# **4 Steps to Complete Audit Requirement**



Walmart

Supply Chain Security

## Complete a facility audit:

without expiration dates)

Currently working with an audit program?	Not currently working with an audit program?
<ul> <li>Provide an existing report that meets Walmart's requirements:</li> <li>current as defined by the Audit Program <b>OR</b> issued less than one year from the submit date (for programs</li> </ul>	Select an audit program from the list above and work with the program to conduct a facility audit with an approved firm.

### Link Walmart in the audit program platform

Each audit program has a unique platform for suppliers to grant retail partners access to audit details. Suppliers should link Walmart to each factory for which an audit is submitted. Linking Walmart allows our team to validate reports. Instructions on how to link Walmart can be found in the audit program guide links in **Step 1**.

### 4 Submit your audit report via email

Suppliers based in North, South & Central America: <u>rssfaam@walmart.com</u> Suppliers based in China & Far-East: <u>rssfacn@walmart.com</u> Suppliers based in India, Europe, Africa, Middle East and all other countries: <u>rssfain@walmart.com</u>

#### To be accepted, the email should include:

- Full audit report (and any additional documents specified in the program's resource guide)
- Walmart Supplier ID number (8-digit number)
- Supplier Name
- Walmart Factory ID Number
- Factory Name
- Audit Program Identification Number (ex. SCAN ID number)
- · Audit Program Facility or Audit ID Number (helps Walmart cross-reference the facility or audit)

It is your responsibility to obtain the appropriate permissions necessary to share the full audit report with Walmart.

#### **Remediation**

All suppliers using a facility are expected to work with the facility to remediate all non-compliances identified in the audit report in the manner specified by the audit program or audit firm chosen. In addition, Walmart expects suppliers to prioritize the remediation of higher-risk findings that would lead to the facility receiving an Orange color rating.

For more information on remediation, <u>click here</u>.