer el idioma seleccionado como predeterminado marcando la casilla de verificación
2. Una vez que hayas completado la revisión, haz clic en **Aceptar** para continuar.





2. AJUSTES DE IDIOMA

Esta presentación se tradujo utilizando Inteligencia Artificial.

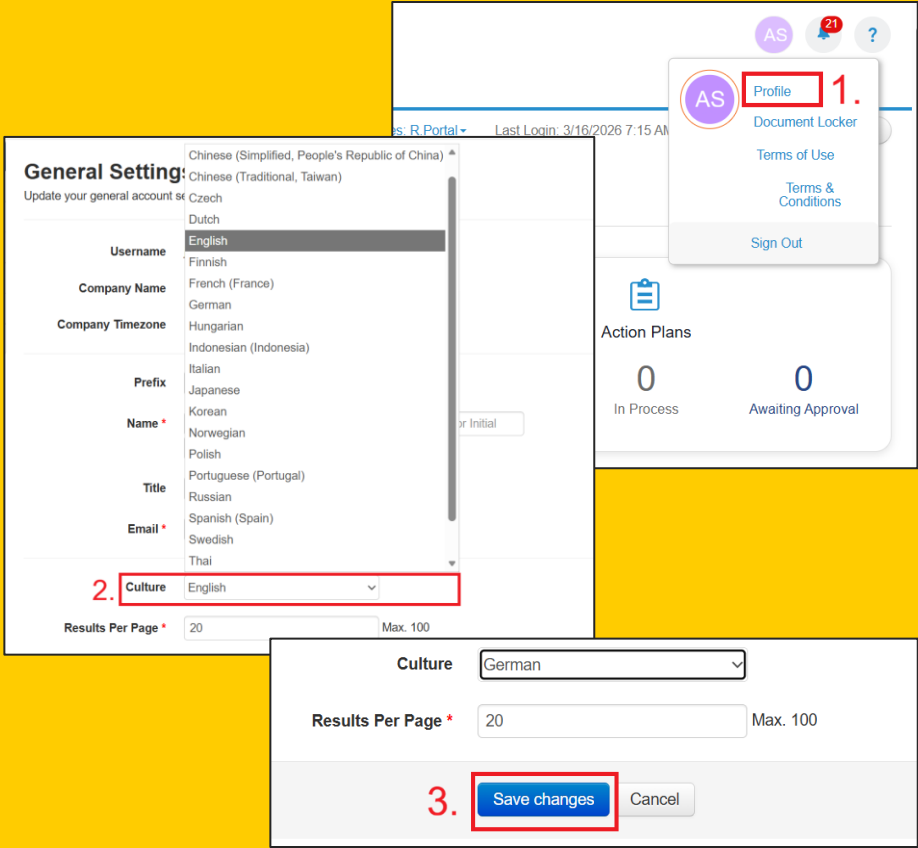
Ajustes de idioma

SHIELD proporciona varias opciones de idioma de interfaz. Para cambiar el idioma del sistema:

- 1. Haz clic en tu nombre en la esquina superior derecha y selecciona **Perfil**
- 2. En Configuración general, haz clic en **Cultura** y selecciona el idioma que prefieras.
- 3. Haz clic en **Guardar cambios** para establecer la nueva lengua



Si tu idioma no está disponible, puedes utilizar la función de traducción integrada en tu navegador (consulta las siguientes diapositivas).



Ajustes de idioma

Para algunas lenguas hay varias opciones disponibles. Si deseas cambiar el idioma del sistema a cualquiera de estos idiomas, selecciona **SÓLO** las siguientes opciones para asegurarte de que el sistema y todos los cuestionarios se mostrarán en el idioma que desees:

Si te corresponde, por favor **SÓLO** selecciona una de las siguientes lenguas:

- Español (España)
- Francés (Francia)
- Indonesio (Indonesia)
- Portugués (Portugal)
- Vietnamita (Vietnam)
- Chino (simplificado)
- Chino (tradicional, Taiwán)

Por favor **NO** selecciones una de las siguientes lenguas:

- Español
- Francés (Canadá)
- Indonesia
- Portugués (Brasil)
- Vietnamita
- Chino (Hong Kong S.A.R.)

Ajustes de idioma

Los cuestionarios están disponibles en los siguientes idiomas en SHIELD:

- Inglés
- Árabe
- Chino (simplificado)
- Chino (tradicional, Taiwán)
- Checa
- Holandés
- Finlandés
- Francés (Francia)
- Alemán
- Húngaro
- Indonesio (Indonesia)
- Italiano
- Japonés
- Coreano
- Polaco
- Portugués (Portugal)
- Ruso
- Español (España)
- Sueco
- Tailandés
- Turco
- Vietnamita (Vietnam)
- Noruego (*sólo cuestionarios seleccionados*)



Si seleccionas cualquier otra opción de idioma en SHIELD **sólo** la interfaz del sistema Shield se mostrará en ese idioma. El cuestionario y todas las preguntas relacionadas seguirán estando en inglés.

Ajustes de idioma: Traducción del navegador (Google Chrome / Microsoft Edge)

Si tu idioma preferido no está disponible en SHIELD, puedes utilizar las funciones de traducción integradas en navegadores modernos como Google Chrome o Microsoft Edge:

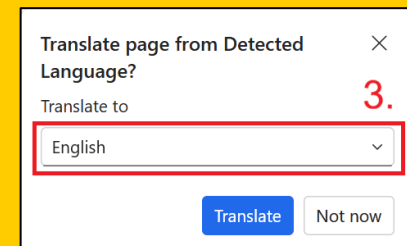
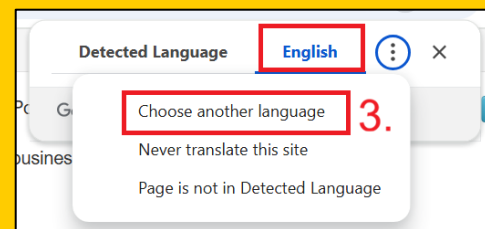
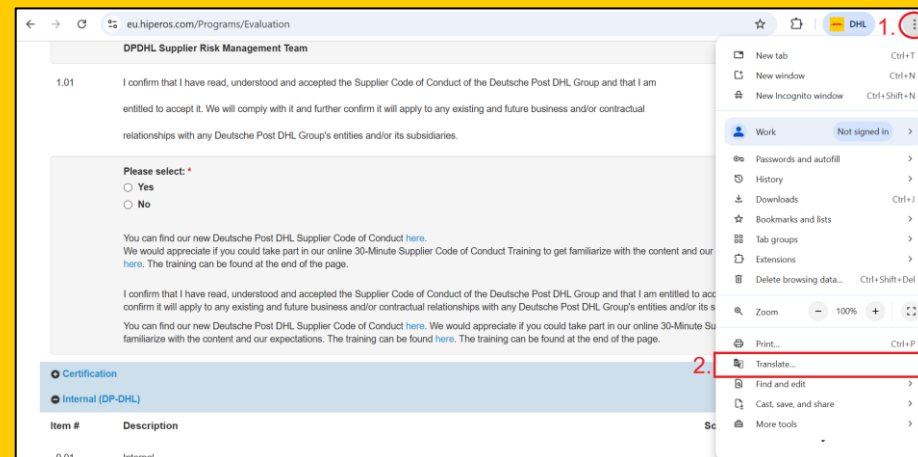
1. Abre el menú del navegador en la esquina superior derecha.
2. Selecciona **Traducir** para abrir la ventana emergente Traducción.

Para Google Chrome (a la izquierda):

3. En la ventana emergente, selecciona **Elegir otro idioma** y elige el idioma que prefieras

Para Microsoft Edge (a la derecha):

3. En la ventana emergente, elige el idioma que prefieras





3. RESPONDER A LAS PREGUNTAS DE EVALUACIÓN

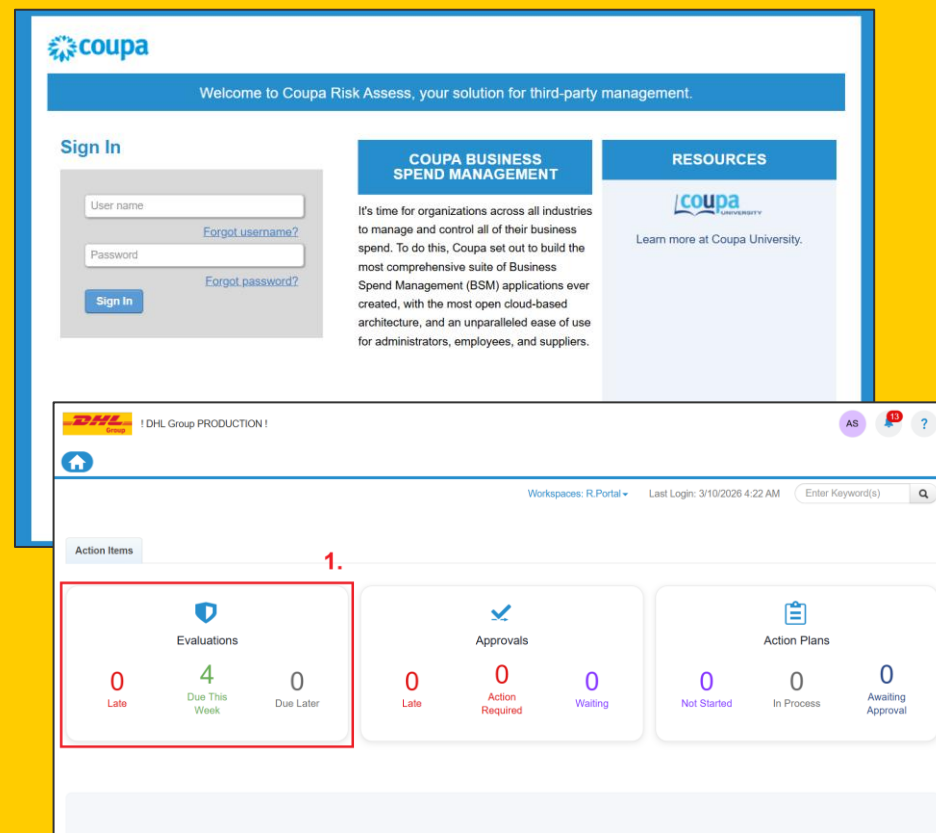
Esta presentación se tradujo utilizando Inteligencia Artificial.

Responder a las preguntas de evaluación

Conéctate a la herramienta SHIELD utilizando el enlace de inicio de sesión **del R.Porta**l proporcionado en tu correo electrónico.

Después de iniciar sesión, se te dirigirá a tu **Panel de control**, que muestra todas las evaluaciones/aprobaciones que requieren tu acción

1. Selecciona la pestaña **Evaluaciones** para ver la lista completa de evaluaciones que se te han asignado.

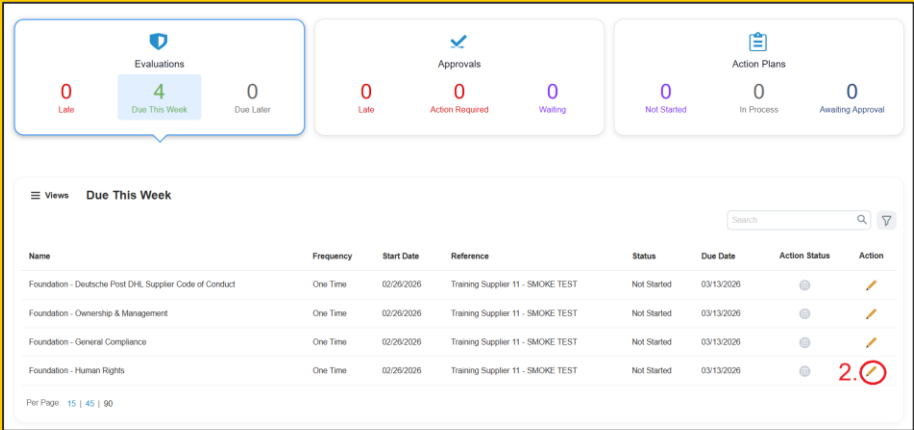


Responder a las preguntas de evaluación

Este panel muestra todas las evaluaciones que esperan tu acción. En este ejemplo, hay **4 evaluaciones** pendientes.

También puedes ver el estado y la fecha de vencimiento de cada evaluación en esta página.

- 2. Para abrir una evaluación (por ejemplo, Fundación - Derechos Humanos en este caso), haz clic en el **icono del lápiz** en la Columna de Acciones.



Responder a las preguntas de evaluación

Tras seleccionar el icono del lápiz, el sistema mostrará la página de evaluación detallada de la evaluación. Si **no eres la persona responsable designada** para completar la evaluación específica dentro de tu organización, tienes la opción de **delegarla** en la persona responsable pertinente. En el siguiente apartado se ofrece una guía detallada del proceso de delegación.

Si eres la persona adecuada para rellenar el cuestionario en nombre de tu organización, revisa cada punto de la evaluación y proporciona tus respuestas.



Tras rellenar todos los campos obligatorios, selecciona "**Enviar**" para finalizar y enviar tus respuestas al Grupo DHL

Repite el mismo procedimiento para todas las evaluaciones que se te asignen.

Workspaces: R Portal Last Login: 3/10/2026 5:47 AM Enter Keyword(s)

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		Submit

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire and your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

Top
Delegate
Recalc
Save
Cancel
Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		Submit

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. DELEGACIÓN DE EVALUACIONES A OTRO USUARIO

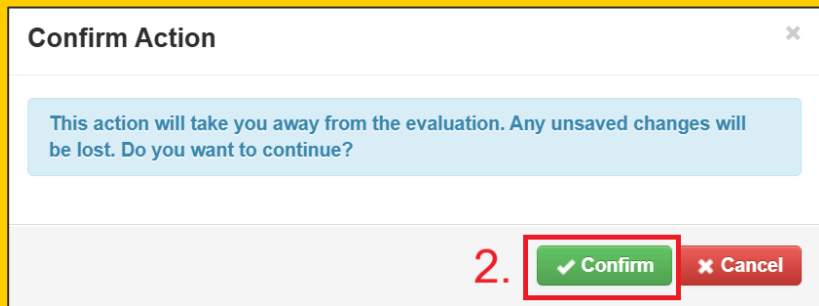
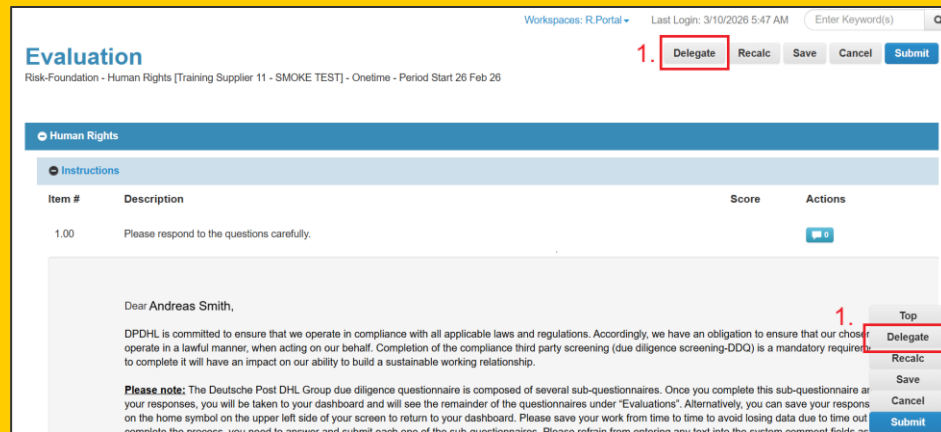
Esta presentación se tradujo utilizando Inteligencia Artificial.

Delegación de evaluaciones en Otro usuario

1. Puedes delegar una evaluación en una persona responsable designada dentro de tu organización seleccionando el **botón Delegar**.

Tras hacer clic en Delegar, aparecerá una ventana emergente de confirmación.

2. Por favor, selecciona **Confirmar** para proceder al proceso de delegación.



Delegación de evaluaciones en Otro usuario

Al continuar, aparecerá la **página Delegación de Evaluación**. En esta página, puedes introducir los datos de la persona a la que pretendes delegar la evaluación.

3. Selecciona el **botón +** para abrir una nueva ventana en la que podrás introducir el nombre, los apellidos y la dirección de correo electrónico del usuario designado.
4. Una vez proporcionada toda la información requerida, haz clic en **Crear usuario** para continuar.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

3.

Create Training Supplier 11 - SMOKE TEST User

* Please enter

Email Address *
john.doe@gmail.com

First Name *
John

Last Name *
Doe

4.

Cancel **Create User**

Delegación de evaluaciones en Otro usuario

Tras introducir los datos, el nombre de usuario y la dirección de correo electrónico estarán disponibles para su selección.

- 5. Facilita cualquier observación pertinente que explique el motivo de delegar la evaluación.
- 6. Haz clic en **Delegar** para completar el proceso de delegación.

Cuando delegates con éxito, recibirás un correo electrónico de confirmación.

El usuario en el que hayas delegado la evaluación deberá completar el proceso estándar de Registro de Cuenta SHIELD (consulta la sección correspondiente de).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

✕

+

Group

Comments

* Please enter why you are submitting this delegation.

5.

Top

Back

6. Delegate

DHL

Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

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DHL Group | SHIELD Help Guide | April 2026

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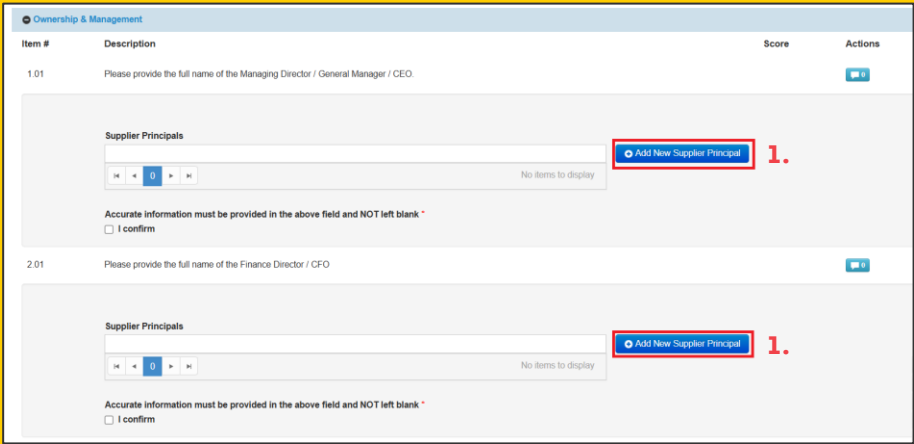
5. AÑADIR UN NUEVO PROVEEDOR PRINCIPAL/REPRESENTANTE

Esta presentación se tradujo utilizando Inteligencia Artificial.

Añadir un nuevo proveedor principal

En la sección de Propiedad y Gestión de nuestros cuestionarios, sigue los pasos que se indican a continuación para cada elemento pertinente (por ejemplo, añadir el Director Gerente/Director General/CEO o el Director Financiero/CFO):

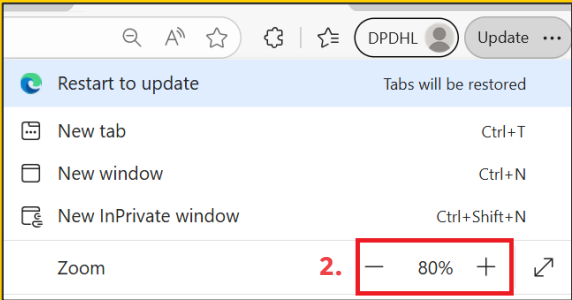
- 1. Selecciona **Añadir nuevo proveedor principal** para introducir los datos necesarios.



Añadir un nuevo proveedor principal

Tras seleccionar "Añadir nuevo proveedor principal", aparecerá una ventana emergente solicitando datos personales:

- 2. Si la ventana emergente completa, incluido el botón **Crear** , no es visible en tu pantalla, ajusta el nivel de zoom de tu navegador al **80%-90%** utilizando los controles de zoom de tu navegador (véase el ejemplo de la derecha).
- 3. Proporciona al menos toda la información requerida en los campos obligatorios.
- 4. Una vez completados todos los campos obligatorios, haz clic en **Crear** para añadir el nuevo Proveedor Principal.

A screenshot of a web form titled 'Create Supplier Principal'. The form contains several input fields: 'First Name *', 'Last Name *', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership *' (with a value of '0.00'). A red box highlights the entire form area, with a red number '3.' to the left. At the bottom right of the form, there are two buttons: 'Cancel' and 'Create'. The 'Create' button is highlighted with a red box and a red number '4.' to its right.



6. RESTABLECER CONTRASEÑA

Esta presentación se tradujo utilizando Inteligencia Artificial.

Restablecer contraseña

En caso de que necesites restablecer tu contraseña:

1. Accede a la **página de inicio de sesión de [SHIELD](#)** y haz clic en **¿Has olvidado la contraseña?**
2. Introduce tu nombre de usuario (normalmente tu dirección de correo electrónico) y haz clic en **Continuar**



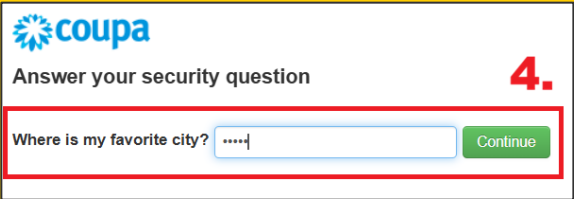
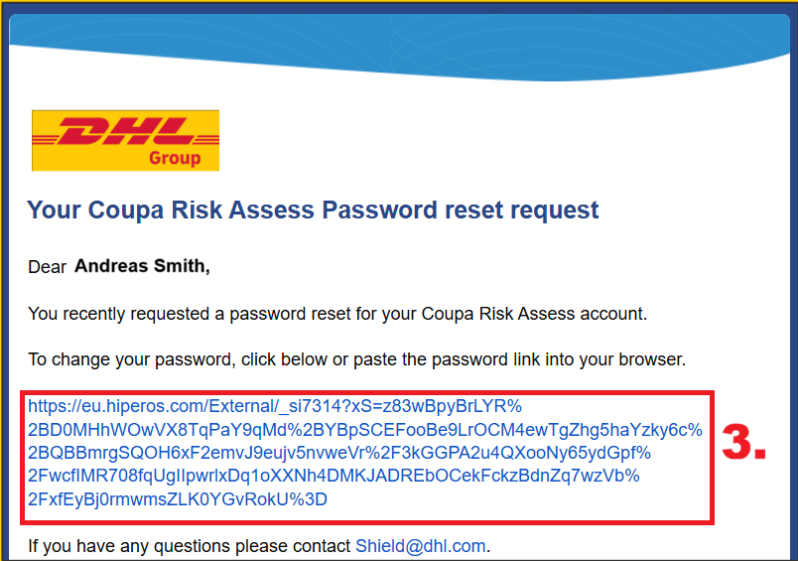
Restablecer contraseña

Recibirás un correo electrónico.

