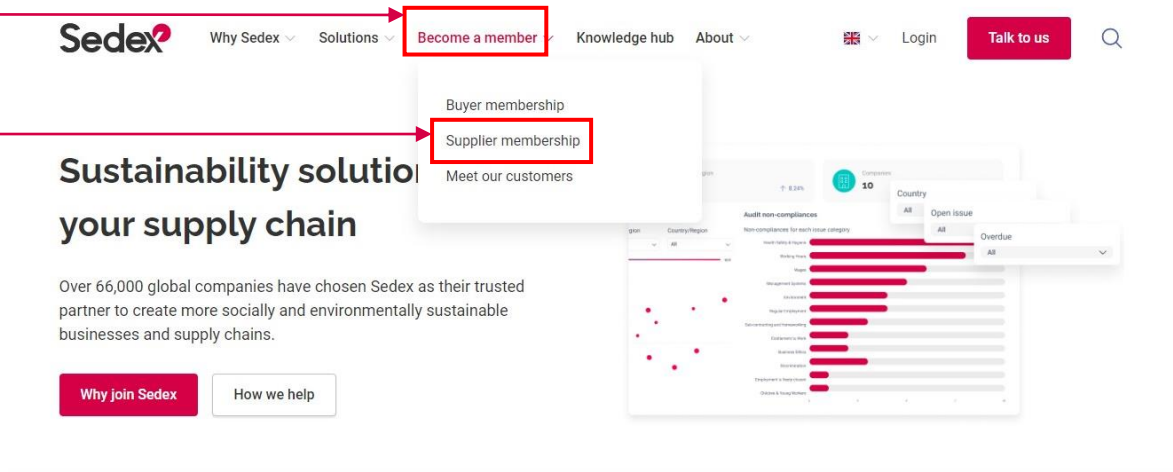


# Overview of setting up your account in the New Platform

This guide covers the steps that Suppliers take when they register for Sedex membership through Sedex website (sedex.com) :

Click on **'Become a member'** & **'Supplier Membership'** on Sedex website. You will be redirected to **'Join Sedex as a Supplier'** Page

