

Sedex Supplier Onboarding Checklist

What to prepare before you get started

This checklist will help you gather the information you'll need to register with Sedex, complete payment, and set up your company and site details. Completing these steps will prepare you to move on to your Self-Assessment Questionnaire (SAQ) and start connecting with customers.

Step 1: Sedex Registration Details

Before you register, make sure you have the following ready:

A dedicated contact person

Someone within your company who will collect, manage, and enter information into the Sedex platform.

Contact details for account registration

You will need:

- First name
- Last name
- Company name
- Company email address

Tip: Use a shared or long-term company email address where possible, rather than a personal email.

[Click here to go to the registration page >](#)

Step 2: Payment Details

Once registration is complete, you'll be asked to add payment details.

Payment method

- Credit or debit card (processed securely via Stripe), **or**
- Bank transfer (BACS)

VAT information

- VAT is only charged if your company is based in the UK
- If applicable, have your VAT number available

Step 3: Company Details

You'll now be asked to complete key information about your company.

Company information

- Company name (in English and local language, if applicable)
- Company address
- Telephone number

Business license details

- Business license number or certification number
- Business license expiration date

Industry classification

- Select your industry using the Sedex/ISIC classification list
- You can [find your classification here >](#)

VAT registration (if applicable)

- Confirm whether your company is registered for VAT
- If yes, enter your VAT number

Billing address

- Confirm whether your billing address is the same as your company address
- If it is the same, the information can be prefilled automatically

Workforce size

- Select how many employees and other workers your company has using the sliding scale

How Sedex defines workers:

- Employees:** Anyone working for your company under an employment contract (written, oral, or informal)
- Other workers:** Non-employed workers, such as agency or third-party workers

Note: If your company has 0–9 employees, you may be asked to provide less information than larger companies.



Step 4: Site Details

This section helps Sedex understand the activities carried out at each registered site.

Type of site activity

Select the option that best describes your site:

- Produces, manufactures, or finishes a physical product (e.g. garment manufacturing, agriculture)
- Provides a service (e.g. cleaning, security, logistics)
- Recruits workers for other companies (e.g. labour provider, recruitment agency)
- Acts as an agent supplying finished products made by another company

Primary business activity

- Select your primary business activity using the ISIC Industry Classification
- Use the Sedex ISIC Activity List to identify the correct option

Site information

- Site name
- Site address
- Site business license number (if applicable)
- Site business license expiration date (if applicable)

Step 5: Employee & Worker Details

Finally, you'll be asked to provide a breakdown of your workforce.

Worker numbers

- Total number of permanent workers
- Total number of contract workers

Worker categories

- Male workers
- Female workers
- Migrant workers
- Local workers

What happens next?

Once these steps are complete, you'll be ready to:

- Complete your **Self-Assessment Questionnaire (SAQ)**
- Start **connecting with customers** on the Sedex platform
- If you have registered for a Sedex membership you can find help eLearning videos on our [eLearning platform here >](#)
- You can also view [this guide to help you register for a Sedex account](#)