- 3. Haz clic en el enlace del correo electrónico
- 4. Responde a la pregunta de seguridad que creaste al configurar tu cuenta y haz clic en **Continuar**



Los enlaces para restablecer la contraseña caducan a las 24 horas. Si tu enlace caduca y no puedes continuar con el restablecimiento de la contraseña, vuelve a iniciar el proceso desde el **paso 1**.



Restablecer contraseña

A continuación, puedes crear una nueva contraseña.

- 3. Tras introducir y confirmar la nueva contraseña, pulsa en **Continuar** para finalizar el restablecimiento



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, %, %...).

Confirm New Password

Continue

5.



Business Spend Management

Gracias



En caso de que tengas alguna dificultad para iniciar sesión en el sistema u otros problemas relacionados con la herramienta, envíanos un correo electrónico a **Shield@dhl.com**.



SHIELD Riskhanteringsverktyg

Hjälpguide för användare

Denna presentation har översatts med hjälp av artificiell intelligens.



Innehållsförteckning

- 1 Registrering av konto
- 2 Språkinställningar
- 3 Besvara utvärderingsfrågor
- 4 Delegering av bedömningar till annan användare
- 5 Lägga till en ny leverantörshuvudman/representant
- 6 Återställning av lösenord





1. REGISTRERING AV KONTO

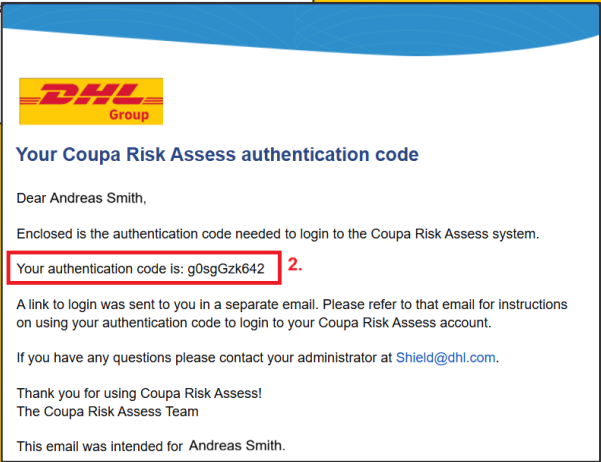
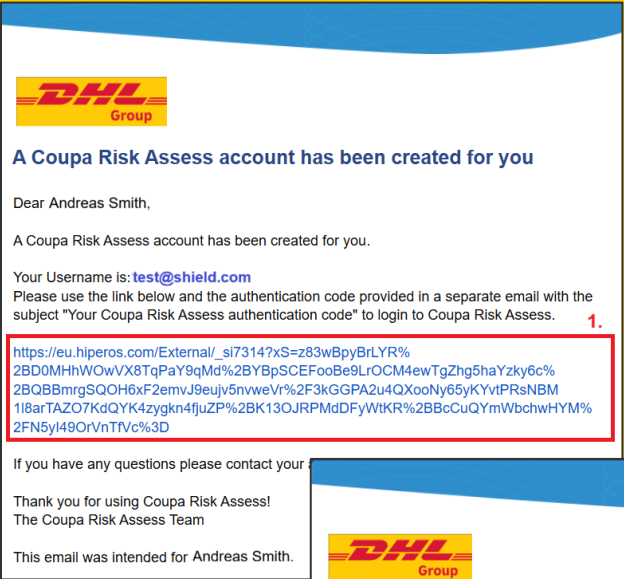
Denna presentation har översatts med hjälp av artificiell intelligens.

Registrering av konto

När din organisation har valts ut för tredjepartsgranskning kommer du att få två separata e-postmeddelanden:

- 1. Skapande av **konto**: detta e-postmeddelande bekräftar skapandet av ditt SHIELD-konto och anger ditt användarnamn
- 2. **Autentiseringsdetaljer**: detta e-postmeddelande innehåller din Coupa Risk Assess-autentisering

När du får dessa e-postmeddelanden, vänligen kontrollera att du är den avsedda mottagaren. När du har fått bekräftelsen klickar du på länken i e-postmeddelandet om skapande av konto.



Registrering av konto

3. När du har klickat på autentiseringslänken i det första e-postmeddelandet kommer du att omdirigeras till en sida där du måste ange din autentiseringskod.

Ange autentiseringskoden från e-postmeddelandet med **autentiseringsdetaljer** och klicka på **Fortsätt** för att fortsätta.

The image shows a two-part process for logging into the Coupa Risk Assess system. The top part is a web form titled 'Enter Your Authentication Code' with the Coupa logo. It features an 'Enter Code:' input field, a 'Continue' button, and a 'Request a new code' button. A red box highlights the input field, and a red arrow points from it to the email content below. The bottom part is an email from DHL Group titled 'Your Coupa Risk Assess authentication code'. It addresses Andreas Smith and provides the authentication code 'g0sgGzk642', which is highlighted in a red box. The email also includes instructions on how to use the code and contact information for the Coupa Risk Assess Team.

3.

Enter Your Authentication Code

Enter Code: Continue

Entry is case sensitive

Request a new code

Still having trouble logging in?
If you have questions please contact your administrator at [Shield@dhl.com](#)

DHL Group

Your Coupa Risk Assess authentication code

Dear Andreas Smith,

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

Your authentication code is: **g0sgGzk642**

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 Shield@dhl.com.

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

This email was intended for Andreas Smith.

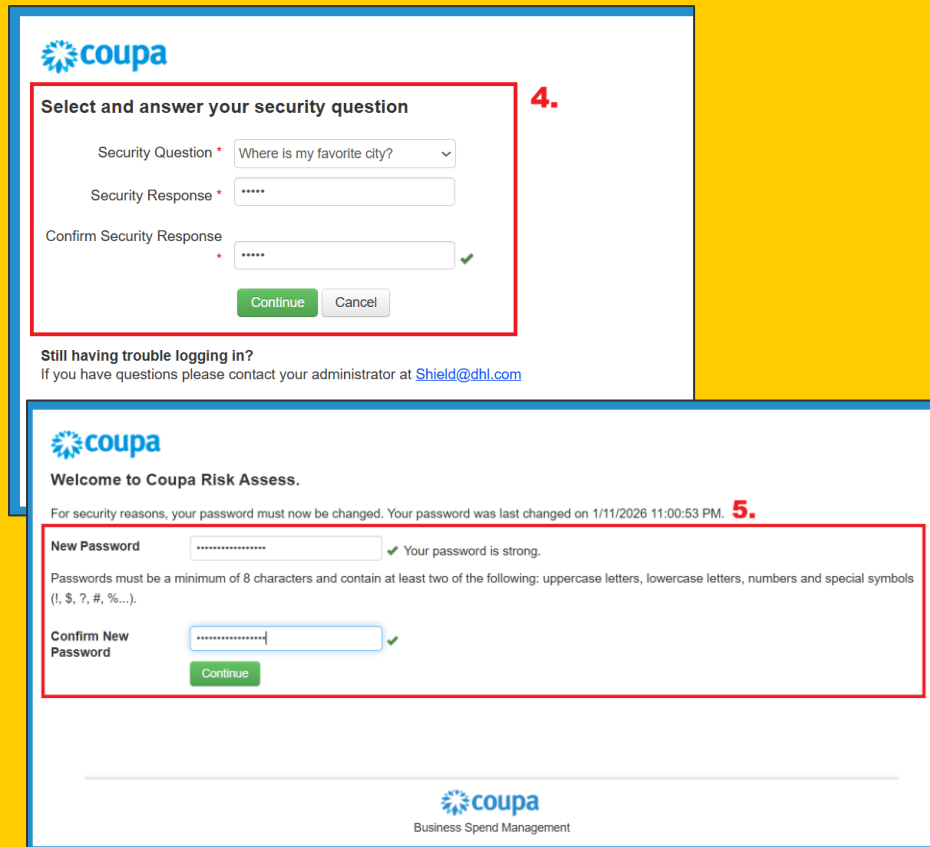
Registrering av konto

När du har angett autentiseringskoden uppmanas du att ställa in en säkerhetsfråga:

4. Välj din önskade säkerhetsfråga i rullgardinsmenyn och klicka på **Fortsätt** för att fortsätta

Efter att du har bekräftat ditt val kommer du att uppmanas att skapa ett nytt lösenord:

5. Skapa ett starkt lösenord med alfanumeriska tecken och klicka på **Fortsätt** för att fortsätta



4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

[Continue](#) [Cancel](#)

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ***** ✓

[Continue](#)

coupa
Business Spend Management

Registrering av konto

När du har angett dina inloggningsuppgifter kommer du att omdirigeras till **inloggningsportalen**:

6. Använd din e-postadress som användarnamn och det lösenord som du skapade för att logga in i SHIELD-verktyget.

Du kan också komma åt inloggningsportalen genom att använda den länk som finns i det **tredje e-postmeddelandet** från Coupa Risk Access.

The image shows two parts of the user experience. The top part is a screenshot of the Coupa Risk Assess login page. It features a 'Sign In' form with fields for 'User name' and 'Password', each with a 'Forgot' link. A red box highlights the 'Sign In' button and the 'Forgot' links. A red arrow points from this box to the bottom part of the image, which is a screenshot of an email notification. The email is from DHL Group and SHIELD, titled 'Compliance Third Party Screening (DDQ) is ready to complete'. It addresses 'Dear Andreas' and explains the requirement for due diligence screening (DDQ). At the bottom of the email, a red box highlights the text 'Click [R.Porta](#) to log in.'

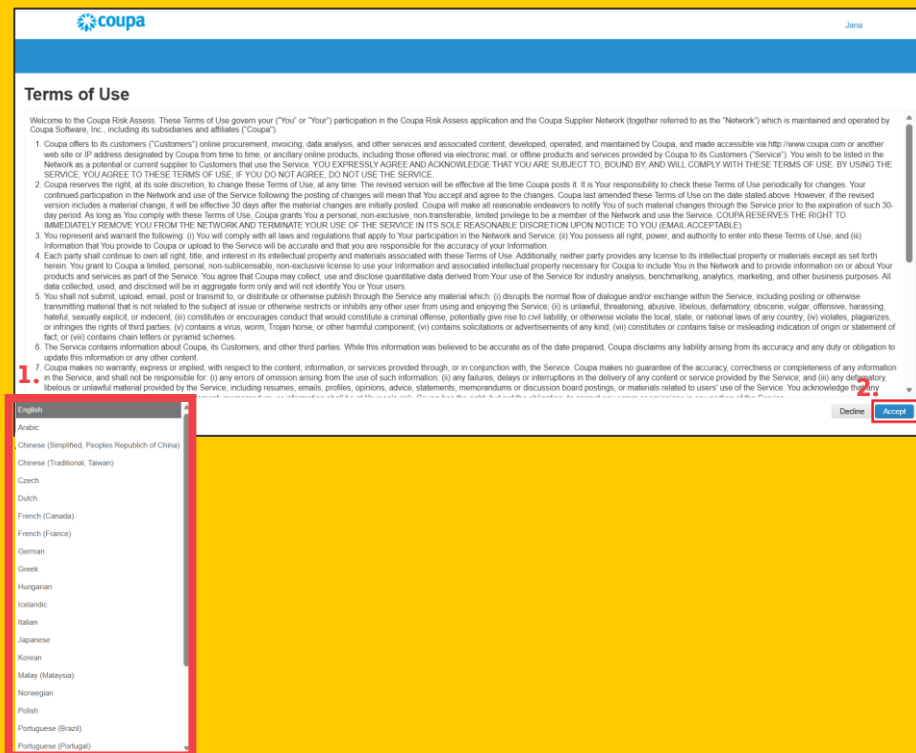
6.

Click [R.Porta](#) to log in.

Registrering av konto

När du har loggat in kommer du till sidan med användarvillkoren .

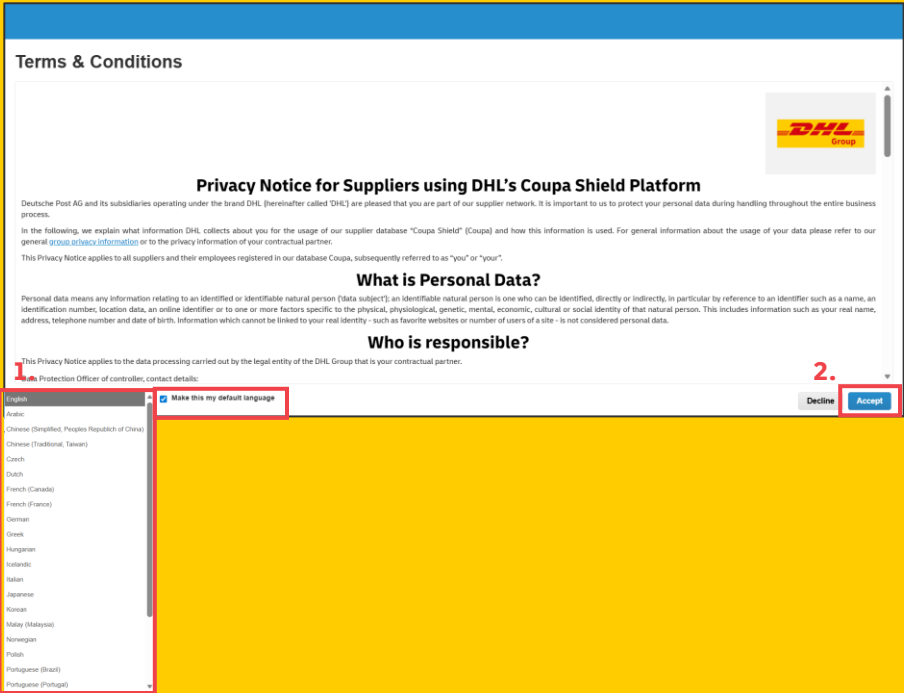
1. Du kan läsa villkoren på det språk du föredrar genom att välja det i rullgardinsmenyn.
2. När du har slutfört granskningen klickar du på **Acceptera** för att fortsätta.



Registrering av konto

Efter att du har accepterat användarvillkoren visas sekretessmeddelandet.

- 1. Du kan läsa sekretessinformationen på det språk du föredrar genom att välja det i rullgardinsmenyn. Om du vill kan du också ange det valda språket som standard genom att markera kryssrutan
- 2. När du har slutfört granskningen klickar du på **Acceptera** för att fortsätta.





2. SPRÅKINSTÄLLNINGAR

Denna presentation har översatts med hjälp av artificiell intelligens.

Språkinställningar

SHIELD erbjuder flera språkalternativ för gränssnittet. Ändra systemets språk:

1. Klicka på ditt namn i det övre högra hörnet och välj **Profil**
2. I Allmänna inställningar klickar du på **Kultur** och väljer önskat språk.
3. Klicka på **Spara ändringar** för att ange det nya språket



Om ditt språk inte finns tillgängligt kan du använda webbläsarens inbyggda översättningsfunktion (se nästa bild).

The screenshot illustrates the process of changing the system language in SHIELD. It is divided into three numbered steps:

- Step 1:** A user profile dropdown menu is shown in the top right corner. The user's name 'AS' is next to it. The 'Profile' option is highlighted with a red box and the number '1'.
- Step 2:** The 'General Settings' page is displayed. A list of languages is shown in a dropdown menu, with 'English' selected. At the bottom of this list, the 'Culture' dropdown is highlighted with a red box and the number '2', showing 'English' as the current selection.
- Step 3:** A modal window for changing the culture is shown. The 'Culture' dropdown is set to 'German' and is highlighted with a red box and the number '3'. Below it, the 'Results Per Page' is set to '20'. At the bottom, the 'Save changes' button is highlighted with a red box.

Språkinställningar

För vissa språk finns flera alternativ tillgängliga. Om du vill ändra systemets språk till något av dessa språk ska du **ENDAST** välja följande alternativ för att säkerställa att systemet och alla frågeformulär visas på önskat språk:

Om det är tillämpligt för dig, vänligen **ENDAST** välja ett av följande språk:

- Spanska (Spanien)
- Franska (Frankrike)
- Indonesiska (Indonesien)
- Portugisiska (Portugal)
- Vietnamesiska (Vietnam)
- Kinesiska (förenklad)
- Kinesiska (traditionell, Taiwan)

Vänligen gör **INTE** välja något av följande språk:

- Spanska
- Franska (Kanada)
- Indonesiska
- Portugisiska (Brasilien)
- Vietnamesiska
- Kinesiska (Hongkong S.A.R.)

Språkinställningar

Frågeformulär finns tillgängliga på följande språk på SHIELD:

- Engelska
- Arabiska
- Kinesiska (förenklad)
- Kinesiska (traditionell, Taiwan)
- Tjeckien
- Holländska
- Finska
- Franska (Frankrike)
- Tysk
- Ungerska
- Indonesiska (Indonesien)
- Italienska
- Japanska
- Koreanska
- Polsk
- Portugisiska (Portugal)
- Ryska
- Spanska (Spanien)
- Svenska
- Thai
- Turkiska
- Vietnamesiska (Vietnam)
- Norska (*endast utvalda frågeformulär*)



Om du väljer något annat språkalternativ på SHIELD **visas endast** kommer Shields systemgränssnitt att visas på det språket. Frågeformuläret och alla relaterade frågor kommer att finnas kvar på engelska.

Språkinställningar: Översättning av webbläsare (Google Chrome / Microsoft Edge)

Om det språk du föredrar inte är tillgängligt i SHIELD kan du använda de inbyggda översättningsfunktionerna i moderna webbläsare som Google Chrome eller Microsoft Edge:

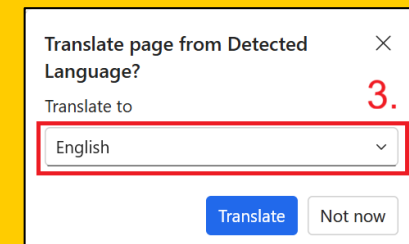
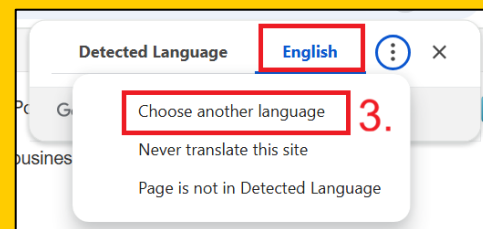
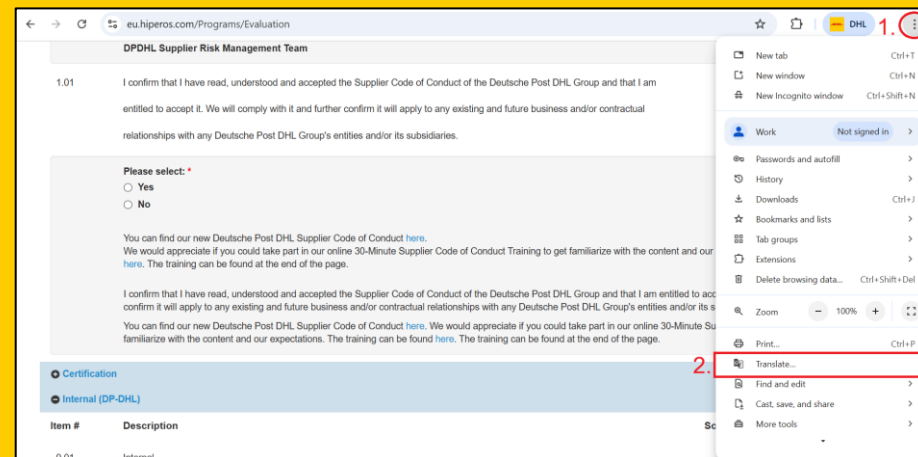
1. Öppna webbläsarens meny i det övre högra hörnet.
2. Välj **Översätt** för att öppna popup-fönstret Översättning.

