



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

The screenshot shows the Sedex website navigation bar with the following links: Why Sedex, Solutions, Become a member, Knowledge hub, About, a flag icon, and Login. A red 'Contact us' button and a search icon are on the right. The 'Become a member' dropdown menu is open, showing three options: Buyer membership, Supplier membership, and Meet our customers. Below the navigation bar, the main content area features the headline 'Simplify Compliance Enhance Sustainability. Reduce Supply Chain Risk.' followed by the text 'With Sedex, manage global suppliers, align with key regulatory requirements, and drive responsible sourcing.' At the bottom of this section are two buttons: 'See it in action' and 'Why Sedex'.

Membership Status

SAQ

Audit

Sedex SAQ progress

Introduction (10%)

About Your Business (88%)

Policies and Resources (22%)

Processes (38%)

Supply Chain Management (38%)

Training and Improvement (44%)

Monitoring and Data Capture (88%)

Feedback (72%)

Last updated: 10 Jan 2025

Status: SAQ In Progress

Name	A number
Company 1	AD40038651
Company 2	AD40038642
Company 3	AD400386321
Company 4	AD40038764

Membership Status	Self-assessment Questionnaire (SAQ)	Audit
●	25%	Audit
●	45%	No audit
●	75%	N/A
●	15%	Audit

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.



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Sedex for Suppliers

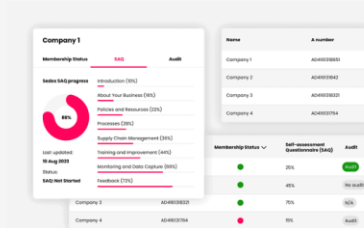
Empower Your Business with Sedex – Simplify, Improve, Succeed

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.



Basic info



Company address



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.

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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

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

[Add details](#)

[Next page](#)

*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

Summary of fees

Membership	12 months	£215.00 GBP
Admin fee 2.95%		£6.34 GBP
VAT 20%		£44.27 GBP
<div> <i>i</i> Local currency estimate </div>		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](#).

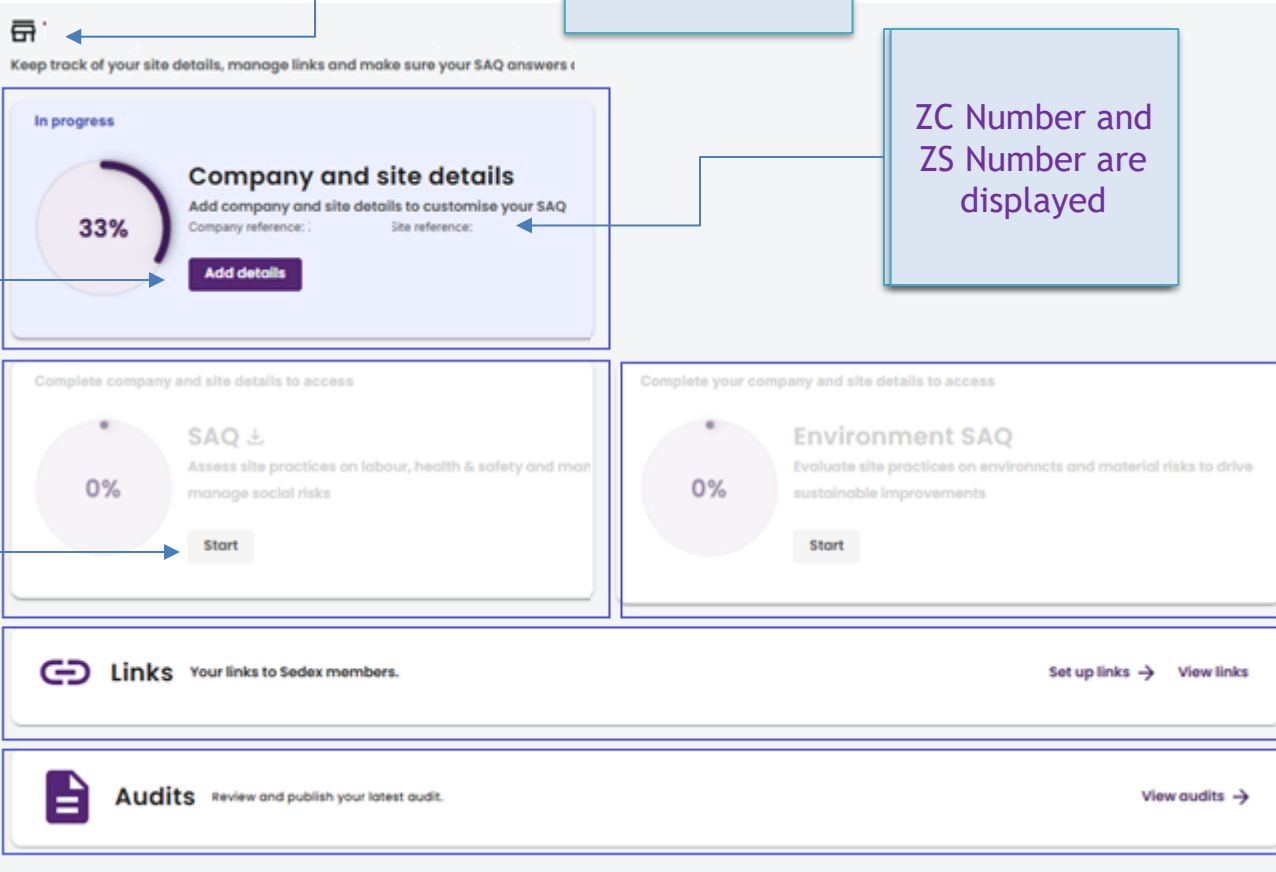
- ☐ I accept the [Sedex Terms and Conditions](#)
Learn more about our [Refund Policy](#).

