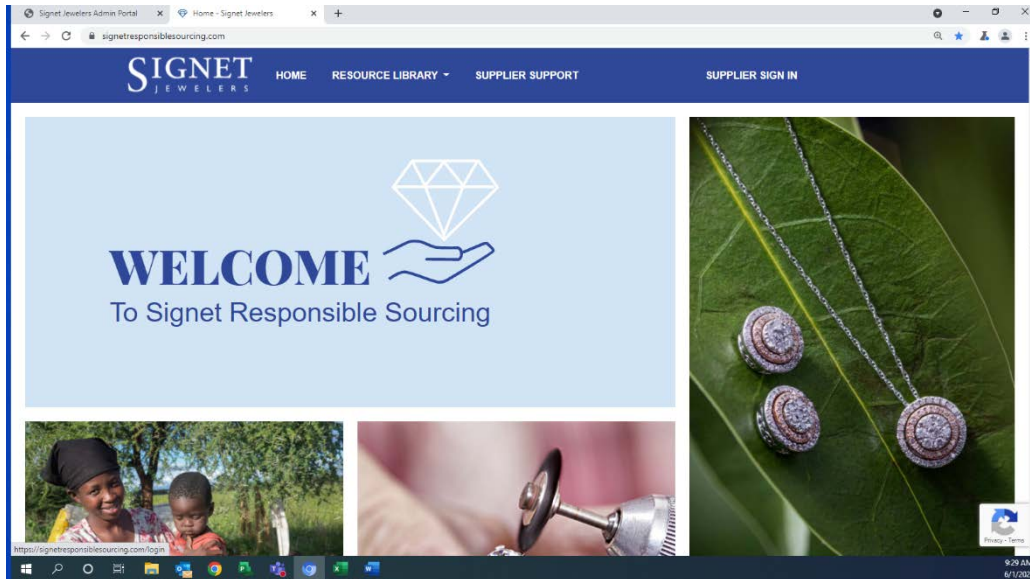


## Signetresponsiblesourcing.com – Guide for Users

1. Access [signetresponsiblesourcing.com](https://signetresponsiblesourcing.com) for Signet Responsible Sourcing documentation, training, and for completing annually required compliance reports.