För Google Chrome (till vänster):

3. I popup-fönstret väljer du Välj ett **annat språk** och väljer önskat språk

För Microsoft Edge (till höger):

3. I popup-fönstret väljer du önskat språk





3. BESVARA UTVÄRDERINGSFRÅGOR

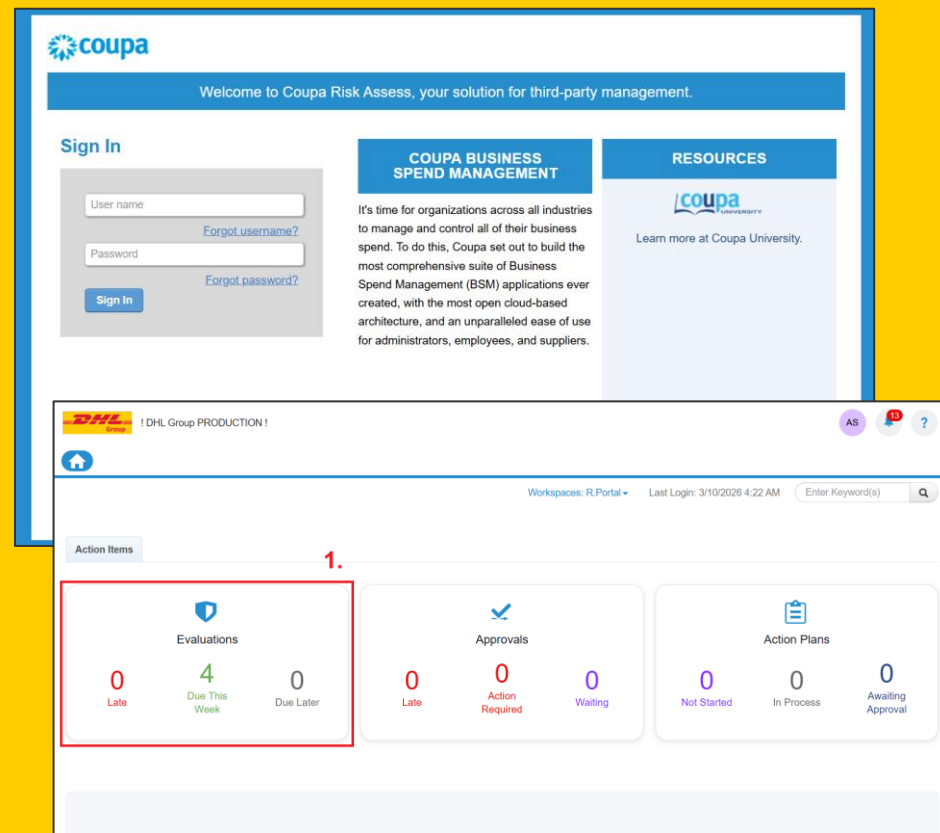
Denna presentation har översatts med hjälp av artificiell intelligens.

Besvara utvärderingsfrågor

Logga in i SHIELD-verktyget med den inloggningslänk till **R.Portal** som du fick i ditt e-postmeddelande.

När du har loggat in kommer du till din **Dashboard**, som visar alla utvärderingar/godkännanden som kräver åtgärder från din sida

1. Välj fliken **Evaluations** för att se en fullständig lista över de utvärderingar som du har tilldelats.

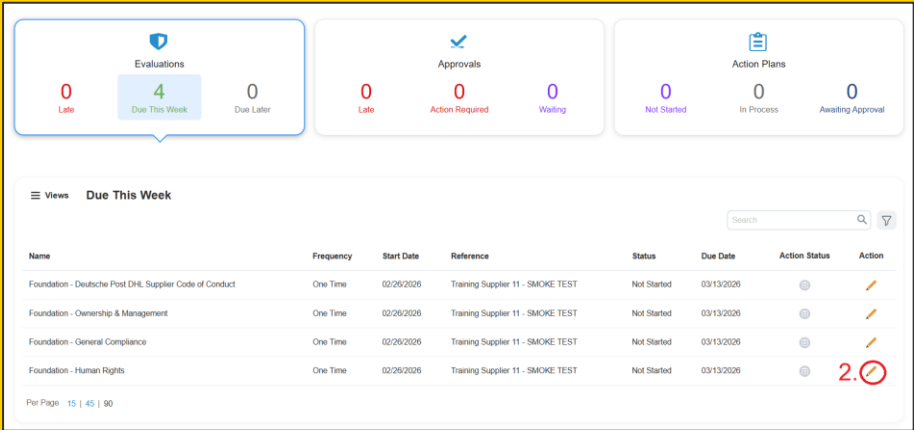


Besvara utvärderingsfrågor

Denna instrumentpanel visar alla utvärderingar som väntar på din åtgärd. I det här exemplet är **4 bedömningar** pågående.

På den här sidan kan du också se status och förfallodatum för varje utvärdering.

- 2. För att öppna en utvärdering (t.ex. Foundation - Human Rights i detta fall) klickar du på **pennikonen** i åtgärds-kolumnen.



Besvara utvärderingsfrågor

När du har valt pennikonen kommer systemet att visa den detaljerade utvärderingssidan för bedömningen. Om du **inte är den utpekade ansvariga personen** för att slutföra den specifika bedömningen inom din organisation, har du möjlighet att **delegera** den till den relevanta ansvariga personen. Detaljerade anvisningar om delegeringsprocessen finns på i nästa avsnitt.

Om du är rätt person att fylla i frågeformuläret för din organisations räkning, vänligen gå igenom varje punkt i utvärderingen och ge dina svar.



När du har fyllt i alla obligatoriska fält väljer du **"Skicka"** för att slutföra och skicka dina svar till DHL Group

Upprepa samma procedur för alla utvärderingar som du har tilldelats.

Workspaces: R Portal | Last Login: 3/10/2026 5:47 AM | Enter Keyword(s) | Search

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Delegate | Recalc | Save | Cancel | Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire and submit your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses and return to the questionnaire at a later date.

Top

Delegate

Recalc

Save

Cancel

Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		0

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. DELEGERING AV UTVÄRDERINGAR TILL EN ANNAN ANVÄNDARE

Denna presentation har översatts med hjälp av artificiell intelligens.

Delegering av bedömningar till annan användare

1. Du kan delegera en utvärdering till en utsedd ansvarig person inom din organisation genom att välja **knappen Delegate**.

När du har klickat på Delegate visas ett popup-fönster för bekräftelse.

2. Välj **Bekräfta** för att gå vidare till delegeringsprocessen.

The screenshot shows the 'Evaluation' page for 'Human Rights' under 'Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST]'. The 'Instructions' section is visible. At the top right, there is a navigation bar with buttons: 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' button is highlighted with a red box and the number 1. Below the instructions, there is a table with columns 'Item #', 'Description', 'Score', and 'Actions'. The first item is '1.00' with the description 'Please respond to the questions carefully.' and a '0' icon in the actions column. Below the table, there is a message to 'Dear Andreas Smith,' followed by a paragraph of text about DPDHL's commitment to compliance. At the bottom right, there is a sidebar with buttons: 'Top', 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' button is highlighted with a red box and the number 1.

The screenshot shows a 'Confirm Action' popup window. It contains a message: 'This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?'. At the bottom right, there are two buttons: 'Confirm' (with a green checkmark icon) and 'Cancel' (with a red 'x' icon). The 'Confirm' button is highlighted with a red box and the number 2.

Delegering av bedömningar till annan användare

När du fortsätter kommer **sidan Evaluation Delegation** att visas. På den här sidan kan du ange uppgifter om den person som du avser att delegera bedömningen till.

- 3. Välj **+-knappen** för att öppna ett nytt fönster där du kan ange förnamn, efternamn och e-postadress för den utsedda användaren.
- 4. När all nödvändig information har angetts klickar du på **Create User** för att fortsätta.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

Comme

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel

Create User

4.

Delegering av bedömningar till annan användare

När du har angett uppgifterna kommer användarnamnet och e-postadressen att vara tillgängliga för val.

5. Ange eventuella relevanta kommentarer som förklarar skälet till att bedömningen delegeras.
6. Klicka på **Delegate** för att slutföra delegeringsprocessen.

När delegeringen har slutförts kommer du att få en bekräftelse via e-post.

Den användare som du har delegerat bedömningen till måste slutföra standardprocessen för registrering av SHIELD-konto (se respektive avsnitt).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

☒ User
 ☐ Group

Doe, John (john.doe@gmail.com)

×

+

Comments

* Please enter why you are submitting this delegation.

5.

6.

Top

Back

Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer
 This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.



5. LÄGGA TILL EN NY LEVERANTÖRS HUVUDMAN/REPRESENTANT

Denna presentation har översatts med hjälp av artificiell intelligens.

Lägga till en ny leverantörshuvudman

I avsnittet Ägarskap och ledning i våra frågeformulär, följ stegen nedan för varje relevant post (t.ex. lägga till verkställande direktör/general manager/CEO eller finansdirektör/CFO):

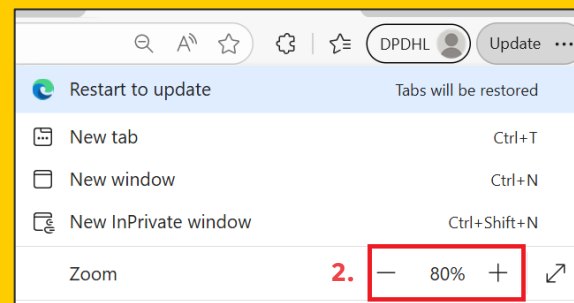
- 1. Välj **Add New Supplier Principal** för att ange nödvändiga uppgifter.

The screenshot displays the 'Ownership & Management' section of the SHIELD system. It contains two identical forms, one for Item # 1.01 (Managing Director / General Manager / CEO) and one for Item # 2.01 (Finance Director / CFO). Each form includes a 'Supplier Principals' section with a text input field, a pagination control showing '0' items, and a red-bordered button labeled 'Add New Supplier Principal'. A red '1.' is placed to the right of this button in both forms. Below the input field, a message states: 'Accurate information must be provided in the above field and NOT left blank *'. At the bottom of each form is a checkbox labeled 'I confirm'.

Lägga till en ny leverantörshuvudman

När du har valt "Add New Supplier Principal" visas ett popup-fönster där du måste ange dina personuppgifter:

- Om hela popup-fönstret, inklusive **Create-knappen**, inte syns på din skärm, justerar du zoomnivån i webbläsaren till **80-90%** med hjälp av zoomkontrollerna i webbläsaren (se exemplet till höger).
- Lämna minst all information som krävs i de obligatoriska fälten.
- När alla obligatoriska fält har fyllts i klickar du på **Create** för att lägga till den nya Supplier Principal.



 A screenshot of a "Create Supplier Principal" form. The form has a title bar and a list of input fields: "First Name", "Last Name", "Middle Name", "Title", "Email", "Phone", "Extension", and "Percent of Ownership". A red box highlights the entire form area, with a red "3." next to it. At the bottom right, there are "Cancel" and "Create" buttons. The "Create" button is highlighted with a red "4.".



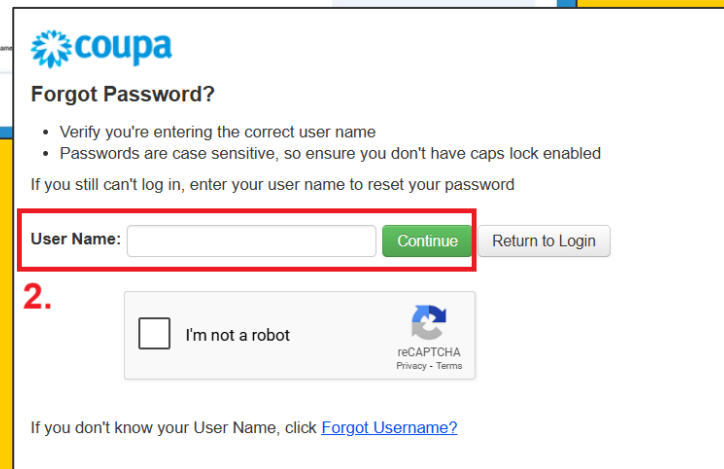
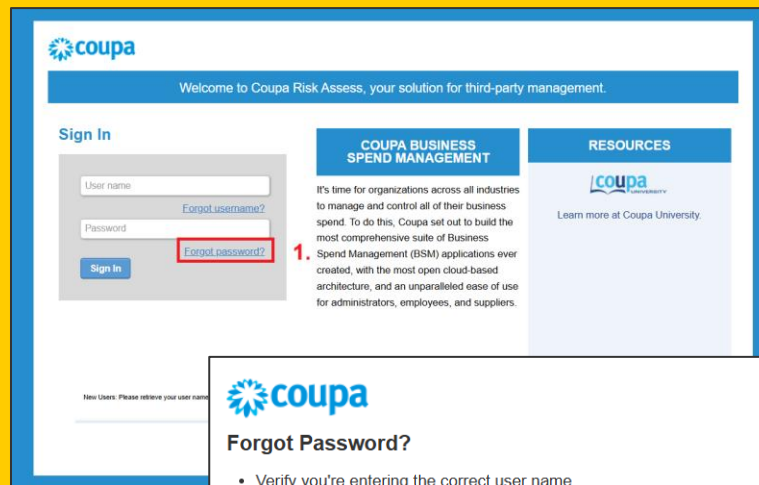
6. ÅTERSTÄLLNING AV PASSWORD

Denna presentation har översatts med hjälp av artificiell intelligens.

Återställning av lösenord

Ifall du behöver återställa ditt lösenord:

1. Gå till **inloggningssidan** [SHIELD](#) och klicka på **Glömt lösenord?**
2. Ange ditt användarnamn (vanligtvis din e-postadress) och klicka på **Fortsätt**



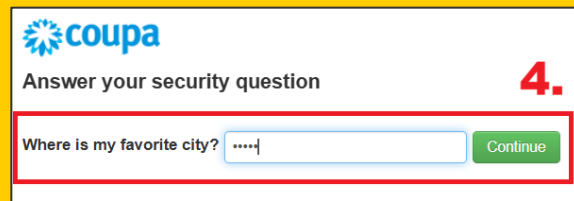
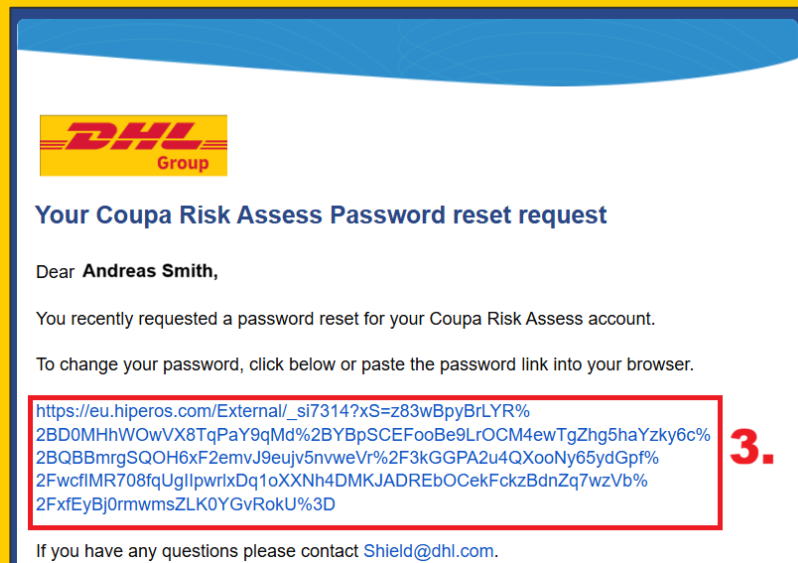
Återställning av lösenord

Du kommer att få ett e-postmeddelande.

3. Klicka på länken i e-postmeddelandet
4. Svara på den säkerhetsfråga som du skapade när du skapade ditt konto och klicka på **Fortsätt**



Länkar för återställning av lösenord upphör att gälla efter 24 timmar. Om din länk upphör att gälla och du inte kan fortsätta återställa lösenordet, starta om processen från **steg 1**.



Återställning av lösenord

Du kan sedan skapa ett nytt lösenord.

- 3. När du har angett och bekräftat det nya lösenordet klickar du på **Fortsätt** för att slutföra återställningen



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

Tack så mycket



Om du har problem med att logga in i systemet eller andra verktygsrelaterade problem, skicka ett e-postmeddelande till **Shield@dhl.com**.

เครื่องมือการจัดการความเสี่ยง SHIELD

คู่มือช่วยเหลือผู้ใช้

การนำเสนอฉบับนี้ได้รับการแปลโดยใช้ปัญญาประดิษฐ์



สารบัญ

- 1 การลงทะเบียนบัญชี
- 2 การตั้งค่าภาษา
- 3 การตอบคำถามการประเมิน
- 4 การมอบหมายการประเมินให้กับผู้ใช้รายอื่น
- 5 การเพิ่มผู้แทนหลัก/ผู้แทนของผู้จัดจำหน่ายใหม่
- 6 การรีเซตรหัสผ่าน





1. การลงทะเบียนบัญชี

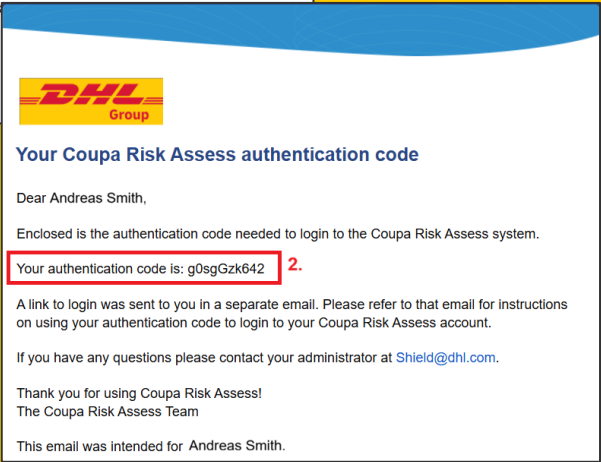
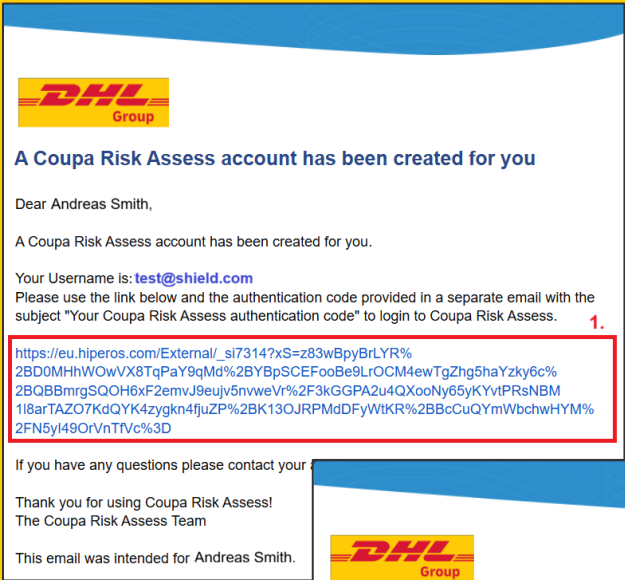
การนำเสนอฉบับนี้ได้รับการแก้ไขด้วยปัญญาประดิษฐ์

การลงทะเบียนบัญชี

เมื่อองค์กรของคุณได้รับการคัดเลือกให้ผ่านการตรวจสอบโดยบุคคลที่สามแล้ว คุณจะได้รับอีเมลสองฉบับแยกกัน:

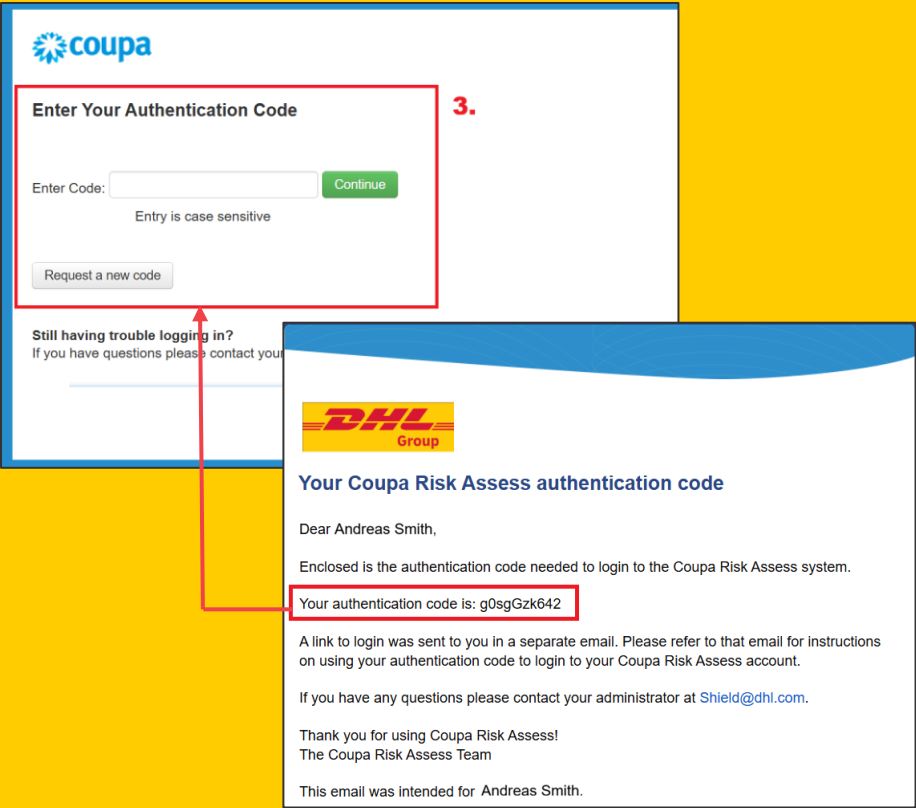
- 1. การสร้างบัญชี: อีเมลนี้ ยืนยันการสร้างบัญชี SHIELD ของคุณและให้ชื่อผู้ใช้ของคุณ
- 2. รายละเอียดการยืนยันตัวตน: อีเมลนี้ ประกอบด้วยข้อมูลการยืนยันตัวตนของคุณในระบบ Coupa Risk Assess

เมื่อได้รับอีเมลเหล่านี้ กรุณาตรวจสอบว่าคุณเป็นผู้รับที่ตั้งใจไว้ เมื่อได้รับการยืนยันแล้ว ให้ดำเนินการต่อโดยคลิกที่ลิงก์ที่ให้ไว้ในอีเมลการสร้างบัญชี



การลงทะเบียนบัญชี

3. หลังจากคลิกที่ลิงก์ยืนยันตัวตนในอีเมลแรกแล้ว คุณจะถูกนำไปยังหน้าขอรหัสยืนยันตัวตน กรุณากรอกรหัสยืนยันตัวตนจากอีเมลรายละเอียดการยืนยันตัวตน และคลิกที่ 'ดำเนินการต่อ' เพื่อ ดำเนินการต่อ



การลงทะเบียนบัญชี

หลังจากป้อนรหัสยืนยันแล้ว คุณจะถูกขอให้ตั้งคำถามเพื่อความปลอดภัย:

- 4. เลือกคำถามความปลอดภัยที่คุณต้องการจากเมนูแบบเลื่อนลง และคลิกที่ 'ดำเนินการต่อ' เพื่อดำเนินการต่อ

หลังจากยืนยันการเลือกของคุณแล้ว คุณจะถูกนำไปยังการสร้างรหัสผ่านใหม่:

- 5. กรณาสารสร้างรหัสผ่านที่แข็งแกร่งโดยใช้ตัวอักษรและตัวเลข และคลิกที่ 'ดำเนินการต่อ' เพื่อดำเนินการต่อ



Select and answer your security question

Security Question *

Where is my favorite city? ▾

Security Response *

Confirm Security Response

Continue

Cancel

Still having trouble logging in?