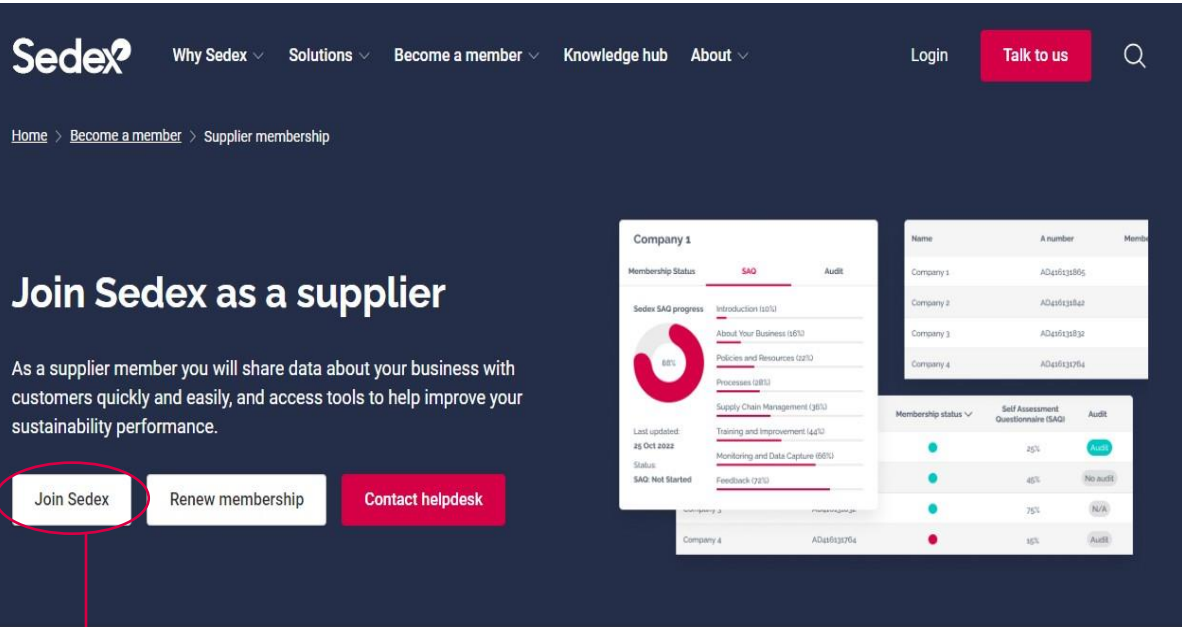


### Benefits for your business

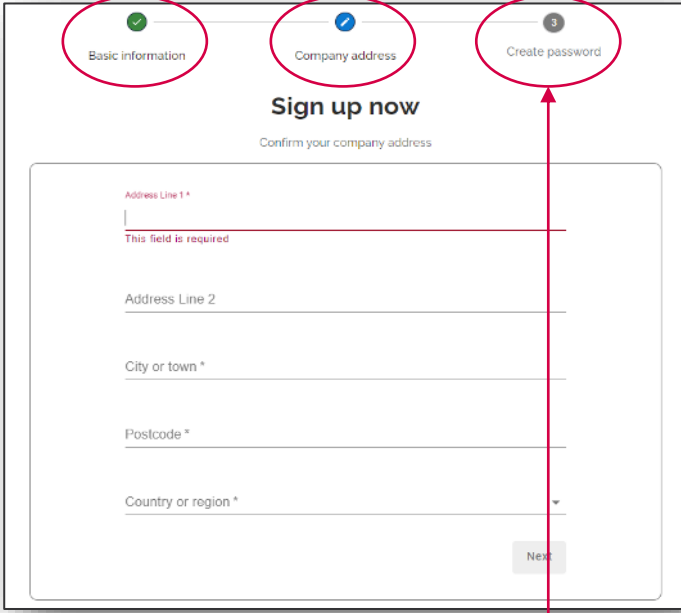
- ESG made easy**  
Efficiently manage supply chain sustainability from one platform
- Get ahead of risks**  
Proactively uncover, manage and mitigate supply chain risks
- Comply with ease**  
Stay one step ahead of current and upcoming legislation
- Seamless reporting**  
Track and share data with business stakeholders

# Overview of setting up your account in the New Platform

You will need to complete each section before moving to the next one.

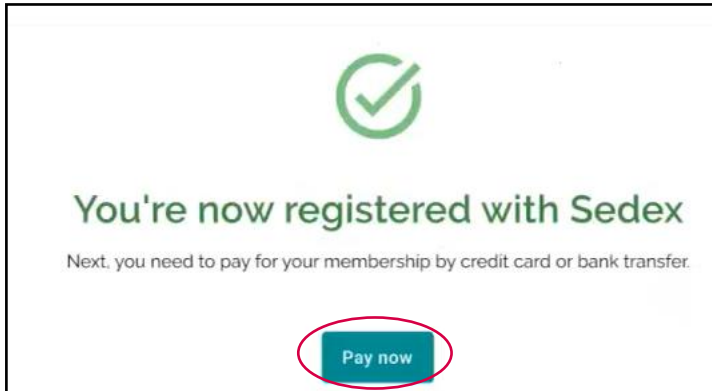


Click 'Join Sedex' to start the registration process with Sedex.

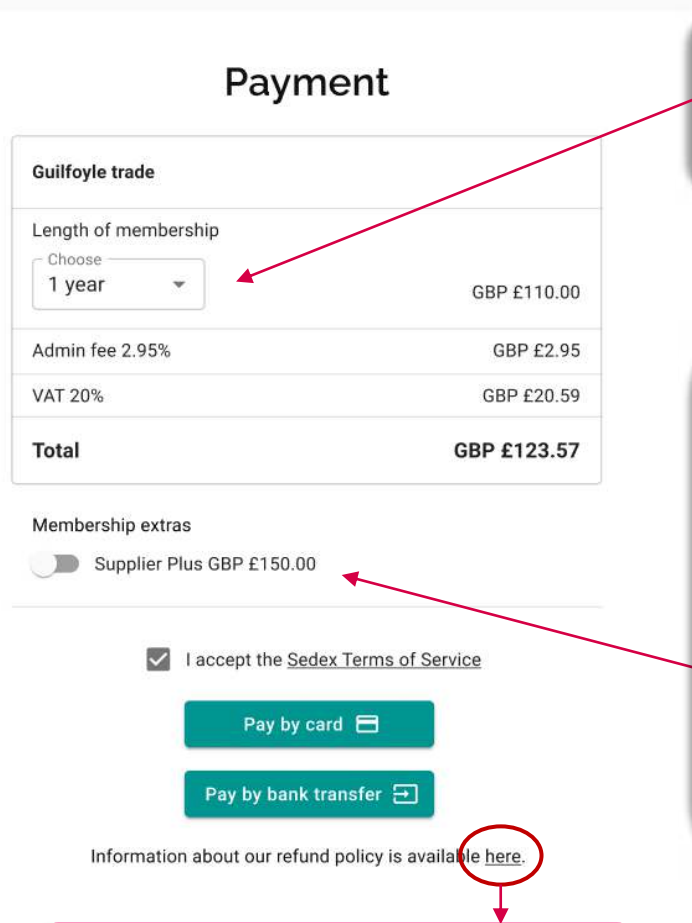


You will receive an automatic email from Sedex to create your password (no-reply@sedexonline.com). **Please note that the registration link will expire after 24h.** If it expires, you will need to contact our helpdesk team.

