



WHY HAVE I BEEN ASKED TO REGISTER IN ACHILLES AUTOMOTIVE?

If you have been asked by your customer to register in Achilles Automotive, it is because they need further assurance your company meets the standards they expect from supply partners. After all, there is a lot hinging on that business relationship – not just for them, but also for you.

Your customer needs to be certain you are compliant with key legislation and regulations, particularly in areas like Health & Safety, Environment, Quality and Corporate Social Responsibility - ultimately, reputation is everything in today's business world, and no one can afford a supply chain scandal.

Achilles Automotive gives you the opportunity to set their minds at rest and prove yourself a supply partner of choice - someone they can be confident in, which is the foundation of good business relations.

WHAT DATA WILL I BE ASKED TO PROVIDE, AND HOW?

Information on your business is gathered via an online questionnaire (Achilles Automotive), which we give you access to once you have subscribed to this service.

You will be asked to provide comprehensive information across a wide spectrum of business aspects, so you may need to engage with multiple functions to complete the entire questionnaire.

Business aspects covered by the questionnaire include:

- Company Details
- Products & Services you supply
- Health & Safety Management
- Environmental Compliance
- Quality Management
- Supply Chain Management
- Carbon Management
- Corporate Social Responsibility
- Insurances
- Financial Accounts Information
- Legal compliance

If you have already been asked to complete a basic Company Registration for your customer, some fields will be automatically pre-populated, including any questions that relate specifically to your business relationship with your customer. However, we recommend as best practice you check these again.

Going forwards, you will no longer need to maintain your Company Registration for your customer – Achilles Automotive will replace this entirely, giving you just one questionnaire to maintain.

To request a detailed Registration Checklist for Achilles Automotive, go to www.achilles.com/automotive

HOW OFTEN WILL I BE EXPECTED TO UPDATE MY DATA?

Nothing ever stays the same, and any changes must be captured and recorded to ensure your customer has access to your latest data.

As part of our service, we let you know whenever important certification is due to expire, or if any additional questions get added to the Automotive questionnaire that you need to answer.

In addition, we operate a standard renewal process. Once a year we contact you to remind you to review your information, and make any required adjustments – and of course we check it all again for you to ensure there are no errors. This is an essential part of the service we provide both to you and your customer – they don't want to make decisions based on old data, and you don't want to miss out on any opportunities because your information has expired.

In line with best practice, we recommend you update your information throughout the year if anything changes. Any updates to your data must be submitted for data validation.

HOW IS MY SUBSCRIPTION FEE CALCULATED?

Your subscription fee is determined by the number of products and services you register for your business (Product Codes). Because the costs of Achilles Automotive are shared between all its members, we are able to keep them to a minimum for you.

We recommend you list all the products and services you currently supply customers within the Community; however, if you wish to maximize the full marketing potential of the Community, you can enter as many as you wish.

To ensure you get the maximum benefit from Achilles Automotive, we recommend you renew your subscription with us yearly.

WHAT DOES THE FEE COVER?

- Checking of your company information using independent, impartial verifiers
- Sending of automatic alerts to remind you when important certification is due to expire
- Hosting of your data
- Capability to update company information quickly and easily in a secure online environment
- Single data access point to submit information to buying organisations in the Community
- Use of the Community Stamp and Certificate to support your marketing activities and for inclusion in tender documentation
- Access to a unique marketing tool for your business, allowing you to demonstrate your full capability to supply to current buying organisations in the Community.

WHO HAS ACCESS TO MY INFORMATION?

Your information is made visible to every organization registered in the Community as a buyer.

WHAT HELP IS AVAILABLE TO ME?

Our Customer Support Team is at your service. If you need any assistance, just email them via automotive@achilles.com or call them on +44 (0)1235 861118