Confirm

[Confirm](#)

Site Overview

Site Name



ZC Number and
ZS Number are
displayed

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

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

Complete the
SAQ at 100%

The Links
widget
navigates you
to the Link
Dashboard

The audit
widget
navigates you
to the Audit
Dashboard

Unlocking the SAQ

1. Company & Site - Add Details

Keep track of your site details, manage links and make sure your SAQ answers are up to date.

In progress

Company and site details

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 more to identify and manage social risks

Start

Complete your company and site details to access

Environment SAQ 0%

Evaluate site practices on environmental impacts and material risks to drive sustainable improvements

Start

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

[← Back to site dashboard](#)

Site information

Add information about the type of work being performed and where it takes place.

What best describes the activity being performed?

Select an option

☒ We produce, manufacture or finish a physical item, from raw material to finished good (e.g. garment manufacturing, agricultural produce)

☐ We provide customers with a service (e.g. security, cleaning, logistics)

☐ We provide or recruit workers for other companies, either by employing them ourselves or by finding them for our clients (e.g. labour provider, recruitment agency)

☒ We act as an agent, supplying our customers with a finished product that was manufactured or produced by another entity

Select your business activity

Primary activity *

Electric power generation, transmission and distribution

Add secondary activity (optional) +

Enter your site details

Fill the required fields

Site name (English) *

- Company information
- Site information
- Employees and other workers
- Done

Next →

1. Company Information – How many Employees

companies to conduct business.

Industry classification *

Find the correct industry classification for your company.

Code * VAT number * ☒ My company is not registered for VAT

The first two letters of your VAT number are the Country Code of the country you selected for your listing information. If this is incorrect, check that you have entered the correct Billing Address that matches your VAT number.

☐ Billing address is the same as company address

Address line 1 * Address line 2 *

City/town * Country/region *

ZIP/postal code *

How many employees and other workers work for your company?*

Select from the scale

50-249 people

Next →

Company information

Site information

Employees and other workers

Done

An employee is someone who works for your company across any of your sites under an employment contract. The employment contract may be explicit (written). [Read more](#)

4. Employees and other workers

[← Back to site dashboard](#)

Employees and other workers

In this section, you will be asked to enter details about your employees and other workers.

Would you like to enter this information for any gender other than men and women?

Select an option

☐ Yes

☒ No

Enter the number of people in managerial, supervisory and administrative roles

Why is this question asked?

Number of employees in management positions

Enter the amount or select 0 if there are none

Men 18 Women 14 Total 32

Number of supervisors or team leaders

Enter the amount or select 0 if there are none

- Company information
- Site information
- Employees and other workers
- Done

Back →



Unlocking the SAQ

SAQ in Progress – Add Details

Keep track of your site details, manage links and make sure your SAQ answers are up to date.

