

Updating your SAQ 4.0

An overview of how to update your SAQ 4.0 answers to an SAQ 5.0

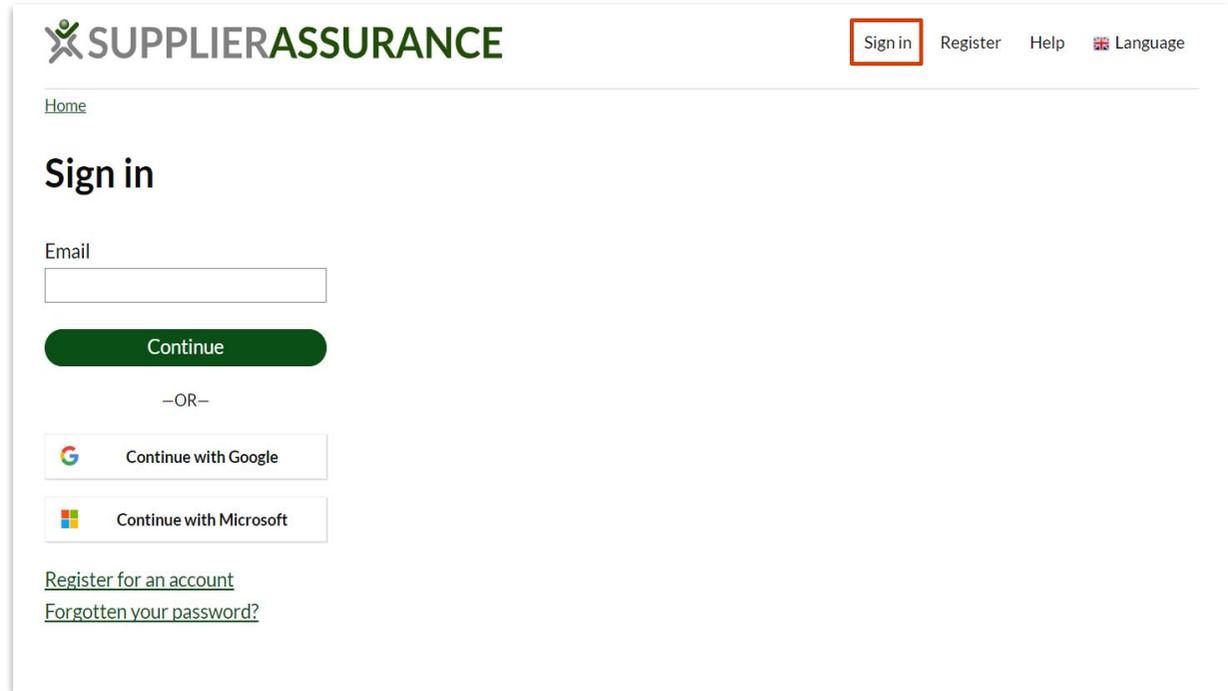
February 2023

Version 1

Sign in

If you're a returning user to the SUPPLIERASSURANCE platform, select the [Sign in](#) option from the navigation bar at the top of the page.

Enter your details or use the Google/Microsoft SSO (Single Sign On) functions.