If you have questions please contact your administrator at Shield@dhl.com



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password

✔ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password

✔

Continue



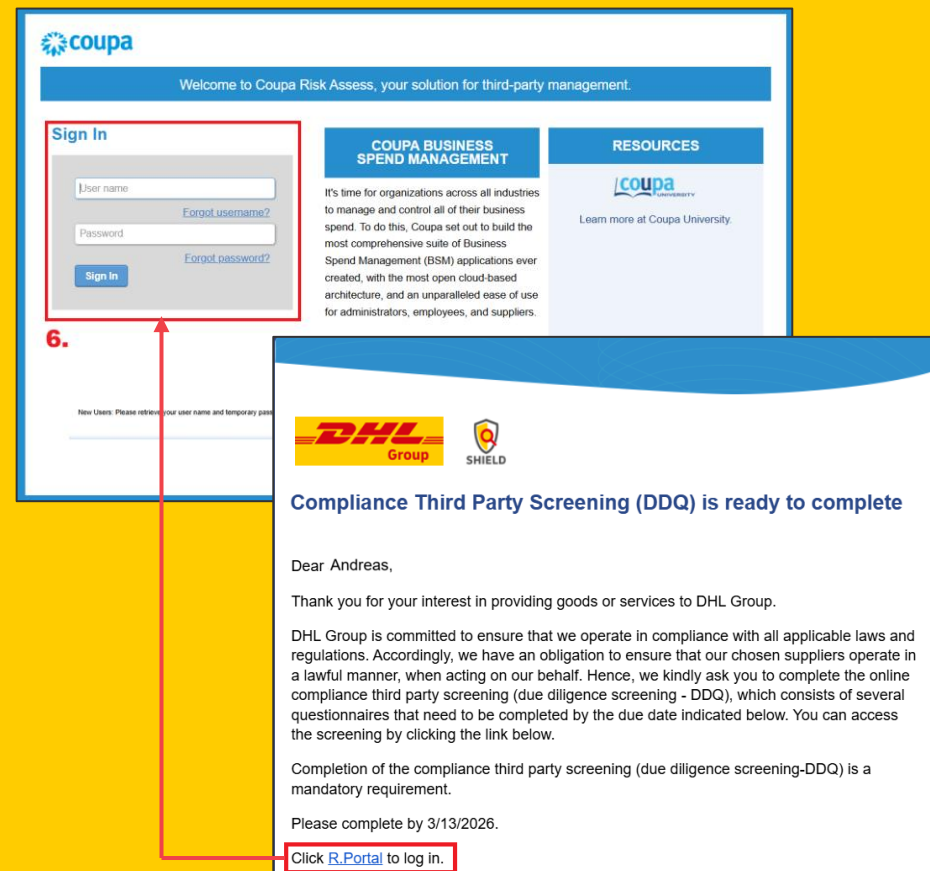
Business Spend Management

การลงทะเบียนบัญชี

หลังจากที่คุณได้ตั้งค่าข้อมูลการเข้าสู่ระบบแล้ว คุณจะถูกลำเลียงเส้นทางไปยังพอร์ทัลการเข้าสู่ระบบ:

- ใช้ที่อยู่อีเมลของคุณเป็นชื่อผู้ใช้และรหัสผ่านที่คุณสร้างขึ้นเพื่อเข้าสู่ระบบเครื่องมือ SHIELD

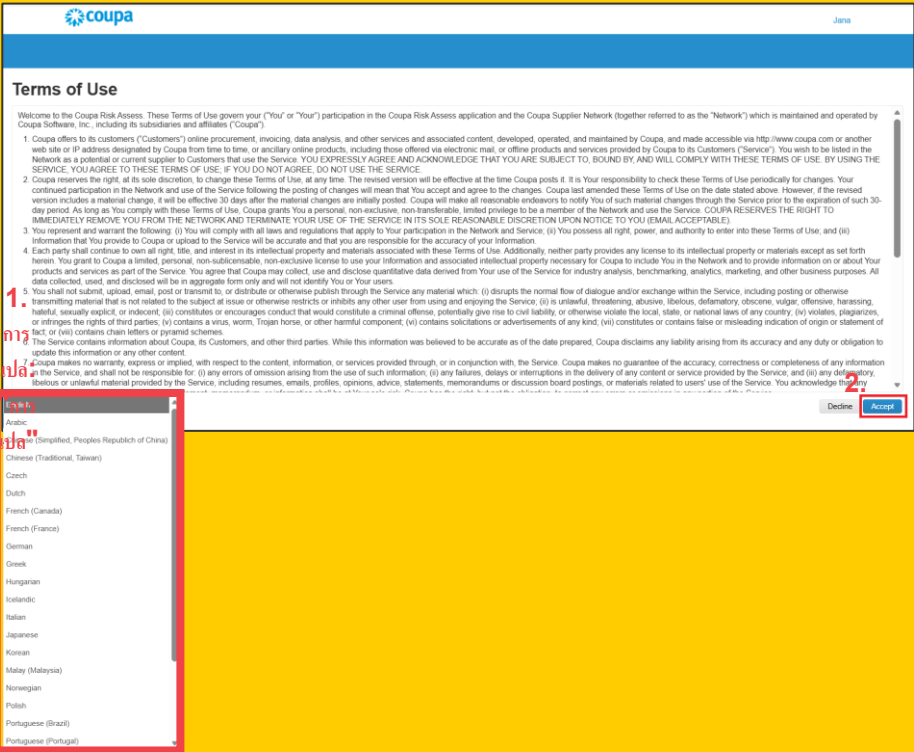
คุณสามารถเข้าถึงพอร์ทัลเข้าสู่ระบบได้โดยใช้ลิงก์ที่ใหไว้ในอีเมลฉบับที่สามจาก Coupa Risk Access



การลงทะเบียนบัญชี

หลังจากเข้าสู่ระบบแล้ว คุณจะได้รับการนำทางไปยังหน้าข้อกำหนดการใช้งาน

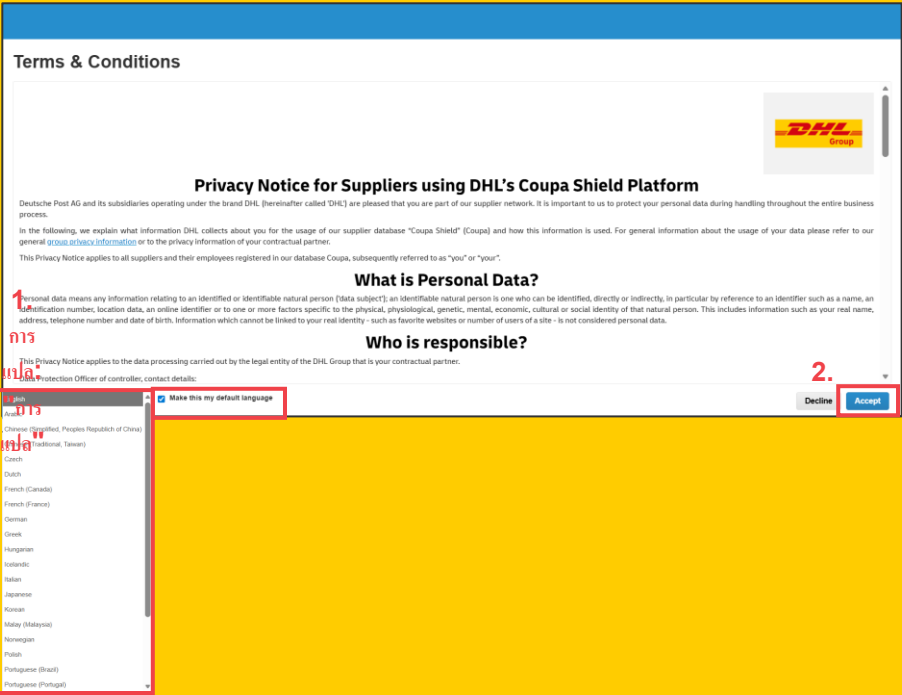
- 1. คุณสามารถตรวจสอบข้อกำหนดและเงื่อนไขในภาษาที่คุณต้องการได้โดยเลือกจากเมนูแบบเลื่อนลง
- 2. เมื่อคุณได้ทำการตรวจสอบเสร็จสิ้นแล้ว กรุณากดปุ่มยอมรับ เพื่อ ดำเนินการต่อ



การลงทะเบียนบัญชี

หลังจากยอมรับข้อกำหนดในการใช้งานแล้ว คุณจะได้รับการแสดงประกาศความเป็นส่วนตัวส่วนตัว

- 1. คุณสามารถตรวจสอบข้อมูลความเป็นส่วนตัวในภาษาที่คุณต้องการได้โดยเลือกจากเมนูแบบเลื่อนลง หากคุณต้องการ คุณยังสามารถตั้งค่าภาษาที่คุณเลือกเป็นค่าเริ่มต้นได้โดยทำเครื่องหมายที่ช่อง
- 2. เมื่อคุณได้ทำการตรวจสอบเสร็จสิ้นแล้ว กรุณาคลิกยอมรับ เพื่อ ดำเนินการต่อ





2. การตั้งค่าภาษา

การนำเสนอฉบับนี้ได้รับการแก้ไขด้วยปัญญาประดิษฐ์

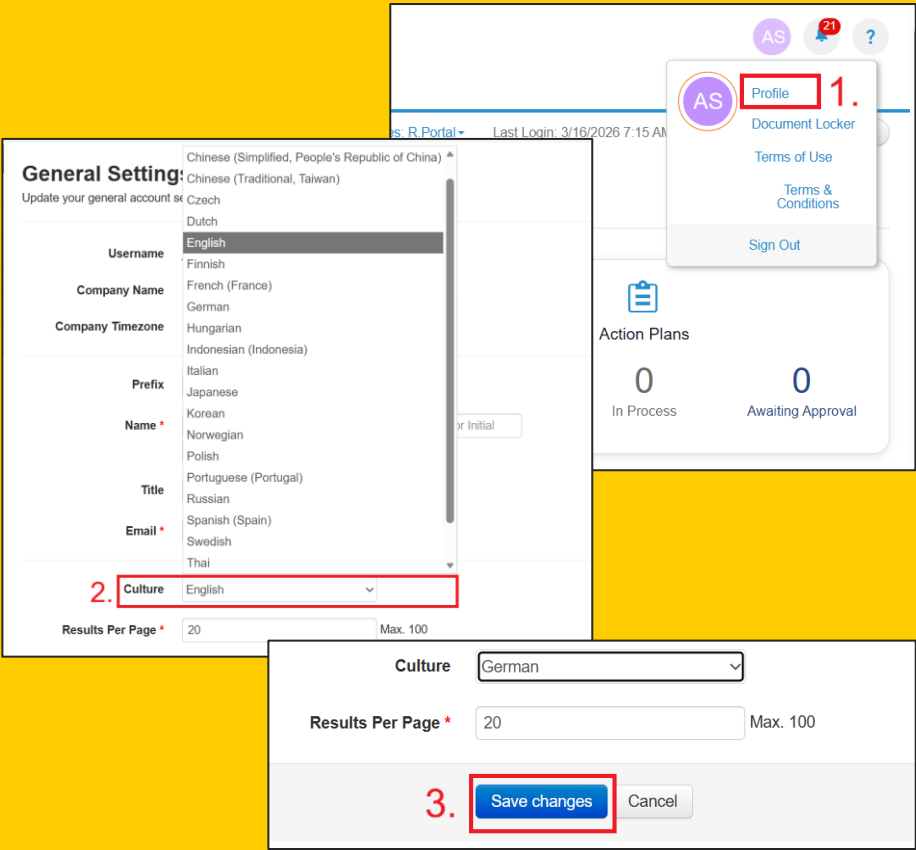
การตั้งค่าภาษา

SHIELD มีตัวเลือกภาษาสำหรับอินเทอร์เน็ตหลายภาษา เพื่อเปลี่ยนภาษาของระบบ:

- 1. คลิกชื่อของคุณที่มุมขวบนแล้วเลือกโปรไฟล์
- 2. ในการตั้งค่าทั่วไป ให้คลิกที่วัฒนธรรม และ เลือกภาษาที่คุณต้องการ
- 3. คลิกบันทึกการเปลี่ยนแปลงเพื่อ ตั้งค่าภาษาใหม่



หากภาษาของคุณไม่มีให้บริการ คุณสามารถใช้คุณสมบัติการแปลในตัวของเบราว์เซอร์ของคุณได้ (ดูสไลด์ถัดไป)



การตั้งค่าภาษา

สำหรับบางภาษา มีตัวเลือกหลายอย่างให้เลือก หากคุณต้องการเปลี่ยนภาษาของระบบเป็นภาษาใดภาษาหนึ่งต่อไปนี้ โปรดเลือกเฉพาะตัวเลือกต่อไปนี้เท่านั้นเพื่อให้แน่ใจว่าทั้งระบบและแบบสอบถามทั้งหมดจะแสดงในภาษาที่คุณต้องการ:

หากใช้ได้กับคุณ กรุณา เฉพาะเลือกหนึ่งในภาษาต่อไปนี้:

- สเปน (สเปน)
- ฝรั่งเศส (ฝรั่งเศส)
- อินโดนีเซีย (อินโดนีเซีย)
- โปรตุเกส (โปรตุเกส)
- เวียดนาม (เวียดนาม)
- จีน (ตัวย่อ)
- จีน (ตัวอักษรแบบดั้งเดิม, ไต้หวัน)

กรุณาทำ ไม่ใช่เลือกหนึ่งในภาษาต่อไปนี้:

- สเปน
- ฝรั่งเศส (แคนาดา)
- อินโดนีเซีย
- โปรตุเกส (บราซิล)
- เวียดนาม
- จีน (เขตบริหารพิเศษฮ่องกง)

การตั้งค่าภาษา

แบบสอบถามมีให้บริการในภาษาต่อไปนี้บน SHIELD:

• อังกฤษ, ภาษาอังกฤษ • ภาษาอาหรับ • จีน (ตัวย่อ) • จีน (ตัวอักษรแบบดั้งเดิม, ใต้หวัน) • เช็ก • คัดซ์ • ฟินแลนด์ • ฝรั่งเศส (ฝรั่งเศส) • เยอรมัน • ฮังการี • อินโดนีเซีย (อินโดนีเซีย) • อิตาลี	• ญี่ปุ่น • เกาหลี • การชัณเงา • โปรตุเกส (โปรตุเกส) • รัสเซีย • สเปน (สเปน) • สวีเดน • ไทย (Thai) • ตุรกี • เวียดนาม (เวียดนาม) • นอร์เวย์(แบบสอบถามที่เลือกไว้เท่านั้น)

 หากคุณเลือกตัวเลือกภาษาอื่นใดบน SHIELD เพียงระบบอินเทอร์เน็ตर्फของ Shield จะปรากฏในภาษาดังกล่าว แบบสอบถามและคำถามที่เกี่ยวข้องทั้งหมดจะคงอยู่ในภาษาอังกฤษ

การตั้งค่าภาษา: การแปลโดยเบราว์เซอร์ (Google Chrome / Microsoft Edge)

หากภาษาที่คุณต้องการไม่มีให้ใช้ใน SHIELD คุณสามารถใช้คุณสมบัติการแปลในตัวเบราว์เซอร์ในเบราว์เซอร์สมัยใหม่ เช่น Google Chrome หรือ Microsoft Edge:

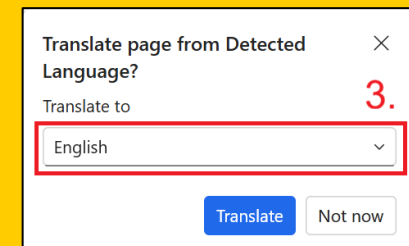
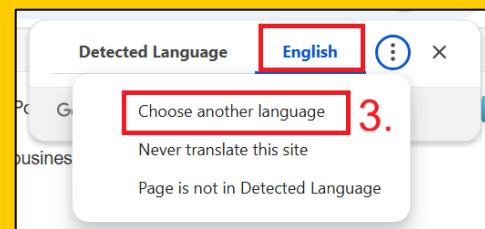
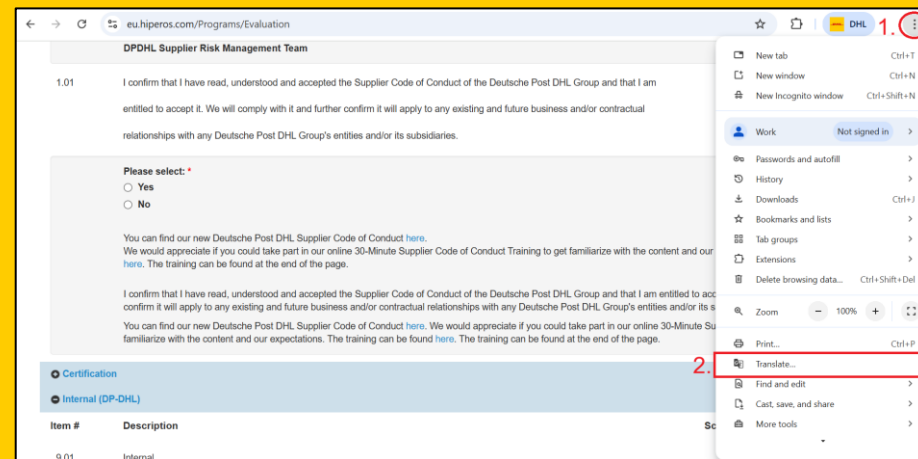
1. เปิดเมนูเบราว์เซอร์ที่มุมขวาบน
2. เลือกแปล เพื่อ เปิดหน้าต่างป๊อปอัปการแปล

สำหรับ Google Chrome (ทางด้านซ้าย):

3. ในหน้าต่างที่ปรากฏขึ้น ให้เลือก "เลือกภาษาอื่น" และ เลือกภาษาที่คุณต้องการ

สำหรับ Microsoft Edge (ทางด้านขวา):

3. ในหน้าต่างป๊อปอัป ให้เลือกภาษาที่คุณต้องการ





3. การตอบคำถามการประเมิน

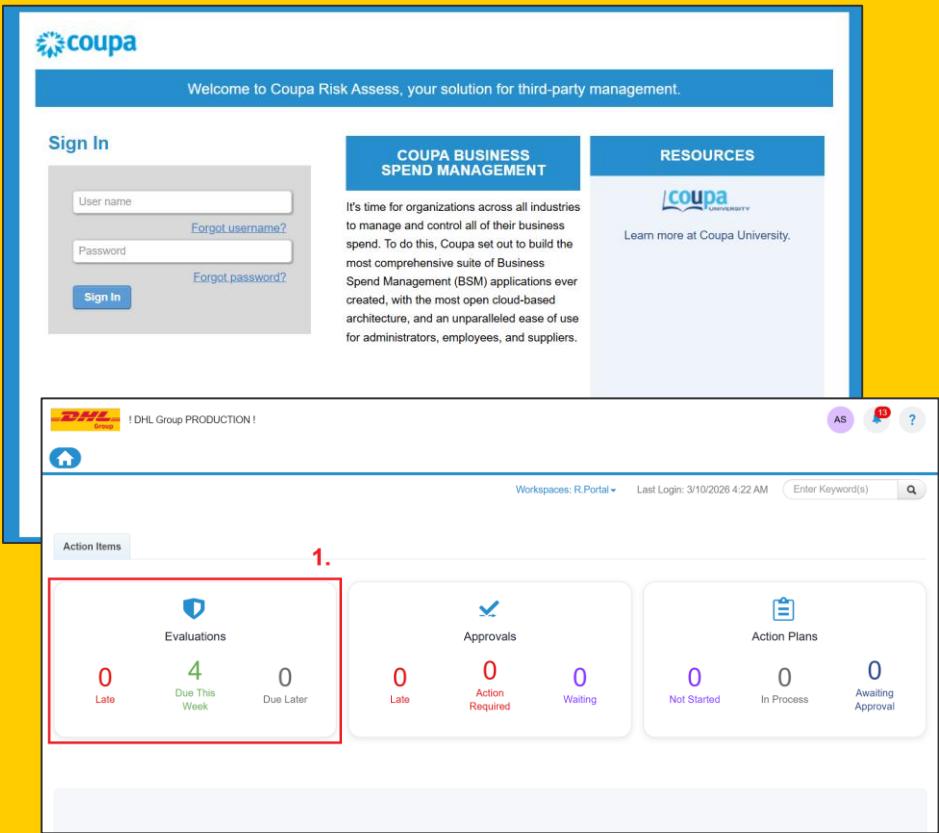
การนำเสนอฉบับนี้ได้รับการแก้ไขด้วยปัญญาประดิษฐ์

การตอบคำถามการประเมิน

เข้าสู่ระบบเครื่องมือ SHIELD โดยใช้ลิงก์เข้าสู่ระบบ **R.Porta**l ที่ไว้ในอีเมลของคุณ

หลังจากเข้าสู่ระบบแล้ว คุณจะถูกนำไปยังหน้าแดชบอร์ดของคุณ ซึ่งจะแสดงการประเมิน/การอนุมัติทั้งหมดที่ต้องการการดำเนินการจากคุณ

