# 

# **Information Sheet: Completing the ORA**

# 1. Purpose

The purpose of this information sheet is to assist our suppliers in how to complete the Online Risk Assessment Form on One Trust.

# 2. Completing the Google Form

To be able to access the assessment, you first need to provide your details through the google form that has been sent to your email address by our Responsible Sourcing team.

Once you have accessed the form, please read our Supplier Commitments and Supporting Guidance, and click Next.

	PTOS Plumbing Trade Supplies	THE BATHROOM SHOWROOM	the underfloor heating store							
DHS	Netional Brower Spares	<b>%</b> PlumbNation	plumbworld							
Highbourn	e - Online	risk asses:	sment							
Highbourne Group Limited Supplier Commitments details our key requirements in the across Quality, Environmental, Social & Governance (OESG)										
This online risk assessmen requirements, both in your b		ortunity to demonstrate how y our supply chain.	ou perform against these							
Before starting the question	nnaire, please:									
		plier Commitments documer tion to complete the OnLine F								
We have also created a <u>Sur</u> information is required.	porting Guidance to make	it easier to complete the for	m and clarify what							
bianca.paduraru(	@cityplumbing.co.uk (	(not shared)	Ø							
Next		Page 1 of 2	Clear form							

Provide your company name (supplier) and email address of the person completing the assessment (Respondent). You may add up to three respondents by typing their email addresses in the designated text boxes

Supplier details	
Supplier Name *	
Your answer	
Respondent email address *	
Respondent email address *	

After you have finished writing your answers, click the blue Submit button at the bottom of the form.

Respondent email address Enter the respondent 3 email address (optional) . Your answer		
Back	Page 2 of 2	Clear form

You should now receive a link to your assessment sent to the respondent email address(es) you have provided.



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# 3. Completing the Highbourne Assessment

To start the assessment, click the Launch assessment button in your email.

assessment- XY Instructions on h	om OneTrust has assigned Z ow to complete this assets f. To get started, please dic Launch ass	ment are contained wit k the button below to I	thin the

Once you launch the assessment, on the left hand side of the screen, you will see the list of sections that need to be completed. Click on them to navigate through the assessment. Once you have completed one section, <u>click on the next one</u> from the list on the left side of the screen.

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<b>b</b> Online risk assessment- XYZ	In Progress 4/78 5%		? 0	• •	•	•••
Online Risk Assessment						<b>^</b>
Show All Questions	1.1 *Please provide the supplier names					
Welcome	Please confirm your registered company name toge known by (Complete only if different to pre-set info					
General 😽 19 🗲		= = =				
Quality <b>*</b> 7 >	Enter your answer here.					
Environmental 🔭 13 🗲						
Social Responsibility 🛛 \star 26 🖒						
Governance (* 9 >	© 0 Ø					-
			< >	Save and Exit	Subm	nit

To answer the questions click on yes, no or the appropriate answer. If you cannot answer a question, click the Not Sure button. You must provide an answer (or click Not Sure) to all mandatory questions in the assessment in order to submit the assessment (all mandatory questions have a red star next to them).

To answer a question that requires a <u>text response</u>, type your answer into the text box provided.

For <u>multiple choice</u> questions, select the answer that applies to you. If the description says <u>select all that apply</u>, you may choose as many answers as you want to that question.

ct all that apply:					
UK	EU Countries				
European Non-EU Countries	North America				
Central or South America	Australia				
Far East (including India Sub Con)	Middle East (including Turkey)				
Russia	Africa				
Not Sure					



### Information Sheet: Completing the ORA

To upload a document, click on the attachment button at the button of the question.



Click Select File and choose the document you want to upload from your computer. Click Save to finish the upload.

Attachments		×
[	Drop attachment or click to browse	<u>^</u>
	iles larger than 256 MB are not supported.	
	Select File	
	<b>^</b>	
	•	
		-
		$\checkmark$
		Cancel Save

To leave a comment in relation to your answer to a question, click the comment button at the bottom of the question.

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Ye		No		Not Applicable			
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Type your answer into the text box, and click Send to save your comment.

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If you wish to leave the assessment before you submit, click on the <u>white</u> Save and Exit button on the bottom right side of the screen to <u>make sure your progress is saved</u>.

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Third-Party Risk Management	< 🖪 🚯 BP - test 7 In Pre	ress 154/154 100% ? 1	<b>B</b> 0 <b>0 2</b> 1
Dashboard	Online Risk Assessment		-
@ Exchange		1.2 *Please provide Key Account Manager details	
Q Notifications	Show All Questions	Include name, title, phone number and email address	
🗈 Inventory 🗠	Welcome		-
Vendors	General >	Sarah Carson, miss, sarahcarson@gmail.com	
Assets			
Engagements	Quality >		
E Contracts	Environmental >	Not Sure	
🗎 Assessments 🗸 🗸	Social Responsibility >	(%) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	
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Recycle		< >	Save and Exit Submit

After you have answered all the mandatory questions, you can click the Submit button at the bottom right side of the screen to submit your assessment.



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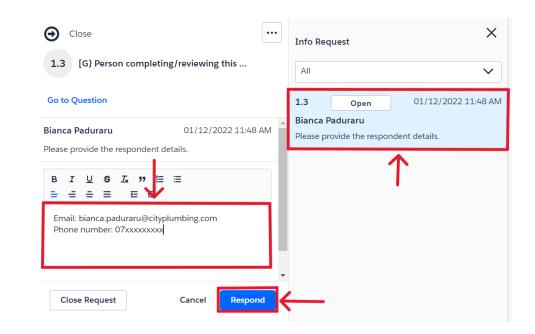
## 4. Completing the Highbourne Assessment

If you receive your assessment back after submission, look out for Info requests on the right side of your questions (green flags). This is additional information that we need you to provide. You can also see all of your Info requests listed if you click the '?' button at the top of the screen.

To respond to an info request, click on the green '?' button or on the info request from the list.

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Online Risk Assessment																	•
Show All Questions	~		Please												$\mathbf{h}$	•	1
Welcome			comple Include n	0		0									?		
General	>		в і	<u>u</u> s	Ix.	" ⊫	≡	=		=	Œ	-					
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Governance	>		<b>@</b> 0		20	5	)										•
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Type in your answer in the text box and click the blue Respond button on the bottom right side of the tab to save your answer to the request.





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