# Overview of setting up your account in the New Platform



Click 'Pay now' to start the payment process.



Select the length of your membership (1 or 2 years).

Select the button 'Supplier Plus' if you wish to opt for it.

You can learn more about the **Supplier Plus** membership through our [e-Learning course](#).

Our **refund policy** is available to download at the bottom of the Payment menu.

## Overview of setting up your account in the New Platform



2 You will complete your 'Company and site details.' The tracker needs to be 100% complete to unblock other sections.

Welcome user name

### Become a responsible business with Sedex

Use our practical tools and services to improve your responsible and sustainable business practices.

1 After payment, you will see a banner here with your name.

3 After completing your company and site details the 'Workforce Profile' unlocks so you can start it.

Message goes here

### Company and site details

Add information about your company and details about your site.

Company reference: ZC417392572 Site reference: ZS417392572

Add details

Last updated 16th Apr 2022

### Goods Provider SAQ

This self-assessment questionnaire (SAQ) asks questions relating to labour standards at your workplace. It will open in a new tab within Sedex.

Open SAQ

4 You will be able to access your SAQ from the New Platform once you complete the 'Workforce Profile'.

Please enter your company and site details first

### Workforce profile

Add information about your workers and details about their employment.

Add details

16 sections of the GP SAQ forum

- Profile
- Workplace impact
- Management systems
- Freely chosen employment
- Health and safety
- Living accommodation
- Children and young workers
- Wages
- Working hours
- Regular employment
- Discrimination
- Discipline and grievance
- Environment
- Environmental data
- Business ethics/Pro

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

6 The audit widget navigates you to the Audit Dashboard,

### Links

Your links to Sedex members.

Set up a link View links →

### Audits

Review and publish your latest audit.

View audits →

7 Sedex Welcome Page i.e. Sedex Advance

## Site Overview

Once you have your **Company & site details, Workforce Profile and SAQ 100% complete**, you will be landed on Site Overview.

3 Link with your customer using this widget so they can start seeing your information.

1 Site Overview contains the following information: Site Name & ZS number, membership status (with expiry date), SAQ progress and access to the audit dashboard.

2 This button and the audit widget will navigate you to the audit dashboard in the New Platform.

The screenshot shows the Sedex Site Overview interface. At the top left is the Sedex logo and a menu icon. The main content area is titled "Site overview - Supplier B ZC2672417241". Below this is a table with the following columns: "Site name and ZS number", "Membership status", "Self assessment questionnaire (SAQ)", and "Audit". The table contains one row for "Scarsdale - ZS2672657524". The "Membership status" column shows "Due for renewal - 03/03/25". The "SAQ" column shows a green progress bar at 100% and "Last modified 9th of Mar". The "Audit" column has a "None" button. To the right of the table are two widgets: "Links" and "Audits". The "Links" widget has a link icon and text "Your links to Sedex members." with buttons "Set up a link" and "View links →". The "Audits" widget has a document icon and text "Review and publish your latest audit." with a "View audits →" button. At the bottom of the page is a footer with Sedex logo, "Legal" links (Terms and Conditions, Privacy statement, Cookie policy), "Helpdesk" contact information (China, Europe, US/Canada, India), "Sedex Advance" button, and "English UK" language selector. A copyright notice is at the very bottom: "© 2022 Sedex Information Exchange Limited. All rights reserved. Company number 05015443."

Site name and ZS number	Membership status	Self assessment questionnaire (SAQ)	Audit
Scarsdale - ZS2672657524	Due for renewal - 03/03/25	100% Last modified 9th of Mar	None

# Drop-down Menus on Site Overview

## Edit Company and site details & Workforce profile:

Click on '**Edit details**' to edit Company and site details or Workforce profile.

