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.


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

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


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

Information Sheet: Completing the ORA

Version 1.0 Jan 2023

3. Completing the Highbourne Assessment

To start the assessment, click the Launch assessment button in your email.
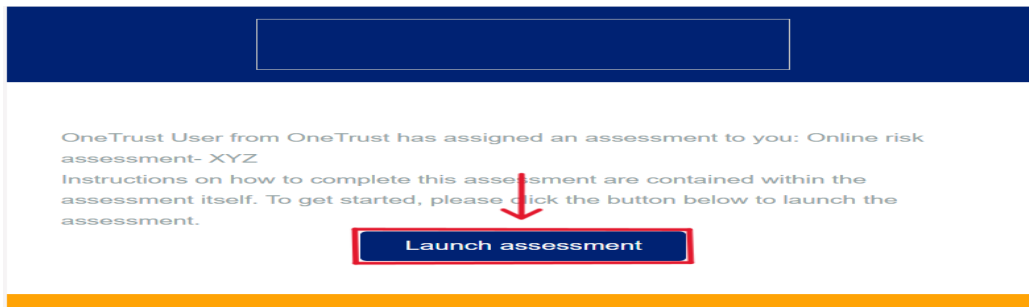
Once you launch the assessment, on the left hand side of the screen, you will see the list of sections that need to be completed. Click on them to navigate through the assessment. Once you have completed one section, <u>click on the next one</u> from the list on the left side of the screen.
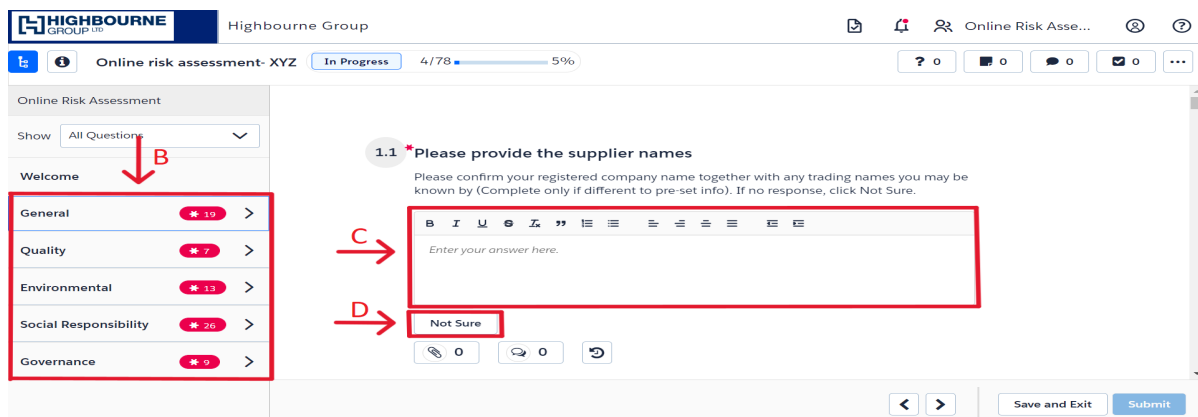
To answer the questions click on yes, no or the appropriate answer. If you cannot answer a question, click the Not Sure button. <u>You must provide an answer (or click Not Sure) to all mandatory questions</u> in the assessment in order to submit the assessment (all mandatory questions have a red star 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.

Information Sheet: Completing the ORA

Page 2 of 4   This document is uncontrolled when printed   Version 1.0 Jan 2023
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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.

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

Type your answer into the text box, and click Send to save your comment.

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

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.


Information Sheet: Completing the ORA

Page 3 of 4
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Version 1.0 Jan 2023
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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.
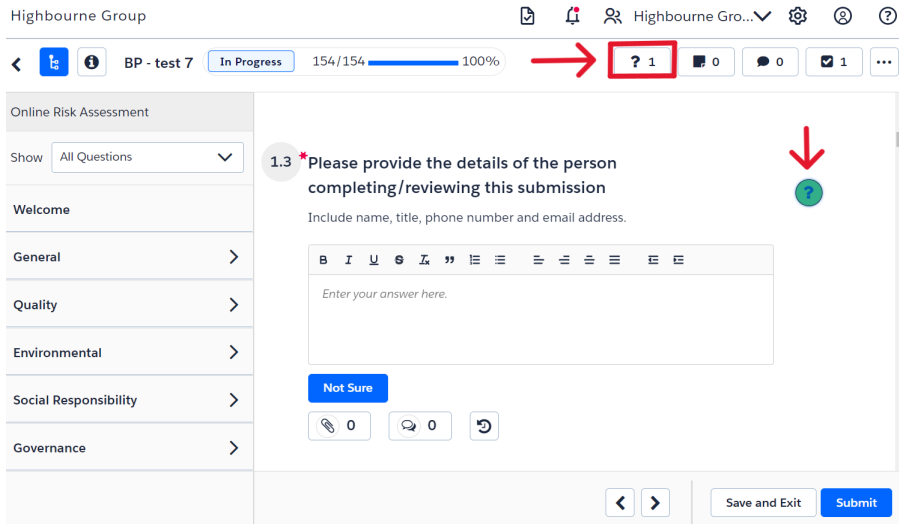
Type in your answer in the text box and click the blue Respond button on the bottom right side of the tab to save your answer to the request.