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Steps

Guidance

Key Notes

<p>1</p> <p>Register for Sedex Account</p>	<p>Registering & Paying for Your Account</p> <p>video for non-members members</p>	<p>Note: Please visit the Sedex website for details on the membership types available so you can choose the right account type for your company (video is available under "Join Sedex Now"); Membership will "lapse" upon expiry which will prevent Customers from accepting relationships and viewing reports</p>
<p>2</p> <p>Pay for Membership</p>	<p>Registering & Paying for Your Account</p>	<p>Tip: Pay for membership and all sites. Note: Payment processing could take up to 10 days; Registration is imperative 10 days prior to audit scheduled date</p>
<p>3</p> <p>Create a Site</p>	<p>Creating Sites</p>	<p>Tip: You will need knowledge of product types produced at the site, site functions, and worker demographics to complete this step; Site name should be in English and match business license; Nicknames for the site should not be used</p>
<p>4</p> <p>Link to Customers: Direct & Indirect</p>	<p>Linking to Buyers & Setting Site Visibility</p> <p>Intermediaries: Linking Together Suppliers & Buyers (Indirect Linking)</p>	<p>Tip: Company = Your company/parent company for the site; Target company is my "Customer;" Indirect sites must accept relationship requests; Visit the Glossary to explore Direct vs. Indirect relationships Best Practice: Leave all 4 boxes checked when setting site visibility; Provide Customer Supplier Ref. # (e.g. factory ID)</p>
<p>5</p> <p>Complete SAQ</p>	<p>Completing the SAQ</p>	<p>Tip: Save answers frequently; update yearly</p>
<p>6</p> <p>Contact Audit Firm (for cost quote and scheduling)</p>	<p>Action Taken Outside Platform</p>	<p>Tip: Certain customers may require specific audit firms (e.g. APSCA Certified) Quotes should include audit upload fees and corrective action/verification costs</p>
<p>7</p> <p>Initiate Audit & Upload Report</p>	<p>Initiate an Audit Upload</p>	<p>Tip: To ensure the audit firm uploads the report automatically, the "yes" box must be checked; audit must be uploaded by firm which conducted the audit Best Practice: Complete this step prior to conducting the audit</p>
<p>8</p> <p>Verify Audit Status = "Accepted"</p>	<p>Initiate an Audit Upload</p>	<p>Tip: Confirm audit upload request has been accepted by the audit firm</p>
<p>9</p> <p>Review and Publish Audit Report</p>	<p>Viewing and Publishing Audits</p>	<p>Tip: You must "publish" the audit in order for customers to view the report; Verify the audit is for the correct site</p>
<p>10</p> <p>Add Corrective Actions for Noncompliances & Submit to Audit Firm</p>	<p>Adding and Submitting Corrective Actions</p>	<p>Tip: Adding corrective actions can only be actioned once the report is "published;" Any corrective action can be submitted to the firm after it is marked by you as "complete"</p>
<p>11</p> <p>Contact Audit Firm for Follow-Up (if necessary)</p>	<p>Action Taken Outside Platform</p>	<p>Tip: Check regularly to see if the audit firm requires further action on your corrective actions to prompt their review of your additional information</p>
<p>12</p> <p>Verify Audit Status = "Verified"</p>	<p>Adding and Submitting Corrective Actions</p>	<p>Tip: Check regularly to confirm that corrective actions have been marked "verified" as closed</p>
<p>13</p> <p>Notify Customers of Non Compliance Closure Once Verified</p>	<p>Action Taken Outside Platform</p>	<p>Tip: If your customer requires or accepts corrective action closure, you will need to notify them directly when all Non Compliances are "verified" as closed</p>