- 1. เลือกแท็บการประเมินเพื่อดูรายการการประเมินทั้งหมดที่มอบหมายให้คุณ

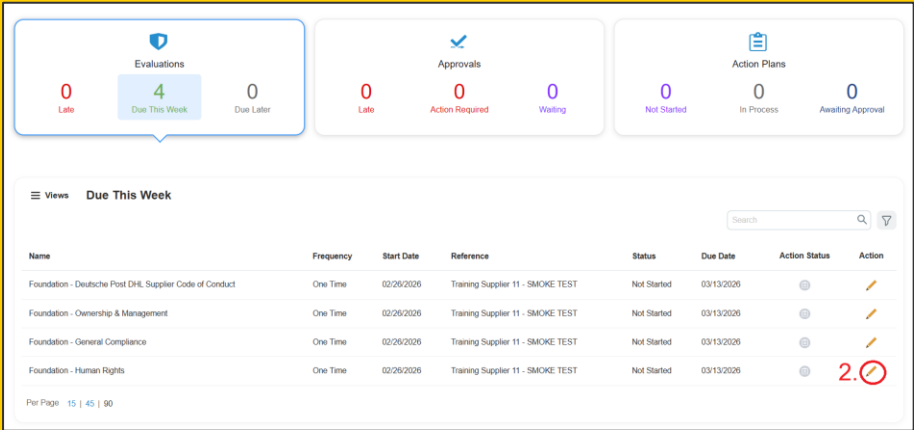


การตอบคำถามการประเมิน

แดชบอร์ดนี้แสดงการประเมินทั้งหมดที่รอการดำเนินการจากคุณ ในตัวอย่างนี้มีการประเมิน 4 รายการที่รอดำเนินการ

คุณยังสามารถดูสถานะและวันครบกำหนดของแต่ละการประเมินผลได้ในหน้านี้

- 2. เพื่อเปิดการประเมิน (เช่น Foundation – Human Rights ในกรณีนี้) ให้คลิกที่ไอคอนดินสอในคอลัมน์การกระทำ



การตอบคำถามการประเมิน

หลังจากเลือกไอคอนดินสอแล้ว ระบบจะแสดงหน้ารายละเอียดการประเมินสำหรับการทดสอบ หากคุณไม่ใช่บุคคลที่ได้รับมอบหมายให้รับผิดชอบในการ ดำเนินการประเมินเฉพาะนี้ภายในองค์กร ของคุณ คุณสามารถมอบหมายให้ บุคคลที่มีความรับผิดชอบที่เกี่ยวข้องดำเนินการแทน ได้ คำแนะนำโดยละเอียดเกี่ยวกับกระบวนการมอบหมายงานมีให้ที่ ในหัวข้อถัดไป

หากคุณเป็นบุคคลที่เหมาะสมในการกรอกแบบสอบถามในนามขององค์กรของคุณ โปรดตรวจสอบ แต่ละข้อในการประเมินและให้คำตอบของคุณ



หลังจากกรอกข้อมูลที่เป็นทั้งหมดแล้ว ให้เลือก "ส่ง" เพื่อยืนยันและส่งคำตอบของคุณไปยัง DHL Group

กรุณาทำตามขั้นตอนเดียวกันนี้สำหรับการประเมินทั้งหมดที่ได้รับมอบหมายให้คุณ

Workspaces: R Portal • Last Login: 3/10/2026 5:47 AM (Enter Keyword(s))

Evaluation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

Top Delegate Recalc Save Cancel Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. การมอบหมายการประเมินให้กับผู้ไ้รายอื่น

การนำเสนอฉบับนี้ได้รับการแปลโดยใช้ปัญญาประดิษฐ์

การมอบหมายการประเมินให้กับผู้ประเมินภายนอก (ผู้ใช้รายอื่น)

1. คุณสามารถมอบหมายการประเมินให้กับบุคคลที่รับผิดชอบภายในองค์กรของคุณ โดยเลือกปุ่ม มอบหมาย

หลังจากคลิกที่ปุ่ม มอบหมายหน้าต่างยืนยันจะปรากฏขึ้น

2. กรุณาเลือกยืนยัน เพื่อดำเนินการต่อในกระบวนการมอบอำนาจ

Workspaces: RPortal Last Login: 3/10/2026 5:47 AM Enter Keyword(s) Q

Evaluation

Risk-Foundations - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

1. Delegate Recalc Save Cancel Submit

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as part of your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses on the home symbol on the upper left side of your screen to return to your dashboard. Please save your work from time to time to avoid losing data due to time out. To complete the process, you need to answer and submit each one of the sub-questionnaires. Please refrain from entering any text into the custom comment fields as this will not be evaluated.

1. Top Delegate Recalc Save Cancel Submit

Confirm Action

This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?

2. Confirm Cancel

การมอบหมายการประเมินให้กับผู้ประเมินภายนอก (ผู้ใช้อย่างอื่น)

เมื่อคุณดำเนินการต่อไปหน้าคณะผู้ประเมินจะ ปรากฏขึ้น ในหน้านี้ คุณสามารถกรอกรายละเอียดของบุคคลที่คุณต้องการมอบหมายให้ทำการประเมินได้

- 3. กรุณาเลือกปุ่ม + เพื่อ เปิดหน้าต่างใหม่ ที่คุณสามารถป้อนชื่อ, นามสกุล, และที่อยู่อีเมลของผู้ใช้ที่ได้รับมอบหมาย
- 4. เมื่อได้ให้ข้อมูลที่เป็นทั้งหมดแล้ว กรุณาคลิกสร้างผู้ใช้ เพื่อ ดำเนินการต่อ

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer **Smith, Andreas (external)**

Delegate to User/Group

Delegate ☒ User ☐ Group

3.

Create Training Supplier 11 - SMOKE TEST User

* Please enter

Email Address *

john.doe@gmail.com

First Name *

John

Last Name *

Doe

Cancel

Create User

การมอบหมายการประเมินให้กับผู้ประเมินภายนอก (ผู้ใช้อื่น)

หลังจากกรอกรายละเอียดแล้ว ชื่อผู้ใช้ และที่อยู่อีเมลจะพร้อมให้เลือก

- 5. กรุณาให้ข้อคิดเห็นที่เกี่ยวข้องเพื่ออธิบายเหตุผลในการมอบหมายการประเมิน
- 6. คลิกมอบหมาย เพื่อ ดำเนินการมอบหมายให้เสร็จสมบูรณ์

เมื่อการมอบหมายสำเร็จเรียบร้อยแล้ว คุณจะได้รับอีเมลยืนยัน

ผู้ใช้ที่คุณได้มอบหมายให้ทำการประเมินจะต้องดำเนินการตามขั้นตอนการลงทะเบียนบัญชี SHIELD มาตรฐานให้เสร็จสมบูรณ์ (โปรดดูที่ ในส่วนที่เกี่ยวข้อง)

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

✕

+

Group

Comments

* Please enter why you are submitting this delegation.

6.

Top

Back

Delegate

DHL

Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.



5. การเพิ่มผู้แทนหลัก/ผู้แทนของผู้จัด จำหน่ายใหม่

การนำเสนอฉบับนี้ได้รับการแปลโดยใช้ปัญญาประดิษฐ์

การเพิ่มผู้จัดหาหลักใหม่

ในส่วนของการเป็นเจ้าของและการจัดการของแบบสอบถามของเรา โปรดทำตามขั้นตอนด้านล่างสำหรับแต่ละรายการที่เกี่ยวข้อง (เช่น การเพิ่มกรรมการผู้จัดการ/ผู้จัดการทั่วไป/ประธานเจ้าหน้าที่บริหาร หรือผู้อำนวยการฝ่ายการเงิน/ประธานเจ้าหน้าที่ฝ่ายการเงิน)

- 1. เลือกเพิ่มผู้จัดหาใหม่ (หลัก) เพื่อ ป้อนข้อมูลที่ต้องการ

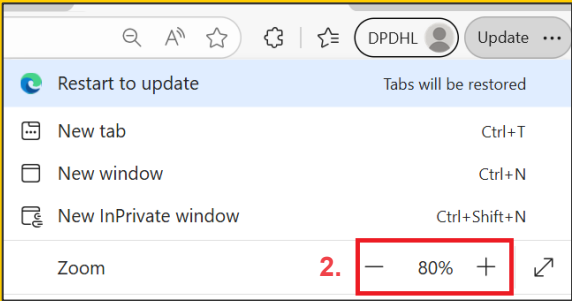
Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.	1.	
Supplier Principals 0 No items to display Accurate information must be provided in the above field and NOT left blank * ☐ I confirm		การ แปล: "การ แปล "	
2.01	Please provide the full name of the Finance Director / CFO	1.	
Supplier Principals 0 No items to display Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

การเพิ่มผู้จัดหาหลักใหม่

หลังจากเลือก "เพิ่มผู้จัดหาใหม่ (หลัก)" หน้าต่างป๊อปอัพจะปรากฏขึ้นเพื่อขอข้อมูลส่วนตัว:

- 2. หากหน้าต่างป๊อปอัพเต็มหน้า รวมถึงปุ่มสร้าง ไม่ปรากฏบนหน้าจอของคุณ ให้ปรับระดับการซูมของเบราว์เซอร์ของคุณเป็น**80%-90%** โดยใช้การควบคุม การซูมของเบราว์เซอร์ของคุณ (ดูตัวอย่างทางด้านขวา)
- 3. กรุณาให้ข้อมูลอย่างน้อยตามที่กำหนดในช่องที่จำเป็น
- 4. เมื่อกรอกข้อมูลที่จำเป็นทั้งหมดแล้ว ให้คลิกสร้าง เพื่อ เพิ่มผู้จัดหาหลักใหม่

A screenshot of the 'Create Supplier Principal' form. The form contains input fields for 'First Name', 'Last Name', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership'. A red box highlights these input fields, with a red number '3' to its left. At the bottom right of the form, there are 'Cancel' and 'Create' buttons. A red number '4' is next to the 'Create' button.



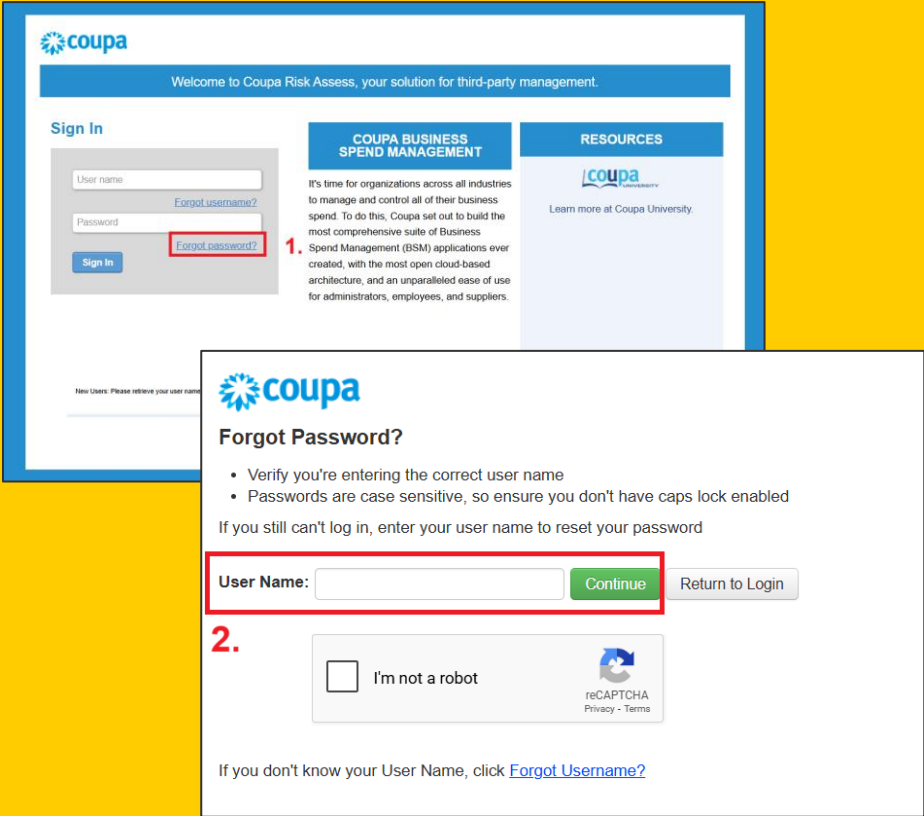
6. การรีเซ็ตรหัสผ่าน

การนำเสนอฉบับนี้ได้รับการแปลโดยใช้ปัญญาประดิษฐ์

การรีเซ็ตรหัสผ่าน

ในกรณีที่คุณต้องการรีเซ็ตรหัสผ่านของคุณ:

- 1. ไปที่หน้าเข้าสู่ระบบ SHIELD ของ [TH](#) และคลิกที่ลิ้งรหัสผ่าน?
- 2. กรณียบ้อนชื่อผู้ไ้ของคุณ (โดยปกติคือที่อยู่อีเมลของคุณ) แล้วคลิกดำเนินการต่อ



การรีเซตรหัสผ่าน

คุณจะได้รับอีเมล

- 3. คลิกที่ลิงก์ในอีเมล
- 4. ตอบคำถามด้านความปลอดภัยที่คุณสร้างขึ้นเมื่อตั้งค่าบัญชีของคุณและคลิกดำเนินการต่อ



ลิงก์รีเซตรหัสผ่านจะหมดอายุหลังจาก 24 ชั่วโมง หากลิงก์ของคุณหมดอายุและคุณไม่สามารถดำเนินการรีเซตรหัสผ่านต่อได้ กรุณาเริ่มกระบวนการใหม่อีกครั้งตั้งแต่นั้นตอนที่ 1



Your Coupa Risk Assess Password reset request

Dear **Andreas Smith**,

You recently requested a password reset for your Coupa Risk Assess account.

To change your password, click below or paste the password link into your browser.

https://eu.hiperos.com/External/_si7314?xS=z83wBpyBrLYR%2BD0MHhWOwVX8TqPaY9qMd%2BYBpSCEFooBe9LrOCM4ewTgZhg5haYzky6c%2BQBBmrgSQOH6xF2emvJ9eujv5nvweVr%2F3kGGPA2u4QXooNy65ydGpf%2FwcfIMR708fqUgllpwrlxDq1oXXNh4DMKJADREbOCekFckzBdnZq7wzVb%2FxfEyBj0rmwmsZLK0YGvRokU%3D

If you have any questions please contact Shield@dhl.com.

3.



Answer your security question

Where is my favorite city?

[Continue](#)

4.

การรีเซ็ตรหัสผ่าน

จากนั้นคุณสามารถสร้างรหัสผ่านใหม่ได้

3. หลังจากป้อนและยืนยันรหัสผ่านใหม่แล้ว ให้คลิกที่ดำเนินการต่อ เพื่อ ยืนยันการรีเซ็ต



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

Continue

5.



Business Spend Management

ขอบคุณ



หากคุณมีปัญหาในการเข้าสู่ระบบหรือปัญหาเกี่ยวกับเครื่องมืออื่น ๆ โปรดส่งอีเมลไปที่
Shield@dhl.com



SHIELD Risk Yönetimi Aracı

Kullanıcı Yardım Kılavuzu

Bu sunum Yapay Zeka kullanılarak çevrilmiştir.



İçerik Tablosu

- 1 **Hesap Kaydı**
- 2 **Dil Ayarları**
- 3 **Değerlendirme Sorularını Yanıtlama**
- 4 **Değerlendirmelerin Başka Bir Kullanıcıya Devredilmesi**
- 5 **Yeni Bir Tedarikçi Müdürü / Temsilcisi Ekleme**
- 6 **Şifre Sıfırlama**





1. HESAP KAYDI

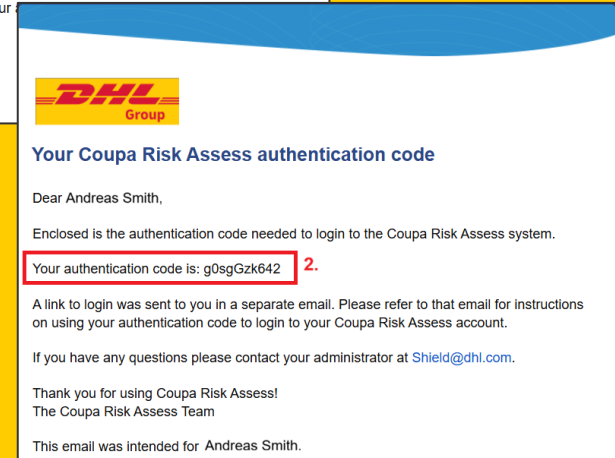
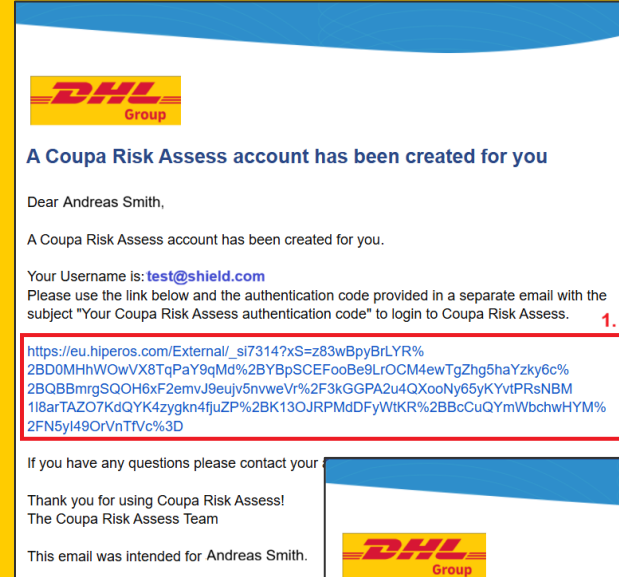
Bu sunum Yapay Zeka kullanılarak çevrilmiştir.

Hesap Kaydı

Kuruluşunuz Üçüncü Taraf Taraması için seçildikten sonra iki ayrı e-posta alacaksınız:

- Hesap Oluşturma:** Bu e-posta SHIELD hesabınızın oluşturulduğunu onaylar ve kullanıcı adınızı verir
- Kimlik Doğrulama Ayrıntıları:** bu e-posta Coupa Risk Assess kimlik doğrulamanızı içerir

Bu e-postaları aldıktan sonra, lütfen hedeflenen alıcının siz olduğunuzu doğrulayın. Onaylandıktan sonra, Hesap Oluşturma e-postasında verilen bağlantıya tıklayarak devam edin.



Hesap Kaydı

3. İlk e-postadaki kimlik doğrulama bağlantısına tıkladıktan sonra, kimlik doğrulama kodunuzu isteyen bir sayfaya yönlendirileceksiniz.

Lütfen Kimlik Doğrulama **Ayrıntıları** e-postasındaki kimlik doğrulama kodunu girin ve devam etmek için **Devam** 'a tıklayın.

3.

Enter Your Authentication Code

Enter Code: **Continue**

Entry is case sensitive

Request a new code

Still having trouble logging in?
If you have questions please contact your administrator at [Shield@dhl.com](#)

DHL Group

Your Coupa Risk Assess authentication code

Dear Andreas Smith,

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

Your authentication code is: **g0sgGzk642**

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 Shield@dhl.com.

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

This email was intended for Andreas Smith.

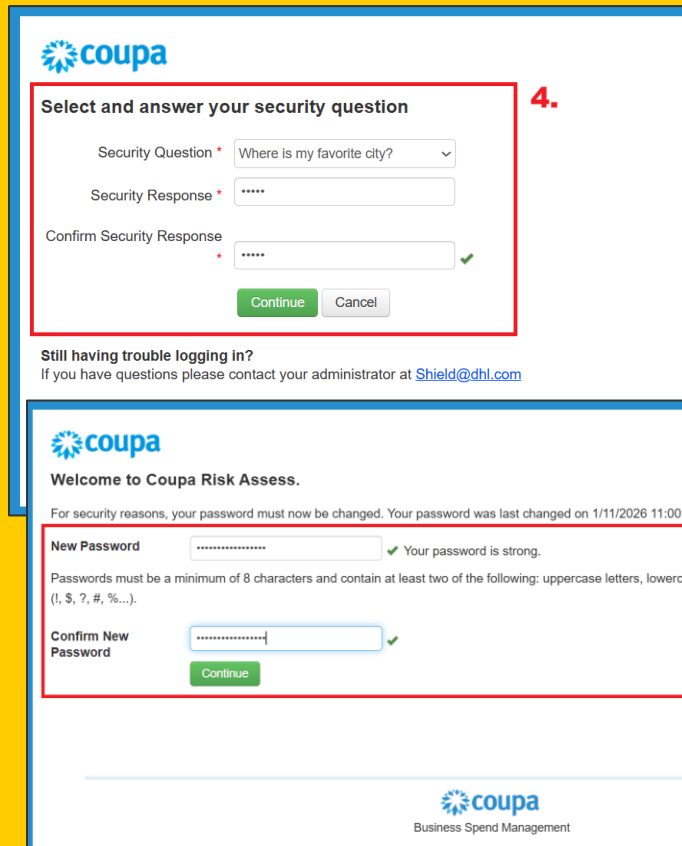
Hesap Kaydı

Kimlik doğrulama kodunu girdikten sonra bir güvenlik sorusu ayarlamamız istenecektir:

4. Açılır menüden tercih ettiğiniz güvenlik sorusunu seçin ve devam etmek için **Devam** 'a tıklayın

Seçiminizi onayladıktan sonra yeni bir şifre oluşturmanız için yönlendirileceksiniz:

5. Lütfen alfanümerik karakterler kullanarak güçlü bir şifre oluşturun ve devam etmek için **Devam** 'a tıklayın



4.

Select and answer your security question

Security Question * Where is my favorite city? ▾

Security Response * *****

Confirm Security Response * ***** ✓

Continue Cancel

Still having trouble logging in?
If you have questions please contact your administrator at Shield@dhl.com

5.

Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password ***** ✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password ***** ✓

Continue

coupa
Business Spend Management

Hesap Kaydı

Oturum açma kimlik bilgilerinizi ayarladıktan sonra oturum açma **portalına** yönlendirileceksiniz:

6. Kullanıcı adı olarak e-posta adresinizi ve SHIELD aracında oturum açmak için oluşturduğunuz parolayı kullanın.

Giriş portalına Coupa Risk Access'ten gelen **üçüncü e-postada** verilen bağlantıyı kullanarak da erişebilirsiniz.

