

Getting Started with an Approved Audit Program: Small Supplier



QUICK FACTS

- Applicable for Small Suppliers only
- Program conducted globally
- Includes training, SAQ and document review

Where an audit is normally required by Walmart's [facility disclosure policy](#), Small Suppliers may either (1) submit an audit from an [approved third-party audit program](#), or (2) participate in the annually-approved capacity-building program through Intertek.

Suppliers meet the definition of [Small Supplier](#) if:*

- The supplier's global sales revenue (total turnover) is under \$3 million per year; or
- The supplier's total global sales revenue to Walmart Inc. is under \$350,000 per year

Supplier facilities located in a high-risk country category will not be eligible to participate in the approved small supplier programs.

**Walmart reserves the right to grant or withdraw exemptions to audits and audit alternatives at its discretion.*

MEMBERSHIP

Intertek is not a membership-based program; no membership is required.

INTERTEK SUPPORT

SUPPORT

Intertek Inlight General Support	inlight.customerservices@intertek.com
Intertek Inlight Technical Support	customer.assurance@intertek.com
Intertek Inlight Registration Support	small.supplier.prog@intertek.com
Intertek Inlight User Guide	Walmart Social – Supplier Guidance
Assistance with Walmart Disclosure or Audit Policy , or questions on whether you qualify for the small supplier program	Contact your Responsible Sourcing Retail Market Manager

SCORING CHANGES

Effective 1 July 2022, a color rating for the Intertek Small Supplier Self-Assessment Questionnaire (SAQ) has been implemented. Guidance for completing the SAQ can be found [here](#).



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Visit the **Responsible Sourcing Academy** for access to resources, training and answers to common questions.

SHARE FACILITY REPORT WITH WALMART

Intertek provides a Global Supplier Management system through their Inlight™ Platform for suppliers to register and update their Self-Assessment Questionnaire (SAQ) information. To become a registered supplier, follow the below steps:

Step 1: Contact Intertek

If you meet the qualifications for a small supplier, submit a completed [intake form](#) to Intertek [here](#). Each facility will use an individual login, so verify contact information is correct for each facility you seek to enroll. Intertek will send an invitation to Inlight once complete.

You should also download a copy of the [Inlight User Guide](#) which will provide you with an overview to the program and detail step by step instructions to the full process.

Step 2: Self-Assessment Questionnaire, Documentation and Training

Suppliers and facilities will receive an invitation to register and join Inlight. Log in at <https://www.intertek.com/inlight/login> create your password, and complete the following:

- Complete required training hosted on Walmart's website. You will have to register an account to complete.
- Subscribe to the Social SAQ on Inlight and complete payment to Intertek.
- Complete the online self-assessment questionnaire (SAQ) and upload any required evidence.
The SAQ gathers information and documentation about the facility's business, management systems, labor, environment, and health and safety practices.
- Submit completed SAQ for verification.

Step 3: SAQ Desktop Verification

Intertek staff will review and verify the SAQ and documentation. Intertek will contact relevant licensing or certification organizations, review expiration dates, and review document authenticity. Validated information will be check-marked on your business profile page.

Step 4: Access report

Intertek provides a report identifying areas of risk. Download and submit the report to Walmart by following Step 4 of the [Audit Submission Guide](#).

Instructions to Submit
an Audit to Walmart



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Have additional questions? Contact the Supplier & Facility Administration team:
[North, South, Central America](#)
[China & Far East](#)
[All other countries](#)

