Overview of setting up your account in the New Platform

This guide covers the steps that Suppliers take when they register for Sedex membership
www.sedex.com

Click on **'Become a member'** - Supplier Membership on Sedex website.

You will be redirected to 'Join Sedex as a Supplier' Page

Sedex

Why Sedex ∨   Solutions ∨   Become a member ∨   Knowledge hub ∨   About ∨   🇬🇧 ∨   Login   Contact us   🔍

Buyer membership

Supplier membership

Meet our customers

Simplify Compliance Enhance Sustainability. Reduce Supply Chain Risk.

With Sedex, manage global suppliers, align with key regulatory requirements, and drive responsible sourcing.

See it in action   Why Sedex

Key challenges solved by Sedex

Simplify your workload
Complete one assessment, share with unlimited buyers. Connect with 4-7 customers on average.

Drive continuous improvement
Our members partner with you for long-term success. Access collaborative tools and due diligence training.

Stand out and win business
Signal ESG readiness to buyers who now rank sustainability alongside price, quality and delivery metrics.

Earn recognition proudly
Display your membership badge across marketing materials to showcase your commitment to responsible practices.

Access support and growth
Benefit from SMETA training programmes and our supplier marketplace connecting you with new buyers directly.

Enhance supply chain visibility
Give your customers visibility into your ethical practices and risk management

# Overview of setting up your account in the New Platform

Sedex for Suppliers

Empower Your Business with Sedex – Simplify, Improve, Succeed

Join 115,000+ global suppliers who've simplified their ESG compliance, strengthened customer relationships, and unlocked new business opportunities. With Sedex, you'll turn sustainability requirements into your competitive advantage.

Join Sedex | Existing Sedex member

Click **'Join Sedex'** to start the registration process with Sedex.
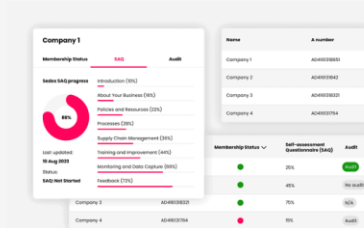
You will need to complete each section before moving to the next one.

① Basic info — ② Company address — ③ Password

Sign up as a supplier

Not a supplier? No problem. **Contact our team** to get started

First name *

Last name *

Company name *

Email address *

Next

You will receive an automatic email from Sedex to create your password.
The registration link will expire after 24h.
If it expires, you will need to contact our helpdesk team.

![Sedex logo]

Overview of setting up your account in the New Platform

Click **'Pay now'** to start the payment process.

Activate your membership

Use our tools and services to improve your responsible and sustainable business practices. Activate your membership to start using Sedex now.

[Pay now]

Company and site details

0%

Add company and site details to customise your SAQ
Company reference: ZC406492339

[Add details]

*Sedex updates its fees annually this is the price in July 2025.

Dashboard > **Membership**

New membership

| 1 site(s) | Renews **2026-07-01** |

Member benefits:

- Join 85,000+ members using Sedex
- Build visibility across your supply chain
- Track and share data with seamless reporting
- Access the world's most widely used audit, SMETA

Your new membership is valid for 12 months and will automatically renew unless cancelled. Go to Payment history to cancel at any time up to 30 days before the renewal date.

Check the total amount

Accept Terms & Conditions

Confirm

Summary of fees

Membership	12 months	£215.00 GBP
Admin fee 2.95%		£6.34 GBP
VAT 20%		£44.27 GBP

ⓘ **Local currency estimate**

Estimated amount
Select currency ▼

Total amount   **£265.61 GBP**
You will be charged in GBP

☐ Add Supplier Plus for £150.00 GBP/yr per site
Gain access to premium and discounted SMETA training courses, the exclusive Supplier Plus assets and the Sedex Member Directory to help boost your visibility with potential buyers. Learn more about **Supplier Plus terms**.
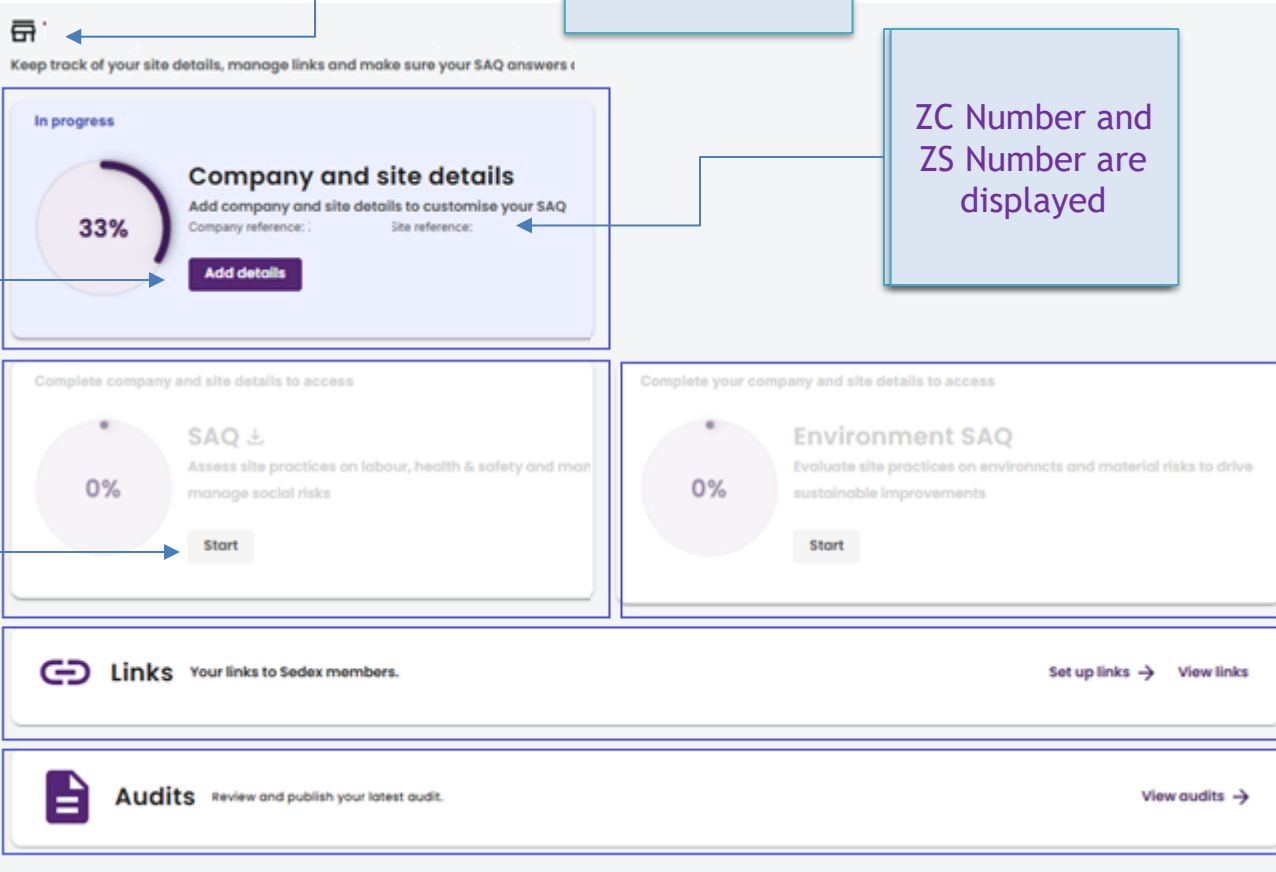
☐ I accept the **Sedex Terms and Conditions**
Learn more about our **Refund Policy**.

[Confirm]

![Sedex logo]

Site Overview

Site Name

Keep track of your site details, manage links and make sure your SAQ answers

ZC Number and ZS Number are displayed

Complete the Company and site details at 100% to unlock the SAQ questions

In progress

Company and site details
33%
Add company and site details to customise your SAQ
Company reference: :   Site reference:
Add details

Complete company and site details to access

SAQ ⬇
0%
Assess site practices on labour, health & safety and man manage social risks
Start

Complete your company and site details to access

Environment SAQ
0%
Evaluate site practices on environnets and material risks to drive sustainable improvements
Start

Complete the SAQ at 100%

Link with your customers using this widget so they can start seeing your information

🔗 **Links**   Your links to Sedex members.   Set up links →   View links

📄 **Audits**   Review and publish your latest audit.   View audits →

The Links widget navigates you to the Link Dashboard

The audit widget navigates you to the Audit Dashboard

![Sedex logo]

Unlocking the SAQ

1. Company & Site - Add Details

3. Activity: Choose the site type: *Goods Provider; Agent **or** Service Provider*

1. Company Information – How many Employees

4. Employees and other workers

![Sedex logo]

Unlocking the SAQ

SAQ in Progress – Add Details   Open SAQ

How do I submit my SAQ?
Once you reach 100% of completion for your SAQ, a banner will pop-up to inform you that you can now submit your SAQ. Click on "Submit" to share your answers with your linked Buyers.