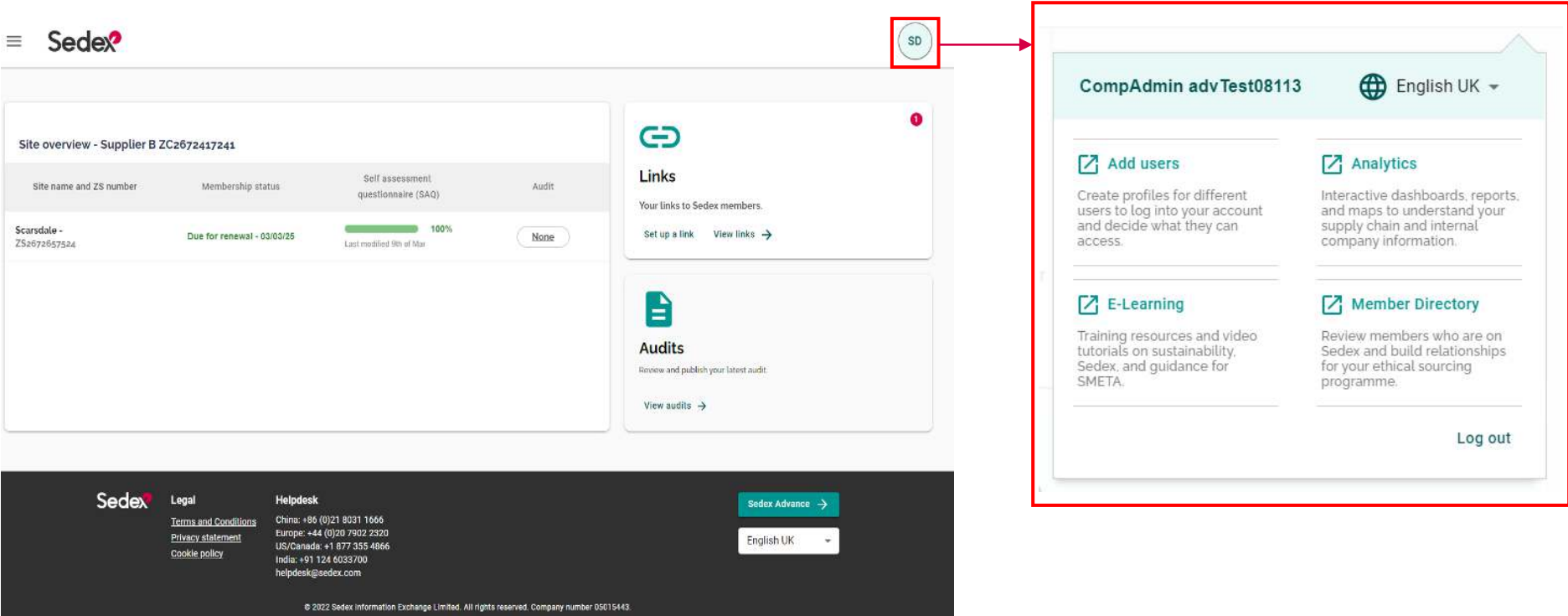
The drop-down menu also shows the status of completion of Company & site details and Workforce profile.

## Add another site in the New Platform:

Click on '**Add another site**'. You will be navigated to Sedex Advance to complete the payment for another site and create the site.

You can learn more about paying for additional sites through our video guide [here](#).

# Drop-down Menus on Site Overview



## Drop-down menu at the top-right corner

- ✓ **Log-out**
- ✓ **Member Directory**
- ✓ **Add users**  
You can learn more through our video guide [here](#).
- ✓ **Analytics**
- ✓ **E-learning**
- ✓ **Change Language**  
Available languages are English, Japanese, Simplified Chinese, Spanish, Turkish, Vietnamese.

## Logging in to your Sedex Account

**Log in**

Don't have an account? [Sign up](#)

Email

Password


**Log in**

[Forgot password?](#)

Go to [www.sedex.com](http://www.sedex.com) and click '**Log in**'. As an existing user, indicate your email address and password, then click 'Log in'.

**Welcome**


You are logged in as supplier.company@test.com.



**Sedex Advance**

Collaborative ethical data platform


Store, share and report on supply chain information quickly and easily.



**Sedex Analytics**

Our new reporting tool


Interactive dashboards, reports and maps to understand your supply chain & internal company information. This will replace Data Monitor.



**Sedex e-Learning**

Sustainability resources and training modules


Training videos for sustainability, Sedex Advance and guidance for SMETA.



**Sedex Member Directory**

List of Sedex members

Review members who are on Sedex Advance and build relationships for your ethical sourcing programme.




**Sedex**  
New platform

We're building a better Sedex. New features are now available for you to try out here.

**Show me →**

You can access the Supplier Dashboard in the New Platform after logging into Sedex. On the Sedex Welcome Page, click the '**Sedex New Platform**' icon.

Home Company ▾ Audit ▾ User ▾ Member Directory Analytics e-Learning **New platform**

My Company 

You can also access the New Platform by going to Sedex Advance and clicking on '**New Platform**' in the header bar.