



**Instructions for  
renewing your**

**Supplier (B)  
Membership**

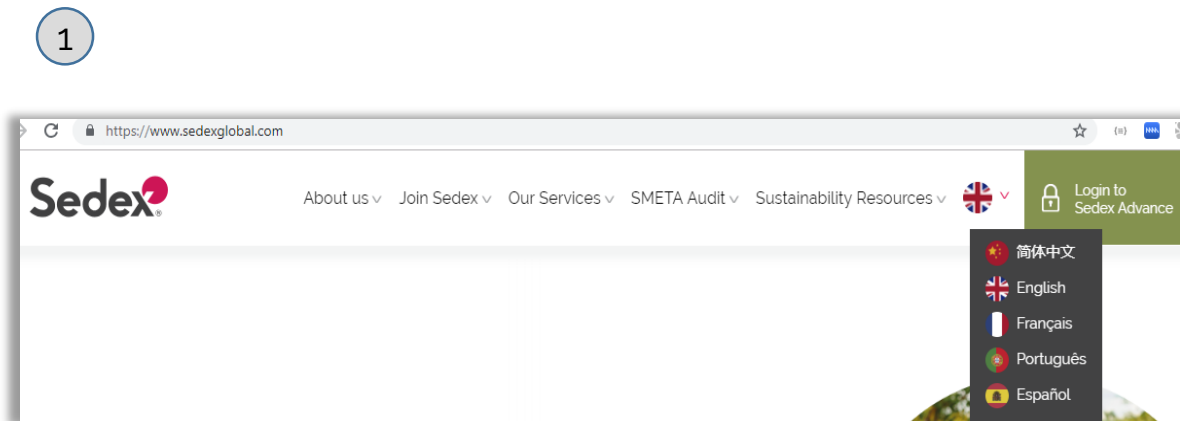


## Renewing your membership on Sedex

1 **Follow the instructions below:**

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

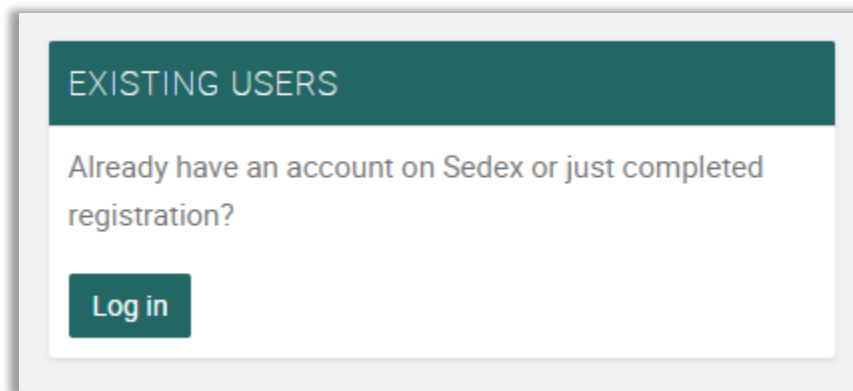
2 Click on "Existing user" and "Log in"



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.*

2



# 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**

- 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”

Your membership is not active, which means you will not be able to add information to your Sedex account and your customers may not be able to see you. To activate your membership, please click on [Payments](#) and pay the membership fee.

My Company 

Payments

1

## Paying for your Membership

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. Note: 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? Note: 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.

2

Payments History

### SUBSCRIPTION INFORMATION

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

Number of Sites * 	<input type="text" value="1"/>
Extend Subscription by * 	<input type="text" value="1"/> year(s)
New Expiration Date	24/10/2019
Calculated Costs	102.95 GBP

**Calculate**

Please Note:  
In addition to the membership fee, an administration fee is payable regardless of the payment method selected. This fee is 2.95% of the total membership fee and is charged to cover the processing costs that Sedex incurs to activate the membership.

**Pay Now**

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

- 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 1 site(s) of company Hazel Tekstil which will cost you 100 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** £102.95 (Pounds Sterling) ▼

**Description** 1 year(s) of subscription for 1 site(s) of company Hazel Tekstil

**Amount** £102.95

**Select your payment method** ?

Mastercard Visa Amex Maestro JCB MasterPass

5

Payment Reference	Summary	Amount	Administration Fee
ZP405386885	Subscription to 1 site(s) over 1 year(s)	100 GBP	2.95 GBP

To download your pro-forma invoice please go to [Payments History](#)



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
ZP405386958	Subscription to 1 site(s) over 1 year(s)	100 GBP	2.95 GBP	102.95 GBP	102.95 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

**no-reply@sedexonline.com**  
to me  
Dear Member

Thank you for successfully applying for your Sedex Membership payment. Please find your proforma invoice attached to this email.

If you need more help, please read our guidance document in [Sedex e-Learning](#). This can be accessed via the 'Help' and 'i' links on each page and the Sedex e-Learning button on

Alternatively, you can speak to one of our helpful Sedex team members – please contact your local [Sedex Helpdesk](#).

If you would like to attend a training session or webinar on Sedex, please click [here](#) to view our training calendar, or email [training@sedexglobal.com](mailto:training@sedexglobal.com).

Kind Regards,  
The Sedex Team

SEDEX E-LEARNING: Free online training on how to use Sedex Advance and on sustainability can be found on the Sedex e-Learning platform: <https://www.sedexelearning.com>

SEDEX SYSTEM FUNCTIONALITY TRAINING: If you would like to attend training on the Sedex system, please click here to view details of upcoming training events: <https://www.training@sedexglobal.com>

HELPPDESK CONTACT DETAILS

<p>Europe Helpdesk <a href="mailto:helpdesk@sedexglobal.com">helpdesk@sedexglobal.com</a> +44 (0)20 7902 2320 (Open 8:30am - 6:30pm Monday - Friday, London time)</p>	<p>North America Helpdesk <a href="mailto:helpdesk@sedexglobal.com">helpdesk@sedexglobal.com</a> +1 877 355 4866 (Open 7:00am - 4:00pm Monday - Thursday, and 7:00am - 3:00pm Friday, New York time)</p>
<p>Latin America Helpdesk <a href="mailto:helpdesklatam@sedexglobal.com">helpdesklatam@sedexglobal.com</a> +56 2 25940272 (Open 9:00am - 6:00pm Monday - Thursday, and 9:00am - 5:00pm Friday, Santiago de Chile time)</p>	<p>Japan Helpdesk <a href="mailto:japan@sedexglobal.com">japan@sedexglobal.com</a> +81 (0)3 4520 9729 (Open 9:00am - 12:00pm Monday - Friday, Tokyo time)</p>
<p>Head Office +44 (0)20 7902 2300 5th Floor, 24 Southwark Bridge Road, London, SE1 9HF (Open 9:00am - 5:30pm Monday - Friday, London time)</p>	<p>Website: <a href="http://www.sedexglobal.com/">http://www.sedexglobal.com/</a></p>

Languages spoken are: English, Spanish, Portuguese, French, German, Russian, Turkish and Chinese Mandarin

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**MEMBERSHIP SERVICE**

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\*You will receive an e-mail with the pro forma invoice which contains SWIFT, IBAN and account number. You can either use 'Internet banking' or 'wire transfer to make a payment. Please note your Bank may charge an additional fee for this service.

# Sedex Helpdesk

## Europe Helpdesk

tel. +44 (0)20 7902 2320

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## North America Helpdesk

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