Sedex

Step-by-Step Platform Guide

For Walmart Suppliers

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Steps	Guidance	Key Notes
1 — Joining Sedex & Setting Up Your Account	Joining Sedex & Paying For Your Account video for non-members / video for members	**Note**: Please visit the Sedex website for details on the membership types available so you can choose the right account type for your company Live Webinar available on Setting Up Your Account
2 — Pay for Membership	Joining Sedex & Paying For Your Account	**Tip**: Pay for membership and all sites; Membership will "lapse" upon expiry which will prevent Walmart from accepting relationships and reports **Note**: Payment processing could take up to 10 days; Registration is imperative 10 days prior to audit scheduled date
3 — Create a Site	Creating Sites	**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 and information in Retail Link Factory Audit System; Nicknames for the site should not be used
4 — Link to Customers: Direct & Indirect	Linking to Buyers & Setting Site Visibility Intermediaries: Linking Together Suppliers & Buyers (Indirect Linking)	**Tip**: Company = Your Company Name, if Direct **OR** Site Name if Indirect; Target Company = "Customer" = Walmart Stores Inc (ZC4702325) 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; Add Walmart Factory ID in "reference" box
5 — Complete SAQ	Completing the SAQ	**Tip**: Save answers frequently; update yearly
6 — Contact Audit Firm (for cost quote and scheduling)	Action Taken Outside Platform	**Tip**: Audits must be conducted by an audit firm that is a member in good standing of the Association of Professional Social Compliance Auditors (APSCA); By February 1, 2019, audits must be conducted by auditors registered for the APSCA certification program; Walmart will accept a full-scope 2-Pillar or 4-Pillar audit; Quotes should include audit upload fees and corrective action/verification costs
7 — Initiate Audit & Upload Report	Initiate an Audit Upload	**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, not by supplier/facility **Best Practice**: Complete this step prior to conducting the audit
8 — Verify Audit Status = "Accepted"	Initiate an Audit Upload	**Tip**: Confirm audit upload request has been accepted by the audit firm
9 — Review and Publish Audit Report	Viewing and Publishing Audits	**Tip**: You must "publish" the audit in order for customers to view the report; Verify the audit is for the correct site. If edits are needed, scroll to the bottom of the page and click "edit"
10 — Submitting the Audit Report to Walmart & Notification of Assessment and Next Audit Due	Action Taken Outside the Platform	**Tip**: Audit reports must be emailed to the appropriate Responsible Sourcing Supplier and Facility Administration (RSSFA) team (see SMETA Program Guide); Audit reports must be submitted to Walmart no more than one year after the date the audit was conducted; An assessment notification will be issued including expectations for remediation and timeline for submitting the next audit
11 — Add Corrective Actions for Noncompliances & Submit to Audit Firm	Adding and Submitting Corrective Actions	**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"
12 — Contact Audit Firm for Follow-Up (if necessary)	Action Taken Outside Platform	**Tip**: Check regularly to see if the audit firm requires further action on your corrective actions to prompt their review of your additional information
13 — Verify Audit Status = "Verified"	Adding and Submitting Corrective Actions	**Tip**: Check regularly to confirm that corrective actions have been marked "verified" as closed
14 — Notify Walmart and other Customers of Noncompliance Closure Once Verified	Action Taken Outside Platform	**Tip**: If you would like Walmart to review corrective actions that have been taken, contact the appropriate RSSFA team (see SMETA Program Guide) once corrective actions are "verified" by the audit firm as closed