

# Getting Started with an Approved Audit Program: Responsible Business Alliance (RBA)



## Responsible Business Alliance

Formerly the Electronic Industry Citizenship Coalition

Advancing Sustainability Globally

### QUICK FACTS

- Available to electronic goods, automotive, and toys
- Audits conducted globally
- Membership is not required

The Responsible Business Alliance (RBA) aims to improve working and environmental conditions in the global electronics industry. The RBA created a common code of conduct based on ethics, environment, health and safety, and labor. The Code of Conduct references international norms and standards, including the Universal Declaration of Human Rights, ILO International Labor Standards, and more. RBA provides training and assessment tools and regularly engages in dialogue with workers, governments, civil society and other stakeholders to build a more responsible global supply chain.

## MEMBERSHIP

RBA membership is not required for supplier participation. Walmart is currently a member of the RBA. View more information about RBA membership [here](#).

## RBA SUPPORT

### GENERAL INFORMATION

English, Chinese, Spanish, Portuguese, Japanese, French-Canadian

<http://www.responsiblebusiness.org>

### INFORMATION & SUPPORT

Audit Program VAP Account Manager

[VAP@responsiblebusiness.org](mailto:VAP@responsiblebusiness.org)

RBA-ON Platform Technical Support Helpdesk

[HelpDesk@responsiblebusiness.org](mailto:HelpDesk@responsiblebusiness.org)  
(Please include "Walmart Supplier" in the email subject line)

### LANGUAGE SUPPORT

English, Chinese, Japanese, Spanish, Portuguese

Email: [VAP@responsiblebusiness.org](mailto:VAP@responsiblebusiness.org)  
Phone: 1.571.858.5737

French-Canadian

Email: [VAPaccountmgr@Responsiblebusiness.org](mailto:VAPaccountmgr@Responsiblebusiness.org)  
Phone: 1.571.858.5737



**RESPONSIBLE  
SOURCING  
ACADEMY**

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

## SHARE FACILITY REPORTS WITH WALMART

Walmart accepts audits conducted through the RBA Validated Audit Process (VAP) only. Applicants should follow RBA's guidance [here](#). Review contractual documents [here](#).\*

*\*Be sure to name Walmart in Attachment B*

The steps below will help you provide Walmart with visibility to facility information and audit reports through the RBA platform. RBA offers training documents that outline each step in detail [here](#).

### Step 1: Create a user profile.

Create a user profile in the [RBA Online dashboard](#). Request a username and password, make payments, and add facility information for facilities you own. The fee is \$250 (USD) a year.

### Step 2: Initiate a trading relationship.

Input your facility and select "Initiate a Relationship". Search for Walmart by name or company reference number (ZC50011346) under "Supply Chain" > "My Customers".

### Step 3: Download the summary report.

Once the relationship has been established and an audit conducted, share the finalized audit report. RBA recommends sharing the report through RBA Online and not via email for data security reasons, but facilities may download the report and email it as needed.

For questions about linking to facilities in the RBA Online platform or sharing facilities with Walmart, contact the RBA Online Helpdesk: [HelpDesk@responsiblebusiness.org](mailto:HelpDesk@responsiblebusiness.org) (include "Walmart Supplier" in the email subject line).

## Instructions to Submit an Audit to Walmart\*

*\*To be accepted by Walmart, the audit must be conducted by an APSCA-registered auditor on behalf of an APSCA member firm. Confirm with your selected program that the approved firm and auditors are in good standing with APSCA.*



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

