



BOOK INDUSTRY COMMUNICATION LTD

BIC Supply Chain Excellence Award (SCEA) Revised Accreditation Scheme

The Application Process

Version 1.0
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How to apply to the revised BIC SCEA Accreditation Scheme

- 1) It is recommended that you read this document before applying.
- 2) The application for accreditation must be made by an organisation that is currently **active** in the book industry supply chain.
- 3) A key user should fill in the form on behalf of the applicant organisation; colleagues and other departments can contribute to the application as necessary.
- 4) Please ensure that all questions are answered where appropriate and as fully as possible, representing the current status of your organisation.
- 5) The application form is sub-divided into many separate pages, each of which will need to be completed before moving on to the next page.
- 6) The entire application may take some time to complete and may also require consultation with other colleagues in your organisation to reach the appropriate level of detail required.
- 7) It is therefore possible for you to pause and save your answers and then resume editing at a later point. Please use the 'Save and Resume' function at the bottom of each page which creates a URL link to return to the application form at the point that the link was generated. The new link can be shared within your organisation to allow others to pick up the application where you have left it. **Please be careful to use only one 'Save and Resume' link at any time and in strict sequence, otherwise, it may result in lost data.** Each new link is like passing the baton to the next person in a relay race – you can only ever have one baton in use by your team and be careful not to drop it!
- 8) To apply for accreditation, the key user should locate the URL link for the online application form via the BIC website. Alternatively, the form can be reached via the following link, [here](#).
- 9) Prior to beginning the application, the key user may find it helpful to visit the BIC SCEA webpage (<https://www.bic.org.uk/61/Supply-Chain-Accreditation/>) and download a PDF version of the appropriate application form (for the relevant organisation type). This may assist the key user in understanding the form and enable input from colleagues or other departments to be coordinated. **Please note PDF applications will not be accepted by BIC.** All applications must be submitted online via the official SCEA application form (see item 4, above).
- 10) The online form should be filled in by the key user. The application can be saved at the end of each page if required (see item 3, above). Saving the form creates a new link which supersedes all previous links, including the link originally provided by BIC.
- 11) Many questions in the application form are mandatory. This means that they must be filled in with at least some content. If the key user feels that a mandatory question is not relevant or appropriate to their organisation, then please use "N/A" to indicate that this question is not applicable.
- 12) It is very important that questions about the type of organisation applying for accreditation are answered accurately as these will be used to filter out questions which are not suitable for each applicant organisation. This filtering may mean that applicants do not see all the numbered questions in the application form, i.e. due to their organisation type.



- 13) When the form is final and complete, the key user should submit it to BIC using the 'Submit' button. **Please note: you will not be able to amend your submission after this point.**
- 14) The key user should see an acknowledgement from the application system and should also receive a confirmation email within a few days. (If you do not receive this email, please check your spam folder prior to contacting BIC).

If you encounter any problems during the application process, please contact BIC via:

Email: info@bic.org.uk

Telephone: 020 72550513/6

