

# Initiate an Audit Upload

## Steps to initiate an Audit Upload

- 1 Go to Company > my company and scroll down to the bottom of that page for a list of your sites
- 2 Click on the button "Initiate an Audit" to send a request for the audit to be uploaded into your account by the audit company
- 3 Select who will conduct the audit, type in the audit company name and fill in the additional information
- 4 Click on "Submit" to send the request to the audit company account on Sedex Advance

**TIP:** If you do not share your SAQ information you may be required to complete an additional questionnaire from the audit company before the audit is carried out.

**1** Dashboard Company Audit User  
my company

**2** SITES INFORMATION

SITE NAME	COUNTRY	LIST OF MODULES	APPLY GLOBAL SAQ	MODIFIED ON	ACTION
P&K Croatia (Production)	Croatia	Core Module	<input type="checkbox"/>	15-01-2018	Site SAQ Initiate an Audit
P&K Italy (Production)	Italy	Core Module	<input type="checkbox"/>	17-01-2018	Site SAQ Initiate an Audit

**3** SITE INFORMATION

Site Reference: ZS402988692  
Site Name: P&K Italy (Production)  
Country: Italy

ADDITIONAL INFORMATION

Audit Conducted By \* Commercial Audit Company  
Audit Company (Name or Code) \* Asuntos Sociales (ZC402670772) Clear  
Is this a SMETA audit? \*  No  Yes  
Auditor to upload audit? \*  No  Yes  
Share SAQ  If you do not share your SAQ information you may be required to complete an additional questionnaire before the audit is carried out

**4** Cancel Clear Submit

# Check the Audit Upload Status

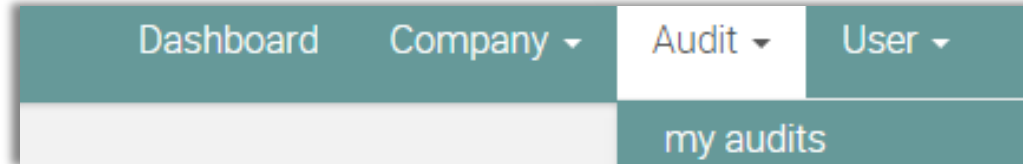
Steps to check if your Audit Upload request has been accepted

- 1 Go to Audit > my audits
- 2 Use the filter options on the top of the page to search for the site name that the audit was initiated for and click on 'Apply Filters'
- 3 If the status is 'Accepted', the audit company will be able to upload the audit report and findings into your account once the audit is conducted.

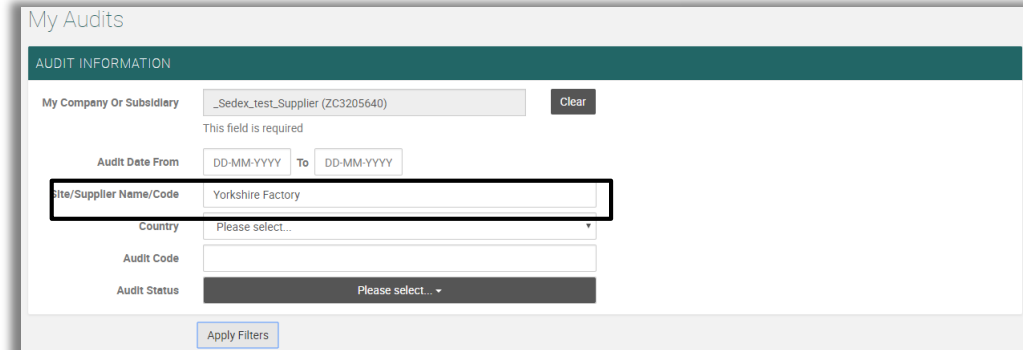
If the status is pending, the audit company still needs to accept the upload request in their account.

If the status is published, it is visible to your customers.

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AUDIT CODE	SITE NAME	SITE REFERENCE	COUNTRY	TYPE	AUDIT DATE	STATUS	NON-COMPLIANCES	RECOMMENDED COMPLETION DATE	ACTION
ZAA40314882	Yorkshire Factory	ZS296816489	United Kingdom			Pending			
ZAA403907333	Yorkshire Factory	ZS296816489	United Kingdom	Semi-announced	06/2018	Accepted			
ZAA404015027	Yorkshire Factory	ZS296816489	United Kingdom	Semi-announced	15/05/2018	Published	1 1	2 16/05/2018	View Audit