Instructions for renewing your Supplier (B) Membership
Renewing your membership on Sedex

1. Follow the instructions below:
   - Visit our website at www.sedexglobal.com
   - Select your language.
   - Click on “Login”

2. Click on “Existing user” and “Log in”

Or login to your account by using following link: https://sedexadvance.sedexonline.com/sso/#/login

Please note: if you are experiencing a slower-than-normal connection speed please try another web browser of your choice. Slow internet speeds can occur when Internet usage is high at peak activity times.
You are now in the Sedex Platform

Welcome

You are logged in as:

- **Sedex Advance**
  - Collaborative ethical data platform
  - Store, share and report on supply chain information quickly and easily.

- **Data Monitor**
  - Reporting tool
  - Produce and export maps, graphs and charts to visualise different aspects of your supply chain.

- **Sedex e-Learning**
  - Sustainability resources and training modules
  - Training videos for sustainability, sedex Advance and guidance for SMETA.

- **Sedex Member Directory**
  - List of Sedex members
  - Review members who are on Sedex Advance and build relationships for your ethical sourcing programme.

Please select **Sedex Advance**
Once logged in, you will be guided straight to the Payments page. Alternatively, in your account, go to “Company” > “my company” on the tool bar > “Payments”.

Fill in all details, click on “Calculate” and then “Pay Now”.

A physical place that your company owns (or rents) and where your employees work. If your membership is active and you are paying to add additional sites to your account, please enter the total number of sites you want to have in your account.

How many years of membership do you want to pay for? If your Current Expiration Date is in the future and you want to add additional sites to your Sedex account, enter 0 years in order to add the new site and keep your existing renewal date.

*VAT is only charged for companies registered in the UK.*
Paying for your Membership

3. You can pay with a:
   - Bank transfer (BACs)*
   - Credit/Debit Card*

4. If you select “Credit/Debit Card”, the system will take you to WorldPay, the secure payment hub.

5. The status of your payment will be shown in your account.

*A 2.95% administration fee will be charged on all payments.*
To download the proforma invoice please click on “Payment History”

You will also receive an email with the Proforma attached as a PDF file.

Alternatively: you can go to “Company > My company > Payments > Payment History”

Download the invoice and contact your local bank to proceed with transfer – please note your bank may charge an additional fee for this service.
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