

Responsible Sourcing

Transparency Requirements Guide

The three steps suppliers must take to complete onboarding:



1. SEDEX



1. Link sites to the correct business unit. See table for Asda Sedex codes.
2. SAQ 100% complete and updated:
 - High/Medium risk: within 6 months
 - Low risk: within 12 months
3. Audits visible on Sedex and NCs closed:
 - High risk: audit within 12 months
 - Low/Medium risk: audit within 5 years

Asda SEDEX ZC Codes
Asda Grocery – ZC1069018
Asda GNFR – ZC4175399
Asda General Merchandise – ZC414283949
George – ZC1086103
International Procurement Logistics – ZC4175422

2. Open Supply Hub



All sites must disclose their facility within the [Open Supply Hub](#) and claim the site. Provide the Open Supply Hub ID (OS ID) during onboarding for compliance.

1. Disclosing Sites & Obtaining OS IDs:

- a. [Single Location Upload](#): Preferred method for linking.
- b. [Bulk Upload](#): Recommended for more than 10 sites.

Disclosed sites include owned facilities, suppliers, subcontractors, and partners.

2. Claiming Sites:

- a. Owners or senior managers can claim a site, gaining a verified profile with a green "Claimed" badge. Submit documentation verifying:
 - i. Company name & address
 - ii. Identity & affiliation of the claimant

Claim Eligibility: Only owners or senior managers can claim a site, unless others register with a company email, prove a manager title, or have written approval.

3. Responsible Sourcing Disclosure Requirements – Asda Supplier Portal



All sites must be disclosed to the [Supplier Portal](#). IPL, Forza & Kober suppliers will be required to complete a manual disclosure form. The following requirements are essential for the Responsible Sourcing team to complete their due diligence checks and approve the facility.

1. Provide the Sedex ZS reference and ensure the Sedex SAQ was updated within the last 6 months
2. Ensure there are no open overdue NCs
3. Ensure the Open Supply Hub ID is included within the case comments and the site is claimed

Please note, Responsible Sourcing no longer activate factory IDs. Facility activation requires approval from the food safety and technical teams; for updates and queries, please leave a comment on your case and the relevant team will get back to you.