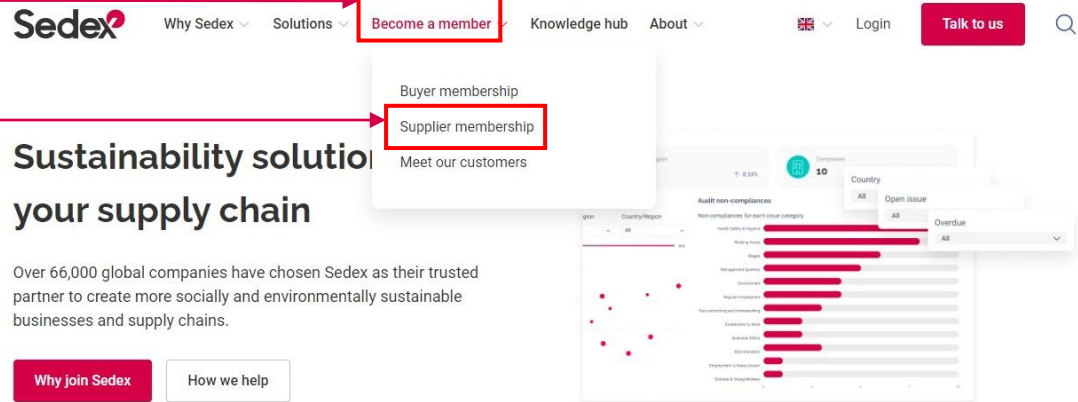# Sedex

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

Sedex — Why Sedex | Solutions | Become a member | Knowledge hub | About | Login | Talk to us

Buyer membership
Supplier membership
Meet our customers

Sustainability solution[s] your supply chain

Over 66,000 global companies have chosen Sedex as their trusted partner to create more socially and environmentally sustainable businesses and supply chains.

Why join Sedex | How we help

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
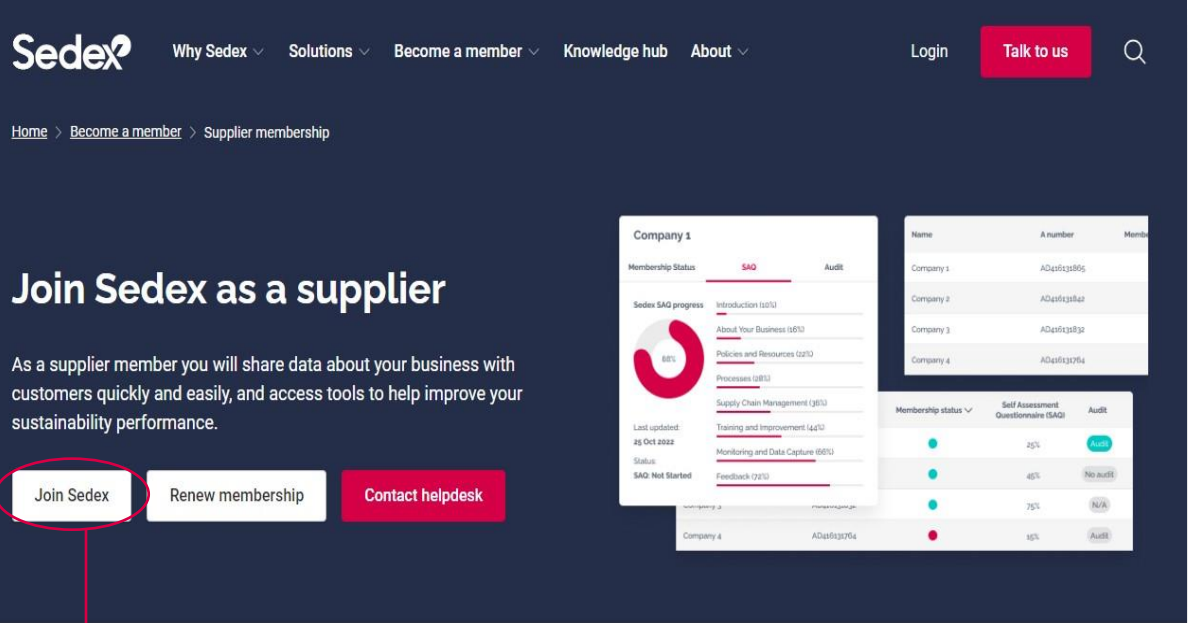Stay one step ahead of current and upcoming legislation
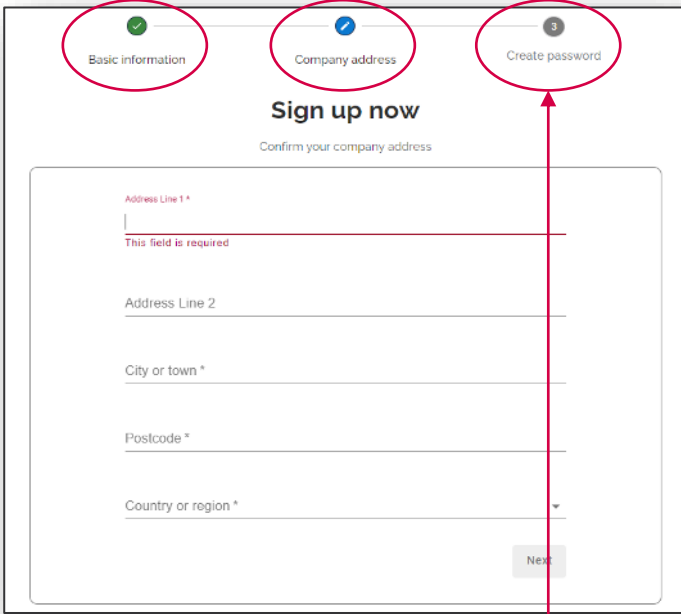
Seamless reporting
Track and share data with business stakeholders

