



**Instructions for  
renewing your**

**Supplier (B)  
Membership**

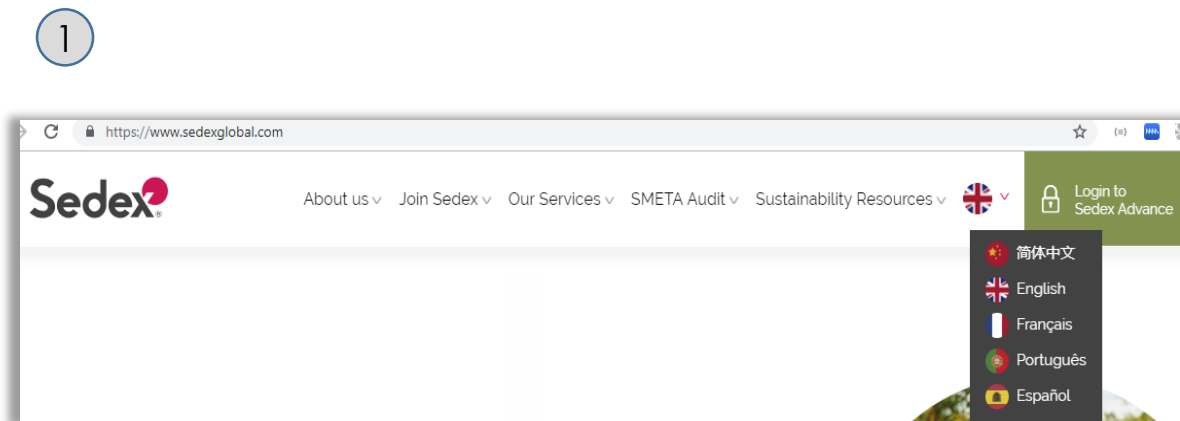


## Renewing your membership on Sedex

### 1 Follow the instructions below:

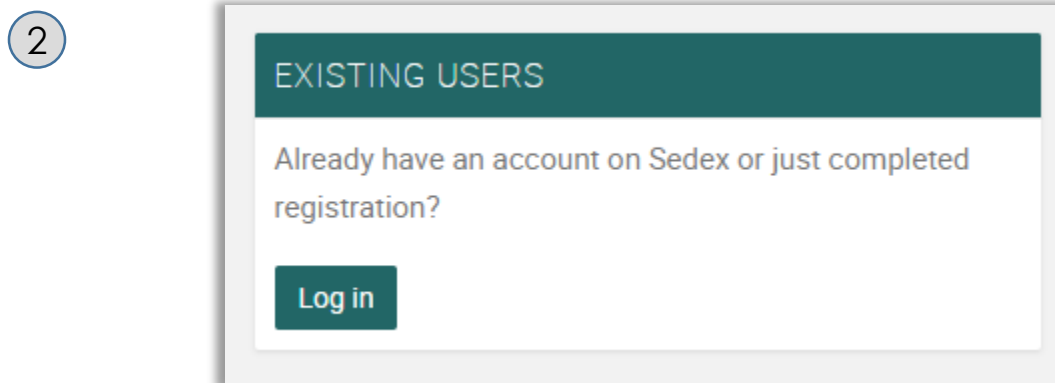
- Visit our website at [www.sedexglobal.com](https://www.sedexglobal.com)
- Select your language.
- Click on “Login”

### 2 Click on “Existing user” and “Log in”



Or login to your account by using following link: <https://sedexadvance.sedexonline.com/sso/#/login>

*Please note: if you are experiencing a slower-than-normal connection speed please try another web browser of your choice. Slow internet speeds can occur when Internet usage is high at peak activity times.*



## You are now in the Sedex Platform

### Welcome

You are logged in a



**Sedex Advance**

Collaborative ethical data platform

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



**Data Monitor**

Reporting tool

Produce and export maps, graphs and charts to visualise different aspects of your supply chain.



**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.

Please select  
**Sedex Advance**

## Paying for your Membership

1 Once logged in, you will be guided straight to the Payments page.  
Alternatively, in your account, go to "Company" > "my company" on the tool bar > "Payments"

2 Fill in all details, click on "Calculate" and then "Pay Now"

A physical place that your company owns (or rents) and where your employees work. If your membership is active and you are paying to add additional sites to your account, please enter the total number of sites you want to have in your account.

How many years of membership do you want to pay for? If your Current Expiration Date is in the future and you want to add additional sites to your Sedex account, enter 0 years in order to add the new site and keep your existing renewal date.

1

Welcome to Sedex!