The image shows two parts of the process. The top part is a screenshot of the Coupa Risk Assess login page. It features the Coupa logo, a welcome message, and a 'Sign In' section with fields for 'User name' and 'Password'. A red box highlights the 'Sign In' button and the 'Forgot username?' and 'Forgot password?' links. A red arrow points from the 'Sign In' button to the bottom part of the image.

The bottom part is an email notification from DHL Group. It is titled 'Compliance Third Party Screening (DDQ) is ready to complete'. The email is addressed to 'Dear Andreas,' and thanks him for his interest in providing goods or services to DHL Group. It states that DHL Group is committed to ensuring compliance with applicable laws and regulations, and asks him to complete the online compliance third party screening (due diligence screening - DDQ) by the due date indicated below. The email also mentions that the completion of the compliance third party screening is a mandatory requirement and provides a link to 'Click R.Porta| to log in.' which is highlighted with a red box.

Hesap Kaydı

Giriş yaptıktan sonra **Kullanım Koşulları** sayfasına yönlendirileceksiniz.

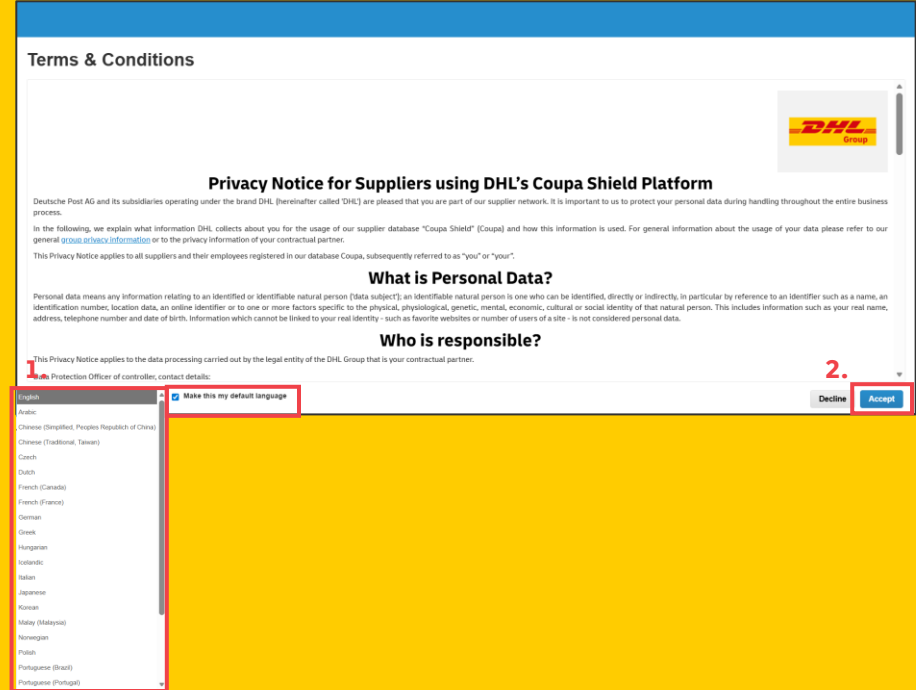
1. Açılır menüden seçerek hüküm ve koşulları tercih ettiğiniz dilde inceleyebilirsiniz.
2. İncelemeyi tamamladıktan sonra devam etmek için lütfen **Kabul Et** 'e tıklayın.

The screenshot shows the 'Terms of Use' page for Coupa. At the top, there is a blue header with the Coupa logo and the name 'Jana'. Below the header, the title 'Terms of Use' is displayed. The main content area contains the full text of the terms of use, which is partially obscured by a language selection dropdown menu. The dropdown menu is open, showing a list of languages: English, Arabic, Chinese (Simplified, Peoples Republic of China), Chinese (Traditional, Taiwan), Czech, Dutch, French (Canada), French (France), German, Greek, Hungarian, Icelandic, Italian, Japanese, Korean, Malay (Malaysia), Norwegian, Polish, Portuguese (Brazil), and Portuguese (Portugal). The 'English' option is currently selected. At the bottom right of the page, there are two buttons: 'Decline' and 'Accept'. The 'Accept' button is highlighted with a red box.

Hesap Kaydı

Kullanım Koşullarını kabul ettikten sonra size **Gizlilik Bildirimi** gösterilecektir.

1. Gizlilik bilgilerini açılır menüden seçerek tercih ettiğiniz dilde inceleyebilirsiniz. İsterseniz, onay kutusunu işaretleyerek seçtiğiniz dili varsayılan olarak da ayarlayabilirsiniz
2. İncelemeyi tamamladıktan sonra devam etmek için lütfen **Kabul Et** 'e tıklayın.





2. DİL AYARLARI

Bu sunum Yapay Zeka kullanılarak çevrilmiştir.

Dil Ayarları

SHIELD çeşitli arayüz dili seçenekleri sunar. Sistem dilini değiştirmek için:

1. Sağ üst köşedeki adınıza tıklayın ve **Profil**'i seçin
2. Genel Ayarlar'da **Kültür** 'e tıklayın ve tercih ettiğiniz dili seçin.
3. Yeni dili ayarlamak için **Değişiklikleri kaydet** 'e tıklayın



Diliniz mevcut değilse, tarayıcınızın yerleşik çeviri özelliğini kullanabilirsiniz (sonraki slaytlara bakın).

The screenshot illustrates the process of changing the system language in the SHIELD application. It shows the user profile menu, the 'General Settings' modal, and the 'Culture' dropdown menu. The steps are numbered 1, 2, and 3, corresponding to the instructions provided in the text.

Dil Ayarları

Bazı diller için birden fazla seçenek mevcuttur. Sistem dilini bu dillerden herhangi biriyle değiştirmek isterseniz, sistemin ve tüm anketlerin istediğiniz dilde görüntülenmesini sağlamak için lütfen **SADECE** aşağıdaki seçenekleri seçin:

Sizin için geçerliyse, lütfen **SADECE** aşağıdaki dillerden birini seçin:

- İspanyolca (İspanya)
- Fransızca (Fransa)
- Endonezce (Endonezya)
- Portekizce (Portekiz)
- Vietnamca (Vietnam)
- Çince (basitleştirilmiş)
- Çince (geleneksel, Tayvan)

Lütfen yap **DEĞİL** aşağıdaki dillerden birini seçin:

- İspanyolca
- Fransızca (Kanada)
- Endonezce
- Portekizce (Brezilya)
- Vietnamca
- Çince (Hongkong S.A.R.)

Dil Ayarları

Anketler SHIELD'de aşağıdaki dillerde mevcuttur:

- İngilizce
- Arapça
- Çince (basitleştirilmiş)
- Çince (geleneksel, Tayvan)
- Çek Cumhuriyeti
- Hollandaca
- Fince
- Fransızca (Fransa)
- Alman
- Macarca
- Endonezce (Endonezya)
- İtalyan
- Japonca
- Korece
- Lehçe
- Portekizce (Portekiz)
- Rusça
- İspanyolca (İspanya)
- İsveç
- Tayland
- Türkçe
- Vietnamca (Vietnam)
- Norveççe (*yalnızca belirli anketler*)



SHIELD'da başka bir dil seçeneği seçerseniz **sadece** shield sistem arayüzü bu dilde görüntülenecektir. Anket ve ilgili tüm sorular İngilizce olarak kalacaktır.

Dil Ayarları:

Tarayıcı Çevirisi (Google Chrome / Microsoft Edge)

Tercih ettiğiniz dil SHIELD'da mevcut değilse, Google Chrome veya Microsoft Edge gibi modern tarayıcılardaki yerleşik tarayıcı çeviri özelliklerini kullanabilirsiniz:

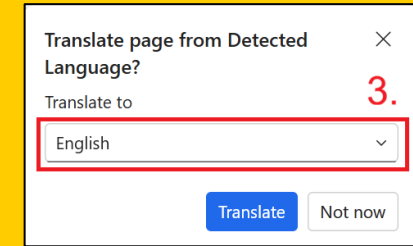
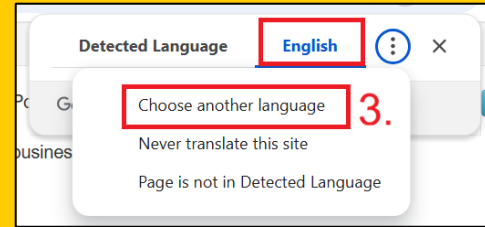
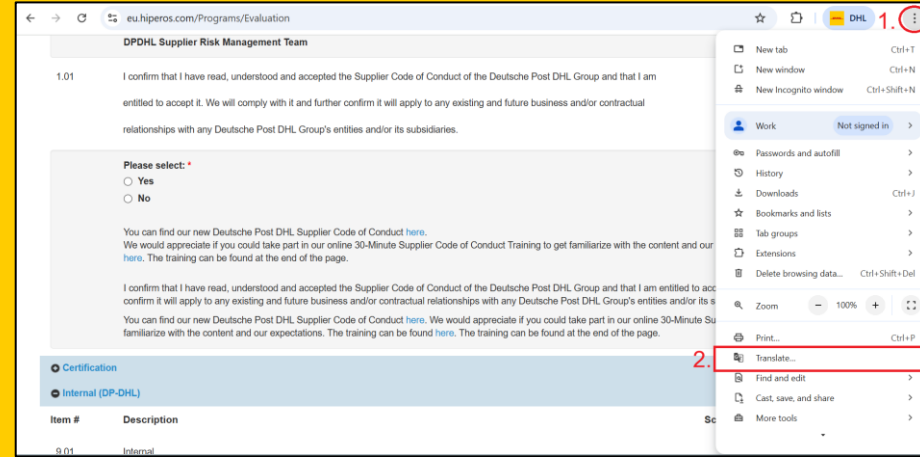
1. Sağ üst köşedeki tarayıcı menüsünü açın.
2. Çeviri açılır penceresini açmak için **Çevir**'i seçin.

Google Chrome için (solda):

3. Açılan pencerede **Başka bir** dil seç ögesini seçin ve tercih ettiğiniz dili seçin

Microsoft Edge için (sağda):

3. Açılan pencerede tercih ettiğiniz dili seçin





3. DEĞERLENDİRME SORULARINI YANITLAMA

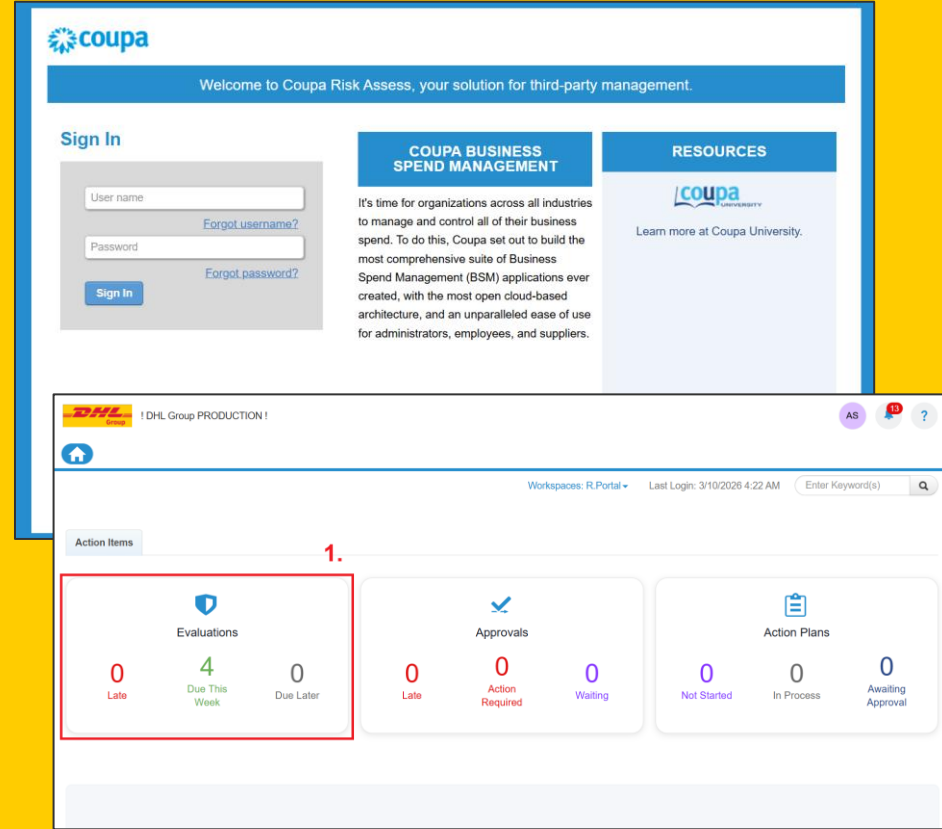
Bu sunum Yapay Zeka kullanılarak çevrilmiştir.

Değerlendirme Sorularını Yanıtlama

E-postanızda verilen **R.Portal** oturum açma bağlantısını kullanarak SHIELD aracına giriş yapın.

Giriş yaptıktan sonra, işlem yapmanızı gerektiren tüm değerlendirmeleri/onayları gösteren **Kontrol Panelinize** yönlendirileceksiniz

1. Size atanan değerlendirmelerin tam listesini görüntülemek için **Değerlendirmeler** sekmesini seçin.



Değerlendirme Sorularını Yanıtlama

Bu gösterge tablosunda işlem yapmanızı bekleyen tüm değerlendirmeler görüntülenir. Bu örnekte, **4 değerlendirme** beklemededir.

Ayrıca bu sayfada her bir değerlendirmenin durumunu ve son tarihini de görüntüleyebilirsiniz.

2. Bir değerlendirmeyi açmak için (örneğin bu durumda Vakıf - İnsan Hakları), Eylem Sütunundaki **kalem simgesine** tıklayın.

Evaluations

0Late

4Due This Week

0Due Later

Approvals

0Late

0Action Required

0Waiting

Action Plans

0Not Started

0In Process

0Awaiting Approval

Views

Due This Week

Search

Q

▽

Name	Frequency	Start Date	Reference	Status	Due Date	Action Status	Action
Foundation - Deutsche Post DHL Supplier Code of Conduct	One Time	02/26/2026	Training Supplier 11 - SMOKE TEST	Not Started	03/13/2026		
Foundation - Ownership & Management	One Time	02/26/2026	Training Supplier 11 - SMOKE TEST	Not Started	03/13/2026		
Foundation - General Compliance	One Time	02/26/2026	Training Supplier 11 - SMOKE TEST	Not Started	03/13/2026		
Foundation - Human Rights	One Time	02/26/2026	Training Supplier 11 - SMOKE TEST	Not Started	03/13/2026		2.0

Per Page 15 | 45 | 90

Değerlendirme Sorularını Yanıtlama

Kalem simgesini seçtikten sonra, sistem değerlendirme için ayrıntılı değerlendirme sayfasını görüntüleyecektir. Kuruluşunuzda belirli bir değerlendirmenin tamamlanması için **belirlenmiş sorumlu kişi değilseniz**, **bunu** ilgili sorumlu kişiye **devretme** seçeneğiniz vardır. Yetkilendirme sürecine ilişkin ayrıntılı rehberlik bir sonraki bölümde sağlanmaktadır.

Kuruluşunuz adına anketi dolduracak doğru kişi sizseniz, lütfen değerlendirmedeki her bir maddeyi gözden geçirin ve yanıtlarınızı verin.



Gerekli tüm alanları doldurduktan sonra, yanıtlarınızı tamamlamak ve DHL Group'a göndermek için **"Gönder"**i seçin

Lütfen size atanan tüm değerlendirmeler için aynı prosedürü tekrarlayın.



4. DEĞERLENDİRMELERİN BAŞKA BİR KULLANICIYA DEVREDİLMESİ

Bu sunum Yapay Zeka kullanılarak çevrilmiştir.

Değerlendirmelerin Başka Bir Kullanıcıya Devredilmesi

1. **Delege Et düğmesini** seçerek bir değerlendirmeyi kuruluşunuz içinde belirlenmiş bir sorumlu kişiye delege edebilirsiniz.

Delege Et **düğmesine** tıkladıktan sonra bir onay açılır penceresi görünecektir.

2. Delegasyon sürecine devam etmek için lütfen **Onayla** 'yı seçin.

The screenshot shows the 'Evaluation' interface for 'Human Rights'. At the top right, there is a navigation bar with 'Workspaces: RPortal', 'Last Login: 3/10/2026 5:47 AM', and a search bar. Below this, the 'Evaluation' title is followed by 'Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26'. A table with columns 'Item #', 'Description', 'Score', and 'Actions' is displayed. The first item is '1.00' with the description 'Please respond to the questions carefully.' and a score of '1.00'. To the right of the table, there is a 'Delegates' section with a table showing 'Delegated To' and 'Delegated By'. The 'Delegated To' column has a dropdown menu with options 'Top', 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' option is highlighted with a red box and the number 1.

The screenshot shows a 'Confirm Action' dialog box. It contains a message: 'This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?'. At the bottom right, there are two buttons: 'Confirm' (with a green checkmark icon) and 'Cancel' (with a red X icon). The 'Confirm' button is highlighted with a red box and the number 2.

Değerlendirmelerin Başka Bir Kullanıcıya Devredilmesi

Devam ettiğinizde, **Değerlendirme Delegasyonu sayfası** görünecektir. Bu sayfada, değerlendirmeyi devretmek istediğiniz kişinin ayrıntılarını girebilirsiniz.

3. Belirlenen kullanıcının adını, soyadını ve e-posta adresini girebileceğiniz yeni bir pencere açmak için lütfen **+ düğmesini** seçin.
4. Gerekli tüm bilgiler sağlandıktan sonra, devam etmek için lütfen **Kullanıcı Oluştur** 'a tıklayın.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

Enter at least 3 characters to find a User... + 3.

Create Training Supplier 11 - SMOKE TEST User

* Please enter

Email Address *
john.doe@gmail.com

First Name *
John

Last Name *
Doe

4.

Cancel
Create User

Değerlendirmelerin Başka Bir Kullanıcıya Devredilmesi

Bilgiler girildikten sonra, kullanıcı adı ve e-posta adresi seçilebilecektir.

- Lütfen değerlendirmeyi devretme nedenini açıklayan ilgili açıklamaları belirtin.
- Delegasyon** işlemini tamamlamak için **Delege Et'e** tıklayın.

Başarılı bir delegasyonun ardından bir onay e-postası alacaksınız.

Değerlendirmeyi devrettiğiniz kullanıcının standart SHIELD Hesap Kaydı sürecini tamamlaması gerekecektir (bkz. [ilgili bölüm](#)).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

☒ User
 ☐ Group

Comments

* Please enter why you are submitting this delegation.

5.

Top

Back

6. Delegate

DHL Group

SHIELD

Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer
This communication and any files or attachments transmitted with it may contain information that is confidential, privileged, and exempt from disclosure under applicable law. It is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us [here](#) so that we may take the appropriate action.

DHL Group | SHIELD Help Guide | April 2026

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5. YENİ BİR TEDARİKÇİ MÜDÜRÜ/TEMSİLCİSİ EKLEMEK

Bu sunum Yapay Zeka kullanılarak çevrilmiştir.

Yeni Bir Tedarikçi Müdürü Ekleme

Anketlerimizin Mülkiyet ve Yönetim bölümünde, lütfen ilgili her bir madde için aşağıdaki adımları izleyin (örneğin, Genel Müdür/Genel Müdür/CEO veya Finans Direktörü/CFO'nun eklenmesi):

1. Gerekli ayrıntıları girmek için **Yeni Tedarikçi Müdürü Ekle** 'yi seçin.

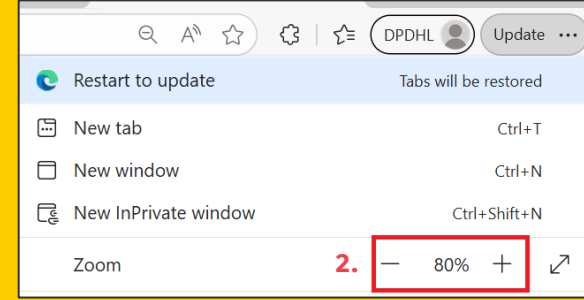
The screenshot shows the 'Ownership & Management' section of the SHIELD Help Guide. It contains two items, 1.01 and 2.01, each with a 'Supplier Principals' section. In both sections, the 'Add New Supplier Principal' button is highlighted with a red box and a red '1.' next to it, indicating the step to click.

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
2.01	Please provide the full name of the Finance Director / CFO		

Yeni Bir Tedarikçi Müdürü Ekleme

"Yeni Tedarikçi Müdürü Ekle" seçeneğini seçtikten sonra, kişisel bilgileri isteyen bir açılır pencere görüntülenecektir:

- Oluştur** düğmesi de dahil olmak üzere açılır pencerenin tamamı ekranınızda görünmüyorsa, tarayıcınızın yakınlaştırma denetimlerini kullanarak tarayıcınızın yakınlaştırma düzeyini **%80-%90** 'a ayarlayın (sağdaki örneğe bakın).
- En azından zorunlu alanlarda istenen tüm bilgileri sağlayın.
- Tüm zorunlu alanlar doldurulduktan sonra, yeni Tedarikçi Müdürünü eklemek için **Oluştur** 'a tıklayın.



 A screenshot of a web form titled "Create Supplier Principal". The form contains several input fields: "First Name", "Last Name", "Middle Name", "Title", "Email", "Phone", "Extension", and "Percent of Ownership". A red box labeled "3." encompasses the "First Name" through "Extension" fields. At the bottom right, there are "Cancel" and "Create" buttons. The "Create" button is highlighted with a red box and labeled "4.".



6. ŞİFRE SIFIRLAMA

Bu sunum Yapay Zeka kullanılarak çevrilmiştir.