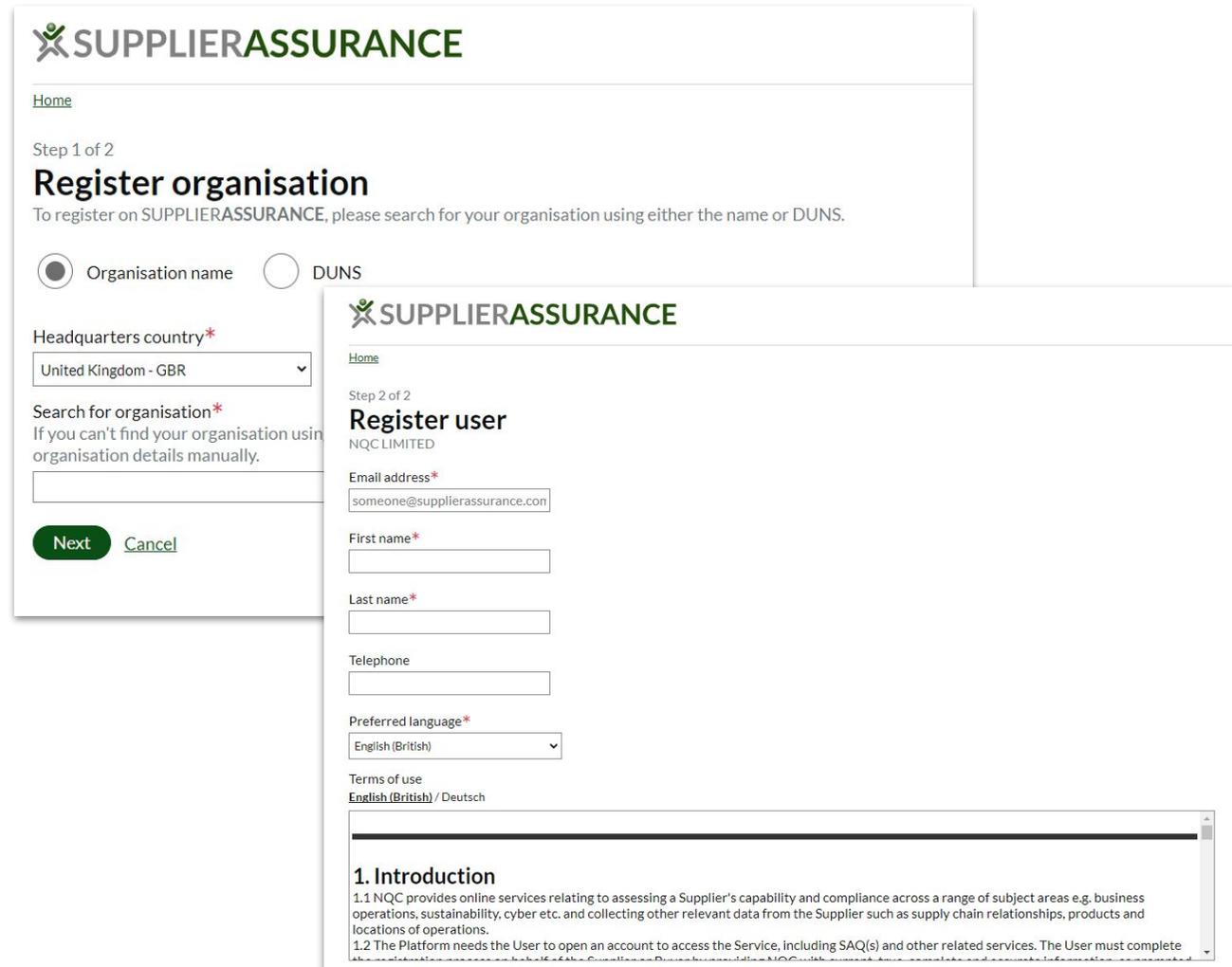


The screenshot shows the Supplier Assurance Sign In page. At the top left is the SUPPLIERASSURANCE logo. At the top right is a navigation bar with links for Sign in (highlighted with a red box), Register, Help, and Language. Below the navigation bar is a Home link. The main heading is Sign in. There is an Email input field followed by a green Continue button. Below this is an -OR- separator. There are two buttons for social sign-in: Continue with Google and Continue with Microsoft. At the bottom, there are two links: Register for an account and Forgotten your password?

Registering

If you're accessing the SUPPLIERASSURANCE platform for the first time, select [Register](#) from the navigation bar at the top of the page.

Enter your organisation details and pick the information from the list. If your organisation name doesn't appear in the list, you can add the details manually.

