SUPPLIER QUALIFICATION SYSTEM (SQS)

Providing global visibility of Shell suppliers

www.shell.com/supplier/qualification
Shell Contracting & Procurement is responsible for nearly everything that Shell buys across the full scope of activities in the Upstream, Downstream, and Projects & Technology sectors of our business. With Shell active in more than 70 countries, this means our Contracting & Procurement specialists are purchasing from thousands of suppliers worldwide.

The Shell Supplier Principles outline Shell’s core requirements and provide a simple framework for suppliers and contractors to adhere to.

In line with these Principles, we seek to work with contractors and suppliers who contribute to sustainable development and are economically, environmentally and socially responsible.

Shell has established a standard and transparent prequalification process that suppliers need to complete prior to taking part in a competitive tender, negotiation or signing a contract with Shell. Based on the objective risk criteria, suppliers may also be required to complete a detailed prequalification assessment in one or more of the following areas:

- Health & Safety
- Ethics & Compliance
- Labour rights

Depending on the type of contract, financial and/or technical assessments may also be required. These are carried out in-house by Shell.

The results of the completed prequalification assessments provide valuable insights into a supplier’s capability to manage these issues and are used by our Contracting & Procurement specialists to support procurement decisions.
The Shell Supplier Qualification System (SQS) was introduced in January 2012 to support a common approach to supplier prequalification across the Shell Group. SQS streamlines the prequalification process by gathering standard supplier data and carrying out detailed prequalification assessments in line with Shell’s requirements. SQS is managed by Achilles on Shell’s behalf.

**REGISTRATION IN SQS ENABLES YOU TO:**

**Complete the required prequalification process**
If your company is being considered for a potential contract or is renewing a current contract with Shell, you will be asked to register in SQS.

Once your company provides the required details in SQS, Achilles will complete the necessary prequalification assessments and will publish the outcome in SQS.

The results of completed assessments will then become available to the Contracting & Procurement specialist who invited you to register. Please note that registration in SQS does not guarantee any business with Shell.

**Keep your prequalification results valid for 3 years**
Once your registration in SQS is complete, your company details and the outcome of assessments will remain valid and visible to Shell Contracting & Procurement specialists for 3 years.

**Demonstrate compliance with the Shell Supplier Principles**
The results of your completed prequalification assessments will enable our Contracting & Procurement specialists to ensure that your company adheres to the core requirements set out in the Shell Supplier Principles.

**Identify gaps and improve your business performance**
If you are required to complete a more detailed assessment in the area of health and safety and/or labour rights, Achilles, as an independent party, will perform the assessments and provide you with detailed feedback on your company’s policies in these areas. This feedback enables you to identify gaps and drive further business improvements.

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**SHELL VALUES ITS RELATIONSHIPS WITH ITS SUPPLIERS – MAINTAINING A SINGLE SOURCE OF SUPPLIER INFORMATION ACROSS OUR SUPPLY BASE SUPPORTS THAT RELATIONSHIP.**

SQS provides critical intelligence and important insights into our supply base and delivers a common approach to supplier prequalification.

Jim Pearson | Shell CP Systems & Processes Manager
HOW TO REGISTER

Registration in SQS is by direct invitation only. When your company is required to prequalify as a potential supplier for particular goods and/or services, you will receive an invitation e-mail from Achilles asking you to begin registration in SQS.

REGISTRATION IN SQS IS A TWO-STAGE PROCESS.

Stage 1: You will be asked to complete an initial online questionnaire, which comprises questions related to your company’s registration details, contact information, and the product and/or service covered under the potential contract with Shell (as advised by the Shell Contracting & Procurement specialist).

There is no charge for Stage 1 registration and it takes about 20 minutes to complete. If your company’s profile is identified as low risk, no further action is required in SQS.

Stage 2: Depending on the information you provide during Stage 1, you may need to provide additional information related to your company’s policies in the areas of health & safety, labour rights and/or ethics and compliance. In this case you will be required to proceed to Stage 2 of the registration process, where you may need to complete additional, detailed questionnaires in a relevant area and submit evidence in support of your answers. Achilles will provide an independent assessment of the completed questionnaires. This service is subject to a fee that is paid directly by you to Achilles.

Once your assessments are completed and validated by Achilles, your prequalification results will be published in SQS. Your company profile, including all completed assessments, is valid and visible to Shell procurement specialists for three years. After that time your prequalification results will expire. If your company is renewing a contract or is being considered for another contract with Shell after that time, you may be asked to re-register.

SUPPLIER REGISTRATION PROCESS

WITHIN 48 HOURS FOLLOWING RECEIPT OF INVITATION EMAIL

Register in SQS Complete and submit Stage 1 questionnaire to Achilles for data validation.