Şifre Sıfırlama

Şifrenizi sıfırlamanız gerekirse diye:

1. [SHIELD giriş sayfasına](#) gidin ve **Şifremi unuttum?**
2. Kullanıcı adınızı (genellikle e-posta adresiniz) girin ve **Devam'a** tıklayın

The image shows the Coupa Risk Assess login page and a 'Forgot Password?' modal. The login page has a 'Sign In' section with fields for 'User name' and 'Password', and a 'Forgot password?' link. The modal, titled 'Forgot Password?', provides instructions for password recovery, including a 'User Name' field and a 'Continue' button. It also includes a reCAPTCHA 'I'm not a robot' checkbox and a 'Return to Login' link.

Sign In

User name:

Password:

[Forgot username?](#)

[Forgot password?](#)

Sign In

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

[coupa](#) University

Learn more at Coupa University.

Forgot Password?

- Verify you're entering the correct user name
- Passwords are case sensitive, so ensure you don't have caps lock enabled

If you still can't log in, enter your user name to reset your password

User Name: **Continue** [Return to Login](#)

2.

☐ I'm not a robot

reCAPTCHA Privacy - Terms

If you don't know your User Name, click [Forgot Username?](#)

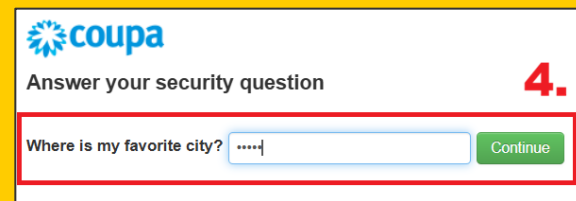
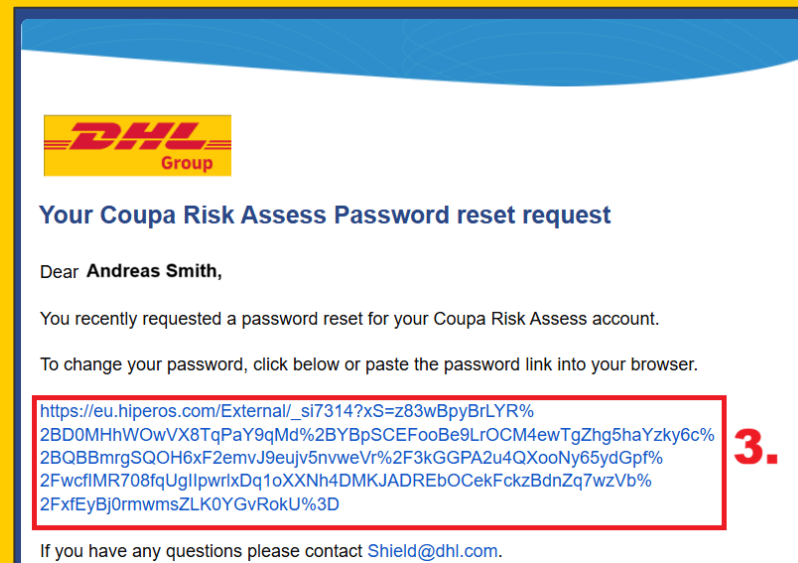
Şifre Sıfırlama

Bir e-posta alacaksınız.

3. E-postadaki bağlantıya tıklayın
4. Hesabınızı kurarken oluşturduğunuz güvenlik sorusunu yanıtlayın ve **Devam**'a tıklayın



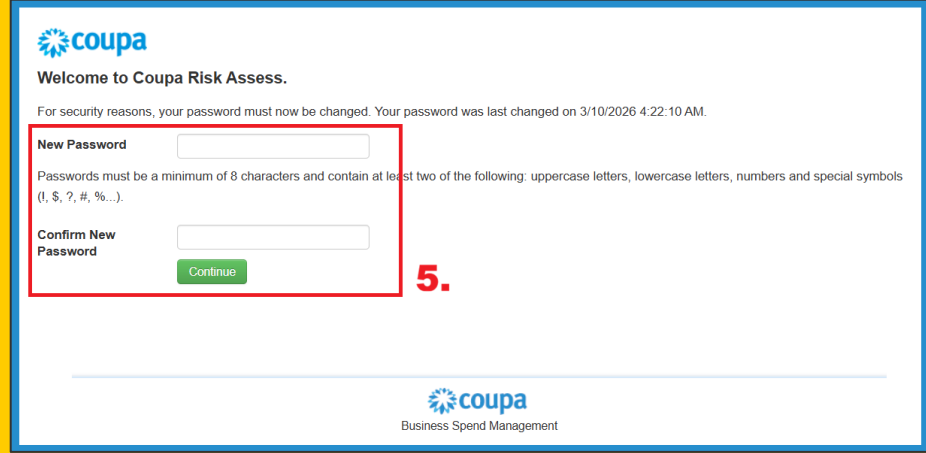
Parola sıfırlama bağlantılarının süresi 24 saat sonra dolar. Bağlantınızın süresi dolarsa ve parola sıfırlamaya devam edemezseniz, lütfen işlemi **1. Adımdan** itibaren yeniden başlatın.



Şifre Sıfırlama

Daha sonra yeni bir şifre oluşturabilirsiniz.

3. Yeni şifreyi girip onayladıktan sonra, sıfırlama işlemini tamamlamak için **Devam** 'a tıklayın



 **Welcome to Coupa Risk Assess.**

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, % ...).

Confirm New Password

[Continue](#) **5.**

 **coupa**
Business Spend Management

Teşekkür ederim



Sisteme giriş yapmakta sorun yaşıyorsanız veya araçla ilgili başka herhangi bir probleminiz varsa, lütfen **Shield@dhl.com** adresine bir e-posta gönderin.



Công cụ Quản lý Rủi ro SHIELD

Hướng dẫn sử dụng

Bài thuyết trình này đã được dịch bằng trí tuệ nhân tạo.



Mục lục

- 1 [Đăng ký tài khoản](#)
- 2 [Cài đặt ngôn ngữ](#)
- 3 [Trả lời các câu hỏi đánh giá](#)
- 4 [Ủy quyền đánh giá cho người dùng khác](#)
- 5 [Thêm một đại diện chính hoặc đại diện mới của nhà cung cấp](#)
- 6 [Đặt lại mật khẩu](#)





1. ĐĂNG KÝ TÀI KHOẢN

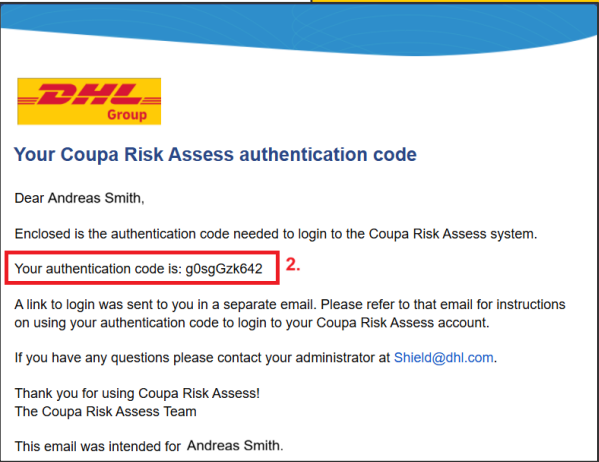
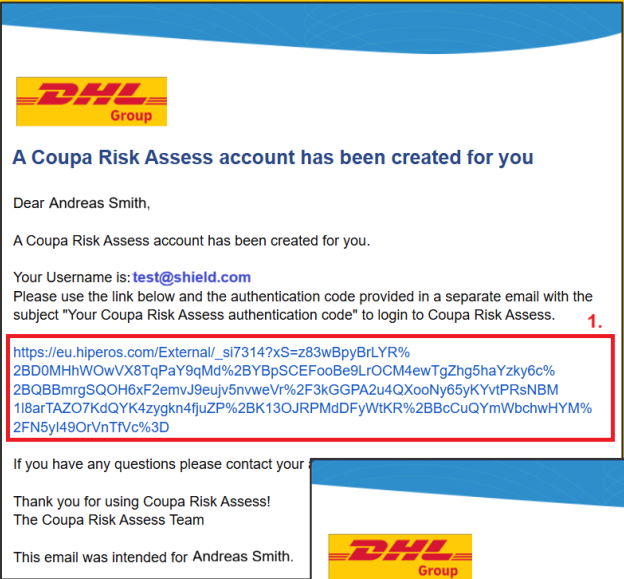
Bài thuyết trình này đã được dịch bằng trí tuệ nhân tạo.

Đăng ký tài khoản

Khi tổ chức của quý vị được chọn tham gia Chương trình Kiểm tra của Bên thứ ba, quý vị sẽ nhận được hai email riêng biệt:

- 1. **Tạo tài khoản:** Email này xác nhận việc tạo tài khoản SHIELD của bạn và cung cấp tên người dùng của bạn
- 2. **Thông tin xác thực:** Email này chứa thông tin xác thực của bạn cho Coupa Risk Assess

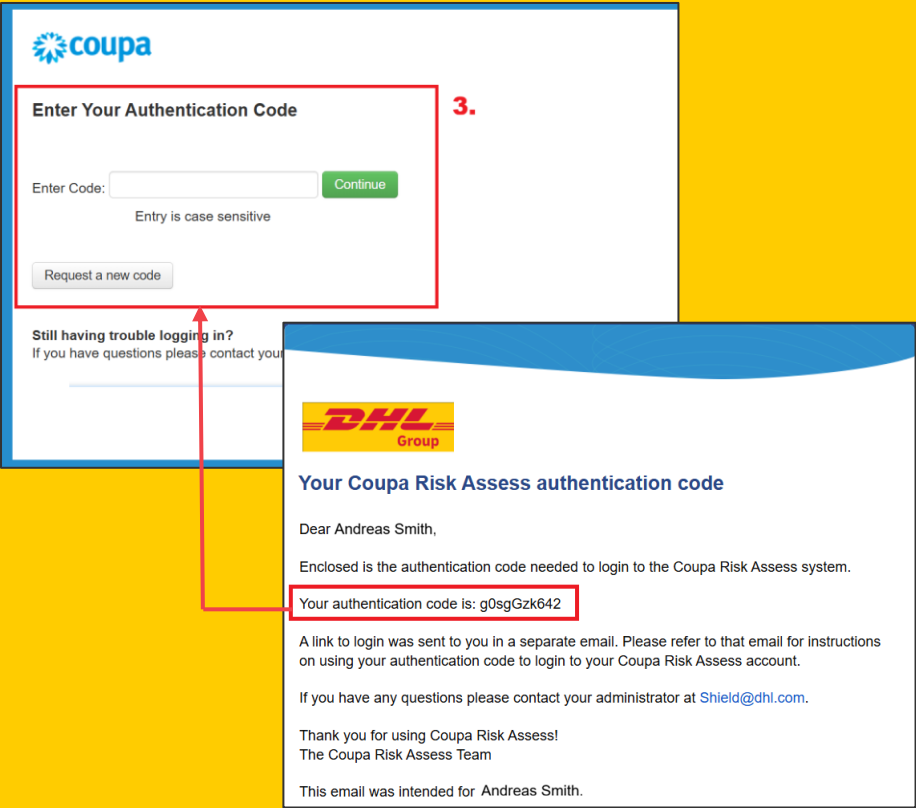
Khi nhận được các email này, vui lòng xác nhận xem bạn có phải là người nhận dự định hay không. Sau khi xác nhận, hãy nhấp vào liên kết được cung cấp trong email tạo tài khoản.



Đăng ký tài khoản

- 3. Sau khi nhấp vào liên kết xác thực trong email đầu tiên, bạn sẽ được chuyển hướng đến một trang yêu cầu nhập mã xác thực.

Vui lòng nhập mã xác thực từ **email "Chi tiết xác thực "** và nhấp vào **"Tiếp tục"** để tiếp tục.



Đăng ký tài khoản

Sau khi nhập mã xác thực, bạn sẽ được yêu cầu thiết lập một câu hỏi bảo mật:

- 4. Chọn câu hỏi bảo mật mà bạn muốn từ menu thả xuống và nhấp vào **Tiếp tục để** tiếp tục

Sau khi xác nhận lựa chọn của bạn, bạn sẽ được chuyển đến trang tạo mật khẩu mới:

- 5. Vui lòng tạo một mật khẩu mạnh bằng cách sử dụng các ký tự chữ và số, sau đó nhấp vào **“Tiếp tục” để** tiếp tục



Select and answer your security question

Security Question *

Where is my favorite city? ▾

Security Response *

Confirm Security Response

✓

Continue

Cancel

Still having trouble logging in?

If you have questions please contact your administrator at Shield@dhl.com



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 1/11/2026 11:00:53 PM.

New Password

✓ Your password is strong.

Passwords must be a minimum of 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers and special symbols (!, \$, %, #, &...).

Confirm New Password

✓

Continue



Business Spend Management

Đăng ký tài khoản

Sau khi thiết lập thông tin đăng nhập, bạn sẽ được chuyển hướng đến **trang đăng nhập**:

- Hãy sử dụng địa chỉ email của bạn làm tên người dùng và mật khẩu bạn đã tạo để đăng nhập vào công cụ SHIELD.

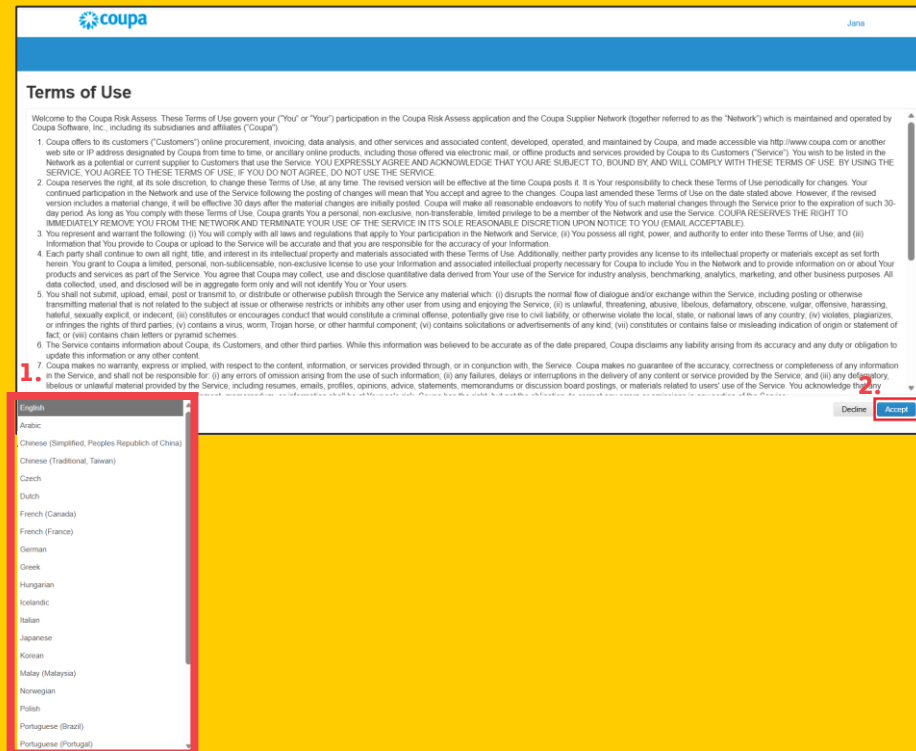
Bạn cũng có thể truy cập cổng đăng nhập qua liên kết được cung cấp trong **email thứ ba từ** Coupa Risk Access.



Đăng ký tài khoản

Sau khi đăng nhập, bạn sẽ được chuyển đến **trang Điều khoản sử dụng**.

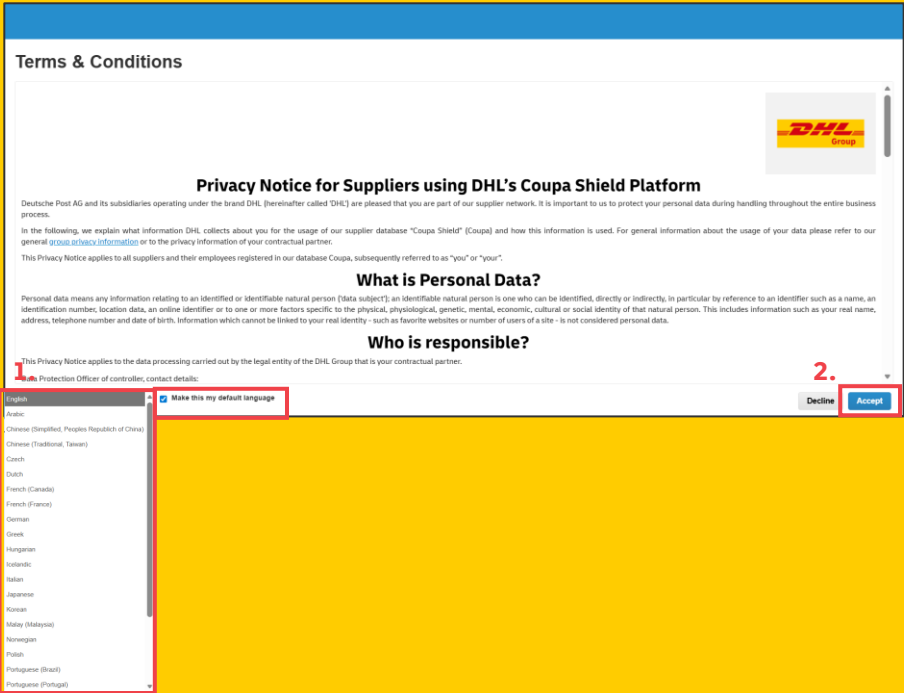
1. Quý khách có thể xem lại các điều khoản và điều kiện bằng ngôn ngữ ưa thích bằng cách chọn ngôn ngữ đó từ menu thả xuống.
2. Sau khi hoàn tất việc xem xét, vui lòng nhấp vào **Chấp nhận để tiếp tục**.



Đăng ký tài khoản

Sau khi chấp nhận Điều khoản sử dụng, bạn sẽ được xem **Thông báo về quyền riêng tư**.

- 1. Bạn có thể xem thông tin về quyền riêng tư bằng ngôn ngữ ưa thích của mình bằng cách chọn ngôn ngữ đó từ menu thả xuống. Nếu muốn, bạn cũng có thể đặt ngôn ngữ đã chọn làm ngôn ngữ mặc định bằng cách đánh dấu vào ô chọn
- 2. Sau khi hoàn tất việc xem xét, vui lòng nhấp vào **Chấp nhận để tiếp tục**.





2. CÀI ĐẶT NGÔN NGỮ

Bài thuyết trình này đã được dịch bằng trí tuệ nhân tạo.

Cài đặt ngôn ngữ

SHIELD cung cấp một số tùy chọn ngôn ngữ giao diện. Để thay đổi ngôn ngữ hệ thống:

1. Nhấp vào tên của bạn ở góc trên bên phải và chọn **Hồ sơ**
2. Trong phần Cài đặt chung, hãy nhấp vào **mục Ngôn ngữ** và chọn ngôn ngữ bạn muốn.
3. Nhấp vào "**Lưu thay đổi**" để thiết lập ngôn ngữ mới



Nếu ngôn ngữ của bạn không có sẵn, bạn có thể sử dụng tính năng dịch tích hợp sẵn trong trình duyệt (xem các trang tiếp theo).

The screenshot illustrates the steps to change the system language. It shows the 'General Settings' modal with the 'Culture' dropdown menu open. A red box highlights the 'Culture' dropdown, and a red box highlights the 'Save changes' button. A red number '1' points to the 'Profile' link in the top right corner. A red number '2' points to the 'Culture' dropdown. A red number '3' points to the 'Save changes' button. The 'Results Per Page' is set to 20.

Cài đặt ngôn ngữ

Đối với một số ngôn ngữ, có nhiều tùy chọn khác nhau. Nếu bạn muốn thay đổi ngôn ngữ hệ thống sang một trong các ngôn ngữ sau, vui lòng **CHỈ** chọn các tùy chọn sau để đảm bảo rằng hệ thống và tất cả các bảng câu hỏi sẽ được hiển thị bằng ngôn ngữ bạn mong muốn:

Nếu điều này áp dụng cho bạn, vui lòng **CHỈ** chọn một trong các ngôn ngữ sau:

- Tiếng Tây Ban Nha (Tây Ban Nha)
- Tiếng Pháp (Pháp)
- Tiếng Indonesia (Indonesia)
- Tiếng Bồ Đào Nha (Bồ Đào Nha)
- Tiếng Việt (Việt Nam)
- Tiếng Trung (giản thể)
- Tiếng Trung (chữ truyền thống, Đài Loan)

Xin vui lòng làm **KHÔNG** chọn một trong các ngôn ngữ sau:

- Tiếng Tây Ban Nha
- Tiếng Pháp (Canada)
- Tiếng Indonesia
- Tiếng Bồ Đào Nha (Brazil)
- Tiếng Việt
- Tiếng Trung (Đặc khu Hành chính Hồng Kông)

Cài đặt ngôn ngữ

Các bảng câu hỏi hiện có sẵn bằng các ngôn ngữ sau trên SHIELD:

· Tiếng Anh	· Tiếng Nhật
· Tiếng Ả Rập	· Tiếng Hàn
· Tiếng Trung (giản thể)	· Tiếng Ba Lan
· Tiếng Trung (chữ truyền thống, Đài Loan)	· Tiếng Bồ Đào Nha (Bồ Đào Nha)
· Tiếng Séc	· Tiếng Nga
· Tiếng Hà Lan	· Tiếng Tây Ban Nha (Tây Ban Nha)
· Tiếng Phần Lan	· Tiếng Thụy Điển
· Tiếng Pháp (Pháp)	· Tiếng Thái
· Tiếng Đức	· Tiếng Thổ Nhĩ Kỳ
· Tiếng Hungary	· Tiếng Việt (Việt Nam)
· Tiếng Indonesia (Indonesia)	· Tiếng Na Uy (<i>chỉ các bảng câu hỏi được chọn</i>)
· Tiếng Ý	



Nếu bạn chọn bất kỳ tùy chọn ngôn ngữ nào khác trên SHIELD **thì** giao diện hệ thống SHIELD sẽ được hiển thị bằng ngôn ngữ đó. Bảng câu hỏi và tất cả các câu hỏi liên quan sẽ vẫn được trình bày bằng tiếng Anh.

Cài đặt ngôn ngữ: Dịch bằng trình duyệt (Google Chrome / Microsoft Edge)

Nếu ngôn ngữ bạn muốn sử dụng không có sẵn trên SHIELD, bạn có thể sử dụng các tính năng dịch tích hợp sẵn trong các trình duyệt hiện đại như Google Chrome hoặc Microsoft Edge:

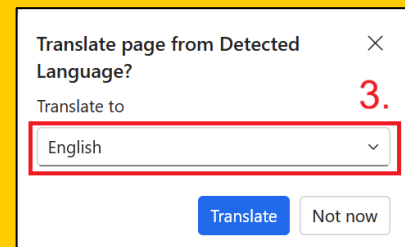
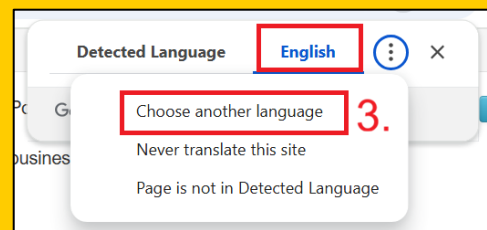
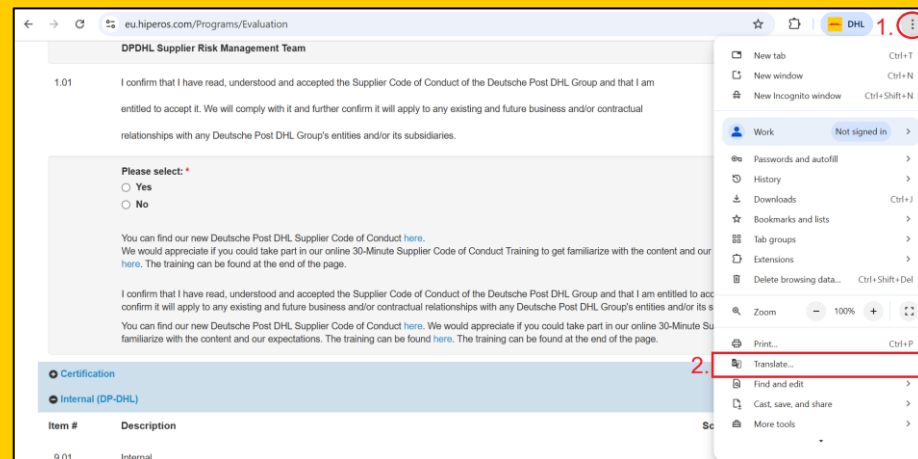
1. Mở menu trình duyệt ở góc trên bên phải.
2. Chọn **"Dịch"** để mở cửa sổ bật lên "Dịch".

Đối với Google Chrome (bên trái):

3. Trong cửa sổ bật lên, hãy chọn **"Chọn ngôn ngữ khác"** và chọn ngôn ngữ bạn muốn

Đối với Microsoft Edge (bên phải):

3. Trong cửa sổ bật lên, hãy chọn ngôn ngữ bạn muốn





3. TRẢ LỜI CÁC CÂU HỎI ĐÁNH GIÁ

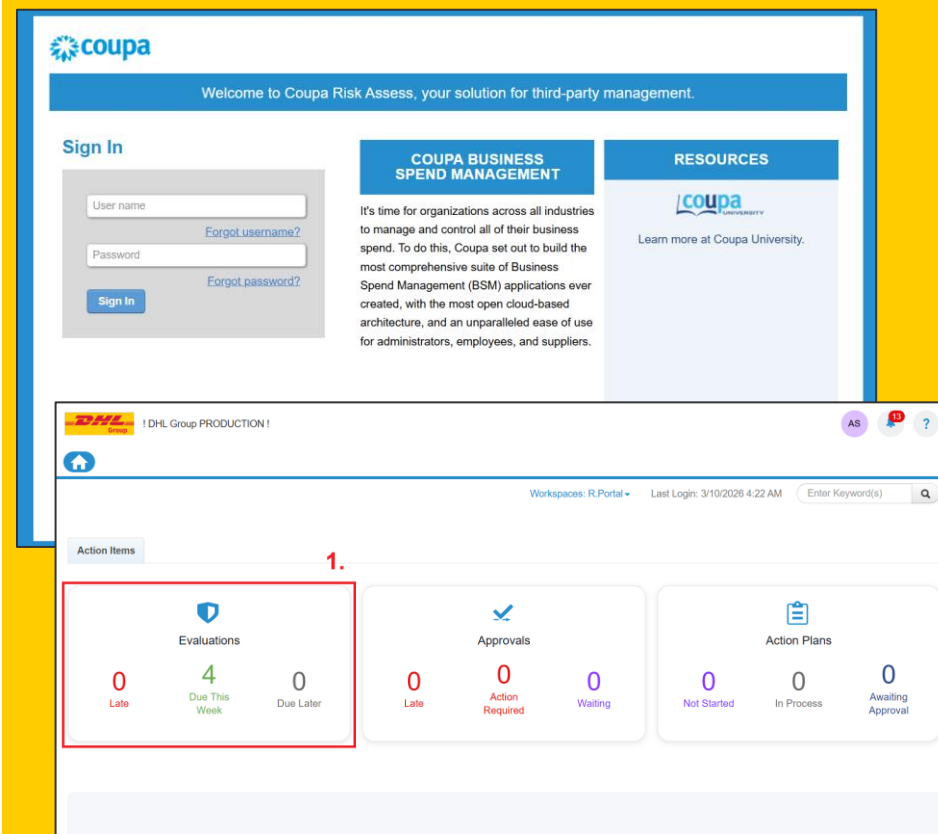
Bài thuyết trình này đã được dịch bằng trí tuệ nhân tạo.

Trả lời các câu hỏi đánh giá

Hãy đăng nhập vào công cụ SHIELD bằng liên kết **đăng nhập R.Portal** được gửi trong email của bạn.

Sau khi đăng nhập, bạn sẽ được chuyển đến **Trang tổng quan**, nơi hiển thị tất cả các đánh giá/phê duyệt cần bạn xử lý

1. Chọn tab **Đánh giá** để xem danh sách đầy đủ các bài đánh giá được giao cho bạn.

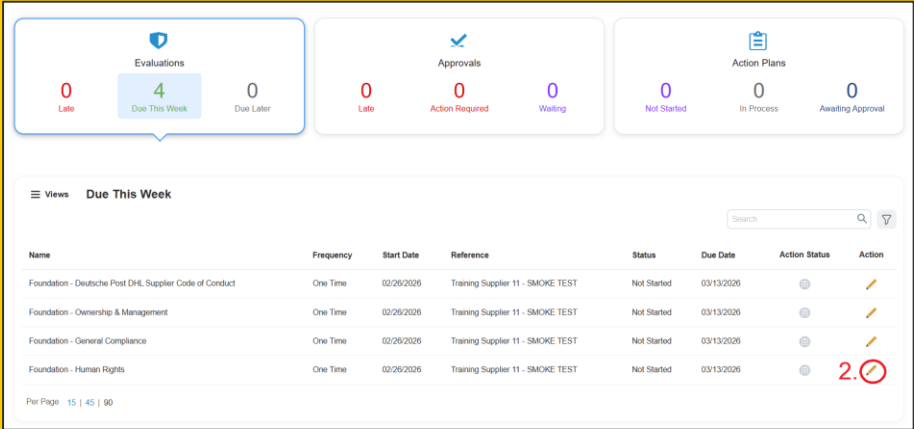


Trả lời các câu hỏi đánh giá

Bảng điều khiển này hiển thị tất cả các đánh giá đang chờ bạn xử lý. Trong ví dụ này, **có 4 bài đánh giá đang** chờ xử lý.

Bạn cũng có thể xem trạng thái và hạn chót của từng bài đánh giá trên trang này.

- 2. Để mở một bài đánh giá (ví dụ: Foundation – Nhân quyền trong trường hợp này), hãy nhấp vào **biểu tượng cây bút chì trong** cột Hành động.



Trả lời các câu hỏi đánh giá

Sau khi chọn biểu tượng cây bút chì, hệ thống sẽ hiển thị trang đánh giá chi tiết cho bài kiểm tra. Nếu bạn **không phải là người được chỉ định chịu trách nhiệm thực hiện** đánh giá cụ thể đó trong tổ chức của mình, bạn có thể **ủy quyền** cho người có trách nhiệm liên quan. Hướng dẫn chi tiết về quy trình ủy quyền được trình bày tại trong phần tiếp theo.

Nếu quý vị là người được ủy quyền điền vào bảng câu hỏi thay mặt cho tổ chức của mình, vui lòng xem xét từng mục trong bảng đánh giá và cung cấp câu trả lời của quý vị.



Sau khi điền đầy đủ các trường thông tin bắt buộc, hãy nhấp vào **“Gửi”** để hoàn tất và gửi câu trả lời của bạn đến Tập đoàn DHL

Vui lòng thực hiện lại quy trình tương tự đối với tất cả các bài đánh giá được giao cho bạn.

Workspaces: R Portal Last Login: 3/10/2026 5:47 AM (Enter Keyword(s))

Evaluation Delegate Recalc Save Cancel Submit

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Human Rights

Instructions

Item #	Description	Score	Actions
1.00	Please respond to the questions carefully.		0

Dear Andreas Smith,

DPDHL is committed to ensure that we operate in compliance with all applicable laws and regulations. Accordingly, we have an obligation to ensure that our chosen operate in a lawful manner, when acting on our behalf. Completion of the compliance third party screening (due diligence screening-DDQ) is a mandatory requirement to complete it will have an impact on our ability to build a sustainable working relationship.

Please note: The Deutsche Post DHL Group due diligence questionnaire is composed of several sub-questionnaires. Once you complete this sub-questionnaire as your responses, you will be taken to your dashboard and will see the remainder of the questionnaires under "Evaluations". Alternatively, you can save your responses.

3.

Top Delegate Recalc Save Cancel Submit

Social > Human Rights / Labour Standards

Certification

Item #	Description	Score	Actions
6.01	I certify that I am authorized by my company to submit this questionnaire. I confirm that in collecting and providing the information in this questionnaire, my company has complied with applicable data protection regulation.		0

Please select: *

☐ Yes, I certify that I am authorized

☐ No, I can not confirm



4. CHUYỂN GIAO VIỆC ĐÁNH GIÁ CHO MỘT NGƯỜI DÙNG KHÁC

Bài thuyết trình này đã được dịch bằng trí tuệ nhân tạo.

Ủy quyền đánh giá cho hoặc người dùng khác

1. Bạn có thể ủy quyền đánh giá cho một người chịu trách nhiệm được chỉ định trong tổ chức của mình bằng cách nhấp vào nút **“Ủy quyền”**.

Sau khi nhấp vào “Ủy quyền”, một cửa sổ bật lên xác nhận sẽ xuất hiện.

2. Vui lòng chọn **“Xác nhận”** để tiếp tục quá trình ủy quyền.

The screenshot shows the 'Evaluation' page for 'Human Rights' under 'Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST]'. At the top right, there is a navigation bar with buttons: 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' button is highlighted with a red box and the number 1. Below this, there is a table with columns: 'Item #', 'Description', 'Score', and 'Actions'. The first row shows '1.00' and 'Please respond to the questions carefully.' with a '0' icon in the 'Actions' column. Below the table, there is a text area with a message to 'Dear Andreas Smith,' and a paragraph about DPDHL's commitment to compliance. At the bottom right of the text area, there is another set of buttons: 'Top', 'Delegate', 'Recalc', 'Save', 'Cancel', and 'Submit'. The 'Delegate' button is again highlighted with a red box and the number 1.

The screenshot shows a 'Confirm Action' dialog box. It has a title bar with a close button (X). The main content area has a light blue background with the text: 'This action will take you away from the evaluation. Any unsaved changes will be lost. Do you want to continue?'. At the bottom right, there are two buttons: 'Confirm' (with a green checkmark icon) and 'Cancel' (with a red X icon). The 'Confirm' button is highlighted with a red box and the number 2.

Ủy quyền đánh giá cho hoặc người dùng khác

Khi bạn tiếp tục, **trang Đoàn đánh giá** sẽ xuất hiện. Trên trang này, bạn có thể nhập thông tin chi tiết về người mà bạn dự định ủy quyền thực hiện việc đánh giá.

- 3. Vui lòng nhấn vào **nút +** để mở một cửa sổ mới, nơi bạn có thể nhập tên, họ và địa chỉ email của người dùng được chỉ định.
- 4. Sau khi đã điền đầy đủ các thông tin cần thiết, vui lòng nhấp vào **“Tạo tài khoản”** để tiếp tục.

Evaluation Delegation

Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate ☒ User ☐ Group

 3.

Comme

* Please enter

Create Training Supplier 11 - SMOKE TEST User

Email Address *

First Name *

Last Name *

Cancel Create User

4.

Ủy quyền đánh giá cho hoặc người dùng khác

Sau khi nhập thông tin, tên người dùng và địa chỉ email sẽ xuất hiện để bạn lựa chọn.

- 5. Vui lòng cung cấp bất kỳ ý kiến nào liên quan để giải thích lý do ủy quyền đánh giá.
- 6. Nhấp vào **“Ủy quyền”** để hoàn tất quy trình ủy quyền.

Sau khi ủy quyền thành công, bạn sẽ nhận được một email xác nhận.

Người dùng mà bạn đã ủy quyền thực hiện việc đánh giá sẽ phải hoàn tất quy trình đăng ký tài khoản SHIELD tiêu chuẩn ([tham khảo phần tương ứng tại](#)).

Basic Information

Current Scorer Smith, Andreas (external)

Delegate to User/Group

Delegate

User

Doe, John (john.doe@gmail.com)

✕

+

Group

Comments

* Please enter why you are submitting this delegation.

5.

Top

Back

6. Delegate





Evaluation Reassigned From You

The Evaluation **Risk-Foundation - Human Rights [Training Supplier 11 - SMOKE TEST] - Onetime - Period Start 26 Feb 26 (Originating From: Smith, Andreas)** has been reassigned from you to **Doe, John** based on **Administrator Action**.

You do not need to take any further action with respect to this evaluation.

If you have questions regarding this reassignment please contact your administrator.

Comments: test

Click [Link](#) to log in.

Coupa Risk Assess - Disclaimer

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5. THÊM MỘT NHÀ CUNG CẤP CHÍNH/ĐẠI DIỆN MỚI

Bài thuyết trình này đã được dịch bằng trí tuệ nhân tạo.

Thêm một nhà cung cấp mới

Trong phần “Sở hữu và Quản lý” của bảng câu hỏi, vui lòng thực hiện các bước sau đây đối với từng mục liên quan (ví dụ: bổ sung Giám đốc điều hành/Tổng giám đốc/CEO hoặc Giám đốc tài chính/CFO):

- 1. Chọn " **Thêm nhà cung cấp chính mới**" để nhập các thông tin cần thiết.

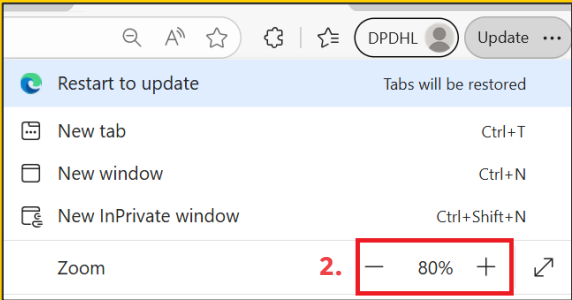
Ownership & Management

Item #	Description	Score	Actions
1.01	Please provide the full name of the Managing Director / General Manager / CEO.		
Supplier Principals 0 No items to display Add New Supplier Principal 1.			
Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			
2.01	Please provide the full name of the Finance Director / CFO		
Supplier Principals 0 No items to display Add New Supplier Principal 1.			
Accurate information must be provided in the above field and NOT left blank * ☐ I confirm			

Thêm một nhà cung cấp mới

Sau khi chọn “Thêm nhà cung cấp mới”, một cửa sổ bật lên sẽ xuất hiện yêu cầu nhập thông tin cá nhân:

- 2. Nếu cửa sổ bật lên, bao gồm cả **nút Tạo** , không hiển thị đầy đủ trên màn hình của bạn, hãy điều chỉnh mức thu phóng của trình duyệt về **80%–90% bằng cách sử dụng** các nút điều khiển thu phóng của trình duyệt (xem ví dụ bên phải).
- 3. Vui lòng điền đầy đủ ít nhất các thông tin bắt buộc trong các ô bắt buộc.
- 4. Sau khi đã điền đầy đủ các trường bắt buộc, hãy nhấp vào **Tạo để** thêm Nhà cung cấp chính mới.

A screenshot of a web form titled 'Create Supplier Principal'. The form contains several input fields: 'First Name', 'Last Name', 'Middle Name', 'Title', 'Email', 'Phone', 'Extension', and 'Percent of Ownership'. A red box highlights the first seven fields, with a red number '3.' next to it. At the bottom right of the form, there are 'Cancel' and 'Create' buttons. The 'Create' button is highlighted with a red box and a red number '4.' next to it.



6. ĐỔI MẬT KHẨU

Bài thuyết trình này đã được dịch bằng trí tuệ nhân tạo.

Đặt lại mật khẩu

Nếu bạn cần đặt lại mật khẩu:

1. Truy cập **trang đăng nhập SHIELD** của [tại địa chỉ](#) và nhấp vào **“Quên mật khẩu?”**
2. Nhập tên người dùng của bạn (thường là địa chỉ email) và nhấp vào **Tiếp tục**

The image shows two screenshots from the Coupa Risk Assess system. The top screenshot is the main login page with a 'Sign In' section containing fields for 'User name' and 'Password', and links for 'Forgot username?' and 'Forgot password?'. The 'Forgot password?' link is highlighted with a red box and a red '1'. The bottom screenshot is a modal titled 'Forgot Password?' which includes instructions, a 'User Name' input field (highlighted with a red box and a red '2'), a 'Continue' button, and a 'Return to Login' button. Below the input field is a reCAPTCHA section with a checkbox labeled 'I'm not a robot'.

Welcome to Coupa Risk Assess, your solution for third-party management.

Sign In

User name [Forgot username?](#)

Password [Forgot password?](#)

COUPA BUSINESS SPEND MANAGEMENT

It's time for organizations across all industries to manage and control all of their business spend. To do this, Coupa set out to build the most comprehensive suite of Business Spend Management (BSM) applications ever created, with the most open cloud-based architecture, and an unparalleled ease of use for administrators, employees, and suppliers.

RESOURCES

[coupa](#) University
Learn more at Coupa University.

Forgot Password?

- Verify you're entering the correct user name
- Passwords are case sensitive, so ensure you don't have caps lock enabled

If you still can't log in, enter your user name to reset your password

User Name: **Continue** [Return to Login](#)

2.

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

If you don't know your User Name, click [Forgot Username?](#)

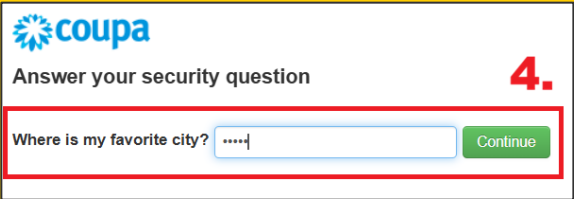
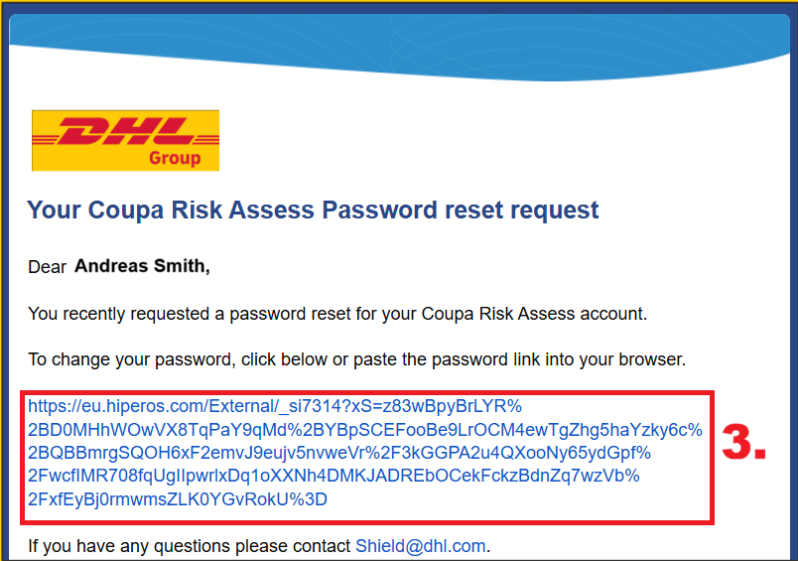
Đặt lại mật khẩu

Bạn sẽ nhận được một email.

- 3. Nhấp vào liên kết trong email
- 4. Hãy trả lời câu hỏi bảo mật mà bạn đã tạo khi thiết lập tài khoản và nhấp vào **Tiếp tục**



Liên kết đặt lại mật khẩu sẽ hết hạn sau 24 giờ. Nếu liên kết của bạn đã hết hạn và bạn không thể tiếp tục quá trình đặt lại mật khẩu, vui lòng bắt đầu lại từ **Bước 1.**



Đặt lại mật khẩu

Sau đó, bạn có thể tạo mật khẩu mới.

- 3. Sau khi nhập và xác nhận mật khẩu mới, hãy nhấp vào **Tiếp tục để** hoàn tất quá trình đặt lại mật khẩu



Welcome to Coupa Risk Assess.

For security reasons, your password must now be changed. Your password was last changed on 3/10/2026 4:22:10 AM.

New Password

Confirm New Password

Continue

5.



Business Spend Management

Cảm ơn



Nếu quý vị gặp khó khăn khi đăng nhập vào hệ thống hoặc gặp các vấn đề khác liên quan đến công cụ, vui lòng gửi email đến **Shield@dhl.com** hoặc.