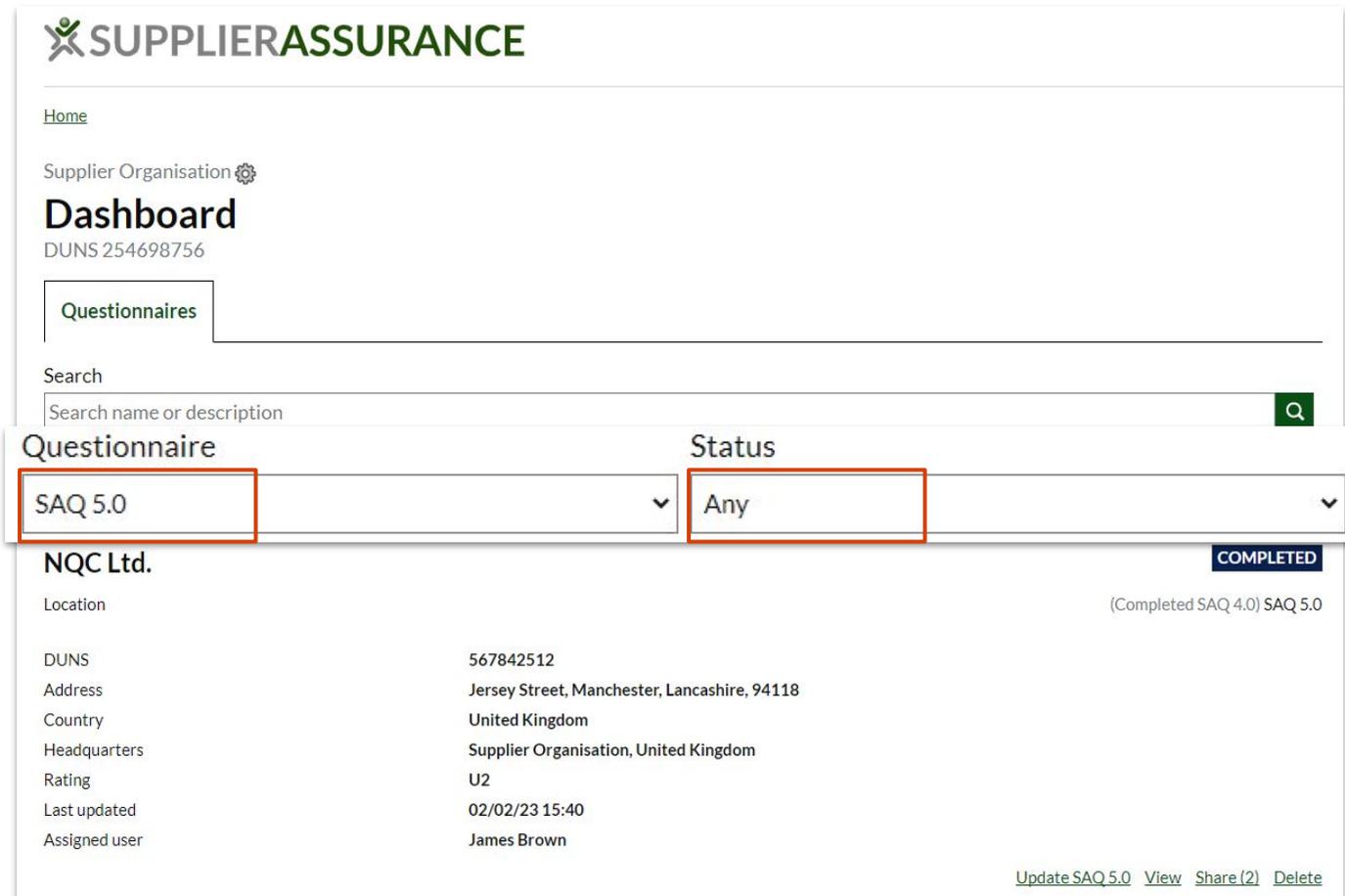


The image shows two overlapping screenshots of the SUPPLIERASSURANCE registration interface. The top screenshot is titled 'Step 1 of 2 Register organisation' and includes a search bar for 'Organisation name' (selected) or 'DUNS'. It also features a dropdown for 'Headquarters country*' set to 'United Kingdom - GBR' and a search input for 'Search for organisation*'. The bottom screenshot is titled 'Step 2 of 2 Register user' and shows a form for 'NQC LIMITED' with fields for 'Email address*' (someone@supplierassurance.com), 'First name*', 'Last name*', 'Telephone', and 'Preferred language*' (English (British)). It also includes a 'Terms of use' section with a scrollable text area containing an introduction.

Filter your questionnaires

Once you're signed in, select the following filters on your **Dashboard**:

Questionnaires - SAQ 5.0
Status - Any



The screenshot shows the Supplier Assurance dashboard. At the top, there is a navigation bar with the logo and the text 'SUPPLIERASSURANCE'. Below this, there is a 'Home' link and a 'Supplier Organisation' section with a gear icon. The main heading is 'Dashboard' with the DUNS number 'DUNS 254698756'. A 'Questionnaires' tab is selected. Below the tab is a search bar with the placeholder text 'Search name or description' and a search icon. Two dropdown filters are visible: 'Questionnaire' set to 'SAQ 5.0' and 'Status' set to 'Any'. Below the filters is a table with one row for 'NQC Ltd.' with a 'COMPLETED' status. The table contains various details such as Location, DUNS, Address, Country, Headquarters, Rating, Last updated, and Assigned user. At the bottom right of the table, there are links for 'Update SAQ 5.0', 'View', 'Share (2)', and 'Delete'.

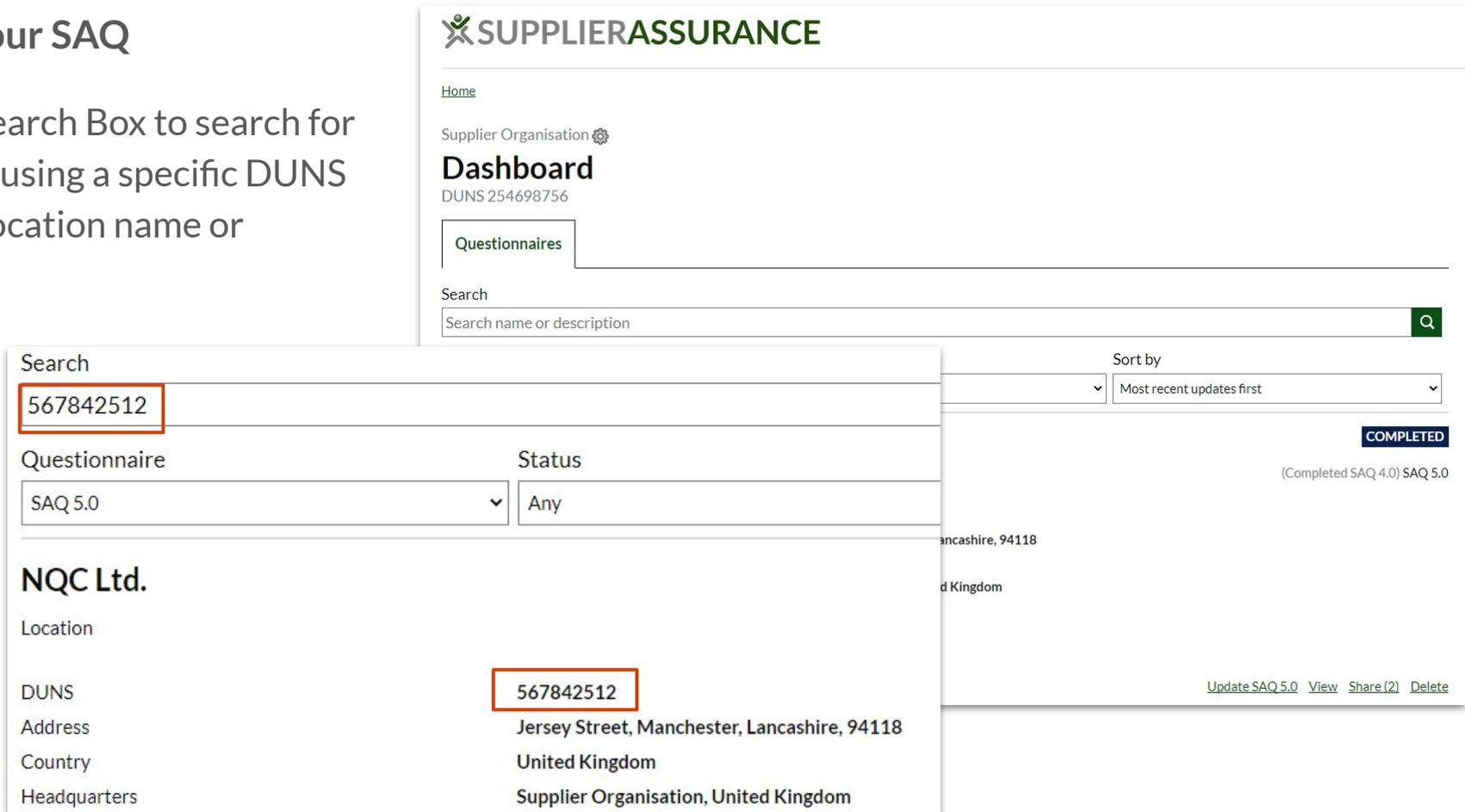
Questionnaire	Status
SAQ 5.0	Any

NQC Ltd.		COMPLETED
Location		(Completed SAQ 4.0) SAQ 5.0
DUNS	567842512	
Address	Jersey Street, Manchester, Lancashire, 94118	
Country	United Kingdom	
Headquarters	Supplier Organisation, United Kingdom	
Rating	U2	
Last updated	02/02/23 15:40	
Assigned user	James Brown	

[Update SAQ 5.0](#) [View](#) [Share \(2\)](#) [Delete](#)

Locate your SAQ

Use the Search Box to search for your SAQ using a specific DUNS number, location name or address.



The screenshot shows the Supplier Assurance dashboard for a user with DUNS 254698756. A search for 'SAQ 5.0' is performed, and the results are filtered by 'Status: Any'. The search results table shows one entry for 'NQC Ltd.' with the following details:

Questionnaire	Status
SAQ 5.0	Any

The search results are displayed in a modal window with the following details:

NQC Ltd.	
Location	
DUNS	567842512
Address	Jersey Street, Manchester, Lancashire, 94118
Country	United Kingdom
Headquarters	Supplier Organisation, United Kingdom

The background dashboard shows a search bar with '567842512' entered, a 'Sort by' dropdown set to 'Most recent updates first', and a 'COMPLETED' status indicator. The search results table shows the same entry for 'NQC Ltd.' with the address 'Jersey Street, Manchester, Lancashire, 94118' and 'United Kingdom'. The search results are displayed in a modal window with the following details:



Locating your SAQ 5.0 (SAQ 4.0)

Understanding SAQ versions

If your SAQ is COMPLETED, your answer sheets will be represented as “COMPLETED SAQ 4.0” until you update it to an SAQ 5.0.

Until the SAQ is updated, the Minimum Scope Rating will show as “U”, making it ‘Unclassified’ for SAQ 5.0.

If you cannot locate your SAQ please use the Live Chat for immediate support or raise a ticket via the [Contact Us](#) form.

The screenshot shows the Supplier Assurance dashboard for 'NQC Ltd.' with a DUNS number of 254698756. A search bar is present with the text 'Search name or description'. Below the search bar are filters for 'Questionnaire' (set to 'SAQ 5.0'), 'Status' (set to 'Any'), and 'Sort by' (set to 'Most recent updates first'). The main content area displays the company details for 'NQC Ltd.', including location, DUNS, address, country, headquarters, rating (U2), last updated date, and assigned user. A callout box highlights the status '(Completed SAQ 4.0) SAQ 5.0' with a red border, and a 'COMPLETED' badge is visible above it. At the bottom right, there are links for 'Update SAQ 5.0', 'View', 'Share (2)', and 'Delete'.



Updating your SAQ 4.0 to SAQ 5.0

Update your SAQ 4.0 answers

By selecting the “Update SAQ 5.0” option and confirming it, you will start updating your existing SAQ 4.0 answers to SAQ 5.0 answers.

The screenshot shows the Supplier Assurance dashboard for a user with DUNS 254698756. A confirmation dialog is open, asking "Update SAQ 5.0?" and "Are you sure you want to update SAQ 5.0?". The dialog explains that a new revision will be created in RESPONDING, and the user can change answers and resubmit for validation. There are "Yes" and "No" buttons. Below the dialog, the dashboard shows a "Questionnaires" tab with a search bar and filters. A questionnaire for "NQC Ltd." is displayed, marked as "COMPLETED". The questionnaire details include DUNS, Address, Country, Headquarters, Rating, Last updated, and Assigned user. A red box highlights the "Update SAQ 5.0" button at the bottom right of the questionnaire entry.

Questionnaire	Status	Sort by
SAQ 5.0	Any	Most recent updates first

NQC Ltd.		COMPLETED
Location		(Completed SAQ 4.0) SAQ 5.0
DUNS	567842512	
Address	Jersey Street, Manchester, Lancashire, 94118	
Country	United Kingdom	
Headquarters	Supplier Organisation, United Kingdom	
Rating	U2	
Last updated	02/02/23 15:40	
Assigned user	James Brown	

Completing an SAQ 5.0

The first page you will see is the Introduction page of the SAQ 5.0. All previous answers and documents provided as evidence have been migrated to the new SAQ 5.0 version of your questionnaire.

You will now need to answer new SAQ 5.0 questions and provide new evidence to support your declaration.

SAQ 5.0 **RESPONDING**

Introduction

Your previous SAQ 4.0 answers have been migrated to an SAQ 5.0 questionnaire, however, it is likely that there are some new SAQ 5.0 questions that require an answer from you. We recommend that you work through the questionnaire from the beginning to ensure you provide a complete response.

NACE Code selection

When completing an SAQ 5.0, you will be asked to select a relevant NACE Code for the product or service that you provide.

Once selected, some SAQ questions or sections may be optional.

Some optional questions may be required by your Customer.

E. Environment (worth 25%) Up to 15 questions
Covers environmental protection through the implementation of policies and management systems. Also covers the extent to which policies and procedures are established to support a proactive approach to environmental responsibility.

- 10. Does your company have a formal environmental policy, which includes a commitment to legal compliance, continuous measurement and continuous improvements in environmental performance?
- 12. Does your site have an energy management system?
- 13. What percentage of electricity used at your site in the last calendar year came from renewable sources?
- 14. What percentage of heating/cooling used at your site in the last calendar year came from renewable sources?
- 15. Does your company set Greenhouse Gas reduction targets?
- 17. Does your company have a current CDP score?

All other questions in this section

- 11. Does your site have an environmental management system in place?
- 16. Does your site use any substances with restrictions under any national or international statutory provision in production or operations?

F. Responsible Supply Chain Management (worth 10%) Up to 6 questions
Covers compliance to all the aforementioned areas within a company's supply chain. Also covers the extent to which these areas are formally required of a company's suppliers and how this is communicated.

G. Responsible Sourcing of Raw Materials (worth 6%) Up to 7 questions
Covers due diligence conducted to understand the source of the raw materials used in your products. Also covers the extent to which raw materials are responsibly sourced.

[Next question](#) [Previous question](#) [Save and view answers](#)



Submitting your SAQ 5.0

Submit your SAQ 5.0 answers

Once you have updated your answers in the SAQ 5.0, press “Submit” on the final page.

If your SAQ is already shared with your buyer, your answers and uploaded evidence will now be reviewed by our team.

After validation of your SAQ is complete, you may receive some recommendations and gaps to guide you on how to improve your sustainability performance and SAQ Rating.

SAQ 5.0 **RESPONDING**

I. Sign Off

You have almost reached the end of SAQ 5.0. **Please note your questionnaire will not be reviewed and validated until you submit your questionnaire and have shared it with a buyer.**

To submit this SAQ for validation click 'Submit' at the bottom of this page. If you need help sharing your SAQ, please use the Live Chat service to contact our Service Centre.

What happens next?

After you have submitted your SAQ, the SUPPLIERASSURANCE team will review the evidence that you have uploaded to ensure that the documents are acceptable and cover the answers that you have selected.

Once your SAQ answers and evidence have been reviewed, you will be notified by email of the results. You can then view your score, any gaps that may be identified in the evidence that you uploaded or any recommendations for improvement. You will also have the option to update your SAQ to address any gaps or demonstrate improvement in your sustainability performance.

[Submit](#) [Previous](#)



In case of any questions, contact our SUPPLIERASSURANCE Support team via <https://supplierassurance.com/help/contact> or use the Live Chat function for immediate support.