YES DATA VALIDATION ISSUES IDENTIFIED

NO

WITHIN 48 HOURS FOLLOWING RECEIPT OF EMAIL NOTIFICATION LISTING DATA VALIDATION ISSUES

Address any data issues and re-submit your Stage 1 questionnaire to Achilles.

YES

FURTHER PREQUALIFICATION ASSESSMENTS REQUIRED – PROCEED TO STAGE 2

NO

Pay the Stage 2 subscription fee to Achilles

To gain immediate access to the Stage 2 prequalification questionnaires, online payment is recommended. A link to the questionnaire will only be sent once payment has been received.

YES

Your Stage 1 questionnaire is published in SQS – no further action is required.

NO

Your information is now available to Shell buyers

The information you provided as part of the prequalification process will now be available to Shell buyers to support procurement decisions.

Within 10 working days*

Complete and submit your Stage 2 questionnaires to Achilles for data validation.

Your Stage 2 questionnaires are published in SQS.

*The timeline provided here is a guideline only. For exact timelines please refer to your Contracting & Procurement specialist at Shell.
**SUBSCRIPTION FEES**

The subscription in SQS is valid for three years.

During your Stage 1 registration, you will be asked to select the products and/or services that are relevant to the potential contract for which your company is being considered. Correct selection of product codes ensures that required prequalification assessments are completed in SQS.

The number of product codes included in your Stage 1 registration will determine the level of the Stage 2 subscription fee. The payment is required for the validation and assessments that Achilles must complete.

Please note that the subscription fee is payable prior to commencing Stage 2 of the registration process. The link to Stage 2 questionnaire will not be sent until full payment has been received by Achilles. The easiest and quickest way to pay and commence completing Stage 2 is by making an online credit card payment.

Subscription fees listed below apply to suppliers registering at Stage 2. Payments are accepted in GBP, USD and EUR.*

- **LEVEL 1 (1 TO 5 PRODUCT CODES**)**
  - £1050, $1710, €1295
- **LEVEL 2 (6 TO 15 PRODUCT CODES**)**
  - £1225, $1995, €1510
- **LEVEL 3 (16 TO 25 PRODUCT CODES**)**
  - £1658, $2700, €2040
- **LEVEL 4 (26 OR ABOVE PRODUCT CODES**)**
  - £2018, $3285, €2485

*Fees (and currency exchange rate used) are correct at time of publishing and may be subject to change to reflect fluctuating exchange rates.

**Product Codes describe a category of product or service provided by a supplier and allow buyers to search for suppliers capable to match their sourcing requirements.

**SUPPLIER QUALIFICATION SYSTEM (SQS) FOR GLOBAL VISIBILITY OF SHELL SUPPLIERS.**
WHAT YOU NEED TO DO

If you receive an invitation e-mail from Achilles, you will need to do the following:

■ Register in SQS using the registration token provided in the e-mail and complete the Stage 1 questionnaire online;

■ In the Stage 1 questionnaire, select products and/or services relevant to the potential contract for which your company is being considered. Please note that the product code(s) selected will impact the risk profile of your company in SQS and may trigger relevant prequalification assessments. It is therefore important that you select the product code(s) as advised by the Shell Contracting & Procurement specialist;

■ Submit the completed Stage 1 questionnaire;

■ Address any issues that are identified during the data checking process and re-submit to Achilles as required.

If your company is required to undertake more detailed assessments in the area of health and safety and/or labour rights and/or ethics and compliance, you will be asked to progress to Stage 2. To complete Stage 2, you will need to do the following:

■ Pay the Stage 2 subscription fee, where possible via credit card online payment facility. If you are paying via a bank transfer, it will take around five working days to process the payment; please use the Stage 2 registration overview available on www.shell.com/supplier/qualification to start collecting the required information;

■ Complete relevant questionnaires online in Stage 2;

■ Provide required supporting documents as required;

■ Submit completed questionnaires and supporting documents to Achilles;

■ Address any issues that are identified during the data checking process and re-submit to Achilles as required.

PLEASE ENSURE YOU COMPLETE THE REQUIRED ASSESSMENTS IN TIME FOR THE PREQUALIFICATION DEADLINE PROVIDED BY THE SHELL CONTRACTING & PROCUREMENT SPECIALIST IN ORDER TO BE CONSIDERED FOR THE OPPORTUNITY.

WHO TO CONTACT

For more information and to view the Stage 1 and Stage 2 Registration Overviews, please visit www.shell.com/supplier/qualification

If you have any questions, please contact the Achilles Customer Support Team:

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