You have completed enough of your SAQ to submit it.
We recommend answering as many questions as you can. Once completed, click 'Submit' to view your supplier feedback report.

Submit

Another banner will appear to let you know that your SAQ has been submitted and you can go back at any time to edit any details.

✓ **SAQ submitted successfully**
Go to 'Edit details' on the dashboard to make changes to your SAQ and submit a new version for review. ✕

After you submit the answers for the first time, you will receive a score on the management controls report. The E-Learning course "Assessing management systems at your sites" provides tips on how you can improve your score. At the moment, the management controls report is only available to sites that produce or manufacture a product.

![Sedex logo]

Direct Links

🔗 **Links** Your links to Sedex members. | Set up links → | View links

1. Who would like to link to?

Type in "Kingfisher plc" or "ZC3252996" Select -> Next

Company name — Company type — Link type — Select sites

Who would you like to link to?

Assessment Questionnaires (SAQs), and audits with their customers.

To
Kingfisher plc ▼

← Back | Next →

2. Choosing Kingfisher as a customer

Company name — Company type — Link type — Select sites

Is Kingfisher plc a customer or supplier?

Customer | or | Supplier

← Back | Next →

3. Confirming the direct link

Company name — Company type — Link type — Select sites

Does "SITE NAME"

supply Kingfisher plc directly?

Select NO if you supply through another site or company.

Yes | or | No

← Back | Next →

4. Sending the request link

Company name — Company type — Link type — Select sites

You're linking these sites to {{orgName}} Kingfisher plc

Sites

Name	Z number	Address

← Back | Request link

![Sedex logo]

Indirect Link

🔗 **Links** Your links to Sedex members. Set up links → [View links]

1. Scroll down to "Share Link"

![Sedex]

Dashboard > Links

Links ⓘ

Received	Sent	Linked	Unlinked	🗑
Customer	Via	Supplier	Link type	Sites	Last updated↓	Reference	Action

No results found

🔗 **Set up a link** Set up a link with customers and suppliers on Sedex.   Set up a link →

◁ **Share a supplier** Share supplier details with other Sedex members.   Share a link ◁

2. Select a site

Select a company or subsidiary

My company and subsidiaries

Name	ZC number	
		Select →

Rows per page: 10 ▾   1–1 of 1   ‹ ›

3. Search for a supplier – Select - Share

Search for a supplier

🔍 [   ] ✕

Select which sites you would like to share from a company

Search results   1 of 1

Name	Z number	Address

Hide sites ▲   **Share** ◁

☑ Select

4. : Share a link to "Kingfisher plc"

Share a link
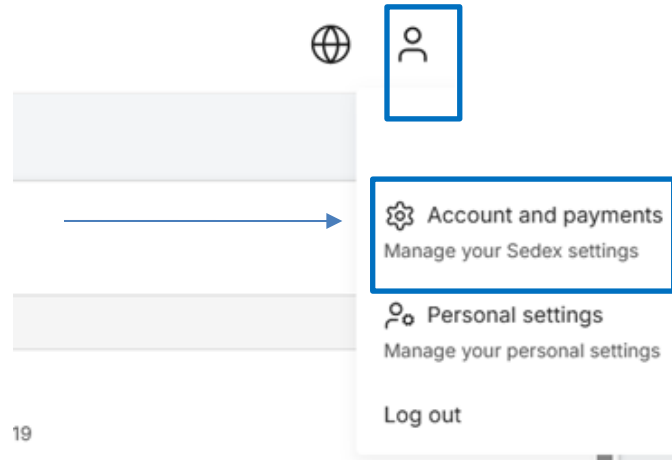
To: [Search for a customer   ▾]

← Back   Next →

Type in
"Kingfisher plc"
or
"ZC3252996"
Click Next

Managing additional sites, check invoices and payments and add users

1. **Click on your Profile Icon (Top right) to drop down "Account and Payments".**

⊕   👤

⚙ Account and payments
Manage your Sedex settings

👥 Personal settings
Manage your personal settings

Log out

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2. **Account Management**

Account management

Manage all your Sedex account settings in one place.

User management 👥	Company management 🏢	Billing and payments 💳
Add users >	Edit company >	Payments and invoices >
Search users >	Add site >	
My users >		