Overview of setting up your account in the New Platform

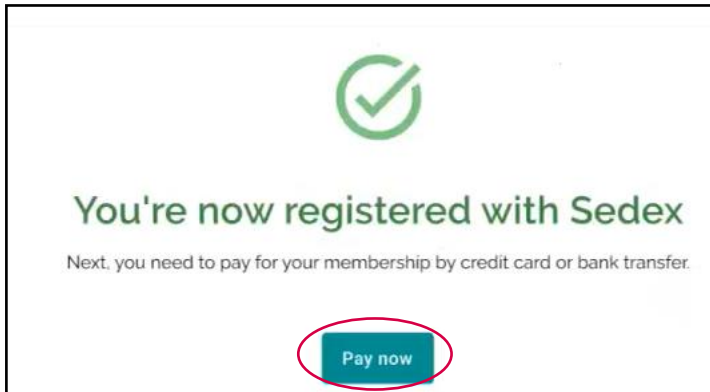You will need to complete each section before moving to the next one.

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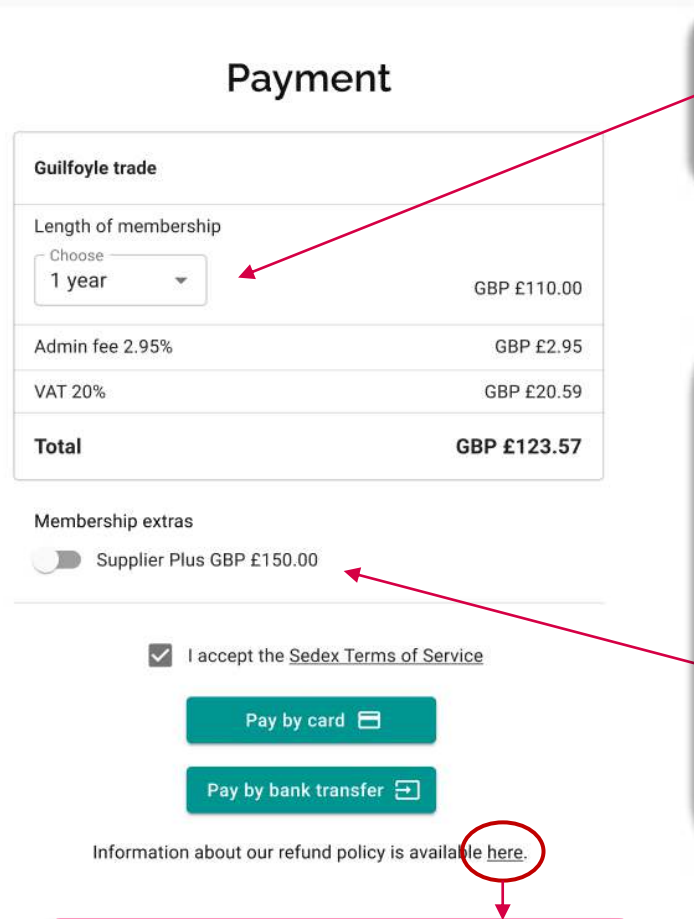
You will receive an automatic email from Sedex to create your password (no-reply@sedexonline.com). **Please note that the registration link will expire after 24h**. If it expires, you will need to contact our helpdesk team.