Completed

100%

Company and site details

Add company and site details to customise your SAQ

Company reference: Site reference:

Edit details

In progress

SAQ

Assess site practices on labour, health & safety and more to identify and manage social risks

7%

Add details

15 sections of the SAQ

Profile

Workplace impact

Management systems

Freely chosen employment

Freedom of association

Health and safety

Wages

Working hours

Discrimination

Regular employment

Discipline and grievance

Environment

In progress

Environment SAQ

Evaluate site practices on environmental impacts and material risks to drive sustainable improvements

1%

Add details

9 sections of the SAQ

Commitments

Compliance

Engagement

Greenhouse gas and energy

Air emissions

Water

Waste

Chemicals

Biodiversity

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.

Open SAQ

Back

Your SAQ
This self-assessment questionnaire (SAQ) asks questions relating to labour standards at your workplace. Download the questions to prepare offline, then select 'Open SAQ' to complete it online.

Open SAQ

Download questions

By completing the SAQ, you will:

- Gain an understanding of the social responsibility expectations of your clients
- Identify areas where you might be able to make changes to improve working conditions
- Be able to track and demonstrate your process of continuous improvement over time

Introduction

Labour standards are the rules and regulations that govern working conditions, such as working hours, workers' representation rights, minimum wages and health and safety in the workplace.

It is important that you complete the questionnaire accurately and honestly. You will have the chance to resubmit a new version of the SAQ in the future to reflect any changes that you make over time. After resubmitting the SAQ you will be given guidance that will help you identify where you could make improvements to meet the expectations of a social audit.

The questions are rooted in international labour standards, such as those set out in the conventions of the International Labour Organization (ILO).

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

Progress: 1. Who would like to link to? (active), 2. Choosing Kingfisher as a customer, 3. Confirming the direct link, 4. Sending the request link

Company name: [input field]

Company type: [input field]

Link type: [input field]

Select sites: [input field]

Who would you like to link to?

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

To: Kingfisher plc

← Back Next →

3. Confirming the direct link

Progress: 1. Who would like to link to?, 2. Choosing Kingfisher as a customer, 3. Confirming the direct link (active), 4. Sending the request link

Company name: [input field]

Company type: [input field]

Link type: [input field]

Select sites: [input field]

Does "SITE NAME" supply Kingfisher plc directly?

Select NO if you supply through another site or company.

Yes or No

← Back Next →

2. Choosing Kingfisher as a customer

Progress: 1. Who would like to link to?, 2. Choosing Kingfisher as a customer (active), 3. Confirming the direct link, 4. Sending the request link

Company name: [input field]

Company type: [input field]

Link type: [input field]

Select sites: [input field]

Is Kingfisher plc a customer or supplier?

Customer or Supplier

← Back Next →

4. Sending the request link

Progress: 1. Who would like to link to?, 2. Choosing Kingfisher as a customer, 3. Confirming the direct link, 4. Sending the request link (active)

Company name: [input field]

Company type: [input field]

Link type: [input field]

Select sites: [input field]

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

Sites

Name	Z number	Address
[input field]		

← Back Request link

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.

Share a supplier Share supplier details with other Sedex members.

Set up a link →

Share a link

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

2. Select a site

Select a company or subsidiary

My company and subsidiaries

Name	ZC number

Rows per page: 10 1-1 of 1

Select

4. : Share a link to “Kingfisher plc”

Share a link

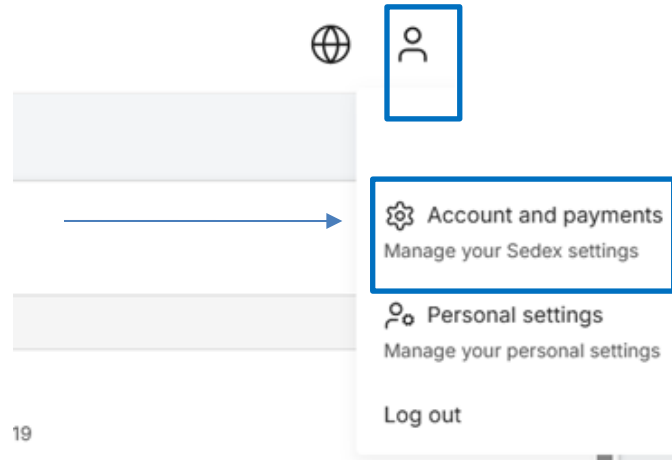
To: Search for a customer

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”.



2. Account Management

Account management

Manage all your Sedex account settings in one place.

User management

Add users >
Search users >
My users >

Company management

Edit company >
Add site >

Billing and payments

Payments and invoices >