Thank you for your registration. To activate your membership please log in and pay the membership fee by clicking on the button below

Proceed to payment

Payments History

SUBSCRIPTION INFORMATION

Please enter the number of sites and years you would like to pay for

Number of Sites *	30
Extend Subscription by *	1 year(s)
Current Expiration Date	26/07/2019
New Expiration Date	26/07/2020
Calculated Costs	3,000.00 GBP

Calculate

Pay Now

\*VAT is only charged for companies registered in the UK

# Paying for your Membership

3 You can pay with a :

- Bank transfer (BACs)\*,
- Or
- Credit/Debit Card\*

4 If you select "Credit/Debit Card" the system will take you to WorldPay the secure payment hub.

5 The status of your payment will be shown in your account.

*\*A 2.95% administration fee will be charged on all payments*

3

You're about to purchase 1 year(s) of subscription for 15 site(s) of company CC Supplier which will cost you 1500 GBP.

Please note payment fees:

- A 2.95% administration fee will be charged on all payments.
- If you choose Credit/ Debit Card, you will be redirected to the Worldpay website in order to make the payment. Worldpay is the secure 3rd party payment platform that we use for all card payments.

Please select one of the following payment options below to continue:

Bank transfer

Credit/ Debit Card

4

**WorldPay**

Help FAQs Security

**Secure Payment Page**

Please review your purchase details, then select a payment method to continue.

**Choose currency** £322.56 (Pounds Sterling)

**Description** 2 year(s) of subscription for 4 site(s) of company  
\_Sedex\_test\_TomLegge\_Supplier

**Amount** £322.56

**Select your payment method**

MasterCard Visa Amex Maestro JCB MasterPass

5

Your payment was successful. Thank you for your purchase!

Payment Reference	Summary	Amount	Administration Fee
ZP3302186	Subscription to 20 site(s) over 2 year(s)	1612.8 GBP	0 GBP

[Your company's status has been set to active.](#)

If you select Bank Transfer below screen will appear:

6

Your payment is in progress.

Payment Reference	Summary	Amount	Administration Fee	Net Total	Gross Total
ZP41692150	Subscription to 15 site(s) over 1 year(s)	1500 GBP	44.25 GBP	1544.25 GBP	1544.25 GBP

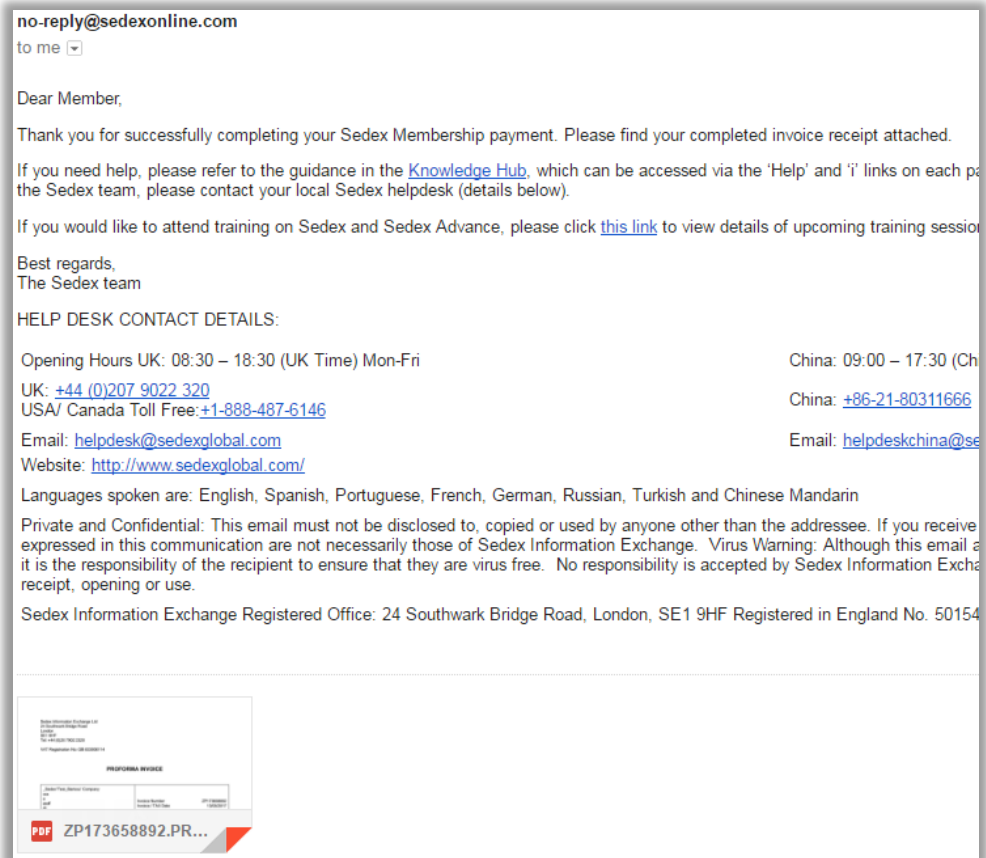
To download your pro-forma invoice please go to **Payments History**

6 To download the proforma invoice please click on "Payment History"

7 You will also receive an email with the Proforma attached as a PDF file.

Alternatively: you can go to "Company > My company > Payments > Payment History"

7



**Download the invoice and contact your local bank to proceed with transfer – please note your bank may charge an additional fee for this service.**

# Sedex Helpdesk

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