![Sedex]

Overview of setting up your account in the New Platform

Payment

Guilfoyle trade	
Length of membership	
Choose: **1 year** ▼	GBP £110.00
Admin fee 2.95%	GBP £2.95
VAT 20%	GBP £20.59
Total	**GBP £123.57**

Membership extras

⬜ Supplier Plus GBP £150.00

☑ I accept the Sedex Terms of Service

[Pay by card 💳]

[Pay by bank transfer ➡]

Information about our refund policy is available here.

You're now registered with Sedex

Next, you need to pay for your membership by credit card or bank transfer.

[Pay now]

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.

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

6 The audit widget navigates you to the Audit Dashboard,

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

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

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

7 Sedex Welcome Page i.e. Sedex Advance

December 2022

![Sedex logo]

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.

Sedex   SD

Site overview - Supplier B ZC2672417241

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

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

Links ❶
Your links to Sedex members.

Set up a link   View links →

Audits
Review and publish your latest audit.

View audits →

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

December 2022

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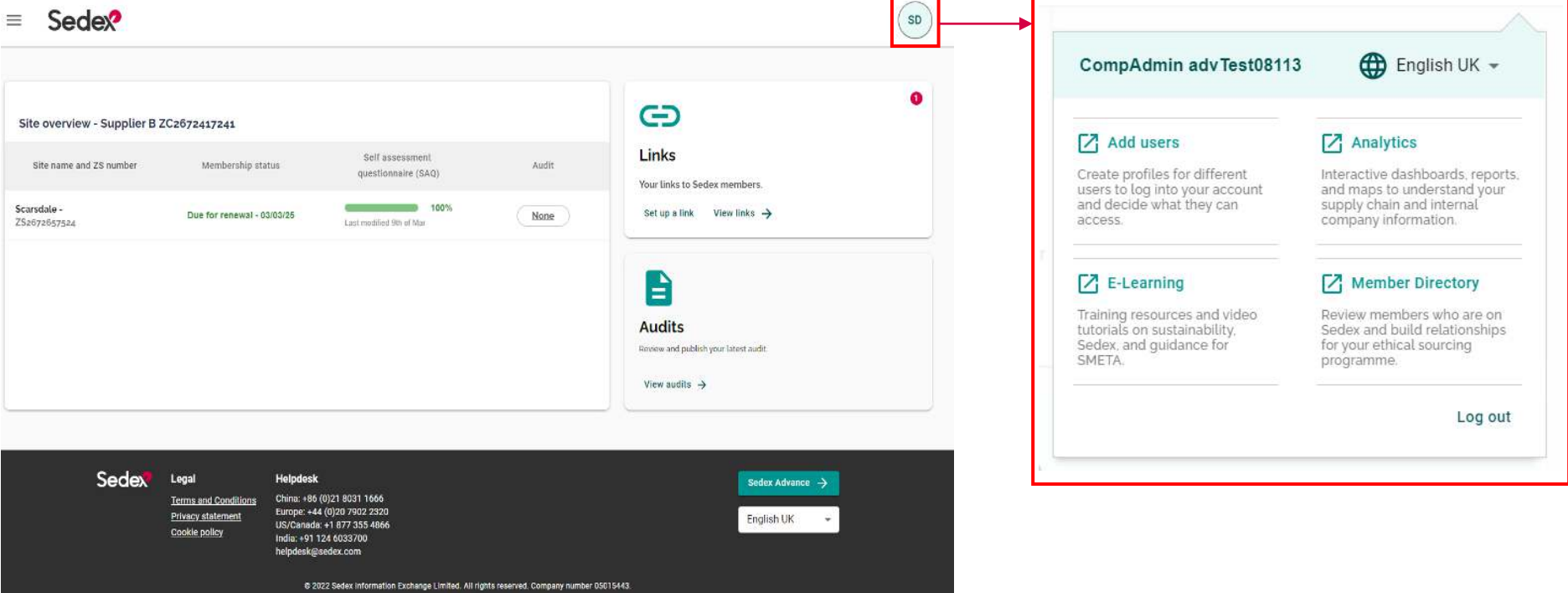
The drop-down menu also shows the status of completion of Company & site details and Workforce profile.

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 though
  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 👁

[Login]

[Log in]

Forgot password?

Go to www.sedex.com and click **'Login'.** 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	Sedex Analytics	Sedex e-Learning	Sedex Member Directory
Collaborative ethical data platform	Our new reporting tool	Sustainability resources and training modules	List of Sedex members
Store, share and report on supply chain information quickly and easily.	Interactive dashboards, reports and maps to understand your supply chain & internal company information. This will replace Data Monitor.	Training videos for sustainability, Sedex Advance and guidance for SMETA.	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.

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