2. Begin by updating your password here:  
<https://signetresponsiblesourcing.com/password/reset>

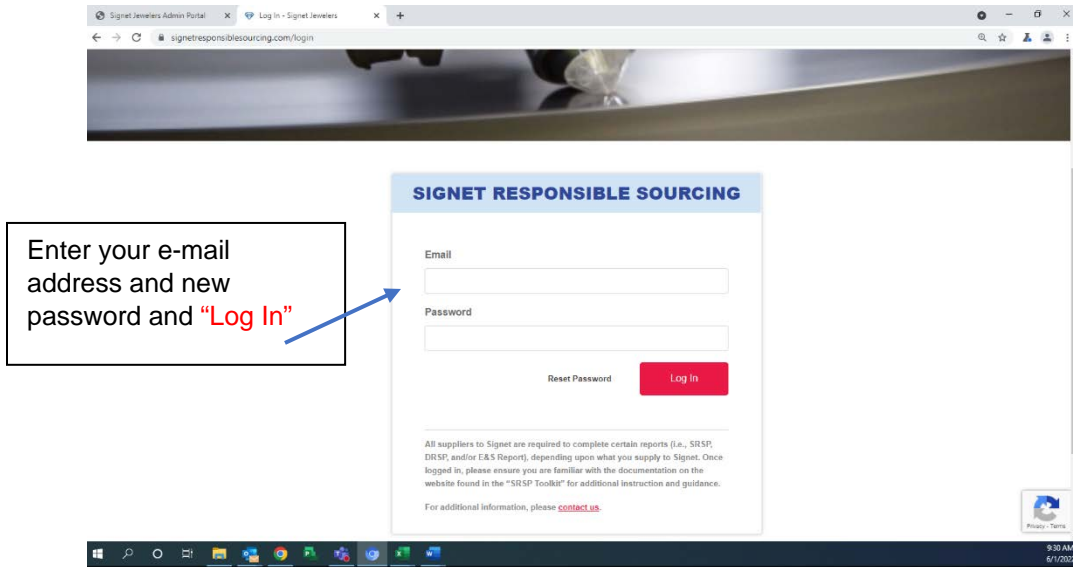


Enter your e-mail address and **"Send Reset Link"**

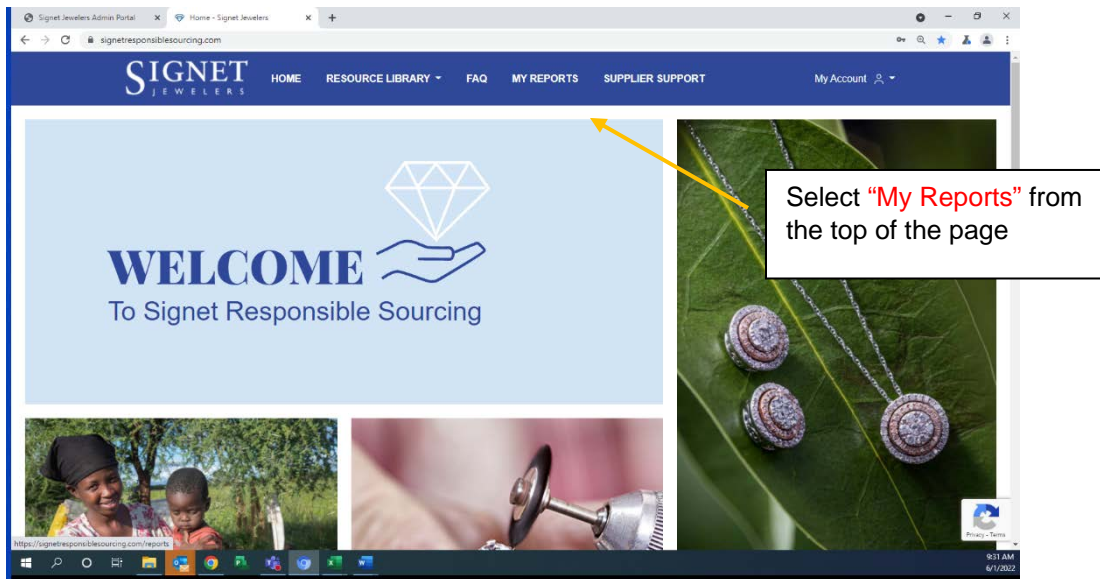
A screenshot of a web form titled "RESET PASSWORD". The form has a light blue header. Below the header is a text input field labeled "Email" with the placeholder text "Email Address". To the right of the input field is a red button labeled "Send Reset Link". Below the input field and button is a paragraph of text: "All suppliers of gold, diamonds, platinum, silver and platinum group metals (PGMs), if not already members, are required to join the IJC at the earliest opportunity. Suppliers of jewelry and diamonds to Signet must annually complete a SCSJ compliance report." At the bottom of the form, there is a link: "For additional information, please contact: [signet@signetjewellers.com](mailto:signet@signetjewellers.com)". A blue arrow points from the text box on the left to the "Send Reset Link" button.

## Signetresponsiblesourcing.com – Guide for Users

- Once you have established your new password, login here:  
<https://signetresponsiblesourcing.com/login>.



- To access available compliance reports, select "My Reports" from the top of the website:



5. Select and launch the 2022 Signet SRSP Report:

Select the  
**“2022 SRSP  
 Report”** and  
**“Launch Report”**

6. Scroll down the page, select your vendor name, number and **“begin”**

Tic the box to  
 select one or all  
**“Vendor  
 Number(s)”** and  
**“Begin”**

Business Unit	Vendor Name	Vendor Number	Status
<input checked="" type="checkbox"/>	Teresa's Company	TF0001	Not Started

**BEGIN**

7. Please return to “My Reports” to complete the Signet DDQ and E&S Reports.
8. To access Signet Responsible Sourcing documentation, i.e., the Signet Responsible Sourcing Protocol (SRSP), Signet’s Russia Policy, example questions for compliance reports, supplier training, responsible sourcing and supply chain map templates, select “Resource Library” from the top of the website, then “SRSP Toolkit”:

