



B&Q Guidance Note: Guidelines for registering on Sedex as a supplier to B&Q

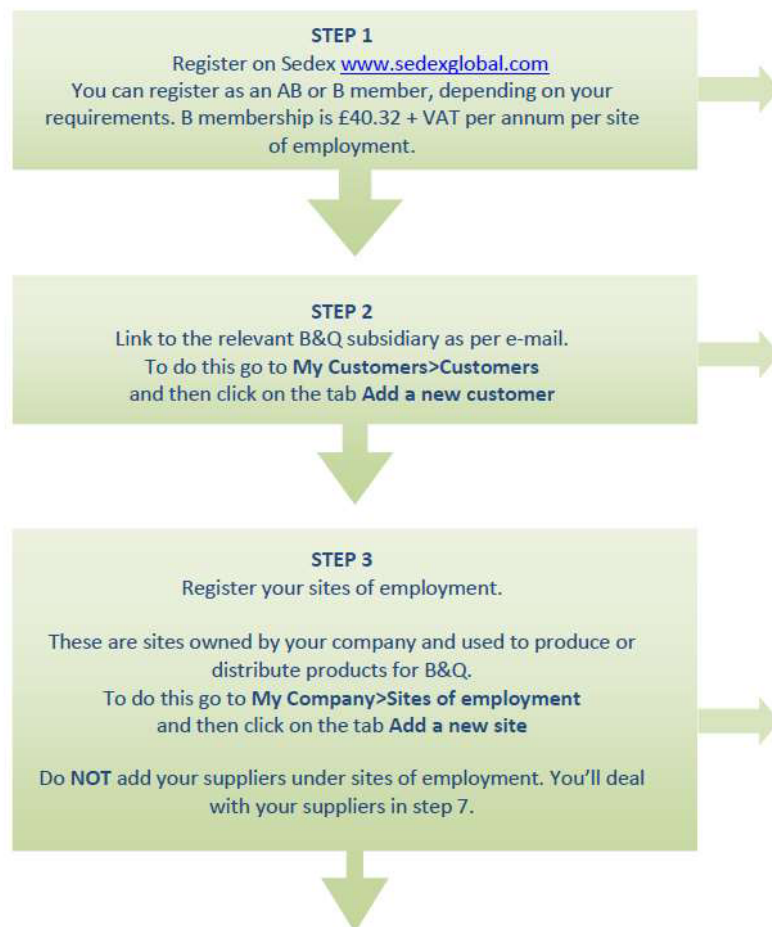
August 2015

Policy Lead: George Padelopoulos



Guidelines for Registering on Sedex as a Supplier of B&Q

STEPS:



FURTHER DETAILS/ GUIDANCE:

- Complete your Company Information
- This will include choosing number of sites to register
- Add main contact, to whom all Sedex communications sent

Add the subsidiary that you supply from the list below. If you supply several subsidiaries, add them as separate customers. Do NOT link to B&Q Plc.

Subsidiary	Sedex Reference (S) number
B&Q Building	S325924776437
B&Q Decorative	S517731007606
B&Q Seasonal	S804952572297
B&Q Showroom	S560109644623

Select **Direct customer**

Under Customer Supplier Reference, add your B&Q vendor code.

It is a requirement of B&Q to ensure your Self Assessment Questionnaire (SAQ) includes questions on any buying you do, even if it is only constituent raw materials. To activate the buying questions you will need to do the following:

For at least one of your sites, in the **Site Function(s)** section, click the toggle button about a third of the way down, and tick **Agent**. If you have more than one site, this would usually be your main office. (You can select additional functions as appropriate). This will automatically make **Intermediary/Agent** appear as one of your SAQ sector profiles in your list of sites of employment

If you are returning to add the buying function at a later time, go to **My Company>Sites of employment** and select site from list. Click **Edit** (bottom of page), add **Agent** to site function as above.

Guidelines for Registering on Sedex as a Supplier of B&Q



Please select access rights for this company:

- ☒ Site Details
- ☒ Site Contact Details
- ☒ Self Assessment
- ☒ Audit

Headquarters SAQ function (HQ SAQ)

For suppliers with multiple sites of employment you can save time by enabling the HQ SAQ function. This allows you to duplicate responses on company-wide policies across all, or a selection of your sites.

1. Go to **My Company> Company Information**.
2. Click **Edit** (bottom left corner), change 'HQ SAQ Feature' answer to **Yes**.
3. Click on **Save**.
4. Go to **My Company> Complete SAQ** and complete your HQ SAQ
5. Once 100% complete you can apply to your sites of employment
6. Now complete the remaining SAQ questions for each site by selecting from the drop-down menu:

Glasgow - HQ
Monitor SAQ completion on your employment sites

Select another site

- Manchester
- Birmingham
- London

Guidelines for Registering on Sedex as a Supplier of B&Q

STEP 6

Upload a recent site audit for each site
To do this, go to **My Company>Audits of my Sites**
then click on the tab **Add a new audit**

Normally a third party auditor will upload the report. Sedex will send them a request to do this once you've entered their contact details.

Once your auditor has uploaded your report, you will need to validate it. To do this, return to **My Company>Audits of my Sites**, download a copy of the report now visible, and if you agree with the information, click **Publish**.

Alternatively, you can upload a recent audit report yourself by removing the tick from "Auditor to upload the audit" in the **Add a new Audit** page.

STEP 7

Add your suppliers

For suppliers with their own Sedex account on the Sedex system:

- Supplier adds you as a direct customer in their account
- You approve them at **My suppliers>Supplier Vetting** and then link them to B&Q at **My Customers>Link suppliers to Customers Matrix**
- Finally the supplier validates this link in their account by going to **My Customers>Customers** and clicking **Validate**

Suppliers without a Sedex account should be added using the small supplier function:

- Enable the small supplier feature at **My Company>Company Information**
- Go to **My Company>Small Suppliers** then click on tab **Add a New Small Supplier Site** and enter your supplier details
- Then link your small suppliers to B&Q at **My Customers>Small Suppliers, Set Access Rights**

B&Qs preference is for your suppliers to register their own Sedex account and link to B&Q as an indirect customer. If you are unable to sign up your suppliers immediately, you will be obliged to add your suppliers using the small supplier function as a short term solution.

More details on enabling the small supplier feature:

1. Go to **My Company>Company Information**
2. Click **Edit** at the bottom of the page.
3. Ensure **Yes** is entered in question "If you purchase products or materials from suppliers which are then traded with your customer(s), you may wish to activate the small supplier feature".
4. Click **Save** at the bottom of the page.



Guidelines for Registering on Sedex as a Supplier of B&Q

STEP 8

Inform Katie Kenrick (kate@kmbconsulting.co.uk) that you have completed your Sedex registration. She can then ensure B&Q has full visibility of all the elements in your profile.



Guidelines for Registering on Sedex as a Supplier of B&Q

NEARLY THERE! PLEASE NOW ENSURE YOU HAVE COMPLETED ALL THE STEPS:



STEP 1 - I have registered my account & paid



STEP 2 - I have linked to the B&Q subsidiary my company is supplying



STEP 3 – I have registered my sites of employment



STEP 4 – I have given B&Q access rights to my sites of employment



STEP 5 – I have completed 100% of the Self Assessment Questionnaire (SAQ) for each site



STEP 6 – I have added my suppliers



STEP 7 – I have uploaded a recent site audit report



STEP 8 – I have checked that B&Q can see all elements of my profile

CONGRATULATIONS!

YOU HAVE NOW SUCCESSFULLY REGISTERED ON SEDEX AND LINKED TO B&Q

If any of your other customers use Sedex, you may wish to link to them too – they may have their own guidelines.

PLEASE DON'T FORGET TO KEEP YOUR ACCOUNT UP TO DATE